

# Submitting Other Documents to EPA

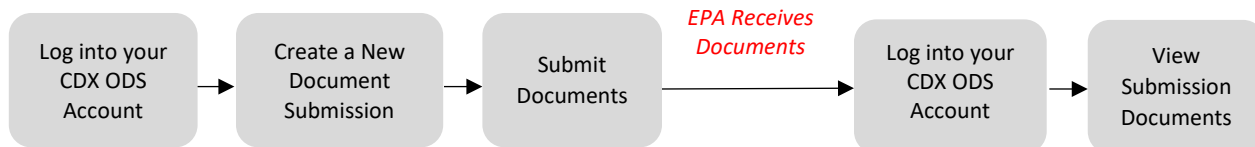
*ODS and HFC Reporting Instructions*  
*June 2024*

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## I. INTRODUCTION

This document provides information for reporting entities on how to securely submit other documents to the Environmental Protection Agency (EPA) on ozone depleting substances (ODS) and/or hydrofluorocarbons (HFCs), in accordance with CFR 40, Part 82, and Part 84, respectively. An overview of the submission process is provided in Figure 1 below.

**Figure 1: Overview of ODS Document Submission Process**



Note that the *Other Documents* workflow is for submission of documents and reports that otherwise cannot be submitted through the ODS Reports workflow, Import Petition/Certification workflow, or EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT). If you submit a report through this workflow that is designed for submission through another existing workflow, you will be asked to resubmit the report through the appropriate workflow.

For information on creating a CDX account, see EPA's document on *Registering with CDX*, available for download online at: <https://www.epa.gov/ods-phaseout/ozone-depleting-substances-ods-recordkeeping-and-reporting>. The remainder of this document is organized as follows:

- **Section II:** Accessing your CDX ODS Account
- **Section III:** Submitting Documents
- **Section IV:** Viewing Document Submissions

### Questions?

For questions about ODS and HFC reporting, contact [HFCallocation@epa.gov](mailto:HFCallocation@epa.gov).  
For questions about CDX, contact the CDX Helpdesk at (888) 890-1995 or [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net).

## II. ACCESSING YOUR CDX ODS ACCOUNT

### Step 1: Log into the Central Data Exchange (CDX)

Visit <https://cdx.epa.gov/> and enter your User ID and Password.

**CDX** Central Data Exchange Contact Us

### Log in to CDX

User ID

Password

[Log In](#) [Register with CDX](#)

[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.

### Step 2: Enter the ODS Application

From the “MyCDX” tab, select the “Ozone Depleting Substances” link.

**MyCDX** [Inbox](#) [My Profile](#) [Submission History](#)

### Services Manage

Status	Program Service Name	Role
	ODS: Ozone Depleting Substances	<a href="#">Ozone Depleting Substances</a>

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

### CDX Service Availability

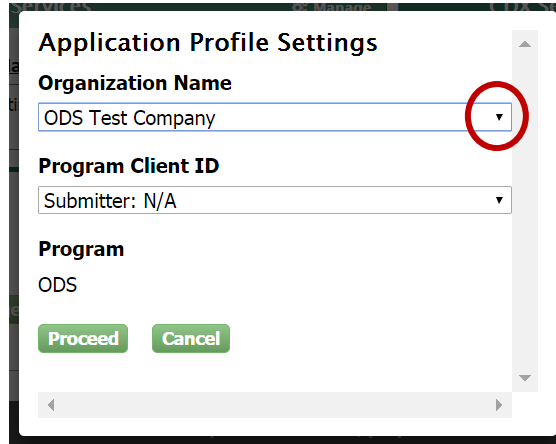
[See the status for all program services](#)

### News and Updates

No news/updates.

### Step 3: Select the Organization under which to Submit your Report

If you are registered under more than one organization in CDX, you will be asked to select under which organization to submit your report. Use the dropdown menu to select the organization name. If you are only registered under one organization, you will be automatically directed to the ODS home page.



The screenshot shows a dialog box titled "Application Profile Settings". It contains three main sections: "Organization Name" with a dropdown menu showing "ODS Test Company" (highlighted with a red circle), "Program Client ID" with a dropdown menu showing "Submitter: N/A", and "Program" with the text "ODS". At the bottom, there are two green buttons: "Proceed" and "Cancel".

#### The Importance of your Organization Name

The organization you register with and submit data under in CDX is used by the ODS Tracking System to identify the reporting entity of each submission. CDX assigns each organization in its database with a unique 5–7-digit ID. The use of a consistent Organization ID by all individuals that submit reports and documents on behalf of your company is required by EPA. Additionally, all users registered under the same Organization ID have access to the same Submission History table in CDX. More details on selecting and updating your Organization Name/ID can be found in EPA’s instructional document on *Registering with CDX*.

### III. SUBMITTING DOCUMENTS

#### Step 1: Select 'Other Documents'

From the CDX ODS home page, navigate to the "Other Documents" tab.

Submission History - TEST COMPANY (16889)

ODS Reports Import Petitions/Certifications **Other Documents**

Create New Submission

Show 10 entries Search:

Report ID	Submission Date	Document Type	Last Modified By	Status	Actions
DOCUM_2020_06783	08/06/2020	Destruction Efficiency Report	Garfinkel, Johanna	Submitted	<a href="#">Review Documents</a>
DOCUM_2020_06784	08/06/2020	Destruction Verification	Garfinkel, Johanna	Submitted	<a href="#">Review Documents</a>

#### Step 2: Select 'Create New Submission'

Click on the "Create New Submission" button located above the Submission History table.

Submission History - TEST COMPANY (16889)

ODS Reports Import Petitions/Certifications Other Documents

**Create New Submission**

Show 10 entries Search:

Report ID	Submission Date	Document Type	Last Modified By	Status	Actions
DOCUM_2020_06783	08/06/2020	Destruction Efficiency Report	Garfinkel, Johanna	Submitted	<a href="#">Review Documents</a>
DOCUM_2020_06784	08/06/2020	Destruction Verification	Garfinkel, Johanna	Submitted	<a href="#">Review Documents</a>

#### Step 3: Create a Passphrase

Following the instructions, create a passphrase for your new submission and click "Save and Continue."

## Submitting Documents

### Create Passphrase

Please create a passphrase that is at least 8 characters in length and does not exceed 20 characters. To protect your account, your passphrase should contain a combination of letters and numbers. The passphrase you create may include spaces but should not contain special characters (for example, +, ?, and \*). You can associate the same passphrase with multiple submissions.

Your passphrase will be used as an encryption key to protect the contents of your data. Your data cannot be accessed without this passphrase. You are responsible for remembering your passphrase and distributing it to only authorized Submitter(s).

Or, you can click "Cancel" to return to Home page.

New Passphrase

Confirm Passphrase



**Do Not Forget Your Passphrase!**

For security reasons, the system administrator does not have access to your passphrase and cannot retrieve it or reset it to a new one. If you have forgotten your passphrase, you must create a new submission.

### What is a Passphrase?

The passphrase is used as an encryption key to protect the contents of your submission. Each time you create a new submission, you will be asked to create a passphrase. In order to edit an 'in progress' submission or view the contents of a previous submission, you will be required to enter the submission's passphrase. The same passphrase may be used for all submissions. To ensure all users in your organization have access to all historic submissions, you may consider establishing a single passphrase that is used by all CDX users in your organization for all ODS submissions.

**REMEMBER YOUR PASSPHRASE:** Please note that the system administrator does not have access to your passphrase and cannot retrieve it or reset it. *If you forget your passphrase you will not be able to view or edit your submission in CDX.*

## Step 4: Enter your Organization's Primary Contact Information

Enter or edit the primary contact information for your new submission.

### Submitter Information

The information on the right is from your CDX Registration and will be passed on to EPA with your submission. If this information is incorrect, please update your CDX Registration information prior to completing your submission. These details can only be updated within the MyCDX link that can be found under "CDX Links" menu on the bottom of this screen or by the CDX Help Desk.

Name: Emily Golla  
CDX User ID: EMILY.GOLLA  
Email Address: emily.golla@odstestcompany.com  
Phone Number: 5555555555  
Phone Extension:

## Submitting Documents

**Primary Organization Contact Information**

The information below is required for each submission.

Organization Name: ODS Test Company

\* Primary Contact First Name:

\* Primary Contact Last Name:

\* Street Address (1):

Street Address (2):

\* City:

\* State:

\* Country:

\* Zip:

\* Email address:

\* Phone number:

### Populating the Primary Contact Information

Your organization's primary contact information should reflect the name and address of the person that serves as the primary contact for your organization and to whom all formal communications from EPA should be addressed. This information may or may not differ from the submitter's information. Once you have submitted a report, the primary contact information will be auto-populated based on the last report submitted by your organization. The primary contact information can then be edited, as needed.

### Step 5: Enter your Document Type

Select the document type of your submission. Document submission types include: AD/CVD Documentation, Chronically Leaking Appliances, Destruction Efficiency Report, Destruction Verification, HFC Importer of Record, HFC Set-Aside Application, Process Agent Use, Refrigerant Reclamation, SNAP Submissions, Technician Certifications, Third-party Audit, and Other. If "Other" is selected, provide a brief description of the document you are submitting in the "Additional Information" field.

**Document Information**

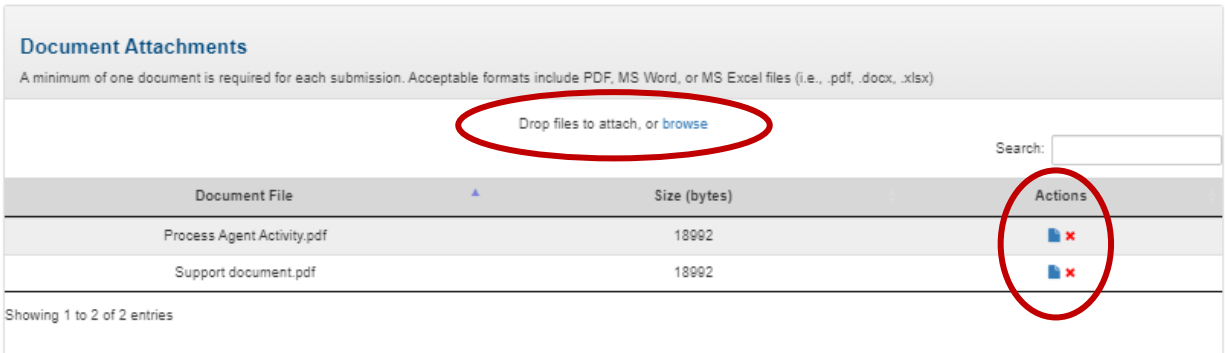
The information below is required for each submission.

\* Document Type:

## Submitting Documents

### Step 6: Upload Documents





Drag and drop files or select “Browse” to upload your documents. PDF, Excel, and Word files are acceptable formats for attachments. Multiple files may be dropped into the form at the same time. If a document is uploaded in error, it may be removed by clicking on the red ‘x’ in the far-right column.



**Document Attachments**  
A minimum of one document is required for each submission. Acceptable formats include PDF, MS Word, or MS Excel files (i.e., .pdf, .docx, .xlsx)

Drop files to attach, or [browse](#)

Search:

Document File	Size (bytes)	Actions
Process Agent Activity.pdf	18992	 
Support document.pdf	18992	 

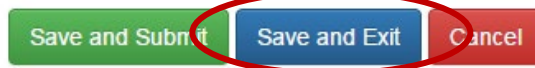
Showing 1 to 2 of 2 entries

### Sensitive Information

CDX is a secure platform for the electronic submission of Information. Files do not need to be protected or encrypted prior to upload and submission through CDX.

### Step 7: Save Progress without Submitting Documents (Optional)

At any time during the submission process, you have the option to save the submission and come back to complete and submit the document at a later date. If you wish to complete your submission at another time, click the “Save and Exit” button at the bottom of the screen.



### Step 8: Submit your Documents

Complete and/or confirm all information is correct and all documents have been uploaded and click “Save and Submit.” Documents may not be edited once submitted.



## Submitting Documents

### Step 9: Review your Document Submission

Review your submission's information and ensure all documents have been uploaded. If any information looks incorrect or if you forgot to include an attachment, click "Cancel Submission" and you will be returned to the ODS Home Page. If the information looks good, click the "Sign, Encrypt, and Submit" button at the bottom of the page.

#### Review Submission - DOCUM\_2020\_06942

Submitter Information	Primary Organization Contact Information
<b>Name:</b> Emily Golla	<b>Organization Name:</b> ODS Test Company
<b>CDX User ID:</b> EMILY.GOLLA	<b>Primary Contact First Name:</b> Emily
<b>Email Address:</b> emily.golla@odstestcompany.com	<b>Primary Contact Last Name:</b> Golla
<b>Phone Number:</b> 5555555555	<b>Street Address (1):</b> 1 Main Street
<b>Phone Extension:</b>	<b>Street Address (2):</b>
	<b>City:</b> Washington
	<b>State:</b> Dist. of Columbia
	<b>Country:</b> United States
	<b>Zip:</b> 20000
	<b>Email address:</b> emily.golla@odstestcompany.com
	<b>Phone number:</b> 5555555555

Document Information
<b>Document Type:</b> Process Agent Use

Document Attachments	
Document File	Size (bytes)
Process Agent Activity.pdf	18992
Support document.pdf	18992

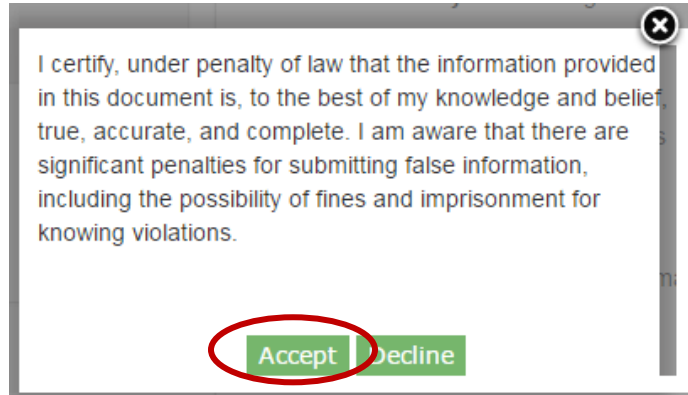
  

[Back](#) [Sign, Encrypt and Submit](#) [Cancel submission](#)



## Step 10: Certify the Accuracy of your Submission

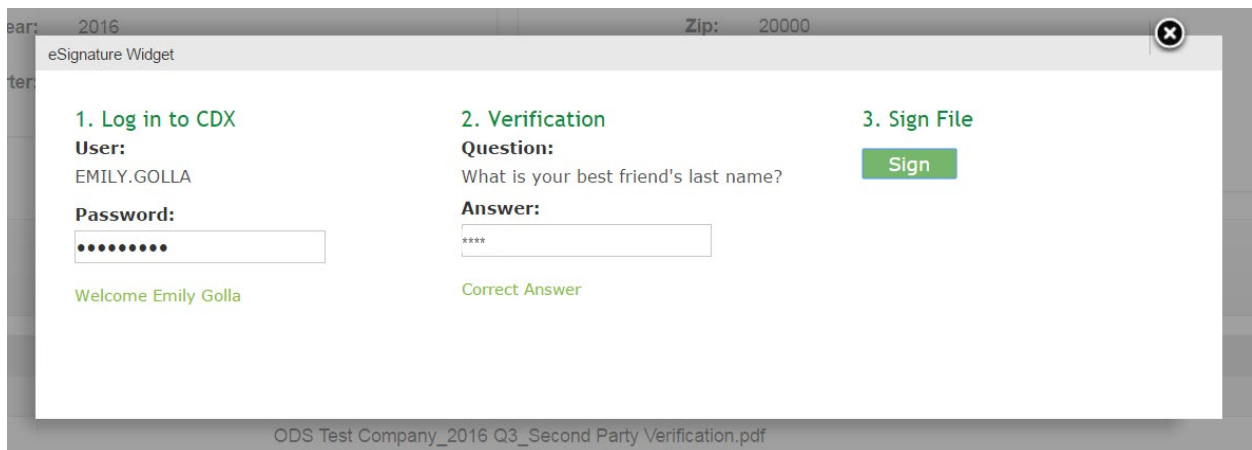
Read the message that appears and, if you agree, select "Accept."



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## Step 11: Complete the eSignature

- **Re-enter your CDX password.** This is the same password used to log into CDX.
- **Answer the secret question.** The security question will correspond to one of the security questions entered during CDX registration.
- **Sign file.** Select "Sign" to submit your submission.



## Submitting Documents

### Step 12: Receive CDX Submission Acknowledgement

Congratulations! You have successfully submitted your document. An email will be sent by CDX to the submitter's email address to acknowledge receipt of your submission. Retain this email for your records.

Your ODS Submission (DOCUM\_2020\_06861) has been successfully transmitted to ODS and is awaiting processing. Your transaction ID is \_462c387e-365d-4b5e-8c41-29c7b06a5c30

Organization Name: ICF Testing

If you have questions concerning this message, you may contact the CDX Help Desk by email at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by calling the CDX Technical Support Staff through our toll free telephone support on (888) 890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For international callers, the CDX Help Desk can also be reached at (970) 494-5500.

[CDX Homepage](#)

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### Step 13: Receive CDX Status Change Notification

Once EPA has completed review of your documents, you will receive another email to notify you that your document submission has been received.

A status update has occurred for the following submission

Organization Name: ICF Testing  
Report ID: DOCUM\_2020\_06861  
New Status: RECEIVED

Please review the submission in [CDX](#) for any additional information concerning this status change.

## IV. VIEWING DOCUMENT SUBMISSIONS

### Step 1: Locate the Submission to Review

From the CDX Home Page, navigate to the “Other Documents” tab and locate the submission that you would like to view. Once located, click the “Review Documents” link.

**Submission History - TEST COMPANY (16889)**

ODS Reports   Import Petitions/Certification   **Other Documents**

Create New Submission

Show 10 entries   Search:

Report ID	Submission Date	Document Type	Last Modified By	Status	Actions
DOCUM_2020_06783	08/06/2020	Destruction Efficiency Report	Garfinkel, Johanna	Submitted	<a href="#">Review Documents</a>
DOCUM_2020_06784	08/06/2020	Destruction Verification	Garfinkel, Johanna	Submitted	<a href="#">Review Documents</a>

### Step 2: Enter the Submission’s Passphrase

Enter the passphrase that was created under Section III, Step 3, and select “Review Documents.”

**Enter Passphrase**

Please enter your passphrase for the submission and click the "Review Documents" button.  
Or, you can click "Cancel" to return to the Home page.

Report ID: DOCUM\_2020\_06784

Enter Passphrase:

[Review Documents](#)   [Cancel](#)




Viewing Document Submissions

Step 3: Review Submission Documents

Submitted documents include the uploaded files as well as the Copy of Record, which summarizes all metadata for the submission. To view these files, select the "Download" icon in the far-right column.

**Review Documents - DOCUM\_2020\_06942**

Submitted Documents Search:

File Name	File Type	Download
Copy of Record	PDF	
Process Agent Activity.pdf	PDF	
Support document.pdf	PDF	

Showing 1 to 3 of 3 entries

[Back to ODS Home](#)