U.S. Environmental Protection Agency
Central Data Exchange

Electronic Reporting for National Emissions Standards for Hazardous Air Pollutants (NESHAPS), Phase II

Central Data Exchange (CDX) Radionuclide NESHAPS Reporting

User Guide

Revision 3

August 4, 2004

Prepared for
U.S. Environmental Protection Agency

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Revision History

Change Record			
Version Number	**Description of Change**	**Change Effective Date**	**Change Entered By**
Revision 1	Update to the June 2003 User Guide to address new functionality impacting users	June 8, 2004	CSC
Revision 2	Revised to incorporate EPA changes provided to CSC on June 18, 2004	July 1, 2004	CSC
Revision 3	Revised to incorporate changes to Section 1.1, Prepare R-NESHAPS Report	August 4, 2003	CSC

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Section 1. Process Overview

The process to submit your Radionuclide NESHAPS (R-NESHAPS) reports to the U.S. Environmental Protection Agency (EPA) involves the following steps:

1. Prepare R-NESHAPS Report
2. Access CDX Secure Web Site
3. Activate CDX account
4. Submit Digital Certificate Agreement
5. Log on after account activation
6. Access RAD submittal form
7. Populate RAD submittal form
8. Attach, sign, and send zipped file
9. Approver Process
10. Nomination
11. Log off of CDX

1.1 Step 1 - Prepare R-NESHAPS Report

The process of preparing the R-NESHAPS report is independent of the Central Data Exchange (CDX) process. You will prepare your report and submit the paper report directly to the authorities you are required to submit. You can also use this same report as electronic test files in the format you are accustomed to using. You must compress your test file(s) into a Zip file. Both the report files and the attachment files must use the following file naming convention:

- Up to the first four characters are the letter abbreviations of your facility name: Savannah River Site would be SRS.
- The next four characters are the EPA region in which the facility is located: Region 4 would be r4.
- The next two characters are the two-letter state abbreviation in which the state is located.
- The next three characters indicate whether the submission is a report (rpt) or an attachment (att).
- The last four characters are the year of the submission.
- Keep the file extension the same as the application that created it, (i.e., wpd, pdf, doc).

The character groups are separated by an underscore.

An example file name: srs_r4_sc_rpt_2002.doc.

Zip the report and attachment files together and name the Zip file using the following naming convention:

- The first three characters are the program: RAD.
- The next four characters are program specific: two-letter state abbreviation and submission number.
- The last entry is the user ID for CDX registration.

An example file name: RADSC01CHAUDET123.zip.

Please note that if you try to submit the same file multiple times, you will have to create new Zip files each time you submit.

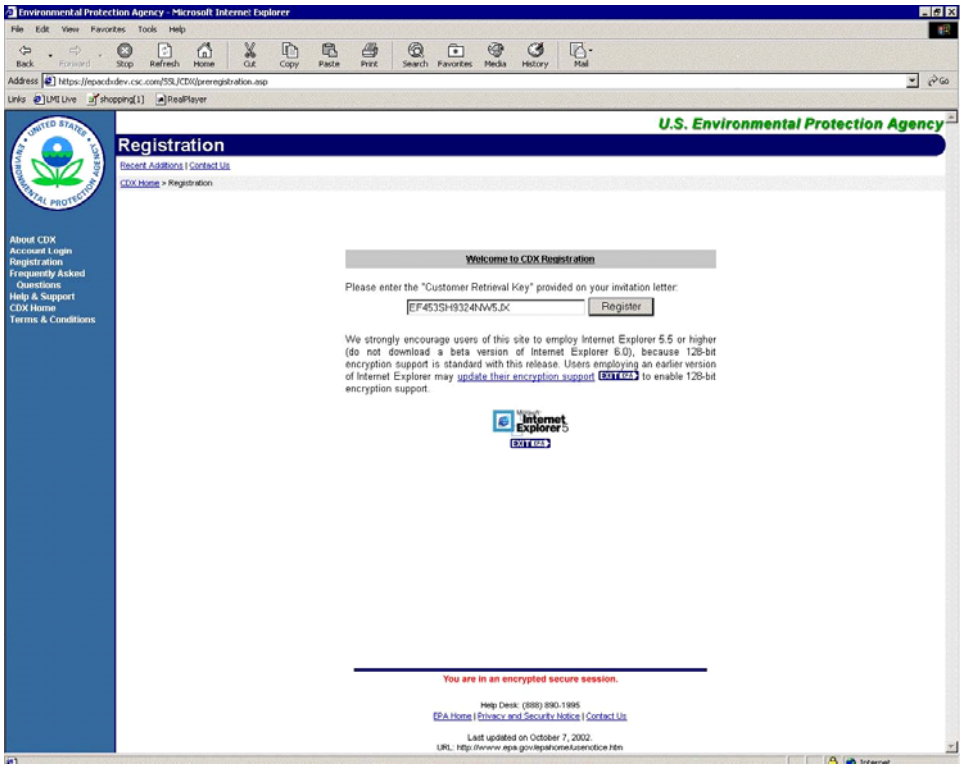
1.2 Step 2 - Access CDX Secure Web Site

1. You should have Internet Explorer (IE) 5.5 with 128-bit encryption. If you would like to download IE 5.5 or higher, go to the following Web site prior to accessing CDX: http://www.microsoft.com/windows/ie/.
2. After you have confirmed or loaded the correct version, go to http://cdx.epa.gov/preregistration through your Internet connection to complete the registration. CDX is a secure Web site that supports secure socket layer (SSL). Depending on the version of IE that you use, you may be prompted with this pop-up Security Alert message:

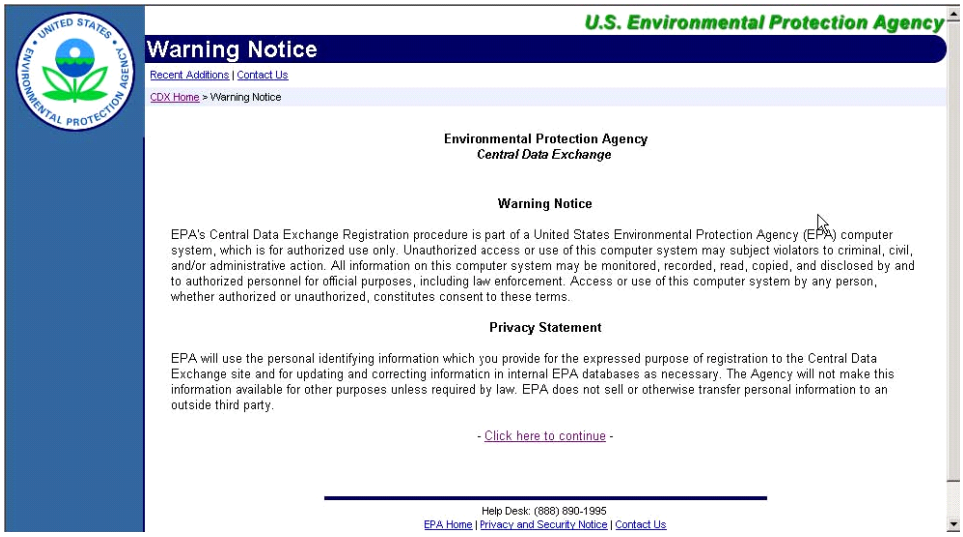
3. Click on Yes to proceed to the CDX Registration page.

1.3 Step 3 - Activate CDX Account

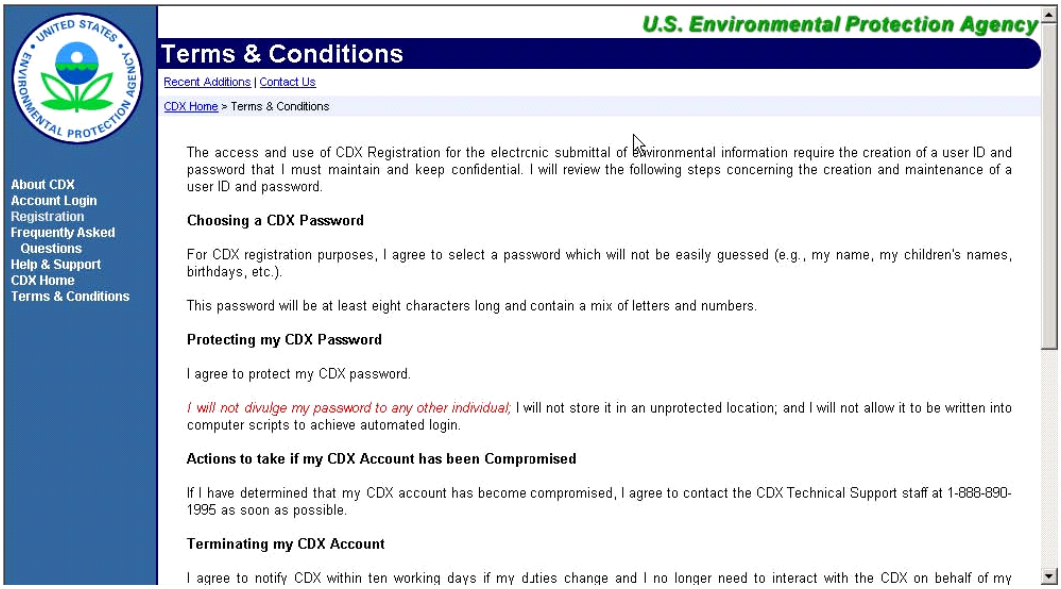
1. If you already have a CDX account, you should proceed to Step 5 - Log On After Account Activation.
2. As a new user, you will receive an e-mail notifying you of being pre-registered in CDX for NESHAPS. The e-mail will instruct you to call the EPA CDX Help Desk for your Customer Retrieval Key (CRK). The e-mail will also contain the pre-registration URL (https://cdx.epa.gov/SSL/CDX/govtpreregistration.asp). Once you receive your CRK from the Help Desk, open a Web browser, and enter the pre-registration URL. This will take you to the CDX Registration page.
3. At the CDX Registration page, enter the CRK that appears in the e-mail sent to you by EPA in the text box, then click **Register**. The CRK is case sensitive; you will need to enter it in upper case letters. If you end the session before you complete registration, or if the session times out (which occurs if inactive for 20 minutes), please call the CDX Help Desk at 1.888.890.1995, or e-mail the Help Desk at epacdx@csc.com to have your CRK reset.



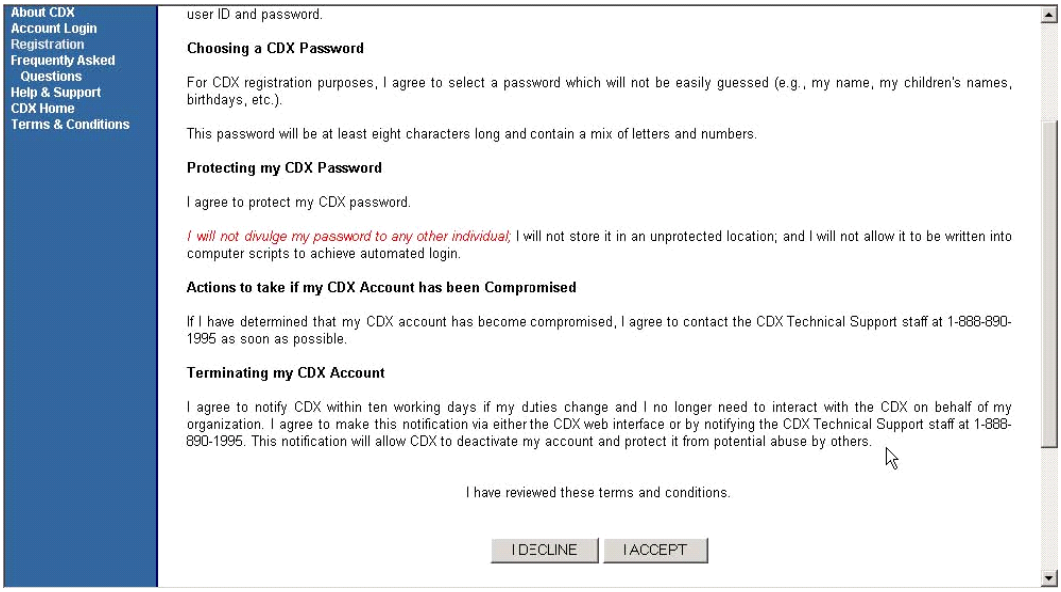
4. Read the Warning Notice, then click on the Click here to continue link.



5. Carefully read the CDX Terms and Conditions, and print a copy for your records.



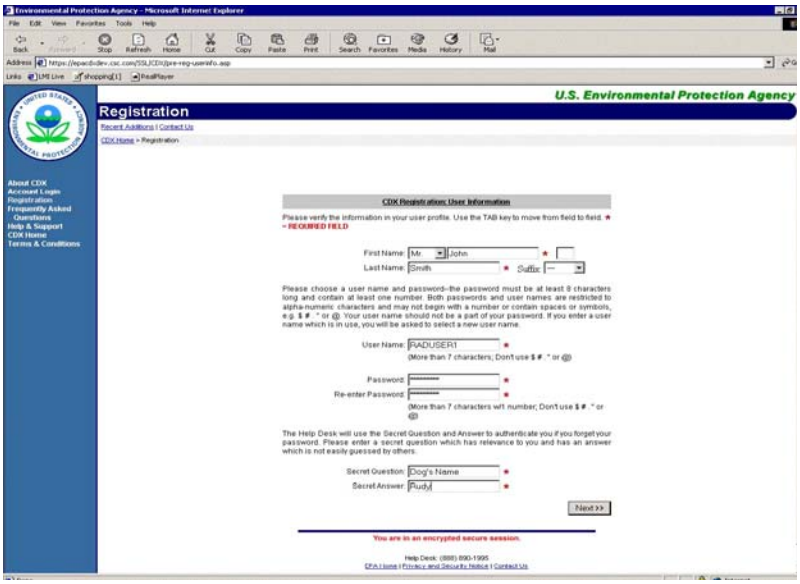
6. Click I Accept at the bottom of the "Terms & Conditions" screen to continue.



When you accept the terms and conditions, the "User Information" screen will display.

The "User Information" screen displays the information you provided when you pre-registered in CDX. Make any necessary changes to the displayed information.

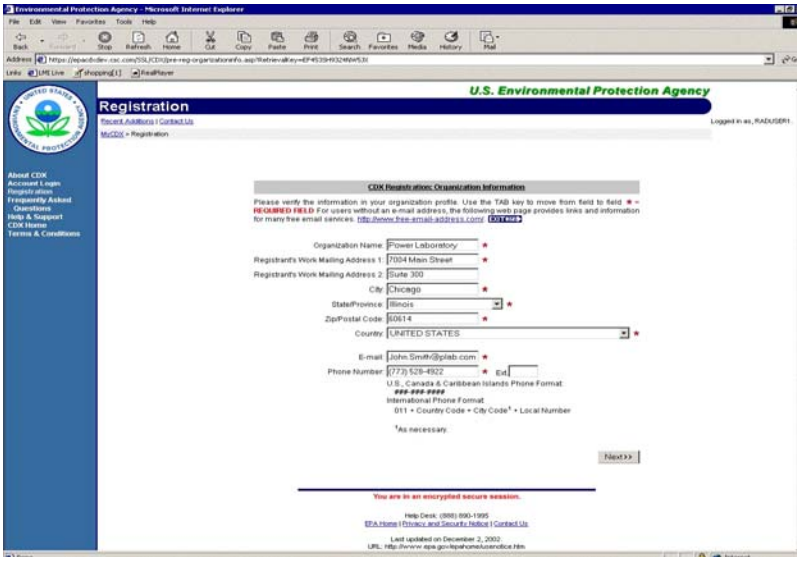
7. Choose your user name and password. A unique user name is required within CDX. If the user name supplied is already in use, you will be prompted to select another user name. The user name and password must be at least eight characters long, and must include at least one number. Both user name and password are restricted to alpha-numeric characters, and may not begin with a number or contain spaces or symbols, (e.g., $, #, “, or @). The user name and password should not be the same.



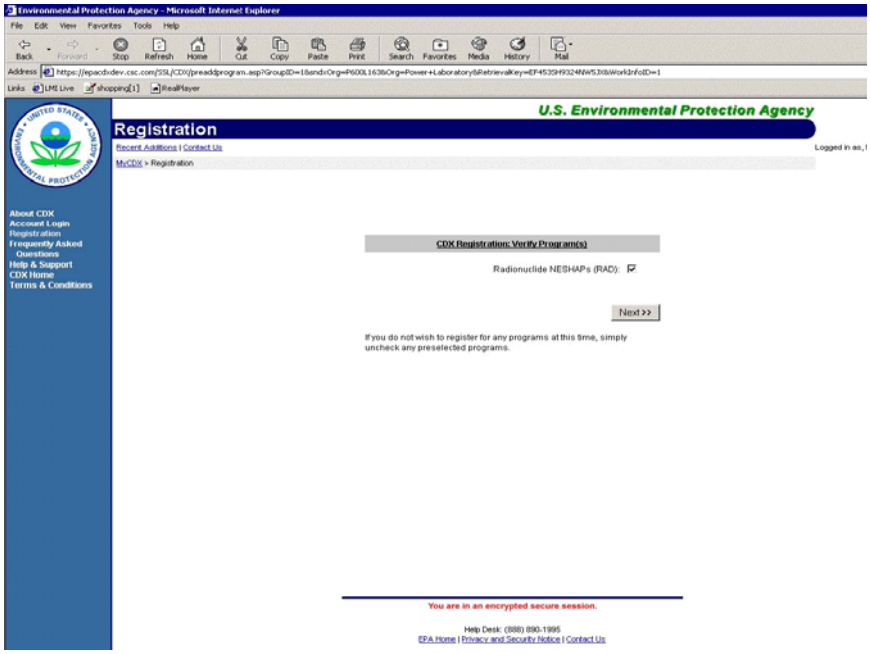
In addition to the user name and password, you must provide a secret question and secret answer. If you forget your user name and password, CDX Technical Support will supply the secret question, and you must provide the secret answer to reset your password.

8. Click Next when you have completed the “User Information” screen.

Note: You will need your user name and password each time you logon to CDX. Remember your user name and password.



9. The “CDX Registration: Verify Program(s)” screen will appear. Confirm that you are registered for the Radionuclide NESHAPS program, and click Next.



10. Next, verify and accept default selections, where indicated, on the “Registration” screen.

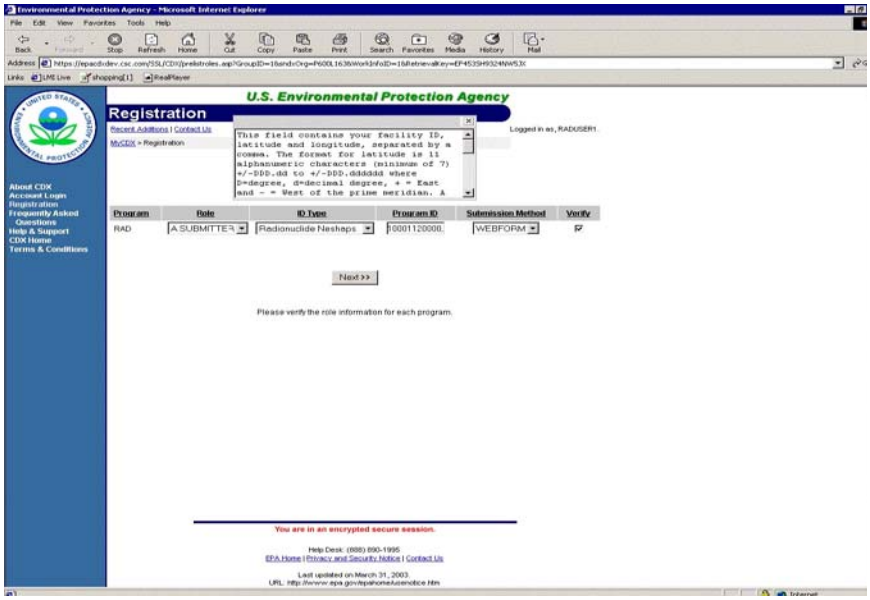
Role: Submitter

ID Type: Radionuclide NESHAPS

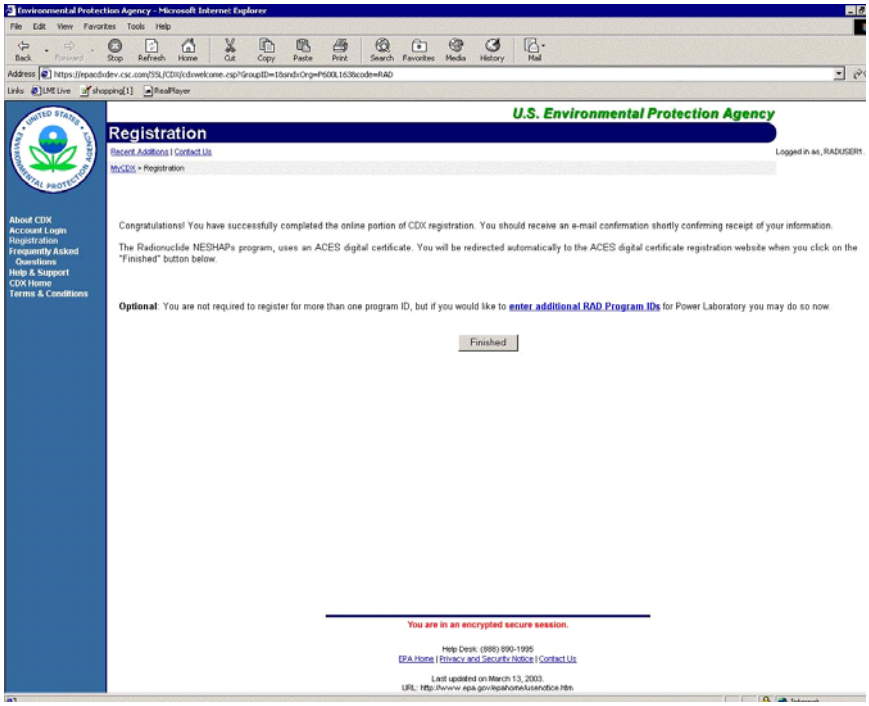
Program ID: Includes your pre-populated facility ID, latitude, and longitude

Submission Method: Select Webform if you are submitting a zipped file that is smaller than 100 MB. For files that are larger than 100 MB, contact the CDX Hotline.

1. Click **Next** to proceed.



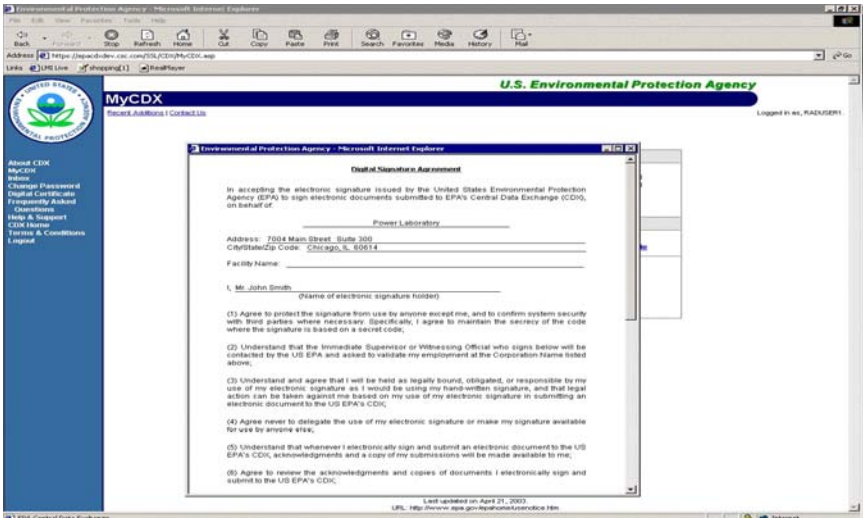
A completion screen will verify that you have completed registration.



2. When done, click Finished and proceed to downloading your digital certificate for electronically signing your submission.

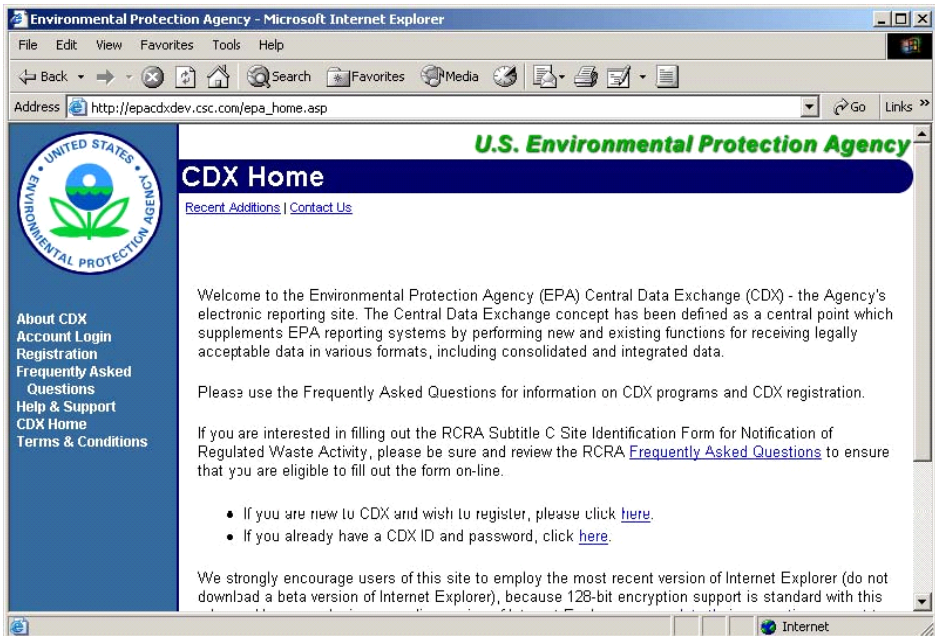
1.4 Step 4 - Submit Digital Certificate Agreement

After you have clicked **Finished**, the digital signature agreement will be displayed and pre-populated with your pre-registration information. To electronically sign your R-NESHAPS submission, you will need to sign and fax the digital certificate agreement to the CDX hotline at 301.429.3905. Once your digital certificate is approved, you will receive a confirmation e-mail from Digital Signature Trust directing you to their Web site to download your digital certificate. Contact the CDX Hotline for assistance in obtaining your certificate if needed. Please be sure to mark the box that allows export of the digital certificate.

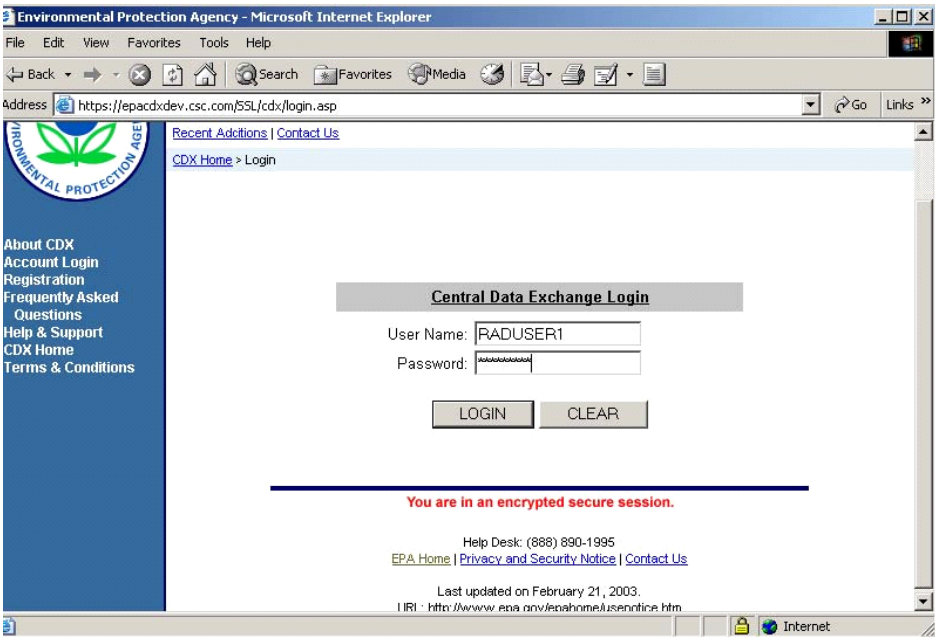


1.5 Step 5 - Log On After Account Activation

1. To log on after you have activated your account, downloaded your digital certificate, and prepared your submission file, go to the CDX home page at http://cdx.epa.gov/.
2. Click on the second link: **If you already have a CDX ID and password, click here**.



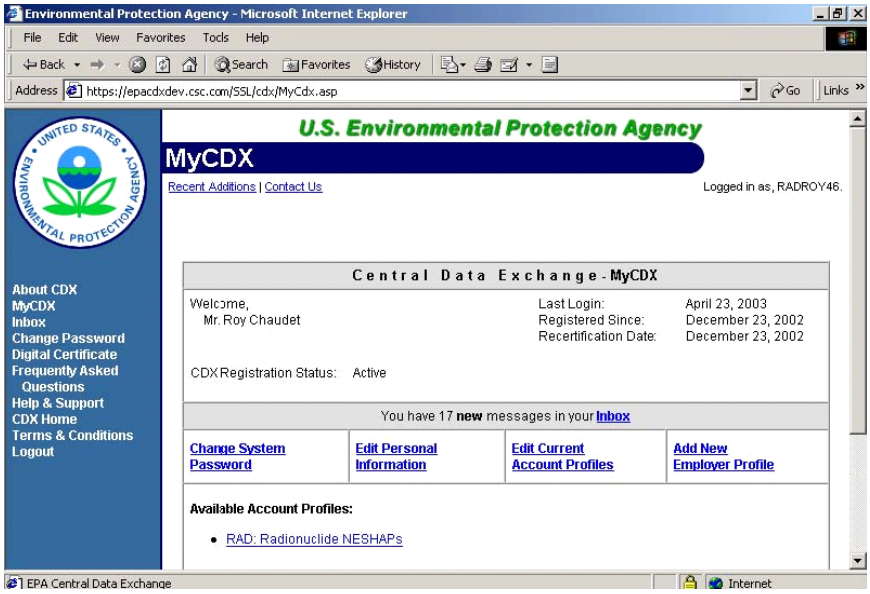
3. Enter your user name and password in the Central Data Exchange Login screen.



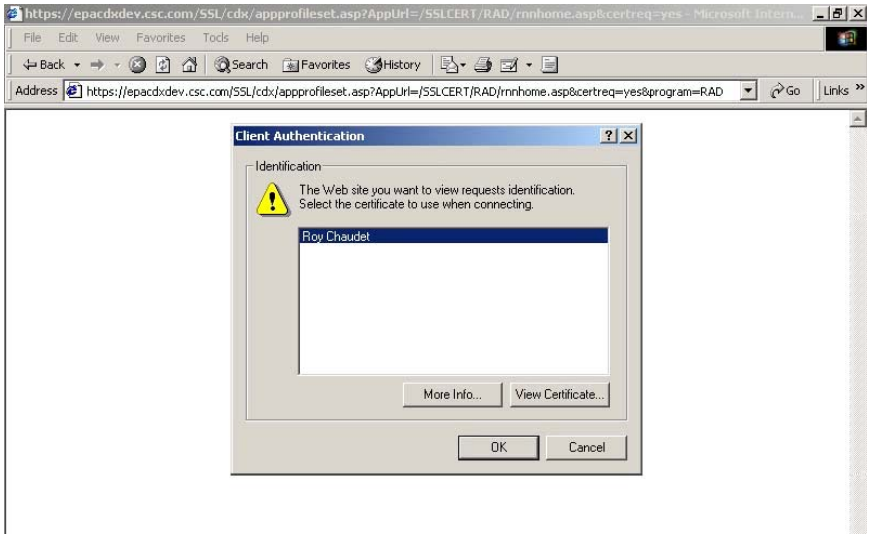
1.6 Step 6 - Access RAD Submittal Form

Note: Before you begin this part of the CDX electronic submission process, you must have your zipped file ready.

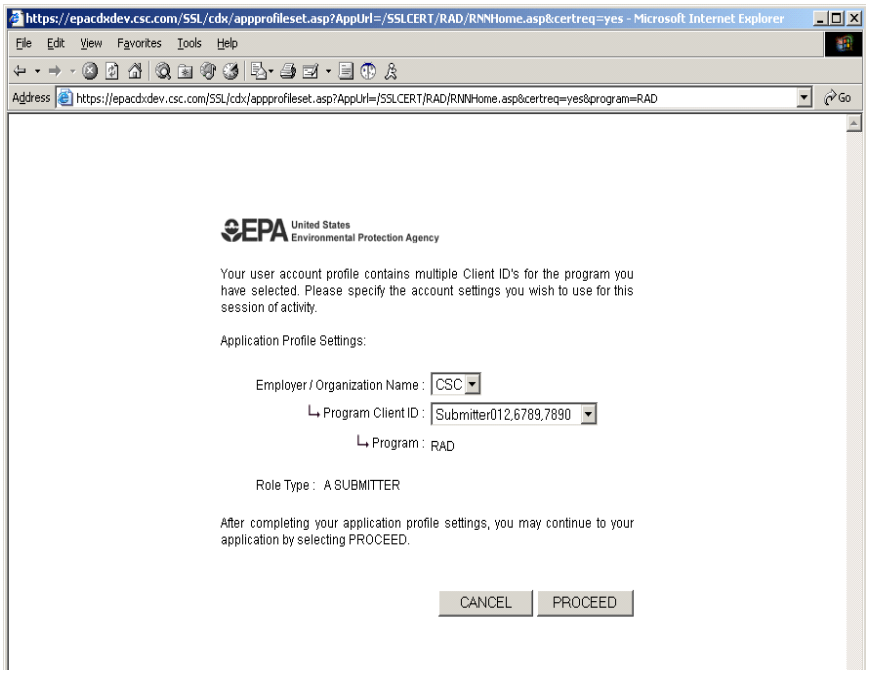
1. To access the RAD submittal form, click the **RAD: Radionuclide NESHAPS** link from the MyCDX screen.



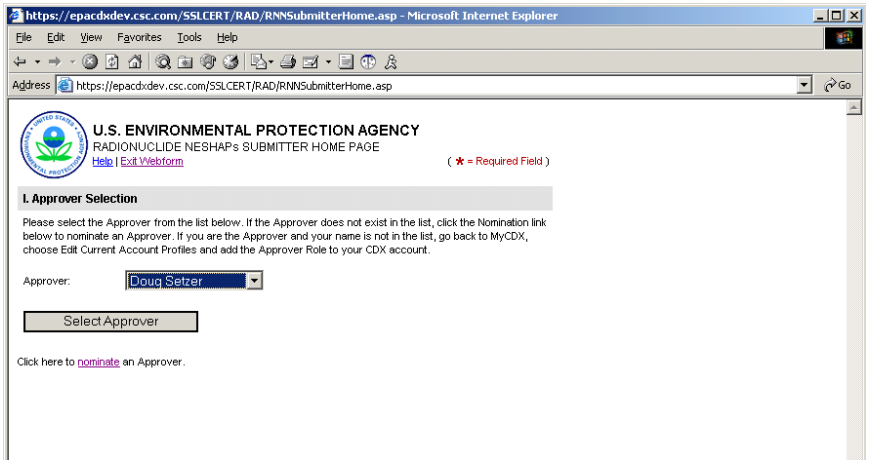
2. After you click the **RAD: Radionuclide NESHAPS** link, the certificate authentication screen will automatically display. This screen lists the certificates you have in your Internet browser. Click on the certificate to select it for signing your R-NESHAPS submission. Click **OK** to go display the "Application Handoff" page where you will proceed as a Submitter or Approver.



3. The "Application Handoff" page will be displayed if you have both the Submitter and Approver CDX roles. Select the desired Employer/Organization Name and Program Client ID (Role). Click on **PROCEED** to continue.



4. The "Submitter role, select Approver" page will be displayed if you select the Submitter CDX role. Choose an Approver from the "Approver" drop-list and click on **Select Approver** to display the RAD submittal form or click the Nominate link to nominate an Approver. A submitter is a CDX user that performs the NESHAPS file upload process from the CDX Web pages. An approver is a CDX user that performs the NESHAPS "approval/multi-signature" process on uploaded files before the files are sent to the NESHAPS Notes/Domino application.

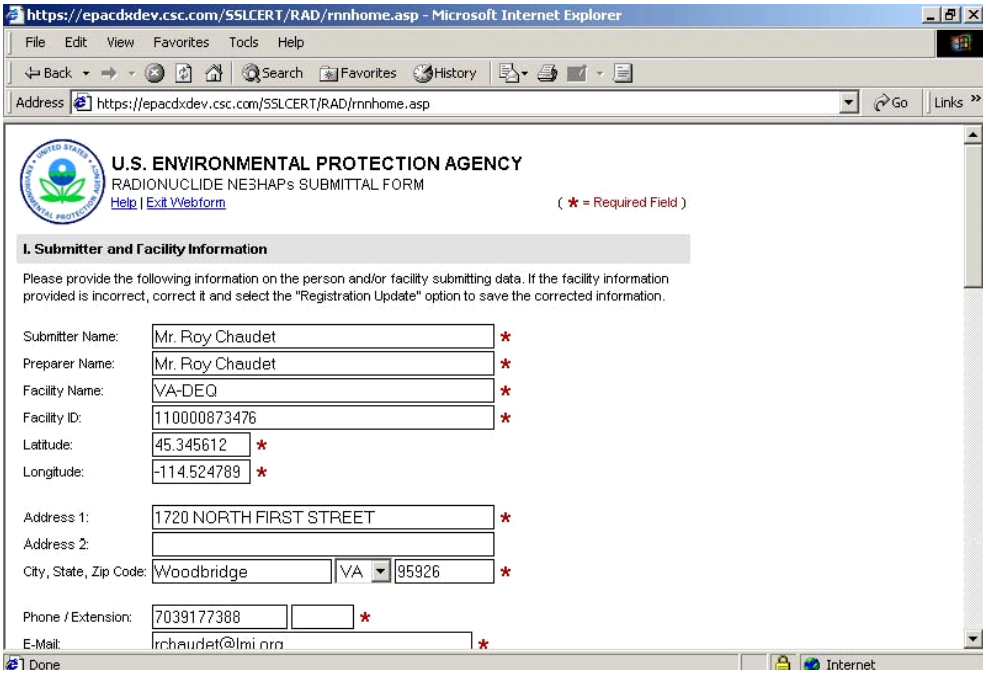


1.7 Step 7 - Populate RAD Submittal Form

Fill out sections I, II, and III of the RAD Submittal Form.

I. Submitter and Facility information

This section is pre-populated with the name, organization, telephone number, fax number, and e-mail address of the person who logged in. Confirm that the information displayed is accurate and make any changes necessary.



II. Date of Submission

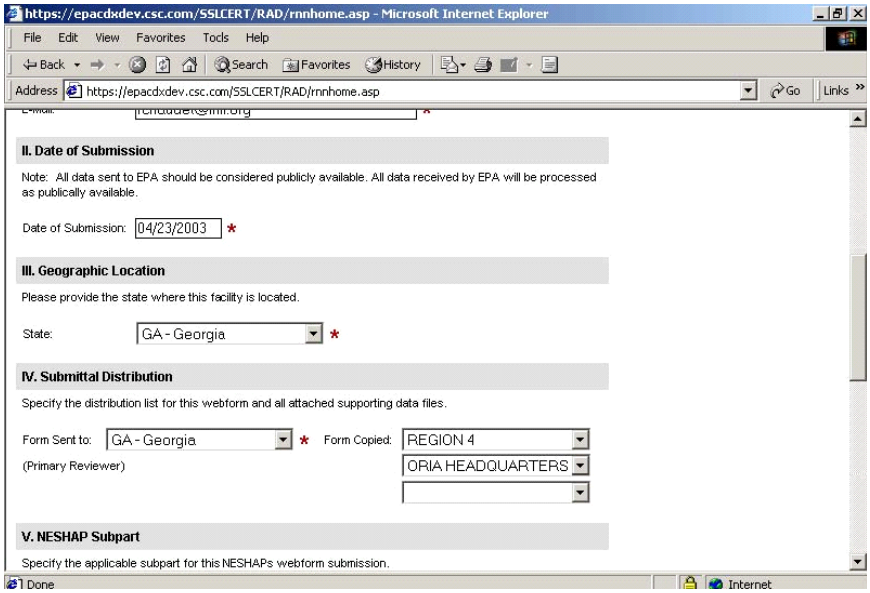
This section is pre-populated with the current date.

III. Geographic Location

This section documents the geographic location for the facility for which you are reporting. The State drop-down box is pre-populated with your state information. Confirm that the state displayed is correct and make any changes necessary.

IV. Submittal Distribution

This section documents where your R-NESHAPS report will be submitted. Identify the agency to which you are reporting. Also identify agencies to which you are providing copies.



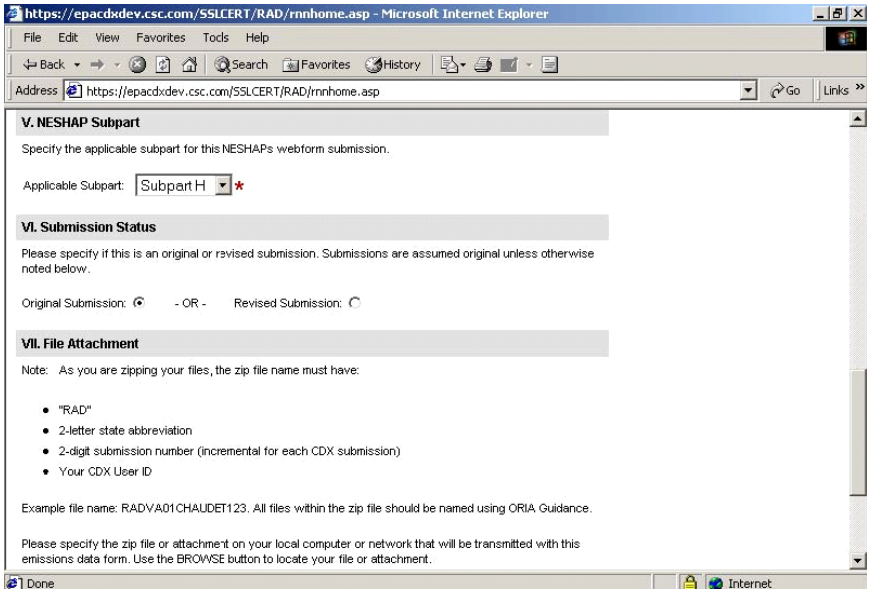
Complete sections V and VI.

V. NESHAPS Subpart

This section identifies the NESHAPS subpart for which you are reporting. Currently this is for Subpart H as pre-populated. Reports for other Subparts may be reported in the future.

VI. Submission Status

In this section, indicate whether it is an original or revised submission.

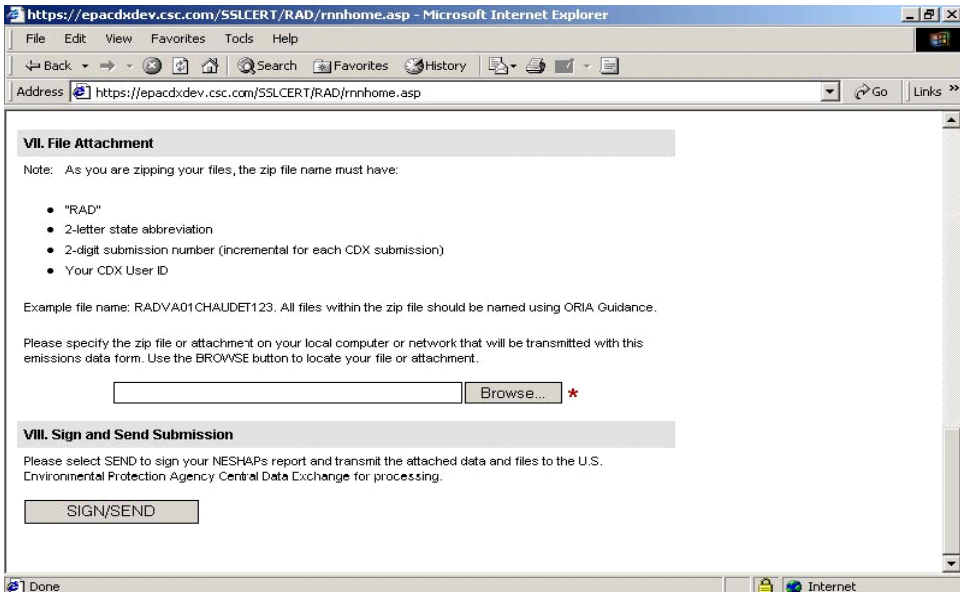


1.8 Step 8 - Attach Sign and Send Zipped File

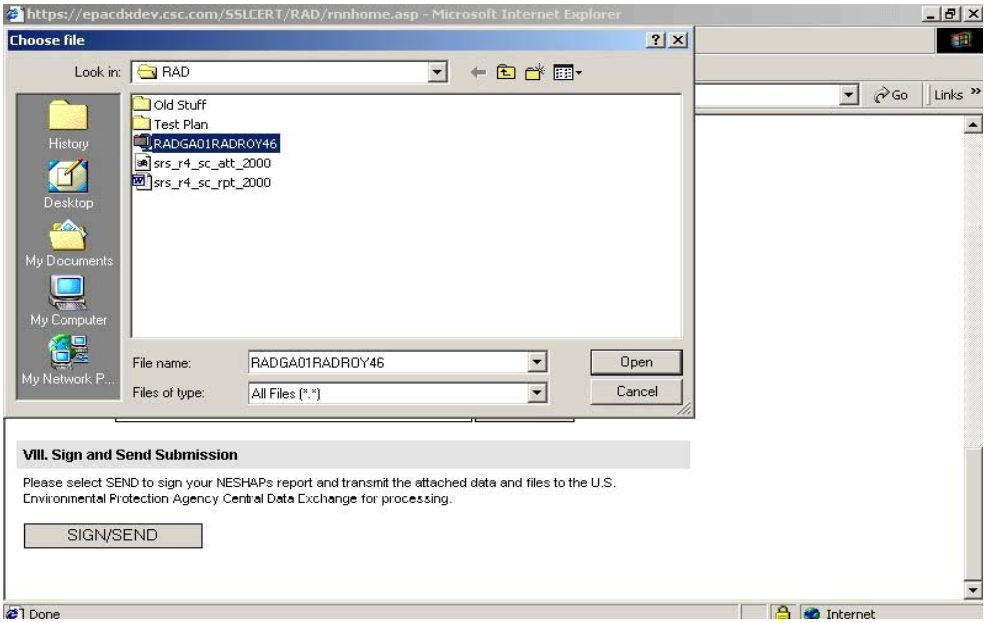
Complete section VII.

VII. File Attachment

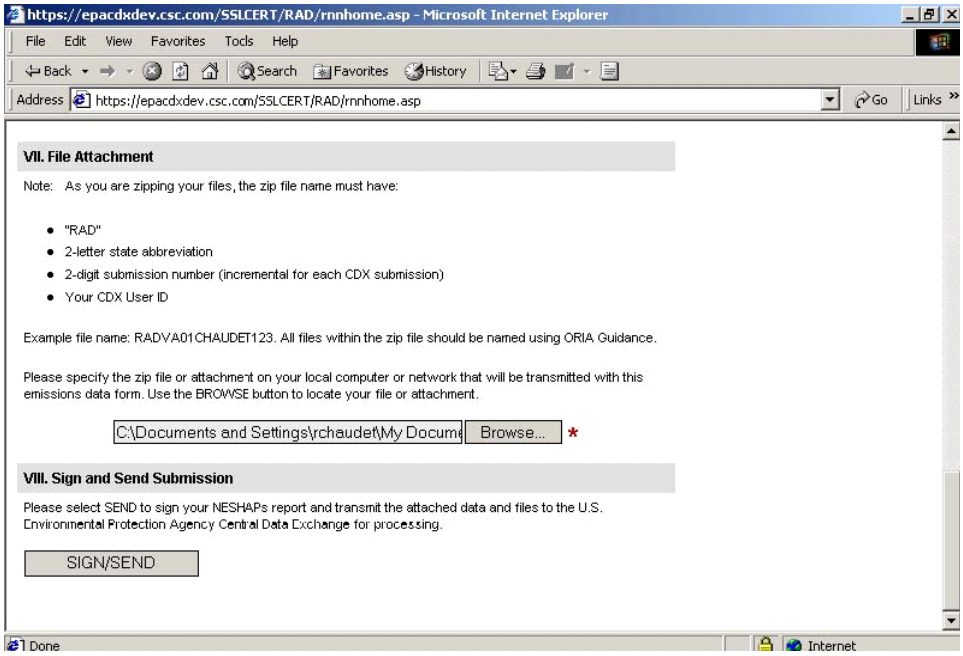
1. Use the browser to select the Zip file that will be transmitted with this form. Note that the file will need to follow the same file naming convention as described in Step 1.



2. The default file format for the browser is HTML. You will have to set the file format to All Files (*.*) to view your submission file in the browser. Highlight the file and click **Open**.

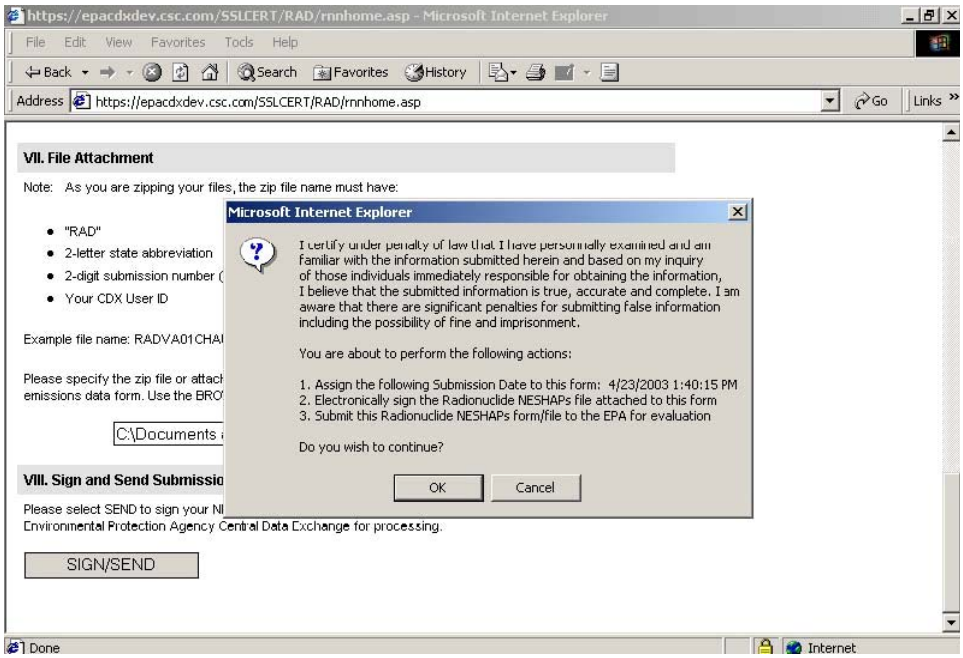


3. Once you select the file, its location is displayed in the field next to the browse button. You are now ready to sign and submit your report.

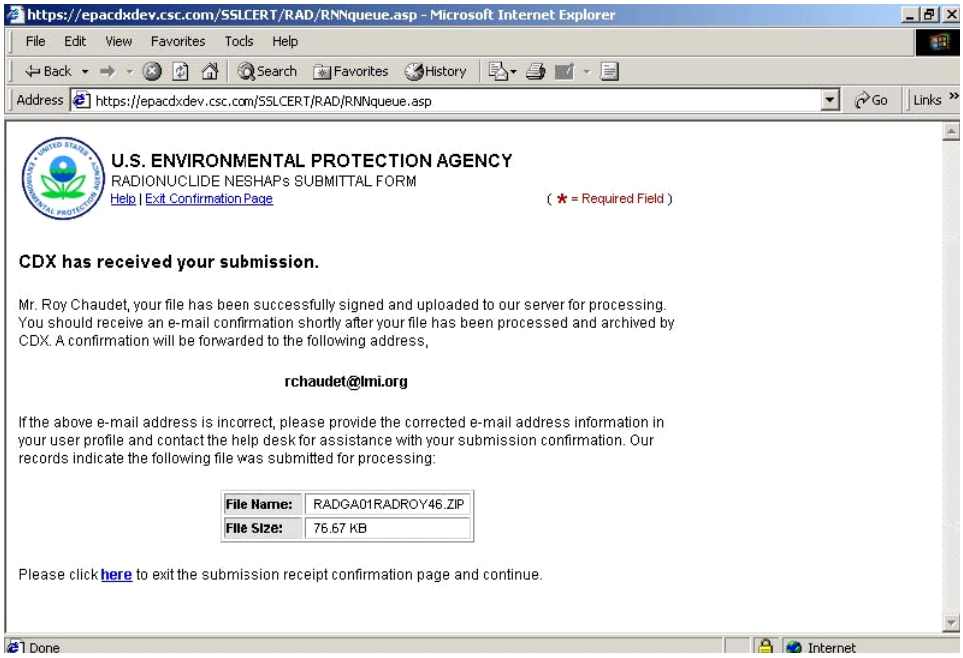


Complete section VII

4. Once you have filled out the RAD Submittal Form, you are ready to attach, sign, and transmit your zipped file. When you select **SIGN/SEND**, the certification box will be displayed. Click **OK** if you wish to continue. This will result in signing and uploading your report.



If your upload is successful, you will receive an acknowledgement confirming the name of the file uploaded along with your e-mail address.

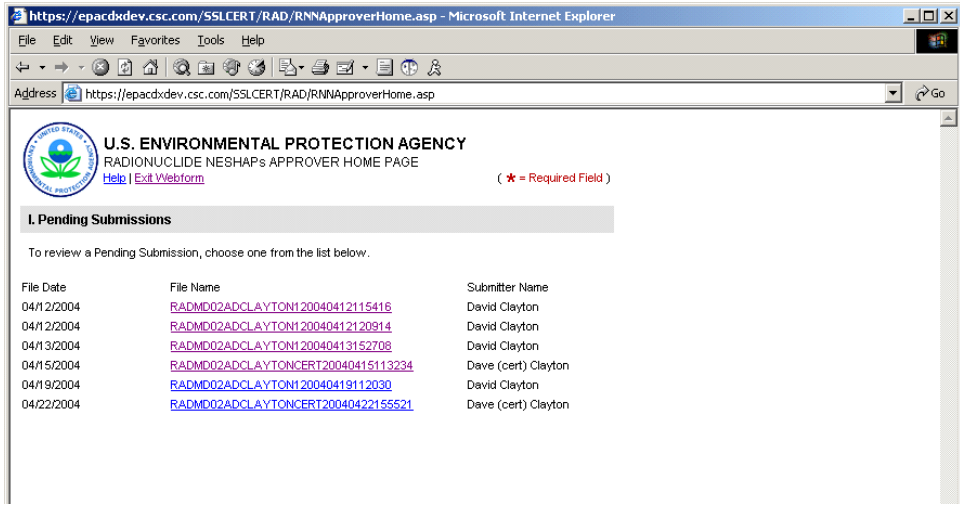


5. Click **here** to return to the MyCDX screen.

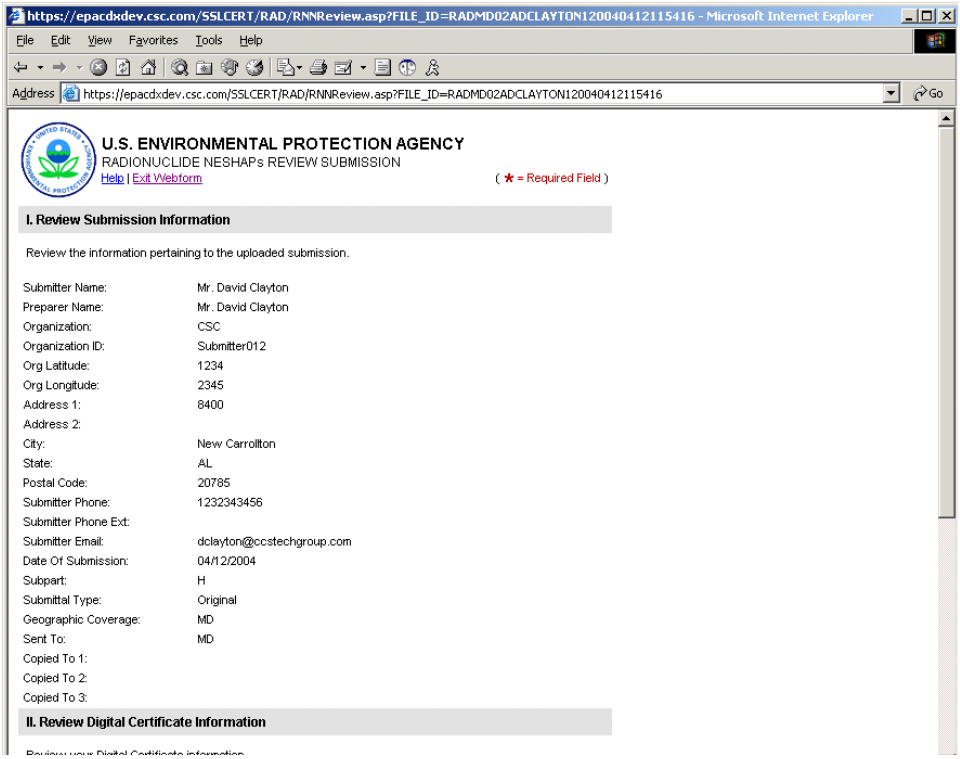
You will also receive an e-mail from our automated system confirming our receipt of your file. The CDX file name derived from the information provided in your RAD Submittal Web Form will be listed on the receipt e-mail.

1.9 Step 9 - Approver Process

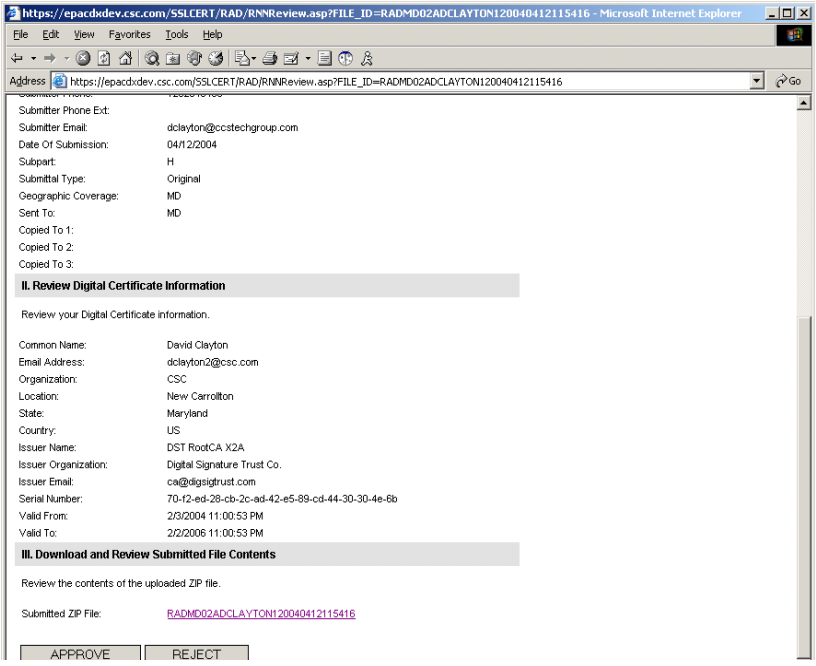
The “Approver role, submission selection” page will be displayed if you select the Approver CDX role. Click the **File Name** link to choose which uploaded file to approve.



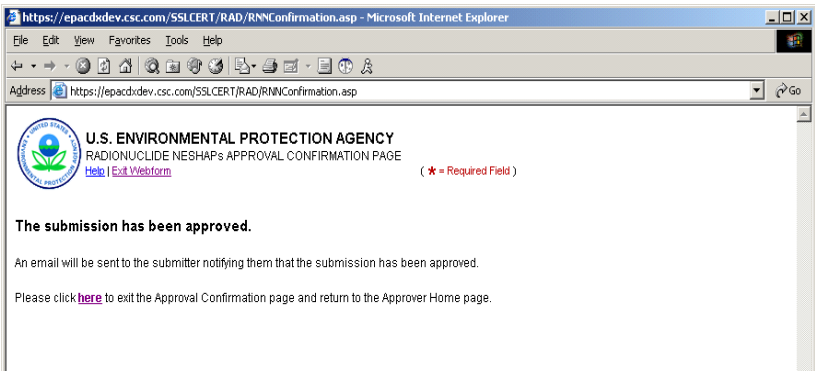
The “Submission Review” page is displayed after you click the **File Name** link. Section I contains information that was collected on the Submittal form.



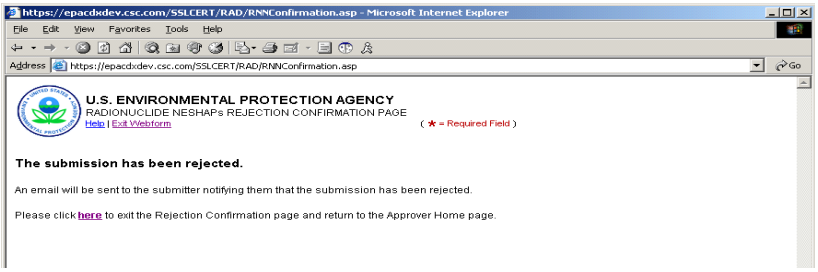
Section II of the "Submission Review" page contains the Approvers digital certificate information. Section III allows you to review the contents of the uploaded file. Click **APPROVE** to approve the submission, or click **REJECT** to reject the submission.



The "Approval Confirmation" page is displayed if you Approve the submission.

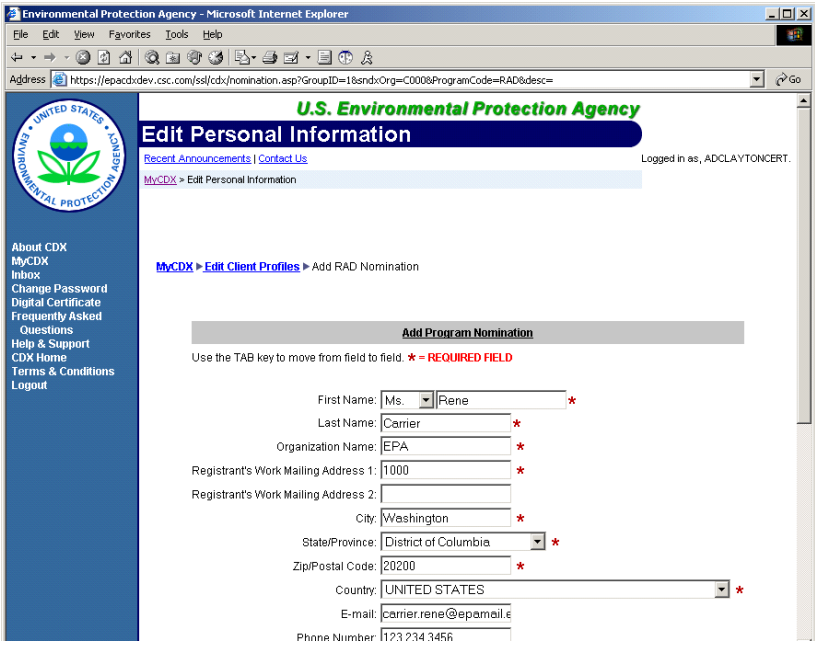


The “Rejection Confirmation” page is displayed if you Reject the submission.

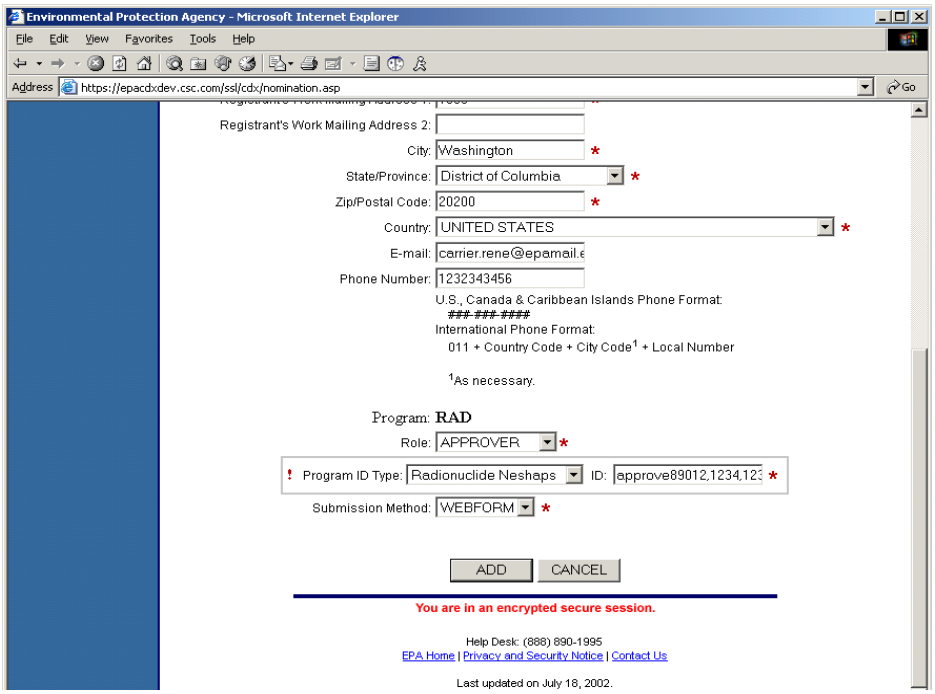


1.10 Step 10 - Nomination

The CDX “Add Program Nomination” page is displayed if you clicked the **Nominate** link on the “Submitter role, select Approver” page.

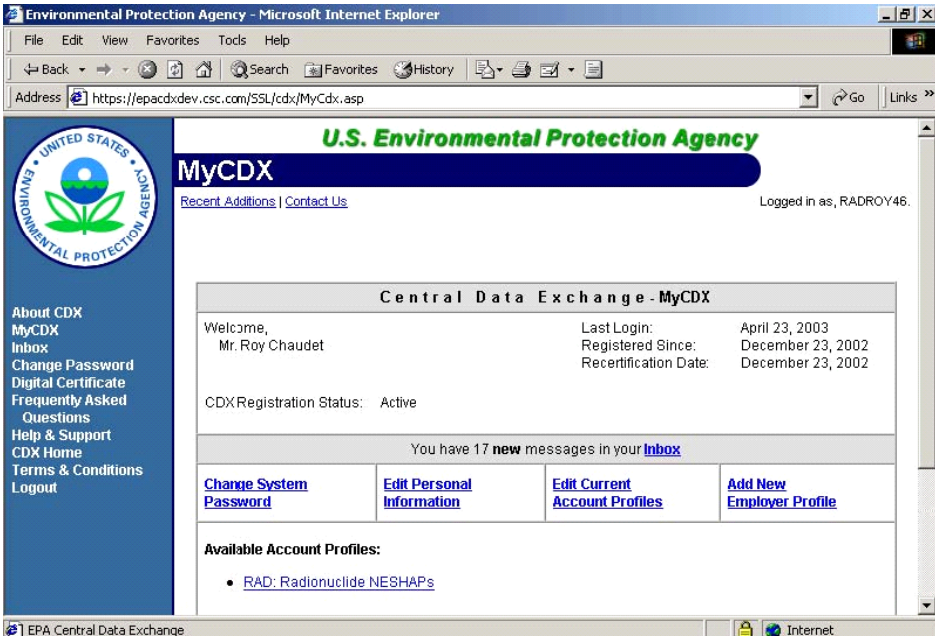


The CDX “Nomination” page is displayed if you clicked the nominate link on the “Submitter role, select Approver” page. In the Role drop-down list, you may select either Submitter or Approver for the user you are nominating.



1.11 Step 11 - Log Off of CDX

1. Click **Logout** on the blue sidebar menu from the MyCDX screen.



2. The logout screen will appear. Close the Web browser to exit.

U.S. Environmental Protection Agency
CDX
Recent Additions | Contact Us
CDX Home > CDX
About CDX
Account Login
Registration
Frequently Asked Questions
Help & Support
CDX Home
Terms & Conditions
Thank you for using the Central Data Exchange
of the Environmental Protection Agency .
Login
EPA Home Page
You are in an encrypted secure session.