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 Contract Number: GS00T99ALD0203 Task Order Number: T0002AJM038

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				

Table of Contents

Sectior	1. Process Overview	1-1
1.1	Step 1 - Prepare R-NESHAPS Report	1-1
1.2	Step 2 - Access CDX Secure Web Site	1-2
1.3	Step 3 - Activate CDX Account	1-2
1.4	Step 4 - Submit Digital Certificate Agreement	1-7
1.5	Step 5 - Log On After Account Activation	1-8
1.6	Step 6 - Access RAD Submittal Form	1-9
1.7	Step 7 - Populate RAD Submittal Form	1-11
1.8	Step 8 - Attach Sign and Send Zipped File	1-13
1.9	Step 9 - Approver Process	1-15
1.10	Step 10 - Nomination	1-17
1.11	Step 11 - Log Off of CDX	1-18

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. vou After have confirmed or loaded the correct version. ao 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.

INITED STATES	U.S. Environmental Protection Agency
(i) 🔼	Warning Notice
	Recent Additions Contact Us
	CDX Home > Warning Notice
AL PROTECT	
	Environmental Protection Agency Central Data Exchange
	Warning Notice
	EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.
	Privacy Statement
	EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party.
	- Click here to continue -
	Help Desk: (888) 890-1995
1	EPA Home Privacy and Security Notice Contact Us

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.

About CDX Account Login	user ID and password.	-
Registration Frequently Asked	Choosing a CDX Password	
Questions Help & Support CDX Home	For CDX registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.).	
Terms & Conditions	This password will be at least eight characters long and contain a mix of letters and numbers.	
	Protecting my CDX Password	
	l agree to protect my CDX password.	
	/ will not divulge my password to any other individual; I will not store it in an unprotected location; and I will not allow it to be written into computer scripts to achieve automated login.	
	Actions to take if my CDX Account has been Compromised	
	If I have determined that my CDX account has become compromised, I agree to contact the CDX Technical Support staff at 1-888-890- 1995 as soon as possible.	
	Terminating my CDX Account	
	I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification via either the CDX web interface or by notifying the CDX Technical Support staff at 1-888-890-1995. This notification will allow CDX to deactivate my account and protect it from potential abuse by others.	
	I have reviewed these terms and conditions.	
	I DECLINE I ACCEPT	
- And		•

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.

U.S. EPA CDX

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 alphanumeric 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.

Environmental Protecti	on Agency - Microsoft Inten	net toplarer.				E 1
da 10 1	004	X IN B A	6 0 0	CH 123-		
Back. Firmert	top Refresh Hone	CLE CODY Paste Pr	nt. Search Favorites Media	Hotory Mail		
Address 💽 Mitpe://eposided	ev.csc.com/SSLJCERUpre-reg-use	rwo.asp				2.
Links @LMI Live _d_shoot	rog[1] Paalfayer					
SOUTED BRADE	and the second				U.S. Environmenta	I Protection Agend
12 O B	Registration					
	Recent Additions Contact Up					
	COX Hung - Registration					
AL PROTE						
About CON						
Account Login						
Frequently Asked			CDX Report	dion: User Information		
Questions Help & Support		- REOUR	enty the information in your user (RED FIELD	profile. Use the TAB key to mov	ve from field to field. *	
CDX Home Terms & Conditions						
and a successive state of			First Name: Mr.	• John	*	
			Last Name: Smith	 Sufficiency 	x - 💌	
		Please	choose a user name and passy	word-the password must be	at least 8 characters	
		long an alpha m	t contain at least one number, i meric characters and may not b	Both passwords and user na egin with a number or contain	mes are restricted to n spaces or symbols.	
		e.g. 1 #	* or @ Your user name should hich is in use you will be asked to	not be a part of your passwor	rd. If you enter a user	
			User Name: [RAD	USER1 .	# 1 W 201	
					in a go	
			Password.			
			Re-enter Password			
			(More (D)	than 7 characters wit number,	, Don't use \$#." or	
		The Hel	Desk will use the Secret Quest	ion and Answer to authenticate	e vou if you forget your	
		passwo which is	d. Flease enter a secret questi-	on which has relevance to you	u and has an answer	
			internet preserve) and a			
			Secret Ouestion: [Dog!	s Name •		
			Secret Answer: [Pudy			
					Next 23	
			You are in an e	ncrypted secure session.		
			Hado Da	ek (888) 890 1995		
			CEA Linne Frivasy	and Security Notice Contact Us		

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.

Environmental Protec	tion Agency - Micr	rosoft Internet I	Explorer							
File Edit View Favor	ites Tools Help									
te	Stop Refresh	Home Of	Copy Pa	te Print	Search Favorites	🞯 🤆	N Mai			
Address D https://epacds	dev.csc.com/SSL/CD	0)/preaddprogram	asp?GroupID=18sn	dxOrg=P600L163	Morg=Power+Laboral	torybRetrievalKe	wEF4535H9324NW53	WorkInfoID=1		
Units @ILMELive at sho	condit Real	laver								
SHITED STARS	_						U.S. ENVI	ronmental Pr	otection Agen	cy
(i 🔼 i)	Registra	tion								
	Recent Additions	Contact Us								Logged in as,
	MrCDX > Registrat	ion								
PROTICIL										
About CDX										
Account Login Depistration										
Frequently Asked					CDXI	Registration: Vi	rify Program(s)			
Questions Help & Support						De die				
CDX Home						Radio	IUCIIDE MESHAP'S (K	(D): M		
Terms & Conductrs										
								Next >>		
				lf yo	ou do not wish to reg	ister for any pro	grams at this time, s	imply		
				un	meek any preserve	o programs.				
					Ma		4			
					You are	in an encrypte	d secure session.			
					11000	Help Desk: (888	890-1995			
					EPA Home	Privacy and Sec	unity Notice Contact Us			

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.

Travironmental Protes	on Agency - Microsoft Internet Explorer			- 6
Pile Edit View Pava	s Tools Help C C C C V C C C C C C C C C C C C C C C	B	a History Mail	•
Address Dhtps //epace	ev.csc.com/SSL/CDR/prelistroles.asp?Group1D=18and+C	rg=P600L1636Work3r4o3D=16AletrievalKey=D	P4535H9324W453X	ەنى 📼
	ping[1] ▲RealFlayer	in the second se		
	Registration	ironmental Protection i	Agency	
	McGDX + Registration McGDX + Registration tatitude an Coses. The alphanumeri +/-DD-dd ; badgees.			
Account Login Registration	and Ves	t of the prime meridian. A	-	
Questions	RAD A SUBMITTER + Redignus	Ide Nesheps + 10001120000	WEBFORM . F	
	Plastave	Next >>		
	You at	e in an encrypted secure session.		
	EPA.Home	Help Desk: (888) 890-1995 (Phtyscy and Security Notice Contact,Us		
	URL HEP	ast updated on March 31, 2003. //www.epa.gov/epahoneAusenotice.htm		
(B)				A Internet

Environmental Protec	tion Agency - Microsoft Internet Explorer	0
File Edit View Favor	rites Tools Help	
tack Forward	Stop Refined: None Gr. Copy Parte Pirt South Favories Moda Mistory Hal	
Address 2 https://epacds	udev.csr.com/SSI/CDI/cdowetcome.csp?GroupID=18ands/Crg=P600L1638code=RAD	R
Links @LME Live sho	sping[1] BaaMayee	
JuitED STAILS	U.S. Environmental Protection Agency	
	Registration	
	Becert Additions Contect Us	,R1.
	Marcal · Progetandon	
About CDX Account Login	Congratulations! You have successfully completed the online portion of CDX registration. You should receive an e-mail confirmation shortly confirming receipt of your information.	
Registration Frequently Asked Questions Help & Support	The Radionuclide NESHAPs program, uses an ACES digital certificate. You will be redirected automatically to the ACES digital certificate registration website when you click on the "Finished" button below.	e.
CDX Home Terms & Conditions	Optional: You are not required to register for more than one program ID, but if you would like to enter additional RAD Program IDs for Power Laboratory you may do so now.	
	Finished	
	You are in an encrypted secure session.	
	Help Devik (1989) 900–1995 (EPA Home Privacy and Sacurty Note) (Contact Up	
	Last upsited on Merch 13, 2003. URL: http://www.eps.gov/kpahone/userdice.htm	

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 prepopulated 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.

	Freedom to the second section of the second section of the second section of the second section of the second s	And Andrewski September 1998	_ (C) ×
	Pin Ell View Pauliter Talk Inde	A	
Alter in and interest in a state of the sta	Back Formert Stop Refresh	Home Out Copy Falte Pret Search Favoriter Media History Mail	
Ver Control of Angel C	Address . tetpe //spacid-dev.csc.com/55L/CD	ngMyCEOL sep	
Construction de construction de la constructio	Links @(DHILlive	lay se	
	ALL DATE	U.S. Environmental Protection	Agency
Contract of the same that is the same	MyCDX		
Constrained and set of the former and and set of the constrained to set of the constrained to the const	Tecert Addition 10	Contact Us	Logged in ex, #ADUSE#1
Control C			
In an excepting the activity of the second	Pedal	Trivingenential Protection Agency - Hicrosoft Internet Englorer	
Market	About CDX		
Character bestered Properties de status de la serve france de la ser	MyCDH Induce	Diatel Signator Agroement	
Through Ashed Table 1 Second and 1 Second an	Charge Password Disital Contificate	In accepting the electronic signature issued by the United States Environmental Protection	
Inter A subject Print Laboratory Print Laboratory	Frequently Asked	Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDIQ, on behalf of	
Time & Address? 262 Handle State State 1 State 3 200 Address? 262 Handle State State 1 State 3 200 Import	Help & Support	PowerLaboratory	
Chiptisheda Chip Cont 2 Chiptigo, 5, 40011 Facility Name Utility of the second seco	Tornes & Conditions	Address: 7004 Mars Street Bute 200	
Facility Name Facility Name	Construction of the	ChyState/Zip Code: Chicago, 8, 60614	
Example of determine signatures includes the second s		Facility Name:	
Charms of electronic to granter the signature houses Charms of electronic to granter the signature houses Charms of electronic to granter the signature houses of			
(1) Agiese to potential the signature time use to anyone exception, and its contern system is exception the content of the source of the source of the source of the source of the content of the source of the sour		(#er.sons ense) (#ame of electronic signature holder)	
white the graphical white necessary. Beyond and A agent is maintain the access of the color		(1) Agree to protect the signature from use by anyone except me, and to confirm system security	
(2) Understand and same that is very set of the se		with third parties where necessary. Specifically, I agree to maintain the secrecy of the code where the signature is based on a secret code.	
contacted by the US EPA and asked to variable me employment at the Copyreliant Name Island down contacted by the US EPA and asked to variable me employment at the Copyreliant Name Island down contacted and asked to variable in the set of the Variable for any setteration is table down in the table any again that is the left as legably bound, characteristics in non-mitting an extends of the table against the US EPA SCORE (4) Again where the designation is used on my setteration statement in the US (2) Contacteristication of the US EPA'S CORE (3) Against the setteration of the US EPA'S CORE (3) Against the US EPA'S CORE (4) Against		(2) Understand that the Immediate Supervisor or Witnessing Official who signs below will be	
C1) Understand and spree that i will here it as insplat/ bound, cleagable, or insponsible to my action can be taken against time basics on my case of my areticities: significant on transmitter to the instance on the instance on transmitter to the instance on the instance on transmitter to the instance on transmitter to the instance on		contacted by the US EPA and asked to validate my employment at the Corporation Name fisted above.	
Use of the decision spannane as a work of the using the parabolishin signature, and the stand by an use of the decision of the stand spanna stands of the stands spanna stands and stands the stand stands of the stands spanna stands stands of the stands spanna stands spanna stands and stands the stands of the stands spanna stands stands the stands of the stands spanna stands stands stands spanna stands and stands the stands of the stands spanna stands		(It is backed and some first that had as hadd as hands bound extended at instance its to or	
top is the bit sense against mediated by the bit of the bit set of the bit s		use of my electronic signature as I would be using my hand written signature, and that legal	
(4) Agree never to detegade the use of niny electronic signature ar make my signature available for yet by imprint etcs; (5) Understated that use never indextooring sign and salend an electronic documents to the US (25) Could available determines and a care of more available to the US (25) Could available determines and a care of more available to the US (25) Could available determines and a care of more available to the US (25) Could available determines and a care of more available to the US (25) Could available determines and a care of more available to the US (25) Could available determines and care of more available to the US (25) Could available determines and care of available to the US (25) Could available determines available to the US (25) Could		electronic documentas the US EPA's CDIC	
For vise by imprine 4 etcs, (5) Understand that shareness in biochastical day sign and submit an electronic discurrent bit the US (5) Understand that share a schedule digments and a copy of my submitsions will be made evaluate to time, (6) Agree to reverse the activouried gravesta and copies of discurrents i intercontrast and and extra based on April 21, 2000 Understand to the US EPA's COV. Und		(4) Agree never to delegate the use of my electronic signature or make my signature available	
C) Understand that whenever intertorius de sign and submit an intertorius documents the US EVAX Course Another department and a conv of more interestion with the manual to the US EVAX Course to resource the account of documents I electronically sign and submit to the US EVAX COURSE and Course to Take Take Take Take Take Take Take Take		for use by ampine etse,	
(6) Agree to receive the acknowledgments and copies of documents I electronically sign and submit to the US EPA's CDX. Lett valence on April 71, 2007. UR, Hig. Novem sign aprilement service I bin		(5) Understand that whenever i electronically sign and submit an electronic document to the US EPA's COX, acknowledgments and a copy of my submitssions will be made available to me.	
UN Agent is in the table of the Association and Association an		diff have be entropy the automotive behavior of an internet of the manufacture of the second second second	
Lisit upbilder in Apri 21, 2003. URL: Hgs / Inverse may gorkpotonal upercise a tim		submit to the US EPA's CDX.	
URL - 19 UNIV stage of 2,000/		Last updated on And 21, 2003	
	The second second second at	UPL: Http://www.epus.gov/spational.transfore.htm	

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.

	too rocio rioip				
🕁 Back 🔹 🤿 🚽 🙆	🚮 🔯 Search 📓 Favor	ites 🎯 History 🛛 🖾 📲	🥼 🖬 • 🗐		
Address 🙋 https://epacdxd	lev.csc.com/SSL/cdx/MyCdx.as	p		▼ r∂Go	Links
INITED STATES	U.S	. Environmen	tal Protection Age	ncy	-
s 🙆 👔	MyCDX				
	Recent Additions Contact Us			Logged in as, RADRO	Y46.
AL PROTECT					
		Central Dat	a Exchange-MyCDX		
bout CDX tyCDX	Welcome,		Last Login:	April 23, 2003	
nbox Change Password	Mr. Roy Chaudet		Registered Since: Recertification Date:	December 23, 2002 December 23, 2002	
igital Certificate requently Asked	CDX Registration Status	s: Active			
Questions lelp & Support		3 15 43 2			
DX Home		You have 17 ne	w messages in your <mark>Inbox</mark>		
ogout	Change System	Edit Personal	Edit Current	Add New Employer Profile	
	<u>rassworu</u>	information	Accounteronies	<u>Employer Profile</u>	-
	Available Account Profi	les:			
	RAD: Radionuclid	e NESHAPs			

 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.

https://epacdxdev.csc.com/55L/cd File Edit File Edit	x/appprofileset.asp?AppUrl=/SSLCERT/RAD/rnnhome.asp&certreq=yes - Microsoft 1 Help	nterna <u>– 181 ×</u>
- ↓= Back • → • 🔕 🔂 🖓 🔘 S	arch 🔝 Favorites 🎯 History 🛛 🛃 - 进 🖬 - 📃	
Address 🖉 https://epacdxdev.csc.com/S	5L/cdx/appprofileset.asp?AppUrl=/SSLCERT/RAD/rnnhome.asp&certreq=yes&program=RAD	i∂Go ∐Links »
	Identification ? X Identification ? X Select the certificate to use when connecting. Roy Chaudet More Info View Certificate	*

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.

🦉 h	ttps://epacdxdev.csc.com/SSL/cdx/appprofileset.asp?AppUrl=/SSLCERT/RAD/RNNHome.asp&certreq=yes - Microsoft Internet Explorer		
Eile	Edit View Favorites Iools Help		
4	• → - © 2 4 0, e 9 5 E- 5 E • E 0 2		
Add	ress 🗃 https://epacdxdev.csc.com/SSL/cdx/appprofileset.asp?AppUrl=/SSLCERT/RAD/RNINHome.asp&certreq=yes&program=RAD	•	è6o
			*
	Your user account profile contains multiple Client ID's for the program you		
	have selected. Please specify the account settings you wish to use for this session of activity.		
	éculisatian Ducéla Dallinas		
	Application Profile Settings.		
	Employer / Organization Name : CSC 💌		
	L→ Program Client ID : Submitter012,6789,7890 💌		
	L→ Program : _{RAD}		
	ROIE LYDE: A SUBMITTER		
	After completing your application profile settings, you may continue to your		
	application by selecting FROCEED.		
	CANCEL PROCEED		

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.

https://epacdxdev.csc.com/SSLCERT/RAD/RNNSubmitterHome.asp - Microsol	t Internet Explorer
File Edit View Favorites Iools Help	
↓ · → · ② ② ☆ ③ ● ④ ③ ◎ · → · = ● ☆	
Address 🗃 https://epacdxdev.csc.com/SSLCERT/RAD/RNNSubmitterHome.asp	▼ (² Go
U.S. ENVIRONMENTAL PROTECTION AGENCY RADIONUCLIDE NESHAPS SUBMITTER HOME PAGE Head I Exit Webform (* = Required Field)
I. Approver Selection	
Please select the Approver from the list below. If the Approver does not exist in the list, clic below to nominate an Approver. If you are the Approver and your name is not in the list, go choose Edit Current Account Profiles and add the Approver Role to your CDX account.	k the Nomination link back to MyCDX,
Approver: Doug Setzer	
Select Approver	
Click here to <u>nominate</u> an Approver.	

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.

🗿 https://epacdxda	ev.csc.com/SSLCERT/RAD/rnnhome.asp - Microso	ft Internet Explorer		- 8 ×
File Edit View	Favorites Tocls Help			-
	🙆 👔 🚮 🔯 Search 👔 Favorites 🎯 History	B- 🦛 🖬 - 🖻		
Address 🙋 https://e	epacdxdev.csc.com/SSLCERT/RAD/rnnhome.asp		▼ (2 ² Go)	Links »
U.S.	ENVIRONMENTAL PROTECTION AGEI	NCY		
(🚫) RADI	ONUCLIDE NE3HAPS SUBMITTAL FORM			
Help	Exit Webform	(🛪 = Required Field)		
I. Submitter and F	acility Information			
Please provide the fo	- ollowing information on the person and/or facility submitting	a data. If the facility information		
provided is incorrect	, correct it and select the "Registration Update" option to s	ave the corrected information.		
Submitter Name:	Mr. Boy Chaudet	*		
Preparer Name:	Mr. Boy Chaudet	*		
Facility Name:	VA-DEQ	*		
Facility ID:	110000873476	*		
Latitude:	45.345612 *	_		
Longitude:	-114.524789 *			
		-		
Address 1:	1720 NORTH FIRST STREET	*		
Address 2:				
City, State, Zip Code:	Woodbridge VA 🚽 95926	*		
Phone (Extension:	7039177388			
E-Mail:	rchaudet@lmi.org			-
Cone Cone			🔒 🙆 Internet	

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.

https://epacdxdev.csc.com/SSLCERT/RAD/rnnhome.asp - Microsoft Internet Explorer	_ <u>8</u> ×
File Edit View Favorites Tools Help	100 M
🖕 Back 🔹 🤿 🕐 🖉 🖓 🔞 Search 🕋 Favorites 🔇 History 🔹 🚽 📰 🐇 📃	
Address 🛃 https://epacdxdev.csc.com/SSLCERT/RAD/rnnhome.asp	▼ 🖓 Go 🗍 Links ≫
renaderegnin.org	
II. Date of Submission	
Note: All data sent to EPA should be considered publicity available. All data received by EPA will be processed as publically available.	
Date of Submission: 04/23/2003 *	_
III. Geographic Location	
Please provide the state where this facility is located.	
State: GA - Georgia 💌 \star	
IV. Submittal Distribution	
Specify the distribution list for this webform and all attached supporting data files.	
Form Sent to: GA - Georgia 💌 \star Form Copied: REGION 4 💌	
(Primary Reviewer) ORIA HEADQUARTERS	
×	
V. NESHAP Subpart	
Specify the applicable subpart for this NESHAPs webform submission.	<u>•</u>

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.

https://epacdxdev.csc.com/SSLCERT/RAD/rnnhome.asp - Microsoft Internet Explorer		_ 8 ×
File Edit View Favorites Tools Help		-
🗢 Back 🔹 🤿 🖉 🙆 🚮 🔞 Search 🝙 Favorites 🎯 History 🔹 🚽 🗾 🕤 📃		
Address 🔕 https://epacdxdev.csc.com/SSLCERT/RAD/rnnhome.asp	▼ 2° 60	Links '
		-
VII. File Attachment		
Note: As you are zipping your files, the zip file name must have:		
 "RAD" 2.letter state abbreviation 		
2-digit submission number (incremental for each CDX submission)		
Your CDX User ID		
Example file name: RADVA01CHAUDEI123. All files within the zip file should be named using ORIA Guidance.		
Please specify the zip file or attachment on your local computer or network that will be transmitted with this		
emissions data form. Use the BROWSE button to locate your file or attachment.		
Browse *		
VIII. Sign and Send Submission		
Please select SEND to sign your NESHAPs report and transmit the attached data and files to the U.S. Environmental Protection Agency Central Data Exchange for processing		
SIGN/SEND		
		-
Done	🔒 🙋 Internet	

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**.

🍎 https://epacd	xdev.csc.com/	SLCERT/RAD/rnnhome.asp - Microsoft Internet Explore		_ 8 ×
Choose file			? ×	100 A
Look in:	RAD	- III 🔶 III - IIII - III - IIII - III - IIII - IIIIII		
	Old Stuff			💌 🤗 Go 🛛 Links »
	🗋 Test Plan			<u> </u>
History	srs_r4_sc_a	DR0Y46		
	srs_r4_sc_r	 2000		
Desktop				
My Documents				
My Computer				
	File name:	RADGA01RADR0Y46	Open	
My Network P	Files of type:	All Files (*.*)	Cancel	
-				
VIII Sign and S	and Submissis	n.		
Please select SEt	ND to sign your N	NADe report and transmit the attached data and files to the U.S.		
Environmental Pro	otection Agency (entral Data Exchange for processing.		
SIGN/SI	END			
				-
al Done				🕒 🤗 Internet

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.

https://epacdxdev.csc.com/SSLCERT/I	RAD/RNNqueue.asp - Microsoft Internet Explorer	×
File Edit View Favorites Tools He	lp	10 A
] 🗢 Back 🔹 → 🚽 🙆 👔 🚮 🗐 🐼 Searc	th 👔 Favorites 🎯 History 🛛 🗟 🕶 🎯 📷 🕣 📄	
Address 🛃 https://epacdxdev.csc.com/SSLC	ERT/RAD/RNNqueue.asp	✓ A Go Links "
U.S. ENVIRONMENT/ RADIONUCLIDE NESHAPS Hele Ext Confirmation Page	AL PROTECTION AGENCY SUBMITTAL FORM (* = Required Field)	<u>×</u>
CDX has received your submiss	ion.	
Mr. Roy Chaudet, your file has been succe You should receive an e-mail confirmation CDX. A confirmation will be forwarded to t	essfully signed and uploaded to our server for processing. n shortly after your file has been processed and archived by he following address,	
	rchaudet@Imi.org	
If the above e-mail address is incorrect, p your user profile and contact the help des records indicate the following file was sub	lease provide the corrected e-mail address information in k for assistance with your submission confirmation. Our amitted for processing:	
File Name	RADGA01RADROY46.ZIP	
File Size:	76.67 KB	
Please click <u>here</u> to exit the submission r	eceipt confirmation page and continue.	
		*
2 Done		A Dinternet

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.

https://epacdx	dev.csc.com/SSLCERT/RAD/RNNApproverHome.asp	- Microsoft Internet Explorer		_ 🗆 ×
Eile Edit ⊻iew	Favorites Tools Help			
$\leftarrow \rightarrow \neg \otimes$	1 di Q 🖬 🕫 🥩 🗗 - 🚑 🖬 - 🗏 🕩 1	;		
Address 🙆 https://	/epacdxdev.csc.com/SSLCERT/RAD/RNNApproverHome.asp		•	∂G0
	S. ENVIRONMENTAL PROTECTION AGEN DIONUCLIDE NESHAP'S APPROVER HOME PAGE 21 Exit Webform	ICY (* = Required Field)		<u> </u>
I. Pending Subr	nissions			
To review a Pendi	ng Submission, choose one from the list below.			
File Date	File Name	Submitter Name		
04/12/2004	RADMD02ADCLAYTON120040412115416	David Clayton		
04/12/2004	RADMD02ADCLAYTON120040412120914	David Clayton		
04/13/2004	RADMD02ADCLAYTON120040413152708	David Clayton		
04/15/2004	RADMD02ADCLAYTONCERT20040415113234	Dave (cert) Clayton		
04/19/2004	RADMD02ADCLAYTON120040419112030	David Clayton		
04/22/2004	RADMD02ADCLAYTONCERT20040422155521	Dave (cert) Clayton		

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

receptory / capacitation res	ccom/ssectr/kab/kinkericwaspirite_ip=kab/hoszabetarronrzoo40412113410 - hierosoferineere	xpiorer
jile <u>E</u> dit <u>V</u> iew F <u>a</u> vor	rites <u>T</u> ools <u>H</u> elp	1
= • ⇒ - 🖾 🗟 🖑	Q m (# 45 B + - ∋ m + m);	
ddress Abtro://ep.acds		▼ <i>∂</i> 60
alloss los ucbs://epaca		
	IVIRONMENTAL PROTECTION AGENCY JCLIDE NESHAP's REVIEW SUBMISSION <u>Nebform</u> (* = Required Field)	
I. Review Submission	Information	
Review the information p	ertaining to the uploaded submission.	
Submitter Name:	Mr. David Clayton	
Preparer Name:	Mr. David Clayton	
Organization:	CSC	
Organization ID:	Submitter012	
Org Latitude:	1234	
Org Longitude:	2345	
Address 1:	8400	
Address 2:		
City:	New Carroliton	
State:	AL	
Postal Code:	20785	
Submitter Phone:	1232343456	
Submitter Phone Ext:		
Submitter Email:	dclayton@ccstechgroup.com	
Date Of Submission:	04/12/2004	
Subpart:	н	
Submittal Type:	Original	
Geographic Coverage:	MD	
Sent To:	MD	
Copied To 1:		
Copied To 2:		
Copied To 3:		

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.

https://epacdxdev.cs/	c.com/SSLCERT/RAD/RNNReview.asp?FILE_ID=RADMD02ADCLAYT0N120040412115416 - Microsoft Internet Explorer	[
<u>File Edit View Favori</u>	tes Iools Help		1
4 • → - ③ ② ♂	Q B () () L		
Address 🕘 https://epacdx		•	è
CONTRACT FIONO.	1202010100	_	
Submitter Phone Ext:			
Submitter Email:	dclayton@ccstechgroup.com		
Date Of Submission:	04/12/2004		
Subpart:	н		
Submittal Type:	Original		
Geographic Coverage:	MD		
Sent To:	MD		
Copied To 1:			
Copied To 2:			
Copied To 3:			
II. Review Digital Certif	icate Information		
Review your Digital Certifi	Dete information.		
Contribut Name.	delexten 200eco.com		
Organization:	coc		
Logation:	Lou Constitue		
State:	Merri Call Gillon		
Countrus	inter y statista		
locuar Nama	DST RogtCA V2A		
locuer Organization:	Diated Signature Trust Co		
losuer Email:	or @ direidhurt.com		
Serial Number:	70.12.eh.2c.eh.2c.ed.42.e5.89.cd.44.30.30.4e.6h		
Valid From:	2/3/2004 41:00:53 PM		
Valid To:	2/2/2006 11:00:53 PM		
III Download and Revie	Submitted File Contents		
Bariaw the contents of th			
review the contents of th	o opiousou zar mo.		
Submitted ZIP File:	RADMD02ADCLAYTON120040412115416		
ADDDOVE	DELECT		

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.

🖉 Environmental Protect	tion Agency - Microsoft Internet Explorer				_ 🗆 ×
<u>File E</u> dit <u>V</u> iew F <u>a</u> vori	tes Iools Help				-
← • ⇒ • ② ② ♂ ♂	Q 🖬 🖓 🤩 💁 🖅 🖬 🖷 A				
Address 🙆 https://epacdx	dev.csc.com/ssl/cd×/nomination.asp?GroupID=1&snd×	Org=C000&ProgramCode=RA	D&desc=		• 🖓 😡
TED STAR	U.S. Envi	ronmental Prot	ection Agenc	v	<u> </u>
	Edit Personal Informat	ion			
	Recent Announcements Contact Us			Logged in as, ADCLAY	TONCERT.
	MyCDX > Edit Personal Information				
WHAL PROTECTIV					
About CDX					
MyCDX Inhox	MyCDX ► Edit Client Profiles ► Add RAD Nor	nination			
Change Password					
Frequently Asked					
Questions Help & Support		Add Program Nomina	<u>ition</u>		
CDX Home	Use the TAB key to move from field to	field. * = REQUIRED FIELD			
Terms & Conditions					
	First Name:	Ms. Rene	*		
	Last Name:	Carrier	*		_
	Organization Name:	EPA	*		
	Registrant's Work Mailing Address 1:	1000	*		
	Registrant's Work Mailing Address 2:				
	City:	Washington	*		
	State/Province:	District of Columbia	▼ ★		
	Zip/Postal Code:	20200	*		
	Country:	UNITED STATES		• *	
	E-mail:	carrier.rene@epamail.c			
	Phone Number	123 234 3456			

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.

Environmental Protect	tion Agency - Microsoft Internet Explorer			ļ	<u>- 🗆 ×</u>
<u>File E</u> dit <u>V</u> iew F <u>a</u> vori	ites <u>T</u> ools <u>H</u> elp				
$\Leftarrow \bullet \bullet \Rightarrow \bullet \boxtimes $	Q B 9 3 B - 3 I - 5 B A				
Address 🕘 https://epacdx	dev.csc.com/ssl/cdx/nomination.asp			-	∂°G0
	Registrant's Work Mailing Address 2:				^
	City:	Washington	*		
	State/Province:	District of Columbia	*		
	Zip/Postal Code:	20200	*		
	Country:	UNITED STATES		*	
	E-mail:	carrier.rene@epamail.e			
	Phone Number:	1232343456			
		U.S., Canada & Caribbear	n Islands Phone Format		
		International Phone Form:	at		
		011 + Country Code + C	ity Code ¹ + Local Number		
		¹ As necessary.			
	Program:	RAD			
	Role:	APPROVER 💌 *			
		dianuclida Nashana	ID: 0000000000121224121		
	: Program D Type. [Rai		ID. [approveosu12,1254,125		
	Submission Method:	WEBFORM 🗾 \star			
		ADD CAN	DEL		
		u are in an encrunted coor	ure session		
	101	a are in an enerypted seci	ure session.		
	EDA LI	Help Desk: (888) 890-1	995 tice I Contact Lis		
	tron	NUCLEAR AND A CONTRACT OF A CONTRACT.	nee constel too		
	l i i i i i i i i i i i i i i i i i i i	Last updated on July 18,	2002.		

1.11 Step 11 - Log Off of CDX

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

nie Eult view Favor	ites Tocls Help			
= Back 👻 🔿 🚽 🙆 👩) 🕼 🔯 Search 🛛 🙀 Favorite	es 🎯 History 🛛 🖏 🗸	🥼 🖬 • 🖻	
dress 🗃 https://epacdxo	dev.csc.com/SSL/cdx/MyCdx.asp			Ţ 🖓 Go 🗍 I
UNITED STATES	U.S. MyCDX	Environmen	tal Protection Age	ncy
RENTAL PROTECTION	Recent Additions Contact Us			Logged in as, RADROY
		Central Dat	a Exchange-MyCDX	
out CDX CDX iox ange Password	Welcome, Mr. Roy Chaudet		Last Login: Registered Since: Recertification Date:	April 23, 2003 December 23, 2002 December 23, 2002
jital Certificate equently Asked Juestions	CDX Registration Status:	Active		
lp & Support X Home		You have 17 ne	w messages in your <mark>Inbox</mark>	
rms & Conditions gout	Change System Password	Edit Personal Information	Edit Current Account Profiles	Add New Employer Profile
	Available Account Profile	S: NESHAPs		

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

