GUIDELINES

Electronic Reporting for Ozone-Depleting Substances

Part 3: Submitting ODS Data to EPA via CDX: Initial Setup and Submission

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If you need assistance with these guidelines, please contact:

Mike James
Stratospheric Protection Division
United States Environmental Protection Agency
(202) 343-9192
james.mike@epa.gov

Staci Gatica
Stratospheric Protection Division
United States Environmental Protection Agency
(202) 343-9469
gatica.staci@epa.gov

Jennifer Bohman
Stratospheric Protection Division
United States Environmental Protection Agency
(202) 343-9548
bohman.jennifer@epa.gov

Contents

Overview

This document**, "Submitting ODS Data to EPA via CDX: Initial Setup and Submission,"** is the third part of a comprehensive 3-Part Guidance developed to assist you in successfully submitting your ODS data electronically. In its entirety, the 3-Part Guidance document provides step-by-step instructions to:

1. Register as a CDX user,
2. Prepare data for submission, and
3. **Submit ODS data to EPA.**

Part 1 of the guidance walks you through the steps of registering as a CDX user and setting up your system for ODSTS e-Reporting. This is a one-time registration process that you will need to complete the first time you submit your data electronically. Part 2 of the guidance document assists you in preparing your data for submission.   **This is Part 3 of the guidance document, which assists you through the process of zipping, encrypting, and sending your files to EPA using CDX. Note that "Guidance Part 3 Supplemental" can be used after your initial data submission. It contains the steps you will take to make routine submissions to EPA via CDX.**

Part 3 of the guidance document will help you zip data files and transmit the files to EPA electronically via the CDX system. During this process, you will be asked to install Java 2 Runtime Environment and the ODS Public Key to your computer. For this reason, your first attempt to transfer reporting data via CDX may be interrupted and fail. Log on to CDX and try again. Once the Java program and ODS Public Key are loaded to your computer, the transfer should run smoothly. If you have problems, contact the CDX Helpdesk at (888) 890 - 1995 for additional assistance.

The remainder of this document discusses each of these major steps in further detail.
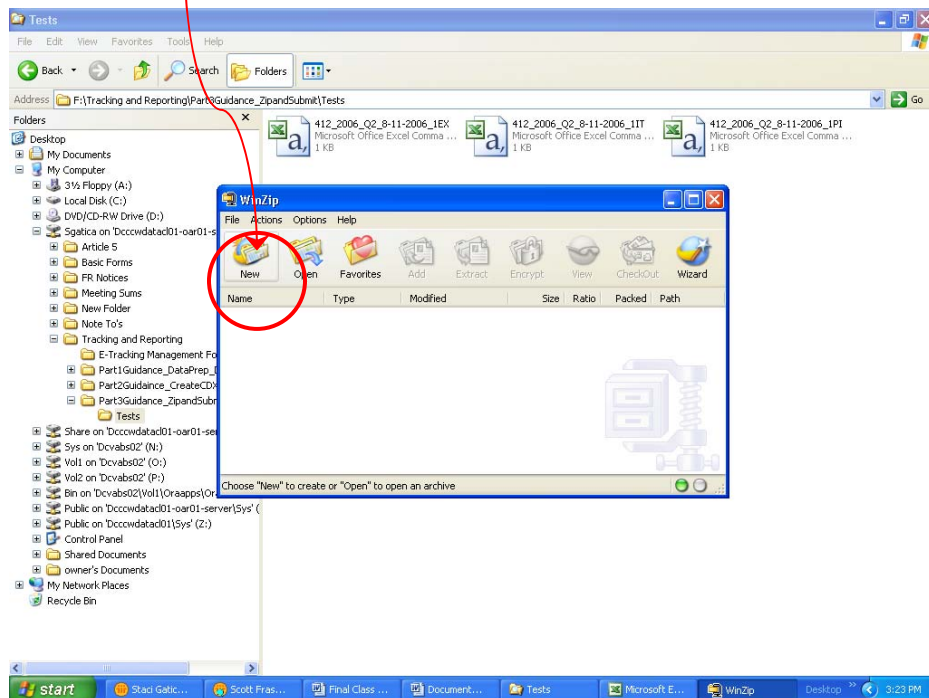
I. Zipping Report Files
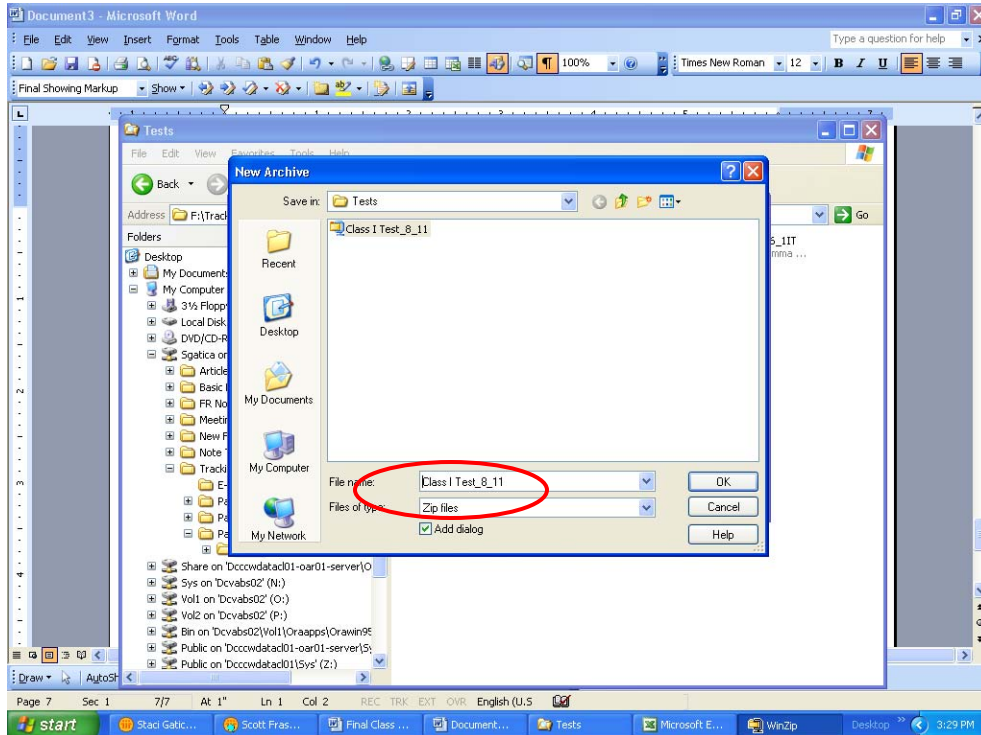
Step 1: Open the WinZip software

This is only one option for zipping files. There are several ways to zip files, and any are appropriate.
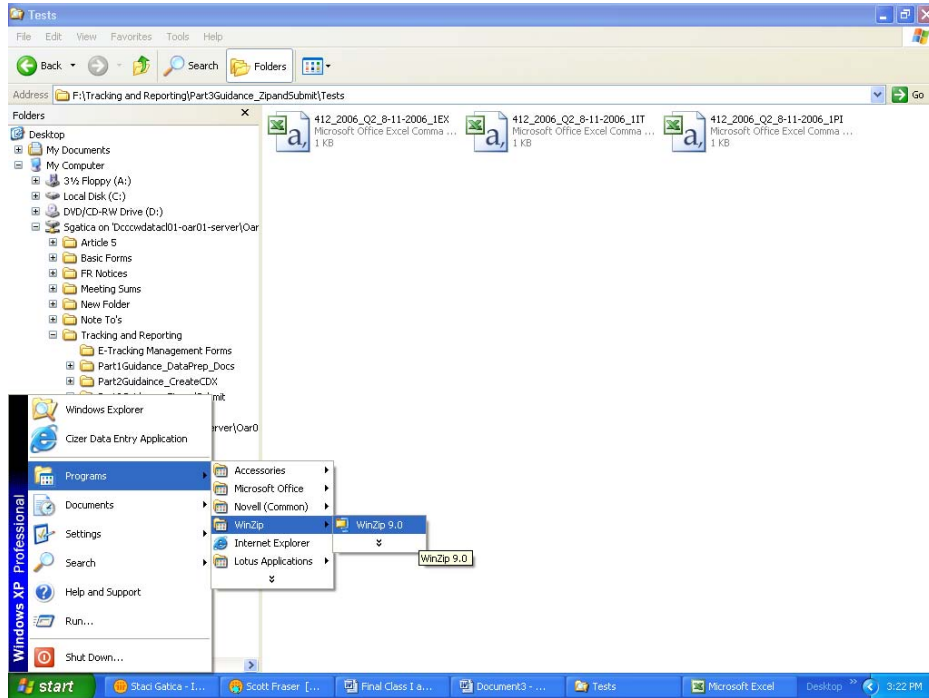

Step 2: Click "New"

**Step 3:** Name your Zip file and choose a location to save it. Click "OK".

Step 4: Select items to be added to your Zip file. **Remember to include the .CSV files, electronic Excel forms, and required attachments for each Class I and Class II Report (see Part 2 of the Guidance).** __Include all the files to be submitted for the reporting period in one Zip file.__
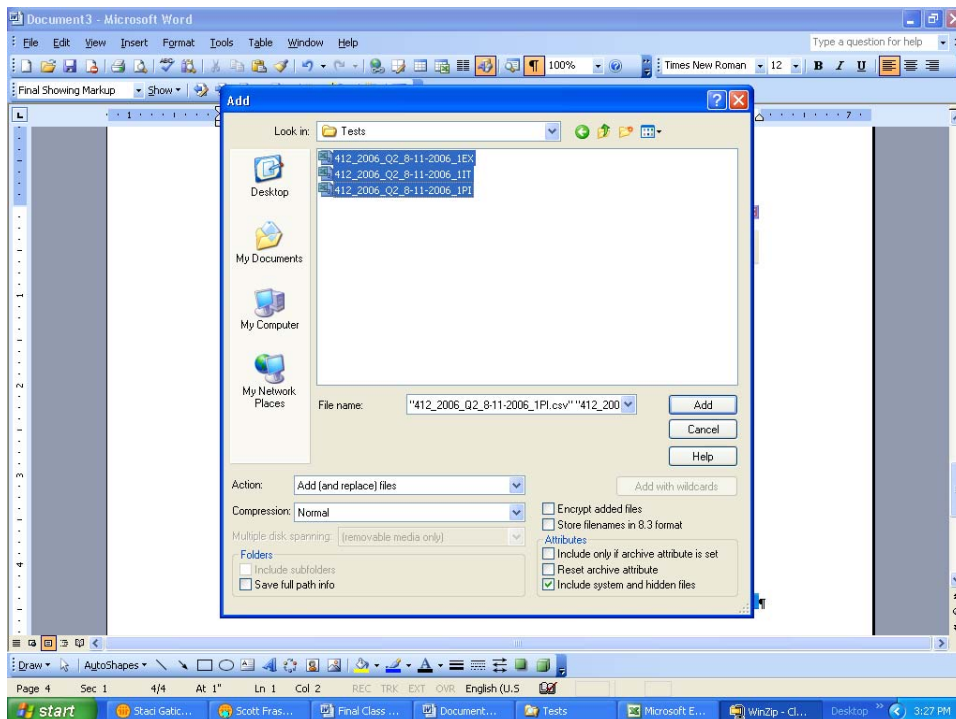
Step 5: You will see the files that you zipped listed.
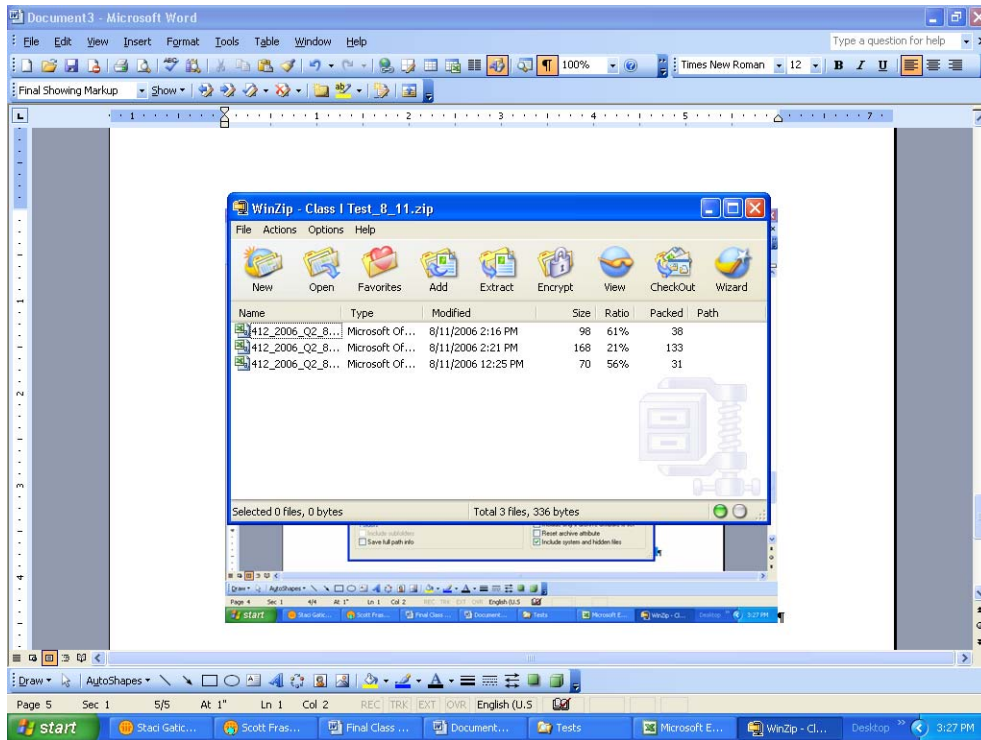
Make note of where the zipped file is saved on your computer. You will need to find it on your browser as you send the Zip file via CDX. Also, **be sure to document the name of the Zip file and what reports are in that file**. Be sure you have the correct files contained within this zip file. From the CDX interface, you will not be able to make changes to the contents of this zip file. **Please ensure now that the proper files are included in the Zip file.**

Ensure Proper Files Have Been Zipped!!
Make Note of Zipped File Name and Location!!!
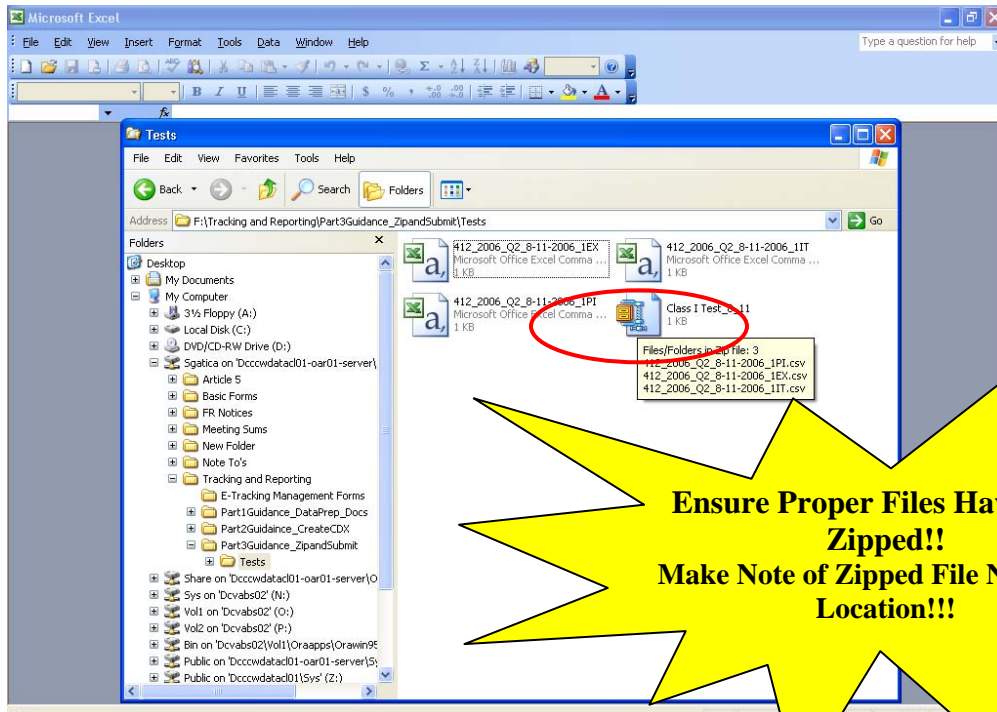
II. Uploading Report Files via CDX

Step 6: Login into CDX at: http://cdx.epa.gov/
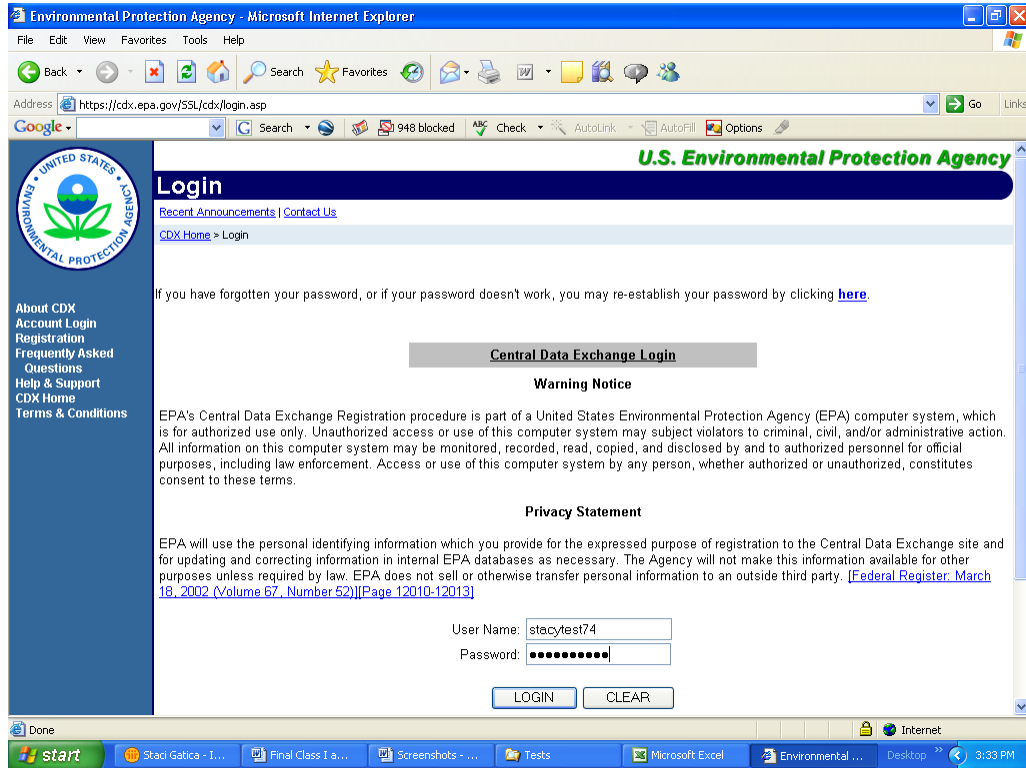
**Step 7:** Click on ODS under available account profiles
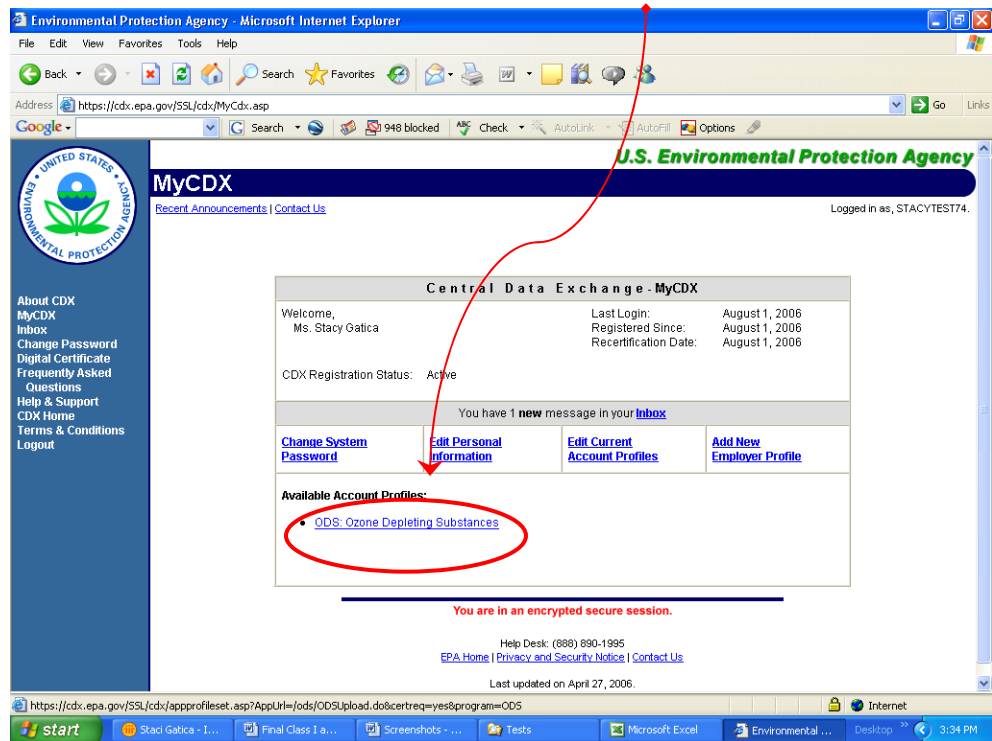
Step 8: In this step, you will apply your digital signature to your submission. Steps 8 through 8c include information to help you complete this process.

- You will be prompted to select your digital signature. If you have more than one signature, you will should choose the appropriate signature.
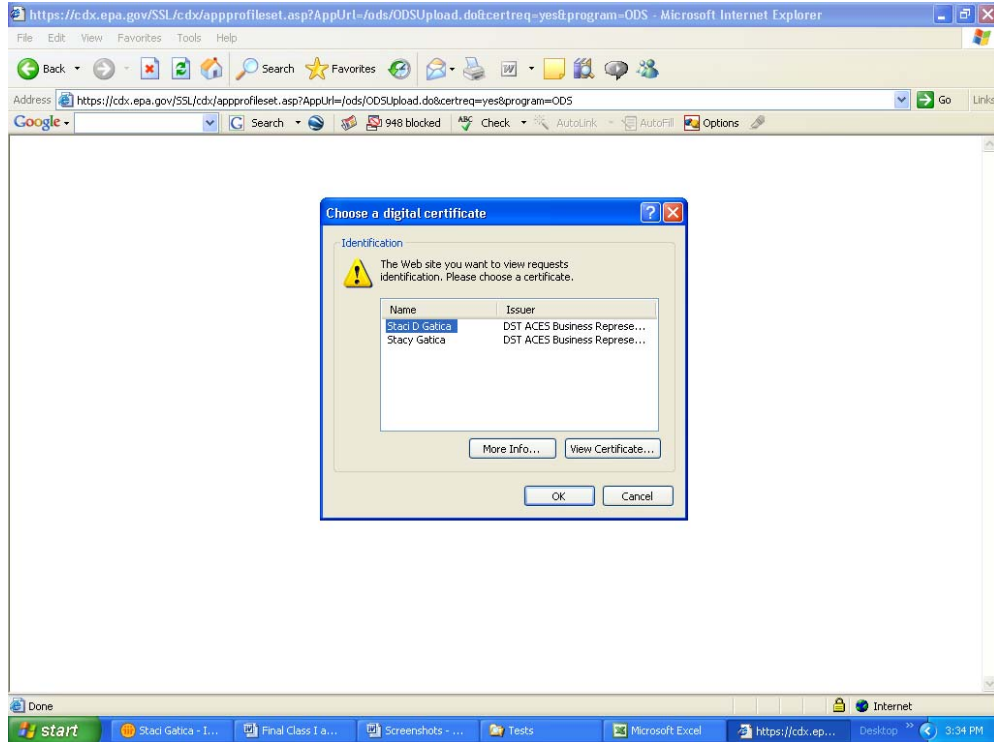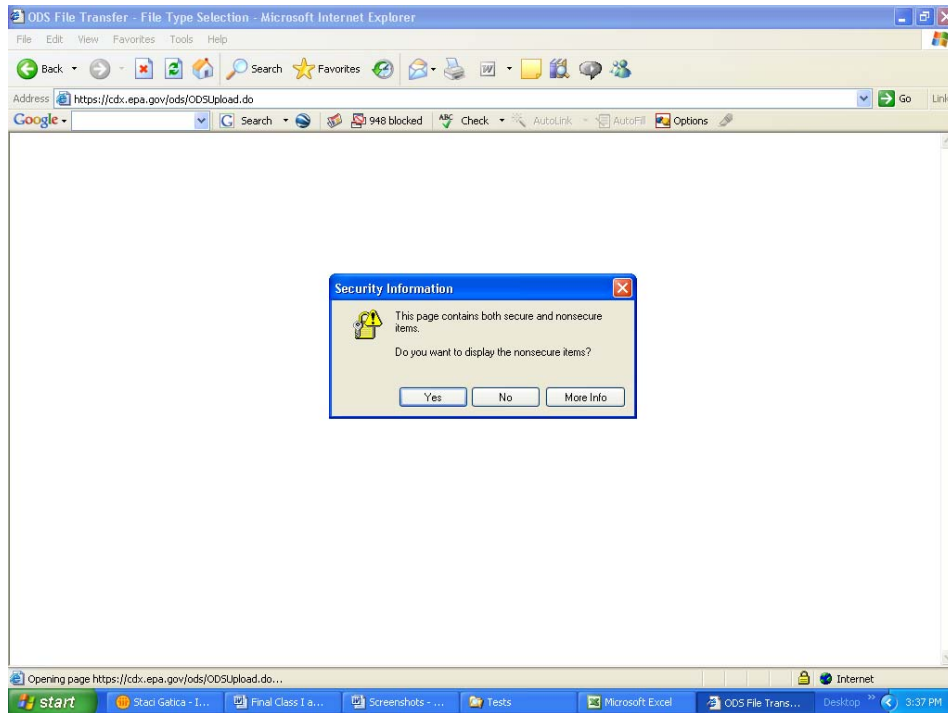

Step 8a: Enter your appropriate password (created in Part 1 of the guidance).

March 2008
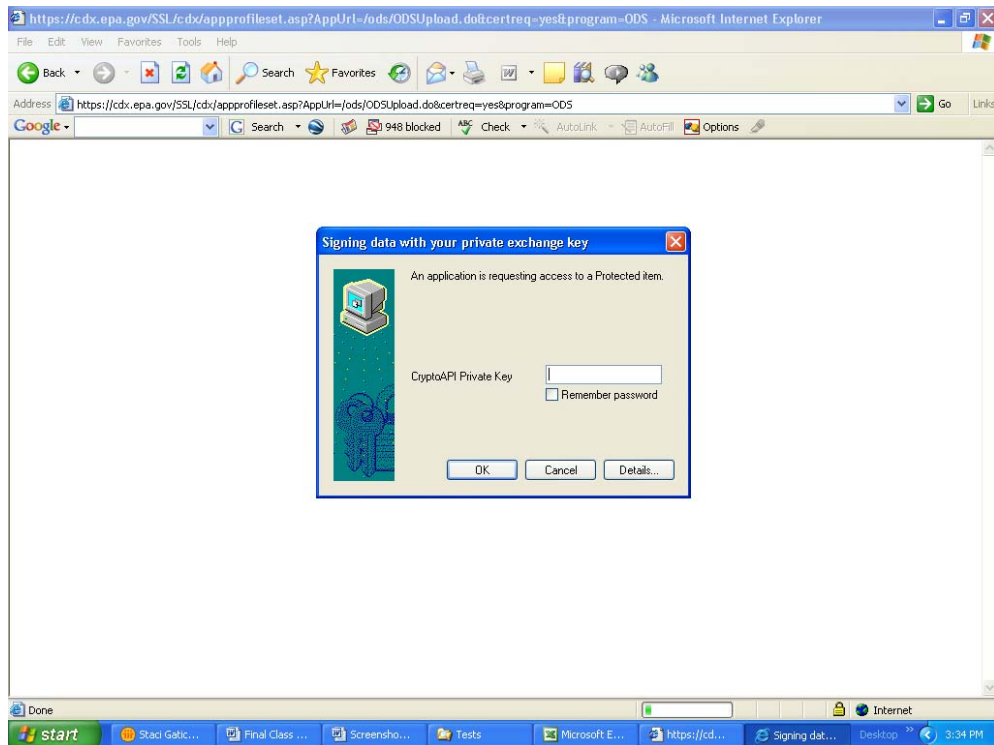
Step 8b: Click "Yes"

Step 9: On this page, you will transfer your ODS report files to EPA. Steps 9 through 9c include information to help you complete this page.

- Enter your Company ID from Part 2 of the Guidance. You can call Mike James at 202 343-9192 if you have forgotten your Company ID.

Step 9a: This warning pop-up screen may appear. Click "Yes" to continue.
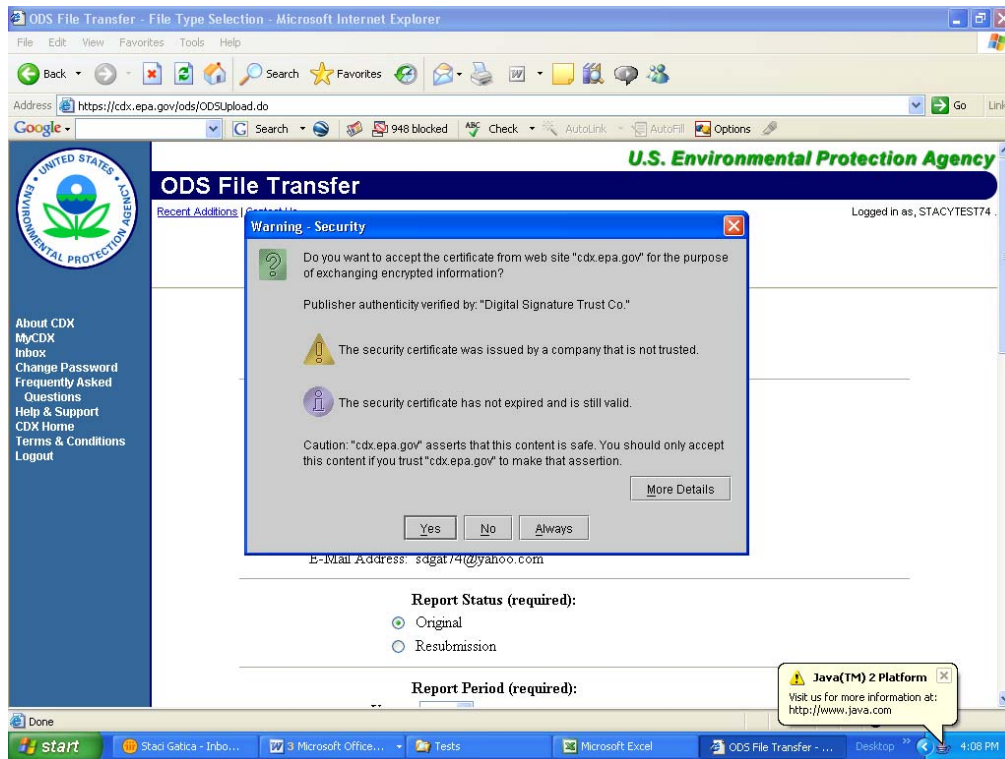

Step 9b: As you scroll down the page, indicate if this is an original submittal or a resubmission, the year and quarter, and types of reports included in the transfer. You can select multiple report types by holding down the control key and clicking the left mouse button.
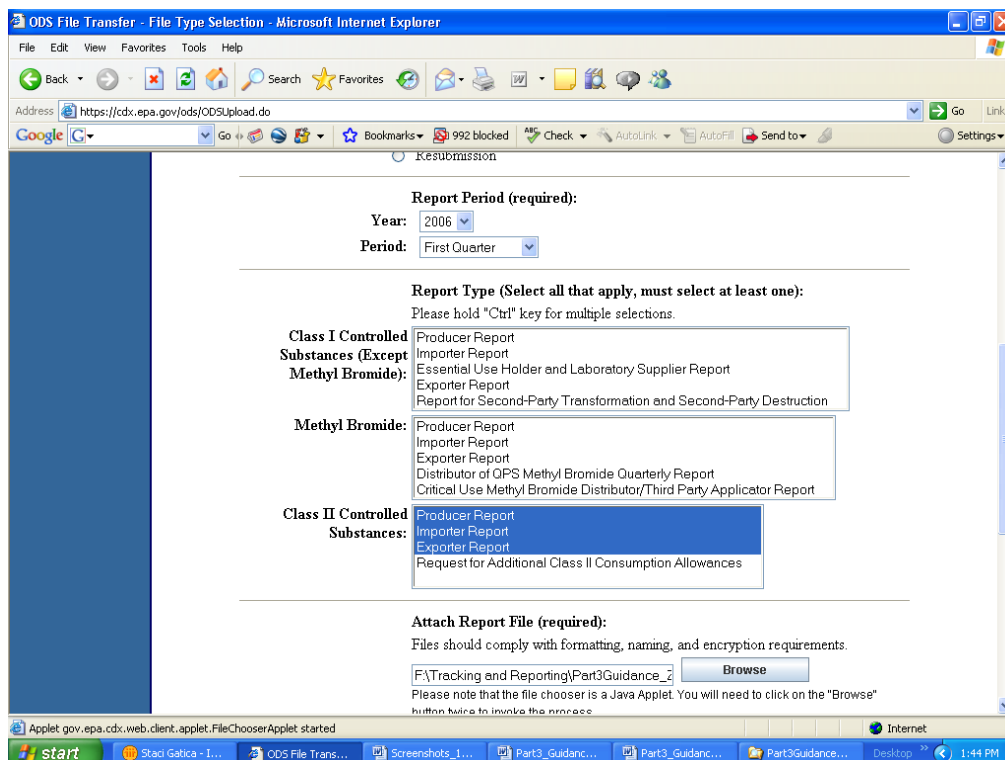
Step 9c: At the bottom of the page, attach by **clicking the browse button twice** and then finding your Zip file. You must click on the box certifying that the information included in the report is accurate to the best of your knowledge. Then, click continue to proceed to the next page.
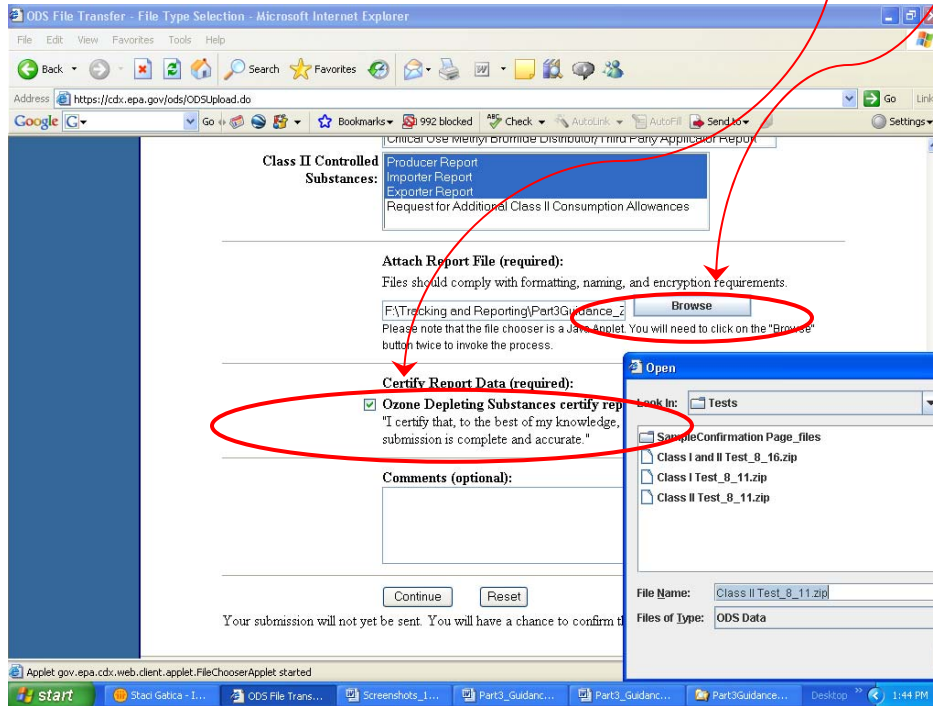

Java Step 1: During your time on the ODS File Transfer page, you will likely see the Java 2 Runtime Environment program appear on your screen. This program allows end-users to run Java applications. If you are prompted to install Java, follow the instructions as shown here. Click "Next".
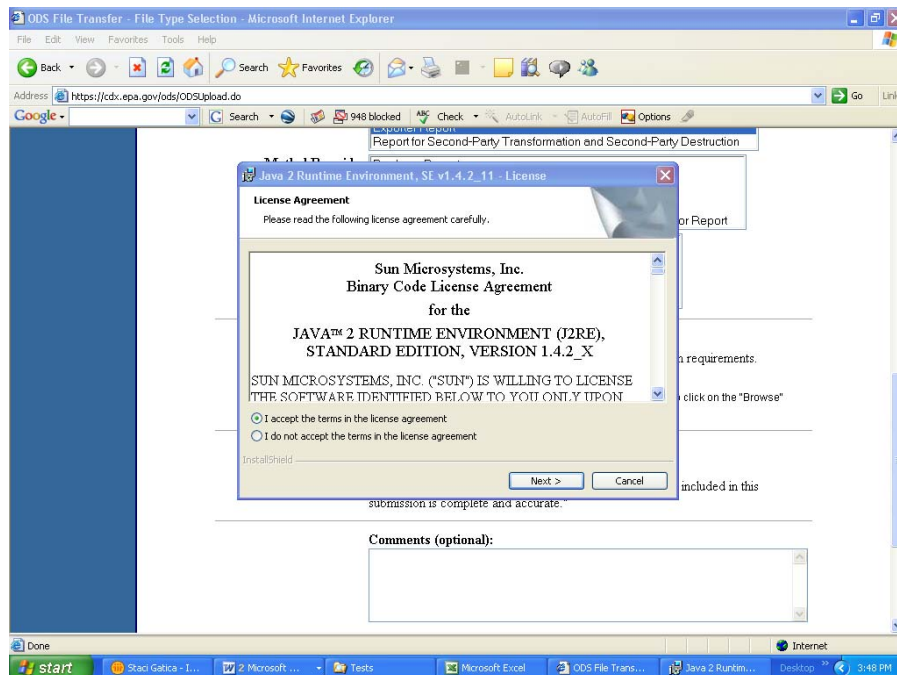
**Java Step 2:** Choose "Typical" for recommended features to be installed.
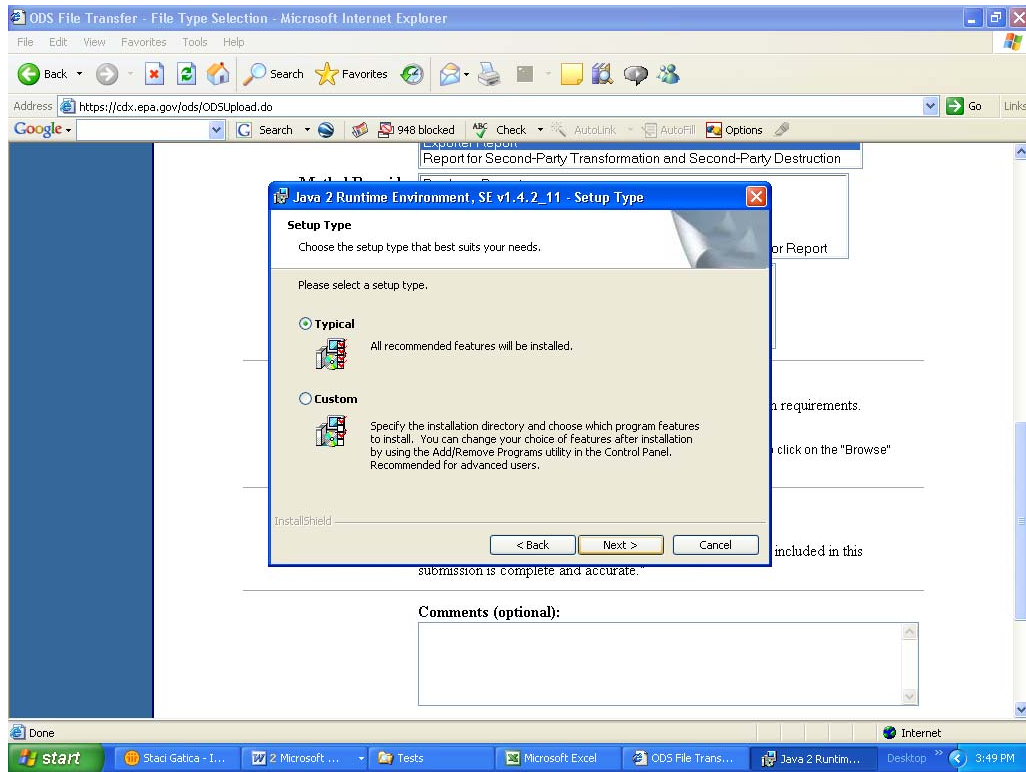
Java Step 3: Click on "Finish" to complete the installation process. Subsequent ODS data transfers should not require this installation process.
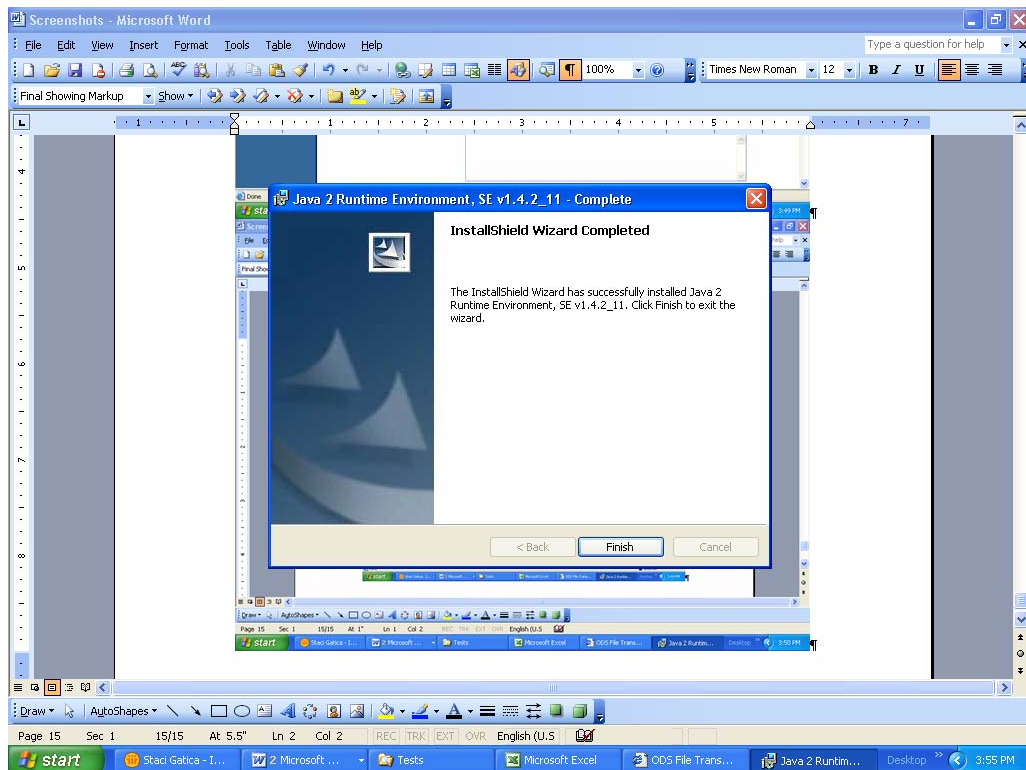
Step 10: This is the review and confirmation page for the ODS File Transfer. It summarizes what you have submitted. At the bottom of this page, you will install the ODS Public Key on your computer and encrypt your data .
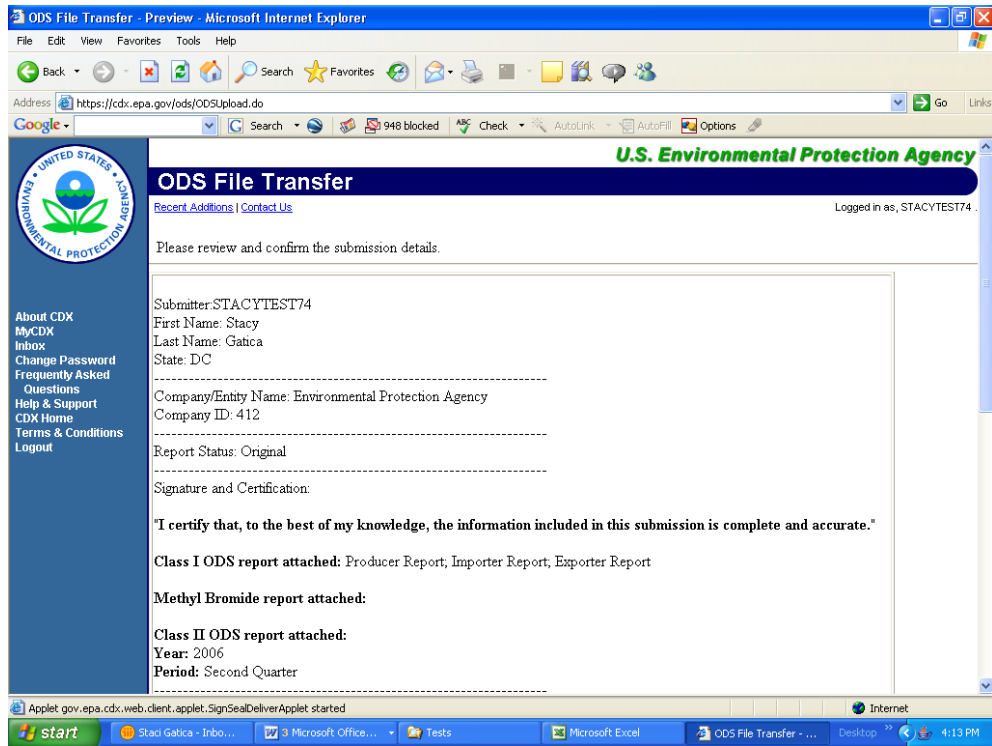

Key Install Step 1: You may get a pop-up screen that indicates the ODS Public Key must be installed on your browser. Click "OK".
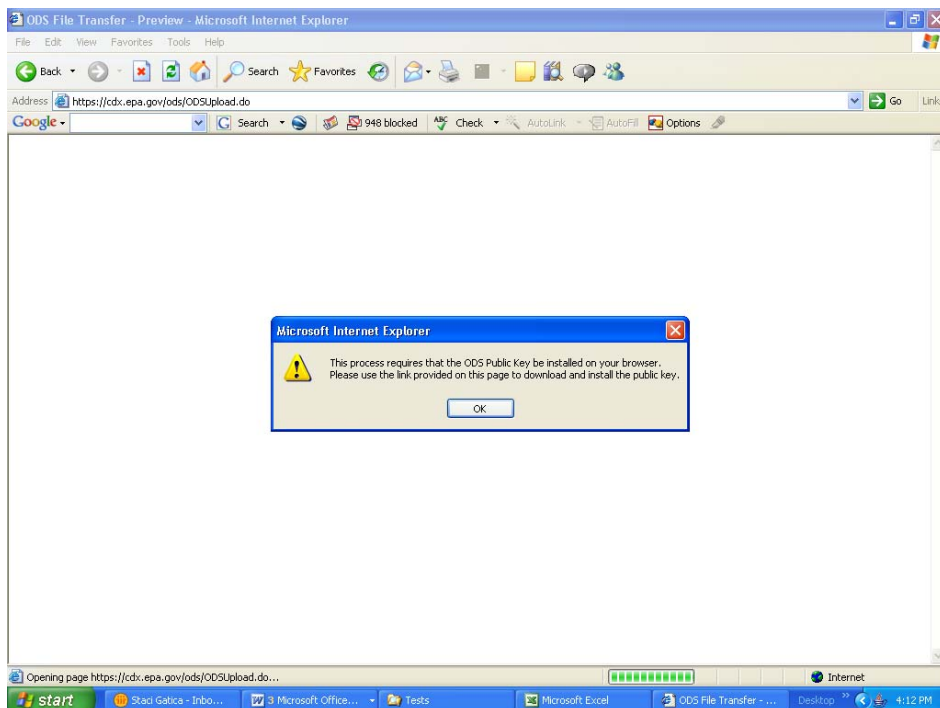
Key Install Step 2: As you scroll down the page, you will see a link to install the public key onto your browser. Installation should take place the first time you upload information on CDX. Subsequent uploads should not require this installation. Click "click here" to retrieve the key.
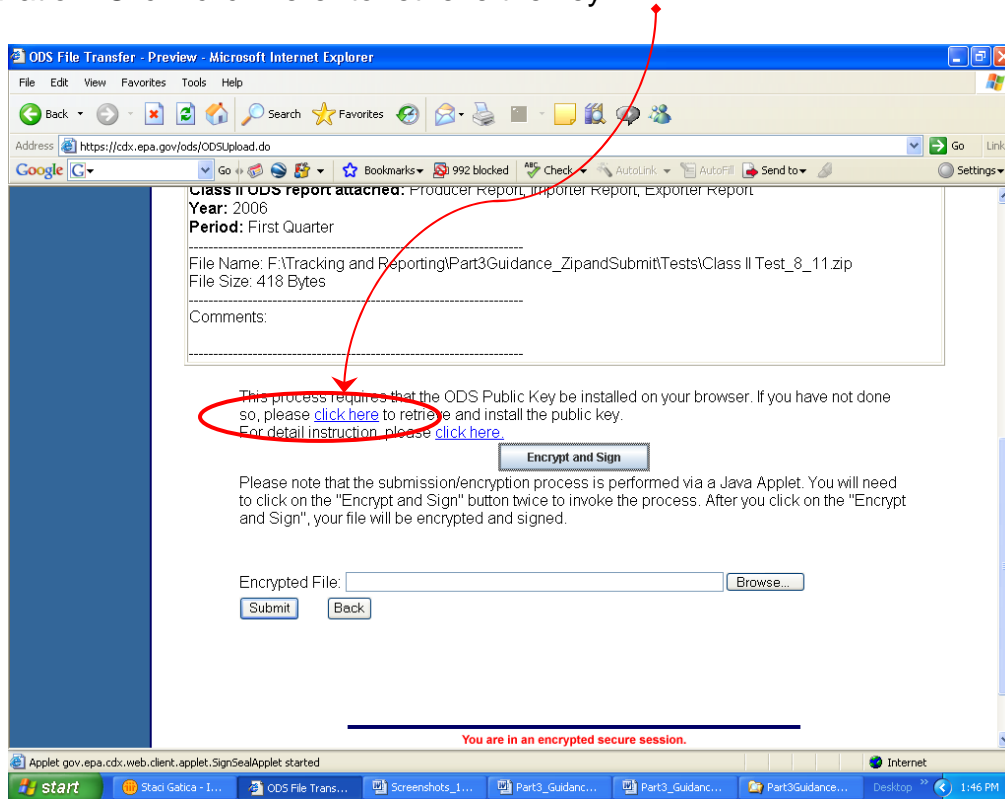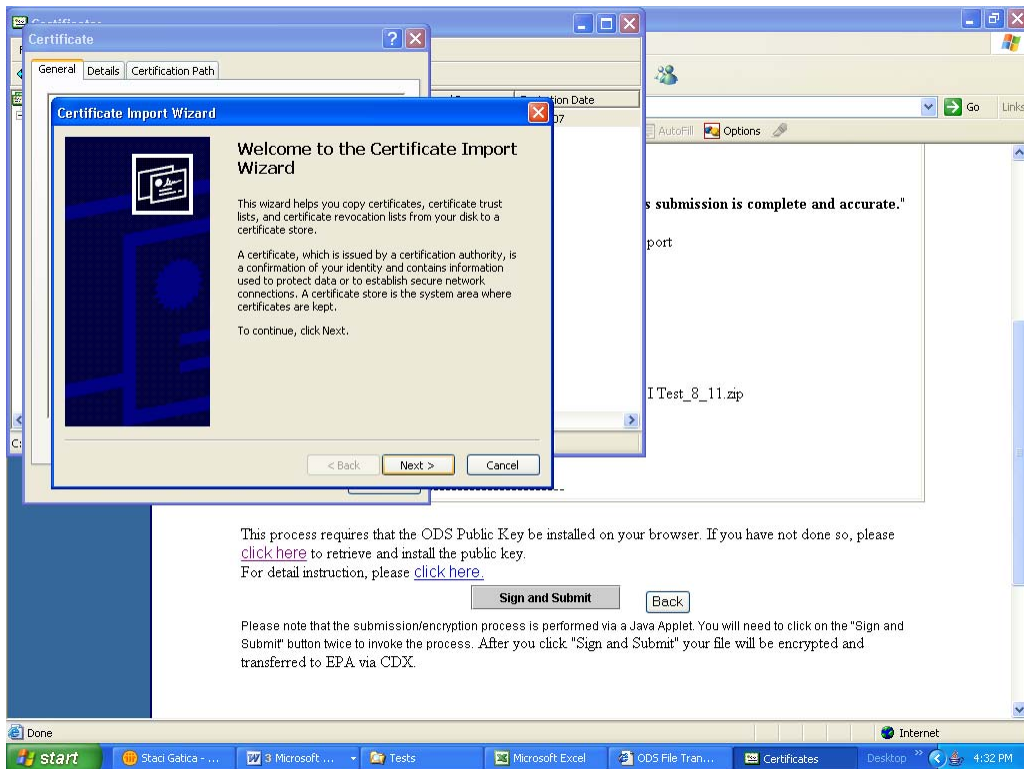

**Key Install Step 3:** Click "Open" to begin the public key download.
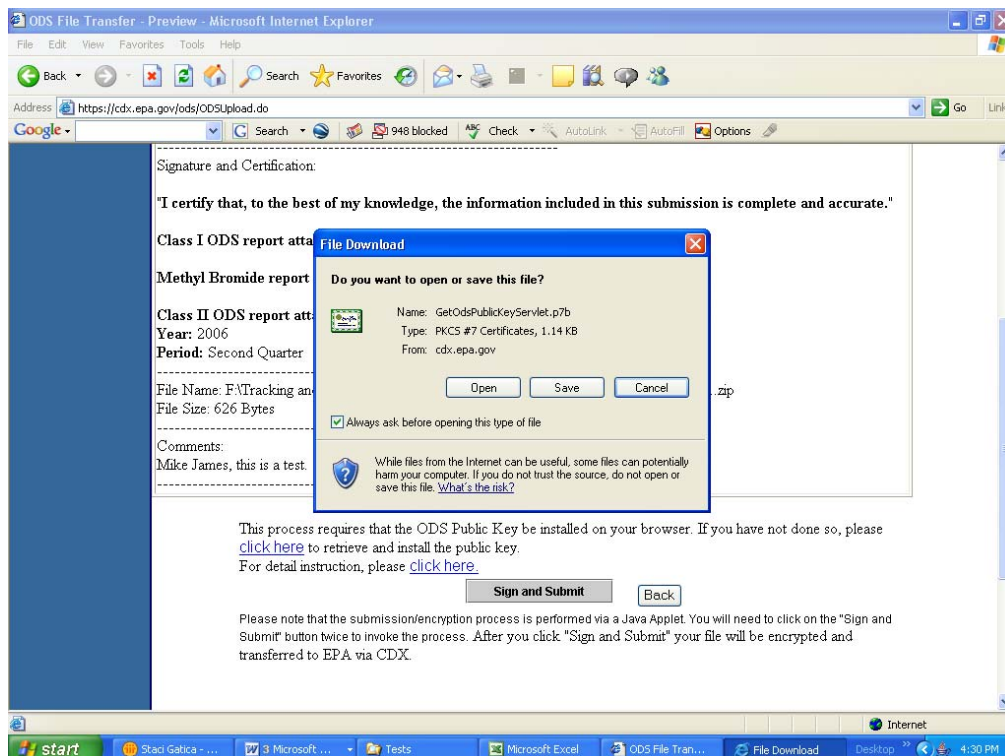
Key Install Step 4: Click "Install Certificate". The certificate for the public key is issued to Mike James. Keep in mind you may have to navigate to find your certificate on your computer.
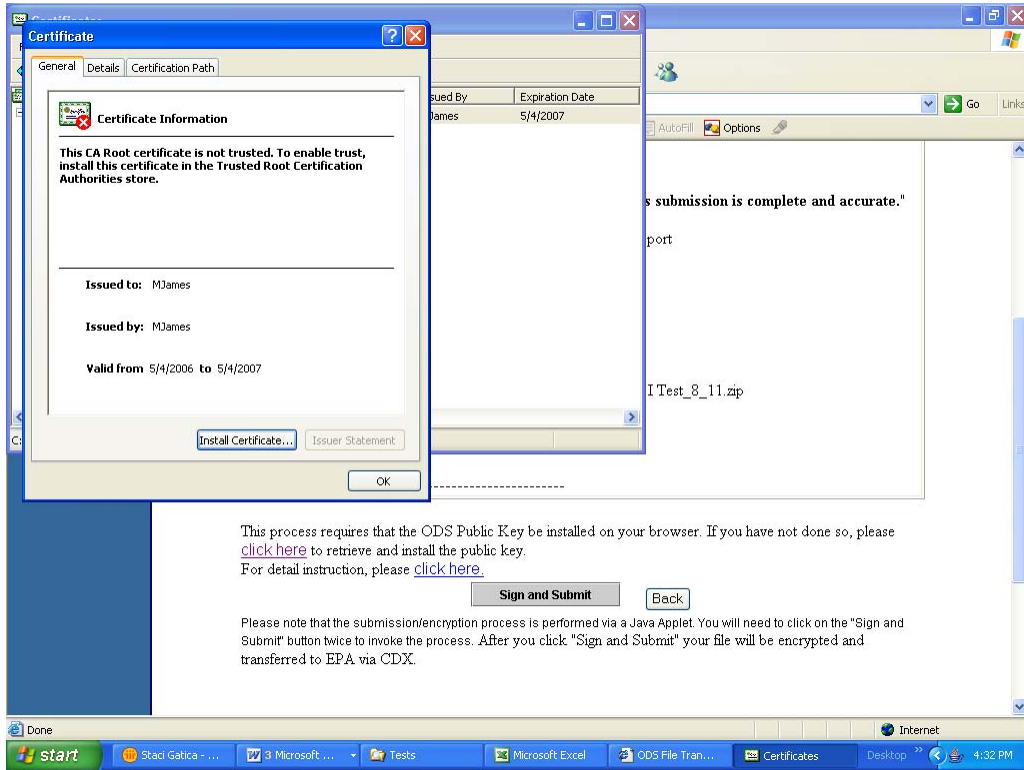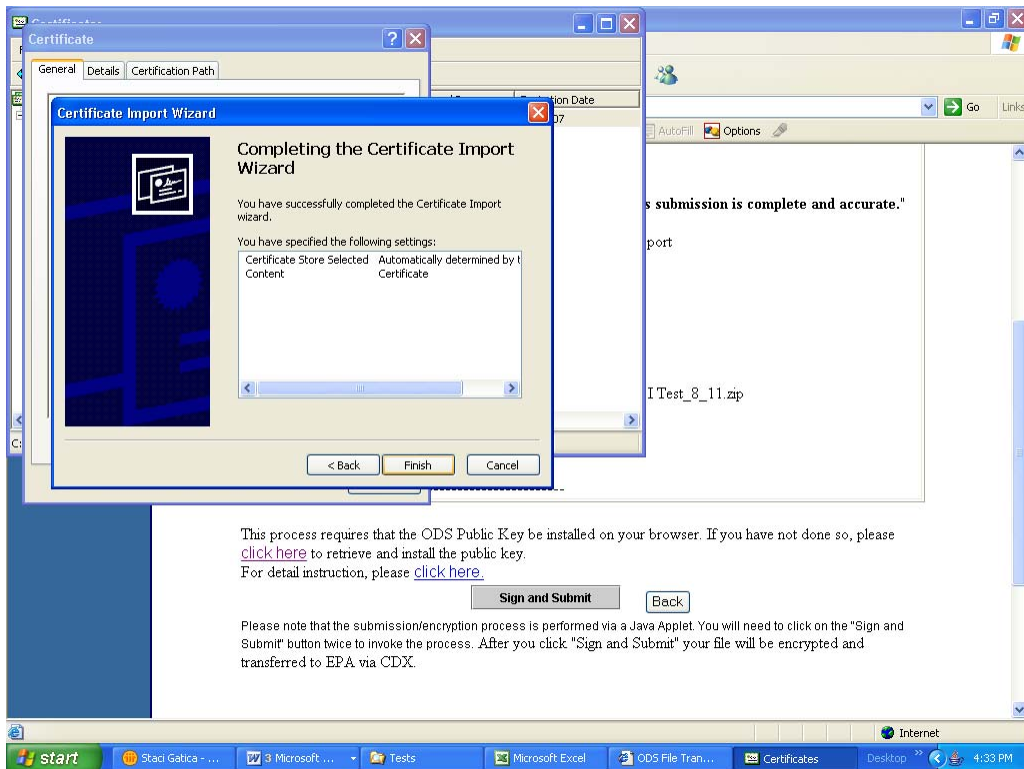

Key Install Step 5: The Certificate Import Wizard begins. Click "Next".

Key Install Step 6: Let the wizard automatically select the location for the certificate unless you have reason to choose a specific place.
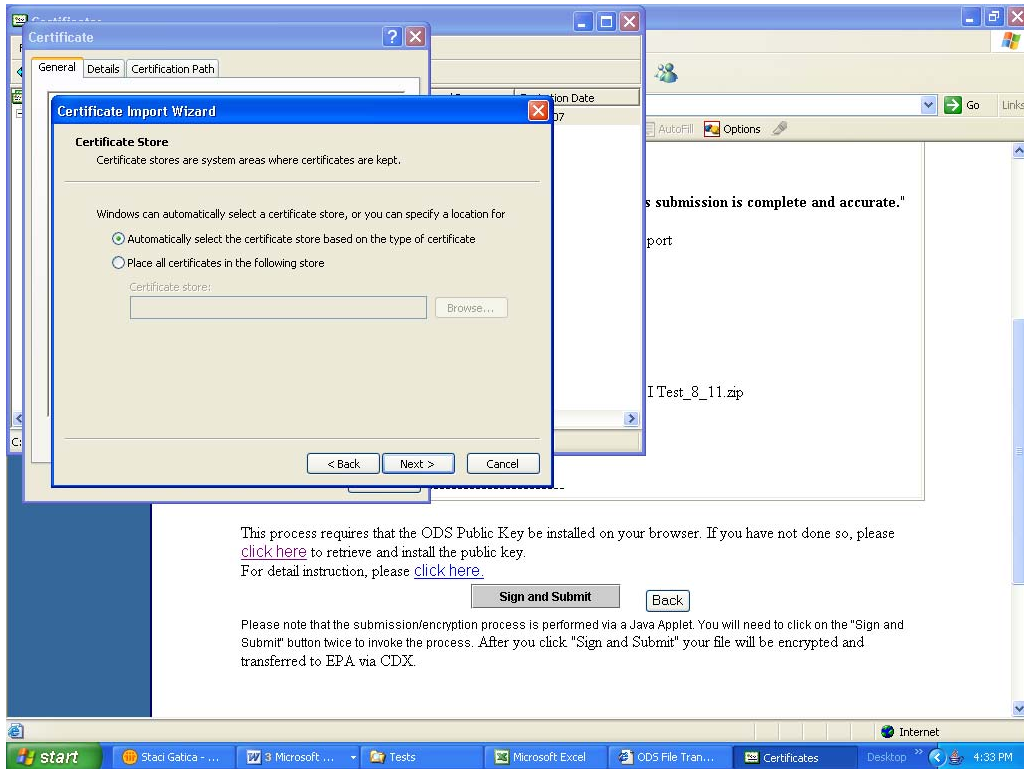

Key Install Step 7: It may take a few minutes to install the certificate. Click "Finish" to close the wizard.

Key Install Step 8: You should see the pop-up screen indicating the import was successful. You can close the key install pop-up windows.
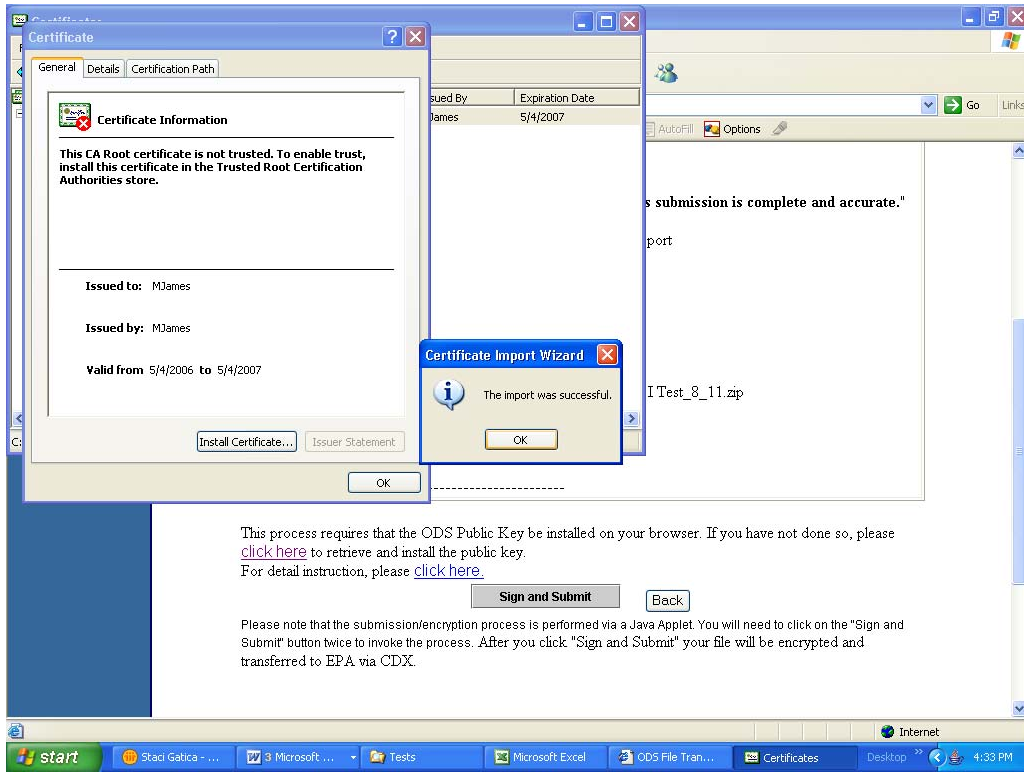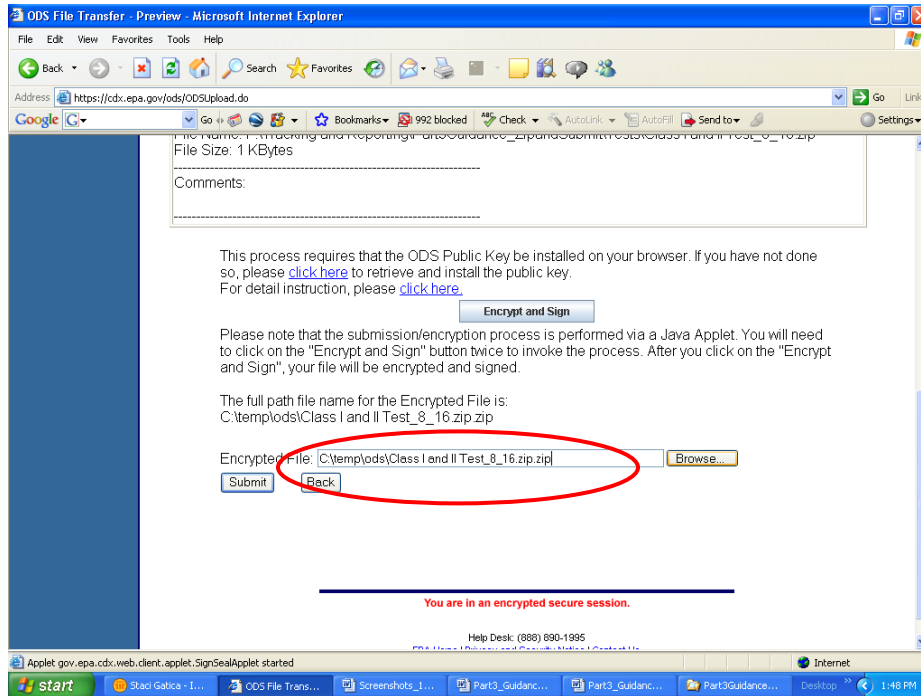

Step 11: You will see that the file path is displayed. You can simply highlight that file location, copy, and paste it into the "Encrypted File" field, or you can browse and find it also.
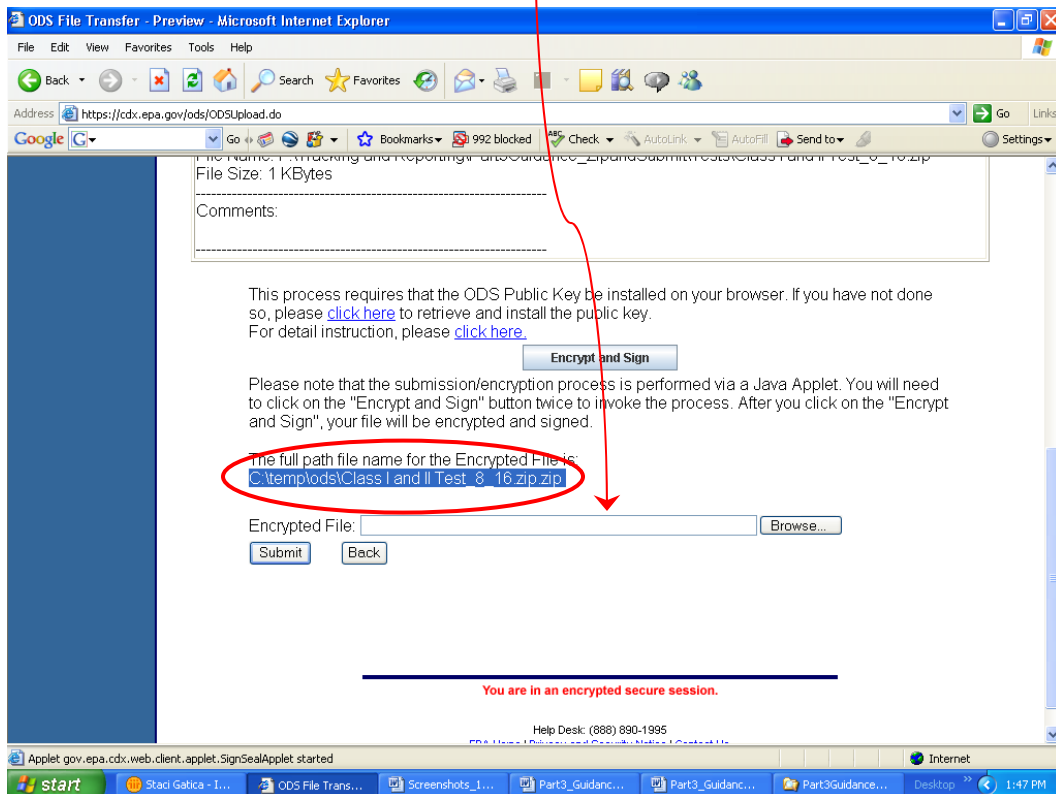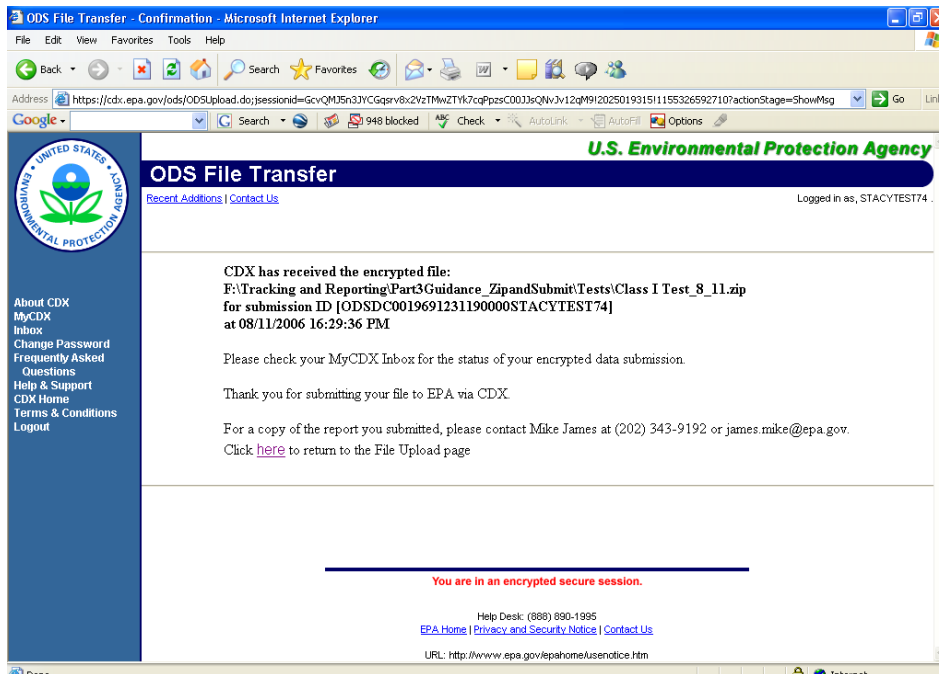
Step 12: Your screen will look like this when you have copied or browsed for your Encrypted file.

Step 13: Click submit and you are done!

PLEASE NOTE: You may have difficulty transferring your files via CDX on your **initial attempt** due to initiating the Java Software and ODS Public Key installation. If you have problems, log back onto CDX and try to upload your files a second time. Once the Java and ODS Public Key are installed onto your computer, the upload process should go smoothly. A confirmation statement will appear on your screen indicating that CDX has received the encrypted file. You should also receive an email indicating the file was successfully sent. Retain this email for your records.