



Quick Reference Guide TSCA Communications Application in EPA CDX

1. New Users Register in CDX (<https://.epa.gov/>).
 - To create a new CDX account, click on the green **[Register with CDX]** button.
 - Follow the steps provided by CDX to complete registration for **Primary Authorized Official** role for **CSPP: Submissions for Chemical Safety and Pesticide Programs**.
 - When your role has been approved, log into CDX and go to Step 3.

EPA United States Environmental Protection Agency

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CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

Show 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.

Warning Notice and Privacy Policy

Warning Notice

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

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



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

The screenshot shows the EPA Central Data Exchange (CDX) website. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, **FAQ**, **Help**, and Virtual Assistant. A **Contact Us** link is also visible in the top right. Below the navigation bar, the CDX logo and the text "Central Data Exchange" are displayed. The main content area features a large image of a lake and mountains. To the right of the image is a "Log in to CDX" section with a form for "User ID" and "Password". Below the form are buttons for "Log In" and "Register with CDX", and links for "Forgot your Password?", "Forgot your User ID?", and "Warning Notice and Privacy Policy". A "Show Password" checkbox is also present. Below the login section, there is a "Welcome" message and a "Warning Notice and Privacy Policy" section. The warning notice states: "In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:" followed by four numbered points.

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CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID
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4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S.



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

The screenshot displays the EPA CDX Central Data Exchange interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible. A navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, Help, and Virtual Assistant. The user is logged in as BRIGMANWK. The main content area is titled 'CDX Central Data Exchange' and includes a 'Services' table. The table has three columns: Status, Program Service Name, and Role. The 'Role' column lists various roles, with 'Primary Authorized Official' highlighted in red. To the right of the table are sections for 'CDX Service Availability' and 'News and Updates'. At the bottom of the table area are buttons for 'Add Program Service' and 'Manage Your Program Services'.

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



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

The screenshot shows the GSPPP interface. At the top, there is a dark blue header with the GSPPP logo on the left and the text "Logged in as: William Brigman, Primary Authorized Official" and "Log Out" on the right. Below the header, the main content area is titled "CHEMICAL INFORMATION SUBMISSION SYSTEM". On the left, there is a message: "Welcome to the EPA's Chemical drop-down menu." In the center, a drop-down menu is open, listing several options: "Endocrine Disruptor Screening Program (EDSP)", "Mercury Electronic Reporting - MER", "TSCA - Communications" (highlighted with a red box), "TSCA - Enforcement and Compliance", "TSCA Chemical Data Reporting (CDR) 2020", "TSCA Chemical Data Reporting (CDR) 2012 and 2016", "TSCA FYI Submission", "TSCA Risk Evaluation Rule", "TSCA Section 12(b)", "TSCA Section 4", and "TSCA Section 5 Notices and Supports - ePMN". To the right of the menu, there is a partial instruction: "Please select an application from the".

5. Click the **[Start New Communication]** button on the **HOME** screen.

The screenshot shows the HOME screen of the system. At the top, there is a dark blue header with the EPA logo on the left, the text "HOME USER MANAGEMENT" in the center, and the text "William Brigman, NEW TEST ORG (Primary Authorized Official)" on the right. Below the header, the main content area is titled "TSCA General Communications". Underneath this title, there is a note: "TSCA General Communications is used for attachments for existing submissions. Note: this should not be used for amend submissions if you are locked out of your form. For issues related to that contact CDX Help." Below the note, there is a list of instructions: "To submit an attachment and/or comment about a submission click the 'Start New Communication' button.", "To see details about the communication click the [plus icon] icon to expand.", "To create an additional submission under an existing Case Number click [envelope icon] icon.", "To delete a communication submission click [X icon] icon in actions column.", "To download a Copy of Record for a communication submission click [download icon] icon." Below the instructions, there is a red-bordered box containing the text "Create New Communication Submission" and a button labeled "Start New Communication". Below this box, there is a section titled "Communication Submission History" which contains a table with the following columns: "Communication Number", "Communication Alias", "Case Number", "Office", "Subject", "Date Opened", "Created By", "Status", and "Actions".



6. **Create Passphrase and Confirm Passphrase.**

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

HOME USER MANAGEMENT

Create Passphrase

New Passphrase

Confirm Passphrase

⚠ You are responsible for remembering your passphrase!

After creating a passphrase, add a **Passphrase Hint** to help you remember the passphrase for this form. If you forget the passphrase, after three (3) failed attempts the hint will display.

Passphrase Hint: Enter a word that can be used to remember your passphrase.

Cancel Continue

7. **Add a Passphrase Hint.**

- a. The **Passphrase Hint** displays after three (3) failed attempts at entering your passphrase; it should help you remember the correct passphrase. Use something you will associate with your passphrase.

HOME USER MANAGEMENT

Create Passphrase

New Passphrase

Confirm Passphrase

⚠ You are responsible for remembering your passphrase!

After creating a passphrase, add a **Passphrase Hint** to help you remember the passphrase for this form. If you forget the passphrase, after three (3) failed attempts the hint will display.

Passphrase Hint: Enter a word that can be used to remember your passphrase.

Cancel Continue

- b. Click the [**Continue**] button to proceed with the creation of the communication.



- c. If you are unable to remember the passphrase proceed to Step 8 to reset the passphrase. Otherwise, continue to Step 9.

HOME USER MANAGEMENT

Enter Passphrase

Case number
null

Passphrase

* Passphrase is invalid.
Passphrase Hint: same pass

⚠ You are responsible for remembering your passphrase!

Use the **Passphrase Hint** above to remember the passphrase when logging into the General Communications submission. If you are still unable to access the form, then click the **Reset Passphrase** link to generate and send an email with a temporary passphrase to the appropriate individuals (i.e., Authorized Official or Agent/Consultant who created the form) with the passphrase change request.

Reset Passphrase

Cancel Continue

8. Resetting Form **Passphrase**

- a. If you are unable to remember the passphrase, click the [**Reset Passphrase**] button. This will send an email to the user who created the communication with a temporary passphrase that will be used to reset the form's passphrase.
- b. Enter the **Temporary Passphrase** and follow the instructions to create a new passphrase.

HOME USER MANAGEMENT

Enter Passphrase

Case number
null

Temporary Passphrase

* Passphrase is invalid.
Passphrase Hint: Temporary Passphrase

⚠ You are responsible for remembering your passphrase!

Use the **Passphrase Hint** above to remember the passphrase when logging into the General Communications submission. If you are still unable to access the form, then click the **Reset Passphrase** link to generate and send an email with a temporary passphrase to the appropriate individuals (i.e., Authorized Official or Agent/Consultant who created the form) with the passphrase change request.

Passphrase Hint: Enter a word that can be used to remember your passphrase.

A temporary passphrase has been generated and emailed to you. Please check instructions in the email to continue resetting your passphrase.



9. Select a **Communication Type** from the drop down menu.
 - a. The drop-down provides de available communications, select the most appropriate for the reason you are contacting EPA.

HOME USER MANAGEMENT

TSCA General Communications

Step 1 Step 2

Communication Information Review and Submit

Communication Information

Communication Type:

Select an option

- General Confidential Correspondence
- Copy of Record Request**
- 14(f) Response
- Request for Inventory Section 8(b) Incoming Inventory (INV)
- Transfer of Ownership
- PMN Correction for submissions prior to thin client

Document Upload

File Name	Document Type
-----------	---------------

[Attach Document](#)

[Continue](#)

Next Step: Submitting Official Information

- b. The CBI checkboxes on the page refer to the corresponding data element you wish to claim as Confidential Business Information (CBI). Checking this will deem any data element or content of the text box as confidential business information and will be masked in the Sanitized version of the submission (PDF).

HOME USER MANAGEMENT Carolina Falaye, Mary Kay (Primary Authorized Official)

Communication Information Review and Submit

Communication Information

Communication Type:

Request for Inventory Section 8(b) Incoming Inventory (INV)

Please provide the information that you have CBI

PMN Number:

Chemical Name:

CASRN:

Generic Name:

Accession Number:

Please check the information you are requesting

Chemical Name CASRN Generic Name Accession Number

Enter Case Number:

Check if case number is unknown.

Message: CBI:

Please provide the reason for sending the documents to OCSPP, a meaningful description of the documents, and additional information you consider relevant to EPA in regards to this communication. Selecting the CBI checkbox above will indicate that this information is confidential business information and will be excluded from publication. The Sanitized version of the PDF will mask this information to prevent disclosure.

Please provide the reason for sending the documents to OCSPP, a meaningful description of the documents, and additional information you consider relevant to EPA in regards to this communication. Selecting the CBI checkbox above will indicate that this information is confidential business information and will be excluded from publication. The Sanitized version of the PDF will mask this information to prevent disclosure.

Save Preview Validate Submit

CDX Links - CDX Helpdesk (866) 890-1995 TSCA Hotline: (202) 554-1404



10. **Enter Case Number**, if known.
 - a. Enter the **Case Number** being referenced in the communication to EPA.
 - b. If nothing is entered in this field, a case number will be generated as **Not Assigned**.

HOME USER MANAGEMENT

TSCA General Communications

Step 1 Step 2

Communication Information Review and Submit

Communication Information

Communication Type:
General Confidential Correspondence

Enter Case Number:
Not Assigned

Check if case number is unknown

CBI :

Message:
Please provide the reason for sending the documents to OCSPP, a meaningful description of the documents, and additional information you consider relevant to EPA in regards to this communication. Selecting the CBI checkbox above will indicate that this information is confidential business information and will be excluded from publication. The Sanitized version of the PDF will mask this information to prevent disclosure.

11. Enter an explanation for the communication in the **Message** field.
 - a. The **Message** text box is required in the General Communications form.
 - b. Inadequate text will trigger a validation error, preventing navigation to the next page.
Provide detailed information about your request and include any information you may want to convey to EPA.

Enter Case Number:
Not Assigned

Check if case number is unknown

CBI :

Message:
Please provide the reason for sending the documents to OCSPP, a meaningful description of the documents, and additional information you consider relevant to EPA in regards to this communication. Selecting the CBI checkbox above will indicate that this information is confidential business information and will be excluded from publication. The Sanitized version of the PDF will mask this information to prevent disclosure.

Document Upload

File Name	Document Type
<input type="button" value="Attach Document"/>	



12. Click the **[Attach Document]** button.
 - a. The **Attach Document** screen allows you to upload and send documentation to EPA. The Document Type drop down menu is driven by the selection previously made in the Communication Type. Click the **[Browse]** button and choose file for attachment.
 - b. Claiming **CBI** for Attachment will mark the document as CBI. EPA strongly recommends including a sanitized version of any CBI document. EPA has observed that a company-sanitized version most accurately indicates the company's CBI claims and the intended scope of each claim, which avoids misunderstandings that might arise in the event EPA must prepare a sanitized version in response, for example, to a FOIA request. Add any additional information in the **Description** field.
 - c. Click the **[Save Document]** button.
 - d. Repeat these steps for all documents you wish to send to EPA.

Attach Document

CBI

Document Type

Please select a document type...

Description

Attachment

Browse...

Save Document Cancel



13. Click the [Continue] button to go to the next page.

Document Upload

File Name	Document Type
TEST ATTACHMENT-1.docx	Other Documents

Attach Document

Continue

Next Step: Submitting Official Information

14. Check the **Submitting Official** checkbox.

- Check the **CBI** checkbox if you wish to claim the **Submitting Official Information** as Confidential Business Information (CBI).
- Check the required checkbox to confirm that you are the legally responsible party from the submitting company, to initiate the submission process.

HOME USER MANAGEMENT

TSCA General Communications

Step 1 Step 2

Communication Information **Review and Submit**

Submitting Official Information

Submitting Official Information

The information below has been pre-populated from CDX registration. If the listed information is incorrect, then please make the appropriate edits to your user information in CDX registration, certification statement and activate the Continue button.

CBI	<input type="checkbox"/>	Check the 'CBI' checkbox to claim the submitter's contact information.
First Name:	William	
Last Name:	Brigman	
Company Name:	CGI FEDERAL TEST 1	
Phone Number:	8289191634	
Email:	william.brigman@cgifederal.com	
Mailing Address 1:	12601 FAIR LAKES CIRCLE	
City:	FAIRFAX	
State:	VA	
Postal Code:	22033	
Country:	US	

This confirmation is required to proceed with the submission process
Please confirm that you are the legally responsible party from the submitting company.

Previous **Continue**



15. Instructions for Substantiating Confidential Business Information (CBI) Claims, if necessary.

- If any CBI claims have been made, the **Continue** button on the **Submitting Official Information** page will display the **CBI Substantiation** page
- To add the corresponding substantiation documents, select the [**Attach Document for CBI Substantiation**] link.
- To opt-out from providing any CBI substantiation documents, check the Substantiation Opt-Out checkbox.

HOME USER MANAGEMENT

Step 1 Step 2

Communication Information Review and Submit

Submitting Official Information CBI Substantiation

Instructions for Substantiating Confidential Business Information (CBI) Claims

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

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

- A. Specific information describing the processes used in manufacture or processing of a chemical substance, mixture, or article;
- B. Marketing and sales information;
- C. Information identifying a supplier or customer;
- D. In the case of a mixture, details of the full composition of the mixture and the respective percentages of constituents;
- E. Specific information regarding the use, function, or application of a chemical substance or mixture in a process, mixture, or article;
- F. Specific production or import volumes of the manufacturer or processor; an
- G. Prior to the date on which a chemical substance is first offered for commercial distribution, the specific chemical identity of the chemical substance, including the chemical name, molecular formula, Chemical Abstracts Service number, and other information that would identify the specific chemical substance, if the specific chemical identity was claimed as confidential at the time it was submitted in a notice under TSCA 5.

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

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

- Scott Sherlock, 202-564-8257, sherlock.scott@epa.gov
- Jessica Barkas, 202-250-8880, barkas.jessica@epa.gov

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

Substantiation Opt-Out

Attach Document for CBI Substantiation



16. Click the **[Continue]** button to begin the submission process.
 - a. Click the **[Continue]** button on the **TSCA CBI Certification** page.

- b. The form Validation will identify any errors in the form. Otherwise, **No Validation Errors Found** will display.
 - c. Click the **[PDF Generation]** button to generate the PDF for the submission. The **[Regular PDF]** button will display any information marked as CBI while the **[Sanitized PDF]** button will provide such information, masked. The PDF(s) can be downloaded.
 - d. Click the **[Sign, Encrypt and Submit]** button to access the eSignature Widget.



TSCA General Communications

Step 1

Step 2

TSCA CBI Certification

Validation

PDF Generation

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



17. Complete the **eSignature Widget**.

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

eSignature Widget

1. Authentication

Log into CDX

User:
BRIGMANWK

Password:

Show Password

Welcome William Brigman

2. Verification

Question:
What is your favorite movie?

Answer:

Show Answer

Correct Answer

3. Sign File

Sign

18. Click the **[Home]** button to see the Status of a Submitted form.

- The Status of the form will be **Submitted** until it is received by EPA.
- Once the form has been received, the Communication Number will populate with the Communication Number Assigned and the Status will display as Completed.

TSCA General Communications is used for attachments for existing submissions. Note: this should not be used for amend submissions if you are locked out of your form. For issues related to that contact CDX Help.

- To submit an attachment and/or comment about a submission click the 'Start New Communication' button.
- To see details about the communication click the icon to expand
- To create an additional submission under an existing Case Number click icon
- To delete a communication submission click icon in actions column.
- To download a Copy of Record for a communication submission click icon

Create New Communication Submission

Start New Communication

Communication Submission History

Communication Number	Communication Alias	Case Number	Office	Subject	Date Opened	Created By	Status	Actions
	COMM-20210414-11 07:37 EST		OCSPP/OPPT	Invoice Request	04/14/2021	BRIGMANWK	Processing	
	COMM-20210406-10 45:29 EST		OCSPP/OPPT	Section 4 Communication	04/06/2021	RYAN AUSTIN	Processing	
	COMM-20210315-13 20:08 EST		OCSPP/OPPT		03/15/2021	BRIGMANWK	In Progress	
COMMS-21-0010	COMM-20210311-14 12:02 EST		OCSPP/OPPT	PMN Correction for submissions prior to thin client	03/11/2021	RYAN AUSTIN	In Progress	
COMMS-21-0012	COMM-20210310-14 04:57 EST		OCSPP/OPPT	14(f) Response	03/10/2021	RYAN AUSTIN	Completed	