

# **ACCESSING A COMMUNICATION IN CENTRAL DATA EXCHANGE (CDX)**

For several years, U.S. Environmental Protection Agency (EPA) has been providing important information relating to submissions under the Toxic Substances Control Act (TSCA) via EPA's CDX. It is important for TSCA submitters to access these communications which frequently contain time sensitive information. Below are the steps for accessing a communication relating to a TSCA submission in CDX.

### Step 1. Notification Email Received

When EPA generates an electronic communication linked to a TSCA submission in CDX, a notification email is sent to the email address of the CDX registered account of the original submitter informing them of the communication's availability in CDX. These emails are sent from the address [no-reply@epacdx.net](mailto:no-reply@epacdx.net). **EPA is aware that messages sent from this address are sometimes identified as SPAM by email servers and encourages individuals with CDX accounts to add [no-reply@epacdx.net](mailto:no-reply@epacdx.net) to their list of safe or trusted senders in their email system.**

A sample notification email is below. The notification contains the Submission Alias for the submission related to the communication. In most instances, the Submission Alias is automatically generated when a submission is created. This Submission Alias contains key information for identifying the submission related to the new communication. The portion of the Submission Alias in front of the dash (-) indicates the type of submission. For example, NAA indicates a Notice of Activity submission. The portion after the dash provides the year, month, day, and time of the submission. Below are some additional examples of submission identifiers you may see before the dash (-).

- NAA = Notice of Activity
- Primary Premanufacture Notice (PMN), Notice of Commencement (NOC), Biotechnology, Polymer Exemption, etc. = Section 5
- A date (Wed Sep 14 10:08:56 EDT 2022) = Section 8(e)

Please note that CDX allows a submitter to enter a custom alias at the time of submission and if a custom Submission Alias was created in the submission, the custom Submission Alias will appear in the notification email.

## New Communication Received from EPA Inbox x

**no-reply@epacdx.net**

 to me ▾

Tue, Jun 8, 2021, 2:51 PM



Date: 06/08/2021 13:51:45

You are receiving this message because the U.S. Environmental Protection Agency (EPA) delivered a communication to your Central Data Exchange (CDX) account associated with a Toxic Substance Control Act (TSCA) submission. The communication can be accessed from the Notice of Activity reporting module's "Submission History" page in CDX.

CDX transactionId: c484c52f-3d61-4760-8547-3f990d853479.

**Submission Alias: NAA-20180726-11:57:39**

**Step 2. Log into CDX (<https://cdx.epa.gov/>)**

- For general questions about CDX, see the “FAQ” or “Help” tabs, or the “Contact Us” link at the top of the screen.
- To create a new CDX account, click on the green “Register with CDX” button

**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;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;

**Step 3. Open the “CSPP: Submissions for Chemical Safety and Pesticide Programs” link as the Primary Authorized Official**

Logged in as **COONDER1** ([Log Out](#))

[MyCDX](#) [Inbox](#) [My Profile](#) [Role Sponsorship](#) [Submission History](#) [Payment History](#) [E-Enterprise Portal](#)

Services <span>⚙️ Manage</span>		
Status	Program Service Name	Role
	CSPP: Submissions for Chemical Safety and Pesticide Programs	<a href="#">Accreditation Body (AB) Authorized Official</a>
	CSPP: Submissions for Chemical Safety and Pesticide Programs	<a href="#">Accreditation Body (AB) Support</a>
	CSPP: Submissions for Chemical Safety and Pesticide Programs	<a href="#">Primary Authorized Official</a>
	CSPP: Submissions for Chemical Safety and Pesticide Programs	<a href="#">Primary Support</a>
	CSPP: Submissions for Chemical Safety and Pesticide Programs	<a href="#">Secondary Authorized Official</a>
	CSPP: Submissions for Chemical Safety and Pesticide Programs	<a href="#">Third-Party Certifier (TPC) Authorized Official</a>
	CSPP: Submissions for Chemical Safety and Pesticide Programs	<a href="#">Third-Party Certifier (TPC) Support</a>
	TRIMEweb: Toxic Release Inventory Made Easy Web	<a href="#">TRI-MEweb (Certifying Official)</a>

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

### CDX Service Availability

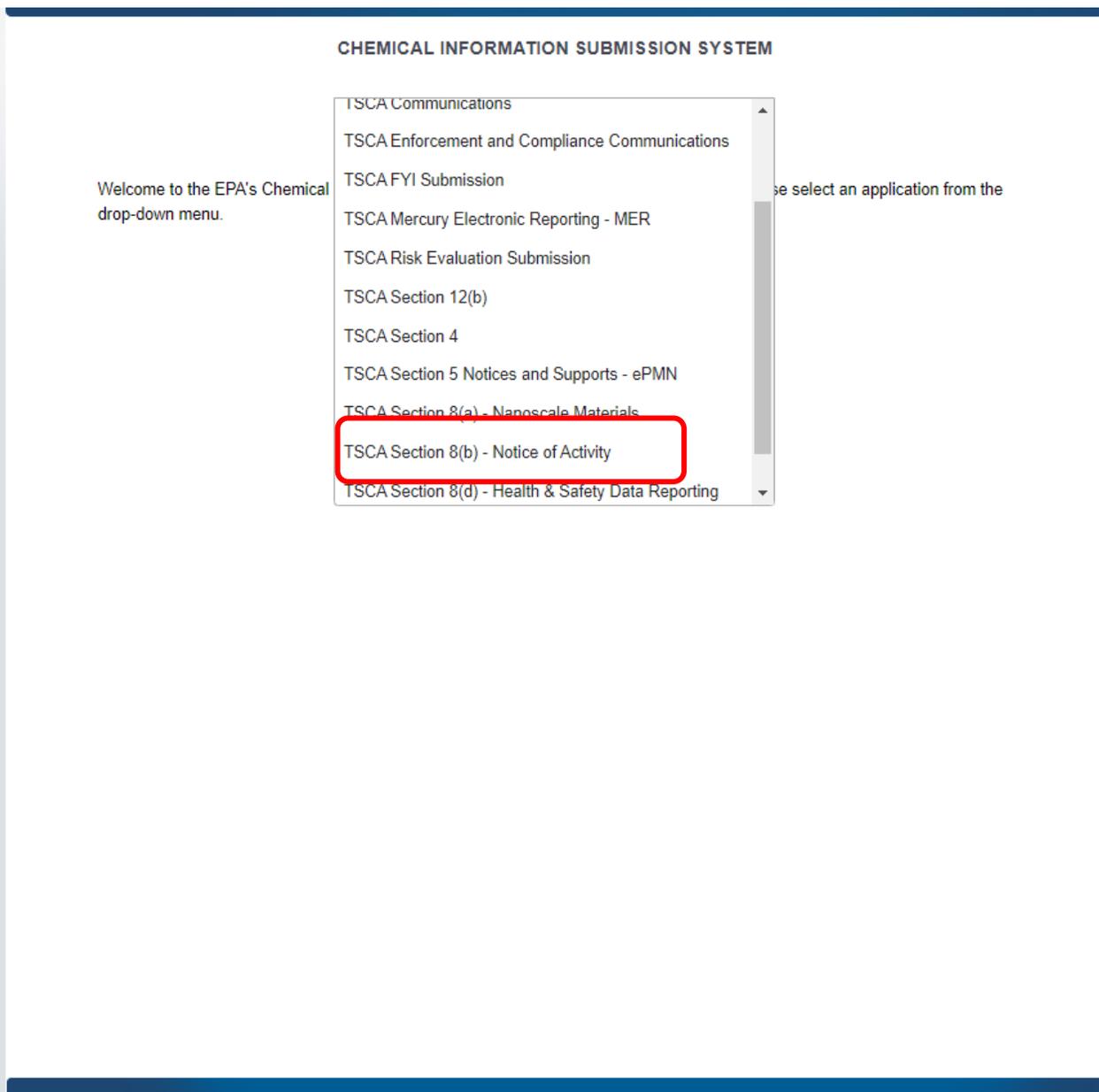
[See the status for all program services](#)

### News and Updates

No news/updates.

**Step 4. Select the appropriate submission type from the drop-down list and click “OK”**

- *The Submission Alias can be utilized to identify the correct submission type to access.*
  - o *If you did not change the Submission Alias for your submission(s), the first portion of the alias identifies the application (this is not an exhaustive list)*
    - *NAA = Notice of Activity*
    - *Primary PMN, NOC, Biotechnology, Polymer Exemption, etc. = Section 5*
    - *A date (Wed Sep 14 10:08:56 EDT 2022) = Section 8(e)*
  - o *If you did change the Submission Alias in your submission(s) please check your records for reference*



**Step 5. On the Submission History screen, search for the Form Alias (note that “Form Alias” and “Submission Alias” in the notification email refer to the same information) by clicking “CTRL + F” and entering the Submission Alias in the search box.**

## TSCA Section 8(b)

### Create New Form

#### Create a Section 8(b) Form

Please select a form type and click 'Create New Form' button

Notice of Activity - B (NAB) ▾

Create New Form

### Useful Resources

- [Section 8\(b\) User Guide](#)
- [Notice of Activity Form B Bulk Upload Template](#)
- [TSCA Inventory Notification \(Active-Inactive\) Rule](#)
- [TSCA Chemical Substance Inventory](#)

### Submission History

Show 10 entries

Search:

Form Alias	Form Type	Case Number	Submission Date	Status	Action
NAB-20220606-06:37:29	Notice of Activity - B (NAB)			In Progress	✘

Export Options: XML CSV PDF Excel

Previous 1 Next

**Step 6. Click on the green arrow icon within the Action column for the submission identified in Step 5.**

NAA-20180725-10:20:13	Notice of Activity - A (NAA)	<a href="#">Show Case Number(s)</a>	2018-07-26	Completed	
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**Step 7. Enter the passphrase used when creating the submission.**

- *Clicking 'Cancel' will end the process of unlocking the submission.*

## TSCA Section 8(b) ▶ NAA-20180725-10:20:13

### Enter Passphrase

**Form Alias**

NAA-20180725-10:20:13

**Enter Passphrase**

**⚠ You are responsible for remembering your passphrase!**

If you lose or forget your passphrase, you will not be able to access your Section 8(b) Form to print, submit, or make changes. You will need to complete a new Section 8(b) Form and create a new passphrase for the form. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve it or reset it.

Cancel

Continue

**Step 8. Provide the requested Password and response to your security question and click “Sign”.**  
(Screen appearance may vary depending on the application)

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eSignature Widget

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### 1. Authentication

Log into CDX

**User:**

CGORDER1

**Password:**

••••••••••

**Show Password**

Welcome C G

### 2. Verification

**Question:**

What is your favorite pet's name?

**Answer:**

••••

**Show Answer**

Correct Answer

### 3. Sign File

**Sign**

**Step 9. View or download the correspondence.**

- Clicking the downward facing green arrow will allow you to open or save a copy of your communication(s).
- CDX records the date and time on which communications are accessed.



Download Copy of Record:

File Name	Action
Copy of Record	

Download Communication Documents:

Communication Type	File Name	File Size	Status	Download
Deficiency or Notice to Comment (Substantiation)	CdxCommunicationbb208a3a-90c5-4959-b403-e2f6368770bd.pdf	107070		
Deficiency or Notice to Comment (Substantiation)	CdxCommunication49bac8cd-8d92-4951-9395-84b3dd2260cc.pdf	107070		
Deficiency or Notice to Comment (Substantiation)	CdxCommunicationabfa202e-6e0c-474c-8a44-d019dc1396dc.pdf	109733		
Deficiency or Notice to Comment (Substantiation)	CdxCommunication00a873ba-215f-4176-9e6b-fbc19edcbddf.pdf	109731		
Deficiency or Notice to Comment (Substantiation)	CdxCommunicationda8c6911-1766-4416-8430-6c5ea4da64fb.pdf	109722		
Deficiency or Notice to Comment (Substantiation)	CdxCommunication10e0e7c4-86f0-4fc0-86de-492bc1080c21.pdf	108933		
Deficiency or Notice to Comment (Substantiation)	CdxCommunication168bd981-4f18-483c-bc8b-198d25dbbd40.pdf	108933		