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# Compliance Document Collection Process:

A Step-By-Step Guide to Submit  
Compliance Documents to EPA

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Compliance Division  
Office of Transportation and Air Quality  
U.S. Environmental Protection Agency

# **Instructions for Submitting Compliance Documents to EPA Verify Document Module**

## **1. Manufacturers submitting data must have a manufacturer's code established with Verify**

EPA receives data and documents from manufacturers through its Verify system. Any manufacturer wishing to submit data or documents must have a valid manufacturer code, which can be obtained by following the instructions at <http://www.epa.gov/otaq/verify/mfr-code.htm>. Please follow all instructions on this page completely. Any problems or questions regarding Verify should be directed to the Verify Help Desk at 1-888-890-1995 or [verifyhelp@csc.com](mailto:verifyhelp@csc.com).

## **2. First time users of Verify need to follow Verify's setup instructions**

Once the data submitter obtains a valid manufacturer code with Verify, they will need to set up user account(s) by following the instructions at <http://www.epa.gov/OMS/verify/setup.htm>. In order to submit data or documents, a user account is mandatory. As with obtaining a manufacturer code, any problems with setting up a user account should be directed to the Verify Help Desk at 1-888-890-1995 or [verifyhelp@csc.com](mailto:verifyhelp@csc.com).

## **3. Log in to Verify and submit completed data submission form to Verify's Document Module**

To submit your documents, log in to Verify at <http://cdx.epa.gov/warning.asp>. Follow the instructions to log in. Once in the "MyCDX" page, click on the link titled "VERIFY: Upload Compliance Documents." The screen shot below with additional instructions superimposed provides more details for what should be entered in the following screen:

# Upload EPA Compliance Documents From Manufacturer Workstation

Logged in as, CHINGSHIHYANG2. Manufacturer: Environmental Protection Agency - EPA (Logout)

MvCDX > Upload EPA Compliance Documents

Note:

1. Required fields are marked with \* and cannot be left blank.
2. Due to memory and file size constraints the total size of the file to be uploaded should not exceed 100MB.

Anything not addressed in this screen could be found in the help page.

Help

EPA Manufacturer Code *	EPA
Document Path and File Name *	Choose File No file chosen
Path and File Name of Same Document in Alternate Format	Choose File No file chosen
Industry * (CTRL + Click to select multiple values)	<div style="border: 2px solid green; padding: 2px;">                     Nonroad Compression-Ignition                      Nonroad Spark-Ignition - Evaporative Component &amp; Equipment/Vessels                      Nonroad Spark-Ignition - Large                      Nonroad Spark-Ignition - Marine                      Nonroad Spark-Ignition - Small                 </div>
Compliance Document Type *	Select
General Document Type	Select
Confidentiality Status *	<input type="radio"/> CB1 <input type="radio"/> FOIA
Document Applicability *	Select
Does this document apply to one/multiple specific model year(s)? *	<input type="radio"/> Yes <input type="radio"/> No
Model Year (CTRL + Click to select multiple values)	2016 2015 2014 2013
Document Date *	select
Title *	
Abstract *	
Keyword(s) * (CTRL + Click to select multiple values)	Absorber Air cooled Alternative Fuel Alternative Fuel Converter CARB
Are you the document owner?	<input type="radio"/> Yes <input type="radio"/> No
Document Owner Name *	
Document Owner Phone *	
Document Owner E-Mail *	
Comments	

Appropriate compliance document types are listed in the instructions below

Select the appropriate industry

If the document has general applicability (not specific engine families), make sure to include the applicable model year(s)

The title and abstract should be descriptive. Please include the type of compliance document here as well.

Refresh

Review & Submit

\*Select compliance document type of "Averaging, Banking and Trading," "Production Line Testing," "In-Use Information," or "Production Information."

After this page is correctly filled out, select “Review & Submit.” After submitting the document, if Verify accepted the submission, you will get a message in your inbox stating so. If your submission was rejected, the inbox will also notify you with a reason for why it was reject. The inbox message may take a few minutes before arriving in your inbox. Your CDX inbox can be accessed through the left navigation bar through the “Inbox” link.