

Heavy Duty Greenhouse Gas Document Collection Process:

A Step-By-Step Guide to Submit Heavy
Duty Greenhouse Gas Documents to EPA

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

Instructions for Submitting Heavy Duty Greenhouse Gas 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/otag/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.

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.

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,

. Manufacturer: Environmental Protection Agency - EPA ([Log](#)

[MyCDX](#) > 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.
3. + = CTRL-click to select multiple values

[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 * +	Complete Heavy-Duty Highway Vehicle Heavy-Duty Highway Compression-Ignition Heavy-Duty Highway Evaporative Heavy-Duty Highway Spark Ignition Heavy-Duty Highway Tractors & Vocational Vehicles
Heavy-Duty Highway Tractors & Vocational Vehicles should always be selected for HD GHG document submissions. Select the appropriate Compliance Document Type-- only ones beginning with "HD-GHG" are acceptable	Compliance Document Type * Compliance Document Type, if "Other"
General Document Type	Select
General Document Type, if "Other"	
Compliance Document Topic	
Compliance Document Topic, if "Other"	
Confidentiality Status *	Select
Document Applicability *	One Engine Family or Vehicle Family or Test Group
Engine Family / Vehicle Family / Test Group *	
Does this document apply to one/multiple specific model year(s)? *	Select
Model Year * +	2013
Document Date *	select
Title *	
Abstract *	
Keyword(s) * +	Absorber Air cooled Alternative Fuel Alternative Fuel Converter CARB
Document Owner	Select (Select a contact from the list to populate the Document Owner fields below)
Document Owner Name *	
Document Owner Phone *	
Document Owner E-Mail *	
Comments	

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.