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# A Guide to Completing Your Clean Alternative Fuels Conversion Notification Package:

Instructions for Submitting Clean  
Alternative Fuels Conversion  
Demonstration Information to EPA

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## Instructions for Submitting Clean Alternative Fuels Conversion Demonstration Information to EPA

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

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

EPA receives data and documents from original engine manufacturers and conversion manufacturers through its Verify data system. Any manufacturer or converter 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 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 Verify users need to follow the Verify setup instructions

After obtaining a Verify manufacturer code, data submitters will need to set up user account(s) by following the instructions at <http://www.epa.gov/OMS/verify/setup.htm>. A user account is mandatory in order to submit data or documents. 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. Select demonstration category and corresponding process

The table below shows how converters should proceed based on their type of conversion:

Demonstration Category	Light Duty	Heavy Duty
Certification <sup>1</sup>	<a href="http://www.epa.gov/otaq/cert.htm">http://www.epa.gov/otaq/cert.htm</a>	<a href="http://www.epa.gov/otaq/certdat2.htm#cert">http://www.epa.gov/otaq/certdat2.htm#cert</a>
Intermediate Age <sup>2</sup>	<a href="http://www.epa.gov/otaq/consumer/fuels/altfuels/cafc-form-ld-iav.xls">http://www.epa.gov/otaq/consumer/fuels/altfuels/cafc-form-ld-iav.xls</a>	Contact Steven DeBord at <a href="mailto:debord.steven@epa.gov">debord.steven@epa.gov</a>
Outside Useful Life <sup>3</sup>	<a href="http://www.epa.gov/otaq/consumer/fuels/altfuels/cafc-form-ld-oul.xls">http://www.epa.gov/otaq/consumer/fuels/altfuels/cafc-form-ld-oul.xls</a>	<a href="http://www.epa.gov/otaq/consumer/fuels/altfuels/cafc-form-hd-oul.xls">http://www.epa.gov/otaq/consumer/fuels/altfuels/cafc-form-hd-oul.xls</a>
Any Large Volume Converter <sup>4</sup>	Contact Martin Reineman at <a href="mailto:reineman.martin@epa.gov">reineman.martin@epa.gov</a>	Contact Steven DeBord at <a href="mailto:debord.steven@epa.gov">debord.steven@epa.gov</a>

<sup>1</sup> See 40 CFR section 85.510

<sup>2</sup> See 40 CFR section 85.515

<sup>3</sup> See 40 CFR section 85.520

<sup>4</sup> See 40 CFR section 86.1838 for Light Duty or 40 CFR 86.098-14 for Heavy Duty

Depending on the demonstration category and applicability, the references in the preceding table link to regulations and information regarding certification, or to the appropriate clean alternative fuel conversion data submission form or EPA contact.

*NOTE: Conversion manufacturers seeking a certificate of conformity should review the certification information or follow up with the appropriate contact as indicated in the table. The rest of these instructions apply only to conversion manufacturers who are submitting an intermediate age or outside useful life notification package. Instructions for completing the notification package forms are included in each downloadable data submission form.*

#### **4. Embed related documents required by regulations**

Please refer to regulations pertaining to alternative fuel conversions (40 CFR Part 85 subpart F) to determine which supporting documents you must attach to the data submission form. Note that EPA will consider any forms submitted without the proper supporting documents to be incomplete. Instructions on how to embed documents in the data submission form are included within the form itself.

*Note: Converters who consider any of the information on the forms and/or any of the supporting documentation to be confidential business information (CBI) must prepare and submit both a CBI version and a non-CBI version of the Verify submission. Converters should direct questions regarding what EPA considers to be CBI to the appropriate contact listed in the table above before entering submissions into Verify.*

#### **5. Log in to Verify and submit the completed data submission form to the Verify Document Module**

After the data submission form is complete and all the necessary supporting documents are embedded in the form, log in to Verify at [http://cdx.epa.gov/epa\\_home.asp](http://cdx.epa.gov/epa_home.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 about how to enter the required information:

# Upload EPA Compliance Documents From Manufacturer Workstation

Logged in as, . Manufacturer: EPA - EPA (Log

MyCDX > Upload EPA Compliance Documents

Note:  
1. Required fields are marked with \* and cannot be left blank.

Help

EPA Manufacturer Code *	<input type="text"/>
Document Path and File Name *	<input type="text"/> <input type="button" value="Browse..."/>
Path and File Name of Same Document in Alternate Format	<input type="text"/> <input type="button" value="Browse..."/>
Industry * (CTRL + Click to select multiple values)	<input type="text" value="Aircraft"/> <input type="text" value="All Industries"/> <input type="text" value="All Terrain Vehicle"/> <input type="text" value="Alternative Fuel Converter (LDV/LDT/HDV Chassis Certified)"/> <input type="text" value="Complete Heavy-Duty Highway Vehicle"/>
Compliance Document Type *	Alternative Fuel Conversion Data Submission Form <input type="button" value="v"/>
Compliance Document Type, if "Other"	<input type="text"/> <span style="border: 1px solid red; padding: 2px;">For Compliance Document Type, Select "Alternative Fuel Conversion Data Submission Form"</span>
General Document Type	Select <input type="button" value="v"/>
General Document Type, if "Other"	<input type="text"/>
Compliance Document Topic	<input type="text"/>
Compliance Document Topic, if "Other"	<input type="text"/>
Confidentiality Status *	<input type="radio"/> CBI <input checked="" type="radio"/> FOIA
Document Applicability *	One Engine Family or Test Group <input type="button" value="v"/> <span style="border: 1px solid red; padding: 2px;">Select "One Engine Family or Test group, then the Engine Family/Test Group field will open below"</span>
Engine Family / Test Group *	<input type="text"/>
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)	2012 <input type="button" value="v"/> <input type="text" value="Enter the calendar year here, in place of model year."/>

Document Date *	<input type="text"/> <input type="button" value="select"/> <span style="border: 1px solid red; padding: 2px;">Date of submission should be entered for Document Date</span>
Title *	<input type="text"/> <span style="border: 1px solid red; padding: 2px;">If the submission applies to kits for intermediate age vehicles/engines, enter "Intermediate age" here. If the kits are for vehicles/engines out side of useful life, enter "Outside useful life" here.</span>
Abstract *	<input type="text"/>
Keyword(s) * (CTRL + Click to select multiple values)	<input type="text" value="Absorber"/> <input type="text" value="Air cooled"/> <input type="text" value="Alternative Fuel"/> <input type="text" value="Alternative Fuel Converter"/> <input type="text" value="CARB"/> <span style="border: 1px solid red; padding: 2px;">Select "Alternative Fuel Converter" for Keyword</span>
Are you the document owner?	<input type="radio"/> Yes <input type="radio"/> No
Document Owner Name *	<input type="text"/>
Document Owner Phone *	<input type="text"/>
Document Owner E-Mail *	<input type="text"/>
Comments	<input type="text"/>

Refresh

Review & Submit

Be sure to follow instructions in the screen above, otherwise, your submission may not be properly stored in our system.

After this page is correctly filled out, proceed to submit the document. After submitting the document, if Verify accepted the submission, you will get a message in your CDX inbox stating so. Your CDX inbox can be accessed through the left navigation bar through the “Inbox” link. If you have CBI in your submission you must prepare a non-CBI version of your submission, and repeat this process again so that both the CBI version and the non-CBI version of your form are submitted. Non-CBI submissions are indicated by selecting the “FOIA” radio button.

### **Completing the Notification Process**

After receiving an email message that your data submission form and its embedded documents were successfully uploaded to Verify, your compliance notification will be in EPA’s system. EPA will periodically process complete submissions. EPA will contact you if your test vehicle or engine has been selected for confirmatory testing. Incomplete submissions or submissions that are selected for confirmatory testing may take longer to process. EPA will periodically update its list of conversion systems that are appropriate for installation on intermediate age and outside useful life vehicle test groups/engine families and evaporative/refueling families. The list can be found at: <http://www.epa.gov/otag/consumer/fuels/altfuels/altfuels.htm>. The exemption from the tampering prohibition may be void *ab initio* if the conversion manufacturer fails to meet all of the requirements for the program. This is the case even if a submission has been made and the conversion system has been publicly posted.