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

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

### 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/documents/cafc-form-ld-iav.xls">http://www.epa.gov/otaq/consumer/fuels/altfuels/documents/cafc-form-ld-iav.xls</a>	<a href="http://www.epa.gov/otaq/consumer/fuels/altfuels/cafc-form-hd-iav.xls">http://www.epa.gov/otaq/consumer/fuels/altfuels/cafc-form-hd-iav.xls</a>
Outside Useful Life <sup>3</sup>	<a href="http://www.epa.gov/otaq/consumer/fuels/altfuels/documents/cafc-form-ld-oul.xls">http://www.epa.gov/otaq/consumer/fuels/altfuels/documents/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 Mike Sabourin at <a href="mailto:sabourin.michael@epa.gov">sabourin.michael@epa.gov</a>	Contact Fakhri Hamady at <a href="mailto:hamady.fakhri@epa.gov">hamady.fakhri@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

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. Properly name data submission form**

The filename for the data submission form should consist of the following elements, each separated by an underscore:

- a. CBI or FOI
- b. Engine Family Identifier (first letter must match current or following year)
- c. HD or LD (Heavy or Light Duty)
- d. IAV or OUL (Intermediate Age Vehicle/Engine or Outside Useful Life)
- e. Revision number, if applicable (R0X, where X is the revision number)
- f. Any additional information needed by your company

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

Sample 2014 releasable, heavy-duty, outside useful life initial submission:

FOI\_ESTEH17.5NG1\_HD\_OUL\_R01\_xxxx

## 6. 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:

The screenshot shows a web form titled "Upload EPA Compliance Documents From Manufacturer Workstation". The form includes a note at the top: "Note: 1. Required fields are marked with \* and cannot be left blank." Below the note are several input fields and dropdown menus. Red boxes highlight specific areas with instructions:

- A red box around the "Compliance Document Type" dropdown menu contains the text: "For Compliance Document Type, Select 'Alternative Fuel Conversion Data Submission Form'".
- A red box around the "Document Applicability" dropdown menu contains the text: "Select 'One Engine Family or Test group, then the Engine Family/Test Group field will open below'".
- A red box around the "Engine Family / Test Group" field contains the text: "Engine Family here should be of the conversion, not of the original Vehicle".

Upload EPA Compliance Documents From Manufacturer Workstation	
Note: 1. Required fields are marked with * and cannot be left blank.	
EPA Manufacturer Code *	<input type="text"/>
Document Path and File Name *	<input type="text"/> <input <="" td="" type="button" value="Browse..."/>
Path and File Name of Same Document in Alternate Format	<input type="text"/> <input <="" td="" type="button" value="Browse..."/>
Industry * (CTRL + Click to select multiple values)	<ul style="list-style-type: none"><li>Aircraft</li><li>All Industries</li><li>All Terrain Vehicle</li><li>Alternative Fuel Converter (LDV/LDT/HDV Chassis Certified)</li><li>Complete Heavy-Duty Highway Vehicle</li></ul>
Compliance Document Type *	Alternative Fuel Conversion Data Submission Form
General Document Type	Select
Compliance Document Topic	<input type="text"/>
Confidentiality Status *	<input type="radio"/> CBI <input checked="" type="radio"/> FOIA
Document Applicability *	One Engine Family or Test Group
Engine Family / Test Group *	<input type="text"/>
Does this document apply to nonmotorable diesel model year(s) *	<input type="radio"/> Yes <input type="radio"/> No
Model Year (CTRL + Click to select multiple values)	2012 <input type="text"/> Enter the calendar year here, in place of model year.

Document Date*	<input type="text"/> select	Date of submission should be entered for Document Date
Title*	<input type="text"/>	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.
Abstract*	<input type="text"/>	
Keyword(s)* (CTRL + Click to select multiple values)	<input type="text"/> <ul style="list-style-type: none"> <li>Absorber</li> <li>Air cooled</li> <li>Alternative Fuel</li> <li>Alternative Fuel Converter</li> <li>CARB</li> </ul>	Select "Alternative Fuel Converter" for Keyword
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.