UNITED STATES
CONSUMER PRODUCT SAFETY COMMISSION

CPSC eFiling Alpha Pilot: eFiling Product Registry Overview

Version 1.2

This document provides an overview of the eFiling Product Registry – a CPSC application and data warehouse that has been developed to support the CPSC eFiling Alpha Pilot

October 17, 2016

Filers Please Note: This document is intended for the 8 importers that are part of the CPSC e-Filing Alpha Pilot. CPSC does not require or allow use of the eFiling Product Registry from the general trade community at this time. This document is being posted on cpsc.gov for trade awareness purposes only.

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Change Log

Date	Version No.	Description	Page Number	Author
10/17/2016	1.2	Changed "http" hyperlink in the document to "https" to reflect recent url changes.	3, 5	Claudia Kissal
		Incorporated a Change Log into the document.	3	
		Updated Table of Contents	2	

1 General Introduction

This document provides an overview of the eFiling Product Registry – a CPSC application and data warehouse that has been developed to support the CPSC eFiling Alpha Pilot. This document:

- Provides background information on the eFiling Alpha Pilot;
- Illustrates when and how a filer would use the eFiling Product Registry;
- Provides direction to access the eFiling Product Registry;
- Explains the design and layout of the eFiling Product Registry; and
- Describes the entry filing process with the Reference PGA Message Set.

CPSC will collaborate in an iterative fashion with eFiling Alpha Pilot participants on the eFiling Product Registry's design, layout, and user experience in order to refine the application.

This document is an overview of the eFiling Product Registry. CPSC will create a detailed user guide for eFiling Alpha Pilot participants after development of the eFiling Product Registry is completed.

1.1 eFiling Alpha Pilot

The CPSC eFiling Alpha Pilot is the first step of a joint effort between CPSC and CBP that will test electronic filing (eFiling) of targeting/enforcement data elements for imported regulated consumer products[1] (regulated products) and three specified products on the substantial product hazard (SPH) list[2] (SPH listed products). This test will be conducted with a small set of participants who will work collaboratively with CPSC and CBP. The eFiling Product Registry is designed to accept data for regulated products and SPH listed products.

Additional information on the eFiling Alpha Pilot can be found in the Commission's Federal Register notice announcing the pilot (80 *Fed. Reg*. 50827, (Aug. 21, 2015)): https://www.gpo.gov/fdsys/pkg/FR-2015-08-21/pdf/2015-20707.pdf

The current version of the *CPSC Supplemental CATAIR Guidelines* document can be found at https://www.cbp.gov/document/guidance/cpsc-e-filing-alpha-pilot-implementation-guide .

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[1] A regulated consumer product is a finished product that is subject to a consumer product safety rule under the CPSA or similar rule, ban, standard, or regulation under any other law enforced by the Commission that is imported for consumption or warehousing, or distributed in commerce. Regulated products require a certificate of compliance, unless a statutory or regulatory exemption applies.

[2] Section 15(j) of the CPSA; 15 U.S.C. 2064(j); and 16 C.F.R. part 1120. The eFiling Alpha Pilot will include hand-supported hair dryers, extension cords, and seasonal and decorative lighting products.

1.2   Product Data Filing Methods

CPSC will use CBP's Automated Commercial Environment (ACE) for filers (either an importer or broker) to electronically file data as a supplement to entry information already submitted to CBP. Information specific to CPSC will be submitted via the PGA Message Set–the standard process for all PGAs to receive additional data not required by CBP–in one of two ways:

1.   Full PGA Message Set – filing all targeting/enforcement data at time of entry, *OR*
2.   eFiling Product Registry and Reference PGA Message Set – filing only a reference to targeting/enforcement data at the time of entry that links to a prior filing of targeting/enforcement information in the CPSC eFiling Product Registry.

Participants of the eFiling Alpha Pilot that are filing entry of a regulated product or SPH listed product will have the flexibility to select the option they prefer for each entry.
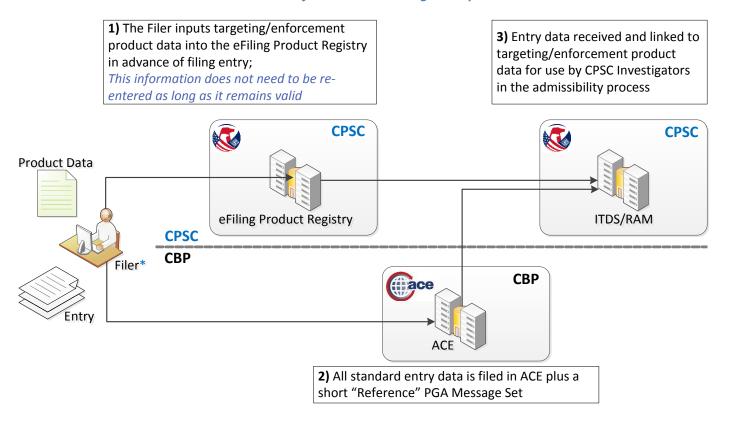
This document provides information on the 2nd filing option: " eFiling Product Registry and Reference PGA Message Set." Information and instructions on the 1st filing option: "Full PGA Message Set" can be found in the *CPSC Supplemental CATAIR Guidelines*.

1.3   eFiling Product Registry and Reference PGA Message Set

The eFiling Product Registry is an alternative method to file targeting/enforcement data for each imported product. Instead of filing full data each time a product is imported, data is filed once with CPSC before a product is imported, and this data is referenced via a much shorter PGA Message Set each time that product is imported, for as long as the data remains valid. The required data and layout of the Reference PGA message set is defined in section 4 "Reference PGA Message."

The following figure illustrates the eFiling process when using the eFiling Product Registry.

Filer* uses Reference PGA Message Set option

1) The Filer inputs targeting/enforcement product data into the eFiling Product Registry in advance of filing entry;
This information does not need to be re-entered as long as it remains valid

3) Entry data received and linked to targeting/enforcement product data for use by CPSC Investigators in the admissibility process

CPSC

Product Data

eFiling Product Registry

CPSC

ITDS/RAM

CPSC
CBP

Filer*

Entry

CBP

ACE

2) All standard entry data is filed in ACE plus a short "Reference" PGA Message Set

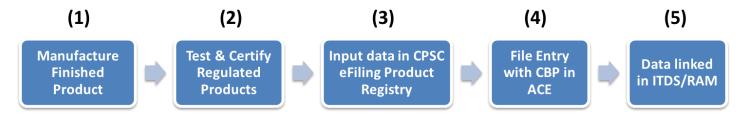* The term "Filer" is used generically to include an Importer or Broker

2   eFiling Product Registry Overview

The eFiling Product Registry is:

- A secure, online CPSC application to upload, enter, and manage product information;
- A data repository that will store product information;
- An application that will increase data quality through drop-down selection lists, data entry formatting guidance, and automated data uploads; and
- An application that will accept data for regulated products and SPH listed products.

Below, is an illustration of where the eFiling Product Registry fits, chronologically, in the entry process.

- For regulated products, steps 1 – 5 apply.
- For SPH listed products, step 1 and steps 3 – 5 apply.

(1)	(2)	(3)	(4)	(5)
Manufacture Finished Product	Test & Certify Regulated Products	Input data in CPSC eFiling Product Registry	File Entry with CBP in ACE	Data linked in ITDS/RAM

1. Manufacture Finished Product – first, a product is manufactured.
2. Test and Certify Regulated Products – next, the importer ensures required testing and certification are completed for that specific regulated product. For SPH listed products, this step does not apply.
3. Input data in CPSC eFiling Product Registry – the filer inputs data into the CPSC eFiling Product Registry prior to the time of entry for the specific product.   After entering product data, a unique reference number is generated to be used when filing entry of the particular product with CBP (step 4).
4. File Entry with CBP in ACE – the filer includes a Reference PGA Message with CBP in ACE in addition to the standard entry CBP filing requirements. This PGA message contains the unique reference number that ties to existing targeting/enforcement data (step 3) housed in CPSC's eFiling Product Registry.
5. Data linked in ITDS/RAM – Entry data received and linked to targeting/enforcement product data in the ITDS/RAM application for use by CPSC Investigators in the admissibility process.

3   eFiling Product Registry

This section provides direction to access the eFiling Product Registry as well as explains the design and layout of the eFiling Product Registry application.

3.1   eFiling Product Registry Access

3.1.1   URL

For eFiling Alpha Pilot participants that have been given eFiling Product Registry accounts, log in by going to the following URL: https://apps.saferproducts.gov

3.1.2 CPSC Business Portal

Input the eFiling Alpha Pilot Username and Password that has been provided and select "Sign in"

3.1.3   Select the Application

Select the "eFiling Product Registry" button
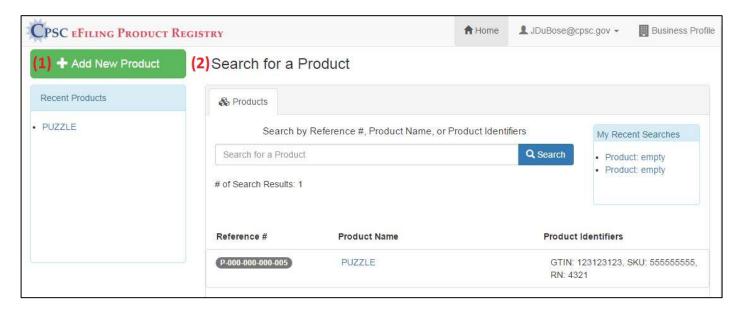

3.1.4   eFiling Disclaimer

To proceed to the eFiling Product Registry, click the "Accept" button after reading the eFiling Alpha Pilot disclaimer.

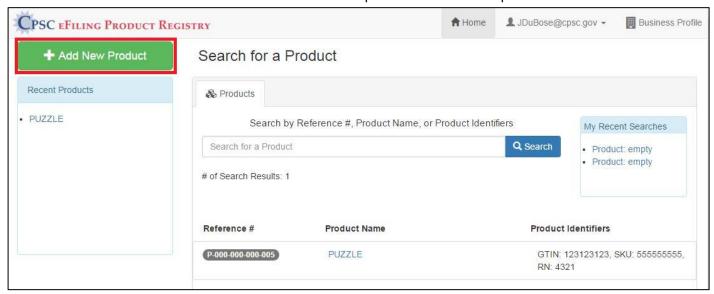## 3.2 eFiling Product Registry Layout

After logging in to the application, the user will arrive at a home page that is customized to the specific user; therefore, the home page will contain only data that is relevant to that user. The eFiling Product Registry is organized based on products. Users will enter targeting/enforcement data for a particular product. When a user first logs in to the eFiling Product Registry, they will either:

(1) Create a new record of a product, or
(2) Search for existing products

3.3 Create a new record of a product

The user would select the "+ Add New Product" button to input a new record for a product.
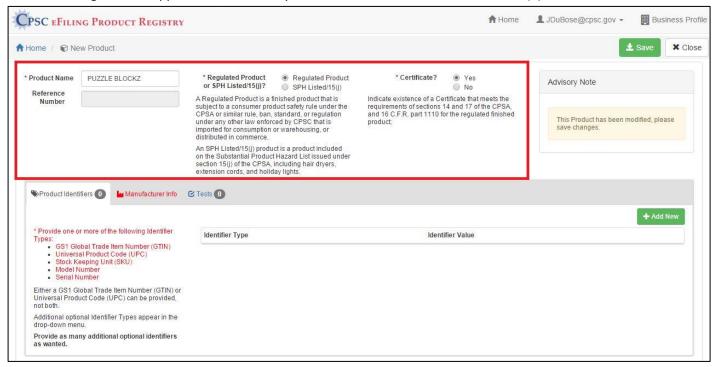

The "+ Add New Product" module guides the user through inputting required and optional data regarding:

- General Information; and
- Product Identification; and
- Manufacturer Information; and
- Test Information.

General Information

First, the user enters the Product Name. Additionally, the user specifies whether this particular product is a Regulated Product or a SPH Listed / 15(j) product. In this case, a 'Regulated Product' has been selected. When inputting a 'Regulated Product', the user must indicate whether this particular product has a Certificate of Compliance available upon request from CPSC.

*Note – throughout the application, mandatory data fields are labeled with an asterisk (*)

Product Identification

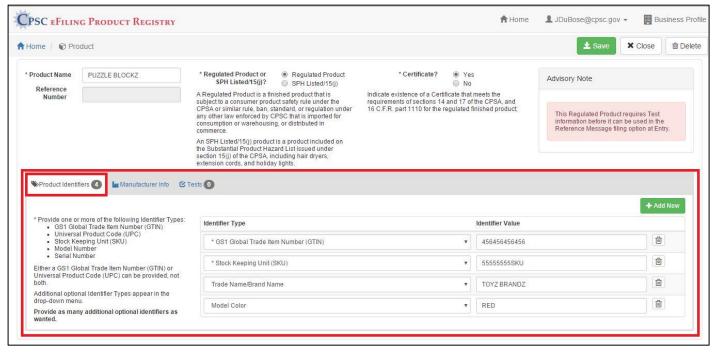Next, the user enters information to identify the product according to the following requirements:

* Provide one or more of the following Identifier Types:

- GS1 Global Trade Item Number (GTIN)
- Universal Product Code (UPC)
- Stock Keeping Unit (SKU)
- Model Number
- Serial Number

Either a GS1 Global Trade Item Number (GTIN) or Universal Product Code (UPC) can be provided, not both.

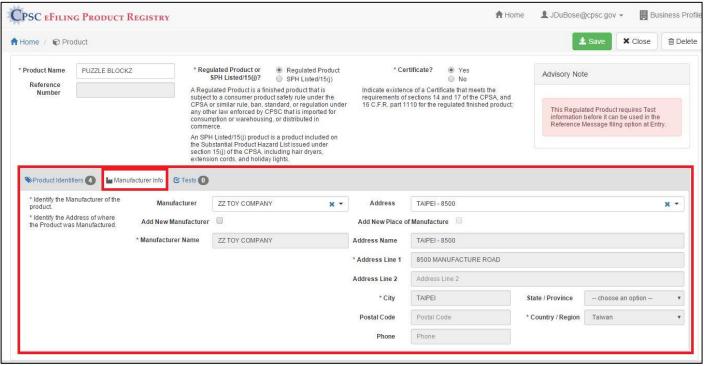Provide as many additional optional identifiers as desired:

- Intended Use Code
- Brand Name
- Lot Number
- Model Color
- Model Description
- Model Style
- Registered Number
- Alternate Identifier

Below, the "Product Identifier" tab illustrates four product identifiers were provided. The user selects the "+ Add New" button prior to selecting an "Identifier Type" and then inputing the corresponding "Identifier Value".
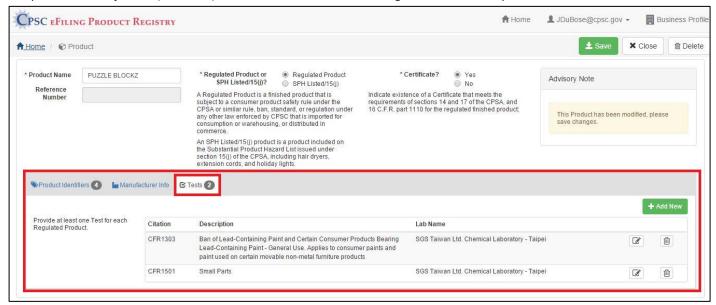
Manufacturer Information

Next, the user enters the manufacturer name and address information. This information should reflect where the finished product was manufactured, produced, or assembled. After the user enters manufacturer information once, this information item is saved and can be selected by name – saving the user time in the future.
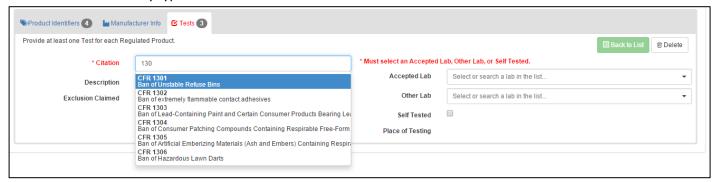

Test Information

Lastly, the user enters information regarding parties on whose testing a certificate depends by aligning the rules that the product is subject to (citations) to the actual lab where testing of that rule was performed.

After selecting "+ Add New", a user selects the Citation from pre-defined drop down list. Then, a user selects the CPSC Accepted Lab from pre-defined drop down list. If the lab that performed testing is not a CPSC Accepted Lab,

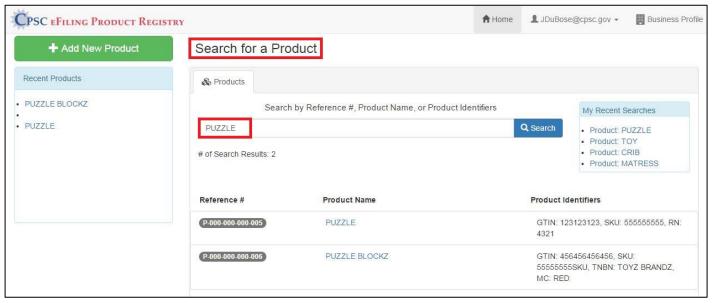the user would manually type the lab information in the "Other Lab" data field:

Test information should be entered for each consumer product safety rule under the CPSA, or similar rule, ban, standard, or regulation under any law enforced by the Commission, to which the product is being certified. In the previous example, two tests were completed at one lab.

When a user is entering product information for SPH Listed items (hand-supported hair dryers, extension cords, or seasonal and decorative lighting products), the "Tests" tab will not be available or displayed.

3.4 Search for existing products

Users can search for existing products by "Reference #," "Product Name," and other Product Identifiers. The search bar acts like a Google™ search bar and returns all relevant results in the "Search Results" pane. For example, searching for "PUZZLE" returns two product results:

4   Reference PGA Message

After the required targeting/enforcement data is filed in advance with the eFiling Product Registry, a reference to that targeting/enforcement data must be filed at entry with all standard entry data each time the product is imported. An illustration of that message (excerpt from the *CPSC Supplemental CATAIR Guidelines*) is found below.

The following table lists the required Message Types associated with submitting a Reference PGA Message Set.

Message Type	Description
OI	Commercial Description
PG01	PGA Line Number, PGA Agency Code
PG02	Item Type (Product)
PG14	Reference Number

Reference PGA Message Set Layout

```
    1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 ...
O I               C O M M E R C I A L - D E S C R I P T I O N - - - - - ... )
P G 0 1 0 0 1 C P S C P S
P G 0 2 P
P G 1 4       R E F E R E N C E - N U M B E R - - - - - - - - - - - - - - )
```

The only data element requested by CPSC in the "Reference PGA Message" is the "Reference Number." The other data elements are required by CBP to file any PGA Message.

Detailed instruction on how to submit a Reference PGA Message is provided in the *CPSC Supplemental CATAIR Guidelines*.

The Reference Number from the eFiling Product Registry is highlighted below:

5 Batch Upload / Web Services

CPSC has provided a Web Services option to allow eFiling Product Registry users to upload data for eFiling participants who prefer not to enter each data field manually within the User Interface. CPSC will work with eFiling Alpha Pilot volunteers to refine the Web Services filing capability for the eFiling Product Registry.

An automated filing capability will allow users with a formalized process to quickly register numerous products electronically. The eFiling Product Registry will provide the user with feedback, informing them if the file is uploaded in the correct format with the necessary data elements. More information on the the file format and data exchange details is provided in a separate batch upload specific document.