

U.S. Consumer Product Safety Commission

Monthly Progress Report (MPR) Submission
Users' Guide



version 1.0

September 18, 2017

For information on completing a Monthly Progress Report, an instructional guide can be found [here](#).

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1 Access to the MPR System

Access to the MPR system is granted by:

- (1) The Compliance Officer assigned to your case.
- (2) Someone who already has access to the MPR system (such as a co-worker or client of your firm). See Section 3 for information on how to grant access to someone else.

You may also request access by contacting your Compliance Officer, or Sect15@cpsc.gov

After you are granted access to the system, you will receive an automated email with instructions on logging in.

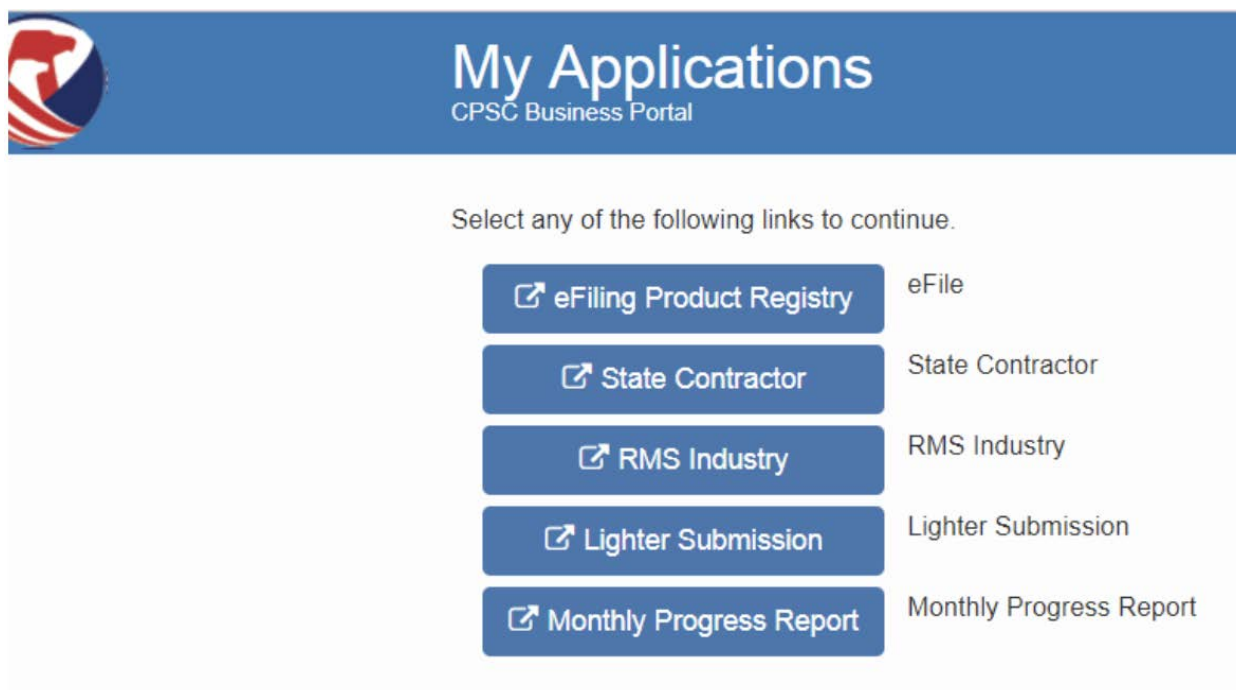
If you need assistance, please contact your Compliance Officer, or Sect15@cpsc.gov, to request access.

2 Logging in

Follow the instructions provided to you via email when your access was granted. You may log in or reset your password here.

<https://apps.saferproducts.gov/>


Once logged into the portal, you may access MPR by clicking on “Applications” from the menu and then on the “MPR” link.



If you do not see the “Monthly Progress Report” link, it means that you have never been added to a case. Please contact your Compliance Officer, or Sect15@cpsc.gov, to request access.

3 MPR Home Page

On the MPR home page, you will see all cases to which you have access. Cases will be sorted by press release date (most recent on top).


**UNITED STATES
CONSUMER PRODUCT SAFETY COMMISSION**

Monthly Progress Report Submission
Logged in as bob123@test.com
[LOG OUT](#)

List by Product

Case/Sample No.	Status	Product Name	Firm Name	Press Release Date	Authorized Users	Reporting Periods
55-555-5	open	Product E	some company	12/19/2015	only me	[Open a New Period] 2/1/2016-2/28/2016 draft 1/1/2016-1/31/2016 approved
11-111-1	open	Product A	some company	12/17/2015	only me	[Open a new Period]
22-222-2	closed	Product B	some company	12/13/2015	only me	[Open a New Period] 12/1/2016-12/31/2016 approved 11/1/2016-11/30/2016 approved 10/1/2016-10/31/2016 approved 9/1/2016-9/30/2016 approved 8/1/2016-8/31/2016 approved Show More
44-444-4	open	Product D	some company	12/13/2015	only me	[Open a New Period] 9/1/2016-9/30/2016 draft 8/1/2016-8/31/2016 approved

You have the ability to perform several actions from the main page:

- By clicking the link in the “Authorized Users” column, you may add/remove users who have access to view and submit MPR reports. (See Section 4 for details.)
- By clicking the links in the “Reporting Periods” column, you may view draft reports, previous reporting history, or open a new reporting period.

You cannot open a new reporting period for any case with the status of “closed.”

4 Add/Remove Users

The screenshot shows the 'Monthly Progress Report Submission' page for the 'United States Consumer Product Safety Commission'. The user is logged in as 'bob123@test.com'. The breadcrumb trail is '11-111-1 / Manage Users'. The 'Users List' section contains a table with one user: Bob Smith, with email bob123@test.com and a '[remove access]' link. Below the table is the 'Add a new user' form with fields for First Name (John), Last Name (Doe), and Email (jdoe@test.com), and an 'ADD USER' button. A note at the bottom states: 'NOTE: you cannot delete yourself and at least one user must be assigned.'

First Name	Last Name	Email
Bob	Smith	bob123@test.com [remove access]

Add a new user

First Name: Last Name: Email:

NOTE: you cannot delete yourself and at least one user must be assigned.

By clicking the link in the “Authorized Users” column on the MPR home page, you may add/remove users who have access to view and submit MPR reports.

You may add any trusted party who should have access to your past and current reporting activities.

Any user you add to the case may add or remove other users, as well as submit MPR reports for this case. All authorized case users have the same level of access.

You may not remove yourself from a case. If you wish to be removed from a case, you will need to add a new user, and/or ask an existing user to remove your access.

5 Opening a New Reporting Period

From the MPR home page, to open a new period click on the “[open a new period]” link. You will only be able to create a new period if BOTH of the following conditions are met:

- There are no existing drafts (see delete draft section below if necessary)
- There are no pending submissions (reports that you have sent to CPSC that have not yet been approved).

5.1 Choosing Dates

You may choose any reporting period that does not overlap with the dates of an existing draft or approved report. Reports should typically be for a single month; however, reporting periods longer or shorter (such as the initial report) may be approved at the discretion of the Compliance Officer.

UNITED STATES
CONSUMER PRODUCT SAFETY COMMISSION

Monthly Progress Report Submission

Logged in as bob123@test.com [LOG OUT](#)

11-111-1 / Open New Period

Current Reporting Period:

Start Date (mm/dd/yyyy)


End Date (mm/dd/yyyy)

[← BACK](#) [NEXT →](#)

5.2 Entering Form Information

The Edit Form Screen will allow you to enter monthly progress information required by CPSC.

For more information on how to complete the form, see the [Monthly Progress Report Instructions](#) available on CPSC.gov.

 UNITED STATES
CONSUMER PRODUCT SAFETY COMMISSION

Monthly Progress Report Submission

Logged in as bob123@test.com
[LOG OUT](#)

some company / 44-444-4 / 9/1/2016-9/30/2016 / [Edit Report](#)

[← BACK](#)

CPSC Monthly Progress Report for Corrective Action Plans (CAP)

Case No. 44-444-4

Firm/Company: some company

Product Name: Product D

Regulated: False

Press Release: 12/13/2015

Date Opened: 8/28/2017

Case Officer: Billy MacGiver

Reporting Enabled: Yes

Current Reporting Period:
Start Date: 9/1/2016 - End Date: 9/30/2016

I) PRODUCTS CORRECTED BY FIRM AS APPLICABLE UNDER CAP

Location of Products	Total Products Affected by Recall	Corrections this Reporting Period	Total Cumulative Corrections for Recall
With Manufacturer	1500	<input type="text" value="1"/>	9
With Distributors	300	<input type="text" value="1"/>	9
With Retailers	9000	<input type="text" value="1"/>	9
With Consumers	23000	<input type="text" value="1"/>	9
TOTAL	33800	4	36

II) INCIDENT UPDATE

	Total Incidents Reported this Period that Occured Before the Recall	Total Incidents Reported this Period that Occured After the Recall
Incidents	<input type="text" value="1"/>	<input type="text" value="1"/>

5.2.1 Attachments

The MPR system will allow you to attach up to 5 optional documents (supplemental information for your report):

Up to five(5) total documents may be uploaded

Title of Document 1 (max 255 characters)

Some File

Document 1:

Choose File

Title of Document

Document 2:

Choose File

Title of Document

Open

This PC > Desktop

Search Desktop

Organize

New folder

Desktop

Downloads

Documents

Pictures

docs

Name	Date modified	Type
EC2 Feedback	6/21/2016 3:36 PM	Pinned Sit
EC2 Microsoft Windows Guide	6/21/2016 3:36 PM	Pinned Sit
SourceTree	6/15/2017 3:20 PM	Shortcut

File name:

All Files

Open

Cancel

Document 3:

Choose File

No file chosen

5.2.2 Save Draft

The bottom of the form will have a “Save Draft” button. You must save a draft of your report before the report can be submitted to CPSC. CPSC staff will not be able to view draft reports.

SAVE DRAFT

5.2.3 Validation Errors

The MPR system provides basic error checking, and you must correct all errors before successfully saving a draft. Errors will be displayed in red text, as shown in the example below.

III) Notifications Made by Firm and Consumer Response as Applicable under CAP

How many consumers did you notify this reporting period by:

Phone:

Email:

Regular Mail:

How many consumers contacted your Firm this reporting period about the recall as a result of any notification?

Phone:

Email: The Number of Customers Initiated Contacts
by Email field is required.

Regular Mail:

Registration Cards:

5.3 Review/Submit

After saving a draft, you will have the ability to review and submit your report to CPSC. If any data need to be corrected, you may click the edit button to correct the data. Otherwise, you may “Submit” the report to CPSC. After you submit a report, you will not be able to take any other actions on the report until the Compliance Officer has approved or rejected the report.

As applicable under your CAP, how many times in this reporting period did your Firm post the recall notice on the following?					
Facebook:	1	# of shares	1	#of Likes	1
Twitter:	1	# of Re-Tweets	1	# of Twitter Followers	1
Other:	0	Explain	Ad Placements:	0	Explain:

Recalling companies are encouraged to monitor on line re-sale, auction, and wholesale websites. If monitored, did you find the recalled product on any sites?

☐ Yes

Describe the action taken:

ATTACHMENTS

Action Requested

some action

[← BACK](#) [Delete](#) [EDIT](#) [✓ SUBMIT](#)

For a description of the delete functionality, please see the delete draft section below.

6 Existing Reporting Periods

6.1 Current Status

Clicking on date range link in the “Reporting Periods” column on the MPR home page, you may view the reporting history/current status of a specific report submission.

The screenshot shows the 'Monthly Progress Report Submission' page for the United States Consumer Product Safety Commission. The user is logged in as bob123@test.com. The page displays submission details for 'some company' with ID '66-666-6' for the period '2/1/2016-2/28/2016'. The period status is 'RESUBMITTED'. Submission details include: Firm/Company: some company, Product Name: Product F, Regulated: False, Press Release: 9/12/2015, Date Opened: 8/28/2017, Case Officer: Billy MacGiver, and Reporting Enabled: Yes. A table shows the submission history with three entries for 2/28/2016: submitted by Bob Smith, rejected, and resubmitted by Bob Smith. Each entry has a 'View Form' link. Navigation buttons for 'BACK' are present at the top and bottom of the submission details section.

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Monthly Progress Report Submission

Logged in as bob123@test.com [LOG OUT](#)

some company / 66-666-6 / 2/1/2016-2/28/2016

[← BACK](#)

PERIOD STATUS: RESUBMITTED

Firm/Company: some company	Product Name: Product F	Regulated: False
Press Release: 9/12/2015	Date Opened: 8/28/2017	Case Officer: Billy MacGiver
Reporting Enabled: Yes		


Date	Paper Filing	Status	Actions
2/28/2016	No	submitted by Bob Smith	View Form
2/28/2016	No	rejected	View Form
2/28/2016	No	resubmitted by Bob Smith	View Form

[← BACK](#)

6.2 View Form

Clicking the “View Form” link in the “Actions” column of the MPR Submission history/status page will allow you to view the data entered in the report as it existed for the date and action listed.

Below is a sample report.


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Monthly Progress Report Submission
 Logged in as astowell@cpsc.gov
LOG OUT

test company / 11-111-1 / 11/1/2016-11/30/2016 / View Form

CPSC Monthly Progress Report for Corrective Action Plans (CAP)
← BACK

11-111-1

Firm/Company: test company
 Product Name: Product A
 Regulated: False

Press Release: 12/13/2015
 Date Opened: 9/12/2017
 Case Officer: Aaron Stowell

Reporting Enabled: No

Current Reporting Period:
 Start Date: 11/1/2016 - End Date: 11/30/2016

I) PRODUCTS CORRECTED BY FIRM AS APPLICABLE UNDER CAP

Location of Products	Total Products Affected by Recall	Corrections this Reporting Period	Total Cumulative Corrections for Recall
With Manufacturer	1500	1	11
With Distributors	300	1	11
With Retailers	9000	1	11
With Consumers	23000	1	11
TOTAL	33800	4	44

II) INCIDENT UPDATE

	Total Incidents Reported this Period that Occured Before the Recall	Total Incidents Reported this Period that Occured After the Recall
Incidents	1	1
Injuries	1	1
Death	1	1

III) Notifications Made by Firm and Consumer Response as Applicable under CAP

How many consumers did you notify this reporting period by:

Phone: 1

Email: 1

Regular Mail: 1

How many consumers contacted your Firm this reporting period about the recall as a result of any notification?

Phone: 1

Email: 1

Regular Mail: 1

Registration Cards: 1

Is the recall currently posted on your homepage?

☒ Yes

If no, then explain:

How many consumers contacted your Firm this reporting period about the recall as a result of any notification?

1

As applicable under your CAP, how many times in this reporting period did your Firm post the recall notice on the following?

Facebook:	1	# of shares	1	# of Likes	1
Twitter:	1	# of Re-Tweets	1	# of Twitter Followers	1
Other:	0	Explain	Ad Placements:	0	Explain:

Recalling companies are encouraged to monitor on line re-sale, auction, and wholesale websites. If monitored, did you find the recalled product on any sites?

☐ Yes

Describe the action taken:

ATTACHMENTS

Additional Comments
 some action

← BACK

6.3 Drafts

If the current status of the period is “draft,” you may Edit, Review, Submit, or delete the draft.

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Monthly Progress Report Submission

Logged in as bob123@test.com [LOG OUT](#)

some company / 44-444-4 / 9/1/2016-9/30/2016

[← BACK](#)

PERIOD STATUS: DRAFT

Firm/Company: some company	Product Name: Product D	Regulated: False
Press Release: 12/13/2015	Date Opened: 8/28/2017	Case Officer: Billy MacGiver
Reporting Enabled: Yes		

Date	Paper Filing	Status	Actions
9/30/2016	No	submitted by Bob Smith	View Form
9/30/2016	No	rejected	View Form
	No	draft	Edit Review/Submit Delete

[← BACK](#)

6.3.1 Edit Draft

Clicking Edit will allow you to edit the MPR form (see “Filling Out Form” in the previous sections).

6.3.2 Review/Submit

Review / Submit will allow you to review the form data and submit to CPSC (see “Review/Submit” in the previous sections).

6.3.3 Delete Draft

Delete is only available for “draft” reports. You are not able to delete approved or submitted reports.

If a draft report was created in error (for example, by selecting the wrong date range), you will not be allowed to open a different reporting period until the existing draft report is deleted.

You will be asked to confirm deletion of the draft report.

The screenshot shows a web interface for the 'Monthly Progress Report Submission' system. At the top, there is a blue header with the 'UNITED STATES CONSUMER PRODUCT SAFETY COMMISSION' logo and text. Below the header, a light blue bar contains the title 'Monthly Progress Report Submission' and a 'LOG OUT' button. The main content area has a breadcrumb trail: '44-444-4 / 9/1/2016-9/30/2016 / Delete'. The central part of the page is titled 'Delete' and asks 'Are you sure you want to delete this Report?'. Below this question is a box containing the report details: 'Case/Sample No.: 44-444-4', 'Start Date: 9/1/2016', 'End Date: 9/30/2016', and 'Status: draft'. At the bottom, there are two buttons: a grey '← BACK' button on the left and a red 'X DELETE' button on the right.

6.4 Feedback from the Compliance Officer


Your Compliance Officer will review submitted reports and approve or reject the report in the MPR system. Your Compliance Officer will contact you by email or telephone to discuss reasons for rejecting a report.

6.5 Correcting Rejected Reports

If your Compliance Officer rejects your MPR report, he/she will provide you with the reason for rejecting your submission.

If your report was rejected for an invalid reporting date range, follow the instructions for opening a new reporting period.

If your report was rejected for other reasons, you may correct submitted values by choosing “Correct Report” and following the instructions above for editing/submitting existing reports.

 UNITED STATES
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Monthly Progress Report Submission

Logged in as bob123@test.com

LOG OUT

some company / 33-333-333 / 2/1/2016-2/28/2016

← BACK

PERIOD STATUS: REJECTED

Firm/Company: some company

Product Name: Product C

Regulated: True

Press Release: 10/25/2015

Date Opened: 8/28/2017

Case Officer: Billy MacGiver

Reporting Enabled: Yes

Date	Paper Filing	Status	Actions
2/28/2016	No	submitted by Bob Smith	View Form
2/28/2016	No	rejected	View Form

CORRECT REPORT

← BACK

7 Logging out

Use the button in the top right of your screen to log out. Your session will terminate automatically after 30 minutes of inactivity.

