

OBTAINING AN AIM ID THROUGH THE EPA

Introduction: Companies / individuals submitting bids for the U.S. Customs Refrigerant Auctions must have an EPA issued AIM ID. Obtaining an **"AIM ID"** refers to registering your entity with the EPA to comply with the American Innovation and Manufacturing (AIM) Act. This Act governs the phasedown and management of hydrofluorocarbons (HFCs). The process involves registering your company within the EPA's specified reporting systems—**HAWK** or **e-GGRT**—via the [Central Data Exchange \(CDX\)](#).

Below is a step-by-step guide to navigating and completing the AIM ID registration process.

1. Identify the Correct Reporting System

The system you need depends on your activity, such as producing, importing, reclaiming, or using HFCs. There are two primary systems:

- **HAWK (HFC & ODS Allowance Tracking System):**
The primary system for allowance allocation, trading, and HFC reporting for importers, producers, and reclaimers.

Most users seeking AIM compliance related to HFC allowances or usage should register in HAWK.

- **e-GGRT (Electronic Greenhouse Gas Reporting Tool):**
This system provides a broader greenhouse gas reporting platform, sometimes overlapping with AIM Act requirements, particularly for certain sectors.

2. The Registration Process (Step-by-Step)

Step A: Create a CDX Account

If you do not yet have an account on the EPA's Central Data Exchange (**CDX**):

- Visit [CDX Login Page](#).
- Click **"Register with CDX"**.
- Accept the Terms and Conditions.
- Select a **Program Service**: Search for **"HFC - HFC & ODS Allowance Tracking (HAWK)"** and select it.

Step B: Add the HAWK Role

If you already have a CDX account, add HAWK to your existing profile:

- Log in to your CDX account.
- Click "**Manage Your Program Services**" and select "**Add Program Service**".
- Search for "**HFC**" or locate "**HFC & ODS Allowance Tracking (HAWK)**".
- Choose the most appropriate role (e.g., "Submitter" or "Company Representative").

Step C: Complete the Electronic Signature Agreement (ESA)

To securely submit data to the EPA, you must verify your identity:

- After selecting your role, complete an **Electronic Signature Agreement (ESA)**.
 - Options:
 - **Electronic Verification (preferred)**: Immediate, via LexisNexis identity verification.
 - **Paper Form**: Print, sign, and mail the form to the EPA (processing may take several days or weeks).

Step D: Link to Your Company

Next, associate yourself with your company to obtain your **Entity ID**:

- **New Companies**: If your company is not yet in the EPA system, "onboard" it by providing relevant details (e.g., company name, address, and Tax ID/EIN).
- **Existing Companies**: If your company is already registered, you may need approval from the "Responsible Official" or a linking code to associate your profile with the company.

3. Special Case: Equipment Registration (Technicians and Owners)

If you're a facility manager or technician dealing with **equipment-level compliance** (e.g., large AC units or refrigeration racks):

- The AIM Act mandates unique equipment IDs for appliances that contain **50+ lbs of refrigerant** to comply with **Leak Repair** or **Refrigerant Management** regulations.

Action Steps:

- Generate your own internal IDs (e.g., "Unit-001").
- Use third-party compliance software (e.g., **Trakref** or **Refrigerant365**) to tag and track your units.
- Map these IDs to reports submitted to the EPA for chronic leak events, if applicable.

4. Help and Support

If you encounter problems during the registration process, you can contact these EPA help desks:

- **HFC Reporting Help Desk:** HFCreporting@epa.gov
- **CDX Technical Support:** 1-888-890-1995 (for login or password issues).