



Nevada Combined Hazardous Materials Reporting System Guidebook

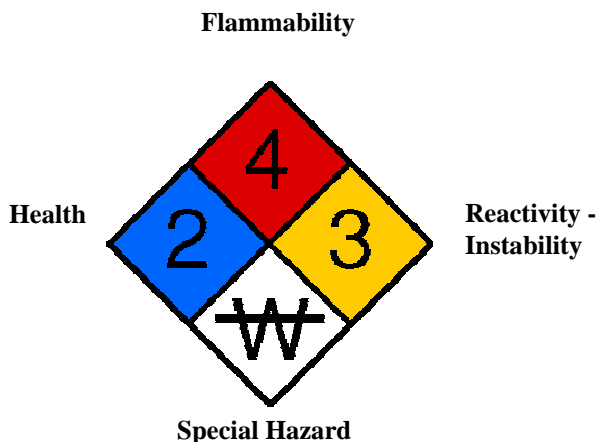


Table of Contents

Welcome to the Combined Hazardous Materials Reporting System

How to Register On-line to the System	1 – 11
How to Sign-in	12 – 15
How to Sign-in if you Forgot Your Password	16 – 23
How to Reset Your Password	24 – 28
The Customer Regulations / Continue Screen	29 – 30
Main Menu / Continue Links	31 – 32
Offline Reports	33 – 35
Hard Copy Mailing List	36
Resources Links	37 – 38
Nevada State Fire Marshal Website Link	39 – 40
Customer Feedback Link	41 – 42
IDSI Company Link	43 – 44
Sign Out Link	45 – 46
New Company / Facility Reporting	47 – 76
Renewal Company / Facility Reporting	77 – 112
Printing Your Permit	113 – 117
Changing Your Company Information	118 – 123
Requesting a Previous Year Edit	124 – 148



READ THIS BOOKLET BEFORE CALLING OUR OFFICE!



Welcome to the Nevada Combined State Fire Marshal and State Emergency Response Commission online hazardous materials reporting and permitting system.

This web-based online reporting system has been made available so you can do your own hazardous materials report, pay the fees and print your permit. The State Fire Marshal reporting criteria is based on the International Fire Code, 2006 Edition, Section 105. The State Emergency Response Commission reporting criteria is based on the Federal Superfund Amendments and Reauthorization Act (SARA).

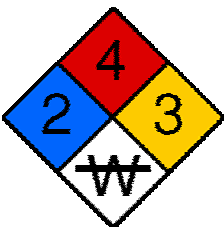
We have made several tools available for use with this reporting program. The Fire Marshal's Office has compiled the Nevada Combined Hazardous Materials Reporting System Guidebook. This guidebook gives you visual shots of screens within the system; from how to sign in and start, to the last step of your submission. This booklet is a quick guide for use while submitting your hazardous materials report and has a Frequently Asked Questions (FAQs) section which can answer many of your questions.

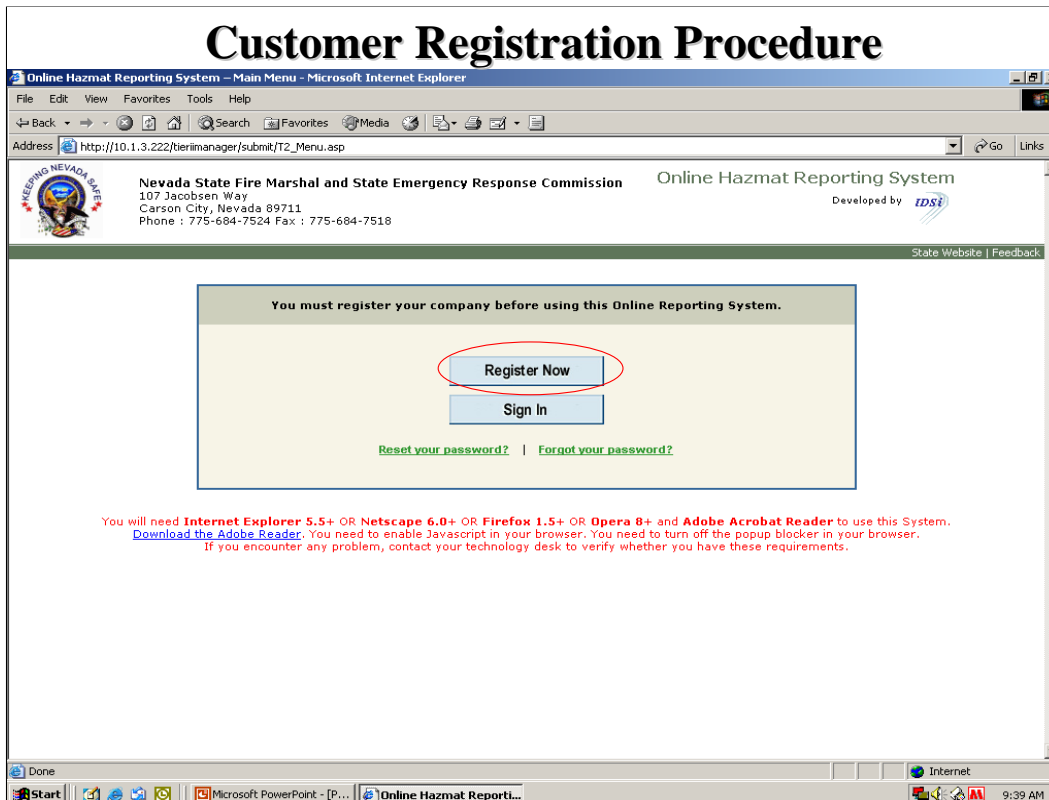
For more detailed information regarding your submission, you can access the Comprehensive User Manual provided by IDSI, the vendor for this program. The link to this User Manual is located on the "Regulations" page after you sign in. You may wish to print out each of these books for quick reference while working in the system. Using these two books together will greatly assist you in submitting your online report.

It is important that you read all of the information in these two books and on the website to ensure that you have all required data and MSDS information for your chemicals. The more information you gather about the chemicals stored at your facility(ies) the easier it will be for you to complete your yearly submission.

As always, if you have problems reporting your chemicals, please call our office at (775) 684-7524. If you are experiencing technical problems with our new system, please call our help desk at (775) 684-7521. Finally, if you are having billing issues, please call the Fire Marshal Financial Services Unit (FSU) at (775) 684-7503.

The Fire Marshal, Local Emergency Planning Committees (LEPC) and your Local First Responders thank you for your submissions which assist them in "Keeping Nevada Safe!"





The first year the system is operational, all users (renewals and new companies) will be required to register. “Renewals” will register to create their username and password. This will match them with their accounts from the previous database. New companies will register to create their accounts for the first time.

To register click the “Register Now” button.

Next Page >>>>

Online Hazmat Reporting System - New User Registration - Microsoft Internet Explorer

Address: http://10.1.3.222/iermanager/submit/T2_Register.asp?action=NewUsr

Nevada State Fire Marshal and State Emergency Response Commission
 107 Jacobsen Way
 Carson City, Nevada 89711
 Phone : 775-684-7524 Fax : 775-684-7518

Online Hazmat Reporting System
 Developed by **IDSi**

New User Registration

All red fields are required.
 Enter phone number as 123-456-7890x1234567.

Complete the User Registration request below. When you click Save, the request will be sent to the System Administrator and you will be contacted by email address you entered when your account is approved.

Company Name : **Item 1**

Physical Address
 If you enter an address outside of the US or Canada, enter the state/province name in the City field.
 Street 1 :
 Street 2 :
 City :
 State :
 Zip Code :
 Country :

Mailing Address
[Copy Physical Address](#)
 If you enter an address outside of the US or Canada, enter the state/province name in the City field.
 Contact Name 1 : Contact Name 2 :
 Street 1 : Street 2 :
 City : State :
 Zip Code : Country :

Billing Address
[Copy Physical Address](#) [Copy Mailing Address](#)
 If you enter an address outside of the US or Canada, enter the state/province name in the City field.
 Contact Name 1 : Contact Name 2 :
 First Name : Last Name :

Company Contact Details
 Enter contact details for the responsible authority.
 First Name : Last Name :

24 Hour : 800-737-3400

You will now be taken to the New User Registration screen.

Notice all items in **RED** are a required field and must be filled in appropriately. Items in black are not required; however, it is suggested that you fill in all information to the best of your ability.

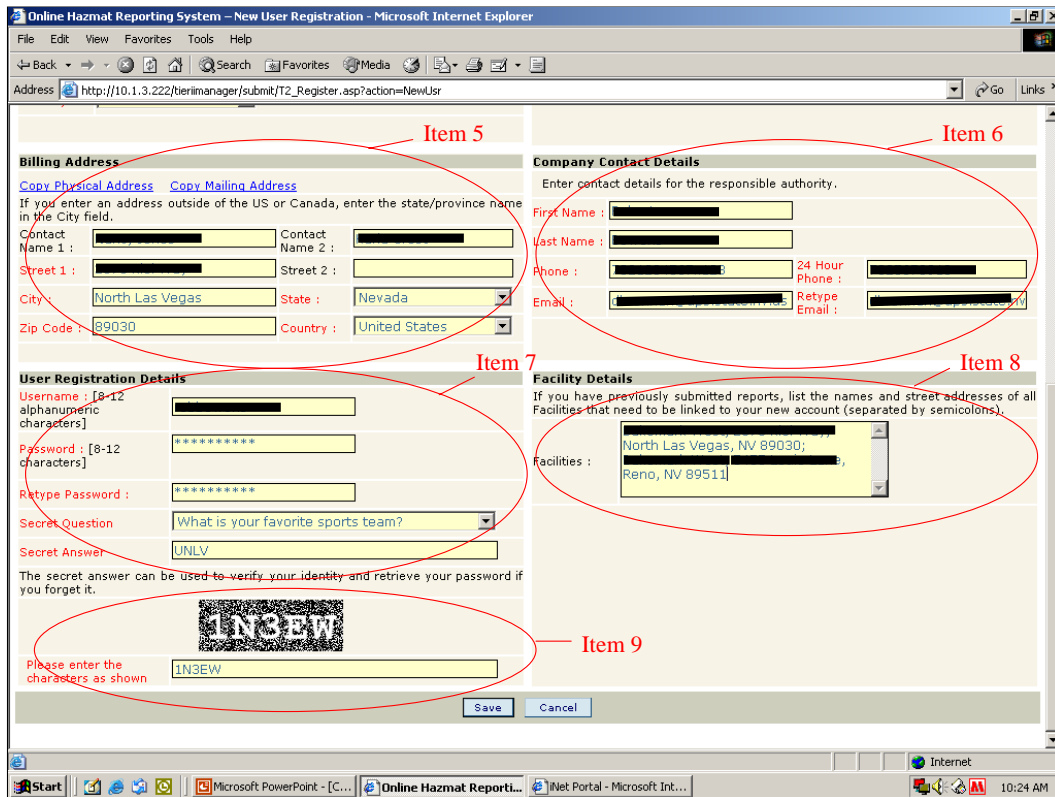
Item 1 - Please fill in the "Company Name." You are creating the Company Record in the database by filling this information out.

Item 2 – Fill out the "Physical Address" of your company.

Item 3 – Fill out the "Mailing Address" of your company. Note that you can also click on the "Copy Physical Address" link to quickly bring over your physical address information if it is the same.

Item 4 – Scroll down the page.

Next Page >>>>



Item 5 - Fill out the “Billing Address” of your company. Note that you can also click on the “Copy Physical Address” or “Copy Mailing Address” link to quickly bring over your physical or mailing address information if it is the same.

Item 6 – Fill out the “Company Contact Details” of your company. This would be the individual responsible for ensuring all the HAZMAT applications and submissions are correct. **MAKE SURE** you put in the correct email address, as this is our way of communicating with you.

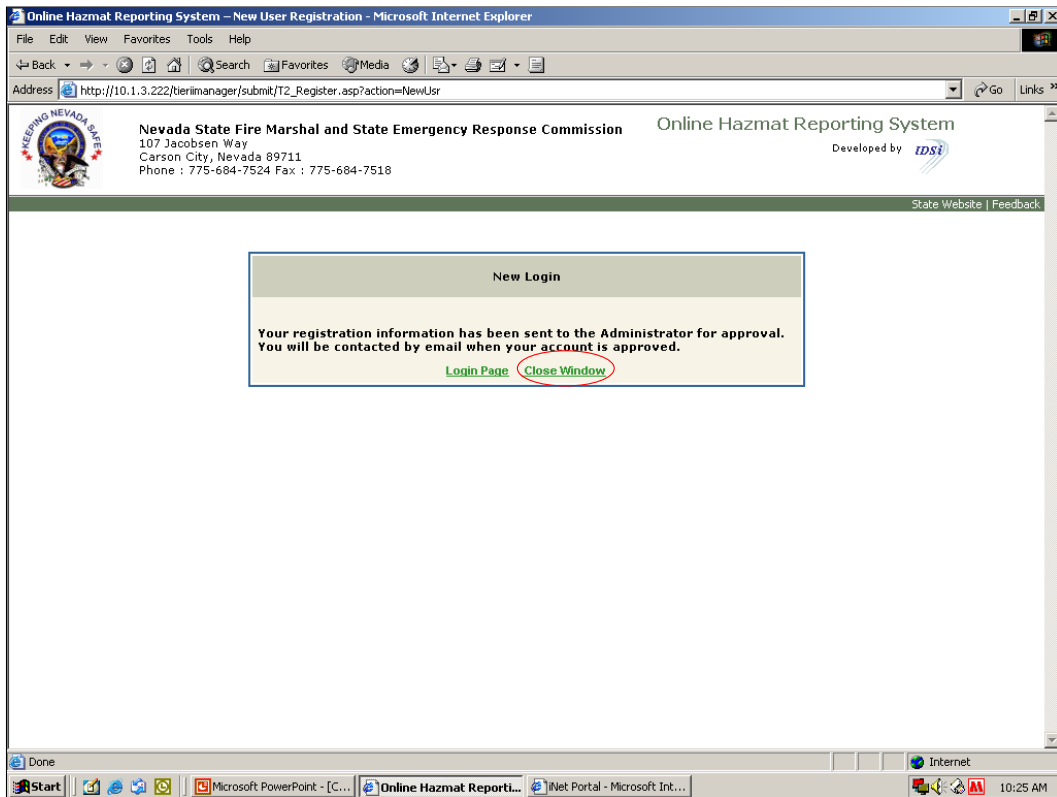
Item 7 – Fill out the “User Registration Details.” This will be your company's assigned username and password for all attached facilities. If only one person will be doing your HAZMAT submissions, you can use their name as the username. If many will be submitting, you can assign a generic Username for everyone. It is up to the individual companies how they wish to set this up.

Item 8 – Fill out the “Facility Details.” If you are a company renewing (were previously in our old system), you need to put the names and addresses of your facilities here. If you are a new company, skip this part.

Item 9 – Type in the cryptic code given by the system which ensures system integrity. You must type it exactly like it is shown in the black box.

Now click “Save.” If you get an error message, check the information in the required fields (red). It needs to be entered in the correct format. Once corrections are made, click “Save” again until it saves and moves on to the next screen.

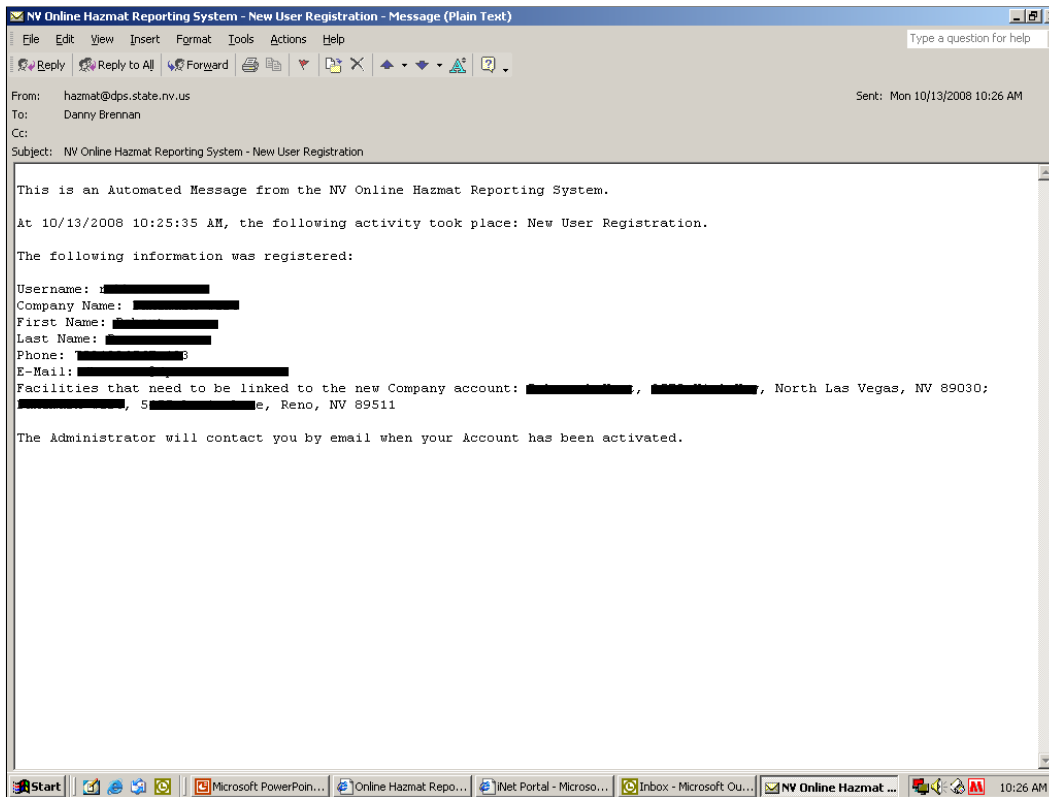
Next Page >>>>



When all your information has been saved, you will get this screen showing that your information has been sent to the Administrator in our office.

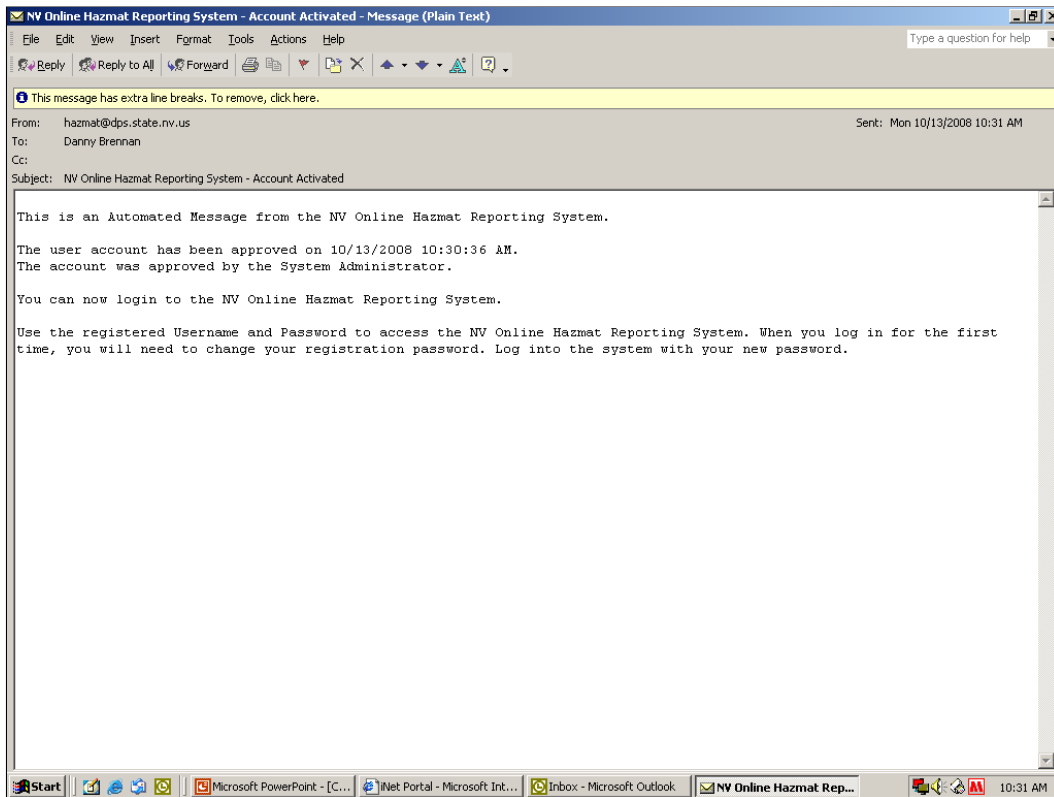
You may now select the “Close Window” link. In a few days, our office will notify you, by email, that your information has been reviewed and you are approved to access the system.

Next Page >>>>



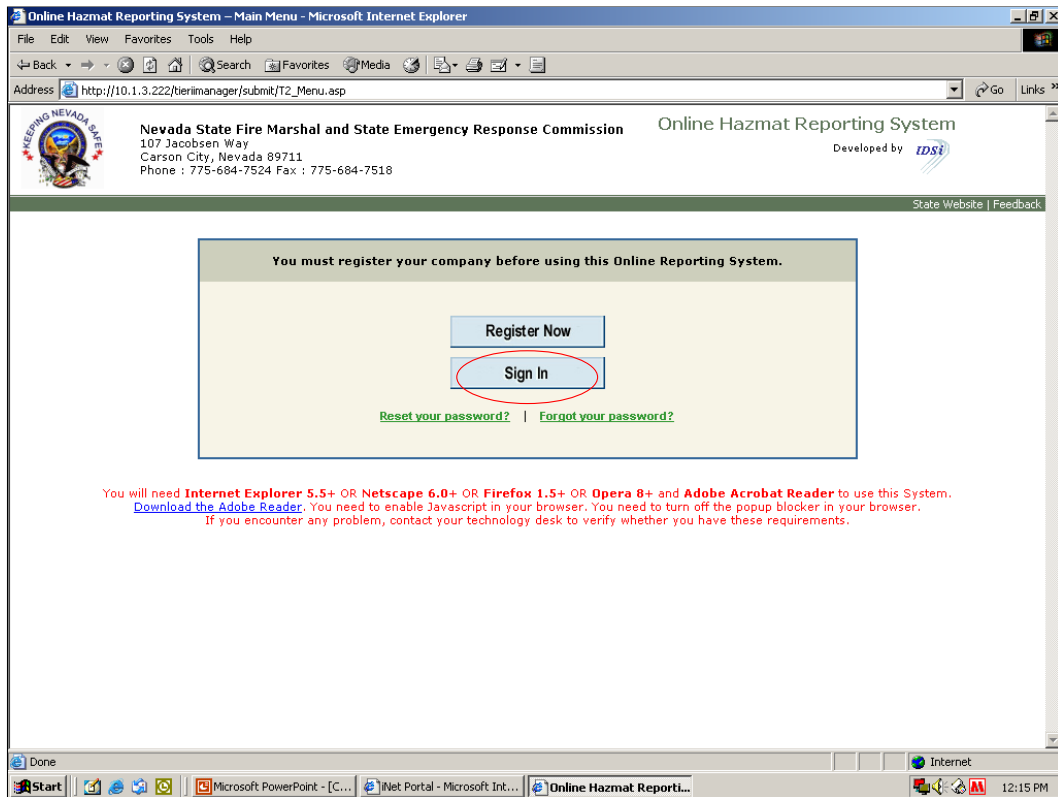
You will be sent a receipt via email, once you hit "Save" to submit your request for authorization into our system. Here is an example of what you will receive. Please keep this as a receipt until you get your next email which will give you information on how to login into the system, once approved. If you have not received approval within three (3) days, call our office at 775-684-7524. **Have this email message available** when you call, as we need the date and time (upper right hand corner) we sent it to you.

Next Page >>>>

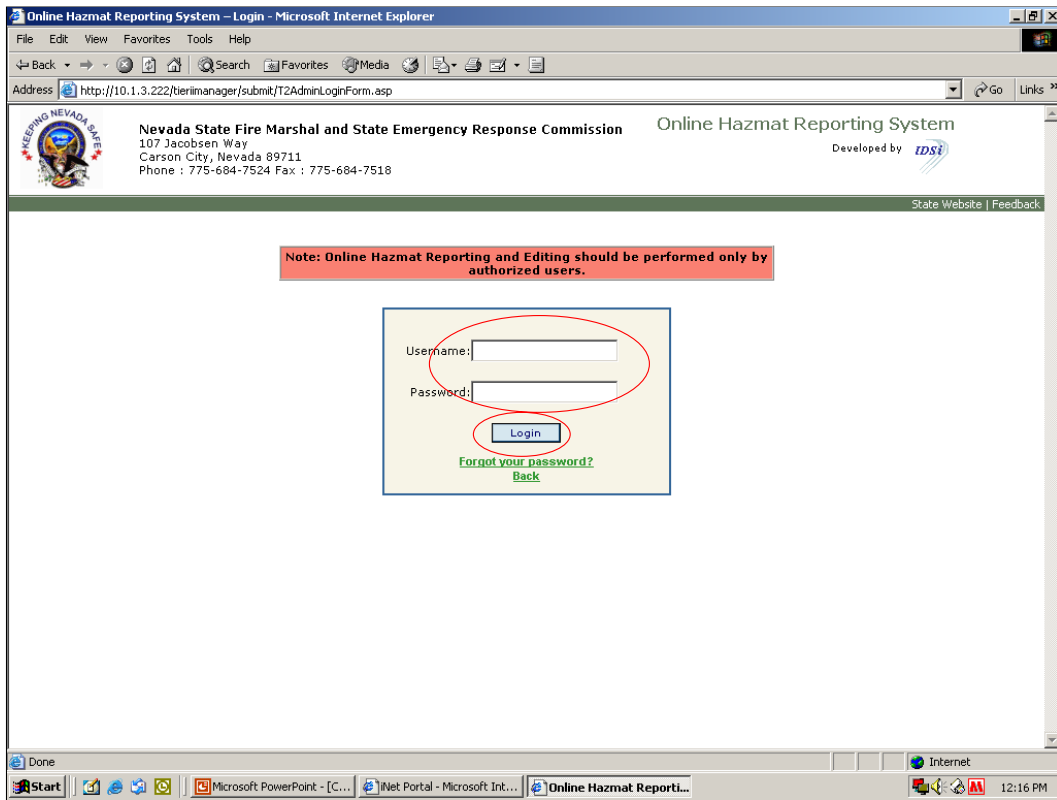


The next email you receive from our office is notification of "Approval." Follow the instructions and log back into the system. If you are disapproved for any reason (which is not given on this email), call our office for further information/instructions.

Next Page >>>>



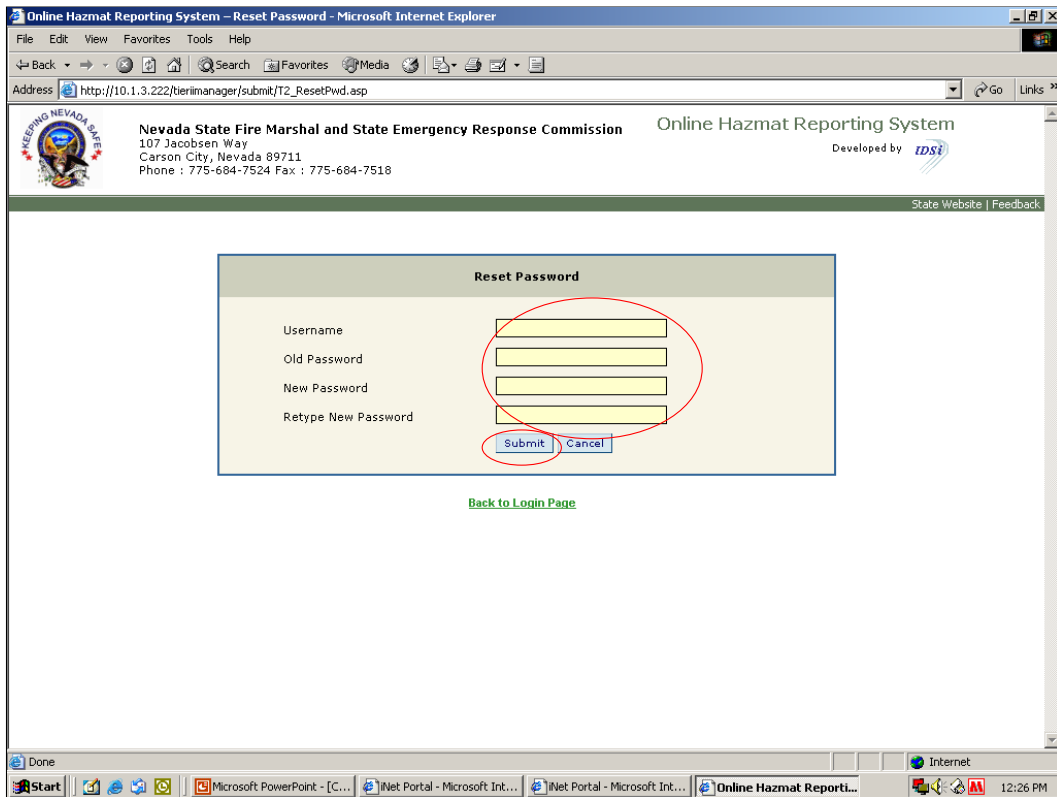
Return to the Registration / Sign In screen and click the “Sign In” button.
Next Page >>>>



Enter the “Username” and “Password” you created when you first registered. If you forgot your password, please refer to the “Forgot Your Password” instructions.

Click the “Login” button.

Next Page >>>>



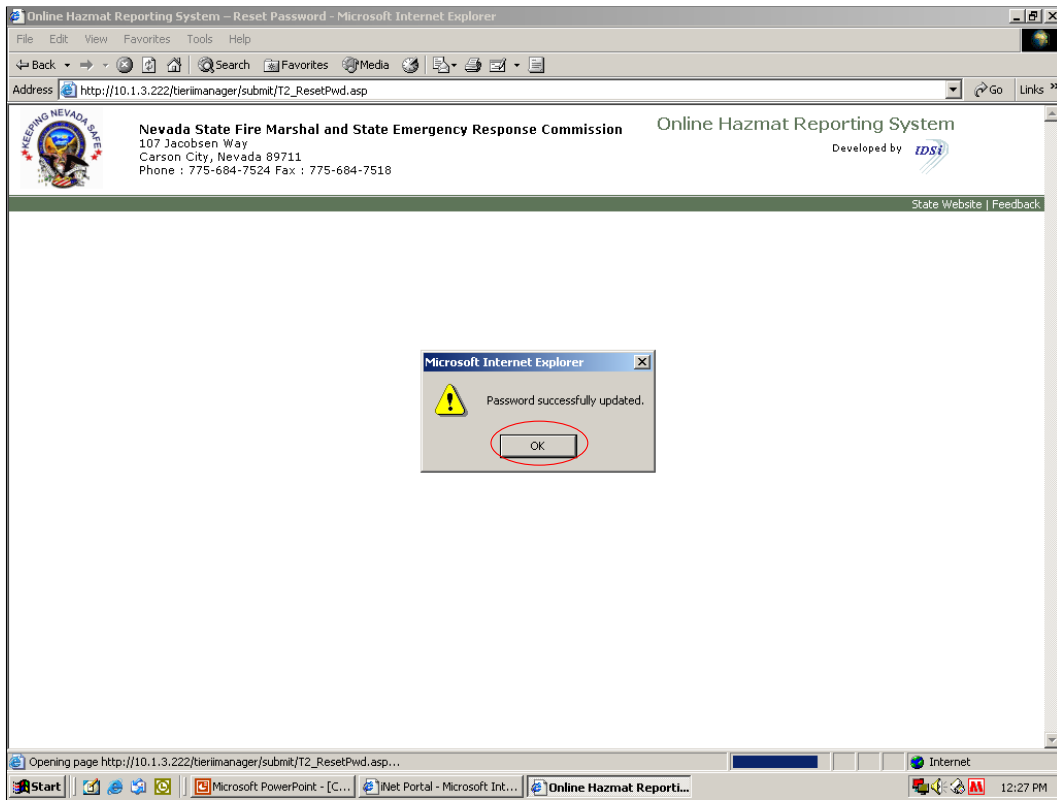
The very first time you login into the system, you must reset your password for security purposes. You will not have to do this again on subsequent logins in the future.

Once again, enter your “Username” and “Password.” You will then need to type in a “New Password.” Retype your “New Password.”

This is your Username and Password from now on. Write this information down and keep it in a safe place. The State Fire Marshal cannot be held liable if an unauthorized person gains access to, and manipulates, your HAZMAT data. If you misplace this information, immediately go on-line to the login page and change your password. It is your responsibility to safeguard your account information.

Now click on the “Submit” button.

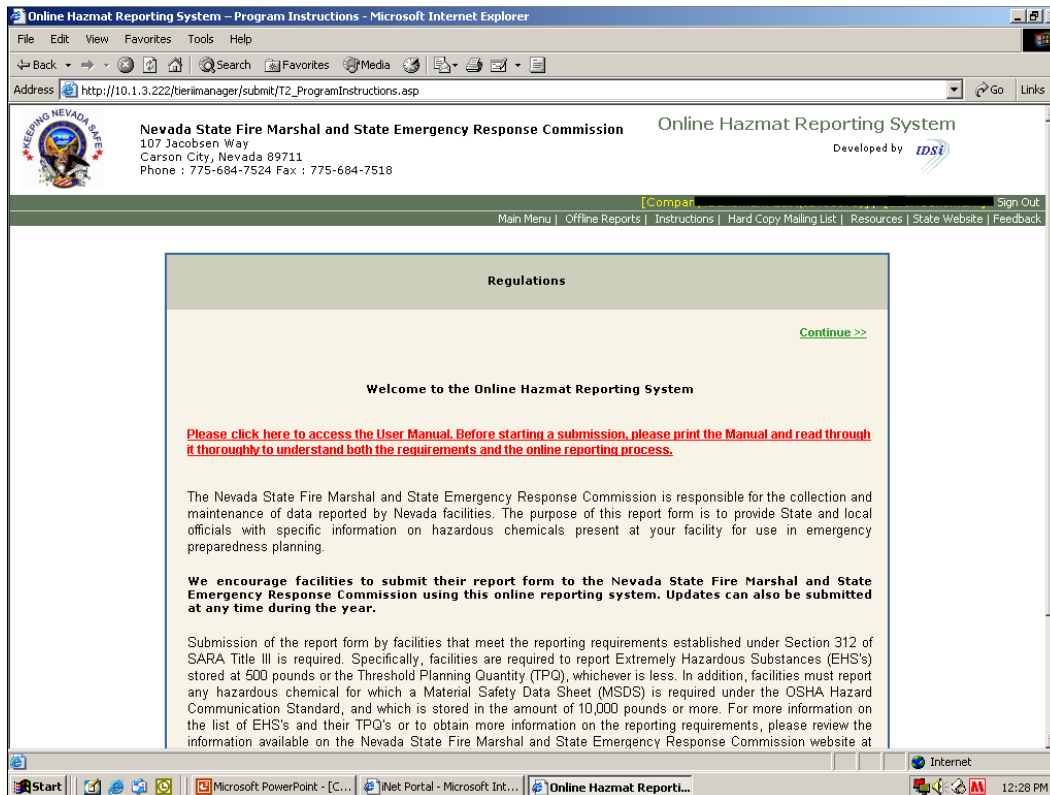
Next Page >>>>



You will see this box telling you that you have successfully updated your password.

Click "OK."

Next Page >>>>

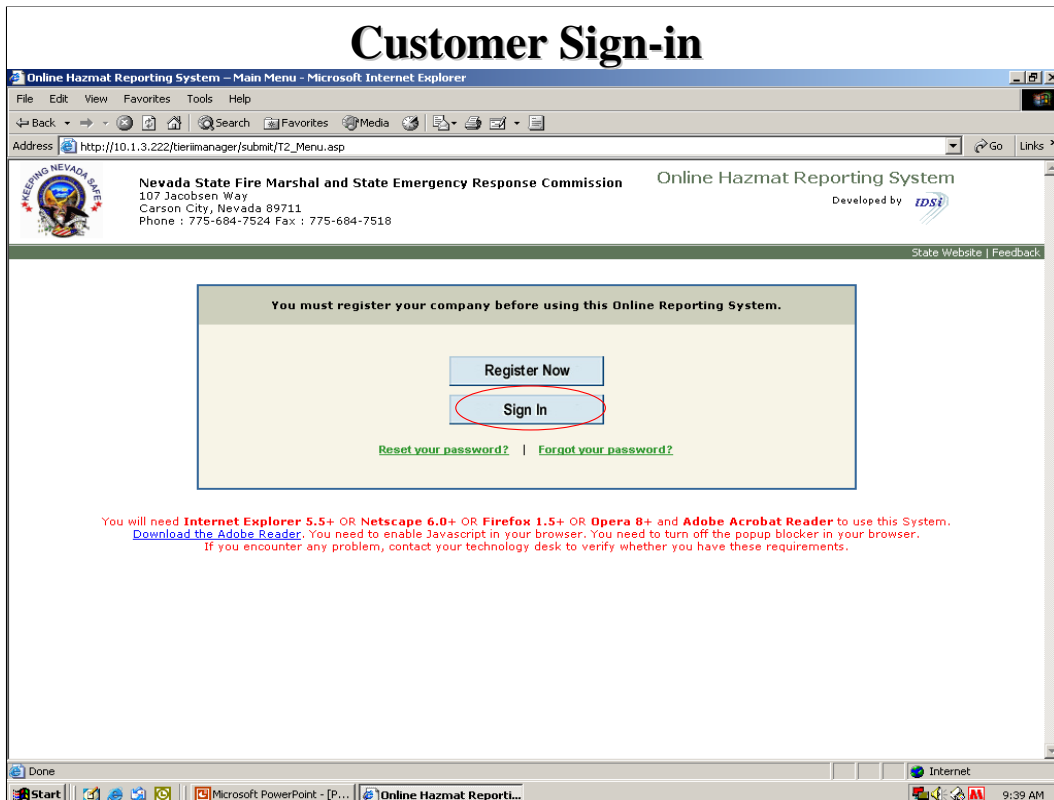


You are now signed into the system.

Please read all of the information on this screen before clicking the "Continue" link.

Also read the corresponding instructions in this booklet.

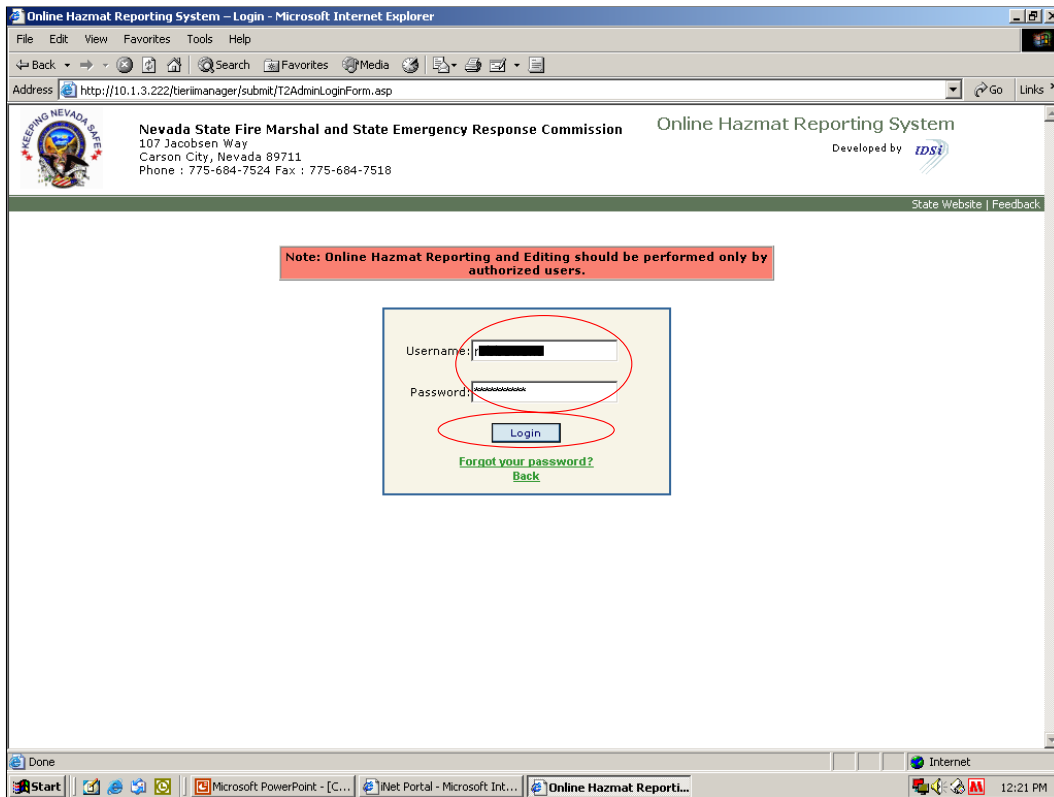
End of the Customer Registration instructions.



Once you click the link on our website, you will be taken to the Register/Sign-In screen.

Click the “Sign In” button to begin.

Next Page >>>>



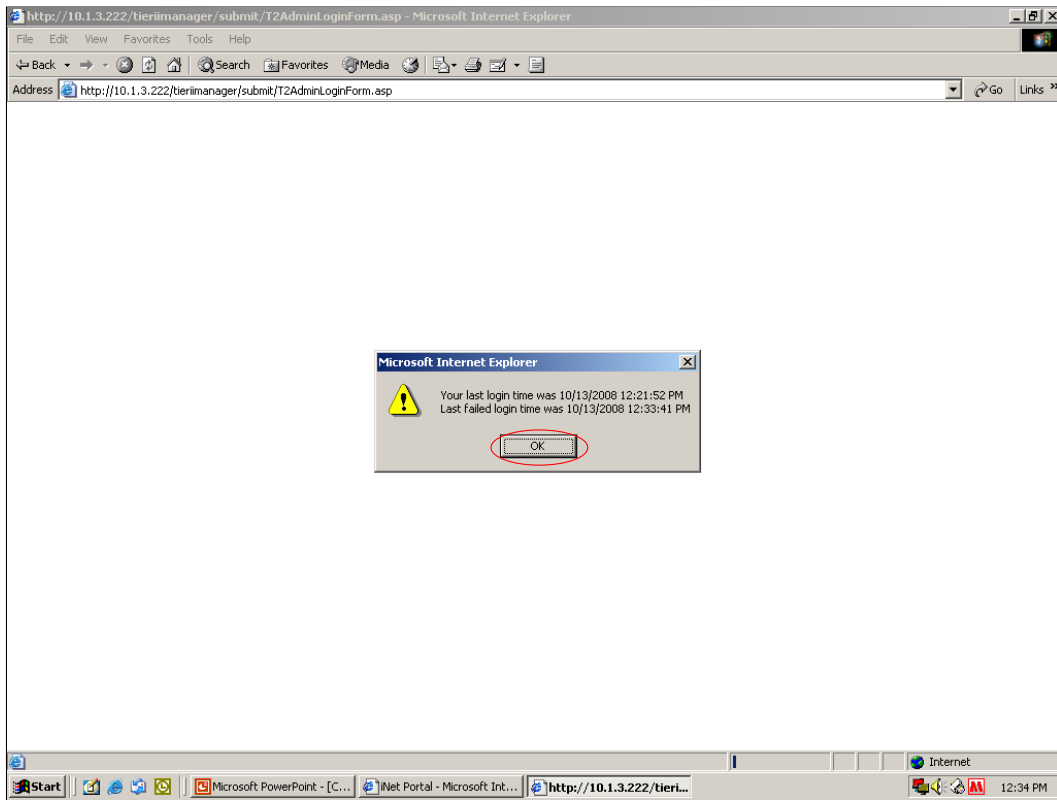
You will see the Login screen.

Type in the “Username” you created when you registered the first time.

Now type in the “Password” you created in “New Password.”

Click “Login” to sign-in to the system.

Next page >>>>

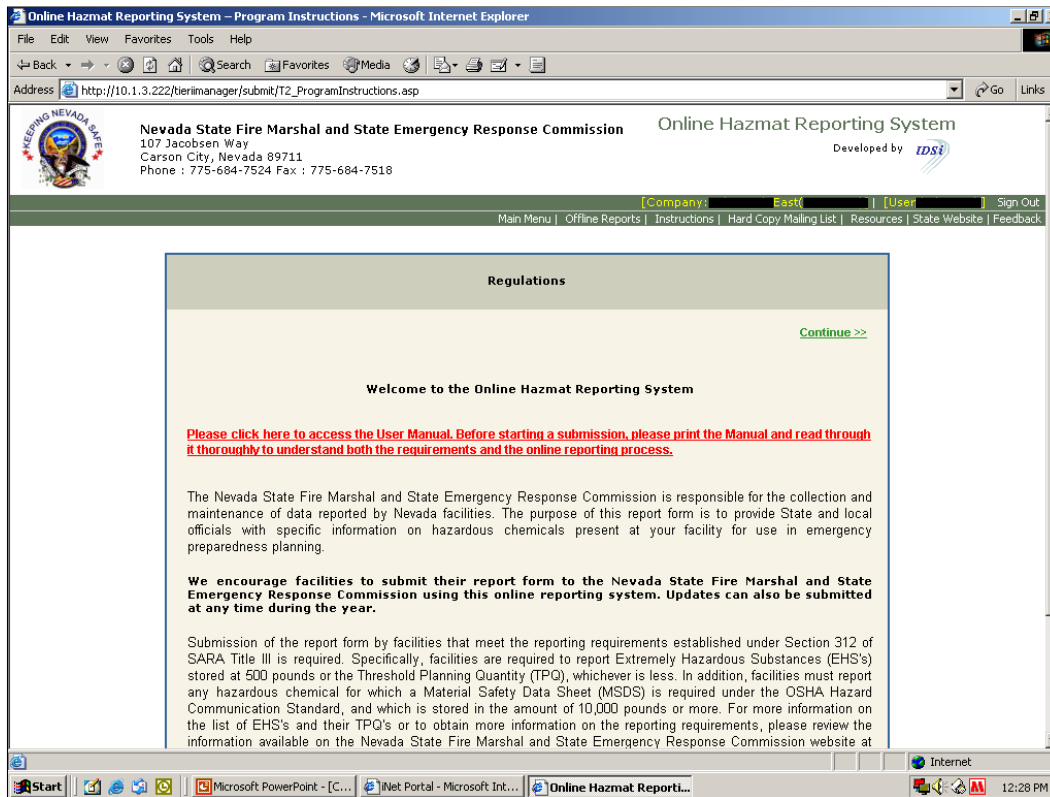


Once you click “Login” you will see this screen.

It will tell you the last time you or your representative logged into the system (Date and Time). It will also tell you the last failed login attempt (Date and Time).

Click “OK.”

Next Page >>>>



You are now at the Welcome screen.

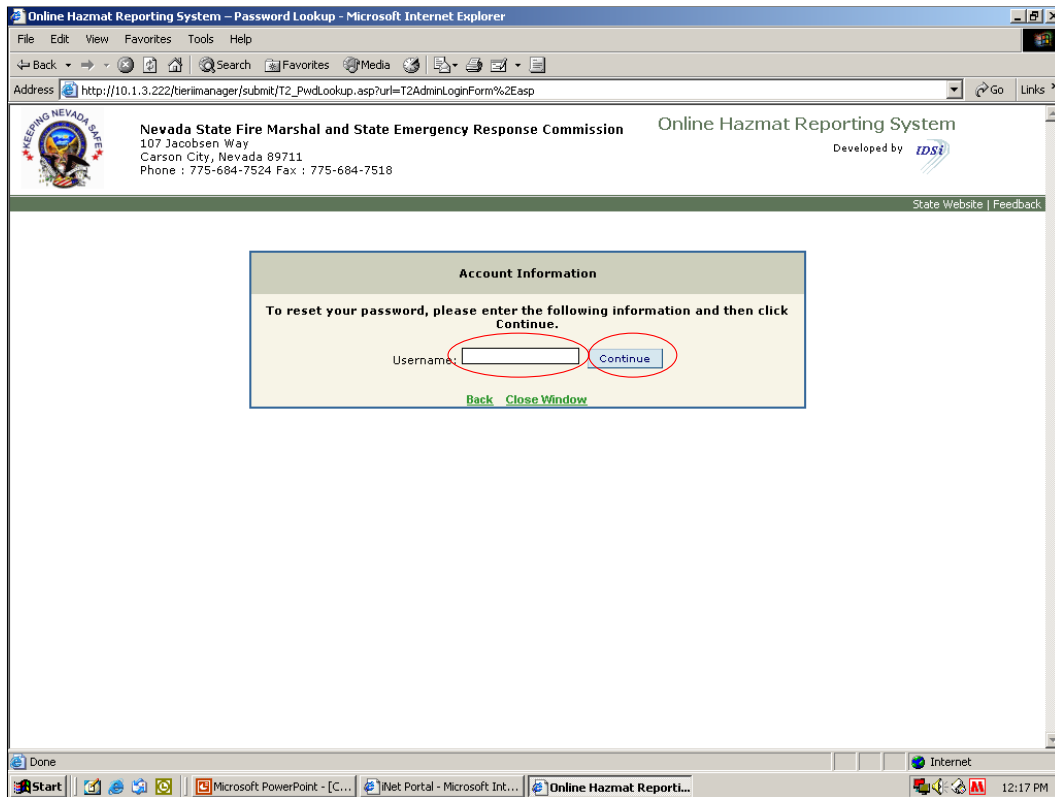
You have successfully logged into the system.

End of Login Procedure.



If you forgot your password and are unable to login, select the “Forgot Your Password” link.

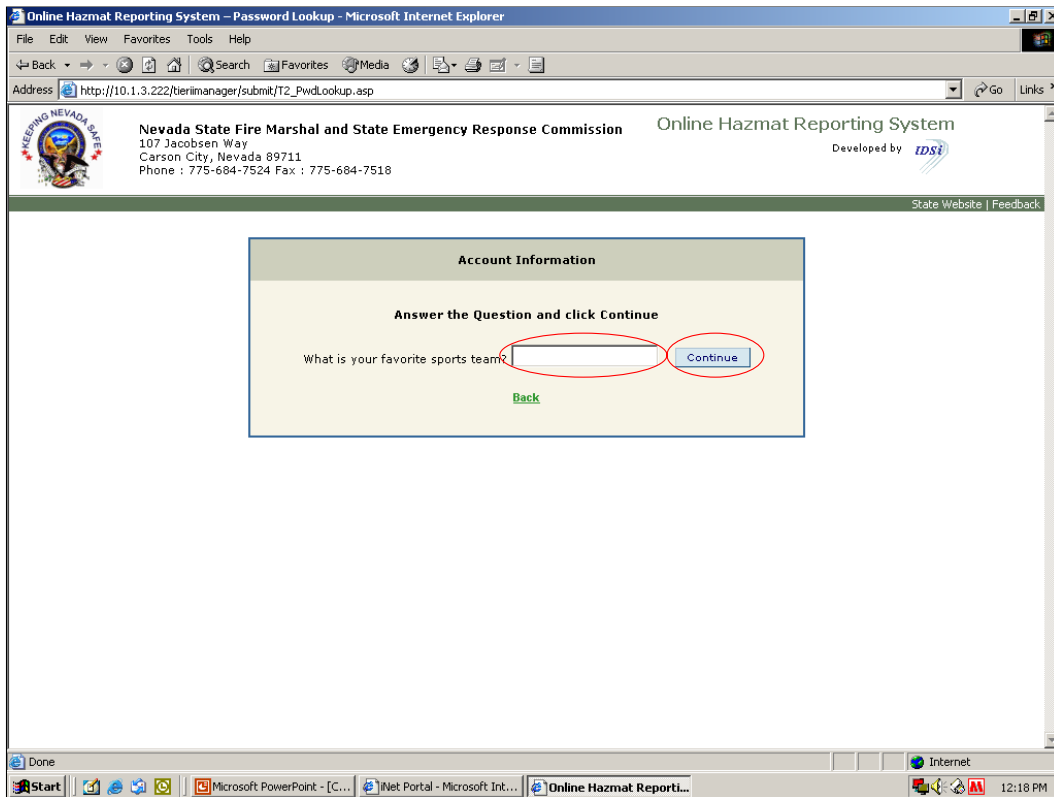
Next Page >>>>



Input your “Username” and then click “Continue.”

(*Note: If you do not remember your “Username,” stop what you are doing and call our office for further details on how to reset your password)

Next page >>>>

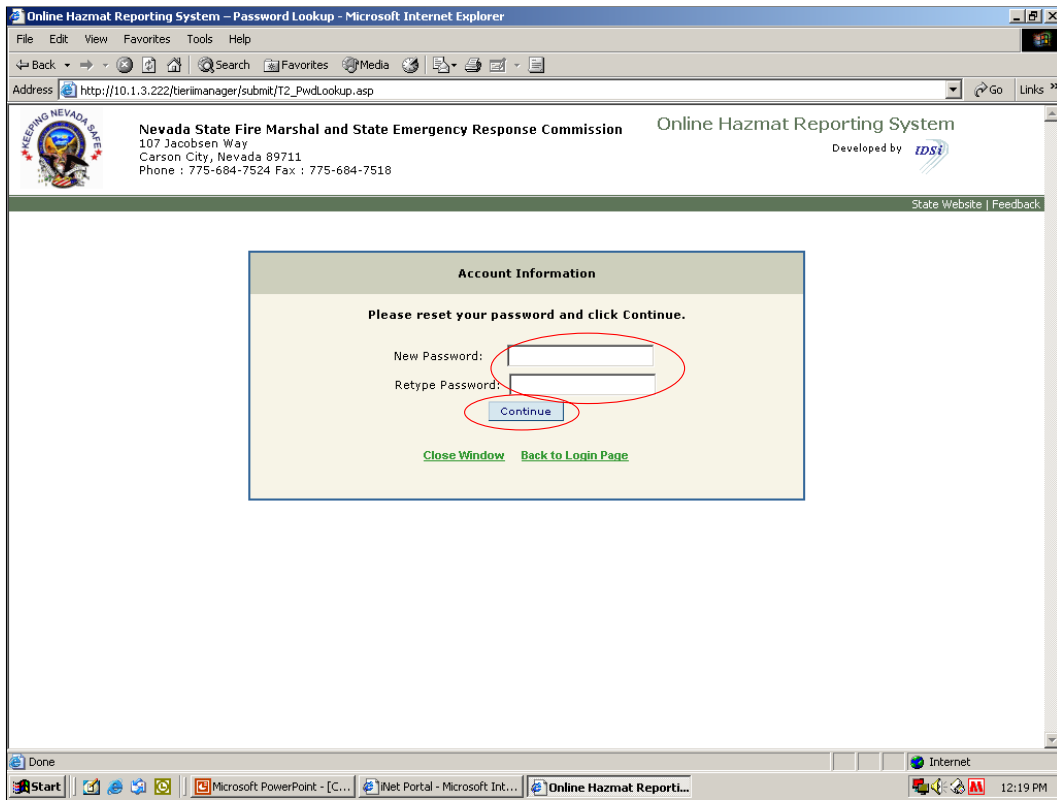


Put in your answer to the “Secret Question” you entered when you registered.

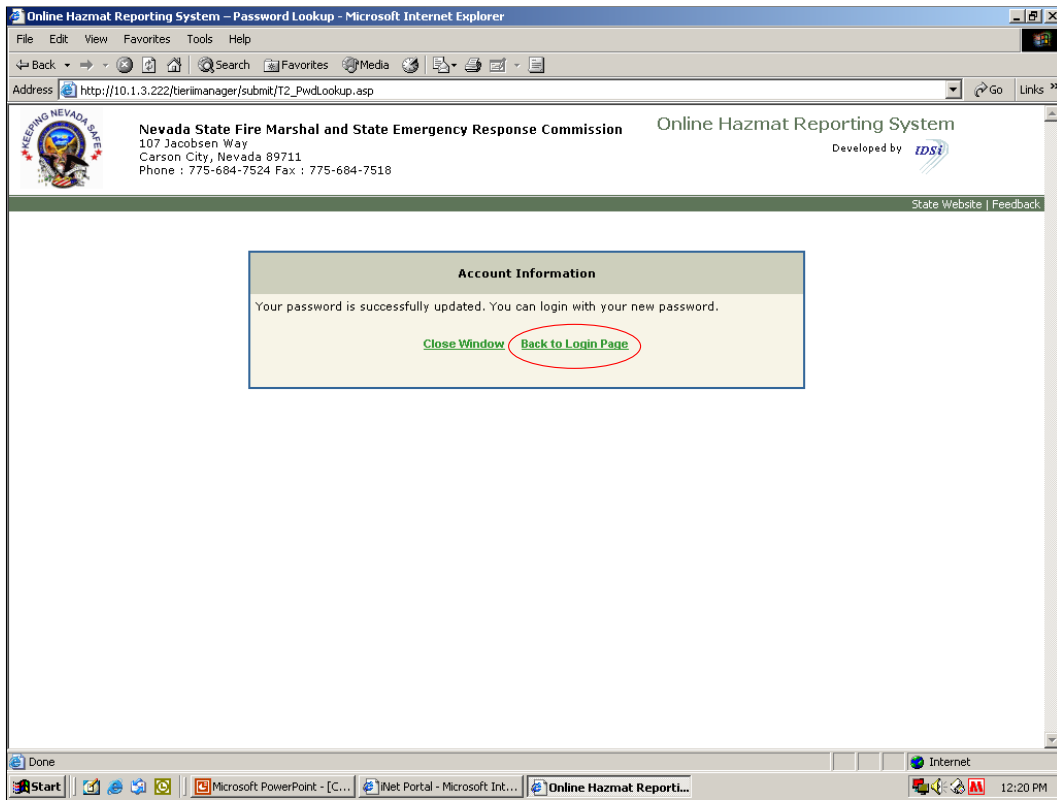
Then click “Continue.”

(*Note: You must put in your answer the exact way you entered it when you registered with appropriate capitalization, numbers and characters)

Next Page >>>>



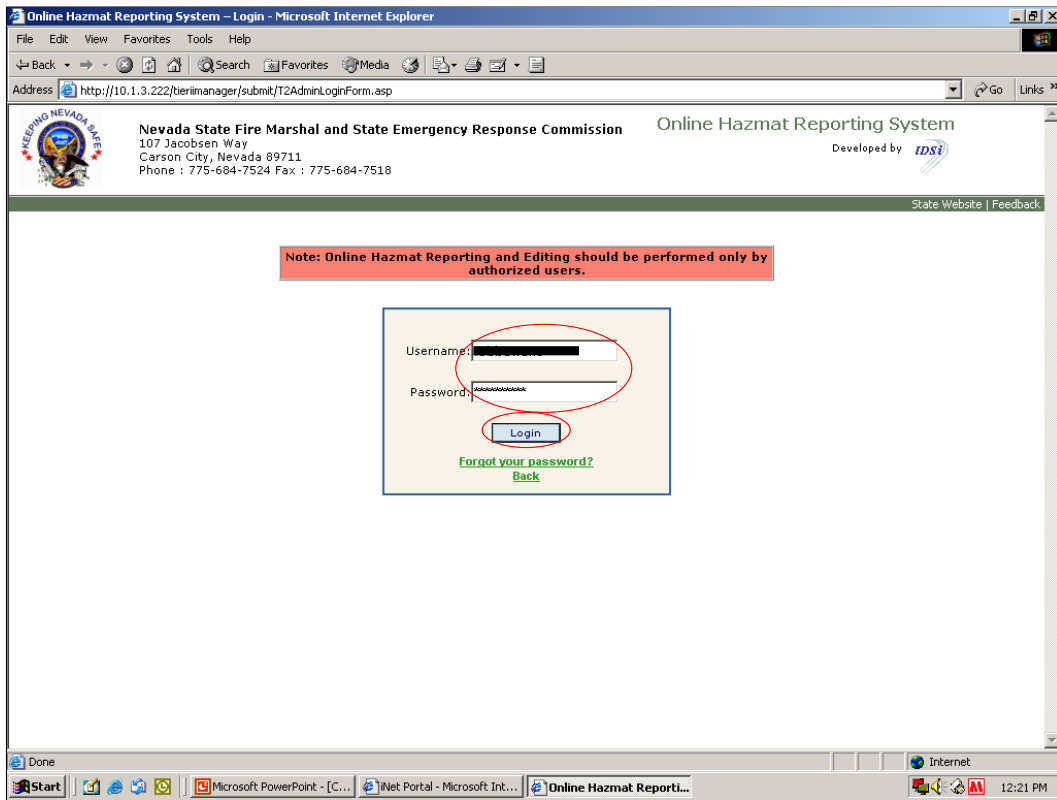
Once you answer the “Secret Question” correctly you will see this screen.
Type in a new password (must be 8 – 12 characters long).
The click “Continue.”
Next Page >>>>



You will get this screen confirming that your password was updated successfully.

Select the "Back to Login Page" link.

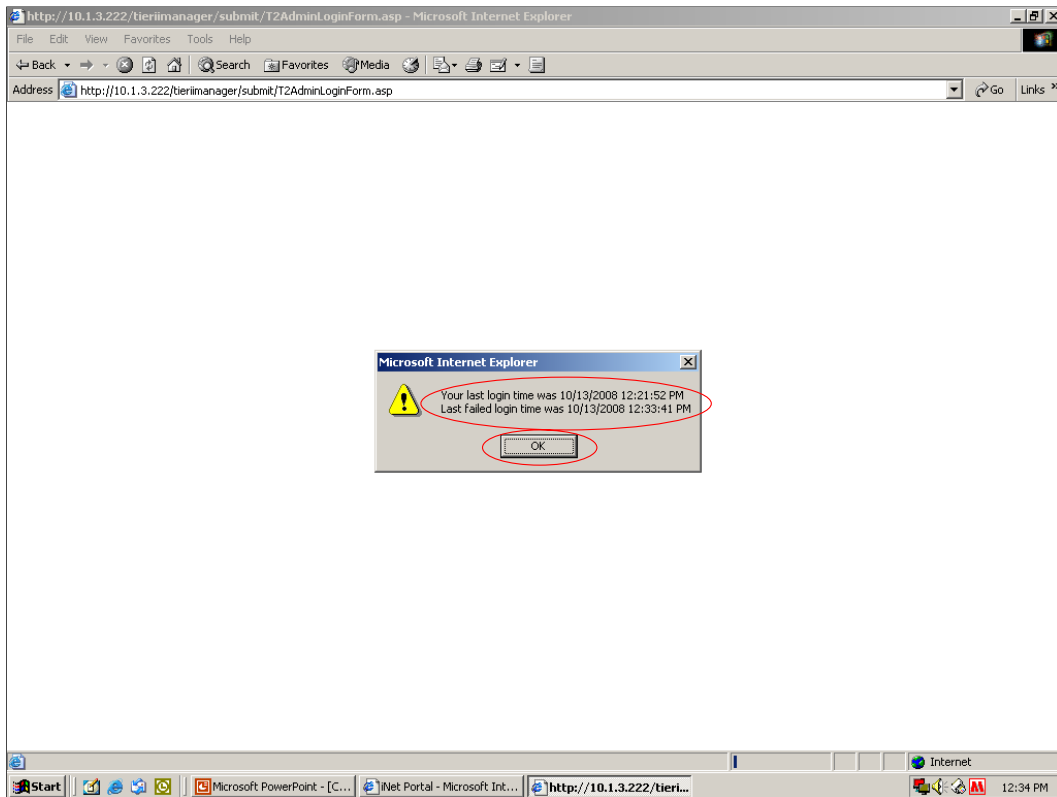
Next Page >>>>



Enter your "Username" and new "Password" you just reset.

Click "Login."

Next Page >>>>

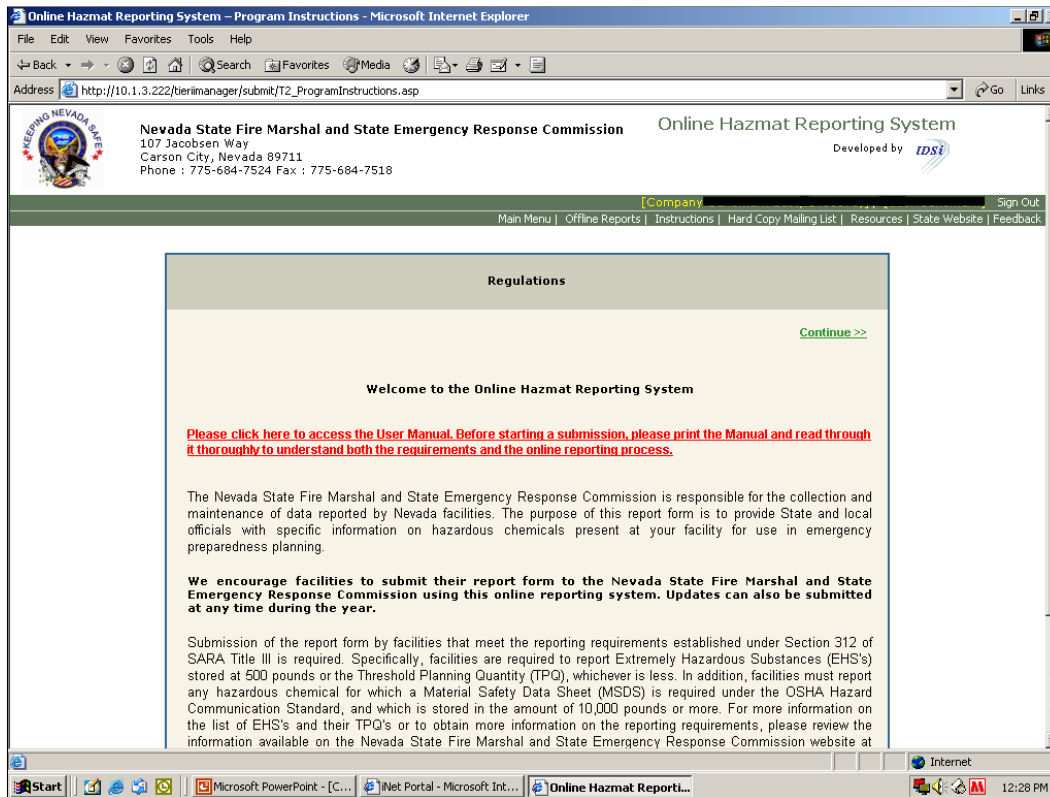


Once you click “Login” you will see this screen.

It will tell you the last time you or your representative logged in to the system (Date and Time). It will also tell you the last failed login attempt (Date and Time).

Click “OK.”

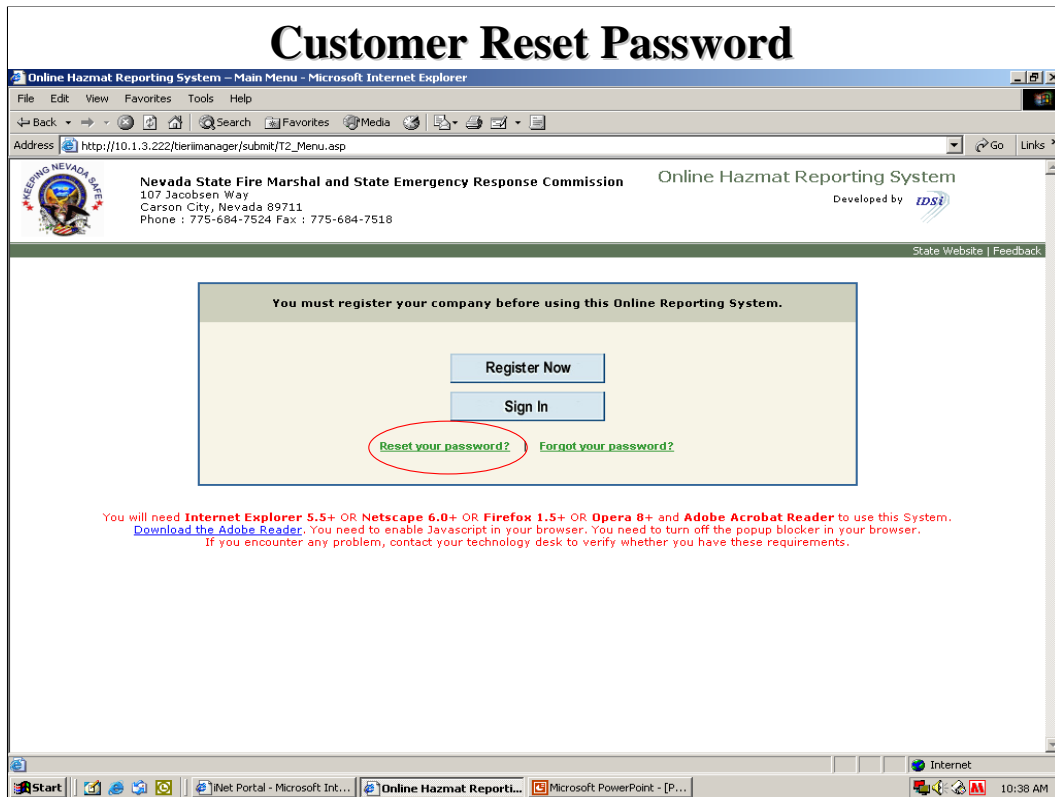
Next Page >>>>



You are now at the Welcome screen.

You have successfully retrieved/reset your password and logged into the system.

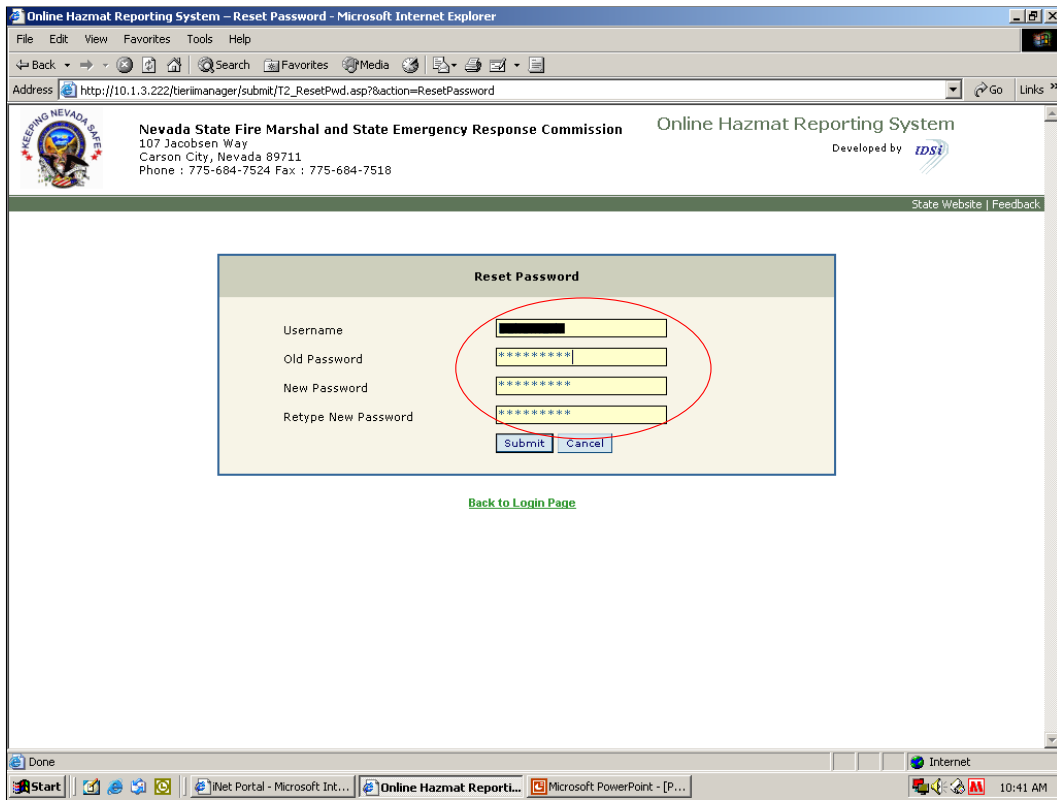
End of Login Procedure.



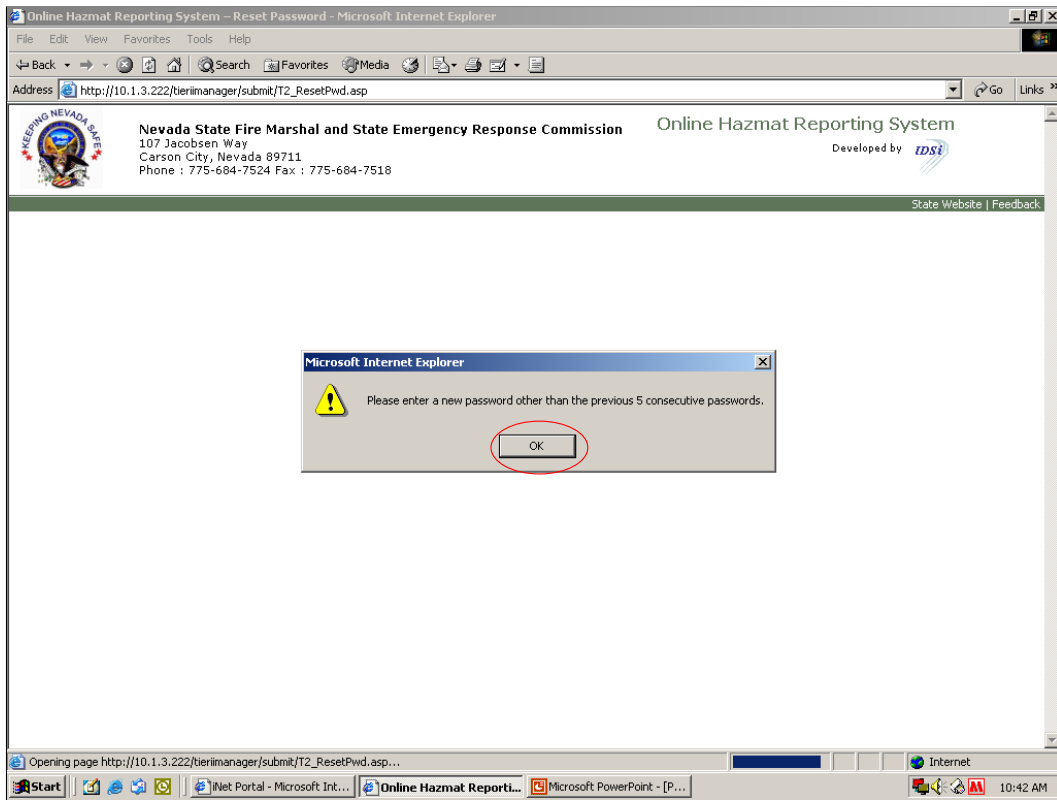
If your password has been compromised or you just want to change it, follow this procedure.

Select the “Reset Your Password?” link.

Next Page >>>>



On this screen enter your “Username”, “Old Password” and the “New Password” you want to change it to and “Retype New Password” again. Click on the “Submit” button.
Next Page >>>>

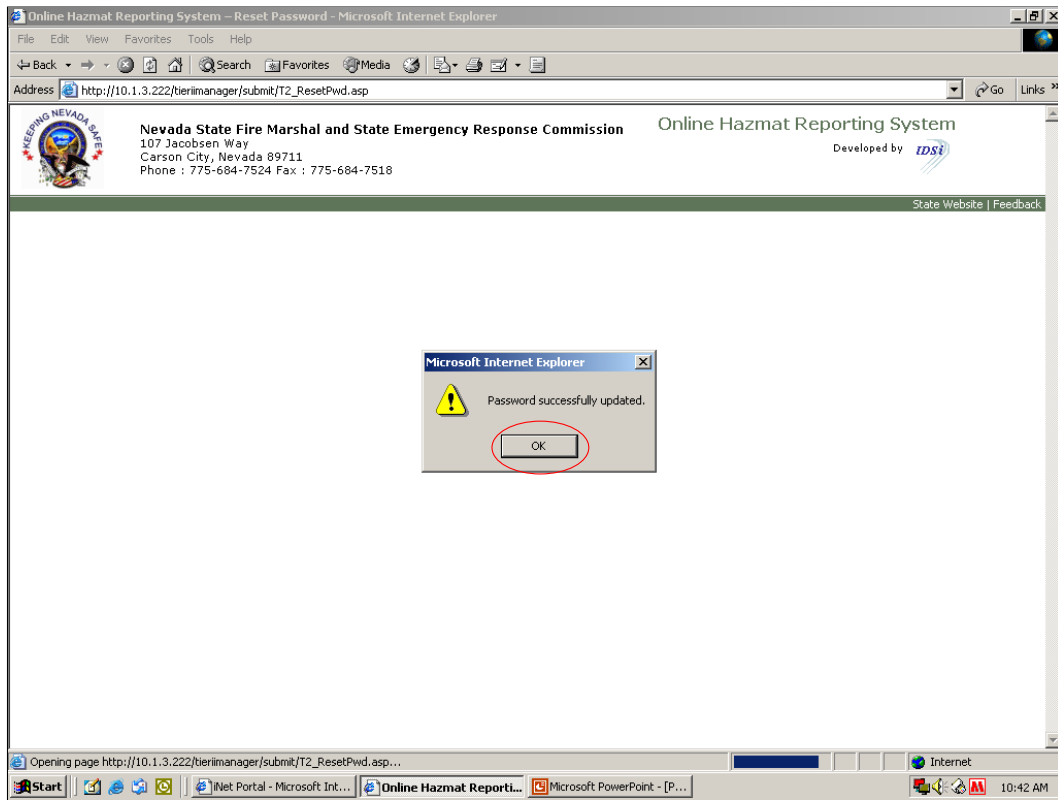


You will get an error message if your new password has been used in the last five password changes.

Please use a password you have never used before. This is a security built into the system and cannot be changed.

If you get this message, click the “OK” button and reenter your new password.

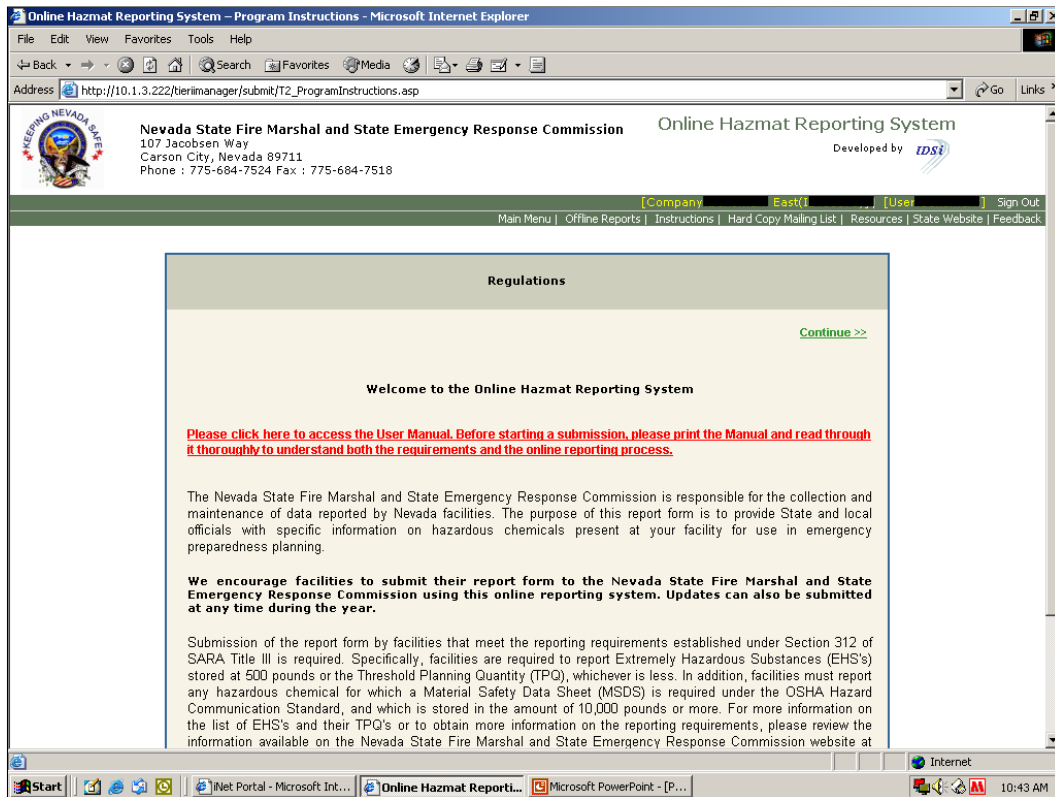
Next Page >>>>



Once you are successful in changing your password, you will get this message.

Click on the "OK" button.

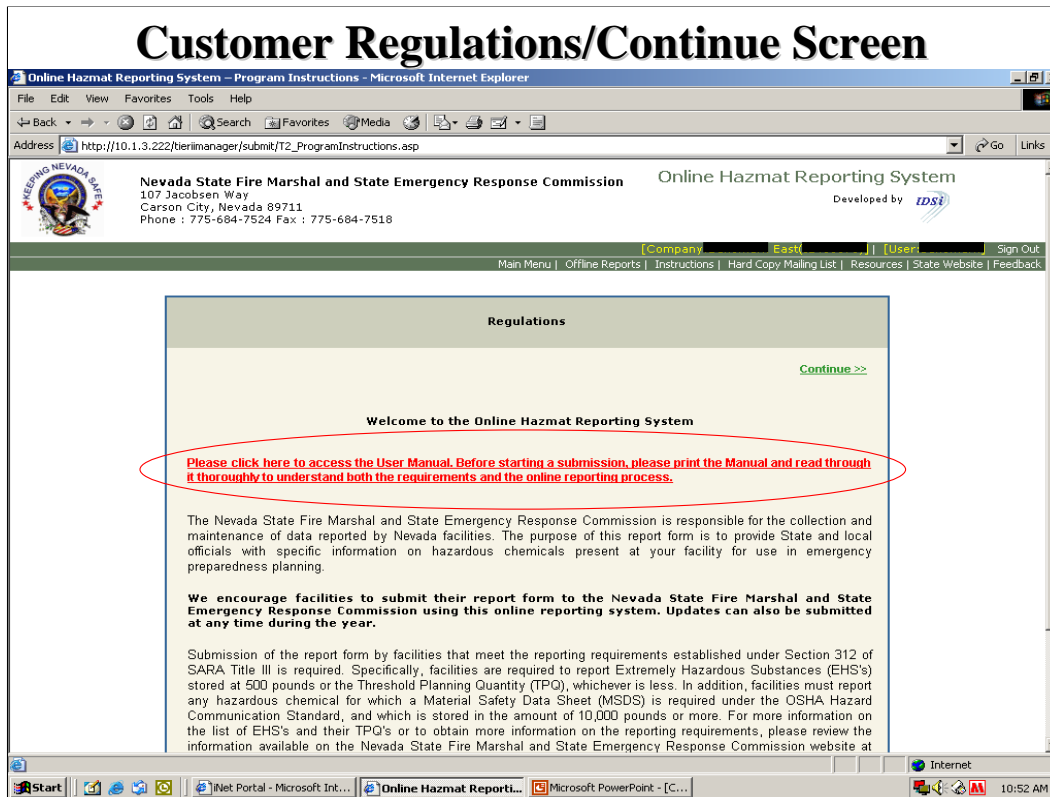
Next page >>>>



Once the password has been successfully changed, you will go automatically to the Regulations/Main Page.

Read this guidebook further to explain the next screens.

End of Customer Reset Password Procedure.



This is the Regulations/Continue Screen, also known as the Instructions Screen.

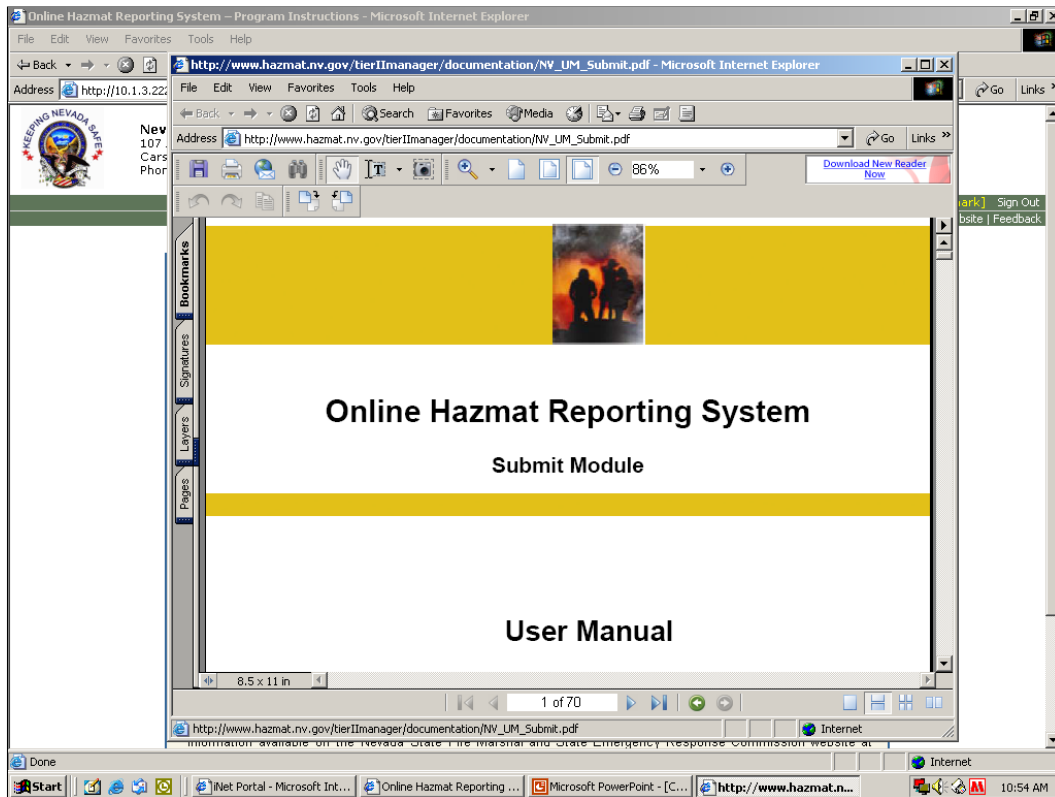
Notice the link circled in **Red** on this page.

This link will take you to the Generic IDSI User Manual Document. This is the full version of the program and its associated screens.

We have created this Guidebook to get you started, and to give you a visual “feel” of the system. It is not all comprehensive like the manual.

Use the IDSI User Manual when the Guidebook does not explain an item and/or you would like to know more about the program or a particular function.

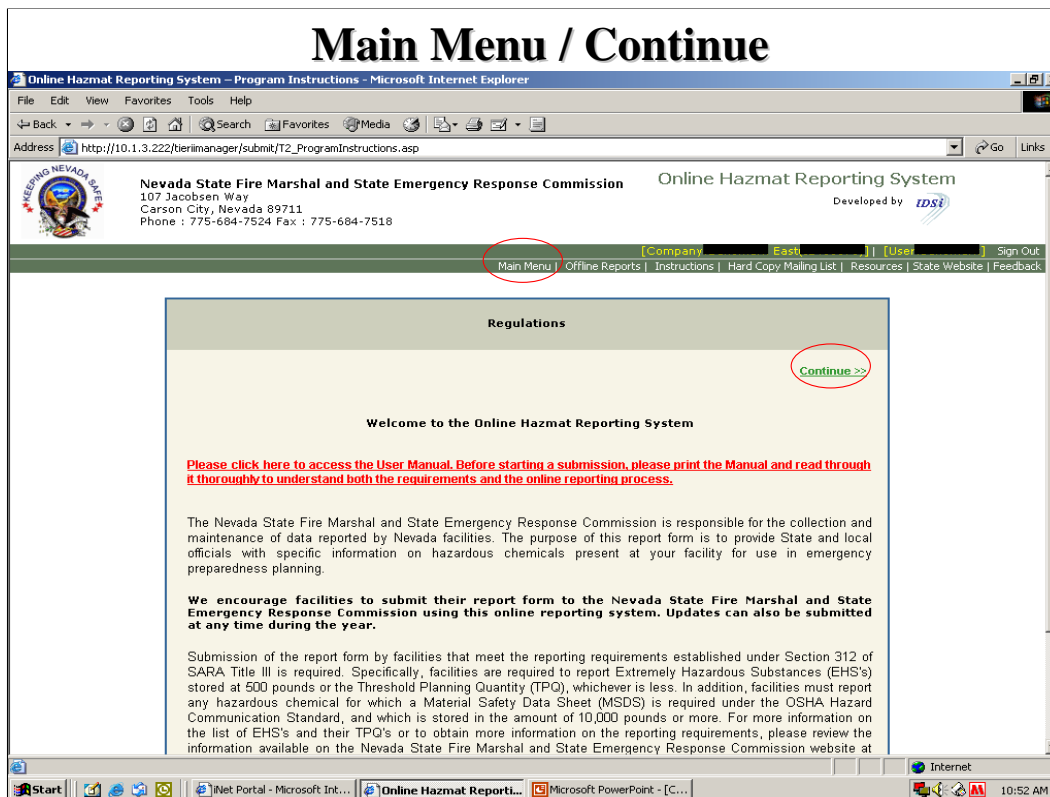
Next Page >>>>



The User Manual will come up in a second browser screen keeping both the system and the manual open simultaneously for ease of use.

You can switch between the browsers by simply selecting each one, using the link Button at the bottom of your browser or using ALT-TAB keys.

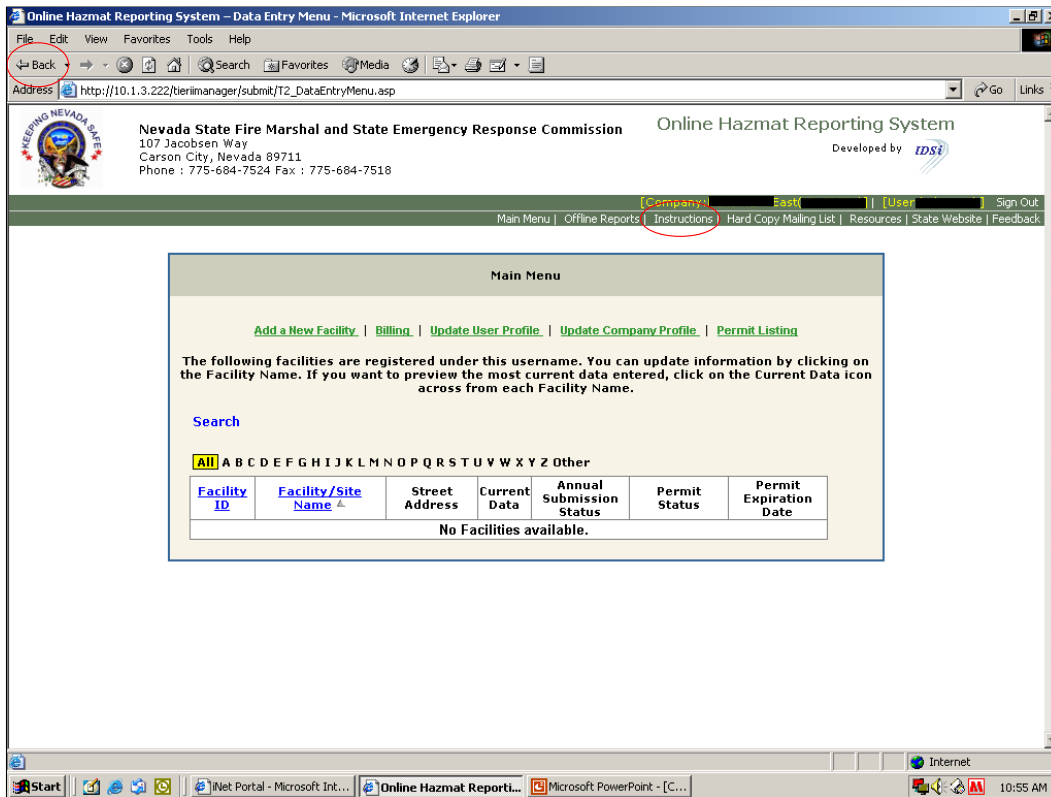
Next Page >>>>



The “Main Menu” and/or the “Continue” links both take you to the next screen, the Main Menu.

These functions are the same.

Next Page >>>>



Once you select “Main Menu” or “Continue” you will see this screen.
 Please see “Main Menu” in this Guidebook to go further into this screen.
 You can select your “Back Button” or the “Instructions” link to return to the previous screen from here.
 Next Page >>>>



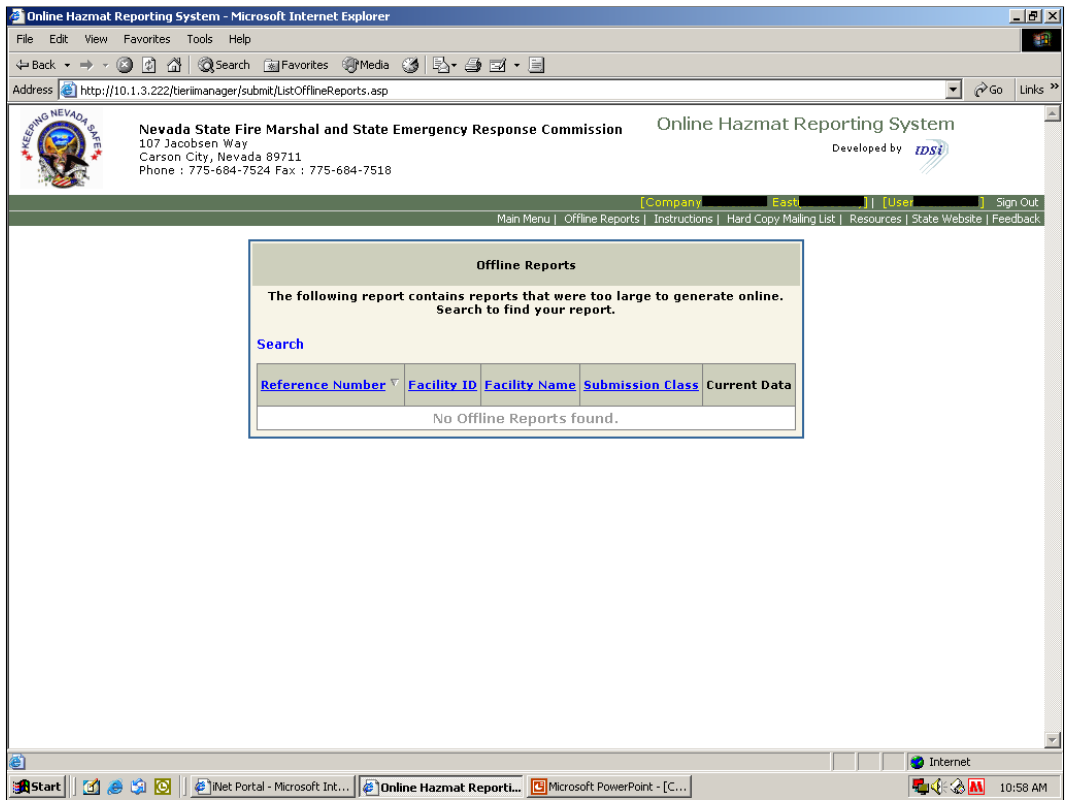
The “Offline Reports” link will take you to a screen where you can access any offline reports that you have created.

For example, large corporations may have several facilities in the state.

If they were to run a report for all of their facilities, it would bog down the system if it ran in real-time.

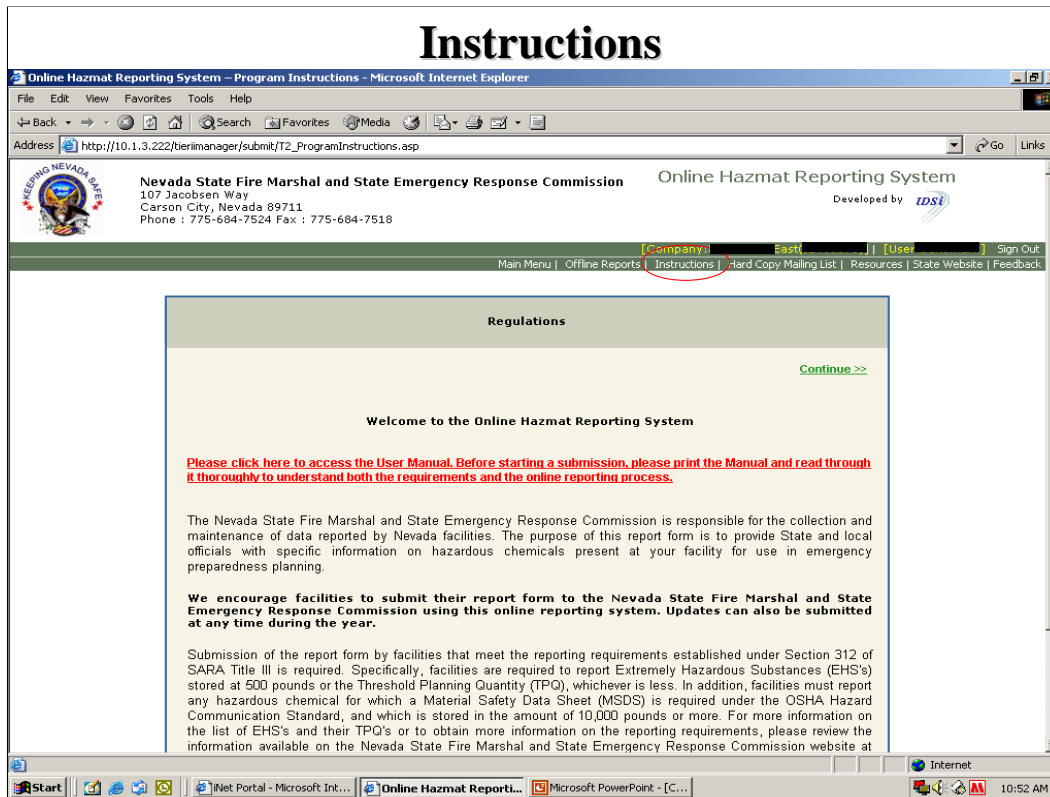
Instead, during the late night hours the report will be scheduled to run and it should be available the next day.

Next Page >>>>



This is where you would go to look at your off-line reports if you had any available.

Next Page >>>>



The “Instructions” link will take you back to the Regulations/Continue page pictured here.

Keep in mind that the Green Band with the links at the top of the page, will usually be available on every page while you are in the system.

These links will assist you as you navigate this system.

Next Page >>>>

Hard Copy Mailing List

Online Hazmat Reporting System – Program Instructions – Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://10.1.3.222/iermanager/submit/T2_ProgramInstructions.asp

Nevada State Fire Marshal and State Emergency Response Commission Online Hazmat Reporting System
 107 Jacobsen Way
 Carson City, Nevada 89711
 Phone : 775-684-7524 Fax : 775-684-7518
 Developed by *EDSI*

[Company] [East] [User] Sign Out

Main Menu | Offline Reports | Instructions | Hard Copy Mailing List | Resources | State Website | Feedback

Regulations

[Continue >>](#)

Welcome to the Online Hazmat Reporting System

Please click here to access the User Manual. Before starting a submission, please print the Manual and read through it thoroughly to understand both the requirements and the online reporting process.

The Nevada State Fire Marshal and State Emergency Response Commission is responsible for the collection and maintenance of data reported by Nevada facilities. The purpose of this report form is to provide State and local officials with specific information on hazardous chemicals present at your facility for use in emergency preparedness planning.

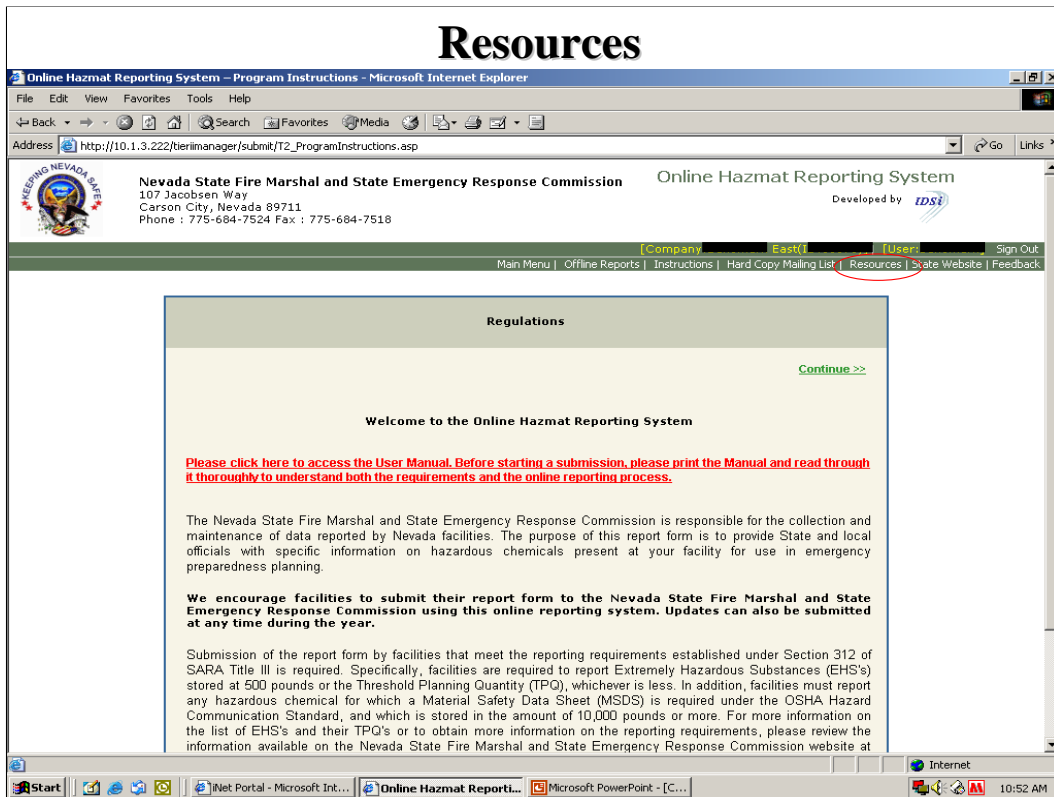
We encourage facilities to submit their report form to the Nevada State Fire Marshal and State Emergency Response Commission using this online reporting system. Updates can also be submitted at any time during the year.

Submission of the report form by facilities that meet the reporting requirements established under Section 312 of SARA Title III is required. Specifically, facilities are required to report Extremely Hazardous Substances (EHS's) stored at 500 pounds or the Threshold Planning Quantity (TPQ), whichever is less. In addition, facilities must report any hazardous chemical for which a Material Safety Data Sheet (MSDS) is required under the OSHA Hazard Communication Standard, and which is stored in the amount of 10,000 pounds or more. For more information on the list of EHS's and their TPQ's or to obtain more information on the reporting requirements, please review the information available on the Nevada State Fire Marshal and State Emergency Response Commission website at

Start | Internet | 10:52 AM

The “Hard Copy Mailing List” function is not used in Nevada and is not connected.

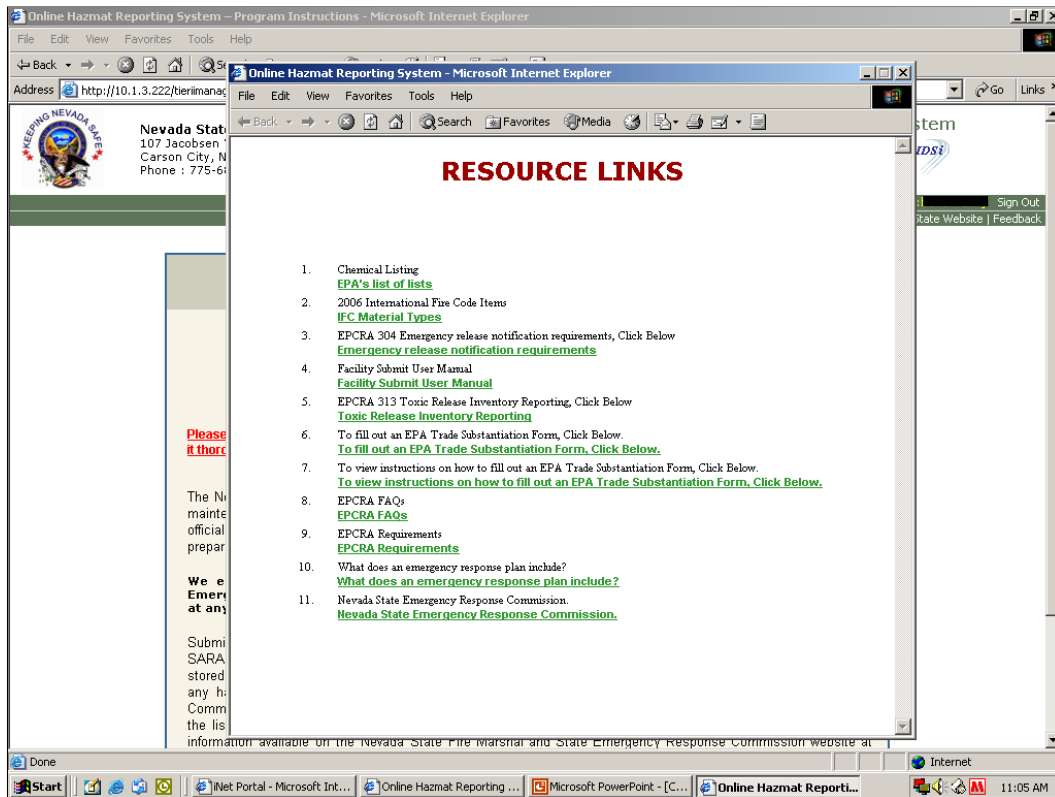
Next Page >>>>



The “Resources” link is a very useful tool.

It has many links to different HAZMAT websites to assist you in your yearly submission.

Next Page >>>>



When you click on the “Resources” link, a new web browser page will pop up with various helpful links.

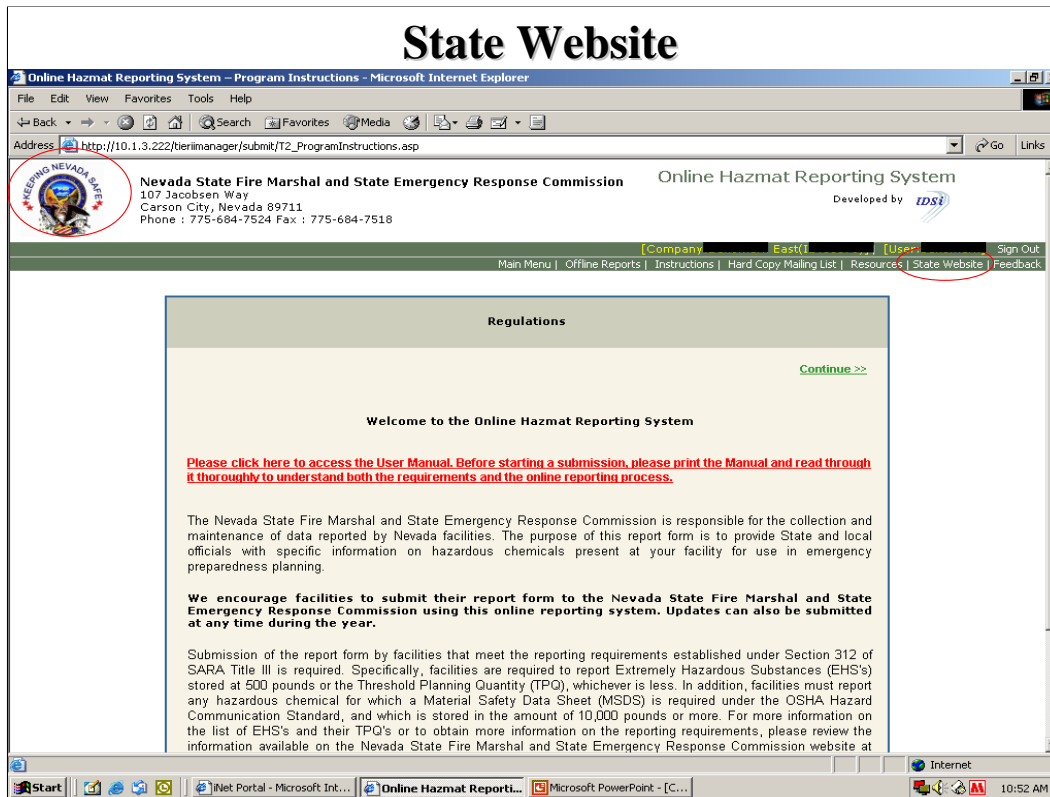
You can get lists of chemicals, order a current IFC Code book, go to EPCRA federal pages, and visit the Nevada State Emergency Response Commission page.

These links will be updated periodically and more will be added.

Utilize these tools as they are here to assist you.

Selecting one of these links will not take you out of your logged in system, but will open a separate web browser page.

Next Page >>>>



The “State Website” and “Keeping Nevada Safe Logo” links will take you to the Nevada State Fire Marshal Website.

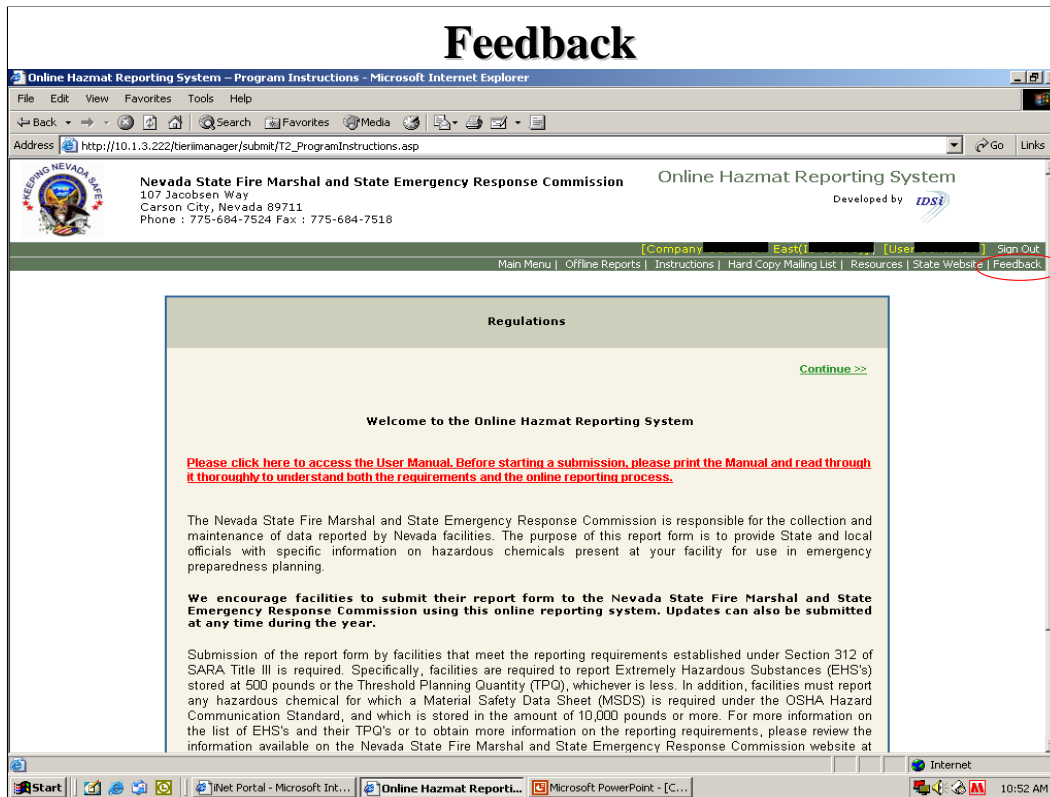
These two links will open a separate web page going to the site and will not take you out of the logged in system.

Next Page >>>>



This is a view of the Nevada State Fire Marshal website.

Next page >>>>



The “Feedback” link allows you to open an outlook email screen.

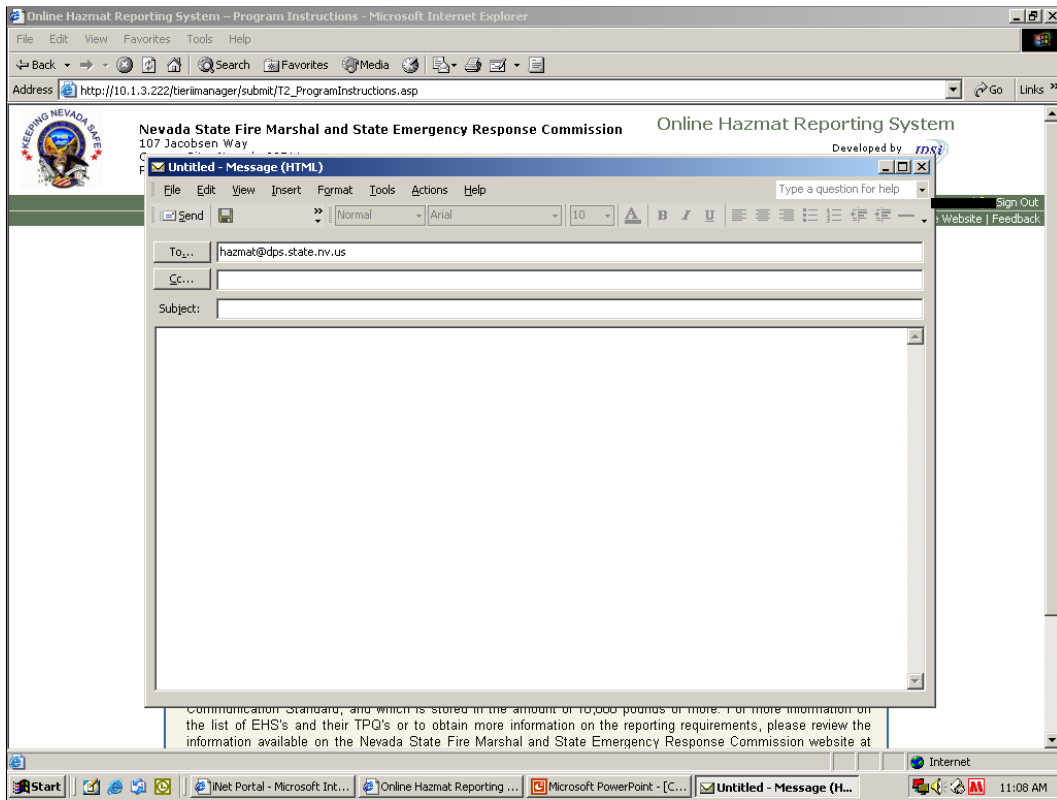
You can send the HAZMAT Office questions or feedback.

Please note, that you must have Microsoft Outlook installed on your PC for it to work.

It **will not** work on other programs such as AOL, Yahoo, MSN, etc.

If you have one of these other email programs, paste this email address into your browser to send us an email: [hazmat@dps.state.nv.us](mailto: hazmat@dps.state.nv.us)

Next Page >>>>

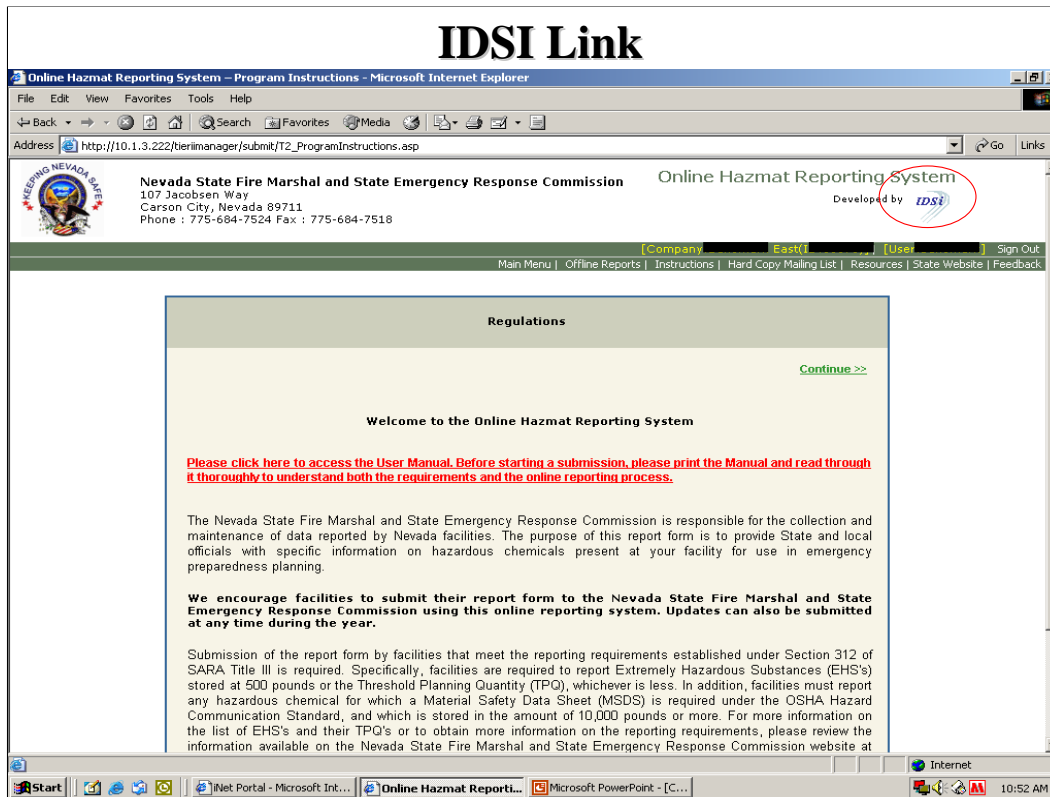


When you click the link “Feedback,” an Outlook email window will pop up. It may take a few seconds on some slower PCs.

Type your message and hit Send.

Please make sure you include all of your contact information so we can respond via phone and/or email to your questions and concerns.

Next Page >>>>



The "IDSI" link will open a separate web page and take you to the IDSI company website.

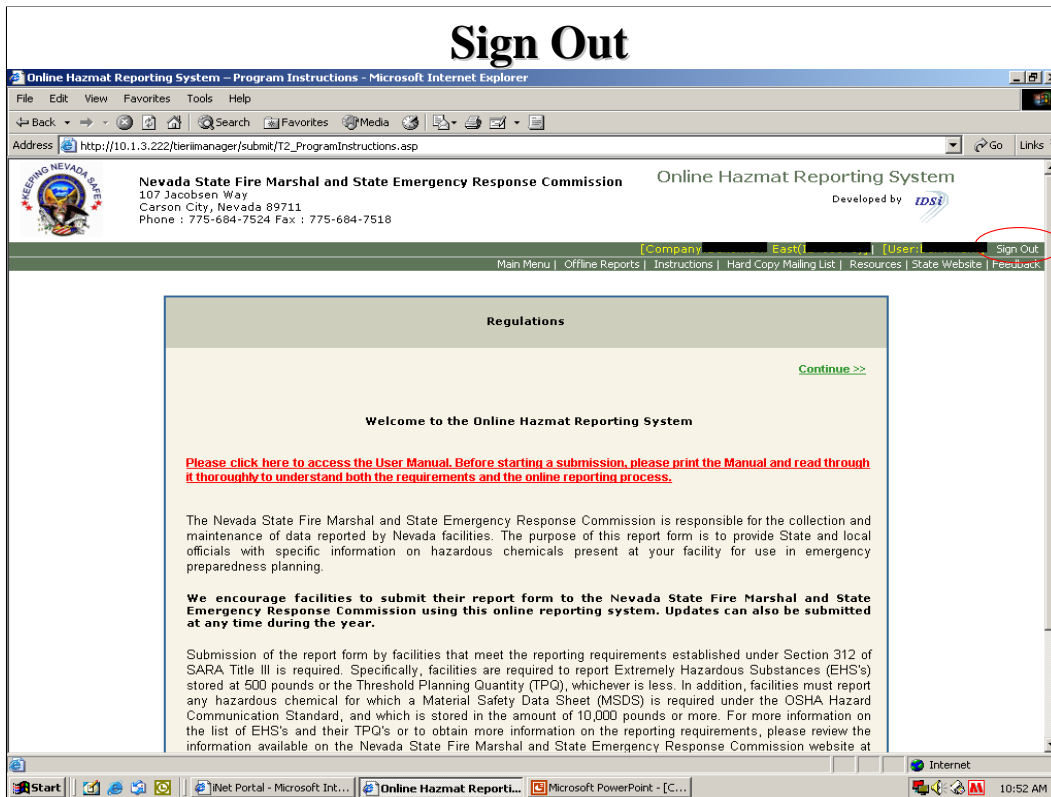
Next page >>>>



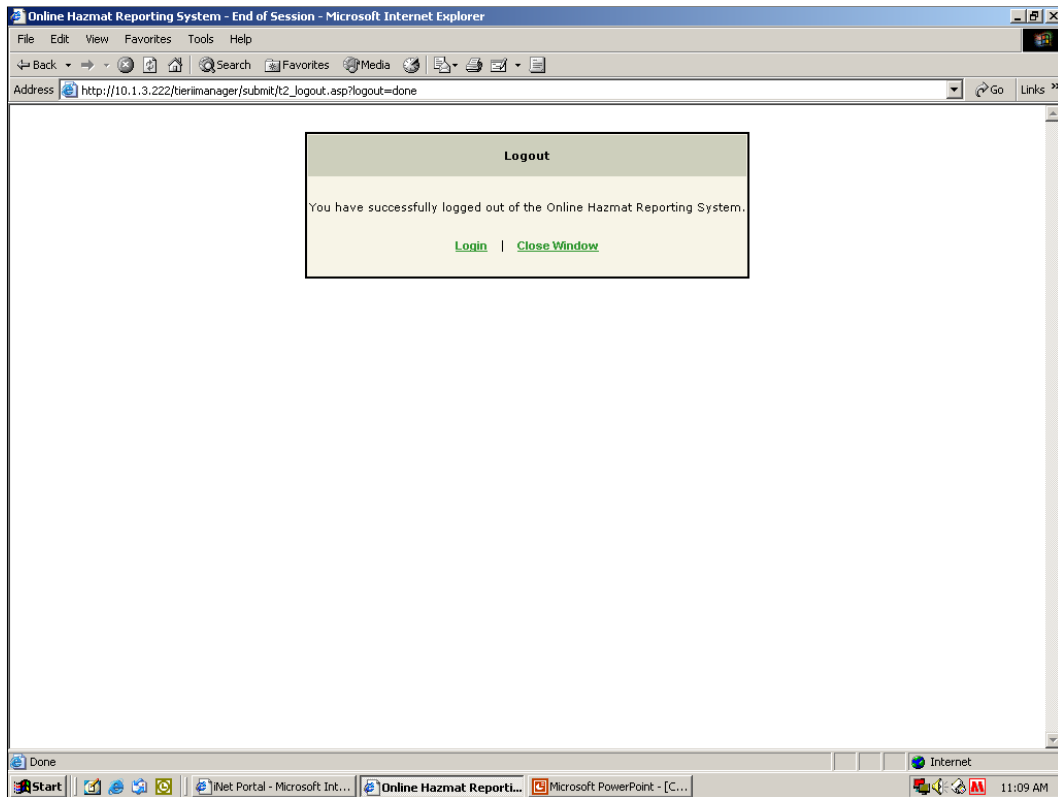
This is the IDSi company website page.

They are the vendor the new system was purchased from by SERC and the SFM.

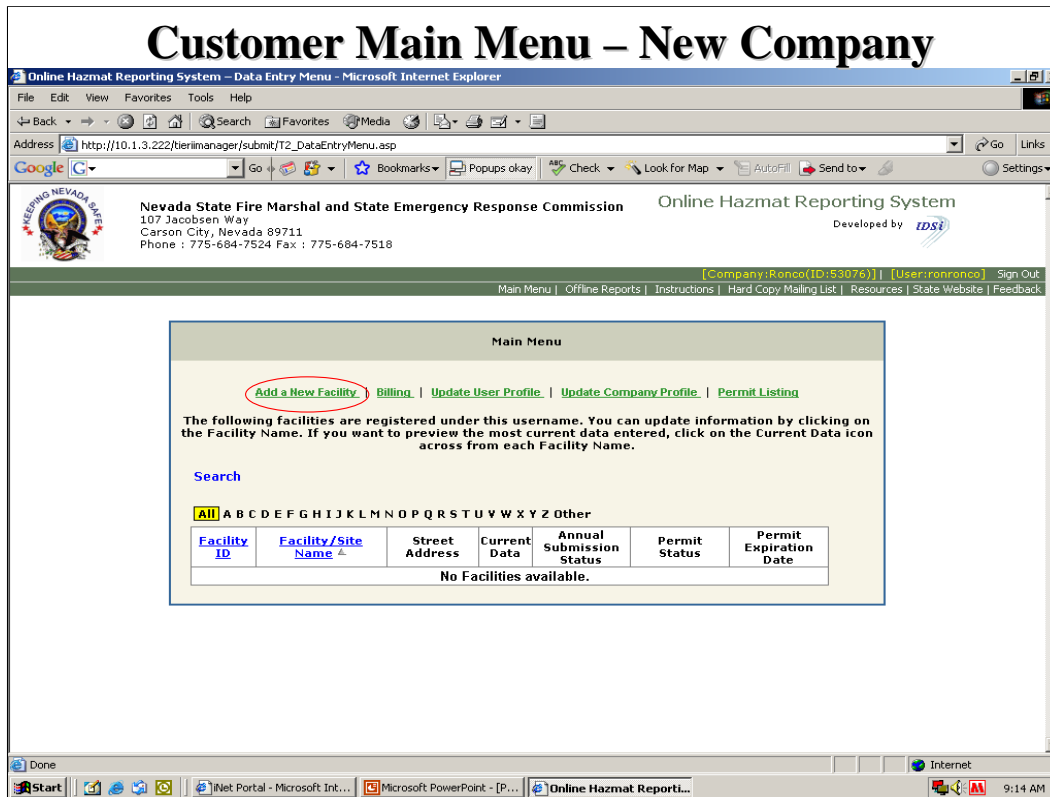
Next Page >>>>



The “Sign Out” link will sign you out of the HAZMAT system.
Next Page >>>>



If you click on the "Sign Out" link you will get this screen.
You can "Login" or "Close Window."
End of Customer Regulations/Continue Page procedures.



This is the Main Menu where you will create (Add) a New Facility.

These instructions are for companies that are new and reporting to the State Fire Marshal/SERC for the first time.

Click on “Add a New Facility” link to begin.

Next Page >>>>

Online Hazmat Reporting System - Edit Facility - Microsoft Internet Explorer

Address: http://10.1.3.222/iermanager/submit/T2_Edit_Facility.asp?fid=&action=ADD

Nevada State Fire Marshal and State Emergency Response Commission
 107 Jacobsen Way
 Carson City, Nevada 89711
 Phone : 775-684-7524 Fax : 775-684-7518

Online Hazmat Reporting System
 Developed by IDSI

[Company:Ronco(ID:53076)] [User:ronronco] Sign Out

Main Menu | Offline Reports | Instructions | Hard Copy Mailing List | Resources | State Website | Feedback

STEP 1: ENTER FACILITY DETAILS

All red fields are required.
 Enter phone number as 123-456-7890x1234567.

Facility Physical Location

Check if facility address is not a standard address

Company Name: Ronco
 Facility Name: Ronco
 Street Number: 1234 Street Direction: N/A
 Street Name: Main Street Type: Street
 Street Unit: N/A Street Unit Description:
 City: Carson City
 County: CARSON CITY (CC)
 LEPC: CARSON CITY
 Fire Department: Carson City Fire Department (01012)
 State: Nevada Zip Code: 89706
 Facility Phone: 7758888888 Fax Number: 7758888887
 Web:
 Facility Retype

Owner/Operator Mailing Address

Update with Company Mailing Address
 If you enter an address outside of the US or Canada, enter the state/province name in the City field.

Name: Ron Ronco
 Country: United States
 Street Address: 1234 Main Street
 City: Carson City State: Nevada
 Zip Code: 89706
 Phone: 7758888889

Facility Identification Information

SIC Code: 3873 Dun & Brad No:
 TRIFID: NAICS:
 Federal Tax ID:

You will be taken to the Enter Facility Details screen.

Notice that **ALL ITEMS IN RED ARE REQUIRED** and you cannot move forward from this screen until, all required fields are complete.

It is advisable to complete the “non-required” data, also.

Next Page >>>>

Online Hazmat Reporting System - Edit Facility - Microsoft Internet Explorer

Address: http://10.1.3.222/iermanager/submit/T2_Edit_Facility.asp?fid=&action=ADD

Department: Carson City Fire Department (01012)

State: Nevada Zip Code: 89706 TRIFID: NAICS:

Facility Phone: 7758888888 Fax Number: 7758888887 Federal Tax ID:

Web: Retype Email:

Latitude: 38.95 Longitude: -119.75

Latitude and Longitude must be in Decimal Degrees.

Mailing Address, if different from Facility Physical Location

Update with Company Mailing Address

If you enter an address outside of the US or Canada, enter the state/province name in the City field.

Company: Attn: Country: United States

Street Address 1: 1234 Main Street Street Address 2: City: Carson City State: Nevada Zip Code: 89706 Phone: 7758888889

Emergency Contact Information (Min 2 - Max 3 Emergency Contacts)

At least 2 phone numbers are required

Name:	Title:	Phone Number:	24 Hr. Phone:	Cell/Pager:
Ron Ronco	CEO	7758888888	7758888889	
Barb Ronco	CFO	7758888886	7758888885	

Buttons: Save Changes, Exit Without Save

Click **Save Changes** **only ONCE**. Saving may take a few moments.

Back to Main Menu

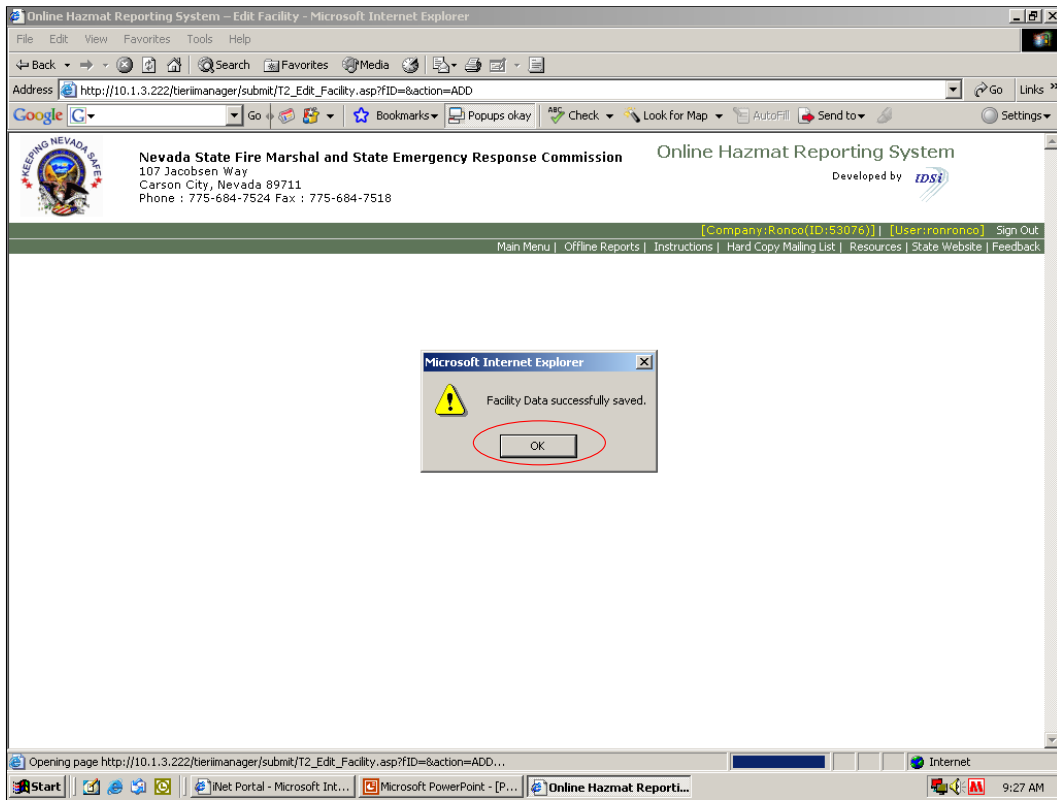
Fill out the remaining areas on the Enter Facilities Details screen.

Once completed, click "Save Changes."

If you have made an error the system will tell you in a pop-up box.

Click "OK," fix the item in error, then click "Save Changes" until it saves.

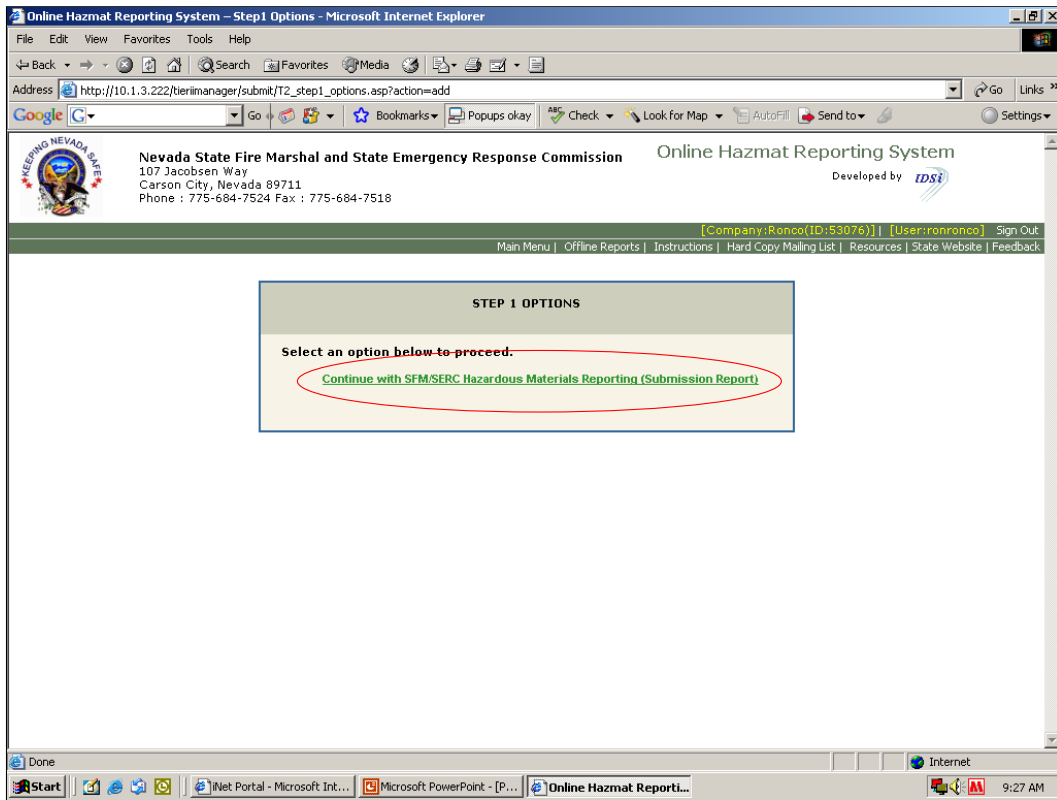
Next Page >>>>



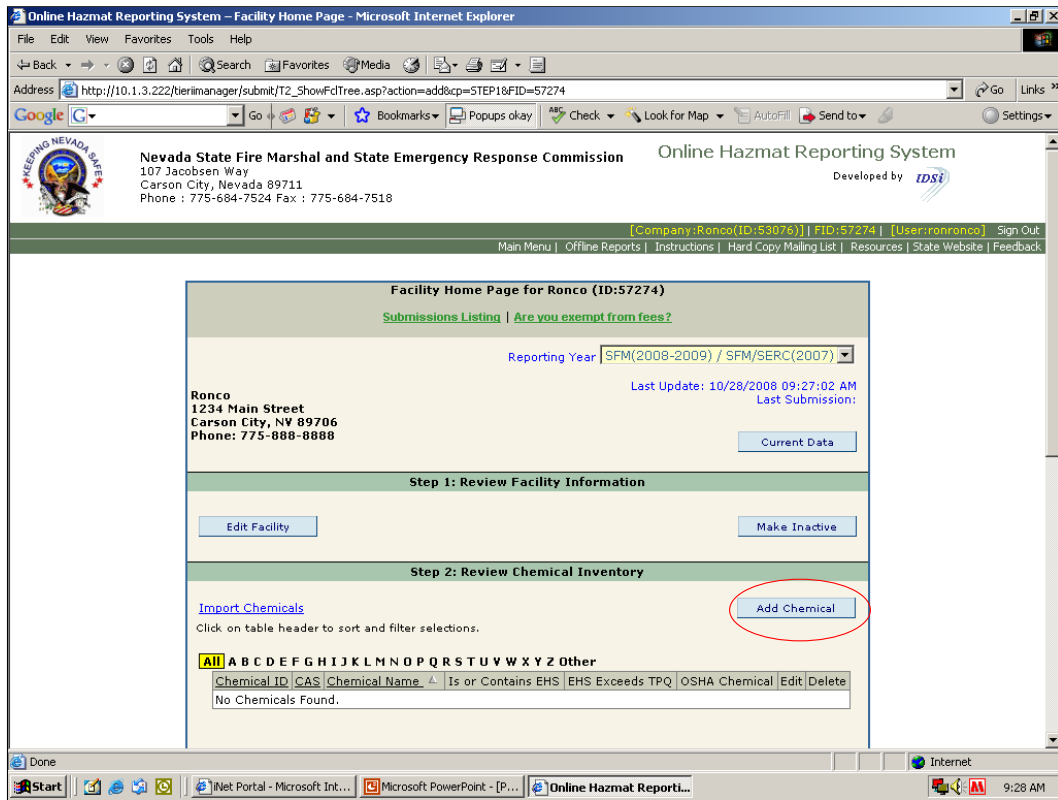
The system will show you this pop-up box.

Click “OK” to continue.

Next Page >>>>

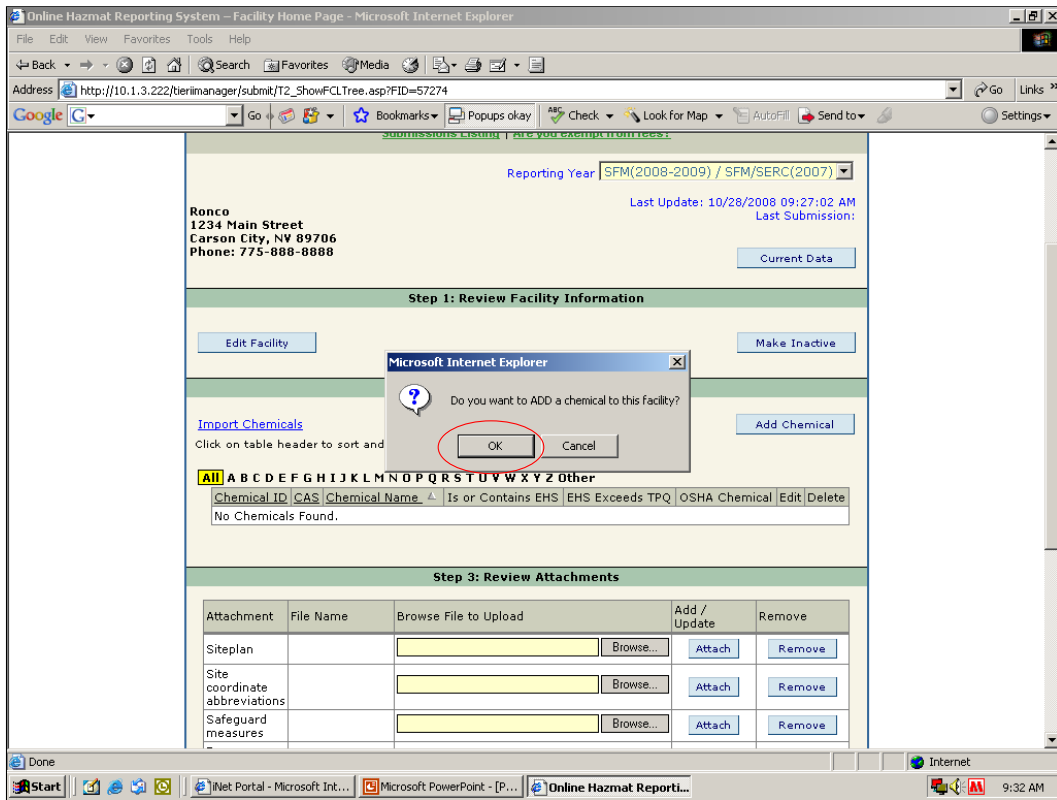


Select the "Continue with SFM/SERC" link.
Next Page >>>>



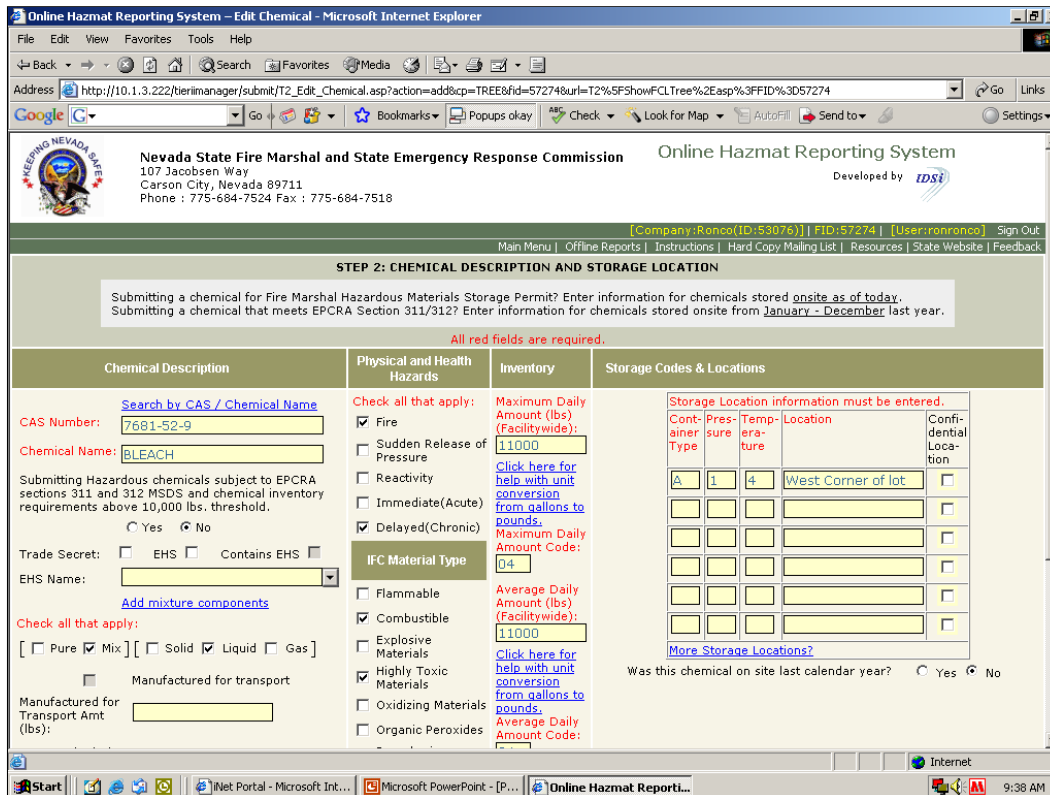
Once you have created your facility, enter the chemicals located at this facility.
Click the “Add Chemical” button.

Next Page >>>>



Click "OK" to continue.

Next Page >>>>



You will now be taken to the Chemical Description and Storage Location screen.

Once again **ALL ITEMS IN RED ARE REQUIRED FIELDS** and the system will not let you save until all items are correctly filled out.

Using your Material Safety Data Sheets for your chemical, fill in all applicable information.

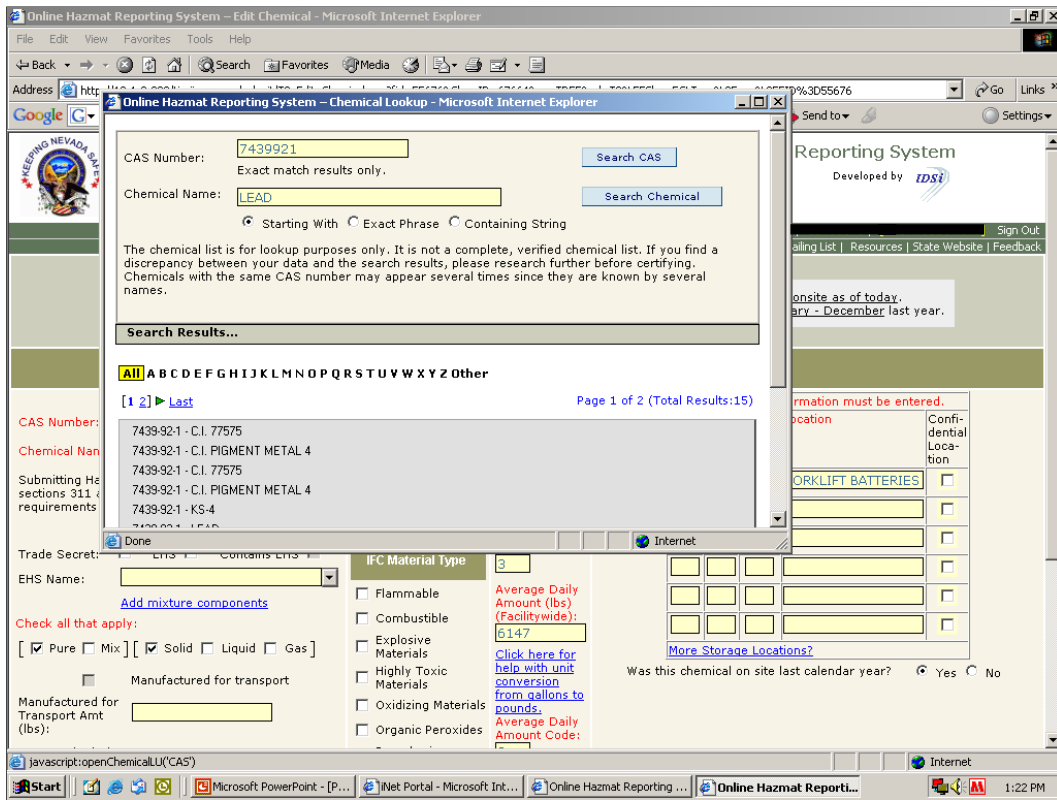
If you need more information on the field you are working on in this screen, please use the IDSI Comprehensive Manual for further details.

IT IS YOUR RESPONSIBILITY TO FILL IN THIS INFORMATION WITH CORRECT DATA AT ALL TIMES.

REMEMBER: ALL CHEMICALS ARE REPORTED IN POUNDS ONLY.

Be aware that your input on this screen will determine the costs associated with your company's submission.

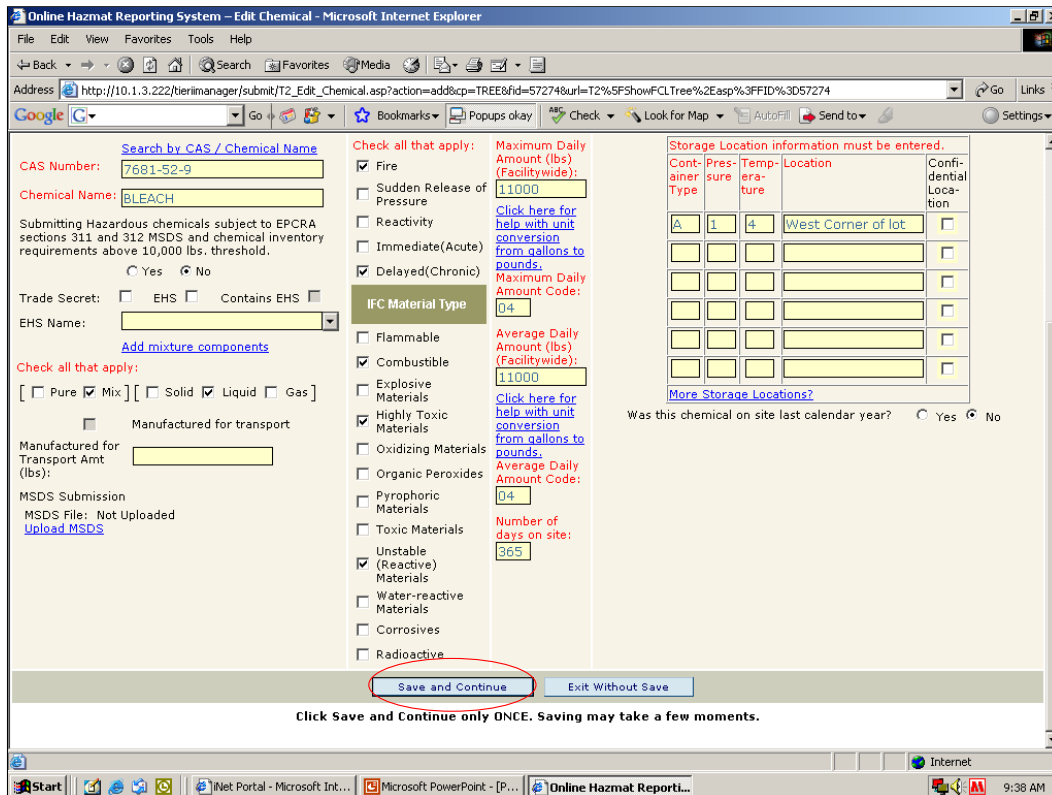
Next Page >>>>



Note that this page has various look-ups that will pop-up to assist you in finding the correct CAS Numbers and Chemical Names.

Not all chemicals are in the online listing. If you cannot find a CAS number from your Material Safety Data Sheets, input "N/A" for the number and fill in the correct name.

Next Page >>>>

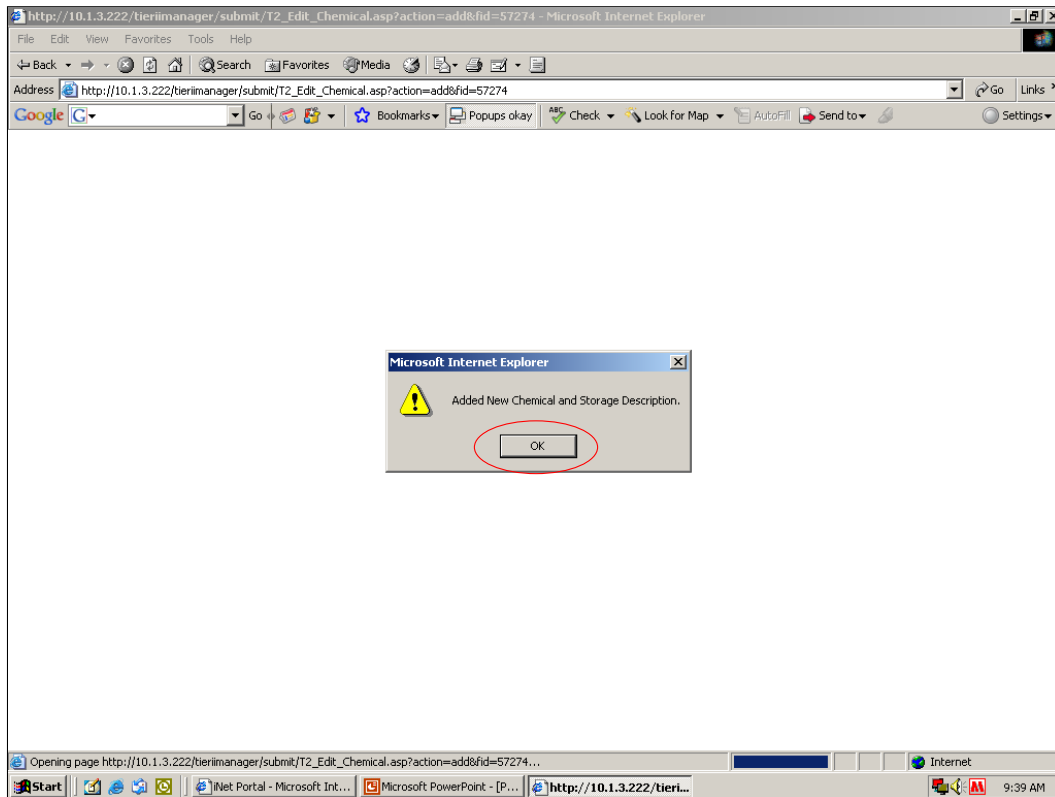


Continue to fill in all applicable information.

Click on the “Save and Continue” button.

If you get an error pop-up box, correct the applicable data and continue to click on “Save and Continue” until the system saves the data.

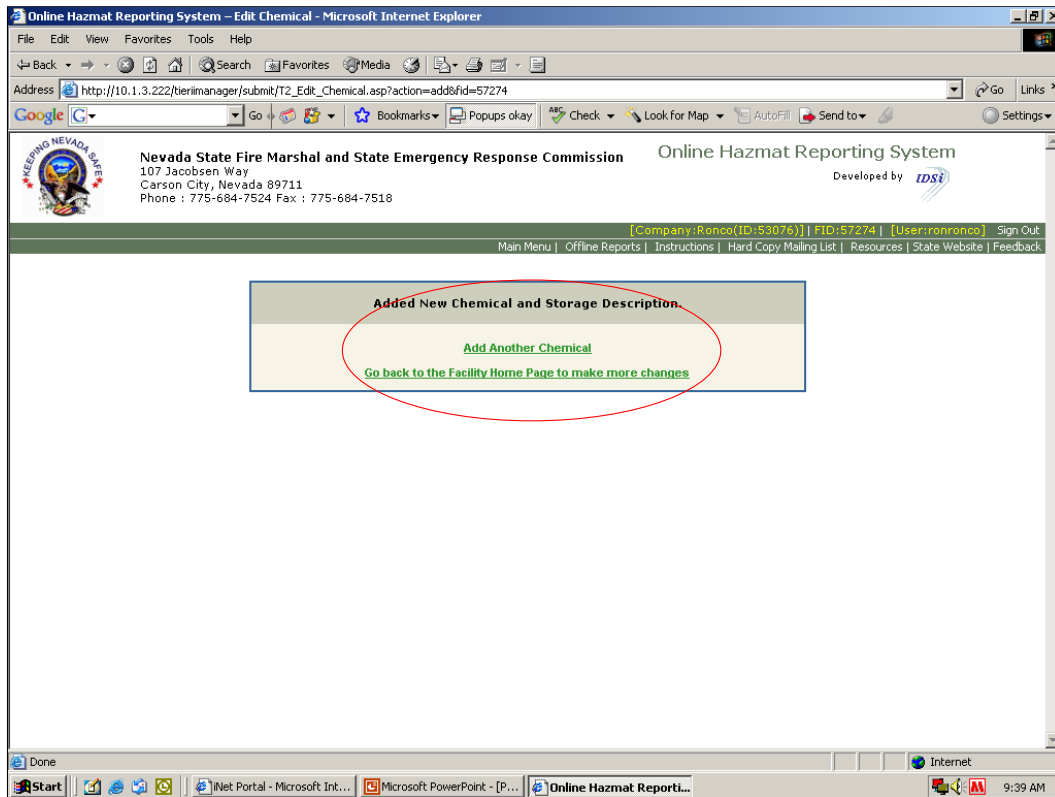
Next page >>>>



Once the system saves, the screen will go blank and this pop-up will appear.

Click "OK" to continue.

Next Page >>>>

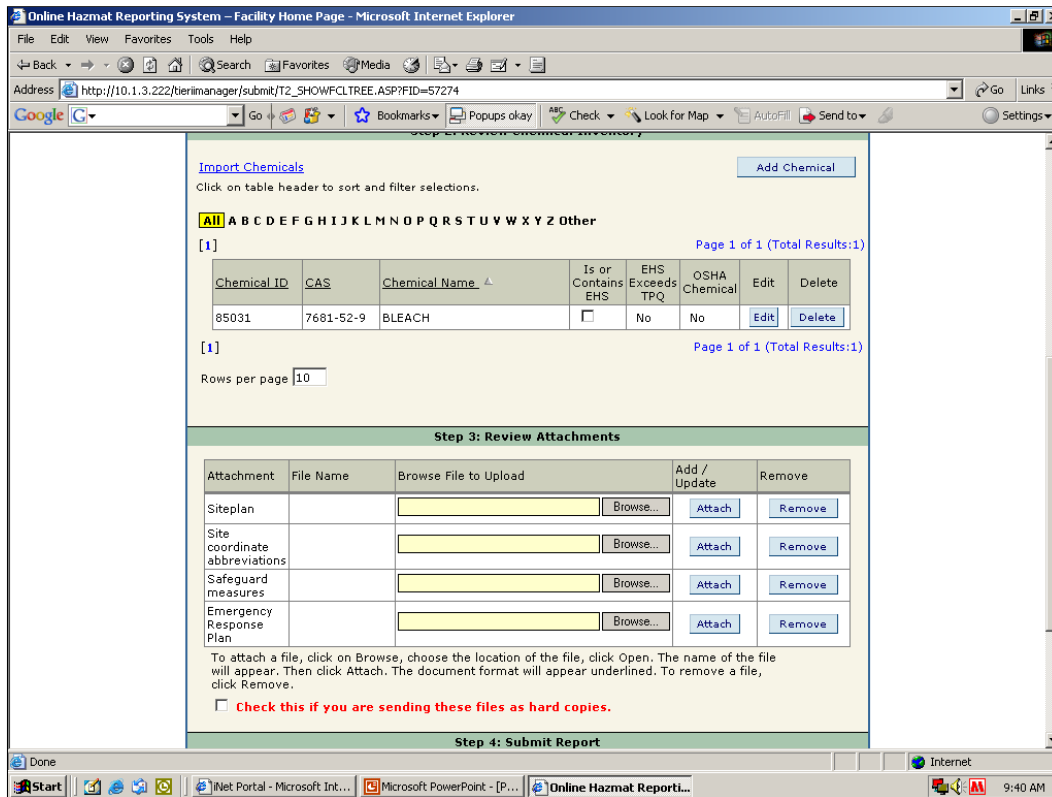


On the next screen you will get the message “Added New Chemical and Storage Description.”

Add Another Chemical: Click here to add another chemical.

Go Back to the Facility Home Page: Click here to return to the facility home page.

Next Page >>>>

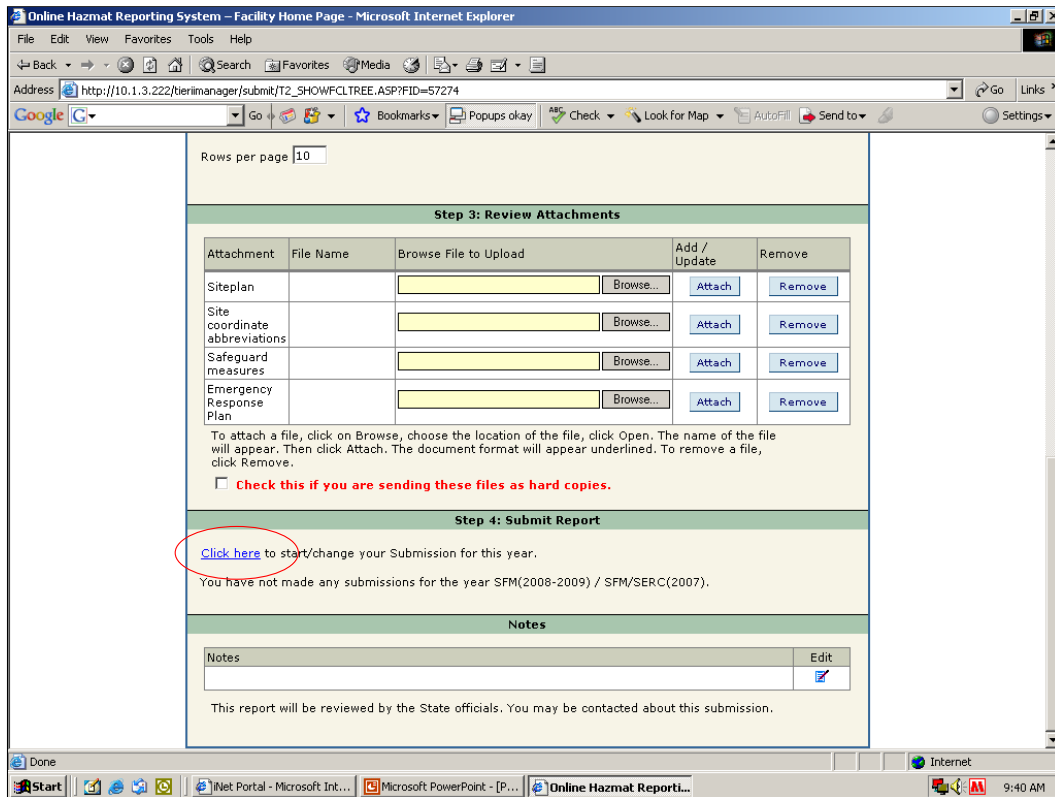


Step 3: Review Attachments

You can attach Siteplans and various other documents to compliment your submission.

At this time, these are not required.

Next Page >>>>

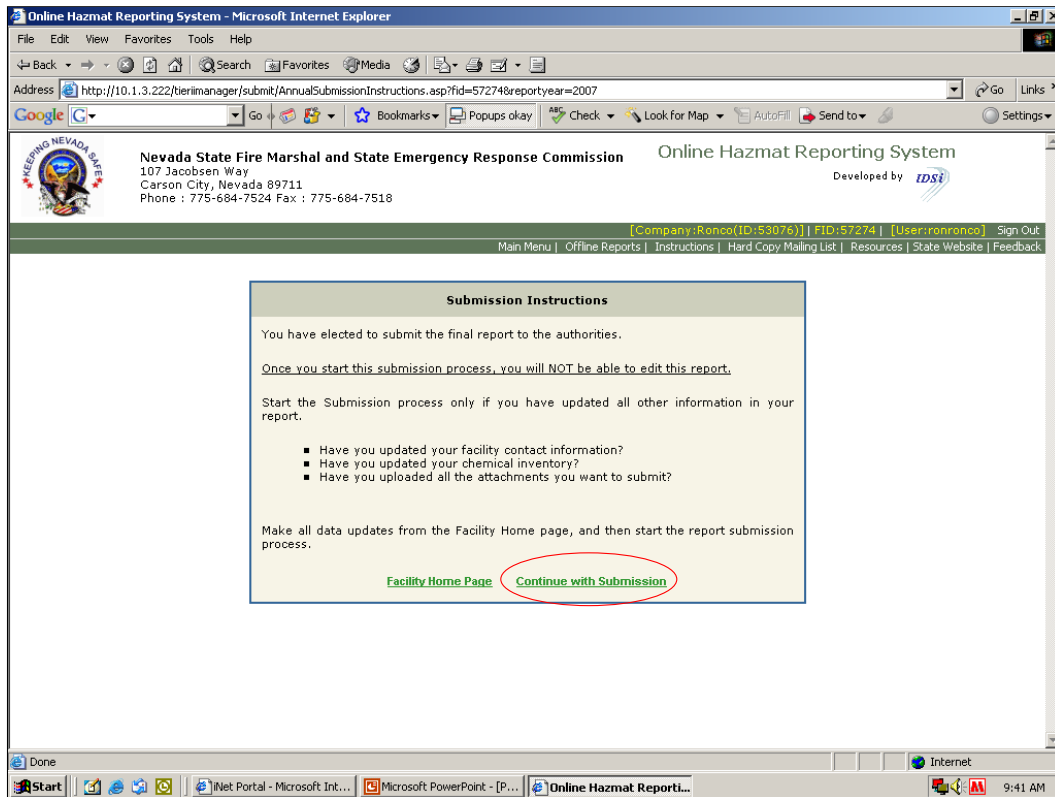


Step 4: Submit Report

You will begin the finalized report submission for your Company/Facilities.

Click on the "Click here" link to begin submission.

Next Page >>>>



Once you have entered all your facilities and clicked on the link to submit your finalized report, you will see the Submission Instructions screen.

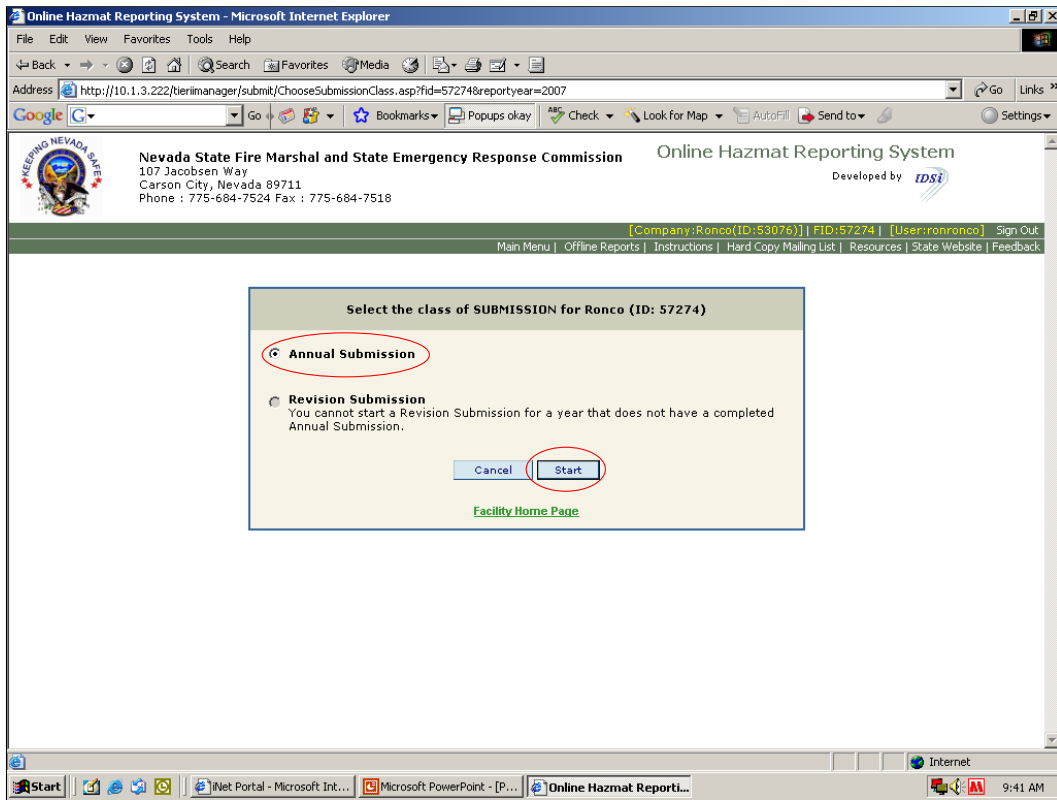
From this point forward, you will be given several chances to return to the Facility Home Page to make corrections, if needed.

Once you submit for the year, **YOU CANNOT MAKE CHANGES** to your submission unless you apply for a “Previous Year Edit” from the Main Menu screen.

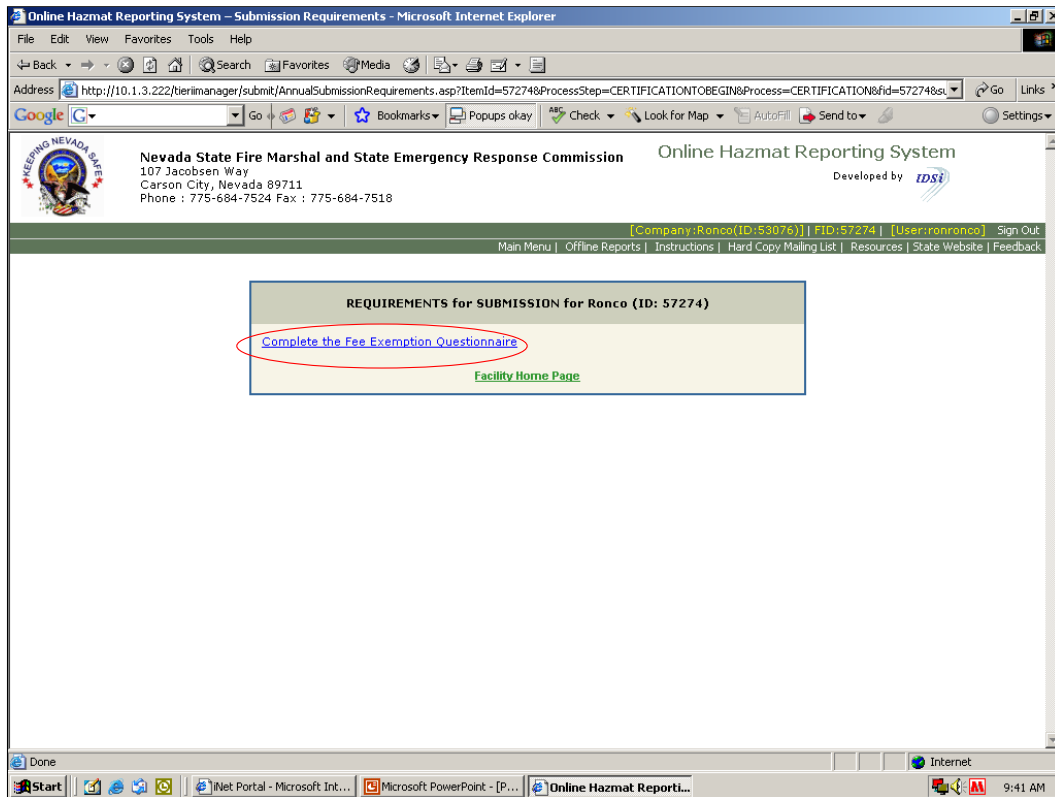
Please refer to the IDSI Comprehensive Manual for further details on Previous Year Edits.

Click on the “Continue with Submission” link.

Next Page >>>>



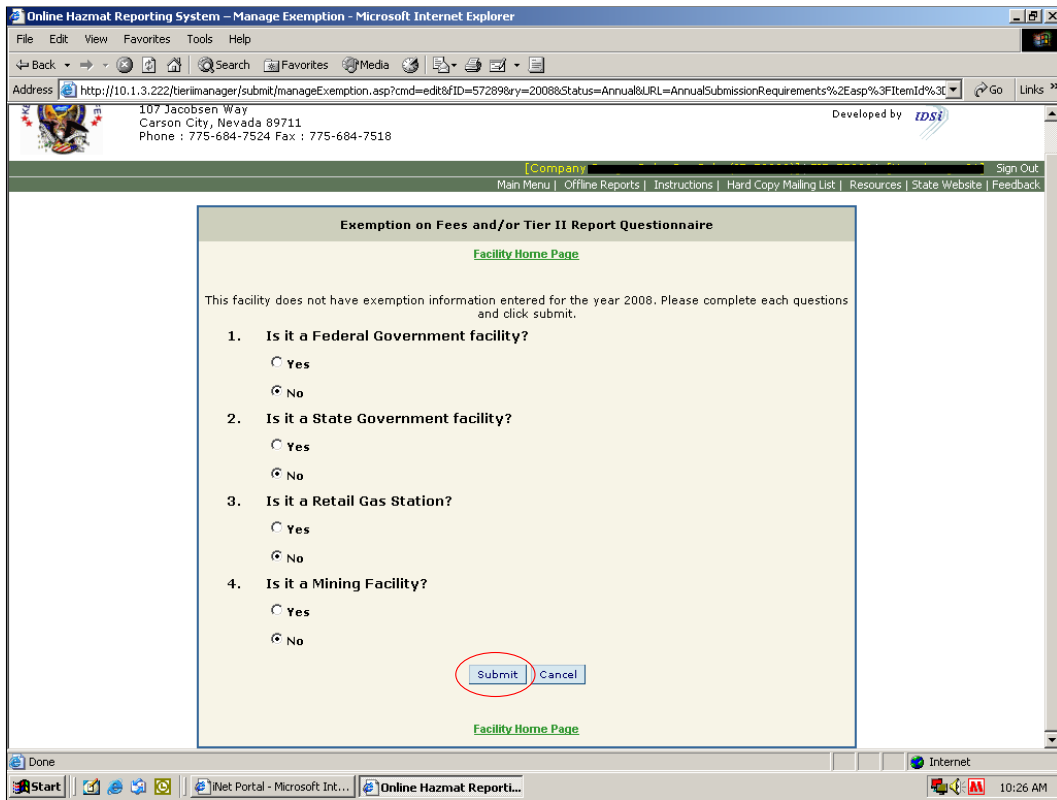
From this screen, click on the “Annual Submission” radio button, then click “Start.”
Next Page >>>>



This is a required step:

Click on the “Complete the Fee Exemption Questionnaire” link.

Next Page >>>>

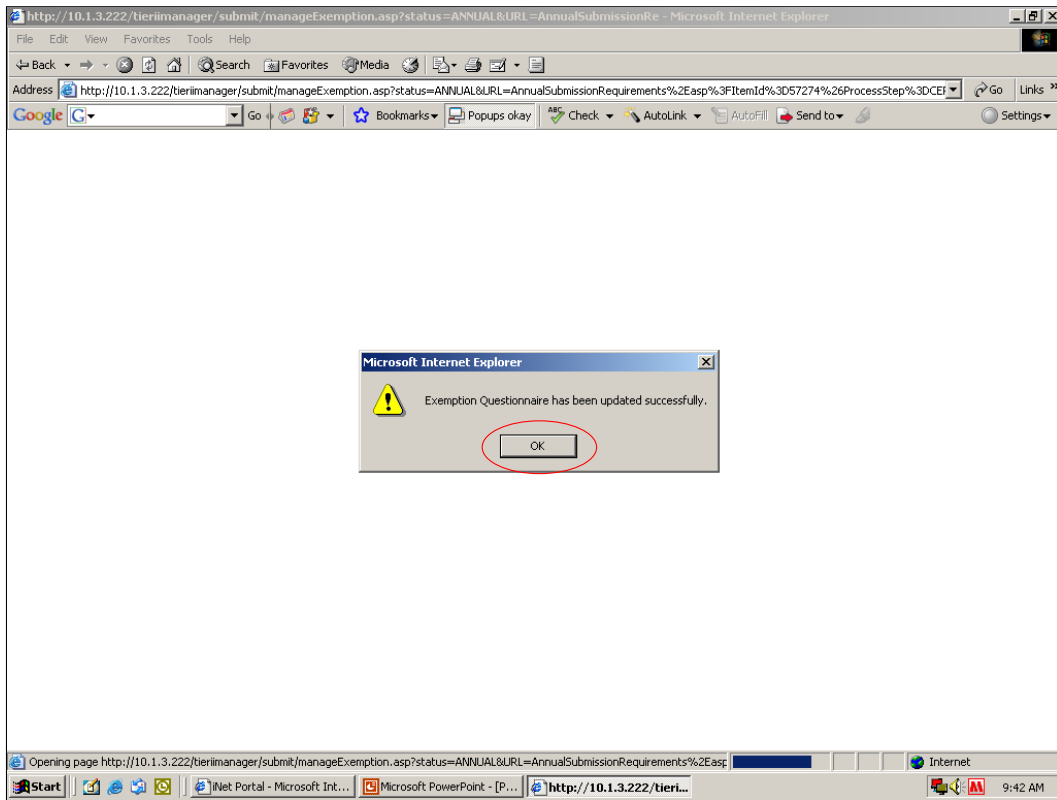


Click the appropriate radio buttons.

The default is “No” on all questions.

If none of the choices apply to you, click “Submit” to continue.

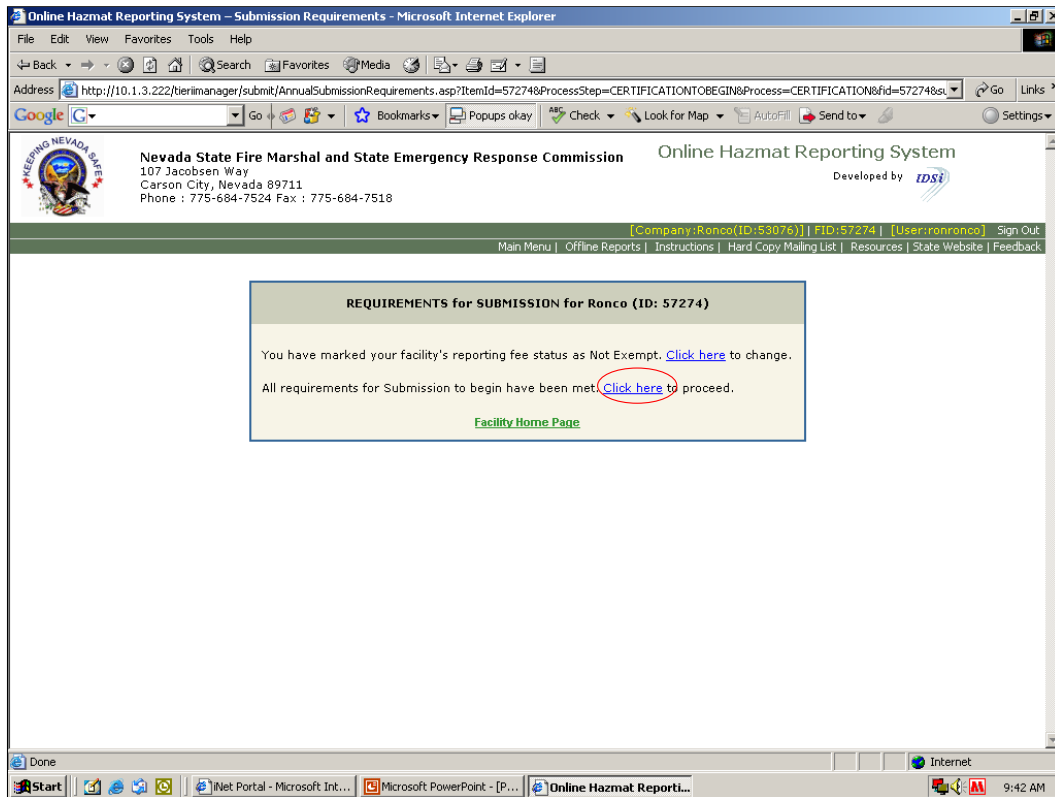
Next page >>>>



The screen will go blank and you will get this pop-up.

Click “OK” to continue.

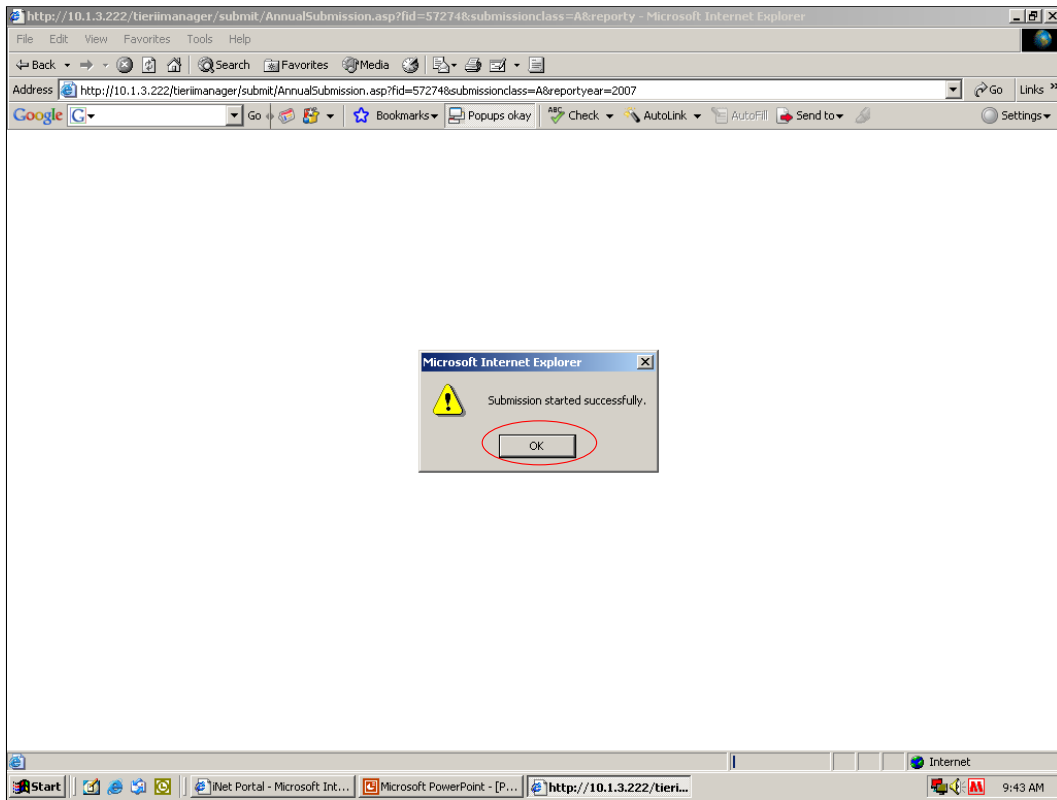
Next Page >>>>



Once again you are given an opportunity to stop your submission and make changes.

If everything is correct, click the “All Requirements for Submission to Begin Have Been Met. Click Here to Proceed” link.

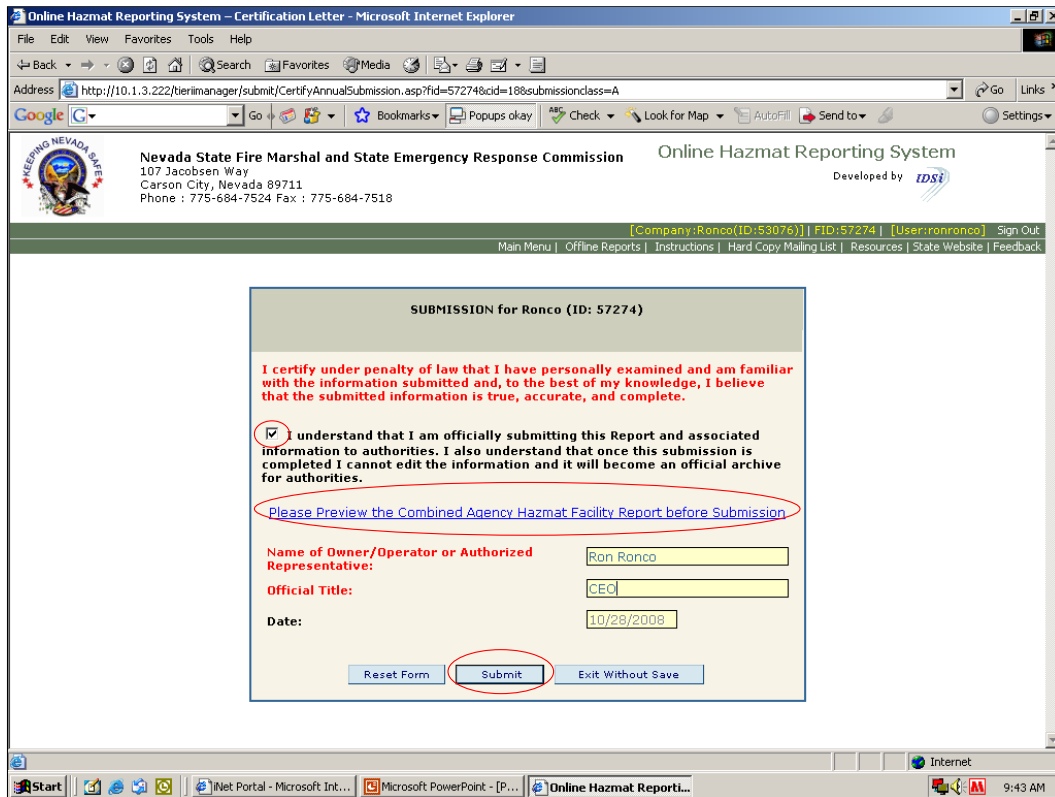
Next Page >>>>



The screen will go blank and you will get this pop-up.

Click "OK" to continue.

Next Page >>>>



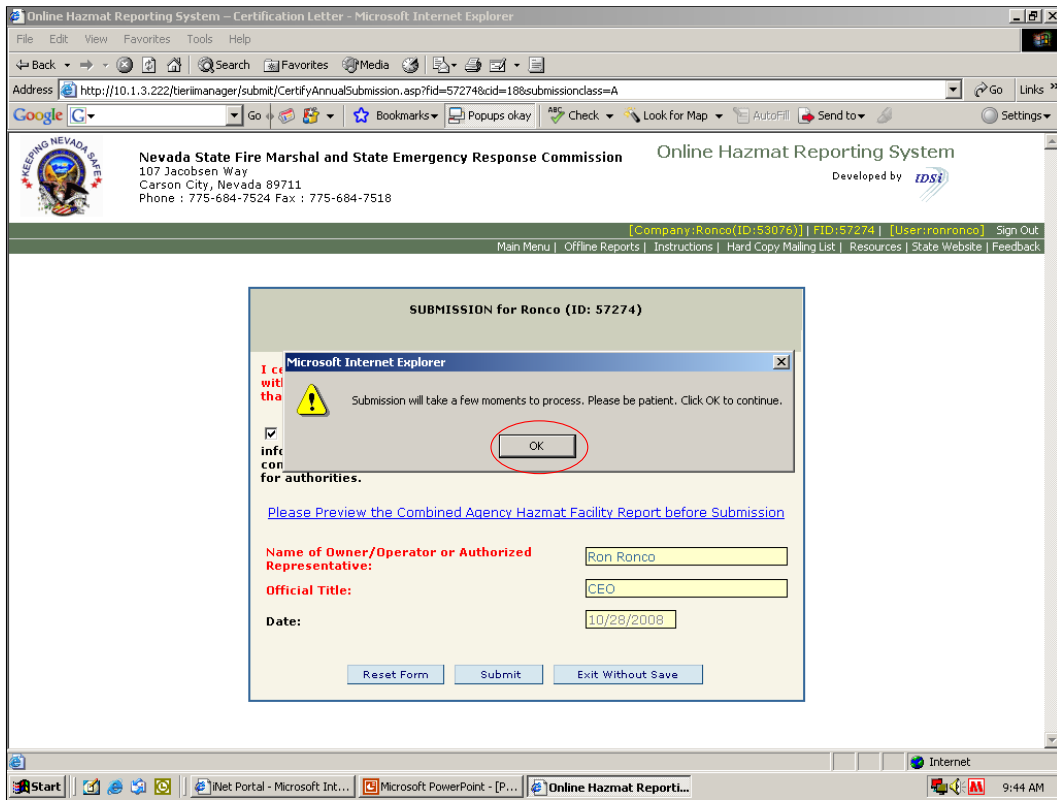
You will be taken to the Submission Certification where the Owner/Operator or Authorized Representative digitally signs to verify the document is true, accurate and complete.

Check the “I understand” box.

You have one more opportunity to review and/or reject your submission before finalizing it for the year and paying your fees.

If everything is correct, click the “Submit” button to continue.

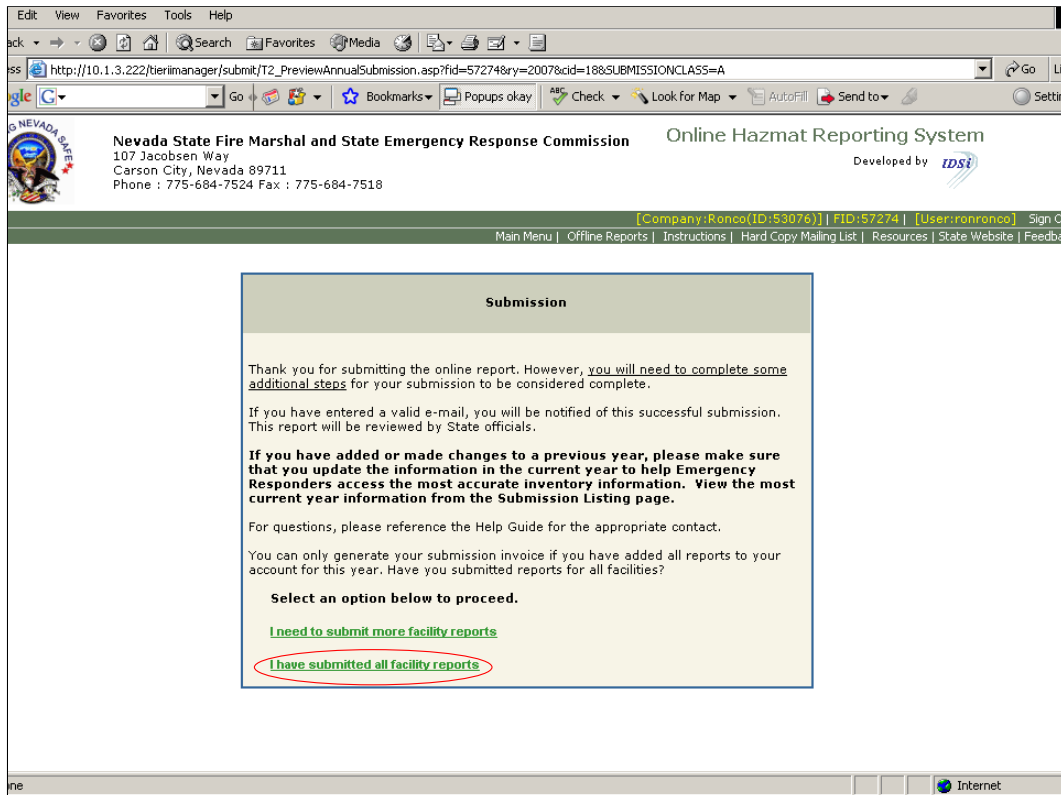
Next Page >>>>



You will get this pop-up box.

Click the "OK" button.

Next Page >>>>

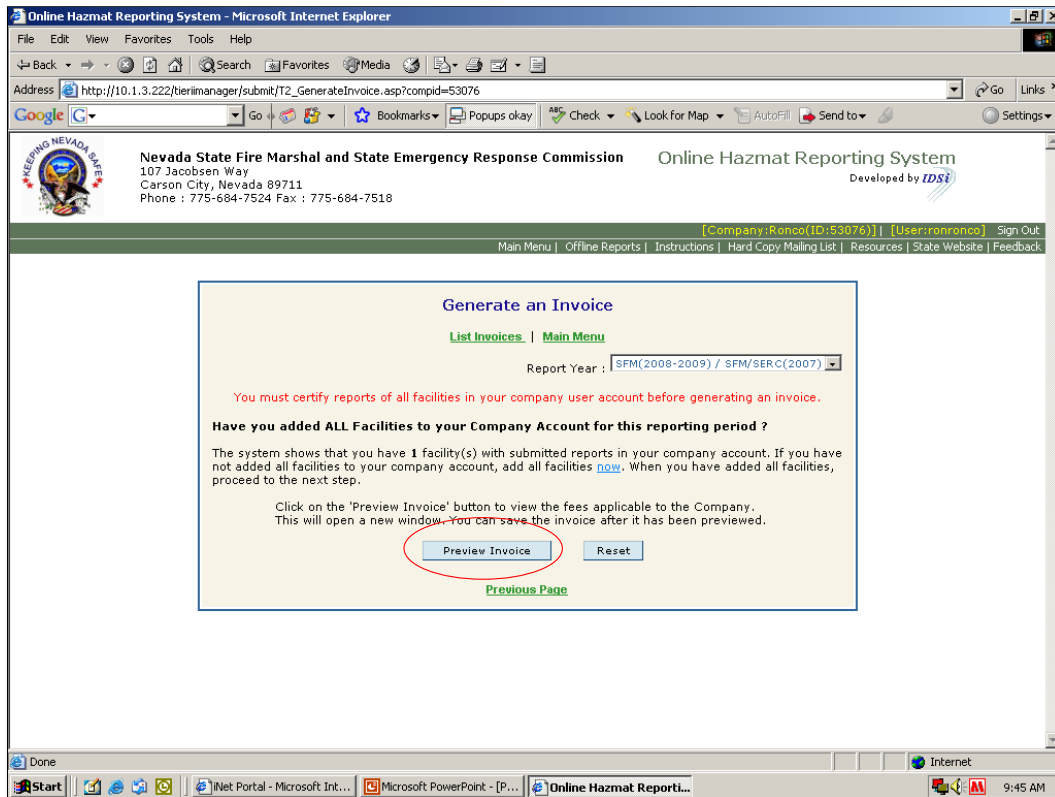


Read the final Submission Instructions screen.

You can still make changes, if need be, before finalizing for the year.

If everything is correct, click on “I have submitted all facility reports” link.

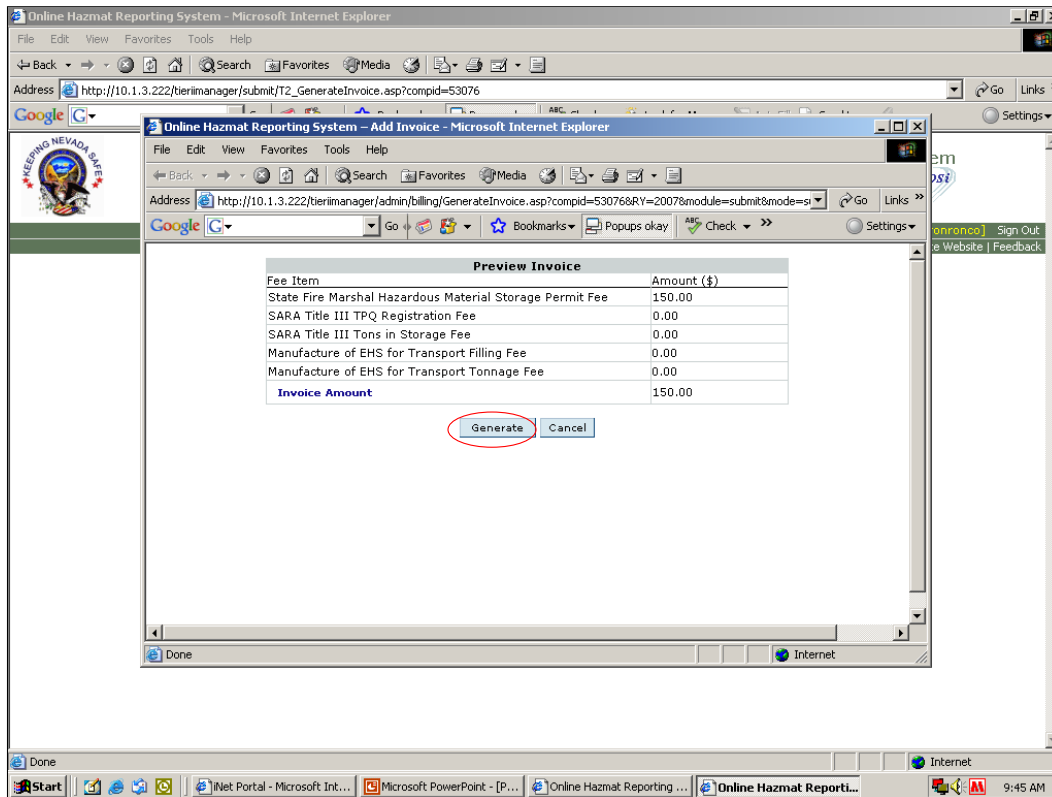
Next Page >>>>



If everything has been entered for your facility(ies), you will get this screen.

Click on the “Preview Invoice” button.

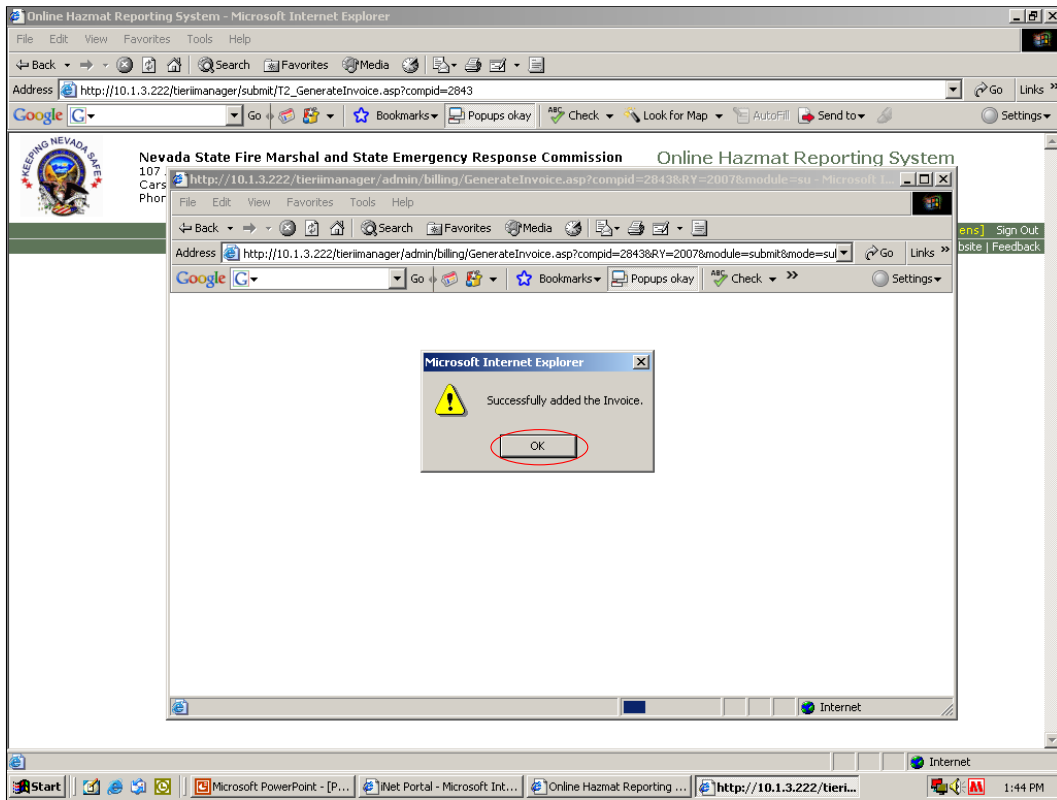
Next Page >>>>



A pop-up box will display the fees you owe for this year according to the chemicals and amounts you reported.

Now click the “Generate” button to create your invoice.

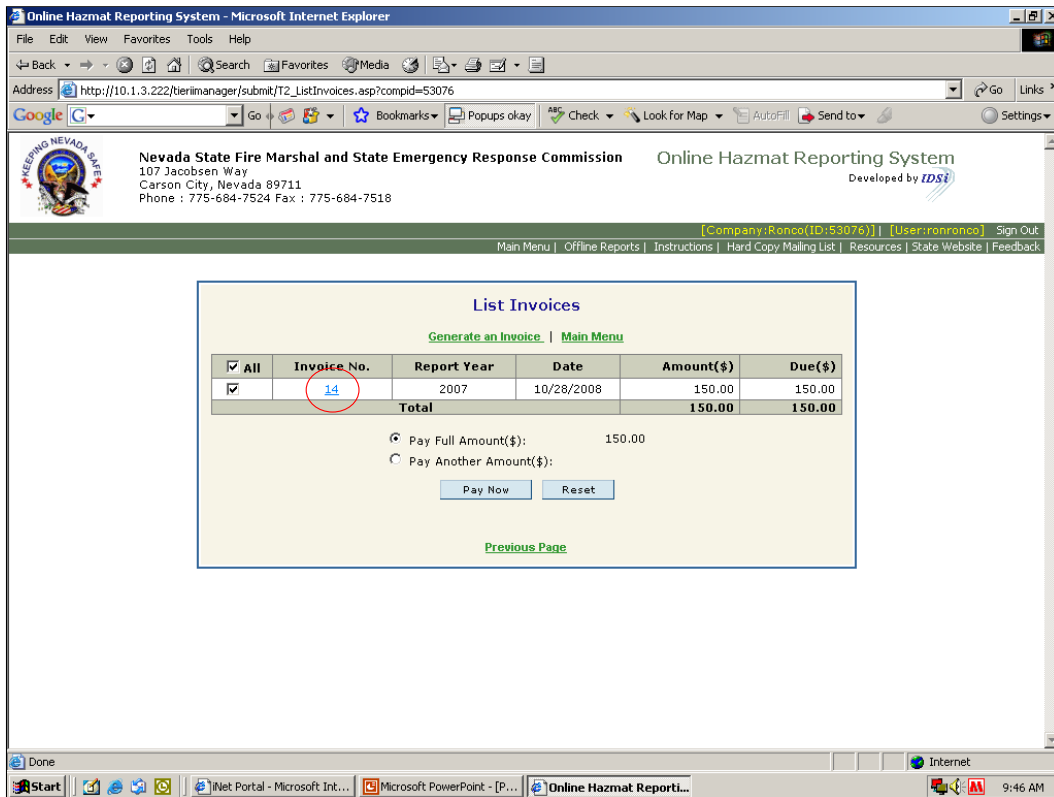
Next Page >>>>



The screen will go blank and you will get this pop-up.

Click "OK" to continue.

Next Page >>>>



This screen is where you open your invoice.

IT IS HIGHLY SUGGESTED THAT YOU PRINT A COPY OF THIS INVOICE FOR YOUR RECORDS.

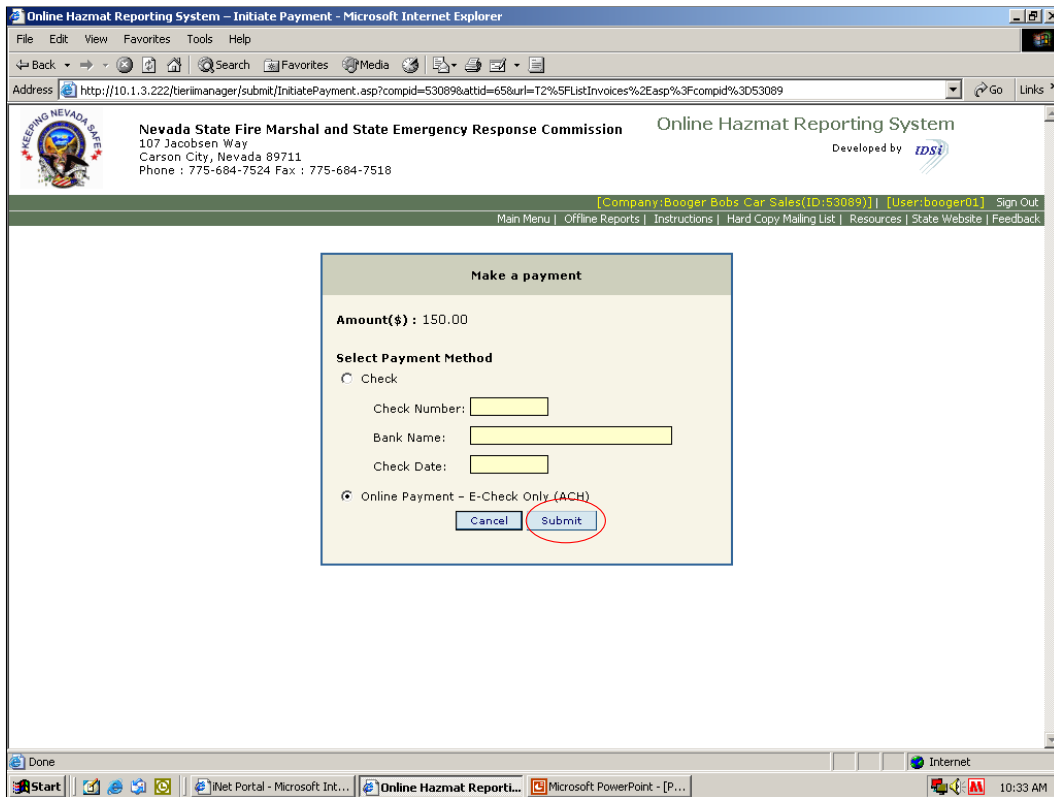
You can access your invoice by clicking on the blue “Invoice Number” link.

If you are going to send the payment in the mail, you will close the invoice after you print two copies (one for your records and one to send in with the payment). You will now “Sign Out” of the database, ***DO NOT CONTINUE WITH THE PAY NOW PART OF THE SCREEN unless you are paying via E-PAY.***

MAIL A COPY OF THE INVOICE WITH YOUR PAYMENT

If you are going to pay the fee by E-Check you need to click on the “PAY NOW” button.

Next Page >>>>



Now you will select “Online Payment”.

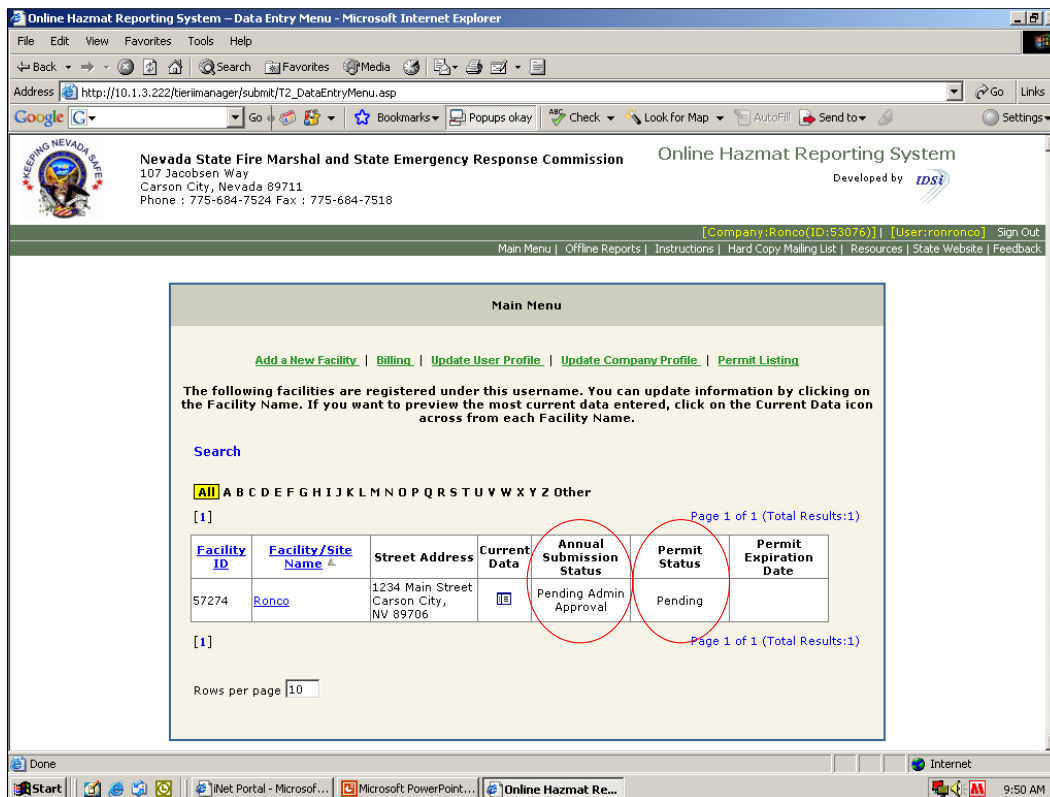
YOU CANNOT USE A CREDIT CARD TO PAY AT THIS TIME

If you pay via E-Pay, this is the fastest way to get approval to print your permit.

Once you select the “Submit” button, you will be taken to another screen through the state vendor. Follow all instructions to complete your transaction. Make sure you keep all copies of payments made (make a print-out of the screen or choose the “Print Receipt” option if available).

Once payment has been made through the state vendor site and verified, you may now “Sign-Out” of the database.

Next Page >>>>



You have submitted your HAZMAT Submission for the year.

The system will automatically take you back to the Main Menu showing your facilities.

Notice that your Submission Status says “Pending Admin Approval” and Permit Status says “Pending.”

Once the payment is verified for E-Pay and/or received and processed for checks/money orders, the HAZMAT Office will update your submission status to “Completed.”

If you paid by E-Pay, you will receive an email from our office indicating your payment has been verified.

At this time, your pending permit will be processed and you may print it out to display at your business.

Please see the printing permit instructions in this guidebook.

You may now sign out and await our email notifying you that your permit is ready to print.

End of New Customer Procedure.


Customer Main Menu - Renewals

Online Hazmat Reporting System – Data Entry Menu - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Address http://10.1.3.222/iermanager/submit/T2_DataEntryMenu.asp

Google



Nevada State Fire Marshal and State Emergency Response Commission
107 Jacobsen Way
Carson City, Nevada 89711
Phone : 775-684-7524 Fax : 775-684-7518

Online Hazmat Reporting System
Developed by 

[Company] Sign Out

Main Menu | Offline Reports | Instructions | Hard Copy Mailing List | Resources | State Website | Feedback

Main Menu

[Add a New Facility](#) | [Billing](#) | [Update User Profile](#) | [Update Company Profile](#) | [Permit Listing](#)

The following facilities are registered under this username. You can update information by clicking on the Facility Name. If you want to preview the most current data entered, click on the Current Data icon across from each Facility Name.

Search

[All] ABCDEFGHIJKLMNOPQRSTUVWXYZ Other

[1] Page 1 of 1 (Total Results:2)

Facility ID	Facility/Site Name	Street Address	Current Data	Annual Submission Status	Permit Status	Permit Expiration Date
55676		NORTH LAS VEGAS, NV 89030	[CD]	Not Started		
7188		RENO, NV 89511	[CD]	Not Started		

[1] Page 1 of 1 (Total Results:2)

Rows per page

This is the Main Menu where you will begin your renewal process.

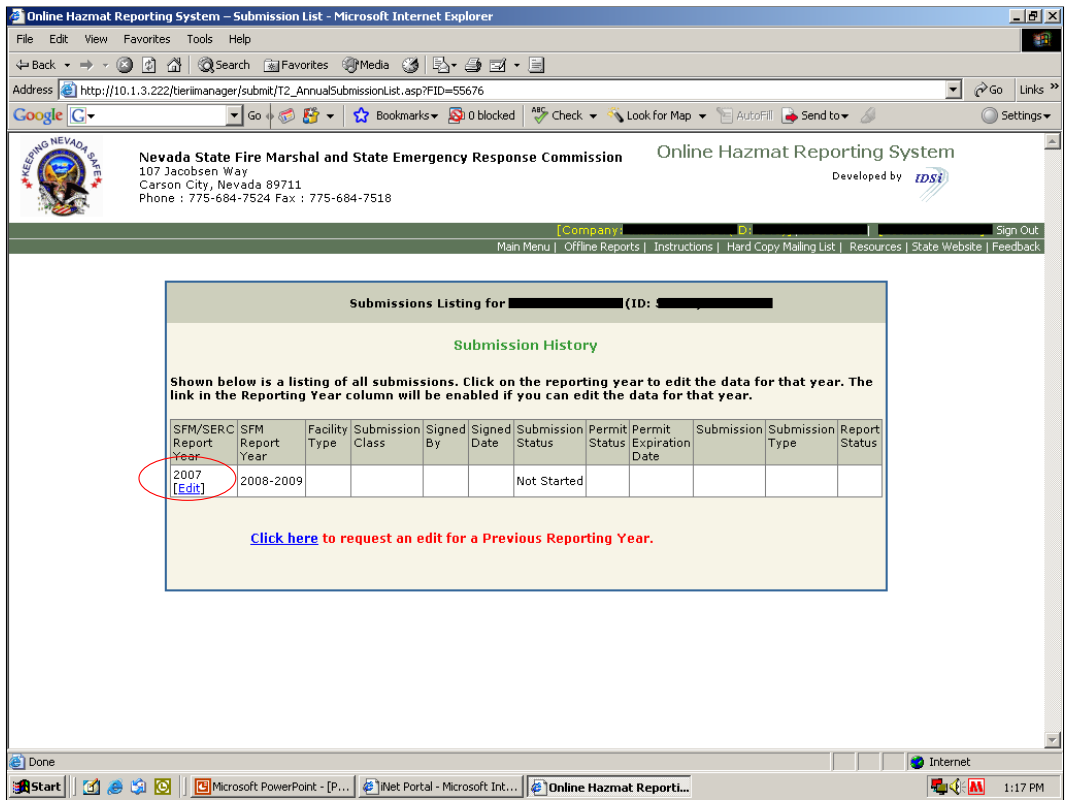
These instructions are for companies **that have previously reported** to the State Fire Marshal and are renewing for the year.

You will see the facilities attached to your company listed on this page.

Click on the first facility name to update its information.

Next Page >>>>

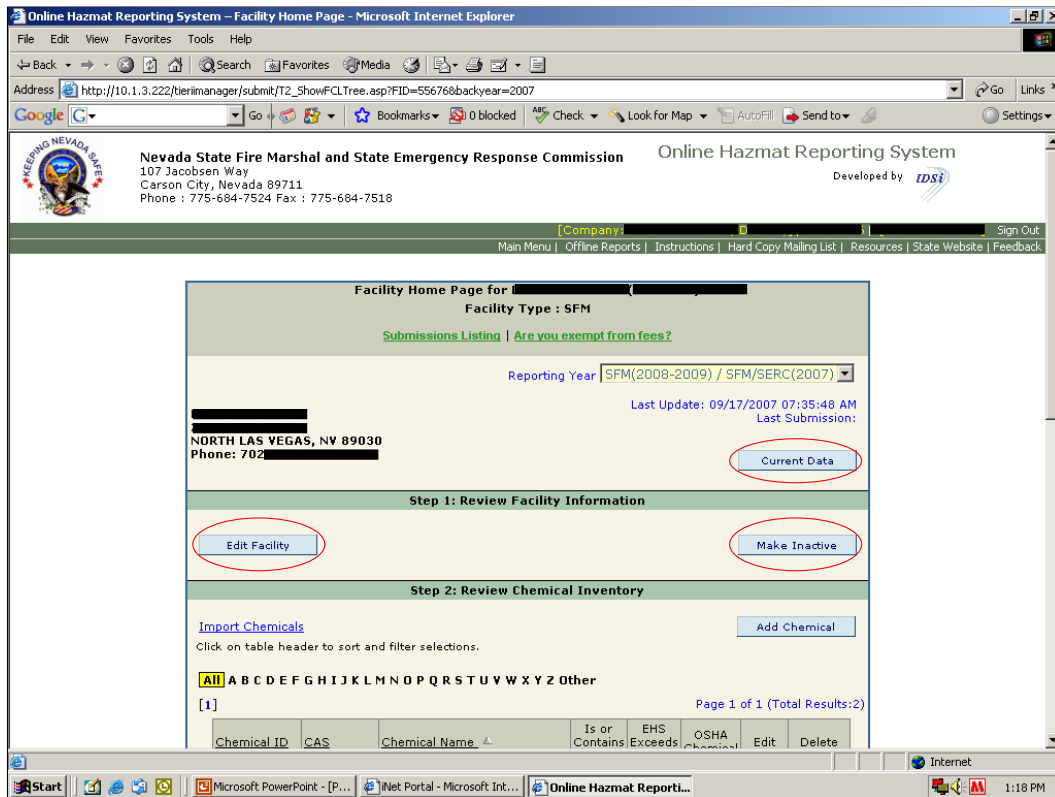
GO BACK TO TABLE OF CONTENTS



Once you click on the first facility name you will see the Submission History of this facility.

Click on edit to begin.

Next Page >>>>

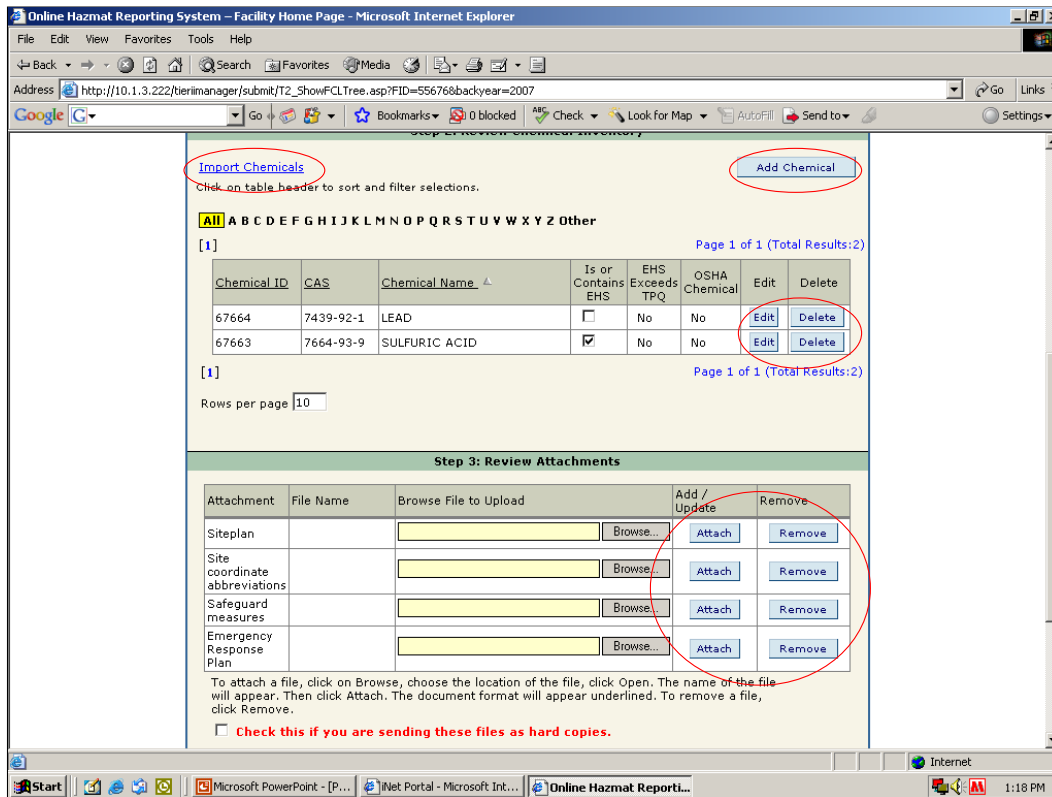


You will be taken to the Facility Home Page of your first facility.

This is the top portion of the screen.

Here you can view your Current Data, Edit Facility or Make Inactive your facility.

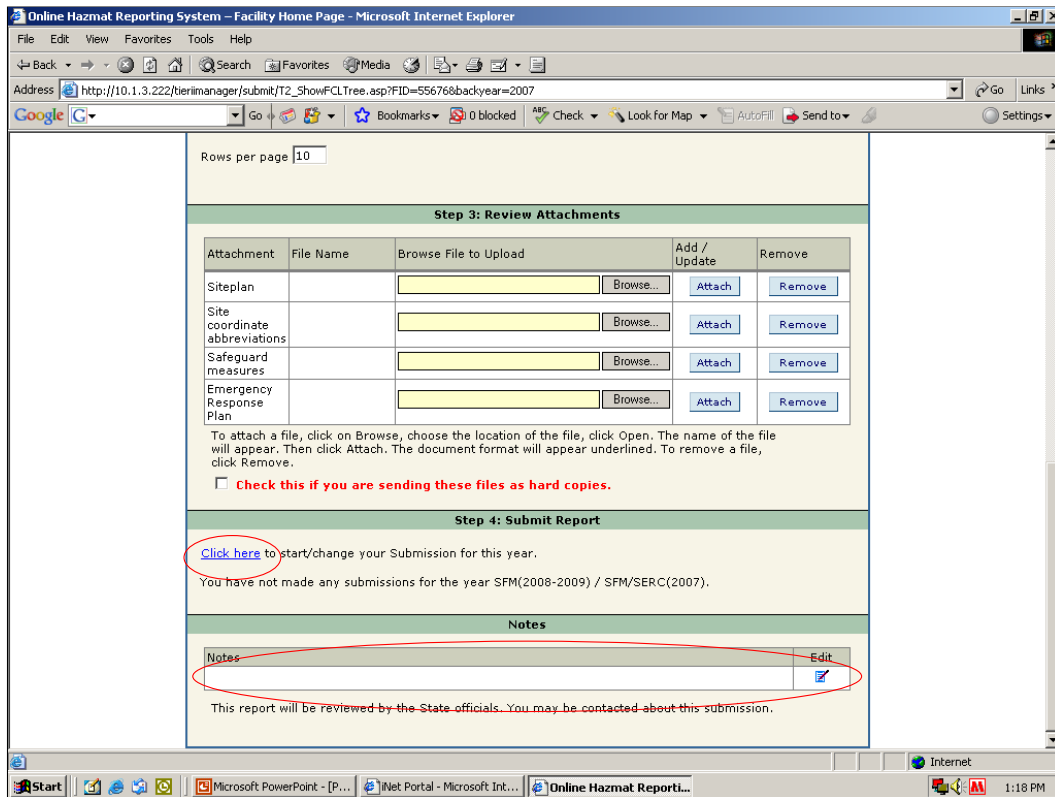
Next Page >>>>



This is the middle portion of the Facility Home Page.

Here you can Import Chemicals from your other facilities if they are alike, Add Chemicals, Edit Existing Chemicals, Delete Chemicals and Attach or Remove various attachments.

Next Page >>>>



This is the bottom portion of the Facility Home Page.

Once you have updated all of the information for your facilities, you will select the “Click Here” link to submit your report.

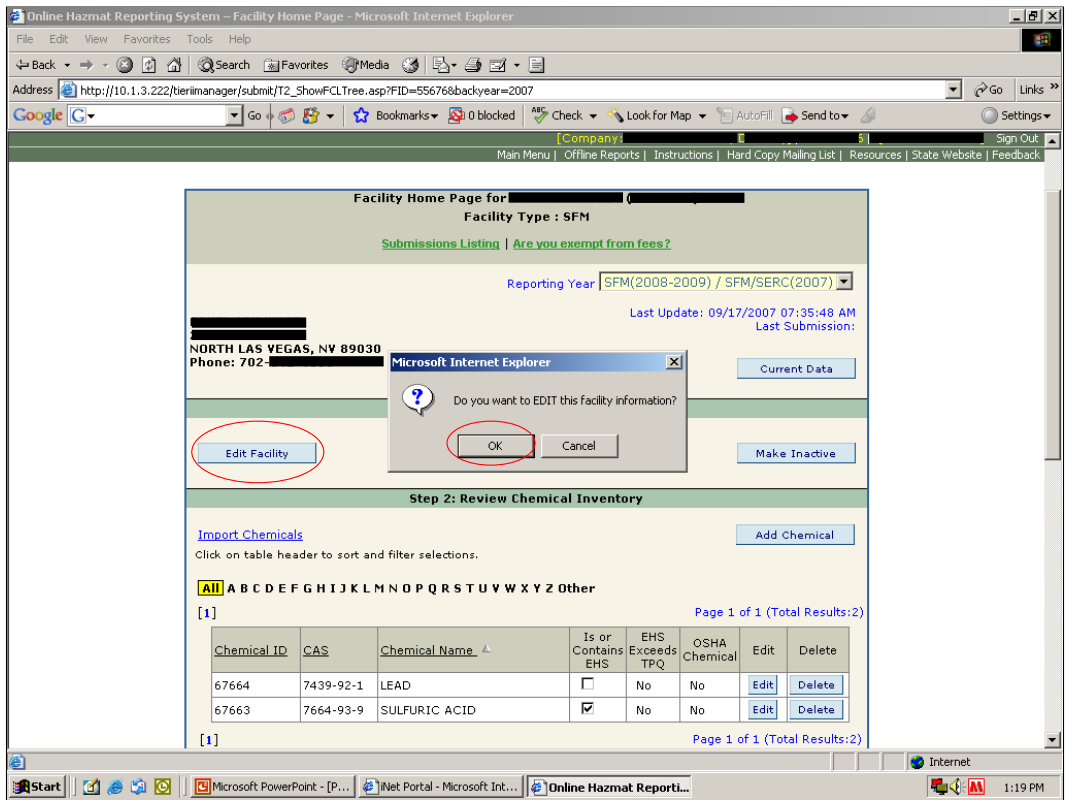
Keep in mind that you need to update all of your facilities to submit your report.

You can attach notes to your report for the HAZMAT staff if you wish.

These notes are not intended for asking questions.

You will do that from the “Feedback” link in the top green menu bar.

Next Page >>>>



To begin, select "Edit Facility" then click the "OK" button to edit.
Next Page >>>>

Online Hazmat Reporting System - Edit Facility - Microsoft Internet Explorer

Address: http://10.1.3.222/iermanager/submit/T2_Edit_Facility.asp?Valid=QryFromFdTree&Fid=55676

Nevada State Fire Marshal and State Emergency Response Commission
 107 Jacobsen Way
 Carson City, Nevada 89711
 Phone : 775-684-7524 Fax : 775-684-7518

Online Hazmat Reporting System
 Developed by IDSI

[Company] Sign Out
 Main Menu | Offline Reports | Instructions | Hard Copy Mailing List | Resources | State Website | Feedback

STEP 1: EDIT FACILITY DETAILS

All red fields are required.
 Enter phone number as 123-456-7890x1234567.

Facility Physical Location

Check if facility address is not a standard address

Company Name: [Redacted]
 Facility Name: [Redacted]
 Street Number: [Redacted] Street Direction: [Select One]
 Street Name: [Redacted] Street Type: [Select One]
 Street Unit: [Select One] Street Unit Description: [Redacted]
 City: NORTH LAS VEGAS
 County: CLARK (CL)
 LEPC: CLARK
 Fire Department: Clark County Las Vegas Fd (03002)
 State: Nevada Zip Code: 89030
 Facility Phone: [Redacted] Fax Number: [Redacted]
 Web: [Redacted]
 Facility: [Redacted] Retype: [Redacted]

Owner/Operator Mailing Address

Update with Company Mailing Address
 If you enter an address outside of the US or Canada, enter the state/province name in the City field.

Name: [Redacted]
 Country: United States
 Street Address: [Redacted]
 City: NORTH LAS VEGAS State: Nevada
 Zip Code: 89030
 Phone: [Redacted]

Facility Identification Information

SIC Code: 4225 Dun & Brad No.: [Redacted]
 TRIFID: [Redacted] NAICS: [Redacted]
 Federal Tax ID: [Redacted]

You will be taken to the Edit Facility Details screen.

You will notice that **ALL ITEMS IN RED ARE REQUIRED** and you cannot move forward from this screen until each of these areas are correctly filled out.

Fill out all of the applicable information in these areas and change anything that is incorrect.

It is important that you carefully review all existing data to insure accuracy.

Next Page >>>>

Online Hazmat Reporting System - Edit Facility - Microsoft Internet Explorer

Address: http://10.1.3.222/iermanager/submit/T2_Edit_Facility.asp?FValid=QryFromFdTree&Fid=55676

Department: Clark County Las Vegas PD (05002)

State: Nevada Zip Code: 89030

Facility Phone: [Redacted] Fax Number: [Redacted]

Web: [Redacted]

Facility Email: [Redacted] Retype Email: [Redacted]

Latitude: 0 Longitude: 0

Latitude and Longitude must be in Decimal Degrees.

Mailing Address, if different from Facility Physical Location

Update with Company Mailing Address

If you enter an address outside of the US or Canada, enter the state/province name in the City field.

Company: [Redacted]

Attn: [Redacted]

Country: United States

Street Address 1: [Redacted]

Street Address 2: [Redacted]

City: [Redacted] State: --- N/A ---

Zip Code: [Redacted] Phone: [Redacted]

Emergency Contact Information (Min 2 - Max 3 Emergency Contacts)

At least 2 phone numbers are required

Name:	Title:	Phone Number:	24 Hr. Phone:	Cell/Pager:
[Redacted]	OPS MGR	[Redacted]	[Redacted]	[Redacted]
[Redacted]	NIGHT WAR	[Redacted]	[Redacted]	[Redacted]
[Redacted]		[Redacted]	[Redacted]	[Redacted]

Save Changes Exit Without Save

Click Save Changes **only ONCE**. Saving may take a few moments.

Back to Main Menu

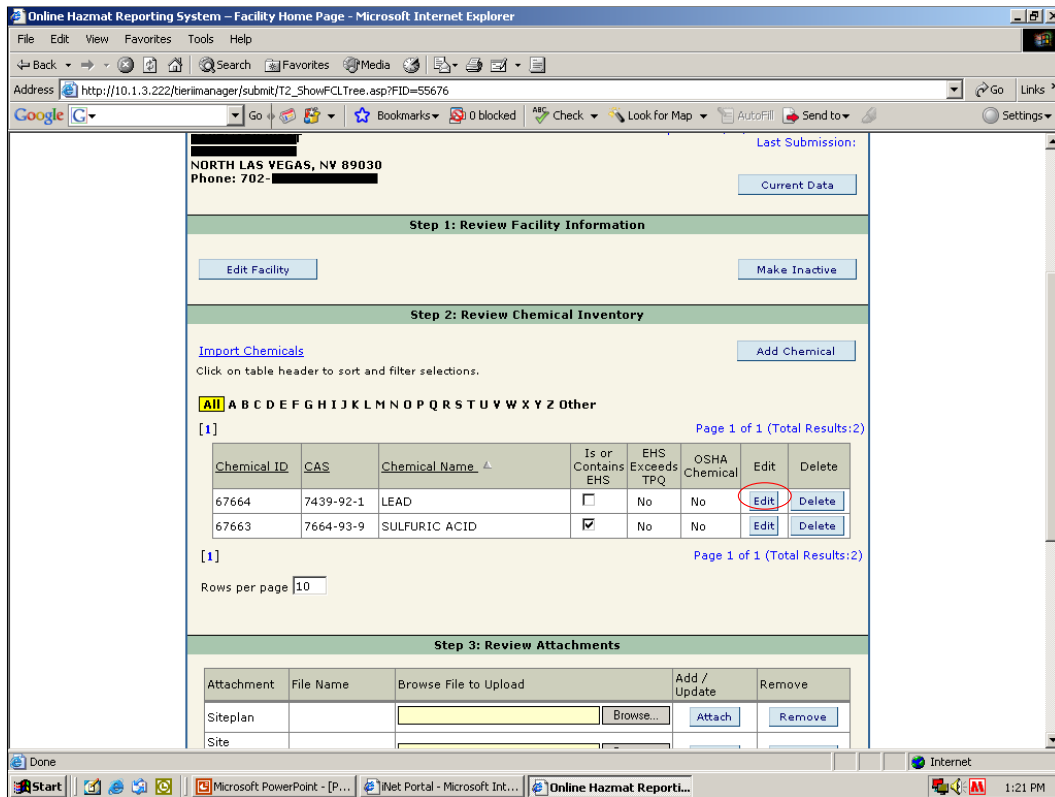
Fill out the remaining areas on the Edit Facilities Details screen.

Once completed, click "Save Changes."

If you have made an error, the system will tell you in a pop-up box.

Click "OK," fix the item in error, then click "Save Changes" again until it saves.

Next Page >>>>



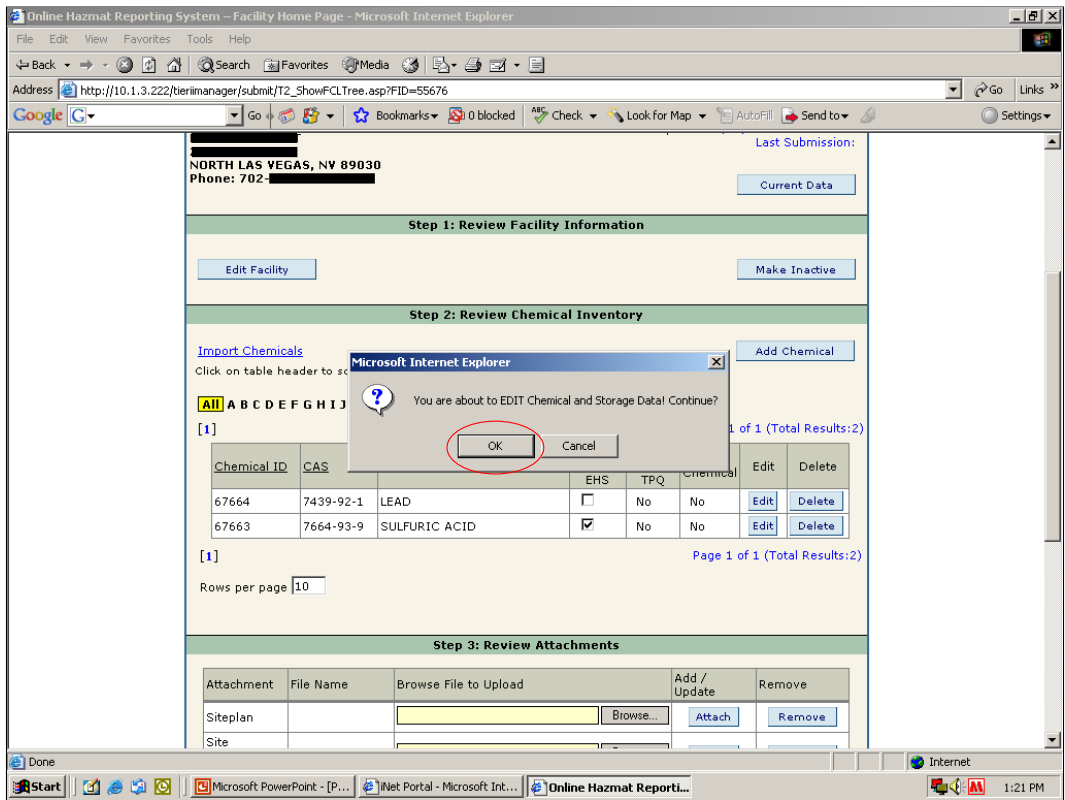
Once the facility has been edited and saved, you will move to the next section “Step 2: Review the Chemical Inventory” of your facility.

You must edit and fill out completely each and every chemical your company has listed

You will also add chemicals not previously reported in your last renewal.

Click on the first chemical “Edit” button to begin.

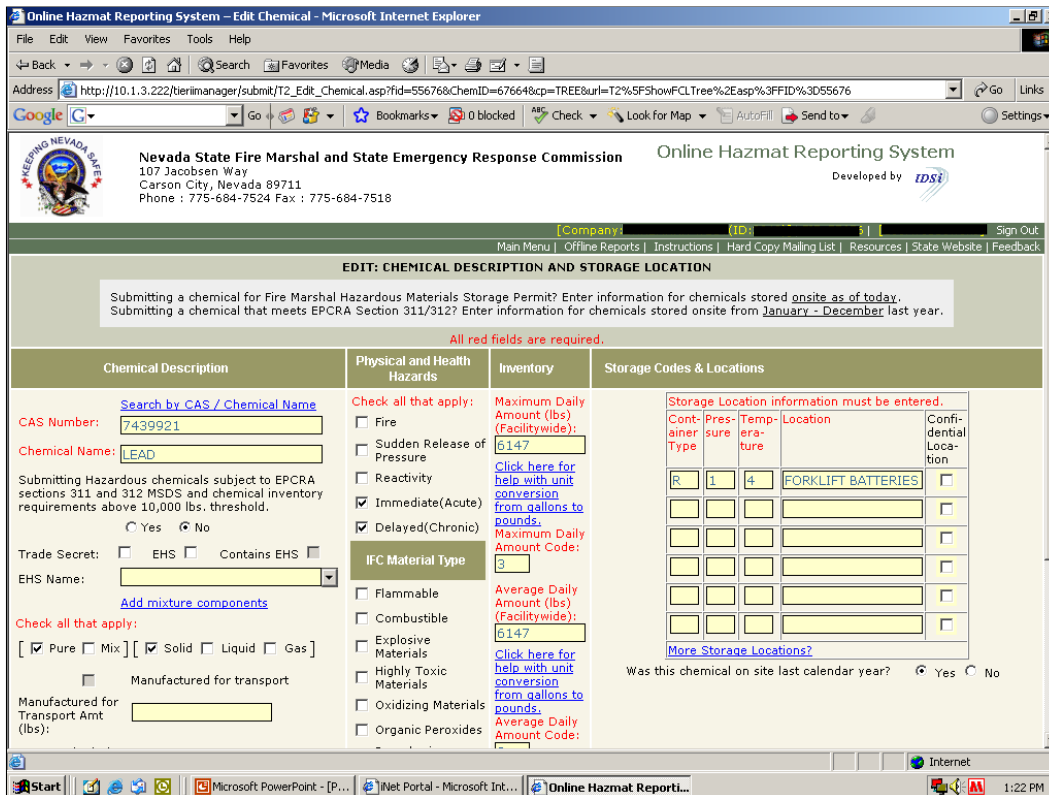
Next Page >>>>



This pop-up will appear, click “OK” to continue.

These pop-ups occur just in case you may have clicked on the wrong button so you can cancel at anytime.

Next Page >>>>



You will now be taken to the Chemical Description and Storage Location screen.

Once again **ALL ITEMS IN RED ARE REQUIRED FIELDS** and the system will not let you save until all items are correctly filled out.

Using your Material Safety Data Sheets for your chemical, fill in all applicable information.

If you need more information on the field you are working on in this screen, please use the IDSI Comprehensive Manual for further details.

IT IS YOUR RESPONSIBILITY TO FILL IN THIS INFORMATION WITH CORRECT DATA AT ALL TIMES.

REMEMBER: ALL CHEMICALS ARE REPORTED IN POUNDS ONLY.

Be aware that your input on this screen will determine the costs associated with your company's submission.

Next Page >>>>

The screenshot displays the 'Online Hazmat Reporting System - Chemical Lookup' interface. The main content area shows search results for the CAS Number 7439921 and Chemical Name LEAD. The search results are presented in a table with the following data:

CAS Number	Chemical Name	IFC Material Type
7439-92-1	- C.I. 77575	
7439-92-1	- C.I. PIGMENT METAL 4	
7439-92-1	- C.I. 77575	
7439-92-1	- C.I. PIGMENT METAL 4	
7439-92-1	- KS-4	

The interface also includes a sidebar with navigation links, a 'Reporting System' header, and a footer with the time 1:22 PM.

Note that this page has various look-ups that will pop-up to assist you in finding the correct CAS Numbers and Chemical Names.

Not all chemicals are in the online listing. If you cannot find a CAS number on your Material Safety Data Sheets, input "N/A" for the number and fill in the correct name.

Next Page >>>>

Online Hazmat Reporting System - Edit Chemical - Microsoft Internet Explorer

Address: http://10.1.3.222/iermanager/submit/IT2_Edit_Chemical.asp?fid=7188&ChemID=67666&cp=TREE&url=T2%5FShowFCLTree%2Easp%3Ffid%3D7188%26backyear%3D20

Search by CAS / Chemical Name
 CAS Number: 7664939
 Chemical Name: BATTERY ELECTROLYTE

Submitting Hazardous chemicals subject to EPCRA sections 311 and 312 MSDS and chemical inventory requirements above 10,000 lbs. threshold.
 Yes No

Trade Secret: EHS Contains EHS
 EHS Name: SULFURIC ACID

Check all that apply:
 Pure Mix Solid Liquid Gas
 Manufactured for transport

Manufactured for Transport Amt (lbs): 0

MSDS Submission
 MSDS File: Not Uploaded
[Upload MSDS](#)

Check all that apply:
 Fire
 Sudden Release of Pressure
 Reactivity
 Immediate (Acute)
 Delayed (Chronic)

IFC Material Type
 Flammable
 Combustible
 Explosive Materials
 Highly Toxic Materials
 Oxidizing Materials
 Organic Peroxides
 Pyrophoric Materials
 Toxic Materials
 Unstable (Reactive) Materials
 Water-reactive Materials
 Corrosives
 Radioactive

Maximum Daily Amount (lbs) (Facilitywide): 1986
[Click here for help with unit conversion from gallons to pounds.](#)
 Maximum Daily Amount Code: 03

Average Daily Amount (lbs) (Facilitywide): 1986
[Click here for help with unit conversion from gallons to pounds.](#)
 Average Daily Amount Code: 03

Number of days on site: 365

Storage Location information must be entered.

Container Type	Pressure	Temperature	Location	Confidential Location
R	1	4	IN FORKLIFT BATTERY	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Was this chemical on site last calendar year? Yes No

Save and Continue Exit Without Save

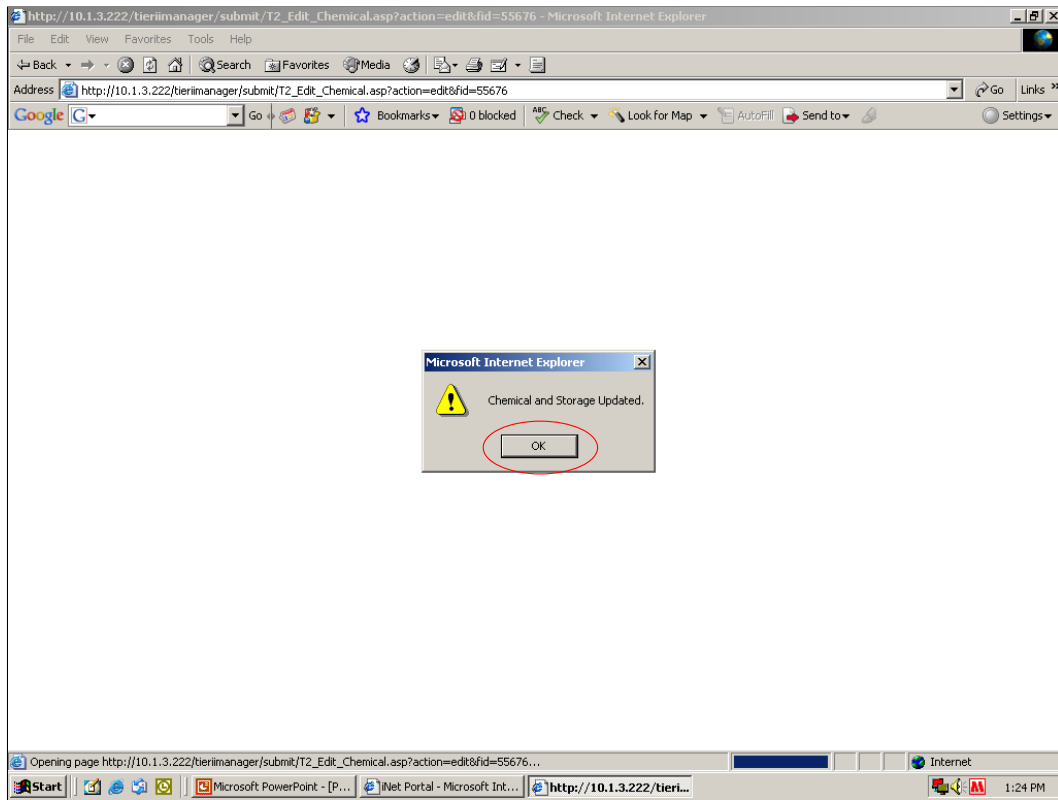
Click Save and Continue only ONCE. Saving may take a few moments.

Continue to fill in all the applicable information.

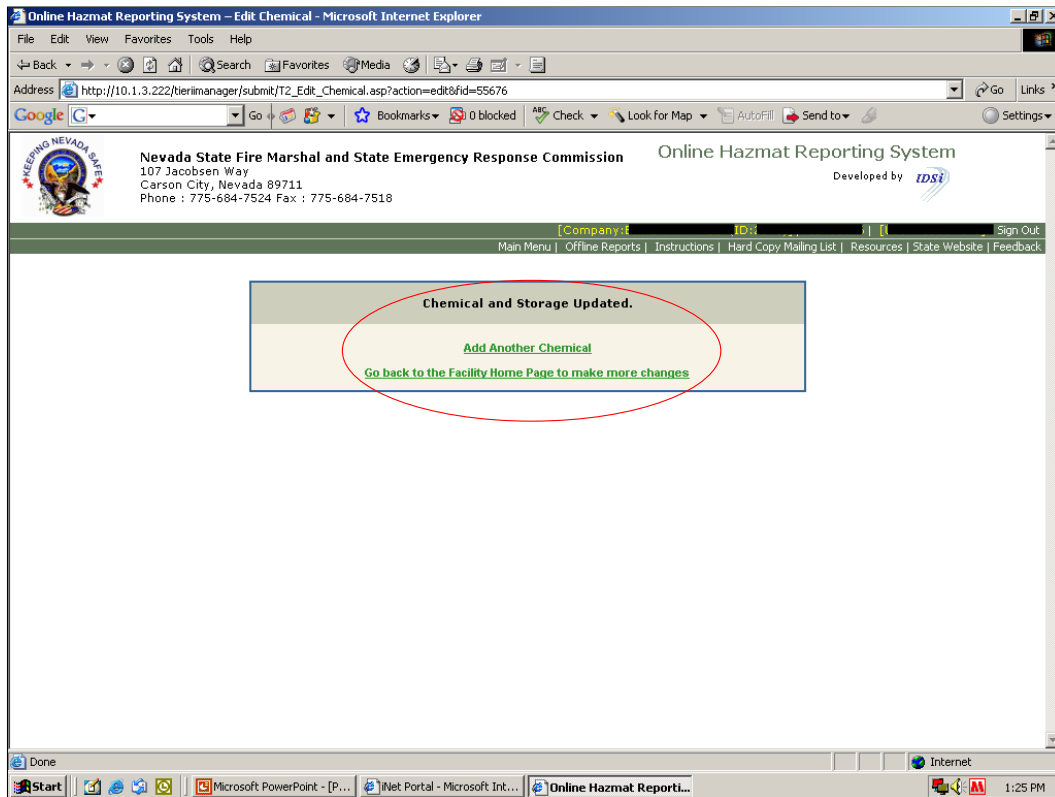
Then click on the "Save and Continue" button.

If you get an error pop-up box, fix the applicable data and continue to click on "Save and Continue" until all items are correct and the system saves the data.

Next page >>>>



Once the system saves, the screen will go blank and this pop-up will appear.
Click “OK” to continue.
Next Page >>>>



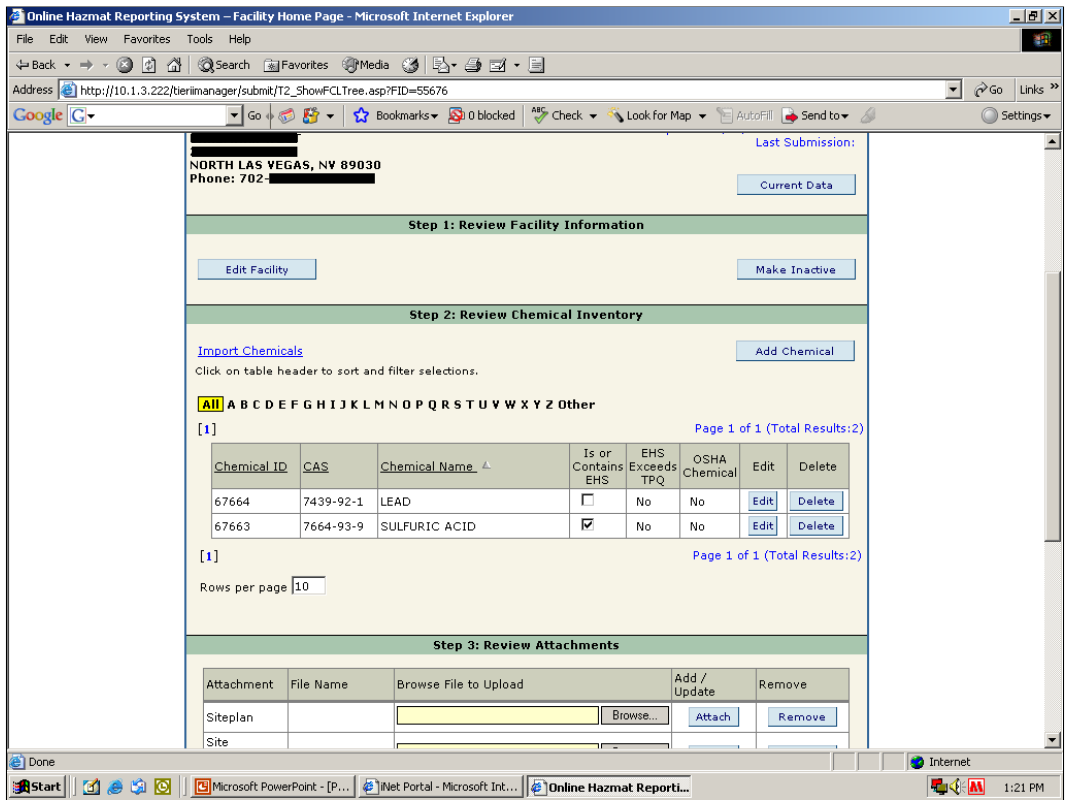
On the next screen you will get the message “Chemical and Storage Updated.”

Add Another Chemical: Click here to add a chemical not previously reported.

Go Back to the Facility Home Page: Click here to continue updating chemicals you have reported in the past.

Usually you will select “Go back to the Facility Home Page” from here.

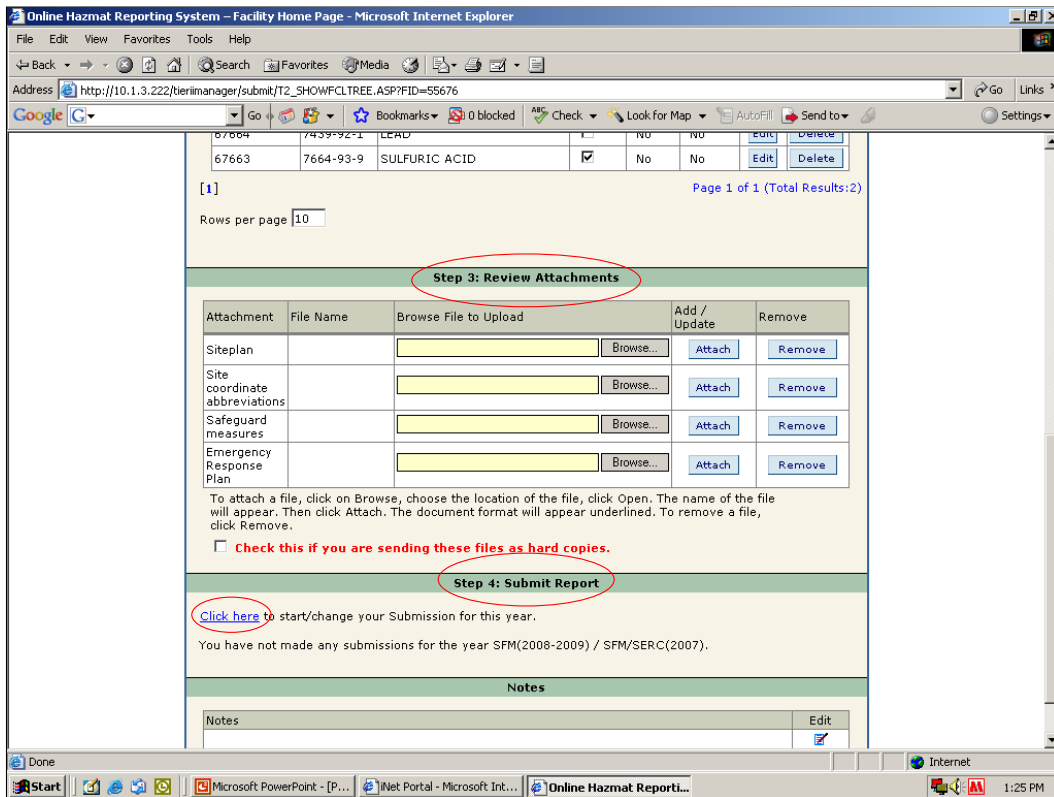
Next Page >>>>



Once you return to the Facility Home Page, click “Edit” on the next chemical and follow the previous steps until all chemicals have been updated for your facility.

Once you complete Step 2: Review Chemical Inventory, then move to Step 3: Review Attachments section.

Next Page >>>>



Step 3: Review Attachments

You can attach siteplans and various other documents to compliment your submission.

At this time siteplans are not required to be submitted and are optional.

Step 4: Submit Report

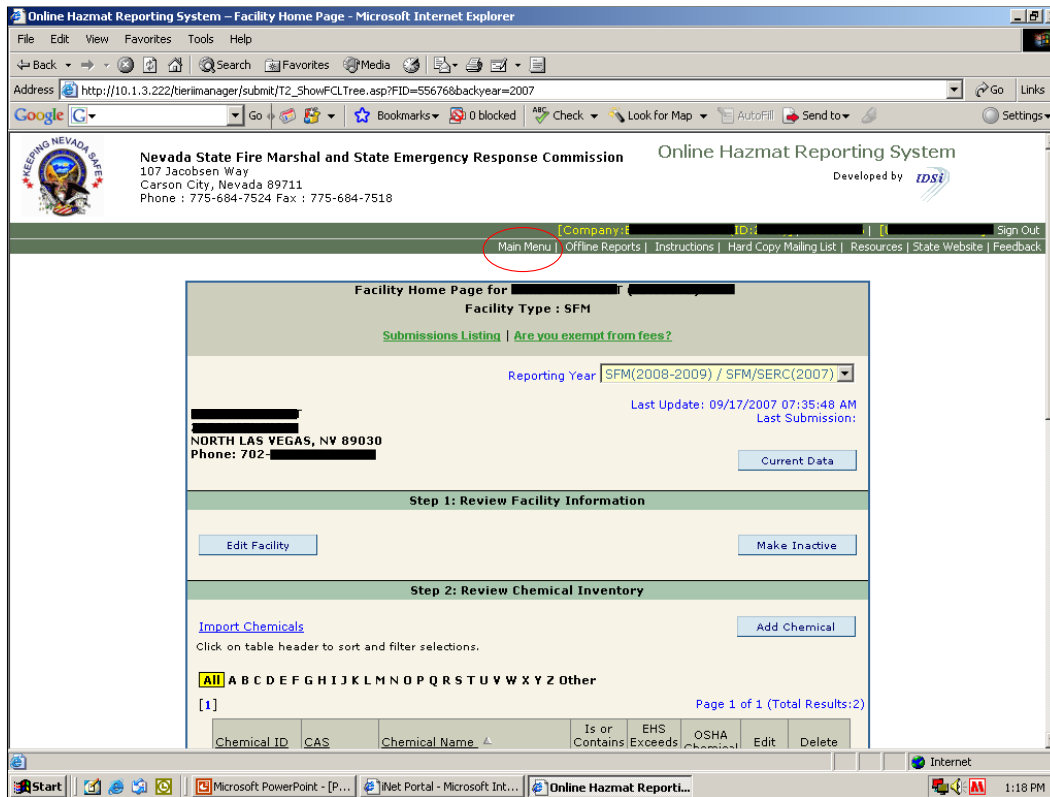
You will begin the finalized report submission for your Company/Facilities.

DO NOT SELECT the “Click Here” link until all facilities have been updated.

IF YOU HAVE MORE THAN ONE FACILITY IN YOUR COMPANY follow the instructions on the next page.

Otherwise click the link now.

Next Page >>>>

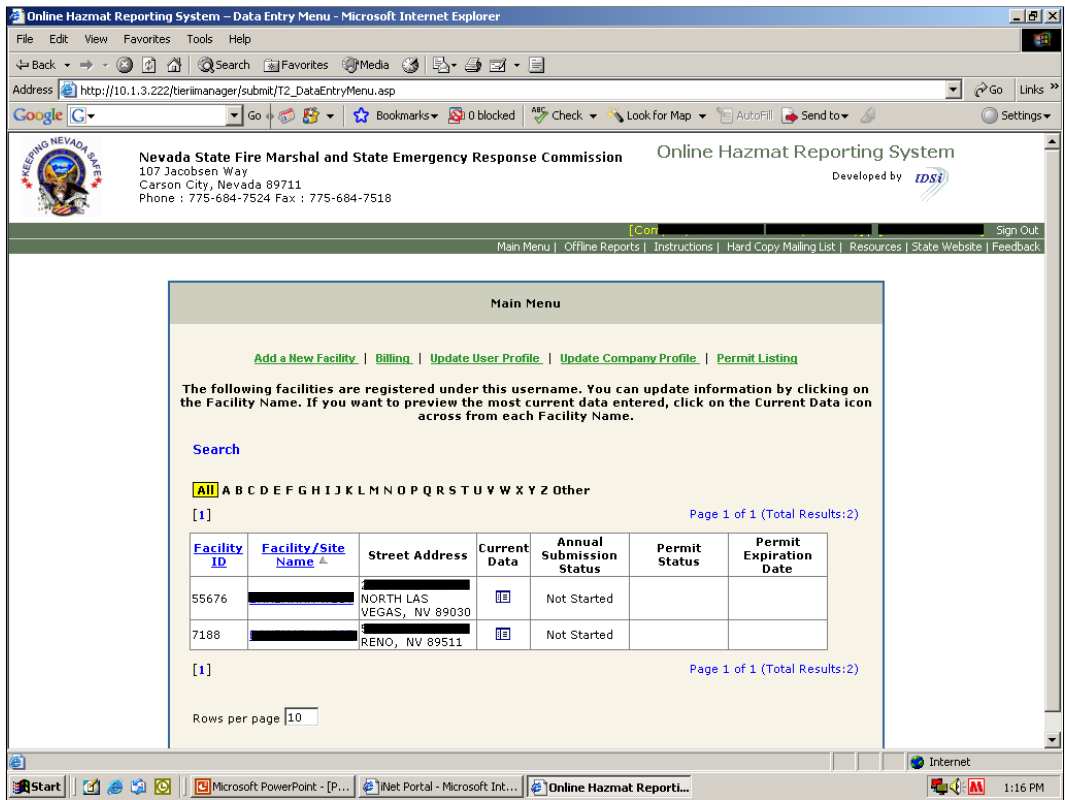


IF YOU HAVE MORE THAN ONE FACILITY follow these instructions, otherwise skip the next two pages and move on.

Do not click the link at the bottom to submit just yet. You must edit and update all of the chemicals for each assigned facility under your company.

To go back to the Main Menu where your facilities are listed, click on the “Main Menu” link located in the green link band at the top of the screen.

Next Page >>>>

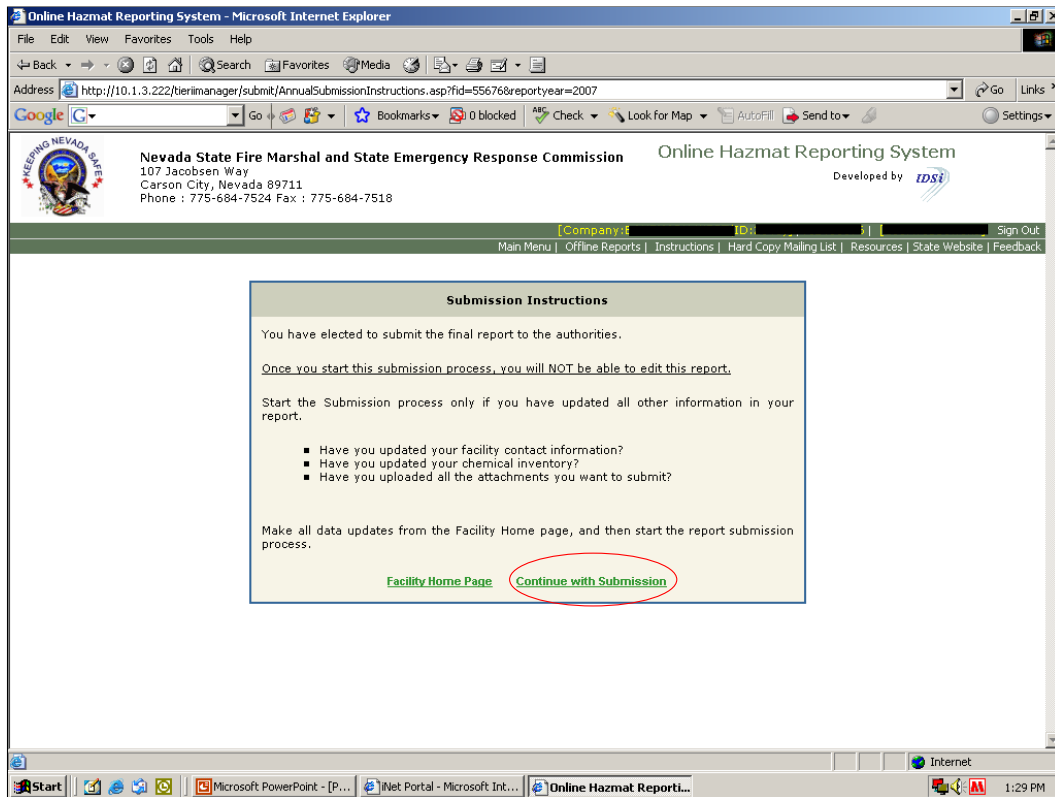


You will be taken back to the Main Menu to begin the process for updating the next facility listed.

Follow the previous instructions on updating the facility and the associated chemicals in the facility as before.

Once all facilities have been completed, you may submit your finalized report.

Next Page >>>>



Once you have updated all your facilities and clicked on the link to submit your finalized report, you will see the Submission Instructions screen.

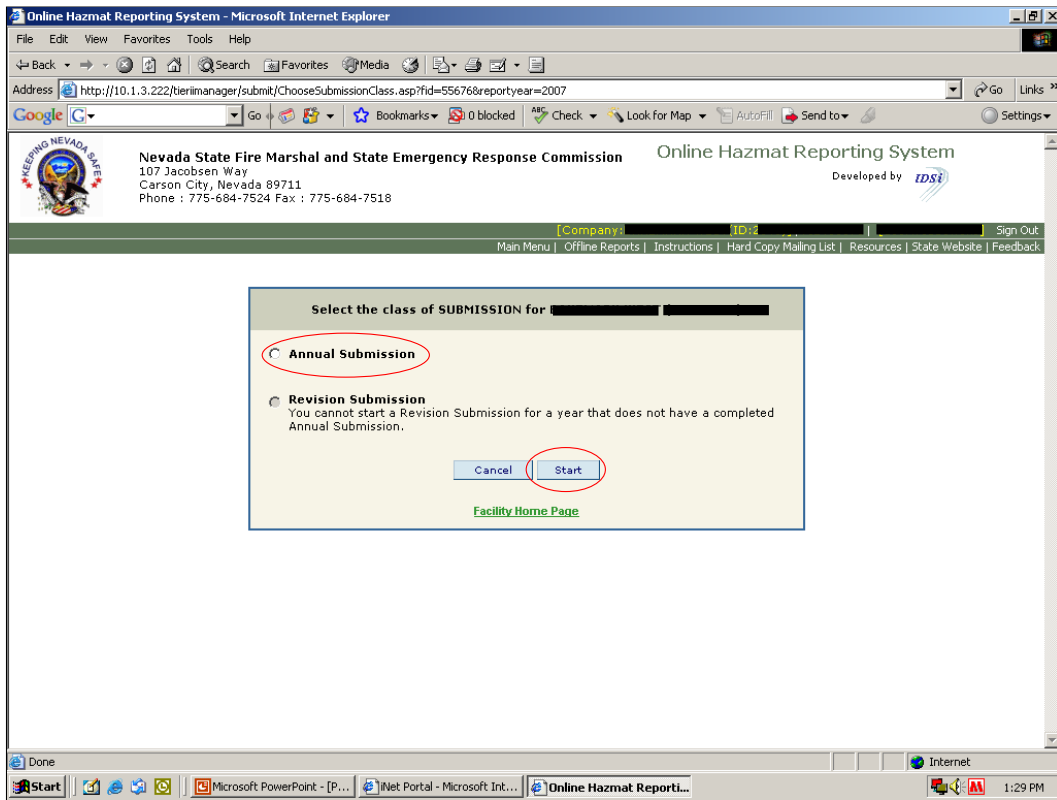
From this point forward, you will be given several chances to return to the Facility Home Page to make more updates or corrections if needed.

Once you submit for the year, **YOU CANNOT MAKE CHANGES** to your submission unless you apply for a “Previous Year Edit” from the Main Menu screen.

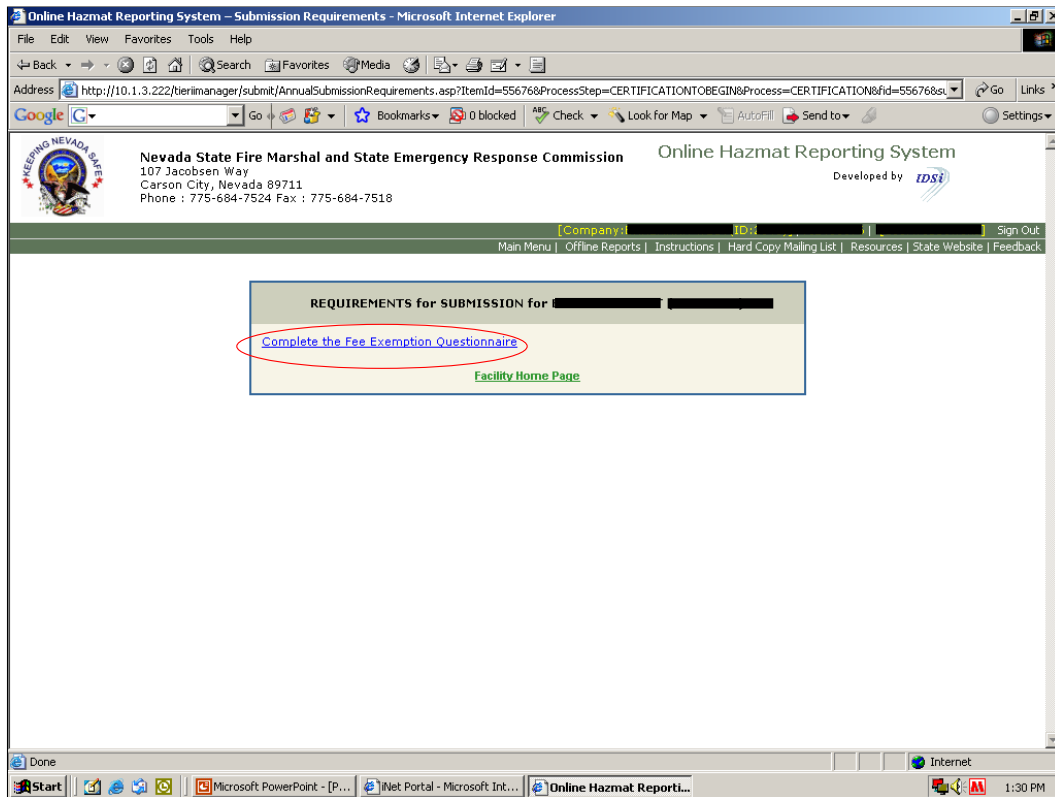
Please refer to the IDSI Comprehensive Manual for further details on Previous Year Edits.

For now click on the “Continue with Submission” link.

Next Page >>>>



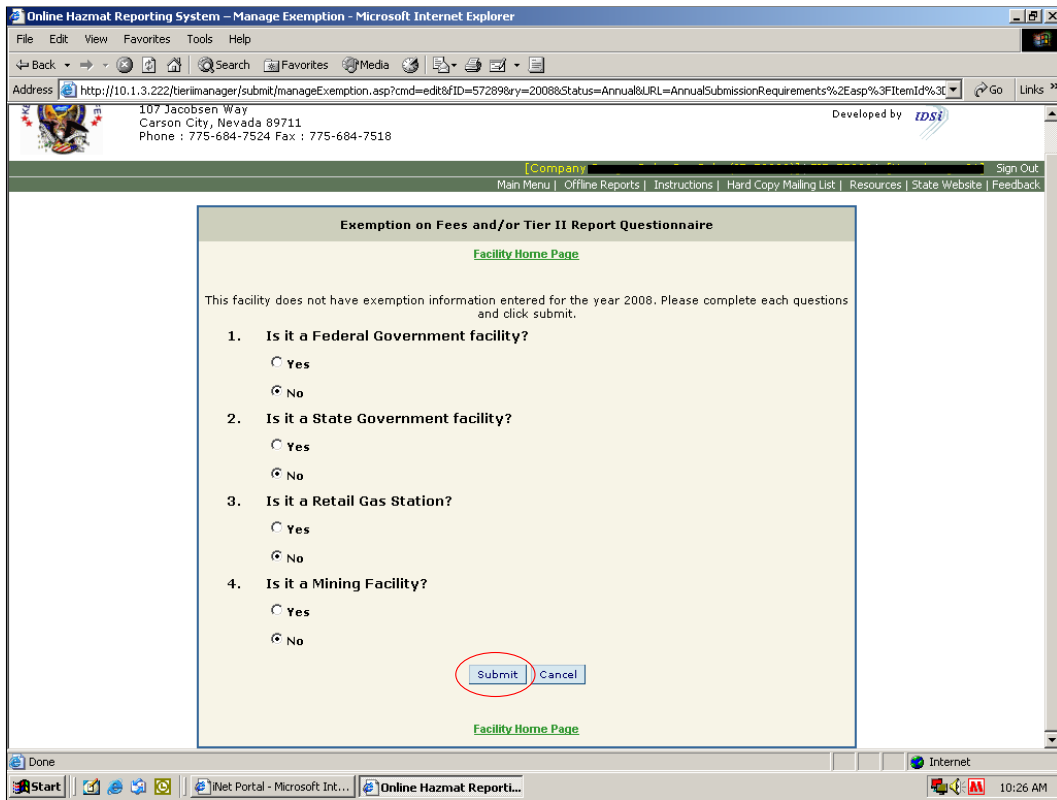
From this screen click on the “Annual Submission” radio button and then “Start.”
Next Page >>>>



You must complete the “Fee Exemption Questionnaire.”

If you don't do this step you cannot continue.

Next Page >>>>

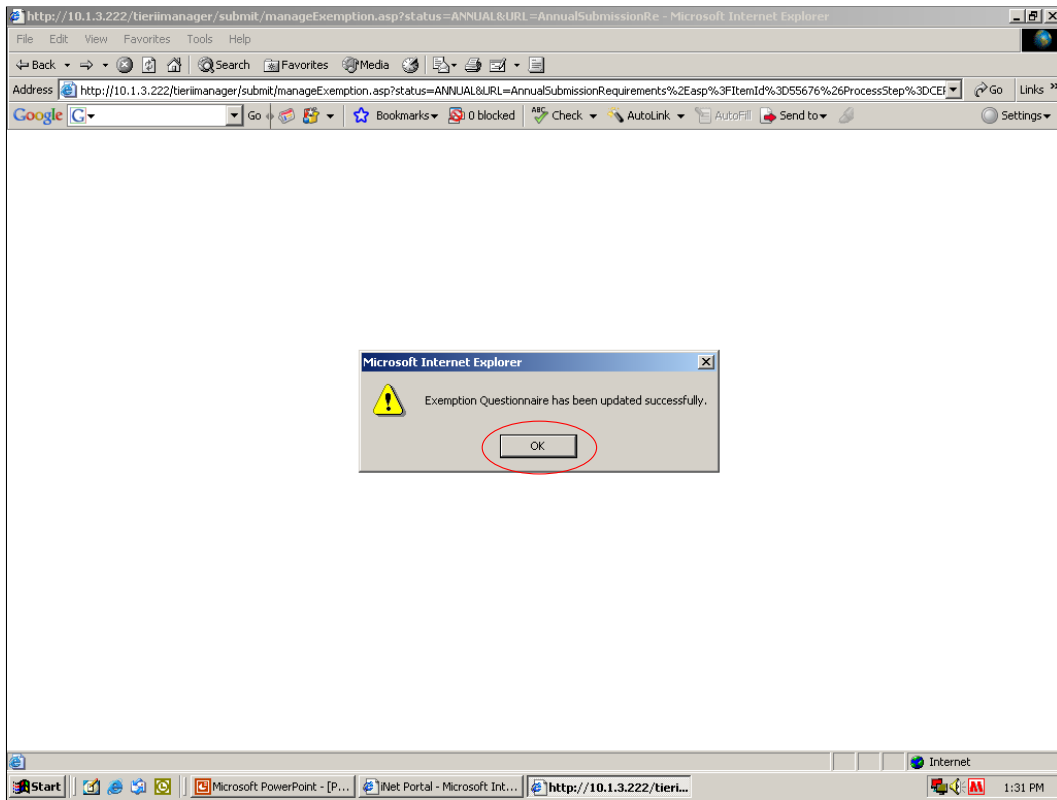


Click the appropriate radio buttons.

The default is “No” on all questions.

If none of the choices apply to you, click “Submit” to continue.

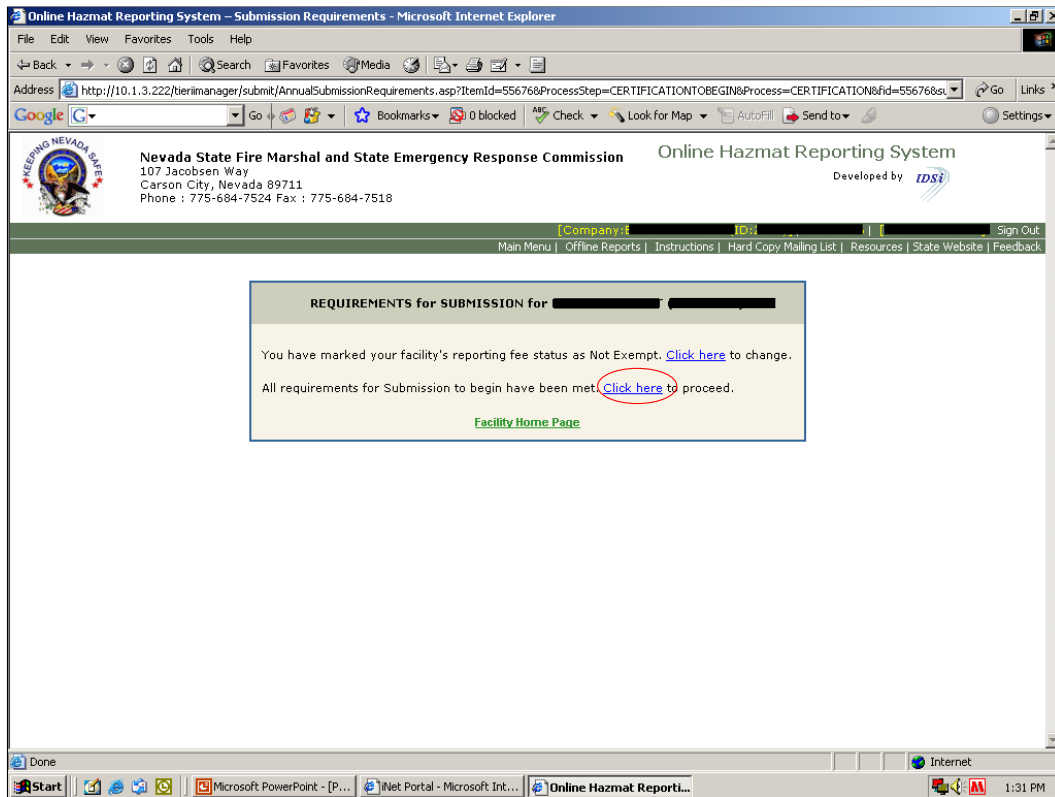
Next page >>>>



The screen will go blank and you will get this pop-up.

Click "OK" to continue.

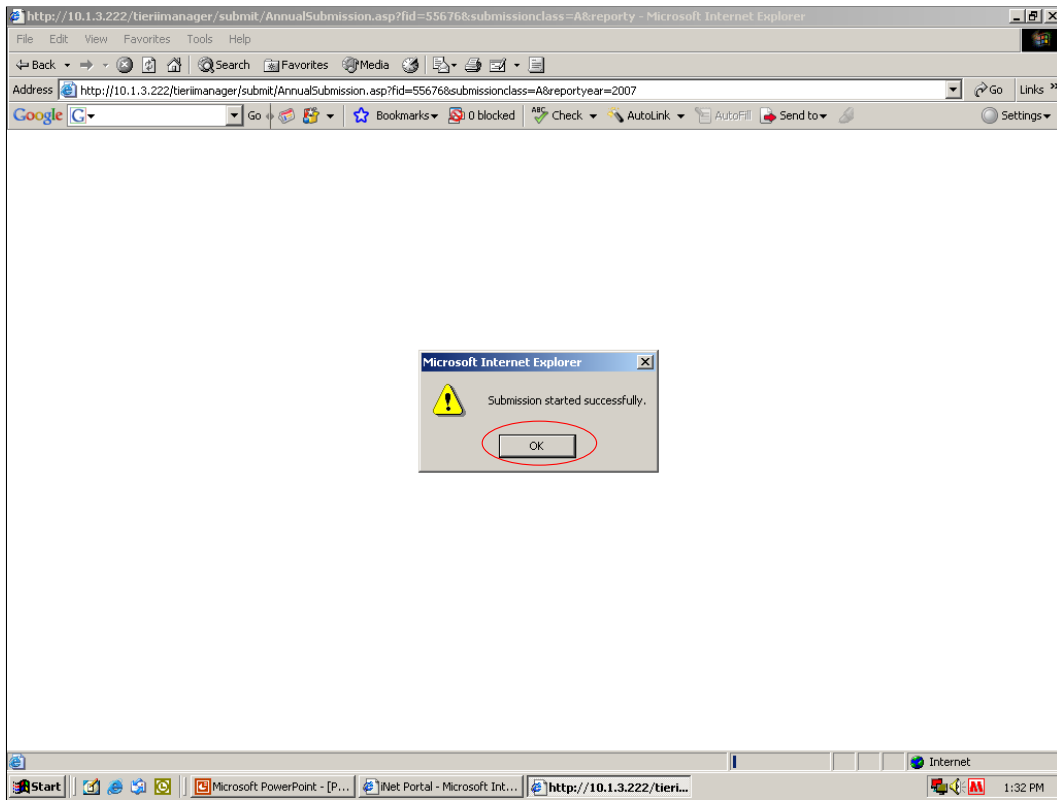
Next Page >>>>



Once again you are given an opportunity to stop your submission and make changes.

If everything is good, click the “All Requirements for Submission to Begin Have Been Met. **Click Here** to Proceed” link.

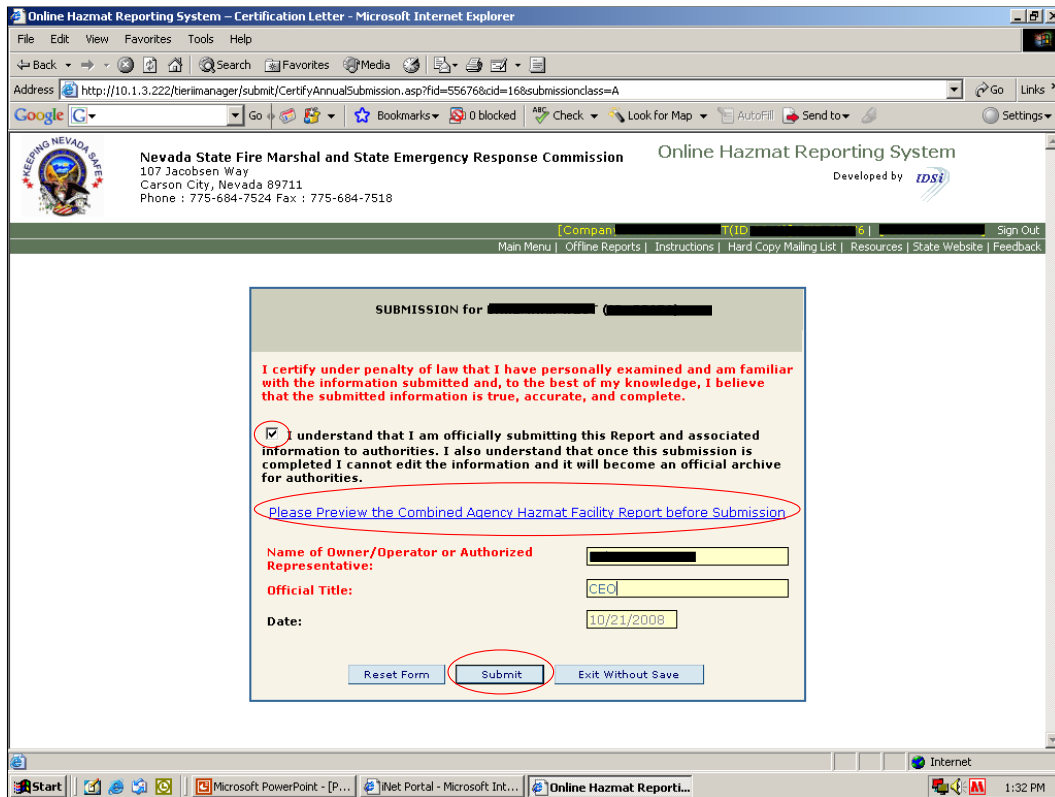
Next Page >>>>



The screen will go blank and you will get this pop-up.

Click "OK" to continue.

Next Page >>>>



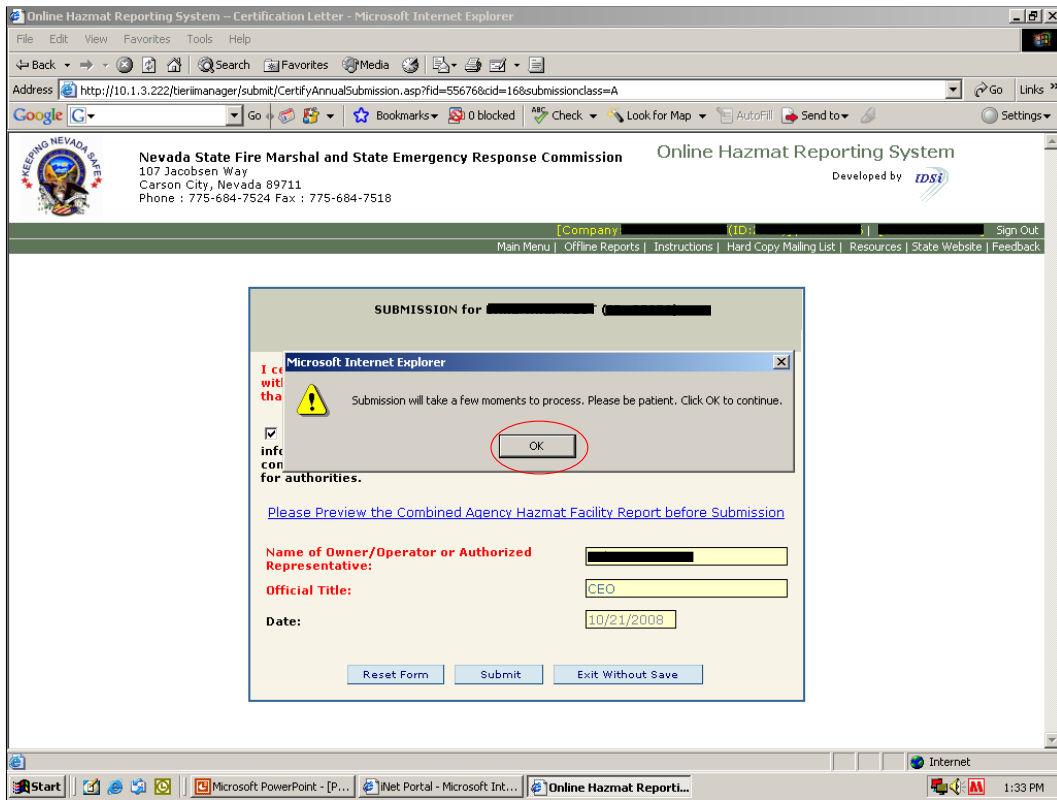
You will be taken to the Submission Certification where the Owner/Operator or Authorized Representative digitally signs to verify the document is true, accurate and complete.

Check the “I understand” box.

You have one more opportunity to review and/or reject your submission before finalizing it for the year and paying your fees.

If everything is correct, click the “Submit” button to continue.

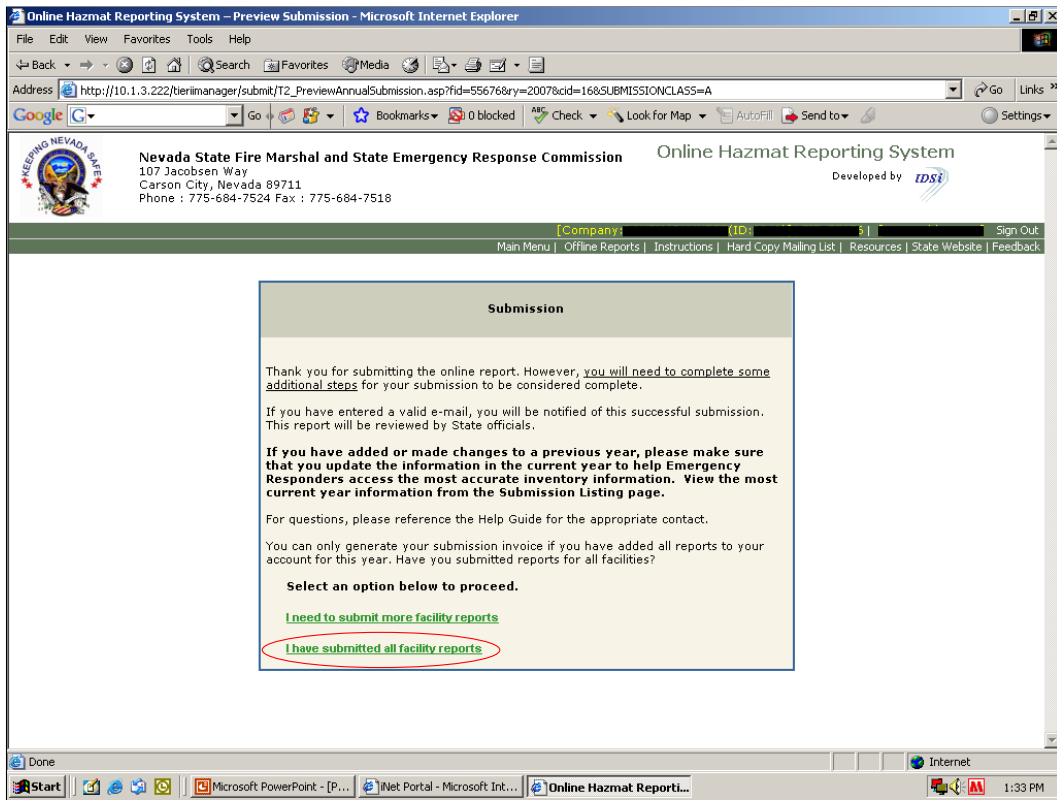
Next Page >>>>



You will get this pop-up box.

Click the "OK" button.

Next Page >>>>

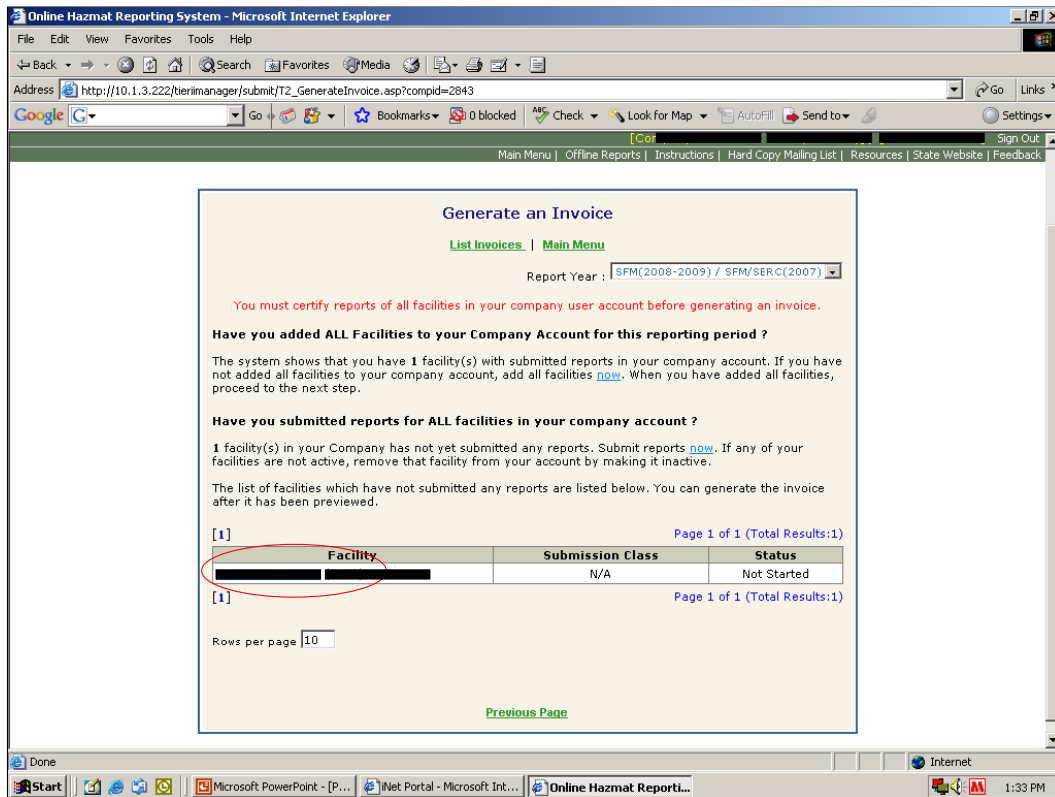


Read the final Submission Instructions screen.

You can still make changes, if need be, before finalizing for the year.

If everything is correct, click on “I have submitted all facility reports” link.

Next Page >>>>



If you had more than one facility and you forgot to update its information you will see this screen.

It tells you that you have not submitted any reports for one of your facilities.

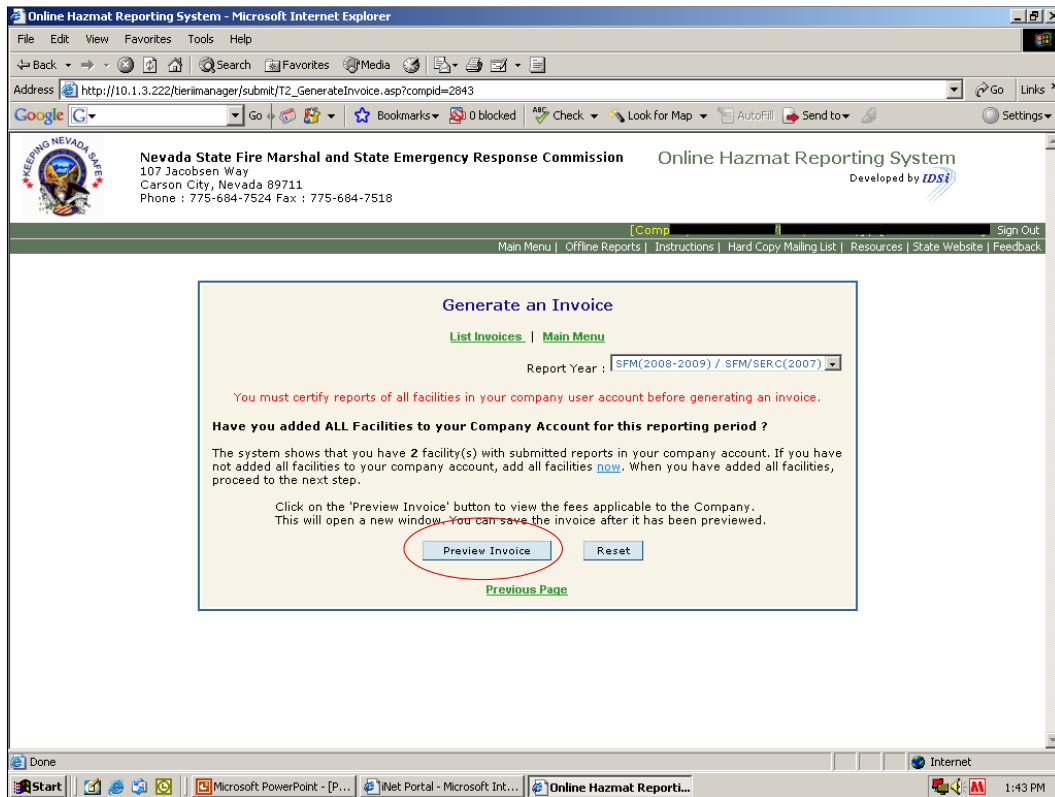
You need to either edit and fix the missing data, or remove the facility from your account by making it inactive before you can submit.

ALL FACILITIES MUST BE ACCOUNTED FOR AND EDITED BEFORE YOU CAN FINALIZE YOUR SUBMISSION. YOU CANNOT SUBMIT SOME NOW AND SOME LATER.

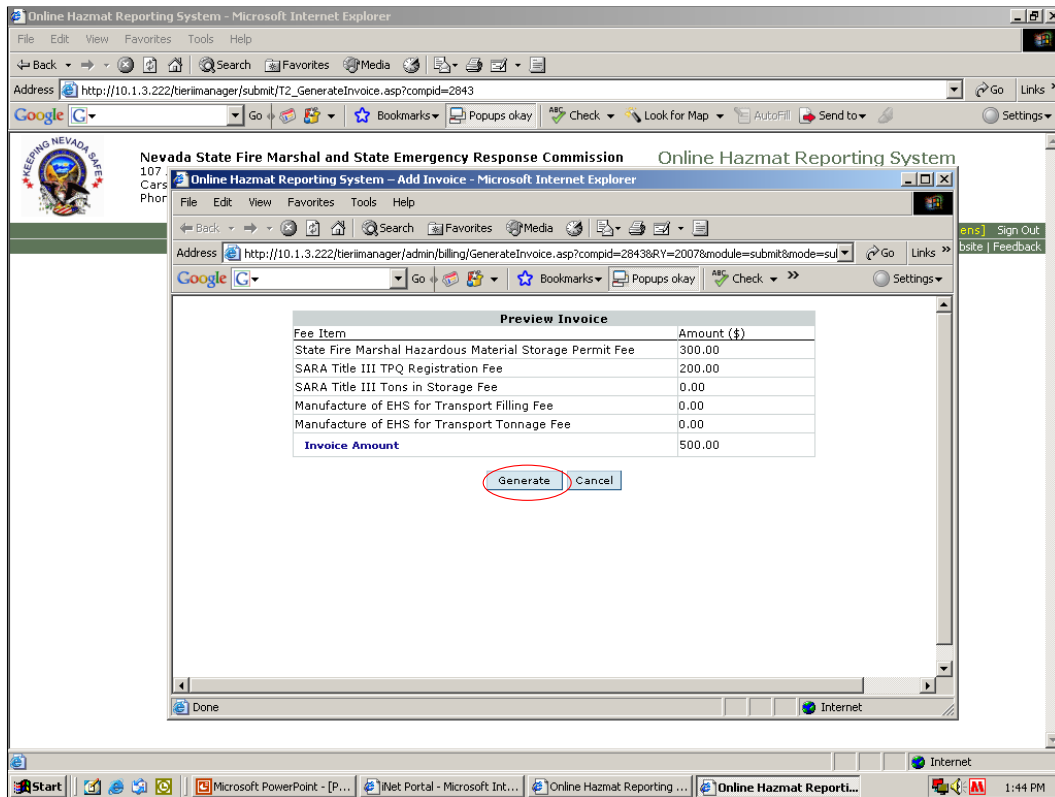
Edit the rest of your facilities by clicking on the facility name.

Follow the instructions until you get back to this page.

Next Page >>>>



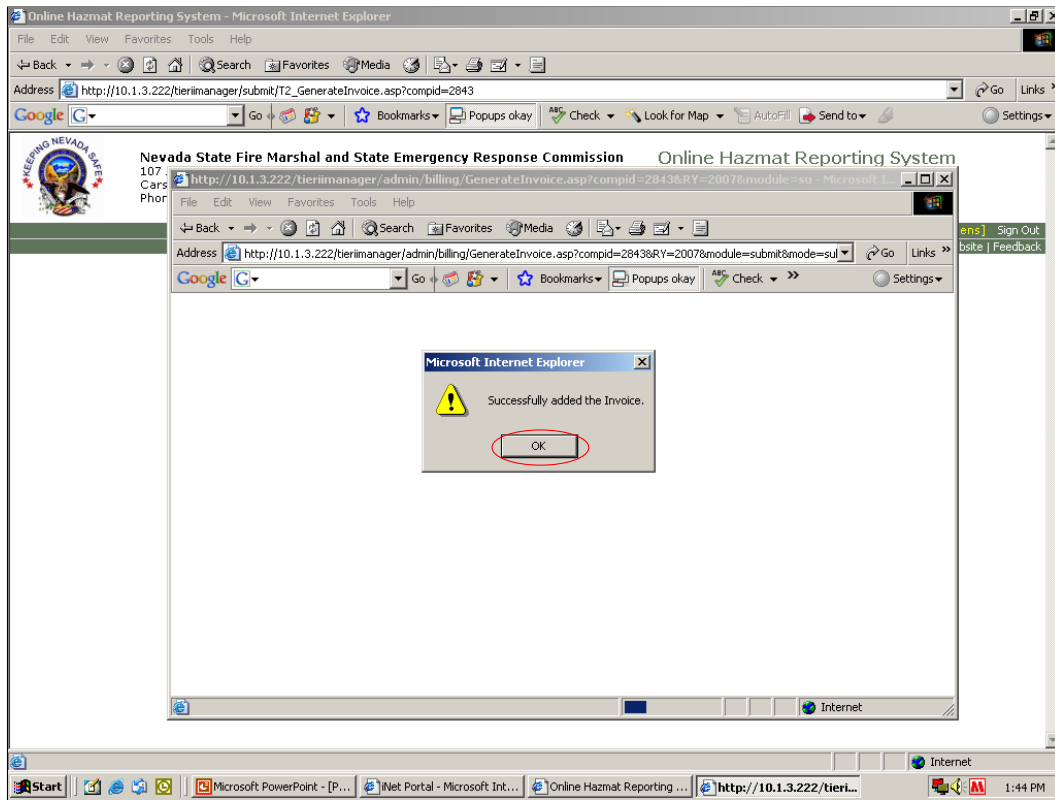
If everything has been edited for all of your facilities you will get this screen.
Click on the “Preview Invoice” button.
Next Page >>>>



A pop-up box will display the fees you owe for this year according to the chemicals and quantities you reported.

Now click the “Generate” button to create your invoice.

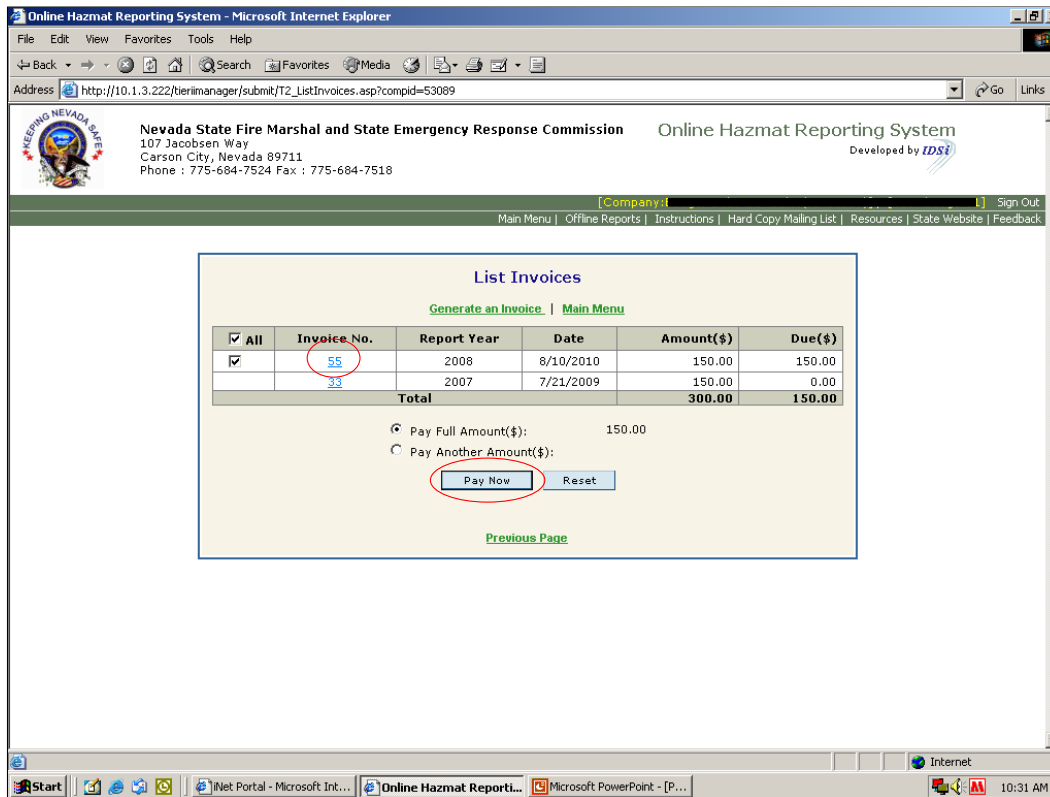
Next Page >>>>



The screen will go blank and you will get this pop-up.

Click "OK" to continue.

Next Page >>>>



This screen is where you open your invoice.

IT IS HIGHLY SUGGESTED THAT YOU PRINT A COPY OF THIS INVOICE FOR YOUR RECORDS.

You can access your invoice by clicking on the blue “Invoice Number” link.

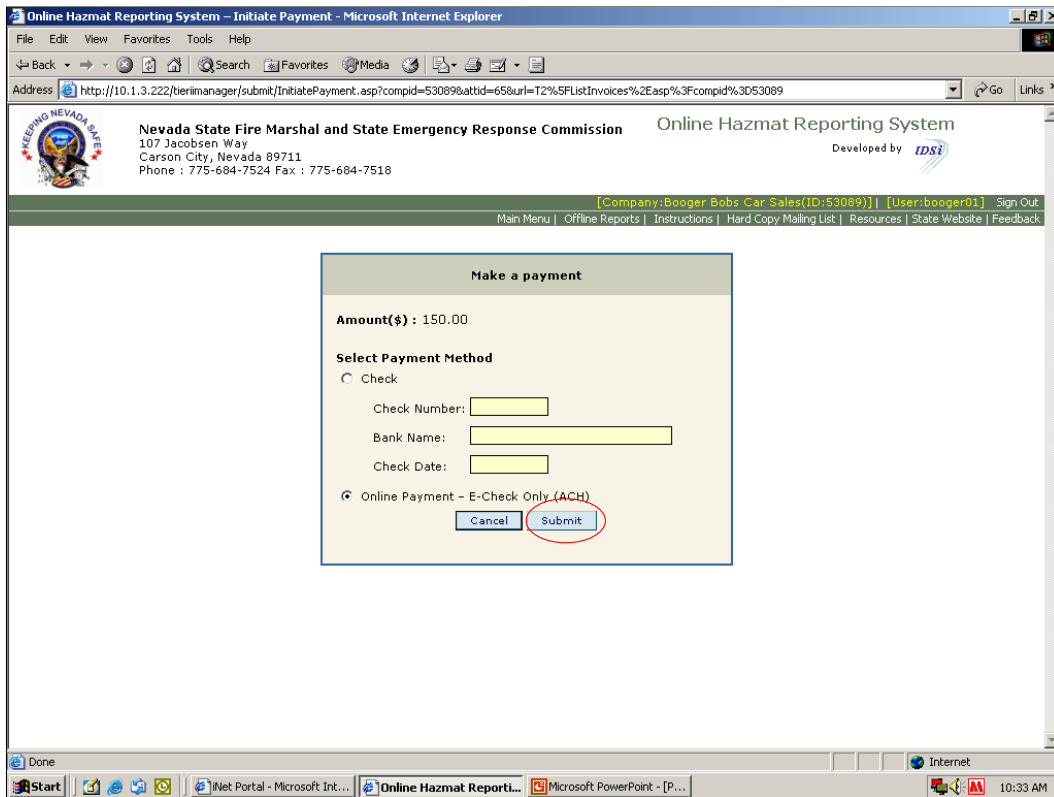
Ensure you select the current year you are working on as the previous years invoice will be visible also. Usually the invoice number on the top with the check mark is the one to select.

If you are going to send the payment in the mail, you will close the invoice after you print two copies (one for your records and one to send in with the payment). You will now “Sign Out” of the database, ***DO NOT CONTINUE WITH THE PAY NOW PART OF THE SCREEN unless you are paying via E-PAY.***

MAIL A COPY OF THE INVOICE WITH YOUR PAYMENT

If you are going to pay the fee by E-Check you need to click on the “PAY NOW” button.

Next Page >>>>



Now you will select “Online Payment”.

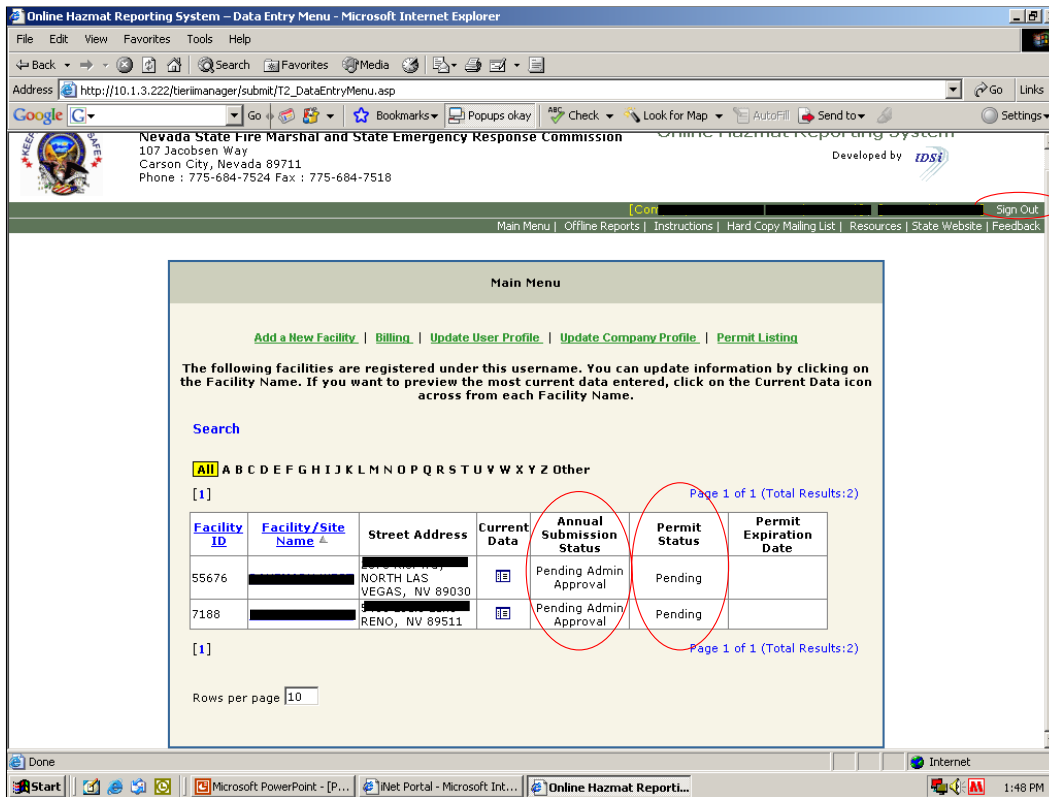
YOU CANNOT USE A CREDIT CARD TO PAY AT THIS TIME

If you pay via E-Pay, this is the fastest way to get approval to print your permit.

Once you select the “Submit” button, you will be taken to another screen through the state vendor. Follow all instructions to complete your transaction. Make sure you keep all copies of payments made (make a print-out of the screen or choose the “Print Receipt” option if available).

Once payment has been made through the state vendor site and verified, you may now “Sign-Out” of the database.

Next Page >>>>



You have now completed your HAZMAT Submission for the year.

The system will automatically take you back to the Main Menu showing your facilities.

Notice that your Submission Status now says “Pending Admin Approval” and Permit Status says “Pending.”

Once the payment is verified for E-Pay or received and processed for checks/money orders, the HAZMAT Office will update your submission status to Completed.

If you paid by E-Pay, you will receive an email from our office indicating your payment has been verified and your permit is ready for printing.

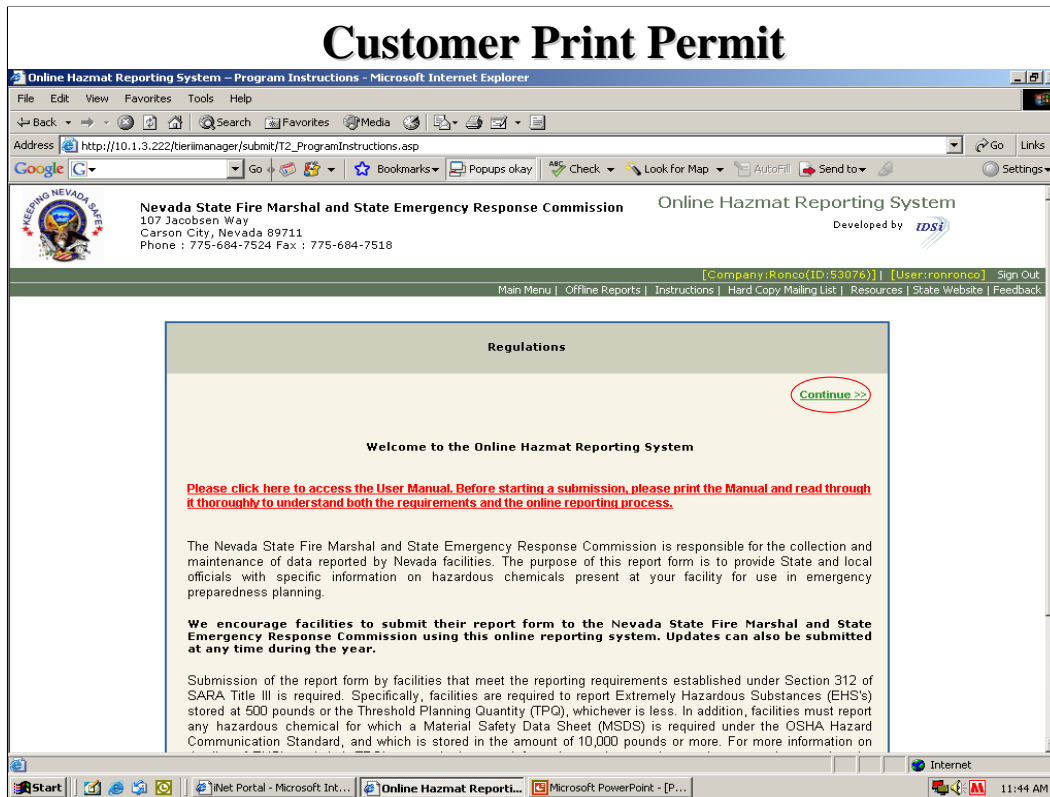
At that time, your pending permit will be processed and you may print it out to display at your business.

Please see the printing permit instructions in this guidebook.

You may now sign out and wait for our email notifying you that your permit is ready to print.

End of Customer Renewal Procedure.

GO BACK TO TABLE OF CONTENTS



You will receive an email from our office indicating your permit is complete and ready to print.

Login into your account.

At the Instructions/Regulations page click “Continue.”

Next Page >>>>

Online Hazmat Reporting System - Data Entry Menu - Microsoft Internet Explorer

Address: http://10.1.3.222/iermanager/submit/T2_DataEntryMenu.asp

Nevada State Fire Marshal and State Emergency Response Commission
 107 Jacobsen Way
 Carson City, Nevada 89711
 Phone : 775-684-7524 Fax : 775-684-7518

Online Hazmat Reporting System
 Developed by *IDSi*

[Company:Ronco(ID:53076)] [User:ronronco] Sign Out

Main Menu | Offline Reports | Instructions | Hard Copy Mailing List | Resources | State Website | Feedback

Main Menu

[Add a New Facility](#) | [Billing](#) | [Update User Profile](#) | [Update Company Profile](#) | [Permit Listing](#)

The following facilities are registered under this username. You can update information by clicking on the Facility Name. If you want to preview the most current data entered, click on the Current Data icon across from each Facility Name.

Search

[All] A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

[1] Page 1 of 1 (Total Results:1)

Facility ID	Facility/Site Name ▲	Street Address	Current Data	Annual Submission Status	Permit Status	Permit Expiration Date
57274	Ronco	1234 Main Street Carson City, NV 89706		Completed	Issued	18[2/28/2009]

[1] Page 1 of 1 (Total Results:1)

Rows per page

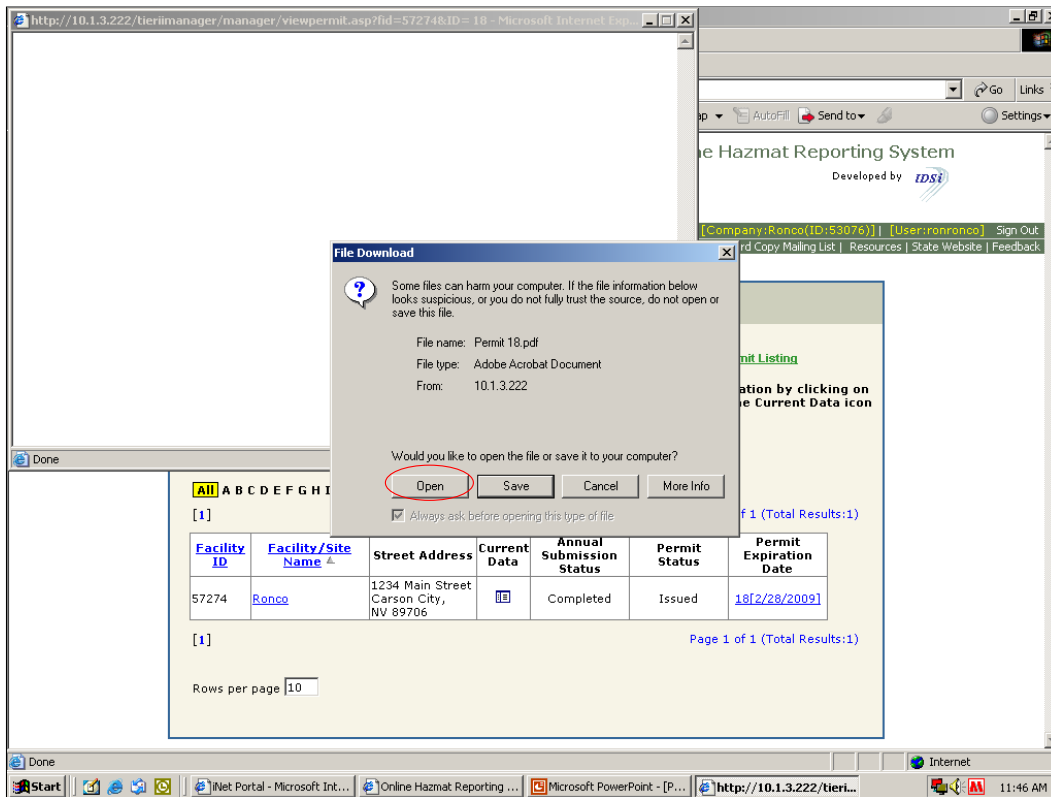
Done | Start | Internet | 11:45 AM

At the Main Menu, you will see your Facility(ies) listed, their Permit Status and Permit Expiration Date(s).

You will see the permit number followed by the date of issue in blue under Permit Expiration Date.

Click the “Permit Expiration Date” link to access your permit and print it for display.

Next Page >>>>



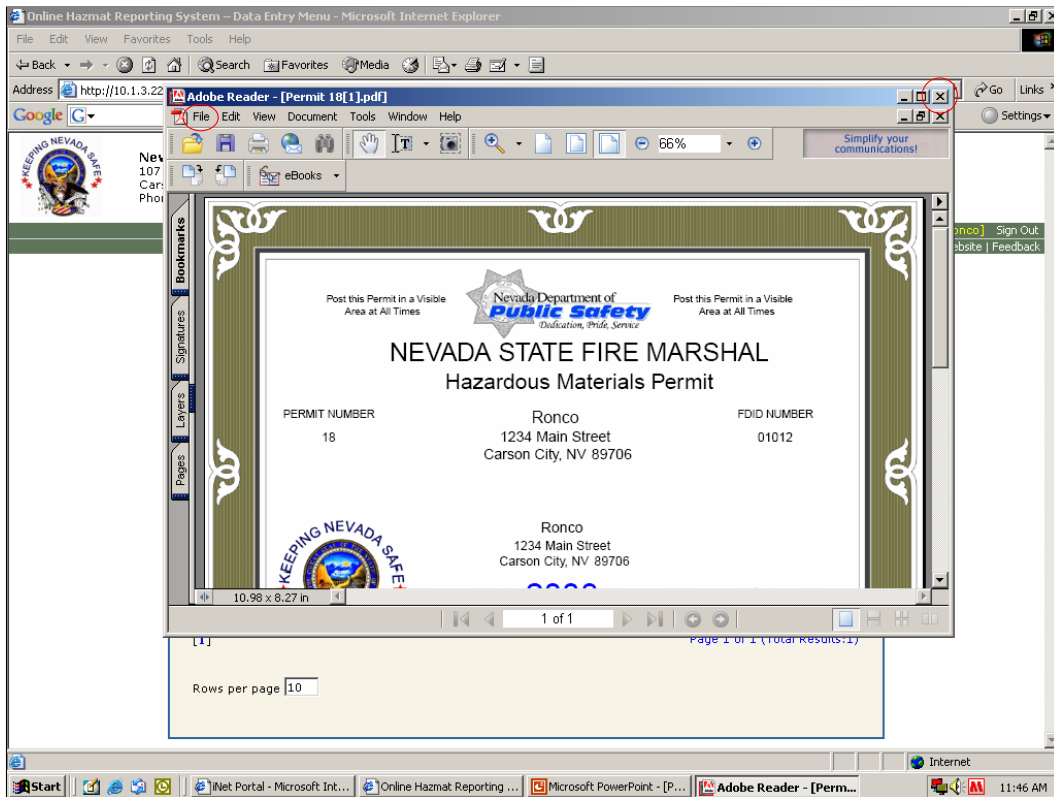
A pop-up box will appear and the File Download message box will follow.

Click the “Open” button.

Note that there is no need to save the permit to your computer as it will be permanently attached to your records in our on-line system.

You have access to re-print another permit if the need arises.

Next Page >>>>



A new pop-up box through your installed Adobe Acrobat Reader program will display your permit.

A separate permit is created for each facility that you have submitted.

Each facility has its own permit number.

This allows inspectors and first responders to quickly lookup your facility information.

They can view your chemical report and ensure all fees have been paid accordingly.

Note that it is the **CUSTOMER'S RESPONSIBILITY** to ensure that the data on the permit is correct.

You can now print your permit(s) and display in a visible area at your facility.

To print the permit, select "File" then "Print" to send it to your side-by printer.

To close the permit, click on the "X" in the top right corner of the box.

Next Page >>>>

Online Hazmat Reporting System - Data Entry Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://10.1.3.222/iermanager/submit/T2_DataEntryMenu.asp

Google

Nevada State Fire Marshal and State Emergency Response Commission
 107 Jacobsen Way
 Carson City, Nevada 89711
 Phone : 775-684-7524 Fax : 775-684-7518

Online Hazmat Reporting System
 Developed by IDSI

[Company:Ronco(ID:53076)] [User:ronronco] Sign Out

Main Menu | Offline Reports | Instructions | Hard Copy Mailing List | Resources | State Website | Feedback

Main Menu

[Add a New Facility](#) | [Billing](#) | [Update User Profile](#) | [Update Company Profile](#) | [Permit Listing](#)

The following facilities are registered under this username. You can update information by clicking on the Facility Name. If you want to preview the most current data entered, click on the Current Data icon across from each Facility Name.

Search

[All] A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

[1] Page 1 of 1 (Total Results:1)

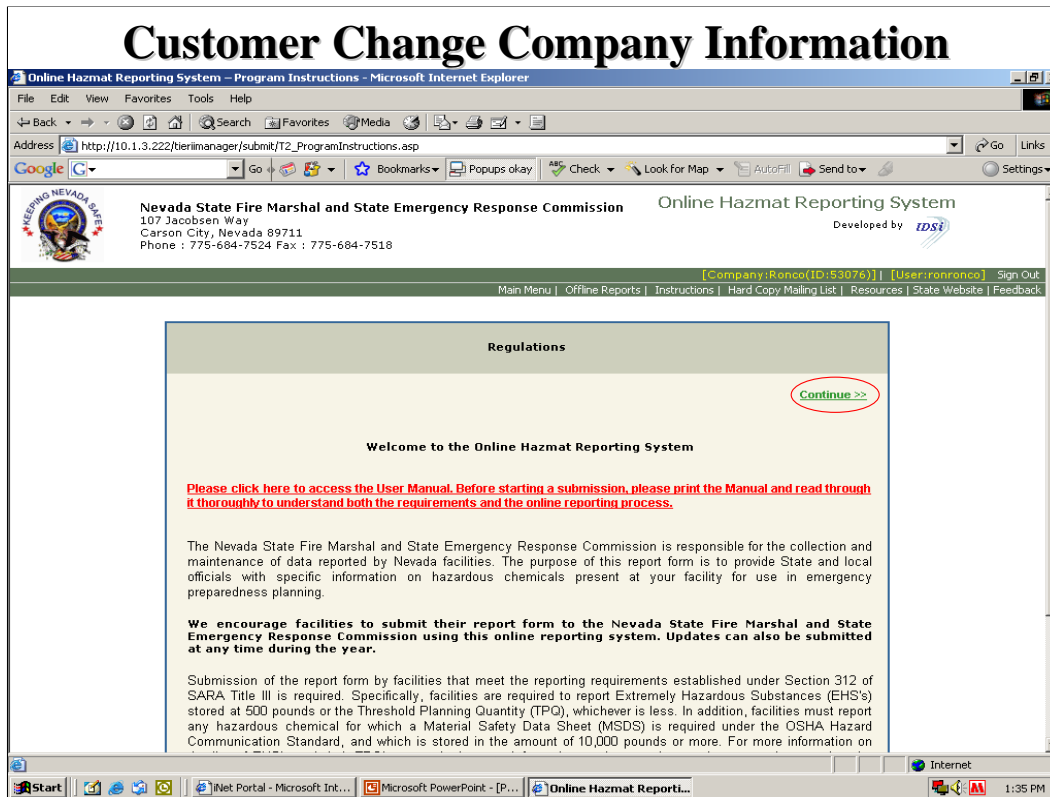
Facility ID	Facility/Site Name ▲	Street Address	Current Data	Annual Submission Status	Permit Status	Permit Expiration Date
57274	Ronco	1234 Main Street Carson City, NV 89706		Completed	Issued	18/2/28/2009

[1] Page 1 of 1 (Total Results:1)

Rows per page

Start | Internet | 11:47 AM

Once you close the permit you will return to the Main Menu.
 End of Customer Print Permit procedures.



To change your company's information, first login to your account.
At the Instructions/Regulations page click "Continue."
Next Page >>>>

Online Hazmat Reporting System - Data Entry Menu - Microsoft Internet Explorer

Address: http://10.1.3.222/iermanager/submit/T2_DataEntryMenu.asp

Nevada State Fire Marshal and State Emergency Response Commission
 107 Jacobsen Way
 Carson City, Nevada 89711
 Phone : 775-684-7524 Fax : 775-684-7518

Online Hazmat Reporting System
 Developed by *IDSi*

[Company:Ronco(ID:53076)] [User:ronronco] Sign Out

Main Menu | Offline Reports | Instructions | Hard Copy Mailing List | Resources | State Website | Feedback

Main Menu

[Add a New Facility](#) | [Billing](#) | [Update User Profile](#) | [Update Company Profile](#) | [Permit Listing](#)

The following facilities are registered under this username. You can update information by clicking on the Facility Name. If you want to preview the most current data entered, click on the Current Data icon across from each Facility Name.

Search

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

[1] Page 1 of 1 (Total Results:1)

Facility ID	Facility/Site Name ▲	Street Address	Current Data	Annual Submission Status	Permit Status	Permit Expiration Date
57274	Ronco	1235 Main Street Carson City, NV 89706		Completed	Issued	18/2/28/2009

[1] Page 1 of 1 (Total Results:1)

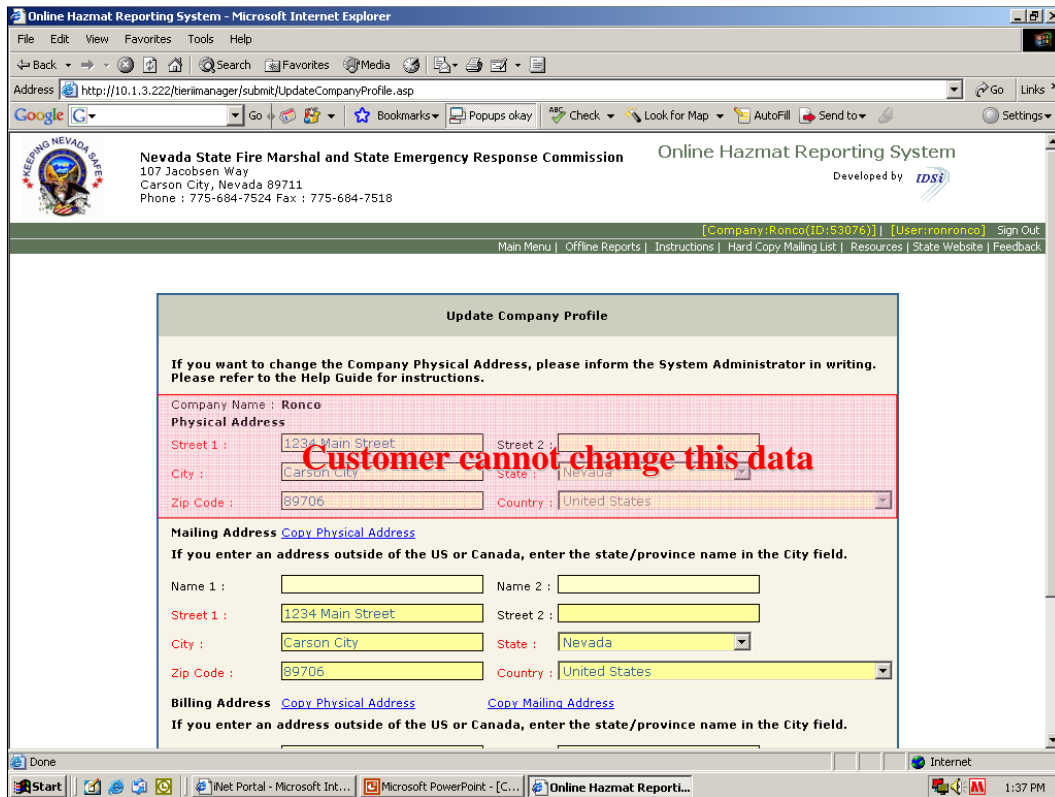
Rows per page

Done

Start | Internet Portal - Microsoft Int... | Microsoft PowerPoint - [C... | Online Hazmat Reporti... | Internet | 1:36 PM

Click on “Update Company Profile” link.

Next Page >>>>



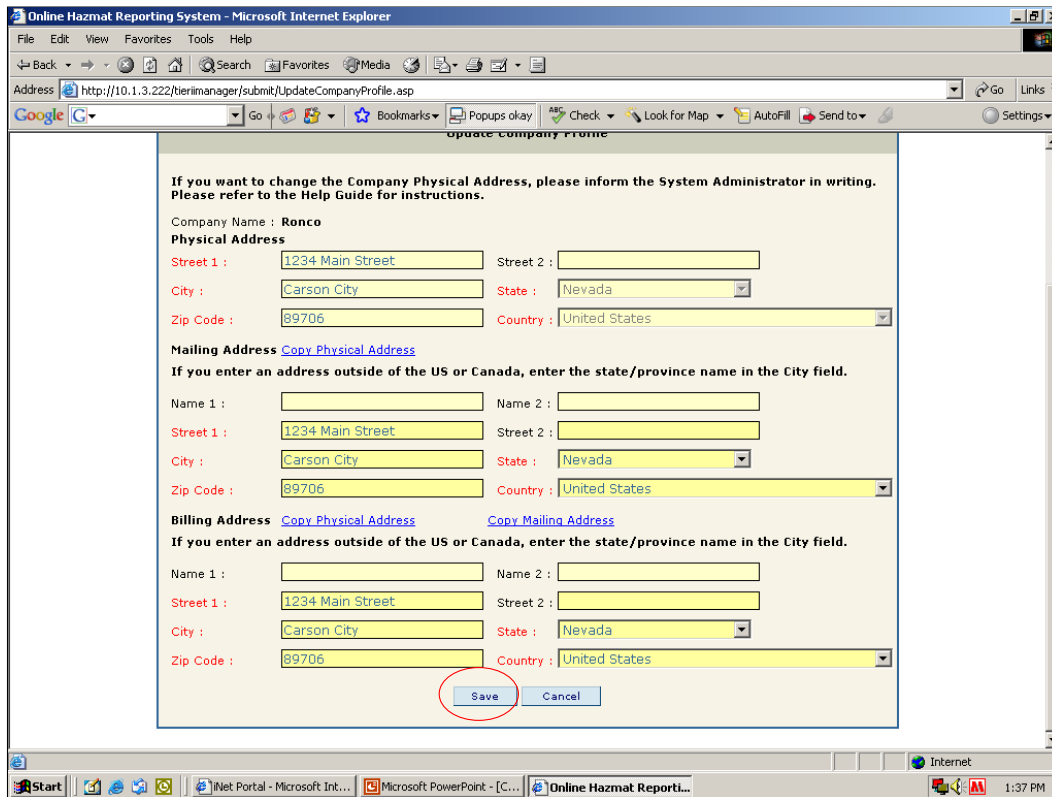
This takes you to the Update Company Profile screen.

From here, you may only update the Mailing Address or Billing Address information.

If you need to update the Physical Address information, you are required to call our office or send an email to: hazmat@dps.state.nv.us.

Changing the Physical Address is a special function that **ONLY** the HAZMAT Administrator can perform and cannot be done by the customer.

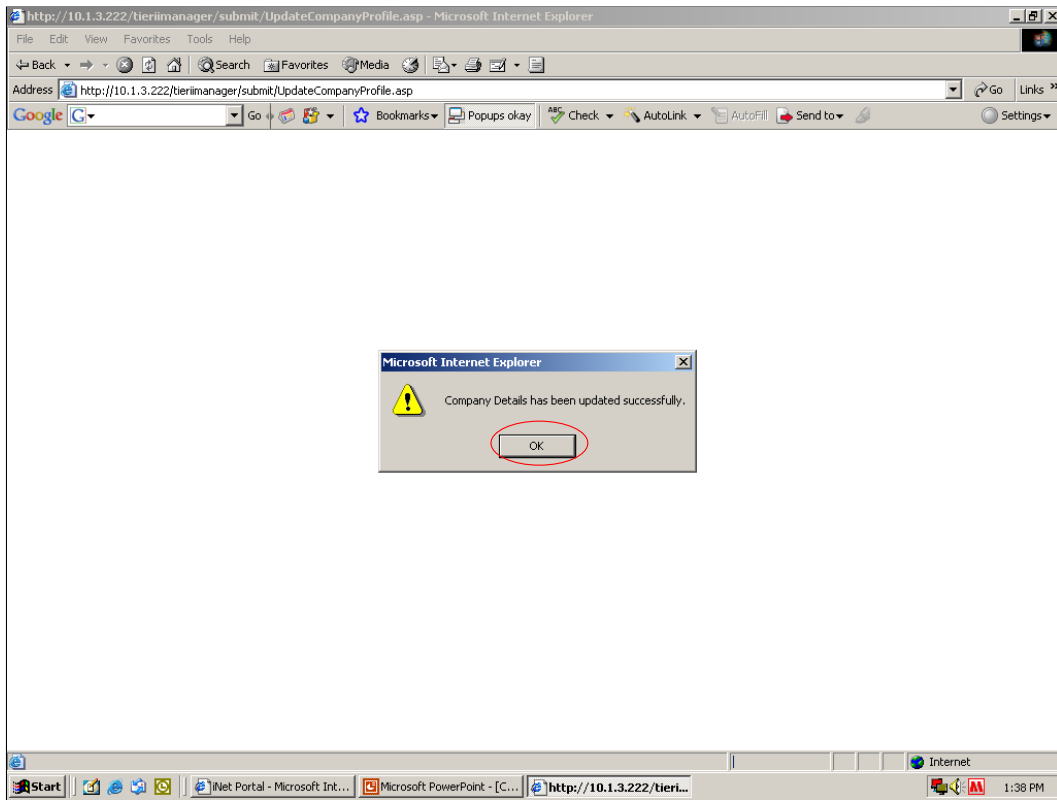
Next Page >>>>



Continue to make all necessary changes.

Once you have completed the changes, click "Save."

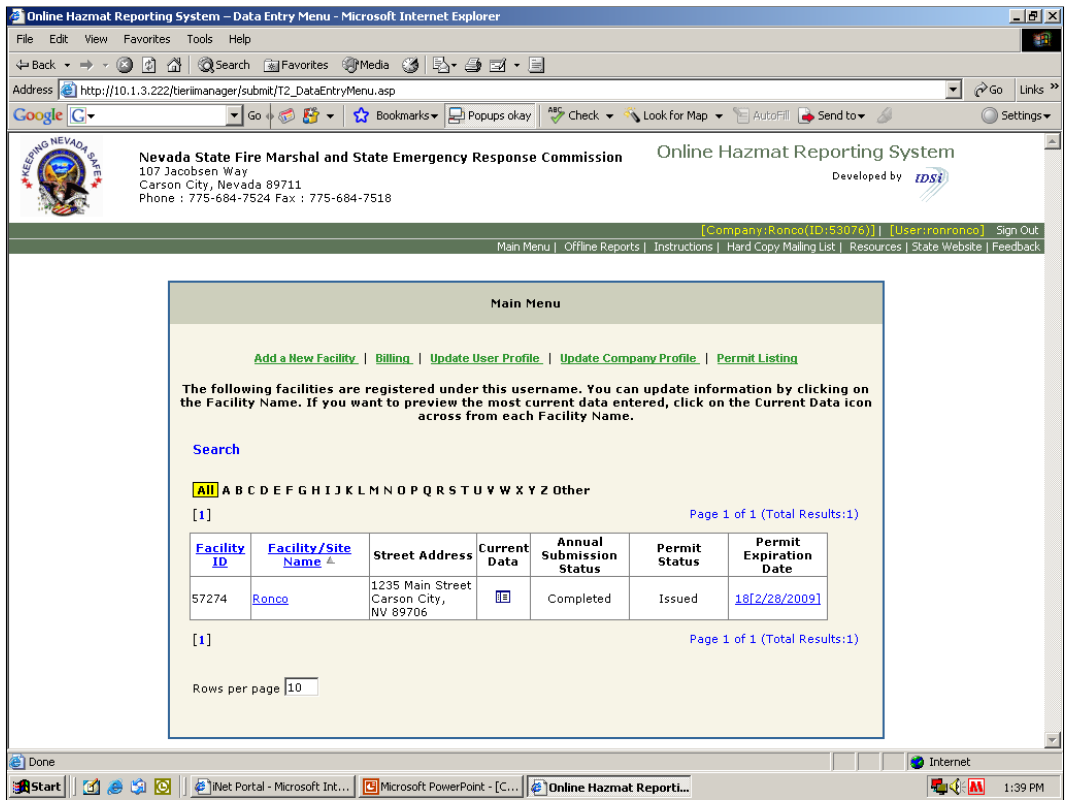
Next page >>>>



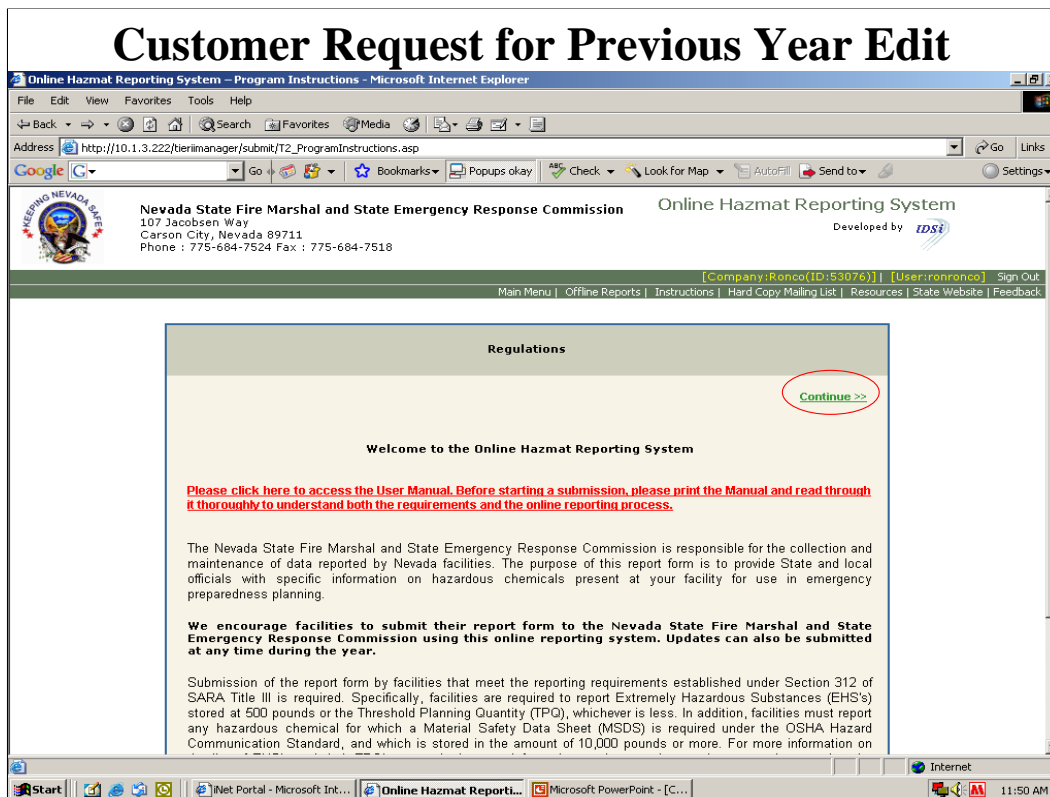
The screen will clear and you will get this pop-up box confirming your updates.

Click "OK."

Next page >>>>



You have now updated the Company Profile information.
 End of Customer Change Company Information procedure.



If you ever need to change or add to your yearly HAZMAT Submission, then you will need to Request a Previous Year Edit.

You **ONLY** request this when you have completed your yearly submission and you discover that changes need to be made regarding the chemical information or changes to your facility.

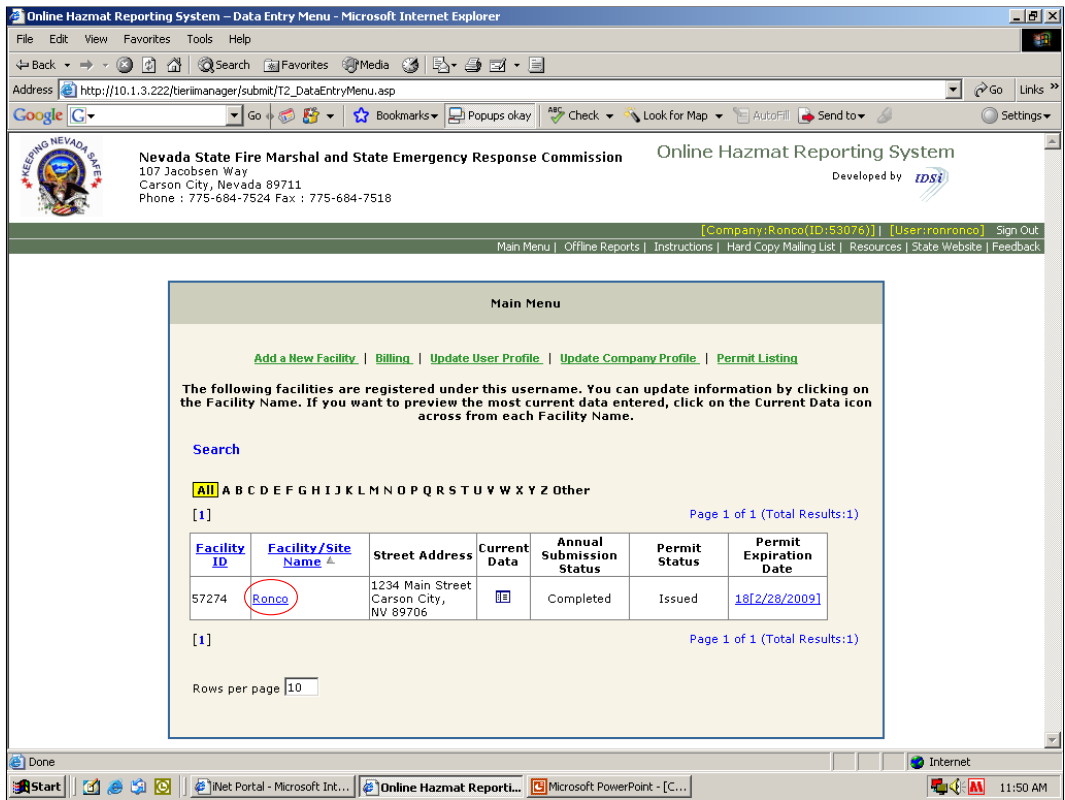
You may need to add or subtract chemicals, update the pounds previously reported, facility address/contacts or have a change in onsite location of the chemicals, etc.

BE AWARE, making changes to chemical information may incur additional costs; for example, increased tonnage, adding an Extremely Hazardous Substance, etc. However, if you delete a chemical, this may result in an overpayment and a refund request will need to be generated.

To Request a Previous Year Edit, start by logging into your account.

At the Instructions/Regulations page click "Continue."

Next Page >>>>



You will see the facility(ies) attached to your company listed on this page.
 Click on the facility name to enter its record.
 Next Page >>>>

Online Hazmat Reporting System – Submission List - Microsoft Internet Explorer

Address: http://10.1.3.222/iermanager/submit/T2_AnnualSubmissionList.asp?FID=57274

Nevada State Fire Marshal and State Emergency Response Commission
 107 Jacobsen Way
 Carson City, Nevada 89711
 Phone : 775-684-7524 Fax : 775-684-7518

Online Hazmat Reporting System
 Developed by IDSI

[Company: Ronco(ID:53076)] | FID:57274 | [User:ronronco] Sign Out
 Main Menu | Offline Reports | Instructions | Hard Copy Mailing List | Resources | State Website | Feedback

Submissions Listing for Ronco (ID: 57274)

Submission History

Shown below is a listing of all submissions. Click on the reporting year to edit the data for that year. The link in the Reporting Year column will be enabled if you can edit the data for that year.

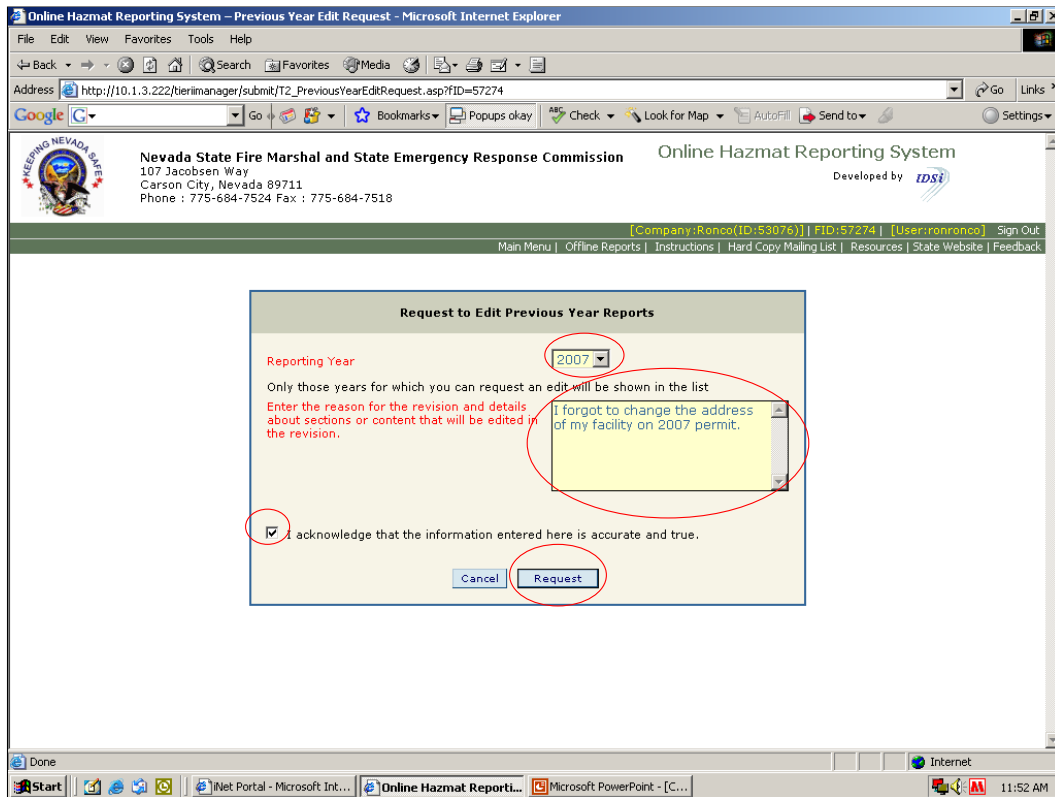
SFM/SERC Report Year	SFM Report Year	Facility Type	Submission Class	Signed By	Signed Date	Submission Status	Permit Status	Permit Expiration Date	Submission	Submission Type	Report Status
2008 [Edit]	2009-2010					Not Started					
2007	2008-2009	SFM	Annual	Ron Ronco, CEO	10/28/2008 9:43:40 AM	Completed	Issued	18 [2/28/2009]		Online	Active

[Click here](#) to request an edit for a Previous Reporting Year.

Done

Start | Internet Portal - Microsoft Int... | Online Hazmat Reporti... | Microsoft PowerPoint - [C... | 11:51 AM

Click on the “Click here to request an edit for a Previous Reporting Year” link.
 Next Page >>>>



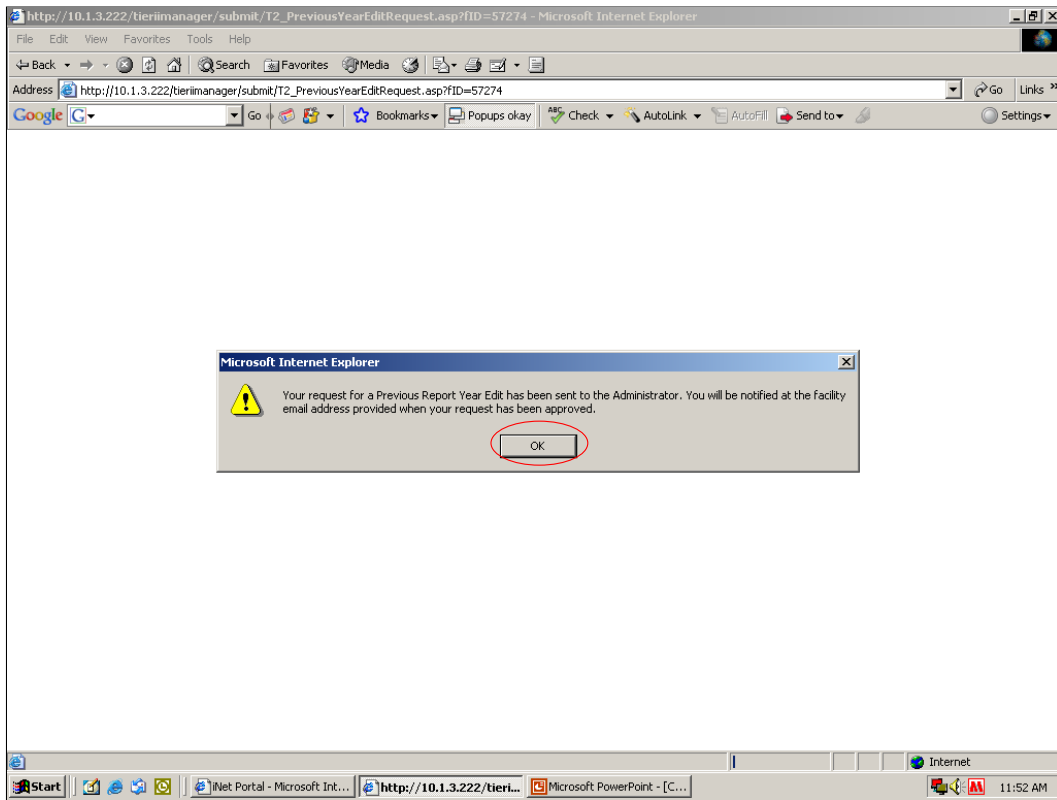
Select the Reporting Year that you need to make changes to.

Enter your reason for revision and the details of what you need to change.

Please be very specific in your explanation, as all requests must be reviewed and approved for any changes submitted.

Select the check box acknowledging that your information is “true and accurate.” Then select the “Request” button to send the request to our office for review.

Next Page >>>>



The screen will clear and this pop-up box will appear.

Click the "OK" button.

Next page >>>>

Submissions Listing for Ronco (ID: 57274)

Submission History

Shown below is a listing of all submissions. Click on the reporting year to edit the data for that year. The link in the Reporting Year column will be enabled if you can edit the data for that year.

SFM/SERC Report Year	SFM Report Year	Facility Type	Submission Class	Signed By	Signed Date	Submission Status	Permit Status	Permit Expiration Date	Submission Type	Report Status
2008 [Edit]	2009-2010					Not Started				
2007	2008-2009	SFM	Annual	Ron Ronco, CEO	10/28/2008 9:43:40 AM	Completed	Issued	18 [2/28/2009]	Online	Active

The administrator is currently reviewing and will be contacting you about your request to edit Reports for Year(s): 2007

[Click here to request an edit for a Previous Reporting Year.](#)

Top right navigation: [\[Company: Ronco\(ID:53076\)\]](#) | [FID:57274](#) | [\[User:ronronco\]](#) [Sign Out](#)

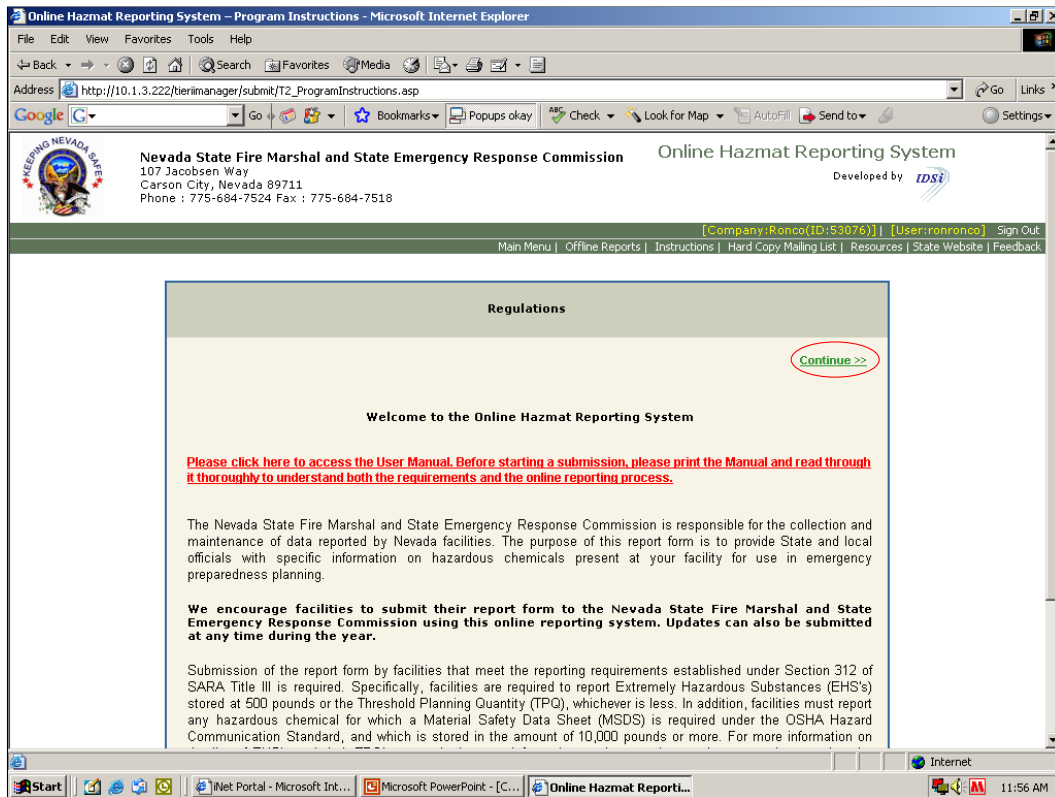
You will be taken back to the Submission History page.

Notice that the system shows that the Administrator is reviewing your request.

You can now “Sign Out.”

You will receive a “request approved” email.

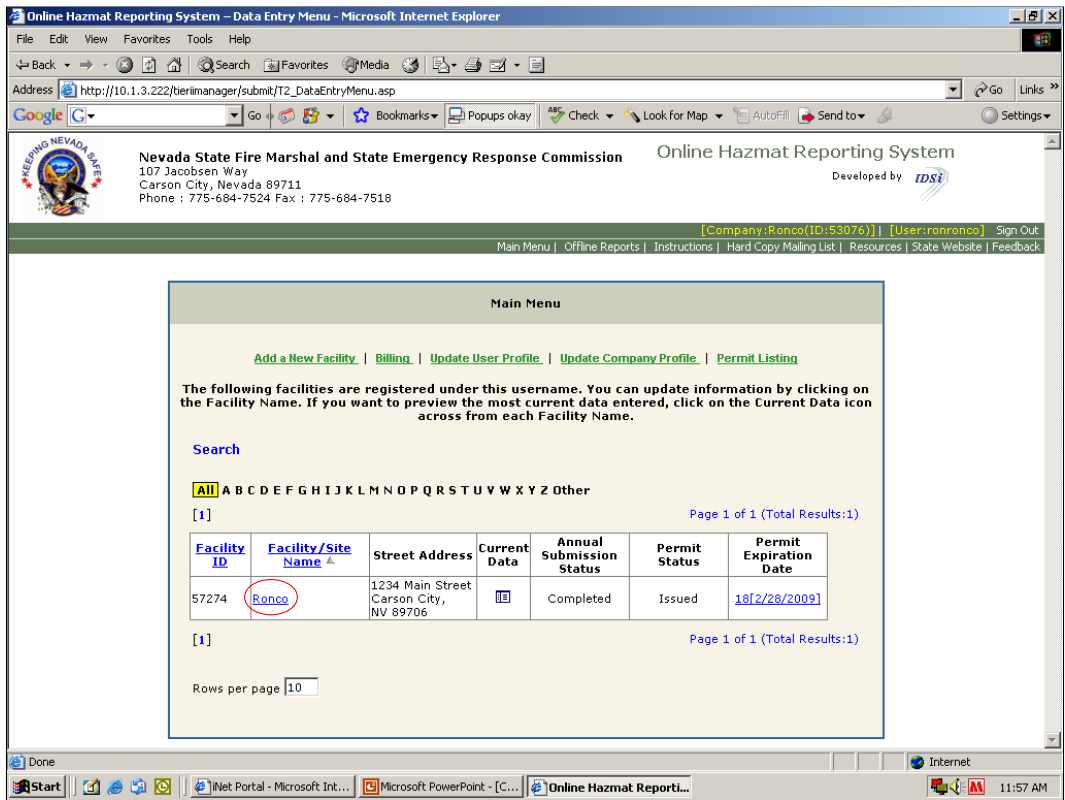
Next Page >>>>



When you receive the email letting you know that the request has been approved, login into your account.

At the Instructions/Regulations page click “Continue.”

Next Page >>>>



You will see the facility(ies) attached to your company listed on this page.
 Click on the facility name to enter its record.
 Next Page >>>>

Online Hazmat Reporting System - Submission List - Microsoft Internet Explorer

Address: http://10.1.3.222/iermanager/submit/T2_AnnualSubmissionList.asp?FID=57274

Nevada State Fire Marshal and State Emergency Response Commission
 107 Jacobsen Way
 Carson City, Nevada 89711
 Phone : 775-684-7524 Fax : 775-684-7518

Online Hazmat Reporting System
 Developed by IDSI

[Company: Ronco(ID:53076)] | FID:57274 | [User:ronronco] Sign Out
 Main Menu | Offline Reports | Instructions | Hard Copy Mailing List | Resources | State Website | Feedback

Submissions Listing for Ronco (ID: 57274)

Submission History

Shown below is a listing of all submissions. Click on the reporting year to edit the data for that year. The link in the Reporting Year column will be enabled if you can edit the data for that year.

SFM/SERC Report Year	SFM Report Year	Facility Type	Submission Class	Signed By	Signed Date	Submission Status	Permit Status	Permit Expiration Date	Submission	Submission Type	Report Status
2008 [Edit]	2009-2010					Not Started					
2007 [Edit Close]	2008-2009	SFM	Annual	Ron Ronco, CEO	10/28/2008 9:43:40 AM	Completed	Issued	18 [2/28/2009]	<input type="checkbox"/>	Online	Active

[Click here to request an edit for a Previous Reporting Year.](#)

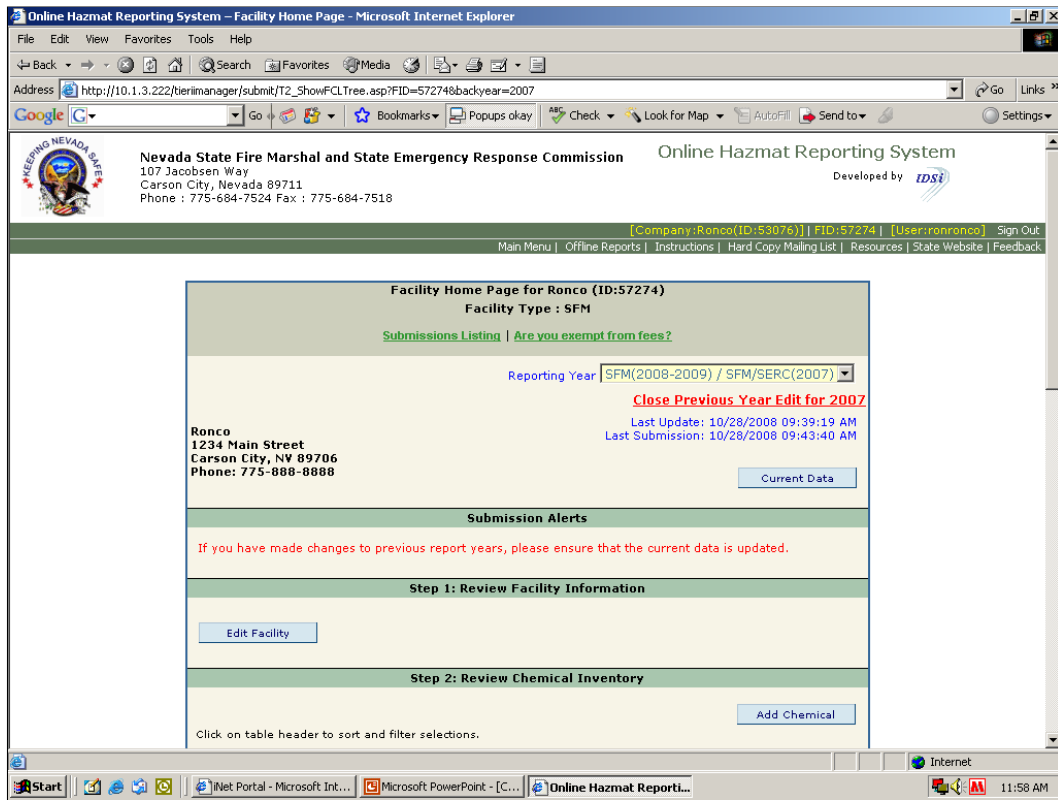
Done

Start | Internet Portal - Microsoft Int... | Microsoft PowerPoint - [C... | Online Hazmat Reporti... | 11:57 AM

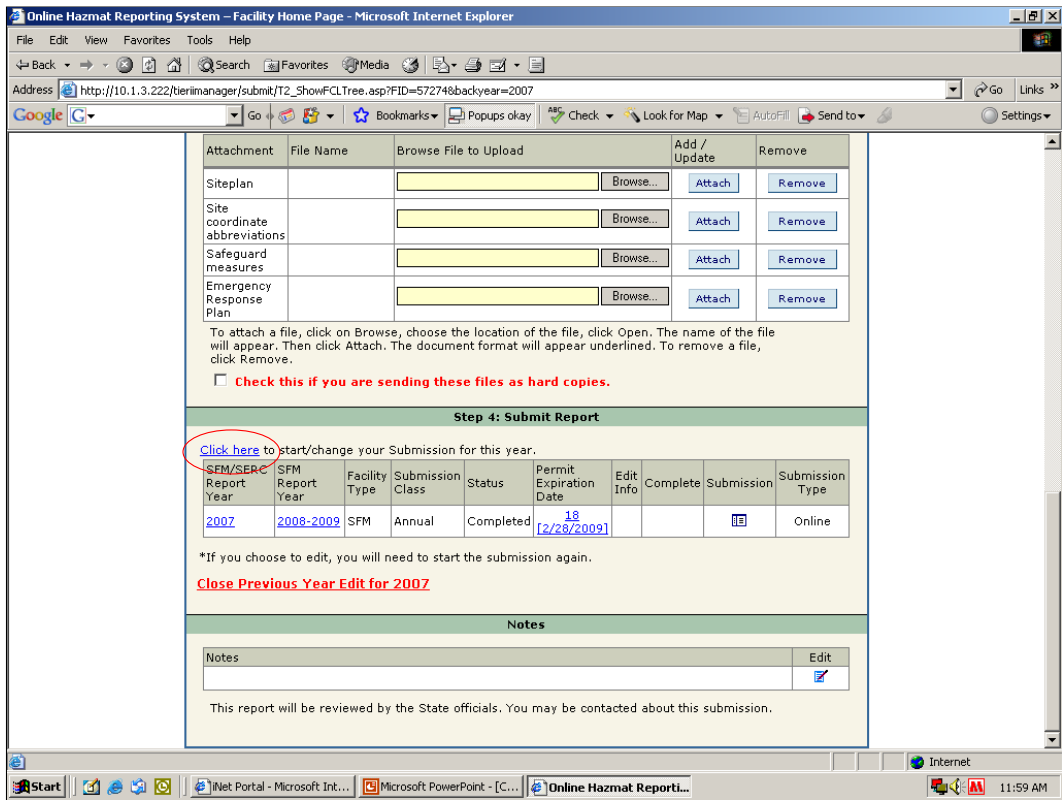
The Submission History screen now has the “(Edit|Close)” links which will give you access to make your changes.

Click on the “Edit” link to begin.

Next Page >>>>

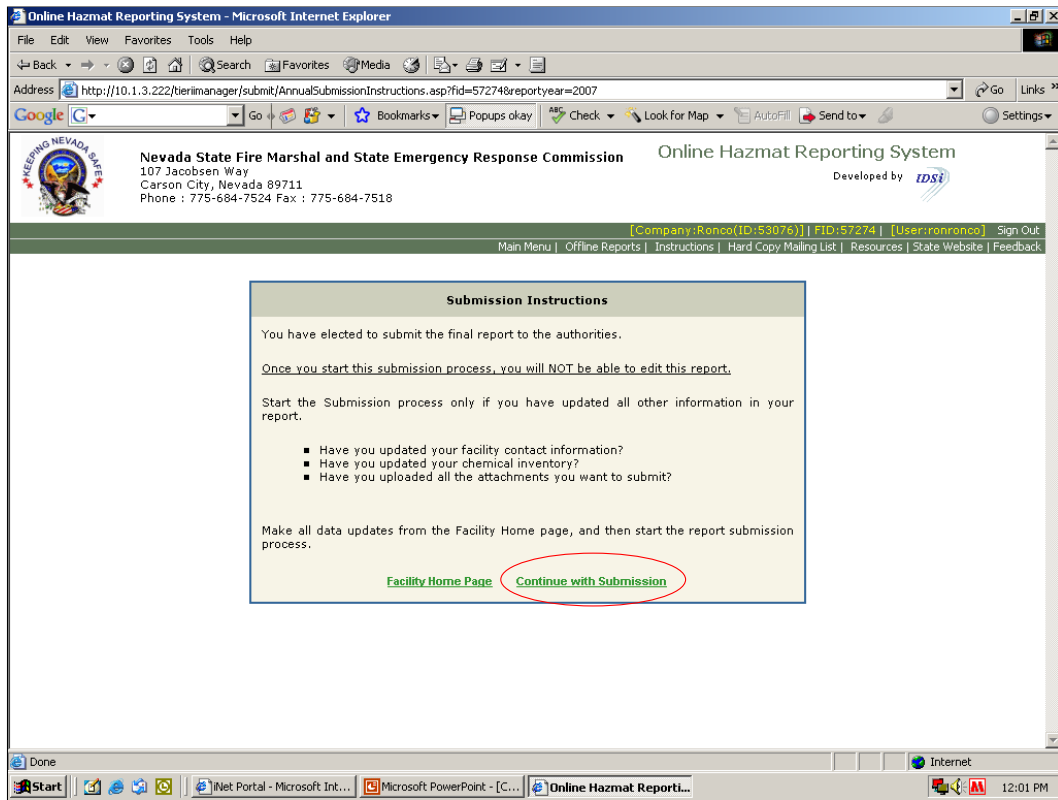


On the Facility Home Page, make all the corrections that you requested.
Next Page >>>>

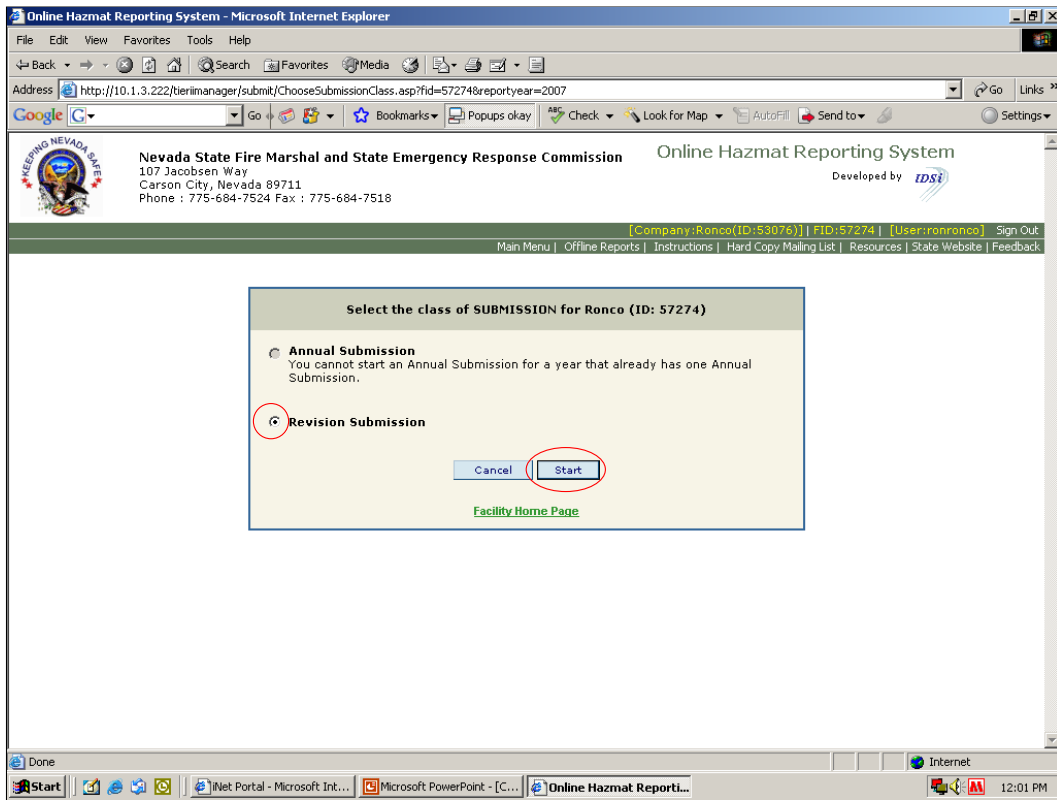


After making changes, click the "Click Here" link.

Next Page >>>>



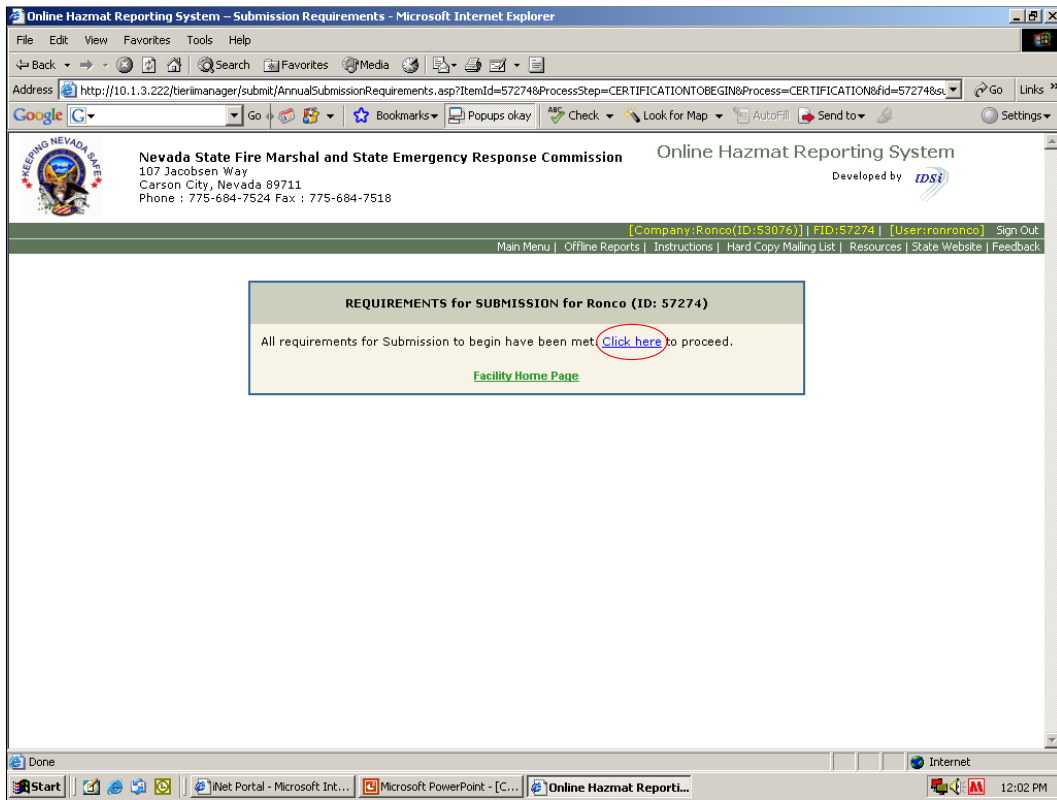
Read the Submission Instructions and click the “Continue with Submission” link.
Next Page >>>>



Click the “Revision Submission” radio button.

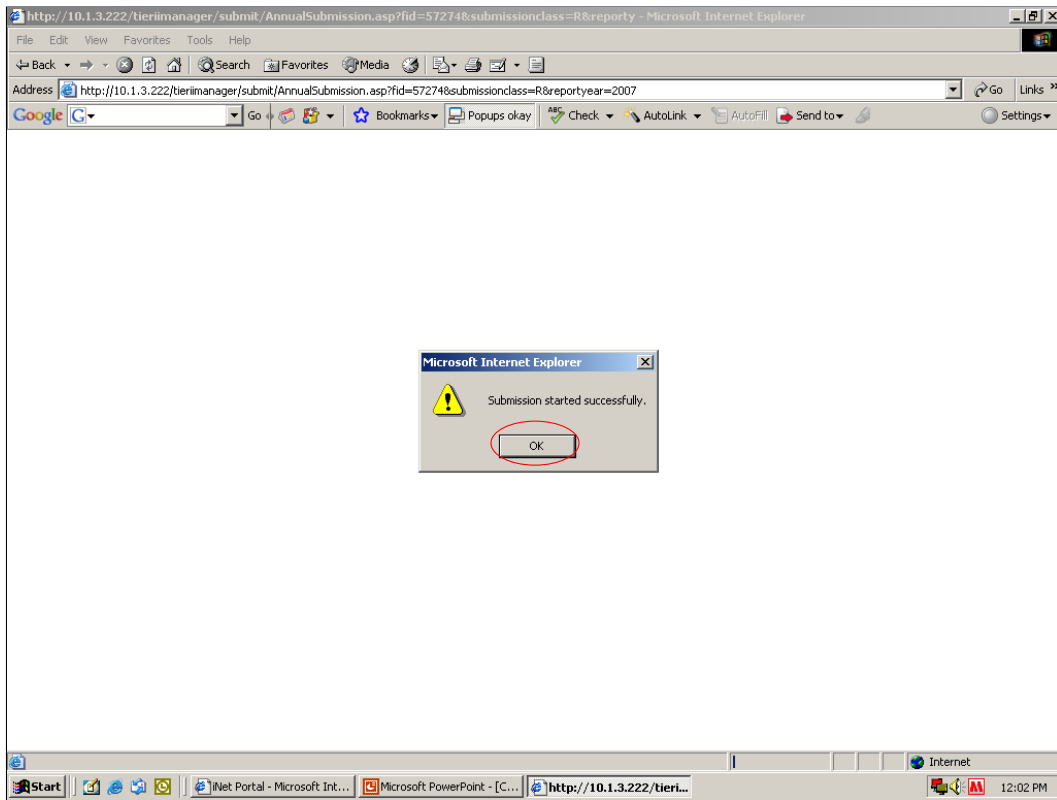
Click on the “Start” button.

Next Page >>>>



Click the "Click Here" link.

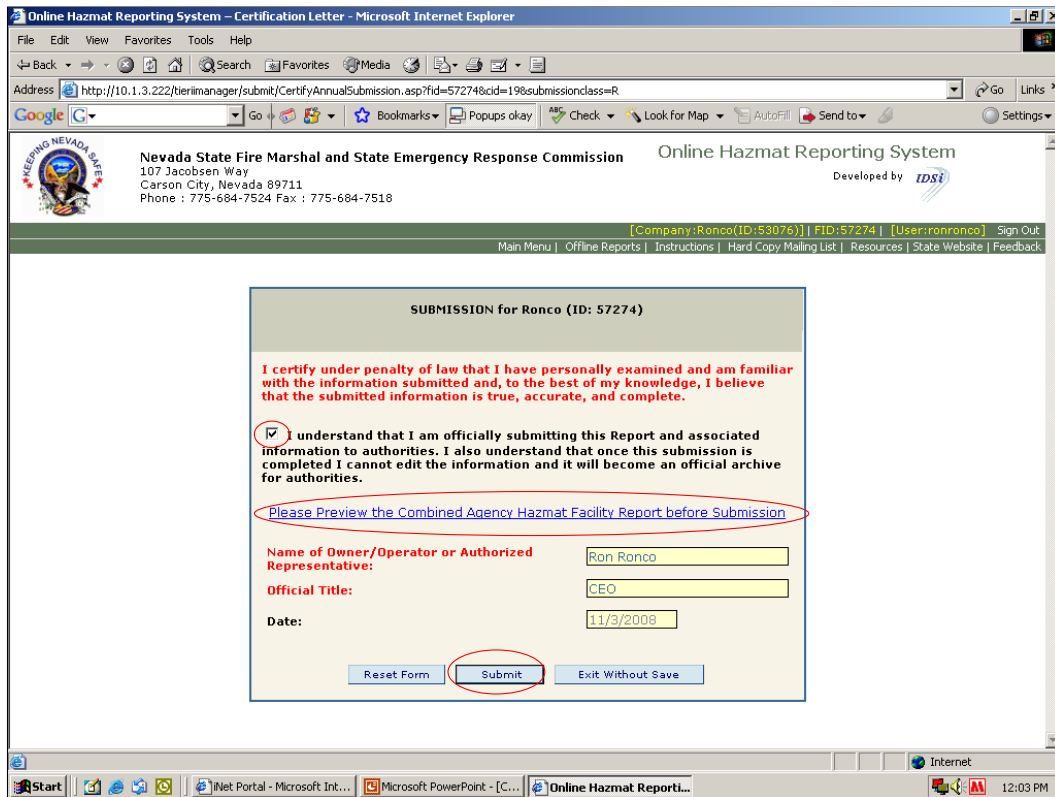
Next Page >>>>



The screen will clear and this pop-up box will appear.

Click the "OK" button.

Next page >>>>



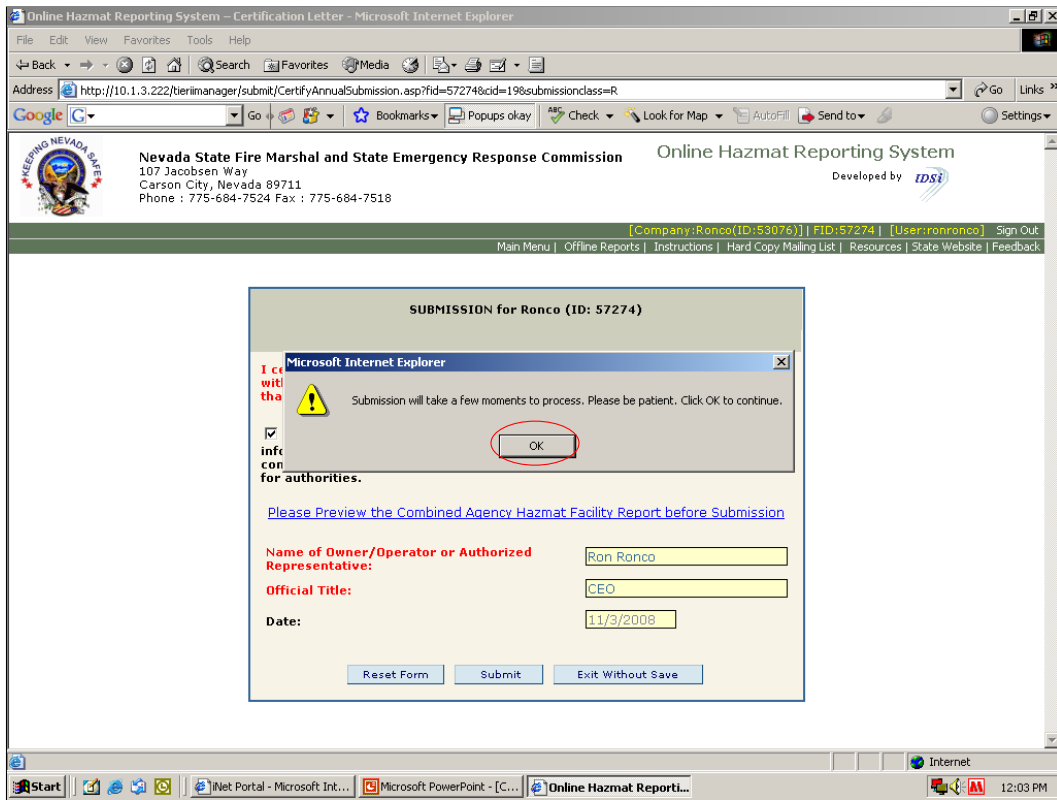
You will be taken to the Submission Certification where the Owner/Operator or Authorized Representative digitally signs to verify the document is true, accurate and complete.

Check the “I understand” box.

You have one more opportunity to review and/or reject your submission before finalizing it for the year and paying additional fees, if applicable.

If everything is correct, click the “Submit” button to continue.

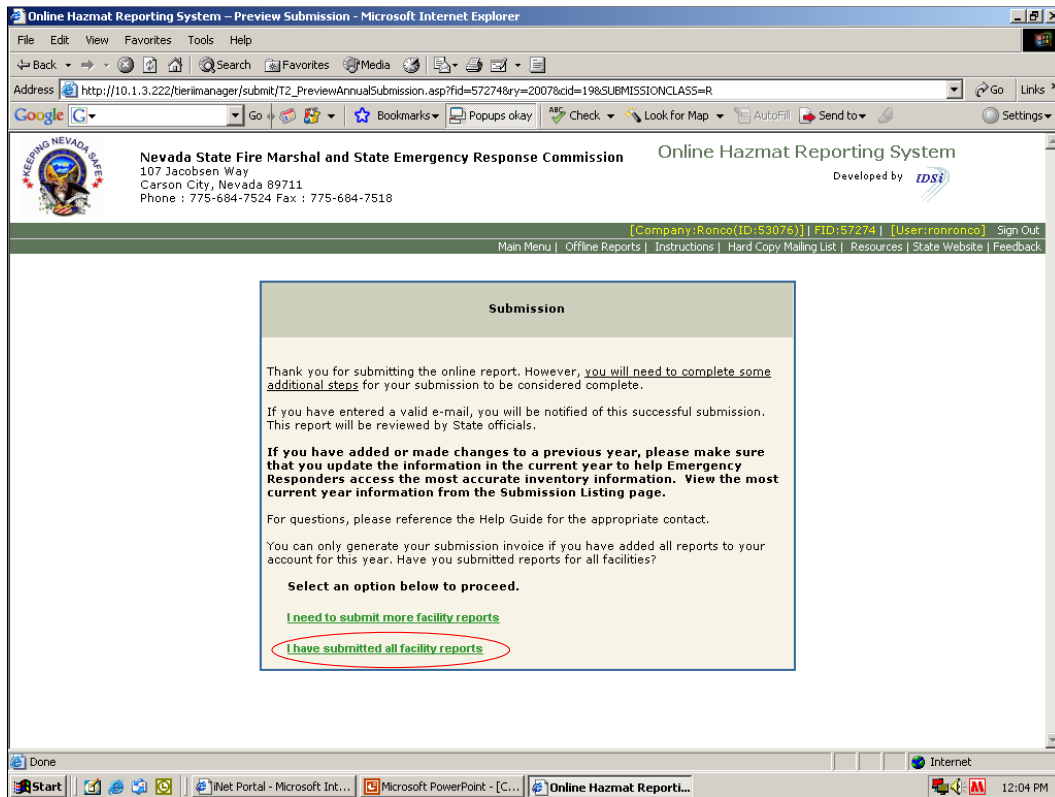
Next Page >>>>



You will get this pop-up box.

Click the "OK" button.

Next Page >>>>

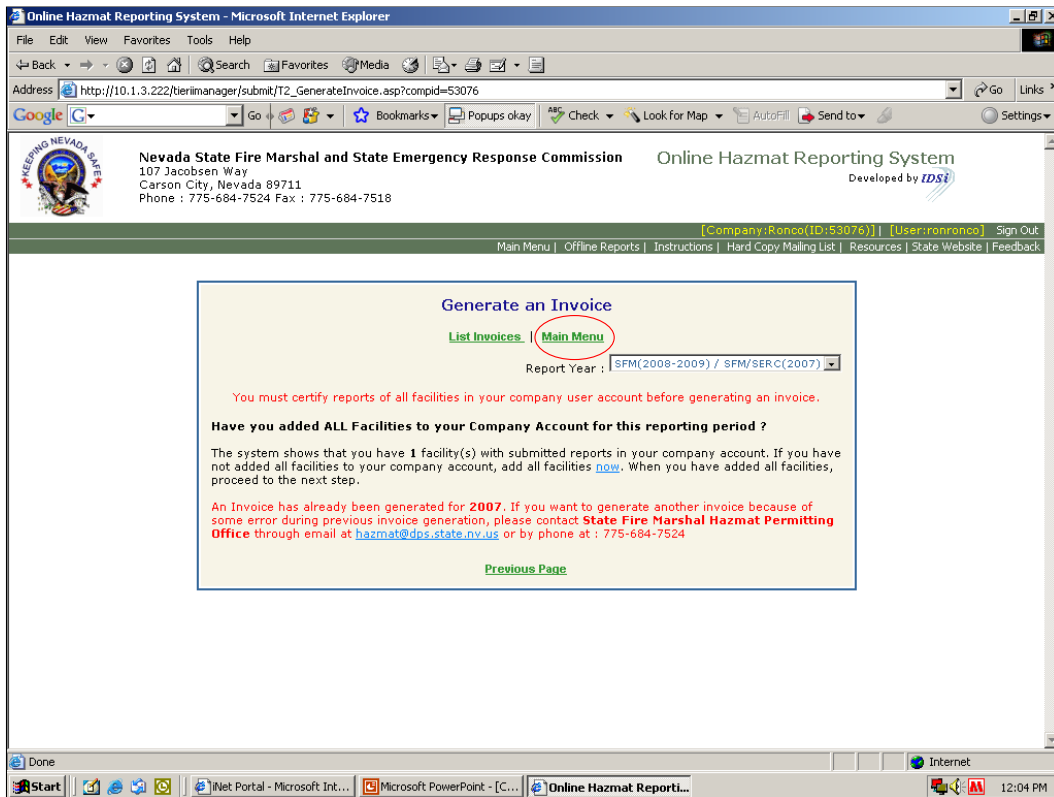


Read the final Submission Instructions screen.

You can still make changes, if need be, before finalizing your changes.

If everything is complete, click on “I have submitted all facility reports” link.

Next Page >>>>



The Generate an Invoice screen will show you if you incurred any additional charges or a refund is due.

If no link to a new invoice shows on this screen, then no additional costs or refunds are due.

Select the “Main Menu” link to continue.

Next Page >>>>

Online Hazmat Reporting System - Data Entry Menu - Microsoft Internet Explorer

Address: http://10.1.3.222/iermanager/submit/T2_DataEntryMenu.asp

Nevada State Fire Marshal and State Emergency Response Commission
 107 Jacobsen Way
 Carson City, Nevada 89711
 Phone : 775-684-7524 Fax : 775-684-7518

Online Hazmat Reporting System
 Developed by

[Company:Ronco(ID:53076)] [User:ronronco] Sign Out

Main Menu | Offline Reports | Instructions | Hard Copy Mailing List | Resources | State Website | Feedback

Main Menu

[Add a New Facility](#) | [Billing](#) | [Update User Profile](#) | [Update Company Profile](#) | [Permit Listing](#)

The following facilities are registered under this username. You can update information by clicking on the Facility Name. If you want to preview the most current data entered, click on the Current Data icon across from each Facility Name.

Search

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

[1] Page 1 of 1 (Total Results:1)

Facility ID	Facility/Site Name ▲	Street Address	Current Data	Annual Submission Status	Permit Status	Permit Expiration Date
57274	Ronco	1235 Main Street Carson City, NV 89706		Completed	Issued	18/2/28/2009

[1] Page 1 of 1 (Total Results:1)

Rows per page

Done

Start | Internet Portal - Microsoft Int... | Microsoft PowerPoint - [C... | Online Hazmat Reporti... | 12:05 PM

You will see the facility(ies) attached to your company listed on this page.
 Click on the facility name to enter its record again.
 Next Page >>>>

Online Hazmat Reporting System – Submission List - Microsoft Internet Explorer

Address: http://10.1.3.222/iermanager/submit/T2_AnnualSubmissionList.asp?FID=57274

Nevada State Fire Marshal and State Emergency Response Commission
 107 Jacobsen Way
 Carson City, Nevada 89711
 Phone : 775-684-7524 Fax : 775-684-7518

Online Hazmat Reporting System
 Developed by IDSI

[Company:Ronco(ID:53076)] | FID:57274 | [User:ronronco] Sign Out
 Main Menu | Offline Reports | Instructions | Hard Copy Mailing List | Resources | State Website | Feedback

Submissions Listing for Ronco (ID: 57274)

Submission History

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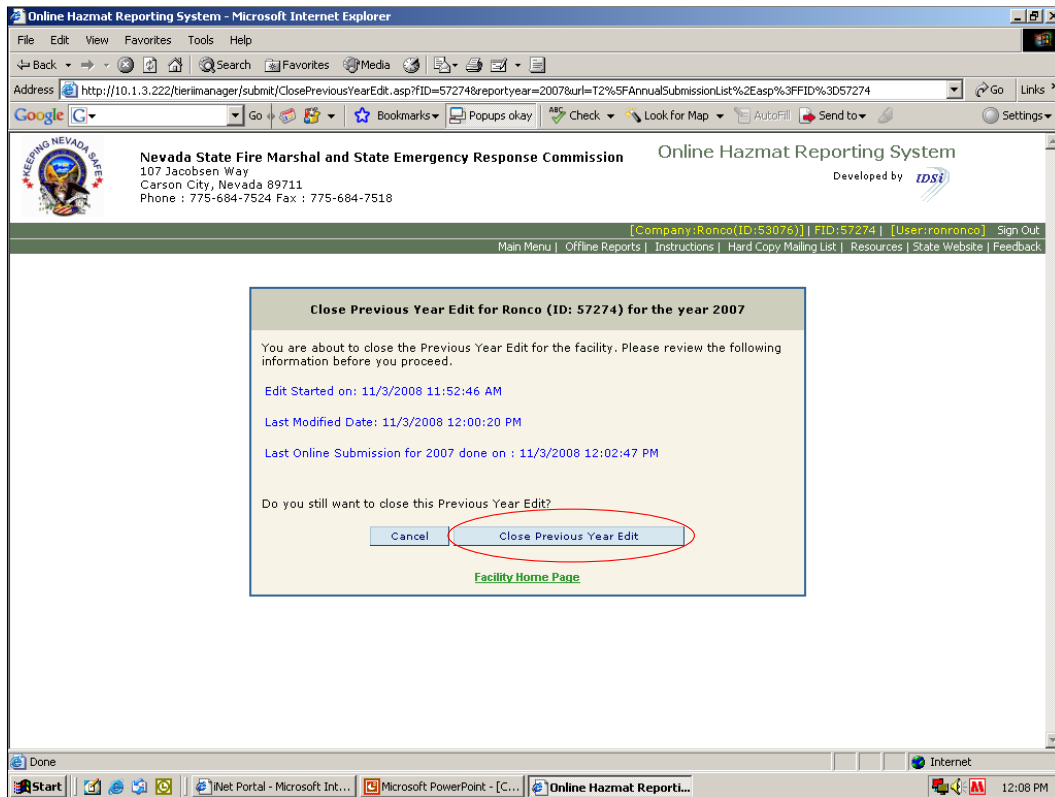
SFM/SERC Report Year	SFM Report Year	Facility Type	Submission Class	Signed By	Signed Date	Submission Status	Permit Status	Permit Expiration Date	Submission	Submission Type	Report Status
2008 [Edit]	2009-2010					Not Started					
2007 [Edit] [Close]	2008-2009	SFM	Revision	Ron Ronco, CEO	11/3/2008 12:02:47 PM	Pending Admin Approval	Pending			Online	Active
		SFM	Annual	Ron Ronco, CEO	10/28/2008 9:43:40 AM	Completed	Issued	18 [2/28/2009]		Online	Active

[Click here](#) to request an edit for a Previous Reporting Year.

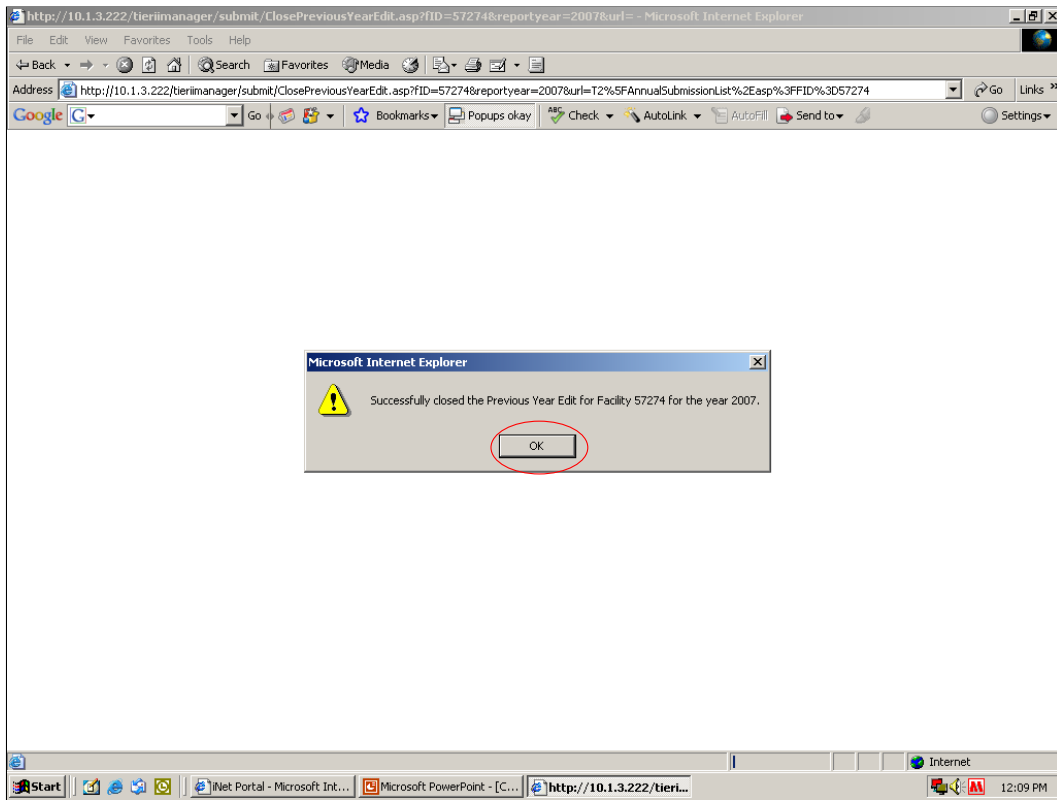
You have now completed your requested changes and need to close your report for the year.

Click the “Close” link.

Next page >>>>



Read the Close Previous Year Edit information.
Click the "Close Previous Year Edit" button.
Next Page >>>>



The screen will clear and this pop-up will appear.

Click the "OK" button.

Next Page >>>>

Online Hazmat Reporting System - Submission List - Microsoft Internet Explorer

Address: http://10.1.3.222/iermanager/submit/T2_AnnualSubmissionList.asp?fid=57274

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[Company: Ronco(ID:53076)] | FID:57274 | [User:ronronco] Sign Out
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Submissions Listing for Ronco (ID: 57274)

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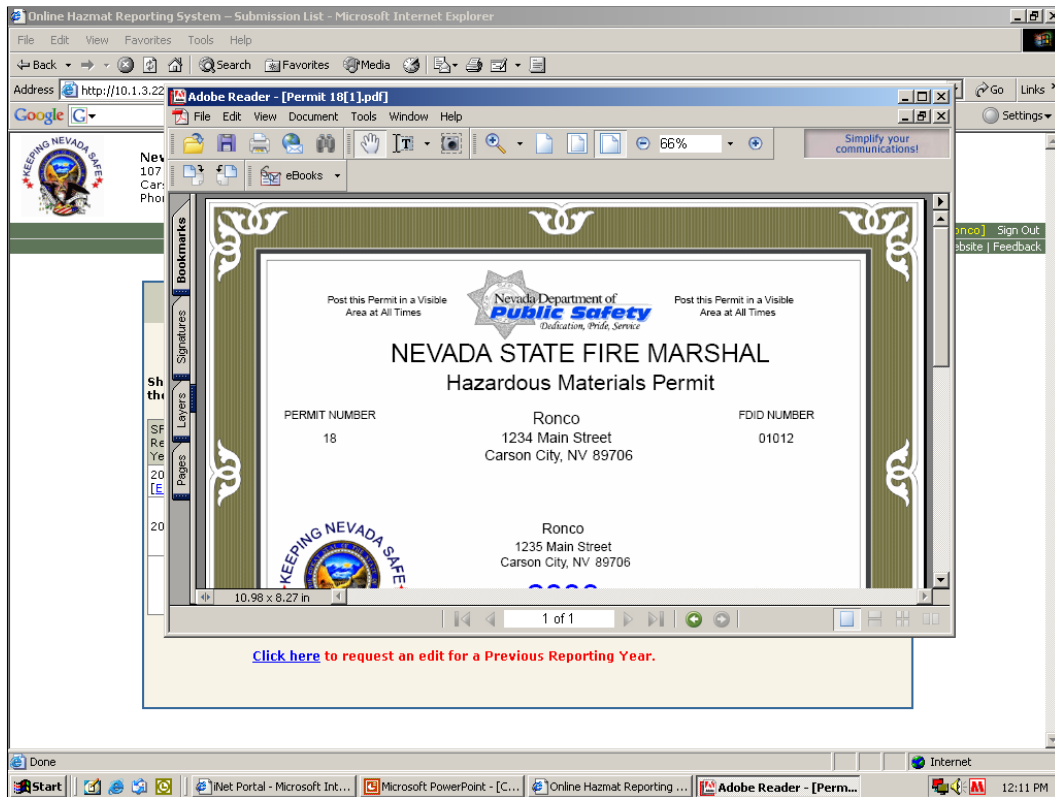
SFM/SERC Report Year	SFM Report Year	Facility Type	Submission Class	Signed By	Signed Date	Submission Status	Permit Status	Permit Expiration Date	Submission	Submission Type	Report Status
2008 [Edit]	2009-2010					Not Started					
2007	2008-2009	SFM	Revision	Ron Ronco, CEO	11/3/2008 12:02:47 PM	Pending Admin Approval	Pending		[E]	Online	Active
		SFM	Annual	Ron Ronco, CEO	10/28/2008 9:43:40 AM	Completed	Issued	18 [2/28/2009]	[E]	Online	Active

[Click here](#) to request an edit for a Previous Reporting Year.

Done Internet
 Start | Net Portal - Microsoft Int... | Microsoft PowerPoint - [C... | Online Hazmat Report... | Adobe Reader - [Permit 1... | 12:10 PM

Once again the system brings you back to the Submission History screen. It shows your revision, date and time, and that your new submission is pending approval.

Next page >>>>



Once approval has been received via email, you can login and print your new updated permit.

You only need to print a new permit if you made address or name changes. It is not necessary for chemical changes.

Follow the Print Permit procedures in this book.

End of Customer Request for Previous Year Edit.

GLOSSARY

A

ACCESS

The rights the system administrator gives to the customer to make entries into the online Hazmat system.

ACH

Automatic Clearing House. Payment is taken directly from a checking account.

ADMINISTRATOR

Manages the program administration features (permit issuance, billing, reporting, notifications, logs, etc).

ANNUAL SUBMISSION

The process used by companies to submit their facility report annually prior to the March 1st deadline.

APPROVAL

Authorization granted by the system administrator to continue with the reporting process.

ATTACHMENTS

A file that is attached to the online report.

AUTOMATED MESSAGE

Message sent by email from the system to the customer.

B

BILLING ADDRESS

This address is where a company wants their invoices mailed. It can be different from the Mailing Address and Facility's physical address.

BROWSE

To look for or access information on the World Wide Web.

C

CAS

Chemical Abstract Service number assigned to a substance.

CERTIFICATION

A declaration that the information submitted is true, accurate, etc.

CHEMICAL(S)

Hazardous substances.

COMPANY

A business with one or more facilities.

COMPANY USER

The Company's authorized person to sign-in and complete the online reporting.

CONFIDENTIAL LOCATION

Check this box if you would like a chemical's specific location to be listed as *Confidential*. When this information is looked at by the Planner it is hidden from view. If looked at by a First Responder the data is viewable for safety reasons.

CONTACT NAMES

Names and phone numbers of two (required) representatives of the Company.

CRYPTIC CODE

A graphic set in place for security purposes.

CUSTOMER

Authorized representative of the Company.

D

DATABASE

A compilation of data fields and records that is collected, stored, and organized for later retrieval through sorting, searches, queries, etc.

E

EDIT

To make changes.

EHS

Extremely hazardous substance.

E-MAIL

Electronic mail. Messages sent and received electronically.
The Hazmat email address: hazmat@dps.state.nv.us.

E-Pay

E-Pay is a secure, fraud resistant electronic transfer of an authorized payment from a company/consumer's checking or savings account into the state account. E-Pay accepts company and personal checks or savings accounts ONLY.

EPCRA

Emergency Planning and Community Right-to-Know.

ERROR MESSAGE

A message will automatically appear on the screen to notify the user that an error has been made. The system will not allow going on to another screen until the error is corrected.

EXEMPT FACILITIES

Federal and state facilities do not pay SERC fees. However, they do pay SFM fees.

F

FACILITY

The physical location where hazardous materials are stored.

FAQs

Frequently Asked Questions. A tool to obtain an answer quickly to questions that are asked repeatedly.

FEDERAL TAX I.D. NUMBER

A federal tax identification number (also known as an employer identification number or EIN), is a number assigned solely to your business by the IRS. Your tax ID number is used to identify your business to several federal agencies responsible for the regulation of businesses.

FEE EXEMPTION

Federal and state facilities do not pay SERC fees. However, they do pay SFM fees.

FEEDBACK

A response from the customer, utilizing the Feedback Link. You must have Microsoft Outlook to use this Link. If you have another email program, paste our email address into your browser to send us an email:

hazmat@dps.state.nv.us.

FEES

- SFM: \$150 per facility, per calendar year.
- SERC: There is a \$100 Registration fee for the first EHS Chemical that hits its Threshold Planning Quantity (TPQ) amount.
If your facility stores EHS in an amount over one ton, there is a \$100 fee, per ton, starting with the second ton. (There is no tonnage fee for the initial ton.)
SERC Fees are capped at \$7,500 per company, per year.

FIRST RESPONDERS

Emergency personnel arriving first at a facility.

FSU

The Financial Services Unit of the State Fire Marshal's Office.

G

GENERATE

To produce an invoice.

GUIDEBOOK

A booklet to assist the Company User in navigating the online reporting system.

H

HARD COPY

A paper submission, mailed to the SFM office, with payment. This, as opposed to a “paperless” submission, which is completed online.

HAZMAT

Hazardous Materials.

HAZMAT EMAIL ADDRESS

hazmat@dps.state.nv.us

HELP DESK

You can contact the Help Desk:

Submission Issues: 775-684-7524

Program Issues: 775-684-7521

Billing Issues: 775-684-7503

Email: hazmat@dps.state.nv.us

HINT QUESTION / ANSWER

This is the question and answer you entered at the time of registration. If you forget your password, you can click on *Forgot your Password?* If you answer your *Hint Question* correctly, you will be prompted to reset your password.

HOME PAGE

The beginning page of the system or starting point of the system area you are working in.

I

ID NUMBER – COMPANY / FACILITY

For identification, the system will assign a specific number to each company and to each facility.

IFC

International Fire Code. The State Fire Marshal reporting criteria is based on the International Fire Code, 2006 Edition.

IMPORT CHEMICALS

To move chemical information from one facility to another.

INACTIVATE

To change the permit account status from *Active* to *Inactive*, so that fees will not accumulate.

INSPECTOR

A person who has been given the authority to conduct an inspection or verify the inventory of hazardous materials at a facility located in Nevada. This authority may be granted by the State Fire Marshal or by the Authority Having Jurisdiction (AHJ) as delegated by NRS/NAC.

INVOICE

A bill for SFM and, if applicable, SERC fees.

INVENTORY

An itemized list of hazardous chemicals being stored at a facility.

L

LATITUDE-LONGITUDE

Any location on Earth is described by two numbers--its **latitude** and its **longitude**. This is required information pertaining to the physical address of the facility.

LEPC

Local Emergency Planning Committee. Each county has a LEPC office. Contact SERC at 775-687-6973 for a current LEPC list, or go to their website at www.serc.nv.gov.

LINK

Is a special built-in highlighted word, usually blue and underlined, in a web page that quickly takes you to another location away from the web page or pops-up another box with data.

LIST OF LISTS

List of Lists OCTOBER 2006 is the publication to reference. It is a consolidated list of Extremely Hazardous Chemicals subject to the Emergency Planning and Community Right-To-Know Act (EPCRA) and Section 112® of the Clean Air Act.

LOGIN

To sign-in to the online reporting system.

LOGOUT

To sign-out of the online reporting system.

M

MAILING ADDRESS

The address where a business wants correspondence mailed. It may be the same address or a different address from the Billing Address and the Physical Address of the facility.

MAIN MENU

Similar to Home Page but can also be a menu within the web page containing quick links.

MANUAL and MANUAL REPORT

Also referred to as a Hard Copy report. This is a Hazmat submission done off-line via paper not using the online system.

MSDS

Material Safety Data Sheet. The supplier of your chemicals is required to give you an MSDS on the chemicals.

MIXTURE COMPONENTS

Chemical components that make up the chemical being reported.

N

NAC

Nevada Administrative Codes.

NAICS

North American Industry Classification System. This code identifies the “line of business.” It replaced the Standard Industrial Classification (SIC) code.

NEW USER

This is a first time registrant of the system. The first year of existence of the new system, all users are classified as NEW USERS until they register, even if their previous data was brought over from the old system.

NON STANDARD ADDRESS

The physical location of a facility may not have a typical street number and street name (i.e., Top of Slide Mountain, Mile Marker 3). If that is the case, click the box *Check if facility address is not a standard address*.

NRS

Nevada Revised Statute.

O**ONLINE REPORT**

Submission of an annual report by using the online web-based system.

OPERATOR

Refers to the manager of the facility who may be responsible for keeping chemical data current in the system.

OSHA

Occupational Safety and Health Administration.

OUTLOOK

Microsoft Outlook is an email program. If you have another email program, paste our email address into your email programs address line to send us an email: hazmat@dps.state.nv.us.

OWNER

The proprietor of a business.

P

PASSWORD

A secret word used for identification and signing into the system.

PC

Personal Computer.

PENDING

Waiting for review or approval.

PERMIT

The State issued document reflecting the identification number for a specific business and facility, at a specific location, showing compliance for a specific period of time.

PERMIT EXPIRATION DATE

The date the permit expires for the facility. In the system, you will click on this link to print the most recent permit from the main menu.

PHYSICAL ADDRESS

Street address of facility.

POP-UP BLOCKERS

A pop-up blocker refers to any software or application that disables any pop-up, pop-over or pop-under advertisement window that you would see while using a Web browser. This needs to be turned off or disabled while using the system.

POP-UP BOX

A window that suddenly appears (pops up) when you select an option with a mouse or press a special function key. Usually, the pop-up window contains a menu of commands and stays on the screen only until you select one of the commands. It then disappears.

PREVIOUS YEAR EDIT

A necessary request to be sent to the SFM Administrator through the system so that changes can be made to the Facility once the customer has already submitted a final report for the year. This is usually done when information, not explained in the original submission for the year, necessitates safety changes, such as quantities, types and mixtures of chemicals or movement of the facility or chemicals.

R

REGISTRATION

The first step in getting signed up to report online.

RENEWALS

Submissions completed by businesses, currently permitted, prior to March 1st of each year.

REPORTING YEAR

The State Fire Marshal and the State Emergency Response Commission are reported at the same time each year, March 1st. However, their “reporting year” covers a different time period.

SFM: current calendar year from March 1st through the end of February.

SERC: previous calendar year from March 1st through the end of February.

RESOURCES

A list of links available in the system to look-up needed data. This is found in the green bar located at the top of each page.

REVISION

To make a change to submitted information.

S

SARA

Superfund Amendments and Reauthorization Act (SARA Title III).

SAVE

The function key to click on before going to the next screen. **Be Aware:** if you fail to Save your information and the Time Out message appears, information you have entered, may be gone. It is extremely important to Save often!

SERC

State Emergency Response Commission.

SFM

State Fire Marshal.

SIC

Standard Industrial Classification code. See NAICS.

SIGN-IN

To enter your Username and Password information so you can access the online system.

SIGN-OFF

To exit from the online system.

SPECIFIC GRAVITY

Specific gravity is defined as the ratio of the density of a given solid or liquid substance to the density of water at a specific temperature and pressure, typically at 4°C (39°F) and 1 atm – standard atmosphere (29.92 inHg), making it a dimensionless quantity. Substances with a specific gravity greater than one are denser than water, and so (ignoring surface tension effects) will sink in it. Those with a specific gravity of less than one are less dense than water, and so will float in it. This information is needed when you convert gallons to pounds under Inventory in the system. The specific gravity is found on the chemical's MSDS.

SUBMIT / SUBMISSION

To present the online reporting for approval. Once you receive approval, you can print your Hazardous Materials Storage Permit to be displayed at the facility.

T

TPQ

The Threshold Planning Quantity of a chemical.

TIME-OUT MESSAGE

A System Time-Out Message will automatically appear on the screen if there has not been any activity for 20 minutes. This is a security measure.

U

UPDATE COMPANY PROFILE

To input the current information on the company record.

UPDATE USER PROFILE

To input current information on the User that enters data for the company's facilities.

USERNAME

The name you will enter when you first register and whenever you Sign-In.

W

WINDOW

A browser window is a tool used to view websites on the internet. It acts as a "window" to the World Wide Web. The red "X" in the top right of the browser will close the "window."