



# User Manual Version 5.1

## For Submit Users

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[www.idsiinternational.com](http://www.idsiinternational.com)

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# **THINGS TO CHECK ON YOUR COMPUTER BEFORE YOU REPORT**



## BEFORE YOU BEGIN

1. The system times out every 20 minutes of inactivity. If you are entering data for more than the defined number of minutes, but have not clicked on 'Save' or 'Submit' buttons, the system will not recognize that the user is still present and active. In short, save your work frequently by clicking the 'Save' or 'Submit' buttons.
2. **BEFORE YOU BEGIN**, gather all the submission information before you start using the system. This will help you complete your submission faster. You will find a list of required items under the Help menu or on our website at:  
<http://fire.nv.gov/bureaus/FPL/Hazmat/>
3. Check your Browser Version to make sure that you are running a compatible web browser version. *See instructions on page 5.*
4. Make sure Pop-Up blockers are turned off in your browser. *See instructions on page 6.*
5. If you start to use the program, and find you are not able to or it will not show on your screen, you may need to ensure the Javascript is turned on for your browser. All settings in this system use Javascript by default. If you have an issue, check to see if Javascript is installed and activated on your browser. *See instructions on page 7.*

## CHECK BROWSER VERSION

Minimum supported browser versions are:

- Internet Explorer 10 (non-compatibility mode) or above
- Firefox 20 and above
- Chrome 26 and above

1. To check your browser version in Internet Explorer, open Internet Explorer by clicking the Start button  and then clicking Internet Explorer. Press ALT+H, and then click 'About Internet Explorer'. The current version number is the series of numbers beneath the "Internet Explorer" heading.
2. To check your browser version in Firefox, click the Firefox button on the top left hand side. Select the Help menu and select About Firefox. The current version number is the series of numbers beneath the "Firefox" heading.
3. To check your browser version in Chrome, click the Chrome menu  on the browser toolbar and select About Google Chrome. The current version number is the series of numbers beneath the "About Google Chrome" heading.

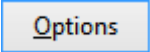
## TURN OFF POP-UP BLOCKERS

Various features in the application use the Pop-Ups. However, many browsers automatically block pop-ups when they are first installed. You need to set your browser to make sure it will show you pop-ups.


In Internet Explorer:

1. Click 'Alt' and 'T' together. This will bring up the Tools menu on the top.
2. Select 'Pop-up Blocker.'
3. Select 'Turn off Pop-up Blocker.'
4. You will receive a message. Confirm the message.
5. Close the browser and re-launch it again to save your settings and start reporting.

In Firefox:

1. When blocking a pop-up, Firefox displays an alert red x in the URL search window. Click on the icon  on the icon.
2. Click on Allow Pop-ups for this site.
3. You will receive a message. Confirm the message.
4. Close the browser and re-launch it again to save your settings and start reporting.

In Chrome:

1. Click the Chrome menu  on the browser toolbar.
2. Select Settings.
3. Click Show advanced settings.
4. In the "Privacy" section, click the Content settings button.
5. In the "Pop-ups" section, select "Allow all sites to show pop-ups." Or customize permissions for specific websites by clicking Manage exceptions.

## ENABLE JAVASCRIPT

Follow the steps below to enable JavaScript in your browser.

In Internet Explorer:

1. On the web browser menu click "Tools" menu and select "Internet Options".
2. In the "Internet Options" window select the "Security" tab.
3. On the "Security" tab click on the "Custom level..." button.
4. When the "Security Settings - Internet Zone" dialog window opens, look for "Scripting".
5. In the "Active Scripting" item select "Enable".
6. When the "Warning!" window pops up asking "Are you sure you want to change the settings for this zone?" select "Yes".
7. In the "Internet Options" window click on the "OK" button to close it.
8. Click on the "Refresh" button of the web browser to refresh the page.

In Firefox:

1. On the web browser menu click "Tools" and select "Options".
2. In the "Options" window select the "Content" tab.
3. Mark the "Enable JavaScript" checkbox.
4. In the opened "Options" window click on the "OK" button to close it.
5. Click on the "Reload current page" button of the web browser to refresh the page

In Firefox Version 23+:

1. In the address bar, type about:config and press Enter.
2. Click "I'll be careful, I promise" if a warning message appears.
3. In the search box, search for javascript.enabled
4. Toggle the "javascript.enabled" preference (right-click and select "Toggle" or double-click the preference) to change the value from "false" to "true".

In Chrome:

1. In the browser menu click the "Customize and control Google Chrome", and select "Settings".
2. In the "Settings" section click on the "Show advanced settings..."
3. Under the "Privacy" click on the "Content settings..."
4. The dialog window opens, find the "JavaScript" and select "Allow all sites to run JavaScript".
5. Click on the "OK" button to close it.
6. Close the "Settings" tab.
7. Click on the "Reload this page" button of the web browser to refresh the page.

# **SETTING UP A NEW USER ACCOUNT AND SIGNING IN**



## NEW USER REGISTRATION

If you are a new user to the TIER II MANAGER™, you will need to register to get a user account in the system. You have the ability to enter Reports for various facilities you may be managing under your company user account. Start by completing a New User Registration Form. The Administrator will review the completed registration form. You will be contacted by email when your User Account has been approved. Follow the instructions in this section to register as a new user of the system.

The screenshot displays a web interface for user registration. On the left, a light gray box contains the text: "You must register before using this Online Reporting System." Below this is a blue button with the word "REGISTER" in white, which is highlighted by a red rectangular border. Underneath the button, it says: "If you have previously registered, please proceed with Log In." Below this box, the heading "SYSTEM REQUIREMENTS" is followed by a bulleted list: "• You need to use Internet Explorer 10 (non-compatibility mode) or higher, Firefox 20 or higher, or Chrome 26 or higher. Using older versions may create problems.", "• You will need Adobe Acrobat Reader to use this System. [Download the Adobe Reader.](#)", "• You need to enable javascript and turn off the pop-up blocker in your browser.", and "• If you encounter any problem, contact your technology desk to verify whether you have these requirements." On the right, a separate box titled "Log In" in a blue header contains input fields for "Username" and "Password", a blue "Log In" button, and three links: "Forgot Username?", "Forgot Password?", and "Reset Password?".

Diagram: New User Registration page

## New User Registration

### User Account Details

Username*	Password*	Retype Password*
<input type="text" value="Happychemicals"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>
Hint Question*	Hint Answer*	
<input type="text" value="What is your father's midk"/>	<input type="text" value="John"/>	

### User Contact Contact for primary user of this system and responsible authority.

First Name*	Last Name*	Title*	
<input type="text" value="John"/>	<input type="text" value="Smith"/>	<input type="text" value="Owner"/>	
Phone*	24 Hour Phone*	Email*	Retype Email*
<input type="text" value="775-847-8747 x"/>	<input type="text" value="775-878-4757 x"/>	<input type="text" value="jsmith@hc.com"/>	<input type="text" value="jsmith@hc.com"/>

### Company Details

Company Name*	EIN (Tax ID Number)*
<input type="text" value="Happy Chemicals"/>	<input type="text" value="87-8747478"/>

### Company 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		
<input type="text" value="2 Main Street"/>	<input type="text"/>		
Country*	City*	State*	Zip Code*
<input type="text" value="United States"/>	<input type="text" value="Carson City"/>	<input type="text" value="Nevada"/>	<input type="text" value="89711-"/>

### Company Mailing Address

[Copy Physical Address](#)

Company Name*	Attention	Street 1*	Street 2
<input type="text" value="Happy Chemicals"/>	<input type="text"/>	<input type="text" value="2 Main Street"/>	<input type="text"/>
Country*	City*	State*	Zip Code*
<input type="text" value="United States"/>	<input type="text" value="Carson City"/>	<input type="text" value="Nevada"/>	<input type="text" value="89711-"/>

### Company Billing Address

[Copy Physical Address](#) | [Copy Mailing Address](#)

Company Name*	Attention	Street 1*	Street 2
<input type="text" value="Happy Chemicals"/>	<input type="text"/>	<input type="text" value="2 Main Street"/>	<input type="text"/>
Country*	City*	State*	Zip Code*
<input type="text" value="United States"/>	<input type="text" value="Carson City"/>	<input type="text" value="Nevada"/>	<input type="text" value="89711-"/>
Phone*			
<input type="text" value="775-895-7481 x"/>			

### Facility Details

If you have previously submitted reports, list the names and street addresses of all Facilities that need to be linked to your new account (separated by semicolons).


Facility Details	Please enter the characters as shown*
<input type="text"/>	<input type="text" value="QG8EQ"/>
	

Diagram: New User Registration page

1. Navigate to the system URL on our website at:

<http://fire.nv.gov/bureaus/FPL/Hazmat/>

Then scroll down the page until you see the blue button that says “Click Here” and click the button.

2. Click on *Register*. The system will be set to Reporting Company/Business Facility User. Click *Next*. This will prompt you to complete a registration form.
3. Complete the form. For security purposes, you will need to enter the characters displayed in the graphic and then click *Submit*.

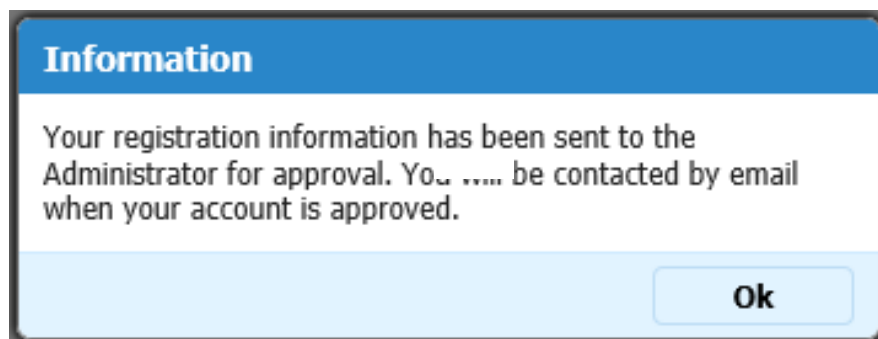


Diagram: Confirmation of Registration page

4. You will receive an email confirmation of your registration.
5. When you receive your account approval, you may log into the site to Sign In.

## RESET YOUR PASSWORD

If you want to reset your password, follow the steps below.

1. Navigate to the system URL on our website at:

<http://fire.nv.gov/bureaus/FPL/Hazmat/>

2. Click on *Reset your Password?*

You must register before using this Online Reporting System.

**REGISTER**

If you have previously registered, please proceed with Log In.

**SYSTEM REQUIREMENTS**

- You need to use Internet Explorer 10 (non-compatibility mode) or higher, Firefox 20 or higher, or Chrome 26 or higher. Using older versions may create problems.
- You will need Adobe Acrobat Reader to use this System. [Download the Adobe Reader.](#)
- You need to enable javascript and turn off the pop-up blocker in your browser.
- If you encounter any problem, contact your technology desk to verify whether you have these requirements.

**Log In**

Username

Password

**Log In**

[Forgot Username?](#)

[Forgot Password?](#)

[Reset Password?](#)

Diagram: Reset Password feature

3. Complete the form and Click **Save**.
4. Your password will be reset immediately.
5. You will need to Sign In to the system with your Username and New Password.

## FORGOT YOUR USERNAME

1. Navigate to the system URL on our website at:

<http://fire.nv.gov/bureaus/FPL/Hazmat/>

2. Click on *Forgot Username?*

The screenshot displays two side-by-side panels. The left panel contains a registration notice: 'You must register before using this Online Reporting System.' with a blue 'REGISTER' button and the instruction 'If you have previously registered, please proceed with Log In.' Below this is a 'SYSTEM REQUIREMENTS' section with four bullet points regarding browser versions (Internet Explorer 10, Firefox 20, Chrome 26), Adobe Acrobat Reader, JavaScript, and contact information for technical issues. The right panel is titled 'Log In' and features input fields for 'Username' and 'Password', a blue 'Log In' button, and three links: 'Forgot Username?' (highlighted with a red box), 'Forgot Password?', and 'Reset Password?'.

Diagram: Forgot Username Feature

3. Complete the form and Click *Request*. **Please note that you need to enter information that was entered during the initial user account registration.** If you do not have this information, you will need to contact the System Administrator. Find contact info using the ? icon on the right hand side.
4. If answered correctly, your Username will be sent to you by email.
5. In some cases, your Username may need to be sent to you by the Administrator and you may not immediately receive an email. Please wait and if you do not hear back from the Administrator, please make contact. Find contact info using the ? icon on the right hand side.

## FORGOT YOUR PASSWORD

1. Navigate to the system URL on our website at:

<http://fire.nv.gov/bureaus/FPL/Hazmat/>

2. Click on *Forgot Password?*

You must register before using this Online Reporting System.

**REGISTER**

If you have previously registered, please proceed with Log In.

**SYSTEM REQUIREMENTS**

- You need to use Internet Explorer 10 (non-compatibility mode) or higher, Firefox 20 or higher, or Chrome 26 or higher. Using older versions may create problems.
- You will need Adobe Acrobat Reader to use this System. [Download the Adobe Reader.](#)
- You need to enable javascript and turn off the pop-up blocker in your browser.
- If you encounter any problem, contact your technology desk to verify whether you have these requirements.

**Log In**

Username

Password

**Log In**

[Forgot Username?](#)

[Forgot Password?](#)

[Reset Password?](#)

Diagram: Forgot Password Feature

3. Enter your Facility Username. Click *Request*.
4. Answer your Hint Question. Click *Save*. This is the question you selected at the time of registration.
5. If answered correctly, you will be prompted to reset your password. Enter a new Password twice. Save the information.
6. You will need to login to the system with your Username and new Password.

## SIGN IN

In order to access your user account, you must sign into the application with a valid Company username and password. Once you sign in, you will be able to create, view, and edit your facility information and chemical data. Follow the instructions in this section to sign into the system.

1. Navigate to the system URL on our website at:

<http://fire.nv.gov/bureaus/FPL/Hazmat/>

Then scroll down the page until you see the blue button that says “Click Here” and click the button.

2. Enter your Username and Password.

3. Click on *Login*.

The screenshot displays a web interface for logging in. On the left, a box contains a message: "You must register before using this Online Reporting System." Below this is a blue "REGISTER" button and the text "If you have previously registered, please proceed with Log In." Below this box is a section titled "SYSTEM REQUIREMENTS" with a bulleted list of technical specifications. On the right, a "Log In" section features input fields for "Username" (containing "HappyChemicals") and "Password" (masked with dots). A blue "Log In" button is highlighted with a red rectangle. Below the button are three links: "Forgot Username?", "Forgot Password?", and "Reset Password?".

You must register before using this Online Reporting System.

**REGISTER**

If you have previously registered, please proceed with Log In.

**SYSTEM REQUIREMENTS**

- You need to use Internet Explorer 10 (non-compatibility mode) or higher, Firefox 20 or higher, or Chrome 26 or higher. Using older versions may create problems.
- You will need Adobe Acrobat Reader to use this System. [Download the Adobe Reader.](#)
- You need to enable javascript and turn off the pop-up blocker in your browser.
- If you encounter any problem, contact your technology desk to verify whether you have these requirements.

**Log In**

Username  
HappyChemicals

Password  
••••••••

**Log In**

[Forgot Username?](#)  
[Forgot Password?](#)  
[Reset Password?](#)

Diagram: Login page

## UPDATE USER PROFILE

1. You can update your User Account profile anytime.
2. Enter your Username.
3. Enter your Password.
4. Click *Login*. Read and then click Continue on the Instructions page.
5. From the Active Facilities Page, click *My Account* on the top menu and then click on *Update My Profile*.



Diagram: Update My Profile Feature

6. Once all changes have been made to the profile, click *Save* to save the changes to your profile.



# NAVIGATION OF THE SYSTEM

## MENU OPTIONS

There are several menus that appear at the top of the TIER II MANAGER™. The options have multiple functions. Follow the instructions below to understand how each function works.



Diagram: Menu Options

1. Click on *Home* in the menu to go to the instruction page.
2. Click on *Facility* and then *List Facilities* in the menu to view a list of all facilities under your User Account.
3. When you click on Edit User Profile, you will be able to
  - a. *Reset My Password*
  - b. *Update My Profile* - Update your Account Address, Phone, Email, and Secret Hint Question and Answer. You can also change your Password using this feature.
  - c. *List Offline Reports* - Reports that are too large to generate as a PDF online will be scheduled. When the user tries to print a report that is too large, you will receive a message indicating that the report will be generated Offline. The report generation request will be sent to a queue. When the report has generated (usually overnight), you will receive an email with the report Reference Number. You can log into the system and access the report from the My Account/ List Offline Reports menu. Save the report to your local machine if needed.
  - d. *Update Company Profile* - Update your Company EIN Number, Physical Address, Mailing Address, and Billing Address.
4. Click on *Billing* in the menu to view a list of your facilities account summary and invoices (if applicable).

# ACTIVE FACILITIES

Active Facilities

Back

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

Add New Facility

<u>Company ID</u>	<u>Company Name</u>	<u>Facility ID</u>	<u>Facility Name</u>	<u>NV Secretary of State Business ID Number</u>	<u>Address</u>	<u>County</u>	<u>Facility Status</u>	<u>City</u>	<u>LEPC</u>	<u>Fire Department</u>	<u>312 Status</u>	<u>302 Status</u>	<u>Latest Report</u>
	Company Name	Facility ID	Facility Name	NV Secretary of State	Address	All		City	LEPC	Fire Department	All	All	

No items to be listed

Total Results:0 Rows per page 10

Diagram: List All Active Facilities Page Search Options

Here are some features of the page:

## Sort Columns

To activate the sort by column name, click on one of the column titles which is underlined. This will activate the ‘Sort’ feature and you will see a triangle appear next to the column title name. To sort by any of the columns, click the column title. The upward arrow means that the list is sorted by the column header in ascending order and the downward arrow means that the list is sorted by the column header in descending order.

## Search/Filter Lists

Use the search/filter space above each column to search for specific results. For example, enter the desired text in the text box above the appropriate column you are trying to filter and click Enter. Alternately, use the dropdowns to filter if a search box is not available. The list will be automatically filtered.

To clear the Filters, click the Refresh icon (curved arrow) on the top right and the full list will be displayed.

## View Facility Reports

To view report data for a facility, click on the Facility Name. This will bring you to the List Submissions page. Click on the View column to launch the Report Homepage. Click the Report link on the top to view the report PDF.

## Add New Facility

To add a new Report, click on **Add New** on the top right of the table.

## LIST ALL INACTIVE FACILITIES

To access Inactive Facilities, click on the Home tab on the top menu. Look for the Facility Status Summary box. Click on the number below the Inactive label.



Diagram: Menu Options

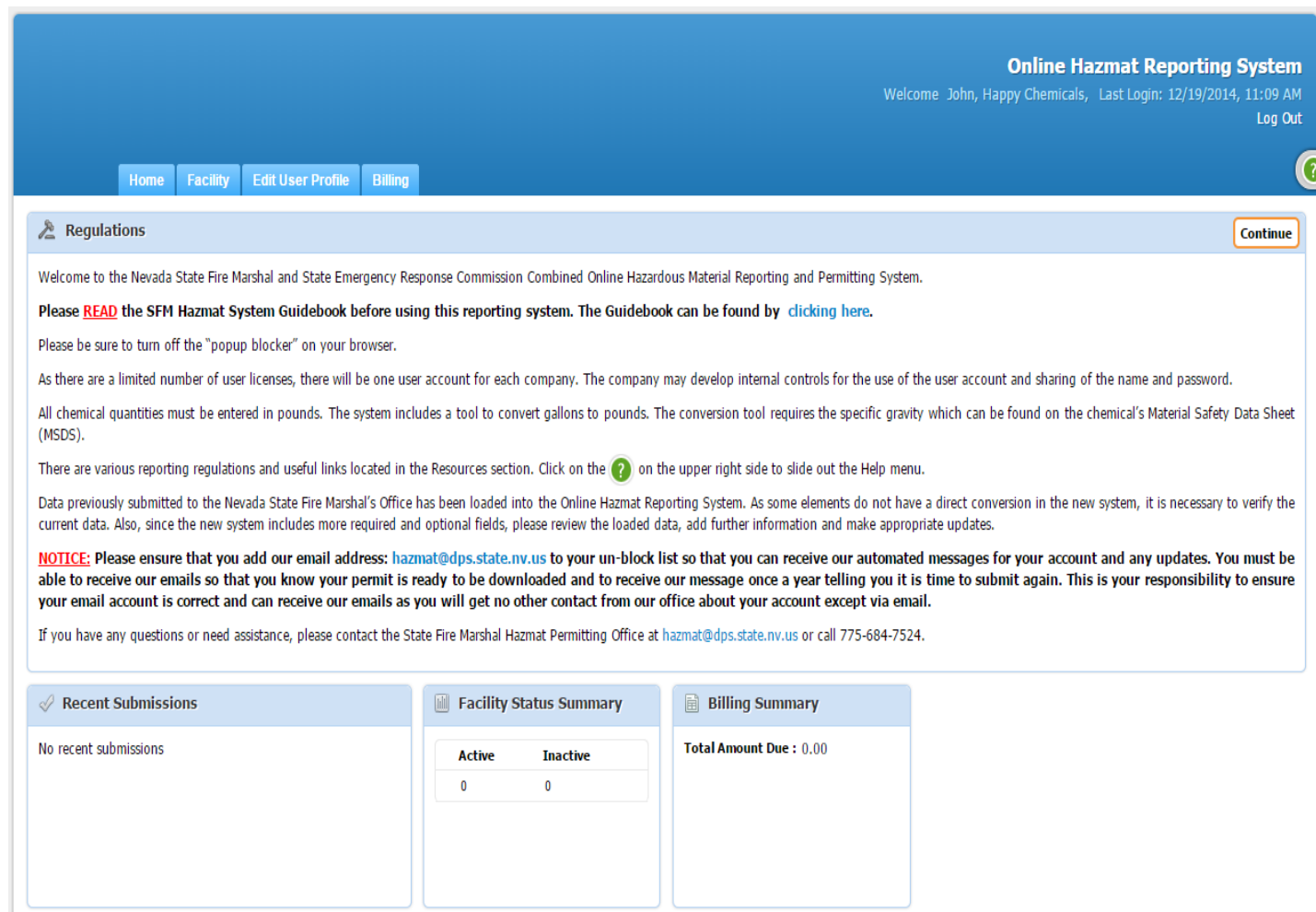


Diagram: Homepage

# **CHANGING STATUS, ADDING OR REVISING REPORTS, TIPS AND INVOICES**

## **CHANGE FACILITY STATUS**

To change the status of a facility please call us at (775) 684-7524 or go to our website for the proper forms to fill out:

<https://fire.nv.gov/bureaus/FPL/Hazmat/>

## ADD REPORTS OR REVISE REPORTS FOR EXISTING FACILITIES

If the facility already exists in the system, you are ready to add or revise reports. If you need to add a New Facility or Revise one that you have already submitted go to the Unit “Add a New Facility”.

### Select the Report Type

1. Log into the site.
2. Click Continue from the Instructions page.
3. Select the Facility for which you want to add or revise a report. This will bring you to the List Submissions page for the facility you selected.

Active Facilities													
<div>Back</div> <div>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</div> <div>Add New Facility</div> <div></div>													
Company ID	Company Name	Facility ID	Facility Name	NV Secretary of State Business ID Number	Address	County	Facility Status	City	LEPC	Fire Department	312 Status	302 Status	Latest Report
	Company Name	Facility ID	Facility Name	NV Secretary of State Business ID Number	Address	All		City	LEPC	Fire Department	All	All	
102647	Happy Chemicals	60397	Happy Chemicals Inc (ID: 60397)	2	2 Main St , Carson City, NV 89711	CARSON CITY	Active	Carson City	CARSON CITY	Carson City Fire Department	Unknown	Unknown	SFM(2014-2015) / SFM/SERC(2013) Combined Agency Hazmat Facility Report Annual (Initiated)
Total Results:1												Rows per page	10

Diagram: Edit Existing Facility Step 1

Happy Chemicals Inc (Facility ID: 60397)  
Company ID : 102647  
2 Main St, Carson City, NV 89711, United States  
Status: Active Type: SFM

Change Facility Status

Reports

Add a New Report

Combined Agency Hazmat Facility Report (312 Annual Report)

Report ID	Report	Status	Signed By	Signed Date	Submission Type	View	Permit Status	Permit Expiration Date (Click link to Print Certificate)
No items to be listed								

Back to List of Facilities

Diagram: Edit Existing Facility Step 2

#### 4. Reports will have various statuses.

- Initiated – A report has been started but not completed. These reports will be editable as a link to be completed. A report in the Initiated status can still be cancelled. You can cancel the report from the bottom left of the Report Homepage.
- Pending Admin Approval – A report has been submitted to Authorities and is waiting for the Administrator’s review and approval.
- Completed – A report has been reviewed by the Administrator.
- Cancelled – The report has been discarded. If it is started, it will be in the Initiated status.

#### 5. If there are no editable links under the Report column, you must add a new report.

#### 6. Click Add New Report to start a new or revise a report.

#### 7. Choose the Report Type.

#### 8. Choose a Report Class.

- Annals* are submitted once a year to meet the regulatory deadline.
- Revisions* are submitted to correct any Annual or Revision reports you submitted which contained errors.
- Updates* are submitted to keep information current after you last Annual or Update was filed.



9. Click on *Proceed*.

10. The Report Homepage will be displayed.

# COMPLETE THE REPORT



## Report Sections

The Report Homepage lists the Report Sections that must be completed.

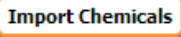
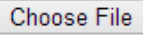
1. Facility Information (made up of Facility Address, Owner/Operator, Mailing/Billing Address)
2. Chemical Inventory
3. Subject To Status
4. Report Contacts
5. Attachments
6. Fee Exemptions
7. Certification


Note, that if your system is customized, you may have some different sections. You will find tips for each of these sections below.

## Completion Status

Complete each step on the Report Homepage. Each step will be marked with a green checkmark  or an orange exclamation point . Steps with the green check mark are complete. Steps with the orange exclamation point need to be completed.

## Tips for Entering Chemical Inventory

1. The Chemical section is divided into the Chemical Description tab and the Chemical Inventory tab. You will first add a chemical by entering the Chemical Description.
2. If you want to add chemicals from another facility in your User Account, click on the  icon to bring chemical information over to reduce data entry.
  - a. Click *Pick Facility* to choose the facility from which you want to import chemicals.
  - b. The inventory list for the selected facility will appear. Check off the chemicals you wish to import and click on Import. You will receive a confirmation of the chemicals imported.
  - c. You will need to *Edit* the imported chemicals in order to complete some additional fields.
3. If entering the CAS Number and Chemical Name manually, note the following.
  - a. You can only enter a single CAS Number. If the chemical does not have a CAS Number (as in the case of some mixtures), enter "N/A" (enter exactly as displayed).
  - b. If you are reporting an EHS as the main product, it must be listed as Pure.
  - c. If you are reporting a mixture with an EHS as part of the Mixture, add the generic product name as the main product chemical, check off Mixture, and then add the EHS and other mixture components as part of the mixture section.
4. You can use the look-up to populate the CAS and Chemical name. If the system lookup returns an option with multiple CAS numbers in the CAS number field, you must delete all but one CAS number because the system will only accept a single CAS number for each chemical.
5. Check if the chemical is a Trade Secret. You may be required to complete additional forms located under the Resources link to substantiate the Trade Secret claim to the EPA. The system administrator may also be interested in having this substantiation. Once you complete the trade secret form, you can then attach it to your report by clicking on  icon.

6. If the chemical you chose is an Extremely Hazardous Substance (EHS), you will need to choose an EHS Name from the dropdown box. The system may have automatically selected the EHS for you if the chemical name you entered was the exact name of the EHS.
7. If you choose Mixture as the Chemical State, you will select whether the Mixture has an EHS – Yes/No. If the Mixture contains an EHS, you will be required to enter the EHS mixture components. If the Mixture does not contain an EHS, you are not required to enter the mixture components.
- a. If you want to use the Chemical Lookup Menu, click on the *Search by CAS/Chemical Name* link.
  - b. If entering the CAS Number and Chemical Name manually for the mixture component, follow the steps below.
    - i. Enter the chemical mixture component CAS. Do not enter the main chemical CAS, which was already entered at the top of the screen.
    - ii. Enter the chemical mixture component name. Do not enter the main chemical name, which was already entered at the top of the screen.
    - iii. Check if the mixture component is an EHS. If you used the Chemical Lookup Menu, EHS may already be checked off. If it is checked, select the EHS Name from the drop down menu. The system may have automatically selected the EHS for you.
  - c. Enter the percent of the mixture that is made up by the specific chemical component.
  - d. Once this is complete, click on the  icon. You will see this entry updated under the Mixture Component List.
  - e. If you would like to add more mixture components, repeat steps above to add the mixture component information until all your mixture components for the specific substance have been submitted.
  - f. Click Save.
  - g. After you save, you may select to *Add Another Chemical* or return to the Report Homepage.

## Tips for Entering Subject to Status

1. From the Report Home Page, click on Edit to enter the Subject to Status.
2. Select if the Facility is subject to Section 312. The answer to 'Subject to Emergency Planning under Section 312' may be automatically updated based on your chemical inventory.
3. Select if the Facility is subject to Section 302. The answer to 'Subject to Emergency Planning under Section 312' may be automatically updated based on your chemical inventory. If your inventory has at least 1 EHS over the Threshold Planning Quantity, this question will be set as Yes.
4. Select if the Facility is required to submit a Risk Management Plan (RMP) according to the Clean Air Act, Section 112r. If you select 'Yes' for 'Subject to Section 112( r),' you will be required to populate the 'RMP Facility ID' (issued by the EPA). For regulatory reference, click on the 'What is this?' link to learn more.
5. Select if the Facility is subject to Toxic Release Inventory (TRI), Section 313. If you select 'Yes' for 'Subject to Section 313( r),' you will be required to populate the 'TRI Facility ID' (issued by the EPA). For regulatory reference, click on the 'What is this?' link to learn more.
6. Once you chosen all items click on Save.

Step 3 : Review Subject to Status

Edit

The following statuses are reported by the Facility. These statuses may be changed based on Admin Review.

<b>EPCRA Section 312 (Annual Inventory)</b>	Active	<b>EPCRA Section 302 (EHS Amt&gt;TPQ)</b>	Active
<b>CAA Section 112(r) (RMP)</b>	Unknown	<b>EPCRA Section 313 (TRI)</b>	Unknown

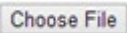
Diagram: Subject to Status Section

## Tips for Entering Report Contacts

From the Report Homepage, click on Edit to enter the Report Contacts. Contacts are separated into Facility Contacts (Owner/Operator and Direct Site) and Report Contacts (Tier II, Emergency Planning Coordinator, Emergency Contacts)

1. Enter contacts.
2. You may populate the contact information from another report in your User Account by clicking on the *Pick* link. From the list, choose the name. If you choose to add manually enter the Emergency Coordinator's First Name.

## Tips for Adding Attachments

1. From the Report Homepage, click on Edit to add Attachments.
2. Click on  to add an attachment. Find the attachment on your computer and click *Open*.
3. If you wish to remove any attachments, click on x next to the Attachment you want to delete.
4. Click on *Save* to save any attachments loaded.

## Tips for Submitting a Report

In order to finish the report, all steps must have a  next to it. If there are any items with a  , you must complete that step in order for the Submit Report button to appear.



Diagram: Report Can Be Submitted Once Steps 1-6 Completed

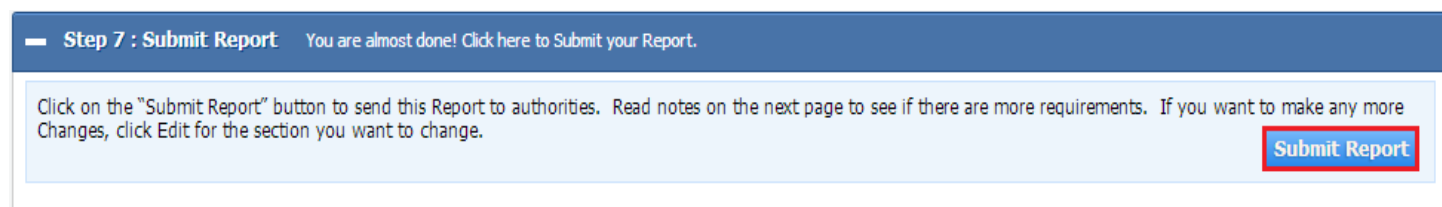


Diagram: Submit Report Step 1

## Print Report and Attachments

In some jurisdictions, you may be required to print, sign, and mail in the Report and/or the certification letter to the LEPC, SERC, and the Fire Department. Read the help instructions to identify which authorities you may need to mail hard copies to. Follow the instructions in this section to print, sign, and mail required forms.

You can print the Report by clicking on the Print link on the top of the Report Homepage.

[Back](#) Edit Report Homepage for **Happy Chemicals Inc** (ID: 60397) [List Submissions](#)

Company ID : 102647  
Company Name : Happy Chemicals

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ✓ Step 5 ✓ Step 6 ✓ Step 7 ⚠ 0 Notes

**Report** [Print Report](#)

SFM(2014-2015) / SFM/SERC(2013) Annual Combined Agency Hazmat Facility Report (Happy Chemicals Inc) - 45687 ▼

**Submission Status : Initiated** **Status Date : 12/19/2014**  
**Last Updated : 12/19/2014** **Submission Type : Online**

Diagram: Print Report

## Tips for Generating your Invoice

You will need to add all your Facility Reports for your Company before generating the invoice. Once you submit your final Report you can select the option *I have submitted all facility reports*. An Invoice will automatically generate for all Facilities under your Company. Complete the payment steps. *If you choose to pay by check you must print your invoice and mail in the check along with the invoice.*

**You have successfully finished the submission. A Confirmation Email will be sent to the Compliance Contact identified within your report. Please print a copy of the confirmation e-mail, along with the submission, and maintain for your records.**

Thank you for submitting the online report. However, you will need to complete some additional steps for your submission to be considered complete.

If you have entered a valid e-mail, you will be notified of this successful submission. This report will be reviewed by State officials.

**You can only generate your submission invoice if you have added all reports to your account for this year. Have you submitted reports for all facilities?**

**I need to submit more facility reports** **I have submitted all facility reports**

**If you have added or made changes to a previous year, please make sure that you update the information in the current year to help Emergency Responders access the most accurate inventory information. View the most current year information from the Submission Listing page.**

For questions, please reference the Help Guide for the appropriate contact.

[View Report](#) [Print Report](#) [List Submissions](#) [List Facilities](#)

Diagram: Generating Invoice

### Generate Invoice

Company ID: 102647 Company Name: Happy Chemicals

Reporting Period: \* SFM(2014-2015) / SFM/SERC(2013)

[Previous Page](#)

You must submit ALL ANNUAL Reports in your Company Account before generating an invoice.

Have you added ALL facilities to your company account for this reporting period ? If you have not added all facilities to your company account, add all facilities now. When you have added all facilities, proceed to the next step.

The system shows that you have 1 facility(s) with submitted reports in your company account.

The Fee Summary is below.

Fee Item	Amount (\$)
State Fire Marshal Hazardous Material Storage Permit Fee	150.00
SARA Title III TPQ Registration Fee	0.00
SARA Title III Tons in Storage Fee	0.00
Manufacture of EHS for Transport Filing Fee	0.00
Manufacture of EHS for Transport Tonnage Fee	0.00
Invoice Amount	150.00

[Cancel](#) [Continue](#)

Diagram: Generating Invoice



# **ADDING A NEW FACILITY**

## ADD A NEW FACILITY

If you are adding a new facility under your account, you will start by entering Facility details. When you complete this step, a Facility ID will be automatically assigned to the facility you have created and your facility will appear in the listing.



**Please ensure that you do not enter facilities that may already exist in the system. If you have previously submitted information for a facility, but do not see it in your account, please contact the System Administrator. The administrator may need to transfer the facility record to your User Account.**


Follow the instructions in this section to enter the facility information.




### STEP 1: Review Facility Information

1. Once you have logged into the system successfully, click on the **Add New** icon from the List All Active Facilities Page.

List All Active Facilities

Owner/Operator , Facility Name ,  

[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](#) **Add New** 

Facility ID	Company Name	Facility Name	Address	County	Facility Status	LEPC	Fire Department	312 Status	302 Status	Latest Report
Facility ID	Company Name	Facility Name	Address	All 		LEPC	Fire Department	All 	All 	

No items to be listed



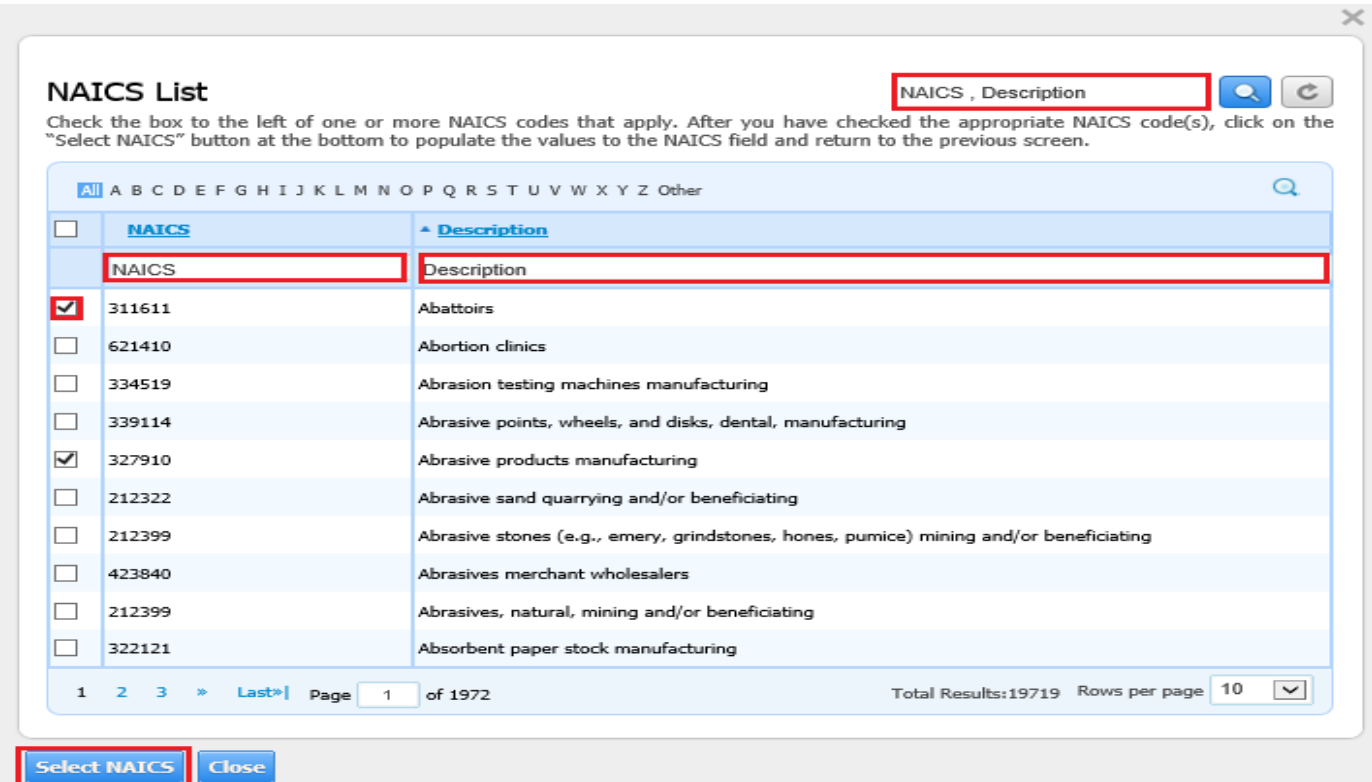
Total Results: 0 Rows per page 10 

Diagram: Add a New Facility link

2. Enter the Location & Nature of Business Details.
  - a. Enter Facility's Name and Physical Address.
  - b. Enter the Latitude and Longitude in Decimal Degrees. The latitude and longitude values must be within state boundaries.

- i. You can use the Locate Tool to geocode your latitude and longitude information based on the address you have entered. To use the Locate Tool, click on the globe icon. Your latitude and longitude will be populated for you in the tool.
  - ii. You may move the red pinpoint to reflect more accurate Coordinate.
  - iii. Click on “Pick this Location” to populate the coordinates back to the form.
- c. Need to convert your coordinates between Degrees, Minutes, Seconds to Decimal Degrees?
  - i. Use the Compass icon.
- d. Lookups have been provided for fields like NAICS and SIC. Here is how you would use it. Type the value. If you choose to use the Lookup, click on the report icon and type in the Description. Click on the  icon to bring back all the results that match your description. Once you find the correct Code, select it by checking off the check box. You can select multiple Codes. Click on *Select Checked* at the bottom to populate the Code(s) in the selected field. The Lookup will disappear and the selected codes will appear in the form.



**NAICS List**

Check the box to the left of one or more NAICS codes that apply. After you have checked the appropriate NAICS code(s), click on the "Select NAICS" button at the bottom to populate the values to the NAICS field and return to the previous screen.

NAICS	Description
<input checked="" type="checkbox"/> 311611	Abattoirs
<input type="checkbox"/> 621410	Abortion clinics
<input type="checkbox"/> 334519	Abrasion testing machines manufacturing
<input type="checkbox"/> 339114	Abrasive points, wheels, and disks, dental, manufacturing
<input checked="" type="checkbox"/> 327910	Abrasive products manufacturing
<input type="checkbox"/> 212322	Abrasive sand quarrying and/or beneficiating
<input type="checkbox"/> 212399	Abrasive stones (e.g., emery, grindstones, hones, pumice) mining and/or beneficiating
<input type="checkbox"/> 423840	Abrasives merchant wholesalers
<input type="checkbox"/> 212399	Abrasives, natural, mining and/or beneficiating
<input type="checkbox"/> 322121	Absorbent paper stock manufacturing

1 2 3 >> Last>> | Page 1 of 1972 Total Results: 19719 Rows per page 10

**Select NAICS** **Close**

Diagram: NAICS Search Tool

- e. Enter the NV Secretary of State Business ID Number.
- f. Click on Save to save the page. If there are missed fields or incorrect syntax, you will receive alerts. Fix the problem and then click *Save* again. This will bring you to the next tab.

2. Enter the Contact Details.

- a. Enter the Direct Site Communication Details. This is a contact that can be reached at the site.
  - i. Enter the information or use the *Pick Facility Contact* link to populate the information from another facility under your user account.
  - i. All phone numbers must follow a standard format such as (201) 302-9494 or 201-302-9494 with optional extension in the format of x1234-567 or x1234567.
  - ii. Enter the Facility's website, if one exists. It must start with http://.
- b. Enter the Parent Company Contact Details (if available).
  - i. Enter the information or use the *Pick Parent Company Contact* link to populate the information from another facility under your user account.
- c. Enter the Owner/Operator Details.
  - i. Enter the information or use the *Pick Owner/Operator Company Name* link to populate the information from another facility under your user account. You can also click Copy Facility Address to populate the address entered for the Facility Physical Address.
- d. Click on Save to save the page. This will bring you to the next tab.

3. Enter the Mailing and Billing Address Details.

- a. Use the *Pick Facility Address* link or the *Pick Owner/Operator Address* link to populate the information from another facility under your user account.

When you save this step, the Facility ID will be created.

# **SIGNING OUT OF THE SYSTEM**

## SIGN OUT

To sign out of the system, click on the *Log Out* link on the top right of the screen. **Do not just close the window because you will be locked out of the system for 20 minutes.** Follow the instructions in this section to Sign out of the system.

1. Sign out by clicking on *Log Out* in the top right.
2. The application will log you out as a current user.

**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**  
Welcome John, Happy Chemicals, Last Login: 12/19/2014, 11:09 AM  
[Log Out](#)

[Home](#) [Facility](#) [Edit User Profile](#) [Billing](#)

### Regulations

Welcome to the Nevada State Fire Marshal and State Emergency Response Commission Combined Online Hazardous Material Reporting and Permitting System.

Please **READ** the SFM Hazmat System Guidebook before using this reporting system. The Guidebook can be found by [clicking here](#).

Please be sure to turn off the "popup blocker" on your browser.

As there are a limited number of user licenses, there will be one user account for each company. The company may develop internal controls for the use of the user account and sharing of the name and password.

All chemical quantities must be entered in pounds. The system includes a tool to convert gallons to pounds. The conversion tool requires the specific gravity which can be found on the chemical's Material Safety Data Sheet (MSDS).

There are various reporting regulations and useful links located in the Resources section. Click on the [?](#) on the upper right side to slide out the Help menu.

Data previously submitted to the Nevada State Fire Marshal's Office has been loaded into the Online Hazmat Reporting System. As some elements do not have a direct conversion in the new system, it is necessary to verify the current data. Also, since the new system includes more required and optional fields, please review the loaded data, add further information and make appropriate updates.

**NOTICE:** Please ensure that you add our email address: [hazmat@dps.state.nv.us](mailto:hazmat@dps.state.nv.us) to your un-block list so that you can receive our automated messages for your account and any updates. You must be able to receive our emails so that you know your permit is ready to be downloaded and to receive our message once a year telling you it is time to submit again. This is your responsibility to ensure your email account is correct and can receive our emails as you will get no other contact from our office about your account except via email.

If you have any questions or need assistance, please contact the State Fire Marshal Hazmat Permitting Office at [hazmat@dps.state.nv.us](mailto:hazmat@dps.state.nv.us) or call 775-684-7524.

#### Recent Submissions

2013 Combined Agency Hazmat Facility Annual, Happy Chemicals Inc  
Pending Admin Approval 12/19/2014

#### Facility Status Summary

	Active	Inactive
SFM/SERC	1	0

#### Billing Summary

Total Amount Due : 0.00

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Diagram: Log Out Link