



Welcome to the **Hazardous Materials Use Certificate System Training**



MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

<http://www.montgomerycountymd.gov/OEMHS/>

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Training Objective

Gain strong foundation of working knowledge on the Montgomery County Hazardous Materials Permit System.



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TECHNOLOGY OVERVIEW



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System Time-Outs Warning

Click the SAVE button often. This lets the system know you are Active.

If you don't save data for 30 minutes, you will be logged out of the system automatically since the system thinks that that it is idle.

The system provides a warning countdown as you are reaching a Time Out. Click 'Continue' to keep the session active.



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System Prerequisites

In order to use the system, the following prerequisites must be met:

Browser:

Internet Explorer 10 or above (non-compatibility mode)

Firefox 20 and above

Chrome 26 and above

Components:

- Turn off the popup blocker in your Browser.
- Adobe Acrobat Reader. (free download)
- Enable Javascript in your Browser. This should already be set in your browser.



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Be Aware of Following

1. Pop-Up Blockers

Before using the system, make sure that all the popup blockers are turned off.



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Log-In Security Rules

- Only one user account can be set up for your Company Account. You cannot have two users for the same Company.
- All passwords must following this format [8-12 characters with a mix of uppercase, lowercase, numerals and special characters (! @ # % \$)]
- Try 'Forgot Your Password' or 'Reset your Password' if you are not able to log in.
- Your User Account will be DISABLED if you enter the wrong password more than 5 times consecutively. If your account is disabled, you will see a message when you try to log in. Write to the email provided and ask to have your User Account Enabled.
- If you have not used your account for a little more than one year and a half, your User Account will be Disabled or Revoked and you will not be able to log in.
- If you still cannot log into your account, contact the System Administrator. Once the account is disabled, only the System Administrator can enable the account. If the account is revoked, you will need to register a new user account. Write an email to the System Administrator or call the System Administrator. The System Admin will let you know what to do.
- It is always best if you click on the Log Out button. To sign out of the system, click the Log Out button on the right hand side frame. You will be logged out of the system safely.



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SYSTEM OVERVIEW



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Key Features by Roles



Admin

- ☐ User Approval
- ☐ User Profile Management
- ☐ Submission Approval
- ☐ Hardcopy Management
- ☐ Previous Year Edits Approval
- ☐ Facility Management
- ☐ Manage Notifications
- ☐ Reporting
- ☐ Manage Settings
- ☐ Roll Over



Facility User

- ✓ New User Profile Registration
- ✓ Facility Data and Chemical Inventory Management
- ✓ Tier II Report
- ✓ Emergency Response Plans
- ✓ Submissions
- ✓ Revision Submission
- ✓ Receive Notifications



Planner / Program Users

- Permitted Reports
- EHS Profiles
- MSDS
- Site Plans
- Searches
- Chemical Reports
- Emergency Response Plans
- Advanced Searches



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System Layout & Navigation

System Interfaces
User Roles
Be Aware Tips
Navigation



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Page Search Capabilities

General Search

- 1. Type in search criteria and click the search icon. Searches all columns.

Alphabet Search

- 1. Based on column selected.
- 2. Must be an alphabetic column to sort.

Column Search

- 1. Type in search criteria and click anywhere on the page.

Advanced Search

- 1. Use the search icon to create an advanced search.

RPP

- 1. Enter the number of rows to be viewed and click outside the box.

Active Facilities

If the business has closed or moved out of the County, you must submit a letter in writing on letterhead with signature. Include information on closure or move date in the letter. Email the letter to test@idsiinternational.com.

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

Facility ID	Facility Name	Address	Latest Report	Municipality
Facility ID	Facility Name	Address		All

No items to be listed

Total Results:0 Rows per page 10

Screen Navigation

Log In

Username

Password

Log In

Log In – Log in with User credentials.

Active Facilities

If the business has closed or moved out of the County, you must submit a letter in writing on letterhead with signature. Include information on closure or move date in the letter. Email the letter to test@idsinternational.com.

[Back](#) | [Add New Facility](#)

Facility ID	Facility Name	Address	Latest Report	Municipality
7100	Facility AAA (ID: 7100)	100 Edison Park Dr., Gatherburg, MD 20879	2015 High Use Renewal (02/18/2015 - Pending Admin Approval)	All

Total Results: Rows per page: 10

List Facilities– Lists all Facilities within the Facility User Account.

List Submissions

Facility AAA (Facility ID: 7100)

100 Edison Park Dr., Gatherburg, MD 20879, United States
Phone:
Current Application Status: Pending Admin Approval
Last Updated: 2/20/2015
Certification Date: 2/18/2015
Status: Active

[Add a New Certificate Application](#)

Reports

Certificate Applications

Report ID	Report (Click to Edit Report)	Status	Signed By	Signed Date	Submission Type	View	Permit Status	Permit Expiration Date (Click link to Print Certificate)
25618	2015 High Use Renewal	Pending Admin Approval	Shirley Mahan	2/18/2015 9:04:05 AM	Online		Pending	
25613	2015 General Use Initial	Completed	Shirley Mahan	2/17/2015 1:06:08 PM	Online		Pending	

[Back to List of Facilities](#)

Submission Listing – Lists Current Submission and History for the facility.

Edit Report Homepage for Facility AAA (ID: 7100)

[Back](#) | [List Submissions](#)

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8

[Add Notes](#)

Report: 2015 Renewal Light Use (Facility AAA) - 25621 [Print Report](#)

Submission Status: Initiated [Status Date: 2/20/2015](#)

Last Updated: 2/20/2015 [Submission Type: Online](#)

Report Homepage – Edit report elements from central dashboard.





Accessing the System

New User Account Registration
User Account Approval



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REGISTER FOR A USER ACCOUNT



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Approve User Account Steps

1

Submitter clicks on Register.

You must register before using this Online Reporting System.

REGISTER

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



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New User Registration Steps

2

New User Registration for new Facility.

New User Registration

User Accounts will only be approved for the Corporate Responsible Officer (CRO) at each business. If you are responsible for multiple businesses requiring a Hazmat Use Certificate, you can initiate and manage all application through a single User Account. The CRO will be held accountable for all information submitted under this requested User Account. Enter a Username and Password and complete the information below. The registration request will be sent to the System Administrator and you will be contacted via Email.

User Account Details

Username*	Password *	Retype Password *
Hint Question*	Hint Answer*	
-Select-		

User Contact

First Name*	Last Name*	Title*
		Select One

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

Corporate Name *			
Business Street1 *	Business Street2		
Business City *	Business State *	Business Zip code *	Country*
	Maryland		United States
Email*	Retype Email*	Business Telephone Number *	24 Hour Emergency Phone Number

Please enter the characters as shown *



Cancel

Back

Submit



New User Registration Steps

3

Click Save and wait for account approval email.

Information

Your registration information has been sent to the Administrator for approval. You will be contacted by email when your account is approved.

Ok

4

Submitter and Admin receive registration email notification.



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APPROVE A NEW USER



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Approve User Account Steps

1

Sign in as an Admin.

2

Select Menu.

HomeUserFacilityReportMy AccountControl PanelBillingSystem ReportsNotification

Current Active Users

Users

Users Pending Approval

Add New User

List of Forgot Username Requests

Transfer Facilities

3

Review Listing.

Users Pending approval									
Back ▾ 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									
✓	Username	First Name	Last Name	Company Name / Agency Name	Primary Role Name	Email	Status	Phone	Registered Date
	Username	First Name	Last Name	Company Name / Agency Name	All ▾		Pending Approval ▾		
✓	Facility123	james	smith	Brown Oil	Submit User	t@t.com	Pending Approval	3243232432432	2/20/2015 5:58:26 PM
Total Results:1 Rows per page 25 ▾									

You need to follow an internal process for verifying whether you have a valid user account registration.



Approve User Account Steps

4 Check off the Facility and then click 'Approve'.

Users Pending approval

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

☒	Username	First Name	Last Name	Company Name / Agency Name	Primary Role Name	Email	Status	Phone	Registered Date	Action
	Username	First Name	Last Name	Company Name / Agency Name	All ▾		Pending Approv ▾			
☒	Facility123	james	smith	Brown Oil	Submit User	t@t.com	Pending Approval	3243232432432	2/20/2015 5:58:26 PM	Actions

Total Results:1 Rows per page 25 ▾

Delete

Approve

Reject

5 User receives email that account was approved.



Approve User Account Steps

6

Submitter Logs In.



Log In

Username

Password

Log In

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



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ADD FACILITY



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Main Menu

1 Add Facility.

2 Enter Facility Info and click 'Add Facility'. This will verify if the address is valid.

Active Facilities

If the business has closed or moved out of the County, you must submit a letter in writing on letterhead with signature. Include information on closure or move date in the letter. Email the letter to test@idsinternational.com.

Back > 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

Facility ID	Facility Name	Address	Latest Report	Municipality
6790	10401 Fernwood LLC (ID: 6790)	10401 Fernwood rd, Bethesda, MD 20817	2014 General Use Renewal (Initiated)	AE
6089	6800 WISCONSIN AVENUE (ID: 6089)	6708 WISCONSIN ave, CHEVY CHASE, MD 20815	2008 High Use Initial (Initiated)	

Total Results: 2 Rows per page: 10

Facility Identification

Location & Nature of Business Owner/Operator

Facility Name * Facility ID

Abc Chemical Company

Street Number * Street Direction

3 Main Select One

Street Name * Street Type *

3 Edison Park Dv.

Street Unit Street Unit Description

Select One

Cross Street Name * Municipality

Eidson Park Drive Select One

Country * City *

United States Gaithersburg

State * Zip Code *

Maryland 20878

County *

Montgomery

Latitude (in decimal degrees) * Longitude (in decimal degrees) *

39.1434 -77.2014

EIN (Tax ID Number) *

123456789

Get Coordinates in Decimal Degrees DMS Conversion Tool

Add Facility



Main Menu

3

Enter Facility Info.

4

Enter Owner Operator details and click 'Save'.

Facility Identification

☒ Location & Nature of Business ☐ Owner/Operator

Facility Name *
ABC Chemical Company

Facility ID
1234567

Street Number *
3 Main

Street Direction
Select One

Street Name *
3 Edison Park

Street Type *
Dv

Street Unit Description
Select One

Cross Street Name *
Edison Park Drive

Municipality
Select One

City *
Gaithersburg

Country *
United States

State *
Maryland

Zip Code *
20878

Latitude (in decimal degrees) *
39.1434

Longitude (in decimal degrees) *
-77.2014

ENR (Tax ID Number) *
123456789

[Get Coordinates in Decimal Degrees](#) [ENR Conversion Tool](#)

NATS *
1234567

Nature of Business *
Chemicals storage

Don & Brad No.
3

Number of Full Time Employees *
3

SIC Code *
2854

Search SIC

Client System ID

NOTES: Facility ID - (The SAFA files who have registered with the Maryland Department of the Environment Online Tier II Reporting System)

This facility is a Pool *

☐ Yes ☒ No

This facility is a laboratory under the direct supervision of a technically qualified individual *

☐ Yes ☒ No

This facility dispenses fuel only to the general public and does NOT repairing or servicing of vehicles (File as General Use) *

☐ Yes ☒ No

This facility has permanent above ground storage tanks installed in accordance with National Fire Protection Association Standard No.30, Flammable and Combustible liquid code, and is approved for fire marshal *

☐ Yes ☒ No

The facility utilizes Valve Regulated Lead Acid (VRLA) Batteries where electrolyte is supervised in either gel or Nonspill acid. (File as General Use) *

☐ Yes ☒ No

[Cancel](#) [Save](#)

ABC Chemical Company (Facility ID: 7103)
3 Main 3 Edison Park Dr., Gaithersburg, MD 20878, United States

☒ Location & Nature of Business ☐ Owner/Operator

Direct Site Communication

Enter general information for direct contact at the facility site (ex. Reception or Guard house) or if unmanned, next best contact.

[Pick Facility Contact](#)

Contact Name *
James Smith

Site Phone
3016560465

24 Hr phone *
3016560465

Site Fax Number

Website (ex. http://www.yourcompany.com)

Owner/Operator Mailing Address and Contact Details

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

[Pick Owner/Operator Contact](#) [Copy Facility Address](#)

Corporate Name *
ABC Facility

Common Name *
ABC Inc

Name of Owner or CEO *
James Smith

Street 1 *
3 Main 3 Edison Park Dr.

Street 2

Country *
United States

City *
Gaithersburg

State *
Maryland

Zip Code *
20878

Owner/Operator Phone *
3016560465

24 Hour Phone *
3016560465

Owner/Operator Email *
test@test.com

[Cancel](#) [Save](#)



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START A NEW REPORT



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Start Report

1 Select the Certificate Category and select Application Type. Hit 'Proceed'.

Choose Certificate Category

☐ Light Use Facility Certificate

☒ General Use Facility Certificate

☐ High Use Facility Certificate

☐ SARA Use Facility Certificate

Choose Application Type

☒ Initial for

2015 ▾

Cancel

Proceed





REPORT HOMEPAGE



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Edit Facility Information

- 1. Facility Information
- 2. Request Filing Extension
- 3. Chemical Inventory
- 4. Report Contacts
- 5. Certification Category
- 6. Attachments
- 7. Fee Exemption
- 8. Certification

Report: 2015 HHS DATA LINK (ABC Chemical Company) - 2002

Submission Status: Initiated Status Date: 1/20/2015
Last Updated: 1/20/2015 Submission Type: Online

Step 1: Facility Information

Facility Name	ABC Chemical Company	Owner/Operator	ABC Facility, 3 Main 3 Station Park Dr., Gaithersburg, Maryland 20878, United States
Address	3 Main 3 Station Park Dr., Gaithersburg, MD 20878, United States	Corporate Name	ABC Facility
Cross Street Name	Station Park Drive	Common Name	ABC Inc.
Facility Status	Active	Number of Owners or CEO	James Smith
Tractive Reasons		ESN(Tax ID Number)	12345678
Location on Map		County	Montgomery
Lat/Long	39.434, -77.201	Municipality	
Nature of Business	Chemicals storage	Number of Full Time Employees	2
NAICS	281200	Is Pool	No
SEC Code	0141	Is Pool More than 120 Days	No
Over & Brief No		Is Lab	No
		Is Gas Station	No
		Is HHA	No
		Above Ground Tank	No

Step 2: Request a Filing Extension

Number of days for extending the filing date:
Reason for extending the filing date:

Step 3: Chemical Inventory

Chemical List

Back	AL	AC	CD	FG	JK	LM	NO	PQ	RS	TU	VW	XY	Z	Other
CAS No	Chemical Name	Facility	EMS	ESN Records	Is Valid									

No items to be listed

Step 4: Report Contacts

Number of Facility Corporate Responsible Officer: 0 Number of Emergency Planning Coordinators: 0 Number of Emergency Contacts: 0

There must be at least 1 Facility Corporate Responsible Officer for a Report.
There must be at least 1 Emergency Contact for a Report.

Facility and Owner/Operator Contacts

Name	Contact Type	Address	Fax	Phone	24 Hr Phone	Email
James Smith	Direct Site Communication	3 Main 3 Station Park Dr.		201-656-0963	201-656-0963	
ABC Facility	Owner/Operator	3 Main 3 Station Park Dr.		201-656-0963	201-656-0963	jsmith@abc.com

Regulatory and Emergency Contacts (Facility Emergency Contacts MUST work or live in Maryland.)

Name	Title	Contact Type	Address	Fax	Phone	24 Hr Phone	Email	Home	Mobile	Is Valid
No items to be listed										

Step 5: Certification Category

Step 6: Attachments

Description	File	File Type	Sent as Hardcopy
Site Plan			No
Office Response Plan (for SARA Form 001)			No

Step 7: Fee Exemption Status

You have completed the following Fee Exemption Reasons:

1. Are you a Federal, State or Local Government entity?

☐ Yes
☐ No

Step 8: Submit Report

Submitting information or Contacts in the Report Data

Cancel Report (This will discard all Report data)



Request Filing Extension

1. Facility Information
2. Request Filing Extension
3. Chemical Inventory
4. Report Contacts
5. Certification Category
6. Attachments
7. Fee Exemption
8. Certification

Edit Report Homepage for ABC Chemical Company (ID: 7103)

Report: 2015 HHS DATA Use (ABC Chemical Company) - 2002
Submission Status: Initiated
Last Updated: 2/28/2015
Status Date: 2/28/2015
Submission Type: Online

Step 1: Facility Information

Facility Name	ABC Chemical Company	Owner/Operator	ABC Facility, 3 Main 3 Station Park Dr., Gaithersburg, Maryland 20878, United States
Address	3 Main 3 Station Park Dr., Gaithersburg, MD 20878, United States	Corporate Name	ABC Facility
Cross Street Name	Edison Park Drive	Corporate Name	ABC Facility
Facility Status	Active	Name of Owner or CEO	James Smith
Location Resource	Active	ESR/HA ID Number	123456789
Facility as of	25.1.1.1, 17.1.1.1	County	Montgomery
Self-Insured	Chemical Storage	Municipality	
Number of Business	23500	Number of Full Time Employees	1
RACIS	23500	Is Pool	No
ABC Code	0131	Is Pool More Than 1.00 Days	No
HQ/PS Facility ID		Is Lab	Yes
Don & Bond No		Is Gas Station	No
		Is VELA	No
		Above Ground Tank	No

Step 2: Request a Filing Extension

Number of days for extending the filing date:
Reason for extending the filing date:

Step 3: Chemical Inventory

Chemical List

Back	ABCDEFGHIJKLMNOPQRSTUVWXYZ Other	Search
CAS No.	Chemical Name	Product
		ERG
		ERG Section/ID
		Is Valid

No items to be listed

Step 4: Report Contacts

There must be at least 1 Facility Corporate Responsible Officer for a Report.
There must be at least 1 Emergency Contacts for a Report.

Name	Contact Type	Address	Fax	Phone	24 Hr Phone	Email
James Smith	Facility Corporate Responsible Officer	3 Main 3 Station Park Dr., Gaithersburg, MD 20878, United States		301-456-7890	301-456-7890	j.smith@abc.com

Regulatory and Emergency Contacts (Facility Emergency Contacts FIRST work or live in Maryland.)

Name	Title	Contact Type	Address	Fax	Phone	24 Hr Phone	Email	Mobile	Is Valid
No items to be listed									

Step 5: Certification Category

Step 6: Attachments

Description	File	File Type	Is it a Hardcopy
File Name (Office Employees: Please Use SARA Form ONLY)			Yes
			No

Step 7: Fee Exemption Status

You have marked the following Fee Exemption Reason(s):
Are you a Federal, State or Local Government entity?
☐ Yes
☐ No

Step 8: Submit Report

Final Information or Comments to the Report Date:

Cancel Report (This will discard all Report data)



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Edit Chemical Information

1. Facility Information
2. Request Filing Extension
3. Chemical Inventory
4. Report Contacts
5. Certification Category
6. Attachments
7. Fee Exemption
8. Certification

Edit Report Homepage for ABC Chemical Company (ID: 7103)

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8

Report: 2015 HHS DATA USE (ABC Chemical Company) - 2502

Submission Status: Initiated Status Date: 2/26/2015

Last Updated: 2/26/2015 Submission Type: Online

Step 1: Facility Information

Facility Name	ABC Chemical Company	Owner/Operator	ABC Facility, 3 Main 3 Edison Park Dr., Gaithersburg, Maryland 20878, United States
Address	3 Main 3 Edison Park Dr., Gaithersburg, MD 20878, United States	Corporate Name	ABC Facility
Cross Street Name	Edison Park Drive	Common Name	ABC Inc.
Facility Status	Active	Name of Owner or CEO	James Smith
Facility Reason		EIN/Tax ID Number	123456789
Effective as of	26/1/14-7/7/2014	County	Montgomery
Lat/Long		Municipality	
Nature of Business	Chemicals storage	Number of Full Time Employees	3
NACCS	100000	Is Paid	No
SEC Code	0334	Is Paid More Than 128 Days	No
MDHS Facility ID		Is Lab	No
Site & Road No.		Is Gas Station	No
		Is HHA	No
		Above Ground Tank	No

Step 2: Request a Filing Extension

Number of days for extending the filing date:

Reason for extending the filing date:

Step 3: Chemical Inventory

Chemical List

Back | 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

Chemical Name: Chemical Name

Quantity: 100

Is Paid: No

Step 4: Report Contacts

Number of Facility Corporate Responsible Officer: 0

Number of Emergency Planning Coordinators: 0

Number of Emergency Contacts: 0

There must be at least 1 Facility Corporate Responsible Officer for a Report.

There must be at least 1 Emergency Contact for a Report.

Facility and Owner/Operator Contacts

Name	Contact Type	Address	Fax	Phone	24 Hr Phone	Email
James Smith	Facility Corporate Responsible Officer	3 Main 3 Edison Park Dr.		301-456-0123	301-456-0123	301-456-0123
ABC Facility	Owner/Operator	3 Main 3 Edison Park Dr.		301-456-0123	301-456-0123	301-456-0123

Regulatory and Emergency Contacts (Facility Emergency Contacts MUST work or live in Maryland.)

Name	Title	Contact Type	Address	Fax	Phone	24 Hr Phone	Email	Home	Delete	Is Valid

Step 5: Certificate Category

Step 6: Attachments

Description	File	File Type	Sent as Hardcopy
Site Plan			No
Office Response Plan (for SARA Parts 200-2)			No

Step 7: Fee Exemption Status

Fee Exemption Status: Not Completed

You have marked the following Fee Exemption Reasons:

1. Are you a Federal, State or Local Government entity?

☐ Yes

☐ No

Step 8: Submit Report

Making Information or Conflicts in the Report Consistent

Cancel Report (This will discard all Report data)



Enter Chemical Inventory Steps

1

Add – a new chemical record never entered in the system.
Import – chemical name/CAS from another facility in company account.
Edit – an existing chemical record in the facility.

Step 3 : Chemical Inventory

Total: 1 EHS: 1 EHS>TPQ: 0

Add Chemicals Import Chemicals

Chemical List

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

CAS No	Chemical Name	Pure/Mix	EHS	EHS Exceeds TPQ	Max Amt Stored	Edit	Delete	Is Valid
			All					
7782505	CHLORINE	Pure	EHS	No	10 lbs			✓

Total Results:1 Rows per page 10



Enter Chemical Inventory Steps

2 Enter manually or use the CAS/Chemical Lookup.

Chemical Description

Search by CAS/Chemical Name

3 Pick result from the Look-up listing.

Chemical List

The chemical list is for lookup purposes only. It is not a complete, verified chemical list. If you find a discrepancy between your data and the search results, please research further before certifying. Chemicals with the same CAS number may appear several times since they are known by several names. Double click on the chemical to select it and populate it to the screen.

CAS No	Chemical Name	IS EHS	EHS Name	Threshold Planning Quantity	Reporting Quantity
CAS	CHLORINE	Ye ▾	EHS		
7782505	CHLORINE	Yes	Chlorine	100	10
7782505	CHLORINE MOL.	Yes	Chlorine	100	10
7782505	CHLORINE MOLECULE (CL2)	Yes	Chlorine	100	10
51832	CHOLINE CHLORINE CARBAMATE	Yes	Carbachol chloride	500/10,000	500
7782505	DIATOMIC CHLORINE	Yes	Chlorine	100	10
7782505	DICHLORINE	Yes	Chlorine	100	10
7782505	MOLECULAR CHLORINE	Yes	Chlorine	100	10

Total Results:7 Rows per page 10 ▾



Enter Chemical Inventory Steps

3a

CAS Number and Chemical Name are populated once you choose from the Search results listing.

Chemical Description

[Search by CAS/Chemical Name](#)

CAS Number (If no CAS, type N/A) *

7782505

Chemical Name *

CHLORINE

Chemical Added to Site Date

Chemical Format

Pure/Mixture *

☒ Pure

☐ Mixture

EHS Name [Search by EHS Name](#)

☒ EHS

Chlorine



Enter Chemical Inventory Steps

3b

Depending on how the user answers the chemical format question, the Threshold Planning Quantity will be selected for EHS. This applies only to cases where there are different (split) values for TPQ.

This is an EHS with 2 TPQ values. You must report all states separately. Please indicate which state you are reporting. Choose only one: (1) powder with particle size < 100 microns, (2) in solution, (3) molten form, (4) solid with particle size ≥ 100 microns.

- ☐ Powder with particle size < 100 microns
- ☐ In solution
- ☐ Molten form
- ☐ Solid with particle size ≥ 100 microns



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Enter Chemical Inventory Steps

4 Complete each column and click Save.

Chemical Description

Search by CAS/Chemical Name

CAS Number (If no CAS, type N/A) *

Chemical Name *

Chemical Added to Site Date

Chemical Format

Pure/Mixture *

☒ Pure
☐ Mixture

EHS Name Search by EHS Name

☒ EHS

Reporting/Fee Exemption

Is the chemical fuel dispensed to the public? *

☒ Yes
☐ No

Is the chemical being reported voluntarily because it is below reporting threshold? *

☐ Yes
☒ No

Is the chemical a Fuel with quantifies of gasoline (all grades combined) not more than 75,000 gallons or diesel fuel no more than 100,000 gallons and entirely underground. *

☐ Yes
☒ No

Cancel

Save



Enter Chemical Inventory Steps

5

If you select Mixture, then the Mixture section will pop out at the bottom.

1. Click Search Icon to search for CAS number and Chemical Name or manually enter the information.
2. Enter the Percentage.
3. Click on Add Mixture Component button to add more mixture components.
4. Click 'Save' at the bottom if you are done adding mixture components.

Add Mix Components

Search by CAS/ Chemical Name

CAS Number (If no CAS, type N/A)

Chemical Name

☐ EHS

Maximum Amount Percentage

Add Mixture Component



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Enter Chemical Inventory Steps

6 Complete Storage and Inventory Section and click Save.

Chemical Inventory

Gals To Lbs Converter

Maximum Amount Stored *
806.344

Unit
Pounds

Storage Location

Storage Location List

No locations entered yet for this substance

Add Storage Location

Container Type *
Tank inside building

Location *
Block C

Gals To Lbs Converter

Container Size *
800

Unit *
Pounds

MSDS Location *
Basement

Add Storage Location

Cancel

Save



Gallons Converter

6a

Chemical Inventory

Gals To Lbs Converter

Maximum Amount Stored *

Unit

Pounds ▼

Gallons to Pounds Conversion Utility

Number of Gallons

Specific Gravity

Weight in Pounds

Calculate

Paste back to Field



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Useful Tips/Notes

1. If you choose an EHS CAS number from the lookup, then the EHS check box on the Add Chemical page will be automatically checked.
2. You cannot check off that a chemical is a mixture if you enter EHS as the main chemical.



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Report Contacts

- 1. Facility Information
- 2. Request Filing Extension
- 3. Chemical Inventory
- 4. Report Contacts
- 5. Certification Category
- 6. Attachments
- 7. Fee Exemption
- 8. Certification

Montgomery County Office of Emergency Management & Homeland Security

Report Contacts

1. Facility Information

2. Request Filing Extension

3. Chemical Inventory

4. Report Contacts

5. Certification Category

6. Attachments

7. Fee Exemption

8. Certification



MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



8. Certification



EMERGENCY MANAGEMENT
MONTGOMERY COUNTY
OEMHS
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HOMELAND SECURITY

Certificate Category

1

If there is a conflict in the Category you will see a Red Alert informing you to fix the Category, Facility Type, or Chemical details.

DO NOT CONTINUE



The Certificate Category, Facility Type and the Chemical amount range do not match [Chemical:CHLORINE[CAS:7782505]]. Check the Certificate Category Certificate Category, Facility Type Facility Type and Chemical details for [Chemical:CHLORINE[CAS:7782505]].

2

You will be required to pick the right Category if the Conflict was in the Category.

Choose Certificate Category

- ☐ Light Use Facility Certificate
- ☒ General Use Facility Certificate
- ☐ High Use Facility Certificate
- ☐ SARA Use Facility Certificate

Save



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Attachments

- 1. Facility Information
- 2. Request Filing Extension
- 3. Chemical Inventory
- 4. Report Contacts
- 5. Certification Category
- 6. Attachments
- 7. Fee Exemption
- 8. Certification

Report: 2015 HRS DATA USE (ABC Chemical Company) - 2002

Submission Status: Initiated Status Date: 2/26/2015
Last Updated: 2/26/2015 Submission Type: Online

Step 1: Facility Information

Facility Name	ABC Chemical Company	Owner/Operator	ABC Facility, 3 Main 3 Edison Park Dr., Gaithersburg, Maryland 20878, United States
Address	3 Main 3 Edison Park Dr., Gaithersburg, MD 20878, United States	Corporate Name	ABC Facility
Cross Street Name	Edison Park Drive	Common Name	ABC Inc
Facility Status	Active	Name of Owner or CEO	James Smith
Executive Residency		EIN/Tax ID Number	123456789
Executive on Site		County	Montgomery
Lat/Long	39.1914,-77.2014	Municipality	
Nature of Business	Chemicals storage	Number of Full Time Employees	3
NAICS	322220	Is Pool	No
SEC Code	0331	Is Pool More Than 128 Days	
MDHHS Facility ID		Is Lab	No
Over 6 Road No		Is Gas Station	No
		Is HGA	No
		Above Ground Tank	No

Step 2: Request Filing Extension

Number of days for extending the filing date:

Reason for extending the filing date:

Step 3: Chemical Inventory

Chemical List

Back	ABCDEFGHIJKLMNOPQRSTUVWXYZ Other	Chemical Name	Quantity	Expiry Date	Is Valid
No items to be listed					

Step 4: Report Contacts

There must be at least 1 Facility Corporate Responsible Officer for a Report. There must be at least 1 Emergency Contacts for a Report.

Facility and Owner/Operator Contacts

Name	Contact Type	Address	Fax	Phone	24 Hr Phone	Email
James Smith	Direct Site Communication	3 Main 3 Edison Park Dr.		301-456-0165	301-456-0165	js@abc.com
ABC Facility	Owner/Operator	3 Main 3 Edison Park Dr.		301-456-0165	301-456-0165	js@abc.com

Regulatory and Emergency Contacts (Facility Emergency Contacts MUST work or live in Maryland.)

Name	Title	Contact Type	Address	Fax	Phone	24 Hr Phone	Email	Phone	Mobile	Is Valid
No items to be listed										

Step 5: Certificate Category

Step 6: Attachments

Description	File	File Type	Sent as Hardcopy
Site Plan (Official Response Plan (SR) 588A-Form (2015))			No

Step 7: Fee Exemption Status

You have marked the following Fee Exemption Reasons:

1. Are you a Federal, State or Local Government entity?

☐ Yes

☒ No

Step 8: National Report

Making Information or Conflicts in the Report Known

Cancel Report (This will discard all Report data)

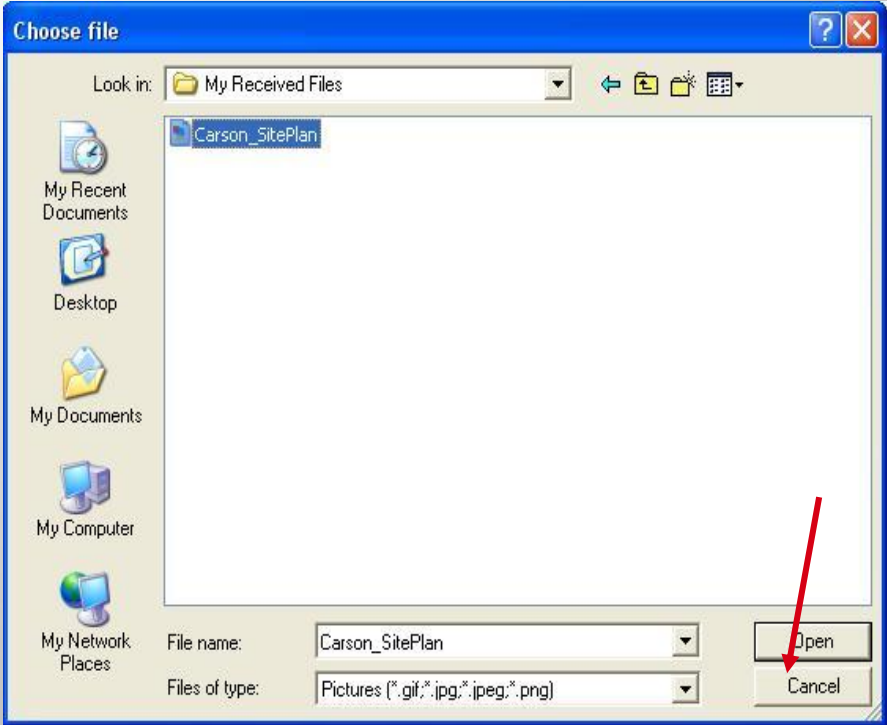


Enter Attachments Steps

1 To attach, start by clicking Choose File.

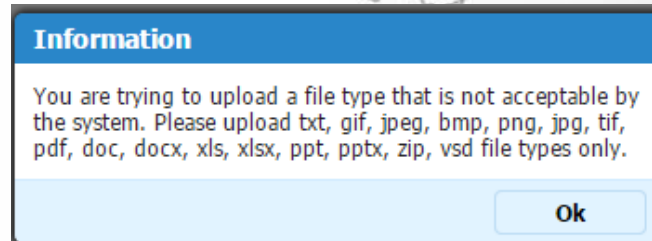
Attachment	File	Browse File to Upload	Sent as Hardcopy
Site Plan (Map)		Choose File No file chosen	☐
Offsite Response Plan (for SARA Filers ONLY)		Choose File No file chosen	☐

2 Identify the location of Siteplan on network. Click Open.



Useful Tips/Notes

1. Users can only upload attachments with specified file types:



2. Users can only upload attachments with size limited to 2 MB.



Certification

- 1. Facility Information
- 2. Request Filing Extension
- 3. Chemical Inventory
- 4. Report Contacts
- 5. Certification Category
- 6. Attachments
- 7. Fee Exemption
- 8. Certification

Report: 2015 HSD DATA Use (ABC Chemical Company) - 2882

Submission Status: Submitted Status Date: 1/15/2015
Last Updated: 1/15/2015 Submission Type: Online

Step 1: Facility Information

Facility Name: ABC Chemical Company Owner/Operator: ABC Facility, 3 Main 3 Edison Park Dr., Gaithersburg, Maryland 20878, United States
Address: 3 Main 3 Edison Park Dr., Gaithersburg, MD 20878, United States Corporate Name: ABC Facility
Cross Street Name: Edison Park Drive Contact Name: ABC Facility
Facility Status: Active Name of Owner or CEO: James Smith
Executive Name: ESN(ESN ID Number): 123456789
Executive as Of: County: Montgomery
Lab/Lease: 30,145, 77,2014 Number of Full Time Employees: 3
Nature of Business: Chemical Storage Is Paid: No
NAICS: 33520 Is Paid More than 120 Days: No
SIC Code: 0101 Is Lab: Yes
Hazardous Waste ID: Is Site Location: No
Dun & Brad St: Is VELA: No
Above Ground Tank: No

Step 2: Request a Filing Extension

Number of days for extending the filing date: Reason for extending the filing date:

Step 3: Chemical Inventory

Chemical List

CAS No.	Chemical Name	Facility	ENS	ESN Exempt	Is Valid
NO					

Step 4: Report Contacts

Number of Facility Corporate Responsible Officer: 0 Number of Emergency Planning Coordinator: 0 Number of Emergency Contacts: 0

There must be at least 1 Facility Corporate Responsible Officer for a Report. There must be at least 2 Emergency Contacts for a Report.

Facility and Owner/Operator Contacts

Name	Contact Type	Address	Fax	Phone	24 Hr Phone	Email
James Smith	Direct Site Communications	3 Main 3 Edison Park Dr.		202-456-0163	202-456-0163	
ABC Facility	Owner/Operator	3 Main 3 Edison Park Dr.		202-456-0163	202-456-0163	jsmith@abc.com

Regulatory and Emergency Contacts (Facility Emergency Contacts MUST work or live in Maryland.)

Name	Title	Contact Type	Address	Fax	Phone	24 Hr Phone	Email	Home	Mobile	Is Valid
No Results To Be Submitted										

Step 5: Certification Category

Step 6: Attachments

Description	File	File Type	Sent as Attachment
Site Plan			No
Offsite Response Plan (for SARA Plans ONLY)			No

Step 7: Fee Exemption Status

You have marked the following Fee Exemption Reasons:

Are you a Federal, State or Local Government entity?

Yes No

Step 8: Submit Report

Missing Information or Conflicts in the Report Date:

Cancel Report (This will discard all Report data)



Certify Submission Report Steps

6

Admin and Facility are notified about successful Report Submission.

2015 General Use Renewal Report Submitted - Online Hazardous
Material Use Certificate System  Inbox x

 test@idsiinternational.com
to me 

4:19 pm (4 days ago) ☆  

This is an Automated Message from the Online Hazardous Material Use Certificate System.

At 2/27/2015 4:19:37 PM, the following activity took place:

Activity Type:	Submitted Certificate Application
Report Type	General Use Renewal
Facility ID	7105
Facility Name	Brown Oil
Address	3 Edison Park Blvd. , Gaithersburg, Maryland 20878
Certificate Application ID	25625



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START A RENEWAL REPORT



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Start Renewal Report

1 Select the Certificate Category then select Renewal as the Application Type.

Choose Certificate Category

- ☐ Light Use Facility Certificate
- ☒ General Use Facility Certificate
- ☐ High Use Facility Certificate
- ☐ SARA Use Facility Certificate

[Certificate Instructions](#)

Choose Application Type

- ☒ Renewal for Each year you must file either an Initial Application (for new sites) or Renewal Application (for existing sites). Filing an Update does NOT meet the annual requirement.
- ☐ Update for Submit an Update anytime during the year after you have filed your Initial or Renewal to keep information current.



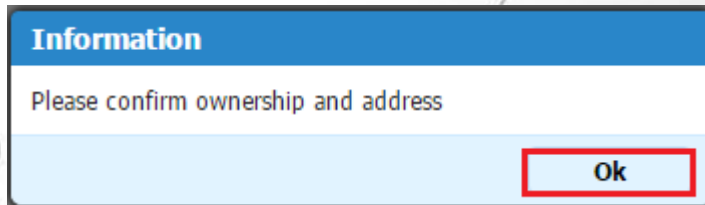
MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



Start Renewal Report

2

An alert will appear asking you to confirm your ownership and address details. Click Ok.



The image shows a screenshot of a web application interface. In the background, there is a faint map of Maryland and the official seal of Montgomery County, Maryland. Overlaid on the map is a blue and white dialog box titled "Information". The text inside the dialog box reads "Please confirm ownership and address". At the bottom right of the dialog box is a button labeled "Ok", which is highlighted with a red rectangular border.

Information
Please confirm ownership and address
Ok



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Start Renewal Report

3 Confirm the details and click on Proceed. If you mark that the information has changed you will need to Add a New Facility and submit an Initial Report.

Confirm Ownership and Address

Is 878654354 the EIN (Tax ID Number) for the facility? ☒ Yes ☐ No

Has the facility moved from the following address ? ☐ Yes ☒ No

2 Main St. Suite ,
Gaithersburg, Maryland 20878

Choose Certificate Category

☐ Light Use Facility Certificate

☒ General Use Facility Certificate

☐ High Use Facility Certificate

☐ SARA Use Facility Certificate

Choose Application Type

☒ Renewal for 2016 Each year you must file either an Initial Application (for new sites) or Renewal Application (for existing sites). Filing an Update does NOT meet the annual requirement.

☐ Update for 2016 Submit an Update anytime during the year after you have filed your Initial or Renewal to keep information current.

Cancel

Proceed

[Certificate Instructions](#)



Report Homepage

User must complete all steps on the Report Homepage until each step has a green check mark.

Step 1 ✓ Step 2 ✓ Step 3 ⚠ Step 4 ⚠ Step 5 ⚠ Step 6 ⚠ Step 7 ⚠ Step 8 ⚠



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Edit Facility Information

- 1. Facility Information
- 2. Request Filing Extension
- 3. Chemical Inventory
- 4. Report Contacts
- 5. Certification Category
- 6. Attachments
- 7. Fee Exemption
- 8. Certification

Step 1 of 8

Step 2 of 8

Step 3 of 8

Step 4 of 8

Step 5 of 8

Step 6 of 8

Step 7 of 8

Step 8 of 8

Report: 2015 HSEI Data Line (ABC Chemical Company) - 2002

Submission Status: Initiated

Status Date: 2/26/2015

Last Updated: 2/26/2015

Submission Type: Online

Step 1: Facility Information

Facility Name: ABC Chemical Company

Address: 3 Main 3 Edison Park Dr., Gaithersburg, MD 20878, United States

Owner/Operator: ABC Facility, 3 Main 3 Edison Park Dr., Gaithersburg, Maryland 20878, United States

Corporate Name: ABC Facility

Facility Status: Active

Emergency Response: ABC Inc.

Inactive Response: ABC Inc.

Emergency ID: 123456789

County: Montgomery

Emergency ID: 123456789

Number of Full Time Employees: 3

Is Plant: No

Is Plant More Than 120 Days: Yes

Is Lab: No

Is Gas Station: No

Is WRLA: No

Above Ground Tank: No

Step 2: Request a Filing Extension

Number of days for extending the filing date:

Reason for extending the filing date:

Step 3: Chemical Inventory

Chemical List

Back

ABCDEFGHIJKLMNOPQRSTUVWXYZ Other

Go

Chemical Name

Quantity

Unit

Is Valid

No Results to be Selected

Total Results: 0

Step 4: Report Contacts

Number of Facility Corporate Responsible Officer: 0

Number of Emergency Planning Coordinators: 0

Number of Emergency Contacts: 0

There must be at least 1 Facility Corporate Responsible Officer for a Report.

There must be at least 1 Emergency Contact for a Report.

Facility and Owner/Operator Contacts

Name

Contact Type

Address

Fax

Phone

24 Hr Phone

Email

James Smith

Facility Corporate Responsible Officer

3 Main 3 Edison Park Dr.

(301) 456-0165

(301) 456-0165

hustnet.com

ABC Facility

Owner/Operator

3 Main 3 Edison Park Dr.

(301) 456-0165

(301) 456-0165

Regulatory and Emergency Contacts (Facility Emergency Contacts MUST work or live in Maryland.)

Name

Title

Contact Type

Address

Fax

Phone

24 Hr Phone

Email

None

Delete

Is Valid

No Results to be Selected

Step 5: Certification Category

Step 6: Attachments

Description

File

File Type

Sort as Handcopy

Site Plan

No

Offsite Emergency Plan (for SARA Plans ONLY)

No

Step 7: Fee Exemption Status

Fee Exemption Status: Not Completed

You have completed the following fee exemption requests:

Are you a Federal, State or Local Government entity?

☐ Yes

☐ No

Step 8: Submit Report

Printing Information or Confirm in the Report Data

Cancel Report (This will discard all Report data)



Request Filing Extension

- 1. Facility Information
- 2. Request Filing Extension
- 3. Chemical Inventory
- 4. Report Contacts
- 5. Certification Category
- 6. Attachments
- 7. Fee Exemption
- 8. Certification

Montgomery County Office of Emergency Management & Homeland Security (OEMHS) Report Filing Extension Form

Step 1: Facility Information

Facility Name: ABC Chemical Company
Address: 1234 Main Street, Suite 500, Silver Spring, MD 20910, United States
City: Silver Spring
State: MD
Zip: 20910
County: Montgomery
Municipality: Silver Spring
Number of Full Time Employees: 10
Is Plant: Yes
Is Plant More Than 100 Days: Yes
Is Lab: No
Is Gas Station: No
Is VELA: No
Above Ground Tank: No

Step 2: Request a Filing Extension

Number of days for extending the filing date: 30
Reason for extending the filing date: I am having trouble gathering the necessary information.

Step 3: Chemical Inventory

Chemical List

Chemical Name	Quantity	Unit	Is it a Gas?	Is it a Liquid?	Is it a Solid?	Is it a Powder?	Is it a Gas?	Is it a Liquid?	Is it a Solid?	Is it a Powder?
Acetic Acid	100	kg	No	Yes	No	No	No	Yes	No	No

Step 4: Report Contacts

Number of Facility Corporate Responsible Officer: 1
Number of Emergency Planning Committee: 1
Number of Emergency Contacts: 1

There must be at least 1 Facility Corporate Responsible Officer for a Report.
There must be at least 1 Emergency Contacts for a Report.

Facility and Owner/Operator Contacts

Name	Contact Type	Address	Fax	Phone	24 Hr Phone	Email
James Smith	Facility Site Representative	1234 Main Street, Suite 500, Silver Spring, MD 20910		301-456-7890	301-456-7890	j.smith@abc.com

Regulatory and Emergency Contacts (Facility Emergency Contacts PRST work or live in Maryland)

Name	Title	Contact Type	Address	Fax	Phone	24 Hr Phone	Email	Mobile	Is Valid

Step 5: Certification Category

Step 6: Attachments

Step 7: Fee Exemption Status

Fee Exemption Status: Not Completed

You have marked the following Fee Exemption Reasons:

Are you a Federal, State or Local Government entity?

☐ Yes

☐ No

Step 8: Submit Report

Final Information or Comments to the Report Date:



Edit Chemical Information

1. Facility Information
2. Request Filing Extension
3. Chemical Inventory
4. Report Contacts
5. Certification Category
6. Attachments
7. Fee Exemption
8. Certification

Edit Report Homepage for ABC Chemical Company (ID: 7103)

Report: 2015 HHS DATA USE (ABC Chemical Company) - 2802
Submission Status: Initiated
Last Updated: 2/26/2015
Status Date: 2/26/2015
Submission Type: Online

Step 1: Facility Information

Facility Name	ABC Chemical Company	Owner/Operator	ABC Facility, 3 Main 3 Edison Park Dr., Gaithersburg, Maryland 20878, United States
Address	3 Main 3 Edison Park Dr., Gaithersburg, MD 20878, United States	Corporate Name	ABC Facility
Cross Street Name	Edison Park Drive	Common Name	ABC INC
Facility Status	Active	Name of Owner or CEO	James Smith
Facility Reason		EIN(Tax ID Number)	123456789
Location on Map		County	Montgomery
Lat/Long	39.1454, -77.2014	Municipality	
Radius of Business	Chemicals storage	Number of Full Time Employees	3
HAZOP	010101	Is Paid	No
SIC Code	0101	Is Paid More Than 120 Days	No
HQ/HR Facility ID		Is Lab	Yes
Own & Rent Yes		Is Gas Station	No
		Is HSLA	No
		Above Ground Tank	No

Step 2: Request to Filing Extension

Number of days for extending the filing date:
Reason for extending the filing date:

Step 3: Chemical Inventory Total: 0 EHS: 0 EHS-REQ: 0

Chemical List

Back	ABCDEFGHIJKLMNOPQRSTUVWXYZ Other	Chemical Name	Quantity	EHS	EHS Exemption Code	Is Valid
No Results for the Search						

Total Results: 0 Found per page: 10

Step 4: Report Contacts Number of Facility Corporate Responsible Officer: 0 Number of Emergency Planning Coordinators: 0 Number of Emergency Contacts: 0

There must be at least 1 Facility Corporate Responsible Officer for a Report.
There must be at least 2 Emergency Contacts for a Report.

Facility and Owner/Operator Contacts

Name	Contact Type	Address	Fax	Phone	24 Hr Phone	Email
James Smith	Direct Site Communication	3 Main 3 Edison Park Dr.		(301) 456-0165	(301) 456-0165	
ABC Facility	Owner/Operator	3 Main 3 Edison Park Dr.		(301) 456-0165	(301) 456-0165	NA@ABC.COM

Regulatory and Emergency Contacts (Facility Emergency Contacts MUST work or live in Maryland.)

Name	Title	Contact Type	Address	Fax	Phone	24 Hr Phone	Email	Mobile	DOB	Is Valid
No Results for the Search										

Step 5: Certificate Category

Step 6: Attachments

Description	File	File Type	Sort as Handcopy
Site Plan			No
Official Response Plan (for HHSA Users ONLY)			No

Step 7: Fee Exemption Status Fee Exemption Status: Not Completed

You have marked the following Fee Exemption Reasons:

1. Am you a Federal, State or Local Government entity?

☐ Yes
☐ No

Step 8: Submit Report Posting Information or Conflicts to the Report Data

Cancel Report (This will discard all Report data)



Enter Chemical Inventory Steps

1

Add – a new chemical record never entered in the system.
Import – chemical name/CAS from another facility in company account.
Edit – an existing chemical record in the facility.

Step 3 : Chemical Inventory

Total: 1 EHS: 1 EHS>TPQ: 0

Add Chemicals

Import Chemicals

Chemical List

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

CAS No	Chemical Name	Pure/Mix	EHS	EHS Exceeds TPQ	Max Amt Stored	Edit	Delete	Is Valid
			All					
7782505	CHLORINE	Pure	EHS	No	10 lbs			✓

Total Results:1 Rows per page 10



Enter Chemical Inventory Steps

2 Enter manually or use the CAS/Chemical Lookup.

Chemical Description

Search by CAS/Chemical Name

3 Pick result from the Look-up listing.

Chemical List

The chemical list is for lookup purposes only. It is not a complete, verified chemical list. If you find a discrepancy between your data and the search results, please research further before certifying. Chemicals with the same CAS number may appear several times since they are known by several names.
Double click on the chemical to select it and populate it to the screen.

CAS No	Chemical Name	IS EHS	EHS Name	Threshold Planning Quantity	Reporting Quantity
CAS	CHLORINE	Yes	EHS		
7782505	CHLORINE	Yes	Chlorine	100	10
7782505	CHLORINE MOL.	Yes	Chlorine	100	10
7782505	CHLORINE MOLECULE (CL2)	Yes	Chlorine	100	10
51832	CHOLINE CHLORINE CARBAMATE	Yes	Carbachol chloride	500/10,000	500
7782505	DIATOMIC CHLORINE	Yes	Chlorine	100	10
7782505	DICHLORINE	Yes	Chlorine	100	10
7782505	MOLECULAR CHLORINE	Yes	Chlorine	100	10

Total Results: 7 Rows per page 10



Enter Chemical Inventory Steps

3a

CAS Number and Chemical Name are populated once you choose from the Search results listing.

Chemical Description

[Search by CAS/Chemical Name](#)

CAS Number (If no CAS, type N/A) *

7782505

Chemical Name *

CHLORINE

Chemical Added to Site Date



Chemical Format

Pure/Mixture *

☒ Pure

☐ Mixture

EHS Name [Search by EHS Name](#)

☒ EHS

Chlorine



Enter Chemical Inventory Steps

3b

Depending on how the user answers the chemical format question, the Threshold Planning Quantity will be selected for EHS. This applies only to cases where there are different (split) values for TPQ.

This is an EHS with 2 TPQ values. You must report all states separately. Please indicate which state you are reporting. Choose only one: (1) powder with particle size < 100 microns, (2) in solution, (3) molten form, (4) solid with particle size ≥ 100 microns.

- ☐ Powder with particle size < 100 microns
- ☐ In solution
- ☐ Molten form
- ☐ Solid with particle size ≥ 100 microns



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Enter Chemical Inventory Steps

4 Complete each column and click Save.

Chemical Description

Search by CAS/Chemical Name

CAS Number (If no CAS, type N/A) *

Chemical Name *

Chemical Added to Site Date

Chemical Format

Pure/Mixture *

☒ Pure
☐ Mixture

EHS Name Search by EHS Name

☒ EHS

Reporting/Fee Exemption

Is the chemical fuel dispensed to the public? *

☒ Yes
☐ No

Is the chemical being reported voluntarily because it is below reporting threshold? *

☐ Yes
☒ No

Is the chemical a Fuel with quantifies of gasoline (all grades combined) not more than 75,000 gallons or diesel fuel no more than 100,000 gallons and entirely underground. *

☐ Yes
☒ No

Cancel

Save

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Enter Chemical Inventory Steps

5

If you select Mixture, then the Mixture section will pop out at the bottom.

1. Click Search Icon to search for CAS number and Chemical Name or manually enter the information.
2. Enter the Percentage.
3. Click on Add Mixture Component button to add more mixture components.
4. Click 'Save' at the bottom if you are done adding mixture components.

Add Mix Components

Search by CAS/ Chemical Name

CAS Number (If no CAS, type N/A)

Chemical Name

☐ EHS

Maximum Amount Percentage

Add Mixture Component



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Enter Chemical Inventory Steps

6 Complete Storage and Inventory Section and click Save.

Chemical Inventory

Gals To Lbs Converter

Maximum Amount Stored *
806.344

Unit
Pounds

Storage Location

Storage Location List

No locations entered yet for this substance

Add Storage Location

Container Type *
Tank inside building

Location *
Block C

Gals To Lbs Converter

Container Size *
800

Unit *
Pounds

MSDS Location *
Basement

Add Storage Location

Cancel

Save



Gallons Converter

6a

Chemical Inventory

Gals To Lbs Converter

Maximum Amount Stored *

Unit

Pounds ▼

Gallons to Pounds Conversion Utility

Number of Gallons

Specific Gravity

Weight in Pounds

Calculate

Paste back to Field



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Useful Tips/Notes

1. If you choose an EHS CAS number from the lookup, then the EHS check box on the Add Chemical page will be automatically checked.
2. You cannot check off that a chemical is a mixture if you enter EHS as the main chemical.



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Report Contacts

- 1. Facility Information
- 2. Request Filing Extension
- 3. Chemical Inventory
- 4. Report Contacts
- 5. Certification Category
- 6. Attachments
- 7. Fee Exemption
- 8. Certification

Report: 2015 HSE DATA (ABC Chemical Company) - 2002

Submission Status: Initiated Status Date: 1/15/2015
Last Updated: 1/15/2015 Submission Type: Initial

Step 1: Facility Information

Facility Name	ABC Chemical Company	Owner/Operator	ABC Facility, 3 Main St Edison Park Dr., Gaithersburg, Maryland 20878, United States
Address	3 Main St Edison Park Dr., Gaithersburg, MD 20878, United States	Corporate Name	ABC Facility
City/State/Zip	Edison Park Drive	Common Name	ABC Inc.
Facility Status	Active	Number of Workers or CEO	James Smith
Executive Reason		EIN/US ID Number	123456789
Location on Map		County	Montgomery
Lat/Long	39.1491, -77.0414	Nearest Facility	
Nature of Business	Chemical Storage	Number of Full Time Employees	3
NAICS	325222	In Pool	No
DOT Code	0034	In Pool/More Than 120 Days	No
HQ/REG Facility ID		In Gas Station	No
On or Off Site		In VES	No
		Above Ground Tank	No

Step 2: Request a Filing Extension

Number of days for extending the filing date:

Reason for extending the filing date:

Step 3: Chemical Inventory

Chemical List

Back	ABCDEFGHIJKLMNOPQRSTUVWXYZ	First	MS	112 Extended	Is Valid
No Results for this Search					

Step 4: Report Contacts

Number of Facility Corporate Responsible Officers: 0 Number of Emergency Response Coordinators: 0 Number of Emergency Contacts: 0

There must be at least 1 Facility Corporate Responsible Officer for a Report.
There must be at least 1 Emergency Contacts for a Report.

Facility and Owner/Operator Contacts

Name	Contact Type	Address	Fax	Phone	24 Hr Phone	Email
James Smith	Facility Corporate Responsible Officer	3 Main St Edison Park Dr.,		202-456-0945	202-456-0945	
ABC Facility	Owner/Operator	3 Main St Edison Park Dr.,		202-456-0945	202-456-0945	smith@abc.com

Regulatory and Emergency Contacts (Facility Emergency Contacts MUST work or live in Maryland.)

Name	Title	Contact Type	Address	Fax	Phone	24 Hr Phone	Email	Phone	Mobile	Is Valid
No Results for this Search										

Step 5: Certification Category

Step 6: Attachments

Description	File	File Type	Send as Attachment
Site Data			No
Office Response Plan (for Safety Plans ONLY)			No

Step 7: Fee Exemption Status

Fee Exemption Status: Not Completed

You have marked the following Fee Exemption Reasons:

1. Are you a Federal, State or Local Government entity?

☐ Yes

☐ No

Step 8: Submit Report

Missing Information or Conflicts in the Report Data

Cancel Report (This will discard all Report data)



Certification Category

1. Facility Information
2. Request Filing Extension
3. Chemical Inventory
4. Report Contacts
5. Certification Category
6. Attachments
7. Fee Exemption
8. Certification

Edit Report Homepage for ABC Chemical Company (ID: 7103)

Report: 2015 HHS DATA USE (ABC Chemical Company) - 2015
Submission Status: Initiated
Last Updated: 4/20/2015
Submission Type: OSHA

Step 1: Facility Information

Facility Name: ABC Chemical Company
Address: 3 Main 3 Edison Park Dr., Gaithersburg, MD 20878, United States
Contact Street Name: Edison Park Drive
Facility Status: Active
Facility Manager: John Smith
Effective as of: 4/1/2015
LMI/LEP: 4/1/2015
Nature of Business: Chemical Storage
NAICS: 281210
SIC Code: 2811
OSHA/LEP Facility ID: 123456789
Own & Oper: No

Owner/Operator: ABC Facility, 3 Main 3 Edison Park Dr., Gaithersburg, Maryland 20878, United States
Corporate Name: ABC Facility
Common Name: ABC Facility
Name of Owner or CEO: John Smith
EPA/TSR Number: 123456789
County: Montgomery
Municipality: Gaithersburg
Number of Full Time Employees: 1
Is Full: No
Is Full/More than 120 Days: No
Is LMI: Yes
Is Site Status: No
Is VELA: No
Address Ground Tank: No

Step 2: Request a Filing Extension

Number of days for extending the filing date:
Reason for extending the filing date:

Step 3: Chemical Inventory

Chemical List

Back to: 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

Go to: Chemical Name, Priority, EHS, EHS Score, To Value

No Results to be Shown

Step 4: Report Contacts

Number of Facility Corporate Responsible Officer: 0
Number of Emergency Planning Coordinator: 0
Number of Emergency Contacts: 0

There must be at least 1 Facility Corporate Responsible Officer for a Report.
There must be at least 1 Emergency Contacts for a Report.

Facility and Owner/Operator Contacts

Name	Contact Type	Address	Fax	Phone	24 Hr Phone	Email
John Smith	Facility Representative	3 Main 3 Edison Park Dr.		301-456-7890	301-456-7890	john.smith@abc.com
ABC Facility	Owner/Operator	3 Main 3 Edison Park Dr.		301-456-7890	301-456-7890	john.smith@abc.com

Regulatory and Emergency Contacts (Facility Emergency Contacts FIRST work or live in Maryland.)

Name	Title	Contact Type	Address	Fax	Phone	24 Hr Phone	Email	Phone	Mobile	To Value
No Results to be Shown										

Step 5: Certificate Category

Step 6: Attachments

Attachments

Description	File	File Type	Send as Attachment
Site Plan Offsite Emergency Plan (for 1000+ Gallons OSHA)			No

Step 7: Fee Exemption Status

Fee Exemption Status: Not Completed

You have marked the following Fee Exemption Reasons:

1. Am I a Federal, State or Local Government entity?

☐ Yes
☐ No

Step 8: Submit Report

Missing Information or Conflicts in the Report Data

Cancel Report (This will discard all Report data)



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Certificate Category

1

If there is a conflict in the Category you will see a Red Alert informing you to fix the Category, Facility Type, or Chemical details.

DO NOT CONTINUE

⚠ The Certificate Category, Facility Type and the Chemical amount range do not match [Chemical:CHLORINE[CAS:7782505]]. Check the Certificate Category [Certificate Category](#), Facility Type [Facility Type](#) and Chemical details for [Chemical:CHLORINE[CAS:7782505]].

2

You will be required to pick the right Category if the Conflict was in the Category.

Choose Certificate Category

- ☐ Light Use Facility Certificate
- ☒ General Use Facility Certificate
- ☐ High Use Facility Certificate
- ☐ SARA Use Facility Certificate

Save



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Attachments

1. Facility Information
2. Request Filing Extension
3. Chemical Inventory
4. Report Contacts
5. Certification Category
6. Attachments
7. Fee Exemption
8. Certification

Edit Report Homepage for ABC Chemical Company (ID: 7103)

Report: 2015 HHS DATA USE (ABC Chemical Company) - 2802

Submission Status: Initiated Status Date: 2/26/2015
Last Updated: 2/26/2015 Submission Type: Online

Step 1: Facility Information

Facility Name	ABC Chemical Company	Owner/Operator	ABC Facility, 3 Main 3 Edison Park Dr., Gaithersburg, Maryland 20878, United States
Address	3 Main 3 Edison Park Dr., Gaithersburg, MD 20878, United States	Corporate Name	ABC Facility
Cross Street Name	Edison Park Drive	Company Name	ABC INC
Facility Status	Active	Name of Owner or CEO	James Smith
Facility Reason		EIN(Tax ID Number)	123456789
Location on Map		County	Montgomery
Lat/Long	39.4444, -77.2222	Municipality	
Radius of Business	Chemicals storage	Number of Full Time Employees	3
HAZOP	012345	Is Paid	No
SIC Code	0141	Is Paid More Than 120 Days	No
HQ/HR Facility ID		Is Lab	No
Own & Rent To		Is Gas Station	No
		Is WSLA	No
		Above Ground Tank	No

Step 2: Request to Filing Extension

Number of days for extending the filing date:
Reason for extending the filing date:

Step 3: Chemical Inventory Total: 0 HHS: 0 HHS-PMG: 0

Chemical List

Back	ABCDEFGHIJKLMNOPQRSTUVWXYZ Other	Chemical Name	Quantity	HHS	HHS-PMG	Is Valid
No items to be listed						

Total results: 0 Print all pages

Step 4: Report Contacts Number of Facility Corporate Responsible Officer: 0 Number of Emergency Planning Coordinators: 0 Number of Emergency Contacts: 0

There must be at least 1 Facility Corporate Responsible Officer for a Report.
There must be at least 1 Emergency Contacts for a Report.
Facility and Owner/Operator Contacts

Name	Contact Type	Address	Fax	Phone	24 Hr Phone	Email
James Smith	Direct Site Communication	3 Main 3 Edison Park Dr.		(301) 456-0145	(301) 456-0145	
ABC Facility	Owner/Operator	3 Main 3 Edison Park Dr.		(301) 456-0145	(301) 456-0145	NA@ABC.COM

Regulatory and Emergency Contacts (Facility Emergency Contacts MUST work or live in Maryland.)

Name	Title	Contact Type	Address	Fax	Phone	24 Hr Phone	Email	Mobile	Dob	Is Valid
No items to be listed										

Step 5: Certificate Category

Step 6: Attachments

Description	File	File Type	Sort as Handcopy
Site Plan (Official Response Plan (for HHS-Risk ONLY))			No

Step 7: Fee Exemption Status Fee Exemption Status: Not Completed

You have marked the following Fee Exemption Reasons:

1. Am you a Federal, State or Local Government entity?

☐ Yes
☐ No

Step 8: Submit Report Submit Information or Confirm to the Report data

Cancel Report (This will discard all Report data.)



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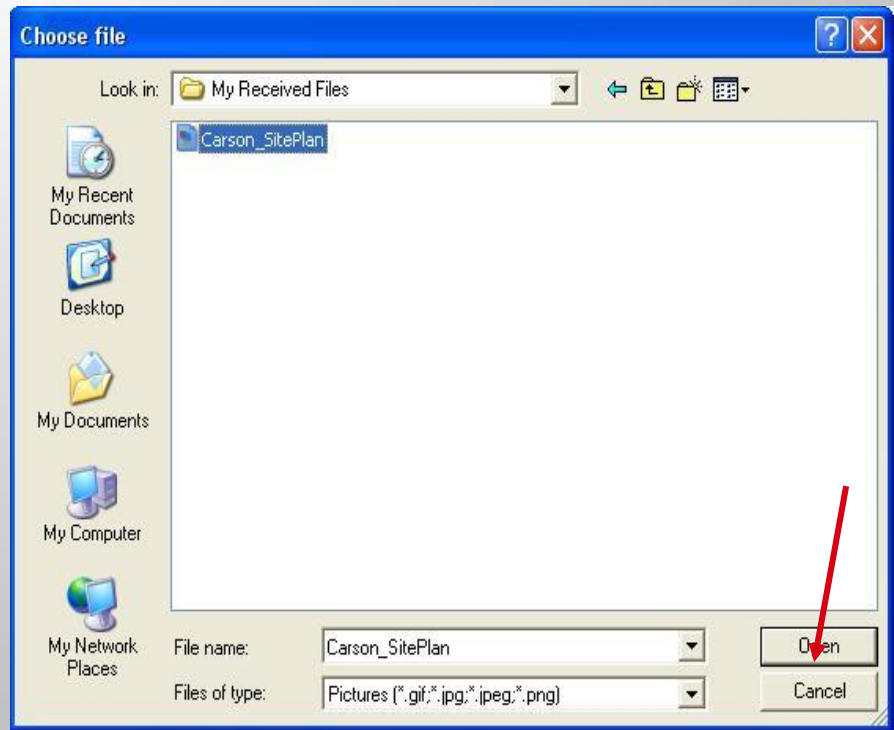


Enter Attachments Steps

1 To attach, start by clicking Choose File.

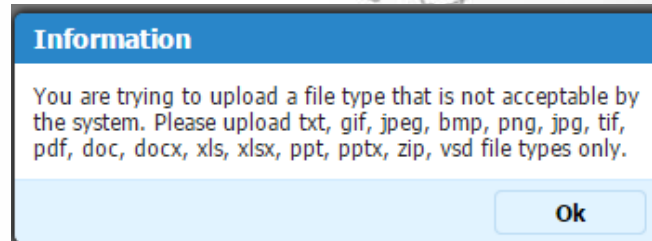
Attachment	File	Browse File to Upload	Sent as Hardcopy
Site Plan (Map) *		Choose File No file chosen	☐
Offsite Response Plan (for SARA filers ONLY)		Choose File No file chosen	☐

2 Identify the location of Siteplan on network. Click Open.



Useful Tips/Notes

1. Users can only upload attachments with specified file types:



2. Users can only upload attachments with size limited to 2 MB.



Report Exemption

- 1. Facility Information
- 2. Request Filing Extension
- 3. Chemical Inventory
- 4. Report Contacts
- 5. Certification Category
- 6. Attachments
- 7. Fee Exemption
- 8. Certification

Report Exemption Form Screenshot

Step 1: Facility Information

Field	Value
Facility Name	ABC Chemical Company
Address	1 Main Street, Suite 100, Gaithersburg, MD 20878, United States
City/State/Zip	Gaithersburg, MD 20878
Facility Status	Active
Facility Type	Chemical Storage
Location on Map	28.404, -77.204
Lat/Long	28.404, -77.204
Number of Employees	10
SEC Code	0000
HQ/MSD Facility ID	0000
Owner & Contact Info	

Step 2: Request Filing Extension

Number of days for extending the filing date: 0

Reason for extending the filing date: 0

Step 3: Chemical Inventory

Chemical List

Chemical Name	Quantity	Unit	Is Valid
1,2-Dichloroethane	100	kg	Yes

Step 4: Report Contacts

There must be at least 1 Facility Corporate Responsible Officer for a Report. There must be at least 1 Emergency Contact for a Report.

Name	Contact Type	Address	Phone	24 Hr Phone	Email
John Smith	Facility Corporate Responsible Officer	1 Main Street, Suite 100, Gaithersburg, MD 20878	(301) 456-1234	(301) 456-1234	john.smith@abc.com

Regulatory and Emergency Contacts (Facility Emergency Contacts MUST work or live in Maryland.)

Name	Contact Type	Address	Phone	24 Hr Phone	Email	Notes	Is Valid
John Smith	Facility Corporate Responsible Officer	1 Main Street, Suite 100, Gaithersburg, MD 20878	(301) 456-1234	(301) 456-1234	john.smith@abc.com		Yes

Step 5: Certificate Category

Step 6: Attachments

Description	File	File Type	Sort as Handcopy
Official Response Plan (for SARA Title III ONLY)			Yes

Step 7: Fee Exemption Status

You have marked the following Fee Exemption Reason(s):

1. Am you a Federal, State or Local Government entity?

☐ Yes

☐ No

Step 8: Submit Report

Submitting Information or Conflicts in the Report Data



Certification

- 1. Facility Information
- 2. Request Filing Extension
- 3. Chemical Inventory
- 4. Report Contacts
- 5. Certification Category
- 6. Attachments
- 7. Fee Exemption
- 8. Certification

Report: 2015 HSD DATA Use (ABC Chemical Company) - 2882

Submission Status: Submitted Status Date: 1/1/2015
Last Updated: 1/1/2015 Submission Type: Online

Step 1: Facility Information

Facility Name: ABC Chemical Company
Address: 1 Main 3 Edison Park Dr., Gaithersburg, MD 20878, United States
Cross Street Name: Edison Park Drive
Facility Status: Active
Deactivation Reason: Deactivation as of
Lab/Lease: 30, 1/1/15, 1/1/2015
Nature of Business: Chemical Storage
NAICS: 335210
SIC Code: 2811
Hazardous Waste ID: 0101
EPA ID: 0101

Owner/Operator: ABC Facility, 1 Main 3 Edison Park Dr., Gaithersburg, Maryland 20878, United States
Corporate Name: ABC Facility
Contact Name: ABC Facility
Name of Owner or CEO: James Smith
EIN/Tax ID Number: 123456789
County: Montgomery
Municipality: Gaithersburg
Number of Full Time Employees: 3
Is Paid: No
Is Paid More Than 120 Days: No
Is Lab: Yes
Is Site Location: No
Is VELA: No
Above Ground Tank: No

Step 2: Request a Filing Extension

Number of days for extending the filing date:
Reason for extending the filing date:

Step 3: Chemical Inventory

Chemical List

CAS No.	Chemical Name	Facility	ENS	ENS Exempt 312	Is Valid
101-01-01	ABC Chemical	ABC Facility	ABC	ABC	ABC

Step 4: Report Contacts

There must be at least 1 Facility Corporate Responsible Officer for a Report.
There must be at least 1 Emergency Contacts for a Report.

Facility and Owner/Operator Contacts

Name	Contact Type	Address	Phone	24 Hr Phone	Email
James Smith	Direct Site Communications	1 Main 3 Edison Park Dr.	201-456-0163	201-456-0163	jsmith@abc.com
ABC Facility	Owner/Operator	1 Main 3 Edison Park Dr.	201-456-0163	201-456-0163	jsmith@abc.com

Regulatory and Emergency Contacts (Facility Emergency Contacts MUST work or live in Maryland.)

Name	Title	Contact Type	Address	Phone	24 Hr Phone	Email	Home	Mobile	Is Valid
------	-------	--------------	---------	-------	-------------	-------	------	--------	----------

Step 5: Certification Category

Step 6: Attachments

Description	File	File Type	Sort as Handcopy
Site Plan			No
Offsite Response Plan (for SARA Plans ONLY)			No

Step 7: Fee Exemption Status

You have marked the following Fee Exemption Reasons:

Are you a Federal, State or Local Government entity?

Yes
No

Step 8: Submit Report

Missing Information or Conflicts in the Report Data

Cancel Report (This will discard all Report data)



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Payment Steps

1

Based on the Fee Exemption status you see your invoice total.

Abc Chemical Company (Facility ID: 7103)

2015 General Use Initial

3 Main 3 Edison Park Dv., Gaithersburg, MD 20878, United States

Phone: 301-656-0465

Current Application Status: Initiated

Last Updated: 3/3/2015

Certification Date: 3/3/2015

The Invoice Amount is calculated based on your report. Payment of the complete Invoice Amount is required for your report to be considered complete.

Reporting Period : 2015

Item	Rate	Quantity	Amount
General Initial Fee	400	1	400.00
Grand Total			400

Net balance as of Today: \$400

Cancel

Pay Now

2

Choose the payment method and click Submit.

Make a Payment

Abc Chemical Company (Facility ID: 7103)

3 Main 3 Edison Park Dv., Gaithersburg, MD 20878, United States

Phone: 301-656-0465

Current Application Status: Initiated

Last Updated: 3/3/2015

Certification Date: 3/3/2015

☒ Due Amount : \$400

Select payment method *

☐ Check

☒ Online Payment-Credit Card

Submit



Payment Steps

3

Confirm the payment by clicking Submit.

Make a Payment

Abc Chemical Company (Facility ID: 7103)

3 Main 3 Edison Park Dv., Gaithersburg, MD 20878, United States
Phone: 301-656-0465
Current Application Status: Initiated
Last Updated: 3/3/2015
Certification Date: 3/3/2015

Confirm your payment details

Amount : \$400

Payment Method: Online Payment-Credit Card

Submit

4

Enter payment details and click Process.

Payment Details	
Card Details	
Amount:	400.00
Card Number:	4124939999999990
Expiration Date(MMY):	1221
Card Verification:	1234
Card Present:	☒
Billing Address	
Company:	ABC Chemical
First Name:	Siobhan
Last name:	Bruno
Address1:	3 Main 3 Edison Park Dv.
Address2:	
City:	Gaithersburg
State/Province:	
Postal Code:	20878
Country:	United States (USA)
Phone:	8785747474
Email Address:	siobhanfo@issinternational.co
Process	



Certify Submission Report Steps

5

Preview the report. If correct, complete Certification details.

Certify Report

Abc Chemical Company (Facility ID: 7103)

2015 General Use Initial

3 Main 3 Edison Park Dr., Gaithersburg, MD 20878, United States
Phone: 301-656-0465
Current Application Status: Initiated
Last Updated: 3/3/2015
Certification Date: 3/3/2015

I certify under penalty of law that I have personally examined and am familiar with the information, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.

☒ I understand that I am officially submitting this report and associated information to authorities. I also understand that once the submission is completed it will become an official archive for authorities.*

[Please preview the Application before Submission](#)

Name of Owner/Operator or
Authorized Representative *

Jack marcus

Official Title *

Corp. Secretary

Telephone Number *

984-630-3333

Date *

03/03/2015

Cancel

Submit



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Certify Submission Report Steps

6

Admin and Facility are notified about successful Report Submission.

2015 General Use Renewal Report Submitted - Online Hazardous
Material Use Certificate System  Inbox x

 test@idsiinternational.com
to me 

4:19 pm (4 days ago) ☆  

This is an Automated Message from the Online Hazardous Material Use Certificate System.

At 2/27/2015 4:19:37 PM, the following activity took place:

Activity Type:	Submitted Certificate Application
Report Type	General Use Renewal
Facility ID	7105
Facility Name	Brown Oil
Address	3 Edison Park Blvd. , Gaithersburg, Maryland 20878
Certificate Application ID	25625



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ADD NEW FACILITY (IF ADDRESS OR TAX ID CHANGED)



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Add New Facility

1 Add Facility.

2 Enter Facility Info and click 'Add Facility'. This will verify if the address is valid.

Active Facilities

If the business has closed or moved out of the County, you must submit a letter in writing on letterhead with signature. Include information on closure or move date in the letter. Email the letter to test@idsinternational.com.

Back > 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

Facility ID	Facility Name	Address	Latest Report	Municipality
6790	10401 Fernwood LLC (ID: 6790)	10401 Fernwood rd, Bethesda, MD 20817	2014 General Use Renewal (Initiated)	
6089	6800 WISCONSIN AVENUE (ID: 6089)	6708 WISCONSIN ave, CHEVY CHASE, MD 20815	2008 High Use Initial (Initiated)	

Total Results: 2 Rows per page: 10

Facility Identification

Location & Nature of Business Owner/Operator

Facility Name * Facility ID

Abc Chemical Company

Street Number * Street Direction

3 Main Select One

Street Name * Street Type *

3 Edison Park Dr.

Street Unit Street Unit Description

Select One

Cross Street Name * Municipality

Eidson Park Drive Select One

Country * City *

United States Gaithersburg

State * Zip Code *

Maryland 20878

County *

Montgomery

Latitude (in decimal degrees) * Longitude (in decimal degrees) *

39.1434 -77.2014

EIN (Tax ID Number) *

123456789

Get Coordinates in Decimal Degrees DMS Conversion Tool

Add Facility



Add New Facility

3

Enter Facility Info.

Facility Identification

Location & Nature of Business

Owner/Operator

Facility Name *

ABC Chemical Company

Facility ID

1234567

Street Number *

3 Main

Street Direction

Select One

Street Name *

Edison Park

Street Type *

Dv

Street Unit Description

Select One

Cross Street Name *

Edison Park Drive

Municipality

Select One

City *

Gaithersburg

State *

Maryland

Zip Code *

20878

Country *

Montgomery

Latitude (in decimal degrees) *

39.1434

Longitude (in decimal degrees) *

-77.2014

ENR (Tax ID Number) *

123456789

Get Coordinates in Decimal Degrees

Get Coordinates in DMS

NACE *

120000

Nature of Business *

Chemicals storage

Don & Brad No.

3

Number of Full Time Employees *

3

SIC Code *

1554

Search SIC

Client System ID

NOTES: Facility ID - (The SAHA filers who have registered with the Maryland Department of the Environment Online Tier II Reporting System)

This facility is a Pool *

☐ Yes ☒ No

This facility is a laboratory under the direct supervision of a technically qualified individual *

☒ Yes ☐ No

This facility dispenses fuel only to the general public and does NOT repairing or servicing of vehicles (File as General Use) *

☐ Yes ☒ No

This facility has permanent above ground storage tanks installed in accordance with National Fire Protection Association Standard No. 30, Flammable and Combustible liquid code, and is approved for fire marshal *

☐ Yes ☒ No

The facility utilizes Valve Regulated Lead Acid (VRLA) Batteries where electrolyte is supervised in either gel or Nonspilling acid. (File as General Use) *

☐ Yes ☒ No

Cancel

Save

4

Enter Owner Operator details and click 'Save'.

ABC Chemical Company (Facility ID: 7103)

3 Main 3 Edison Park Dr., Gaithersburg, MD 20878, United States

Location & Nature of Business

Owner/Operator

Direct Site Communication

Owner/Operator Mailing Address and Contact Details

Enter general information for direct contact at the facility site (ex. Reception or Guard house) or if unmanned, next best contact.

Pick Facility Contact

Contact Name *

James Smith

Site Phone

3016560465

24 Hr phone *

3016560465

Site Fax Number

Website (ex. http://www.yourcompany.com)

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

Pick Owner/Operator Contact

Copy Facility Address

Corporate Name *

ABC Facility

Common Name *

ABC Inc

Name of Owner or CEO *

James Smith

Street 1 *

3 Main 3 Edison Park Dr.

Street 2

Country *

United States

City *

Gaithersburg

State *

Maryland

Zip Code *

20878

Owner/Operator Phone *

3016560465

24 Hour Phone *

3016560465

Owner/Operator Email *

test@test.com

Cancel

Save

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START A NEW REPORT



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Start Report

1 Select the Certificate Category and select Application Type. Hit 'Proceed'.

Choose Certificate Category

☐ Light Use Facility Certificate

☒ General Use Facility Certificate

☐ High Use Facility Certificate

☐ SARA Use Facility Certificate

Choose Application Type

☒ Initial for

2015 ▾

Cancel

Proceed





REPORT HOMEPAGE



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Report Homepage

User must complete all steps on the Report Homepage and submit the report.

Step 1 ✓ Step 2 ✓ Step 3 ⚠ Step 4 ⚠ Step 5 ⚠ Step 6 ⚠ Step 7 ⚠ Step 8 ⚠



MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

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OFFLINE REPORTS



MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

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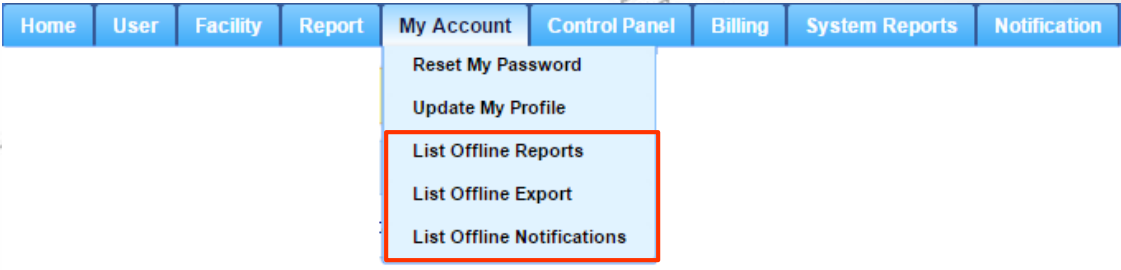
Offline Reports Steps

- Some reports, exports, or notifications are too large to generate online. A report containing more than a certain number of records cannot be generated on demand. Instead, it will be generated at a scheduled time.
- The user is notified once the report has been run and can go to the Offline Reports menu to retrieve the report.
- In these cases, the report should be saved down to the local machine.



Offline Reports Steps

1 There are three Offline Reports options under the My Account menu. Choose the Offline Report you want.



2 You will find the report in the list. Click on View to launch. You should then save this document to your local machine.

List Offline Export Request

[Back](#)

Export Request ID	Initiated Date	List Type	Export Mode	Status
Export Request ID				
6	3/1/2015 4:33:11 PM	DynamicList	EXCEL View	Completed

Total Results:1 Rows per page 25





SARA FACILITY SUBMISSION

92



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Useful Tips/Notes

1. The facility data needs to be downloaded from MDE's MOTTRS system and mapped in the Montgomery County Hazmat Permit System before the facility can use the loaded chemical information.
2. The facility will get an email once the report data is ready. At that time the facility can then log in and submit the report in the Montgomery County Hazmat Permit System.



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UPLOAD BULK LOAD



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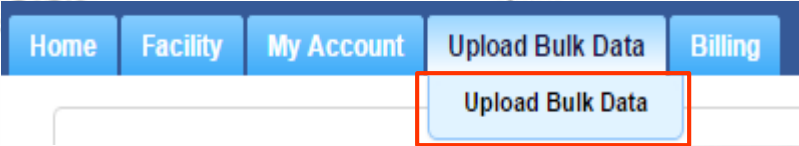
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Upload Bulk Data

1 Select the item from the User Menu.

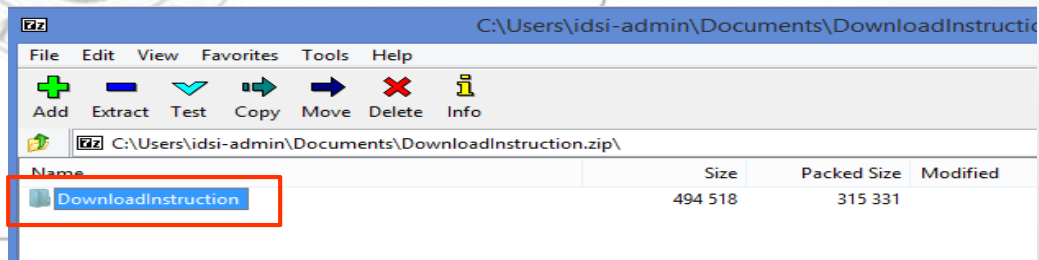


2 Click Download Instructions and save to your computer.

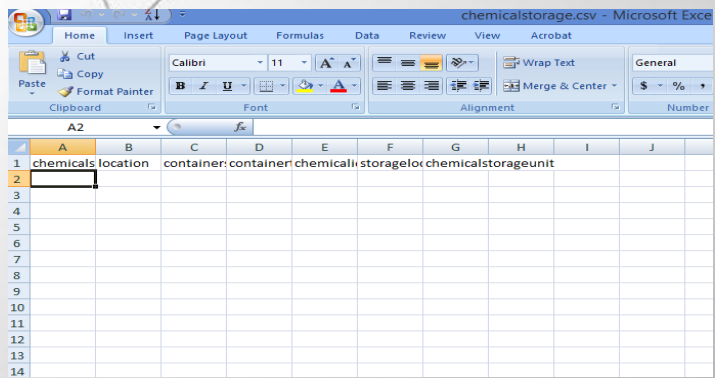
A screenshot of the 'Upload Bulk Data' form. The form has a title 'Upload Bulk Data' at the top left. To the right of the title is a link 'Download Instruction' which is highlighted with a red rectangular box. The form contains several input fields: 'First Name *', 'Last Name *', 'Contact Phone Number', and 'Email *'. Below these fields is a file upload section with the text 'To attach a file, click on Browse, Choose the location of the file, click Open. The name of the file will appear.' and a 'Choose File' button. Below the file upload section is a 'Comments' text area. At the bottom right of the form are two buttons: 'Cancel' and 'Upload'.

Upload Bulk Data

- 3
- Click on the File Name to get to the excel documents formats.



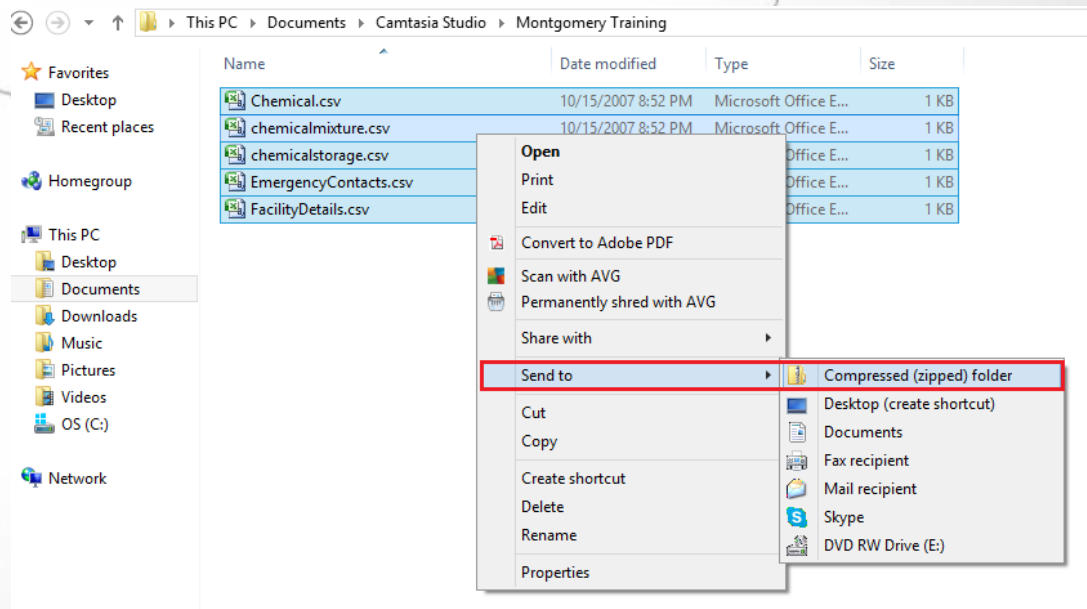
- 4
- Click the word document in the file to preview detailed instructions. Click on each excel in the file to save to your computer. Use these documents to input the data.



Upload Bulk Data

5

Zip all the excel files once your finish updating them with your facility data.



Upload Bulk Data

6 The final zip file you need to upload will appear in your list of documents.

Name	Date modified	Type	Size
Chemical.csv	10/15/2007 8:52 PM	Microsoft Office E...	1 KB
chemicalmixture.csv	10/15/2007 8:52 PM	Microsoft Office E...	1 KB
chemicalmixture.zip	4/26/2016 3:00 PM	ZIP File	2 KB
chemicalstorage.csv	10/15/2007 8:53 PM	Microsoft Office E...	1 KB
EmergencyContacts.csv	10/15/2007 8:53 PM	Microsoft Office E...	1 KB
FacilityDetails.csv	6/9/2015 11:20 AM	Microsoft Office E...	1 KB

7 From the application click Choose File to upload the zip file.

Upload Bulk Data

First Name*

Last Name *

Contact Phone Number

Email *

To attach a file, click on Browse, Choose the location of the file, click Open.The name of the file will appear.

Choose File

No file chosen

Comments



Upload Bulk Data

8 The file will come in. Enter remaining fields and click Upload.

Upload Bulk Data

[Download Instruction](#)

First Name*

Susan

Last Name *

Smith

Contact Phone Number

240-857-4854

Email *

ssmith@abc.com

To attach a file, click on Browse, Choose the location of the file, click Open.The name of the file will appear.

Choose File

No file chosen

x

chemicalmixture.zip

Comments

Uploading my facility submission.

Cancel

Upload



Upload Bulk Data

9 A confirmation alert will appear at the top regarding the successful upload.

Upload Bulk Data

✓ Data Uploaded Successfully.

First Name*

Last Name *

Contact Phone Number

Email *

To attach a file, click on Browse, Choose the location of the file, click Open. The name of the file will appear.

Choose File No file chosen

Comments

Cancel Upload





IMPORT EXCEL SUBMISSION

101

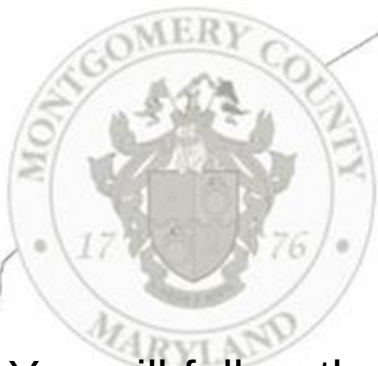


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You will follow the same steps for loading the Excel Submission. In the case of the Excel load, no report needs to be initiated, but the Facility ID must exist in the Hazmat Permit system.

If there is an error in the load, it is because of the following reasons:

1. Facility does not exist in Montgomery Hazmat Permit system. Add the facility and then populate the Facility ID into the Excel.
2. Facility ID does not match.
3. EIN (Tax ID) does not match.
4. County is not set to Montgomery.





Questions or Comments?



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