Welcome to the Hazardous Materials Use Certificate System Training



MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

OEMHS

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

 Use the search icon to create an advanced search.

RPP

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



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No items to be listed



Total Results:0 Rows per pag

Screen Navigation





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Accessing the System

New User Account Registration User Account Approval



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REGISTER FOR A USER ACCOUNT



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Submitter clicks on Register.

You must register before using this Online Reporting System.



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



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New User Registration Steps



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-	•	
Heen Contract		

User Contact

First Name*	Last Name*	Title*	
		Select One	٠

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 * 7PEAQ

Cancel Back Submit



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New User Registration Steps



Submitter and Admin receive registration email notification.



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APPROVE A NEW USER



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Check off the Facility and then click 'Approve'.

ι	Jse	ers Pending app	roval								¢
	Ba	ck 🔹 All A B C D E F G H	IJKLMNOPQRSTUV	W X Y Z Other						🗐 🗸 🔍	
6		▲ <u>Username</u>	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 V			
6		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

User receives email that account was approved.



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Submitter Logs In.

Log In

Log In
Forgot Username?
Forgot Password?
Reset Password?



6

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Main Menu

1) Add Facility.

Active Facilitie f the business has clo- imail the letter to test	sed or moved out of the County, you must : Bidslinternational.com.	submit a letter in writing on I	etterhead with signature. Include informat	tion on closure or move o	date in the letter.
Back . All A B C	DEFGHIJKLMNOPQRSTUVW	X Y Z Other		Add New I	acility Q
Facility ID	* Facility Name	Address	Latest Report	Municipality	
Facility ID	Facility Name	Address		AI	•
6790	10401 Ferriwood LLC (ID: 6790)	10401 Fernwood rd, Bethesda, HD 20817	2014 General Use Renewal (Initiated)		
6089	6800 WISCONSIN AVENUE (ID: 6089)	6708 WISCONSIN ave, CHEVY CHASE, MD 20815	2008 High Use Initial (Initiated)		

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

Facility Identification

Facility Name *	Facility ID
Abc Chemical Company	
Street Number *	
3 Main	Street Direction
o mani	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 I	Degrees DMS Conversion To



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2

Main Menu

3

Enter Facility Info.

Facility Identification	n	
🛞 Location & Nature of Bu	siness ES Owner/Operator	
Facility Name *	Facility ID	NAICS *
Abc Chemical Company		325520
Street Number *	Street Direction	
3 Main	Select One •	Search NATOS
Street Name *	Street Type *	Dun & Brad No
3 Edison Park	Dv. •	
Street Unit	Street Unit Description	SIC Code *
Select One	•	0154
Cross Street Name *	Municipality	Search SIC
Eidson Park Drive	Select One	Client System ID
Country *	City *	
United States	Galthersburg	MOTTRS Facility ID : (For S
State *	Zip Code *	Tier II Reporting System)
Maryland	• 20878	
County *		This facility is a Pool "
Montpomery	•	Yes I No This facility is a laboratory
Latitude (in decimal degrees)	Longitude (in decimal degrees) *	 Yes No
39.1434	-77.2014	This facility dispenses fuel
EIN (Tax ID Number) *		Use) "
123456789		O Yes 🛞 No
Get Coordinates in Decima	i Degrees DHS Conversion Tool	This facility has permanent Association Standard No.3
Ger Coordinates in Decima	Dies Conversion 100	🔍 Yes 🛛 🛞 No

NAJCS *		Nature of Business *
325520		Chemicals storage
Search N/	tes	
Dun & Brad	Contraction of the International Contractional Cont	Number of Full Time Employees."
Anti or brau	NO	3
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SIC Code *		
0154		
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Enter Owner Operator details and click 'Save'.

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

O 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

4

12

	Contact Name*	
	James Smith	
	Site Phone	24 Hr phone *
1	3016560465	3016560465
	Site Fax Number	Website (ex. http://www.yourcompany.com)





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Start Report

Select the Certificate Category and select Application Type.	Hit 'Proceed'.
2 mg	
\backslash	
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



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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

Step1 🧹 Step2 😼	/ Sup3 🥹 Sup4 🥹 Su	ep5 🥹 Step6 🔒	92ep7 🔒 🤒	ф8 🔒							🛃 0 Noti
	ise (Abc Chemical Company) - 25622	-									
Submission Status : Initial			Date : 2/26/2015								
Last Updated : 2/26/2015			ision Type : Online								
											_
Step 1 : Facility Info	mation										E.
Facility Name	Abc Chemical Com				Owner/Operator		ABC Fo States	oolity, 3 Main 3 Edis	ion Park Dv., Gal	thersburg, Naryland 20	878, United
Address Cross Street Name		ark Dv., Galthensburg, MD 2083	78, United States		Corporate Name		ABC Fo				
Facility Status	Eldson Park Drive				Common Name		Abc In	c .			
Inactive Reasons	Ante				Name of Owner		Jomes				
Inactive as Of					EIN(Tax ID New	nber)	12345				
Lat/Long	39.1434,-77.2014				County Municipality		Nortp	omery			
Nature of Business	Chemicals storage 325520				Number of Full T	Time Employees	3				
SIC Code	0154				Is Pool		No				
MOTTRS Facility ID					Is Pool More that	an 120 Days					
Dun & Brad No					Is Lab		Yes				
					IS VELA		No				
					Above Ground To	ank	No				
Step 2 : Request a F											
Step 3 : Chemical In	wentery Total: 0 EHS: 0 EHS>1	IFQ: 0									
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MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



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

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	(Abc Chemical Company) - 25622 🛛 🔻										
Submission Status : Initiated	1	Status	s Date : 2/26/2015								
Last Updated : 2/26/2015		Subm	ission Type : Online								
 Step 1 : Facility Inform 	ation										
Facility Name	Abc Chemical Company				Owner/Operato	•		OC Fedility, 3 Main 3 Ed	loon Park Dy., Gal	thersburg, Maryland 208	878, Unite
		Dv., Galthersburg, MD 20	878, United States		Corporate Name		-	BCF acility			
Cross Street Name	Eldson Park Drive				Common Name			BC INC			
Facility Status	Active				Name of Owner						
Inactive Reasons					EIN(Tax ID Not			ames Smith			
Inactive as Of						nðer)		23456789			
Lat/Long	39.1434,-77.2014				County			fontgomery			
Nature of Business	Chemicals storage				Municipality						
NAICS	325520				Number of Full	Time Employees	3				
SIC Code	0151				Is Peel			10			
MOTTRS Facility ID					Is Pool More th	an 120 Days					
Dun & Brad No					Is Lab		Y	65			
					Is Gas Station			10			
					IS VELA			10			
					Above Ground 1	lank		io			
_ Step 2 : Request a Fill	ng Extension										
Number of days for extendin	a the filles date :										
Number of days for extendin	g the filing date :										
Reason for extending the file	a data :										
Reason for exempting the fill											
_ Step 3 : Chemical Inve	ntory Tubi:0 BHS:0 BHS>TPQ										
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Chemical List											
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Back . ALABODEFG	HIJKLMNOPQRSTUVWXYZC		ans/Mix	EHS		Ŧ	EHS Exceeds	±192		Is Valid	
Back - ALABODEFG	HIJKLMNOPQRSTUVWXYZC		us/Mis			•	EHS.Exceeds	<u>a 1990</u>		Is Valid	
Back . ALABODEFG	HIJKLMNOPQRSTUVWXYZC		ats/Mis			•	EHS Exceeds	1792		Is Valid	
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Back - ALABODEFG	HIJKLMNOPQRSTUVWXYZC		ets/Mix			Ţ	EHS Exceeds	172	Total	Is Valid Results:0 Rows per per	
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MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



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

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Report 2015 Initial SARA U	se (Abc Chemical Company) - 29622	7							
Submission Status Initiati		Status Date 2/26/2015							
Last Updated : 2/26/2015		Submission Type : Online							
Step 1 : Facility Infor	mation								
_									
Facility Name	Abc Chemical Comp	any		Owner/Operato	er i la	ABC Fediley, 3 N	lain 3 Edison Park D	, Galthersburg, Maryland	20878, United
Address		rk Dv., Galthersburg, MD 20878, United States		Corporate Name		ABC Fedility			
Cross Street Name Facility Status	Eldson Park Drive			Common Name		Abc Inc			
Facility Status Inactive Reasons	Adive			Name of Owner	er CEO	James Smith			
Inactive as Of				EIN(Tax ID Nur	nber)	123456789			
Lat/Long	39.3434,-77.2014			County		Montgomery			
Nature of Business	Chemicals storage			Municipality Number of Full	Time Family and				
NAICS	325520			Number of Full Is Pool	mere Emproyees	3			
STC Code MOTTRS Pacility ID	0154			Is Pool More th	an 120 Days				
Dun & Brad No				Is Lab		Yes			
				Is Gas Station		No			
				Is VRLA Above Ground T		No			
				Above Ground 1	ianx.	No			
	ing Extension				_		_		
Number of days for extend	ing the filing date :								
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Step 3 : Chemical Im	rentory Total: 0 DIG: 0 DIG: 17								
Chemical List									2
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	GHIJKLMNOPQRSTUVWXY								
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<u>Add</u> – a new chemical record never entered in the system. <u>Import</u> – chemical name/CAS from another facility in company account. <u>Edit</u> – an existing chemical record in the facility.

Step 3 : Chemical Inventory Total: 1 EHS: 1 EHS>TPQ: 0 Add Chemicals Import Chemicals hemical List Import Chemicals Import Chemicals Import Chemicals
pemical List
Back • AII 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 A Chemical Name Pure/Mix EHS EHS Exceeds TPQ Max Amt Stored Edit Delete Is Valid
Al 🗸
82505 CHLORINE Pure EHS No 10 lbs 🗐
Total Results:1 Rows per page 10 🔻



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Enter manually or use the CAS/Chemical Lookup.

Chemical Description

Search by CAS/Chemical Name

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	g 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 🔹



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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) *	Chemical Name *
7782505	CHLORINE
Chemical Added to Site Date	
Pure/Mixture *	EHS Name Search by EHS Name
_	Chlorine
Mixture	



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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  $\ge$  100 microns.

- Powder with particle size < 100 microns</p>
- In solution
- Molten form
- O Solid with particle size ≥ 100 microns



3b

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THE REAL PROPERTY.

17 176	. ~	
Complete e	each column and c	lick Save.
Chemical Description Search by CAS/Chemical Name		Reporting/Fee Exemption Is the chemical fuel dispensed to the public? *
	Chemical Name *	<ul> <li>Yes</li> <li>No</li> <li>Is the chemical being reported voluntarily because it is below reporting threshold? *</li> <li>Yes</li> <li>No</li> </ul>
03/13/2014		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. * <ul> <li>Yes</li> <li>No</li> </ul>
Chemical Format		
Pure/Mixture *	EHS Name Search by EHS Name HS Chlorine	





(4

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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 CA5/ Chemical Name CAS Number (If no CAS, type N/A)  Maximum Amount Percentage	Chemical Name	EHS Name Search by EHS Name	Add Mixture Component
		Cancel	


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#### Complete Storage and Inventory Section and click Save.

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hemical Inventory			
als To Lbs Converter laximum Amount Stored *	Unit		
306.344	Pounds •		
torage Location			
torage Location List			
No locations entered yet	for this substance		
Add Storage Location			
Container Type *			
Tank inside building	•		
Location *			
Block C			
Block C	Unit*	MSDS Location*	Add Storage Location
Block C Gals To Lbs Converter	Unit* Pounds	MSDS Location*	Add Storage Location
Block C Gals To Lbs Converter Container Size *			Add Storage Location



#### MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



### **Gallons Converter**

Gals To Lbs Converter		2
Maximum Amount Stored *	Unit	
	Pounds •	

#### Gallons to Pounds Conversion Utility

Number of Gallons	Specific Gravity	Weight in Pounds
22	4.4	806.344
Calculate Paste back to Fie	bld	



6a

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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

	Step 3 😝 Step 4 😝 St	tep 5 🤨 Step 6	9xp7 0 S	tap 8 🔒							👩 0 Note
		-									
	Abo Chemical Company) - 25622										
obmission Status : Initiated st Updated : 2/25/2015			Status Date : 2/26/2015 Submission Type : Online								
0											
Step 1 : Facility Informa	rtion										
acility Name	Abc Diemical Com	19971Y			Owner/Operato		AIC Fo	dity, 3 Main 3 Edit	on Park Dy., Gal	beraburg, Haryland 201	78. United
ddress			HD 20878, United States		Corporate Name						
Iross Street Name	Eldson Park Drive				Common Name		ABCTO				
acility Status	Adive				Name of Owner		Abc Inv Jomes				
nactive Reasons					EIN(Tex ID Nur		James 123450				
nactive as Of st/Long	29.1414-77.2014				County		Montgi				
sture of Business					Municipality		Plange				
ature of Business AICS	Chemicals dorage 325520				Number of Full	lime Employees	1				
IC Code	325520				Is Pool		No				
OTTRS Facility ID	94.PT				Is Pool More th	an 120 Days					
un & Brad No					Es Lab		Yes				
					Is Gas Station		No				
					Le VRLA		No				
					Above Ground 1	201	No				
Step 2 : Request a Filing	Extension										Ŀ
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nemical List											
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		r z Other	Para/Mix	141			ENG Excepts TRO			te valid	Q
	I J K L M N O P Q R S T U V W X 1 * Chemical Name	r 2 Other	Pare/Mix	ERS			EHS Exceeds TPQ	ı		Is Valid	Q
CAS No		Y Z Other	Pare/Mix	EKS Al		۲	EHS Exceeds TPQ	l		Sc Valid	Q
AS No		r 2 Other	Pare/His			٣	EHS Exceeds TPQ	l		14 Valid	G
AS No		r 2 Oher	Parts/Min			¥	EHS Exceeds 190	k.	Total	Es Valid	
AS No		r 2 Oher	Parts/Min			•	BHS Exceeds TPG	L	Yotal		
AS No	* Chamical Hama			Al	under of finingency Conta		EHS Exceeds TPQ	8	Total		
CAS No to Rems to be listed Step 4 : Report Contacts	* <u>Chamical Hama</u>	ponsible Officer: 0 P		Al	under of timespency Costa		EHS Exceeds TPQ		Total		
CAS No in items to be listed Step 4 : Report Contacts remat be at least 1 ? FacBig C	Chemical Hams     Turnber of Facility Corporate Feel     Turnber of Facility Corporate Feel     turporate Responsible Officer For a To     v Cardiacts for a Report.	ponsible Officer: 0 P		Al	under of timergancy Corte		EHS Exceeds TPG	8	Total		oc 10 T
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#### MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



# **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

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MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



#### **Certificate Category**

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

In 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]].



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

#### Choose Certificate Category



#### Save



MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

OEMHS

### Attachments

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

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	e (Abo Chemical Company) - 25622 🛛 🛡									
ubmission Status   Initiate ast Updated : 2/26/2015	d		ate : 2/26/2015 ion Type : Online							
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COTTRS Facility ID					Ts Lab		Yes			
					Is Gas Station		No			
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MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



### **Enter Attachments Steps**

To attach, start by clicking Choose File.

Attachment	File	Browse File to Upload	Sent as Hardcopy
Site Plan (Nap) *		Choose File No file chosen	0
Offsite Response Flam (for SARA filers ONLY)		Choose File No file chosen	0

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

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#### MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



## Useful Tips/Notes

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

#### Information

You are trying to upload a file type that is not acceptable by the system. Please upload txt, gif, jpeg, bmp, png, jpg, tif, pdf, doc, docx, xls, xlsx, ppt, pptx, zip, vsd file types only.

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

Ok



MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

OEMHS

### **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

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Report 2015 Initial BARA Us	e (Abo Chemical Company) - 25622 🔻										
Submission Status   Initiate		St	atus Date : 2/26/2015								
Last Updated : 2/26/2015		Su	abmission Type : Online								
Step 1 : Facility Infor	mation										
Facility Name	Abc Chemical Comp				Owner/Operate	er i la constante de	ABC Facility Stotes	r, 3 Main 3 Edison I	Park Dv., Gald	hersburg, Maryland 2007	78, United
Address Cross Street Name	3 Main 3 Edison Par Eldson Park Drive	rk Dv., Galthersburg, MD	0 20878, United States		Corporate Nam		ABC Fedility	,			
Facility Status	Eldson Park Drive Adive				Common Name		Abc Inc				
Inactive Reasons	ATVE				Name of Owner		James Smit				
Inactive as Of					EIN(Tax ID Nur	nber)	123456789				
Lat/Long	39.3434,-77.2014				County		Montgomer	ny .			
Nature of Business	Chemicals storage				Municipality	Time Frencherer					
NAICS	325520				Number of Full Is Pool	Employees	3 No				
SIC Code	0154				Is Pool More th	an 120 Days	NO				
NOTTRS Facility ID					Is Lab		Yes				
					Is Gas Station		No				
					Is VRLA		No				
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MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



## Certification

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

8. Certification

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mission Status : Initiat		Status Date :	2/26/2015						
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Step 1 : Facility Info	mation								
cility Name	Abc Chemical Com	200Y		Owner/Operate		ARC Facility, 3 Main 31	idison Park Dy., Galt	thersburg, Maryland 208	78. United
dress	3 Main 3 Edison Pr	irk Dv., Galthersburg, MD 20878, Unite	nd States	Corporate Name		States			
occ Street Name	Eldson Park Drive			Common Name	•	ABC Padlity Abc Inc			
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acs	225520			Number of Full	Time Employees	3			
C Code	0154			Is Pool		No			
TTRS Facility ID				Is Pool More th Is Lab	an 120 Days				
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MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



### **Certify Submission Report Steps**





MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY







MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

OEMHS

# Start Renewal Report

A Comment	
Select the	e Certificate Category then select Renewal as the Application Type.
Choose Certificate Cat	tegory
	Certificate Instructions
Light Use Facility Certifi	
General Use Facility Cert	tificate
High Use Facility Certific	icate
SARA Use Facility Certification	icate
Choose Application Ty	/pe
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



MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



### Start Renewal Report

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





MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

OEMHS

#### Start Renewal Report

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.



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#### **Report Homepage**

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





MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



# **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

	Homepage for Ab				_							
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Submission Status : Init Last Updated : 2/26/2015			Status Date : Submission T									
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Step 1 : Facility Is	-formation			_						_		
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Facility Name		Chemical Company				Owner/Opera	tor	AB	C Facility, 3 Main 3 Ed	lison Park Dv., Gai	thersburg, Naryland 2087	R, United
Address Cross Street Name		lain 3 Edison Park Dv., Gaither son Park Drive	sburg, MD 20878, Units	ed States		Corporate Nar		A	C Facility			
Facility Status	60					Common Nam			c Inc			
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#### MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



### **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

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teport 2015 Initial GATA Use (Ab	c Chemical Company) - 25622 🔻			
Submission Status : Initiated ant Updated : 2/26/2015		Status Date : 2/26/2015 Submission Type : Online		
E				
Step 1 : Facility Informatio	a			
Facility Name	Abc Chemical Company		Owner/Operator	ABC Fedility, 3 Main 3 Edison Park Dv., Galtheraburg, Maryland 20878, United States
Address	3 Main 3 Edison Park Dv., Ga	ithersburg, MD 20878, United States	Corporate Name	Mic Facility
Cross Street Name	Eldson Park Drive		Common Name	
Facility Status	Active		Name of Owner or CED	Abc Inc
Inactive Reasons			EIN(Tax ID Number)	James Smith
Inactive as Of				123456709
Lat/Long	39.1434,-77.2014		County	Hortgomery
Nature of Business	Chemicals dorage		Municipality	
NAICS	325520		Number of Full Time Employees	1
SIC Code	0154		Is Peol	No
MOTTRS Facility ID			Is Pool More than 120 Days	
Dun & Brad No			Es Lab	Yes
			Is Gas Station	No
			IS VELA	No
			Above Ground Tank	No

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#### MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



# **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

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Report 2015 Initial SARA U	ise (Abc Chemical Company) - 29622	•									
Submission Status   Initiat			tatus Date   2/26/2015								
Last Updated : 2/26/2015		\$	ubmission Type : Online								
Step 1 : Facility Info	mation										
Facility Name Address	Abc Chemical Comp	ony rk Dy., Galtheraburo, M			Owner/Operator		ADC Fo States	aclity, 3 Main 3 Edia	on Park Dv., Gal	theraburg, Maryland 208	78, United
Cross Street Name	3 Main 3 Edison Pa Eldson Park Drive	rk Dv., Galthersburg, H	D 20878, United States		Corporate Name		ABC FI				
Facility Status	Active				Common Name Name of Owner		Abc In				
Inactive Reasons Inactive as Of					EIN(Tax ID Num		James 12345				
Lat/Long	39.1434-77.2014				County		Montg				
Nature of Business	Chemicals storage				Municipality						
NAICS	325520				Number of Full 1 Is Pool	me £mployees	3 No				
SIC Code MOTTRS Pacility ID	0154				Is Pool More the	n 120 Days					
Dun & Brad No					te Lab		765				
					Is Gas Station Is VRLA		No				
					Above Ground To	nk	No				
Step 2 : Request a Fi	ling Extension	_				_					
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Number of days for extend											
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		Z Other	Pare/Mix	EHS All		Ŧ	EHS Exceeds TPI	2		Is Valid	
Back  AIABCDEP CAS No		Z Other	Parte/Mix			,	EHS Exceeds TPI	2		Is Valid	-
Back  AIABCDEP CAS No		2 Other	Para/Mix			•	EHS Exceeds TPS	2	Totel	Is Valid Results.0 Rows per pa	Q
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MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



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

	~			/				
<b></b> Step 3 : 0	Chemical Inventory Tot	tal: 1 EHS: 1 E	HS>TPQ: 0		Add	l Chemi	cals Impo	rt Chemicals
Chemical	List							0
Back 🔹 🗚	II A B C D E F G H I J K L	MNOPQRST	U V W X Y Z Other					Q
CAS No	▲ <u>Chemical Name</u>	Pure/Mix	EHS	EHS Exceeds TPQ	Max Amt Stored	Edit	Delete	Is Valid
			All					
7782505	CHLORINE	Pure	EHS	No	10 lbs		ŵ	<
					Total Res	ults:1 R	ows per page	10 🔻



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#### Enter manually or use the CAS/Chemical Lookup.

Chemical Description

Search by CAS/Chemical Name

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	g 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 🔹



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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) *	Chemical Name *
7782505	CHLORINE
Chemical Added to Site Date	
Pure/Mixture *	EHS Name Search by EHS Name
_	Chlorine
Mixture	



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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 \ge 100 microns.

- Powder with particle size < 100 microns</p>
- In solution
- Molten form
- O Solid with particle size ≥ 100 microns



3b

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OEMHS

THE WARDEN

17 176	. ~ ~	
Complete e	each column and c	lick Save.
Chemical Description Search by CAS/Chemical Name		Reporting/Fee Exemption Is the chemical fuel dispensed to the public? *
	Chemical Name *	 Yes No Is the chemical being reported voluntarily because it is below reporting threshold? * Yes No
03/13/2014		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
Chemical Format	FUE News Co. 11 Press	
Pure/Mixture *	EHS Name Search by EHS Name	





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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) Maximum Amount Percentage	Chemical Name	EHS Name Search by EHS Name	Add Mixture Component
		Cancel	



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Complete Storage and Inventory Section and click Save.

		1	
hemical Inventory			
als To Lbs Converter laximum Amount Stored *	Unit		
306.344	Pounds •		
torage Location			
torage Location List			
No locations entered yet	for this substance		
Add Storage Location			
Container Type *			
Tank inside building	•		
Location *			
Block C			
Block C	Unit*	MSDS Location*	Add Storage Location
Block C Gals To Lbs Converter	Unit* Pounds	MSDS Location*	Add Storage Location
Block C Gals To Lbs Converter Container Size *			Add Storage Location



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Gallons Converter

Gals To Lbs Converter		2
Maximum Amount Stored *	Unit	
	Pounds •	

Gallons to Pounds Conversion Utility

Number of Gallons	Specific Gravity	Weight in Pounds
22	4.4	806.344
Calculate Paste back to Fie	bld	



6a

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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.



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

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ent 2015 Initial CARA Use (A mission Status : Initiated	Noo Chemical Company) - 25622 🔻		us Date : 2/26/2015								
Updated + 2/25/2015		Seb	mission Type Online								
•											
	_										
Step 1 : Facility Informat	tion										
cility Name	Abc Chemical Comp				Owner/Operator		ARC Fo States	odility, 3 Main 3 Edisc	on Park Dv., Ga	ittenburg, Haryland	20878, United
dress Les Shoet Name		k Dv., Gaithersburg, MD ;	20878, United States		Corporate Name		ADC To				
ility Status	Eldson Park Drive Active				Common Name		Abc Inv	e .			
ective Reasons	Auto-				Name of Owner		James				
active as Of					EIN(Tax ID Num	iber)	12345				
/Long	39.2434,-77.2014				County Municipality		Montgi	omery			
ture of Business ICS	Chemicals durage				Number of Full T	ime Employees	1				
Code	325520				Is Pool		No				
TTRS Facility 10	V4.P1				ts Pool More tha	m 120 Days					
s & Brad No					Is Lab Is Gas Station		Yes				
					Is Gas Station		No				
					Above Ground To	ank	No				
							-40				
emical List											2
ak . ALA SCOEPGH	IJK LMN OP Q RSTUVWX YJ										Q
ak . ALA SCOEPGH	1 J X L M N O P Q R S T U V W X Y J * <u>Chemical Hams</u>		Parc/Miz	2165			EHS Exceeds TPQ	2		Is Vali	Q
<u>45 No</u>			Pars/His	EHS Al		Ŧ	EHS Exceeds TPQ	2		Is Vali	Q
ak . ALA SCOEPGH			Ears/His				<u>EHS Exceeds TPQ</u>	1		Is Vali	Q
ALA SCOEPGH			Pare/Mir				EHS Exceeds TPO	2	Total	Is Valk	Q
ALA SCOEPGH			Pare/Mix				EHS Exceeds TPQ	2	Total		Q
KK ALA BCOEPGH IS No Example 1	* <u>Chamical Hamp</u>			Al	mbar d Emerana Collec	•	EHS Exceeds TPQ	2	Total		Q
KK • AII A B C D E P G H Si No Rems to be listed	 <u>Chemical Hang</u> Number of Facility Corporate Response 	nable Officer: 0 Numb		Al	mber of Emergency Contec	•	EHS Exceeds TPO	2	Total		Q
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MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

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

	page for Abc Chemical			_							List Submi
2mp1 √ 2mp2 √ 2	ap3 😝 🛛 Sap4 😝 Sap5	🥹 Step6 😝 S	2up7 🔒 🤹	ıp≣ <mark>()</mark>							0 No
Report 2015 Initial SARA Use (Abb	Chemical Company) - 29822 🔻										
introjecton Status : Initiated act Updated : 2/25/2015		Status Di	ate i 2/26/2015 on Type i Online								
all opdated 1 2/26/2015		scones	en type : crime								
	_										
Step 1 : Facility Information											
Facility Name	Abc Chemical Company				Owner/Operate			ENDER THEN THE		thersburg, Naryland 20	-
Address		, Dv., Galthersburg, MD 20878	United States		Corporate Name		504	es Padity			
Cross Street Name Facility Status	Eldson Park Drive				Common Name		AR.				
Facility status Enactive Reasons	Adive				Name of Owner		Jan 1	es Smith			
Inactive as Of					EIN(Tax ID Num	sbar)		156789			
Lat/Long	39.1434,-77.2014				County Municipality		Ma	ngomery			
Nature of Business NAICS	Chemicals storage				Number of Pull 1	time Employees	1				
SIC Code	325520				Is Poel		No				
MOTTRS Facility 10					Is Pool More th	an 120 Days					
Dan & Brad No					Is Lab Is Gas Station		Tes				
					Is VRLA		No				
					Above Ground T	ank	No				
Number of days for extending the Reason for extending the filing da											
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Back • ATA ECDEFGH12	K LM N O P Q R S T U V W X Y Z O Chemical Name	ther	Mix	EMS			EHS Exceeds 1	<u>70</u>		Is Valid	C
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MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



Certificate Category

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

In 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







MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

OEMHS

Attachments

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

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MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



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MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



Useful Tips/Notes

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

Information

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

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MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

OEMHS

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

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Report 2015 Initial SARA Use (Abo Che	mical Company) - 25622 🔻									
Submission Status : Initiated		Status Date 2/26/2015								
ast Updated : 2/26/2015		Submission Type : Online								
Shep 1 : Facility Information										
Facility Name				Owner/Operato						
Address	Abc Chemical Company	Galtheraburg, MD 20878, United States				ADC Fo States	acility, 3 Main 3 Edit i	on Park Dv., Galt	heraburg, Maryland 208	70, United
Cross Street Name	Eldon Park Drive	contracting, no avera, critica aces		Corporate Name		ABC Fr				
Facility Status	Adive			Common Name		Abc In				
Inactive Reasons				Name of Owner EIN/Tax ID Num		James				
Inactive as Of				County	seer)	12345 Nortp				
Lat/Long Nature of Business	39.1434,-77.2014			Municipality		Montp	pomery			
Nature of Business NAICS	Chemicals storage 325520			Number of Full 1	Time Employees	3				
SIC Code	0154			Is Pool		No				
MOTTRS Facility ID				Is Pool More the	an 120 Days					
Dun & Brad No				Is Lab Is Gas Station		765				
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MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY


Certification

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

8. Certification

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Payment Steps

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Abc Chemical Company (Facility ID: 7103)			2015 General U
Main 3 Edison Park Dv., Gaithersburg, MD 20878, United States Mone: 301-656-0465			
Current Application Status: Initiated ast Updated: 3/3/2015			
Certification Date: 3/3/2015			
e Invoice Amount is calculated based on your report. Payment of the com	plete Invoice Amount is required f	or your report to be considered complete.	
porting Period : 2015			
em	Rate	Quantity	Amount
neral Initial Fee	400	1	400.08
neral Inicial Fee			
Grand Total	Not below or		400
	Net balance	as of Today: \$400	400
			400
	Net balance Cancel	as of Today: \$400 Pay Now	400
			400
Grand Total	Cancel	Pay Now	
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Grand Total	Cancel	Pay Now	
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Grand Total Choose the paymer Make a Payment Abc Chemical Company (Facility ID: 7103) 3 Main 3 Edison Park Dw., Gaithersburg, MD 20878, United States Phone: 301-656-0465 Current Application Status: Initiated Last Updated: 33/2015	Cancel	Pay Now	
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Grand Total Choose the paymer Make a Payment Abc Chemical Company (Facility ID: 7103) 3 Main 3 Edison Park Dv., Gaithersburg, MD 20878, United States Phone: 301-656-045 Current Application Status: Initiated Last Updated: 3/3/2015 Current Application Date: 3/3/2015	Cancel	Pay Now	
Grand Total Choose the payment Make a Payment Abc Chemical Company (Facility ID: 7103) 3 Main 3 Edison Park Dw., Gaithersburg, MD 20878, United States Phone: 301-656-0465 Current Application Status: Initiated Last Updated: 3/3/2015 Certification Date: 3/3/2015	Cancel	Pay Now	



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Payment Steps

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 Ca



Enter payment details and click Process.

1	Payment Details	
Card Details		
Amount:	400.00	•
Card Number:	412493999999999	*
Expiration Date(MMYY):	1221	•
Card Verification:	1234	•
Card Present:	I	
Billing Address		
Company:	ABC Chemical	
First Name:	Siobhan	
Last name:	Bruno	
Address1:	3 Main 3 Edison Park Dv.	1
Address2:		
City:	Gaithersburg	
State/Province:		
Postal Code:	20878	
Country:	United States (US/A)	
Phone:	8785747474	
Email Address:	siobhanfo@igsiinternational.com	
	Process	



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4



Certify Submission Report Steps



Preview the report. If correct, complete Certification details.

Certify Report

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

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.

g 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 *	Official Title *	
Jack margus	Corp. Secretary	
Telephone Number *	Date *	
984-630-3333	03/03/2015	
		Cancel Submit



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OEMHS

2015 General Use Initial

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Certify Submission Report Steps





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ADD NEW FACILITY (IF ADDRESS OR TAX ID CHANGED)



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Add New Facility

Add Facility.

Active Facilities	0
If the business has closed or moved out of the County, you must submit a letter in writing on letterhead with signature. Include inform Email the letter to test@idsiinternational.com.	mation on closure or move date in the letter.
Back . AEABCDEFGHIJKLMNOPQRSTUVWXYZOther	Add New Facility

Facility ID	* Facility Name	Address	Latest Report	Municipality	
Facility ID	Facility Name	Address		AI	•
6790	10401 Ferrivood LLC (ID: 6790)	10401 Fernwood rd, Bethesda, MD 20817	2014 General Use Renewal (Initiated)		
6089	6600 WISCONSIN AVENUE (ID: 6089)	6708 WISCONSIN ave, CHEVY CHASE, MD 20815	2008 High Use Initial (Initiated)		
				Total Results:2 Rows per page	10 🔹

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

Facility Identification

♀ Location & Nature of Busine	ess 🗉 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 D	DMS Conversion Tool
Add Facility	



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2



Add New Facility

Enter Facility Info.

Facility Identificat	ion				
S Location & Nature of B	usine	ess 🖾 Owner/Operato	r		
Facility Name *		Facility ID		NAICS *	
Abc Chemical Company				325520	
Street Number *		Street Direction			
3 Main		Select One	•	Search NO	lics
Street Name *		Street Type *		Dun & Brad	No
3 Edison Park		Dv.	•		
Street Unit		Street Unit Description		SBC Code *	
Select One	٠			0154	
Cross Street Name *		Municipality		Search St	c
Eidson Park Drive		Select One	•	Client System	n ID
Country *		City *			
United States		Gaithersburg		MOTTRS Fac	sity ID : (For
State *		Zip Code *		Tier II Repor	ting System)
Maryland		20878			
County *				This facility	
Montpomery				 Yes This facility 	® No
Latitude (in decimal decrees)		Longitude (in decimal degrees	0.*	(# Yes	Is a raporator No
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EIN (Tax ID Number) *				Use) "	uspenses rue
123456789				© Yes	· No
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Ger Coordinates in Dedi	an 0	eques Unes Conversion		© Yes	· No

NAICS *		Nature of Business *
325520		Chemicals storage
Search N	VICS	
Dun & Brad	No	Number of Full Time Employees "
		3
SBC Code *		
0154		
Search St	c	
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Cient Syste		
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Enter Owner Operator details and click 'Save'.

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

Output 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

4

12

	Contact Name*	
	James Smith	
	Site Phone	24 Hr phone *
1	3016560465	3016560465
	Site Fax Number	Website (ex. http://www.yourcompany.com)





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Start Report

Select the Certificate Category and select Application Type.	Hit 'Proceed'.
2 mg	
\backslash	
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



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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 ④
 Step 4 ④
 Step 5 ④
 Step 6 ④
 Step 7 ④
 Step 8 ④



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OFFLINE REPORTS



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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.



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Offline Reports Steps



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

Home User Facility Report	My Account	Control Panel	Billing	System Reports	Notification
	Reset My Pas	sword			
	Update My Pr	ofile			
-1254 	List Offline R	eports			
	List Offline E	xport			
	List Offline N	otifications			

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				ى 🔎
Back				🛃 🔍 🄳
▼ Export Request ID	Initiated Date	List Type	Export Mode	<u>Status</u>
Export Request ID				
6	3/1/2015 4:33:11 PM	DynamicList	EXCEL View	Completed
			Total Results:1 Row	s per page 25 💌



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92

Useful Tips/Notes

- 1. The facility data needs to 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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3

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

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M	rz.	C:\Users\id	dsi-admin\Docun	ments\Downlo	adInstructio
	File Edit View Favorites Tools H	lelp			
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1	Name		Size	Packed Size	Modified
3	DownloadInstruction		494 518	315 331	
	<u> </u>				
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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.

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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 Z 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 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



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

Upload Bulk Data

First Name*	Last Name *
Susan	Smith
Contact Phone Number	Email *
240-857-4854	ssmith@abc.com

Download Instruction

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

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Comments

Uploading my facility submission.





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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.

102



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Questions or Comments?



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