

NEVADA ONLINE HAZMAT REPORTING SYSTEM

USER MANUAL

DECEMBER 2014

TABLE OF CONTENTS

<u>Planning and Response</u>	3
<u>Before you Begin</u>	4
<u>Things to Know Before you Begin</u>	5
<u>Check Browser Version</u>	6
<u>Turn Off Pop-Up Blockers</u>	7
<u>Internet Explorer</u>	7
<u>Firefox</u>	7
<u>Chrome</u>	7
<u>Enable Javascript</u>	8
<u>Internet Explorer</u>	8
<u>Firefox</u>	8
<u>Firefox Version 23+</u>	8
<u>Chrome</u>	9
<u>New User Accounts and Signing In</u>	10
<u>Access Planning/Responder Module</u>	11
<u>Roles</u>	11
<u>New User Registration</u>	12
<u>Forgot User Name?</u>	15
<u>Forgot Password?</u>	16
<u>Reset Password?</u>	17
<u>Sign In</u>	18
<u>Navigation</u>	19
<u>Menu Options</u>	20
<u>Hazard Reports</u>	20
<u>List Facilities</u>	21
<u>Sort Columns</u>	21
<u>Search/Filter Lists</u>	22
<u>Dashboard Icons</u>	22
<u>Facility Details</u>	23
<u>MSDS/SDS</u>	24
<u>Resources</u>	25
<u>Advanced Reports</u>	26
<u>Update User Profile</u>	29
<u>Offline Reports</u>	30
<u>Export to EPA's Tier2Submit</u>	31
<u>Export to EPA Tier2Submit</u>	32
<u>Signing Out</u>	33
<u>Sign Out</u>	34

PLANNING & RESPONSE

BEFORE YOU BEGIN

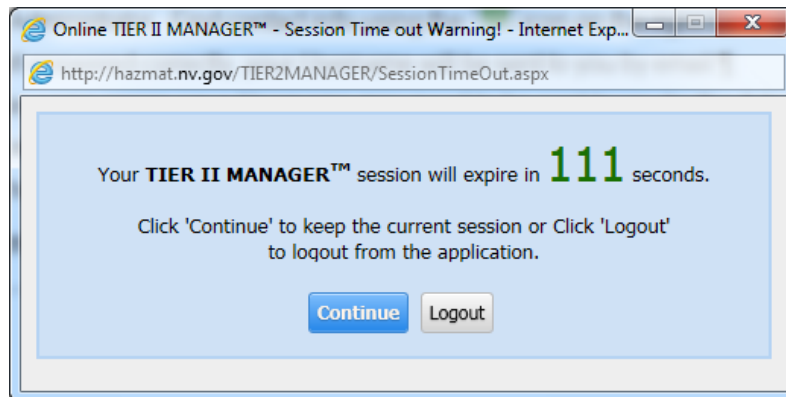
THINGS TO KNOW BEFORE YOU BEGIN

1. The system URL: <http://hazmat.nv.gov/TIER2MANAGER/Account/Login.aspx>
2. The system times out every twenty (20) minutes of inactivity. If entering data for more than the defined number of minutes, but have not clicked on 'Save' or 'Submit' buttons, the system will not recognize the user still present and active. In short, **save your work frequently by clicking the 'Save' or 'Submit' buttons.**



Keep in mind you can only 'save' when the information in the section is complete and you can only 'submit' when all the information on the page is complete



A warning will appear two (2) minutes before timing out. Press Continue to refresh the time or Logout to time out.



3. Check your Browser Version to make sure you are running a compatible web browser version. See instructions below.
4. Make sure Pop-Up blockers are turned off in your browser.
5. If you start using the program, and find you are not able to, maybe Javascript is turned off in your browser. Almost all settings have Javascript turned ON by default. If you have an issue, check the Javascript instructions below.

CHECK BROWSER VERSION

Minimum supported browser versions are:

- Internet Explorer 10 (non-compatibility mode) or above
 - Firefox 20 and above
 - Chrome 26 and above
1. To check browser version in Internet Explorer, open Internet Explorer by clicking the Start button  and then clicking Internet Explorer. Press ALT+H, and then click 'About Internet Explorer'. The current version number is the series of numbers beneath the "Internet Explorer" heading.
 2. To check browser version in Firefox, click the Firefox button on the top left hand side. Select the Help menu and select About Firefox. The current version number is the series of numbers beneath the "Firefox" heading.
 3. To check browser version in Chrome, click the Chrome menu  on the browser toolbar and select About Google Chrome. The current version number is the series of numbers beneath the "About Google Chrome" heading.

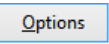
TURN OFF POP-UP BLOCKERS

Various features in the application use the Pop-Ups. However, many browsers block pop-ups. Set browser to make sure it will show pop-ups.


In Internet Explorer:

1. Click 'Alt' and 'T' together. This will bring up the Tools menu on the top.
2. Select 'Pop-up Blocker.'
3. Select 'Turn off Pop-up Blocker.'
4. A message will be displayed. Confirm the message.
5. It is better to close the browser and launch it again to start reporting.

In Firefox:

1. When blocking a pop-up, Firefox displays an alert red x in the URL search window. Click on the icon .
2. Click on Allow Pop-ups for this site.
3. A message will be displayed. Confirm the message.
4. It is better to close the browser and launch it again to start reporting.

In Chrome:

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

ENABLE JAVASCRIPT

Follow the steps below to enable JavaScript in your browser.

In Internet Explorer:

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

In Firefox:

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

In Firefox Version 23+:

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

In Chrome:

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

NEW USER ACCOUNTS AND SIGNING IN

ACCESS PLANNING / RESPONSE MODULE

To access the Planning/Response module, sign into the application with a valid username and password. To receive a username and password, use the *Register* link on the log in screen (New User Registration instructions follow). Log in to the application by entering your username and password and then click on *Login*. After signing in, you will be able to view a listing of all reporting hazmat sites.

ROLES

Program Users can view all information on the Planning/Response module and is designated for emergency responders.

Planner Users can view all information on the Planning/Response module and is designated for emergency planners.

NEW USER REGISTRATION

Complete a New User Registration form by going to the system URL and click on *Register*. Once the registration form is completed and submitted, the System Administrator will review it. You will receive an email when the account has been approved. Follow the instructions in this section to complete a New User Registration.

The screenshot shows two side-by-side panels. The left panel contains a message: "You must register before using this Online Reporting System." Below this is a blue button with the text "REGISTER" in white, which is highlighted with a red rectangular border. Underneath the button is the text: "If you have previously registered, please proceed with Log In." Below this is a section titled "SYSTEM REQUIREMENTS" with a bulleted list of instructions regarding browser versions (Internet Explorer 10, Firefox 20, Chrome 26), the need for Adobe Acrobat Reader, and enabling JavaScript. The right panel is titled "Log In" and features two input fields labeled "Username" and "Password". Below these fields is a blue "Log In" button and three links: "Forgot Username?", "Forgot Password?", and "Reset Password?".

New User Registration

What Type of User are you? *

Responder, Planner, or Sys ▼

Cancel

Next

New User Registration

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*
<input type="text" value="CountyPlanner"/>	<input type="password" value="....."/>	<input type="password" value="....."/>
Hint Question*	Hint Answer*	
<input type="text" value="What was your high school r"/>	<input type="text" value="Raider"/>	

User Contact

First Name*	Last Name*	Agency Name*	Department Name	Title*
<input type="text" value="John"/>	<input type="text" value="Smith"/>	<input type="text" value="County"/>	<input type="text" value="County"/>	<input type="text" value="Planner"/>
Street 1*	Street 2	City*	State*	
<input type="text" value="555 County Road"/>	<input type="text"/>	<input type="text" value="Carson City"/>	<input type="text" value="Nevada"/>	
Zip Code*	Country*	Phone*	Email*	Retype Email*
<input type="text" value="89711"/>	<input type="text" value="United States"/>	<input type="text" value="555-555-5555"/>	<input type="text" value="jsmith@county.org"/>	<input type="text" value="jsmith@county.org"/>

Roles and Access

- Statewide Data User (Access to All Jurisdictions)
 Other users (Access to Limited Jurisdictions)

Roles*

<input type="text" value="Jurisdiction Program User"/>	<input type="button" value="Add"/>	<input type="text" value="Jurisdiction Planner"/>	Select Primary Role*
	<input type="button" value="Remove"/>		<input type="text" value="Jurisdiction Planner"/>
Access to LEPC/Municipality/County/City*	<input type="button" value="Add"/>	<input type="text" value="CARSON CITY"/>	Home
<input type="text" value="CHURCHILL"/> <input type="text" value="CLARK"/> <input type="text" value="DOUGLAS"/> <input type="text" value="ELKO"/> <input type="text" value="ESMERALDA"/> <input type="text" value="EUREKA"/> <input type="text" value="HIMMELHUT"/>	<input type="button" value="Remove"/>		LEPC/Municipality/County/City*
			<input type="text" value="CARSON CITY"/>

Please enter the characters as shown*

<input type="text" value="EFUAG"/>	<input type="button" value="X"/>
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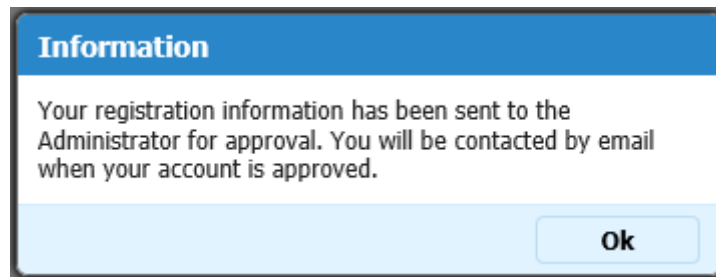
<input type="button" value="Cancel"/>	<input type="button" value="Back"/>	<input type="button" value="Submit"/>
---------------------------------------	-------------------------------------	---------------------------------------

1. Log into the site.
2. Click on *Register*. Select from the user type "Responder, Planner or System Admin". Click *Next*. This will prompt you to complete a registration form.
3. Complete the form.
4. Choose the Role or Roles from the box by highlighting the Role name and click on Add.
5. Note: your primary role will be the role selected.
6. Select the Jurisdictions to which you would like to have access. Identify which is your Base or Home Jurisdiction.

7. For security purposes, you will need to enter the characters displayed in the graphic and then click *Submit*.

Statewide Data User is reserved for state agencies requiring access to all facilities in the state.

Jurisdiction Planner or Program Users will be granted access to facility information in the county in which they work. Access to additional counties will be provided to users who are part of The Quad-County Multi-Agency Coordination Group (MAC) and on a case-by-case basis.





8. You will receive an email confirmation of your registration request.
9. You will receive an email confirmation of your account approval.
10. When you receive your account approval, you may log into the site to Sign In. When you Sign In for the first time, you may be asked to reset your password. Complete the Reset Password screen following the instructions in the next section. Then, log into the system again using your username and new password.

FORGOT USERNAME?

1. White at the Log In screen.
2. Click on *Forgot Username?*

The image shows two side-by-side screenshots of a web application interface. The left screenshot displays a registration prompt: "You must register before using this Online Reporting System." with a blue "REGISTER" button and a note: "If you have previously registered, please proceed with Log In." Below this is a "SYSTEM REQUIREMENTS" section with four bullet points: 1. Browser requirements (Internet Explorer 10+, Firefox 20+, Chrome 26+). 2. Requirement for Adobe Acrobat Reader with a "Download the Adobe Reader" link. 3. Requirement to enable javascript and turn off pop-up blockers. 4. Instruction to contact the technology desk if problems arise. The right screenshot shows a "Log In" form with "Username" and "Password" input fields, a "Log In" button, and three links: "Forgot Username?" (highlighted with a red box), "Forgot Password?", and "Reset Password?".

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

FORGOT PASSWORD?

1. While at the Log In screen.
2. Click on *Forgot Password?*

The image shows two side-by-side screenshots of a web application interface. The left screenshot displays a registration prompt: "You must register before using this Online Reporting System." with a blue "REGISTER" button and the text "If you have previously registered, please proceed with Log In." Below this is a "SYSTEM REQUIREMENTS" section with four bullet points regarding browser versions (Internet Explorer 10, Firefox 20, Chrome 26), Adobe Acrobat Reader, JavaScript, and pop-up blockers. The right screenshot shows the "Log In" screen with "Username" and "Password" input fields, a blue "Log In" button, and three links: "Forgot Username?", "Forgot Password?" (highlighted with a red box), and "Reset Password?".

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

RESET PASSWORD?

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

1. While at the Log In screen.
2. Click on *Reset your Password?*

The image shows two side-by-side screenshots of a web application interface. The left screenshot displays a registration prompt: "You must register before using this Online Reporting System." with a blue "REGISTER" button. Below this, it says "If you have previously registered, please proceed with Log In." and lists "SYSTEM REQUIREMENTS" including browser versions (Internet Explorer 10+, Firefox 20+, Chrome 26+), the need for Adobe Acrobat Reader, and instructions to enable JavaScript and disable pop-up blockers. The right screenshot shows the "Log In" form with fields for "Username" and "Password", a blue "Log In" button, and three links: "Forgot Username?", "Forgot Password?", and "Reset Password?". The "Reset Password?" link is highlighted with a red rectangular box.

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

SIGN IN

In order to access your user account, you must sign into the application with a valid Username and Password. Follow the instructions in this section to sign into the system.

1. While at the Log In screen.
2. Enter your Username and Password.

The left screenshot displays a registration prompt: "You must register before using this Online Reporting System." Below this is a blue "REGISTER" button. A note states: "If you have previously registered, please proceed with Log In." Underneath is a section titled "SYSTEM REQUIREMENTS" with a bulleted list: "You need to use Internet Explorer 10 (non-compatibility mode) or higher, Firefox 20 or higher, or Chrome 26 or higher. Using older versions may create problems.", "You will need Adobe Acrobat Reader to use this System. [Download the Adobe Reader.](#)", "You need to enable javascript and turn off the pop-up blocker in your browser.", and "If you encounter any problem, contact your technology desk to verify whether you have these requirements."

The right screenshot shows the "Log In" form. It has a "Username" field containing "HappyChemicals" and a "Password" field with masked characters. A blue "Log In" button is highlighted with a red box. Below the button are three links: "Forgot Username?", "Forgot Password?", and "Reset Password?".

3. Click on *Login*. If you are logging in with your Username and Password for the first time since they were approved by the Administrator, you may be required to reset the Password. If so, a Reset Password screen will appear. Once you reset the password, you will be required to Sign In with your Username and the new Password.
4. You will receive this box.

The dialog box has a blue header with the word "Information" in white. Below the header, the text reads: "Last Login Date 12/31/2014 10:09:33 AM, Last Failed Login Date 12/31/2014 10:06:49 AM". At the bottom right of the dialog is a button labeled "Ok".

5. Click OK.

NAVIGATION

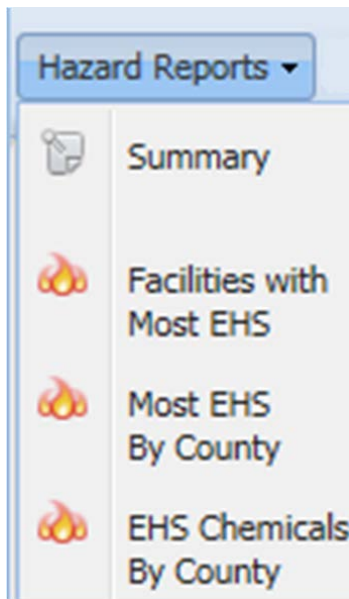
MENU OPTIONS

Once logged into the TIER II MANAGER™ Planning/Response module, the menu will appear.



Hazard Reports

Click on Hazard Reports to view a list of insightful Reports to help identify which counties store the most harmful chemicals and what these chemicals are.



List Facilities

Click on *List Facilities* in the menu to view a list of all Active facilities having submitted reports. Use the clickable alphabet menu to select a facility by the first letter of its name.

Active Facilities

Search Chemicals

Company ID	Company Name	Facility ID	▲ Facility Name	Address	County	LEPC	Facility Status	Latest Report	EHS Above TPQ	Chemical
54544	Sonic Automotive	57884	0099 - Volvo of Las Vegas	7705 W. Sahara Avenue, Las Vegas, NV 89117	CLARK	CLARK	ACTIVE	SFM(2014-2015) / SFM/SERC(2013) Combined Agency Hazmat Facility Report Annual (02/13/2014)	No	
54544	Sonic Automotive	57897	0143 - Cadillac of Las Vegas - West	5185 W. Sahara Avenue, Las Vegas, NV 89146	CLARK	CLARK	ACTIVE	SFM(2014-2015) / SFM/SERC(2013) Combined Agency Hazmat Facility Report Annual (02/11/2014)	No	
57588	1-Way Auto Care	60465	1-Way Auto Care	1473 N Hwy 395, Gardnerville, NV 89410	DOUGLAS	DOUGLAS	ACTIVE	SFM(2014-2015) / SFM/SERC(2013) Combined Agency Hazmat Facility Report Annual (10/02/2014)	No	
56903	VegasStarr, LLC	59747	101 Convention Center	101 Convention Center Drive, Las Vegas, NV 89109	CLARK	CLARK	ACTIVE	SFM(2014-2015) / SFM/SERC(2013) Combined Agency Hazmat Facility Report Annual (05/28/2014)	No	
1564	MC CLELLAND LABORATORIES INC	3118	1016 Reception, Cyanide and Acid Heap Leach Column Labs, and wet (analytical)-lab	1016 W Greg Street, SPARKS, NV 89431	WASHOE	WASHOE	ACTIVE	SFM(2014-2015) / SFM/SERC(2013) Combined Agency Hazmat Facility Report Annual (02/26/2014)	No	
53032	2-WHEEL CUSTOM PERFORMANCE LLC	57184	2-WHEEL CUSTOM PERFORMANCE LLC	2536 Sutro Sutro Street, Suite 12, RENO, NV 89512	WASHOE	WASHOE	ACTIVE	SFM(2011-2012) / SFM/SERC(2010) Combined Agency Hazmat Facility Report Annual (07/12/2011)	No	
53517	21st Century Environmental Management of Nevada LLC	57931	21st Century Environmental Management of Nevada LLC	2095 E Newlands Drive, Fernley, NV 89408	LYON	LYON	ACTIVE	SFM(2014-2015) / SFM/SERC(2013) Combined Agency Hazmat Facility Report Annual (02/14/2014)	No	
2448	TRUCKEE MEADOWS WATER AUTH	6307	21st Street Well	1205 S 21st Street, Sparks, NV 89431	WASHOE	WASHOE	ACTIVE	SFM(2014-2015) / SFM/SERC(2013) Combined Agency Hazmat Facility Report Annual (02/27/2014)	No	
56936	OHL	59702	251 S. McCarran	251 S. McCarran Boulevard, Sparks, NV 89431	WASHOE	WASHOE	ACTIVE	SFM(2014-2015) / SFM/SERC(2013) Combined Agency Hazmat Facility Report Annual (02/25/2014)	No	
2927	CITY OF NORTH LAS VEGAS/UTILITIES DEPT	60195	2530 ZONE PUMP STATION	4734 HORSE Street, NORTH LAS VEGAS, NV 89030	CLARK	CLARK	ACTIVE	SFM(2013-2014) / SFM/SERC(2012) Combined Agency Hazmat Facility Report Annual (11/01/2013)	No	

Sort Columns

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

Active Facilities

Search Chemicals

Back [A] ABCDEFGHIJKLMNOPQRSTUVWXYZ Other

Company ID	Company Name	Facility ID	Facility Name	Address	County	LEPC	Facility Status	Latest Report	EHS Above TPQ	Chemical
Company ID	Company Name	Facility ID	Facility Name	Address	All	LEPC	Active		All	

Search/Filter Lists

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

Active Facilities

Search Chemicals

Back [A] ABCDEFGHIJKLMNOPQRSTUVWXYZ Other

Company ID	Company Name	Facility ID	Facility Name	Address	County	LEPC	Facility Status	Latest Report	EHS Above TPQ	Chemical
Company	Test	Facility	Facility	Address	All	LEPC	Active		All	
53075	Test Company #50	57284	LV Test Two	3422 Ruth Drive, Las Vegas, NV 89121	CLARK	CLARK	ACTIVE	SFM(2013-2014) / SFM/SERC(2012) Combined Agency Hazmat Facility Report Annual (Revision)	Yes	
53075	Test Company #50	57603	Test facility #51	2621 Northgate Lane, Carson City, NV 89706	CARSON CITY	CARSON CITY	ACTIVE	SFM(2012-2013) / SFM/SERC(2011) Combined Agency Hazmat Facility Report Annual (01/09/2012)	Yes	
57338	test 7	60468	Test Facility #4	1442 S Virginia St, Reno, NV 89501	WASHOE	WASHOE	ACTIVE	SFM(2014-2015) / SFM/SERC(2013) Combined Agency Hazmat Facility Report Annual (10/13/2014)	Yes	
57338	test 7	60487	Test Facility #6	789 Flamingo Rd, Las Vegas, NV 89101	CLARK	CLARK	ACTIVE	SFM(2014-2015) / SFM/SERC(2013) Combined Agency Hazmat Facility Report Annual (11/12/2014)	Yes	
57337	test 6	60467	Test Facility #3	852 Koontz St, Carson City, NV 89701	CARSON CITY	CARSON CITY	ACTIVE	SFM(2014-2015) / SFM/SERC(2013) Combined Agency Hazmat Facility Report Annual (10/13/2014)	Yes	
				107 Tarnhen						



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

Dashboard Icons

	View a list of Chemicals.
<u>Facility Name</u>	View Facility Information.
SFM(2014-2015) / SFM/SERC(2013) Combined Agency Hazmat Facility Report Annual (02/13/2014)	View the most current Report.

Facility Details

After clicking on a Facility Name, Facility Details will be displayed. Click on a menu to view specific information for the Facility.

Menu

Chemicals	View all chemicals reported in the latest report. The User can click on the chemical name link detailed chemical inventory information. Click on <i>Chemical Profile</i> and <i>First Aid</i> links to access chemical and risk profiles from the NIOSH Pocket Guide to Chemical Hazards. Click on <i>MSDS</i> and <i>Cameo Datasheets</i> to access these resources.
Facility/ Report	View a summary of all Reports submitted by the Facility. Click on the Report icon to launch the report. Click on <i>See More Facilities Details</i> at the bottom to get more information about the Facility.
Site Map	View the attached Site Plan for the facility, if present.
Facility Response Plan	View the attached Offsite Response Plan, if present.

MSDS/SDS

Click on *MSDS/SDS* to search MSDS's from the MSDS Library. Use the Search options to search for the appropriate MSDS.

- i. Enter the Product Name, Manufacturer Name, or the CAS Number. This is a general search. Enter any portion of the Product or CAS or the Manufacturer and get all matching results.
- ii. Click on Search.

Search MSDS/SDS

Enter your search terms below. Enter Chemical Name or CAS and Manufacturer Name and Click 'Search'.

- iii. Click on View to launch the MSDS/SDS.

Home | MSDS/SDS

Home | Hazard Reports | List Facilities | MSDS/SDS | Resources | Advanced Reports | Update My Profile | Offline Reports

Search MSDS/SDS

Enter your search terms below. Enter Chemical Name or CAS and Manufacturer Name and Click 'Search'.

<input type="checkbox"/>	Product Name	CAS No.	Manufacturer	MSDS Date	View
<input type="checkbox"/>	DIESEL FUEL SUPPLEMENT +CETANE BOOST		Power Service Products, Inc.	2014-12-22T14:42:14	View
<input type="checkbox"/>	MIDDLE DISTILLATE	68476-30-2	Imperial Oil Downstream	2014-12-09T14:09:12	View
<input type="checkbox"/>	POWER GUARD HEAVY DUTY DIESEL ENGINE OIL FOR DETROIT DIESEL 2-CYCLE		Exxon Mobil Corporation	2014-12-03T15:58:07	View
<input type="checkbox"/>	MOBILGARD 412		Exxon Mobil Corporation	2014-11-25T00:00:00	View
<input type="checkbox"/>	Marathon Petroleum Biodiesel B99		Marathon Petroleum Company LP	2014-11-25T00:00:00	View
<input type="checkbox"/>	MOBIL DELVAC 1 ESP 0W-40		Canada Imperial Oil Limited, An Affiliate of Exxon Mobil	2014-12-02T08:48:43	View
<input type="checkbox"/>	MOBILGARD 409 NC		Exxon Mobil Corporation	2014-11-14T00:00:00	View
<input type="checkbox"/>	Diesel Exhaust Fluid		Brenntag Canada Inc.	2014-11-10T00:00:00	View
<input type="checkbox"/>	Gas Oil	68476-34-6	Buckeye Caribbean Terminals LLC	2014-11-07T00:00:00	View
<input type="checkbox"/>	Gas Oil	68476-34-6	Buckeye St. Lucia Terminal Ltd.	2014-11-07T00:00:00	View

1 2 3 > Last Page 1 of 560 Total Results:5597 Rows per page 10

Resources

Click on *Resources* to view a set of links, contacts, and other information to support planning and response efforts. Click on any Resource Link launch.

Resource Links

Description	Link
EPCRA Requirements	EPCRA Requirements
2006 International Fire Code (IFC) Quick Check List	IFC Material Types check list
Chemical Listing	EPA's list of lists
Nevada State Emergency Response Commission website	Nevada State Emergency Response Commission
Nevada Department of Public Safety, State Fire Marshal Division website	Nevada State Fire Marshal's Division
Chemical Name Synonyms	Chemical Name Synonyms
CAMEO data sheet	CAMEO data sheet
EPCRA Frequently Asked Questions	EPCRA FAQs
Facility emergency response plans	EPA's Facility Response Plan Rule
Federal Emergency Management Agency (FEMA) website	FEMA
List of Nevada Local Emergency Planning Committee Chairpersons, Addresses, Phone Numbers.	List of Nevada LEPC Chairpersons, Addresses, Phone Numbers.
Wireless Information System for Emergency Responders Website	WebWISER
2012 Emergency Response Guidebook	2012 ERG
EPA Chemical References	EPA Chemical References
International Labor Organization Hazmat Safety Cards	International Labor Organization Hazmat Safety Cards
U.S. Department of Health and Human Services, Agency for Toxic Substances and Disease Registry website	Agency for Toxic Substances and Disease Registry
National Institute for Occupational Safety and Health Pocket Guide to Chemical Hazards	NIOSH Pocket Guide
National Institute for Occupational Safety and Health website	NIOSH website
Chemical Daily Amount and Storage Codes	Chemical Daily Amount and Storage Codes
National Oceanic and Atmospheric Administration	NOAA

Advanced Reports

Click on *Advanced Reports* to query specific facility information.

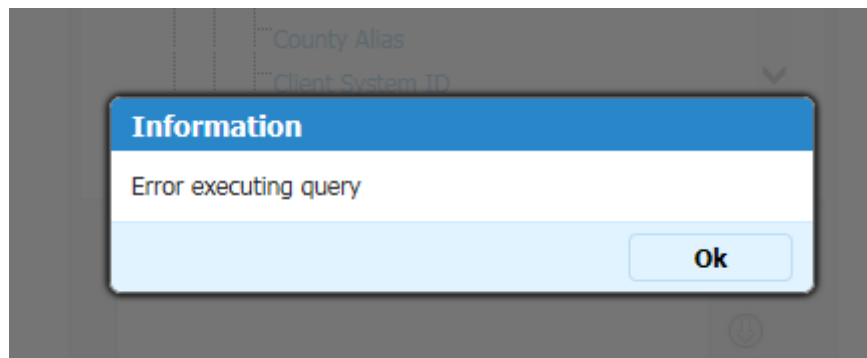
Below is an example report querying: Active Facilities, Facility Name, Facility Name, Facility County, Facility Type = SFM/SERC and Facility Name starts with T and A

The image shows three screenshots of the 'Advanced Reports' interface, annotated with red handwritten letters a-f.

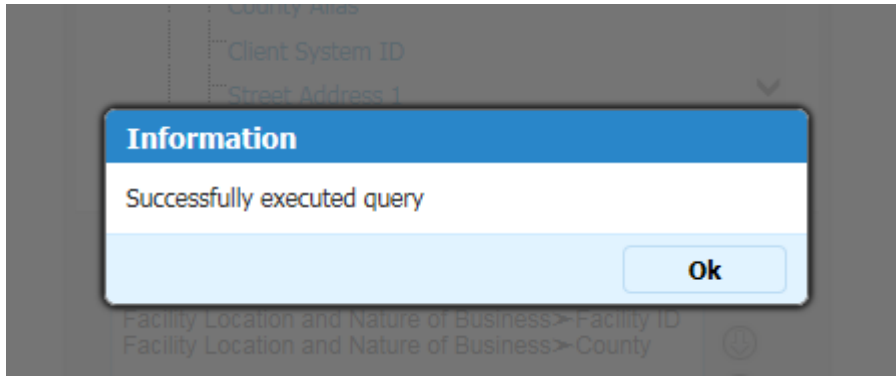
- Screenshot 1: Pick a Report Template**
 - a:** 'Select Saved Report Template' dropdown menu.
 - b:** 'Select Template' list box.
 - c:** 'Pick a Template Filter' list box.
 - d:** 'Selected Report Template Filter' box containing 'Active Facilities'.
- Screenshot 2: Select Report Fields**
 - a:** Hierarchical tree view of fields under 'Facility'.
 - b:** 'Selected Fields' list box containing 'Facility Name', 'Facility ID', and 'Facility County'.
 - c:** 'Add' and 'Remove' buttons for the selected fields.
- Screenshot 3: Add Conditions**
 - a:** 'Facility Type' dropdown menu.
 - b:** 'SFM/SERC' checkbox.
 - c:** 'Add' button for the condition.
 - d:** Logical operators: NOT, AND, OR, (,) buttons.
 - e:** 'Preview Conditions' text input field.
 - f:** 'Conditions Applied' list box containing '(Facility Name like T AND Facility Name like A)'.

1. Pick a Report Template
 - a. Check to see if a 'Saved Report Template' already exists, if not
 - b. Select a Template
 - c. Based on Template selected, Pick a Template Filter
 - d. Selected Report Template Filter will automatically populate
2. Select Report Fields
 - a. Click on desired fields to add to the report
 - b. Selected Fields will automatically populate

- c. Use the tools to delete or move selected fields
- 3. Add Conditions
 - a. Select a Condition
 - b. Select the Criteria
 - c. Click on 'Add'
 - d. Click "And" or "Or" if you would like to add additional criteria; repeat a-c
 - e. If Preview Conditions are correct, click on 'Add Conditions'
 - f. Conditions Applied will automatically populate
- 4. Test Report
 - a. Click on "Test" to determine if report can be run
 - 1. Error Executing Query means fields and/or conditions are unable to generate a report due to undetermined error(s) and corrections need to be made.



- 2. Successful Executed Query means fields and/or conditions will produce a report.



5. Run report
 - a. Click on “Run” to produce the report

Active Facilities


Facility Name	Facility ID	County
T-MOBILE USA INC NORTH LAS VEGAS SWITCH	55029	CLARK
TA Mill City	7048	PERSHING
TAIYO AMERICA, INC	96	CARSON CITY
TATE TRANSPORTATION SATELLITE	5270	CLARK
TEAM FORD LLC	1884	CLARK
TEDFORD TIRE & AUTO SERVICE	6562	CHURCHILL
Temporary	60176	ELKO
Temporary Asphalt Plant	60017	HUMBOLDT
Terminal 2 (Z322)	58531	CLARK
Terra-Gen Dixie Valley LLC	57849	CHURCHILL
Test Facility #5	60395	LYON
Test facility #51	57603	CARSON CITY
Test Gasoline	60375	CARSON CITY
THATCHER CO OF NEVADA	7856	CLARK
THE HERTZ CORPORATION	2960	WASHOE
The Home Depot #3305	50644	CLARK
The Home Depot #3307	4769	CLARK
The Home Depot #3308	57472	CLARK
The Home Depot #3309	57473	CARSON CITY
The Home Depot #3311	4773	WASHOE
The Home Depot #3314	54308	CLARK
The Home Depot #3315	54309	CLARK
The Home Depot #3322	57474	NYE
The Home Depot #3324	58488	CLARK
The Las Vegas Hotel & Casino	1192	CLARK

- b. Export Option to PDF, Excel, XML or CSV

Active Facilities

Facility Name	Facility ID	
T-MOBILE USA INC NORTH LAS VEGAS SWITCH	55029	CU
TA Mill City	7048	PEI
TAIYO AMERICA, INC	96	CAKSON
TATE TRANSPORTATION SATELLITE	5270	CLARK



The Export Option feature can be used anytime you see the 



If you have the same report you run on a regular basis, contact the SERC and we will create a 'Saved Report Template' for you.

Update User Profile

1. You can update your User Account profile anytime.
2. From the Summary Page, click *Update My Profile* on the menu.

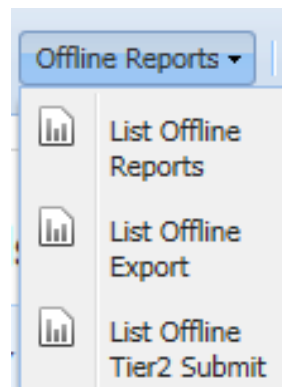
Edit My User Account Profile

First Name*	Last Name *	Street 1*	Street 2
<input type="text" value="John"/>	<input type="text" value="Smith"/>	<input type="text" value="555 County Road"/>	<input type="text"/>
Agency Name *	Department Name*		
<input type="text" value="County"/>	<input type="text" value="County"/>		
Country*	City*	State*	Zip Code*
<input type="text" value="United States"/> ▼	<input type="text" value="Carson City"/>	<input type="text" value="Nevada"/> ▼	<input type="text" value="89711"/>
Phone*	Email*		
<input type="text" value="555-555-5555"/>	<input type="text" value="jsmith@county.org"/>		
Secret Question *	Secret Answer *		
<input type="text" value="What was your high school n"/> ▼	<input type="text" value="Raider"/>		
Username*	<input type="checkbox"/> Change Password?		
<input type="text" value="SERCPlanner"/>			

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

Offline Reports

Click on *Offline Reports* in the menu to access Reports you have generated offline. Offline reports are triggered when trying to generate a report having a large amount of data or too many pages to generate online. When the *Print* link is clicked and the system detects the report is too large, a message indicating the report will be generated Offline will be received. The report generation request will be sent to a queue. When the report has generated, an email will be received with the report Reference ID. Log into the system and access the Offline Reports menu. Search for the Reference ID. Save the report if needed.



If you haven't received an email the following day, try accessing the report – it might be there.

EXPORT TO EPA'S TIER2SUBMIT


EXPORT TO EPA TIER2SUBMIT

The TIER II MANAGER™ is developed to be compatible with EPA Tier2Submit software. Facility and chemical information can be exported from the TIER II MANAGER™ to EPA Tier2Submit software. The system creates an import-ready zip file to utilize with Tier2Submit. Follow the instructions below to learn how to export to Tier 2 Submit.



If you don't already have the Tier2 Submit Software go to:

<http://www2.epa.gov/epcra/tier2-submit-software>

1. Sign into the Planning/Response module.
2. Click on the List Facilities report. Filter the Facility list to match what needs to be exported.
3. Click on  at the bottom of the page.
4. The system will generate an export file. Save the file to a location on the network.
5. If the file is too large to generate online, it will be generated Offline. Retrieve Offline Tier2Submit files by going to *Offline Reports* and navigating to the *Offline Tier2Submit* option.

Disclaimer: Neither the State Emergency Response Commission or Nevada State Fire Marshal is responsible for the content of the EPA site or downloads.

SIGNING OUT

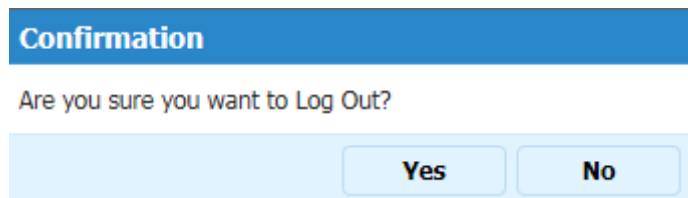
SIGN OUT

To sign out of the system, click on the *Log Out* link on the top right of the screen. **Do not just close the window.** Follow the instructions in this section to Sign out of the system.

1. Sign out by clicking on *Log Out* in the top right.



2. You will receive this box.



3. Click Yes.
4. The application will log you out as a current user.

Always *Log Out* when not in use



Do not allow the system to time out

Do not close the window by using the “file”, “exit” or clicking on the “X”

Note: If the correct process is not followed, the system will show the user still logged in and the user will not be able to access the system until the system times out the user.