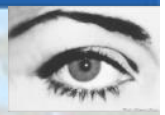
System Interfaces

IDSi International

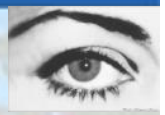


The Hazmat Use Certificate system has 3 interfaces.

External	Internal	Admin
<website>/external	<website>/internal	<website>/admin
Report Submission.	All Program Administration	User and System Administration

© 2008

User Roles

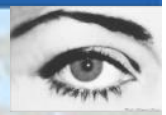


External Interface:

1) Submitter Role: Enters and submits hazmat permit application

© 2008

IDSi International



1) Pop-Up Blockers

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

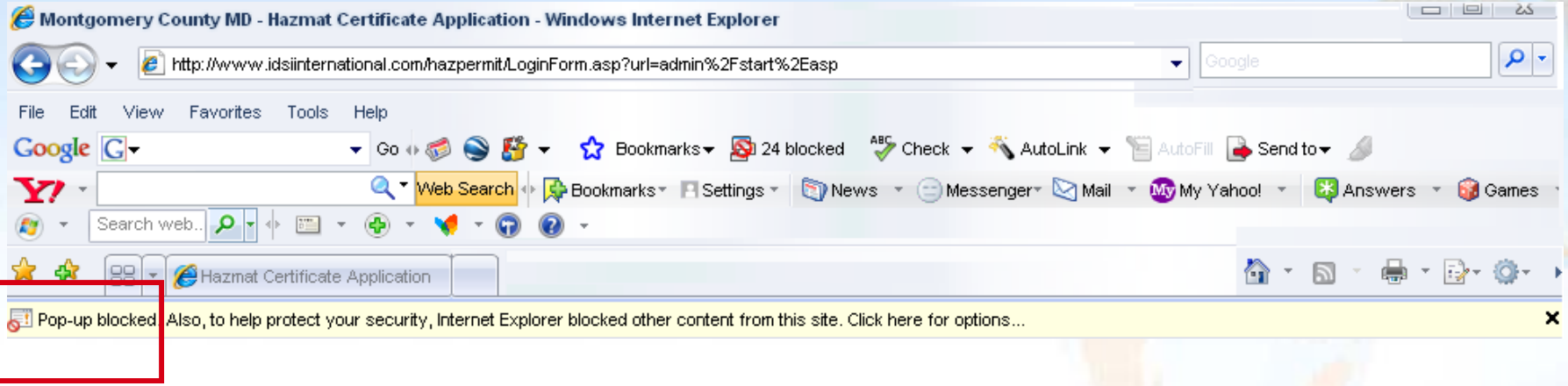
© 2008

Be Aware of Following

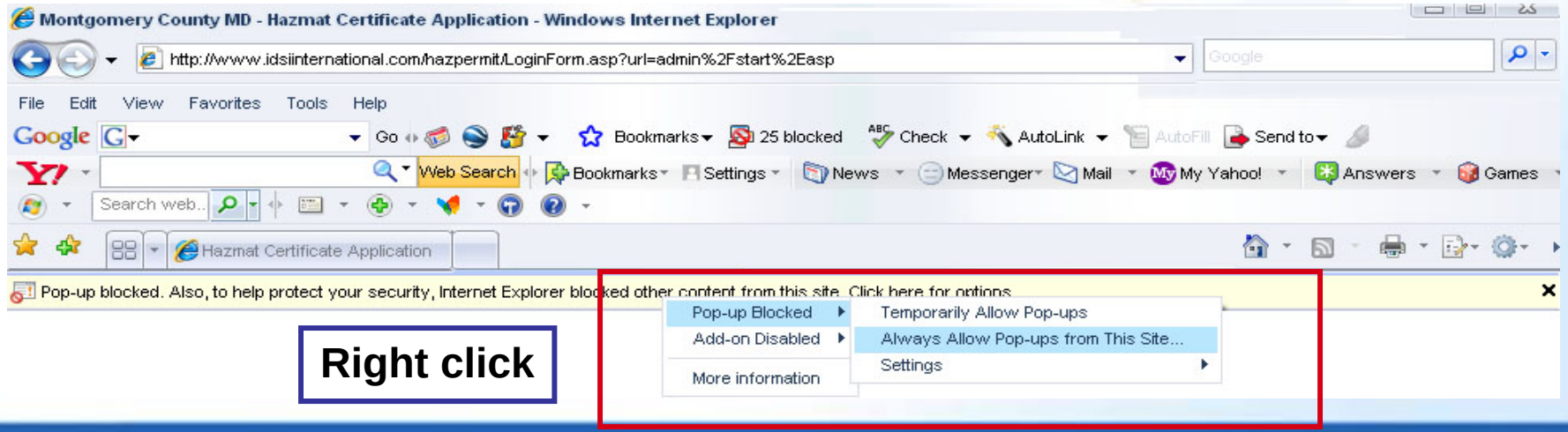
IDSi International

For Yahoo toolbar:

1



2



Right click

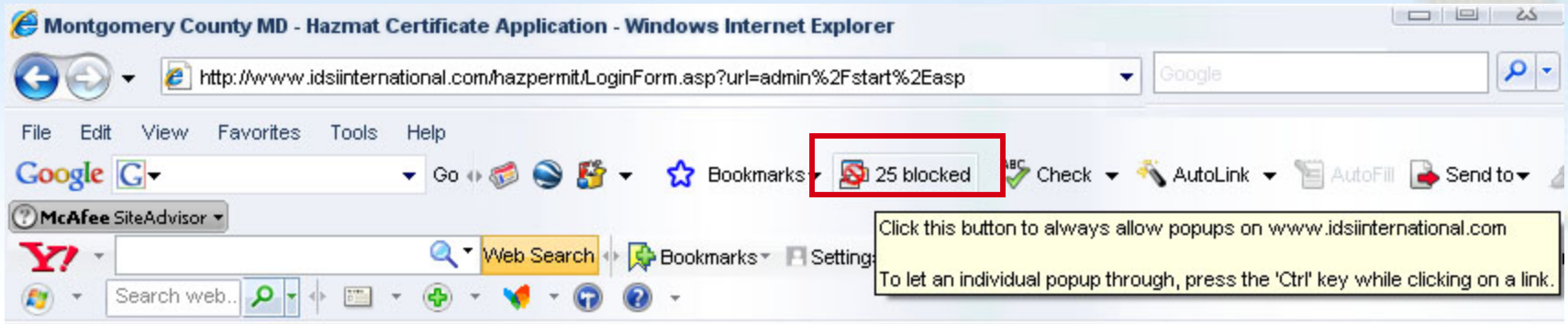
© 2008

Be Aware of Following

IDSi International

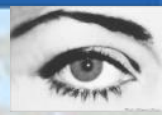
For Google toolbar:

1



2

© 2008



2) How do I enable JavaScript?

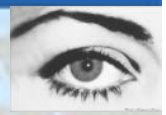
The following instructions describe how to enable JavaScript in your browser. If your browser isn't listed, please consult the web.

Internet Explorer (6.0)

- **Select Tools from the top menu.**
- **Choose Internet Options.**
- **Click Security.**
- **Click Custom Level.**
- **Scroll down till you see section labeled Scripting.**
- **Under Active Scripting, select Enable and click OK.**

© 2008

IDSi International

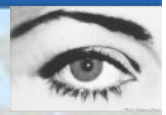


How do I enable JavaScript?

Internet Explorer (7.0)

- Select Tools > Internet Options.
- Click on the Security tab.
- Click the Custom Level button.
- Scroll down to the Scripting section.
- Select Enable for Active Scripting and Scripting of Java Applets.
- Click OK.
- Select YES if a box appears to confirm.
- Click OK. Close window.
- Reload page.

© 2008



How do I enable JavaScript?

Mozilla Firefox (1.0)

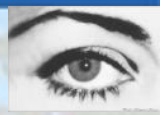
- Select **Tools from the top menu.**
- Choose **Options.**
- Choose **Web Features from the left navigation bar.**
- Select the checkbox next to **Enable JavaScript and click OK.**

Mozilla Firefox (2.x)

- Open Firefox.
- On the **Tools menu, click Options.**
- Click **Content in the Options list.**
- Under the **Content section, check the box next to Enable JavaScript.**
- Click the **Advanced button to open the Advanced JavaScript Options box.**
- Check the appropriate boxes under **Allow scripts to.**
- Click **OK.**
- Click **OK.**

© 2008

IDSi International



How do I enable JavaScript?

Safari (1.0)

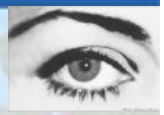
- **Select Safari from the top menu.**
- **Choose Preferences.**
- **Choose Security.**
- **Select the checkbox next to Enable JavaScript.**

Note: Please keep in mind that upgrading your browser or installing new security software or security patches may affect your JavaScript settings.

© 2008

Be Aware of Following

IDSi International



3) System Time Out – Save Often!

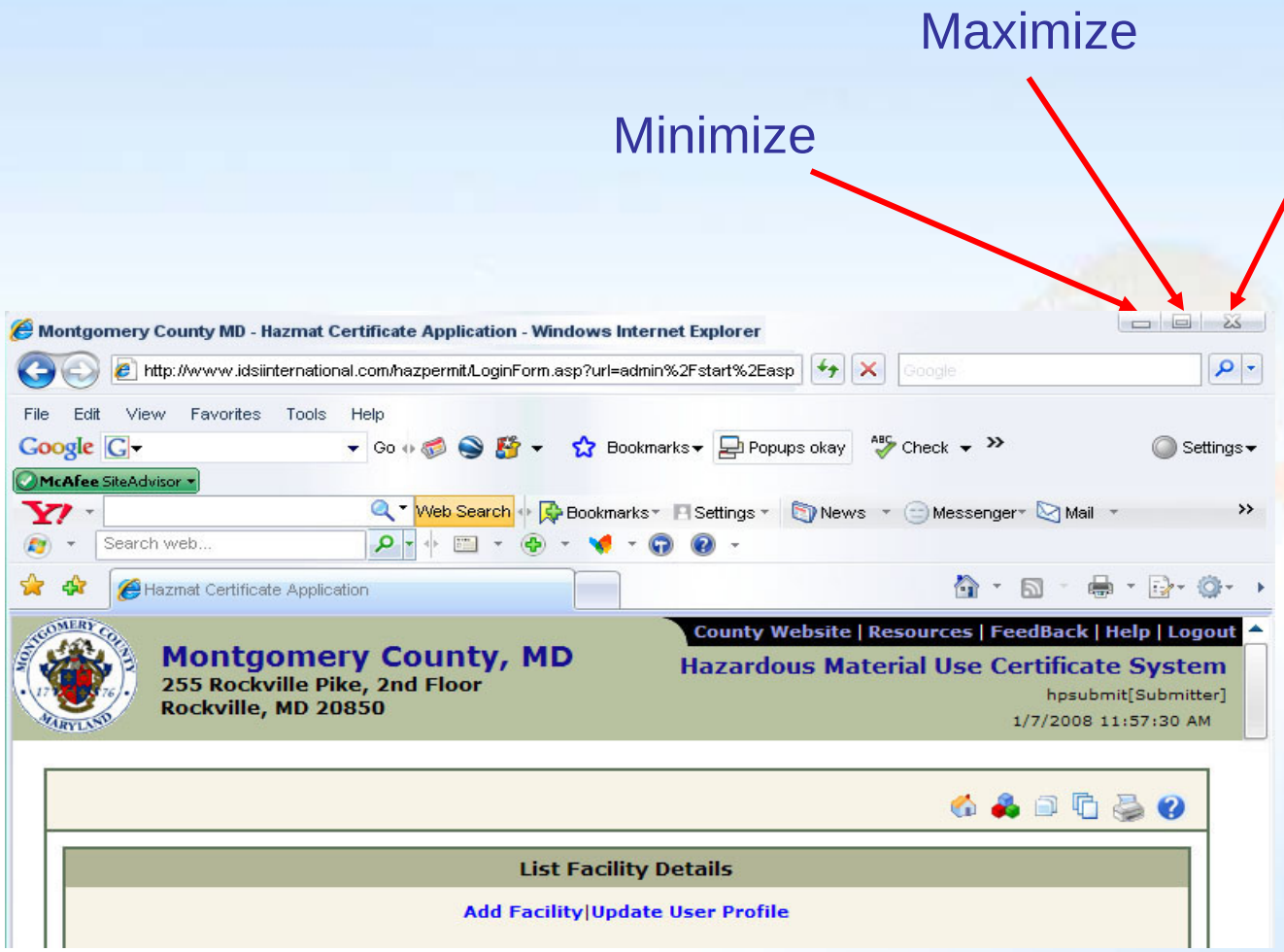
As a security feature, the system will time out after 30 minutes of inactivity. Please make sure that you click 'Save' after entering information on each screen to prevent data loss.

4) Frantic Clicking

Please be patient, especially if you are running a computer with a standard 56K modem. It is important to let the computer finish what it is doing before clicking on another tool/function. Clicking one button after another before the computer is done processing a previous request will probably result in inconsistent behavior.

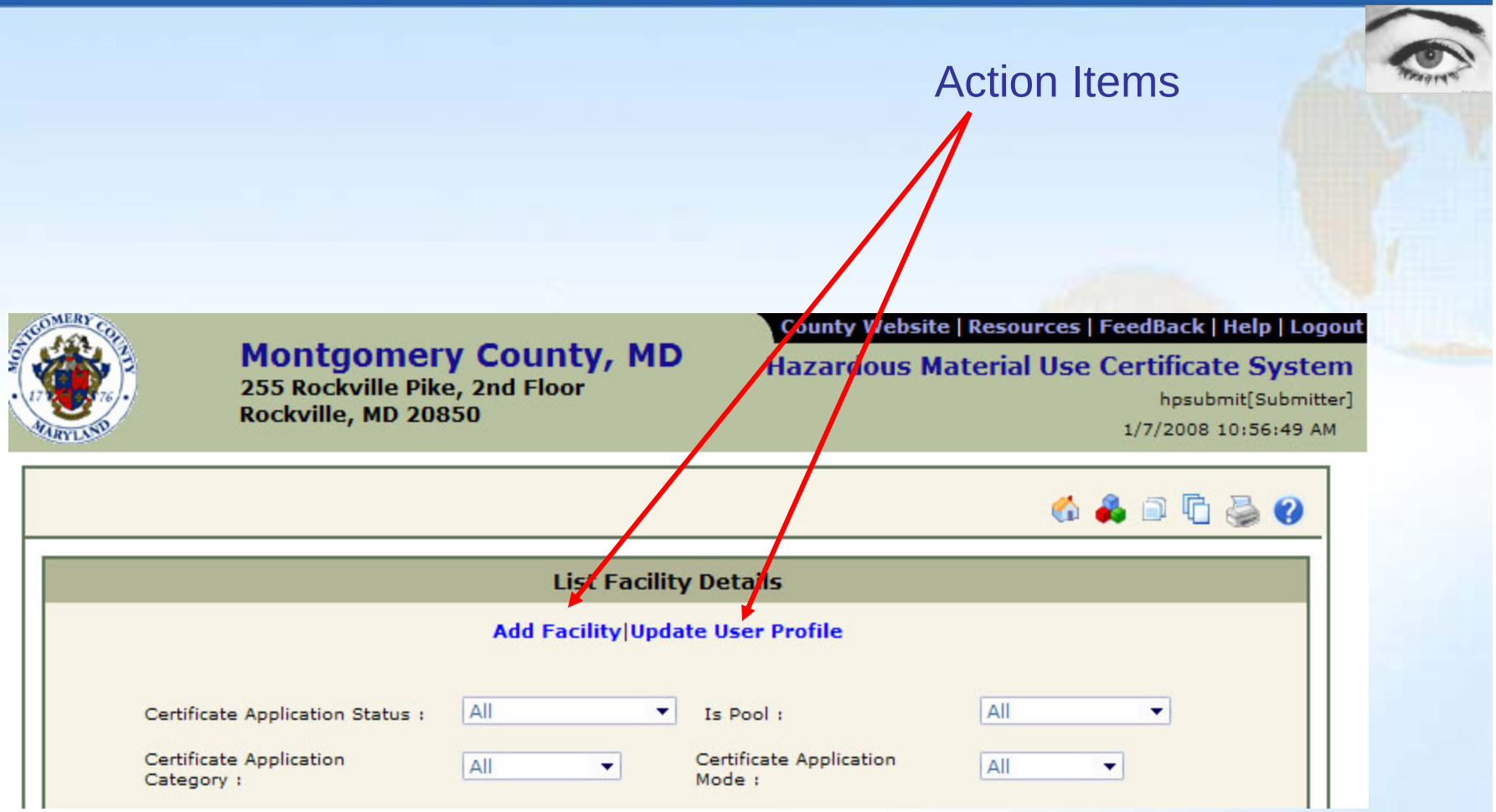
© 2008

Windows



© 2008

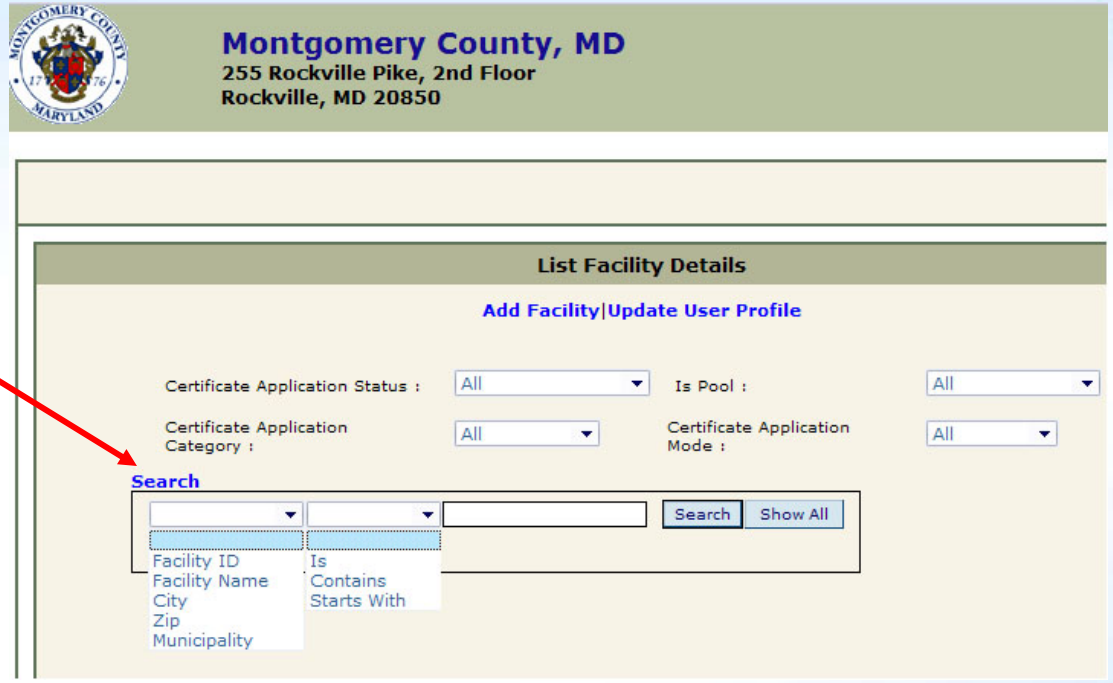
Action Items



© 2008

Search Layout

Search capabilities



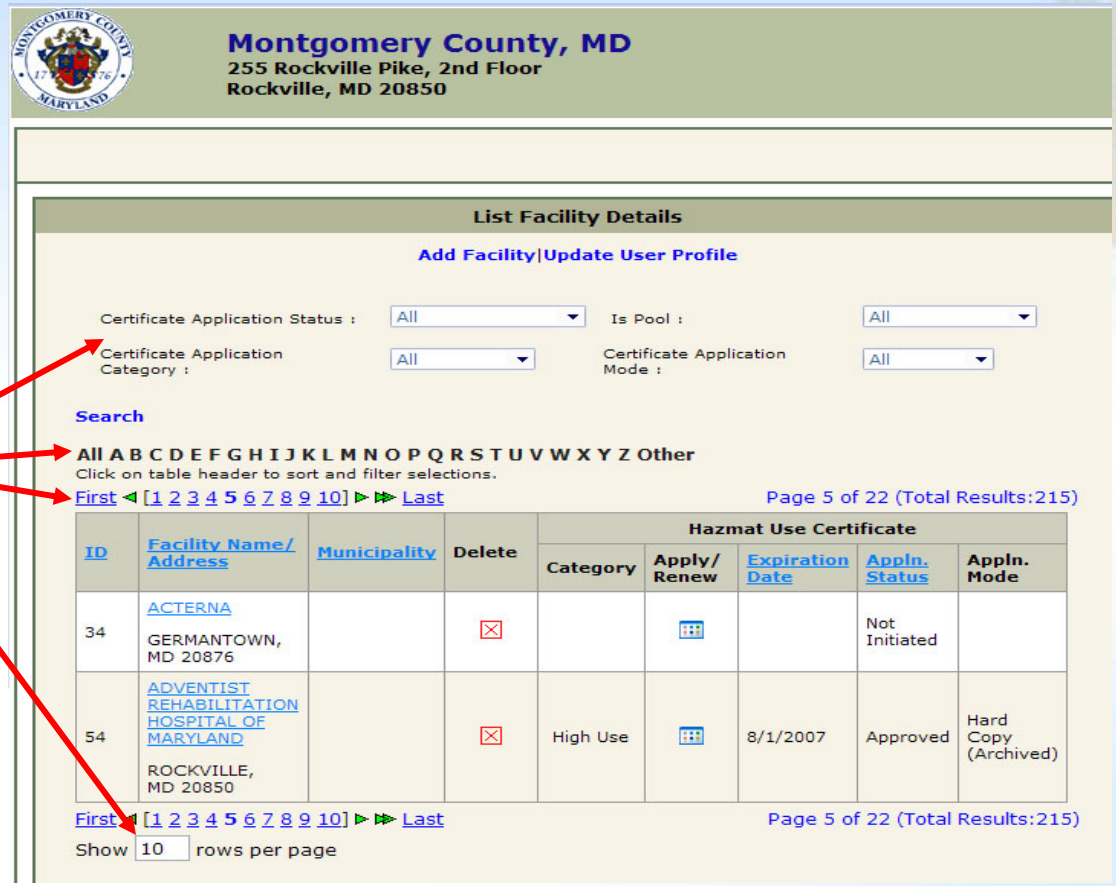
© 2008

Filter/Sort Layout

IDSi International

Different Filter capabilities

- Filter
- Alphabet
- By Page
- RPP



Montgomery County, MD
255 Rockville Pike, 2nd Floor
Rockville, MD 20850

List Facility Details

Add Facility|Update User Profile

Certificate Application Status : All Is Pool : All
Certificate Application Category : All Certificate Application Mode : All

Search

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other
Click on table header to sort and filter selections.

First [1 2 3 4 5 6 7 8 9 10] Last Page 5 of 22 (Total Results:215)

ID	Facility Name/ Address	Municipality	Delete	Hazmat Use Certificate				
				Category	Apply/ Renew	Expiration Date	Appln. Status	Appln. Mode
34	ACTERNA GERMANTOWN, MD 20876		☒				Not Initiated	
54	ADVENTIST REHABILITATION HOSPITAL OF MARYLAND ROCKVILLE, MD 20850		☒	High Use		8/1/2007	Approved	Hard Copy (Archived)

First [1 2 3 4 5 6 7 8 9 10] Last Page 5 of 22 (Total Results:215)

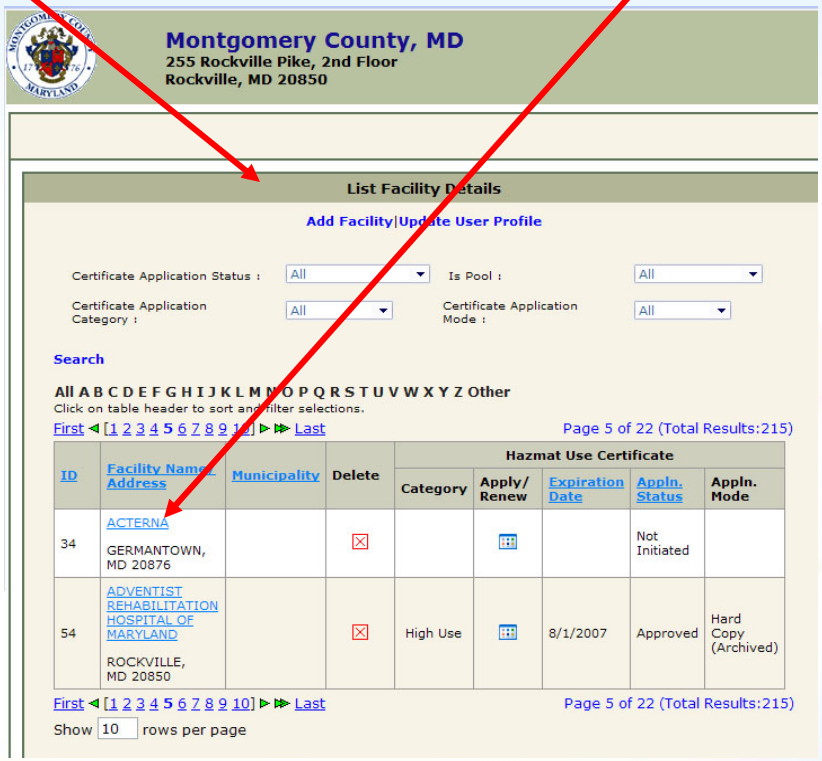
Show 10 rows per page

© 2008

External Page Layout

List page

Click on the listing name to view, edit details of that item.



Montgomery County, MD
255 Rockville Pike, 2nd Floor
Rockville, MD 20850

List Facility Details

Add Facility|Update User Profile

Certificate Application Status : All Is Pool : All
Certificate Application Category : All Certificate Application Mode : All

Search

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other
Click on table header to sort and filter selections.

First [1 2 3 4 5 6 7 8 9 10] Last Page 5 of 22 (Total Results:215)

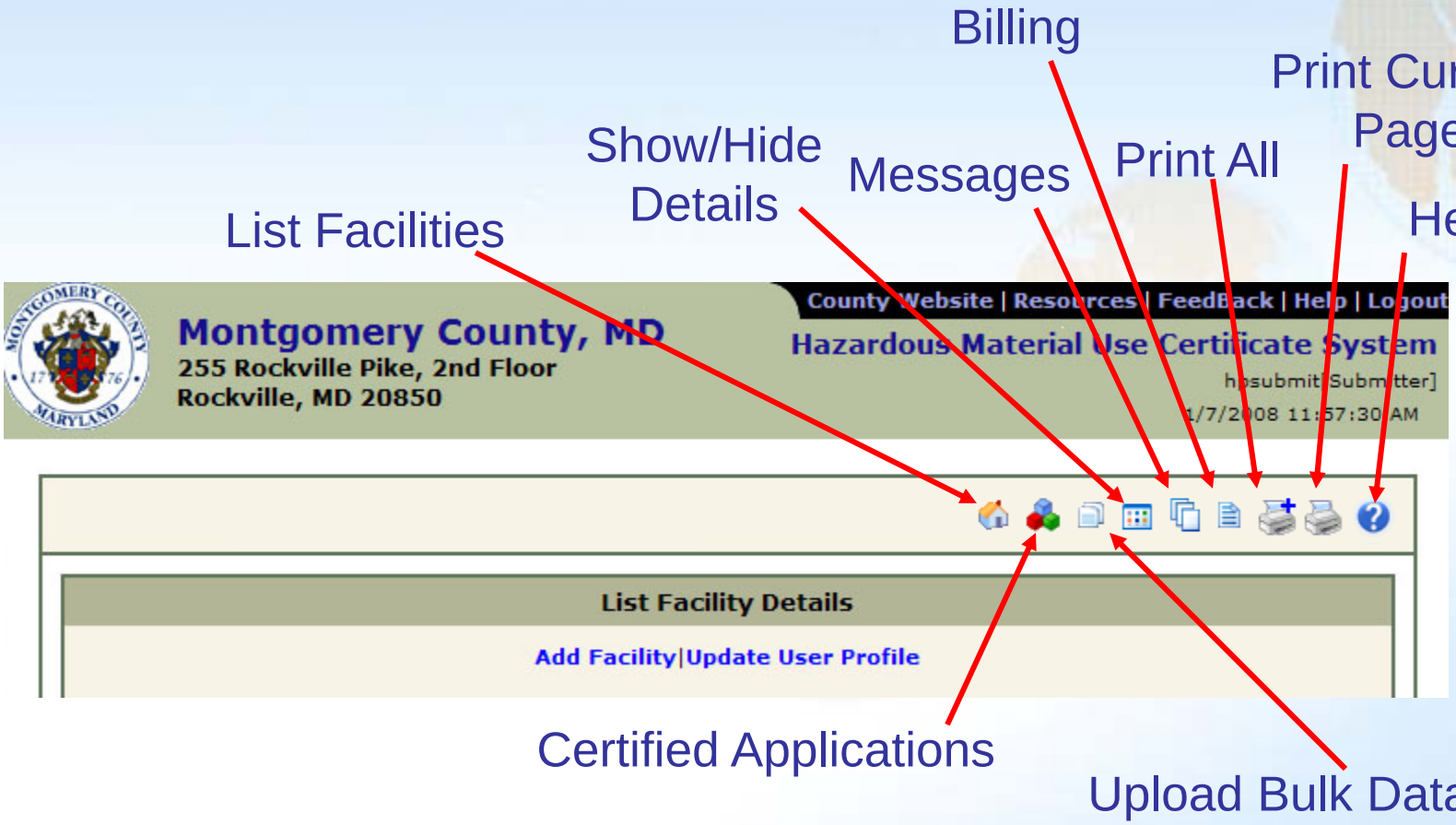
ID	Facility Name - Address	Municipality	Delete	Hazmat Use Certificate				
				Category	Apply/ Renew	Expiration Date	Appln. Status	Appln. Mode
34	ACTERNA GERMANTOWN, MD 20876						Not Initiated	
54	ADVENTIST REHABILITATION HOSPITAL OF MARYLAND ROCKVILLE, MD 20850			High Use		8/1/2007	Approved	Hard Copy (Archived)

First [1 2 3 4 5 6 7 8 9 10] Last Page 5 of 22 (Total Results:215)

Show 10 rows per page

© 2008

External Page Icons

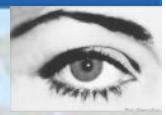


© 2008

Accessing the System

New User Account Registration
User Account Approval
Update User Profile

© 2008



HOW TO REGISTER FOR A USER ACCOUNT

© 2008

New User Registration Steps

IDSi International

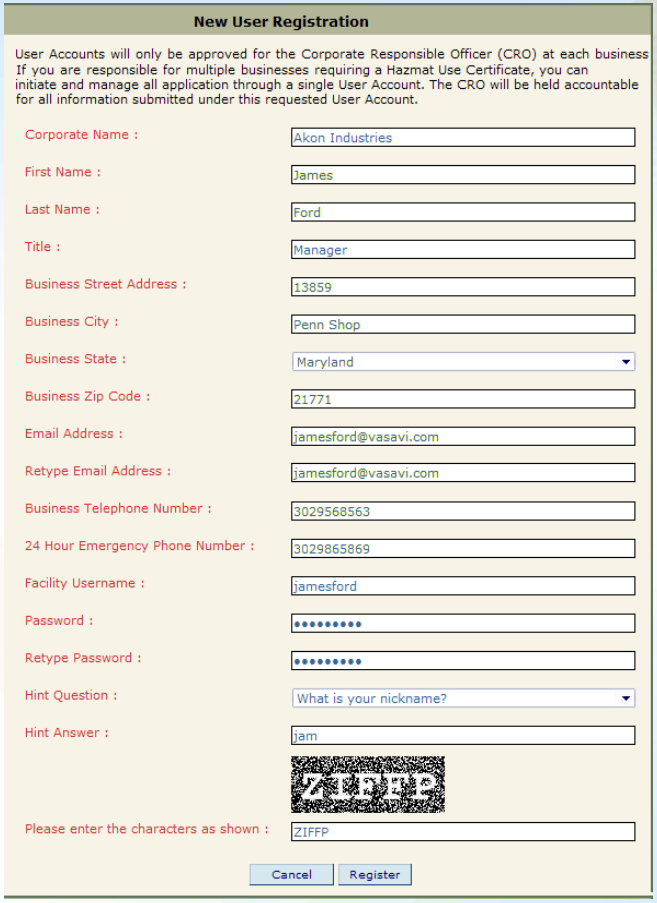
1 Enter the site.

Enter Training Site:

http://www.idsiinternational.com/hazpermit/submit

2 Click New User?

3 Register.

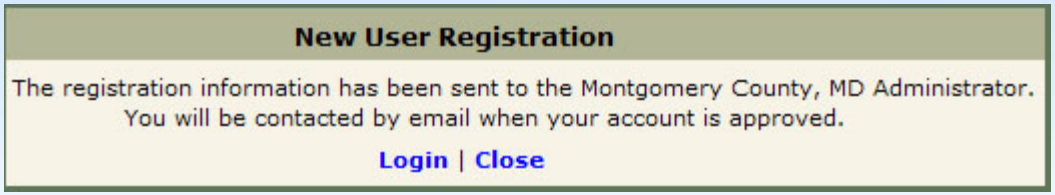


© 2008

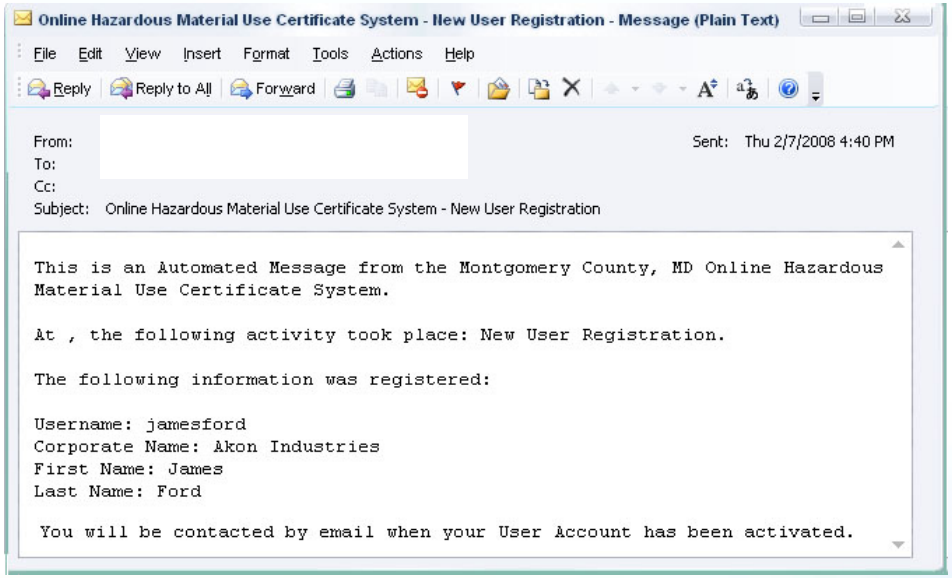
New User Registration Steps

IDSi International

4 **Click Close and wait for account approval email.**



5 **Submitter and Admin receive registration email notification.**



© 2008

Approve User Account Steps

IDSi International

6 Submitter Logs In

7 Reset Password

© 2008

Approve User Account Steps

IDSi International

8 **Reset Password**

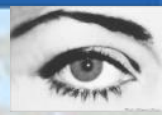
9 **Confirm Password**

© 2008

Application Criteria

Application Categories
Fees

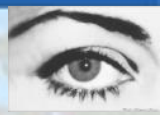
© 2008



Application Criteria

© 2008

Application Categories



Users can apply for 4 permit types.

1. Light Use

2. General Use

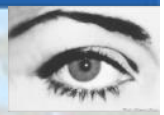
3. High Use

4. SARA Use

© 2008

Application Criteria

IDSi International



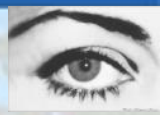
Applications are categorized as Light Use when the following requisites are met:

- Hazardous chemicals quantities equal to or greater than 50 lbs or 5 gals.
- If a single extremely hazardous chemicals less than TPQ with quantities equal to or greater than 1 lb and less than 2 lbs.
- Medical Laboratories, School Laboratories, Research and Commercial Laboratories using extremely hazardous chemicals with quantities not more than 1 lb.
- Pools
  - Open for Less than 120 consecutive days
  - Open for More than 120 consecutive days

© 2008

Application Fees

IDSi International

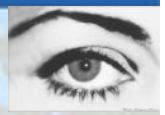


Fee calculation for Light Use facilities are:

- Submission Period –
  - 01st May
  - 01st Jun for Pools.
  - 01st Feb for fee exempt facilities.
- New Permit – $ 175.00
- Renewal Permit - $ 100.00
- Seasonal Pools
  - Less than 120 consecutive days - $ 50.00
  - More than 120 consecutive days - $ 100.00
- Resubmission Fee – $ 50.00
- Extension Fee - $ 50 (for 1st 30 day and additional $25 after)
- Late Fee –
  - 30 days after the required filing date -- 10% of original filing fee.
  - 60 days after the required filing date -- 20% of original filing fee.
  - 90 days after the required filing date -- 50% of original filing fee.
  - 180 days after the required filing date – 100% of original filing fee.

© 2008

Application Criteria



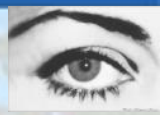
Applications are categorized as General Use When the following requisites are met:

- Hazardous chemicals with aggregate quantities:
  - Less than 2000 lbs or 220 gals but
  - Equal to or greater than 500 lbs or 55 gals
- Extremely hazardous chemicals less than TPQ with quantities greater than 2 lbs and less than 10 lbs.
- Medical Laboratories, School Laboratories, Research and Commercial Laboratories using extremely hazardous chemicals with quantities:
  - Hazardous chemical equal to or greater than 5 lbs or 1 gal
  - Extremely hazardous chemical greater than 1 lb.
- Pools
    - Open for Less than 120 consecutive days
    - Open for More than 120 consecutive days

© 2008

Application Fees

IDSi International



Fee calculation for General Use facilities are:

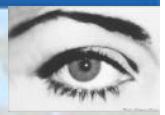
- **Submission Period –**
  - 01st Sep
  - 01st Jun for Pools.
  - 01st Feb for fee exempt facilities.

- **New Permit – $ 400.00**
- **Renewal Permit - $ 250.00**
- **Seasonal Pools**
  - Less than 120 consecutive days - $ 115.00
  - More than 120 consecutive days - $ 250.00
- **Resubmission Fee – $ 100.00**
- **Extension Fee - $ 50 (for 1st 30 day and additional $25 after)**
- **Late Fee –**
  - 30 days after the required filing date -- 10% of original filing fee.
  - 60 days after the required filing date -- 20% of original filing fee.
  - 90 days after the required filing date -- 50% of original filing fee.
  - 180 days after the required filing date – 100% of original filing fee.

© 2008

Application Criteria

IDSi International



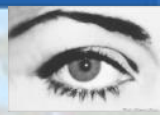
Applications are categorized as <u>High Use</u> when the following requisites are met:

- Hazardous chemicals with aggregate quantities equal to or greater than 2000 lbs or 220 gals
- Extremely hazardous chemicals less than TPQ with quantities greater than 10 lbs.
- Pools
    - Open for Less than 120 consecutive days
    - Open for More than 120 consecutive days

© 2008

Application Fees

IDSi International



Fee calculation for High Use facilities are:

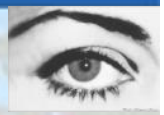
- **Submission Period –**
  - 01st Aug
  - 01st Jun for Pools.
  - 01st Feb for fee exempt facilities.

- **New Permit – $ 800.00**
- **Renewal Permit - $ 400.00**
- **Seasonal Pools**
  - Less than 120 consecutive days - $ 185.00
  - More than 120 consecutive days - $ 400.00
- **Resubmission Fee - $150.00**
- **Extension Fee - $ 50 (for 1st 30 day and additional $25 after)**
- **Late Fee –**
  - 30 days after the required filing date -- 10% of original filing fee.
  - 60 days after the required filing date -- 20% of original filing fee.
  - 90 days after the required filing date -- 50% of original filing fee.
  - 180 days fter the required filing date – 100% of original filing fee.

© 2008

Application Criteria

IDSi International



Application categorized as <u>SARA Use</u> when the following requisites are met:

- Hazardous chemicals with aggregate quantities:
  - 10000 lbs or greater or
  - EHS is over TPQ

- Pools
  - Open for Less than 120 consecutive days
  - Open for More than 120 consecutive days

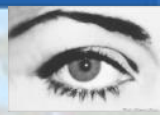
Fuel dispensing facilities with:

- Gasoline, quantities exceeding 75,000 gals
- Diesel Fuel, quantities exceeding 100,000 gals.

© 2008

Application Fees

IDSi International



Fee calculation for SARA Use facilities are:

- **Submission Period –**
  - 01st Mar
  - 01st Mar for Pools.
  - 01st Mar for fee exempt facilities.

- **New Permit – $ 1500.00**
- **Renewal Permit - $ 1000.00**
- Seasonal Pools
  - Less than 120 consecutive days - $ 225.00
  - More than 120 consecutive days - $ 1000.00
- **Resubmission Fee – $ 200.00**
- **Extension Fee - $ 50 (for 1st 30 day and additional $25 after)**
- **Late Fee –**
  - 30 days after the required filing date -- 10% of original filing fee.
  - 60 days after the required filing date -- 20% of original filing fee.
  - 90 days after the required filing date -- 50% of original filing fee.
  - 180 days after the required filing date – 100% of original filing fee.

© 2008

Application Submission Navigation

© 2008

System Navigation

Steps tab

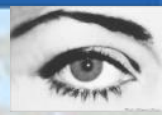
Sub-steps: highlighted when selected.

© 2008

Applications

Initial Applications
Renewal Applications
Extension Requests

© 2008

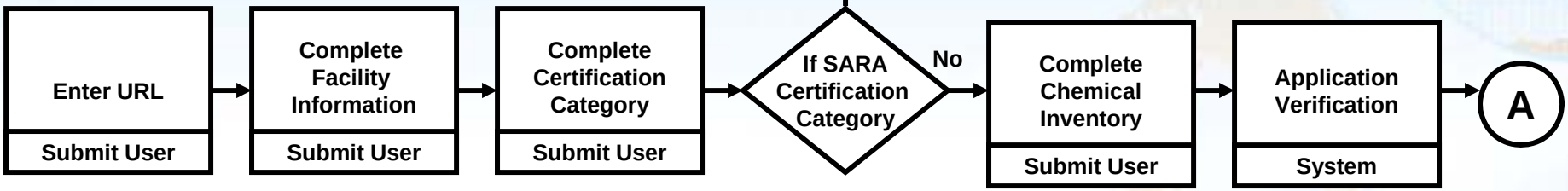


There are two types of submissions

1. Initial Submission
2. Renewal Submission

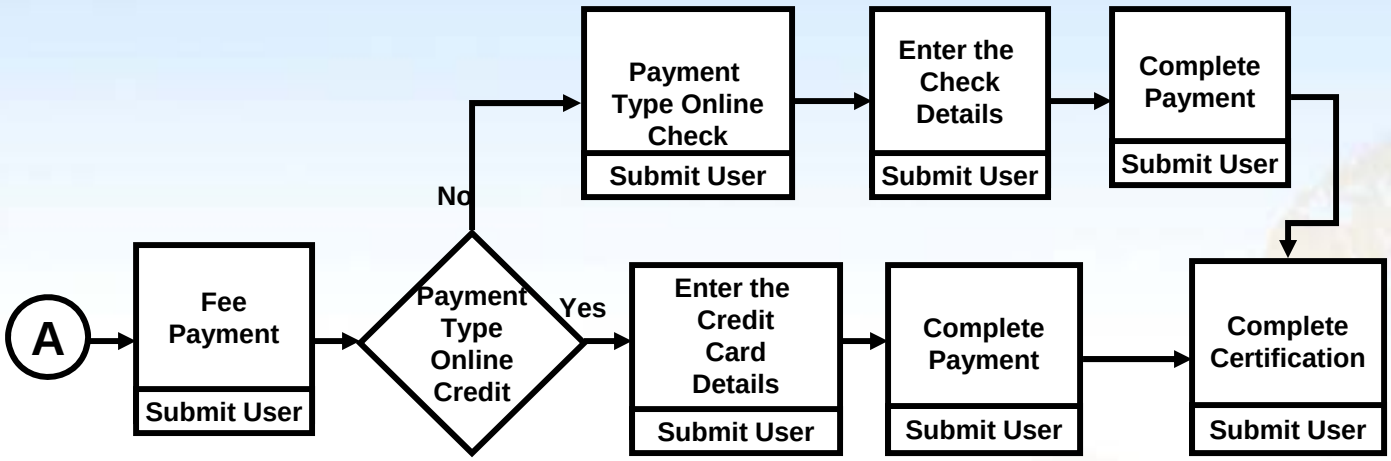
© 2008

Application Submission Process



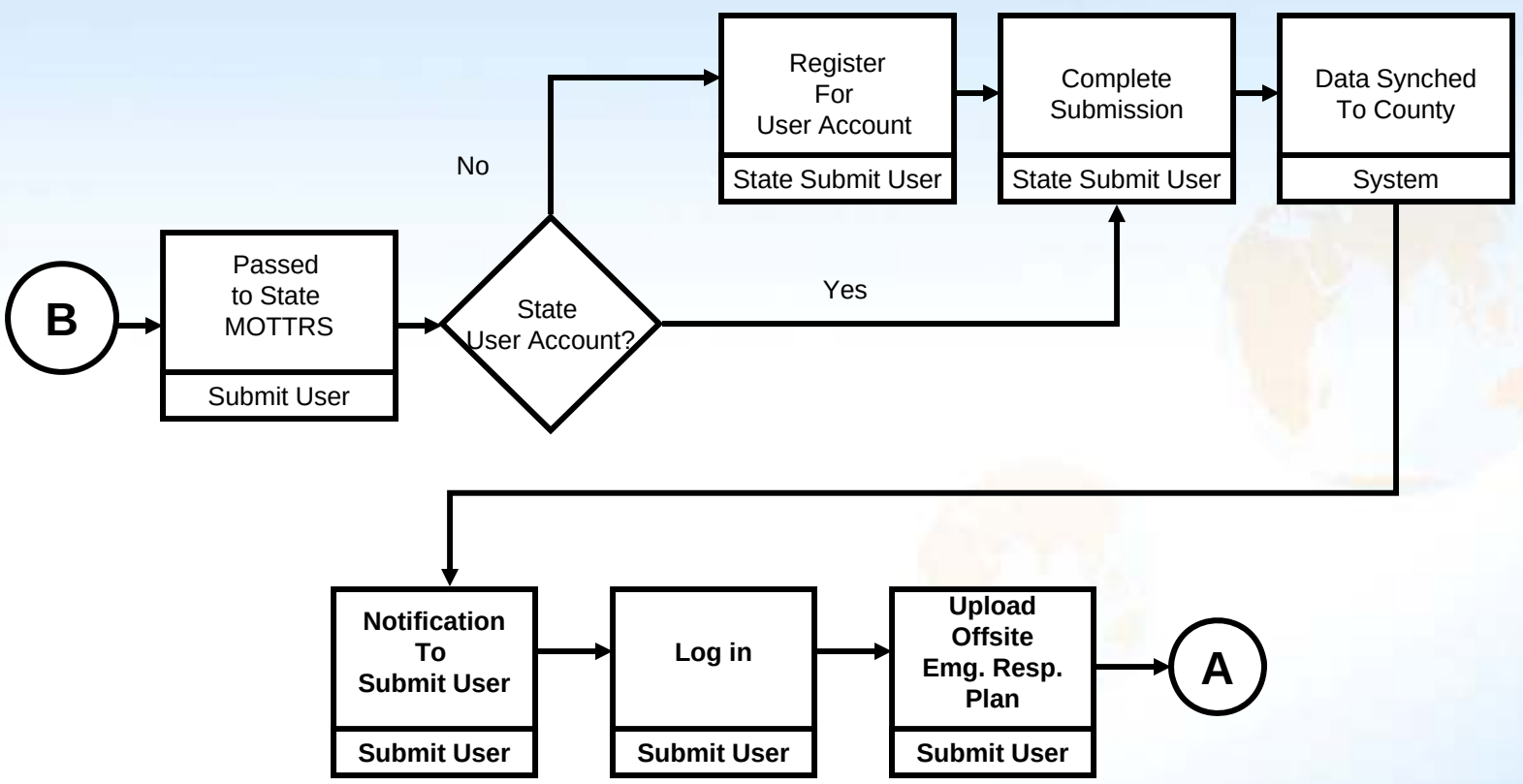
© 2008

Submission Process



© 2008

Application Submission Process



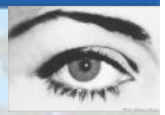
© 2008

Initial Certificate Submission Steps

Steps 1 - 7

© 2008

Initial Submission



Each submission process is completed in 7 steps.

Step 1 : Facility Information
Step 2 : Certification Category
Step 3 : Chemical Inventory
Step 4 : Emergency Response Plan
Step 5 : Application Verification
Step 6 : Fees
Step 7 : Certification

Note: Step 4 – Emergency Response Plan will only apply for facilities that are categorized as SARA Use and have an Extremely Hazardous Substance above the Threshold Planning Quantity.

© 2008

IDSi International

STEP – 1
Facility Information

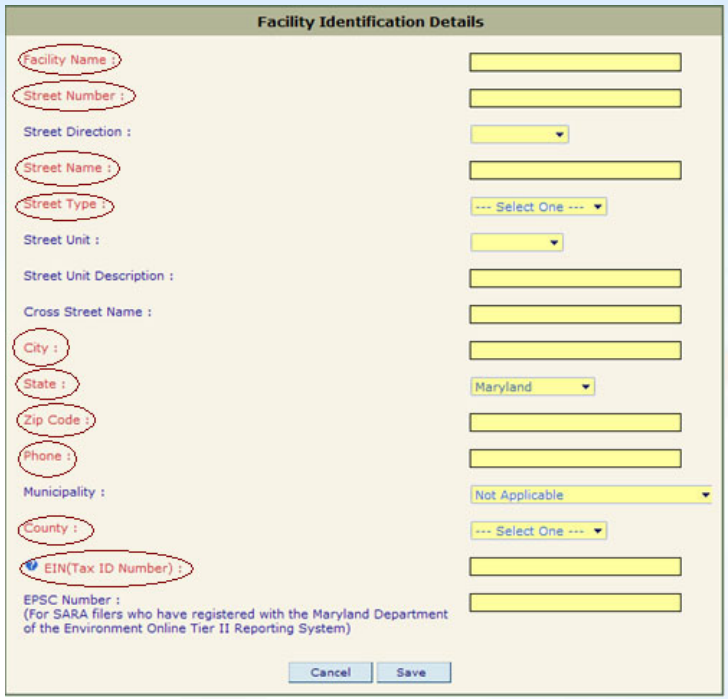
© 2008

Enter Facility Information Steps

IDSi International

1 **Add Facility**

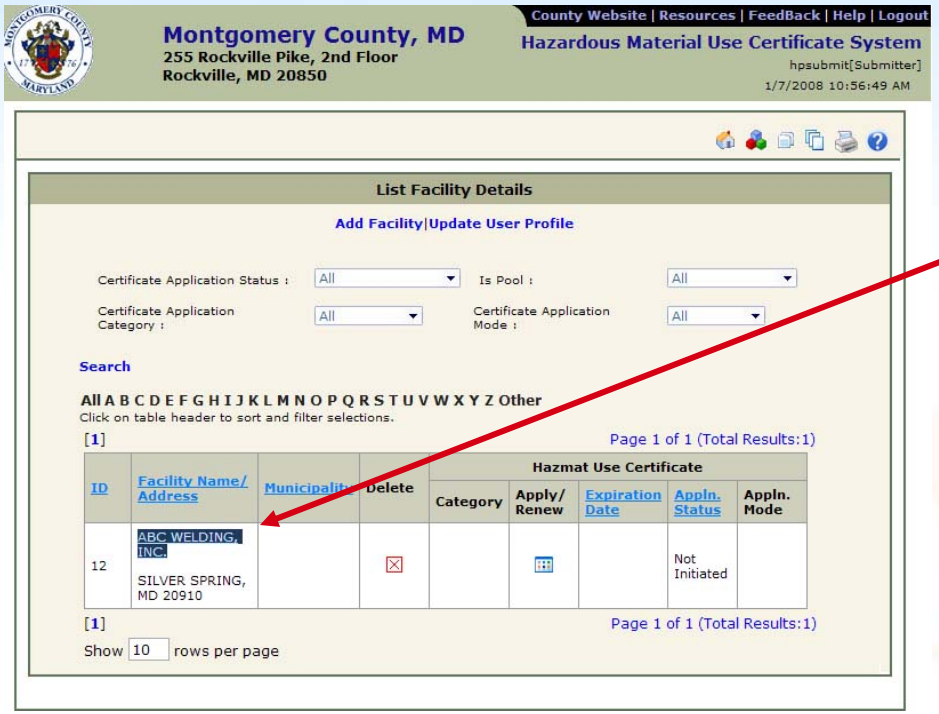
2 **Enter Facility Info and Save**



© 2008

Enter Facility Information Steps

3 **To edit the existing facility information, click the facility name**



© 2008

Useful Tips/Notes

IDSi International

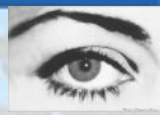
1) Facility Addresses must match the Montgomery County, MD GIS database. Fields are matched to Street Centerline GIS file: Street Number, Street Direction, Street Name, Street Type, and Zip Code. If the user adds locations that are not in the database, they will not be able to continue and will need the Helpdesk. Note that this may be a common support issue. Develop internal process to handle this situation.

2) The MOTTRS Number is a number used by the Maryland Department of the Environment to uniquely identify permitted facilities. This information is collected to identify a facility if submitting a SARA application.

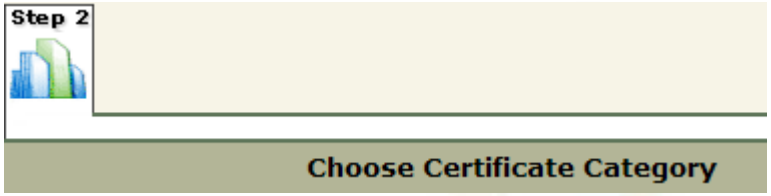
© 2008

Enter Certification Category Steps

IDSi International



STEP – 2
Certification Category

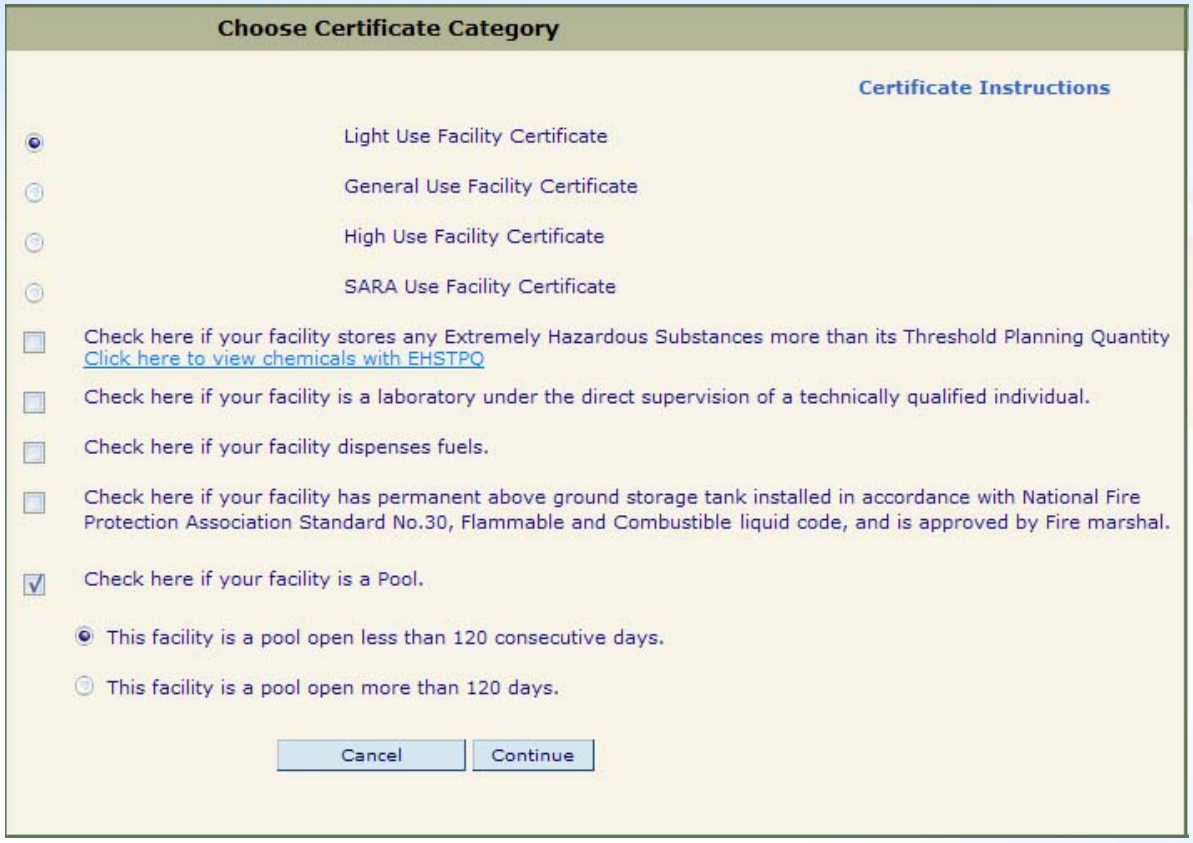


© 2008

Enter Certification Category Steps

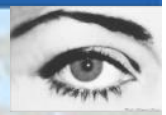
IDSi International

1 **Select the category and other qualifying criteria**



© 2008

Useful Tips/Notes

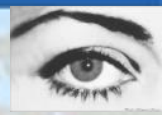


1) The system will check whether the application category selected is valid after Step 3, entering chemical inventory step.

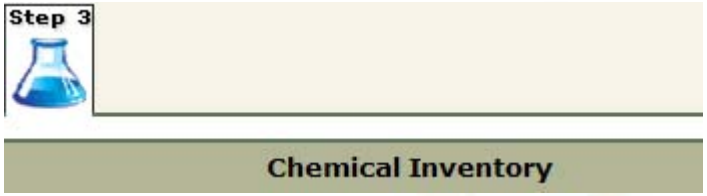
© 2008

Enter Chemical Inventory Steps

IDSi International



STEP – 3
Chemical Inventory



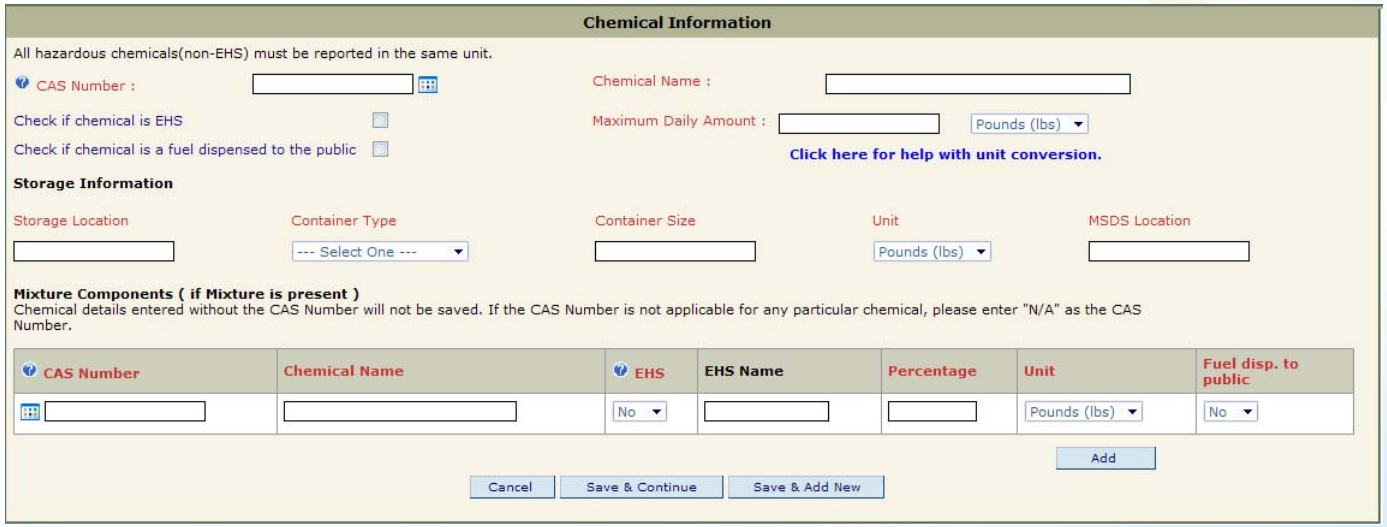
© 2008

Enter Chemical Inventory Steps

1

List page will appear. Add Chemical.

2



© 2008

Enter Chemical Inventory Steps

IDSi International

1 **Enter manually or use the CAS Number Lookup.**

CAS Number :

2a **Pick CAS Number directly from the Lookup listing.**

Hazmat Certificate Application - Windows Internet Explorer

http://www.idsiinternational.com/hazpermit/GenericLookUps.asp?TN=TS2_CHEMS&LN=Chemical&JF=putChemical&WC=&MS=I

Search for Chemical where

Search

List of Chemical

The Chemical list is for look up purposes only. It is not a complete, verified chemical list. If you find a discre 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.

[1 2 3 4 5 6 7 8 9 10] Last Page 1 of 7291 (Total Res

ID	Cas Number	Chemical Name
1	2398-96-1	0-2-NAPHTHYL M,N-DIMETHYLTHIOCARBANILATE
2	89-98-5	0-CHLOROBENZENECARBOXYALDEHYDE
3	126-92-1	08-UNION CARBIDE
4	7429-90-5	0900X
5	98-08-8	1',1',1'-TRIFLUOROTOLUENE
6	79-27-6	1, 1, 2, 2-TETRABROMOETHANE
7	6358-53-8	1-(1-(2,5-DIMETHOXYPHENYL)AZO)-2-NAPHTHOL
8	75-35-4	1, 1-DICHLOROETHENE {VINYLIDENE CHLORIDE}
9	86-88-4	1-(1-NAPHTHYL)-2-THIOUREA
10	86-88-4	1-(1-NAPHTHYL)THIOUREA

[1 2 3 4 5 6 7 8 9 10] Last Page 1 of 7291 (Total Res

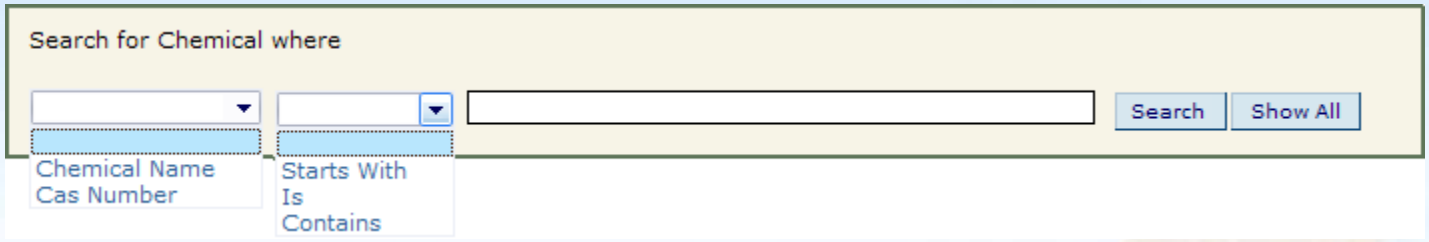
© 2008

Enter Chemical Inventory Steps

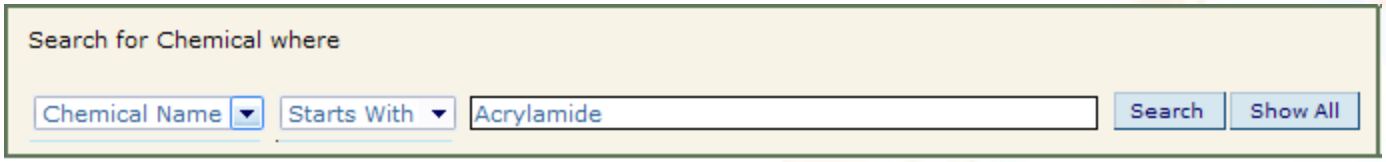
IDSi International

2b

CAS Number Search tool.



2c

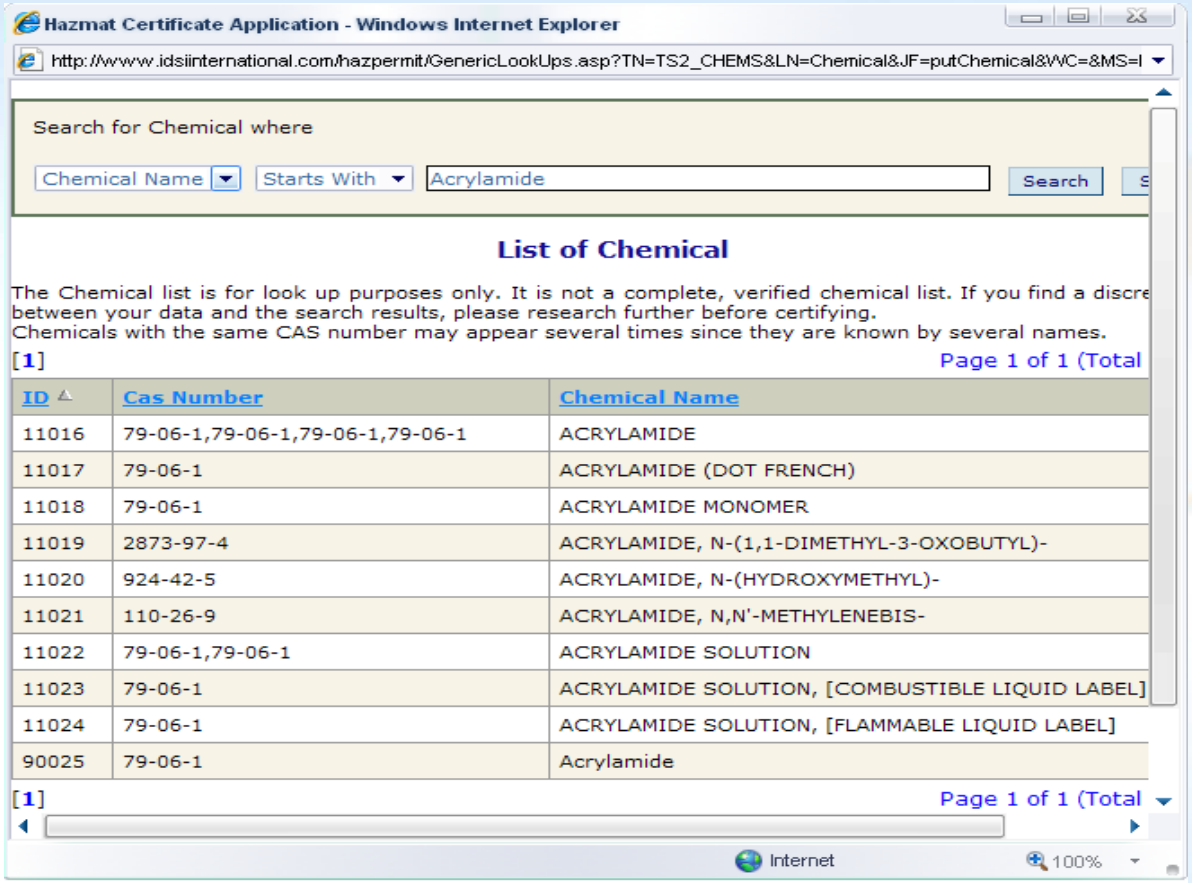


© 2008

Enter Chemical Inventory Steps

IDSi International

2d **Select CAS Number from the Search results listing.**

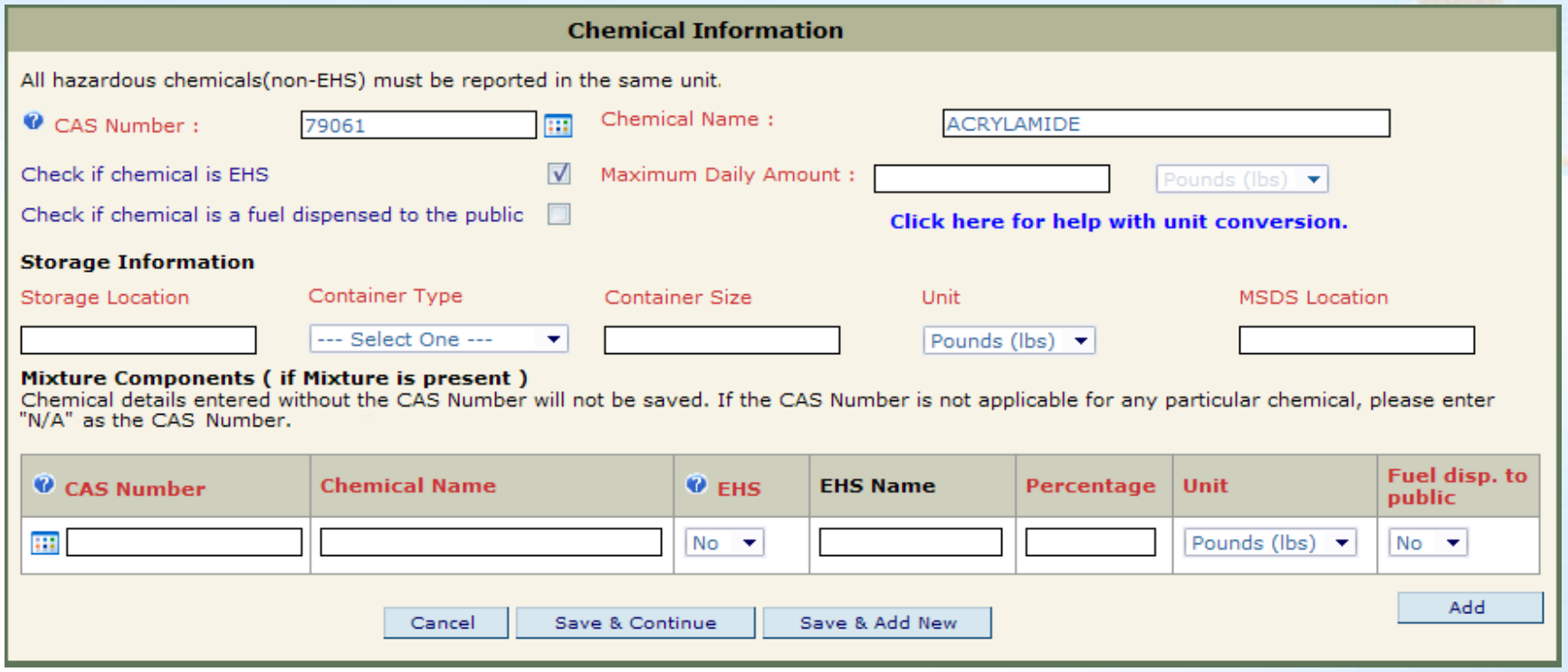


© 2008

Enter Chemical Inventory Steps

2e

CAS Number and Chemical Name populated once you choose from the Search results listing. EHS checked if found.

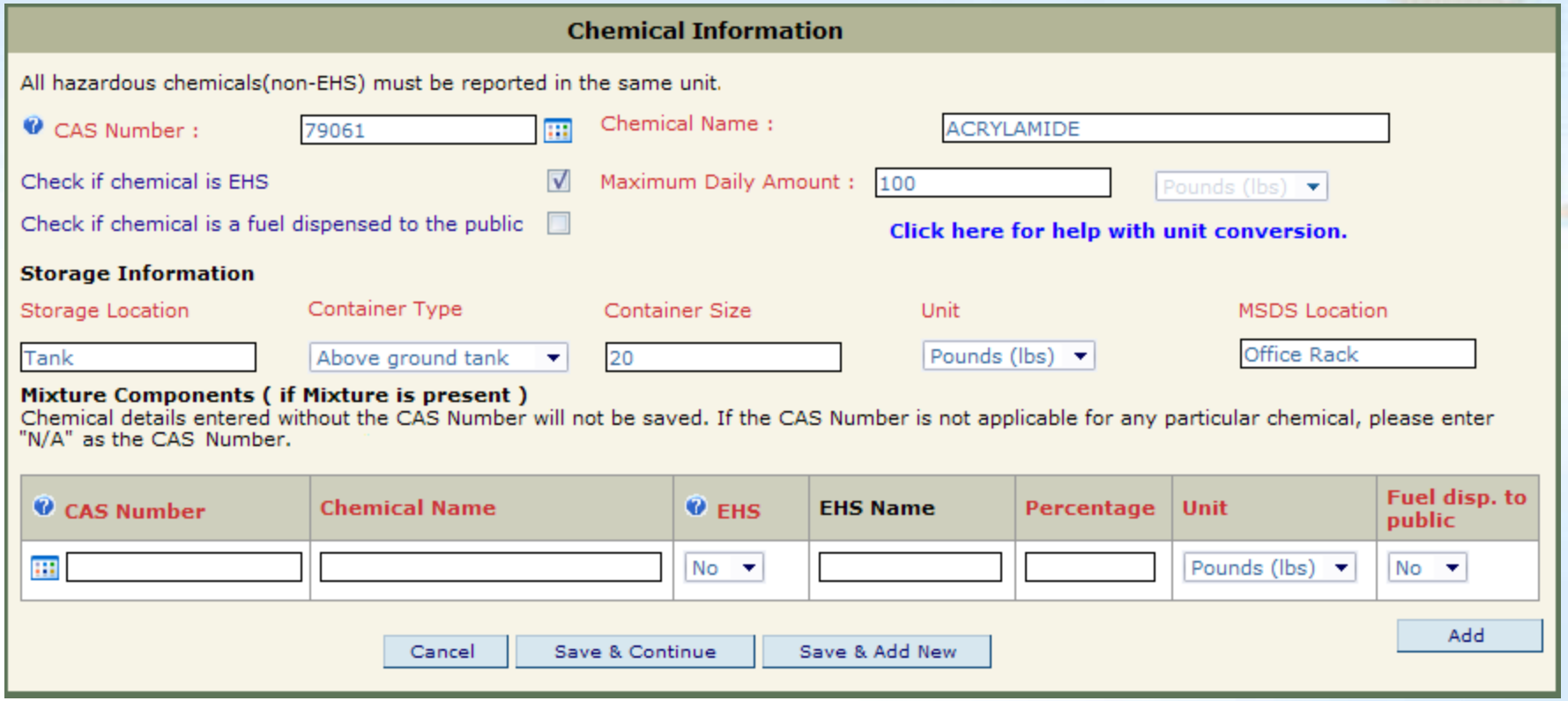


© 2008

Enter Chemical Inventory Steps

IDSi International

3 **Enter the rest of the Chemical information.**



© 2008

Enter Chemical Inventory Steps

IDSi International

4a **To convert units, click the conversion tool.**

Click here for help with unit conversion.

4b **Enter the specific gravity from MSDS and click Calculate.**

4c **Display results.**

DENSITY UNIT CONVERSION CALCULATOR

Calculate

Specific Gravity	dimensionless	
gram per cubic centimetre	g cm^{-3}	
kilogram per cubic metre	**kg m^{-3}**	
gram per litre	g l^{-1}	
pound per cubic inch	lb in^{-3}	
pound per cubic foot	lb ft^{-3}	
pound per gallon (Imperial)	lb gal^{-1}	
pound per gallon (US)	lb gal^{-1}	

Reset

Calculate

Specific Gravity	dimensionless	8.5
gram per cubic centimetre	g cm^{-3}	8.5
kilogram per cubic metre	**kg m^{-3}**	8500
gram per litre	g l^{-1}	8500
pound per cubic inch	lb in^{-3}	0.3070819999
pound per cubic foot	lb ft^{-3}	530.6378
pound per gallon (Imperial)	lb gal^{-1}	85.190509999
pound per gallon (US)	lb gal^{-1}	70.935949999

Reset

© 2008

Enter Chemical Inventory Steps

IDSi International

6 **Chemical Inventory.**

Chemical Inventory

EHS : All

Search

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

Click on table header to sort and filter selections.

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

Chemical ID	CAS	Chemical Name	EHS	Qty Stored	MSDS	Delete
271892	79061	ACRYLAMIDE	Yes	10000 lbs	MSDS	☒

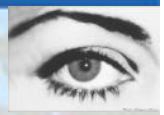
Number of chemicals : 1

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

Show 10 rows per page Cancel Add Chemical Next Step

© 2008

Useful Tips



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 off.

2) If you choose your certification category as a General Use Facility and checked off 'Check here if your facility dispenses fuels' check box, then you should check off the 'Check if chemical is a fuel dispensed to the public' check box on the Add Chemical page.

3) Whatever unit is used first must be used for the whole record. For, example if you start to submit in gallons, all chemicals must be submitted in gallons.

© 2008

4) If you have an EHS over the TPQ or not, then you must choose units as lbs.

© 2008

Enter ERP Steps

IDSi International

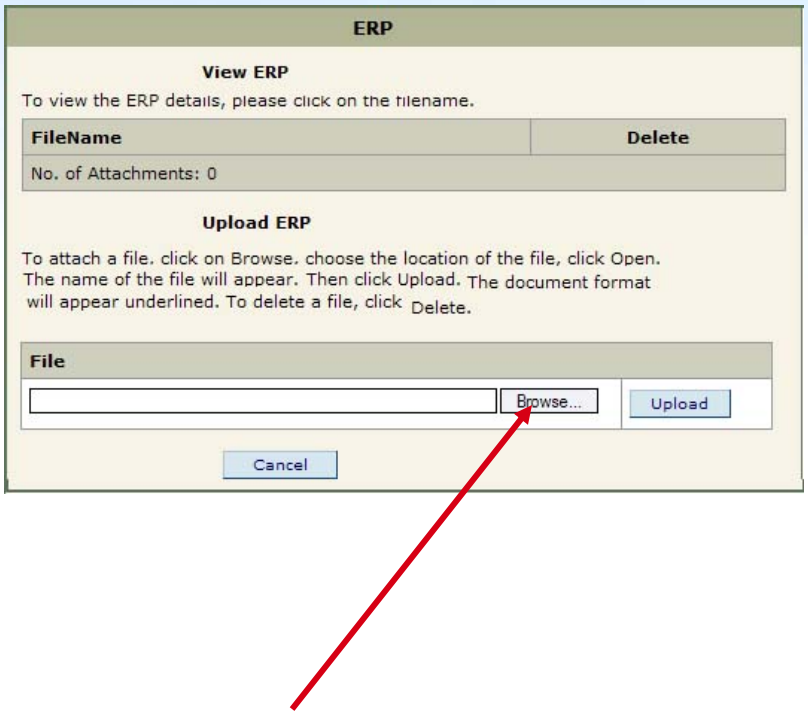
STEP – 4
Emergency Response Plan

© 2008

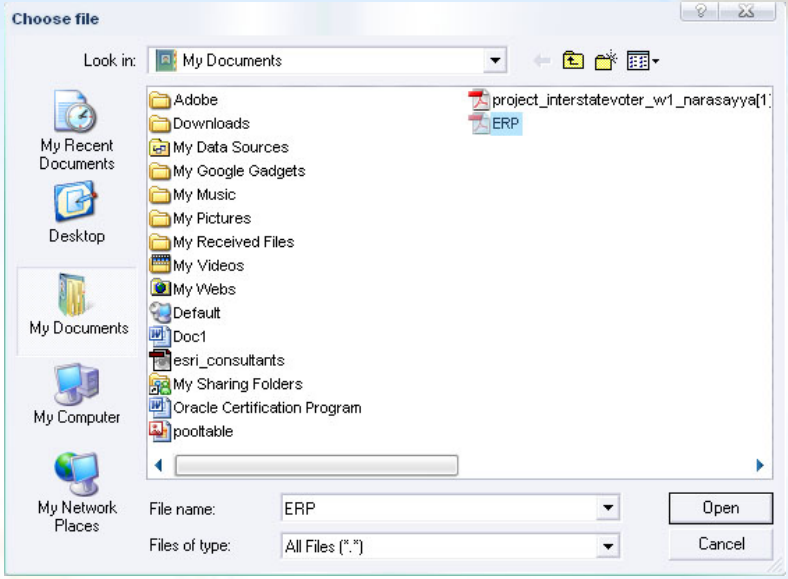
Enter ERP Steps

IDSi International

1 **To attach, start by clicking Browse**



2 **Identify the location of ERP on network. Click Open**

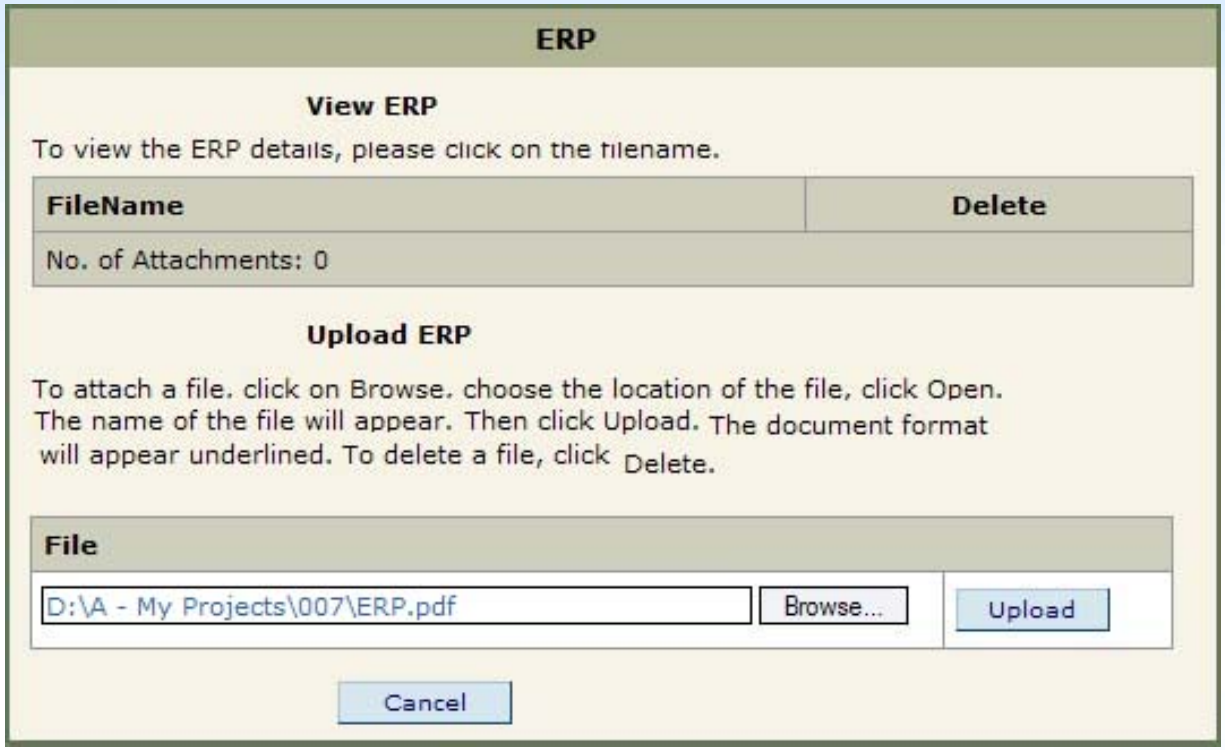


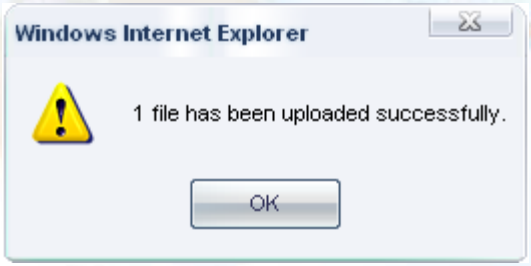
© 2008

Enter ERP Steps

IDSi International

3 **Upload the ERP**



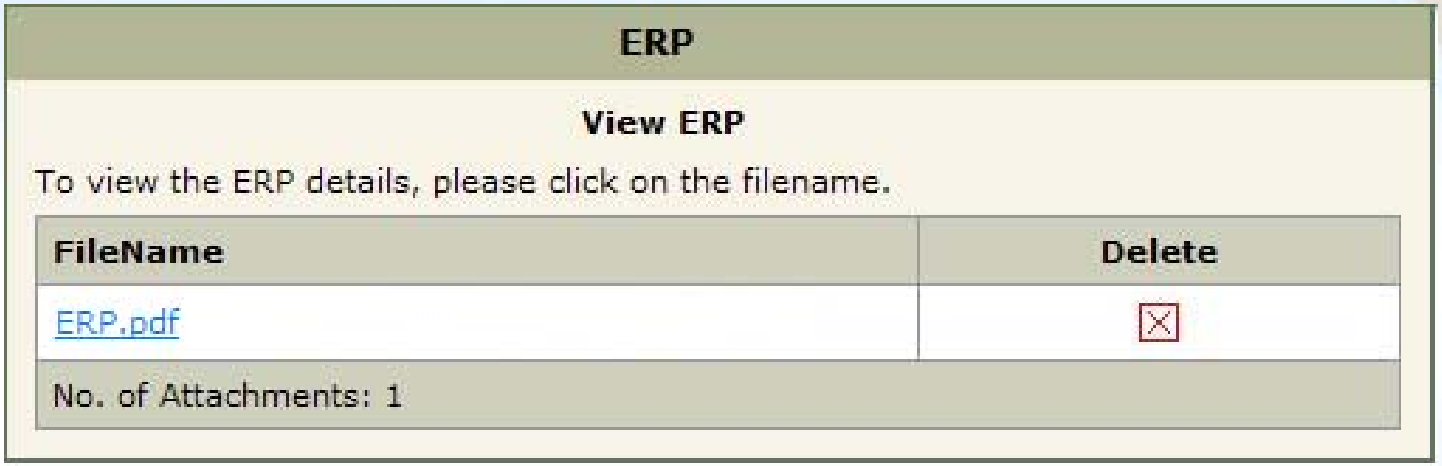


© 2008

Enter ERP Steps

4

Uploaded ERP. Click to view file. Click Delete to remove file.



ERP

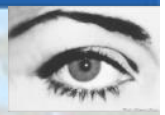
View ERP

To view the ERP details, please click on the filename.

FileName	Delete
ERP.pdf	☒
No. of Attachments: 1	

© 2008

Useful Tips/Notes



1) **Users can only upload ERP attachments with the following file types:**

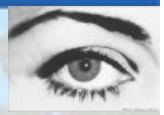
   bmp, doc, dxf, dwg, gif, html, htm, jpeg, jpg, jng, tiff, txt, xls, vsd, zip, pdf.

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

© 2008

Application Verification Steps

IDSi International



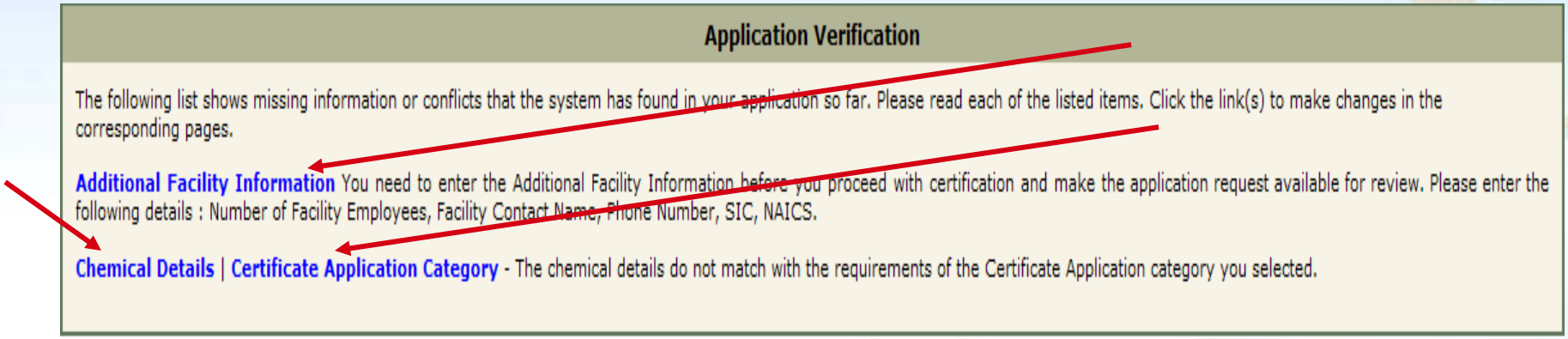
STEP – 5
Application Verification

© 2008

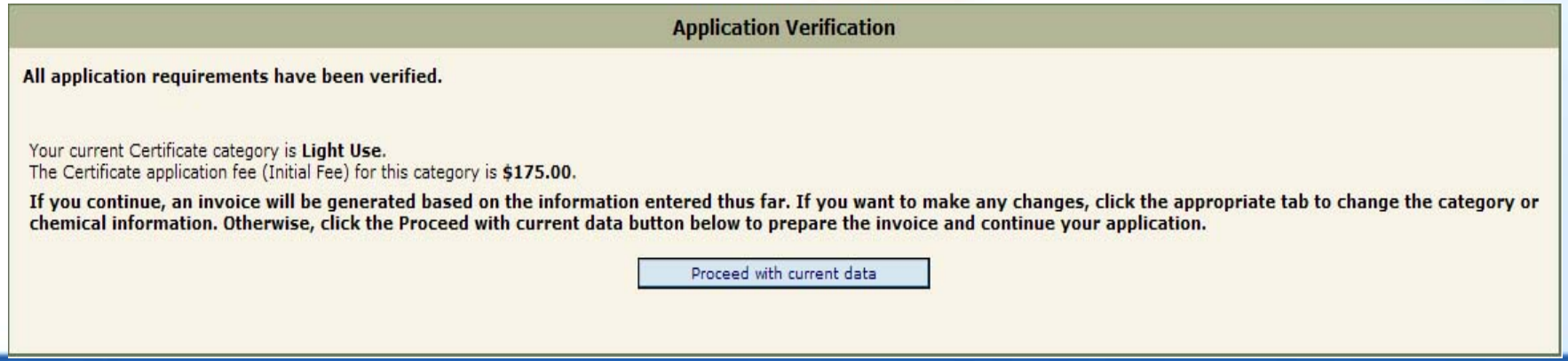
Application Verification Steps

IDSi International

1. **Application will check for consistency of rules between Category selected and Chemical Inventory entered. Display errors. Click Blue Link to bring user to problem page. Process will iterate till no errors found.**

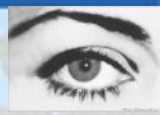


2.



© 2008

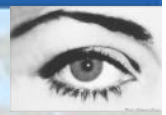
Useful Tips/Notes



1) **Sometimes users may not be able to resolve the conflict found by the system because the user has wrong information or does not understand the Application rules. This may be a common Helpdesk issue.**

© 2008

Enter Fees Steps



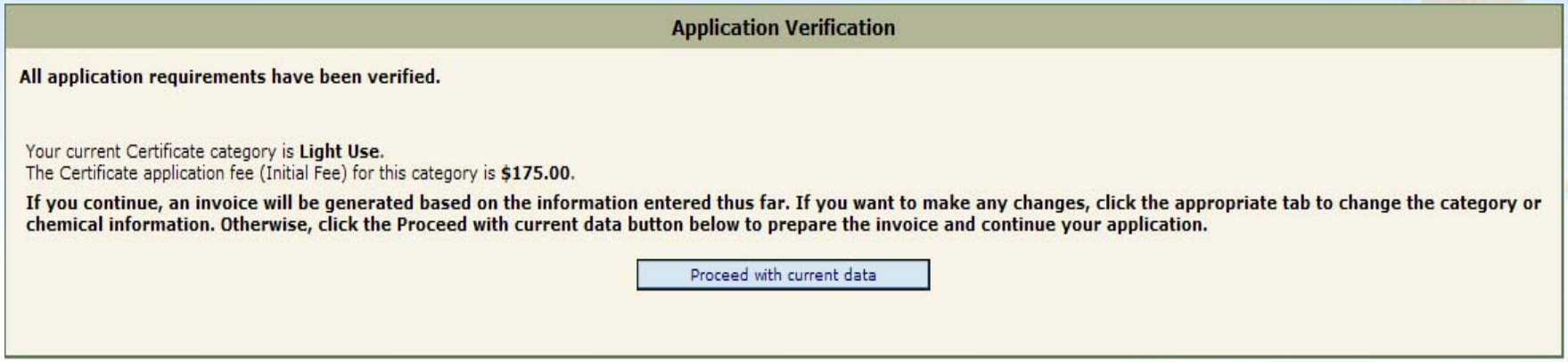
STEP – 6
Fees

© 2008

Pay Fees Steps

IDSi International

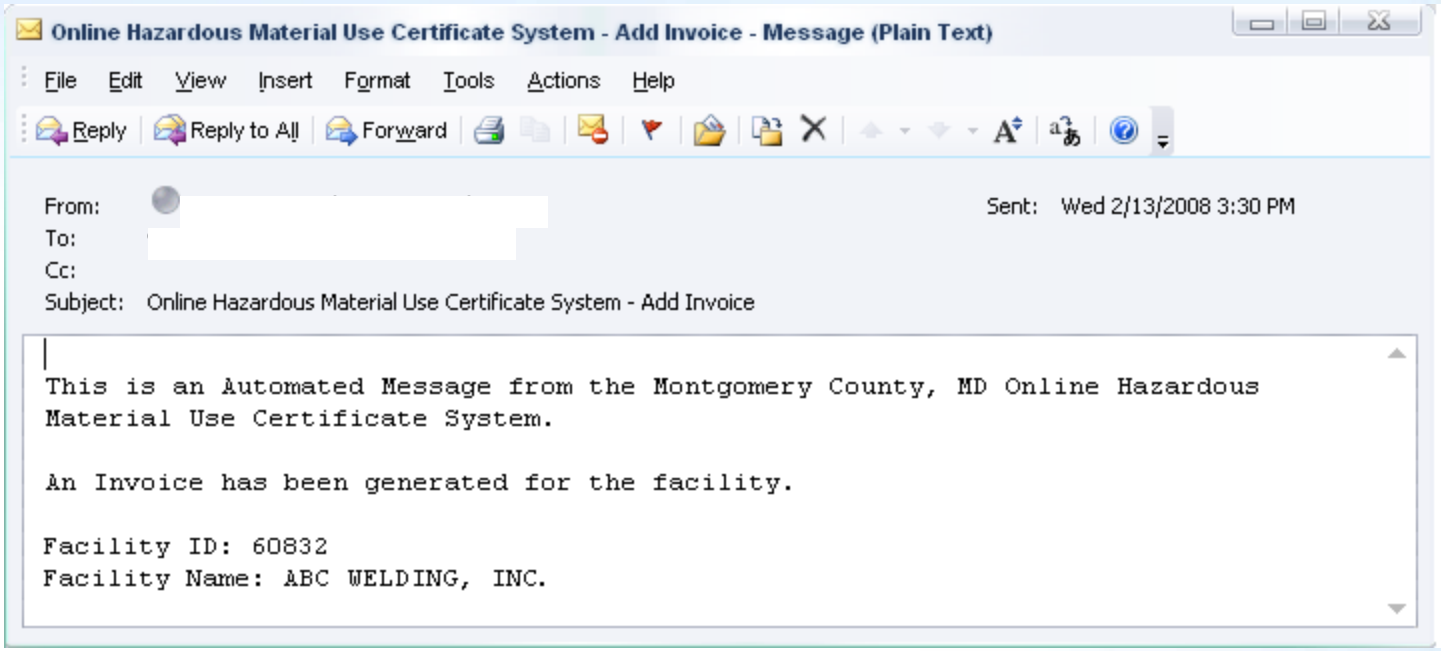
1 **Click on the 'Proceed with Current data' button to generate the invoice.**



© 2008

Pay Fees Online

2 **Email notification sent to Admin when the invoice is generated by the Submitter.**



© 2008

Pay Fees Steps

IDSi International

2 **Select all fees to be paid by checking box on left. Click Pay Selected.**

Fee Details For Certificate application:6083

Invoice Number	Invoice Type	Invoice Amount($)	Received Amount($)	Adjustment Amount($)	Due($)	Payment($)
☑ 3	Certificate Application Fee	175.00	0.00	0.00	175.00	Pay Now
Number of invoices : 2						

Pay Selected | Next Step

3 **Identify amount to be paid.**

Make a payment

Select Amount

- Invoice Amount: $175.00
- Balance Due: $0.00

Select Payment Method

- Check
  - Account Number:
  - Check Number:
  - Bank Name:
  - Check Date:
- Online Payment (Credit card or ACH)

Cancel | Submit

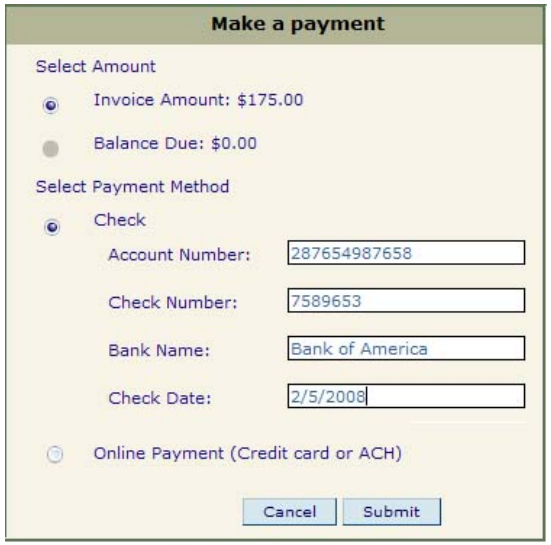
© 2008

Pay Fees by Check

IDSi International

4a

Select Check Commitment If Check, enter Details. Click Submit.



5a

Payment Confirmation Details will be displayed. If correct, click Submit. If incorrect, click Back to correct.

5c

Payment Details will be displayed. Click Next Step to Continue.

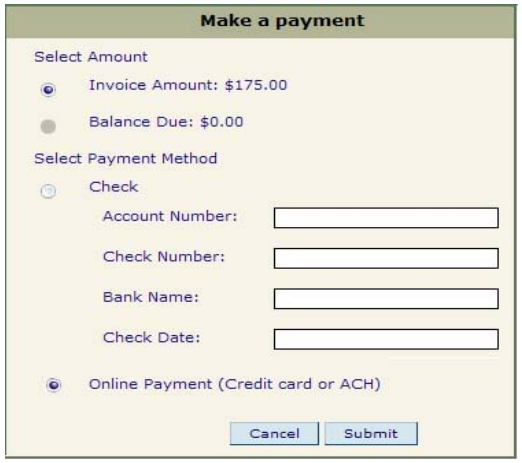
© 2008

Pay Fees Online

IDSi International

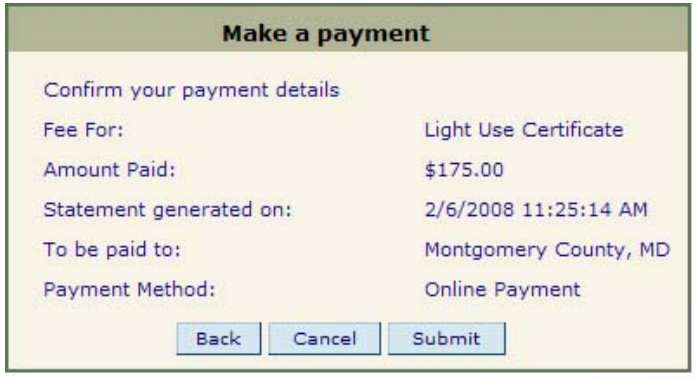
4b

Select Online Payment.



5b

Fee Amount Details will be displayed. If correct, click Submit. If incorrect, click Back to correct.



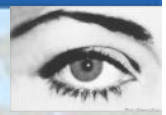
6b

Enter Credit Card Information.

© 2008

Enter Certification Details Steps

IDSi International



STEP – 7
Certification Details

© 2008

Enter Certification Details Steps

IDSi International

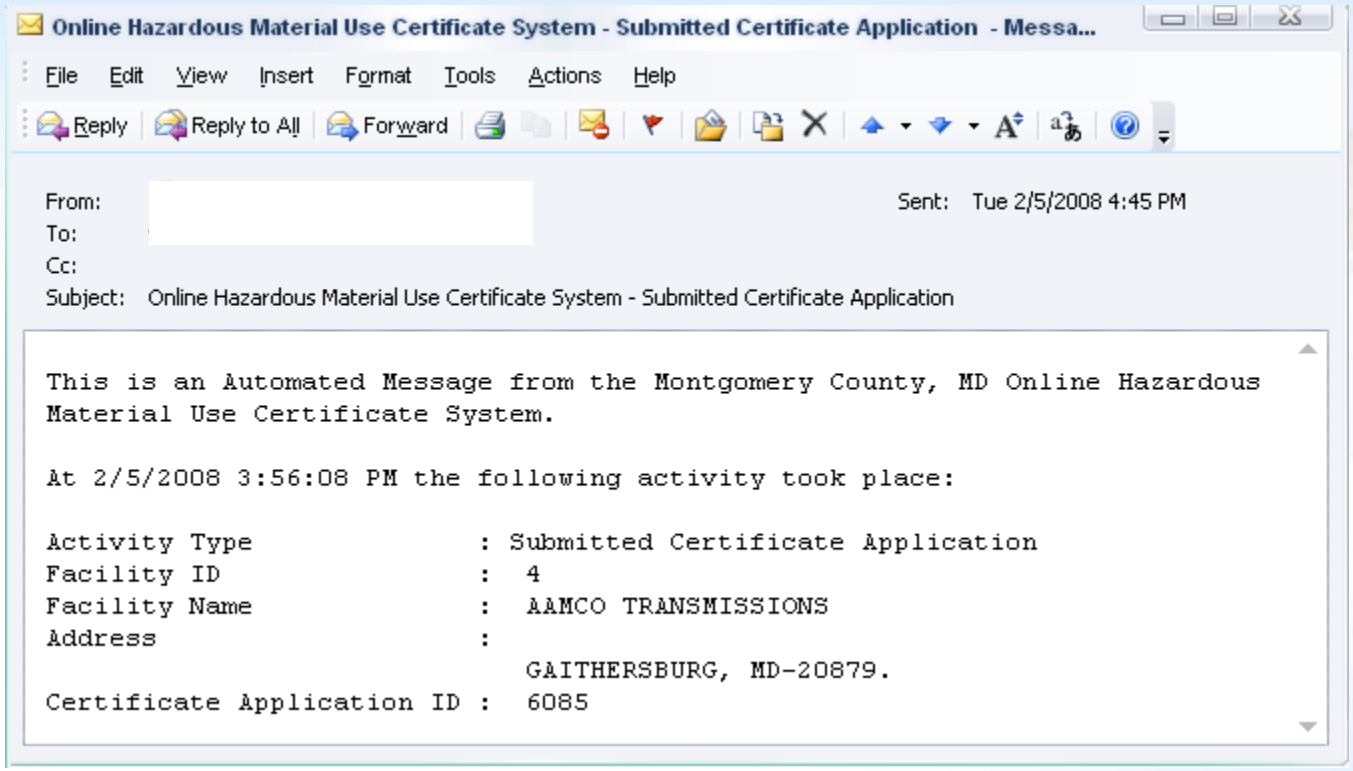
1 **Complete Certification details.**

© 2008

Enter Certification Details Steps

2

Admin and Submitter are notified about successful submission.



© 2008

Renewal Certificate Submission

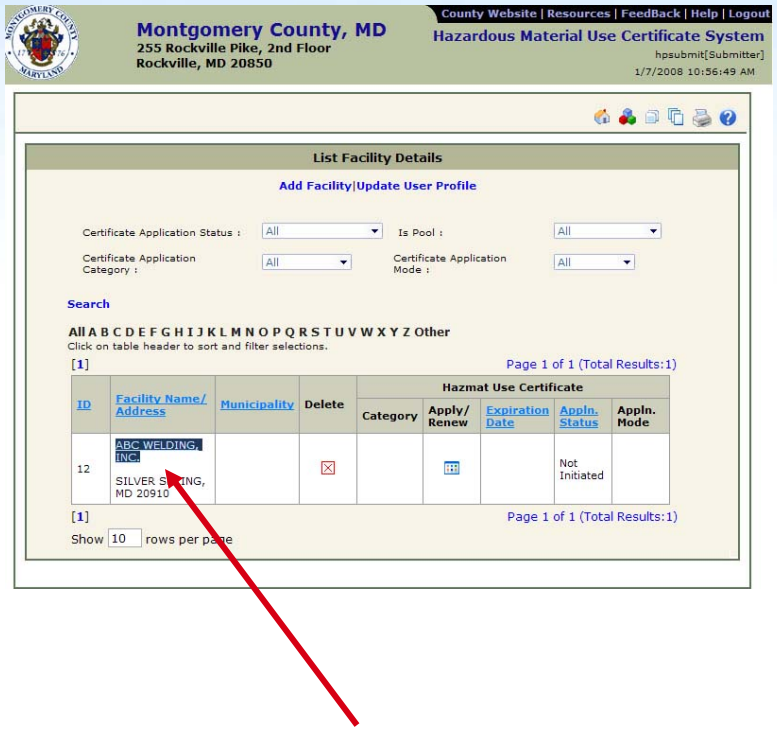
Steps 1 - 7

© 2008

Enter Renewal Submission Steps

IDSi International

1 **Select the facility to renew.**



2 **Select the option to Renew.**

© 2008

Enter Renewal Submission Steps

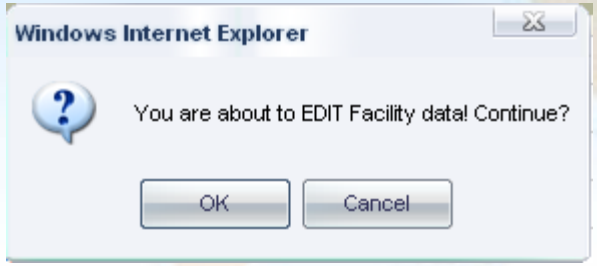
IDSi International

3 **Edit Facility Information.**

Facility Identification Details

Facility ID	4
Facility Name	AAMCO TRANSMISSIONS
Street Number	943
Street Direction	North
Street Name	FREDERICK
Street Type	Ave.
Street Unit	
Street Unit Description	
Cross Street Name	WATKINS MILL ROAD
City	GAITHERSBURG
State	Maryland
Zip Code	20879
Phone	(301)2993661
Municipality	
County	Montgomery
EIN(Tax ID Number)	52-0911957
EPSC Number (For SARA filers who have registered with the Maryland Department of the Environment Online Tier II Reporting System)	1234

Previous page | Edit | Next Step



© 2008

Enter Renewal Submission Steps

IDSi International

4 **Save changes and proceed to the next step.**

Facility Identification Details

Facility Name :	AAMCO TRANSMISSIONS
Street Number :	943
Street Direction :	North
Street Name :	FREDERICK
Street Type :	Ave.
Street Unit :	
Street Unit Description :	
Cross Street Name :	WATKINS MILL ROAD
City :	GAITHERSBURG
State :	Maryland
Zip Code :	20879
Phone :	(301)2993661
Municipality :	Not Applicable
County :	Montgomery
EIN(Tax ID Number) :	520911957
EPSC Number : (For SARA filers who have registered with the Maryland Department of the Environment Online Tier II Reporting System)	1234

Cancel Save

Facility Identification Details

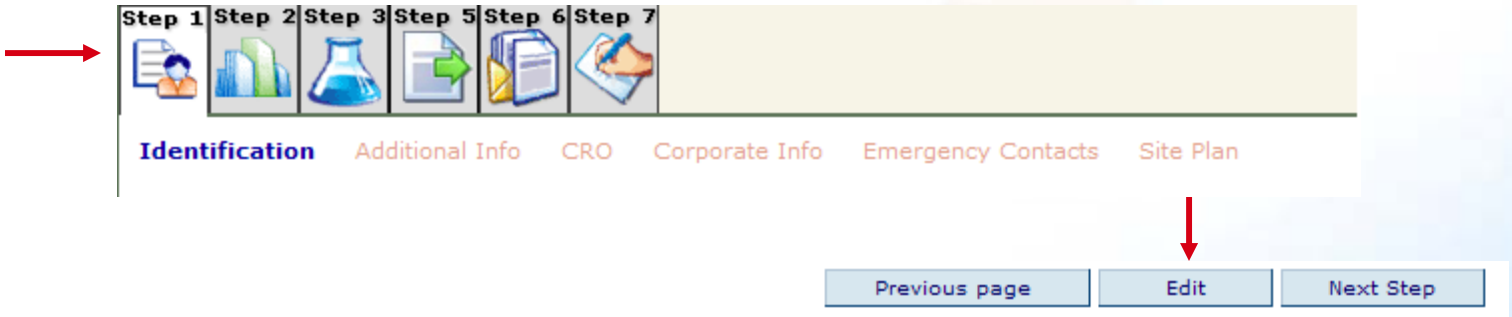
Facility ID	:	4
Facility Name	:	AAMCO TRANSMISSIONS
Street Number	:	943
Street Direction	:	North
Street Name	:	FREDERICK
Street Type	:	Ave.
Street Unit	:	
Street Unit Description	:	
Cross Street Name	:	WATKINS MILL ROAD
City	:	GAITHERSBURG
State	:	Maryland
Zip Code	:	20879
Phone	:	(301)2993661
Municipality	:	
County	:	Montgomery
EIN(Tax ID Number)	:	52-0911957
EPSC Number (For SARA filers who have registered with the Maryland Department of the Environment Online Tier II Reporting System)	:	1234

Previous page Edit Next Step

© 2008

Useful Tips/Notes

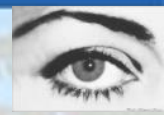
1) You can click on any of the sections to directly enter the information. For example you need to only change the facility address under the Facility Information, then click on STEP 1 and click on Facility Details section and click edit button and follow the steps.



© 2008

Initial/Renewal Submissions

IDSi International



STEP – 1
Facility Information

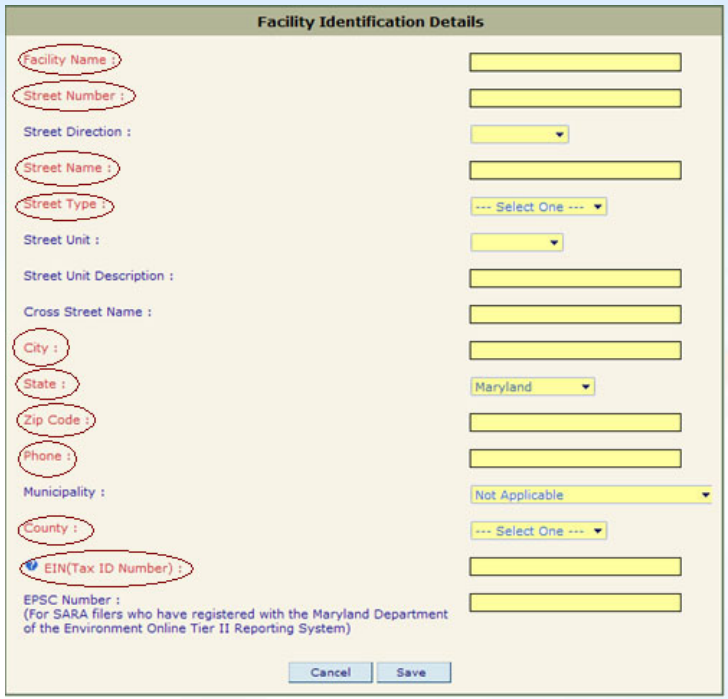
© 2008

Enter Facility Information Steps

IDSi International

1 **Add Facility**

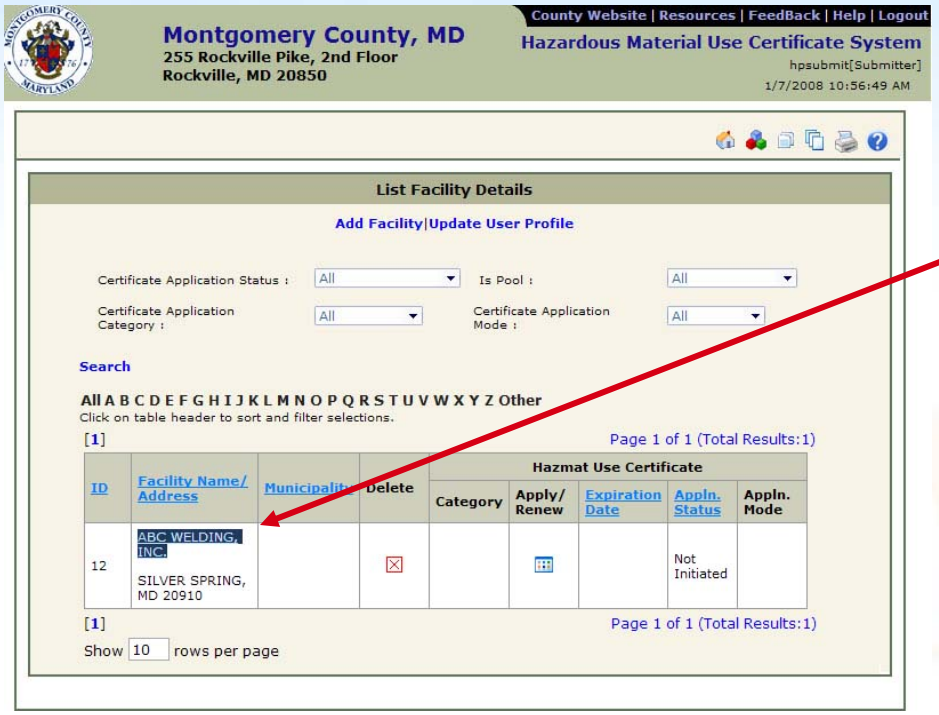
2 **Enter Facility Info and Save**



© 2008

Enter Facility Information Steps

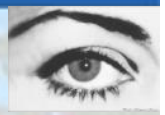
3 **To edit the existing facility information, click the facility name**



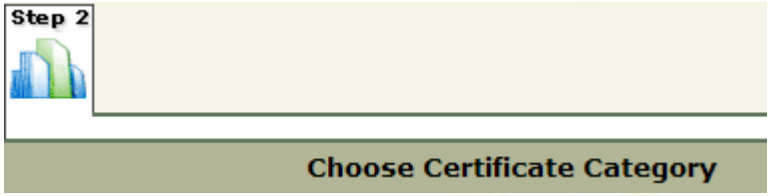
© 2008

Enter Certification Category Steps

IDSi International



STEP – 2
Certification Category

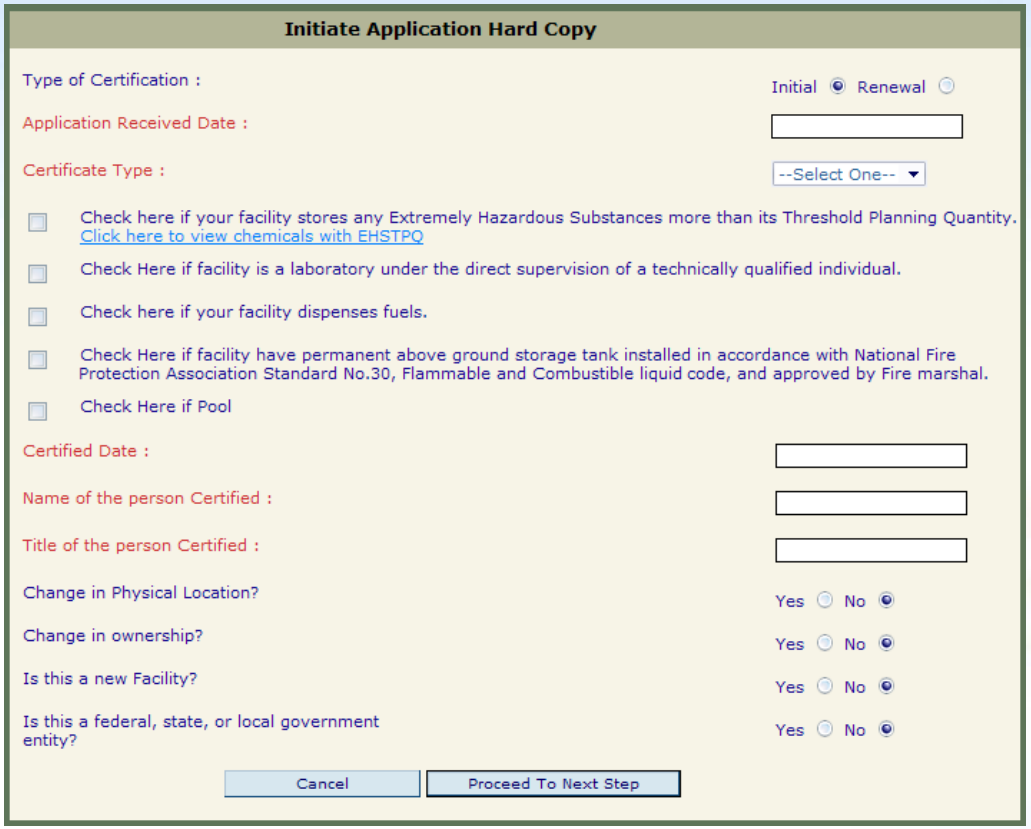


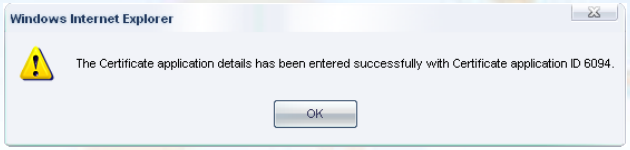
© 2008

Enter Certification Category Steps

IDSi International

1 **Select the Date Received, Certificate Type, and Submitter Certification Details.**





© 2008

STEP – 3
Generate Invoice

© 2008

Generate Invoice Steps

1

Verify Hard Copy Application

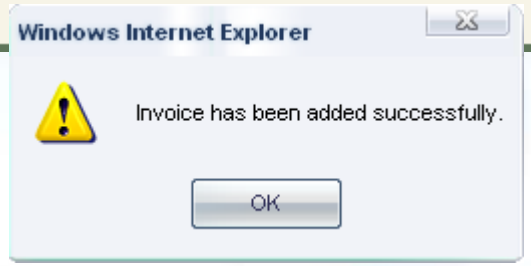
Certificate application with ID:6092 has been added successfully.

Request Extention - This link helps to request the filing date extension.

Create Automatic Invoice for Certificate application Data - This link helps to create new invoice for the certificate application.

List Facilities - This link helps to go back to List Facilities Page.

Next Step



Fee Details For Certificate application:6095

Invoice Number	Invoice Type	Invoice Amount($)	Received Amount($)	Adjustment Amount($)	Due($)	Payment($)
11	Certificate Application Fee	175.00	0.00	0.00	175.00	
Number of invoices : 1						

Next Step

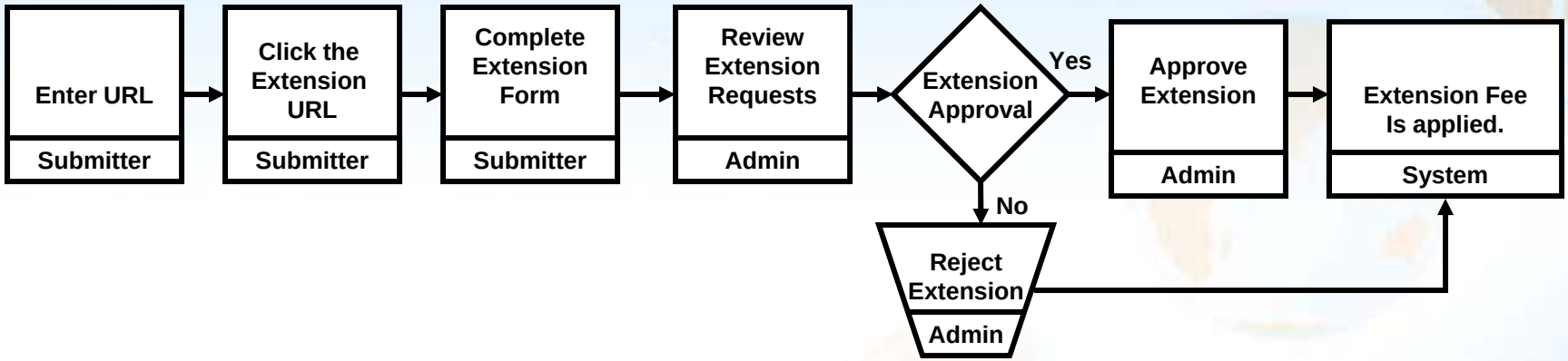
© 2008

Application Extension

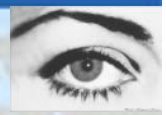
Extension Request
Extension Approve
Extension Rejection

© 2008

Extension Submission & Approval Process



© 2008



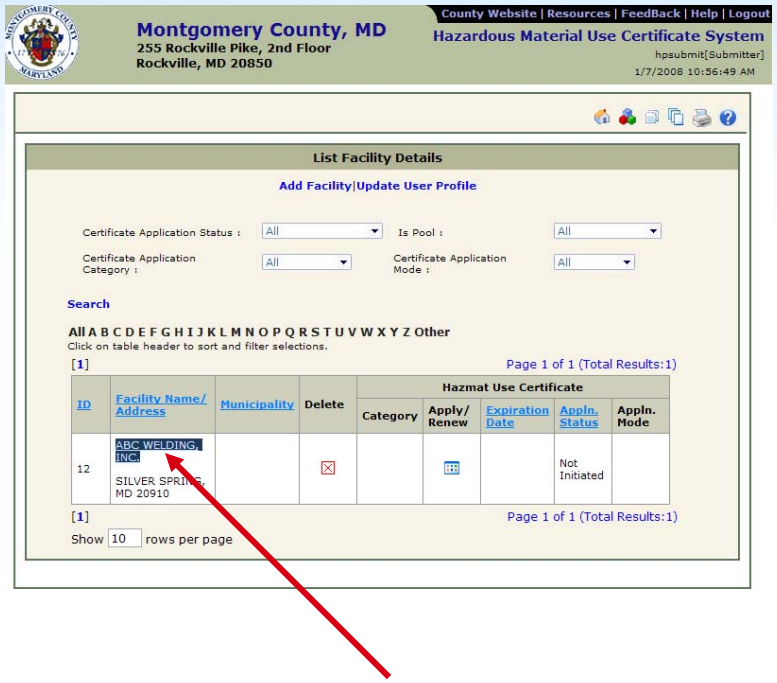
HOW TO ENTER EXTENSION REQUEST

© 2008

Extension Request Steps

IDSi International

1 **Select the facility to request extension**

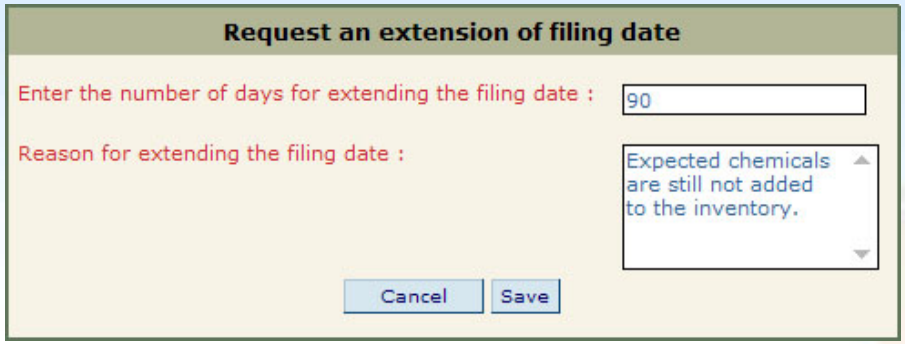


2 **Click the option to request extension**

© 2008

Extension Request Steps

3 **Enter reason**



4 **Request is sent to admin**

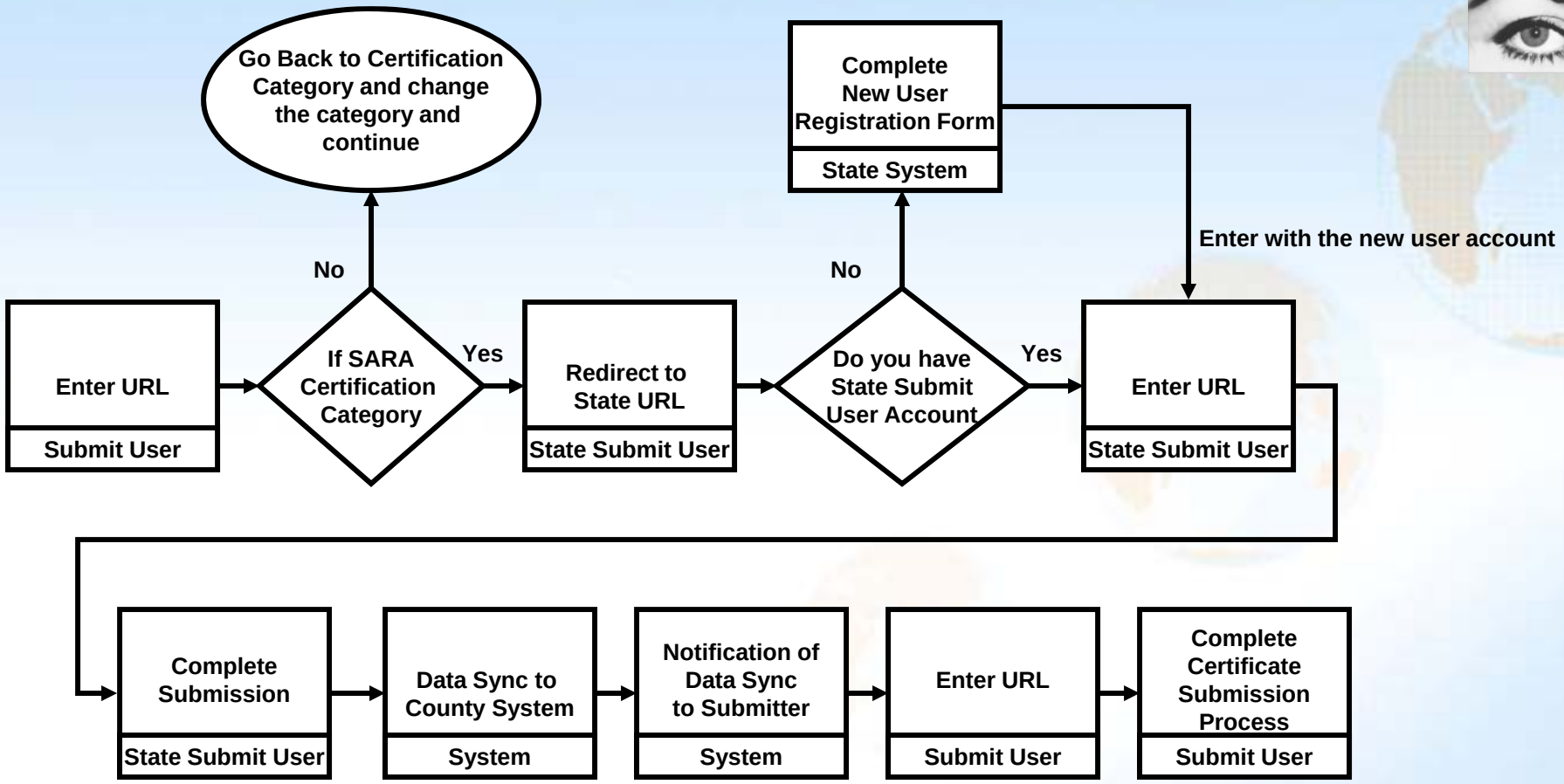
© 2008

SARA Reports

Reporting SARA User Certificates Synchronization Logs

© 2008

SARA Reporting Process



© 2008

SARA Reporting Steps

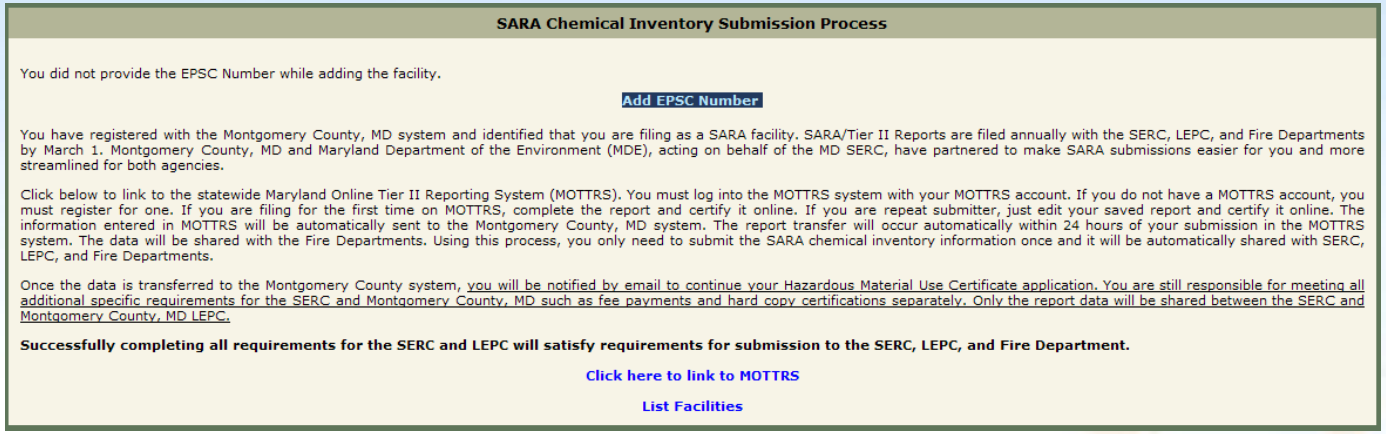
1 Pick the Certificate Category.

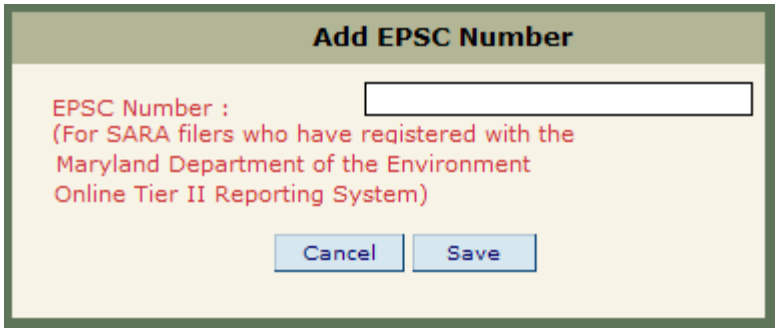
© 2008

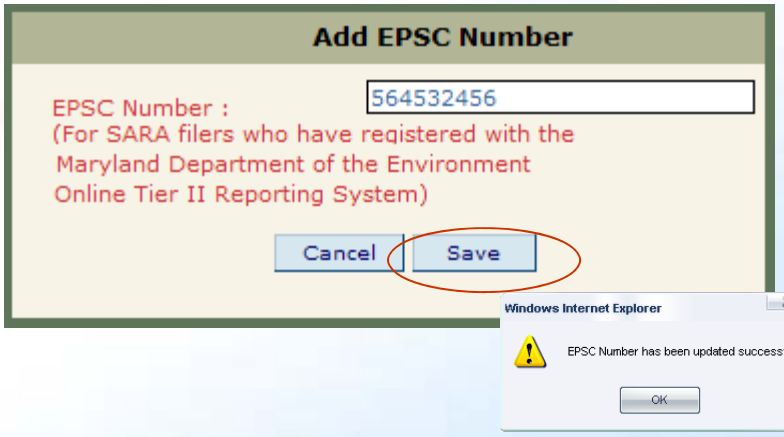
SARA Reporting Steps

IDSi International

2 Add MOTTRS ID Number.







© 2008

SARA Reporting Steps

3 Link to MOTTRS (Maryland Online Tier Two Reporting System).

SARA Chemical Inventory Submission Process

You have registered with the Montgomery County, MD system and identified that you are filing as a SARA facility. SARA/Tier II Reports are filed annually with the SERC, LEPC, and Fire Departments by March 1. Montgomery County, MD and Maryland Department of the Environment (MDE), acting on behalf of the MD SERC, have partnered to make SARA submissions easier for you and more streamlined for both agencies.

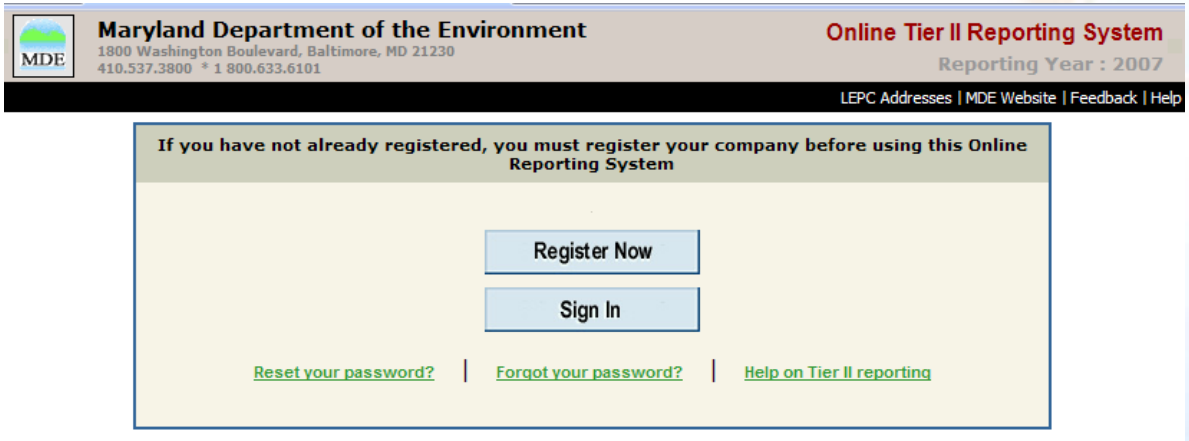
Click below to link to the statewide Maryland Online Tier II Reporting System (MOTTRS). You must log into the MOTTRS system with your MOTTRS account. If you do not have a MOTTRS account, you must register for one. If you are filing for the first time on MOTTRS, complete the report and certify it online. If you are repeat submitter, just edit your saved report and certify it online. The information entered in MOTTRS will be automatically sent to the Montgomery County, MD system. The report transfer will occur automatically within 24 hours of your submission in the MOTTRS system. The data will be shared with the Fire Departments. Using this process, you only need to submit the SARA chemical inventory information once and it will be automatically shared with SERC, LEPC, and Fire Departments.

Once the data is transferred to the Montgomery County system, you will be notified by email to continue your Hazardous Material Use Certificate application. You are still responsible for meeting all additional specific requirements for the SERC and Montgomery County, MD such as fee payments and hard copy certifications separately. Only the report data will be shared between the SERC and Montgomery County, MD LEPC.

Successfully completing all requirements for the SERC and LEPC will satisfy requirements for submission to the SERC, LEPC, and Fire Department.

Click here to link to MOTTRS

List Facilities



Maryland Department of the Environment
1800 Washington Boulevard, Baltimore, MD 21230
410.537.3800 * 1 800.633.6101

Online Tier II Reporting System
Reporting Year : 2007

LEPC Addresses | MDE Website | Feedback | Help

If you have not already registered, you must register your company before using this Online Reporting System

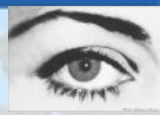
Register Now

Sign In

Reset your password? | Forgot your password? | Help on Tier II reporting

© 2008

Useful Tips/ Notes



1) Synchronization is set up daily at 1:00 AM
2) Only certified SARA Reports are synchronized to Montgomery County database.
3) An email is generated to the submitter when the SARA report is synched to the Montgomery County database so that user can log into Montgomery system and complete Certificate Application submission.

© 2008

Renewal Certificate Submission

© 2008

Enter Renewal Submission Steps

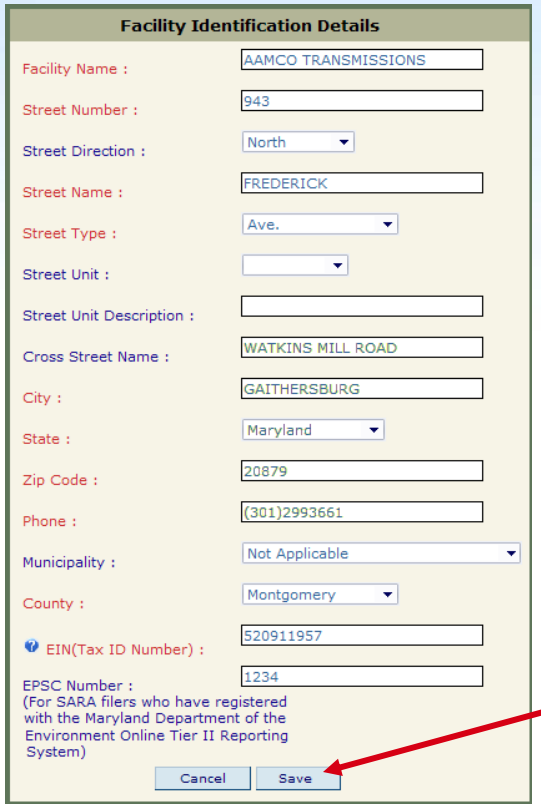
1 Select the facility to renew
Or click the Renew icon.

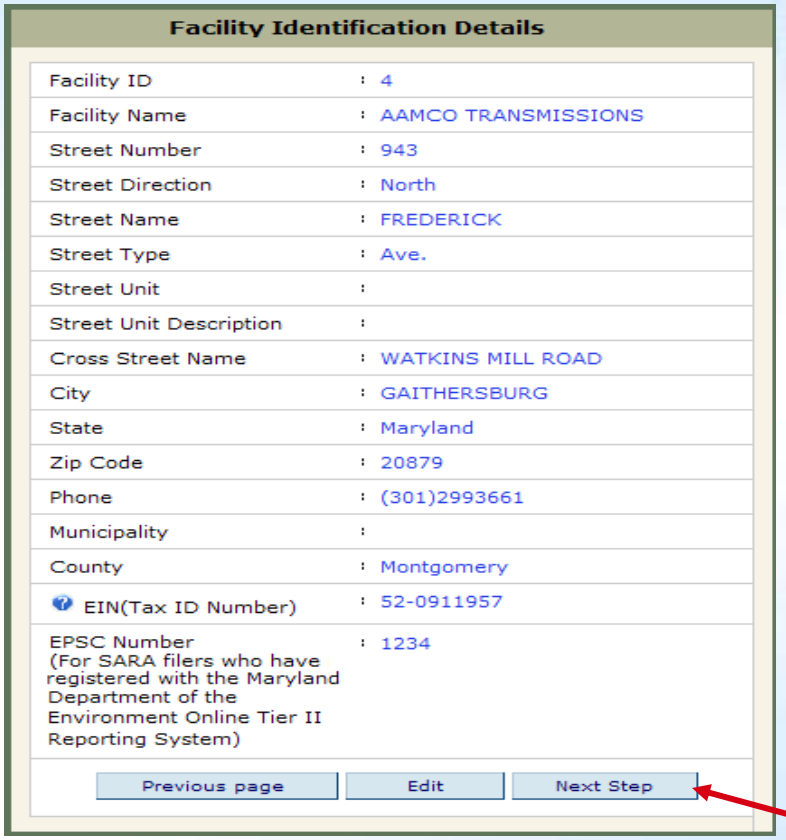
1b Select the option to Renew.

© 2008

Enter Renewal Submission Steps

2 Cannot edit Facility Info, but can edit Category or Chemicals. Save changes and proceed to the next step.

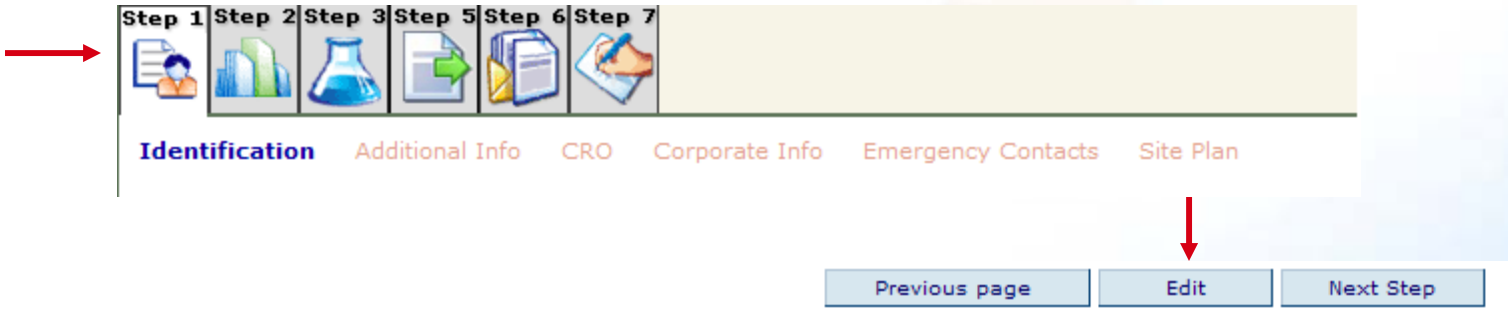




© 2008

Useful Tips/Notes

1) You can click on any of the sections to directly enter the information. For example you need to only change the facility address under the Facility Information, then click on STEP 1 and click on Facility Details section and click edit button and follow the steps.



© 2008

QUESTIONS?

© 2008