

System Interfaces



IDSi International

The Hazmat Use Certificate system has 3 interfaces.

External

<website>/external

Report Submission.

Internal

<website>/internal

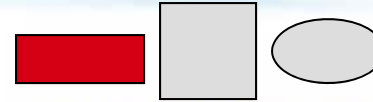
**All Program
Administration**

Admin

<website>/admin

**User and System
Administration**

User Roles



IDSi International

External Interface:

- 1) **Submitter Role:** Enters and submits hazmat permit application



Be Aware of Following



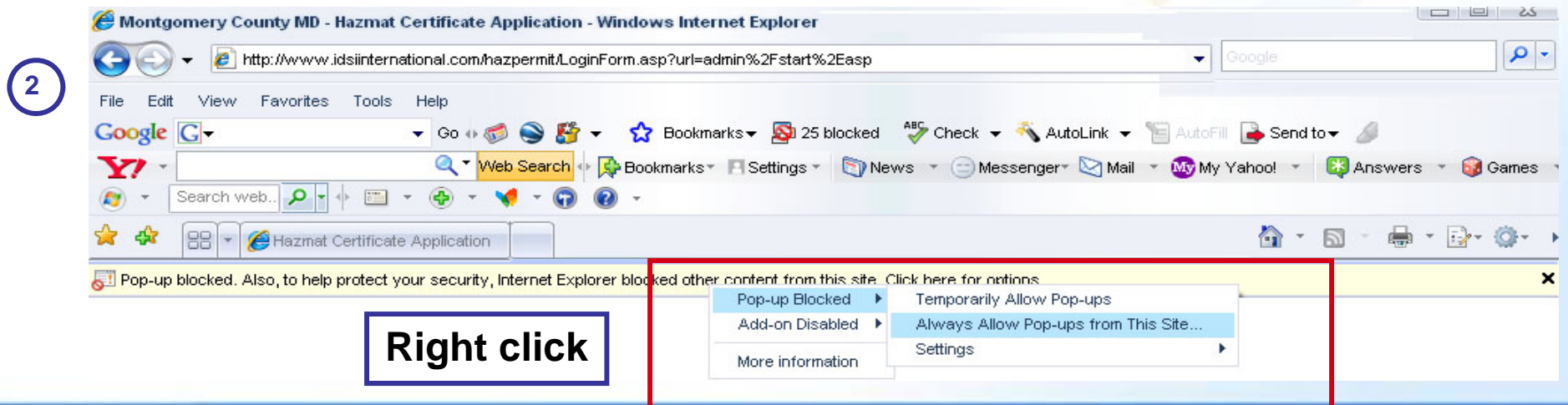
1) Pop-Up Blockers

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



Be Aware of Following

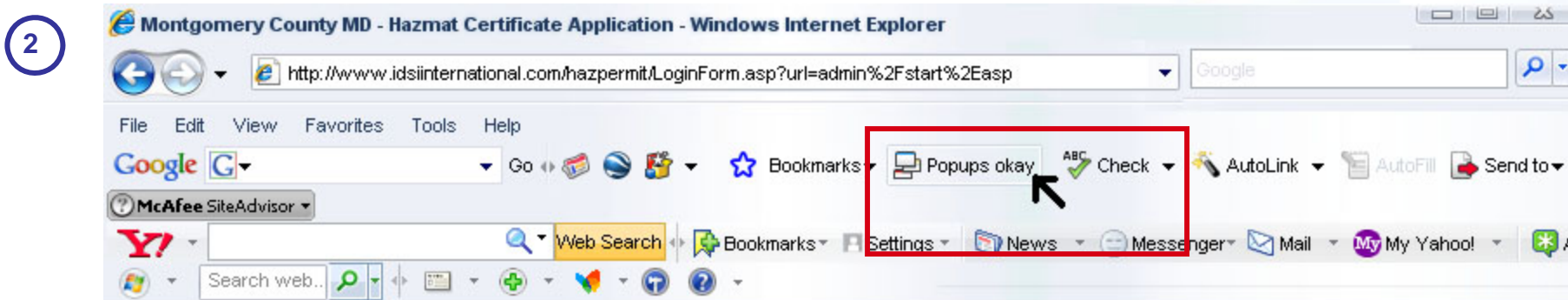
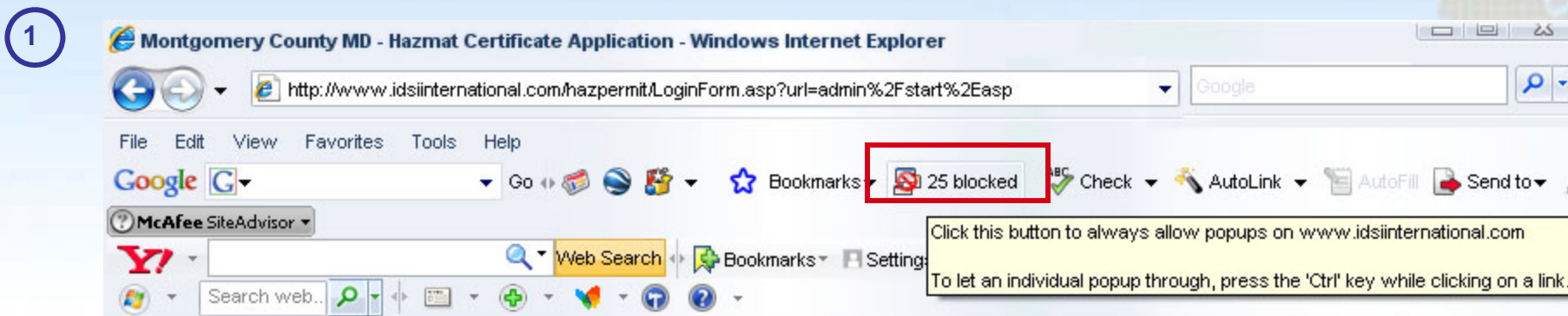
For Yahoo toolbar:



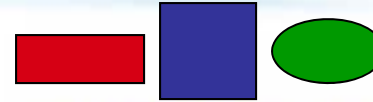
Be Aware of Following



For Google toolbar:



Be Aware of Following



IDSi International

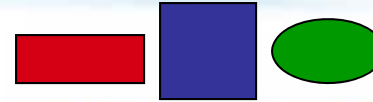
2) How do I enable JavaScript?

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.

Be Aware of Following



IDSi International

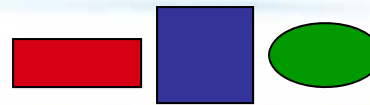
How do I enable JavaScript?

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.



Be Aware of Following



IDSi International

How do I enable JavaScript?

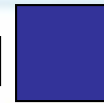
Mozilla Firefox (1.0)

- 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**.

Be Aware of Following



IDSi International

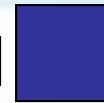
How do I enable JavaScript?

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.

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.



Windows

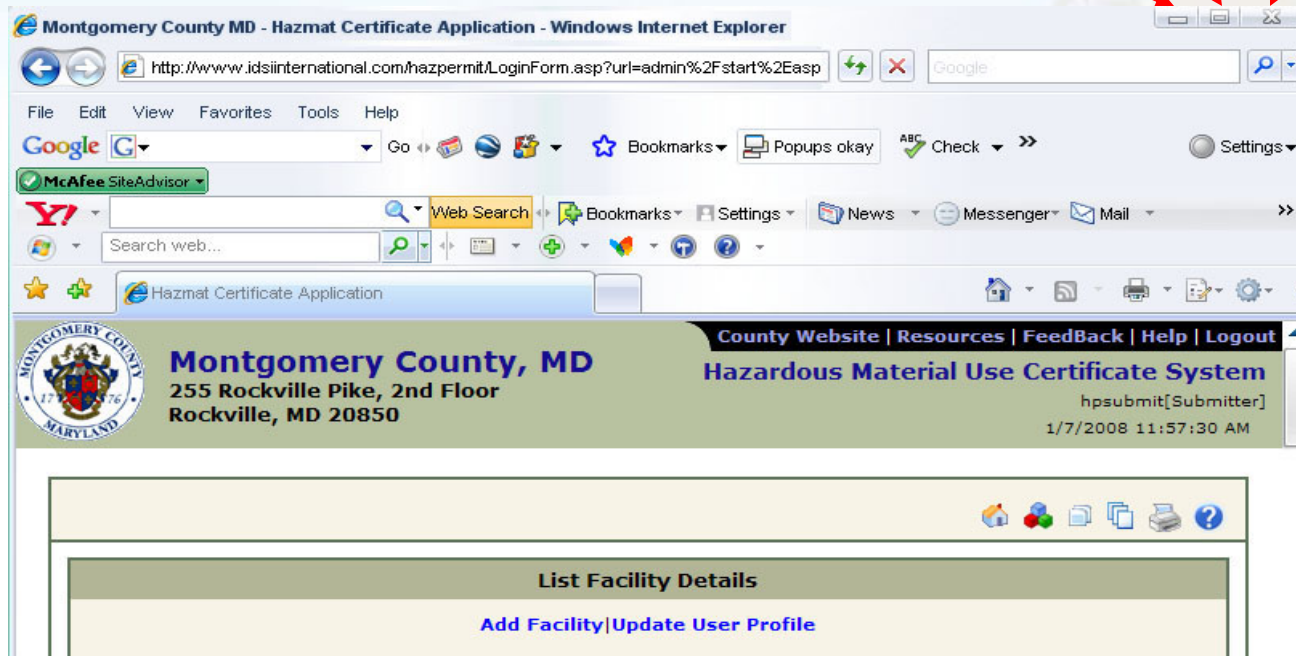


IDSi International

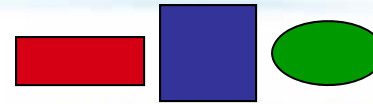
Minimize

Maximize

Close



Action Items



IDSi International

Action Items



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

[County Website](#) | [Resources](#) | [FeedBack](#) | [Help](#) | [Logout](#)

Hazardous Material Use Certificate System

hpsubmit[Submitter]

1/7/2008 10:56:49 AM



List Facility Details

[Add Facility](#) | [Update User Profile](#)

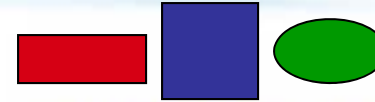
Certificate Application Status :

Is Pool :

Certificate Application
Category :

Certificate Application
Mode :

Search Layout



IDSi International

Search capabilities

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

List Facility Details
[Add Facility|Update User Profile](#)

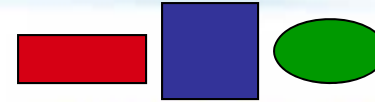
Certificate Application Status : Is Pool :
Certificate Application Category : Certificate Application Mode :

Search

Facility ID
Facility Name
City
Zip
Municipality

Is Contains
Starts With

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 : Is Pool :
 Certificate Application Category : Certificate Application Mode :

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.

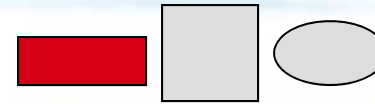
Page 5 of 22 (Total Results:215)

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

Page 5 of 22 (Total Results:215)


First [2 3 4 5 6 7 8 9 10] Last
 Show rows per page

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 : Is Pool :
Certificate Application Category : Certificate Application Mode :

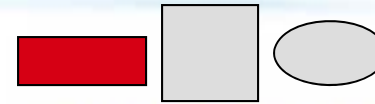
Search
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other
Click on table header to sort and filter selections.

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		<input checked="" type="checkbox"/>				Not Initiated	
54	ADVENTIST REHABILITATION HOSPITAL OF MARYLAND ROCKVILLE, MD 20850		<input checked="" type="checkbox"/>	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 rows per page

External Page Icons



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The screenshot shows the web interface for the Montgomery County, MD Hazardous Material Use Certificate System. At the top, there is a header with the county logo, address (255 Rockville Pike, 2nd Floor, Rockville, MD 20850), and navigation links (County Website | Resources | FeedBack | Help | Logout). Below this is a section titled "Hazardous Material Use Certificate System" with a login field and a timestamp (1/7/2008 11:57:30 AM). The main content area features a row of icons: a house, a cube, a document, a calendar, a list, a printer, and a question mark. Red arrows point from these icons to labels: "List Facilities" points to the house icon, "Show/Hide Details" points to the cube icon, "Messages" points to the document icon, "Billing" points to the calendar icon, "Print All" points to the list icon, "Print Current Page" points to the printer icon, and "Help" points to the question mark icon. Below the icons, there is a section titled "List Facility Details" with a link "Add Facility|Update User Profile". A red arrow points from the "Certified Applications" label to the "Add Facility|Update User Profile" link. Another red arrow points from the "Upload Bulk Data" label to the calendar icon.

Labels and arrows:

- List Facilities
- Show/Hide Details
- Messages
- Billing
- Print All
- Print Current Page
- Help
- Certified Applications
- Upload Bulk Data



IDSi International

Accessing the System

New User Account Registration
User Account Approval
Update User Profile



HOW TO REGISTER FOR A USER ACCOUNT



New User Registration Steps



1 Enter the site.

Enter Training Site:

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

2 Click New User?

USER LOGIN

User Name

Password

Log in

[» New User?](#)

[» Forgot Password?](#)

[» Reset Password?](#)

3 Register.

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.

Corporate Name :

First Name :

Last Name :

Title :

Business Street Address :

Business City :

Business State :

Business Zip Code :

Email Address :

Retype Email Address :

Business Telephone Number :

24 Hour Emergency Phone Number :

Facility Username :

Password :

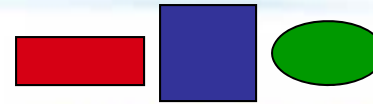
Retype Password :

Hint Question :

Hint Answer :

Please enter the characters as shown :

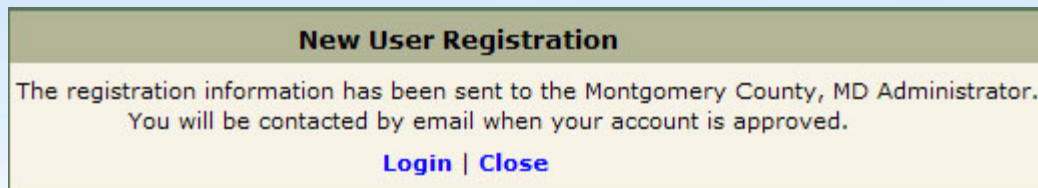
New User Registration Steps



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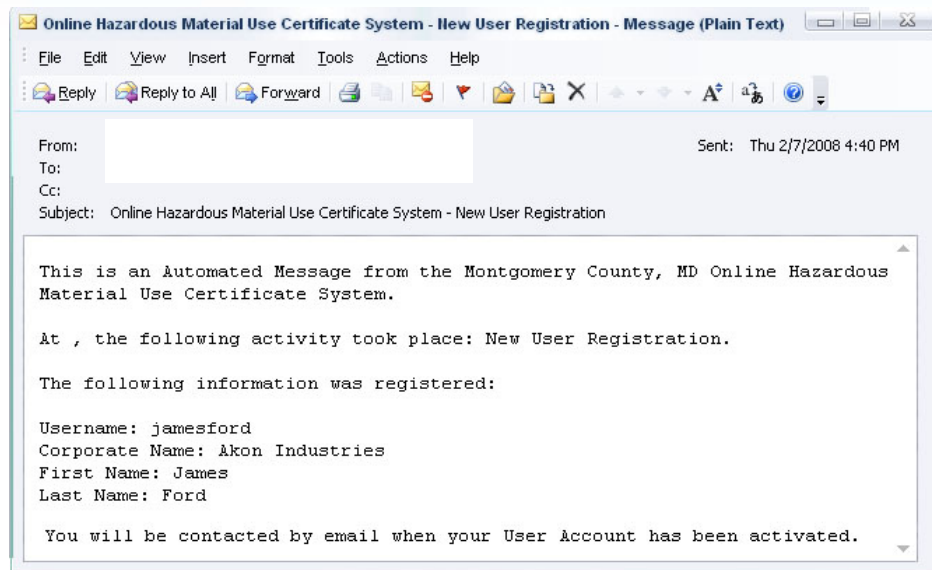
4

Click Close and wait for account approval email.

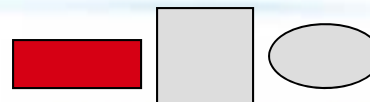


5

Submitter and Admin receive registration email notification.



Approve User Account Steps



IDSi International

6

Submitter Logs In

USER LOGIN

User Name
tomjones

Password
.....

Log in

» New User?
» Forgot Password?
» Reset Password?

7

Reset Password



Approve User Account Steps



IDSi International

8

Reset Password

Reset Password

Username:

tomjones

Old Password:

.....

New Password:

.....

Retype New Password:

.....

Cancel

Submit

9

Confirm Password





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Application Criteria

**Application Categories
Fees**



IDSi International

Application Criteria





Application Categories

Users can apply for 4 permit types.

1. Light Use

2. General Use

3. High Use

4. SARA Use



Application Criteria

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



Application Fees

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.





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



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.



Application Criteria

Applications are categorized as High Use 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



Application Fees

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.



Application Criteria

Application categorized as SARA Use 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.



Application Fees

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.





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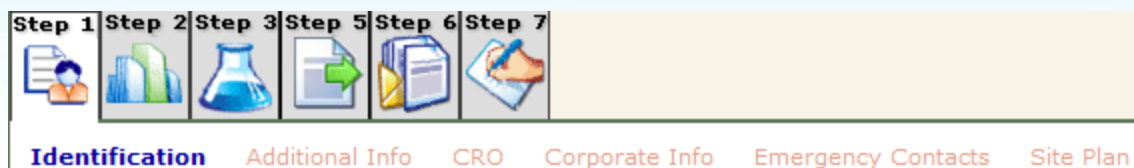
Application Submission Navigation

System Navigation



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Steps tab



Sub-steps: highlighted when selected.

Previous page

Add Chemical

Next Step

Previous page

Edit

Next Step



IDSi International

Applications

**Initial Applications
Renewal Applications
Extension Requests**

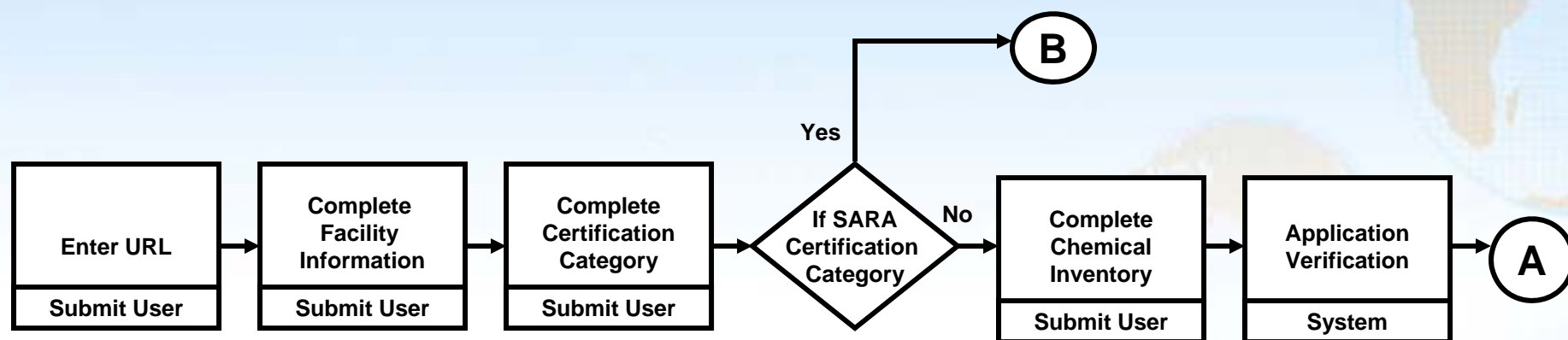


There are two types of submissions

- 1. Initial Submission**
- 2. Renewal Submission**



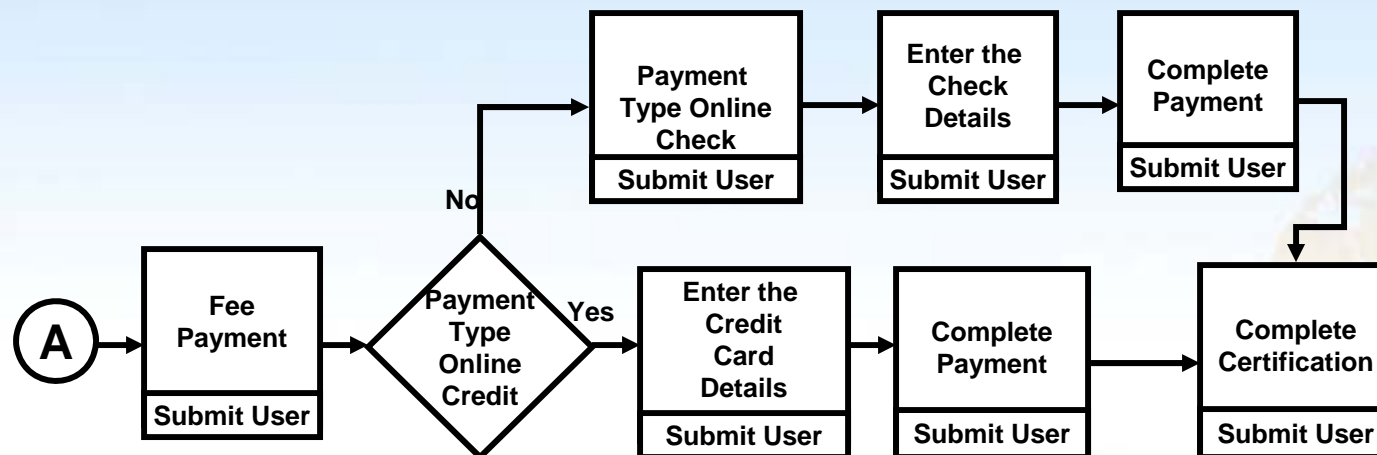
Application Submission Process





Submission Process

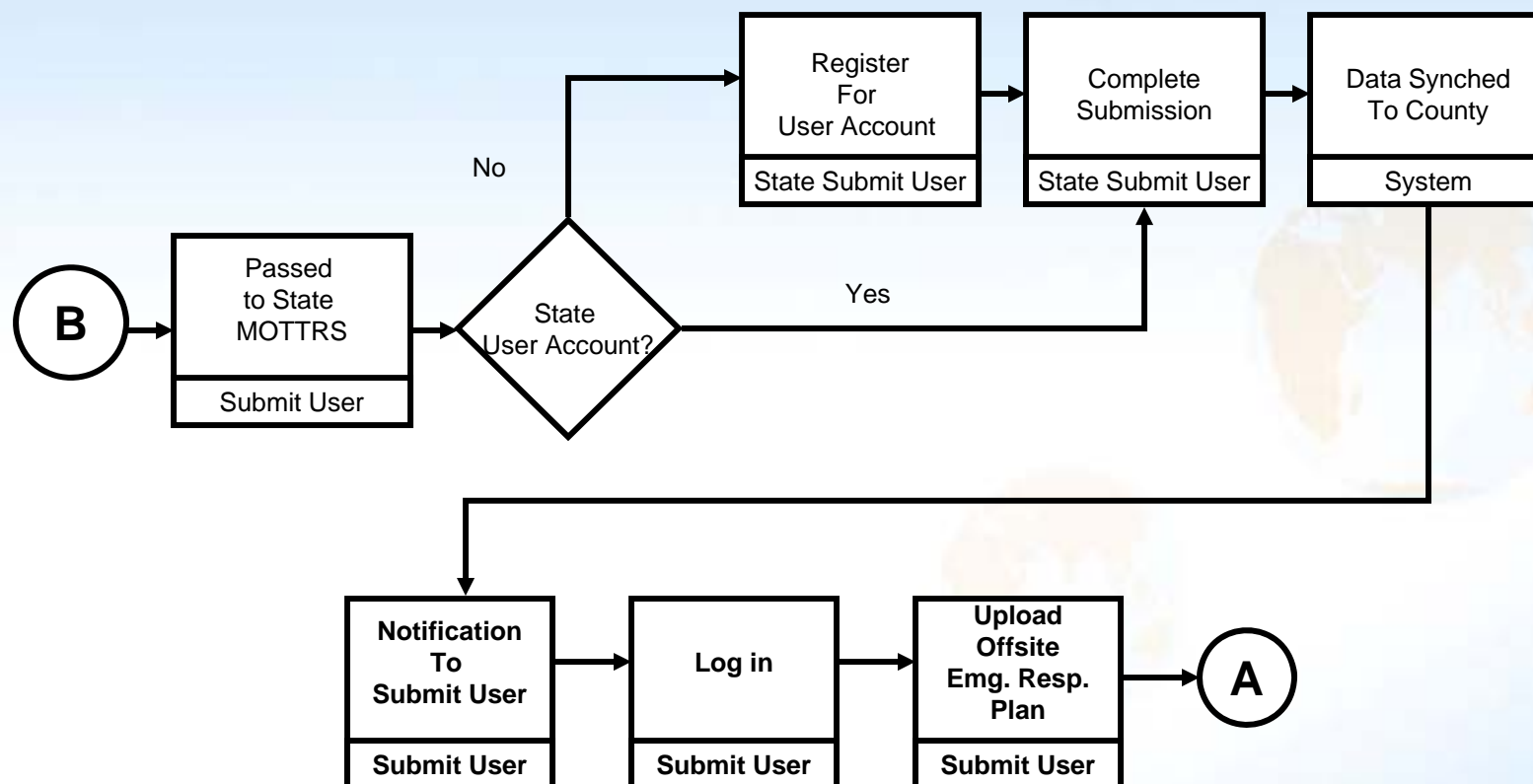
IDSi International





Application Submission Process

IDSi International

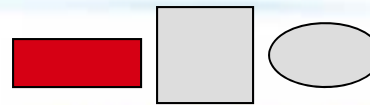




Initial Certificate Submission Steps

Steps 1 - 7

Initial Submission



IDSi International

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

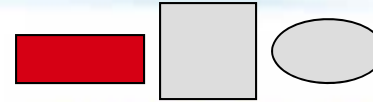
Step 6 : Fees

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.




Initial Submission



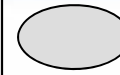
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STEP – 1 Facility Information

Step 1

[Identification](#) [Additional Info](#) [CRO](#) [Corporate Info](#) [Emergency Contacts](#) [Site Plan](#)

Enter Facility Information Steps



IDSi International

1

Add Facility

List Facility Details

Add Facility | Update User Profile

2

Enter Facility Info and Save

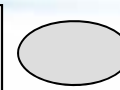
Facility Identification Details

Facility Name :	<input type="text"/>
Street Number :	<input type="text"/>
Street Direction :	<input type="text"/>
Street Name :	<input type="text"/>
Street Type :	<input type="text"/>
Street Unit :	<input type="text"/>
Street Unit Description :	<input type="text"/>
Cross Street Name :	<input type="text"/>
City :	<input type="text"/>
State :	<input type="text"/>
Zip Code :	<input type="text"/>
Phone :	<input type="text"/>
Municipality :	<input type="text"/>
County :	<input type="text"/>
EIN(Tax ID Number) :	<input type="text"/>
EPSC Number : (For SARA filers who have registered with the Maryland Department of the Environment Online Tier II Reporting System)	<input type="text"/>

Cancel Save



Enter Facility Information Steps



IDSi International

3

To edit the existing facility information, click the facility name

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

County Website | Resources | FeedBack | Help | Logout
Hazardous Material Use Certificate System
hpsubmit[Submitter]
1/7/2008 10:56:49 AM

List Facility Details

[Add Facility](#) | [Update User Profile](#)

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

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)

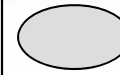
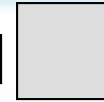
ID	Facility Name/ Address	Municipality	Delete	Hazmat Use Certificate				
				Category	Apply/ Renew	Expiration Date	Appln. Status	Appln. Mode
12	ABC WELDING, INC. SILVER SPRING, MD 20910		<input checked="" type="checkbox"/>				Not Initiated	

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

Show rows per page



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.**

Enter Certification Category Steps



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STEP – 2 Certification Category

Step 2

Choose Certificate Category



Enter Certification Category Steps



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1

Select the category and other qualifying criteria

Choose Certificate Category

Certificate Instructions

☒ Light Use Facility Certificate

☐ General Use Facility Certificate

☐ High Use Facility Certificate

☐ SARA Use Facility Certificate

☐ Check here if your facility stores any Extremely Hazardous Substances more than its Threshold Planning Quantity
[Click here to view chemicals with EHSTPQ](#)

☐ Check here if your facility is a laboratory under the direct supervision of a technically qualified individual.

☐ Check here if your facility dispenses fuels.

☐ Check here if your facility has permanent above ground storage tank installed in accordance with National Fire Protection Association Standard No.30, Flammable and Combustible liquid code, and is approved by Fire marshal.

☒ Check here if your facility is a Pool.

☒ This facility is a pool open less than 120 consecutive days.

☐ This facility is a pool open more than 120 days.

Useful Tips/Notes



IDSi International

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



Enter Chemical Inventory Steps



IDSi International

STEP – 3 Chemical Inventory



Step 3

Chemical Inventory



Enter Chemical Inventory Steps

1

List page will appear. Add Chemical.

Chemical Inventory

EHS : All

Search

Click on table header to sort and filter selections.

Chemical ID	CAS	Chemical Name	EHS	Qty Stored	MSDS	Delete
No chemicals was found						

Show 10 rows per page

Previous page Add Chemical Next Step

2

Chemical Information

All hazardous chemicals(non-EHS) must be reported in the same unit.

CAS Number :

Check if chemical is EHS ☐

Check if chemical is a fuel dispensed to the public ☐

Chemical Name :

Maximum Daily Amount : Pounds (lbs)

[Click here for help with unit conversion.](#)

Storage Information

Storage Location

Container Type

Container Size

Unit

MSDS Location

Mixture Components (if Mixture is present)

Chemical details entered without the CAS Number will not be saved. If the CAS Number is not applicable for any particular chemical, please enter "N/A" as the CAS Number.

CAS Number	Chemical Name	EHS	EHS Name	Percentage	Unit	Fuel disp. to public
<input type="text"/>	<input type="text"/>	No	<input type="text"/>	<input type="text"/>	Pounds (lbs)	No

Cancel Save & Continue Save & Add New Add

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&WVC=&MS=1

Search for Chemical where

List of Chemical

The Chemical list is for look up 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.

[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

Enter Chemical Inventory Steps



IDSi International

2b

CAS Number Search tool.

Search for Chemical where

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Show All"/>
Chemical Name Cas Number	Starts With Is Contains			

2c

Search for Chemical where

Chemical Name	Starts With	Acrylamide	<input type="button" value="Search"/>	<input type="button" value="Show All"/>
---------------	-------------	------------	---------------------------------------	---

Enter Chemical Inventory Steps



2d

Select CAS Number from the Search results listing.

Hazmat Certificate Application - Windows Internet Explorer

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

Search for Chemical where

Chemical Name Starts With Acrylamide 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 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.

[1] Page 1 of 1 (Total

ID	Cas Number	Chemical Name
11016	79-06-1,79-06-1,79-06-1,79-06-1	ACRYLAMIDE
11017	79-06-1	ACRYLAMIDE (DOT FRENCH)
11018	79-06-1	ACRYLAMIDE MONOMER
11019	2873-97-4	ACRYLAMIDE, N-(1,1-DIMETHYL-3-OXOBUTYL)-
11020	924-42-5	ACRYLAMIDE, N-(HYDROXYMETHYL)-
11021	110-26-9	ACRYLAMIDE, N,N'-METHYLENEBIS-
11022	79-06-1,79-06-1	ACRYLAMIDE SOLUTION
11023	79-06-1	ACRYLAMIDE SOLUTION, [COMBUSTIBLE LIQUID LABEL]
11024	79-06-1	ACRYLAMIDE SOLUTION, [FLAMMABLE LIQUID LABEL]
90025	79-06-1	Acrylamide

[1] Page 1 of 1 (Total

Internet 100%

Enter Chemical Inventory Steps



IDSi International

2e

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



Chemical Information						
All hazardous chemicals(non-EHS) must be reported in the same unit.						
CAS Number :	<input type="text" value="79061"/>	Chemical Name :	<input type="text" value="ACRYLAMIDE"/>			
Check if chemical is EHS	<input checked="" type="checkbox"/>	Maximum Daily Amount :	<input type="text"/>	<input type="text" value="Pounds (lbs)"/>		
Check if chemical is a fuel dispensed to the public	<input type="checkbox"/>	Click here for help with unit conversion.				
Storage Information						
Storage Location	Container Type	Container Size	Unit	MSDS Location		
<input type="text"/>	<input type="text" value="--- Select One ---"/>	<input type="text"/>	<input type="text" value="Pounds (lbs)"/>	<input type="text"/>		
Mixture Components (if Mixture is present)						
Chemical details entered without the CAS Number will not be saved. If the CAS Number is not applicable for any particular chemical, please enter "N/A" as the CAS Number.						
CAS Number	Chemical Name	EHS	EHS Name	Percentage	Unit	Fuel disp. to public
<input type="text"/>	<input type="text"/>	<input type="text" value="No"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pounds (lbs)"/>	<input type="text" value="No"/>
<input type="button" value="Cancel"/>			<input type="button" value="Save & Continue"/>		<input type="button" value="Save & Add New"/>	
						<input type="button" value="Add"/>

Enter Chemical Inventory Steps



IDSi International



3

Enter the rest of the Chemical information.

Chemical Information

All hazardous chemicals(non-EHS) must be reported in the same unit.

CAS Number : **Chemical Name :**

Check if chemical is EHS ☒ **Maximum Daily Amount :**

Check if chemical is a fuel dispensed to the public ☐ [Click here for help with unit conversion.](#)

Storage Information

Storage Location **Container Type** **Container Size** **Unit** **MSDS Location**

Mixture Components (if Mixture is present)
Chemical details entered without the CAS Number will not be saved. If the CAS Number is not applicable for any particular chemical, please enter "N/A" as the CAS Number.

CAS Number	Chemical Name	EHS	EHS Name	Percentage	Unit	Fuel disp. to public
<input type="text"/>	<input type="text"/>	<input type="text" value="No"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pounds (lbs)"/>	<input type="text" value="No"/>

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.

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

4c

Display results.

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}	0.30708199999
pound per cubic foot	lb ft^{-3}	530.6378
pound per gallon (Imperial)	lb gal^{-1}	85.1905099999
pound per gallon (US)	lb gal^{-1}	70.9359499999

Reset

Enter Chemical Inventory Steps



IDSi International

6

Chemical Inventory.

Chemical Inventory

EHS :

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)

<u>Chemical ID</u>	<u>CAS</u>	<u>Chemical Name</u>	<u>EHS</u>	<u>Qty Stored</u>	<u>MSDS</u>	<u>Delete</u>
271892	79061	<u>ACRYLAMIDE</u>	Yes	10000 lbs	MSDS	<input type="checkbox"/>

Number of chemicals : 1

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

Show rows per page

Useful Tips



IDSi International

- 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.

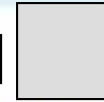




IDSi International

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


Enter ERP Steps



IDSi International

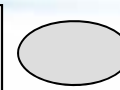
STEP – 4 Emergency Response Plan

Step 4



ERP

Enter ERP Steps



IDSi International

1

To attach, start by clicking
Browse

ERP

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

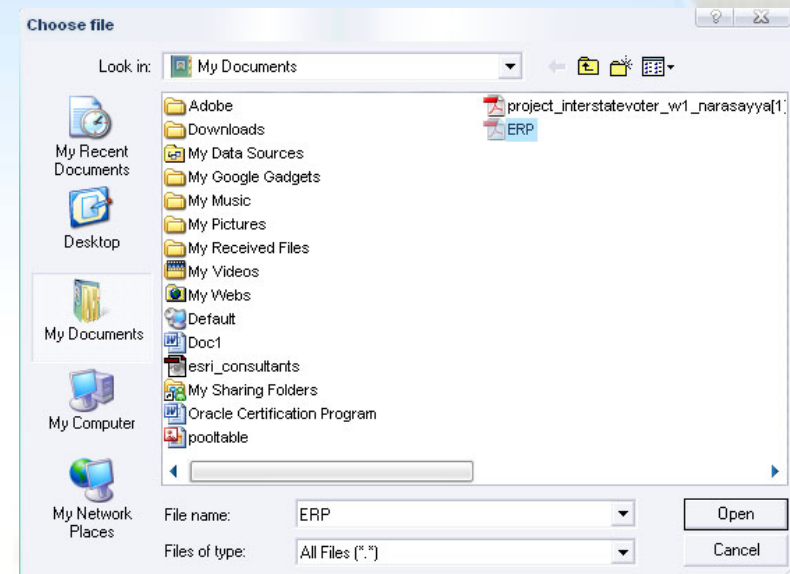
FileName	Delete
No. of Attachments: 0	

Upload ERP
To attach a file, click on Browse. choose the location of the file, click Open. The name of the file will appear. Then click Upload. The document format will appear underlined. To delete a file, click Delete.

File

2

Identify the location of ERP
on network. Click Open



Enter ERP Steps



IDSi International

3

Upload the ERP

ERP

View ERP

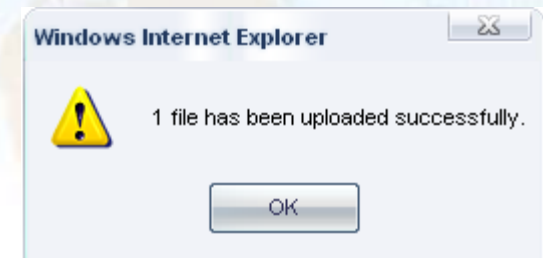
To view the ERP details, please click on the filename.

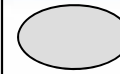
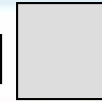
FileName	Delete
No. of Attachments: 0	

Upload ERP

To attach a file, click on Browse, choose the location of the file, click Open. The name of the file will appear. Then click Upload. The document format will appear underlined. To delete a file, click Delete.

File





IDSi International

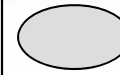
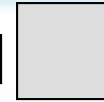
Enter ERP Steps

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	<input type="checkbox"/>
No. of Attachments: 1	

Useful Tips/Notes



IDSi International

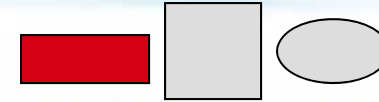
- 1) Users can only upload ERP attachments with the following file types:**

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.**



Application Verification Steps

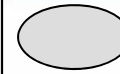
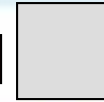


IDSi International

STEP – 5 Application Verification



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.

Application Verification

The following list shows missing information or conflicts that the system has found in your application so far. Please read each of the listed items. Click the link(s) to make changes in the corresponding pages.

[Additional Facility Information](#) You need to enter the Additional Facility Information before you proceed with certification and make the application request available for review. Please enter the following details : Number of Facility Employees, Facility Contact Name, Phone Number, SIC, NAICS.

[Chemical Details](#) | [Certificate Application Category](#) - The chemical details do not match with the requirements of the Certificate Application category you selected.

2

Application Verification

All application requirements have been verified.

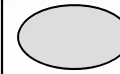
Your current Certificate category is **Light Use**.

The Certificate application fee (Initial Fee) for this category is **\$175.00**.

If you continue, an invoice will be generated based on the information entered thus far. If you want to make any changes, click the appropriate tab to change the category or chemical information. Otherwise, click the Proceed with current data button below to prepare the invoice and continue your application.

Proceed with current data

Useful Tips/Notes

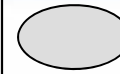
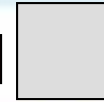


IDSi International

- 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.**



Enter Fees Steps



IDSi International

STEP – 6 Fees



Fee Details For Certificate application:6083

Pay Fees Steps



IDSi International

1

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

Application Verification

All application requirements have been verified.

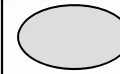
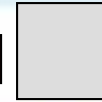
Your current Certificate category is **Light Use**.

The Certificate application fee (Initial Fee) for this category is **\$175.00**.

If you continue, an invoice will be generated based on the information entered thus far. If you want to make any changes, click the appropriate tab to change the category or chemical information. Otherwise, click the Proceed with current data button below to prepare the invoice and continue your application.

Proceed with current data

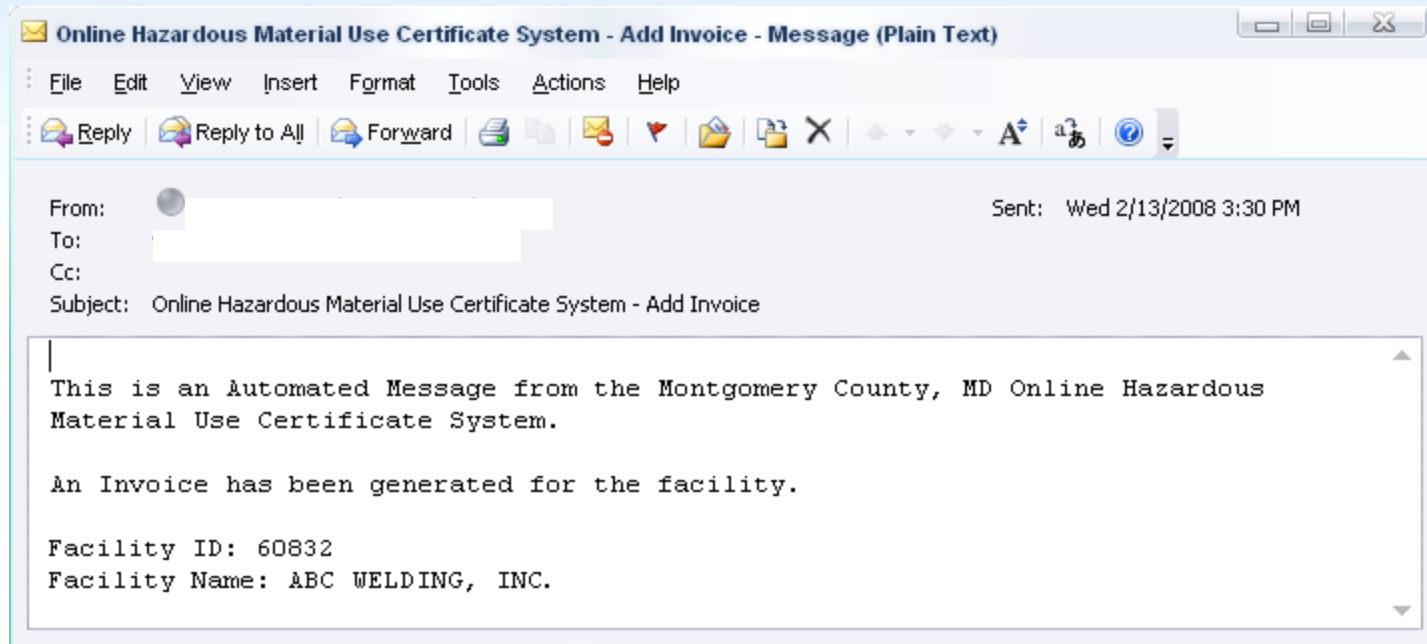
Pay Fees Online



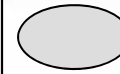
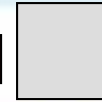
IDSi International

2

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



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(\$)
<input checked="" type="checkbox"/> 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](#)

Pay Fees by Check



IDSi International

4a

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

Make a payment	
Select Amount	
<input checked="" type="radio"/>	Invoice Amount: \$175.00
<input type="radio"/>	Balance Due: \$0.00
Select Payment Method	
<input checked="" type="radio"/>	Check
Account Number:	<input type="text" value="287654987658"/>
Check Number:	<input type="text" value="7589653"/>
Bank Name:	<input type="text" value="Bank of America"/>
Check Date:	<input type="text" value="2/5/2008"/>
<input type="radio"/>	Online Payment (Credit card or ACH)
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

5a

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

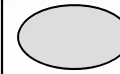
Make a payment	
Confirm your payment details	
Fee For:	Light Use Certificate
Amount Paid:	\$175.00
Statement generated on:	2/6/2008 11:25:14 AM
To be paid to:	Montgomery County, MD
Payment Method:	Check
Account Number:	287654987658
Check Number:	7589653
Check Date:	2/5/2008
Bank Name:	BANK OF AMERICAL
<input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

5c

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

Payment Details	
Fee For:	Light Use Certificate
Amount Paid:	\$175.00
Statement generated on:	2/6/2008 11:25:14 AM
To be paid to:	Montgomery County, MD
Payment Method:	Check
Account Number:	287654987658
Check Number:	7589653
Check Date:	2/5/2008
Bank Name:	BANK OF AMERICAL
<input type="button" value="Next Step"/>	

Pay Fees Online



IDSi International

4b

Select Online Payment.

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)

5b

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

Make a payment

Confirm your payment details

Fee For:	Light Use Certificate
Amount Paid:	\$175.00
Statement generated on:	2/6/2008 11:25:14 AM
To be paid to:	Montgomery County, MD
Payment Method:	Online Payment

6b

Enter Credit Card Information.

Make a payment

Total Amount(\$): 175.00

Billing Address:

Address:

City:

State:

Zip:

Email:

Information about your credit card:

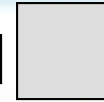
Cardholder's Name:

Credit Card Number:

Expiration Date:

Signature Panel Code:

Enter Certification Details Steps



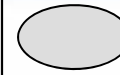
IDSi International

STEP – 7 Certification Details



Certification Details

Enter Certification Details Steps



IDSi International

1

Complete Certification details.

Application Certification

☒ I understand that I am going to officially submit this Hazardous Material Use Certificate application and associated information to authorities. I also realize that once this submission is completed, I cannot edit the information and it will become an official archive for authorities.

Name of Corporate Responsible Officer:

Official Title:

Date:



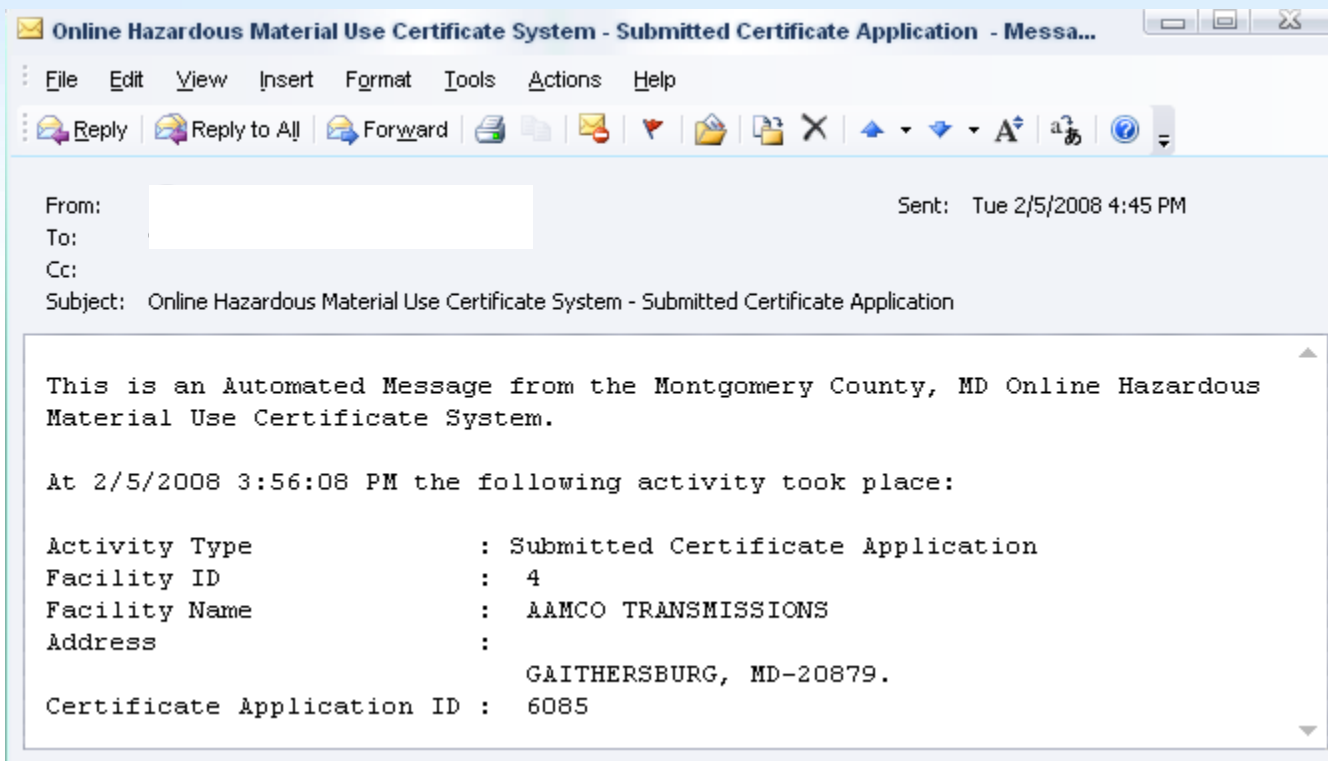
Enter Certification Details Steps



IDSi International

2

Admin and Submitter are notified about successful submission.



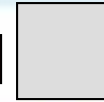


IDSi International

Renewal Certificate Submission

Steps 1 - 7

Enter Renewal Submission Steps



IDSi International

1

Select the facility to renew.

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

County Website | Resources | FeedBack | Help | Logout
Hazardous Material Use Certificate System
hpsubmit[Submitter]
1/7/2008 10:56:49 AM

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.

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

ID	Facility Name/ Address	Municipality	Delete	Category	Apply/ Renew	Expiration Date	Appln. Status	Appln. Mode
12	ABC WELDING INC. SILVER SPRING, MD 20910		<input checked="" type="checkbox"/>		<input type="button" value="Renew"/>		Not Initiated	

[1] Page 1 of 1 (Total Results:1)
Show 10 rows per page

2

Select the option to Renew.

[AAMCO TRANSMISSIONS \(fid:4\)](#)

GAITHERSBURG, MD 20879

Phone: (301)2993661

Use Type: General Use (Initial)

Current Application Status: Approved

[Click here to renew your Certificate application](#)

[Click here to request for an extension](#)

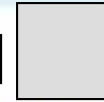
Last Updated: 9/14/2007

Certification Date: 2/5/2008 3:56:08 PM

Last Approved: 2/6/2008 2:06:18 PM



Enter Renewal Submission Steps

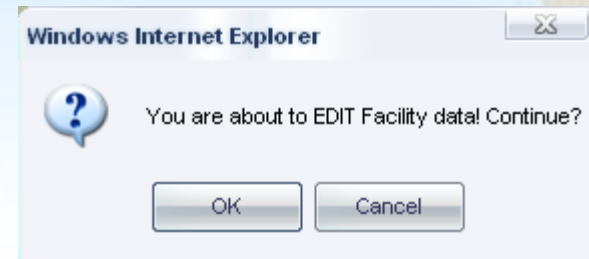


IDSi International

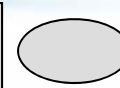
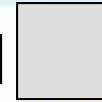
3

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
<div>Previous page Edit Next Step</div>	



Enter Renewal Submission Steps



IDSi International



4

Save changes and proceed to the next step.

Facility Identification Details

Facility Name :

Street Number :

Street Direction :

Street Name :

Street Type :

Street Unit :

Street Unit Description :

Cross Street Name :

City :

State :

Zip Code :

Phone :

Municipality :

County :

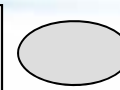
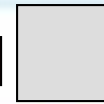
EIN(Tax ID Number) :

EPSC Number :
(For SARA filers who have registered with the Maryland Department of the Environment Online Tier II Reporting System)

Facility Identification Details

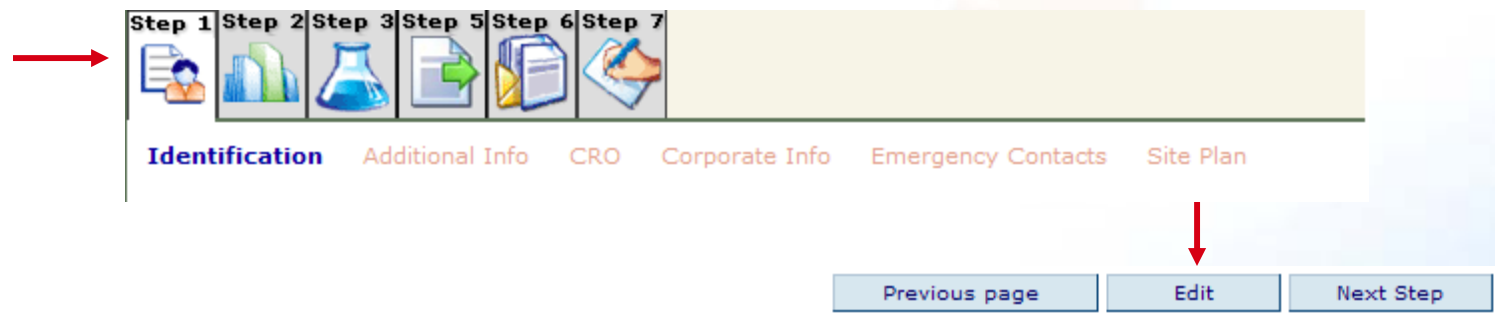
Facility ID	: 4
Facility Name	: AAMCO TRANSMISSIONS
Street Number	: 943
Street Direction	: North
Street Name	: FREDERICK
Street Type	: Ave.
Street Unit	:
Street Unit Description	:
Cross Street Name	: WATKINS MILL ROAD
City	: GAITHERSBURG
State	: Maryland
Zip Code	: 20879
Phone	: (301)2993661
Municipality	:
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

Useful Tips/Notes

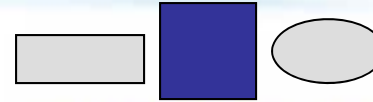


IDSi International

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.



Initial/Renewal Submissions



IDSi International

STEP – 1 Facility Information

Step 1



Identification Additional Info CRO Corporate Info Emergency Contacts Site Plan Risk Institutions Demographic Report

Enter Facility Information Steps



1

Add Facility

List Facility Details

Add Facility | Update User Profile

2

Enter Facility Info and Save

Facility Identification Details

Facility Name :	<input type="text"/>
Street Number :	<input type="text"/>
Street Direction :	<input type="text"/>
Street Name :	<input type="text"/>
Street Type :	<input type="text"/>
Street Unit :	<input type="text"/>
Street Unit Description :	<input type="text"/>
Cross Street Name :	<input type="text"/>
City :	<input type="text"/>
State :	<input type="text"/>
Zip Code :	<input type="text"/>
Phone :	<input type="text"/>
Municipality :	<input type="text"/>
County :	<input type="text"/>
EIN(Tax ID Number) :	<input type="text"/>
EPSC Number : (For SARA filers who have registered with the Maryland Department of the Environment Online Tier II Reporting System)	<input type="text"/>

Cancel Save



Enter Facility Information Steps

3

To edit the existing facility information, click the facility name

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

County Website | Resources | FeedBack | Help | Logout
Hazardous Material Use Certificate System
hpsubmit[Submitter]
1/7/2008 10:56:49 AM

List Facility Details
Add Facility|Update User Profile

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

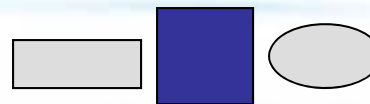
Search
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other
Click on table header to sort and filter selections.

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

ID	Facility Name/ Address	Municipality	Delete	Hazmat Use Certificate				
				Category	Apply/ Renew	Expiration Date	Appln. Status	Appln. Mode
12	ABC WELDING, INC. SILVER SPRING, MD 20910						Not Initiated	

[1] Page 1 of 1 (Total Results:1)
Show 10 rows per page

Enter Certification Category Steps



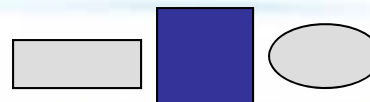
IDSi International

STEP – 2 Certification Category

Step 2

Choose Certificate Category

Enter Certification Category Steps



IDSi International



1

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

Initiate Application Hard Copy

Type of Certification : Initial ☒ Renewal ☐

Application Received Date :

Certificate Type : --Select One--

☐ Check here if your facility stores any Extremely Hazardous Substances more than its Threshold Planning Quantity. [Click here to view chemicals with EHSTPQ](#)

☐ Check Here if facility is a laboratory under the direct supervision of a technically qualified individual.

☐ Check here if your facility dispenses fuels.

☐ Check Here if facility have permanent above ground storage tank installed in accordance with National Fire Protection Association Standard No.30, Flammable and Combustible liquid code, and approved by Fire marshal.

☐ Check Here if Pool

Certified Date :

Name of the person Certified :

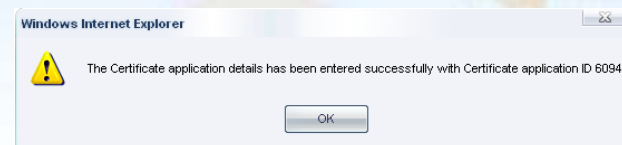
Title of the person Certified :

Change in Physical Location? Yes ☐ No ☒

Change in ownership? Yes ☐ No ☒

Is this a new Facility? Yes ☐ No ☒

Is this a federal, state, or local government entity? Yes ☐ No ☒



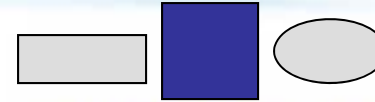
Generate Invoice Steps



IDSi International

STEP – 3 Generate Invoice

Generate Invoice Steps



IDSi International

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

Windows Internet Explorer



Invoice has been added successfully.

OK

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



IDSi International

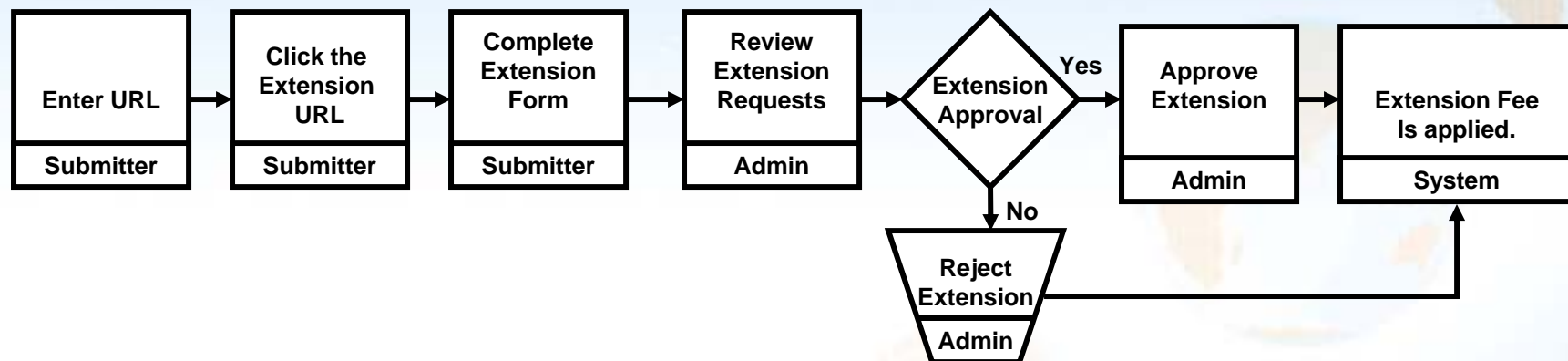
Application Extension

**Extension Request
Extension Approve
Extension Rejection**

Extension Submission & Approval Process



IDSi International



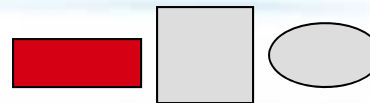


IDSi International

HOW TO ENTER EXTENSION REQUEST



Extension Request Steps



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1

Select the facility to request extension

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

County Website | Resources | FeedBack | Help | Logout
Hazardous Material Use Certificate System
hpsubmit[Submitter]
1/7/2008 10:56:49 AM

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.

Page 1 of 1 (Total Results:1)

ID	Facility Name/ Address	Municipality	Delete	Category	Apply/ Renew	Expiration Date	Appln. Status	Appln. Mode
12	ABC WELDING INC. SILVER SPRING, MD 20910		<input checked="" type="checkbox"/>		<input type="checkbox"/>		Not Initiated	

Page 1 of 1 (Total Results:1)

Show 10 rows per page

2

Click the option to request extension

Welcome to the Online Hazardous Material Use Certificate System.

Facility Name : [TAKOMA JUNCTION CITGO \(fid:5357\)](#)

Facility Address :
TAKOMA PARK, MD 20912
Ph:(703)4069317

Use Type : Light Use (Initial)

Current Application Status : Initiated
[Click here to request for an extension](#)
[Continue with the application process](#)

Last Updated Date : 1/24/2005

Certification Date :

Extension Request Steps



IDSi International

3

Enter reason

Request an extension of filing date

Enter the number of days for extending the filing date :

Reason for extending the filing date :

Expected chemicals are still not added to the inventory.

4

Request is sent to admin





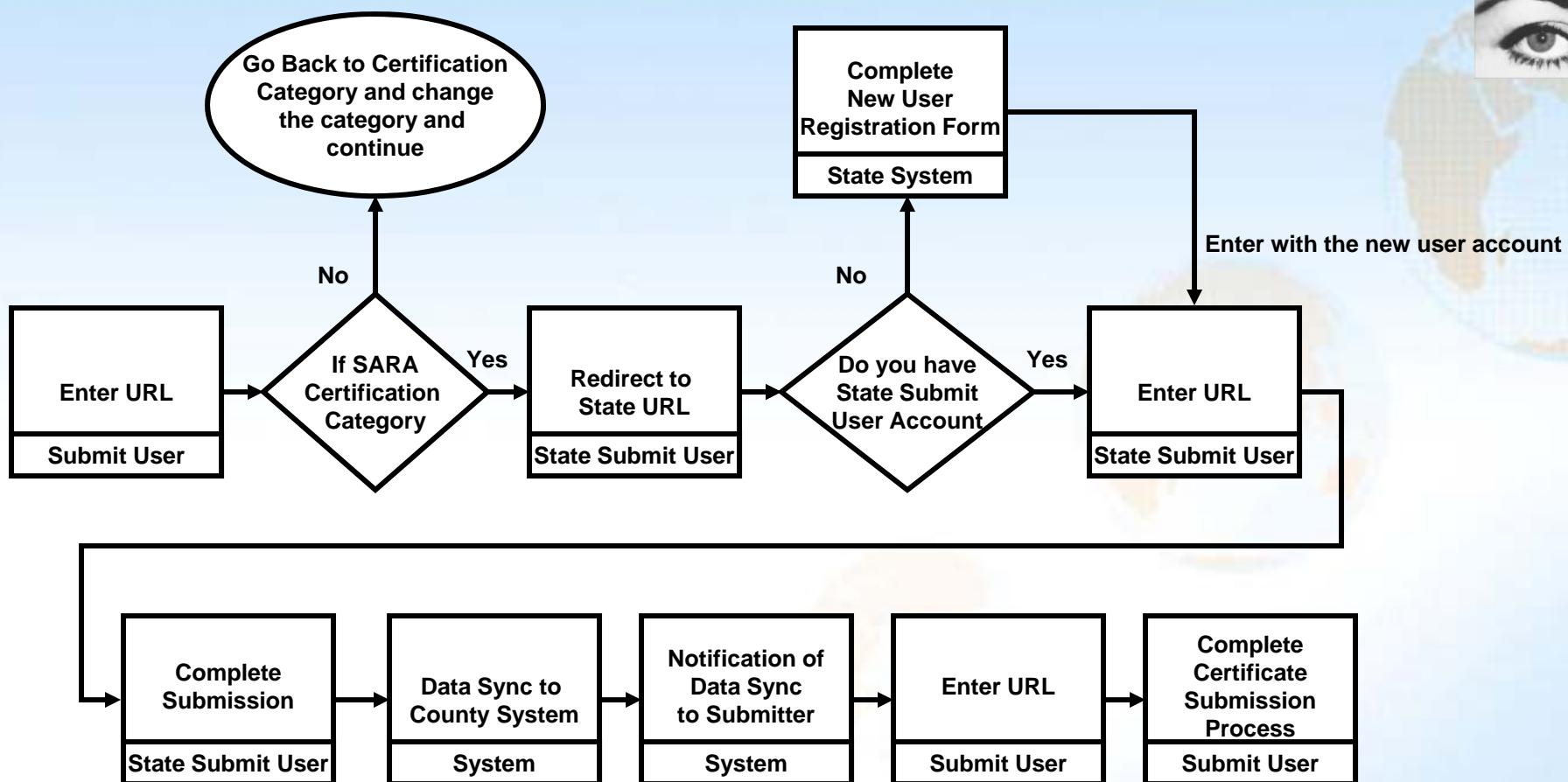
IDSi International

SARA Reports

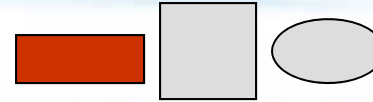
**Reporting SARA User Certificates
Synchronization Logs**

SARA Reporting Process

IDSi International



SARA Reporting Steps



IDSi International

1

Pick the Certificate Category.

Choose Certificate Category

Certificate Instructions

☐ Light Use Facility Certificate

☐ General Use Facility Certificate

☐ High Use Facility Certificate

☒ SARA Use Facility Certificate

☒ Check here if your facility stores any Extremely Hazardous Substances more than its Threshold Planning Quantity.
[Click here to view chemicals with EHSTPO](#)

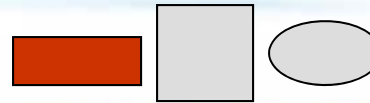
☐ Check here if your facility is a laboratory under the direct supervision of a technically qualified individual.

☐ Check here if your facility dispenses fuels.

☐ Check here if your facility has permanent above ground storage tank installed in accordance with National Fire Protection Association Standard No.30, Flammable and Combustible liquid code, and is approved by Fire marshal.

☐ Check here if your facility is a Pool.

SARA Reporting Steps



IDSi International



2

Add MOTTRS ID Number.

SARA Chemical Inventory Submission Process

You did not provide the EPSC Number while adding the facility.

[Add EPSC Number](#)

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](#)

Add EPSC Number

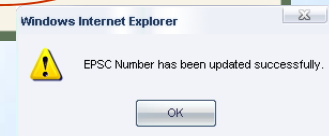
EPSC Number :

(For SARA filers who have registered with the Maryland Department of the Environment Online Tier II Reporting System)

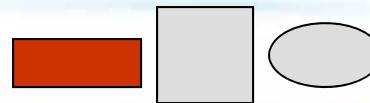
Add EPSC Number

EPSC Number :

(For SARA filers who have registered with the Maryland Department of the Environment Online Tier II Reporting System)



SARA Reporting Steps



IDSi International



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](#)

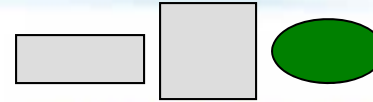
[Sign In](#)

[Reset your password?](#)

| [Forgot your password?](#)

| [Help on Tier II reporting](#)

Useful Tips/ Notes



IDSi International

- 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.

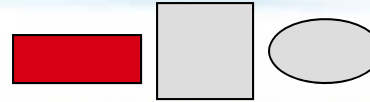




IDSi International

Renewal Certificate Submission

Enter Renewal Submission Steps



IDSi International



1

Select the facility to renew
Or click the Renew icon.

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


County Website | Resources | FeedBack | Help | Logout
Hazardous Material Use Certificate System
hpsubmit[Submitter]
1/7/2008 10:56:49 AM

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.

Page 1 of 1 (Total Results:1)

ID	Facility Name/ Address	Municipality	Delete	Category	Apply/ Renew	Expiration Date	Appln. Status	Appln. Mode
12	ABC WELDING INC. SILVER SPRING, MD 20910		<input checked="" type="checkbox"/>				Not Initiated	

Page 1 of 1 (Total Results:1)

Show 10 rows per page

1b

Select the option to Renew.

[AAMCO TRANSMISSIONS \(fid:4\)](#)

GAITHERSBURG, MD 20879

Phone: (301)2993661

Use Type: General Use (Initial)

Current Application Status: Approved

[Click here to renew your Certificate application](#)

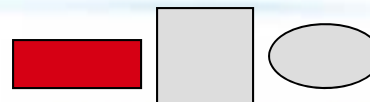
[Click here to request for an extension](#)

Last Updated: 9/14/2007

Certification Date: 2/5/2008 3:56:08 PM

Last Approved: 2/6/2008 2:06:18 PM

Enter Renewal Submission Steps



IDSi International



2

Cannot edit Facility Info, but can edit Category or Chemicals. 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 : 1234
(For SARA filers who have registered with the Maryland Department of the Environment Online Tier II Reporting System)

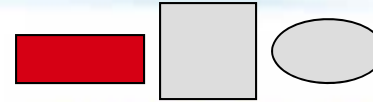
Cancel Save

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

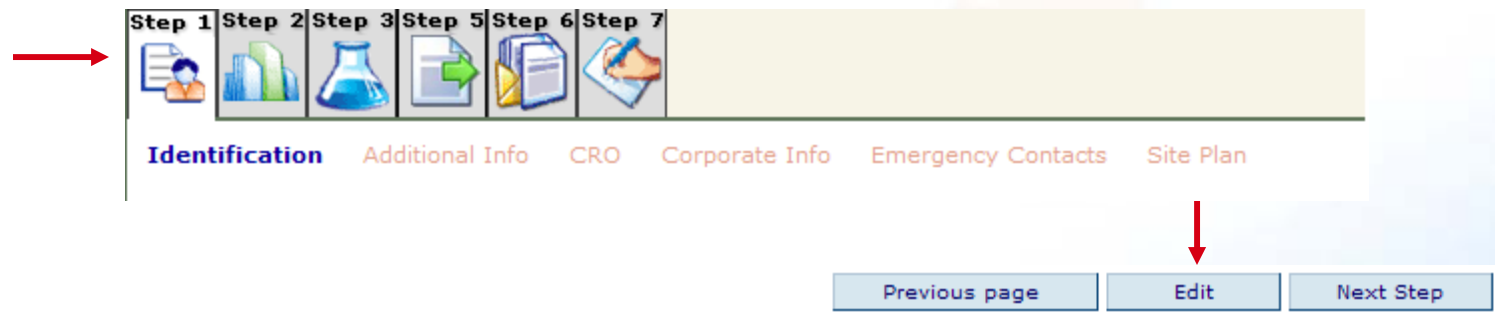
Previous page Edit Next Step

Useful Tips/Notes



IDSi International

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.





IDSi International

QUESTIONS?