

Requirement: Currently, the software design requires applicants to input the same chemical data twice, once for indoor, once for outdoor. We have implemented a new chemical import feature to reduce most of the re-entry of the chemical data for indoor and outdoor.

New Chemical Import process:

1. Login as a submitter and locate your facility:

FID	Company Name	Subaccount User	Facility/Site Name	Address	Current Data	Annual Submission Status
19	MICRO SOLUTIONS INC.		MICRO SOLUTIONS INC.	375 Printers Parkway Colorado Springs, CO 80910		Not Started
20	MICRO SOLUTIONS INC.		MICRO SOLUTIONS INC. #2	375 Printers Parkway Colorado Springs, CO 80910		Not Started

2. Go to Facility Home page and in “STEP 2” click on the blue link “Import Chemicals”:

Step 2: Review Chemical Inventory

[Import Chemicals](#)

3. The following List of Facilities search page will open:

Search for Facilities where

List of Facilities

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](#)

[1]

Page 1 of 1 (Total Results:2)

Facility Name	Facility ID
MICRO SOLUTIONS INC.	19
MICRO SOLUTIONS INC. #2	20

[1]

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Rows per page

As you can see, not only will you have an ability to select any other facility under your user name, but you will be able to select the facility to which you are trying to transfer chemicals.

4. Click on any of the facility from which you wish to transfer chemicals and you will get the following screen:

Search for Chemicals where

List of Chemicals

[1]

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<input checked="" type="checkbox"/>	Facility ID ▲	Chemical ID	CAS Number	Chemical Name	Storage Location(Inside/Outside)
<input checked="" type="checkbox"/>	19	48	7664417	AMMONIA	Inside
<input checked="" type="checkbox"/>	19	49	79061	ACRYLAMIDE	Inside
<input checked="" type="checkbox"/>	19	50	7664417	AMMONIA	Outside
<input checked="" type="checkbox"/>	19	51	79061	ACRYLAMIDE	Outside

[1]

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List of Selected Chemicals (Total Chemicals: 4)

19, 48, 7664417, AMMONIA, Inside
19, 49, 79061, ACRYLAMIDE, Inside
19, 50, 7664417, AMMONIA, Outside
19, 51, 79061, ACRYLAMIDE, Outside

On this page you will be able to select any chemical that you would like to transfer by checking a box next to the chemical ID. Also, please note a new column called “Storage Location (Inside/Outside)” which indicates the indoor and outdoor chemicals. Review your selection in the bottom window and click on “Continue” button.

5. The system will take some time to process the transfer request based on a number of chemicals selected. After the process is complete, you will see all of your chemicals transferred in “STEP 2”. At this point, you can edit each chemical and update the “Inside/Outside” portion.