

SafeTec Reports & Analysis Hub (RAH)

Help Documentation

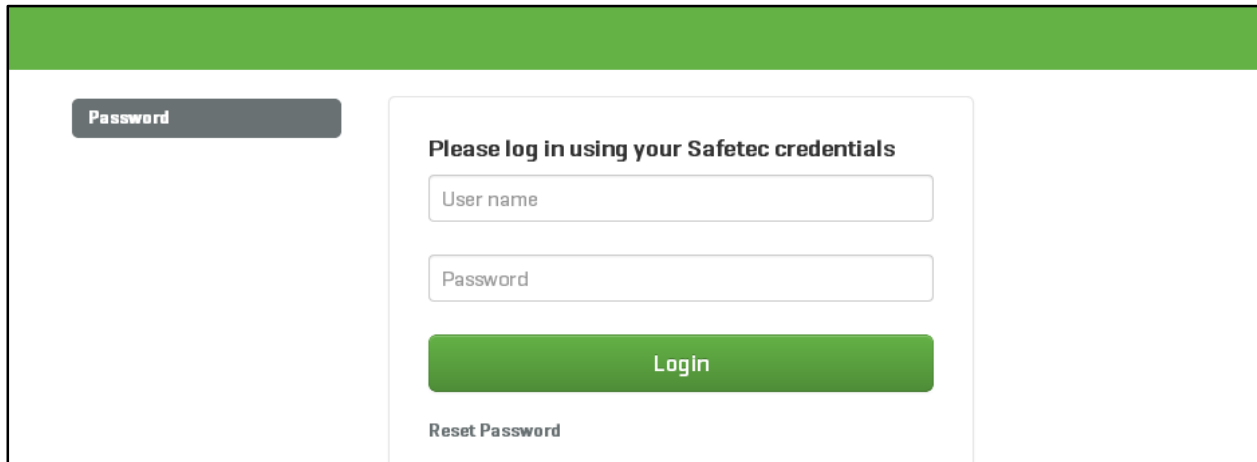
Overview

The Reports & Analysis Hub (RAH) is a new platform used for generating reports in the SafeTec System. At this time, RAH is limited to generating Tier II Report outputs. This document provides an overview of the system.

RAH System Overview

Log In

1. You will be prompted to enter your username and password. You may also choose to change your password before logging into the system (Recommended).



Password

Please log in using your Safetec credentials

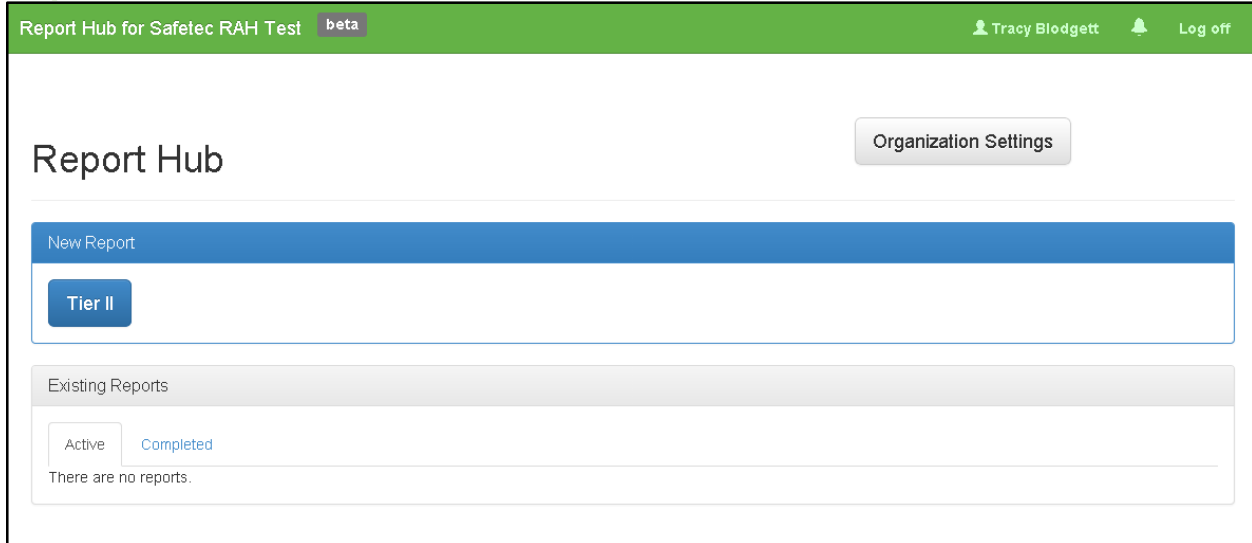
User name

Password

Login

[Reset Password](#)

Report Hub Dashboard



Report Hub for Safetec RAH Test beta Tracy Blodgett Log off

Report Hub

Organization Settings



New Report

Tier II

Existing Reports

Active Completed

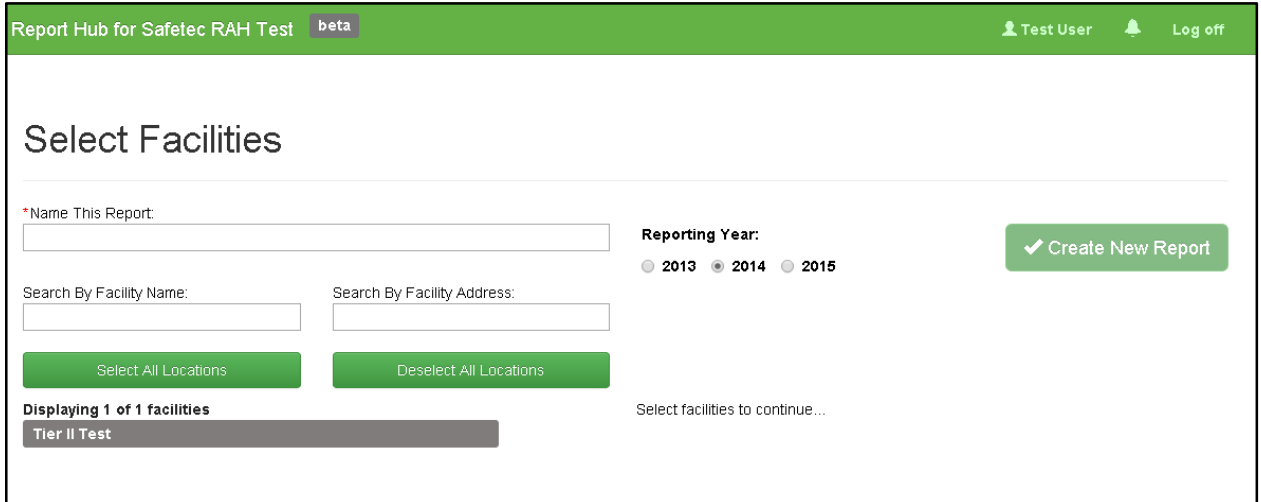
There are no reports.

- **Menu Bar:**
 - **Report Hub Title (upper left):** Clickable text that navigates to the Report Hub Home page.
 - **Current User:** Displays the name of the current user. Clicking on the user's name or  icon will allow the current user to manage their login name, password, and email address. (See also: *User Management*)
 - **Notifications Alert:** Notifications generated by the system can be accessed by clicking on the  icon. (See also: *Notifications*)
 - **Log Off:** Allows the user to Log off and end their current session.
- **New Report:** Creates a new Reporting Effort.
- **Existing Reports:** Access active or completed reporting efforts. An active effort has not been finalized and information can still be entered. A completed effort provides access to report outputs, such as a PDF report of T2S data file. Information cannot be altered if the effort has been completed. (See also: *Existing Reports*)

Creating a New Reporting Effort

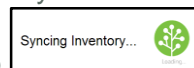
Select Facilities

1. From the Report Hub Dashboard, click on the **Tier II** button to start a new Reporting Effort.
2. The system will display the **'Select Facilities'** screen.



3. Enter a **Name** for the Report Effort and make sure the correct **Reporting Year** radio button is ticked.
4. Select one or more facilities from the list to include in the report effort. You can also search for a facility using the **Search by Facility Name** or **Search by Facility Address** fields. Facilities can be selected one at a time, or use the **Select All Locations** button to select all of the facilities currently displayed. Facilities that are selected will be shown on the right half of the page.
5. Once you have selected all of the facilities for the Reporting Effort, click the **Create New Report** button.
6. The system will now create the effort and sync data from your instance of the Chemical

Compliance Manager at SafeTec to the Reporting Hub.

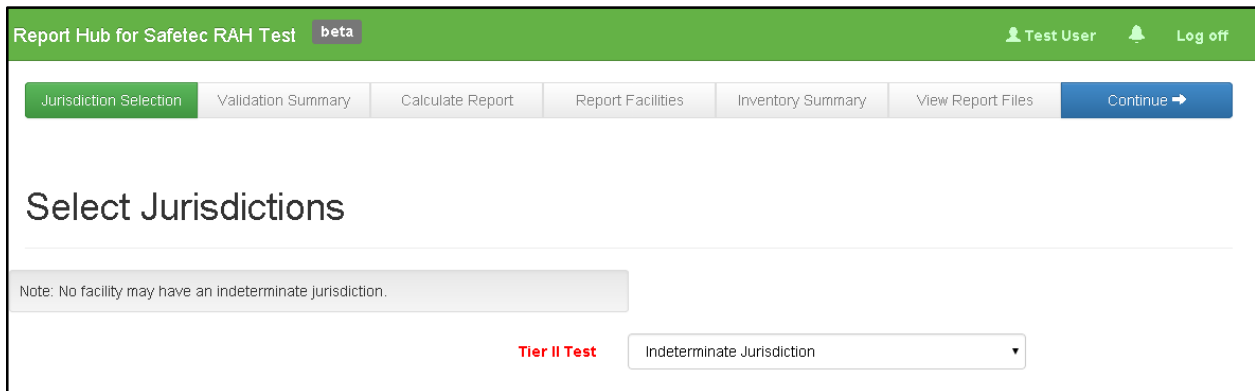



NOTE: If there is a large amount of data to sync, you can log off and come back to the Reporting Effort at a later time. A Notification will be delivered to the Notification Center when the sync has been completed. Depending on user settings, the notifications can be forwarded to an email address configured in User Management.

Select Jurisdictions

Jurisdictions refer to the reporting context relevant for a particular location. In other words, the system offers support for state fields where applicable.

1. Once the effort has been created and data has been synced, the system prompts you to verify that the appropriate Jurisdictions have been selected for each facility in the Reporting Effort. The system will attempt to assign an appropriate Jurisdiction using the facility's State abbreviation, if available.
2. If the Facility does not have a State abbreviation that corresponds to a Jurisdiction, then the Federal Jurisdiction will be used. If a Facility does not have a State abbreviation, which typically occurs if the Facility Information is incomplete, then the system flags the facility as Indeterminate Jurisdiction, and prompts the user to select an appropriate Jurisdiction. Facilities that have an Indeterminate Jurisdiction are highlighted in red.



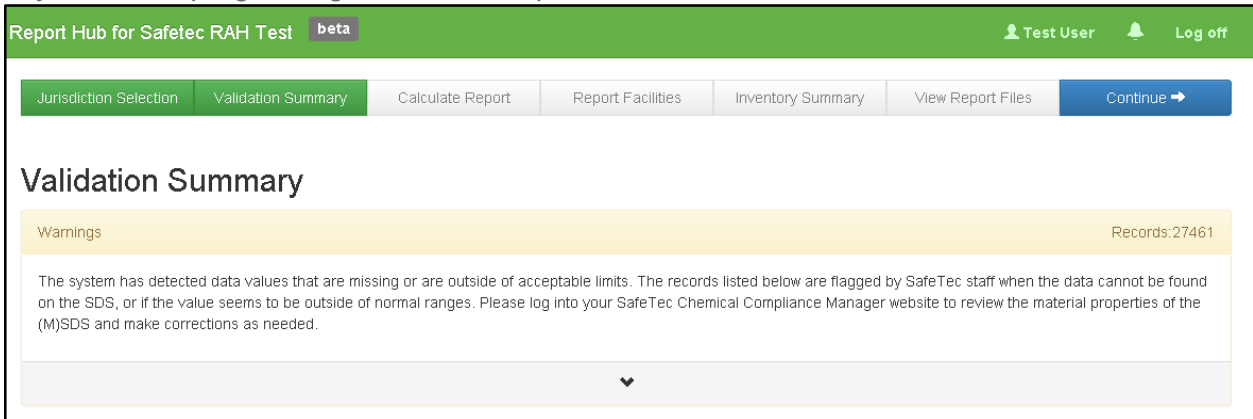
3. To change a Facility's Jurisdiction, click on the drop down field next to the Facility Name and select a Jurisdiction from the list. If the Facility has a state-specific Jurisdiction, the relevant state fields can be completed on the Facility Information page. (*NOTE: State fields will not appear on the PDF report generated by the system. However, the system will also generate T2S files that can be imported into the EPA Tier II Submit software*)
4. Once all Facilities in the Reporting Effort have an appropriate Jurisdiction, click the  button.

NOTE: *If there is a large amount of data to validate, you can log off and come back to the Reporting Effort at a later time. A Notification will be delivered to the Notification Center when the Validation step has been completed. Depending on user settings, the notifications can be forwarded to an email address configured in User Management.*

Validation Summary

The material and inventory data is analyzed by the system to validate and identify records which are missing data points or have values that are considered outside of acceptable limits. The Validation Summary displays the materials that have problems and indicates which problems are present. Users can then go into the SafeTec Chemical Compliance Manager to review the material details and make changes as needed.

Important Note: *The Validation Summary is meant for informational purposes, and will not prevent any user from progressing to the next step.*



Report Hub for Safetec RAH Test **beta** Test User Log off

Jurisdiction Selection **Validation Summary** Calculate Report Report Facilities Inventory Summary View Report Files **Continue →**

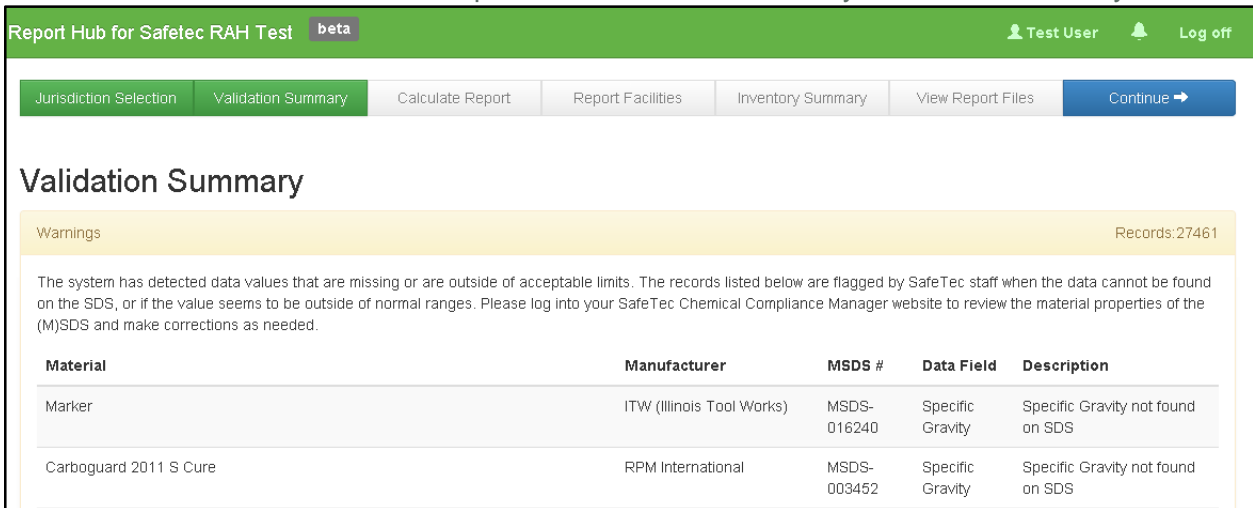
Validation Summary

Warnings Records:27461

The system has detected data values that are missing or are outside of acceptable limits. The records listed below are flagged by SafeTec staff when the data cannot be found on the SDS, or if the value seems to be outside of normal ranges. Please log into your SafeTec Chemical Compliance Manager website to review the material properties of the (M)SDS and make corrections as needed.

▼

1. The number of records with data problems are displayed in the Warnings Heading.
2. Click on the bar to expand the Material & Inventory Validation Summary.



Report Hub for Safetec RAH Test **beta** Test User Log off

Jurisdiction Selection **Validation Summary** Calculate Report Report Facilities Inventory Summary View Report Files **Continue →**

Validation Summary

Warnings Records:27461

The system has detected data values that are missing or are outside of acceptable limits. The records listed below are flagged by SafeTec staff when the data cannot be found on the SDS, or if the value seems to be outside of normal ranges. Please log into your SafeTec Chemical Compliance Manager website to review the material properties of the (M)SDS and make corrections as needed.

Material	Manufacturer	MSDS #	Data Field	Description
Marker	ITW (Illinois Tool Works)	MSDS-016240	Specific Gravity	Specific Gravity not found on SDS
Carboguard 2011 S Cure	RPM International	MSDS-003452	Specific Gravity	Specific Gravity not found on SDS

3. Once you are finished reviewing the Validation Summary, or if you wish to skip this page, click the button in the Navigation Bar.

Calculate Report

The system performs a series of calculations to determine which materials are reportable based on the EPCRA 311/312 guidelines for Tier II Reporting.

1. The system perform the following calculations (*which have been simplified for the purpose of this document*):
 - a. Convert all material inventory quantities into Pounds (Lbs).
 - b. **Bulk Material Calculation:** Find the maximum quantity, of each Material in any period, for the reporting year. If this value is greater than or equal to 10,000 Lbs, then the Material is reportable.
 - c. **Bulk Chemical (CAS) Calculation (optional):** Find the maximum quantity of each Chemical aggregated across all Materials at a facility, in any period, for the reporting year. If this value is greater than or equal to 10,000 Lbs, then each Material the reportable Chemical is found in will be reportable.

NOTE: *By default, Bulk Material Calculation is used in most applications. However, customers can opt to also use Bulk CAS Calculations if they wish to do so. The calculation methods used can be changed in Organization Settings.*

- d. **Find EHS reportables**



- i. $\text{Max Material Qty (Lbs)} \times \text{Concentration \% of EHS Chemical} = \text{EHS Chemical Qty (Lbs)}$.
 - ii. If the aggregated EHS Chemical Qty is greater than or equal to 500 Lbs (or the TPQ, whichever is lower), then the material is reportable and the EHS Chemical is listed on the report under the Material.

NOTE: *If there is a large amount of data to Calculate reportables for, you can log off and come back to the Reporting Effort at a later time. A Notification will be delivered to the Notification Center when the Calculations have been completed. Depending on user settings, the notifications can be forwarded to an email address configured in User Management.*

Report Facilities

Depending on the results of the calculations, the Reporting Hub will display which facilities of the Reporting Effort contain materials that need to be reported on. The page will also allow users to enter Facility Identification and Contact information relevant to the Tier II Report outputs.

Report Hub for Safetec RAH Test beta

 Test User
 Log off

Jurisdiction Selection
Validation Summary
Calculate Report
Report Facilities
Inventory Summary
View Report Files
Continue →

Reportable Facilities

Based on inventory data, the facilities listed below have been identified as containing one or more reportable materials. You can click on a facility in the list to review the facility's address and contact information. The facility's status will be listed as "Incomplete" if the facility is missing important pieces of information.

Name	Status	Last Updated
Tier II Test	Incomplete	November 10, 2014 10:44 AM (UTC -08:00)

Non-Reportable Facilities

Name	Status	Last Updated
There were no non-reportable facilities found.		

1. If the Facility is missing data, its Status will be listed as Incomplete. Update Facility Information by clicking on a Facility Name in the list.
2. Ensure that all sections have complete and accurate information entered.
3. Facility Contacts are now stored globally in the system so that they can be reused for other Contact Information sections and for other Facilities.
 - a. To create a New Contact, click the Add New Contact button.
 - b. To use an existing Contact, click on the drop down next to the Contact Type for a given section.
4. Once a Contact has been selected, review the Contact's details to ensure they are accurate. If any changes are required, you can click the Edit Selected Contact button. When you are finished editing Facility or Contact information, be sure to save your changes by clicking the Save Changes button at the top of the page.
 - a. Click the Report Facilities button in the Navigation Bar to return to the list of Reportable Facilities.
5. After the Facility Information for all of the Reportable Facilities have been updated, click the Continue → button in the Navigation Bar.

Tier II Information Contact



Tier II Information Contact Test User ▾

Edit Selected Contact
Add New Contact

Name	Test User	Title	My Title
Address	123 Someplace Ave. Portland OR 97222		
Country	United States	Email	test@safetec.net
Phone Number	(888) 555-1234	24-hour Phone	(888) 555-1234

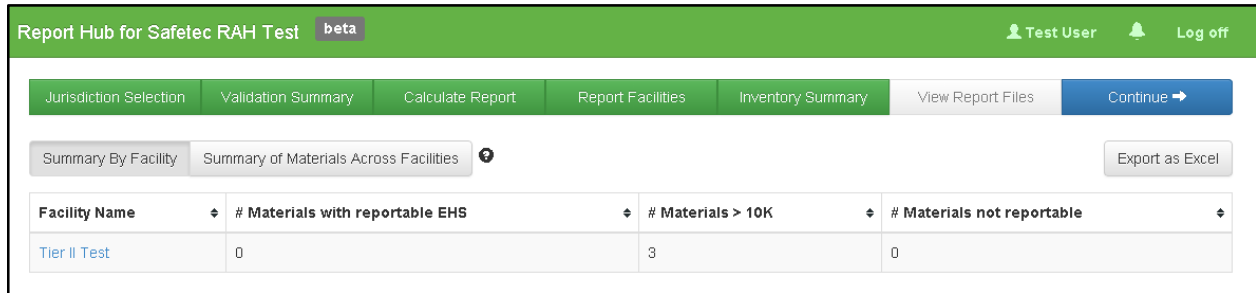
Inventory Summary

The Inventory Summary section allows users to drill into each facility in the Reporting Effort to review material and chemical information for each facility in the Reporting Effort. The summaries provide important information such as which facilities have or do not have reportable materials, as well as which materials are reportable and those that are not. Understanding why materials are reportable is an important stage in making sure the reporting effort is complete prior to finalizing the report.

Note: You may click on the  button in the Navigation Bar at any time if you are finished reviewing the inventory information or if you simply want to skip this step. You can also return to the Inventory Summary Home page at any time by clicking on the  button in the Navigation Bar.

Summary By Facility

This tab summarizes the number of reportable and non-reportable materials at each facility in the Reporting Effort.

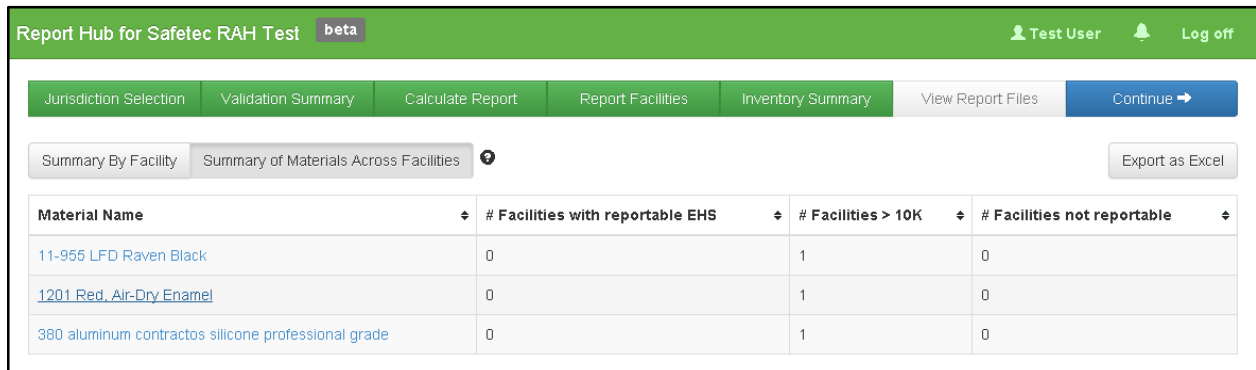


Facility Name	# Materials with reportable EHS	# Materials > 10K	# Materials not reportable
Tier II Test	0	3	0

1. Click on the Facility Name to view the material inventory information for that facility.
2. See Also: **Summary of Facility Inventory**

Summary of Materials Across Facilities

Summary of all materials included in the Reporting Effort displaying the number of facilities that have a reportable or non-reportable quantity where applicable.




Material Name	# Facilities with reportable EHS	# Facilities > 10K	# Facilities not reportable
11-955 LFD Raven Black	0	1	0
1201 Red, Air-Dry Enamel	0	1	0
360 aluminum contractos silicone professional grade	0	1	0

Summary of Facility Inventory


Summary of all material inventory records for a single facility. Contains tabs that can display quantitative and reporting information for both materials and chemicals.

Materials Tab

Lists all material inventory records at a facility. The grid indicates if a material is reportable based on reportable thresholds. The columns are sortable by clicking the arrows in each column heading.

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 [Report Facilities](#) |
 [Inventory Summary](#) |
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 [Continue →](#)

[Summary By Facility](#) |
 [Summary of Materials Across Facilities](#)  [Export as Excel](#)

Facility: Tier II Test

[Materials](#) |
 [Chemicals](#)

Name	Manufacturer	MSDS #	Has EHS Reportable Ingredient	Bulk Material > 10k	Is Reportable
380 aluminum contractos silicone professional grade	Boss Lubricants	MSDS-009698	✘	✔ 83,400 pounds	✔
11-955 LFD Raven Black	Gillespie Coatings	MSDS-018024	✘	✔ 20,000 pounds	✔
1201 Red, Air-Dry Enamel	Glyptal	002583	✘	✔ 652,324 pounds	✔

1. Click on a Material Name to view its Attributes and Chemical Composition.
2. See Also: **Material Detail**

Chemicals Tab

Lists all chemical quantities, aggregated across all materials for a facility. The grid indicates if the chemical causes materials to be reportable based on EHS reportable thresholds. The columns are sortable by clicking the arrows in each column heading.

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Facility: Tier II Test

Materials
Chemicals

Name	CAS Number	Aggregated Quantity (Lbs)	Reportable Threshold (Lbs)	Is Reportable
Ethylbenzene	100-41-4	0 pounds		✘
Talc	14807-96-6	65,232 pounds		✘
Toluene ES-6	108-88-3	200 pounds		✘
Mineral Spirits	8052-41-3	5,800 pounds		✘
Xylene	1330-20-7	261,530 pounds		✘
Aromatic Hydrocarbon	64742-95-6	200 pounds		✘
Carbon Black	1333-86-4	200 pounds		✘
VM&P Naptha	64742-89-8	69,232 pounds		✘

1. Click on a Chemical Name to view the Chemical Attributes and which materials the chemical is present in.
2. See A/so: **Chemical Detail**

Export to Excel

You can download a comprehensive Excel spreadsheet which contains all Material and Chemical inventory information for the reporting effort by clicking on the [Export as Excel](#) button in the upper right corner of the screen. Depending on browser settings, this file will open automatically, prompt you to save the file, or it will be downloaded to your 'Downloads' folder.

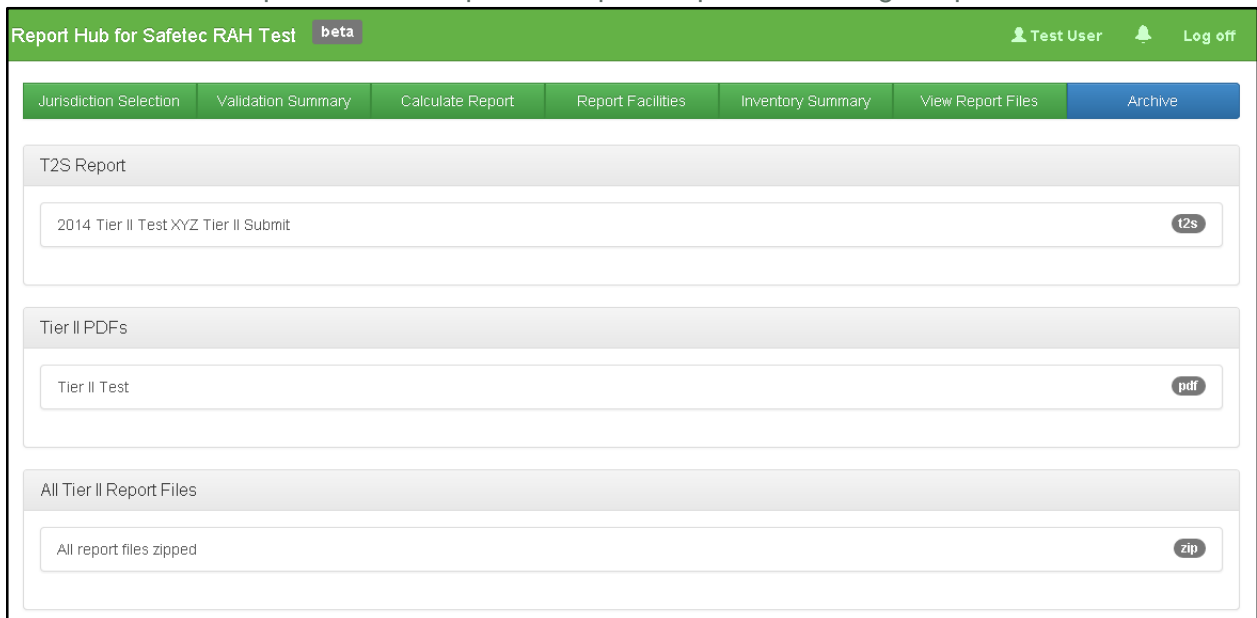
View Report Files

The system generates the report outputs in the following formats:

- T2S Report - this file can be imported into the Federal EPA Tier II Submit software, which is also compatible with the ePlan web application.

NOTE: *Compatibility with ePlan is not directly supported at this time*

- Tier II PDFs - completed Tier II Report adhering to Federal EPCRA guidelines.
- All Tier II Report Files - compiles all report outputs into a single .zip folder.



Report Hub for Safetec RAH Test beta Test User Log off

Jurisdiction Selection | Validation Summary | Calculate Report | Report Facilities | Inventory Summary | View Report Files | Archive

T2S Report

- 2014 Tier II Test XYZ Tier II Submit t2s

Tier II PDFs

- Tier II Test pdf

All Tier II Report Files

- All report files zipped zip


Archive (Report Effort Finalization)

The final step in completing the Tier II Reporting Effort is to Finalize the Effort. Finalizing the effort locks all facility and inventory data for the Reporting Effort and is no longer editable.

1. Click the  button if the Reporting Effort is complete and ready to be filed with the appropriate governing body.

Finalized Efforts can be accessed, where reports for that effort can be downloaded at any time, from the Report Hub home page in the Existing Reports section under the Completed tab.



View Report Outputs	Name	Created On	Report Type
	Tier II Report ABC	2014-12-05	TierII

1. Click on the  icon in the grid to open the Report Outputs screen.

Appendix A

Calculating Reportables

1. The RAH System assumes all reporting is Mixture-based. Support for Pure Chemical reporting may be added in a future effort.
2. RAH disregards inventory records marked as SARA 312 Exempt in CCM V8
3. Calculations are performed as follows
 - a. Convert all Inventory quantity Unit of Measures (UOMs) from the recorded UOM to Pounds (US).
 - b. Determine the Maximum Quantity On-hand for each inventory period at a Facility for the Reporting Year.
 - c. Sum the Max Qty On-hand quantities for all of the same-material inventory records for a facility
 - d. Rounding occurs as the final step, after all other calculations and comparisons have been performed. all values are rounded to the 100th decimal place.
4. System returns all material records which meet or exceed 10,000 pounds as a reportable material mixture.
5. The system compares the list of inventory records against the EPCRA 302 List to determine

which material records contain one or more EHS constituents.

- a. Extremely Hazardous Substances (EHSs) are designated under EPCRA Section 302, where the reporting threshold is 500 pounds (or 227 kg.) or the threshold planning quantity (TPQ), whichever is lower. (EHSs and their TPQs are listed in 40 CFR part 355, Appendix A and B)
- b. Chemical, or material ingredient, quantities are calculated using the Upper Concentration value identified on the (M)SDS and the Max Qty On-hand to determine EHS Chemical quantities. The EHS Chemical quantities are then aggregated across all material inventory records (using Max Qty On-hand values) for a facility and then is compared against the Reportable threshold (500lbs) or the TPQ, whichever is lower.

- i. i.e. A facility has 1000 lbs. of Green Goo, which contains the EHS Sulfuric Acid at 10% of the total composition. The same facility has 1000 lbs of Turbo Clean, which contains the EHS Sulfuric Acid at 50%. Therefore, the EHS Sulfuric Acid, totalling 600 lbs, is reportable, since it violates the 500 lb. EHS threshold for Sulfuric Acid.

Green Goo: $1000 \times .10 = 100$ lbs.

Turbo Clean: $1000 \times .50 = 500$ lbs.

Aggregated Sum = $100 + 500 = 600$ lbs.

- ii. i.e. A Facility has 20,000 lbs of Turbo Clean Concentrate, which contains the EHS Sulfuric Acid at 10% of the total composition. This product would be reportable as it surpasses two different thresholds. First, it surpasses the 10,000 lb threshold for the material. Secondly, it surpasses the EHS threshold of 500lbs. In this case, the material will be listed as reportable and the EHS checkbox will be ticked on the report.

Turbo Clean Concentrate: 20,000 lbs.

Sulfuric Acid: $20,000 \times .10 = 2,000$ lbs.

6. EPCRA 312 Exemptions:

- a. EPCRA 312 exemptions can be applied at the material level and can be applied either in the Inventory Module or in the Reporting Module. If a Material is marked as Exempt, then it is reflected as such in the Inventory Summary interface and will not appear on the Tier II report outputs.

7. Trade Secret

- a. If a material has an ingredient that is marked as trade secret then the material will also be marked trade secret and the ingredients will not be displayed in the report output.

Lead Acid Batteries

SafeTec suggests entering inventory quantities as follows:

- MSDSs for 'Lead Acid Batteries' = Enter the total Weight of the Batteries.
- MSDSs for 'Electrolyte Only' = Enter the total Volume of the Electrolyte.

The Safetec System does not support entering two separate units of measure for a single Material (or MSDS) Inventory record. This means that if a manufacturer produces an MSDS which lists all of the components of a battery (i.e. sulfuric acid, water, lead, casing, etc), then only one unit of measure can be used for the entire inventory record. Thus, we recommend using the total weight of the battery, and the system will calculate sulfuric acid as a percent by weight.

Lead Acid Battery

Total Weight (Lbs) of Battery X Percent of Sulfuric Acid = Weight (Lbs) of Sulfuric Acid.

We understand that this approach does not account for all scenarios, but that is unfortunately a limitation of the system at present. However, for this reporting year, users will be able to export their Tier II data from RAH and then import it into the Tier II Submit software. This will allow users to manipulate the data in any way they see fit prior to submitting the report. We plan on revisiting this issue again in the coming year and hope to have a better tool in place that will make recording battery quantities much easier.