# REGULATORY REPORTS

## UFC/IFC Report



This UFC/IFC report is a self-managed (not reported to any agency) report of chemical limits based on the International Fire Code Classifications. It requires that a number of different data sources be entered before the report will function as designed. This is something that NSAM can build over time.

The first requirement is that under the fire code classification, each building needs to be segregated into up to four control areas, coded 1 through 4. Additional control areas may be defined under certain conditions if they are specially designed under certain categories such as H occupancy. The locations for each building are assigned one of the four control areas.

How control areas are set up is outside the scope of this training and the responsibility of NSAM to define and manage. That said, Chemical Safety's technical support people will be happy to assist.

For the fire code limit calculations to work, the Fire Code Classification needs to be entered in the Chemical Reference Data tab of the MSDS. This is also outside the scope of what this training provides, but is listed as a reference.
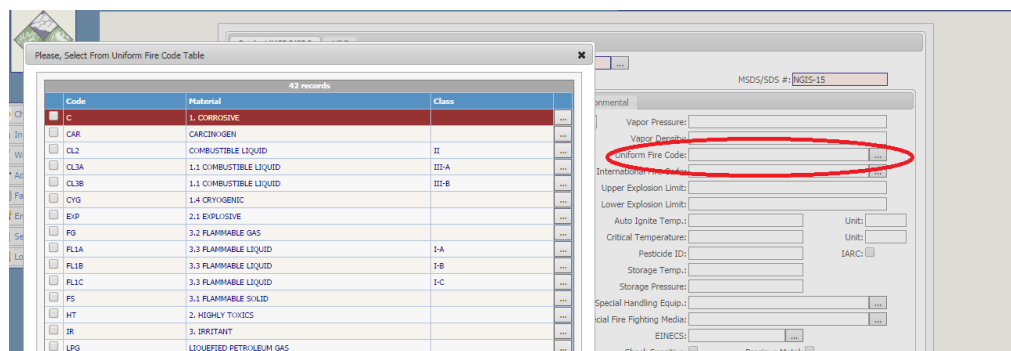


More information about Fire Code classifications can be found online. One source is http://www.norco.ca.us/civica/filebank/blobdload.asp?blobid=3135. Once all of the above is in place, the report can be run.

## Running the Uniform Fire Code Report

To run the report:

1) From the main EMS screen, click Facility/Reports/UFC-UBC Report
2) You will be asked:
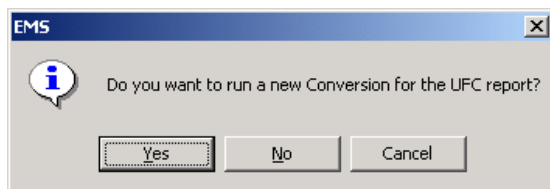


Click the YES button to create a new report.

3) You will see this selection screen:



Select the data for this report as follows:

- Click the pop-up button next to the **Facility** field to select the Facility for which you wish to run the report.
- The default for the **Year** field is the current year. Click the drop-down arrow next to the **Year** field if you wish to select another year.
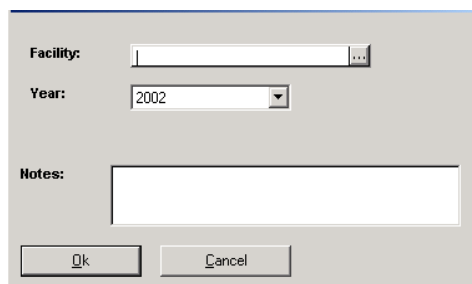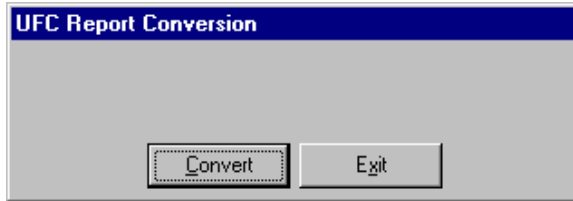- Type in any pertinent notes in the **Notes** field.

Click the OK button to continue.

4) You will see the following screen. Click the **Convert** button to continue, or the **Exit** button to cancel without creating the report.

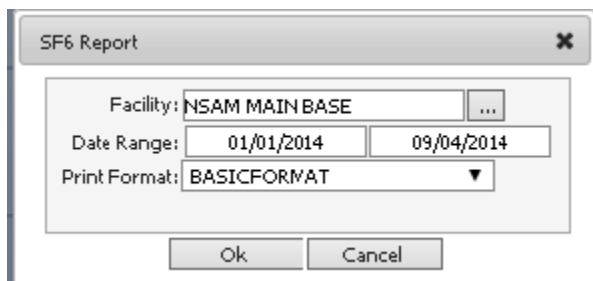**UFC Report Conversion**

[ Convert ]    [ Exit ]

## Biennial Report

Biennial is a waste report that needs to be filed every two years. In order for EMS to produce it, NSAM will need to use the profile and manifest part of the EMS system at a minimum, and the drum form would also contain data that is used in some cases.

At the current time, our understanding is that there is no such plan in place at NSAM to utilize these functions. Despite this, if and when NSAM starts using waste comprehensively, the Biennial report is in place.

## SF$_6$ (Sulfur Hexafluoride) Report

EMS includes a built-in Sulfur Hexafluoride (CAS 2551-62-4) report for federal regulatory compliance. Sulfur hexafluoride is an extremely potent greenhouse gas most often used as an electrical insulator. The report can be accessed by selecting **Facility -> Reports -> SF6 Report** from EMS's main menu on the left side of the screen. To run the report, select a facility (from the drop-down menu) and date range and then click Ok.

**SF6 Report** ✖

Facility: NSAM MAIN BASE [ ... ]
Date Range: 01/01/2014    09/04/2014
Print Format: BASICFORMAT ▼

[ Ok ]    [ Cancel ]

## DHS REPORT

EMS contains a report for chemicals on the Department of Homeland Security Chemicals of Interest list. The report can be accessed by selecting **Facility -> Reports -> DHS Report** from

EMS's main menu on the left side of the screen. To run the report, select a facility (from the drop-down menu) and then click Ok.
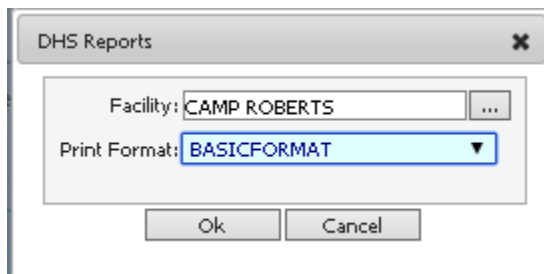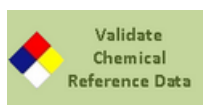


## CERS Reporting

### CERS QUICKSTART MENU FUNCTIONS

| | |
|---|---|
|  Import Inventory **DO NOT USE** | This option imports the chemical inventory previously uploaded to CERS. Do not use this option as it will overwrite and replace your existing inventory. This function has been created for smaller facilities that do not maintain dynamic inventories. |
|  Track Chemical Inventory | Manage and update the chemical inventory at the EH&S level. Verify that your inventory is correct for each location. Record any disposed/consumed chemicals. Add new chemical containers. |
|  Validate Chemical Reference Data | View and modify chemical reference data such as density, EHS chemical designation, hazard class and fire codes. This data affects which chemicals are reported and how the quantities are reported. |
|  Create Data Set of Reportable Chemicals | This step runs a "conversion" that will select all of the reportable chemicals for a specific year and facility for this report. The year is selected from the Inventory records. This process will create a new version that you can quickly print or export to a CERS-formatted Excel file. *Note: because of the size of the file that is processed, this step may take a long time to complete. It is recommended that you do not run it but instead use an existing reportable file set as described further down in this document.* |
|  Export Data to Excel (formatted for review) | This step allows you to export the HMBP data from a specific version of the report to an Excel file, so it can be sorted, grouped, and totaled as needed for verification. *Note: This version of the report is in a simplified format for user review. It can NOT be uploaded to the CERS website.* |

*This process will create a new version that you can quickly print or export to a CERS-formatted Excel file.*

**Compare Data Set Against the Previous Year's**

This step allows you to *compare* two different versions of the report, and displays a report comparing the two versions.

**Fill out Facility and Business info Forms**

Enter data for the Business Owner/Operator and Business Activity forms. Each version of the *report* has its own set of these pages, so do a FIND for the version of the report you are working with, THEN add or edit the Business Owner/Operator and Business Activity data. You will be able to print these forms in hard copy.

**Print Report**

This prints the HMBP/CERS report in either the Matrix or Long (one chemical per page) format. We advise that you also print a copy to a PDF to keep for each year and each Facility. *Note: When you select this option, three different windows will open: The first window is a printout of the facility information, the second of the owner information and the third the chemical inventory. To print any of these reports, Right-Click on them and select the print button.*

**Mail Report (optional)**
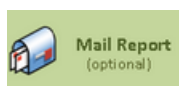
This is only a reminder button. If you are submitting the report in hard copy, be sure to mail it in time to reach your regulatory agency by the deadline. *Note:* Check with your local regulatory agency even though you are filing electronically, some agencies are requiring a hard copy to be submitted as well.

**Create Excel File for Electronic Submission**

This step exports the data from the most recently created version of the report to an Excel file that is in CERS format and can be uploaded to the State CERS website.

**Upload to CERS**

This step opens the California EPA CERS website, where you can login and upload the Excel file that you exported from EMS.

**Import Reference Data from CERS (optional)**

This step allows you to use an Excel file that you exported from CERS to import MSDS Chemical Reference data to EMS. No EMS data will be deleted; only blank fields will be populated with CERS data from the imported file. *Note:* This function is not active in this demo version.
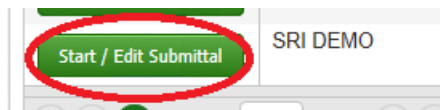
**Report Center**
Favorites
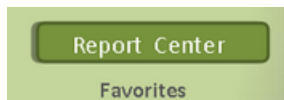
Access the Reports Center to create and manage ad-hoc management reports. A wealth of data sources and tools is provided, granting total freedom in selecting and filtering the data required to drive your business.
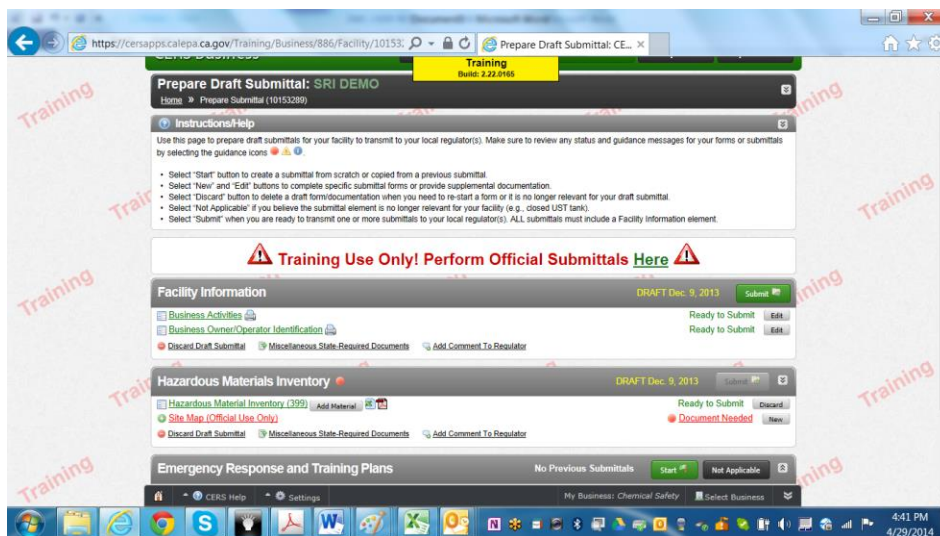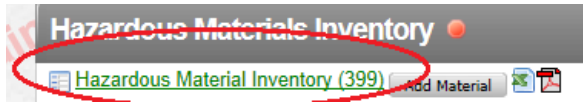
## CERS Portal
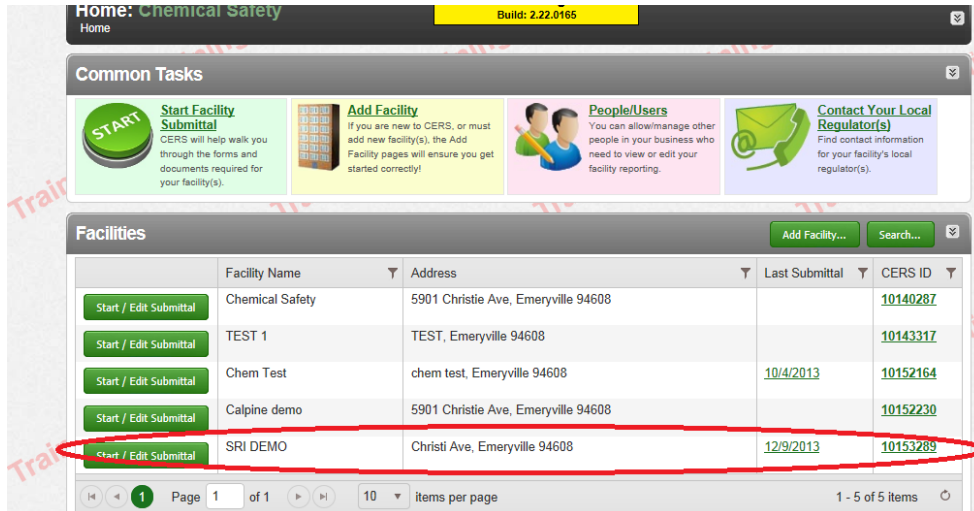


- **Screen One:** the initial CERS page- click on Start/Edit Submittal.



- **Screen Two:** click on Hazardous Material Inventory. You can also click the Excel or PDF buttons for a copy of the uploaded data in one of these formats.

**Screen Three:** upload and download inventory. From this screen you will start the upload and download process. Start with the download process (in order to get and review the CERS inventory submission file). **NOTE: Do not import the file into EMS as it will overwrite the current inventory.**



To upload the inventory file you created in EMS, select **upload inventory**

## How Often Should EMS Data be Updated?

EMS users should be updating in real time when they receive new chemicals, consume chemicals, or discard chemicals.

According to regulatory rules, inventory should be updated at least every 90 days. One good way to check and update inventories is to do an inventory search, export it to an Excel file, print it (or save it on a laptop or portable device), and then do a physical check of containers against the list, make corrections on the list and update EMS by either updating and importing the Excel file or manually adding, editing and deleting records.

# Safety Data Sheets (SDS) Explained

Safety Data Sheets (formerly called Material Safety Data Sheets) communicate hazard information about chemical products. The federal Hazard Communication Standard, revised in 2012, now requires chemical manufacturers, distributors, and importers to provide new Safety Data Sheets in a uniform format that includes the section numbers, headings, and associated information below.

**Section 1 – Identification** identifies the chemical on the SDS as well as the recommended uses. It also provides the essential contact information of the supplier.

**Section 2 – Hazard(s) identification** includes the hazards of the chemical and the appropriate warning information associated with those hazards.

**Section 3 – Composition/information on ingredients** identifies the ingredient(s) contained in the product indicated on the SDS, including impurities and stabilizing additives. This section includes information on substances, mixtures, and all chemicals where a trade secret is claimed.

**Section 4 – First-aid measures** describes the initial care that should be given by untrained responders to an individual who has been exposed to the chemical.

**Section 5 – Fire-fighting measures** lists recommendations for fighting a fire caused by the chemical, including suitable extinguishing techniques, equipment, and chemical hazards from fire.

**Section 6 – Accidental release measures** provides recommendations on the appropriate response to spills, leaks, or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties, or the environment. It may also include recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard.

**Section 7 – Handling and storage** provides guidance on the safe handling practices and conditions for safe storage of chemicals, including incompatibilities.

**Section 8 – Exposure controls/personal protection** indicates the exposure limits, engineering controls, and personal protective equipment (PPE) measures that can be used to minimize worker exposure.

**Section 9 – Physical and chemical properties** identifies physical and chemical properties associated with the substance or mixture.

**Section 10 – Stability and reactivity** describes the reactivity hazards of the chemical and the chemical stability information. This section is broken into 3 parts: reactivity, chemical stability, and other.

**Section 11 – Toxicological information** identifies toxicological and health effects information or indicates that such data are not available. This includes routes of exposure, related symptoms, acute and chronic effects, and numerical measures of toxicity.

**Section 12 – Ecological information** provides information to evaluate the environmental impact of the chemical(s) if it were released to the environment.

**Section 13 – Disposal considerations** provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices. To minimize exposure, this section should also refer the reader to Section 8 (Exposure Controls/Personal Protection) of the SDS.

**Section 14 – Transport information** includes guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea.

**Section 15 – Regulatory information** identifies the safety, health, and environmental regulations specific for the product that is not indicated anywhere else on the SDS.

**Section 16 – Other information** indicates when the SDS was prepared or when the last known revision was made. The SDS may also state where the changes have been made to the previous version. You may wish to contact the supplier for an explanation of the changes. Other useful information also may be included here.

## Viewing a GHS Label

To view a GHS label, simply click the [View Label / Hazard / PPE Data] button in the third tab.
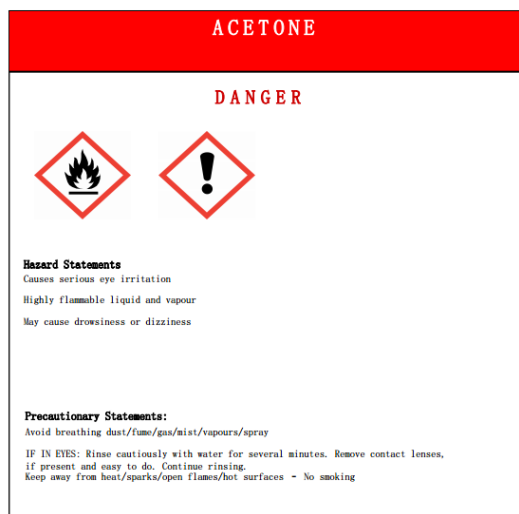


## (M)SDS DETAILS

Additional information about a chemical's properties as well as regulatory and safety data are contained within the (M)SDS record. To access the (M)SDS detailed record, click on the. Chemical/ (M)SDS button on the left of your screen.



Enter your search term(s):

Click on the (M)SDS button to the right in the list view of returned search results.



The (M)SDS detail record screen has five tabs, starting with the **Product Data** tab.

A lot of information can be accessed in the various tabs. Depending on the chemical, and the manufacturers' (M)SDS, different records may have more, or less data than other records, but all necessary information about a chemical can be recorded and viewed here.

- **Product Data Tab:** the product data contains information found in the product and company information section of the MSDS/ SDS.
- **Comp/Regs/Misc Tab:** the second tab, named Comp/Regs/Misc tab contains additional data relating to the chemical including synonyms, associated projects and facilities, regulations, part numbers, locations, and green chemical alternatives.
- **(M)SDS Image Tab:** the (M)SDS Image tab contains the uploaded (M)SDS' pdf file. Both the current (most recent) safety data sheet and older versions can be viewed here. Older versions of the (M)SDS should not be deleted per regulatory requirements.
- **Chemical Ref Data Tab:** the Chemical Ref Data tab contains additional fields relating to the chemical substance.
- **Environmental Tab:** the Environmental tab contains the information found in section two of the (M)SDS/SDS including the hazards of the chemical and the appropriate warning information associated with those hazards.