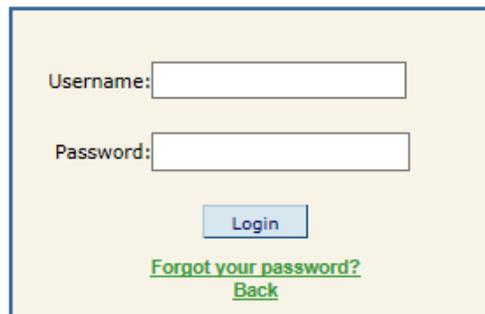


Creating a New Facility Account

1. To create a New Facility Account, go to <https://whoprs.wisconsin.gov/submit/>.
2. To Sign in to WHOPRS, click [Sign In].
 - If you have forgotten your password, click [Forgot your password?](#).
 - If you wish to reset your password, click [Reset your password?](#).



3. Enter the username and password.
4. Click [Login].



The screenshot shows a login form. It has two input fields: "Username:" and "Password:". Below the input fields is a blue button labeled "Login". Below the button, there are two green links: "Forgot your password?" and "Back".

5. A Regulations page will generate. To proceed, click either of the [Continue>>] buttons located on the right side of the screen. The Main Menu will generate:
6. Click the '[Add a New Facility](#)' button to create a new facility account.

Main Menu

[Add a New Facility](#) |
 [Update User Profile](#) |
 [Help on Tier II Reporting](#) |
 [Consolidated Invoice Statement\(CIS\)](#)

The following facilities are registered under this username. You can update information by clicking on the Facility Name. If you want to preview the most current data entered, click on the Current Data icon across from each Facility Name.

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

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

FID	Facility/Site Name ▲	Address	Current Data	Facility Type	Submission Status	Planning Facility
200462	WEM FACILITY 1	2400 WRIGHT STREET MADISON, WI 53707		Facility	Not Started	Unknown

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

Rows per page

Select Facility Type

- Facility
- Batch Plant
- Temporary Construction

"Facility" is defined as all buildings, equipments, structures, and other stationary items which are located on a single site or on contiguous or adjacent sites, and which are owned or operated by the same person (or by any person who controls, is controlled by, or under common control which, such person) or used for conducting the activities of a public or private agency. It includes man-made structures as well as all natural structures in which chemicals are purposefully placed or removed through human means.

"Farming" means the operation of farm premises owned or rented by the operator. "Farm premises" means areas used for operations herein set forth, but does not include other areas, greenhouses or other similar structures unless used principally for the production of food and farm plants. Operation of farm premises shall be deemed to be the planting and cultivating of the soil thereof; the raising and harvesting of agricultural, horticultural or arboricultural crops thereon; the raising, breeding, tending, training and management of livestock, bees, poultry, fur-bearing animals, wildlife or aquatic life, or their products, thereon; the processing, drying, packing, packaging, freezing, grading, storing, delivering to storage, to market or to a carrier for transportation to market, distributing directly to consumers or marketing any of the above-named commodities, substantially all of which have been planted or produced thereon; the clearing of such premises and the salvaging of timber and management and use of wood lots thereon, but not including logging, lumbering or wood cutting operations unless conducted as an accessory to other farming operations; the managing, conserving, improving and maintaining of such premises or the tools, equipment and improvements thereon and the exchange of labor, services or the exchange of use of equipment with other farmers in pursuing such activities.

"Retail Battery" is a facility that stores consumer packaged batteries for resale that contain battery electrolyte solution with sulfuric acid and has no other EHS on site.

"Telecommunication" is a facility that contains lead acid batteries to run communications towers and for which sulfuric acid is the only EHS at or above TPQ.

- Select the appropriate facility type from the listing located at the left hand corner of the screen.
- Click the [Continue] button.
- The Facility Details page will generate.
 - Please note that the Facility Details page is the same as the First Step of the Tier II Report.

7. Enter Facility Details.

STEP 1: ENTER FACILITY DETAILS
 Facility Type: Facility
All red fields are required.
 Enter phone number as 123-456-7890x1234567.

Is this a Federal or federally recognized Tribal Facility? Yes No

Facility Physical Location

Check if facility address is not a standard address

Facility Name:

Facility Street: City:

County: Municipality:

LEPC: Tribe:

Fire Department:

State: Zip Code:

Facility Contact Name:

Facility Phone: Fax Number:

Number of Full Time Employees Employed within the State of WI: [What is this?](#) Website:

Check if facility email is Confidential

Facility Email: Retype Email:

Latitude:

Longitude:

Latitude and Longitude must be in Decimal Degrees.

Other Details

Manned Unmanned Maximum Number of Occupants at one time (if Manned):

Regulation Status

Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)? [What is this?](#) Yes No

Subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)? [What is this?](#) Yes No

RMP Facility ID: (Required if "Yes" is selected)

Subject to Toxic Release Inventory under Section 313 of EPCRA (40 CFR part 372)? [What is this?](#) Yes No

TRI Facility ID: (Required if "Yes" is selected)

Facility Emergency Coordinator (Required if at least one EHS over TPQ is entered)

Name:	Title:	Phone Number:	24 Hr. Phone:	Email:
<input type="text"/>				

Tier II Contact

Name:	Title:	Phone Number:	24 Hr. Phone:	Email:
<input type="text"/>				

Emergency Contact Information (Min 2 - Max 3 Emergency Contacts)

Name:	Title:	Phone Number:	24 Hr. Phone:	Email:	Cell/Pager:
<input type="text"/>					
<input type="text"/>					

Owner/Operator Mailing Address

If you enter an address outside of the US or Canada, enter the state/province name in the City field.

Name:

Attn:

Country:

Street Address:

City: State:

Zip Code:

Phone: Email:

Parent Company

If you enter an address outside of the US or Canada, enter the state/province name in the City field.

[Copy from Facility Address](#) [Copy from Owner/Operator Address](#)

Parent Company Name: Dun & Brad Number:

Street Address: Country:

City: State:

Zip Code: Phone:

Email:

Mailing Address, if different from Facility Physical Location

[Copy Owner/Operator Mailing Address](#)

If you enter an address outside of the US or Canada, enter the state/province name in the City field.

Company:

Attn:

Country:

Street Address 1:

Street Address 2:

City: State:

Zip Code: Phone:

Facility Identification Information

SIC Code: Dun & Brad No:

TRIFID: 2012 NAICS:

EIN (Tax ID Number):

- Please note that all fields highlighted **Red** are required. Fields that are highlighted **Black** are optional. You will not be able to proceed with your report if any of the required fields are not submitted.

Facility Physical Location Section

8. Fill in all sections highlighted in **Red**. A facility fax number and website are optional.
 - Selecting the County will auto-populate the LEPC field and will allow you to select the Facility Municipality.
9. To select the Municipality, click the  box. A listing of cities, towns and villages will open. Select the appropriate municipality.
10. Once the Municipality is selected, the Fire Department field dropdown will populate; select the appropriate Fire Department.
 - To calculate the Latitude and Longitude, click the Locate Lat/Long tool: 

Other Details: Is the Facility Manned (occupied) or Unmanned (unoccupied)?

11. Select either the 'Manned' or 'Unmanned' radial. If Manned is selected, supply the maximum number of occupants.

Regulations Statuses: Emergency Planning; Chemical Accident Prevention; Toxic Release Inventory.

12. Emergency Planning: Section 302 of EPCRA – If your facility maintains Extremely Hazardous Substance(s) at or above the Threshold Planning Quantity, select the 'Yes' radial. If not, select the 'No' radial.

- Chemical Accident Prevention: Section 112(r) of CAA (40 CFR part 68, Risk Management Program – To determine if your facility is subject to this regulation, please consult the EPA List of Lists to determine if your facility is subject to this regulation: <http://1.usa.gov/1qzyiyH>.
- Toxic Release Inventory: Section 313 of EPCRA (40 CFR part 372) – To determine if your facility is subject to this regulation, please consult the EPA List of Lists to determine if your facility is subject to this regulation: <http://1.usa.gov/1qzyiyH>.

Facility Emergency Coordinator

- Required only if facility has entered at least one Extremely Hazardous Substance that is at or above the Threshold Planning Quantity.
- If applicable to your facility, provide the name, title, phone number and email of the Facility Emergency Coordinator.

Tier II Contact

13. Provide the name, title, phone number and email of individual responsible for submission of Tier II.

Emergency Contact Information

14. A minimum of two emergency contacts are required.

15. Provide the name, title, phone number and email of the emergency contacts.

Owner/Operator Mailing Address

16. All fields are required.

- If the Owner/Operator address is the same as the Facility Physical Location, use the  button to import the Facility Physical Location information.

Parent Company

- This section is optional.

Mailing Address, if different from Facility Physical Location

- If the mailing address is different, please provide the mailing address in this section.

Facility Identification Information

17. EIN, Dun & Brad Number and 2012 NAICS are required.

- If the Dun & Brad Number is unknown, you may put 'N/A' in the field.

18. Click the  to the right of the 2012 NAICS to look up your facility's NAICS code.

- The SIC Code and TRIFID are optional in this section.

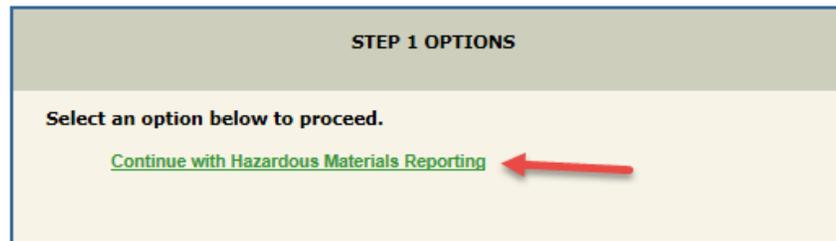
19. Once all required fields have been entered, review the inputted data to ensure that the information is accurate and correct.

- All required fields must be complete in order to save changes to the Facility Details section.

20. Click [Save Changes] when finished:



21. Click the '[Continue with Hazardous Materials Reporting](#)' button located in the STEP 1 OPTIONS popup to continue with the Tier II Report.



Facility Home Page for WEM FACILITY 1 (ID:200462)
 Facility Type: FACILITY

Facility Reporting Exemption Status: Non Exempted

[Submissions Listing](#) | [ERP](#) | [Billing Summary](#) | [Are you exempt from fees?](#)

312 (Tier II)

Reporting Year

WEM FACILITY 1
 2400 WRIGHT STREET
 MADISON, WI 53707
 Phone: (608)242-1234

Last Update: 07/16/2014
 Last Tier II Submission:

Step 1: Review Facility Information

Step 2: Review Reporting Exemption or Chemical Inventory

[Import Chemicals](#)

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.

Chemical ID	CAS	Chemical Name	Is or Contains EHS	Edit	Delete
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No Chemicals Found.

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

List of EHS Chemicals

Click on table header to sort and filter selections.

CAS	EHS Name	TPQ Value	Quantity Stored(lbs)	EHS Exceeds TPO(Yes/No)
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Step 3: Review Attachments

Attachment	File Name	Browse File to Upload	Add / Update	Remove
Siteplan **		<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Attach"/>	<input type="button" value="Remove"/>
Site coordinate abbreviations		<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Attach"/>	<input type="button" value="Remove"/>
Safeguard measures		<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Attach"/>	<input type="button" value="Remove"/>

** Siteplan required for Annual and Revision submission(s).

To attach a file, click on Browse, choose the location of the file, click Open. The name of the file will appear. Then click Attach. The document format will appear underlined. To remove a file, click Remove.

Step 4: Submit Tier II Report

You have not made any submissions for the Report Year (2013).

Notes

Notes	Edit
	<input type="button" value="Edit"/>

This report will be reviewed by the State officials. You may be contacted about this submission.