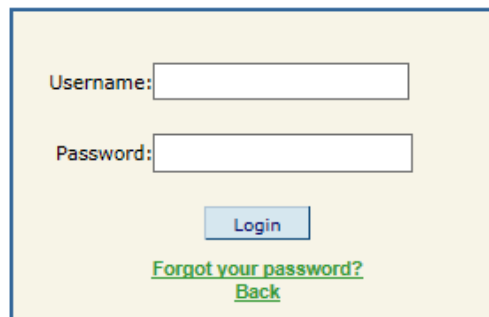


## Review Reporting Exemption or Chemical Inventory

1. Go to <https://whoprs.wisconsin.gov/submit/>.
2. To Sign in to WHOPRS, click [Sign In] button.
  - 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 with a light beige background. It contains two input fields: "Username:" and "Password:". Below the input fields is a blue "Login" button. At the bottom of the form, 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 page will generate:

**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)

<a href="#">FID</a>	<a href="#">Facility/Site Name</a> ▲	Address	Current Data	<a href="#">Facility Type</a>	Submission Status	<a href="#">Planning Facility</a>
200462	<a href="#">WEM FACILITY 1</a>	2400 WRIGHT STREET MADISON, WI 53707		Facility	Not Started	Unknown

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

Rows per page

6. Select the appropriate facility to begin the Tier II Report from the Facility/Site Name column.

- The Submissions Listing page will generate.

7. To access the Tier II Report, click the blue [Edit] button found below the most recent report year.
- To access a previous year in order to file a revision for an existing report or to submit a missing report year, select the [Click here to request an edit for a Previous Reporting Year](#) option. Once the request is submitted, an [Edit] option will generate under the selected year.

**Submissions Listing for WEM FACILITY 1 (ID: 200462)**  
Facility Type: FACILITY  
Planning Facility: Unknown

[Edit Facility](#)

**Tier II Reports**

[Below Reportable Quantities?](#) [New Report](#)

Report Year	Initiated Time	Submission Class	Reporting Exemption	Signed By	Signed Date	Submission Status	Invoice	View	Submission Type	Report Status
2013 <a href="#">[Edit]</a>						Not Started				

[Click here to request an edit for a Previous Reporting Year.](#)

## Facility Home Page: Tier II Report page:

**Step 1: Review Facility Information**

[Edit Facility](#)

---

**Step 2: Review Reporting Exemption or Chemical Inventory**

[File Reporting Exemption](#)
[Add Chemical](#)

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)

Click on table header to sort and filter selections.

Chemical ID	CAS	Chemical Name ▲	Is or Contains EHS	Edit	Delete
115222	N/A	DIESEL FUEL (DISTILLATE FUEL)	No	<a href="#">Edit</a>	<a href="#">Delete</a>

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

Rows per page

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 TPQ(Yes/No)

Rows per page

**Step 3: Review Attachments**

Attachment	File Name	Browse File to Upload	Add / Update	Remove
Siteplan **	<a href="#">123.tif</a>	<input type="text"/> <a href="#">Browse...</a>	<a href="#">Attach</a>	<a href="#">Remove</a>
Site coordinate abbreviations		<input type="text"/> <a href="#">Browse...</a>	<a href="#">Attach</a>	<a href="#">Remove</a>
Safeguard measures		<input type="text"/> <a href="#">Browse...</a>	<a href="#">Attach</a>	<a href="#">Remove</a>

\*\* 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**

- The Tier II Report is composed of 4 steps:
  - 1) Review Facility Information
  - 2) Review Reporting Exemption or Chemical Inventory
  - 3) Review Attachments
  - 4) Submit Tier II Report
- Review each section to verify all provided information is correct and up to date.
- Upon completion of Sections 1-3, click the [CLICK HERE TO START/CHANGE YOUR TIER II SUBMISSION FOR THIS YEAR] button.

- To Add a Chemical, click the [Add Chemical] button.
- To Edit an existing Chemical, click the [Edit] button that corresponds to the Chemical in need of editing.
- The Chemical Description and Storage Location page will generate.

## Chemical Description and Storage Location page:

STEP 2: CHEMICAL DESCRIPTION AND STORAGE LOCATION																																																													
All red fields are required.																																																													
Chemical Description		Physical and Health Hazards	Inventory	Storage Codes & Locations																																																									
Search by CAS / Chemical Name CAS Number: <input type="text"/> Chemical Name: <input type="text"/> Trade Secret: <input type="checkbox"/> EHS <input type="checkbox"/> Contains EHS <input type="checkbox"/> EHS Name: <input type="text"/> <a href="#">Add mixture components</a> Check all that apply: <input type="checkbox"/> Pure <input type="checkbox"/> Mix ] <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas ] MSDS/SDS Submission MSDS/SDS File: Not Uploaded <a href="#">Upload MSDS/SDS</a>		Check all that apply: <input type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input type="checkbox"/> Immediate(Acute) <input type="checkbox"/> Delayed(Chronic)	<a href="#">Gallons to Lbs converter</a> Maximum Daily Amount (lbs) (Facilitywide): <input type="text"/> Maximum Daily Amount Code: <input type="text"/> Average Daily Amount (lbs) (Facilitywide): <input type="text"/> Average Daily Amount Code: <input type="text"/> Number of days on site: <input type="text"/> <a href="#">Code Range</a>	Storage Location information must be entered. <table border="1"> <thead> <tr> <th>Container Type</th> <th>Pressure</th> <th>Temperature</th> <th>Location</th> <th>Description</th> <th>Max Amt At Location (lbs)</th> <th>Confidential Location</th> </tr> </thead> <tbody> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="checkbox"/></td></tr> </tbody> </table> <a href="#">More Storage Locations?</a>		Container Type	Pressure	Temperature	Location	Description	Max Amt At Location (lbs)	Confidential Location	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
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<b>Fee/Reporting Exemption (See Resources for definitions of Fee/Reporting Exemptions)</b> <input type="checkbox"/> Chemical is gasoline and/or diesel fuel present in reportable quantities and held for resale or retail at a petroleum marketing facility. <input type="checkbox"/> Chemical is gasoline and/or diesel fuel at a retail gas station was stored in a tank(s) entirely underground, and 2) the facility was in compliance with all applicable Underground Storage program requirements at all times during th gasoline and/or 100,000 gallons of diesel fuel were present any one time. <input type="checkbox"/> Chemical is calcium chloride, sodium chloride and/or calcium magnesium acetate present in reportable quantities and used as a road deicing agent. <input type="checkbox"/> Chemical is sand and/or gravel present in reportable quantities. <input type="checkbox"/> Chemical is reported voluntarily and is not present in reportable quantities or exempt from reporting for Section 311(e) (MSDS/Chemical List), Section 312 (annual Tier Two Reporting), and the OSHA Hazard Communications Act																																																													
				<input type="button" value="Save and Continue"/> <input type="button" value="Exit Without Save"/>																																																									
Click Save and Continue only ONCE. Saving may take a few moments. <a href="#">Help on Tier II Reporting</a>																																																													

- 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.

### Chemical Description

- Provide the CAS (Chemical Abstract Service) Number and the Chemical Name. Use the ‘**Search by CAS/Chemical Name**’ option to look up either the CAS Number or Chemical Name if either are unknown.
- Indicate if the chemical is a Trade Secret, is an EHS (Extremely Hazardous Substance) or contains an EHS.

- If the chemical is a Mixture, an optional mixture components section is available. To list mixture components, click the '[Add mixture components](#)' button.

**10.** Indicate whether the chemical is Pure or a Mix; indicate whether the chemical is a solid, liquid or gas.

- If you wish to upload an MSDS (Material Safety Data Sheet) or an SDS (Safety Data Sheet), click the '**Upload MSDS/SDS**' button.

### Physical and Health Hazards

**11.** Indicate any physical and health hazards associated with the chemical.

### Inventory

**12.** Provide the Maximum Daily Amount in **Pounds** of the listed chemical. A Gallons to Pounds Converter can be accessed by clicking on the '**Gallons to lbs converter**' button.

- The Maximum Daily Amount code field will auto-populate once the Maximum Daily Amount is entered.

**13.** Provide the Average Daily Amount in Pounds of the listed chemical. A Gallons to Pounds Converter can be accessed by clicking on the '**Gallons to lbs converter**' button.

- The Average Daily Amount code field will auto-populate once the Average Daily Amount is entered.

### Storage Location Information

**14.** Container Type, Pressure, Temperature and Location are required.

- To select the codes for Container Type, Pressure and Temperature, hover your cursor over each field:

Storage Location information must be entered.

Container Type	Pressure	Temperature	Location	Description	Max Amt At Location (lbs)	Confidential Location
[A] ABOVE	[1] AMBIEN	[4] AMBIEN	IN BATTERIE			<input type="checkbox"/>
[A] Above ground tank						<input type="checkbox"/>
[B] Below ground tank						<input type="checkbox"/>
[C] Tank inside building						<input type="checkbox"/>
[D] Steel drum						<input type="checkbox"/>
[E] Plastic or nonmetallic drum						<input type="checkbox"/>
[F] Can						<input type="checkbox"/>
[G] Carboy						<input type="checkbox"/>
[H] Silo						<input type="checkbox"/>
[I] Fiber drum						<input type="checkbox"/>
[J] Bag						<input type="checkbox"/>

- If [R] is selected for the Container Type, a Description box will generate:

Container Type

[R] Other Desc: Example

More Storage Locations?

- A description of the container type must be entered to proceed.

- A description of the Location, the Maximum Amount at Location and whether the Location is Confidential or not are optional fields.

### Fee/Reporting Exemption

**15.** Review the exemption definitions to determine if the reported chemical qualifies for a fee exemption.

**16.** Select the final exemption box if the reported chemical is below the threshold weight.

**17.** 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.

**18.** Click [Save Changes] button when finished:

Save Changes Exit Without Save

Click Save Changes only ONCE. Saving may take a few moments.

- Upon saving changes, you will be redirected to the Facility Home page.

For further assistance, please contact the WHOPRS Help Desk at <https://whoprs.wisconsin.gov/HelpDesk.asp>