


Toxic Use and Hazardous Waste Reduction Reporting Guide Sheet: Implementation Summary



This document provides general instructions for using TUHWR Reporting, the Oregon Department of Environmental Quality's Toxic Use and Hazardous Waste Reduction reporting system. Help is available for completing the online form by clicking the  question mark located at the left of each section.

How to Sign In

Before getting started: When logging in for the first time, click the **Create User Profile** link and use your Site ID number and PIN to set up a user profile (see Step No. 3).

Step Instruction

1. Go to DEQ's TUHWR Planning and Reporting page.
2. Click **LOG IN** link. The Sign In page displays.
3. Are you a new user?

If **yes**:

- a. Click **Create User Profile** link located in gray box. The PIN (Personal Identification Number) Validation page displays.
- b. Type Site ID number and PIN.

Note: The Site ID number and PIN were sent by email. If you do not have the Site ID and or PIN, contact your nearest technical assistance provider.

- c. Click **Submit** button. The User Profile page displays.
- d. Complete all text boxes.
- e. Select your own User Name and Password. The User Name is not case sensitive; the Password is case sensitive.
- f. Click **Submit** button. The Sign In page displays.

If **no**, continue to the next step.

Important: The first person to create a profile for a specific Site ID has the role of Administrator. Anyone who creates a profile afterward is a Data Entry User. The Administrator can change a user's role.

4. From Sign In page, type your User Name and Password.
5. Click **Submit** button. The Assigned Sites page displays. The Site ID number assigned to your user profile displays.

Add more sites to your user profile by clicking **Add Site ID** link in gray box.

Completing Contact Information

<u>Step</u>	<u>Instruction</u>
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| 1. | From Assigned Sites page, select Site ID link. The TUHWR Forms History page displays. |
| 2. | Click Add button. The TUHWR Contacts page displays. |
| 3. | Complete text boxes marked with red asterisks. |
| 4. | Select Yes or No about including your contact information in the online clearinghouse. |
| 5. | Click Save button. The Process List box displays at bottom of TUHWR Contacts page. |

Creating a Process List

<u>Step</u>	<u>Instruction</u>
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| 1. | Click Add button. The TUHWR Process page displays. |
| 2. | Enter a name your business uses to identify this process, such as parts cleaning or paint booth #2. |
| 3. | Use drop-down list to select a process type. If you don't find the correct process, select Other . Enter process type in text box that displays. |
| 4. | Complete three text boxes: 1) Successes; 2) Challenges; 3) Opportunities. This information must be entered for submittal to occur. |

If you need help describing a success or challenge involving a trade secret or proprietary issue, please contact your nearest [DEQ technical assistance provider](#).

- For Successes, describe how the business successfully reduced toxic materials and/or hazardous wastes for this process.
- For Challenges, describe challenges or impediments that occurred while trying to reduce toxic materials and/or hazardous wastes for this process.

<u>Step</u>	<u>Instruction</u>
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Creating a Process List, Step 4 (Cont.)

- For Opportunities, describe future opportunities for reducing toxic materials and/or hazardous wastes for this process. Include opportunities such as tracking industry changes in processes or chemicals, requesting more specialized technical assistance, or implementing a new process or environmental management system.

Tip: You can cut or copy text from a text file and paste it into this section. Please do not use < and > characters.

5. Click **Save** button. The Toxics List and Hazardous Waste List boxes display.

Creating Toxic and Hazardous Waste Lists

You must enter information for at least one toxic material or one hazardous waste for each process before submitting an Implementation Summary.

Creating a Toxics List

<u>Step</u>	<u>Instruction</u>
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1. Click **Add** button in Toxics List bar on TUHWR Process page. The TUHWR Toxic Material page displays.
2. Enter description of the toxic material, such as acetone or non-halogenated parts washing solvent.
3. Select **Yes** if your business reduced use of this toxic material for this process; if not, select **No**.
4. Select **Yes** if the toxic material reduced is a one-time reduction; select **No** if the reduction recurs on an ongoing basis.
5. Select up to six chemicals most prevalent in the toxic material. The Chemical Abstract Service (CAS) number is listed to right of chemical name on drop-down list.

For help finding CAS number, visit [National Oceanic and Atmospheric Administration \(NOAA\) CAMEO Chemicals Search](#) page or use your material safety data sheet (MSDS).

Note: When a toxic material is selected from the drop-down list, the page refreshes.

Step Instruction

Creating a Toxics List (Cont.)

6. Enter amount reduced of this toxic material.
 - If reduction was a one-time event, enter total amount reduced.
 - If reduction is ongoing, enter amount reduced annually.
 - Enter total quantity of toxic material reduced instead of percentage weight of toxic ingredient.
 - Enter amount in pounds.
 - Do not use commas.

Example: A painting process uses 10,000 pounds of paint thinner annually. After installing a solvent distillation unit, the process only uses 2,000 pounds annually. For Pounds Reduced, enter 8,000 (10,000 – 2,000).
7. Enter total amount of money saved by reducing or eliminating the toxic material.
 - Provide associated costs, such as production, storage, management and compliance.
 - If uncertain of exact costs, calculate the most significant expenses.
 - Don't use dollar signs or commas.
8. Click **Save** button; the toxic material displays under Toxics List bar. Click **Cancel** button to return to previous page without saving any information.

Creating a Hazardous Waste List

Step Instruction

1. Click **Add** button in Hazardous Waste List bar on TUHWR Process page. The TUHWR Hazardous Waste page displays.
2. Enter description of this hazardous waste, such as solvent or spent copper-cyanide electroplating sludge.
3. Select **Yes** if your business reduced generation of hazardous waste for this process; if not, select **No**.
4. Select **Yes** if hazardous waste reduced is one-time reduction; select **No** if reduction recurs on an ongoing basis.

Step **Instruction**

Creating a Hazardous Waste List (Cont.)

5. Select most appropriate Hazardous Waste Type. If you don't find the applicable waste type, select **Other**. Enter specific waste type in text box that displays.

Note: When a hazardous waste is selected from drop-down list, the page refreshes.

6. Select up to six Hazardous Waste Codes that were identified during the hazardous waste determination process, listed on the manifest or reported to DEQ.
7. Select up to six chemicals most prevalent in the hazardous waste. The Chemical Abstract Service (CAS) number is listed to right of chemical name on drop-down list.

For help finding CAS number, visit [National Oceanic and Atmospheric Administration \(NOAA\) CAMEO Chemicals Search](#) page or use your material safety data sheet.

8. Enter amount reduced of this hazardous waste.
- If reduction was a one-time event, enter total amount reduced.
 - If reduction is ongoing, enter amount reduced annually.
 - Enter total quantity of hazardous waste reduced instead of percentage weight of the toxic ingredient.
 - Enter amount in pounds.
 - Do not use commas.

Example: A painting process generates 5,000 pounds of paint-related waste annually. After installing a solvent distillation unit, the process only generates 1,000 pounds annually. For Pounds Reduced, enter 4,000 (5,000 – 1,000).

9. Enter total amount of money saved by reducing or eliminating the hazardous waste.
- Provide associated costs, such as production, storage, management and compliance.
 - If uncertain of exact costs, calculate the most significant expenses.
 - Do not use dollar signs or commas.
10. Click **Save** button; the hazardous waste displays under Hazardous Waste List bar. Click **Cancel** button to return to previous page without saving any information.

Submitting Implementation Summary

<u>Step</u>	<u>Instruction</u>
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1. From TUHWR Process page, click **Cancel** button. The TUHWR Contacts page with the forms and certification contact information displays, and processes display under the Process List bar.
2. Click **Submit** button at bottom of page; a message displays indicating submission was successful.

Note: Only a user with role of Administrator can submit an Implementation Summary. Data Entry Users will not see a **Submit** button.

3. To view or amend summary.
 - Click **Amend** link on TUHWR Forms History page. The Amendment Request page displays. Complete required information and click **Submit** button.
 - Click **View** link on TUHWR Forms History page. The TUHWR Contacts page displays; no changes can be made to the summary. Click **Cancel** button to return to the previous page.

Logging Off

If you're done using TUHWR Reporting, click **Log Off** link at upper-most left side of page.

For Further Help

- **Form completion and other assistance:** Locate your local [DEQ technical assistance provider](#).
- **General assistance or program questions:** David Livengood, 503-229-5181, 800-452-4011, ext. 5181 (in Oregon), or livengood.david@deq.state.or.us.