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].
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](image)

   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]

   ![](image)

   Page 1 of 1 (Total Results: 1)

<table>
<thead>
<tr>
<th>FID</th>
<th>Facility/Site Name</th>
<th>Address</th>
<th>Current Data</th>
<th>Facility Type</th>
<th>Submission Status</th>
<th>Planning Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>200452</td>
<td>WFM FACILITY 1</td>
<td>2400 WRIGHT STREET MADISON, WI 53707</td>
<td>F</td>
<td>Facility</td>
<td>Not Started</td>
<td>Unknown</td>
</tr>
</tbody>
</table>

   [1]

   Rows per page: 10

   Page 1 of 1 (Total Results: 1)

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.
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.
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**

8. 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.

9. 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 Table]

<table>
<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>A: Above ground tank</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B: Below ground tank</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C: Tank inside building</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D: Steel drum</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E: Plastic or nonmetallic drum</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F: Can</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G: Carboy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H: Site</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I: Fiber drum</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J: Bag</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• If [R] is selected for the Container Type, a Description box will generate:

```
<table>
<thead>
<tr>
<th>Container Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>[R]</td>
</tr>
</tbody>
</table>

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](https://whoprs.wisconsin.gov/HelpDesk.asp)