

BRState Software Installation Guide and User Instructions

What do you need in order to use the BRState software?

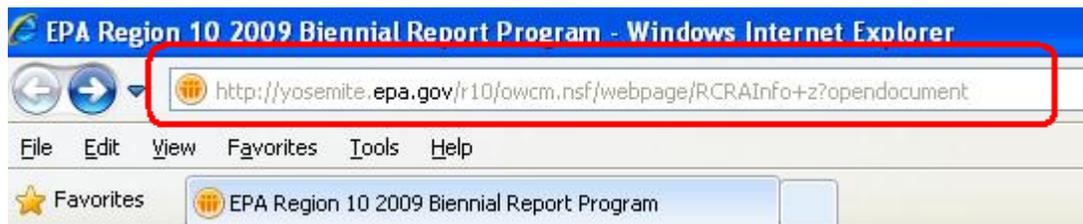
- A desktop PC or laptop computer running the Microsoft Windows 98, Windows 2000, Windows XP, Windows Vista or the Windows 7 operating system.
- A broadband connection to the internet.

How to download the BRState software from the internet

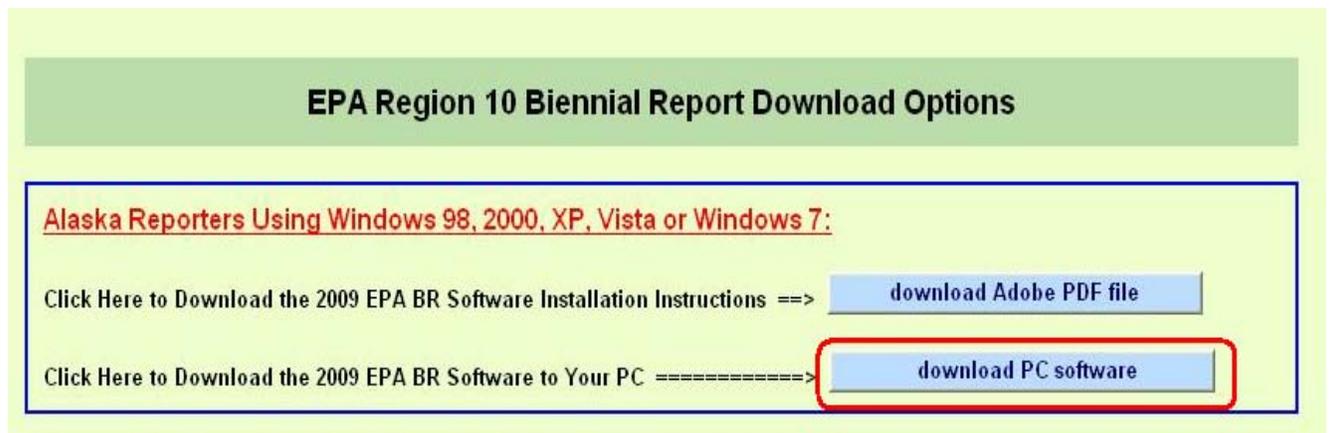
1. Open the Microsoft Internet Explorer browser program on the PC.
2. Type this URL into the address field:

<http://yosemite.epa.gov/r10/owcm.nsf/webpage/RCRAInfo+z?opendocument>

3. Press the **Enter** key.



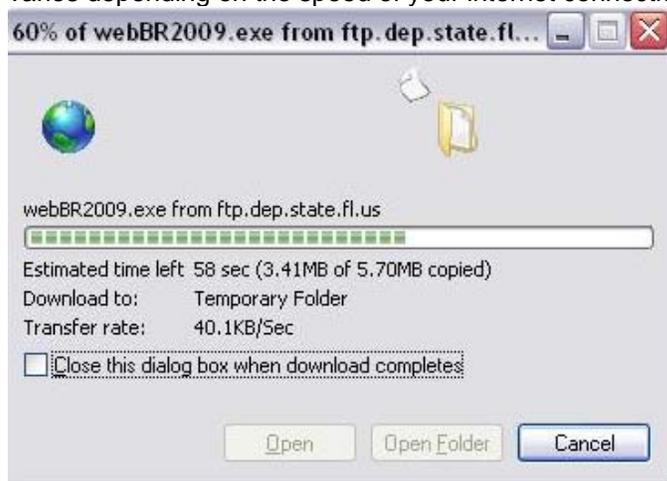
4. Click the **download PC software** button on the Region 10 web site that appears.



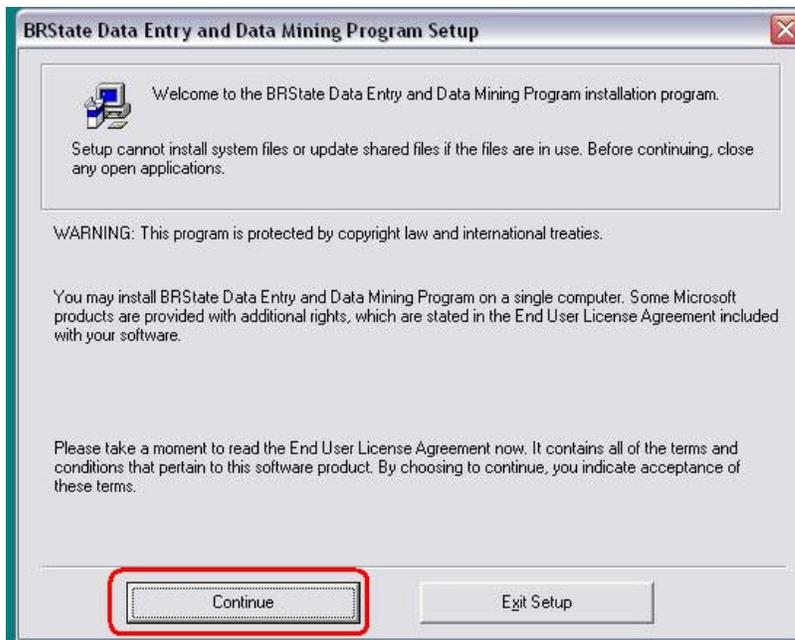
5. Click the **Run** button on the panel that appears.



6. The next panel that appears displays the file download progress. The time to complete the file download varies depending on the speed of your internet connection.



7. Click on the **Continue** button when the **BRState Setup** screen appears.



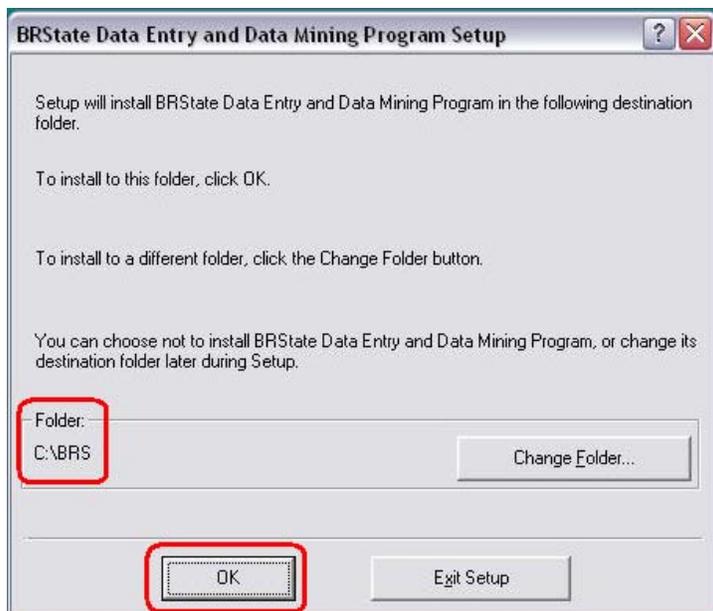
8. Enter your name and organization and click on the **OK** button.



9. Click on the **OK** button again.



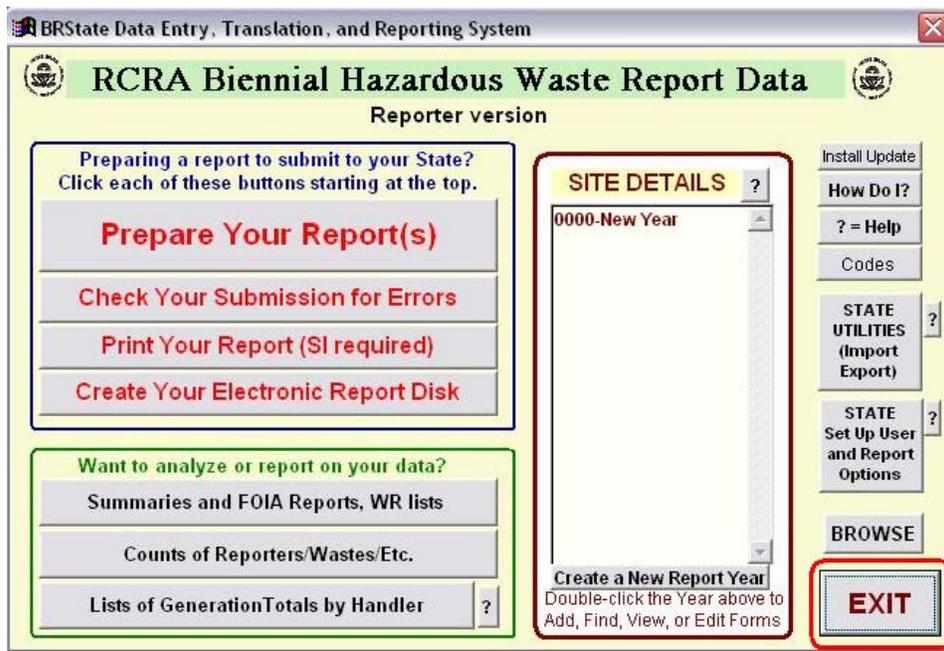
10. BRState will be installed into the **C:\BRS** directory. Click on the **OK** button to proceed.



11. Click on the large PC Icon button to install the BRState program files.



12. The BRSTATE Main Menu will appear. Click on the EXIT button to continue.



13. You will see this message when the BRState installation is complete. Click on the OK button to finish.

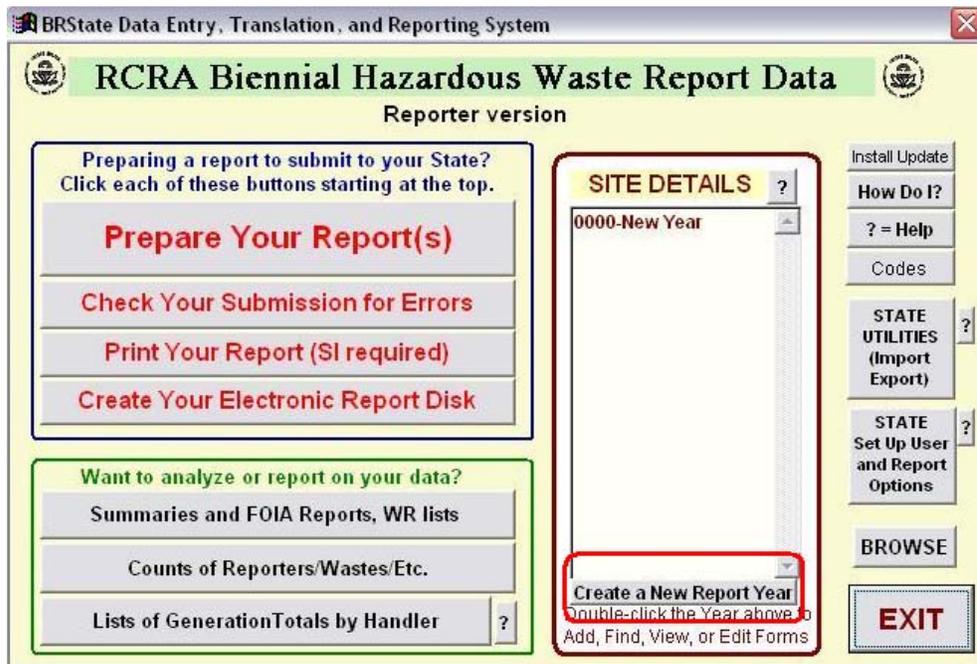


How to begin entering your hazardous waste report

- On your Windows desktop, click on this new icon to run the BRState program.



- From the main BRState menu window, start your report by clicking on **Create A New Report Year**.



- Then click on **Create Now**.

This routine creates all the .DBF data files
For a new directory containing a year's BRS data.
The Create function will ask for the reporting year
for the new year's data to be initialized. (ex: 1995)

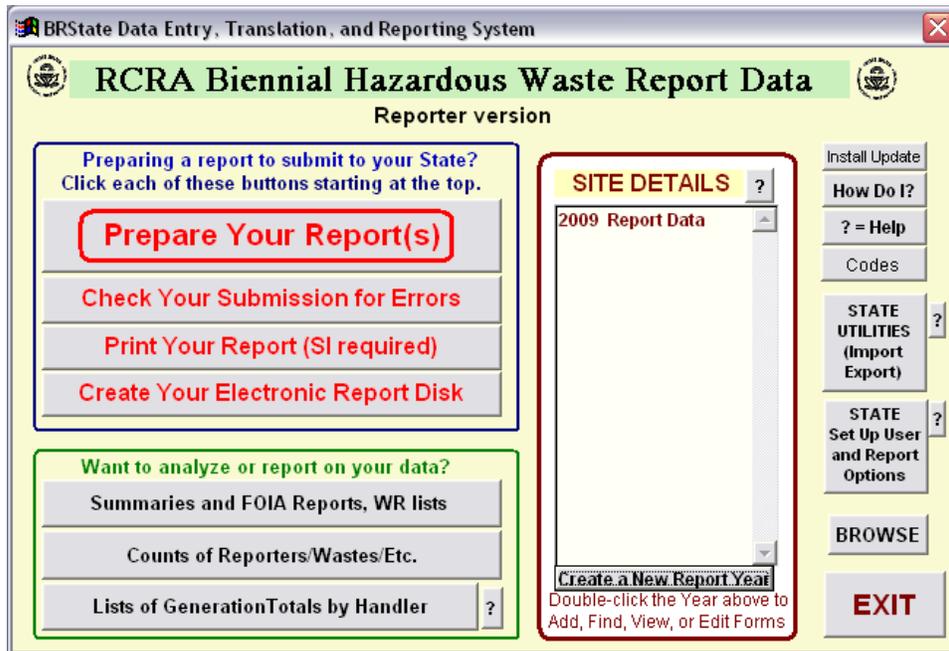


- Press the **Enter key** to create the 2009 report year directory on your PC.

This routine creates all the .DBF data files
 For a new directory containing a year's BRS data.
 The Create function will ask for the reporting year
 for the new year's data to be initialized. (ex: 1995)

Enter the Year (ex: 2009)

- Returning to the main BRState menu window, click on **Prepare Your Report(s)**.



- Click on **Start a New Report** in this window.



- Follow the instructions listed at top of this window.
Enter your Site EPA ID Number and Site Name in the spaces provided.
Check all applicable hazardous waste activity check boxes.
Click on **Next** ->.

Enter or select the reporting site's EPA ID Number

To create a new report, enter the Site EPA ID Number below. To edit an existing report enter the Site EPA ID Number or choose the number from the list of existing reports.

For a new report, enter the name of the site below. For an existing report, chose the ID and the name will be displayed to change if desired. Check the checkboxes below to indicate what you will be reporting later.

Fill in the forms as required, using the Next and Check boxes to proceed. The checkboxes below will determine which forms are displayed.

For this report year: 2009

Enter a new report Site EPA ID Number here: S\$X000000000

Enter the reporting Site's Name: ENTER THE SITE NAME HERE

In any one month of the report year, did this Site: (check all that apply)

- Generate more than 1000 kg (1kg acute) of RCRA Hazardous Waste On-Site (LOG)
- Ship RCRA Hazardous Waste Off-Site to be Managed (Usually by a TSDR Facility)
- Treat/Dispose/Recycle RCRA Hazardous Waste On-Site (May Require a PERMIT)
- Receive RCRA Hazardous Waste from Off-Site (Usually for Commercial TSDRs only)

- Click on **Enter all required forms for your Site** to proceed to the data entry screens. If you are entering information for the Site Identification Form only, click on **Enter the SI form to describe and identify your Site**.

Hazardous Waste Report for NEW GENERATOR

Enter all required forms for your Site

Enter the SI form to describe and identify your Site (required)

Save and Return

- At this point, you may enter data in all of the forms required for your site - the Site Identification Form (SI), Waste Generation and Management Form (GM) and Waste Received Form (WR). The Off-Site Identification form (OI Form) is not required.
- Please copy the Site EPA ID number, site name and site location address as they appear on the letter you received from the U.S. EPA onto the Site Identification Form. Explain any changes to this information in the comment field on the form.
- Help is available by clicking the buttons labeled **Help** or **? = Help** or **How Do I?** on any screen.
- Save your data frequently by clicking on the **Save Changes** button located on many data entry windows.

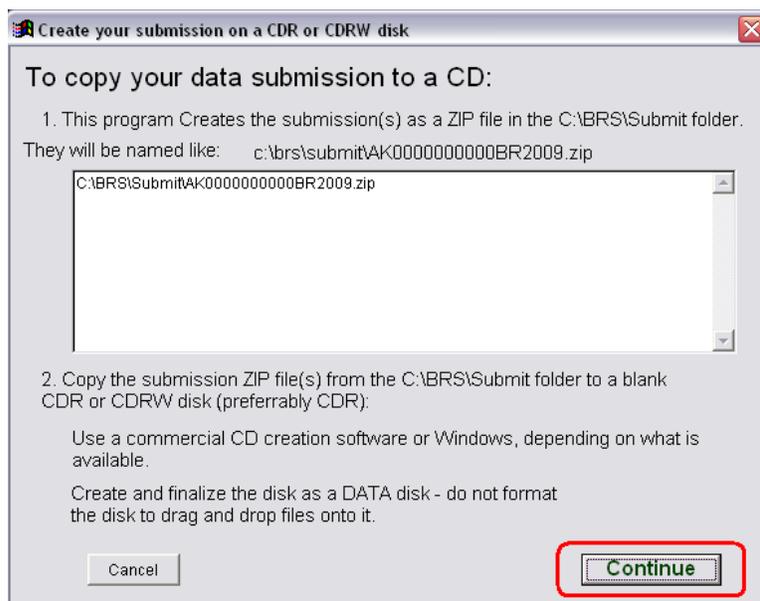
How to submit your report

First: Sign and date the Site Identification Form

- At the completion of BR data entry, print your SI form by clicking on the **Print Your Report (SI Required)** button located on the main BRState menu.
- Please sign and date the SI form.

Second: Transfer your 2009 BR forms to a CD

- On the main **BRState** menu, click on the **Create Your Electronic Report Disk** button.
- Click on **C:\BRS\Submit** in the **Target Disk and Directory/Folder** menu.
- The **PKZip the Submission** box should already be checked.
- Click on the **Save/Continue** button.
- BRState will check your BR data for errors before transferring it to a file. Clicking on the **View Details** button will display the data errors in a spreadsheet.
- From the **View Details** panel, clicking on **Exit** will open the screen shown below. Click on the **Continue** button to transfer your BR data to a file named **c:\brs \submit\ (your handler id number) br2009.zip**. (For example, the file for handler id AK123456789 would be named c:\brs\ak123456789br2009.zip)



- Use your CD creation software to copy the zip file from the C:\BRS\submit directory to a CD-R or CD-RW.
- Mail the CD with your completed SI form to the USEPA at the address below.

Third: Mail your report to EPA

- Mail the signed and dated SI form and the CD to the USEPA at the address below:

U.S. Environmental Protection Agency
Attn: Hazardous Waste Report Coordinator
1200 Sixth Avenue
Suite 900
M/S: AWT-122
Seattle, WA 98101-1128

- Please remember to put proper postage and your return address on the envelope.

Whom to contact:

If you have any questions or require assistance, send an e-mail to erickson.ofelia@epa.gov or call (206) 553-2583.