



Hazardous Substance Incident Tracking Database:
30 Day Written Report Submittal Guide

The DNR Hazardous Substance Tracking Database was first created in 1995 as a means to track spills occurring in Iowa electronically. The goal of tracking spills electronically is to improve access and reporting of the data and to facilitate statistical analysis of spill data. This latest version is the first version available on-line and is intended to allow the public better access to information concerning spills in Iowa.

This appendix is intended to assist the public in submitting the Written Report of a Hazardous Condition as required by 567 IAC 131.2 (2) of the Iowa Administrative Code electronically via the Hazardous Substance Tracking Database. This appendix is developed as a supplement to the Hazardous Substance Tracking Database Users Guide (guide) and discusses the sections relating to the submission of 30 Day written reports.

The appendix is divided into three parts:

1. A guide to the State of Iowa's Enterprise Authentication and Authorization System and requesting access to the 30-Day Report Section,
2. The guide to filling out the forms and completing the submission process, and
3. A frequently asked questions and general help section.

For guidance with other features of the electronic database refer to the proceeding sections of this guide.

Table of Contents

I.	Enterprise Authentication and Authorization System and Requesting Access to the 30-Day Report Section	
1.	Enterprise Authentication and Authorization System	1
2.	Requesting Access to the 30-Day Report Section.....	3
II.	Filling in and Submitting a 30-Day Written Report	
1.	Incident Information Pages.....	8
2.	Location Information Page.....	10
3.	Material Information Page.....	11
a.	Manure Release Tab	14
4.	Incident Events Page.....	15
5.	Actions & Follow-ups Page.....	16
6.	Documents Page	18
7.	Submitting the Report.....	21
8.	Follow-up Reports	23
III.	Frequently Asked Questions	24

SECTION I – Enterprise Authentication and Authorization System and Requesting Access to the 30-Day Report Section

1. Enterprise Authentication and Authorization System

From the DNR’s new Online Hazardous Substance Incident Database page (see the Public Users Guide on page 1 for the steps to get to this page).

Click on the **login** icon in the upper right side of the page. You will be taken to the State of Iowa’s Enterprise Authentication and Authorization login system (A & A System). Iowa’s A & A System is used to log state employees, contractors and the public in to a number of state databases including; the Sex Offender Registry, Unemployment Insurance Tax System (UITS), Engineers License Renewal System, Amber Alerts, and others.

The screenshot shows the homepage of the Hazardous Substance Incident Tracking Database. On the left, there is a navigation menu with sections for 'IOWA DNR', '30 Day Report', and 'Reports'. The main content area has a heading 'Welcome to the Iowa Department of Natural Resources Hazardous Substance Incident Tracking Database.' Below this, there is a paragraph explaining the database's purpose and contact information for the Emergency Response and Homeland Security Unit. At the bottom, there is a 'Basic Search' form with fields for Spill Number, Field Office, City, County, and Spill Beginning/To. In the top right corner, a 'Data/Report Submittal' link is circled in green, with a 'Login' button below it.

- If you do not have an A & A System account click on the tab labeled “[Create An Account](#)” and follow the directions.
- If you have an A & A System account log in as normal. There will be some additional steps that need to be completed for access to the database.

If this is your first time using the online version of the Hazardous Substance Incident Database the database administrators will need to grant you privileges to the system. Once you've completed the A & A System registration an e-mail is sent to the database administrators. They will then set your user privileges to the Responsible Party setting. This setting will allow you access to the 30-Day Written Report Section for any spill you are authorized to edit/submit. The process of setting privileges should take less than one business day.

DNR Hazardous Spills Application

The screenshot shows the 'Enterprise A&A' login and registration interface. At the top, there is a navigation bar with a lightbulb icon, the text 'Enterprise A&A', and a link 'What Is A&A?'. Below this are four buttons: 'SIGN IN', 'CREATE AN ACCOUNT', 'FORGOT PASSWORD', and 'FORGOT ID'. The main content area is enclosed in a dashed border and contains the following text: 'Create an account for DNR Hazardous Spills Application here.' followed by 'Sign up now to get credentials you can use for DNR Hazardous Spills Application and at other Enterprise A&A enabled sites.' There are two input fields for 'First Name:' and 'Last Name:'. Below these is a 'Register' button with a help icon. At the bottom, there is a section titled 'Before Beginning:' with a list of five bullet points: 'You must have a valid email address.', 'The same PC and browser must be used for your entire registration.', 'Make sure your browser has Cookies and JavaScript enabled.', 'Your A&A Account ID may not contain profanity or special characters.', and 'You will be required to complete some Security Baseline Questions.' At the very bottom, it says 'KinderTrack users -'.

Registration is a multi step process that should only take a few minutes to complete. Once complete you'll have access to the system.

2. **Requesting Access to the 30-Day Report Section**

Once you have logged in you will automatically be directed back to the web site and logged in as a responsible party. To find the incident report you are submitting information for:

1. If you know the spill/incident number for the incident you wish access to skip to Step 3. Otherwise, **search** the database using at least one of the parameters listed on the search page and click search.

Iowa DNR Hazardous Spill Search

This on-line database has been developed to help communities, allow the department to submit requested and required reports.

If you have any questions about this system, please contact the Resources, Emergency Response and Compliance Section.

Basic Search

* Please complete at least one Search field

Spill Number

Field Office

City

County

Spill Beginning To

Direction to Location

A table with incidents meeting your criteria will be listed below the search fields.

The screenshot shows a search interface with the following fields: Spill Number, Field Office, City, County, Spill Beginning (11/1/2009), To (12/31/2009), and a search button. Below the search fields is a table of results. Callouts provide instructions: a green box explains sorting by clicking arrows on 'City' or 'Incident County'; a blue box explains filtering by typing 'Tripoli' in the 'City' field; and a red box highlights the spill number '112309-AHB-1557' in the table.

Spill Number	Reported Date	City	Incident County	Report Taken By	Field Office
113009-AHB-0856	11/30/2009	Pacific Junction	Mills	Broughton, A	4
113009-AHB-0854	11/30/2009	Eldora	Hardin	Broughton, A	2
112909-TJJ-1000	11/29/2009	Keosauqua	Keokuk	Jones, T	6
112709-ALS-1824	11/27/2009	Tripoli	Bremer	Sauser, A	1
112709-ALS-1046	11/27/2009	Shellsburg	Benton	Sauser, A	1
112509-RLT-1029	11/25/2009	Sioux Rapids	Buena Vista	Tudor, P	2
112409-AHB-1551	11/24/2009	Des Moines	Polk	Brook, S	1
112309-BHW-1838	11/23/2009			White, J	1
112309-AHB-1557	11/23/2009		Calhoun	Brook, S	1
112309-RLT-1428	11/23/2009	Ottumwa	Wapello	Tudor, P	1

- Record the Spill Number corresponding to the incident you want access to. The spill number is listed on the left side of the table.

- From the menu in the upper left select **"Spill List"**. This will bring up all the spills you currently have been granted access to and a "Request Access" box.

The screenshot shows the IOWA DNR web application interface. On the left, there is a navigation menu under 'IOWA DNR' with options like 'Help Topics', 'Spill Search', and 'Spill List'. Below that is a '30 Day Report' section. The main content area is titled 'Request Access' and contains a 'Spill Number' input field and a 'Request Access' button. Below this is a 'Spill List & Authorization Request' section with contact information and a table of spill records. A red box highlights a note: 'You may already have been granted access to a spill. If so the spill number will appear in the Spill List & Authorization Request table'. A green arrow points from the 'Spill List' menu item to the 'Request Access' form, and a blue arrow points from the 'Request Access' button to the 'Spill List & Authorization Request' table.

Request Access

Spill Number

Request Access

Spill List & Authorization Request

Contact Emergency Response & Homeland Security Unit at 515/281-869

Spill Number	Access Status	Reported Date	Incident City	In
102809-RLT-1903	Approved	10/28/2009	Des Moines	
103009-AHB-1310	Rejected	10/30/2009	Creston	
110309-AHB-0001	Approved	11/3/2009	Ankeny	

- Enter the spill number in the space marked **"Spill Number"** in the "Request Access" section.
- Click **"Request Access"**.

An email will be sent to the Des Moines DNR staff requesting them to approve access. They will either;

- approve your request,
- reject your request, or
- contact you for further information.

The spill will be added to the Spill List grid with an Access Status of **Pending**.

Request Access

Spill Number
070809-TAP-0703

Request Access

Spill List & Authorization Request

Spill Number	Access Status	Reported Date	Incident City	Incident County	Report Taken By	Field Office
070809-TAP-0703	Pending	7/8/2009	Des Moines	Polk	Petersen, Ted	5

Page 1 of 1 (1 items) < [1] >

The status in the Spill List will be updated appropriately.

Spill List & Authorization Request

Contact Emergency Response & Homeland Security Unit at 515/281-8694 for explanation of a Rejected Request.

Spill Number	Access Status	Reported Date	Incident City	Incident County	Report taken By
061909-LLB-1340	Rejected	6/19/2009			Benson Lois
062909-XXX-0814	Approved	6/29/2009			BARTACHEK J.
062909-XXX-1048	Approved	6/29/2009			ANDERSON HOL
062909-XXX-1048	Approved	6/29/2009			ANDERSON HOL
062609-XXX-0934	Approved	6/26/2009			ANDERSON HOL
062609-XXX-0932	Approved	6/26/2009			ANDERSON HOL
061909-XXX-1139	Approved	6/19/2009			ANDERSON HOL
061909-XXX-1122	Approved	6/19/2009			ANDERSON HOL
061909-XXX-0719	Approved	6/19/2009			ANDERSON HOL
061909-XXX-0719	Approved	6/19/2009			ANDERSON HOL

Page 7 of 8 (76 items) < 1 2 3 4 5 6 [7] 8 >

If the spill has been approved, the [Spill Number](#) link will be enabled and you will receive an e-mail indicating approval.

To get started entering data simply click on the link and the system will take you to the first data entry screen.

When you click on the link you will be taken to the Incident Information Page. The Incident Information Page is the first of five pages that need to be reviewed before the system will allow you to submit the report.

IOWA DNR ^

- [Help Topics](#)
- [Spill Search](#)
- [Spill List](#)
- [General Information](#)
- [Incident Information](#)
- [Location Information](#)
- [Material Information](#)
- [Incident Events](#)
- [Actions & Follow-ups](#)
- [Documents](#)

30 Day Report ^

- [Incident Information](#)
- [Location Information](#)
- [Material Information](#)
- [Incident Events](#)
- [Actions & Follow-ups](#)

Reports ^

- [Adhoc Report](#)
- [Hazardous Spill Summary Report](#)
- [Report of Hazardous Conditions](#)
- [Report of Manure Releases](#)
- [Field Office Report](#)
- [Fish Kill Report](#)
- [Six Hour Violation Report](#)
- [Watershed Report](#)
- [Site Location Report](#)
- [Facility Spill History](#)

Spill # 02809-RLT-1903, Vandalia Rd & NB Hwy 65, Des Moines, Polk

Draft Version of Incident Information-Reported By

Incident Began 10/28/2009 Time : 7:00 PM
Reported Date 10/28/2009 Time : 7:03 PM

Incident Information

Reported By Responsible Party Site Contact

Anonymous Reporter Individual Company

Company Details

* Indicates Required Field

* Select Existing Company or Add New

Iowa DNR - Emergency Re

*Beginning Ending

7/24/2009

Previously Known As

Select....

*Beginning Ending

*Company Address

Select....

*Country

UNITED STATES

*Address 1 Address 2

502 E. 9th. St.

*Zip / Postal Code

50319

*City *State/ Province

Des Moines Iowa

*Phone Ext

Done

The system allows you to skip around to each section but all areas need to contain a minimum amount of information before you are allowed to submit the report.

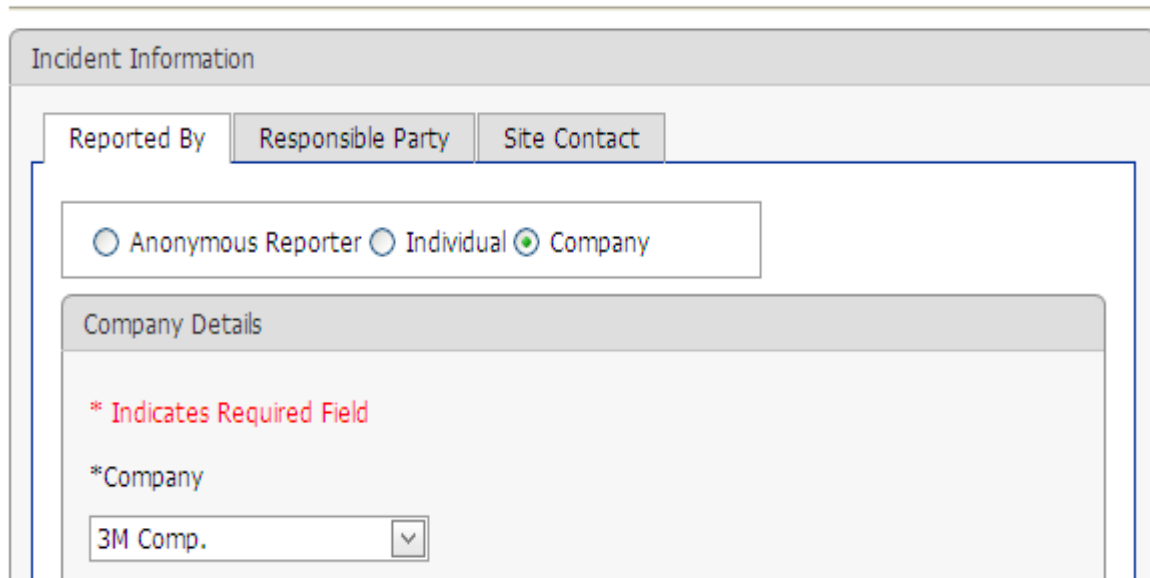
SECTION II – Filling in and Submitting a 30-Day Written Report

The database is setup so information entered by DNR staff will pre-populate corresponding fields in the 30-Day Written Report sections. It is important to look over the pre-populated fields to insure the incident has the correct information. After reviewing the information and making any corrections or additions you will be asked to confirm the information by submitting the report. Information changed in the 30-Day Written Report Sections will not change information contained in the rest of the database. However, when changes are made, the database administrators will be alerted and will review the changes to determine if other areas of the database need to be updated.

1. Incident Information Section

This section is focused on contact information. It is critical that contact information is complete and correct to insure timely follow-up.

In this section there are 3 tabs to complete. The Spill **Reported By** and **Responsible Party** tabs should be pre-populated by the system. Review the data in each of these tabs and make corrections and additions as necessary.



The screenshot shows a web form titled "Incident Information". At the top, there are three tabs: "Reported By", "Responsible Party" (which is selected), and "Site Contact". Below the tabs, there are radio buttons for "Anonymous Reporter", "Individual", and "Company", with "Company" selected. Underneath is a "Company Details" section. It contains a red asterisk and the text "* Indicates Required Field". Below that is another red asterisk and the text "*Company". At the bottom of this section is a dropdown menu with "3M Comp." selected.

After you've completed your review of each tab click

Save Draft

Then move on to the next tab and review the information.

The third tab, "Site Contact" will not be pre-populated. This tab has three options;

- selecting "Same as Reporting Party",
- selecting "Same as Responsible Party", or
- entering an addition contact with direct access to the site.

Draft Version of Incident Information-Site Contact

Incident Began 11/19/2009 Time : 2:23 PM
 Reported Date 11/20/2009 Time : 12:01 AM

Incident Information

Reported By Responsible Party Site Contact

Same as Reported By
 Same as Responsible Party
 Unknown Individual Company

[Spill Search](#)

Draft Version of Incident Information-Site Contact

Incident Began 11/19/2009 Time : 2:23 PM
 Reported Date 11/20/2009 Time : 12:01 AM

Incident Information

Reported By Responsible Party Site Contact

Same as Reported By
 Same as Responsible Party
 Unknown Individual Company

Individual Reporter

* Indicates Required Field
 *Select Existing Individual Reporter or Add New

*First Name *Last Name
 *Beginning Ending
 *Country
 *Address 1 Address 2
 *Zip / Postal Code
 *City *State/ Province
 *Phone Ext
 Fax E-mail

Save Draft Print PDF Reset Submit

Selecting "Unknown" will require entering no additional information.

Selecting "Individual" gives you the screen at right. If the contact is in the database select them from the drop down list and verify the information.

Selecting "Company" gives you the company screen with a "Company Contact" tab. If the company is in the database select it from the drop down list and verify the information. Move on to the Company Contact tab and select the contact from the drop down.

If a company, company contact, or individual is not in the drop down list select "add new" from the drop down list and enter the required information.

When a tab is complete click

Save Draft

After completing and saving each tab, move on to the next section – Location Information.

2. Location Information Section

The Location Information screen will be populated with any data that has been entered by DNR staff. Review the data in each of these tabs and make corrections and additions as necessary.

Draft Version of Location Information

Incident Began 11/19/2009 Time : 2:23 PM
Reported Date 11/20/2009 Time : 12:01 AM

Location Information

* Indicates required field. ABC

Spill Located
 At a facility Offsite

* Site Name

Please enter the Facility name

* Address - 911 address preferred

If you don't know the 911 address and use a cross street, use '8.' instead of 'and'. For example '309th Street & G23'.

Zip Code * City

* County Field Office 5

- OR -

* Township # (Tier)
T N

* Range * Range Direction
R West East

* Section Section Direction
 NE NW SE SW

Directions to Location

The Location Information can be entered either as a street address/intersection or as Township/Range/Section.

“Directions to Location” at the bottom of the page is a text field to allow more descriptive location information (shed at northeast corner of property for example). Though not required this information can be valuable during follow-up investigations and successful cleanups.

When the review is complete and all data is updated, click

Save Draft

3. Material Information Section

The fields will be pre-populated with any data that has been entered by DNR staff. Review the data in each of these tabs and make corrections and additions as necessary.

Mode - Mode is the Activity that was occurring at the time of the Incident or lead to the incident.

Medium - medium (the surrounding environment) directly impacted by the spill.

Spill # 112009-AHB-1511, 2102 N Orth Street, Galt, Black Hawk
Written Report Already Received

Incident Began 11/20/2009 Time : 1:11 PM
Reported Date 11/20/2009 Time : 3:11 PM

Material Information

Material

* Indicates Required Field

*Mode
Transportation

*Medium
 Air Land Groundwater Surface Water

Temperature
0 °F

Humidity
0

Precipitation
0

* If the incident involves the release of manure, the Mode should be listed as manure. If manure was released there will be a second tab for manure specific information.

Material Information

Material Manure

* Indicates Required Field

*Mode
Manure

Mode: Activity at time of Incident -

Dumping - Incident is a result of Dumping (Examples include drums dumped into a ditch, etc).

Fire - Fire is the cause of the spill or release.

Handling & Storage - Releases from the handling or storage of the material (Fixed facility or during material use/application).

Manure - All releases of Manure from a livestock facility, during transportation, or during field application.

Other - Any release where the mode is known, but does not fit any other category.

Pipeline - Transportation pipeline incidents (does not include leaks in facility system piping or piping between tanks).

RR Incident - Any incident involving a railroad including collisions with vehicles.

Theft - Any release resulting from a theft of the material or attempted theft.

Transformer - Any release from a transformer.

Transportation - Any incident involving a vehicle traveling on a roadway.

Unknown - Use this only if the mode is unknown.

Vandalism - Any release resulting from an act of vandalism.

If **Air** is checked as one of the mediums impacted the **wind direction and speed** need to be confirmed.

Temperature, Humidity, and Precipitation are optional, however providing the information can aid in determining risk to the environment from the incident.

Incident Began 11/19/2009 Time : 2:23 PM
Reported Date 11/20/2009 Time : 12:01 AM

Material Information

Material

* Indicates Required Field

*Mode
Handling And Stc

*Medium
 Air Land Groundwater Surface Water

Direction Speed MPH

Temperature °F
Humidity
Precipitation

Please forward a Material Safety Data Sheet (MSDS) for each material spilled to the Iowa DNR. Electronic copies of MSDS forms can be uploaded to our system by clicking here --- [UpLoad MSDS.](#)

If you do not have MSDS forms in electronic format they can be sent to the Iowa DNR via mail to :

If Air is checked the wind direction and speed need to be entered and confirmed.

Temperature, Humidity, and Precipitation help the department determine risk to the environment. Enter the conditions at the site (or a nearby weather station) at the time of the incident.

Information on the weather conditions at or near an incident site can be gathered from a variety of sources.

Send us a **Material Safety Data Sheet** for the material spill in the incident. You can upload an electronic copy, fax or mail us a copy to the address indicated.

Temperature
 °F

Humidity

Precipitation

Please forward a Material Safety Data Sheet (MSDS) for each material spilled to the Iowa DNR. Electronic copies of MSDS forms can be uploaded to our system by clicking here --- [UpLoad MSDS.](#)

If you do not have MSDS forms in electronic format they can be sent to the Iowa DNR via mail to :

Iowa DNR
 Attn: ERU,
 502 E. 9th Street
 Des Moines, Iowa 50319

Or via fax at: 515-281-7229.

*Material

*Amount
 *Units

Material Name	Amount	Unit	CAS Number	EHS	Edit	Delete
Hog manure	100	gal		False	Edit	Delete

Page 1 of 1 (1 items) < [1] >

Upload, Mail, or fax an MSDS to the DNR. This allows us to better understand the material that was spilled in the incident.

Review the material listed in the material table. If the material name and quantity are correct and you have no additional materials to add to the list, click

If material listed in the table is manure open up the manure tab to review and make corrections/add manure specific information.

Manure Tab – this tab is needed to gather additional information related to manure releases.

Incident Began 11/19/2009 Time : 2:23 PM
Reported Date 11/20/2009 Time : 12:01 AM

Material Information

Material Manure

* Indicates Required Field

*Manure Source
Select... [v]

*Manure Type
Select... [v]

Cause of Manure Release
Select... [v]

Approved Manure Management Plan
 Approved Manure Applicators License
 Fish Kill

Water Body Name [] Water Body Size [] Add Water Body

Cause of Manure Release
Select... [v]

Approved Manure Management Plan MMP Number []
 Approved Manure Applicators License MAL Number []
 Fish Kill

Water Body Name [] Water Body Size [] Add Water Body

Water Body Name	Water Body Size	Edit	Delete
No data to display			

Page 1 of 0 (0 items) [<] [>]

Save Draft Print PDF Reset Submit

If Approved Manure Management Plan or Approved Manure Applicators License is checked an area for entering the appropriate Facility ID number or Applicator's License number will appear.

If the manure release impacts a water body (creek, river, lake, pond, etc.) type in the name in the space provided and the size (length or area) of water body impacted. Click

Add Water Body

If more than one water body is impacted repeat the steps above for each water body impacted. When you've completed your review and corrected/added any information necessary click

Save Draft

This completes the material section. Please remember to forward on an MSDS to the DNR.

4. Incident Events Section

The Incident Events text field will be pre-populated with any data that has been entered by DNR staff. Review the data in this section and make corrections and additions as necessary.

Draft Version of Incident Event.

Incident Began 11/4/2009 Time : 9:56 AM
Reported Date 11/4/2009 Time : 9:57 AM

Incident Events

Incident Began

Date Time (HH:MM) AM Military PM

* Please enter a description of events leading to the release.

Save Draft Print PDF Submit

Review the Incident information. Confirm date and time incident began. **Time** needs to be entered as follows HH:MM for AM or PM entries and HHMM for military time (24 hr clock).

Review the **description** of the incident events that lead to the spill. Make any changes, corrections or additions by clicking in the text field.

If the information is correct and you have no additional information to add, click

Save Draft

Note - The department cannot change entries made by the responsible party. However, we ask that appropriate language be used. If inappropriate language is entered the department will block the report from public view. The information will still be available by contacting the department and is discoverable during legal proceedings.

5. Actions & Follow-up Information Section

The Incident Events text field will be pre-populated with any data that has been entered by DNR staff. This section is intended to contain information related to the actions taken after the spill is discovered and to provide any information gathered after the incident. This information may include sample results, follow-up investigation results, etc. Review the data in this section and make corrections and additions as necessary.

Draft Version of Actions & Follow-ups

Incident Began 11/4/2009 Time : 9:56 AM
Reported Date 11/4/2009 Time : 9:57 AM

List of Actions & Follow-ups

Type of Entry	Date of Entry	Submitted By	Edit	Delete

No data to display

Add New

Save Draft Print PDF Submit

Review data entered by DNR staff. If information is incorrect click **edit** to make changes. A text window will appear to make the changes.

List of Actions & Follow-ups

Type of Entry	Date of Entry	Submitted By	Edit	Delete
Initial	12/14/2009	ahbroughton@excite.com	Edit	Delete

Absorbent material

Save Draft

Actions & Follow-ups

Absorbent material placed on spill.

Update Cancel

Once changes have been made, click update.

If you need to add additional or follow-up information click

Add New

Actions & Follow-ups have been Saved.

Incident Began 11/4/2009 Time : 9:56 AM
Reported Date 11/4/2009 Time : 9:57 AM

List of Actions & Follow-ups

Type of Entry	Date of Entry	Submitted By	Edit	Delete
Initial	12/14/2009	ahbroughton@excite.com	Edit	Delete

Absorbent material placed on spill.

Add New

Save Draft Print PDF Submit

An empty window will appear. Enter the information and click **update**. Reminder you can spell check any text field by clicking

Actions & Follow-ups have been Saved.

Incident Began 11/4/2009 Time : 9:56 AM
Reported Date 11/4/2009 Time : 9:57 AM



List of Actions & Follow-ups

Type of Entry	Date of Entry	Submitted By	Edit	Delete
Type of Entry: <input type="text" value="Follow up"/>	Actions & Follow-ups			
<div style="border: 1px solid gray; height: 40px;"></div>				
Initial	12/14/2009	ahbroughton@excite.com	Edit	Delete

Absorbent material placed on spill.

Update Cancel

Add New

Save Draft Print PDF Submit

Once you've completed your review and made any changes or added any information click

Save Draft

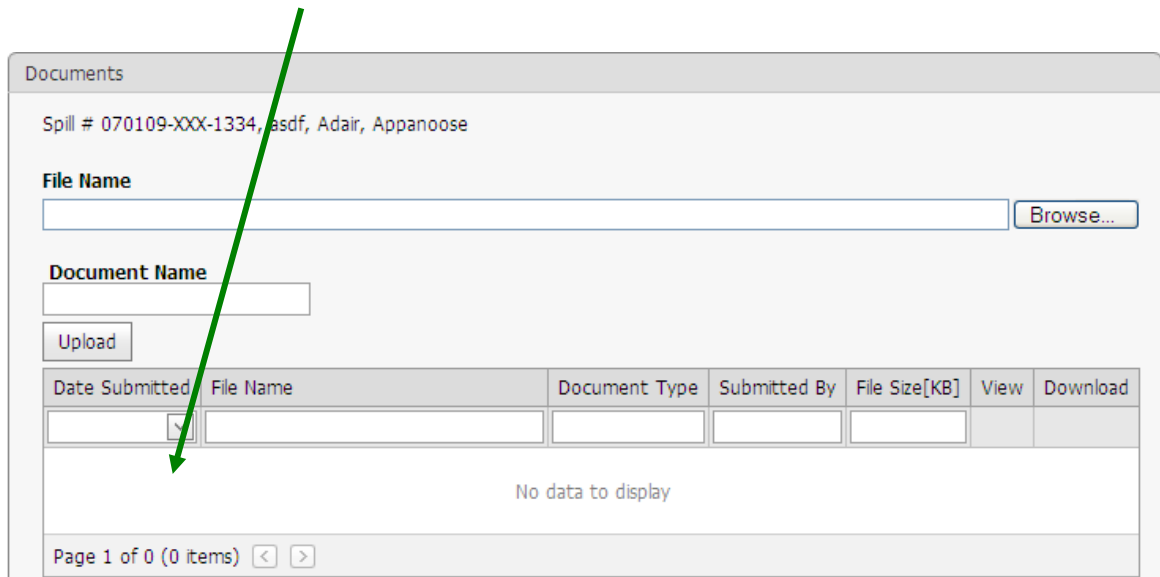
6. Documents

Documents – The application allows you to upload supporting documentation for the spill. Documents may be uploaded by both the Responsible Party and the DNR Staff.

Click on the **Documents** link in the left navigation pane to display the screen



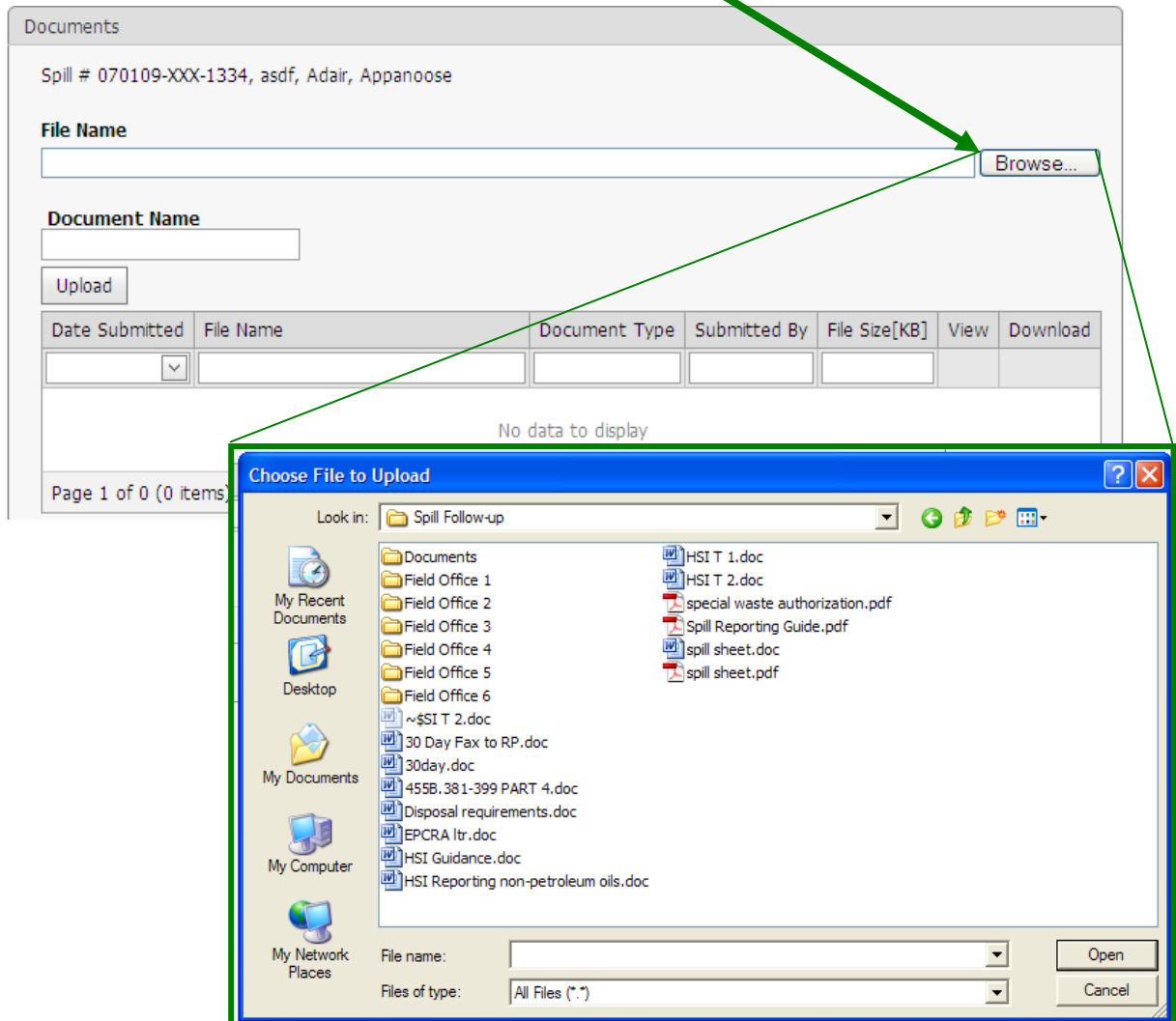
The documents page allows users with edit rights to upload documents related to an incident and allows any user to download documents. The documents related to an incident are shown in a **table** at the bottom.



A screenshot of the "Documents" page. At the top, it shows "Spill # 070109-XXX-1334, asdf, Adair, Appanoose". Below this are two input fields: "File Name" and "Document Name". The "File Name" field has a "Browse..." button next to it. Below the "Document Name" field is an "Upload" button. At the bottom, there is a table with the following columns: Date Submitted, File Name, Document Type, Submitted By, File Size[KB], View, and Download. The table is currently empty, displaying "No data to display". At the bottom of the page, it says "Page 1 of 0 (0 items)" with navigation arrows. A green arrow points from the text above to the table area.

Date Submitted	File Name	Document Type	Submitted By	File Size[KB]	View	Download

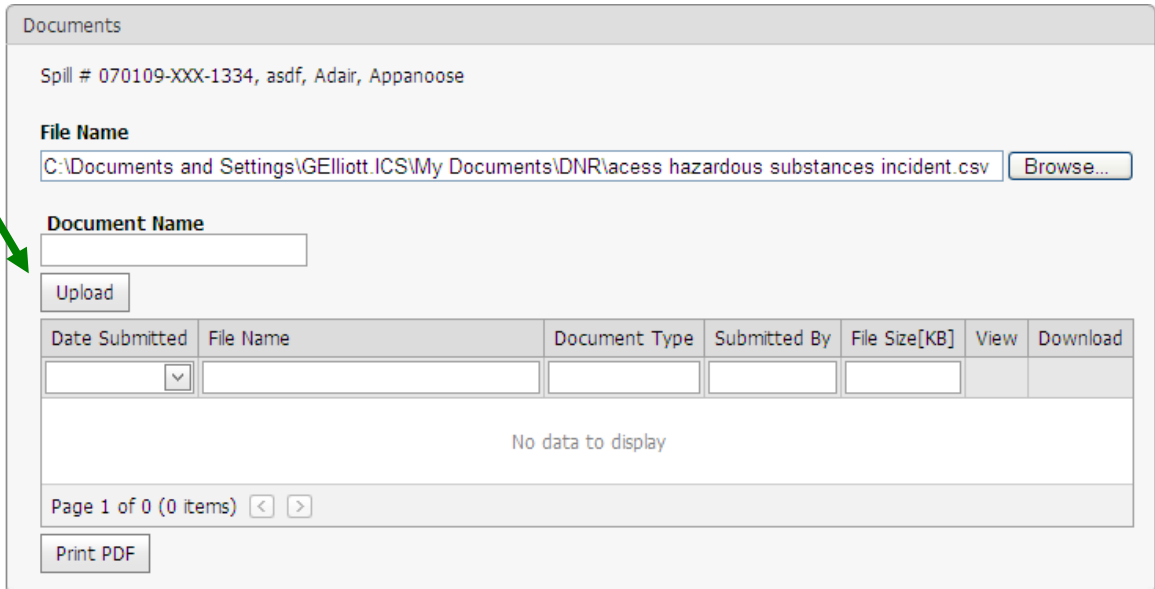
To upload a document to the database click **Browse** and locate your file on your computer.



Select the file to be uploaded and click open

Note - The application has a file size limit of 5MB. If the file you wish to upload is larger than 5 MB you may zip the file or contact the Field Services Emergency Response at 515-725-0386 for more options. Extensions allowed are: .bmp, .doc, .docx, .gif, .html, .jpg, .jpeg, .mpg (video), .png, .psp (paint), .psp (printshop), .pdf, .tif, .tiff, .wps, .wks (last two MS Works file versions), .xls, .xlsx, .xml, and .zip.

Upload – Type in a name for the document then click on Upload to load the document into HSI.



Documents

Spill # 070109-XXX-1334, asdf, Adair, Appanoose

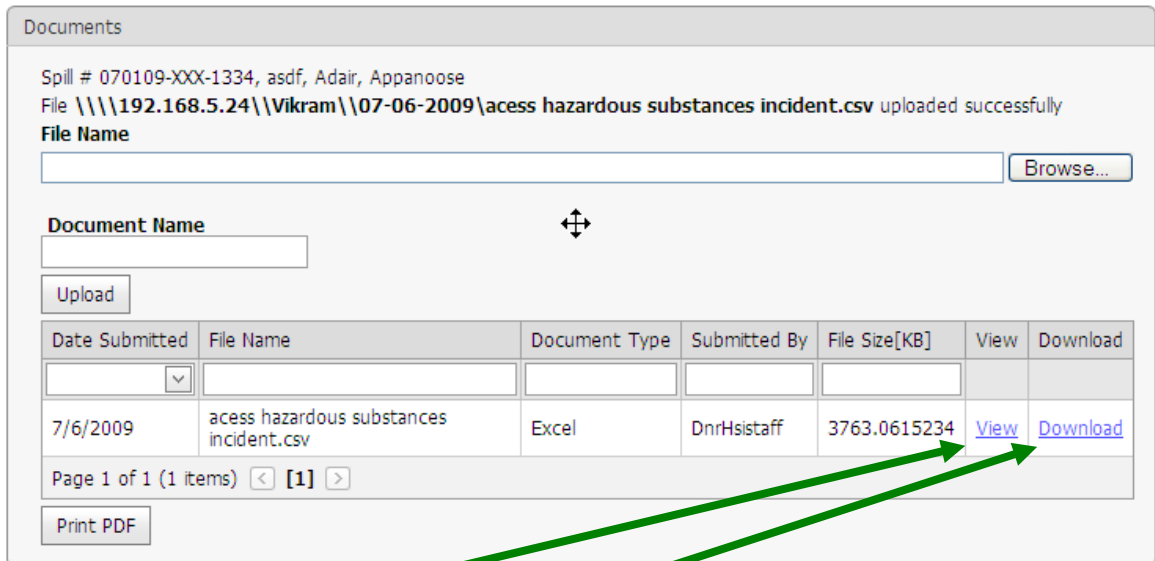
File Name
C:\Documents and Settings\GElliott.ICS\My Documents\DNR\access hazardous substances incident.csv

Document Name

Date Submitted	File Name	Document Type	Submitted By	File Size[KB]	View	Download
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>		

No data to display

Page 1 of 0 (0 items)



Documents

Spill # 070109-XXX-1334, asdf, Adair, Appanoose

File \\192.168.5.24\Vikram\07-06-2009\access hazardous substances incident.csv uploaded successfully

File Name

Document Name

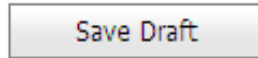
Date Submitted	File Name	Document Type	Submitted By	File Size[KB]	View	Download
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>		
7/6/2009	access hazardous substances incident.csv	Excel	DnrHsistaff	3763.0615234	View	Download

Page 1 of 1 (1 items) **[1]**

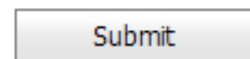
Documents can also be **Viewed** or **Downloaded** by all users once they have been uploaded to the HSI application.

7. Submitting the Report

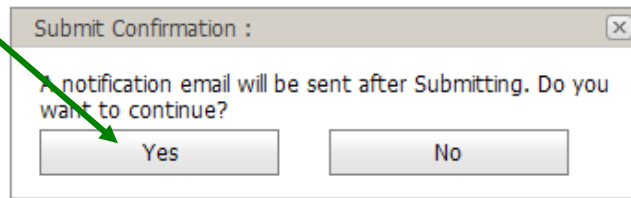
This is the final step in completing the 30-Day Written Report process electronically. Before completing the submittal process please be sure you have reviewed each screen and saved the page by clicking



Once a 30-Day Written Report is submitted it can not be edited. Be sure that you have entered all relevant data before beginning the submittal process. When you are ready to submit the 30-Day Written Report to the department click

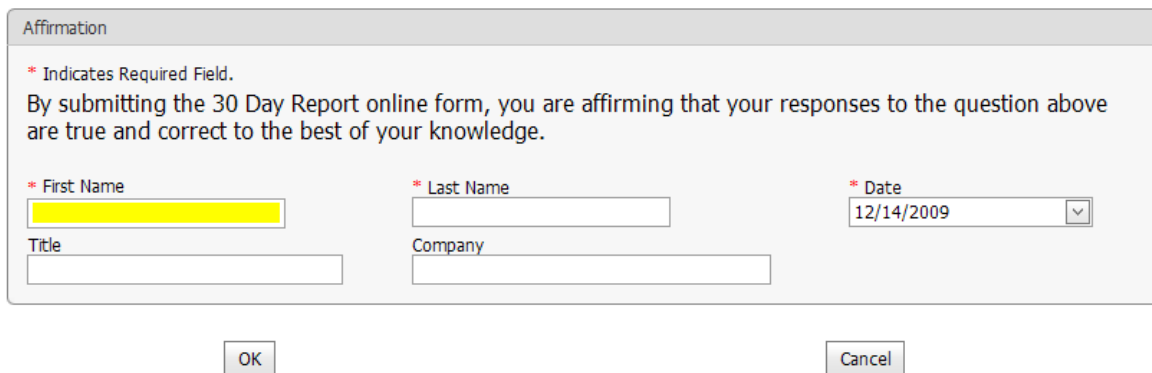


A submit confirmation box will pop up. To continue click, **Yes**.



The submit affirmation window will pop up. Enter your first and last name at a minimum. The date auto populates with the system date. Title and company are optional, however we ask you to fill these in if you are submitting on behalf of a company.

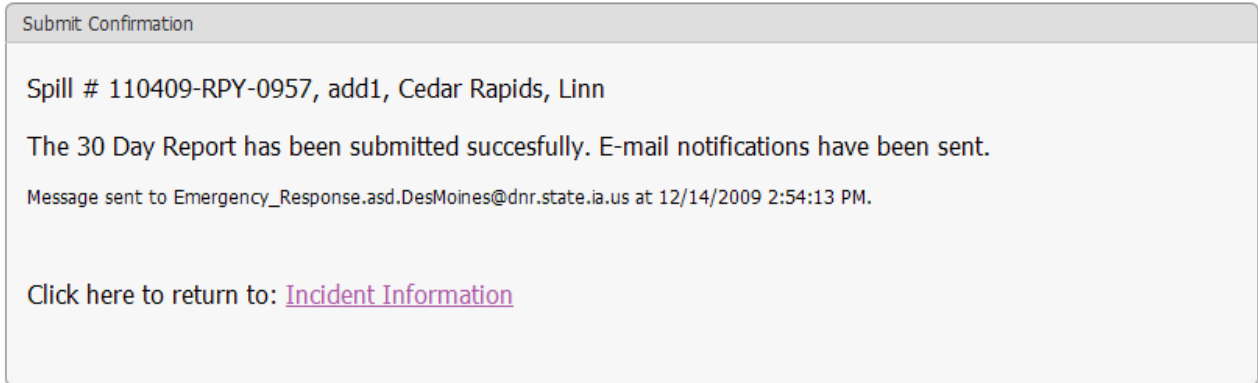
Spill # 110409-RPY-0957, add1, Cedar Rapids, Linn

A form titled "Affirmation" with a light gray background. At the top, it says "* Indicates Required Field." followed by the text: "By submitting the 30 Day Report online form, you are affirming that your responses to the question above are true and correct to the best of your knowledge." Below this are five input fields: "* First Name" (a yellow highlighted text box), "* Last Name" (a text box), "* Date" (a dropdown menu showing "12/14/2009"), "Title" (a text box), and "Company" (a text box). At the bottom of the form are two buttons: "OK" and "Cancel".

When complete click



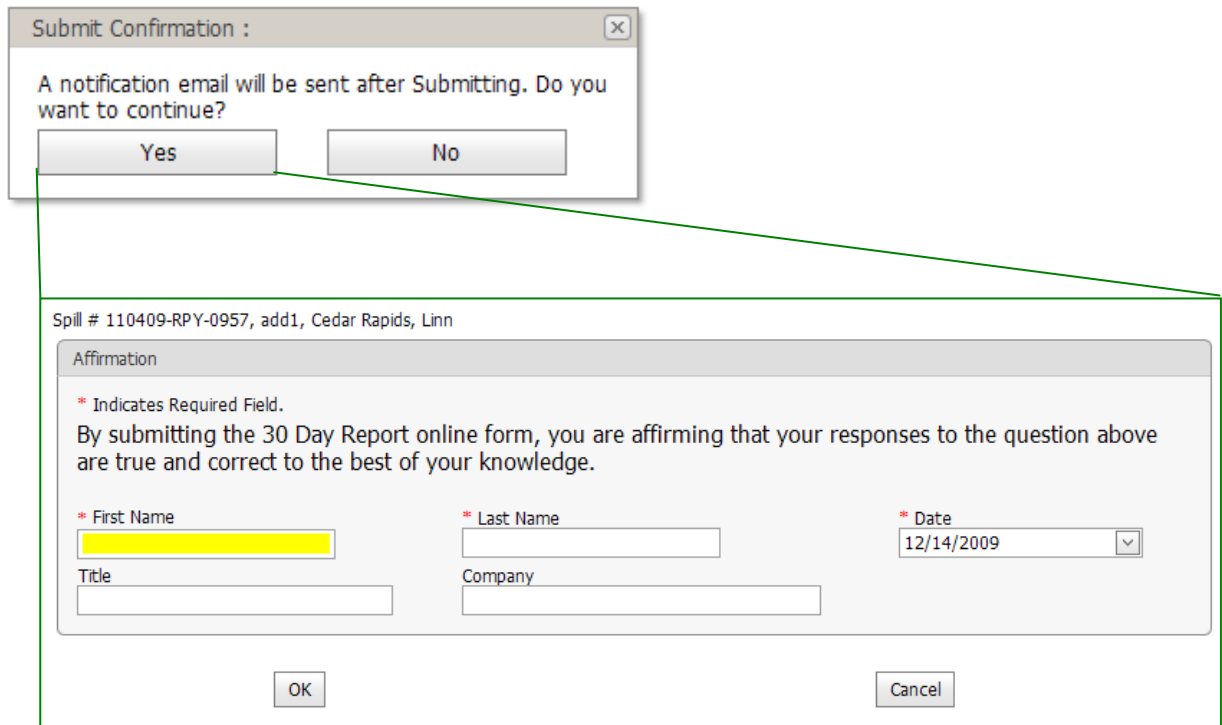
If the submission is complete you we receive a confirmation screen.



If the submission was not complete (not all required information entered or page review confirmed by clicking “Save Page”) you will be taken to the incomplete page. Perform the following steps:

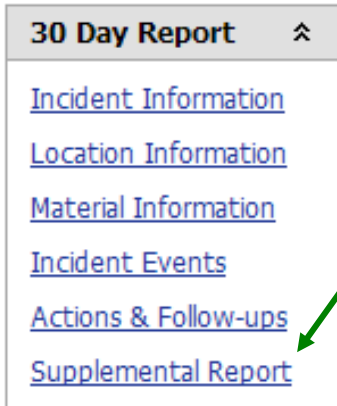
- Check the page to insure all required information is entered.
- Click “Save Page” at the bottom of the page
- If more then one tab is present repeat for the steps above for each additional tab.

After completing the steps above repeat the submission process.



8. Follow-up Reports and Updates

Once you have submitted a report you can not edit it. You can however add supplemental reports to correct or update information.



After submitting the 30-Day Written Report a new menu item appears on the list – Supplemental Report. The enter a supplemental report click on the **link**.

57, add1, Cedar Rapids, Linn

11/4/2009 Time : 9:56 AM
11/4/2009 Time : 9:57 AM

Supplemental Reports

Print Report

No data to display

Page 1 of 0 (0 items) < >

Save As Draft Print PDF Reset Submit

Click in the text field and enter supplemental information. After entering the information click

Save Draft

Click Submit and follow the submittal process as outlined in **Section 7**.

SECTION III – Frequently Asked Questions

This section is intended to answer some of the more frequently asked questions the public has concerning the new Hazardous Substance Incident Tracking Database (database). This section focuses on those questions relating to the completion and submission of the 30-Day Written Report using the database's on-line application. For questions relating to the database's other features see the Frequently Asked Questions in Section II of the Public User's Guide.

Question – Am I required to use the database's on-line reporting application to submit the required written report?

Answer – No, The department accepts the 30-Day Written Report 4 ways:

1. The online database application
<https://programs.iowadnr.gov/hazardousspills/Introductory.aspx>
2. An electronic copy of the report can be e-mailed to
Emergency_Response@dnr.iowa.gov
3. A hardcopy can be mailed to the department at

Iowa Department of Natural Resources
502 E. 9th Street
Des Moines, IA 50319-0034
Attn: Field Services Emergency Response
4. A fax copy of the report can be faxed to 515-725-8201

Question – Am I required to get an Enterprise Authentication and Authorization System ID?

Answer – The Enterprise Authentication and Authorization System ID (A & A ID) is required for anyone creating, editing, or adding to an incident report. The A & A ID is not required to view information in the database including the ability to generate, view, and download most reports and documents. If you wish to submit the 30 Day Written Report or any supporting documents through the online application you will need to have an A & A ID.

Question – I am with a professional environmental company and provide reporting services to a company (or more than one) operating in Iowa, can I submit information on behalf of my client?

Answer – Yes, The department allows 3rd party reporting both for the verbal report due within 6 hours of the incident and the written report due within 30 days of the incident. You will need your own A & A account and request access to your client’s spills.

Question – Am I having difficulties entering information, is there a 24 hr system support number?

Answer – No, Assistance with the database is available from 8:00 AM until 3:00 PM CST on Monday – Friday, excluding state holidays. To get assistance please call 515-725-0386.

Question – If the information already entered in the database by the department is correct do I still need to submit the 30-Day Written Report?

Answer – Yes, The 30-Day Written Report is required to be submitted by the responsible party or a designated representative (responsible party has ultimate responsibility).

The system will prepopulate most fields with information entered by department staff to reduce the amount of data entry required. You still need to review each section and click “Save Page” before moving on to the next section. If there are tabs in the section you must review each tab and click “Save Page” before moving to the next tab. This helps to insure that the information has been reviewed by the responsible party and when the report is submitted the responsible party is agreeing to the information contained in the report.

Question – I do not know the information required in a section, can I leave it blank?

Answer – No, the system will not allow you to leave a required section blank. If you do not know the information contact the department for assistance at 515-725-0386. The following website contains information that can help you complete the report:

- Location Information - <http://www.iowadotmaps.com/msp/pdfview/counties.html> (select the county where the incident occurred and zoom in the location.) The application accepts 911 addresses, Township/Range/Section, Township Name/Section, or crossing street. The DOT map tool can help you determine all but the 911 address.