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 online 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.
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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.

   - 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

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.
2. Record the Spill Number corresponding to the incident you want access to. The spill number is listed on the left side of the table.
3. 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.

4. Enter the spill number in the space marked “Spill Number” in the “Request Access” section.

5. 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**.

The status in the Spill List will be updated appropriately.

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.

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.

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.

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 

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.

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 cleanup.

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.

*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.*

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.

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.

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.

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

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

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.

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.

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

Once changes have been made, click update.
If you need to add additional or follow-up information click

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

Once you’ve completed your review and made any changes or added any information click
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.
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 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 Submit.

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 Submit.

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.

When complete click OK.
If the submission is complete you will 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 cannot 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.

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 515-281-7229,

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 ensure 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](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.