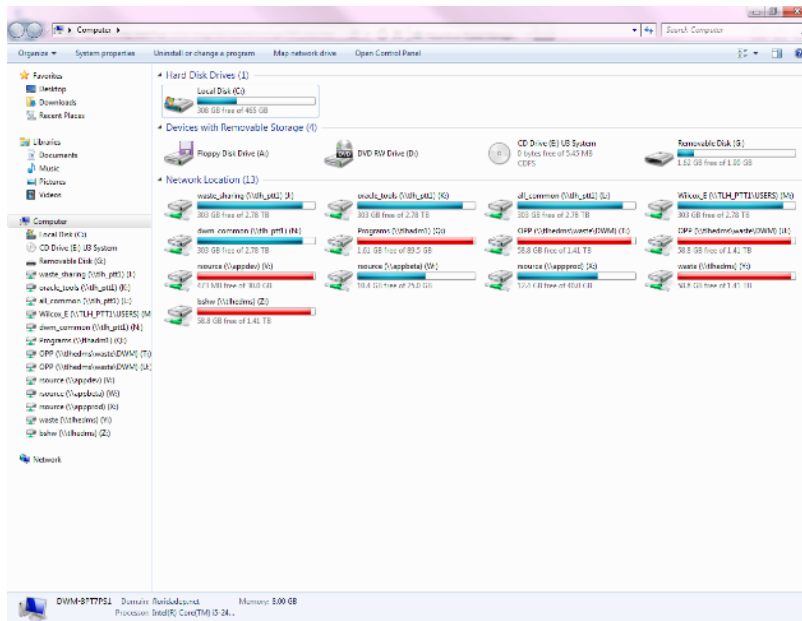


How to bring in your 2011 Report Data

After the BRS Software (webBR2013install.exe) is installed on you C drive. **Note:** Please install the program on your C drive this will save you headaches later.

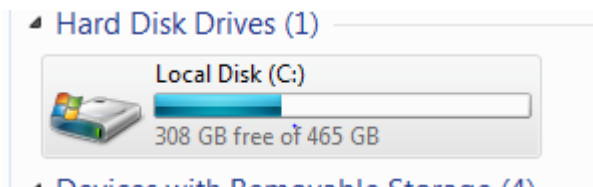
Step 1:

Open you're My Computer



Step 2:

Double click the C drive to open the C Drive



Step3:

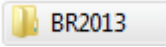
Once the C Drive is open navigate to the BRS Folder



Step 4:

If you do not already have a folder labeled BR2013, please do the following. If you already have a folder labeled BR2013, please go to the next step.

Right click, new, folder, label BR2013.

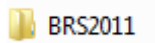


Step 5:

Double click the BR2013 to open the BR2013

Step 6:

Right click, new, folder, label BRS2011.



*Steps 7-15 are for Florida Only

Step 7:

Please go to the following Website

http://www.dep.state.fl.us/waste/categories/hazardous/pages/BRS_data.htm and click [theData11.exe](#).

Step 8:

Click Save



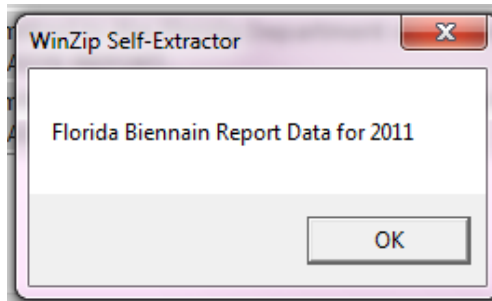
Step 9:

Click Run



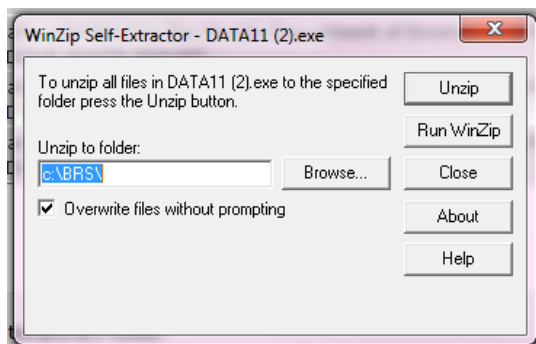
Step 10:

Click OK



Step 11:

WinZip should open, click browse

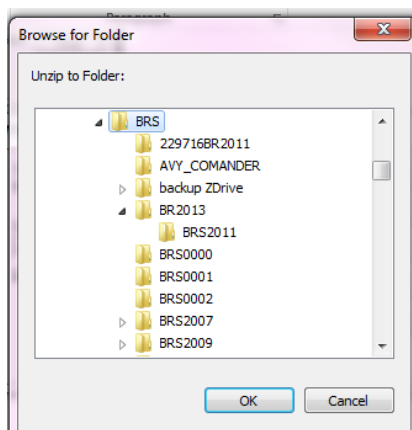


Step 12:

This is the following location you will need to put the unzipped file

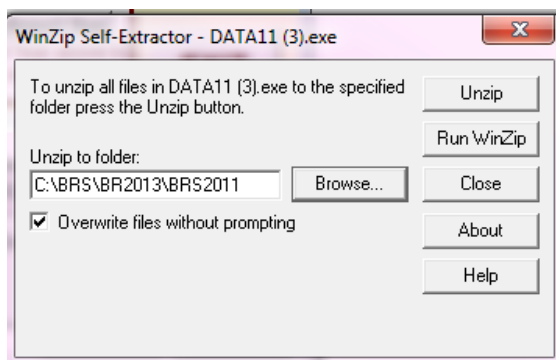
C:\BRS\BR2013\BRS2011

Click OK



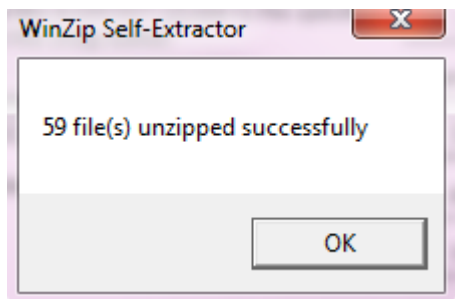
Step 13:

Click Unzip



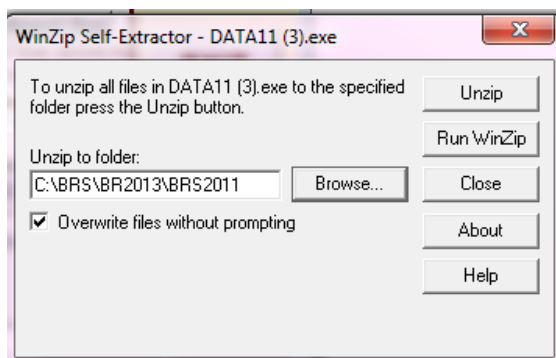
Step 14:

Click OK



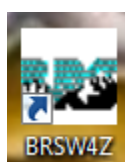
Step 15:

Click Close



Step 16:

Double click the BRS Icon



Step 17:

The system will open up in the main screen. Click the “Set up User and Report Options”.

The screenshot shows the main interface of the "BRState Data Entry, Translation, and Reporting System". The title bar at the top reads "BRState Data Entry, Translation, and Reporting System". The main header area features the text "RCRA Biennial Hazardous Waste Report Data" and "Electronic Data" below it, flanked by two circular logos. The interface is divided into several functional areas:

- Left Panel (Yellow background):**
 - Text: "State/Implementer mode selected"
 - Buttons: "Double-Click the Year to Enter Data >", "Check Your Submission for Errors", "Print Your Report (SI required)", "Create Your Electronic Report Disk", and "Why is BRState not working?"
 - Green-bordered box:** "Want to analyze or report on your data?" with buttons for "Summaries and FOIA Reports, WR lists", "Counts of Reporters/Wastes/Etc.", and "Lists of GenerationTotals by Handler" (with a help icon).
- Right Panel (Red-bordered box):**
 - SITE DETAILS** (with a help icon) and a list: "2009 Report Data", "2010 Report Data", "2011 Report Data", and "2013 Report Data".
 - Buttons: "Install Update", "Waste Reporter", "How Do I?", "? = Help", "Codes", "STATE UTILITIES (Import Export)" (with a help icon), "SET UP User and Report Options" (with a help icon), "BROWSE", and a large "EXIT" button.
 - Bottom section: "Create a New Report Year" and "Double-click the Year above to Add, Find, View, or Edit Forms".

Step 18:

A new window will open. Please fill out the following information.

Organization Name with the name of your facility

Primary Origin State

DEO is who every is creating the report

Click the button for TSD or State/ Region

Select the EPA region your facility in located in

Default report year is 2013

Exempt Systems List, Transfer Origin Type should be the same as below.

BRState Program Options

Ver.8.2 V 8.13 [From the Internet](#) [Download Update](#) [Info at EPA](#)

Organization Name

Primary Origin State DEO

Notify report submittal to EMAIL:

☐ Easy Report ☒ TSD or State/Region ☐ Multi-State DataBase [Defaults](#) [Settings](#)

Region and Statelist (opt.) Default report Year

Exempt Systems List (Before 1999) ☐

Transfer Origin Type R for Region (Before 1999) [Set Exemptions/Universal/Codelists](#)

☐ Subpart K Adopted ☐ HSM/DSW Rule Adopted

The Report data is in directories like BRS2005, BRS2007, etc in this Base Directory:

Base Data Path [New](#)

Temporary (work files) Path

Usual Export Path

Usual Import Path

Use/Require: ☒ Form ☒ Source ☒ Origin ☒ System ☒ SIC ☐ State Waste [Codes](#)

☐ Read Only ☐ Form OI Required by State ☐ All SI Required by State [Rebuild Facilities List](#)

[Save/Exit](#) [Save\(List\)](#) [Help](#) [Get \(List\)](#) [Edit List](#) [Discard/Quit](#)

Step 19:

Click Save/Exit

This will bring you back to the main Screen. You should now see the 2011 Report data

The screenshot shows the 'RCRA Biennial Hazardous Waste Report Data' window. The title bar reads 'BRState Data Entry, Translation, and Reporting System'. The main title is 'RCRA Biennial Hazardous Waste Report Data' with the subtitle 'Electronic Data'. The interface is divided into several sections:

- Left Panel (Yellow background):**
 - Header: 'State/Implementer mode selected'
 - Buttons: 'Double-Click the Year to Enter Data >', 'Check Your Submission for Errors', 'Print Your Report (SI required)', 'Create Your Electronic Report Disk', and 'Why is BRState not working?'.
 - Section: 'Want to analyze or report on your data?' with buttons for 'Summaries and FOIA Reports, WR lists', 'Counts of Reporters/Wastes/Etc.', and 'Lists of Generation Totals by Handler'.
- Center Panel (Red border):**
 - Section: 'SITE DETAILS' with a dropdown menu showing '2009 Report Data', '2010 Report Data', '2011 Report Data', and '2013 Report Data'.
 - Buttons: 'Create a New Report Year' and 'Double-click the Year above to Add, Find, View, or Edit Forms'.
- Right Panel (Yellow background):**
 - Buttons: 'Install Update', 'Waste Reporter', 'How Do I?', '? = Help', 'Codes', 'STATE UTILITIES (Import Export)', 'SET UP User and Report Options', 'BROWSE', and a large red 'EXIT' button.

Step 20:

Click "Create a New Report Year"

Step 21:

Click Save/Continue

A rectangular button with a dashed border and the text 'Save/Continue'.

Step 22:

Click Create Now

A rectangular button with a dashed border and the text 'Create Now'.

Step 23:

Enter 2013 and hit enter on your key board

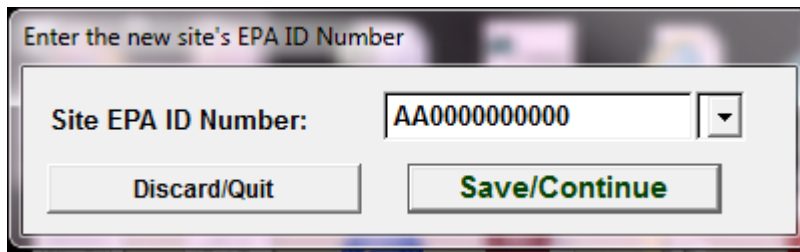
This routine creates all the .DBF data files
For a new directory containing a year's BRS data.
The Create Function will ask for the reporting year
for the new year's data to be initialized. (ex: 1995)

Enter the Year (ex: 2013)

Step 24:

Double click 2013 Report Data

Enter in your facilities EPA ID and click Save/Continue

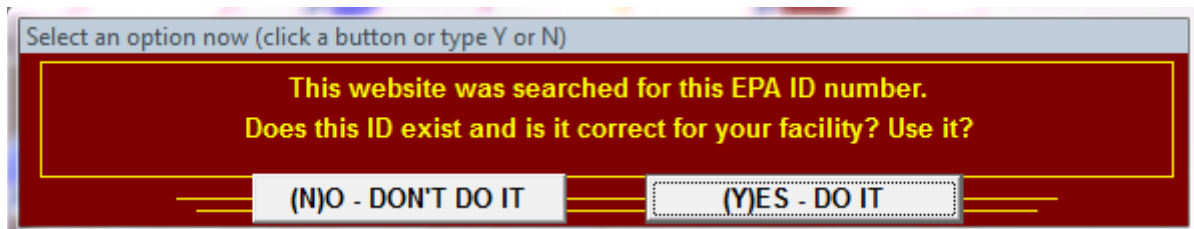


Enter the new site's EPA ID Number

Site EPA ID Number: ▼

Step 25:

A web site will popup. Please make sure it bring up your facilities information. Once you have confirmed that it is your facility close the internet browser out and click "YES-DO IT"

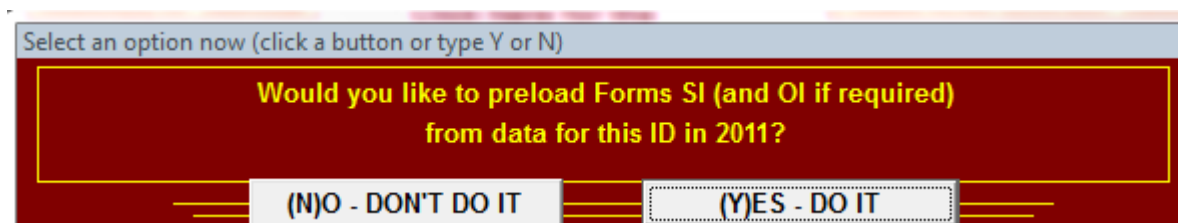


Select an option now (click a button or type Y or N)

**This website was searched for this EPA ID number.
Does this ID exist and is it correct for your facility? Use it?**

Step 26:

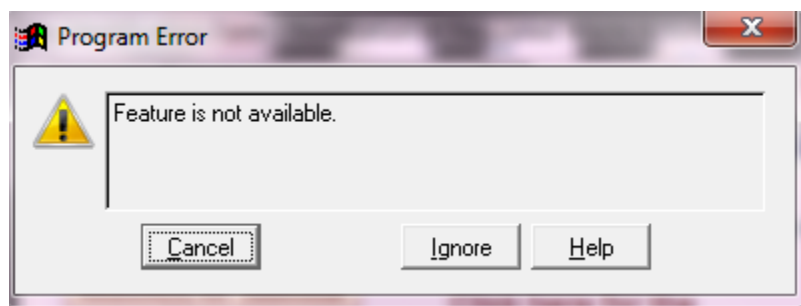
If you would like to use the 2011 data click "YES-DO IT". If you click "NO DON'T DO IT" the program will never ask you again for this facility.



Select an option now (click a button or type Y or N)

**Would you like to preload Forms SI (and OI if required)
from data for this ID in 2011?**

Note: if you see the following error please click ignore



Step 26:

You should now see your facilities information. You will need to update any information on the SI form. For Florida please click the 8700-12FL button. This will fill out the Florida form.

Site Identification Form - Notification of Regulated Waste Activity (8700-12) after 1/1/2009

EPA ID: **FLD984172155** Change ID State: FL For Year: 2013

Site Name: **CHEVRON CHEMICAL FACILITY NWAGC00020**

Status/Address | **Site Information** | Owner/Operator | **Activities** | **Waste/Certify**

Reason(s) for Submittal **Click here for the Florida Form** **Present RCRA Generator Status**

☒ As a Hazardous Waste Report. **8700-12FL** Federal Generator Status NOW: ☒ LQG
☒ To provide subsequent notification State Generator Status: ☐ SQG
☒ Federal Required Report (LQG or TSD one month in report year) 1 ☐ CESQG
☐ Non-Generator

Location: Street Number Street Name/ Building/ Directions/ etc.
Address: 3100 NORTH ORANGE BLOSSOM
City: ORLANDO State: FL Zip: 32804-
County: ORANGE Number: 095
State Environmental District: CD

Mail: Street Number Street Name/ P.O. Box/ Mail Station/ etc.
Address: P.O. BOX 6004 (Line 1) EMAIL OK
(Line 2) EMAIL errors
Email Incomplete
City: SAN RAMON State: FL Zip: 94583-
Country: Blank = USA Received Date: 04/05/2012

Click these buttons to ADD or EDIT FORMS or run REPORTS **GM Generation/Management** **WR Waste Received** **OI Offsite IDs** **EXIT**

ADD a Report
Save Changes
Undo
Copy to new ID
Delete
Print
Help
Check
Summary
ID Filter
Add to Filter
PDF Instructions

Once the SI form is filled out click Save Changes. Now you are ready to fill out the GM, WR (only if your facility has waste received from offsite) and OI (NOT REQUIRED IN FLORIDA)