ATRS 99

Quick Reference

Getting Started

Automated TRI Reporting Software (ATRS) helps make the reporting process more efficient. Keep this guide handy for tips and techniques.

1 Reload Past Data

Save time by basing this year's submissions on past ATRS (or AFR) data. See the user's guide for more details.

GoTo This function lists the form sections available and instantly takes you to the screen you select.

Main Click here to return to the main menu at any time.

To cancel without saving, click Main, GoTo, or Exit. Then click No at the "Save data?" prompt.

Seq # These numbers are used for ATRS's internal housekeeping. Do not be alarmed if they are out of order or missing.

2 Define Facilities

Each Form R or Form A submission belongs to a facility. Adding an entry to this list is like creating a folder to hold all of a facility's submissions.

3 Prepare Submissions

To create a submission form for a facility, highlight it in the Facility List and click the Add Sub. button.

Create Diskette 6

Finally, click here to create your submission diskette(s). Then pack it all up with your cover letter(s) and mail.

To edit a facility entry, first Add or Edit a submission for the facility. Then go to Section 4 and change the Facility ID values as needed.

Click here to save the current entries in the ATRS99 database. ATRS will check them for completeness and formatting first.

A Title Bar	E Facility List
B Menu Bar	F Submission List
C Toolbar	G On-Screen Button
D Screen Tabs	H Message Area

Print 5

Print a submission form or a portion of it anytime you want to review your work. ATRS also creates the cover letter(s) required for each submission.

Remember: The form you use, Form R or Form A, depends on how much of each chemical was used. See the *Toxic Chemical Release Inventory Reporting Forms and Instructions* book for details.

Validate Entries 4

If error messages appear upon validation, double-click on each to jump right to the entry in question.

Notice that some on-screen buttons duplicate the function of toolbar buttons. Use whichever is easier.

Note

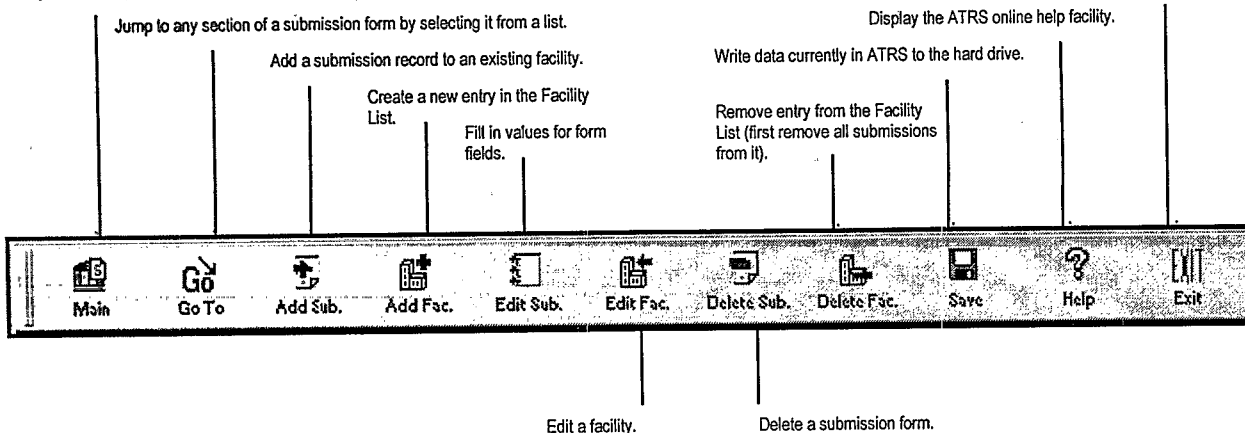Changes made to facility information displays in all submissions attached to the facility, regardless of whether the change is made from the facility screen or the submission screen.

Visit the

ATRS99 World Wide Web Site at http://www.epa.gov/tri

Automated TRI Reporting Software

File Submissions Window Help

List Facilities & Submissions | Reload Data | Create Diskette | Validate | Print

Seq #	Facility ID	Facility Name	DIVISION	City	State
1	44111MRCNM12695	ATLAS PLATING, INC.		CLEVELAND	OH
2	15834PRMRC21EAS	PRO AMERICA/CAMERON DIVISION		EMPORIUM	PA
3	16502NTNLF1341W	ERIE FORGE AND STEEL INC.		ERIE	PA
4	14750FLCNRWINCH	FALCONER DIE CASTING CO.		LAKEWOOD	NY

Facility: Add | Edit | Delete

Rpt #	CAS	Chemical Name	Report Year	Form	Status	Revision
1	N982	ZINC COMPOUNDS	1996	R	Not Validated	N
2	N090	CHROMIUM COMPOUNDS	1996	R	Not Validated	N
3	007664382	PHOSPHORIC ACID	1996	R	Not Validated	N
4	007697372	NITRIC ACID	1996	R	Not Validated	N
15	000354110	1,1,1,2-TETRACHLORO-2-FLUOROETHANE	1996	R	Not Validated	Y
			1996	R	Not Validated	

Submission: Add | Edit | Delete

Ready

Notes & Definitions

Enables you to manage all facilities and submissions.

Jump to any section of a submission form by selecting it from a list.

Add a submission record to an existing facility.

Create a new entry in the Facility List.

Fill in values for form fields.

Close ATRS after confirming whether to save current data.

Display the ATRS online help facility.

Write data currently in ATRS to the hard drive.

Remove entry from the Facility List (first remove all submissions from it).

Main   Go To   Add Sub.   Add Fac.   Edit Sub.   Edit Fac.   Delete Sub.   Delete Fac.   Save   Help   Exit

Edit a facility.

Delete a submission form.

Common Questions

How do I indicate "Not Applicable"? ATRS only recognizes NA. It ignores all other possibilities, such as **N.A., N/A,** etc.

What are warnings vs. error messages? Warnings describe only possible problems with your entries. Error messages flag entries that must be fixed before ATRS will allow you to proceed.

How many submissions can go on a diskette? One thousand submissions will fit on a 3.5-inch diskette.

What is the *Sybase SQL Anywhere* window? This program starts and stops automatically with ATRS and must be running whenever ATRS99 is active. Do not close the *SQL Anywhere* window.

ATRS99 for Windows Features

■ **Y2K compliant.** All date fields containing year data have been expanded to four digits. Data fields containing month, day, and year follow the mm/dd/yyyy format.

■ **Validate Buttons** let you verify entries at any point in your reporting process.

■ **Validation Error Lists** speed up validation with one-click access to errors.

■ **Quickly find your TRIFID information** by installing (from the ATRS99 CD-ROM only) the Facility Listing Option, a file that holds TRIFID information on companies who have submitted previously. The ATRS99 Facility Quick Pick icon is located on Facility Identification, Part I, Section 4.1.

Installing ATRS99 for Windows™

Windows 95, 98, and NT	Click the **Start** button on the task bar and select **Run.** Insert Installation Disk 1 into the appropriate drive and tyep **x:\Setup.exe** (x represents letter of drive).
Windows 3.x and Windows NT 3.51	From the **File** menu in **Program Manger** or **File Manager,** select **Run.** Insert Installation Disk 1 into the appropriate drive and tyep **x:\Setup.exe.**

Printing the User's Guide

Use Adobe Acrobat to view and print the user's guide (atrs99w.pdf), located in the ATRS directory on your hard drive. The user's guide is also available in ASCII text; it can be opened from the ATRS directory with Notepad™ or other compatible word processor.

Getting Help

For help with ATRS99 for Windows™, contact
Technical Support at (703) 816-4434 from 8:00 a.m. to 4:30 p.m. EST, Monday through Friday (closed on federal holidays) or e-mail **atrs.tech.support@epcra.org.**

For help with TRI Submissions, contact
EPCRA Hotline at (800) 535-0202 or (703) 412-9810 from 9:00 a.m. to 6:00 p.m. EST, Monday through Friday (closed on federal holidays).

For More Information
Visit the ATRS Web site at **http://www.epa.gov/tri** for more information and useful resources, including a list of Frequently Asked Questions (FAQs), troubleshooting guides, software downloads, and related Web sites.

Screen Tabs

Click on a screen tab to perform the given function:

■ **List Facilities and Submissions** The Main screen from which you can add, edit, or delete submissions and facilities.

■ **Validate** Checks entries in one or all submissions and lists any errors found. Double-click an entry to jump directly to it.

■ **Reload Data** Reloads existing TRI data from any AFR or ATRS submission diskette; AFR97 and ATRS98 DOS database; and AFR96, AFR97, or ATRS98 for Windows™ database.

■ **Create Diskette** Writes all or selected submissions to diskette for the EPA (and your state, if needed) and creates the required cover letter(s).

■ **Printing** Capability to print the cover letter(s) and submissions for the EPCRA RC and your state.

POTWs are stored in an index file. This index file can be accessed from two different places—from the Edit POTW command button in Part II, Section 6.1.B of Form R and by selecting Maintenance from the Submissions pull-down menu. Although you can edit POTWs from two different places, you can only insert a POTW from Part II, Section 6.1.B of Form R. To add, edit, or delete a POTW to the index file, select Maintenance from the Submissions pull-down menu (*see illustrations below*).

Inserting POTWs
to Your Submissions

Click here to insert a POTW into a submission.

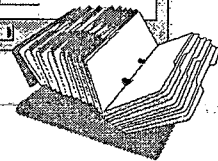Click **Edit POTW(s)** to select or edit an entry from the POTW Maintenance List.

Click the **Select** button to include the POTW in a submission.

This screen displays POTWs attached to the current submission, one at a time.

And this is how they appear in the POTW rows on a paper form.

Adding a POTW to the maintenance list is like adding a card to a central index file.

Adding, Editing, and Deleting
Streams, POTWs, and Off-Sites

Quickly add, edit, or delete Streams, POTWs, and Off-sites by selecting Maintenance from the Submissions menu at any time.

Click here to insert POTWs into the index file.

Click here to delete POTWs from the index file.

Always save your work.

Navigation buttons provide an efficient way to move to the first, previous, next, or last POTW of the list.

Note

☞ The command buttons found on the POTW tab also reside on the Streams and Off-sites tabs. This means that adding, editing, and deleting data is performed identically in each case.