

Automated TRI Reporting Software

ATRS⁹⁸
Automated TRI
Reporting Software

Submit Electronically... with **ATRS98!**

New Features and Changes

- Software Name Change
- Changes in Form A
- Data Migration
- Y2K Compliance
- More than 99 POTWs, Streams, Offsites
- TRI Facility Number
- Pick List Maintenance
- Ability to Edit Facilities

Software Availability

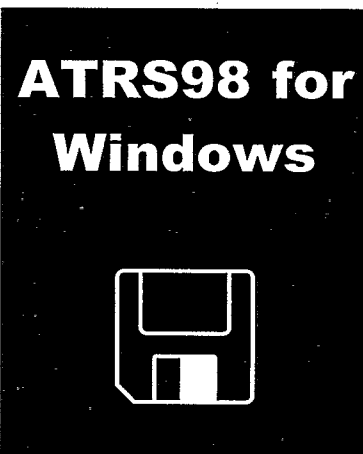
Visit <http://www.epa.gov/opptintr/atrs> to download ATRS98.

All ATRS98 software is available on both 3.5-inch diskettes and CD-ROM. The ATRS98 CD-ROM contains all versions of ATRS98.

To order software, call (800) 490-9198.

ATRS98 is available for:

- CD-ROM – Includes all versions
- Windows™ 95, 98, and NT – Set of 7 Diskettes
- Windows™ 3.1 – Set of 7 Diskettes
- DOS – 1 Diskette



<http://www.epa.gov/opptintr/atrs>

System Requirements

- IBM-compatible PC with 386 or higher processor.
- Microsoft Windows™ 3.X or later, Microsoft Windows™ NT 3.51 or later, or Microsoft Windows™ Server 3.51 or later.
- 8 MB of memory.
- 25 MB of available hard-disk space.
- VGA or higher-resolution video adapter.
- HP LaserJet- and HP DeskJet-compatible printers.

Installing ATRS98 for Windows

Windows™ 3.1 or Windows™ NT 3.5.1

1. From the **File** menu in Program Manager or File Manager, select **Run**.
2. Insert the ATRS98 CD-ROM into the CD-ROM drive.
3. In the command line box, type **X:\Setup** (X represents the letter of your CD-ROM drive). Click the **Ok** button.
4. Follow on-screen directions.

Windows™ 95, 98, and Windows™ NT 4.0

Insert the ATRS98 CD-ROM into your CD-ROM drive, and the Setup program will start automatically. Follow on-screen directions for standard installation procedures.

Installation Diskette Creator

The ATRS98 **Installation Diskette Creator** creates installation diskettes for ATRS98 for DOS, Windows™ 3.x, and Windows™ 95, 98, and NT. This utility, available on the ATRS98 CD-ROM, is useful if you need to create 3.5-inch diskettes to use on a PC without a CD-ROM drive.

Software Documentation

The following documentation is found on the ATRS98 CD-ROM: Automated TRI Reporting Software for Windows™ User's Guide, Readme file, ATRS98 Quick Reference file, and the TRI Reporting Instructions and Guidance Documents for Reporting Year 1998.

Hotline Numbers

For help with ATRS98 for Windows™, contact:

Technical Support

Phone (703) 816-4434
FAX (703) 816-4466
E-mail atrs.user.support@epcra.org

For help with TRI submissions, contact:

EPCRA Information Hotline

Toll-free (800) 535-0202
Local (703) 412-9810
TDD (800) 553-7672

ATRS⁹⁸
Automated TRI
Reporting Software

**ATRS98 for
Windows**



<http://www.epa.gov/opptintr/atrs>

Labeling Your Submission Diskette(s)

A label must be attached to each diskette. The label may be typed or legibly handwritten. A sample label with the necessary information is shown below.

TRIS Report	
Company Name	
Date: 6/29/1998	Density: HD
Report Year: 1998	Number: 1 of 1
Contact: Technical Contact Name (505) 555-5369	

The types of packaging and shipping used for magnetic media are left to the discretion of the submitting facility. Please send completed diskettes, along with a cover letter and an original certification signature from each submitting facility to:

EPCRA Reporting Center
P.O. Box 3348
Merrifield, VA 22116-3348
Attn: TRI Magnetic Media Submission

Submitting Reports on Diskette

After data entry is complete and the data is validated, the software will copy Form R/Form A transfer files to a formatted diskette for submission to EPA. The software also prompts you to create another diskette to send to your state. Diskettes must be formatted using DOS 5.0 or higher on an IBM PC or compatible computer.

Submitting Electronically to States

Submitters must submit a copy of each Form R or Form A to the appropriate state agency (*see the table below to determine if the state accepts magnetic media*).

AK	ID	NC	SC
AZ	IL	ND	SD
CA	IN	NJ	UT
CO	KS	NM	VA
DC	LA	NY	VT
DE	MD	NV	WA
FL	MI	OH	WI
GA	MN	OK	WV
HI	MO	OR	
IA	MT	PA	

If your state is not listed here, please contact your state office to confirm that paper submissions are required. A list of state contacts can be found in the *Toxic Chemical Release Inventory Reporting Forms Instructions* book.

ATRS⁹⁸
Automated TRI
Reporting Software

**ATRS98 for
Windows**



<http://www.epa.gov/opptintr/atrs>

Information to Include in Your Cover Letter

If you are submitting reports on magnetic diskette to EPA, you must enclose a cover letter signed by the official listed in Section 3 of Part I of the Form R/Form A for each separate facility. This letter can be printed from ATRS98 (see the following sample letter below)

ATRS⁹⁸
Automated TRI
Reporting Software

**ATRS98 for
Windows**



<http://www.epa.gov/opptintr/atrs>

To Whom It May Concern:

Enclosed please find one (1) microcomputer diskette containing toxic chemical release reporting information for:

YOUR FACILITY NAME

This information is submitted as required under Section 313, Title III of the Superfund Amendments and Reauthorization Act of 1986 and the Pollution Prevention Act of 1990.

We are submitting a total of (1) Chemical Report(s) for our facility.

These 1 chemical report(s) are described below:

<u>Chemical Name</u>	<u>RY</u>	<u>CAS Number</u>	<u>Report Type</u>
Lead compounds	1998	NA20	Two page Form A

Our technical point of contact is:

TECHNICAL CONTACT NAME, Phone Number: (505) 555-1212,

and is available should any questions or problems arise in your processing of these diskettes.

I hereby certify that I have reviewed the attached documents and that, to the best of my knowledge and belief, the submitted information is true and complete and that the amounts and values in this report are accurate, based on reasonable estimates using data available to the preparers of this report.

Signature: *Chris Submitter*