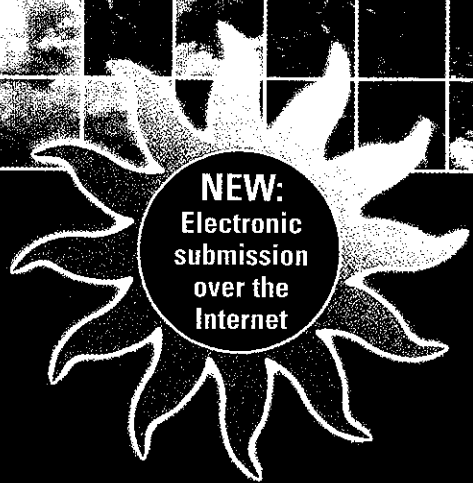
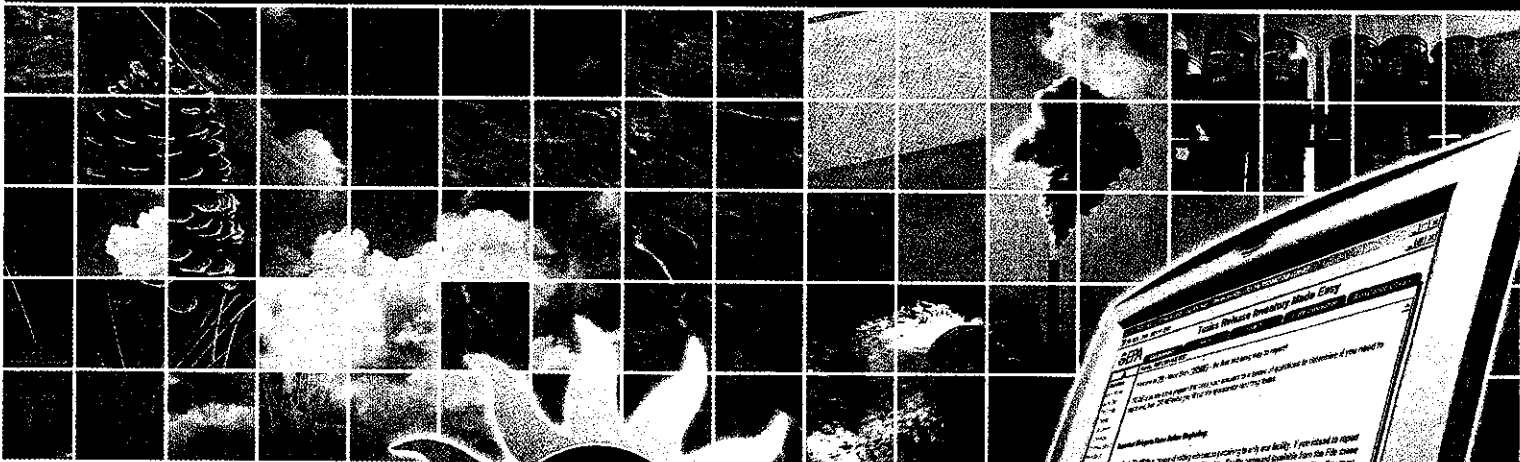


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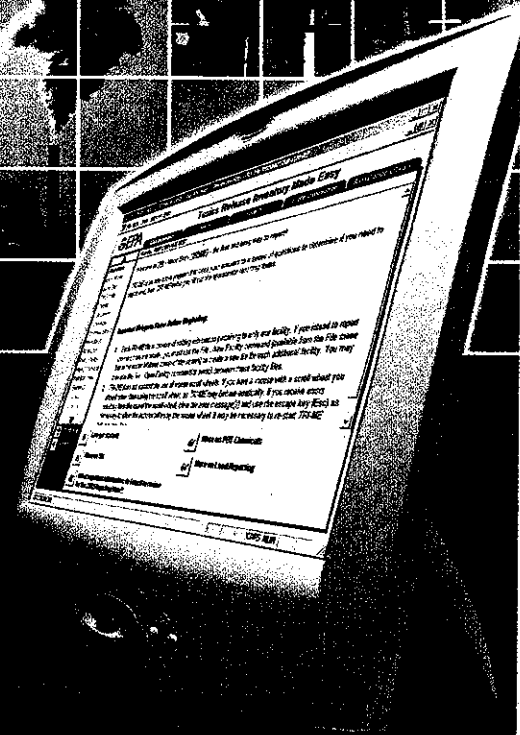


Toxics Release Inventory— Made Easy (*TRI-ME*) Software Overview

Reporting Year 2002



NEW:
Electronic
submission
over the
Internet



March 2003

Introduction

The Toxics Release Inventory (TRI) Reporting Software CD-ROM introduces and installs the Toxics Release Inventory—Made Easy (*TRI-ME*) software and provides easy access to EPA's TRI guidance documents.

The *TRI-ME* software helps facility owners and operators in determining and completing their Emergency Planning and Community Right-to-Know (EPCRA) Section 313 (TRI) Form Rs and Form A certification statements. *TRI-ME* is an interactive, intelligent, user-friendly software tool that guides facilities through the TRI reporting experience.

The Automated TRI Reporting Software (ATRS) is not available for preparing TRI submissions for RY2002. *TRI-ME* will, however, allow you to load your prior year *ATRS* data as a starting point for your RY2002 submission.

Step 1. Loading Data

If you used EPA's *ATRS* or *TRI-ME* software, or even third-party TRI software, you may want to load a prior year's TRI submission as a starting point in completing your RY2002 forms. You can load prior year data from any of five sources: *ATRS* for RY2000 or RY2001, submission diskettes from RY2000 or RY2001, or *TRI-ME* for RY2001. You can also load your RY2002 data from submission disks prepared by any TRI software product that meets EPA's Magnetic Media File Formats for RY2002.

Step 2. Determining Thresholds

New to TRI reporting? Not sure where to begin? Let *TRI-ME* lead the way. The *TRI-ME Questionnaire* tab walks you through the analysis to determine if your facility is required to file TRI forms for listed toxic chemicals. *TRI-ME* explains and calculates the employee hour requirement, the facility Standard Industrial Classification (SIC) Code, and the chemical activity threshold quantities. At each step of the analysis, you may look at more guidance on a topic by clicking a button at the bottom of the screen, which takes you to the *TRI Assistance Library* tab. In addition to pre-assembled guidance materials on many commonly asked about TRI topics, the *TRI Assistance Library* also contains the statutes, regulations, and guidance documents in a searchable, indexed format. With *TRI-ME* there may be no need to independently acquire the paper TRI instructions and guidance documents.

If you are an experienced TRI reporter, you may wish to begin completing your forms immediately, without using the threshold determination portions of the Questionnaire. If so, you can select the "Expert User" option. After selecting your primary SIC code and the TRI chemicals or chemical categories you wish to report on, *TRI-ME* allows you to complete your forms. Even if you are familiar with the TRI reporting requirements, you may want to skim through all the screens in the Questionnaire for one chemical to make sure you have not overlooked important information.

At the end of the threshold determinations, you will come to the *Chemical Select* and *Form Select* screens; these are where you confirm the chemicals your facility will be reporting on with *TRI-ME* and whether you will use a Form R report or Form A certification statement for each chemical.

TRI-ME RY2002 - [TRI MADE EASY Facility File: C:\Program Files\TRI-ME RY2002\Data\Test]

EPA Toxics Release Inventory Made Easy

Questionnaire Form R Form A State Information Assistance Library

Expert User
Load Data
Threshold
Facility
Employee
Chemical
Chemical Select
Form Select
Revisions
Part I, Facility
Part II, Section 1
Section 2
Section 3
Section 4
Section 5.1

TRI-ME Help
Go Back

Continue with Questionnaire
More on Basis of Estimate
More on PBT Chemicals

082500101004

How much of this chemical was released as fugitive or non- you want to report it on the Form R. If the estimate is less also have the option of entering a range code. Range codes

In addition, any estimate of 0 pounds or higher requires that you provide a basis of estimate, using the codes provided in the pick list below.

Total Section 5.1 Quantity: lbs
- or -
Range Code:
Basis of Estimate Code:

Ethylene glycol
Naphthalene
Zinc Compounds

TRI-ME RY2002 - [TRI MADE EASY Facility File: C:\Program Files\TRI-ME RY2002\Data\Test]

EPA Toxics Release Inventory Made Easy

Questionnaire Form R Form A State Information Assistance Library

TRI-ME TEST DEMONSTRATION FACILITY

Section 6.1
Section 6.2
Section 7A
Section 7B
Section 7C
Section 8.1
Section 8.2
Section 8.3
Section 8.4
Section 8.5
Section 8.6
Section 8.7
Section 8.8
Section 8.9
Section 8.10
Section 8.11
Submission

TRI-ME Help
Go Back

Continue
More on Internet via CDX

There are three ways that you can submit your facility's data to the US. EPA: (1) Using the Internet via EPA's Central Data Exchange (CDX) system; (2) On a diskette mailed to EPA's TRI Data Processing Center (the envelope must include a signed certification letter); (3) On paper forms mailed to EPA's TRI Data Processing Center. Please select your preferred method of submission below and TRI-ME will guide you through the process.

Select a Submission Method:

Internet via CDX
Diskette
Paper

08330002100

Navigation Column

Step 3. Completing the Facility Information

If you are new to TRI reporting, *TRI-ME*'s *Questionnaire* tab will guide you through each of the facility-specific data elements on the Form R. As you answer the questions, *TRI-ME* completes the TRI Form R for you. If you are an experienced TRI reporter, you may click on the *Form* tabs and directly complete an electronic facsimile of Part 1 of the Form R report or the

Form A certification statement. And, if you want more help, you can always go back to the *Questionnaire* tab, or click on the *TRI Assistance Library*. The facility-specific information you enter one time will be duplicated for all forms. If you want to research the requirements for your state, you can use the *State Information* tab.

Step 4. Providing Chemical-Specific Information

TRI reports are chemical-specific, so you must first use the *Select Chemical* window to select a chemical. Once you have selected a chemical, you can use the *Questionnaire* to guide you in completing the release and other waste management information for that chemical, or you can open the Form R tab and complete an on-screen facsimile of the Form R. If you are completing a Form A certification statement for a chemical, *TRI-ME* automatically completes Part II of the Form A for you, so there is nothing to do in this step.

At any point, you can switch to another chemical by using the *Select Chemical* window. You may complete an entire Form R for one chemical and then switch to another chemical, or for example, you may decide to complete the air releases for one chemical and then switch to another chemical and enter the air releases for that chemical.

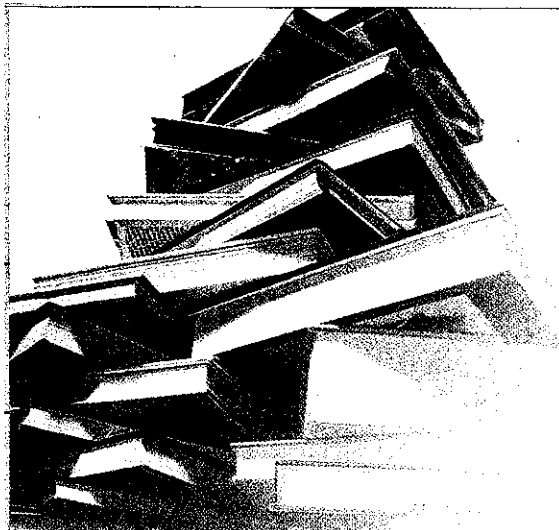
Remember, *TRI-ME* is flexible: if you are using the Form R tab to complete chemical release and other waste management information, but you need more help, simply switch to the *Questionnaire* tab or the *TRI Assistance Library* tab.

Step 5. Preparing Submissions: Checking for Errors and Filing Forms

After you have completed entering information on your releases and other waste management activities using the direct form entry method, you should click on "*Submission*" at the bottom of the *Navigation Column*. Or, if you have been using the *Questionnaire* tab, *TRI-ME* automatically takes you to "*Submission*." *TRI-ME* will then check your forms for missing information and critical errors. *TRI-ME* will also provide you with warnings about potential errors you may want to double-check. After you fix any critical errors, *TRI-ME* enables you to submit your data over the Internet using

EPA's Central Data Exchange (CDX) with electronic signature. As in the past, *TRI-ME* will also prepare diskette and paper submissions.

You do not have to wait until the end to check for errors. At any time, you can use the *Tools* menu (*Validate Chemical*) option to check for errors on a particular chemical submission. Don't forget to use the *Reports* menu, where you can get handy summary reports of the data you have entered as well as electronic copies of your forms that can be shared via e-mail.



TRI Assistance Library

Integrated into *TRI-ME* is the *TRI Assistance Library*, a searchable, indexed file that contains the statutes, the regulations, and the key TRI guidance documents a person is likely to need for TRI reporting. To access this feature, click on the *TRI Assistance Library* tab in *TRI-ME* and then search the index or table of contents to find information on a particular subject. If you are using the Questionnaire feature in *TRI-ME*, you will find preselected TRI definitions and "More on" guidance from the *TRI Assistance Library* that are relevant to the specific screen you are viewing.

System Requirements

In order to run *TRI-ME*, you must have the following minimum system configuration: IBM PC or compatible; Windows 95/98, 2000, XP, ME, or NT; Pentium I; 166 megahertz minimum; 32 megabyte RAM minimum; 170 megabytes hard disk space available; CD-ROM; and optionally a 56k speed modem and Internet account, or a LAN-based Internet account, with Adobe Acrobat Reader to allow access to certain web-based documents not integrated into *TRI-ME*. If you do not already have Acrobat Reader, it can be downloaded from the TRI Reporting Software CD or from <www.adobe.com>.

Feedback

TRI-ME is an interactive, intelligent, user-friendly software program that assists facilities in determining and completing their TRI reporting obligations. EPA invites users to provide comments and suggestions, especially on how subsequent versions of *TRI-ME* can be made easier to use and more helpful. Comments may be submitted by visiting the TRI Web Site <www.epa.gov/tri>, sending an e-mail to TRI-ME@epa.gov, or faxing your comments to TRI at 202 566-0715.

More Information or Assistance

TRI Software Support:

If you have questions about how to install or use *TRI-ME* or the *TRI Assistance Library*, please contact:

Phone: **877 470-4830** (toll free)

E-mail: tri_software_support@cdc-moses.com

Time: **4/1/03 - 7/31/03**

Monday-Friday, 8am-7pm ET

During other times of the year, please leave a message and we will return your call within three business days.

TRI Regulatory Questions:

If you have a question about a TRI reporting requirement, please call the EPCRA Call Center at:

Phone: **800 424-9346** or **703 412-9810**

Time: **Monday-Friday, 9am-5pm ET**

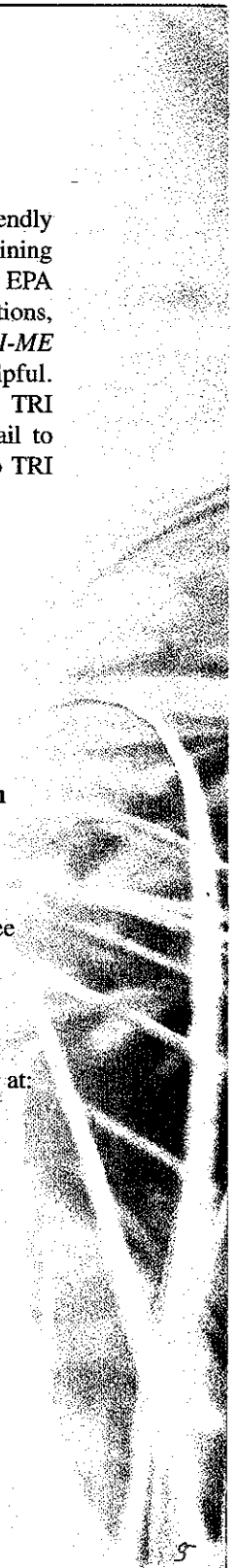
Central Data Exchange (CDX) Help Desk:

For questions about your electronic submission, please contact:

Phone: **888 890-1995**

Time: **Monday-Friday, 8am-6pm ET**

E-mail: epacdx@csc.com





New *TRI-ME* Features for RY2002

- Electronic submission over the Internet via the Central Data Exchange (CDX), including electronic signature.
- Loads prior year data from *ATRS* for RY2000 or RY2001, submission diskettes from RY2000 or RY2001, or *TRI-ME* for RY2001. (Unlike last year, loads directly into the form, rather than picklists.)
- Loads RY2002 data from submission diskettes prepared by any software that meets EPA's TRI Magnetic Media File Formats for RY2002.
- To ensure a complete functional overlap between *TRI-ME* and discontinued *ATRS*, a basic module has been installed in *TRI-ME* that allows facilities to report by part.
- More intelligence to prevent common errors and alert users to potential errors.
- Addition of a *State Information* tab that provides links to individual state Web Sites that describe the TRI reporting requirements for each state.

Installing TRI Reporting Software

To install the TRI Reporting Software, place the CD into your CD-ROM drive. The installation program should start automatically. If the CD does not run automatically, click on Windows "Start," "Run," and then "Browse." Browse the CD-ROM drive, and click on the "launch.exe" file. After selecting the launch.exe file, browse through the screens, or just click on the "Install" button to open the installation window. From the "Install" window, select the "TRI Software" button to run the installation program for *TRI Assistance Library* alone or *TRI-ME* with the integrated *TRI Assistance Library*. Follow the prompts to complete the installation. If you have any problems installing the software, call the *TRI Software Support* Hotline toll free at 877 470-4830.



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EPA 260-F-03-001

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