

DEFENSE LOGISTICS INFORMATION SERVICE  

---

Environmental Reporting Logistics System (ERLS)

ERLS FUNCTIONAL USER GUIDE

Release 4.2  
July 2003

Defense Logistics Information Service  
74 N. Washington Battle Creek, MI 49017  
Phone 888-352-9333 Fax 616-961-4477  
email: [erls@dlis.dla.mil](mailto:erls@dlis.dla.mil)

---

# Table of Contents

<b>WHAT'S NEW IN ERLS .....</b>	<b>V</b>
A. IMPROVED TIER II REPORT PROCESSING .....	V
B. NEW CALIFORNIA TIER II REPORT .....	VI
C. NEW CHEMICAL PRODUCT BALANCE REPORT .....	VII
D. IMPROVED RECURRING LOCAL HAZARDOUS MATERIAL INVENTORY ACCOUNTING.....	VII
E. ADDITION OF CLEAN AIR ACT (CAA) INVENTORY ACCOUNTING .....	VIII
F. ADDITION OF GENERAL SERVICES ADMINISTRATION (GSA) REQUISITION DATA.....	VIII
G. ADDITION OF RCRA REPORTS ON THE WEB .....	IX
<b>CHAPTER 1: SO YOU JUST GOT ERLS. NOW WHAT?.....</b>	<b>1</b>
1.1. GETTING YOUR USER CODE ACCESS .....	1
1.2. SIGNING ON TO THE SYSTEM.....	2
1.3. SIGNING OFF THE SYSTEM.....	3
<b>CHAPTER 2: THIS IS MY FIRST TIME IN ERLS. WHAT DO I DO NOW?.....</b>	<b>5</b>
2.1. REVIEWING YOUR INSTALLATION INFORMATION .....	5
2.2. REVIEWING YOUR STORAGE LOCATIONS.....	7
2.3. REVIEWING DISCREPANCY/NOTIFICATION LISTS.....	8
2.4. REVIEWING CONTRACTING AND REQUISITIONING ACTIVITIES .....	10
<b>CHAPTER 3: MY DAILY ERLS TASKS .....</b>	<b>11</b>
3.1. REVIEW DISCREPANCY LISTS. ....	11
3.2. REVIEW STORAGE LOCATIONS. ....	11
3.3. REVIEW NOTIFICATION LISTS. ....	12
<b>CHAPTER 4: OPTIONAL TASKS .....</b>	<b>13</b>
4.1. REVIEW INVENTORY , CHEMICAL INVENTORY INQUIRY SCREENS. ....	13
4.2. REVIEW INVENTORY , CAA (CLEAN AIR ACT) CHEMICAL INVENTORY INQUIRY SCREENS.....	13
4.3. REVIEW LOCATION BY MSDS SCREENS. ....	14
4.4. LOOK UP AN MSDS.....	15
4.5. LOOK UP A CHEMICAL.....	16
4.6. ENTERING LOCAL INVENTORY. ....	16
4.7. RECORD AN UNPLANNED RELEASE .....	17
4.8. ENTER A LOCAL MSDS. ....	18
4.9. REVIEW CHEMICAL FAMILY INFORMATION.....	19
4.10. LOOK UP A STOCK NUMBER. ....	19
<b>CHAPTER 5: USING ERLS FOR QUARTERLY AND ANNUAL REPORTS .....</b>	<b>21</b>
5.1. WHO NEEDS TO REPORT? .....	21
5.2.. BUILDING A TIER I REPORT. ....	21
5.3. BUILDING A TIER II REPORT FOR INSTALLATIONS OTHER THAN CALIFORNIA. ....	21
5.4 CALIFORNIA INSTALLATION TIER II REPORT. ....	22
5.5. BUILDING A CHEMICAL BALANCE REPORT. ....	23
5.6. BUILDING A PRODUCT BALANCE REPORT.....	23
5.7. VIEWING THE ERLS RCRA OR EPP REPORTS. ....	24
<b>CHAPTER 6: UPDATING ERLS TABLE DATA .....</b>	<b>26</b>
6.1. WHO IS AUTHORIZED TO UPDATE? .....	26

6.2. UPDATING CHEMICAL TABLE INFORMATION.....	26
6.3. UPDATING STATE REGULATORY AGENCIES .....	27
6.4. UPDATING STATIC TABLE DATA.....	27
<b>CHAPTER 7: RADIOACTIVE ISOTOPES AND ERLS.....</b>	<b>28</b>
7.1. ENTERING AND REVIEWING RADIOACTIVE DATA.....	28
7.2. DATA ENTRY REQUIREMENTS.....	28
7.3. LOOKING AT ISOTOPES INVENTORY INFORMATION.....	28
7.4. ENTERING AUTHORIZED ISOTOPE AMOUNTS.....	28
<b>CHAPTER 8: ENVIRONMENTAL INFORMATION IN ERLS .....</b>	<b>30</b>
8.1. TYPES OF ENVIRONMENTAL INFORMATION IN ERLS.....	30
8.2. VIEWING THE MATERIEL ITEM ENVIRONMENTAL DATA.....	30
8.3. LIFE CYCLE COST INFORMATION.....	31
8.4. CONTRACTING INFORMATION.....	32
8.5. VIEWING CONTRACTS BASELINE INFORMATION.....	33
8.6. REQUISITION INFORMATION.....	33
8.7. VIEWING REQUISITIONING BASELINE INFORMATION.....	35
<b>CHAPTER 9: WHAT TO DO IF I HAVE TROUBLE?.....</b>	<b>36</b>
9.1. CONTACT THE CUSTOMER SERVICE OFFICE.....	36
9.2. TROUBLE WITH ERLS?.....	36
9.3. SPECIFIC PROBLEMS WITH ERLS.....	36
<b>APPENDIX A: DETAILED DIRECTIONS FOR SPECIFIC TASKS.....</b>	<b>1</b>
1. INVENTORY DISCREPANCY LIST REVIEWS.....	1
2. P2 DISCREPANCY LIST REVIEWS.....	4
3. NOTIFICATION LISTS REVIEW.....	8
4. ADDING A LOCAL MSDS INTO ERLS.....	9
5. ADDING UNPLANNED RELEASE INFORMATION INTO ERLS.....	13
6. PRINTING IN ERLS.....	16
7. MAINTAINING ENVIRONMENTAL ALTERNATIVE INFORMATION.....	18
<b>APPENDIX B. ACRONYMS AND LIST OF ERLS SCREENS .....</b>	<b>19</b>
1. ACRONYMS .....	19
2. LIST OF ERLS SCREENS.....	2

# Introduction

This Functional User Guide (FUG) will take you through specific tasks that you can perform in the Environmental Reporting Logistics System (ERLS). On the other hand, the Software User Manual also found at the ERLS web site, is intended as a supplement to this Guide. It has descriptions of all of the ERLS on line windows, icons and buttons.

ERLS is a DLA developed system that will help you compile information for environmental reporting. Depending on your particular situation, you may have to compile information for inclusion in someone else's report, or you may be responsible for reporting for your entire installation. ERLS tracks your hazardous material chemical inventory to be used in Emergency Planning and Community Right-To-Know Act (EPCRA) reporting. It also provides the capability of maintaining a log of Unplanned releases (spills), provides visibility of items with environmental attributes, and tracks dollars spent for these items for reporting.

This guide assumes you have a basic knowledge of computers and how to use them. Mouse usage is usually only indicated by the words CLICK or DOUBLE CLICK, instead of specific instructions to say, "move your mouse cursor over a field and click on the left button". Terms like maximize and minimize for windows, using Close (X) buttons on windows, and the ability to click and drag your window using the title bar are not explained in depth.

# WHAT'S NEW IN ERLS

## A. Improved Tier II Report Processing

## B. New California Tier II Report

## C. New Chemical Product Balance Report

## D. Improved Recurring Local Hazardous Material Inventory Accounting

## E. Addition of Clean Air Act (CAA) Inventory Accounting

## F. Addition of General Services Administration (GSA) Sales and Contract Data

## G. Addition of ERLS Green Procurement Report on the Web

## A. Improved Tier II Report Processing

Previously, it took ERLS many hours to build and display a Tier II Report. The time would vary with the Installation based on the amount of chemical inventory data available for the reporting year. But, the elapsed time for ERLS to produce a Tier II report was always excessive for an on-line application.

Now, the user can immediately display their Tier II report on their PC screen. The user should select Compliance, Reports, Tier II Report to produce the "Tier II Report Display" screen, Figure 1. Then enter the reporting year and click "Display" to produce the "Tier II Report Details" screen, Figure 2.

The Details screen presents each chemical record included in the Installation's Tier II report. Users can, if desired, review records for accuracy prior to printing the report. To print the report, select "Print" and ERLS will retrieve and print (display) the appropriate Tier II report to the PC screen. To produce a hard copy select the print icon from the menu bar at the top of the print screen.

In ERLS, all Tier II reports are saved on the ERLS server for future reference.

Figure 1

ERLS: Tier II Report Display (DERT1001)

Enter TIER II Reporting Year [YYYY] 2002

Display Exit

Figure 2

ERLS: Tier II Report Details (DERT1001)

Installation: DDSP  
Name: DEFENSE DISTRIBUTION DEPOT SUSQUEHANN Phone: DSM 977-6266  
Emergency Contact Name: WILLIAM B. HART Avg Daily Range Code: 83  
Chemical Abstract Service ID: 187-21-1 Max Daily Range Code: 84  
Specific Name: ETHYLENE GLYCOL Days Occur Number: 222  
Code Location

Code	Location
R 1 4	53H532100
R 1 4	8714050492
R 1 4	87170914A1
R 1 4	87171308A
R 1 4	87171412A
R 1 4	87171816A
R 1 4	87171816B

Pure: Solid:  Y Fine:  Y  
Misc:  Y Liquid:  Y Subsea Release:   
EHS: Gas:  Reactivity:   
Trade Secret:  Y Chronic:  Acute:

Next Previous Print Cancel

Chemical Name:

## B. New California Tier II Report

This California Tier II Report only affects Installations located in California; it is not applicable to other DLA ERLS users.

The State of California Tier II Reporting requirements vary from federal EPCRA Tier II requirement in four main areas: (1) how chemical inventory data is accumulated and reported, (2) threshold planning quantities, (3) inclusion of radioactive materials, and (4) forms used.

(1) California hazardous material inventory is reported at product level, common or "trade" name, for mixtures instead of by specific chemical, although the individual chemicals in the mixture are still listed. For pure products, the reporting is essentially by chemical. At the federal EPA Tier II Reporting level, all hazardous material inventories are reported by individual chemical regardless of whether it is a mixture or is pure.

(2) The state of California has different threshold planning quantities than the federal government. Any hazardous material in aggregate quantities equal to or greater than 500 pounds, 55 gallons, 200 cubic feet (standard temperature and pressure), or the federal threshold planning quantities for Extremely Hazardous Substances, whichever is less, must be reported.

(3) Radioactive hazardous material is also reported on the California equivalent of the federal Tier II Report.

(4) California does not have a state Tier II form. Instead they have what is called a California Hazardous Materials Inventory Form, which is part of a total submission package that must be submitted by California Installations. ERLS can be modified to generate most of the information on this California form. This report is only required annually, and must be available by the end of November of each year.

To view the report, select Compliance, Reports, California Tier Report to arrive at the "Display" screen, Figure 1. Enter the desired reporting year and click the "Display" button to bring up the "Display Dialog" screen, Figure 2. This screen presents each chemical record included in the particular California State Installation's Tier II report. Users can, if desired, review records for accuracy prior to printing the report. To print the report, select "Print" and ERLS will retrieve and print (display) the report to the PC screen. To produce a hard copy from the screen print version select the print icon from the menu bar at the top of the print screen.

Figure 1

Figure 2

## C. New Chemical Product Balance Report

Previously, ERLS only provided the capability for an Installation or Activity to produce a Chemical Balance Report. The report is chemical specific, providing for each CAS Number, the Maximum Weight, Average Weight, Minimum Weight, and Days on Site for the requested reporting period. However, some state and local regulatory agencies are requesting Installations report similar information on a product basis. In other words, for products that are mixtures containing several chemicals, they would like the weight information provided for the mixture as a whole rather than the individual chemicals in the mixture. For pure products, obviously, the product and chemical information is equivalent.

To satisfy state and local reporting requirements, ERLS can now produce Chemical Product Balance Reports by product. This additional report allows Installation and Activity users to view balances of the combined chemicals as identified on the Material Safety Data Sheet (MSDS).

To view the report the user should select Compliance, Reports, Product Balance Report to produce the "Product Balance Report Display" screen, Figure 1. Then enter the reporting year and click "Display" to produce the "Product Balance Report" screen, Figure 2. To produce a hard copy select the print icon from the top of the print screen.

Figure 1

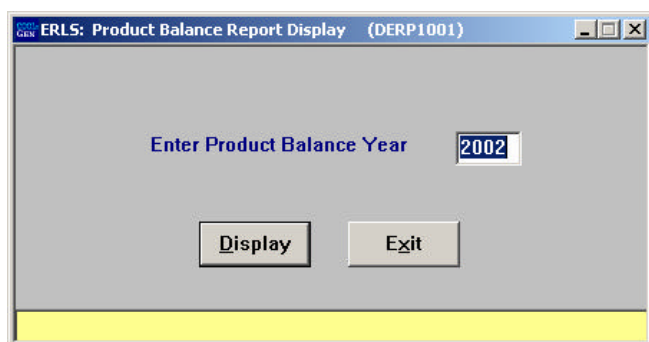
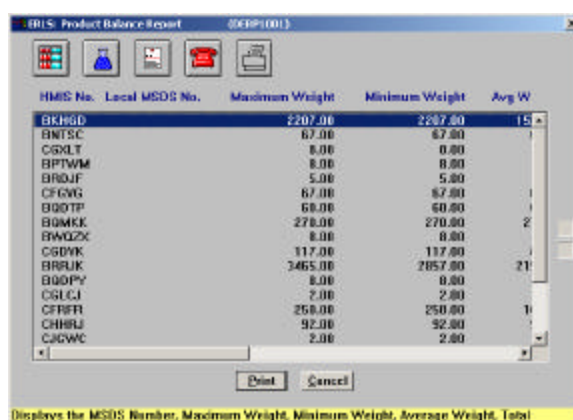


Figure 2



HMIS No.	Local MSDS No.	Maximum Weight	Minimum Weight	Avg W
BRHSD		2207.00	2207.00	15
BRHSC		87.00	87.00	
CGDLY		8.00	8.00	
BPTWM		8.00	8.00	
BRDJF		5.00	5.00	
CFQVG		87.00	87.00	
BQDTP		60.00	60.00	
BQMKK		270.00	270.00	2
BRWZSC		8.00	8.00	
CRDVK		117.00	117.00	
BRRLK		3465.00	2057.00	21
BQDPY		8.00	8.00	
CRHCA		2.00	2.00	
CFRFR		250.00	250.00	1
CHHRL		92.00	92.00	
CAGWC		2.00	2.00	

## D. Improved Recurring Local Hazardous Material Inventory Accounting

Previously, if a user had hazardous material inventory that was not automatically captured in ERLS through their applicable inventory system (DSS, DAISY, BOSS), they had the capability to manually enter the missing inventory data through the ERLS "Local Inventory Updates" screen. However, if the material stayed on-site more than one day, then the user would have to manually reenter the original data for each and every day that the hazardous material remained in inventory.

However, with the improved local inventory accounting capability that ERLS now provides, a user only enters the local inventory data once, specifies the number of days it will remain on-site, and ERLS will calculate chemical balances for the specified time period.

The default value for "days on-site" is 30 days. The user does not need to enter a date here unless they want it to be something other than 30 to 365 days in the future.

To access this capability, the user should select Compliance, Inventory, and Local Inventory Update. This will bring up the "Local Inventory Update" screen, Figure 1. Select the appropriate "Function/Process" for

your Installation or Activity to activate the “OK” button. Then click the “OK” button to enter the “Local Inventory Update Details” screen, Figure 2.

In this screen, select the appropriate “Storage Location”, check “Yes” in the “Recurring Update” box, and enter the “Number of Days” the inventory item will remain on-site. Note: If the item will remain on-site for only one day, then leave the “No” box checked, and the “Number of Days” field at “0”. ERLS will then automatically calculate the item for one day and then delete the record.

Complete the remaining fields in the “Local Inventory Update Details” box located at the bottom of the screen, and click the “Add” button. ERLS will now calculate your local inventory record according to your item details and the “Number of Days” selected for the item to remain on-site.

Figure 1

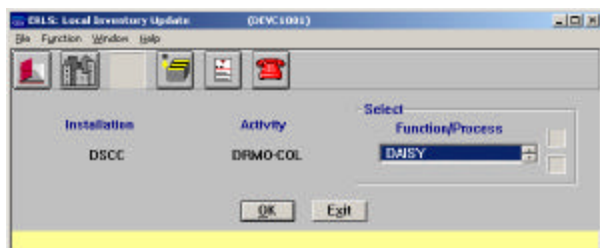
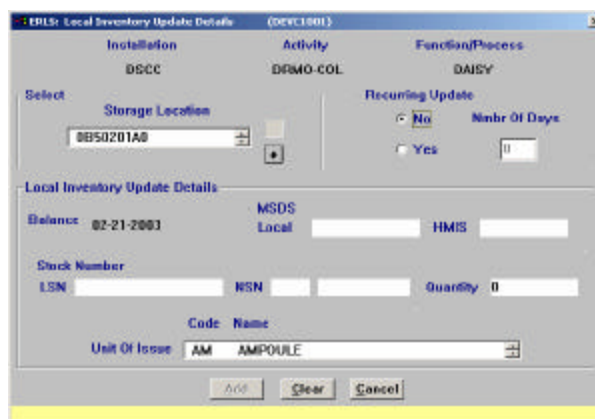


Figure 2



## E. Addition of Clean Air Act (CAA) Inventory Accounting

DLA Installations and Activities must track and report the amount of EPA designated Clean Air Act (CAA) chemicals stored at their particular Installation or Activity. CCA chemicals are regulated by EPA and have Threshold Quantities (TQs) which, when exceeded, trigger the development of Installation Risk Management Plans.

Only the designated ERLS “Chemical Manager” can add, modify or delete CAA identified chemicals. The ERLS Chemical Manager periodically reviews the CAA chemical list for updates, and modifies the ERLS CAA table accordingly. This table is then used by ERLS to automatically identify and track, by building and bay, all CAA designated chemicals stored on-site at any DLA Installation or Activity.

## F. Addition of General Services Administration (GSA) Requisition Data

The Office of the Secretary of Defense (OSD) requested that ERLS capture GSA requisition data for incorporation into the Recovery Conservation and Recovery Act (RCRA) reports within ERLS. This additional information allows combined GSA/DLA reporting of these items for RCRA reporting requirements. See RCRA Report on the Web next paragraph.



## G. Addition of RCRA Report on the Web

The Office of the Secretary of Defense (OSD) requested that DLIS ERLS establish a combined DLA/GSA Resource Conservation Recovery Act (RCRA) report and make it available on the world-wide-web (www) for Service/Agency viewing. The title of this new RCRA report is called the “**ERLS Green Procurement Report (GPR)**”. This quarterly and yearly report is now available on the ERLS web site, <http://www.dlis.dla.mil/erls.asp>, where authorized users have visibility of environmentally friendly requisitions and their non-green counterparts. Additionally, since GSA and DLA together manage the majority of the items purchased by DOD, this new capability moves ERLS toward becoming the system of record for DOD customers who are required to track their environmental purchases for required RCRA reporting in accordance with Executive Order 13101, Greening the Government through Waste Prevention, Recycling and Federal Acquisition.

# CHAPTER 1: SO YOU JUST GOT ERLS. NOW WHAT?

*This Chapter is everything you need to get you started in the Environmental Reporting Logistics System (ERLS).*

## 1.1. Getting your user code access.

One of the first things you must do to use the ERLS system loaded on your machine is get your user code access to the system. You should already have a user code assigned to you by your activity or installation. It's the same user code that you may use to access your email or another DLA automated information system. It is generally 7 positions long, with 3 or 4 alpha characters, followed by numeric characters to equal 7.

Information you will need to provide. The information you provide to the DLIS contact person will enable us to set up the correct security access for you. It is very important to have the correct access to your information. Security in ERLS was established to prevent users from one installation from viewing information in another installation or activity. Access has been limited, based on the work you will be doing and the reporting requirements you will have to fulfill. Generally, you will need to supply the following information:

**User Code.** The 7-position code assigned to you by your installation or activity. This should be unique and represent only you. If you do not have a user id, one will be assigned to you.

**Activity.** If you are only responsible for an Activity within an Installation, you will need to supply this information. For example, if you are a user in a DRMO on an Army installation, you would provide your DRMO Activity. An Installation is another term for fence line. If the fence line is the Air Force Base, and your activity is just one of several activities within that fence line, you should provide an Activity. If you have hazardous material at other locations that your activity is responsible for, you will need to indicate this as well. If you are responsible for the entire Installation, or work at an Inventory Control Point (ICP), do not supply the Activity for which you work. If you have multiple roles, such as being responsible for both the whole Installation, and an Activity on that Installation, you will need to indicate that to the DLIS Contact point. If you are at a DRMO with a RIC Plus 1 ending in A, you may be responsible for several installations/DRMOs. The access request form will step you through the access possibilities.

**Installation.** You must supply the Installation that your Activity is located at. This may be a Military base or station. It may be a DLA installation. The Installation equates to the fence line.

**Security Contact** at your activity. You will be required to supply the name and phone number of the Security Contact point at your Activity or Installation. This should be the person responsible for Security classifications, and is usually the person who gave you your user code. For DRMO users, these security functions are performed by DRMS HQ. You will be required to supply your social security number so that your security clearance and employment may be verified. Normal ERLS users will need an ADP-III position category for their security access.

Personal Information. You are required to submit your Social Security Number. Security personnel use this number to verify your security clearance. After this initial verification, only the last six positions of your SSN are retained for password reset identification. One additional piece of personal identification is also required (such as your mother's maiden name). This may be used to verify its really you, should you need your password reset. You will be given a Generic Password. You will be required to change this password the first time you sign on ERLS.

Who to contact at DLIS. The registration form you must prepare to get access to ERLS is available on the World Wide Web (WWW) at the following address, <http://www.dlis.dla.mil/erls.asp>. Select *Register for ERLS*. You must mail or fax the form with the required signatures (your supervisor's and your Command Personnel Security office's signatures are required) to DLIS before your request will be processed. For DRMO users, the security signature will be added by DRMS once you send the form to DLIS. Instructions for preparing the form are available on the web and with the hard copy.

Information that will be given to you. It may take several days to validate your security and update your access requirements in the system. When this is completed, a DLIS representative will contact you to call to receive your generic password.

Generic Password. You will receive a generic password that will allow your first access to the ERLS. This generic password must be changed immediately the first time you sign on to the system. If you did not already have one, you will also receive your user id. You are now ready to sign on to ERLS!

## 1.2. Signing on to the system

The ERLS system was loaded on your machine by your Activity technical PC facilitator, or if authorized at your site, you could have loaded it yourself. The software is available on the web at the ERLS home page, <http://www.dlis.dla.mil/erls.asp>. When they or you loaded your machine, the installation process created icons for you to use to begin ERLS. Regardless of your Windows version, you will use the same procedures to sign on to the system.

How to sign on to ERLS. There are two icons added when ERLS is loaded to your machine; one is a lightning bolt and is for the Client Manager, and the other is a COOL:GEN icon titled ERLS. **You must use both of these icons each time you sign on to ERLS.** The installation package creates these icons on your desktop for you. Alternatively, you can Click on Start, and select Programs. Select ERLS Application from the Program list. The two icons will be under ERLS Application.

Client Manager icon. The Client Manager icon is the first icon you will select. The icon is named with the current ERLS release number.

How do I get there? Place your mouse cursor over the icon on your desktop for the Client Manager and DOUBLE CLICK. If you are using the Start/Programs method only a single CLICK is required.. This will send a test transaction to the ERLS server in Battle Creek. Your system should already be set up to go to the production version of ERLS. If this version is not listed as your default server on the window, please refer to the What to do if I have Trouble chapter.

What do I do? A message box will be returned with the message **Test Transaction ECHO Returned from: ERLS\_PROD**. CLICK once on OK. If you receive any other message back, refer to the What to do if I have Trouble chapter. You must leave this connection open for your entire session with ERLS. The window is automatically minimized for you. **DO NOT CLOSE THIS WINDOW** until you are ready to end your ERLS session.

Why is this important? What you have just done is establish the link between your PC and the ERLS Server in Battle Creek MI. Without this link, ERLS will not work on your machine.

ERLS icon. The ERLS icon is the second icon you will select. The icon is also named with the current release number.

How do I get there? Place your mouse cursor over the icon on your desktop for ERLS and DOUBLE CLICK. If you are using the Start/Programs method, repeat the process of selecting Start, select Programs, and select ERLS Application and CLICK once on the ERLS icon. This will bring up another window, the Security Warning window. CLICK once on OK.

What do I do? You should now see the ERLS: Sign On screen. Enter your user code, hit TAB, and enter your password. If this is the first time you are signing on, enter the Generic Password you were given. This must be changed before you will be given access to ERLS, so see paragraph 1.2.2 below on Changing your Password. If this is not your first time, move the mouse cursor to the Sign On To block and click once on the ERLS menu you want to see. There are three options, a Compliance main menu, a Pollution Prevention main menu, and the Administration main menu. The Compliance menu allows you to view the Hazardous Material inventory, enter unplanned release reports, and prepare annual EPA reports. The Pollution Prevention menu allows you to perform queries of Contract and Requisition information and view environmental reports. The Administration menu allows the user to perform administrative functions for the ERLS program, such as table maintenance, installation management, and security functions. Make your selection. You are now at one of the ERLS main menus. Once you are on one of the main menus, you may select another main menu by CLICKING on the buttons along the bottom of the window. You do not have to sign off and sign back on to see each of the main menus.

Why is this important? These steps perform the necessary security access routines to authorize who you are and grant you the authority to look at your data.

Changing your Password. You must change your Generic Password when you first sign on to the system. You will also be required, at a minimum, to change your password every 90 days. The system will prompt you for this change. If you fail to change your password before it expires, the system will not allow you access until you change your password.

How do I get there? After CLICKING on the ERLS icon, and OK at the Security Warning, you are at the ERLS: Sign On screen. This is also the screen you use to change your password.

What do I do? Enter your user code, hit TAB, and enter your old password. If this is your first time in ERLS, you would enter your Generic Password. CLICK on the Change Password box at the bottom of the screen. A new window will be displayed. Enter your new password, hit TAB and enter the same password again. CLICK on OK. You will receive a message that your password is changed. Click OK and then click on one of the 3 main menu options (Administration, Compliance, or Pollution Prevention).

Your new password must be between 8 to 10 characters in length, contain at least one upper and lower case character, one embedded numeric, and one embedded special character. Note that the special characters cannot be the @ or \* symbols and only one embedded number is allowed. Also, embedded means that the numeric and special character cannot be the first or last character of your new password.

Your password must be between 6 to 8 characters and have one embedded numeric. If your password is acceptable, you will receive a message that your password has been changed. CLICK once on OK. You will be returned to the ERLS Sign On screen. CLICK once on one of the three main menu options to Sign On.

Why is this important? Your password identifies you to the system. It prevents unauthorized access to DLA information. Never give your password to another person, or write your password down.

### 1.3. Signing off the system.

Just as important as knowing how to sign on to the system, you must sign off the system correctly when your tasks in ERLS are completed.

How to sign off ERLS. Signing off ERLS is a two step operation, just like signing on was.

How do I get there? Wherever you are in ERLS, continue to CLICK once on the Exit (or Cancel) buttons until you reach one of the ERLS main menu screens. CLICK on the Return/Sign Off button on this screen. If you opened more than one main menu during the time you were working in ERLS, you will be returned to each main menu until you reach the main menu that you started from. Continue to CLICK on the Return/Sign Off button until you reach your original main menu. Once on this menu, you will be signed off when you CLICK on the Return/Sign Off button.

What do I do? CLICK once on the Return/Sign Off button on the ERLS main menu screen that you started from. This closes ERLS. You must also sign off the Client Manager. Maximize the screen by clicking on the icon on your toolbar at the bottom of your screen. CLICK once on the Close button (X) in the top right hand corner. As an alternate method, highlight the selection for ERLS-PROD. CLICK once on Server at the top menu bar. CLICK once on Disconnect. Your screen will now show you are disconnected from the Client in Battle Creek. You may close your window by CLICKING on the Close (X) in the top right hand corner, or by CLICKING once on File on the top menu bar and CLICKING on Exit.

**TIP: The fastest way to close your Client Manager is to maximize the screen and just CLICK on the Close (X) in the top right hand corner.**

Why is this important? If you do not close your connection, you will remain connected to the Battle Creek server. You may prevent someone else from connecting.

# CHAPTER 2: THIS IS MY FIRST TIME IN ERLS.

## WHAT DO I DO NOW?

*Use this chapter to help you the first time you sign on to ERLS.*

### 2.1. Reviewing your Installation information.

The first time you sign on to ERLS, you should review the information that is recorded for your installation. You will want to make sure that the data is correct for your activity, such as the activity name, its address, and emergency contact point names. This only needs to be done once, or when changes need to be made to this data. You do not need to do this if you are an Inventory Control Point (ICP) user. You will only be authorized to make changes to an activity/installation that you are responsible for, and that ERLS allows you access to. Refer back to Chapter 1 for deciding what you are responsible for.

How do I get there? From the ERLS Administration Main Menu, select Installations by **CLICKING** once. Select Installation Mgt. by **CLICKING** once.

What do I do? Enter your installation acronym (remember, installation equates to fence line for ERLS) and **CLICK** on Find (or hit **ENTER**). This will load your installation information on the Installation Management screen. If you do not know the acronym used in ERLS for your installation, or ERLS cannot find the acronym you entered, **CLICK** on the binoculars icon (Expanded Search) along the top of the screen. This will take you to an expanded search capability. You can enter as much or as little of the data as you know in any one of the four categories shown on this screen. A percent sign (%) is the wildcard for ERLS. If you were interested in all the installations, enter % in the Installation Acronym box and **CLICK** on List. If you wanted to be more specific and only see those installations whose acronym begins with the letter F, you would enter F% in the Installation Acronym box and **CLICK** on List. If you wanted all the activities in California, enter CA in the State box and **CLICK** on List. You can only enter data in one of the four boxes. This expanded search capability will give you a list of installations to choose from that match your criteria and that you are authorized access for. If there are no matches to your criteria, a message "No Records Found" will appear in the message area at the bottom of the screen. Once you have found your installation in the list, **CLICK** once on it (it will now be highlighted) and **CLICK** once on Select. This will load your installation information on the Installation Management screen. Generally, unless you are a DRMO Level 1 user, or responsible for a region, you will only be able to see one installation – your own. If you cannot find your installation, refer to the What to do if I have Trouble chapter.

### Responsible for your Installation?

If you have responsibility for your installation. If you are only responsible for an activity on the installation, see the activity responsibilities listed below. If you are the only DLA activity on a non-DLA installation, you can review the installation information for obvious errors and contact the ERLS program management shop at [erls@dlis.dla.mil](mailto:erls@dlis.dla.mil) to make the necessary changes. If you have responsibility for your installation, you should do the following:

Check the installation name. Review the information on the screen for accuracy and completeness. Enter corrections or additions as necessary. **CLICK** on Modify when completed.

Check the Address. Place cursor over the Mailbox icon (Addresses) and **CLICK** once. Review the address information and make the appropriate corrections. **CLICK** on OK.

Check the Contact Points. Place cursor over the Book icon (EPCRA Contacts) and CLICK once. To review a contact, CLICK twice on the name. Information will appear at the bottom of the screen. Make the appropriate changes and CLICK on Modify. To add a contact, enter a unique Contact number and enter the required information, and CLICK on Add.

Check the Regulatory Agencies. Place cursor over the Document icon (Regulatory Agencies) and CLICK once. Assign or remove Regulatory agencies that are applicable to your installation by highlighting the agency and CLICKING on Assign or Remove. Agencies that appear in the Assigned box are the Regulatory agencies already assigned to your installation. If you need a Regulatory agency that is not listed, contact the ERLS Program management office to add the agency. You can use e-mail by addressing to [erls@dliis.dla.mil](mailto:erls@dliis.dla.mil).

Check the Activities. Place cursor over the Buildings icon (Activities) and CLICK once. This will list the DLA activities that are resident at the installation. Verify that all the DLA activities on your installation are included. If you need to add an activity, enter the activity acronym, select the command region, enter the activity name and the appropriate site code information. If the activity is a BOSS site, enter the BOSS Depot ID. If the activity is a Distribution Depot DSS site, enter the DSS Site ID. If the activity is a DRMO, enter the RIC plus 1 on this screen. The RIC plus 1 is entered on the Activity screen and the DAISY Site Code(s) are entered on the Function Process Screen. You may want the DRMO to add their own Site Codes. CLICK on the Add button. Changes to activities should be made by the person responsible for that activity, but if you have installation access, you may enter these changes for them.

### **Responsible for your Activity?**

If you have responsibility for an activity on this installation.

Check the Activity Site Codes. Place cursor over the Buildings icon (Activities) and CLICK once. This will list the DLA activities that are resident at the installation that you are able to access. You may have access to only one activity, even though there are more than one DLA activity at your installation. CLICK twice on your activity. Verify the information recorded for your activity. If the activity is a BOSS site, be sure the BOSS Depot ID is correct. If the activity is a Distribution Depot DSS site, validate the DSS Site ID. If the activity is a DRMO, both the RIC plus 1 and the DAISY Site Code(s) must be valid. The DAISY Site Code information is entered on the Function Process management screen. You will want to include all of the Site Codes that you use for your on-site location. Only one Site Code is allowed per Function Process, so you will need to create a separate function process for each of your on-site Site Codes that could have Hazardous Materials. You should name your Function Process so it is unique and the Site Code is visible in the Function Process acronym itself. This will help you later when you do queries against your inventory. A suggested Function Process acronym for the DRMO with Site Codes Z0 and ZS would be DAISY-Z0 and DAISY-ZS. For DRMO off-site locations, DRMS HQ is establishing the procedures for identifying these locations using a unique code. This may or may not be the Site Code. Until this is worked out with DRMS, you will need to manually keep track of your off site inventory (off site being off of your installation). Without a unique Site Code, ERLS is unable to track this chemical inventory. The Site Codes, Depot Ids and RIC+1 must match the data coming from the inventory system (BOSS/DSS/DAISY) or it will not be counted. CLICK on the Modify button if you had to make changes.

Check the Address. Place cursor over the Mailbox icon (Addresses) and CLICK once. Review the activity address information and make the appropriate corrections. CLICK on OK.

Check the Function Process. Place cursor over the Factory icon (Function Process) and CLICK once. Functions in ERLS are standardized. DSS is Wholesale Storage. BOSS is Retail Storage and DAISY is DRMO Storage. The appropriate function should be identified. For a DRMO, a separate function process should be used for each unique DAISY Site Code that is available on site. If the information is incorrect, change and CLICK on Modify. If it is not present, enter and CLICK on Add. You can add Storage Locations

for this Function Process by CLICKING on the Bottles icon (Storage Location), but most of your Storage Locations will be added for you automatically, as inventory is received for each location.

Why is this important? ERLS will only recognize inventory data from your installation or activity if the data coming from the inventory system matches up with the information for your activity recorded in ERLS. The Site codes and Function Processes are particularly important in this process. The address information and contact points will be used in preparing the annual reports. The Regulatory Agencies information is used to determine if you will be notified when inventory levels meet or exceed threshold quantities.

## 2.2. Reviewing your Storage Locations.

The first time you sign on to ERLS, you should review your storage locations. This only needs to be done once, or when a new Storage Location is added. You will only be authorized to make changes to locations for your activity. Only users with Activity or Installation access will be allowed to perform this function. ICP users should not be involved in this process.

How do I get there? From the ERLS Administration Main Menu, select Installations by CLICKING once. Select Storage Loc. Review by CLICKING once.

What do I do? When you enter the Storage Location Review screen, you will see a list of the first 75 Storage Locations that have not been reviewed. If you are a DRMO Level 1 user, you will see locations for all of the installations under your authority. If you have less than 75 locations, you will see all the Storage Locations that have not been reviewed. If you have more than 75 locations, after you have reviewed the first 75, the next group of 75 will be provided to you, until all are reviewed. You can select individual locations for review by CLICKING once on the location and CLICKING once on Select. This will take you to the Storage Location Management Screen for that Location. If you wish to review all the locations on the screen (up to 75), you may CLICK on the Mark All button and all the locations on the screen will be selected for you. CLICK once on Select. Each record will appear individually on the Storage Location Management Screen. You can go up and down through the list by CLICKING on the Next Record or Previous Record buttons. You should review all the Storage Locations appearing on the Storage Location Review screen.

Assigning Pressure and Temperature to Storage Location. A storage pressure and temperature must be assigned to each storage location. In the Storage Location Management Screen, choose the appropriate pressure and temperature entries from the available list. CLICKING on the entry in the Available side will move that value to the Assigned side. One pressure and one temperature must be assigned to the storage location. ERLS will default the values to Ambient Temperature and Ambient Pressure for you. After making the necessary changes, CLICK once on Reviewed. The “reviewed” status should change from N (no) to Y (yes) and the Location will be removed from the Storage Location Review screen. If there are no changes, CLICK once on Reviewed button and the “reviewed” status will change from N to Y.

**TIP** : When reviewing many storage locations, its quicker to use the keyboard than the mouse. After selecting a group of locations, use ALT-R to Review the record and Alt-N to select the next record. This will let you go through your list faster.

What to do if I don't know this information. This information is mandatory for each Storage Location identified from the inventory data feeds. If you do not know the pressure and/or temperature of the storage location, you will need to consult with your warehouse personnel to determine this information. Ambient pressure and ambient temperature is the default for ERLS.

Why is this important? Review of the Storage Location information will ensure the accuracy of the annual reports that ERLS will provide you.



## 2.3. Reviewing Discrepancy/Notification lists.

ERLS provides daily lists of records that were received from the inventory or item management systems (BOSS, DSS, DAISY, FLIS, SAMMS, FAS and GSA) that failed to be counted in the ERLS chemical balance inventories or the ERLS contract and requisition information. ERLS also provides lists of Material Safety Data Sheets (MSDSs) from the inventory systems that failed to extract specific information from the Hazardous Material Information System (HMIRS). When you first sign on to ERLS, you will want to look at these areas to decide if you have to perform any clean up of your inventory/supply item data. You will also be able to see any chemical balances that exceed 80% of the threshold planning quantity, as well as balances for any chemicals on the OSHA Process Safety Management list that are stored at your location.

### Depot Instructions

I work at a Depot - what do I review? Depot reviews will include inventory data discrepancy lists for DSS. The MSDS discrepancy lists may also be reviewed. You will also want to review your chemical balances exceeding 80% of threshold. If you work with Process Safety Management (PSM) information, you will want to review the PSM chemicals in the inventory. If you work with Radioactive Material, see the chapter on Radioactive Isotopes.

How do I get there? From the ERLS Compliance Main Menu, select Inventory by CLICKING once. Select Discrepancies & Notifications by CLICKING once. Select the discrepancy/notification list you want by CLICKING once.

What do I do? Refer to the specific directions in Appendix A for reviewing each discrepancy list. This Appendix will also contain a listing of the Error messages you may encounter and what to do about them. As you review each discrepancy, you may delete them, or you may highlight a group of records and do a block delete when you are completed. Removing them from the discrepancy list will help reduce the amount of information you will have to look at. The inventory discrepancies remain for one week and then are automatically removed.

Why is this important? As long as a record appears in the discrepancy lists, the inventory it represents is not included in the overall chemical inventory balance. This will reduce the accuracy of the annual reporting that ERLS will provide for you. You want to review the threshold reports to take action on the chemicals nearing threshold quantities.

### DRMO Instructions

I work at a DRMO - what do I review? DRMO reviews will include inventory data discrepancy lists for DAISY. The MSDS discrepancy lists may also be reviewed. You will also want to review your chemical balances exceeding 80% of threshold. If you work with Process Safety Management (PSM) information, you will want to review the PSM chemicals in the inventory.

How do I get there? From the ERLS Compliance Main Menu, select Inventory by CLICKING once. Select Discrepancies & Notifications by CLICKING once. Select the discrepancy/notification list you want by CLICKING once.

What do I do? Refer to the specific directions in Appendix A for reviewing each discrepancy list. This Appendix will also contain a listing of the Error messages you may encounter and what to do about them. As you review each discrepancy, you may delete them, or you may highlight a group of records and do a block delete when you are completed. Removing them from the discrepancy list will help reduce the amount of information you will have to look at. The inventory discrepancies remain for one week and then are automatically removed.

Why is this important? As long as a record appears in the discrepancy lists, the inventory it represents is not included in the overall chemical inventory balance. This will reduce the accuracy of the annual reporting that ERLS will provide for you. While you may not be able to initiate corrections to DAISY for the inventory already recorded, you will want to notify your inventory receivers that this data is required for reporting and what they can do to help provide the missing data when the record is first established in DAISY. You want to review the threshold reports to take action on the chemicals nearing threshold quantities.

### **Installation Instructions**

I'm responsible for an Installation - what do I review? If there is a BOSS Supply at your installation, discrepancy lists for BOSS will need to be reviewed. You will also want to review your chemical balances exceeding 80% of threshold. If you work with Process Safety Management (PSM) information, you will want to review the PSM chemicals in the inventory. If you are responsible for both an installation and the Depot or DRMO at that installation, you will need to refer to the instructions for the Depot or DRMO user as well.

How do I get there? From the ERLS Compliance Main Menu, select Inventory by CLICKING once. Select Discrepancies & Notifications by CLICKING once. Select the discrepancy/notification list you want by CLICKING once.

What do I do? Refer to the specific directions in Appendix A for reviewing each discrepancy list. This Appendix will also contain a listing of the Error messages you may encounter and what to do about them. As you review each discrepancy, you may delete them, or you may highlight a group of records and do a block delete when you are completed. Removing them from the discrepancy list will help reduce the amount of information you will have to look at. The inventory discrepancies remain for one week and then are automatically removed.

Why is this important? As long as a record appears in the discrepancy lists, the inventory it represents is not included in the overall chemical inventory balance. This will reduce the accuracy of the annual reporting that ERLS will provide for you. You want to review the threshold reports to take action on the chemicals nearing threshold quantities.

### **Inventory Control Point (ICP) Instructions**

I work for an ICP or Fuel Depot - what do I review? You will want to review the SAMMS, FLIS, BOSS, or FAS discrepancies.

How do I get there? From the ERLS Pollution Prevention Main Menu, select Acquisition or Requisition Management by CLICKING once. Select Discrepancies & Notifications by CLICKING once. Select the discrepancy/notification list you want by CLICKING once. Note: Acquisition Management contains discrepancies from the Contracting information being gathered from BOSS, SAMMS and FAS. Requisition Management contains discrepancies from the Requisition and Return information being gathered from SAMMS FAS. Both locations should be reviewed.

What do I do? Refer to the specific directions in Appendix A for reviewing each discrepancy list. This Appendix will also contain a listing of the Error messages you may encounter and what to do about them. The discrepancies remain for one week and then are automatically removed.

Why is this important? When a record appears in the discrepancy lists, the data it represents is not included in the overall acquisition/requisition balance. This will reduce the accuracy of the annual reporting that ERLS will provide for you. While you are not able to correct the error, you can monitor these discrepancies for problem areas and initiate procedural changes that could alleviate the problem.

## 2.4. Reviewing Contracting and Requisitioning Activities.

The first time you sign on to ERLS, you should review the list of new Contracting and Requisitioning Activities. This only needs to be done once, or as new activities are added. You will only be authorized to make changes to these Activities if you are assigned to an ICP.

**Reviewing Contracting Activities** Here's how to review the Contracting Activities that are coming in from the interfacing systems.

**How do I get there?** From the ERLS Pollution Prevention Main Menu, select Acquisition Management by CLICKING once. Select Contracting Activity Review by CLICKING once.

**What do I do?** When you enter the Contracting Activity Review screen, you will see a list of all of the new Contracting Activities that have not been reviewed. Sometimes, only the Code will be available. ERLS has made an attempt to assign a name to all the Contracting Activities that it receives from the Contracting information provided by SAMMS, FAS, and BOSS. However, this is only possible if the DoDAAC is recorded in ERLS. For those Contracting Activities that are new, the listing may only reflect the code that ERLS received. Highlight a single record and CLICK on Select. Enter the appropriate name and CLICK on Reviewed. If you wish to review several records at one time, highlight all the records you want to review and then CLICK on Select. Each record will appear individually in the details area. You can go down through the list by CLICKING on the Reviewed or Next button. You should review all records that represent Contracting Activities for your ICP. Once you review them, they will be marked as "reviewed" on the list, and the next time you return to this window, they will be removed.

**Why is this important?** Some of the Contracting windows use the Contracting Activity name, rather than the code, for identification. If the name is not recorded for the code, these window will be less useful to the ERLS user.

**Reviewing Requisition Activities** Here's how to review the Requisition Activities that are coming in from the interfacing systems.

**How do I get there?** From the ERLS Pollution Prevention Main Menu, select Requisition Management by CLICKING once. Select Requisition Activity Review by CLICKING once.

**What do I do?** When you enter the Requisition Activity Review screen, you will see a list of all of the new Requisition Activities that have not been reviewed. Usually, only the Code will be available. ERLS has made an attempt to assign a name and the appropriate Service/Agency to all the Requisitioning Activities that it receives from the Requisition information provided by SAMMS, FAS, and BOSS. However, this is only possible if the DoDAAC is recorded in ERLS. For those Requisitioning Activities that are new, the listing may only reflect the code that ERLS received. Highlight a single record and CLICK on Select. Enter the appropriate name and CLICK on Reviewed. You will then have to assign a Service Agency to the Requisitioning Activity. Highlight the appropriate Service Agency and CLICK on Select. If you wish to review several records at one time, highlight all the records and then CLICK on Select. Each record will appear individually in the details area. You can go down through the list by CLICKING on the Reviewed or Next button. Once you review the Requisitioning Activity, it will be marked as "reviewed" on the list, and the next time you return to this window, it will be removed.

**Why is this important?** Rolling up of quarterly and annual figures for sales of environmentally friendly items is accomplished by Service Agency. Without this designation for the Requisitioning Activity, the Service or Agency fails to receive credit for environmental purchases.

## CHAPTER 3: MY DAILY ERLS TASKS

*These are the tasks you should do daily in ERLS to ensure that information is correct for your activity/installation.*

### 3.1. Review Discrepancy Lists.

Every workday you will want to review the Discrepancy lists just like you did the first time you signed on to ERLS. Errors that are not corrected will continue to appear as long as the item is in the inventory. Refer to Appendix A for the actions for individual Discrepancy lists.

How do I get there? Discrepancy windows appear in various locations depending on the interfacing system and the type of incoming data. Appendix A will go into detail of the specific access instructions. Generally, once you have gotten to the location of the Discrepancy lists, the actions for each are similar. Select Discrepancies & Notifications by CLICKING once. Select the discrepancy list you want by CLICKING once.

What do I do? Each day, new inventory, acquisition and requisition information may be added. This may result in additional discrepancies different from your initial review. Refer to the specific directions in Appendix A for reviewing each discrepancy list. This appendix will also contain a listing of the Error messages you may encounter and what to do about them. For the inventory discrepancies, as you review each discrepancy, you may delete them, or you may highlight a group of records and do a block delete when you are completed. Removing them from the discrepancy list is not required, but it helps to reduce the amount of information you have to look at. All discrepancies remain for one week and then are automatically removed.

Why is this important? As long as a record appears in the inventory discrepancy lists, the inventory it represents is not included in the overall chemical inventory balance. This will reduce the accuracy of the annual reporting that ERLS will provide for you. Discrepancies in the acquisition and requisition areas will not be included in the sales totals for the quarter. Maintaining a daily review process will enable you to identify quickly and easily any problems with the data that ERLS is capturing.

### 3.2. Review Storage Locations.

Every workday, or on a regular basis, you will want to review the Storage Locations just like you did the first time you signed on to ERLS. This will allow you to determine if any new Storage Locations have entered ERLS. ICP users should not be involved in this process.

How do I get there? From the ERLS Compliance Main Menu, select Installations by CLICKING once. Select Storage Loc. Review by CLICKING once.

What do I do? When you enter the Storage Location Review screen, you will see a list of all Storage Locations that have not been reviewed. If you are a DRMO Level 1 user, you will see locations for all of the installations within your authority. You can select individual locations for review by CLICKING once on the location and CLICKING once on Select. This will take you to the Storage Location Management Screen for that Location. If you wish to review several locations, you may CLICK on the Mark All button and the first 75 locations will be selected for you. CLICK once on Select. Each record will appear individually on the Storage Location Management Screen. You can go up and down through the list by CLICKING on the Next Record or Previous Record buttons. Based on the volume of new Storage Locations you are seeing, you may not need to do this task every day. Once a week reviews may be adequate to catch the new locations

as they enter the system. If you enter the Storage Location Review screen and there are no new locations, just CLICK on Exit to return.

Assigning Pressure and Temperature to Storage Location. A storage pressure and temperature must be assigned to each storage location. In the Storage Location Management Screen, choose the appropriate pressure and temperature entries from the available list. CLICKING on the entry in the Available side will move that value to the Assigned side. One pressure and one temperature must be assigned to the storage location. ERLS automatically assigns Ambient Pressure and Temperature for you. After making the necessary changes, CLICK once on Reviewed. The record will be marked as reviewed and removed from the review list. If there are no changes, CLICK once on Reviewed to indicate the location was reviewed.

**TIP** : When reviewing many storage locations, its quicker to use the keyboard than the mouse. After selecting a group of locations, use ALT-R to Review the record and Alt-N to select the next record. This will let you go through your list faster.

What to do if I don't know this information. This information is mandatory for each Storage Location identified from the inventory data feeds. If you do not know the pressure and/or temperature of the storage location, you will need to consult with your warehouse personnel to determine this information. Ambient pressure and ambient temperature is the default for ERLS.

Why is this important? Review of the Storage Location information will ensure the accuracy of the annual reports that ERLS will provide you.

### 3.3. Review Notification Lists.

Every workday you will want to review the Notification Lists just like you did the first time you signed on to ERLS. This will allow you to determine if any chemical is reaching threshold level and needs action. ICP users should not be involved in this process.

How do I get there? From the ERLS Compliance Main Menu, select Inventory by CLICKING once. Select Discrepancies & Notifications by CLICKING once. Select the notification list you want by CLICKING once.

What do I do? Refer to the specific directions in Appendix A for reviewing each notification list.

Why is this important? You want to review the threshold reports to take action on the chemicals nearing threshold quantities.

## CHAPTER 4: OPTIONAL TASKS

*Perform these tasks on an as-required basis. The information recorded in other areas of ERLS can be of benefit to you and to others in your installation that have an interest in the amount and location of Hazardous Materials or identification of Environmentally Friendly items.*

### 4.1. Review Inventory, Chemical Inventory Inquiry screens.

The Chemical Inventory Inquiry screens will give you a day by day accounting of all chemicals and weights that ERLS is counting for you. These screens will also identify specific chemicals that exceed threshold quantities. You can use these screens to look at your activity or at the whole installation (if you have that authority). If you are a DRMO Level 1 user, you may look at all the installations within your authority.

How do I get there? From the ERLS Compliance Main Menu, select Inventory by CLICKING once. Select Chemical Inventory Inquiry by CLICKING once.

What do I do? Select your Installation by CLICKING once. For users with access to more than one Installation, scroll through the list by using the up and down arrows. If you have Installation authority, and wish to view the chemical balance for the entire installation, CLICK once on List. You may choose to view only the chemicals that exceed thresholds by CLICKING in the box titled List only TPQ/TQ Exceeded?. If you are interested in a specific Activity, or only have authority to view an Activity, you must also highlight your Activity and Function/Process before you can CLICK once on List.

You can use the Expanded Search capability (Binoculars icon) to search for a specific CAS number, a specific Date or Date range, or a combination of the two. A percent sign (%) is the wildcard for ERLS.

**TIP:** You may print data from this screen, but you will not want to print the entire report after you have used LIST. The report from LIST will give you all of the records for every day and every chemical for up to three years. THIS PRINT JOB WILL TAKE AN EXTREMELY LONG TIME TO RUN. It will lock up your machine while it is preparing the report and would result in thousands of pages of data. If you desire a printout, first use the expanded search to limit your selection to specific dates, or to a specific chemical. If available, narrow your print choice by selecting a specific date range on the print dialog box. This will speed up your print job and result in printing only the information that interests you.

You may print data from this screen by CLICKING on Function on the menu and CLICKING on Print or by CLICKING on the Print icon. This will bring up a screen that indicates how many records will be printed. You may select a specific date range to limit your print job. CLICK on OK to print the report, or CLICK on RETURN to exit out of the print function. Complete print instructions are located in Appendix A.

Why is this important? Reviewing the Chemical Inventory balances often will highlight if there are any problems with your inventory data feeds. By selecting a specific CAS, you may see trends that would assist you in management of the chemical.

### 4.2. Review Inventory, CAA (Clean Air Act) Chemical Inventory Inquiry screens.

The CAA Chemical Inventory Inquiry Balance screen will give you a day-by-day accounting of all the CAA chemicals and weights that ERLS is counting for you. These screens will also identify specific chemicals that exceed threshold reporting quantities. You can use these screens to look at your activity or at the

whole installation if you have that authority. If you are a DRMO Level 1 user, you may look at all the installations within your authority.

How do I get there? From the ERLS Compliance Main Menu, select Inventory by CLICKING once. Select CAA Chemical Inventory Inquiry by CLICKING once.

What do I do? Select your Installation by CLICKING once. For users with access to more than one Installation, scroll through the list by using the up and down arrows. If you have Installation authority, and wish to view the chemical balance for the entire installation, CLICK once on List. You may choose to view only the chemicals that exceed thresholds by CLICKING in the box titled List only TPQ/TQ Exceeded?. If you are interested in a specific Activity, or only have authority to view an Activity, you must also highlight your Activity before you can CLICK once on List.

You can use the Expanded Search capability (Binoculars icon) to search for a specific CAS number, a specific Date or Date range, or a combination of the two. You can also search by the specific chemical type, such as CAA-T or CAA-F. A percent sign (%) is the wildcard for ERLS.

TIP: You may print data from this screen, but you will not want to print the entire report after you have used LIST. The report from LIST will give you all of the records for every day and every chemical for up to three years. THIS PRINT JOB WILL TAKE AN EXTREMELY LONG TIME TO RUN. It will lock up your machine while it is preparing the report and would result in thousands of pages of data. If you desire a printout, first use the expanded search to limit your selection to specific dates, or to a specific chemical. If available, narrow your print choice by selecting a specific date range on the print dialog box. This will speed up your print job and result in printing only the information that interests you.

You may print data from this screen by CLICKING on Function on the menu and CLICKING on Print or by CLICKING on the Print icon. This will bring up a screen that indicates how many records will be printed. You may select a specific date range to limit your print job. CLICK on OK to print the report, or CLICK on RETURN to exit out of the print function. Complete print instructions are located in Appendix A.

Why is this important? Reviewing the CAA Chemical Inventory balances often will highlight if there are any problems with your inventory data feeds. By selecting a specific CAS, you may see trends that would assist you in management of the chemical.

### 4.3. Review Location by MSDS screens.

The Location by MSDS screen will give you a day by day accounting by location of the MSDS and quantities that ERLS is counting for you. These screens will also identify the Unit of Issue and the Hazardous Characteristics Code (HCC) for that inventory in that location. You can use these screens to look at your activity storage locations. You cannot look at an entire Installation.

How do I get there? From the ERLS Compliance Main Menu, select Inventory by CLICKING once. Select Location MSDS Inq. by CLICKING once.

What do I do? Select your Installation by CLICKING once. For users with access to more than one Installation, scroll through the list by using the up and down arrows. You must also highlight your Activity and Function/Process before you can CLICK once on the List icon. This will list all your records for all of your Storage Locations in Location sequence. Or, you may enter a specific Location in the space for Location and CLICK on Find. This will list that location only. You may use the Expanded Search capability (Binoculars icon) to search for a specific Location or Location group, an HMIRS or Local MSDS, or an HCC. A percent sign (%) is the wildcard for ERLS. Use CLEAR to select a different location for the same Installation/Activity/Function Process. Use CLEAR ALL to select a different combination of Installation, Activity and Function Process.

You may print by CLICKING on Function on the menu and CLICKING on Print. We caution you to be very selective when printing data from this screen. This data represents every location and MSDS entered for your activity from the inventory data feeds over the course of the year, for up to three years. This is an extremely large database. Printing should only be selected when you have limited your selection to a manageable size, by using the Expanded Search function. Complete print instructions are contained in Appendix A.

**TIP:** Do not attempt to print this data unless you have limited your selection first by using the Expanded Search function. This will result in an extremely large print job and will tie up your machine for an extended period of time.

Why is this important? Reviewing the Location by MSDS screens may highlight problems with your inventory data feeds. You may also be able to determine if incompatible hazards are stored together. DLA policy requires only one MSDS be stored per storage location. These screens could be used to determine if your activity is in compliance with this policy.

**Need to know how ERLS is calculating chemical inventories? Look here.**

#### 4.4. Look up an MSDS.

HMIRS is the true source of all HMIRS MSDS information. ERLS extracts only particular data elements for its use from the wealth of information that is available in HMIRS on a specific MSDS. For some items that are leaving the DLA supply system, an HMIRS MSDS has not yet been assigned and there is no longer a requirement to get an HMIRS MSDS assigned. This hazardous material does still need to be accounted for in the DLA inventory until it leaves. For these items, a locally assigned number may be used to identify the chemical components and their weights and percentages. These locally assigned numbers will be referred to in this document as a Local MSDS. As you assign Local MSDS numbers, you will enter data about them into ERLS. ERLS is the sole source of information for the local MSDS. You may want to research the information for the HMIRS MSDS or the Local MSDS resident in ERLS.

How do I get there? From the ERLS Compliance Main Menu, select Items by CLICKING once. Select MSDS Info. Mgt. then select MSDS Mgt. by CLICKING once.

What do I do? You may enter in the appropriate field the specific Local or HMIRS MSDS that you are interested in, and CLICK once on Find. The information for that MSDS will be displayed. Or, you may use the Expanded Search (Binoculars icon) to search for groups of records by Local MSDS, HMIRS MSDS, Trade name, CAS or Isotope name. A percent sign (%) is the wildcard for ERLS. This will return a pick list that you can select your MSDS from. You will have to use the Up/Down Arrows (↑,↓) to view additional information if more than 25 records are returned. DOUBLE CLICK on the selected MSDS. The information for this MSDS will be displayed. You can use the Chemical Ingredient icon (Vial) to see the Chemicals associated with this MSDS by CLICKING once on the icon. The CAS number along with the High and Low Percentages will be displayed. CLICK once on each CAS to identify the specific chemical name. Use the Material Item icon (Blocks) to see the Stock numbers assigned to this MSDS by CLICKING once on the icon. Both Local and National Stock numbers may be listed. If your MSDS number is for radioactive item, then the icons for Radioactive Component (Radioactive symbol) and Isotope Ingredients (Crooked Arrow in Triangle) will be activated. If you need to enter a new Local MSDS, refer to instructions in Appendix A.

Why is this important? You will be able to view the information that ERLS uses to calculate your chemical balances. You will be able to use this function to see if a Local MSDS is already recorded for your item. You will be able to use these screens to enter in information for a Local MSDS.

**Have the CAS and want the Chemical? Look here.**



## 4.5. Look up a Chemical.

ERLS provides you information about the Chemicals that it is tracking. The DLA Chemical Manager maintains this information. You can view this information to provide you with more information about a particular Chemical. Not all Chemicals are recorded in ERLS. All of the chemicals that are regulated by a Federal (EPA/OSHA) or State or Local agency recorded in ERLS, will be available in this section. If a particular CAS/Chemical is not available in ERLS, then it is not regulated by any of the agencies in ERLS.

**TIP :** If you have a chemical that you believe should be in ERLS, or one that is regulated by your State or Local Community and it is not currently in ERLS, contact the ERLS Program management office (e-mail: [erls@dlis.dla.mil](mailto:erls@dlis.dla.mil)) for directions on what to do.

How do I get there? From the ERLS Compliance Main Menu, select Substances by CLICKING once. Select Chemical Mgt. by CLICKING once.

What do I do? You may enter the specific CAS Number that you are interested in, and CLICK once on Find. The information for that CAS will be displayed. Or, you may use the Expanded Search icon (Binoculars) to search for groups of records by CAS, Specific Name or Common Name. A percent sign (%) is the wildcard for ERLS. This will return a pick list that you can select your Chemical from. You will have to use the Up/Down Arrows (↑,↓) to view additional information if more than 25 records are returned. Double CLICK on the selected CAS. The information for this Chemical will be displayed. You can use the Categories icon (Organizational Chart) to see the Categories (such as Extremely Hazardous Substance) that this Chemical is included in by CLICKING once on the icon. Use the Regulations icon (Numbered list) to see the Regulatory Agencies that govern this chemical by CLICKING once on the icon. CLICK once on the Regulatory Agency to see the Reportable quantity or thresholds for this chemical.

Why is this important? You will be able to view the information that ERLS uses to determine when chemical balances near or exceed thresholds. You will be able to determine the name of a Chemical from just the CAS number, or the correct CAS number from just the name.

## 4.6. Entering Local Inventory.

### **Do you have hazardous inventory that is not in your automated system?**

ERLS automatically calculates chemical inventory for you from all the Hazardous Materials that are entered into the corporate inventory systems (BOSS retail supply, DSS, or DAISY). If you have local inventory that is not recorded in the systems just cited, ERLS will not be able to capture the chemical inventory for you, unless you manually enter it into the ERLS system. To allow you to do this, ERLS has developed a Local inventory update function. You must be assigned access at an Activity or Installation level to be able to use this function. Anyone else attempting to use this function will receive an error indicating they are not authorized to update inventory.

Previously in ERLS, if a user had hazardous material inventory that was not automatically captured in ERLS through their applicable inventory system (DSS, DAISY, BOSS), they had the capability to manually enter the missing inventory data through the ERLS Local Inventory Update screen. However, if the material stayed on-site more than one day, then the user would have to manually reenter the original data for each and every day that the hazardous material remained in inventory.

Now, with the improved local inventory accounting capability that ERLS provides, a user only enters the local inventory data once, specifies the number of days it will remain on-site, and ERLS will calculate chemical balances for the specified time period. The default value for "days on-site" is 30 days. The user

does not need to enter a date here unless they want it to be something other than 30 (up to 365 days) days in the future.

Please note that before entering this information, you must have the Function Process, Storage Location, MSDS number, and National/Local Stock Number already included in ERLS. Refer to the sections that address adding this information if that data is not already present in ERLS.

How do I get there? From the ERLS Compliance Main Menu, SELECT Inventory by CLICKING once. SELECT Local Inventory Update by CLICKING once. This will bring up the Local Inventory Update screen. SELECT the appropriate "Function/Process" for your Installation or Activity to activate the "OK" button. The Function/Process you select must have Storage Locations already assigned. If there are no storage locations assigned to the function process, you must first assign a storage location under the Installations selection on the Administration main menu. See the instructions under section 2.1.4.3, CHECK the Function Process. Once you know there are storage locations assigned to the Function Process, CLICK on OK to enter the "Local Inventory Update Details" screen.

What do I do? In the details screen, select (highlight) the Storage Location from the drop down list. You may need to use the Up/Down Arrows (↑↓) to get additional groups of Storage locations if you have more than 25. Now check "Yes" in the "Recurring Update" box, and enter the "Number of Days" the inventory item is expected to remain on-site. Please note that if the item will remain on-site for only one day then leave the "No" box checked and the "Number of Days" field at "0".

Complete the remaining fields in the "Local Inventory Update Details" box located at the bottom of the screen. Enter the MSDS information (either the HMIRS MSDS or the locally assigned MSDS), the Stock number (either the Local Stock Number (LSN) or the National Stock Number (NSN)), and the Quantity. Select the appropriate Unit of Issue from the drop down box. The Unit of Issue you select must be highlighted. When all data has been added, CLICK on the Add button. The data will appear immediately in the Location MSDS Inquiry screens under the specific Function Process/Storage Location you entered. The Chemical Inventory Inquiry screens will not be updated until the batch inventory jobs run in the early morning. This chemical data should appear on the next day.

Why is this important? Some hazardous material inventory may not be entered into the automated inventory systems. If the inventory is not recorded in BOSS, DSS, or DAISY, ERLS will not account for it, unless you manually enter the data. Performing this entry will improve the accuracy of the information ERLS will provide for EPCRA reporting. This only needs to be done for local inventory of Hazardous Materials.

## 4.7. Record an Unplanned Release.

### **OOPS! Spilled something. Look here.**

Accidents happen and when a Hazardous Material is spilled, an unplanned release report may need to be generated. You will also want to log all spills for accountability. ERLS provides a convenient location for storing this information and will remind you to record the necessary information that can then be used for Unplanned release reporting.

How do I get there? From the ERLS Compliance Main Menu, select Releases by CLICKING once. Select Release Log & Reports by CLICKING once. Select Hazardous Material Spills by CLICKING once.

What do I do? Refer to the specific directions in Appendix A for entering Unplanned Release information. You will be directed through numerous screens for data entry. If you wish to view a report that was previously entered, highlight your installation by CLICKING once on it and then CLICK on Find. An

Unplanned Release Selection list will appear with the Date and Time of the incident. CLICK once on the report you wish to see. You will be returned to your original screen with the information from the report entered. You can review any of the other data recorded for this report, by selecting one of the buttons titled: Incident Cause, Environmental Impact, Comments, Injury Description, or Location. You can select the Product icon (Spray can) from the menu bar by CLICKING on the icon. This will give you the MSDS and Storage Location that was entered for your product. By highlighting the product, the Ingredient Inquiry icon (Person at Desk) will be enabled. If you CLICK on this icon, the individual chemicals and CAS numbers will be displayed. On the original Unplanned Release Screen, you can use the Report Info icon (Charts) to see the person submitting the report. This information can be updated by entering the new information and CLICKING on Modify. Refer to Appendix A for specific information about each of these screens.

Why is this important? Reporting an unplanned release of Hazardous Materials is the responsibility of the Activity. Your State or Local Community may have a specific form to use to provide this information. This function in ERLS provides a means of gathering the information together and storing in a central location. In a later version of ERLS, information about the Hazardous chemicals released will be forwarded to another system for preparation of the EPA Form R for releases.

## 4.8. Enter a Local MSDS.

### **What to do when an HMIRS MSDS is not available.**

When hazardous materials are received at the DRMO and they do not have an HMIRS serial number for the MSDS, then the DRMO receipt point should enter a Local MSDS number into DAISY. Every time a non-HMIRS MSDS (known as a Local MSDS) is entered into the DLA Inventory system (DAISY system only), the same number must be entered into ERLS. This will allow ERLS to capture the inventory. If these two steps are not performed, the inventory will be listed on the daily discrepancy listings until the Local MSDS is entered into ERLS, or the inventory is removed, whichever comes first. This is a significant task and must be performed conscientiously. The information that is entered will be used to perform automatic calculations of daily inventory quantities.

**IMPORTANT :** Only DRMOs may enter Local MSDS information. DLA policy requires the Distribution Depots and Inventory Control Point users request an HMIRS MSDS number for any MSDS that does not currently have a number. To request an HMIRS MSDS number, contact the HMIRS help line at DSN 695-4317 or COMM 804-279-4371. Additional guidelines for Distribution Depots are included in Appendix C.

How do I get there? From the ERLS Compliance Main Menu, select Items by CLICKING once. Select MSDS Info Mgt. then select MSDS Mgt. by CLICKING once.

What do I do? Refer to specific instructions in Appendix A for entering Local MSDS information. The structure of the Local MSDS has been agreed upon. A Local MSDS may be up to 8 characters in length. The first 4 positions should represent the originating activity (the DRMO should enter their RIC+1). The next two positions will be the last two positions of the year (e.g., 98 for 1998). The last two positions should be a non-significant, unique, alpha numeric code. Each position of the last two positions may be alpha or numeric. For example, the last two positions could be 1A, AA, A1, or 11. The only requirement is, that for a given year, the same two position code will not be repeated. Examples of a complete Local MSDS might be ST4A9803, ST4A98BD, ST4A99C7, ST4A008A. Each Local MSDS must uniquely represent a specific list of chemical(s) with specific percentages or range of percentages. You may use a Local MSDS that has been assigned by another activity if you wish, as long as it represents the information for your item. To save you time, you will want to search through ERLS, using the Expanded Search routines, to determine if your non-HMIRS MSDS is already present in ERLS. Refer to Appendix A for these instructions.

Why is this important? Until the Local MSDS is entered into ERLS, inventory coming from the DAISY inventory with this local number will not be counted by ERLS. This reduces the accuracy of the reports ERLS will provide you.

TIP : Remember, the same Local MSDS number must be entered into ERLS and entered into DAISY when the item is first received.

## 4.9. Review Chemical Family information.

Certain groups of chemicals have been combined into families for reporting purposes. ERLS provides you with a roll-up of the daily inventory by chemical family for your installation. Information about the chemical families, such as the chemicals included, the regulatory agencies controlling them, and the Threshold Planning Quantities (TPQs) associated with them can be found under Substances off the ERLS Compliance Main Menu. These instructions will help you find your daily inventory.

How do I get there? From the ERLS Compliance Main Menu, select Inventory by CLICKING once. Select Chemical Family Inventory Inquiry by CLICKING once.

What do I do? You must first select your Installation. You may have to click on the down arrow before you see your installation. CLICK once on List to see the Chemical Families for your installation. This information is only available for the total installation. Scroll to the right to see the weight and the regulation governing the family. There is also an indication if the weight has exceeded the threshold. Use the Up/Down arrow (↑↓) buttons to see additional data, when the data extracted exceeds 50. You may CLICK on the box marked List only Threshold Exceeded to see only those families that have exceeded the threshold.

Why is this important? You may be required to supply reports about chemical families as well as the individual chemicals.

## 4.10. Look up a Stock Number.

You may be interested in the MSDS, HCC, or environmental information associated with a Stock Number. ERLS provides you with a quick look up of all of the data associated with a Stock Number. This could be either a National Stock Number (NSN) or a Local Stock Number (LSN), but it will only be for Stock Numbers that are recorded in ERLS, so it may not be a complete list. ERLS calls the Stock Number (NSN and LSN) the Material Item. ERLS also allows entry of component information for kits, so that the parts can be associated to the kit. This will help ERLS calculate the chemical inventory for kits. Life cycle cost information can also be recorded for a stock number in ERLS. Any ERLS user with update authority may add a stock number (either an NSN or an LSN) to ERLS. Once the stock number is added, only ERLS users assigned to an ICP will have update authority, based on the Federal Supply Classification (FSC), to add MSDS, HCC, Environmental or Cost information to the stock number. Viewing the environmental information is covered in more detail in Chapter 8. Refer to Appendix A for information on maintaining Environmental Alternative relationships.

How do I get there? From the ERLS Compliance Main Menu, select Items by CLICKING once. Select Material Item Management by CLICKING once.

What do I do? Enter the NSN or the LSN in the appropriate box. CLICK on Find. If the Material item is not in ERLS, you will receive a message at the bottom of the screen saying Material Item not found. The Add button will be activated so you can add the Material Item if desired. If ERLS contains the number you entered, the icons on the top of the screen will be enabled. CLICK on the Dynamite sticks (MSDS) icon to see the MSDS(s) associated with the Material Item. CLICK on the Thumbs Up (HCC) icon to see both the MSDS and the HCC for the Material Item. CLICK on the Pieces (Components) icon to see any component

information, if your Material Item is a kit. CLICK on the Check Mark (Environmental Alternatives) to see alternative stock number relationships. CLICK on the ledger (Environmentally Preferred Item Class) to see the Environmental Attribute Codes (ENACs) assigned to the stock number. CLICK on the Dollar Sign (Life Cycle Cost) icon to see Life Cycle cost data.

Entering Component information. The component information for kits must be manually entered. If you have component information to enter, enter your kit (or "parent") NSN or LSN and click on Find. When the icons are activated, CLICK once on the Pieces (Components) icon. Enter component stock number, unit of issue, and quantity data in the Details area. The Material Item you enter as a component must already be entered into ERLS before you can make the association. CLICK once on Add. If you have more than one Material Item in the kit, CLICK once on Clear and enter the next component information in the Details area. CLICK on Add. Continue until all components have been entered. CLICK on Exit when completed. When Kit information is recorded in HMIRS, this information will come directly from HMIRS.

Life Cycle Cost information. The life cycle cost information for stock numbers must be manually entered. If you have cost information to enter, you do not need to enter the stock number first. CLICK on the Dollar Sign (Life Cycle Cost) icon. You will see a list of all stock numbers recorded in ERLS. If no Life Cycle Cost data is available, the Cost field will be zero (0). You may use the expanded search window to search for a specific stock number or group of numbers. The percent sign (%) is the ERLS wild card. DOUBLE CLICK on the stock number and enter in the life cycle cost information. CLICK on the Add button (when no data was present before) or the Modify button (when data was previously present). CLICK on Cancel to return to the list of all NSNs. CLICK on Exit to return to the Material Item window.

Why is this important? This is a quick source of information about the Material Item. Correct entry of component information will improve the accuracy of chemical inventory reporting for kits. Addition of Life cycle cost information will allow for more informed decisions about using environmentally friendly items. In general, before data can be associated with a stock number, the number must be recorded in ERLS.

# CHAPTER 5: USING ERLS FOR QUARTERLY AND ANNUAL REPORTS

*This chapter will describe how to extract your EPCRA and RCRA reports.*

## 5.1. Who needs to report?

After each calendar year, you may use ERLS to provide you with the Annual Tier I and/or Tier II reports. You may also use ERLS to provide you with a Chemical Balance Report for EPCRA chemicals stored at your Installation during the calendar year. If you are responsible for an Installation, you will use the Tier I/II reporting features. If you are responsible for an Activity on a DLA Installation, you will not need to use this reporting feature. If you are responsible for an Activity on a non-DLA installation (for example, you are a DRMO on an Air Force Base), you will use the Chemical Balance report feature to provide information to your Installation commander who is responsible for reporting for your installation.

In addition to the Tier I and/or Tier II reports, and at the end of each fiscal year, DLA is also required to report on purchases of environmentally friendly products. ERLS gathers information for these reports (RCRA) over the entire year and creates the reports automatically when needed.

## 5.2.. Building a Tier I Report.

The Tier I report is an Emergency and Hazardous Chemical Inventory report that provides aggregate information by hazard type. Your security must be assigned at the Installation level before you can use this option. If you are a DRMO Level 1 user, you will only be able to create Tier I or II reports for your own Installation. **If you plan to use the Tier I report, please contact the ERLS program office first. You may contact us by e-mail at [erls@dlis.dla.mil](mailto:erls@dlis.dla.mil) or contact the DLIS Customer Service Office.**

How do I get there? From the ERLS Compliance Main Menu, select Reports by CLICKING once. Select Tier I Report by CLICKING once.

What do I do? Enter the Calendar year for the report you are interested in. The year must be a year previous to the current year. CLICK once on Build. The report will be calculated for you. CLICK once on Print to print the report. The report will be created as a Report format document. You can print the report or download to a file. If you have trouble with the Print function, please refer to the What to do if I have trouble chapter.

Why is this important? Tier I reporting is the responsibility of the Installation, if required by your local community or State.

## 5.3. Building a Tier II report for Installations other than California.

The Tier II report is an Emergency and Hazardous Chemical Inventory report that provides specific information by chemical. Your security must be assigned at the Installation level before you can use this option. If you are a DRMO Level 1 user, you will only be able to access II reports for your own installation. You may only be required to supply a Tier II and not need the Tier I report for reporting to your Local Emergency Planning Committee. Creation of the Tier II report may take several minutes for each part (gathering the chemicals, displaying the report, and printing the report) depending on how many chemicals

have exceeded the EPCRA reporting threshold for your installation. Please be patient. You may use ALT TAB to go to other open windows on your desktop to perform other work while you wait.

How do I get there? From the ERLS Compliance Main Menu, select Reports by CLICKING once. Select Tier II Report by CLICKING once.

What do I do? Enter the Calendar year for the report you are interested in. The year must be a year previous to the current year. CLICK the DISPLAY button to the Tier II Report Details screen.

The Details screen presents each chemical record included in the Installation's Tier II report. Users can, if desired, review records for accuracy prior to printing the report. To print the report, select "Print" and ERLS will retrieve and print (display) the Tier II report to your PC screen. To produce a hard copy select the print icon from the menu bar at the top of the print screen.

Remember, in ERLS, all Tier II reports are saved on the ERLS server for future reference.

Why is this important? Tier II reporting is the responsibility of the Installation.

## 5.4 California Installation Tier II Report.

This California Tier II Report only affects Installations located in California. It is not applicable to other DLA ERLS users.

California Tier II Reporting requirements vary from federal EPCRA Tier II requirement in four main areas: (1) how chemical inventory data is accumulated and reported, (2) threshold planning quantities, (3) inclusion of radioactive materials, and (4) forms used.

(1) California hazardous material inventory is reported at product level, common or trade name, for mixtures instead of by specific chemical, although the individual chemicals in the mixture are still listed. For pure products, the reporting is essentially by chemical. At the federal EPA Tier II Reporting level, all hazardous material inventories are reported by individual chemical regardless of whether it is a mixture or is pure.

(2) The state of California has different threshold reporting quantities than the federal government. Any hazardous material in aggregate quantities equal to or greater than 500 pounds, 55 gallons, 200 cubic feet (standard temperature and pressure), or the federal threshold planning quantities for Extremely Hazardous Substances, whichever is less, must be reported.

(3) Radioactive hazardous material is also reported on the California equivalent of the federal Tier II Report.

(4) California does not have a state Tier II form. Instead they have what is called a California Hazardous Materials Inventory Form, which is part of a total submission package that must be submitted by California Installations. ERLS can be modified to generate most of the information on this California form. This report is only required annually, and must be available by the end of November of each year.

To view the report, select Compliance, Reports, California Tier Report. Enter the desired reporting year and CLICK the Display button to bring up the Display Dialog screen. This screen presents each chemical record included in the particular California State Installation's Tier II report. Users can, if desired, review records for accuracy prior to printing the report. To print the report, SELECT Print and ERLS will retrieve and print (display) the report to the PC screen. To produce a hard copy from the screen print version SELECT the print icon from the menu bar at the top of the print screen.

## 5.5. Building a Chemical Balance Report.

The Chemical Balance Report is a list of EPCRA regulated Chemicals that your Installation has had over the calendar year. You can use this report to provide the information to your installation commander for their Tier I/II reports. Your security may be assigned at the Installation or the Activity level for you to use this option. If you are a DRMO Level 1 user, you will only be able to create Chemical Balance reports for your own installation. You may get this report out at any time during the year.

How do I get there? From the ERLS Compliance Main Menu, select Reports by CLICKING once. Select Chemical Balance Report by CLICKING once.

What do I do? Enter the Calendar year for the report you are interested in and CLICK the Display button to bring up the Chemical Balance Report window. CLICK on Display and it will be visible on the screen. In the report, if you DOUBLE CLICK on a chemical, the storage locations for that chemical will also be displayed. CLICK once on Print to print the report. The report will be created as a Report Format Document. It may be printed or downloaded to a file.

TIP : Storage Locations for each of the Chemicals in the Chemical Balance Report can be seen by DOUBLE CLICKING on the chemical on the screen when the report is displayed.

If you wish to see a report for a previous year, enter the year and CLICK once on Display. You may print this report using the Print button. You may Display a previously report as many times as you like.

You can also use the Chemical Balance Report to display the EPCRA reportable chemicals that were on your installation during the current year up to the day you run the report. Enter the current Calendar year and CLICK once on Display. The report will be displayed on the screen for you. If you DOUBLE CLICK on a chemical on the list, all of the storage locations for that chemical will be displayed.

Why is this important? The DLA activity on a non-DLA installation may use this feature to provide data to their installation commanders for Tier I/II reporting. You may also use this report to identify the locations for chemicals stored at your location.

## 5.6. Building a Product Balance Report.

The Product Balance Report is also a list of EPCRA regulated Chemicals that your Installation has had over the calendar year. You can use this report to provide the information to your installation commander for their Tier I/II reports **where the state or local community needs this information by Product instead of by Chemical**. Your security may be assigned at the Installation or the Activity level for you to use this option. If you are a DRMO Level 1 user, you will only be able to create Product Balance reports for your own installation. You may get this report out at any time during the year.

Previously, ERLS only provided the capability for an Installation or Activity to produce a Chemical Balance Report. The report is chemical specific, providing for each CAS Number, the Maximum Weight, Average Weight, Minimum Weight, and Days on Site for the requested reporting period. However, some state and local regulatory agencies are requesting Installations report similar information on a product basis. In other words, for products that are mixtures containing several chemicals, they would like the weight information provided for the mixture as a whole rather than the individual chemicals in the mixture. For pure products, obviously, the product and chemical information is equivalent.

To satisfy state and local reporting requirements, ERLS can now produce Chemical Product Balance Reports by product. This additional report allows hstallation and Activity users to view balances of the combined chemicals as identified on the Material Safety Data Sheet (MSDS).



How do I get there? From the ERLS Compliance Main Menu, select Reports by CLICKING once. Select Product Balance Report by CLICKING once.

What do I do? Enter the Calendar year for the report you are interested in and CLICK the Display button to bring up the Product Balance Report window. CLICK on Display and it will be visible on the screen. In the report, if you DOUBLE CLICK on a chemical, the storage locations for that chemical will also be displayed. CLICK once on Print to print the report. The report will be created as a Report Format Document. It may be printed or downloaded to a file.

TIP : Storage Locations for each of the Chemicals in the Chemical Balance Report can be seen by DOUBLE CLICKING on the product on the screen when the report is displayed, or by highlighting a product and CLICKING the Chemical Ingredients icon.

If you wish to see a report for a previous year, enter the year and CLICK once on Display. You may print this report using the Print button. You may Display a previously report as many times as you like.

You can also use the Product Balance Report to display the EPCRA reportable chemicals that were on your Installation during the current year up to the day you run the report. Enter the current Calendar year and CLICK once on Display. The report will be displayed on the screen for you. If you DOUBLE CLICK on a product on the list, all of the storage locations for that product will be displayed.

Why is this important? The DLA activity on a non-DLA Installation may use this feature to provide data to their installation commanders for Tier I/II reporting. You may also use this report to identify the locations for products stored at your location.

## 5.7. Viewing the ERLS GPR, or RCRA, Reports.

The ERLS Resource Conservation and Recovery Act (RCRA) reports combine the acquisition and requisition information that it has been gathering over the course of the quarter and year. ERLS will roll this up and provide the information to DLA HQ for Agency reporting. **This information is also available on the web, so that DLA customers can use the information for their own reporting of environmental products that they purchased from DLA and GSA. If you need access to the web version, contact the ERLS Program office at [erls@dlis.dla.mil](mailto:erls@dlis.dla.mil).**

The reports will be gathered for items that meet the Comprehensive Procurement Guideline (CPG) items. If you need reports for other than CPG items, such as Energy Efficient, contact the ERLS Program Management Office at [erls@dlis.dla.mil](mailto:erls@dlis.dla.mil) for an ad hoc query.

How do I get there? From the ERLS Pollution Prevention Main Menu, select Reports by CLICKING once. To see reports for items that DLA purchases, select Acquisition RCRA Report by CLICKING once. To see reports for items that DLA sells to customers, select Requisition RCRA Report by CLICKING once. You request either report the same way.

What do I do? Enter the report year you are interested in viewing. You can select either Calendar or Fiscal Year by CLICKING on the radio button next to the option. You can select either a Detailed or Summary report. The Detailed report will provide the report down to the specific DoDAAC. The Summary report will roll up totals for a selected DLA activity or a Service Agency. You can select a specific quarter, or you can select All quarters. If you select "All quarters" for a complete year, then 4 quarters will be totaled together. If you select "All quarters" for an incomplete year (for example, you request "All quarters" for calendar year 2000 and its only July 2000), the report will contain all quarters to date for that period. CLICK once on the OK button to print the report. The report will be created in a print preview format. CLICK once on the printer icon to print the report. You can print the report or down load to a file. Data for previous years will be maintained in ERLS for a period of 3 years. After that point, data will be archived for a period of an

additional 7 years. If you need to see report data for a previous year that falls within the 10 year period but is no longer immediately visible in ERLS, contact the ERLS Program Management office ([erls@dlis.dla.mil](mailto:erls@dlis.dla.mil)) with your request. Data will be extracted from archive and made available for you through ERLS.

Why is this important? DLA is required to report on their progress in meeting the goals of EO 13101 and Section 6002 of RCRA.

## CHAPTER 6: UPDATING ERLS TABLE DATA

*Use this chapter when you need to update ERLS chemical or static table data.*

### 6.1. Who is Authorized to Update?

Updating the ERLS chemical or Regulatory agency information is the responsibility of the DLA Chemical Manager. Updating the ERLS table information is the responsibility of the ERLS program manager. But any user of ERLS may view this information at any time.

### 6.2. Updating Chemical Table Information.

Regulatory agencies may review existing chemicals and add new chemicals or delete existing chemicals from the lists of chemical that ERLS reports. **These additions or deletions are performed by the DLA Chemical Manager, currently assigned at DSCR.**

How do I get there? From the ERLS Compliance Main Menu, select Substances by CLICKING once. Select Chemical Mgt by CLICKING once.

What do I do? To Add a new chemical, TAB twice so that you are in the Details section of the screen. Enter the CAS number and at least the Specific Name. A Common Name may be entered. If the chemical is an Extremely Hazardous Substance (EHS), enter the EHS name. You should TAB between each of these fields to get to the next one. CLICK once on Add. If you entered an EHS Name, the Chemical Categories screen will automatically appear. You must select at least one of the Chemical Categories that apply to this chemical by CLICKING twice on the category in the Available list. This will move that category to the Assigned list. You may select more than one category. When you are finished, CLICK once on Exit. You will be asked if you want to add a Regulation now. If you select No, you are finished and your chemical is now in ERLS. If you select Yes, you will now see the Chemical Regulations screen. Select the Regulatory Agency from the drop down list. Select the status to show whether the regulation is current or pending. The date is automatically loaded with the current date, but you may highlight this area and over-type it for a pending date. If the regulatory agency is EPCRA, you must enter a Threshold Planning Quantity. If the regulatory agency is the Occupational Safety and Health Administration (OSHA), you must enter a Process Safety Management (PSM) threshold quantity. The other elements are optional. When entry of this data is complete, CLICK once on Add. The data will now appear in the List above. You may enter more than one Regulatory agency, by repeating these same steps. Upon addition of all regulatory agencies, CLICK once on Exit. Your chemical has now been added. If you did not enter an EHS Name on the first screen, and were not prompted to enter a Chemical Category, you may do so now. CLICK once on the Organizational Chart icon (Categories). Assign categories by CLICKING twice on the appropriate choice from the Available list. This will move the category to the Assigned list. More than one category may be assigned. CLICK on Exit when completed.

Why is this important? ERLS will only calculate inventory balances for the chemicals that are included in ERLS. **It is extremely important that the DLA Chemical Manager maintain an up-to-date list of the chemicals that DLA must report on.**

### 6.3. Updating State Regulatory Agencies

The Federal regulatory agencies have already been included into ERLS. Your individual state may, however, have requirements that are more stringent than the Federal agencies. ERLS can keep track of this information for you and provide you notification when you are nearing or exceed these state regulations.

What you must provide. In order to track the chemicals for you, ERLS must include your state regulatory agency. You will need to provide your state, the name of the regulatory agency, what chemical(s) they regulate and their reportable and threshold quantities. This information should be provided to the DLA Chemical Manager by contacting the ERLS Program Management Office by email at [erls@dliis.dla.mil](mailto:erls@dliis.dla.mil). Upon receipt of this information, the DLA Chemical Manager will input your state regulatory agency into ERLS. Upon entry, calculations will be performed based on all applicable Federal regulations as well as your state regulations. Identification of chemicals exceeding thresholds will be based on the more stringent regulation.

### 6.4. Updating Static Table Data

ERLS has some static tables that from time to time may require additional data or changes to the existing data. **The responsibility for updating these tables lies with the ERLS program management office.** If you see table data that needs updating, please contact the ERLS Program Management office at [erls@dliis.dla.mil](mailto:erls@dliis.dla.mil).

How do I get there? From the ERLS Administration Main Menu, select Tables by CLICKING once. Select the appropriate table by CLICKING once.

What does the ERLS PMO do? Generally, the ERLS PMO enters or makes changes to the required data in the Details area of the appropriate screen. CLICK once on Add. If you need to Modify an existing record, highlight the entry to be modified so that it is moved to the Details area. Make the necessary modifications and CLICK once on Modify.

Why is this important? Maintaining valid data in ERLS is essential to accurate reporting.

# CHAPTER 7: RADIOACTIVE ISOTOPES AND ERLS

*How ERLS can assist you in the management of Radioactive isotopes.*

## 7.1. Entering and Reviewing Radioactive Data.

Part of the initial requirements for ERLS included the capability of identifying radioactive material inventory while in DLA's possession. ERLS provides this capability in much the same way as previously described for hazardous material inventories.

## 7.2. Data entry requirements.

For ERLS to include the radioactive inventory information, some initial data entry requirements must be met. The Hazardous Material Information System (HMIRS) must have a unique serial number (much like the MSDS number) assigned with the radioactive isotopes identified. Entry of the inventory data must be accomplished through the DSS system, with the HMIRS serial number entered in DSS. Once this is accomplished, ERLS will reflect the data.

## 7.3. Looking at Isotopes Inventory Information.

This feature allows you to look at your daily inventory of radioactive isotopes.

How do I get there? From the ERLS Compliance Main Menu, select Inventory by CLICKING once. Select Isotope Inventory Inquiry by CLICKING once.

What do I do? Select your Installation by CLICKING once. You may have to CLICK once on the down arrow in the drop down box to get your activity to appear. CLICK once on the List icon. You may choose to view only the chemicals that exceed thresholds by CLICKING in the box titled List only Threshold Exceeded before you CLICK on List.

Why is this important? This will show you all the radioactive inventory by date. You can monitor this to determine if there are problems with your data feeds, or your levels on radioactive isotopes.

## 7.4. Entering authorized isotope amounts.

ERLS has the capability to display authorized radioactive isotope amounts for each installation. Currently, we only include information on the total authorized radioactive isotope quantities by NRC license. This NRC license information is currently recorded for the Distribution Depot Command (DDC) as a whole. When information at the installation level becomes available, it can be added to ERLS. The ERLS Program Manager is the only one authorized to add this information. Contact us at [erls@dliis.dla.mil](mailto:erls@dliis.dla.mil) if you have information you need to add. You can review the information that is recorded using these procedures.

How do I get there? From the ERLS Compliance Main Menu, select Substances by CLICKING once. Select Isotope Management by CLICKING once.

What do I do? To review isotopes assigned to the installations, select the Factory (Authorization by Installation) icon by CLICKING once. Select the installation you wish to review. Use the scroll bar or the Up/Down Arrow (↑↓) buttons to find your installation. When you have highlighted your installation, the assigned isotopes and their Curies quantity will appear in the List box. If you wish to view the installations authorized for a given isotope, on the Isotope Management screen, CLICK on the isotope first. This will

enable the File Cabinet (Isotope Authorization) icon. CLICK once on this icon. The authorized installations will appear in the List box.

Why is this important? You may use this to compare radioactive inventory to your authorized amounts.

# CHAPTER 8: ENVIRONMENTAL INFORMATION IN ERLS

*Check out the Environmental information ERLS provides and see how you can use it.*

## 8.1. Types of Environmental Information in ERLS.

Environmental information includes identification of items with environmental characteristics that meet criteria established by the Joint Group on Environmental Attributes (JGEnvAtt). The JGEnvAtt is composed of representatives from DLA, Army, Air Force, Navy, Marine Corps, Department of Energy, EPA, GSA, and designated contractors. Part of the mission of this group is to reach consensus across the services on identifying and defining Environmental Attributes to be applied to items of supply within the Federal Logistic System, as well as promoting measurable standards and criteria to validate manufacturer claims of meeting Environmental Preferable item criteria. Other Environmental information includes Life Cycle cost data, alternative stock number relationships and purchase/sales figures of environmentally friendly items. Contract and Requisition data is gathered and displayed for any stock number recorded in ERLS.

## 8.2. Viewing the Materiel Item Environmental Data.

Much of the environmental data stored in ERLS is associated with the stock number. ERLS calls the stock number a materiel item. It can be either a National Stock Number (NSN) or a Local Stock Number (LSN). Viewing the hazardous information (such as the MSDS or HCC) associated with the Materiel Item was covered in Chapter 4. This section will concentrate on accessing the environmental information. All ERLS users are authorized to view this information, but only users with an ICP designation will be allowed to update the information recorded.

How do I get there? From the ERLS Compliance Main Menu, select Items by CLICKING once. Select Materiel Item Management by CLICKING once.

What do I do? To view most of the environmental information, you must enter a stock number first. This can be either a National Stock Number (NSN) or a Local Stock Number (LSN). Enter the number in the correct field and CLICK on Find. If the Material item is not in ERLS, you will receive a message at the bottom of the screen saying Material Item not found. The Add button will be activated so you can add the Material Item if desired. If ERLS contains the number you entered, the icons on the top of the screen will be enabled. If you don't know the stock number, you may want to look at the Environmental Friendly Items table (from the Administration main menu), where an icon will give you a quick list of all of the Materiel Items assigned to a particular ENAC.

Viewing ENAC Assignments and Rankings. To view the Environmental Attribute Codes (ENACs) that are assigned to the stock number, CLICK on the Ledger (Environmental Attribute Materiel Item) icon. You will see the Environmental Attributes assigned to the stock number. For NSNs, this ENAC was assigned in the Federal Logistics Information System (FLIS) based on characteristics data. ERLS users are not allowed to change any ENACs assigned to NSNs. If more than one ENAC is assigned to the NSN, and you are an ICP user, you may rank them to indicate the relative importance of the environmental attribute. DOUBLE CLICK on the appropriate environmental attribute in the Assigned box and a details window will appear. Enter the rank number and CLICK on Modify. Any number from 01 to 99 may be used. A rank of 01 would be the highest importance. The same rank number may be used for more than one attribute when they are equally important. You will receive a warning message indicating you are assigning a ranking that has already been used.

ICP users may assign and remove Environmental Attributes and rankings for Local Stock Numbers (LSNs). Enter your LSN on the Materiel Item window and CLICK on Find. Select the Ledger (Environmental Attribute Materiel Item) icon. Select the appropriate environmental attribute in the Available list. Use the Up/Down Arrows (↑↓) to view more attributes. Enter the rank number, and CLICK on Assign. The attribute will be moved to the Assigned box. To remove an attribute, highlight the ENAC in the Assigned box and CLICK on Delete. You will receive a Delete Confirmation window. Select Yes and the attribute will be deleted from the LSN.

Viewing Environmental Alternative Information. To view the Environmental Alternative relationships that are established for the stock number, CLICK on the Check (Item Environmental Alternative) icon. The relationships shown on this window are critical to the ability of ERLS to prepare complete RCRA reports. While the window may look crowded, you can separate it into three sections: the top left (Entered data), the top right (Assigned section) and the bottom half (Available section). In the top left part of the window, you will see the stock number you entered, any life cycle cost information recorded for it, as well as all of the ENAC(s) assigned to the stock number, if any. Use the drop down list to see additional ENACs. In the Assigned section, you will see the stock number(s) that may be used as an alternative for your entered Materiel Item. This relationship is used by ERLS to roll up like items together for purchase and sales information for reporting. The relationship may be from a "Green" or environmentally friendly item to a "Red" or hazardous item. It may be from a green item to an item that is not hazardous, but is not considered environmentally friendly. It may also be the reverse relationship (red to green). There is no mandatory substitution for procurement or requisitions based on these alternative relationships. They are provided to assist procurement and contracting personnel in discovering alternative stock numbers that may be more beneficial to the environment. Maintaining this information is the responsibility of ERLS users at the ICPs. Refer to Appendix A for specific directions on how to enter and maintain these relationships.

Why is this important? Viewing the environmental information associated with the Materiel Item will provide visibility of environmentally friendly products that DLA item managers can offer to customers. Maintaining the environmental alternatives provides data for ERLS RCRA reports.

### 8.3. Life Cycle Cost Information.

ERLS can display Life Cycle Cost information related to a stock number or Materiel Item. ERLS does not calculate this information. It provides a place to record information that is gathered and calculated for a particular item of supply. If DLA develops a system to calculate these costs in the future, ERLS will add an interface to that system. For the present, manual entry is the sole source of this data in ERLS.

How do I get there? From the ERLS Compliance Main Menu, select Items by CLICKING once. Select Materiel Item Management by CLICKING once.

What do I do? You do not need to enter a stock number first. CLICK on the Dollar Sign (Life Cycle Cost) icon. You will see a list of all stock numbers recorded in ERLS. You may use the expanded search window to search for a specific stock number or group of numbers. You do not need to enter a percent sign (%) wild card to perform searches for partial numbers. The Life Cycle Cost is visible in the List box, but you can DOUBLE CLICK on the stock number and descriptive text for that cost will also be displayed, if available. Only ICP users may update this information. DOUBLE CLICK on the stock number and enter in the life cycle cost information. CLICK on the Add button (when a zero (0) was present before) or the Modify button (when cost data was previously present). You are returned to the list with your data showing. CLICK on Exit to return to the Materiel Item window.

Why is this important? Life cycle cost information will help you make informed decisions about the total cost of an item when making comparisons between environmentally friendly and traditional items of supply.



## 8.4. Contracting Information.

ERLS displays the Contracting information that it receives from the automated daily interfaces with SAMMS, BOSS, FAS and GSA. An ICP user may also enter in contracting information that may not be recorded in one of these systems.

How do I get there? From the ERLS Pollution Prevention Main Menu, select Acquisition Management by **CLICKING** once. Select Contracts by **CLICKING** once.

What do I do? You must select your Contracting Activity code first. **DOUBLE CLICK** on the appropriate code. You may enter the code in the Activity Code field and **CLICK** on Find to go right to your code. If there are Contracts already recorded for your activity, a window will display with these contracts, otherwise the window will be blank. **DOUBLE CLICK** on an existing Contract to view the information recorded. The Source indicator identifies where the data came from. An S indicates the contract came from SAMMS, F indicates FAS, B indicates BOSS, G indicates GSA, and E indicates the Contract was manually added into ERLS. **CLICK** on the Paper (Contract Line Item) icon to view the Contract Line Item Numbers (CLINs) associated with the Contract. You will see the stock numbers, quantity and total dollar value of the CLIN. **CLICK** on Exit to return to the Contracts Management window. You can return to the Contracting Activity list to select another activity by **CLICKING** on the House (Contracting Activity) icon. You can select another Contract by **CLICKING** on the File Drawer (Contract Management List) icon.

If you have contracted for an environmentally friendly item that is not accounted for in the SAMMS, BOSS, FAS or GSA systems, you will want to manually add that Contract information into ERLS. This information will be added in to your quarterly totals for environmental purchases. Starting from the Pollution Prevention Main Menu, **CLICK** on Acquisition Management, and **CLICK** on Contracts. You must select your Contracting Activity code first. **DOUBLE CLICK** on the appropriate code. You may enter the code in the Activity Code field and **CLICK** on Find to go right to your code. If there are Contracts already recorded for your activity, a window will display with these contracts, otherwise the window will be blank. **CLICK** on the Add New icon to enter a new contract. Enter the Procurement Instrument Identification Number (PIIN) and award date and **CLICK** on the Add Contract Line Item button. Enter the data for the Contract Line Item Number (CLIN) and **CLICK** on Add. You must enter all of the data with the following exceptions: enter an NSN or an LSN, not both. The stock number must be recorded in ERLS. Exempt Item Reason may be left blank. You must select (highlight) a Unit of Issue. The Date field should be entered in MM-DD-YYYY format. After you click on Add, you will be taken to the Contract Management Line Item Management window. If you have more than one CLIN associated with the PIIN, you can enter the additional data in the details block of this window.

My activity code is not there - what do I do? The Contracting Activity Codes that are displayed have been introduced to ERLS either by the automated interface with SAMMS, BOSS, FAS, or GSA, or they have been manually added. If you do not see your Contracting Activity code, exit out of the Contracts window and manually add your Contracting Activity code and name through the Pollution Prevention main menu, by **CLICKING** on Acquisition Management, and then **CLICKING** on Contracting Activity. **CLICK** on the Add New icon and enter the code and the name. **CLICK** on ADD. **CLICK** on Cancel to exit out. Return to the Contracts selection and your Contracting Activity will appear in the list.

My stock number is not there - what do I do? Like the Contracting Activities, the stock numbers recorded in ERLS are added from either manual entry or from the automated interfaces with SAMMS, BOSS, DAISY, DSS, FAS, FLIS or GSA. If you do not see your stock number, determine if the item is an environmentally friendly item and meets the criteria to be assigned an Environmental Attribute Code (ENAC). You can review the definitions of the ENACs and look up the Recovered Material Content information for specific ENACs under the Table information on the Administration Menu.

If the stock number meets the criteria for an ENAC, and it is a National Stock Number (NSN), then contact the Cataloging support for that commodity to ensure that the Federal Logistics Information System (FLIS) is updated with the information. FLIS will assign the correct ENAC and forward the NSN/ENAC to ERLS. The NSN will be added to ERLS.

If the stock number meets the criteria for an ENAC, and it is a Local Stock Number (LSN), add the LSN to ERLS before entering the Contract information. You should add the ENAC information at the same time (see Section 8.2.3 above) and you may want to create an alternative relationship with other stock number(s).

If the stock number does not meet the criteria for an ENAC or the stock number is not an alternative for a stock number with an ENAC, there is no need to add the Contract information into ERLS.

Why is this important? Contract information is rolled up by ERLS on a quarterly basis for environmental reporting. If you have contracts for environmentally friendly items that are outside of the normal acquisition process, such as a credit card purchase, addition of the contract information into ERLS will ensure that the data is included in the environmental reports.

## 8.5. Viewing Contracts Baseline Information.

ERLS rolls up the Contract information it is gathering on a quarterly basis. You can view these quarterly baselines on line. Baseline information is available for all stock numbers in ERLS. RCRA Reports are available for Comprehensive Procurement Guideline items only. Reports are covered in Chapter 5. Viewing the baseline information on-line will be covered in this chapter.

How do I get there? From the ERLS Pollution Prevention Main Menu, select Acquisition Management by CLICKING once. Select Contracts Baseline Inquiry by CLICKING once.

What do I do? You must select your Contracting Activity code first. DOUBLE CLICK on the appropriate code in the list box. Alternatively, you may enter the code in the Activity Code field and CLICK on Find. Then DOUBLE CLICK on the code in the list box. You will be taken to the Contract Baseline window with all of the stock numbers purchased by the selected activity. The data is rolled up for a quarter by stock number and unit of issue. If there is no data for the selected activity code, you will receive a message Contract Baseline not found on the message bar. The calendar year and quarter will be displayed. You will see the stock numbers, a rolled up quantity and a rolled up dollar value, as well as a total number of Contracts. Use the slide bar at the bottom of the list box to see additional data to the right. You can narrow your search to a specific year, quarter, or stock number by using the Expanded Search function.

Why is this important? Contract information is rolled up by ERLS on a quarterly basis for environmental reporting. You can monitor your progress by reviewing the baseline information. All items tracked by ERLS will be visible in the baseline tables. If you are only interested in Comprehensive Procurement Guideline items, it is easier to view the Acquisition RCRA reports instead.

**TIP :** The Contracts Baseline window will give you quarterly roll-ups of DLA environmental purchases. Check these out on a periodic basis for your ICP! It's a quick way to see how you're doing in your affirmative acquisition efforts.

## 8.6. Requisition Information.

ERLS displays the Requisition information that it receives from the automated daily interfaces with SAMMS, FAS and GSA. An ICP user may also enter in requisitioning information that may not be recorded in one of these systems.

How do I get there? From the ERLS Pollution Prevention Main Menu, select Requisition Management by CLICKING once. Select Requisitions by CLICKING once.

What do I do? You must select the Requisitioning Activity code first. DOUBLE CLICK on the appropriate code. You may enter the code in the Req. Activity ID field and CLICK on Find to go right to the code. If there are Requisitions already recorded for this activity, the window will display the list of requisitions, otherwise the window will be blank. DOUBLE CLICK on an existing Requisition to view the information recorded. The Source indicator identifies where the data came from. An S indicates the data came from SAMMS, F indicates FAS, and E indicates the Requisition was manually added into ERLS. You will also see the requisition number, the stock number, and quantity of the Requisition. You can return to the Requisitioning Activity list to select another activity by CLICKING on the Card File (Requisitioning Activity) icon. CLICK on Exit to return to the Pollution Prevention main menu.

It is extremely unlikely you will need to add in requisition data manually. However, if you have requisitioned an environmentally friendly item that is not accounted for in the SAMMS, FAS systems or GSA, and you want to be sure it is counted into your activity roll up, then, you will want to manually add that requisition information into ERLS. Starting from the Pollution Prevention Main Menu, CLICK on Requisition Management, and CLICK on Requisitions. You must select your Requisitioning Activity code first. DOUBLE CLICK on the appropriate code. You may enter the code in the Req. Activity ID field and CLICK on Find to go right to your code. If there are Requisitions already recorded for your activity, a window will display with these requisitions, otherwise the window will be blank. Enter the required data in the Details block. You must enter an NSN or an LSN, not both. The stock number must be recorded in ERLS. You must select (highlight) a Unit of Issue. The Date field should be entered in MM-DD-YYYY format. CLICK on the Add button.

The activity code I want is not there – what do I do? The Requisitioning Activity Codes that are displayed have been introduced to ERLS either by the automated interface with SAMMS, FAS or GSA or they have been manually added. If you do not see the Requisitioning Activity code you are interested in, ERLS has no data for the activity. If you need to add data for this activity, exit out of the Requisitions window and manually add the Requisitioning Activity code, name, and Service Agency relationship through the Pollution Prevention main menu, by CLICKING on Requisition Management, and then CLICKING on Requisitioning Activity. Enter the Code and Name and CLICK on the Add button. Select the appropriate Service Agency and CLICK on Select. You are returned to the details window. CLICK on Cancel and then Exit to exit out. Return to the Requisitions selection and your Requisitioning Activity will appear in the list.

My stock number is not there – what do I do? Like the Requisitioning Activities, the stock numbers recorded in ERLS are added from either manual entry or from the automated interfaces with SAMMS, BOSS, DAISY, DSS, FAS, FLIS or GSA. If your stock number is not recorded in ERLS, you will receive an error message if you try to create a Requisition for that stock number. Determine if the item is an environmentally friendly item and meets the criteria to be assigned an Environmental Attribute Code (ENAC). You can review the definitions of the ENACs and look up the Recovered Material Content information for specific ENACs under the Table information on the Administration Menu.

If the stock number meets the criteria for an ENAC, and it is a National Stock Number (NSN), then contact the Cataloging support for that commodity to ensure that the Federal Logistics Information System (FLIS) is updated with the information. FLIS will assign the correct ENAC and forward the NSN/ENAC to ERLS. The NSN will be added to ERLS.

If the stock number meets the criteria for an ENAC, and it is a Local Stock Number (LSN), add the LSN to ERLS before entering the Requisition information. You should add the ENAC information at the same time (see Section 8.2.3 above) and you may want to create an alternative relationship with other stock number(s).

If the stock number does not meet the criteria for an ENAC, there is no need to add the Requisition information into ERLS.

Why is this important? Requisition information is rolled up by ERLS on a quarterly basis for environmental reporting. Although unlikely, if you have requisitions for environmentally friendly items that are outside of the normal requisition process, addition of the requisition information into ERLS will ensure that the data is included in the environmental reports.

## 8.7. Viewing Requisitioning Baseline Information.

ERLS rolls up the Requisition information it is gathering on a quarterly basis. You can view these quarterly baselines on line. Baseline information is available for all stock numbers in ERLS. RCRA Reports are available for Comprehensive Procurement Guideline items only. Reports are covered in Chapter 5. Viewing the baseline information on-line will be covered in this chapter.

How do I get there? From the ERLS Pollution Prevention Main Menu, select Requisition Management by CLICKING once. Select Requisitions Baseline Inquiry by CLICKING once.

What do I do? You must select the Service Agency first. All requisition data is grouped by Service Agency. Scroll down the list and DOUBLE CLICK on the Service Agency you wish to view. ERLS will display all the Requisitioning Activities associated with that Service/Agency. Select the Requisitioning Activity code. DOUBLE CLICK on the appropriate code in the list box. For a faster method, you may enter the code in the Requisitioning Activity ID field and CLICK on Find. Then DOUBLE CLICK on the code in the list box. You will be taken to the Requisition Baseline window with all of the stock numbers purchased by the selected activity. The data is rolled up for a quarter by stock number and unit of issue. The calendar year and quarter will be displayed. You will see the stock numbers, a rolled up quantity and a rolled up dollar value, as well as a total number of Requisitions. Use the slide bar at the bottom of the list box to see additional data to the right. You can narrow your search to a specific year, quarter, or stock number by using the Expanded Search function.

Why is this important? Requisition information is rolled up by ERLS on a quarterly basis for environmental reporting. You can monitor DLA sales by reviewing the baseline information. All items tracked by ERLS will be visible in the baseline tables. If you are only interested in Comprehensive Procurement Guideline items, it is easier to view the Requisition RCRA reports instead.

**TIP :** The Requisitions Baseline window will give you quarterly roll-ups of DLA Customer environmental purchases. The annual reports will also be available on the web! This is a quick way to determine environmentally friendly items that may need extra marketing efforts to boost their sales.

# CHAPTER 9: WHAT TO DO IF I HAVE TROUBLE?

*Look here when ERLS is not acting the way you expect.*

## 9.1. Contact the Customer Service Office.

If you have a problem with ERLS, you may contact the DLIS Customer Service Office (CSO). Their numbers are: 1-877-352-2255, DSN 932-7766, or e-mail: [dlis-support@dlis.dla.mil](mailto:dlis-support@dlis.dla.mil).

## 9.2. Trouble with ERLS?

While we have designed ERLS to be easy to use and to look and feel like a windows application, you may still experience difficulty, especially while you are familiarizing yourself with its features. Relax. Since much of the work of ERLS is reporting on information that is stored in other DLA systems, you cannot directly affect those records. Here are some additional guidelines if you have a problem.

**Use the Exit Button.** If you ever get to a screen and don't want to do anything, CLICK once on the Exit button and you will be returned to the previous screen. Exit will not save any changes you may have made on the screen.

**Use the Cancel Button.** If there is no Exit button, a Cancel button may be provided. This acts the same as the Exit, since it will not save any changes and will return you to the previous screen.

**Use the Clear Button.** When you have entered incorrect information and don't wish to correct it, CLICK once on the Clear button if it is offered. This will clear all entry screens. You will have to begin typing all over. You should also use Clear to enter new data, once one group of data has been entered or reviewed.

**Highlight your selection.** Generally, ERLS will only function when you highlight the selection you are interested in. For instance, you would have to highlight your installation in order to activate some of the functions or icons on a given screen. For some screens, you will have to DOUBLE CLICK in order to move the highlighted choice into another part of the screen or to a details window before icons or functions may be activated.

**On Line Help is available.** On each of the ERLS Screens with menu options, there is a HELP option. CLICK on Help and CLICK on Extended Help to see information about that screen. CLICK on the Index Tab to see various help topics available on that window. Use the F1 key for help on a particular data element on a screen. Be sure the element is highlighted (or the cursor is placed on the element) before using F1. This Help system is constantly being improved. Send your suggestions for improvements to [erls@dlis.dla.mil](mailto:erls@dlis.dla.mil).

**On Line Help Indexes.** If you are on one of the ERLS Main Menus you can use the Index to see the Help for any selection off that menu in ERLS. CLICK on Help then CLICK on Help Index. CLICK on Search and an index will appear with major screen names. DOUBLE CLICK on the screen you want to see. If you are on any other ERLS Screen that has menu options, CLICK on Help and CLICK on Help Index. CLICK on Index and see all of the data elements for the screen and its subordinate screens. DOUBLE CLICK on the element you want to see.

## 9.3. Specific Problems with ERLS.

Here are some common problems you may have and what to do about them. Remember, you can always contact the DLIS Customer Service Office (CSO) if you need help.

I can't connect to ERLS - Return Code 629. If you receive this return code when you send your test transaction instead of the normal return message "Test Transaction ECHO Returned from: ERLS\_PROD", you should contact the DLIS CSO at the numbers listed above. This may indicate that some of the programs are not functioning correctly and DLIS will need to make some corrections before you will be able to connect. The DLIS CSO will contact you when you can connect, or you can try again later in the day. If the CSO contact tells you that the ERLS program is operating correctly here, the fault may be with the way ERLS was installed at your location or in a network connection between your site and the Battle Creek Michigan ERLS Server. Contact your local systems administrator or the ERLS Program Management Office at [erls@dlis.dla.mil](mailto:erls@dlis.dla.mil) if the problem persists.

My default server is not correct. Your Default Server is listed at the top of your IEF Client Manager Screen. This is the first screen you see if you maximize the Client Manager icon (Lightning Bolt). This should be set up correctly for you when ERLS is first installed on your machine and does not need to get changed after that. However, if for some reason, your default server is not listed as ERLS\_PROD, then you can change your default server. First highlight ERLS\_PROD. CLICK once on Server and CLICK once on Make Default. When you leave the Client Manager at the end of your session, you will be asked if you want to save the changes you made. Select Yes. If you have any problem with this process, contact the DLIS CSO.

I keep getting a message saying Installation Not Found. You may get this message when your security access prevents you from performing the function you have selected. Contact the DLIS CSO and they will find out how your security is established. If you are not authorized for access at the Installation level, then you are trying to perform some action you are not required to do. Exit out of the screen(s).

I don't see any inventory for my activity. Every weekday, the inventory feeds from the DLA automated inventory systems (BOSS, DSS, and DAISY) are processed, beginning at 0430 EST. You will see inventory today with a date of yesterday (or the previous Friday on a Monday) when the inventory feeds are up to date. If there are delays in processing this job, or it runs overly long, you may not see inventory for the previous day until the late morning hours. Contact the DLIS CSO and they will investigate the status of the job or just try again later in the day.

I can't print my reports. Your print capability may be affected by your local environment. If you get error messages, first contact your activity technical contact or PC help desk to see if they can correct the problem. Sometimes, depending on your local environment, the print screen may be buried behind another ERLS screen. So do a little looking around first. Use ALT - TAB to see other windows that are open. When you select the print option, you will usually get a screen indicating how many records there are to print and allowing you to select a specific date or date range to limit your print. If you want to print all, do not enter any dates and click on OK. If you want specific dates, enter the dates in MM-DD-YYYY format. If you change your mind about printing, CLICK on Return. If you continue with printing, you will then see a meter that shows progress in preparing the report. The printed report is then displayed on a screen (it is not sent directly to your printer yet.) Printing data may take a little time, especially if you have asked for a large amount of data. If you still have problems, contact the DLIS CSO.

I get to the print screen, but how do I print? First maximize the print screen window by CLICKING on the maximize button in the upper right hand corner. You will see a copy of the first page of your printed document on your screen. You can view each page by clicking on the forward/backwards buttons at the top toolbar. You can print the document by CLICKING on the printer button on the toolbar. You will be prompted to indicate if you want to print all or just selected pages of the document. If you choose not to print the document, close the window by CLICKING once on the X (Close) button in the upper right hand corner. If you prefer, you can download your file to a disk, or to your hard drive. CLICK on the Down Arrow on File button on the toolbar. You will be prompted for the format and destination of this download. You can experiment for the format of the download that works best with your PC environment. CLICK on OK and you will be taken to another screen - that allows you to enter the name and destination drive for the file.

I got an error that says Application Failed – Updates Backed Out. When this error is received, the ERLS application closes itself once you have selected OK. DOUBLE CLICK on your ERLS icon again to re-establish your session. Report the incident to the Customer Service Office. Be sure to include what action you were performing when you received the error. You may sometimes get this error when there is a temporary interruption in your connection through the DISN. The Program Management office will monitor these occurrences and determine corrective action.

I can't see the entire screen. ERLS was designed to meet a screen resolution of 600 x 800. It works best if you have set your resolution to Small Fonts. Using this setting, the entire window is always seen. Check to see how your resolution is set. If however, you prefer to use Large Fonts, you can still see the entire screen, if you CLICK and drag your window to view the edges. Place your mouse cursor over the title bar of the top window. Hold down on the left mouse button and move the mouse to the left or right. This will move your window the same direction. You will only be able to move the top window.

I want to work on something else, but I don't want to sign off from ERLS. While you have ERLS running, you can go to any other open (running) application by using ALT-TAB. Hold down the ALT key and hit TAB until you come to the open application you wish to use. Release both keys. To return to ERLS, use the ALT-TAB method again and select any of the COOL:GEN Icons. Or minimize the application you are in, and ERLS will appear on your desktop. It will always return you to the top window of ERLS. If you want to go to an application that is not yet open, and you can see it on your desktop (remember, you can move the top window around your desktop by dragging the title bar), just CLICK on the icon on your desktop. At this time, you cannot minimize the ERLS application, you can only minimize the top ERLS screen.

# Appendix A: Detailed Directions for Specific Tasks

*This appendix covers in more details some of the tasks listed in the previous chapters.*

## 1. Inventory Discrepancy List Reviews.

Discrepancy Lists for the Hazardous Material Inventory records are available under the Compliance Main Menu. Each list, regardless of its source, will indicate the same basic information. There will be a Balance Date. This is the date the inventory was extracted from the source database (BOSS, DSS, or DAISY). The next element will be different for each report, but reflects the source of the inventory. If this is a BOSS discrepancy list, the element will be Depot and will indicate the two position depot code provided from the BOSS system. If this is a DSS discrepancy list, the element will be Site and will indicate the two position site code provided from the DSS system. If this is a DAISY discrepancy list, the element will be RIC+1 and Site and will indicate the 4 position RIC+1 and the two position site code provided from the DAISY system. Next will be two columns, one for an HMIRS MSDS and one for a Local MSDS. In the DAISY discrepancy list, these columns are consolidated into one column for MSDS. The remaining fields are identical for all discrepancy lists and include an Error message, the Storage Location, an FSC/NIIN field for a National Stock Number (NSN), a Local Stock Number field, a Quantity and a Unit of Issue (U/I) field. Discrepancy lists are sequenced by Activity and reverse date. The most current date for an Activity will appear first, followed by older dates. All data for one activity will appear before the next activity appears. All discrepancies can be viewed by any ERLS user. Be sure to use the Binoculars (Expanded Search) icon to focus in on your specific activity or a specific date.

**Print the Listings.** You may print the discrepancy list you wish to review. You should not print the entire list. It would be advisable to print only the activity and day you are interested in reviewing or limiting the number of pages you print. Print appears under the menu option Function on each of the Discrepancy screens. Errors will continue to appear each day that the inventory is included in the daily feed from the inventory system (BOSS, DSS, or DAISY) until they are corrected, or the item is removed from the inventory. The error is kept in ERLS for up to seven days and then is automatically deleted.

**Delete the Record.** After you have completed your review, you should delete the record from the discrepancy list. You can delete each record individually by selecting each record (CLICK once on the record) and CLICK once on Delete. Or you may delete several records. Select as many records as you wish and CLICK once on Delete. In either case, you will receive a confirmation notification.

**BOSS Discrepancies.** The data elements you will be given are the Balance Date, the Depot Site code, the HMIRS MSDS or the Local MSDS, an Error Message, the Storage Location, the FSC/NIIN or the Local Stock Number, the Quantity and the Unit of Issue (U/I). After entering the screen, CLICK on the List icon to see all errors. Use the Expanded Search icon to find specific errors by site code, MSDS, date or a combination of date and site code or MSDS.

Error Messages	What to do
1: INST, FAC, OR FNC_P NF	There is a problem with your Installation, Facility (Activity) or your Function Process. This usually means that the site code coming from the BOSS inventory system does not match what is recorded in ERLS



	for your Activity. Initiate the action to add the site code for your activity. The next time the inventory data is run, it will be recognized. You are authorized one site code for your activity. It cannot be the same as any other BOSS activity.
2: LOCAL MSDS NF	ERLS does not recognize the MSDS it received from the BOSS inventory system. Determine if the MSDS is correct. If it is incorrect, you will need to correct the MSDS through the BOSS system. If it is correct, make sure it is in the HMIRS system. If not, you should initiate the request to get an MSDS number assigned by HMIRS.
3: HMIRS, LCL MSDS NT BLNK	ERLS received data in both the HMIRS and the Local MSDS fields. Determine which MSDS is correct and initiate a change through the BOSS system. If the BOSS system is correct, contact the ERLS PMO at <a href="mailto:erls@dlis.dla.mil">erls@dlis.dla.mil</a> .
4: BLANK MSDS	ERLS did not receive an MSDS from the BOSS inventory record. Add the correct MSDS to the BOSS system and ERLS will pick the information up on its next batch.

DSS Discrepancies. The data elements you will be given are the Balance Date, the DSS Site code, the HMIRS MSDS or the Local MSDS, an Error Message, the Storage Location, the FSC/NIIN or the Local Stock Number, the Quantity and the Unit of Issue (U/I). After entering the screen, CLICK on List to see all errors. Use the Expanded Search to find specific errors by site code, MSDS, date or a combination of date and site code or MSDS.

Error Messages	What to do
1: INST, FAC, OR FNC_P NF	There is a problem with your Installation, Facility (Activity) or your Function Process. This usually means that the site code coming from the DSS inventory system does not match what is recorded in ERLS for your Activity. Initiate the action to add the site code for your activity. The next time the inventory data is run, it will be recognized. You are authorized one site code for your activity.
2: LOCAL MSDS NF	ERLS does not recognize the MSDS it received from the DSS inventory system. Determine if the MSDS is correct. If it is incorrect, you will need to correct the MSDS through the DSS system. If the MSDS is correct, verify that the number is in HMIRS. If not, you should initiate the request to get an MSDS number assigned by HMIRS.
3: HMIRS, LCL MSDS NT BLNK	ERLS received data in both the HMIRS and the Local MSDS fields. Determine which MSDS is correct and initiate a change through the DSS system. If the DSS system is correct, contact the ERLS PMO at <a href="mailto:erls@dlis.dla.mil">erls@dlis.dla.mil</a> .
4: BLANK MSDS	ERLS did not receive an MSDS from the DSS inventory record. Add the correct MSDS to the DSS system and ERLS will pick the information up on its next batch.

DAISY Discrepancies. The data elements you will be given are the Balance Date, the RIC+1, the DAISY Site code, the MSDS (it may be an HMIRS MSDS or a Local MSDS), an Error Message, the Storage Location, the FSC/NIIN or the Local Stock Number, the Quantity and the Unit of Issue (U/I). After entering the screen, CLICK on List to see all errors. Use the Expanded Search to find specific errors by RIC Plus 1, site code, MSDS, date or a combination of date and site code or MSDS.

Error Messages	What to do
1: INST, FAC, OR FNC_P NF	There is a problem with your Installation, Facility (Activity) or your Function Process. This usually means that the site code coming from the DAISY inventory system does not match what is recorded in ERLS for your Activity. Initiate the action to add the site code to your function process. The next time the inventory data is run, it will be recognized. You are authorized multiple site codes for your on-site location. Each of these must be for a different Function Process. For "off-site" or received-in-place inventory, determine that the installation, activity, and function process with your off-site DAISY site code is recorded in ERLS. That activity should also have your RIC+1 code. Once the data is entered in ERLS, the next time the inventory data is run, it will be counted.
2: LOCAL MSDS NF	ERLS does not recognize the local MSDS it received from the DAISY inventory system. Determine if the local MSDS is correct. If it is incorrect, you will need to correct the local MSDS through the DAISY system. If the local MSDS represents a unique MSDS that has not yet received an HMIRS MSDS, enter the data for the local MSDS into ERLS. You should initiate the request to get an MSDS number assigned by HMIRS, if required. Upon receipt of the HMIRS number, you can initiate a Combine MSDS action that will let you relate your local MSDS number to the HMIRS MSDS number. Once you have entered the local MSDS information into ERLS, the next time the inventory data is run, the record will be recognized.
4: BLANK MSDS	ERLS did not receive an MSDS from the DAISY inventory record. Add the correct MSDS to the DAISY system and ERLS will pick the information up on its next batch.

MSDS Default Notifications. The data elements you will be given are the Date, the MSDS, the Attribute Name, and the Action Taken. All MSDS information from the inventory systems (BOSS, DSS, or DAISY) that contain 5 alpha characters (even if you intended them to be a Local MSDS) will appear here when they cannot process some or all of the access from the HMIRS system.

#### Error Messages

Attribute Name	Action Taken	What to do
Chemical Ingredient(s)	Record not processed - chemical ingredients not found	Validate MSDS; if correct contact HMIRS manager for inclusion of chemicals
HMIRS MSDS Serial number	MSDS Serial number not found in HMIRS	Validate MSDS; Correct MSDS. There may be a delay between the assignment of the MSDS in HMIRS and its entry into the database that ERLS uses. These updates are performed quarterly. If MSDS is valid, contact Customer Service Office to determine cause of problem.
MSDS Chem low/high percent rates	MSDS chemical ingredient(s) set to default values	Contact HMIRS manager for inclusion of chemical percentages
MSDS Form code	MSDS form code set to default value 'solid'	Contact HMIRS manager for inclusion of attributes
MSDS Net Unit Weight	Net Unit Weight set to default value '8.33'.	Contact HMIRS manager for inclusion of Net weight

Regulated Component	Record not processed – Regulated component(s)/ isotope(s) not provided	Contact HMIRS manager for inclusion of component information <i>NOTE: Radioactive information is being added into HMIRS. This may require a change of an old MSDS number to the newly assigned Article without MSDS number in the DSS inventory record.</i>
MSDS Specific Gravity	MSDS Specific Gravity set to default value '1.0'	Contact HMIRS manager for inclusion of specific gravity information for liquids
MSDS Net Unit Volume	MSDS Net Unit Volume set to default value '1.0'	Contact HMIRS manager for inclusion of net unit volume information for liquids

Default Values. When ERLS is unable to extract information from HMIRS, we will use default values in some cases to allow the inventory to be counted. The theory is that some data is better than no data. Notification that the default values have been added will be included once in the MSDS Default Notification listing. After that, the MSDS is in the ERLS system (with the default values) and all inventory recorded against that MSDS will be calculated using the default values. There will be a periodic refresh of the information from HMIRS, so if additional data is added to HMIRS, when we extract the information again, the correct (non-default) values will be used for calculations from that point in time. No re-calculation of previous inventory information will be performed. The default values are:

Form code. The form code defaults to solid, if ERLS cannot determine if the MSDS represents a liquid or gaseous item.

Net Unit Weight. The net unit weight defaults to 8.33 pounds, the weight in pounds of 1 gallon of water.

Chemical High/Low Percentages. The ERLS default for chemical percentages is to average the total number of chemical(s) for the items. So if an MSDS reflected four chemicals, the default values for the percentage of chemical would be 25% each. The same is true if some of the chemical percentages are known and some are not. If the MSDS contains 4 chemicals and the percentages are known for three of them and together these three chemicals total up to 90%, then the default for the fourth chemical would be the remainder which would be 10%.

Specific Gravity. The ERLS default for Specific Gravity is 1.0. This will be used for an MSDS identified as a liquid when the Specific Gravity is not available from HMIRS.

Net Unit Volume. The ERLS default for Net Unit Volume is 1.0. This will be used for an MSDS identified as a liquid when the Net Unit Volume is not available from HMIRS.

## 2. P2 Discrepancy List Reviews.

Additional Discrepancy lists are available under the Pollution Prevention Main Menu. Like the inventory discrepancy lists, each of the Pollution Prevention (P2) discrepancy lists, regardless of its source, will indicate similar information. There will always be a Date Processed, and lists will appear in reverse date sequence (most current to least current). All discrepancies can be viewed by any ERLS user. Be sure to use the Binoculars (Expanded Search) icon to focus in on your specific activity or a specific date. ERLS receives daily files of acquisition, requisition, and hazardous material returns from SAMMS and FAS and performs a daily database link with BOSS for acquisition data. These records may be for stock numbers that ERLS is not tasked to track. In order to limit the records appearing in the discrepancy lists to a manageable level, each day ERLS totals up all records received for any stock number not currently recorded in ERLS, and provides one error message indicating this number.

Print the Listings. You may print the discrepancy list you wish to review. You should not print the entire list. It would be advisable to print only the activity and day you are interested in reviewing or limiting the number of pages you print. Print appears under the menu option Function on each of the Discrepancy screens. Errors will appear on the day the record processed. Since these records are not recurring, like the inventory records describe in section 1, each discrepancy appears only once. The error is kept in ERLS for up to seven days and then is automatically deleted.

Deleting Records. There is no individual delete capability provided. All errors are automatically removed after 7 days.

Acquisition Errors. There are three different acquisition discrepancy lists. Access these lists starting from the ERLS Pollution Prevention Main Menu. CLICK on Acquisition Mgmt in the menu. CLICK on Acquisition Discrepancy Notifications. CLICK on the appropriate choice.

BOSS Acquisition Errors. The data elements you will be given are the Date Processed, the Activity, the Error Message, the PIIN, CLIN, Award Date, Total dollar value of the Contract, the NSN or the Local Stock Number, the Quantity and the Unit of Measure (U/M). Use the Expanded Search icon to find specific errors by Activity, PIIN, CLIN or date.

Error Messages	What to do
MAT ITM NOT FND: XX	Any record received from BOSS with a stock number that is not already recorded in ERLS. The error message is followed by a number, which is the total number of records that received this error. No specific PIIN/CLIN information is provided since this is a roll up figure. No further action is required. The ERLS PMO will monitor these errors and perform quality assurance checks to ensure their validity.
DUPLICATE LINE RECORD	ERLS received a duplicate record from the BOSS system. The duplicate record will be displayed. Review of these errors may uncover problems with the interface between BOSS and ERLS.

FAS Acquisition Errors. The data elements you will be given are the Date Processed, the Activity, the Error Message, the PIIN, CLIN, Award Date, Total dollar value of the Contract, the NSN, the Quantity and the Unit of Measure (U/M). Use the Expanded Search icon to find specific errors by Activity, PIIN, CLIN or date.

Error Messages	What to do
MAT ITM NOT FND: XX	Any record received from FAS with a stock number that is not already recorded in ERLS. The error message is followed by a number, which is the total number of records that received this error. No specific PIIN/CLIN information is provided since this is a roll up figure. No further action is required. The ERLS PMO will monitor these errors and perform quality assurance checks to ensure their validity.
DUPLICATE LINE RECORD	ERLS received a duplicate record from the FAS system. The duplicate record will be displayed. Review of these errors may uncover problems with the interface between FAS and ERLS.

SAMMS Acquisition Errors. The data elements you will be given are the Date Processed, the Activity, the Error Message, the PIIN, Award Date, NSN, Total dollar value of the Contract, the Quantity and the Unit of Measure (U/M). Use the Expanded Search icon to find specific errors by Activity, PIIN, or date.

Error Messages	What to do
MAT ITM NOT FND: XX	Any record received from SAMMS with a stock number that is not already recorded in ERLS. The error message is followed by a number, which is the total number of records that received this error. No specific PIIN information is provided since this is a roll up figure. No further action is required. The ERLS PMO will monitor these errors and perform quality assurance checks to ensure their validity.
DUPLICATE LINE RECORD	ERLS received a duplicate record from the SAMMS system. The duplicate record will be displayed. Review of these errors may uncover problems with the interface between SAMMS and ERLS.

Requisition Errors. There are seven different requisition discrepancy lists. Access these lists starting from the ERLS Pollution Prevention Main Menu. CLICK on Requisition Mgmt in the menu. CLICK on Requisition Discrepancy Notifications. CLICK on the appropriate choice.

BOSS Requisition Errors. We currently do not receive requisition data from BOSS. This window will not contain data.

FAS Requisition Errors. The data elements you will be given are the Date Processed, the Document Number, the Error Message, the NSN, Quantity, the Unit of Measure (U/M) and the Total dollar amount of the requisition. Use the Expanded Search icon to find specific errors by Document Number, NSN, or date.

Error Messages	What to do
MAT ITM NOT FND: XX	Any record received from FAS with a stock number that is not already recorded in ERLS. The error message is followed by a number, which is the total number of records that received this error. No specific Document Number/NSN information is provided since this is a roll up figure. No further action is required. The ERLS PMO will monitor these errors and perform quality assurance checks to ensure their validity.
DUPLICATE REQUISITION	ERLS received a duplicate record from the FAS system. The duplicate record will be displayed. Review of these errors may uncover problems with the interface between FAS and ERLS.
BLANK UNIT OF ISSUE	The Unit of Issue code was blank for the requisition.

FAS Returns Errors. The data elements you will be given are the Date Processed, the Document Number, the Error Message, the NSN, Quantity, and the Unit of Measure (U/M). Use the Expanded Search icon to find specific errors by Document Number, NSN, or date.

Error Messages	What to do
MAT ITM NOT FND: XX	Any record received from FAS with a stock number that is not already recorded in ERLS. The error message is followed by a number, which is the total number of records that received this error. No specific Document Number/NSN information is provided since this is a roll up figure. No further action is required. The ERLS PMO will monitor these errors and perform quality assurance checks to ensure their validity.

<b>DUPLICATE RETURN</b>	ERLS received a duplicate record from the FAS system. The duplicate record will be displayed. Review of these errors may uncover problems with the interface between FAS and ERLS.
-------------------------	--

FLIS ENAC Errors. The data elements you will be given are the Date Processed, the Document Number, NSN, ENAC, and the Error Message. Use the Expanded Search icon to find specific errors by Environmental Attribute Code (ENAC), NSN, or date.

Error Messages	What to do
<b>INPUT REJECTS: XX</b>	Any record received from FLIS with a stock number that is not already recorded in ERLS. The error message is followed by a number, which is the total number of records that received this error. No specific NSN/ENAC information is provided since this is a roll up figure. No further action is required. The ERLS PMO will monitor these errors and perform quality assurance checks to ensure their validity.
<b>ENAC ERR- NOT PROCESSED</b>	ERLS received an invalid ENAC from the FLIS interface. The invalid record will be displayed. Review of these errors may uncover new ENAC codes that need to be added to ERLS.

FLIS IMM Errors. The data elements you will be given are the Date Processed, the Federal Supply Classification (FSC), the Integrated Materiel Manager (IMM) and the Error Message. Use the Expanded Search icon to find specific errors by IMM, FSC, or date.

Error Messages	What to do
<b>FSC ERR- NOT PROCESSED</b>	ERLS received an invalid FSC from the FLIS interface. The invalid record will be displayed. Review of these errors may uncover new FSC codes that need to be added to ERLS.

GSA Requisition Errors.

The data elements you will be given are the Date Processed, the DODAAC, the FY-Year, the FY-Month, the Error Message, the NSN, the Qty, the U/M and the \$ Amount.

Error Messages	What to do
<b>MAT ITM NOT FND: XX</b>	Any record received from SAMMS with a stock number that is not already recorded in ERLS. The error message is followed by a number, which is the total number of records that received this error. No specific Document Number/NSN information is provided since this is a roll up figure. No further action is required. The ERLS PMO will monitor these errors and perform quality assurance checks to ensure their validity.
<b>DUPLICATE REQUISITION</b>	ERLS received a duplicate record from the SAMMS system. The duplicate record will be displayed. Review of these errors may uncover problems with the interface between SAMMS and ERLS.
<b>BLANK UNIT OF ISSUE</b>	The Unit of Issue Code was blank for the requisition.

SAMMS Requisition Errors. The data elements you will be given are the Date Processed, the Document Number, the Error Message, the NSN, Quantity, the Unit of Measure (U/M) and the Total dollar amount of the requisition. Use the Expanded Search icon to find specific errors by Document Number, NSN, or date.

Error Messages	What to do
MAT ITM NOT FND: XX	Any record received from SAMMS with a stock number that is not already recorded in ERLS. The error message is followed by a number, which is the total number of records that received this error. No specific Document Number/NSN information is provided since this is a roll up figure. No further action is required. The ERLS PMO will monitor these errors and perform quality assurance checks to ensure their validity.
DUPLICATE REQUISITION	ERLS received a duplicate record from the SAMMS system. The duplicate record will be displayed. Review of these errors may uncover problems with the interface between SAMMS and ERLS.
BLANK UNIT OF ISSUE	The Unit of Issue Code was blank for the requisition.

SAMMS Returns Errors. The data elements you will be given are the Date Processed, the Document Number, the Error Message, the NSN, Quantity, and the Unit of Measure (U/M). Use the Expanded Search icon to find specific errors by Document Number, NSN, or date.

Error Messages	What to do
MAT ITM NOT FND: XX	Any record received from SAMMS with a stock number that is not already recorded in ERLS. The error message is followed by a number, which is the total number of records that received this error. No specific Document Number/NSN information is provided since this is a roll up figure. No further action is required. The ERLS PMO will monitor these errors and perform quality assurance checks to ensure their validity.
DUPLICATE RETURN	ERLS received a duplicate record from the SAMMS system. The duplicate record will be displayed. Review of these errors may uncover problems with the interface between SAMMS and ERLS.

### 3. Notification Lists Review.

There are two notification lists provided for your review. These include chemicals that are nearing or have reached specific thresholds established by regulatory agencies. They are a quick way to identify the chemicals that you will want to take action on at your installation. If you are a DRMO Level 1 user, you will first receive a selection list identifying the installations that are within your authority. You must first select the installation before you proceed to the TPQ 80 Percent window or the PSM chemical window. Only the DRMO Level 1 user needs to perform this intermediate step.

Chemicals Exceeding 80% of TPQ. The data elements you will be given are the Balance Date, your installation, the Chemical Abstract Service (CAS) Number, the weight, and the Regulatory Agency responsible for the threshold. This is a read only list. You cannot make any changes to this list. The chemical(s) on this listing are the ones that are at or over 80% of the Threshold Planning Quantity (TPQ). The presence of a chemical on this list that exceeds the TPQ, requires you to perform EPCRA reporting. You should monitor this list daily, to determine if a threshold will be exceeded. You can review the threshold assigned for the CAS number under the Chemical management screens under the Substance selection from the ERLS Compliance Main Menu.

PSM Chemicals in Inventory. The data elements you will be given are the Balance Date, your installation, the Chemical Abstract Service (CAS) Number, and the weight. These are all chemicals that OSHA regulates that are stored at your location. These chemicals are only calculated if they have met the minimum Accountable Percentage on the item. All PSM chemicals that meet the Accountable Percentage

appear on this list. You can review the threshold assigned for the CAS number under the Chemical management screens under the Substance selection from the ERLS Compliance Main Menu.

#### 4. Adding a Local MSDS into ERLS.

When there is no MSDS number already assigned in HMIRS, a Local MSDS number should be assigned in ERLS to provide the necessary chemical information to allow ERLS to perform its calculations. Local MSDS numbers should only be assigned at the DRMO. For the Inventory Control Point BOSS system and the DSS inventory system, a request for an HMIRS MSDS should be initiated. Follow existing procedures for requesting an HMIRS MSDS. If you do not know these procedures, contact the technical support request line at DSCR.

DRMOs, because of the nature of their business, are not required to request an HMIRS MSDS for Hazardous Materials received by the DRMO. When this inventory information is entered into DAISY, a Local MSDS number must be entered.

This allows ERLS to calculate the chemical balances for the inventory with the non-HMIRS MSDS. When the Local MSDS is entered into DAISY, it must also be entered into ERLS to make the connection between the two systems, so inventory calculations can be performed. You should check ERLS to make sure your stock number (either Local Stock Number or National Stock Number) is already recorded in ERLS. If it is not, enter it before you begin to add your Local MSDS number.

#### DRMO Guidelines for entry of Local MSDS

- Required for DLA generators
- Not required for non-DLA generators that have their own system to provide HM reporting capability (e.g., HSMS, AF-EMIS)
- Required for non-DLA generators that do not have their own system for HM reporting

Structure of the Local MSDS Number. The structure of the Local MSDS has been agreed upon by DLA. A Local MSDS may be up to 8 characters in length. The first 4 positions should represent the originating activity (the DRMO should enter their RIC+1). The next two positions will be the last two positions of the year (e.g., 98 for 1998). The last two positions should be a non-significant, unique, alpha numeric assignment. Each position may be alpha or numeric. For example, the last two positions could be 1A, AA, A1, or 11. The only requirement is that for a given year, the same two position code will not be repeated. It would be advisable that the local activity establish its own sequence criteria to assist in assignment of these values. Examples of a complete Local MSDS might be ST4A9803, ST4A98BD, ST4A99C7, ST4A008A. Each Local MSDS must uniquely represent a specific list of chemical(s) with specific percentages or range of percentages. You may use a Local MSDS that has been assigned by another activity if you wish, as long as it represents the information for your item.

#### Local MSDS Structure

POSITION	DATA TO ENTER
1-4	RIC+1
5-6	TWO POSITION YEAR (98 FOR 1998, 00 FOR 2000)
7-8	Any unique alpha-numeric code (AA, A1, 1A, 01)



Determine if a Local MSDS Number already exists. Before creating a new Local MSDS number and entering it into ERLS and your inventory system, you will want to review ERLS to see if someone has already done the work for you. Then, you can use the previously established number, instead of creating a new one. You will use the Expanded Search icon (Binoculars) to perform this function.

How do I get there? From the ERLS Compliance Main Menu, select Items by CLICKING once. Select MSDS Info. Mgt. then select MSDS Mgt. by CLICKING once.

What do I do? CLICK once on the Expanded Search icon (Binoculars). This will bring up another screen. Enter the trade name for your product, or a part of the trade name. The percent sign (%) is the ERLS wildcard. Be sure your Sort criteria is set to Local MSDS No. If it isn't, use the arrow button to view options and select (highlight) Local MSDS No. CLICK once on OK. This will return a pick list of Local MSDS numbers already entered into ERLS that match the criteria of your search. Double CLICK on the selection that appears to match your information, and review the data in the MSDS screens to verify that it matches the data on your MSDS. Pay particular attention to the Chemicals/CAS Numbers and percentages identified for the Local MSDS. They must match yours exactly before you should use this number. If the data is a match, use the Local MSDS number that appears on the screen for your inventory system entry. No ERLS entry is required.

No data returned from search. If you don't have the trade name, or get no results from that query, try performing the same expanded search, only enter the CAS number (or one of the CAS numbers if there are more than one) that appear on the MSDS. Follow the same procedure that you did for the Trade Name. If you still get no results from your query, you will have to establish your own Local MSDS.

What is the last Local MSDS number assigned by my activity? Perform the same expanded search, only enter your four position RIC+1, followed by a percent (%) wildcard in the Local MSDS No. field. Follow the same procedure that you did for Trade Name. If no records are returned, you may use any alpha/numeric combination. If records are returned, you will be able to use a value that is not already assigned.

Establishing a new Local MSDS. Using the structure identified above, create a new Local MSDS number using an available alpha/numeric combination. If you don't know what values are available, use the expanded search capability to find the numbers your activity has already assigned in ERLS. See What is the last Local MSDS number assigned by my activity? above for these instructions. Enter this number when you enter the inventory information into the DAISY system. Enter the Local MSDS number information into ERLS. The National Stock Number (NSN) or Local Stock Number should already be recorded in ERLS before you begin to build your Local MSDS. If it isn't, add the number under the Items selection using the Add feature under Material Item Management.

How do I get there? From the ERLS Compliance Main Menu, select Items by CLICKING once. Select MSDS Info. Mgt. by CLICKING once. Select MSDS Mgt. by CLICKING once.

What do I do? CLICK once in the field marked LOCAL MSDS. Enter the new Local MSDS number in the space provided. Enter a Manufacturer's MSDS number if you have one, otherwise TAB to Container. Enter the Container, if known and TAB to Trade Name. Enter trade name. If the MSDS contains proprietary information, CLICK once on the box next to Proprietary. Select the appropriate HCC Code from the drop down list. Select the form (Solid, Liquid, Gas) by CLICKING on the radial button with your cursor. This will gray out the Net Unit Weight/Net Unit Volume/Specific Gravity fields as appropriate for the form you have selected. If you selected Solid or Gas, use your cursor to highlight the Net Unit Weight and enter the data. Your weight must be entered in Pounds. You may enter up to two decimal places. If you do not enter

decimal places, they will be added as zeros for you. If you selected Liquid, use your cursor to highlight the Net Unit Volume and enter the data. Your volume must be entered in Gallons. You may enter up to four decimal places. If you do not enter decimal places, they will be added as zeros for you. TAB to the Specific Gravity and enter the data. . You may enter up to four decimal places. If you do not enter decimal places, they will be added as zeros for you. If the MSDS contains radioactive elements, select Yes in the Radioactive area by CLICKING on the radial button with your cursor. Select the appropriate Health Hazard by CLICKING on the box next to Acute and/or Chronic. After reviewing all of your data, CLICK once on Add.

**TIP :** Net Unit Weight must be entered in Pounds. Net Unit Volume must be entered in Gallons. If your MSDS does not have the measurement in these units, refer to section 3.4.3. What to do if you don't have all the information you need.

What to do if I don't have all the information I need. Some of the information you need to enter for a Local MSDS may not appear on the MSDS sheet that you have. Or your weight measurement may be different than that required by ERLS (pounds or gallons). This section will help you decide what to enter for your Local MSDS. These suggestions will make your entry of this information consistent with the rest of ERLS.

If you cannot determine if the item is Solid, Liquid or Gas, use Solid. Use the Conversion chart provided below to convert your weight into pounds if you selected Solid. Use the same conversion chart to convert your measurement unit weight into gallons if you selected Liquid. For Solids and Gases, if you do not have any weight information, enter 8.33 for your Net Unit Weight.

For Liquids, if your MSDS does not have a Net Unit Volume identified, but it does have a weight (in pounds), then use this formula to calculate the Net Unit Volume in gallons: Net Weight (in Pounds) divided by (8.33 multiplied by the Specific Gravity).

**NOTE:** Do the multiplication first then the division.

If your Net Weight is not in pounds, convert it to pounds first. If you do not have a Specific Gravity, use 1 for this value. If you don't have any of this information, default the Net Unit Volume to 1 and the Specific Gravity to 1. See next page for Conversion Chart for common units of measure.

**Conversion Chart for common units of measure**

Your Unit of Weight	SOLIDS/GASES	LIQUIDS
	Multiply your amount by this to calculate in Pounds	Multiply your amount by this to calculate in Gallons
Ounces	0.0625	
Gram	0.002	
Kilogram	2.205	
Ton	2000	
Troy Ounce	0.0686	
Barrel (standard 31.5 gallon)		31.5
Cubic Foot		7.481
Cubic Meter		264.2
Cubic Yard		202

Liter	0.2642
Pint	0.125
Quart	0.25
Ounces (Fluid)	0.0078125
Cubic Centimeter	0.000264
Deciliter	0.0264
Gill	0.03125
Milliliter	0.00264

Entering Chemicals/CAS numbers. Selecting Add will take you to another screen where you will see the Chemicals/CAS numbers associated with the Local MSDS. Since you are just adding this, there will be none. CLICK once on the CAS No. List. Enter the CAS number or a wild card (percent sign (%) is the ERLS wild card) to get a pick list of CAS numbers and chemicals to select from. Double CLICK on the selected Chemical and you will be returned to the previous screen, with your selected Chemical identified. Hit TAB and enter the Low Percent. Hit TAB and enter the High Percent for this chemical. If you only have one percent, enter it in the Low field. CLICK once on Add. If this is your only chemical, you are ready to exit, but if you have other chemicals, you need to add them all before you exit this screen. CLICK once on Clear and begin the process again by CLICKING once on the CAS No. List. If you make a mistake, you can modify the chemical by highlighting it first (CLICK once on the chemical), then changing your percentage(s), and then CLICK once on modify. If you need to delete an entire chemical, CLICK once on the chemical, CLICK once on Delete, and CLICK once on Yes in the Delete Confirmation Box. Continue with the same process, until all chemicals are identified. If you only identified one chemical, ERLS will change your MSDS from a Mixture to Pure when you exit this screen. If you are done with all the chemicals, CLICK once on Exit.

TIP : When looking for your CAS number, you don't have to enter the entire number. Just type in the first 3 or 4 numbers, and CLICK on LIST. ERLS will list all of the CAS numbers for you, starting from that point. Then you can just select the CAS.

What to do if the CAS is not present in ERLS. If you have a CAS number on your MSDS sheet that is not resident in ERLS, don't worry. You don't have to enter data for this CAS, since it is not reportable in ERLS. If this was the only CAS number, then exit out of the screens. You do not need to enter any Local MSDS information. If other CAS numbers are present, and they are available in ERLS, enter them. If you end up with only one Chemical entered, even though you had more on your MSDS, ERLS will still set the MSDS to Pure instead of Mixture. A future enhancement will let you bypass this default when required, but for now, you will have to select OK when asked if the MSDS should be set to Pure.

Entering the Stock Number information. When you exit the Chemical screens, ERLS will automatically take you to the Material Item Management screen, where you can select a National Stock Number (NSN) or a Local Stock Number (LSN) to associate with this MSDS. You must assign at least one NSN or LSN to the MSDS. You can use the search functions in the upper right corner of the screen to select the NSN/LSN. Just enter in all or part of the data and CLICK on List. A wild card is not necessary if you enter part of the data. Double CLICK on the NSN/LSN on the Available side to move it to the Assigned side. Double CLICK on the NSN/LSN on the Assigned side to remove it from the MSDS. When you are done, CLICK on Exit. You have now completed your entry of a Local MSDS.

TIP : If you got to this point, but your stock number is not in ERLS, you can assign another stock number on this screen. This will save all of the information you have already entered. Go to the Material Item

Screen and add the Local Stock Number or NSN. Then you only have to modify the Local MSDS to assign the correct Material Item. This will save having to re-enter all of the information. But don't forget to go back and fix your Local MSDS!

## 5. Adding Unplanned Release Information into ERLS.

ERLS is a central repository for storing Unplanned Release (Spill) information. There are several screens to enter and collect the spill information. You may not have data to enter on each screen. These directions will step you through each of the screens.

How do I get there? From the ERLS Compliance Main Menu, select Releases by CLICKING once. Select Release Log & Reports by CLICKING once. Select Hazardous Material Spills. You are now at the first window for Unplanned Releases for Hazardous Materials. You must have Activity or Installation authority to enter data.

Unplanned Release Screen. Select your installation by CLICKING once. You may have to use the down arrow to give you the drop down box to select your installation. Hit TAB once and enter the Incident Date (format MM-DD-YYYY) and time (24 hour clock). CLICK once on the Reported Indicator if the Release has already been reported. Hit TAB and enter the Contact Person name. You will now need to enter additional information about the Unplanned Release. You will see five buttons at the bottom of this screen where you may enter text information about the Unplanned release. CLICK on each button to enter data. As a minimum, you must enter data for the Incident Cause. The five buttons are:

Incident Cause. Enter a text account of the incident cause. You must always enter an Incident Cause. CLICK once on OK when done. Your Unplanned Release is added to the database and you receive a message "Successfully Added". You will be returned to the Unplanned Release Screen.

Environmental Impact. Enter a text account of the Environmental impact of the spill. This data is optional. CLICK once on OK when done. Your data is updated on your Unplanned Release and receive a message "Successfully Modified". You will be returned to the Unplanned Release Screen.

Comments. Enter a text account of any comments. This data is optional. CLICK once on OK when done. Your data is updated on your Unplanned Release and receive a message "Successfully Modified". You will be returned to the Unplanned Release Screen.

Injury Description. Enter a text account of any injuries sustained as a result of the release. This data is optional. CLICK once on OK when done. Your data is updated on your Unplanned Release and receive a message "Successfully Modified". You will be returned to the Unplanned Release Screen.

Location. Enter a text account of the location of the spill. This data is optional. CLICK once on OK when done. Your data is updated on your Unplanned Release and receive a message "Successfully Modified". You will be returned to the Unplanned Release Screen.

Completion of Unplanned Release Information. If this is all the information that is required, you are done. Your information is stored in the database. Use the directions listed under the section, Reviewing previous Unplanned Release Reports/Information to view this information.

Unplanned Release Report Screens. You will need to enter additional information for an unplanned release report.

Product icon (Spray Can). CLICKING once on the Product icon (Spray Can) at the toolbar will allow you to enter information about the substance(s) that spilled. CLICK once on the Add button. Select the appropriate box in the Product Location Confirmation box. If the item was in a storage location when the spill occurred, CLICK once on Yes. Otherwise, CLICK once on No.

In Storage Location. You are here because you CLICKED Yes to indicate your unplanned release was in a storage location. Enter the Storage Location of the item. This must be a Storage Location that has previously been entered into ERLS that has inventory against it. CLICK once on List MSDS by Location. You will be given a pick list to choose an MSDS. If ERLS returns a screen with no MSDS information, CLICK on Cancel and double check your storage location. CLICK once on the appropriate MSDS that identifies your item. This will return you to the previous screen. The on hand quantity of this item will be displayed for you in the Estimated Product Released Box. Enter the approximate amount of the material that was released. A Manufacturers name may also be added. CLICK once on Add. Return to the Product window by CLICKING on Exit.

Not in Storage Location. You are here because you CLICKED No to indicate your unplanned release was not in a storage location. Enter the MSDS (either the HMIRS MSDS already in ERLS or the Local MSDS that you already assigned and entered into ERLS) of the item. CLICK once on Find. ERLS will display the information for the given MSDS. Enter the Unit of Measure, estimated amount of the product that was released, the Location of the spill, and a manufacturer's name. All except the manufacturer's name are required before the Add button will be activated. CLICK once on Add.

Additional Products. Add additional products involved in the spill using the above directions until completed. Exit the Product Selection Screen by CLICKING once on Exit. If you select a product in the list and CLICK on the Ingredient Inquiry (Person at Computer) icon, you can see the reportable quantity for the chemicals in that item, and a calculation of the amount of the chemical that was spilled. This is a quick way to determine if you need to report the spill.

Report Information icon (Charts). CLICKING once on the Report Information icon (Charts) at the toolbar will allow you to enter information required on a Spill report. Enter the submitter, his/her title and the date they signed the report. You should enter the contact person and phone number. You will now need to enter additional information about the Unplanned Release report. You will see four buttons at the bottom of this screen where you may enter text information about the Unplanned release. CLICK on each button to enter data. As a minimum, you must enter the Incident Cause. The four buttons are:

Incident Cause. Enter a text account of the incident cause. Entry of data is required in this screen. CLICK once on OK when done. You will be returned to the Unplanned Release Report Screen. Your entry has been added and the message "Requested action successfully completed" appears.

Environmental Impact. Enter a text account of the environmental impact. This data is optional. CLICK once on OK when done. You will be returned to the Unplanned Release Report Screen. Your entry has been added and the message "Requested action successfully completed" appears.

Action Taken. Enter a text account of the action taken to resolve the spill. This data is optional. CLICK once on OK when done. You will be returned to the Unplanned Release Report Screen. Your entry has been added and the message "Requested action successfully completed" appears.

Injury Description. Enter a text account of any injuries sustained during the spill. This data is optional. CLICK once on OK when done. You will be returned to the Unplanned Release Report Screen. Your entry has been added and the message "Requested action successfully completed" appears.

Completion of Unplanned Release Report Information. If this is all the information that is required, you are done. CLICK on Exit. Your information is stored in the database.

Reviewing previous Unplanned Release Reports/Information. You may view and revise information on Unplanned Releases that you have previously entered into ERLS. The same screens that you used to add the information may be used to modify or delete information. You have to select your information or report first.

How do I get there? From the ERLS Compliance Main Menu, select Releases by CLICKING once. Select Release Log & Reports by CLICKING once. You are now at the main screen for Unplanned Releases. You must have Activity or Installation authority to enter or revise data.

Unplanned Release Screen. Select your installation by CLICKING once. You may have to use the down arrow to give you the drop down box to select your installation. CLICK once on Find. This will bring up a pick list of previously entered information identified by date and time of entry. CLICK once on the appropriate entry to select it. You will be returned to the Unplanned Release Screen. You may change any of the information on the screen. If this is all you need to change, CLICK once on Modify. Your record will be modified. If you want to delete this record, CLICK once on Delete. You must delete any products that have been associated with this record prior to deleting the report. If you wish to modify any of the additional information about the Unplanned Release, you will use the five buttons at the bottom of this screen to enter text information about the Unplanned release. CLICK on each button to enter data. The five buttons are:

Incident Cause. Revise the text account of the incident cause. CLICK once on OK when done. You will be returned to the Unplanned Release Screen and the entry is modified.

Environmental Impact. Revise the text account of the Environmental impact of the spill. CLICK once on OK when done. You will be returned to the Unplanned Release Screen and the entry is modified.

Comments. Revise the text account of any comments. CLICK once on OK when done. You will be returned to the Unplanned Release Screen and the entry is modified.

Injury Description. Revise the text account of any injuries sustained as a result of the release. CLICK once on OK when done. You will be returned to the Unplanned Release Screen and the entry is modified.

Location. Revise the text account of the location of the spill. CLICK once on OK when done. You will be returned to the Unplanned Release Screen and the entry is modified.

Completion of Unplanned Release Information. If this is all the information that you need to modify, you are done. Your information is stored in the database.

Unplanned Release Report Screens. You may want to revise or provide additional information for an unplanned release report.

Product icon (Spray Can). CLICKING once on the Product icon (Spray Can) at the toolbar will allow you to enter information about the substance(s) that spilled. If you need to add additional products, follow the directions to add new products when you first entered this data. If you need to modify some information already entered, CLICK once on the appropriate product to select it. CLICK once on the Modify button. Enter the revised information and CLICK once on Modify. If you need to delete a product, CLICK once on the appropriate product to select it. Then CLICK once on the Delete button. You will be given a confirmation box before the delete action will process.

Report Info icon (Charts). CLICKING once on the Report Information icon (Charts) at the toolbar will allow you to view/revise information on a previously recorded Spill report. CLICK once on the Select Report ID button. You will be given a pick list of reports to choose from. CLICK once to select the appropriate report. Enter the revised information on the screen. You may enter cleanup actions by CLICKING once on the Action icon (Hand). This will take you to another screen. CLICK once on Add New to add new actions. You will now see an additional screen with selections of Mitigation actions to choose from. CLICK once on the appropriate action and CLICK once on Add. When completed, CLICK once on Exit. You may also change any of the information that you previously entered under the four buttons at the bottom of this screen. CLICK on each button to enter data. The four buttons are:

Incident Cause. Revise the text account of the incident cause. CLICK once on OK when done. You will be returned to the Unplanned Release Report Screen and the entry is modified.

Environmental Impact. Revise the text account of the environmental impact. CLICK once on OK when done. You will be returned to the Unplanned Release Report Screen and the entry is modified.

Action Taken. Revise the text account of the action taken to resolve the spill. CLICK once on OK when done. You will be returned to the Unplanned Release Report Screen and the entry is modified.

Injury Description. Revise the text account of any injuries sustained during the spill. CLICK once on OK when done. You will be returned to the Unplanned Release Report Screen and the entry is modified.

Completion of Unplanned Release Report Information. If you have no more revisions to make, you are done. CLICK on Exit. Your information is stored in the database.

Printing the Unplanned Release Report. On the Unplanned Release Screen, highlight your installation. Select Function from the menu options. You do not need to have a report on the screen to be able to print. Select Print. This will bring up a screen with the total number of reports. Each report date and time will be listed. You may select the specific report you want to print by CLICKING on the date/time for the report. The print job will go immediately to your printer (no print preview). More than one report may be selected in this manner. You may also enter a specific date range in the Start and End Date fields. CLICK on Print to print this range. If you wish to print all of your reports, leave the Start and End Date fields blank and CLICK on Print. CLICK on Cancel if you decide not to print, or when you have printed all the reports you need.

## 6. Printing in ERLS.

What can be printed. ERLS was developed to be an on-line system that would allow viewing the information on the screen. Early users indicated it would be helpful if several screens containing information in ERLS had a print capability. As a result of this user input, print capabilities were added to several windows.

How do I select the Print Option? On some Report Screens, a Print button is prominently displayed. For other windows, there may be a Print icon. For all other screens, CLICK on Function at the top menu. Print will be available as an option under Function. If Print is not present under Function, and there is no Print button or icon, there is no Print capability for that window.

How print works. For most of the windows, you must first submit an inquiry to the database before Print will be enabled. Exceptions to this are screens, such as the Error notification screens, where data is automatically populated for you. There are also some cases in ERLS where the amount of data is so large,

that the Print icon is only enabled after you have used the Expanded Search function and limited your data. Once Print is enabled and you select it, for most screens, ERLS will return with a screen that tells you how many records will be printed. This screen will allow you to cancel the print or limit your print by entering a specific date or date range. As an alternative, you can limit your data prior to printing by using the Expanded Search function and specifying selective data before activating the Print functions. We encourage you to limit your printing to only the data that you really need to see. Printing in ERLS takes time, because it extracts all of the records and formats them for the printed page prior to returning the window with the count. If you decide not to print at this point, CLICK on Return to go back to the previous screen. Depending on the data, you may be able to limit the data at the Print Count window by a date or date range. If you want only one date, enter the same date in both the Begin and End date. The Date format is MM-DD-YYYY. You must enter the dashes. For Date Ranges, the Begin Date must be earlier than the End Date. Whether you entered date information or not, to proceed with your print request, select OK. Your print job is now being prepared for you. It will display your printed report in a print preview format before it actually sends it to your printer. This give you one last chance to make sure you want to print all of the information. If you do, select the printer icon at the top of the report form screen. You will be asked if you want to print All or a specific page number range. CLICK on OK when ready to print. If you decide not to print, just Close the print preview screen by CLICKING on the Close (X) button in the upper right hand corner.

I want to download my print job to a file. Most of the data that ERLS prints is in simple columns and is easily downloaded into formats that let you load the data into Word Processing or Spreadsheet applications. For this type of download, select the Down Arrow on the envelope button at the top of the report form screen. You will see an Export window that has two entries: Format and Destination. For Format, if you have Excel on your PC, you can select the correct Excel version and it will create a file that you can use in Excel. If you would rather save the file as a word processing document, choose the option for your word processing system (such as Word for Windows documents). If these don't work, for columnar data, we have found the next best Format is Record Style (columns of values).

Destination should be Disk File. CLICK on OK. Depending on the Format you chose, you may be asked for additional information. If asked, check the boxes to have the date and number formats stay the same. CLICK on OK. Select the drive, directory and file name where you want to send your data. CLICK on OK. You can then exit out of ERLS to manipulate the data in your Word processing or Spreadsheet application. Depending on your default set up in your spreadsheet or word processing system, numbers (for example, the number of days on site) from the ERLS reports may be changed to values that include decimal places. This requires you to change the format of those columns in your downloaded file back to number/no decimal place, to reflect the data accurately. You should always review a display of this data before sending to any State or Local agency.

If you want to download the reports, which have a lot of formatting features in them, you should use the Rich Text option or the Word for Windows documents under the Format. This will remove the formatting features, like lines, and leave you with the data to manipulate. However, the data from the top of the report is often contained in a template, so review this data carefully. Depending on the type of Word Processing system you use, the data may be contained in the Header for your page. You may want to display this header for the first page only, and change all other headers to be blank. You will want to remove unnecessary spaces in this downloaded file, since the RTF format adds spaces. When you download the file, the page numbering of the printed report is lost. You can use your Word Processing features to give you page numbers. You will want to review how this displays before providing this information to a State or Local agency. We are working on enhancements to make this download of the reports easier and with less manual intervention.



Contact the ERLS Program Management office or the Customer Service Office if you have problems with the download function and we can walk you through the process.

## 7. Maintaining Environmental Alternative Information.

Who maintains this information. ERLS information about Environmental Alternative relationships should be maintained by an ICP user. This may be a specific individual assigned this responsibility who gathers the information from several commodity experts, or it may be several individuals at the ICP who each enter data for their own business unit.

Why do I need to maintain this information? Part of the RCRA reporting that ERLS will do requires tracking purchases (contracts) and sales (requisitions) of items that meet the EPA Comprehensive Procurement Guidelines (CPG). ERLS also needs to track similar items that were bought or sold that did not meet the guidelines. ERLS uses these alternative relationships to identify all items that should be tracked for this RCRA reporting. If the stock number relationships are not maintained, then ERLS reporting will not capture all of the necessary information. The relationship may be from a "Green" or environmentally friendly item to a "Red" or hazardous item. It may be from a green item to an item that is not hazardous, but is considered less environmentally friendly. It may also be the reverse relationship. There is no mandatory substitution for procurement or requisitions based on these alternative relationships. They are provided to assist procurement and contracting personnel in discovering alternative stock numbers that may be more beneficial to the environment.

Example of an alternative relationship. NSN-1 is a can of oil made from virgin oil. NSN-2 represents a can of the same grade of oil made of re-refined oil that meets the EPA CPG criteria. DLA is managing both items and needs to track purchases and sales of these items. NSN-2 is assigned the appropriate ENAC in the Federal Logistics Information System (FLIS) and that information is provided to ERLS. In ERLS, the ICP must establish an environmental alternative relationship between NSN-1 and NSN-2, so that ERLS can track dollar amounts for both stock numbers. The RCRA report will provide the total dollar figure for the environmentally friendly item (NSN-2) and for the total items (NSN-1 + NSN-2) and calculate the percentage of total sales for the environmentally friendly products. The relationship only needs to be established once, but if another stock number is assigned for the same grade of oil (NSN-3), it also needs to be added to the relationship. There is no limit on the number of stock numbers that may be related to another stock number.

How do I get there? From the ERLS Compliance Main Menu, select Items by CLICKING once. Select Materiel Item Management by CLICKING once. Enter the stock number in the NSN or LSN field as appropriate and CLICK on Find. CLICK on the Check (Item Environmental Alternative) icon.

What do I do? In the top left part of the window, you will see the stock number you entered, any life cycle cost information recorded for it, as well as any ENAC(s) assigned to it. In the Assigned section, you will see the stock numbers that may be used as an alternative for your entered Materiel Item. In the bottom section (Available Alternative section) you can enter in the stock number or partial stock number and CLICK on Find. Stock number(s) that match your entry criteria will appear in the list box. If the stock number is not recorded in ERLS, you may add the stock number by returning to the Materiel Item Management window (CLICK on Exit). When you see the appropriate stock number in the list, DOUBLE CLICK on it and it will move to the Assigned Alternative section. If you need to remove a stock number from a relationship, DOUBLE CLICK on the stock number in the Assigned Alternative section. You will receive a delete confirmation box. CLICK on Yes, and the stock number will be removed from the Assigned list.

Why is this important? Maintaining the environmental information associated with the Materiel Item will provide visibility of environmentally friendly products that DLA item managers can offer to customers and provides data for ERLS RCRA reports.

## Appendix B. Acronyms and List of ERLS Screens

*This section will define the acronyms used in this guide and provide a complete list of the screens in ERLS.*

### 1. Acronyms

BOSS	Base Operations Support System. The DLA retail system that manages supplies and services for DLA installations.
CAS	Chemical Abstract Service
CFR	Code of Federal Regulations
CLIN	Contract Line Item Number
CPG	Comprehensive Procurement Guideline. Designated products from EPA
DAISY	DRMS Automated Information System
DDC	Distribution Depot Center
FAS	Fuels Automated System
DLA	Defense Logistics Agency. Also referred to as HQ DLA.
DLIS	Defense Logistics Information Service
DoDAAC	Department of Defense Activity Address Code
DRMO	Defense Reutilization and Marketing Office
DRMS	Defense Reutilization and Marketing Service
DSCR	Defense Supply Center Richmond. Functional managers for HMIRS.
DSS	Distribution Standard System
EHS	Extremely Hazardous Substance. A substance determined extremely hazardous by the Environmental Protection Agency (EPA) and defined by 40 CFR 355.20.
ENAC	Environmental Attribute Code. Also called the Environmentally Preferred Item Class.
EO	Executive Order.
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act of 1986 (42 United States Code 10001-11050). Also known as Title III of the Superfund Amendments and Reauthorization Act.
ERLS	Environmental Reporting Logistics System
FAS	Fuels Automated System
FLIS	Federal Logistics Information System
Green Item	An item that is considered environmentally friendly or preferred. Usually meets established environmental attribute criteria.
GSA	General Services Administration
HCC	Hazardous Characteristics Code
HM	Hazardous Material
HMIRS	Hazardous Material Information System
HQ DLA	Headquarters, Defense Logistics Agency. Also referred to as DLA
HSMS	Hazardous Substance Management System

HW	Hazardous Waste
ICP	Inventory Control Point
JGEnvAtt	Joint Group on Environmental Attributes
LSN	Local Stock Number.
MSDS	Material Safety Data Sheet
NSN	National Stock Number
OSHA	Occupational Safety and Health Administration
PIIN	Procurement Instrument Identification Number
PC	Personal Computer
PMO	Program Management Office
PSM	Process Safety Management (OSHA term). In relation to ERLS, we maintain a threshold quantity that is mandated for OSHA regulations.
RCRA	Resource Conservation and Recovery Act
Red item	A hazardous item.
RMAN	Recovered Material Advisory Notice. Recycled content recommendations from EPA for designated (CPG) items.
SAMMS	Standard Automated Materiel Management System
TIER I	Emergency and Hazardous Chemical Inventory (Aggregate Information by Hazard Type) report required by 40 CFR 370.40.
TIER II	Emergency and Hazardous Chemical Inventory (Specific Information by Chemical) inventory report required by 40 CFR 370.41.
TPQ	Threshold Planning Quantity. Used for an extremely hazardous substance, as defined by 40 CFR 355. It is that amount of an EPCRA EHS, which when present at any one time at an installation, requires the installation to perform the reporting requirements of EPCRA, Sections 302, 311 and 312.
TQ	Threshold Quantity. Used to identify Occupational Safety and Health Administration limits for OSHA regulated chemicals.

## 2. List of ERLS Screens

There are three main menus in the ERLS system that have several categories (or menu options). Not all categories are available for your use, nor will you need them. Each of the categories contain several sub-categories. We include here a list of screens available under each of the three main menus. This can provide a quick reference to the location of the screen referred to in other parts of this user guide. Refer to the Software User Manual if you would like to see images of what the screens look like.

### ERLS ADMINISTRATION MAIN MENU

#### INSTALLATIONS

- Installation Management
- Storage Location Management
- Storage Location Review
- Transfers
  - Installation Transfer
  - Activity Transfer
  - Function Process Transfer

#### ORGANIZATIONS

- Service Agency Management
- Command Region Management

**TABLES**

- State
- DoD Activity Address (DoDAAC)
- Unit of Issue
- Mitigation Actions
- Hazardous Classes
  - HCC Management
  - EPCRA Physical Hazard Management
  - Hazard Category Management
- Location Environment Maintenance
- Waste Classifications (currently not an active ERLS capability)
- Exempt Item Reason Management
- Environmentally Friendly Items
  - Environmental Attribute Classification Management
  - Environmental Product Category Management
  - Environmental Attribute Code (ENAC) Management
  - Classification/Product/ENAC Management
- Recovered Material Content Group

**SECURITY**

- User Management
- Security Audit

**REPORTS**

- Records Received
  - Daily Records Received
  - Monthly Records Received
- Usage Report

**WINDOW**

- Tile
- Cascade

**HELP**

- Help for help
- Extended Help
- Keys help
- Help Index
- About...

**ERLS COMPLIANCE MAIN MENU**

**INVENTORY**

- Local Inventory Update
- CAA Chemical Inventory Update
- Chemical Inventory Inquiry
- Chemical Family Inventory Inquiry
- Isotope Inventory Inquiry
- Location MSDS Inquiry
- Product Inventory Inquiry

Discrepancies and Notifications

- BOSS Discrepancies
- DAISY Discrepancies
- DSS Discrepancies
- MSDS Notifications
- Chemicals Exceeding 80% of TPQ
- PSM Chemicals in Inventory
- Products Exceeding 80%
- CAA Chem Exceeding 80% of TQ

RELEASES

- Release Log and Reports
  - Hazardous Material Spills
  - Hazardous Waste Spills (currently not an active ERLS capability)
- Reportable Quantity Inquiry

ITEMS

- MSDS Information Management
  - MSDS Management
  - Combine MSDS
- Material Item Management

SUBSTANCES

- Chemical Management
- Chemical Family Management
- Category Management
- Regulatory Agency Management
- Regulatory Agency Type Management
- Isotope Management

REPORTS

- TIER I Report
- TIER II Report
- California Tier Report
- Chemical Balance Report
- Product Balance Report

WINDOW

- Tile
- Cascade

HELP

- Help for help
- Extended Help
- Keys help
- Help Index
- About...

**ERLS POLLUTION PREVENTION MAIN MENU**

WASTE MANAGEMENT (currently not an active ERLS capability)

WASTE INVENTORY (currently not an active ERLS capability )

ACQUISITION MANAGEMENT

- Contracting Activity
- Contracting Activity Review
- Contracts
- Contracts Baseline Inquiry
- Acquisition Discrepancy Notifications
  - BOSS Acquisition Errors
  - FAS Acquisition Errors
  - SAMMS Acquisition Errors

REQUISITION MANAGEMENT

- Requisitioning Activity
- Requisitioning Activity Review
- Requisitions
- Requisitions Baseline Inquiry
- Requisition Discrepancy Notifications
  - BOSS Requisition Errors
  - FAS Requisition Errors
  - FAS Returns Error
  - FLIS ENAC Errors
  - FLIS IMM Errors
  - GSA Requisition Errors
  - SAMMS Requisition Errors
  - SAMMS Returns Errors
- Hazardous Materiel Returns Inquiry
- Hazardous Returns Baseline Inquiry

REPORTS

- Acquisition RCRA Report
- Requisition RCRA Report

WINDOW

- Tile
- Cascade

HELP

- Help for help
- Extended Help
- Keys help
- Help Index
- About...