

# **BRState Software Installation Guide and User Manual**

**Developed by the Florida Dept. Of Environmental Protection**

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## Introduction

The Florida Department of Environmental Protection developed BRSDisk in 1993 to allow states to collect data reported by facilities in Biennial Reports. BRState, developed in 1997 to work in conjunction with BRSDisk, is a Windows-based implementer data control application that facilitates biennial reporting quality control and data analysis because it lets the user compare data from the current and previous reporting cycles. As of 2001 BRSDisk is no longer able to work on the current files structures for the new report and has been discontinued. In 2001 BRState was upgraded to function as a data entry tool in addition to its data collating and reporting functionality and replaces the BRSDisk functionality. Currently, 30 states use BRState to assist with the biennial reporting process. The application can be obtained via the Internet, free of charge from:

[http://www.dep.state.fl.us/waste/categories/hazardous/pages/BRS\\_data.htm](http://www.dep.state.fl.us/waste/categories/hazardous/pages/BRS_data.htm)

This document describes how to install and use BRState on a personal computer (PC).

### Minimum System Requirements

In order to function properly, BRState requires at a minimum:

P90 or equivalent microprocessor running Windows95 or better.

16 megabytes of RAM

5-50 megabytes of free disk space available (the amount of available space necessary will vary depending on the amount of biennial reporting data to be loaded)

## SECTION 1: Installing BRSDisk

BRSDisk is no longer used for Biennial Reporting.

## SECTION 2: Installing BRState Software

Installation of BRState is a two-part process. First, the application itself must be installed from the Internet. Second, the Biennial Reporting data must be integrated into the application if required.

Click on "WEBBR2011.EXE" on this web page

[http://www.dep.state.fl.us/waste/categories/hazardous/pages/BRS\\_data.htm](http://www.dep.state.fl.us/waste/categories/hazardous/pages/BRS_data.htm)



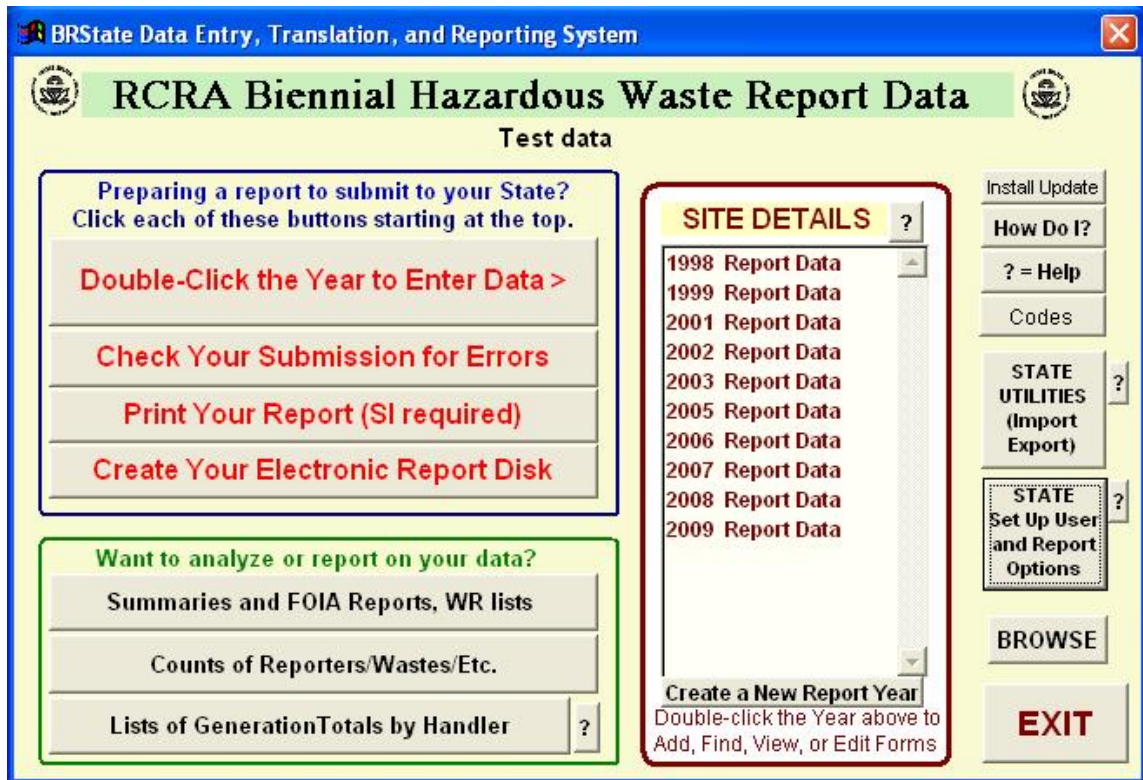
When the dialog box appears, you can select Run or Save. If you save the file, save it to a folder named c:\brs\, Then double-Click on the file c:\brs\WEBBR2011.EXE to install the program.

To continue the installation process, follow the steps as they appear on the screen and

accept all default values. A new folder will be installed in the Root directory to create c:\BRS\ . A number of files will be installed in the new BRS folder, including BRState, which will be called "Brs4.exe." BRState will also be installed in your start menu for easy access in a new folder called "BRS Data," and will be called "BRS Data Program." The BRState icon, which looks like an orange fox, may also be installed on your desktop. If the icon does not appear on your desktop and you would like it to, find the file c:\BRS\Brs.exe using your Windows Explorer, right-click on it, and select "Send to Desktop as Shortcut." The installation of BRState is now complete. Open BRState by double-clicking on "Brs4.exe," to start the application and load the biennial reporting data.

## Run

When you run BRState the first time it will start up in the easy reporter mode. This mode is intended to make first time use of the software by LQGs and other small sites required to submit the report to their State or EPA Region fairly straightforward and easy. These sites should simply click on the four large red buttons on the left side of the screen in order and the submission should be ready to send to the State or EPA Region. Optionally, the reporter can double click on the 2005 Report Data text in the Site Details listing after they have entered their first form to bring up a quicker method for data entering.



States and Large TSD reporters or reporters who want to import or export data using flat files should click on the Setup (STATE Set Up User and Report Options) button the right of the screen.

## Setup

Before loading or transferring flat file data, you need to configure the options on the setup screen: (shown below). Access the setup screen by clicking on "Setup" on the main menu. The setup screen contains options for choosing the target set of databases and the parameters for data entry. The TSD or State/Region circle should be selected (clicked) if the program will be used by a State or Region or TSD. Below is a description of fields that are relevant to loading BRS data

**BRState Program Options**

Ver.8.1 V 7.0 From the Internet Download Update Info at EPA

**Organization Name** [Test data]

**Primary Origin State** [CA] DEO [ ]

Notify report submittal to EMAIL: [ ]

Easy Report  TSD or State/Region  Multi-State DataBase Defaults Settings

**Region and Statelist (opt.)** [9] Default report Year [2009]

**Exempt Systems List** ["M121","M135","M136"] (Before 1999)

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

Subpart K Adopted  HSM/DSW Rule Adopted

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

**Base Data Path** [C:\WFP\APPS\BRS6\] New

**Temporary (work files) Path** [C:\BRS\]

**Usual Export Path** [C:\BRS\]

**Usual Import Path** [C:\BRS\]

**Use/Require:**  Form  Source  Origin  System  SIC  State Waste **Codes**  
 Read Only  Form OI Required by State Rebuild Facilities List

Save/Exit Save(List) Help Get (List) Edit List Discard/Quit

### Organization Name

The name entered here will appear at the top of the main menu screen. This field may also be used to identify the configuration for multiple data-set installations, which are used to separate confidential business information (CBI) data from non-CBI data, or to hold several states' data sets within a Region. Multiple dataset installation is enabled by entering a Number or Numeral in the Region box.

### Primary Origin State

Enter the two-letter state code for any data to be sent to EPA in flat file format.

### Easy Report – TSD or State/Region

This is selected as **Easy Report by default** – this configures BRState for use by a smaller company creating a report to submit to their State or Region. **Larger generators (Military, TSDs, large and complex generators) should select TSD or State/Region** to use the more complex features needed to manage more complex data. **States/Regions using BRState** to manage reports collected from Generators to submit to EPA should use this option as well.

### Region and State List (optional)

You may enter the EPA region number and the list of states in the region here. Multi-dataset installation is enabled by entering the number that corresponds to the EPA Region in the Region box. The list of states is not used by BRState at this time. **The “MSDB” (“Multi-State Data Base”) checkbox indicates that the data set is a multi-state data set, and enables several features and functions only of use to a region or large company submitting reports for/to several States.**

### Transfer Origin Type

This sets the default “transfer origin type” for the EPA flat file creation routine. This should be set to “R” except in unusual circumstances. This setting will show up in the flat file names of the form “ssRffnnn.FIL.” for submissions prior to 2001. **This feature does not affect 2001 and later reports.**

### Exempt Systems List - Set Exemptions/Codelists

Wastes sent to the on-site treatment systems shown in this list will not be used in summary or list waste totals (provided that “exclude exempt wastes” is selected during report creation). You may create or edit any BRS code used by this program by clicking on the Set Exemptions/Codelists button and following the instructions in that screen. **This only affects data prior to 2001.**

### Base Data Path

Designates the directory that contains the folders for each year of one data set. For example, if you select “C:\BRS\FLBRS\” in this box, the data for FL for 1993 will be found in C:\BRS\FLBRS\BRS1993. (“BRS\FLBRS” is an example only, any path may be used; however, within that path, “BRS1993” will be the folder that contains 1993 data.) You must create the “C:\BRS\FLBRS\” folder using File Manager or Explorer before setting it as the base path, but you **MUST** use the “Create a New Report Year” function to create the BRS1993 folder (see “Utilities” section below; in other words, do *not* create the BRS1993 folder using File Manager or Windows Explorer. BRState will create this folder for you when you load the data.

### Temporary Data Path

Holds any temporary files created by this program. C:\WINDOWS\TEMP is a good setting, so is C:\BRS\TEMP\ (This path must be created in File Manager or Explorer first) or C:\BRS.

### Usual Export Path

Default path to hold the flatfiles to be transferred to EPA created by this program. This path may be changed during the flatfile creation process. (This path must be created in File Manager or Explorer first)

Usual Import Path

Default path to hold the Multi-ID flatfiles to be imported by this program. This path may be changed during the import process. (This path must be created in File Manager or Explorer first.)

Use/Require

Check these boxes to require that the selected codes exist and are correct on each form in your database. Source code is required for 2001 and higher, so this checkbox only affects data prior to 2001. Other checkboxes are year specific as well, the only ones used for data entry activities after 2000 are the form code and offsite management code selections.

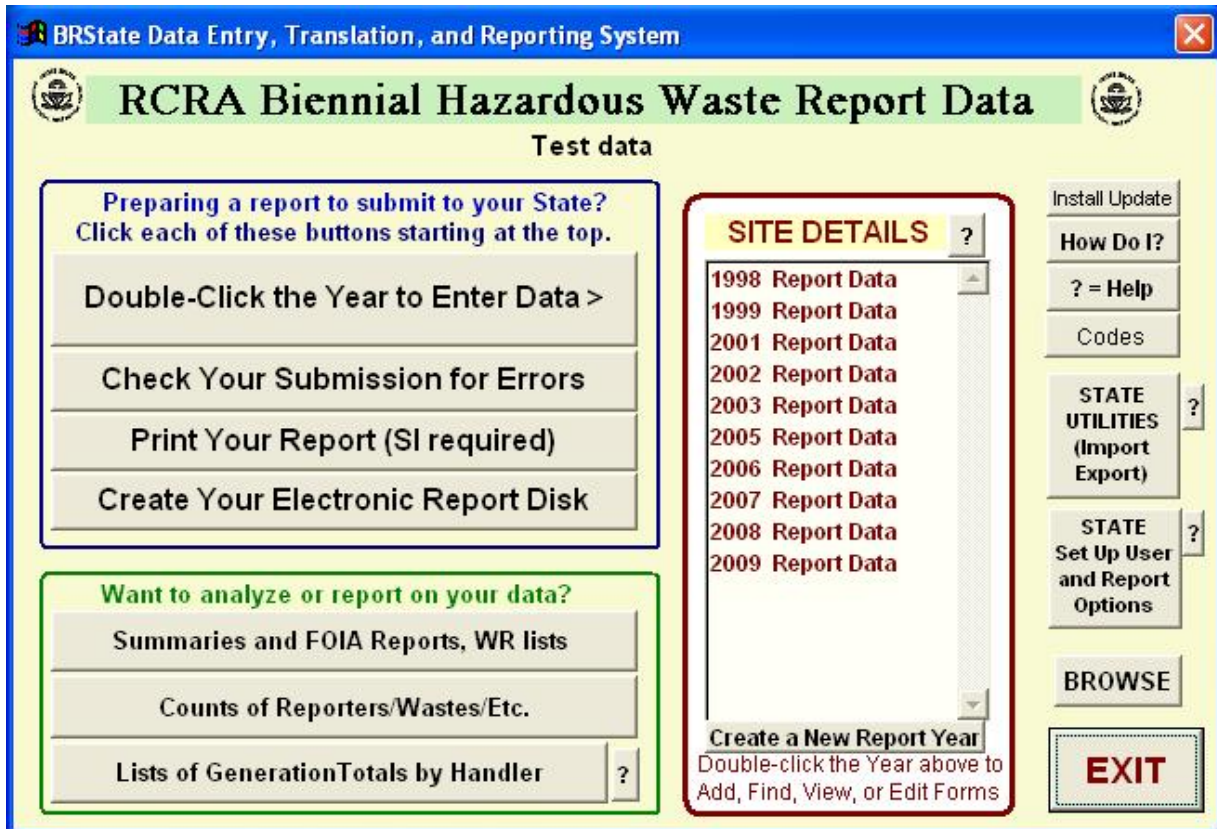
Save(List)

Saves this configuration to a list of configurations that may be used later to move easily from dataset to dataset retaining the correct configuration for the state or region selected.

Get(List)

Recalls a configuration from a list of configurations containing all options on this screen including base datapaths and Use/Require selections to move easily to another dataset retaining the correct configuration for the state or region selected.

Once you have entered the required information on the setup screen, click "Save/Exit" and you will see the main menu:



## SECTION 3: Using BRState

The BRS data screens were designed to give state office and district personnel a way to see what was reported on the Biennial Hazardous Waste reports by the Generators and Facilities. This data should be valuable to anyone inspecting or permitting a site to see historical and current status data as reported by that site. It is suggested that the reports be reviewed prior to any permitting or inspection activities.

After starting the BRSW.exe program, a base screen is displayed. General reports for the entire state's database may be done by clicking on any buttons in the green or blue areas of the screen. These reports may be selectively filtered by form(waste type) source(waste generated) or treatment system(waste received). These reports are automatic and output may be viewed in a browse screen, printed to a printer, or saved as text, EXCEL, or DBF files for later use or combining with other reports or data. The best way to learn these reports is to try them and browse the results. Any ID list results may be used as a filter to view or report on only wastes from the selected generators by clicking on the ID filter check-boxes. The ID filters are created with a button on the output popup displayed after creating a generator list. The ID filter check-boxes are only active after creating an ID filter. Filters may be run sequentially and/or may be combined to select only generators and/or waste with certain SIC/Form/Source/Treatment/Waste code combinations. The ID filters filter site-by-site, and the form/source/system filters filter waste-by-waste.

More detailed reports may be run on a site-by-site basis by entering the FORMS AND DETAILS screens for each year by clicking buttons in the red area of the screen. This will bring up the FORM IC (Identification & Certification) screens for the chosen year.

Use either the SEARCH button or the pop-out list by site name (CLICK ON THE ELEVATOR BAR BY THE DISPLAYED SITE NAME) to find the site(s) of interest. If the filter check-box is checked, only the generators in the filter list will be displayed or searched. ALL displayed buttons will open a screen or window with additional information if any data is available for that option. If in doubt, push a button and wait to see if anything happens. If nothing happens in the lower left gray bar of the screen or no screen pops up within 1-2 minutes, there is no data available. If you click a button and it doesn't stay down, it's empty.

To see Generation/Management, Treatment, or Waste Receipts (TSDR sites only) screens, reports, and data for the displayed site: click on the appropriate button in the red FORMS/DETAILS area of the screen. If no form screen appears, no data is available. Site-by-site reports may be generated by clicking on the buttons in the green areas of these FORMS/DETAILS screens. SEARCH buttons are available for the Generation and Receipts screens to search for specific wastes or activities. Shipping data reports are available from the waste shipped offsite screen which may only be accessed from a Generation/Management screen with a green Offsite Treatment/Disposal/Recycling button. A good rule is to run an EPA ID list report from the base screen to see if any totals of interest are available for the year in question for the site in question.

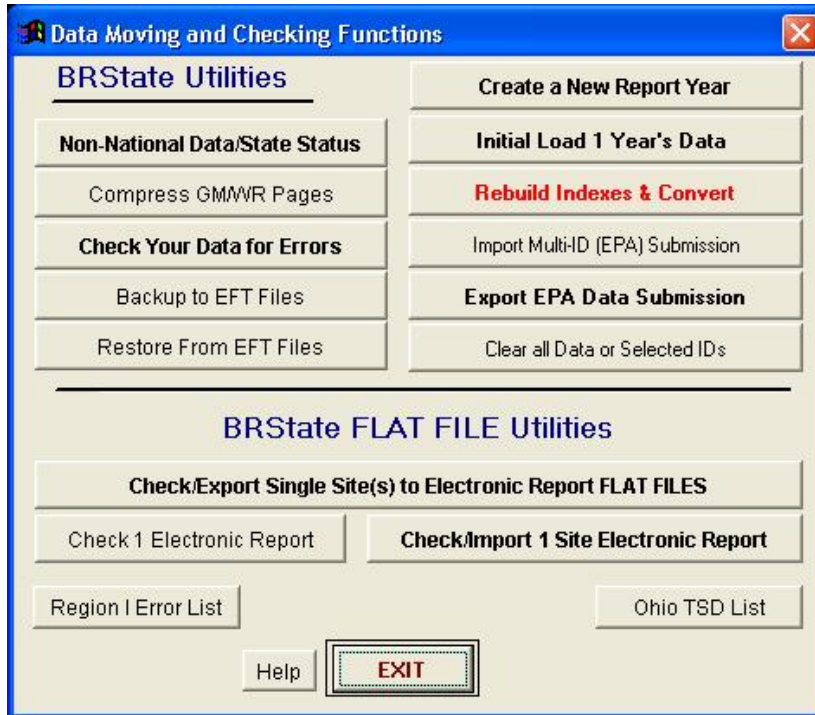
Browse screens from the base screen reports may be retained to copy and paste ID numbers or FORM/WASTE/SOURCE codes into the SEARCH parameters for the site detail screens. All reports contain data from all selected report years for comparison purposes.

You must always click on the EXIT button for the LAST screen displayed before accessing any functions from any previous screen (including IT's EXIT). You may click on any underlying screen to look at it, but you must always bring the last ACTIVE screen to the top (click on it) and EXIT from

it before going any further. If in doubt, click on every exit button you can get to till a screen disappears. This does not apply to browse screens, which can stay in the background to be brought forward as desired until you go back to the base screen or close them using the top left corner of the browse or the file close command from the Foxpro menu (with the browse on top).

## UTILITIES:

The utilities screen contains push-button options to create, move, import, export, re-index, delete, and check the data for errors. Each function explains what it will do after the button is clicked and takes you through the process in a logical step-by-step manner to assist in getting the expected results.



### Create a New Report Year

After selecting the data set (collection of years for a state) of interest in the Setup Screen, this option will allow you to create a year folder to hold one year's data for that state(or region). After choosing the year to create (of the form ccy) the folder: [base\_path]BRSccy\ will be created. Blank data tables from the BRS\BRS0000\ folder (BRS\BRS0001\ for 2001 up) will be copied into the folder after it is created. You may then perform the Initial Load for previously existing data, start importing submissions from EFT files or Multi-ID Submissions, or begin manual data entry.

### Initial Load 1 Year's Data

Use this function to load previously existing data (1991,1993,1995,etc).

FIRST: you must have flatfiles to load. These flatfiles can come from EPA or a State

You may download the OVERSIGHT data in zipped flatfiles from EPA's website:

<http://www.epa.gov/epaoswer/hazwaste/data/index.htm#brs>

After clicking this button, click "Load Now", then chose the Target directory [base\_path]\BRScyy\ containing the data tables to be loaded, chose the Source directory (flatfiles\state\ccyy?) containing the flatfiles to be loaded, then chose the control flatfile (flxCLnnn.BRS) for the flatfile set to be loaded. After reviewing your choices, click "Load Now" to finish loading. You should Rebuild Indexes & Convert after loading all flatfiles desired for this state's dataset.

### **Rebuild Indexes & Convert**

This function rebuilds all indexes for selected years of this state's dataset and creates the reporting translation tables that speed up the data reporting process. Whenever you change a number in any screen or import any data from any source, you should run this function to insure correct output from your summary or list reports.

### **Import Multi-ID (EPA) submission**

Use this function to import a set of flatfiles created by the BRState program using the "Export EPA Data Submission" button (see below). This will import 1-5000 sites at a time. All existing Data in the state tables is deleted for these sites before the new data is imported to ensure that deleted records are handled properly.

### **Export EPA Data Submission**

Use this function to export a set of flatfiles for 1 year's data in the format accepted by EPA. The flatfiles may include all data or only that data accepted by EPA. The choice of State, Origin, Julian Date, and Extension may be changed during the process as desired.

### **Clear all Data or Selected IDs**

Use this function to completely delete all data for a set of Sites ranging from 1 ID to all sites in the database for one year. BE CAREFUL!

### **Backup to EFT Files**

Use this function to export a set of flatfiles for 1 year's data in the EFT format as accepted by EPA. The flatfiles include all data and should be copied to or stored on a LAN or Removable Media for safekeeping. DO THIS OFTEN !!!

### **Restore from EFT Files**

Use this function to completely rebuild your data tables for 1 year from the previously backed up data. You may have to completely delete the folder and create a new report year to do this if your tables have been corrupted beyond repair. Using this program to do data entry in a LAN environment exposes your tables to corruption if there is any glitch in your network - be carefull out there.

### **Check Your Data for Errors**

Use this function to check the data for 1 year for several layers of possible problems. The structural checks should only be needed after importing data from EFT translation sources like companies generating EFT flatfiles from their own internal databases. The Basic and Advanced error checks do not exactly correspond to EPA's checks, but do include them as a subset.

## Check/Export Single Site(s) to Electronic Report Flat Files

Use this function to export a set of flatfiles for 1 or more site's data in the one site EFT format as accepted by a State or EPA Region. The flatfiles include all data for that site and may be saved to diskette or hard drive.

### Check 1 Electronic Report

Use this function to check a set of flatfiles for 1 site's data in the one site EFT format for import by BRState. The flatfiles may be checked from a data submission diskette from the BRState Program, Waste Reporter, or other source before importing the data. This should be done before importing to avoid corruption of your database tables.

### Check/Import 1 Site Electronic Report

Use this function to import a set of flatfiles for 1 site's data in the one site EFT format for import by BRState. The flatfiles may be checked and imported from a data submission diskette from the BRState Program, Waste Reporter, or other source before importing the data. Bad data should not be imported to avoid corruption of your database tables.

## Working with Flat Files:

Use the Utilities functions above to work with flatfiles for 1 site's data in the one site EFT format. Download and READ the BRER2011 guide found at the same website you downloaded the BRState program from.

The steps for importing Flat files are as follows:

1. Data enter your RCRA Subtitle C Site Identification form using the BRState software.
2. Export this data into a folder automatically created by the Check/Export Single Site(s) to Electronic Report Flat Files Utility. Select the year to export from and click on the "Choose Sites/IDs to Check and Submit" button to select the report you are exporting. Select c:\BRS\ as the target folder by clicking on the "SET" button and make sure to un-check the "PKZIP the Submission" checkbox at the bottom of the form. A folder with its name beginning with the letter "o" and including parts of your EPA ID number will be created in the c:\BRS\ folder.
3. Copy any flat files you have created (GM, WR, OI) (like h1234567.g18) using the BRER guide into the folder created above (like c:\BRS\o1234567.8D5)

Select the Source Year, Target, and Type of Report

**Select the Year to Export From:**

1993 Report Data  
1995 Report Data  
1997 Report Data  
1999 Report Data  
2001 Report Data  
2003 Report Data

**Select the Type of Export and the Target Directory:**

**Choose Sites/IDs to Check and Submit**

Check for errors first  Basic Edits  
 Format Checks  
 Page-Quantity Checks

Choose the last digit of the Target (report) Year (if different) 3

Note: you can not save the submission directly to a CD  
click "Set" below to save to c:\brs\ - then copy to CD

**Target Disk and Directory/Folder (where to save the submission):**  
A:\BRSDISK\ **Set**

PKZIP the Submission

Save/Continue Discard/Quit

4. RE-import the flat file set using the Check/Import 1 Site Electronic Report Utility. Select the year to import into and click on the "Choose Sites/IDs to Check and Submit" button to select the report you are exporting. Select c:\BRS\ as the source folder by clicking on the "Default Import Directory" button and make sure to un-check the "Import/Check PKZIP file" checkbox at the bottom of the form. Click on Save/Continue and Select the folder with its name beginning with the letter "o" and including parts of your EPA ID number that was created in the c:\BRS\ folder.

**Select the EFT source drive**

**Select the Year's Data to import into:**

- 1998 Report Data
- 1999 Report Data
- 2001 Report Data
- 2002 Report Data
- 2003 Report Data
- 2005 Report Data
- 2006 Report Data
- 2007 Report Data
- 2008 Report Data
- 2009 Report Data

**Check and/or Import the EFT files from:**

A:\  
 B:\  
 C:\brsdisk\  
 The Default Import directory  
 D:\  
 E:\

Or This Drive:

**NEXT: Double-click and select the Onnnnnnn.nx9 folder or the root of the diskette if no folders exist.**

Import/Check PKZIP (Waste Reporter) file

**Save/Continue**

**Discard/Quit**

5. Read and print the import error list and make corrections as required.
6. If the files import correctly, run the error checks utility and make corrections as needed using BRState.
7. Print and sign the RCRA Subtitle C Site Identification form
8. Re- Export this data into a ZIP file created by the Check/Export Single Site(s) to Electronic Report Flat Files Utility. Make sure to check the "PKZIP the Submission" checkbox at the bottom of the form.
9. Send it in.

## **TARGETED LISTS: (Lists of Generation Totals by Handler)**

This button brings up a set of choices to create a list of generators that generate wastes fitting a set of criterion as identified in further choice boxes, along with the amount of generation of the criterion wastes in tons by year.

You can create lists based on location (City/County), wastes, site name, or on-site activities, with an optional second layer filter for waste types and/or sources.

The output may be printed, viewed, copied to a file in EXCEL, DBF, or Text format, totaled by year or other parameter, or sorted by value.

This list may also be used as a filter for other reports to report on only wastes generated by the given subset of generators. When the list has been generated you will see a set of choices including "View Details" and "View Totals". At this point, you should click on "View Details" to view the generated list. You may exclude any Sites from the filter list at this point by clicking on the box on the far left of the line(s) you don't want (turning it black). You should then click on the "Save as ID Filter" box to save this as a filter list or add these ID's to the existing list. This list may then be used to filter summary reports and/or sites to search for detailed data by clicking the "USE ID LIST" boxes at the appropriate times. Any list created this way will remain active for future use unless you request that it be dropped.

With some creativity, you can get a lot of reporting needs met by narrowing down your filters through multiple passes and specific manipulation of these lists, by either adding filters together, or using one filter on the input and generating a filtered filter at the output.

## **SUMMARY REPORTS:**

### **Generation:**

These buttons bring up a set of choices to create a summary of waste generation in tons by year: sorted by Origin, SIC, Source, Waste Code or Waste Type (Form code); fitting a set of criterion as identified in further choice boxes. EPA Waste Code reports will total to over 100% due to multiple WASTE CODE listings per waste.

This summary may optionally be done for only a selected list of generators, as defined during the "CREATE GENERATOR LISTS" process. There is also an optional second layer filter for waste form types and/or sources to be included in the summary amounts.

The output may be printed, viewed, copied to a file in EXCEL, DBF, or Text format, or totaled by year.

### **Shipments:**

These buttons bring up a set of choices to create a summary of waste shipped off-site in tons by year: sorted by Origin, SIC, Source, Receiving Facility, or Waste Type (Form code); fitting a set of criterion as identified in further choice boxes.

This summary may optionally be done for only a selected list of generators, as defined during the "CREATE GENERATOR LISTS" process. There is also an optional second layer filter for waste types and/or sources to be included in the summary amounts.

The output may be printed, viewed, copied to a file in EXCEL, DBF, or Text format, or totaled by year.

### **Receipts:**

These buttons bring up a set of choices to create a summary of waste Received from off-site in tons by year: sorted by Source, Sending Facility, Waste Code, or Waste Type (Form code); fitting a set of criterion as identified in further choice boxes. Waste Code reports will total to over 100% due to multiple Waste Code listings per waste.

This summary may optionally be done for only a selected list of facilities, as defined during the "CREATE GENERATOR LISTS" process. There is also an optional second layer filter for waste types to be included in the summary amounts.

The output may be printed, viewed, copied to a file in EXCEL, DBF, or Text format, or totaled by year.

### **Treatment:**

These buttons bring up a set of choices to create a summary of waste treated on-site in tons by year: sorted by Facility and Waste Treatment Type (System code), form code, source code, origin code, or SIC code; fitting a set of criterion as identified in further choice boxes.

The output may be printed, viewed, copied to a file in EXCEL, DBF, or Text format, or totaled by year.

This list may also be used as a filter for other reports to report on only wastes generated/handled by the given subset of facilities. When the list has been generated you will see a set of choices including "VIEW DETAILS" and "TOTAL". At this point, you should click on VIEW DETAILS to view the generated list. You may exclude any Sites from the filter list at this point by clicking on the box on the far left of the line(s) you don't want (turning it black). You should then click on the "Save as ID Filter" box to save this as a filter list or add these ID's to the existing list. This list may then be used to filter summary reports and/or sites to search for detailed data by clicking the "USE ID LIST" boxes at the appropriate times. Any list created this way will be kept for future use unless you request that it be dropped.

### **FOIA Reports**

These buttons bring up a set of choices to create lists and summaries of wastes generated, treated on-site, shipped off-site, or received for all or selected sites for one year, fitting a set of criterion as identified in further choice boxes.

The output may be printed, viewed, copied to a file in EXCEL, DBF, or Text format, or totaled by year. The output is to a formatted report format that can be modified as needed for the purposes of the individual report. There may be only one modified format per report but this may be changed as required on a one-time basis. If you do not "modify/view" the report before printing, the default report format will be used.

These reports are more usefull for distributing information to the public than for analysis purposes, but some of the summary reports are very usefull for Quality Control purposes.

The "Generators" button is basically the same as the "Create Handler Lists" button with the expectation that a FOIA list will be the output format.

The "Generation" button generates summaries and listings of Waste generation and site Waste generation details lists.

The "Shipments" button generates summaries and listings of Waste Shipments and site Waste Shipments details lists.

The "Receipts" button generates summaries and listings of Waste Receipts and TSDR Waste Receipts details lists.

The "Lists" button generates summaries and listings of Waste Generation vs On-Site Management Vs Shipments vs Receipts, and Site by Site Generation vs Management details lists. Some of these reports are very large and should be viewed before printing.

All FOIA reports may be printed in an ASCII Text format somewhat suitable for sending to information requestors across the internet. Due to the limitations of the reporting formats layouts, the ASCII text versions are not too pretty and may need looking at or tweaking before sending.

**When a Generation or Shipment report has been selected, the following report parameter selection screen is displayed:**

## **INCLUDE THESE WASTES IN THIS REPORT**

This multi-page selection screen may be used to customize your report in a variety of ways.

### **WASTE ORIGIN**

Select the origin codes for form GM on this page. It is suggested that Transfer Waste will often result in double-counting numbers for Waste generation totals, since this waste is merely going through a transfer/storage TSD and has probably been previously totaled in LQG generation report forms. SQG wastes present a problem best dealt with using the Waste Received reports. The Exclude Exempt Waste checkbox will exclude any waste treated on-site in the exempt systems list (as set in the setup screen) from the totals.

### **FILTERS/GROUPS**

The Use ID List Filter checkbox selects only sites previously saved in an ID filter. You may optionally select a filter using the Select ID List Filter button. Often the Main Menu CREATE HANDLER LISTS function is used to generate a list of IDs matching a set of parameters that is saved as an ID list filter. A summary report is then generated using that filter to determine what kind of wastes are handled by this group of handlers.

The Form Code and Source Code Filter checkboxes are used to bring up a secondary filter of wastes by waste type or source to determine which wastes will be counted in the totals.

These filters and groupings function independantly to narrow the wastes included in the totals in an AND wise manner. You will select only wastes generated by the selected list of generators with matching FORM codes AND SOURCE Codes on each form GM on a page by page basis if the checkboxes are checked. If the checkboxes are not checked there will be no filtering of data by these functions.

### **INCLUDE ONLY IF**

These checkboxes are used to further filter the form GM waste totals based on the selections made. You will select only wastes previously filtered AND at least partially Managed on-site that are Mixed RCRA radioactive AND Mixed with non-hazardous waste on each form GM on a page by page basis if the appropriate checkboxes are checked.

### **After selecting the report parameters, the Report Years selection screen is displayed for Summary reports:**

The years for which valid data exists are checked. To exclude any years from the summary listings, uncheck the boxes by clicking on them.

### **After the report is generated, the REPORT OUTPUT selection screen is displayed for Summary reports:**

## **REPORT OUTPUT**

This screen allows you to view, sort, total, print and export the reported data.

### **VIEW DETAILS**

Use this function to view the active output in a spreadsheet manner. You may click and drag the columns to widen, narrow, or re-arrange them for viewing purposes, using the grey headers at the top of each column.

### **PRINT DETAILS**

Use this function to print the active output in a formatted or non-formatted manner. You may create a report to display the data or print the data as it sits. The report creation process is not trivial, so you may find it easier to export the data to EXCEL to format it for printing.

### **RE-SORT DETAILS**

You can re-sort the active output by value by year to make it easier to look at trends or outlying data. You then have the option of making the sorted data the active output to be printed or exported.

### **VIEW TOTALS**

You can total the active output by code, partial code, or grand total by year to make it easier to look at data groupings. You then have the option of making the totaled data the active output to be sorted, printed, or exported.

### **COPY TO (Export)**

Use these functions to Export the active output table to a file in the selected format for further viewing, processing, combining, or presentation.

**After the report is generated, the LIST OUTPUT selection screen is displayed for list reports:**

## **LIST OUTPUT**

### **VIEW OR PRINT THE LIST RESULTS REPORT OUTPUT**

This screen allows you to view, sort, total, print and export the reported data. You may also save the generated lists as ID filters to work with the summary reports and further list reports to refine the filter or report output.

### **VIEW DETAILS**

Use this function to view the active output in a spreadsheet manner. You may click and drag the columns to widen, narrow, or re-arrange them for viewing purposes, using the grey headers at the top of each column. You may click on the small white box to the left of any report line, turning it back to delete that site from the filter list.

## **PRINT DETAILS**

Use this function to print the active output in a formatted or non-formatted manner. You may create a report to display the data or print the data as it sits. The report creation process is not trivial, so you may find it easier to export the data to EXCEL to format it for printing.

## **SORT BY QUANTITY**

You can re-sort the active output by value by year to make it easier to look at trends or outlying data. You then have the option of making the sorted data the active output to be printed or exported.

## **VIEW TOTALS**

You can total the active output by code, partial code, State, or grand total by year to make it easier to look at data groupings. You then have the option of making the totaled data the active output to be sorted, printed, or exported.

## **COPY TO (Export)**

Use these functions to Export the active output table to a file in the selected format for further viewing, processing, combining, or presentation.

## **USE AS ID FILTER**

You can use the sites in the active output list to create a filter to use in further reporting. With some creativity, you can get a lot of reportings needs met by narrowing down your filters through multiple passes and specific manipulation of these lists, by either adding filters together, or using one filter on the input and generating a filtered filter at the output.

## **ID FILTER MAILING LIST**

You may create a mailing list or merge file from the filtered output through this function and the options on the screen it presents.

## **PUBLIC INFORMATION LISTS**

You may create a formatted report listing of the contact information for the sites in the active output through this function and the options on the screen it presents.

## **SITE DETAILS**

More detailed reports may be run and all BRS report pages may be individually viewed on a site-by-site basis by entering the FORMS AND DETAILS screens for each year. This will bring up the FORM IC (Identification & Certification) screens for the chosen year.

Use either the SEARCH button or the drop-down list by site name (CLICK ON THE DOWN ARROW BY THE DISPLAYED SITE NAME) to find the site(s) of interest. If the filter check-box is checked, only the generators in the filter list will be displayed or searched. ALL displayed buttons will open a screen or window with additional information if any data is available for that option. If in doubt, push a button and wait to see if anything happens. If nothing happens or no screen pops up within 1-2 minutes, there is no data available. If you click a button and it doesn't stay down, it's empty.

## Forms View/Edit

To see Generation/Management, Treatment, or Waste Receipts (TSDR sites only) screens, reports, and data for the displayed site: click on the appropriate button in the red FORMS/DETAILS area of the screen. If no form screen appears, no data is available.

Site-by-site reports may be generated by clicking on the buttons in the green areas of these FORMS/DETAILS screens. SEARCH buttons are available for the Generation and Receipts screens to search for specific wastes or activities.

Any report in the green area of the base screen is available for each site if any data exists for that site (you can get to the appropriate screen to run that report). A good rule is to run an EPA ID list report from the base screen to see if any totals of interest are available for the year in question for the site in question.

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### **FORM IC or the RCRA Site Identification form.**

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#### TO ADD A NEW FORM

Click on the "Add" button on the bottom or side of the screen and enter the EPA ID of the site. If a form IC/SI is found for this site in a previous year's data, you are asked if you want to pre-load the form with the information in that year. This will only fill the screen, not the data, so you can "Undo" the pre-load just as if you had typed in the data yourself.

#### TO CHANGE AN EXISTING FORM

Find the form to be changed using the up or down arrows or the search function and begin typing or clicking.

#### TO SEARCH FOR A SITE

Click on the Vertical ladder bar on the right side of the screen. This will pop out a listing of all sites for the year. You may type in the first few letters (quickly) of the site of interest to speed up the scrolling and searching. Click on the site of interest to bring the information for that site to the screen. Double-Click on the site of interest or click on any other field or button on the screen to pop the search list back in.

#### OR

Click on the "Search" button on the right side of the screen. This will bring up a search screen. Type in or select the search parameters of interest and click the "Find" button to find the first form containing the page number input, or a combination of all of the other parameters input. Click the "Find" button again to find the next matching form.

If you click on the "ID filter" checkbox on the top right of the screen, only sites existing in the existing/selected ID filter list will be displayed for either find method.

If you exit to the main menu and select another year's data to view, the selected ID's information for that year will be displayed, if there is any information for that year for the selected site.

### **TO MAKE CHANGES TO THE FORM ON THE SCREEN**

Start typing in or using the pop-up buttons to make the required changes. The pop-up buttons cycle through valid entries for fields with only a few choices or bring up a search screen for fields with many choices. The search screens require that a category be selected before the choice may be selected. In many cases the Category is more important than the actual selection from within the category.

To change or add Comments, Click on the "Comments" button and make the required changes and/or additions. The Comments button will be green if comments exist for the site.

To change or add Reasons for not Generating Hazardous Waste, Change the Generator Status to "4" to indicate the Non-Generator status or click on the "4" button beside the Generator Status field and make the required changes.

Fill in ALL required fields before attempting to save your changes.

### **TO SAVE CHANGES TO THE FORM ON THE SCREEN**

Click on the "Save" button at the right side of the screen.

### **TO DISCARD CHANGES TO THE FORM ON THE SCREEN**

Click on the "Undo" button at the right side of the screen. This will refresh the screen with the previously existing data if you are editing, or delete all information for the screen if you are initially "Add"ing the form.

### **TO DELETE THE SITE ON THE SCREEN**

Click on the "Delete" button at the right side of the screen. This will delete all information for all forms for the site you see on the screen and go to the previous site. If there is no site left existing you will go back to the main menu.

### **TO COPY THE DATA FOR THE SITE ON THE SCREEN TO ANOTHER REPORT**

Click on the "Copy" button at the right side of the screen. This will copy all information for all forms for the site you see on the screen to a new report for the entered ID and go to the new site to make changes.

### **TO CHANGE THE EPA ID FOR THE SITE ON THE SCREEN TO ANOTHER ID**

Click on the "Move" button at the right side of the screen. This will move all information for all forms for the site you see on the screen to the entered ID and remove the old site and all associated data.

### **TO RUN THE WASTE MINIMIZATION REPORTS**

Click on the WASTE REDUCTION Button on the screen to bring up the WASTE MINIMIZATION Screens/forms for the site. Waste minimization reports may be generated for this site only or for the entire database.

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## **FORM GM**

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### **TO ADD A NEW FORM**

Click on the "Add" button on the right side of the screen. If a form IC is found for this site in a previous year's data, you are asked if you want to pre-load this form GM with form GM information from that year. If you say yes, a list of the form GM Waste Descriptions (first line only) will be displayed to choose from. If one is chosen, it will only fill the screen, not the data, so you can "Undo" the pre-load just as if you had typed in the data yourself. Only the screen data will be loaded, not the OFF-SITE or ON-SITE data - this must be completed manually. **BE SURE TO CHECK THAT ANY PRE-LOADED DATA IS CORRECT BEFORE SAVING IT.** Right-clicking on the Add button will allow you to specify the page number you want to add the new form into.

### **TO CHANGE AN EXISTING FORM**

Find the form to be changed using the up or down arrows or the search function and begin typing or clicking.

### **TO SEARCH FOR A FORM**

Click on the "Search" button on the right side of the screen. This will bring up a search screen. Type in or select the search parameters of interest and click the "Find" button to find the first form containing the page number input, or a combination of all of the other parameters input.

### **TO MAKE CHANGES TO THE FORM ON THE SCREEN**

Start typing in or using the pop-up buttons to make the required changes. The pop-up buttons cycle through valid entries for fields with only a few choices or bring up a search screen for fields with many choices. The search screens require that a category be selected before the choice may be selected. In many cases the Category is more important than the actual selection from within the category.

The tall pop-up button to the right of the Waste Description edit area will allow you to edit or view the Waste Description in a larger screen like the comments editing screen.

When you change the Onsite or Offsite Treatment fields to "Y" for Yes, The screens to input the respective Treatment or Shipping details are displayed. You **MUST** supply all details to correspond to the "Y" answer. When you change the Onsite or Offsite Treatment fields to "N" for No, all existing Treatment or Shipping details must be deleted, or the "N" will not be accepted. When these screens are displayed, you may type in any information to be added in the enclosed area next to the "ADD" button and then click the "ADD" button to save the information. Double click on any line in the list box to change the information for that line.

To change or add Waste codes, Click on the "Waste Codes" button (or the "S" button to change State Waste Codes) to bring up the Waste Code editing screen containing detailed translations of the codes. When this screen is displayed, you may type in a waste code to be added in the field next to the "ADD" button and then click the "ADD" button to save the code. Double click on any line in the list box to change the waste code for that line.

To change or add Comments, Click on the "Comments" button and make the required changes and/or additions.

Fill in ALL required fields before attempting to save your changes.

**TO SAVE CHANGES TO THE FORM ON THE SCREEN**

Click on the "Save" button on the right side of the screen.

**TO DISCARD CHANGES TO THE FORM ON THE SCREEN**

Click on the "Undo" button on the right side of the screen. This will refresh the screen with the previously existing data if you are editing, or delete all information for the screen if you are initially "Add"ing the form.

**TO DELETE THE FORM ON THE SCREEN**

Click on the "Delete" button on the right side of the screen. This will delete all information for the form you see on the screen and go to the previous form for the site. If there is no form left for the site you will go back to the form IC for the site.

**TO RUN THE REPORTS ON THE SCREEN**

Click the button on the bottom of the screen for the report of interest. The reports on the screen are identical to the Waste Generation reports on the main screen except that they report only on data for this site.

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**FORM WR**

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**TO ADD A NEW FORM**

Click on the "Add" button on the right side of the screen. Right-clicking on the "Add" button will allow you to specify the page number you want to add the new form into.

**TO CHANGE AN EXISTING FORM**

Find the form to be changed using the up or down arrows or the search function.

**TO SEARCH FOR A FORM**

Click on the "Search" button on the right side of the screen. This will bring up a search screen. Type in or select the search parameters of interest and click the "Find" button to find the first form containing the page number input, or a combination of all of the other parameters input.

**TO MAKE CHANGES TO THE FORM ON THE SCREEN**

Start typing in or using the pop-up buttons to make the required changes. The pop-up buttons cycle through valid entries for fields with only a few choices or bring up a search screen for fields with many choices. The search screens require that a category be selected before the choice may be selected. In many cases the Category is more important than the actual selection from within the category.

To change or add Waste codes, Click on the "Waste Codes" button (or the "S" button to change State Waste Codes) to bring up the Waste Code editing screen containing detailed translations of the codes.

To change or add Comments, Click on the "Comments" button and make the required changes and/or additions.

Fill in ALL required fields before attempting to save your changes.

**TO SAVE CHANGES TO THE FORM ON THE SCREEN**

Click on the "Save" button on the right side of the screen.

**TO DISCARD CHANGES TO THE FORM ON THE SCREEN**

Click on the "Undo" button on the right side of the screen. This will refresh the screen with the previously existing data if you are editing, or delete all information for the screen if you are initially "Add"ing the form.

**TO DELETE THE FORM ON THE SCREEN**

Click on the "Delete" button on the right side of the screen. This will delete all information for the form you see on the screen and go to the previous form for the site. If there is no form left for the site you will go back to the form IC for the site.

**TO RUN THE REPORTS ON THE SCREEN**

Click on the button on the bottom of the screen for the report of interest.

The reports on the screen are identical to the Waste Received reports on the main screen except that they report only on data for this site.

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**Technical Assistance**

For technical assistance with installing BRState, contact Jack Griffith of the Florida Department of Environmental Protection via e-mail at: [John.Griffith@dep.state.fl.us](mailto:John.Griffith@dep.state.fl.us).  
Phone (850)245-8748