

## Revision Report Instructions

(Screenshots are of fictitious facilities used for the purposes of training materials)

1. Login at <https://www.lipatts.pa.gov>.
2. Hover over Facilities Tab at the top and choose List Facilities.
3. Click on your facility name listed in blue font.
4. PATTS will display a list of the last three submitted reports (if previous reports were submitted) Click Add a New Report located on the right side of the screen.

PA Department of Labor & Industry  
Bureau of Occupational & Industrial Safety/Pennsafety Program  
651 Bush Street Room 3600  
Harrisburg, PA 17122-0750  
Phone : 717-783-2071 Opt 0, Fax : 717-783-5099

Home Facilities My Account Billing Resources

Lara Chems (Facility ID: 34756)

Facility Address

Regulatory Reports **Add a New Report**

Tier II Report (312 Annual Report)

Report ID	Report	Status	Signed By	Signed Date	Compliance	Submission Type	View	Certification Letter
No Items to be listed								

Facility Notes **Add Facility Note**

5. After closely reading Report Class descriptions, choose Revision and select Proceed. Please note that Report Type Tier II Report 312 Annual Report is always preselected and cannot be changed.

Choose a Report Type (click on button next to selection)

**Tier II Report (312 Annual Report)**

Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements must submit an Emergency and the State Emergency Response Commission (SERC), and the local fire department annually by March 1 covering activities at the fac

Choose a Report Class (click on button next to selection)

**Annual for** 2018 **(New/existing facilities with chemicals onsite in previous calendar year)**

**Revision** Revisions should be submitted to correct errors or omissions in already submitted reports.

**Initial for** 2020 **(Onsite 5 day new chemical/facility reporting only)**

If you have already submitted an ANNUAL for 2019 and want to update new information or fix an error on the submitted report, pleas

**Update for** 2020 Update reports should be submitted to capture changes to facility contacts or chemical quantities/location:

LIEU OF AN ANNUAL, INITIAL OR REVISION REPORT.

Cancel Proceed

- If Revision Report is selected, you will have to select which report is being revised by clicking on the dropdown arrow, enter the reason for the revision, select the acknowledgment box regarding the accuracy of information provided, and click on Finish.

The screenshot shows the PATTS portal interface. At the top, there is a blue header with the Pennsylvania Department of Labor & Industry logo and contact information. Below the header, there are navigation tabs: Home, Facilities, My Account, Billing, and Resources. The main content area is titled 'Choose a Report to Revise'. It contains a form with the following elements:

- A heading: 'Choose a Report to Revise'
- Instructions: 'Select any Report from the following and enter the reason for the revision and details about sections or content that will be edited in the revision. If a dropdown is empty or cannot find the report you want to revise in the dropdown, it is because the report is not available to revise.'
- Form fields:
  - 'Select Report Type \*': A dropdown menu with 'This is Report (312 Annual Report)' selected.
  - 'Reason for Revision \*': A text input field.
  - 'Revise a Submitted Report \*': A dropdown menu with 'Select One' selected. A list of reports is visible below it, including '33707b - This is Report (312 Annual Report) 2019 Annual (Inventory)'.
- A checkbox: 'I acknowledge that the information entered here is accurate and true.'
- Buttons: 'Cancel' and 'Finish'.

- Revision Report will display 6 Steps that can be Edited:

Step 1: Facility Information- Click Edit on right-side of screen to edit the facility details

Step 2: Chemical Information- Click Add Chemicals to add a new chemical, Import Chemicals to import chemical information from other facilities you might report for e.g. a parent company that has same chemical.

- Choose the trashcan symbol to delete a chemical from list.
- Choose the Edit symbol to Edit chemical previously reported. Use this option to change Chemical Descriptions, Chemical State, Chemical Format; select Trade Secret if needed, Physical and Health hazards; Remove SDS/MSDS and replace with new SDS; Update Chemical Quantity, Location, Number of Days onsite, and Confidentiality of Storage Location. Gallon to pounds converter tool and Latitude and Longitude Coordinate tool are available in this section as well.

Step 2: Review Chemical Inventory Total: 1 EHS: 0 EHS>TPQ: 0 Add Chemicals Import Chemicals

### Chemical List

Back [A-Z] ABCDEFGHIJKLMNOPQRSTUVWXYZ Other

CAS No	Chemical Name	Pure/Mix	EHS	Max Daily Amt (lbs)	EHS Exceeds TPQ	Edit	Delete	Is Valid	Last Modified Date
7722841	Hydrogen peroxide (Conc.< 52%)	Pure	Non-EHS	10000	No				2/11/2020 12:36:50 PM

Total Results: 1 Rows per page 10

- Chemical Name in SDS section is where you select Remove and can then select Add to attach a new SDS.

Chemical Description Inventory & Storage

### Chemical Description

Search by CAS/Chemical Name

CAS Number (If no CAS, type N/A) \*  Chemical Name \*

Substance is Trade Secret

Chemical State

Check all that apply

State \*  Solid  Liquid  Gas

Chemical Format

Pure/Mixture \*  Pure  Mixture

EHS Name Search by EHS Name  See Notes on Reporting Chemicals at top of this page.  EHS

### Physical and Health Hazards +

Physical Hazards **Check all that apply**

Combustible dust  Corrosive to metal  Explosive  Flammable (gases, aerosols, liquids, or solids)  Gas under pressure  Hazard Not Otherwise Classified (HNOC)  In contact with water emits flammable gas  Organic peroxide  Oxidizer (liquid, solid or gas)  Pyrophoric (liquid or solid)  Pyrophoric gas  Self-heating  Self-reactive

Health Hazards **Check all that apply**

Acute toxicity (any route of exposure)  Aspiration hazard  Carcinogenicity  Germ cell mutagenicity  Hazard Not Otherwise Classified (HNOC)  Reproductive toxicity  Respiratory or skin sensitization  Serious eye damage or eye irritation  Simple asphyxiant  Skin corrosion or irritation  Specific target organ toxicity (single or repeated exposure)

SDS +

Attach SDS \* [Carodytic Acid SDS.pdf \(Remove\)](#)

Step 3: Review Subject to Status- Choose Edit to answer questions and save.

Step 4: Review Report Contacts- Choose Edit to save current or edit contact info. If a Regulatory/Emergency Contact is deleted, the system will require you to enter another Regulatory/Emergency contact

Step 5: Review Attachments- Choose Edit located in the right side of the attachment section. Once Edit is selected, the options below will display. Attachments can be removed and replaced as needed. If site plan has not changed since last submission, you must validate that it is still valid. Select Save.

Attachment	File	Browse File to Upload
Site Plan (Map) *	Site Map.pdf (Remove)	
Site Coordinate Abbreviations		Choose File No file chosen
Safeguard Measures		Choose File No file chosen
Facility Emergency Response Plan		Choose File No file chosen

\*\* Siteplan required for Annual, Revision, and Initial submission(s).

Cancel Save

Step 6: Submit Report. Print and sign certification letter. Email it to [RA-li-psaf-patts@pa.gov](mailto:RA-li-psaf-patts@pa.gov)

Please Note: If a new chemical(s) was added in the Revision Report, Pennsafe staff will manually create and send you a separate invoice for fee remittance. If you are a fee exempt facility then you will not receive an invoice but must email the signed certification letter.