

Update 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.

The screenshot shows the PATTS portal interface for facility Lara Chems (ID: 34756). At the top, there is a navigation bar with tabs for Home, Facilities, My Account, Billing, and Resources. Below the navigation bar, the facility name and ID are displayed. A section for Regulatory Reports includes a table with columns for Report ID, Report, Status, Signed By, Signed Date, Compliance, Submission Type, View, and Certification Letter. The table currently shows 'No Items to be listed'. A red circle highlights the 'Add a New Report' button in the top right corner of the Regulatory Reports section. Below the table, there is a 'Facility Notes' section with an 'Add Facility Note' button.

5. After closely reading Report Class descriptions, choose Update for (current year we are in) and select Proceed. Please note that Report Type Tier II Report 312 Annual Report is always preselected and cannot be changed. DO NOT SUBMIT AN UPDATE REPORT IN LIEU OF AN ANNUAL REPORT

The screenshot shows the 'Choose a Report Type' and 'Choose a Report Class' selection screen. Under 'Choose a Report Type', the 'Tier II Report (312 Annual Report)' is selected. Under 'Choose a Report Class', the 'Update for 2020' option is selected. The 'Update for 2020' option is highlighted with a blue background. The 'Proceed' button is visible at the bottom of the screen.

6. Update 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

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

Check all that apply

Physical Hazards

- 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 *
[Cacodylic Acid SDS.pdf \(Remove\)](#)

Step 3: Review Subject to Status- Choose Edit if changes are needed and save.

Step 4: Review Report Contacts- Choose Edit if changes are needed. If a Regulatory/Emergency Contact is deleted, the system will require you to enter another Regulatory/Emergency contact.

Step 5: Review Attachments- Choose Edit if changes are needed. If Edit is selected, the options below will display. Attachments can be removed and replaced as needed. 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).

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