

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.

PA Department of Labor & Industry
Bureau of Occupational & Industrial Safety/Pennsafe Program
651 Boas Street Room 1600
Harrisburg, PA 17121-0750
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 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

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 Hazardous Chemical Inventory Form to the Local Emergency Planning Committee (LEPC), the State Emergency Response Commission (SERC), and the local fire department annually by March 1 covering activities at the facility during the previous calendar year.

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.

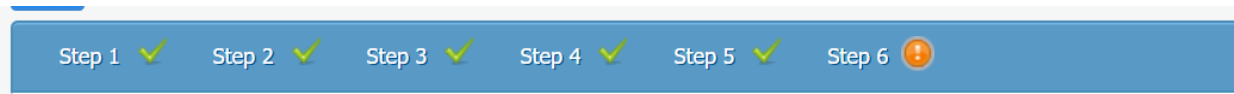
Initial for 2020 (Onsite 5 day new chemical/facility reporting only)

If you have already submitted an ANNUAL for 2019 and want to update new information or fix an error on the submitted report, please select an option below.

Update for 2020 Update reports should be submitted to capture changes to facility contacts or chemical quantities/locations onsite during the **current calendar year**. AN UPDATE SHOULD NOT BE SUBMITTED IN LIEU OF AN ANNUAL, INITIAL OR REVISION REPORT.

Cancel **Proceed**

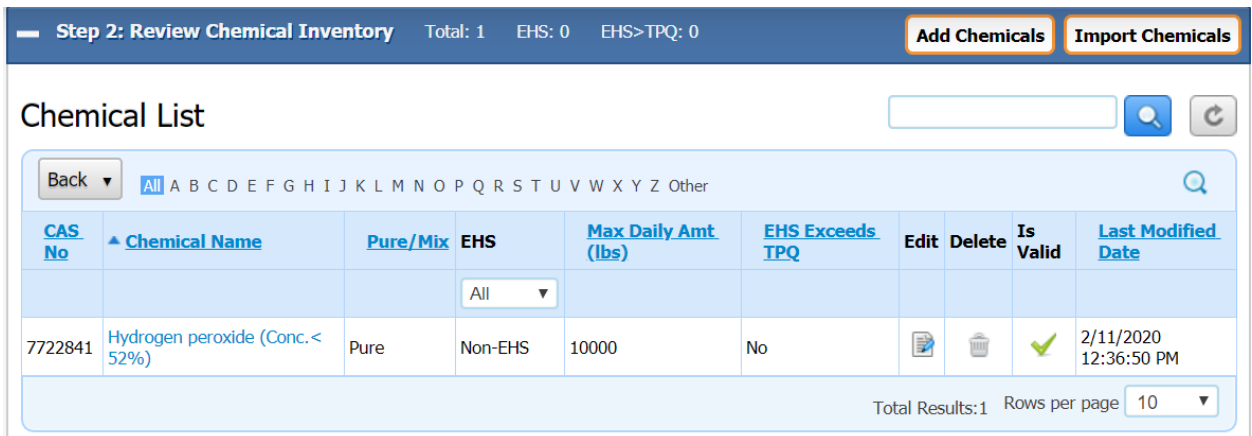
6. Update Report will display 6 Steps that can be Edited:



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

Back All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

CAS No	Chemical Name	Pure/Mix	EHS	Max Daily Amt (lbs)	EHS Exceeds TPQ	Edit	Delete	Is Valid	Last Modified Date
			All						
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](#)

EHS [See Notes on Reporting Chemicals at top of this page.](#)

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 *
[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		<input type="button" value="Choose File"/> No file chosen
Safeguard Measures		<input type="button" value="Choose File"/> No file chosen
Facility Emergency Response Plan		<input type="button" value="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