

# Instructions for Completing CAPP On-line Registration Form (CAPPTrack)

## Log In Page

- Enter user name and password (*initially as provided by NDEP*)
- A lost password may be reset by entering the user name and answering the security question. A reset password will be sent to the user's email.
- At this time, the security question and answer has been provided by NDEP. Future program revisions will enable the user to define the question and answer. For now, if the answer to the security question is lost, contact NDEP-CAPP.

## Registration Page

- The facility will click on Registration to proceed to the following pages.
- The password may be changed by the user from this page. **The user name is fixed however.**

## *General Comments about the Registration Pages*

- Data must be entered on the current page before proceeding to the next page.
- Previous forms can be edited.
- If required data is not entered, the program will prompt for the data before allowing access to the next page.
- When the 'Next' button is clicked on any page, all data that are entered are automatically saved. There is no file save function associated with the registration input pages.
- There is no option to copy previous page data other than to cut and paste. However, NDEP's intention is to repopulate these registration pages in subsequent years with data from the prior year, thus allowing data edits rather than complete re-entry.
- As there is currently no electronic signature capability for the on-line version of this registration, **a COMPLETE paper copy with a signature on the certification page is required.** This paper copy of the registration is the only official version. The intent of this year's exercise is to have the registration program developed to enable transition to a completely electronic registration format as soon as possible.
- Regarding registration due dates and electronic updates: The paper registration is still due to NDEP-CAPP by June 21<sup>st</sup>. The electronic version of the registration may be revisited and re-edited continually through June 21<sup>st</sup> (*after which, the registration will be locked from editing*).

## Facility Page

- Enter the relevant information.

## Contact and Address Pages (*next 8 pages*)

- Enter the relevant information.

### List of Facility Processes

- In the middle of the page enter the Process Description (*limited to 100 characters*), NAICS Code, ANFO Manufacturing (ammonium nitrate and fuel oil - *check box if applicable*), Other Explosives (explosive manufacturing other than ANFO – *check box if applicable*).
- Click the ‘Add’ button and the process will be entered on a table that will be created on the top of the page. After creation of the table, there is an option to edit or delete the process.
- Repeat until all of the processes are entered. (*Note that chemicals will be entered on the next page.*)
- If necessary, you may click the NAICS code reference to access their website and determine the applicable code number.

### List of Process Chemicals

- Enter the appropriate chemicals for each process on this page.
- In the middle of the page from the drop down menu, select the Facility Process and Chemical to Add.
- Adjust Mixture % (*percent of chemical in an aqueous solution, if this applies*) and input Quantity (*in pounds*).
- Click the ‘Add’ button and the Process, Chemical Name, CAS No., Mixture % and Quantity will be entered on a table that will be created on the top of the page. After creation of the table, there is an option to edit or delete the chemical.
- If there are multiple chemicals for a single process, repeat the preceding steps for each chemical.
- Each process must have at least one chemical entered in order to proceed to the next page.

### Report of Accident History

- In the middle of the page from the drop down menu, select the Facility Process.
- For each Facility Process:
  - **If there are no accidents to report for a particular process**, leave the date blank and leave the text ‘No accidents to report’ in the following two blocks. Click the ‘Add’ button and the information will be entered on a table that will be created on the top of the page. After creation of the table, there is an option to edit or delete the entry.
  - **If there are accidents to report for a particular process**, enter a date (*directly in the box or using the calendar icon*), provide a Release Event Description and a summary of Remedies Taken. Click the ‘Add’ button and the information will be entered on a table that will be created on the top of the page. After creation of the table, there is an option to edit or delete the entry.
- There can be multiple entries for each process; however, note that each process must have at least one entry in order to proceed to the next page.

### List Most Recent PHA Studies for Each Process or Process Segment

- List the most recent PHA studies. *This list does not necessarily have to be identical to the List of Facility Processes. In many instances, a single process may be broken into multiple segments and a separate PHA study conducted on each process segment.*
- In the middle of the page enter the Process or Process Segment corresponding to the most recent PHA study for each. Enter the PHA completion date (*this date is not defined precisely, but could be the PHA report date*) and the **original total** number of recommendations. Click the ‘Add’ button and the information will be entered on a table that will be created on the top of the page. After creation of the table, there is an option to edit or delete the entry.
- Make one entry for each PHA study (*even if all of the recommendations have been resolved or the PHA revalidation date is overdue*).

## Status of PHA Recommendations

- The status of recommendations must be provided for each PHA study. The minimum requirement is to provide the status of recommendations that are currently unresolved, or were unresolved at the time of the prior year registration (*Note that PHA recommendations developed since the prior year registration are unresolved at the time of the prior year registration*).
- Recommendation status may be entered by one of three options. If there is more than one PHA study, a different entry option for each study may be used.
- **First option:**
  - In the middle of the page, select Process/Process Segment Description from the drop down menu.
  - Below the drop down menu select '*Check if recommendations to be entered in this section*'
  - In the boxes at the bottom of the page enter the recommendation Reference No. (*traceable to the PHA study*), the Recommendation, the Scheduled Completion (*directly in the box or using the calendar icon*), and Recommendation Status. Click the '*Add*' button and the information will be entered on a table that will be created on the top of the page. After creation of the table, there is an option to edit or delete the recommendation.
  - Repeat these steps for each recommendation.
- **Second option:**
  - In the middle of the page, select Process/Process Segment Description from the drop down menu.
  - Below the drop down menu select '*Check if all recommendations are resolved*'.
- **Third option:**
  - In the middle of the page, select Process/Process Segment Description from the drop down menu.
  - Below the drop down menu select '*Check if the PHA recommendation status is attached separately & contains recommendations, schedule, and status.*'
  - Select the '*Browse*' button and locate the PHA recommendation file from your computer. (*While there is no limit to file type, a text, PDF or MS Word file is preferable. File size is limited to 20 MB, but note that attaching files of this size can take up to 20 minutes. Normal MS Word files are considerably less than 1 MB and will attach quickly.*)
  - Select the '*Attach File*' button and the information will be entered on a table that will be created on the top of the page. After creation of the table, there is an option to delete the attached file.

## Certification Statement

- Select one of the two certification statements and enter certifying authority's name and title.

## Final Instruction Page

- Follow the instructions on the page.
- The registration form should be saved as a PDF file to your computer.
- The **ENTIRE registration form and any PHA recommendation status files attached to the on-line submittal must be printed** and the certified page signed. **Send the ENTIRE package** to NDEP as directed in the instructions.
- After the '*Finish*' is selected, the registration page is displayed.
- If complete with entry, logoff at this point. The registration can be revisited and edited through June 21<sup>st</sup> (*The certified registration should match the on-line version.*)