



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

Annual Registration

Nevada Administrative Code (NAC) establishes the registration requirements for facilities that produce, use, store or handle designated quantities of listed substances.

Pursuant to NAC 459.95348, a registration form is due on or before June 21st of each year. If a facility is subject to the "two-release" provision (see NAC 459.95323, subparagraph 2, paragraph a, subsection 1), a registration form must be submitted not later than 90 days after the provisions take effect.

CAPPTrack User Levels

To allow facilities to digitally certify registrations, the CAPPTrack program has a hierarchy (different levels) of access. The two levels of access for the facilities includes:

- **CAPPCONTACT (EDITOR):** User level which is allowed to edit the registration but is not authorized to digitally certify.
- **OWNER/OPERATOR (CERTIFIER):** User level which is allowed to both edit and digitally certify the registration.

The facility's registered Owner or Operator is assigned at the **Owner/Operator (Certifier)** access level. If the facility requires a different or an additional individual to have digital certification authority, the Owner or Operator must contact CAPP staff to set up the individual for access to the facility.

Log In Screen

A screenshot of the CAPPTrack login interface. The title "Login" is centered at the top. Below it, there are two input fields: "User Name:" with the text "MOLESON" and "Password:" with a masked password of ten dots. Each field has a red "x" icon to its right. A dark blue "Log In" button is centered below the fields. At the bottom, there are two links: "Forgot Password" and "Forgot Username" in a light blue color.

Figure 1 Login Screen



A Username and Password has been provided to the authorized users at the facility. If a new user is required by the facility, the facility must contact CAPP staff and request access for the user. CAPP staff will need to know the Email address and the User Role of the individual that needs access. Once the request is made, CAPP staff will verify with the facility that the new user is authorized to have access before access is granted.

If the user does not know or has forgotten their Username or Password, the user can utilize the [Forgot Username](#) or [Forgot Password](#) functions.

Edit Registration and View Invoices

Once the user is logged into the system, the following screen appears:

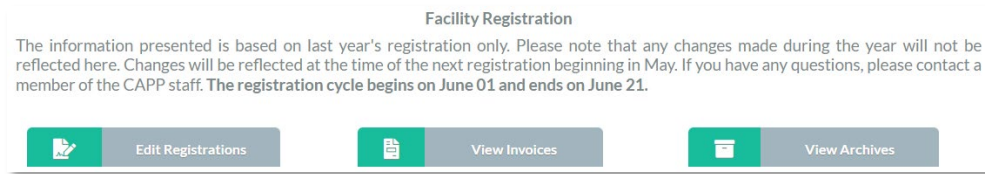


Figure 2 Facility Registration Screen

- The [Edit Registrations](#) button will open the Edit/View Facility screen. For users linked to multiple facilities, the Edit/View Facility screen will show all associated facilities. The User can then select the facility they would like to edit/review.
- The [View Invoices](#) button allows the user to open and/or download the registration invoices that were generated by the CAPPTTrack program.
- The [View Archives](#) button allows the user to open and/or download previous registrations.

To edit/view the registration for a facility, click the [Select](#) button next to the facility. The registration will then open to the first screen (Facility) in the registration process. The registration process consists of 12 screens, starting with the Facility screen and ending with the Digital Signature screen.

A note about progressing through the registration screens:

The CAPPTTrack program has a screen control that is located at the top of each of the 12 registration screens. (Control is shown in Figure 3):

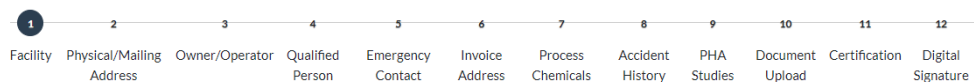


Figure 3 Screen Control shown at the top of all registration screens.

The control's purpose is to allow the user to:

- Determine the screen the user is currently on. (Indicated by the dark outline around the number.)



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- Quickly navigate within all saved registration screens. This allows the user to skip forward or backward through the saved screens without having to click through each screen. (For example, if the user saves through screen 12 (Digital Signature), then needs to go back to edit screen 2 (Physical Mailing Address), they can click on the number 2 in the screen control to move directly to that screen.) Note:
 - The ability to skip through screens using the control is not limited to the current session or user. (For example, if the user progresses through multiple screens during a session, then logs out of the session and back in again at a later time, the user will have the ability to move directly to any of the saved screens from the previous session.)
 - The ability to skip through screens using the control is not limited to one user. (For example, a facility with two linked users (one user with *edit-only* authority and another user with *certification* authority) will allow each user to skip through any saved screen. This is useful when one user *edits/updates* the registration and the other user *certifies* the registration.
 - The control only allows saved screens to be accessed via the screen control. Any screen that has not yet been saved by any authorized users will not be available until all previous screens have been saved. This limitation is built into the program to ensure that all registration screens are edited and/or reviewed before proceeding to the next.

Registration Screens

The registration screens have been prefilled for existing facilities. The screens:

① Facility.

Provides basic detail of the facility. Enter the relevant information as required by the screen.

- The FIN entry box will be greyed out for facilities as this detail is provided by CAPP.
- Facility Latitude and Longitude boxes: If the facilities coordinates are not known, a Convert Latitude/Longitude button is provided.
 - Use of the Convert Latitude/Longitude button requires the input of the facilities physical address, city and state (boxes are located next to the button).
 - For remote facilities, this feature may not work. If this is the case, the Latitude/Longitude coordinates may be obtained via use of an online mapping program.

② Physical/Mailing Address.

Provides facility address information.

- The physical address is the same location as the Latitude and Longitude coordinates entered on screen #1. For remote locations that do not have a valid postal address, a close proximity from a known point may be entered; i.e. "30 miles south of Carson City, NV on Hwy 395."



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- The facility mailing address has a checkbox that allows the user to utilize the physical address input above. Do not use the checkbox if the facility post office mailing address is different than its physical address.

3 Owner/Operator

Provides contact information for the Owner/Operator.

- The dropdown box is provided to copy a previous address entered into the program; however, if the Owner/Operator mailing address is different than any of the previous addresses entered, the user will need to provide the relevant Owner/Operator address instead.

4 Qualified Person

The Qualified Person is the primary contact for CAPP staff. If the Owner/Operator chooses to designate a third person as the qualified person, this person is considered by CAPP to, along with the Owner/Operator, have responsibility for the development, implementation and integration of the requirements of CAPP. If the Owner/Operator chooses not to designate a third person into the qualified person position, then the Owner/Operator information will be entered onto this screen.

- An optional Copy Address From dropdown is provided for convenience of the user.

5 Emergency Contact

Provides a contact person and associated telephone number that is available 24 hours a day of an emergency contact.

- An optional Copy Address From dropdown is provided for convenience of the user.

6 Invoice Address

Provides a mailing and email address to be used for the CAPP invoice. The CAPPTrack program now automatically sends the invoice to the email supplied on this screen once the annual registration is submitted and accepted by CAPP.

7 Process Chemicals

Provides the registered CAPP Process and process chemicals and/or explosives associated with the process. This screen will show all processes associated with the facility and their relevant information as shown below:



Process Description	NAICS Code	Anfo Manufacturing	Other Explosives	New Process	30 U.S.C. §§ 801 Et Seq	42 U.S.C. § 7412(R)
Warehouse refrigeration	97-51-82	No	No	Yes	No	No

Figure 4 Example of a facilities Process Chemicals Screen shown in Collapsed mode.

To view the process chemical(s) and/or explosives associated with the process, the user can either click the [Expand All](#) button or click the “+” button which is located to the left of the process. Once expanded, the user will see the chemicals and/or explosives associated with the process.

- To add a new process, the user clicks the [+ Add New Process](#) button. A Create Process window will open where the user inputs the relevant information for the process. Once the process is entered and saved, the user clicks the [Expand All](#) button or the “+” sign next to the process. This will allow the user to click the [+ Add New Chemical](#) to input the relevant chemicals associated with the new process. Once data is input, click the button to create the chemical.
- Note that when adding chemicals, a mixture % (percent of chemical in an aqueous solution, if this applies) and input Quantity (in pounds) is required.
- The user must provide the maximum quantity of each registered chemical on-site between June 1 of the previous year and May 31 of the current year. For a new process, the owner or operator shall include in its annual registration form information about the maximum inventory they expect to have on-site through the following May 31.
- Multiple chemicals can be associated with one process. To add another chemical to the process, click the [+ Add New Chemical](#) button within the desired process.
- To change or delete existing chemicals associated with a process, or to delete a process, use the pencil or “X” icon on the right side of the Chemicals (or Process screen).

8 Accident History

Provides the facility’s accident history of any accidental release event(s) occurring from June 1 of the previous year through May 31 of the current year. An accidental release as defined by NAC 459.95211(1) is (a) An unintentional discharge from a process of any amount of a highly hazardous substance into the air, water or land, including, without limitation, any unintentional discharges within a building that encloses a process; or (b) A fire or an explosion at a facility involving a highly hazardous substance or explosive.

Note that pursuant to NAC 459.95211(2), an accidental release does not include emissions of highly hazardous substances from piping component threaded connections, valve and equipment packing, or malfunctioning pollution control devices unless such an emission would qualify as a catastrophic release.



The Accident History Screen as shown below:

Facility Process	Date	Release Event Description	Remedies Taken
No data available in table			

Figure 5 Accidental Release screen showing no release history.

- If the facility has no releases to report, click the “No Accidents to Report” checkbox.
- To add a release event, click the [+ Add New Event](#) button to open the Create Event window. Add the relevant information and click the [Create Event](#) button to save.
- A release event must be associated with a Facility Process. The Create Event screen will have a dropdown button for the user to associate the release with a process.
- If the user wishes to edit or delete a release event, utilization of the pencil or “X” icons on the screen can be used.

9 PHA Studies

Provides the status of any Process Hazard Analysis(PHA) Recommendation(s) that is either currently unresolved OR unresolved at the time of the prior year’s registration. The PHA Studies screen allows the user to:

- Add any new PHA study pertinent to the CAPP process(s) completed within the last five years that is not already listed in CAPPTrack.
- Update any previously unresolved (or resolved) recommendations listed in CAPPTrack.

To enter a new PHA study, the user utilizes a two step process. Step 1 is adding the new PHA study by clicking the [+ Add New PHA](#) button, which opens the Create PHA screen. The user will then enter the relevant data and then click the [Create PHA](#) button to save.

- If the new PHA study entered has unresolved recommendations at the time of registration, the user must list these at registration. To add any unresolved recommendations, the user can either utilize Step 2 (Option 1) or Step 2 (Option 2).
 - Step 2 (Option 1): Add all unresolved recommendations from the PHA individually. To do this, the user expands the PHA study (by clicking on the “+” sign next to the PHA study) and clicks the [+ Add New Recommendation](#) button. The user then adds a recommendation using the Create Recommendation window. Once done adding the recommendation, click the [Create Recommendation](#) button to save.



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- Step 2 (Option 2): Add all unresolved recommendations via upload using an excel template. **The user MUST ensure that they first add a PHA study (Step 1) before downloading the template.** Once the template is downloaded, the user can add all unresolved recommendations to the spreadsheet.
 - The spreadsheet will have two tabs, a Data tab and an Instructions tab. The Data tab is used for the unresolved recommendations. The Instructions tab provides some helpful hints for populating the spreadsheet.
 - Do not change the names of the tabs or the column names. The program uses these columns (and tabs) when uploading the data.
 - Do not add additional fields to the spreadsheet.
 - Once finished adding unresolved recommendations, the user then saves the spreadsheet.
 - To upload the recommendations annotated in the spreadsheet, use the [Choose File](#) button to add the spreadsheet and then click the [Upload](#) button.
- If the newly created PHA study has zero unresolved recommendations at the time of registration, the user does not need to upload any recommendations to the PHA study.
- If the user is updating existing recommendations from past year registrations, the user will expand the PHA study that they need to update and click the pencil icon next to the recommendation that needs to be updated.

10 Document Upload

Provides CAPP with relevant documentation that is requested during the annual registration process. A list of the requested documents will be shown on the screen. The user can upload each document by utilizing the upload box. The process of uploading a document is as follows:

1. Click the "Choose File" box to open the dialog screen that allows the user to choose the relevant file.
2. Navigate to and highlight the file to be uploaded, then click the Open button to close the dialog box.
3. Click the document type list box to choose the document type that will be uploaded.
4. Enter a brief description of the file in the "Document Description (Required) box.
5. Click "Save Document" to upload the chosen file.
6. Repeat this same process until all the documents requested have been uploaded.

Once a file has been uploaded, it will be shown on the screen below the upload box. The Document Type chosen, the Description that was added by the user, and the date/time of the upload will be shown on the screen after each upload.



11 Certification

Provides Annual Certification checkboxes and the Certification Statement that are used when signing the registration.

- Checking the boxes next to each Annual Certification statement is optional during registration and should only be checked if the Owner/Operator has verified that the statement(s), when checked, are true and accurate.

The screenshot shows a section titled "Annual Certification". Below the title, it says "Click only each checkbox for which you agree with the statement." There are two checkboxes, both of which are currently unchecked. The first checkbox is followed by the text: "Pursuant to NAC 459.95416(3c), I certify that the written operating procedures for the CAPP regulated process are current and accurate." The second checkbox is followed by the text: "Pursuant to NAC 459.95427(1a), I certify that an evaluation has been performed within the last three years of whether adequate procedures and practices as required pursuant to NAC 459.95412 to 459.95442, inclusive, have been developed and implemented."

Figure 6 Optional Annual Certification Checkboxes

- The Certification Statement section has a set of options available for the user to choose from. The user that will certify the registration for the facility will choose which statement that is most relevant.

The screenshot shows a section titled "Certification Statement". Below the title, it says "One of the following checkboxes must be signed by the sole proprietor of the facility, the highest ranking corporate officer of the facility, a partner at the facility, the manager of the facility or a person designated by one of those persons to sign the certification." There are two radio buttons. The first radio button is unselected and is followed by the text: "I certify under penalty of law that the information provided in this document is true, accurate and complete. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate or incomplete information." The second radio button is selected and is followed by the text: "I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attached documents and that, based on my inquiry of the natural persons immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant civil and criminal penalties for submitting false information."

12 Digital Signature

Provides the registration in report format and allows the authorized user to Digitally Certify the registration.

To certify the registration the user must be logged in at the **OWNER/OPERATOR (CERTIFIER)** level. If the user is not at the certifier level, the program will not allow the user to digitally sign the registration as the enter password box is greyed out.).

For the **OWNER/OPERATOR (CERTIFIER)** to digitally certify, he/she will:

- Enter their CAPPTTrack password into the "Enter Password" box.
- Enter their security phrase answer into the "Security Phrase" box.



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The user then can click the Submit button to Certify the document. If submitted successfully, the screen will show “Submitted Successfully!” above the report box and the “Signed By” and “Signed Date” at the bottom of the report will populate with the appropriate information.

Once certified, the registration is complete. There is no need to provide a hardcopy of the registration to CAPP since the document was digitally signed and recorded in CAPPTrack.

Once submitted successfully, CAPP staff will be notified that the registration has been completed. CAPP staff will then review and either accept the registration or may call the facility if questions arise during the review. Once CAPP staff has accepted the registration, an invoice will be emailed to the invoice email address that was annotated in the registration.