UNIDOCS Online Instructions

UNIDOCS can be entered on any work or home computer. The instructions below should help you complete this process yourself. *You are required to update your inventory on an annual basis.*

1. Using your preferred Internet browser, type in the address: www.unidocs.org in the address bar.

2. It would be useful to bookmark this page for future use. [Depending on your browser, you should find the word “Bookmark” in your browser menu bar. Select this by left clicking on the word. Scan the arrow down until your arrow highlights “Add Bookmark or Add Page or Bookmark this page” left-click this, enter the word UNIDOCS in the name field, press enter to add the page. To find this page again, go back to Bookmarks in the menu bar, scroll down until you find the word UNIDOCS, drag your arrow to the word, left-click and you should now be at the UNIDOCS website.]

3. On the UNIDOCS webpage select “Login” this will open a new tab or page.

4. On the new page Left-click **CREATE NEW ACCOUNT**

5. Enter your information in order to request a login name and password, which is what you need to get started. Left-click “Continue to Step 2”
6. Choose your username and password. Keep this somewhere safe and where you will remember it. Left-click “Go to Step 3”

7. Your account will be automatically activated. Select “Return to the Login Screen” and login.
8. After logging in, you will come to this page. Click on the first option in red “Hazardous Materials Inventory (HMIS) Building Occupancy Classification or Both”

9. Now you must either select an existing facility or request a new facility. As a new account, the first thing you must do is submit your facility. Select “Request Additional Facilities”

10. Enter your business name to see if you are already on file. You can search by:
   a. Facility Id#
   b. Business Name
   c. Business City

   Select “Search for Sites”

   OR

   If you know that your facility has not been entered select “Add New Site to Database”
11. As an example, Santa Rosa Junior College was entered as a business name. Choose and add the facility by selecting the appropriate check box (as shown above) and then click “Add Selected Sites”.

<table>
<thead>
<tr>
<th>Add</th>
<th>Business Name</th>
<th>Business Location</th>
<th>Facility ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>SANTA ROSA JUNIOR</td>
<td>6225 EASTSIDE RD,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COLLEGE FARM</td>
<td>FORESTVILLE</td>
<td></td>
</tr>
<tr>
<td>✔</td>
<td>Santa Rosa Junior</td>
<td>1501 Mendocino Ave</td>
<td></td>
</tr>
<tr>
<td></td>
<td>College</td>
<td>Santa Rosa</td>
<td></td>
</tr>
</tbody>
</table>

If you are unable to find your facility in our database, you can add a new facility entry to our database by clicking the button to the right.

Add New Site to Database

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**Hazardous Materials Online Inventory Project**

Requesting Additional Sites

Step 1: Search For Your Sites

Search for your sites using the following form. If you have trouble finding your site, try entering a partial business name (i.e., enter “Bob” instead of “Bob’s Car Shop”).

- Facility Id #:
- Business Name:
- Business City:

Search For Sites

You have selected the sites below. To select more sites, use the search form below. To remove sites from this list, select the “Remove” checkbox next to each site, and click “Remove Selected Sites”.

<table>
<thead>
<tr>
<th>Business Name:</th>
<th>Facility ID:</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Rosa Junior</td>
<td>49-060-TMP683</td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** You must be an owner/operator for the above facilities or be an authorized representative to use this website for these facilities. By clicking ‘Finished Selecting Sites’, you acknowledge that you are authorized to submit information on the behalf of the above facilities.

If you have used the search form above and cannot find your sites, you can add a new facility entry to our database by clicking the button below:

Add New Site to Database

When you are finished selecting your sites, click the button below to finalize your facility request.

Finished Selecting Sites
12. Your added site is confirmed by being listed above the button “Remove Selected Sites.” You can also remove any facilities by selecting “Remove Selected Sites.” On this page you can add another database or if you are finished select “Finished Selecting Sites” 

OR

If you do not see your facility, then you need to add your site to the database. Select, “Add New Site to Database”

13. Fill in your facility information. Select “Add Facility”

14. This page confirms that your facility has been entered and has been assigned a facility ID#. Select “Return to Activity Menu”
15. Your information will automatically be entered once you are logged in. Select “HMIS Only” from the drop-down menu. Then select, “Submit”

16. Your information will automatically be entered once you are logged in. Under “Hazardous Materials Inventory” select the link (in red and underlined) “Owner/Operator Page.”
17. Enter all of the above fields with your facility information.
   a. Under “Beginning Date”, enter Today’s Date.
b. For “Ending Date”, enter one year later.
   i. For example: Beginning date is 1/1/07, ending date would be 1/1/08.

18. Select “Update Facility Information”. Now you will be directed to a page confirming your information entry. Now select “Back to Site Menu”

19. Under Hazardous Materials Inventory select “Add Inventory Items Manually”. Prior to adding your chemical inventory into the database, you should have a list of all your chemicals and the following information:
   a. Location in your facility (Refer to your drawn map with labels)
   b. The chemical name or CAS No.
   c. If the chemical is a waste or non-waste
   d. The maximum daily amount used at your site
   e. The average daily amount used at your site
   f. The largest container volume
   g. If it is a waste, the annual waste amount.

   These amounts need to be expressed using the same measurement unit
20. Fill in the location of the chemical in your facility. MAP# and GRID# are not required.

21. Enter the CAS No. or search using part of or the entire chemical name. Common names of products can be used.
22. Here are the results when searching by CAS No. for an ingredient in Lacquer Thinner.
23. You can use the common name. For example, here are the results for the search of lacquer. Select the chemical type:
   a. Waste-the lacquer you are inventorying is waste
   b. Non-Waste- the lacquer you are inventorying is new and not contaminated.

If you cannot find your chemical, you can enter it by selecting “Create New Chemical”.

<table>
<thead>
<tr>
<th>Chemical Name</th>
<th>Cas #</th>
<th>Select Chemical Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>LACQUER (NR*)</td>
<td></td>
<td>Waste</td>
</tr>
<tr>
<td>LACQUER (syn*) (NR*)</td>
<td></td>
<td>Waste</td>
</tr>
</tbody>
</table>

* (syn) means that the chemical name is synonymous with another standardized chemical name. If you choose a (syn) chemical, the standardized chemical name will be used.

* (NR) means that the chemical's information has not been reviewed; in order to use this chemical, you must enter/verify its chemical information. For information regarding how our chemical database is used/updated, visit http://www.unidocs.org/hmoip/updating.html.
24. Here are the results if you choose **Non-Waste** Lacquer (syn) (NR). When compared to the example, CROSSFIRE Lacquer Thinner, not all of the components are listed above. However, the general name of Lacquer Thinner provides the fire department with enough information to assist in managing your chemical inventory.

<table>
<thead>
<tr>
<th>MIXTURE COMPONENT</th>
<th>CAS #</th>
<th>PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYLENE</td>
<td>1330-20-7</td>
<td>5 %</td>
</tr>
<tr>
<td>2-HEPTANONE</td>
<td>110-43-0</td>
<td>&lt;5.0 %</td>
</tr>
<tr>
<td>GLYCOL ETHER</td>
<td>111-76-2</td>
<td>2 %</td>
</tr>
<tr>
<td>BUTYL ACETATE</td>
<td>123-86-4</td>
<td>10 %</td>
</tr>
<tr>
<td>2-PENTANONE</td>
<td>107-87-9</td>
<td>&lt;5.0 %</td>
</tr>
<tr>
<td>ACETONE</td>
<td>67-64-1</td>
<td>45 %</td>
</tr>
<tr>
<td>2-BUTANONE</td>
<td>78-93-3</td>
<td>6 %</td>
</tr>
<tr>
<td>ISOBUTYL ALCOHOL</td>
<td>78-83-1</td>
<td>&lt;5.0 %</td>
</tr>
</tbody>
</table>
25. Here are the results for WASTE Lacquer Thinner (syn) (NR). By entering the chemical through the search option, most of the required chemical information is automatically filled in. However, the following information is specific for your facility:
   a. Enter Maximum Daily Amount. (The max amount used each day on your facility, this can be measured by empty containers)
   b. Average daily amount (to compute add up the amount used in a month and divide by 30, this is your average daily amount)
   c. Largest container volume (list the size of the largest container the waste or non-waste chemical is stored in.)
   d. Annual Waste: take your average daily amount and multiply by 365 days. If you have this amount logged with another company (i.e.: Safety Clean) use that value.
e. Units: All units must be the same for the above categories. The following will be automatically converted: (or you can enter the amounts in pounds (lbs), gallons (gal) or cubic feet (cu ft))
   - cubic meters → cubic feet
   - milligrams → pounds
   - grams → pounds
   - kilograms → pounds
   - liters → gallons
   - milliliters → gallons
   - ounces → pounds
   - pints → gallons
   - quarts → gallons
   - tons → pounds

f. Curies: if the chemical is radioactive, you would enter the amount in millicuries

g. Trade Secret: most items are not trade secrets

h. Days on Site: the default is 365 days

26. Next enter where this chemical is being stored on your facility.
   a. Storage Container
   b. Management Method (How do you get rid of the waste?)
   c. Storage Pressure
   d. Storage Temperature
      Not needed

Enter “Next Step”.
27. Now you can:
   a. Add another chemical at this location.
   b. Add another location for this site
   c. Or return to the Main Menu
28. This form is used for entering a NON-WASTE chemical. Everything is the same except, the Hazardous Material Type is automatically entered as a Mixture (for lacquer thinner) and you don’t report the amount of annual waste. Select “next step” to continue.
29. Multiple storage containers can be selected by clicking on the check box.
30. If you need to delete or modify a material select “Modify Inventory Entries.”

31. Enter one of the above search queries to find the chemical you want to delete or modify. Or you can leave it blank to bring up the entire facility inventory. Select “Search”
32. Under “Select Chemical” select modify or delete.

33. The material to be deleted is shown on top, “Remove *ACETIC ACID?” To delete, select “Yes, Remove Material” if this is the incorrect material, select “No, Go Back.”

34. When you are finished modifying or deleting chemicals, select “Back to Site Menu” to return to the main menu.
35. If you need to delete or modify a location select “Modify Locations.”

36. Select “Modify” to change the location name. OR “Delete” to delete the location.
37. The location to be deleted is in bold. Deleting the location will delete all inventory items you have added in this location. To delete select “Yes, Delete Location.” If you do not want to delete this location select, “No, Go Back to Location List”.

38. From this point you can add new chemical location by selecting “Manage Chemical Location” OR you can go back to the main menu by selecting “Back to Site Menu”.
39. Now you need to upload your maps. If you have created or scanned a pdf file into your computer of your facility map, you can send it electronically by selecting this link. (Pdf versions are preferred because they take up less memory and do not require specific software for the fire department to use.)

    OR

You can send your map to your local fire department, and they will scan the hard copy into their system.

40. Finally, submit your inventory by selecting “Submit HMIS Electronically” under the heading “Submitting to the Local Agency”. Note that not all local agencies accept electronic submission at present so please check with them before submitting.

41. Follow the instructions. Be sure to print the Owner Operator Page, sign it, enter the unique ID generated for the submission and send to your local fire department.