



TRI-ME Desktop

Tutorial

Getting Started with TRI-ME



This tutorial has an audio component. Please adjust speakers. For audio script, please download the TRI-ME Tutorial PowerPoint presentation.



U.S. Environmental Protection Agency

Introduction

Install

Guidance

Assistance Lib

Help

Toxics Release Inventory

Reporting Software

Welcome to TRI

**Welcome to the
Environmental
Protection Agency's
Toxics Release
Inventory Program.**



Replay









U.S. Environmental Protection Agency

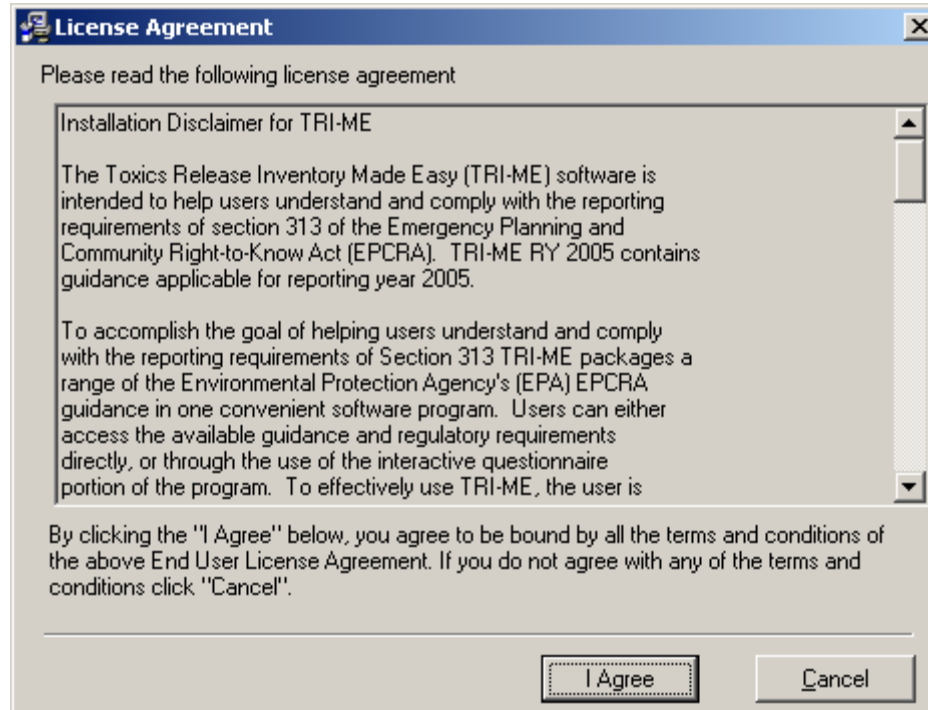
[Introduction](#) | [Install](#) | [Guidance](#) | [Assistance Lib](#) | [Help](#)

[TRI Software](#)

[Adobe Acrobat Reader](#)

[Internet Explorer](#)





Downloading from the Web:

[www/epa.gov/tri](http://www.epa.gov/tri)



Microsoft Internet Explorer window titled "Toxics Release Inventory (TRI) Program - Microsoft Internet Explorer". The address bar shows "http://www.epa.gov/tri/". The page header includes the EPA logo and the text "U.S. Environmental Protection Agency Toxics Release Inventory (TRI) Program". A navigation menu on the left lists various topics, with "Download TRI-ME Software" highlighted in a green box. The main content area features a search bar and several news items, including "Burden Reduction Proposed Rule (Phase II)" and "Reporting Year 2004 Toxics Release Inventory (TRI) Electronic Facility Data Release (e-FDR)".

U.S. Environmental Protection Agency
Toxics Release Inventory (TRI) Program

[Recent Additions](#) | [Contact Us](#) | [Print Version](#) Search: **GO**

[EPA Home](#) > Toxics Release Inventory Program

Download TRI-ME Software

[Burden Reduction Proposed Rule \(Phase II\)](#)
The comment period for the TRI Burden Reduction Proposed Rule has been extended to January 13, 2006.

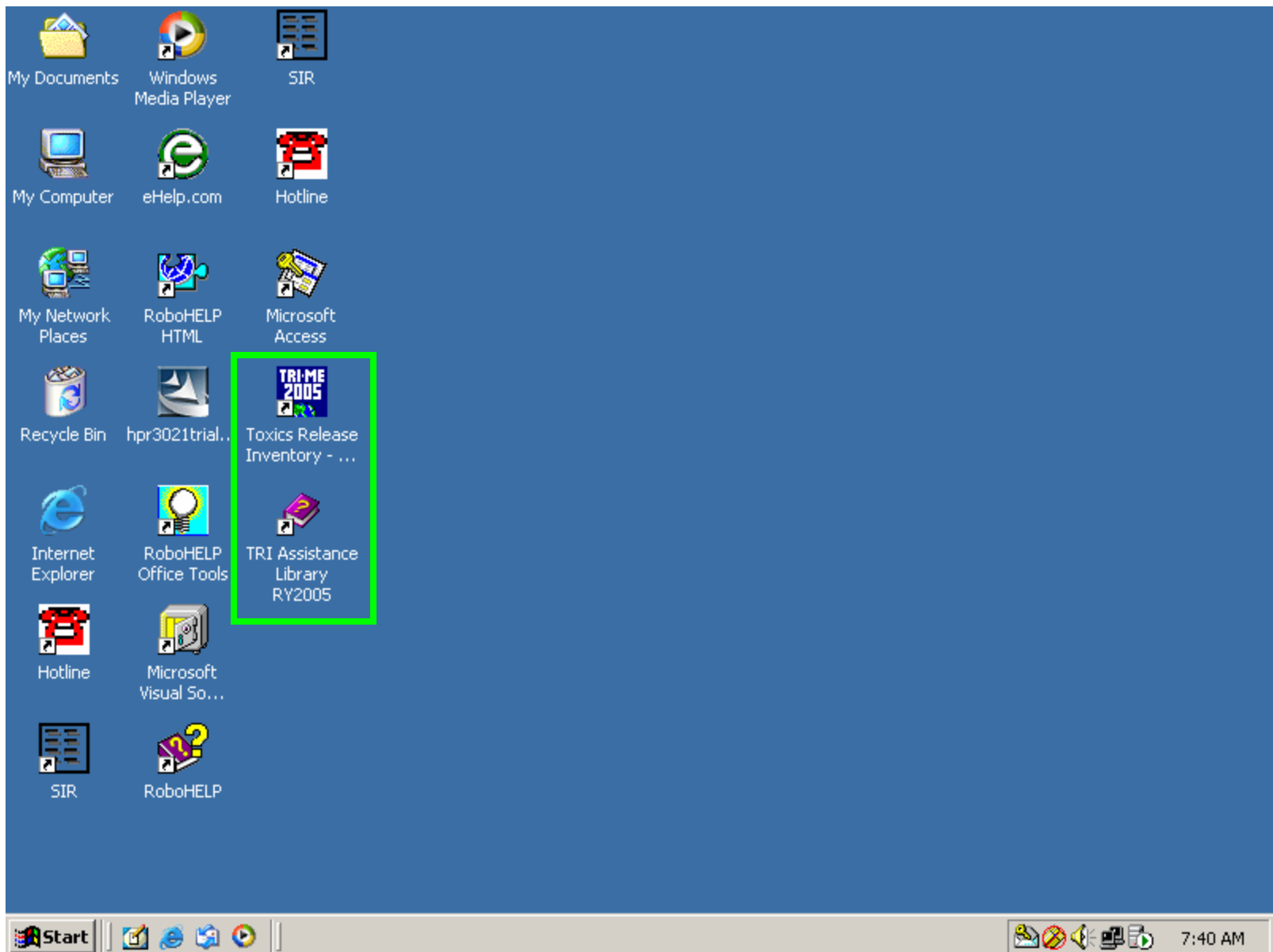
Comments may be submitted in a number of ways as described in the Federal Register notice. One new feature is that comments may be submitted on-line using the following new Federal Government portal: www.regulations.gov. Use the keyword, "toxics release inventory".

[Reporting Year 2004 Toxics Release Inventory \(TRI\) Electronic Facility Data Release \(e-FDR\)](#)

[Public Notice Announcing EPA's intention to initiate a rulemaking to modify the frequency of reporting under the TRI program.](#)
Federal Register Notice ([TEXT](#)) ([PDF](#), 1.64MB, 6pp, [About PDF](#))

[Fact Sheet Describing Both of the Above Actions](#)
(PDF, 38KB, 2pp, [About PDF](#))

[Press Release Describing Both of the Above Actions](#)





Welcome to TRI-ME

As this is the first time you are using TRI-ME after loading the software you need to name a file. We suggest you use a file name that describes the facility for which you are using TRI-ME. Please note that if you plan to report for more than one facility using TRI-ME, then you must create a separate file for each facility. You can create additional files at any time by simply using the File pull-down menu located in the upper left corner of this screen.

TRI-ME will automatically open to the last file worked on prior to exiting TRI-ME. You can use the File pull-down menu to open any other file.

Please enter a file name for the data being entered for your facility and then click the Continue button below.

Continue



Microsoft Access - [TRI MADE EASY Facility File: C:\TRI-MEDev\Data\test]

File Edit Tools Reports System Help

EPA Toxics Release Inventory Made Easy

Questionnaire Form R Form A State Information Assistance Library

Reminder

Click on the link below to see if there have been any updates to this version of TRI-ME, any revisions to the guidance documents or other changes that might impact the TRI reports that are due July 1, 2006.

<http://www.epa.gov/tri/report/index.htm>

TRI-ME will display this message periodically.

OK

What important information do I need to review for the 2005 Reporting Year?

QA2000001001 NUM

- Start Here
- Expert User
- Load Data
- Threshold
 - Facility
 - Employee
 - Chemical
- Chemical Select
- Form Select
- Revisions
- Part I, Facility
- Part I, Chemical
- Part II, Section 1
 - Section 2
 - Section 3
 - Section 4
 - Section 5.1

TRI-ME Help

Go Back



Microsoft Access - [TRI MADE EASY Facility File: C:\TRI-MEDev\Data\test]

File Edit Tools Reports System Help

EPA **Inventory Made Easy**

Form A State Information Assistance Library

Questionnaire

Facility: _____

Welcome to TRI-ME, a simple and easy way to report! TRI-ME is an interactive program that uses you to determine if you need to report and, if so, TRI-ME helps you fill out the report.

Are you a new user? Check out the new TRI-ME Tutorial on the web at <http://www.epa.gov/tri/report/trime/tutorials>

Start Here

- Expert User
- Load Data
- Threshold
- Facility
- Employee
- Chemical
- Chemical Select
- Form Select
- Revisions
- Part I, Facility
- Part I, Chemical
- Part II, Section 1
- Section 2
- Section 3
- Section 4
- Section 5.1

TRI-ME Help

Go Back

Lets get started!

More on TRI

What important information do I need to review for the 2005 Reporting Year?

More on PBT Chemicals

More on Lead Reporting

QA2000001001

NUM

Help

- TRI Assistance Library
- TRI-ME Help
- Tutorials on the Web
- Hotline Support...
- Check for TRI Updates...
- Important Information for RY2004
- Acknowledgements...
- About TRI-ME...



Microsoft **Important Information for Reporting Year 2005!**

Please review the following important information for Reporting Year (RY) 2005.

Internet Reporting via CDX

EPA encourages you to use TRI-ME to submit reports through the Internet via EPA's Central Data Exchange (CDX). TRI-ME no longer supports the submission of paper forms to U.S. EPA (see below).

You may use CDX even if this year is your first time submitting TRI forms. The TRI-ME software will help you through the CDX submission process. Additionally, if your state is a participant in the State Data Exchange program your CDX submission to U.S. EPA will be automatically forwarded to your state, satisfying your need to submit to your state.

TRI-ME RY2005 Software Changes

New! TRI-ME Tutorials are now available to help learn more about TRI-ME and its features! Check them out at:
<http://www.epa.gov/tri/report/trime/tutorials>

New! For Reporting Year 2005, the TRI-ME software will no longer support the ability to print federal paper submissions. This means that facilities will no longer be able to use the TRI-ME software and then print paper submissions for federal reporting purposes. However, TRI-ME will continue to support the ability to print paper file copies and state paper submissions.

Regulatory and Guidance Changes

New! Methyl Ethyl Ketone (MEK) Delisting. Facilities are no longer required to report MEK because of a court order removing MEK from the TRI.

New! Numerous changes to the Form R and Form A have been made in RY2005 as a result of the TRI Reporting Forms Modification Rule (39931 Federal Register / Vol. 70, No. 132, Tuesday, July 12, 2005). Changes include, but are not limited to the deletion of Sections 4.6, 4.8, 4.9, and 4.10 in Part 1 of the Forms R and A, simplifications to Part 2 Section 7 of the Form R, and the introduction of an optional text box in Part 2 Section 8.11 of the Form R.

A more detailed discussion of each of these topics - and others - is provided in the RY2005 TRI Reporting Forms and Instructions.

[Read More....](#)

Don't show this window on start-up. You may view this information at any time by selecting "Important Information for RY2005" from the TRI-ME Help menu.

QA200000



Microsoft Access - [TRI MADE EASY Facility File: C:\TRI-MEDev\Data\test]

File Edit Tools Reports System Help

EPA **Inventory Made Easy**

Form A State Information Assistance Library

Questionnaire

Facility: _____

Welcome to TRI-MADE EASY, a simple and easy way to report! TRI-ME is an interactive program that uses you to determine if you need to report and, if so, TRI-ME helps you fill out the report.

Are you a new user? Check out the new TRI-ME User Guide available online at <http://www.epa.gov/tri/report/trime/tutorials>

Start Here

- Expert User
- Load Data
- Threshold
- Facility
- Employee
- Chemical
- Chemical Select
- Form Select
- Revisions
- Part I, Facility
- Part I, Chemical
- Part II, Section 1
- Section 2
- Section 3
- Section 4
- Section 5.1

TRI-ME Help

Go Back

Lets get started!

More on TRI

What important information do I need to review for the 2005 Reporting Year?

More on PBT Chemicals

More on Lead Reporting

Help

- TRI Assistance Library
- TRI-ME Help
- Tutorials on the Web
- Hotline Support...
- Check for TRI Updates...
- Important Information for RY2004
- Acknowledgements...
- About TRI-ME...

QA2000001001 NUM



Microsoft Access - [TRI MADE EASY] Facility File: C:\TRI-MEDev\Data\test

File Edit Tools Reports System Help

EPA Toxics Release Inventory Made Easy

Questionnaire Form R Form A State Information Assistance Library

Facility:

Welcome to [TRI](#) - Made Easy ([TRI-ME](#)) - the fast and easy way to report! *TRI-ME* is an interactive program that uses your answers to a series of questions to determine if you need to report and, if so, *TRI-ME* helps you fill out the appropriate reporting forms.

Are you a new TRI-ME user, or just interested in learning more about TRI-ME features? Check out the new TRI-ME Tutorials! Available on-line at: <http://www.epa.gov/tri/report/trime/tutorials>

Start Here
Expert User
Load Data
Threshold
Facility
Employee
Chemical
Chemical Select
Form Select
Revisions
Part I, Facility
Part I, Chemical
Part II, Section 1
Section 2
Section 3
Section 4
Section 5.1

TRI-ME Help
Go Back

Lets get started!
More on TRI
What important information do I need to review for the 2005 Reporting Year?

More on PBT Chemicals
More on Lead Reporting

QA2000001001 NUM



Microsoft Access - [TRI MADE EASY Facility File: C:\TRI-MEDev\Data\test]

File Edit Tools Reports System Help

EPA Toxics Release Inventory Made Easy

Questionnaire
Form R
Form A
State Information
Assistance Library

Start Here

Expert User

Load Data

Threshold

Facility

Employee

Chemical

Chemical Select

Form Select

Revisions

Part I, Facility

Part I, Chemical

Part II, Section 1

Section 2

Section 3

Section 4

Section 5.1

TRI-ME Help

Go Back

Facility:

New Facility File

Look in: Data

600a.mdb	Ds14.mdb	Ds4.1.mdb	testtest.mdb
ad.mdb	Ds14a.mdb	Ds4.2.mdb	TRIME Tutori
asdf.mdb	Ds15.mdb	Ds4.3.mdb	
asdfasd.mdb	Ds17.mdb	Ds6.1.mdb	
asdfs.mdb	Ds18.mdb	Ds7.1.mdb	
asdfss.mdb	ds19.mdb	Ds7.1a.mdb	
Ds1.mdb	Ds20.mdb	Ds8.mdb	
Ds10.mdb	Ds21.mdb	Ds9.mdb	
Ds11.mdb	Ds23.mdb	teasdf.mdb	
Ds12.mdb	Ds24.1.mdb	test.mdb	
Ds13.mdb	Ds3.mdb	test1.mdb	

File name:

Files of type: TRI-ME Databases (*.mdb)

ive program

-ME helps

Check out

S

[More on TRI](#)

[More on Lead Reporting](#)

[What important information do I need to review for the 2005 Reporting Year?](#)

QA2000001001

14



Microsoft Access - [TRI MADE EASY] Facility File: C:\TRI-MEDev\Data\test]

File Edit Tools Reports System Help

EPA Toxics Release Inventory Made Easy

Questionnaire Form R Form A State Information Assistance Library

Facility:

Welcome to [TRI](#) - Made Easy ([TRI-ME](#)) - the fast and easy way to report! *TRI-ME* is an interactive program that uses your answers to a series of questions to determine if you need to report and, if so, *TRI-ME* helps you fill out the appropriate reporting forms.

Are you a new TRI-ME user, or just interested in learning more about TRI-ME features? Check out the new TRI-ME Tutorials! Available on-line at: <http://www.epa.gov/tri/report/trime/tutorials>

Start Here
Expert User
Load Data
Threshold
Facility
Employee
Chemical
Chemical Select
Form Select
Revisions
Part I, Facility
Part I, Chemical
Part II, Section 1
Section 2
Section 3
Section 4
Section 5.1

TRI-ME Help
Go Back

Lets get started!
More on TRI
What important information do I need to review for the 2005 Reporting Year?

More on PBT Chemicals
More on Lead Reporting

QA2000001001 NUM



Microsoft Access - [TRI MADE EASY Facility File: C:\TRI-MEDev\Data\test]

File Edit Tools Reports System Help

EPA Toxics Release Inventory Made Easy

Questionnaire
Form R
Form A
State Information
Assistance Library

Start Here

- Expert User
- Load Data
- Threshold
- Facility
- Employee
- Chemical
- Chemical Select
- Form Select
- Revisions
- Part I, Facility
- Part I, Chemical
- Part II, Section 1
- Section 2
- Section 3
- Section 4
- Section 5.1

TRI-ME Help
 Go Back

Facility: _____

Open Facility File

Look in: Data

600a.mdb	Ds14.mdb	Ds4.1.mdb	testtest.mdb
ad.mdb	Ds14a.mdb	Ds4.2.mdb	TRIME Tutori
asdf.mdb	Ds15.mdb	Ds4.3.mdb	
asdfasd.mdb	Type: MDB File mdb	Ds6.1.mdb	
asdfs.mdb	Size: 2.05 MB mdb	Ds7.1.mdb	
asdfss.mdb	ds19.mdb	Ds7.1a.mdb	
Ds1.mdb	Ds20.mdb	Ds8.mdb	
Ds10.mdb	Ds21.mdb	Ds9.mdb	
Ds11.mdb	Ds23.mdb	teasdf.mdb	
Ds12.mdb	Ds24.1.mdb	test.mdb	
Ds13.mdb	Ds3.mdb	test1.mdb	

File name: _____

Files of type: TRI-ME Databases (*.mdb)

ive program
-ME helps

Check out

[More on TRI](#)

[More on Lead Reporting](#)

[What important information do I need to review for the 2005 Reporting Year?](#)

QA2000001001



Microsoft Access - [TRI MADE EASY] Facility File: C:\TRI-MEDev\Data\test]

File Edit Tools Reports System Help

EPA Toxics Release Inventory Made Easy

Questionnaire Form R Form A State Information Assistance Library

Facility:

Welcome to [TRI](#) - Made Easy ([TRI-ME](#)) - the fast and easy way to report! *TRI-ME* is an interactive program that uses your answers to a series of questions to determine if you need to report and, if so, *TRI-ME* helps you fill out the appropriate reporting forms.

Are you a new TRI-ME user, or just interested in learning more about TRI-ME features? Check out the new TRI-ME Tutorials! Available on-line at: <http://www.epa.gov/tri/report/trime/tutorials>

Start Here
Expert User
Load Data
Threshold
Facility
Employee
Chemical
Chemical Select
Form Select
Revisions
Part I, Facility
Part I, Chemical
Part II, Section 1
Section 2
Section 3
Section 4
Section 5.1

TRI-ME Help
Go Back

Lets get started!
More on TRI
What important information do I need to review for the 2005 Reporting Year?

More on PBT Chemicals
More on Lead Reporting

QA2000001001 NUM



TRI-ME RY2005 - [TRI MADE EASY Facility File: C:\TRI-ME\RY2005\TRI Software\Data\asdf]

File Edit Tools Reports Help

EPA Toxics Release Inventory Made Easy

Questionnaire Form R Form A State Information Assistance Library

Facility:

To be required to file a [TRI](#) report, you must meet three criteria:

1. Your [facility](#) must be in a covered Standard Industrial Classification ([SIC](#)) Code or your facility is a federal facility; and
2. Your facility must meet the employee threshold; and
3. Your facility must exceed a chemical activity threshold.

Start Here
Expert User
Load Data
Threshold
Facility
Employee
Chemical
Chemical Select
Form Select
Revisions
Part I, Facility
Part I, Chemical
Part II, Section 1
Section 2
Section 3
Section 4
Section 5.1

TRI-ME Help
Go Back

Continue with Questionnaire

QA2000099001 NUM



Microsoft Access - [TRI MADE EASY Facility File: C:\TRI-MEDev\Data\test]

File Edit Tools Reports System Help

EPA Toxics Release Inventory Made Easy

Questionnaire Form R Form A State Information Assistance Library

Facility:

Welcome to [TRI](#) - Made Easy ([TRI-ME](#)) - the fast and easy way to report! *TRI-ME* is an interactive program that uses your answers to a series of questions to determine if you need to report and, if so, *TRI-ME* helps you fill out the appropriate reporting forms.

Are you a new TRI-ME user, or just interested in learning more about TRI-ME features? Check out the new TRI-ME Tutorials! Available on-line at: <http://www.epa.gov/tri/report/trime/tutorials>

Start Here
Expert User
Load Data
Threshold
Facility
Employee
Chemical
Chemical Select
Form Select
Revisions
Part I, Facility
Part I, Chemical
Part II, Section 1
Section 2
Section 3
Section 4
Section 5.1

TRI-ME Help
Go Back

Lets get started!
More on TRI
What important information do I need to review for the 2005 Reporting Year?

More on PBT Chemicals
More on Lead Reporting

QA2000001001 NUM

TRI-ME RY2005 - [TRI MADE EASY Facility File: C:\TRI-ME\RY2005\TRI Software\Data\asdf]

File Edit Tools Reports Help

EPA Toxics Release Inventory Made Easy

Questionnaire Form R Form A State Information Assistance Library

Facility:

[TRI-ME](#) provides two different data entry methods for you to use:

1. Questionnaire
Using the Questionnaire method, *TRI-ME* will ask you questions in plain English and use your responses to 1) determine if you need to report and 2) prepare the requisite forms. Please select the "Continue" option below to begin the questionnaire.
2. Forms Completion
Following the threshold determination portions of the Questionnaire, you may elect to click on the Form A or R tab and fill them out directly.

Are you an Expert User? If you are an experienced TRI reporter, you may wish to begin completing your Forms immediately, without using the threshold determination portions of the Questionnaire. If so, select that you are an "Expert User" using the button below. After collecting your primary SIC code and the TRI chemicals or chemical categories you wish to report on, *TRI-ME* will allow you to complete your Forms. By selecting that you are an Expert User, you are indicating that you do not need *TRI-ME's* assistance in determining that your facility is subject to each of the EPCRA section 313 reporting requirements (i.e., total number of employees, primary SIC code, and chemical activity threshold quantities).

QA2000001003 NUM



Toxics Release Inventory Made Easy

- Questionnaire
- Form R
- Form A
- State Information
- Assistance Library

- Start Here
- Expert User
- Load Data
- Threshold
 - Facility
 - Employee
 - Chemical
- Chemical Select
- Form Select
- Revisions
- Part I, Facility
- Part I, Chemical
- Part II, Section 1
 - Section 2
 - Section 3
 - Section 4
 - Section 5.1

Facility:

Please provide your primary [SIC code](#) and, if applicable, your secondary SIC codes.

If you are not certain, *TRI-ME* will return you to the threshold determination portion of the questionnaire and assist you with this determination.

Please select your Primary SIC Code:

2812 Alkalies and Chlorine

Please select your Secondary SIC Codes:

- 2869 Industrial Organic Chemicals, NEC
- 2873 Nitrogenous Fertilizers
- 2874 Phosphatic Fertilizers
- 2875 Fertilizers, Mixing Only
- 2879 Pesticides and Agricultural Chemicals, NEC
- 2891 Adhesives and Sealants
- 2892 Explosives
- 2893 Printing Ink



Selected Secondary SIC Codes: (up to 5)

- 2891 Adhesives and Sealants

- TRI-ME Help
- Go Back

- Continue
- I am not certain - I need more help



Toxics Release Inventory Made Easy

- Questionnaire
- Form R
- Form A
- State Information
- Assistance Library

- Start Here
- Expert User
- Load Data
- Threshold
- Facility
- Employee
- Chemical
- Chemical Select
- Form Select
- Revisions
- Part I, Facility
- Part I, Chemical
- Part II, Section 1
- Section 2
- Section 3
- Section 4
- Section 5.1

Facility:

In this screen, you will select the **toxic chemicals** that you wish to submit using **TRI-ME**. Select chemicals for reporting by either 1) selecting a chemical and clicking "Report Chemical" or 2) clicking "Report All Chemicals." To add a new chemical to the list, click "Add Chemicals For Reporting."

If you have loaded data, these chemicals will have automatically been selected for reporting, as **TRI-ME** has already loaded data into Form R or Form A Certification Statement reports for this reporting year. For other

Add Chemicals For Reporting

Threshold Exceeded	TRI Chemical or Chemical Category	Reporting For RY2005
N/D	1,1,1,2-Tetrachloro-2-fluoroethane	Yes

Report Chemical Don't Report Chemical

Report All Chemicals

Report Only Chemicals Exceeding Threshold

- TRI-ME Help
- Go Back

- Continue
- I am not certain - I need more help



Toxics Release Inventory Made Easy

- Questionnaire
- Form R
- Form A
- State Information
- Assistance Library

- ▲
- Start Here
- Expert User
- Load Data
- Threshold
- Facility
- Employee
- Chemical
- Chemical Select
- Form Select
- Revisions
- Part I, Facility
- Part I, Chemical
- Part II, Section 1
- Section 2
- Section 3
- Section 4
- Section 5.1

Facility:

Please note that in order to submit a Form A certification statement certain criteria must be met:

- Toxic chemical must be a non-PBT listed chemical;
- Facility must have [manufactured](#), [processed](#), or [otherwise used](#) 1,000,000 or LESS pounds of the non-PBT listed chemical during the reporting year; and

Please indicate for which chemicals you would like to complete Form A instead of Form R:

Chemical Name	Form R	Form A
1,1,1,2-Tetrachloro-2-fluoroethane	<input checked="" type="radio"/>	<input type="radio"/>
Abamectin	<input checked="" type="radio"/>	<input type="radio"/>
Benzamide	<input type="radio"/>	<input checked="" type="radio"/>

- TRI-ME Help
- Go Back

- [Go to Form R](#)
- [Go to Form A](#)

TRI-ME RY2005 - [TRI MADE EASY Facility File: C:\TRI-ME\RY2005\TRI Software\Data\asdf]

File Edit Tools Reports Help

EPA Toxics Release Inventory Made Easy

Questionnaire Form R Form A State Information Assistance Library

Facility:

Welcome to the Forms Completion section of [TRI](#) Made Easy!

By arriving at this section, you have determined that you meet the reporting criteria for at least one [toxic chemical](#). This means that your [facility](#) is required to submit either a Form R or, under special circumstances, a Form A Certification Statement, for each toxic chemical subject to reporting. Remember, at any time, you can go directly to the Forms folder and complete the appropriate forms. For now, [TRI-ME](#) will walk you through Form R. There are two parts to the Form R: Part I is generally a facility specific section that will be the same for all of the [EPCRA](#) Section 313 reports you submit. Part II is chemical-specific and will be different for each report.

TRI-ME will start with Part I, where you will need to enter some information that is specific to the facility. Once you have provided information about your facility or confirmed loaded information, this program will ask you questions about each of the toxic chemicals for which you are required to report.

[Start Here](#)
[Expert User](#)
[Load Data](#)
[Threshold](#)
 [Facility](#)
 [Employee](#)
 [Chemical](#)
 [Chemical Select](#)
 [Form select](#)
 [Revisions](#)
[Part I, Facility](#)
 [Part I, Chemical](#)
 [Part II, Section 1](#)
 [Section 2](#)
 [Section 3](#)
 [Section 4](#)
 [Section 5.1](#)

TRI-ME Help
 Go Back

Continue with Questionnaire
 Additional Information on the Form R
 More on Form A Certification Statement

QB1000001001 NUM



End of TRI-ME Tutorial

Getting Started

Click the Menu button to go to the TRI-ME Tutorial Topics Menu to select to view another tutorial.

