



Office of State Fire Marshal Community Right to Know Electronic Survey Submission

INSTRUCTIONS

Do not install the ESS software unless you have received the Hazardous Substance Information Survey Data email, with your ESSData file attached. Please save the Hazardous Substance Information Survey Data email, as it will be used after the ESS Program has been installed.

It is important to use the newest program available, as the program and chemical list are revised monthly. The program itself has changed substantially since 2008. Please do not use last year's program.

System Requirements

Prior to downloading the program, please ensure your computer meets the following system requirements.

1. Microsoft Windows 2000 or Windows XP, and a minimum of 160 mb RAM.
2. Microsoft Access 2000 or newer, or no Microsoft Access program at all. If you do not have any Microsoft Access program on your computer, a runtime version of Microsoft Access will automatically install. **WARNING: Do not install the ESS Program if you have a version of Microsoft Access 97 or 2007 or the Vista operating system. If you have Microsoft Access 97 or 2007, you will not be able to participate in the ESS process.**
3. Symantec's Norton Antivirus does not work well with the ESS program. If you have Norton installed on your computer, you may not be able to use the ESS program.

Determining Operating System:

On the desktop, right click on My Computer. Select properties. The General tab will indicate which system you have.

Determining Microsoft Access Version:

Open the Access program (Windows 2000: Start, Programs, Microsoft Access. Windows XP: Start, All Programs, Microsoft Office, Microsoft Access). Select Help, About Microsoft Access. A box will appear indicating the software version.

If your computer meets the system requirements, please follow these instructions in the order shown.

Uninstall

It is **very important** to uninstall prior to installing so that the program has the files it needs in order to go through the uninstall process. Follow one of the following procedures below to uninstall.

Uninstall ESS (if installed from last year)

1. Click on Start, All Programs
2. Control Panel.
3. Select Add Remove Programs
4. Find and select OSFM Electronic Survey Submission on the list.

5. Click on Remove.
6. Close the Add or Remove Programs window and close the Control Panel.
7. Browse to C:\Program Files.
8. **Delete the ESS folder.**

Uninstall ESS (if installed from **earlier this year**)

1. In Windows Explorer, navigate to C:\Program Files\ESS.
2. Double click the Setup.exe file.
3. At the Welcome screen, click Next.
4. At the “Repair or Remove Installation” screen, click Remove.
5. At the “Remove Electronic Survey Submission” screen, click Remove.
6. At the “Completing the Electronic Survey Submission Wizard” screen, click Finish.
7. Archive the previous ESSData.mdb file to another location.
8. **Delete the ESS folder.**

Download ESS.Exe

Click on the Download ESS Program link on the OSFM website at:

http://www.oregon.gov/OSP/SFM/CR2K_Home.shtml. Click on Electronic Survey Submission to go to that section.

It is recommended that you **save ESS.exe to C:\ Program Files**. It may take several minutes to complete the save, depending on the speed of your computer. Once the ESS.exe file is saved to C:\Program files, **DO NOT** double click on ESS.exe until you have uninstalled the previous version, as instructed above.

Extract the ESS Program Files

1. Close all applications.
2. Browse to C:\Program files (scroll to the bottom of Program files)
3. Double click the ESS.exe file to open the WinZip Self Extractor.
4. The Unzip To Folder should show C:\Program Files\ESS
5. Click Unzip.
6. At the “6 files unzipped successfully” screen, click OK.
7. Click Close.

Install ESS

1. In Windows Explorer, navigate to C:\Program Files\ESS.
2. Double click the Setup.exe file.
3. At the “Welcome...” screen, click Next.
4. At “Customer Information”, click Next.
5. At the “Choose Setup Type” screen, choose Typical.
6. At the “Ready to Install” screen, click Install.
7. At “Completing the Electronic Survey Submission Wizard”, click Finish.
8. There will be an ESS icon on the desktop as well as in the Start | All Programs menu.

Save ESSData

You must have the new ESS program installed before completing this step. The following are basic steps. The fully detailed process can be accessed in the *ESS Manual.

1. Open the Hazardous Substance Information Survey Data email.
2. Save the attachment to C:\Program files\ESS.

*Accessing the ESS Manual

Access the ESS Manual from the Main Menu or browse to C:\Program Files\ESS and double click on ESSManual.pdf.

Open the ESS Program

To run the ESS Program, double click on the ESS icon on the desktop.

1. Click OK on the message "Please click the Load Data File button to load the current data."
2. Click the Load Data File button.
3. The Main Menu will open. You are ready to begin.
4. If you receive a message that ESSData does not exist, you will need to save ESSData from your email to C:\Program files\ESS. Refer to the ESS Manual for more detail. For assistance, call the Hazardous Substance Information Hotline at 503-3778-6835 or 800-454-6125.

Help

There are Help files built into the ESS Program to assist you. To access Help, press F1.

Steps to Complete the ESS

The Main Menu consists of outlined steps. On Step 4, you can click on either button. Please notice that in Step 7, you can now submit your data file via email or CD. Please do NOT submit BOTH ways. Please choose one way to submit your file. Please refer the ESS Manual for more information on creating the submission file.

If you run into any difficulties or have any questions, please call the Hazardous Substance Information Hotline at 503-378-6835 or 800-454-6125.

Thank you,

Community Right to Know

Office of State Fire Marshal

4760 Portland Rd NE

Salem OR 97305-1760

Hazardous Substance Hotline: 800-454-6125

Fax: 503-378-1825

sfm.cr2k@state.or.us

Web address: www.sfm.state.or.us