

BASIC OVERVIEW OF ESS PROCESS

1st Of Each Month Prior to Your Mail Month - Circle the Date!

- Facility receives initial ESS Email Notification, inviting them to participate in the electronic survey submission process.

From: Oregon.Hazmatsurvey@state.or.us

Subject: Oregon Office of State Fire Marshal Survey – ESS Notification

Attachment: ESS Registration Form PDF

- Facility reads registration to ensure they meet system requirements

1st-17th - Of Each Month

- Facility completes and faxes Registration to OSFM by the due date
- OSFM reviews facility's ESS registration to ensure it meets all the criteria.

Last Day of Month Prior to Your Mail Month - Circle the Date!

- Facility receives email containing their ESSData file and containing address to OSFM website
- Facility goes to OSFM website to get installation instructions
- Facility either:
 - Downloads and saves executable file from website **or**
 - Contacts OSFM to request ESS CD. Once received, facility saves executable file.
- Facility refers to installation instructions (on web or on CD) as they uninstall previous ESS Program
- Facility deletes ESS folder after uninstalling
- Facility double clicks on the executable file to extract the contents in the ESS.exe file
- Facility double clicks on Setup.exe to install the ESS Program
- Facility saves data file to C:\Program Files\ESS

Remaining Tasks to be Completed Before Survey Due Date

- Facility runs ESS program and updates data on survey
- Facility submits either via email or CD (not both, please)
 - To: Oregon.Hazmatsurvey@state.or.us
 - Subject: 2009 ESS Submission #123456 (FacilityID file name)
- Facility prints, signs, and maintains hard copy of survey for their files