



Oregon Office of State Fire Marshal Community Right to Know Unit

--Hazardous Substance Information System--

HSIS INSTRUCTIONS

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PART 1 COMPUTER SYSTEM REQUIREMENTS

OSFM recommends the computer meet the following system requirements.

1. Google Chrome

In order to download the Public or Fire HSIS zip file from the web, it is recommended you use Google Chrome as your web browser. Testing has shown that Internet Explorer 8 *will not work*, and Internet Explorer 9 *will rarely work* for this process.

www.google.com/chrome

2. Microsoft Windows 7

The HSIS should function properly in both a 64 bit or 32 bit environment.

Determining Operating System

Click the **Start** button , enter '**Computer**' into the search box, right click on **Computer**, and then click **Properties**. Look under **Windows edition** for the version and edition of Windows that your PC is running.

3. Microsoft Access 2010, or no Access at all

A runtime version of Microsoft Access 2010 is included in the zip file for those who have no Microsoft Access at all. It will NOT automatically install. The program will function in a limited manner if using Runtime.

Determining Microsoft Access Version

Click on 'Start', enter 'Microsoft Access' into the search box, and see if Microsoft Access 2010 is shown.

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

PART 2 SAVE THE ZIP FILE

Quick Tip: Download the zip from the web or copy it from the CD. Save to C:\HSIS. Extract the zip file to C:\HSIS (no deeper).

1. HSIS Via Web Download

- a. If you do not yet have the username and password, please complete the ‘OSP CR2K Information Request’ form available on our website. You will be provided with a username and password for downloading the file.

http://www.oregon.gov/osp/SFM/docs/cr2k/info_request_form.pdf

- b. Ensure you have the username and password.

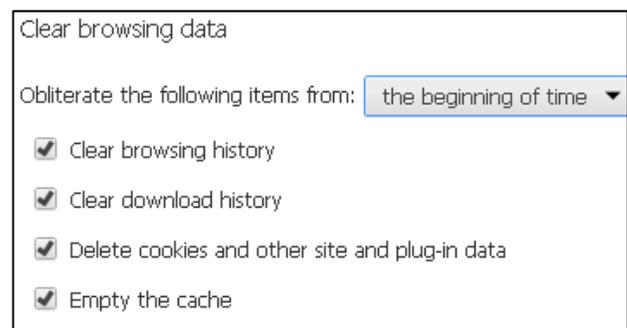
- c. *Open the Google Chrome browser.*

- d. *Clear the cache.*

- 1) Press *Ctrl/Shift/Delete*.

- 2) *Select* these four files:

- Clear browsing history
- Clear download history
- Delete cookies and other site and plug-in data
- Empty the cache



- 3) *Click the ‘Clear Browsing Data’ button.*

- 4) When the **Settings** window appears, the cache has been cleared. *Close the Settings window.*

- e. *Close the Google Chrome web browser.*

- f. *Re-open the Google Chrome browser to:*

http://www.oregon.gov/osp/SFM/pages/cr2k_infoavailable.aspx

- g. *Click* on the **Hazardous Substance Information** link, and scroll down to the Hazardous Substance Information System Software.

- h. *Click* on either the **HSISPublic.zip** or **HSISFire.zip** link on the OSFM website. (The HSISPublic.zip is for public use. The HSISFire is primarily for fire service personnel.)

- i. ***Enter the Username and Password*** into the Authentication Required box. Enter it exactly as provided to you by OSFM, as the username and password are case sensitive. **Ensure you enter OR\ in front of the Username.**

Screen Shot:



- j. ***Click Login.***

- 1) Logging in commences the download.
- 2) Windows 7 computers will most likely automatically save the zip file to **Windows Explorer\Favorites\Downloads**.
- 2) You might be asked if you want to Save, Open, or Save As the file. Select 'Save'. (If you are not asked, no worries. When it begins the download, it *will* be *saving* the file, not opening it.)
- 3) As the download commences, a status bar will appear at the bottom of the screen. Once the download is complete, the countdown will stop.

- k. ***Create an HSIS folder in C:*** if you don't have one there already.

- 1) Open Windows Explorer
- 2) ***Navigate to C:***
- 3) ***Right click, New, Folder.***
- 4) Type '***HSIS***' as the name of the new folder.
- 5) ***Click off of the folder.***

- l. ***Browse*** to the Download folder: **Windows Explorer\Favorites\Downloads**

- m. ***Cut*** the HSISPublic.zip or HSISFire.zip file from the Downloads folder and ***paste it into C:\HSIS***. (My Computer\C:\HSIS)

2. **HSIS Via Disc**

- a. Ensure you have a C:\HSIS folder. If you don't have this folder, create one in the following manner.

- 1) Open Windows Explorer
- 2) ***Navigate to C:***
- 3) ***Right click, New, Folder.***

- 4) Type '*HSIS*' as the name of the new folder.
- 5) *Click off of the folder.*
- 6) You can now *save the zip file from the disc to C:\HSIS.*

b. If you received the HSIS on a disc, save HSISPublic.zip or HSISFire.zip to C:\HSIS.

PART 3 EXTRACT THE ZIP FILE

1. Back Up Your SitePlans and Inspections Databases (Fire Version Only)

Please copy and paste the SitePlans and Inspections databases from C:\HSIS to a temporary location (e.g. C:\HSIS\Backup) so your data will not be overwritten though the extraction process.

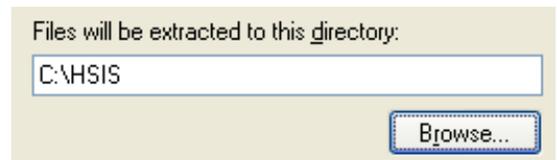
The Inspections and the SitePlans databases have been converted to Microsoft Access 2010. They will now have an extension of accdb instead of mdb. If you need assistance converting your older copies of these databases into Microsoft Access 2010, you may contact the Information Assistant at 503-934-8353.

2. Extract All

Double click on the *HSISPublic.zip* or the *HSISFire.zip* file in C:\HSIS, and then click on *File, Extract All.*

3. To C:\HSIS

When prompted to identify where you want to files to extract to, ensure they extract to C:\HSIS. They need to be at that level precisely, no deeper.



4. Runtime

If Microsoft Access 2010 is not installed on the computer, install the Microsoft Access 2010 Runtime by double clicking on the AccessRuntime.exe file in C:\HSIS. We recommend you restart the computer after installing Runtime.

PART 4 OPEN THE PROGRAM

1. Shortcut To Program

If desired, create a shortcut on the desktop. To do so, right click on HSISPublic.accdb or HSISFire.accdb, and select 'Send to' and 'Desktop'.

2. Open Program

To open the HSIS program, either:

- a. Browse to C:\HSIS and double click on HSISPublic.accdb or HSISFire.accdb, or

- b. On the Desktop, double click on the HSIS shortcut, if you made one.

PART 5 FIRE VERSION ONLY

The Inspections.accdb and the SitePlans.accdb databases are included in the HSISFire.zip file. That is why backing up your copies of those databases was necessary. Otherwise, all the data you entered into those databases would be overwritten during extraction. Use of these two databases is optional. Buttons to access them are included in the HSIS fire program on the 'Facility Info' form. In order for the Facility Info form to connect to these databases, they must be saved in C:\HSIS.

If you need assistance importing the data from an older version of those databases into Microsoft Access 2010, you may contact the Information Assistant at 503-934-8353.

If you saved your copies of the SitePlans.accdb and Inspections.accdb databases to a temporary location (e.g. C:\HSIS\Backup), cut and paste them into C:\HSIS now, overwriting the empty ones placed there during extraction.

PART 6 VIEWING MSDS'S

1. Viewing an MSDS Via the Internet

Many Material Safety Data Sheets (MSDS's) can be accessed online at http://159.121.82.250/CR2K_SubDB/MSDS.asp.

2. Viewing an MSDS Via DVD

MSDS's are also available via DVD. The MSDS's on DVD work in tandem with the HSIS software.

- a. To request the MSDS DVD set, complete the CR2K Information Request form available on our website at:
http://www.oregon.gov/osp/SFM/docs/cr2k/info_request_form.pdf
- b. It may be necessary to install the latest Adobe Reader program before opening an MSDS via DVD. For your convenience, this program was included in the HSIS zip file. To install the Adobe Reader program:
 - 1) Browse to C:\HSIS.
 - 2) Double click on "AcroRd32.exe".
 - 3) Adobe Reader 15.0 will install.
- c. Open the HSIS Program
Open the HSIS Program by browsing to C:\HSIS and double click on HSISPublic.accdb or HSISFire.accdb.
- d. Insert a DVD

Insert one of the MSDS DVDs into the reader drive. (If desired, you may copy and paste the MSDS's to a folder on your hard drive or server.)

e. Set the Path

- 1) On the Main Menu, set the path to the MSDS's.
- 2) To do so, click on the 'Set MSDS Path' button.
- 3) Browse to the location of the MSDS's (DVD, hard drive, or server).

PART 7 OSFM CONTACT INFORMATION

For technical assistance or to report a difficulty with the program, please contact our office.

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Regulatory Services Unit
Community Right To Know Program
4760 Portland Road NE
Salem OR 97305
Email sfm.cr2k@state.or.us
Information Assistant Phone: 503-934-8353

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