

Washington State’s Hydrofluorocarbon Reduction Program Reporting is available online through the Department of Ecology *Air Quality Application Portal*, which is accessed through *Secure Access Washington*.

Secure Access Washington (SAW) *

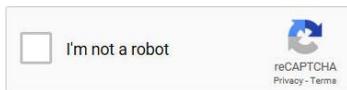
If you have a SAW account, log in and skip to *Add the Portal* section below.
If you are new to SAW:

Create a SAW account

If you need help with SAW go to Ecology’s 3 minute [SAW tutorial YouTube video](#).

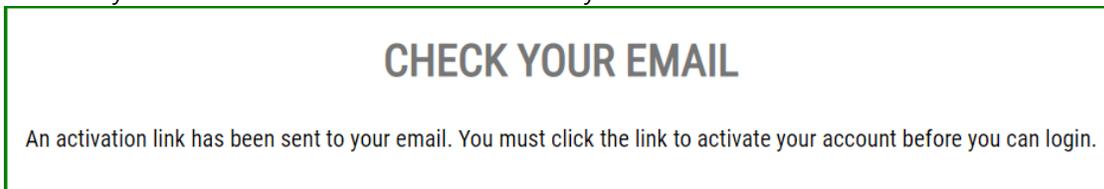
1. Go to SAW <https://SecureAccess.WA.GOV>

Single click the **SIGN UP!** button and follow the prompts to register. Enter your legal name, email address, create a user name and password.



Check the check box, then hit **SUBMIT** after you successfully complete any number of CAPTCHA tests it throws at you.

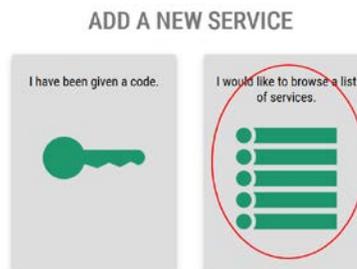
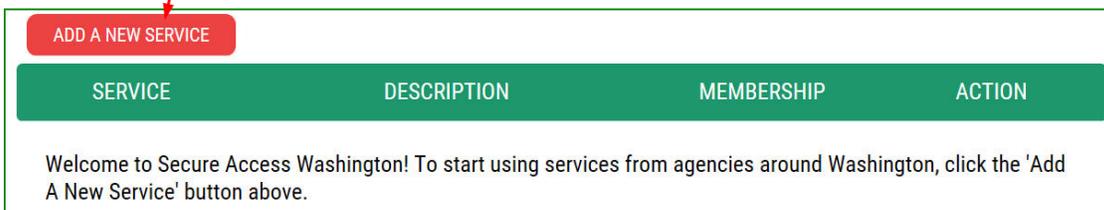
2. Activate your new SAW account via the link in your confirmation email.



3. Login SAW

Add the Portal to your SAW account

4. Click the ADD A NEW SERVICE button



5. Click the “I would like to browse list of services” box

6. Scroll down and click **Department of Ecology** on the “Add a New Service” list

- Click the "Apply" button for the "Air Quality Application Portal"



DEPARTMENT OF
ECOLOGY
State of Washington

SERVICES FROM EGY

AIR QUALITY APPLICATION PORTAL APPLY

Air Quality Application Portal

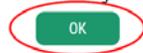
Approval for the Portal is automatic. Occasionally, the automatic approval fails. If the MEMBERSHIP indicates *Pending* hit [Cancel](#) under the ACTION column and repeat steps 4-7.

ADD A NEW SERVICE			
SERVICE	DESCRIPTION	MEMBERSHIP ?	ACTION ?
AQ Application Portal	Air Quality Application Portal	Pending ?	Cancel

REGISTRATION COMPLETE

This service has been added to your list and is ready for you to start accessing.

- click OK



- In Your Service list click the "Air Quality Application Portal" link*

SERVICE	DESCRIPTION	MEMBERSHIP	ACTION
Air Quality Application Portal	Air Quality Application Portal	Active ?	Remove

* If viewing this page on a smaller screen click ACCESS button as the name is not a link

- Click CONTINUE on the Now Accessing page to enter the Portal.

Register in the AQ Application Portal

- Enter, at a minimum, you first and last name, phone number, and email address.

Enter your information.

Prefix	* First Name	Middle Name	* Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Phone	Phone Extension	* Email		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Is your address international?				
<input type="radio"/> Yes <input type="radio"/> No				
Submit				

The Submit button will not be activated until an address is entered.

Is your address outside of the United States?

Yes No

12. Select the appropriate answer about your address.

If the address outside US question is *not displayed* please refresh the page with CTRL+F5

If *your business* address, not necessarily the *manufacturer's* address, is outside of the United States of America click **Yes**.

- a. Outside US Address: Enter the address in the delivery format customary in that country. Type the city, state/province/region, postal code, and country in the appropriate fields.

Is your address international?

Yes No

International Address

* Address Line 1

120034 Street Name

Address Line 2

route 99

* City

Your international city

State/Province/Region

your region etc

Postal Code

A1B2C3

* Country

Country other than USA

Submit

For US addresses click **No**.

- b. US Address: Enter address number and street, or PO Box, in Address Line 1. Address Line 2 is for further information such as suite or apartment number. Select the state, this will activate the county. Select the county, this will activate the city. Select the city. If you don't see an entry you expect, make sure the previous fields (county and state) are correct.

Is your address international?

Yes No

Address

* Address Line 1

123 Street Name

Address Line 2

Suite 202

* Zip Code

10566

* State

Washington (WA)

* County

King

* City

Seattle

Submit

When the address is complete, click the Submit button.

Add the HFC reporting application to your Portal account

13. Now that you are registered in the Portal, you must select the application you need to access. You can access multiple Ecology Air Quality applications through the Portal. The next screen will show all the applications available in the AQ Application Portal. You are looking for the Hydrofluorocarbon Reduction Program Reporting System (HFC).

Click the  button for HFC Reduction Program Reporting System.

Application	Description	Actions
Washington Electronic Database for Greenhouse Gas Emissions (WEDGE)	Washington's mandatory greenhouse gas reporting program (WAC 173-441) application for facility reporters	Add
Washington Emissions Inventory Reporting System (WEIRS)	Report your emissions inventory for Washington State in this system.	Add
Air Quality Program Permitting System (AQPPS)	Use this system for all of Air Quality Program's permitting purposes	Add
Site Information Management System (SIMS)	Site Information Management System	Add
Stage Agency Greenhouse Gas Emissions (SAGE)	State Agency and Higher Education greenhouse gas emissions reporting application (not for private industry)	Add
Source Management System (SMS)	For sources to report on emissions.	Add
Hydrofluorocarbon Reduction Program Reporting System (HFC)	Upload tool for Notification Forms	Add

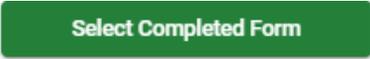
You will automatically be approved for the system and can now launch the application with the HFC badge on your Portal Home page.

Go To the HFC Reporting System

14. Click the HFC badge on your Portal home page →

Submit an HFC Notification Form

Complete instructions are on the HFC reporting page.

15. You can download the required form from the HFC Reduction webpage and have the form completed prior to coming to the Reporting page. Or you can download it from the Reporting page. When you are ready to upload the completed and electronically signed PDF form, simply type in the manufacturer's name, browse for the saved form with the  button, select your pdf document, and click .



You can submit for as many manufacturers as you are representing with this one SAW account.

If you need to make an adjustment to a previous upload, simply submit another upload as outlined above and include in the comments box: the previous upload manufacturer's name and HFC-ID number.

Welcome to Washington's Hydrofluorocarbon Reduction Program reporting page.

Chapter 173-443 WAC establishes requirements to move away from hydrofluorocarbon (HFCs). The emergency rule requires manufacturers, importers, and distributors to notify Ecology about their products and equipment that contain hydrofluorocarbon.

Reporting Instructions

- If you have already downloaded and completed the Notification Form, skip to step 2.
1. Download and open the Notification Form with Adobe Reader by clicking the "Download Notification Form" button on the right-hand side of the screen. Electronically sign the completed form and save to your computer.
 2. Type the manufacturer's name on the right-hand side of the screen.
 3. Browse for and upload your completed Notification Form by clicking the green "Select Completed Form" button.
 4. Submit your form by clicking the "Submit" button.

Repeat if you represent more than one manufacturer.

Upon completion, you will receive an email confirming a successful form upload and you will be provided your HFC ID number. Please keep this HFC ID for future reporting. At this time, we are only accepting Initial Notifications. In the future, we will be accepting Status Update Notifications.

(* required fields)

Download Notification Form

Manufacturer Name *

Comments

If previous upload was in error, include previous manufacturer name and ID in comments

0 / 500

Completed Form*

Select Completed Form

Submit

Reporting Confirmation

Upon submittal, you will receive an onscreen confirmation of your successful upload. This includes your HFC-ID number. This ID is the manufacturer's ID in the system and is required for future reporting.

Manufacturer: Test Manufacturer Name Inc.

Here is **your HFC ID: HFC-ID-1018**. Please keep this ID for future reference.

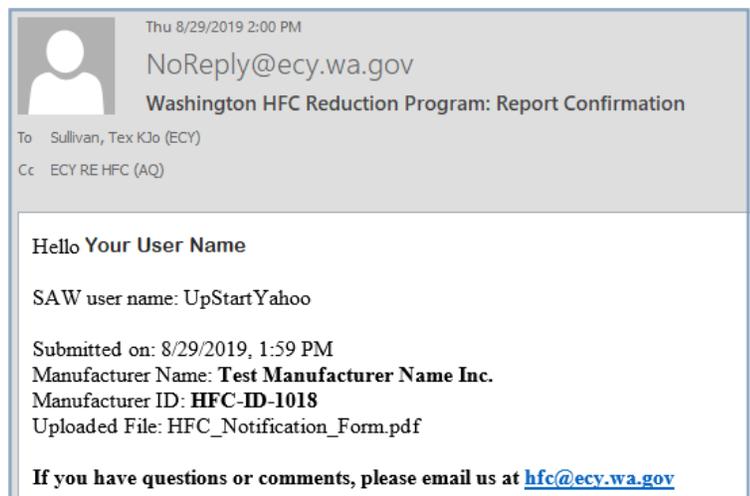
You will also receive an email with the information provided to *texkjo.sullivan@ecy.wa.gov*.

Ok

16. Click the Ok button, or anywhere on the screen to close that message. The upload page is now ready for another upload if you should have more than one manufacturer's HFC reduction form to upload.

You will also receive an email at the address you provided in the Portal. This is your record of successful upload. Please retain the confirmation email. That is all the confirmation you need and includes the manufacturer name, ID, and file name. It also includes your SAW name. You will use that same SAW account in the future.

17. When done uploading HFC Reduction Notification forms simply close your browser.



Future Reporting

If you are required to return after the initial reporting you will see changes to the look and function of the system which will allow editing previous uploads.

At that time you will need the HFC-ID generate with your initial reporting to update or amend the 2019 upload report.

When you return in the future, to edit previous uploads or upload more reporting forms, the process to access the HFC Reduction Reporting system will be more direct for you. You register only once so you will return using the same SAW account you created today.

Map to Access HFC Reporting system



- ◆ LOGIN TO SAW <https://secureaccess.wa.gov/>
- ◆ Launch the AQ Application Portal in SAW
- ◆ Launch HFC in the Portal

If you need further help with the Portal please call
Ecology's Air Quality Program Technical Support Section
360.407.6836

If you need help with the HFC
Reporting PDF, please email
HFC@ecy.wa.gov

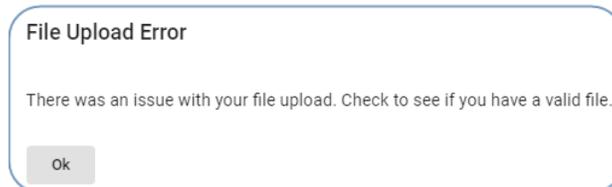
User Tips

SAW User name

Do not change your Secure Access Washington user name. All of your downstream identity is based on the user name with which you were logged in when you registered in the Portal. If you create a new SAW account you will be required to re-register in the Portal and your connection to AQ applications will be lost.

File Upload Error

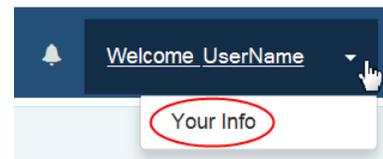
Only PDF files are accepted. Additionally, if a PDF includes a virus or other factor that is caught by our security scanning it will not be uploaded.



Portal User Maintenance

Update your Portal user information

In the portal you can change the information you entered about yourself. This includes updating or correcting email addresses.



Top Right of the main menu bar you will see your user name. Click the down arrow and then Your Info.

Your Info opens your data in the *View Your Information* page. If you need to change anything, click the



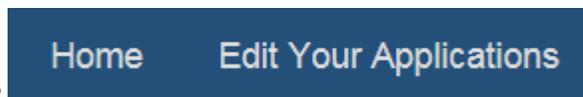
button at the bottom to activate edit mode. Now the fields are editable.



When done click the



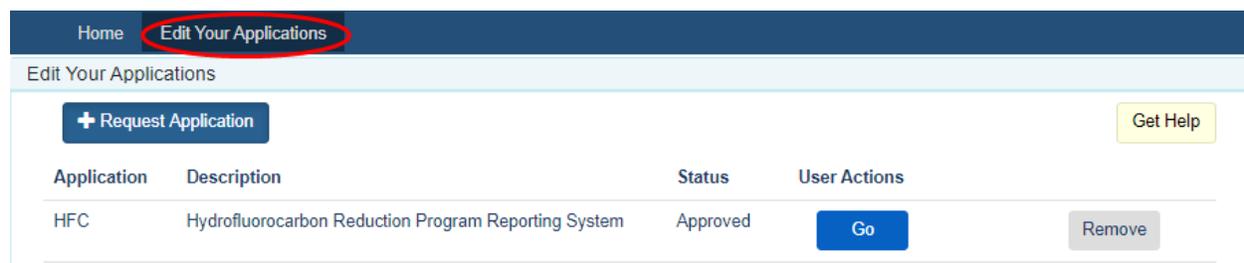
retain data as is, click the



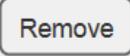
Use the

Edit Your Applications

Shows application(s) and status of those for which you have applied. This site is responsive to different screen sizes so these options may appear different from the examples below.



Launch the application with the  button.

End your access to the application with the  button.

You can request access to other applications with the  button.

On the Edit Your Applications page is a link to reporting a problem or asking a question.  will launch a message window. Click the words “a help form” to open the form.

To request help, fill out and submit a help form.

Fill out the required fields along with any supporting documents you think might help us help you.

Click  and we'll get back to you as soon as possible. You can close that browser tab.

Click  and you are back in the Portal. Close Portal tab when done.

END