

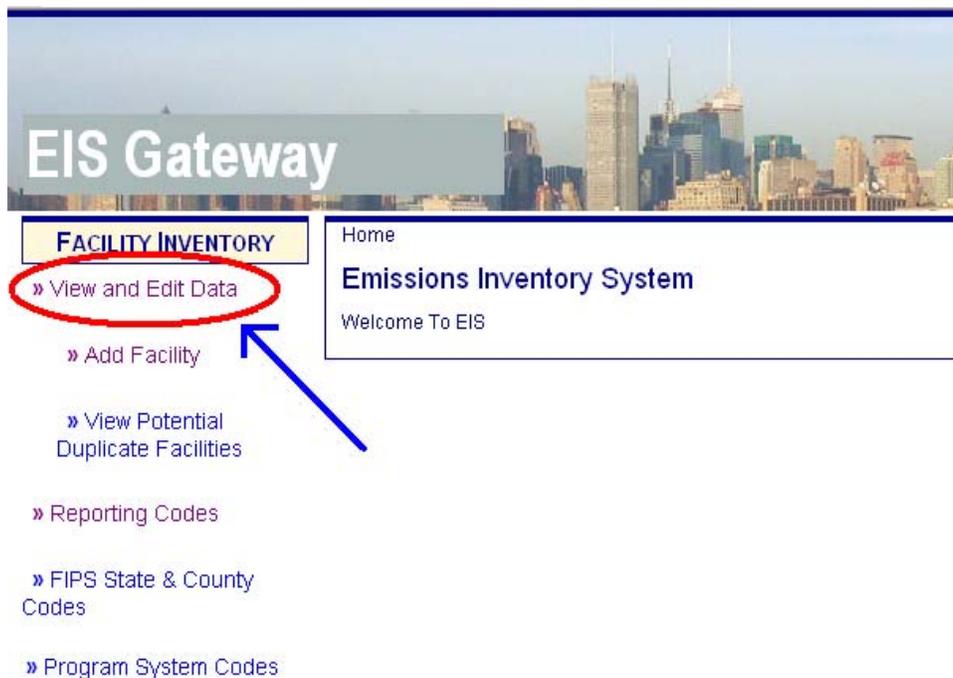


## How Do I View a List of Facilities?

### Introduction

The EIS Gateway provides the functionality for you to view a list of facility sites and their details. You may view a full list of facility sites or select one site and view the detailed information for that site. This section describes the process for viewing a full list of facility sites or for viewing the detailed information for a single facility site.

From within the EIS Gateway, you will see on the left side of the page a heading entitled Facility Inventory. Under this heading, select the option View and Edit Data.



What each user will see when they select the View and Edit Data option depends on their user type. For certain EPA users, they will be able to view facility sites for all agencies. EPA Regional office users will only be able to generate a list of facility sites for agencies in their region. Finally, State, Local and Tribal users, they will only be able to generate a list of facility sites for their agency.

Detailed instructions for most EPA users begin on page 3.

Detailed instructions for EPA Regional Office users begin on page 8.

Detailed instructions for State Agency users begin on page 12.

Detailed instructions for Tribal and Local Agency users begin on page 15.

## EPA Users

### Step 1:

After selecting the View and Edit Data option, the Facility Site List page will appear. This page provides a number of options to allow you to generate a list of facility sites. The following steps will explore this functionality in more detail.



The screenshot shows the EIS Gateway interface for the Facility Site List. The page has a header with the EIS Gateway logo and a navigation menu on the left. The main content area contains search filters and a list of results.

**EIS Gateway**  
Martin Husk; EPA; Content Manager Role, Authenticated Role, Inventory Developer Role, Account Manager Role

**FACILITY INVENTORY**

- » View and Edit Data
  - » View Potential Duplicate Facilities
- » Reporting Code Tables
- » FIPS State Codes
- » Program System Codes

**ACCOUNT DATA**

- » Account
- » My Agency
- » Account List
- » Account Request List
- » Agency Organizations
- » Reporting Jurisdictions

**CONTENT MANAGEMENT**

- » Messages
- » QA Checks

**SUPPORT**

- » View Support Requests
  - » Create Support Request
- » Logout

Home » Facility Site List

### Facility Site List

**AVAILABLE ACTIONS**  
[Add Facility](#)

Match  All  Any of the criteria.

EIS FacilitySite IDs:

Show me exact matches only:

Agency IDs (displayed IDs, alternate IDs):

Show me exact matches only:

Name (facility site name, company name, alternate name):

Show me exact matches only:

NAICS Code:

Show me exact matches only:

**State(s):**

-- Select --  
Alabama  
Alaska  
American Samoa  
Arizona  
Arkansas  
California  
Colorado

**County(ies):**

Get Counties

**Tribe(s):**

-- Select --  
Absentee-Shawnee Tribe of Indians of Oklahoma  
Agdaagux Tribe of King Cove  
Agua Caliente Band of Cahuilla Indians of the Agua Caliente Indian Reservation, California  
Ak Chin Indian Community of the Maricopa Indian Reservation, Arizona  
Akiachak Native Community  
Akiak Native Community  
Alabama-Coushatta Tribes of Texas

**Fips State and Country(ies):**

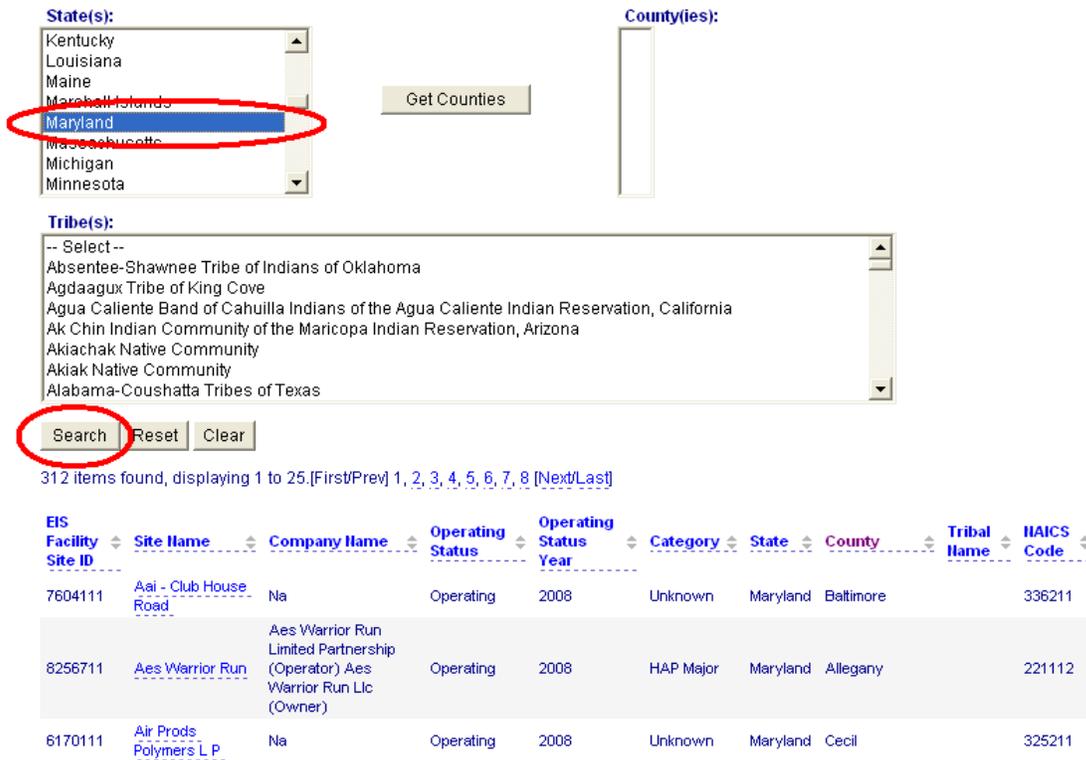
-- Select --  
The Canadian province of Alberta.  
The Canadian province of British Columbia.  
The Canadian province of Manitoba.  
The Canadian province of New Brunswick.  
The Canadian province of Newfoundland and Labrador.  
The Canadian province of Northwest Territories.  
The Canadian province of Nova Scotia.

Search Reset Clear

Nothing found to display.

## Step 2:

You can generate a list of all the facility sites very quickly. The first way is to select a State and click on the Search button. You can also select more than one State by holding down the CTRL key.



EIS Facility Site ID	Site Name	Company Name	Operating Status	Operating Status Year	Category	State	County	Tribal Name	HAICS Code
7604111	Aai - Club House Road	Na	Operating	2008	Unknown	Maryland	Baltimore		336211
8256711	Aes Warrior Run	Aes Warrior Run Limited Partnership (Operator) Aes Warrior Run Llc (Owner)	Operating	2008	HAP Major	Maryland	Allegany		221112
6170111	Air Prods Polymers L P	Na	Operating	2008	Unknown	Maryland	Cecil		325211

The resulting list of facility sites will appear below the Search button. The first 25 facility sites will appear on the screen, and you will be able to select another page to display the next 25 facility sites.

The double arrows next to each column heading allow you to sort each column. Click on the column heading once and the list will be sorted in ascending order. Click the column heading a second time and the list will be sorted in descending order.

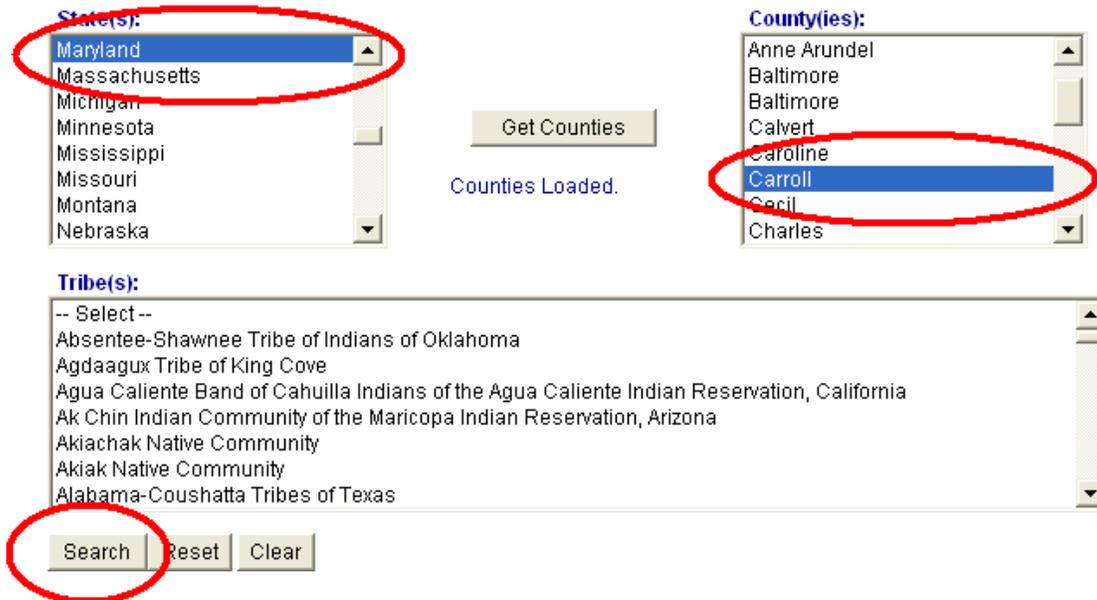
At the bottom of the search results is a link that allows you to export the list of facility sites in CSV format.

5912311	Baltimore Galvanizing Co Inc	Na	Operating	2008	Unknown	Maryland	Baltimore		339914
6153511	Baltimore Marine Industries	Na	Operating	2008	HAP Major	Maryland	Baltimore		336611
5910111	Baltimore Quality Assurance	Na	Operating	2008	HAP Major	Maryland	Baltimore		54199
6154611	Baltimore Spice	Na	Operating	2008	HAP Major	Maryland	Baltimore		31183

Export options: [CSV](#)

### Step 3:

You can narrow your search within a given State by selecting one or more counties. After you select a State, click on the Get Counties button to generate the list of counties for the selected State. From the list of counties, you may select one or more counties by holding down the CTRL key. Generate the list of facility sites for the selected county by clicking on the Search button.



The screenshot displays the search interface with the following elements:

- States:** A dropdown menu with "Maryland" selected and circled in red. Other visible options include Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, and Nebraska.
- Get Counties:** A button located between the States and County lists.
- County(ies):** A list of counties with "Carroll" selected and circled in red. Other visible counties include Anne Arundel, Baltimore, Calvert, Caroline, Cecil, and Charles.
- Counties Loaded:** A text label positioned below the Get Counties button.
- Tribe(s):** A dropdown menu with "-- Select --" at the top. Visible tribes include Absentee-Shawnee Tribe of Indians of Oklahoma, Agdaagux Tribe of King Cove, Agua Caliente Band of Cahuilla Indians of the Agua Caliente Indian Reservation, California, Ak Chin Indian Community of the Maricopa Indian Reservation, Arizona, Akiachak Native Community, Akiak Native Community, and Alabama-Coushatta Tribes of Texas.
- Search, Reset, Clear:** Three buttons located at the bottom of the interface, with the "Search" button circled in red.

## Step 4:

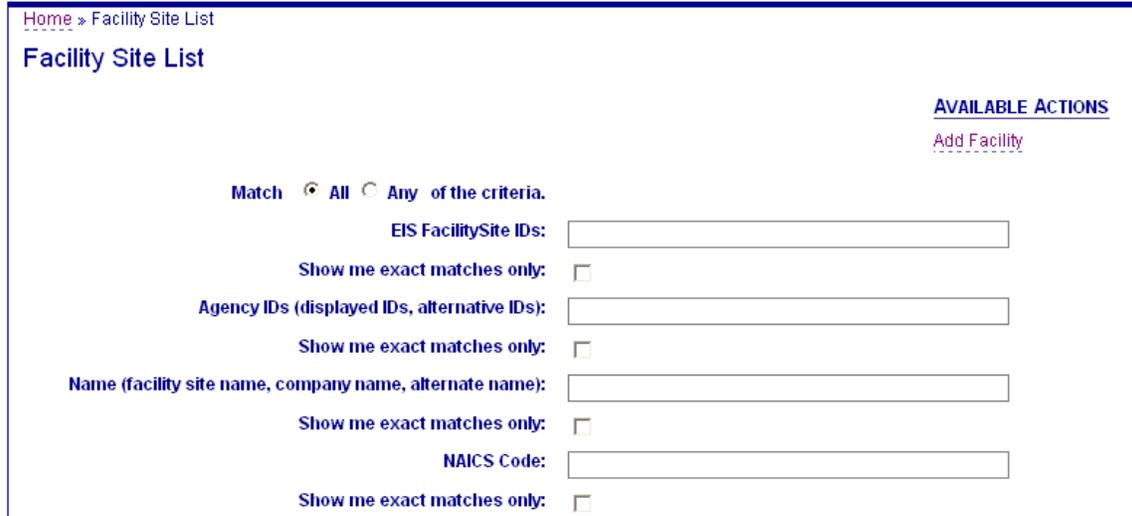
The last way to generate a full list of facility sites by selecting one or more Tribal agencies.

**Tribe(s):**

- Kialegee Tribal Town, Oklahoma
- Kickapoo Traditional Tribe of Texas
- Kickapoo Tribe of Indians of the Kickapoo Reservation in Kansas
- Kickapoo Tribe of Oklahoma
- King Island Native Community
- King Salmon Tribe**
- Kiowa Indian Tribe of Oklahoma
- Klappan Indian Tribe of Oregon

## Step 5:

At the top of the Facility Site List screen is a set of options that allow you to search for specific facility sites.



The screenshot shows the 'Facility Site List' page. At the top left, there is a breadcrumb trail: 'Home » Facility Site List'. Below this is the title 'Facility Site List'. On the right side, there is a link for 'AVAILABLE ACTIONS' and a sub-link 'Add Facility'. The main search area contains the following elements:

- A 'Match' section with two radio buttons: 'All' (selected) and 'Any'.
- Four search criteria, each with a text input field and a 'Show me exact matches only:' checkbox:
  - EIS FacilitySite IDs:
  - Agency IDs (displayed IDs, alternative IDs):
  - Name (facility site name, company name, alternate name):
  - NAICS Code:

You can search for a facility site by its EIS Facility Site ID, by the Agency ID, by the Name of the facility site, and/or by the NAICS Code.

For each search option, you can choose to have the search return only exact matches to the IDs, name, or NAICS code you enter.

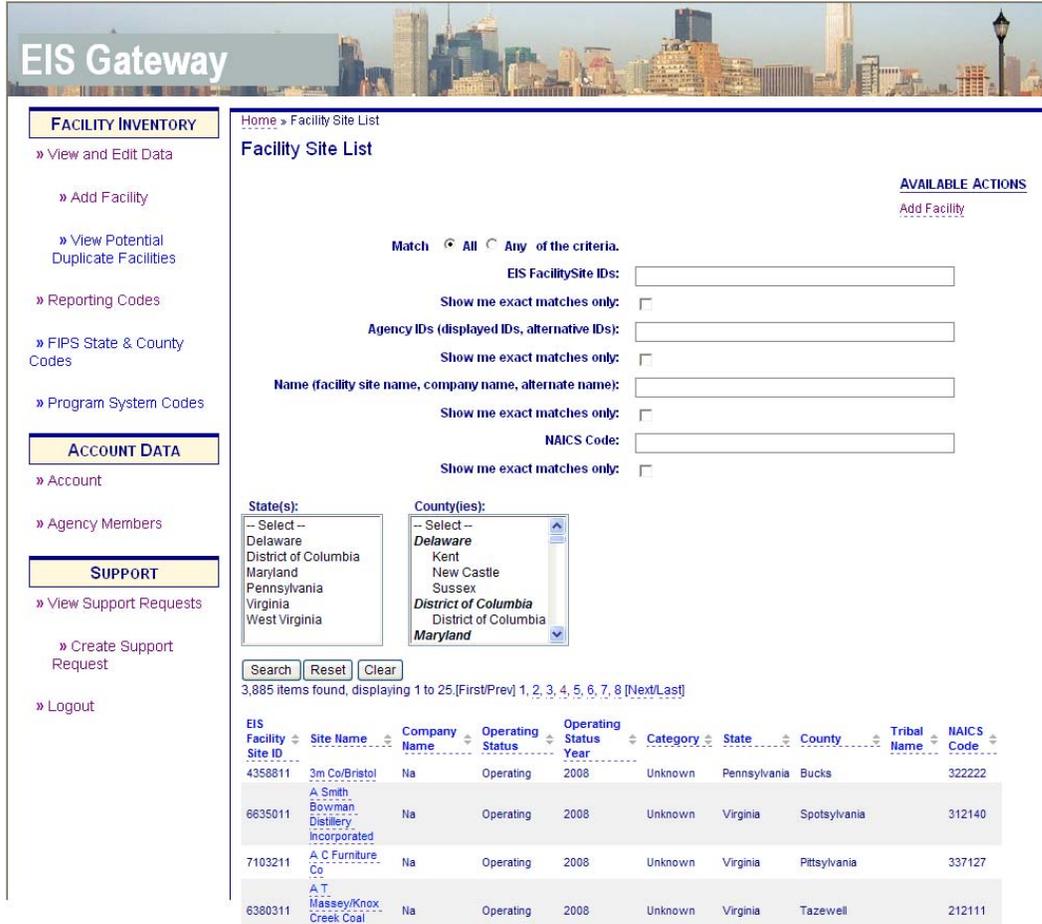
You may choose to enter something in more than one field and select the Any/All buttons to return all the facility sites that meet ANY or ALL of the criteria.

Once you have entered the desired search criteria, select the Search button to display your results.

EPA Regional Office User

**Step 1:**

When an EPA Regional Office user selects the View and Edit Data option, the Facility Site List screen will be populated with the list of facility sites for their region. For example, for EPA Region 3, the screen would populate with the facility sites in Region 3. The following steps will explore the functionality on this page in more detail.



**EIS Gateway**

Home » Facility Site List

**Facility Site List**

**AVAILABLE ACTIONS**  
Add Facility

Match  All  Any of the criteria.

EIS FacilitySite IDs:

Show me exact matches only:

Agency IDs (displayed IDs, alternative IDs):

Show me exact matches only:

Name (facility site name, company name, alternate name):

Show me exact matches only:

NAICS Code:

Show me exact matches only:

State(s):  
  
 Delaware  
 District of Columbia  
 Maryland  
 Pennsylvania  
 Virginia  
 West Virginia

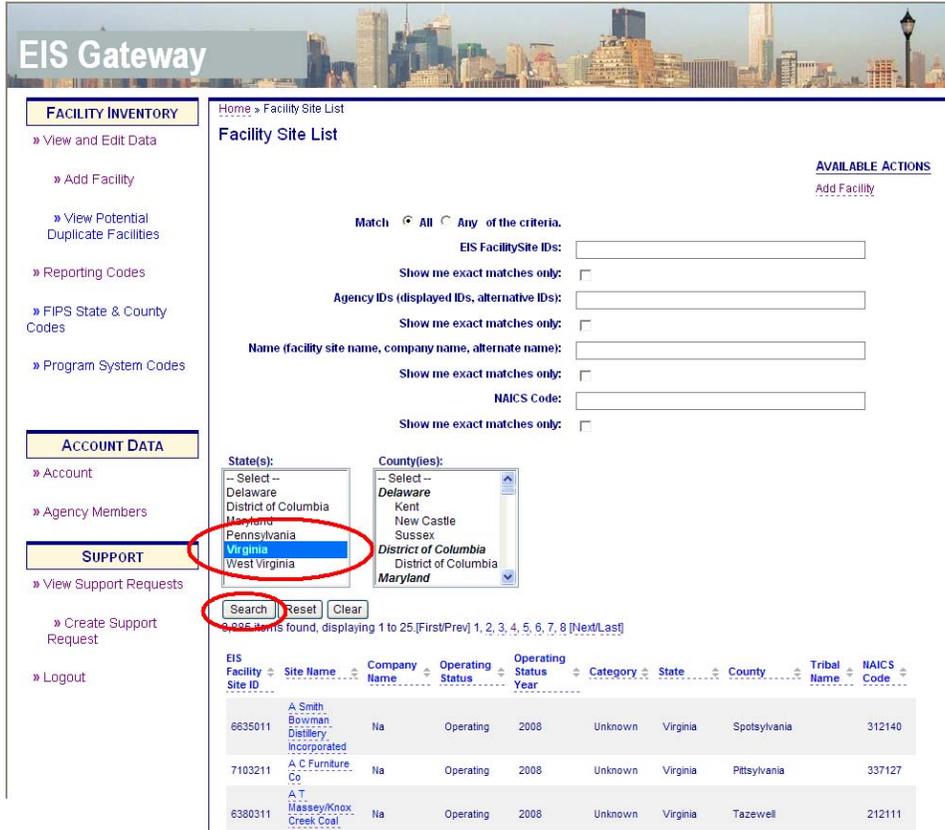
County(ies):  
  
 Delaware  
 Kent  
 New Castle  
 Sussex  
 District of Columbia  
 District of Columbia  
 Maryland

3,885 items found, displaying 1 to 25. [First|Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next|Last]

EIS Facility Site ID	Site Name	Company Name	Operating Status	Operating Status Year	Category	State	County	Tribal Name	NAICS Code
4358811	3m Co/Bristol	Na	Operating	2008	Unknown	Pennsylvania	Bucks		322222
6635011	A. Smith Bowman Distillery Incorporated	Na	Operating	2008	Unknown	Virginia	Spotsylvania		312140
7103211	A. C. Furniture Co.	Na	Operating	2008	Unknown	Virginia	Pittsylvania		337127
6380311	A. T. Massey/Knox Creek Coal	Na	Operating	2008	Unknown	Virginia	Tazewell		212111

## Step 2:

As mentioned in Step 1, the Facility Site List page is populated with all of the facility sites for your region. However, you can generate a list of all the facility sites in a given State very quickly. The first way is to select a State and click on the Search button. You can also select more than one State.



The screenshot shows the EIS Gateway interface for the Facility Site List. On the left, there are navigation menus for Facility Inventory, Account Data, and Support. The main area contains search filters for Facility Site IDs, Agency IDs, Name, and NAICS Code, each with a 'Show me exact matches only' checkbox. Below these are dropdown menus for State(s) and County(ies). The State(s) dropdown is set to 'Virginia' and the County(ies) dropdown is set to 'Spotsylvania'. A 'Search' button is highlighted with a red circle. Below the search filters, a table displays the search results. The table has columns for Facility Site ID, Site Name, Company Name, Operating Status, Operating Status Year, Category, State, County, Tribal Name, and NAICS Code. The first three rows of results are visible.

EIS Facility Site ID	Site Name	Company Name	Operating Status	Operating Status Year	Category	State	County	Tribal Name	NAICS Code
6635011	A Smith Bowman Distillery Incorporated	Na	Operating	2008	Unknown	Virginia	Spotsylvania		312140
7103211	A C Furniture Co	Na	Operating	2008	Unknown	Virginia	Pittsylvania		337127
6380311	A T Massey/Knox Creek Coal	Na	Operating	2008	Unknown	Virginia	Tazewell		212111

The resulting list of facility sites will appear below the Search button. The first 25 facility sites will appear on the screen, and you will be able to select another page to display the next 25 facility sites.

The double arrows next to each column heading allow you to sort each column. Click on the column heading once and the list will be sorted in ascending order. Click the column heading a second time and the list will be sorted in descending order.

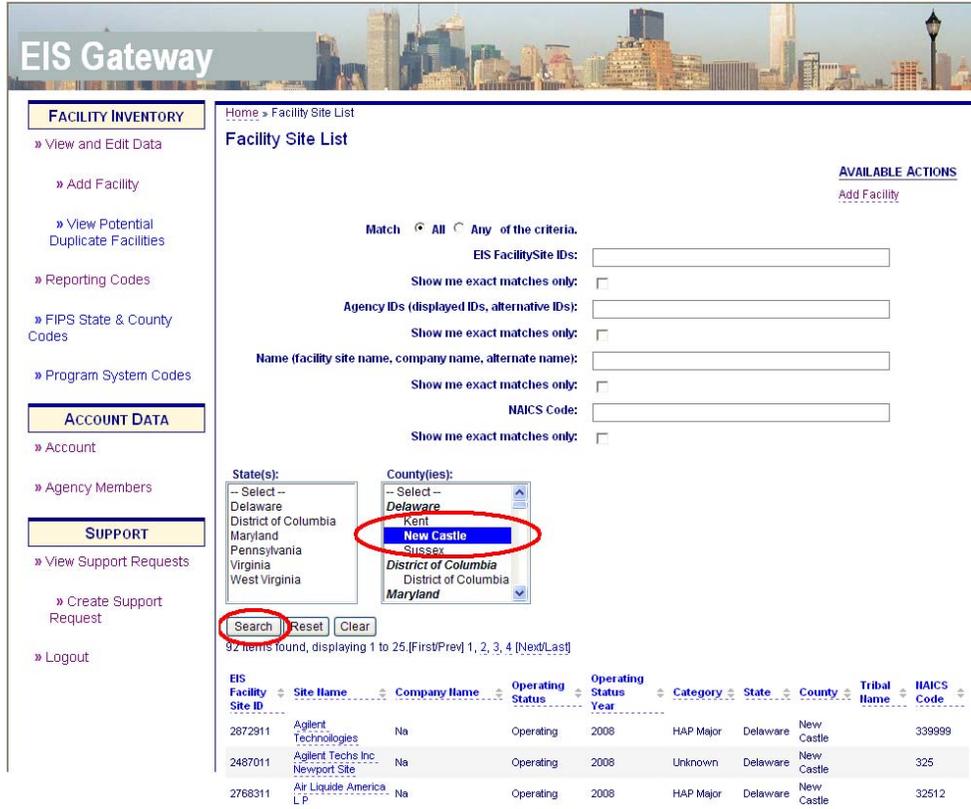
At the bottom of the search results is a link that allows you to export the list of facility sites in CSV format.

5912311	<a href="#">Baltimore Galvanizing Co. Inc.</a>	Na	Operating	2008	Unknown	Maryland	Baltimore	339914
6153511	<a href="#">Baltimore Marine Industries</a>	Na	Operating	2008	HAP Major	Maryland	Baltimore	336611
5910111	<a href="#">Baltimore Quality Assurance</a>	Na	Operating	2008	HAP Major	Maryland	Baltimore	54199
6154611	<a href="#">Baltimore Spice</a>	Na	Operating	2008	HAP Major	Maryland	Baltimore	31183

Export options: [CSV](#)

### Step 3:

You can narrow your search within a given State by selecting one or more counties. From the list of Counties, select one or more counties and generate the list of facility sites by clicking on the Search button.



**EIS Gateway**

Home » Facility Site List

**Facility Site List**

**AVAILABLE ACTIONS**  
Add Facility

Match  All  Any of the criteria.

EIS FacilitySite IDs:

Show me exact matches only:

Agency IDs (displayed IDs, alternative IDs):

Show me exact matches only:

Name (facility site name, company name, alternate name):

Show me exact matches only:

NAICS Code:

Show me exact matches only:

State(s):  
  
 Delaware  
 District of Columbia  
 Maryland  
 Pennsylvania  
 Virginia  
 West Virginia

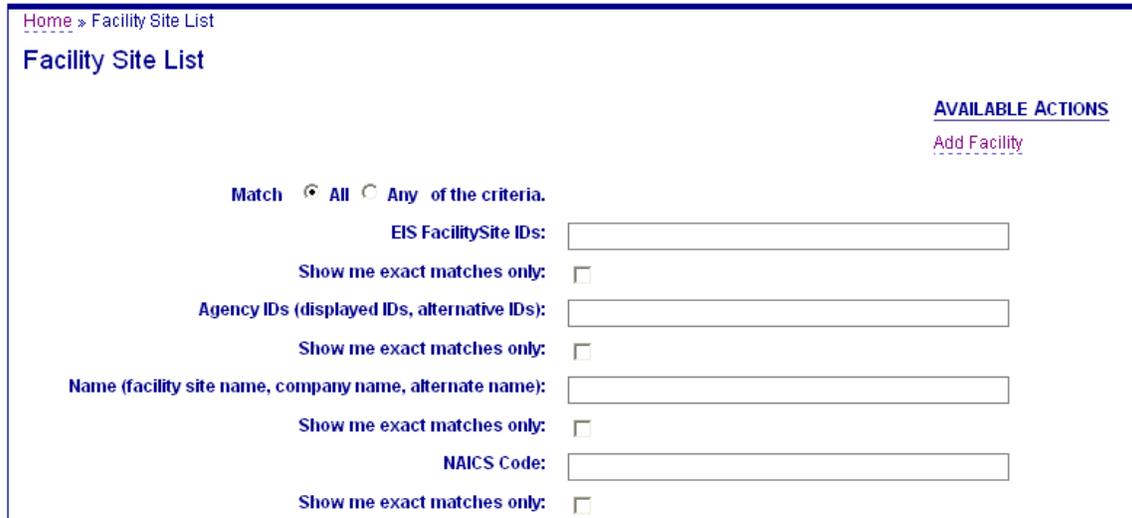
County(ies):  
  
 Delaware  
 Kent  
**New Castle**  
 Sussex  
 District of Columbia  
 District of Columbia  
 Maryland

92 items found, displaying 1 to 25. [First|Prev] 1, 2, 3, 4 [Next|Last]

EIS Facility Site ID	Site Name	Company Name	Operating Status	Operating Status Year	Category	State	County	Tribal Name	NAICS Code
2872911	Agilent Technologies	Na	Operating	2008	HAP Major	Delaware	New Castle		339999
2487011	Agilent Techs Inc Newport Site	Na	Operating	2008	Unknown	Delaware	New Castle		325
2768311	Air Liquide America LP	Na	Operating	2008	HAP Major	Delaware	New Castle		32512

## Step 4:

At the top of the Facility Site List screen is a set of options that allow you to search for specific facility sites.



The screenshot shows the 'Facility Site List' page. At the top left, there is a breadcrumb trail: 'Home » Facility Site List'. Below this, the title 'Facility Site List' is displayed. On the right side, there is a link for 'AVAILABLE ACTIONS' and a sub-link 'Add Facility'. The main search area contains the following elements:

- A 'Match' section with two radio buttons: 'All' (selected) and 'Any'.
- Four search criteria, each with a text input field and a 'Show me exact matches only:' checkbox:
  - EIS FacilitySite IDs:
  - Agency IDs (displayed IDs, alternative IDs):
  - Name (facility site name, company name, alternate name):
  - NAICS Code:

You can search for a facility site by its EIS Facility Site ID, by the Agency ID, by the Name of the facility site, and/or by the NAICS Code.

For each search option, you can choose to have the search return only exact matches to the IDs, name, or NAICS code you enter.

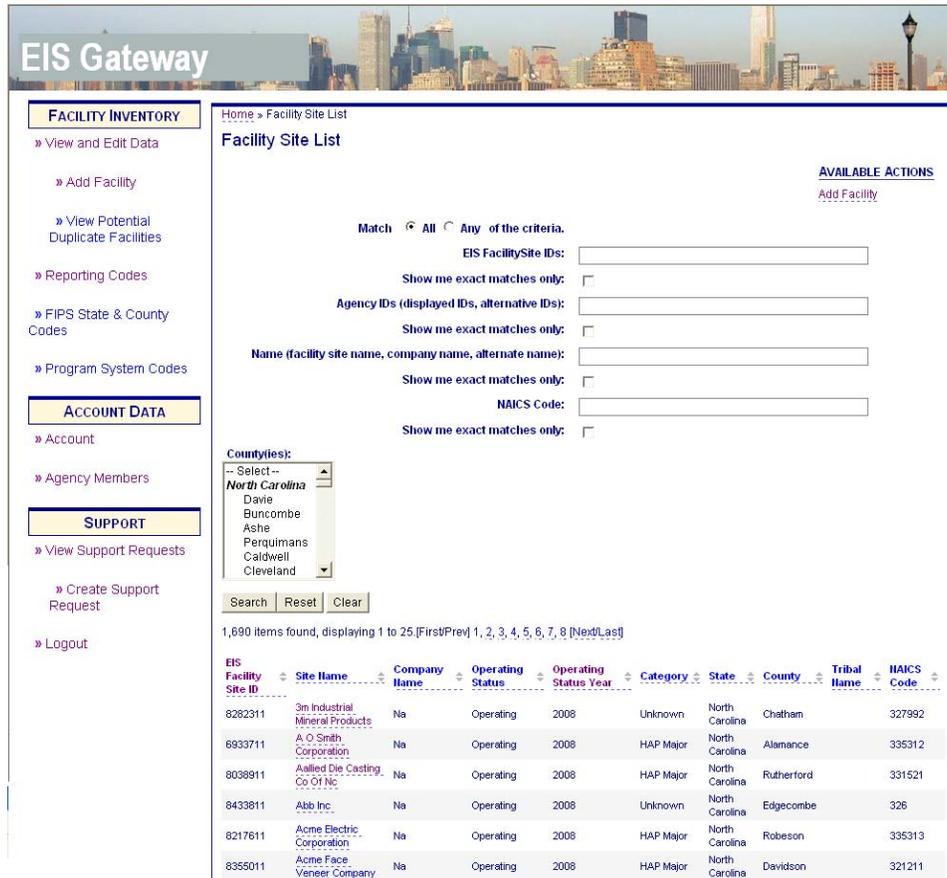
You may choose to enter something in more than one field and select the Any/All buttons to return all the facility sites that meet ANY or ALL of the criteria.

Once you have entered the desired search criteria, select the Search button to display your results.

## State Agency Users

### Step 1:

When a State user selects the View and Edit Data option, the Facility Site List screen will be populated with the list of facility sites for their agency. For example, for the State of North Carolina, the screen will populate with the facility sites in their State and the list of counties in their State.



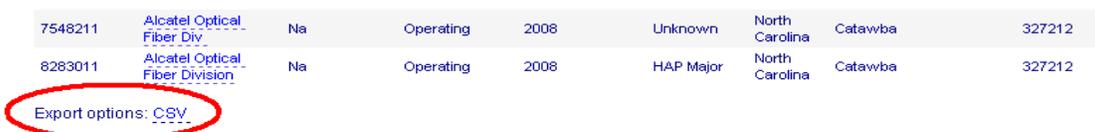
The screenshot shows the 'Facility Site List' page. On the left is a navigation menu with sections: FACILITY INVENTORY (View and Edit Data, Add Facility, View Potential Duplicate Facilities, Reporting Codes, FIPS State & County Codes, Program System Codes), ACCOUNT DATA (Account, Agency Members), and SUPPORT (View Support Requests, Create Support Request, Logout). The main content area has search filters: Match (All selected, Any of the criteria), EIS FacilitySite IDs, Agency IDs (displayed IDs, alternative IDs), Name (facility site name, company name, alternate name), and NAICS Code. A 'Counties:' dropdown is set to 'North Carolina' and shows a list of counties including Davie, Buncombe, Ashe, Perquimans, Caldwell, and Cleveland. Below the filters, it says '1,690 Items found, displaying 1 to 25 [First|Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next|Last]'. A table of facility sites is displayed with columns: EIS Facility Site ID, Site Name, Company Name, Operating Status, Operating Status Year, Category, State, County, Tribal Name, and IIAICS Code.

EIS Facility Site ID	Site Name	Company Name	Operating Status	Operating Status Year	Category	State	County	Tribal Name	IIAICS Code
8282311	3m Industrial Mineral Products	Na	Operating	2008	Unknown	North Carolina	Chatham		327992
6933711	A O Smith Corporation	Na	Operating	2008	HAP Major	North Carolina	Alamance		335312
8038911	Allied Die Casting Co OY Inc	Na	Operating	2008	HAP Major	North Carolina	Rutherford		331521
8433811	Abb Inc	Na	Operating	2008	Unknown	North Carolina	Edgecombe		326
8217611	Acme Electric Corporation	Na	Operating	2008	HAP Major	North Carolina	Robeson		335313
8355011	Acme Face Veneer Company	Na	Operating	2008	HAP Major	North Carolina	Davidson		321211

The first 25 facility sites will appear on the screen, and you will be able to select another page to display the next 25 facility sites.

The double arrows next to each column heading allow you to sort each column. Click on the column heading once and the list will sort in ascending order. Click the column heading a second time and the list will sort in descending order.

At the bottom of the search results is a link that allows you to export the list of facility sites in CSV format.



The screenshot shows the bottom of the search results. Two rows of facility data are visible:

7548211	Alcatel Optical Fiber Div	Na	Operating	2008	Unknown	North Carolina	Catawba		327212
8283011	Alcatel Optical Fiber Division	Na	Operating	2008	HAP Major	North Carolina	Catawba		327212

Below the table, the text 'Export options: CSV' is circled in red.

## Step 2:

State users can narrow their search by selecting one or more counties within their State by holding down the CTRL key.



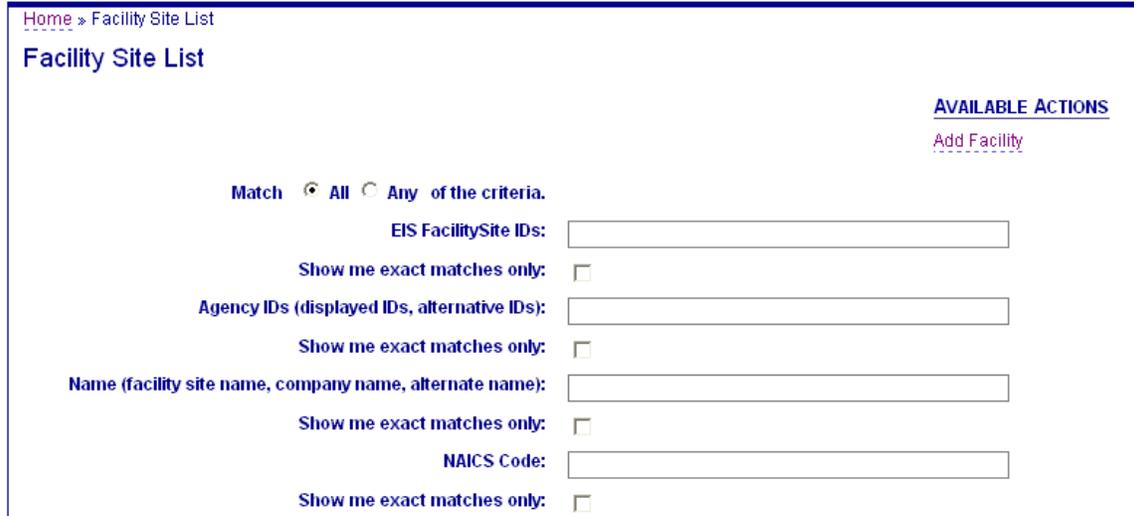
The screenshot shows a search interface with a dropdown menu for selecting counties in North Carolina. The dropdown is open, showing options: North Carolina, Davie, Buncombe, Ashe, Perquimans, Caldwell, Cleveland, and Wilson. Below the dropdown are buttons for Search, Reset, and Clear. The Search button is circled in red. Below the buttons, it says "690 items found, displaying 1 to 25. [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]". Below this is a table of search results.

EIS Facility Site ID	Site Name	Company Name	Operating Status	Operating Status Year	Category	State	County	Tribal Name	HAICS Code
8282311	3m Industrial Mineral Products	Na	Operating	2008	Unknown	North Carolina	Chatham		327992
6933711	A. O. Smith Corporation	Na	Operating	2008	HAP Major	North Carolina	Alamance		335312
8038911	Allied Die Casting Co Of Nc	Na	Operating	2008	HAP Major	North Carolina	Rutherford		331521
8433811	Abb Inc	Na	Operating	2008	Unknown	North Carolina	Edgecombe		326

Please note that before you perform a new search and after you Clear a previous search, the list of facility sites for your agency will always appear on the screen.

### Step 3:

At the top of the Facility Site List screen is a set of options that allow you to search for specific facility sites.



The screenshot shows the 'Facility Site List' page. At the top left, there is a breadcrumb trail: 'Home > Facility Site List'. Below this, the title 'Facility Site List' is displayed. On the right side, there is a link for 'AVAILABLE ACTIONS' and a sub-link 'Add Facility'. The main search area contains the following elements:

- A 'Match' section with two radio buttons: 'All' (selected) and 'Any'.
- Four search criteria, each with a text input field and a 'Show me exact matches only:' checkbox:
  - EIS FacilitySite IDs:
  - Agency IDs (displayed IDs, alternative IDs):
  - Name (facility site name, company name, alternate name):
  - NAICS Code:

You can search for a facility site by its EIS Facility Site ID, by the Agency ID, by the Name of the facility site, and/or by the NAICS Code.

For each search option, you can choose to have the search return only exact matches to the IDs, name, or NAICS code you enter.

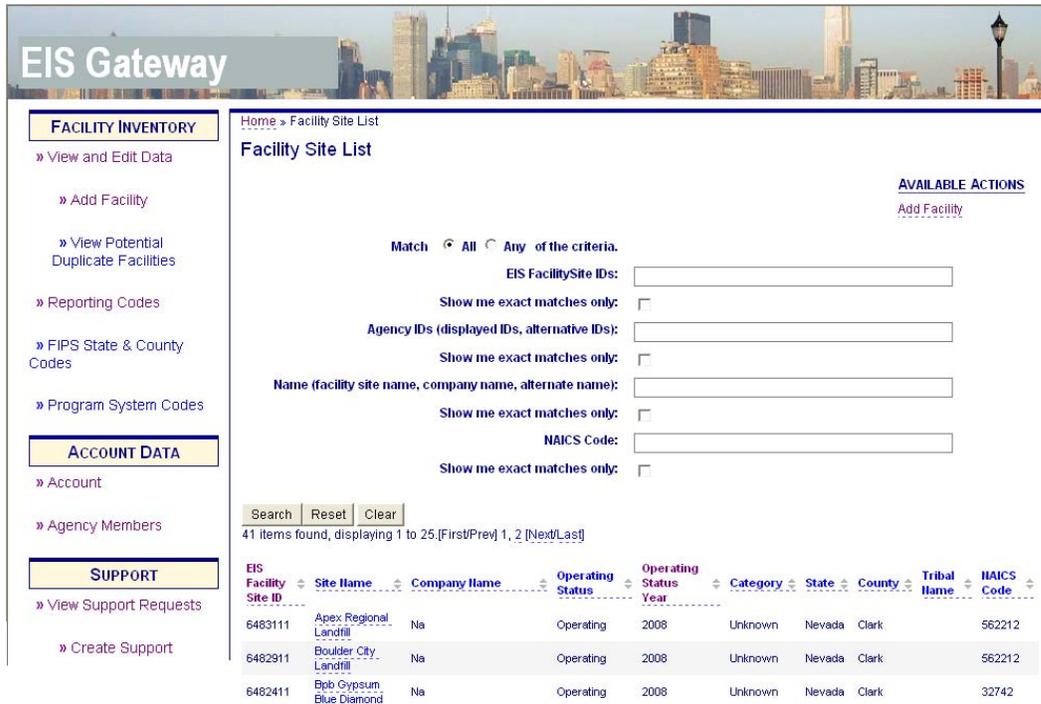
You may choose to enter something in more than one field and select the Any/All buttons to return all the facility sites that meet ANY or ALL of the criteria.

Once you have entered the desired search criteria, select the Search button to display your results.

## Tribal and Local Agency Users

### Step 1:

When a Tribal or Local Agency user select the View and Edit Data option, the Facility Site List screen will be populated with the list of facility sites for their agency. For example, for Clark County, Nevada, the screen would populate with the facility sites in Clark County.



**EIS Gateway**

Home > Facility Site List

**Facility Site List**

**AVAILABLE ACTIONS**  
Add Facility

Match  All  Any of the criteria.

EIS FacilitySite IDs:

Show me exact matches only:

Agency IDs (displayed IDs, alternative IDs):

Show me exact matches only:

Name (facility site name, company name, alternate name):

Show me exact matches only:

NAICS Code:

Show me exact matches only:

Search Reset Clear

41 items found, displaying 1 to 25. [First|Prev] 1, 2 [Next|Last]

EIS Facility Site ID	Site Name	Company Name	Operating Status	Operating Status Year	Category	State	County	Tribal Name	IIAICS Code
6463111	Apex Regional Landfill	Na	Operating	2008	Unknown	Nevada	Clark		562212
6462911	Boulder City Landfill	Na	Operating	2008	Unknown	Nevada	Clark		562212
6462411	Epb Gypsum Blue Diamond	Na	Operating	2008	Unknown	Nevada	Clark		32742

The first 25 facility sites will appear on the screen, and you will be able to select another page to display the next 25 facility sites.

The double arrows next to each column heading allow you to sort each column. Click on the column heading once and the list will sort in ascending order. Click the column heading a second time and the list will sort in descending order.

At the bottom of the search results is a link that allows you to export the list of facility sites in CSV format.

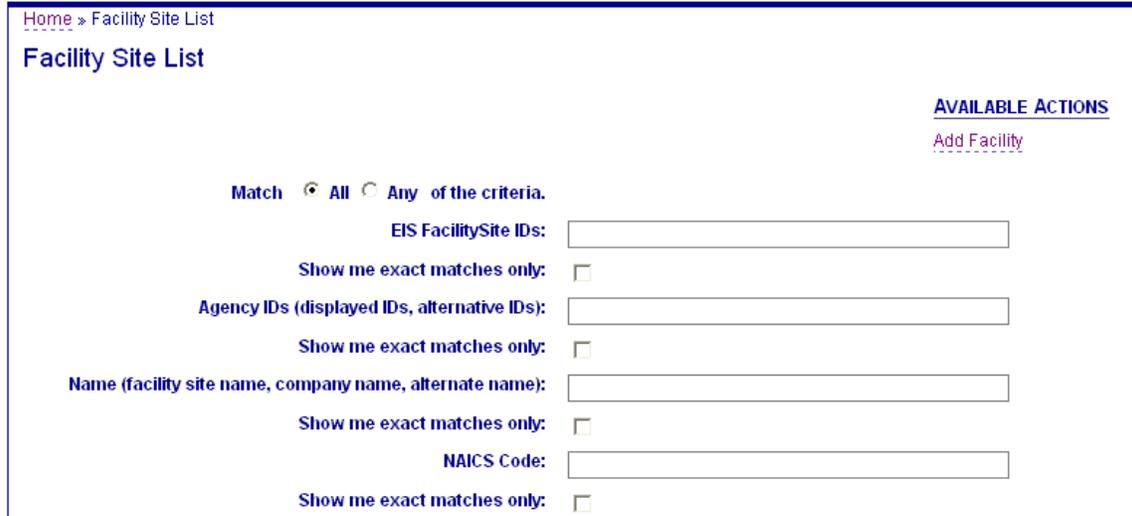
7548211	<a href="#">Alcatel Optical Fiber Div</a>	Na	Operating	2008	Unknown	North Carolina	Catawba		327212
8283011	<a href="#">Alcatel Optical Fiber Division</a>	Na	Operating	2008	HAP Major	North Carolina	Catawba		327212

Export options: [CSV](#)

Please note that before you perform a new search and after you Clear a previous search, the list of facility sites for your agency will always appear on the screen.

## Step 2:

At the top of the Facility Site List screen is a set of options that allow you to search for specific facility sites.



The screenshot shows the 'Facility Site List' search interface. At the top left, there is a breadcrumb trail: 'Home » Facility Site List'. Below this is the title 'Facility Site List'. On the right side, there is a link for 'AVAILABLE ACTIONS' and a sub-link 'Add Facility'. The main search area contains the following elements:

- A 'Match' section with two radio buttons: 'All' (selected) and 'Any'.
- Four search criteria, each with a text input field and a 'Show me exact matches only:' checkbox:
  - EIS FacilitySite IDs:
  - Agency IDs (displayed IDs, alternative IDs):
  - Name (facility site name, company name, alternate name):
  - NAICS Code:

You can search for a facility site by its EIS Facility Site ID, by the Agency ID, by the Name of the facility site, and/or by the NAICS Code.

For each search option, you can choose to have the search return only exact matches to the IDs, the name, or the NAICS code you enter.

You may choose to enter something in more than one field and select the Any/All buttons to return all the facility sites that meet ANY or ALL of the criteria.

Once you have entered the desired search criteria, select the Search button to display your results.