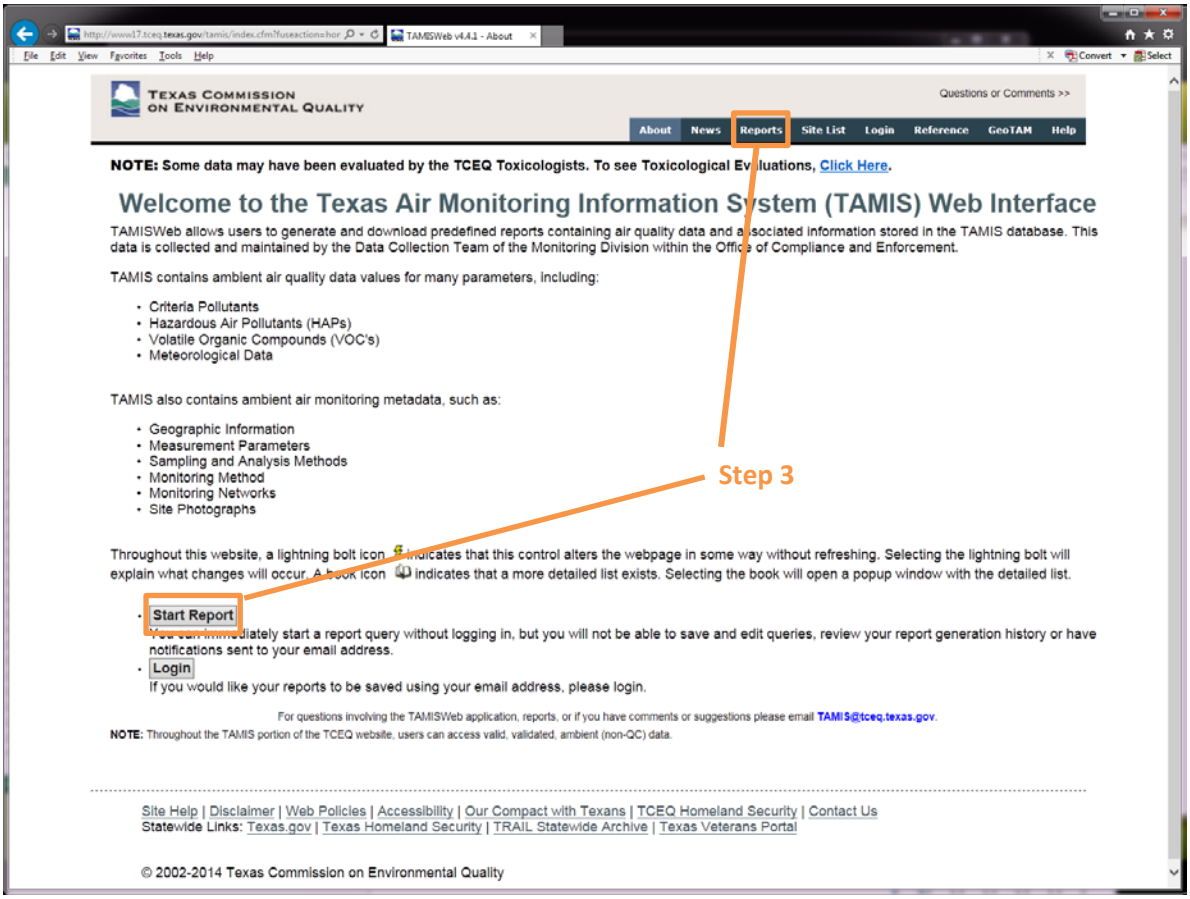
HOW TO DOWNLOAD THE ENTIRE ESL LIST

Question:

How do I get the most up-to-date ESLs for **all substances** that are used in air permitting?

Answer:

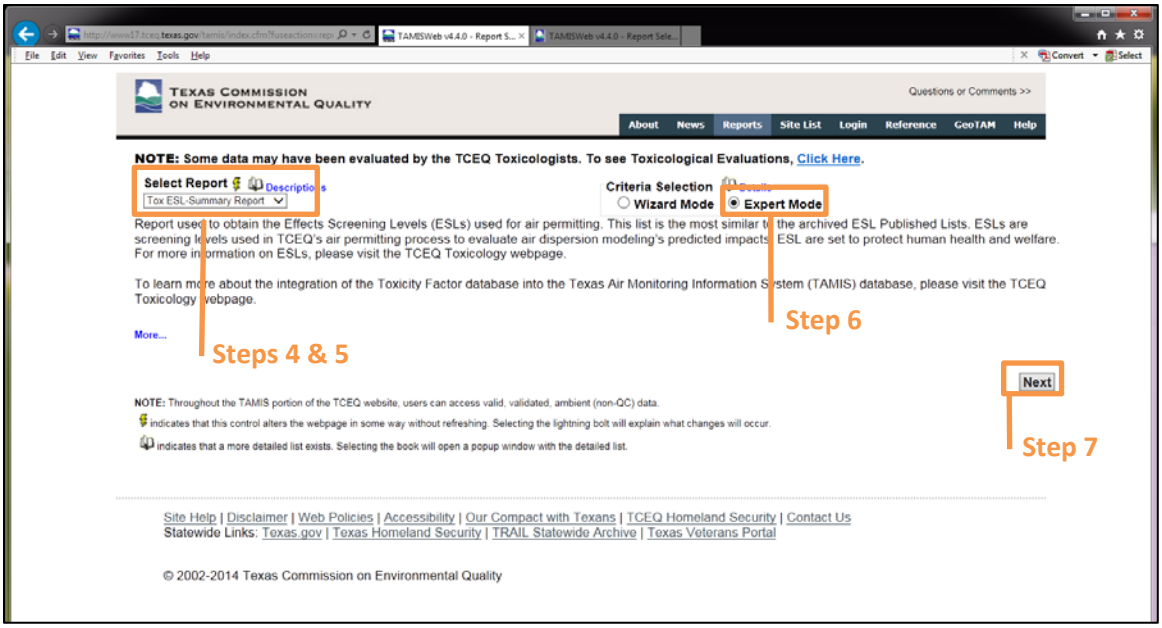
1. Go to: http://www17.tceq.texas.gov/tamis/index.cfm



2. Login (optional)
3. Click '**Start Report**'

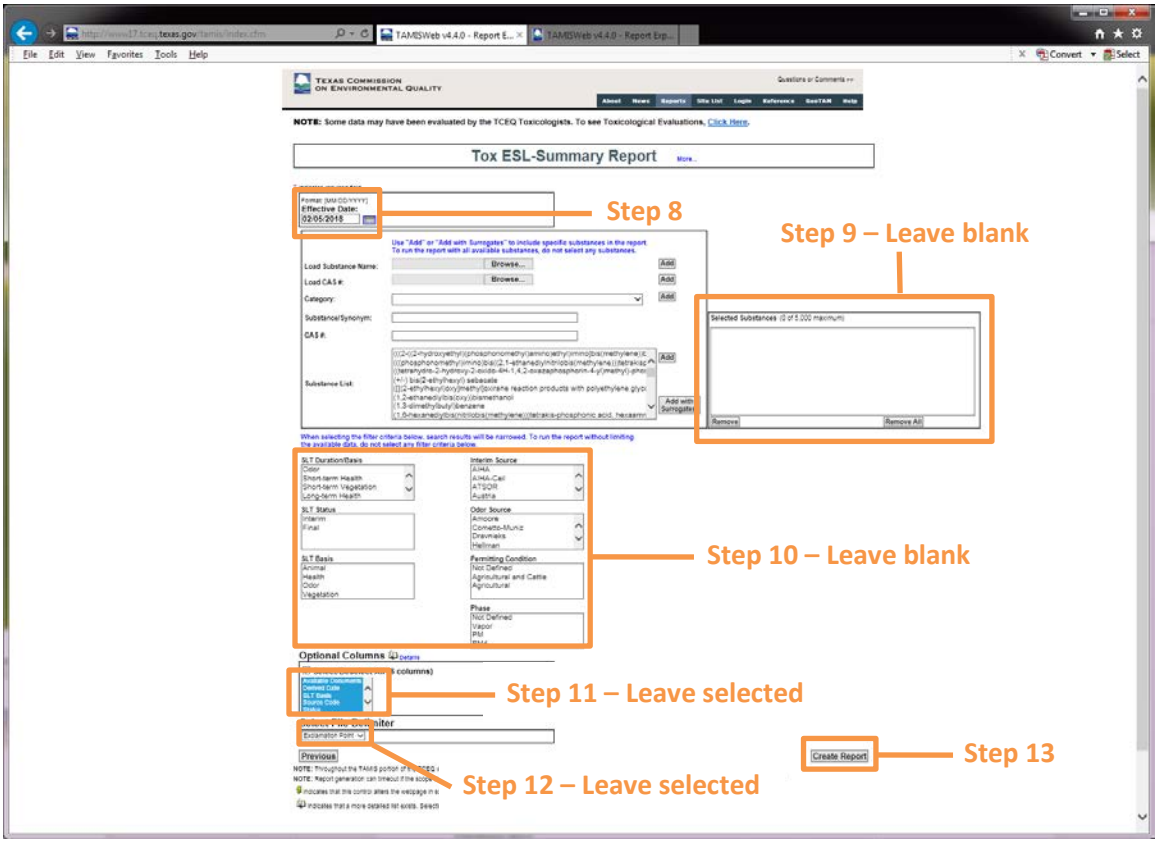
   -OR-

   Click '**Reports**'



4. Got to '**Select Report**' box
5. Choose '**Tox ESL-Summary Report**' from the dropdown menu
6. Select '**Expert Mode**' under '**Criteria Selection**'

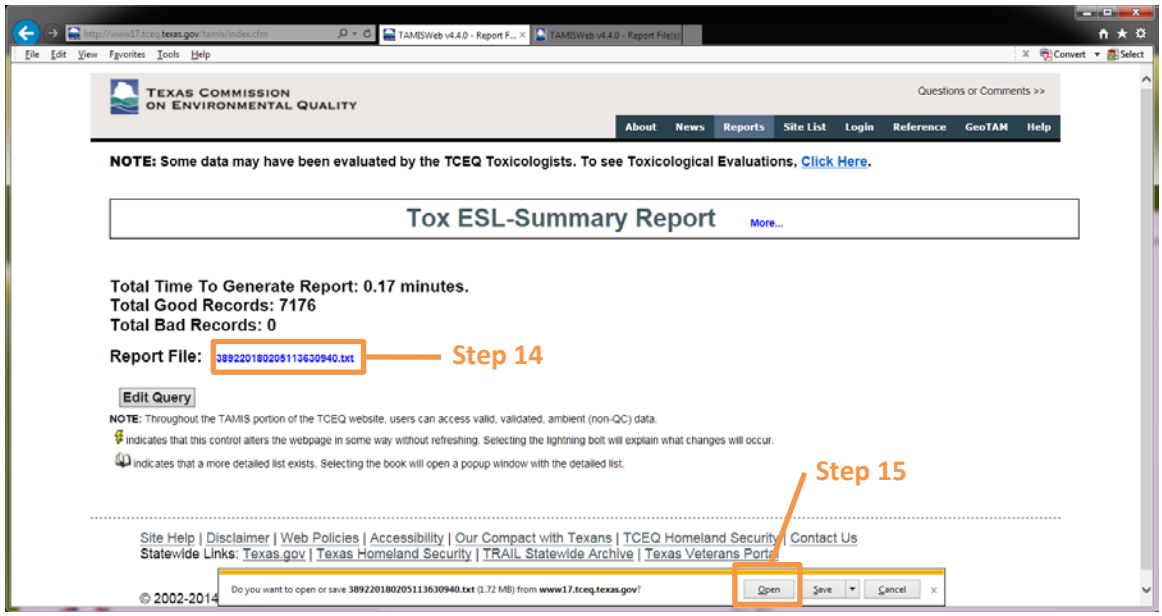
   **Expert Mode allows the user to see all choices under one screen*
7. Click '**Next**'



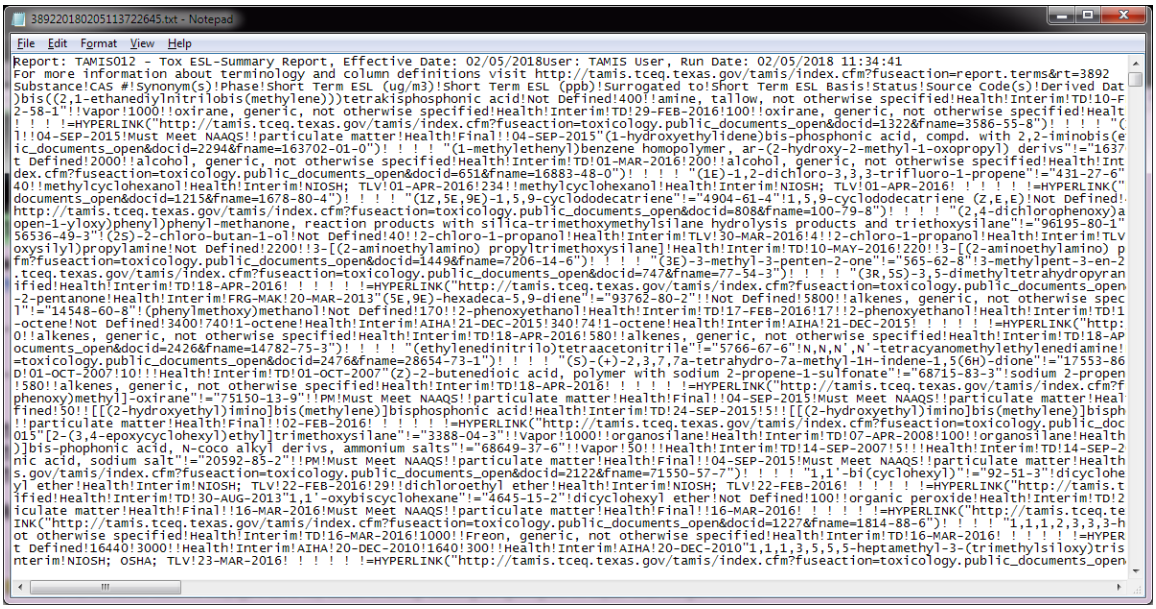
8. Enter desired date in '**Effective Date**' box

   **Current date is the default*

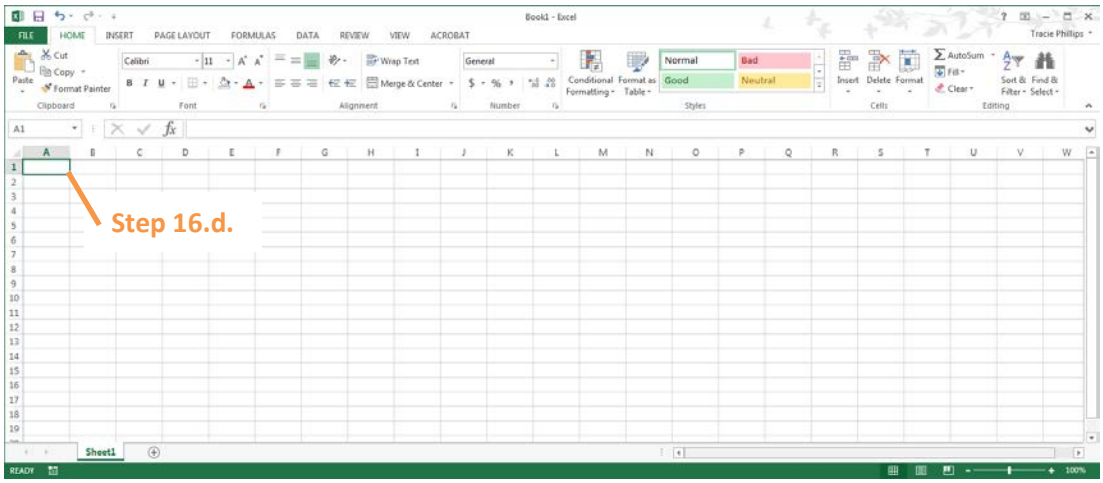
9. **DO NOT** select any substances, leave '**Selected Substances**' box empty
10. **DO NOT** select any filter criteria, leave all filter criteria un-selected
11. **Leave** all '**Optional Columns**' selected
12. **Leave** file delimiter as '**Exclamation Point**'
13. Click '**Create Report**' button



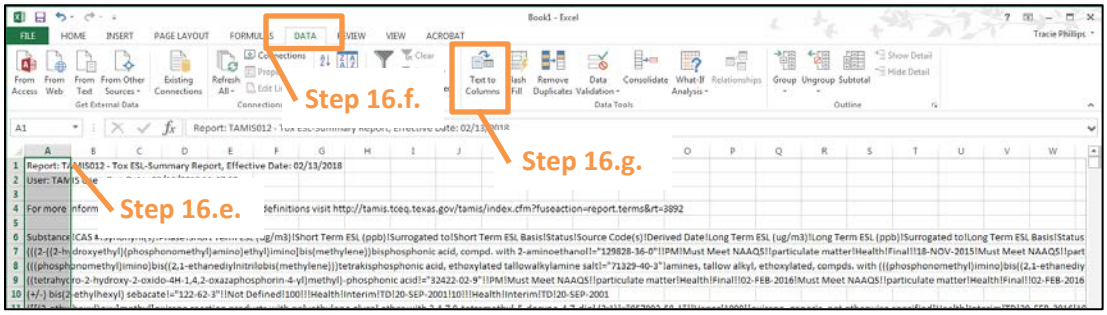
14. Click '**Report File**' link to open .txt file
15. Click '**Open**' to open file



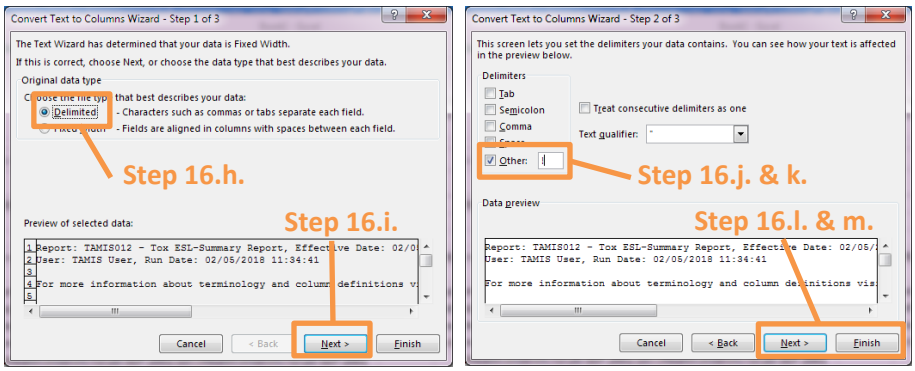
16. Transfer Data into Excel:
    a. Select all data (Keyboard shortcut = Ctrl a)
    b. Copy (Keyboard shortcut = Ctrl c)
    c. Open excel



    d. Select cell A1 (should already be selected by default)
    e. Paste (Keyboard shortcut = Ctrl v)



    f. Go to '**DATA**' ribbon at top of the document
    g. Click the '**Text to Columns**' button



    h. Click the '**Delimited**' radial button

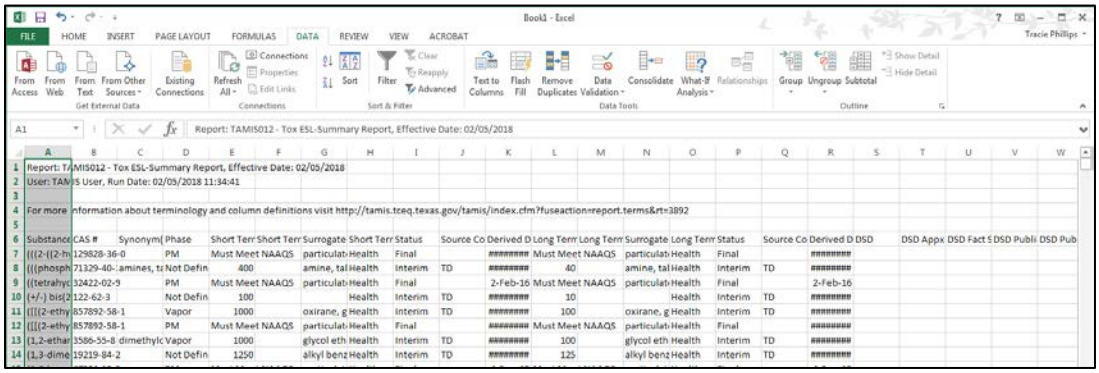
i. Click '**Next**'

j. Check the box next to '**Other**' *(Optional: uncheck '**Tab**')*

k. Type an '**!**' in the box next to '**Other**'

l. Click '**Next**'

m. Click '**Finish**'



NOTE: '**Derived Date**' tells the user when the substance was last updated.

- OPTIONAL FORMATTING -

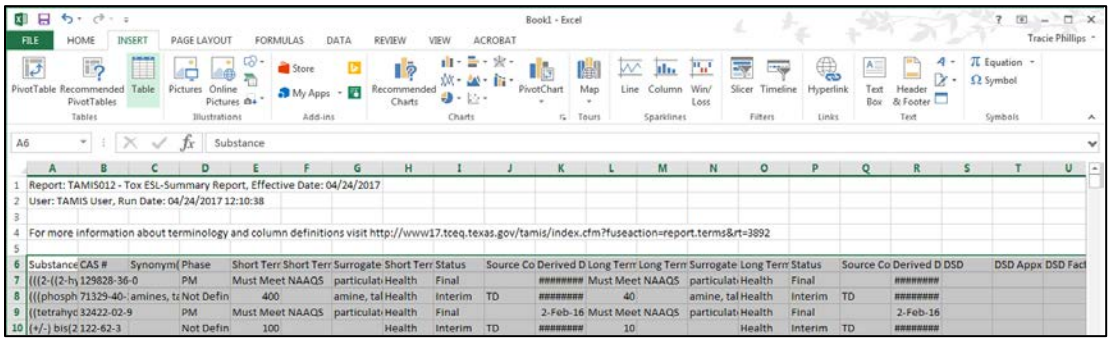
17. Insert a table over data:

    a. Highlight data

        i. Click first cell with data (typically cell A6)

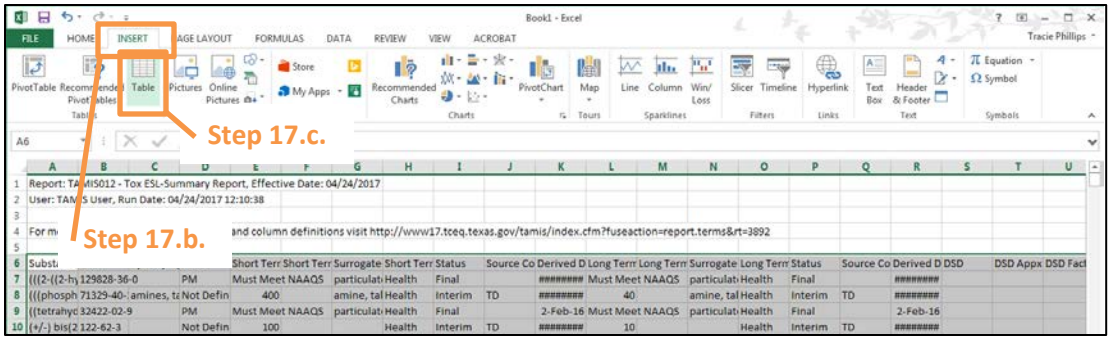
        ii. Navigate, using the navigation bars, to bottom right most cell with data (Do Not click anything while navigating) *–OR–* click and drag to highlight the dataset

        iii. Hold shift key and click cell to highlight the entire dataset

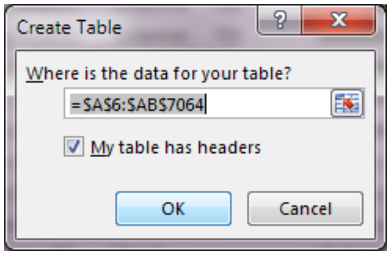


    b. Click '**INSERT**' ribbon at the top of the document

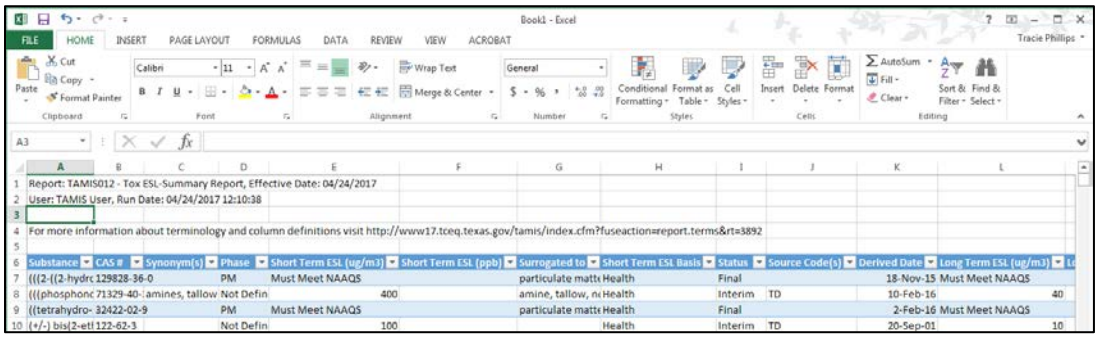
    c. Click '**Table**' button



d. Check the '**My table has headers**' box

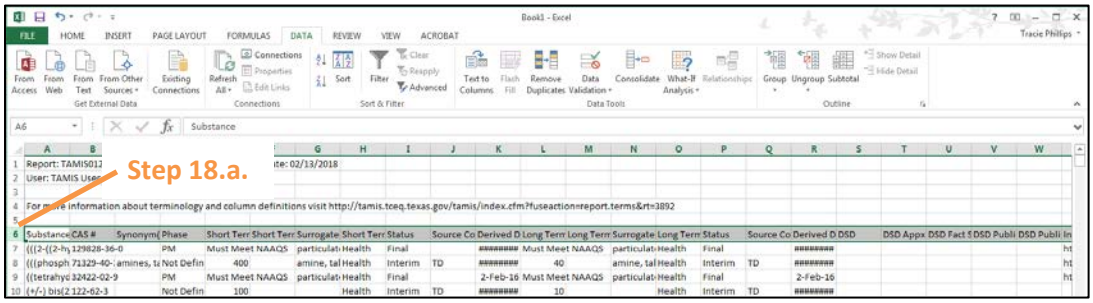


e. Click '**OK**'



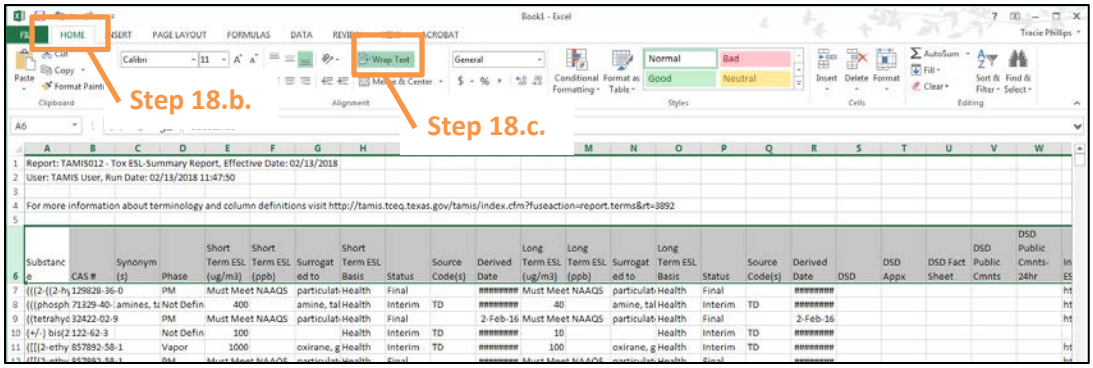
18. Wrap text in columns (to see full column name):

a. Highlight Row '**6**' (click the 6 with cursor arrow)



b. Click '**HOME**' ribbon at the top of the document

c. Click '**Wrap Text**' button (Full column names should now be visible)



d. Click '**Filter**' under '**Data**' ribbon (see step 16.f. above for data ribbon)