

## **SPILLS DATABASE ON-LINE LOG-IN INSTRUCTIONS**

To access the Hazardous Materials Spill Database on the Environment and Natural Resources (ENR) website follow the following steps:

1. Log on to the website  
[http://www.enr.gov.nt.ca/live/pages/wpPages/Hazardous\\_Materials\\_Spill\\_Database.aspx](http://www.enr.gov.nt.ca/live/pages/wpPages/Hazardous_Materials_Spill_Database.aspx)
2. In the middle of the page. Click on **NEW ACCOUNT**.
3. Fill in the form. Once the form is filled in an email message is sent to Lisette Self who will activate your account.
4. When your account is activated:
  - a. Click on **LOG-IN** (in blue).
  - b. Enter your user name (email address) and password.
  - c. *If you get prompt to "close the window" Click [Yes]*
5. Click **SEARCH SPILLS**, below the user account and new account line.
6. To obtain a report of spills that you require use the various boxes you can choose from.
7. When finished please LOG OUT.

*If you should have any problems with these procedures or have any questions please contact Kari Van Geffen via email at [Kari.VanGeffen@gov.nt.ca](mailto:Kari.VanGeffen@gov.nt.ca) or by phone (you may call collect) (867) 873-7654.*