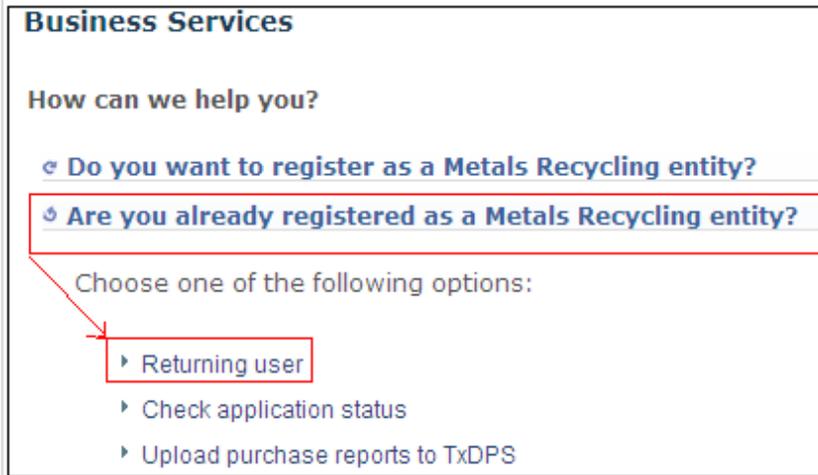


# Law Enforcement Guidelines for Searches & Reports

Begin on the TxDPS Metals homepage

<http://www.txdps.state.tx.us/regulatoryservices/metalsRegistration/index.htm>

Under “Business Services”, select “Returning user”



**Business Services**

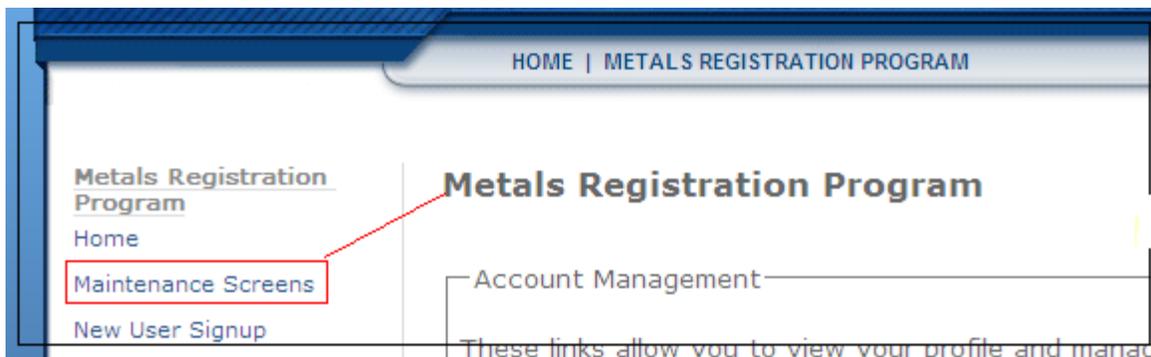
How can we help you?

- ◀ Do you want to register as a Metals Recycling entity?
- ◀ **Are you already registered as a Metals Recycling entity?**

Choose one of the following options:

- ▶ **Returning user**
- ▶ Check application status
- ▶ Upload purchase reports to TxDPS

Sign in to the Metals System as a Returning User. After signing in, look in the left hand navigation menu, click on the link titled “**Maintenance Screens**”.



HOME | METALS REGISTRATION PROGRAM

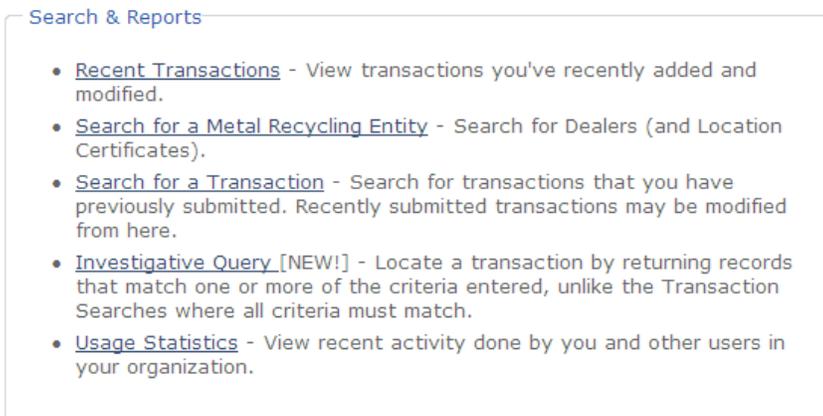
**Metals Registration Program**

- Home
- Maintenance Screens**
- New User Signup

Account Management

These links allow you to view your profile and manage

Under the “Search & Reports” section, there will be several options that may be selected.



Search & Reports

- [Recent Transactions](#) - View transactions you've recently added and modified.
- [Search for a Metal Recycling Entity](#) - Search for Dealers (and Location Certificates).
- [Search for a Transaction](#) - Search for transactions that you have previously submitted. Recently submitted transactions may be modified from here.
- [Investigative Query \[NEW!\]](#) - Locate a transaction by returning records that match one or more of the criteria entered, unlike the Transaction Searches where all criteria must match.
- [Usage Statistics](#) - View recent activity done by you and other users in your organization.

- **Investigative Query** is exclusively for law enforcement. This tool is used to build tailor made searches to suit investigative case needs.

# TxDPS Metals Registration

## Investigative Search

Investigative search is made up of a base search, zero or more required & optional filters.

- a. Base search defines an initial pool of records that matches the search criteria. You must have one and only one base search in order to submit an investigative search.
- b. Required filter defines a pool of records that match the base search and the required filter criteria. You may have zero or more required filters in order to submit an investigative search.
- c. Optional filter defines a pool of records that match the base search as well as the required filter criteria and may or may not match the optional filter criteria. You may have zero or more optional filters in order to submit an investigative search.

### Base Search

Make one selection,  
click add base search

- Location of Sale (City)
- Metal Description
- Seller Location
- Location of Sale (County)
- Sale Date
- Vehicle Description

Location of Sale

City

# TxDPS Metals Registration

## Investigative Search

Investigative search is made up of a base search, zero or more required & optional filters.

- a. Base search defines an initial pool of records that matches the search criteria. You must have one and only one base search in order to submit an investigative search.
- b. Required filter defines a pool of records that match the base search and the required filter criteria. You may have zero or more required filters in order to submit an investigative search.
- c. Optional filter defines a pool of records that match the base search as well as the required filter criteria and may or may not match the optional filter criteria. You may have zero or more optional filters in order to submit an investigative search.

## Search Parameters

Type	Criteria	Summary	
Base Search	Location of Sale(City)	Austin	<a href="#">Add Filter</a> <a href="#">Remove</a> <a href="#">Remove All</a>

Display Results

Note: Filters will allow you to narrow down the search results. The search results will match on the base search and required filter criteria and zero or more optional filter criteria.

Select *Add a Filter* to narrow your search

Austin was selected as *Location of Sale*

## Filters

- Location of Sale (City)
- Metal Type
- Seller Location
- Location of Sale (County)
- Metal Weight
- Vehicle Plate
- Metal Description
- Sale Date
- Vehicle Description

Metal Type

Metal Type

- Make this a required filter
- Make this an optional filter

Select Metal Type then drop box for specific type

Make one selection, click *Add Filter*

## Search Parameters

Type	Criteria	Summary	
Base Search	Location of Sale(City)	austin	<a href="#">Remove</a>
Required Filter	Metal Type	Copper	<a href="#">Remove</a>
			<a href="#">Add Filter</a> <a href="#">Remove All</a>

Note: Filters will allow you to narrow down the search results. The search results will match on the base search and required filter criteria and zero or more optional filter criteria.

Make another selection, click *Add Filter*

## Filters

- Location of Sale (City)
- Metal Type
- Seller Location
- Location of Sale (County)
- Metal Weight
- Vehicle Plate
- Metal Description
- Sale Date
- Vehicle Description

**Metal Weight**

Minimum Weight  (lbs)

Maximum Weight  (lbs)

- Make this a required filter
- Make this an optional filter

This time we made it an optional filter.

Select *Metal Weight*, then select minimum and maximum

## Search Parameters

Type	Criteria	Summary	
Base Search	Location of Sale(City)	Austin	<a href="#">Remove</a>
Required Filter	Metal Type	Copper	<a href="#">Remove</a>
Optional Filter	Metal Weight Minimum/Maximum	100/1000 (lbs)	<a href="#">Remove</a>
			<a href="#">Add Filter</a> <a href="#">Remove All</a>

Click to view results

Note: Filters will allow you to narrow down the search results. The search results will match on the base search and required filter criteria and zero or more optional filter criteria.

# TxDPS Metals Registration

[New Search](#)

Search Parameters			
Type	Criteria	Summary	
Base Search	Location of Sale(City)	Austin	<a href="#">Remove</a>
Required Filter	Metal Type	Copper	<a href="#">Remove</a>
Optional Filter	Metal Weight Minimum/Maximum	100/1000 (lbs)	<a href="#">Remove</a>
			<a href="#">Add Filter</a> <a href="#">Remove All</a>

**Minimum Filter Hits**

Only display transactions that hit on a minimum number of optional filters.

Minimum Filter Hits:

Sale Date	Transaction Summary	Filter Hits#	Search Summary
<a href="#">01/31/2014</a>	Copper: 1 117lbs Copper: 2 241lbs RegulatedMetals: AC_CONDENSING_COIL 140lbs RegulatedMetals: COMPRESSOR 1460lbs	1	Weight between 100 and 1000 lbs
<a href="#">01/21/2014</a>	Copper: INSULATED_WIRE_1 158lbs Copper: INSULATED_WIRE_1 244lbs	1	Weight between 100 and 1000 lbs
<a href="#">01/20/2014</a>	Copper: 1 122lbs	1	Weight between 100 and 1000 lbs
<a href="#">01/15/2014</a>	Copper: INSULATED_WIRE 133lbs	1	Weight between 100 and 1000 lbs
<a href="#">01/14/2014</a>	Copper: 3 23lbs Copper: BARE_BRIGHT 23lbs Copper: INSULATED_WIRE_1 111lbs	1	Weight between 100 and 1000 lbs
<a href="#">01/09/2014</a>	Aluminum: AC_COIL 218lbs Aluminum: BREAKAGE 19lbs Aluminum: MIXED 6lbs Aluminum: RADIATOR 101lbs Aluminum: REEFER 14lbs Brass: REFINERY 9lbs Copper: 2 50lbs Copper: INSULATED_WIRE 16lbs Copper: MOTOR 140lbs	1	Weight between 100 and 1000 lbs

The more optional filters added, the narrower your search. Also, the number of Filter Hits indicates the number of optional filter items that meet your criteria.

## Create a New Theft Notification

Title	<input type="text"/>	
Region	<input type="text"/>	
Notification End Date	<input type="text" value="08/14/2014"/>	Default end date is 30 days from creation
Description	<input type="text"/>	
Image/Photo	<input type="text"/> <input type="button" value="Browse..."/>	Photos will auto compress to fit
Contact Info		
Name	<input type="text"/>	
Phone	<input type="text"/>	
Email	<input type="text"/>	
Status	<input type="text" value="Active"/>	
	<input type="button" value="Save"/>	

Select Active, Found, Deleted, or Expired

## Theft Notification Search

Status Search	<input type="text"/>	Search By <input type="text"/>
Date Range Searches	Start Date: <input type="text"/>	End Date: <input type="text"/> <input type="button" value="Search"/>

Search by date range and status (active, found, deleted, expired)

# Theft Notifications

## Stolen Catalytic Converters

**Region** Harris County

**Expired Date** 08/03/2014

**Description** White male in Dodge Ram, license plate ABC-123, tried to sell 15lbs of stolen catalytic converters to Houston Metals Recycling.



### Contact Info

**Name** C. Wicke  
**Phone** 512-111-2222  
**Email** cwicke@metals.com

Click on Administration to view Reports.  
Select Administrative reports to view  
MRE Reports

## Profile Menu

- [User & Organization Search](#)
- [New Message](#)
- [New System Message](#)
- [Current System Messages](#)
- [Outbound Email History](#)
- [Check Processing](#)
- [Update vehicle model information](#)

## Metals Registration Program

- [Application Search](#)
- [Administrative Reports](#)

## ADMINISTRATIVE REPORTS

### MRE Reports

- [MRE Certificates Due to Expire Within 45 Days](#)
- [Expired MRE Certificates](#)
- [MRE Application Status](#)
- [MRE Certificate Status](#)
- [Transaction Summary](#)
- [New MRE 90 Day](#)
- [Rejected Load 90 Day](#)
- [MRE 12 Month Reporting Profile](#)

TEXAS DEPARTMENT OF PUBLIC SAFETY  
REGULATORY SERVICES DIVISION  
METALS REGISTRATION PROGRAM

#### Rejected Load 90 Day Report

County	MRE	Certificate #	Transaction #	Metal Type	Metal Form	Sale Date	Report Date	Description
GREGG	South-West Scrap & Salvage	101178	24347807	Brass	PLUMBING	6/27/2014	6/27/2014	test
GREGG	South-West Scrap & Salvage	101178	24347806	Brass	FINSTOCK	6/24/2014	6/26/2014	3f
GREGG	South-West Scrap & Salvage	101178	24347801	Aluminum	AUTO_TRANSMISSION	2/10/2009	5/22/2014	test2 description
GREGG	South-West Scrap & Salvage	101178	24347801	Copper	INSULATED_WIRE	2/10/2009	5/22/2014	test2 description
GREGG	South-West Scrap & Salvage	101178	24347800	Aluminum	AUTO_TRANSMISSION	2/10/2009	5/22/2014	test description
GREGG	South-West Scrap & Salvage	101178	24347799	Aluminum	AUTO_TRANSMISSION	2/10/2009	5/22/2014	test2 description
GREGG	South-West Scrap & Salvage	101178	24347799	Copper	INSULATED_WIRE	2/10/2009	5/22/2014	test2 description
GREGG	South-West Scrap & Salvage	101178	24347798	Aluminum	AUTO_TRANSMISSION	2/10/2009	5/22/2014	test description
GREGG	South-West Scrap & Salvage	101178	24347797	Aluminum	AUTO_TRANSMISSION	2/10/2009	5/22/2014	test2 description
GREGG	South-West Scrap & Salvage	101178	24347797	Copper	INSULATED_WIRE	2/10/2009	5/22/2014	test2 description
GREGG	South-West Scrap & Salvage	101178	24347796	Aluminum	AUTO_TRANSMISSION	2/10/2009	5/22/2014	test description
GREGG	South-West Scrap & Salvage	101178	24347795	Aluminum	AUTO_TRANSMISSION	2/10/2009	5/21/2014	test2 description
GREGG	South-West Scrap & Salvage	101178	24347795	Copper	INSULATED_WIRE	2/10/2009	5/21/2014	test2 description
GREGG	South-West Scrap & Salvage	101178	24347794	Aluminum	AUTO_TRANSMISSION	2/10/2009	5/21/2014	test description

This report allows MREs and Law Enforcement to see who rejected what type of metal when. The intent is for improved awareness of questionable attempted sales.

**TEXAS DEPARTMENT OF PUBLIC SAFETY**  
**REGULATORY SERVICES DIVISION**  
 METALS REGISTRATION PROGRAM

**MRE 12 MONTH REPORTING PROFILE**

				STAINLESS_STEEL_CO NTAINER	6570LBS
				STREET_SIGNS	997LBS
DALLAS	Texas T Metals	Aluminum	63.09%	6061	337LBS
				6062	59LBS
				6063	1333LBS
				6063_DIRTY	1279LBS
				BREAKAGE	200LBS
				CAST	84LBS
				CLIP	81LBS
				PAINTED_SIDING	660LBS
				PAN	8LBS
				RADIATOR	253LBS
				RIMS	36LBS
				SHEET	399LBS
				WHEEL	543LBS
		Brass	6.98%	DIRTY	16LBS
				RADIATOR	75LBS
				YELLOW	492LBS
		Copper	29.64%	1	1066LBS
				2	655LBS
				CHRISTMAS_LIGHTS	54LBS
				HARNESS	40LBS
				INSULATED_WIRE_2	19LBS
				WIRE_1	228LBS
				WIRE_2	134LBS
				WIRE_INSULATED_LO W_GRADE	259LBS
				WIRE_LOW_RECOVER Y	22LBS
		RegulatedMetals	0.29%	STAINLESS_STEEL_CO NTAINER	24LBS

This report displays a MREs transactions by metal percentage and specifically metal category.

- **Search for a Transaction** is a tool used to search for Metal Recycling Entity transactions by Seller, date range, DL#, etc... The user selects how they would like to search for transactions.

**Transaction Search**

By File Sequence Number

By Dealer Number    
*Legacy Data only.*

By Invoice Number

Search By Seller

Search By DL/ID Number

Alaska    
*DL State DL Number*

Date Range Searches

Search By Date Range

Begin Sale Date

End Sale Date

Search By Seller

Options under **Search by Seller**

Search By DL/ID Number

Search By License Plate

Search By DL/ID Number

Search By Name

*DL State DL Number*

- **Published Reports** are available on the following subjects:

**ADMINISTRATIVE REPORTS**

- MRE Reports
- [MRE Certificates Due to Expire Within 45 Days](#)
  - [Expired MRE Certificates](#)
  - [MRE Application Status](#)
  - [MRE Certificate Status](#)
  - [Transaction Summary](#)
  - [New MRE 90 Day](#)
  - [Rejected Load 90 Day](#)
  - [MRE 12 Month Reporting Profile](#)

A link to these reports can be found from the TxDPS Metals homepage, <http://www.txdps.state.tx.us/RSD/metalsRegistration/reports.htm>

**Reports**

- [Metal Recycling Entities List by Company Name \(PDF\)](#)
- [Metal Recycling Entities List by City Name \(PDF\)](#)