

**DPS Texas Online Metals
(TOM) Program
for Law Enforcement**

User Guide



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DEFINITIONS

DPS: Texas Department of Public Safety

Inspector: Term used in TOM for Law Enforcement who may not require Supervisor permissions such as Officers, Agents, Detectives, etc.

MRE: Metal Recycling Entity. A business that is operated from a fixed location and is predominantly engaged in: (A) performing the manufacturing process by which scrap, used, or obsolete ferrous or nonferrous metal is converted into raw material products consisting of prepared grades and having an existing or potential economic value, by a method that in part requires the use of powered tools and equipment, including processes that involve processing, sorting, cutting, classifying, cleaning, bailing, wrapping, shredding, shearing, or changing the physical form of that metal; (B) the use of raw material products described under paragraph (A) in the manufacture of producer or consumer goods; or (C) purchasing or otherwise acquiring scrap, used, or obsolete ferrous or nonferrous metals for the eventual use of the metal for the purposed described by paragraph (A) or (B).

MRE Inspection: Thorough examination of a business or individual to determine compliance with applicable statutes and rules; performed under the authority of the Texas Occupations Code, Chapter 1956; and Texas Administrative Code, Title 37, Part I, Chapter 36.

MRE Investigation: Includes, but is not limited to, investigations involving MREs and/or individuals for violations of the Texas Occupations Code, Chapter 1956; Texas Transportation Code, Chapter 501; Texas Penal Code; Texas Administrative Code, Title 37, Part I, Chapter 36; and other relevant statutes.

Organization: Law Enforcement user's agency

RSD: Texas DPS Regulatory Services Division.

RSD Administrator: DPS employee with Administrative access in TOM

Secure Site Account: User account created on DPS' secure site for *Metals Registration* and *Computerized Criminal History* programs.

Supervisor: Term used in TOM for Law Enforcement who supervises designated Officers, Agents, Detectives, etc.

TOM: Texas Online Metals

[TOM_INSPECTOR]: A TOM account access permission for Law Enforcement users that inspect MRE's and submits Inspection Reports in TOM.

[TOM_SUPERVISOR]: A TOM account access permission for Law Enforcement users that supervise users who inspect MRE's and submits Inspection Reports in TOM.



TEXAS METALS PROGRAM

DPS registers and oversees all Metals Recycling Entities (MREs) in Texas. MREs are required to collect certain identifying information from sellers of regulated materials to assist Law Enforcement with monitoring those who are buying and selling regulated materials.

TEXAS ONLINE METALS WEBSITE

Texas Online Metals (TOM) is an online tool to assist Law Enforcement with metal thefts in Texas. This tool is available 24-hours a day, seven-days a week, to all Law Enforcement personnel in municipalities, counties and state agencies. TOM can be found at <https://texasonlinemetals.dps.texas.gov/>.

If a new Law Enforcement user needs Supervisor and/or Inspector access to TOM, skip to page 3 for instructions on how to create an account.

LOGIN

If the user has an account, select the (A) **Log In** link at the top right corner. Enter **Username or Email Address** and **Password**.



NOTE: To log out of TOM, click on your Username or Email Address and select **Log Out** from the drop down list.

PASSWORD RESET

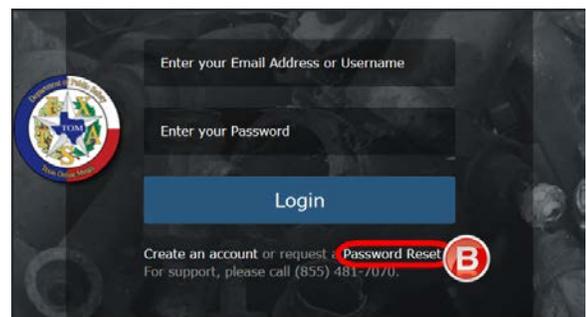
Forgot User ID?

Email RSDCriminal@dps.texas.gov

Lost Password?

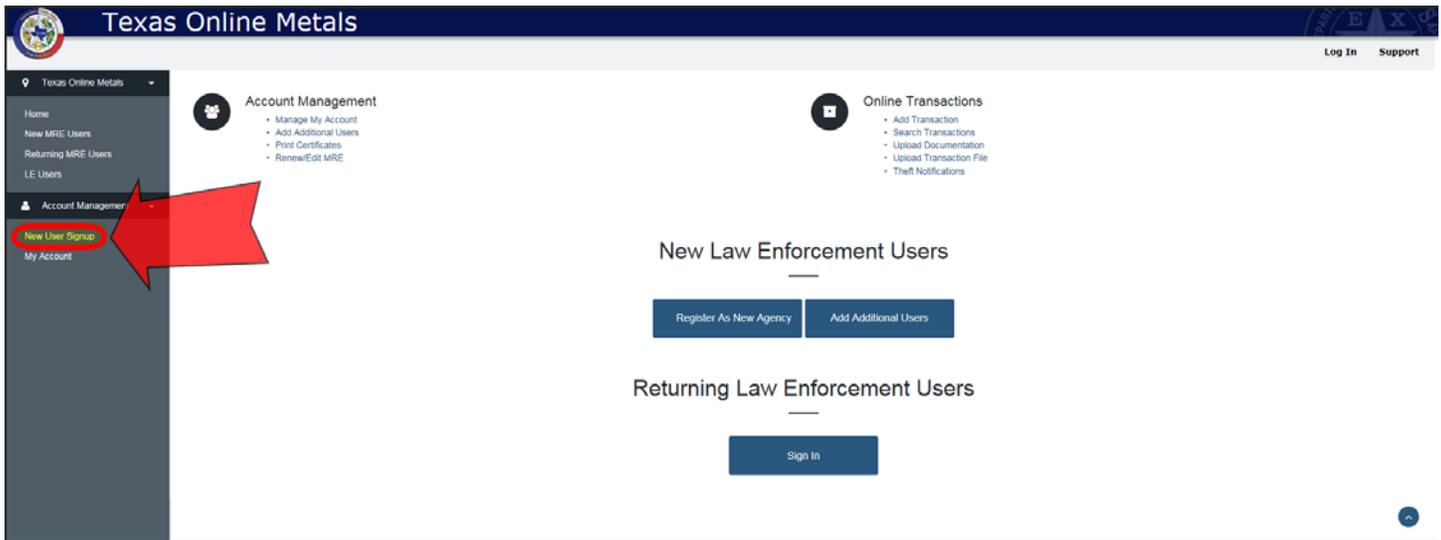
<https://texasonlinemetals.dps.texas.gov/Profile/Password/Reset>

Select the (B) **Password Reset** link under the **Log In** icon.

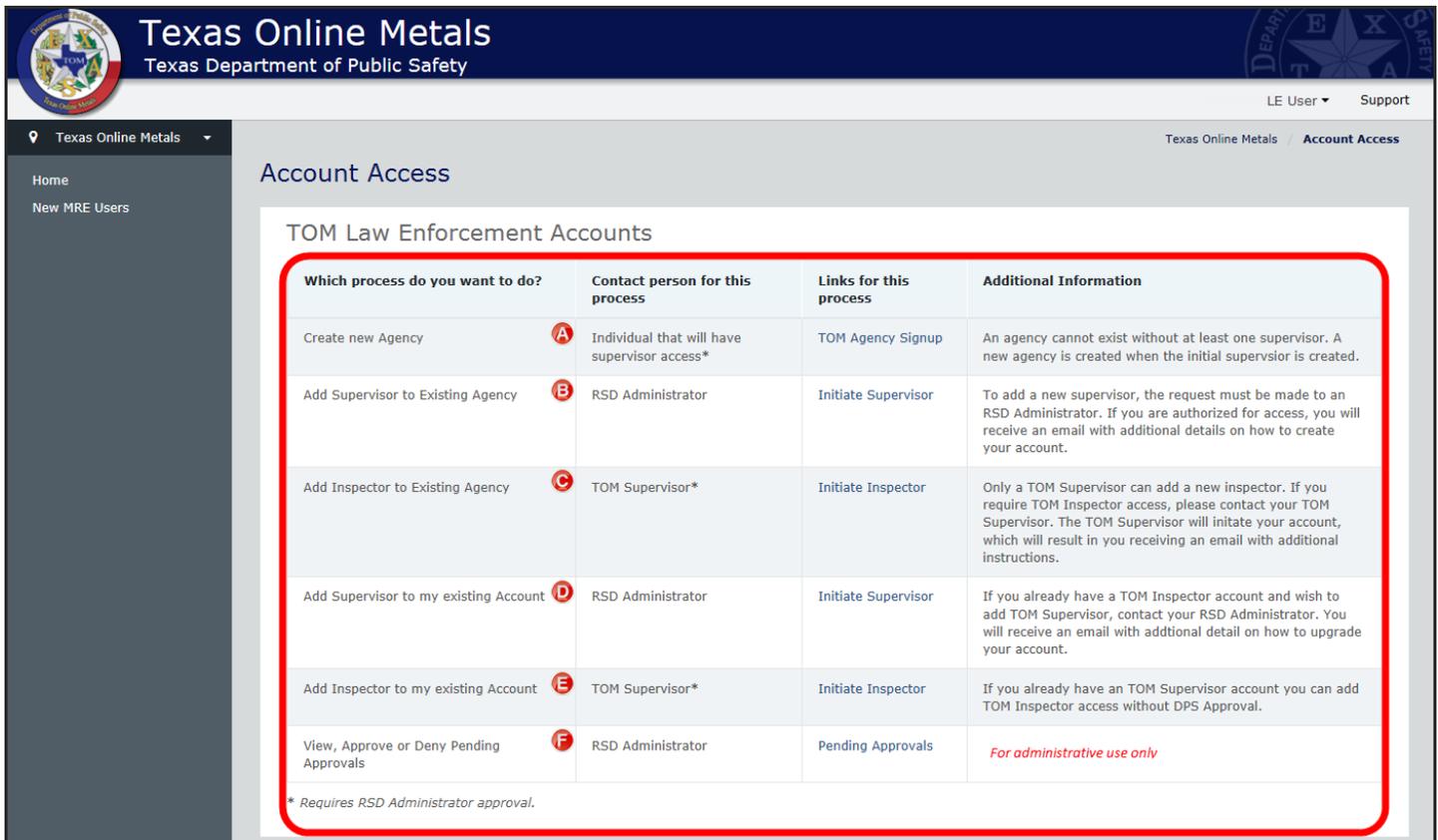




CREATING LAW ENFORCEMENT ACCOUNTS



To gain Law Enforcement access to the TOM database, select **New User Signup**. There are various ways of creating Supervisor and Inspector accounts (view photo below). Refer to pages 4-12 to create these accounts.



NOTE: Refer to page 22 (My Profile) to view the user's current TOM account permissions.



CREATING LAW ENFORCEMENT ACCOUNTS cont'd...

- (A) **Create New Agency (TOM Agency Signup)** – This option creates a new agency in TOM (if not previously registered) as well as creates a Supervisor user account for the person completing the form. Contact the *Investigative Support Section* at (512) 424-0290 to confirm the agency’s registration status in TOM prior to selecting this option. This prevents multiple organizations of the same Agency being created within the TOM database.

Once a Supervisor has been set up, they will have the ability to initiate new Inspector accounts without having to contact an RSD Administrator. An [RSD-18 Agency Verification form](#) must also be submitted from the user requesting access (the designated Supervisor in Agency Signup application) to RSDCriminal@dps.texas.gov.

TOM Law Enforcement Accounts			
Which process do you want to do?	Contact person for this process	Links for this process	Additional Information
Create new Agency	Individual that will have supervisor access*	TOM Agency Signup	An agency cannot exist without at least one supervisor. A new agency is created when the initial supervisor is created.

View form on page 5.

Texas Department of Public Safety



Texas Online Metals

Regulatory Services Division



Texas Online Metals Features

DPS offers enhanced online tools for law enforcement

The Texas Department of Public Safety (DPS) provides an online tool to assist law enforcement with metals thefts in Texas. These tools are available 24-hours a day, seven-days a week, to all law enforcement personnel in municipalities, counties and state agencies.

To access the website, simply create an account on [DPS' Texas Online Metals](#). Complete an [Agency Verification Form](#) and email it to [Investigative Support](#).

Once approved, you will have access to search the website for various Metals Recycling Entity (MRE) and transaction information, including business, individual and sales information. The business information includes the business name, location, operating hours, active / inactive certificate number(s), owners, statutory agents and contact information.

The site can also search Individuals or sellers, by name, driver license or ID number, and license plate number. The sales information includes the metal type and form, metal weight, if it contains explosives, and if sales (also known as transactions) were rejected by the MRE, and the reason for rejecting the transaction.



For more general searches, Investigative Query can be used to filter transactions by city, county, weight range and more.

Regional reports are available upon request from DPS, as well as detailed transaction summaries, individual reports based on a particular case and /or the assistance needed by the investigator.

LINKS
[DPS' Texas Online Metals](#)
<https://texasonlinemetals.dps.texas.gov/>

Agency Verification Form
<http://dps.texas.gov/internet/forms/Forms/RSD-18.pdf>

Licensing Records Request
<https://dpsnet/intranet/forms/default/Forms/RSD-13.pdf>

Investigative Support
RSDmetals@dps.texas.gov
RSDCriminal@dps.texas.gov or 512-424-0290

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Texas Online Metals

- Home
- New MRE Users
- Returning MRE Users
- LE Users
- Account Management
 - New User Signup
 - My Account

TOM Agency Signup

Create New Agency

1 Agency Information

Agency Name

Agency Name is required

Create New Supervisor

Contact Name

Last Name

The Last Name field is required.

First Name

The First Name field is required.

Middle Name

Suffix

User ID

User ID

The User ID field is required.

Your email address will be used as your user name.

Voice

Phone Number

Phone Number is required

Fax

Phone Number

Mailing Address

Street

The Street field is required.

State

County

The County field is required.

City

The City field is required.

ZIP Code

The ZIP Code field is required.

Physical Address

Same as above

Additional Details

Badge Number

Commissioned

2 Security Question

QuestionId

Answer

The Answer field is required.

3 Password

Password

The Password field is required.

Confirm Password

4 Continue



CREATING LAW ENFORCEMENT ACCOUNTS cont'd...

(1) **NOTE:** For Agency Information, include the full name of the Agency – no abbreviations.

Correct: Sample City Police Department

Incorrect: Sample City PD, SCPD, Sample City Police Dept

Correct: Sample City Sheriff's Office

Incorrect: Sample City SO, SCSO, Sample City Sheriff Office, Sample City Sheriffs Office

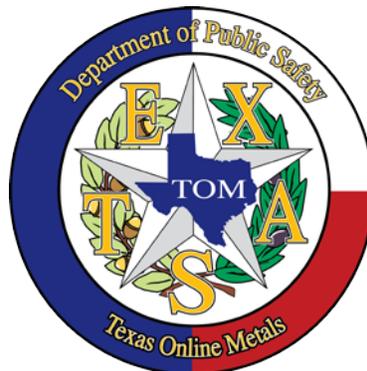
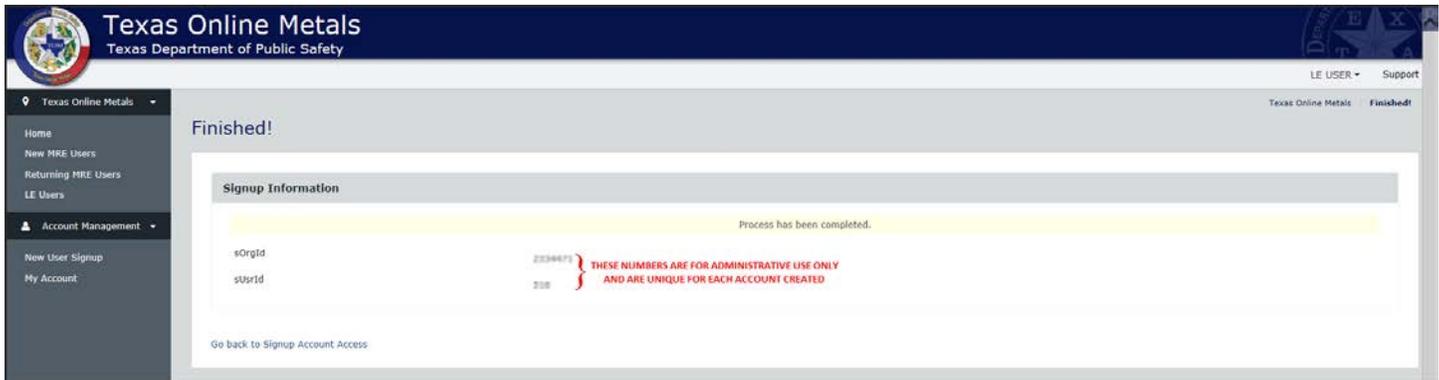
(2) For the *Security Question*, select one of the following options:

<p>In what city did you meet your spouse/significant other?</p> <p>What is the middle name of your youngest child?</p> <p>What is the name of your favorite childhood friend?</p> <p>What is the street number of the house you grew up in?</p> <p>What school did you attend for sixth grade?</p> <p>What was your childhood nickname?</p>

(3) For *Password*, these are the password requirements:

- Must contain 8-32 characters
- Must include at least one number and one letter
- Must include the following characters: %, &, _, ?, #, =, -
- Must be different from your User ID

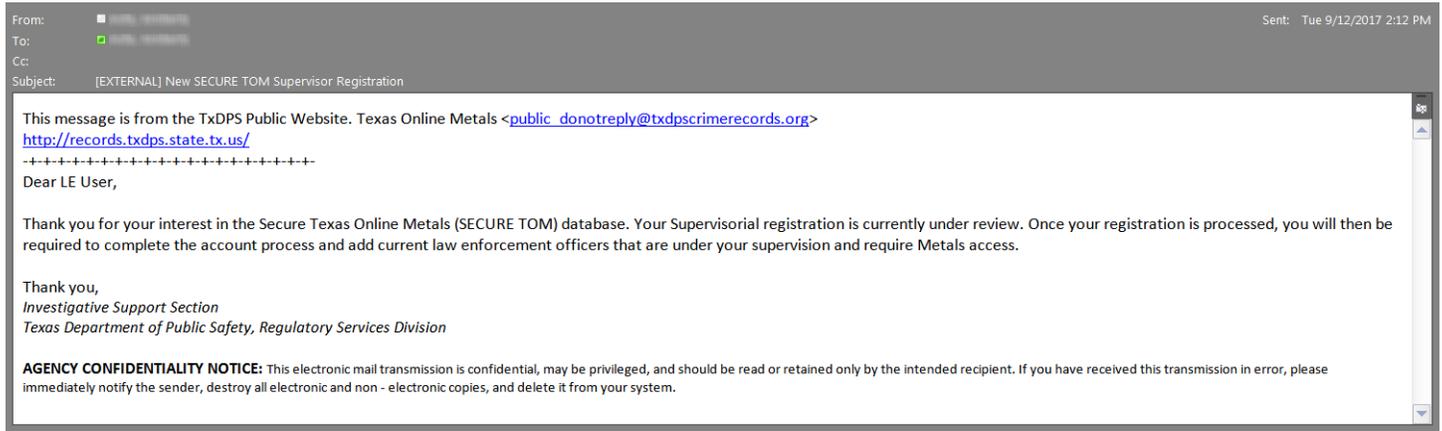
Select (4) **Continue** at the bottom of the page. A screen will appear indicating the signup process has been completed.



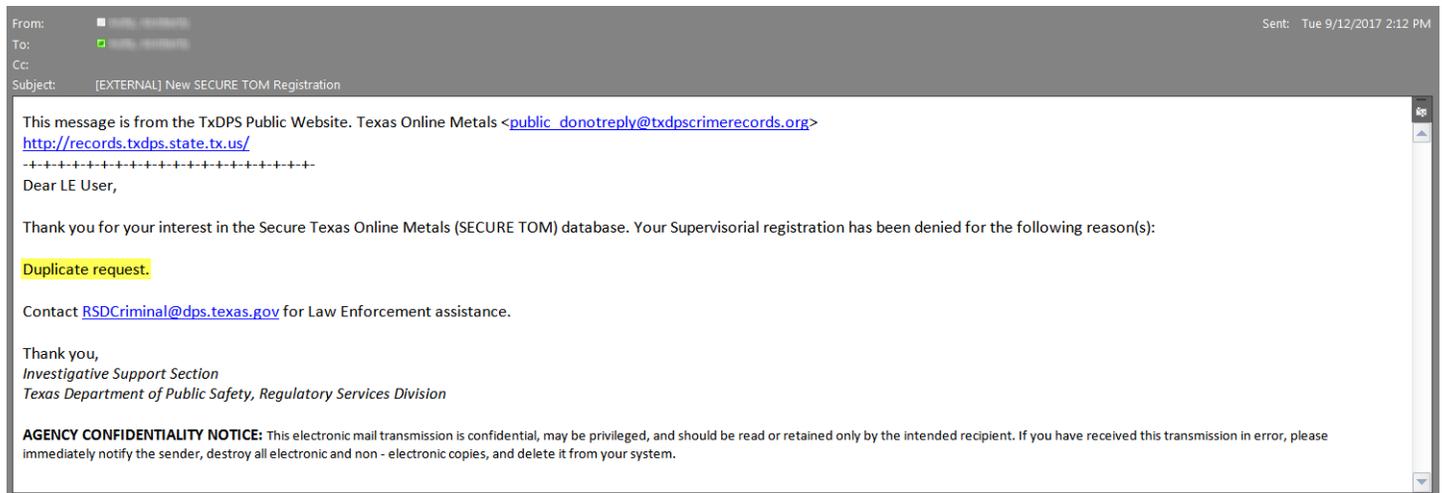


CREATING LAW ENFORCEMENT ACCOUNTS cont'd...

The requestor will receive the following automated email stating that the Supervisor's registration is in review.



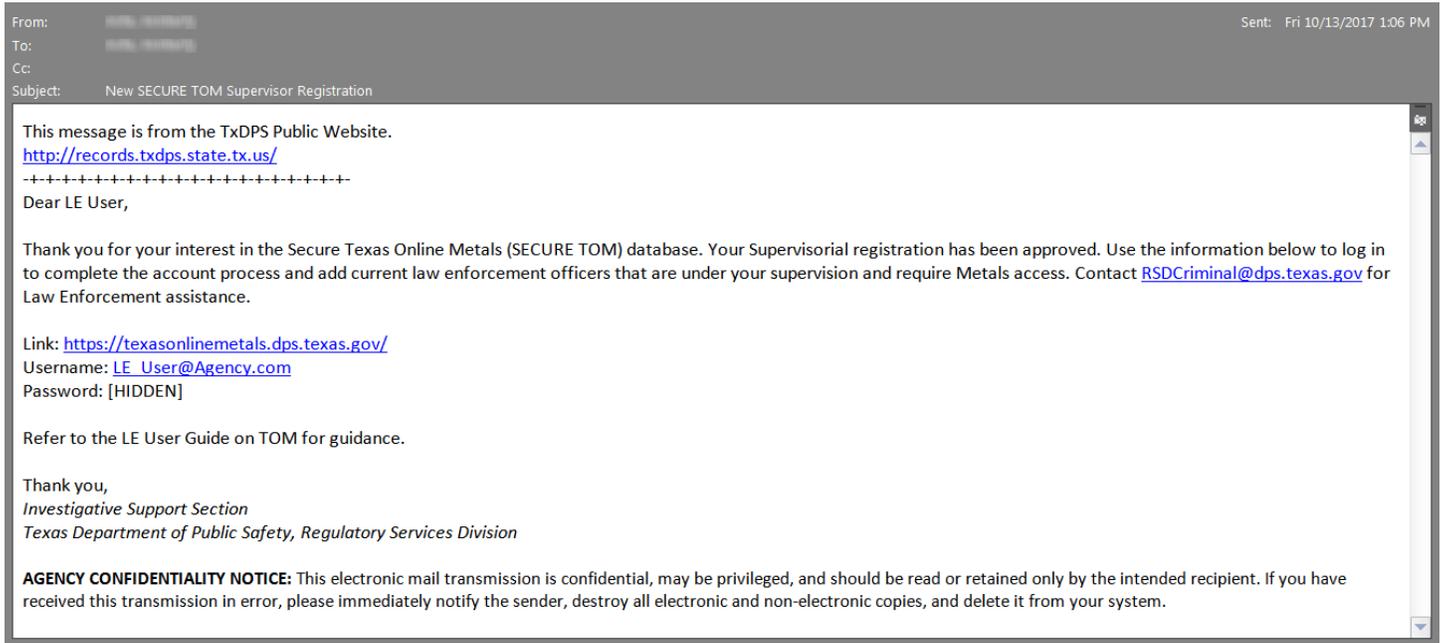
An RSD Administrator will review the application, as well as the submitted RSD-18 Agency Verification form that is sent to RSDCriminal@dps.texas.gov, and then approve/deny the pending account. If the account is denied, the requestor will receive an automated email detailing the reason for the denial.





CREATING LAW ENFORCEMENT ACCOUNTS cont'd...

Once the account is approved, the requestor will receive an automated email from TOM with new account login information.



(B) When an agency exists in TOM but does not have a designated Supervisor, contact the *Investigative Support Section* at (512) 424-0290 to add a Supervisor to the existing (registered) agency. Law Enforcement does not have access to this link. Refer to page 3 to view full Law Enforcement Account chart options.

Add Supervisor to Existing Agency	RSD Administrator	Initiate Supervisor	To add a new supervisor, the request must be made to an RSD Administrator. If you are authorized for access, you will receive an email with additional details on how to create your account.
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CREATING LAW ENFORCEMENT ACCOUNTS cont'd...

(C) A Supervisor with access will add an inspector to their agency using *Add Inspector to Existing Agency (Initiate Inspector)*. Refer to page 3 to view full LE Account chart options.

Add Inspector to Existing Agency	TOM Supervisor*	Initiate Inspector	Only a TOM Supervisor can add a new inspector. If you require TOM Inspector access, please contact your TOM Supervisor. The TOM Supervisor will initiate your account, which will result in you receiving an email with additional instructions.
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NOTE: Select *I supervise this User* to add the Inspector under your Supervision and Organization.

Texas Online Metals
Texas Department of Public Safety

LE User - Support

Initiate Inspector

The User already has a Secure Site Account

Existing User

User Name: (Choose) [v]

The User needs a Secure Site Account

New User Information

Last Name: Last [input]
 First Name: First [input]
 Middle Name: Middle [input]
 Suffix: (Choose) [v]
 Email Address: Email Address [input]

Your Email Address will be used as your User ID.

I supervise this User

Continue



CREATING LAW ENFORCEMENT ACCOUNTS cont'd...

The Supervisor selects **The User already has a Secure Site Account** and types the user's name into the field if the Inspector already has a Secure Site Account. A list of users in the organization will populate.

Texas Online Metals
Texas Department of Public Safety

LE User ▾ Support

Texas Online Metals ▾ **Initiate Inspector**

Home
New MRE Users
Returning MRE Users
LE Users

Account Management ▾
New User Signup
My Account

Initiate Inspector

The User already has a Secure Site Account

Existing User

User Name A LIST OF EMPLOYEES IN YOUR AGENCY WILL APPEAR IN THE DROP DOWN

(Choose)
Rolando Truitt
Lucania Truitt
Will Truitt
Nick Truitt

Select the name of the Inspector from the list then select **Continue** at the bottom of the page. If the Inspector does not already have a Secure Site Account with an existing organization, choose the second option **The User needs a Secure Site Account with an existing Organization**. Type in the name of the organization and select the blue **Search** magnifying glass icon.

Texas Online Metals
Texas Department of Public Safety

LE User ▾ Support

Texas Online Metals ▾ **Initiate Inspector**

Home
My Account

Initiate Inspector

The User needs a Secure Site Account

New User Information

Last Name Last
The Last Name field is required.

First Name First
The First Name field is required.

Middle Name Middle

Suffix (Choose) ▾

Email Address Email Address
Email Address is required.

Your Email Address will be used as your User ID.

I supervise this User

Select **Continue** at the bottom of the page. A screen will appear indicating the signup process has been completed.





CREATING LAW ENFORCEMENT ACCOUNTS cont'd...

The (C-1) link in the email sent to the Inspector to complete their registration will be incomplete. Add <https://texasonlinemetals.dps.texas.gov> to the (C-2) *beginning* of the URL received in the email to be taken to the registration page.

From: [redacted] Sent: Thu 10/12/2017 7:44 AM
 To: [redacted]
 Cc:
 Subject: New SECURE TOM Registration

This message is from the TxDPS Public Website.
<http://records.txdps.state.tx.us/>
 Dear LE User,

Your Supervisor has added you under the agency Law Enforcement Agency in the Secure Texas Online Metals(SECURE TOM) database. Use the link below to register.

(C-1) [/STOM/SignupInspector/Submit?id=162&authorizeToken=](#) [redacted]

The link sent in the email will be incomplete. You will need to add <https://texasonlinemetals.dps.texas.gov/> to the *beginning* of the link in order to be taken to the registration page.

It should look like the example below:

(C-2) <https://texasonlinemetals.dps.texas.gov/STOM/SignupInspector/Submit?id=162&authorizeToken=> [redacted]

Thank you,
 Investigative Support Section
 Texas Department of Public Safety, Regulatory Services Division

AGENCY CONFIDENTIALITY NOTICE: This electronic mail transmission is confidential, may be privileged, and should be read or retained only by the intended recipient. If you have received this transmission in error, please immediately notify the sender, destroy all electronic and non - electronic copies, and delete it from your system.

Once the Inspector completes registration, the following email will be received.

From: [redacted] Sent: Tue 9/12/2017 2:17 PM
 To: [redacted]
 Cc:
 Subject: New SECURE TOM Registration

This message is from the TxDPS Public Website.
<http://records.txdps.state.tx.us/>
 Dear LE User,

Thank you for your interest in the Secure Texas Online Metals (SECURE TOM) database. Your Law Enforcement registration is currently under review. Once your registration is processed, you will then be required to complete the account process.

Thank you,
 Investigative Support Section
 Texas Department of Public Safety, Regulatory Services Division

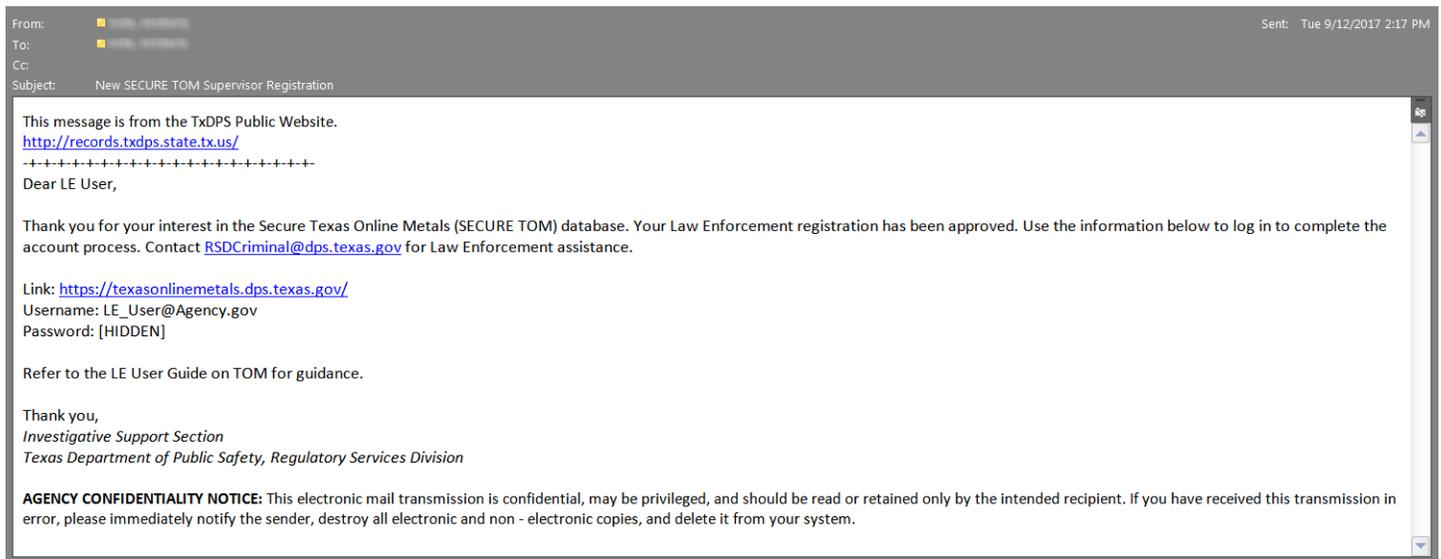
AGENCY CONFIDENTIALITY NOTICE: This electronic mail transmission is confidential, may be privileged, and should be read or retained only by the intended recipient. If you have received this transmission in error, please immediately notify the sender, destroy all electronic and non - electronic copies, and delete it from your system.





CREATING LAW ENFORCEMENT ACCOUNTS cont'd...

RSD Administrators will process the application and once approved, the Inspector will get the following email. The Inspector can now log into their TOM account and begin utilizing the site.



(D) An Inspector who currently only has Inspector access can add Supervisor access to their account by contacting the *Investigative Support Section* at (512) 424-0290. Law Enforcement does not have access to this link. Refer to page 3 to view full LE Account chart options.

NOTE: For smaller Agencies with only one Inspector handling metals: contact an RSD Administrator to change your permissions to reflect both **TOM_SUPERVISOR** and **TOM_INSPECTOR** roles. This will allow LE to both upload and approve their RSD-46 to be submitted to appear in an MRE's Case File.

Add Supervisor to my existing Account	RSD Administrator	Initiate Supervisor	If you already have a TOM Inspector account and wish to add TOM Supervisor, contact your RSD Administrator. You will receive an email with additional detail on how to upgrade your account.
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(E) A Supervisor who currently only has Supervisor access can add Inspector permissions to their account by contacting the *Investigative Support Section* at (512) 424-0290. Law Enforcement does not have access to this link. Refer to page 3 to view full LE Account chart options.

NOTE: For smaller Agencies with only one Inspector handling metals: contact an RSD Administrator at (512) 424-0290 to change your permissions to reflect both **TOM_SUPERVISOR** and **TOM_INSPECTOR** roles. This will allow LE to both upload and approve their RSD-46 to be submitted to appear in an MRE's Case File.

Add Inspector to my existing Account	TOM Supervisor*	Initiate Inspector	If you already have an TOM Supervisor account you can add TOM Inspector access without DPS Approval.
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(F) For administrative use only.

View, Approve or Deny Pending Approvals	RSD Administrator	Pending Approvals	<i>For administrative use only</i>
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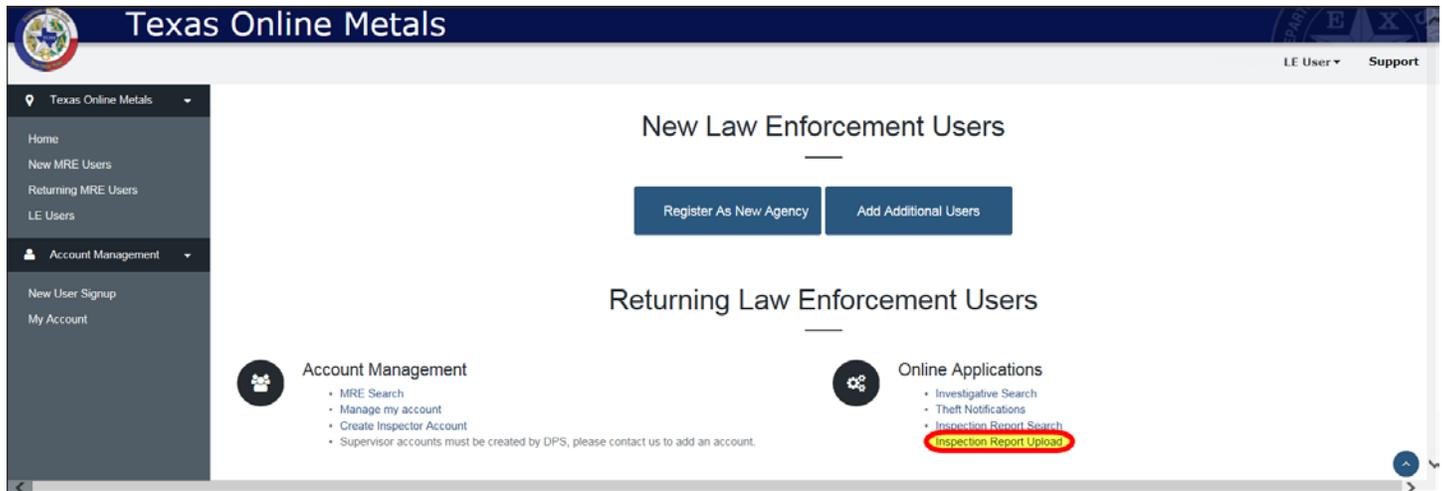
INSPECTION REPORTS

Once an MRE Inspection has been conducted and an [RSD-46 - MRE Inspection Report](#) has been completed, the RSD-46 will need to be accessible in pdf format to upload into TOM for a Supervisor to approve.

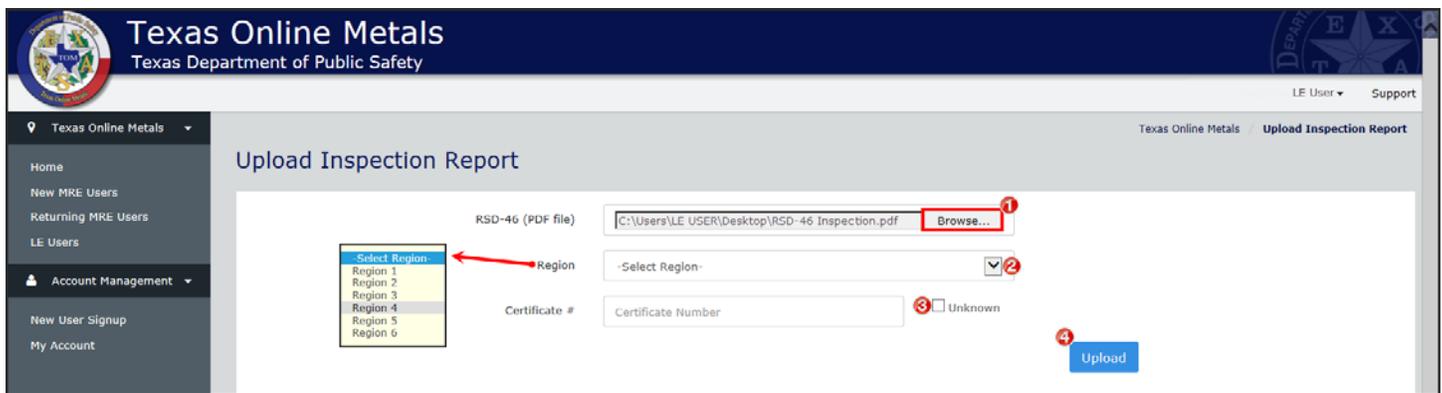
UPLOADING INSPECTION REPORTS

From the menu on the left of the screen, select *LE Users* or scroll down the page to *Returning Law Enforcement Users* section. Under *Online Applications*, select **Inspection Report Upload**.

NOTE: Supervisors with TOM access will get a **You have no access** message when this link is selected.



Upload Inspection Report screen - Use the **(1) Browse** icon to navigate to where the scanned RSD-46 in PDF format is located. Select the **(2) Region** where the MRE was inspected and enter their *Certificate Number*. If an MRE does not have a certificate, check the **(3) Unknown** box.



An MRE's certificate number is linked to the region. If an incorrect Region is selected, the following error message is displayed **"Certificate does not exist in the selected region"**. Once done, select **(4) Upload**.

NOTE: For TxDPS Inspections, not having an MRE Certificate number can affect your stats.



UPLOADING INSPECTION REPORTS cont'd...

Texas Online Metals
Texas Department of Public Safety

LE User Support

Texas Online Metals Upload Inspection Report

Upload Inspection Report

RSD-46 (PDF file)

Region

Certificate # Unknown

Certificate does not exist in the selected region

On the *Inspection Report* screen, the information from the report is entered here. There will be a message in light blue in the upper left hand side of the Inspection Report's status, which should read **"This inspection is Pending Incomplete"**.

All information entered in TOM must match what is entered on the RSD-46 form that is uploaded.

Texas Online Metals
Texas Department of Public Safety

LE User Support

Texas Online Metals Inspection Report

Inspection Report

This inspection is Pending Incomplete

The first section is **(A) Inspector Info**. The LE user's name should be showing under Inspector Agent. Under *Supervisor*, select the Supervisor's name (or user's name if Inspector has both Inspector and Supervisor roles) from the drop down. If the drop down is blank or does not display a Supervisor for the Inspector logged into TOM, please contact an RSD Administrator at (512) 424-0290 to be migrated under the correct Supervisor.

(A) Inspector Info

Inspector Agent

Supervisor

The Supervisor field is required.





UPLOADING INSPECTION REPORTS cont'd...

(B) Inspection section – Under *Basis for Inspection*, choose between external-based, internal-based, random-based or other. If an Inspection has a SPURS Case File Number associated with it, provide that information. *Agent Name* will be the Inspector’s full name; *Agent ID* will either be the Inspector’s Badge Number or TxDPS Acid. For *Time Started*, choose either AM or PM. For *Inspection Date*, type the date the inspection took place. For *Inspection Type*, indicate whether this visit to the MRE was an initial inspection or a follow up inspection. If it was an *Agency Assist*, provide what Agency that was assisted in the *Assist Agency Name* field.

Inspection

Basis for Inspection (Required) The ReasonType field is required.

SPURS

Agent Name

Agent Id

Time Started (Required) The Time Started (Required) field is required.

Inspection Date (Required) The Inspection Date (Required) field is required.

Inspection Type (Required) Initial Inspection, Follow Up Inspection, or Agency Assist?
The Inspection Type (Required) field is required.

Assist Agency Name

(C) Business section – Provide the MRE’s information. The MRE’s *Certificate #* will populate as well as the *Business Name*.

Business

Certificate # 101908 MRE Certificate Number will populate

Business Name (Required) MRE Business Name will populate

US Address Texas

US Address Non-Texas

Street MRE Street Address will populate

State (Required) MRE State will populate

Business County MRE Business County will populate

Business City MRE Business City will populate

ZIP Code (Required) MRE Zip Code will populate

Please do not enter a Post Office Box

(D) Business Representative section – Provide the name of the MRE Representative from the inspection. This field will be pre-populated with the name of the person who is registered as the MRE’s Statutory Agent or On Site Representative. If the inspection’s MRE Representative is different from the pre-populated name, override the pre-populated name in the field and enter the appropriate information—*Name*, *Title*, *ID type*, *ID State*, and *ID number*.

Business Representative

TOM will automatically populate the person that was listed as the PRIMARY On Site Representative and their Title from the application.
IT IS IMPORTANT TO CHANGE THESE TWO FIELDS TO REFLECT THE INFORMATION OF THE PERSON SPOKE TO DURING THE MRE INSPECTION.

Name (Required) Name of MRE On Site Representative will populate

Title Title of MRE On Site Representative will populate

Id Type (Required) The Id Type (Required) field is required.

ID State (Required) The ID State (Required) field is required.

Id Number (Required) ID Number of MRE On Site Representative is required

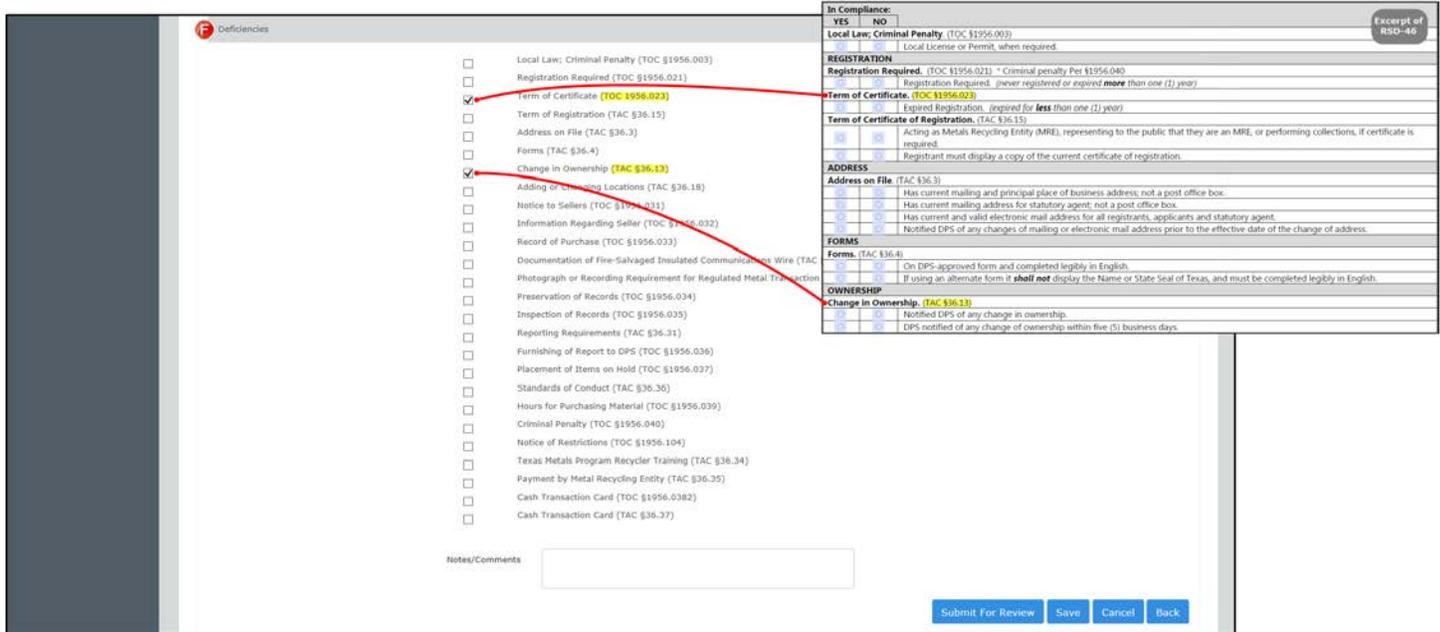


UPLOADING INSPECTION REPORTS cont'd...

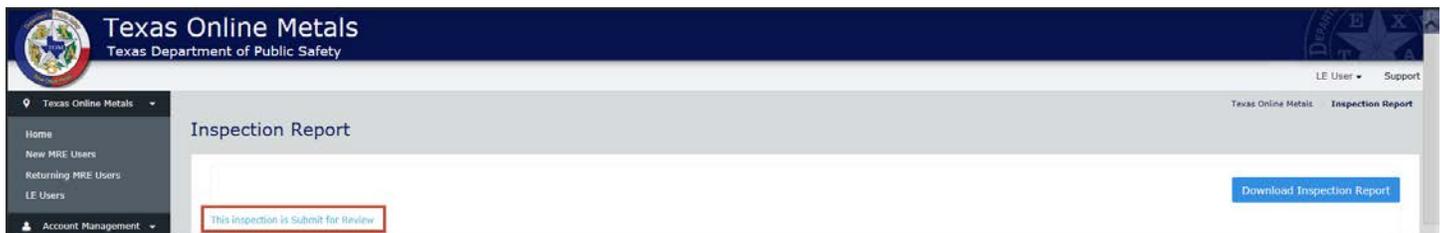
(E) *MRE Details* section – the certificate number and expiration date are pre-populated. The *Is Valid* field defaults to “No”; select the correct option based on the certificate status (*Yes, No, Not Registered*). Enter how many hours it took to conduct the inspection in the *Total Inspection Hours* field. This field will not be populated and will have to be entered manually.



The final section is the (F) *Deficiencies* section. The statutes listed in the Deficiencies section should correspond with the violations listed in the uploaded RSD-46. Select **Submit for Review** for Supervisor for review and approval. Select **Save** if Inspector would like to complete the Inspection Report at a later time. And select **Cancel** or **Back** if Inspector would like to quit the entry. Selecting **Cancel** will not save the inspection report.



Once submitted for review, the screen will refresh with a message “**This inspection is Submit for Review**” at the top of the screen.

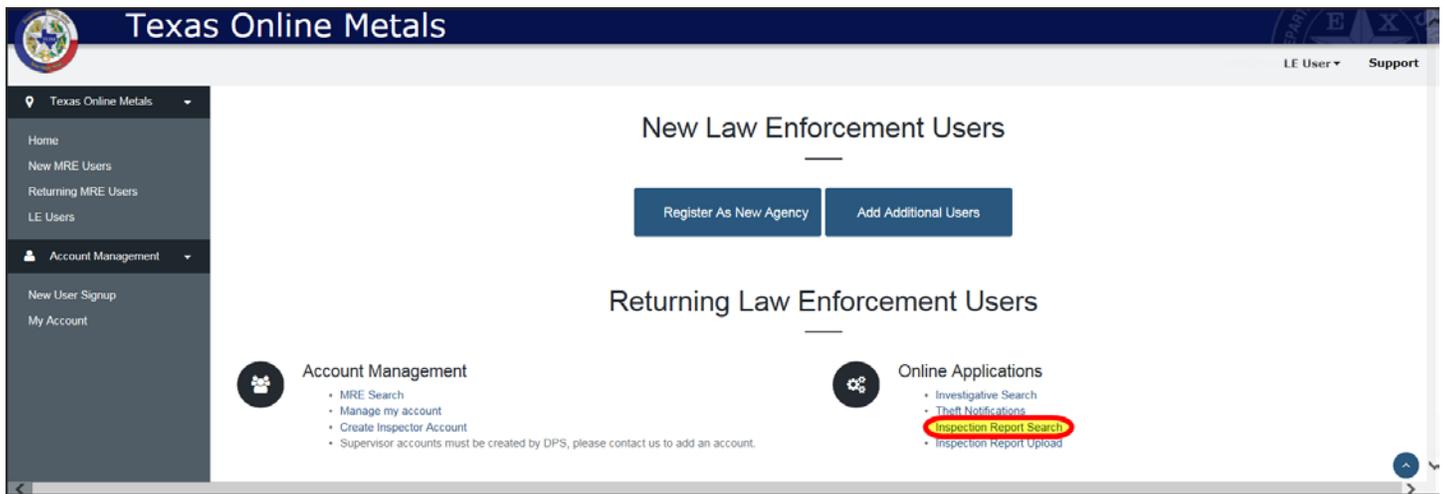


NOTE: If a mistake is made (for example, the wrong RSD-46 was uploaded) after submitting, contact an RSD Administrator at (512) 424-0290 to delete your submitted Inspection Report.



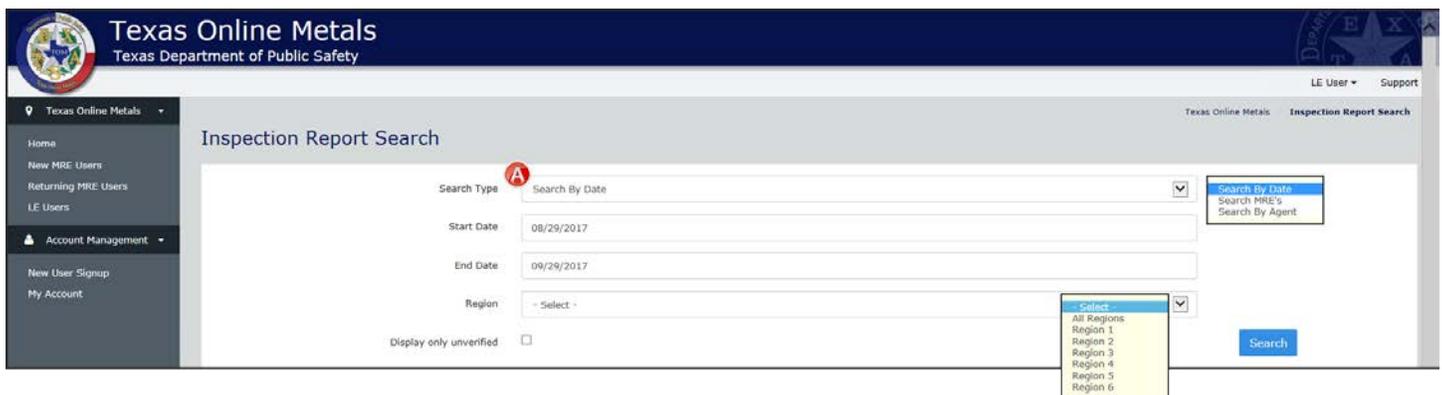
APPROVING/REJECTING INSPECTION REPORTS

When Supervisor logs into the account, hover over to the left hand menu and select **LE Users** to return to the *Home* screen. Next, select **Inspection Report Search** under the *Online Applications* section of *Returning Law Enforcement Users*.



The *Inspection Report Search* page has the following search options: *Search by Date* (this is the default screen), *Search by MREs*, or *Search by Agent*.

- (A) Search by Date** - Set a Start Date and an End Date as well as choose a specific Region. There is also an option to display only unverified Inspection Reports.
- (B) Search by MREs** - Search for MREs with Deficiencies, No Deficiencies, or Not Registered.
- (C) Search by Agent** - Populates all the users associated with the current user's Organization. Select either Inspector or Supervisor under **Role**. The Name field has options to narrow the search results. **Inspection Report Status** field options are All, Pending Incomplete, Submitted Review, Supervisor Approved, Supervisor Rejected, RSD Approved or RSD Rejected.



NOTE: The *Search by Date* will default to 30 days from the current date. It is of good practice to extend the date back a year to ensure all previous *Inspection Reports* have been processed until most recent.



APPROVING/REJECTING INSPECTION REPORTS cont'd...

Once the search results show, select the *Inspection Date* to view the selected Inspection Report. There are four different statuses that Inspection Reports will display:

Pending Incomplete = Inspection report has not been completed nor submitted to Supervisor – complete report and select *Submit for Review*

Submit for Review = Inspector has submitted report for Supervisor to approve/reject – now ready for Supervisor to process

Supervisor Approved = Supervisor has compared the PDF version of RSD-46 to the report on TOM; all information matches and is approved – now ready for RSD to process

Supervisor Rejected = Supervisor has compared the PDF version of RSD-46 to the report on TOM; all information does not match and is rejected – now ready for Inspector to edit

RSD Approved = RSD Admin has compared the PDF version of RSD-46 to the report on TOM; all information matches and is approved – inspection report now available in MRE's Case File

RSD Rejected = RSD Admin has compared the PDF version of RSD-46 to the report on TOM; all information does not match and is rejected – now ready for Supervisor to reject, then Inspector to edit



APPROVING/REJECTING INSPECTION REPORTS cont'd...

The designated Supervisor will see the screen below when viewing the Inspection Report. If all the information is correct, select **Approve** at the bottom. If it needs to be rejected for any reason, type that reason into the **Rejected Note** box and then select the **Reject** icon.

REJECTED INSPECTION REPORT

The information previously submitted will still be on screen, but there will be a message in orange in the upper-left hand side alerting of the Inspection Report's status, which should now read ***"This inspection is rejected: (The message written in the REJECTED INFO box will appear here)"***. The Inspector must make the aforementioned corrections on the report and **Submit for Review** again.

APPROVED INSPECTION REPORT

If all information is entered correctly and has been approved by the designated Supervisor, the Inspection Report's status will read ***"This inspection is Supervisor Approved"***. An RSD Administrator will then review the report.

NOTE: Previous and/or current Inspection Reports may not have migrated to a Supervisor for approval. It is recommended that an "Inspection Report Search" is done to ensure complete processing of all reports. (Refer to page 17 for instructions)

Inspection Reports are not available under an MRE's Case File screen until it has been approved by an RSD Administrator. It is a good practice to periodically check the MRE's Case File to ensure the submitted Inspection Reports are available for other Law Enforcement users to view.



MANAGE MY ACCOUNT

To get to the links available to LE, select either **LE Users** from the left hand menu, **Law Enforcement Access** under *For Law Enforcement Agencies* at the top of the page, or scroll down to the bottom of the page to view available links.

NOTE: There are some links under *Returning MRE Users* that Law Enforcement users can also access (see photo below).

Texas Online Metals
Texas Department of Public Safety

LE User | Support

Texas Online Metals

For Metals Recycling Entities
DPS registers and oversees all metals recycling entities (MREs) in Texas. MREs are required to collect certain identifying information from sellers of regulated materials to assist law enforcement with monitoring those who are buying and selling regulated materials.

New User | Returning User

For Law Enforcement Agencies
Texas Online Metals (TOM) is an online tool to assist law enforcement with metals thefts in Texas. These tools are available 24-hours a day, seven-days a week, to all law enforcement personnel in municipalities, counties and state agencies.

Law Enforcement Access

Learn about the Texas Metals Program

New MRE Users
You are a New MRE User if you are not, nor ever have been, a Registered Metals Recycling Entity.

Register As New MRE | Add Additional Users

Returning MRE Users
You are a Returning MRE User if you have a User ID & password for Texas Online Metals; or if you are a Registered Metals Recycling Entity.

Account Management

- Manage My Account
- Add Additional Users
- Print Certificate
- Renew/Edit MRE

LE: DISREGARD THIS ENTIRE SECTION

Online Transactions

- Add Transaction
- Search Transactions
- Upload Documentation
- Upload Transaction File
- Theft Notifications

LE CAN USE HIGHLIGHTED LINKS

New Law Enforcement Users

Register As New Agency | Add Additional Users

Returning Law Enforcement Users

Account Management

- MRE Search
- Manage my account
- Create Inspector Account

LE CAN USE ALL LINKS

Online Applications

- Investigative Search
- Theft Notifications
- Inspection Report Search

LE CAN USE ALL LINKS



MANAGE MY ACCOUNT cont'd...

Account information can be viewed, changed, and updated in *Manage My Account*. Access is found by either scrolling down to *Account Management* then selecting **Manage my Account** under *Returning Law Enforcement Users* or selecting **My Account** in the left hand panel.

Texas Online Metals

LE User ▾ Support

Home

New MRE Users

Returning MRE Users

LE Users

Account Management ▾

New User Signup

My Account

New Law Enforcement Users

Register As New Agency Add Additional Users

Returning Law Enforcement Users

Account Management

- MRE Search
- Manage my account**
- Create Inspector Account
- Supervisor accounts must be created by DPS, please contact us to add an account.

Online Applications

- Investigative Search
- Theft Notifications
- Inspection Report Search
- Inspection Report Upload

Selecting that link will bring up the following options:

Texas Online Metals
Texas Department of Public Safety

LE User ▾ Support

Home

New MRE Users

Returning MRE Users

LE Users

Account Management ▾

New User Signup

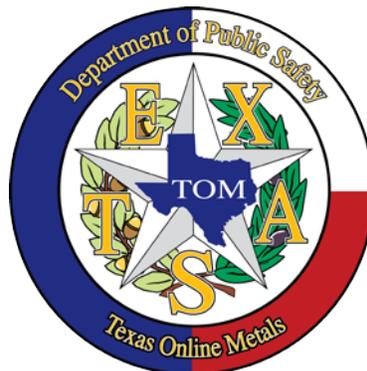
My Account

My Account

- Message Center
- My Profile — View & update account information - page 22
- Verify Email Address — Verify or update Email Address - page 23
- Verify Contact Information — Verify or update User ID - page 24
- Update User ID — Verify Contact Information - page 25
- Supervised Users — Manage Supervised Users - page 26
- Agreements
- Profile State

Account Security

- Update Password — Update account password - page 27





MANAGE MY ACCOUNT: MY PROFILE

This area can be used to view or edit account information.

Texas Online Metals
Texas Department of Public Safety

View Profile User (USER, LE)

Account Information

Organization Name	TOM ISS Agency (OrgId = 2334471)
User ID	LE User (UserId = 2378477)
Status	ACTIVE
Last Accessed	9/29/2017 7:26:47 AM

Contact Information

Email Address
LE User@Agency.com

Phone Numbers
Voice: (512) 555-5555
Fax: (512) 555-5555

Mailing Address
123 Main Street
AUSTIN, TX 78752
TRAVIS COUNTY (US)

Physical Address
123 Main Street
AUSTIN, TX 78752
TRAVIS COUNTY (US)

Application Access

Application	Status	Access	Created
PROFILE	ACTIVE		3/8/2017 1:49:34 PM
TOM	ACTIVE	[TOM_SUPERVISOR]	3/8/2017 1:49:34 PM

System-Wide Account Status

Please contact DPS when you have disabled a user from access to Secure Site login. We must take additional actions. NCJU@dps.texas.gov or 512-424-2474.

Disable Account → **IMPORTANT: DO NOT TOUCH DISABLE ACCOUNT ICON**

Back to My Account

(A) Edit Contact Information - a page will load where contact name, email address, phone number, fax number, mailing address and physical address can be updated. Once any of these changes are made, select **Save**.

(B) The bottom section shows which **Applications** are under an account. **Access** shows whether an account has [TOM_SUPERVISOR] access or [TOM_INSPECTOR] access. The **Status** of the account as well as when they were **Created** can be viewed here as well.





MANAGE MY ACCOUNT: VERIFY EMAIL ADDRESS

Verify Email - The (A) update options available are to verify your existing email address (for new accounts) or to update your email address (for existing accounts).

To verify the email address of a new account, simply copy and paste the verification code that was sent and select **(B) Verify Email Address**. If that original email is no longer accessible, select **(C) Request Email Verification Code** and a new one will be generated and emailed.





MANAGE MY ACCOUNT: VERIFY CONTACT INFORMATION

(A) To update contact information, select *I need to update my contact information* and then **Update**. The *Edit Profile User* page will load.

Texas Online Metals
Texas Department of Public Safety

LE User Support

Verify Contact Information

Account Information

Name/OrgId	TOM ISS Agency (OrgId = 2334471)
User ID/UsrId	LE User (UsrId = 2278477)

Mailing Address

123 Main Street
AUSTIN, TX 78752
TRAVIS COUNTY (US)

Physical Address

123 Main Street
AUSTIN, TX 78752
TRAVIS COUNTY (US)

Phone Number

(512) 555-5555

Fax Number

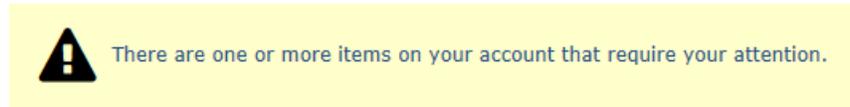
(512) 555-5555

Contact Information Accuracy

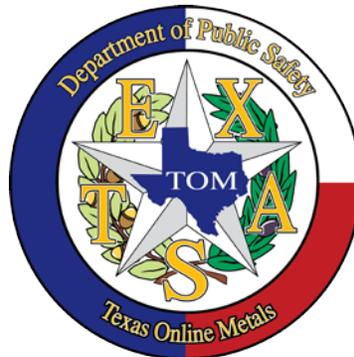
My contact information is up-to-date **B**
 I need to update my contact information **A**

Update

If contact information has never been updated, this banner will display at the top of the page:



(B) To remove the message, review current information and select *My contact information is up-to date* under *Contact Information Accuracy* then select **Update**.





MANAGE MY ACCOUNT: UPDATE USER ID

This page displays current user information including User ID and Email Address. If updating User ID, a password is required to **(A)** *Verify Account*. As mentioned in the previous section, **(B)** *Update User ID* options are found here including **(C)** *Use an Email Address* as a User ID or if you'd like to create a custom User ID, choose the **(D)** *Do not use an Email Address*, provide your preferred User ID by entering it into the field provided, then select **Update User ID** to save changes.





MANAGE MY ACCOUNT: SUPERVISED USERS

Supervisors manage all the users under their Agency/Organization using *Supervised Users*. Inspector accounts will see the message **“You have no access”** when attempting to access this page.

Texas Online Metals
Texas Department of Public Safety

Supervised Users

Display Option

You can choose which users are displayed by choosing one of the following options and clicking 'Refresh'.

(A) Role: TOM Defaults to the correct Role - TOM

(B) Display accounts supervised by me.
 Display accounts without a supervisor.
 Display all accounts.

Refresh

Depending on the size of your Agency, you can use the drop down to filter the different **(A)** Roles (TOM) as well as if they are already **(B)** supervised by you (*Display Accounts Supervised By Me*) or those accounts that are within your Agency but do not have a supervisor (*Display accounts without a supervisor*). You can also *Display all accounts*.

Texas Online Metals
Texas Department of Public Safety

Supervised Users for TOM

Display Option

You can choose which users are displayed by choosing one of the following options and clicking 'Refresh'.

Role: TOM

Display accounts supervised by me.
 Display accounts without a supervisor.
 Display all accounts.

Refresh

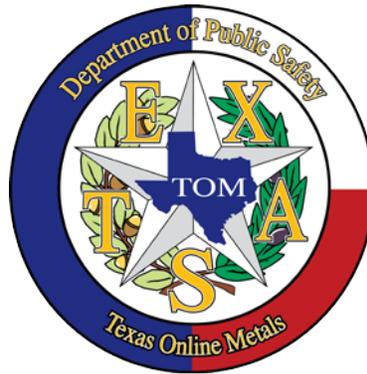
User Details	Supervisors	Supervision
Test,Fran; Fran@TOMISS.com 123 Main Street, AUSTIN ,TX 78752	NONE	Not Supervised by me Update
Test,Kim A; kim@TOMISS.com 123 Main Street, AUSTIN ,TX 78752	Test,Rosie M Test,Nick R	Supervised by me Update
Test,Luana W; Luana@TOMISS.com 123 Main Street, AUSTIN ,TX 78752	Test,Rosie M	Supervised by me Update
Test,Nick R; Nick@TOMISS.com 123 Easy Street, AUSTIN ,TX 78752	Test,Rosie M	Supervised by me Update

USER: rosie@tomiss.com (2334471, 2378477) | SERVER: [DATE: 10/12/2017 9:49:22 AM | LANG: ENGLISH (UNITED STATES)]
© 2000-2016 Texas Department of Public Safety.



MANAGE MY ACCOUNT: ACCOUNT SECURITY – UPDATE PASSWORD

If you would like to change your password or if it needs to be updated, use this page. Also refer to Page 6 for password requirements.





SEARCH FOR MRE INFORMATION

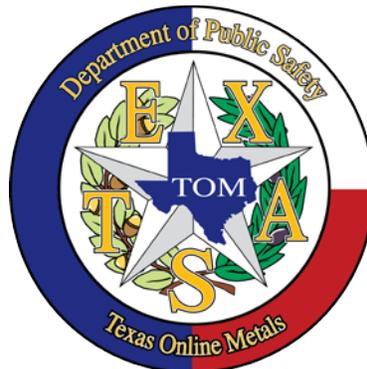
Law Enforcement users have the ability to search for MRE information through the **MRE Search** link. MRE Search has the following **Search Type** options: by *Certificate ID*, *MRE/Location Name*, *MRE/Location Phone*, *City*, *Zip Code*, and *Physical Address*. Select a **Search Type** then input the search criteria in **Search Value**.

The screenshot shows the 'Texas Online Metals' homepage for Law Enforcement users. The page is titled 'New Law Enforcement Users' and features two main buttons: 'Register As New Agency' and 'Add Additional Users'. Below this, there is a section for 'Returning Law Enforcement Users' with two sub-sections: 'Account Management' and 'Online Applications'. The 'Account Management' section includes a link for 'MRE Search' which is highlighted with a red circle. Other links in this section include 'Manage my account', 'Create Inspector Account', and 'Supervisor accounts must be created by DPS, please contact us to add an account.' The 'Online Applications' section lists 'Investigative Search', 'Theft Notifications', 'Inspection Report Search', and 'Inspection Report Upload'.

This screenshot shows the 'MRE Search' interface. The 'Search Type' dropdown menu is open, showing options: 'Certificate ID', 'MRE/Location Name', 'MRE/Location Phone', 'City', 'Zip Code', and 'Physical Address'. The 'Search Value' field is currently empty, and the 'Search' button is visible to the right.

Example of a search: *Search Type* is set to **City** and *Austin* is the **Search Value**. The results will show all MREs with valid and expired licenses with an Austin location.

This screenshot shows the 'MRE Search' interface with the 'Search Type' dropdown set to 'City' and the 'Search Value' field containing 'Austin'. The 'Search' button is highlighted in blue.





SEARCH FOR MRE INFORMATION cont'd...

Below is an example of a search result. Under the *MRE/Location Name* results, you will see the *name* of the MRE, the *physical address* and the *phone number*.

NOTE: When **(MA Conversion)** comes up as a result of a search, disregard these and start on the MRE entry immediately below (see MREs in red below). *MA Conversions* are legacy accounts from the previous TOM database.

NOTE: Selecting the hyperlinked MRE name (below in red) will give the message **"You have no access message"**. This link is for Administrative users only.

MRE Search

Search Type: City Search Value: Austin Search

MREs Search Result

MRE/Location Name	Address	Phone	Actions
(MA CONVERSION)	1201 E 4TH AUSTIN TX	512 477-3900	Transactions
(MA CONVERSION)	4826 EAST CESAR CHAVER ST. AUSTIN TX	512 389-1119	Transactions
All American Recycling	9202 FM 812 AUSTIN TX	(512) 243-1183	Certificates Case File Transactions
All American Recycling	9202 FM 812 AUSTIN TX	512 243-1183	Certificates Case File Transactions
All American Recycling	9202 FM 812 AUSTIN TX	(512) 243-1183	Certificates Case File Transactions
Austin Metal & Iron Co., L.P.	10506 DECKER LANE AUSTIN TX	(512) 272-8111	Certificates Case File Transactions
Austin Metal & Iron Co., L.P.	1000 East 4th Street AUSTIN TX	(512) 477-4640	Certificates Case File Transactions

Supervisors and Inspectors have the option to view *Certificates, Case Files & Transactions*.





CASE FILE

Selecting an MRE's Case File link will take you to that MRE's core information including: **(A) Business Information** (Business Type, Company Name), **(B) Business Owner Contact Information** (Name, Phone, Email, Physical & Mailing Address), **(C) Affiliations**, **(D) Payment History**, **(E) MRE's Names, Locations, Certificate Status**, and **Certificate Number**, **(F) Comments** left by RSD Administrators in sections **(1)** and **(2)**, **(G) Recent Transactions**, and **(H) Case File**.

Texas Online Metals
LE User Support

Texas Department of Public Safety
Texas Online Metals

- Texas Online Metals
- Home
- New MRE Users
- Returning MRE Users
- LE Users
- Account Management
- New User Signup
- My Account

Download Case File
Recent Transactions
 Expand Inactive Locations
Reported Date: 10/02/2017

MRE Case File

Core MRE Information

(A) Business Information
 Business Type: Corporation
 Company Name: Wright Recycling

(B) Business Owner Contact Information
 Name: Wright, Jason
 Phone: 512 367-0915
 Email: wrightrecycling2012@gmail.com
 Physical Address: 9904 suite K Gray blvd AUSTIN TX 78758
 Mailing Address: 2415 roundabout In ROUND ROCK TX 78664

Comments
 No Comments
Add Comment

(C) Affiliations
 No Affiliations
Affiliate Maintenance

(D) Payment History
 Description: Certificate Renew (Qty: 1): \$500.00

 08/25/2017: 40SME0001321371; \$511.51 Online Fee: \$11.51

(E) Location Wright Recycling (Active)

Location Information
 Physical Address: 9904 suite K Gray blvd AUSTIN TX 78758
 Operation Hours: M-F 7:30AM- 6PM, SAT 8AM - 2PM SUN - Closed
 Certificate #: 101911
 Expiration Date: 08/28/2019

Statutory Agent
 Name: Wright, Jason
 Phone: 512 367-0915
 Email: wrightrecycling2012@gmail.com
 Address: 9904 suite K Gray blvd AUSTIN TX 78758

Location Documents
 Created Date: 09/23/2013 application/pdf CCF08202013_0002.pdf
 Created Date: 09/23/2013 application/pdf CCF08202013_0001.pdf
 Created Date: 09/23/2013 application/pdf CCF08202013.pdf

Location Payment History
 Description: Certificate Renew
 08/25/2017: 40SME0001321371; \$500.00 Total: \$500.00

Inspection History
 No Data
Add Inspection

(F) Comments
 Date: 08/16/2017
 Comment: Emailed Statutory Agent advising them to go and renew the Certificate of Registration that is set to expire on 8/28/17. Saved email to MRE folder, KFarr
 Created By: Farr,Kasey
Delete
Add Comment



CASE FILE cont'd...

This information is available for download as a .zip file for offline viewing. Select the **(H) Download Case File** icon in the upper right hand corner of the *Case File*. Selecting the icon (using Internet Explorer) will prompt a dialog box with the option to *Open, Save or Cancel*.



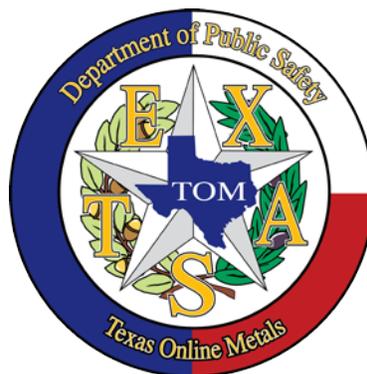
Once the .zip file is downloaded onto a computer, double-click the file. Windows has a built in extractor installed, which will recognize the file type and ask where it should be extracted. Once it has been extracted, there will be two files:

CaseFile.xml	1/9/2017 12:19 PM	XML File	4 KB
MRECaseFile.xslt	1/9/2017 12:19 PM	XSL Transform	24 KB

Double-click on the *CaseFile.xml* for the full MRE history. This is a helpful tool when travelling to areas with poor reception to ensure access to all MRE information.

Why is the Case File important?

The Case File has a wealth of information including all the different locations under a particular MRE, Statutory Agent information, MRE hours of operation, previous inspection reports, Administrative letters, and comments from RSD Administrators. In preparation of an inspection, downloading previous inspection reports to review past violations is very useful. This allows the Inspector to know what key areas to focus in on as well as to see if past violations have been corrected.





SEARCH TRANSACTIONS

On the home page under *Returning MRE Users, Online Transactions* is the **Search Transactions** link.

Texas Online Metals

Returning MRE Users

You are a Returning MRE User if you have a User ID & password for Texas Online Metals; or if you are a Registered Metals Recycling Entity.

Account Management

- Manage My Account
- Add Additional Users
- Print Certificates
- Renew/Edit MRE

Online Transactions

- Add Transaction
- Search Transactions**
- Upload Documentation
- Upload Transaction File
- Theft Notifications

New Law Enforcement Users

Register As New Agency | Add Additional Users

Returning Law Enforcement Users

Account Management

- MRE Search
- Manage my account
- Create Inspector Account
- Supervisor accounts must be created by DPS, please contact us to add an account.

Online Applications

- Investigative Search
- Theft Notifications
- Inspection Report Search
- Inspection Report Upload

Law Enforcement users have the ability to search for individual sellers by **(A) License Plate Number, Driver's License/Identification Number, or Name**. The *License Plate Number & DL search* can be filtered by **(B) Exact Match, Begins With or Ends With**.

Texas Online Metals
Texas Department of Public Safety

Transaction Search

Invoice Number

Invoice Number

By Transaction GUID

GUID

Search By Seller

Search By License Plate
 Search By DL/ID Number
 Search By Name

(A) Search Type: Search By DL/ID Number

(B) Match Type: Match

DL Number

Date Range Searches

Search By Certificate Id
 Search By Date Range
 Search By Metal Description

(C) Search Type: Search By Date Range

Begin Sale Date: 10/02/2017

End Sale Date: 10/02/2017

USER: kim.avila (94221, 1181907) | SERVER: | DATE: 10/2/2017 8:34:09 AM | LANG: ENGLISH (UNITED STATES)
© 2000-2016 Texas Department of Public Safety.



SEARCH TRANSACTIONS *cont'd...*

The **(C)** *Date Range* option is also available to search the entire database or an MRE by a particular date range. To search an MRE's transactions by a Date Range, use the **Search Type** drop-down to select *Search by Certificate Id*. Enter the *Begin Sale Date* and *End Sale Date* in MM/DD/YYYY format. Enter the *Certificate Id* number of the MRE in the last box then select the **Search** icon.

Date Range Searches

Search Type: Search By Certificate Id

Begin sale Date: 08/24/2017

End Sale Date: 09/24/2017

Certificate Id: Type in MRE Certificate Id number here

Search

The next option is a general **Date Range Search**. This option will search the entire TOM database and give results for all MRE transactions during the specified date range (most recent five hundred transactions). Enter the *Begin Sale Date* and *End Sale Date* in MM/DD/YYYY format and select the **Search** icon.

Date Range Searches

Search Type: Search By Date Range

Begin sale Date: 08/24/2017

End Sale Date: 09/24/2017

Search

Search by Metal Description will search the entire TOM database and give results for all MRE transactions during the specified date range and with the specified metal. Enter the *Begin Sale Date* and *End Sale Date* in MM/DD/YYYY format. From the *Metal Type* drop-down, select *Aluminum*, *Brass*, *Bronze*, *Copper*, *Lead Material* or *Regulated Metals*. *Metal Form* drop-down will narrow the search according to the *Metal Type* chosen. Enter the *Minimum* and *Maximum Weight* (in pounds) of the item and select the **Search** icon.

Date Range Searches

Search Type: Search By Metal Description

Begin sale Date: 08/24/2017

End Sale Date: 09/24/2017

Metal Type: Please select one

Metal Form: Please select one

Minimum Weight(lbs): 0

Maximum Weight(lbs): 0

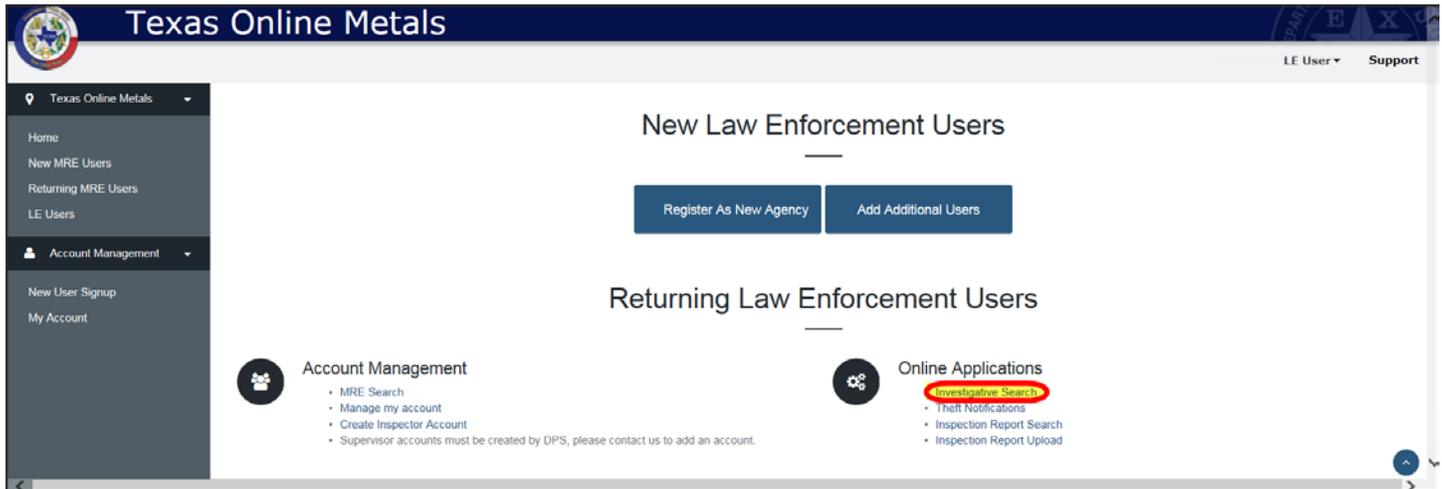
Search

(Note: A red arrow points to the Metal Type dropdown menu, which is open to show options: Aluminum, Brass, Bronze, Copper, Lead Material, Regulated Metals.)



INVESTIGATIVE SEARCH

On the home page under *Returning Law Enforcement Users*, *Online Applications* is the **Investigative Search** link.

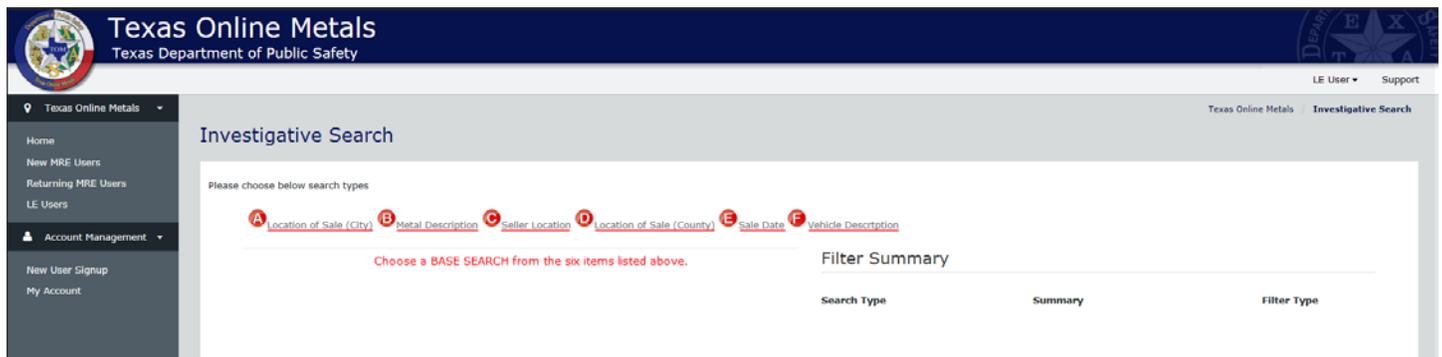


Base Search defines an initial pool of records that matches the search criteria. You must have one and only one base search in order to begin an investigative search.

Required Filter defines a pool of records that match the base search along with vital (required) information for the search. There is no minimum or maximum number of required filters needed to initiate an investigative search.

Optional Filter defines a pool of records that match the base search along with information that may not be pertinent for the search. There is no minimum or maximum number of optional filters needed to initiate an investigative search.

To begin an Investigative Search, choose one **Base (Primary) Search** from the six items (*City*, *Metal Description*, *Seller Location*, *County*, *Sale Date*, and *Vehicle Description*) located at the top in gray letters.



IMPORTANT: The search results will appear according to the order of the search criteria starting with the Primary Base.

Example: If “Vehicle Description – Ford” is selected as the **Base (Primary) Search**, the search results will hit primarily on all the transaction records associated with “Ford”.



INVESTIGATIVE SEARCH cont'd...

EXAMPLE: In the following example, *Seller Location* was chosen as a **base search**. Select **(A) Seller Location** from the six options along the top. Type in the **(B) City** then select the **(C) +** icon.

Texas Online Metals
Texas Department of Public Safety

Investigative Search

Please choose below search types

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

Seller Location City

Seller Location City **(B)** Austin **(C) +**

Filter Summary

Search Type	Summary	Filter Type

After selecting the **+** icon, the base search type will be the **(D) Primary Filter** during the search. Remove any search bases by selecting the **(E) -**. One primary base search is needed to submit an Investigative Search. Next, either select **(F) Display Search Result** to view results or continue adding filters.

Texas Online Metals
Texas Department of Public Safety

Investigative Search

Please choose below search types

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

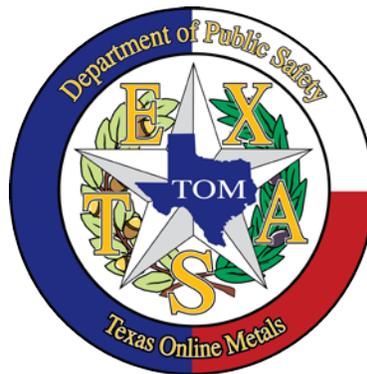
Filter Summary

Search Type	Summary	Filter Type
Location of Seller(City)	Austin	(D) Primary

(E) -

(F) Display Search Result

After the base (primary) search type is added, three additional search options appear (*Metal Weight, Metal Type, and Vehicle Plate*). Choose from any of the **(G) nine** search options. **(H) Required** or **Option(al)** filters will be available for each search parameter added. When all filters are added, select **Display Search Result**.





INVESTIGATIVE SEARCH cont'd...

Texas Online Metals
Texas Department of Public Safety

LE User Support

Texas Online Metals Investigative Search

Investigative Search

Please choose below search types

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

Metal Description

Filter: Required Option

Metal Type Please select one

Metal Form

Filter Summary

Search Type	Summary
Location of Seller(City)	Austin
Location of Sale(County)	Bexar
Sale Date	01/03/2017-03/03/2017

NOTE: You should have only one PRIMARY filter type

Filter Type

Primary

Option

Required

Display Search Result

The **Search Summary** screen will display. The **Search Result List** consists of the **Sale Date** of the matching transactions, **Transactions Summary** column (which includes the **Metal Type**, **Metal Form**, and **Weight**), **Hits** (the number of criteria each transaction matched), the matching **Filter Type**, and a **Detail** link.

Select the **(I) Detail** link to view the full transaction information. Select the **(J) Add Filter** icon to add filters. This screen will return to the **Investigative Search** page where filters can be added or removed.

Texas Online Metals
Texas Department of Public Safety

LE User Support

Texas Online Metals

Search Summary

Search Type	Summary	Filter Type
Location of Seller(City)	Austin	Primary
Location of Sale(County)	Bexar	Option
Sale Date	01/03/2017-03/03/2017	Required
Metal Description	COPPER-2	Required

Select the type search that is most important to your search? Use this as your PRIMARY search

Add Filter

Search Result List

Sale Date	Transaction Summary	Hits	Filter Type
09/30/2017	Copper: 2 is 11 lbs.	3	Detail
09/30/2017	Copper: 2 is 34 lbs.	3	Detail
09/30/2017	Copper: 2 is 21 lbs.	3	Detail
09/30/2017	COPPER: 2 is 4 lbs.	3	Detail
09/30/2017	COPPER: 2 is 37 lbs.	1	Detail



BE ON THE LOOK OUT (BOLO): THEFT NOTIFICATIONS

Texas Online Metals

LE User Support

Home
New MRE Users
Returning MRE Users
LE Users

Account Management
New User Signup
My Account

New Law Enforcement Users

Register As New Agency Add Additional Users

Returning Law Enforcement Users

Account Management

- MRE Search
- Manage my account
- Create Inspector Account
- Supervisor accounts must be created by DPS, please contact us to add an account.

Online Applications

- Investigative Search
- Theft Notifications**
- Inspection Report Search
- Inspection Report Upload

Theft Notifications (aka **BOLOs – Be On the Look Out**) - Notices of stolen regulated material are displayed for all TOM user accounts to view. Each notification is viewable for 30 days starting from entry date. Placing your cursor over a photo included in the BOLO will expand its size for better viewing.

Texas Online Metals
Texas Department of Public Safety

LE User Support

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Active Theft Notifications

Click on title to be taken to a picture of the BOLO (if provided).

Title	Description	Expiration Date	Status	Region	Name	Email
Stolen Salvaged Metals	On 9/4/2017 at 0123 hours, the suspects pictured above stole salvaged metal from The Range at Austin, 8301 S IH 35 Austin, Texas 78744. The complainant advised this has likely been ongoing for months and several thousand dollars worth of metal has been stolen. These suspects are believed to be homeless and frequent the area of Slaughter Ln and IH 35. One male is known to ride a bicycle towing a wheelchair. TCSO case# 17-24095	11/04/2017	Active	6	Travis County Sheriff's Office	info@arictexas.org

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Theft Notification

Stolen Salvaged Metals

Description
On 9/4/2017 at 0123 hours, the suspects pictured above stole salvaged metal from The Range at Austin, 8301 S IH 35 Austin, Texas 78744. The complainant advised this has likely been ongoing for months and several thousand dollars worth of metal has been stolen.

These suspects are believed to be homeless and frequent the area of Slaughter Ln and IH 35. One male is known to ride a bicycle towing a wheelchair.

TCSO case# 17-24095

Contact
Travis County Sheriff's Office
Info@arictexas.org
(512) 974-2742

Add Update

NOTE: Send information to RSDCriminal@dps.texas.gov to report any information needed for a BOLO notification.



TRANSACTIONS: MRE DOCUMENTATION

As Law Enforcement, MRE's may ask questions regarding uploading transactions during inspections. To assist them, guide MRE's to the **Upload Documentation** link on the TOM Home page (Home > Returning MRE Users > Online Transactions > Upload Documentation). This page provides a list of all regulated materials, listed vehicles, and their xml codes for transactions. A sample XML file is also provided to assist MRE's with uploading transactions.

Upload Instructions

The Metal Recycling Program offers an upload utility by which data can be exported from an external system and uploaded to this website. The Transaction File Upload process described here requires a user to manually upload a file. TxDPS offers additional methods for automating Transaction submissions and manually entering Transactions:

If you are looking to manually enter information, you should use the web interface by clicking the Add Transaction link on the maintenance screen.

How the Upload Process Works

The first step in uploading a file is to create the file. It is not expected that this file will be created by hand; it should be created by an export process for the system that the data originates from. Details on creating a file can be found below. The file should be validated by an external system using the supplied validation tools. Files containing errors will be rejected in full and will have to be resubmitted. After uploading the file is validated and checked for duplicate invoice numbers. The user then submits the pending Transactions and they are saved to the system. Validation rules and restrictions on modifying existing information are consistent across all methods of Transaction submission.

Version 1.5 File Format

The web site only accepts XML files. Excel, Word and Text files are not accepted.

- Transaction Validation Files - These files are used to validate XML that is in the v1.5 File Format. Be sure to replace TypeMakeModeCode.xml and MetalTypeForm.xml with updated versions (See below).
- TypeMakeModeCode.xml - Updated XSD for validating vehicle codes.
- TypeMakeModeCode.txt - Literals for vehicle codes.
- VehicleColorCode.xml - Updated XSD for validating vehicle color codes.
- VehicleColorCode.txt - Updated XSD for validating vehicle color codes.
- MetalTypeForm.xml - Updated XSD for validating Metal Form codes.
- MetalTypeForm.txt - Literals for Metal Form codes.

User Tips

Sample Data File

```
<TransactionBatch>
<Transactions>
<Transaction>
<Details>
<TransactionDetail>
<MetalWeight lbs="2" />
<MetalTypeForm>ALUMINUM-AUTO_TRANSMISSION</MetalTypeForm>
<HasTradeLicense>true</HasTradeLicense>
<IsExplosive>true</IsExplosive>
<MetalDescription>Description 1/2</MetalDescription>
</TransactionDetail>
</TransactionDetail>
<TransactionDetail>
<MetalWeight lbs="0" />
<MetalTypeForm>REGULATEDMETALS-CATALYTIC_CONVERTER</MetalTypeForm>
<MetalPartCount>20</MetalPartCount>
<HasTradeLicense>true</HasTradeLicense>
<IsExplosive>false</IsExplosive>
</TransactionDetail>
</Transactions>
</TransactionBatch>
```

Formatting Dates

Dates should be entered using standard xs:date format. The following chart shows what is and is not accepted by the system:

Allowed:	2006-11-06T11:15:07
Invalid:	2006-11-06T11:03:07PM
Allowed:	2006-11-06
Invalid:	2006/11/06
Invalid:	11/06/2006
Invalid:	11/06/2006T11:03:07PM



IMPORTANT LINKS

Texas Metals Program page on the Regulatory Services Division site

<http://www.dps.texas.gov/RSD/TexasMetalsProgram/index.htm>

Metals FAQs

<http://www.dps.texas.gov/RSD/TexasMetalsProgram/metalsFaq.htm>

Texas Administrative Code

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=37&pt=1&ch=36&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=37&pt=1&ch=36&rl=Y)

Occupations Code Chapter 1956

<http://www.statutes.legis.state.tx.us/Docs/OC/htm/OC.1956.htm>

Senate Bill 208

<http://www.capitol.state.tx.us/tlodocs/85R/billtext/html/SB00208F.htm>

RSD-18 Agency Verification Form

<http://dps.texas.gov/internetforms/Forms/RSD-18.pdf>

RSD-46 Metals Inspection Report

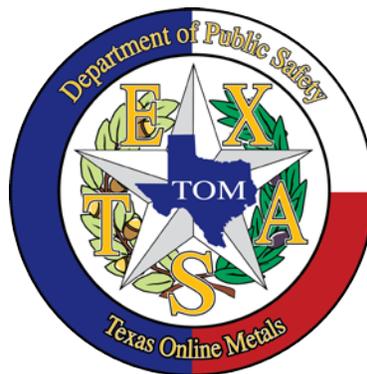
<https://dpsnet/intranetforms/default/FormDetail.aspx?id=2839&FormNumber=RSD-46.pdf>

RSD-46a Instructions for Completing the MRE Inspection Report

<https://dpsnet/intranetforms/default/FormDetail.aspx?id=2973&FormNumber=RSD-46A.pdf>

ISS Fact Sheet

[https://portal.tle.dps/sites/RSDTEAM/teamrcs/raabiss/ISSDOCUMENTS/ISS%20Online%20Fact%20Sheet%20\(07142015\).pdf](https://portal.tle.dps/sites/RSDTEAM/teamrcs/raabiss/ISSDOCUMENTS/ISS%20Online%20Fact%20Sheet%20(07142015).pdf)





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