User Guide

Version 5.0

June 2008

History of User Guide Updates

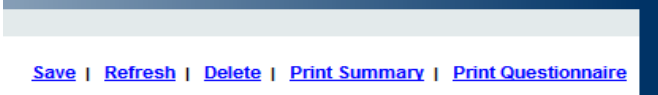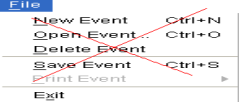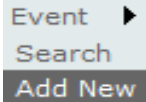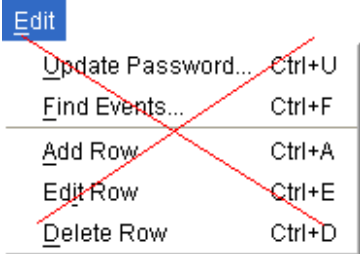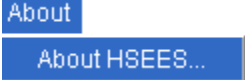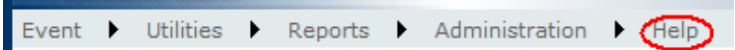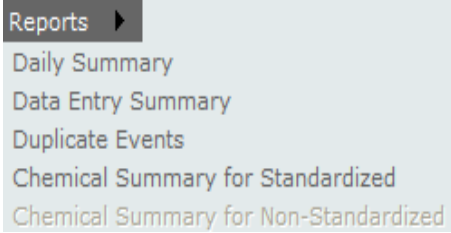| Old Features	New Features
The secured site will no longer be used to access HSEES	Log on to https://sdn.cdc.gov to access HSEES 5.0
Explore 6.0 or Netscape 7.1 was required	Internet Explorer 7.0 or higher is required
Menu:	Menu:
Chemical menu items **“*Coded* “** and **“*Not Coded*”** have been replaced and moved from the **Utilities** menu	**“*Chemical Summary for Standardized*”** & *Chemical Summary for Non-Standardized*” have been added in the **Reports** menu.
Shortcut:	Shortcut:
Access to shortcut commands	There are no shortcut commands
The Return or Double Quotes (“) keys could be entered into any of the comments or notes fields.	The Return or Double Quotes (“) keys cannot be entered into any of the comments or notes fields.
The **File** menu has been removed	An **Event** menu has been created

_____

History of User Guide Updates

Old Features   New Features

Old Features	New Features
Exit Option has been removed	Simply close your browser to exit HSEES
The **Edit** menu has been removed Edit Update Password... Ctrl+U Find Events... Ctrl+F Add Row Ctrl+A Edit Row Ctrl+E Delete Row Ctrl+D	Commands are no longer needed or have been replaced; Passwords are not used to log onto HSEES 5.0 ***Find Events*** is now called "***Search***" and can be found on the **Event** menu To **Add**, **Edit**, or **Delete** a row on the Substance or Victims table, users will need to click one of the following functionalities: Add New Chemical Information Add New Substance Add New Victim Edit Row: Delete Row:
The **About** menu has been removed About About HSEES...	View important links or information about HSEES by clicking the **Help** menu Event ▶ Utilities ▶ Reports ▶ Administration ▶ Help The following internet site will provide all HSEES documentation: http://www.atsdr.cdc.gov//HS/HSEES/
Daily Summary- moved from the Utilities menu **Data Entry Summary**–moved from the Utilities menu **Duplicate Events**-moved from the Utilities menu **Chemical Summary for Standardized** and **Chemical Summary for Non-Standardized**-moved from the Utilities menu	The Reports menu has been added to include this information: Reports ▶ Daily Summary Data Entry Summary Duplicate Events Chemical Summary for Standardized Chemical Summary for Non-Standardized

History of User Guide Updates

- **Q16**: The Facility field has been changed from option buttons to a list box.

- **Q20:** Subcategories are separated.

- **Q27:** The text field has been removed. The user is no longer required to enter this value.

- **Q32:** *"Used as pesticide"* has been moved below **Q30**.

- **Q38**: The text field has been removed. The user is no longer required to enter this value.

- **Q70:** Comment box is activated by option buttons.

- For security reasons, there is a system timeout after 20 minutes of inactivity.

- An override box is available for fields 12, 16, & 49-54 to simplify the **GIS Flags.** (the override check box will add a flag to the database)

- No GIS_Data or GIS_Flag_Data Downloads on the Data Downloads reports for DHS users.

- Saving Validation has been removed (*will be available as an enhancement*).

- The field for "Chemical Type" has been changed from option buttons to a list box.

- Data Downloads can be opened in Excel format or "saved as" a Text/ Excel/CSV (comma separated value) file.

HSEES 5.0 Highlights:

- The Event screen allows you to sort your search results by different fields:
  - -Event ID   - State, County & City
  - -Event Name   - Status
  - -Event Date   - Surveillance

- No application download required.

- Faster downloads for data and reports.

- Comment field allows for more detailed description of synopsis by providing a greater number of characters.

History of User Guide Updates

HSEES User Permission Process

1. The user applies for an SDN Digital Certificate @ https://ca.cdc.gov/sdncode/sdnapp/ and creates a Challenge Phrase. (contact the Support Specialist for SDN password).

2. SDN sends the user an approval email that includes an instruction link and an installation link for the digital certificate.

3. The user downloads and installs the digital certificate into the internet browser.

4. The user sends an email to the Support Specialist with the following information:

   - SDN Key (Employee ID on digital certificate)
   - Name (used on SDN application)
   - State/ Country
   - Email
   - User Type

5. The Support Specialist adds the new user information into the HSEES application.

6. The user now has access to HSEES and can log on by using his/her Challenge Phrase at http://sdn.cdc.gov.

HSEES User Permission Removal Process

1. The State Health Department contacts the ATSDR/ HSEES representative assigned to their state to notify them of an employee's inactive status.

2. The ATSDR/ HSEES representative notifies the Support Specialist (or Application Administrator) and HSEES Team Lead of the employee's inactive status by email.

2. The Support Specialist (or Application Administrator) removes the user's roles and privileges from HSEES.

History of User Guide Updates

Date Updated	Page(s) Updated	Update Description
07/01/2008	Page 37	Q: 38 - No longer required to save event with a *Complete* status.
10/17/2008	Page 25	Q: 16 - Feature Enhancement which allows users to edit Proximity selections without losing system selected data.
10/17/2008	Page 50	Data Download: Users have the ability to download data in a Text format (.txt) without first having to save it as .txt
10/17/2008	Page 20	Q: 12 – An error message added to prevent incorrect Lat/Long data being documented.

Table of Content

PURPOSE

The Hazardous Substances Emergency Events Surveillance (HSEES) system is a web-based application that provides an easy way to enter data for qualifying emergency events from the HSEES Data Collection Form into a centralized computer database. The application follows the outline of the Data Collection Form, and the use of tab pages allows simple navigation through the data.

USER SUPPORT

If you encounter a problem with the system or need assistance, contact your ATSDR Division of Health Studies representative.

Solutions to common issues with HSEES can be found at:
http://www.atsdr.cdc.gov//HS/HSEES/

Chapter 1: Basics

HOW TO ACCESS

To access HSEES:

1. Open Internet Explorer.

   Λ NOTE: Explorer must be release 7.0 or higher.

2. Go to the SDN web site located at:
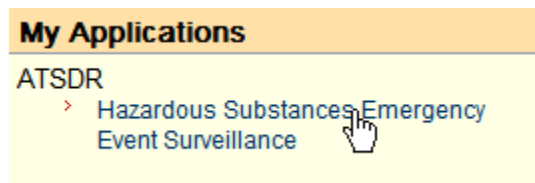
   https://sdn.cdc.gov

   Tip: Bookmark this address for future access.

3. The Certificate Alert screen is displayed.
4. Select your security certificate and click "OK".
5. The Challenge Phrase home page is displayed.
6. Enter your challenge phrase and click "Submit"

7. The CDC Public Health Partners screen is displayed.
8. Click the HSEES link under the "My Applications" heading in the upper left corner.

9. The HSEES "Events" screen (Figure 1) is displayed.

Chapter 1: Basics

Figure 1

Chapter 1: Basics

NAVIGATING HSEES

The easiest way to navigate through the HSEES application is by using your mouse. When entering data, you can also use the Tab key to move from field-to-field.

Menu Bar
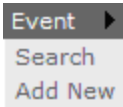
The Menu bar is located at the top of the screen. Use the menu options to perform various activities within the HSEES application.

Menu Bar
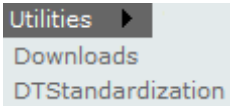
Not all Main Menus (or the menus under them) are always active. If a menu is inactive, it is grayed-out.

The menu options are:

- Event:

  o Search - opens the "Events" search screen

  o Add New - creates a new event record

- Utilities:

  o Downloads - opens the "Download" screen that is used to create files that contain event, chemical, victim, and exception data

  o DTStandardization - Chemical Standardization Module (ATSDR use only)

Chapter 1: Basics
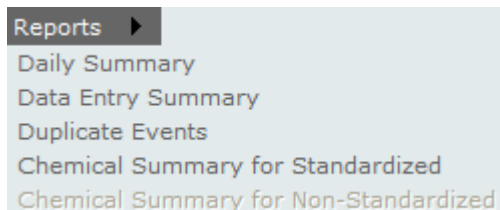
- Reports:

    Daily Summary – produces a daily event summary report for a selected time frame.

    Data Entry Summary – produces a data entry summary report for a selected time frame.

    Duplicate Events – produces a summary of duplicate events within a selected time frame.

    Chemical Summary for Standardized - produces the Chemical Summary Report for Standardized Chemicals

    Chemical Summary for Non-Standardized - produces the Chemical Summary Report for Non-Standardized Chemicals

Toolbar

Use the Toolbar to select the commands that are commonly used in HSEES. The Toolbar commands will not always be active. If a command is inactive, it will appear grayed-out.

The Toolbar is located just below the Menu bar:

Save :   saves any new or changed data entered since the last save

Refresh :   resets any fields changed since the last save to original values for the current event

Delete :   marks an event record for deletion

Print Summary :   produces an event summary printout of the current event

Print Questionnaire :   produces a printout of the Data Collection form

Chapter 1: Basics

Selection Lists

There are two types of selection lists used in the HSEES application:

- Drop-Down List - click on the arrow to the right of the field. A pop-up box is displayed below the arrow with the options for the field. Click on the desired option to select it. If you select the wrong item, click on the arrow again and select the correct option.

<div align="center">

Drop-Down List
</div>

Tip: After the pop-up box is displayed, type the first letter of the desired option. Your cursor then moves to the first option beginning with that letter.

- List Box - a list of options is displayed in the field. Use the scroll bars to view all of the options. Click on the desired option to select it. To select more than one option, hold down the CTRL key and click on the next option. If you select the wrong option(s), click on the correct one(s), the other option(s) is deselected. To deselect an option without selecting a new one, hold down the CTRL key and click on the option again.

<div align="center">

List Box
</div>

Radio Buttons

Radio buttons are circles, located beside the options for a field that indicate which option is selected. Most fields have all the options deselected (circle is empty) when first displayed.

To select an option, click on the option's radio button. The option is displayed with a green dot inside the circle and the other options will be automatically deselected.

If after selecting an option, you decide that none of the options should be selected, click on the selected option. The option is deselected and the other options remain deselected.

<div align="center">

Radio Buttons
</div>

Chapter 1: Basics

SAVING EVENT DATA

- Before you can save a new or changed event record, Fields 3, 8, and 12 must contain data.

- If you select No for Field 3, you must select an option in the list box next to the question. You can then save the event without completing any other field.

- If a State User opens an event with *Review* status he/she must answer Field 3 and all other required fields before the event can be saved as complete.

- Before you can save an event as "*Complete*" Questions 1, 2, 3, 4, 8, 12, 19, 27, 28, 29, 38 and 71 must contain data.

- If you enter a number greater than 0 in Field 27, you must complete all the substances information before saving the event.

- If you enter a number greater than 0 in Field 38, you must complete all the victims' information before saving the event.

- Occasionally save data as you enter it, especially after entering substances data or victims' data.

- An event identifier is automatically created for Field 1 when you first save a new event.

- An event is saved as *Pending* until you enter the substances data.

- When you save an event after entering the substances data, a pop-up is displayed asking if you want to save the event as *Pending* or *Complete* (see "Creating an Event" below)..

  Λ *NOTE*: [Field Users are only able to open and edit events with a status of *Review*. Events saved by a Field User will show a status of *Review*.]

Chapter 1: Basics

OPENING/ EDITING AN EVENT

To display an existing event:
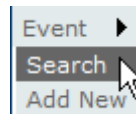
1. Click on the **Event** menu and select **Search**.

2. The **Events** screen is displayed.

3. Expand the Search Criteria section and enter the event ID in the **Event ID** field.

4. Click the Search key

   or

   Press the Return key.
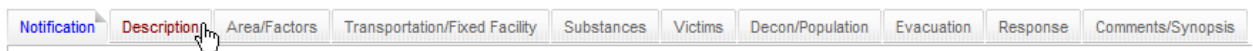

5. Locate the file in the Search Results section.

6. Click on the event ID to open the file.

Chapter 1: Basics

7. Use the Tabs at the top of the screen to display all the information associated with the event.

8. Enter any changes.

   Λ NOTE: Make sure that you tab or click out of a field before saving the event record. If data is entered into a field without doing so, no changes will be saved.

9. To save the changes to the event record, click **Save** on the Toolbar

   Λ NOTE: To save changes to the event record, information is required in:

   - Field 3 on the Screen Header (Figure 2) *Not available to Field Users*
   - Field 8 on the Description Tab (Figure 4)
   - State in Field 12 on the Description Tab (Figure 4)
   - Field 71 industry description on the Comments Tab (Figure 18)

Chapter 1: Basics

CREATING AN EVENT

To create an event:

⬤!⬤ *Tip*: It is recommended that you follow the HSEES Data Collection form as you enter the event data.

1. If a blank HSEES screen is displayed go to step 3, otherwise go to step 2.

2. Click on **Add New** under the **Event** menu.
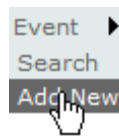
3. A blank HSEES screen is displayed. Today's date is automatically entered in Field 2 on the Screen Header and cannot be changed.

4. Enter information in the following required fields:

   - Field 3 on the Screen Header   *Not available to Field Users*

   - Field 8 on the Description Tab

   - Address information in Field 12 on the Description Tab

5. After you have entered information in the required fields, click **Save** on the Toolbar to save the event record.

6. An ID for the event is automatically entered into Field 1 on the Screen Header.

7. Enter data in other fields as needed. In order to save the data you have entered in a field, press the Tab key, or click on another field.

8. After you have entered data in all needed fields, click **Save** on the Toolbar to save the event record.

9. If you have not entered data in all the fields go to step 10, otherwise go to step 13.

10. A pop-up window is displayed with the message "All required questions have been answered. Would you like to set the status of this event to *COMPLETE*?" Click on either:

Chapter 1: Basics
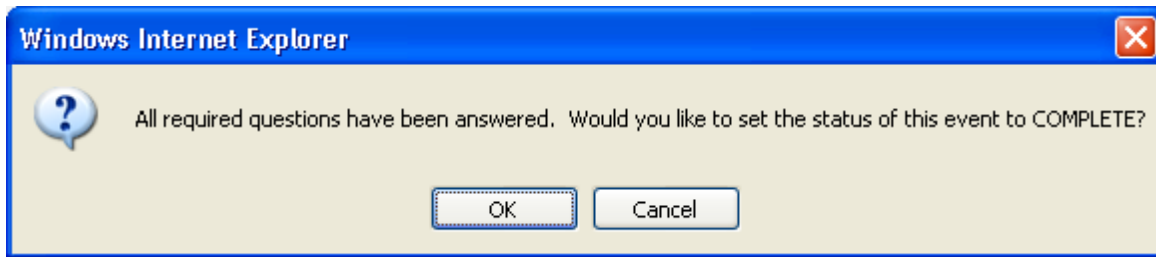
- to save the event as *Complete*.

    or

- to save the event as *Pending*.

11. The event is saved.

Chapter 1: Basics

DELETING AN EVENT

To mark an event for deletion:

Λ *NOTE:* An event marked for deletion can still be displayed, but can no longer be changed.
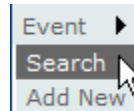
1. Click on the **Event** menu and click **Search**.
2. The **Events** screen is displayed.
3. Search for the event under the Search Criteria section by filling out the search criteria fields then click **Search**.

   or

   Locate the Event ID in the **Search Results** section..
4. Click on the Event ID in the **Search Results**.
5. The event is displayed on the HSEES screen.
6. Click **Delete** on the Toolbar.
7. The Confirmation screen is displayed.
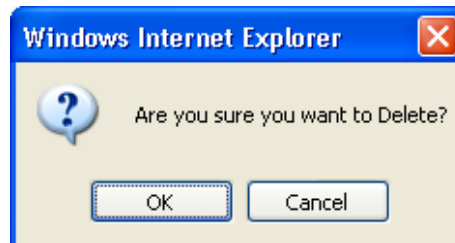
8. Click on either:

   * **OK** to verify that you want to mark the record for deletion

   or

   * **Cancel** to indicate the event is not to be marked for deletion.
9. If "OK" is selected, the "Status" field is changed to "Deleted" and the "Eligible for entrance to surveillance system" field is changed to "No". Otherwise, the status remains the same.
10. The **Events** screen is displayed.

Chapter 1: Basics

HOW TO EXIT

To exit the HSEES application, simply close your internet browser by clicking the in the upper right corner of the screen.

Chapter 2: Tab Screens

The fields on the Tab screens match the HSEES Data Collection form. Click on the Tabs to select the type of information to display or to enter for an event. You can select the Tabs in any order.

SCREEN HEADER

The Screen Header is the top portion of the HSEES screen, displayed above the Tab screens.

Figure 2

The Screen Header consists of:

- Field 1 - unique ID for the event is automatically entered when a new record is first saved.

- Event Status - status of the event record:

  Pending - automatically entered when a new record is started

  Complete - selected from a pop-up when you save the record after all required data has been entered and no more data will be entered

  Final - automatically entered when the data is closed for the year

  Deleted - automatically entered when a record is marked for deletion

  Review – automatically entered when a record is saved by a Field User

- Field 2 - system date is automatically entered when a new record is started.

- Field 3 - click Yes or No as to whether the event is eligible for the surveillance system. If you selected No, select the option for the reason why it is not eligible in the drop-down list next to the field.

Λ *NOTE*: If Field 8 is entered and you selected "No" in Field 3 and an option in the "Why?"field, then you can save the event without completing any other fields and the status is automatically entered as *Complete*. Field 3 is not available to a Field User type.

- Field 4 - whether substances were released, threatened to be released, or both are automatically entered when you select an option in Field 30 (Figure 11).

Chapter 2: Tab Screens

NOTIFICATION TAB

This Tab screen displays information concerning the:

- agency or group that first reports the event

- person in the reporting agency or group to contact

Figure 3

Enter information in the following fields (in any order, except where noted):

- Field 5 – the date of notification of the event. This may or may not be the same as the event date

- Field 6 - select the reporting agency or group. If you selected "Other", type descriptive text in the adjacent field.

- Field 7 - type information concerning the contact person in:

    Name - name of the contact person

    Agency- agency name associated with the contact person

    Street- street address (do not use a Post Office box) of the contact person

    City - city in which the street address is located

    Country – country in which the state is located

Chapter 2: Tab Screens

Λ NOTE: The State field is inactive until you select an option in the Country field.

State - two-character state abbreviation in which the city is located

Λ NOTE: The County field is inactive until you select an option in the State field.

County - county in which the street address is located

Zip code - five-digit ZIP Code associated with the street address

Phone number - area code, phone number, and extension of the contact person

Notes - any additional information regarding the contact person

Λ NOTE: The Name, Agency, Street, Notes and Phone fields are inactive for Division of Health Studies users (ATSDR) because these fields are encrypted.

Chapter 2: Tab Screens

DESCRIPTION TAB

This Tab screen displays information concerning the:

- date and time the event began
- day of the week the event occurred automatically populates once a date is entered
- time category field automatically populates if a specific time is entered
- location of the event

Figure 4

Enter information in the following fields (in any order, except where noted):

- Field 8 - select or type in the date the event began in mm-dd-yyyy format

Chapter 2: Tab Screens

Λ NOTE: If you enter a date for one of the following holidays, the "population at home" calculation for Fields 52 - 54 should be treated as a weekend:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

- Field 9 - the day of the week is automatically entered based on the date in Field 8.

- Field 10 - select or type in the time the event began in hh:mm format. If the time is unknown, leave the field blank and select the approximate time range in the adjacent field.

Tip: If the date in Field 8 is the same as the date in Field 67, the time in Field 10 must be earlier than the time in Field 68.

Λ NOTE: If you change the date in Field 8 you will be prompted to press the Demographics button before saving the event.

Λ NOTE: The Name, Street, Latitude, and Longitude fields are inactive for Division of Health Studies users (ATSDR) because these fields are encrypted.

- Field 11 – click on "Yes" or "No" as to whether the event contaminated more than one location. Leave blank, if unknown.

- Field 12 - type or select information concerning the location of the event in:

    Street - street address (do not use a Post Office box) where the event started. If the exact address is unknown, enter any locating information.

    City - city in which the street address is located

    State - two-character state abbreviation in which the city is located

    Λ NOTE: The County field is inactive until you select an option in the State field.

    County - county in which the street address is located

    Zip - five-digit ZIP code associated with the street address

Chapter 2: Tab Screens

Country – country in which the event took place. By default your home country is shown.

Tip: Use to enter data in the Longitude and Latitude fields for the address entered in Field 12 (see "Using the GeoCode Button" below). If you change the data in Fields 8, 10, or 12 (address) after using the GeoCode, Proximity, and Demographics buttons, you will be prompted to use the buttons again to update the coordinates and the population data.

Latitude - latitude in either degree-minutes-seconds or decimal degree format

Longitude - longitude in either degree-minutes-seconds or decimal degree format

Using the GeoCode Button

Use the GeoCode button to enter the longitude and latitude of the address entered in Field 12:

1. Verify that data is displayed in the following fields:

   - Street

   - City

   - County

   - State

   - Zip

   - Country

2. Click .

3. The GeoCode pop-up screen is displayed with a list of addresses that match the address in Field 12. (see Figure 5) Go to step 4.

or

A pop-up is displayed indicating there is a problem with the address. Return to step 1 and verify the address.

Chapter 2: Tab Screens

Figure 5

4. Select the row of the address that matches the address in Field 10 by clicking the ![icon] icon on the left side of the address.

5. The Description Tab screen (see Figure 4) is displayed with information entered in the Longitude, Latitude, Degree-to-Decimal Longitude, and Degree-to-Decimal Latitude and the fields are disabled.

   ![tip icon]**Tip:** You can override the data entered in Longitude, Latitude, Degree-to-Decimal Longitude, and Degree-to-Decimal Latitude, if you have more exact coordinates. Do so by placing a check in the ☑ Override box. This will enable the Latitude and Longitude fields for editing.

   Λ *NOTE:*
   - If a latitude or longitude value is added that is out of the range of the assigned state, an error message will appear stating "The Latitude or Longitude value is out of range."
   - To delete the data in the Longitude, Latitude, Degree-to-Decimal Longitude, or Degree-to-Decimal Latitude, highlight the data in the field and press the Delete key.

   - In order to reuse the GeoCode function, the ☐ Override box must be unchecked.

- Field 13 – type or select information about the location name and type of industry

   Name - location or the principal responsible party name

   Type of Industry - most appropriate type of industry associated with the event location name. Type in the NAICS code or select one from the pop-up list. (The Type of Industry field is automatically populated with the NAICS code and description when selected from the NAICS code list.) To select a NAICS code:

   1. Click ![button] to bring up the NAICS Code Select window (see Figure 6).

   ![tip icon]**Tip:** At least a three-digit NAICS code must be populated in the Type of Industry field in order to save the event as **Complete**.

Chapter 2: Tab Screens
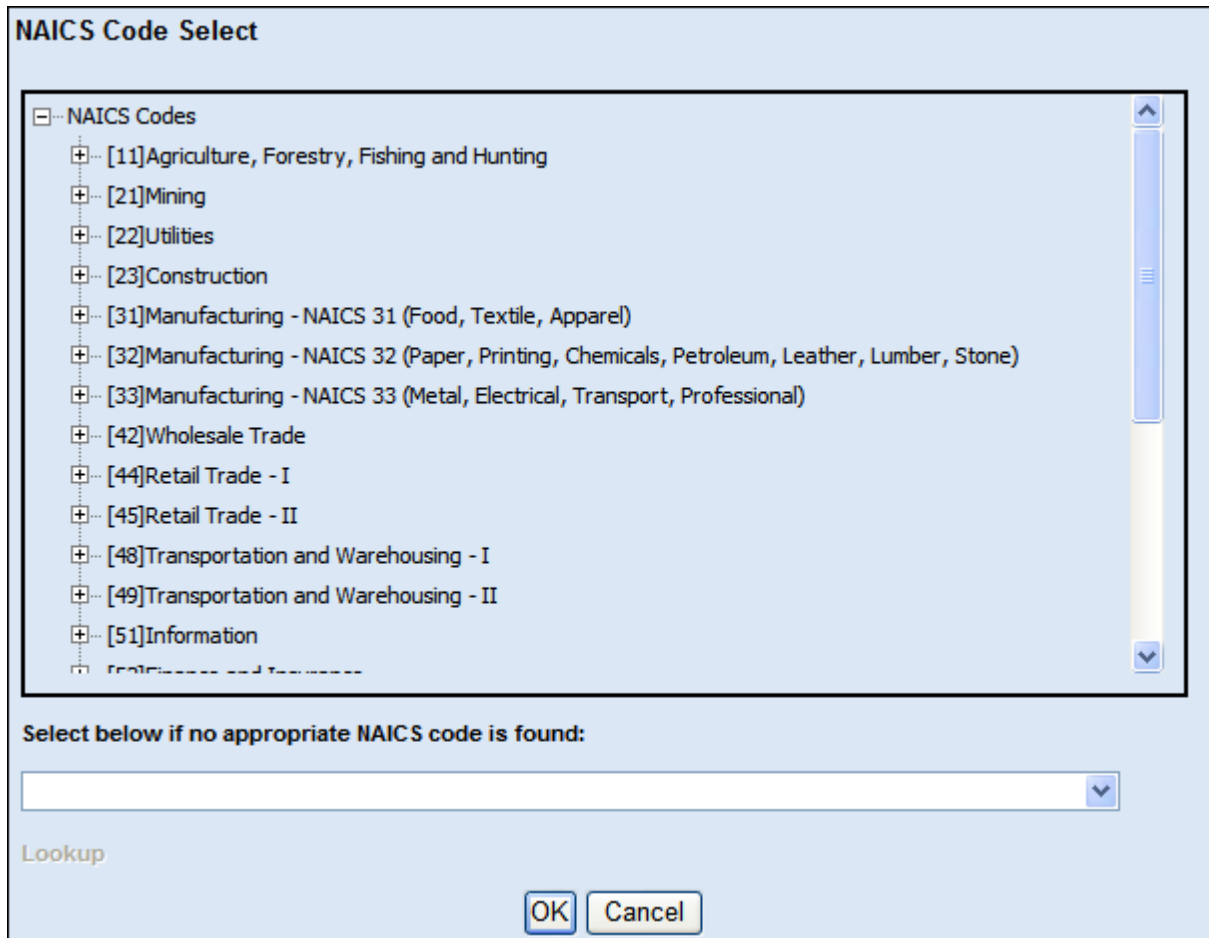
Figure 6

Entered Industry – most appropriate type of industry associated with the event location name if a standard type does not match any appropriate NAICS codes available.

2. Click on the plus signs to expand the list.
3. Select at least a three-digit NAICS code, and click [OK]. The selected NAICS code and description will be populated in the Type of Industry field.
4. Click **Lookup** to link to the U.S. Census Bureau North America Industry Classification System for further description of a code.

⊘ **Tip:** The U.S. Census web site http://www.census.gov/epcd/naics02/ will give detailed description of any code selected from the NAICS Code Select menu.

Chapter 2: Tab Screens

- Field 14 – click "Yes" or "No" as to whether the industry named in Field 13 is the actual cause of the event.

- Field 15 – if the answer to Field 14 is "No", then click [button] to select a NAICS code from the NAICS Code Select window (see Figure 6) for the industry type that actually caused the event. (Repeat instructions for Field 13 above.)

Chapter 2: Tab Screens

AREA/FACTORS TAB

This Tab screen displays information concerning the:

- type of buildings and land in the area where the event occurred

- type of weather conditions when the event occurred

- factors that may have contributed to the event

Figure 7

Enter information in the following fields (in any order, except where noted):

- Field 16 - click Yes or No as to whether each of the listed types of buildings are located within a ¼ mile radius of the event. Leave any option blank, if unknown.

  Tip: Use ![proximity button] to enter data in Field 16 based on the address/latitude/longitude entered in Field 10, rather than clicking Yes or No (see "Using the Proximity Button" below). If you change the data in Field 12 (address), after using the GeoCode and Proximity buttons, you will be prompted to use the buttons again to update the coordinates and the facility resources.

Chapter 2: Tab Screens

- Field 17 - select one or two options for what the land around where the event occurred is used. Hold down the Ctrl key for multiple options.

- Field 18 - select one or two options of the general weather conditions at the time the event started. If you selected "Other", type descriptive text in the adjacent field.

- Field 25 - select a primary and a secondary reason that may have caused the event:

    Primary - initial cause of the event

    Secondary - immediate cause of the release

    > Λ *NOTE*: You must:
    > - select a primary factor, but selecting a secondary factor is optional.
    > - if you selected "Other" as either the primary or secondary factor, then enter descriptive text in the Primary and/or Secondary adjacent fields.

Using the Proximity Button

Use the Proximity button to enter data in Field 16 based on the address/latitude/longitude entered in Field 12:

1. Verify that data is displayed in the following fields for Field 12:
    - Street
    - City
    - County
    - State
    - Zip
    - Country
    - Latitude
    - Longitude

    If data is missing from any of the fields, enter it now.

2. Click .

3. The GIS Proximity Results pop-up (see Figure 8) is displayed with the list of facilities that are within the radius of the event, or that have no information. Go to step 4.

or

A pop-up is displayed indicating there is a problem with the address. Return to step 1 and verify the address.

Chapter 2: Tab Screens

Proximity within 1/4 mile radius of the event

Residence	YES
School	NO
Hospital	NO
Nursing Home	NO
Licensed Day Care	YES
Industry/Business	YES
Recreational Area	YES

OK   Cancel

Figure 8

4. Click ⟦OK⟧ to accept the results

   or

   Click ⟦Cancel⟧ to cancel the results and return to the Area/Factors Tab screen).

5. The Area/Factors Tab screen (see Figure 7) is displayed with information entered in Field 16 and the field is disabled.

6. You can override the data entered in Field 16 if you have more reliable data   Do so by placing a check in the ☑ Override box. This will enable the list box for editing while still retaining the data

   systematically selected when the Proximity button was utilized.

   Λ NOTE: In order to reuse the Proximity function, the ☐ Override box must be unchecked.

Chapter 2: Tab Screens

TRANSPORTATION/FIXED FACILITY TAB

This Tab screen displays information concerning whether the event occurred while substances were being transported or while in a facility.

Figure 9

Chapter 2: Tab Screens

Perform the following steps:

1. Select whether the event occurred while being transported or in a facility for Field 19. If you selected Transportation, go to step 2. If you selected Fixed Facility, go to step 3.

2. Enter information in the following fields (in any order, except where noted):

    -   Field 20 - select the type of transportation used. If you selected Ground, Rail, Water, or Air, use the Sub-Categories lists to further define the option selected. Multiple options under one mode of transportation may be used.

    Tip: You can select multiple options for Ground.

    -   Field 21 - select what phase of transportation was involved when the event occurred. If you selected "Other", type descriptive text in the adjacent field.

    -   Field 26 - select the option to show if the event occurred inside, outside, or both places.

3. Enter information in the following fields (in any order, except where noted):

    -   Field 22 - select one or two of the options, for location in the facility, where the event occurred. If you selected "Other", type descriptive text in the adjacent field. If you do not select "Other", you can use the adjacent field to enter additional specification of the area/equipment involved in the event.

    Tip: In order for Field 22 to be active for selection, you must enter one of the following specific NAICS codes in Field 13 on the Description tab.

21 – Mining	31 – Manufacturing
22 – Utilities	32 – Manufacturing
	33 – Manufacturing

    -   Field 23 - type in the total number of people legally working (full and part-time employees, and contractors) at the facility when the event occurred.

    -   Field 24 - type in the total number of people that were visiting (people who are not employees or contractors) the facility when the event occurred.

    -   Field 26 - select the option to show if the event occurred inside, outside, or both places.

Chapter 2: Tab Screens

SUBSTANCES TAB

This Tab screen displays the:

- number of chemicals involved in the event

- description of each chemical involved in the event

- name(s) of the chemicals involved in the event

Λ **NOTE**: An event is saved with a status of **Pending** until you enter the substances data. Once you enter the substances data and save the record, a pop-up is displayed asking if you want to save the event with a status of **Pending** or **Complete**.
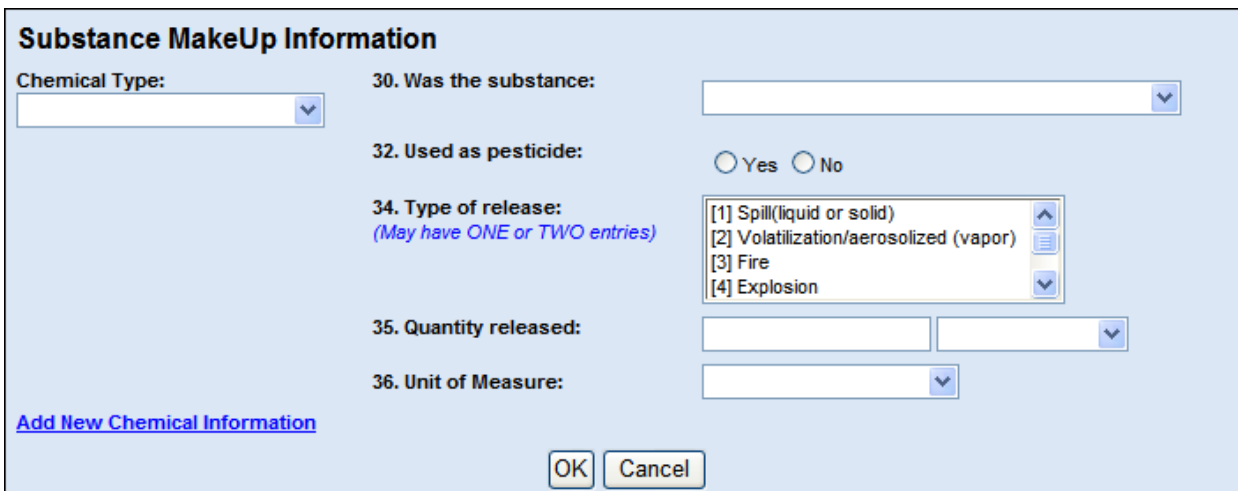

Figure 10

Perform the following steps:

1. Click on Add New Substance .

2. The Substance Makeup Information screen is displayed.

Figure 11

Chapter 2: Tab Screens

3. Select one of the chemical types below from the "Chemical Type" field:

- Individual - only one substance was involved.

- Mixture - combination of substances that were stored together prior to being released.

- Reaction - substances that were mixed together to create the chemical reaction.

Λ *NOTE*: You can click [OK] after selecting a chemical type and return to the Substances Tab screen without entering information in any other field. You will need to complete the information for the substances before the event record can have a status of **Complete** or **Final**. Otherwise, continue on to step 4.

4. If you selected:

- Individual: only one chemical can be added

- Mixture: two or more chemicals must be added

- Reaction: two or more chemicals must be added

5. Click Add New Chemical Information

6. The Chemical Information screen is displayed.

Figure 12

7. Type or select information in the following fields:

Makeup type: chemicals that have an "Individual" or "Mixture" chemical type can only have a "Component" makeup type on the Chemical Information screen (Figure 12). The makeup type is automatically entered and the field is disabled for individual and mixture chemicals. Chemicals that have a "Reaction" chemical type can only have a "Product" or "Reactant" makeup type on the Chemical Information screen (Figure 12).

Selected Name: type the first two letters of the chemical name to activate the list. More letters can be entered into the field to further minimize the items in the drop-down list. Once the list

Chapter 2: Tab Screens

is activated, select the standardized chemical name by clicking on the chemical name. The data will automatically populate in the remaining fields which will then be made inactive. Click "OK" to return to the Substance Makeup Information screen.

If the event chemical can not be found in the Selected Name list, enter "no" into the Selected Name field and select "**NO STANDARDIZED CHEMICAL FOUND**" and proceed to the Entered Name field.

Entered Name: if you cannot find the chemical in the standardized chemical name drop-down list, in the Selected Name field, type the chemical name in the Entered Name field then click [Check] (see "Checking for a Chemical Name" below for more details).

⚠ *NOTE*: You cannot enter "Unknown" in Entered Name.

The [Check] button is invisible until "**NO STANDARDIZED CHEMICAL FOUND**" is selected for the Selected Name field.

Standard Name: automatically populates when you select a standard chemical name in   the Selected Name field.

Type: if you type the chemical name in the Entered Name field and click [Check], the Type field will be enabled for you to select the chemical type.

CAS: if you type the chemical name in the Entered Name field and after clicking [Check].type in the Chemical Abstract Service number.

DOT/UN: if you typed the chemical name in the Entered Name field and after clicking [Check], type in the Department of Transportation (DOT) or United Nations (UN) number.

Category: if you typed the chemical name in the Entered Name field and after clicking [Check], select the classification for the chemical.

Chapter 2: Tab Screens

> **Manufacturer**: if you typed the chemical name in the Entered Name field and after clicking [Check],
> type in the name of the company that produced the chemical and any other information
> you have for the chemical.

8. Click [OK] to retain the information.   The Substance Makeup Information screen is displayed. If the
    chemical is an individual, continue on to step 9. If the substance is a mixture or reaction, at least two
    chemicals must be entered to save the substance information (repeat steps 5-7).

    or

    Click [Cancel] to return to the Substance Makeup Information screen without retaining the information.

9. Type or select information in the following fields (in any order, except where noted):

    - Field 30 - select whether the chemical was actually released into the environment or only threatened
      to be released. When you select an option, the same option is automatically entered in Field 4
      (Figure 11).

      Λ **NOTE**: If there is more than one substance for an event, and each substance has a different
      selection for Field 30, the field will populate with "Some actually and some threatened to be
      released".

    - Field 32 - click "Yes" or "No" as to whether the chemical was used as a pesticide. Leave blank, if
      unknown.

    - Field 34 - select one or two ways how the substance was released into the environment.

    - Field 35 - select the amount (one decimal place) of substance released into the environment or the
      approximate amount of substance released into the environment. If you entered the exact amount,
      the approximate amount category is displayed in the adjacent field. If the exact amount is unknown,
      leave the field blank and select the approximate amount in the adjacent field.

    - Field 36 - select the units in which the amount of substance released entered in Field 35 is measured.

10. Click [OK] to retain the information. The Substances Tab screen (see Figure 10) is displayed with data
    automatically entered into the row on the Substances table.

    or

    Click [Cancel] to return to the Substances Tab screen without retaining the information.

11. The same number of rows as the number populated in Field 27 is automatically added to the Substances
    table. The table consists of:

    - Field 28- number for each row is automatically displayed.
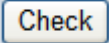

Chapter 2: Tab Screens

- Field 29 - name of the chemical is automatically displayed in each row after information has been entered on the Substance Makeup Information (see Figure 11) and Chemical Information (see Figure 12) screens.
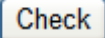
12. Repeat steps 1-11 for any additional rows on the Substances table (see Figure 10).

Λ *NOTE:* To change data for a chemical on a previously saved event record, first delete the existing chemical from the Substance Makeup Information table; then add a new row. To change the chemical name in the Entered Name field on the Chemical Information screen (see Figure 12) for a chemical on a previously saved event record, go directly to the Chemical Information screen.

Chapter 2: Tab Screens

Checking for a Chemical Name

If you type a name in the Entered Name field, on the Chemical Information screen (see Figure 12), the [Check] command button becomes visible and is activated.

1. Click [Check] to verify whether or not the name is already listed in the HSEES standard chemical name list.

2. If the name already exists, the other information for the chemical automatically populates in the fields.

or

   If the name does not exist, the other fields are enabled and you can enter information as needed. "Pending" is displayed in the Standard Name field until the chemical has been standardized.

Adding, Editing, Deleting Substance or Chemical Rows

There are three methods of adding, editing, and/or deleting rows from the Substances (see Figure 10) and Substance Makeup (see Figure 11) tables.

Λ *NOTE*: You can add, edit, or delete a row if there are already rows on the table. If there are no rows, you must first add a row by doing the following:

- click [Add New Substance] on the Substances Tab screen to add a new substance row (see Figure 10).

- select Individual, Mixture, or Reaction on the Substance Makeup Information screen for the Substance Makeup table in the Chemical Type field.

- click [Add New Chemical Information] on the Substance Makeup Information screen to add a new chemical row. (see Figure 11) and complete the information on the Chemical Information screen.

   Λ *NOTE:* When you add a chemical row, only the required amount of rows can be added for each chemical type:

   Individual: only one chemical row with a "Component" makeup type can be added.

   Mixture: at least two or more chemical rows with a "Component" makeup type can be added.

   Reaction: at least two or more chemical rows with a "Product" or "Reactant" makeup type can be added.

Chapter 2: Tab Screens

The Edit and Delete methods can be used after the Chemical Information screen has been completed. When you:

- Edit a row; click the ![edit icon] icon in the row of the substance or chemical that you want to edit. The Substance Makeup Information (see Figure 11) or Chemical Information (see Figure 12) screen is displayed.

- Delete a row, click the ![delete icon] icon in the row of the substance or chemical that you want to delete. The row is deleted from the table.

Chapter 2: Tab Screens

VICTIMS TAB

This Tab screen displays:

- the number of people injured
- information about the people injured
- the number of people not injured that were transported to a medical facility

Figure 13

Perform the following steps:

1. In Field 37, type in the total number of people that did not show any symptoms from the event, but were transported to a medical facility for observation or checkup.
2. Click on Add New Victim to enter information on victims that were injured from the event.
3. The Victims Information screen is displayed.

Figure 14
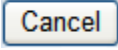
Chapter 2: Tab Screens

4. Type or select information in the following fields (in any order, except where noted):

    - Category - select the group of the population to which the victim belongs.

    - HazMat - if you selected Responder in the Category field, click Yes or No as to whether the responder was a certified HazMat technician, or that the person is not a responder.

    - Severity - select how severe the injury was and where the care for the injury took place.

    - Injury Types - select the victim's general type of injury(ies). If you selected "Other", type descriptive text in the adjacent field. If you selected "Trauma" or "Burns", select an item from the subcategories list to further define the type of injury.

    - PPE - select one option indicating the highest level of personal protective equipment the victim was wearing at the time of the event. If you selected "Other types of protection" select an item from the subcategories list to further define the type of protection.

      Tip: You can select multiple options for "Other types of protection".

    - Age - type in the exact age (0-120 years of age) or select the approximate age of the victim. If you entered the exact age, the approximate age category is displayed in the adjacent field. If you do not know the exact age, delete the data in the Age field, which makes the adjacent field active, and then select the age category.

    - Distance - select the approximate distance the victim was from the event when it occurred.

    - Sex - select "Male" or "Female".

    - Decontaminated - select if the victim was decontaminated, and if so, where the decontamination took place.

5. Click OK to retain the information. The Victims Tab screen (ssee Figure 13) is displayed with data automatically populated in the row on the Victims table.

or

    Click Cancel to return to the Victims Tab screen without retaining the information.

6. The Victims table automatically displays the same number of rows as the number entered in Field 38. The table consists of:

    - Number - number for each row is automatically displayed.

    - Category - population group to which the victim belongs is automatically displayed in each row after information has been entered on the Victims Information screen (see Figure 14).

Chapter 2: Tab Screens

- Sex - sex of the victim is automatically displayed in each row after information has been entered on the Victims Information screen.

- Age - age of the victim is automatically displayed in each row after information has been entered on the Victims Information screen.

7. Repeat steps 2-6 for any additional victim rows on the Victims table (see Figure 13).

Adding, Editing, Deleting Victims Row

There are three methods of adding, editing, and/or deleting rows from the Victims table (see Figure 13).

Λ *NOTE*: You can add, edit, or delete a row if there are already rows on the Victims table. If there are no rows, you must first add a row by doing the following:

- click Add New Victim on the Victims Tab screen to add a new victim row (see Figure 13).
- Complete the information on the Victim Information screen.

The Edit and Delete methods can be used after the Victim Information screen has been completed. When you:

- Edit a row; click the icon in the row of the victim that you want to edit. The Victim Information screen (Figure 16) is displayed.
- Delete a row; click the icon in the row of the victim that you want to delete. The row is deleted from the table.

Chapter 2: Tab Screens

DECON/POPULATION TAB

This Tab screen displays:

- the total number of uninjured people that were decontaminated

- where the decontamination of uninjured people took place

- the number of uninjured people, by group, that were decontaminated

- number of people that live and/or were at home within certain distances from the event

- the size of the area impacted by the event

Figure 15

Enter information in the following fields (in any order, except where noted):

- Field 40 - type in the total number of uninjured people that were decontaminated, whether at the scene of the event or at a medical facility. If no uninjured people were decontaminated, type in 0. If you do not know if any uninjured people were decontaminated, leave the field blank.

Chapter 2: Tab Screens

Λ *NOTE*: If you entered 0 or left the field blank, do not enter data in Fields 41-48.

Tip: If you do not know the number to enter for Fields 41-54, leave the fields blank.

- Field 41 - type in the number of uninjured employees (including contractors) that were decontaminated at the scene of the event.
- Field 42 - type in the number of uninjured responders that were decontaminated at the scene of the event.
- Field 43 - type in the number of uninjured people in the general population that were decontaminated at the scene of the event.
- Field 44 - type in the number of uninjured students (at school) that were decontaminated at the scene of the event.
- Field 45 - type in the number of uninjured employees that were decontaminated at a medical or other facility.
- Field 46 - type in the number of uninjured responders that were decontaminated at a medical or other facility.
- Field 47 - type in the number of uninjured people in the general population that were decontaminated at a medical or other facility.
- Field 48 - type in the number of uninjured students (at school) that were decontaminated at a medical or other facility.

Tip: Use to enter data in Fields 49 - 54 based on the latest census for the address/latitude/longitude entered in Field 12 at the date and time entered in Fields 8 and 10, rather than typing in the data (see "Using the Demographics Button" below). If you change the data in Fields 8, 10, or 12 (address) after using the GeoCode and Demographics buttons, you will be prompted to use the buttons again to update the coordinates and the population data.

Λ *NOTE*: The number in Field 49 must be the same or smaller than the number in Field 50, and the number in Field 50 must be the same or smaller than the number in Field 51.

- Field 49 - type in the number of people that live within ¼ mile radius of the site of the event.
- Field 50 - type in the number of people that live within ½ mile radius of the site of the event.
- Field 51 - type in the number of people that live within 1 mile radius of the site of the event.

Λ *NOTE*: The number in Field 52 must be the same or smaller than the number in Field 53, and the number in Field 53 must be the same or smaller than the number in Field 54.

- Field 52 - the number of people that live within ¼ mile radius of the event that were home at the time of the event.

Chapter 2: Tab Screens

- Field 53 - the number of people that live within ½ mile radius of the event that were home at the time of the event.

- Field 54 - the number of people that live within 1 mile radius of the event that were home at the time of the event.

  Λ NOTE: If you enter a date in Field 8 for one of the following holidays, the "population at home" calculation for Fields 52 - 54 should be treated as a weekend:

  - New Year's Day

  - Memorial Day

  - Independence Day

  - Labor Day

  - Thanksgiving

  - Christmas

- Field 55 - select the size of the area impacted by the release from the event.

- Field 56 - click Yes or No as to whether a hospital or any type of patient transport vehicle was contaminated. Leave blank, if unknown.

- Field 57 - select all of the types of roadways or waterways affected by the event, or select "None".

Using the Demographics Button

Use the Demographics button to enter data in Fields 49 - 54 based on the latest census for the address/latitude/longitude entered in Field 12:

1. Verify that data is displayed in the following fields:

   - Field 8

   - Field 10

   - Field 12 (Street, City, State, Zip, Latitude, and Longitude)

   If data is missing from any of the fields, enter it now.

2. Click .

3. Data is entered in Fields 49 - 54.

or

Chapter 2: Tab Screens

A pop-up is displayed indicating there is a problem with the date, address, or time. Return to step 1 and verify that data is displayed in Fields 8, 10, and 12.

Tip: You can override the data entered for Fields 49-54, if you have more reliable data. Do so by placing a check in the ☑ Override box. This will enable the fields for editing.

Λ *NOTE:*
- In order to reuse the Demographics function, the ☐ Override box must be unchecked.
- Fields 52-54 (People Home) will not be populated if the time of the event is not provided in Field 10. In this case only the Fields for 49-51 will be populated.

Chapter 2: Tab Screens

EVACUATION TAB

This Tab screen displays:

- the number of people that left the area on their own

- the number of people that left the area after an official order was given

- whether people were ordered to stay inside

- the area that was evacuated

- the length of time people were evacuated

Figure 16

Enter information in the following fields (in any order, except where noted):

- Field 58 - type in the number of people who voluntarily left their home or workplace due to the event. If no one left, enter 0 in the field. If the number is unknown, leave the field blank.

- Field 59 - click "Yes" or "No" as to whether an official order of evacuation was given. If you selected "Yes", Fields 60-62 are enabled. If you selected No, Fields 60-62 are disabled. Leave blank, if unknown.

- Field 60 - select the area that was evacuated.

- Field 61 - type in the number of people who evacuated because of an official order to evacuate. If the number is unknown, leave the field blank.

- Field 62 - select or type in the number (one decimal place) of hours that the evacuation lasted. If the number is unknown, leave the field blank.

Chapter 2: Tab Screens

- Field 63 - click "Yes" or "No" as to whether people were officially told to stay inside to prevent exposure. Leave blank, if unknown.

- Field 64 - select all the areas restricted during the event or "No restriction".

Chapter 2: Tab Screens

RESPONSE TAB

This Tab screen displays:

- whether emergency and/or follow up activities took place
- the types of activities
- the date and time the event ended
- the type of organizations that responded to the event

Figure 17

Enter information in the following fields (in any order, except where noted):

- Field 65 - click "Yes" or "No" as to whether any action, other than decontamination, was taken to stop or control the release during the event. Leave blank, if unknown.
- Field 66 - select one or two of the type(s) of follow-up activities that were started. If you selected "Other", type descriptive text in the adjacent field.
- Field 67 - select or type in the date (mm-dd-yyyy format, including dashes) the emergency phase of the event ended.
- Field 68 - select or type in the time (24 hour format (e.g., 15:59), including colon) the emergency phase of the event ended. If exact time is unknown chose a category from the drop-down list in the field.

  ⌐!⌐**Tip:** If the date in Field 67 is the same as the date in Field 8, the time in Field 68 must be later than the time in Field 10.

- Field 69 - select all of the types of personnel that responded to the event.

Chapter 2: Tab Screens

COMMENTS TAB

This Tab screen displays:

- whether or not there are any comments on the form

- any comments, in addition to the data already entered in the event record

- brief synopsis of the event

Figure 18

Enter information in the following fields (in any order, except where noted):

- Field 70 - click "Yes" or "No" as to whether there are any comments on the form.

  ΛNOTE: The comments text box for Field 70 is enabled by the "Yes" and "No" option buttons. If "Yes" is selected, the text box will be enabled. If "No" is selected the text box will be disabled and the contents will be cleared.

- Type any comments in the text box. It is recommended that you include a brief description of the event, whether or not there are any comments on the form. Include any information that was not entered into the database, but may be helpful at a later date. If you have any comments that correspond to a particular question, type the question number before the comment.

- Field 71 – enter a brief synopsis of the event, such as a detailed description of the type of industry involved in the event. This field is required to save the event as complete.

Chapter 2: Tab Screens

Chapter 3: Data Download and Reports

DOWNLOADING EVENT DATA

Data Download allows you to produce files that contain the following types of information:

- event
- chemical
- victim
- comments
- synopsis

After the files have been produced, you can:

- review the file data on the screen in an Excel or Text format
- save the file data on your computer in an Excel or Text format
- print the contents of any or all files
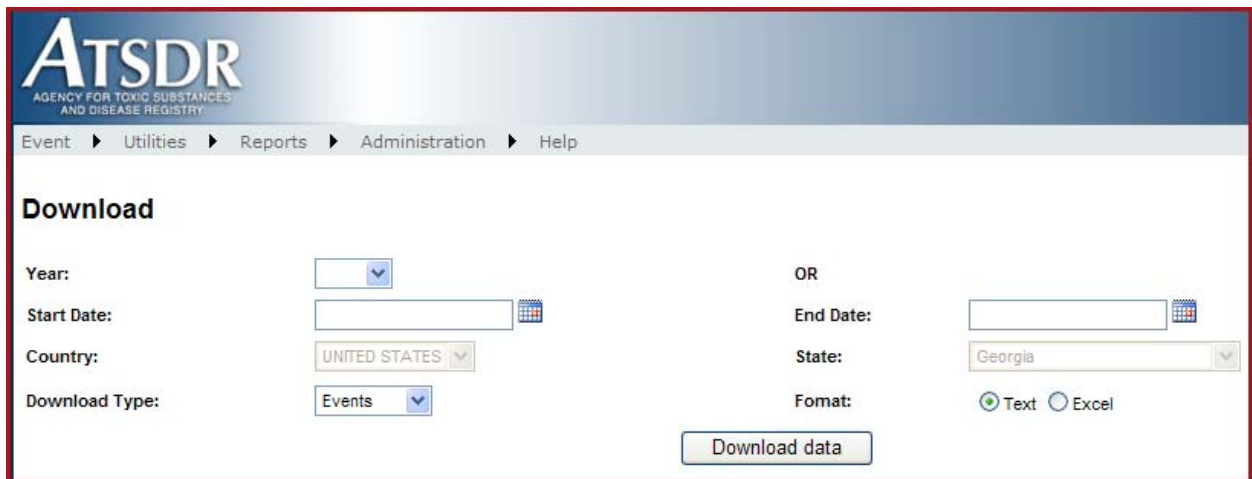
Perform the following steps:

1. Select Utilities on the Main Menu, then scroll down and click Downloads.

2. The Data Download screen is displayed (see Figure 19).

Chapter 3: Data Download Forms and Reports

Figure 19

3. Select information in the following fields (in any order, except where noted):

    *   Year - select the year that is to be searched.

        Λ NOTE: If you select a year in "Year", the "Start Date" and "End Date" fields are disabled. If you enter a date in the "Start Date" and "End Date" fields, the "Year" field is disabled.

    Or

    *   Start Date - select the first date in the range that will be searched.

    *   End Date - select the last date in the range that will be searched.

        Λ NOTE: The date in the Start Date field must be earlier or the same as the date in the End Date field.

    *   State - select the two-character state abbreviation for the state to be searched (only available for DHS users).

        Λ NOTE: Your state will automatically be entered if you are a State user.

    *   To include all states in the download select "All" in the "State" field (only available for DHS users).

4. Select the type of file you want to download in the "Download Type" field.

Chapter 3: Data Download Forms and Reports

5. Select what format you want the download to be by selecting ⦿ Excel or ⦿ Text in the "Format" field.

6. Click [Download data] to produce the data download file.

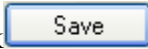7. If you selected the Excel format the following pop-up will appear:

Click:

[Open] - to open the Data Download in Excel

[Save] - to save the Data Download. A windows "Save As" screen will appear. Select the folder you would like to save the download in and enter the name you would like to save it as in the "File name" field and click [Save]. The file will be saved in the location you selected.

[Cancel] - to cancel the download and return to the Data Download screen.

or

Chapter 3: Data Download Forms and Reports

If you selected the Text format the following pop-up will appear:
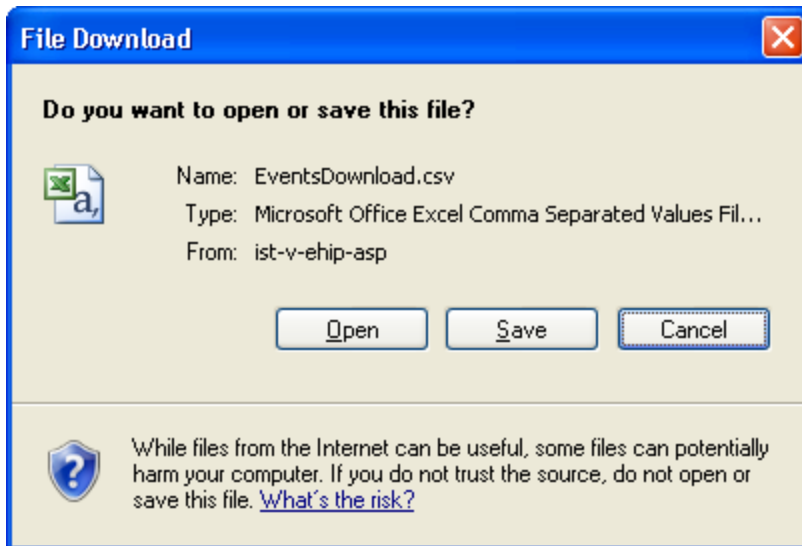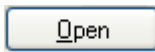
Click:

 - to open the Data Download in Text
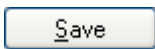
 - to save the Data Download. A windows "Save As" screen will appear. Select the folder you would like to save the download in and enter the name you would like to save it as in the "File name" field and click. The file will be saved in the location you selected in a text format.
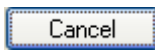
 - to cancel the download and return to the Data Download screen.

To print a file:

1. Open the Data Download file and select Print from your File menu or select the print icon from your toolbar.

Chapter 3: Data Download Forms and Reports

PRODUCING FORMS

When producing any of the HSEES forms, they are first displayed on the screen. After reviewing, you can print or save the report, or return to the previous screen.

Data Collection Form (Questionnaire)

This function produces a HSEES Data Collection form for the current event.

The event must be a saved open record before you can produce this report.

Perform the following steps:

1. Click **Print Questionnaire** on the Toolbar.
2. The Data Collection form is produced and displayed in a new window browser.
3. To print the report, go to step 4. To return to the HSEES screen go to step 8.
4. Click File on the menu, then Print.
5. The Windows Print screen is displayed.
6. Make any selections as needed.
7. Click Print to print the report.

    or

    Click Cancel to return to the Data Collection screen.

8. To exit, click ☒ in the upper right corner of the screen.

Event Summary Form

This function produces a summary of the Data Collection form for the current event.

The event must be a saved record before you can produce this report.

Perform the following steps:

1. Click **Print Summary** on the Toolbar.

Chapter 3: Data Download Forms and Reports

2. The Event Summary form is produced and displayed in a new window browser.

3. To print the report, go to step 4. To return to the HSEES screen go to step 8.

4. Click File on the menu, then Print.

5. The Windows Print screen is displayed.

6. Make any selections as needed.

7. Click Print to print the report.

   or

   Click Cancel to return to the Event Summary screen.

8. To exit, click in the upper right corner of the screen.

PRODUCING REPORTS

When producing any of the HSEES reports, they are first displayed on the screen. After reviewing, you can either open or save the report in an Excel or PDF format, or return to the previous screen.

Duplicate Event Report

This report lists events that have different numbers in Field 1, but the same information in:

- Date entered system (Field 2)
- City (of the Event Location/ Field 12)
- County (of the Event Location/ Field 12)

Perform the following steps:

Chapter 3: Data Download Forms and Reports

1. Select Reports in the Main Menu, then scroll down and click "Duplicate Events".

2. The Reports screen is displayed (see Figure 20).

Figure 20

3. Select information in the following fields (in any order, except where noted):

- Year - select the year that is to be used for the report.

  Λ *NOTE*: If you select a year in "Year" field, the "Start Date" and "End Date" fields are disabled. If you enter a date in the "Start Date" and "End Date" fields, the "Year" field is disabled.

  or

- Start Date - select the first date in the range that will be used for the report.

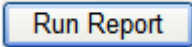- End Date - select the last date in the range that will be used for the report.

  Λ *NOTE*: The date in the Start Date field must be earlier or the same as the date in the End Date field.
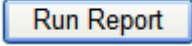
Chapter 3: Data Download Forms and Reports

- State - select the two-character state abbreviation for the state to be searched (only available for DHS users).

  Λ *NOTE*: Your state will automatically be entered if you are a State user.

  Tip: The larger the date range, the longer it takes to produce the report.

4. Click **Run Report** to produce the report.
5. The report is displayed in the lower half of the screen.
6. Use the navigation bar to view the report (see "Using the Report Navigation Bar" below).
7. To open or save the report in an Excel or PDF format select "Excel" or "Acrobat (PDF) file" in the Export field (see Exporting and Printing Reports).

Daily Event Summary Report

This report lists a one-line summary of each event with a date in Field 2 that is within the selected date range.

Perform the following steps:

1. Select Reports in the Main Menu, then scroll down and click "Daily Summary".

2. The Reports screen is displayed (see Figure 20).

Chapter 3: Data Download Forms and Reports

3. Select information in the following fields (in any order, except where noted):

   - Year - select the year that is to be used for the report.

     Λ *NOTE*: If you select a year in "Year" field, the "Start Date" and "End Date" fields are disabled. If you enter a date in the "Start Date" and "End Date" fields, the "Year" field is disabled.

     or

   - Start Date - select the first date in the range that will be used for the report.
   - End Date - select the last date in the range that will be used for the report.

     Λ *NOTE*: The date in the Start Date field must be earlier or the same as the date in the End Date field.

   - State - select the two-character state abbreviation for the state to be searched (only available for DHS users).

     Λ *NOTE*: Your state will automatically be entered if you are a State user.

   ⏰ **Tip:** The larger the date range, the longer it takes to produce the report.

4. Click [Run Report] to produce the report.
5. The report is displayed in the lower half of the screen.
6. Use the navigation bar to view the report (see "Using the Report Navigation Bar" below).
7. To open or save the report in an Excel or PDF format select "Excel" or "Acrobat (PDF) file" in the Export field (see Exporting and Printing Reports).
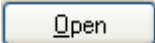
Data Entry Summary Report
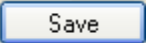
This report lists the:

- event creation date, time, and ID
- number of substances and victims
- evacuation information

Chapter 3: Data Download Forms and Reports

- total number of events, substances, victims, and people evacuated

Perform the following steps:

1. Select Reports in the Main Menu, then scroll down and click "Data Entry Summary".

2. The Reports screen is displayed (see Figure 20).

3. Select information in the following fields (in any order, except where noted):

- Year - select the year that is to be used for the report.

  Λ *NOTE*: If you select a year in "Year" field, the "Start Date" and "End Date" fields are disabled. If you enter a date in the "Start Date" and "End Date" fields, the "Year" field is disabled.

  or

- Start Date - select the first date in the range that will be used for the report.

- End Date - select the last date in the range that will be used for the report.

  Λ *NOTE*: The date in the Start Date field must be earlier or the same as the date in the End Date field.

- State - select the two-character state abbreviation for the state to be searched (only available for DHS users).

  Λ *NOTE*: Your state will automatically be entered if you are a State user.

  ⍀ **Tip:** The larger the date range, the longer it takes to produce the report.

Chapter 3: Data Download Forms and Reports

4. Click ![Run Report] to produce the report.

5. The report is displayed in the lower half of the screen.

6. Use the navigation bar to view the report (see "Using the Report Navigation Bar" below).

7. To open or save the report in an Excel or PDF format select "Excel" or "Acrobat (PDF) file" in the Export field (see Exporting and Printing Reports).

Chemical Summary Report for Standardized Chemicals

This report lists the following information for all standardized chemicals:

- standard names
- chemical names
- type code
- CAS registry number
- category type
- chemical code

Perform the following steps:

8. Select Reports on the Main Menu, then scroll down and click "Chemical Summary for Standardized".

Chapter 3: Data Download Forms and Reports

9. The Reports screen is displayed with the Standardized Chemicals report listed below the navigation bar.

10. Use the navigation bar to view the report (see "Using the Report Navigation Bar" below).

11. To open or save the report in an Excel or PDF format select "Excel" or "Acrobat (PDF) file" in the Export field (see Exporting and Printing Reports).

Chemical Summary Report for Non-Standardized Chemicals

The report lists the following information for all non-standardized chemicals (for DHS users only):

- standard names
- chemical names
- type code
- CAS registry number
- category type
- chemical code

Perform the following steps:

1. Select Reports on the Main Menu, then scroll down and click "Chemical Summary for Non-Standardized".

2. The Reports screen is displayed with the Non-Standardized Chemicals report listed below the navigation bar.

Chapter 3: Data Download Forms and Reports

3. Use the navigation bar to view the report (see "Using the Report Navigation Bar" below).

4. To open or save the report in an Excel or PDF format select "Excel" or "Acrobat (PDF) file" in the Export field (see Exporting and Printing Reports).

Exporting and Printing Reports

To open or save an event in an Excel or PDF format select "Excel" or "Acrobat (PDF) file" in the Export field (see Exporting Reports).and click Export.

If you selected "Excel" the following pop-up will appear:
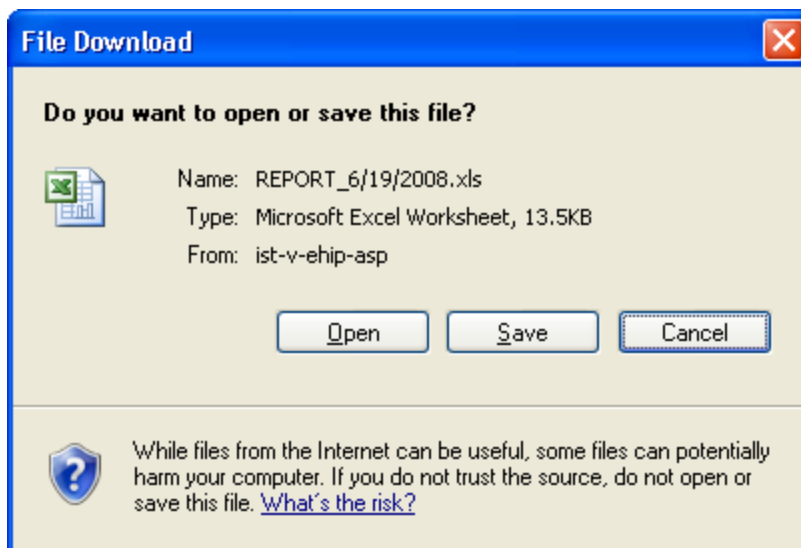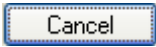
Click:

Open - to open the report in Excel

Save - to save the report. A windows "Save As" screen will appear. Select the folder you would like to save the report in and enter the name you would like to save it as in the "File name" field and click Save. The file will be saved in the location you selected.

Chapter 3: Data Download Forms and Reports
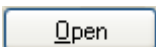
[Cancel] - to cancel the function and return to the Reports screen.
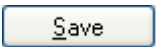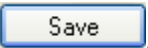
or
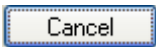
If you selected the "Acrobat (PDF) file" the following pop-up will appear:
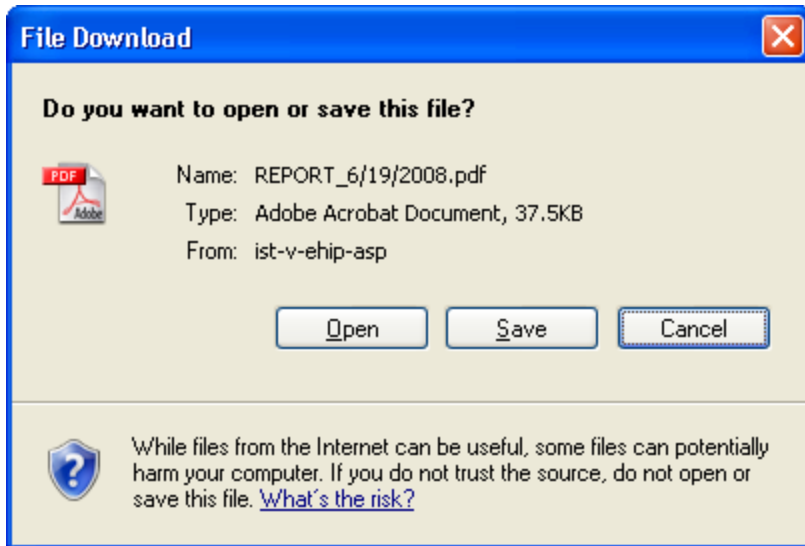
Click:

[Open] - to open the report in PDF format

[Save] - to save the report. A windows "Save As" screen will appear. Select the folder you would like to save the report in and enter the name you would like to save it as in the "File name" field and click [Save]. The file will be saved in the location you selected.

[Cancel] - to cancel the function and return to the Reports screen.

Chapter 3: Data Download Forms and Reports

To print a file:

5. Open the Report file in Excel or in PDF format and select Print from your File menu or select the print icon 🖨 from your toolbar.

Using the Report Navigation Bar

Reports

| ◀◀ | ◀ | 1 | of 26 | ▶ | ▶▶ | 100% | ⌄ | | Find \| Next | Select a format | ⌄ | Export | 🔄 |
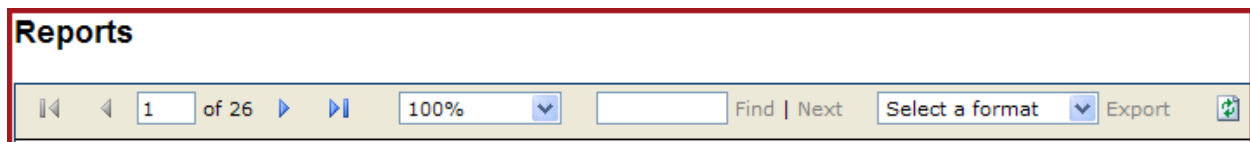
The Navigation Bar allows you to:

- navigate to another page of the report
- adjust the view of the report
- search for an item within the report
- export the report to an Excel or PDF format
- refresh the report

Chapter 4: Finding Events

SEARCH FOR EVENTS

To search for a specific event(s) based on specific search criteria, perform the following steps:

1. Select Event on the Main Menu, then scroll down and click "Search".
2. The Events screen is displayed.

Figure 21

3. Expand the Search Criteria box by clicking on ⊗.

Chapter 4: Finding Events
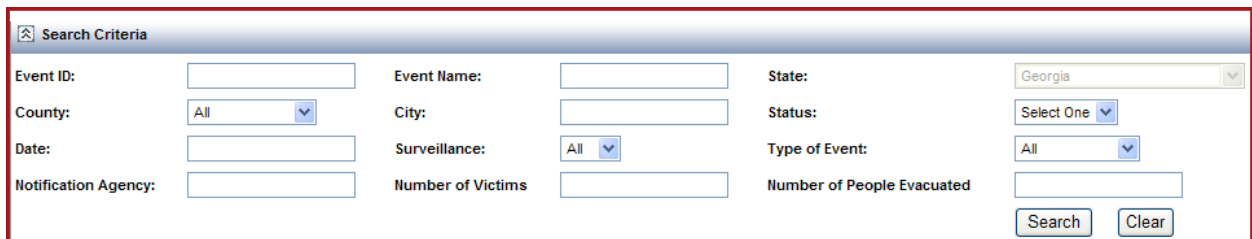
4. The following search criteria fields are displayed:

Figure 22

5. Enter as many fields as needed. To unselect a field in a drop-down, click on the blank item or select [Clear] to clear out all the fields.

6. Click [Search] to enter the criteria field(s).

7. The search results are displayed in the "Search Results" section with a row for each event.

Tip:

- To sort the results by a certain field, click your mouse on the column header to rearrange the search results. (see Figure 23) Click the same header twice to reverse the order.

- Click on the page numbers in the lower left corner of the "Search Results" section to view the next results.

Chapter 4: Finding Events

Figure 23