

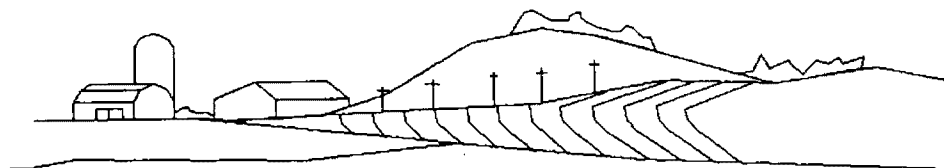
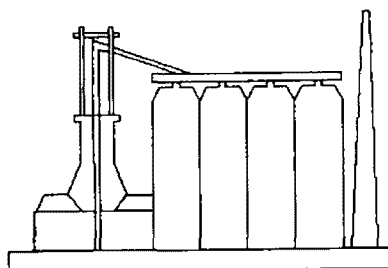
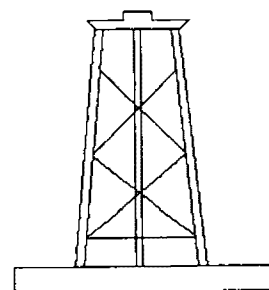
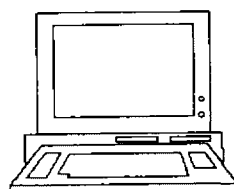
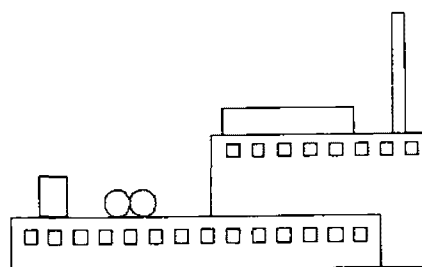
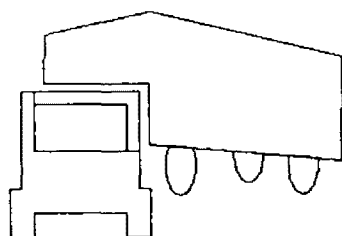
United States
Environmental Protection
Agency

Office of Information
Resources Management
Washington DC 20460

EPA/OIRM

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FACILITY AND COMPANY TRACKING SYSTEM (FACTS) USER'S GUIDE



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FINAL

FACILITY AND COMPANY TRACKING SYSTEM (FACTS)

USER MANUAL

Prepared for:

U.S. Environmental Protection Agency

Prepared by:

SYCOM, Inc.

14532 Lee Road

Chantilly, Virginia 22021

November 30, 1988

FINAL

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FACILITY AND COMPANY TRACKING SYSTEM (FACTS)

USER MANUAL

November 30, 1988

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SECTION 1.0

INTRODUCTION

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SECTION 1.0 - INTRODUCTION

1.1 BACKGROUND

One of the essential functions of EPA is the regulation of the industrial activities of U.S. companies. One of the most difficult information management tasks we face is to get timely and accurate information about these companies. Two of the best compilations of information about U.S. companies are created by DUN and Bradstreet (D&B) and TRINET. We have acquired these databases and packaged them along with the Facility Index System (FINDS) in an easy to use application called Facility and Company Tracking System (FACTS). FINDS contains information about EPA regulated facilities. DUN and Bradstreet and TRINET contain information about U.S. companies. By analogy, if EPA was a business, FINDS would be our customer list, D&B and TRINET would be our potential customer list.

The information in FACTS can be used for a variety of regulatory purposes especially enforcement and regulatory impact analysis. In enforcement, the data can be used to determine companies that did not comply with reporting requirements, to determine potentially responsible parties and to target enforcement actions. For regulatory impact analysis, the data can identify the number of companies that would be affected by a new regulation.

1.2 CATEGORIES OF DATA IN FACTS

The company data from D&B and TRINET consist of:

- Identifying Information
- Location
- Sales Figures
- Employee Counts
- Industrial Classification
- Family Relationships

The facility data from FINDS consist of:

- Identifying Information
- Location
- Cross-references to Regulatory Program Offices at EPA

1.3 AVAILABLE FACTS FUNCTIONS

FACTS offers the capability to:

- Produce Reports Based on Selected Data
- Perform On-line Queries
- Display Contents of Supporting Tables
- Create Subsets of Data
- Generate Mailing Labels

1.4 PURPOSE OF MANUAL

The purpose of this manual is to help you learn to operate the FACTS system and to serve as reference material.

1.5 SCOPE OF MANUAL

This manual contains a glossary of acronyms, a system overview, access instructions, terminal functions, samples of query statements, descriptions of menu formats, procedures, input required, output options, default values, examples of proper and improper system use, system files, and download procedures.

1.6 GLOSSARY OF ACRONYMS

The following is a list acronyms used in this manual.

CICS	-	Customer Information Control System
D&B	-	DUN and Bradstreet
EPA	-	Environmental Protection Agency
FACTS	-	Facility and Company Tracking System
FIMAS	-	Facility Impact Monitoring & Analysis System
FINDS	-	Facility Index System
PF	-	Program Function
IBM	-	International Business Machines
MSA	-	Metropolitan Statistical Area
OERR	-	Office of Emergency and Remedial Response
OSW	-	Office of Solid Waste
PC	-	Personal Computer
SAS	-	Statistical Analysis Software
SIC	-	Standard Industrial Classification
SMSA	-	Standard Metropolitan Statistical Area
TSO	-	Time Share Option
U.S.	-	United States

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SECTION 2.0
SYSTEM OVERVIEW

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SECTION 2.0 - SYSTEM OVERVIEW

FACTS is a "read only" system that provides efficient database design by enabling you to select data elements to satisfy your requirements. The files are structured to maximize flexibility and efficiency. Descriptors and data elements are defined to maximize retrieval efficiency.

The interface to the FINDS-TABLE will improve the accuracy of data during update. The system is easy to learn and use with consistent screen and report formats, simplified process flow, and PF keys.

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SECTION 3.0

SYSTEM OPERATION AND USE

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SECTION 3.0 - SYSTEM OPERATION AND USE

FACTS operates on the IBM 3090 mainframe located at EPA Headquarters. Users located at EPA Headquarters and state and regional offices are connected through telecommunications.

3.1 SYSTEM ACCESS

To access the system, you will need one of the following types of equipment:

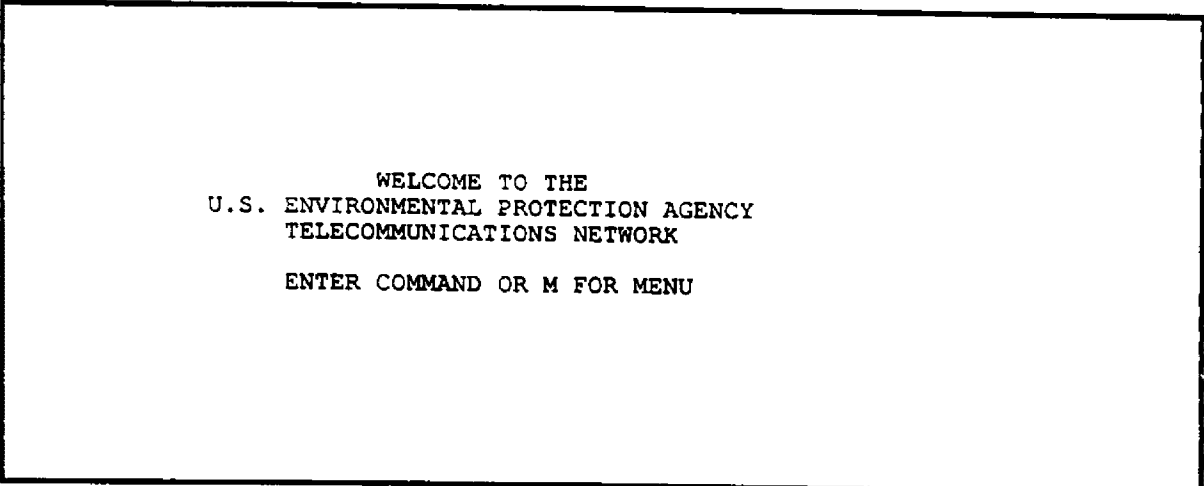
- o IBM 3270 or equivalent terminal connected to the EPA Network
- o Display Terminals or PCs with modems to dial in to the EPA Network.

The log-on and log-off procedures are discussed below.

3.1.1 Logon Procedures

To logon to the FACTS system, follow the instructions listed.

1. At the Welcome screen (Figure 3-1), type 'm' and press <ENTER>.



WELCOME TO THE
U.S. ENVIRONMENTAL PROTECTION AGENCY
TELECOMMUNICATIONS NETWORK

ENTER COMMAND OR M FOR MENU

Figure 3-1

2. The U.S. EPA Telecommunications Network menu (Figure 3-2) will be displayed.

US EPA TELECOMMUNICATIONS NETWORK MENU					
13:34 Tuesday November 22, 1988					
NATIONAL COMPUTER CENTER			LOGICAL MAINFRAME		
PFKEY SELECTION	SERVICE		PFKEY SELECTION	SERVICE	
PF13	PCICS	CICS - Production	PF15	NY	TSO - New York LMF
PF14	DCICS	CICS - Development	PF16	DV	TSO - Denver NEIC LMF
PF19	TSO	TSO - NCC	PF17	WI	TSO - Wash Info Center
PF8	EMAIL	EMAIL Access	PF20	SE	TSO - Seattle LMF
			PF21	AT	TSO - Atlanta LMF
			PF22	DA	TSO - Dallas LMF
			PF23	KC	TSO - Kansas City LMF
			PF24	PH	TSO - Philadelphia LMF
			PF2	CI	TSO - Cincinnati LMF
			PF3	BN	TSO - Boston LMF
			PF4	CH	TSO - Chicago LMF
			PF5	SF	TSO - San Francisco LMF

Figure 3-2

3. Type "PCICS" or press 'PF-13'. The message "logon accepted" will be displayed and the Production CICS screen (Figure 3-3) will be displayed.

U.S. ENVIRONMENTAL PROTECTION AGENCY		TERM= A2B6
PRODUCTION CICS		NETNAME= T2200525
USERID:		
ACCOUNT:		
FIMAS ID:		
GROUP:		
PASSWORD:		
NEW PASSWORD:	(OPTIONAL)	
INITIAL TRANSACTION:		
- NO NEWS (ENTER ANY CHARACTER TO SUPPRESS NEWS ALERTS)		
PF1/13: HELP	PF3/15 OR CLEAR: TERMINATE SIGNON	PF12/24: LOGOFF

Figure 3-3

4. Type your USER-ID and press <ENTER>. The system will automatically display your ACCOUNT, FIMAS ID, and your GROUP.
5. Enter your password. The CICS-News Alert Facility screen (Figure 3-4) will be displayed.

CICS NEWS ALERT FACILITY			
PREFIX: (CICS, ADAB, ALERT, OR BLANK FOR ALL)			
-	11/15/88	NCC-IBM MAINFRAME SEMINARS AT RTP	ALERT11
-	11/18/88	THANKSGIVING HOLIDAY SCHEDULE	ALERT12
-	11/18/88	ADABAS SUNDAY AFTERNOON UNAVAILABILITY	ALERT2
-	11/15/88	CLIST DATA SET CHANGES IN TSO BATCH PROC	ALERT3
-	11/09/88	DELETION OF DATASET SYS1.PLI.PLIBASE	ALERT4
-	11/07/88	NEW TSO KERMIT AVAILABLE FOR TESTING	ALERT5
-	11/04/88	JOB OUTPUT PROTECTION MECHANISM	ALERT7
-	11/07/88	INSTALLATION OF DF/HSM	ALERT8

PF1/13: HELP PF3/15: END ENTER: VIEW PF7/19: PREV PAGE PF8/20: NEXT PAGE

Figure 3-4

6. Press 'PF 3/15' or <CLEAR> to clear the screen.
7. Type 'nssp'. The Natural Logon Procedure screen (Figure 3-5) will be displayed.

```
***** NATURAL LOGON PROCEDURE *****  
  
ENTER APPLICATION-ID:          USER-ID: UTB  
      PASSWORD:                NEW-PASSWORD:  
  
FOR A LIST OF APPLICATIONS CURRENTLY AVAILABLE FOR SELECTION,  
ENTER '??' AS THE APPLICATION-ID.  
  
TO TERMINATE NATURAL, ENTER 'FIN' AS THE APPLICATION-ID.  
  
FOR MORE HELP, ENTER A '?' AS THE APPLICATION-ID.
```

Figure 3-5

8. Type 'facts' and press <ENTER>. The FACTS Main Menu screen (Figure 3-6) will be displayed.

NSSD FACTSDEV FAMD00P	U.S. ENVIRONMENTAL PROTECTION AGENCY FACILITY AND COMPANY TRACKING SYSTEM MAIN MENU	11/08/88 11:55:14 FAMD00M

1. FINDS		
2. DUN & BRADSTREET		
3. TRINET		
SELECT ONE OF THE ABOVE FUNCTIONS: _		

PF1/13 = HELP		PF4/16 = EXIT

Figure 3-6

3.1.2 Logon Procedures for Dialup Users

If you are accessing the system using a PC with a modem and the software communication package 'CROSSTALK', you will need to do the following:

1. Make sure your communication settings are:

Data Bit = 7
Stop Bit = 1
Parity = Even
Emulation = VT100

2. Dial the access number for your area. You can get the phone number from the Washington Information Center at (202) 488-5900. Be sure to ask for the number for the protocol converter (CX-80).
3. When you hear the connect signal, hold down the 'm' key. When the system senses your response, it will display the letters 'CX-80'. The Welcome screen (Figure 3-1) will appear and you can proceed as described in section 3.1.1.

3.1.3 Logon Procedures for PCs using IRMALINK.

1. Logon to your PC.
2. Transfer to the directory containing the IRMA software.
3. Start the terminal emulator. (Type E78 or press the two shift keys simultaneously.) The welcome screen will be displayed (Figure 3-1). You can logon to the system using instructions in section 3.1.3

3.1.4 Logoff Procedures

Use the following procedures to logoff of the system.

1. From the Main Menu, type 'PF 4' or 'PF 16'. The "NEXT" prompt will be displayed.
2. At the "NEXT" prompt, type 'FIN' and press <ENTER>. A blank screen will be displayed.

3. Type 'cssf logoff' and the Welcome screen (See Figure 3-1) will be displayed.

3.2 PF KEY DEFINITIONS

The following PF keys are accessible for all of the FACTS subsystems:

1. PF 1/13 Help

Will bring up the help screen, returns to screen in process when <ENTER> is pressed.

2. PF 3/15 Previous Page

Returns to previous menu.

3. PF 4/16 Main Menu

Returns to FINDS, DUN & BRADSTREET, and TRINET menu.

4. PF 5/17 Restart List

Redisplays a series of screens starting at the beginning of the list currently being displayed.

NOTE: Function keys and their use may be different for PCs than for 3270 terminals. Consult your manual or emulator instructions for specifics.

3.3 TERMINAL FUNCTIONS

The FINDS, D&B, and TRINET menus perform mostly the same functions and the procedures to use these functions are basically the same for each subsystem.

From the Main Menu Screen, type either '1', '2', or '3' to select the subsystem you want to use. The next screen you see will be either Figure 3-8 for the FINDS Function Menu or Figure 3-9 for the D&B or TRINET Function Menu, depending on the subsystem you select. Note that the D&B menus are used in this manual to represent both D&B and TRINET subsystems because they are basically the same with minor differences. Each selection allows you to select one of the four functions listed below:

- o Reports
- o Online Queries
- o Table Lookup
- o Data Extracts
- o Mailing Label Generation (D&B and TRINET menus only).
- o Reload Database (D&B and TRINET menus only). This is a System Manager function and will not be addressed in this manual.

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY INDEX SYSTEM	11:55:36
FAMFOOP	FINDS FUNCTION	FAMFOOM

1. REPORTS

2. ONLINE QUERIES

3. TABLE LOOKUP

4. DATA EXTRACTS (CREATES A FILE)

SELECT ONE OF THE ABOVE FUNCTIONS (1-4) : .

PF1/13 = HELP PF3/15 = FINDS MAIN MENU PF4/16 = MAIN MENU

Figure 3-8

NSSD FACTSDEV FAMD01P	U.S. ENVIRONMENTAL PROTECTION AGENCY FACILITY AND COMPANY TRACKING SYSTEM DUN & BRADSTREET FUNCTION	11/08/88 12:13:47 FAMD01M
1. REPORTS 2. ONLINE QUERIES 3. TABLE LOOKUP 4. DATA EXTRACTS (CREATES A FILE) 5. MAILING LABEL GENERATION 6. RELOAD DATABASE		
SELECT ONE OF THE ABOVE FUNCTIONS: _		
PF1/13 = HELP	PF3/15 = D&B MAIN MENU	PF4/16 = MAIN MENU

Figure 3-9

3.3.1 Reports

If you select Option 1 from the above menu, you will see a general report screen that will enable you to generate printed lists of facilities.

D&B and TRINET allow you to select records based on location, SIC, SMSA, sales volume, or number of employees. These subsystems also allow you to select a report break which must be one of the selected sort criteria.

FINDS allows you to select by Location, Federal Facility, or Program Office and gives you a choice of four report formats. You must specify the selection criteria, sort sequence, and report format. Selection Criteria is mandatory, Report Format defaults to List, Sort defaults to State Name.

Follow the procedures listed below to use the Reports menu from the subsystems.

DUN AND BRADSTREET AND TRINET

D&B screens are used here because the screens are basically the same for both D&B and TRINET. The procedures are the same.

1. On the Report Generator screen (Figure 3-10), enter the SELECTION CRITERIA.

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY AND COMPANY TRACKING SYSTEM	12:14:00
FARD03P	DUN & BRADSTREET FUNCTION	FARD03M1
	REPORT GENERATOR	Page 1

SELECTION CRITERIA (SPECIFY ONE OR MORE OF THE FOLLOWING)

REGION: ____ STATE : ____ (STATE IS REQUIRED FOR COUNTY NAME/CODE AND CITY)

AND CITY : _____

AND COUNTY NAME : _____ / COUNTY CODE : ____

AND PRIMARY SIC CODE (RANGE) : ____ TO ____ / SMSA CODE : ____

AND NUMBER OF EMPLOYEES (RANGE) : ____ TO ____

AND SALES VOLUME (RANGE) : ____ TO ____

PF1/13 = HELP PF3/15 = PREVIOUS MENU PF4/16 = MAIN

Figure 3-10

All selection criteria are optional but you must enter at least one. The selection criteria can be any combination of:

- a. REGION - must be a number between 1 and 10 (left or right justified).
- b. STATE - must be a valid 2-character state abbreviation.
- c. CITY

- d. COUNTY NAME - must exist on the County Table. If a county name, county, code, or city is entered, state is required. County Code must be a valid county code for the state.
- e. PRIMARY SIC - must be a valid entry on the SIC Code Table.
- f. SMSA
- g. NUMBER OF EMPLOYEES
- h. SALES VOLUME

NOTE: If a beginning of range (SIC CODE, NUMBER OF EMPLOYEES, or SALES VOLUME) is specified, an end of range is required. Beginning of range must be smaller than end of range.

2. Press <ENTER>. The system will display the second screen for this function (Figure 3-11).

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY AND COMPANY TRACKING SYSTEM	12:14:00
FARD03P	DUN & BRADSTREET FUNCTION	FARD03M2
	REPORT GENERATOR	Page 2

REPORT FORMATS -
1. LIST OF FACILITIES (ONE LINE PER FACILITY)
2. DETAILED INFORMATION (FOUR LINES PER FACILITY)
(FORMAT WILL BE DEFAULTED TO '1', IF ONLY REGION WAS SELECTED)
SELECT ONE OF THE ABOVE REPORT FORMATS (1-2) : _

SORT SEQUENCES (OPTIONAL) -
1. NAME 2. STATE 3. CITY 4. SIC CODE
5. COUNTY 6. SALES VOLUME 7. NUMBER OF EMPLOYEES 8. ZIP CODE

SELECT A MAJOR SORT SEQUENCE (1-8) : _
SELECT A SECOND SORT SEQUENCE (1-8) : _
SELECT A THIRD SORT SEQUENCE (1-8) : _

ENTER DESIRED REPORT NAME : _____

PF1/13 = HELP PF3/15 = PREV PF4/16 = MAIN

Figure 3-11

3. Select a REPORT FORMAT by entering 1 or 2. Appendix B contains samples of reports. If no number is entered, 1 is assumed.
4. Enter the number of the data item to be used as the MAJOR SORT item on the report. The SORT criteria must be between 1 and 5. If no SORT is selected, State and County are assumed.
5. Enter the number of the data item to be used as the SECOND SORT item on the report.

6. Enter the number of the data item to be used as the THIRD SORT item on the report.
7. Enter the number of the data item to be used as a Pagebreak control. The break must be a number selected for SORT criteria. If no break is specified, none is assumed.
8. Press <ENTER>. The system will display the Batch Options screen (Figure 3-12).

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY AND COMPANY TRACKING SYSTEM	12:14:32
FAZD03P	BATCH OPTIONS	FAZD03M

DEFAULT OPTIONS (CHANGE IF NECESSARY):

ACCOUNT	-		
BIN	-		
DESTINATION	-		(EG. RMT255, N7)
PRIORITY	-	1	
TIME	-	02,00	

PF3/15 = PREVIOUS MENU	PF4/16 = MAIN MENU
------------------------	--------------------

Figure 3-12

9. Enter ACCOUNT, BIN, and DESTINATION. Change PRIORITY and TIME if desired. ACCOUNT, BIN, and DESTINATION must be filled in. Appendix A shows the relative charge factor for PRIORITY selected.
10. Press <ENTER> and the system will submit a batch job to generate the report. Appendix B show sample reports.

FINDS

1. Enter 1 for the Selected Facilities Report Screen (Figure 3-13).

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY INDEX SYSTEM	11:56:58
FARF10P	SELECTED FACILITIES LIST Page 1	FARF10M

SELECTION CRITERIA (SPECIFY ONE OR MORE OF THE FOLLOWING):

REGION : .. AND STATE : ..

AND CITY : ..

AND COUNTY NAME : .. / COUNTY CODE: ...

AND FEDERAL FACILITY : . (Y OR BLANK)

AND REGULATED BY -

1. OFFICE OF SOLID WASTE	(OSW)	: . (Y OR BLANK)
2. WATER ENFORCEMENT AND PERMITS	(OWEP)	: . (Y OR BLANK)
3. AIR AND RADIATION	(OAR)	: . (Y OR BLANK)
4. PESTICIDES & TOXIC SUBSTANCES	(OPTS)	: . (Y OR BLANK)
5. SUPERFUND	(OERR)	: . (Y OR BLANK)
6. ENF AND COMPLIANCE MONITORING	(OECM)	: . (Y OR BLANK)
7. DRINKING WATER	(ODW)	: . (Y OR BLANK)
8. CHEMICALS IN COMMERCE	(OTS)	: . (Y OR BLANK)
9. STATE PROGRAM OFFICES		: . (Y OR BLANK)

SELECT FACILITIES REGULATED BY ALL OF THE SELECTED PROGRAMS : . (Y OR BLANK)

-OR- FACILITIES REGULATED BY ANY OF THE SELECTED PROGRAMS : . (Y OR BLANK)

PF1/13 = HELP PF3/15 = PREVIOUS MENU PF4/16 = MAIN MENU

Figure 3-13

2. Enter the SELECTION CRITERIA. All selection criteria are optional but you must enter at least one. The selection criteria can be any combination of:
- a. REGION - must be a number between 1 and 10 (left or right justified).
 - b. STATE - must be a valid 2-character state abbreviation.
 - c. COUNTY - name must exist on the County Table. County Code must be a valid country code for the state.
 - d. FEDERAL FACILITIES ONLY - must be 'y' or blank.
 - e. PROGRAM OFFICES - must be 'y' or blank. Indicate whether the report will include only facilities monitored by all of the selected program offices or whether it will include facilities monitored by any of the selected program offices.

If program offices are selected, one of the two options, facilities monitored by all of the selected program offices or facilities monitored by any of the selected program offices must be selected. Example: If 'Office of Solid Waste' and 'Superfund' are selected with the all option, a facility must be monitored by both OSW and OERR to appear on the report. However, if OSW and OERR are selected with the any option, the resulting

report will contain facilities monitored by either OSW or OERR.

NOTE: A facility on a report may be monitored by other program offices in addition to the ones indicated in the selection. If in the above example, the any option is chosen for a MATRIX format, the additional program offices will be 'X'd along with either of the selected program offices. This may appear to be confusing unless you keep in mind the basic rules.

If no program offices are selected, facilities will appear on the report regardless of which office monitors them. This is equivalent to selecting all program offices with the any option and will cause the program to run more efficiently.

3. Press <ENTER>. The system will display the second screen for this function (Figure 3-14).

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY INDEX SYSTEM	11:56:58
FARF10P	SELECTED FACILITIES LIST	FARF10M2

REPORT FORMATS -

1. LIST OF FACILITIES (ONE LINE PER FACILITY)
2. MATRIX SHOWING PROGRAM OFFICES THAT MONITOR EACH FACILITY
3. MATRIX OF FACILITY IDS ASSIGNED BY PROGRAM OFFICES FOR EACH FACILITY
4. DETAILED INFORMATION (FOUR LINES PER FACILITY)

SELECT ONE OF THE ABOVE REPORT FORMATS (1-4) : .

SORT SEQUENCES (OPTIONAL) -

1. REGION	2. STATE	3. COUNTY	4. CITY	5. ZIP CODE
6. EPA ID	7. FACILITY NAME			

SELECT A MAJOR SORT SEQUENCE (1-7) : .
SELECT A SECOND SORT SEQUENCE (1-7) : .
SELECT A THIRD SORT SEQUENCE (1-7) : .

PF1/13 = HELP	PF3/15 = PREVIOUS MENU	PF4/16 = MAIN MENU
---------------	------------------------	--------------------

Figure 3-14

4. Select a REPORT FORMAT by entering a number between 1 and 4. If no number is entered, 1 is assumed. Appendix B contains samples of reports.
5. Enter the number of the data item to be used as the MAJOR SORT item on the report.
6. Enter the number of the data item to be used as the SECOND SORT item on the report.

7. Enter the number of the data item to be used as the THIRD SORT item on the report.
8. Press <ENTER>. The system will display the Batch Options screen (Figure 3-15).

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY AND COMPANY TRACKING SYSTEM	11:57:30
FAZF10P	BATCH OPTIONS	FAZD03M

DEFAULT OPTIONS (CHANGE IF NECESSARY):

ACCOUNT	-		
BIN	-		
DESTINATION	-		(EG. RMT255, N7)
PRIORITY	-	2	
TIME	-	00,15	

PF3/15 = PREVIOUS MENU	PF4/16 = MAIN MENU
------------------------	--------------------

Figure 3-15

9. Enter ACCOUNT, BIN, and DESTINATION. Change PRIORITY and TIME if desired. Press <ENTER> and the system will submit a batch job to generate the report. The ACCOUNT, BIN, and DESTINATION must be filled in. Appendix B shows the relative charge factor for PRIORITY selected.

3.3.2 Online Queries

This function includes search and display capabilities for companies and their families-parents, subsidiaries, headquarters, and branches. The procedures for using this function on the subsystems are listed below.

DUN AND BRADSTREET AND TRINET

The D&B screens are used here. However, the TRINET screens are essentially the same with minor differences.

1. From the D&B or TRINET Main Menu, select '2'. The Online Queries menu screen (Figure 3-16) will be displayed.

NSSD FACTSDEV FAQD04P0	U.S. ENVIRONMENTAL PROTECTION AGENCY FACILITY AND COMPANY TRACKING SYSTEM DUN & BRADSTREET FUNCTION ONLINE QUERIES MENU	11/08/88 12:15:31 FAQD04M1
------------------------------	--	----------------------------------

1.	SEARCH D & B FILE
2.	DISPLAY DETAILED D & B INFORMATION
3.	DISPLAY D & B PARENT/HQ COMPANY
4.	DISPLAY D & B SUBSIDIARIES/BRANCHES

SELECT ONE OF THE ABOVE FUNCTIONS : _

(ENTER DUNS NUMBER FOR FUNCTIONS 2 - 4) : _____

PF1/13 = HELP	PF3/15 = PREV	PF4/16 = MAIN
---------------	---------------	---------------

Figure 3-16

2. Enter the desired number, 1-4. The Search screen (Figure 3-17) will be displayed when Option 1 is selected.

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY AND COMPANY TRACKING SYSTEM	12:15:42
FAQD04P1	DUN & BRADSTREET FUNCTION	FAQD04M2
	SEARCH D & B FILE	

SELECTION CRITERIA (SPECIFY ONE OR MORE OF THE FOLLOWING):

STATE : _____

NAME : _____

COUNTY : _____ OR COUNTY CODE : _____

CITY : _____

SMSA CODE : _____

SIC CODE (RANGE) : _____ TO _____

PF1/13 = HELP PF3/15 = PREV PF4/16 = MAIN

Figure 3-17

3. Enter the SELECTION CRITERIA. The selection criteria can be one of or any combination of:
 - a. STATE
 - b. NAME
 - c. COUNTY or COUNTY CODE

- d. CITY
 - e. SMSA CODE (D&B) or MSA CODE (TRINET)
 - f. SIC CODE
4. The Facilities List screen (Figure 3-18) will be displayed.

NSSD		U.S. ENVIRONMENTAL PROTECTION AGENCY		11/22/88	
FACTSDEV		FACILITY AND COMPANY TRACKING SYSTEM		13:43:05	
FAQD04P2		DUN & BRADSTREET FUNCTION		FAQD04M5	
		FACILITIES LIST		PAGE NO. 1	
NAME		ADDRESS		DUNS NO	
1	BRYANTS CONVENIENT STO	RT 2 BOX 497	SCOTTSVILLE VA 24590	001155126	
2	FALLS CHURCH BOWL INC	6446 EDSALL RD	ALEXANDRIA VA 22312	001081553	
3	ROARK DR JOHN WHITSON	2500 N VAN DORN S	ALEXANDRIA VA 22302	001084045	
4	MEDIAMATICS INC	1500 WILSON DR SU	ARLINGTON VA 22290	001183565	
5	PENDERSON ASSOCIATES IN	3231 FORTUNES RID	MIDLOTHIAN VA 23113	001191097	
6	RENTAL UNF SVC OF LANC	200 LOVERS LANE	CULPEPER VA 22701	001019793	
7	LEMON TWIST OF VIRGINI	756 C WALKER RD	GREAT FALLS VA 22066	001038546	
8	BESTPAK INC	HWY 15	FORK UNION VA 23055	001023670	
9	S AND S INVESTMENTS	9019 FOREST HILL	RICHMOND VA 23235	001010982	
10	REYNOLDS ALUM BLDG PDT	7130 GLEN FORREST	RICHMOND VA 23226	001180223	
11	SENTINEL SECURITY INC	210-A PACKETS COU	WILLIAMSBUR VA 23185	001112853	
12	HAYMARKET TOWN	14003LAKEVIEW DR	HAYMARKET VA 22069	001123694	
SELECT FOR DETAIL SCREEN : --					
PF1/13 = HELP		PF3/15 = PREV		PF4/16 = MAIN	

Figure 3-18

5. Select a number from 1-12. The Single Facility Display screen (Figure 3-19) will be displayed.

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	09/12/88
FINDDEV1	FACILITY AND COMPANY TRACKING SYSTEM	14:45:52
FIQD04P1	DUN & BRADSTREET DISPLAY	FIQD04M3

FACILITY NAME	TELEPHONE	
SECONDARY NAME		
FACILITY ADDRESS	CITY	CODE
	COUNTY	CODE
MAILING ADDRESS		

ULTIMATE DUNS NUMBER	HEADQUARTER DUNS NUMBER	

HQ/BR	SUBSIDIARIES	YEAR STARTED
		SMSA

LINE OF BUSINESS	MAUFACTURING	
SIC CODES		

CONTINUE TO NEXT PAGE (Y): _ LIST SUBS/BRANCHES (Y): _ LIST PARENT (Y):		

PF1/13 = HELP	PF3/15 = PREV	PF4/16 = MAIN

Figure 3-19

6. Press <ENTER> to go to the next page. The next page (Figure 3-20) will be displayed. Press <ENTER> to return to the Facility Name Search screen.

```

NSSD                                U.S. ENVIRONMENTAL PROTECTION AGENCY                                09/12/88
FINDDEVL                           FACILITY AND COMPANY TRACKING SYSTEM                                14:45:52
FIQD04P1                           DUN & BRADSTREET DISPLAY                                FIQD04M4
-----
PRINCIPAL OFFICER/TITLE

SALES                                NET WORTH

EMPLOYEES THIS LOCATION              TOTAL EMPLOYEES FOR COMPANY

BASE YEAR SALES                      BASE YEAR EMPLOYMENT

LIST SUBSIDIARIES (Y)                LIST PARENT (Y)
-----
PF1/13 = HELP                        PF3/15 = PREV                        PF4/16 = MAIN

```

Figure 3-20

FINDS

1. From the FINDS Main Menu, type '2'. The Online Queries menu (Figure 3-21) will be displayed.

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY INDEX SYSTEM	12:04:47
FAQF00P	ONLINE QUERIES MENU	FAQF00M

1. SEARCH FINDS DATABASE
2. DISPLAY DETAILED FACILITY INFORMATION

SELECT ONE OF THE ABOVE OPTIONS : .

FOR OPTION 2, ENTER EPA-ID :

OR PROGRAM OFFICE : 0.

AND PROGRAM OFFICE FACILITY ID :

PF1/13 = HELP PF4/16 = MAIN MENU

Figure 3-21

2. Enter the desired selection number, '1' or '2'. Option 2 requires an EPA-ID number or a Program Office and Regional Facility-ID.
3. If Option 1 is selected, the Search FINDS menu (Figure 3-22) will be displayed. EPA-ID or Program Office and ID are required for Option 2.

NSSD	UNITED STATES ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY INDEX SYSTEM	12:04:59
FAQF10P	SEARCH FINDS	FAQF10M1

STARTING POINT FOR AN ALPHABETIC LIST OF FACILITIES:

STATE : ..
NAME :

RESTRICT THE SEARCH TO:

ZIP CODE : 0....

PF1/13 = HELP PF3/15 = PREVIOUS SCREEN PF4/16 = MAIN MENU

Figure 3-22

4. Enter the State, Name, and Restriction. The next Search screen will be displayed (Figure 3-23). You must enter at least the State in this screen.

```

NSSD                UNITED STATES ENVIRONMENTAL PROTECTION AGENCY    11/08/88
FACTSDEV            FACILITY INDEX SYSTEM                            12:04:59
FAQF10P            FACILITY NAME SEARCH                             FAQF10M2
                   SEARCHING FROM ''

-----
*   FACILITY NAME   * *   ADDRESS   * *   C I T Y   * *Z I P*   EPA-ID
1 A A F E S NEWPORT NEWS 231 ENTERPRISE D NEWPORT NEWS 23603 VA0210090015
2 A M F BOWLING COMPANIE DAVID ROAD MECHANICSVILLE 23111 VAD982366213
3 APAC - VIRGINIA INC FI ROUTE 50 W 1.5 M CHANTILLY 22021 VAD053092268
4 ATLANTIC YACHT BASIN 2615 BASIN ROAD CHESAPEAKE 23320 VAD003174133
5 BLACK, W L & ASSOCIATE 912-D LIVE OAK D CHESAPEAKE 23320 VAD982567323
6 CALL, DOUGLAS CO INC 5741 BAYSIDE ROA VIRGINIA BEACH 23455 VAD081758377
7 CAMERON STATION TEST STREET ALEXANDRIA 22314 VA4210220139
8 CHAUTAUQUA AIRLINES IN LYNCHBURG MUNICI LYNCHBURG 24506 VAD982364689
9 COMPUGRAPHIC CORPORATI 4200 WILSON BLVD ARLINGTON 22203 VAD982575334
10 CONAGRA FROZEN FOODS ROUTE 240 WEST CROZET 22932 VAD101728525
11 DISPOSABEST 10132 G COLVIN R GREAT FALLS 22066 VAD122314412
12 FELDSPAR CORP THE RT 1 MONTPELIER 23192 VAD046991089

SELECT FOR DETAIL SCREEN: ..

-----
PF3/15 = PREVIOUS MENU PF4/16 = MAIN MENU ENTER = ACCEPT INPUT/SCROLL FWD

```

Figure 3-23

5. Select a number from 1-12, press <ENTER>. The Single Facility Display screen (Figure 3-24) will be displayed.

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY INDEX SYSTEM	12:06:30
FAQF20P	SINGLE FACILITY DISPLAY (PAGE 1 OF 2)	FAQF20M

EPA ID NUMBER: VAD982366213
FACILITY NAME: A M F BOWLING COMPANIES INC
ADDRESS: DAVID ROAD
 : MECHANICSVILLE, VA 23111

COUNTY : HANOVER
OWNER TYPE : PRIVATE
CONG. DISTRICT : 0
OPERATOR TYPE :

LATITUDE : 000000
LONGITUDE : 000000
LAT-LONG SOURCE :
LAT-LONG ACCURACY:

SIC CODES : 0 : 0 : 0 : 0 : 0 : 0 : 0
INDIAN LAND : N
FEDERAL FACILITY : F

COMMENTS :
 :
 :

PF3/15 = PREVIOUS MENU PF4/16 = MAIN MENU

Figure 3-24

6. Press <ENTER> for the next page (Figure 3-25).

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY INDEX SYSTEM	12:05:50
FAQF21P	SOURCE PROGRAM OFFICE INFORMATION	FAQF21M

VAD982366213 : A M F BOWLING COMPANIES INC	DAVID ROAD	
	MECHANICSVILLE	23111
OFFIC PROGRAM	SYSTEM FACILITY-IDS USED BY SOURCE PROGRAM SYSTEMS	
-----	-----	
OSW SOLID WASTE	HWDMS : VAD982366213	:
OWEP WATER ENF&PERMIT	PCS :	:
OAR AIR & RADIATION	CDS :	:
OPTS FIFRA/TSCA ENF	FATES :	:
OERR SUPERFUND	CERCLA:	:
OECM ENF&COMPL MONITOR	DOCKET:	:
OW FEDERAL UNDERGRND	FURS :	:
OTS TOXIC SUBST INVEN	CICIS :	:
STAT STATE PROGRAMS	:	:
ODW DRINKING WATER	FRDS :	:
OW SURFACE IMPOUND	SIA :	:

PF3/15 = PREVIOUS SCREEN		PF4/16 = MAIN MENU

Figure 3-25

7. Type 'PF 3/15' to return to previous screen or press <ENTER> to go back to the Searching From screen.

3.3.3 Table Lookup

This function allows you to browse the state and county tables from any of the subsystem menus (FINDS, D&B, TRINET). The FINDS Table Lookup menus are used here as examples since all of the menus are the same. The procedures for all subsystems as follows.

1. From either of the subsystem main menus, type 3, and press <ENTER>. The Table Lookup menu (Figure 3-26) will be displayed.

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY AND COMPANY TRACKING SYSTEM	12:17:08
FATD05P0	DUN & BRADSTREET FUNCTION	FATD05M1
TABLE LOOKUP		

1. SIC TABLE		
2. STATE TABLE		
3. COUNTY TABLE		
SELECT ONE OF THE ABOVE FUNCTIONS : _		

PF1/13 = HELP		PF4/16 = MAIN

Figure 3-26

2. If you select 1, the SIC Table (Figure 3-27) will be displayed.

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY AND COMPANY TRACKING SYSTEM	12:17:22
FATD05P1	TABLE LOOKUP	FATD05M7
	SIC TABLE	

DISPLAY SIC VALUES		

STARTING FROM SIC CODE : _____		

PF1/13 = HELP	PF3/15 = PREV	PF4/16 = MAIN

Figure 3-27

3. Press <ENTER> and a SIC CODE screen (Figure 3-28) will be displayed.

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/22/88
FACTSDEV	FACILITY AND COMPANY TRACKING SYSTEM	13:39:36
FATDOSPl	TABLE LOOKUP	FATDOSM8
	SIC TABLE	
SIC CODE	DESCRIPTION	
3111	Leather Tanning & Finishing-Mfrs	
3131	Footwear Cut Stock-Mfrs	
3142	House Slippers-Mfrs	
3143	Men's Shoes Except Athletic-Mfrs	
3144	Ladies' Shoes Except Athletic-Mfrs	
3149	Footwear Except Rubber nec-Mfrs	
3151	Leather Gloves & Mittens-Mfrs	
3161	Luggage-Mfrs	
3171	Womens' Handbags-Mfrs	
3172	Personal Leather Goods-Mfrs	
3199	Leather Goods nec-Mfrs	
3211	Flat Glass-Mfrs	
ENTER = NEXT PF3/15 = PREVS MENU PF4/16 = MAIN MENU PF5/17 = RE-START		

Figure 3-28

4. If you select 2 from the Table Lookup menu, the State Table (Figure 3-29) will be displayed.

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY INDEX SYSTEM	12:17:42
FATD05P2	STATE TABLE DISPLAY	FATD05M6
STATE	REGION	STATE NAME
AK	10	ALASKA
AL	04	ALABAMA
AR	06	ARKANSAS
AS	09	AMERICAN SAMOA
AZ	09	ARIZONA
CA	09	CALIFORNIA
CM	09	NORTHERN MARIANAS
CO	08	COLORADO
CT	01	CONNECTICUT
DC	03	DISTRICT OF COLUMBIA
DE	03	DELAWARE
FL	04	FLORIDA
ENTER = NEXT PF3/15 = PREVS MENU PF4/16 = MAIN MENU PF5/17 = RE-START		

Figure 3-29

4. If you select 3 from the Table Lookup menu, the County Table (Figure 3-30) will be displayed.

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY AND COMPANY TRACKING SYSTEM	12:18:00
FATD05P3	COUNTY TABLE DISPLAY	FATD05M4

STATE

..

- ENTER THE STATE TO BE DISPLAYED -

PF3/15 = PREVIOUS MENU PF4/16 = MAIN MENU

Figure 3-30

5. From this menu, type the State. The next County Display Table (Figure 3-31) will show information by county in the state you selected.

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY INDEX SYSTEM	12:18:00
FATD05P3	COUNTY TABLE DISPLAY	FATD05M5
STATE/COUNTY	COUNTY NAME	ABBREVIATION
VA 001	ACCOMACK	
VA 003	ALBEMARLE	
VA 005	ALLEGHANY	
VA 007	AMELIA	
VA 009	AMHERST	
VA 011	APPOMATTOX	
VA 013	ARLINGTON	
VA 015	AUGUSTA	
VA 017	BATH	
VA 019	BEDFORD	
VA 021	BLAND	
VA 023	BOTETOURT	
ENTER= NEXT PF3/15 = PREVS MENU PF4/16 = MAIN MENU PF5/17 = RESTART LIST		

Figure 3-31

3.3.4 Data Extracts

This function is provided to allow you to select portions of the database to be extracted to a sequential disk file. You can manipulate these files for statistical analysis using SAS, LOTUS, or other PC software. You can also copy the sequential file to diskette or tape and transfer it to your computer. Available extract types are by: REGION, STATE, and PROGRAM OFFICE. (Appendix C is a sample standard format of this file.) The

procedures for using this function on the subsystems are listed below.

DUN AND BRADSTREET AND TRINET

1. From the D&B or TRINET main menu, type '4' and press <ENTER>. The Data Extracts (Figure 3-32) menu will be displayed.

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY AND COMPANY TRACKING SYSTEM	12:19:10
FARD06P	DUN & BRADSTREET FUNCTION	FARD06M1
DATA EXTRACT MENU		

SELECTION CRITERIA (SPECIFY ONE OR MORE OF THE FOLLOWING)

REGION: ____ STATE : ____ (STATE IS REQUIRED FOR COUNTY NAME/CODE AND CITY)

AND CITY : ____

AND COUNTY NAME : ____ / COUNTY CODE : ____

AND PRIMARY SIC CODE (RANGE) : ____ TO ____ / SMSA CODE : ____

AND NUMBER OF EMPLOYEES (RANGE) : ____ TO ____

AND SALES VOLUME (RANGE) : ____ TO ____

ENTER DESIRED FILE NAME : ____

PF1/13 = HELP PF3/15 = PREVIOUS MENU PF4/16 = MAIN

Figure 3-32

2. Enter the selection criteria. It may be a combination of:

- a. REGION - if REGION is entered, STATE must be entered.
 - b. STATE
 - c. CITY
 - d. COUNTY
 - e. COUNTY CODE
 - f. PRIMARY SIC CODE
 - g. NO. OF EMPLOYEES
 - h. SALES VOLUME
3. Enter the eight character unique portion of the filename you wish to apply to your extract file. The job output indicates which file name was generated for your extract file.
4. After you press <ENTER>, the Batch Options screen (Figure 3-33) will be displayed.

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY AND COMPANY TRACKING SYSTEM	12:19:26
FAZD06P	BATCH OPTIONS	FAZD06M

DEFAULT OPTIONS (CHANGE IF NECESSARY):

ACCOUNT -

FIMAS -

BIN -

DESTINATION - (EG. RMT255, N7)

PRIORITY - 1

TIME - 02,00

PF3/15 = PREVIOUS MENU PF4/16 = MAIN MENU

Figure 3-33

4. Enter ACCOUNT, BIN, FIMAS, and DESTINATION. From this screen, you may press PF3/15 to go back to Data Extracts menu or PF 4/16 to return to the Main Menu. ACCOUNT, FIMAS, BIN, and DESTINATION must be filled in.

NOTE: The system prompts you with a message that your data has been extracted whenever you press <ENTER> after its completion. It then continues to process what you are currently working on. The job output

indicates which file name was generated for your extract file.

FINDS

1. From the FINDS Main Menu, type '4' and press <ENTER>. The Data Extracts menu (Figure 3-34) will be displayed.

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY INDEX SYSTEM	12:10:49
FARF40P	DATA EXTRACTS MENU	FARF40M

SELECTION CRITERIA (SPECIFY ONE OR MORE OF THE FOLLOWING):

REGION : .. AND STATE : ..

AND CITY : ..

AND COUNTY NAME : .. / COUNTY CODE: ...

AND FEDERAL FACILITY : . (Y OR BLANK)

AND REGULATED BY -

1. OFFICE OF SOLID WASTE	(OSW)	: . (Y OR BLANK)
2. WATER ENFORCEMENT AND PERMITS	(OWEP)	: . (Y OR BLANK)
3. AIR AND RADIATION	(OAR)	: . (Y OR BLANK)
4. PESTICIDES & TOXIC SUBSTANCES	(OPTS)	: . (Y OR BLANK)
5. SUPERFUND	(OERR)	: . (Y OR BLANK)
6. ENF AND COMPLIANCE MONITORING	(OECM)	: . (Y OR BLANK)
7. DRINKING WATER	(ODW)	: . (Y OR BLANK)
8. CHEMICALS IN COMMERCE	(OTS)	: . (Y OR BLANK)
9. STATE PROGRAM OFFICES		: . (Y OR BLANK)

SELECT FACILITIES REGULATED BY ALL OF THE SELECTED PROGRAMS : . (Y OR BLANK)

-OR- FACILITIES REGULATED BY ANY OF THE SELECTED PROGRAMS : . (Y OR BLANK)

PF1/13 = HELP PF3/15 = PREVIOUS MENU PF4/16 = MAIN MENU

Figure 3-34

2. Enter any combination of STATE, REGION, and PROGRAM OFFICE. The same requirements for selection criteria apply as previously indicated in this manual.

3. After you press <ENTER>, the Batch Options screen (Figure 3-35) will be displayed.

NSSD FACTSDEV FAZF40P	U.S. ENVIRONMENTAL PROTECTION AGENCY FACILITY AND COMPANY TRACKING SYSTEM BATCH OPTIONS	11/08/88 12:11:06 FAZD03M

DEFAULT OPTIONS (CHANGE IF NECESSARY):		
ACCOUNT -		
BIN -		
DESTINATION - (EG. RMT255, N7)		
PRIORITY - 1		
TIME - 02,00		

PF3/15 = PREVIOUS MENU		PF4/16 = MAIN MENU

Figure 3-35

4. Enter ACCOUNT, BIN, and DESTINATION. From this screen, you may press PF3/15 to go back to Data Extracts menu or PF 4/16 to return to the Main Menu. ACCOUNT, BIN, and DESTINATION must be filled in.

NOTE: The system prompts you with a message that your data has been extracted whenever you press <ENTER> after its completion. It then continues to process what you are currently working on. The job output ..

indicates which file name was generated for your extract file.

3.3.5 Mailing Label Generation (D&B and TRINET only)

This function generates mailing labels based on location, selected SIC codes, SMSA, number of employees and/or sales volume. Perform the following procedures to generate mailing labels.

1. From the D&B or TRINET main menu, type '5', and press <ENTER>. The Mailing Label Generation menu (Figure 3-36) will be displayed.

NSSD FACTSDEV FALD07P	U.S. ENVIRONMENTAL PROTECTION AGENCY FACILITY AND COMPANY TRACKING SYSTEM DUN & BRADSTREET FUNCTION MAILING LABEL GENERATION	11/08/88 12:19:54 FALD07M1
-----------------------------	---	----------------------------------

SELECTION CRITERIA (SPECIFY ONE OR MORE OF THE FOLLOWING)

REGION: ____ STATE : ____ (STATE IS REQUIRED FOR COUNTY NAME/CODE AND CITY)
AND CITY : _____

AND COUNTY NAME : _____ / COUNTY CODE : ____

AND PRIMERY SIC CODE (RANGE) : ____ TO ____ / SMSA CODE : ____

AND NUMBER OF EMPLOYEES (RANGE) : ____ TO ____

AND SALES VOLUME (RANGE) : ____ TO ____

(THE FILE WILL BE SORTED BY ZIP CODE)

PF1/13 = HELP PF3/15 = PREVIOUS MENU PF4/16 = MAIN

Figure 3-36

2. Enter the SELECTION CRITERIA. Selection may be any or a combination of the following:
 - a. REGION
 - b. STATE
 - c. CITY
 - d. COUNTY NAME
 - e. COUNTY CODE
 - f. SIC CODE
 - g. SMSA CODE (D&B) OR MSA CODE (TRINET)
 - h. NO OF EMPLOYEES
 - i. SALES VOLUME
3. Press <ENTER> and the Label Selection screen (Figure 3-37) will be displayed. Select label types and press <ENTER>.

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/22/88
FACTSDEV	FACILITY AND COMPANY TRACKING SYSTEM	13:40:53
FALDO7P	DUN & BRADSTREET FUNCTION	FALDO7M2
MAILING LABEL GENERATION		

LABEL SELECTION SCREEN		
1. 1 UP { 1 ACROSS (1.5' X 3') FORM 2306 }		
2. 3 UP { 3 ACROSS (1.5' X 3') FORM 2305 }		
3. CHESIRE SHEET { 4 ACROSS 11 DOWN FORM 6311 }		
SELECT ONE OF THE ABOVE LABEL TYPES: -		
TITE HEADING: ----- (OPTIONAL)		

PF1/13 = HELP	PF3/15 = PREVIOUS MENU	PF4/16 = MAIN

Figure 3-37

4. The Label Generation Batch Options (Figure 3-38) screen will be displayed.

NSSD	U.S. ENVIRONMENTAL PROTECTION AGENCY	11/08/88
FACTSDEV	FACILITY AND COMPANY TRACKING SYSTEM	12:20:14
FAZD07P1	LABEL GENERATION	FIZD07M

DEFAULT OPTIONS (CHANGE IF NECESSARY):

ACCOUNT	-	
BIN	-	
DESTINATION	-	N1 (LABELS ONLY AVAILABLE AT RTP)
PRIORITY	-	1
TIME	-	02,00

PF3/15 = PREVIOUS MENU	PF4/16 = MAIN MENU
------------------------	--------------------

Figure 3-38

5. Enter ACCOUNT, BIN, and DESTINATION. From this screen, you may press PF3/15 to go back to Mailing Label menu or PF 4/16 to return to the Main Menu.

NOTE: The system prompts you with a message that your data has been extracted whenever you press <ENTER> after its completion. It then continues to process what you are currently working on.

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SECTION 4.0
DOWNLOAD PROCEDURES

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SECTION 4.0 - DOWNLOAD PROCEDURES

The following are download procedures for PCs connected via IRMALINK.

1. Logon to your PC.
2. Transfer to the directory containing the IRMA software.
3. Start the terminal emulator. (Type E78 or press both shift keys simultaneously.)
4. Logon to mainframe. At the READY prompt, return to DOS.
5. Type
'Receive pcfilename.ext dsname ASCII CRLF'.

Where:

Pcfilename.ext is your filename to receive data on the PC.

Dsname (in quotes) is the dataset name of the file to be downloaded.

You will get a message informing you that the transfer has begun. Wait for the end of transfer message.

6. To display the file, type:

'TYPE pcfilename'

The screen will display the contents 80 characters at a time and will look like the sample below.

```
001031491048054DALLAS COUNTY          CHURCH STREET          PO BOX99
          SELMA          AL36702    2058754401JOHN W JONES    COUNTY GOVERNMEN
1819      200000000000 0000000000000018000000180
                      0010  0    0    010479111
9121
001073055048054QUALITY AIR CONDITIONING & HTG101 OLD MONTGOMERY RD
          SELMA          AL36701    2058752520R E BLACKMON ONR    HEATING AC CONT
1981      200000485000 0000000000000000600000006
                      0010  0    0    010471711B
1711C
```

7. Return to the mainframe menu and continue processing or logoff.

APPENDIX A
PRIORITY RATES

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JOB SCHEDULING/PRIORITY TABLE

<u>Priority</u>	<u>Service Timed</u>	<u>Cost Multiplier</u>
5	ASAP	6.0 times normal
4	Better than 3	2.0 times normal
3	Better than 2	1.5 times normal
2 (default)		
Class I	90% of all jobs done in 30 minutes	1.0 times normal
Class II	90% of all jobs done in 60 minutes	1.0 times normal
Class III	90% of all jobs done in 4 hours	1.0 times normal
1 (all classes	overnight	.8 times normal
Weekends	See specific priority above	.5 times normal
WYLBUR/TSO	No goal established for WYLBUR; see Section 3.4.1 for TSO goals.	2.5 time normal

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APPENDIX B
SAMPLE REPORTS

BLANK PAGE

DATABASE:
LIBRARY : FACTSDEV
PROGRAM : FARD03PI

U.S. ENVIRONMENTAL PROTECTION AGENCY
FACILITY AND COMPANY TRACKING SYSTEM (FACTS)
SELECTED FACILITIES REPORT

PAGE: 1
DATE: 12/05/88

FOR REGION: 04 STATE: AL

SORT ORDER: . STATE . COUNTY

SAMPLE REPORT DETAIL FORMAT

SIC CODE: 4212	00100	000PO	BOX6 7	REGION: 04	PHONE: 205-687-5161	COMPANY NUMBER: 001001809
BUSINESS NAME: SALTER TRUCKING	MFCTRNG: N	YR SALES: 0	SALES VOLUME: 150000	STATE: AL	ZIP CODE: 36027	ULTIMATE NUMBER: 2
MAIL-ADDR: PO BOX67	SHSA CODE: 0	NUMBER OF EMP: 2	TOTAL EMP: 2	CITY: EUFAULA	COUNTY NAME: BARBOUR	STATUS: SINGLE LOCATION
PRINCIPAL OFFICR: A SALTER ONR	HQ NUMBER: 1930	PARENT NUM: 0	YEAR STRT: 1930	LOCAL TRUCKING	BASE EMP: 0	SUBSIDIARY: IT IS NOT A SUBSIDIARY
LINE OF BSNS: 0						
SECOND NAME: 0						
NET NORTH: 0						
SIC CODE: 9121	00100	000PO	BOX6 10	REGION: 04	PHONE: 205-864-8823	COMPANY NUMBER: 001011675
BUSINESS NAME: CALHOUN COUNTY COURTHOUSE	MFCTRNG: N	YR SALES: 0	SALES VOLUME: 0	STATE: AL	ZIP CODE: 36202	ULTIMATE NUMBER: 190
MAIL-ADDR: W 11TH STREET	SHSA CODE: 30	NUMBER OF EMP: 190	TOTAL EMP: 190	CITY: ANNISTON	COUNTY NAME: CALHOUN	STATUS: SINGLE LOCATION
PRINCIPAL OFFICR: CHARLES FULLER CHB	HQ NUMBER: 1819	PARENT NUM: 0	YEAR STRT: 1819	STATE GOVERNMENT	BASE EMP: 0	SUBSIDIARY: IT IS NOT A SUBSIDIARY
LINE OF BSNS: 0						
SECOND NAME: 0						
NET NORTH: 0						
SIC CODE: 9121	9411	00100	000PO	BOX4 03-D	REGION: 04	PHONE: 205-864-8823
BUSINESS NAME: CHAMBERS COUNTY	MFCTRNG: N	YR SALES: 0	SALES VOLUME: 0	STATE: AL	ZIP CODE: 36862	ULTIMATE NUMBER: 123
MAIL-ADDR: COURT SQUARE	SHSA CODE: 0	NUMBER OF EMP: 123	TOTAL EMP: 123	CITY: PO BOX403-D	COUNTY NAME: CHAMBERS	STATUS: SINGLE LOCATION
PRINCIPAL OFFICR: PAT POWERS	HQ NUMBER: 1834	PARENT NUM: 0	YEAR STRT: 1834	LAFAYETTE	BASE EMP: 0	SUBSIDIARY: IT IS NOT A SUBSIDIARY
LINE OF BSNS: 0						
SECOND NAME: 0						
NET NORTH: 0						
SIC CODE: 9121	00100	000PO	BOX5 57	REGION: 04	PHONE: 205-755-1551	COMPANY NUMBER: 001016674
BUSINESS NAME: CHILTON COUNTY OF	MFCTRNG: N	YR SALES: 0	SALES VOLUME: 0	STATE: AL	ZIP CODE: 35045	ULTIMATE NUMBER: 130
MAIL-ADDR: SECOND AVE N	SHSA CODE: 0	NUMBER OF EMP: 130	TOTAL EMP: 130	CITY: PO BOX557	COUNTY NAME: CHILTON	STATUS: SINGLE LOCATION
PRINCIPAL OFFICR: JUDGE MARK YERGIN	HQ NUMBER: 1819	PARENT NUM: 0	YEAR STRT: 1819	CLANTON	BASE EMP: 0	SUBSIDIARY: IT IS NOT A SUBSIDIARY
LINE OF BSNS: 0						
SECOND NAME: 0						
NET NORTH: 0						
SIC CODE: 9111	00100	000PO	BOX1 87	REGION: 04	PHONE: 205-354-2198	COMPANY NUMBER: 001024041
BUSINESS NAME: CLAY COUNTY COMMISSION	MFCTRNG: N	YR SALES: 0	SALES VOLUME: 0	STATE: AL	ZIP CODE: 36251	ULTIMATE NUMBER: 55
MAIL-ADDR: CLAY COUNTY COURTHOUSE	SHSA CODE: 0	NUMBER OF EMP: 55	TOTAL EMP: 55	CITY: PO BOX187	COUNTY NAME: CLAY	STATUS: SINGLE LOCATION
PRINCIPAL OFFICR: H BROOKS COM	HQ NUMBER: 1866	PARENT NUM: 0	YEAR STRT: 1866	ASHLAND	BASE EMP: 0	SUBSIDIARY: IT IS NOT A SUBSIDIARY
LINE OF BSNS: 0						
SECOND NAME: 0						
NET NORTH: 0						

FOR REGION: 04 STATE: AL

SORT ORDER: . STATE . COUNTY

SAMPLE REPORT LIST FORMAT

REGION	COMPANY-NUMBER	BUSINESS-NAME	ADDRESS	CITY	ZIP	STATE
04	001001809	SALTER TRUCKING	STATE DOCKS ROAD	EUFULA	36027	AL
04	001011675	CALHOUN COUNTY COURTHOUSE	N 11TH STREET	ANNISTON	36202	AL
04	001016443	CHAMBERS COUNTY	COURT SQUARE	LAFAYETTE	36862	AL
04	001016674	CHILTON COUNTY OF	SECOND AVE N	CLANTON	35045	AL
04	001024041	CLAY COUNTY COMMISSION	CLAY COUNTY COURTHOUSE	ASHLAND	36251	AL
04	001030790	NORTH ALABAMA VAULT SERVICE	119 LYNN DRIVE	TUSCUMBIA	35674	AL
04	001031491	DALLAS COUNTY	CHURCH STREET	SELMA	36702	AL
04	001073055	QUALITY AIR CONDITIONING & HTG	101 OLD MONTGOMERY RD	SELMA	36701	AL
04	001034024	ESCAMBIA COUNTY	BELLEVILLE AVE	BRENTON	36427	AL
04	001034545	ETOWAH COUNTY COMM	800 FORREST AVE	GAUSDEN	35901	AL
04	001011626	COCA COLA BOTTLING	MAIN STREET	FAYETTE	35555	AL
04	001047935	A-1 RENODELING CO INC	101 WESTGATE PARKWAY	DOTHAN	36303	AL
04	001022797	DRUMMOND COAL CO INC	530 BEACON PARKWAY	BIRMINGHAM	35209	AL
04	001008210	SENN CARL ENTERPRISES	EMERALD BEACH RD	KILLEN	35645	AL
04	001068758	MC DANIEL JOHN L ENTERPRISES	128 JET PLEX CIRCLE	MADISON	35758	AL
04	001070903	MADISON COUNTY COMM	COUNTY COURT HOUSE	HUNTSVILLE	35801	AL
04	001039783	RHODES HAROLD CONSTRUCTION	RURAL ROUTE 3	ARAB	35016	AL
04	001014760	HERCULES CONCRETE PUMPING SV	11304 26TH	CHICKASAW	36611	AL
04	001014224	COLE HUGH BUILDER INC	1531 MERINETHER RD	MONTGOMERY	36116	AL
04	001145079	SHELTON FUNERAL HOME INC	1701 BELTLINE RD	DECATUR	35602	AL
04	001080001	PERRY COUNTY OF	WASHINGTON STREET	MARION	36756	AL
04	001052901	BENNETT INC	22 WILLOW WAY	ALEXANDER CY	35010	AL
04	001061654	HERITAGE HEALTH CARE CENTER	1101 SNOWS HILL AVE	TUSCALOOSA	35406	AL
04	001190982	NEWTON LUMBER COMPANY	COUNTY ROAD 26	TUSCALOOSA	35486	AL

DATABASE:
LIBRARY : FACTSDEV
PROGRAM : FARR03P2

U.S. ENVIRONMENTAL PROTECTION AGENCY
FACILITY AND COMPANY TRACKING SYSTEM (FACTS)
SELECTED FACILITIES REPORT

PAGE: 1
DATE: 12/05/88

FOR SIC CODE: 1521 1521

SORT-ORDER: . SIC CODE

TRINET SAMPLE LIST FORMAT

REGION	COMPANY-NUMBER	BUSINESS-NAME	ADDRESS	CITY	ZIP	STATE
--------	----------------	---------------	---------	------	-----	-------

06	307275842	WOODWARD CONSTRUCTION CO	3632 CHALONA DR	CHALMETTE	70043	LA
01	307576906	AMBROSIA CONTRACTORS	166 WINTER ST	WYOMOUTH	02168	MA
05	307564581	HERITAGE HOMES	126 STREETSBORO ST	HUDSON	44236	OH

DATABASE: FACTSDEV
LIBRARY : FARR03P2
PROGRAM : FARR03P2

FOR SIC CODE: 1521 1521

SORT-ORDER: . STATE . COUNTY

TRINET SAMPLE DETAIL FORMAT

SIC CODE: 1521	REGION: 06	PHONE: 504-279-8798	COMPANY NUMBER: 307275842
BUSINESS NAME: WOODWARD CONSTRUCTION CO	STATE: LA	ZIP CODE: 70043	ULTIMATE/PARENT: 307275842
ADDRESS: 3632 CHALONA DR	MSA CODE: 5560	NUMBER OF EMP: 20	TOTAL EMP: 20
CITY: CHALMETTE	OFFICER DEPT: GM	SALES VOLUME: 20	SALES TOTAL: 20
OFFICER NAME: LYNN WOODHARD	OFFICER LVL: PR	STOCK SYMBOL: 30727	RANKING:
OFFICER TITLE: OWNER	PUBLIC IND:	COUNTY NAME:	
HQ CODE: SINGLE LOCATION			
SIC CODE: 1521	REGION: 01	PHONE: 617-337-8288	COMPANY NUMBER: 307578906
BUSINESS NAME: AMBROSIA CONTRACTORS	STATE: MA	ZIP CODE: 02188	ULTIMATE/PARENT: 307578906
ADDRESS: 166 WINTER ST	MSA CODE: 1123	NUMBER OF EMP: 40	TOTAL EMP: 40
CITY: MEYMOUTH	OFFICER DEPT: GM	SALES VOLUME: 40	SALES TOTAL: 40
OFFICER NAME: RICHARD AMBROSIA	OFFICER LVL: PR	STOCK SYMBOL: 30757	RANKING:
OFFICER TITLE: OWNER	PUBLIC IND:	COUNTY NAME:	
HQ CODE: SINGLE LOCATION			
SIC CODE: 1521	REGION: 05	PHONE: 216-656-1987	COMPANY NUMBER: 307584581
BUSINESS NAME: HERITAGE HOMES	STATE: OH	ZIP CODE: 44236	ULTIMATE/PARENT: 307584581
ADDRESS: 126 STREETSBORO ST	MSA CODE: 0080	NUMBER OF EMP: 20	TOTAL EMP: 20
CITY: HUDSON	OFFICER DEPT: GM	SALES VOLUME: 20	SALES TOTAL: 20
OFFICER NAME: DAVID KOLAR	OFFICER LVL: PR	STOCK SYMBOL: 30758	RANKING:
OFFICER TITLE: OWNER	PUBLIC IND:	COUNTY NAME:	
HQ CODE: SINGLE LOCATION			

APPENDIX C
DATA EXTRACT FORMATS

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DUN AND BRADSTREET EXTRACT FILE(S) FORMAT

FIELD NAME	TYPE	LENGTH	POSITION
COMPANY NUMBER	A/N	9	001-009
REGION	A/N	2	010-011
CITY CODE	A/N	4	012-015
BUSINESS NAME	A/N	30	016-045
STREET ADDRESS	A/N	25	046-070
MAIL ADDRESS	A/N	21	071-091
CITY NAME	A/N	13	092-104
STATE	A/N	2	105-106
ZIP CODE	A/N	9	107-115
PHONE	A/N	10	116-125
OFFICER TITLE	A/N	19	126-144
LINE OF BUSINESS	A/N	19	145-163
YEAR STARTED	A/N	4	164-167
CREADIT RATING	A/N	6	168-173
SALES INDICATOR	A/N	1	174-174
EMPLOYEES INDICATOR	A/N	1	175-175
SALES VOLUME	N	10	176-185
NET WORTH INDICATOR	A/N	1	186-186
NET WORTH	N	10	187-196
EMPLOYEES HERE	N	6	197-202
TOTAL EMPLOYEES INDICATOR	A/N	1	202-202
TOTAL EMPLOYEES	N	6	203-209
SECOND NAME	A/N	30	210-239
BLANK	A/N	9	240-248
HQ NUMBER	A/N	9	249-257
PARENT NUMBER	A/N	9	258-266
ULTIMATE NUMBER	A/N	9	267-275
STATUS	A/N	1	275-275
SUBSIDIARY INDICATOR	A/N	1	276-276
MANUFACTUR INDICATOR	A/N	1	277-277
SMSA CODE	A/N	3	278-280
BASE YEAR SALE	A/N	5	281-285
BASE YEAR EMPLOYEE	A/N	5	286-290
STATE FIPS CODE	A/N	2	291-292
COUNTY FIPS CODE	A/N	3	293-295
SIC CODE-1	A/N	5	296-301
BLANK	A/N	21	302-322
SIC CODE2-6(1)	A/N	5	323-327
SIC CODE2-6(2)	A/N	5	328-332
SIC CODE2-6(3)	A/N	5	333-337
SIC CODE2-6(4)	A/N	5	338-342
SIC CODE2-6(5)	A/N	5	343-347

TRINET EXTRACT FILE(S) FORMAT

FIELD NAME	TYPE	LENGTH	POSITION
COMPANY NUMBER	A/N	9	001-009
REGION	A/N	2	010-011
BUSINESS NAME	A/N	30	012-041
STREET ADDRESS	A/N	30	042-071
CITY NAME	A/N	13	072-084
STATE	A/N	2	085-086
ZIP CODE	A/N	9	087-095
PHONE	A/N	10	096-105
OFFICER NAME	A/N	30	106-135
OFFICER TITLE	A/N	30	136-165
OFFICER LEVEL CODE	A/N	2	166-167
OFFICER DEP CODE	A/N	2	168-169
SALES TOTAL	N	10	170-179
SALES HERE	N	10	180-189
EMPLOYEES TOTAL	N	10	190-199
EMPLOYEES HERE	N	10	200-209
OLD COMPANY NUMBER	A/N	5	210-214
ULTIMATE NUMBER	A/N	9	215-223
TICKER SYMBOL	A/N	5	224-228
MSA CODE	A/N	4	229-232
PUBLIC PRIVATE INDICATOR	A/N	1	233-234
COMPANY RANKING	A/N	4	235-238
STATE FIPS CODE	A/N	2	239-240
COUNTY FIPS CODE	A/N	3	241-243
SIC CODE-1	A/N	5	245-249
SIC CODE2-6(1)	A/N	5	250-254
SIC CODE2-6(2)	A/N	5	255-259

APPENDIX D
SYSTEM FILES

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13:48:27

* C O N C E P T U A L P R E D I C T *
- DISPLAY FILE AND ELEMENTARY FIELDS -

88-12-05

SEARCH-CRIT.:FILE=FACTS-DNB,TYPE=ALL,DBID=ALL,OWNER=ALL,KEY=ALL

FILE...: FACTS-DNB

ADDED: 88-11-04

TYPE...: USER VIEW

MODIFIED:

FILE-NR: 220

KEYS...: / / / / /

---ADABAS ATTRIBUTES---

PRIMARY SEQUENCE FIELD:

CIPHERED.....: N (Y,N)

ADAM-FILE.....: N (Y,N)

SECURITY LEVEL ACCESS..

SECURITY LEVEL UPDATE..

T	L	DB	NAME	F	LENG	S	DE	VE	REMARK
1	AA		COMPANY-NUMBER	A	9.0		DE		
1	AE		BUSINESS-NAME	A	30.0				
1	AG		STATUS	A	1.0	F			
1	AK		SUBSIDIARY-IND	A	1.0	F			
1	AM		MNFCTRNG-IND	A	1.0	F			
1	AQ		REGION	A	2.0	F			
1	AR		SALES-INDICATOR	A	1.0	F			
1	AS		NET-WORTH-INDICATOR	A	1.0	F			
1	AT		EMPLOYEES-HERE-IND	A	1.0	F			
1	AU		EMPLOYEES-TOTAL-IND	A	1.0	F			
1	AV		COUNTY-FIPS-CODE	A	3.0	F			
1	AW		STATE-ABBR	A	2.0	F			
1	AX		STATE-FIPS-CODE	A	2.0	F			
1	AY		YEAR-STARTED	A	4.0	F			
1	BB		CITY-CODE	A	4.0	F			
1	BD		SMSA-CODE	A	3.0	F	DE		
1	BH		CITY-NAME	A	13.0				
1	BK		ZIP-CODE	A	9.0				
1	BO		SIC-CODE-1	A	5.0	F	DE		
M 1	BQ		SIC-CODE-2-6	A	5.0	N			
1	BS		STREET-ADDRESS	A	30.0	N			
1	BU		MAIL-ADDRESS	A	27.0	N			
1	BW		PHONE-NUMBER	A	10.0	N			
1	BY		HQ-NUMBER	A	9.0	N	DE		
1	CA		PARENT-NUMBER	A	9.0	N	DE		
1	CC		ULTIMATE-NUMBER	A	9.0	N	DE		
1	CE		SALES-HERE	N	10.0	N	DE		
1	CG		EMPLOYEES-HERE	N	10.0	N	DE		
1	CK		LINE-OF-BUSINESS	A	19.0	N			
1	CM		CREDIT-RATING	A	6.0	N			
1	CO		NET-WORTH	N	10.0	N			
1	CQ		EMPLOYEES-TOTAL	N	10.0	N			
1	CS		SECOND-NAME	A	30.0	N			
1	DO		SALES-BASE-YEAR	N	5.0	N			
1	DQ		EMPLOYEES-BASE-YEAR	N	5.0	N			
1	DS		PRNCPL-OFFCR-TITLE	A	19.0	N			
1	DU		COMPANY-REPORT	A	12.0	N			
1	ZB		REGION-STATE-CNTY	A	7.0		SP		
1	ZC		STATE-BSNSS	A	17.0		SP		

1 ZD BSNSS-NAME
13:48:27

A 15.0 SB
* C O N C E P T U A L P R E D I C T *
- DISPLAY FILE AND ELEMENTARY FIELDS -

88-12-0

SEARCH-CRIT.:FILE=FACTS-DNB,TYPE=ALL,DBID=ALL,OWNER=ALL,KEY=ALL
FILE: FACTS-DNB

T L DB NAME	F	LENG	S	DE	VE	REMARK
1 ZE SCNDRY-NAME	A	17.0			SP	

13:48:29

* C O N C E P T U A L P R E D I C T *
 - DISPLAY FILE AND ELEMENTARY FIELDS -

88-12-05

SEARCH-CRIT.:FILE=FACTS-TRINET,TYPE=ALL,DBID=ALL,OWNER=ALL,KEY=ALL

FILE....: FACTS-TRINET

ADDED: 88-09-15

TYPE....: USER VIEW

MODIFIED:

FILE-NR: 221

KEYS....: / / / / / / /

---ADABAS ATTRIBUTES---

PRIMARY SEQUENCE FIELD:

CIPHERED.....: N (Y,N)

ADAM-FILE.....: N (Y,N)

SECURITY LEVEL ACCESS.:

SECURITY LEVEL UPDATE.:

T	L	DB NAME	F	LENG	S	DE	VE	REMARK
1	AA	COMPANY-NUMBER	A	9.0		DE		
1	AE	BUSINESS-NAME	A	30.0		DE		
1	AO	HQ-CODE	A	1.0	F			
1	AQ	REGION	A	2.0	F			
1	AV	COUNTY-FIPS-CODE	A	3.0	F			
1	AU	STATE-ABBR	A	2.0	F			
1	AX	STATE-FIPS-CODE	A	2.0	F			
1	BF	MSA-CODE	A	4.0	F	DE		
1	BH	CITY-NAME	A	13.0				
1	BK	ZIP-CODE	A	9.0				
1	BO	SIC-CODE-1	A	5.0	F	DE		
M 1	BQ	SIC-CODE-2-6	A	5.0	N			
1	BS	STREET-ADDRESS	A	30.0	N			
1	BW	PHONE-NUMBER	A	10.0	N			
1	CC	ULTIMATE-NUMBER	A	9.0	N	DE		
1	CE	SALES-HERE	N	10.0	N	DE		
1	CG	EMPLOYEES-HERE	N	10.0	N	DE		
1	CQ	EMPLOYEES-TOTAL	N	10.0	N			
1	CU	SALES-TOTAL	N	10.0	N			
1	CW	OFFICER-NAME	A	30.0	N			
1	CY	OFFICER-TITLE	A	30.0	N			
1	DB	OFFICER-DEPT-CODE	A	2.0	N			
1	DD	OFFICER-LVL-CODE	A	2.0	N			
1	DF	OLD-COMPANY-NUMBER	A	5.0	N			
1	DH	PBLC-PRVT-IND	A	1.0	N			
1	DK	COMPANY-RANKING	A	4.0	N			
1	DM	TICKER-SYMBOL	A	5.0	N			
1	DU	COMPANY-REPORT	A	12.0	N			
1	ZB	REGION-STATE-CNTY	A	7.0		SP		

13:48:32

* C O N C E P T U A L P R E D I C T *

88-12-0

- DISPLAY FILE AND ELEMENTARY FIELDS -

SEARCH-CRIT.:FILE=FACTS-TABLE,TYPE=ALL,DBID=ALL,OWNER=ALL,KEY=ALL

FILE...: FACTS-TABLE

ADDED: 88-10-0

TYPE...: USER VIEW

MODIFIED:

FILE-NR: 222

KEYS...: / / / / /

---ADABAS ATTRIBUTES---

PRIMARY SEQUENCE FIELD:

CIPHERED.....: N (Y,N)

ADAM-FILE.....: N (Y,N)

SECURITY LEVEL ACCESS.:

SECURITY LEVEL UPDATE.:

T L DB NAME

F L E N G S D E V E

R E M A R K

1 AA SIC-CODE

A 5.0 D E

1 AB SIC-DESCRIPTION

A 48.0

13:48:26

* C O N C E P T U A L P R E D I C T *
- DISPLAY FILE AND ELEMENTARY FIELDS -

88-12-05

SEARCH-CRIT.:FILE=FACTS-STD,TYPE=ALL,DBID=ALL,OWNER=ALL,KEY=ALL

FILE....: FACTS-STD

ADDED: 88-07-22

TYPE....: STANDARD

MODIFIED: 88-09-15

FILE-NR:

KEYS....: / / / / / / / /

T L DB NAME	F	LENG S DE VE	REMARK
1 AA COMPANY-NUMBER UNIQUE IDENTIFIER OF THE COMPANY.	A	9.0	
1 AC COMPANY-INDICATOR INDICATES IF DATA IF FROM DUNS OR TRINET COMPANY	A	1.0	
1 AE BUSINESS-NAME NAME OF THE ESTABLISHMENT.	A	30.0	
1 AG STATUS THIS SHOWS THE COMPANY'S ORGANIZATIONAL STATUS. BEING SINGLE LOCATION(0), HEAD QUARTER(1), OR BRANCH(2).	A	1.0 F	
1 AK SUBSIDIARY-IND CODE TO INDICATE IF A COMPANY IS A SUBSIDIARY(3) OR NOT(0)	A	1.0 F	
1 AM MNFCTRNG-IND THIS CODE TELLS WHETHER OR NOT MANUFACTURING OPERATIONS ARE DONE AT THE LOCATION.	A	1.0 F	
1 AO HQ-CODE PROVIDES HEADQUARTERS STATUS. THEY ARE :0, 1, 2, AND 3	A	1.0 F	
1 AQ REGION TWO DIGIT REGION CODE.	A	2.0 F	
1 AR SALES-INDICATOR INDICATES WHETHER ACTUAL OR ESTIMATED. 0 = ACTUAL 1 = ESTIMATED 2 = UNAVAILABLE	A	1.0 F	
1 AS NET-WORTH-INDICATOR INDICATES WHETHER ACTUAL OR ESTIMATED. 0 = ACTUAL 1 = ESTIMATED 2 = UNAVAILABLE.	A	1.0 F	
1 AT EMPLOYEES-HERE-IND INDICATES WHETHER ACTUAL OR ESTIMATED. 0 = ACTUAL 1 = ESTIMATED 2 = UNAVAILABLE.	A	1.0 F	
1 AU EMPLOYEES-TOTAL-IND INDICATES WHETHER ACTUAL OR ESTIMATED. 0 = ACTUAL 1 = ESTIMATED 2 = UNAVAILABLE.	A	1.0 F	

13:48:26

* C O N C E P T U A L P R E D I C T *

88-12-05

- DISPLAY FILE AND ELEMENTARY FIELDS -

SEARCH-CRIT.:FILE=FACTS-STD,TYPE=ALL,DBID=ALL,OWNER=ALL,KEY=ALL

FILE: FACTS-STD

T L DB NAME	F	LENG S DE VE	REMARK
1 AV COUNTY-FIPS-CODE THREE-DIGIT NUMERIC CODE TO PLACE COUNTIES IN ALPHABETICAL ORDER WITHIN STATES.	A	3.0 F	
1 AW STATE-ABBR STATE ABBREVIATION FOR THE PHYSICAL LOCATION OF THE ESTABLISHMENT.	A	2.0 F	
1 AX STATE-FIPS-CODE TWO-DIGIT NUMERIC CODE TO PUT STATES IN ALPHABETICAL ORDER.	A	2.0 F	
1 AY YEAR-STARTED SHOWS THE YEAR THAT THE BUSINESS WAS STARTED.	A	4.0 F	
1 BB CITY-CODE THIS FOUR-DIGIT CODE PUT CITIES IN ALPHABETICAL ORDER WITHIN STATE.	A	4.0 F	
1 BD SMSA-CODE	A	3.0 F	
1 BF MSA-CODE THE FIPS CODE DESIGNATING THE METROPOLITAN STATISTICAL AREA (MSA).	A	4.0 F	
1 BH CITY-NAME CONTAINS THE NAME OF THE CITY IN WHICH ESTABLISHMENT IS PHYSICALLY LOCATED.	A	13.0	
1 BK ZIP-CODE THE ZONE IMPROVMENT PLAN(ZIP).	A	9.0	
1 BO SIC-CODE-1 THE STANDARD INDUSTRIAL CLASS- IFICATION NUMBER.	A	5.0 F	
M 1 BQ SIC-CODE-2-6 INDICATES HOW MANY SIC-CODES ARE AVAILABLE FOR THIS COMPANY	A	5.0 N	
1 BS STREET-ADDRESS THIS IS THE PHYSICAL LOCATION OF THE ESTABLISHMENT.	A	30.0 N	
1 BU MAIL-ADDRESS THIS FIELD IS USED IF MAILING ADDRESS IS DIFFERENT FROM PHYSICAL LOCATION, BASED ON DB-MAIL-CODE.	A	27.0 N	
1 BW PHONE-NUMBER TELEPHONE NUMBER OF THE ESTABLISHMENT.	A	10.0 N	
1 BY HQ-NUMBER THE 9-DIGIT UNIQUE DUNS NUMBER		9.0 N	

13:48:26

* C O N C E P T U A L P R E D I C T *

88-12-05

- DISPLAY FILE AND ELEMENTARY FIELDS -

SEARCH-CRIT.:FILE=FACTS-STD,TYPE=ALL,DBID=ALL,OWNER=ALL,KEY=ALL

FILE: FACTS-STD

T	L	DB	NAME	F	LENG	S	DE	VE	REMARK
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			FOR THE HEAD QUARTER LOCATION IF THIS ESTABLISHMENT IS A BRANCH(IE. STATUS = 2)						
1	CA		PARENT-NUMBER THE DUNS NUMBER OF THE PARENT COMPANY. THIS FIELD CAN BE BLANK.	A	9.0	N			
1	CC		ULTIMATE-NUMBER THE DUNS NUMBER OF THE TOP MOST FIRM OF A "FAMILY TREE" GROUP OF COMPANIES. THIS FIELD CAN BE BLANK.	A	9.0	N			
1	CE		SALES-HERE CONTAINS THE SALES VOLUME OF COMPANY AT THIS LOCATION AS REPORTED TO D&B.	N	10.0	N			
1	CG		EMPLOYEES-HERE CONTAINS THE TOTAL NUMBER OF EMPLOYEE OF THE ORGANIZATION BASED ON THE CODE IN THE TOT-IND FIELD.	N	10.0	N			
1	CK		LINE-OF-BUSINESS ALPHA NARRATIVE ABBREVIATION OF WHAT IS DONE AT THE ESTABLISHMENT.	A	19.0	N			
1	CM		CREDIT-RATING THIS CONSIST OF A THREE-DIGIT NUMERIC CODE FOLLOWED BY THE THREE-DIGIT ALPHA-NUMERIC SYMBOLS.	A	6.0	N			
1	CO		NET-WORTH CONTAINS TANGIBLE NET WORTH OF COMPANY.	N	10.0	N			
1	CQ		EMPLOYEES-TOTAL COTAINS THE TOTAL NUMBER OF EMPLOYEE OF THE ORGANIZATION BASED ON THE CODE IN THE TOT-IND FIELD.	N	10.0	N			
1	CS		SECOND-NAME THIS FIELD CONTAIN THE TRADE STYLE OR DIVISIONAL NAME IF ONE IS USED BY THE ESTABLISHM- ENT.	A	30.0	N			
1	CU		SALES-TOTAL THIS IS EITHER THE SUM OF THE OUTPUT VALUE OF ALL LOCATIONS OF THE COMPANY OR THE CORPORAT SALES BASED ON PUBLIC INFO.	N	10.0	N			

13:48:26

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SEARCH-CRIT.:FILE=FACTS-STD,TYPE=ALL,DBID=ALL,OWNER=ALL,KEY=ALL

FILE: FACTS-STD

T L DB NAME	F	LENG S DE VE	REMARK
1 CW OFFICER-NAME NAME OF THE HIGHEST RANKING PERSON AT THE LOCATION.	A	30.0 N	
1 CY OFFICER-TITLE TITLE OF THE PRINCIPAL OFFICER	A	30.0 N	
1 DB OFFICER-DEPT-CODE THIS IS A CODE DESCRIBING THE DEPARTMENT OF THE PRINCIPAL OFFICER AND IS BASED ON TITLE.	A	2.0 N	
1 DD OFFICER-LVL-CODE THIS IS A CODE DESCRIBING THE LEVEL OF THE PRINCIPAL OFFICER AND IS BASED ON TITLE.	A	2.0 N	
1 DF OLD-COMPANY-NUMBER IS MAINTAINED FOR THE CUSTOMER WHO HAVE NOT CONVERTED TO THE NEW NUMBER.	A	5.0 N	
1 DH PBLC-PRVT-IND THE CODE WILL INDICATE THE TYPE BEING EITHER; PRIVATELY HELD, PUBLICLY-HELD, OR IMPLIES GOVMNT' ORGANIZATION.	A	1.0 N	
1 DK COMPANY-RANKING THIS FIELD CONTAINS A CODE DESCRIBING THE COMPANY'S INDUSTRY AND RANK WITHIN THE INDUSTRY.	A	4.0 N	
1 DM TICKER-SYMBOL THE "TICKER" SYMBOL REPRESENT COMPANIES TRADED ON PUBLIC STOCK EXCHANGE.	A	5.0 N	
1 DO SALES-BASE-YEAR THE ANNUAL SALES VOLUME FROM DECEMBER FILE OF THE BASE YEAR THE BASE YEAR IS THE YEAR FIVE YEARS PREVIOUS TO THE TREND YR	N	5.0 N	
1 DQ EMPLOYEES-BASE-YEAR TOTAL NUMBER OF EMPLOYEES FROM DECEMBER FILE OF THE BASE YEAR	N	5.0 N	
1 DS PRNCPL-OFFCR-TITLE NAME AND TITLE OF THE PERSON REPORTED TO D&B AS FILLING THE FUNCTION OF CHIEF EXECUTIVE AT THIS LOCATION.	A	19.0 N	
1 DU COMPANY-REPORT		12.0 N	