CAMEO™ DOS

Computer-Aided Management of Emergency Operations

for IBM®PC™ and Compatible Computers

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Introduction to Title III

Introduction

The Emergency Planning and Community Right To Know Act of 1986 establishes requirements for Federal, State and local governments and industry regarding emergency planning and "community right to know" reporting on hazardous and toxic chemicals. This legislation builds upon EPA's Chemical Emergency Preparedness Program (CEPP) and numerous State and local programs aimed at helping communities to better meet their responsibilities in regard to potential chemical emergencies. The community right-to-know provisions will help to increase the public's knowledge and access to information on the presence of hazardous chemicals in their communities and releases of these chemicals into the environment.

The Emergency Planning and Community Right-to-Know Act (also known as SARA Title III) has four major sections: emergency planning (Section 301-303), emergency release notification (Section 304), community right to know reporting requirements (Sections 311,312), and toxic chemical release inventory (Section 313). Information from these four reporting requirements help States and communities develop a broad perspective of chemical hazards for the entire community as well as for individual facilities. Additionally, the information generated by these reporting requirements was intended by Congress to be provided to first responders and hazardous materials response personnel in order to assist them in safe responses for themselves and their communities.

Sections 301–303: Emergency Planning

The emergency planning sections of the law are designed to develop State and governments' emergency response and preparedness capabilities through better coordination and planning, especially within the local community. Title III required the Governor of each state to designate a State Emergency Response Commission (SERC). The SERC then designated local emergency planning districts and appointed local emergency planning committees (LEPC) for each district. SERCs have designated about 4,000 local districts. The SERC is responsible for supervising and coordinating the activities of the LEPC, for establishing procedures for receiving and processing public requests for information collected under other sections of SARA Title III, and for reviewing local emergency plans.

The LEPC includes, at a minimum, elected state and local officials, police, fire, civil defense, public health professionals, environmental, hospital, and transportation officials as well representatives of facilities subject to the emergency planning requirements, community groups, and the media. As soon as facilities become subject to the emergency planning requirements, they must designate a representative to participate in the planning process.

The LEPC's primary responsibility is to develop a chemical emergency response plan and review it at least annually thereafter. In developing this plan, the LEPC evaluates available resources for preparing for and responding to a potential chemical accident. The plan:

- Identifies facilities and transportation routes of extremely hazardous substances.
- Describes emergency response procedures, on site and off site.
- Designates a community emergency coordinator and facility coordinator(s) to implement the plan.

- Outlines emergency notification procedures.
- Describes methods for determining the occurrence of a release and the probable affected area and population.
- Describes community and industry emergency equipment and facilities and the identity of persons responsible for them.
- Outlines evacuation plans.
- Describes a training program for emergency response personnel (including schedules).
- Presents methods and schedules for exercising emergency response plans.

In order to assist the LEPCs in preparing and reviewing plans, the National Response Team (NRT), composed of 14 Federal agencies with emergency response responsibilities, has published guidance on emergency response planning. This guidance, the "Hazardous Materials Emergency Planning Guide," (NRT-1) was published by the NRT in March 1987 and is available from the Title III Hotline.

The emergency response plan must be initially reviewed by the SERC and, at least, annually by the LEPC. Regional Response Teams, composed of federal regional officials and state representatives, may review the plans and provide assistance to the LEPCs upon request. Planning activities of the LEPCs and facilities initially are focused on, but not limited to, the 360 extremely hazardous substances. However, plans should be comprehensive, addressing all hazardous materials of concern in a community and covering transportation as well as fixed facilities.

Any facility that has present any of the listed chemicals in a quantity equal to or greater than its threshold planning quantity is subject to the emergency planning requirements. In addition, the SERC or the Governor can designate additional facilities, after public comment, to be subject to these requirements. Covered facilities must notify the SERC and LEPC that they are subject to these requirements within 60 days after they begin to have present any of the extremely hazardous substances in an amount equal to or in excess of threshold planning quantities. In addition, the SERC must notify the EPA Regional Office of all facilities subject to the emergency planning requirements, including facilities designated by the SERC or the Governor.

Section 304: Emergency Notification

Facilities must immediately notify any LEPCs and SERCs likely to be affected if there is a release into the environment of a listed hazardous substance that exceeds the reportable quantity for that substance. Substances subject to this requirement are those on the list of 360 extremely hazardous substances as published in Federal Register (40 CFR 355) or on a list of 725 substances subject to the emergency notification requirements under CERCLA Section 103 (a) (40 CFR 302.4). Some chemicals are common to both lists and EPA is in the process of designating all EHSs as CERCLA hazardous substances. Initial notification can be made by telephone, radio or in person. Emergency notification requirements involving transportation incidents can be met by dialing 911, or in the absence of 911 emergency number calling the operator. Releases of chemicals listed under CERCLA must also be reported to the National Response Center (1-800-424-8802).

Sections 311–312: Community Right-To-Know Requirements

There are two community Right-To-Know reporting requirements with in the Emergency Planning and Community Right-to-Know Act. Section 311 requires facilities that must prepare material safety data sheets (MSDS) under the Occupational Safety and Health Administration (OSHA) regulations to submit either copies of their MSDSs or a list of MSDS chemicals to:

- The LEPC
- The SERC
- The local fire department with jurisdiction over the facility.

If the facility owner or operator chooses to submit a list of MSDS chemicals, the list must include the chemical or common name of each substance and must identify the applicable hazard categories. These hazard categories are:

- Immediate (acute) health hazard
- Delayed (chronic) health hazard
- Fire hazard
- Sudden release of pressure hazard
- Reactive hazard.

If a list is submitted, the facility must submit a copy of the MSDS for any chemical on the list upon the request of the LEPC or SERC. Also, EPA has established threshold quantities for hazardous chemicals below which no facility must routinely report. The current thresholds for Section 311 are:

- For extremely hazardous substances; 500 pounds or the threshold planning quantity, whichever is lower.
- For all other hazardous chemicals: 10,000 pounds.

The initial submission of the MSDSs or a list of MSDS chemicals was due on October 17, 1987, or three months after the facility is required to prepare or have available an MSDS under OSHA regulations. Currently, OSHA regulations require all employers to have or prepare MSDSs for their chemicals, thus all facilities with hazardous chemicals should have submitted either lists or MSDSs at this time. Under the emergency planning and community right-to-know law, facilities which become newly covered by the OSHA regulations must submit MSDSs or a list of MSDS chemicals within 3 months after they become covered.

An MSDS or a revised list must be provided when new, previously unreported hazardous chemicals become present at a facility in quantities at or above the established threshold levels. If the MSDS instead of a list was submitted, a revised MSDS must be provided to update the original MSDS if significant new information is discovered about the hazardous chemical.

Reporting under Section 312 requires a facility to submit an annual emergency and hazardous chemical inventory form to the LEPC, the SERC, and the local fire department with jurisdiction over the facility. Hazardous chemicals covered by Section 312 are those for which facilities are required to prepare or have available an MSDS under OSHA's Hazard Communication Standard and that were present at the facility at any time during the previous year above specified thresholds.

EPA established threshold quantities for Section 312 for hazardous chemicals below which no facility must routinely report. Currently those thresholds are:

- For extremely hazardous substances: 500 pounds or the threshold planning quantity, whichever is lower.
- For all other hazardous chemicals: 10,000 pounds.

The inventory form incorporates a "two tier" approach. Under Tier I, facilities must submit the following aggregate information for each applicable hazard category:

- An estimate (in ranges) of the maximum amount of chemicals for each category present at the facility at any time during the preceding calendar year.
- An estimate (in ranges) of the average daily amount of hazardous chemicals in each category.
- The general location of hazardous chemicals in each category.

If requested by an LEPC, SERC or local fire department, the facility must provide the following Tier II information for each substance subject to the request:

- The chemical name or the common name as indicated on the MSDS.
- An estimate (in ranges) of the maximum amount of the chemical present at any time during the preceding calendar year.
- A brief description of the manner of storage of the chemical.
- The location of the chemical at the facility.
- An indication of whether the owner elects to withhold location information from disclosure to the public.

EPA published a uniform format for the inventory forms on October 15, 1987. Since many state commissions have additional requirements or have incorporated the federal contents in their own forms, Tier I/II forms should be obtained from the SERC. The Tier I information must be submitted for covered facilities annually on or before March 1 of each year.

The Tier II form may be sent by the facility instead of a Tier I form and some states require Tier II. The public may also request Tier II information from the SERC and the LEPC. If the facility does not have the form, it must obtain it. The information submitted by facilities under Sections 311 and 312 must generally be made available to the public by LEPCs and SERCs during normal working hours. Section 311 and 312 information must be provided by the facility upon request, without regard to threshold amounts.

Section 313: Toxic Chemical Release Reporting

Section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 requires EPA to establish an inventory of toxic chemical emissions from certain facilities. Facilities subject to this reporting requirement are required to complete a Toxic Chemical Release Inventory Form (Form R) for specified chemicals. This form must be submitted to EPA and those state officials designated by the governor, on or before July 1, 1988, and annually thereafter on July 1.

These reports should reflect releases during the preceding calendar year. The purpose of this reporting requirement is to inform the public about routine releases of toxic chemicals to the environment. The information will also assist in research and the development of regulations, guidelines, and standards.

The reporting requirement applies to owners and operators of facilities that have 10 or more full-time employees, that are in Standard Industrial Classification (SIC) codes 20 through 39 (i.e., manufacturing facilities) and that manufacture (including importing), process or otherwise use a listed toxic chemical in excess of specified threshold quantities.

Facilities manufacturing or processing any of these chemicals in excess of 25,000 pounds in 1989 and thereafter are required to submit the form by July 1st of the following calendar year. Facilities otherwise using listed toxic chemicals in quantities over 10,000 pounds in a calendar year are required to submit toxic chemical release forms by July 1st of the following calendar year. EPA can revise these threshold quantities and covered SIC codes.

The list of toxic chemicals subject to reporting consisted initially of chemicals listed for similar reporting purposes by the States of New Jersey and Maryland. There are over 300 chemicals and categories on these lists. Through rulemaking, EPA can modify this combined list. To date, EPA has delisted six chemicals to the Toxic Chemical List.

Reports are sent to EPA and designated state agencies. EPA established and maintains a national toxic chemical inventory based on the data submitted. The public is able to access this national database, as well as obtain the data through other means

Other SARA Title III Provisions

Section 322 of the Emergency Planning and Community Right-to Know Act addresses trade secrets as they apply to emergency planning, community right-to-know, and toxic chemical release reporting.

Section 325 of the Emergency Planning and Community Right-to Know Act addresses the penalties for failure to comply with the requirements of this law. Civil and administrative penalties ranging from up to $10,000 to $75,000 per violation or per day per violation can be assessed to facilities that fail to comply with the emergency planning (Section 302), emergency notification (Section 304), community right-to-know (Sections 311 and 312), toxic chemical release (Section 313) and trade secret (Section 322 and 323) reporting requirements. Criminal penalties up to 50,000 or five years in prison may also be given to any person who knowingly and willingly fails to provide emergency release notification. Penalties of not more than $20,000 and/or up to one year in prison may be given to any person who knowingly and willfully discloses any information entitled to protection as a trade secret.

In addition, Section 326 allows citizens to initiate civil actions against EPA, State emergency response commissions, and/or the owner or operator of a facility for failure to meet the requirements of the emergency planning and community right-to-know provisions. A state emergency response commission, local emergency planning committee, state or local government may institute actions against facility owner/operators for failure to comply with Title III requirements. In addition, states may sue EPA for failure to provide trade secret information.

For more information on Title III, contact the Emergency Planning & Community Right-To-Know Information Hotline: 1-800-535-0202; or in Washington, DC area 1-202-479-2449

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Chapter 1
Welcome to CAMEO DOS

Welcome to CAMEO DOS. This chapter provides an overview of the CAMEO DOS system and describes how to use this manual.

About CAMEO DOS

The CAMEO program (CAMEO stands for Computer-Aided Management of Emergency Operations) is designed to provide Local Emergency Planning Committees (LEPCs) with a tool to manage information about hazardous substances in or near their communities, and to help emergency teams and first responders plan for the safe handling of chemical accidents. It was developed by the Chemical Emergency Preparedness and Prevention Office of the Environmental Protection Agency (EPA) in coordination with the Hazardous Materials Response Branch of the National Oceanic and Atmospheric Administration (NOAA).

CAMEO DOS Modules

The 10 modules of CAMEO DOS are accessed through the CAMEO DOS Main Menu (Figure 1–1). This section provides an introduction to the modules.

A. Chemical Information

The Chemical Information module, option A on the Main Menu, contains the identification database of hazardous chemicals and their associated Response Information Data Sheets (RIDS).

The Chemical Information module contains information on more than 3,000 commonly transported hazardous chemicals. Each record includes a chemical's name, synonyms, trade names, identification numbers, labeling conventions, and other information.

Each RIDS record describes one chemical's properties and hazards and how to deal with them in an emergency. Information includes personal safety measures, fire and explosion hazards, firefighting techniques, health hazards, and spill cleanup procedures.

The RIDS database is based on information from commonly used references, including the EPA's *Chemical Profiles*, the U.S. Department of Transportation's *Emergency Response Guidebook*, the Association of American Railroads' *Emergency Handling of Hazardous Materials in Surface Transportation*, and the U.S. Coast Guard's Chemical Hazards Response Information System (CHRIS), as well as a number of other chemical references.

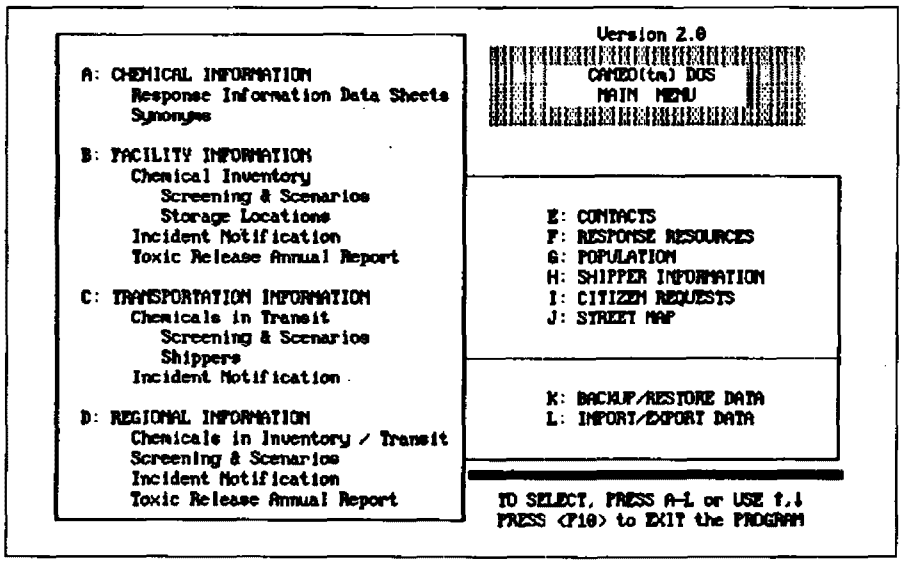


Figure 1–1.
CAMEO DOS Main Menu

The Main Menu provides access to the CAMEO DOS database modules and the database maintenance modules.

B. Facility Information

Use the Facility Information module, option B on the Main Menu, to record information about facilities in your area and to develop emergency plans based on that information. This module will be an important source for much of the SARA Title III information that you will store in CAMEO DOS.

When installed, CAMEO DOS supplies only the data structures for the five databases in the Facility Information module. You will enter and update all the data about facilities, their inventories of chemicals, any incidents or releases that may have occurred, and release screenings and scenarios based on this information. Information in the Toxic Release Annual Report database in the Facility Information module can be imported from files supplied through the National Safety Council.

The databases in the Facility Information module contain the following types of information:

- The Facility Information database holds basic information about each facility, including its address, emergency and compliance contacts, and any compliance items that may be outstanding.

- The Chemical Inventory database keeps an inventory of the chemicals stored at each facility. This inventory is consistent with Section 312 of SARA Title III. This database is linked to the Chemical Information module, which enables you to see response information about the chemicals in a facility's inventory.

- The Screening & Scenarios database contains information that allows you to create and store scenarios for incidents or releases. This database is directly linked to the Mapping module. By helping you pinpoint the exact location of a facility, this link will assist you in developing emergency plans and allow you to plot maps of your scenarios.

- The Storage Locations database describes where and how chemicals are stored at each facility. This database is linked to the CAMEO DOS Draw function, which enables you to sketch site plans and pinpoint the location of hazardous chemicals at the facility.

- The Incident Notification database stores information about incidents including, at a minimum, toxic chemical releases reported as required by Section 304 of SARA Title III.

- The Toxic Release Annual Report database keeps data as reported under Section 313 of SARA Title III.

C. Transportation Information

Use the Transportation Information module, option C on the Main Menu, to enter and maintain information about when, where, and how hazardous chemicals are moved through your community.

This module is similar to the Facility Information module, but the information is specific to roads, railroads, pipelines, and waterways. You can note mileposts, intersections, or other areas of concern and use the Mapping module to plot their locations and view their proximity to populations and facilities. The Screening & Scenarios database allows you to create scenarios and visualize the potential effects of transportation incidents.

The module also allows you to keep records of incidents or releases that have occurred along shipping routes.

The Transportation Information module also is linked to the Chemical Information and Shipper Information modules. These links help you find information about the chemicals being shipped and the shipping companies that carry them.

D. Regional Information

Use the Regional Information module, option D on the Main Menu, for an overview of the hazardous materials in your region.

In this module, CAMEO DOS consolidates your input to the Facility Information and Transportation Information modules into four databases:

- Chemicals in Inventory/Transit, which lists all chemicals that are stored at facilities or that may be in transit through your area.
- Screening & Scenarios, which provides a list of all screenings and scenarios that you have developed.
- Incident Notification, which lists all incidents that have occurred in your area.
- Toxic Release Annual Report, which lists all TRI reports that have been submitted in your area.

E. Contacts

In this module you can create a central database that contains the names, telephone numbers, and areas of expertise of individuals associated in some way with hazardous materials emergency response programs or planning.

F. Response Resources

This module provides a database in which you can maintain information on resources that can help you deal with chemical emergencies—for example, medical resources, sources of spill control equipment and other supplies, or chemical information hotlines. It is closely related to the Contacts module in that it arranges, by type of resource, the people listed in the Contacts module.

G. Population

In this module you can store information about and map the locations of high-density, confined, or sensitive populations—either individuals or groups—as well as other locations that may require special attention in an emergency. You can record numbers of persons, hours of operation, and comments regarding evacuation, special precautions, and so forth.

H. Shipper Information

The Shipper Information module provides a database in which you can store information on shipping firms (trucking companies, railroads, and so forth) that deliver hazardous materials to facilities in your area, that move hazardous materials through your area, or that originate shipments of hazardous materials in your area.

I. Citizen Requests

In this module you can keep track of various requests for information that can be provided under SARA Title III. Some examples of the types of information for which you may receive requests are the Section 304 release form, which describes a chemical release that exceeds the EPA's reportable quantity; the Section 311 Material Safety Data Sheet (MSDS), which facilities must keep on file under the provisions of Section 311; the Section 312 Tier II form, which lists inventories of hazardous chemicals at facilities; and the Section 313 Toxic Chemical Release Inventory form, which describes annual emissions of toxic chemicals.

J. Street Map (Mapping)

You can access the CAMEO DOS Mapping module directly from the Main Menu by selecting option J. You can also access the Mapping module from many databases, wherever you see the Mapping option listed at the bottom of the screen. If the facility, transportation route, or population you are working with has already been plotted, CAMEO DOS will take you directly to its location on the map.

CAMEO DOS makes use of computer map files developed by the U.S. Bureau of the Census. Called TIGER files (TIGER stands for Topographically Integrated Geographic Encoding and Referencing), these maps combine geographic information with political boundary and street name information to form a base map of your area.

The CAMEO DOS Mapping module allows you to plot information about your community on the base map (Figure 1–2). You can identify the location of facilities, contacts and resources, hospitals, dangerous intersections, office buildings, road segments, schools, shopping areas, and transportation terminals. This data is stored by subject area in geographic database files called overlays.

On the maps, each type of data is represented by a different color or map icon. A select group of overlays can be displayed, or all overlays can be displayed at once. You can query your map for information about an overlay by moving the map's pointer to the overlay of interest. When the pointer is at a facility, you can also access the site plan for that facility.

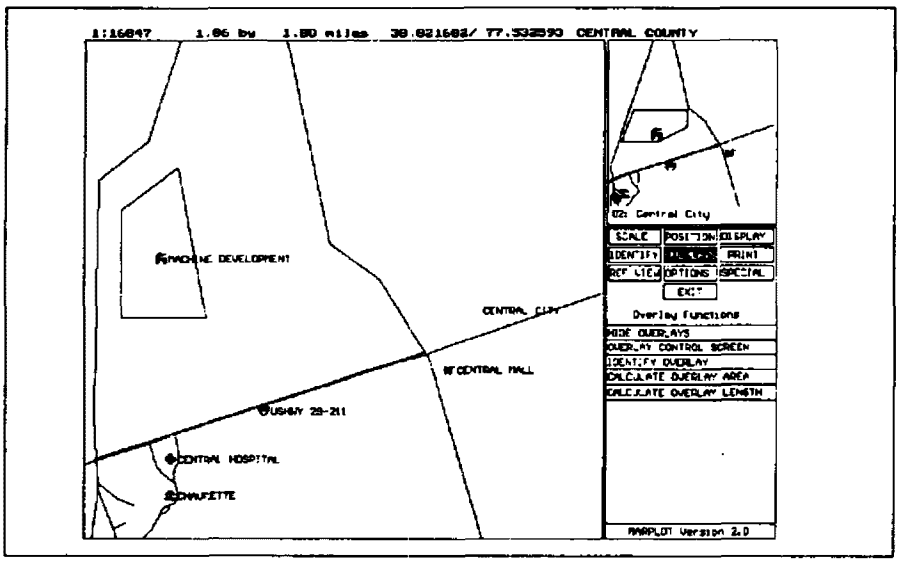


Figure 1–2.
Typical segment of a map in the CAMEO DOS Mapping module

The icons on the map show two facilities, a road segment, a contact, a population, and a hospital.

How To Use This Manual

This manual has been designed to let you learn to use CAMEO DOS at your own pace. However, we assume that you already have a basic understanding of your computer, particularly the operation of the various features on the keyboard.

Chapter 2 explains how to install CAMEO DOS on your computer and how to log on to and off of the system.

Chapter 3 is the CAMEO DOS tutorial. It demonstrates how to add, modify, delete, and restore database records; how to do basic Queries; how to plot information in the Mapping module; how to create incident screenings and scenarios; and how to create reports. Each demonstration includes simple exercises that you can use for practice.

Chapter 4 contains complete descriptions of the CAMEO DOS databases. It provides pictures of each screen; explains the database fields; points out any special procedures for adding, editing, and saving information; and shows what functions are active and any options that are available.

Chapter 5 provides detailed information about the Mapping module, including all functions and operations.

Chapter 6 explains CAMEO DOS Power Queries.

Chapter 7 contains a description of all CAMEO DOS keyboard and function-key commands.

Chapter 8 provides information about the CAMEO DOS Draw commands, including all functions and operations that can be used to create site plans.

Chapter 9 discusses system administration and describes the two database maintenance modules and the Setup program.

Appendix A, For Further Reading, provides a bibliography of material that you can obtain if you want to learn more about emergency planning procedures. It includes the reference material used to compile much of the chemical information in CAMEO DOS.

Appendix B, Glossary of Terms, is a dictionary of many of the terms and abbreviations used in this manual, including many terms specifically related to emergency response planning.

Appendix C, the Data Field Glossary, lists the fields in each CAMEO DOS database; provides abbreviated, or system, names; describes the type and length of the data you can enter; and tells you whether the field is required.

Appendix D, the Troubleshooting Guide, provides information about some problems that might occur when using installing and using CAMEO DOS on some types of personal computers.

Updates

From time to time, as the CAMEO DOS system is upgraded, we will be issuing updates to the manual. These updates will be provided in the form of replacement pages or additional pages that you will be able to easily add to this manual.

Conventions

The following conventions are used for the information presented in this manual:

- Features found on your keyboard, including the CAMEO DOS function commands, are presented in small capital letters, as in TAB, ENTER, or F3–QUERY.
- In the exercises and examples, things that you type are in ***bold italic*** type.
- CAMEO DOS system messages are in *normal italic* type.

We hope that you will find CAMEO DOS an aid in your emergency planning efforts, and that this manual makes it easy for you to learn to use the CAMEO DOS system.

Chapter 2
Installing CAMEO DOS

This chapter describes how to install CAMEO DOS, including the TIGER map files, and the CAMEO DOS Training Version on a personal computer. It is primarily meant for the system administrator, the person responsible for the use of CAMEO DOS and the integrity of its databases. CAMEO DOS should be installed by or under the supervision of the system administrator.

The CAMEO DOS system and TIGER map files are shipped in a compressed format that CAMEO DOS cannot read directly. File compression permits shipping the CAMEO DOS system on fewer disks than would have been required for normal DOS files. These compressed files are called ZIP files because the utility program that creates them gives them a DOS filename extension of "ZIP".

The utility programs for creating and expanding ZIP files are included on the CAMEO DOS system disks. CAMEO DOS uses these utility programs automatically when backing up and restoring database files, and the Installation program uses one of them to expand the system files during installation. You will also use the utility program to expand the TIGER map files and the CAMEO DOS Training Version.

Installation of the CAMEO DOS system itself is an automated process. It is accomplished through an installation program, which is part of your CAMEO DOS package. All you need to do is run the Installation program, following the on-screen instructions and changing diskettes when the program requests it. Once the Installation program is done, you will use simple DOS commands to expand and install the TIGER map files and the CAMEO DOS Training Version.

Before You Install CAMEO DOS

Be sure that your workstation includes the necessary hardware and software:

- IBM PC, AT, or compatible personal computer, or an IBM-compatible personal computer with a 386 processor.
- MS-DOS, version 3.3 or later.
- 640 kilobytes (minimum) of random-access memory (RAM).
- EGA or VGA color display.
- 1 high-density floppy drive, either 5.25-inch or 3.5-inch.
- 35 megabytes or more of space on one or more hard drives.

The data space needed on the hard drive depends mainly on the size of the TIGER files that contain the map data. TIGER files can range from 3 megabytes for a small rural county to more than 200 megabytes for a city like Los Angeles.

1. Check CAMEO DOS Package Contents

The CAMEO DOS package, as shipped, contains two sets of files on 5.25- or 3.5-inch high-density floppy disks:

- CAMEO DOS Installation (system files on six disks).
- CAMEO DOS Training Version (training data on one disk).

Disks within each set are numbered sequentially, and each disk is marked with the total number of disks in its set. For example, the second Installation disk is labeled *Disk 2 of 6.*

You will also need a set of TIGER.ZIP map files for your location. These are shipped separately from the CAMEO DOS package.

Be sure that each set of disks (both CAMEO DOS and TIGER) is complete.

2. Prepare DOS

CAMEO DOS requires that the following two conditions be set in your CONFIG.SYS file:

```
files=40
buffers=20
```

Therefore, before you install CAMEO DOS, you may need to modify your CONFIG.SYS file slightly. If you are not sure how to do this, refer to your DOS reference manual. CONFIG.SYS is normally in the root directory of your primary hard drive.

Files must be set equal to 40, but the buffers setting, though optimal, may be changed. These settings affect the operating speed of CAMEO DOS, but if your system needs more random-access memory, you can try reducing the buffers value to 15, or even less.

Be sure that the version of DOS on your computer contains the BACKUP.EXE and RESTORE.EXE files.

If you install CAMEO DOS in more than one directory, you must tell DOS where the directories are. To do this, put an appropriate DOS Path definition in your system's AUTOEXEC.BAT file. The Path command is described in the section on installing the TIGER map files (page 2–12); your DOS reference manual contains more information on the Path command and the AUTOEXEC.BAT file.

DOS is easier to use, and the following directions will be easier to follow, if your DOS system prompt displays the path to the current directory. For example, the prompt *C:\CAMEO>* shows that the current directory is the CAMEO directory in the root directory of the C: drive. If your system does not display such a prompt, you can cause it to do so by adding an instruction to the AUTOEXEC.BAT file.

> **Note**
>
> Remember that DOS does not react to any keystrokes until you press RETURN or ENTER. In the following instructions, press the RETURN or ENTER key after each command.
>
> DOS is not case sensitive; that is, it does not matter whether you enter capital letters or lowercase letters or a mixture. "A" is equivalent to "a", "CAMEO" to "cameo", and so forth.

3. Check Space on the Hard Disk

Be sure that you have enough hard disk space for the CAMEO DOS system files, data files, and workspace.

CAMEO DOS requires approximately 35 megabytes of hard-disk space for the installation process, in addition to the hard-disk space required for the TIGER map files. The TIGER file size is marked on the first TIGER disk label. This number, in megabytes, is a measure of the size of the working file as expanded and installed on the hard drive, not the size of the TIGER.ZIP file on the floppy disks.

To find out how much space is available on a disk, list its root directory. For example, suppose that the A: drive is current and you need to know how much space is on the C: drive. At the system prompt, type:

c:

The system prompt will change to *C:\>*. Be sure that the system is in the root directory of the C: drive. Type:

cd

The system is now in the root directory. To find out how much space is on the hard drive, type:

dir c:

DOS will list the files and subdirectories in the root directory and display the amount of space left on the drive.

If there is not enough space for CAMEO DOS on the C: drive, clear space by backing up files onto floppy disks and then deleting them from the hard drive. Be sure your backup has been successful before deleting files from the hard disk.

Installation for New Users

If your only high-density floppy drive is drive B:, then substitute "B:" when "A:" is specified in the instructions.

If you install CAMEO DOS on a hard drive other than the C: drive, then substitute its drive label where "C:" is specified in the instructions.

1. Start the CAMEO DOS Installation Process

If you are not already there, access the C: drive. Type the following at the system prompt:

c:

The system displays the *C:\>* prompt. Now enter the root directory on the C: drive. Type the following:

cd

Place the CAMEO DOS Installation diskette (system disk 1) into the A: drive.

Now start the Installation program by typing:

a:install

2. Respond to the Installation Prompts

The Installation program first asks if you are installing a new system or upgrading from CAMEO DOS version 1.0. Type an *N*, to specify that you are installing a new system:

n

The program next asks where you want to store the CAMEO DOS system and related files. Enter the names of the directories in which you wish to place the CAMEO files. They will be created if they do not already exist. Once the directories are specified, the Installation program copies the files to your hard drive and expands them.

3. Moving on . . .

This step completes the CAMEO DOS installation for a new system. At this time you should move on to installing the TIGER map files (page 2–8) and the CAMEO DOS Training Version (page 2–13).

Upgrading from CAMEO DOS 1.0

Caution
Before you begin, create a complete backup of your CAMEO DOS system, as described in Chapter 9 of this manual. This will ensure that you have a copy of all CAMEO DOS data should an unexpected occurrence disrupt the Installation program as it does the upgrade.

Note
The information in your Facility Information, Transportation Information, Contacts, Shippers, Populations, Response Resources, and Citizen Request modules are *not* affected by the upgrade. However, CAMEO DOS 2.0 does contain a completely new Chemical Information database. You should be aware that some chemical names and identifiers, as well as many Response Information Data Sheets, have changed. None of the chemicals you may have added to the database are affected by the upgrade.

If your only high-density floppy drive is drive B:, then substitute "B:" when "A:" is specified in the instructions.

If you install CAMEO DOS on a hard drive other than the C: drive, then substitute its drive label where "C:" is specified in the instructions.

1. Start the CAMEO DOS Installation Process

If you are not already there, access the C: drive. Type the following at the system prompt:

c:

The system displays the C:\> prompt. Now enter the root directory on the C: drive. Type the following:

cd

Place the CAMEO DOS Installation diskette (system disk 1) into the A: drive.

Now start the Installation program by typing:

a:install

2. Respond to the Installation Prompts

The Installation program first asks if you are installing a new system or upgrading from CAMEO DOS version 1.0. Type a *U*, to specify that you are upgrading the system:

u

The program next asks where you want to store the CAMEO DOS system and related files. Enter the names of the directories in which you wish to place the CAMEO files. They will be created if they do not already exist. Once the directories are specified, the Installation program copies the files to your hard drive and expands them.

3. Moving on . . .

This step completes the CAMEO DOS upgrade. At this time you should move on to installing the TIGER map files (page 2–8) and the CAMEO DOS Training Version (page 2–13).

Installing the TIGER Map Files

This section describes how to install the TIGER map files. You can install these files in the CAMEO directory on your main drive (as described below) or in a directory or drive separate from the CAMEO DOS system (as described on page 2–9) as desired.

NOTE: The success of a Backup and Restore procedure depends on the proper use of directory names. Be very careful to use the correct drive and directory names.

Installing the TIGER Files in the CAMEO Directory

These instructions for installing the TIGER files in the CAMEO directory assume that the Installation program has created the CAMEO directory on the C: drive and that you will be copying the TIGER files from the A: drive. If your only high-density drive is drive B:, substitute "B:" when "A:" is specified in the instructions. If you have installed CAMEO DOS on a hard drive other than the C: drive, substitute its drive label where "C:" is specified in the instructions.

The first step in installing the TIGER files is to restore the compressed files from the TIGER diskette set to the root directory of the C: drive.

1. Access the C: drive. Type:

   c:

2. Enter the root directory. Type:

   cd

   The system responds with the *C:\>* prompt.

3. Transfer the TIGER.ZIP files to the root directory. Type:

   restore a: c:

   DOS will prompt you:

   Insert backup disk #1.

   Place the first TIGER disk in drive A: and press any key. DOS displays the message:

   Restoring \CAMEO \TIGER.ZIP

After the files on one disk have been transferred, DOS will prompt you to insert the next disk. This cycle repeats until all of the TIGER disks have been copied.

4. Return to the CAMEO directory. Type:

   cd cameo

   The system responds with the *C:\CAMEO>* prompt.

5. The Installation program installed the utility program PKUNZIP as part of the CAMEO DOS package. Instruct PKUNZIP to expand the TIGER files by typing:

   pkunzip \tiger.zip

   PKUNZIP displays the names of the files as they are being expanded.

6. Delete the TIGER.ZIP file by typing:

   del \tiger.zip

   This step completes the CAMEO DOS system installation. Move on to installing the CAMEO DOS Training Version (page 2–13).

   If you want to access CAMEO DOS immediately, refer to the section on running CAMEO DOS (page 2–15).

Installing the TIGER Files in Other Directories

You can install the TIGER map files in a separate directory on the main disk drive or on another disk drive. Multiple-directory installation is similar to single-directory installation except that you must also:

- Define a directory for the TIGER files.
- Restore and expand the files to the root of the drive that contains that TIGER directory.
- Define a DOS Path in your AUTOEXEC.BAT file so that CAMEO DOS can find the Mapping data.

If you intend to use more than one set of TIGER files, you must install each set in a separate directory—apart from the CAMEO directory—and you must define separate DOS Paths for each TIGER directory. You can use only one set of

TIGER files during one CAMEO DOS session. To use a different set of TIGER files, you must exit CAMEO DOS, switch the Path definition to direct DOS to the TIGER files that you want to use, and then return to CAMEO DOS.

These instructions for installing the TIGER files in a directory other than the CAMEO directory assume that the Installation program has created the CAMEO directory on the C: drive and that you will be installing the TIGER files from the A: drive to a directory on the D: drive. Use a similar procedure for other drive and directory configurations.

1. Create a TIGER Directory on the D: drive. Access the D: drive. Type:

   d:

2. Enter the root directory of drive D. Type:

   cd

3. Make the TIGER directory. Type:

   md tiger

   DOS will create a directory named TIGER in the root directory of the D: drive.

   The data directory does not have to be in the drive's root directory. The root directory is the most convenient location because it simplifies the Path definition that tells DOS where to find the data.

4. Transfer the TIGER.ZIP files to the root directory of the C: drive. Type:

   restore a: c:

   DOS will prompt you:

   Insert backup disk #1.

   Place the first TIGER disk in drive A: and press any key. DOS displays the message:

   Restoring \CAMEO \TIGER.ZIP

   After the files on one disk have been transferred, DOS will prompt you to insert the next disk. This cycle repeats until all of the TIGER disks have been copied.

5. Return to the C: drive. Type:

   c:

6. Access the CAMEO directory. Type:

   cd cameo

   The system responds with the *C:\CAMEO>* prompt.

7. The Installation program installed the utility program PKUNZIP as part of the CAMEO DOS package. Use PKUNZIP to install the data files in the TIGER directory. This differs from single-directory installation in the way that you use PKUNZIP.

   In addition to expanding a ZIP file into a DOS file, PKUNZIP can transfer the expanded file to any directory. Thus, you can expand the TIGER.ZIP file from the C:\ directory into a TIGER file in the D:\ directory (or any other directory).

   To do this—once you have created a TIGER directory in the root of the D: drive, the TIGER.ZIP file is in the C:\ directory, and the C:\CAMEO directory is current (so that you can run PKUNZIP)—type:

   pkunzip \tiger.zip d:\tiger

   The command ***pkunzip*** tells DOS to run the PKUNZIP utility program, the entry ***\tiger.zip*** tells PKUNZIP to expand the TIGER.ZIP file, and the entry ***d:\tiger*** tells PKUNZIP to put the DOS TIGER files in the directory D:\TIGER.

   PKUNZIP displays the names of the files as they are being expanded.

8. Delete the TIGER.ZIP file by typing:

   del \tiger.zip

   This step completes the CAMEO DOS system installation. Move on to installing the CAMEO DOS Training Version (page 2–13).

   If you want to access CAMEO DOS immediately, refer to the section on running CAMEO DOS (page 2–15).

Defining the Path to the Data File Directories

When you install CAMEO DOS system files and data files in separate directories, you must also tell DOS how to find the data files when CAMEO DOS is running. You do this using the DOS Path command. The Path command tells DOS where to look beyond the current directory for data that it cannot find in the current directory.

For example, when CAMEO DOS calls for TIGER data, DOS automatically looks for the data first in the root directory of the drive where CAMEO DOS resides. If it cannot find the data file name there, it refers to the Path definition for other directories that might contain the file. Without a Path definition containing the TIGER directory, DOS cannot find TIGER data for CAMEO when the TIGER files are not in the root directory that contains the CAMEO directory.

To create a Path definition for the installation described in this section, before running CAMEO DOS, type:

path d:\ tiger

Then when you run CAMEO DOS, the system will find the TIGER data in the TIGER directory on drive D:.

To avoid defining a path before each CAMEO DOS session, add the path definition to your system's AUTOEXEC.BAT file.

Refer to your DOS reference manual for complete information on the use of the Path command and the AUTOEXEC.BAT file.

Installing the CAMEO DOS Training Version

The CAMEO DOS Training files are supplied in compressed ZIP format on a high-density floppy disk. You will use PKUNZIP to expand the files and transfer them directly from the floppy to a directory on your primary hard drive.

If the CAMEO directory is on another hard drive, substitute that drive's label when "C:" is specified; if your high-density floppy is drive B:, then substitute "B:" for "A:".

1. Create the CAMTRAIN Directory

If you are not already there, access the C: drive. Type the following at the system prompt:

c:

The system displays the *C:\>* prompt. Now enter the root directory on the C: drive. Type the following:

cd

Now create the CAMTRAIN directory by typing:

md camtrain

DOS will create a directory named CAMTRAIN. (Remember, DOS is not case sensitive.) You will load the CAMEO DOS Training files into this directory.

2. Enter the CAMEO Directory

You must be in the CAMEO directory to run PKUNZIP. To enter the CAMEO directory, type:

cd cameo

The system responds with the *C:\CAMEO>* prompt.

3. Install the CAMEO DOS Training Files in the CAMTRAIN Directory

Insert the CAMEO DOS Training Version disk in the A: drive. Then type:

pkunzip a:*.zip \camtrain

PKUNZIP will expand the CAMEO DOS Training files and transfer them directly from the A: drive to the CAMTRAIN directory.

This step completes the installation of the CAMEO DOS Training system.

Running the CAMEO DOS Training Version

Be sure that you are in the C: drive. Then type:

cd camtrain

The system responds with the C:\CAMTRAIN> prompt. At this prompt, type:

cameo

When the system displays the CAMEO Log-in screen, enter the log-in code:

rapid

Leave the CAMEO DOS Training Version the same way that you leave CAMEO DOS. See Exiting CAMEO DOS (page 2–16).

Running CAMEO DOS

Be sure that you are in the C: drive. Then type:

cd\ cameo

The system responds with the *C:\CAMEO>* prompt. At this prompt, type:

cameo

When the first CAMEO DOS screen appears, enter your 5-character access code. A valid code will activate CAMEO DOS and display the main menu.

An initial access code will be supplied separately. It should be used only when CAMEO DOS is first set up. Immediately after installation, the system administrator should define user identification codes and categories of access for regular operations, and delete the initial access code. The ID option in the CAMEO DOS Setup utility program is provided for this purpose. The Setup utility is described in Chapter 9, System Administration.

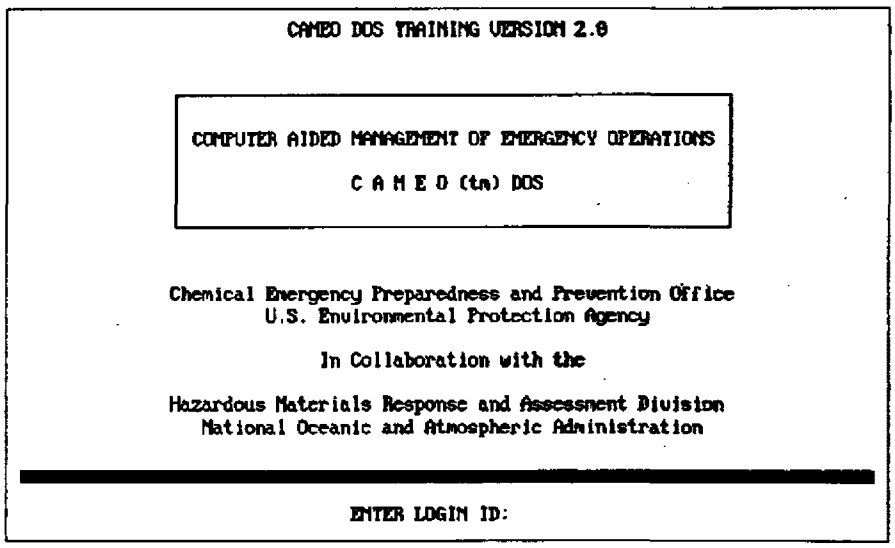


Figure 2–1.
CAMEO DOS log-in screen

Enter your 5-character log-in ID to access the CAMEO DOS Main Menu.

Exiting CAMEO DOS

To leave CAMEO DOS and return to DOS, go to the CAMEO DOS Main Menu and select F10 or press the ESCAPE key. The system will display the query *Are you sure you want to leave the system?* To do so, type *Y*. To remain in CAMEO DOS, type *N*.

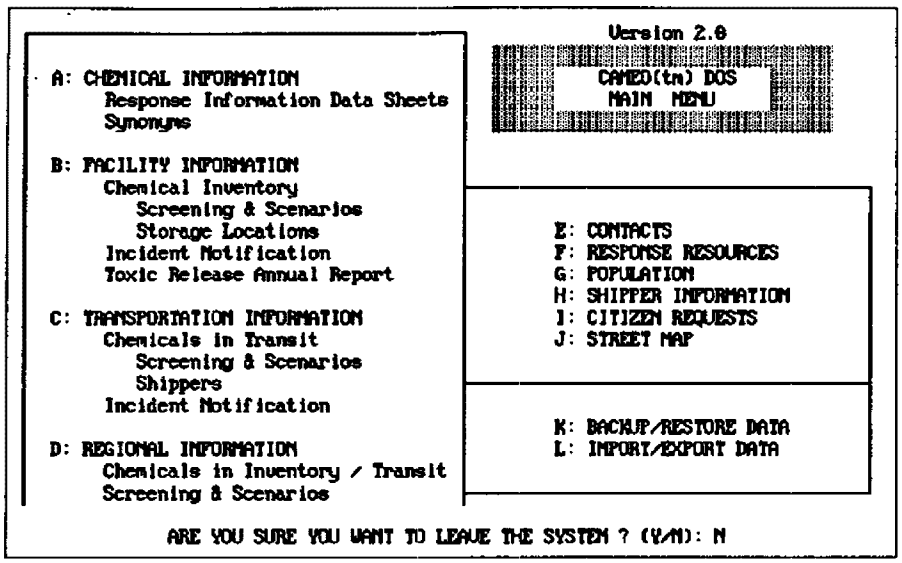


Figure 2–2.
CAMEO DOS log-off screen

Type Y to leave the system or N if you want to remain in CAMEO DOS.

Chapter 3
Learning the Basics

This chapter provides basic training in CAMEO DOS—how to move about the system and use the various functions. Using the Facility Information module, we will demonstrate how to add a complete set of records for a facility as well as how to modify, delete, and restore records.

We will also demonstrate how to use the Mapping module to plot the location of a facility and search for the location of items of interest, how to query the database for specific information, how to prepare and use scenarios to visualize the effects of incidents, and how to produce reports.

The examples in this chapter are presented in a step-by-step format that you can follow along at your keyboard. Sometimes the examples are preceded by a general description of the activity. Detailed information and instructions are found in the main body of the text. The margins contain a brief summary of the steps, which you can use for review.

We recommend that you use only the Training version of CAMEO DOS for the exercises in this chapter. This will maintain the integrity of your own CAMEO DOS databases.

Before You Start

Before you begin the tutorial, please take some time to review the section on the Facility Information module in Chapter 4. This will provide an introduction to the fields, functions, and other features of the summary screens and detail screens in the module.

This tutorial assumes that you have a basic understanding of how to use a personal computer. If you are not familiar with your computer, Chapter 7, Keyboard Reference, explains how the features of your computer enable you to move about the system and execute CAMEO DOS commands.

Log On to CAMEO DOS

*Move to the CAMTRAIN directory by typing **cd\camtrain** at the C: prompt.*

To begin the tutorial, turn your computer on and move to the CAMTRAIN directory by typing the following at the *C:* prompt: ***cd\camtrain***

*Access CAMEO DOS by typing **cameo** at the C:\CAMTRAIN> prompt.*

The system will display the *C:\CAMTRAIN>* prompt. Type the following: ***cameo***

At this point the CAMEO DOS log-on screen should be displayed. Be sure it says that you are using the Demonstration version of CAMEO DOS.

*Enter the log-on ID: **rapid**.*

Enter the log-on ID: ***rapid***. This is the only ID that can be used with the Demonstration version of CAMEO DOS. The CAMEO DOS Main Menu is now displayed.

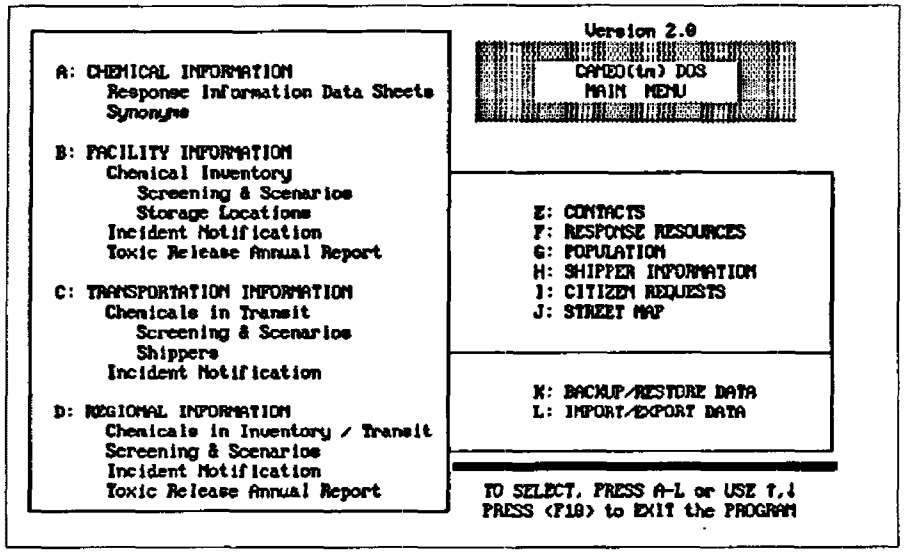


Figure 3–1.
CAMEO DOS Main Menu

In the tutorial, we will be working with the Facility Information module.

The Main Menu consists of the 10 CAMEO DOS modules, plus the Mapping module and the Backup/Restore and Import/Export modules. All of these items can be accessed by simply typing the letter of the module you want. Alternatively, you can move the highlight bar by using the ↑ or ↓ keys and then press the RETURN or ENTER key when your choice is highlighted.

The additional items listed under the Chemical Information, Facility Information, Transportation Information, and Regional Information modules are subordinate databases, listed for information only; that is, they cannot be accessed directly from the Main Menu.

In this tutorial, we will show you how CAMEO DOS works by using a practice session in the Facility Information module. Follow along in the Training version of the program as we walk you through the basic CAMEO DOS functions.

The Facility Information Module

The Facility Information module provides details about a facility's location, emergency contacts, and chemicals and their storage locations. It also provides a record of incidents and releases that may have occurred at the facility and a screening and scenarios database that can help you visualize the potential effects of incidents.

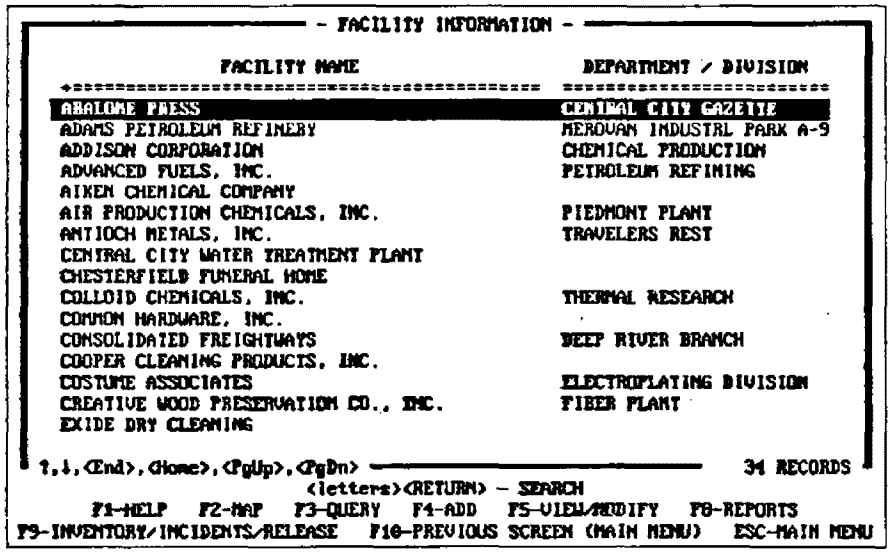
When the CAMEO DOS Main Menu is displayed, type the letter B to access the Facility Information module.

Access the Facility Information module from the CAMEO DOS Main Menu by typing its letter: *B*. (You also could access the module by pressing the ↓ key once, to move the highlight bar to Facility Information, and then pressing the RETURN or ENTER key.)

The first screen displayed is the Facility Information summary screen, which lists the Facility Information records that have been entered in the Facility Information database.

Figure 3–2.
Facility Information summary screen

The summary screen lists all records stored in the database.



Note that the demonstration Facility Information database contains 34 records (the number is displayed in the lower-right corner of the list). When you begin to use your own copy of CAMEO DOS, this screen will be empty.

Take a minute or two to move around the summary information and become familiar with the scrolling keys:

Experiment with the scrolling keys: ↑, ↓, and END.

- Use the ↓ key to move down.
- Use the ↑ key to move up.
- Use the END key to move to the bottom of the screen.

- Use the HOME key to move to the top of the screen.
- Use the PAGE-DOWN key to move to the next screen.
- Use the PAGE-UP key to move back to the first screen.
- Use the CONTROL+PAGE-DOWN combination (hold the CONTROL key down and then press the PAGE-DOWN key) to move to the end of the list.
- Use the CONTROL+PAGE-UP combination to move back to the beginning of the list.

Experiment with the scrolling keys: HOME, PAGE-DOWN, and PAGE-UP.

Hold the CONTROL key down and press PAGE-DOWN or PAGE-UP.

As you move about CAMEO DOS, you will notice that the lower portion of each screen contains a list of the functions that can be used at that point in the system. The following functions are available in the Facility Information module:

F1	HELP	Go to the Help menu.
F2	MAP	Go to the Mapping module.
F3	QUERY	Search for specific information.
F4	ADD	Add a new record.
F5	VIEW/MODIFY	Look at or edit existing records.
F6	DELETE/RESTORE	Delete a record and, if you have not exited CAMEO DOS, restore a deleted record.
F7	CANCEL AND RETURN	Return to the previous screen without saving any changes on the current screen.
F8	REPORTS	Create reports.
F9	INVENTORY/INCIDENTS/RELEASE	Go to a subordinate database.
F10	SAVE AND RETURN	Return to the previous screen and save any changes on the current screen.
F10	PREVIOUS SCREEN (NAME)	Return to the previous screen.

The CAMEO DOS functions that are active are listed at the bottom of each screen. These functions are available on one or more screens in the Facility Information module.

Adding a Record

To add a new facility to the database, select F4–ADD from the function-key menu.

Select F4–ADD to begin the process of adding a new record to the database.

CAMEO DOS will display the first page of the Facility Information detail screen (note the page number in the upper-right corner of the screen). This screen contains the fields into which you are going to enter information about the facility. The cursor is at the first space in the Facility Name field.

Take a minute or two to move around the detail screen:

Use the RETURN or ENTER key to move through the fields one by one.

Use the ↑ and ↓ keys to move around the fields, one by one.

Use the TAB key to move around groups of fields.

Use the ← and → keys to move the cursor within the fields.

- Use the RETURN or ENTER key to move around the fields, one by one. Move to the last field and press RETURN. Note that the cursor has moved back to the first field.
- Use the ↑ and ↓ keys to move around the fields, one by one.
- Use the TAB key to move around the fields by block.
- Use the ← and → keys to move within the fields.

Now enter the information in the fields. Be sure you are back at the Facility Name field and enter the name of our facility: ***Green Chemicals***.

Use the RETURN, ENTER, or ↓ key to move to the next field, and begin to enter the remaining information on the page 1 screen. Use the RETURN, ENTER, or ↓ key each time you are ready to move on to the next field.

Enter the information in the fields on page 1 of the Facility Information detail screen. Use the various scrolling keys to move around and within the fields.

Facility Name Dept./Div.	Green Chemicals James Madison Division
Address City State Zip	9300 James Madison Highway P.O. Box 972 Blue Sky CL 87678
Cross Street	Loudoun Drive
SIC Code	First field: 28 Second field: 33 Leave third and fourth fields blank.
D&B # Site County/District	023396312 01 of 03 Central County
Emergency Contacts and Information:	
Name Title Phone Ext. 24-Hr. Phone Ext.	Andrew Green President 3045559400 212 3045552827 Leave blank.
Name Title Phone Ext. 24-Hr. Phone Ext.	Julia Owens Safety Engineer 3045559400 634 3045557719 Leave blank.
Map Location	18-A1
Last Update	CAMEO DOS fills this in for you.

Enter telephone numbers in the form 3045559400; that is, you do not need to type the parentheses or hyphens.

To return to a previous field to correct errors or add new information, move the cursor to the field (use the RETURN, ENTER, ↑, ↓, or TAB key). Use the DELETE or BACK SPACE key to erase incorrect information or just type over the incorrect information.

Use the scrolling keys and the DELETE and BACK SPACE keys to move around and correct mistakes if necessary.

When you are entering records in any module, certain fields must contain information before the record can be entered into the database. In the Facility Information database, these fields are Facility Name, Address, City, and State. Other fields may be left blank if information is lacking.

The completed page 1 of the Facility Information record for Green Chemicals should look like this:

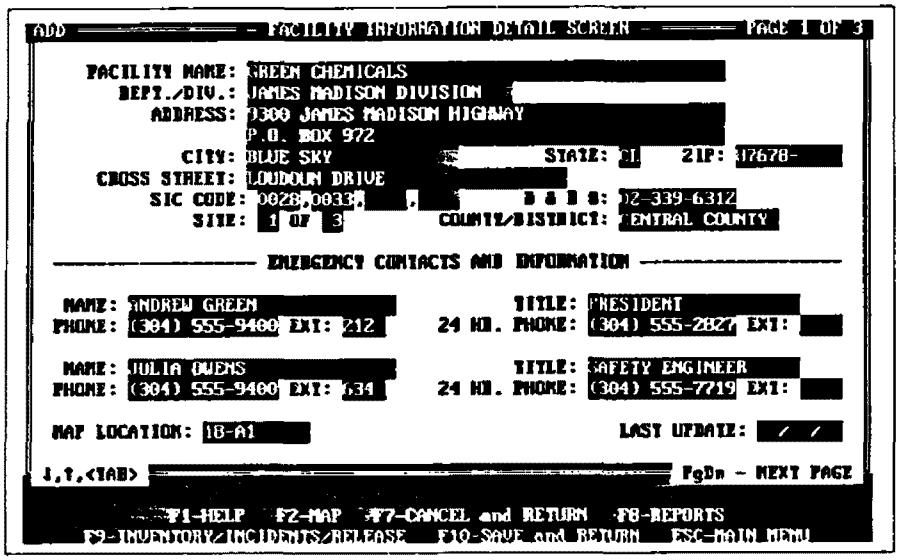


Figure 3–3.
Facility Information detail screen, page 1

Be sure the screen looks like this before moving on to the second screen.

When you complete page 1, check it for accuracy and make any corrections. It is always a good idea to review information before moving on to page 2 in a new record, because changing screens in CAMEO DOS means that the new record is now saved in the database. In other words:

- On page 1 you could select F7–CANCEL AND RETURN to return to the summary screen without saving the new record.
- On page 2, F7–CANCEL AND RETURN would still return you to the summary screen, but the record would already have been entered in the database. However, the information you entered on page 2 would not be saved.

F7–CANCEL AND RETURN and the ESCAPE key cancel the current screen only. Any previous screens are saved when you change screens.

The same holds true for using the ESCAPE key to return to the CAMEO DOS Main Menu. If you are on page 1, the record will not be entered. If you are on page 2, the record already will have been entered, but the information on page 2 will not be saved.

Press the PAGE-DOWN key to move to the next Facility Information detail screen.

Press the PAGE-DOWN key to move to page 2 of the Facility Information detail screen and enter the following information:

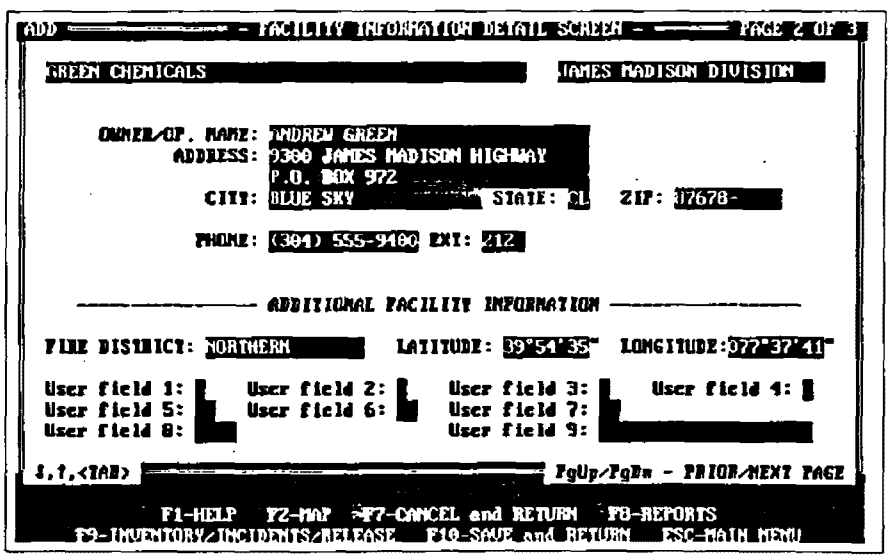
Enter the information in the fields on page 2 of the Facility Information detail screen. Use the various scrolling keys to move around and within the fields.

Owner/Op. Name	Andrew Green
Address	9300 James Madison Highway P.O. Box 972
City State Zip	Blue Sky CL 87678
Phone Ext.	3045559400 212
Additional Facility Information:	
Fire District	Northern
Latitude Longitude	395435 0773741
User Fields	Leave these blank.

The completed page 2 of the Facility Information record for Green Chemicals should look like this:

Figure 3–4.
Facility Information detail screen, page 2

The User Fields at the bottom of the screen can be set by the system administrator to meet the needs of your organization.



After checking the information on page 2, press the PAGE-DOWN key to save the information on page 2 and move to page 3 of the Facility Information detail screen. Enter the following information:

Press the PAGE-DOWN key to move to the next Facility Information detail screen.

Enter the information in the fields on page 3 of the Facility Information detail screen. Use the various scrolling keys to move around and within the fields.

Enter dates in the form 092790; that is, you do not need to type the slashes.

Compliance Contact Phone Ext.	Julia Owens 304 555 9400 634		
Item	Received	Due	File Location
Emergency Plan	092790	123190	DR 1201
Site Map	113090	123190	DR 1202
§302 Declare	113090	123190	DR 1203
§303 Fac Rep	Leave blank.		
§304 Notification	Leave blank.		
§311 MSDS Sheets	113090	123190	DR 1206
§311 MSDS List	Leave blank.		
§312 Tier I	Leave blank.	123190	
§312 Tier II	Leave blank.	123190	
§312 Form R	Leave blank.	123190	
Other	Leave blank.		

The completed page 3 of the Facility Information record for Green Chemicals should look like this:

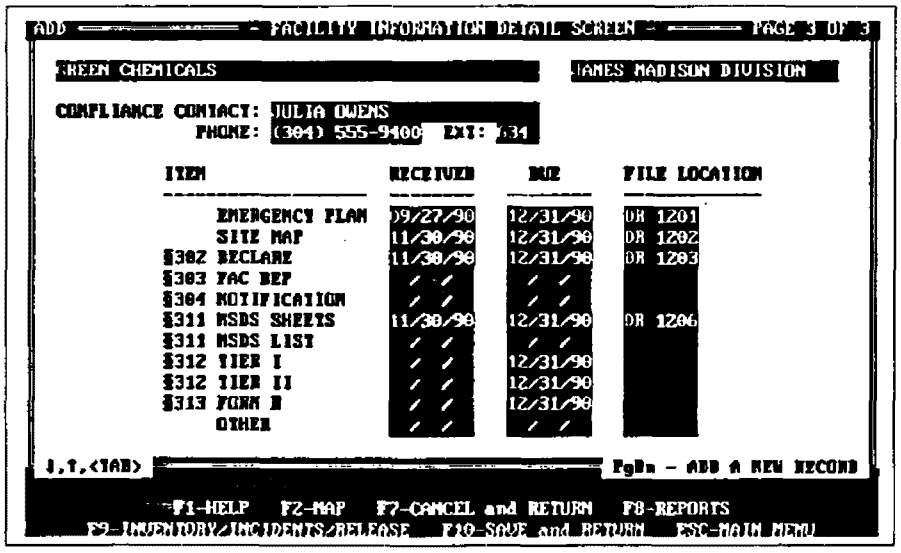


Figure 3–5.
Facility Information detail screen, page 3

The system administrator can set information in the Due Date field for the compliance items.

Check the information on page 3, then select F10–SAVE AND RETURN to save page 3 and return to the Facility Information summary screen. Do not press the PAGE-DOWN key! This would display page 1 of a new blank Facility Information record. If you pressed PAGE-DOWN by mistake, select F7–CANCEL AND RETURN to return to the Facility Information summary screen.

Select F10–SAVE AND RETURN to save the new record and return to the Facility Information summary screen.

Helpful Hints

- If you have several facilities to enter, press the PAGE-DOWN key after completing page 3 of the first entry. This will save the page you just entered and display page 1 of a new facility record.

- If one of the required fields was omitted, CAMEO DOS displays a message at the bottom of the screen. You will not be able to move on to a new record until all of the required fields have been entered. Return to page 1 (use the PAGE-UP key) and enter the missing information. Required fields are listed in Appendix C, the Data Field Glossary.

- If you realize that you are duplicating a previous record or for some other reason do not want to keep a new record, select F7–CANCEL AND RETURN to return to the Facility Information summary screen. This works on page 1 only. If you are on pages 2 or 3, F7–CANCEL AND RETURN returns you to the summary screen, but the record was already entered in the database when you moved from page 1 to page 2. In this case you will need to delete the record, a process described later in the tutorial.

- To return to the Main Menu from any screen, press the ESCAPE key. If you press the ESCAPE key on page 1 of a new record, the record will be canceled. If you are on pages 2 or 3, ESCAPE returns you to the Main Menu, but the record was already entered in the database when you moved from page 1 to page 2. In this case you will need to delete the record.

Viewing and Modifying a Record

At any time, you can browse through or edit existing CAMEO DOS records by selecting F5–VIEW/MODIFY.

Locating Records

Locate the record you want to look at or edit by scrolling through the summary list.

When the summary screen is displayed, you can locate and highlight the record you want to view or modify by scrolling through the list (use the ↑ and ↓ keys, the HOME and END keys, the PAGE-UP and PAGE-DOWN keys, or the CONTROL + PAGE-UP OR PAGE-DOWN combination).

To do a letter search, type the first few letters of the item you are looking for and then press RETURN or ENTER.

You can also do a **letter search** that will take you directly to a specific point in the summary list. All you need to do is type a letter or a series of up to 10 letters, then press the RETURN or ENTER key. The letter search is based on the field that has a + sign above it on the summary screen; in the Facility Information database, this is the Facility Name field.

For example, when the Facility Information summary screen is displayed, type the letter *A*. Note that the letter search field pops up onto the screen.

Type the letter A to start a letter search.

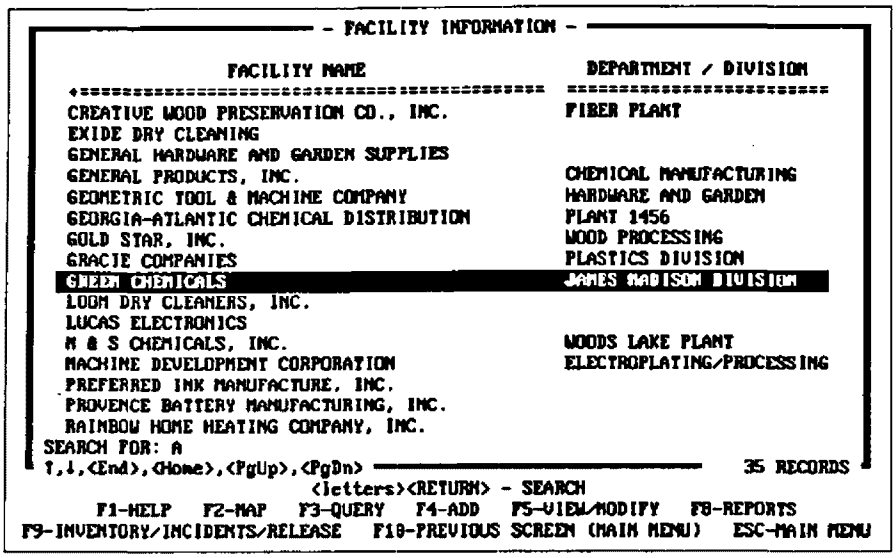


Figure 3–6.
Letter search in Facility Information module

Note the letter search field at the bottom of the list.

Press the RETURN or ENTER key. CAMEO DOS finds and highlights the first record in the Facility Name field that begins with the letter A.

Press RETURN or ENTER to execute the letter search. CAMEO DOS will find the nearest match to the letters you typed.

Now type *GREEN* and press RETURN or ENTER. CAMEO DOS finds and highlights the Green Chemicals listing in the summary screen.

Type GREEN and press RETURN or ENTER.

Viewing Records

To view the record for Green Chemicals, select F5–VIEW/MODIFY when its name is highlighted on the summary screen.

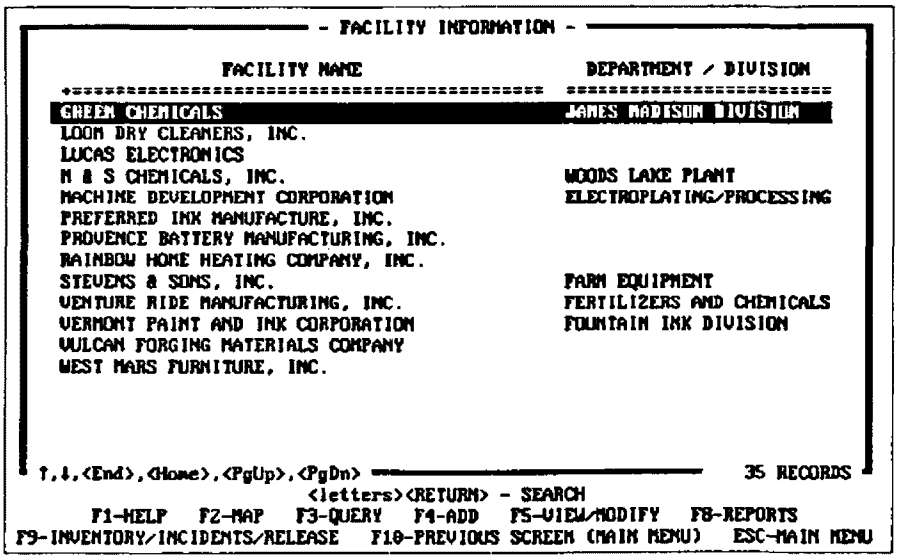


Figure 3–7.
Green Chemicals highlighted on the summary screen

Select F5–VIEW/MODIFY to view the detail screen for the highlighted item.

Press the PAGE-DOWN key twice to move to page 3.

CAMEO DOS will display the first page of the Green Chemicals record. You can look at the additional pages by pressing the PAGE-DOWN key. Press the PAGE-DOWN key twice to move to page 3.

Press PAGE-DOWN four more times, moving through the records page by page.

You can continue to move down through all pages of the Facility Information records by continuing to press the PAGE-DOWN key. Check this out by pressing the PAGE-DOWN key four times.

Press PAGE-UP twice, moving up through the first pages only.

Now press the PAGE-UP key twice and notice what happens. With the PAGE-UP key, you are moving up through the Facility Information records, but you are viewing the first pages only.

Modifying Records

If, for example, the Compliance Contact at Green Chemicals changes, you will need to update your Facility Information record.

The first page of the Green Chemicals record should be displayed on your screen. If it is not, return to the Facility Information summary screen (select F7–CANCEL AND RETURN), highlight Green Chemicals, and select F5–VIEW/MODIFY.

Be sure the first page of the Facility Information summary screen for Green Chemicals is displayed.

The Compliance Contact record is on page 3 of the record, so press the PAGE-DOWN key twice to display that page.

Press the PAGE-DOWN key twice to move to page 3.

The cursor should already be at the Compliance Contact field. If it is not, use the RETURN, ENTER, TAB, or ↓ key to move the cursor to that field. Use the DELETE key to remove the old name, Julia Owens, and enter the new name, ***Bruce Childers***. Or, you can type over the old name with the new name.
Select F10–SAVE AND RETURN to save the change and return to the Facility Information summary screen.

The cursor should be at the Compliance Contact field.

Replace Julia Owens with Bruce Childers.

Select F10–SAVE AND RETURN to save the change.

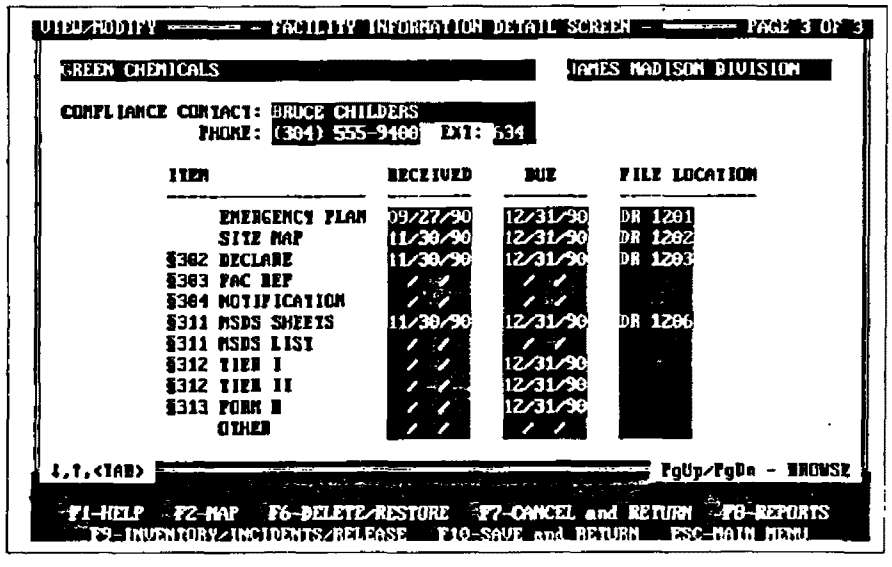


Figure 3–8.
Edited Facility Information detail screen

Helpful Hints

- Like a word processing program, CAMEO DOS provides several ways to edit text in records. Refer to Chapter 7, Keyboard Reference, for more information on editing records.

- When you are editing records, using the PAGE-UP and PAGE-DOWN keys will save changes. If you select F7–CANCEL AND RETURN, only the changes on the current screen (the page currently displayed on the screen) are canceled. Any changes on other pages have already been saved.

Deleting and Restoring a Record

Select F6–DELETE/RESTORE to delete and restore records.

Select F6–DELETE/RESTORE to delete a record. If you decide that you do not want to delete the record, you can select F6 again to restore the record, but only if you have not exited CAMEO DOS. *Once you exit CAMEO DOS, deleted records cannot be restored.*

The record's detail screen must be displayed before that record can be deleted or restored.

On the summary screen, locate the record to be deleted and select F5–VIEW/MODIFY to display its detail screen. To delete the record, select F6–DELETE/RESTORE. CAMEO DOS displays a message at the top of the screen, saying that the record will be deleted when you exit CAMEO DOS.

You must select F10–SAVE AND RETURN to save a deletion or restoration. F7–CANCEL AND RETURN will cancel deletions or restorations.

Select F10–SAVE AND RETURN to save the deletion and return to the summary screen. Be sure to select F10. If you select F7–CANCEL AND RETURN to return to the summary screen, the deletion will not be recorded.

On the summary screen, the record will be marked with an arrow, indicating that it is marked for deletion.

The procedure described above does not delete the record immediately. The record is only marked for deletion; it will not be deleted until you end your CAMEO DOS session. Therefore, at any time before you exit CAMEO DOS, you can *un*mark, or restore, a record by returning to the detail screen and selecting F6–DELETE/RESTORE. The deletion message will then be removed from the detail screen.

Select F10–SAVE AND RETURN to save the restoration and return to the summary screen. The arrow marking the record for deletion is also removed. Be sure to select F10. If you select F7–CANCEL AND RETURN to return to the summary screen, the record will not be restored.

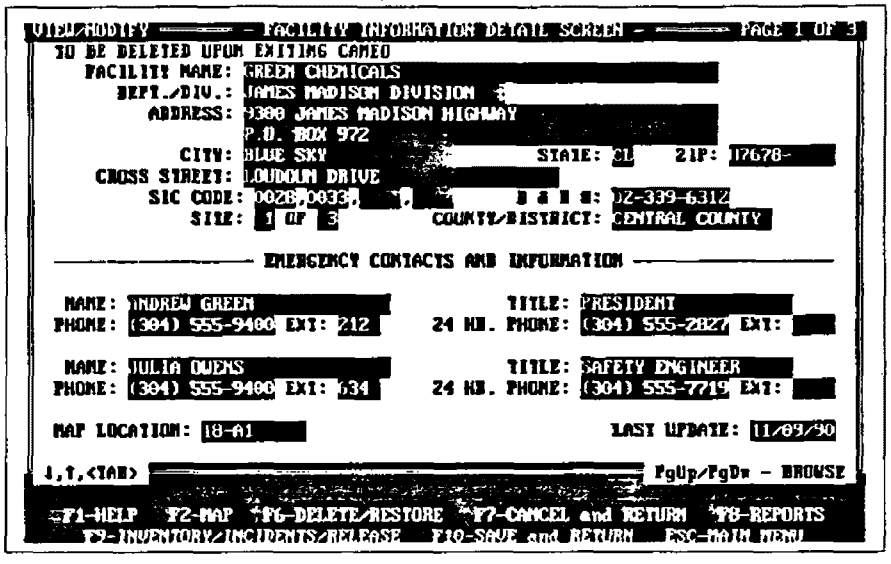
Practice Deleting and Restoring a Record

When the Green Chemicals detail screen is displayed, select F6–DELETE/RESTORE.

On the Facility Information summary screen, highlight Green Chemicals and select F5–VIEW/MODIFY to view its detail screen. When the detail screen is displayed, select F6–DELETE/RESTORE. Notice the message at the top of your screen telling you that the record is marked for deletion.

Figure 3–9.
Facility Information detail screen marked for deletion

Note the message above the Facility Name field.

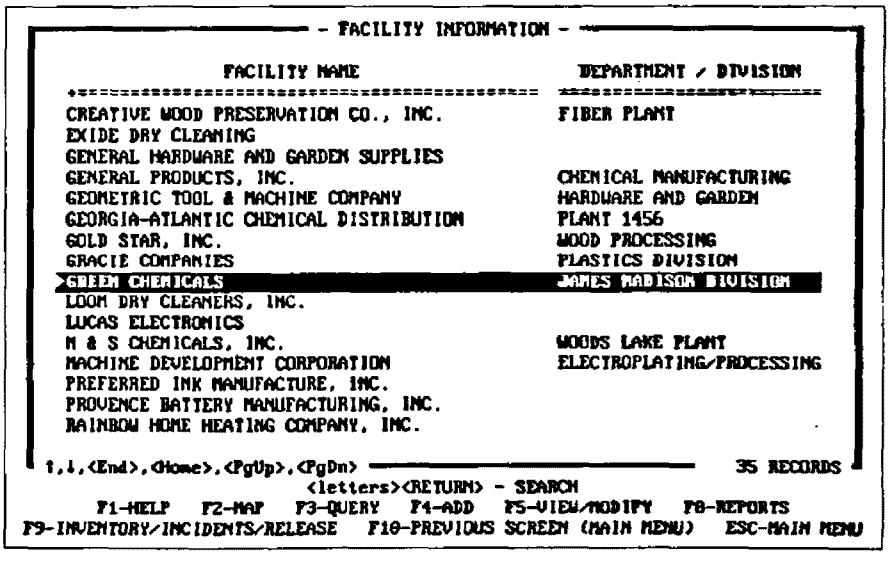


Select F10–SAVE AND RETURN to save the deletion.

Select F10–SAVE AND RETURN to return to the Facility Information summary screen. Green Chemicals is now marked for deletion.

Figure 3–10.
Facility Information summary screen with record marked for deletion

Note the arrow next to Green Chemicals.



Display the Green Chemicals detail screen again and select F6–DELETE/RESTORE to restore the record.

But, we do not want to delete this record. To restore Green Chemicals, select F5–VIEW/MODIFY to view the detail screen again, then select F6–DELETE/RESTORE to restore the record. Note that the deletion message disappears.

Select F10–SAVE AND RETURN to return to the Facility Information summary screen. The marker is gone, and the record will not be deleted when you exit CAMEO DOS.

Select F10–SAVE AND RETURN to save the restoration.

Helpful Hints

- Deleting a record also deletes all associated records in CAMEO DOS. For example, deleting a facility record would also remove all associated Chemical Inventory, Incident Notification, Toxic Release Annual Report, Storage Locations, and Screening & Scenarios records, in both the Facility Information module and the Regional Information module.

- If you are deleting or restoring a record, be sure to select F10–SAVE AND RETURN immediately to save the deletion or restoration. It is possible to unintentionally use F7–CANCEL AND RETURN to cancel the deletion or restoration.

- If you exit CAMEO DOS with a record marked for deletion, that record is lost and can be retrieved only from backup disks.

- If you experience a power outage or the system "crashes" for some other reason during a CAMEO DOS session, marked records will not be deleted. When you reboot your computer, everything will be as it was when the system "crashed." If a crash has occurred with records marked for deletion, you must reactivate the deletion process by re-marking any one of the records marked for deletion when you reenter CAMEO DOS. To do this, go the detail screen (select F5–VIEW/MODIFY), select F6–DELETE/RESTORE twice (restoring, then re-marking for deletion), and then select F10–SAVE AND RETURN. It is necessary to do this for one record only, even if several records were marked for deletion.

Options Menus

Several of the CAMEO DOS modules provide access to subordinate databases that allow you to store more detailed information. For example, in addition to the Facility Information database, the Facility Information module contains the Chemical Inventory, Incident Notification, and Toxic Release Annual Report databases.

Options menus provide access to subordinate databases that contain more detailed information.

The subordinate databases are specific to the item that is highlighted on the summary screen or whose detail screen is displayed. For example, when you are using the Chemical Inventory database you are working with a database that contains records of chemicals stored at one specific facility.

When using a subordinate database, the records are always related to the record from which you accessed the database.

In addition, some of the subordinate databases provide access to subordinate databases of their own. The Chemical Inventory database, for example, provides access to the Screening & Scenarios and Storage Locations databases.

Some subordinate databases have subordinate databases of their own.

These databases are specific to the item that is highlighted on the summary screen or detail screen of the subordinate database. For example, when you are using the Storage Locations database you are working with a database listing the storage locations of one specific chemical stored at one specific facility.

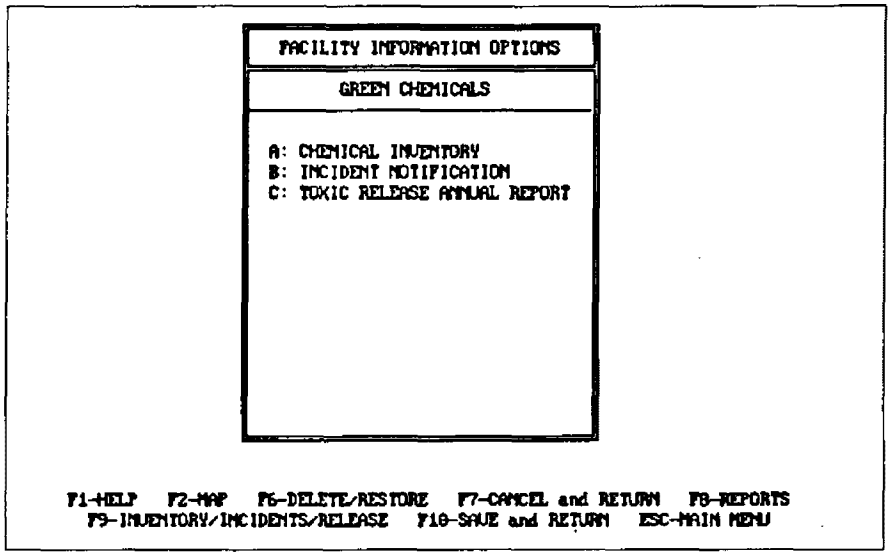
Select F9 to reach a menu of subordinate databases.

The subordinate databases are listed at F9 on the list of functions at the bottom of a CAMEO DOS screen. For example, on the Facility Information summary screen or detail screen, you see F9–INVENTORY/INCIDENTS/RELEASE.

When you select F9, CAMEO DOS displays a menu from which you choose the subordinate database you want to work with. In the Facility Information module, this menu lists three databases, as shown below.

Figure 3–11.
Facility Information options menu

This menu lists subordinate databases.



When the options menu is displayed, just type the letter of the option you want. Or, use the ↓ key to move the highlight bar to the option you want and press the RETURN or ENTER key.

Use the CONTROL + FUNCTION KEY combination to go directly to a subordinate database.

CAMEO DOS also provides a shortcut to subordinate databases. When you see the databases listed at F9, as in F9–INVENTORY/INCIDENTS/RELEASE, you do not need to access the options menu. Instead, you can use the CONTROL+F1 combination to reach the first item (Inventory), CONTROL+F2 to reach the second item (Incidents), and CONTROL+F3 to reach the third item (Release). Just hold the CONTROL key down and then press the appropriate function key.

Chemical Inventory Database

To access a subordinate database for Green Chemicals, highlight Green Chemicals on the summary screen or display one of its detail screens.

To use the Chemical Inventory database for Green Chemicals, the name of the facility must be highlighted on the Facility Information summary screen or one of the Green Chemicals detail screens must be displayed.

Select F9–INVENTORY/INCIDENTS/RELEASE to look at the Facility Information options menu, then press the RETURN key to go to the Chemical Inventory database (option A on this menu is already highlighted).

The Chemical Inventory summary screen, with the name of the facility at the top, is displayed. However, you will see (and CAMEO DOS provides a message telling you) that the database contains no records. So, we will add a chemical to the Green Chemicals inventory.

Choose option A from the Facility Information options menu.

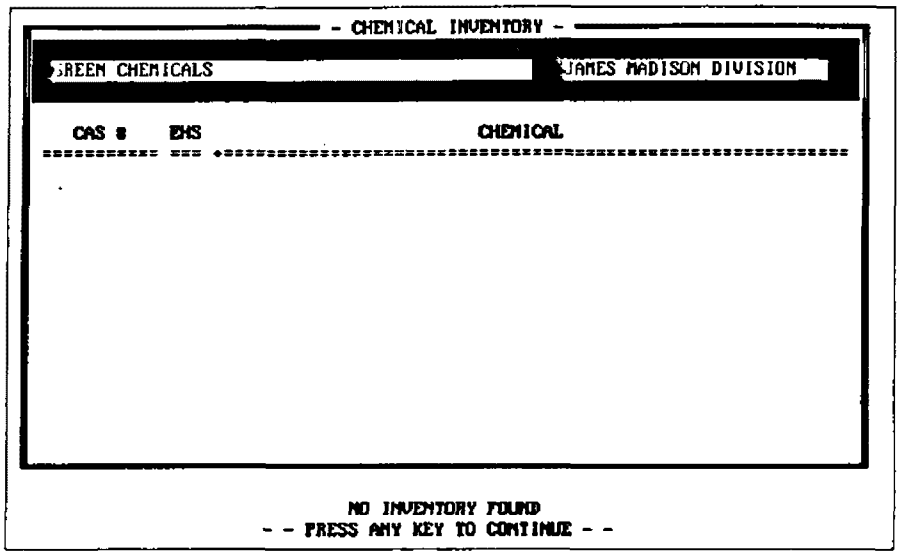


Figure 3–12. Chemical Inventory summary screen

Press any key to remove the "No Inventory Found" message.

First, press any key to remove the "No Inventory Found" message.

Now select F4–ADD to add a chemical. The Chemical Inventory detail screen is displayed. Note that the facility name is still displayed at the top of the screen. The cursor is at the CAS # field, which is marked by an asterisk (*).

Select F4–ADD to add a chemical to the inventory.

When a field is marked with an asterisk, use the ALT+F1 combination (hold the ALT key down and then press F1) to see a list of options for that field. In this case, the list of chemicals in the Chemical Information database will be shown.

Use the ALT+F1 combination, select chlorine from the list of chemicals, and select F10–SELECT AND RETURN.

Move the highlight bar to chlorine by doing a letter search. Type ***chlorine*** and press RETURN.

When chlorine is highlighted, select F10–SELECT AND RETURN to add chlorine to the Chemical Inventory database for Green Chemicals and return to the Chemical Inventory detail screen. Note that CAMEO DOS has filled in the Chemical Name and NFPA Code fields as well. The EHS field on the summary screen is filled in at this time as well.

Enter information in the rest of the detail screen. You will be using the ALT+F1 combination at two more fields. To enter data in these fields, highlight the appropriate item on the popup menu and select F10–SELECT AND RETURN.

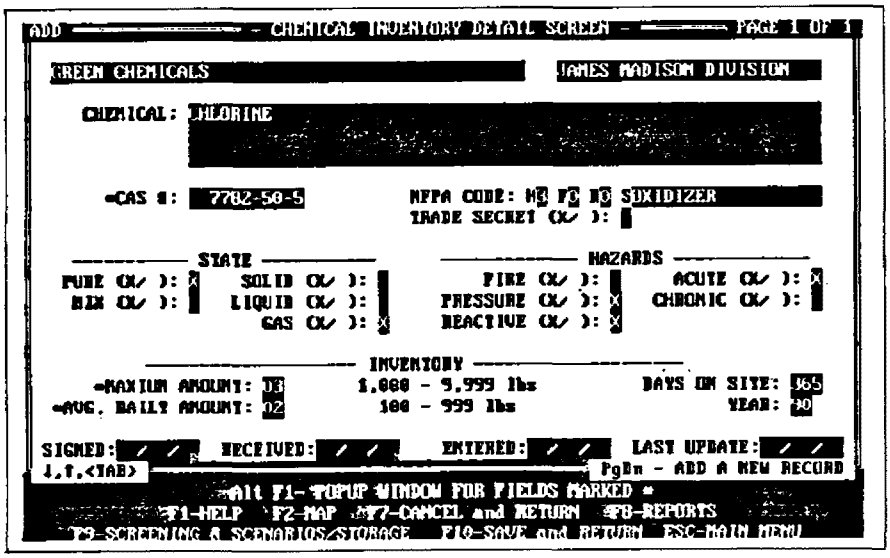
Enter the information in the rest of the fields on the Chemical Inventory detail screen.

Trade Secret	Leave blank.
State	Type an X next to Pure and Gas.
Hazards	Type an X next to Pressure, Reactive, and Acute.
Inventory: Max. Daily Amount Avg. Daily Amount	 Use ALT+F1; highlight 03 (1,000-9,999) and select F10. Use ALT+F1; highlight 02 (100-999) and select F10.
Days on Site Year	365 90
Signed Received Entered Last Update	Leave blank. Leave blank. CAMEO DOS fills this in for you. CAMEO DOS fills this in for you.

Review your record for accuracy and correct it if necessary. The completed screen should appear as shown below.

Figure 3–13. Chemical Inventory detail screen

Be sure the screen looks like this before moving on to the Storage Locations database.



Storage Locations Database

Now we will go to the third level—the Storage Locations database—and enter information about how the chlorine is stored at Green Chemicals.

Use the CONTROL+F2 shortcut to move to the Storage Locations database.

On the Chemical Inventory screens, F9–SCREENING & SCENARIOS/STORAGE provides access to the subordinate databases. Try the CONTROL+F2 combination to access the Storage Locations database. Just hold the CONTROL key down and then press F2. (You could also select F9 to display the Chemical Inventory options menu and type a ***B*** or move the highlight bar to Storage Locations and press the RETURN or ENTER key).

The Storage Locations summary screen, with the name of the facility *and* the chemical and its CAS Number at the top, is displayed. At this time the database contains no records.

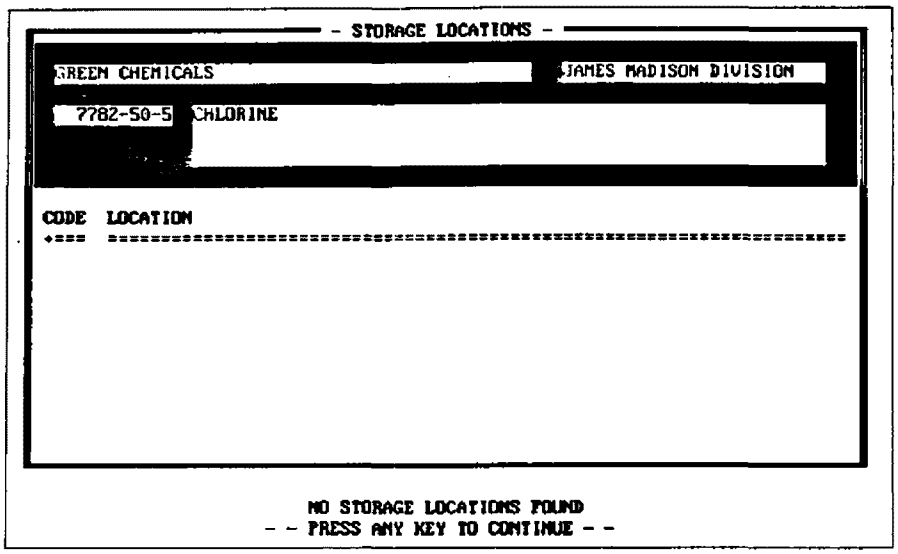


Figure 3–14.
Storage Locations summary screen

Press any key to remove the "No Storage Locations Found" message.

Press any key to remove the "No Storage Locations Found" message.

Select F4–ADD to add Storage Locations information. The Storage Locations detail screen is displayed. Note that the Facility Name, Chemical Name, and CAS Number are still displayed at the top of the screen.

Select F4–ADD to add storage location information.

Enter the following information. You will be using the ALT+F1 combination at three fields. Hold down the ALT key and select F1, then highlight the appropriate item on the popup menu and select F10–SELECT AND RETURN.

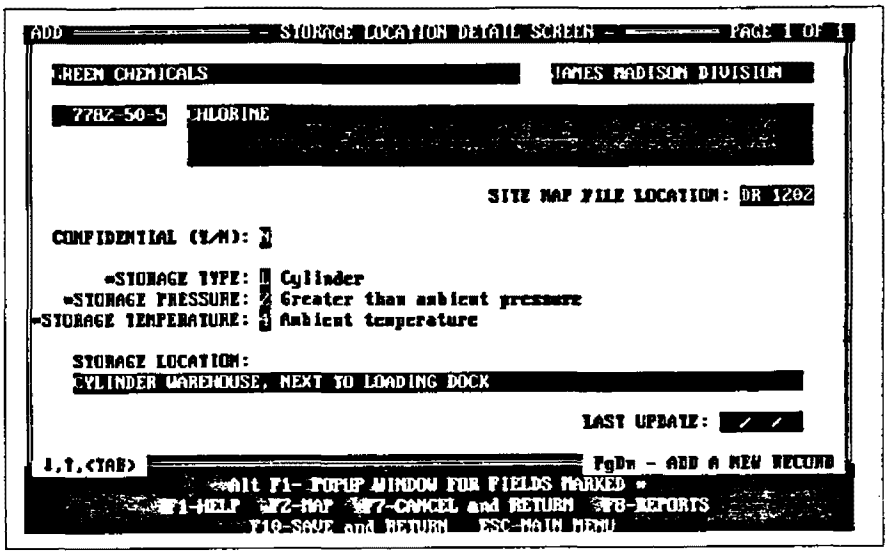
Enter the information in the Storage Locations fields.

Site Map File Location	CAMEO DOS fills this in for you based on the entry on the Facility Information detail screen.
Confidential	N
Storage Type	Use ALT+F1; highlight L (Cylinder) and select F10–SELECT AND RETURN.
Storage Pressure	Use ALT+F1; highlight 2 (Greater than ambient pressure) and select F10–SELECT AND RETURN.
Storage Temperature	Use ALT+F1; highlight 4 (Ambient temperature) and select F10–SELECT AND RETURN.
Storage Location	Cylinder warehouse, next to loading dock
Last Update	CAMEO DOS fills this in for you.

Review your record for accuracy and correct it if necessary. The completed screen should appear as shown below.

Figure 3–15.
Storage Locations detail screen

Be sure the screen looks like this before selecting F10–SELECT AND RETURN.



Moving Back to the Top Level

Select F10 five times to retrace your steps back to the Facility Information summary screen.

Select F10–SAVE AND RETURN to save the Storage Locations record and return to the Storage Locations summary screen. Select F10–PREVIOUS SCREEN (CHEMICAL INVENTORY) to return to the Chemical Inventory detail screen from which you used CONTROL+F2. Select F10 on this screen to return to the Chemical Inventory summary screen, then select F10–PREVIOUS SCREEN (FACILITY) to move back to the Facility Information options menu. Select F10–PREVIOUS SCREEN (FACILITY INFORMATION) from this screen to return to the Facility Information summary screen.

As you just saw, when you are using subordinate databases, selecting F10 enables you to retrace your steps through the levels.

Helpful Hints

- On the Chemical Inventory detail screen, you can also add a chemical by typing its CAS Number and pressing the RETURN or ENTER key. CAMEO DOS will add the Chemical Name and NFPA Codes. However, you cannot enter a chemical by typing the name. In fact, the cursor will not even move to the Chemical Name field. Chemicals without CAS Numbers must be entered by using the ALT+F1 combination and locating the chemical on the list.

- In general, use of the ALT+F1 combination is not required, but be aware that in many of the fields marked by an asterisk, CAMEO DOS is expecting a certain type of input. For example, you could type an L at the Storage

Type field on the record shown in Figure 3–15. CAMEO DOS would recognize it as the code for cylinder. You could not type a V because that letter is not on the list in the popup menu.

- Like using PAGE-UP or PAGE-DOWN, moving to a subordinate database saves new records or changes.

- If a certain chemical is stored in more than one location, complete a separate Storage Locations detail screen for each location by pressing PAGE-DOWN after finishing the first screen.

- The three Storage Code records on the Storage Locations detail screen—Type of Container, Pressure, and Temperature—make up the Code field on the Storage Locations summary screen.

- When a Chemical Inventory or Storage Locations screen, or any other screen that displays the name of a chemical, is displayed, you can enter the ALT+R combination to see Response Information Data Sheets for that chemical. On a summary screen, highlight the record that contains the chemical of interest before entering the ALT+R combination. On a detail screen, enter the ALT+R combination at any field.

Queries

Queries allow you to search for records that meet criteria that you specify.

The basic Query function in CAMEO DOS allows you to search for records that meet criteria that you specify. CAMEO DOS also provides Power Queries, which give you the ability to do more complex searches. Power Queries are discussed in Chapter 6.

To do a basic Query, select F3–QUERY. CAMEO DOS will display a list of fields for which you can specify search criteria. Enter information in as many fields as you like, moving around the fields with the ↑ and ↓ keys, the TAB key, and the RETURN and ENTER keys. The more criteria you enter, the more specific the search.

You can also make the search broader or more specific through use of the AND and OR connectors. Choose AND if you wish to select records that meet *all* the criteria. Choose OR to select records that meet *any one* of the criteria.

When you are satisfied with the criteria, select F10–EXECUTE AND RETURN to execute the Query. CAMEO DOS will display a summary screen that contains a list of the records that meet the criteria specified in the Query. At this point you can add additional items to the Query to narrow that list even further, or enter a completely new Query, by selecting F3–QUERY again.

Practice with Basic Queries

The Facility Information summary screen should be displayed.

The Facility Information summary screen should be displayed. If it is not, press the ESCAPE key to go back to the CAMEO DOS Main Menu, then choose option B to display the Facility Information summary screen. Select F3–QUERY to display the Query screen. We are going to look for facilities in Blue Sky.

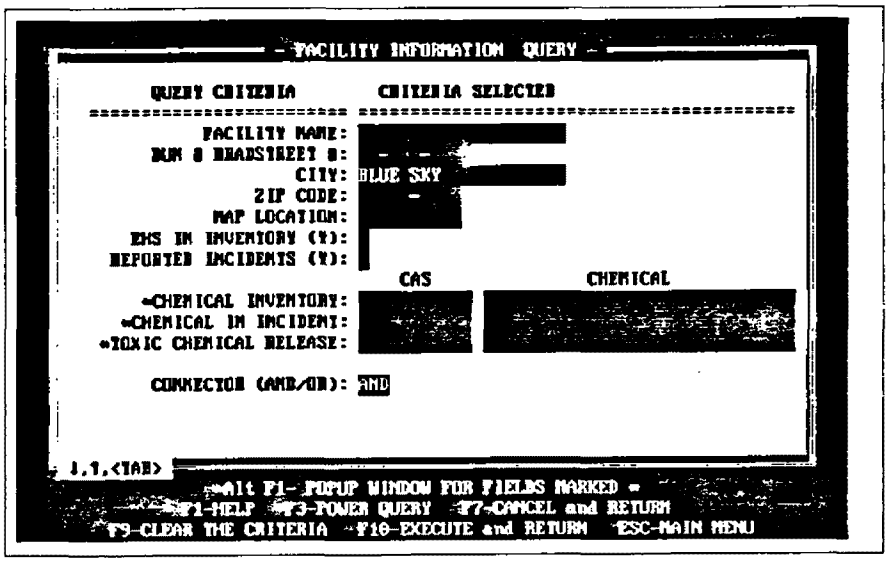
Select F3–QUERY.

*Move the cursor to the City field and type **Blue Sky**.*

On the Facility Information Query screen, move the cursor to the City field (use the RETURN, ENTER, or ↓ key) and type ***Blue Sky***.

Figure 3–16. Facility Information Query screen

Be sure the screen looks like this before selecting F10–EXECUTE AND RETURN.

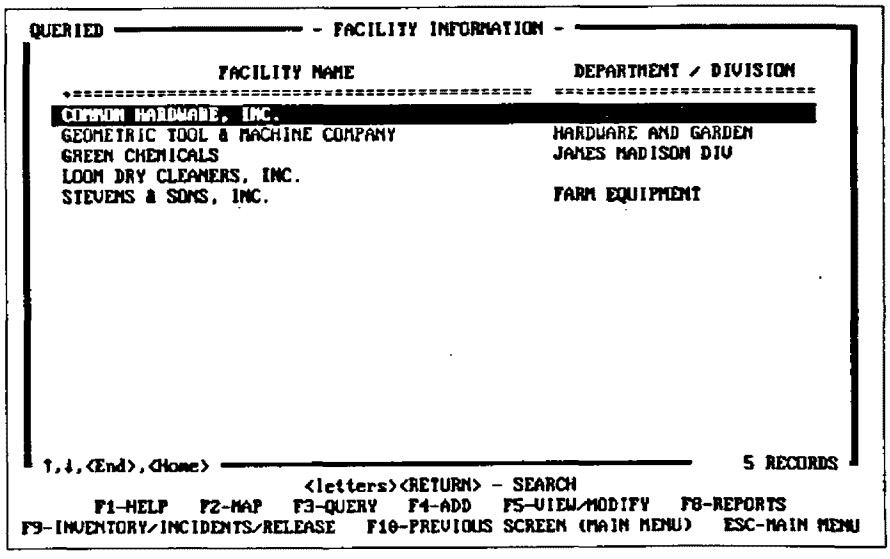


Select F10–EXECUTE AND RETURN.

Select F10–EXECUTE AND RETURN to execute the Query. A summary screen showing the facilities located in Blue Sky will be displayed. Select F5–VIEW/MODIFY to look at the facility records and verify their Blue Sky address. (Use F7–CANCEL AND RETURN to return to the summary screen of Query results.)

Figure 3–17. Results of Facility Information Query

All of these facilities are located in Blue Sky.



Perhaps you are interested in facilities in Blue Sky that have chlorine in their chemical inventory. Select F3–QUERY again. Note that Blue Sky is still in the City field. Move the cursor to the Chemical Inventory field.

Select F3–QUERY again to add to the Blue Sky Query.

The Chemical Inventory field has an asterisk next to it, so we can use the ALT+F1 combination. Hold the ALT key down and press F1. CAMEO DOS displays the list of chemicals.

Move the cursor to the Chemical Inventoryfield and use the ALT+F1 combination to display the list of chemicals.

Type ***chl*** and press the RETURN or ENTER key to highlight chlorine on the list and select F10–SELECT AND RETURN. Chlorine and its CAS Number are now entered on the Query screen. Note that the connector is set at AND.

Type chl, press RETURN or ENTER, then select F10–SELECT AND RETURN to add chlorine to the Query.

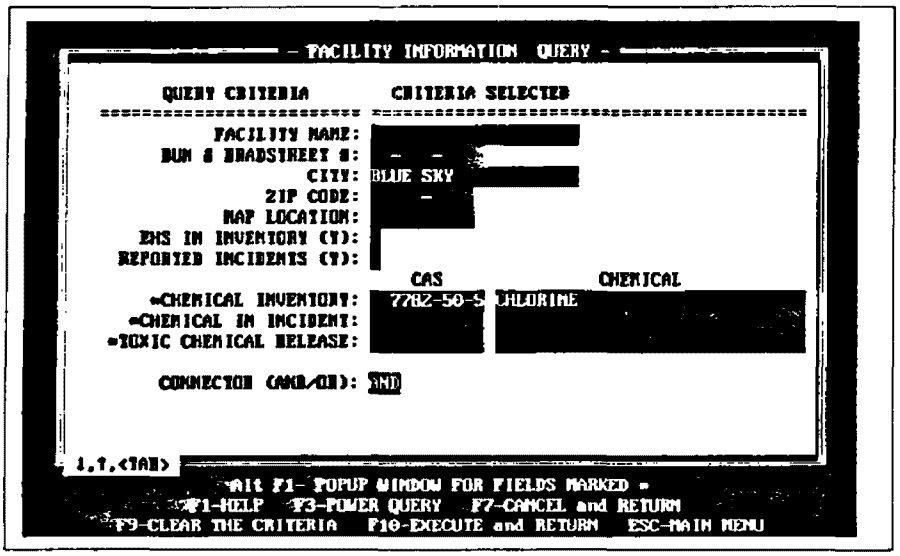


Figure 3–18.
Facility Information Query with two criteria

Be sure the screen looks like this before selecting F10–EXECUTE AND RETURN.

Now select F10–EXECUTE AND RETURN to execute the Query. CAMEO DOS narrows the list of facilities in Blue Sky to those with chlorine in their inventory.

Select F10–EXECUTE AND RETURN.

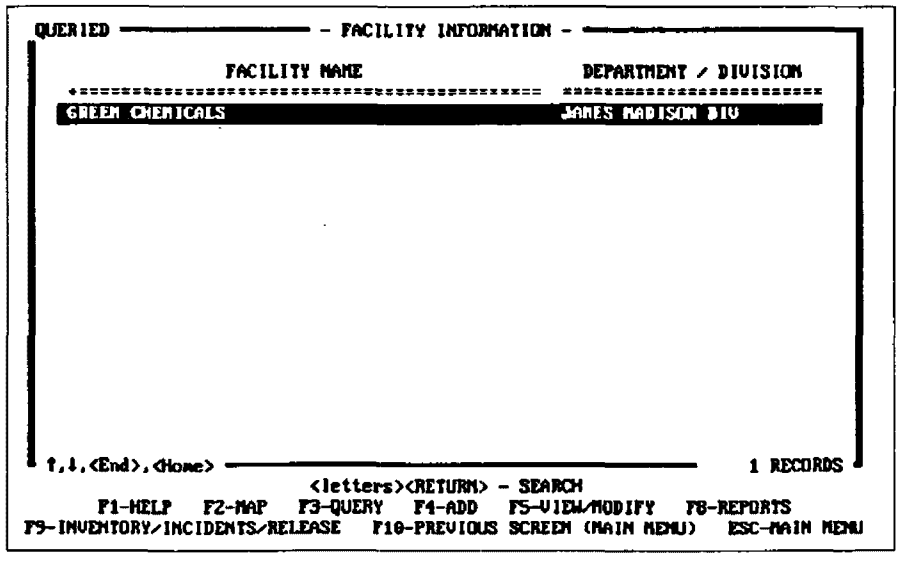


Figure 3–19.
Results of Facility Information Query with two criteria

Green Chemicals is the only facility that is located in Blue Sky and has chlorine in its inventory.

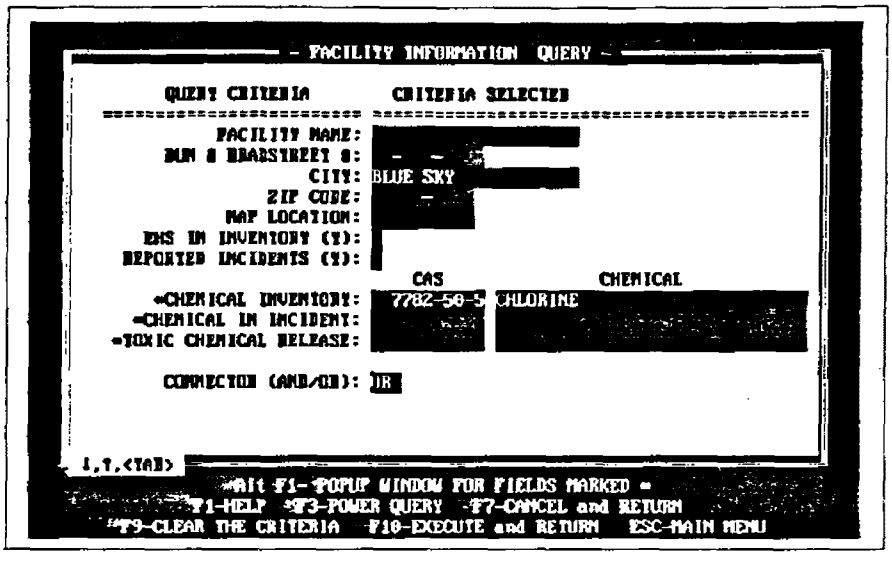
Green Chemicals is listed, since it is the only facility that is located in Blue Sky *and* has chlorine in its inventory.

Select F3–QUERY.

To see the difference between using AND and OR, select F3–QUERY to go back to the Query screen. Leave the criteria as they are, but move the cursor down to the Connector field. Delete AND and type ***OR***.

Figure 3–20. Facility Information Query with OR connector

Be sure the screen looks like this before selecting F10–EXECUTE AND RETURN.

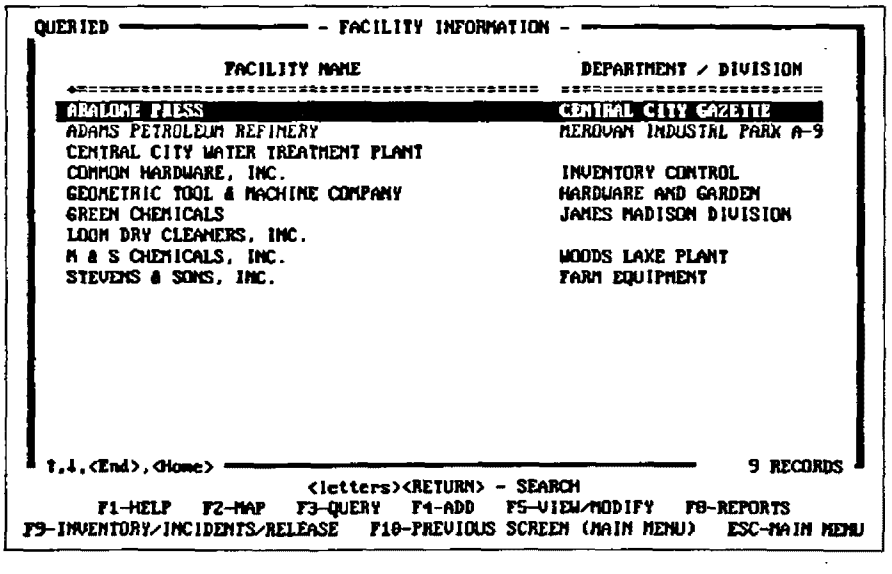


Select F10–EXECUTE AND RETURN.

Select F10–EXECUTE AND RETURN to execute the Query.

Figure 3–21. Results of Facility Information Query with OR connector

Other facilities that have chlorine in their inventories are added to the list.



Several facilities have been added to the list, since all facilities located in Blue Sky (with anything in their chemical inventory) *or* with chlorine in their inventory (but located anywhere) have been selected.

Helpful Hints

- When you see an asterisk (*) by a field in the Query screen, you can use the ALT+F1 combination to view lists and select options. When the list is displayed, highlight your selection and select F10–SELECT AND RETURN to enter it in the Query criteria. You can type an entry in a field marked by an asterisk, but be aware that CAMEO DOS is expecting specific input for these fields. In the case of the Chemical Inventory field, you would need to enter a valid CAS Number; a chemical name alone would not work.

- If you are entering Query criteria and find that you are not satisfied with the criteria, you can select F9–CLEAR THE CRITERIA to clear the Query screen and start over.

- After you execute the Query, the summary screen with the Query results displays the message "QUERIED" in the upper-left corner. To return to the full summary screen, select F10–PREVIOUS SCREEN to go up to the previous level and then return to the database.

Reports

You can print the contents of any database in CAMEO DOS by selecting F8–REPORTS. You can send reports to a printer, view the report on your screen, or store the report in a file.

Select F8–REPORTS to obtain printed, on-screen, or data-file output of CAMEO DOS information.

When you select F8–REPORTS, the Reports screen is displayed. Move around the fields and specify the information you want in the report. You can choose all items in the database or only one, and add information from subordinate databases to the report.

Practice Creating a Report

To generate a report on Green Chemicals, highlight its name on the Facility Information summary screen and select F8–REPORTS. (If the results of your Query are still displayed, the summary list is shorter, but you can still work with any record on the list as if all records were listed.)

Highlight Green Chemicals on the Facility Information summary screen and select F8–REPORTS.

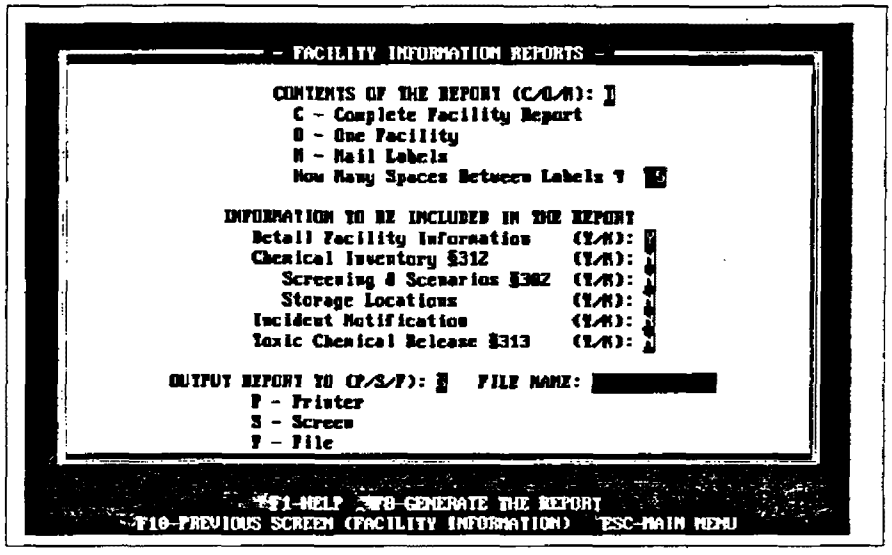
The Reports menu is displayed. We want information for Green Chemicals only, so leave the Contents of the Report field at O (One Facility). (Because Green Chemicals is highlighted on the summary screen, it is the current facility.)

Leave the options on the Reports menu at the default settings.

Bypass the Spaces Between Labels and Information To Be Included in This Report sections by pressing the TAB key twice. Leave the Output Report To field at S for output to your Screen.

Figure 3–22.
Facility Information reports menu

Be sure the screen looks like this before selecting F8–GENERATE THE REPORT.



Select F8–GENERATE THE REPORT to view the report.

Now select F8–GENERATE THE REPORT. The report is displayed on your screen. Press any key to view the additional pages in the report. When you reach the last page, press any key to return to the Reports menu.

Figure 3–23.
Facility Information report

Press any key to move through the pages of the report and to return to the Reports menu if desired.

```
FACILITY DETAIL REPORT
    FACILITY NAME: GREEN CHEMICALS
       DEPT./DIV.: JAMES MADISON DIVISION
          ADDRESS: 9300 JAMES MADISON HIGHWAY
                   P.O. BOX 972
             CITY: BLUE SKY              STATE: CL  ZIP: 87678
    CROSS STREET : LOUDOUN DRIVE
         SIC CODE: 0028, 0033,     ,     ,      DUN & BRAD: 823396312

              SITE:  1 OF  3    COUNTY/DISTRICT: CENTRAL COUNTY

                 ---- EMERGENCY CONTACT AND INFORMATION ----

   NAME: ANDREW GREEN                          TITLE: PRESIDENT
  PHONE: 3045559400  EXT 212          24 HR. PHONE: 3045552827  EXT
   NAME: JULIA OWENS                           TITLE: SAFETY ENGINEER
  PHONE: 3045559400  EXT 634          24 HR. PHONE: 3045557719  EXT

 MAP LOCATION: 18-A1          LAST UPDATE: 11/09/90
<< Hit Any Key to Continue >>
```

Press the ESCAPE key to return to the CAMEO DOS Main Menu.

From the Reports menu, press the ESCAPE key to return to the CAMEO DOS Main Menu. F10 would return you to the previous screen.

Helpful Hints

- If you access the Reports menu from a summary screen, the O option (One Facility) will provide a report for the facility that is highlighted on the summary screen. If you access the Reports menu from a detail

screen, the O option will provide a report for the facility on the detail screen.

- After you have done a Query, the C (Complete) option on the Reports menu will provide a list restricted to the results of the Query.

- If you send the report output directly to your screen or printer, the output will not be stored, and you cannot view it or print it again without regenerating the report. If you wish to save the output, you must send it to a file.

- To send your output to a file, type ***F*** in the Output field and enter a file name. You need not enter the file extension (the three characters following the period), as CAMEO automatically gives it a .TXT extension. Be sure to make a note of the file name for later use. The file will be saved to your hard drive, and can then be printed with a DOS command (refer to your DOS manual). You can also retrieve the file into your word-processing program, edit it if desired, and then print it.

- It is not necessary to use F7–SAVE AND RETURN to save a new record or changes to a record before printing that record. The new record is added to the database or the change is saved when you change screens (that is, when you move from the detail screen to the Reports menu).

Mapping (Systems with Keyboard Menus)

NOTE:
The tutorial in this section covers keyboard commands for the Mapping module. Systems equipped with a mouse and VGA monitor employ a different version of the Mapping module that uses point-and-click mouse commands. A separate tutorial for these systems begins on page 3–65.

The Mapping module allows you to plot the locations of facilities, populations, and other features onto existing maps of your area. It will also help you locate the items you have plotted, as well as other features, on the map.

The standard features provided with the Mapping module (street names, roads, waterways, railroads, political boundaries, and so forth) are based on the TIGER geographic database files and are referred to as map layers. While you cannot change the basic location information in the TIGER files, you can customize the appearance of the map features by selecting colors for each layer, setting criteria for which features are displayed, and designing unique icons for the features that you can plot—called overlays.

You can plot information in the following overlay files:

- Facilities
- Contacts
- Hospitals
- Intersections
- Office Buildings
- Road Segments
- Schools
- Shopping Areas
- Transportation Terminals.

Chapter 5, Mapping Reference, contains more detailed information on the Mapping module and TIGER files, as well as the concept of overlays. This tutorial provides a general introduction to Mapping module features.

Before You Start

Before doing the exercises in the Mapping module, we need to quickly add a record to the Transportation Information module. Follow these steps:

Before starting the Mapping tutorial, add James Madison Highway to the Transportation Information module.

1. If you are not already logged on to CAMEO DOS, log on. If you are logged on and are not at the CAMEO DOS Main Menu, press the ESCAPE key.
2. Go to the Transportation Information module by typing ***C***.
3. Select F4–ADD to add a new record.
4. In the Route field, type ***James Madison Highway***.
5. Press the RETURN or ENTER key to move to the Route Type field.

6. Use the ALT+F1 combination to view the Route Type choices.

7. Because it is first on the Route Type list, ***Road*** should be highlighted. Select F10–SELECT AND RETURN.

8. The record should look like the example below. Select F10–SAVE AND RETURN to save the record.

9. Keep the Transportation Information summary screen displayed.

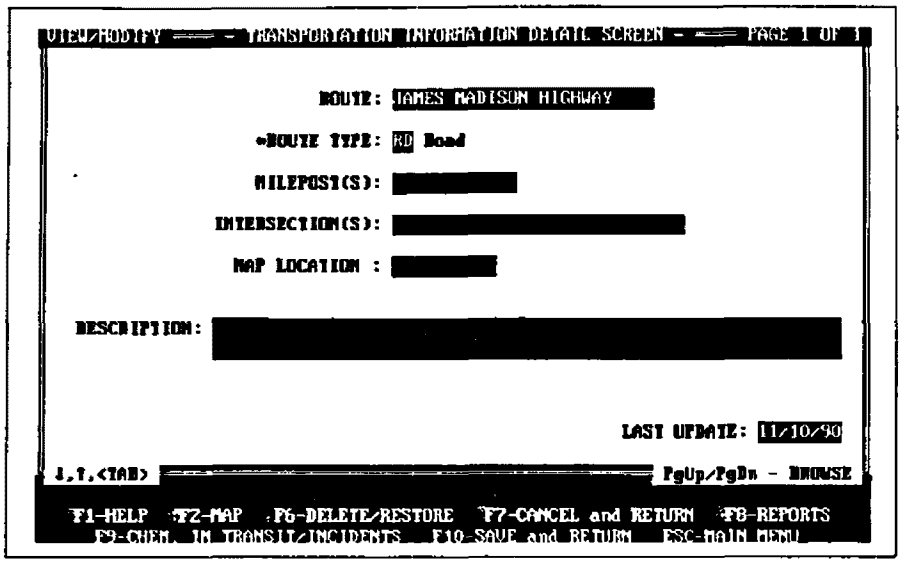


Figure 3–24.
Transportation Information detail screen

Be sure the screen looks like this. Select F10–SAVE AND RETURN and keep the Transportation Information summary screen displayed.

Access the Mapping Module

CAMEO DOS provides you with two ways to get to the Mapping module—from the Main Menu or through another module.

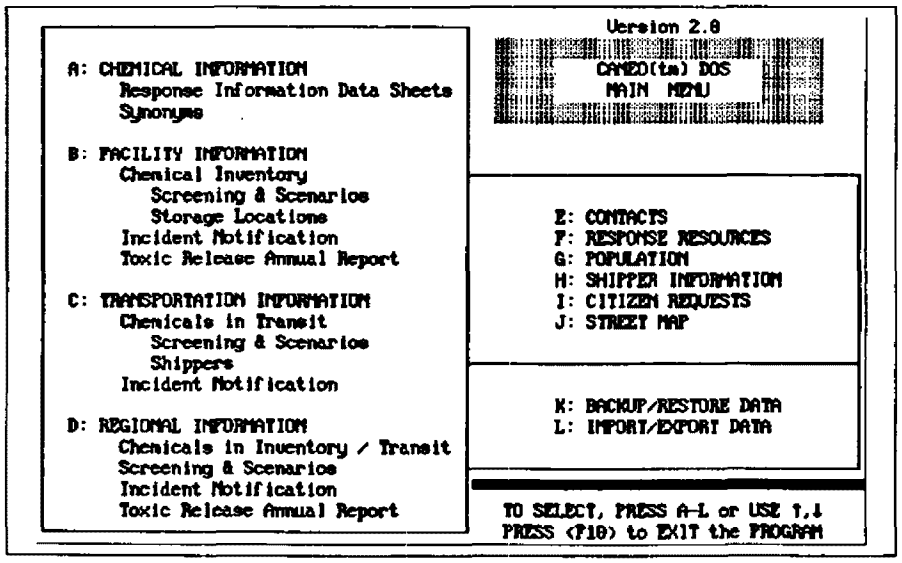


Figure 3–25.
CAMEO DOS Main Menu

One way to access the Mapping module would be to choose option J from this menu.

When the CAMEO DOS Main Menu is displayed, you can type *J*, or use the ↓ key to highlight Street Map (as shown in Figure 3–25) and press the RETURN or ENTER key. However, we will use another method in this exercise.

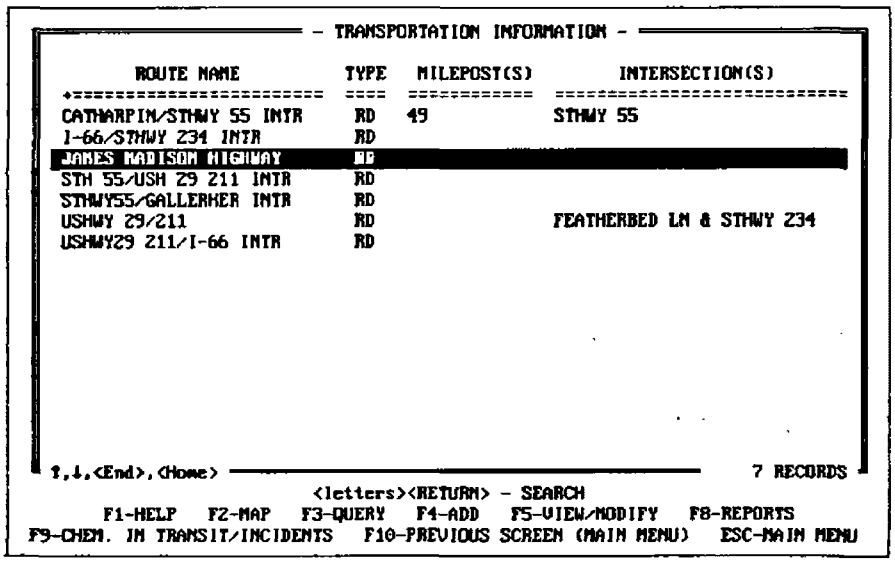
The Mapping module is available directly from most other CAMEO DOS modules. Look at the function menu at the bottom of a screen. If access to the Mapping module is available, it will be listed as F2–MAP.

The Transportation Information summary screen should be displayed on your computer. Note that the Mapping module is accessible from this module. The Mapping module also is available from the Transportation Information detail screen (see Figure 3–24).

Be sure that James Madison Highway is highlighted on the Transportation Information summary screen, as shown in Figure 3–26, then select F2–MAP. CAMEO DOS goes to the Mapping module (this may take a few seconds on some computers).

Figure 3–26. Transportation Information summary screen

Select F2–MAP for direct access to the Mapping module from detail screens and summary screens.



Press any key to remove the MARPLOT introductory screen and display the Mapping screen.

As you can see by the introductory screen that appears each time you access Mapping, the CAMEO DOS Mapping module is actually a separate program called MARPLOT. Press any key to remove the introductory screen and display the initial Mapping screen.

The initial Mapping screen (see Figure 3–27) has four parts:

- The system draws the outline of Central County and some of the major roads, waterways, major pipelines or powerlines, and political boundaries in the county in the large box on the left called the Main View. The Main View always shows the part of the map you are currently working with.

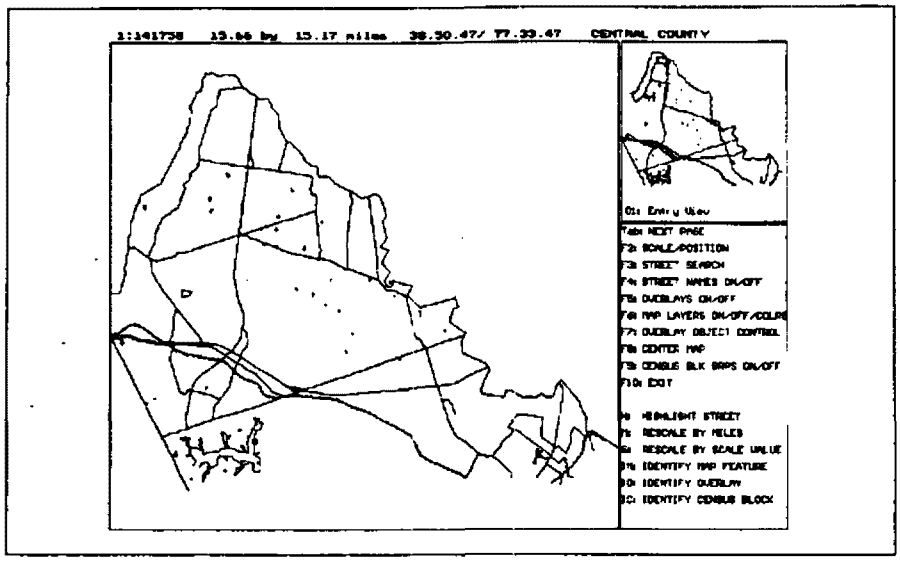


Figure 3–27.
Initial Mapping screen

Note the location of the Main View, the Reference View, the Mapping Main Menu, and the Status Line.

- The small box in the upper right is the Reference View. Map segments that you work with frequently can be stored as Reference Views and identified with a name and number.

- The rectangular box below the Reference View is the Mapping Main Menu, which shows the functions available in the Mapping module. Use the TAB key to see the second page of the menu.

- At the top of the screen, the Status Line shows, from left to right, the scale of the map, the area shown on the Main View (in miles), the position of the center of the Main View in decimal-based latitude and longitude, and the name of the map.

The marker on the Main View serves as a pointer. You can move the marker around the map by using the arrow keys, or by using a mouse. Always use the arrow keys on the numeric keypad part of your keyboard, with the NUMLOCK function off. The latitude and longitude, shown at the top of the screen, will change as the marker moves.

If you are using arrow keys to move the marker, be sure to use the arrow keys on the numeric keypad on your keyboard, with the NUMLOCK function off.

The table on the following page lists the primary Mapping functions and special keys introduced in this tutorial. Many other functions and subfunctions are available; therefore, you may want to take a few minutes before beginning the tutorial to review Chapter 5, which contains function-by-function reference information, to get a general idea of all of the Mapping module's capabilities.

In the following exercises, you will learn how to plot the location of point facilities, polygon facilities, and road segments; how to change the map scale; how to search for and display street names; how to display information about a map layer or overlay; how to search for an overlay; how to delete an overlay; and how to customize the appearance of your map by changing the display of map layers and overlays.

These functions and special keys are covered in the Mapping tutorial.

F2	Scale/Position
F3	Street Search
F4	Street Names On/Off
F5	Overlays On/Off
F6	Map Layers On/Off
F7	Overlay Object Control
F8	Center Map
F10	Exit
V	Display Vulnerable Zone from Screening or Scenario
ALT+C	Remove Vulnerable Zone from the map
M	Rescale by Miles
S	Rescale by Scale value
IM	Display information about a map feature
IO	Display information about an overlay
T	Display text overlays
PAGE-UP/PAGE-DOWN	Page through Reference Views
CONTROL+PAGE-UP	Move Main View to Reference View
CONTROL+PAGE-DOWN	Move Reference View to Main View
TAB	Next page of function list on Mapping Main Menu
HOME	Go to first Reference View
END	Go to last Reference View

Exercise 1: Mapping a Facility

The first overlay we will map is Green Chemicals, which is located on James Madison Highway near its intersection with Loudoun Drive in Blue Sky (coordinates of 38.909653/77.628830 latitude/longitude).

If you have not entered a record for Green Chemicals in the Facility Information database, do so at this time.

You should already have entered this facility into the Facility Information database earlier in this chapter. An object cannot be placed on the map unless it has been entered into its appropriate database (facilities in the Facility Information database, contacts in the Contacts database, and so forth). If you have not entered this facility into the Facility Information database, enter it now. (Refer to the first exercise in this chapter.)

We want to plot Green Chemicals at the intersection of James Madison Highway and Loudoun Drive. Because we do not know where these roads are located on the map, we will do a Street Search to find this intersection. Select F3–STREET SEARCH to display the Street Name Search screen.

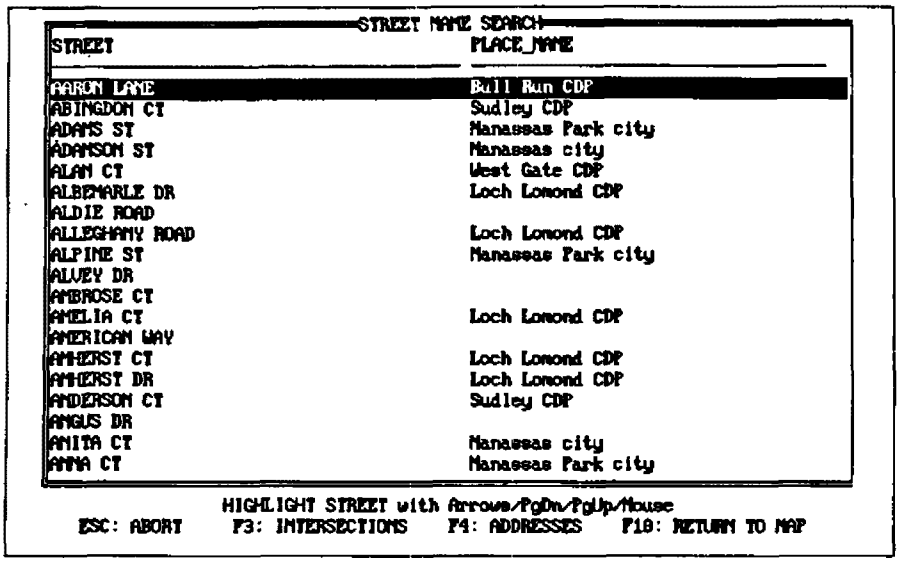


Figure 3–28.
Street Search screen

*Type **James** and press RETURN or ENTER to move to James Madison Highway in the list.*

Type *James* and press RETURN or ENTER to do a letter search in the list of street names. James Madison Highway should now be highlighted on the list.

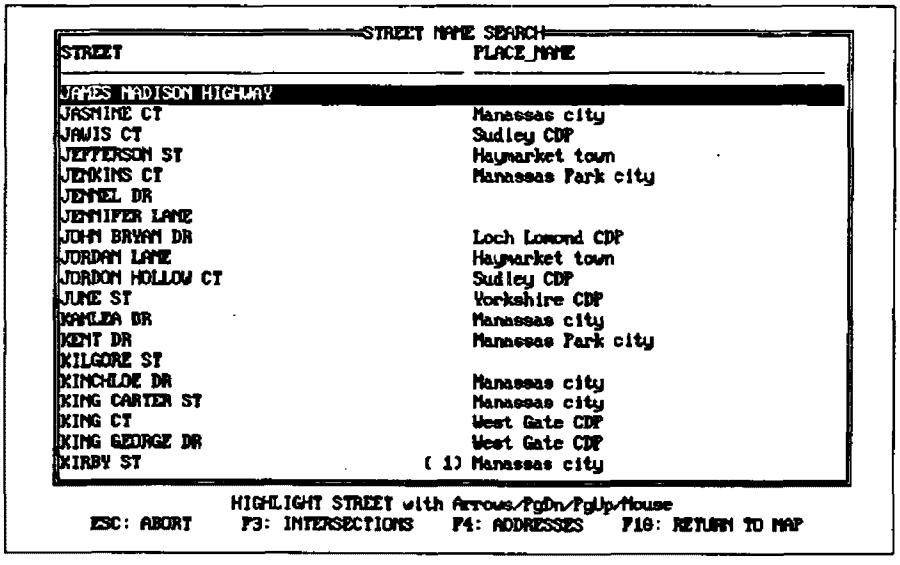


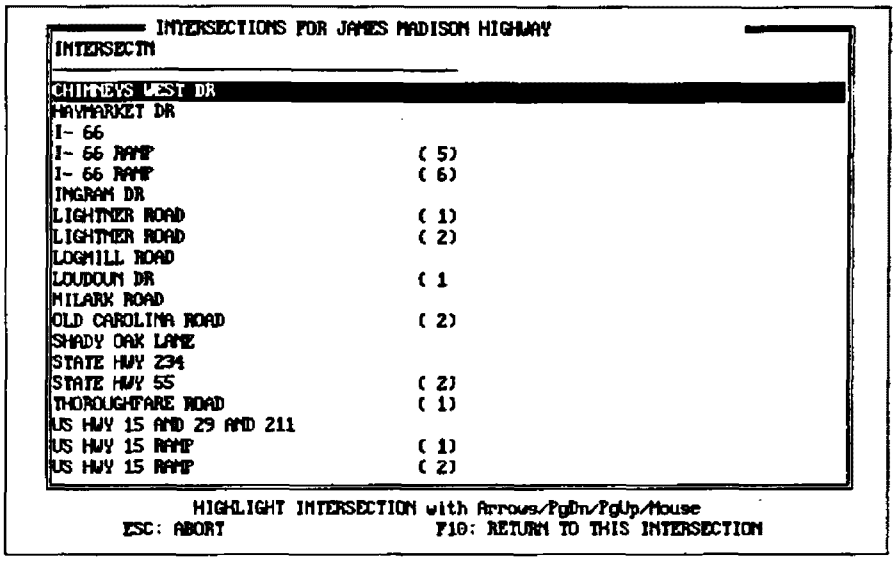
Figure 3–29.
Results of letter search on Street Name screen

Select F3–INTERSECTIONS to see a list of roads that intersect the highlighted road.

Select F3–INTERSECTIONS to see a list of roads that intersect James Madison Highway. Use the ↑ or ↓ keys to move the highlight bar to Loudoun Drive and select F10–RETURN TO THIS INTERSECTION.

Figure 3–30.
Intersections screen

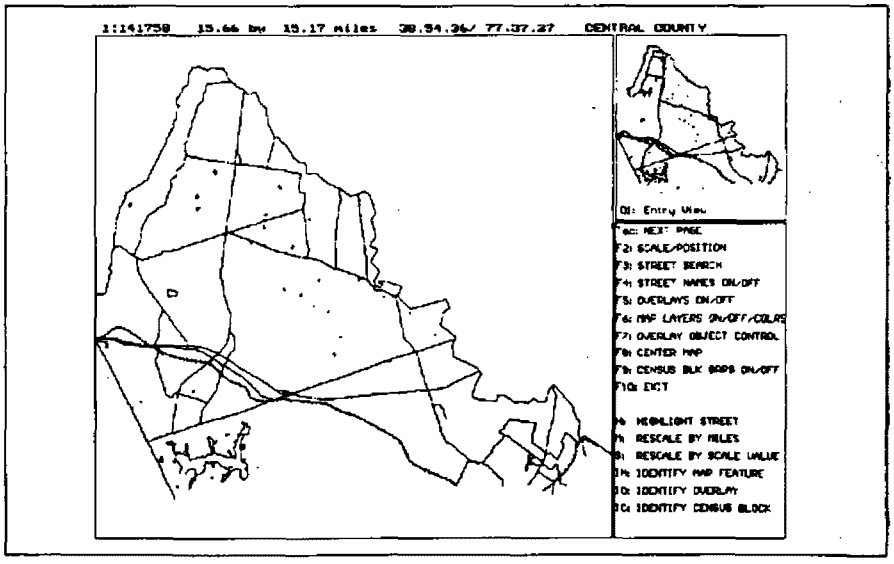
Highlight Loudoun Drive and select F10–RETURN TO THIS INTERSECTION.



The system will redraw the Main View. The marker will be at the selected intersection.

Figure 3–31.
Map with marker at selected location

The marker is located at the intersection of James Madison Highway and Loudoun Drive.



At this point, the scale of the map is much too large to allow you to accurately plot the facility. To zoom in, select F2–SCALE/POSITION. A rectangle, called the Size Box, will appear around the marker in the general vicinity of Blue Sky. (If you want to see the city names, type a ***T***.)

Select F2–SCALE/POSITION.

Take a few minutes to become familiar with the ways that you can work with the Size Box.

Experiment with the Size Box controls.

- Select F4–EXPAND Box to make the Size Box larger.
- Select F5–CONTRACT Box to make the Size Box smaller.
- Use the CONTROL+F4 combination to make the Size Box much larger.
- Use the CONTROL+F5 combination to make the Size Box much smaller.
- Use the arrow keys to move the Size Box around the screen.
- If you have a mouse, you can change the Size Box by holding the right mouse button down and dragging the mouse. You can move the Size Box by holding the left button down and dragging.

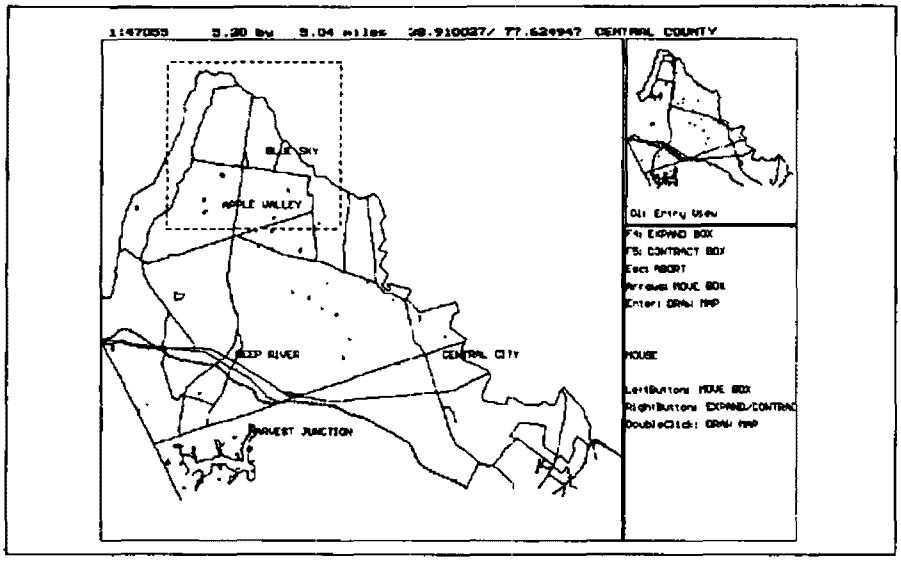


Figure 3–32.
Map with Size Box

Press RETURN or ENTER when the Size Box is approximately in this position to zoom in on the area shown in the Size Box.

After you have experimented with the Size Box controls, be sure the Size Box is approximately in the position shown on the map in Figure 3–32. Press the RETURN or ENTER key or double-click the left mouse button to redraw the map. The system will zoom in on the area defined by the box. The smaller you make the box, the greater the level of detail that appears on the redrawn map.

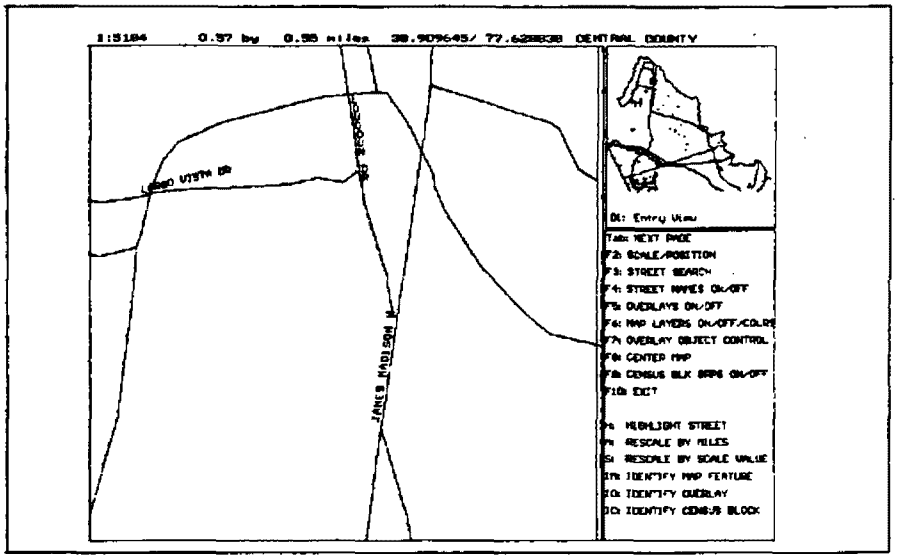
Repeat the process (select F2–SCALE/POSITION and press RETURN or ENTER) two more times, until you have a map that resembles the one shown in Figure 3–33. Select F4–DISPLAY STREET NAMES to confirm that the marker is near the correct intersection.

Move the marker to the right of James Madison Highway, near the intersection with Loudoun Drive. You can use the latitude/longitude coordinates in the Status Line as a guide to the location of the property (Green Chemicals is at 38.909653

Figure 3–33.
Enlarged map area showing intersection of James Madison Highway and Loudoun Drive

Select F2 and press RETURN or ENTER two more times until your map looks approximately like this.

Select F4–DISPLAY STREET NAMES to confirm your location.



latitude, 77.628830 longitude), but they need not match exactly. To move the marker in smaller increments, use the SHIFT key in combination with the arrow keys. Once you have moved your marker where you want to place Green Chemicals, you are ready to create an overlay.

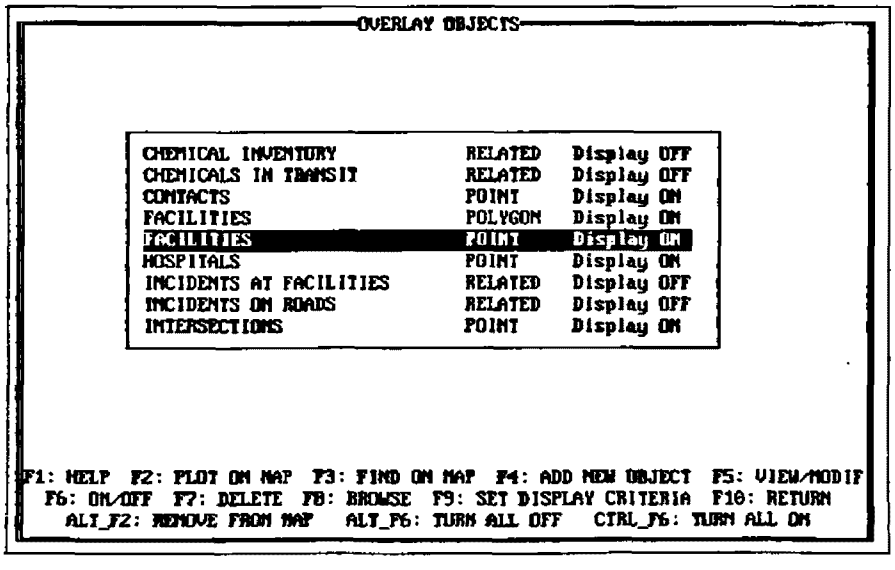
To begin the process of plotting an overlay, select F7–OVERLAY OBJECT CONTROL.

To plot Green Chemicals, select F7–OVERLAY OBJECT CONTROL. The Overlay Object Control screen that is displayed contains a list of the types of overlays available, along with a function-key menu. All overlay types are "points" except for big facilities, which are plotted as polygons, and road segments, which are lines. All point overlays are mapped in the same way, so by learning how to map a facility you are learning how to map any other type of point overlay.

To select an overlay type, use the ↓ key to highlight the desired selection (in this case we want Facilities–Point).

Figure 3–34.
Overlay Object Control screen

Highlight Facilities–Point on this screen and select F2–PLOT ON MAP.



You also could do a letter search by typing the first letter of the desired selection (in this case we want *F*) and then pressing RETURN or ENTER. If you are doing a letter search, however, be sure the proper type of overlay is highlighted as well.

Either way, the Facilities–Point line should now be highlighted. Select F2–PLOT ON MAP. A screen that lists the facilities in the Facility Information database is displayed.

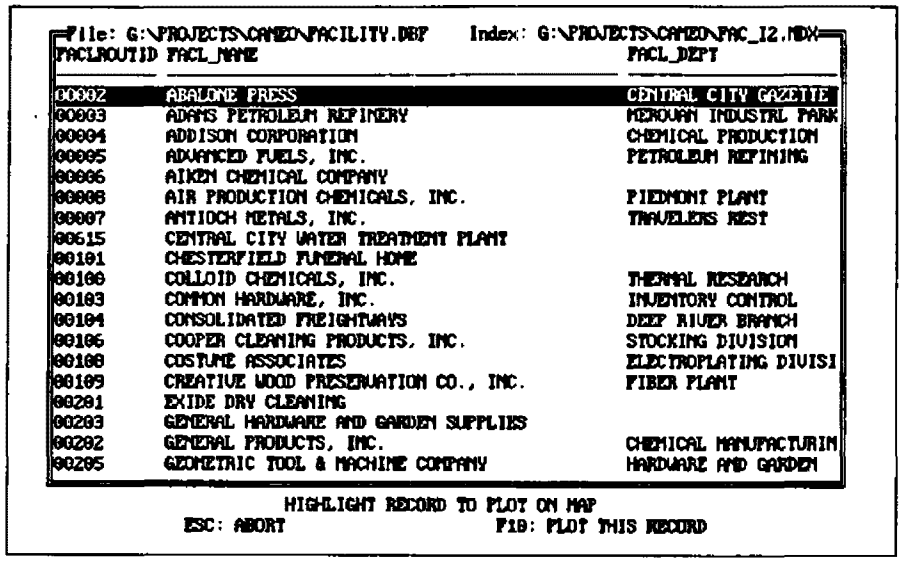


Figure 3–35.
Screen with list of facilities

Highlight Green Chemicals and select F10–PLOT THIS RECORD.

Type ***Green*** and press RETURN or ENTER to move to Green Chemicals in the list. Green Chemicals should now be highlighted.

Now select F10–PLOT THIS RECORD to return to the map. A facility icon and the words "Green Chemicals" will be drawn at the position of your marker. Any other overlays that are within the viewing area also will appear.

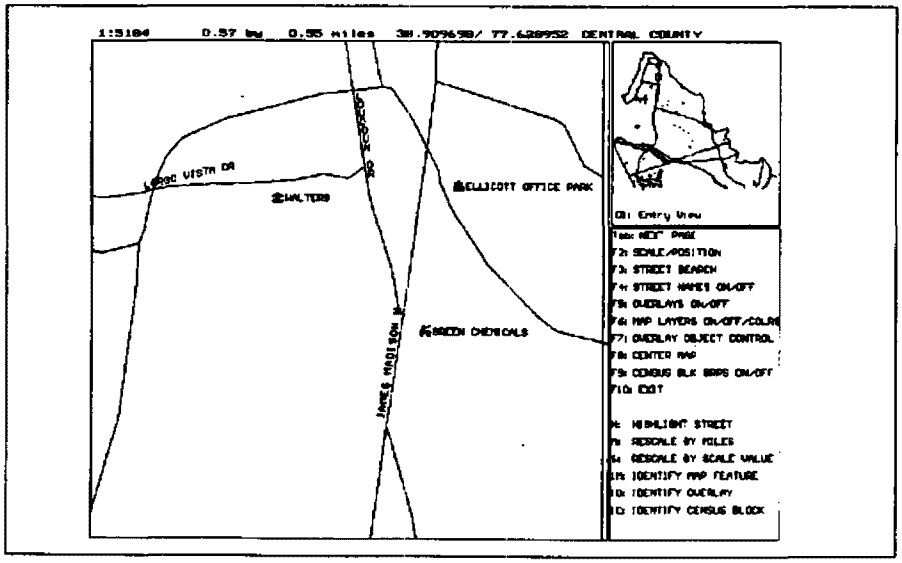


Figure 3–36.
Screen with Green Chemicals icon plotted

All overlays are displayed. F5–OVERLAYS ON/OFF toggles the display of overlays on and off.

Select F5–OVERLAYS ON/OFF to remove the overlays from the display.

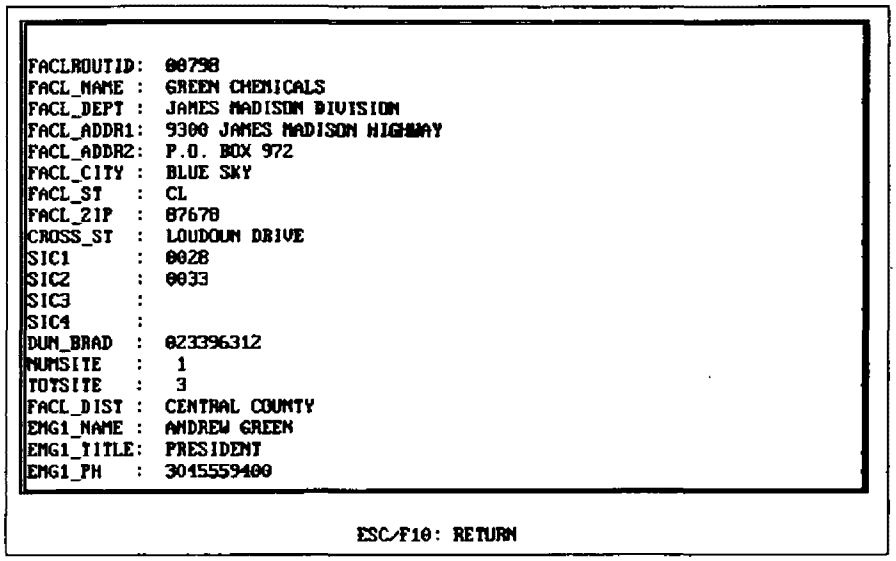
Select F5–OVERLAYS ON/OFF again to display all of the overlays.

To get information about the overlay, type ***IO***, making sure that the center of the marker is touching the icon of the item you want to learn about. IO works only for overlays. When the information screen is displayed, use PAGE-UP and PAGE-DOWN to move through the screens. Press the ESCAPE key to remove the information display and return to the map.

Figure 3–37. Information screen for Green Chemicals

Type IO when the center of the marker is touching the icon of the item you want information about.

Press the ESCAPE key to remove the information display.



Summary of the Exercise

In this exercise, we learned how to find a map location by selecting F3–STREET SEARCH and F3–INTERSECTIONS and how to scale the map by selecting F2–SCALE/POSITION. We also learned to map a point overlay by placing the marker where we want to map the overlay, selecting F7–OVERLAY OBJECT CONTROL, choosing the type of overlay, and then choosing the specific overlay. Finally, we learned to toggle between displaying and removing overlays on the screen by selecting F5–OVERLAYS ON/OFF, and how to display information about an overlay by typing ***IO***.

Exercise 2: Mapping a Facility Polygon

In this exercise, we will learn how to center the map, how to change scales from the keyboard, how to move a facility, and how to map a big facility as a polygon instead of a point. This exercise starts where the previous exercise ends. We are going to keep Green Chemicals at the same location, but change it from a facility point to a facility polygon.

Select F4–STREET NAMES ON/OFF to remove the street names from the screen.

Select F4-STREET NAMES ON/OFF to remove the street names from the screen.

Select F5–OVERLAYS ON/OFF to remove the overlays from the screen.

Select F5-OVERLAYS ON/OFF to remove the overlays from the screen.

Use the CONTROL+PAGE-DOWN combination to retrieve the general view of Central County.

Check to see that the name of the Reference View is Entry View—the overall view of Central County. Use the CONTROL+PAGE-DOWN combination to retrieve the general view of Central County from the Reference View. Type ***T*** to display the text overlays so you can see the location of the cities in Central County. (Text overlays can contain any type of information.)

*Type **T** to display the text overlays.*

Position the marker near Blue Sky and select F8–CENTER MAP.

Be sure the marker is in the northwest part of the screen, near Blue Sky, in the same general area as used in the first exercise. To center the map around the Green Chemicals vicinity, select F8–CENTER MAP to center the map around the marker.

The system provides two ways, other than F2–SCALE/POSITION, to resize the map. In the Status Line at the top of the screen, the actual size of the area on the screen is displayed. With the overall view of Central County on the screen, it is approximately 15.5 x 15 miles.

*Type **M** to display the Miles input line.*

You can change the area displayed by entering the number of miles. Type an ***M*** to display an input line that says:

Enter Number of Miles:

*Type **5** and press RETURN or ENTER.*

Type ***5*** and press RETURN or ENTER to redraw the map so that 5 miles are displayed across the screen. The marker will be in the center of the screen. Note the changes in the Status Line at the top of the screen.

*Type **S** to display the Scale input line.*

You can also adjust the scale of the map. Type ***S*** to display an input line that says:

Enter Scale Value: 1:

*Type **5184** and press RETURN or ENTER.*

Type ***5184*** and press RETURN or ENTER to redraw the screen to the scale 1:12000. The marker will be in the center of the screen. Notice the changes in the Status Line on the top of the screen. Select F5–OVERLAYS ON/OFF to verify that the marker is in the vicinity of Green Chemicals. The map should be approximately like the one shown in Figure 3–38.

Press PAGE-DOWN until you find a blank Reference View.

Use the CONTROL+PAGE-UP combination to save the Main View as a Reference View.

Now save this map segment so that you can use it in future tutorial exercises. To save the map segment, page through the Reference Views by using the PAGE-DOWN key. Stop when you find a blank Reference View screen. Use the CONTROL+PAGE-UP combination to save the map segment in the Main View as a Reference View. The system will draw a small version of the Main View in the Reference View box, and a marker will appear at the bottom of the Reference View box.

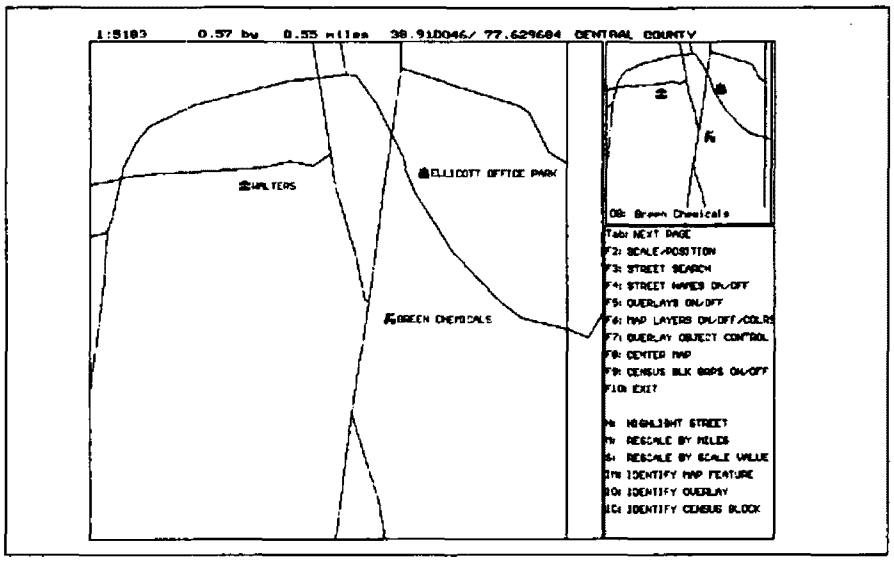


Figure 3–38.
Map with Green Chemicals in Reference View

*Type **Green Chemicals** and press RETURN or ENTER to name the Reference View.*

Press the HOME key to return the Entry View to the Reference View.

Note that across the top of the screen is the message, *Please Enter Name for Reference View*. Type ***Green Chemicals*** and press RETURN or ENTER. The system will assign the Reference View a number, and the marker will return to the Main View box. Press the HOME key to return the Entry View to the Reference View.

NOTE: If you do not locate a blank screen first, the CONTROL+PAGE-UP combination will overwrite the map displayed in the current Reference View. However, the system will ask if you are sure you want to do this. If you do not want to replace the map in the Reference View, type an *N*.

Position the marker at Green Chemicals.

Select F7–OVERLAY OBJECT CONTROL.

Highlight Facilities–Polygon.

Select F2–PLOT ON MAP.

Highlight Green Chemicals.

Now we are ready to plot the facility polygon. Position the marker next to James Madison Highway where the first corner of our polygon will be located. Select F7–OVERLAY OBJECT CONTROL to go to the Overlay Object Control screen. Scroll through the list until Facilities–Polygon is highlighted.

Select F2–PLOT ON MAP to display the screen with the facilities that have been entered into the Facility Information database. Both types of facility overlays (point and polygon facilities) use the same list.

Use the ↓ key or type ***Green*** and press RETURN or ENTER to highlight the Green Chemicals record. Choosing Green Chemicals this second time (the first time was in the last exercise) will erase the overlay from its previous position on the map and move it to the new position or will replace it with the new overlay type.

Select F10–PLOT THIS RECORD to return to the Mapping screen. Notice that the marker is now in the form of a plus sign (+), and the Mapping Main Menu has changed to a menu of functions used to draw a line or polygon.

Draw the polygon by using the arrow keys or the mouse. The first endpoint is set by the original position of the marker. A line is drawn from that point as you manipulate the arrow keys or mouse.

Using the arrow keys will make the line longer and shorter and move it left, right, up, and down. Take a minute to use these keys to experiment with line movement. When you are done, the line should be approximately in the position shown below. Press RETURN or ENTER to set this second endpoint.

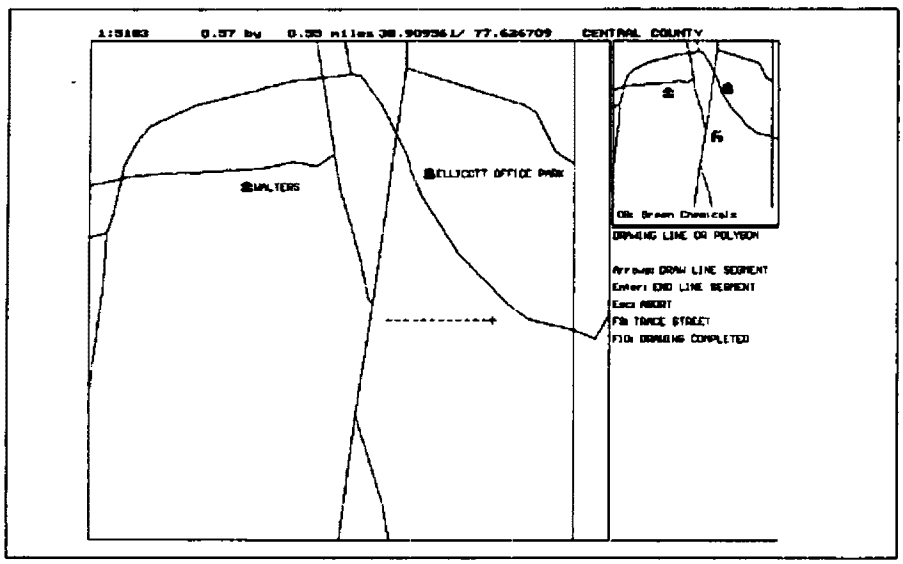


Figure 3–39.
First and second endpoints for facility polygon

Select F10–PLOT THIS RECORD.

Draw lines by using the arrow keys or mouse. Press RETURN or ENTER at each corner of the polygon.

Select F10–DRAWING COMPLETE to close the polygon, drawing the line between the final endpoint and the first endpoint.

Continue to draw lines and set endpoints until you have made the polygon representing the boundary of Green Chemicals; you will need to press RETURN or ENTER a total of three more times. To close the polygon (that is, to draw a line between your last endpoint and the first endpoint), select F10–DRAWING COMPLETE. Note that the facility icon is now displayed inside the polygon, along with the facility name. Any other overlays within the area visible on the screen also will be displayed. Select F5–OVERLAYS ON/OFF to remove the overlays from the screen.

Summary of the Exercise

In this exercise, we learned how to use F8–CENTER MAP to center the map around the marker; how to change the scale of the map from the keyboard by typing ***M*** and ***S***; how to save and name a Reference View; how to move an overlay or change the overlay type by using F7–OVERLAY OBJECT CONTROL to remap; and how to plot a polygon. We also learned how to use T to turn on the text overlays.

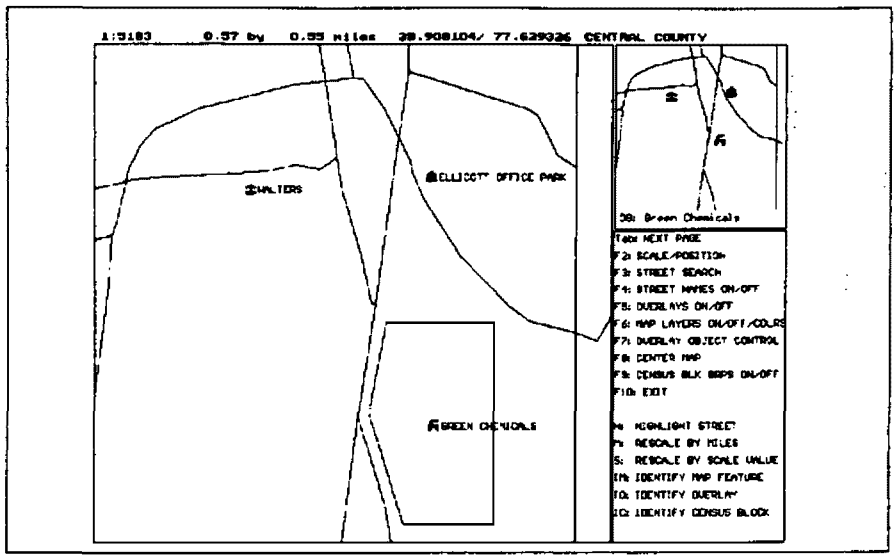


Figure 3–40.
Final polygon with facility name and icon

Any other overlays within the area also will be displayed.

Select F5–OVERLAYS ON/OFF to remove the overlays from the screen.

Exercise 3: Road Segments

This exercise demonstrates how to map a road segment by drawing or tracing lines. We will map a segment of James Madison Highway, which we entered into the Transportation Information module at the beginning of the Mapping tutorial.

Press the HOME key and then use the CONTROL+PAGE DOWN combination to display the Entry View.

For this exercise, the Entry View of Central County should be in the Main View. If it is not, press the HOME key and then use the CONTROL+PAGE DOWN combination to bring the Entry View (the first Reference View) to the screen.

Use the PAGE-DOWN key to find the Reference View for Green Chemicals.

To return to the vicinity of Green Chemicals, page through the Reference Views (use the PAGE-DOWN key) until Green Chemicals is shown. This is the map segment that you saved in the last exercise.

Use the CONTROL+PAGE-DOWN combination to display the Green Chemicals map in the Main View.

Use the CONTROL+PAGE-DOWN combination to move the Green Chemicals map to the Main View.

Select F4–STREET NAMES ON/OFF.

Select F4–STREET NAMES ON/OFF to display the names of the streets on the map.

Select F5–OVERLAYS ON/OFF.

Select F5–OVERLAYS ON/OFF to display the overlays.

Position the marker on James Madison Highway near Green Chemicals.

Position the marker on James Madison Highway, at a point just below Green Chemicals. Type ***IM*** to confirm that the marker is directly on James Madison Highway. If it is, information about James Madison Highway will be displayed in the Mapping Main Menu box, as shown in Figure 3–41. Press any key to return to the map.

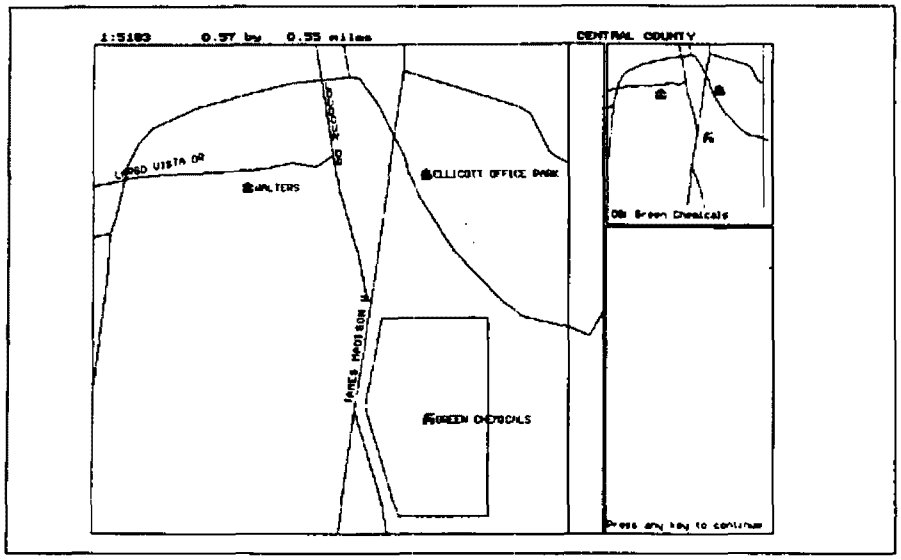


Figure 3–41.
Information about James Madison Highway in Mapping Main Menu box

Type IM to display information about the feature the marker is centered over. The information takes the place of the Mapping Main Menu.

Select F7–OVERLAY OBJECT CONTROL and highlight Road Segments. Notice that road segments are lines, not points.

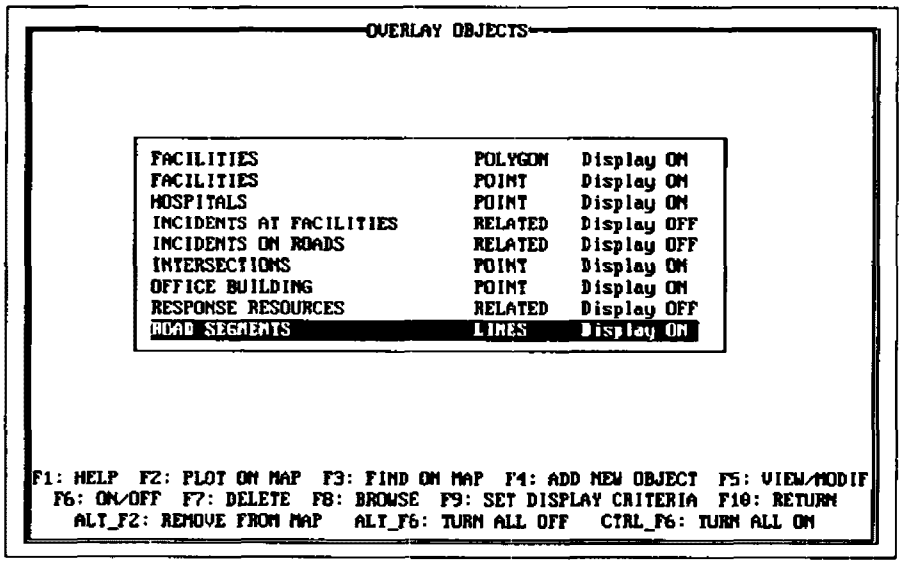


Figure 3–42.
Overlay Object Control screen

Select F7–OVERLAY OBJECT CONTROL.

Highlight Road Segments–Lines.

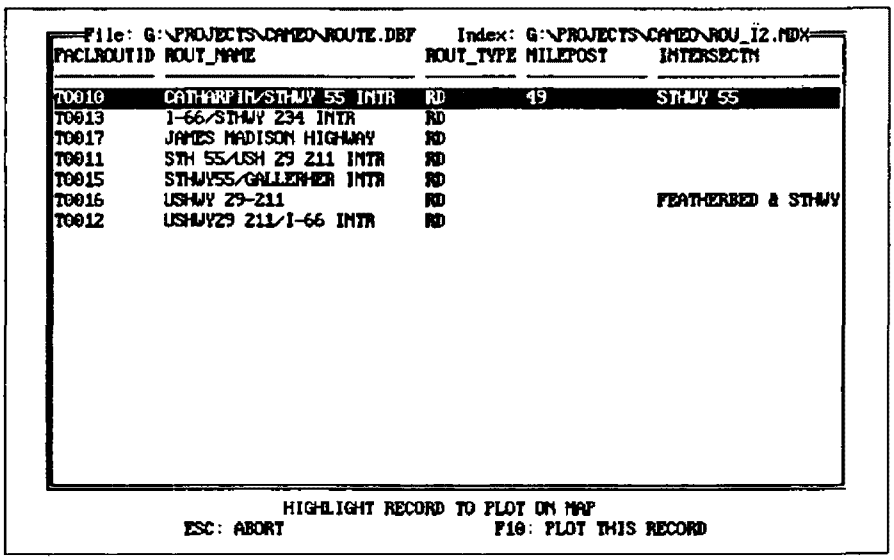
Select F2–PLOT ON MAP to display the list of routes from the Transportation Information module.

Select F2–PLOT ON MAP to display the list of routes.

Highlight James Madison Highway and select F10–PLOT THIS RECORD. The Mapping screen returns to the screen, the Drawing Line or Polygon function-key list is in the Mapping Main Menu box, and the marker has changed to a plus sign (+).

Figure 3–43.
List of road segments

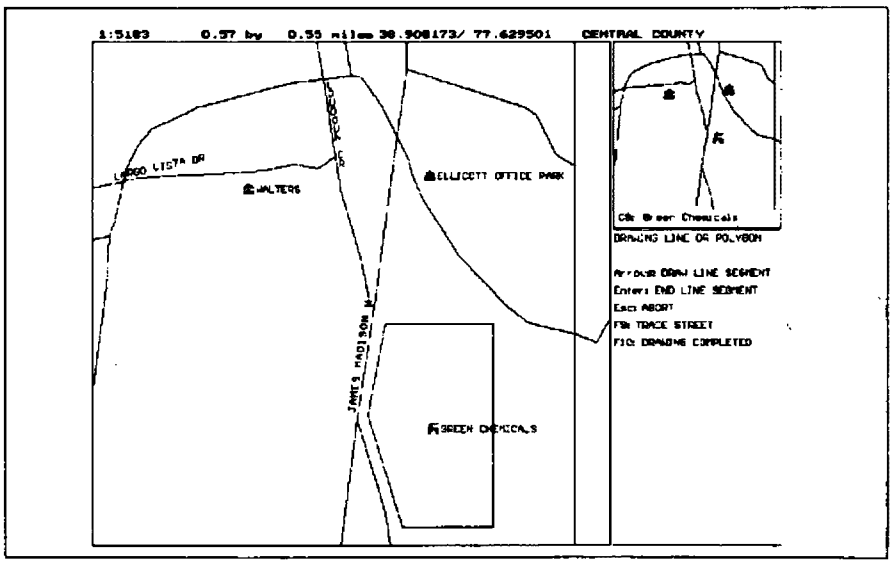
Highlight James Madison Highway and select F10–PLOT THIS RECORD.



The system provides two ways to draw a road segment. You can use the arrow keys to draw a line, or you can select F9–TRACE STREET to trace the road segment.

Figure 3–44.
Map screen with drawing function key list

You can draw a line or select F9–TRACE STREET to trace a road segment.



Drawing a line segment is like drawing a polygon to map a big facility, but you set only one point. The first endpoint is set by the original position of the marker. Use the arrow keys or the mouse to draw the line along the street and press RETURN or ENTER to set the endpoint. After the endpoint is set, you can expand the line or change its direction.

When the line is positioned as desired, select F10–DRAWING COMPLETE. The system will redraw the map, the road segment will be highlighted and have an icon next to it, and the marker will return to its normal configuration.

Experiment with moving the line if you wish, but do not select F10–DRAWING COMPLETE. In this exercise we are going to trace the road segment.

Experiment with using the arrow keys to move the line if desired.

The center of the marker should be touching James Madison Highway. Select F9–TRACE STREET. The message *Tracing James Madison Highway* will be displayed in place of the function-key list in the Mapping Main Menu. (If the marker was not exactly touching the road, the message will tell you that it cannot find a street to trace.)

Select F9–TRACE STREET.

To trace the road segment, press an arrow key. Each time you press an arrow key, a segment of the road is highlighted. Use the arrows to highlight the road segment in the vicinity of the Green Chemicals boundary, then select F10–TRACING COMPLETE. At this point you can expand the line or change its direction and trace a segment of another road.

Use the arrow keys to trace the road segment in front of Green Chemicals.

Select F10–TRACING COMPLETE.

When you are done, select F10–DRAWING COMPLETE. The system will redraw the map, the road segment will be highlighted and have an icon next to it, and the marker will return to its normal configuration.

Select F10–DRAWING COMPLETE..

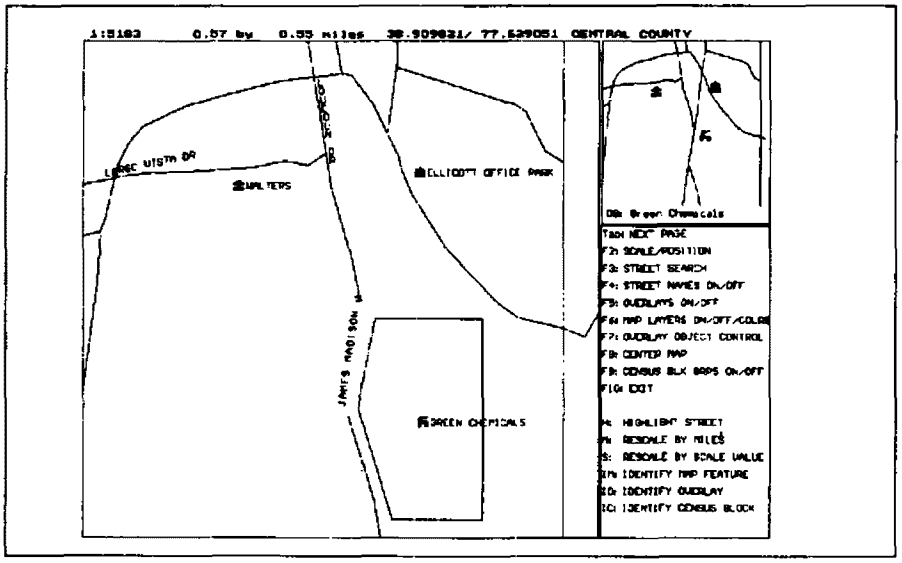


Figure 3–45.
Map with completed road segment

If you accidentally trace the street in the wrong direction, or go too far, you cannot erase the tracing by backing up the line. Instead, you will need to press the ESCAPE key and start again.

The next example will demonstrate how to replace a road segment that is already mapped. Place the marker on James Madison Highway near Green Chemicals and type ***IM*** to verify your location. Remember that the center of the marker must be touching the desired feature.

Replace the road segment by repeating the procedure.

Select F7–OVERLAY OBJECT CONTROL, highlight Road Segments, select F2–PLOT ON MAP, highlight James Madison Highway, and select F10–PLOT THIS RECORD.

The map will reappear, but your previous tracing is no longer displayed. You can now change the configuration of your road segment. Select F9–TRACE STREET to trace the road. Trace a segment of James Madison Highway in the vicinity of Green Chemicals, and select F10–TRACING COMPLETE when you are done. Select F10–DRAWING COMPLETE to redraw the map with the new road segment. (The old segment is erased.)

Summary of the Exercise

In this exercise, we learned how to identify a map feature by typing ***IM*** and how to use a saved Reference View. We mapped a road segment by drawing line segments and used F9–TRACE STREET to trace the route. We also learned how to replace a route.

Exercise 4: Searching for an Overlay

This exercise shows you how to find a specific, named overlay object on the map in just three steps. It also provides a brief introduction to the Set Display Criteria function. This function is related to Power Queries, which are described in detail with examples in Chapter 6.

Press the HOME key, then use the CONTROL+PAGE-DOWN combination to display the Entry View in the Main View.

For this exercise, the overall view of Central County should be on your screen. If it is not, Select F4–STREET NAMES ON/OFF and F5–OVERLAYS ON/OFF to clear the screen, then press the HOME key to find the Entry View in the Reference View display and use the CONTROL+ PAGE-DOWN combination to draw the Entry View in the Main View.

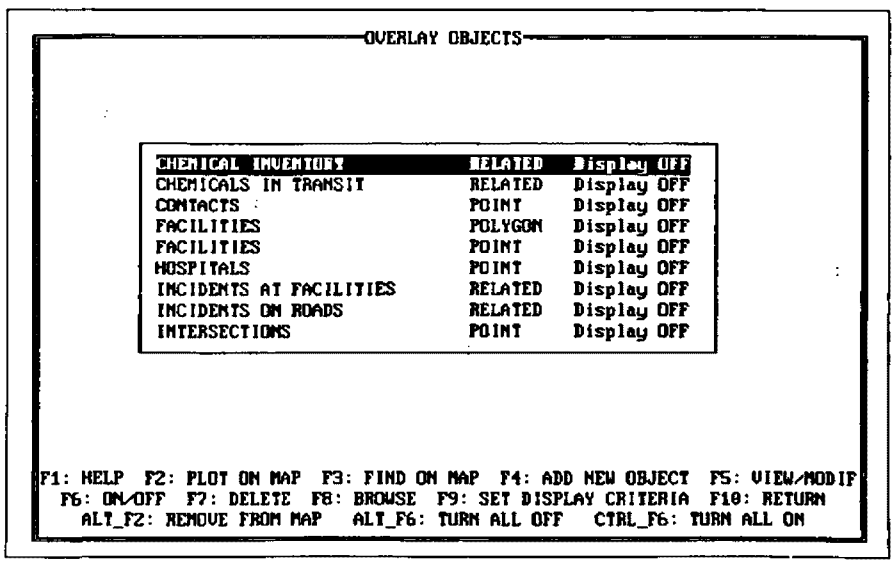
Select F7–OVERLAY OBJECT CONTROL.

First we will use F7–OVERLAY OBJECT CONTROL to find the Green Chemicals overlay that we have already mapped. Select F7 to display the Overlay Object Control screen.

Figure 3–46. Overlay Object Control screen

Use the ALT+F6 combination to turn all display overlays off.

Highlight Facilities–Polygon.



Turn all display overlays on the map off by using the ALT+F6 combination. Then highlight Facilities–Polygon and select F3–FIND ON MAP.

Select F3–FIND ON MAP.

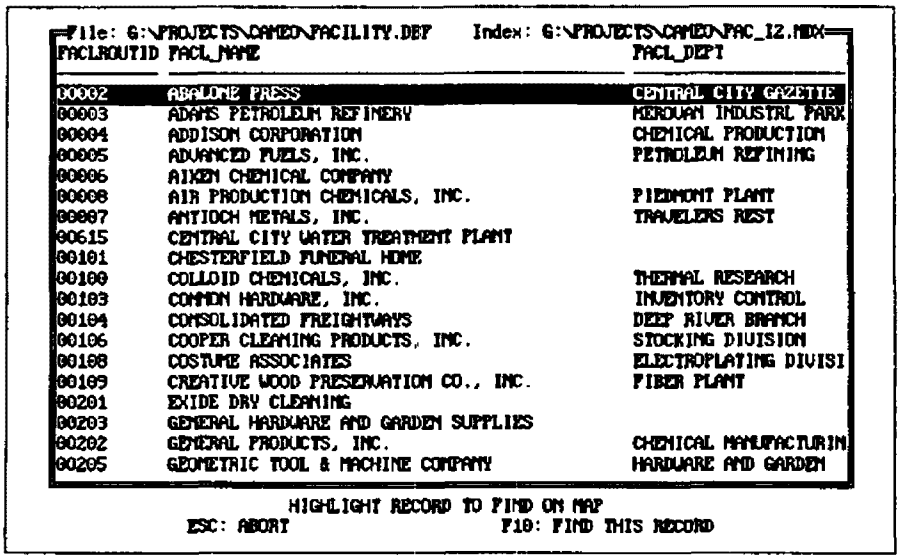


Figure 3–47.
List of facilities

Highlight Green Chemicals.

Select F10–FIND THIS RECORD.

When the list of facilities is displayed, highlight Green Chemicals and select F10–FIND THIS RECORD. The system returns you to the map, which shows only polygon facilities. The marker is at Green Chemicals.

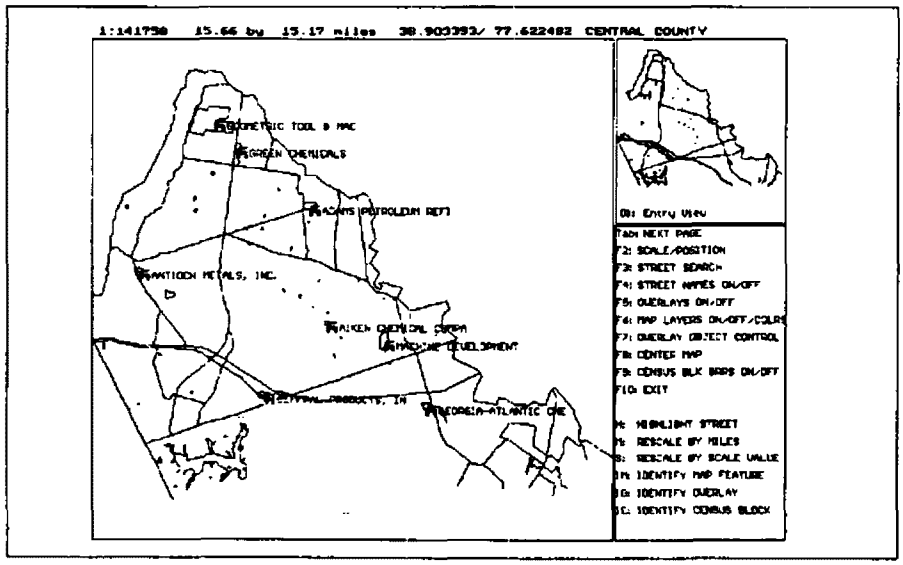


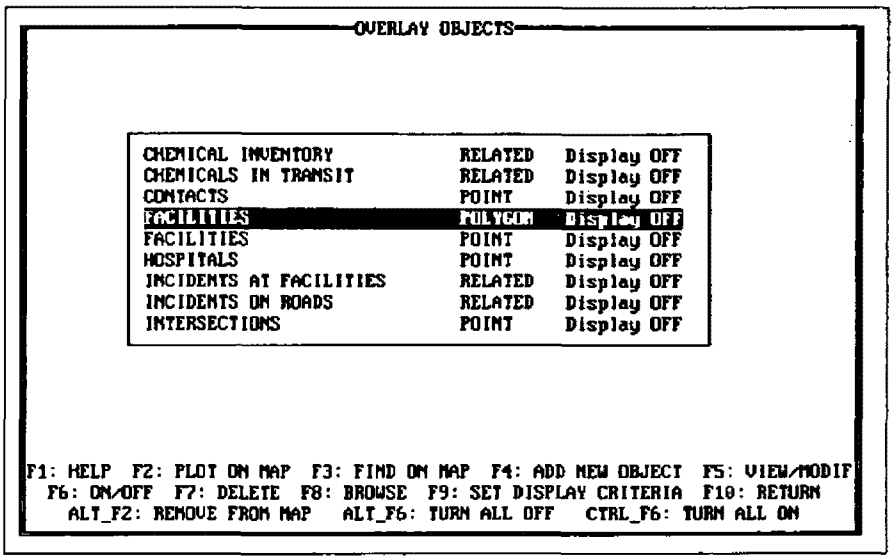
Figure 3-48.
Map with all polygon facilities, pointer at Green Chemicals

Because we turned all overlays off before doing the search, only facility polygons are displayed.

Select F7–OVERLAY OBJECT CONTROL and highlight Facilities–Polygon

Now we will use F9–SET DISPLAY CRITERIA to search for overlays by using database information. Start by selecting F7–OVERLAY OBJECT CONTROL. Highlight Facilities–Polygon.

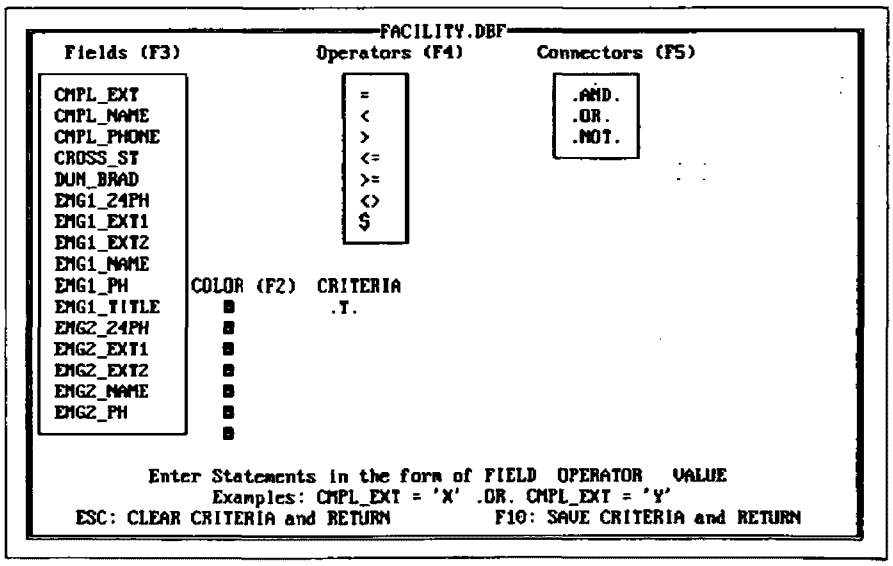
Figure 3–49.
Overlay Object Control screen



Select F9–SET DISPLAY CRITERIA.

Select F9–SET DISPLAY CRITERIA. Note that the Set Display Criteria screen contains seven lines for search statements. The cursor is on the first of these lines.

Figure 3–50.
Set Display Criteria Screen



Select F2–COLOR.

Browse through the colors and stop at brown.

Type .T. on the first line.

Select F10 twice.

You can choose the color for display of the selected records by selecting F2–COLOR to browse through the available color choices. Stop on brown.

Now type *.T.* (for True) on the first line and select F10 twice to return to the map. The icons of the facility polygons are displayed in brown.

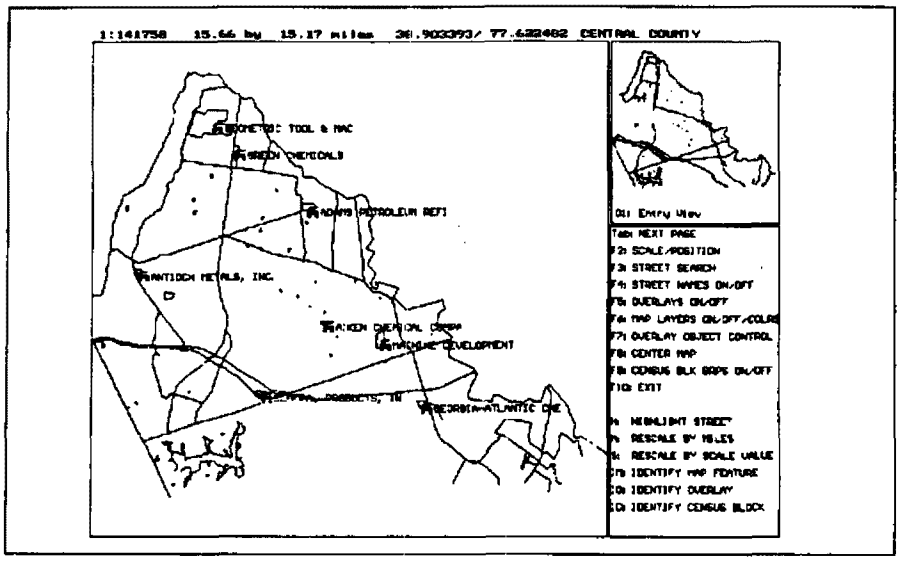


Figure 3–51.
Map with all polygon facilities mapped

All of the icons are displayed in brown.

To return to a display of all overlays, select F7–OVERLAY OBJECT CONTROL and use the CONTROL+F6 combination. Select F10 to return to the map. Note that all overlays are displayed.

To return to a display of all overlays, select F7–OVERLAY OBJECT CONTROL, use the CONTROL+F6 combination, and Select F10.

Now we will try a different search strategy. Select F7–OVERLAY OBJECT CONTROL. Use the ALT+F6 combination so that only the results of our search are displayed. Highlight Facilities–Polygon and select F9–SET DISPLAY CRITERIA. The seven search lines return to the screen.

Select F7–OVERLAY OBJECT CONTROL. Use the ALT+F6 combination, highlight Facilities–Polygon, and select F9–SET DISPLAY CRITERIA.

Delete the .T. on the first line. In this example, we will construct a search statement in the form FIELD, OPERATOR, VALUE.

Delete the .T. on the first line.

Select F3 to move the cursor to the Fields box. Use the ↓ key to move to FACL_CITY (the City field on the Facility Information record). Green Chemicals is located in Blue Sky. Press RETURN or ENTER. FACL_CITY appears on the Criteria Line.

Select F3.

Move the cursor to FACL_CITY and press RETURN or ENTER.

Now select F4 to move the cursor to the Operators box. Press RETURN or ENTER to select = (Equal To). Type ***"Blue Sky"***. Press RETURN or ENTER to end the line, then select F10 twice to return to the map. Only facility polygons in Blue Sky are displayed.

Select F4 and press RETURN or ENTER.

*Type **"Blue Sky"**.*

Select F10 twice.

CAUTION: When constructing a database search statement, always enter character values in quotation marks.

Select F7–OVERLAY OBJECT CONTROL and F9–SET DISPLAY CRITERIA, then press the ESCAPE key to delete the search criteria so that all facility polygons will be displayed again. Use the CONTROL+F6 combination to turn all overlays on again.

Select F7–OVERLAY OBJECT CONTROL and F9–SET DISPLAY CRITERIA, then press the ESCAPE key.

Use the CONTROL+F6 combination, press the ESCAPE key, and select F5–OVERLAYS ON/OFF.

Press the ESCAPE key to return to the map, then select F5–OVERLAYS ON/OFF to remove the overlays from the display.

CAUTION: Any changes that you make in display criteria for overlays or layers are retained. The system does not default to the original settings or criteria.

Summary of the Exercise

In this exercise, we learned to locate a specific overlay on the map by highlighting it on the list of overlays and then selecting F3–FIND ON MAP. We also demonstrated two ways to locate overlays based on search criteria entered on the Set Display Criteria screen.

Exercise 5: Customizing the Map

In this exercise, we will use F6–MAP LAYERS to change the appearance of the TIGER file information stored in the Mapping module.

Use the HOME key and the CONTROL+PAGE-DOWN combination to display the Entry View.

The Entry View of Central County should be on the screen. If it is not, use the HOME key and the CONTROL+PAGE-DOWN combination to restore that map from the Reference View. Notice that the Mapping Main Menu displays the names of the map layers in corresponding colors as they are drawn on the map.

Select F6–MAP LAYERS.

Select F6–MAP LAYERS to display the Layer Selection screen.

Figure 3–52.
Layer Selection screen

```
                    LAYER SELECTION
COLOR (F2)              Turn on at Miles <=          OVERRIDE (F3)
  0       COUNTY BOUNDARIES                999
  0       PRIMARY ROADS                     16
  0       SECONDARY ROADS                   16
  0       COUNTY ROADS                      16
  0       ALL OTHER ROADS                   14
  0       RAILROADS                         16
  0       MISCELLANEOUS FEATURES            14
  0       NON-VISIBLE BOUNDARIES            14
  0       PERENNIAL SHORELINE               16
  0       OTHER HYDROLOGIC FEATURES         14
ESC: ABORT AND RETURN TO MAP              F10: SAVE AND RETURN TO MAP
```

This table serves as a map legend that can be changed to customize the appearance of your maps. You can change the color of any feature on the map by selecting F2–COLOR. You can change the scale criteria for the display in the Turn on at Miles column.

Use the ↓ key to move the cursor to the Railroads line. Select F2–COLOR to browse through the color choices. Stop on red. Select F10–RETURN TO MAP. The map will be redrawn, showing the railroad in red.

Move the cursor to the Railroads line.

Select F2–COLOR to browse through the color choices. Stop on red.

Select F10–RETURN TO MAP.

Select F6–MAP LAYERS and return to the Railroads line. Select F2–COLOR and change the Railroads display to green. Now change the Turn on at Miles Value to 5, as shown below.

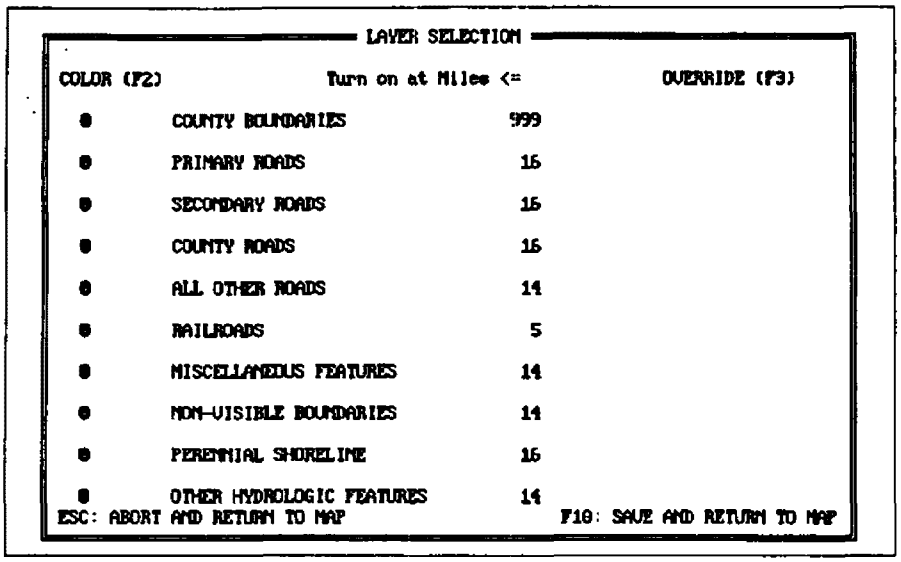


Figure 3–53. Layer Selection screen

Select F6–MAP LAYERS and return to the Railroads line.

Select F2–COLOR and change the Railroads display to green.

Change the Turn on at Miles Value to 5.

Select F10–RETURN TO MAP.

Select F10–RETURN TO MAP. The railroad is no longer displayed because the map width is greater than 5 miles.

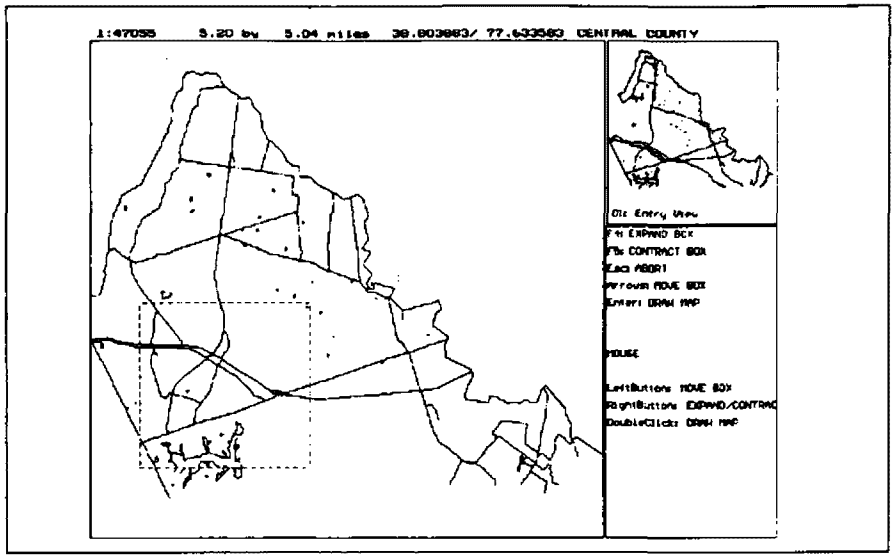
To see the railroad, select F2–SCALE/POSITION to zoom in. Move the Size Box down until it includes the area where the railroad is located, approximately as shown in Figure 3–54, and press RETURN or ENTER.

Press ***M*** to rescale by miles and type ***3*** at the *Enter Number of Miles:* prompt.

Figure 3–54
Map with Size Box over railroad area

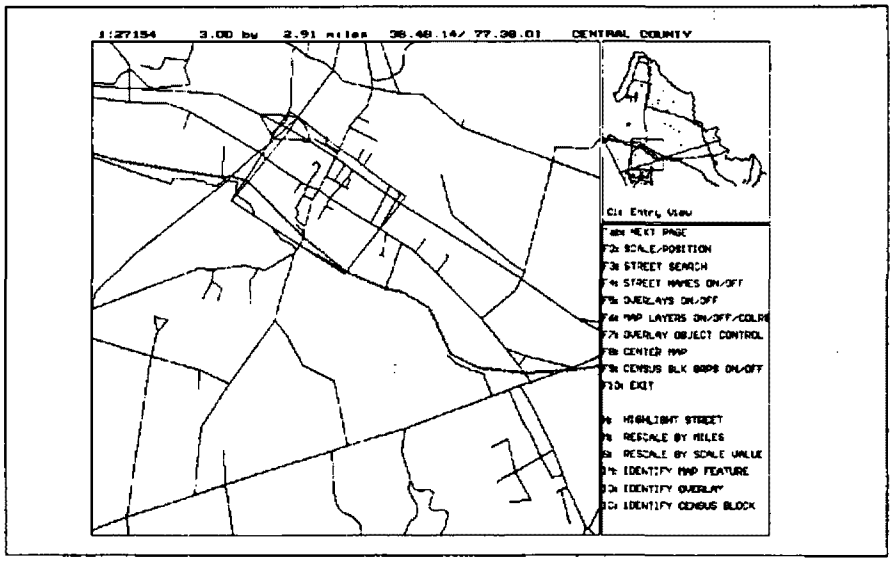
Select F2–SCALE/POSITION. Move the Size Box to the position shown, and press RETURN or ENTER.

Press M to rescale by miles. Type 3, and press RETURN or ENTER.



Press RETURN or ENTER. The map is redrawn at a scale of 3 miles. The railroad is visible, and its color has been changed to green.

Figure 3–55.
Closeup map segment, including the railroad



Use the HOME key and the CONTROL+PAGE-DOWN combination to return the Entry View to the Main View.

Use the HOME key and the CONTROL+PAGE-DOWN combination to return the Entry View to the Main View.

Select F6–MAP LAYERS to return to the Layer Selection screen. Move the cursor to the County Boundary line, change the Turn on at Miles Value to **5**, and use F2–COLOR to change its color to yellow.

Select F6–MAP LAYERS.

Move the cursor to the Other Hydrological Features line, change the miles value to ***16***, and use F2–COLOR to change its color to light blue.

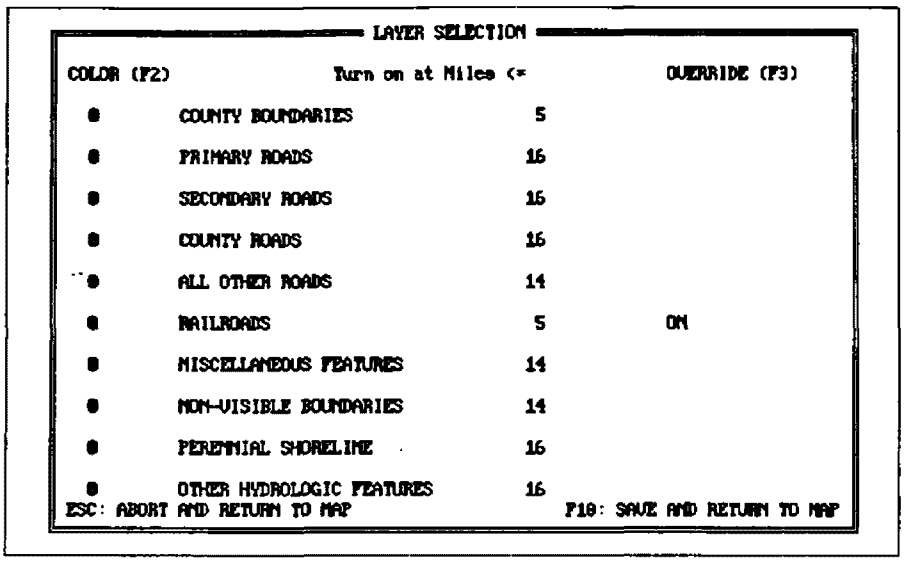


Figure 3–56.
Layer Selection screen

Change the County Boundary value to 5, and use F2–COLOR to change its color to yellow.

Change the Other Hydrological Features miles value to 16, and change its color to light blue.

Select F10–RETURN TO MAP.

Select F10–RETURN TO MAP. Notice that all water features are displayed except the river on the eastern county boundary. As the river is also a county boundary, its display was turned off when you changed the miles value for the County Boundary.

You can temporarily override any of these settings. First, select F6–MAP LAYERS to return to the Layer Selection screen. With the cursor on County Boundary, select F3–OVERRIDE. Note that the Override column for County Boundary now is ON. This causes an override of the entered value. Select F10–RETURN TO MAP.

Select F6–MAP LAYERS.

With the cursor on County Boundary, select F3–OVERRIDE.

Select F10–RETURN TO MAP.

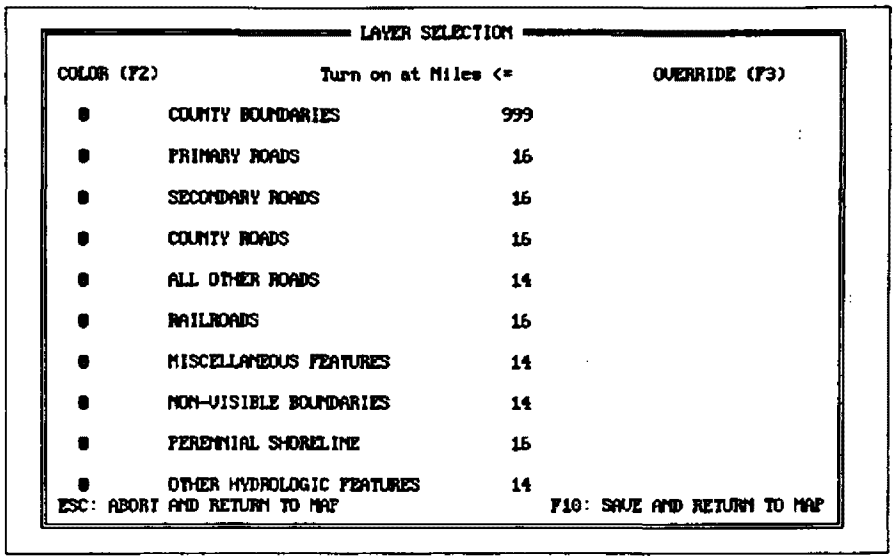
The County Boundary is displayed in light blue (colors are not overridden).

Select F6–MAP LAYERS and toggle F3–OVERRIDE until it is blank or off, then return the original values to the Layer Selection screen for Central County as shown in Figure 3–57.

Select F6–MAP LAYERS.

Toggle F3–OVERRIDE until it is blank or off and return the screen to original values.

Figure 3–57.
Default values on Layer Selection screen



Select F10–RETURN TO MAP. The Entry View for the County should be displayed.

Now we will customize the appearance of a map overlay.

Type T *to display the city names.*

Begin by selecting F10–RETURN TO MAP. The Entry View for the County should be displayed. Type ***T*** to display the names of cities in Central County.

Position the marker on Central City, select F2–SCALE/POSITION, and press RETURN or ENTER. Repeat this procedure.

Do the following two times. Position the marker on Central City and zoom in by selecting F2–SCALE/POSITION and pressing RETURN or ENTER.

Select F5–OVERLAYS ON/OFF.

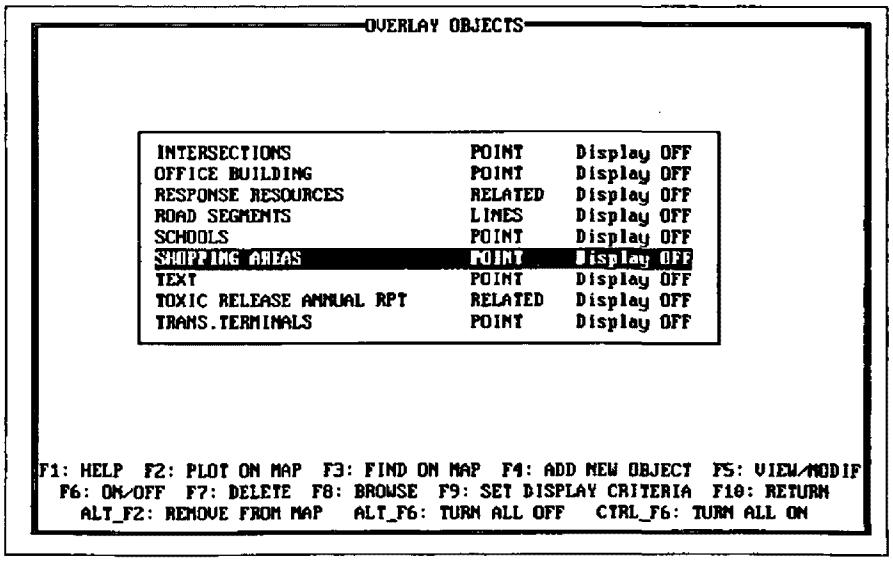
Select F5–OVERLAYS ON/OFF to display the overlays. In this exercise, we will be changing the label color and the icon of Central Mall shopping area.

Select F7–OVERLAY OBJECT CONTROL.

Select F7–OVERLAY OBJECT CONTROL. Highlight Shopping Areas and select F5–VIEW/MODIFY.

Figure 3–58.
Overlay Object Control screen

Highlight Shopping Areas and select F5–VIEW/MODIFY.



The detail screen that is displayed links map overlay objects to a database file. You can change any of several values to alter the way overlay objects are displayed on the map. You can turn off the display of the icon or the label, and you can fill in the polygons to produce a solid block of color. In this exercise, we will use F2–COLOR to change the default color and F3–ICON to change the design of the icon.

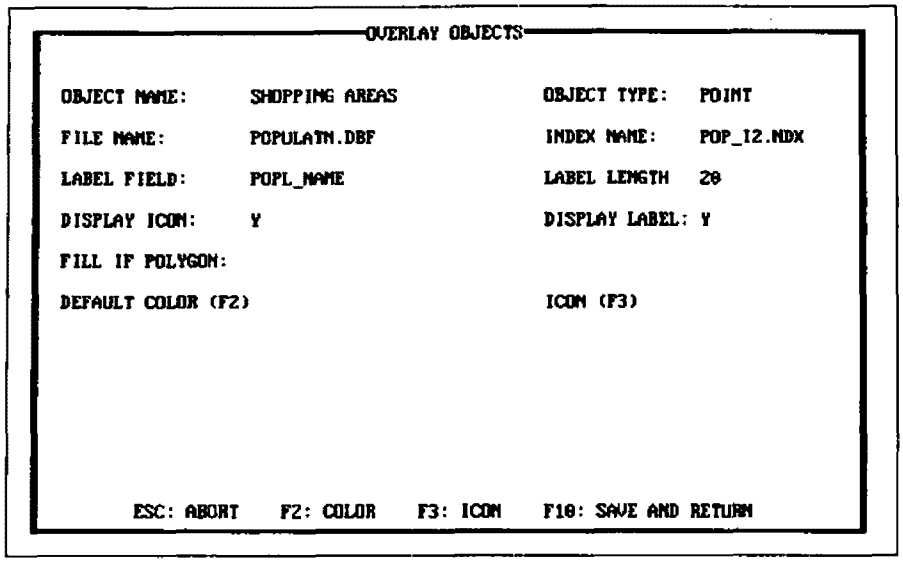


Figure 3–59.
Shopping Area detail screen

Select F2–COLOR and stop on dark red.

Select F3–ICON.

Select F2–COLOR to browse through the color choices. Stop on dark red.

Select F3–ICON to see the icon design. An enlarged version of the icon appears in a box in the center of the screen. A small replica of the icon as it appears on the map is shown to its right.

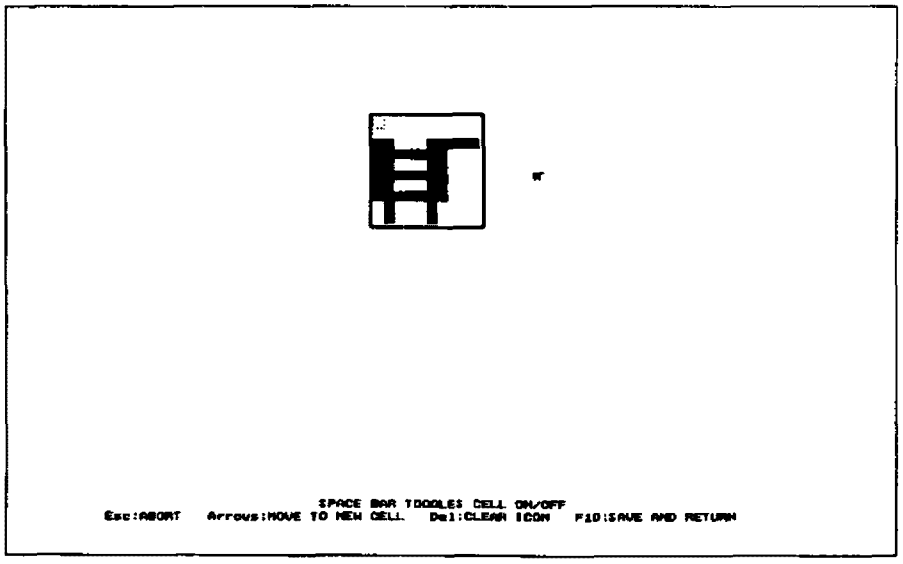


Figure 3–60.
Icon design screen with shopping area icon

Use the arrow keys and SPACE BAR to redesign the icon.

Press the SPACE BAR and notice how it toggles the cell in the icon box on and off. By using the arrows and the SPACE BAR, you can redesign the icon.

Select F10 to save the design.

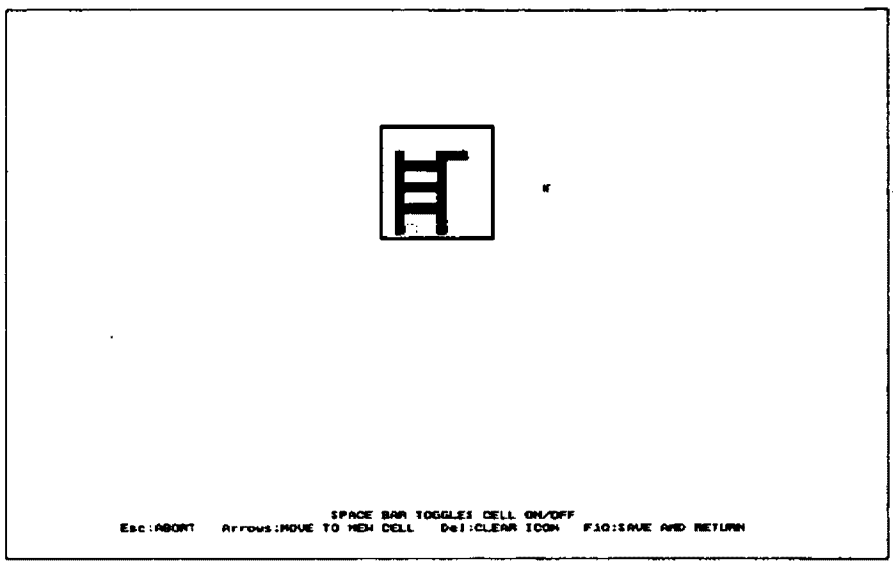
Change the shape of the icon to something like that shown below. Select F10 to save the design and return.

Select F10 twice to return to the map

Select F10 twice to return to the map. The label and icon for Central Mall are displayed in dark red, and the new icon design has replaced the old one.

You may leave these values for the shopping area display, or return them to the default color value and icon design by repeating the above steps.

Figure 3–61. Icon Design screen with altered shopping area icon



Summary of the Exercise

We learned how to use F6–MAP LAYERS to access the Layer Selection screen; how to use F2–COLOR to change the colors assigned to each map layer; how to change the miles value in the Turn on at Miles column to change the scale at which features are displayed; and how to use F3–OVERRIDE to override established criteria for the map display. We also learned how to use F7–OVERLAY OBJECT CONTROL to change the appearance of overlay labels and icons.

Screening & Scenarios

The Screening & Scenarios activity in the Facility Information module will help you develop Emergency Response Plans under Section 302 of SARA Title III for facilities that have extremely hazardous substances in quantities that exceed the EPA threshold planning quantity. Information from the Screening & Scenarios database can be used in developing various parts of the comprehensive emergency plan for your county or district.

Knowledge of the hazards associated with a particular hazardous substance can help you determine whether any specialized response equipment and training are needed, and planning for emergency medical care can focus realistically on actual hazards in the community. The size of the Vulnerable Zone calculated in the screening or scenario may assist in determining what planning is needed for adequate warning systems, evacuation routes, and temporary shelter and food, as well as the feasibility and practicality of in-place sheltering.

This section provides a general idea of how to enter information in the Screening & Scenarios database, how to calculate the Vulnerable Zone for a potential release, and how to look at the Vulnerable Zone in the Mapping module. If you need more information on the process of hazards analysis, see the document *Technical Guidance for Hazards Analysis*. This multiagency document provides details on the process and also contains several appendices on how to obtain information from facilities and on other important aspects of chemical emergency response planning.

The hazards analysis process consists of three steps: hazards identification, vulnerability analysis, and risk analysis. The Screening & Scenarios database is used in the vulnerability analysis phase. For each chemical at a facility, you complete an initial screening, which is based on credible worst-case assumptions. The initial screening will help you prioritize the hazards in your county or district according to standardized assumptions.

The worst-case assumptions for a release to the air as outlined in *Technical Guidance for Hazards Analysis* are as follows:

- Quantity released is the maximum quantity that could be released from the largest vessel or interconnected vessels.

- Rate of release is based on the total quantity released over 10 minutes if the material is a gas or solid (powder or in solution). If the material is liquid or molten solid, the rate of release is based on the rate of evaporation. The liquid factor (LFA, LFB, or LFM) is used in this calculation.

- Temperature is based on storage conditions for liquids and molten solids. It is not applicable to gases, powdered solids, or solids in solution.

- Meteorological conditions are based on a wind speed of 3.4 miles per hour and class F atmospheric stability (light, steady winds; fairly clear nighttime skies; and low levels of turbulence).

- The Level of Concern (LOC) or Vulnerable Zone concentration is one-tenth of the published immediate danger to life or health (IDLH) value.

This information already is entered in the Screening & Scenarios database when you are doing an initial screening. It can be changed to suit various local conditions and other excursions when you are doing scenarios.

Screening Exercise

At this time the CAMEO DOS Main Menu should be on your screen (press the ESCAPE key if it is not). Select the Facility Information module (type a ***B*** or highlight Facility Information and press RETURN or ENTER).

On the Facility Information summary screen, highlight Green Chemicals.

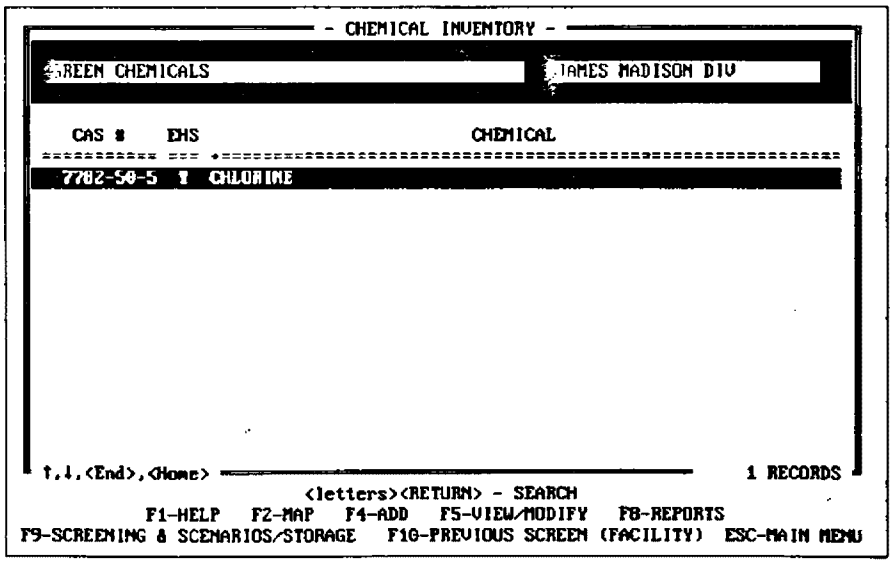
When the Facility Information summary screen is displayed, type ***Green*** and press RETURN or ENTER to highlight Green Chemicals.

Use the CONTROL+F1 combination to display the Chemical Inventory summary screen for Green Chemicals.

In the Facility Information module, Screening & Scenarios is found under the Chemical Inventory database. Enter the CONTROL+F1 combination for quick access to the Chemical Inventory database for Green Chemicals from the Facility Information summary screen.

Figure 3–62. Chemical Inventory summary screen

Chlorine is the only chemical in the Green Chemicals inventory.



Use the CONTROL+F1 combination to display the Screening & Scenarios summary screen for chlorine at Green Chemicals.

Note the F9–SCREENING & SCENARIOS/STORAGE option on the Chemical Inventory summary screen. Since chlorine is the only chemical currently in the inventory at Green Chemicals, our screening will be for that chemical. For quick access to Screening & Scenarios, use the CONTROL+F1 combination again.

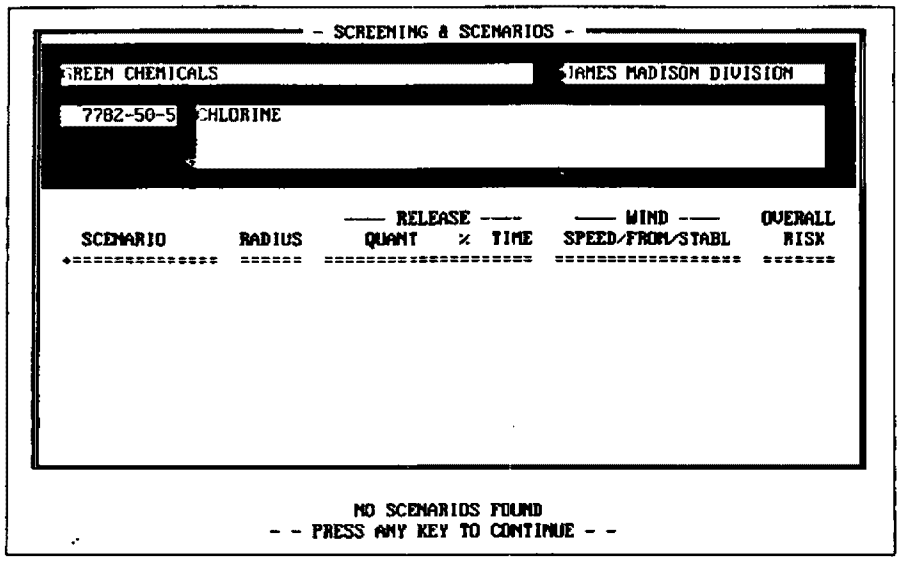


Figure 3–63. Screening & Scenarios summary screen

Press any key to remove the "No Scenarios Found" message.

No information has been entered in the Screening & Scenarios database yet, so press any key to remove the *No Scenarios Found* message, then select F4–ADD to display a blank Screening & Scenarios detail screen.

Select F4–ADD.

Change the Screening field to *Y*. The Name field changes to "Screening" and the cursor moves to the Quantity Released field. Enter the quantity—for this screening we want 150 pounds.

Change the N in the Screening field to Y.

Enter 150 in the Quantity Released field.

All of the remaining fields are preset by CAMEO DOS with standard information for screenings and/or the selected chemical. These fields should not be changed until you are doing scenarios.

Because chlorine is a gas, CAMEO DOS leaves the Liquid Storage, Solid Storage, or If Diked fields empty.

You would enter information in the Risk of Release, Consequences of Release, and Overall Risk fields based on your findings in the risk analysis phase of the hazards analysis process.

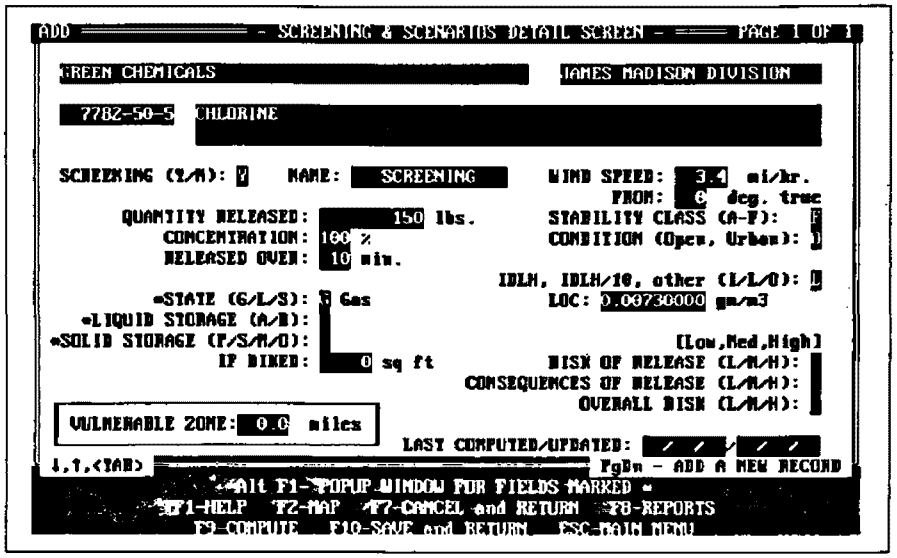
The following fields contain information that should not be changed when you are using the screening option:

Most fields contain standard information for screenings.

- Concentration
- Released Over
- Wind Speed
- From (wind direction)
- Stability Class
- Condition
- IDLH or 1/10 IDLH
- LOC.

Figure 3–64.
Screening & Scenarios detail screen for screening

Be sure the screen looks like this before you select F9–COMPUTE.



Select F9–COMPUTE to calculate the Vulnerable Zone.

Select F9–COMPUTE to calculate the Vulnerable Zone. For this exercise, the result should be 2.2 miles.

Select F2–MAP to view the Vulnerable Zone on the map.

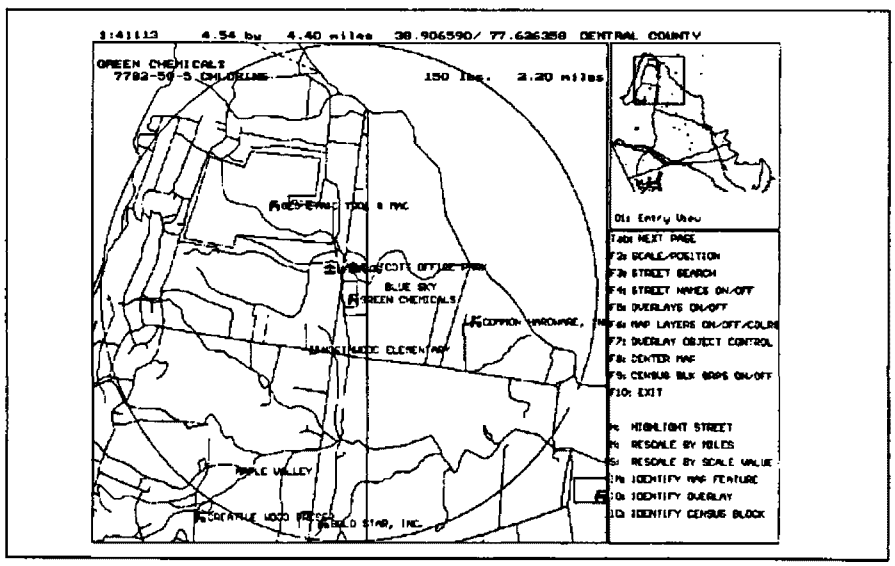
To see which populations or other areas of concern lie within the Vulnerable Zone, select F2–MAP to go to the Mapping module.

When the map is displayed, type C to display the Vulnerable Zone.

When the map is displayed, type *V* to draw a circle that represents the Vulnerable Zone. The system also displays the icons for the map overlays that are in the vicinity. Also note the name of the chemical and other pertinent data about the screening at the top of the map.

Figure 3–65.
Vulnerable Zone for screening

The circle represents a radius of 2.2 miles.



Use the ALT+C combination to remove the circle from the map.

To remove the circle from the map, use the ALT+C combination; that is, hold the ALT key down and type *C*.

From the Mapping module, select F10 to return to the Screening & Scenarios detail screen, then select F10–SAVE AND RETURN again to return to the Screening & Scenarios summary screen.

Select F10 twice to return to the Screening & Scenarios summary screen

Scenarios Exercise

By changing the initial screening information to incorporate less conservative conditions or conditions more realistic for your area, you can create alternative release scenarios. For example, you can:

- Reevaluate estimates of the quantity of the chemical likely to be present.
- Reevaluate the estimate of the rate of release.
- Consider typical weather and wind conditions.

To create a scenario, select F4–ADD when the Screening & Scenarios summary screen for chlorine at Green Chemicals is displayed. A blank Screening & Scenarios detail screen is displayed.

Be sure the Screening & Scenarios summary screen for Green Chemicals is displayed, then Select F4–ADD.

Leave the Screening field at the default, ***N***, for no.

Type an N in the Screening field.

Enter the name of the scenario, ***10 MPH***.

*Enter the name of the scenario, **10 MPH**.*

Enter the following information in the fields on the screen:

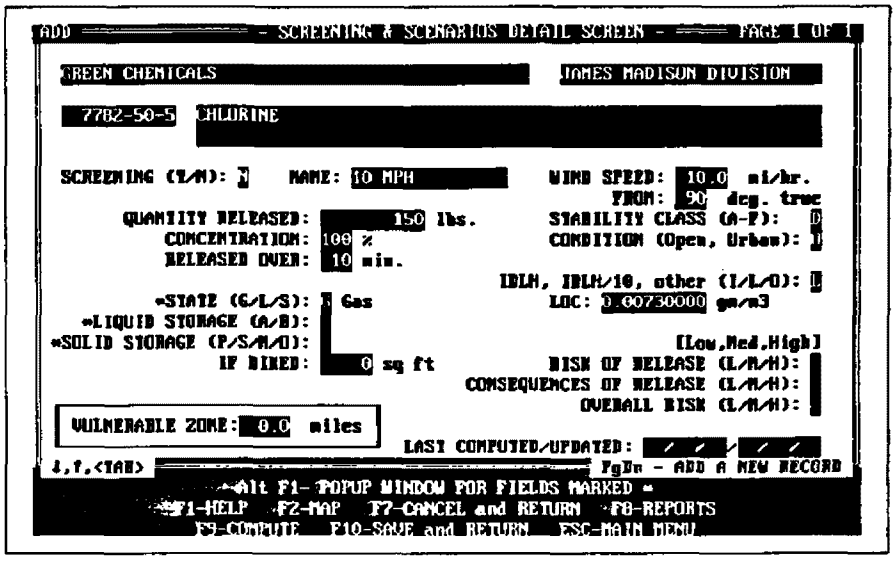
Enter the information in the fields on the Screening & Scenarios detail screen.

Qty. Released	150
Concentration	Leave at the default, 100.
Released Over	Leave at the default, 10.
State	CAMEO DOS has already entered G, for gas.
Wind Speed	10
From	90
Stability Class	D
Condition	Leave at the default, O.
IDLH, IDLH/10, Other	Leave at the default, L.
Level of Concern	Leave at the default, .0073.

Because chlorine is a gas, no information is required for the Liquid Storage, Solid Storage, or If Diked fields. You would enter information in the Risk of Release, Consequences of Release, and Overall Risk fields based on your findings in the risk analysis phase of the hazards analysis process.

Figure 3–66.
Screening & Scenarios detail screen for scenario

Be sure the screen looks like this before you select F9–COMPUTE.



Select F9–COMPUTE to calculate the Vulnerable Zone.

Select F9–COMPUTE to calculate the Vulnerable Zone for the scenario. The result should be 0.4 miles.

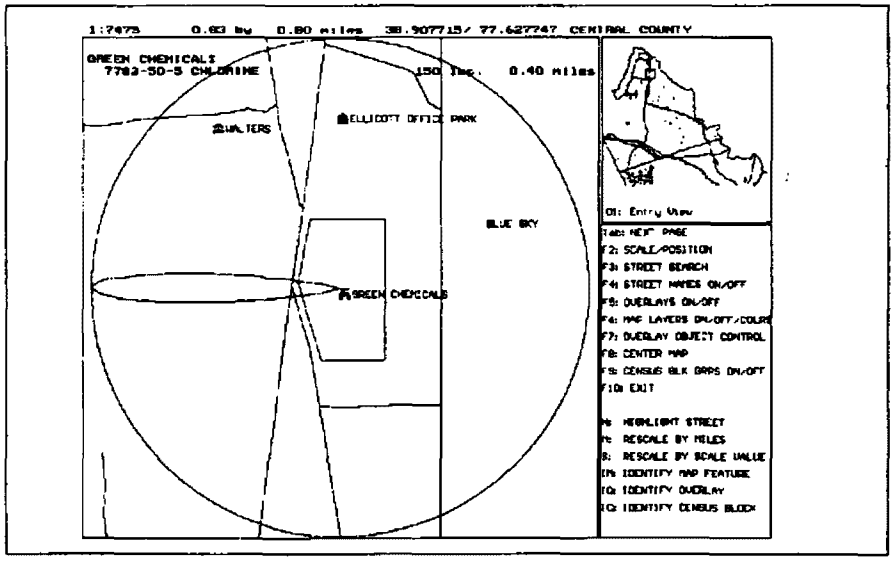
Select F2–MAP to view the Vulnerable Zone on the map.

Select F2–MAP to go to the Mapping module and type *V*. The circle on the map represents the Vulnerable Zone. Note the difference between this map and the map for the screening. Also note the oval indicating the exact area of the release.

When the map is displayed, type C to display the Vulnerable Zone.

Figure 3–67.
Vulnerable Zone for scenario

The circle represents a radius of 0.4 miles.



Use the ALT+C combination to remove the circle from the map.

To remove the circle from the map, use the ALT+C combination; that is, hold the ALT key down and type *C*.

Press the ESCAPE key to return to the CAMEO DOS Main Menu.

From the Mapping module, press the ESCAPE key to return to the CAMEO DOS Main Menu.

Removing an Overlay from the Map

Before concluding the tutorial, we need to remove the Green Chemicals overlay from the Mapping module.

Removing an overlay has no effect on the records in other CAMEO DOS modules. However, if you delete a record in one of the other CAMEO DOS modules, and that record has been mapped, the overlay will be deleted from the Mapping module along with the record when you exit CAMEO DOS.

In the Mapping module, it is important not to confuse the F7–DELETE function with the ALT+F2 (REMOVE FROM MAP) function on the Overlay Objects Control menu. F7–DELETE deletes an entire category of mapped overlay objects from the map files (for example, all contacts or all point facilities). You will rarely use this function, which is described further in Chapter 5, Mapping Reference. ALT+F2 is used to delete individual overlays from the map.

In this exercise, we will learn how to remove an overlay from the map by deleting the Green Chemicals polygon that we created earlier in the tutorial. This is the first step toward restoring the original Demonstration data so that others can use the tutorial.

On the Facility Information summary screen, highlight Green Chemicals, then select F2–MAP.

When the map is displayed, select F7–OVERLAY OBJECT CONTROL.

Go to the Facility Information module, highlight Green Chemicals on the summary screen, and select F2–MAP. When the map is displayed, select F7–OVERLAY OBJECT CONTROL. Highlight the Facilities–Polygon line.

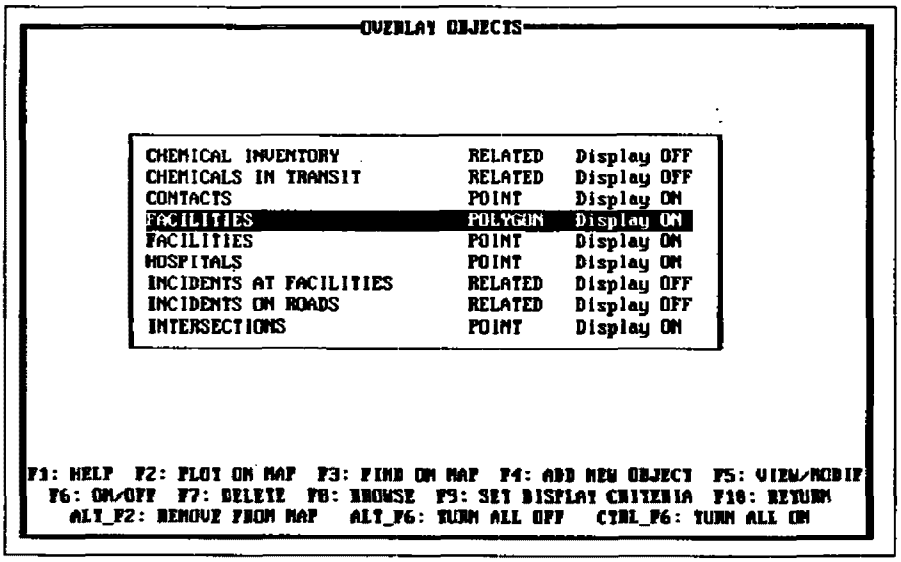


Figure 3–68.
Overlay Object Control screen in Mapping module

Highlight Facilities–Polygon.

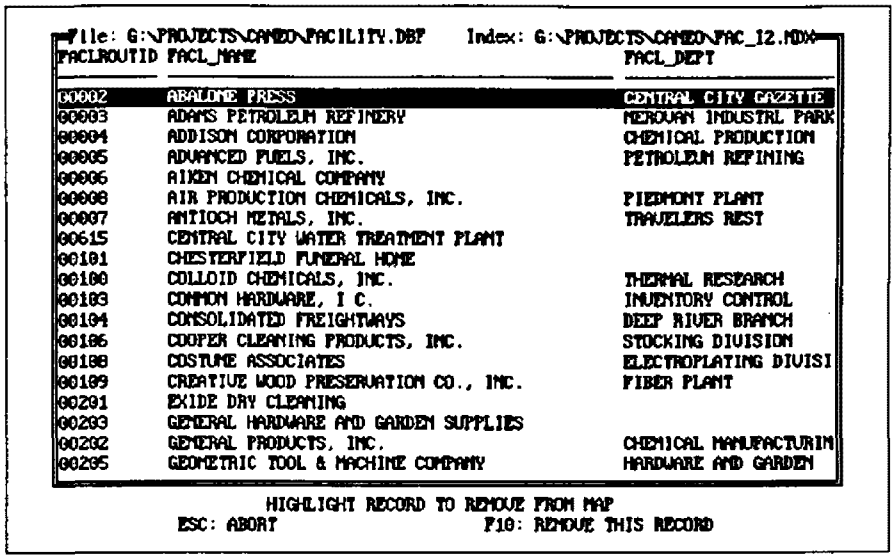
Now select ALT+F2 (REMOVE FROM MAP). A detail screen that lists all facility polygons will be displayed. Use the ↑ and ↓ keys to scroll through this list or use a letter search to find the Green Chemicals record.

Select ALT+F2 (REMOVE FROM MAP).

Figure 3–69.
Facilities–Polygon detail screen in Mapping module

Highlight Green Chemicals.

Select F10–REMOVE THIS RECORD.



When Green Chemicals is highlighted, select F10–REMOVE THIS RECORD to remove the record from the map and return to the map. Note that the Green Chemicals polygon and icon are no longer displayed.

If you type ***IO*** while the marker is at the former location of Green Chemicals, you will still see the detailed information on the facility overlay. This is because the mapped record is not deleted until you exit CAMEO DOS.

End of the Tutorial

Delete the Green Chemicals and James Madison Highway records from the Facility Information and Transportation Information modules, respectively.

To make this tutorial useful for others, please go to the Facility Information module and delete Green Chemicals (highlight Green Chemicals on the summary screen, select F5–VIEW/MODIFY, select F6–DELETE/RESTORE, and then select F10–SAVE AND RETURN). Then go to the Transportation Information module and delete James Madison Highway.

Mapping (Systems with Mouse/VGA)

The Mapping module allows you to plot the locations of facilities, populations, and other features onto existing maps of your area. It will also help you locate the items you have plotted, as well as other features, on the map.

The standard features provided with the Mapping module (street names, roads, waterways, railroads, political boundaries, and so forth) are based on the TIGER geographic database files and are referred to as map layers. While you cannot change the basic location information in the TIGER files, you can customize the appearance of the map features by selecting colors for each layer, setting criteria for which features are displayed, and designing unique icons for the features that you can plot—called overlays.

You can plot information in the following overlay files:

- Facilities
- Contacts
- Hospitals
- Intersections
- Office Buildings
- Road Segments
- Schools
- Shopping Areas
- Transportation Terminals.

Chapter 5, Mapping Reference, contains more detailed information on the Mapping module and TIGER files, as well as the concept of overlays. This tutorial provides a general introduction to Mapping module features.

Before You Start

Before doing the exercises in the Mapping module, we need to quickly add a record to the Transportation Information module. Follow these steps:

Before starting the Mapping tutorial, add James Madison Highway to the Transportation Information module.

1. If you are not already logged on to CAMEO DOS, log on. If you are logged on and are not at the CAMEO DOS Main Menu, press the ESCAPE key.

2. Go to the Transportation Information module by typing *C*.

3. Select F4–ADD to add a new record.

4. In the Route field, type ***James Madison Highway***.

5. Press the RETURN or ENTER key to move to the Route Type field.

6. Use the ALT+F1 combination to view the Route Type choices.

7. Because it is first on the Route Type list, ***Road*** should be highlighted. Select F10–SELECT AND RETURN.

8. The record should look like the example below. Select F10–SAVE AND RETURN to save the record.

9. Keep the Transportation Information summary screen displayed.

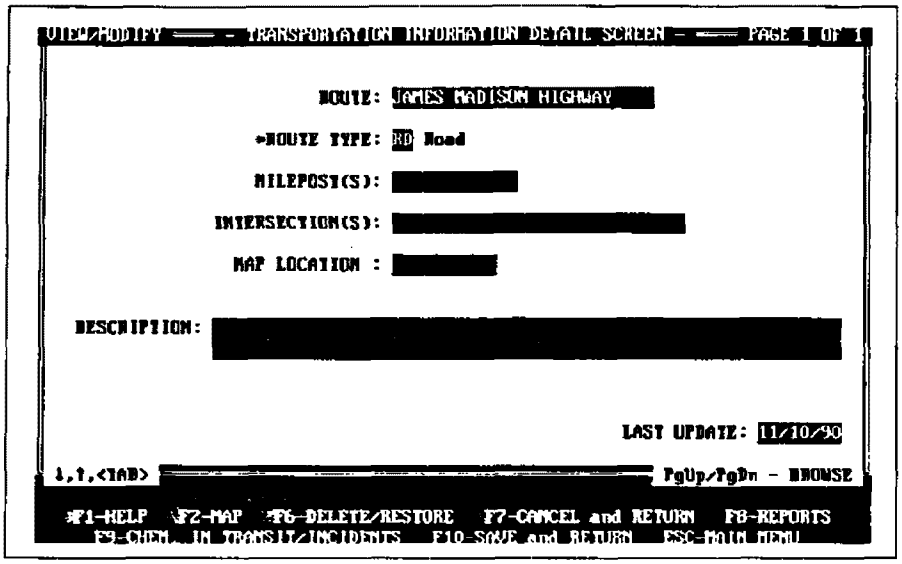


Figure 3–70. Transportation Information detail screen

Be sure the screen looks like this. Select F10–SAVE AND RETURN and keep the Transportation Information summary screen displayed.

Access the Mapping Module

CAMEO DOS provides you with two ways to get to the Mapping module—from the Main Menu or through another module.

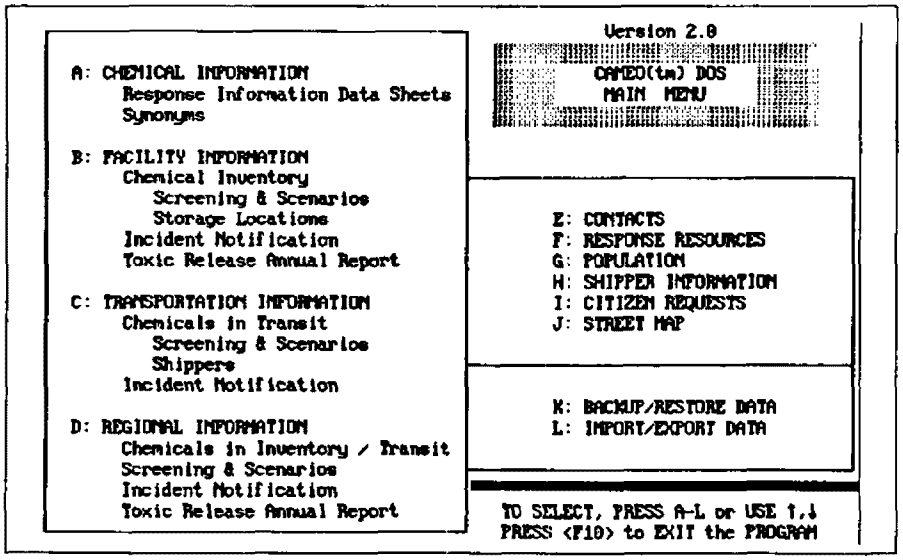


Figure 3–71. CAMEO DOS Main Menu

One way to access the Mapping module would be to choose option J from this menu.

When the CAMEO DOS Main Menu is displayed, you can type ***J***, or use the ↓ key to highlight Street Map (as shown in Figure 3–71) and press the RETURN or ENTER key. However, we will use another method in this exercise.

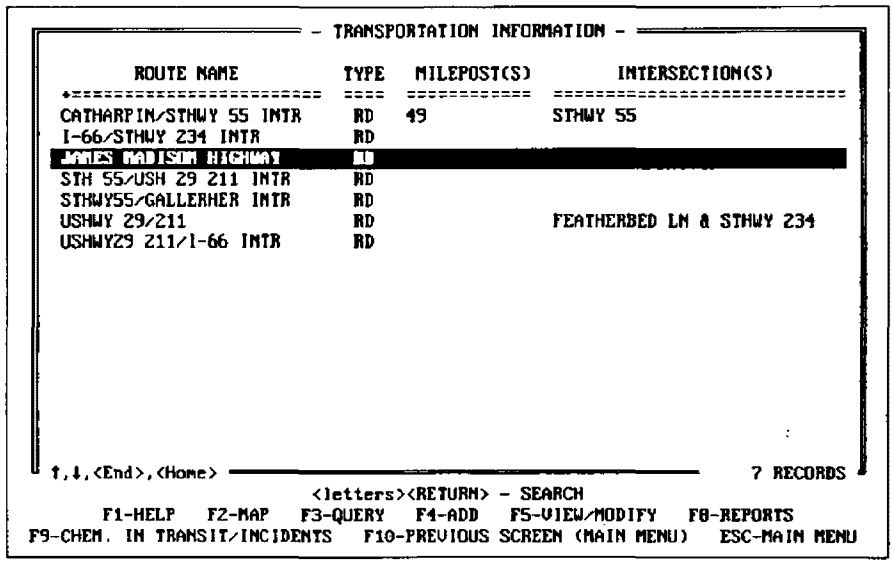
The Mapping module is available directly from most other CAMEO DOS modules. Look at the function menu at the bottom of a screen. If access to the Mapping module is available, it will be listed as F2–MAP.

The Transportation Information summary screen should be displayed on your computer. Note that the Mapping module is accessible from this module. The Mapping module also is available from the Transportation Information detail screen (see Figure 3–70).

Be sure that James Madison Highway is highlighted on the Transportation Information summary screen, as shown in Figure 3–72, then select F2–MAP. CAMEO DOS goes to the Mapping module (this may take a few seconds on some computers).

Figure 3–72. Transportation Information summary screen

Select F2–MAP for direct access to the Mapping module from detail screens and summary screens.



As you can see by the introductory screen that appears each time you access Mapping, the CAMEO DOS Mapping module is actually a separate program called MARPLOT. Press any key to remove the introductory screen and display the initial Mapping screen.

The initial Mapping screen (see Figure 3–73) has four parts:

- The system draws the outline of Central County and some of the major roads, waterways, major pipelines or powerlines, and political boundaries in the county in the large box on the left called the Main View. The Main View always shows the part of the map you are currently working with.

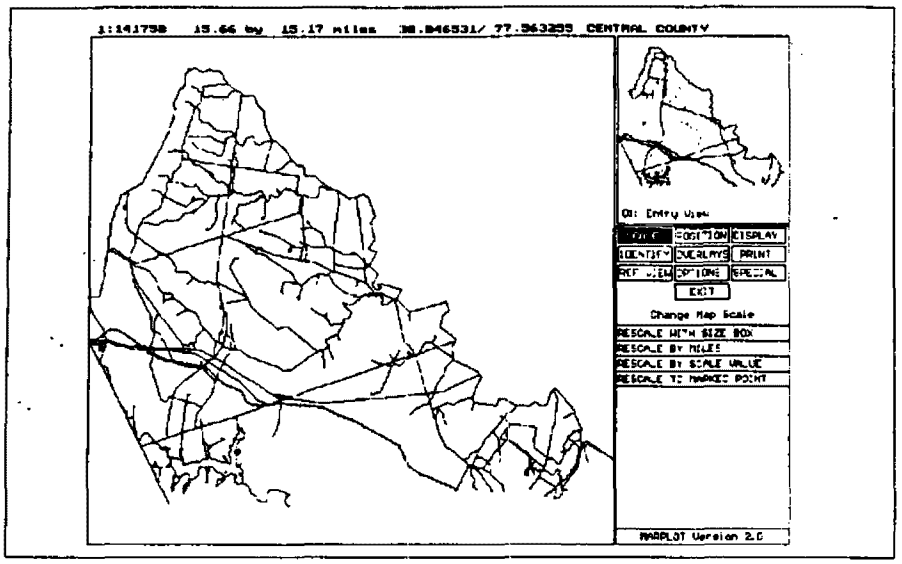


Figure 3–73.
Initial Mapping screen

Note the location of the Main View, the Reference View, the Mapping Main Menu, and the Status Line.

- The small box in the upper right is the Reference View. Map segments that you work with frequently can be stored as Reference Views and identified with a name and number.

- The rectangular box below the Reference View is the Mapping Main Menu, which contains buttons for 10 major Mapping functions and a column of subfunctions. The list of subfunctions changes as you click on a new major function. To activate a subfunction, you just click on its name.

- At the top of the screen, the Status Line shows, from left to right, the scale of the map, the area shown on the Main View (in miles), the position of the center of the Main View in decimal-based latitude and longitude, and the name of the map.

The marker on the Main View serves as a pointer. You can move the marker around the map by clicking anywhere on the marker and then dragging the marker to the desired location. You can also use the arrow keys on the numeric keypad part of your keyboard to move the marker. In either case, the latitude and longitude, shown at the top of the screen, will change as the marker moves.

If you are using arrow keys to move the marker, be sure to use the arrow keys on the numeric keypad on your keyboard, with the NumLock function off.

The table on the following page lists the primary Mapping functions and subfunctions introduced in this tutorial. Many other subfunctions are available; therefore, you may want to take a few minutes before beginning the tutorial to review Chapter 5, which contains function-by-function reference information, to get a general idea of all of the Mapping module's capabilities.

If you are more comfortable using keyboard commands, you can switch to a Mapping menu that uses function keys by clicking on DISPLAY and then clicking on FUNCTION KEY LIST. Point-and-click (mouse) and function-key (keyboard) commands are described together in Chapter 5, and a tutorial for function-key commands can be found on pages 3–27 through 3–63.

These major functions and subfunctions are covered in the Mapping tutorial.

Scale	Rescale with Size Box
	Rescale by Miles
	Rescale by Scale Value
Position	Center on Click Point
	Find Street/Intersection/Address
Display	Show Street Names
	Show Overlays
	Map Layers: Show/Hide Color
Identify	Identify Base Map Feature
	Identify Overlay
Overlays	Show Overlays
	Overlay Control Screen
Reference View	Main View to Reference
	Reference to Main View
	First Reference View
	Next Reference View
Special	Draw CAMEO Vilnerable Zone
	Remove Circle/Vulnerable Zone
T	Display text overlays

In the following exercises, you will learn how to plot the location of point facilities, polygon facilities, and road segments; how to change the map scale; how to search for and display street names; how to display information about a map layer or overlay; how to search for an overlay; how to delete an overlay; and how to customize the appearance of your map by changing the display of map layers and overlays.

Exercise 1: Mapping a Facility

The first overlay we will map is Green Chemicals, which is located on James Madison Highway near its intersection with Loudoun Drive in Blue Sky (coordinates of 38.909653/77.628830 latitude/longitude).

If you have not entered a record for Green Chemicals in the Facility Information database, do so at this time.

You should already have entered this facility into the Facility Information database earlier in this chapter. An object cannot be placed on the map unless it has been entered into its appropriate database (facilities in the Facility Information database, contacts in the Contacts database, and so forth). If you have not entered this facility into the Facility Information database, enter it now. (Refer to the first exercise in this chapter.)

We want to plot Green Chemicals at the intersection of James Madison Highway and Loudoun Drive. Because we do not know where these roads are located on the map, we will do a Street Search to find this intersection. Click on POSITION and then click on FIND STREET/INTR/ADDRESS to display the Street Name Search screen.

Click on POSITION and then click on FIND STREET/INTR/ADDRESS to display the Street Search screen.

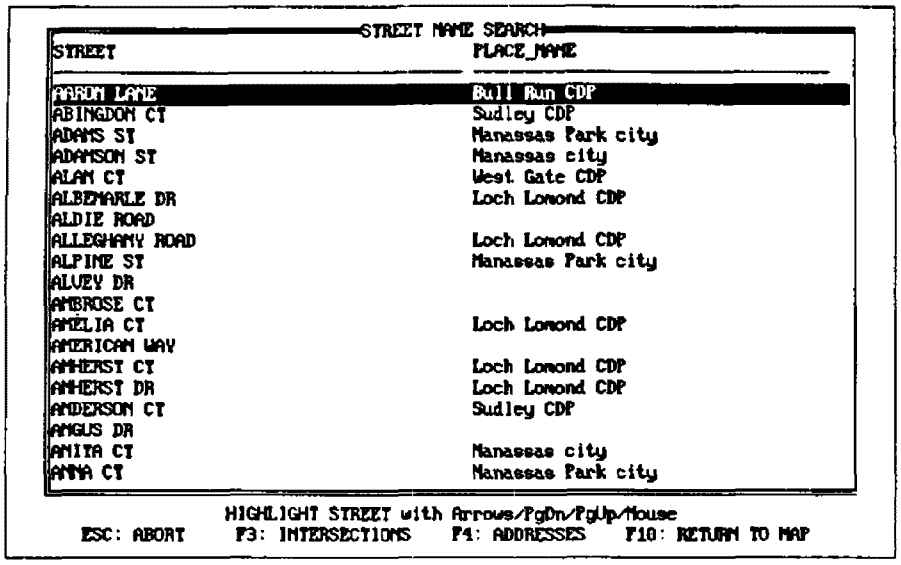


Figure 3–74.
Street Search screen

*Type **James** and press RETURN or ENTER to move to James Madison Highway in the list.*

Type ***James*** and press RETURN or ENTER to do a letter search in the list of street names. James Madison Highway should now be highlighted on the list.

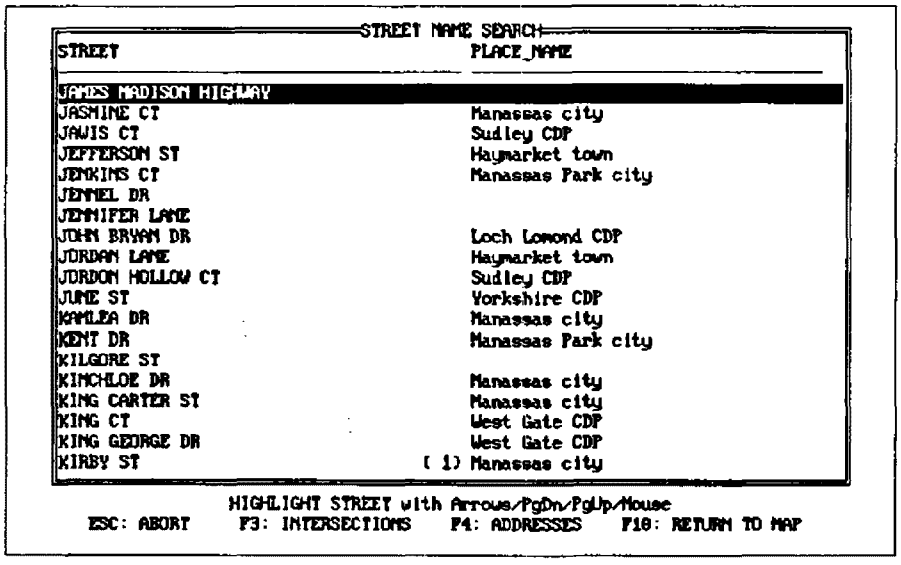


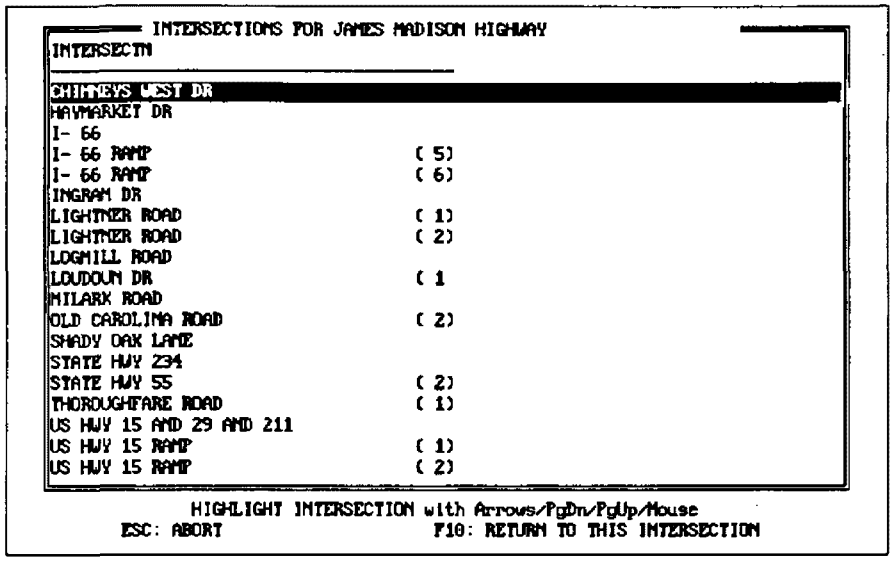
Figure 3–75.
Results of letter search on Street Name screen

Select F3–INTERSECTIONS to see a list of roads that intersect the highlighted road.

Select F3–INTERSECTIONS to see a list of roads that intersect James Madison Highway. Use the ↑ or ↓ keys to move the highlight bar to Loudoun Drive and select F10–RETURN TO THIS INTERSECTION.

Figure 3–76.
Intersections screen

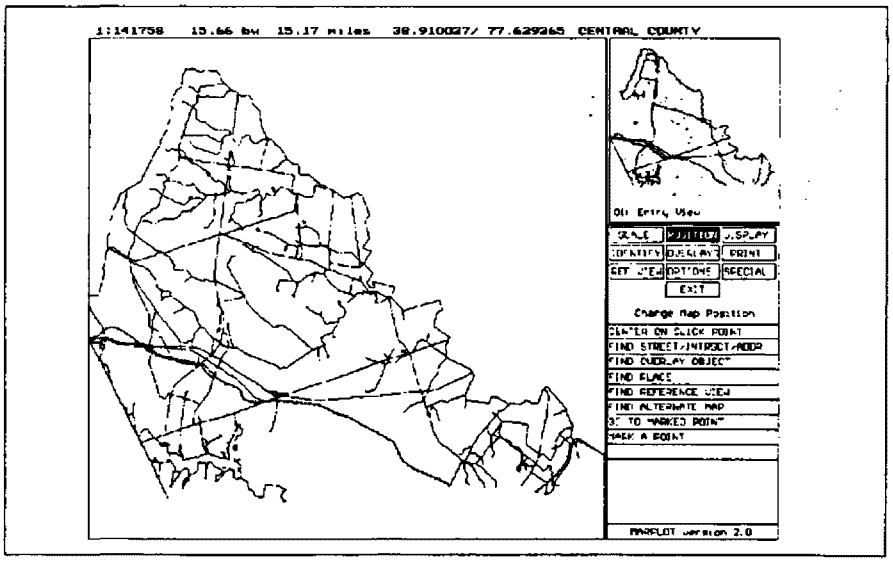
Highlight Loudoun Drive and select F10–RETURN TO THIS INTERSECTION.



The system will redraw the Main View. The marker will be at the selected intersection.

Figure 3–77.
Map with marker at selected location

The marker is located at the intersection of James Madison Highway and Loudoun Drive.



At this point, the scale of the map is much too large to allow you to accurately plot the facility. To zoom in, click on SCALE and then click on RESCALE WITH SIZE BOX. A rectangle, called the Size Box, will appear around the marker in the general vicinity of Blue Sky. (If you want to see the city names, type a ***T***.)

Click on SCALE and then click on RESCALE WITH SIZE BOX.

Take a few minutes to become familiar with the ways that you can work with the Size Box.

- Move the Size Box by holding the left mouse button down and dragging.
- Change the size of the box by holding the right mouse button down and dragging the mouse.
- Select F4–EXPAND BOX or F5–CONTRACT BOX to make the Size Box larger or smaller.
- Use the CONTROL+F4 or CONTROL+F5 combinations to make the Size Box much larger or much smaller.
- Use the arrow keys to move the Size Box around the screen.

Experiment with the Size Box controls.

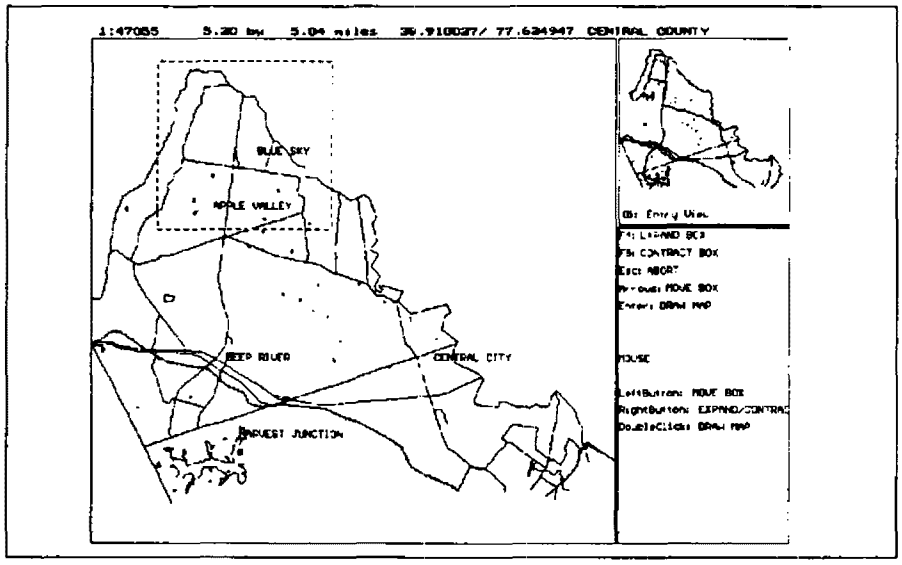


Figure 3–78.
Map with Size Box

Press RETURN or ENTER when the Size Box is approximately in this position to zoom in on the area shown in the Size Box.

After you have experimented with the Size Box controls, be sure the Size Box is approximately in the position shown on the map in Figure 3–78. Double-click the left mouse button or press the RETURN or ENTER key to redraw the map. The system will zoom in on the area defined by the box. The smaller you make the box, the greater the level of detail that appears on the redrawn map.

Repeat the process (click on SCALE and then RESCALE WITH SIZE BOX, then press the RETURN or ENTER key) two more times, until you have a map that resembles the one shown in Figure 3–79. Click on DISPLAY and then click on SHOW STREET NAMES to confirm that the marker is near the correct intersection.

Move the marker to the right of James Madison Highway, near the intersection with Loudoun Drive. You can use the latitude/longitude coordinates in the Status Line as a guide to the location of the property (Green Chemicals is at 38.909653 latitude, 77.628830 longitude), but they need not match exactly. To move the

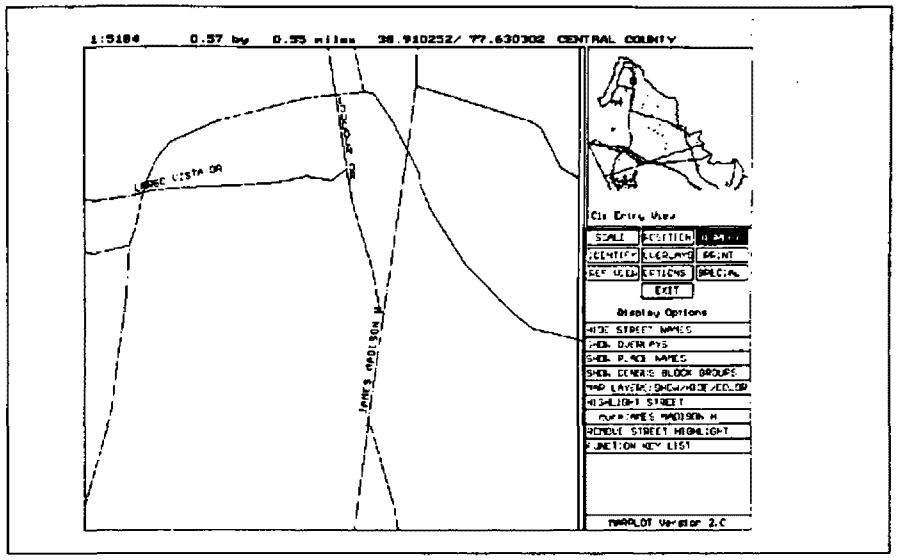


Figure 3–79. Enlarged map area showing intersection of James Madison Highway and Loudoun Drive

Click on SCALE *and then* RESCALE WITH SIZE BOX, *then press the* RETURN *or* ENTER *key two more times, until your map looks approximately like this.*

Click on DISPLAY *and then* SHOW STREET NAMES *to confirm your location.*

marker in smaller increments, use the SHIFT key in combination with the arrow keys. Once you have moved your marker where you want to place Green Chemicals, you are ready to create an overlay.

To begin the process of plotting an overlay, click on OVERLAYS *and then* OVERLAY CONTROL SCREEN.

To plot Green Chemicals, click on OVERLAYS and then click on OVERLAY CONTROL SCREEN. The Overlay Object Control screen that is displayed contains a list of the types of overlays available, along with a function-key menu. All overlay types are "points" except for big facilities, which are plotted as polygons, and road segments, which are lines. All point overlays are mapped in the same way, so by learning how to map a facility you are learning how to map any other type of point overlay.

To select an overlay type, use the ↓ key to highlight the desired selection (in this case we want Facilities–Point).

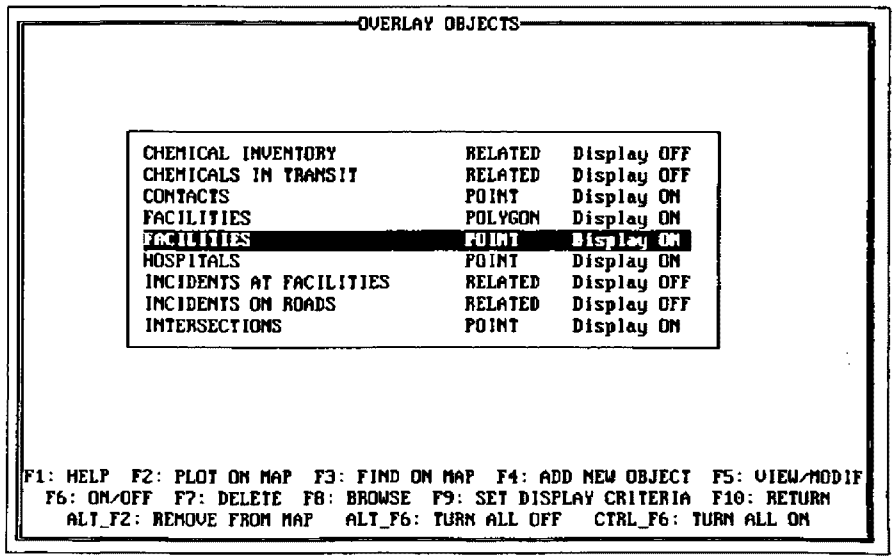


Figure 3–80. Overlay Object Control screen

*Highlight Facilities–Point on this screen and select F2–*PLOT ON MAP.

You also could do a letter search by typing the first letter of the desired selection (in this case we want *F*) and then pressing RETURN or ENTER. If you are doing a letter search, however, be sure the proper type of overlay is highlighted as well.

Either way, the Facilities–Point line should now be highlighted. Select F2–PLOT ON MAP. A screen that lists the facilities in the Facility Information database is displayed.

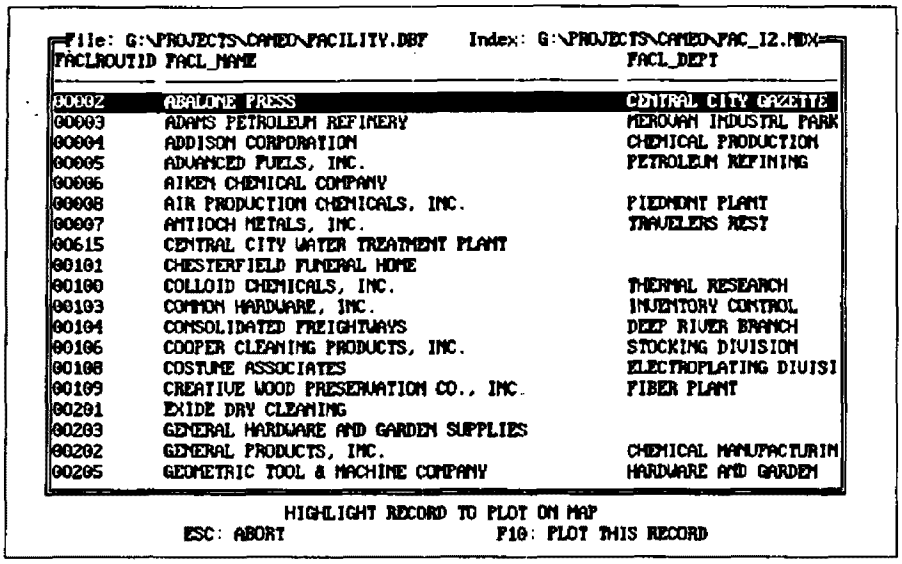


Figure 3–81.
Screen with list of facilities

Highlight Green Chemicals and select F10–PLOT THIS RECORD.

Type ***Green*** and press RETURN or ENTER to move to Green Chemicals in the list. Green Chemicals should now be highlighted.

Now select F10–PLOT THIS RECORD to return to the map. A facility icon and the words "Green Chemicals" will be drawn at the position of your marker. Any other overlays that are within the viewing area also will appear.

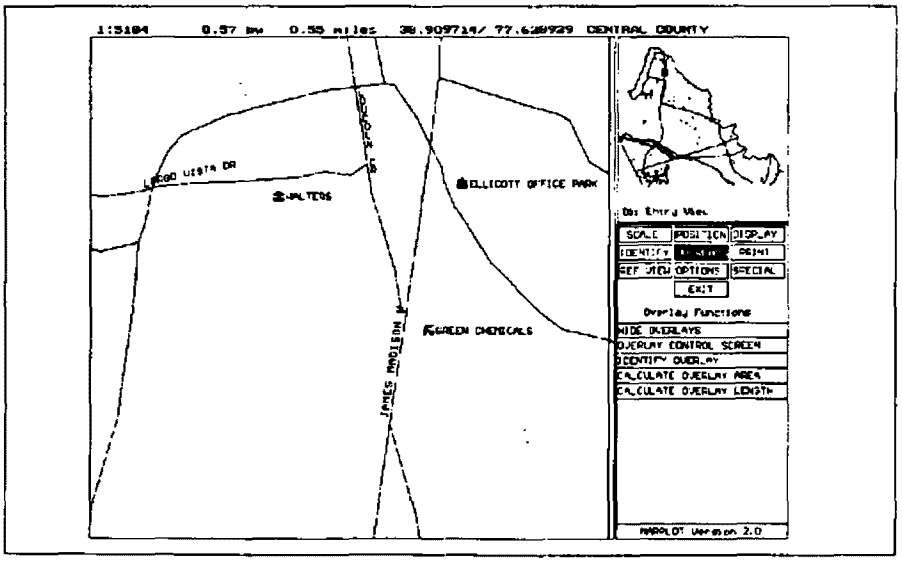


Figure 3–82.
Screen with Green Chemicals icon plotted

All overlays are displayed. F5–OVERLAYS ON/OFF toggles the display of overlays on and off.

Click on DISPLAY and then click on HIDE OVERLAYS to remove the overlays from the display.

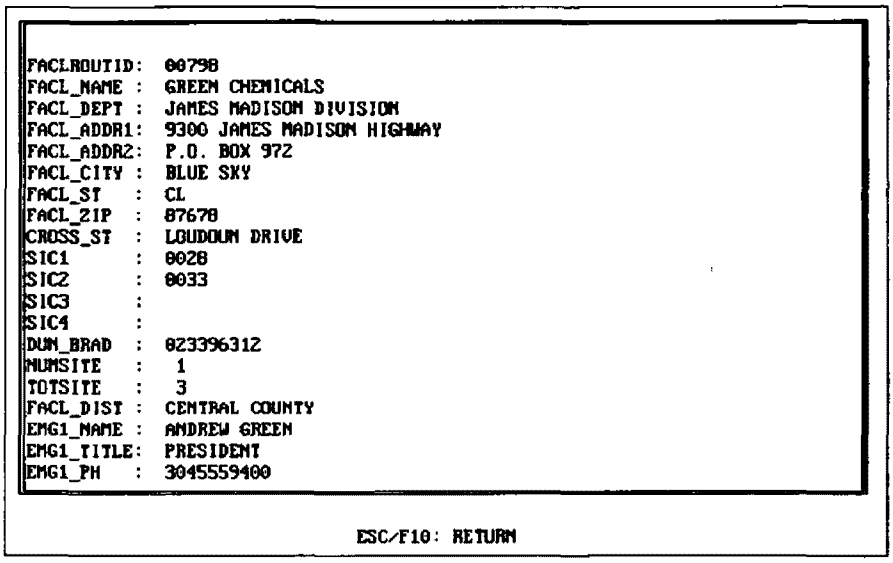
Click on DISPLAY and then click on SHOW OVERLAYS to return the overlays to the display.

To get information about the overlay, click on IDENTIFY and then click on IDENTIFY OVERLAY, making sure that the center of the marker is touching the icon of the item you want to learn about. IO works only for overlays. When the information screen is displayed, use PAGE-UP and PAGE-DOWN to move through the screens. Press the ESCAPE key to remove the overlay information and return to the map.

Figure 3–83. Information screen for Green Chemicals

Click on IDENTIFY and then click on IDENTIFY OVERLAY when the center of the marker is touching the icon of the item you want information about.

Press the ESCAPE key to remove the information display.



Summary of the Exercise

In this exercise, we learned how to find a map location by selecting POSITION and FIND STREET/INTR/ADDRESS and how to scale the map by selecting SCALE and RESCALE WITH SIZE BOX. We also learned to map a point overlay by placing the marker where we want to map the overlay, selecting OVERLAYS and OVERLAY CONTROL SCREEN, choosing the type of overlay, and then choosing the specific overlay. Finally, we learned to toggle between displaying and removing overlays on the screen by selecting DISPLAY and SHOW OVERLAYS and HIDE OVERLAYS, and how to display information about an overlay by selecting IDENTIFY and IDENTIFY OVERLAY.

Exercise 2: Mapping a Facility Polygon

In this exercise, we will learn how to center the map, how to change scales from the keyboard, how to move a facility, and how to map a big facility as a polygon instead of a point. This exercise starts where the previous exercise ends. We are going to keep Green Chemicals at the same location, but change it from a facility point to a facility polygon.

Click on DISPLAY and then HIDE STREET NAMES to remove the street names from the screen.

Click on DISPLAY and then HIDE STREET NAMES to remove the street names from the screen.

Click on DISPLAY and then HIDE OVERLAYS to remove the overlays from the screen..

Click on DISPLAY and then HIDE OVERLAYS to remove the overlays from the screen.

Click on REF. VIEW and then REFERENCE VIEW TO MAIN to retrieve the general view of Central County.

*Type **T** to display the text overlays.*

Check to see that the name of the Reference View is Entry View—the overall view of Central County. Click on REF. VIEW and then REFERENCE VIEW TO MAIN to retrieve the general view of Central County from the Reference View. Type ***T*** to display the text overlays so you can see the location of the cities in Central County. (Text overlays can contain any type of information.)

Position the marker near Blue Sky and click on POSITION and then CENTER ON CLICK POINT.

Be sure the marker is in the northwest part of the screen, near Blue Sky, in the same general area as used in the first exercise. To center the map around the Green Chemicals vicinity, click on POSITION and then CENTER ON CLICK POINT to center the map around the marker.

The system provides two ways, other than the Size Box, to resize the map. In the Status Line at the top of the screen, the actual size of the area on the screen is displayed. With the overall view of Central County on the screen, it is approximately 15.5 x 15 miles.

Click on POSITION and then RESCALE BY MILES to display the Miles input line.

You can change the area displayed by entering the number of miles. Click on POSITION and then RESCALE BY MILES to to display an input line that says:

Enter Number of Miles:

*Type **5** and press RETURN or ENTER.*

Type ***5*** and press RETURN or ENTER to redraw the map so that 5 miles are displayed across the screen. The marker will be in the center of the screen. Note the changes in the Status Line at the top of the screen.

Click on POSITION and then RESCALE BY SCALE VALUE to display the Scale input line.

You can also adjust the scale of the map. Click on POSITION and then RESCALE BY SCALE VALUE to display an input line that says:

Enter Scale Value: 1:

*Type **5184** and press RETURN or ENTER.*

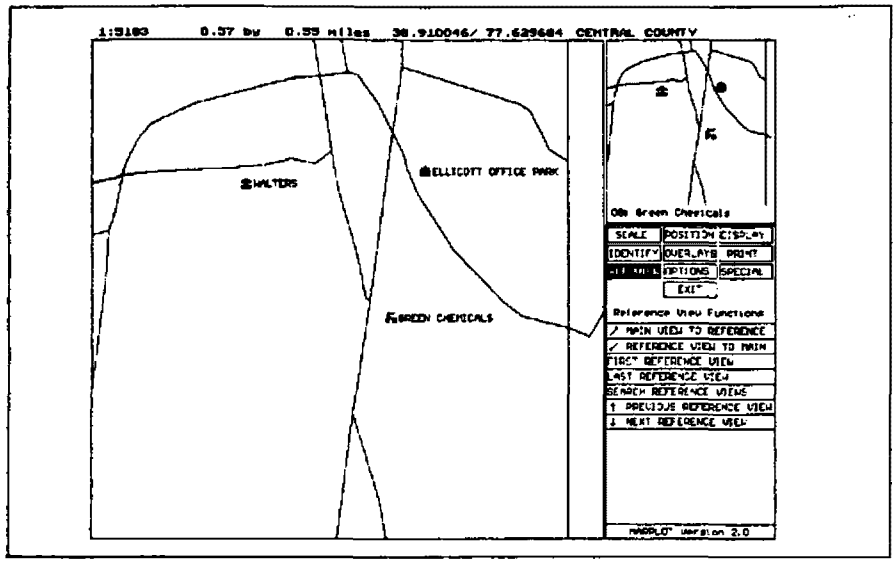
Type ***5184*** and press RETURN or ENTER to redraw the screen to the scale 1:12000. The marker will be in the center of the screen. Notice the changes in the Status Line on the top of the screen. Click on DISPLAY and then SHOW OVERLAYS to verify that the marker is in the vicinity of Green Chemicals. The map should be approximately like the one shown in Figure 3–84.

Click on REF. VIEW and then NEXT REFERENCE VIEW until you find a blank Reference View.

Click on REF. VIEW and then MAIN VIEW TO REFERENCE to save the Main View as a Reference View.

Now save this map segment so that you can use it in future tutorial exercises. To save the map segment, page through the Reference Views by clicking on REF. VIEW and then NEXT REFERENCE VIEW. Stop when you find a blank Reference View screen. Click on REF. VIEW and then MAIN VIEW TO REFERENCE to save the map segment in the Main View as a Reference View. The system will draw a small version of the Main View in the Reference View box, and a marker will appear at the bottom of the Reference View box.

Figure 3–38.
Map with Green Chemicals in Reference View



*Type **Green Chemicals** and press RETURN or ENTER to name the Reference View.*

Click on REF. VIEW and then FIRST REFERENCE VIEW to return the Entry View to the Reference View box.

Note that across the top of the screen is the message, *Please Enter Name for Reference View*. Type ***Green Chemicals*** and press RETURN or ENTER. The system will assign the Reference View a number, and the marker will return to the Main View box. Click on REF. VIEW and then FIRST REFERENCE VIEW to return the Entry View to the Reference View box.

NOTE: If you do not locate a blank screen first, Clicking on REF. VIEW and then MAIN VIEW TO REFERENCE will overwrite the map displayed in the current Reference View. However, the system will ask if you are sure you want to do this. If you do not want to replace the map in the Reference View, type an *N*.

Position the marker at Green Chemicals.

Click on OVERLAYS and then OVERLAY CONTROL SCREEN.

Highlight Facilities–Polygon.

Select F2–PLOT ON MAP.

Highlight Green Chemicals.

Now we are ready to plot the facility polygon. Position the marker next to James Madison Highway where the first corner of our polygon will be located. Click on OVERLAYS and then OVERLAY CONTROL SCREEN to go to the Overlay Object Control screen. Scroll through the list until Facilities–Polygon is highlighted.

Select F2–PLOT ON MAP to display the screen with the facilities that have been entered into the Facility Information database. Both types of facility overlays (point and polygon facilities) use the same list.

Use the ↓ key or type ***Green*** and press RETURN or ENTER to highlight the Green Chemicals record. Choosing Green Chemicals this second time (the first time was in the last exercise) will erase the overlay from its previous position on the map and move it to the new position or will replace it with the new overlay type.

Select F10–PLOT THIS RECORD to return to the Mapping screen. Notice that the marker is now in the form of a plus sign (+), and the Mapping Main Menu has changed to a menu of functions used to draw a line or polygon.

Draw the polygon by using the arrow keys or the mouse. The first endpoint is set by the original position of the marker. A line is drawn from that point as you manipulate the arrow keys or mouse.

Using the arrow keys will make the line longer and shorter and move it left, right, up, and down. Take a minute to use these keys to experiment with line movement. When you are done, the line should be approximately in the position shown below. Press RETURN or ENTER to set this second endpoint.

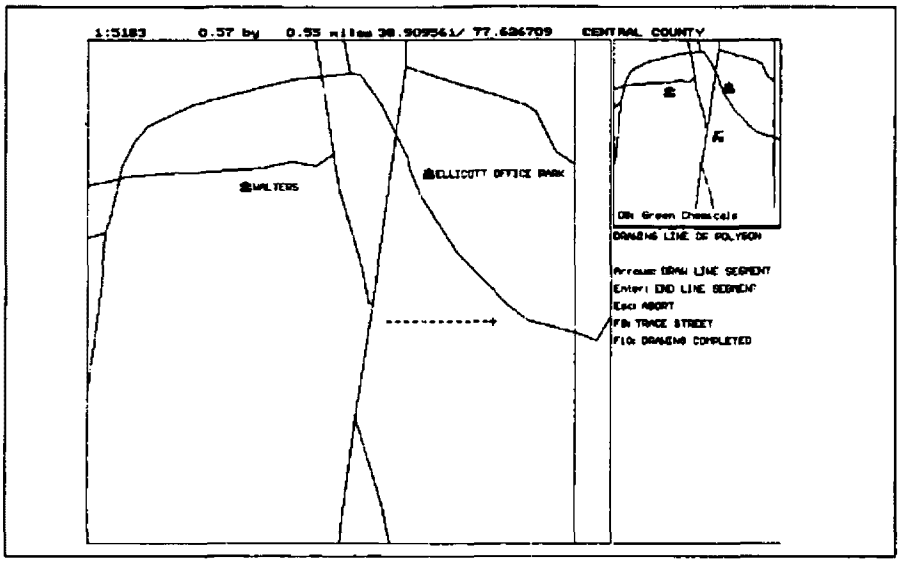


Figure 3–85.
First and second endpoints for facility polygon

Select F10–PLOT THIS RECORD.

Draw lines by using the arrow keys or mouse. Press RETURN or ENTER at each corner of the polygon.

Select F10–DRAWING COMPLETE to close the polygon, drawing the line between the final endpoint and the first endpoint.

Continue to draw lines and set endpoints until you have made the polygon representing the boundary of Green Chemicals; you will need to press RETURN or ENTER a total of three more times. To close the polygon (that is, to draw a line between your last endpoint and the first endpoint), select F10–DRAWING COMPLETE. Note that the facility icon is now displayed inside the polygon, along with the facility name. Any other overlays within the area visible on the screen also will be displayed. Click on DISPLAY and then HIDE OVERLAYS to remove the overlays from the screen.

Summary of the Exercise

In this exercise, we learned how to use POITION and CENTER ON CLICK POINT to center the map around the marker; how to change the scale of the map from the keyboard by using SCALE and RESCALE BY MILES or RESCALE BY SCALE VALUE; how to save and name a Reference View; how to move an overlay or change the overlay type by using OVERLAYS and OVERLAY CONTROL SCREEN to remap; and how to plot a polygon. We also learned how to use T to turn on the text overlays.

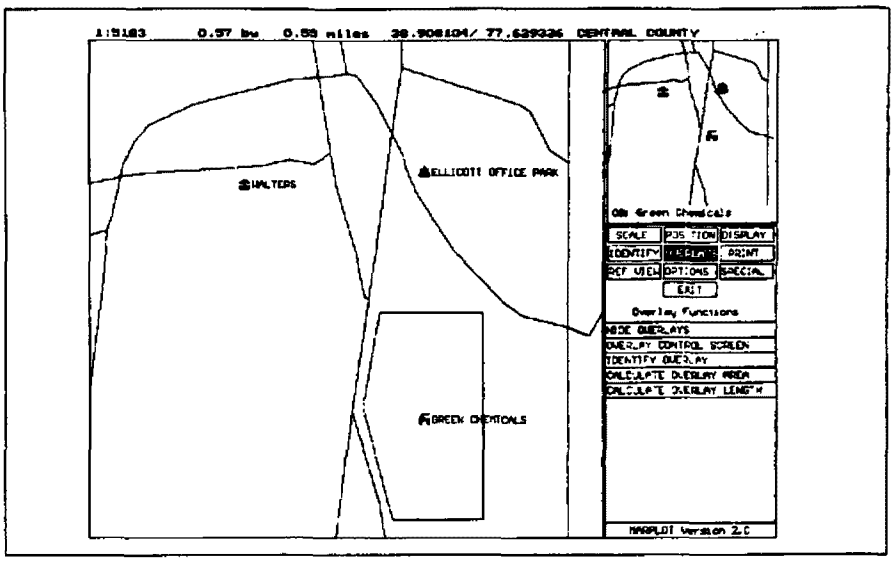


Figure 3–86. Final polygon with facility name and icon

Any other overlays within the area also will be displayed.

Click on DISPLAY *and then* HIDE OVERLAYS *to remove the overlays from the screen.*

Exercise 3: Road Segments

This exercise demonstrates how to map a road segment by drawing or tracing lines. We will map a segment of James Madison Highway, which we entered into the Transportation Information module at the beginning of the Mapping tutorial.

Click on REF. VIEW *and then* FIRST REFERENCE VIEW, *then click on* REFERENCE VIEW TO MAIN *to display the Entry View in the Reference View box.*

For this exercise, the Entry View of Central County should be in the Main View. Click on REF. VIEW and then FIRST REFERENCE VIEW, then click on REFERENCE VIEW TO MAIN to display the Entry View in the Reference View box.

Use REF. VIEW *and* NEXT REFERENCE VIEW *to find the Reference View for Green Chemicals.*

To return to the vicinity of Green Chemicals, page through the Reference Views (use REF. VIEW and then NEXT REFERENCE VIEW) until Green Chemicals is shown. This is the map segment that you saved in the last exercise.

Click on REF. VIEW *and then* REFERENCE TO MAIN VIEW *to move the Green Chemicals map to the Main View.*

Click on REF. VIEW and then REFERENCE TO MAIN VIEW to move the Green Chemicals map to the Main View.

Click on DISPLAY *and then* SHOW STREET NAMES *to display the names of the streets on the map, and Click on* DISPLAY *and then* SHOW OVERLAYS *to display the overlays.*

Click on DISPLAY and then SHOW STREET NAMES to display the names of the streets on the map, and Click on DISPLAY and then SHOW OVERLAYS to display the overlays.

Position the marker on James Madison Highway near Green Chemicals.

Position the marker on James Madison Highway, at a point just below Green Chemicals. Click on IDENTIFY and then IDENTIFY BASE MAP FEATURE to confirm that the marker is directly on James Madison Highway. If it is, information about James Madison Highway will be displayed in the Mapping Main Menu box, as shown in Figure 3–41. Press any key to return to the map.

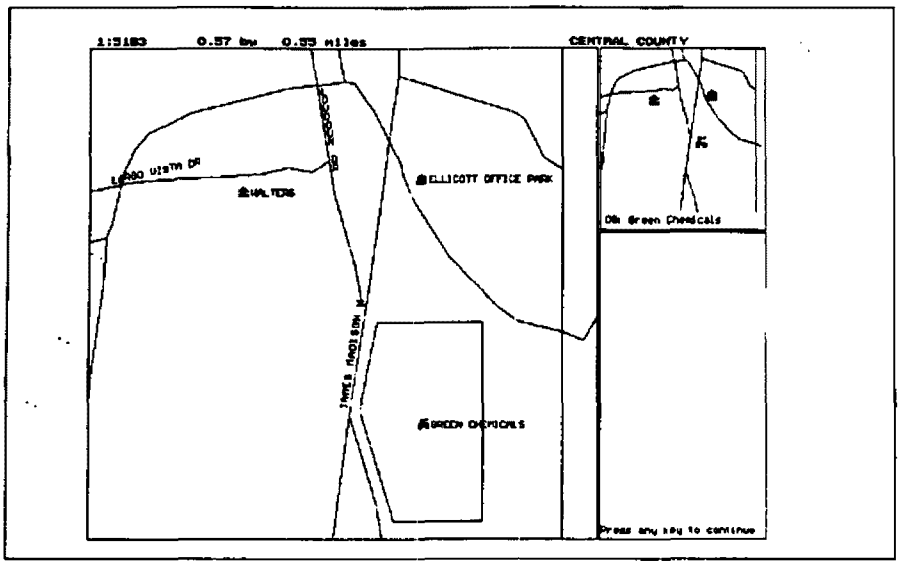


Figure 3–87.
Information about James Madison Highway in Mapping Main Menu box

Click on IDENTIFY and then IDENTIFY BASE MAP FEATURE to display information about the feature the marker is centered over. The information takes the place of the Mapping Main Menu.

Click on OVERLAYS and then OVERLAY CONTROL SCREEN, then highlight Road Segments. Notice that road segments are lines, not points.

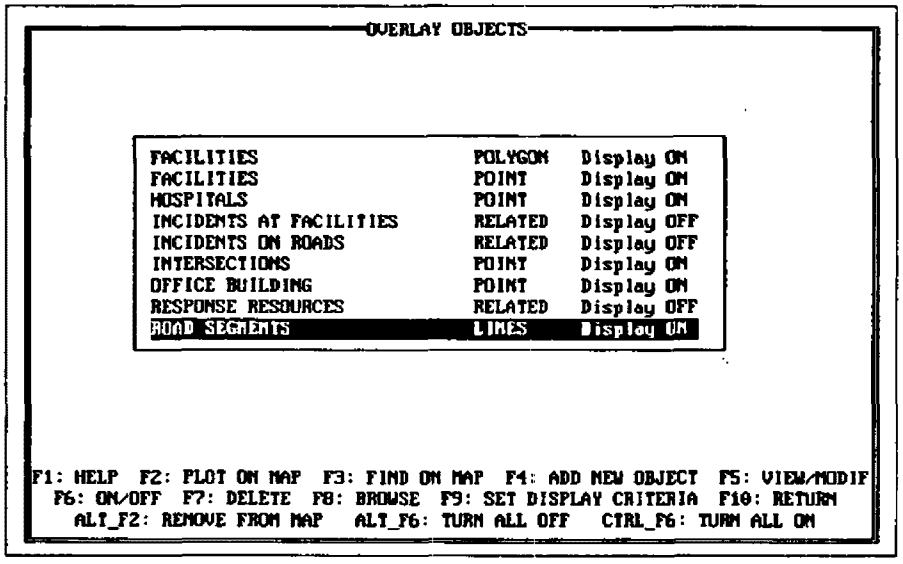


Figure 3–88.
Overlay Object Control screen

Click on OVERLAYS and then OVERLAY CONTROL SCREEN.

Highlight Road Segments–Lines.

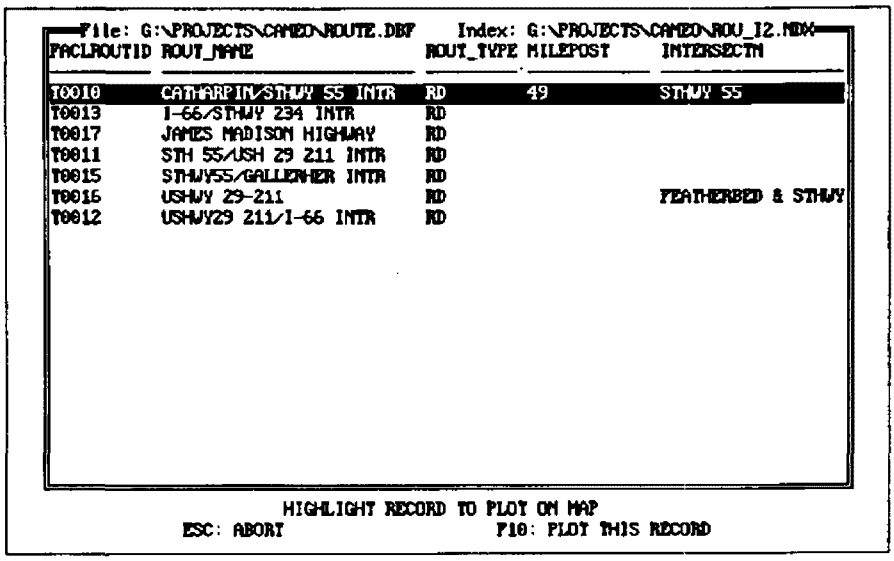
Select F2–PLOT ON MAP to display the list of routes from the Transportation Information module.

Select F2–PLOT ON MAP to display the list of routes.

Highlight James Madison Highway and select F10–PLOT THIS RECORD. The Mapping screen returns to the screen, the Drawing Line or Polygon function-key list is in the Mapping Main Menu box, and the marker has changed to a plus sign (+).

Figure 3–89.
List of road segments

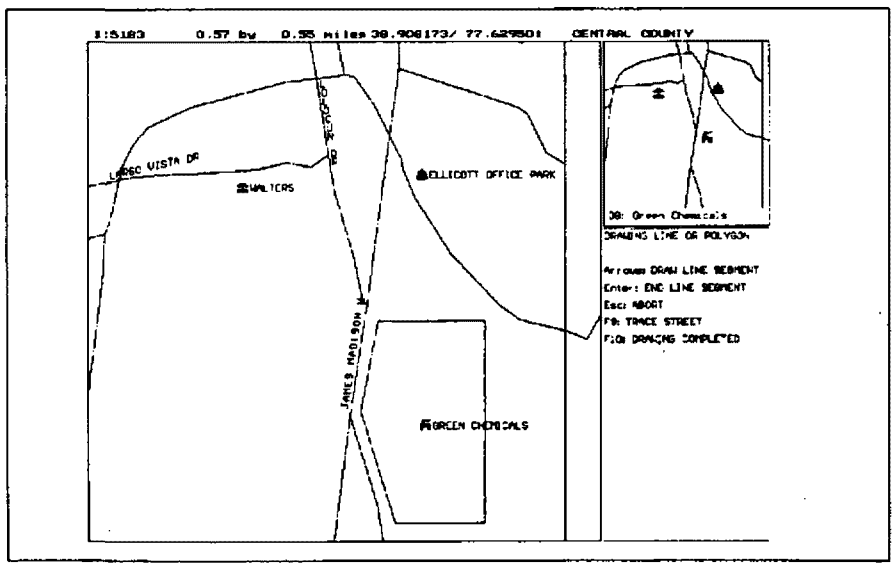
Highlight James Madison Highway and select F10–PLOT THIS RECORD



The system provides two ways to draw a road segment. You can use the arrow keys to draw a line, or you can select F9–TRACE STREET to trace the road segment.

Figure 3–90.
Map screen with drawing function key list

You can draw a line or select F9–TRACE STREET to trace a road segment.



Drawing a line segment is like drawing a polygon to map a big facility, but you set only one point. The first endpoint is set by the original position of the marker. Use the arrow keys or the mouse to draw the line along the street and press RETURN or ENTER to set the endpoint. After the endpoint is set, you can expand the line or change its direction.

When the line is positioned as desired, select F10–DRAWING COMPLETE. The system will redraw the map, the road segment will be highlighted and have an icon next to it, and the marker will return to its normal configuration.

Experiment with moving the line if you wish, but do not select F10–DRAWING COMPLETE. In this exercise we are going to trace the road segment.

Experiment with using the arrow keys to move the line if desired.

The center of the marker should be touching James Madison Highway. Select F9–TRACE STREET. The message *Tracing James Madison Highway* will be displayed in place of the function-key list in the Mapping Main Menu. (If the marker was not exactly touching the road, the message will tell you that it cannot find a street to trace.)

Select F9–TRACE STREET.

To trace the road segment, press an arrow key. Each time you press an arrow key, a segment of the road is highlighted. Use the arrows to highlight the road segment in the vicinity of the Green Chemicals boundary, then select F10–TRACING COMPLETE. At this point you can expand the line or change its direction and trace a segment of another road.

Use the arrow keys to trace the road segment in front of Green Chemicals.

Select F10–TRACING COMPLETE.

When you are done, select F10–DRAWING COMPLETE. The system will redraw the map, the road segment will be highlighted and have an icon next to it, and the marker will return to its normal configuration.

Select F10–DRAWING COMPLETE..

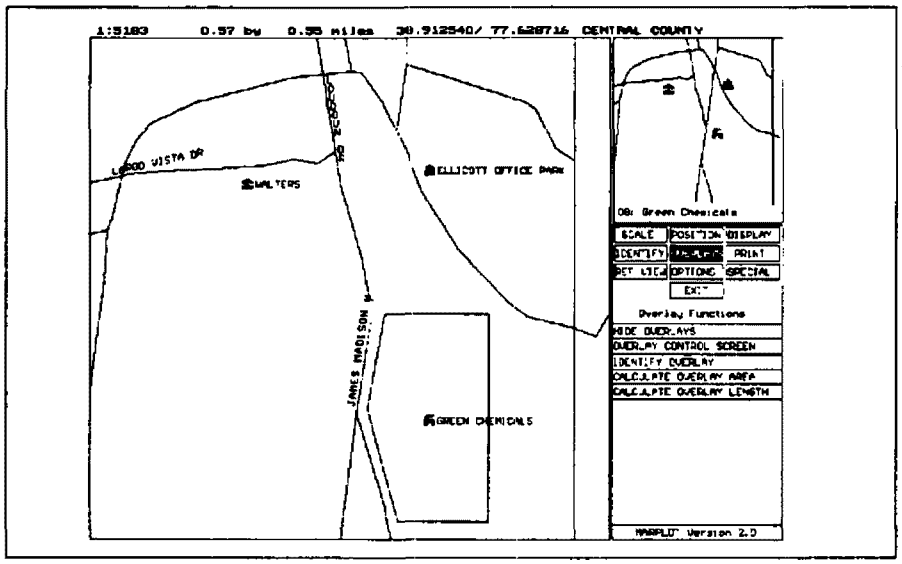


Figure 3–91.
Map with completed road segment

If you accidentally trace the street in the wrong direction, or go too far, you cannot erase the tracing by backing up the line. Instead, you will need to press the ESCAPE key and start again.

The next example will demonstrate how to replace a road segment that is already mapped. Place the marker on James Madison Highway near Green Chemicals. Click on IDENTIFY and then IDENTIFY BASE MAP FEATURE to verify your location. Remember that the center of the marker must be touching the desired feature.

Replace the road segment by repeating the procedure.

Click on OVERLAYS and then OVERLAY CONTROL SCREEN, highlight Road Segments, select F2–PLOT ON MAP, highlight James Madison Highway, and select F10–PLOT THIS RECORD.

The map will reappear, but your previous tracing is no longer displayed. You can now change the configuration of your road segment. Select F9–TRACE STREET to trace the road. Trace a segment of James Madison Highway in the vicinity of Green Chemicals, and select F10–TRACING COMPLETE when you are done. Select F10–DRAWING COMPLETE to redraw the map with the new road segment. (The old segment is erased.)

Summary of the Exercise

In this exercise, we learned how to identify a map feature by using IDENTIFY and IDENTIFY BASE MAP FEATURE and how to use a saved Reference View. We mapped a road segment by drawing line segments and used F9–TRACE STREET to trace the route. We also learned how to replace a route.

Exercise 4: Searching for an Overlay

This exercise shows you how to find a specific, named overlay object on the map in just three steps. It also provides a brief introduction to the Set Display Criteria function. This function is related to Power Queries, which are described in detail with examples in Chapter 6.

Click on REF. VIEW and then FIRST REFERENCE VIEW and REFERENCE VIEW TO MAIN to display the Entry View in the Main View.

For this exercise, the overall view of Central County should be on your screen. Click on DISPLAY and then HIDE STREET NAMES and HIDE OVERLAYS to clear the screen. Click on REF. VIEW and then FIRST REFERENCE VIEW to display the Entry View in the Reference View box and then click on REFERENCE VIEW TO MAIN to draw the Entry View in the Main View.

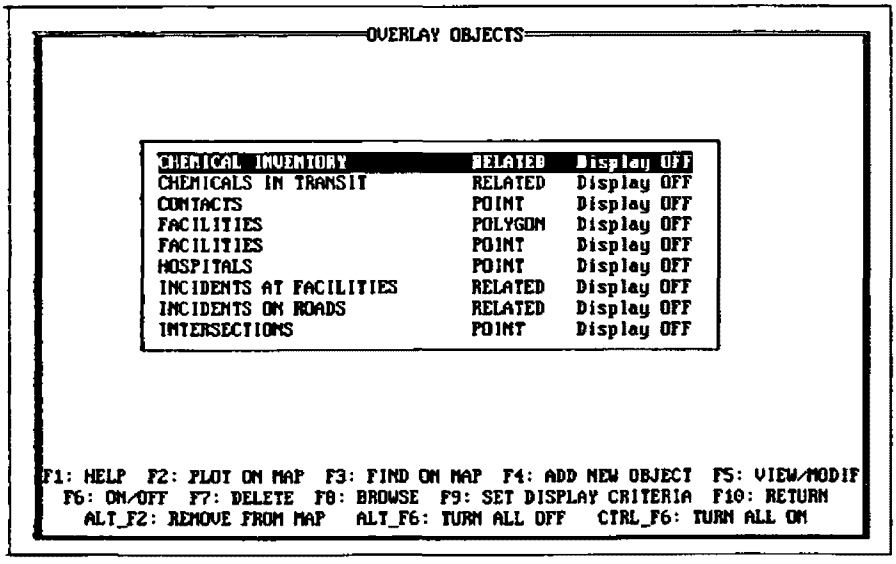
Click on OVERLAYS and then OVERLAY CONTROL SCREEN.

First we will use the Overlays function to find the Green Chemicals overlay that we have already mapped. Click on OVERLAYS and then OVERLAY CONTROL SCREEN.

Figure 3–92. Overlay Object Control screen

Use the ALT+F6 combination to turn all display overlays off.

Highlight Facilities–Polygon.



Turn all display overlays on the map off by using the ALT+F6 combination. Then highlight Facilities–Polygon and select F3–FIND ON MAP.

Select F3–FIND ON MAP.

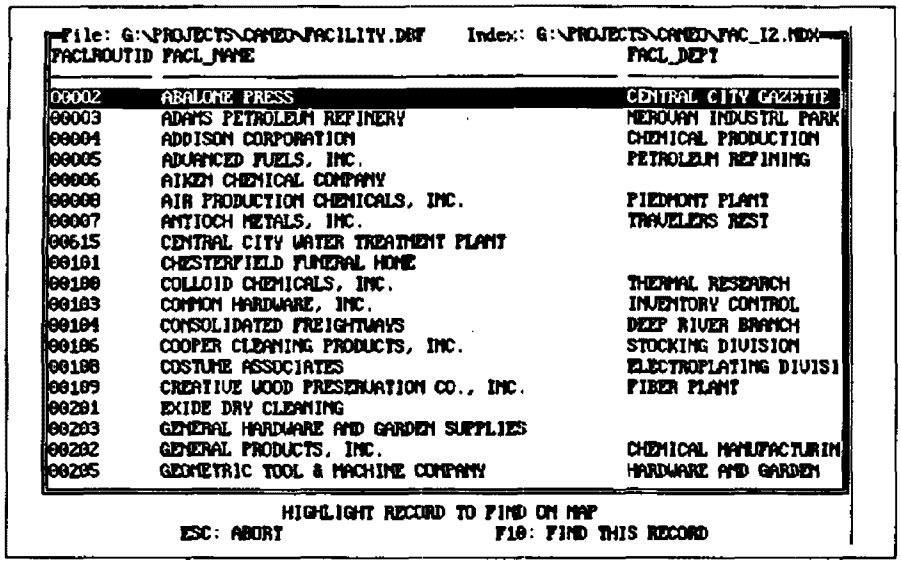


Figure 3–93.
List of facilities

Highlight Green Chemicals.

Select F10–FIND THIS RECORD.

When the list of facilities is displayed, highlight Green Chemicals and select F10–FIND THIS RECORD. The system returns you to the map, which shows only polygon facilities. The marker is at Green Chemicals.

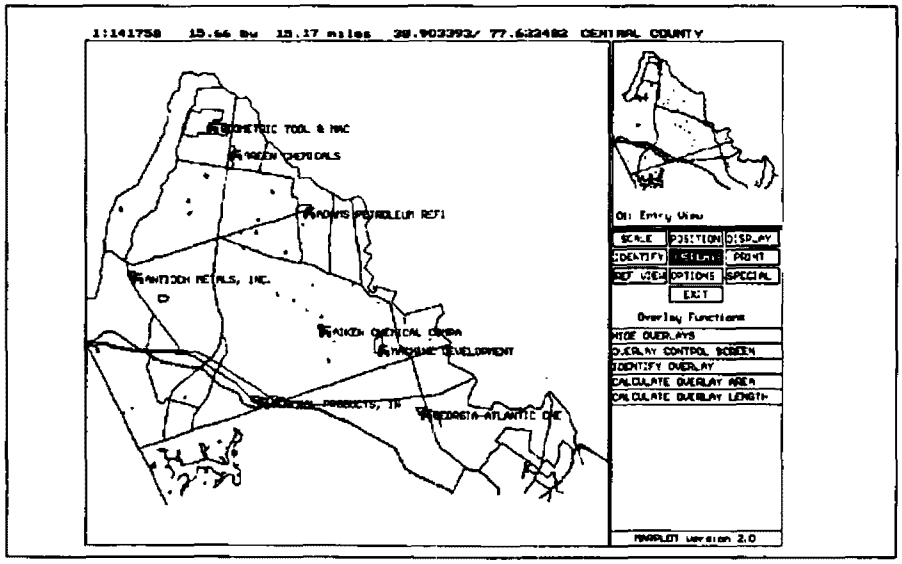


Figure 3-94.
Map with all polygon facilities, pointer at Green Chemicals

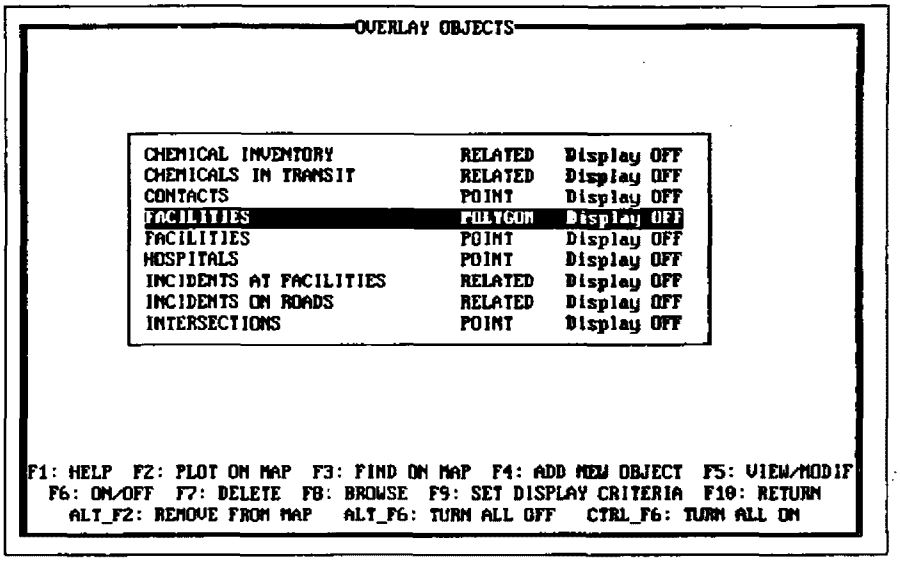
Because we turned all overlays off before doing the search, only facility polygons are displayed.

Click on OVERLAYS and then OVERLAY CONTROL SCREEN and highlight Facilities–Polygon.

Now we will use F9–SET DISPLAY CRITERIA to search for overlays by using database information. Start by clicking on OVERLAYS and then OVERLAY CONTROL SCREEN. Highlight Facilities–Polygon.

Figure 3–95.
Overlay Object Control screen

Select F9–SET DISPLAY CRITERIA.



Select F9–SET DISPLAY CRITERIA. Note that the Set Display Criteria screen contains seven lines for search statements. The cursor is on the first of these lines.

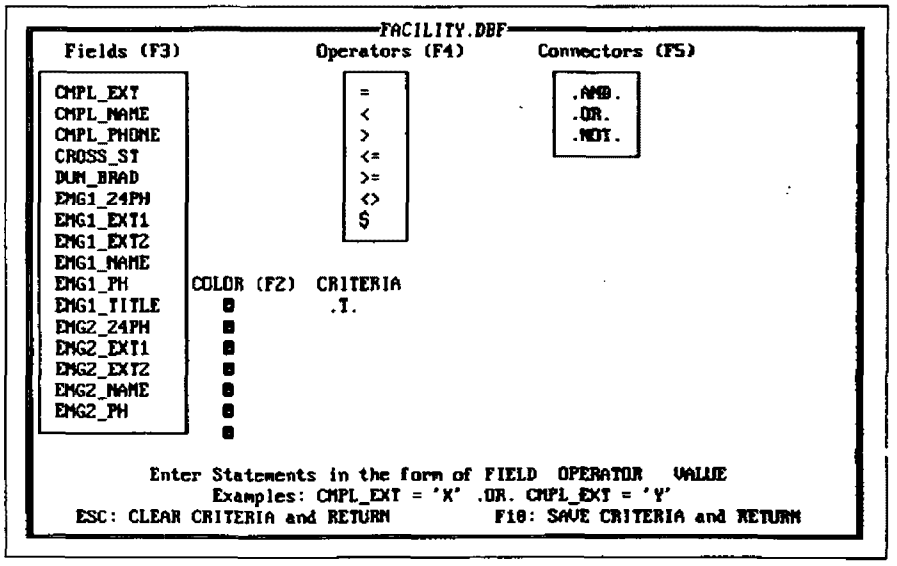
Figure 3–96.
Set Display Criteria Screen

Select F2–COLOR.

Browse through the colors and stop at brown.

Type .T. on the first line.

Select F10 twice.



You can choose the color for display of the selected records by selecting F2–COLOR to browse through the available color choices. Stop on brown.

Now type *.T.* (for True) on the first line and select F10 twice to return to the map. The icons of the facility polygons are displayed in brown.

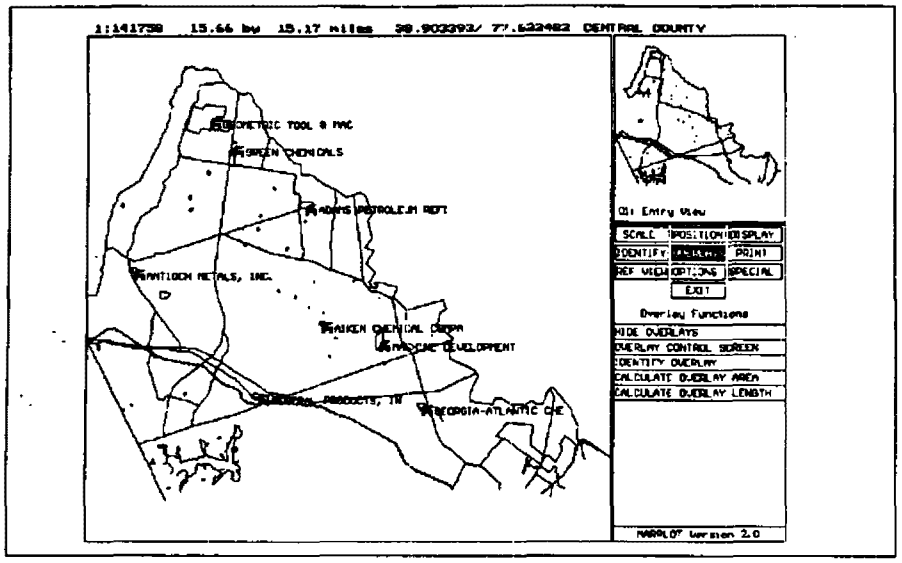


Figure 3–97.
Map with all polygon facilities mapped

All of the icons are displayed in brown.

To return to a display of all overlays, click on OVERLAYS and then OVERLAY CONTROL SCREEN and use the CONTROL+F6 combination. Select F10 display the map. Note that all overlays are now displayed.

To return to a display of all overlays, click on OVERLAYS and then OVERLAY CONTROL SCREEN, use the CONTROL+F6 combination, and Select F10.

Now we will try a different search strategy. Click on OVERLAYS and then OVERLAY CONTROL SCREEN. Use the ALT+F6 combination so that only the results of our search are displayed. Highlight Facilities–Polygon and select F9–SET DISPLAY CRITERIA. The seven search lines return to the screen. Delete the .T. on the first line. In this example, we will construct a search statement in the form FIELD, OPERATOR, VALUE.

Click on OVERLAYS and then OVERLAY CONTROL SCREEN. Use the ALT+F6 combination, highlight Facilities–Polygon, and select F9–SET DISPLAY CRITERIA.

Delete the .T. on the first line.

Select F3 to move the cursor to the Fields box. Use the ↓ key to move to FACL_CITY (the City field on the Facility Information record). Green Chemicals is located in Blue Sky. Press RETURN or ENTER. FACL_CITY appears on the Criteria Line.

Select F3.

Move the cursor to FACL_CITY and press RETURN or ENTER.

Now select F4 to move the cursor to the Operators box. Press RETURN or ENTER to select = (Equal To). Type ***"Blue Sky"***. Press RETURN or ENTER to end the line, then select F10 twice to return to the map. Only facility polygons in Blue Sky are displayed.

Select F4 and press RETURN or ENTER.

Type "Blue Sky".

Select F10 twice.

CAUTION: When constructing a database search statement, always enter character values in quotation marks.

Click on OVERLAYS and then OVERLAY CONTROL SCREEN, select F9–SET DISPLAY CRITERIA, then press the ESCAPE key to delete the search criteria so that all facility polygons will be displayed again. Use the CONTROL+F6 combination to turn all overlays on again.

Click on OVERLAYS and then OVERLAY CONTROL SCREEN, select F9–SET DISPLAY CRITERIA, and then press the ESCAPE key.

Use the CONTROL+F6 combination and press the ESCAPE key.

Press the ESCAPE key to return to the map, then click on DISPLAY and then HIDE OVERLAYS to remove the overlays from the display.

Click on DISPLAY and then HIDE OVERLAYS.

CAUTION: Any changes that you make in display criteria for overlays or layers are retained. The system does not default to the original settings or criteria.

Summary of the Exercise

In this exercise, we learned to locate a specific overlay on the map by highlighting it on the list of overlays and then selecting F3–FIND ON MAP. We also demonstrated two ways to locate overlays based on search criteria entered on the Set Display Criteria screen.

Exercise 5: Customizing the Map

In this exercise, we will use DISPLAY and MAP LAYERS: SHOW/HIDE/COLORS to change the appearance of the TIGER file information stored in the Mapping module.

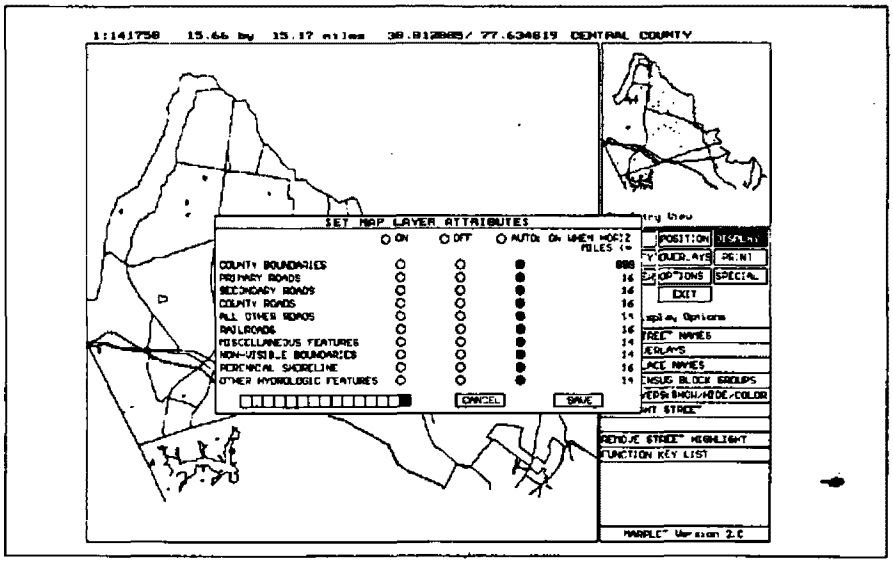
Click on REF. VIEW and then FIRST REFERENCE VIEW and REFERENCE TO MAIN VIEW to display the Entry View.

The Entry View of Central County should be on the screen. If it is not, click on REF. VIEW and then FIRST REFERENCE VIEW and REFERENCE TO MAIN VIEW to restore that map from the Reference View. Notice that the Mapping Main Menu displays the names of the map layers in corresponding colors as they are drawn on the map.

Click on DISPLAY and MAP LAYERS: SHOW/HIDE/COLORS

Click on DISPLAY and then MAP LAYERS: SHOW/HIDE/COLORS to display the Map Layer Attributes screen.

Figure 3–98.
Map Layer Attributes screen



This table serves as a map legend that can be changed to customize the appearance of your maps. You can change the color of any feature on the map by clicking on a new color in the color bar. You can change the scale criteria for the display in the "On When Horizontal Miles =" column.

Click on the Railroads line and change its color to red by clicking on the red square on the color bar. Now click on SAVE. The map will be redrawn, showing the railroad in red.

Click on the Railroads line.

Click on the red square in the color bar.

Click on SAVE.

Click on DISPLAY and then MAP LAYERS: SHOW/HIDE/COLORS and click on the Railroads line again. Click on the green square in the color bar, then click on the number in the "On When Horizontal Miles =" column. Delete the 16 in that column and type a *5*, as shown below, and press RETURN or ENTER.

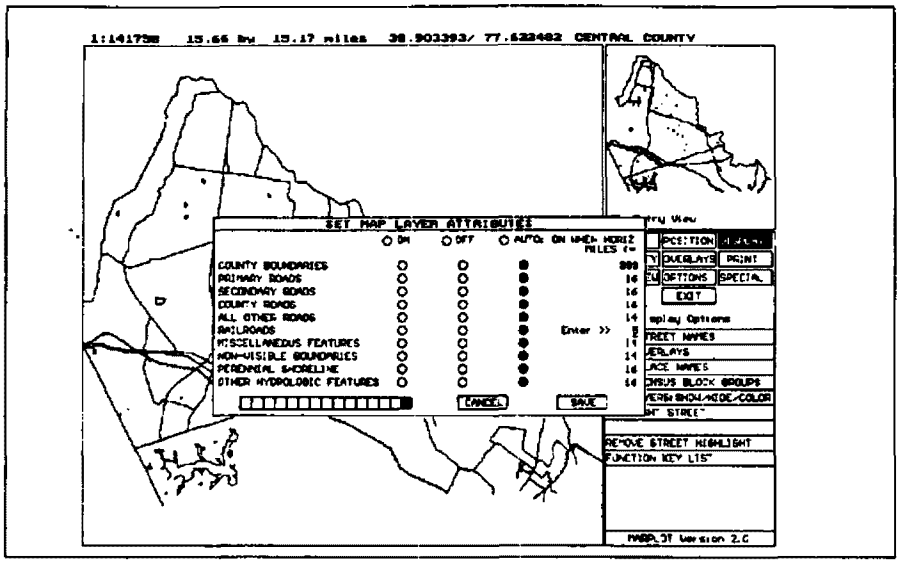


Figure 3–99.
Layer Selection screen

Click on DISPLAY and then MAP LAYERS: SHOW/HIDE/COLORS.

Click on the Railroads line.

Click on the green square in the color bar.

Click on the number 16 in the Horizontal Miles column, delete that number, type a 5, and press RETURN or ENTER.

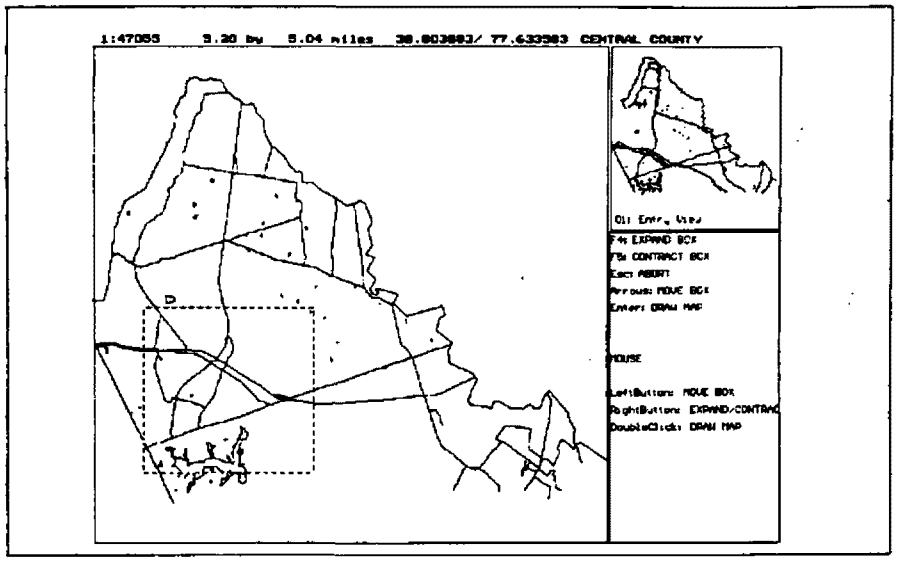
Click on SAVE.

Click on SAVE. The railroad is no longer displayed because the map width is greater than 5 miles.

To see the railroad, click on SCALE and then RESCALE WITH SIZE BOX. Move the Size Box down until it includes the area where the railroad is located, approximately as shown in Figure 3–100, and double-click the left mouse button.

Click on RESCALE BY MILES, then type *3* at the *Enter Number of Miles:* prompt.

Figure 3–101.
Map with Size Box over railroad area



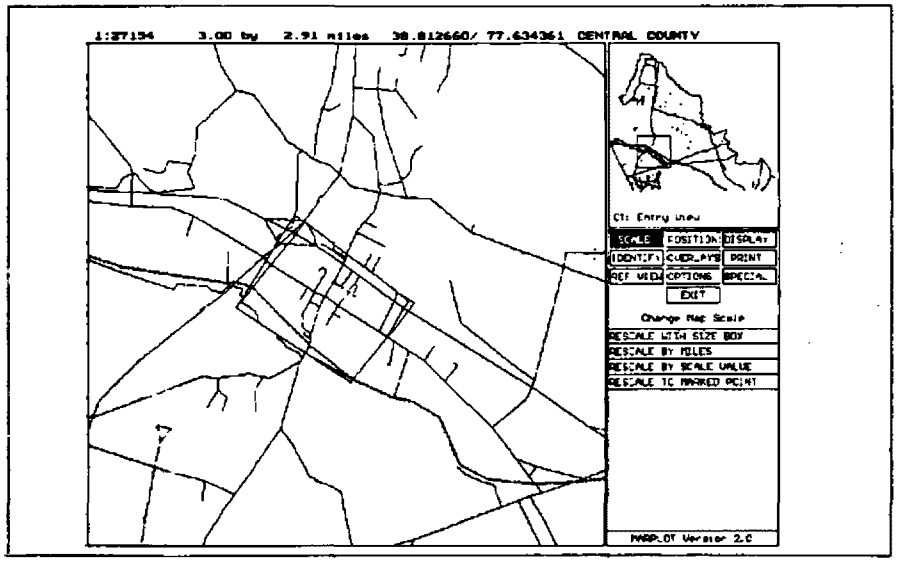
Click on SCALE *and then* RESCALE WITH SIZE BOX. *Move the Size Box to the position shown and press* RETURN *or* ENTER.

Click on RESCALE BY MILES.

Type 3 and press RETURN *or* ENTER.

Press RETURN or ENTER. The map is redrawn at a scale of 3 miles. The railroad is visible, and its color has been changed to green.

Figure 3–101.
Closeup map segment, including the railroad



Click on REF. VIEW *and then* FIRST REFERENCE VIEW *and* REFERENCE VIEW TO MAIN *to return the Entry View to the Main View.*

Click on REF. VIEW and then FIRST REFERENCE VIEW and REFERENCE VIEW TO MAIN to return the Entry View to the Main View.

Click on DISPLAY and then MAP LAYERS: SHOW/HIDE/COLORS to return to the Map Layer Attributes screen. Click on the 999 on the County Boundary line, delete the number, type a *5*, and press RETURN or ENTER. Then click on the yellow square in the color bar.

Click on DISPLAY and then MAP LAYERS: SHOW/HIDE/COLORS.

Click on the Other Hydrological Features line, change the Horizontal Miles value to *16*, and change its color to light blue.

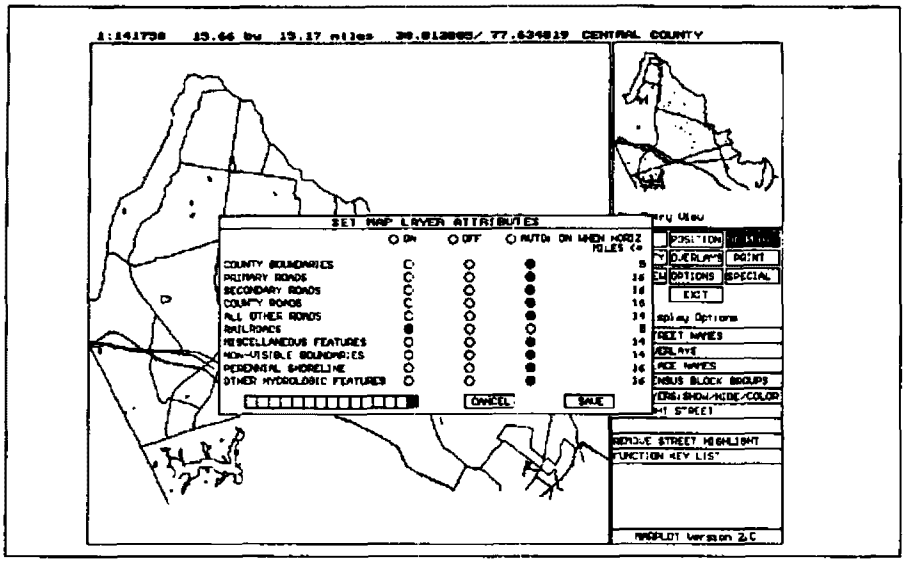


Figure 3–102.
Layer Selection screen

Change the County Boundary value to 5, and press RETURN or ENTER.

Change the County Boundary color to yellow.

Change the Other Hydrological Features value to 16, and change its color to light blue.

Click on SAVE.

Click on SAVE. Notice that all water features are displayed except the river on the eastern county boundary. As the river is also a county boundary, its display was turned off when you changed the miles value for the County Boundary.

You can temporarily override any of these settings. First, click on DISPLAY and then MAP LAYERS: SHOW/HIDE/COLORS to return to the Map Layer Attributes screen. Click on the button in the ON column in the County Boundary line. This causes an override of the entered value. Click on SAVE.

Click on MAP LAYERS: SHOW/HIDE/COLORS.

Click on the button in the ON column in the County Boundary line.

Click on SAVE.

The County Boundary is displayed in light blue (colors are not overridden).

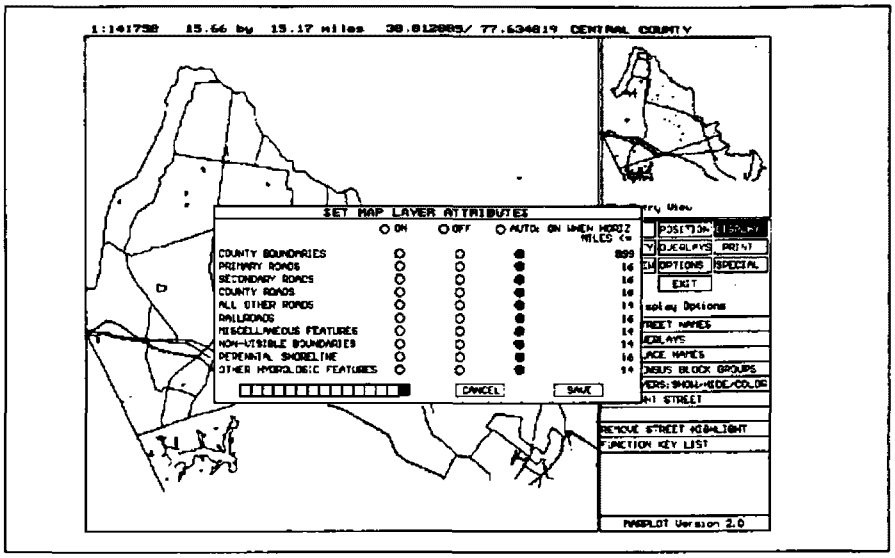
You can use the OFF column in a similar manner to temporarily hide the display of selected map features. The buttons at the top of the columns can be used to turn all buttons on or off. For example, if you wanted the map to display only railroads, you could click on the button at the top of the OFF column, then click the button in the ON column on the Railroad line.

Click on MAP LAYERS: SHOW/HIDE/COLORS.

Click on the button in the AUTO column in the County Boundary line. and return the screen to original values.

Click on MAP LAYERS: SHOW/HIDE/COLORS and click on the button in the AUTO column in the County Boundary line, then return the original values to the Layer Selection screen for Central County as shown in Figure 3–103.

Figure 3–103.
Default values on Layer Selection screen



Click on SAVE. The Entry View for the County should be displayed.

Type **T** *to display the text overlays.*

Position the marker on Central City and zoom in by selecting SCALE and RESCALE WITH SIZE BOX and then double-clicking the left mouse button. Repeat this procedure.

Click on DISPLAY and then SHOW OVERLAYS.

Click on OVERLAYS and then OVERLAY CONTROL SCREEN.

Now we will customize the appearance of a map overlay.

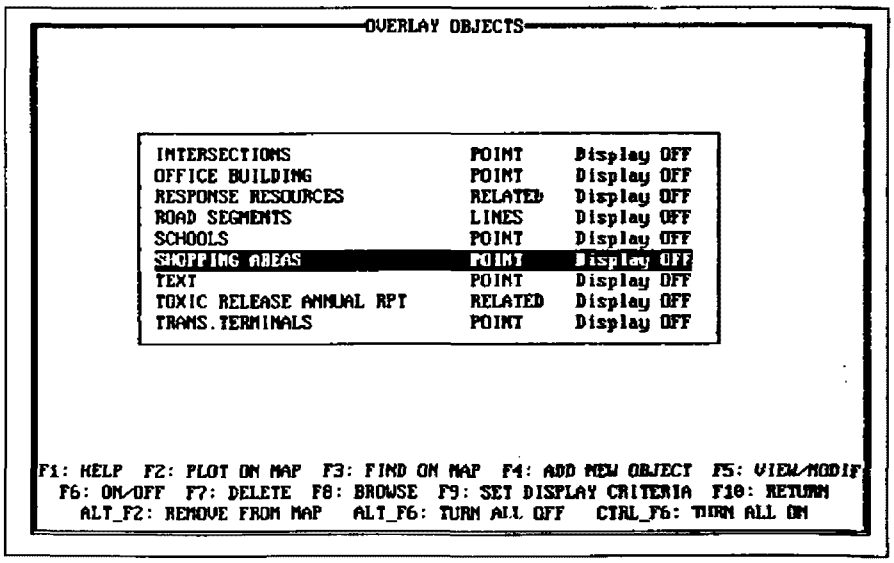
Begin by selecting SAVE on the Map Layer Attributes screen The Entry View for the County should be displayed. Type ***T*** to display the names of cities in Central County.

Do the following two times. Position the marker on Central City and zoom in by selecting SCALE and RESCALE WITH SIZE BOX and then double-clicking the left mouse button.

Click on DISPLAY and then SHOW OVERLAYS. In this exercise, we will be changing the label color and the icon of Central Mall shopping area. Click on OVERLAYS and then OVERLAY CONTROL SCREEN. Highlight Shopping Areas and select F5–VIEW/MODIFY.

Figure 3–104.
Overlay Object Control screen

Highlight Shopping Areas and select F5–VIEW/MODIFY.



The detail screen that is displayed links map overlay objects to a database file. You can change any of several values to alter the way overlay objects are displayed on the map. You can turn off the display of the icon or the label, and you can fill in the polygons to produce a solid block of color. In this exercise, we will use F2–COLOR to change the default color and F3–ICON to change the design of the icon.

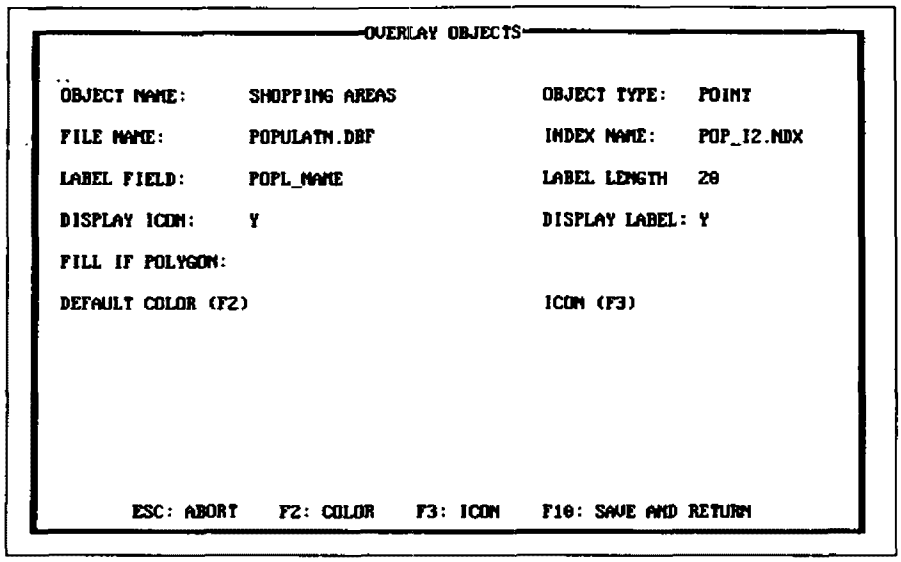


Figure 3–105.
Shopping Area detail screen

Select F2–COLOR and stop on dark red.

Select F3–ICON.

Select F2–COLOR to browse through the color choices. Stop on dark red.

Select F3–ICON to see the icon design. An enlarged version of the icon appears in a box in the center of the screen. A small replica of the icon as it appears on the map is shown to its right.

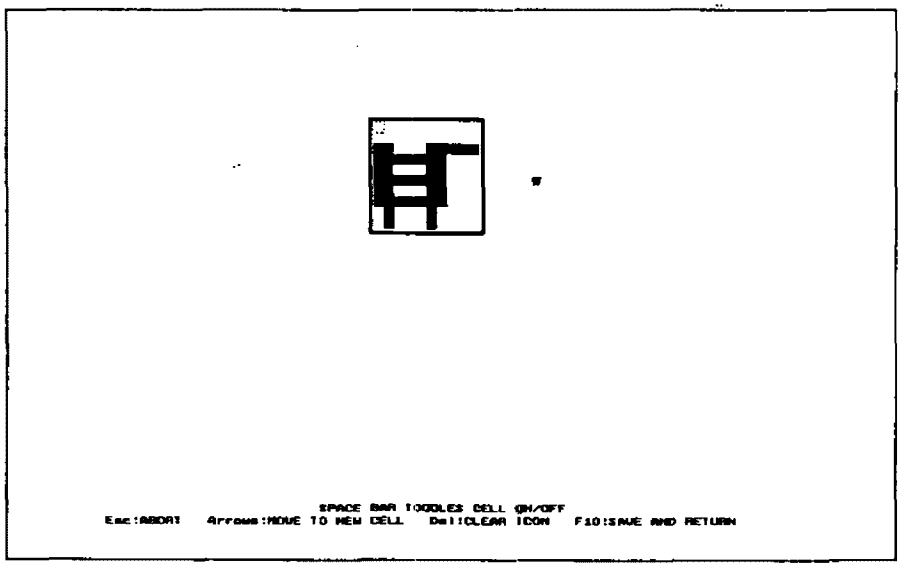


Figure 3–106.
Icon design screen with shopping area icon

Use the arrow keys and SPACE BAR to redesign the icon.

Press the SPACE BAR and notice how it toggles the cell in the icon box on and off. By using the arrows and the SPACE BAR, you can redesign the icon.

Select F10 to save the design.

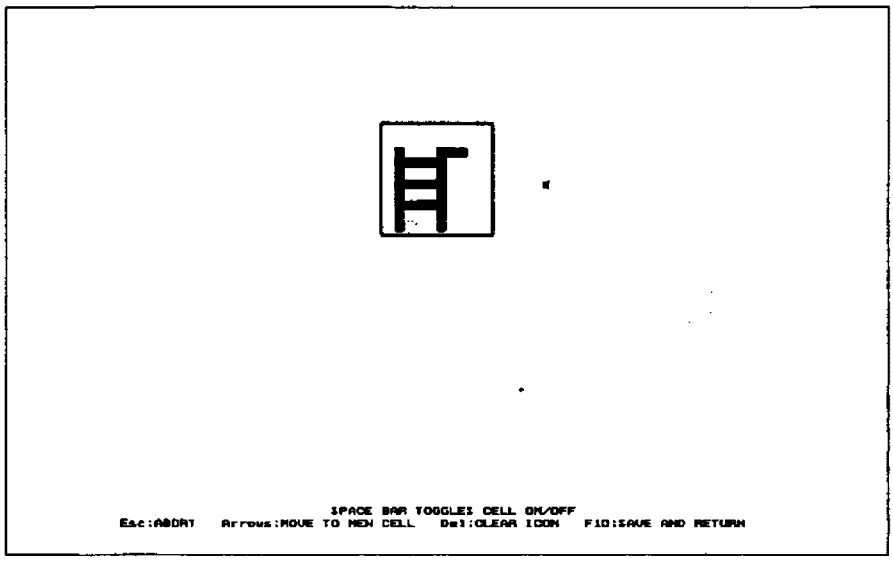
Change the shape of the icon to something like that shown below. Select F10 to save the design and return.

Select F10 twice to return to the map

Select F10 twice to return to the map. The label and icon for Central Mall are displayed in dark red, and the new icon design has replaced the old one.

You may leave these values for the shopping area display, or return them to the default color value and icon design by repeating the above steps.

Figure 3–107. Icon Design screen with altered shopping area icon



Summary of the Exercise

We learned how to use DISPLAY and MAP LAYERS: SHOW/HIDE COLOR to access the Map Layer Attributes screen; how to change the colors assigned to each map layer; how to change the value in the "On When Horizontal Miles =" column to change the scale at which features are displayed; and how to use the ON column to override established criteria for the map display. We also learned how to use the Overlay Object Control screen to change the appearance of overlay labels and icons.

Screening & Scenarios

The Screening & Scenarios activity in the Facility Information module will help you develop Emergency Response Plans under Section 302 of SARA Title III for facilities that have extremely hazardous substances in quantities that exceed the EPA threshold planning quantity. Information from the Screening & Scenarios database can be used in developing various parts of the comprehensive emergency plan for your county or district.

Knowledge of the hazards associated with a particular hazardous substance can help you determine whether any specialized response equipment and training are needed, and planning for emergency medical care can focus realistically on actual hazards in the community. The size of the Vulnerable Zone calculated in the screening or scenario may assist in determining what planning is needed for adequate warning systems, evacuation routes, and temporary shelter and food, as well as the feasibility and practicality of in-place sheltering.

This section provides a general idea of how to enter information in the Screening & Scenarios database, how to calculate the Vulnerable Zone for a potential release, and how to look at the Vulnerable Zone in the Mapping module. If you need more information on the process of hazards analysis, see the document *Technical Guidance for Hazards Analysis*. This multiagency document provides details on the process and also contains several appendices on how to obtain information from facilities and on other important aspects of chemical emergency response planning.

The hazards analysis process consists of three steps: hazards identification, vulnerability analysis, and risk analysis. The Screening & Scenarios database is used in the vulnerability analysis phase. For each chemical at a facility, you complete an initial screening, which is based on credible worst-case assumptions. The initial screening will help you prioritize the hazards in your county or district according to standardized assumptions.

The worst-case assumptions for a release to the air as outlined in *Technical Guidance for Hazards Analysis* are as follows:

- Quantity released is the maximum quantity that could be released from the largest vessel or interconnected vessels.

- Rate of release is based on the total quantity released over 10 minutes if the material is a gas or solid (powder or in solution). If the material is liquid or molten solid, the rate of release is based on the rate of evaporation. The liquid factor (LFA, LFB, or LFM) is used in this calculation.

- Temperature is based on storage conditions for liquids and molten solids. It is not applicable to gases, powdered solids, or solids in solution.

- Meteorological conditions are based on a wind speed of 3.4 miles per hour and class F atmospheric stability (light, steady winds; fairly clear nighttime skies; and low levels of turbulence).

- The Level of Concern (LOC) or Vulnerable Zone concentration is one-tenth of the published immediate danger to life or health (IDLH) value.

This information already is entered in the Screening & Scenarios database when you are doing an initial screening. It can be changed to suit various local conditions and other excursions when you are doing scenarios.

Screening Exercise

At this time the CAMEO DOS Main Menu should be on your screen (press the ESCAPE key if it is not). Select the Facility Information module (type a ***B*** or highlight Facility Information and press RETURN or ENTER).

On the Facility Information summary screen, highlight Green Chemicals.

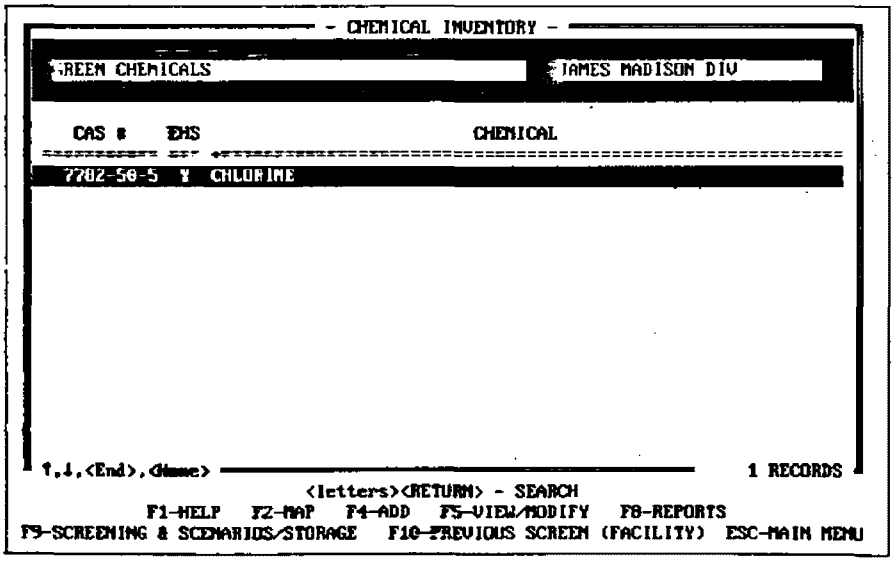
When the Facility Information summary screen is displayed, type ***Green*** and press RETURN or ENTER to highlight Green Chemicals.

Use the CONTROL+F1 combination to display the Chemical Inventory summary screen for Green Chemicals.

In the Facility Information module, Screening & Scenarios is found under the Chemical Inventory database. Enter the CONTROL+F1 combination for quick access to the Chemical Inventory database for Green Chemicals from the Facility Information summary screen.

Figure 3–108. Chemical Inventory summary screen

Chlorine is the only chemical in the Green Chemicals inventory.



Use the CONTROL+F1 combination to display the Screening & Scenarios summary screen for chlorine at Green Chemicals.

Note the F9–SCREENING & SCENARIOS/STORAGE option on the Chemical Inventory summary screen. Since chlorine is the only chemical currently in the inventory at Green Chemicals, our screening will be for that chemical. For quick access to Screening & Scenarios, use the CONTROL+F1 combination again.

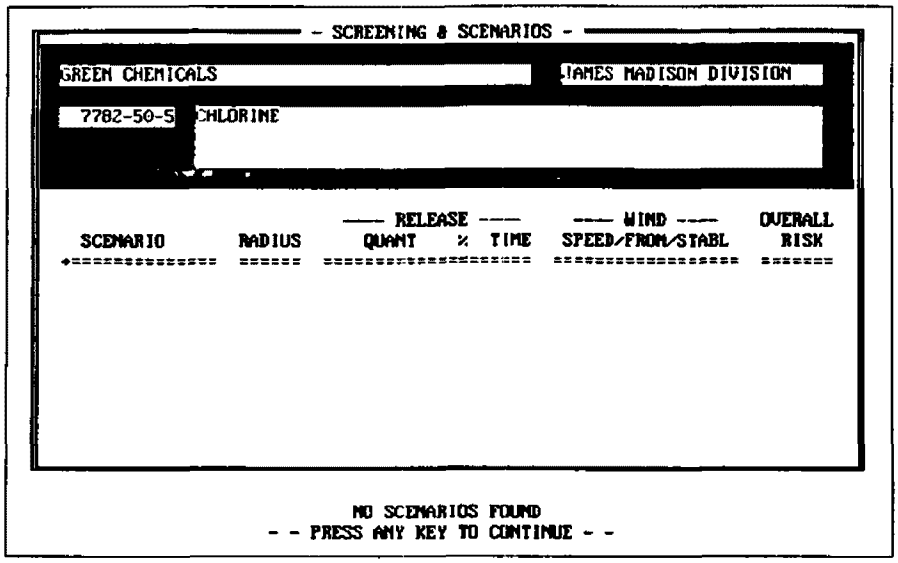


Figure 3–109.
Screening & Scenarios summary screen

Press any key to remove the "No Scenarios Found" message.

No information has been entered in the Screening & Scenarios database yet, so press any key to remove the *No Scenarios Found* message, then select F4–ADD to display a blank Screening & Scenarios detail screen.

Select F4–ADD.

Change the Screening field to *Y*. The Name field changes to "Screening" and the cursor moves to the Quantity Released field. Enter the quantity—for this screening we want 150 pounds.

All of the remaining fields are preset by CAMEO DOS with standard information for screenings and/or the selected chemical. These fields should not be changed until you are doing scenarios.

Change the N in the Screening field to Y.

Enter 150 in the Quantity Released field.

Because chlorine is a gas, CAMEO DOS leaves the Liquid Storage, Solid Storage, or If Diked fields empty.

You would enter information in the Risk of Release, Consequences of Release, and Overall Risk fields based on your findings in the risk analysis phase of the hazards analysis process.

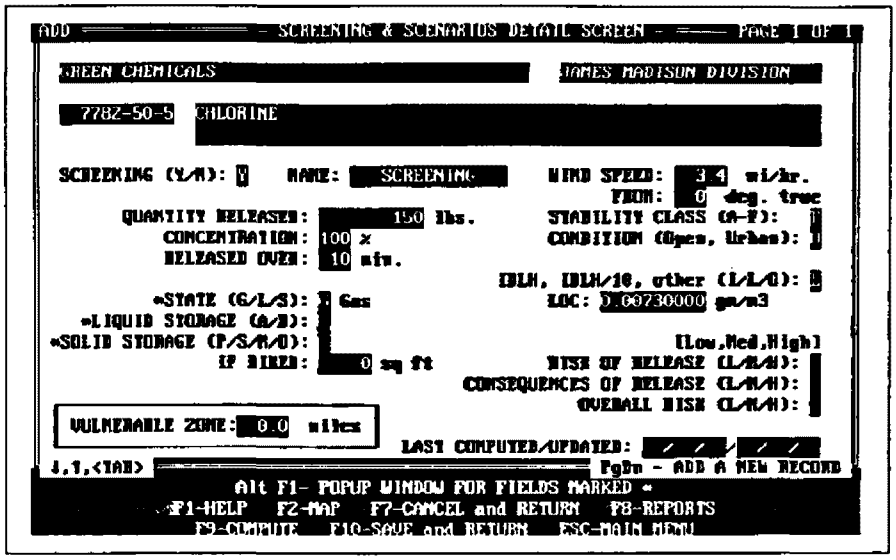
The following fields contain information that should not be changed when you are using the screening option:

Most fields contain standard information for screenings.

- Concentration
- Released Over
- Wind Speed
- From (wind direction)
- Stability Class
- Condition
- IDLH or 1/10 IDLH
- LOC.

Figure 3–110.
Screening & Scenarios detail screen for screening

Be sure the screen looks like this before you select F9–COMPUTE.



Select F9–COMPUTE to calculate the Vulnerable Zone.

Select F9–COMPUTE to calculate the Vulnerable Zone. For this exercise, the result should be 2.2 miles.

Select F2–MAP to view the Vulnerable Zone on the map.

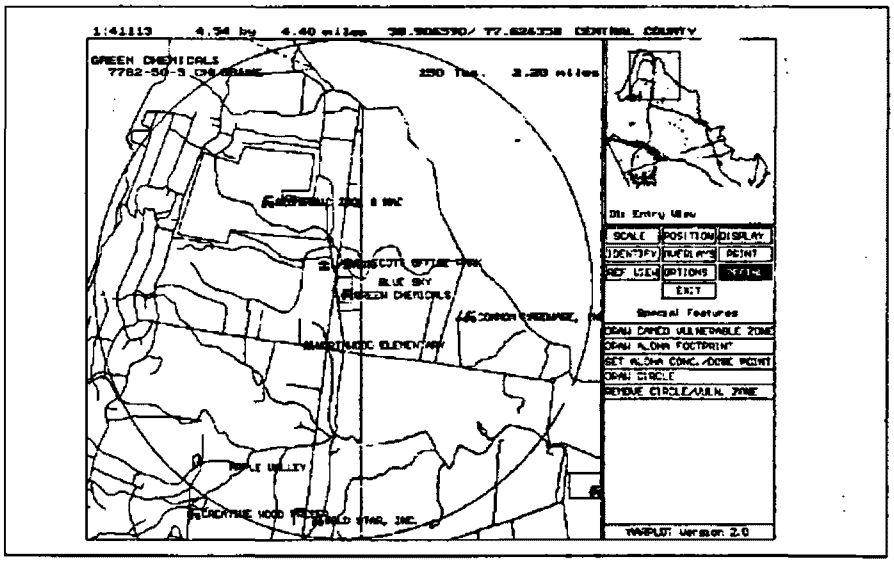
To see which populations or other areas of concern lie within the Vulnerable Zone, select F2–MAP to go to the Mapping module.

When the map is displayed, click on SPECIAL and then DRAW CAMEO VULNERABLE ZONE.

When the map is displayed, click on SPECIAL and then DRAW CAMEO VULNERABLE ZONE to draw a circle that represents the Vulnerable Zone. The system also displays the icons for the map overlays that are in the vicinity. Note the name of the chemical and other pertinent data about the screening at the top of the map.

Figure 3–111.
Vulnerable Zone for screening

The circle represents a radius of 2.2 miles.



Click on SPECIAL and then REMOVE CIRCLE/ VULN. ZONE to remove the circle from the map.

To remove the circle from the map, click on SPECIAL and then REMOVE CIRCLE/ VULN. ZONE

From the Mapping module, click on EXIT to return to the Screening & Scenarios detail screen, then select F10–SAVE AND RETURN again to return to the Screening & Scenarios summary screen.

Click on EXIT to leave the map and then select F10 to return to the Screening & Scenarios summary screen

Scenarios Exercise

By changing the initial screening information to incorporate less conservative conditions or conditions more realistic for your area, you can create alternative release scenarios. For example, you can:

- Reevaluate estimates of the quantity of the chemical likely to be present.
- Reevaluate the estimate of the rate of release.
- Consider typical weather and wind conditions.

To create a scenario, select F4–ADD when the Screening & Scenarios summary screen for chlorine at Green Chemicals is displayed. A blank Screening & Scenarios detail screen is displayed.

Be sure the Screening & Scenarios summary screen for Green Chemicals is displayed, then Select F4–ADD.

Leave the Screening field at the default, *N*, for no.

Type an N in the Screening field.

Enter the name of the scenario, ***10 MPH***.

*Enter the name of the scenario, **10 MPH**.*

Enter the following information in the fields on the screen:

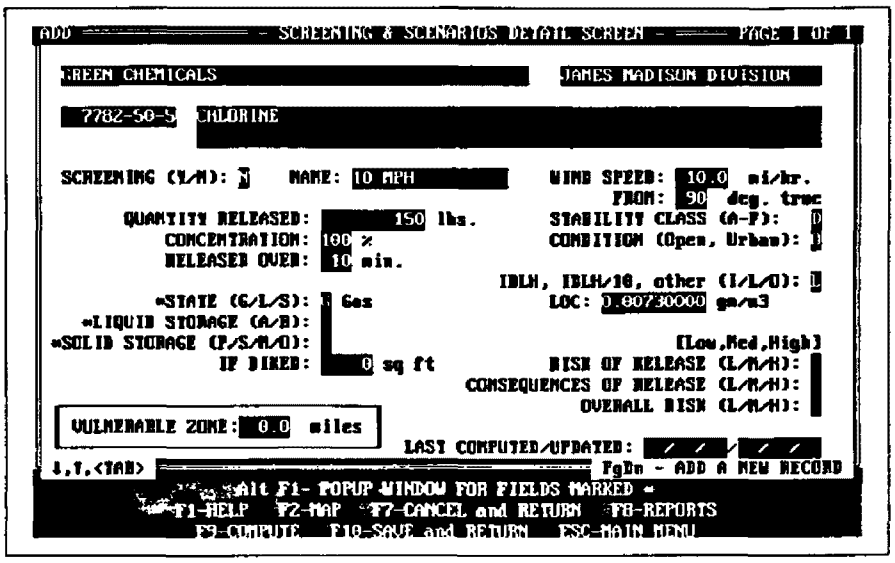
Enter the information in the fields on the Screening & Scenarios detail screen.

Qty. Released	150
Concentration	Leave at the default, 100.
Released Over	Leave at the default, 10.
State	CAMEO DOS has already entered G, for gas.
Wind Speed	10
From	90
Stability Class	D
Condition	Leave at the default, O.
IDLH, IDLH/10, Other	Leave at the default, L.
Level of Concern	Leave at the default, .0073.

Because chlorine is a gas, no information is required for the Liquid Storage, Solid Storage, or If Diked fields. You would enter information in the Risk of Release, Consequences of Release, and Overall Risk fields based on your findings in the risk analysis phase of the hazards analysis process.

Figure 3–112.
Screening & Scenarios detail screen for scenario

Be sure the screen looks like this before you select F9–COMPUTE.



Select F9–COMPUTE to calculate the Vulnerable Zone.

Select F9–COMPUTE to calculate the Vulnerable Zone for the scenario. The result should be 0.4 miles.

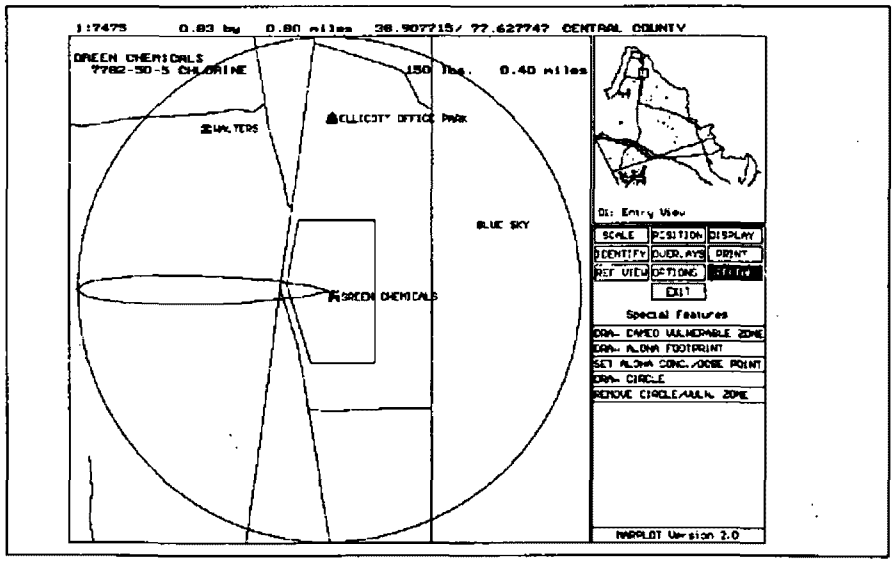
Select F2–MAP to view the Vulnerable Zone on the map.

Select F2–MAP to go to the Mapping module and click on SPECIAL and then DRAW CAMEO VULNERABLE ZONE. The circle on the map represents the Vulnerable Zone. Note the difference between this map and the map for the screening. Also note the oval indicating the exact area of the release.

When the map is displayed, click on SPECIAL and then DRAW CAMEO VULNERABLE ZONE.

Figure 3–113.
Vulnerable Zone for scenario

The circle represents a radius of 0.4 miles.



Click on SPECIAL and then REMOVE CIRCLE/ VULN. ZONE to remove the circle from the map.

To remove the circle from the map, click on SPECIAL and then REMOVE CIRCLE/ VULN. ZONE.

Press the ESCAPE key to return to the CAMEO DOS Main Menu.

From the Mapping module, press the ESCAPE key to return to the CAMEO DOS Main Menu.

Removing an Overlay from the Map

Before concluding the tutorial, we need to remove the Green Chemicals overlay from the Mapping module.

Removing an overlay has no effect on the records in other CAMEO DOS modules. However, if you delete a record in one of the other CAMEO DOS modules, and that record has been mapped, the overlay will be deleted from the Mapping module along with the record when you exit CAMEO DOS.

In the Mapping module, it is important not to confuse the F7–DELETE function with the ALT+F2 (REMOVE FROM MAP) function on the Overlay Objects Control menu. F7–DELETE deletes an entire category of mapped overlay objects from the map files (for example, all contacts or all point facilities). You will rarely use this function, which is described further in Chapter 5, Mapping Reference. ALT+F2 is used to delete individual overlays from the map.

In this exercise, we will learn how to remove an overlay from the map by deleting the Green Chemicals polygon that we created earlier in the tutorial. This is the first step toward restoring the original Demonstration data so that others can use the tutorial.

On the Facility Information summary screen, highlight Green Chemicals, then select F2–MAP.

When the map is displayed, click on OVERLAYS and then OVERLAY CONTROL SCREEN.

Go to the Facility Information module, highlight Green Chemicals on the summary screen, and select F2–MAP. When the map is displayed, click on OVERLAYS and then OVERLAY CONTROL SCREEN. Highlight the Facilities–Polygon line.

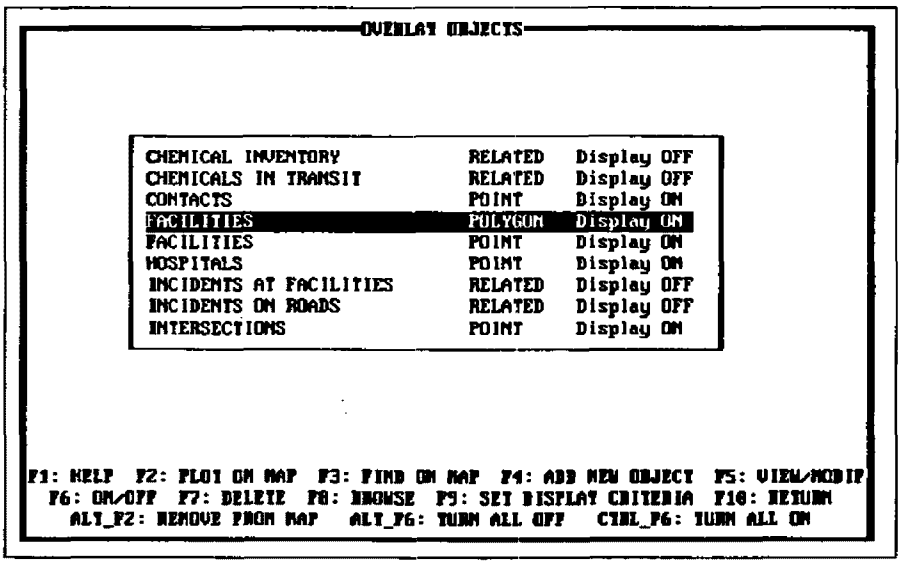


Figure 3–114.
Overlay Object Control screen in Mapping module

Highlight Facilities–Polygon.

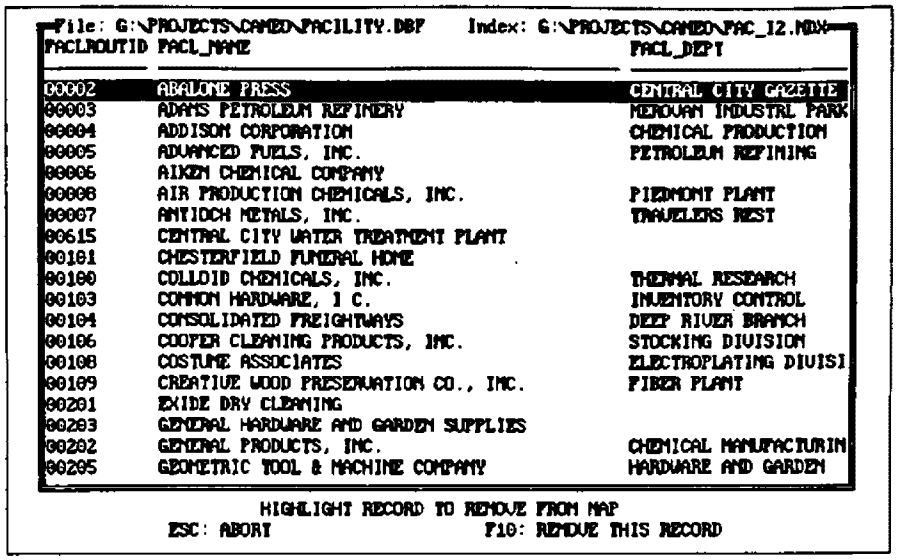
Now select ALT+F2 (REMOVE FROM MAP). A detail screen that lists all facility polygons will be displayed. Use the ↑ and ↓ keys to scroll through this list or use a letter search to find the Green Chemicals record.

Select ALT+F2 (REMOVE FROM MAP).

Figure 3–115. Facilities–Polygon detail screen in Mapping module

Highlight Green Chemicals.

Select F10–REMOVE THIS RECORD.



When Green Chemicals is highlighted, select F10–REMOVE THIS RECORD to remove the record from the map and return to the map. Note that the Green Chemicals polygon and icon are no longer displayed.

If you click on IDENTIFY and then IDENTIFY OVERLAY while the marker is at the former location of Green Chemicals, you will still see the detailed information on the facility overlay. This is because the mapped record is not deleted until you exit CAMEO DOS.

End of the Tutorial

Delete the Green Chemicals and James Madison Highway records from the Facility Information and Transportation Information modules, respectively.

To make this tutorial useful for others, please go to the Facility Information module and delete Green Chemicals (highlight Green Chemicals on the summary screen, select F5–VIEW/MODIFY, select F6–DELETE/RESTORE, and then select F10–SAVE AND RETURN). Then go to the Transportation Information module and delete James Madison Highway.

Chapter 4
Module Reference

This chapter will guide you through all of the screens and all of the types of information that can be stored in the CAMEO DOS modules. It is divided into nine sections, one for each module. Where appropriate, subsections describe the secondary databases and the databases that are available with those secondary databases.

For each database, you will find descriptions of the information on the summary screen and detail screen, how to add records, how to look at and edit records, how to save records, and any other information that may be helpful in using the database. A summary listing of the functions that are available in each database is also included.

A. Chemical Information

The Chemical Information module provides access to detailed information about a list of hazardous chemicals. The module uses a database that contains information on more than 3,000 chemicals, including names, synonyms, identification numbers such as those assigned by the Chemical Abstracts Service (CAS) and the United Nations, labeling conventions, and response information. More than 50,000 synonyms for the chemical names are stored in the module as well. The name of the chemical as it is designated by the Chemical Abstracts Service is the primary name. Any other names are included as synonyms.

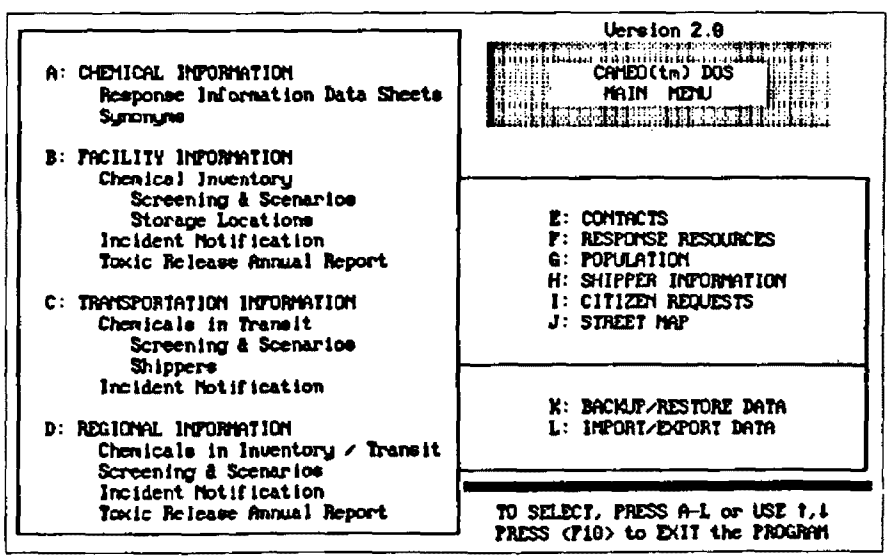
The NOAA Hazardous Materials Response Branch, with support from the EPA, compiled the information in the Chemical Information module from a number of sources. These sources are listed in Appendix A.

In using the Chemical Information module, you can apply Queries (also known in this module as CodeBreakers) and Power Queries to search for a specific chemical and then access information about that chemical, including Response Information Data Sheets (RIDS) that describe the chemical's properties and hazards and how these are dealt with in an emergency situation (first aid, firefighting, protective clothing, and so forth).

To use the Chemical Information module, choose option A from the CAMEO DOS Main Menu. Note that while the RIDS and Synonyms databases are listed on the Main Menu, you need to access the Chemical Information module before you can work with them.

Figure 4–1.
CAMEO DOS Main Menu

Choose option A to reach the Chemical Information module.



The first screen you will see is the Chemical Information summary screen, which lists all of the chemicals stored in the module. This list is arranged alphabetically by chemical name (names that begin with numbers are listed first). The number in the lower-right corner of the summary screen shows the number of records in the database.

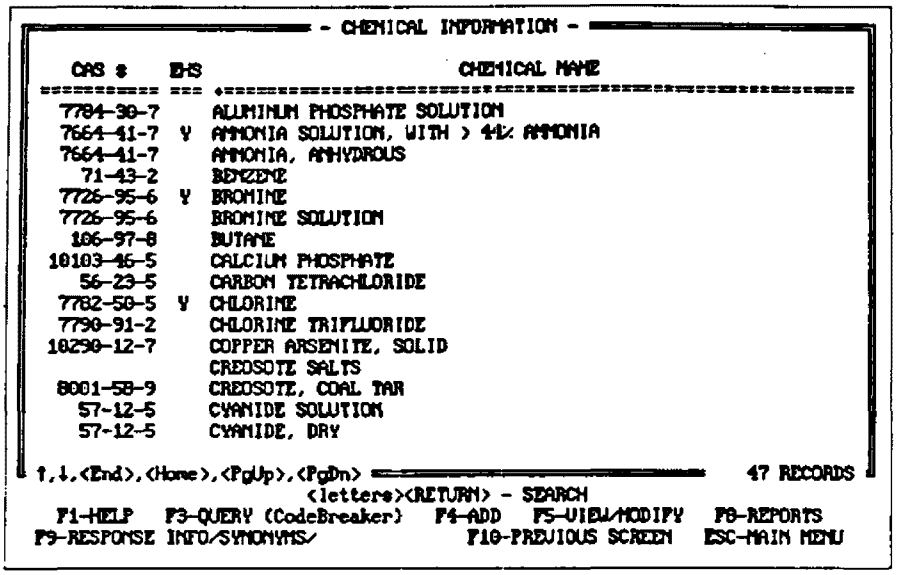


Figure 4–2. Chemical Information summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Chemical Name field.

The Chemical Information summary screen contains the following information.

CAS #	Identification number from the Chemical Abstracts Service Registry.
EHS	Y or blank, indicating that the chemical is (Y) or is not (blank) an Extremely Hazardous Substance as identified by the EPA under SARA Title III.
Chemical Name	The name of the chemical.

You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, the PAGE-UP and PAGE-DOWN keys, or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

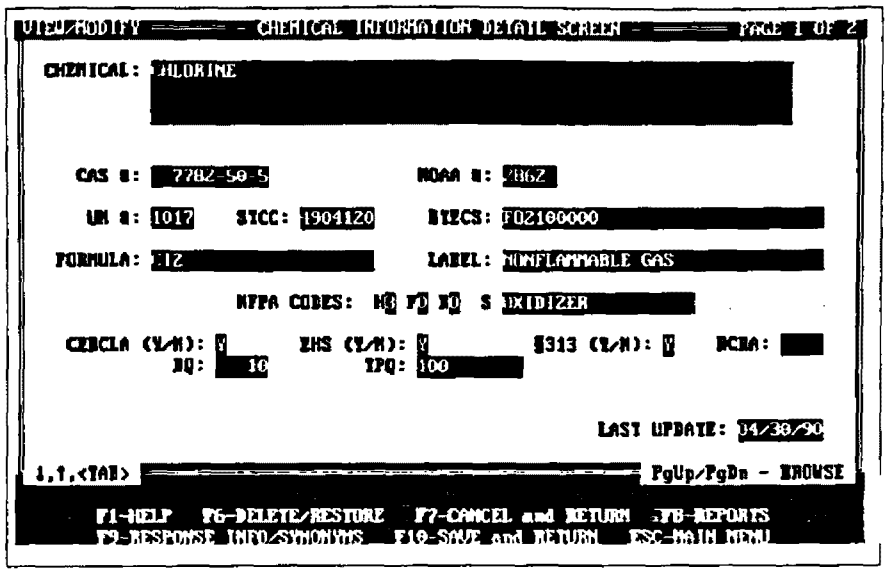
The letter search uses the Chemical Name field.

When the Chemical Information summary screen is displayed, F10–PREVIOUS SCREEN (MAIN MENU) or the ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

When you want to see detailed information about a chemical, move through the list to find and highlight its summary information, then select F5–VIEW/MODIFY. The first of the two Chemical Information detail screens for that chemical will be displayed, as in the following example.

Figure 4–3.
Chemical Information detail screen, page 1

The information you see is for the chemical highlighted on the Chemical Information summary screen.



The first Chemical Information detail screen contains the following information.

Chemical	Name of the chemical.
CAS #	Identification number from the Chemical Abstracts Service Registry.
NOAA #	Number assigned by the National Oceanic and Atmospheric Administration.
UN #	Number assigned by the United Nations Classification System. Additional U.N. Numbers may be found in the Synonyms database.
STCC	Standard Transportation Commodity Code.
RTECS	Accession number from the Registry of Toxic Effects of Chemicals.
Formula	Chemical's formula. This field is case sensitive; the formula is in proper scientific notation.
Label	U.S. Department of Transportation labeling requirement.
NFPA Codes	National Fire Protection Association hazard codes: 0 (no hazard), 1, 2, 3, or 4 (significant hazard) for H (Health), F (Fire), and R (Reactivity), or up to 18 characters for S (Special Hazards).
CERCLA	Y (for yes; the default is no) if the chemical is included in the Comprehensive Environmental Recovery, Compensation, and Liability Act.
RQ	Reportable Quantity; that is, the quantity of a hazardous substance that exceeds the measure set by the EPA. Set to 0 if the chemical is not a hazardous substance.
EHS	Y (for yes; blank if no) if the chemical is an Extremely Hazardous Substance as defined under SARA Title III.
TPQ	Threshold Planning Quantity, designated for each chemical on the EHS list. Set to 0 if the chemical is not an EHS.

Continues . . .

§313	Y (for yes; the default is no) if the chemical is listed in Section 313 of SARA Title III.
RCRA	If the chemical is identified in the Resource Conservation and Recovery Act, the chemical's RCRA identification number.
Last Update	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field.

The second Chemical Information detail screen contains the following information.

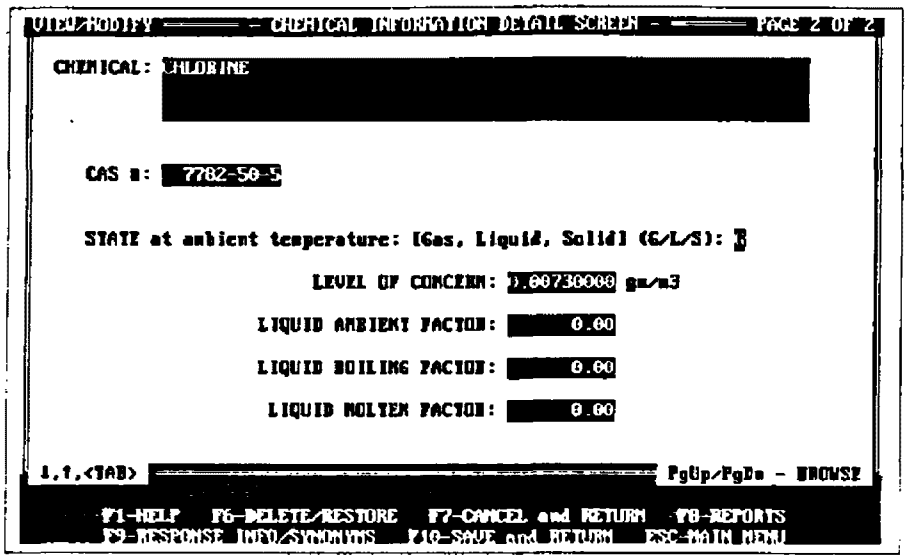


Figure 4–4. Chemical Information detail screen, page 2

The information you see is for the chemical highlighted on the Chemical Information summary screen.

Chemical and CAS # appear as shown on the first detail screen.	
State at Ambient Temperature	Gas (G), Liquid (L), or Solid (S).
Level of Concern	Concentration of an EHS in the air above which serious health effects or death could result from a single exposure for a relatively short period of time. Described in the form 0.00000000 grams per cubic meter (gm/m³). The default is equal to 1/10 IDLH.
Liquid Ambient Factor	Value used to calculate the Vulnerable Zone in the Screening & Scenarios activity, described in the form 0.00.
Liquid Boiling Factor	Value used to calculate the Vulnerable Zone in the Screening & Scenarios activity, described in the form 0.00.
Liquid Molten Factor	Value used to calculate the Vulnerable Zone in the Screening & Scenarios activity, described in the form 0.00000000.

The information on this screen is taken from "Technical Guidance for Hazards Analysis" and should be used in conjunction with that document.

A Word of Caution

We strongly recommend that local sites not modify or delete chemical records. Many chemicals of interest should already be in the database. If they are not, or if the information in a Chemical Information record is not accurate, the EPA should be notified because the addition or correction will be of use to many other organizations. Additions or changes also could affect the accuracy of the Chemical Information module when the module is updated. If a chemical record is deleted, all associated records in the Synonyms database and other CAMEO DOS modules will also be deleted.

Adding Records

If your log-in ID has been authorized by the system administrator, you can customize the Chemical Information module by adding additional chemicals. However, you must be very careful not to change the information in the chemical records originally provided with CAMEO DOS (see "A Word of Caution," above). At the very least you should do a thorough search of the Chemical Information module (use a Query or Power Query on the Chemical Name and Synonym fields) to be sure the chemical's name is not already in the database. If you should enter a record for a chemical which already exists in the database, you could lose the existing record's linkages to the RIDS and Screening & Scenarios databases.

To add a new chemical to the database, select F4–ADD from the summary screen. This will display the first page of a blank Chemical Information record. Use the ↑ and ↓ keys, the TAB key, or the RETURN and ENTER keys to move around the fields and enter information (↑, ↓, and RETURN/ENTER move sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

When you are adding a new record, F10–SAVE AND RETURN will save the new record and return you to the Chemical Information summary screen at any time. Use the PAGE-DOWN key when you are ready to move on to the next detail screen page or to display a new blank record. Leaving page 1 of the detail screen adds the record to the database; thus, should you want to cancel a new record, you should select F7–CANCEL AND RETURN *before* moving on to page 2. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then select F6-DELETE/RESTORE to mark the record for deletion.

Viewing and Editing Records

Caution:
Do not edit the Chemical Information records originally provided with CAMEO DOS. See "A Word of Caution," above.

To look at a Chemical Information record or, if your log-in ID has been authorized by the system administrator, to edit one of the Chemical Information records that you have entered, move through the summary information to highlight the record you want, then select F5–VIEW/MODIFY. This displays the first

detail screen for the selected chemical. Use the ↑, ↓, ←, and → keys; the TAB key; and the RETURN and ENTER keys to move around and within the fields and make any changes.

Remember: PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

When you are viewing or editing records, the PAGE-UP and PAGE-DOWN keys enable you to browse through the Chemical Information records, beginning with the chemical highlighted on the Chemical Information summary screen. PAGE-UP takes you up through the first pages, while PAGE-DOWN takes you down through both pages. As with the PAGE-DOWN key when you are adding records, using the PAGE-UP or PAGE-DOWN key will save any changes when you are editing records.

Saving New Records or Changes

F10–SAVE AND RETURN saves the new record or the changes on the current screen and takes you back to the Chemical Information summary screen; if you do not want to save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Chemical Information summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Chemical Information Function Keys

The following function keys are active on one or more screens in the Chemical Information module.

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F3–QUERY (CODEBREAKER)	You can list chemicals that meet specific criteria by searching on any of the following fields: • Chemical name • Synonym • CAS, NOAA, UN, STCC, or RTECS number • Formula • Label • NFPA codes • RCRA • CERCLA, EHS, or §313 (Y for Yes or blank if no). You can use the AND and OR qualifiers to make the search more specific. You can select the Replace mode, Query on Query mode, or Append mode by typing the appropriate number in the Mode field. The Chemical Information Query modes are described in Chapter 7.

Continues . . .

Refer to Chapter 7 for more information about these functions:
- *Moving about in CAMEO DOS*
- *Help*
- *Queries*
- *Adding records*
- *Viewing and modifying records*
- *Deleting records*
- *Creating reports*

Power Queries are discussed in Chapter 6.

To ensure that all possibilities are covered, enter chemical name Queries in both the Chemical Name and Synonym fields on the Query screen.

Caution:
Do not edit or delete any Chemical Information records originally provided with CAMEO DOS.

F3–QUERY (continued)	You can also execute a Power Query. The Power Query allows you to look at all the fields and to do more complex searches of the Chemical Information module. The Synonyms database can be used in Chemical Information Power Queries.
F4–ADD	Add a new Chemical Information record.
F5–VIEW/MODIFY	Look at or edit individual Chemical Information records.
F6–DELETE/RESTORE	Marks the record displayed (both pages) for deletion from the database. The record is deleted when you exit CAMEO DOS. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored), and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–CANCEL AND RETURN	From a detail screen, returns you to the Chemical Information summary screen. None of the changes on the current screen will be saved.
F8–REPORTS	The following reports are available for output to a printer, screen, or file: • Complete Chemical Report (all of the chemicals or the results of the current Query) • One Chemical (the current chemical). You can add Response Information Data Sheets and/or Synonym lists to each type of report if desired.
F9–RESPONSE INFO/SYNONYMS	Provides access to Response Information Data Sheets and the Synonyms database.
F10–SAVE AND RETURN	From a detail screen, returns you to the Chemical Information summary screen. All of the changes on the current screen will be saved.
F10–PREVIOUS SCREEN (MAIN MENU)	From the summary screen, returns you to the CAMEO DOS Main Menu.

Note

A number of chemical names may associated with more than one CAS Number for the same basic response information and NOAA number. When you are using F3–QUERY in the Chemical Information database, your results will indicate only the first of these CAS Numbers. Use a letter search on the Chemical Information summary screen to obtain the correct regulatory information.

Chemical Information Options

The Chemical Information module provides an options menu from which you can access Response Information Data Sheets (RIDS) and the Synonyms database. To reach this menu, select F9–RESPONSE INFO/SYNONYMS when the Chemical Information summary screen or a Chemical Information detail screen is displayed. From the options menu, select option A for RIDS or option B for Synonyms.

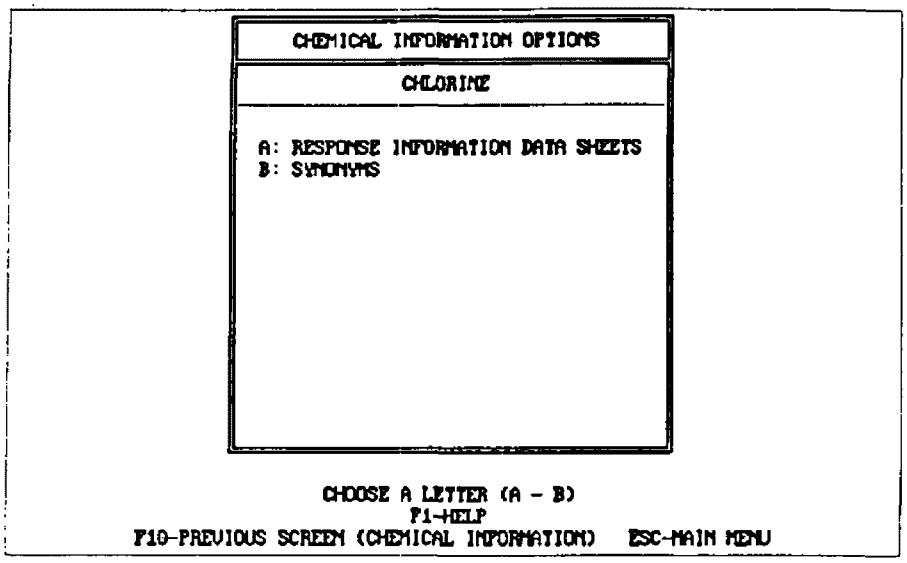


Figure 4–5. Chemical Information options menu

Select F9–RESPONSE INFO/ SYNONYMS at the Chemical Information summary screen or detail screen to access the options menu.

The Chemical Information options menu provides the RIDS screen or the Synonyms summary screen for the specific chemical highlighted on the summary screen or displayed on the detail screen from which you accessed the menu.

When the options menu is displayed, F1–HELP will show your location in CAMEO DOS, explain what the function keys do, or describe the information on the screen. F10–PREVIOUS SCREEN (CHEMICAL INFORMATION) will return you to the Chemical Information summary screen or detail screen, depending on where you were when you accessed the menu. The ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

Shortcut Access

When the Chemical Information summary screen or a Chemical Information detail screen is displayed, you can bypass the Chemical Information options menu and reach the RIDS or Synonyms databases by using a CONTROL + FUNCTION KEY combination. Hold the CONTROL key down and select F1 to reach the RIDS database (the first option listed) or F2 to reach the Synonyms database (the second option).

Instead of F9–RESPONSE INFO/ SYNONYMS, you can use CONTROL+F1 for Response Info or CONTROL+F2 for Synonyms.

Response Information Data Sheets

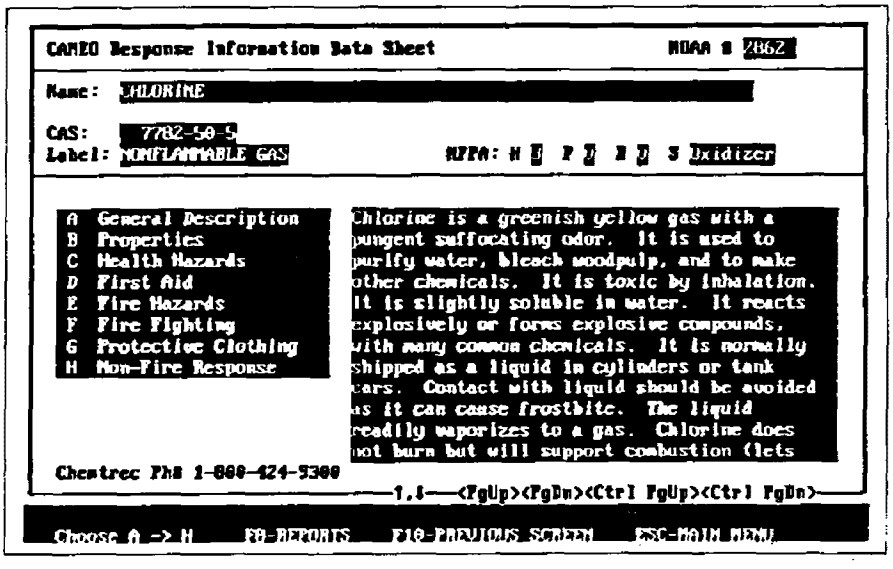
The CAMEO DOS Response Information Data Sheets (RIDS) contain detailed information on properties, hazards, and response information for each chemical listed in the Chemical Information module.

Note: Not all chemicals in the Chemical Information module have associated RIDS information.

To access the RIDS database from the Chemical Information module, highlight the chemical of interest on the Chemical Information summary screen, select F5–VIEW/MODIFY to view its detail screens if desired, then select F9–RESPONSE INFO/SYNONYMS and select option A from the Chemical Information options menu. Or, use the CONTROL+F1 combination from the Chemical Information summary screen or a Chemical Information detail screen.

Figure 4–6.
RIDS screen

The information you see is for the chemical highlighted on the summary screen or displayed on the current detail screen.



The top of the RIDS screen always shows the chemical's name, its CAS Number, and any U.S. Department of Transportation labeling requirements or National Fire Protection Association hazard codes or special hazards. At the left you will find a menu of information that is available. At the right is a window that shows the information itself. When you first access the RIDS database, the menu is at option A; thus, the window contains general information about the chemical.

To view additional information, just enter the option letter for the topic you want; for example, to see information about fire hazards, press the letter E on your keyboard.

When information is displayed in the RIDS window, you can use the ↑ or ↓ keys to move through the window line by line, the PAGE-UP or PAGE-DOWN keys to move through the information page by page, or the CONTROL + PAGE-UP OR PAGE-DOWN combination to move to the beginning or the end of the information.

When you are using RIDS, F10–PREVIOUS SCREEN will return you to the Chemical Information options menu or (if you used the CONTROL+F1 combination) the Chemical Information summary screen or detail screen from which you accessed the database. The ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

Instant Access to RIDS

You can move directly to the RIDS information for a specific chemical any time a chemical name is displayed on a summary screen or a detail screen. This applies for any chemical name found in any other CAMEO DOS module as well. The keyboard combination for this easy access to RIDS is ALT+R (that is, hold the ALT key down and then press the letter R).

For example, if you are using the Facility Information module, you can go directly to RIDS information for a specific chemical used at that facility by using the ALT+R combination when the chemical's name is displayed on a summary screen or a detail screen. (Note: This feature does not work on the Query or Power Query screens.)

If you access the RIDS database from another module, selecting F10–PREVIOUS SCREEN to exit RIDS will return you to the module from which you accessed the database.

RIDS Function Keys

The following function keys are active in the RIDS database.

F8–REPORTS	The following reports are available for output to a printer, screen, or file: • Complete Chemical Report (all of the chemicals or the results of the current Query) • One Chemical (the current chemical). To print the RIDS information for the selected chemical, select the RIDS option from the Reports menu.
F10–PREVIOUS SCREEN	Returns you to the Chemical Information options menu, summary screen, or detail screen from which you accessed the RIDS database.

Chapter 7 provides more information about moving about in CAMEO DOS and creating reports.

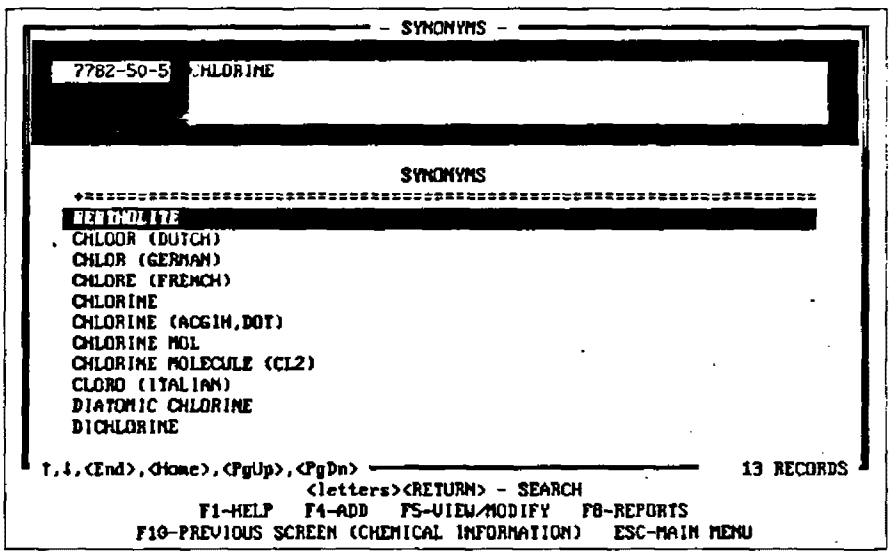
Synonyms

The Synonyms database provides a place to store other names (for example, trade names, translations, and other identifiers) by which a chemical could be known. Because the primary name selected for many chemicals in the Chemical Information module is not a uniformly recognized choice, searches of the Synonyms database will be an important part of your work with CAMEO DOS.

To use the Synonyms database for a specific chemical, highlight the chemical of interest on the Chemical Information summary screen, select F5–VIEW/MODIFY to view its detail screens if desired, then select F9–RESPONSE INFO/SYNONYMS and select option B from the Chemical Information options menu. Or, use the CONTROL+F2 combination from the Chemical Information summary screen or a Chemical Information detail screen. The Synonyms summary screen will be displayed, as in the following example.

Figure 4–7.
Synonyms summary screen

The summary screen shows only the synonyms for the specific chemical highlighted on the Chemical Information summary screen.



The Synonyms summary screen is arranged alphabetically by the name of the synonym (synonyms beginning with numbers will appear first). The number at the lower-right corner of the summary screen shows the number of records in the database. Also, note that the chemical's primary name is included in the list.

The Synonyms summary screen contains the following information.

Chemical Name and CAS Number automatically appear at the top of each summary screen.	
Synonyms	The list of synonyms.

You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, or (if the database contains more than 11 synonyms) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

The letter search uses the Synonyms field.

When the Synonyms summary screen is displayed, F10–PREVIOUS SCREEN (CHEMICAL INFORMATION) will return you to the Chemical Information options menu or (if you used the CONTROL+F2 combination) the Chemical Information summary screen or detail screen from which you accessed the database. The ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

When you want to see the full name of the synonym, move through the list to find and highlight its summary information, then select F5–VIEW/MODIFY. The Synonyms detail screen will be displayed, as in the following example.

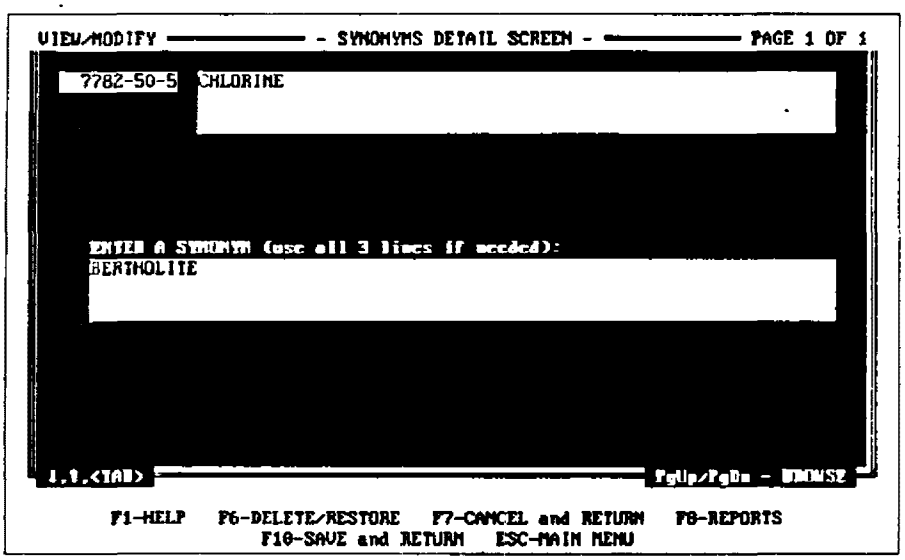


Figure 4–8.
Synonyms detail screen

The information you see is for the synonym highlighted on the Synonyms summary screen.

The Synonyms detail screen contains the following information.

Chemical Name and CAS Number automatically appear at the top of each detail screen.	
Synonym	Three lines (70 characters each) available for the synonym.

Adding Records

You can add synonyms by selecting the F4–ADD option from the Synonyms summary screen. This will display a blank Synonyms record. Use the ↑, ↓, ←, or → keys, the TAB key, or the RETURN or ENTER keys to move around the text field and enter information.

Caution:
Be sure that you do not add synonyms that already exist in the database. See "A Word of Caution," on page 4-7.

When you are adding a new record, F10–SAVE AND RETURN will save the new record and return you to the Synonyms summary screen at any time. Use the PAGE-DOWN key to save the new record and display a new blank record. Using the PAGE-DOWN key enters the first record in the database; thus, if you do not want to save the new record, you should select F7–CANCEL AND RETURN *before* moving on to the new record. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, then select F6–DELETE/RESTORE to mark the record for deletion.

Viewing and Editing Records

Caution:
Do not edit the Synonyms records originally provided with CAMEO DOS. See "A Word of Caution," on page 4-7.

To look at or edit a Synonyms record, move through the summary information to highlight the record you want, then select F5–VIEW/MODIFY. This displays the detail screen for the selected synonym. Use the ↑, ↓, ←, and → keys; the TAB key; or the RETURN and ENTER keys to move around the field and make any changes.

Remember:
PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current screen only.

When you are viewing or editing records, the PAGE-UP and PAGE-DOWN keys enable you to browse through the Synonyms records for the chemical on the original summary screen or detail screen, beginning with the synonym highlighted on the Synonyms summary screen. As with the PAGE-DOWN key when you are adding records, using the PAGE-UP or PAGE-DOWN key will save the changes when you are editing records.

Saving New Records or Changes

F10–SAVE AND RETURN saves the new record or the changes on the current screen and takes you back to the Synonyms summary screen for the original chemical; if you do not want to save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Synonyms summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Synonyms Database Function Keys

Refer to Chapter 7 for more information about these functions:
- *Moving about in CAMEO DOS*
- *Help*
- *Adding records*
- *Viewing and modifying records*
- *Deleting records*
- *Creating reports*

The following function keys are active on one or more screens in the Synonyms database.

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F4–ADD	Add a new synonym.

Continues . . .

Caution:
Do not edit or delete Synonyms records originally provided with CAMEO DOS. Be sure that you do not add synonyms that already exist in the database. See "A Word of Caution" on page 5.

F5–VIEW/MODIFY	Look at or edit individual Synonyms records.
F6–DELETE/RESTORE	Marks the record displayed for deletion from the database. The record is deleted when you exit CAMEO DOS. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored) and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–CANCEL AND RETURN	From a detail screen, returns you to the Synonyms summary screen. None of the changes on the current screen will be saved.
F8–REPORTS	The following reports are available for output to a printer, screen, or file: • Complete Chemical Report (all of the chemicals or the results of the current Query) • One Chemical (the current chemical). To print a list of Synonyms for the selected chemical, select the Synonyms option from the Reports menu.
F10–SAVE AND RETURN	From a Synonyms detail screen, returns you to the Synonyms summary screen. All of the changes on the current screen will be saved.
F10–PREVIOUS SCREEN (CHEMICAL INFORMATION)	From the Synonyms summary screen, returns you to the Chemical Information options menu, summary screen, or detail screen from which you accessed the Synonyms database.

B. Facility Information

The Facility Information module is an important source for much of the SARA Title III information stored in CAMEO DOS. In this database, you can store and subsequently search for information about facilities, their inventories of chemicals, and any incidents or releases that may have occurred. In addition, its links to the Mapping module will help you pinpoint the location of a facility and assist you in creating scenarios and visualizing the potential effects of an incident.

In general, you can use the Facility Information module to store the following types of information:

- Basic information about the facility, including its location, ownership, type of business, and so forth.
- Emergency contacts and information.
- Compliance contacts and information.
- An inventory of the chemicals stored at the facility, consistent with Section 312 of SARA Title III, including access to Response Information Data Sheets for each chemical.
- Information about where and how the chemicals are stored at the facility, including access to CAMEO DOS Draw, which you can use to sketch a site plan.
- A record of any incidents that have been reported, including at a minimum those required to be reported under Section 304 of SARA Title III.
- Toxic Release Inventory Annual Report data reported under Section 313 of SARA Title III.
- Screening information that allows you to create and store various scenarios for incidents or releases, and a direct link that allows you to see the potential effects of your scenarios plotted in the Mapping module.

To use the Facility Information module, choose option B from the CAMEO DOS Main Menu. Note that while the Chemical Inventory, Storage Locations, Screening & Scenarios, Incident Notification, and Toxic Release Annual Report features of the module are listed on the Main Menu, you need to access the Facility Information module before you can work with them.

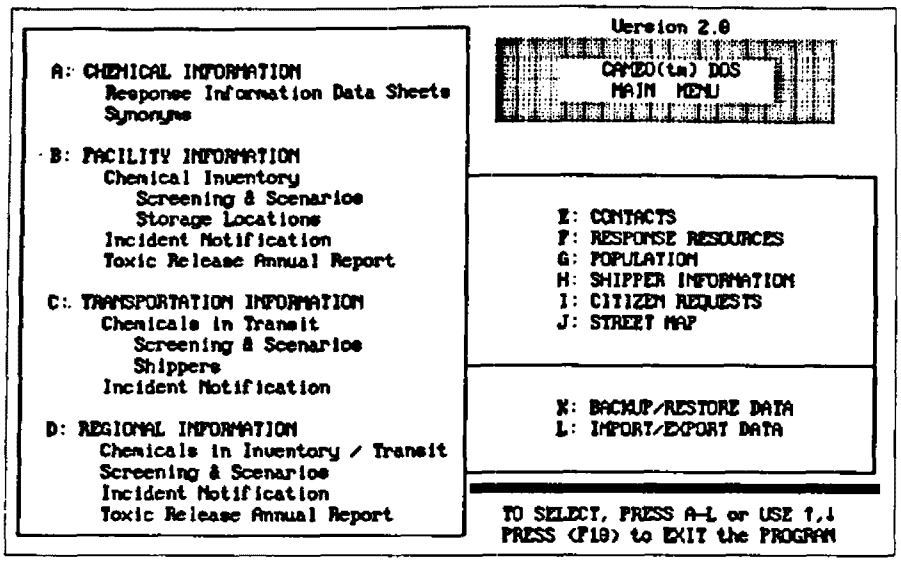


Figure 4–9.
CAMEO DOS Main Menu

Choose option B to reach the Facility Information module.

The first screen you will see is the Facility Information summary screen, which lists the facilities that have been stored in the database. This list is arranged alphabetically by facility name. The number at the lower-right corner of the summary screen shows the number of records in the database.

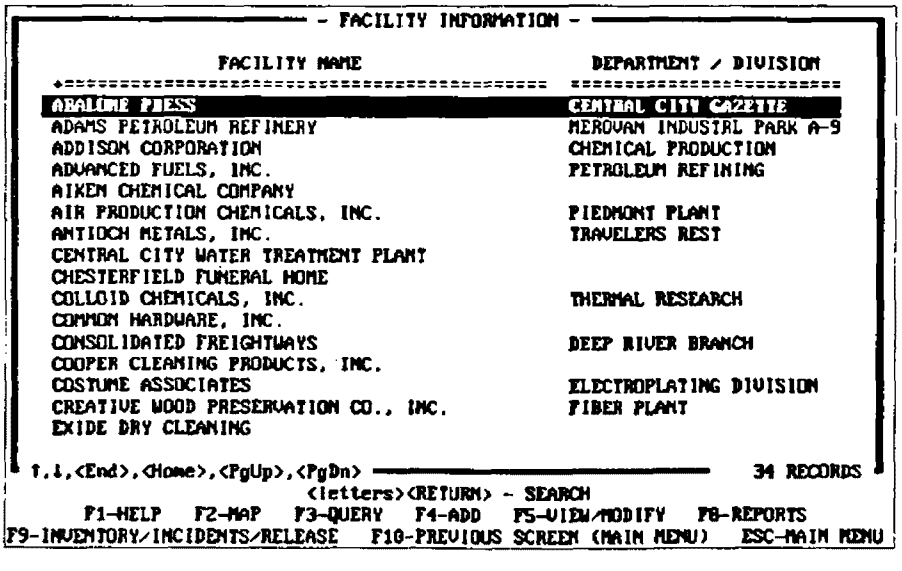


Figure 4–10.
Facility Information summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Facility Name field.

The Facility Information summary screen contains the following information.

Facility Name	The name of the facility.
Department / Division	A department, division, or branch name that further identifies the facility.

You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, or (if the database contains more than 16 records) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

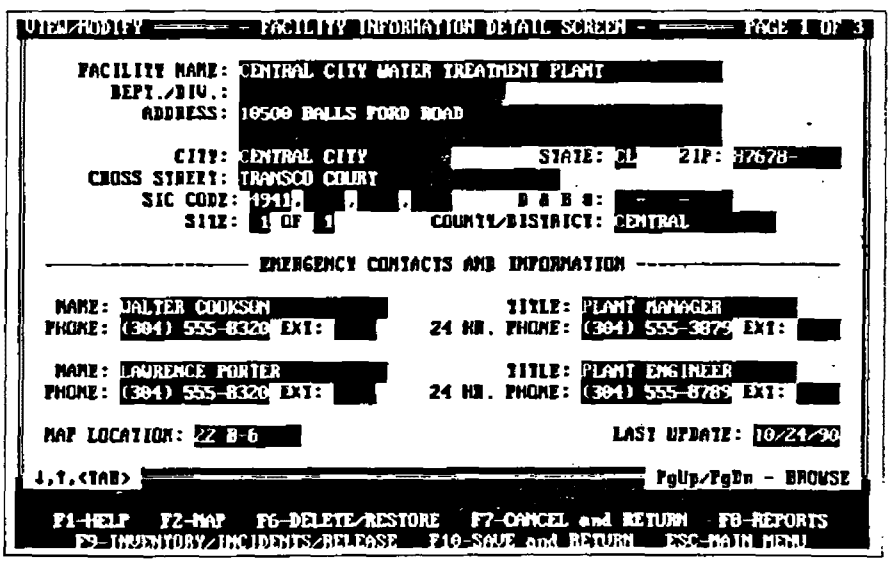
The letter search uses the Facility Name field.

When the Facility Information summary screen is displayed, F10–PREVIOUS SCREEN (MAIN MENU) and the ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

When you want to see detailed information about a facility, move through the summary list to find and highlight the facility of interest, then select F5–VIEW/MODIFY. The first of the three detail screens for that facility will be displayed, as in the following example.

Figure 4–11. Facility Information detail screen, page 1

The information you see is for the facility highlighted on the Facility Information summary screen.



The first Facility Information detail screen contains the following information.

Facility Name	Name of the facility (45 characters available). Select a format that will be useful in the alphabetical listing on the summary screen and in the Mapping module (Mapping module labels are discussed in more detail in Chapter 5).
Dept./Div.	A department, division, or branch name that further identifies the facility (25 characters available).

Continues . . .

Address	Two lines (45 characters each) are available for the facility's street and/or mailing address.
City	City in which the facility is located (20 characters available).
State	Two-letter U.S. Postal Service abbreviation for state.
Zip Code	Zip Code in which facility is located. Space is available for the 4-digit extension.
Cross Street	Nearest cross street (30 characters available).
SIC Code	Standard Industrial Classification code(s). Space is available for four 4-digit codes.
D&B #	Identification code (in the form 00-000-0000) from Dun & Bradstreet directory of businesses.
Site	If the business has more than one location in your county, you can enter the numbers here; for example, 1 of 3.
County/District	County, fire or police district, or other geographical area used to locate the facility (15 characters available).
Emergency Contacts and Information Provides space for the following information about two contacts:	
Name	The emergency contact's name (15 characters available).
Title	The emergency contact's position at the facility (20 characters available).
Phone	Space is provided for two telephone numbers (including area code and extension); use one of these for a number that can be used for 24-hour (or off-hours) access.
Map Location	Grid number from master map of your county or district (not related to the CAMEO DOS Mapping module).
Last Update	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field.

The second Facility Information detail screen contains the following information.

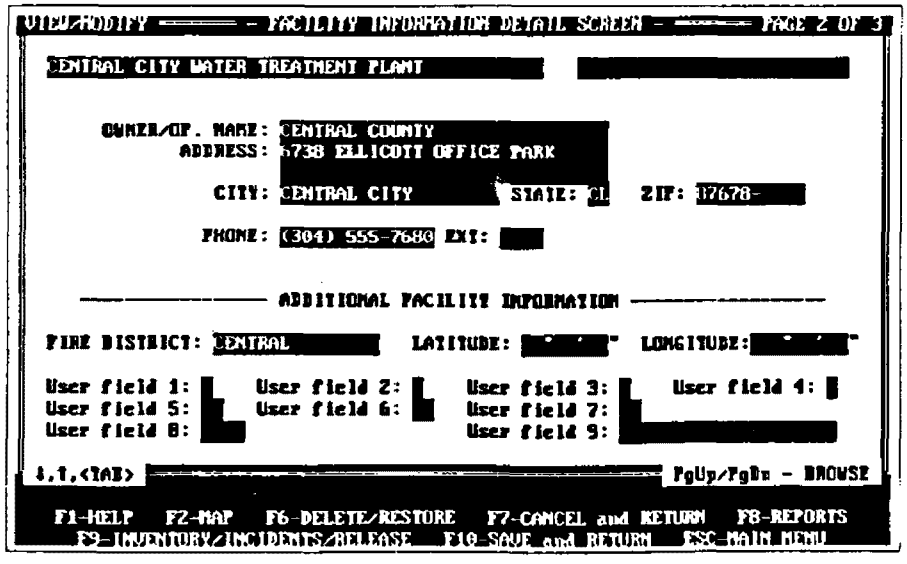


Figure 4–12. Facility Information detail screen, page 2

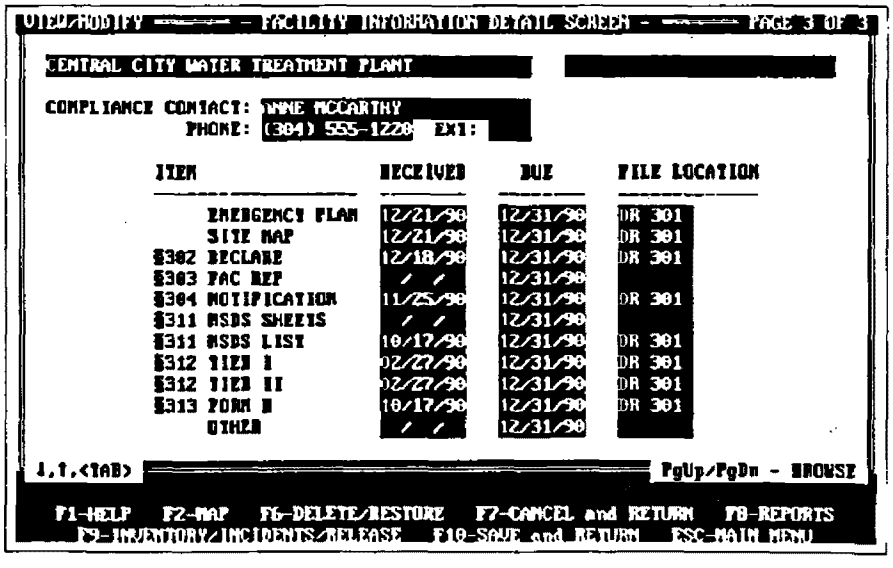
The information you see is for the facility highlighted on the Facility Information summary screen.

The Facility Name and Department/Division are shown at the top of the page as entered on page 1.	
Owner/Op. Name	Name of the owner, operator, or other manager of the facility (30 characters available).
Address	Two lines (30 characters each) are available for the owner/operator's street and/or mailing address.
City	City in which the owner/operator's office is located (20 characters available).
State	Two-letter U.S. Postal Service abbreviation for state.
Zip Code	Zip Code in which owner/operator's office is located. Space is available for the 4-digit extension.
Phone	Owner/operator's telephone number (including area code and extension).
Additional Facility Information:	
Fire District	Fire district in which the facility is located (15 characters available).
Latitude	Along with longitude, provides the exact location of the facility in the form 00°00'00" for degrees, minutes, and seconds.
Longitude	Along with latitude, provides the exact location of the facility in the form 00°00'00" for degrees, minutes, and seconds.
User Fields	Provides nine fields that your system administrator can assign to suit the needs of your organization. Four 1-character fields, three 2-character fields, one 4-character field, and one 20-character field are available. See Chapter 9 for more information about these fields.

The third Facility Information detail screen contains the following information.

Figure 4–13.
Facility Information detail screen, page 3

The information you see is for the facility highlighted on the Facility Information summary screen.



The Facility Name and Department/Division are shown at the top of the page as entered on page 1.	
Compliance Contact	Name of the compliance contact at the facility (25 characters available).
Phone	Compliance contact's telephone number (including area code and extension).
Compliance Items	Provides space to enter Date Received, Date Due, and File Location for the following: • Emergency Plan • Site Map • §302 Declaration • §303 Facility Representative • §304 Notification • §311 MSDS Sheets • §311 MSDS List • §312 Tier I • §312 Tier II • §313 Form R • Other Seven characters are available for file location. For dates, enter 2 digits each for month, day, and year; for example: 032090 for March 20, 1990. You do not need to type the slashes.

The system administrator can add due dates for any of these reports by using the Setup program. See Chapter 9 for details.

Adding Records

To add a new facility to the database, select F4–ADD from the summary screen. This will display the first page of a blank Facility Information record. Use the ↑ and ↓ keys, the TAB key, or the RETURN and ENTER keys to move around the fields and enter information (the ↑, ↓, and RETURN/ENTER keys move sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

When you are adding a new record, F10–SAVE AND RETURN will save the new record and return you to the Facility Information summary screen at any time. Use the PAGE-DOWN key when you are ready to move on to the next detail screen page or to display a new blank record. Leaving page 1 of the detail screen adds the record to the database; thus, if you do not want to save the new record, you should select F7–CANCEL AND RETURN *before* moving on to page 2. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then select F6–DELETE/RESTORE to mark the record for deletion.

Before CAMEO DOS can save a new Facility Information record, information must be present in the Facility Name, Address, City, and State fields.

Viewing and Editing Records

To look at or edit a Facility Information record, move through the summary information to highlight the record you want, then select F5–VIEW/MODIFY. This displays the first detail screen for the selected facility. Use the ↑, ↓, ←, and →

keys; the TAB key; or the RETURN and ENTER keys to move around and within the fields and make any changes.

When you are viewing or editing records, the PAGE-UP and PAGE-DOWN keys enable you to browse through the Facility Information records, beginning with the record highlighted on the Facility Information summary screen. PAGE-UP takes you up through the first pages, while PAGE-DOWN takes you down through all three pages. As with the PAGE-DOWN key when you are adding records, using the PAGE-UP or PAGE-DOWN key will save any changes when you are editing records.

Remember: PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

Saving New Records or Changes

F10–SAVE AND RETURN saves the new record or the changes on the current screen and takes you back to the Facility Information summary screen; if you do not want to save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Facility Information summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Facility Information Function Keys

The following function keys are active on one or more screens in the Facility Information database.

Refer to Chapter 7 for more information about these functions:
- *Moving about in CAMEO DOS*
- *Help*
- *Queries*
- *Adding records*
- *Viewing and modifying records*
- *Deleting records*
- *Creating reports*

The Mapping module is discussed in Chapter 5.

Power Queries are discussed in Chapter 6.

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F2–MAP	Takes you to the Mapping module. If the selected facility has already been mapped, its location will be at the center of the map on the screen; otherwise, the overall view of the county will be displayed and you can plot the facility's location.
F3–QUERY	You can list facilities that meet specific criteria by searching on any of the following fields: • Facility Name • Dun & Bradstreet Number • City • Zip Code • Map Location • EHS in Inventory (Yes or blank) • Reported Incidents (Yes or blank) • Chemical in Inventory • Chemical in Incident • Toxic Chemical Release. You can use the AND and OR qualifiers to make the search more specific.

Continues . . .

F3–Query (continued)	Use the Alt+F1 combination at the Chemical in Inventory, Chemical in Incident, and Toxic Chemical Release fields to choose chemical(s) of interest from the list of chemicals and CAS numbers in the Chemical Information module. You can also execute a Power Query. The Power Query allows you to look at all the fields and to do more complex searches of the Facility Information module. The Chemical Inventory, Incident Notification, and Toxic Release Annual Report databases can be used in Facility Information Power Queries.
F4–Add	Add a new Facility Information record.
F5–View/Modify	Look at or edit individual Facility Information records.
F6–Delete/Restore	Marks the record displayed (all three pages) for deletion from the database. The record is deleted when you exit CAMEO DOS. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored) and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–Cancel and Return	From a detail screen, returns you to the Facility Information summary screen. None of the changes on the current screen will be saved.
F8–Reports	The following reports are available for output to a printer, screen, or file: • Complete Facility Report (all of the facilities or the results of the current Query) • One Facility (the current facility) • Mail Labels. You can add any or all of the following options to your reports: • Detailed Facility Information • Chemical Inventory (including Screening & Scenarios and/or Storage Locations) • Incident Notifications • Toxic Release Inventory (TRI) Annual Reports.
F9–Inventory/ Incidents/Release	Provides an options menu from which you can access the Chemical Inventory database, the Incident Notification database, and the Toxic Release Annual Report database. The Chemical Inventory database provides access to the Screening & Scenarios activity and the Storage Locations database.
F10–Save and Return	From a detail screen, returns you to the Facility Information summary screen. All of the changes on the current screen will be saved.
F10–Previous Screen (Main Menu)	From the summary screen, returns you to the CAMEO DOS Main Menu.

Use the Alt+F1 combination any time you see an asterisk next to a field. Chapter 7 contains more information about the Alt+F1 combination.

The Facility Information options are described in the following sections.

Facility Information Options

The Facility Information module provides an options menu from which you can access the Chemical Inventory, Incident Notification, and Toxic Release Annual Report databases. To reach the options menu, select F9–INVENTORY/INCIDENTS/RELEASE when the Facility Information summary screen or a Facility Information detail screen is displayed. When the menu is displayed, choose option A for Chemical Inventory, option B for Incident Notification, or option C for Toxic Release Annual Report.

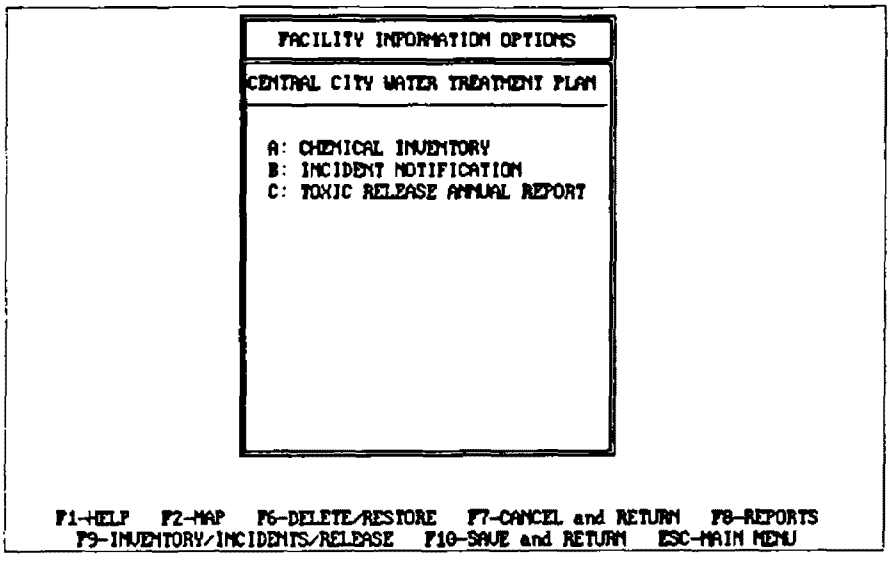


Figure 4–14. Facility Information options menu

Select F9–INVENTORY/INCIDENTS/RELEASE from the Facility Information summary screen or detail screen to access the options menu.

The Facility Information options menu provides access to summary screens showing the chemical inventory, incidents, or toxic release reports for the specific facility highlighted on the Facility Information summary screen or displayed on the Facility Information detail screen from which you accessed the options menu.

When the options menu is displayed, F1–HELP will show your location in CAMEO DOS, explain what the function keys do, or describe the information on the screen. F10–PREVIOUS SCREEN (FACILITY INFORMATION) will return you to the Facility Information summary screen or detail screen, depending on where you were when you accessed the options menu. The ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

Shortcut Access

When the Facility Information summary screen or a Facility Information detail screen is displayed, you can bypass the Facility Information options menu and

reach the Chemical Inventory, Incident Notification, and Toxic Release Annual Report databases by using a CONTROL + FUNCTION KEY combination. Hold the CONTROL key down and select F1 to reach the Chemical Inventory database (the first option listed), F2 to reach the Incident Notification database (the second option), or F3 to reach the Toxic Release Annual Report database (the third option).

Instead of F9–INVENTORY/ INCIDENTS/RELEASE, you can use CONTROL+F1 for Inventory, CONTROL+F2 for Incidents, or CONTROL+F3 for Releases.

The following sections describe each of the Facility Information options in detail.

Chemical Inventory Database

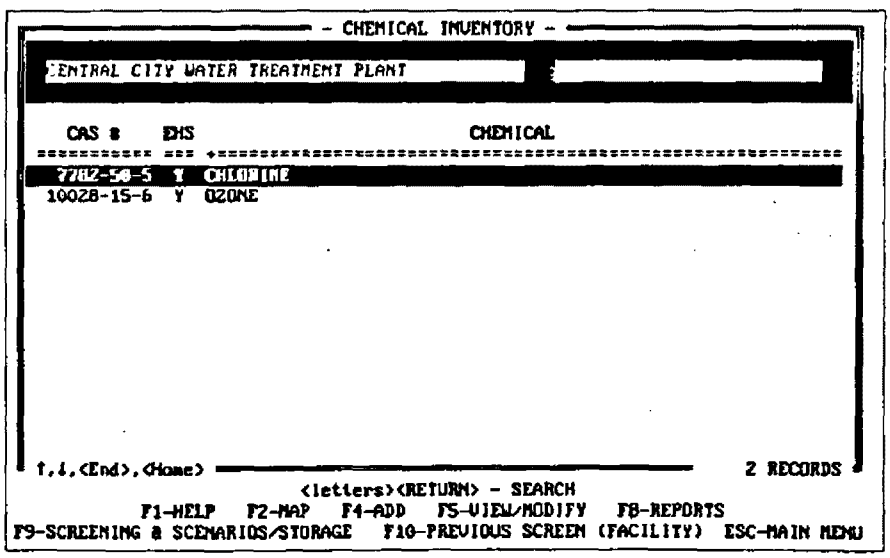
The Chemical Inventory database, which resembles the Chemical Information section of a Tier II form, contains information about the chemicals used or stored at a facility. It is linked to the Chemical Information module, which enables you to see detailed information about the chemicals (including Response Information Data Sheets). It also provides access to the Storage Locations database, which provides information about storage locations for the chemical at the facility (including site plans that you can draw), and the Screening & Scenarios activity.

To use the Chemical Inventory database, locate and highlight the facility of interest on the Facility Information summary screen, select F5–VIEW/MODIFY to view its detail screens if desired, then select F9–INVENTORY/INCIDENTS/RELEASE and choose option A from the Facility Information options menu. Or, use the CONTROL+F1 combination from the Facility Information summary screen or a Facility Information detail screen.

The first screen you will see is the Chemical Inventory summary screen, which lists the chemical inventory for the selected facility. This list is arranged alphabetically by chemical name (chemicals that begin with numbers will appear first). The number at the lower-right corner of the summary screen shows the number of Chemical Inventory records that have been entered for the selected facility.

Figure 4–15. Chemical Inventory summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Chemical Name field.



The Chemical Inventory summary screen contains the following information.

The Facility Name and Department/Division are shown at the top of the summary screen.	
CAS #	Chemical Abstracts Service identification number.
EHS	Extremely Hazardous Substance identifier (Y for yes; blank if no).
Chemical	Name of the chemical.

Use the ALT+R combination to see Response Information Data Sheets for the chemical highlighted on the summary screen.

You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, or (if the database contains more than 14 records) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

The letter search uses the Chemical field.

When the Chemical Inventory summary screen is displayed, F10–PREVIOUS SCREEN (FACILITY) will return you to the Facility Information options menu or (if you used the CONTROL+F1 combination) the Facility Information summary screen or detail screen from which you accessed the database. The ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

When you want to see detailed information about a chemical in the selected facility's inventory, move through the list to find and highlight its summary information, then select F5–VIEW/MODIFY. The Chemical Inventory detail screen will be displayed, as in the following example.

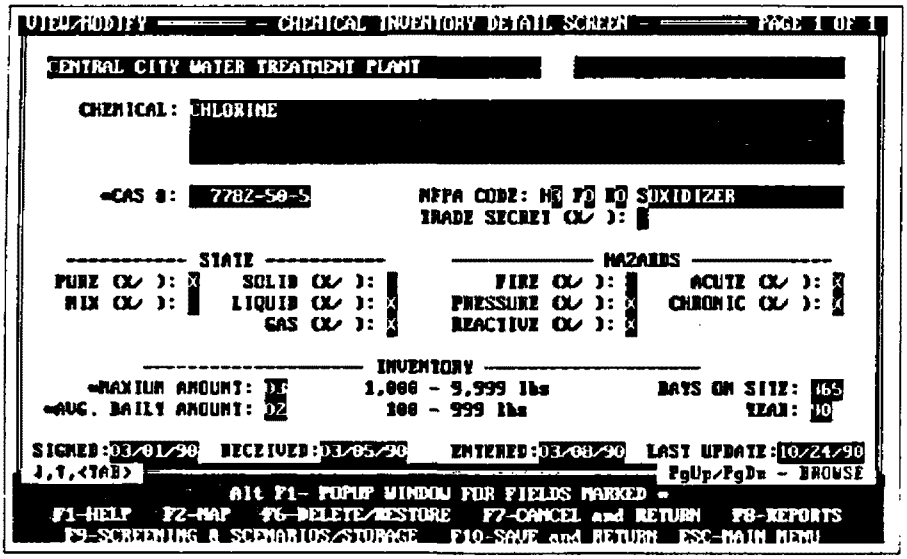


Figure 4–16. Chemical Inventory detail screen

The information you see is for the chemical highlighted on the Chemical Inventory summary screen.

The facility's name and department/division are still displayed at the top of the screen. Below are the selected chemical's name and CAS Number. Note the asterisk by the CAS Number field. If you are entering a Chemical Inventory record for the first time, you do not need to know the exact spelling of a chemical's name or its CAS Number. Just go to the CAS Number field and select F1–HELP while holding the ALT key down to display the Chemical Information database. Find the chemical you want to add to the inventory (by scrolling, entering letters, or using Queries) and select F10–SELECT AND RETURN. The selected chemical's Name, CAS Number, and NFPA Codes will automatically be entered into the Chemical Inventory record.

Use the ALT+F1 combination any time you see an asterisk next to a field. Chapter 7 contains more information about the ALT+F1 combination.

The Chemical Inventory detail screen contains the following information.

The Facility Name and Department/Division are shown at the top of each detail screen.	
Chemical	Chemical name from the Chemical Information module. CAMEO DOS automatically fills in this field based on your input to the CAS Number field.
CAS #	Chemical Abstracts Service identification number. Use the ALT+F1 combination here to automatically fill this field plus the Chemical Name and NFPA Codes. Otherwise, 6 characters available; CAMEO DOS automatically adds the hyphens to a CAS Number you enter.
NFPA Codes	National Fire Protection Association hazard codes. CAMEO DOS automatically fills in these codes based on your input to the CAS Number field: 0, 1, 2, 3, or 4 for H (Health), F (Fire), and R (Reactivity) or up to 18 characters for S (Special Hazards).
Trade Secret	Enter an X in this field if the chemical meets the trade secret criteria specified in Section 322 of Title III. Otherwise, leave blank.
State	Enter an X next to the appropriate item(s): Pure, Mix, Solid, Liquid, or Gas.
Hazards	Enter an X next to the appropriate item(s): Fire, Pressure, Reactive, Acute, Chronic.
Inventory:	
Max. Daily Amount	Use the ALT+F1 combination to display the popup menu and select the appropriate code for the maximum amount of the chemical that could be at the facility on any given day. Otherwise, enter one of the following 2-digit codes: 01 0-99 lbs 02 100-999 lbs 03 1,000-9,999 lbs 04 10,000-99,999 lbs 05 100,000-999,999 lbs 06 1,000,000-9,999,999 lbs 07 10,000,000-49,999,999 lbs 08 50,000,000-99,999,999 lbs 09 100,000,000-499,999,999 lbs 10 500,000,000-999,999,999 lbs 11 1 billion lbs and above The amount will automatically be displayed next to the code.
Avg. Daily Amount	Use the ALT+F1 combination to display the popup menu and select the appropriate code for the average amount of the chemical that is at the facility on a given day. Otherwise, enter one of the 2-digit codes shown above. The amount will automatically be displayed next to the code.
Days on Site	Number of days that the chemical was stored at the facility in the year shown below. You can enter up to 3 numeric characters.
Year	Last 2 digits of the year for which the Days on Site data apply (for example, 90 for 1990).

Continues . . .

Signed	Date that a representative of the facility signed the Tier II form indicating that the facility data are correct. Enter two digits each for month, day, and year; for example, 032090 for March 20, 1990. You do not need to type the slashes.
Received	Date the data were received at your office. Enter two digits each for month, day, and year; for example, 032090 for March 20, 1990. You do not need to type the slashes.
Entered	Date the data were entered into CAMEO DOS. The system automatically fills this field in for you.
Last Update	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field for you.

Adding Records

To add a new chemical to the facility's inventory, select F4–ADD from the summary screen. This will display a blank Chemical Inventory record. Use the ↑ and ↓ keys, the TAB key, or the RETURN and ENTER keys to move around the fields and enter information (the ↑, ↓, and RETURN/ENTER keys move sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

Remember to use the ALT+F1 combination at the CAS Number field.

When you are adding a new record, F10–SAVE AND RETURN will save the new record and return you to the Chemical Inventory summary screen at any time. Use the PAGE-DOWN key to save the new record and display a new blank record. Using the PAGE-DOWN key enters the current record in the database; thus, if you do not want to save the new record, you should select F7–CANCEL AND RETURN *before* moving on to a new record. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then select F6–DELETE/RESTORE to mark the record for deletion.

Viewing and Editing Records

To look at or edit a Chemical Inventory record, move through the summary information to highlight the record you want, then select F5–VIEW/MODIFY. This displays the detail screen for the selected chemical. Use the ↑, ↓, ←, and → keys; the TAB key; or the RETURN and ENTER keys to move around and within the fields and make any changes.

When you are viewing or editing records, the PAGE-UP and PAGE-DOWN keys enable you to browse through the Chemical Inventory records for the facility on the original summary screen or detail screen, beginning with the chemical highlighted on the Chemical Inventory summary screen. As with the PAGE-DOWN key when you are adding records, using the PAGE-UP or PAGE-DOWN key will save any changes when you are editing records.

Remember: PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

Saving New Records or Changes

F10–SAVE AND RETURN saves the new record or the changes on the current screen and takes you back to the Chemical Inventory summary screen; if you do not want to save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Chemical Inventory summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Chemical Inventory Function Keys

The following function keys are active on one or more screens in the Chemical Inventory database.

Refer to Chapter 7 for more information about these functions:
- *Moving about in CAMEO DOS*
- *Help*
- *Adding records*
- *Viewing and modifying records*
- *Deleting records*
- *Creating reports*

The Mapping module is discussed in Chapter 5.

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F2–MAP	Takes you to the Mapping module. If the selected facility has already been mapped, its location will be at the center of the map on the screen; otherwise, the overall view of the county will be displayed and you can plot the facility's location.
F4–ADD	Add a new Chemical Inventory record.
F5–VIEW/MODIFY	Look at or edit individual Chemical Inventory records.
F6–DELETE/RESTORE	Marks the record displayed for deletion from the database. The record is deleted when you exit CAMEO DOS. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored) and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–CANCEL AND RETURN	From a detail screen, returns you to the Chemical Inventory summary screen. None of the changes on the current screen will be saved.
F8–REPORTS	The following reports are available for output to a printer, screen, or file: • Complete Facility Report (all of the facilities or the results of the current Query) • One Facility (the current facility) • Mail Labels. You can add any or all of the following options to your reports if desired: • Detailed Facility Information • Chemical Inventory (including Screening & Scenarios and/or Storage Locations) • Incident Notifications • Toxic Release Annual Reports.

Continues . . .

F8–Reports (continued)	To print the current facility's chemical inventory, select the Chemical Inventory option from the Reports menu.
F9–Screening & Scenarios/Storage	Provides access to the Storage Locations database, which describes where and how the chemical is stored at the facility, and the Screening & Scenarios activity, which allows you to create and store scenarios for incidents and to see the potential effects of the scenarios plotted in the Mapping module.
F10–Save and Return	From a detail screen, returns you to the Chemical Inventory summary screen. All of the changes on the current screen will be saved.
F10–Previous Screen (Facility)	From the summary screen, returns you to the Facility Information options menu or (if you used the Control+F1 combination) the Facility Information summary screen or detail screen from which you accessed the database.

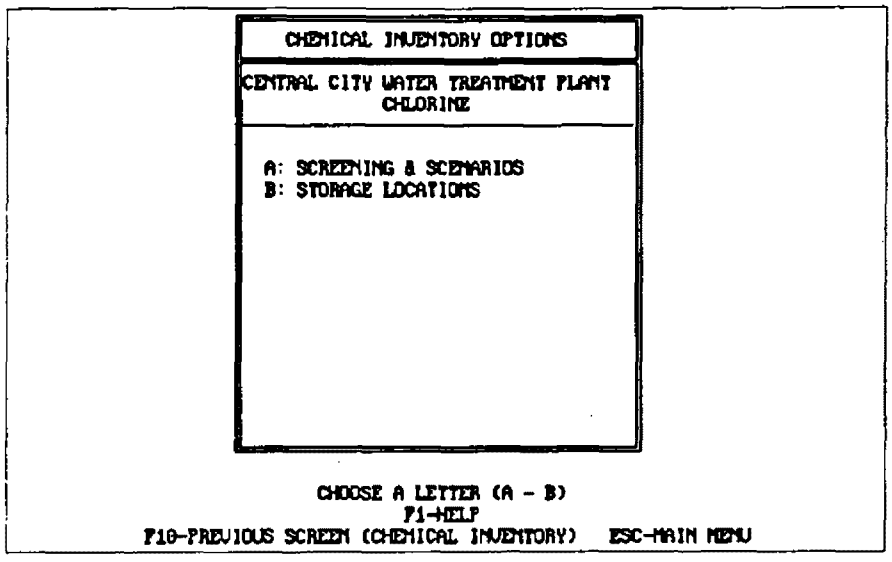
The Chemical Inventory options are described in the following sections.

Chemical Inventory Options

The Chemical Inventory module provides an options menu from which you can access the Screening & Scenarios activity and the Storage Locations database. To reach this menu, select F9–SCREENING & SCENARIOS/STORAGE when the Chemical Inventory summary screen or a Chemical Inventory detail screen is displayed. When the menu is displayed, choose option A for Screening & Scenarios or option B for Storage Locations.

Figure 4–17. Chemical Inventory options menu

Select F9–SCREENING & SCENARIOS/STORAGE at the Chemical Inventory summary screen or detail screen to access the options menu.



The Chemical Inventory options menu provides access to summary screens for the Screening & Scenarios activity or the Storage Locations database for the specific chemical highlighted on the facility's Chemical Inventory summary screen or displayed on a detail screen for that chemical.

When the options menu is displayed, F1–HELP will show your location in CAMEO DOS, explain what the function keys do, or describe the information on the screen. F10–PREVIOUS SCREEN (CHEMICAL INVENTORY) will return you to the Chemical Inventory summary screen or detail screen, depending on where you were when you accessed the options menu. The ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

Shortcut Access

Instead of F9–SCREENING & SCENARIOS/STORAGE, you can use CONTROL+F1 for Screening & Scenarios or CONTROL+F2 for Storage.

When the Chemical Inventory summary screen or a Chemical Inventory detail screen is displayed, you can bypass the Chemical Inventory options menu and reach the Screening & Scenarios activity or the Storage Locations database by

using a CONTROL + FUNCTION KEY combination. Hold the CONTROL key down and select F1 to reach the Screening & Scenarios activity (the first option listed) or F2 to reach the Storage Locations database (the second option).

The following sections describe the Chemical Inventory options in detail.

Screening & Scenarios

You can also do screenings and scenarios for transportation routes. See the section on the Transportation module.

The Screening & Scenarios activity provides two distinct functions. The Screening segment allows you to calculate screening zones for facilities that store Extremely Hazardous Substances above the Threshold Planning Quantity (TPQ), using the process outlined in Section 3.1 of *Technical Guidance for Hazards Analysis*. Then, the Scenarios segment extends the Screening capability by allowing you to change the meteorological and chemical parameters based on conditions in your area.

Each of the segments in the Screening & Scenarios activity is linked to the Mapping module, so you can see both the initial screening as well as the potential effects of the various scenarios you create. The activity also gives you the ability to store all scenarios in addition to the initial screening in one easy-to-access list.

This section describes the fields and functions involved in the Screening & Scenarios activity. See Appendix A for a list of references that discuss the assumptions behind the activity, the basis for the calculations, and how to apply the results.

To use the Screening & Scenarios activity, locate and highlight the chemical of interest on the facility's Chemical Inventory summary screen, select F5–VIEW/MODIFY to view its detail screens if desired, then select F9–SCREENING & SCENARIOS/STORAGE and choose option A from the Chemical Inventory options menu. Or, use the CONTROL+F1 combination from the Chemical Inventory summary screen or a Chemical Inventory detail screen.

The first screen you will see is the Screening & Scenarios summary screen, which lists the initial screening and all of the scenarios for the selected chemical

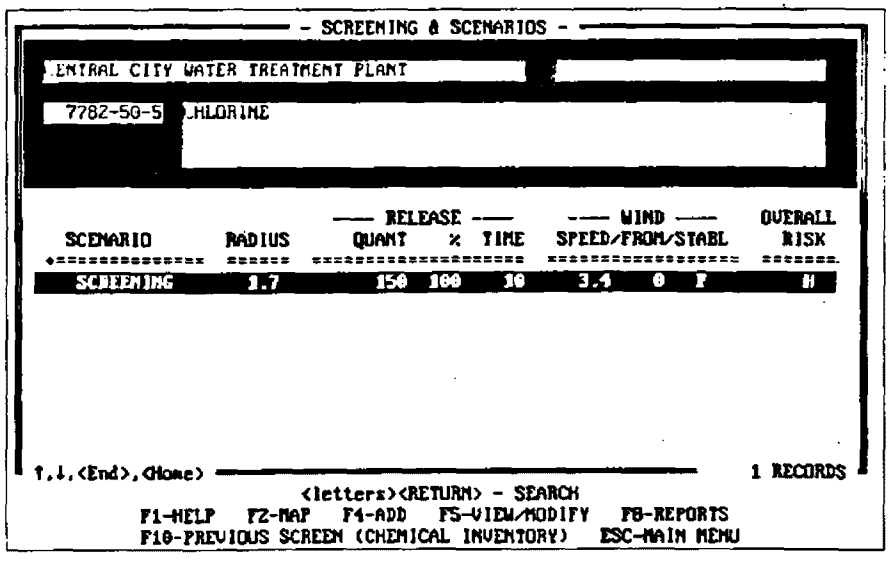


Figure 4–18.
Screening & Scenarios summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Scenario field.

in the facility's chemical inventory. The initial screening is at the top of the list; the scenarios follow, arranged alphabetically by scenario name (numbers will be listed first). The number at the lower-right corner of the screen shows the number of items (screenings and scenarios combined) in the activity for the selected chemical at the facility.

The Screening & Scenarios summary screen contains the following information.

The Facility Name and Department/Division and the CAS Number and Chemical Name are shown at the top of each summary screen.	
Scenario	Name of the Scenario. The Screening is identified as the first item on the summary screen.
Radius	Radius of the Vulnerability Zone for the screening or scenario, as calculated by CAMEO DOS.
Release:	
Quantity	Amount of the chemical released in the screening or scenario, in pounds.
%	Percentage of concentration of the chemical released in the screening or scenario.
Time	Duration of the release in the screening or scenario, in minutes.
Wind:	
Speed	Wind speed used in the screening or scenario, in miles per hour.
From	Direction of the wind in the screening or scenario, expressed in degrees as the facility would be viewed on a map with North at the top (180 degrees).
Stability	Stability Class determination for the wind (A to F).
Overall Risk	Summary of overall risk presented by this screening or scenario (L for low, M for medium, or H for high).

Remember that when you are in the Screening & Scenarios activity you are working with one specific chemical stored at a specific facility.

Use the ALT+R combination to see Response Information Data Sheets for the chemical highlighted on the summary screen.

You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, or (if the activity contains more than 9 screenings and scenarios) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

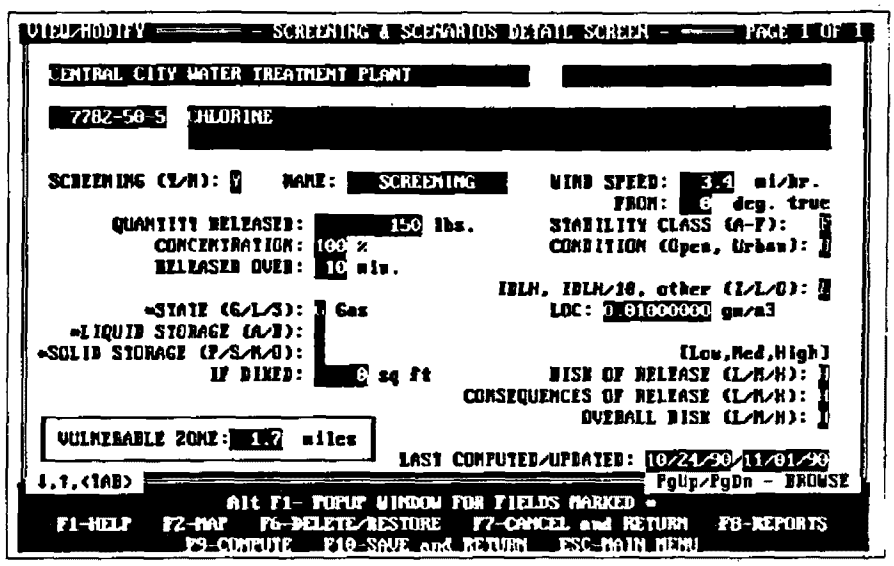
The letter search uses the Scenario field.

When the Screening & Scenarios summary screen is displayed, F10–PREVIOUS SCREEN (CHEMICAL INVENTORY) will return you to the Chemical Inventory options menu or (if you used the CONTROL+F1 combination) the Chemical Inventory summary screen or detail screen from which you accessed the activity. The ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

When you want to see detailed information about a screening or scenario, move through the list to find and highlight its summary information, then select F5–VIEW/MODIFY. The Screening & Scenarios detail screen will be displayed, as in the following example.

Figure 4–19. Screening & Scenarios detail screen

The information you see is for the screening or scenario highlighted on the Screening & Scenarios summary screen.



The Screening & Scenarios detail screen contains the following information.

Remember that when you are in the Screening & Scenarios activity you are working with one specific chemical stored at a specific facility.

The Facility Name and Department/Division and the CAS Number and Chemical Name are shown at the top of each detail screen.	
Screening	Enter Y (for yes) if this is an initial screening for the facility and chemical. The default is N (for no).
Name	Descriptive name for the screening or scenario (15 characters available; defaults to "Screening" if the Screening field is set to Y).
Qty. Released	Amount of the chemical released in the screening or scenario, in pounds. You can enter up to 10 numeric characters.
Concentration	Percentage of concentration of the chemical released in the screening or scenario. You can enter a number between 1 and 100. The default is 100.
Released Over	Duration of the release in the screening or screening or scenario, in minutes. You can enter up to 3 numeric characters. The default is 10.
State	Use the ALT+F1 combination to display the popup menu and select the appropriate state for the chemical involved in the screening or scenario. Otherwise, enter G (for gas), L (for liquid), or S (for solid). The description will automatically be displayed next to the code.

Use the ALT+F1 combination any time you see an asterisk next to a field. Chapter 7 contains more information about the ALT+F1 combination.

Continues . . .

Liquid Storage	If appropriate, use the ALT+F1 combination to display the popup menu and select the appropriate liquid-storage code. Otherwise, enter A (for above ambient temperature) or B (for at or below ambient temperature). The description will automatically be displayed next to the code.
Solid Storage	If appropriate, use the ALT+F1 combination to display the popup menu and select the appropriate solid-storage code. Otherwise, enter P (for powder), S (for solution), M (for molten), or O (for other). The description will automatically be displayed next to the code.
If Diked	Enter square footage of the reservoir if the chemical is in diked storage or a spill has been contained by a dike. You can enter up to 5 numeric characters.
Wind Speed	Wind speed for the screening or scenario, in miles per hour. You can enter up to 4 numeric characters in the form 000.0.
From	Direction of the wind in the screening or scenario, expressed in degrees as the facility would be viewed on a map with North at the top (180 degrees). You can enter up to 3 numeric characters.
Stability Class	Stability Class determination for the wind (A to F).
Condition	Enter O for Open or U for Urban.
IDLH or 1/10 IDLH	Enter the appropriate level of concern: I for Immediate Danger to Life or Health (IDLH), L for 1/10 Immediate Danger to Life or Health, or O for other.
LOC	Level of Concern, expressed in 0.00000000 grams per cubic meter (gm/m^3).
Risk of Release	Enter L (for low), M (for medium), or H (for high).
Consequences of Release	Enter L (for low), M (for medium), or H (for high).
Overall Risk	Enter L (for low), M (for medium), or H (for high).
Vulnerable Zone	Radius of the Vulnerability Zone for the screening or scenario, in miles. Calculated by CAMEO DOS when you select F9–COMPUTE from the Screening & Scenarios detail screen.
Last Computed/ Updated	Date that any of the criteria for the screening or scenario were changed and the date of the last calculation. CAMEO DOS automatically updates these fields.

Adding Records

To enter the initial screening or add a new scenario, select F4–ADD from the summary screen. This will display a blank Screening & Scenarios record. Use the ↑ and ↓ keys, the TAB key, or the RETURN and ENTER keys to move around the fields and enter information (the ↑, ↓, and RETURN/ENTER keys move sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

When you are adding a new screening or scenario, F10–SAVE AND RETURN will save the new record and return you to the Screening & Scenarios summary screen at any time. Use the PAGE-DOWN key to save the new record and display a new blank record. Using the PAGE-DOWN key enters the current screening or scenario in the database; thus, if you do not want to save the new screening or scenario, you should select F7–CANCEL AND RETURN *before* moving on to a new record. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then select F6–DELETE/RESTORE to mark the screening or scenario for deletion.

Viewing and Editing Records

If you change any of the parameters of a screening or scenario, you must use F9–COMPUTE to recalculate the Vulnerable Zone.

To look at or edit a screening or scenario, move through the summary information to highlight the screening or scenario you want, then select F5–VIEW/MODIFY. This displays the detail screen for the selected screening or scenario. Use the ↑, ↓, ←, and → keys; the TAB key; or the RETURN and ENTER keys to move around and within the fields and make any changes.

Remember: PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

When you are viewing or editing screenings or scenarios, the PAGE-UP and PAGE-DOWN keys enable you to browse through the records (for the original facility and chemical only), beginning with the screening or scenario highlighted on the Screening & Scenarios summary screen. As with the PAGE-DOWN key when you are adding records, using the PAGE-UP or PAGE-DOWN key will save any changes when you are editing screenings and scenarios.

Saving New Records or Changes

F10–SAVE AND RETURN saves the new screening or scenario or the changes on the current screen and takes you back to the Screening & Scenarios summary screen; if you do not want to save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Screening & Scenarios summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Screening & Scenarios Function Keys

The following function keys are active on one or more screens in the Screening & Scenarios activity.

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F2–MAP	Takes you to the Mapping module. If the selected facility has already been mapped, its location will be at the center of the map on the screen and you can view the Vulnerability Zone for the screening or scenario by executing the Circle function; otherwise, the overall view of the county will be displayed and you can plot the facility's location and then execute the Circle function.
F4–ADD	Add a new screening or scenario.
F5–VIEW/MODIFY	Look at or edit individual screenings and scenarios.
F6–DELETE/RESTORE	Marks the screening or scenario for deletion from CAMEO DOS. The record is deleted when you exit the system. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored) and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–CANCEL AND RETURN	From a detail screen, returns you to the Chemical Inventory options menu. None of the changes on the current screen will be saved.
F8–REPORTS	The following reports are available for output to a printer, screen, or file: • Complete Facility Report (all of the facilities or the results of the current Query) • One Facility (the current facility) • Mail Labels. You can add any or all of the following options to your reports: • Detailed Facility Information • Chemical Inventory (including Screening & Scenarios and/or Storage Locations) • Incident Notifications • Toxic Release Annual Reports. To print the screening and scenarios for the current facility and the selected chemical in its inventory, choose the Chemical Inventory option from the Reports menu and then select Screening & Scenarios.
F9–COMPUTE	Uses the data you have entered for the screening or scenario to calculate the Vulnerable Zone.
F10–SAVE AND RETURN	From a detail screen, returns you to the Screening & Scenarios summary screen. All of the changes on the current screen will be saved.
F10–PREVIOUS SCREEN (CHEMICAL INVENTORY)	From the summary screen, returns you to the Chemical Inventory options menu or (if you used the CONTROL+F1 combination) the Chemical Inventory summary screen or detail screen from which you accessed the activity.

Refer to Chapter 7 for more information about these functions:
Moving about in CAMEO DOS
Help
Adding records
Viewing and modifying records
Deleting records
Creating reports

The Mapping module is discussed in Chapter 5.

Storage Locations Database

This database, which resembles the Storage Codes and Storage Locations section of the Tier II form, provides a place to record information about the storage of a facility's chemical inventory. It is linked to CAMEO DOS Draw, which you can use to sketch site plans that can help pinpoint the location of a chemical at the facility.

To use the Storage Locations database, locate and highlight the chemical of interest on the facility's Chemical Inventory summary screen, select F5–VIEW/MODIFY to view its detail screens if desired, then select F9–SCREENING & SCENARIOS/STORAGE and choose option B from the Chemical Inventory options menu. Or, use the CONTROL+F2 combination from the Chemical Inventory summary screen or a Chemical Inventory detail screen.

The first screen you will see is the Storage Locations summary screen, which lists the storage locations for the selected chemical in the facility's chemical inventory. This list is arranged alphabetically by storage code. (The code is a 3-character composite summarizing the storage conditions as entered on the detail screen.) The number at the lower-right corner of the summary screen shows the number of Storage Locations records that have been entered for the selected chemical and facility.

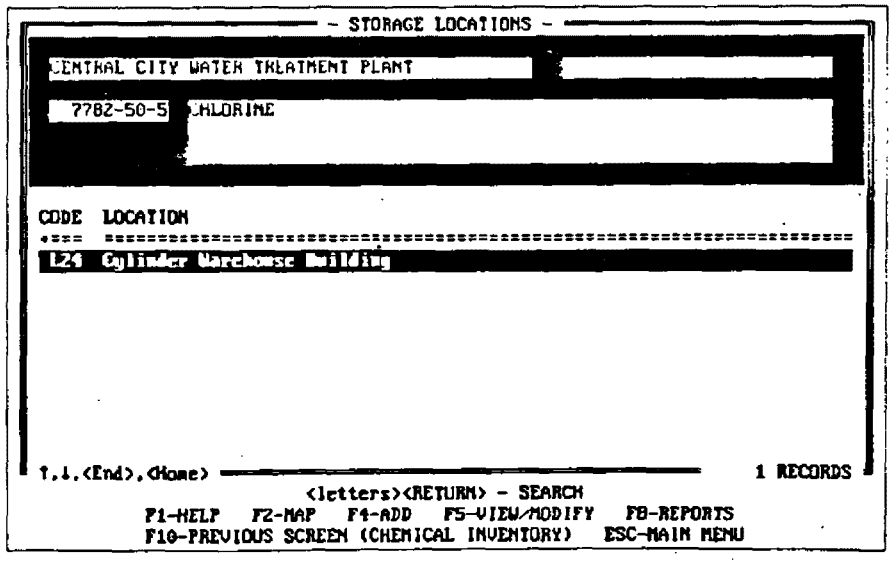


Figure 4–20. Storage Locations summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Code field.

The code is a 3-character composite summarizing the storage conditions as entered on the detail screen.

The Storage Locations summary screen contains the following information.

The Facility Name and Department/Division and the CAS Number and Chemical Name appear at the top of each summary screen.	
Code	A 3-character composite summarizing the storage conditions as entered on the detail screen—the first character is the code for one of 18 types of storage containers, the second represents storage pressure, and the third represents storage temperature. For example, the code D14 means the chemical is stored in a steel drum (D) at ambient pressure (1) and ambient temperature (4). The codes are defined in the detail screen information below.
Location	Brief description of where the container is located at the facility.

Remember that when you are in the Storage Locations database you are working with one specific chemical stored at a specific facility.

Use the ALT+R combination to see Response Information Data Sheets for the chemical highlighted on the summary screen.

You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, or (if the database contains more than 10 records) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

The letter search uses the Code field.

When the Storage Locations summary screen is displayed, F10–PREVIOUS SCREEN (CHEMICAL INFORMATION) will return you to the Chemical Inventory options menu or (if you used the CONTROL+F2 combination) the Chemical Inventory summary screen or detail screen from which you accessed the database. The ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

When you want to see detailed information about a storage location, move through the list to find and highlight its summary information, then select F5–VIEW/MODIFY. The Storage Locations detail screen will be displayed, as in the following example.

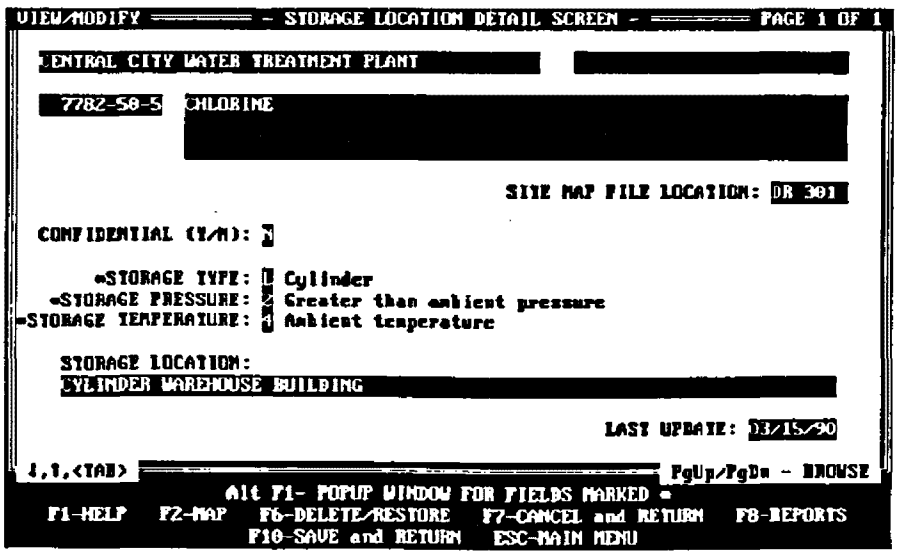


Figure 4–21. Storage Locations detail screen

The information you see is for the location highlighted on the Storage Locations summary screen.

The Storage Locations detail screen contains the following information.

Remember that when you are using the Storage Locations database you are working with one specific chemical stored at a specific facility.

Use the ALT+F1 combination any time you see an asterisk next to a field. Chapter 7 contains more information about the ALT+F1 combination.

The Facility Name, Department/Division, and Site Map File Location and the CAS Number and Chemical Name are shown at the top of each detail screen.	
Confidential	Enter Y (for yes) if the storage location at the facility meets the confidentiality criteria specified in Section 322 of Title III. Otherwise, leave at the default, N (for no).
Storage Codes:	
Type	Use the ALT+F1 combination to display the popup menu and select the appropriate code for the storage location. Otherwise, enter one of the following: A Above-ground tank B Below-ground tank C Tank inside building D Steel drum E Plastic or nonmetallic drum F Can G Carboy H Silo I Fiber drum J Bag K Box L Cylinder M Glass bottles or jugs N Plastic bottles or jugs O Tote bin P Tank wagon Q Rail car R Other. The description will automatically be displayed next to the code.
Storage Pressure	Use the Alt+F1 combination to display the popup menu and select the appropriate code for pressure conditions for the storage. Otherwise, enter one of the following: 1 Ambient pressure 2 Greater than ambient pressure 3 Less than ambient pressure. The description will automatically be displayed next to the code.
Temperature	Use the ALT+F1 combination to display the popup menu and select the appropriate code for temperature conditions for the storage. Otherwise, enter one of the following: 4 Ambient temperature 5 Greater than ambient temperature 6 Less than ambient temperature–not cryogenic 7 Cryogenic conditions. The description will automatically be displayed next to the code.
Storage Location	Brief description (70 characters available) of where this container is located at the facility.
Last Update	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field.

Adding Records

To add a new storage location to the database, select F4–ADD from the summary screen. This will display a blank Storage Locations record. Use the ↑ and ↓ keys, the TAB key, or the RETURN and ENTER keys to move around the fields and enter information (the ↑, ↓, and RETURN/ENTER keys move sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

When you are adding a new record, F10–SAVE AND RETURN will save the new record and return you to the Storage Locations summary screen at any time. Use the PAGE-DOWN key to save the new record and display a new blank record. Using the PAGE-DOWN key enters the current record in the database; thus, if you do not want to save the new record, you should select F7–CANCEL AND RETURN *before* moving on to a new record. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then select F6–DELETE/RESTORE to mark the record for deletion.

Viewing and Editing Records

To look at or edit a Storage Locations record, move through the summary information to highlight the record you want, then select F5–VIEW/MODIFY. This displays the detail screen for the selected storage location. Use the ↑, ↓, ←, and → keys; the TAB key; or the RETURN and ENTER keys to move around and within the fields and make any changes.

When you are viewing or editing records, the PAGE-UP and PAGE-DOWN keys enable you to browse through the Storage Locations records (for the original facility and chemical only), beginning with the storage location highlighted on the Storage Locations summary screen. As with the PAGE-DOWN key when you are adding records, using the PAGE-UP or PAGE-DOWN key will save any changes when you are editing records.

Remember: PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

Saving New Records or Changes

F10–SAVE AND RETURN saves the new record or the changes on the current screen and takes you back to the Storage Locations summary screen; if you do not want to save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Storage Locations summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Storage Locations Function Keys

The following function keys are active on one or more screens in the Storage Locations database.

Refer to Chapter 7 for more information about these functions:
- *Moving about in CAMEO DOS*
- *Help*
- *Adding records*
- *Viewing and modifying records*
- *Deleting records*
- *Creating reports*

The Mapping module is discussed in Chapter 5.

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F2–MAP	Takes you to the Mapping module. If the selected facility has already been mapped, its location will be at the center of the map on the screen; otherwise, the overall view of the county will be displayed and you can plot the facility's location.
F4–ADD	Add a new Storage Locations record.
F5–VIEW/MODIFY	Look at or edit individual Storage Locations records.
F6–DELETE/RESTORE	Marks the record for deletion from CAMEO DOS. The record is deleted when you exit the system. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored) and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–CANCEL AND RETURN	From a detail screen, returns you to the Storage Locations summary screen. None of the changes on the current screen will be saved.
F8–REPORTS	The following reports are available for output to a printer, screen, or file: • Complete Facility Report (all of the facilities or the results of the current Query) • One Facility (the current facility) • Mail Labels. You can add any or all of the following options to your reports: • Detailed Facility Information • Chemical Inventory (including Screening & Scenarios and/or Storage Locations) • Incident Notifications • Toxic Release Annual Reports. To print the storage locations for the current facility and the selected chemical in its inventory, choose the Chemical Inventory option from the Reports menu and then select storage locations.
F10–SAVE AND RETURN	From a detail screen, returns you to the Storage Locations summary screen. All of the changes on the current screen will be saved.
F10–PREVIOUS SCREEN (CHEMICAL INVENTORY)	From the summary screen, returns you to the Chemical Inventory options menu or (if you used the CONTROL+F1 combination) the Chemical Inventory summary screen or detail screen from which you accessed the database.

CAMEO DOS Draw

CAMEO DOS Draw enables you to sketch facility site plans, room layouts, schematics, or any other sort of simple diagram. Such drawings can clarify, within any given facility, the locations of hazardous substances and such local emergency resources as first-aid stations, telephones, fire hydrants and extinguishers, and shutoff valves. You can create as many drawings as are needed for each facility.

The site plans and other drawings you create with CAMEO DOS Draw can be linked to the Storage Locations database. This link works in both directions: you can view Storage Location (and thus other Facility Information) records while working with site plans, and you can access site plans while you are using the Storage Locations database. You also can go from a particular chemical listing for a facility directly to the chemical's location on the site plan.

To display site plans for a facility or chemical location, highlight the facility or chemical name and then use the ALT+S combination. CAMEO DOS will display the first site plan linked to that facility or chemical. If no site plan has been drawn for that facility, the site-plan frame will be empty.

Chapter 8 contains detailed information on CAMEO DOS Draw and its links to the Facility Information module.

Incident Notification Database

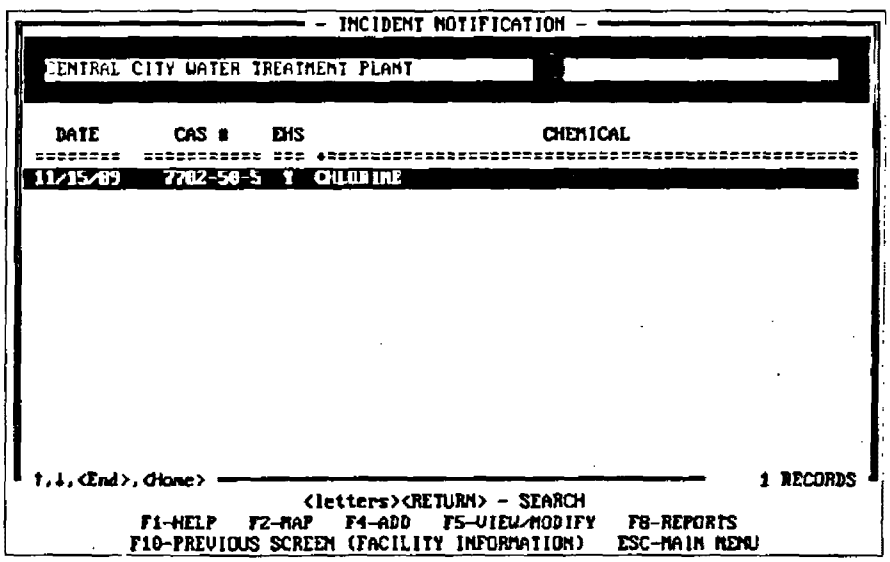
The Incident Notification database contains information about any incidents involving the chemicals stored at a facility.

To use the Incident Notification database, locate and highlight the facility of interest on the Facility Information summary screen, select F5–VIEW/MODIFY to view its detail screens if desired, then select F9–INVENTORY/INCIDENTS/RELEASE and choose option B from the Facility Information options menu. Or, use the CONTROL+F2 combination from the Facility Information summary screen or a Facility Information detail screen.

The first screen you will see is the Incident Notification summary screen, which lists the incidents for the selected facility. This list is arranged alphabetically by the name of the chemical involved in the incident (chemicals that begin with numbers will appear first). The number at the lower-right corner of the summary screen shows the number of Incident Notification records that have been entered for the selected facility.

Figure 4–22. Incident Notification summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Chemical field.



The Incident Notification summary screen contains the following information.

Use the ALT+R combination to see Response Information Data Sheets for the chemical highlighted on the summary screen.

The Facility Name and Department/Division are shown at the top of the summary screen.	
Date	Date of the incident.
CAS #	CAS Number of the chemical.
EHS	Extremely Hazardous Substance identifier (Y for yes; blank for no).
Chemical	Name of the chemical.

You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, or (if the database contains more than 14 records) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

The letter search uses the Chemical field.

When the Incident Notification summary screen is displayed, F10–PREVIOUS SCREEN (FACILITY INFORMATION) will return you to the Facility Information options menu or (if you used the CONTROL+F2 combination) the Facility Information summary screen or detail screen from which you accessed the database. The ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

When you want to see detailed information about an incident, move through the list to find and highlight the chemical and date of interest, then select F5–VIEW/MODIFY. The Incident Notification detail screen will be displayed, as in the following example.

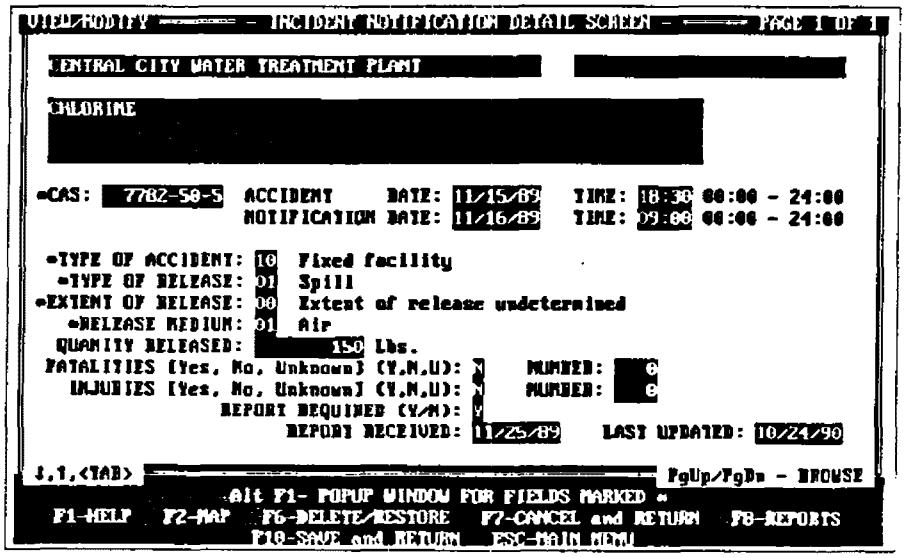


Figure 4–23. Incident Notification detail screen

The information you see is for the chemical and date highlighted on the Incident Notification summary screen.

The facility's name and department/division are displayed at the top of the screen. Below is the CAS Number of the chemical involved in the selected incident. Note the asterisk by this field. If you are entering an incident for the first time, you do not need to know the CAS number for the chemical involved. Just go to the CAS Number field and select F1–HELP while holding the ALT key down to display the Chemical Information database. Find the chemical involved in the incident (by scrolling, entering letters, or using Queries) and select F10–SELECT AND RETURN. The selected chemical's CAS Number will automatically be entered into the Incident Notification record.

Use the ALT+F1 combination any time you see an asterisk next to a field. Chapter 7 contains more information about the ALT+F1 combination.

The Incident Notification detail screen contains the following information.

The Facility Name and Department/Division are shown at the top of each detail screen.	
(Chemical)	Chemical name from the Chemical Information module. CAMEO DOS automatically fills in this field based on your input to the CAS field.
CAS #	Chemical Abstracts Service identification number. Use the ALT+F1 combination here to automatically fill this field plus the Chemical field. Otherwise, 6 characters available; CAMEO DOS automatically adds the hyphens to a CAS Number you enter.
Accident Date	Date that the incident occurred. Enter two digits each for month, day, and year; for example, 032090 for March 20, 1990. You do not need to type the slashes.
Time	Time that the incident occurred. Enter four digits according to the 24-hour clock; for example, 1425 for 2:25 p.m. You do not need to type the colon.
Notification Date	Date the incident was reported. Enter two digits each for month, day, and year; for example, 032090 for March 20, 1990. You do not need to type the slashes.
Time	Time the incident was reported. Enter four digits according to the 24-hour clock; for example, 1425 for 2:25 p.m. You do not need to type the colon.
Type of Accident	Use the ALT+F1 combination to display the popup menu and select the appropriate code for the type of incident that occurred. Otherwise, enter one of the following 2-digit codes: 01 Passenger road transportation 02 Freight road transport vehicle 03 Rail transport vehicle 04 Water transport vehicle 05 Air transport vehicle 06 Heavy industrial and agricultural equipment 07 Special transport vehicle 08 Pipeline 09 Other transportation types 10 Fixed facility. The description will automatically be displayed next to the code.
Type of Release	Use the ALT+F1 combination to display the popup menu and select the appropriate code for the type of release that occurred. Otherwise, enter one of the following 2-digit codes: 01 Spill 02 Fire 03 Explosion 04 Unknown The description will automatically be displayed next to the code.

Continues . . .

Extent of Release	Use the ALT+F1 combination to display the popup menu and select the appropriate code to describe the extent of the release that occurred. Otherwise, enter one of the following 2-digit codes: 00 Extent of release undetermined 01 Confined to equipment/vehicle of origin 02 Confined to room of origin 03 Confined to floor of origin 04 Confined to structure of origin 05 Confined to fixed property of origin 06 Confined to general property of origin 07 Released beyond property of origin 08 No release 09 Extent of release not classified above. The description will automatically be displayed next to the code.
Release Medium	Use the ALT+F1 combination to display the popup menu and select the appropriate code to describe the medium through which the release occurred. Otherwise, enter one of the following 2-digit codes: 00 Medium undetermined 01 Air 02 Water 03 Ground 04 Water and ground 05 Air and ground 06 Water and air 07 Air, water, and ground 08 Not released 09 Medium not classified above. The description will automatically be displayed next to the code.
Quantity Released	Amount of the chemical involved in the incident, in pounds (10 characters available).
Fatalities	Enter Y (for yes) if fatalities were reported or N if no fatalities were reported. The default is U (for unknown).
Number	If you entered a Y at Fatalities, enter the number of fatalities here. You can enter up to 4 numeric characters.
Injuries	Enter Y (for yes) if injuries were reported or N if no injuries were reported. The default is U (for unknown).
Number	If you entered a Y at Injuries, enter the number of injuries here. You can enter up to 4 numeric characters.
Report Required	Enter an N (for no) if no report on the incident is required. The default is Y for yes.
Report Received	Date that the report on the incident was received at your office. Enter two digits each for month, day, and year; for example, 032090 for March 20, 1990. You do not need to type the slashes.
Last Update	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field for you.

Adding Records

Remember to use the ALT+F1 combination at the CAS Number field.

To add a new incident to the selected facility's database, select F4–ADD from the summary screen. This will display a blank Incident Notification record. Use the ↑ and ↓ keys, the TAB key, or the RETURN and ENTER keys to move around the fields and enter information (the ↑, ↓, and RETURN/ENTER keys move sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

When you are adding a new record, F10–SAVE AND RETURN will save the new record and return you to the Incident Notification summary screen at any time. Use the PAGE-DOWN key to save the new record and display a new blank record. Using the PAGE-DOWN key enters the current record in the database; thus, if you do not want to save the new record, you should select F7–CANCEL AND RETURN *before* moving on to a new record. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then select F6–DELETE/RESTORE to mark the record for deletion.

Viewing and Editing Records

To look at or edit an Incident Notification record, move through the summary information to highlight the record you want, then select F5–VIEW/MODIFY. This displays the Incident Notification detail screen for the selected chemical. Use the ↑, ↓, ←, and → keys; the TAB key; or the RETURN and ENTER keys to move around and within the fields and make any changes.

Remember: PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

When you are viewing or editing records, the PAGE-UP and PAGE-DOWN keys enable you to browse through the Incident Notification records for the facility on the original summary screen or detail screen, beginning with the record highlighted on the Incident Notification summary screen. As with the PAGE-DOWN key when you are adding records, using the PAGE-UP or PAGE-DOWN key will save any changes when you are editing records.

Saving New Records or Changes

F10–SAVE AND RETURN saves the new record or the changes on the current screen and takes you back to the Incident Notification summary screen; if you do not want to save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Incident Notification summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Incident Notification Function Keys

The following function keys are active on one or more screens in the Incident Notification database.

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F2–MAP	Takes you to the Mapping module. If the selected facility has already been mapped, its location will be at the center of the map on the screen; otherwise, the overall view of the county will be displayed and you can plot the facility's location.
F4–ADD	Add a new Incident Notification record.
F5–VIEW/MODIFY	Look at or edit individual Incident Notification records.
F6–DELETE/RESTORE	Marks the record displayed for deletion from the database. The record is deleted when you exit CAMEO DOS. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored) and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–CANCEL AND RETURN	From a detail screen, returns you to the Incident Notification summary screen. None of the changes on the current screen will be saved.
F8–REPORTS	The following reports are available for output to a printer, screen, or file: • Complete Facility Report (all of the facilities or the results of the current Query) • One Facility • Mail Labels. You can add any or all of the following options to your reports: • Detailed Facility Information • Chemical Inventory (including Screening & Scenarios and/or Storage Locations) • Incident Notifications • Toxic Release Annual Reports. To print the incidents for the current facility, select the Incident Notifications option from the Reports menu.
F10–SAVE AND RETURN	From the detail screen, returns you to the Incident Notification summary screen. All of the changes on the current screen will be saved.
F10–PREVIOUS SCREEN (FACILITY INFORMATION)	From the summary screen, returns you to the Facility Information options menu or (if you used the CONTROL+F1 combination) the Facility Information summary screen or detail screen from which you accessed the database.

Refer to Chapter 7 for more information about these functions:
Moving about in CAMEO DOS
Help
Adding records
Viewing and modifying records
Deleting records
Creating reports

The Mapping module is discussed in Chapter 5.

Toxic Release Annual Report Database

TRI data can be purchased from the National Safety Council, the National Technical Information Service, or the Government Printing Office in a dBASE format compatible with CAMEO DOS, or it can be downloaded from the NLM online database and converted into a format compatible with CAMEO DOS. Refer to the section on Import/Export in Chapter 9, System Administration, for more information.

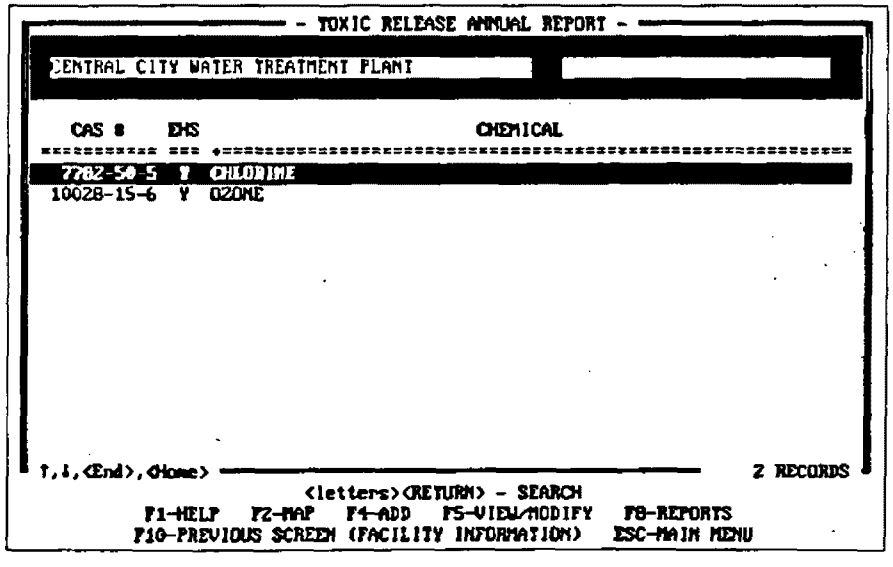
This database gives you the ability to store the information contained in SARA Title III Section 313 (Toxic Release Inventory) reports in CAMEO DOS. These reports provide information on releases or emissions of certain toxic chemicals listed by the EPA.

To use the Toxic Release Annual Report database, locate and highlight the facility of interest on the Facility Information summary screen, select F5–VIEW/MODIFY to view its detail screens if desired, then select F9–INVENTORY/INCIDENTS/RELEASE and choose option C from the Facility Information options menu. Or, use the CONTROL+F3 combination from the Facility Information summary screen or a Facility Information detail screen.

The first screen you will see is the Toxic Release Annual Report summary screen, which lists the toxic release reports for the selected facility. This list is arranged alphabetically by the name of the chemical involved (chemicals that begin with numbers will appear first). The number at the lower-right corner of the summary screen shows the number of Toxic Release Annual Report records that have been entered for the selected facility.

Figure 4-24.
Toxic Release Annual Report summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Chemical field.



The Toxic Release Annual Report summary screen contains the following information.

Use the ALT+R combination to see Response Information Data Sheets for the chemical highlighted on the summary screen.

The Facility Name and Department/Division are shown at the top of the summary screen.	
CAS #	CAS Number of the chemical.
EHS	Extremely Hazardous Substance identifier (Y for yes; blank if no).
Chemical	Name of the chemical.

You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, or (if the database contains more than 14 records) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

The letter search uses the Chemical field.

When the Toxic Release Annual Report summary screen is displayed, F10–PREVIOUS SCREEN (FACILITY INFORMATION) will return you to the Facility Information options menu or (if you used the CONTROL+F3 combination) the Facility Information summary screen or detail screen from which you accessed the database. The ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

When you want to see detailed information about a toxic release report, move through the summary list to find and highlight the report of interest, then select F5–VIEW/MODIFY. The first of the two Toxic Release Annual Report detail screens for that report will be displayed, as in the following example.

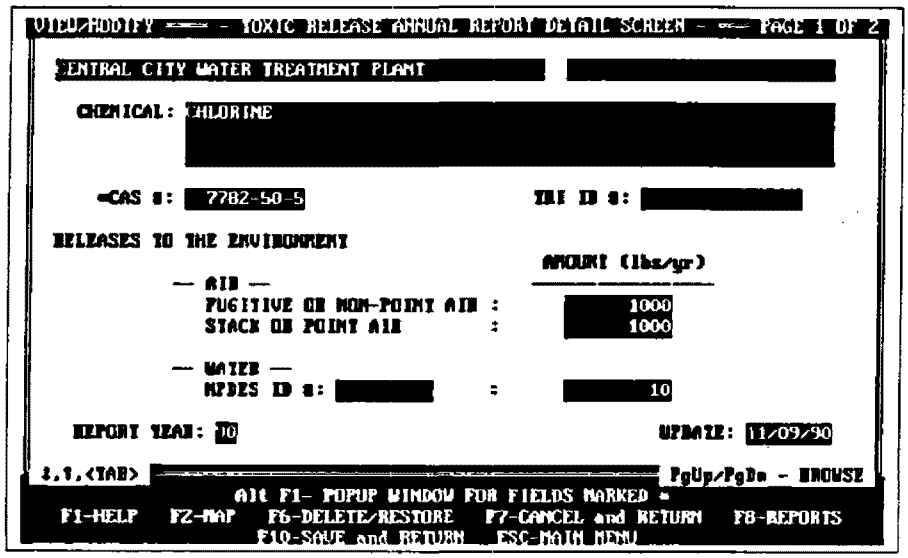


Figure 4–25. Toxic Release Annual Report detail screen, page 1

The information you see is for the report highlighted on the Toxic Release Annual Report summary screen.

The facility's name and department/division are displayed at the top of the screen. Below are the CAS Number, Name, and Extremely Hazardous Substance identification for the chemical involved in the toxic chemical release. Note the asterisk by the CAS Number field. If you are entering data for a toxic release report for the first time, you do not need to know the CAS number, name, and EHS data for the chemical involved. Just go to the CAS Number field and select F1–HELP while holding the ALT key down to display the entire Chemical Information database. Find the chemical being reported (by scrolling, entering letters, or using Queries) and select F10–SELECT AND RETURN. The selected chemical's CAS Number, Name, and EHS identifier will automatically be entered into the Toxic Release Annual Report record.

Use the ALT+F1 combination any time you see an asterisk next to a field. Chapter 7 contains more information about the ALT+F1 combination.

The first Toxic Release Annual Report detail screen contains the following information.

The Facility Name and Department/Division are shown at the top of each detail screen.	
Chemical	Chemical name from the Chemical Information module. CAMEO DOS automatically fills in this field based on your input to the CAS field.
CAS #	Chemical Abstracts Service identification number. Use the ALT+F1 combination here to automatically fill this field plus the Chemical field. Otherwise, 6 characters available; CAMEO DOS automatically adds the hyphens to a CAS number you enter.
TRI ID #	Identification number from the Toxic Chemical Inventory Reporting Form (R Form) (15 characters available).
Releases to the Environment:	
Air	If the toxic chemical was released into the air, complete the following fields:
Fugitive or Non-Point Air	For the chemical reported, the amount (in pounds per year) of releases to the air not released through stacks, vents, ducts, or other confined air streams. The amount includes but is not limited to releases due to faulty equipment (that is, leaks), evaporative losses, and releases through building ventilation systems. You can enter up to 10 numeric characters.
Stack or Point Air	For the chemical reported, the amount (in pounds per year) released to the air through stacks, vents, ducts, or other confined air streams. You can enter up to 10 numeric characters.
Water	If the toxic chemical was released into water, complete the following fields:
NPDES ID #	The facility's National Pollutant Discharge Elimination System (NPDES) permit number (9 characters available).
Amount	For the chemical reported, the amount (in pounds per year) discharged to various water bodies. You can enter up to 10 numeric characters.
Report Year	Last two characters of the year in which the report was submitted.
Update	Date that this report was updated. Enter two digits each for month, day, and year; for example, 032090 for March 20, 1990. You do not need to type the slashes.

The second Toxic Release Annual Report detail screen contains the following information.

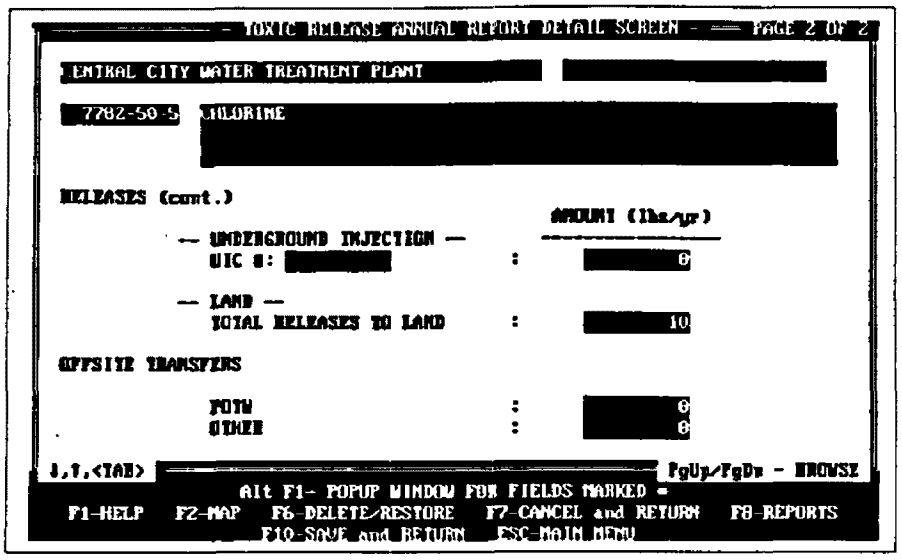


Figure 4–26.
Toxic Release Annual Report detail screen, page 2

The information you see is for the report highlighted on the Toxic Release Annual Report summary screen.

The Facility Name and Department/Division are shown at the top of each detail screen. Chemical Name and CAS Number are shown as entered on page 1.	
Releases to the Environment (continued):	
Underground Injection	If the release involved underground injection, complete the following fields:
UIC #	The facility's Underground Injection Code permit number (9 characters available).
Amount	For the chemical reported, the amount (in pounds per year) discharged to underground injection wells. You can enter up to 10 numeric characters.
Land	If the release was on the ground, complete the following fields:
Land Release Amount	For the chemical reported, the amount (in pounds per year) landfilled, treaded or applied in farming, impounded, or otherwise disposed of at the facility. You can enter up to 10 numeric characters.
Off-Site Transfers	Complete the following fields if the release involved off-site transfers of hazardous materials:
POTW	For the chemical reported, the amount (in pounds per year) discharged to publicly owned treatment works (POTW). You can enter up to 10 numeric characters.
Other	For the reported chemical, the amount (in pounds per year) shipped or transferred offsite. You can enter up to 10 numeric characters.

Adding Records

Remember to use the ALT+F1 combination at the CAS Number field.

To add a new report to the selected facility's database, select F4–ADD from the summary screen. This will display the first page of a blank Toxic Release Annual Report record. Use the ↑ and ↓ keys, the TAB key, or the RETURN and ENTER keys to move around the fields and enter information (the ↑, ↓, and RETURN/ENTER keys move sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

Yu can also import Toxic Release Inventory data. See the section on Import/Export in Chapter 9, System Administration for more information.

When you are adding a new record, F10–SAVE AND RETURN will save the new record and return you to the Toxic Release Annual Report summary screen at any time. Use the PAGE-DOWN key when you are ready to move on to the second detail screen or to display a new blank record. Leaving page 1 of the detail screen adds the record to the database; thus, if you do not want to save the new record, you should select F7–CANCEL AND RETURN *before* moving on to page 2. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then select F6–DELETE/RESTORE to mark the record for deletion.

Viewing and Editing Records

To look at or edit a Toxic Release Annual Report record, move through the summary information to highlight the record you want, then select F5–VIEW/MODIFY. This displays the first detail screen for the selected report. Use the ↑, ↓, ←, and → keys; the TAB key; or the RETURN and ENTER keys to move around and within the fields and make any changes.

When you are viewing or editing records, the PAGE-UP and PAGE-DOWN keys enable you to browse through the Toxic Release Annual Report records for the facility on the original summary screen or detail screen, beginning with the record highlighted on the Toxic Release Annual Report summary screen. PAGE-UP takes you up through the first pages, while PAGE-DOWN takes you down through both pages. As with the PAGE-DOWN key when you are adding records, using the PAGE-UP or PAGE-DOWN key will save any changes when you are editing records.

Saving New Records or Changes

F10–SAVE AND RETURN saves the new record or the changes on the current screen and takes you back to the Toxic Release Annual Report summary screen; if you do not want to save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Toxic Release Annual Report summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Remember: PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

Toxic Release Annual Report Function Keys

The following function keys are active on one or more screens in the Toxic Release Annual Report database.

F1–Help	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F2–Map	Takes you to the Mapping module. If the selected facility has already been mapped, its location will be at the center of the map on the screen; otherwise, the overall view of the county will be displayed and you can plot the facility's location.
F4–Add	Add a new toxic release report record to the database.
F5–View/Modify	Look at or edit individual toxic release report records.
F6–Delete/Restore	Marks the record displayed (all three pages) for deletion from the database. The record is deleted when you exit CAMEO DOS. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored) and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–Cancel and Return	From a detail screen, returns you to the Toxic Release Annual Report summary screen. None of the changes on the current screen will be saved.
F8–Reports	The following reports are available for output to a printer, screen, or file: • Complete Facility Report (all of the facilities or the results of the current Query) • One Facility (the current facility) • Mail Labels. You can add any or all of the following options to your reports: • Detailed Facility Information • Chemical Inventory (including Screening & Scenarios and/or Storage Locations) • Incident Notifications • Toxic Release Annual Reports. To print the toxic release reports for the current facility, choose the Toxic Release Annual Reports option from the Reports menu.
F10–Save and Return	From the detail screen, returns you to the Toxic Release Annual Report summary screen. All of the changes on the current screen will be saved.
F10–Previous Screen (Facility Information)	From the summary screen, returns you to the Facility Information options menu or (if you used the Control+F3 combination) the Facility Information summary screen or detail screen from which you accessed the database.

Refer to Chapter 7 for more information about these functions:
Moving about in CAMEO DOS
Help
Adding records
Viewing and modifying records
Deleting records
Creating reports

The Mapping module is discussed in Chapter 5.

C. Transportation Information

The Transportation Information module provides information about routes used to transport hazardous substances. It provides information similar to that in the Facility Information module, only here the information is specific to roads, railroads, pipelines, and waterways. You can note mileposts, intersections, or other areas of concern and use the Mapping module to plot their locations and view their proximity to populations and facilities.

The Transportation Information module is linked to the Chemical Information and Shipper Information modules, which will help locate information about the chemicals that transit the routes and the shipping companies involved in the transportation. The module provides records of incidents or releases that have occurred along routes, as well as a Screening & Scenarios activity that allows you to create scenarios and visualize the potential effects of an incident involving extremely hazardous substances along a route.

To use the Transportation Information module, choose option C from the CAMEO DOS Main Menu. Note that while the Chemicals in Transit, Screening & Scenarios, Shippers, and Incident Notification features of the module are listed on the Main Menu, you need to access the Transportation Information module before you can work with them.

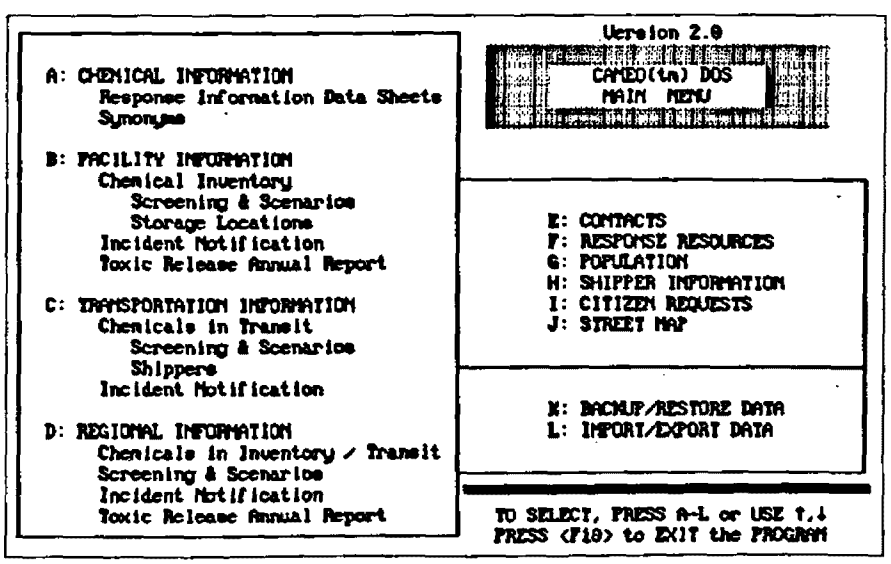


Figure 4–27.
CAMEO DOS Main Menu

Choose option C to reach the Transportation Information module.

The first screen you will see is the Transportation Information summary screen, which lists the routes that have been stored in the module. This list is arranged alphabetically by the name of the route. The number at the lower-right corner of the summary screen shows the number of records in the database.

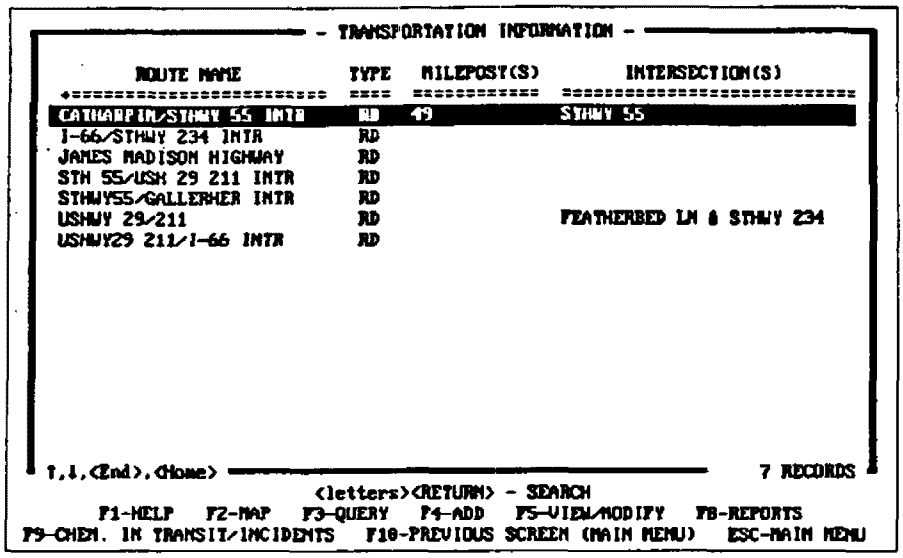


Figure 4–28. Transportation Information summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Route Name field.

The Transportation Information summary screen contains the following information.

Route Name	The name of the route.
Type	A two-character code describing the type of route: RD for road, RR for railroad, or WA for water.
Milepost(s)	An aid in identifying the location of concern along the route.
Intersection(s)	Another aid in identifying the location of concern along the route.

You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, or (if the database contains more than 16 records) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

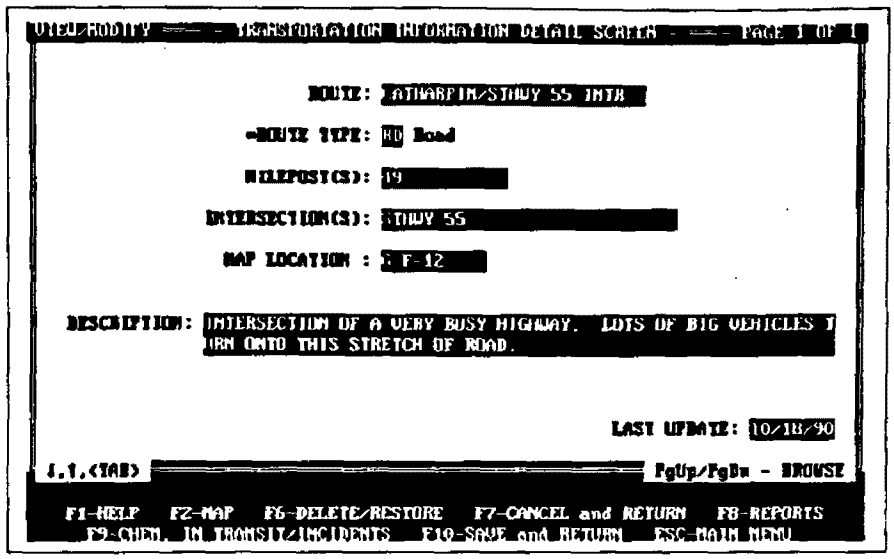
The letter search uses the Route Name field.

When the Transportation Information summary screen is displayed, F10–PREVIOUS SCREEN (MAIN MENU) and the ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

When you want to see detailed information about a transportation route, move through the summary list to find and highlight the route of interest, then select F5–VIEW/MODIFY. The Transportation Information detail screen will be displayed, as in the following example.

Figure 4–29.
Transportation Information detail screen

The information you see is for the route highlighted on the Transportation Information summary screen.



The Transportation Information detail screen contains the following information.

Route	Name of the route (25 characters available). Try to use a format that will be useful in the alphabetical listing on the summary screen and in the Mapping module (Mapping module labels are discussed in more detail in Chapter 5).
Route Type	Use the ALT+F1 combination to display the popup menu and select the appropriate code for the type of route. Otherwise, enter *one of the following 2-character codes:* RD Road RR Railroad WA Water The description will automatically appear next to the code.
Milepost(s)	Location of the area of concern along the route (12 characters available).
Intersection(s)	Intersection(s) of concern along the route (28 characters available).
Map Location	Grid number from master map of your county or district (not related to CAMEO DOS Mapping module).
Description	Two lines (60 characters each) are available for any additional information about the transportation route.
Last Update	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field.

Use the ALT+F1 combination any time you see an asterisk next to a field. Chapter 7 contains more information about the ALT+F1 combination.

Adding Records

To add a new transportation route to the database, select F4–ADD from the summary screen. This will display a blank Transportation Information record. Use the ↑ and ↓ keys, the TAB key, or the RETURN and ENTER keys to move

around the fields and enter information (the ↑, ↓, and RETURN/ENTER keys move sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

When you are adding a new record, F10–SAVE AND RETURN will save the new record and return you to the Transportation Information summary screen at any time. Use the PAGE-DOWN key to save the new record and display a new blank record. Using the PAGE-DOWN key enters the current record in the database; thus, if you do not want to save the new record, you should select F7–CANCEL AND RETURN *before* moving on to a new record. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then select F6–DELETE/RESTORE to mark the record for deletion.

Viewing and Editing Records

To look at or edit a Transportation Information record, move through the summary information to highlight the record you want, then select F5–VIEW/MODIFY. This displays the detail screen for the selected transportation route. Use the ↑, ↓, ←, and → keys; the TAB key; or the RETURN and ENTER keys to move around and within the fields and make any changes.

When you are viewing or editing records, the PAGE-UP and PAGE-DOWN keys enable you to browse through the Transportation Information records, beginning with the route highlighted on the Transportation Information summary screen. As with the PAGE-DOWN key when you are adding records, using the PAGE-UP or PAGE-DOWN key will save any changes when you are editing records.

Remember: PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

Saving New Records or Changes

F10–SAVE AND RETURN saves the new record or the changes on the current screen and takes you back to the Transportation Information summary screen; if you do not want to save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Transportation Information summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Transportation Information Function Keys

The following function keys are active on one or more screens in the Transportation Information database.

Refer to Chapter 7 for more information about these functions:
- *Moving about in CAMEO DOS*
- *Help*
- *Queries*
- *Adding records*
- *Viewing and modifying records*
- *Deleting records*
- *Creating reports*

The Mapping module is discussed in Chapter 5.

Power Queries are discussed in Chapter 6.

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F2–MAP	Takes you to the Mapping module. If the selected transportation route or intersection has already been mapped, its location will be at the center of the map on the screen; otherwise, the overall view of the county will be displayed and you can plot the route's location.
F3–QUERY	You can list transportation routes that meet specific criteria by searching on any of the following fields: • Route • Route Type • Milepost • Intersection • Map Location • EHS in Transit (Yes or blank) • Reported Incident (Yes or blank) • Chemical in Transit • Chemical in Incident. You can use the AND and OR qualifiers to make the search more specific. Use the ALT+F1 combination with the Route Type, Chemical in Transit, or Chemical in Incident fields to make a selection from the list of route types or the list of chemicals and CAS Numbers in the Chemical Information module. You can also execute a Power Query. The Power Query allows you to look at all the fields and to do more complex searches of the Transportation Information module. The Chemical Inventory and Incident Notification databases can be used in Transportation Information Power Queries.
F4–ADD	Add a new Transportation Information record.
F5–VIEW/MODIFY	Look at or edit individual Transportation Information records.
F6–DELETE/RESTORE	Marks the record displayed for deletion from the database. The record is deleted when you exit CAMEO DOS. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored) and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–CANCEL AND RETURN	From a detail screen, returns you to the Transportation Information summary screen. None of the changes on the current screen will be saved.
F8–REPORTS	The following reports are available for output to a printer, screen, or file: • Complete Route Report (all of the routes or the results of the current Query) • One Route (the current route). You can add any or all of the following options to your reports if desired: • Chemicals in Transit (including Screening & Scenarios and/or Shippers) • Incident Notifications.

Continues . . .

F9–Chemicals in Transit/Incident	Provides a menu from which you can access the Chemicals in Transit and Incident Notification databases. The Chemical in Transit database provides access to the Screening & Scenarios activity and the Shippers database.
F10–Save and Return	From a detail screen, returns you to the Transportation Information summary screen. All of the changes on the current screen will be saved.
F10–Previous Screen (Main Menu)	From the summary screen, returns you to the CAMEO DOS Main Menu.

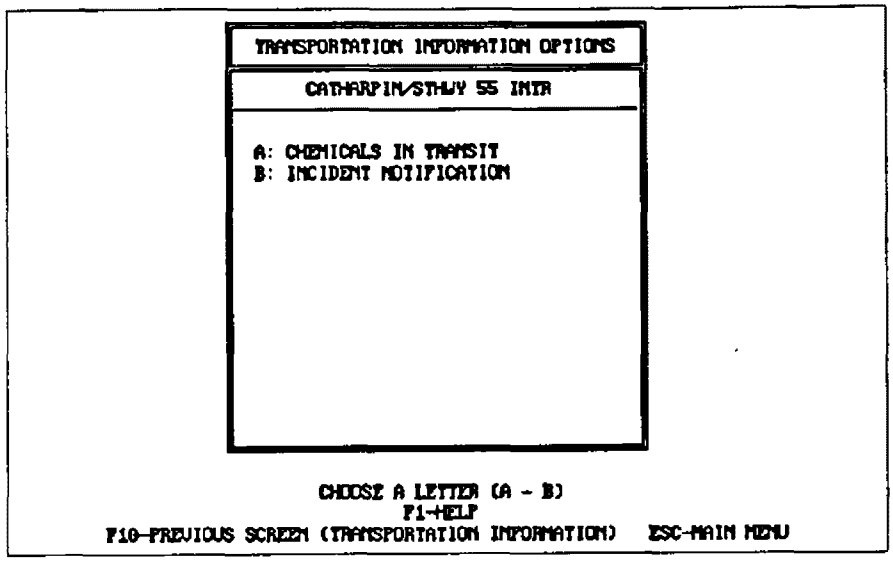
The Transportation Information options are described in the following sections.

Transportation Information Options

The Transportation Information module provides an options menu from which you can access the Chemicals in Transit and Incident Notification databases. To reach this menu, select F9–CHEMICALS IN TRANSIT/INCIDENTS when the Transportation Information summary screen or a Transportation Information detail screen is displayed. From the options menu, choose option A for Chemicals in Transit or option B for Incident Notification.

Figure 4–30. Transportation Information options menu

Select F9–CHEMICALS IN TRANSIT/INCIDENTS at the Transportation Information summary screen or detail screen to access the menu.



The Transportation Information options menu provides access to summary screens showing the chemicals shipped or any incidents that may have occurred along the specific route highlighted on the summary screen or displayed on the detail screen from which you accessed the options menu.

When the options menu is displayed, F1–HELP will show your location in CAMEO DOS, explain what the function keys do, or describe the information on the screen. F10–PREVIOUS SCREEN (TRANSPORTATION INFORMATION) will return you to the Transportation Information summary screen or detail screen, depending on where you were when you accessed the options menu. The ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

Shortcut Access

When the Transportation Information summary screen or a Transportation Information detail screen is displayed, you can bypass the Transportation Information options menu and reach the Chemicals in Transit or Incident Notification databases by using a CONTROL + FUNCTION KEY combination. Hold the CONTROL

key down and then press F1 to reach the Chemicals in Transit database (the first option listed) or F2 to reach the Incident Notification database (the second option).

Instead of F9-CHEMICALS IN TRANSIT/INCIDENTS, you can use CONTROL+F1 for Chemicals in Transit or CONTROL+F2 for Incidents.

The following sections describe each of the Transportation Information options in detail.

Chemicals in Transit Database

The Chemicals in Transit database contains information about the chemicals transported over a specific route. It is linked to the Chemical Information database, which you can use to see detailed information about the chemicals (including Response Information Data Sheets), and to the Shippers database, which you can use to locate information about the shipping companies themselves (including emergency contacts). You can also access the Screening & Scenarios activity from the Chemicals in Transit database and use its links to the Mapping module to see the potential effects of various release scenarios.

To use the Chemicals in Transit database, highlight the route of interest on the Transportation Information summary screen, select F5–VIEW/MODIFY to view its detail screen if desired, then select F9–CHEMICALS IN TRANSIT/INCIDENTS and choose option A from the Transportation Information options menu. Or, use the CONTROL+F1 combination from the Transportation Information summary screen or a Transportation Information detail screen.

The first screen you will see is the Chemicals in Transit summary screen, which lists the chemicals that may be transported over the selected route. This list is arranged alphabetically by chemical name (chemicals that begin with numbers will appear first). The number at the lower-right corner of the summary screen shows the number of Chemicals in Transit records that have been entered for the selected route.

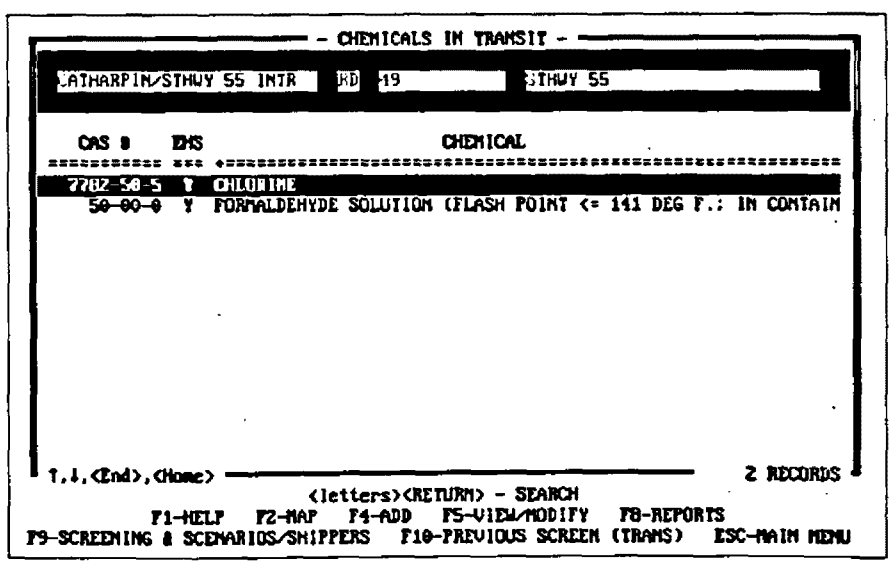


Figure 4–31.
Chemicals in Transit summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Chemical field.

The Chemicals in Transit summary screen contains the following information.

Route Name, Route Type, Milepost(s), and Intersection(s) are shown at the top of the summary screen.	
CAS #	Chemical Abstracts Service identification number.
EHS	Extremely Hazardous Substance identifier (Y for yes; blank for no).
Chemical	Name of the chemical.

Use the ALT+R combination to see Response Information Data Sheets for the chemical highlighted on the summary screen.

You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, or (if the database contains more than 13 records) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

The letter search uses the Chemical field.

When the Chemicals in Transit summary screen is displayed, F10–PREVIOUS SCREEN (TRANS) will return you to the Transportation Information options menu or (if you used the CONTROL+F1 combination) the Transportation Information summary screen or detail screen from which you accessed the database. The ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

When you want to see detailed information about a chemical that may be transported along the selected route, move through the list to find and highlight its summary information, then select F5–VIEW/MODIFY. The Chemicals in Transit detail screen will be displayed, as shown in the following example.

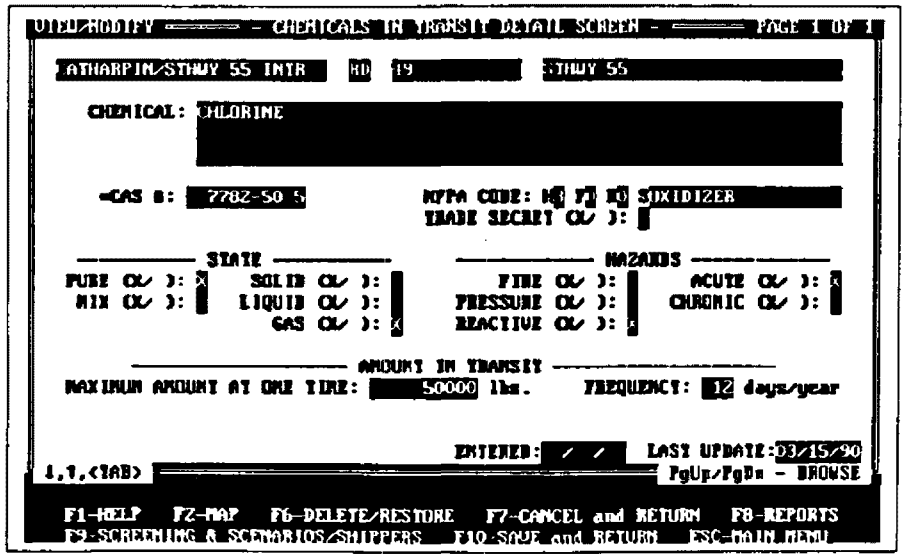


Figure 4–32. Chemicals in Transit detail screen

The information you see is for the chemical highlighted on the Chemicals in Transit summary screen.

The route name, route type, milepost(s), and intersection(s) are still displayed at the top of the screen. Below are the selected chemical's name and CAS Number. Note the asterisk by the CAS Number field. If you are entering a Chemicals in Transit record for the first time, you do not need to know the exact spelling of a chemical's name or its CAS Number. Just go to the CAS Number field and select

Use the ALT+F1 combination any time you see an asterisk next to a field. Chapter 7 contains more information about the ALT+F1 combination.

F1–HELP while holding the ALT key down to display the Chemical Information database. Find the chemical you want to add to the database (by scrolling, entering letters, or using Queries) and then select F10–SELECT AND RETURN. The selected chemical's Name, CAS Number, and (if appropriate) NFPA Codes will automatically be entered into the Chemicals in Transit record.

The Chemicals in Transit detail screen contains the following information.

Route Name, Route Type, Milepost(s), and Intersection(s) are shown at the top of each detail screen.	
Chemical	Chemical name from the Chemical Information module. CAMEO DOS automatically fills in this field based on your input to the CAS Number field.
CAS #	Chemical Abstracts Service identification number. Use the ALT+F1 combination here to automatically fill this field plus the Chemical Name and NFPA Codes. Otherwise, 9 characters available; CAMEO DOS automatically adds the hyphens to a CAS Number you enter.
NFPA Codes	National Fire Protection Association hazard codes. CAMEO DOS automatically fills in these codes based on your input to the CAS Number field: 0, 1, 2, 3, or 4 for H (Health), F (Fire), and R (Reactivity) or up to 18 characters for S (Special Hazards).
Trade Secret	Enter an X in this field if the chemical meets the trade secret criteria specified in Section 322 of Title III. Otherwise, leave blank.
State	Enter an X next to the appropriate item(s): Pure, Mix, Solid, Liquid, or Gas.
Hazards	Enter an X next to the appropriate item(s): Fire, Pressure, Reactive, Acute, Chronic.
Amount in Transit:	
Maximum Amount at One Time	Enter the maximum amount, in pounds, of material that could be in the shipment. You can enter up to 10 numeric characters.
Frequency	Enter the number of days per year that the shipment is likely to be in transit over the route. You can enter up to 3 numeric characters.
Entered	Date the data were entered into CAMEO DOS. The system automatically fills this field in for you.
Last Update	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field for you.

Adding Records

Remember to use the ALT+F1 combination at the CAS Number field.

To add a new chemical to the database for the selected route, select F4–ADD from the summary screen. This will display a blank Chemicals in Transit record. Use the ↑ and ↓ keys, the TAB key, or the RETURN and ENTER keys to move around the fields and enter information (the ↑, ↓, and RETURN/ENTER keys move sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

When you are adding a new record, F10–SAVE AND RETURN will save the new record and return you to the Chemicals in Transit summary screen at any time. Use the PAGE-DOWN key to save the new record and display a new blank record. Using the PAGE-DOWN key enters the current record in the database; thus, if you do not want to save the new record, you should select F7–CANCEL AND RETURN *before* moving on to a new record. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then select F6–DELETE/RESTORE to mark the record for deletion.

Viewing and Editing Records

To look at or edit a Chemicals in Transit record, move through the summary information to highlight the record you want, then select F5–VIEW/MODIFY. This displays the detail screen for the selected chemical. Use the ↑, ↓, ←, and → keys; the TAB key; or the RETURN and ENTER keys to move around and within the fields and make any changes.

When you are viewing or editing records, the PAGE-UP and PAGE-DOWN keys enable you to browse through the Chemicals in Transit records for the route on the original summary screen or detail screen, beginning with the chemical highlighted on the Chemicals in Transit summary screen. As with the PAGE-DOWN key when you are adding records, using the PAGE-UP or PAGE-DOWN key will save any changes when you are editing records.

Remember: PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

Saving New Records or Changes

F10–SAVE AND RETURN saves the new record or the changes on the current screen and takes you back to the Chemicals in Transit summary screen. If you do not want to save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Chemicals in Transit summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Chemicals in Transit Function Keys

The following function keys are active on one or more screens in the Chemicals in Transit module.

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F2–MAP	Takes you to the Mapping module. If the selected route has already been mapped, its location will be at the center of the map on the screen; otherwise, the overall view of the county will be displayed and you can plot the route's location.

Continues . . .

Refer to Chapter 7 for more information about these functions:
- *Moving about in CAMEO DOS*
- *Help*
- *Adding records*
- *Viewing and modifying records*
- *Deleting records*
- *Creating reports*

The Mapping module is discussed in Chapter 5.

F4–ADD	Add a new Chemicals in Transit record.
F5–VIEW/MODIFY	Look at or edit individual Chemicals in Transit records.
F6–DELETE/RESTORE	Marks the record displayed for deletion from the database. The record is deleted when you exit CAMEO DOS. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored) and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–CANCEL AND RETURN	From a detail screen, returns you to the Chemicals in Transit summary screen. None of the changes on the current screen will be saved.
F8–REPORTS	The following reports are available for output to a printer, screen, or file: • Complete Route Report (all of the routes or the results of the current Query) • One Route (the current route). You can add any or all of the following options to your reports if desired: • Chemicals in Transit (including Screening & Scenarios and/or Shippers) • Incident Notifications. To print the chemicals in transit over the selected route, select the Chemicals in Transit option from the Reports menu.
F9–SCREENING & SCENARIOS/SHIPPERS	Provides access to the Screening & Scenarios activity and the Shippers database.
F10–SAVE AND RETURN	From a detail screen, returns you to the Chemicals in Transit summary screen. All of the changes on the current screen will be saved.
F10–PREVIOUS SCREEN (TRANS.)	From the summary screen, returns you to the Transportation Information options menu or (if you used the CONTROL+F1 combination) the Transportation Information summary screen or detail screen from which you accessed the database.

The Chemicals in Transit options are described in the following sections.

Chemicals in Transit Options

The Chemicals in Transit module provides an options menu from which you can access the Screening & Scenarios activity and the Shippers database. To reach this menu, select F9–SCREENING & SCENARIOS/SHIPPERS when the Chemicals in Transit summary screen or a Chemicals in Transit detail screen is displayed. From the options menu, choose option A for the Screening & Scenarios activity or option B for the Shippers database.

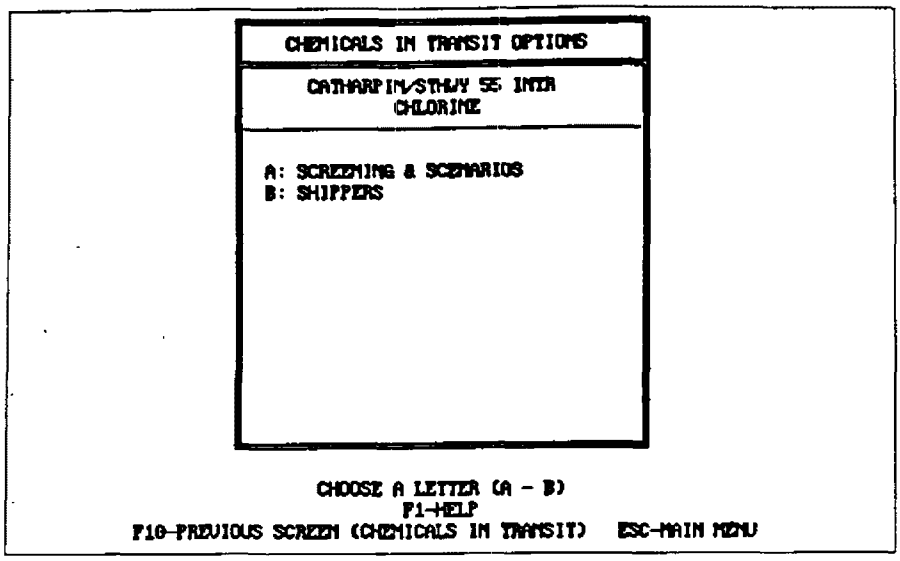


Figure 4–33. Chemicals in Transit options menu

Select F9–SCREENING & SCENARIOS/SHIPPERS at the Chemicals in Transit summary screen or detail screen to access the menu.

The Chemicals in Transit options menu provides access to summary screens for the Screening & Scenarios activity or the Shippers database for the specific chemical highlighted on the selected route's Chemicals in Transit summary screen or displayed on a detail screen for that chemical.

When the options menu is displayed, F1–HELP will show your location in CAMEO DOS, explain what the function keys do, or describe the information on the screen. F10–PREVIOUS SCREEN (CHEMICALS IN TRANSIT) will return you to the Chemicals in Transit summary screen or detail screen, depending on where you were when you accessed the options menu. The ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

Shortcut Access

When the Chemicals in Transit summary screen or a Chemicals in Transit detail screen is displayed, you can bypass the Chemicals in Transit options menu and reach the Screening & Scenarios activity or the Shippers database by using a CONTROL + FUNCTION KEY combination. Hold the CONTROL key down and then press F1 to reach the Screening & Scenarios activity (the first option listed) or F2 to reach the Shippers database (the second option).

Instead of F9–SCREENING & SCENARIOS/SHIPPERS, you can use CONTROL+F1 for Screening & Scenarios or CONTROL+F2 for Shippers.

The following sections describe the Chemicals in Transit options in detail.

Screening & Scenarios

The Screening & Scenarios activity provides two distinct functions. The Screening segment allows you to calculate screening zones for routes over which Extremely Hazardous Substances are shipped, using the process outlined in Section 3.1 of *Technical Guidance for Hazards Analysis*. Then, the Scenarios segment extends the Screening capability by allowing you to change the meteorological and chemical parameters based on conditions in your area.

Both of the segments in the Screening & Scenarios activity are linked to the Mapping module, so you can see the potential effects of both the initial screening as well as the scenarios you create. The activity stores all scenarios in addition to the initial screening in one easy-to-access list.

This section describes the fields and functions involved in the Screening & Scenarios activity. Chapter 3 describes the steps involved in computing a screening and scenario and how to look at the results in the Mapping module. See Appendix A for a list of references that discuss the assumptions behind the activity, the basis for the calculations, and how to apply the results.

You can also do screenings and scenarios for facilities. See the section on the Facility Information module.

To access the Screening & Scenarios activity, first locate and highlight the specific route of interest on the Transportation Information summary screen. Select F5–VIEW/MODIFY to view its detail screen if desired, then select F9–CHEMICALS IN TRANSIT/INCIDENTS and choose option A (Chemicals in Transit) from the Transportation Information options menu. (You can also use the CONTROL+F1 combination from Transportation Information summary or detail screens.) On the route's Chemicals in Transit summary screen, locate and highlight the chemical of interest, select F5–VIEW/MODIFY to view its detail screen if desired, then select F9–SCREENING & SCENARIOS/SHIPPERS and choose option A (Screening & Scenarios) from the Chemicals in Transit options menu. (You can also use the CONTROL+F1 combination from Chemicals in Transit summary or detail screens).

The first screen you will see is the Screening & Scenarios summary screen, which lists the initial screening and all of the scenarios for the selected chemical in the database for the route. The initial screening is at the top of the list; the scenarios follow, arranged alphabetically by scenario name (numbers will be listed first). The number at the lower-right corner of the screen shows the number of items (screenings and scenarios combined) in the activity for the selected chemical and route.

The Screening & Scenarios summary screen contains the following information.

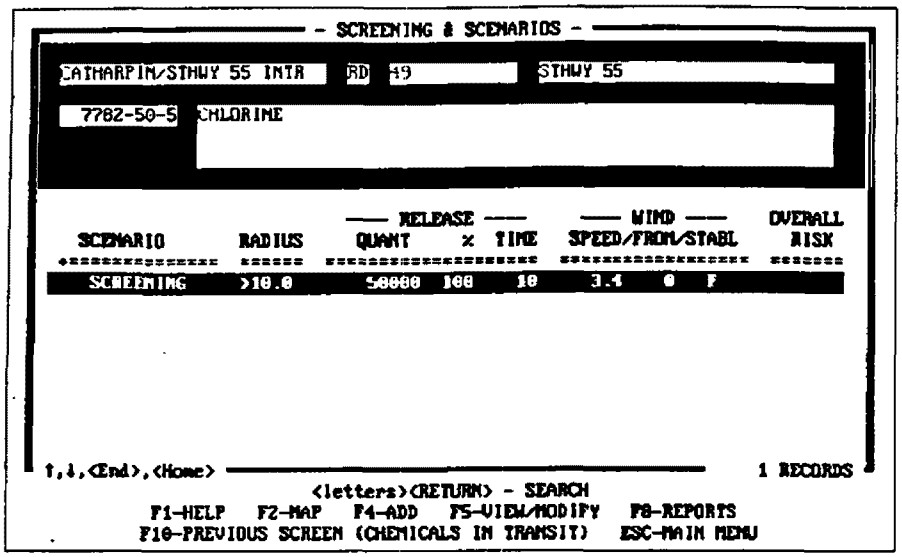


Figure 4–34.
Screening & Scenarios summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Scenario field.

The Route Name, Route Type, Milepost(s), and Intersection(s) and the CAS Number and Chemical Name are shown at the top of each summary screen.	
Scenario	Name of the Scenario. The Screening is identified as the first item on the summary screen.
Radius	Radius of the Vulnerability Zone for the screening or scenario, as calculated by CAMEO DOS.
Release:	
Quantity	Amount of the chemical released in the screening or scenario, in pounds.
%	Percentage of concentration of the chemical released in the screening or scenario.
Time	Duration of the release in the screening or scenario, in minutes.
Wind:	
Speed	Wind speed used in the screening or scenario, in miles per hour.
From	Direction of the wind in the screening or scenario, expressed in degrees as the route would be viewed on a map with North at the top (180 degrees).
Stability	Stability Class determination for the wind (A to F).
Overall Risk	Summary of overall risk presented by this screening or scenario (L for low, M for medium, or H for high).

Remember that when you are in the Screening & Scenarios activity you are working with one specific chemical transported over a specific route.

Use the ALT+R combination to see Response Information Data Sheets for the chemical highlighted on the summary screen.

You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, or (if the activity contains more than 9 screenings and scenarios) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

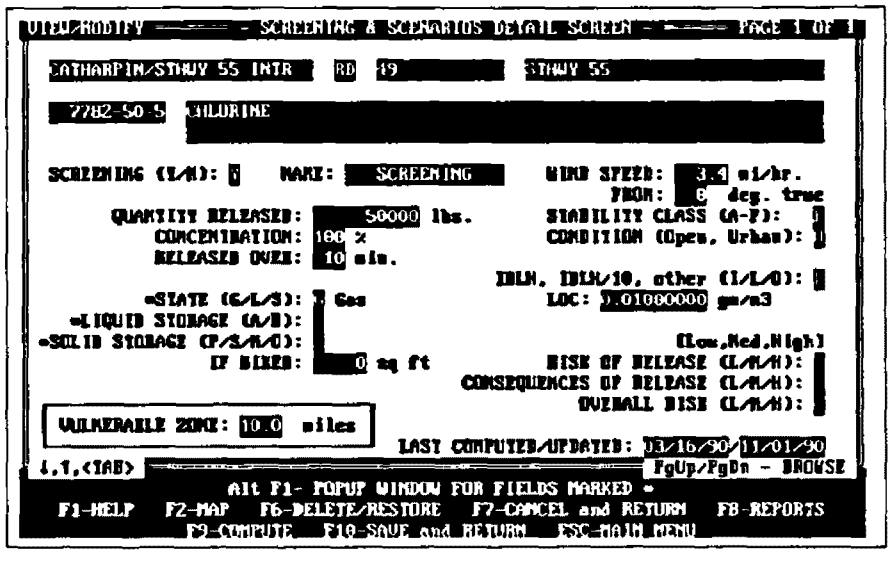
The letter search uses the Scenario field.

When the Screening & Scenarios summary screen is displayed, F10–PREVIOUS SCREEN (CHEMICALS IN TRANSIT) will return you to the Chemicals in Transit options menu or (if you used the CONTROL+F1 combination) the Chemicals in Transit summary screen or detail screen from which you accessed the activity. The ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

When you want to see detailed information about a screening or scenario, move through the list to find and highlight its summary information, then select F5–VIEW/MODIFY. The Screening & Scenarios detail screen will be displayed, as in the following example.

Figure 4–35.
Screening & Scenarios detail screen

The information you see is for the screening or scenario highlighted on the Screening & Scenarios summary screen.



The Screening & Scenarios detail screen contains the following information.

Remember that when you are in the Screening & Scenarios activity you are working with one specific chemical transported over a specific route.

The Route Name, Route Type, Milepost(s), and Intersection(s) and the CAS Number and Chemical Name are shown at the top of the detail screen.	
Screening	Enter Y (for yes) if this is an initial screening for the route and chemical. The default is N (for no).
Name	Descriptive name for the screening or scenario (15 characters available; defaults to "Screening" if the Screening field is set to Y).
Qty. Released	Amount of the chemical released in the screening or scenario, in pounds. You can enter up to 10 numeric characters).
Concentration	Percentage of concentration of the chemical released in the screening or scenario. You can enter a number between 1 and 100. The default is 100.
Released Over	Duration of the release in the screening or scenario, in minutes. You can enter up to 3 numeric characters. The default is 10.

Continues . . .

State	Use the ALT+F1 combination to display the popup menu and select the appropriate state for the chemical involved in the screening or scenario. Otherwise, enter G (for Gas), L (for Liquid), or S (for Solid). The description will automatically be displayed next to the code.
Liquid Storage	If appropriate, use the ALT+F1 combination to display the popup menu and select the appropriate liquid-storage code. Otherwise, enter A (for above ambient temperature) or B (for at or below ambient temperature). The description will automatically be displayed next to the code.
Solid Storage	If appropriate, use the ALT+F1 combination to display the popup menu and select the appropriate solid-storage code. Otherwise, enter P (for powder), S (for solution), M (for molten), or O (for other). The description will automatically be displayed next to the code.
If Diked	Enter the square footage of the reservoir if the chemical is in diked storage or a spill has been contained by a dike. You can enter up to 5 numeric characters.
Wind Speed	Wind speed for the screening or scenario, in miles per hour. You can enter up to 4 numeric characters in the form 000.0.
From	Direction of the wind in the screening or scenario, expressed in degrees as the route would be viewed on a map with North at the top (180 degrees). You can enter up to 3 numeric characters.
Stability Class	Stability Class determination for the wind (A to F).
Condition	Enter O for Open or U for Urban.
IDLH or 1/10 IDLH	Enter the appropriate level of concern: I for Immediate Danger to Life or Health (IDLH) or L for 1/10 Immediate Danger to Life or Health.
LOC	Level of Concern, expressed in grams per cubic meter (gm/m^3).
Risk of Release	Enter L (for low), M (for medium), or H (for high).
Consequences of Release	Enter L (for low), M (for medium), or H (for high).
Overall Risk	Enter L (for low), M (for medium), or H (for high).
Vulnerable Zone	Radius of the Vulnerability Zone for the screening or scenario, in miles. Calculated by CAMEO DOS when you select F9 from the Screening & Scenarios detail screen.
Last Computed/ Updated	Date that any of the criteria for the screening or scenario were changed and the date of the last calculation. CAMEO DOS automatically updates these fields.

Use the ALT+F1 combination any time you see an asterisk next to a field. Chapter 7 contains more information about the ALT+F1 combination.

Adding Records

To enter the initial screening or add a new scenario, select F4–ADD from the summary screen. This will display a blank Screening & Scenarios record. Use the ↑ and ↓ keys, the TAB key, or the RETURN and ENTER keys to move around the fields and enter information (the ↑, ↓, and RETURN/ENTER keys move sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

When you are adding a new screening or scenario, F10–SAVE AND RETURN will save the new record and return you to the Screening & Scenarios summary screen at any time. Use the PAGE-DOWN key to save the new record and display a new blank record. Using the PAGE-DOWN key enters the current screening or scenario in the database; thus, if you do not want to save the new screening or scenario, you should select F7–CANCEL AND RETURN *before* moving on to a new record. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then select F6–DELETE/RESTORE to mark the screening or scenario for deletion.

Viewing and Editing Records

If you change any of the parameters of a screening or scenario, you must use F9–COMPUTE to recalculate the Vulnerable Zone.

To look at or edit a screening or scenario, move through the summary information or use a Query or Power Query to highlight the screening or scenario you want, then select F5–VIEW/MODIFY. This displays the detail screen for the selected screening or scenario. Use the ↑, ↓, ←, and → keys; the TAB key; or the RETURN and ENTER keys to move around and within the fields and make any changes.

Remember: PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

When you are viewing or editing screenings or scenarios, the PAGE-UP and PAGE-DOWN keys enable you to browse through the records (for the original route and chemical only), beginning with the screening or scenario highlighted on the Screenings & Scenarios summary screen. As with the PAGE-DOWN key when you are adding records, using the PAGE-UP or PAGE-DOWN key will save any changes when you are editing screenings and scenarios.

Saving New Records or Changes

F10–SAVE AND RETURN saves the new screening or scenario or the changes on the current screen and takes you back to the Screening & Scenarios summary screen; if you do not want to save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Screening & Scenarios summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Screening & Scenarios Function Keys

The following function keys are active on one or more screens in the Screening & Scenarios activity.

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F2–MAP	Takes you to the Mapping module. If the selected route has already been mapped, its location will be at the center of the map on the screen and you can view the Vulnerability Zone for the screening or scenario by executing the Circle function; otherwise, the overall view of the county will be displayed and you can plot the route's location and then execute the Circle function.
F4–ADD	Add a new screening or scenario.
F5–VIEW/MODIFY	Look at or edit individual screenings and scenarios.
F6–DELETE/RESTORE	Marks the screening or scenario for deletion from CAMEO DOS. The record is deleted when you exit the system. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored) and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–CANCEL AND RETURN	From a detail screen, returns you to the Chemicals in Transit options menu. None of the changes on the current screen will be saved.
F8–REPORTS	The following reports are available for output to a printer, screen, or file: • Complete Route Report (all of the routes or the results of the current Query) • One Route (the current route). You can add any or all of the following options to your reports: • Chemicals in Transit (including Screening & Scenarios and/or Shippers) • Incident Notifications. To print the screening and scenarios for the current route and the selected chemical in transit, choose the Chemicals in Transit option from the Reports menu and then select Screening & Scenarios.
F9–COMPUTE	Uses the data you have entered for the screening or scenario to calculate the Vulnerability Zone.
F10–SAVE AND RETURN	From a detail screen, returns you to the Screening & Scenarios summary screen. All of the changes on the current screen will be saved.
F10–PREVIOUS SCREEN (CHEMICALS IN TRANSIT)	From the summary screen, returns you to the Chemical in Transit options menu or (if you used the CONTROL+F1 combination) the Chemicals in Transit summary screen or detail screen from which you accessed the activity.

Refer to Chapter 7 for more information about these functions:
Moving about in CAMEO DOS
Help
Adding records
Viewing and modifying records
Deleting records
Creating reports

The Mapping module is discussed in Chapter 5.

Shippers Database

This database provides a place to record information about the companies responsible for the chemicals in transit over the routes in the Transportation Information module. It is related to the Shipper Information module. The difference between the database and the module is as follows:

- The Shippers *database* contains information on how the company transports the specific chemical over the specific route.
- The Shipper Information *module* contains more detailed information about the shipping company, including its address and emergency contacts and how to reach its owner or operator.

This section describes the Shippers database. For more information on the Shipper Information module, see Section H in this chapter.

The link between the Shippers database and the Shipper Information module can be useful in a variety of ways. If an emergency situation develops along a route or at an intersection and you know the chemical involved but not the shipper, you can find a list of possible shippers in the Shippers database. When a detail screen from the Shippers database is displayed, you can use the ALT+F1 combination at the Shipper Name field to go to the Shipper Information module and see more detailed information, including contacts, that may help determine the shipper.

Another possible use relates to the Screening & Scenarios activity. If the screening or a scenario for a chemical transported on a route determines that one or more large populations may be at risk from an accident along the route, you can access the Shippers database to see who ships the chemical along that route, then go to the Shipper Information module to get a list of contacts with whom you could discuss alternate routes.

Some of the information in the Shippers database is obtained from the Shipper Information module; in fact, a Shippers record cannot be entered in the database unless a corresponding Shipper Information record has been entered in the module. However, you can enter both records at the same time (see "Adding Records," below).

To use the Shippers database, first locate and highlight the specific route of interest on the Transportation Information summary screen. Select F5–VIEW/MODIFY to view its detail screen if desired, then select F9–CHEMICALS IN TRANSIT/INCIDENTS and choose option A (Chemicals in Transit) from the Transportation Information options menu. (You can also use the CONTROL+F1 combination from Transportation Information summary or detail screens.) On the route's Chemicals in Transit summary screen, locate and highlight the chemical of interest, select F5–VIEW/MODIFY to view its detail screen if desired, then select F9–SCREENING & SCENARIOS/SHIPPERS and choose option B (Shippers) from the Chemicals in Transit options menu. (You can also use the CONTROL+F2 combination from Chemicals in Transit summary or detail screens).

The first screen you will see is the Shippers summary screen, which lists the companies that ship the selected chemical along the selected route. This list is arranged alphabetically by shipper name. The number at the lower-right corner of the summary screen shows the number of Shippers records that have been entered for the selected chemical and route.

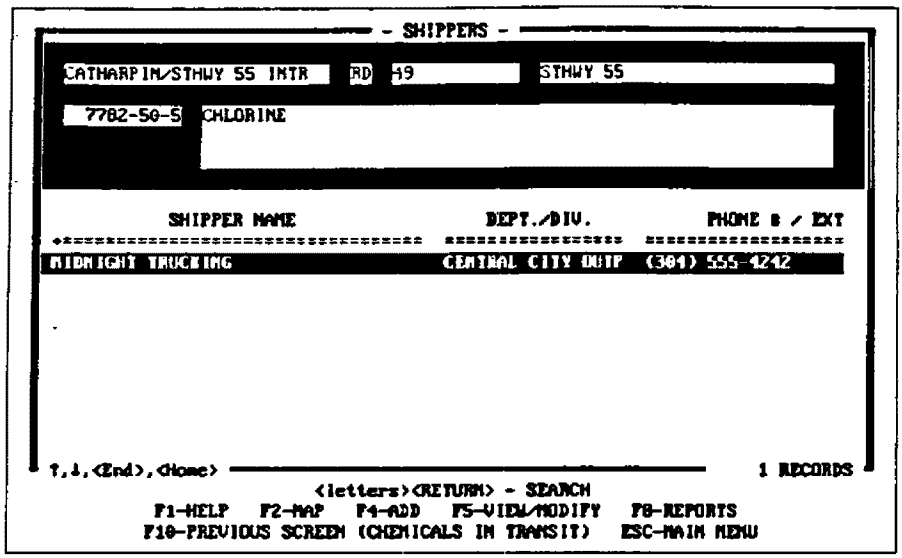


Figure 4–36.
Shippers summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Shipper Name field.

Use the ALT+R combination to see Response Information Data Sheets for the chemical highlighted on the summary screen.

The Shippers summary screen contains the following information.

The Route Name, Route Type, Milepost(s), and Intersection(s) and the CAS Number and Chemical Name are shown at the top of each summary screen.	
Shipper Name	Name of the company moving the chemical along the route.
Dept./Div.	Name of a department, division, or branch that further identifies the shipper.
Phone # / Ext.	Telephone number and extension used to reach the shipper during business hours.

Remember that when you are in the Shippers database you are working with one specific chemical shipped along a specific route.

You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, or (if the database contains more than 10 records) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

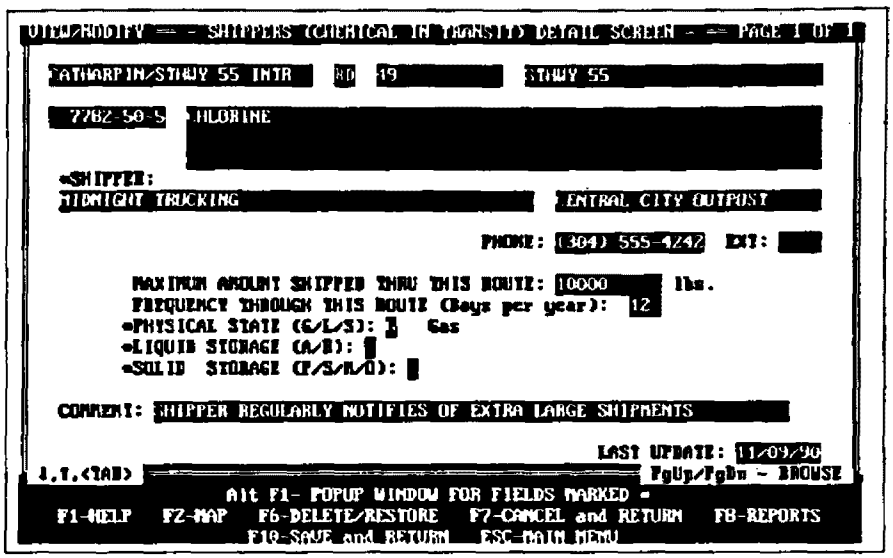
The letter search uses the Chemical Name field.

When the Shippers summary screen is displayed, F10–PREVIOUS SCREEN (CHEMICALS IN TRANSIT) will return you to the Chemicals in Transit options menu or (if you used the CONTROL+F2 combination) the Chemicals in Transit summary screen or detail screen from which you accessed the database. The ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

When you want to see detailed information about the shipping company and its activities along the route, move through the list to find and highlight its summary information, then select F5–VIEW/MODIFY. The Shippers detail screen will be displayed, as in the following example.

Figure 4–37.
Shippers detail screen

The information you see is for the shipper highlighted on the Shippers summary screen.



The Shippers detail screen contains the following information.

Remember that when you are in the Shippers database you are working with one specific chemical shipped along a specific route.

The Route Name, Route Type, Milepost(s), and Intersection(s) and the CAS Number and Chemical Name are shown at the top of each detail screen.	
Shipper	Use the ALT+F1 combination to go to the list of shipping companies in the Shipper Information module and select the appropriate name. You can enter records in the Shipper Information module if necessary (see "Adding Records" below); however, any editing to this field must be done in the Shipper Information module.
(Dept./Div.)	Department, division, or branch that further identifies the shipping company. Copied from the Shipper Information module when you make a selection at the Shipper field.
Phone/Ext.	Telephone number and extension used to reach the shipper during business hours. Copied from the Shipper Information module when you make a selection at the Shipper field.
Maximum Amount Shipped Through This Route	Maximum amount, in pounds, that any one shipment of the chemical by the shipper could contain. You can enter up to 10 numeric characters.
Frequency Through This Route	Number of days per year that the chemical could be transported by the shipper over the route.
Physical State	Use the ALT+F1 combination to display the popup menu and select the appropriate state for the chemical involved in the screening or scenario. Otherwise, enter G (for Gas), L (for Liquid), or S (for Solid). The description will automatically be displayed next to the code.

Other telephone numbers for the shipper are in the Shipper Information module. See "Viewing and Editing Records," below.

Continues . . .

Liquid Storage	If appropriate, use the ALT+F1 combination to display the popup menu and select the appropriate liquid-storage code. Otherwise, enter A (for above ambient temperature) or B (for at or below ambient temperature). The description will automatically be displayed next to the code.
Solid Storage	If appropriate, use the ALT+F1 combination to display the popup menu and select the appropriate solid-storage code. Otherwise, enter P (for powder), S (for solution), M (for molten), or O (for other). The description will automatically be displayed next to the code.
Comment	One line (60 characters) for any additional information.
Last Update	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field.

Adding Records

To add a new shipper to the database, select F4–ADD from the summary screen. This will display a blank Shippers record. Use the ↑ and ↓ keys, the TAB key, or the RETURN and ENTER keys to move around the fields and enter information (the ↑, ↓, and RETURN/ENTER keys move sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

The cursor is initially on the Shipper field. Use the ALT+F1 combination at this field to go to the Shipper Information module and select the name of a shipping company by locating the appropriate name and then selecting F10–SELECT AND RETURN. This is the only way to enter information in the Shipper, Department/ Division, and Phone/Extension fields; you can enter information in the Shipper field, but the cursor will not move to the other fields.

If you use the ALT+F1 combination to go to the Shipper Information module and do not find the shipper you need for the Shippers database record, select F4–ADD while the Shipper Information module list is still on the screen. Enter the appropriate information (for the Shippers database, you need only enter Shipper Name, Dept./Div., and Phone/Ext.), then select F10–SAVE AND RETURN twice. The new record is simultaneously added to both the database and the module, and you are returned to the database. However, if you add a new record in this manner and then cancel the addition after returning to the Shippers database, the new record remains in the Shipper Information module.

After you have returned to the Shippers database, F10–SAVE AND RETURN will save the new record and return you to the Shippers summary screen at any time. Use the PAGE-DOWN key to save the new record and display a new blank record. Using the PAGE-DOWN key enters the current record in the database; thus, if you do not want to save the new record, you should select F7–CANCEL AND RETURN *before* moving on to a new record. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then select F6–DELETE/RESTORE to mark the record for deletion.

Viewing and Editing Records

To look at or edit a Shippers record, move through the summary information to highlight the record you want, then select F5–VIEW/MODIFY. This displays the detail screen for the selected shipper. Use the ↑, ↓, ←, and → keys; the TAB key; or the RETURN and ENTER keys to move around and within the fields and make any changes.

You can edit the Amount Shipped, Frequency, Physical State, and Liquid/Solid Storage fields in the normal manner. To edit the Shipper, Dept./Div., and Phone/Ext. fields, you need to leave the Shippers database and edit the original record in the Shipper Information module. The changes you make will affect the Shipper Information module as well as the database.

Remember: PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

When you are viewing or editing records, the PAGE-UP and PAGE-DOWN keys enable you to browse through the Shippers records (for the original route and chemical only), beginning with the shipper highlighted on the Shippers summary screen. As with the PAGE-DOWN key when you are adding records, using the PAGE-UP or PAGE-DOWN key will save any changes when you are editing records.

Saving New Records or Changes

F10–SAVE AND RETURN saves the new record or the changes on the current screen and takes you back to the Shippers summary screen; if you do not want to save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Shippers summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Shippers Function Keys

The following function keys are active on one or more screens in the Shippers database.

Refer to Chapter 7 for more information about these functions:
- *Moving about in CAMEO DOS*
- *Help*
- *Adding records*
- *Viewing and modifying records*
- *Deleting records*
- *Creating reports*

The Mapping module is discussed in Chapter 5.

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F2–MAP	Takes you to the Mapping module. If the selected route has already been mapped, its location will be at the center of the map on the screen; otherwise, the overall view of the county will be displayed and you can plot the route's location.
F4–ADD	Add a new Shippers record.
F5–VIEW/MODIFY	Look at or edit individual Shippers records.

Continues . . .

F6–DELETE/RESTORE	Marks the record for deletion from CAMEO DOS. The record is deleted when you exit the system. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored) and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–CANCEL AND RETURN	From a detail screen, returns you to the Shippers summary screen. None of the changes on the current screen will be saved.
F8–REPORTS	The following reports are available for output to a printer, screen, or file: • Complete Route Report (all of the routes or the results of the current Query) • One Route (the current route). You can add any or all of the following options to your reports if desired: • Chemicals in Transit (including Screening & Scenarios and/or Shippers) • Incident Notifications. To print the shippers for the current route and the selected chemical in transit, choose the Chemicals in Transit option from the Reports menu and then select Shippers.
F10–SAVE AND RETURN	From a detail screen, returns you to the Shippers summary screen. All of the changes on the current screen will be saved.
F10–PREVIOUS SCREEN (CHEMICALS IN TRANSIT)	From the summary screen, returns you to the Chemicals in Transit options menu or (if you used the CONTROL+F1 combination) the Chemicals in Transit summary screen or detail screen from which you accessed the activity.

Incident Notification Database

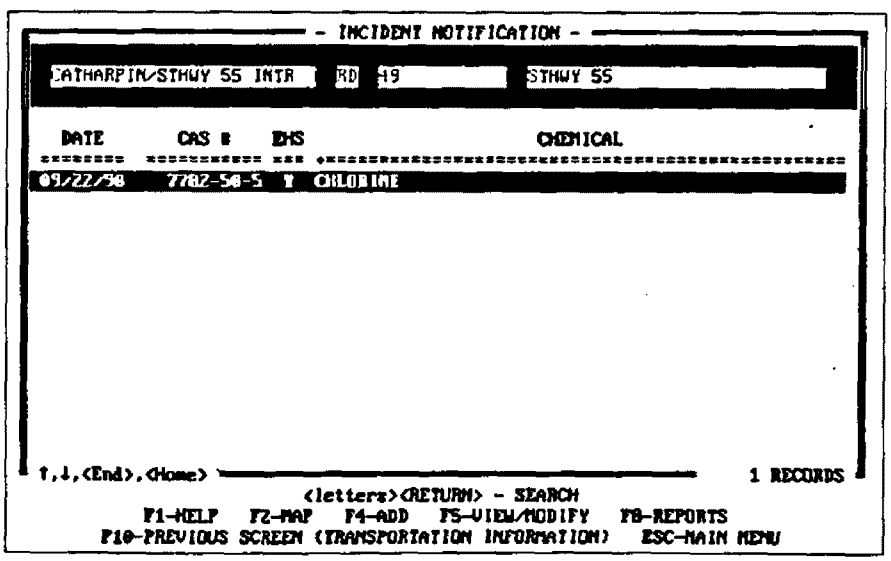
The Incident Notification database contains information about incidents involving the chemicals that are transported along a route. The summary screen and detail screen are identical to those in the Incident Notification database in the Facility Information module's Chemical Inventory database.

To use the Incident Notification database, locate and highlight the transportation route of interest on the Transportation Information summary screen, select F5–VIEW/MODIFY to view its detail screen if desired, then select F9–CHEMICALS IN TRANSIT/INCIDENTS and choose option B from the Transportation Information options menu. Or, use the CONTROL+F2 combination from the Transportation Information summary screen or a Transportation Information detail screen.

The first screen you will see is the Incident Notification summary screen, which lists the incidents for the selected route. This list is arranged alphabetically by the name of the chemical involved in the incident (chemicals that begin with numbers will appear first). The number at the lower-right corner of the summary screen shows the number of Incident Notification records that have been entered for the selected route.

Figure 4–38. Incident Notification summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Chemical field.



The Incident Notification summary screen contains the following information.

Use the ALT+R combination to see Response Information Data Sheets for the chemical highlighted on the summary screen.

The Route Name, Route Type, Milepost(s) and Intersection(s) are shown at the top of each summary screen.	
Date	Date of the incident.
CAS #	Chemical Abstracts Service identification number.
EHS	Extremely Hazardous Substance identifier (Y for yes; blank if no).
Chemical	Name of the chemical involved in the incident.

You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, or (if the database contains more than 14 records) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

The letter search uses the Chemical field.

When the Incident Notification summary screen is displayed, F10–PREVIOUS SCREEN (TRANSPORTATION INFORMATION) will return you to the Transportation Information options menu or (if you used the CONTROL+F2 combination) the Transportation Information summary screen or detail screen from which you accessed the database. The ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

When you want to see detailed information about an incident, move through the list to find and highlight the chemical and date of interest, then select F5–VIEW/MODIFY. The Incident Notification detail screen will be displayed, as in the following example.

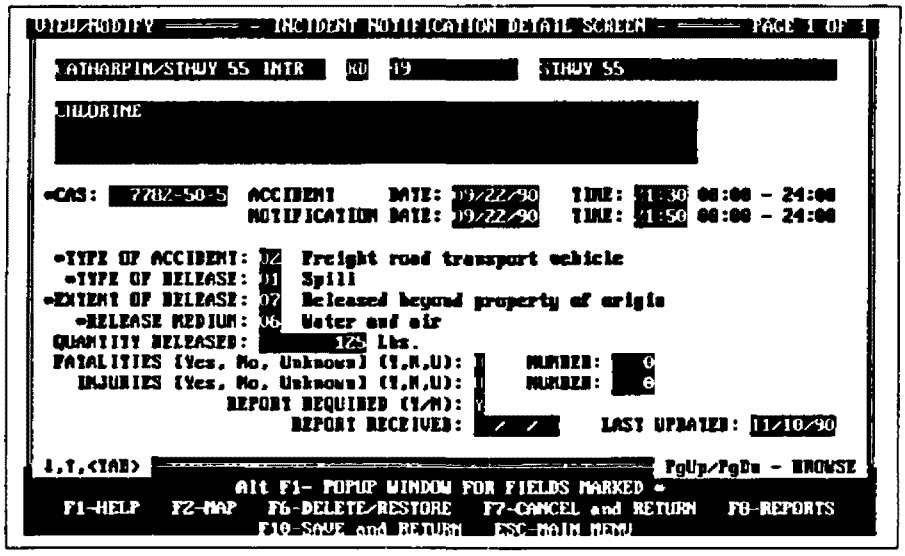


Figure 4–39.
Incident Notification detail screen

The information you see is for the incident highlighted on the Incident Notification summary screen.

The route name, route type, milepost(s), and intersection(s) are still displayed at the top of the screen. Below is the CAS Number of the chemical involved in the selected incident. Note the asterisk by this field. If you are entering an incident for the first time, you do not need to know the CAS Number for the chemical involved. Just go to the CAS Number field and select F1 while holding the ALT key down to display the Chemical Information database. Find the chemical involved in the incident (by scrolling, entering letters, or using Queries) and select F10–SELECT AND RETURN. The selected chemical's CAS Number and Chemical Name will automatically be entered into the Incident Notification record.

Use the ALT+F1 combination any time you see an asterisk next to a field. Chapter 7 contains more information about the ALT+F1 combination.

The Incident Notification detail screen contains the following information.

Route Name, Route Type, Milepost(s), and Intersection(s) are shown at the top of each detail screen.	
(Chemical)	Chemical name from the Chemical Information module. CAMEO DOS automatically fills in this field based on your input to the CAS field.
CAS	Chemical Abstracts Service identification number. Use the ALT+F1 combination here to automatically fill this field plus the Chemical field. Otherwise, 6 characters available; CAMEO DOS automatically adds the hyphens to a CAS number you enter.
Accident Date	Date that the incident occurred. Enter two digits each for month, day, and year; for example, 032090 for March 20, 1990. You do not need to type the slashes.
Time	Time that the incident occurred. Enter four digits according to the 24-hour clock; for example, 1425 for 2:25 p.m. You do not need to type the colon.
Notification Date	Date the incident was reported. Enter two digits each for month, day, and year; for example, 032090 for March 20, 1990. You do not need to type the slashes.
Time	Time the incident was reported to your office. Enter four digits according to the 24-hour clock; for example, 1425 for 2:25 p.m. You do not need to type the colon.
Type of Accident	Use the ALT+F1 combination to display the popup menu and select the appropriate code for the type of incident that occurred. Otherwise, enter one of the following 2-digit codes: 01 Passenger road transportation 02 Freight road transport vehicle 03 Rail transport vehicle 04 Water transport vehicle 05 Air transport vehicle 06 Heavy industrial and agricultural equipment 07 Special transport vehicle 08 Pipeline 09 Other transportation types 10 Fixed facility The description will automatically be displayed next to the code.
Type of Release	Use the ALT+F1 combination to display the popup menu and select the appropriate code for the type of release that occurred. Otherwise, enter one of the following 2-digit codes: 01 Spill 02 Fire 03 Explosion 04 Unknown The description will automatically be displayed next to the code.
Extent of Release	Use the ALT+F1 combination to display the popup menu and select the appropriate code to describe the extent of the release that occurred. Otherwise, enter one of the following 2-digit codes: 00 Extent of release undetermined 01 Confined to equipment/vehicle of origin 02 Confined to room of origin 03 Confined to floor of origin 04 Confined to structure of origin 05 Confined to fixed property of origin

Continues . . .

Extent of Release (Continued)	06 Confined to general property of origin 07 Released beyond property of origin 08 No release 09 Extent of release not classified above The description will automatically be displayed next to the code.
Release Medium	Use the ALT+F1 combination to display the popup menu and select the appropriate code to describe the medium through which the release occurred. Otherwise, enter one of the following 2-digit codes: 00 Medium undetermined 01 Air 02 Water 03 Ground 04 Water and ground 05 Air and ground 06 Water and air 07 Air, water, and ground 08 Not released 09 Medium not classified above The description will automatically be displayed next to the code.
Quantity Released	Amount of the chemical involved in the incident, in pounds.
Fatalities	Enter Y (for yes) if fatalities were reported or N if no fatalities were reported. The default is U (for unknown).
Number	If you entered a Y at Fatalities, enter the number of fatalities here. You can enter up to 4 numbers.
Injuries	Enter Y (for yes) if injuries were reported or N if no injuries were reported. The default is U (for unknown).
Number	If you entered a Y at Injuries, enter the number of injuries here. You can enter up to 4 numbers.
Report Required	Enter an N (for no) if no report on the incident is required. The default is Y for yes.
Report Received	Date that the report on the incident was received. Enter two digits each for month, day, and year; for example, 032090 for March 20, 1990. You do not need to type the slashes.
Last Update	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field for you.

Adding Records

To add a new incident to the database for the selected route, select F4–ADD from the summary screen. This will display a blank Incident Notification record. Use the ↑ and ↓ keys, the TAB key, or the RETURN and ENTER keys to move around the fields and enter information (the ↑, ↓, and RETURN/ENTER keys move sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

Remember to use the ALT+F1 combination at the CAS Number field.

When you are adding a new record, F10–SAVE AND RETURN will save the new record and return you to the Incident Notification summary screen at any time. Use the PAGE-DOWN key to save the new record and display a new blank record.

Using the PAGE-DOWN key enters the current record in the database; thus, if you do not want to save the new record, you should select F7–CANCEL AND RETURN *before* moving on to a new record. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then select F6–DELETE/RESTORE to mark the record for deletion.

Viewing and Editing Records

To look at or edit an Incident Notification record, move through the summary information to highlight the record you want, then select F5–VIEW/MODIFY. This displays the Incident Notification detail screen for the selected chemical. Use the ↑, ↓, ←, and → keys; the TAB key; or the RETURN and ENTER keys to move around and within the fields and make any changes.

Remember: PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

When you are viewing or editing records, the PAGE-UP and PAGE-DOWN keys enable you to browse through the Incident Notification records for the route on the original summary screen or detail screen, beginning with the record highlighted on the Incident Notification summary screen. As with the PAGE-DOWN key when you are adding records, using the PAGE-UP or PAGE-DOWN key will save any changes when you are editing records.

Saving New Records or Changes

F10–SAVE AND RETURN saves the new record or the changes on the current screen and takes you back to the Incident Notification summary screen; if you do not want to save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Incident Notification summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Incident Notification Function Keys

The following function keys are active on one or more screens in the Incident Notification database:

Refer to Chapter 7 for more information about these functions:
- *Moving about in CAMEO DOS*
- *Help*
- *Adding records*
- *Viewing and modifying records*
- *Deleting records*
- *Creating reports*

The Mapping module is discussed in Chapter 5.

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F2–MAP	Takes you to the Mapping module. If the selected route has already been mapped, its location will be at the center of the map on the screen; otherwise, the overall view of the county will be displayed and you can plot the route's location.
F4–ADD	Add a new Incident Notification record.

Continues . . .

F5–VIEW/MODIFY	Look at or edit individual Incident Notification records.
F6–DELETE/RESTORE	Marks the record displayed for deletion from the database. The record is deleted when you exit CAMEO DOS. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored) and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–CANCEL AND RETURN	From a detail screen, returns you to the Incident Notification summary screen. None of the changes on the current screen will be saved.
F8–REPORTS	The following reports are available for output to a printer, screen, or file: • Complete Route Report (all of the routes or the results of the current Query) • One Route (the current route) You can add any or all of the following options to your reports: • Chemicals in Transit (including Screening & Scenarios and/or Shippers) • Incident Notifications To print the incidents for the current route, select the Incident Notifications option from the Reports menu.
F10–SAVE AND RETURN	From the detail screen, returns you to the Incident Notification summary screen. All of the changes on the current screen will be saved.
F10–PREVIOUS SCREEN (TRANSPORTATION INFORMATION)	From the summary screen, returns you to the Transportation Information options menu or (if you used the CONTROL+F2 combination) the Transportation Information summary screen or detail screen from which you accessed the database.

D. Regional Information

The Regional Information module provides four consolidated databases that you can use to obtain an overall view of hazardous materials in your county or district. These databases are:

- Chemicals in Inventory/Transit
  All chemicals that are stored at facilities in or that may be in transit through your county or district. This database combines the Chemical Inventory database from the Facility Information module with the Chemicals in Transit database from the Transportation Information module, allowing you to look at all facilities and routes.

- Screening & Scenarios
  All of the screenings and scenarios from the Facility Information module and the Transportation Information module, arranged by chemical.

- Incident Notification
  All of the incidents from the Facility Information module and the Transportation Information module, arranged by chemical.

- Toxic Release Annual Report
  All of the Toxic Chemical Release Inventory reports from the Facility Information module, arranged by chemical.

It is important to note that the information in the four Regional Information databases is made up of records that have already been entered in other modules. Therefore you cannot add new records to the Regional Information module itself, and any editing you do in the Regional Information module will be reflected in the "source" record and module. You may want to consider the Regional Information module as a kind of index to the databases in other modules.

To use the Regional Information Module, choose option D from the CAMEO DOS Main Menu. Note that while the four databases are listed on the Main Menu, you need to access the Regional Information module before you can work with them.

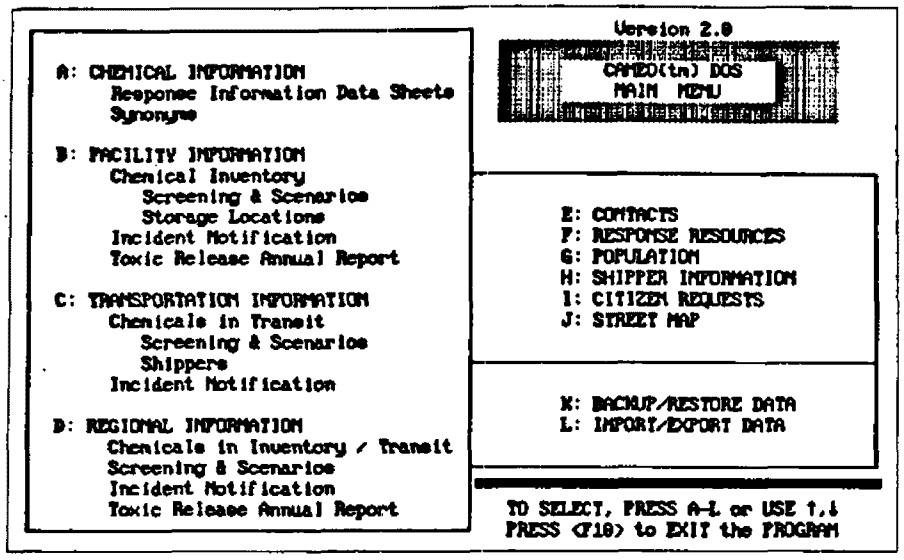


Figure 4–40.
CAMEO DOS Main Menu

Choose option D to reach the Regional Information module.

The first screen you will see is the Regional Information options menu, which lists the four databases available in the module. From the options menu, choose option A for Chemicals in Inventory/Transit, option B for Screening & Scenarios, option C for Incident Notification, or option D for Toxic Release Annual Report.

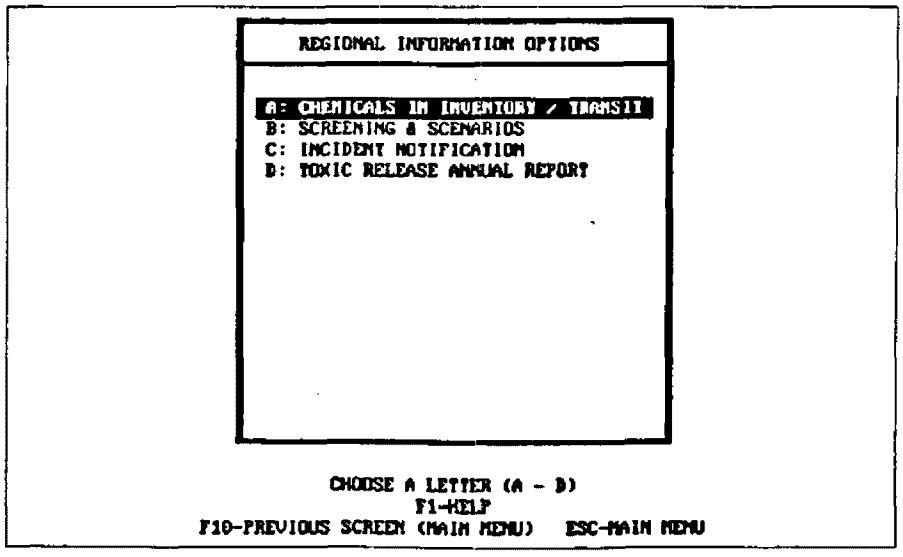


Figure 4–41.
Regional Information options menu

Each option leads to a summary screen arranged by chemical name.

The Regional Information options menu provides summary screens showing all of the Chemicals Inventory Chemical in Transit, Screening and Scenarios, Incident Notification, and Toxic Release Annual Report records that have been entered in the various CAMEO DOS modules. All of these summary screens are arranged by chemical.

When the options menu is displayed, F1–HELP will show your location in CAMEO DOS, explain what the function keys do, or describe the information on the screen. F10–PREVIOUS SCREEN (MAIN MENU) and the ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

The following sections describe each of the Regional Information options in detail.

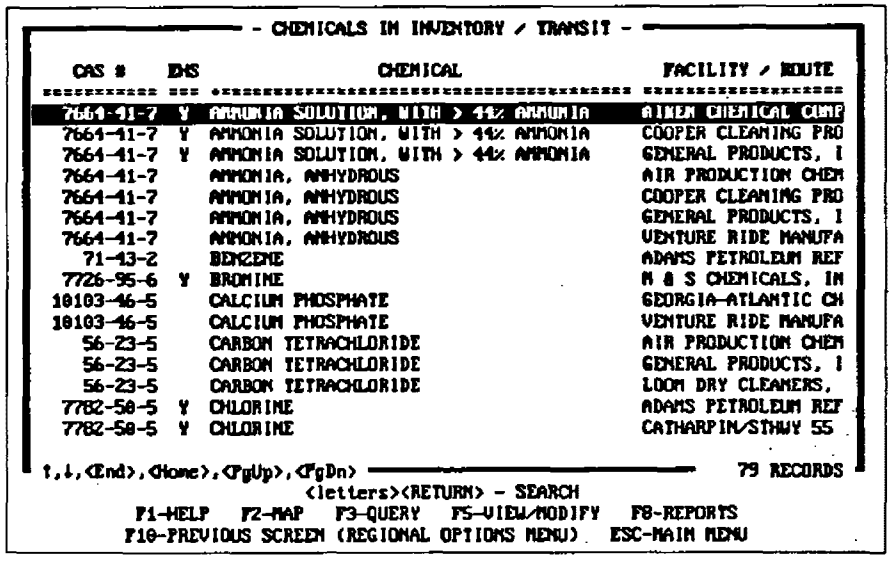
Chemicals in Inventory/Transit

The Chemicals in Inventory/Transit database contains all records found in the Chemical Inventory database of the Facility Information module and in the Chemicals in Transit database of the Transportation Information module. The advantage to this database is that it is organized by chemical. Thus you can see, at a glance, all of the facilities and routes in your county or district at which a particular chemical could be found.

To reach the Chemicals in Inventory/Transit database, choose option A from the Regional Information options menu. The first screen you will see is the Chemicals in Inventory/Transit summary screen, which contains a list of the chemicals and facilities or routes. This list is arranged alphabetically by chemical name (chemicals that begin with numbers will appear first). The number in the lower-right corner of the summary screen shows the number of records in the database.

Figure 4–42. Chemicals in Inventory/ Transit summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Chemical field.



The Chemicals in Inventory/Transit summary screen contains the following information.

Use the ALT+R combination to see Response Information Data Sheets for the chemical highlighted on the summary screen.

CAS #	Chemical Abstracts Service identification number.
EHS	Extremely Hazardous Substance identifier (Y for yes; blank if no).
Chemical	Name of the chemical.
Facility/Route	Facility Information or Transportation Information record from which the record was obtained. Only the first 19 characters of the name appear on the summary screen.

You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, or (if the database contains more than 16 records) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

The letter search uses the Chemical field.

When the Chemicals in Inventory/Transit summary screen is displayed, F10–PREVIOUS SCREEN (REGIONAL OPTIONS MENU) will return you to the Regional Information options menu. The ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

The chemical is listed each time it is entered in either the Chemical Inventory database of the Facility Information module or the Chemicals in Transit database of the Transportation Information module. When you want to see detailed information about how one of the chemicals is stored or transported, select a chemical first, find the facility or route of interest, then select F5–VIEW/MODIFY. Depending on whether you have selected a facility or a route, you will see either a Chemical Inventory detail screen from the Facility Information module or a Chemical in Transit detail screen from the Transportation Information module.

If you select a facility, you will see the following screen.

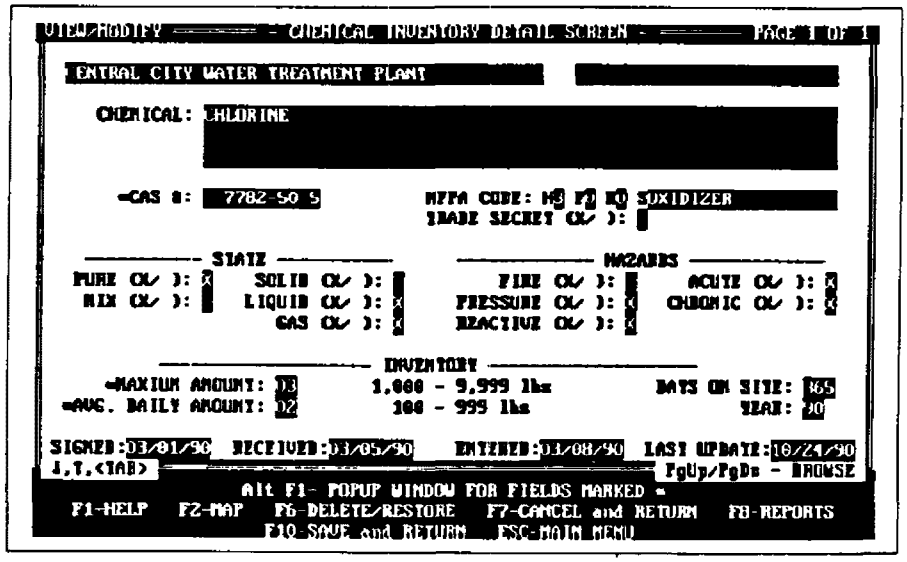


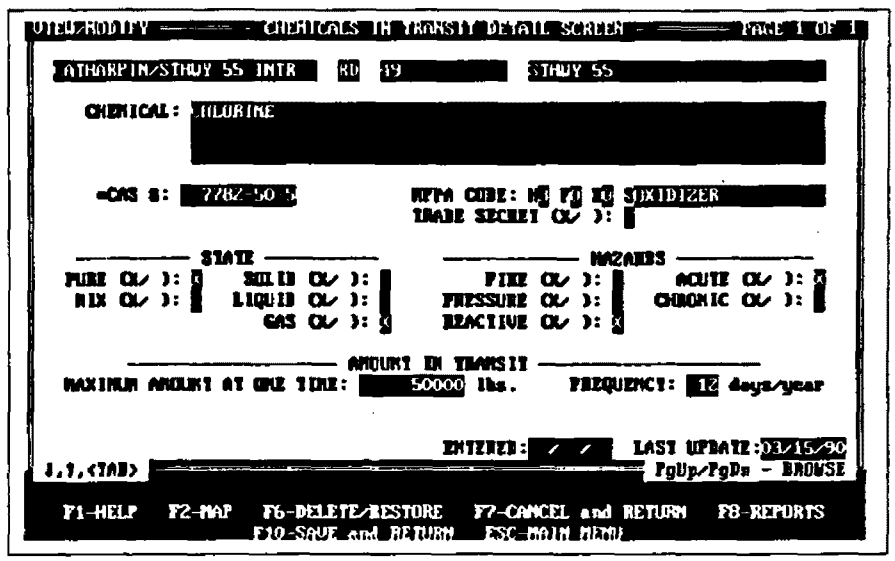
Figure 4–43. Chemical Inventory detail screen

The information you see is for the chemical and facility highlighted on the Chemicals in Inventory/Transit summary screen. See the material about the Chemical Inventory database in the section on the Facility Information module for detailed information about the fields.

If you select a route, you will see the following screen.

Figure 4–44.
Chemicals in Transit detail screen

The information you see is for the chemical and route highlighted on the Chemicals in Inventory/Transit summary screen. See the material about the Chemicals in Transit database in the section on the Transportation Information module for detailed information about the fields.



Adding Records

You cannot add new records directly to the Chemicals in Inventory/Transit database. Instead, select F4–ADD in the Chemical Inventory database for a specific facility or the Chemicals in Transit database for a specific route. Once the records have been saved in those databases, the records will automatically appear in the Chemicals in Inventory/Transit database in the Regional Information module.

Viewing and Editing Records

Any changes you make are reflected in the original Chemical Inventory and Chemical in Transit records. If you delete a record in the Regional Information module, the source record is deleted as well.

Any editing you do to records in the Chemicals in Inventory/Transit database is actually done to the original Chemical Inventory or Chemicals in Transit record in the Facility Information or Transportation Information module. If you mark a record for deletion from the Chemicals in Inventory/Transit database, the Chemical Inventory or Chemicals in Transit record in the Facility Information or Transportation Information module is actually marked for deletion. The record will be deleted from both the Regional Information module and the Facility Information or Transportation Information module when you exit CAMEO DOS. Be certain that you want your changes made to the original record before proceeding.

To edit a Chemicals in Inventory/Transit record, move through the summary information to find and highlight the record you want to edit, then select F5–VIEW/MODIFY. This displays the detail screen (either Chemical Inventory or Chemicals in Transit) for the selected chemical and facility or route. Use the ↑, ↓, ←, and → keys; the TAB key; or the RETURN and ENTER keys to move around and within the fields and

make the necessary changes (the ↑, ↓, and RETURN/ENTER keys move through the fields sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

When you are viewing or editing records in the Chemicals in Inventory/Transit database, the PAGE-UP and PAGE-DOWN keys enable you to browse through the records, beginning with the record highlighted on the summary screen, as they are stored in the Chemicals in Inventory/Transit database. Therefore you will see both Chemical Inventory and Chemicals in Transit detail screens as you browse.

When you are editing, using the PAGE-UP and PAGE-DOWN keys will enter the changes in the database; thus, if you do not want to save the changes, you should select F7–CANCEL AND RETURN *before* moving on to another record. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then edit the record again.

Remember: PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

Saving Changes and Leaving the Database

F10–SAVE AND RETURN saves the changes on the current screen and takes you back to the Chemicals in Inventory/Transit summary screen. If you do not want to save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Chemicals in Inventory/Transit summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Chemicals in Inventory/Transit Function Keys

The following function keys are active on one or more screens in the Chemicals in Inventory/Transit database.

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F2–MAP	Takes you to the Mapping module. If the selected facility or route has already been mapped, its location will be at the center of the map on the screen; otherwise the overall view of the county will be displayed and you can plot the location of the facility or route.
F3–QUERY	You can list the chemicals and facilities that meet specific criteria by searching on any of the following fields: • Chemical in Inventory [also used for Chemical in Transit] • Chemical Name • Synonym • EHS (Y)

Continues . . .

Refer to Chapter 7 for more information about these functions:
Moving about in CAMEO DOS
Help
Queries
Adding records
Viewing and modifying records
Deleting records
Creating reports

The Mapping module is discussed in Chapter 5.

Power Queries are discussed in Chapter 6.

Use the ALT+F1 combination any time you see an asterisk next to a field. Chapter 7 contains more information about the ALT+F1 combination.

CAUTION: Any deletions or changes you make are reflected in the Chemical Inventory or Chemical in Transit record in the Facility Information or Transportation Information module.

F3–QUERY (Continued)	• 313 (Y) • CERCLA (Y) • Map Location • Chemical in Inventory (Y) • Chemical in Transit (Y). You can use the AND and OR qualifiers to make the search more specific. Use the ALT+F1 combination at the Chemical in Inventory field to make a selection from the list of chemicals in the Chemical Information module. You can also execute a Power Query. The Power Query allows you to look at all the fields and to do more complex searches of the Chemicals in Inventory/Transit database.
F5–VIEW/MODIFY	Look at or edit individual Chemicals in Inventory/Transit records.
F6–DELETE/RESTORE	Marks the record displayed for deletion from the database. The record is deleted when you exit CAMEO DOS. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored), and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–CANCEL AND RETURN	From a detail screen, returns you to the Chemicals in Inventory/Transit summary screen. None of the changes on the current screen will be saved.
F8–REPORTS	The following reports are available for output to a printer, screen, or file: • Complete Regional Report (all of the records or the results of the current Query) • One Regional Item (the currently selected record) • Mail Labels. You can add Chemicals in Inventory/Transit records to these reports if desired.
F10–SAVE AND RETURN	From a detail screen, returns you to the Chemicals in Inventory/Transit summary screen. All of the changes on the current screen will be saved.
F10–PREVIOUS SCREEN (REGIONAL OPTIONS)	From the summary screen, returns you to the Regional Information options menu.

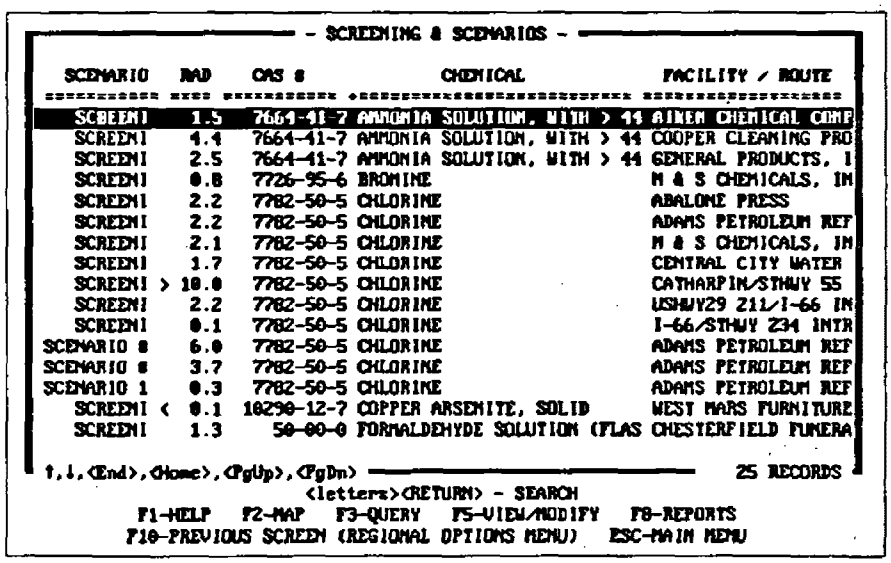
Screening & Scenarios Database

The Screening & Scenarios database contains all screenings and scenarios that have been entered in the Chemical Information module's Chemical Inventory database and in the Transportation Information module's Chemicals in Transit database. The advantage to this database is that the screenings and scenarios are organized by chemical. Thus you can see, at a glance, all of the screenings and scenarios that have been entered for a particular chemical.

To reach the Screening & Scenarios database, choose option B from the Regional Information options menu. The first screen you will see is the Screening & Scenarios summary screen, which contains a list of chemicals and screenings and scenarios. This list is arranged alphabetically by chemical name (chemicals that begin with numbers will appear first). The number in the lower-right corner of the summary screen shows the number of records in the database.

Figure 4-45.
Screening & Scenarios summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Chemical field.



The Screening & Scenarios summary screen contains the following information.

Use the ALT+R combination to see Response Information Data Sheets for the chemical highlighted on the summary screen.

Scenario	Screening identifier or name of the scenario.
RAD	Radius of the Vulnerability Zone for the screening or scenario.
CAS #	Chemical Abstracts Service identification number.
Chemical	Name of the chemical.
Facility/Route	Facility Information or Transportation Information record from which the record was obtained. Only the first 19 characters of the name appear on the summary screen.

You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, or (if the database contains more than 16 records) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

The letter search uses the Chemical field.

When the Screening & Scenarios summary screen is displayed, F10–PREVIOUS SCREEN (REGIONAL OPTIONS MENU) will return you to the Regional Information options menu. The ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

The chemical is listed each time it is used in a screening or scenario in the Facility Information or Transportation Information module. When you want to see detailed information about a screening or scenario for one of the chemicals, select a chemical first, find the facility or route of interest, then choose the screening or scenario of interest and select F5–VIEW/MODIFY. The Screening & Scenarios detail screen for that screening or scenario from the Facility Information or Transportation Information module will be displayed, as in the following example.

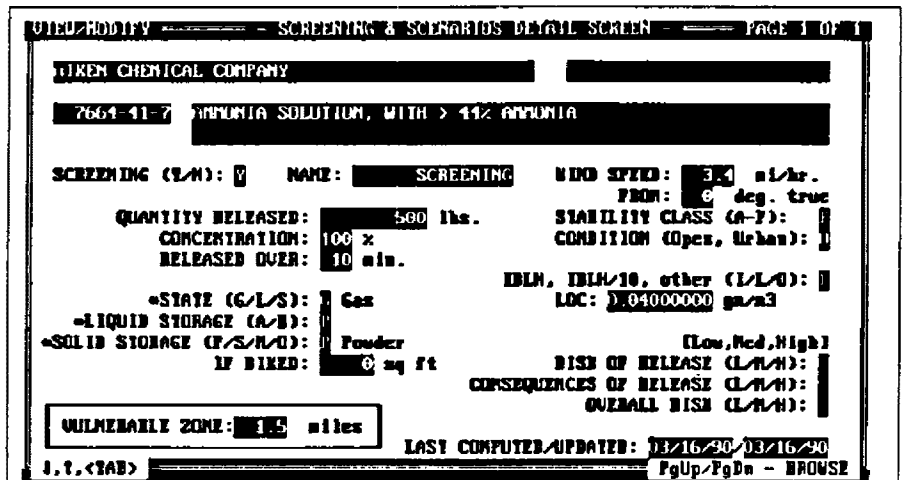


Figure 4–46.
Screening & Scenarios detail screen

The information you see is for the screening or scenario highlighted on the Screening & Scenarios summary screen. See the material about the Screening & Scenarios activity in the Facility Information module or the Transportation Information module for detailed information about the fields.

Adding Records

You cannot add new records directly to the Screening & Scenarios database. Instead, select F4–ADD in the Screening & Scenarios activity of the Chemical Inventory database for a specific facility or in the Screening & Scenarios activity of the Chemicals in Transit database for a specific route. Once the records have been saved in those databases, the records will automatically appear in the Screening & Scenarios database in the Regional Information module.

Viewing and Editing Records

Any changes you make are reflected in the original Chemical Inventory and Chemicals in Transit records. If you delete a record in the Regional Information module, the source record is deleted as well.

Any editing you do to records in the Screening & Scenarios database is actually done to the original screening or scenario in the Facility Information or Transportation Information module. If you mark a record for deletion from the Screening & Scenarios database, the screening or scenario in the Facility Information or Transportation Information module is actually marked for deletion. The screening or scenario will be deleted from both the Regional Information module and the Facility Information or Transportation Information module when you exit CAMEO DOS. Be certain that you want your changes made to the original record before proceeding.

If you change any of the parameters of a screening or scenario, you must use F9–COMPUTE to recalculate the Vulnerability Zone.

To edit a Screening & Scenarios record, move through the summary information to find and highlight the screening or scenario you want to edit, then select F5–VIEW/MODIFY. This displays the detail screen (from either the Facility Information or Transportation module) for the selected chemical and facility or route. Use the ↑, ↓, ←, and → keys; the TAB key; or the RETURN and ENTER keys to move around and within the fields and make the necessary changes (the ↑, ↓, and RETURN/ENTER keys move through the fields sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

When you are viewing or editing records in the Screening & Scenarios database, the PAGE-UP and PAGE-DOWN keys enable you to browse through the records, beginning with the record highlighted on the summary screen, as they are stored in the Screening & Scenarios database. Therefore you will see screenings and scenarios from both the Facility Information and Transportation Information modules as you browse.

Remember: PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

When you are editing, using the PAGE-UP and PAGE-DOWN keys will enter the changes in the database; thus, if you do not want to save the changes, you should select F7–CANCEL AND RETURN before moving on to another record. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then edit the record again.

Saving Changes and Leaving the Database

F10–SAVE AND RETURN saves the changes on the current screen and takes you back to the Screening & Scenarios summary screen; if you do not want to save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Screening & Scenarios summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Screening & Scenarios Function Keys

The following function keys are active on one or more screens in the Screening & Scenarios database:

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F2–MAP	Takes you to the Mapping module. If the selected facility or route has already been mapped, its location will be at the center of the map on the screen and you can view the Vulnerability Zone for the screening or scenario by executing the Circle function; otherwise the overall view of the county will be displayed and you can plot the location of the facility or route and then execute the Circle function.
F3–QUERY	You can list the screenings and scenarios that meet specific criteria by searching on any of the following fields: • Chemical in Scenario • Chemical Name • Screening (Y) • Scenario Name • I-IDLH, L-1/10 IDLH (I, L, or blank) • Risk of Release (L, M, H, or blank) • Release Consequences (L, M, H, or blank) • Overall Risk (L, M, H, or blank) • Map Location. You can use the AND and OR qualifiers to make the search more specific. Use the ALT+F1 combination at the Chemical in Scenario field to make a selection from the list of chemicals in the Chemical Information module. You can also execute a Power Query. The Power Query allows you to look at all the fields and to do more complex searches of the Screening & Scenarios database.
F5–VIEW/MODIFY	Look at or edit individual Screening & Scenarios records.
F6–DELETE/RESTORE	Marks the record displayed for deletion from the database. The record is deleted when you exit CAMEO DOS. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored), and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–CANCEL AND RETURN	From a detail screen, returns you to the Screening & Scenarios summary screen. None of the changes on the current screen will be saved.

Continues . . .

Refer to Chapter 7 for more information about these functions:

Moving about in CAMEO DOS
Help
Queries
Adding records
Viewing and modifying records
Deleting records
Creating reports

The Mapping module is discussed in Chapter 5.

Power Queries are discussed in Chapter 6.

Use the ALT+F1 combination any time you see an asterisk next to a field. Chapter 7 contains more information about the ALT+F1 combination.

CAUTION: Any deletions or changes you make are reflected in the original screening or scenario in the Facility Information or Transportation Information module.

F8–Reports	The following reports are available for output to a printer, screen, or file: • Complete Regional Report (all of the records or the results of the current Query) • One Regional Item (the currently selected record) • Mail Labels. *You can add Screening & Scenarios records to these reports if* desired.
F9–Compute	Calculate the Vulnerable Zone for the screening or scenario.
F10–Save and Return	From a detail screen, returns you to the Screening & Scenarios summary screen. All of the changes on the current screen will be saved.
F10–Previous Screen (Regional Options)	From the summary screen, returns you to the Regional Information options menu.

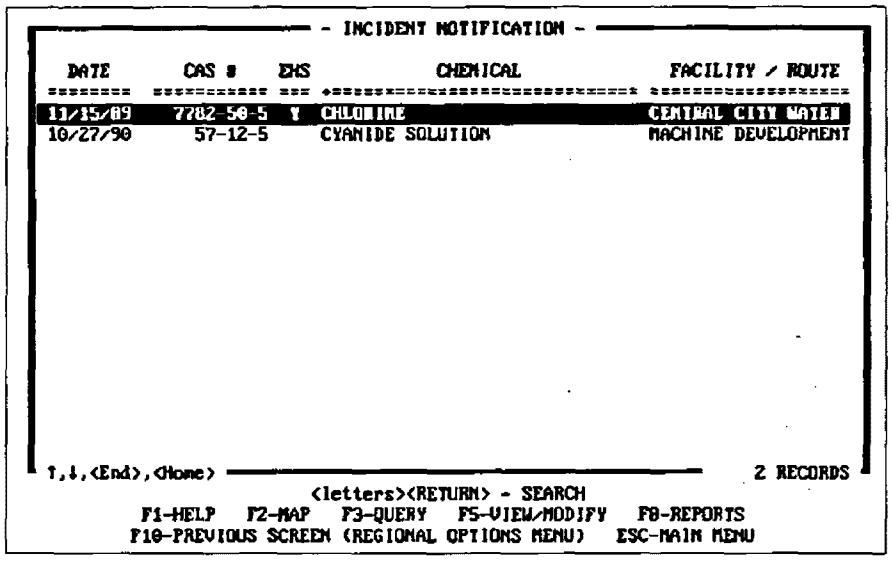
Incident Notification Database

The Incident Notification database contains all incident notification records that have been entered in the Facility Information or Transportation Information modules. The advantage to this database is that the incident records are organized by chemical. Thus you can see, at a glance, all of the reported incidents for all of the facilities and routes in your county or district.

To reach the Incident Notification database, choose option C from the Regional Information options menu. The first screen you will see is the Incident Notification summary screen, which contains a list of chemicals and incident records. This list is arranged alphabetically by chemical name (chemicals that begin with numbers will appear first). The number in the lower-right corner of the summary screen shows the number of records in the database.

Figure 4–47. Incident Notification summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Chemical field.



The Incident Notification summary screen contains the following information.

Use the ALT+R combination to see Response Information Data Sheets for the chemical highlighted on the summary screen.

Date	Date of the incident.
CAS #	Chemical Abstracts Service identification number.
EHS	Extremely Hazardous Substance identifier (Y for yes; blank if no).
Chemical	Name of the chemical.
Facility/Route	Facility Information or Transportation Information record from which the record was obtained. Only the first 19 characters of the name appear on the summary screen.

You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, or (if the database contains more than 16 records) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

The letter search uses the Chemical field.

When the Incident Notification summary screen is displayed, F10–PREVIOUS SCREEN (REGIONAL OPTIONS MENU) will return you to the Regional Information options menu. The ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

The chemical is listed each time an incident is entered in either the Facility Information module or the Transportation Information module. When you want to see detailed information about an incident, select a chemical first, find the facility or route and date of interest, then select F5–VIEW/MODIFY. The Incident Notification detail screen for that incident from the Facility Information or Transportation Information module will be displayed, as in the following example.

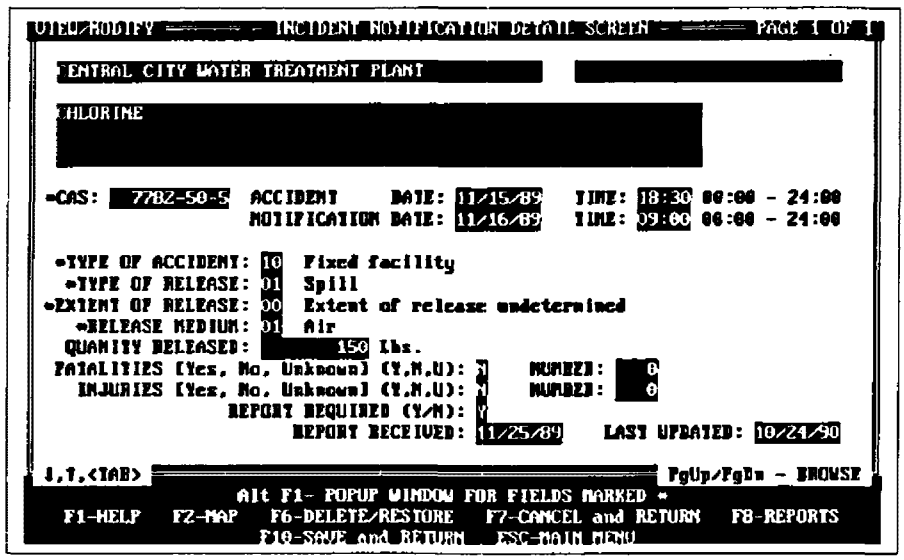


Figure 4–48. Incident Notification detail screen

The information you see is for the chemical and route highlighted on the Incident Notification summary screen. See the material about the Incident Notification database in the section on the Facility Information module or the Transportation Information module for detailed information about the fields.

Adding Records

You cannot add new records directly to the Incident Notification database. Select F4–ADD in the Incident Notification database in the Facility Information module for a specific facility or in the Incident Notification database in the Transportation Information module for a specific route. Once the records have been saved in those databases, the records will automatically appear in the Incident Notification database in the Regional Information module.

Viewing and Editing Records

Any changes you make are reflected in the original Chemical Inventory and Chemical in Transit records. If you delete a record in the Regional Information module, the source record is deleted as well.

Any editing you do to records in the Incident Notification database is actually done to the original incident record in the Facility Information or Transportation Information module. If you mark a record for deletion from the Incident Notification database, the Incident Notification record in the Facility Information or Transportation Information module is actually marked for deletion. The record will be deleted from both the Regional Information module and the Facility Information or Transportation Information module when you exit CAMEO DOS. Be certain that you want your changes made to the original record before proceeding.

To edit an Incident Notification record, move through the summary information to find and highlight the record you want to edit, then select F5–VIEW/MODIFY. This displays the detail screen (from either the Facility Information or Transportation Information module) for the selected chemical and facility or route. Use the ↑, ↓, ←, and → keys; the TAB key; or the RETURN and ENTER keys to move around and within the fields and make the necessary changes (the ↑, ↓, and RETURN/ENTER keys move through the fields sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

When you are viewing or editing records in the Incident Notification database, the PAGE-UP and PAGE-DOWN keys enable you to browse through the records, beginning with the record highlighted on the summary screen, as they are stored in the Incident Notification database. Therefore you will see records from both the Facility Information and Transportation Information modules as you browse.

Remember: PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

When you are editing, using the PAGE-UP and PAGE-DOWN keys will enter the changes in the database; thus, if you do not want to save the changes, you should select F7–CANCEL AND RETURN before moving on to another record. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then edit the record again.

Saving Changes and Leaving the Database

F10–SAVE AND RETURN saves the changes on the current screen and takes you back to the Incident Notification summary screen; if you do not want to save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Incident Notification summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Incident Notification Function Keys

The following function keys are active on one or more screens in the Incident Notification database.

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F2–MAP	Takes you to the Mapping module. If the selected facility or route has already been mapped, its location will be at the center of the map on the screen; otherwise the overall view of the county will be displayed and you can plot the location of the facility or route.
F3–QUERY	You can list the incidents that meet specific criteria by searching on any of the following fields: • Chemical in Incident • Chemical Name • Date of Incident • Type of Accident • Type of Release • Extent of Release • Release Medium • Fatalities (Y) • Injuries (Y) • Map Location. You can use the AND and OR qualifiers to make the search more specific. Use the ALT+F1 combination at the Chemical in Incident, Type of Accident, Type of Release, Extent of Release, and Release Medium fields to make a selection from the list of chemicals in the Chemical Information module or the lists of choices in the Facility Information or Transportation modules You can also execute a Power Query. The Power Query allows you to look at all the fields and to do more complex searches of the Incident Notification database.
F5–VIEW/MODIFY	Look at or edit individual Incident Notification records.
F6–DELETE/RESTORE	Marks the record displayed for deletion from the database. The record is deleted when you exit CAMEO DOS. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored), and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–CANCEL AND RETURN	From a detail screen, returns you to the Incident Notification summary screen. None of the changes on the current screen will be saved.

Continues . . .

Refer to Chapter 7 for more information about these functions:
Moving about in CAMEO DOS
Help
Queries
Adding records
Viewing and modifying records
Deleting records
Creating reports

The Mapping module is discussed in Chapter 5.

Power Queries are discussed in Chapter 6.

Use the ALT+F1 combination any time you see an asterisk next to a field. Chapter 7 contains more information about the ALT+F1 combination.

CAUTION: Any deletions or changes you make are reflected in the original Chemical Inventory or Chemical in Transit record in the Facility Information or Transportation Information module.

F8–Reports	The following reports are available for output to a printer, screen, or file: • Complete Regional Report (all of the records or the results of the current Query) • One Regional Item (the currently selected record) • Mail Labels. You can add Incident Notification records to these reports if desired.
F10–Save and Return	From a detail screen, returns you to the Incident Notification summary screen. All of the changes on the current screen will be saved.
F10–Previous Screen (Regional Options)	From the summary screen, returns you to the Regional Information options menu.

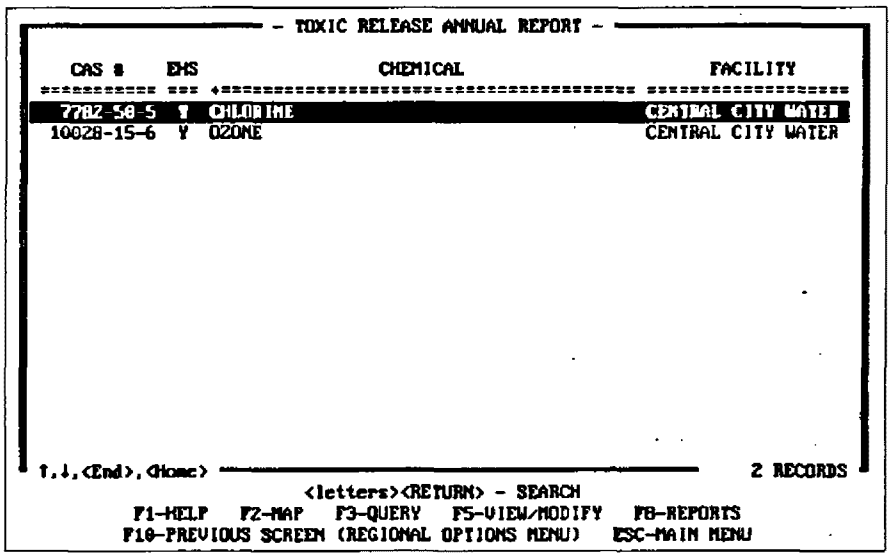
Toxic Release Annual Report Database

The Toxic Release Annual Report database contains all Toxic Release Annual Report records that have been entered in the Facility Information module. The advantage to this database is that the records are organized by chemical. Thus you can see, at a glance, the reports for all of the facilities in your county or district in which a particular chemical was involved.

To reach the Toxic Release Annual Report database, choose option D from the Regional Information options menu. The first screen you will see is the Toxic Release Annual Report summary screen, which contains a list of chemicals and facilities for which toxic release report records have been entered. This list is arranged alphabetically by chemical name (chemicals that begin with numbers will appear first). The number in the lower-right corner of the summary screen shows the number of records in the database.

Figure 4–49. Toxic Release Annual Report summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Chemical field.



The Toxic Release Annual Report summary screen contains the following information.

Use the ALT+R combination to see Response Information Data Sheets for the chemical highlighted on the summary screen.

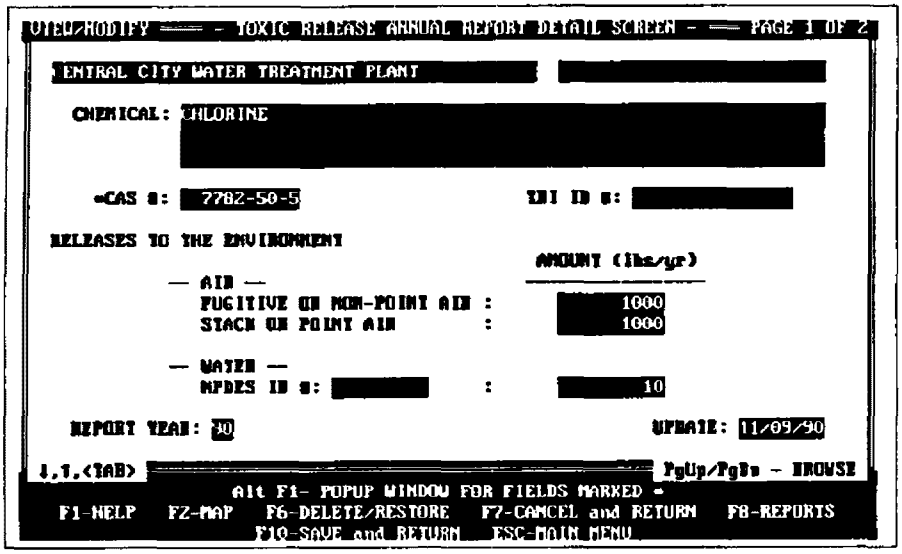
CAS #	Chemical Abstracts Service identification number.
EHS	Extremely Hazardous Substance identifier (Y for yes; blank if no).
Chemical	Name of the chemical.
Facility	Facility Information record from which the record was obtained. Only the first 19 characters of the name appear on the summary screen.

You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, or (if the database contains more than 16 records) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

The letter search uses the Chemical field.

When the Toxic Release Annual Report summary screen is displayed, F10–PREVIOUS SCREEN (REGIONAL OPTIONS MENU) will return you to the Regional Information options menu. The ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

The chemical is listed each time a report for that chemical is entered in the Facility Information module. When you want to see detailed information about a release, select a chemical first, find the facility of interest, then select F5–VIEW/MODIFY. The first of the two detail screens for that chemical and facility from the Facility Information module will be displayed, as in the following examples.



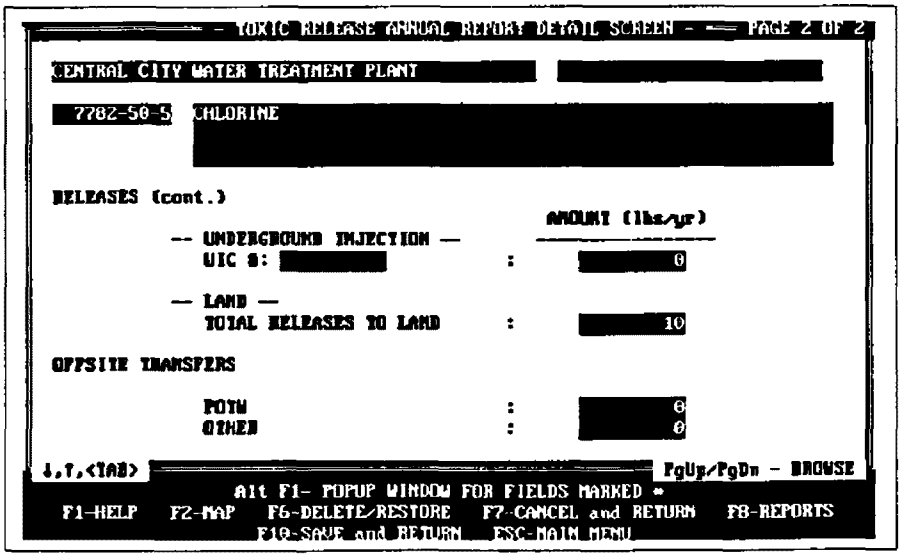


Figure 4–50. Toxic Release Annual Report detail screens

The information you see is for the chemical highlighted on the Toxic Release Annual Report summary screen. See the material about the Toxic Release Annual Report database in the section on the Facility Information module for detailed information about the fields.

Use the PAGE-UP and PAGE-DOWN keys to move through the screens.

Adding Records

You cannot add new records directly to the Toxic Release Annual Report database. Instead, select F4–ADD in the Toxic Release Annual Report database in the Chemical Inventory database for a specific facility. Once the record has been saved in that database, it will automatically appear in the Toxic Release Annual Report database in the Regional Information module.

Viewing and Editing Records

Any changes you make are reflected in the original Chemical Inventory and Chemical in Transit records. If you delete a record in the Regional Information module, the source record is deleted as well.

Any editing you do to records in the Toxic Release Annual Report database is actually done to the original Toxic Release Annual Report record in the Facility Information module. If you mark a record for deletion from the Toxic Release Annual Report database, the Toxic Release Annual Report record in the Facility Information module is actually marked for deletion. The record will be deleted from both the Regional Information module and the Facility Information module when you exit CAMEO DOS. Be certain that you want your changes made to the original record before proceeding.

To edit a Toxic Release Annual Report record, move through the summary information to find and highlight the record you want to edit, then select F5–VIEW/MODIFY. This displays the detail screens (from the Facility Information module) for the selected chemical and facility. Use the ↑, ↓, ←, and → keys; the TAB key; or the RETURN and ENTER keys to move around and within the fields and make the necessary changes (the ↑, ↓, and RETURN/ENTER keys move through the fields sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

When you are viewing or editing records in the Toxic Release Annual Report database, the PAGE-UP and PAGE-DOWN keys enable you to browse through the records, beginning with the record highlighted on the summary screen, as they are stored in the Toxic Release Annual Report database in the Regional Information module. PAGE-UP takes you up through the first pages, while PAGE-DOWN takes you down through both pages.

Remember: PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

When you are editing, using the PAGE-UP and PAGE-DOWN keys will enter the changes in the database; thus, if you do not want to save the changes, you should select F7–CANCEL AND RETURN before moving on to another page or record. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then edit the record again.

Saving Changes and Leaving the Database

F10–SAVE AND RETURN saves the changes on the current screen and takes you back to the Toxic Release Annual Report summary screen. If you do not want to

save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Toxic Release Annual Report summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Toxic Release Annual Report Function Keys

The following function keys are active on one or more screens in the Toxic Release Annual Report database.

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F2–MAP	Takes you to the Mapping module. If the selected facility has already been mapped, its location will be at the center of the map on the screen; otherwise the overall view of the county will be displayed and you can plot the location of the facility.
F3–QUERY	You can list the toxic release reports that meet specific criteria by searching on any of the following fields: • Toxic Chemical Release • Chemical Name • Release to Air (Stack) (Y) • Release to Air (Fugitive) (Y) • Release to Water (Y) • Release to Land (Y) • Release Underground (Y) • Transfer (POTW) (Y) • Transfer (Off-Site) (Y) • Report Year. You can use the AND and OR qualifiers to make the search more specific. Use the ALT+F1 combination at the Toxic Chemical Release field to make a selection from the list of chemicals in the Chemical Information module. You can also execute a Power Query. The Power Query allows you to look at all the fields and to do more complex searches of the Toxic Release Annual Report database.
F5–VIEW/MODIFY	Look at or edit individual Toxic Release Annual Report records.
F6–DELETE/RESTORE	Marks the record displayed (all three pages) for deletion from the database. The record is deleted when you exit CAMEO DOS. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored), and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–CANCEL AND RETURN	From a detail screen, returns you to the Toxic Release Annual Report summary screen. None of the changes on the current screen will be saved.

Continues . . .

Refer to Chapter 7 for more information about these functions:
Moving about in CAMEO DOS
Help
Queries
Adding records
Viewing and modifying records
Deleting records
Creating reports

The Mapping module is discussed in Chapter 5.

Power Queries are discussed in Chapter 6.

Use the ALT+F1 combination any time you see an asterisk next to a field. Chapter 7 contains more information about the ALT+F1 combination.

CAUTION: Any deletions or changes you make are reflected in the original record in the Facility Information module.

F8–REPORTS	The following reports are available for output to a printer, screen, or file: • Complete Regional Report (all of the records or the results of the current Query) • One Regional Item (the currently selected record) • Mail Labels. You can add Toxic Release Annual Report records to these reports if desired.
F10–SAVE AND RETURN	From a detail screen, returns you to the Toxic Release Annual Report summary screen. All of the changes on the current screen will be saved.
F10–PREVIOUS SCREEN (Regional Options)	From the summary screen, returns you to the Regional Information options menu.

E. Contacts

In this module you can create a central database that contains the names, telephone numbers, and areas of expertise of individuals associated in some way with hazardous materials emergency response programs or planning.

Records in the Contacts module also provide most of the information used in the Response Resources module (option F on the CAMEO DOS Main Menu). See Section F in this chapter for more details on the Response Resources module and its relationship to the Contacts module.

To use the Contacts module, choose option E from the CAMEO DOS Main Menu.

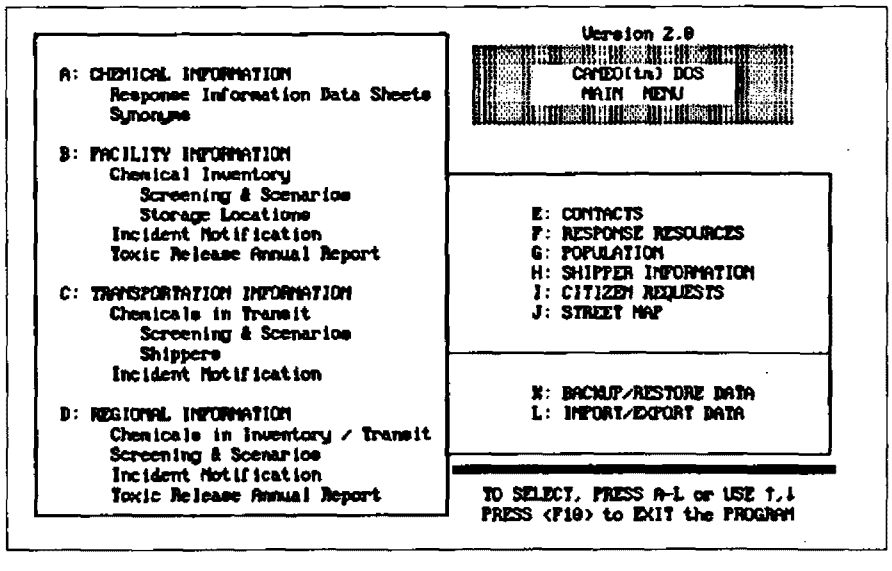


Figure 4-51.
CAMEO DOS Main Menu

Choose option E to reach the Contacts module.

The first screen you will see is the Contacts summary screen, which lists the records that have been stored in the module. This list is arranged alphabetically by the contact's last name. The number in the lower-right corner of the summary screen shows the number of records in the database.

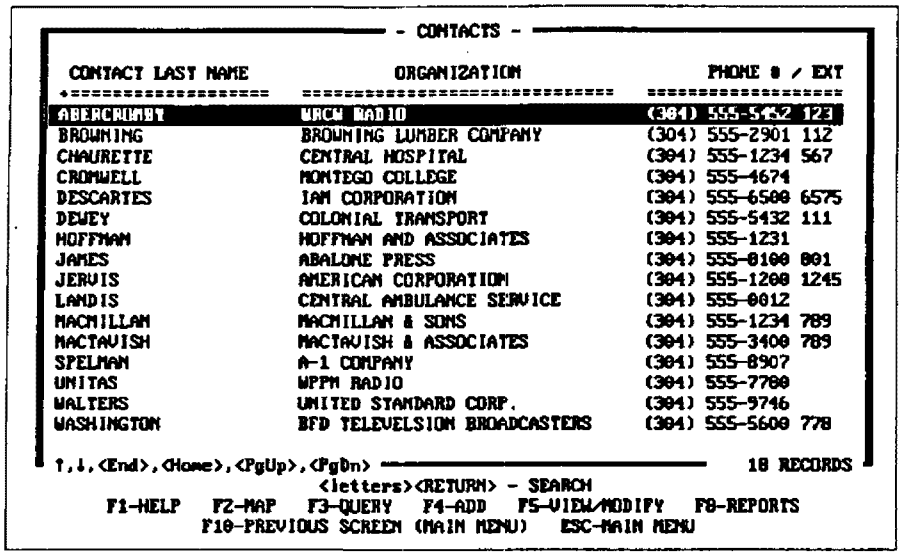


Figure 4–52.
Contacts summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Contact Last Name field.

The Contacts summary screen contains the following information.

Contact Last Name	Last name of the contact.
Organization	The name of contact's organization, business, or other affiliation.
Phone # / Ext.	Telephone number at which the individual can be reached. This is the first of the two telephone numbers from the detail screen.

You can move through the summary information by using the ↑ or ↓ keys, the HOME or END keys, or (if the database contains more than 16 records) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

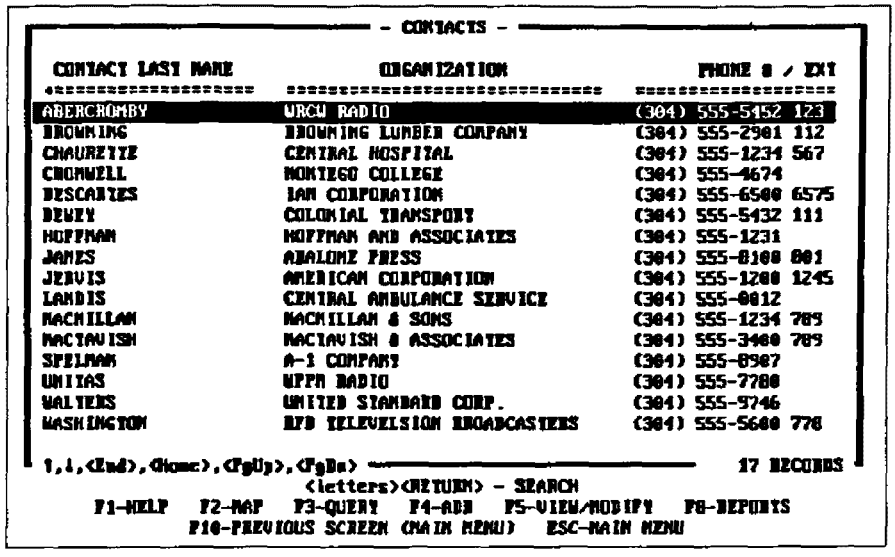
The letter search uses the Contact Last Name field.

When the Contacts summary screen is displayed, F10–PREVIOUS SCREEN (MAIN MENU) and the ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

When you want to see detailed information about a contact, move through the list to find and highlight its summary information, then select F5–VIEW/MODIFY. The Contacts detail screen will be displayed, as in the following example.

Figure 4–53.
Contacts detail screen

The information you see is for the contact highlighted on the Contacts summary screen.



The Contacts detail screen contains the following information.

Contact	Contact's last name (up to 20 characters), first name (up to 15 characters), and middle initial (1 character).
Position	Contact's title, position, or occupation (up to 20 characters).
Organization	Name of the contact's organization, business, or other affiliation (up to 30 characters).
Address	Two lines (30 characters each) are available for the contact's address.
City	City in which contact is located (20 characters).
State	Two-letter U.S. Postal Service abbreviation for state.
Zip Code	Zip Code in which contact is located. Space is available for the 4-digit extension.
Phone/Ext.	You can enter two numbers (including area code and extension); use one of these for a number that can be used for 24-hour (or off-hours) access.
Comments	One line (60 characters) available for any additional information about the contact.
Last Update	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field.

Adding Records

To add a new contact to the database, select F4–ADD from the summary screen. This will display a blank Contacts record. Use the ↑ and ↓ keys, the TAB key, or the RETURN and Enter keys to move around the fields and enter information (the ↑, ↓, and RETURN/ENTER keys move sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

When you are adding a new record, F10–SAVE AND RETURN will save the new record and return you to the Contacts summary screen at any time. Use the PAGE-DOWN key to save the new record and display a new blank record. Using the PAGE-DOWN key enters the current record in the database; thus, if you do not want to save the new record, you should select F7–CANCEL AND RETURN *before* moving on to a new record. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then select F6–DELETE/RESTORE to mark the record for deletion.

Viewing and Editing Records

To look at or edit a Contacts record, move through the summary information to highlight the record you want, then select F5–VIEW/MODIFY. This displays the detail screen for the selected contact. Use the ↑, ↓, ←, and → keys; the TAB key; or the RETURN and ENTER keys to move around and within the fields and make any changes.

When you are viewing or editing records, the PAGE-UP and PAGE-DOWN keys enable you to browse through the Contacts records, beginning with the contact highlighted on the Contacts summary screen. As with the PAGE-DOWN key when you are adding records, using the PAGE-UP or PAGE-DOWN key will save any changes when you are editing records.

Remember: PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

Saving New Records or Changes

F10–SAVE AND RETURN saves the new record or the changes on the current screen and takes you back to the Contacts summary screen; if you do not want to save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Contacts summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Contacts Function Keys

The following function keys are active on one or more screens in the Contacts module.

Refer to Chapter 7 for more information about these functions:
- *Moving about in CAMEO DOS*
- *Help*
- *Queries*
- *Adding records*
- *Viewing and modifying records*
- *Deleting records*
- *Creating reports*

Power Queries are discussed in Chapter 6.

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F3–QUERY	You can list contacts that meet specific criteria by searching on any of the following fields: • Contact Last Name • Contact First Name • Organization • City • State • Zip Code • Comments. You can use the AND and OR qualifiers to make the search more specific. You can also execute a Power Query. The Power Query allows you to look at all the fields and to do more complex searches of the Contacts module. The Response Resources module can be used in Contacts Power Queries.
F4–ADD	Add a new Contacts record.
F5–VIEW/MODIFY	Look at or edit individual Contacts records.
F6–DELETE/RESTORE	Marks the record displayed for deletion from the database. The record is deleted when you exit CAMEO DOS. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored) and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–CANCEL AND RETURN	From a detail screen, returns you to the Contacts summary screen. None of the changes on the current screen will be saved.
F8–REPORTS	The following reports are available for output to a printer, screen, or file: • Complete Contacts Report (all of the contacts or the results of the current Query) • One Contact (the currently selected contact).
F10–SAVE AND RETURN	From a detail screen, returns you to the Contacts summary screen. All of the changes on the current screen will be saved.
F10–PREVIOUS SCREEN (MAIN MENU)	From the summary screen, returns you to the CAMEO DOS Main Menu.

F. Response Resources

The Response Resources module provides a database in which you can maintain information on resources that can help you deal with chemical emergencies; for example, medical facilities, sources of spill-control equipment and other supplies, or chemical information hotlines. It is very closely related to the Contacts module, which contains the names, telephone numbers, and areas of expertise of individuals associated with hazardous materials emergency response programs or planning.

The Response Resources module can best be described as a place to arrange, by *type of resource*, the list of *people* in the Contacts module (option E on the CAMEO DOS Main Menu). In fact, most of the information in the Response Resources module is either obtained directly from or entered into the Contacts module. Therefore, you may want to become familiar with that module before using the Response Resources module.

To use the Response Resources module, choose option F from the CAMEO DOS Main Menu.

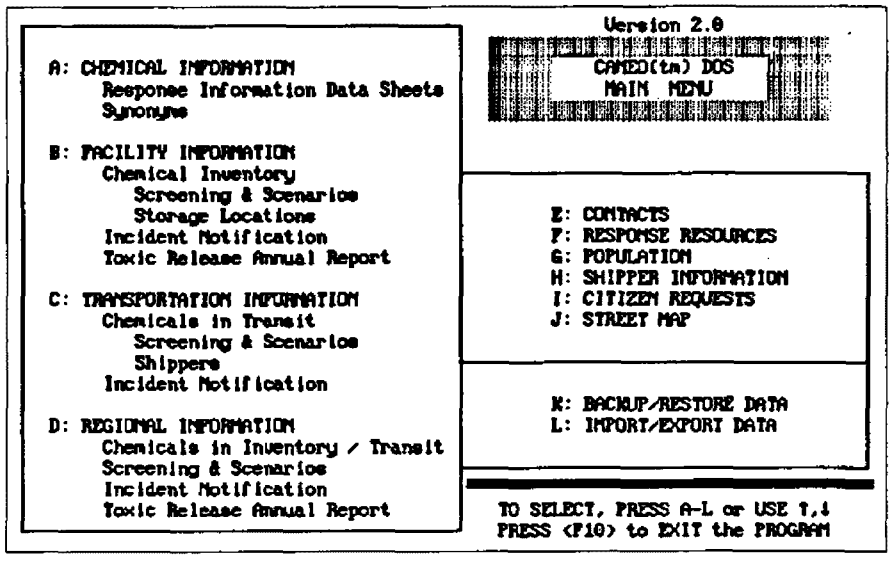


Figure 4-54.
CAMEO DOS Main Menu

Choose option F to reach the Response Resources module.

The first screen you will see is the Response Resources summary screen, which lists the records that have been stored in the module. This list is arranged alphabetically by type of resource. The number in the lower-right corner of the summary screen shows the number of records in the database.

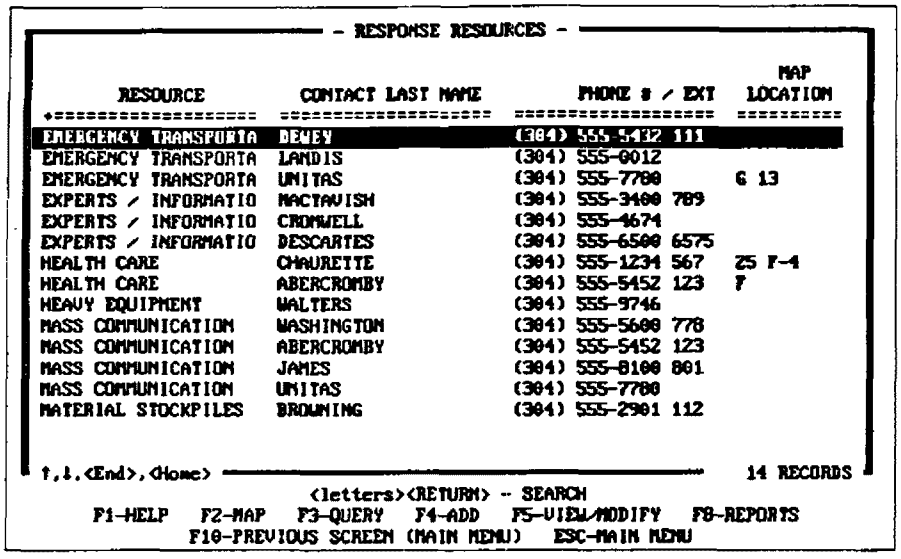


Figure 4–55. Response Resources summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Resource field.

The Response Resources summary screen contains the following information.

Resource	Description of the type of resource; for example, Emergency Transportation, Experts/Information, Health Care, Heavy Equipment, Mass Communication, or Material Stockpiles.
Contact Last Name	The primary contact.
Phone # / Ext.	Telephone number at which the primary contact can be reached. This is the first of the two telephone numbers from the detail screen.
Map Location	Grid number from master map of your county or district (not related to the CAMEO DOS Mapping module).

You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, or (if the database contains more than 15 records) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

The letter search uses the Resource field.

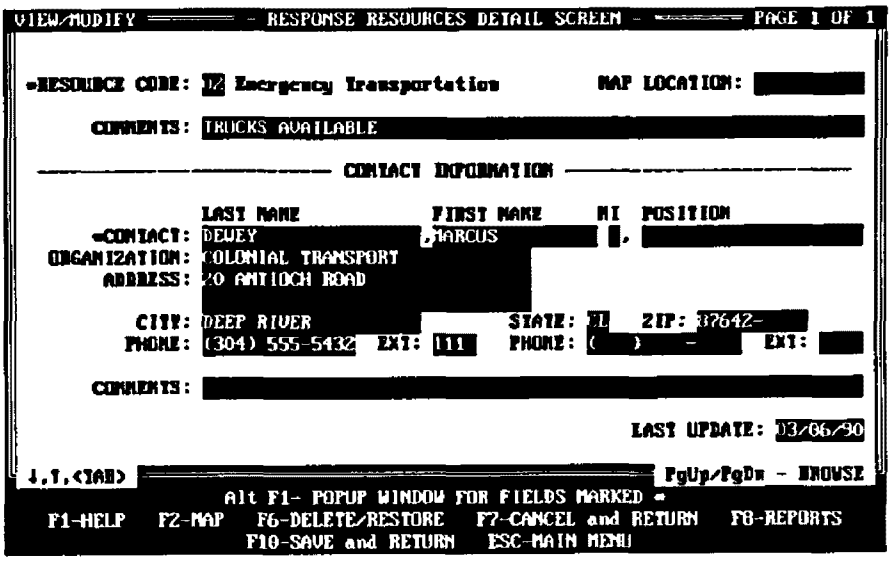
When the Response Resources summary screen is displayed, F10–PREVIOUS SCREEN (MAIN MENU) and the ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

When you want to see detailed information about a resource, move through the list and highlight its summary information, then select F5–VIEW/MODIFY.

The Response Resources detail screen will be displayed, as in the following example.

Figure 4–56.
Response Resources detail screen

The information you see is for the resource highlighted on the Response Resources summary screen.



The Response Resources detail screen contains the following information.

Use the ALT+F1 combination any time you see an asterisk next to a field. Chapter 7 contains more information about the ALT+F1 combination, including how to add to the list.

Resource Code	Use the ALT+F1 combination to display the popup menu and select the appropriate code. Otherwise, enter one of the following: 01 Health Care 02 Emergency Transportation 03 Mass Communication 04 Heavy Equipment 05 Material Stockpiles 06 Experts/Information The description will automatically be displayed next to the code.
Map Location	Grid number (10 characters available) from master map of your county or district (not related to the CAMEO DOS Mapping module).
Comments	One line (60 characters) available for any additional information about the resource.
Last Update	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field.
Contact Information Use the ALT+F1 combination at the Last Name field to go to the list in the Contacts module and select the appropriate contact. You can enter a new record in the Contacts module if necessary (see "Adding Records" below). The following information is copied from the Contacts module: • Name • Position • Organization • Address (including City, State, and Zip Code) • Phone (two telephone numbers) • Comments.	

Adding Records

To add a new resource to the database, select F4–ADD from the summary screen. This will display a blank Response Resources record. Use the ↑ and ↓ keys, the TAB key, or the RETURN and ENTER keys to move around the fields and enter information (the ↑, ↓, and RETURN/ENTER keys move sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

When you reach the Last Name field in the Emergency Contacts and Information section, use the ALT+F1 combination to go to the Contacts module. Choose the name of a contact for the Response Resources record by highlighting the appropriate name and then selecting F10–SELECT AND RETURN. This is the only way to enter Response Resources contact information; that is, you cannot go any further in the Response Resources record than the Last Name field.

If you use the ALT+F1 combination and do not see the contact listed in the Contacts list, select F4–ADD while the Contacts list is still on the screen. Enter the appropriate information, then select F10–SAVE AND RETURN twice. The new contact is simultaneously added to the Contacts database as well as the Response Resources database.

If you find that you have more than one contact from the same resource, you will need to enter one Response Resources record for each contact. The records will be easily distinguished because the contact's last name appears on the Response Resources summary screen.

When you are adding Response Resources records, F10–SAVE AND RETURN will save the new record and return you to the Response Resources summary screen at any time. Use the PAGE-DOWN key to save the new record and display a new blank record. Using the PAGE-DOWN key enters the current record in the database; thus, if you do not want to save that new record, you should select F7–CANCEL AND RETURN *before* moving on to a new record. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then select F6–DELETE/RESTORE to mark the record for deletion.

Viewing and Editing Records

To look at or edit a Response Resources record, move through the summary information to highlight the record you want, then select F5–VIEW/MODIFY. This displays the detail screen for the selected resource. Use the ↑, ↓, ←, and → keys; the TAB key; or the RETURN and ENTER keys to move around and within the fields and make any changes.

You can edit the contact information in the Response Resources record by using the ALT+F1 combination at the Last Name field. When the Contacts list is displayed, find the record you want to edit, select F5–VIEW/MODIFY, make the

necessary changes, and then select F10 twice. Note that any changes you make will affect the Contacts database as well as the Response Resources record.

Remember: PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

When you are viewing or editing records, the PAGE-UP and PAGE-DOWN keys enable you to browse through the Response Resources records, beginning with the resource highlighted on the Response Resources summary screen. As with the PAGE-DOWN key when you are adding records, using the PAGE-UP or PAGE-DOWN key will save any changes when you are editing records.

Saving New Records or Changes

F10–SAVE AND RETURN saves the new record or the changes on the current screen and takes you back to the Response Resources summary screen; if you do not want to save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Response Resources summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or Page-Down keys, those new records or changes to existing records have already been saved.

Response Resources Function Keys

The following function keys are active on one or more screens in the Response Resources module.

Refer to Chapter 7 for more information about these functions:
- *Moving about in CAMEO DOS*
- *Help*
- *Queries*
- *Adding records*
- *Viewing and modifying records*
- *Deleting records*
- *Creating reports*

The Mapping module is discussed in Chapter 5.

Power Queries are discussed in Chapter 6.

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F2–MAP	Takes you to the Mapping module. If the selected response resource has already been mapped, its location will be at the center of the map on the screen; otherwise, the overall view of the county will be displayed and you can plot the resource's location.
F3–QUERY	You can list resources that meet specific criteria by searching on any of the following fields: • Resource Code • Map Location • Resource Comments • Contact Last Name • Contact Organization • Contact Comments. You can use the AND and OR qualifiers to make the search more specific. Use the ALT+F1 combination at the Resource Type and Contact Last Name fields to make selections from the lists in the popup menu and the Contacts module, respectively.

Continues . . .

F3–QUERY (continued)	You can also execute a Power Query. The Power Query allows you to look at all the fields and to do more extensive searches, using the information in the Contacts module. To use the Power Query function with Response Resources, select F9–NEXT LEVEL when the Contacts Power Query screen is displayed.
F4–ADD	Add a new Response Resources record.
F5–VIEW/MODIFY	Look at or edit individual Response Resources records.
F6–DELETE/RESTORE	Marks the record displayed for deletion from the database. The record is deleted when you exit CAMEO DOS. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored) and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–CANCEL AND RETURN	From a detail screen, returns you to the Response Resources summary screen. None of the changes on the current screen will be saved.
F8–REPORTS	The following reports are available for output to a printer, screen, or file: • Complete Resources Report (all of the resources or the results of the current Query) • One Resource (the currently selected resource).
F10–SAVE AND RETURN	From a detail screen, returns you to the Response Resources summary screen. All of the changes on the current screen will be saved.
F10–PREVIOUS SCREEN (MAIN MENU)	From the summary screen, returns you to the CAMEO DOS Main Menu.

G. Population

In this module you can store information about and map the locations of high-density, confined, or sensitive populations—either individuals or groups—as well as other locations that may require special attention in an emergency. You can record numbers of persons, hours of operation, and comments regarding evacuation, special precautions, and so forth.

To use the Population module, choose option G from the CAMEO DOS Main Menu.

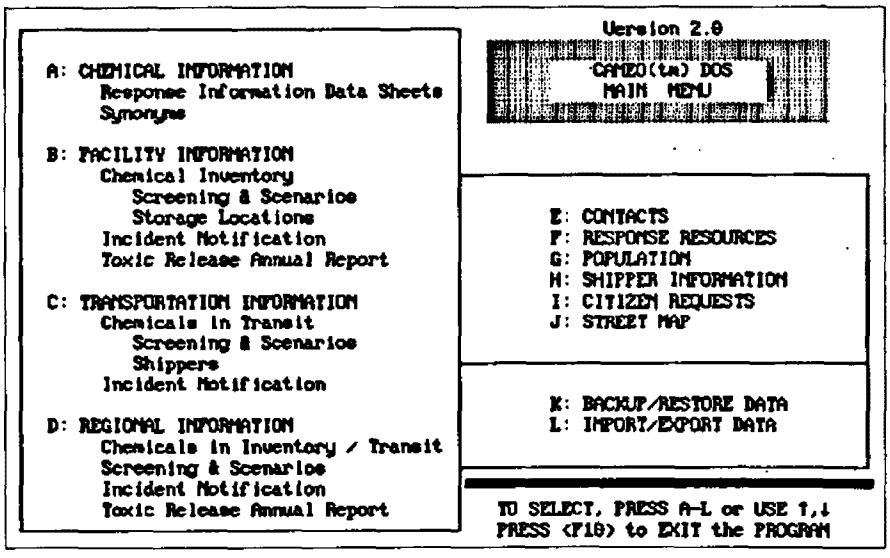


Figure 4–57.
CAMEO DOS Main Menu

Choose option G to reach the Population module.

The first screen you will see is the Population summary screen, which lists the records that have been stored in the module. This list is arranged alphabetically by type of population. The number in the lower-right corner of the summary screen shows the number of records in the database.

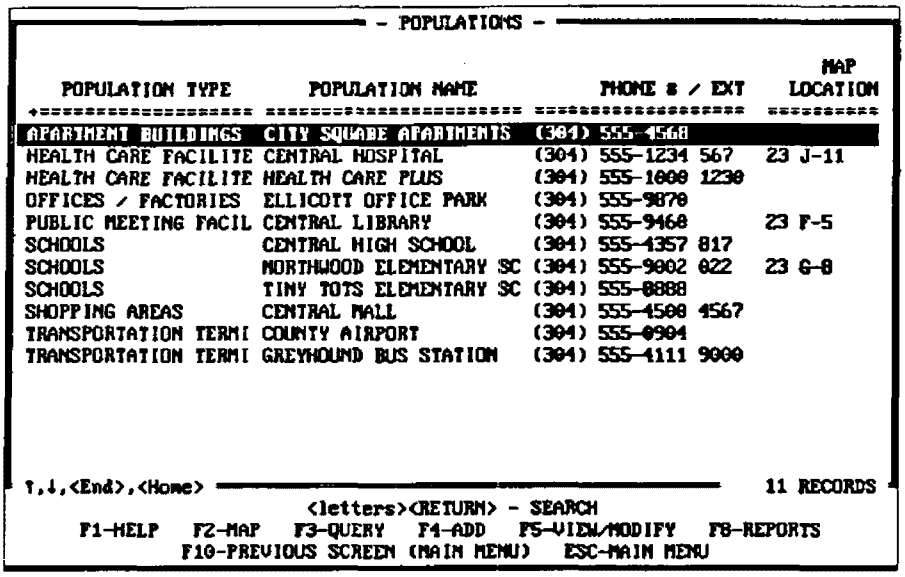


Figure 4-58.
Population summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Population Type field.

The Population summary screen contains the following information.

Population Type	Description of the population.
Population Name	Name of the population.
Phone # / Ext.	Telephone number of primary contact to be reached in the event of an emergency.
Map Location	Grid number from master map of your county or district (not related to the CAMEO DOS Mapping module).

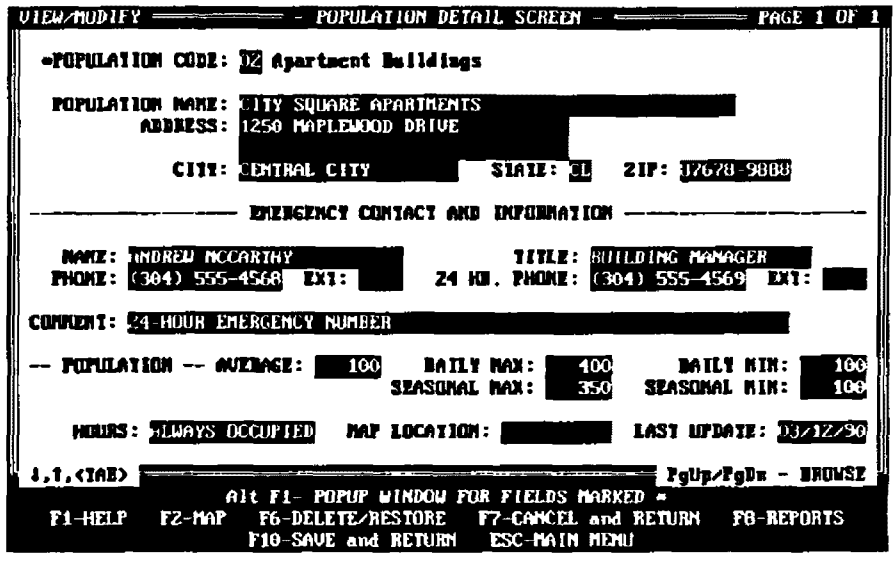
You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, or (if the database contains more than 16 records) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

The letter search uses the Population Name field.

When the Population summary screen is displayed, F10–PREVIOUS SCREEN (MAIN MENU) and the ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

When you want to see detailed information about a population, move through the list to find and highlight its summary information, then select F5–VIEW/MODIFY. The Population detail screen will be displayed, as in the following example.

Figure 4–59.
Population detail screen



The information you see is for the population highlighted on the summary screen.

The Population detail screen contains the following information.

Use the ALT+F1 combination any time you see an asterisk next to a field. Chapter 7 contains more information about the ALT+F1 combination.

Population Code	Use the ALT+F1 combination to display the popup menu and select the appropriate code for the population. Otherwise, enter one of the following 2-digit codes: 01 Schools 02 Apartment Buildings 03 Offices / Factories 04 Health Care Facilities 05 Shopping Areas 06 Transportation Terminals 07 Public Meeting Facilities The description will automatically appear next to the code.
Population Name	Name of the population (up to 45 characters).
Address	Two lines (30 characters each) are available for the population's address.
City	City in which population is located (20 characters).
State	Two-letter U.S. Postal Service abbreviation for state.
Zip Code	Zip Code in which population is located. Space is available for the 4-digit extension.
Emergency Contact and Information Provides space for the following information about one contact:	
Name	Name of emergency contact (up to 25 characters).
Title	Emergency contact's title (up to 20 characters).
Phone	Space is provided for two telephone numbers (including area code and extension); use one of these for a number that can be used for 24-hour (or off-hours) access.

Continues . . .

Comment	One line (60 characters) available for any additional information about the population.
Population Provides space for the following information about the population:	
Average	Average number of people at that location. You can enter up to 6 numeric characters.
Daily Maximum	Largest number of people that could be at that location during its hours of operation on any given day. You can enter up to 6 numeric characters.
Seasonal Maximum	Largest number of people that could be at that location during its hours of operation on any given day if it operates on a seasonal basis. You can enter up to 6 numeric characters.
Daily Minimum	Smallest number of people that could be at that location during its hours of operation on any given day. You can enter up to 6 numeric characters.
Seasonal Minimum	Smallest number of people that could be at that location during its hours of operation on any given day if it operates on a seasonal basis. You can enter up to 6 numeric characters.
Hours	Times during the day that people are present at that location. You can enter up to 15 characters in any convenient format.
Map Location	Grid number from master map of your county or district (not related to the CAMEO DOS Mapping module).
Last Update	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field.

Adding Records

To add a new population to the database, select F4–ADD from the summary screen. This will display a blank Population record. Use the ↑ and ↓ keys, the TAB key, or the RETURN and ENTER keys to move around the fields and enter information (the ↑, ↓, and RETURN/ENTER keys move sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

When you are adding a new record, F10–SAVE AND RETURN will save the new record and return you to the Population summary screen at any time. Use the PAGE-DOWN key to save the new record and display a new blank record. Using the PAGE-DOWN key enters the current record in the database; thus, if you do not want to save the new record, you should select F7–CANCEL AND RETURN before moving on to a new record. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then select F6–DELETE/RESTORE to mark the record for deletion.

Viewing and Editing Records

To look at or edit a Population record, move through the summary information to highlight the record you want, then select F5–VIEW/MODIFY. This displays the

detail screen for the selected population. Use the ↑, ↓, ←, and → keys; the TAB key; or the RETURN and ENTER keys to move around and within the fields and make any changes.

Remember: PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

When you are viewing or editing records, the PAGE-UP and PAGE-DOWN keys enable you to browse through the Population records, beginning with the population highlighted on the Population summary screen. As with the PAGE-DOWN key when you are adding records, using the PAGE-UP or PAGE-DOWN key will save any changes when you are editing records.

Saving New Records or Changes

F10–SAVE AND RETURN saves the new record or the changes on the current screen and takes you back to the Population summary screen; if you do not want to save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Population summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Population Function Keys

The following function keys are active on one or more screens in the Population module.

Refer to Chapter 7 for more information about these functions:
- *Moving about in CAMEO DOS*
- *Help*
- *Queries*
- *Adding records*
- *Viewing and modifying records*
- *Deleting records*
- *Creating reports*

The Mapping module is discussed in Chapter 5.

Power Queries are discussed in Chapter 6.

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F2–MAP	Takes you to the Mapping module. If the selected population has already been mapped, its location will be at the center of the map on the screen; otherwise, the overall view of the county will be displayed and you can plot the population's location.
F3–QUERY	You can list populations that meet specific criteria by searching on any of the following fields: • Population Name • Population Type • City • Zip Code • Map Location • Daily Maximum • Seasonal Maximum • Comments. You can use the AND and OR qualifiers to make the search more specific. Use the ALT+F1 combination at the Population Type field to make a selection from the popup menu.

Continues . . .

F3–Query (continued)	You can also execute a Power Query. The Power Query allows you to look at all the fields and to do more complex searches of the Population module.
F4–Add	Add a new Population record.
F5–View/Modify	Look at or edit individual Population records.
F6–Delete/Restore	Marks the record displayed for deletion from the database. The record is deleted when you exit CAMEO DOS. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored) and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–Cancel and Return	From a detail screen, returns you to the Population summary screen. None of the changes on the current screen will be saved.
F8–Reports	The following reports are available for output to a printer, screen, or file: • Complete Population Report (all of the populations or the results of the current Query) • One Population (the currently selected population).
F10–Save and Return	From a detail screen, returns you to the Population summary screen. All of the changes on the current screen will be saved.
F10–Previous Screen (Main Menu)	From the summary screen, returns you to the CAMEO DOS Main Menu.

H. Shipper Information

The Shipper Information module provides a database in which you can store information on shipping concerns (trucking companies, railroads, and so forth) that deliver hazardous materials to facilities in your area, that move hazardous materials through your area, or that originate shipments of hazardous materials in your area.

Some of the information in the Shipper Information module is used in the Shippers database in the Transportation Information module. Changes made to this information in either module will affect the other module. See Section C in this chapter for more information on the Transportation Information module.

To use the Shipper Information module, choose option H from the CAMEO DOS Main Menu.

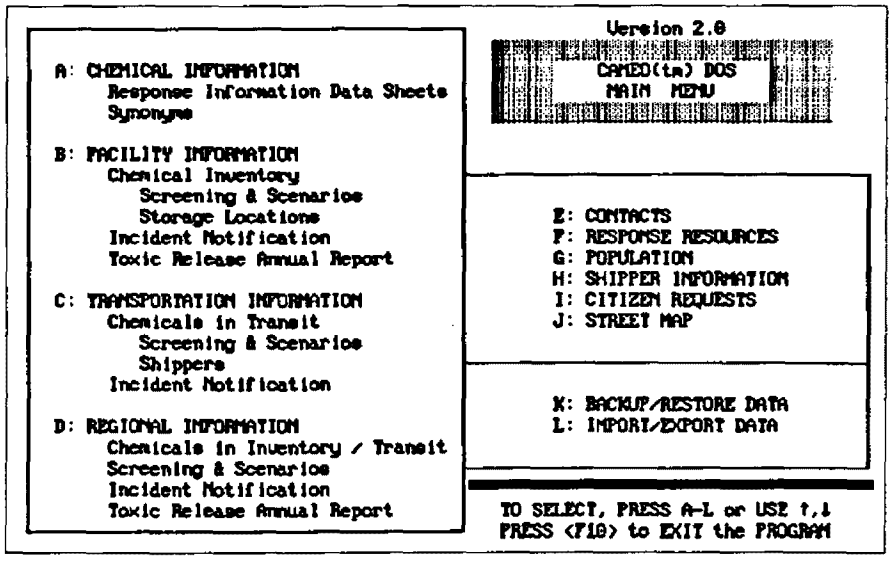


Figure 4–60.
CAMEO DOS Main Menu

Choose option H to reach the Shipper Information module.

The first screen you will see is the Shipper Information summary screen, which lists the records that have been stored in the module. This list is arranged alphabetically by the shipper's name. The number in the lower-right corner of the summary screen shows the number of records in the database.

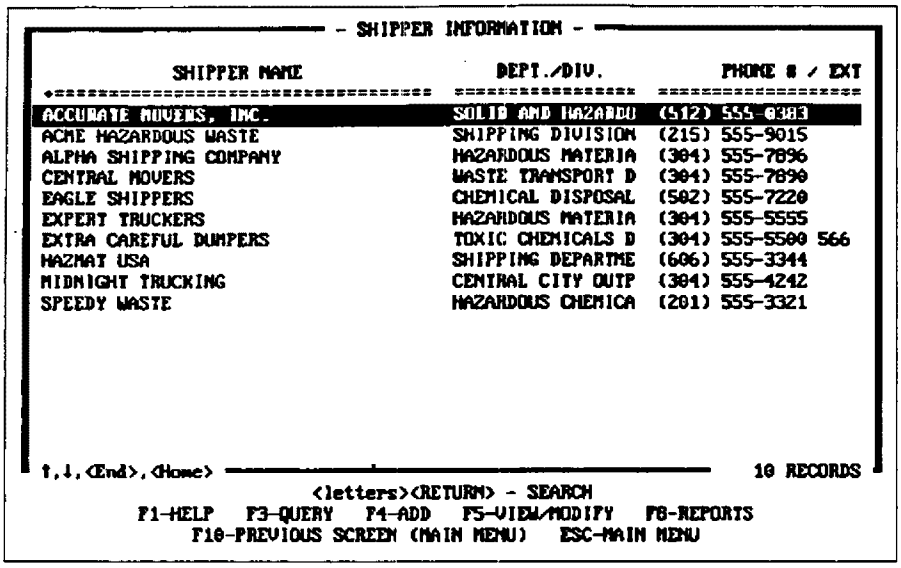


Figure 4–61. Shipper Information summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Shipper Name field.

The Shipper Information summary screen contains the following information.

Shipper Name	Name of the shipping company.
Dept./Div.	Name of the department or division responsible for the shipments.
Phone # / Ext.	Telephone number of primary contact to be reached in the event of an emergency.

You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, or (if the database contains more than 16 records) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

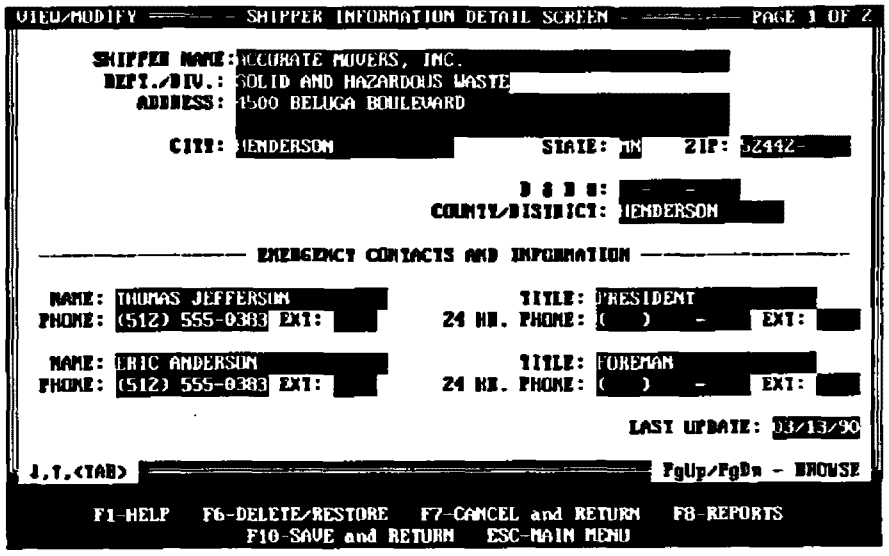
The letter search uses the Shipper Name field.

When the Shipper Information summary screen is displayed, F10–PREVIOUS SCREEN (MAIN MENU) and the ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

When you want to see detailed information about a shipper, move through the list to find and highlight its summary information, then select F5–VIEW/MODIFY. The first of two Shipper Information detail screens will be displayed, as in the following example.

Figure 4–62.
Shipper Information detail screen, page 1

The information you see is for the shipper highlighted on the Shipper Information summary screen.



The first Shipper Information detail screen contains the following information.

Shipper	Name of the shipping company (45 characters available).
Dept./Div.	Name of a department, division, or branch that further identifies the shipper (25 characters available). This field is useful if a shipping concern operates at more than one location.
Address	Two lines (45 characters each) are available for the shipper's street and/or mailing address.
City	City in which the shipping concern is located (20 characters available).
State	Two-letter U.S. Postal Service abbreviation for state.
Zip Code	Zip Code in which the shipping concern is located. Space is available for the 4-digit extension.
D&B #	Identification code (in the form 00-000-000) from Dun & Bradstreet directory of businesses.
County/District	Space to identify a county, fire or police district, or other geographical area used to locate the shipper (15 characters available).
Emergency Contacts and Information Provides space for the following information about two contacts:	
Name	Name of the emergency contact (25 characters available).
Title	Emergency contact's position (20 characters available).
Phone	Space is provided for two telephone numbers (including area code and extension); use one of these for a number that can be used for 24-hour (or off-hours) access.
Last Update	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field.

The second Shipper Information detail screen contains the following information.

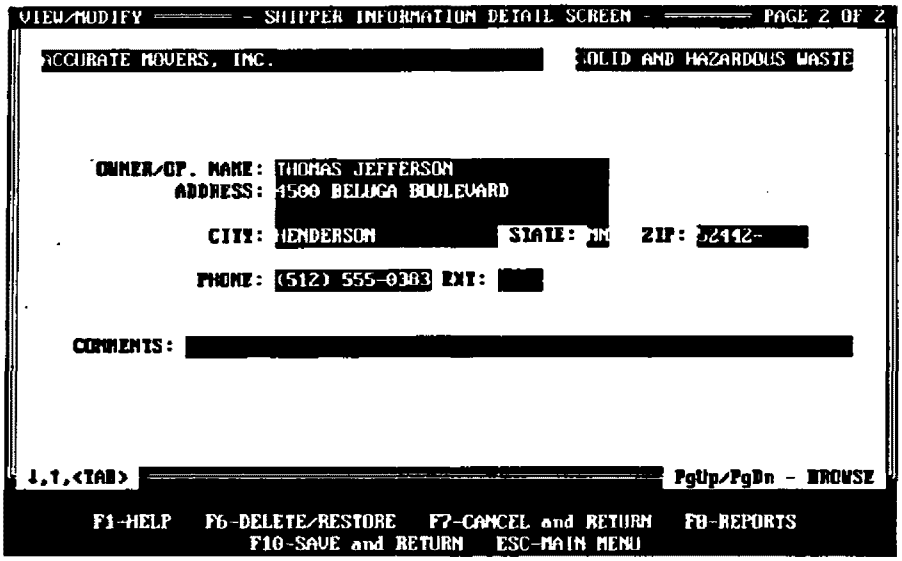


Figure 4–63. Shipper Information detail screen, page 2

The information you see is for the shipper highlighted on the Shipper Information summary screen.

Shipper Name and Department/Division appear as shown on the first detail screen.	
Owner/Operator Name	Name of the owner, operator, or other manager of the shipping company (30 characters available).
Address	Two lines available (30 characters each) for the owner/operator's street and/or mailing address.
City	City in which the owner/operator's office is located (20 characters available).
State	Two-letter U.S. Postal Service abbreviation for state.
Zip Code	Zip Code in which owner/operator's office is located. Space is available for the 4-digit extension.
Phone	Telephone number of owner/operator (including area code and extension).
Comments	One line (60 characters) available for any additional information about the shipping concern.

Adding Records

To add a new shipper to the database, select F4–ADD from the summary screen. This will display the first page of a blank Shipper Information record. Use the ↑ and ↓ keys, the TAB key, or the RETURN and ENTER keys to move around the fields and enter information (the ↑, ↓, and RETURN/ENTER keys move sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

When you are adding a new record, F10–SAVE AND RETURN will save the new record and return you to the Shipper Information summary screen at any time. Use the PAGE-DOWN key when you are ready to move on to the second page or to

display a new blank record. Leaving page 1 of the detail screen adds the record to the database; thus, should you want to cancel that new record, you should select F7–CANCEL AND RETURN before moving on to page 2. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then select F6–DELETE/RESTORE to mark the record for deletion.

Viewing and Editing Records

To look at or edit a Shipper Information record, move through the summary information to highlight the record you want, then select F5–VIEW/MODIFY. This displays the first detail screen for the selected shipper. Use the ↑, ↓, ←, and → keys; the TAB key; or the RETURN and ENTER keys to move around and within the fields and make any changes.

When you are viewing or editing records, the PAGE-UP and PAGE-DOWN keys enable you to browse through the Shipper Information records, beginning with the record highlighted on the Shipper Information summary screen. PAGE-UP takes you up through the first pages, while PAGE-DOWN takes you down through both pages. As with the PAGE-DOWN key when you are adding records, using the PAGE-UP or PAGE-DOWN key will save any changes when you are editing records.

Remember: PAGE-UP and PAGE-DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

Saving New Records or Changes

F10–SAVE AND RETURN saves the new record or the changes on the current screen and takes you back to the Shipper Information summary screen. If you do not want to save the changes on the current screen, use F7–CANCEL AND RETURN to return to the Shipper Information summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Shipper Information Function Keys

The following function keys are active on one or more screens in the Shipper Information module.

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F3–QUERY	You can list shippers that meet specific criteria by searching on any of the following fields: • Shipper Name • Dun & Bradstreet Number

Continues . . .

F3–QUERY (Continued)	• City • State • Zip Code • Owner's Name • Route Name • Chemical in Transit. You can use the AND and OR qualifiers to make the search more specific. Use the ALT+F1 combination at the Route Name and Chemical in Transit fields to make a selection from the lists in the Transportation Information and Chemical Information modules, respectively. You can also execute a Power Query. The Power Query allows you to look at all of the fields and to do more complex searches of the Shipper Information module.
F4–ADD	Add a new Shipper Information record.
F5–VIEW/MODIFY	Look at or edit individual Shipper Information records.
F6–DELETE/RESTORE	Marks the record displayed (both pages) for deletion from the database. The record is deleted when you exit CAMEO DOS. If the command is executed again, before you exit the system, the record will be "unmarked" (that is, restored) and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–CANCEL AND RETURN	From a detail screen, returns you to the Shipper Information summary screen. None of the changes on the current screen will be saved.
F8–REPORTS	The following reports are available for output to a printer, screen, or file: • Complete Shipper Report (all of the shippers or the results of the current Query) • One Shipper (the current shipper).
F10–SAVE AND RETURN	Used from a detail screen, returns you to the Shipper Information summary screen. All of the changes on the current screen will be saved.
F10–PREVIOUS SCREEN (MAIN MENU)	Used from the summary screen, returns you to the CAMEO DOS Main Menu.

Refer to Chapter 7 for more information about these functions:
Moving about in CAMEO DOS
Help
Queries
Adding records
Viewing and editing records
Deleting records
Creating reports

Power Queries are discussed in Chapter 6.

I. Citizen Requests

In this module, you can keep track of various requests from the public for information. Some examples of the types of information that are required to be made available and for which you may receive requests are the Section 304 Release Notification, which describes a reported chemical release that exceeds the EPA's reportable quantity, and the Section 312 Tier II form, which lists inventories of hazardous chemicals at facilities. The Section 313 Toxic Chemical Release Inventory form, which describes annual emissions of toxic chemicals, is required to be available from the State or from the EPA. This module allows you to determine which types of requests you will track.

To use the Citizen Requests module, choose option I from the CAMEO DOS Main Menu.

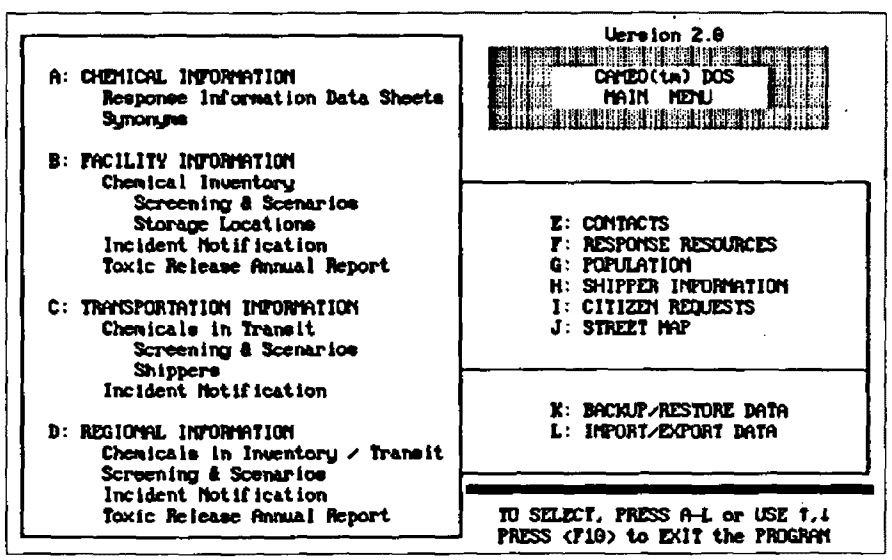


Figure 4–64.
CAMEO DOS Main Menu

Choose option I to reach the Citizen Requests module.

The first screen you will see is the Citizen Requests summary screen, which lists the records that have been stored in the module. This list is arranged alphabetically by the requestor's last name. The number in the lower-right corner of the summary screen shows the number of records in the database.

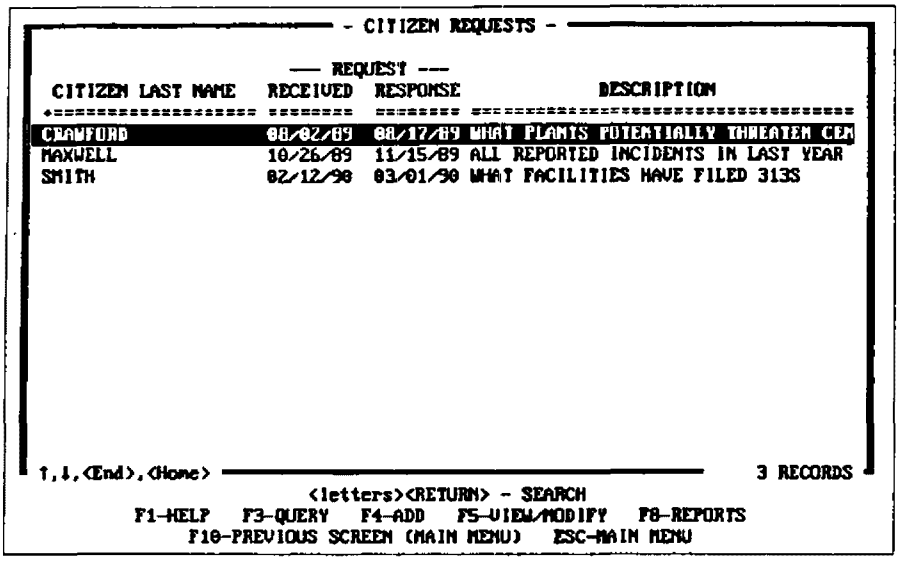


Figure 4–65. Citizen Requests summary screen

The + symbol above a field tells you that the field is used to organize the database. In this database, it is the Citizen Last Name field.

The Citizen Requests summary screen contains the following information.

Citizen Last Name	Requestor's last name.
Request Received	Date the request for information was received.
Request Response	Date the request for information was filled.
Description	Brief description of the request for information.

You can move through the summary information by using the ↑ and ↓ keys, the HOME and END keys, or (if the database contains more than 15 records) the PAGE-UP and PAGE-DOWN keys or the CONTROL + PAGE-UP OR PAGE-DOWN combination. An even easier way to move to a specific location in the list is by typing up to 10 letters and then pressing the RETURN or ENTER key.

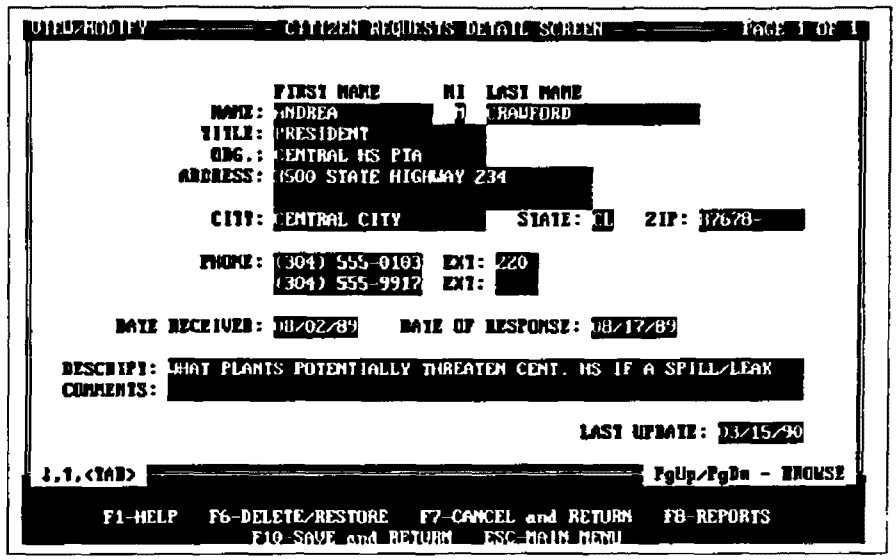
The letter search uses the Citizen Last Name field.

When the Citizen Requests summary screen is displayed, F10–PREVIOUS SCREEN (MAIN MENU) and the ESCAPE key will return you to the CAMEO DOS Main Menu at any time.

When you want to see detailed information about a request for information, move through the list to find and highlight its summary information, then select F5–VIEW/MODIFY. The Citizen Requests detail screen will be displayed, as in the following example.

Figure 4–66.
Citizen Requests detail screen

The information you see is for the request highlighted on the Citizen Requests summary screen.



The Citizen Requests detail screen contains the following information.

Name	Requestor's first name (up to 15 characters), middle initial (1 character), and last name (up to 20 characters).
Title	Requestor's title (up to 20 characters).
Organization	Requestor's organization (up to 20 characters).
Address	Two lines (30 characters each) are available for the requestor's mailing address.
City	City from requestor's mailing address (20 characters).
State	Two-letter U.S. Postal Service abbreviation for state.
Zip Code	Zip Code from requestor's mailing address. Space is available for 4-digit extension.
Phone/Ext.	Requestor's telephone number (space for two numbers, including area code and extension).
Date Received	Date the request for information was received. Enter 2 digits each for month, day, and year; for example, 032090 for March 20, 1990. You do not need to type the slashes.
Date of Response	Date the request for information was filled. Enter 2 digits each for month, day, and year; for example, 032090 for March 20, 1990. You do not need to type the slashes.
Description	Brief description of the request for information (up to 60 characters).
Comments	Room for any additional information about the request (up to 60 characters).
Last Update	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field.

Adding Records

To add a request to the database, select F4–ADD from the summary screen. This will display a blank Citizen Requests record. Use the ↑ and ↓ keys, the TAB key, or the RETURN and ENTER keys to move around the fields and enter information (the ↑, ↓, and RETURN/ENTER keys move sequentially; the TAB key moves by blocks). The ← and → keys move the cursor within the fields.

When you are adding a new record, F10–SAVE AND RETURN will save the new record and return you to the Citizen Requests summary screen at any time. Use the PAGE-DOWN key to save the new record and display a new blank record. Using the PAGE-DOWN key adds the current record to the database; thus, if you do not want to save the new record, you should select F7–CANCEL AND RETURN *before* moving on to a new record. Otherwise you will need to go back to the summary screen, select F5–VIEW/MODIFY to display the record, and then select F6–DELETE/RESTORE to mark the record for deletion.

Viewing and Editing Records

To look at or edit a Citizen Requests record, move through the summary information to highlight the record you want, then select F5–VIEW/MODIFY. This displays the detail screen for the selected request. Use the ↑, ↓, ←, and → keys; the TAB key; or the RETURN and ENTER keys to move around and within the fields and make any changes.

When you are viewing or editing records, the PAGE-UP and PAGE-DOWN keys enable you to browse through the Citizen Requests records, beginning with the record highlighted on the Citizen Requests summary screen. As with the PAGE-DOWN key when you are adding records, using the PAGE-UP or PAGE-DOWN key will save any changes when you are editing records.

Remember: PAGE–UP and PAGE–DOWN save changes. F7–CANCEL AND RETURN works on the current page only.

Saving New Records or Changes

F10–SAVE AND RETURN saves the new record or the changes on the current screen and takes you back to the Citizen Requests summary screen; if you do not want to save the changes on the current screen, select F7–CANCEL AND RETURN to return to the Citizen Requests summary screen. The ESCAPE key will return you to the CAMEO DOS Main Menu without saving any of the changes on the current screen. Remember: if you have used the PAGE-UP or PAGE-DOWN key, those new records or changes to existing records have already been saved.

Citizen Requests Function Keys

The following function keys are active on one or more screens in the Citizen Requests module.

Refer to Chapter 7 for more information about these functions:
- *Moving about in CAMEO DOS*
- *Help*
- *Queries*
- *Adding records*
- *Viewing and modifying records*
- *Deleting records*
- *Creating reports*

Power Queries are discussed in Chapter 6.

F1–HELP	• Shows your location in CAMEO DOS. • Explains what the function keys do. • Describes the information on the screen.
F3–QUERY	You can list requests that meet specific criteria by searching on any of the following fields: • Citizen Last Name • Date Received • Date of Response • Open Requests • Description. You can use the AND and OR qualifiers to make the search more specific. You can also execute a Power Query. The Power Query allows you to look at all the fields and to do more complex searches of the Citizen Requests module.
F4–ADD	Add a new Citizen Requests record.
F5–VIEW/MODIFY	Look at or edit individual Citizen Requests records.
F6–DELETE/RESTORE	Marks the record displayed for deletion from the database. The record is deleted when you exit CAMEO DOS. If the command is executed at that record again, before you exit the system, the record will be "unmarked" (that is, restored) and will not be deleted. On the summary screen, an arrow appears next to a record marked for deletion; on the detail screen, a message at the top of the screen tells you the record is marked for deletion.
F7–CANCEL AND RETURN	From a detail screen, returns you to the Citizen Requests summary screen. None of the changes on the current screen will be saved.
F8–REPORTS	The following reports are available for output to a printer, screen, or file: • Complete Citizen Report (all of the requests or the results of the current Query) • One Citizen (the current request).
F10–SAVE AND RETURN	Used from a detail screen, returns you to the Citizen Requests summary screen. All of the changes on the current screen will be saved.
F10–PREVIOUS SCREEN (MAIN MENU)	Used from the summary screen, returns you to the CAMEO DOS Main Menu.

Chapter 5
Mapping Reference

The CAMEO DOS Mapping module contains a basic map of your area, including such features as roads, rivers, political boundaries, and railroads. You can use this map to plot the locations of:

- Facilities—for example, factories and warehouses.
- Populations—for example, schools, hospitals, office buildings, and shopping areas.
- Transportation—for example, intersections, road segments, and terminals.
- Contacts and Resources—for example, police stations, fire stations, and equipment suppliers.

Once you have plotted the location of one of these features on the map, CAMEO DOS will provide an instant look at its location any time its name is highlighted on a summary screen or its detail screen is displayed. In addition, you can get instant location information of selected street names, intersections, or, in some cases, street addresses.

This chapter provides general information about the Mapping module and provides reference material for each of its functions. For an introduction to mapping, including examples of how to plot the location of a feature and find the location of a feature that already has been plotted, refer to the tutorial in Chapter 3.

Mapping, TIGER Files, and MARPLOT

The basic map used with this version of CAMEO DOS is based on a geographic database developed by the U.S. Bureau of the Census. The computerized maps are called TIGER files (TIGER stands for Topographically Integrated Geographic Encoding and Referencing). The maps combine geographic information from the U.S. Geological Survey's computerized maps of the United States with political boundary and street name information compiled by the Bureau of the Census to form a base map of the entire country.

The TIGER maps are organized by county and state, but a CAMEO DOS map can be prepared for any specified geographic area. You can order a single-county map, a multicounty map, or a partial county map. Your copy of CAMEO DOS may contain other variations, but for the purposes of this discussion we are assuming you have a county map. While the TIGER data are prepared separately from the CAMEO DOS program, both are needed to run CAMEO DOS because the Mapping module is an integral part of the program.

It is not possible to use Mapping module functions to add to or change any of the *basic* information that is part of the TIGER files.

Information about the TIGER maps is available from the Bureau of the Census. A reference document—TIGER/LINE PRECENSUS FILES, 1990—defines the 3-digit codes associated with map features. For information about obtaining this document, contact Technical Documentation, Bureau of the Census, U.S. Department of Commerce, Washington, DC 20233.

Mapping module functions are provided through an ancillary program to CAMEO DOS called MARPLOT (Mapping Application for Response and Planning of Local Operational Tasks). When you access the Mapping module, you are actually switching from CAMEO DOS to MARPLOT, and commands and functions will vary from those you use in CAMEO DOS. When you access MARPLOT, introductory information about the program is displayed on the screen. Press any key on the keyboard to remove this information and diplay the map.

Access to Mapping

You have two choices for access to the Mapping module. Choose option J (Street Map) from the CAMEO DOS Main Menu to go directly to the Mapping module. This will display the overall view of the county.

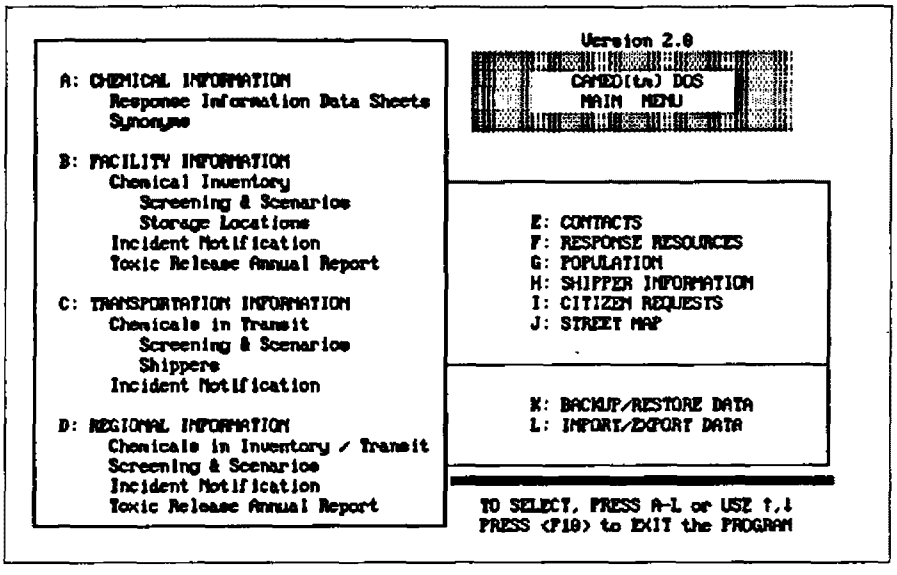


Figure 5–1.
CAMEO DOS Main Menu

Choose option J (Street Map) to reach the Mapping module.

If you are using a module that provides access to the Mapping module, select F2–MAP to go to the Mapping module. Mapping is active in the following CAMEO DOS modules:

- Facility Information
- Transportation Information
- Regional Information
- Response Resources
- Contacts
- Population

If the current item in that module (the item on the detail screen or highlighted on the summary screen; for example, a facility, route, contact, or population) has already been plotted, CAMEO DOS will take you directly to a closeup view of its location. Otherwise, you will see the overall view of the county.

Notice that the Mapping module is available from the summary screen shown in Figure 5–2 and the detail screen shown in Figure 5–3.

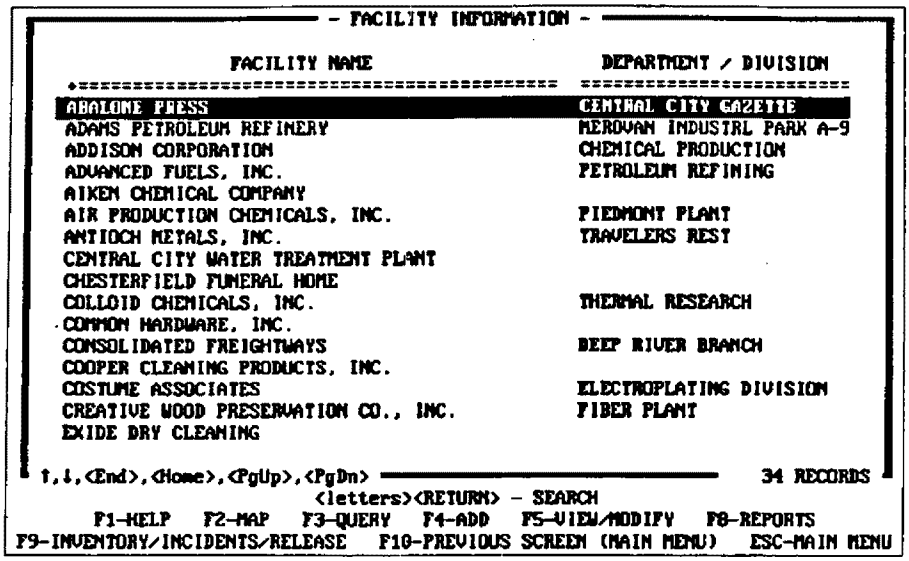


Figure 5–2.
Facility Information summary screen

Select F2–MAP to access the Mapping module.

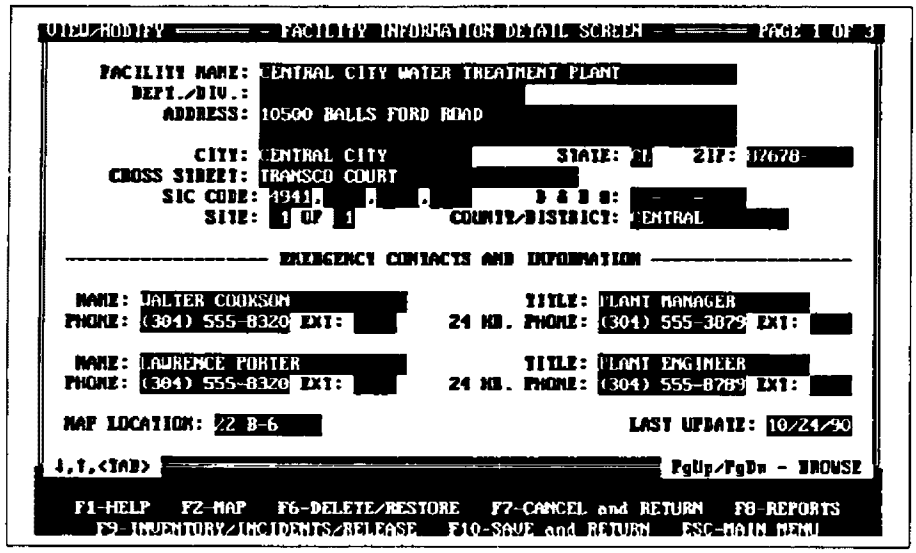


Figure 5–3.
Facility Information detail screen

Select F2–MAP to access the Mapping module.

Typical screens from the CAMEO DOS Mapping module are shown in Figures 5–4 and 5–5. The configuration of the screen depends on whether your computer is equipped with a VGA monitor and a mouse; Figure 5–4 shows how the Mapping module appears *without* a VGA monitor and mouse, and Figure 5–5 shows how the Mapping module looks *with* a VGA monitor and mouse.

Figure 5–4.
MARPLOT map detail on computer without mouse/VGA

Note the points, the polygon, and the line segment.

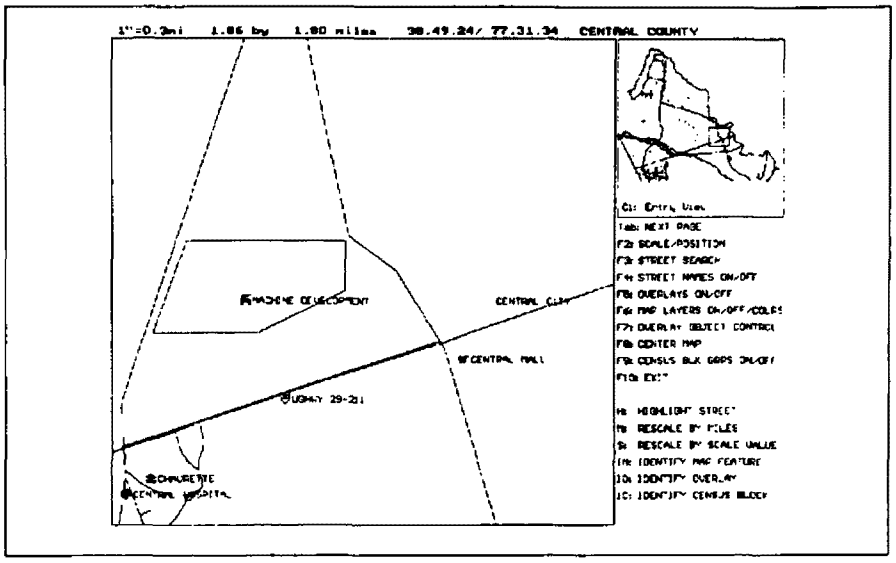
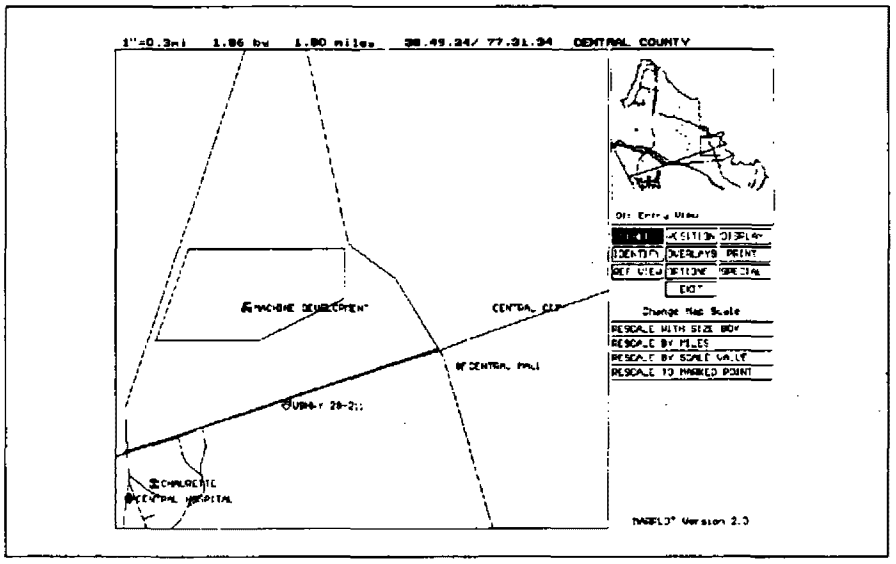


Figure 5–5.
MARPLOT map detail on computer with mouse/VGA

Note the points, the polygon, and the line segment.



Several objects have already been plotted on this map:

- Central Hospital and Central Mall are points. Use points to plot specific locations (small facilities, contacts, hospitals, intersections, office buildings, schools, shopping areas, populations, and transportation terminals). The city identifier, Central City, is a text-field point.
- Machine Development is a polygon. Use polygons to outline the boundaries of large sites.
- U.S. Highway 29-211 is a road segment. Road segments are lines, which can be used to point out transportation routes of interest.

The Mapping screen has four parts.

- The large box on the left is the Main View, which always shows the part of the map you are currently working on.
- The small box in the upper right is the Reference View. You can store map segments that you work with frequently as Reference Views, which are identified with names and numbers.
- The rectangular box on the lower right is the Mapping Menu, which shows the functions available in the Mapping module. The appearance of the menu depends on whether your computer is equipped with a mouse and VGA monitor:
  - If you have a mouse and VGA, the menu consists of buttons for the primary Mapping functions and a list of secondary functions associated with the primary function that has been selected with a mouse click. The secondary functions are also activated with a mouse click.
  - If you do not have a mouse and VGA, the menu consists of a list of function-key and other keystroke commands for the primary Mapping functions. Secondary functions are displayed if they apply to the function-key or keystroke command executed.
- Across the top of the screen is the map's Status Line, which shows, from left to right, a conventional map scale (for example, 1:20179), the actual size of the area being shown on screen (for example, 2.23 by 2.16 miles), the position of the marker on the screen in latitude and longitude (for example, 38.821758/77.532303), and the name of the map.

Note
The scale shown on the Status Line is dependent on the size of your screen. The default is 7 inches across (horizontal) for the Main View. If the Main View on your screen is not 7 inches across, your scale display will not be accurate. To correct this innacuracy, you can enter a DOS environmental variable to set the width of the Main View. For example, if the Main View on your screen is 9 inches across, you would type the following command at the DOS prompt (press the RETURN or ENTER key after typing the command):

```
SET SCREEN = 9
```

You need to enter this command each time you start your computer. As an alternative, you can include the command in your AUTOEXEC.BAT file. Refer to a DOS manual for more information on how to do this.

Introduction to Mapping Functions

The Mapping Menu always displays a list of functions currently available. The available functions change as you select different Mapping options. Be sure to check the Mapping Menu each time you select a new function.

Whenever you want to abort a Mapping function and return to the Mapping Menu, press the ESCAPE key.

The tables below and on the following page contain brief descriptions of the functions available on the Mapping Menus (with mouse/VGA and without mouse/VGA). These functions, along with their subfunctions, are described in detail later in this manual. Special keystroke commands that are active throughout Mapping also are described later.

MAPPING WITHOUT MOUSE/VGA

FUNCTION	DESCRIPTION
F2–SCALE/POSITION	Allows you to use the Size Box to zoom in on a segment of the map or expand the boundaries of a small map. The Size Box can be moved by using the arrow keys, and expanded and contracted by using F4–EXPAND and F5–CONTRACT.
F3–SEARCH STREET NAMES	Takes you to the Street Names Search screen, from which you can search for street names, street intersections, and street addresses.
F4–STREET NAMES ON/OFF	Toggles the display of street names on and off.
F5–OVERLAYS ON/OFF	Toggles the display of overlay information on and off.
F6–MAP LAYERS ON/OFF/COLOR	Takes you to the Map Layer Selection screen, from which you can select colors and scale criteria for display of the TIGER map information (water features, county boundaries, roads, and so forth).
F7–OVERLAY OBJECT CONTROL	Provides you with options for managing overlay information, including plotting overlays, searching for overlays, adding objects, modifying the display of map icons, deleting overlays, setting display criteria for overlays, and toggling the display of overlays on and off.
F8–CENTER MAP	Redraws the map with the center at the point where the marker isplaced.
F9–CENSUS BLOCKS ON/OFF	Toggles the display of Census Block boundaries on and off.
F10–EXIT	Returns you to CAMEO DOS.

MAPPING WITH MOUSE/VGA

FUNCTION	DESCRIPTION
SCALE	Allows you to change the map view by using the Size Box to zoom in on or expand the boundaries of a map; by entering miles or a scale value; or by rescaling to a marked point.
POSITION	Allows you to center the map on a point; search for map features; mark a point and go to a marked point; and find alternate maps.
DISPLAY	Lets you contro. the display of map features; set the colors and display attributes of map features; highlight streets on the map; and switch from the mouse-control menu to the list of function-key commands.
IDENTIFY	Provides the name of map features; calculates the area or length of map overlays; calculates the distance to a marked point; and controls display of the map legend.
OVERLAYS	Controls the display of map overlays; provides options for managing overlay information; identifies overlays; and calculates the area or length of overlays.
PRINT	Lets you select a target printer and print the Mapping screen.
REF. VIEW	Provides options for displaying and managing Reference Views.
OPTIONS	Lets you select distance unit, scale display, latitude/longitude display, and census block/group display options.
SPECIAL	Controls display of the Vulnerable Zone from the Screening & Scenarios activity; footprints from the ALOHA program; and free-form circles that you specify.
EXIT	Returns you to CAMEO DOS.

Moving Around the Map

The marker on the map serves as a pointer. You can move the marker around the map by using the arrow keys, or by using a mouse. If you place the marker over one of the standard map features provided with the TIGER files (for example, a road or body of water—not an item that you have plotted), you can identify that feature. Without mouse/VGA, type ***IM*** (Identify Map Feature); with mouse/VGA, click on IDENTIFY and then click on IDENTIFY BASE MAP FEATURE. The name and a description of the feature will be shown in the Mapping Menu box.

Be sure that the center of the marker is over the top of the desired feature.

When moving around the map, be sure to use the arrow keys on the numeric keypad, with the NUMLOCK function off.

You can also see information about overlays you have created. Point at the icon. Without mouse/VGA, type ***IO*** (Identify Overlay); with mouse/VGA, click on IDENTIFY and then click on IDENTIFY OVERLAY. Overlay information will be displayed in the Mapping Menu box.

Map Layers

The standard map features provided with the TIGER files (street names, rivers, railroads, bodies of water, and so forth) are stored by subject area in database files called map layers.

Each subject area can be represented on the map by a different color. You can display a selected group of layers or display all layers. As the system draws a map on the screen, the layers displayed are listed in the Mapping Menu box in the selected display color.

When a map is displayed, you can see a summary of how the various layers are displayed (Figures 5–6 and 5–7) and choose the colors for each feature and at what scale the feature will be drawn on the map. Without mouse/VGA, select F6–MAP LAYERS ON/OFF/COLOR and use the ↑ and ↓ keys to move to the line you want to change. When the feature you want to change is highlighted, select F2–COLOR to see the color choices displayed. With mouse/VGA, click on DISPLAY and then click on MAP LAYERS: SHOW/HIDE/COLOR. Use the color bar to change the color of a feature.

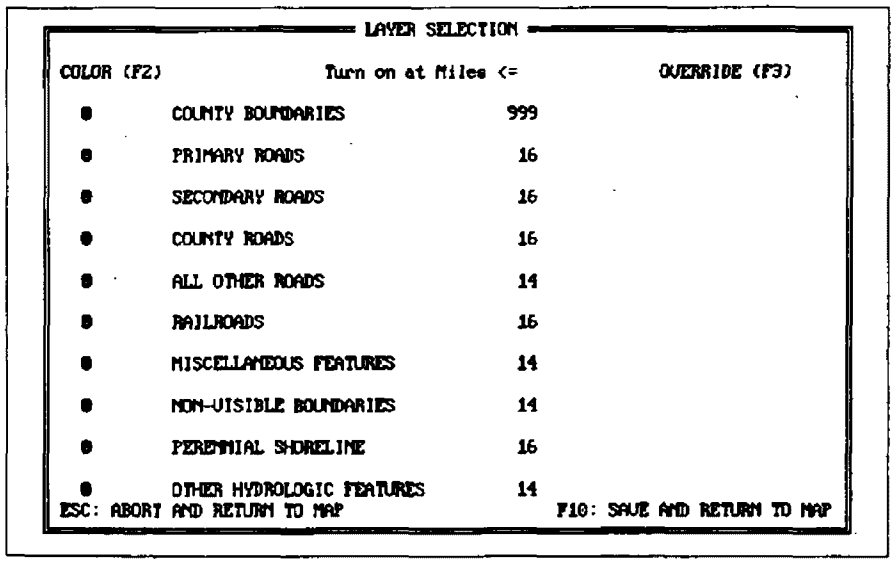
In the event that a county boundary is also a body of water, the feature is stored in the county boundary layer, but is displayed in the color selected for that type of water feature.

The numbers on the Layer Selection screen indicate the width of the map, in miles, at which the feature will be displayed. For example, if County Boundaries is set at 2, the map width must be less than or equal to 2 miles before county boundaries will be displayed. You can change the width in miles by moving the cursor to the desired item (without mouse/VGA) or by clicking on the number you want to change (with mouse/VGA) and then typing a new number.

Users without a mouse and VGA monitor can select F3–OVERRIDE to temporarily override the mile limit for a particular map. Selected overrides are listed in the third column on the Layer Selection screen. Users with a mouse and VGA monitor can control the display of map features by clicking ON or OFF for the appropriate map feature.

Figure 5–6.
Layer Selection screen on computer without mouse/VGA

Set colors for each of the items and specify at what map scale each item will be displayed.



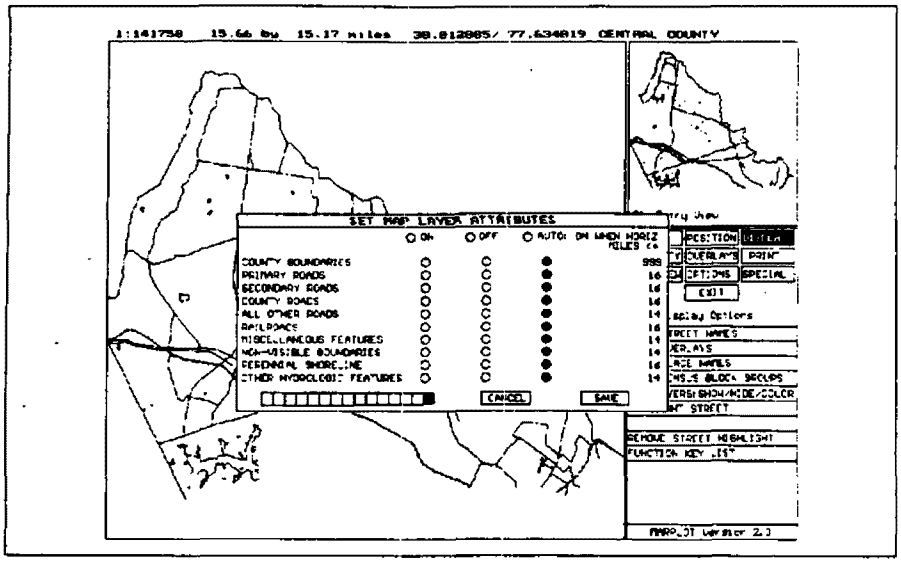


Figure 5–7.
Layer Selection screen on computer with mouse/VGA

Set colors for each of the items and specify at what map scale each item will be displayed.

Overlays

An overlay object is an icon displayed on top of the map layer. It shows the map location of data records plotted by the user. An overlay type is linked to records from a single database. The overlay object tracks information such as the database's name and index name, the type of overlay, and the shape and color of the icon.

When you plot an overlay, you must first select an overlay object. Once the record has been plotted on the map, its location is stored in the overlay and marked with the overlay's icon. Four types of overlay objects can be plotted: point, line, polygon, and related. These types allow you to choose an appropriate shape for the record you want to plot. If you are plotting information on trans-

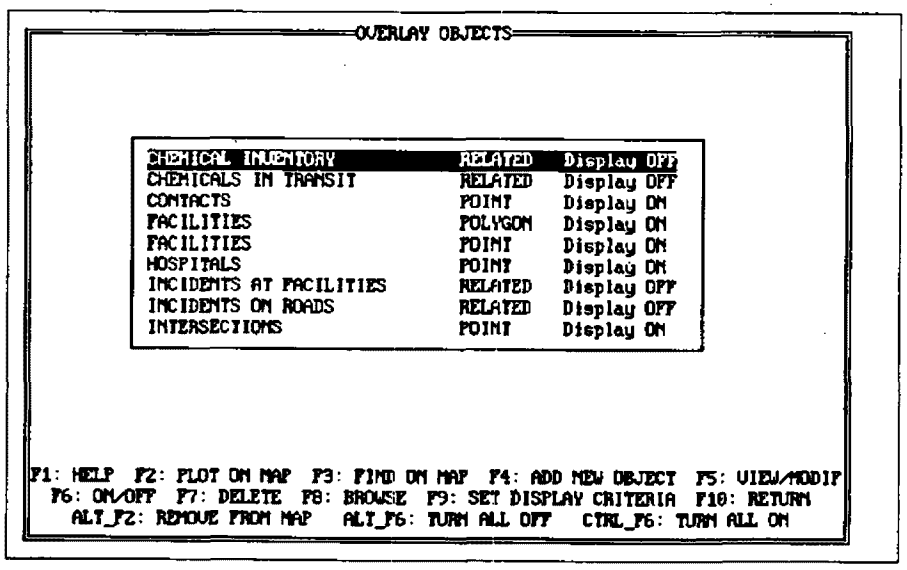


Figure 5–8.
Example Overlay Object Control screen

Select F4-ADD NEW OBJECT to create overlay categories.

portation routes, you would select the overlay that plots lines. If the data describe a large area on the map, you would select the overlay that plots polygons.

Overlays can be defined and mapped simply by adding a new object to the overlay file. Additional information on the overlay objects can be stored in linked dBASE files. To define the overlay object, select F7–OVERLAY OBJECT CONTROL (without mouse/VGA) or click on OVERLAYS and then OVERLAY CONTROL SCREEN (with mouse/VGA). When the Overlay Object Control screen (Figure 5–8) is displayed, select F4–ADD NEW OBJECT.

The Overlay Object Detail screen (Figure 5–9) is then displayed. To create a new overlay category, add the information listed in the table below to the Overlay Object Detail screen.

OVERLAY OBJECT DETAIL SCREEN ENTRIES

FIELD	DESCRIPTION
Object Name	Use whatever name you wish to call the object
Object Type	Point, line, or polygon
File Name (optional)	The full name of the dBASE file; for example, FILE1.DBF [Applicable only if there is a linked dBASE file]
Index Name (optional)	The full name of the dBASE Index file; for example, INDEX1.NDX
Label Field (optional)	The dBASE field that contains the names of the items. These are the names that will appear on the map when the items are plotted.
Label Length (optional)	The length of the item name to display on the map. This may be less than the full field length of 20 characters, if you prefer.
Display Icon	Y or N
Display Label	Y or N
Fill If Polygon	Y or N

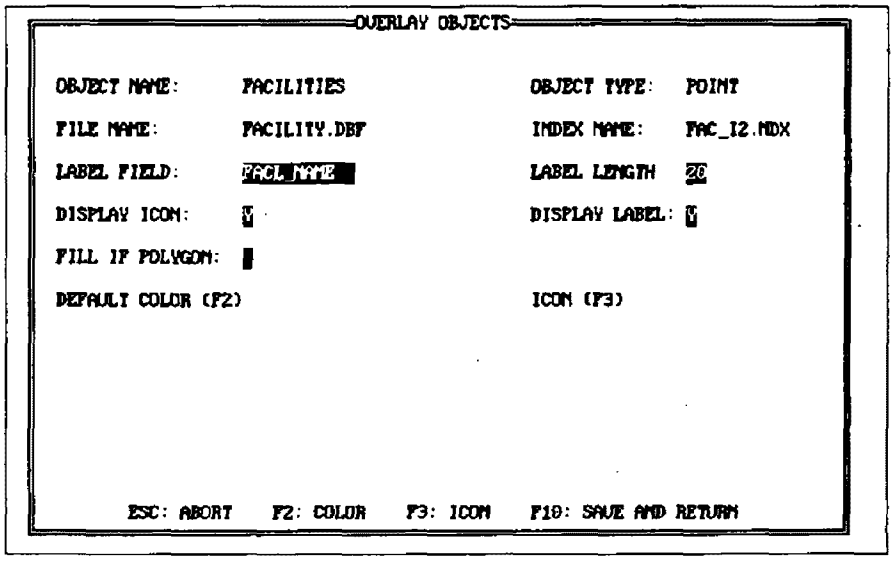


Figure 5–9.
Example Overlay Object Detail screen

Use this screen to assign attributes to the overlay category.

Set the default color by selecting F2–COLOR. If you want, design an icon by selecting F3–ICON. Select F10–SAVE AND RETURN to save the new category and return to the Overlay Object Control screen.

Features that you plot on the map are stored in overlay files. You can manage the overlay file information by selecting F7–OVERLAY OBJECT CONTROL (without mouse/VGA) or click on OVERLAYS and then OVERLAY CONTROL SCREEN (with mouse/VGA). The Overlay Object Control screen contains an alphabetical list of overlay objects. Use this screen to choose the category of overlay objects you want to work with.

The ↑ and ↓ keys move the cursor up and down the list of overlay objects. Select F5–VIEW/MODIFY to display the detail screen for the highlighted overlay object. On this screen, you can select F2–COLOR to change the color associated with the overlay, or you can select F3–ICON to change the icon associated with the overlay. You can also choose whether or not the overlay object is displayed.

The available Overlay Object Control options are found on the function key menu displayed at the bottom of the screen. You can plot overlays, search for overlays, add objects, modify the display of map icons, delete overlays, set display criteria for overlays, and toggle the display of overlays on and off. These menu options are described later in this guide.

Linking Overlays to dBASE Files

Mapping overlay objects can be created from existing dBASE III+ files. The advantage of this is that the information in the dBASE file is available in the performance of the following overlay functions:

- Plot on Map
- Find on Map
- Remove from Map
- Identify Overlay
- Browse
- Set Display Criteria.

Creating an overlay object from an existing dBASE III+ file is a two-step process. First, use dBASE III+ to modify the data structure of the existing database (refer to the dBASE III+ manual). Add a data field called MAP__ID (double underscore) to the database (type = character; length = 8). Next, create an index on a data field that uniquely identifies each record, such as an identification number field.

Once these steps are complete, create a new overlay object using the modified database and its newly created index. Refer to page 5–37 for more information.

Reference Views

The default Entry View (Reference View 01, shown in the Reference View box) is the overall view of the county or defined map area.

You can page through the Reference Views by using the PAGE-UP or PAGE-DOWN keys (if you have a mouse and VGA monitor, you can also click on REF. VIEW and then PREVIOUS REFERENCE VIEW or NEXT REFERENCE VIEW). When you reach a Reference View that you want to display in the Main View, use the CTRL+PAGE-DOWN combination (if you have a mouse and VGA monitor, you can also click on REF. VIEW and then click on REFERENCE VIEW TO MAIN) .

To create your own Reference Views, the segment of the map that you want to save should be displayed in the Main View. Make any desired scale adjustments, then press the PAGE-DOWN or END key until you find a blank view in the Reference View box. Next, use the CTRL+PAGE-UP combination (if you have a mouse and VGA monitor, you can also click on REF. VIEW and then click on MAIN VIEW TO REFERENCE) to move the map in the Main View into the Reference View. A screen will be displayed that permits you to assign a name to the new Reference View (Figure 5–10). Type a name for the Reference View and press the RETURN or ENTER key to save the map segment in the Reference View file.

You can store up to 99 Reference Views. An existing Reference View can be overwritten by a new Reference View by displaying the map segment you want to add in the Main View box and the Reference View you want to replace in the Reference View box and then using the CTRL+PAGE-UP combination to move the Main View to the Reference View box. If you have a mouse and VGA monitor, you can also click on REF. VIEW and then click on MAIN VIEW TO REFERENCE.

If you use the CONTROL+PAGE-UP combination or click on REF. VIEW and then MAIN VIEW TO REFERENCE when an existing Reference View is displayed, the system will ask if you want to replace the existing Reference View. If you want to replace the Reference View, type a **Y**. To cancel the operation, type an **N**.

If you want an Entry View other than the overall view of the county, you can replace Reference View 01.

Use the HOME key (if you have a mouse and VGA monitor, you can also click on REF. VIEW and then click on FIRST REFERENCE View) to display the Entry View in the Reference View box. Use the END key (if you have a mouse and VGA monitor, you can also click on REF. VIEW and then click on LAST REFERENCE View) to display the last Reference View in the Reference View box. When this (last) Reference View is displayed, you can press the PAGE-DOWN key (if you have a mouse and VGA monitor, you can also click on REF. VIEW and then NEXT REFERENCE VIEW) to display a blank Reference View.

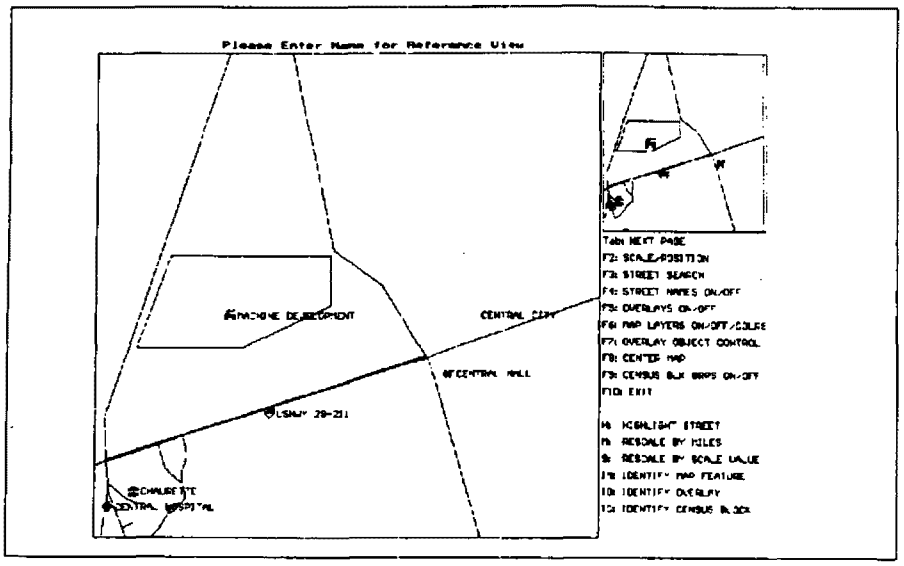


Figure 5–10.
A new Reference View

The marker is at the lower-left corner of the Reference View box awaiting a name for the new Reference View. Enter the name and press RETURN *or* ENTER.

Use the CTRL+HOME combination (if you have a mouse and VGA monitor, you can also click on REF. VIEW and then click on SEARCH REFERENCE Views) to see a list of the names and numbers of the Reference Views you have created (Figure 5–11). Use the ↑ and ↓ keys to scroll through the list until you find the Reference View you want, then select F3-PUT IN REF AREA to display that map in the Reference View, F4-PUT IN MAIN AREA to display the map in the Main View, or F10-PUT IN BOTH to display the map in both the Reference View and the Main View.

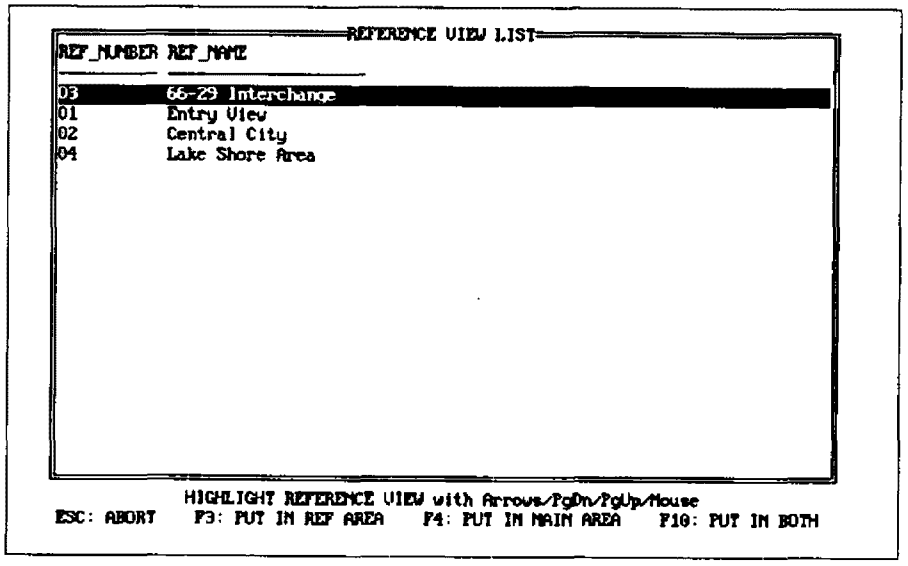


Figure 5–11.
The list of Reference Views

Use the list to find the Reference View of interest.

Mapping Functions

This remainder of this chapter describes the many additional functions that are available in the Mapping module. These functions are listed in the Mapping Menu box. The appearance of the menu box depends on whether your computer is equipped with a mouse and VGA monitor.

If you do not have a mouse and VGA, the menu consists of a list of function-key and other keystroke commands for the primary Mapping functions, as shown in Figure 5–4. The TAB key allows you to see additional functions in the Mapping Menu box. Several of the Mapping functions have secondary functions that are listed in function menus that appear after you select the primary function.

If you have a mouse and VGA, the menu consists of buttons for the primary Mapping functions and a list of secondary functions associated with the primary function that has been selected with a mouse click, as shown in Figure 5–5. The secondary functions are also activated with a mouse click.

The Mapping functions are summarized in the tables on the following pages.

- Functions for users whose computers do not have a mouse and VGA monitor are on pages 5–16 through 5–19.
- Functions for users whose computers are equipped with a mouse and VGA monitor are on pages 5–20 through 5–23. This table contains page references that tell you where to find additional information about a function.

Most of the function-key and other keystroke commands can also be used, in addition to pointing and clicking with the mouse, if your computer has a mouse and VGA monitor.

Mapping Functions (Computers Without Mouse/VGA)

FUNCTION	SUBFUNCTION(S)	ACTION
F1–HELP		Not active in this version of CAMEO DOS.
F2–SCALE/POSITION	ESCAPE	Aborts the action.
	ENTER	Accepts the action.
	F4–EXPAND BOX	Expands the Size Box.
	F5–CONTRACT BOX	Contracts the Size Box.
	Arrows	Move the Size Box.
	SHIFT/CTRL+F4/F5	Expands/contracts the Size Box in smaller/larger increments.
F3–STREET SEARCH	<letters>RETURN	Search on sort key.
	ESCAPE	Aborts the action.
	F3–INTERSECTIONS	Displays intersecting streets.
	ESCAPE	Aborts the action.
	F10–RETURN	Return to selected intersection on map.
	F4–ADDRESS RANGES	Displays list of addresses.
	ESCAPE	Aborts the action.
	F10–RETURN	Return to selected address.
	arrows	Scroll by line.
	PAGE-UP/PAGE-DOWN	Scroll by page.
	CTRL+PAGE-UP	Go to top of file.
	CTRL+PAGE-DOWN	Go to bottom of file.
	HOME	Go to top of screen.
	END	Go to bottom of screen.
F4–STREET NAMES ON/OFF		
F5–OVERLAYS ON/OFF		
F6–MAP LAYERS ON/OFF/COLOR	F2–COLOR	Sets color of layer.
	ESCAPE	Aborts the action.
	F10–SAVE AND RETURN	Saves the new colors.
	F3–OVERRIDE	Displays choice at default.
F7–OVERLAY OBJECT CONTROL	F2–PLOT ON MAP	Displays list of records.
	ESCAPE	Aborts the action.
	F10–RETURN	Plots selected record.
	F3–FIND ON MAP	Displays list of records.
	ESCAPE	Aborts the action.
	F10–RETURN	Returns to selected record.

Mapping Functions (Computers Without Mouse/VGA)-Continued

FUNCTION	SUBFUNCTION(S)	ACTION
F7–Overlay Object Control	F4–Add New Object	Adds to list of overlay types.
	Escape	Aborts the action.
	F2–Color	Sets color of overlay type.
	F3–Icon	Design icon for overlay type.
	F10–Save and Return	Returns to overlay choices.
	F5–View/Modify	Edit attributes of overlay types.
	Escape	Aborts the action.
	F2–Color	Sets color of overlay type.
	F3–Icon	Design icon for overlay type.
	F10–Save and Return	Returns to overlay choices.
	F6–Overlay Object Display	Turns overlay type on or off.
	F7–Delete	Deletes all of an overlay type.
	F8–Browse	Displays all overlay records.
	Escape	Aborts the action.
	F5–View/Modify	Displays the selected record.
	F10–Return	Returns to selected record.
	F9–Set Display Criteria	Displays selected overlays.
	Escape	Aborts the action.
	F10–Return	Returns to map.
	F10–Return to Map	Returns to map.
	Alt+F2–Remove from Map	Deletes selected overlay.
	Alt+F6–Turn All Off	Removes all overlays.
	Ctrl+F6–Turn All On	Returns all overlays.
	Ctrl+Page-Up	Go to top of file.
	Ctrl+Page-Down	Go to bottom of file.
F8–Center Map		
F9–Census Blocks On/Off		
F10–Exit		
Escape		Return to CAMEO DOS.
Page-Up/Page-Down		Page through Reference Views.
Ctrl+Page-Up		Move Main View to Reference View.
Ctrl+Page-Down		Move Reference View to Main View.
Home		Go to first Reference View.
End		Go to last Reference View.

Mapping Functions (Computers Without Mouse/VGA)-Continued

FUNCTION	SUBFUNCTION(S)	ACTION
Ctrl+Home		Display the list of Reference Views.
	F3–Put in Ref. Area	Display highlighted Reference View in Reference View box.
	F4–Put in Main Area	Display highlighted Reference View in Main View box.
	F10–Put in Both	Display highlighted Reference View in Main View box and Reference View box.
	Escape	Aborts the action.
	arrows	Scroll by line.
	Page-Up/Page-Down	Scroll by page.
	Ctrl+Page-Up	Go to top of file.
	Ctrl+Page-Down	Go to bottom of file.
	Home	Go to top of screen.
	End	Go to bottom of screen.
Tab	Display next page of function list on Mapping Menu.	
P		Print the screen.
Alt+P		Display the list of printers.
	F10–Select This Printer	Use the highlighted printer to print maps.
	Escape	Aborts the action.
	arrows	Scroll by line.
	Page-Up/Page-Down	Scroll by page.
	Ctrl+Page-Up	Go to top of file.
	Ctrl+Page-Down	Go to bottom of file.
	Home	Go to top of screen.
	End	Go to bottom of screen.
N		Display place names.
Alt+F3		Display the list of place names.
	F10–Return to Map	Returns to map and moves marker to selected place.
	Escape	Aborts the action.
	arrows	Scroll by line.
	Page-Up/Page-Down	Scroll by page.
	Ctrl+Page-Up	Go to top of file.
	Ctrl+Page-Down	Go to bottom of file.
	Home	Go to top of screen.
	End	Go to bottom of screen.
T		Display text overlays.
L		Display the legend.
IM		Identify map feature.

Mapping Functions (Computers Without Mouse/VGA)-Continued

FUNCTION	ACTION
IO	Identify overlay.
OA	Display area of overlay.
OL	Display length of overlay.
IC	Identify census block.
H	Highlight street.
ALT+H	Remove street highlight.
CTRL+M	Mark point.
CTRL+G	Go to marked point.
CTRL+D	Display distance to marked point.
CTRL+R	Rescale to marked point.
M	Rescale by miles.
S	Rescale by scale value.
ALT+T	Change latitude/longitude display to degrees, minutes, seconds.
ALT+U	Change latitude/longitude display to decimal format.
ALT+V	Change scale to standard format (1:20,000).
ALT+W	Change scale to 1-inch form (1 inch : 1 mile).
ALT+X	Change map distance display to miles.
ALT+Y	Chnage map distance display to kilometers.
ALT+K	Change Census Block Group display to include group ID and population.
ALT+L	Change Census Block Group display to omit group ID and population.
V	Display Vulnerable Zone from most recent Screening or Scenario.
C	Draw a circle to a designated radius.
ALT+A	Display ALOHA footprint, if available.
ALT+Z	Set ALOHA concentration and dose point, if available.
ALT+C	Remove circle, Vulnerable Zone, ALOHA footprint, or ALOHA concentration and dose point from the map.

Mapping Functions (Computers With Mouse/VGA)

FUNCTION	SUBFUNCTION(S)	ACTION	PAGE
SCALE	RESCALE WITH SIZE BOX		5–25
	ESCAPE	Aborts the action.	
	Left Button	Moves the Size Box.	
	Right Button	Expands/Contracts the Size Box.	
	DoubleClick	Draws the map.	
	F4–EXPAND BOX	Expands the Size Box.	
	F5–CONTRACT BOX	Contracts the Size Box.	
	Arrows	Move the Size Box.	
	SHIFT/CTRL+F4/F5	Expands/contracts the Size Box in smaller/larger increments.	
	ENTER	Draws the map.	
	RESCALE BY MILES	Draws map at specified miles scale.	5–52
	RESCALE BY SCALE VALUE	Draws map at specified scale value.	5–52
	RESCALE TO MARKED POINT	Draws map at scale to include marker and marked point.	5–52
POSITION	CENTER ON CLICK POINT	Centers map on marker location.	5–42
	FIND STREET/INTRSCT/ADDR	Displays Street Name Search screen.	5–28
	<letters>RETURN	Search on sort key.	
	F3–INTERSECT ONS	Displays intersecting streets.	
	ESCAPE	Aborts the action.	
	F10–RETURN	Return to selected intersection on map.	
	F4–ADDRESS RANGES	Displays list of addresses.	
	ESCAPE	Aborts the action.	
	F10–RETURN	Return to selected address.	
	Arows	Scroll by line.	
	PAGE-UP/PAGE-DOWN	Scroll by page.	
	CTRL+PAGE-UP	Go to top of file.	
	CTRL+PAGE-DOWN	Go to bottom of file.	
	HOME	Go to top of screen.	
	END	Go to bottom of screen.	
	FIND OVERLAY OBJECT	Displays Overlay Object screen.	
	F3–FIND ON MAP	Displays list of records.	5–37
	<letters>RETURN	Search on sort key.	
	ESCAPE	Aborts the action.	
	F10–RETURN	Draws the map.	

Mapping Functions (Computers With Mouse/VGA)-Continued

FUNCTION	SUBFUNCTION(S)	ACTION	PAGE
Position	Find Place	Displays list of place names.	5–45
	<letters>Return	Search on sort key.	
	Escape	Aborts the action.	
	F10–Return	Draws the map.	
	Find Reference View	Displays the list of Reference Views.	5–44
	Escape	Aborts the action.	
	F3–Put in Ref. Area	Moves selected record to Reference View.	
	F4–Put in Main Area	Moves selected record to Main View.	
	F10–Put in Both	Moves selected record to both views.	
	Go to Marked Point	Centers map on marked point at current scale.	5–51
	Mark a Point	Places + mark at marker location.	5–51
Display	Show Street Names	Toggles display of street names on/off.	5–30
	Show Overlays	Toggles display of overlays on/off.	5–31
	Show Place Names	Toggles display of place names on/off.	5–45
	Show Census Block Groups	Toggles display of census blocks on/off.	5–54
	Map Layers: Show/Hide/Color	Displays Map Layer Attributes screen.	5–31
	Highlight Street	Highlights street at marker location.	5–50
	Remove Street Highlight	Cancels current street highlight.	5–50
	Function Key List	Displays function-key menu.	5–55
	Alt+B	Returns to the point-and-click button menu.	5–55
Identify	Identify Base Map Feature	Displays information about map feature.	5–47
	Identify Overlay	Displays information about overlay.	5–48
	Identify Census Block Group	Displays information about census block.	5–50
	Calculate Overlay Area	Displays area of polygon overlay.	5–49
	Calculate Overlay Length	Displays length of line overlay.	5–50
	Calculate Distance to Marked Pt.	Displays distance from marker to point.	5–51
	Show Legend	Displays map legend.	5–46
Overlays	Show Overlays	Toggles display of overlays on/off.	5–31
	Overlay Control Screen	Displays Overlay Objects screen.	5–33
	F2–Plot on Map	Displays list of records.	
	Escape	Aborts the action.	
	F10–Return	Plots selected record.	
	F3–Find on Map	Displays list of records.	
	Escape	Aborts the action.	
	F10–Return	Returns to selected record.	

Mapping Functions (Computers With Mouse/VGA)-Continued

FUNCTION	SUBFUNCTION(S)	ACTION	PAGE
Overlays	F4–Add New Object	Adds to list of overlay types.	
Overlay Control Screen (cont.)	Escape	Aborts the action.	
	F2–Color	Sets color of overlay type.	
	F3–Icon	Design icon for overlay type.	
	F10–Save and Return	Returns to overlay choices.	
	F5–View/Modify	Edit attributes of overlay types.	
	Escape	Aborts the action.	
	F2–Color	Sets color of overlay type.	
	F3–Icon	Design icon for overlay type.	
	F10–Save and Return	Returns to overlay choices.	
	F6–Overlay Object Display	Turns overlay type on or off.	
	F7–Delete	Deletes all of an overlay type.	
	F8–Browse	Displays all overlay records.	
	Escape	Aborts the action.	
	F5–View/Modify	Displays the selected record.	
	F10–Return	Returns to selected record.	
	F9–Set Display Criteria	Displays selected overlays.	
	Escape	Aborts the action.	
	F10–Return	Returns to map.	
	F10–Return to Map	Returns to map.	
	Alt+F2–Remove from Map	Deletes selected overlay.	
	Alt+F6–Turn All Off	Removes all overlays.	
	Ctrl+F6–Turn All On	Returns all overlays.	
	Ctrl+Page-Up	Go to top of file.	
	Ctrl+Page-Down	Go to bottom of file.	
	Identify Overlay	Displays information about overlay.	5–48
	Calculate Overlay Area	Displays area of polygon overlay.	5–49
	Calculate Overlay Length	Displays length of line overlay.	5–50
Print	Print Screen	Prints the current map.	5–44
	Select Printer	Shows Printer Selection screen.	5–44
	Escape	Aborts the action.	
	F10–Select this Printer	Returns to map.	

Mapping Functions (Computers With Mouse/VGA)-Continued

FUNCTION	SUBFUNCTION(S)	ACTION	PAGE
Ref. View	Main View to Reference	Moves map in Main View to Reference View.	5–43
	Reference to Main View	Moves map in Reference View to Main View.	5–43
	First Reference View	Displays first Reference View (Entry View).	5–43
	Last Reference View	Displays the last Reference View.	5–44
	Search Reference Views	Displays list of place names.	5–44
	Escape	Aborts the action.	
	F3–Put in Ref. Area	Moves selected record to Reference View.	
	F4–Put in Main Area	Moves selected record to Main View.	
	F10–Put in Both	Moves selected record to both views.	
	Previous Reference View	Moves up one Reference View.	5–43
	Next Reference View	Moves down one Reference View.	5–43
Options	Distance Units	Select miles or kilometers.	5–54
	Scale Display	Select standard form or 1-inch form.	5–54
	Lat/Long Display	Select decimal or degrees/minutes/seconds.	5–53
	Census Block Group Display	Select with or without ID/Population.	5–54
Special	Draw CAMEO Vulnerable Zone	Draws circle from Screening or Scenario (if available).	5–54
	Draw ALOHA Footprint	Draws footprint from ALOHA program (if available).	5–55
	Set ALOHA Conc./Dose Point	Sets concentration and dose points for the ALOHA program (if available).	5–55
	Draw Circle	Centers circle with radius you specify at marker location.	5–55
	Remove Circle/Vuln. Zone	Removes a circle from the map.	5–55
Exit	Click here to Exit System	Returns you to DOS prompt.	5–42

F1–HELP

Help is not active in this version of CAMEO DOS.

F2–SCALE/POSITION

F2–SCALE/POSITION (without mouse/VGA) and clicking on SCALE and then RESCALE WITH SIZE BOX (with mouse/VGA) allow you to change the scale and/or position of the map displayed on the Main View as it relates to the overall view of the county.

Without a mouse and VGA, when you select F2–SCALE/POSITION, the Size Box appears on the screen, as shown in Figure 5–12. Also note that the Mapping Menu is replaced by a menu of Scale/Position options.

Move, expand, or contract the size box using the arrow keys and F4–EXPAND or F5–CONTRACT. When the box encloses the desired area, press RETURN or ENTER to redraw the map according to the specified area.

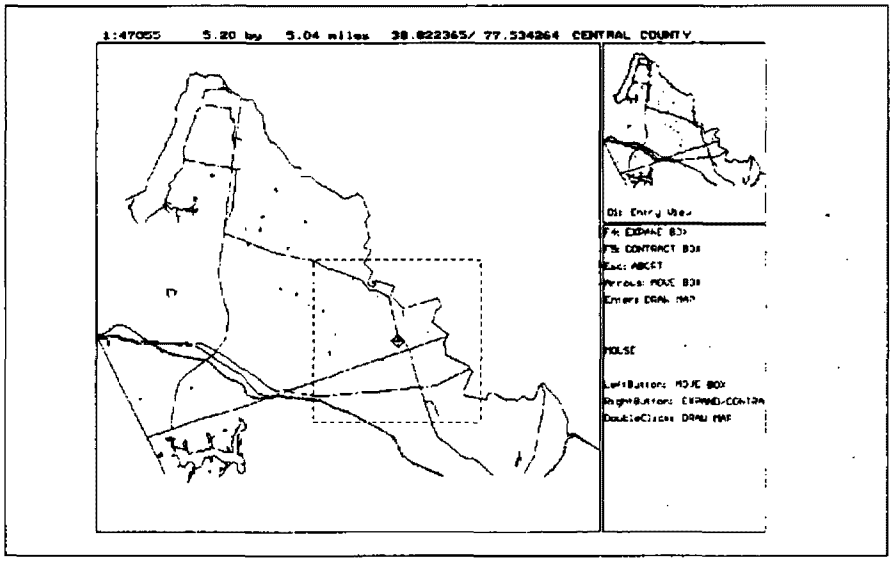


Figure 5–12. Size Box on a Mapping screen

Find the desired area of the map by moving, expanding, or contracting the Size Box.

If you have a mouse and VGA monitor, you can use the function-key commands described above to move the Size Box or move the Size Box by dragging the mouse with the left button pressed. You can expand and contract the Size Box by dragging the mouse with the right button pressed. To redraw the map based on the location of the Size Box, double-click the left mouse button.

The following options are available on the Scale/Position menu.

F2-Scale/Position: Escape--Abort

If you press the Escape key when the Scale/Position options menu is displayed, the system will abort any Scale/Position activities and restore the Mapping Menu.

F2-Scale/Position: Enter–Draw Map

The Return and Enter keys set the Scale/Position option you have executed into action and restore the Mapping Main Menu. For example, when you have moved the Size Box to the desired location, press Return or Enter to tell the system you are ready for the map to be redrawn.

If your computer has a mouse, you can also double-click the left button on the mouse to redraw the map.

If we press Return or Enter with the Size Box positioned as shown in Figure 5–12, the system will draw the map shown in Figure 5–13. When the map is redrawn, the detail of the map and the latitude and longitude readings on the Status Line at the top of the map change accordingly.

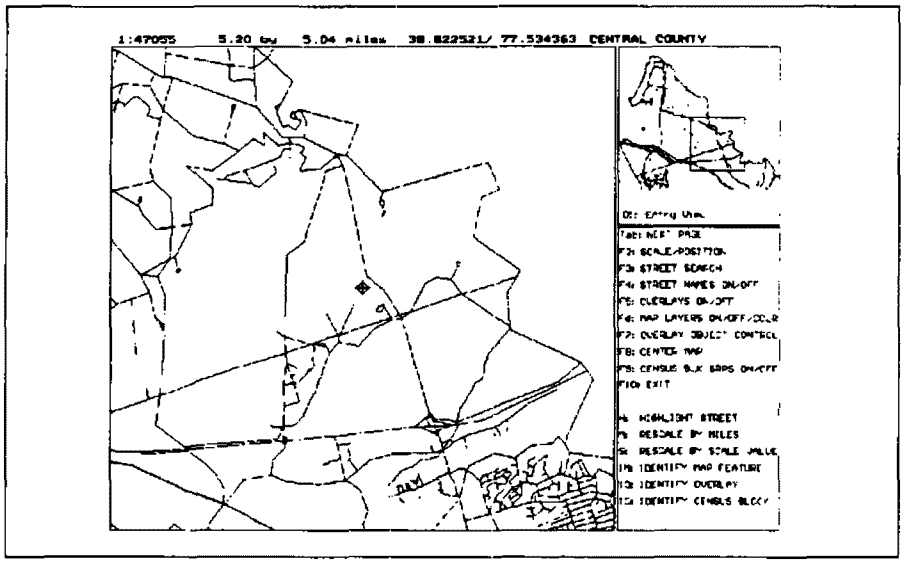


Figure 5–13. Enlarged map based on Size Box shown in Figure 7

Note the changes in the Status Line at the top of the screen, as well as the additional detail.

F2-Scale/Position: F4–Expand Box

You can expand the Size Box by selecting F4–Expand Box, or by clicking the right mouse button and dragging the mouse. Note that the Actual Size reading at the top of the screen changes color and shows the size of the box. This reading continues to change each time you expand or contract the Size Box.

When you have expanded the box to the desired position, press Return or Enter. The system will then draw a new map based on the location of the Size Box.

You can expand the Size Box beyond the limits of the screen by continuing to select F4, or by continuing to drag the mouse, when the Size Box reaches the edge of the map. You can keep track of your progress beyond the screen by watching the Actual Size reading at the top of the screen.

F2-Scale/Position: F5–Contract Box

You can reduce the Size Box in the same way you enlarged it. Select F5–Contract Box, or click the right mouse button and drag the mouse. If you have expanded the Size Box beyond the limits of the screen, you can reduce its size to bring it back onto the screen. Remember to watch the Actual Size reading at the top of the screen to follow your progress.

F2-Scale/Position: Arrows–Move Box

By pressing the arrow keys, or by dragging the mouse with the left mouse button pressed, you can move the Size Box up, down, left, and right. This allows you to further refine the viewing area. When you move the Size Box, the latitude (up/down) and longitude (left/right) readings at the top of the screen change to reflect the movement.

When you have moved the Size Box to the desired position, press Return or Enter. The system will then draw a new map based on the location of the Size Box.

You cannot move the Size Box off the screen with the arrow keys or the mouse.

F2-Scale/Position: Shift+F4/F5–Smaller Increment Ctrl+F4/F5–Larger Increment

Use caution with the Ctrl+F4 and Ctrl+F5 combination! It can reduce or enlarge the Size Box very quickly, and could result in a map that shows the entire county in a very small area (meaning the Size Box was expanded way beyond the limits of the screen) or that shows nothing at all (meaning the view is so magnified that it falls between map features and overlays). We recommend that you press Return or Enter to redraw the map between each Ctrl+F4 enlargement or Ctrl+F5

The Shift and Ctrl keys used in combination with F4–Expand Box and F5–Contract Box change the Size Box in smaller or larger increments than with F4 or F5 alone.

The Shift+F4 and Shift+F5 combinations (that is, hold the Shift key down and press F4 or F5) expand or contract the Size Box in increments 50 percent *smaller* than normal.

The Ctrl+F4 and Ctrl+F5 combinations (that is, hold the Ctrl key down and press F4 or F5) expand or contract the Size Box in increments 200 percent *larger* than normal.

F3–STREET SEARCH

This function offers another way of moving around the screen or locating a street on the map. When you select F3–STREET SEARCH (without mouse/VGA) or click on POSITION and then FIND STREET/INTRSCT/ADDR (with mouse/VGA) the map is replaced by a list of the street names in the county (Figure 5–14). A second column shows place names for streets that are located in cities. Also note the new menu at the bottom of the screen. This menu contains the Street Search functions.

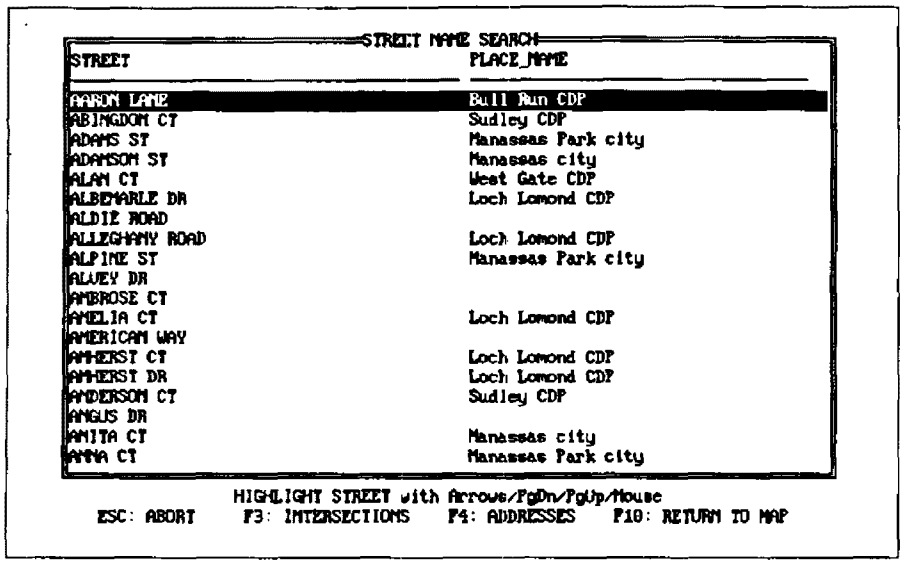


Figure 5–14.
Search Street Names screen

Highlight the name of the street you want to locate and select F10-RETURN TO MAP.

Find and highlight the name of the street you want to locate by scrolling through the list (if you have a mouse and VGA monitor, you can scroll through the street names by clicking on the bottom border) or by doing a letter search (described below). When the street you want is highlighted, select F10–RETURN TO MAP. When the system returns you to the map, the marker will be at the selected street, which is also highlighted.

You can confirm the selection by placing the marker on the highlighted street and typing ***IM*** (without mouse/VGA) or clicking on IDENTIFY and then IDENTIFY BASE MAP FEATURE (with mouse/VGA). The Mapping Menu box will display detailed information about the selected street.

When you execute a street search, the new map will be at the same scale that was displayed when you initiated the search. If you are searching for a street while the overall view of the county is on the screen, you may have a problem placing the marker directly over the right street. If this happens, scale down by using F2–SCALE/POSITION (without mouse/VGA) or clicking on SCALE to define a smaller segment of the county map and a closer view of the streets in this area.

Select F4–STREET NAMES ON/OFF (without mouse/VGA) or click on DISPLAY and then SHOW STREET NAMES (with mouse/VGA) to display the street names if desired.

The following options are available on the Search Street Names menu.

F3–SEARCH STREET NAMES: <LETTERS>RETURN–SEARCH ON SORT KEY

You can type up to 10 letters, then press the RETURN or ENTER key to move to that point in the list of street names. Typing the first few letters of a desired street name will help you locate that name more quickly than scrolling through all the street names.

F3–SEARCH STREET NAMES: F3–INTERSECTIONS

Select F3–INTERSECTIONS to display a list of streets that intersect with the street highlighted on the Search Street Names screen. Use the ↑ and ↓ keys to scroll through the list of intersections. The following options are available on the Intersections screen.

F10–RETURN TO THIS INTERSECTION

Select F10–RETURN TO THIS INTERSECTION to redraw the map. The marker is located at the intersection that you selected. The redrawn map will be at the same scale that you were working with when you selected F3–SEARCH STREET NAMES.

ESCAPE–ABORT

Press the ESCAPE key to return to the previous Search Street Names screen. If you are doing a letter search, the ESCAPE key cancels the search.

F3–SEARCH STREET NAMES: F4–ADDRESS RANGES

This function, which is available only for TIGER files of major metropolitan areas, displays a list of street addresses for the street highlighted on the Search Street Names screen. The addresses are shown as ranges (for example, 20050 through 25150).

Highlight the line containing the range of addresses you want to locate. Select F10–RETURN TO THIS ADDRESS to return to that point on the map. You can confirm the location by typing ***IM*** (without mouse/VGA) or clicking on IDENTIFY and then IDENTIFY BASE MAP FEATURE (with mouse/VGA). The Mapping Menu box will display detailed information about the selected street and address segment. The following options are available on the Address Ranges screen.

F10–RETURN TO THIS ADDRESS

Select F10–RETURN TO THIS ADDRESS to redraw the map. The marker is located at the midpoint of the selected street address range. The redrawn map will be at the same scale that you were working with when you selected F3–SEARCH STREET NAMES.

ESCAPE–ABORT
Press the ESCAPE key to return to the previous Search Street Names screen. If you are doing a letter search, the ESCAPE key cancels the search.

F3–SEARCH STREET NAMES: F10–RETURN TO MAP
Executes the search and returns you to the map. The marker will be at the street highlighted on the list of street names.

F3–SEARCH STREET NAMES: To Scroll
Use any of the following methods to move through the list of street names:

FUNCTION	ACTION
Arrows	The ↑ and ↓ keys scroll through the street names one by one.
PAGE-UP/PAGE-DOWN	The PAGE-UP and PAGE-DOWN keys scroll through the street names screen by screen.
CTRL + PAGE-UP OR PAGE-DOWN	The CTRL+PAGE-UP combination takes you to the top of the list. The CTRL+PAGE-DOWN combination takes you to the bottom of the list.
HOME	The HOME key takes you to the top of the screen.
END	The END key takes you to the bottom of the screen.
Mouse	Click the left mouse button on the top or bottom line of window to page up and page down. Click on the street name to select it. Click on function key descriptions in the menu at the bottom to select them.

F4–STREET NAMES ON/OFF

F4–STREET NAMES ON/OFF (without mouse/VGA) or clicking on DISPLAY and then SHOW STREET NAMES and HIDE STREET NAMES (with mouse/VGA) toggles between displaying the street names and removing the street names from the display.

To display only certain types of roads, use F6–MAP LAYER SELECTION (without mouse/VGA) or click on DISPLAY and then MAP LAYERS: SHOW/HIDE/COLORS (with mouse/VGA)

If you choose to display streets names on a large-scale map, it may be difficult to read all street names in crowded areas because the names will overlap. To read a particular street name, place the marker on the street you are interested in and type ***IM*** (without mouse/VGA) or click on IDENTIFY and then IDENTIFY BASE MAP FEATURE (with mouse/VGA). Street information will be shown in the Mapping Menu box.

To draw a map with identifiable street names, select F2–SCALE/POSITION (without mouse/VGA) or click on SCALE and then redraw the map at a smaller scale. Then select F4–STREET NAMES ON/OFF (without mouse/VGA) or click on DISPLAY and then SHOW STREET NAMES (with mouse/VGA) to display street names.

F5–OVERLAYS ON/OFF

F5–OVERLAYS ON/OFF (without mouse/VGA) or DISPLAY and then SHOW OVERLAYS and HIDE OVERLAYS (with mouse/VGA) toggles between displaying and not displaying all overlays. If you want to display only a selected type of overlay, select F7–OVERLAY OBJECT CONTROL (without mouse/VGA) or click on OVERLAYS and then OVERLAY CONTROL SCREEN (with mouse/VGA).

F6–MAP LAYERS ON/OFF

This function allows you to customize the appearance of your map by changing the color of map layers and setting criteria that determine at what map scale each layer is displayed.

The Layer Selection screen (Figure 5–15 for computers without mouse and VGA; Figure 5–16 for computers with mouse and VGA) displays a list of the map layers, in their default colors and with the default settings for scale of display. To change the setting for a layer, use the ↑ or ↓ key to highlight the appropriate line (without mouse/VGA) or click on the item you want to change (with mouse/VGA). By repeatedly selecting F2–COLOR on a computer without a mouse and VGA, you can cycle through the color choices. Stop on the desired color. On a computer with a mouse and VGA, click on the desired color in the color bar at the bottom of the screen.

The "Turn on at Miles" column contains a number that determines the minimum map width that is required for display of that feature. For example, if your working map is 1.79 by 1.73 miles, and you change the County Boundary column to 1, county boundaries will not be displayed on your map. In this case you would need to increase the value in the column to 2 for the county boundaries to be displayed.

On a computer without a mouse and VGA, F3–OVERRIDE lets you override a standard scale setting, and will display that feature regardless of the scale of the map.

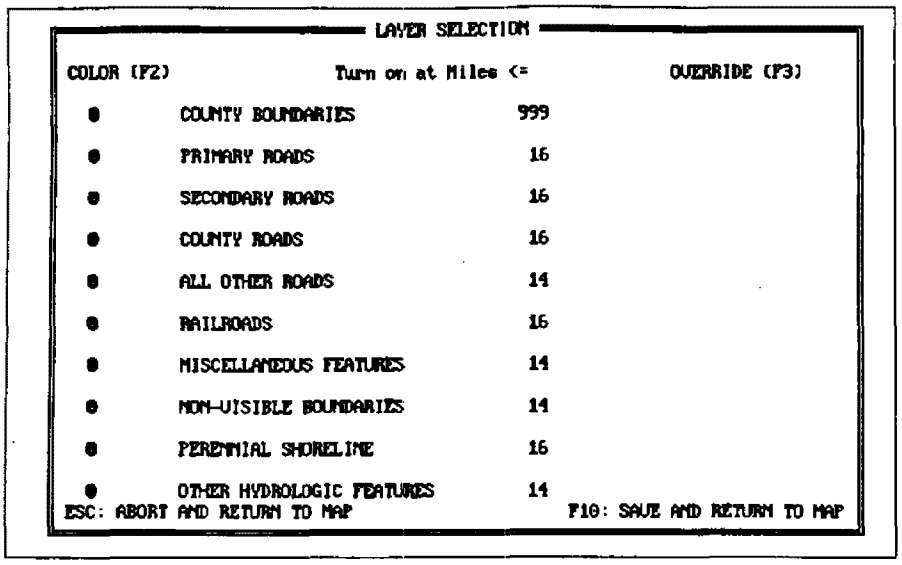


Figure 5–15. Layer Selection screen on computer without mouse/VGA

Use F2-Color to cycle through the available colors, and type in your choice for the scale at which each feature is displayed.

On a computer with a mouse and VGA, you can control the display of a map feature by clicking ON or OFF as appropriate.

On a computer without a mouse and VGA, press the ESCAPE key or select F10–RETURN TO MAP to exit the Layer Selection screen. The ESCAPE key aborts any changes, while F10 saves changes. On a computer with mouse and VGA, click on SAVE to save your changes or CANCEL to to abort any changes.

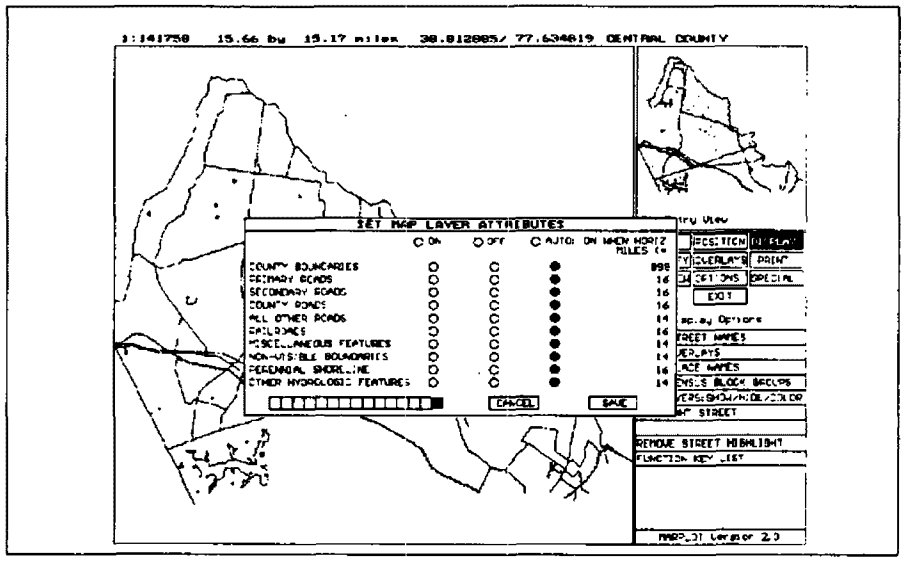


Figure 5–16. Layer Selection screen on computer with mouse/VGA

Click on the desired color and type in your choice for the scale at which each feature is displayed.

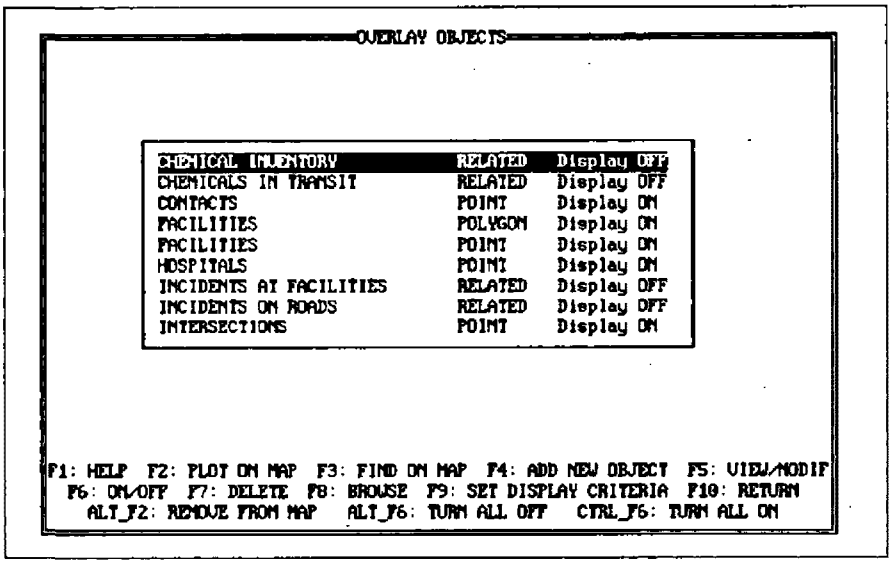
F7–Overlay Object Control

Overlay Object Control provides an array of functions that let you control the display of overlay objects on your map. When you select F7 (without mouse/VGA) or click on Overlays and then Overlay Control Screen (with mouse/VGA), the Overlay Object Control screen is displayed. This screen (Figure 5–17) lists the type of overlay, its display format (point, polygon, line segment, or related features), and whether the display is set to ON or OFF. Browse through the list using the ↑ and ↓ or Page-Up and Page-Down keys.

At the bottom of the screen, the Overlay Object Control functions are listed in a menu. Many functions are available, and many of these have their own subfunctions. Be sure to check the menu at the bottom of the screen each time you change options. The functions and subfunctions described below are available.

Figure 5–17. Overlay Object Control screen

Select F4-Add New Object to create overlay categories.



F7–Overlay Object Control: F1–Help

Help is not active in this version of Mapping.

F7–Overlay Object Control: F2–Plot on Map

Related overlays, which are not plotted on the map but are related to other types of overlays that have been plotted, are described on page 5–37.

To plot or move an overlay, position the marker at the location on the map where the overlay is to be placed. (The closer the view of the location for the overlay on the map, the more accurate the placement of the overlay.) Select F7–Overlay Object Control. The Overlay Object Control screen, which lists the types of overlays available, is displayed.

Highlight the type of overlay you want to plot (either one of the three sample overlay types or one that you have created) by using the ↑ and ↓ or PAGE-UP and PAGE-DOWN keys to scroll through the list, then select F2–PLOT ON MAP. If you want to cancel the operation, press the ESCAPE key.

There is no automatic link between an overlay and an address on the map.

After you have chosen the type of overlay, the system provides a list of records that are available for that category. Scroll through the list until the item you want to plot is highlighted, then select F10–RETURN TO MAP. If you are plotting a point overlay, the new overlay will be automatically plotted where you placed the marker (Figure 5–18). If you have chosen the name of an overlay that has already been plotted on the map, the system will move that overlay to the new position. To cancel the operation, press the ESCAPE key.

Note that the map display of names attached to your overlays is limited to 20 characters. If the name of the item that you select from the list is longer than 20 characters, only the first 20 characters will be displayed. For example, "J.B. Anderson and Sons Engineering" would appear as "J.B. Anderson and So" only. Thus, you may want to exercise some discretion when entering names in the files if you know you will be creating an associated

If you are plotting a polygon or line segment, you need to draw the polygon or line on the map. Place the marker at the point where you wish to begin drawing on the map. Be sure to have a map with enough detail so that you can make an accurate drawing. It is best to turn the street names on before you begin to plot.

Plotting Polygons

Select F7-OVERLAY OBJECT CONTROL. Highlight Sample Polygon or any polygon type that you have created. Select F2-PLOT ON MAP. The list of database records will be shown. Highlight the record you wish to plot and select F10-RETURN TO MAP to plot the overlay, or press the ESCAPE key to abort the operation.

When the system returns you to the map, the beginning of your polygon is where you left the marker, and the marker is represented by a green plus sign (+). The Drawing Line or Polygon function key list is in the Mapping Menu box.

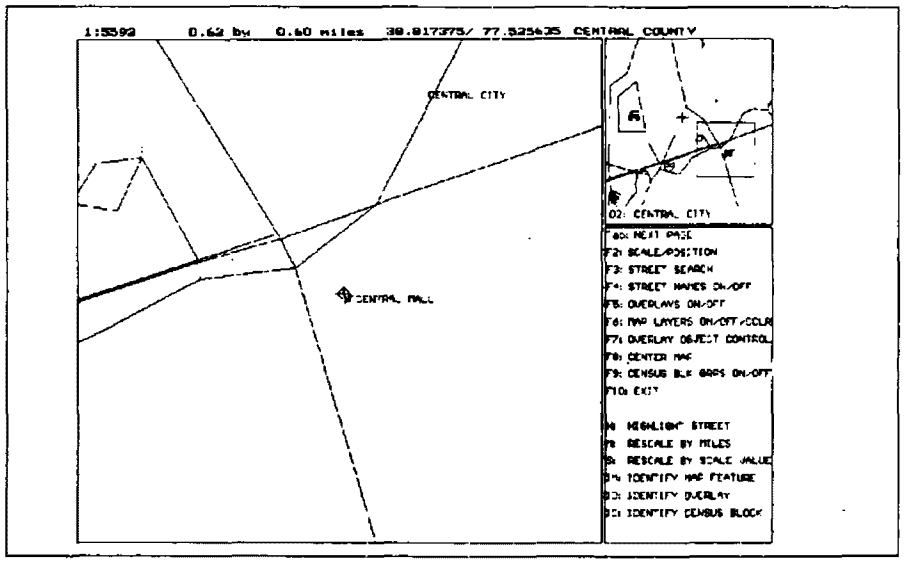


Figure 5–18.
Plotted point overlay

The overlay is placed at the position of the marker when you selected F2-PLOT ON MAP.

Draw the polygon by using the arrow keys to create lines or by moving the mouse while pressing its left button. To turn a corner or move in a new direction, press RETURN or ENTER or press the right mouse button to set an endpoint for that segment of the polygon.

When you have set the final endpoint, select F10-DRAWING COMPLETE. The space between the final endpoint and the starting endpoint will automatically be completed with one straight line. The new polygon will be displayed on the map (Figure 5–19).

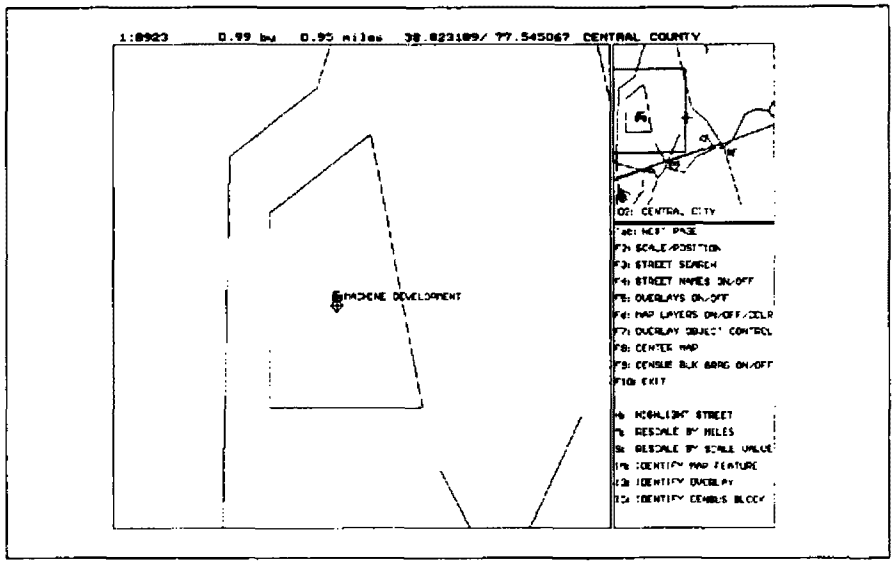


Figure 5–19.
Plotted polygon

Set endpoints and press RETURN or ENTER. Select F10 to draw the line between the last endpoint and the starting endpoint.

Plotting Lines and Tracing Road Segments

Drawing a line segment is similar to drawing a polygon, except that you create only one endpoint. There are two ways to draw a line segment. As with the polygon, you can use the arrow keys or the mouse to draw a line. Or, you can select F9–TRACE STREET.

Tracing works only on streets named in the TIGER files.

To plot a line segment, place the marker at the point on the map where you wish to begin drawing. Select F7–OVERLAY OBJECT CONTROL. Choose Sample Line Object or any line type that you have created from the Overlay Object Control screen. Select F2–PLOT ON MAP to display a list of road segments. Highlight the road you wish to plot and select F10–RETURN TO MAP. The Mapping screen will reappear, with the Drawing Line or Polygon function key list in the Mapping Menu box and the marker in the shape of a plus sign (+). Press the ESCAPE key to abort the operation at any time.

The first endpoint is set by the original position of the marker. Use the arrow keys or the mouse to draw the line along the street. Select F10–DRAWING COMPLETE to complete the line. When the line is complete you can expand the line or change its direction and draw another line segment. Press the ESCAPE key to abort the operation at any time. Select F10–RETURN TO MAP to save the drawing. The

map will be redrawn, the marker will return to its original configuration, and the road segment icon and the name of the route will be displayed along the line you plotted (Figure 5–20).

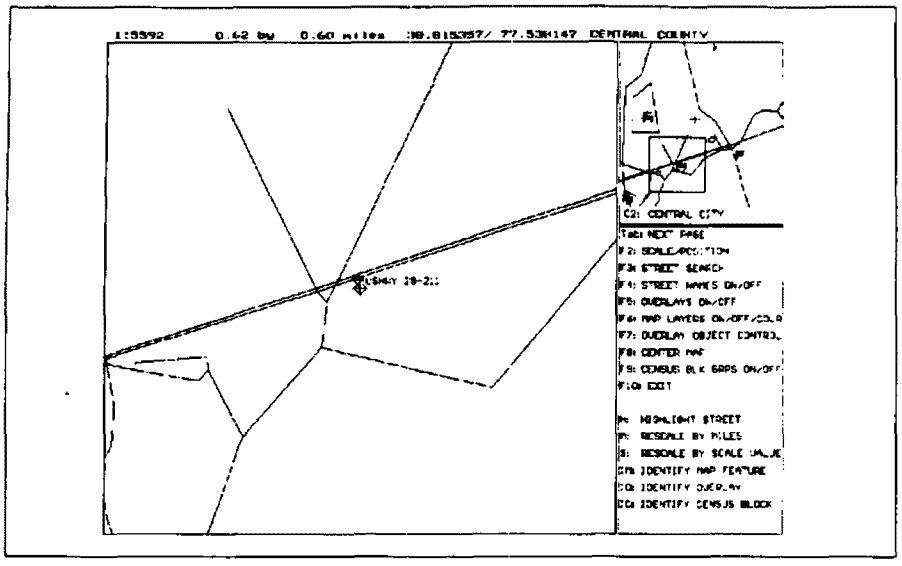


Figure 5–20.
Plotted line segment

Draw a line along the segment you wish to highlight or select F9 to trace a road segment.

If you choose to trace a street, begin with the marker touching the roadway. Instead of using the arrow keys or the mouse, select F9–TRACE STREET. The Mapping Menu box will display the Tracing function key list. Each time you press an arrow key, a segment of the selected road is highlighted. Select F10–TRACING COMPLETE to complete the tracing. At this point you can expand the line or change direction and trace a segment of another road. Press the ESCAPE key to abort the operation at any time.

If you accidentally trace the street in the wrong direction or you go too far, you cannot erase it by backing up the marker. Press the ESCAPE key and start again.

When you are done, select F10–RETURN TO MAP. The map will be redrawn, and the road segment icon and the name of the route will be displayed along the line you just traced.

Plotting Text Overlays

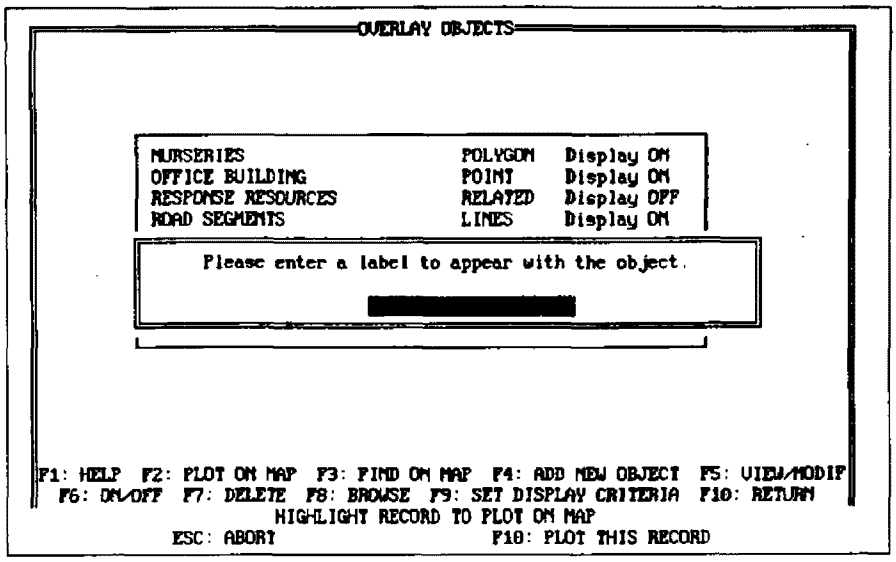
To plot names that are not associated with icons or data base files (for example, the name of a place or map feature not already on the map), create a point overlay type called Text. The overlay should not be related to any file and there should be no icon display. Then, when you select Text from the list of overlay types, the system will display a popup screen on which you can enter up to 21 characters for a new label that will be displayed at the location of the marker on the map (Figure 5–21).

F7–OVERLAY OBJECT CONTROL: F3-FIND ON MAP

To find an overlay on the map, highlight the category you wish to search and select F3–FIND ON MAP. A listing of the database records will be displayed. Scroll through the list until the record you want to find is highlighted, then select F10–RETURN TO MAP to locate the record on the map. The map will be redrawn at

Figure 5–21.
Popup text field

Enter up to 21 characters to place at the marker's position on the map.



the scale you were using before, and the marker will be located on the selected record. If the record has not been plotted, the message *This record has not been plotted* will be displayed.

Related Overlay Objects

Related overlay objects are not plotted on the map. Instead, you use information linked to overlay files as a way to display overlays. For example, if facilities are plotted on the map locations, you could use related overlays to find the facilities that have a certain chemical in inventory. The system will display the positions of the facilities that contain related chemical inventory records on the map.

F7–Overlay Object Control: F4–Add New Object

You can add new overlay types (for example police stations) to the list of overlay types. Select F4–Add New Object to see a blank detail screen for an overlay object (Figure 5–22). To create a new object, enter the following information:

FIELD	CONTENT
Object Name	Name of category of overlay object
File Name	Name of database file that will contain data (optional)
Index Name	Name of database index that organizes file (optional)
Label Field	Field name in the file to be used as the display label (optional)
Display Icon	Y or N
Object Type	Polygon, point, line, or related
Label Length	Up to 20 characters
Display label	Y or N
Fill if polygon	Y or N

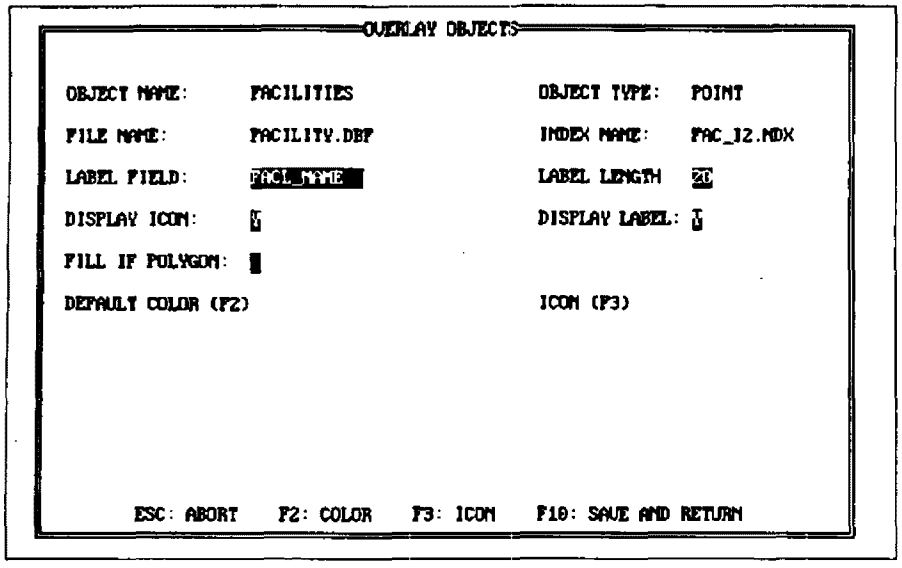


Figure 5–22. Overlay Object Detail screen

Enter information about a new overlay type on this screen

Once you complete this screen and enter data in the related database, you can plot occurrences of this category on the map.

> **Important**
> You must exit Mapping through the correct procedures to ensure that this information is saved. Selecting F10–RETURN TO MAP will not immediately save the new overlay type, and you cannot search for an overlay until it has been saved.

The following functions are active on the Overlay Object Detail screen:

ESCAPE–ABORT
The ESCAPE key cancels the procedure and returns you to the Overlay Object Control screen.

F2–COLOR
F2–COLOR cycles through the color choices. Select F2 until you locate the desired color.

F3–ICON DESIGN
When you create a new overlay type, you need to design an icon for the new map. Select F3–ICON DESIGN to display the Icon Design screen. This screen contains a small box with a picture of the map icon, if there is one. (If no icon exists, the screen will be blank.) The box is composed of a grid of 100 square cells, 10 on each side. The SPACE BAR toggles each cell on or off. Use the arrow keys to move around the square. Each time you press the SPACE BAR, a square will be filled in or cleared.

F10–SAVE AND RETURN
Select F10–SAVE AND RETURN to save the new overlay type and return to the Overlay Object Control screen.

F7-Overlay Object Control: F5–View/Modify

F5–View/Modify displays the Overlay Object Detail screen for the highlighted overlay type. Information about the overlay type, including the display color and icon, can be changed and saved from this screen.

F7-Overlay Object Control: F6–Overlay Object Display On/Off

Toggles the display for each overlay type on or off.

F7-Overlay Object Control: F7–Delete an Overlay

To delete an overlay object type (for example, delete all police station overlays) from the map, select F7–Overlay Object Control from the Mapping Main Menu, highlight the type of overlay you want to delete, then select F7–Delete an Overlay. You will be asked to confirm that you want to delete the mapped records (Figure 5–23). Type a *Y* to confirm that you do want to proceed with the deletion, or type an *N* to abort the activity.

Use caution when using the Delete function! Do you really want to delete all mapped occurrences of an overlay? To delete individual occurrences of an overlay object (for example, the Central City Police Station), use the Alt+F2 combination.

If you delete a record from a Mapping data base file, its overlay will not be deleted from the map. If you edit the name of a record in a Mapping data base file, the associated overlay on the map will not be changed. Therefore, changing or deleting data is a two-step process: changing or deleting in the data base and changing or deleting in Mapping.

To remove an individual overlay from the map, you must use the Alt+F2 combination. The data base record must be deleted separately. Deleting an overlay in Mapping has no effect on records in the linked dBASE files. However, it does remove the category from the Overlay Object list, and removes all mapped occurrences of the file.

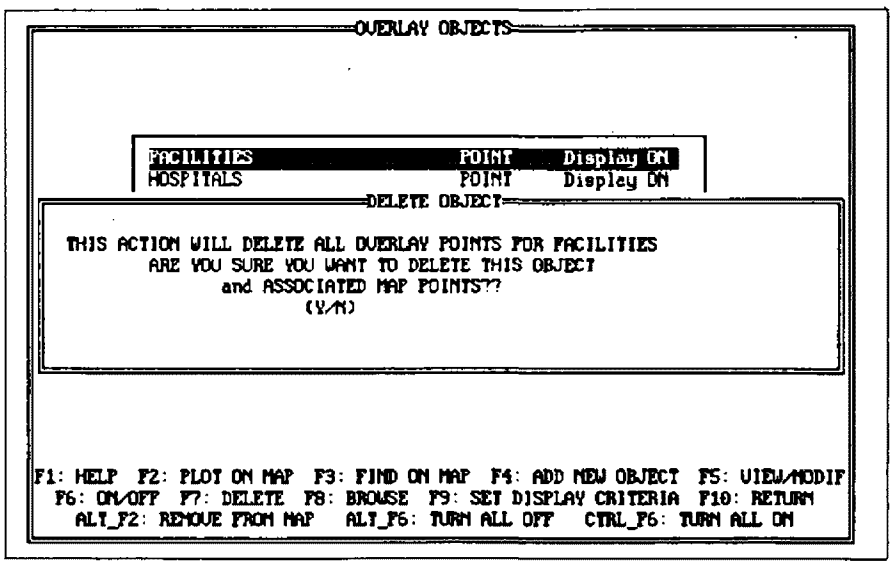


Figure 5–23.
Delete Overlay message

Type Y or N to remove or keep the overlay type.

F7-Overlay Object Control: F8–Browse

To see a listing of all information related to a category of overlays, highlight a category on the Overlay Object Control screen, then select F8–Browse. You can move through the information by using the ↑ or ↓ keys or by doing a letter search. Use the ↑ and ↓ keys to display additional data base information in the file. To see a detail record on any highlighted object, select F5–View/Modify.

F7-Overlay Object Control: F9–Set Display Criteria

F9–Set Display Criteria allows you to customize the map by displaying only those overlay records that meet your criteria.

To set the criteria for display, highlight the category of overlays you wish to search (for example, Facilities–Point), then select F9 to view the Criteria Selection screen (Figure 5–24).

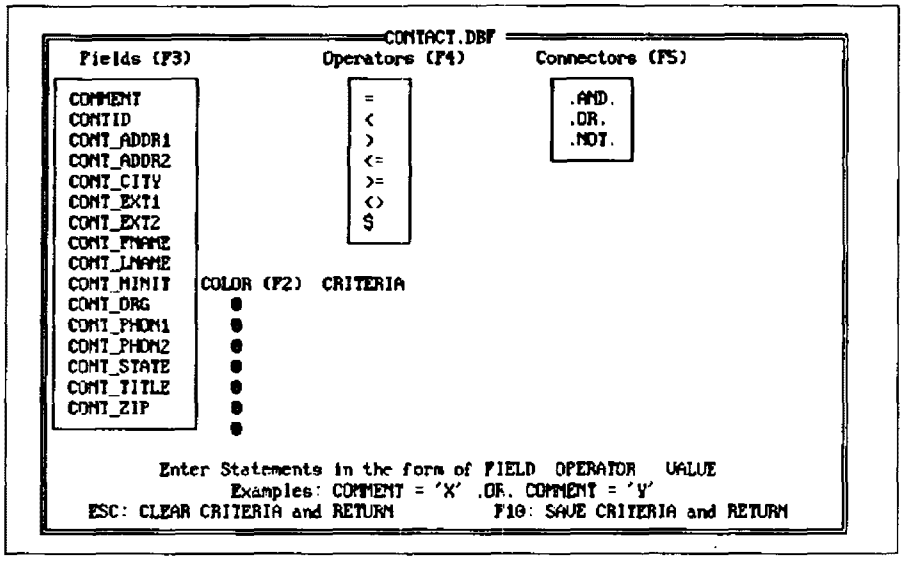


Figure 5–24. Criteria Selection screen

Construct searches for overlays from this screen.

Use the Criteria Selection screen to define the search criteria and also the color for display of the selected overlay objects. The seven color choices allow you to create seven different selection criteria, coded by color, for display on one map. The criteria you select are saved and will be used until overridden by new display criteria. Color selections made on this screen will override default colors set up on the Overlay Object Detail screen.

Move the cursor to the line containing the desired color for the selected overlay. On this line, you will construct the search statement in the form of Field, Operator, Value by selecting information from the three boxes at the top of the screen: Fields (F3), Operators (F4), and Connectors (F5).

You can use two methods for defining a data base search. First, you can type a data base query on the line you have chosen. Or, you can select items from the boxes to help you define the query statement.

To begin your query statement, select F3 to move the cursor to the list of Field Names. Scroll through the list, highlight your selection, and press RETURN or ENTER. The selected Field Name will appear on the color line you selected. Next, select F4 to move the cursor to the list of Operators. Scroll through the list, highlight your selection, and press RETURN or ENTER. Now type the third part of your statement—the value for the Field—and press RETURN or ENTER. A value for a character field must be entered in quotes. A value for a numeric field is entered without quotes. See the example in Figure 5–25.

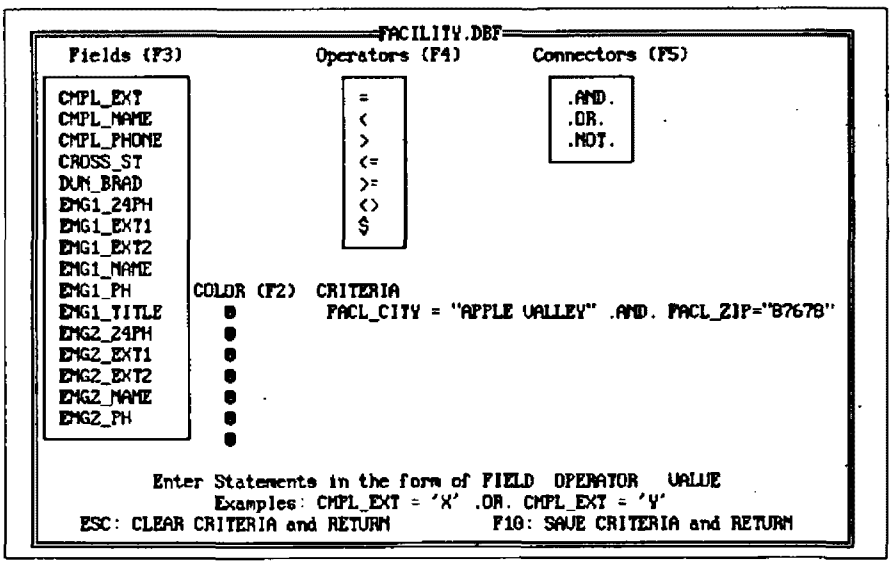
To further refine your search statement, select F5 to move the cursor to the list of Connectors. Scroll through the list, highlight your selection, and press RETURN or ENTER. Repeat the process described above, creating a search statement to combine with your first search statement.

To change the color for a particular overlay type, type *.T.* for "True" on the color line that matches the color you want.

To execute the search strategy, select F10–SAVE CRITERIA AND RETURN to return to the Overlay Object Control screen). Select F10 again to return to the map for a display of your selected overlays. If you choose not to execute the search, press the ESCAPE key to clear the criteria and return to the Overlay Object Control screen.

Figure 5–25.
Sample database query

We are looking for facilities in Apple Valley that are located within the Zip Code 87678.



F7-Overlay Object Control: F10–Return

This function returns you to the map at the same scale and location that were active when you left it.

F7-Overlay Object Control: Alt+F2–Remove from Map

To remove an overlay object, highlight the category of overlay objects you wish to work with. Use the Alt+F2 combination to display the database file. Scroll through the list until you highlight the record you want to remove, then select F10 to remove the record from the map. The map will be redrawn, and the record will be removed.

F7-Overlay Object Control: Alt+F6–Turn All Off

Alt+F6–Turn All Off turns off the display of all listed overlay types.

F7-Overlay Object Control: Ctrl+F6–Turn All On

The Ctrl+F6 combination turns on the display of all listed overlays.

F8–Center Map

F8–Center Map (without mouse/VGA) or Position and then Center on Click Point (with mouse/VGA) centers the map around the marker. It does not change the scale.

F9–Census Block Groups On/Off

F9–Census Block Groups On/Off (without mouse/VGA) or Display and then Show Census Block Groups or Hide Census Block Groups (with mouse/VGA) toggles between displaying and not displaying the boundaries established by the U.S. Bureau of the Census. The blocks are displayed at the Block Group level (that is, the first digit of the block number) and are filled with random colors. Type ***IC*** (without mouse/VGA) or click on Identify and then Identify Census Block Group (with mouse/VGA) to see information about the Census Block.

F10–Exit

F10–Exit (without mouse/VGA) or Exit and then Click Here to Exit System (with mouse/VGA) takes you back to the DOS prompt. The system will ask you if you want to leave the Mapping module. If you want to leave the system, type a ***Y***. To stay in the Mapping module, type an ***N***.

ESCAPE

The ESCAPE key always returns you to the Mapping Menu. If you press the ESCAPE key twice, you will be returned to DOS.

PAGE-UP/PAGE-DOWN

To display the next Reference View in the Reference View box, press the PAGE-DOWN key or (with mouse/VGA) click on REF. VIEW and then NEXT REFERENCE VIEW. If the last Reference View is displayed, the next Reference View will be blank, and you can add a new Reference View.

To display the previous Reference View in the Reference View box, press the PAGE-UP key or (with mouse/VGA) click on REF. VIEW and then PREVIOUS REFERENCE VIEW. If the first Reference View (the Entry View) is displayed, the PAGE-UP key and (with mouse/VGA) REF. VIEW and then PREVIOUS REFERENCE VIEW are not functional.

CTRL+PAGE-UP

To save the map shown in the Main View as a Reference View, page through the Reference Views until a blank Reference View is displayed in the Reference View box, then use the CTRL+PAGE-UP combination (hold the CTRL key down and then press PAGE-UP) or (with mouse/VGA) click on REF. VIEW and then MAIN VIEW TO REFERENCE. The system draws the map in the Main View in the Reference View box and asks you to enter a name for the new Reference View. Type a name for the new Reference View and press the RETURN or ENTER key.

CTRL+PAGE-DOWN

To display a map shown in the Reference View box in the Main View, page through the Reference Views until the desired Reference View is displayed in the Reference View box, then use the CTRL+PAGE-DOWN combination (hold the CTRL key down and then press PAGE-DOWN) or (with mouse/VGA) click on REF. VIEW and then REFERENCE VIEW TO MAIN.

HOME

To display the first Reference View (the Entry View) in the Reference View box, press the HOME key or (with mouse/VGA) click on REF. VIEW and then FIRST REFERENCE VIEW.

END

To display the last Reference View in the Reference View box, press the END key or (with mouse/VGA) click on REF. VIEW and then LAST REFERENCE VIEW. When the last Reference View is displayed in the Reference View box, the next Reference View is blank and available for a new Reference View.

CTRL+HOME

To display a list of Reference Views, use the CTRL+HOME combination (hold the CTRL key down and then press HOME) or (with mouse/VGA) click on REF. VIEW and then SEARCH REFERENCE VIEWS. The system will display the Reference View list, as shown in Figure 5–11 on page 5–14.

When the list of Reference Views is displayed, use the ↑ and ↓ keys, the PAGE-UP and PAGE-DOWN keys, the CTRL+PAGE-UP and CTRL+PAGE-DOWN combinations, or the HOME and END keys to move through the list until a Reference View of interest is highlighted. Then select one of the following options: F3 to return to the map and display the highlighted Reference View in the Reference View box; F4 to return to the map and display the highlighted Reference View in the Main View; F10 to return to the map and display the highlighted Reference View in the Reference View box and the Main View; ESCAPE to return to the map with no action taken.

TAB

When the function-key menu is displayed the TAB key cycles through the menu screens, eventually returning to the first page of the menu.

P-Print the Screen

Type ***P*** (without mouse/VGA) or click on PRINT and then PRINT SCREEN (with mouse/VGA) to print the map. Before you can print maps, the following preparations must be made:

- Use the ALT+P combination (without mouse/VGA) or click on PRINT and then SELECT PRINTER (with mouse/VGA) to see a list of printer types. When the list of printers is displayed, use the ↑ and ↓ keys, the PAGE-UP and PAGE-DOWN keys, the CTRL+PAGE-UP and CTRL+PAGE-DOWN combinations, or the HOME and END keys to move through the list until the desired printer is highlighted, then press F10 to select that printer and return to the map. The ESCAPE key returns you to the map with no action taken.

You need to select a printer type just once. After you make your initial selection, the system will record and remember your choice for future printing. If you have a mouse and VGA monitor, the current printer choice is displayed in the PRINT menu.

- The printer must be connected to your computer (unless you choose to print to a file).

After you type ***P*** or click on PRINT and then PRINT SCREEN to print the map, you are asked whether you want to print to a printer or a file. If you choose a file, you can then enter the file name. You can print this file from the DOS prompt by entering the command ***cprint <file_name>***.

N–Display Place Names

To display place names (towns and cities) on the map, type an *N* or (with mouse/VGA), click on DISPLAY and then SHOW PLACE NAMES. To remove the place names from the map, select F6–MAP LAYERS ON/OFF/COLOR or (with mouse/VGA) click on DISPLAY and then HIDE PLACE NAMES.

ALT+F3–SEARCH PLACE NAMES

To display a list of place names (towns and cities), use the ALT+F3 combination (hold the ALT key down and press F3) or (with mouse/VGA) click on POSITION and then FIND PLACE. The system will display the Place Names list.

When the list of place names is displayed, use the ↑ and ↓ keys, the PAGE-UP and PAGE-DOWN keys, the CTRL+PAGE-UP and CTRL+PAGE-DOWN combinations, or the HOME and END keys to move through the list until a town or city of interest is highlighted. Then select F10 to return to the map. The marker will be at the location of the highlighted name. The ESCAPE key returns you to the map with no action taken.

T–Display Text Overlays

To display the text overlays on the map, type a *T*. To remove the text overlays from the map, select F7–OVERLAY OBJECT CONTROL or (with mouse/VGA) click on OVERLAYS and then OVERLAY CONTROL SCREEN. Then, highlight the Text overlay type and select F6–ON/OFF.

L-Display Legend

Type *L* (without mouse/VGA) or click on IDENTIFY and then SHOW LEGEND (with mouse/VGA) to dislay the map legend. The legend has two parts: Map Features (or layers) (Figure 5–26) and Overlays (Figures 5–27 and 5–28). Press any key to move from the Map Features Legend, through the two Overlays legends, and then back to the map.

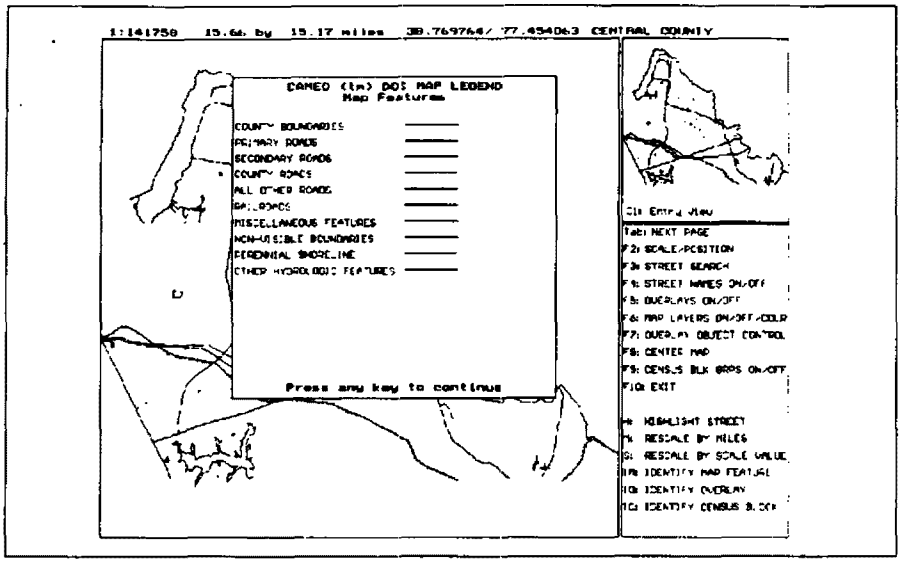


Figure 5–26.
Map with Map Features legend

Type an L to display the legend.

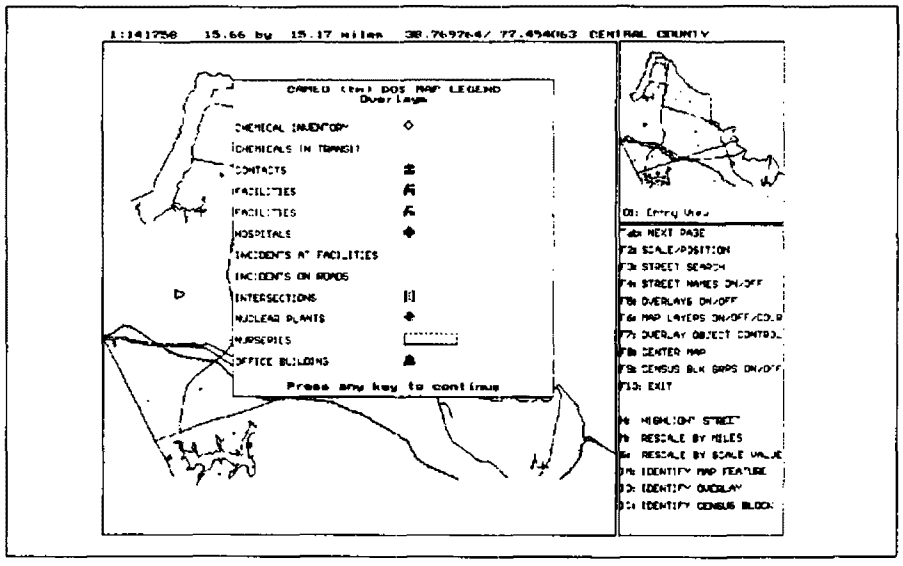
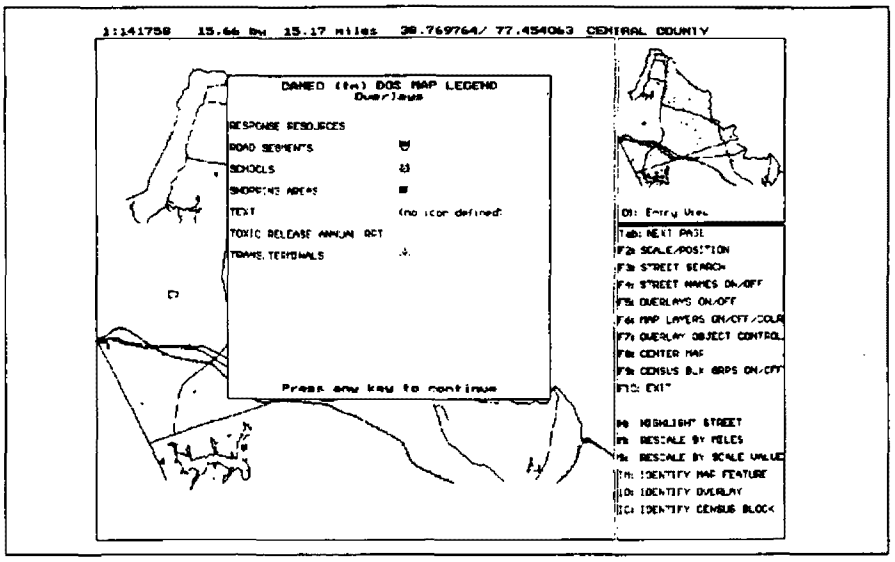


Figure 5–27.
Map with first Overlays legend

Type an L to display the legend.

Figure 5–28.
Map with second Overlays legend

Type an ***L*** *to display the legend.*

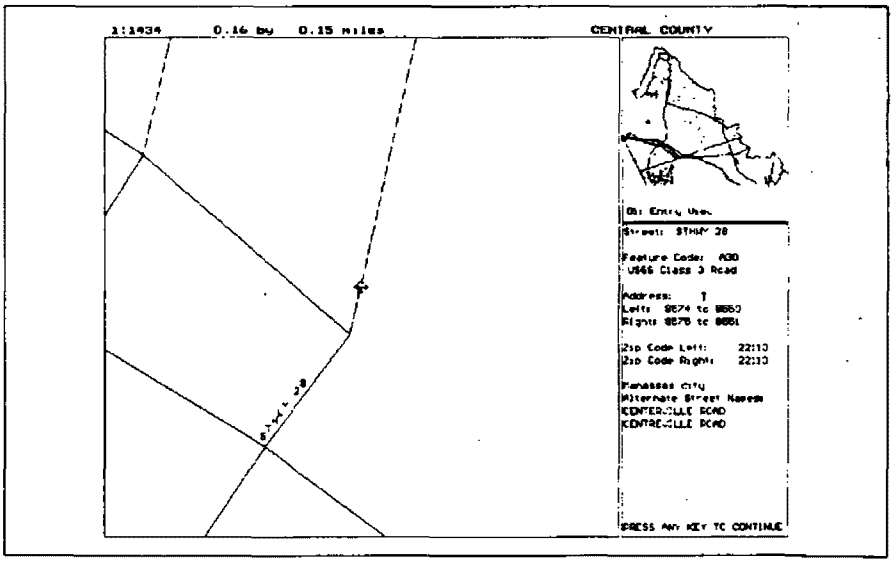


IM–Identify Map Feature

When the marker is at a map feature (for example, a street or a body of water), type ***IM*** (without mouse/VGA) or click on IDENTIFY and then IDENTIFY BASE MAP FEATURE (with mouse/VGA) to display information about that map feature. The information will be displayed in the Mapping Menu box (Figure 5–29). This function is especially useful on larger areas or on maps with many overlays, because it allows you to identify streets without displaying street names. However, if the map is at such a scale that it is difficult to center the marker over a specific road or feature, you may need to select F2–SCALE/POSITION to zoom in on the vicinity.

Figure 5–29.
Map with information about feature

The address range reads from the bottom of the map to the top, and the ZIP Code range reads first on the left, then the right.



Place the center of the marker on the feature you want information about, then type ***IM*** (without mouse/VGA) or click on IDENTIFY and then IDENTIFY BASE MAP FEATURE (with mouse/VGA) to display information on the map feature.

The information about the map feature includes a three-digit code assigned by the Bureau of the Census, the definition of the code, an address range (if the feature is a road), a ZIP Code range, the jurisdiction in which the pointer is located, and any alternate names for the feature.

If the feature is a road, the address ranges are determined by a road's orientation on the map, either from left to right or bottom to top. The arrow next to the address identifier shows the direction that applies. The ZIP Code range shows the ZIP Codes on each side of a selected street, first on the left, or top, then on the right, or bottom.

IM (without mouse/VGA) and IDENTIFY and then IDENTIFY BASE MAP FEATURE (with mouse/VGA) do not work with overlays that you create, such as facilities and populations. Type ***IO*** (without mouse/VGA) or click on IDENTIFY and then IDENTIFY OVERLAY (with mouse/VGA) to display information about these overlays.

IO–Display Information About an Overlay

Type ***IO*** (without mouse/VGA) or click on IDENTIFY and then IDENTIFY OVERLAY (with mouse/VGA) when the marker is placed on an overlay to list all information about the overlay. The marker must be positioned as close to the icon as possible. For greater accuracy in pointing, enlarge the view.

The information displayed is retrieved from the appropriate dBASE file. See the example in Figure 5–30.

To use this feature, place the center of the marker on the overlay you want information about, then type ***IO*** (without mouse/VGA) or click on IDENTIFY and then IDENTIFY OVERLAY (with mouse/VGA).

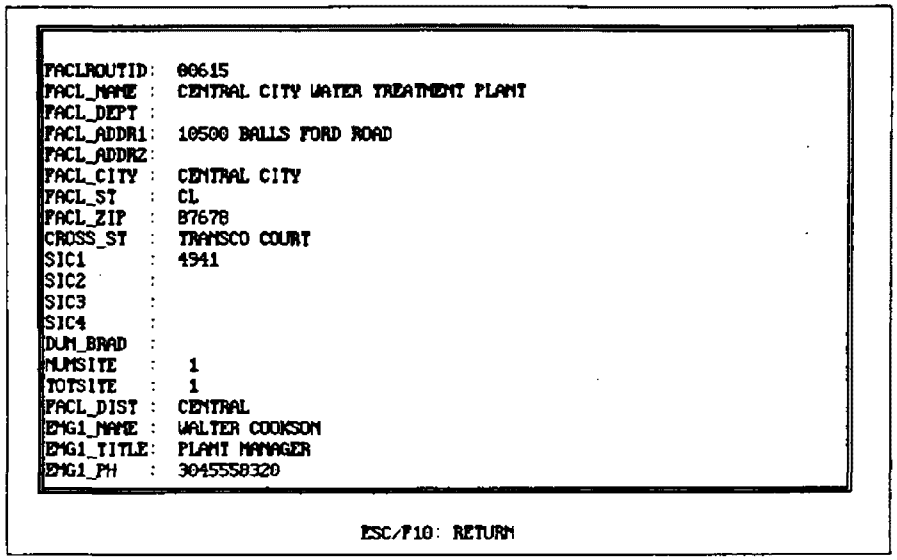
Some information displays may take more than one screen. Use the PAGE-DOWN key to view any additional screens. When the Overlay Information screen is displayed, press the ESCAPE key to return to the map.

It is not possible to edit the information on Overlay Information screens.

IO does not work with street names or other TIGER features on the TIGER files. Type ***IM*** (without mouse/VGA) and IDENTIFY and then IDENTIFY BASE MAP FEATURE (with mouse/VGA) to display information about map features.

Figure 5–30.
Typical Overlay Information screen

Position the marker over the icon and type IO to see information from the icon's database file.

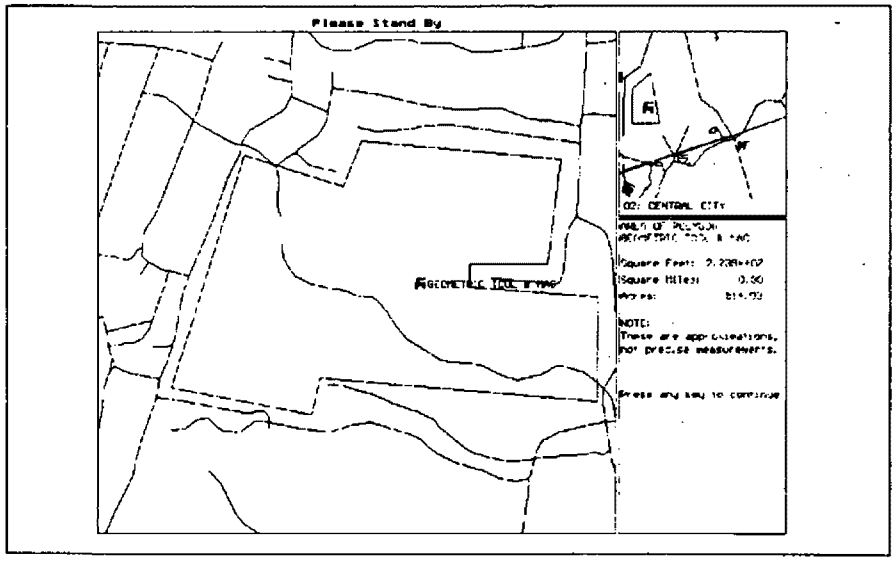


OA—Calculate the Area of an Overlay

Type *OA* (without mouse/VGA) or click on IDENTIFY and then CALCULATE OVERLAY AREA (with mouse/VGA) to calculate the area of a polygon-type overlay. Be sure the center of the marker is inside the polygon's boundary. The area, in square feet, square miles, and acres, is displayed in the Mapping Menu box (Figure 5–31).

Figure 5–31.
Map showing the area of the polygon

Type OA to display the area of the polygon in which the marker is located.



OL—Calculate the Length of an Overlay

Type ***OL*** (without mouse/VGA) or click on IDENTIFY and then CALCULATE OVERLAY LENGTH (with mouse/VGA) to calculate the length of a line-type overlay or the length of the boundary of a polygon-type overlay. Be sure the center of the marker is on the line. The length, in feet and miles, is displayed in the Mapping Menu box (Figure 5–32).

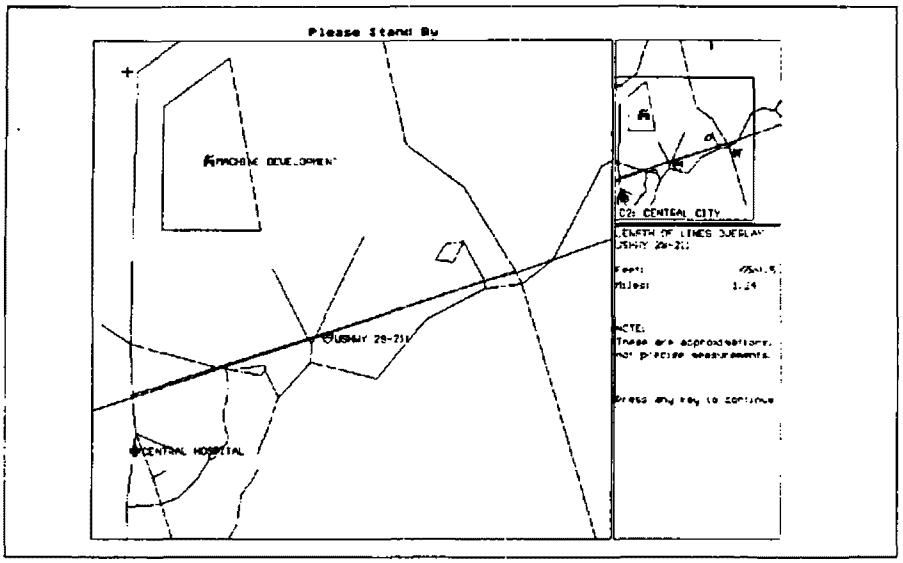


Figure 5–32.
Map showing length of the line overlay

*Type **OL** to see the length of the line object on which the marker is located.*

IC-Display Information About a Census Block

Type ***IC*** (without mouse/VGA) or IDENTIFY and then IDENTIFY CENSUS BLOCK GROUP (with mouse/VGA) when the marker is placed within the boundaries of a Census Block Group to see information about that group. The center of the marker must be in the block of interest. The information will be displayed in the Mapping Menu box (Figure 5–33).

The Census Block Group information includes the State Code, County Code, Tract Number, and Block Group Number as well as summary data and detailed data from the 1990 Census of Population and Housing.

To return to the menu, type an ***N***.

H/ALT+H–Highlight Street

Type ***H*** (without mouse/VGA) or click on DISPLAY and then HIGHLIGHT STREET (with mouse/VGA) to highlight a selected street. Place the marker on the selected street and type ***H*** (without mouse/VGA) or click on SCALE and then

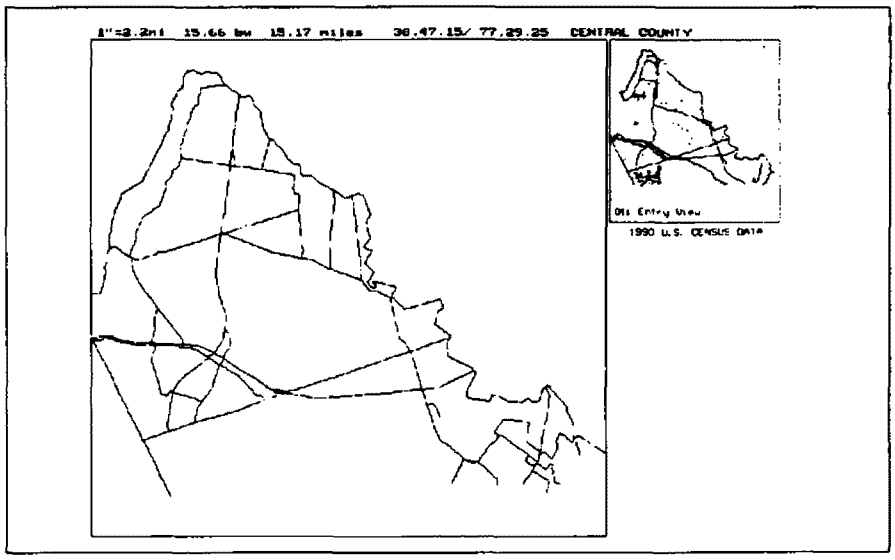


Figure 5–33.
Map with information about a Census Block

Position the marker on the Census Block of interest and type IC. The information is displayed in the Main Menu box.

HIGHLIGHT STREET (with mouse/VGA). To remove the highlight, use the ALT+H combination again (without mouse/VGA) or click on SCALE and then REMOVE STREET HIGHLIGHT (with mouse/VGA).

CTRL+M—Mark a Point

Use this feature to mark a location on the map for future reference. Place the marker at the desired point and use the CTRL+M combination (without mouse/VGA) or click on POSITION and then MARK A POINT (with mouse/VGA). A red crosshair will appear at that point, both in the Main View and in the Reference View. A marked point remains on the map until you mark another point.

CTRL+G—Go to the Marked Point

Use the CTRL+G combination (without mouse/VGA) or click on POSITION and then GO TO MARKED POINT (with mouse/VGA) to center the map at a point previously marked. combination. The map will be centered around the point. This combination does not affect the map's scale.

CTRL+D—Calculate the Distance to a Marked Point

Use the CTRL+D combination (without mouse/VGA) or click on IDENTIFY and then CALCULATE DISTANCE TO MARKED PT. (with mouse/VGA) to calculate the distance between a point previously marked and the current position of the marker. The distance is displayed in the Mapping Menu box (Figure 5–34).

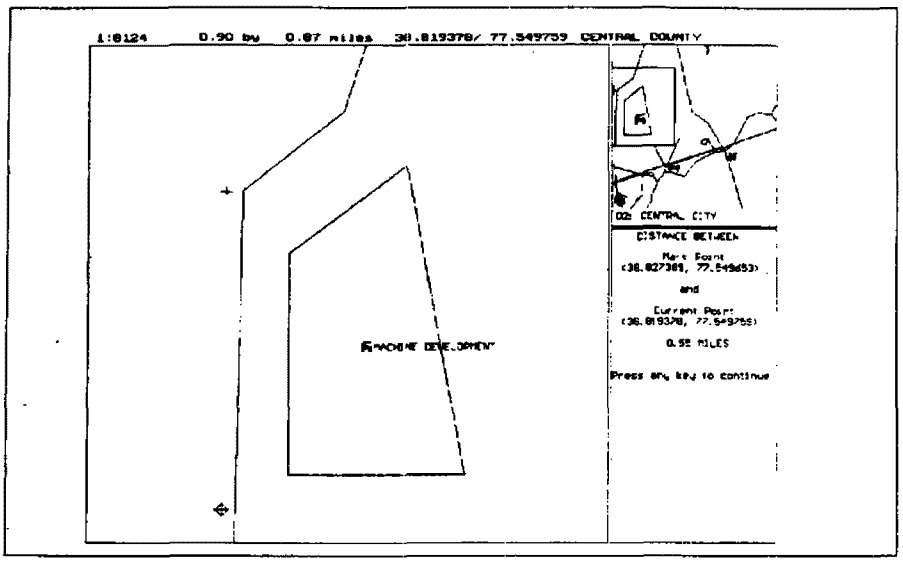


Figure 5–34.
Map showing distance to a marked point

Use the Ctrl+D combination to display the distance between the marked point and the current position of the marker.

CTRL+R—Rescale to a Marked Point

Use the CTRL+R combination (without mouse/VGA) or click on SCALE and then RESCALE TO MARKED POINT (with mouse/VGA) to redraw the map at the smallest scale that contains both a point previously marked and the current position of the marker.

M/S–Scaling Features

Typing the letters *M* and *S* (without mouse/VGA) or clicking on SCALE and then RESCALE BY MILES or RESCALE BY SCALE VALUE (with mouse/VGA) allows you to scale the map in the Mapping Main View from the keyboard. Both center the screen about the marker.

Type *M* (without mouse/VGA) or click on SCALE and then RESCALE BY MILES (with mouse/VGA) to input the desired horizontal number of miles to be viewed; the system then calculates the vertical miles. Type the desired number of miles and press RETURN or ENTER to redraw the map (see Figure 5–35).

Type *S* (without mouse/VGA) or click on SCALE and then RESCALE BY SCALE VALUE (with mouse/VGA) to input the desired scale (for example, 1:5000). Type the desired scale and press RETURN or ENTER to redraw the map (see Figure 5–36).

Figure 5–35.
Map with Miles input line

Type the miles desired for the horizontal view and press RETURN or ENTER to redraw the map.

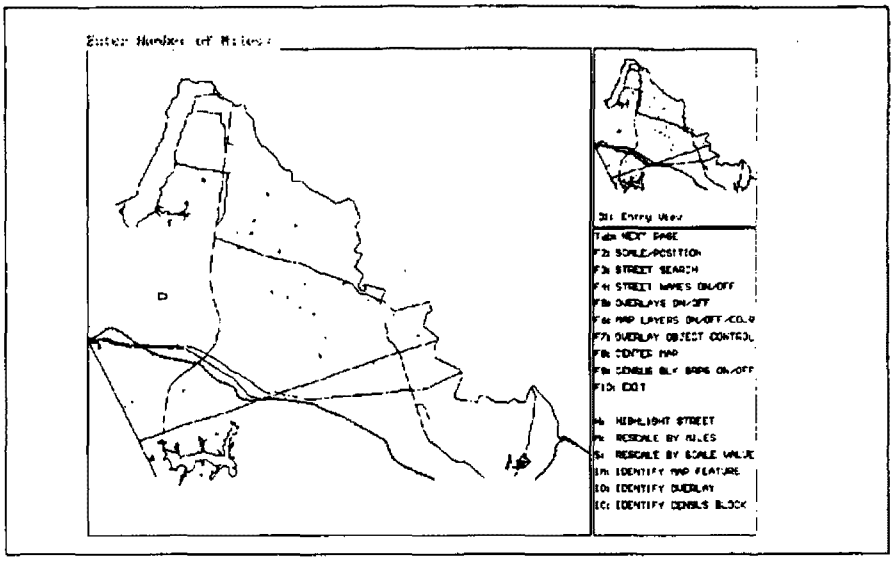
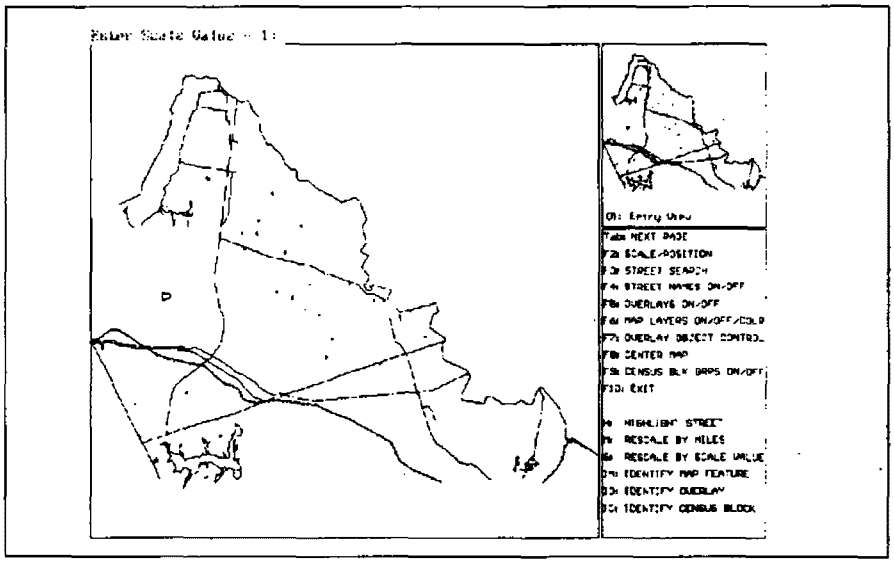


Figure 5–36.
Map with Scale input line

Type the desired scale for the horizontal view and press RETURN or ENTER to redraw the map.



ALT+T/ALT+U–Latitude/Longitude Display

The Mapping module provides two choices for latitude and longitude display on the map: decimal degrees or the more conventional degrees, minutes, and seconds. Use the ALT+T combination (hold the ALT key down and type a ***T***) to change from decimal to degrees, minutes, and seconds. Use the ALT+U combination (hold the ALT key down and type a ***U***) to change from degrees, minutes, and seconds to decimal.

If you have a mouse and VGA monitor, you can also click on OPTIONS and then, under LAT/LONG DISPLAY, click on your choice of decimal degrees or degrees, minutes, and seconds.

ALT+V/ALT+W–Scale Display

The Mapping module provides two choices for scale display on the map: standard form (1:20000 or 1-inch form (1"=1 mile). Use the ALT+V combination (hold the ALT key down and type a *V)* to change from 1-inch form to standard form. Use the ALT+W combination (hold the ALT key down and type a *W)* to change from 1-inch form to standard form.

If you have a mouse and VGA monitor, you can also click on OPTIONS and then, under SCALE DISPLAY, click on your choice of standard form or 1-inch form.

ALT+X/ALT+Y–Distance Units

The Mapping module provides two choices for distance units on the map: miles and kilometers. Use the ALT+X combination (hold the ALT key down and type an *X)* to change from kilometers to miles. Use the ALT+Y combination (hold the ALT key down and type a *Y)* to change from miles to kilometers.

If you have a mouse and VGA monitor, you can also click on OPTIONS and then, under DISTANCE UNITS, click on your choice of miles or kilometers.

ALT+K/ALT+L–Census Block Group Display

The Mapping module provides two choices for the display of census block groups on the map: with block number and population or without block number and population. Use the ALT+K combination (hold the ALT key down and type a *K)* to display census block groups with the number and population. Use the ALT+L combination (hold the ALT key down and type an *L)* to display census block groups without the number and population (that is, with colors only).

If you have a mouse and VGA monitor, you can also click on OPTIONS and then, under CENSUS BLOCK GROUP DISPLAY, click on your choice of with or without block ID and population.

V–Display CAMEO DOS Vulnerable Zone

You can draw the Vulnerable Zone for the current Screening or Scenario on the map by typing a *V* or (with mouse/VGA) clicking on SPECIAL and then DRAW CAMEO VULNERABLE ZONE. The circle (screening) or the circle and plume (scenario) will be displayed in red on the map, and will continue to be displayed as you change views or map scales.

C–Draw a Circle

You can draw a circle on the map by typing a *C* or (with mouse/VGA) clicking on SPECIAL and then DRAW CIRCLE. The system then displays a prompt at the top of the screen, asking you to enter the radius of the circle (in miles). Type the desired radius and press the RETURN or ENTER key. The circle will be displayed on the map, and will continue to be displayed as you change views or map scales.

ALT+A–Draw ALOHA Footprint

If the ALOHA program is available, you can draw the current ALOHA footprint on the map by using the ALT+A combination (hold the ALT key down and type an *A)* or (with mouse/VGA) clicking on SPECIAL and then DRAW ALOHA FOOTPRINT. The footprint will be displayed in red on the map, and will continue to be displayed as you change views or map scales.

ALT+Z–Set ALOHA Concentration and Dose Point

If the ALOHA program is available and an ALOHA footprint is displayed on the map, you can select the concentration and dose point for the ALOHA scenario by placing the marker within the footprint and then using the ALT+Z combination (hold the ALT key down and type a **Z**) or (with mouse/VGA) clicking on SPECIAL and then SET ALOHA CONC./DOSE POINT. The point will then be drawn on the map. When you return to ALOHA, the system will use the new point to calculate the related concentration and dose curves.

ALT+C–Remove Circle

To remove a Screening & Scenarios Vulnerable Zone, a circle that you designated, an ALOHA footprint, or an ALOHA concentration and dose point from the map, use the ALT+C combination (hold the ALT key down and type a *C*). If you have a mouse and VGA monitor, you can also click on SPECIAL and then REMOVE CIRCLE/VULN. ZONE.

ALT+B–Display Button Menu

If you have a mouse and VGA monitor, most of the function-key and other keystroke commands can also be used, in addition to pointing and clicking. To see the menu of function-key and keystroke commands, click on DISPLAY and then FUNCTION KEY LIST. To return to the point-and-click button menu when the function-key list is displayed, use the ALT+B combination (that is, hold the ALT key down and type a **B**).

Chapter 6
Power Queries

This chapter explains CAMEO DOS Power Queries, an advanced form of the CAMEO DOS Query that can help you do more complex searches of the information stored in the various modules. To help you get started, several example Power Queries are included at the end of the chapter.

Power Queries, which can be accessed from most CAMEO DOS modules, allow you to combine the results of several searches. Thus you can narrow the results of a search to meet very specific criteria spanning several modules. You can search on multiple fields, using the AND and OR connectors as desired—even simultaneously. You can also use Boolean logical operators in Power Queries.

To use the Power Query effectively, you should be familiar with the types of information that are stored in each of the CAMEO DOS modules (refer to Chapter 4) and the concept of layered databases (discussed throughout this chapter). Power Queries get their power and versatility through the layering of databases. The following table shows the modules from which Power Queries are available and the databases that are layered within those modules to allow Power Query searches.

Module	Level 1	Level 2
Chemical Information	Chemicals	Synonyms
Facility Information	Facilities	Chemical Inventory Incidents Releases
Transportation Information	Routes	Chemicals in Transit Incidents
Regional Information	Chemical Inventory Screening/ Scenarios Incidents Releases	None
Response Resources	Resources	Contacts
Contacts	Contacts	Resources
Population	Populations	None
Shipper Information	Shippers	None
Citizen Requests	Citizen Requests	None

CAMEO DOS databases are layered. For example, in the Facility Information module, the Facilities database is linked to the Chemical Inventory, Incidents, and Releases databases.

Access to Power Queries

In the modules listed above, you can initiate Power Queries from the module's summary screen. Select F3–QUERY to access the basic Query function. The Query screen will be displayed. From this screen, select F3–POWER QUERY to display the Power Query screen.

For information about basic Queries, as well as some examples, see Chapter 3.

The Power Query screen displays all of the information stored in a database. The information for each record is on a single line that extends off the screen to the right. For example, if you access the Power Query function through the Facility Information module, you would see the following screen.

Figure 6–1.
Initial Power Query screen in the Facility Information module

Scroll to the right to see more fields.

```
                              FACILITY
FACLROUTID FACL_NAME                                    FACL_DEPT
---------- ---------------------------------------------------------
00002      ABALONE PRESS                                CENTRAL CITY GAZETT>
00003      ADAMS PETROLEUM REFINERY                     MEROVAN INDUSTRL PA>
00004      ADDISON CORPORATION                          CHEMICAL PRODUCTION>
00005      ADVANCED FUELS, INC.                         PETROLEUM REFINING >
00006      AIKEN CHEMICAL COMPANY                                          >
00008      AIR PRODUCTION CHEMICALS, INC.               PIEDMONT PLANT     >
00007      ANTIOCH METALS, INC.                         TRAVELERS REST     >
00615      CENTRAL CITY WATER TREATMENT PLANT                              >
00101      CHESTERFIELD FUNERAL HOME                                       >
00100      COLLOID CHEMICALS, INC.                      THERMAL RESEARCH   >
00103      COMMON HARDWARE, INC.                                           >
00104      CONSOLIDATED FREIGHTWAYS                     DEEP RIVER BRANCH  >
00106      COOPER CLEANING PRODUCTS, INC.                                  >
00108      COSTUME ASSOCIATES                           ELECTROPLATING DIVI>
00109      CREATIVE WOOD PRESERVATION CO., INC.         FIBER PLANT        >
00201      EXIDE DRY CLEANING                                              >
00203      GENERAL HARDWARE AND GARDEN SUPPLIES                            >
 mode:replace                                                    35 Records
                <letters><RETURN> - SEARCH ON SORT KEY
F3-SELECT  AltF3-CLEAR SELECTS  F5-VIEW  F7-CANCEL  F9-NEXT LEVEL  F10-RETURN
 TO SCROLL: arrows,PgUp,PgDn,Ctrl-Pg,Ctrl-arrows,Home,End    MODE: AltR/AltA
```

The name of the database is displayed at the top of the screen. Below that are the field names. Note that the field names are abbreviated versions from what you would see on the Facility Information detail screen. If you have difficulty interpreting the abbreviated names, refer to Appendix C, the Data Field Glossary.

See Appendix C, the Data Field Glossary, for definitions of the field names.

The information is displayed below the field names in a summary list, through which you can scroll up or down *and* left or right. Arrows at the right edge of the screen indicate that more information can be seen by scrolling to the right.

The Power Query mode (Replace or Append, described below) is displayed at the lower-left corner of the screen, and the number of records in the current summary screen is displayed at the lower-right corner of the screen. This number changes each time a Power Query is executed and the list is expanded or narrowed. The Power Query function menu is at the bottom of the screen.

Viewing Data

In the Power Query, instead of viewing a single screen for each record in the database, you can see the information stored in all records by moving around what can best be thought of as an electronic ledger, or spreadsheet. The information extends horizontally to include all of the fields and vertically to include all of the records (see Figure 6–2).

Power Queries operate in two ways, depending on your use of F3–SELECT within the Power Query. These are Normal operation and Select Bar operation.

- Normal operation allows you to view the information in the database by using the various scrolling keys (↑ and ↓, ← and →, HOME and END, PAGE-UP and PAGE-DOWN, and CONTROL+PAGE-UP and CONTROL+PAGE-DOWN).

- When you are in Normal operation, F3–SELECT brings the Select Bar to the screen. When the Select Bar is on the screen you can initiate Power Queries about the information in the database.

The functions of the scrolling keys used to move around the screen depend on which of these two methods of operation you are using.

When you first access the Power Query function, you are in Normal operation, where you can look at all of the data. You cannot initiate a Power Query until you select F3 and bring the Select Bar to the screen.

The table on the following page lists the scrolling keys and explains their use in Normal and Select Bar operations.

You can also look at all of the information in a record by selecting F5–VIEW from the Power Query screen. This provides a condensed version of the record highlighted when you selected F5–VIEW (see Figure 6–3). If more than one screen is needed to display the information in the record, a message in the lower-right corner of the screen will tell you to press the PAGE-DOWN key to see an additional page of information for that record.

Although you can delete characters and type text on this screen, you cannot edit records in this manner. None of the typing done on this screen can be saved.

To return to the Power Query screen, press the ESCAPE key.

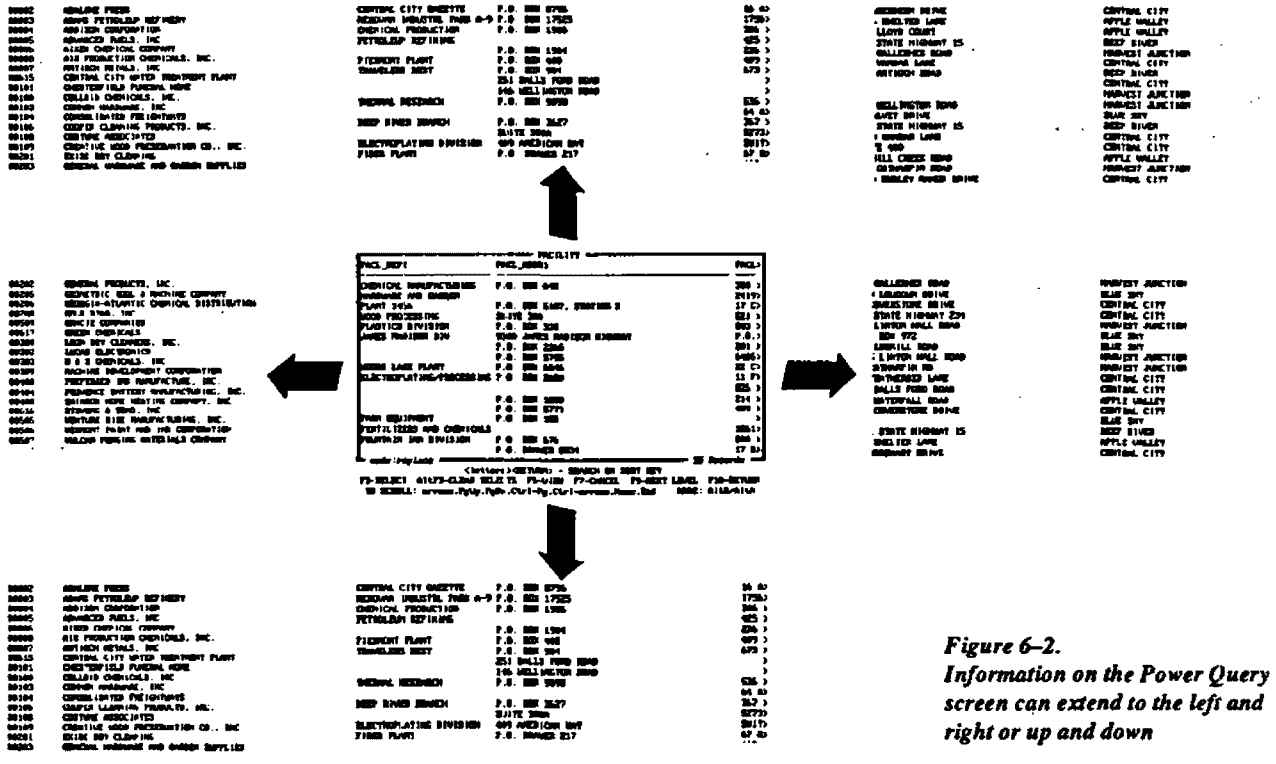


Figure 6–2.
Information on the Power Query screen can extend to the left and right or up and down

The functions of the scrolling keys used to move around the screen depend on whether you are in Normal operation or the Select Bar is on the screen.

Scroll Key	Normal Operation	Select Bar Operation
RETURN	No function	Cursor moves to the next field
TAB	No function	Cursor moves to the next field
HOME	Move to the top record on the screen	Cursor moves to the beginning of the field it is in
END	Move to the bottom record on character string the cursor is in	Cursor moves to the end of the screen
→	Move one field right	Cursor moves one space right
←	Move one field left	Cursor moves one space left
↑	Move up one record	No function
↓	Move down one record	No function
CONTROL+→	Pan across the screen to the next set of fields to the right	Pan across the screen to the next set of fields to the right
CONTROL+←	Pan left to the previous set of fields	Pan left to the previous set of fields
PAGE-UP	Move up one screen	Move up one Select Bar
PAGE-DOWN	Move down one screen	Move down to the next Select Bar or create another Select Bar
CONTROL+PAGE-UP	Move to the first screen	No function
CONTROL+PAGE-DOWN	Move to the last screen	No function

Power Query Function Keys

The Power Query menu provides several function keys that will help you search for information. You can also use special keys that are available in dBASE III in Power Queries. (The Power Query is actually a manipulation of dBASE files.) For more information, refer to a dBASE III manual.

When you access the Power Query function, a menu of available functions is displayed at the bottom of the screen. The functions that are available depend

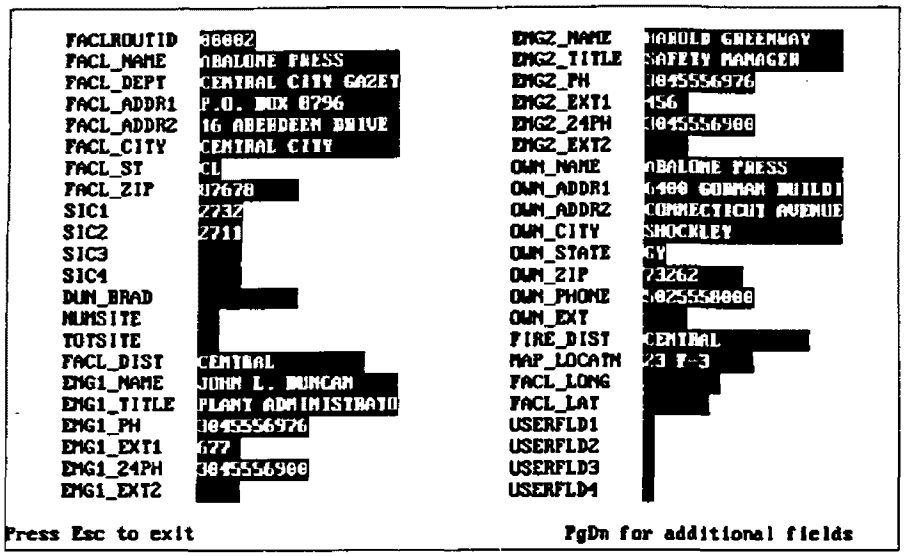


Figure 6–3.
Power Query view screen for a Facility Information record

Select F5–VIEW to see all information stored in the selected record.

on the type of operation—Normal or Select—you are doing. The table on the following page summarizes the Power Query functions for each type of operation. The functions are then described throughout the rest of this chapter as we take you through the Power Query step by step.

Entering the Search Criteria

The first thing to do when beginning a search is to decide which fields you are going to search. After moving the cursor to the first of these fields (use the scrolling keys as described in the table on page 6–5), select F3 to bring the Select Bar to the screen. You also could begin Select Bar operations first and then scroll through the data fields to find the desired search field. Either way, the Select Bar must be displayed before you can begin a Power Query (see Figures 6–4 and 6–5 on page 6–8).

Remember that the type of operation, Normal or Select Bar, governs use of the scrolling keys and function keys.

Figure 6–5 shows the beginning of a Facility Information Power Query. We are going to do a search on the City field.

When you have located the field you want to search and have switched to Select Bar operations, it is time to enter search criteria in the data field.

The Boolean Logical Operators

You can include the Boolean logical operators in your search criteria if desired. If no Boolean operators are included, CAMEO DOS assumes that you want the "equal to" symbol (=), although the symbol will not appear on the screen.

Boolean logic is a mathematical system that uses symbols to represent relationships among objects.

The function keys that are available depend on whether you are in Normal operation or the Select Bar is on the screen.

Key	Normal Function	Select Function
F3–SELECT	Takes you from Normal operation to the Select Bar, where you select the criteria for the database search.	Displays another Select Bar, which allows you to search on several criteria in the same field.
ALT+F3–CLEAR SELECTS	Clears the search criteria and returns you to the complete database.	No function.
F5–VIEW	Displays the information in the highlighted record in a condensed full screen format.	Displays the search criteria for the current Query
F7–CANCEL	Cancels the previous command.	Cancels the previous command.
F9–NEXT LEVEL	If the database has two levels, displays the Power Query screen for the second level. If two or more databases are available, displays a menu of those databases.	Allows you to switch between the AND and OR connectors.
F10–RETURN	Ends the Power Query and displays the selected records in the database summary screen you were working with when you accessed the Power Query. A note in the top left corner indicates that the records displayed are the result of a Query.	Moves you up through the Select Bars. If you are at the top Select Bar, executes the Query. The Query results are displayed on a Power Query screen in Normal operation.

You can use the following operators:

- = Equal to; default if no Boolean phrase is used
- > Greater than
- < Less than
- <> Not equal to
- >= Greater than or equal to
- <= Less than or equal to
- * String search (value after * is found anywhere in the field)

The Boolean characters must be typed before the search criteria themselves. On the Power Query screen, some fields are only two characters long and appear to be too small to accommodate Boolean symbols. However, you can continue to type within these fields. Use the ← and → keys to scroll within these fields and review or edit your input.

To see the Boolean logic system at work, look at the examples in the table on page 6–9. Assume that you are in the Facility Information module and that these search criteria have been entered in the City field.

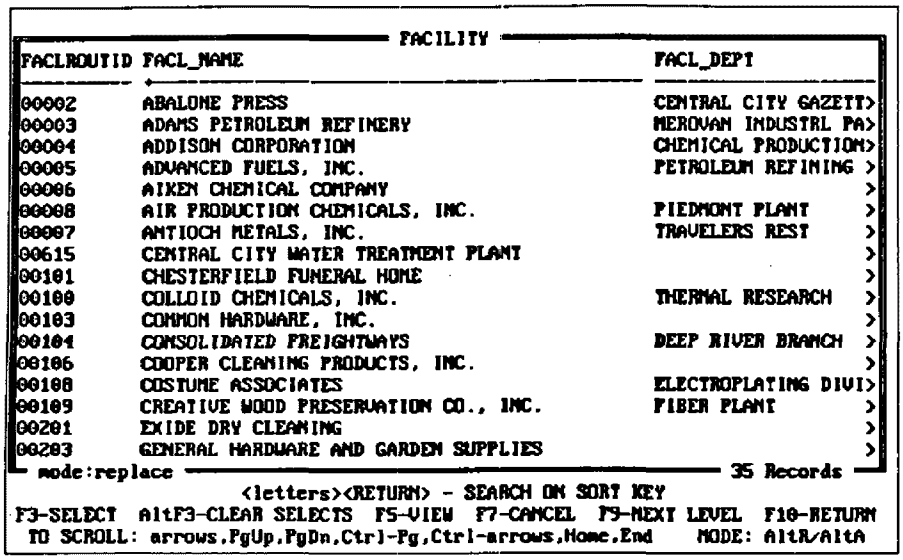


Figure 6–4.
Power Query screen in Normal operation

Select F3 to display the Select Bar.

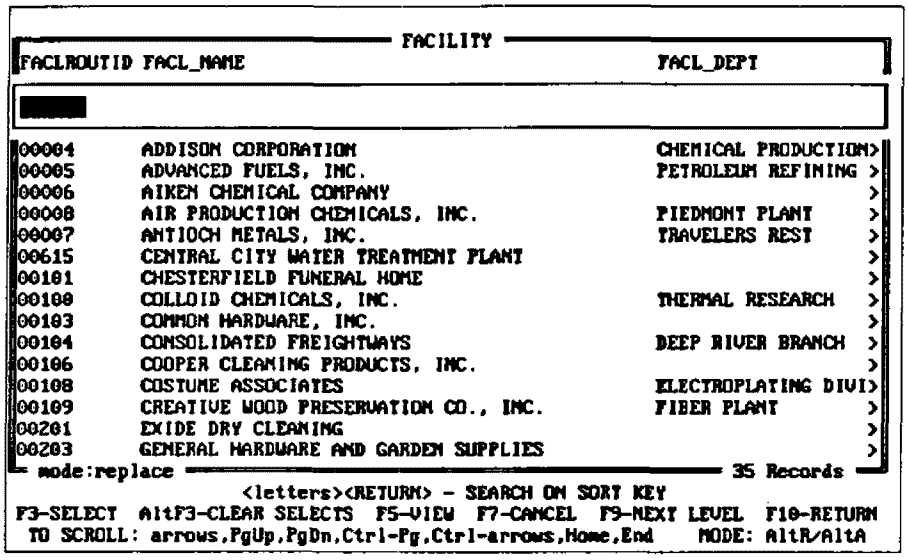


Figure 6–5.
Power Query screen with Select Bar displayed

Enter search criteria in the appropriate fields.

Choices for Entering Search Criteria

You have two choices for entering criteria for your Query.

You can enter search criteria in capital letters, lowercase letters, or a combination; case does not matter.

First, you can use the Select Bar, as pictured in Figure 6–5. Enter the criteria in the desired field(s) in the Select Bar. You can use multiple Select Bars if desired; this is discussed later in this chapter.

Second, you can select F5–VIEW while the Select Bar is displayed to use the condensed format and display all of the fields in the database you are working with, along with any criteria that have already been entered (see Figure 6–6). You can enter additional search criteria at this point as well. This method is

Examples of the Boolean logical operators. Assume that you are in the Facility Information module and these search criteria have been entered in the City field.

Apple Valley	All facilities located in Apple Valley (the = operator is assumed).
=North	All facilities located in cities that begin with North.
<>a	All facilities that are not located in a city beginning with the letter "a".
>b	All facilities located in a city that begins with a letter greater than "b"; that is, "c" through "z".
<c	All facilities located in a city that begins with a letter less than "c"; that is, "a" or "b".
<>Deep River	All facilities that are not located in Deep River.
<=fe	All facilities located in a city that begins with a letter equal to or less than "fe"; that is, "a" through "fe".
>=fe	All facilities located in a city that begins with a letter equal to or greater than "fe"; that is, "fe" through "z".
*city	All facilities located in a city with "city" somewhere in its name; for example, Central City and Grant City Station.

especially useful as Queries become more complex and you want to view as many fields as possible and see all of the active selection criteria.

When you have entered the search criteria, execute the Query by selecting F10–RETURN. The Power Query screen will return with the records that meet the search criteria. For example, if you enter ***apple*** in the FACL_CITY field, all of the records in the FACL_CITY field that begin with "Apple" will be selected, as shown in Figure 6–7. You can verify this by scrolling over to the FACL_CITY field to check the results.

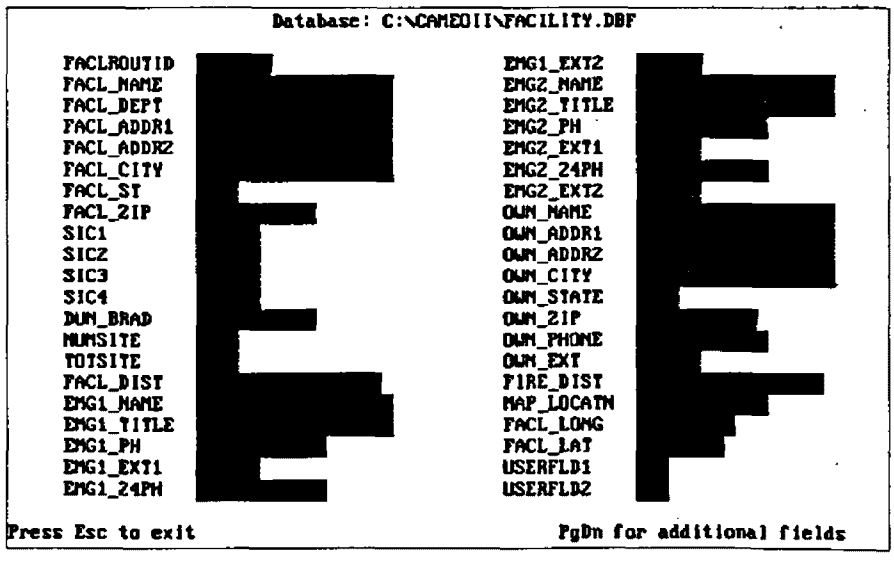


Figure 6–6.
Power Query view screen accessed when Select Bar is displayed

As an alternative to the Select Bar, you can enter search criteria in the fields on this screen.

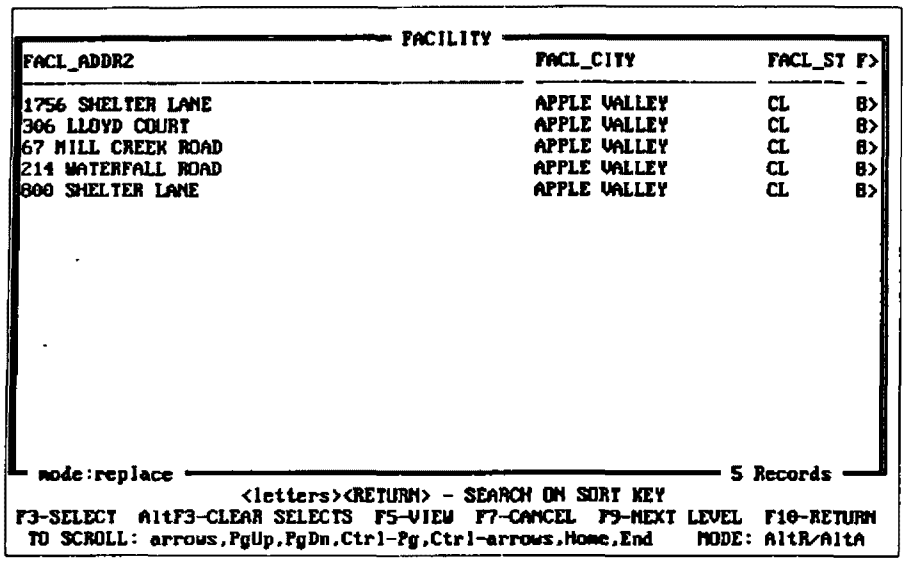


Figure 6–7.
Results of search for "Apple" in FACL_CITY field

The summary screen lists all cities whose names begin with the word Apple.

Clearing the Search Criteria

After you have executed a Query, you can clear the selection and do another search by entering the ALT+F3 combination (that is, hold the ALT key down and select F3). CAMEO DOS will ask if you really want to clear the criteria. Press *Y* for yes or *N* for no.

When you clear the selections, the entire database will be back on the screen.

Doing Searches with the AND and OR Connectors

The Power Query also allows you to search on several fields simultaneously, enabling you to do complex searches.

To search on several fields, you need to select a "connector." When added to your search criteria, connectors broaden or narrow the search. For example, look at the following Query:

Apple in City field AND Acme in Facility Name field

The results of this *narrowed* search provide *only* those facilities that meet both criteria; that is, facilities in Apple Valley that begin with the word "Acme."

However, if we enter this search:

Apple in City field OR Acme in Facility Name field

The results of this *broadened* search would provide all facilities that meet *either* of the criteria; that is, all facilities in Apple Valley and all facilities that begin with the word "Acme."

CAMEO DOS is set up with default connectors. When you enter search criteria in several fields within a single Select Bar, the connector is automatically set to AND. This means that all search criteria must be present in a single record before that record can be selected.

However, when you are entering search criteria in two or more Select Bars, each Select Bar is automatically connected by the OR connector. This means that if the search criteria in either Select Bar are present in a single record, that record will be selected when the Query is executed.

You can change the AND connector within the Select Bar to OR, but the OR connector between Select Bars cannot be changed.

The following example demonstrates how to use the AND and OR connectors.

Within a single Select Bar, in each of the following fields, the following information is entered:

FACL_NAME	a
FACL_ADDR	p.o.
FACL_CITY	apple

Now we select F5–VIEW (be sure the Select Bar is on the screen). The screen shown in Figure 6–8 will be displayed.

Because we have not changed the connector, the default connector, AND, is selected. That means that all three criteria must be present in a single record for that record to be selected.

You can change any of the AND connectors to OR at your discretion. Press the ESCAPE key to go back to the previous screen. Be sure the cursor is at the field where the item you want to change to OR is located. The connector that will be changed is between the field in which the cursor is located and the following field. Now select F9–NEXT LEVEL. A popup menu that contains the connectors AND and OR is displayed (Figure 6–9).

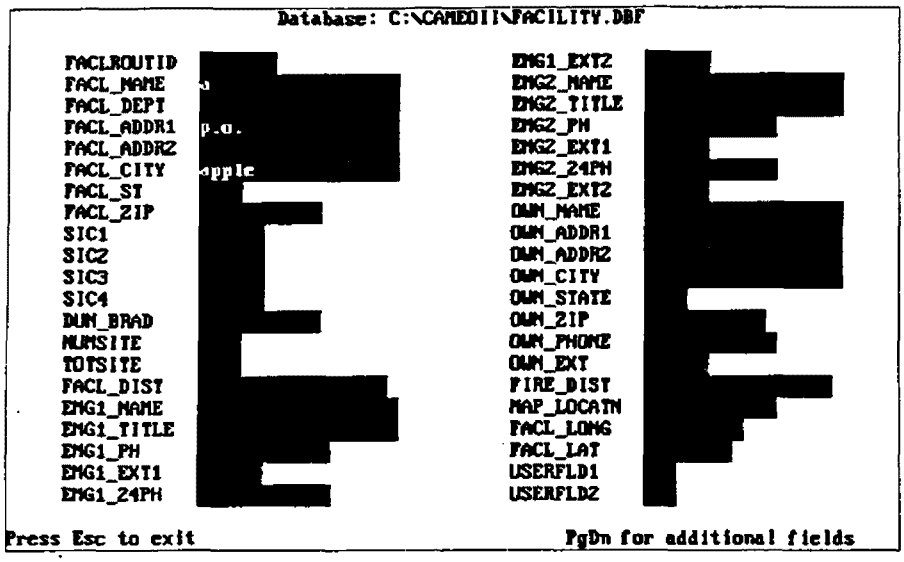


Figure 6–8.
Search criteria in Power Query view screen

The default connector is AND.

Use the ↑ or ↓ keys to highlight the desired choice and press the RETURN or ENTER key. Or, just type *A* for and or *O* for OR and press RETURN or ENTER.

The connectors also can be changed when you are *entering* search criteria within the Select Bar. Just select F9–NEXT LEVEL to display the popup menu and select the desired connector. Again, the connector in the Select Bar you are working with controls the relation between the field in which the cursor is located and the following field; thus you do not need to set a connector at the last field.

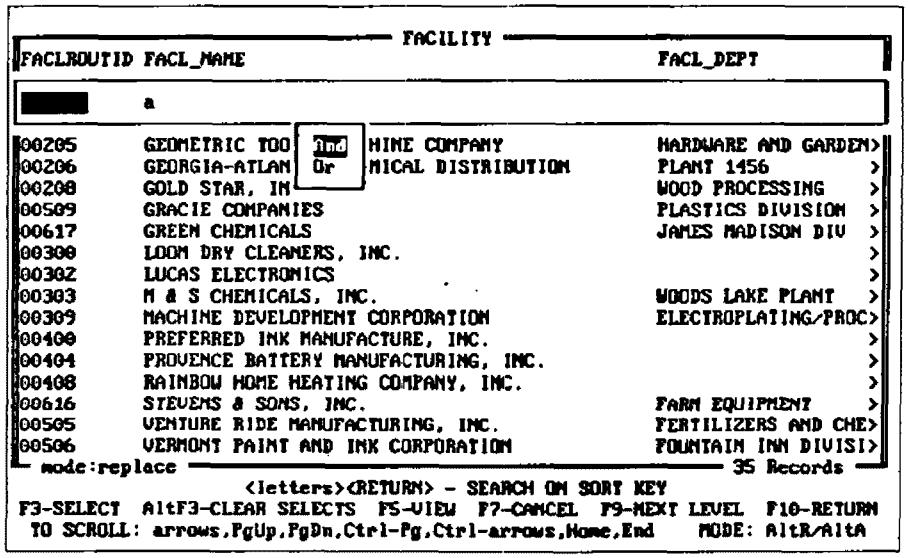


Figure 6–9.
Connector menu on Power Query screen

To choose the connector, select F9–NEXT LEVEL, then type A for AND or O for OR or highlight your choice and press RETURN or ENTER.

Using Multiple Select Bars

The ability to use more than one Select Bar is helpful when you want to do complex searches; for example, if you want to display all records for facilities that are located in one of two or more cities and that have in their inventory one of two or more chemicals.

To use multiple Select Bars, select F3 to display a Select Bar and enter the desired search criteria. Select F3 again to display a second Select Bar. Continue to add Select Bars until all of the search criteria have been entered. You can use the PAGE-UP and PAGE-DOWN keys to move back and forth between Select Bars to edit and add new criteria. When you are in the bottom Select Bar, PAGE-DOWN will display a new Select Bar.

To execute the Query, you must be at the top Select Bar. Select F10–RETURN to either move to the previous Select Bar or, if you are at the first Select Bar, execute the Query.

When two or more Select Bars are used simultaneously, the connector is always OR.

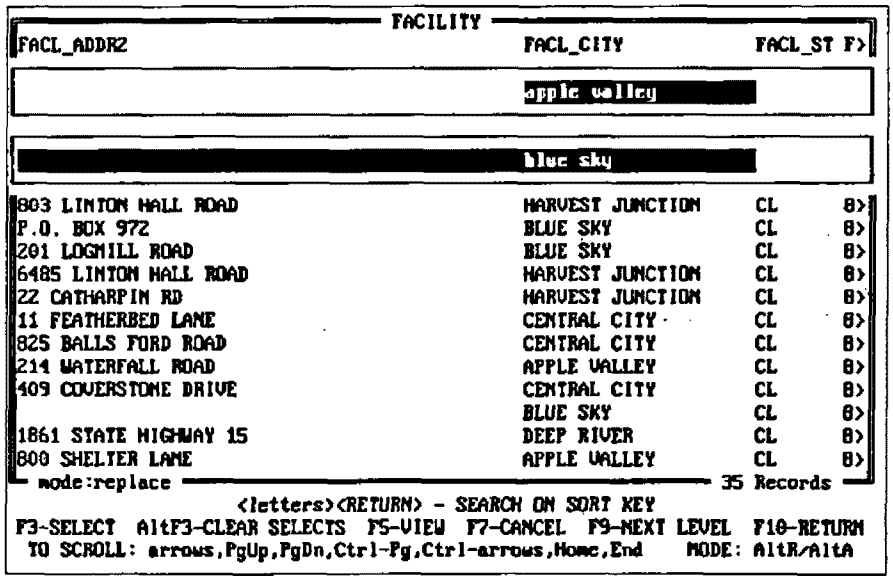


Figure 6–10. Power Query screen with multiple Select Bars

Select F3 or press PAGE-DOWN to display another Select Bar.

Combining Queries—The Add and Replace Modes

The Replace mode in Power Queries allows you to replace the results of the current Query with the results of a new Query. The Append mode allows you to add the results of a new Query to the results of the current Query.

For example, the results of the search for "Apple" in the City Name field are as follows.

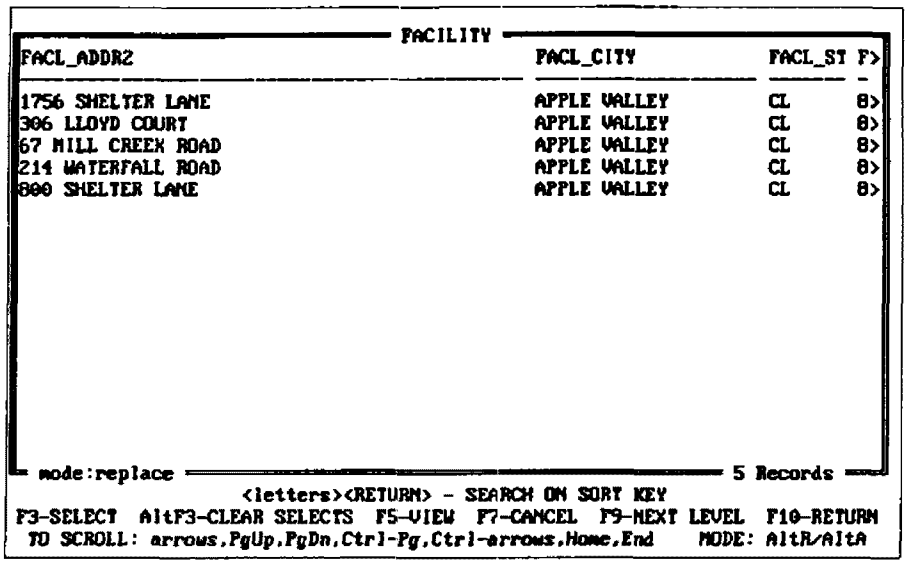


Figure 6–11.
Results of search for "Apple" in FACL_CITY field

Use the ALT+A combination to switch to the Append mode. ALT+R will return you to the Replace mode.

If we then change to the Append mode and search for a City Name of "Deep," we get the following result.

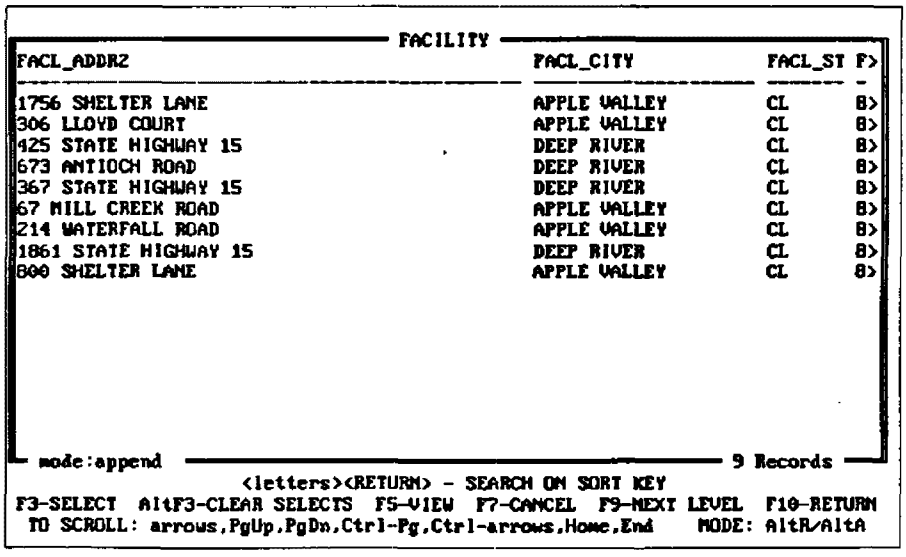


Figure 6–12.
Results of search for "Deep" in FACL_CITY field appended to results of search for "Apple"

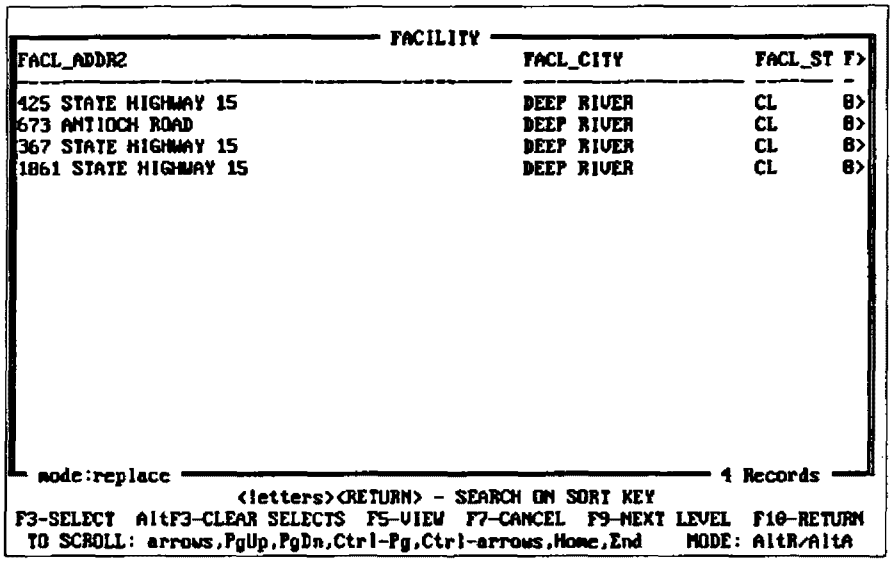
The mode indicator at the lower-left corner of the screen shows the Append mode.

In the Append mode, all cities with "Apple" or "Deep" in their names are shown.

However, in the Replace mode, only the city names beginning with "Deep" will be displayed:

Figure 6–13.
Results of search for "Deep" in FACL_CITY field replacing results of search for "Apple"

The mode indicator at the lower-left corner of the screen shows the Replace mode.



In the Replace mode, cities with "Deep" in their names replace cities with "Apple" in their names.

When you access Power Queries, the system is always in the Replace mode. You can switch to the Append mode by using the ALT+A combination. Return to the Replace mode by entering the ALT+R combination.

Multiple-Layer Power Queries

See the table on page 6–2 to see how the layers are arranged in CAMEO DOS.

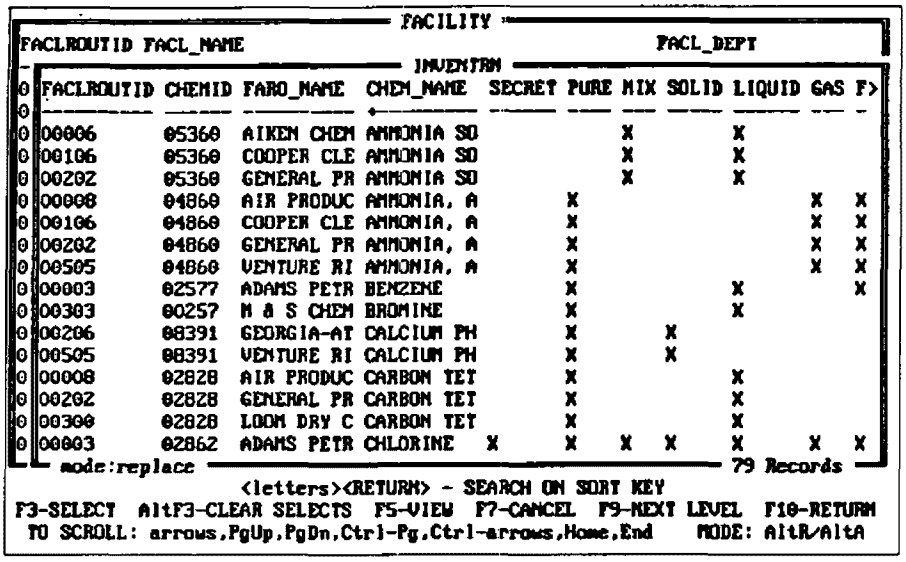
With Power Queries, you can search several databases simultaneously. This is possible due to the layered nature of the information in CAMEO DOS. No matter which layer of the Power Query you are using, the search methods are identical.

You can reach the additional layers in Power Queries by selecting F9–NEXT LEVEL when you are in Normal operation. F9 works only if additional databases are available. If one database is available, the Power Query screen for that database is displayed. If two or more databases are available, a popup menu with the choices will be displayed. Select a database by entering the letter associated with the database. Or, use the ↑ or ↓ key to highlight your choice and then press RETURN or ENTER.

Once you move to the next layer, the previous layer will be visible behind the current layer. This is to help you keep track of your progress through the databases. When a Query has been entered in a layered database, F10–RETURN will

move you back through the layers in descending order, continually updating the results and narrowing your search.

For example, F9–NEXT LEVEL on the Facility Information Power Query screen gives us a choice of Chemical Inventory, Incidents, or Releases. If we choose Chemical Inventory, we see the following on the screen:

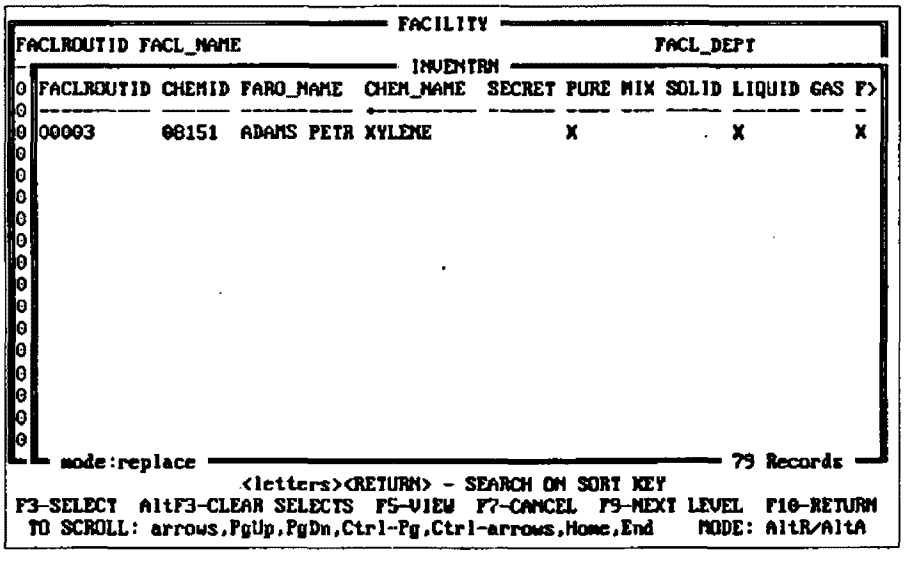


```
                              FACILITY
FACLROUTID FACL_NAME                                   FACL_DEPT
                              INVENTRN
 FACLROUTID CHEMID FARO_NAME  CHEM_NAME  SECRET PURE MIX SOLID LIQUID GAS F>
 ---------- ------ ---------- ---------- ------ ---- --- ---- ------ --- -
 00006      05360  AIKEN CHEM AMMONIA SO        X          X
 00106      05360  COOPER CLE AMMONIA SO        X          X
 00202      05360  GENERAL PR AMMONIA SO        X          X
 00008      04860  AIR PRODUC AMMONIA, A        X                     X   X
 00106      04860  COOPER CLE AMMONIA, A        X                     X   X
 00202      04860  GENERAL PR AMMONIA, A        X                     X   X
 00505      04860  VENTURE RI AMMONIA, A        X                     X   X
 00003      02577  ADAMS PETR BENZENE           X          X              X
 00303      00257  M & S CHEM BROMINE           X          X
 00206      00391  GEORGIA-AT CALCIUM PH        X      X
 00505      00391  VENTURE RI CALCIUM PH        X      X
 00008      02828  AIR PRODUC CARBON TET        X          X
 00202      02828  GENERAL PR CARBON TET        X          X
 00300      02828  LOOM DRY C CARBON TET        X          X
 00003      02862  ADAMS PETR CHLORINE   X      X   X  X   X      X   X
 mode:replace                                                  79 Records
                <letters><RETURN> - SEARCH ON SORT KEY
F3-SELECT  AltF3-CLEAR SELECTS  F5-VIEW  F7-CANCEL  F9-NEXT LEVEL  F10-RETURN
 TO SCROLL: arrows,PgUp,PgDn,Ctrl-Pg,Ctrl-arrows,Home,End    MODE: AltR/AltA
```

Figure 6–14. Chemical Inventory layer in Facility Information Power Query

Select F9–NEXT LEVEL to see layers.

If we search for chemicals in a gaseous state (scroll to the Gas field and enter an X) and select F10–RETURN, we see the following list of chemicals:



```
                              FACILITY
FACLROUTID FACL_NAME                                   FACL_DEPT
                              INVENTRN
 FACLROUTID CHEMID FARO_NAME  CHEM_NAME  SECRET PURE MIX SOLID LIQUID GAS F>
 ---------- ------ ---------- ---------- ------ ---- --- ---- ------ --- -
 00003      00151  ADAMS PETR XYLENE            X                X       X
 mode:replace                                                  79 Records
                <letters><RETURN> - SEARCH ON SORT KEY
F3-SELECT  AltF3-CLEAR SELECTS  F5-VIEW  F7-CANCEL  F9-NEXT LEVEL  F10-RETURN
 TO SCROLL: arrows,PgUp,PgDn,Ctrl-Pg,Ctrl-arrows,Home,End    MODE: AltR/AltA
```

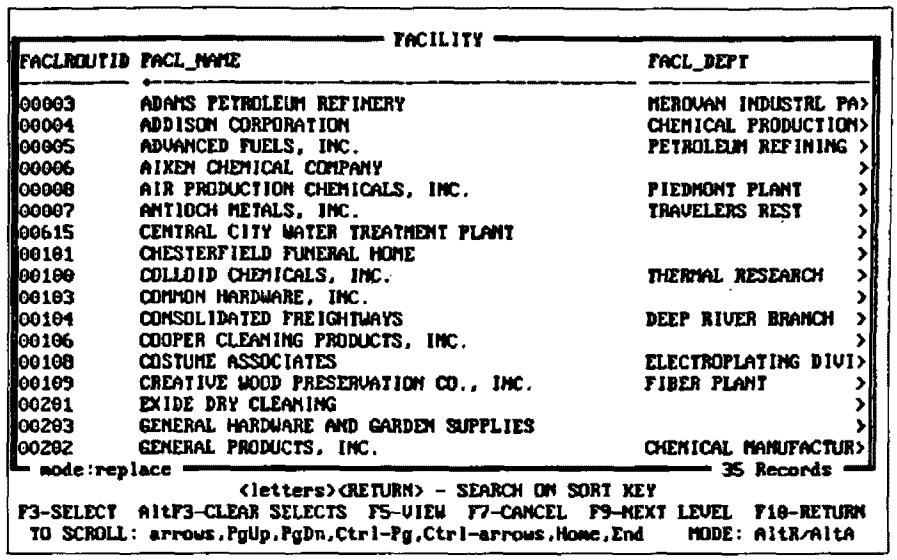
Figure 6–15. Results of Chemical Information search for chemicals in gaseous state

Select F10–RETURN to apply these results to the previous level.

Selecting F10–RETURN again will take us back to the Facility Information screen, and that list will be narrowed to facilities that list a gaseous chemical in their inventory.

Figure 6–16.
Results of search for chemicals in gaseous state applied to Facility Information module

The original list of 79 facilities is narrowed to 35.



Exiting the Power Query Function

The ESCAPE key will terminate a Power Query session and return you to the CAMEO DOS Main Menu immediately.

You also have the option of leaving the Power Query without deleting the selected records. If you select F10–RETURN to leave the Power Query, CAMEO DOS will take you back to the summary screen from which the Power Query was accessed. However, instead of providing a view of the entire database, the screen will contain only the records from the most recent search done in the Power Query. The message "Queried" in the upper-left corner of the screen indicates that the summary screen contains the results of a Query.

If you need the entire database, you will need to exit the database by returning to the CAMEO DOS Main Menu, and then go back to the desired module.

Example Power Queries

The three example Power Query sessions in this section demonstrate how to search on multiple fields, how to use the Boolean logical operators, and how to use the AND and OR connectors in a search.

Example 1

New regulations have been implemented in Apple Valley and Deep River for the storage and labeling of chlorine. Which facilities in either of these cities have chlorine in their inventories?

The simple Query function would not allow us to easily find this information because the solution requires a search on two words in the same field simultaneously. The Power Query provides an easy way to find this information.

First, access the Facility Information module; Chemical Inventory information is linked to this database through the Chemical Inventory database. When the Facility Information summary screen is displayed, select F3–QUERY, then select F3 again for Power Queries.

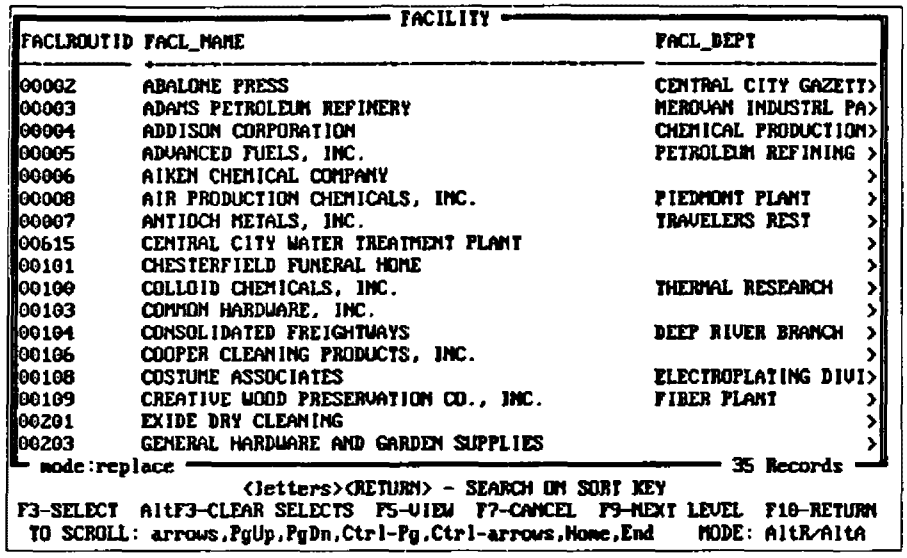


Figure 6–17.
Power Query screen in the Facility Information module

Go to the Facility Information module.

Select F3–QUERY.

Select F3–POWER QUERY.

Because we want to search on two city names, Apple Valley and Deep River, we need to do a Query with two Select Bars. Select F3 to display the first Select Bar. Now use the RETURN or ENTER key to scroll over to the FACL_CITY field and type the first name, ***Apple Valley***.

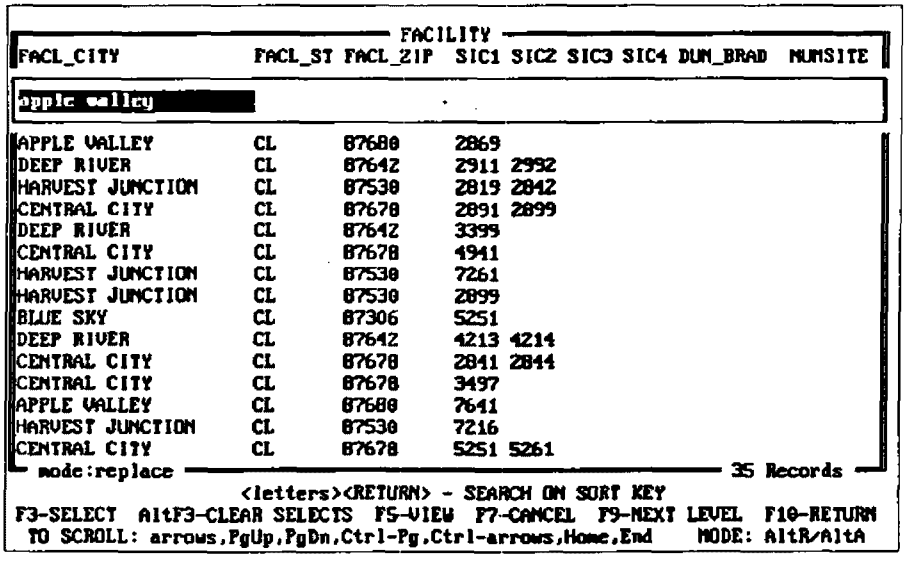


Figure 6–18.
Search criteria in first Select Bar

Select F3 to display the Select Bar.

Scroll to the FACL_CITY field.

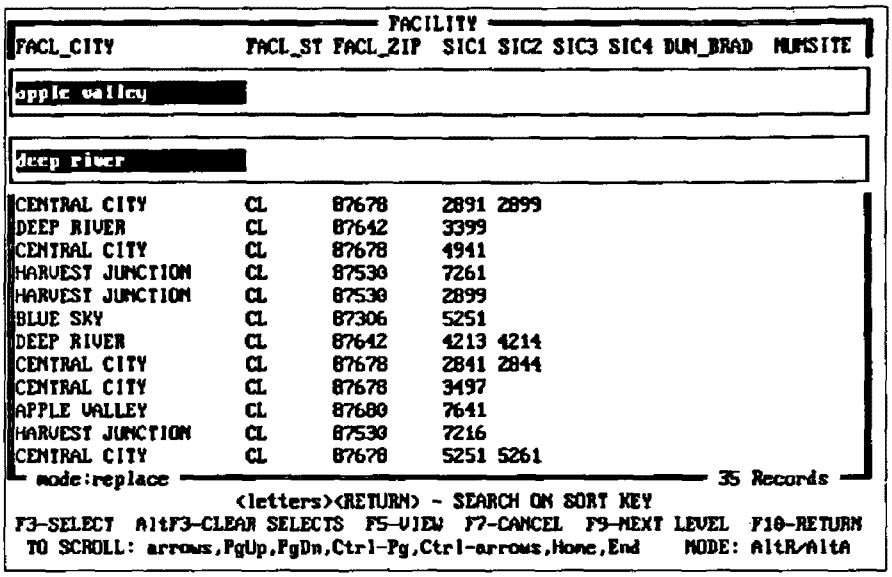
Type Apple Valley.

Now select F3 or press PAGE-DOWN to display another Select Bar. Type the name of the second city, ***Deep River***, in this Select Bar.

Figure 6–19.
Search criteria in second Select Bar

Select F3 or press PAGE-DOWN to display another Select Bar.

Type Deep River.

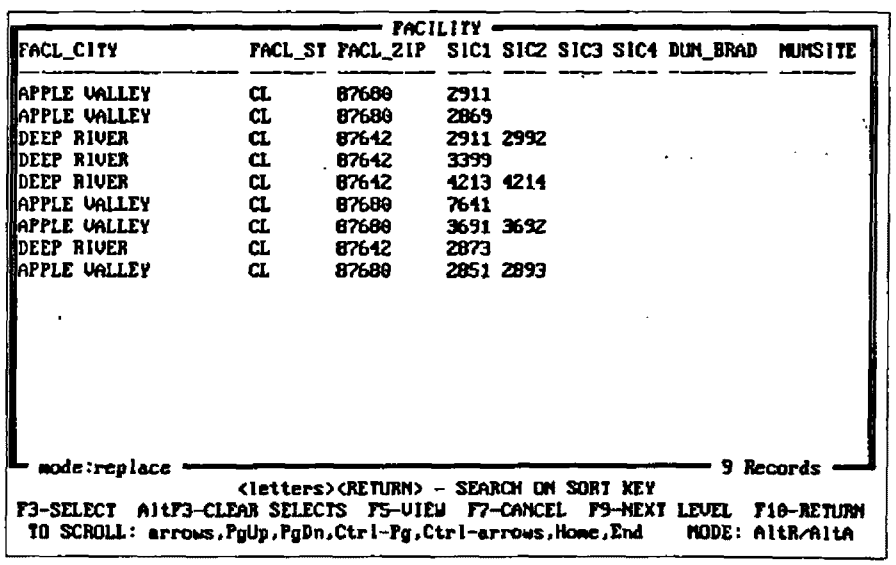


Select F10–RETURN or press PAGE-UP to move back to the first Select Bar and select F10–RETURN to execute the Query. The program will search for the desired records and display them on the screen.

Figure 6–20.
Results of search for facilities in Apple Valley or Deep River

Select F10–RETURN or press PAGE-UP.

Select F10–RETURN.



Select F9–NEXT LEVEL.

Choose option A.

Now we need to find out which of these facilities have chlorine in their inventory. To do that, we must advance to the next layer in the database by selecting F9–NEXT LEVEL and choosing option A, the Chemical Inventory database, from the popup menu.

Select F3 to display a Select Bar and scroll to the CHEM_NAME field. To search for facilities with chlorine in their inventory, enter ***chlorine*** in this field.

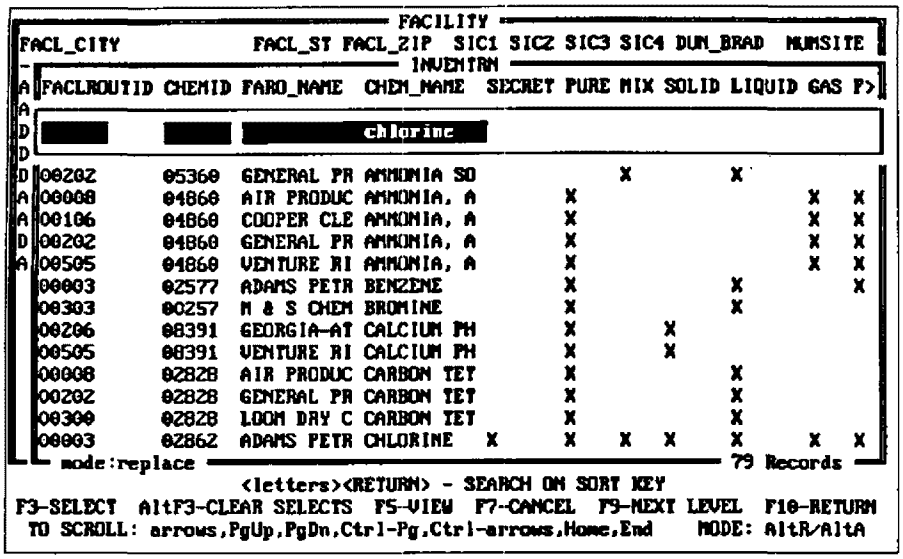


Figure 6–21.
Search criteria in Select Bar

Select F3 to display a Select Bar.

Scroll to the CHEM_NAME field.

Type chlorine.

Now execute the Query by selecting F10–RETURN. The result will be a list of all inventory records for the chemical chlorine.

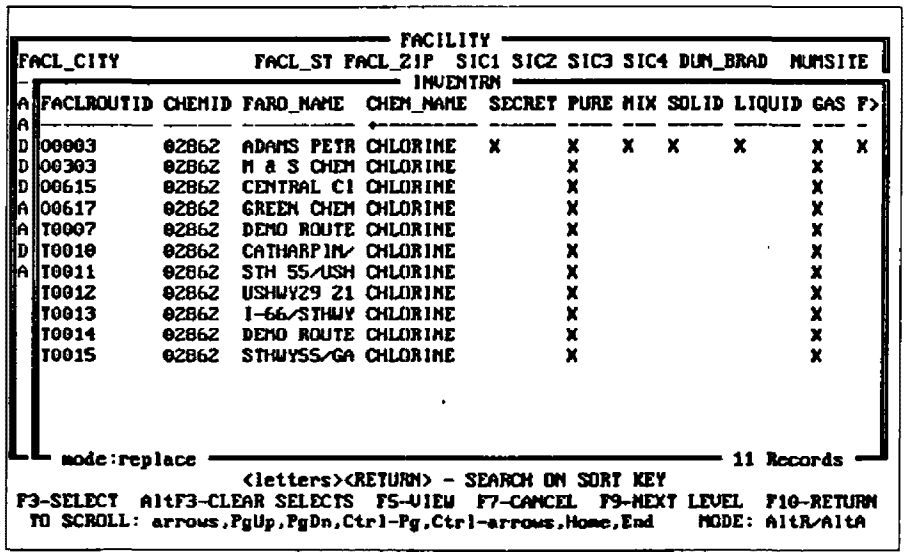


Figure 6–22.
Results of search for chlorine

Select F10–RETURN.

Select F10–RETURN again to find which of the facilities with chlorine in their inventory are in Apple Valley or Deep River.

Figure 6–23.
Results of search for chlorine applied to Facility Information module

Select F10–RETURN again.

```
                              FACILITY
FACL_CITY          FACL_ST FACL_ZIP  SIC1 SIC2 SIC3 SIC4 DUN_BRAD  NUMSITE
APPLE VALLEY       CL      87680     2911

 mode:replace                                                  1 Records
                <letters><RETURN> - SEARCH ON SORT KEY
F3-SELECT  AltF3-CLEAR SELECTS  F5-VIEW  F7-CANCEL  F9-NEXT LEVEL  F10-RETURN
 TO SCROLL: arrows,PgUp,PgDn,Ctrl-Pg,Ctrl-arrows,Home,End    MODE: AltR/AltA
```

Example 2

The Southwest Fire District wants to inspect facilities with chemicals that are a fire risk. They want to start with facilities whose names begin with the letters A through M.

First, access the Facility Information module; the Chemical Information module is tied to the Facility Information module through the Chemical Inventory database. When the Facility Information summary screen is displayed, select F3–QUERY, then select F3 again for Power Queries.

Figure 6–24.
Power Query screen in Facility Information module

Go to the Facility Information module.

Select F3–QUERY.

Select F3–POWER QUERY.

```
                                  FACILITY
FACLROUTID FACL_NAME                                    FACL_DEPT
           ←
00002      ABALONE PRESS                                CENTRAL CITY GAZETT>
00003      ADAMS PETROLEUM REFINERY                     MEROVAN INDUSTRL PA>
00004      ADDISON CORPORATION                          CHEMICAL PRODUCTION>
00005      ADVANCED FUELS, INC.                         PETROLEUM REFINING >
00006      AIKEN CHEMICAL COMPANY                                          >
00008      AIR PRODUCTION CHEMICALS, INC.               PIEDMONT PLANT     >
00007      ANTIOCH METALS, INC.                         TRAVELERS REST     >
00615      CENTRAL CITY WATER TREATMENT PLANT                              >
00101      CHESTERFIELD FUNERAL HOME                                       >
00100      COLLOID CHEMICALS, INC.                      THERMAL RESEARCH   >
00103      COMMON HARDWARE, INC.                                           >
00104      CONSOLIDATED FREIGHTWAYS                     DEEP RIVER BRANCH  >
00106      COOPER CLEANING PRODUCTS, INC.                                  >
00108      COSTUME ASSOCIATES                           ELECTROPLATING DIVI>
00109      CREATIVE WOOD PRESERVATION CO., INC.         FIBER PLANT        >
00201      EXIDE DRY CLEANING                                              >
00203      GENERAL HARDWARE AND GARDEN SUPPLIES                            >
 mode:replace                                                  35 Records
                <letters><RETURN> - SEARCH ON SORT KEY
F3-SELECT  AltF3-CLEAR SELECTS  F5-VIEW  F7-CANCEL  F9-NEXT LEVEL  F10-RETURN
 TO SCROLL: arrows,PgUp,PgDn,Ctrl-Pg,Ctrl-arrows,Home,End    MODE: AltR/AltA
```

Select F3 to display a Select Bar.

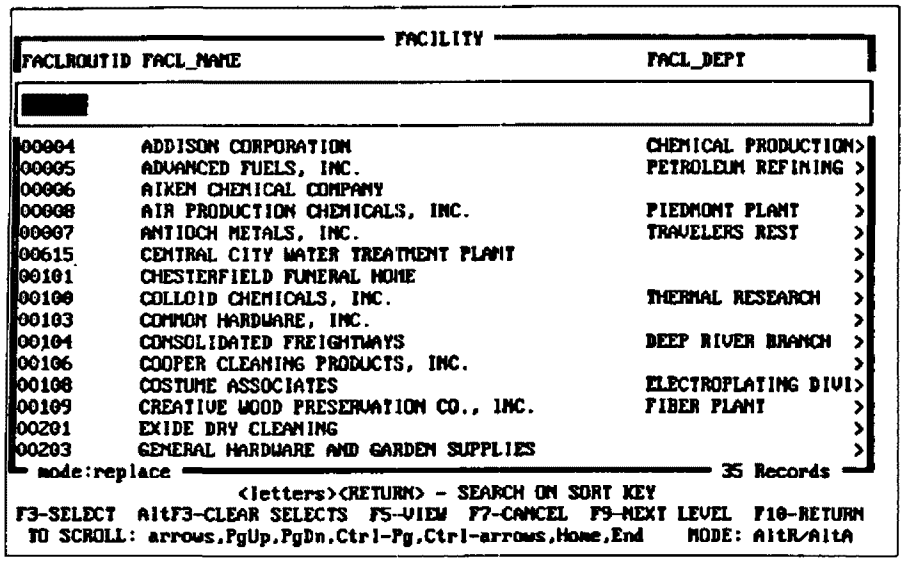


Figure 6–25.
Select Bar on Power Query screen

Select F3 to display a Select Bar.

We want to search on the Facility Name and Fire District fields, so use the RETURN or ENTER key to move the cursor to the FACL_NAME field. Because we want facilities that begin with the letters A through M, we need to use the Boolean character <= (less than or equal to) in our search criteria. Type **<=*M*** at the FACL_NAME field.

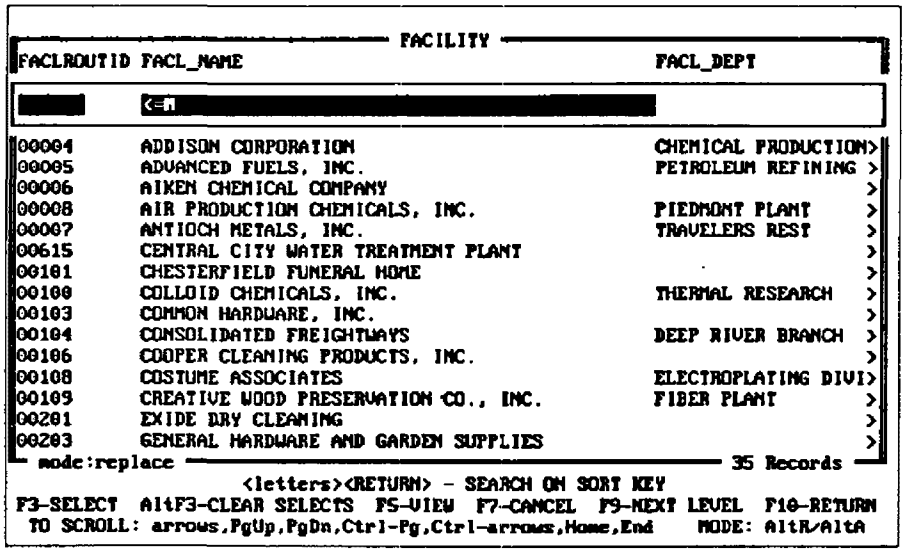


Figure 6–26.
Boolean search in FACL_NAME field

Scroll to the FACL_NAME field.

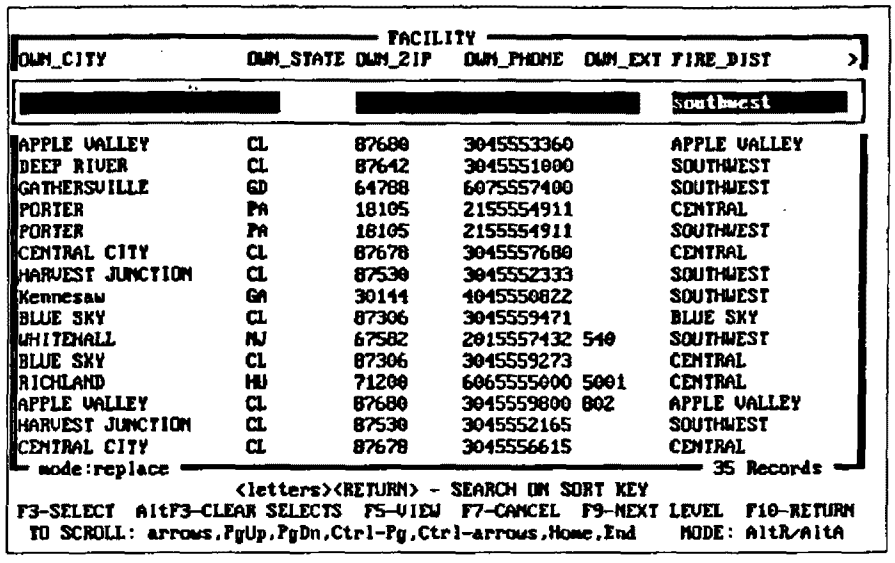
Type <=M.

Now press the RETURN or ENTER key to move the cursor to the FIRE_DIST field. Type ***Southwest*** so that the list of facilities includes only those in the Southwest Fire District. Remember that CAMEO DOS assumes that you want the AND connector unless you specify otherwise, so the results of this Power Query will include all facilities that are in the Southwest Fire District AND begin with the letters A through M.

Figure 6–27.
Additional criteria added to the search

Scroll to the FIRE_DIST field.

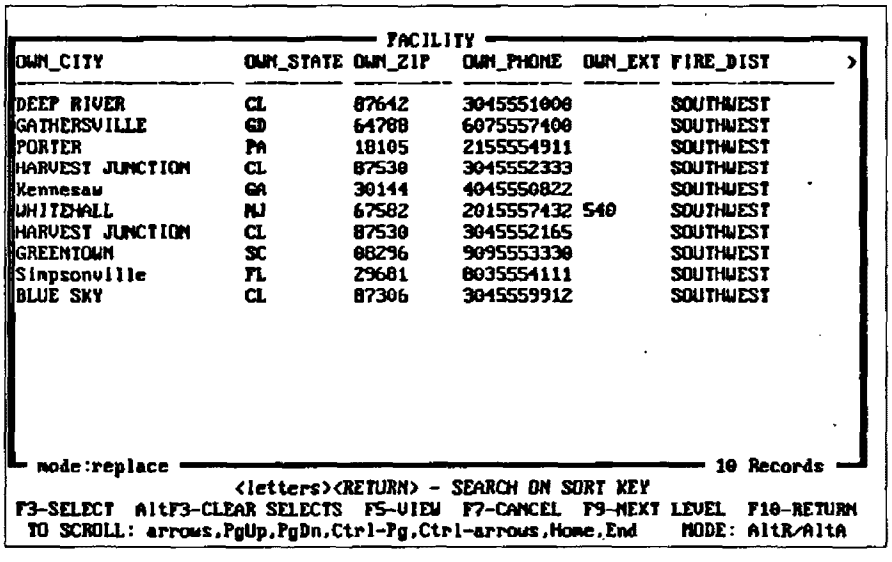
Type Southwest.



Select F10–RETURN to execute the Query. CAMEO DOS will search for the desired records and display them on the screen.

Figure 6–28.
Results of search for facilities in Southwest fire district whose names begin with the letters A through M

Select F10–RETURN.



Select F9–NEXT LEVEL.

Choose option A from the popup menu.

To find out which of these facilities have in their inventory chemicals that are fire hazards, move to the next layer in the Power Query by selecting F9–NEXT LEVEL and choosing option A, the Chemical Inventory database, from the choices given in the popup window.

Select F3 to display a Select Bar and scroll to the FIRE field. This field requires an X if the chemical in inventory is a fire hazard, so we add an *X* to the search criteria.

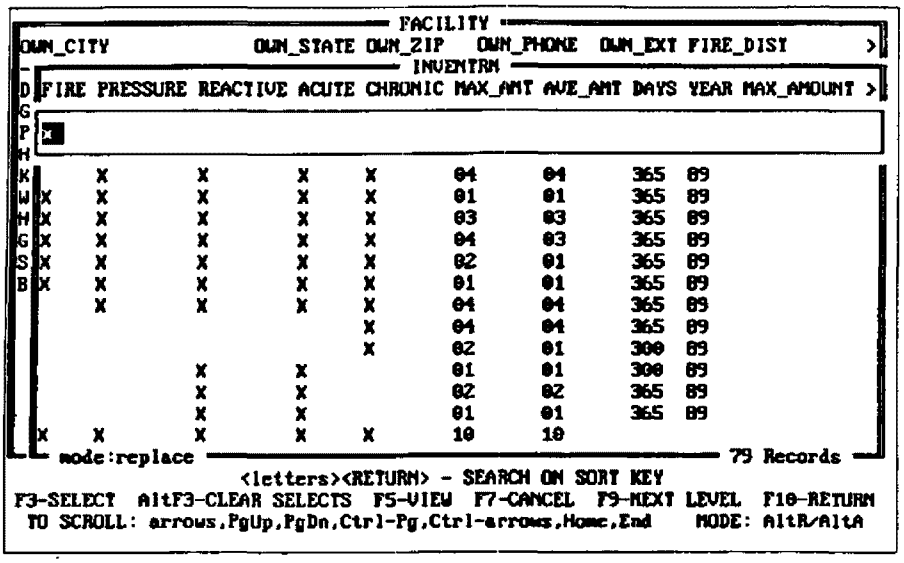


Figure 6–29.
Search for fire hazards

Select F3 to display a Select Bar.

Scroll to the FIRE field.

Type an X.

Execute the Query by selecting F10–RETURN. The result will be a list of all Chemical Inventory records with chemicals that are fire hazards.

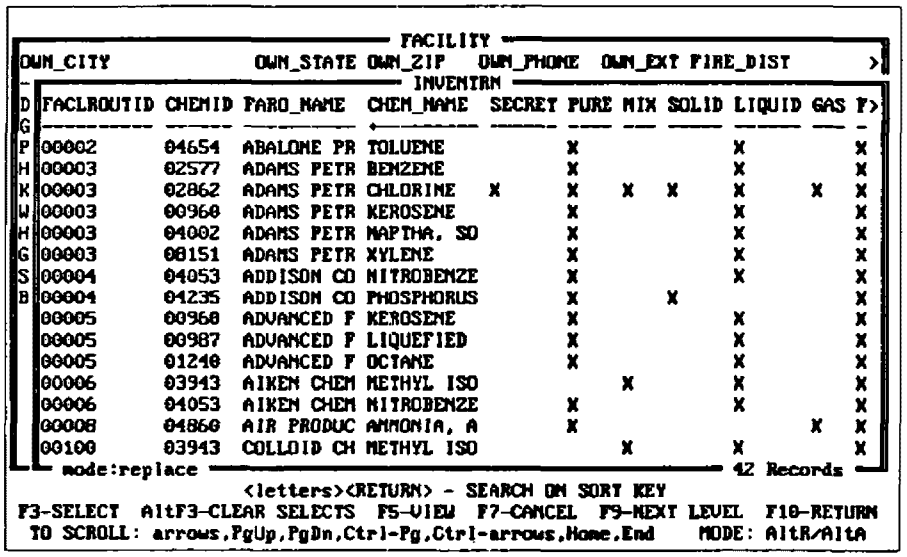


Figure 6–30.
Results of search for chemicals that are fire hazards

Select F10–RETURN.

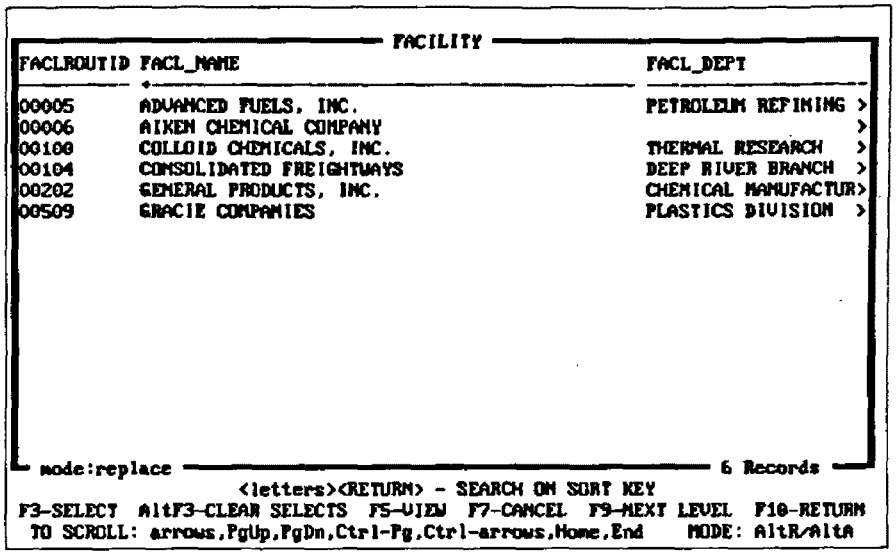
Select F10–RETURN again to find which of these chemicals are stored at facilities in the Southwest Fire District that begin with the letters A through M. The results are shown in Figure 6–31.

Example 3

We want a list of all facilities that are characterized, according to the 4-digit Standard Industrial Commodity (SIC) codes in the database, as either Chemicals and Allied Products industries (the first two digits in the code being 28) or Primary Metals Industries (first two digits being 33).

Figure 6–31.
Results of fire hazards search applied to search for facilities in Southwest fire district that begin with the letters A through M

Select F10–RETURN again.



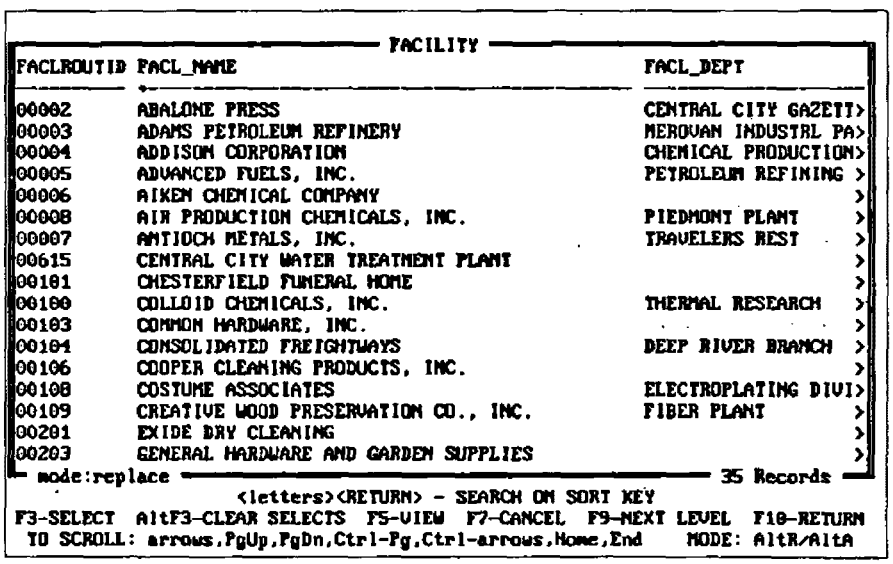
First, access the Facility Information module; SIC code information is stored in this module. When the Facility Information summary screen is displayed, select F3–QUERY, then select F3 again for Power Queries.

Figure 6–32.
Power Query screen in the Facility Information module

Go to the Facility Information module.

Select F3–QUERY.

Select F3–POWER QUERY.



Select F3 to display a Select Bar.

Select F3 to display a Select Bar.

This Query can be done two ways. You could choose two Select Bars and search for information on both SIC codes in one Query (remember that the connector between two Select Bars is always OR). Or, you could search for records that have the first SIC code and then append to that list a list of the records that have the second SIC code. We used the first method in Example 1, so we will use the second method in this example.

Use the RETURN or ENTER key to scroll to the fields in which the SIC codes are stored. These fields are labeled SIC1, SIC2, SIC3, and SIC4. Because the SIC code could be stored in any one of the four SIC Code fields, we need to search all four with an OR connector.

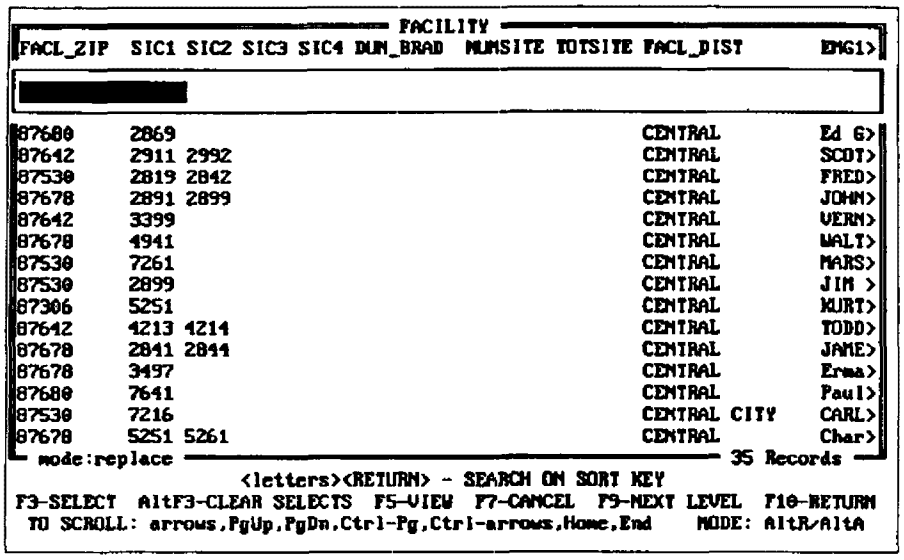


Figure 6–33.
Cursor at SIC Code fields on Facility Information Power Query screen

Scroll to the SIC Code fields.

Type *28* in the first SIC Code field, then select F9–NEXT LEVEL to choose the connector. Highlight OR and press RETURN or ENTER to link the first and second fields. Press RETURN or ENTER to move to the second field and repeat the procedure. Press RETURN or ENTER to move to the third field and repeat the procedure. Press RETURN or ENTER to move to the fourth field and repeat the procedure.

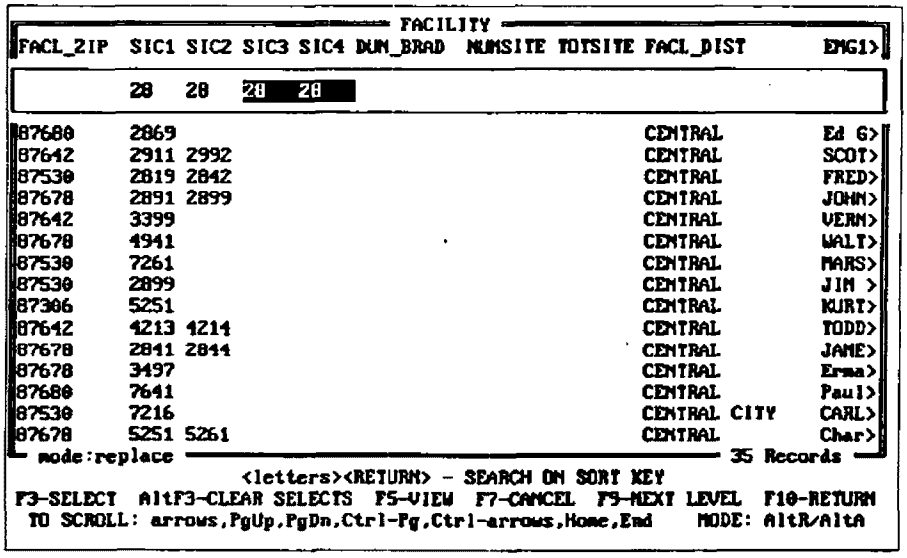


Figure 6–34.
Search criteria for SIC Code of 28, with connector set to OR

Type 28 in the first SIC Code field.

Select F9–NEXT LEVEL.

Highlight OR and press RETURN or ENTER.

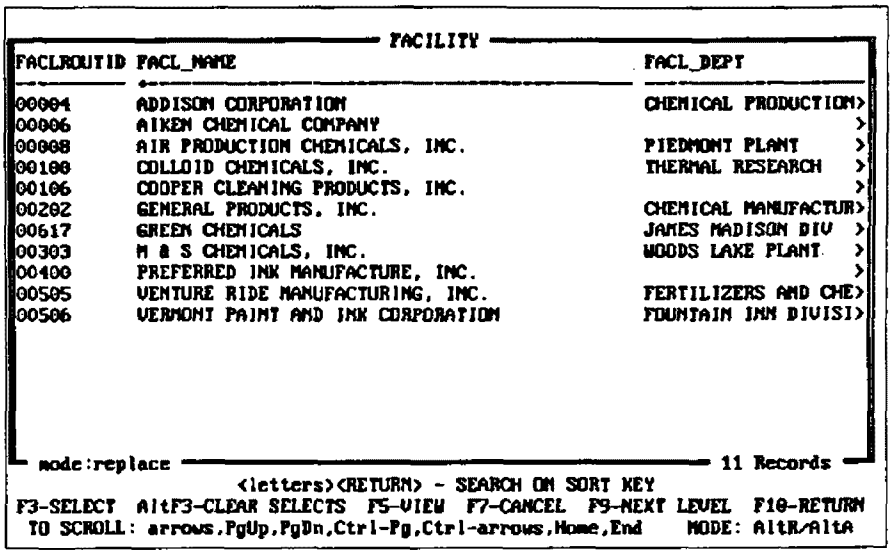
Press RETURN or ENTER.

Repeat for the remaining SIC Code fields.

Select F10–RETURN to execute the Query. The program will search for the desired records and display them on the screen.

Figure 6–35.
Results of search for facilities with SIC Code of 28

Select F10–RETURN.



Now we need to append the records that have an SIC code beginning with 33 to the list of facilities that have an SIC code beginning with 28. Switch to the Append mode by using the ALT+A combination. Select F3 to display the Select Bar.

We could enter 33 in each of the fields by typing over the 28 in all four fields. (The information from the previous Query has not been deleted, so you would not need to change the connectors to OR). Instead, select F5–VIEW and change the fields from 28 to *33* on the Power Query view screen.

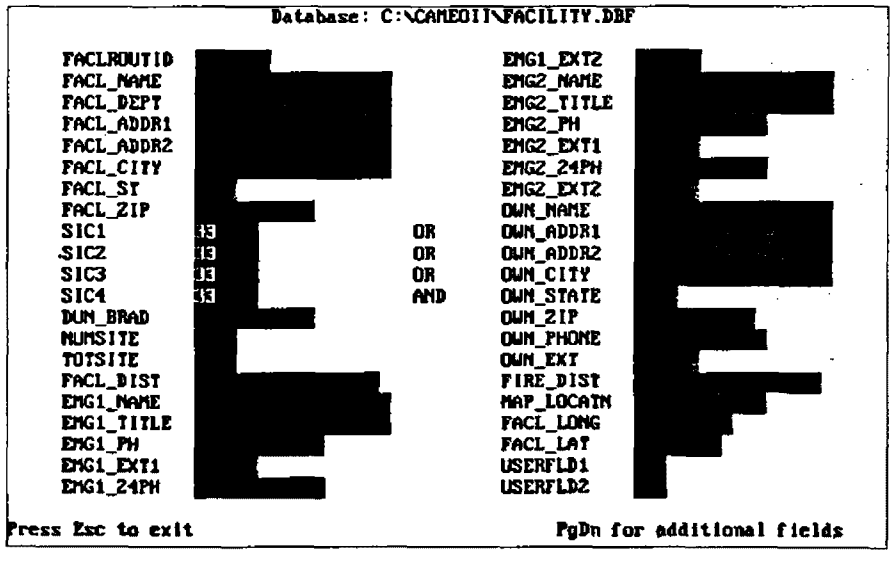
Figure 6–36.
Changing the search criteria on the Power Query view screen

Use the ALT+A combination to switch to the Append mode.

Select F3 to display the Select Bar.

Select F5–VIEW.

Change search criteria to 33.



Press the ESCAPE key to return to the Power Query screen. Note that 33 has replaced 28 on the Select Bar.

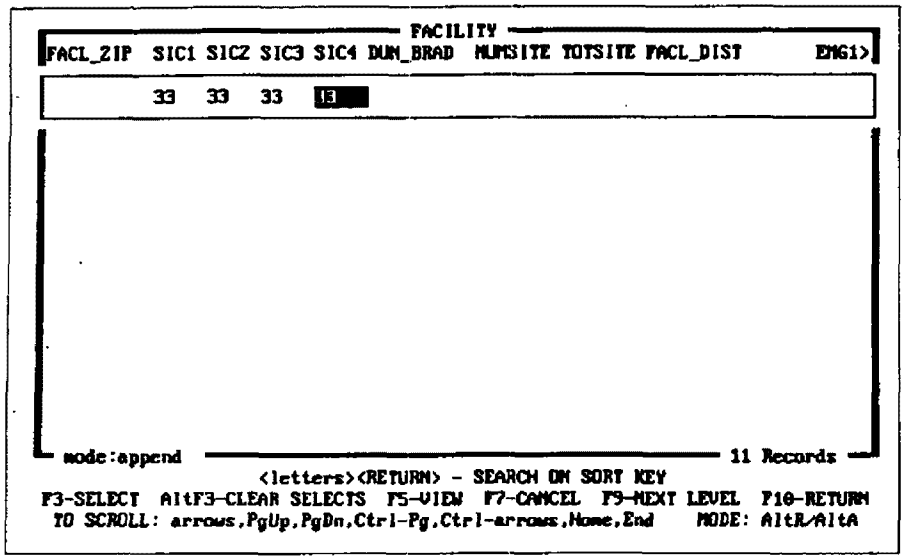


Figure 6–37.
Power Query view screen changes applied to Select Bar

Press the ESCAPE key.

After the search criteria have been changed, select F10–RETURN to execute the Query. The result will be a list of all facilities that have SIC Codes beginning with 28 or 33 in one of the four SIC code fields.

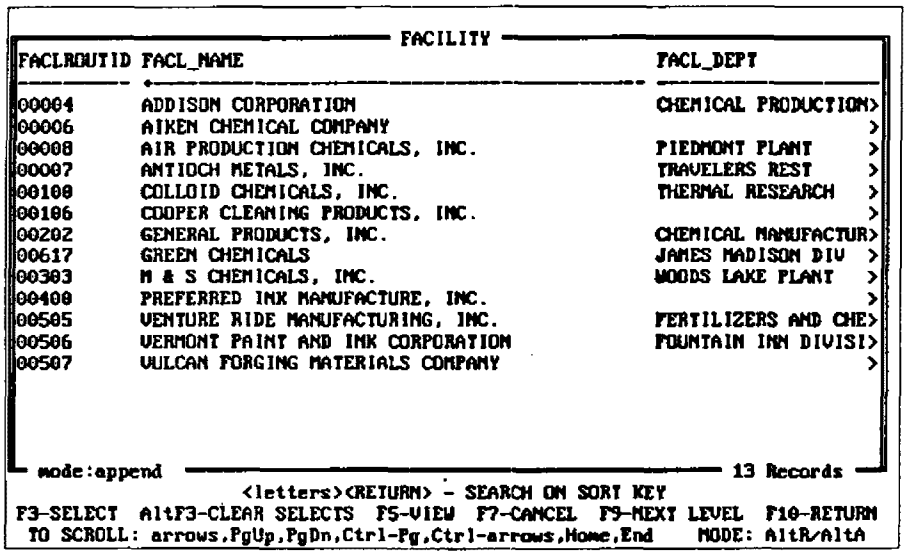


Figure 6–38.
Results of search for facilities with SIC Code of 28 or 33

Select F10–RETURN.

Chapter 7
Keyboard Reference

This chapter provides reference information on how to use CAMEO DOS. You will see how the various keyboard features of your computer enable you to move about the system, and you will learn how to use the function keys to execute CAMEO DOS commands.

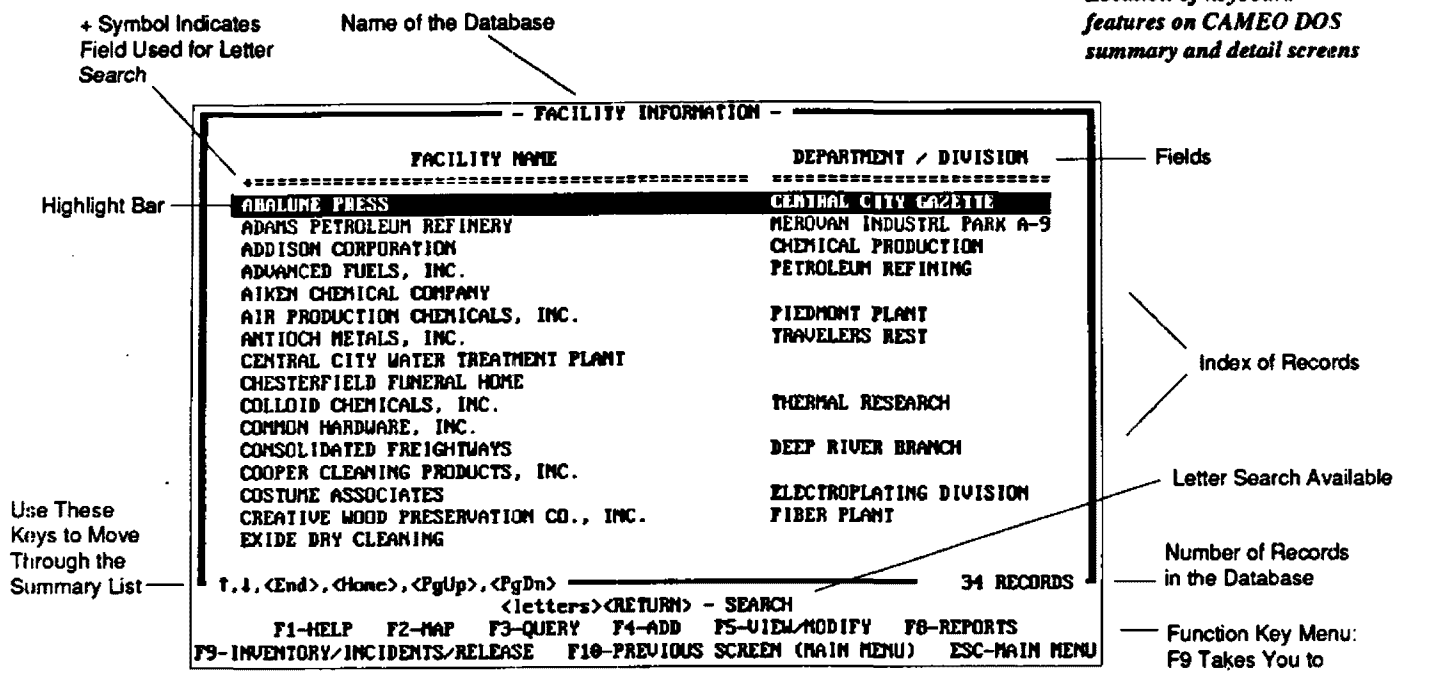
CAMEO DOS is a *menu-oriented* system, which means that your choices are always on the screen. Thus, you do not need to remember many commands. The only thing you need to do is select the appropriate key or combination of keys for the activity you want.

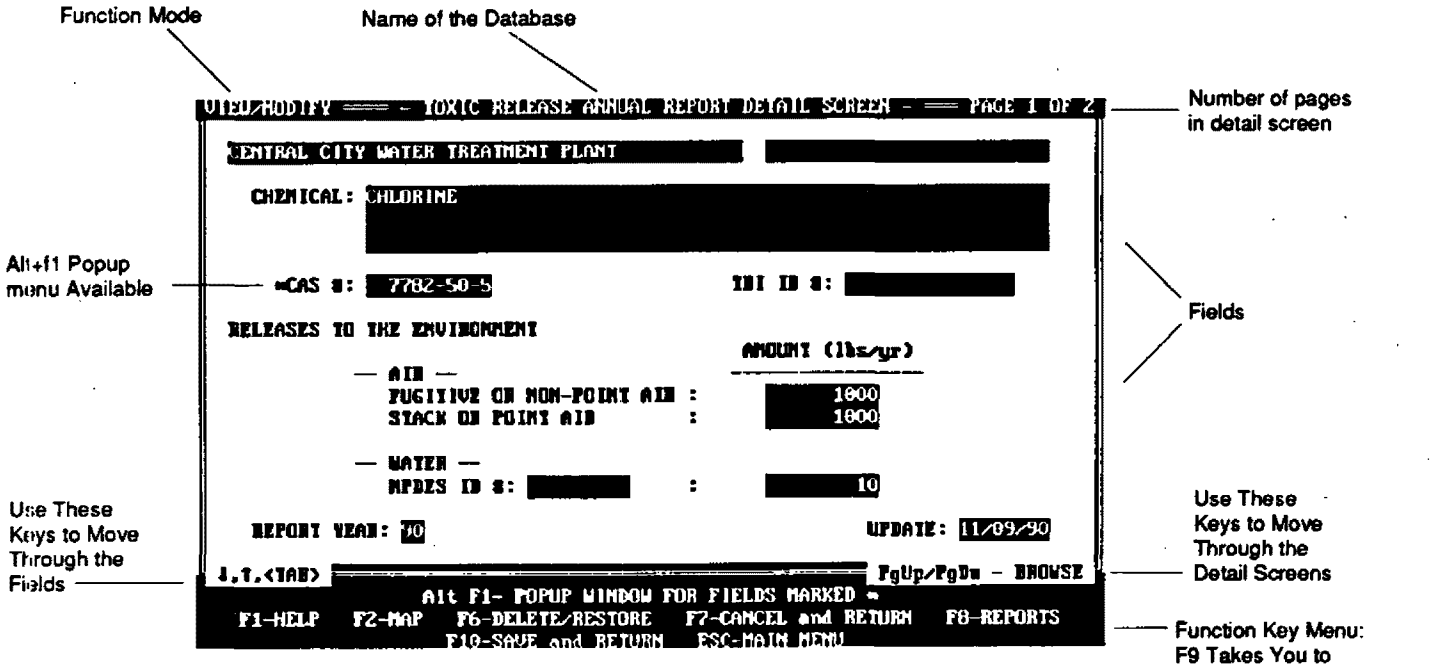
Another feature of CAMEO DOS is that the keyboard is predictable and consistent throughout the system. For example, the PAGE-DOWN key always takes you to the next screen (predictable), and F2 always takes you to the Mapping module (consistent). If a feature cannot be used at a given point in the system, it is not listed in the choices on the screen.

Much of the specific information in this chapter applies to the CAMEO DOS databases. Because of their specialized functions, the Mapping module and (to a lesser extent) Power Queries use different and sometimes more extensive commands and menus. However, the general principles discussed in this chapter still apply. Chapters 5 and 6 contain detailed information about Mapping and Power Queries, respectively.

Figure 7–1 shows typical CAMEO DOS summary and detail screens and points out where you can find your choices.

Figure 7–1. Location of keyboard features on CAMEO DOS summary and detail screens





Moving About in CAMEO DOS

Various keyboards use different identifiers for the keys. For example, the CONTROL *key may be* CTRL, *the* PAGE-DOWN *key may be* PGDN, *or the* RETURN *key may be just an arrow. We assume that you are familiar with the operation of your keyboard; if you are not, refer to the manual provided with your computer or keyboard for assistance.*

CAMEO DOS uses most of your computer's keyboard features, such as the function keys (F1, F2, F3, and so on); the arrow keys (↑, ↓, ←, and →); the PAGE-UP, PAGE-DOWN, HOME, and END keys; the CONTROL and ALT keys; and the ESCAPE key. Most CAMEO DOS commands are executed through the use of the function keys, which are described later in this chapter. However, other activities, which can help you move about the CAMEO DOS modules and databases and browse through information, are carried out by other keys.

Arrow Keys (↑, ↓, ←, and →)

The arrow keys control the highlight bar and the cursor.

On summary screens and the CAMEO DOS Main Menu, the ↑ and ↓ keys move the highlight bar that allows you to select items. A highlighted item is the item that will be acted upon when you execute CAMEO DOS commands, mostly through the function keys. (On the Main Menu, the RETURN key activates the highlighted selection, or you can simply press the letter that corresponds to the module you want to access.)

On detail screens, the arrow keys control the cursor. The ↑ and ↓ keys move the cursor through the fields sequentially. The ← and → keys move the cursor within the fields, allowing you to move to and correct individual characters.

In the CAMEO DOS databases, you can use either set of arrow keys found on a typical extended keyboard. In the Mapping module, it is important to use the arrows on the numeric keypad only, with the NUMLOCK function off.

RETURN and ENTER

When you are entering or editing information on a detail screen, the RETURN key on the keyboard and the ENTER key on the numeric keypad move the cursor sequentially from one field to another, no matter if the field is empty or contains information. You may find that this is more convenient than using the arrow keys.

On the CAMEO DOS Main Menu, the RETURN and ENTER keys activate the highlighted selection.

On a summary screen, the RETURN and ENTER keys activate a letter search. On the summary screen, one of the fields has a plus next to its name. Type the name of an item in this list (up to 10 characters) and press RETURN or ENTER to move to that item in the summary list.

ESCAPE

The ESCAPE key can be used to return to the CAMEO DOS Main Menu from virtually any screen in the system. Occasionally you may need to press the ESCAPE key twice—once to terminate an activity and then a second time to return to the Main Menu.

While the ESCAPE key is a convenient and fast way to get to the Main Menu, be aware that using the ESCAPE key *does not* save information you have added or any other changes you may have made on the *current* screen. (New records or changes on other screens are saved when you change screens.)

Using the ESCAPE key at the Main Menu ends the CAMEO DOS session. If you press the ESCAPE key when the Main Menu is displayed, CAMEO DOS will ask, *Are you sure you want to leave the system?* Note that the default response to this question is N, for no. Press the letter *Y* on the keyboard if you really do want to exit. If you do not want to exit, press the letter *N* or simply press RETURN or ENTER.

PAGE-UP and PAGE-DOWN

Use the PAGE-UP and PAGE-DOWN keys to quickly move through lengthy summary screens, to page through the detail screens within a module, and to scroll through the information in the RIDS database.

While **summary screens** are not really organized by pages, PAGE-UP and PAGE-DOWN will take you to the equivalent of the next page in a lengthy list. For example, if you are at the top of a summary screen that displays 16 items, PAGE-DOWN will show a new screen with the 17th item at the top.

The number of records listed in the summary screen can be found in the lower-right corner of the screen.

If all of the items are on one summary screen, PAGE-UP and PAGE-DOWN act like the HOME and END keys; that is, PAGE-UP takes you to the top of the screen and PAGE-DOWN takes you to the bottom of the screen.

When you are viewing **detail screens** with more than one page, PAGE-UP and PAGE-DOWN will take you to the previous page or to the next page, respectively. For example, the Facility Information detail screen has three pages—use PAGE-UP and PAGE-DOWN to move around the three screens.

The number of pages in the detail screen can be found in the upper-right corner of the screen.

If the detail screen has only one page, PAGE-UP and PAGE-DOWN will take you to the previous record or the next record, respectively, in the database. The same concept applies in multiple-page detail screens; however, once you have left the original record, PAGE-DOWN will take you through all of the pages, while PAGE-UP will take you up through the first pages only.

If you are working in a subordinate database within a module, such as the Chemical Inventory database in the Facility Information module, remember that the available records are only those related to the original record. For example, you would see Chemical Inventory records only for the chemicals stored at the specific facility selected from the Facility Information summary screen—not all Chemical Inventory records for all facilities in the database.

If you are working with a database within a subordinate database, such as the Storage Locations database (accessed from the Chemical Inventory database of the Facility Information module), the records are even further restricted. For example, you would be viewing storage locations only for a specific chemical stored at a specific facility.

In the **RIDS database**, PAGE-UP and PAGE-DOWN enable you to scroll through the information in the RIDS window. If all of the information fits into one RIDS window, PAGE-UP and PAGE-DOWN act like the HOME and END keys.

PAGE-UP and PAGE-DOWN as Savers

The PAGE-UP and PAGE-DOWN keys also act as "savers" in CAMEO DOS. When you are editing records, any changes you have made will be saved when you use the PAGE-UP or PAGE-DOWN key. In multiple-page detail screens, using the PAGE-UP or PAGE-DOWN key to move to another page will save any changes on the previous page.

Information also is saved when you move from one database to another by selecting an F9 option or a CONTROL+FUNCTION-KEY combination.

Similarly, when you are adding records and have more than one record to enter, PAGE-DOWN will provide a new blank record. Note that using the PAGE-DOWN key in this manner will enter the previous record into the database. In multiple-page detail screens, using PAGE-DOWN to move to the second page will enter the current record into the database.

Once PAGE-UP or PAGE-DOWN has been used, F7–CANCEL AND RETURN *will not* undo the new records or changes. If a page or record has been saved, you can edit the record or delete the record, as described below.

CONTROL + PAGE-UP OR PAGE-DOWN

When you are using a summary screen, the CONTROL+PAGE-UP combination will take you to the first item in the list. Hold the CONTROL key down and then press PAGE-UP. Similarly, the CONTROL+PAGE-DOWN combination will take you to the bottom of the list. This feature is a convenient way to get to the beginning or end of lengthy lists that fill up multiple screens.

The CONTROL + PAGE-UP OR PAGE-DOWN combination is not active when detail screens are displayed.

HOME

On the summary screen, the HOME key always takes you to the top of the screen.

On a detail screen, the HOME key moves the cursor back to the beginning of a field.

END

On the summary screen, the END key always takes you to the bottom of the screen.

On a detail screen, the END key moves the cursor to the last character in a field. If you press the END key a second time within that field, the cursor will move to the last available space in the field.

TAB

Use the TAB key to move around a detail screen by groups of information rather than by fields. For example, in the Facility Information detail screen below, the TAB key moves through the fields in the following progression: Facility Name, SIC Code, Emergency Contact Name 1, Emergency Contact Name 2, Map Location, Facility Name . . . and so on.

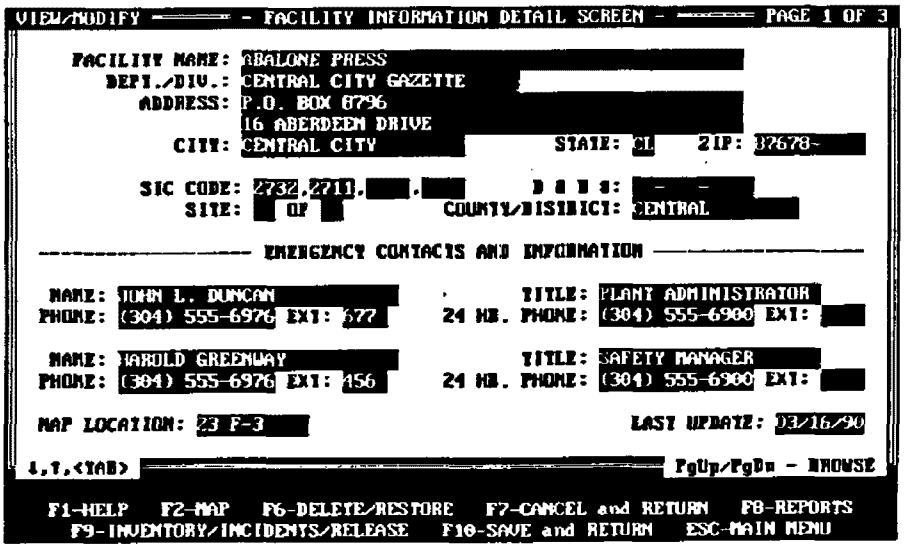


Figure 7–2.
Facility Information detail screen, page 1

The TAB key moves through the information by blocks.

CAMEO DOS Functions

Mapping functions are summarized later in this chapter. Chapter 5 has detailed reference information on the Mapping module.

The function keys on your keyboard are used throughout CAMEO DOS to perform specific tasks; for example, entering new records (F4), viewing and modifying information (F5), and creating reports (F8). The function keys are used consistently everywhere in CAMEO DOS except the Mapping module, which has functions of its own. However, even some of the Mapping functions are related to functions elsewhere in CAMEO DOS.

When available, each function key performs the same task. For example, F1–HELP always takes you to the Help screen, while F7–CANCEL AND RETURN always cancels your input to the current screen and returns you to the previous screen. The exceptions are F9, which provides additional menus or activities specific to the module in which it is executed, and F10. F10 always returns you to the previous screen; however, sometimes it executes a module-specific function, sometimes it saves information, and sometimes it just moves you between levels.

The list below shows the types of tasks ordinarily performed by each function key:

F1 Help
F2 Map
F3 Query
F4 Add
F5 View/Modify
F6 Delete/Restore
F7 Cancel and Return
F8 Reports
F9 Module-Specific Options
F10 Return to Previous Screen (with save, select, execute, or no action).

If a function is not available from a particular screen, the option will not be listed on the screen.

F1–HELP

You can get more information about any of the CAMEO DOS screens by selecting F1–HELP. When you select F1–HELP, CAMEO DOS will display a menu with three options:

- An outline of where you are and how you got there.
- An explanation of the function keys that are available.
- An explanation of the current screen and its data fields.

Figure 7–3 shows the CAMEO DOS Help menu.

To select an item from the Help menu, just choose a letter. You can also move the highlight bar to the desired item and then select F1–HELP or press the RETURN or ENTER key.

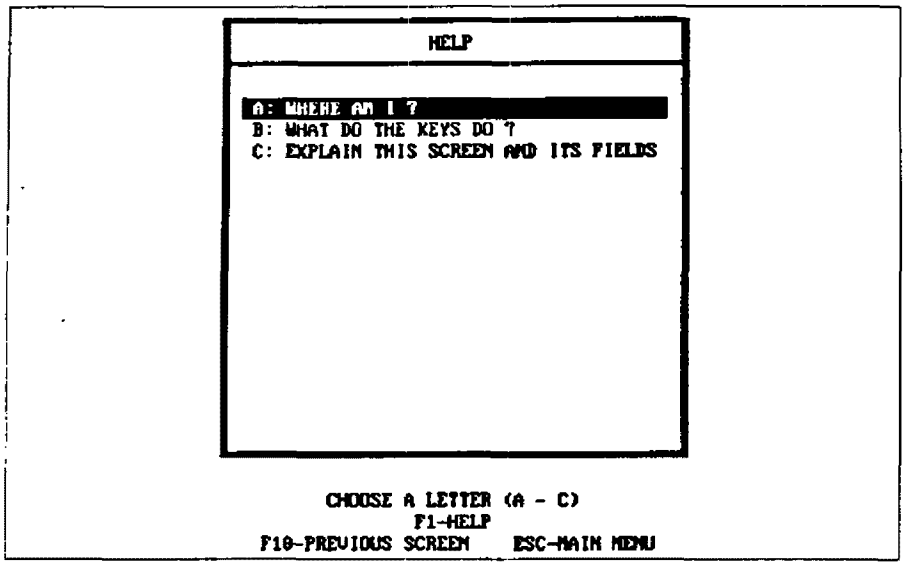


Figure 7–3.
CAMEO DOS Help menu

Highlight an option and press RETURN or ENTER, or just type the letter that corresponds to your choice.

When the Help screen is displayed, use the PAGE-UP and PAGE-DOWN keys to move through the information.

When a Help screen is displayed, F10–PREVIOUS SCREEN (HELP OPTIONS) will return you to the Help menu. When the Help menu is displayed, F10–PREVIOUS SCREEN will return you to the previous screen. The ESCAPE key will return you to the CAMEO DOS Main Menu from any Help screen.

ALT+F1 Popup Menus

Another type of help that CAMEO DOS provides is the popup menu. Some fields require specific information in a specific form. These fields are marked by an asterisk (*) on the detail screen. When you move the cursor to one of these fields, use the ALT+F1 combination by holding the ALT key down and selecting F1–HELP. A CAMEO DOS menu showing the acceptable data for that field will "pop up" onto the screen. Sometimes the popup menu is a short list of items to choose from; in other cases, the popup menu will take the form of a summary list from another database.

To select an item from the popup menu, move the highlight bar to your choice on the menu by using the ↑ and ↓ keys, the HOME and END keys, or (in some cases) the PAGE-UP and PAGE-DOWN keys and the CONTROL + PAGE-UP OR PAGE-DOWN

combination. You can even execute a letter or number search by typing up to 10 letters or numbers and then pressing the RETURN or ENTER key.

Once your selection is highlighted, select F10–SELECT AND RETURN. The selection will be entered in the field marked by the asterisk on the original detail screen, and the accompanying description will be shown next to the field.

When the popup menu is on the screen, F7–CANCEL AND RETURN will return you to the original detail screen, with no selection made. The ESCAPE key will immediately return you to the CAMEO DOS Main Menu, with no selection made.

Use of the popup menu is an option. If you know what information you want in the field, you can type it in the field, and the description will still be shown next to the field. However, be aware that CAMEO DOS is looking for a specific format, and your input must match that format exactly.

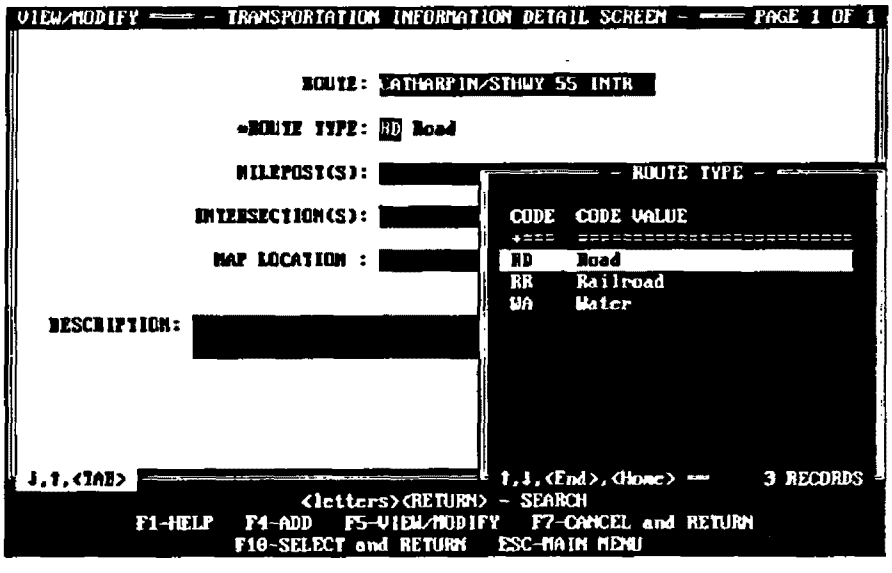


Figure 7–4.
Popup menu on Transportation Information detail screen

The module descriptions in Chapter 4 contain lists of the items in each popup menu found in that module.

Adding Items to the Popup Menus

It is possible to add items to and edit existing items in the popup menus. Use F4–ADD and F5–VIEW/MODIFY as described in the subsections below. Be aware, however, that some of the popup menu lists are taken from EPA forms, and these should not be altered. The lists best suited for modification are those in the Resource Type field in the Response Resources module and the Population Type field in the Population module.

If the popup menu takes the form of a summary list from another database, you will actually be adding a new record to that database.

F2–MAP

The CAMEO DOS Mapping module allows you to view current street maps of your area and to add details such as schools, facilities, hospitals, and firehouses to the map. The map is a segment of the TIGER map files, created by the U.S. Bureau of the Census, which include every county in the United States.

Access to the Mapping module is available from all modules except Chemical Information, Shipper Information, and Citizen Requests. When you select F2–MAP, CAMEO DOS will take you to the point on the map that corresponds to the facility, population, resource, or route that is highlighted on the current summary screen—if an overlay for that feature has been mapped. For example, if you are in the Facility Information module, CAMEO DOS will focus the map on the location of the current facility.

Select F10–RETURN to leave the Mapping module and return to the point from which you accessed the Mapping module. Press the ESCAPE key to immediately return to the CAMEO DOS Main Menu from the map. If a Mapping function (for example, Overlay Object Control or Scale/Position) is active, you may need to press the ESCAPE key twice—once to leave the function, and again to leave the Mapping module.

Mapping module keyboard commands are summarized later in this chapter. An introduction to the Mapping module can be found in Chapter 3, and a thorough discussion of the Mapping module is in Chapter 5.

F3–QUERY

CAMEO DOS Queries let you narrow the list of records in a database to those that meet criteria for specific information that you want to know.

To start a Query, select F3–QUERY. CAMEO DOS will display a list of criteria, specific to the module in which you are working, that you can use to format the Query. For example, in the Facility Information module, you can create a Query asking for facilities in a certain location or that have certain chemicals in their inventories, among other possibilities. Use the ↑, ↓, RETURN, ENTER, or TAB keys to move around the fields and enter the information you want. The ← and → keys will move the cursor within the fields so that you can edit the information you have entered.

The module descriptions in Chapter 4 contain lists of the Query criteria for that module.

Criteria in Queries can be linked by using either AND or OR to broaden or restrict the search:

- If you use AND, the results of the Query will be broadened to include all records that meet at least one of the specified criteria.
- If you use OR, the results will be restricted to records that meet all of the specified criteria.

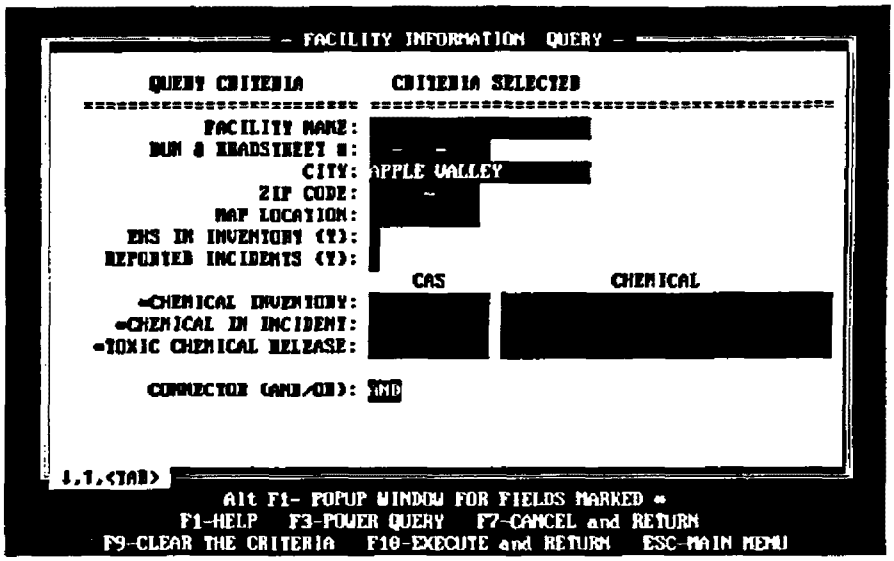


Figure 7–5.
A typical Query in the Facility Information module

In this Query we are asking for a list of facilities that are located in Apple Valley.

The default connector in CAMEO DOS is AND. To change it to OR, just move to the Connector field and type ***OR***.

When you are satisfied with the format of the Query, select F10–EXECUTE AND RETURN to execute the Query. CAMEO DOS will then display a summary screen that lists only those records that meet the criteria you specified in the Query. Should you want to change any of the criteria, you can move the cursor and modify individual fields or select F9–CLEAR THE CRITERIA to clear the screen.

If an asterisk (*) appears next to one of the fields in the list of Query criteria, you can use the ALT+F1 combination when the cursor is in that field to select an item from the popup menu as described earlier in this chapter. The selected item will be added to your list of Query criteria.

Chapter 3 contains an introduction to Queries and takes you through a sample Query session.

Chemical Information Queries

In the Chemical Information module, you can designate the type of Query. This allows you to change the way a new Query uses the results of previously executed Queries. The three types of Queries are as follows:

Replace Mode

The Replace mode is the default selection; that is your Query will use the Replace mode if you do not designate another mode. Use the Replace mode to query the entire chemical database. The results of a Query in the Replace mode replace the results of any previously executed Query.

Query on Query Mode

Use the Query on Query mode to execute a Query only on the results of a previously executed Query. The results of the Query meet the criteria defined by all previously executed Queries.

Append Mode

Use the Append mode to add, or append, the results of a Query to the results of a previously executed Query. The Append mode Query searches the entire chemical database and appends the results to the results of a previously executed Query.

Power Queries

Once you are in the Query activity, you can select F3 again to do a Power Query. The Power Query will display a summary of all records stored in the module in which you were working when you entered the Query activity, and let you do much more complex searches for information. For example, you can search all fields, search within a search, or combine searches.

Chapter 6 contains detailed information about Power Queries and includes some sample Power Queries.

F4–ADD

Select F4–ADD when you want to create a new record. This option is available only when a summary screen is displayed. When you select F4–ADD, CAMEO DOS will display a blank detail screen for the current database. Use the ↑, ↓, RETURN, ENTER, or TAB keys to move around the fields and enter information. The ← and → keys move the cursor within the fields.

When you have more than one record to enter, use the PAGE-DOWN key when you have finished one record and are ready to move to another. CAMEO DOS will provide a new blank record. Note that using the PAGE-DOWN key in this manner will enter the previous record into the database. In multiple-page detail screens, use PAGE-DOWN to move to the second page when you have finished the first page. This, too, will enter the record into the database.

When you are adding a new record, F10–SAVE AND RETURN will save the new record and return you to the current summary screen at any time.

Should you accidentally select F4–ADD, or should you wish to leave the detail screen without entering the record into the database, select F7–CANCEL AND RETURN. This option works on the current screen only. If you have used PAGE-UP or PAGE-DOWN or have moved to another screen through any other method, the

information has already been added to the database. If that happens, you can delete the record by using F6–DELETE/RESTORE.

Appendix C, the Data Field Glossary, lists the minimum data requirements for each database.

Some databases require a minimum amount of information before they will allow a record to be entered. For example, the Facility Information database requires an entry in the Facility Name, Address, City, and State fields. If you try to enter a record that does not have the minimum information, CAMEO DOS will display a message showing the fields that require information.

Some modules have special procedures for adding information. For example, the Response Resources module uses information from the Contacts module for much of its information, the Chemical Inventory database in the Facility Information module relies on the Chemical Information module for some of its information, and the Regional Information module is built with records from several databases. Refer to "Adding Records" in each module's section in Chapter 4 for details.

F5–VIEW/MODIFY

Select F5–VIEW/MODIFY when you want to look at or edit detail screens.

When CAMEO DOS displays a summary list of information, select the record you want to view or modify by moving the highlight bar (use the ↑, ↓, HOME, END, PAGE-UP, or PAGE-DOWN keys, or the CONTROL + PAGE-UP OR PAGE-DOWN combination). When you have highlighted the record of interest, select F5–VIEW/MODIFY to display the detail screen.

In multiple-page detail screens, page 1 will always be shown first. Use the PAGE-DOWN key to view the remaining pages.

When a detail screen for a database is displayed, you can use the PAGE-UP and PAGE-DOWN keys to browse through all of the detail screens in the database. In databases with multiple-page detail screens, PAGE-UP moves up through the first pages only, while PAGE-DOWN takes you through all of the pages.

Remember that if you are working in a subordinate database within a module, such as the Chemical Inventory database in the Facility Information module, the available records are only those related to the original record. For example, you would see Chemical Inventory records only for the chemicals stored at the specific facility selected from the Facility Information summary screen—not all Chemical Inventory records for all facilities in the database.

If you are working with a database within a subordinate database, such as the Storage Locations database (accessed from the Chemical Inventory database of the Facility Information module), the records are even further restricted. For

example, you would be viewing storage locations only for a specific chemical stored at a specific facility.

If you are just looking at records, use either F7–CANCEL AND RETURN or F10–SAVE AND RETURN to return to the current summary screen.

Once a detail screen is displayed, you can also change any of the information or delete the entire record.

When you are finished editing, select F10–SAVE AND RETURN to save the changes and return to the summary screen or use the PAGE-UP or PAGE-DOWN keys to save the changes and move to another detail screen. Use F7–CANCEL AND RETURN to return to the summary screen without saving the changes on the current screen only.

A Few Words About Editing

CAMEO DOS editing functions are just like most basic word-processing editing functions.

The CAMEO DOS default mode for adding information is Typeover; however, you can change this to the Insert mode by pressing the INSERT key on your keyboard. To return to the Typeover mode, press the INSERT key again. Typeover mode does just what it says—it types over existing information. Insert mode allows you to insert characters—any existing characters are pushed to the right.

To delete information, you can use the BACK SPACE key or the DELETE key. The BACK SPACE key deletes information in a right-to-left direction from the cursor. The DELETE key pulls in information from the right of the cursor. In the Typeover mode, you can also delete information by using the space bar, which will leave blank spaces in place of the deleted characters.

Note that in single-character fields you must use the DELETE key, because there is no place to which you can backspace in the field.

CAMEO DOS generally enters information in all capital letters, regardless of whether CAPS LOCK is active or whether you use the SHIFT key. In the few cases where scientific formulas require the use of lowercase letters, the SHIFT key will operate normally. The keyboard also operates normally in the Mapping module.

If you prefer to enter numbers from your keyboard's number pad, the NUMBER LOCK key operates normally in CAMEO DOS.

F6–DELETE/RESTORE

To delete a record in any of the CAMEO DOS databases, you must first display the record by highlighting it on the summary screen and then selecting F5–VIEW/

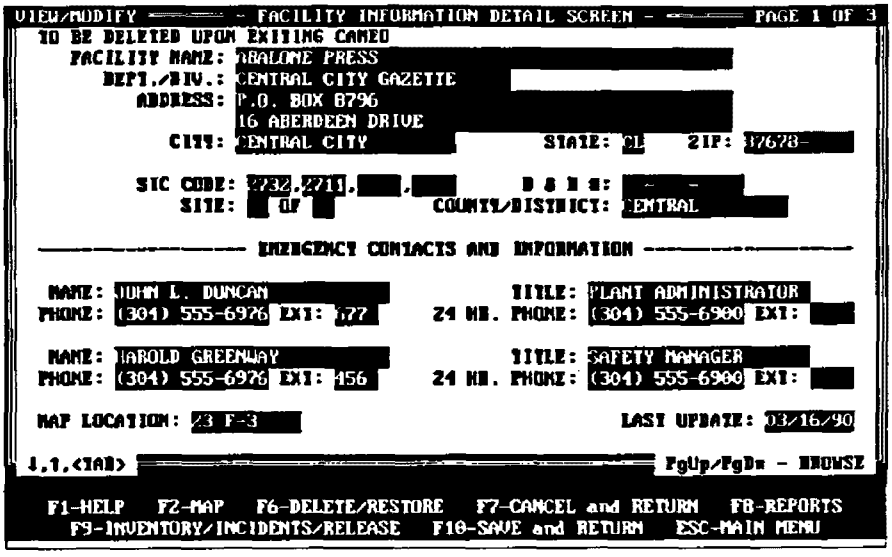


Figure 7–6.
Facility Information record marked for deletion

The message "To Be Deleted Upon Exiting CAMEO DOS" appears above the Facility Name field.

MODIFY. When the detail screen is displayed, select F6–DELETE/RESTORE to mark the record for deletion. CAMEO DOS will respond with a message at the top of the detail screen, indicating that the record will be deleted *when you end your CAMEO DOS session.*

Be sure to select F10–SAVE AND RETURN, or use the PAGE-DOWN key to move to another *record* (not page), or select F9 to move to a subordinate activity to leave the detail screen so that your deletion is registered. If you use F7–CANCEL AND RETURN or the ESCAPE key, the record will not be marked for deletion.
After you have marked a file for deletion and returned to the summary screen, an arrow will appear to the left of the record marked for deletion.

This method of deleting records saves time and protects information from unintentional deletion. The deletion marks (the message on the detail screen and the arrow on the summary screen) will remind you throughout a CAMEO DOS session that information is marked for deletion, providing you with the opportunity to change your mind before you end your CAMEO DOS session.

It is a good idea to check the summary screen to ensure that deletions and restorations have been recorded before you exit CAMEO DOS

To *un*mark, or restore, a record marked for deletion, just go back to the detail screen and select F6–DELETE/RESTORE again. When a record is not marked for deletion, F6 is used to *delete* the record; once a record has been marked for deletion, F6 is used to *restore* the record.

Be sure to use F10–SAVE AND RETURN to save the restored record. If you use F7–CANCEL AND RETURN or the ESCAPE key to leave the detail screen, your request to restore the record *will not* be recorded, and the record will still be marked for deletion. You can also use the PAGE-DOWN key to move to another *record* (not page) or select F9 to move to a subordinate activity to restore the record.

Some information in your CAMEO DOS databases cannot be deleted—for example, the Chemical Information records originally provided with CAMEO

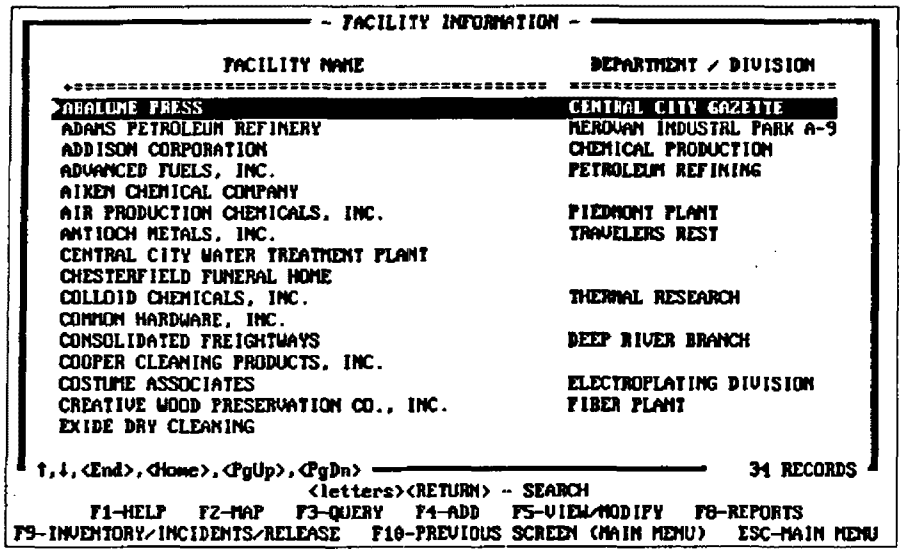


Figure 7–7.
Facility Information summary screen with a record marked for deletion

Note the arrow next to the highlighted record, Abalone Press.

DOS. However, you can delete any chemical records of your own that you have added to the database.

It is very important that you exercise caution when deleting records. Some records are linked to other records. If you delete the record that is the source of the link, the subordinate records also will be deleted.

Records marked for deletion may be restored only during the same CAMEO DOS session. Once you exit CAMEO DOS, the marked records are permanently deleted.

For example, suppose that you mark a facility record for deletion. When you exit the system, CAMEO DOS will delete not only the record you marked, but also any Chemical Inventory records, Screenings and Scenarios, Storage Locations records, Incident Notification records, and Toxic Release Annual Report records associated with that facility in the Facility Information module and in the Regional Information module.

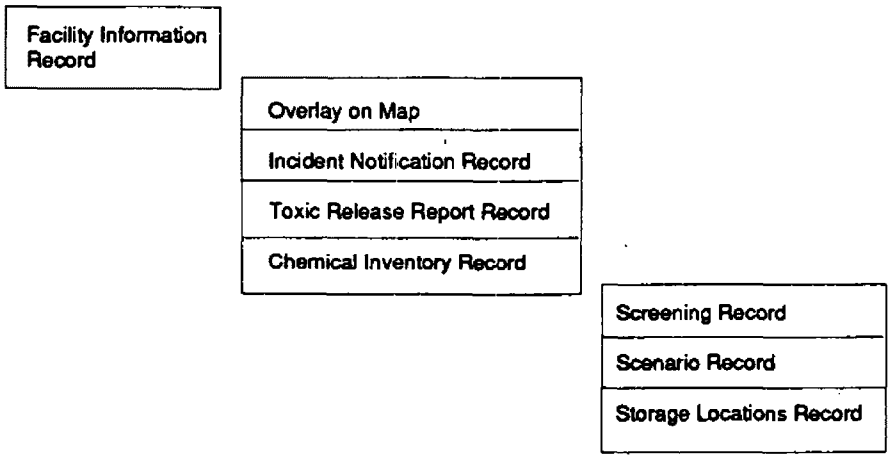


Figure 7–8.
Many records in CAMEO DOS are linked

Deleting one record deletes everything linked to (to the right of) the record.

F7–Cancel and Return

Select F7–Cancel and Return to exit a function without saving any changes you have made on the *current* screen. For example, if you discover that you are making changes in the wrong record, select F7–Cancel and Return to return to the previous screen. None of the changes will be saved.

F7–Cancel and Return will also cancel a deletion, but only on the current screen. If you have moved to another record or activity, the deletion has already been saved. Similarly, F7–Cancel and Return will also cancel a restoration.

Carefully review your screen before paging up or down or changing screens. CAMEO DOS automatically saves data when it moves from one screen to another.

Remember that the Page-Up and Page-Down keys act to save changes. Once you have used either of those keys, or have used any other method of displaying another screen (for example, F9 to go to an options menu or a Control + Function Key combination to access a subordinate database), F7–Cancel and Return will not cancel the changes.

F8–Reports

F8–Reports can be used to print a complete report of all records in a module (with various options), a report of the current record (with various options), or, in the Facility Information module, mailing labels. The information in the report varies according to where you are in CAMEO DOS and the options that you select. However, the report formats are similar regardless of your location in the system.

You can also specify a destination for the report: a printer, the screen, or a file. The file option creates a basic text file that can be read by and edited in standard word-processing applications. If you select the file option, you need to designate a file name.

When you select F8–Reports, CAMEO DOS displays a menu that you can use to select various options for the content of the report. Specify the report content by entering the appropriate letters in the fields on the menu. Depending on your location in the system, the default response may be different.

After you have made your selections, select F8–Reports again to generate the report.

F9–Module-Specific Options

F9 is used for a variety of functions that vary according to the CAMEO DOS module you are using.

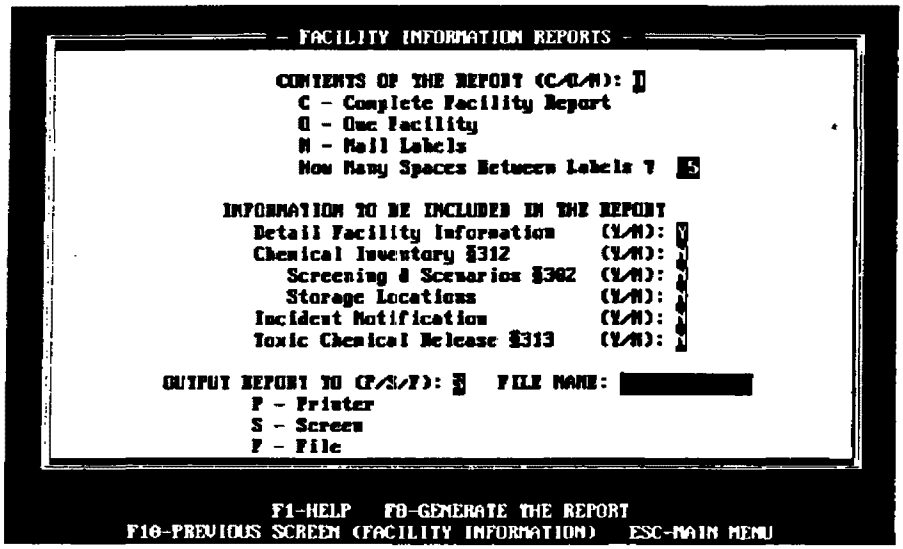


Figure 7–9.
The Facility Information Reports menu

Select the information to be included in the report by entering your choices in the fields.

Generally, you will use F9 to access databases closely related to the current module or database. When you select F9, CAMEO DOS usually displays an options menu that lists these related databases. Choose an option from the menu and CAMEO DOS will take you to a summary screen for the database. Then you can select F5–VIEW/MODIFY to look at individual records, or select any other CAMEO DOS function.

F9 provides access to more detailed information specific to the current module.

In some modules, a third level of optional databases may be available. To reach this level, just select F9 again.

For example, in the Facility Information module, you can access the Chemical Inventory, Incident Notification, and Toxic Release Annual Report databases for a facility by selecting F9, either when the facility is highlighted on the summary screen or when the facility's detail screen is displayed. This will display the Facility Information options menu.

If you choose option A, Chemical Inventory, from the options menu, a summary screen showing all chemicals reported by the facility will be displayed. From this point, the Screening & Scenarios activity and the Storage Locations database can be reached by selecting F9 once again.

CAMEO DOS also provides shortcut access to the F9 options. This shortcut allows you to bypass the options menu and go directly to the desired database. When F9 options are displayed at the bottom of a summary screen or detail screen, you can use the CONTROL+F1 combination to reach the first option, CONTROL+F2 to reach the second option, and, if a third option is available, CONTROL+F3. To use the CONTROL + FUNCTION KEY combination, hold the CONTROL key down and press the appropriate function key.

F10–Save and Return

F10–Save and Return saves the current new record or any changes made on the current screen and returns you to the previous screen. Remember that any other new records or changes to previous screens have already been saved.

F10–Select and Return

F10–Select and Return is used to execute a CAMEO DOS function. For example, when you are choosing an item from an Alt+F1 popup menu, F10–Select and Return selects the highlighted item and returns you to the database.

F10–Previous Screen

If CAMEO DOS is showing a screen that does not contain data fields, F10–Previous Screen will return you to the previous screen. On the CAMEO DOS Main Menu, that means exiting the system.

Chapter 8
CAMEO DOS Draw

With the Draw commands in CAMEO DOS, you can sketch facility site plans, room layouts, schematics, or any other sort of simple diagram. Such drawings can clarify, within any given facility, the locations of hazardous chemicals and such local emergency resources as first aid stations, telephones, fire hydrants and extinguishers, and shutoff valves. You can create as many drawings as are needed for each facility.

> **Note**
>
> You cannot make site plans accurately to scale with the Draw commands. Use them the way you would use freehand sketches.

You can link your site plans to the Storage Locations database in the Facility Information module. The link works in both directions: you can view chemical records while viewing site plans, and you can retrieve site plans while you are using the Facility Information module. Further, you can go from a particular chemical listing in a Facility Information database directly to its storage location on the site plan.

Note that changing a chemical's location as recorded in the Storage Locations database does not automatically change its location in a site plan. These changes must be made separately.

Accessing CAMEO DOS Draw

You can display site plans any time that a facility name appears in a detail screen or a summary screen.

To display site plans for a facility or chemical location, highlight the facility or chemical name and select ALT+S. The system will display the first site plan linked to that facility or chemical. If no site plan has been drawn for that facility, the site plan frame will be empty.

Create site plans by sizing and combining lines, rectangles, circles, icons, and text, as shown below.

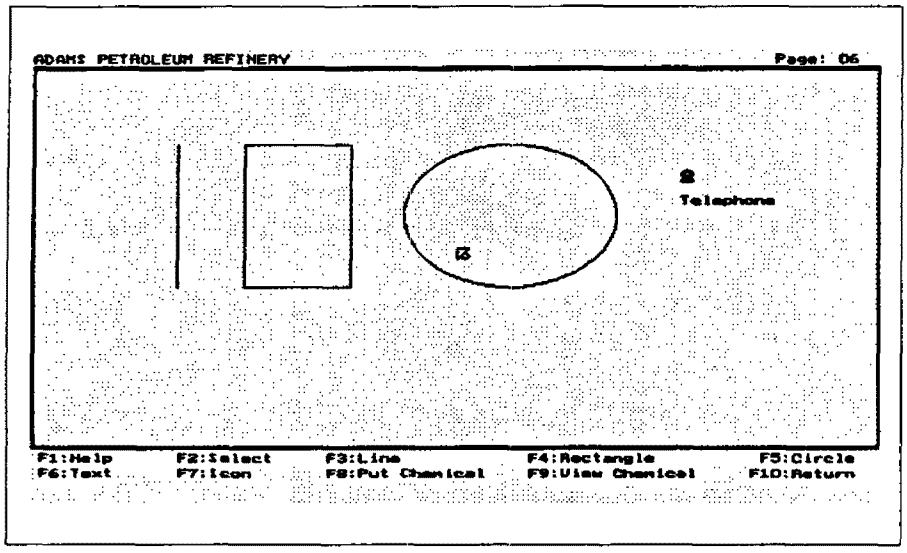


Figure 8–1.
Draw screen with primitive objects

The site plan screen is divided into three parts: the header, the site plan field, and the Draw command menu.

The header line displays the facility name at the left and the site plan page number at the right. Use the PAGE-UP and PAGE-DOWN keys to move from page to page among a facility's site plans.

The site plan field may display several objects: the cursor, which is a control object, and site plan objects, which may be icons, simple geometric forms, or text. The cursor is an arrow that is always displayed, even if the site plan is blank. All Draw commands are applied at the cursor position.

The Draw command menu, at the bottom of the screen, contains commands that create and manipulate site plan objects, link some site plan objects to the Storage Locations database, and let you move to other menus.

The table below summarizes the Draw command menu options:

F1–HELP	Displays a screen explaining the Draw functions and commands.
F2–SELECT	Activates a site plan object, so that it can be modified.
F3–LINE	Places a line at the cursor position.
F4–RECTANGLE	Places a rectangle at the cursor position.
F5–CIRCLE	Places a circle at the cursor position.
F6–TEXT	Places the text cursor at the arrow cursor position. Type the text in the site plan field, then press RETURN or ENTER to place the text as part of the site plan.
F7–ICON	Opens the icon menu. Use icons to mark the locations of emergency resources in a site plan. To select an icon, use the ≠ and Ø keys to highlight the desired icon, then press RETURN or ENTER. The icon menu is removed from the screen, and the icon is displayed at the cursor position. Figure 8–2 shows the available icons: First Aid, Telephone, Chemicals, Valve, Fire Extinguisher, Fire Hydrant, and Drum.
F8–PUT CHEMICAL	Begins the process of linking a site plan location to the Storage Locations database.
F9–VIEW CHEMICAL	Displays the chemical information record represented by a chemical icon.
F10–RETURN	Returns control to the previous menu.

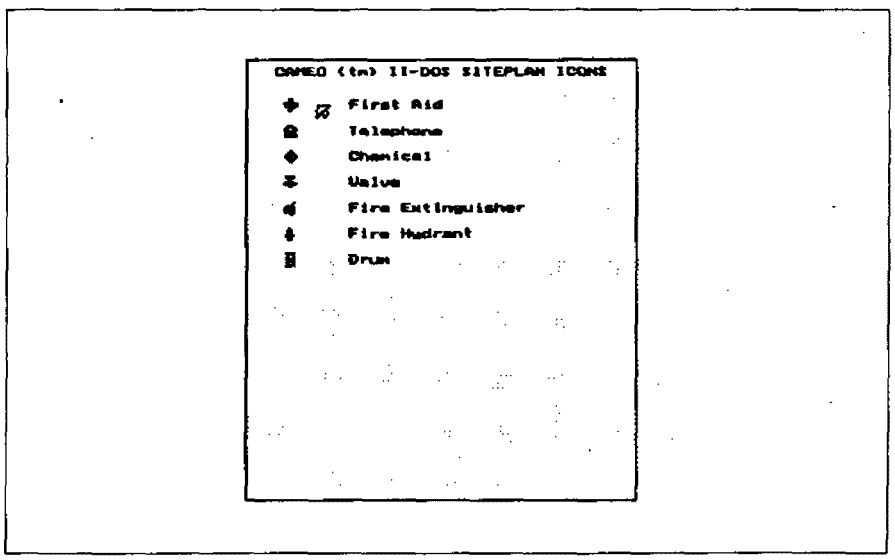


Figure 8–2.
Draw Icon menu

Drawing and Modifying Site Plans

Use F3–LINE, F4–RECTANGLE, F5–CIRCLE, F6–TEXT, F7–ICON, AND F8–PUT CHEMICAL to create new site plan objects; use F2–SELECT in combination with the SHIFT and ↑, ↓, ←, →, HOME, and END keys to manipulate existing site plan objects.

Use the ESCAPE key to back out of unwanted or accidentally selected Draw commands.

Creating Objects

To add an object to the site plan:

1. Move the cursor close to the desired site plan position. Use the ↑, ↓, ←, and → keys to move the cursor.

2. Select the object's function key. A dashed outline of the object will appear at the cursor position. New objects are dashed and appear at the cursor position, as shown in Figure 8–3.

3. Press ENTER to add the object to the site plan. The object will change from dotted to solid line form.

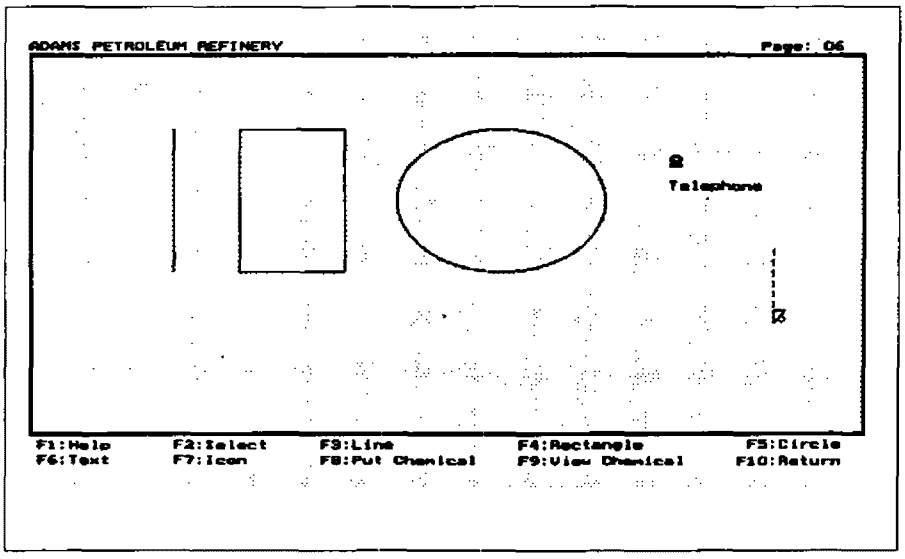


Figure 8–3. Draw screen with new line at the cursor position

When you are using F5–CIRCLE, the system displays a dashed rectangle. When you press ENTER, the system replaces the dashed rectangle with a solid-line circle. If the rectangle and circle had been displayed together, the circle would have been inside and tangent to the sides of the rectangle.

When you are creating an object, you should adjust its size and location before you press RETURN or ENTER to set the object. This is done by using F2–Select in conjunction with the SHIFT, HOME, END, ↑, ↓, ←, and → keys, as described below.

Resizing Objects

To change a site plan object's size:

1. Select the object by putting the cursor on or near it and selecting F2–SELECT. The object will change to dashed form; the cursor will move to the lower-right corner of the object.

   Objects are automatically selected when they are created; that is why new objects are displayed in dashed form.

   Selecting an object can be tricky if several objects are in close proximity. The object with the lower-right corner closest to the cursor will be selected. You cannot always judge this distance by looking at the screen.

2. If the cursor has been moved away from one of the corners of the object, place it on one corner.

   A quick way to do this (without using the arrow keys) is to press the PAGE-UP, PAGE-DOWN, HOME, or END key. The cursor will jump to a corner of the selected object. PAGE-UP and PAGE-DOWN move the cursor to the top and bottom corners; HOME and END move the cursor to the left and right corners.

3. Stretch or compress the object by holding down the SHIFT key while using the arrow keys to move the cursor. The dashed form will expand or shrink between the cursor and the diagonal corner; a solid-line form will mark the original size.

   An object is squeezed or stretched between the cursor at one corner of the object and the corner opposite the cursor. Note that the cursor must lie on a corner of the object.

4. Fix the object at its new size by pressing RETURN or ENTER. The object at the old size vanishes and solid lines replace the dashed object at its new size.

   If you decide not to resize the object, press ESCAPE instead of RETURN or ENTER. The object will revert to its original size.

   Icons and text cannot be resized.

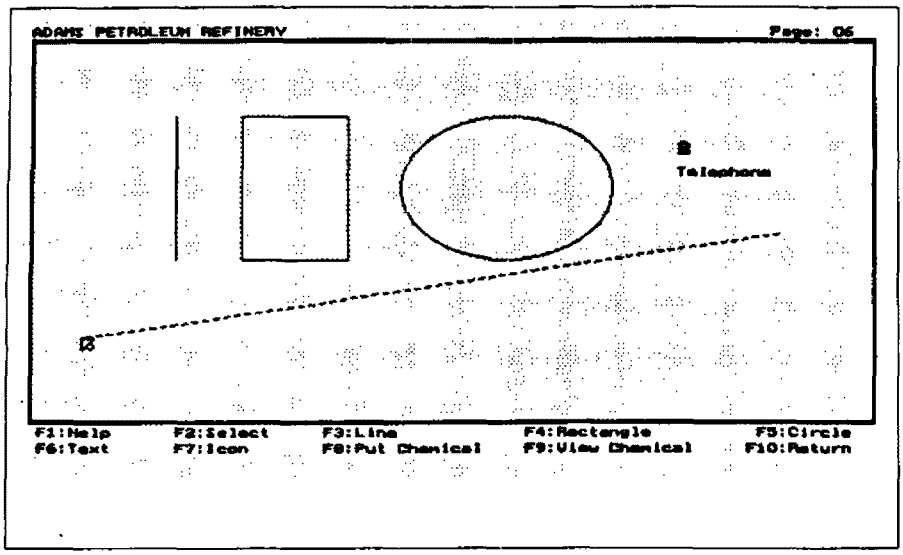


Figure 8–4.
Resized new line

Moving Objects

To move a site plan object:

1. Put the cursor on or near the object, then select F2–SELECT. The object will change to dashed form, and the cursor will move to the lower- right corner of the object.

2. Move the cursor away from the corner to a point on or near the object.

3. Move the object by holding down the SHIFT key and using the ↑, ↓, ←, and → keys to move the cursor. The dashed form will move with the cursor without changing shape, and a solid-line form will mark the original location.

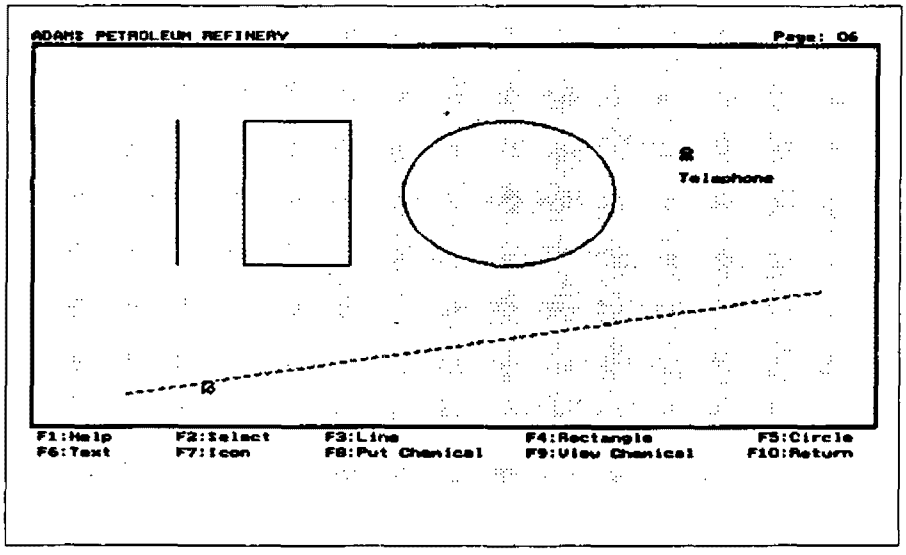
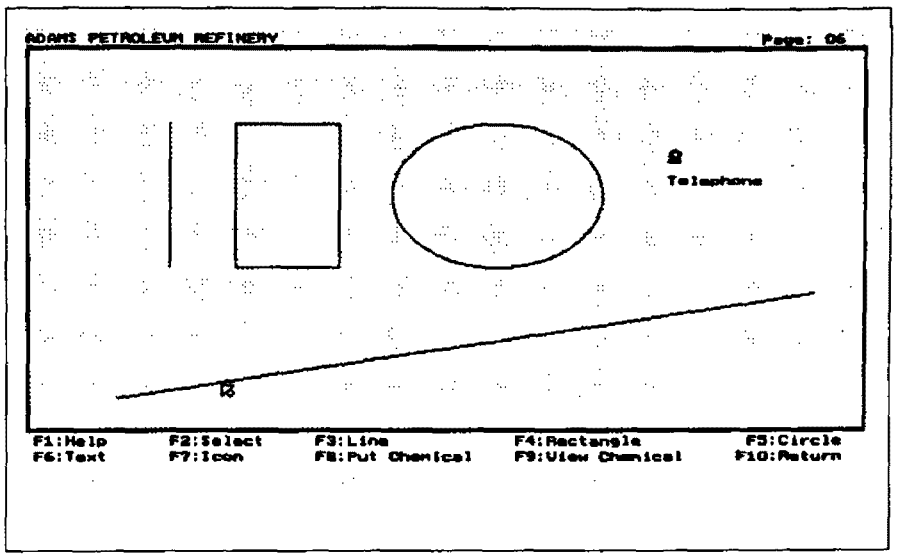


Figure 8–5.
Repositioned new line

Figure 8–6.
New line at final size and position



Moving an object does not change its shape. Note that the cursor lies on an edge, not a corner, of the object.

4. Fix the object in its new location by pressing RETURN or ENTER. The object in the former location is removed from the display and solid lines replace the dashed object in its new location.

   When you press RETURN or ENTER, the dotted object becomes a solid part of the drawing.

   If you decide not to move the object to its new location, press ESCAPE instead of RETURN or ENTER. The object will revert to its original position.

Deleting Objects

To delete a site plan object, place the cursor anywhere on the object, then use the ALT+F2 combination. CAMEO DOS will display the message *Delete this object? (Y/N)*. Press *Y*, and the system will redraw the screen without the selected object. Press *N* to return to the original drawing.

Linking the Site Plan to the Storage Locations Database

Use F8–PUT CHEMICAL to place a chemical icon and name next to each other on the site plan and to link that site plan location to the Storage Locations database. This linkage allows you to go directly from the chemical name in a Facility Information record to that chemical's location in the site plan.

To use F8–PUT CHEMICAL, place the cursor at the chemical's storage location on the site plan and select F8. CAMEO DOS will display—for the current facility only—a Storage Locations summary screen that lists all chemicals for which storage location records have been entered.

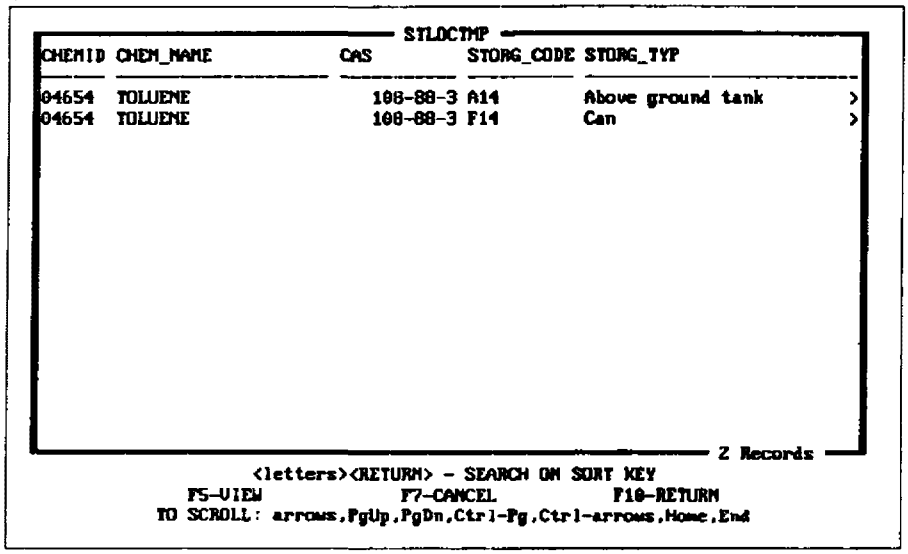


Figure 8–7. Storage Locations summary screen

When you press RETURN or ENTER, the highlighted chemical's name will become part of the drawing at the position of the cursor when F8–PUT CHEMICAL was selected.

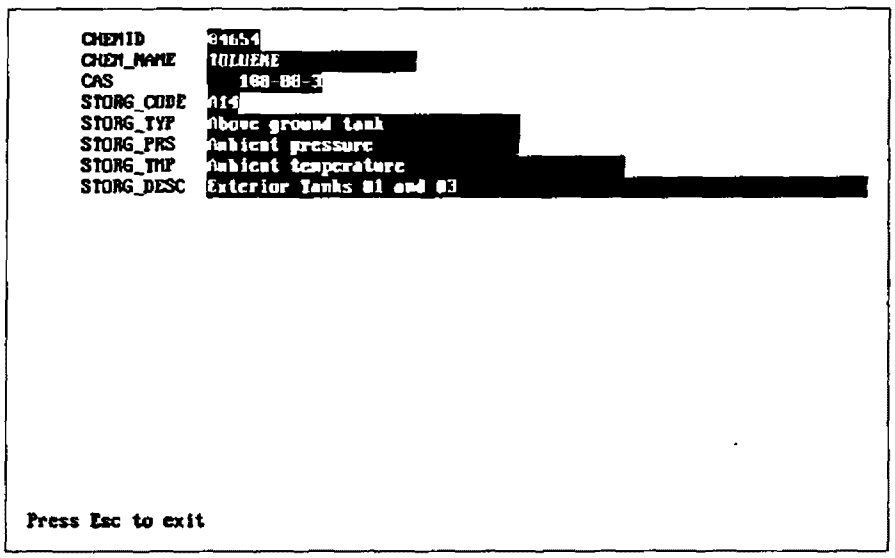
The Storage Locations summary screen contains the following information: record number (CHEMID), chemical name, CAS Number, storage code, storage type, storage pressure, storage temperature, and description of the storage location. Use the → key to see the fields that are not shown on the screen

Find the chemical that you want to link to the site plan by scrolling through the list with the ↑ and ↓ keys, the HOME and END keys, or the PAGE-UP and PAGE-DOWN keys.

If the chemical list is a long one, you can find a name more quickly by doing a letter search. Type the first letter or two of the chemical name (or the whole name, if you are sure of it) and press RETURN or ENTER. The system will scan the names and highlight the nearest match.

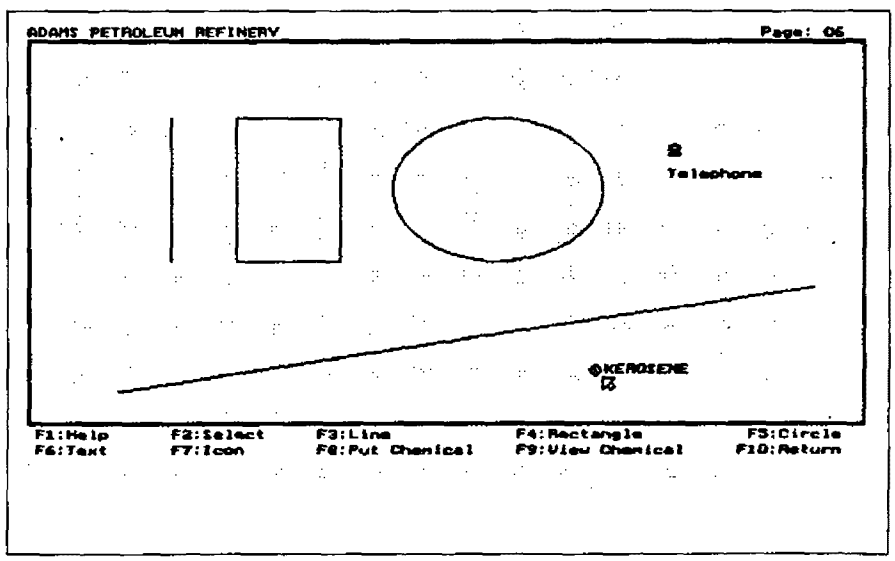
There are two ways to examine individual chemical location records (to be sure that you have highlighted the correct record—some chemicals will be stored in several places, for example). You can use the ← and → keys to move through the individual fields in a record, or use the CONTROL + ← OR → combination to move through each screen in a record. However, a faster way is to select F5–VIEW. This will display the record alone in a columnar format that is easier to read. To return to the record list, press the ESCAPE key.

Figure 8–8.
Storage Locations detail screen



Once you have highlighted the chemical name, select F10–RETURN to add its name and icon to the site plan and to connect the record to the cursor location on the site plan. The system will return to the site plan. You can then adjust the site plan location, if necessary.

Figure 8–9.
Drawing with chemical name and icon



You can view the Storage Locations record of any chemical in a site plan identified by a Put Chemical icon. Move the cursor to the icon and select F5–VIEW.

If you decide that you do not want to add a chemical name and icon to the site plan, or the name was not listed, select F7–CANCEL. This will return you to the site plan without adding the highlighted name.

> **Note**
>
> Changing a chemical's description in the Storage Locations database does not automatically change the location of its icon on the site plan, nor does changing the location of the icon or deleting the icon cause any change in the database record. In fact, it is possible to place multiple icons for a single record.
>
> The system administrator must make sure that the chemical icon locations match those described in the database. Changes in a chemical's storage location must be entered separately, first in the database and then in the site plan.

When you are viewing a site plan, you can look at the chemical records for the site. Place the cursor on the named icon and select F9–VIEW CHEMICAL. The system will display the individual chemical location record. To return to the site plan, select F10–RETURN.

If you need help when using CAMEO DOS Draw, select F1–HELP to see a screen that describes Draw functions and commands. When the Help screen is displayed, press the ESCAPE key to return to the Draw screen.

To exit a site plan and return to the previous screen, select F10–RETURN.

A Note About Cursor Speed

You can adjust the Draw cursor speed to suit the task. For example, you can use a moderate cursor speed when you first place a site plan element and a slow speed when you make precise changes in the size or position of an element.

To adjust cursor speed, use the ALT key in combination with any of the function keys (F1 through F10). The higher the function key number, the faster the cursor will move.

The cursor moves a fixed number of increments per second. You adjust the cursor speed by setting the increment length. Thus, the cursor moves farther across the screen in one second when it is set by ALT+F5 than it does when it is set by ALT+F1, because F5 increments are longer than F1 increments.

Note that by this arrangement you can have a fast cursor or a precise cursor, but not both at the same time.

Chapter 9
System Administration

To make the most of the CAMEO DOS database system, only one person should be in direct charge of it. This person, the system administrator, is responsible for preserving the integrity of the CAMEO DOS databases, maintaining the system, and integrating the system into local emergency procedures and office operations.

In particular, the system administrator supervises CAMEO DOS installation, assigns log-in IDs that restrict access and the user's ability to change data, trains operators, implements database updates and system changes, and performs regular backups. Installation is covered in Chapter 2 of this manual. This chapter describes procedures for assigning log-in IDs and determining various system attributes; backing up and, if necessary, restoring data; and importing/exporting information to/from CAMEO DOS databases.

Database Maintenance Modules

CAMEO DOS provides three database maintenance modules for the system administrator's use: Setup, Backup/Restore, and Import/Export.

- Setup enables the system administrator to assign log-in IDs, restrict users' ability to change data, and set some of the CAMEO DOS system attributes (for example, colors, printers, and special data fields) according to local preferences.

- Backup/Restore copies data files from the hard drive to floppy disks and, if necessary, from the floppy disks back to the hard drive.

- Import/Export enables the system administrator to download database updates from diskettes and to transfer files between the DOS environment and other systems.

These three modules are explained in detail in the sections that follow.

Setup

The options in the Setup module allow the system administrator to control access to CAMEO DOS and to adapt certain CAMEO DOS attributes to the local site. The setup functions include assigning log-in IDs, limiting user access, setting screen colors, defining certain data fields, and setting document due dates.

The Setup module is a program separate from CAMEO DOS proper. To run it, you must exit CAMEO DOS if it is active, then enter the following at the *C:\CAMEO>* prompt:

setup

The system will display the Setup program's log-in screen. Enter your log-in ID (the same ID that you use to open CAMEO DOS). The system will then display the Setup menu.

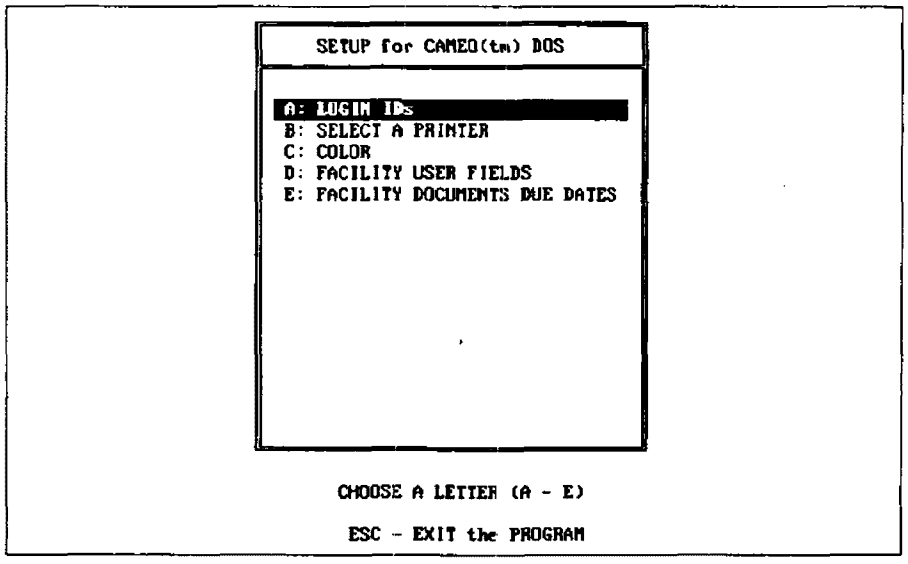


Figure 9–1. Setup menu

The Setup options allow you to control access to CAMEO DOS and to set system attributes.

The Setup menu lists five options: Log-in IDs, Select a Printer, Color, Facility User Fields, and Facility Documents Due Dates.

A highlight bar is at the first item on the menu, Log-in IDs. To select a different option, use the ↑ or ↓ key to move the highlight bar to the option you want.

When the desired option is highlighted, press RETURN or ENTER. The system will display the appropriate screen and wait for further input. Also on the keyboard, you can type the letter that corresponds with the option you want to use; for example, type a *C* to use option C. You can use uppercase or lowercase letters.

When you are ready to exit the Setup program, press the ESCAPE key. The system will display the query *Are you sure you want to leave the system?* To do so, type *Y*. To remain in the Setup program, type *N*.

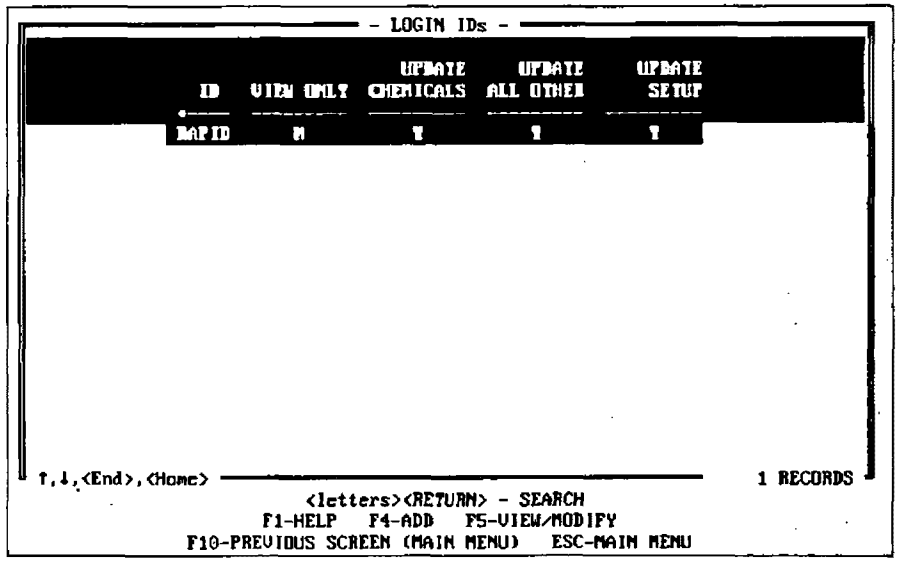
Log-In IDs

Use Log-in IDs to control access to CAMEO DOS. You can define as many user IDs as are needed for the users at your location, and you can limit the type of access provided by each ID. Thus you can allow some operators to use CAMEO DOS without letting them change any of the data in the system.

To use Log-in IDs, move the highlight bar on the Setup menu to option A and press RETURN or ENTER, or type the letter *A* on your keyboard. The system will display the Log-in IDs screen, which lists all log-in IDs currently assigned.

Figure 9–2.
Log-in IDs screen

Use these settings to restrict access to CAMEO DOS and control the ability to change the information in databases.



The Log-in IDs screen contains the following information:

ID	The password that a user enters to access the CAMEO DOS system. The password can be any combination of five letters and numbers.
View Only	A Y in this field restricts the user to looking at CAMEO DOS data. The user will not be able to add or change records.
Update Chemicals	A Y in this field allows the user to edit records in the Chemical Information module.

Continues . . .

Update All Other	A Y in this field allows the user to modify records in all databases except those in the Chemical Information module.
Update Setup	A Y in this field permits the user to use the Setup program. Such access should be restricted to the system administrator and necessary backup administrators.

The number of IDs that have been assigned is displayed at the lower-right corner of the screen.

If the list contains more IDs than can be displayed on one screen, you can scroll through the list by using the ↑ and ↓ keys. The HOME key moves the highlight bar to the top of the screen, while the END key moves it to the bottom of the screen. The CONTROL+PAGE-UP combination takes you to the first ID in the list and the CONTROL+PAGE-DOWN combination takes you to the last ID in the list.

You can also do a letter search in the list of IDs. Type a letter or a series of up to 10 letters, then press RETURN or ENTER to move to that point in the list.

When the list of IDs is displayed, select F10–PREVIOUS SCREEN or press the ESCAPE key to return to the Setup menu. Select F1–HELP for a description of the Log-in ID fields and functions.

To add a new Log-in ID, select F4–ADD. To change an existing ID or the access procedures assigned to an ID, select F5–VIEW/MODIFY. These functions, along with procedures for deleting IDs, are described in the following sections.

Adding IDs

To add a new ID to the list, select F4–ADD. An ID enter/edit box will be displayed at the bottom of the screen. The cursor will be in the ID field. Type the

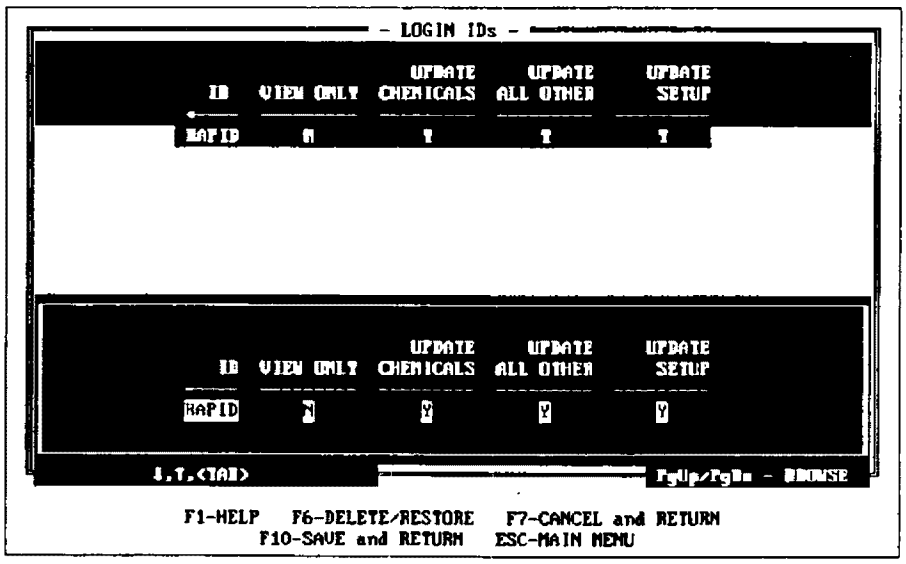


Figure 9–3.
Log-in IDs screen with ID enter/edit box

This screen format is displayed when you select F4–ADD.

new ID (using any combination of five letters or numbers). If you make a mistake you can use the ← and → keys to move about within the field to make changes. To set the access condition fields, use the RETURN, ENTER, TAB, ↑, or ↓ keys to move around the fields, changing N (for no) to Y (for yes) where appropriate. The ID enter/edit box is opened with an N in all fields.

To add more than one ID, press PAGE-DOWN after you have entered the first ID. The ID enter/edit box will be cleared so that you can enter another ID. Note that new IDs do not appear in the ID list at the top of the screen until you are finished with all IDs and the ID enter/edit box has been removed from the screen.

When you are finished entering new IDs, add them to the system by selecting F10–SAVE AND RETURN. The ID enter/edit box is removed and the new IDs are added to the ID list, in alphabetical order.

If you decide not to use an ID while the ID enter/edit box is still displayed, select F7–CANCEL AND RETURN. The ID enter/edit box will be removed from the screen. This action cancels only the ID currently displayed in the ID enter/edit box. Any IDs previously entered will be added to the ID list.

Looking at or Changing IDs

If you want to browse through the IDs and make additional changes while the ID enter/edit box is active, use the PAGE-UP or PAGE-DOWN key to move up or down through the records. Moving through the IDs and editing in this manner will have no effect on the list of IDs displayed at the top of the screen until the ID enter/edit box has been removed from the screen.

To change an ID, move the highlight bar to the desired ID, then select F5–VIEW/MODIFY. The system will display the selected record in an ID enter/edit box at the bottom of the screen, where you can modify it as if it were a new record. Use the

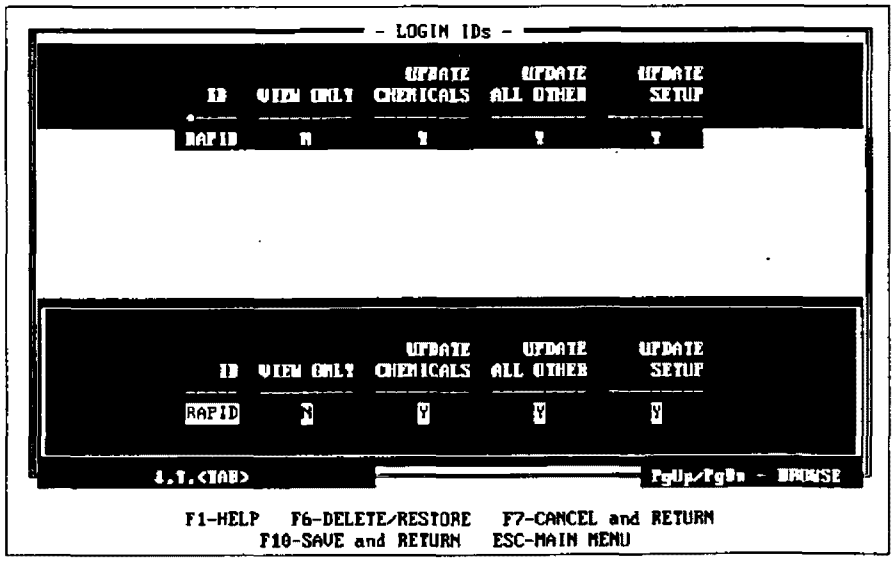


Figure 9–4.
Log-in IDs screen with ID enter/edit box

This screen format is displayed when you select F5–VIEW/MODIFY.

← and → keys to move about within the ID field to make changes. Use the RETURN, ENTER, TAB, ↑, or ↓ keys to move around the access condition fields, changing these fields as appropriate.

When you are finished making changes, add them to the system by selecting F10–SAVE AND RETURN. The ID enter/edit box is removed and your changes are incorporated in the ID list. While the ID enter/edit box is displayed, you can select F7–CANCEL AND RETURN to cancel the changes to the ID currently displayed and remove the ID enter/edit box from the screen.

Deleting IDs

To remove IDs from the list, highlight the ID you want to delete, then select F5–VIEW/MODIFY. This displays the ID enter/edit box. Select F6–DELETE/RESTORE. The message *To be deleted upon exiting Setup* is displayed on the ID enter/edit box, and an arrow will point to that record on the ID list when the enter/edit box has been removed from the screen.

The ID marked for deletion will not be removed from the list or the system until you exit the Setup program. Therefore, you can "undelete," or restore, the ID (as long as you have not exited Setup) by highlighting it, selecting F5–VIEW/MODIFY, and then selecting F6–DELETE/RESTORE again. (In short, F6 is a toggle between "Delete this record" and "Do not delete this record.")

When you have finished marking the IDs you want to delete, select F10–SAVE AND RETURN to return to the Log-in IDs screen. Use the ESCAPE key to return to the Setup menu.

In the Setup program, F7–CANCEL AND RETURN has no effect on deletions. If you mark a record for deletion and then change your mind, you must select F6–DELETE/RESTORE again to cancel the deletion.

Select a Printer

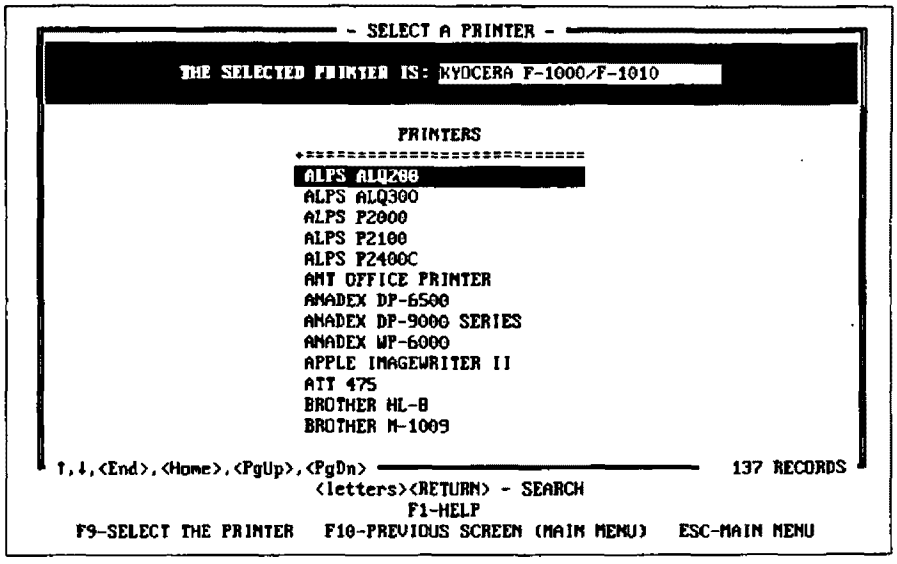
If you do not plan to print maps from CAMEO DOS, you do not need to select a printer. However, if you do plan to print maps, you must use Select a Printer to tell CAMEO DOS which printer is in use at your site.

To use Select a Printer, go to the Setup menu, move the highlight bar to option B, and press RETURN or ENTER. Or, just type ***B***. The system will display the Select a Printer screen.

The top line of the Select a Printer screen shows the printer that is currently selected. This printer is not necessarily the one highlighted in the printer list in the center of the screen.

Figure 9–5.
Select a Printer screen

Use this option only if you intend to print maps.



The printer list contains more names than can be displayed on the screen at one time. (The number of printers available is displayed at the lower-right corner of the screen.) You can find the printer you need by scrolling through the list or by doing a letter search.

To scroll through the list one item at a time, use the ↑ and ↓ keys. The HOME key moves the highlight bar to the top of the screen, while the END key moves it to the bottom of the screen. The CONTROL+PAGE-UP combination takes you to the first printer in the list and the CONTROL+PAGE-DOWN combination takes you to the last printer in the list.

To do a letter search, enter the first few letters (up to 10) of the printer's manufacturer (for example, Epson, HP, IBM, or Okidata) and press RETURN or ENTER. The system will scan the list and, if it finds a match, will scroll to the printer name and highlight it. For example, if you enter ***eps***, the first Epson printer will be highlighted.

Note that the name of the selected printer at the top of the screen does not change as you scroll through the printer list.

To select a printer, highlight its name in the printer list, then select F9–SELECT THE PRINTER. The printer's name will then appear in the Selected Printer field at the top of the screen. Save your selection and exit the Select Printer menu by selecting F10–PREVIOUS SCREEN (MAIN MENU).

Whenever the Select a Printer screen is displayed, you can select F1–HELP to see a description of the Select a Printer fields and functions, and you can always return to the Setup menu by pressing the ESCAPE key.

Color

Setting colors is optional in CAMEO DOS because colors are already preset in the program. However, you can change the color of the various elements that make up the CAMEO DOS screens. You may want to do this because the preset colors are not pleasing on your type of monitor, or because you are trying to make the best of a monochrome monitor. (CAMEO DOS will never work perfectly with a monochrome monitor because the map displays can be confusing in one color.)

To use the Color option, select option C in the Setup menu. Move the highlight bar to Color and press RETURN or ENTER, or just type *C*. The system will display the Color Definition screen.

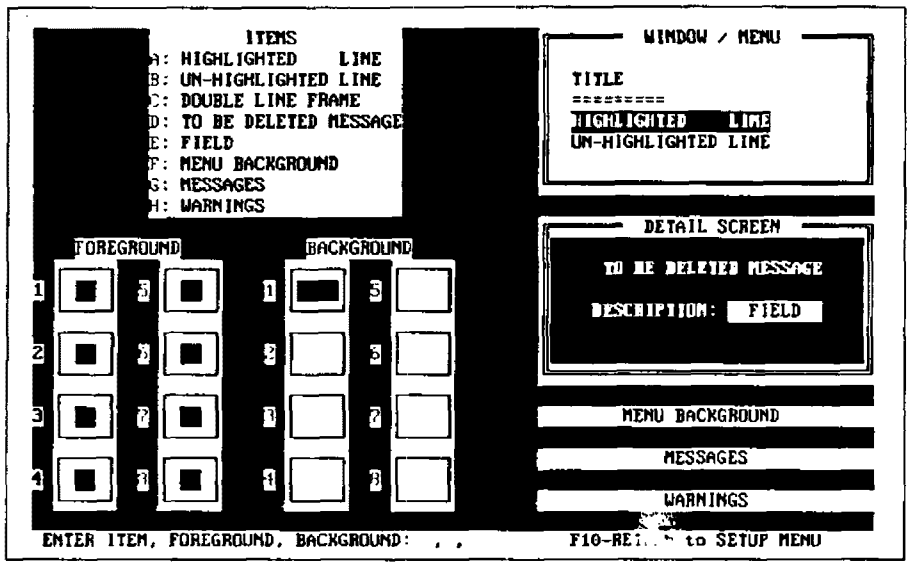


Figure 9–6.
Color Definition screen

Colors are preset, so changing them is optional.

The Color Definition screen contains a list of the various screen entities in CAMEO DOS, the colors that are available in your system, samples of each screen entity and its current color selection, and a command line that allows you to define the color of each of the screen entities.

At the upper left, the names of the eight CAMEO DOS screen entities are listed and labeled; one example of each of these entities and its current color is presented in the right half of the screen. The screen entities are as follows:

- Highlighted Line
- Unhighlighted Line
- Double-line Frame
- "To Be Deleted" Message
- Field
- Menu Background
- Messages
- Warnings

The lower-left portion of the screen contains two color palettes, each with eight numbered colors. The left palette shows the available foreground colors; the right, the background colors.

At the bottom of the screen, the command line contains three one-character fields separated by commas. Use these fields to define the colors for each entity.

To define a color for a screen entity:

1. In the first field, type the entity's letter code (for example, *C* for the double-line frame).

2. In the second field, type a number representing a foreground color.

3. In the third field, type a number representing a background color.

After you have entered the third number, the system will immediately reset the sample at the right of the screen according to your definition. If you decide that the new colors are not appropriate, enter another definition.

Use F10–RETURN TO SETUP MENU to save the color definitions and return to the Setup menu. Use the ESCAPE key to return to the Setup menu without saving any of the changes you have made.

Note that you cannot scroll through the three Color Definition fields. Thus, in the first and second fields only, should you mistype or otherwise enter a code that you do not want, you have only two choices. You can finish the color definition and then enter a new definition for the same entity, or you can avoid entering the incorrect definition by returning to the Setup menu (select F10–RETURN TO SETUP MENU or press the ESCAPE key) and then returning to the Color screen.

Facility User Fields

Page 2 of the Facility Information detail screen contains nine data fields of various lengths, labeled User Field 1, User Field 2, and so on. You can use the Facility User Fields option in Setup to re-label these fields for data specific to your location. For example, Central City conducts an annual survey of facilities and wants to use the Facility Information module to keep a record of the facilities that have been contacted. Their modifications to the database are shown in Figure 9–7. Notice that Central City changed User Field 1 to 1991 Survey, User Field 5 to Conducted By, and User Field 8 to Date.

Before you use the Facility User Fields option, consider carefully what information will be useful, which of the nine fields is appropriate for that information, and what the fields should be named, taking into account the 12-character limit.

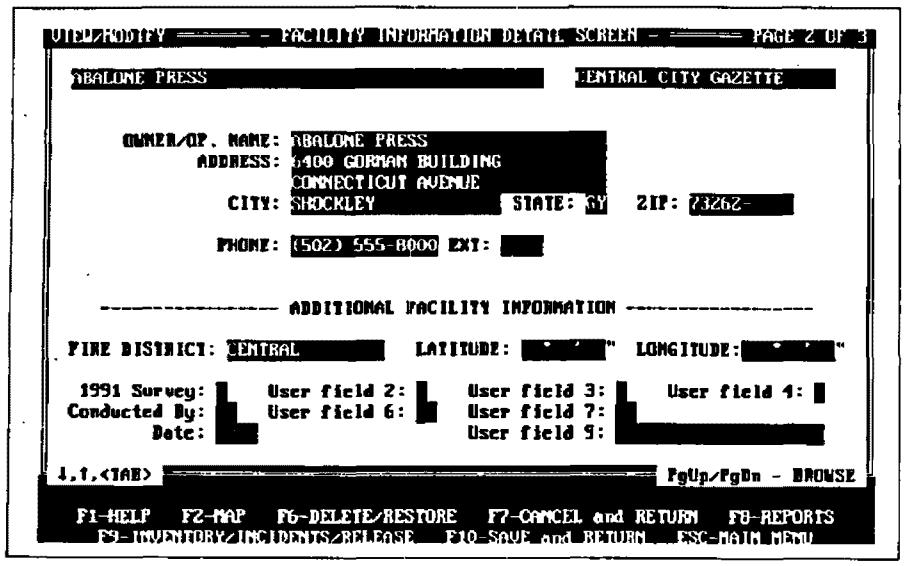


Figure 9–7.
Facility Information detail screen, page 2

The user fields can be re-labeled for your own data.

To add customized labels to the Facility Information module's User Fields, choose option D from the Setup menu. Move the highlight bar to Facility User Fields and press RETURN or ENTER, or just type a ***D***. The system will display the Facility User Fields screen.

The current labels of the user fields are displayed in a list. To change the label of a particular field, use the RETURN, ENTER, TAB, ↑, or ↓ keys to scroll through the list and find the label you want to change, then type the text for the label (up to 12 characters). You can move the cursor within the label field itself by using the ← and → keys.

When the Facility User Fields screen is displayed, you can select F1–HELP to see a description of the fields and functions that are available.

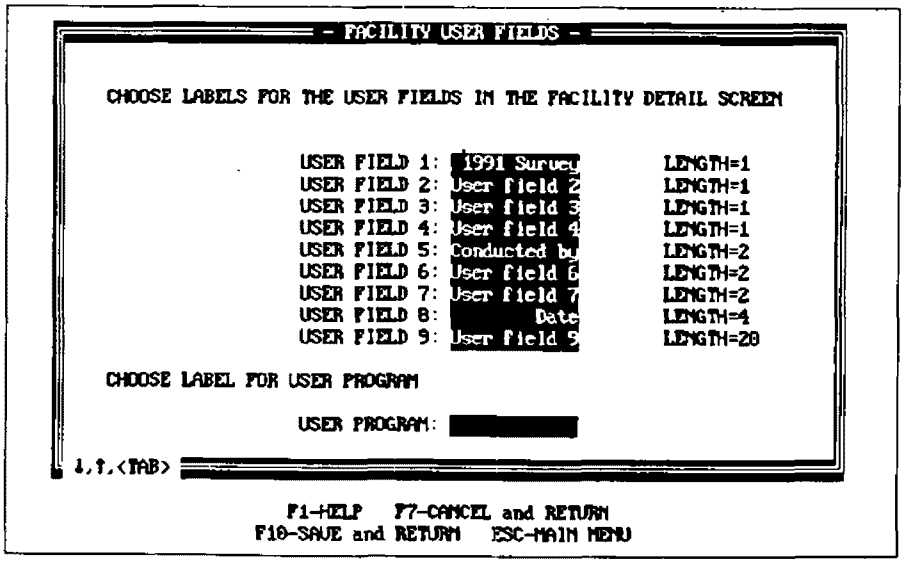


Figure 9–8.
Facility User Fields screen

Use this screen to re-label special data fields for local data.

When you are finished, select F10–SAVE AND RETURN to add the new labels to the Facility Information module and return to the Setup menu. To return to the Setup menu without saving any of the new labels, select F7–CANCEL AND RETURN. The ESCAPE key also returns you to the Setup menu without saving any changes.

Facility Documents Due Dates

Use the Facility Documents Due Dates option to enter or change due dates in the various Report fields on page 3 of the Facility Information detail screen. These fields list reports that facilities in your area are required to submit under the provisions of SARA Title III. The dates that you enter through this option are added to each Facility Information record, so you can change a report's due date for every facility. Without this option, you would have to change the due date on each Facility Information record separately.

You can use this option for the following Report fields:

- Emergency Plan
- Site Map
- § 302 Declaration
- § 303 Facility Response
- § 304 Notification
- § 311 MSDS Sheets
- § 311 MSDS List
- § 312 Tier I
- § 312 Tier II
- § 313 Form R (Submitted to State Designated Agencies and U.S. EPA)
- Other.

To add or change due dates in the Report fields in the Facility Information module, choose option E from the Setup menu. Move the highlight bar to Facility Documents Due Dates and press RETURN or ENTER, or just type ***E***. The system will display the Facility Documents Due Dates screen.

The reports and their current due dates are displayed in a list. To change a date, use the RETURN, ENTER, TAB, ↑, or ↓ keys to scroll through the list and find the date you want to change, then type the date in the form MMDDYY; for example, 032191 for March 21, 1991. You do not need to type spaces or the slashes, but you must enter all values as two digits (that is, add a zero before numbers less than 10). You can move the cursor within the Date Due field by using the ← and → keys.

When the Facility Documents Due Dates screen is displayed, you can select F1–HELP to see a description of the fields and functions that are available.

When you have entered or changed the desired dates, select F10–SAVE AND RETURN to add the new dates to the Facility Information module and return to the

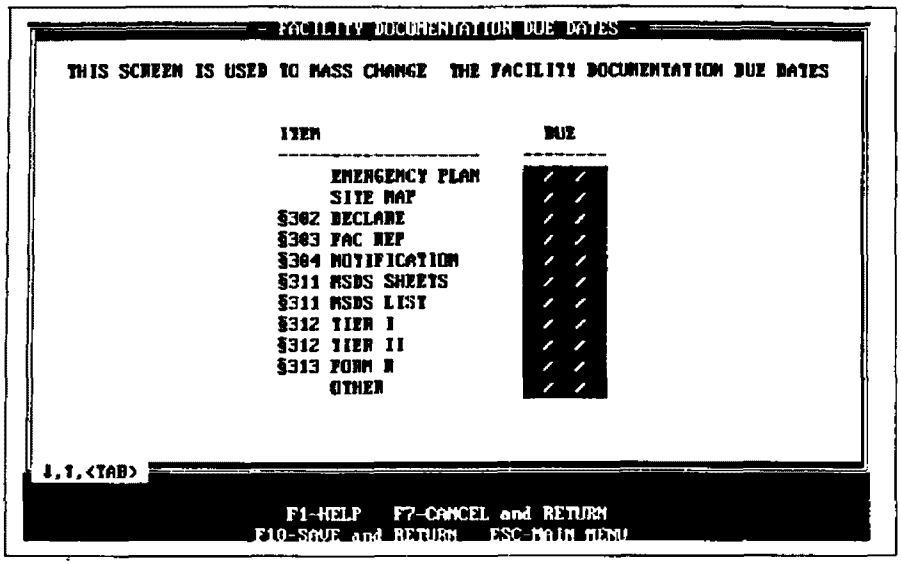


Figure 9–9.
Facility Documents Due Dates screen

Enter the dates in the form 032091. It is not necessary to type spaces or the slashes.

Setup menu. To return to the Setup menu without saving any of the new dates, select F7–CANCEL AND RETURN. The ESCAPE key also returns you to the Setup menu without saving any changes.

Linking External Chemical Information Systems to CAMEO DOS

CAMEO DOS provides the ability to link external chemical information systems to the CAMEO system. This linking process, which is similar to the way CAMEO DOS now incorporates the Response Information Data Sheets (RIDS) database, allows CAMEO DOS access to information in unrelated systems.

The linking process allows CAMEO DOS to communicate with the external system. The communication between systems is in the form of a text file (HOOK.TXT) that contains identification numbers corresponding to chemical entries (records) in the CAMEO DOS chemical databases.

Once the external system is accessed, it is the responsibility of the external system to locate the text file, read the identification numbers, and match the identification numbers with the related information in the external system.

After you have completed the steps outlined in this section, the external system can be accessed in two ways:

- Going to the Chemical Information options menu (F9 in the Chemical Information module) and selecting item C from that menu.
- Entering the ALT+H combination.

Linking external systems to CAMEO DOS is divided into to three processes:

- Matching the data in the external system to the corresponding records in the CAMEO DOS chemical database.
- Modifying the CAMEO DOS batch file, CAMEO.BAT.
- Using the CAMEO DOS Setup program to assign a title for the external system. This title will be displayed in the Chemical Information options menu.

Matching Records With the CAMEO DOS Chemical Database

The first step in integrating an external system into CAMEO DOS requires the matching of records between the external system and the CAMEO DOS Chemical Information databases. The goal of the matching is to have the external system identify CAMEO DOS chemical records by their identification numbers.

All chemicals in the CAMEO DOS Chemical Information databases have a unique identification number common to all CAMEO DOS systems. Although these identification numbers are not visible to CAMEO DOS users, they can be viewed by using dBASE III+. In the dBASE III+ Browse mode, the identification numbers can be found in the CHEMID field of the chemical database, CHMNAME1.DBF. Refer to Appendix C of the CAMEO DOS User's Manual for more information on the data structure of the CAMEO DOS Chemical Information databases.

CAMEO DOS communicates to the external system by passing chemical identification numbers to the text file, HOOK.TXT. Once the external system gains control, the system must read and interpret the contents of HOOK.TXT. For example, a list of chemical names is displayed in the CAMEO DOS Chemical Inventory summary screen. The name "chlorine" is highlighted when the external system is accessed by the ALT+H combination. CAMEO DOS writes the identification number for chlorine, 02862, to the text file HOOK.TXT and executes the external program. The external program must read HOOK.TXT, find the identification number 02862, and access the data that correspond to the chemical chlorine.

The content of HOOK.TXT varies, depending on the CAMEO DOS activity in use before the external system is invoked. In most cases, HOOK.TXT will contain only one identification number. This number corresponds to the chemical name either highlighted on a summary screen or displayed on a detail screen. The only exception is a Chemical Information Query. If a Query is successfully executed, HOOK.TXT will contain identification numbers corresponding to the results of the Query. If a CAMEO DOS screen contains no chemical names, the external system cannot be accessed.

Modifying CAMEO.BAT

For CAMEO DOS to recognize an external system, the CAMEO DOS batch file, CAMEO.BAT, must be modified. In many cases, this modification will require the addition of one or more DOS commands that will execute the external system. In the following example, the external program for linking with CAMEO DOS is MYCHEM.EXE, located in the directory CHEMSTUFF on the C: drive. Using a text editor or word processor with text (ASCII) capabilities, the modifications would be as follows:

Original CAMEO.BAT	Modified CAMEO.BAT
... IF ERRORLEVEL 0 GOTO END :HOOK CALL TESTPRG.BAT GOTO START ...	... IF ERRORLEVEL 0 GOTO END :HOOK C:\CHEMSTUFF\MYCHEM.EXE GO TO START ...

If the external system is executed from a batch file (extension .BAT) the DOS command ***CALL*** must be used. In the next example, the external system is accessed through the batch file MYBATCH.BAT, located in the directory CHEMSTUFF on the C: drive. The additions to the HOOK section of the batch file would be as follows:

```
:HOOK
CALL C:\CHEMSTUFF\MYBATCH.BAT
GOTO START
```

where CALL is used to execute the batch file.

NOTE: CAMEO.BAT is originally set up to execute the batch file called TESTPRG.BAT, which is located in the CAMEO DOS directory.

Additional DOS commands can be added to the HOOK section of the batch file. In some cases, the current DOS directory must be changed to the directory containing the external system. This instance would arise if the external system requires additional data files within the system's directory. Be sure that the current directory is returned to the CAMEO DOS directory after exiting the external system.

Using the Setup Program To Designate the External System

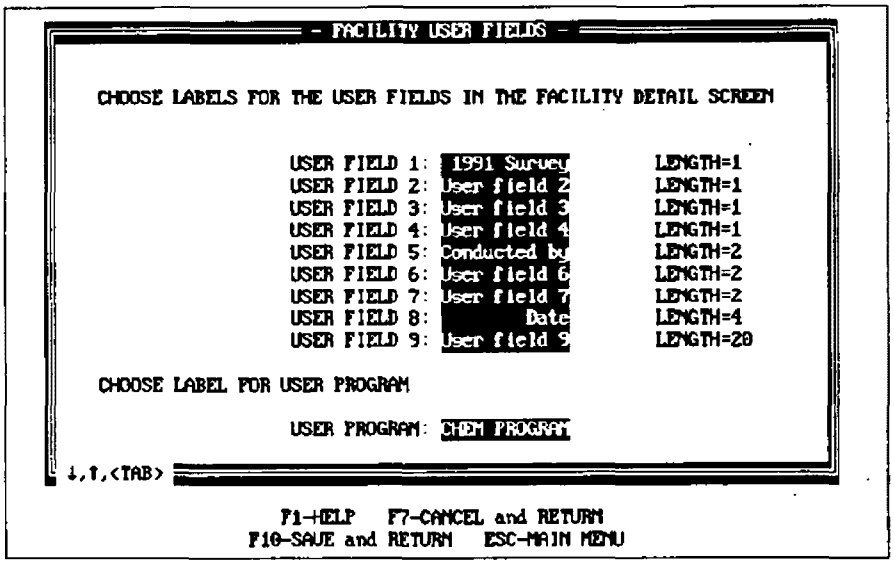
The last step is to use the CAMEO DOS Setup program to designate a title for the external system. This title will be displayed as item C on the Chemical Information options menu. The Setup program does not affect the system's performance; only the title for item C on the options menu will be changed.

Select item D, Facility User Fields, from the Setup menu. The Facility User Fields screen is displayed. The first nine data fields are used for assigning titles to the user fields on the Facility Information detail screen and therefore are not related to the external system (these are described earlier in this chapter).

At the bottom of the screen is a data field for the name of the external system: User Program. Enter up to 12 characters into the field and press F10 to save the name and exit the screen.

Figure 9–10.
Facility User Fields screen

Enter the name of the external database for use on the Chemical Information options menu on this screen.



When all of the above steps are accomplished, the linking process is complete. The external chemical information system can be accessed as if it were a part of CAMEO DOS. Be sure to conduct thorough tests to ensure that the external system returns the correct responses.

If the description "CHEM PROGRAM" is entered into the field, the Chemical Information options menu will then look like the example shown on the following page. Access the external program by selecting item A from the CAMEO DOS Main Menu, then selecting F9, then selecting option C from the Chemical Information options menu.

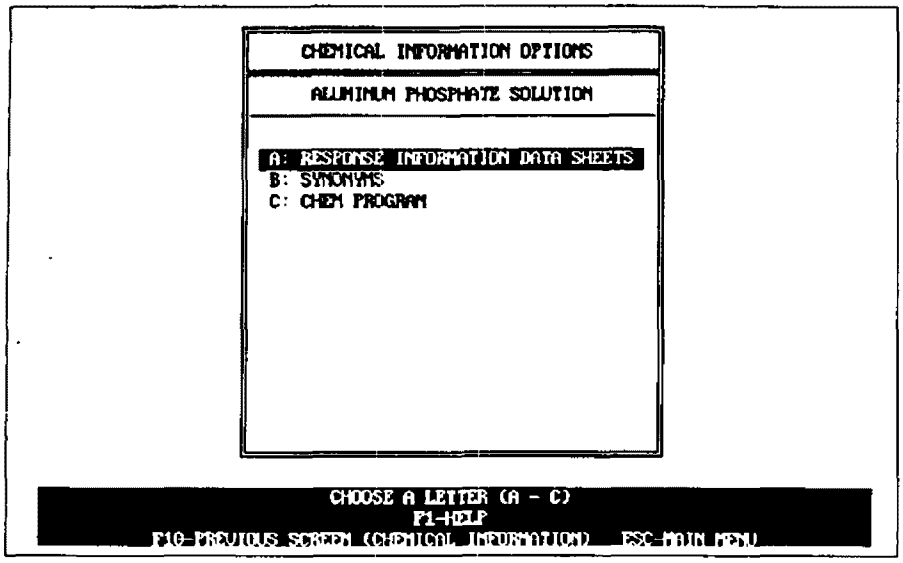


Figure 9–11. Chemical Information options menu

The external database is listed as option C on this menu.

Troubleshooting

Problem: When accessing the external system, "File Not Found" or related error messages appear. *Solution:* Add the appropriate DOS commands to the HOOK section of the CAMEO.BAT file to change the current directory to the directory containing the external system. Be sure to return the current directory to the CAMEO DOS directory after exiting the external system.

Problem: After exiting the external system, CAMEO DOS does not return. *Solution:* The external system may be using a batch file for execution. Use the DOS command ***CALL*** in front of the executing statement.

Beware of changes to the DOS Path. If CAMEO DOS relies on the DOS Path to find data files in other directories, be sure to restore the Path to its original setting before returning to CAMEO DOS.

Leaving Setup

To close Setup and return to DOS, go to the Setup menu and select F10 or press the ESCAPE key. CAMEO DOS will ask, *Are you sure you want to leave the system?* Type ***Y*** if you want to leave Setup, or type ***N*** to remain in the program.

Once you have left Setup, you can re-enter CAMEO DOS by typing ***cameo*** and pressing RETURN or ENTER at the *C:\CAMEO>* prompt.

Backup/Restore

Perhaps the most important of the system administrator's responsibilities is backing up the CAMEO DOS databases on a regular basis. As system administrator, you should definitely not take chances with the important information stored in CAMEO DOS. In addition to its value in the event of an emergency, a complete set of CAMEO DOS databases represents many hours of data entry and editing. Should the primary version of CAMEO DOS at your location be destroyed or corrupted, a backed-up system will take minutes to restore; however, a system not backed up could take many hours to restore.

You should establish a database backup routine based on the frequency of your CAMEO DOS changes and transactions. For example, because the Chemical Information databases—which represent a major part of the CAMEO DOS data—will not change as often as the databases that contain local information, you could back up your updated databases every day and all of your databases every week. Your routine should include storing your backup data (*and* your original CAMEO DOS disks) at a location separate from your office.

The CAMEO DOS Backup/Restore module will copy either all databases or just the databases that have been changed since the last backup. The databases are backed up in a compressed form, not directly readable by DOS, and some of the compressed databases are split (automatically) into several parts to enable them to fit on floppy disks. For example, the Synonyms database is split into four parts; the Chemical Information database, three.

To use the Backup/Restore Data module, select option K from the CAMEO DOS Main Menu. Move the highlight bar to option K and press RETURN or ENTER, or just type the letter ***K***.

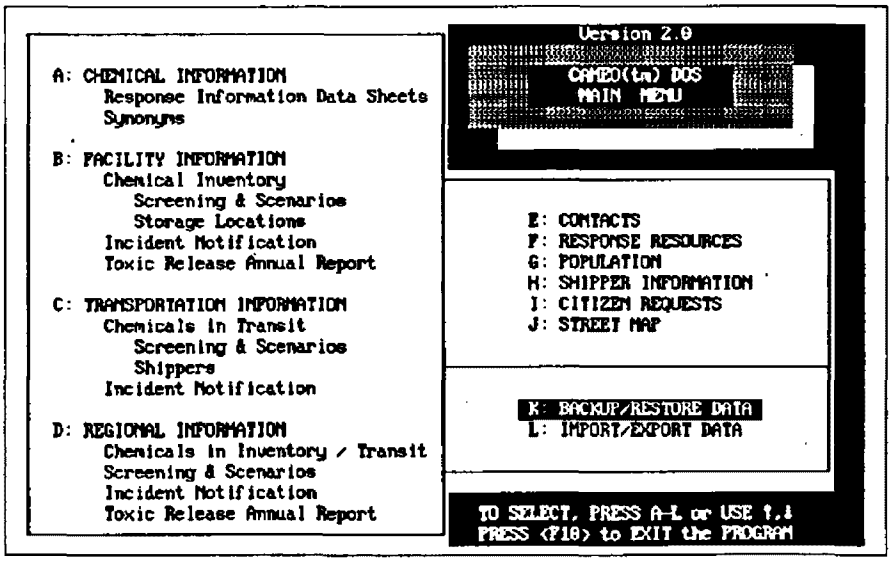


Figure 9–12.
CAMEO DOS Main Menu

Select option K to back up or, if necessary, restore your CAMEO DOS databases.

The first screen you will see is the Backup/Restore options menu, which offers two choices:

- Back up Databases (copy the CAMEO DOS databases onto diskettes)
- Restore Databases (copy previously backed-up databases to the hard drive).

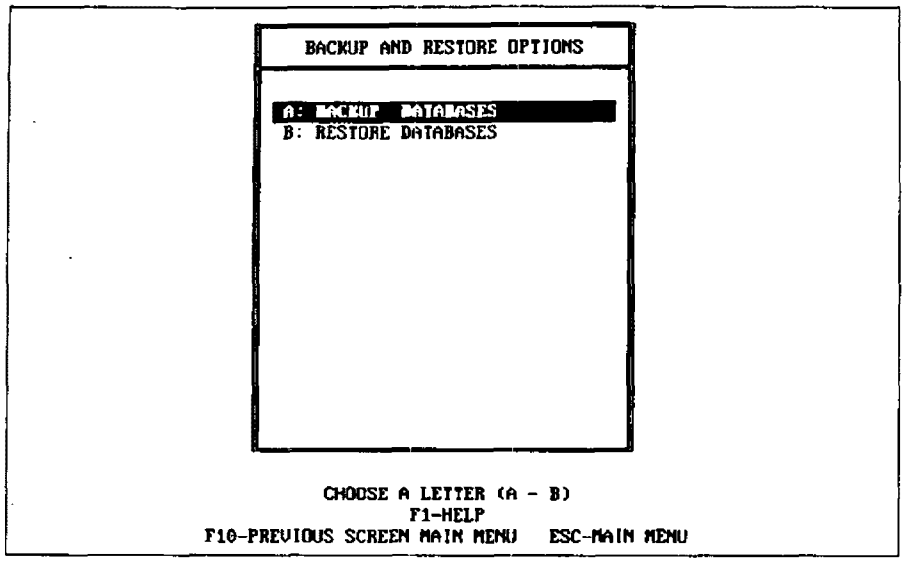


Figure 9–13. Backup/Restore options menu

Select option A for Backup, option B for Restore.

Using Backup

Before you select the Backup option, be sure that you have at hand several DOS-formatted floppy disks. These may be new disks, but they will typically be one of two or more sets of disks that you use exclusively to back up CAMEO DOS data.

To use Backup, select option A from the Backup/Restore options menu by highlighting Backup Databases and pressing RETURN or ENTER, or by typing an *A*. CAMEO DOS will display the Backup screen.

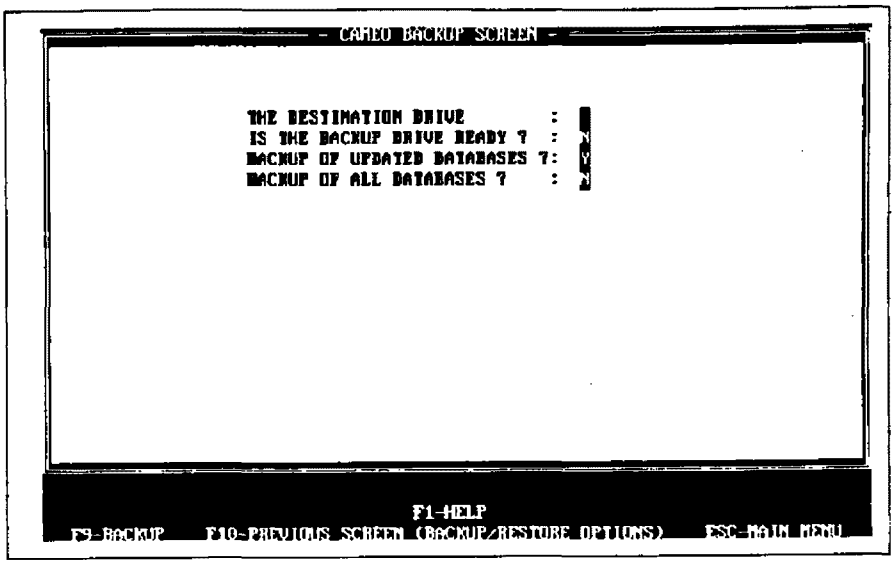
Use the Backup screen to tell CAMEO DOS where to send the backup files, that the backup disk is ready, and whether to back up all files or only the files that have been modified since the last backup.

When the Backup screen is displayed, select F1–HELP to see a description of the Backup fields and functions. To return to the CAMEO DOS Main Menu, press the ESCAPE key.

Enter your choices on the Backup screen by using the RETURN, ENTER, TAB, ↑, or ↓ keys to move from field to field and then typing the appropriate letter.

Figure 9–14.
Backup screen

Select a destination drive and decide if you want to back up all databases or just the updated databases.



Before the backup can begin, the conditions must be set as follows:

1. The destination drive: One-letter drive name

   Any drive can be used for backup.

2. Is the backup drive ready? Y

3. Backup of updated databases? Y

   Because updated databases must always be backed up, the system will not allow any other value.

4. Backup of all databases? Y or N

If you enter anything else, the system will refuse the value and ask you to enter one of the conditions listed above.

If the drive you specified is not ready (for example, a floppy-disk drive does not contain a diskette), the system will warn you and wait for you to correct the problem.

To execute the backup, select F9–BACKUP. CAMEO DOS will begin to compress the files and send them to the floppy disk. As the files are processed, the file names are displayed at the bottom of the screen, one at a time. These file names are the functional names used by the program, not names that users would necessarily recognize.

When a file is too large for a backup disk, the system will ask whether you want to skip the current file and try to back up a shorter file, change disks, or halt the backup.

When the backup is complete, the system automatically returns to the CAMEO DOS Main Menu.

If you have set conditions for a backup and then decide not to back up the data, select F10–PREVIOUS SCREEN (BACKUP/RESTORE OPTIONS) to return to the Backup/Restore menu, or press the ESCAPE key to return to the CAMEO DOS Main Menu.

Using Restore

If it should be necessary to restore the backed-up databases to the hard drive, choose option B from the Backup/Restore menu by moving the highlight bar to Restore Databases and pressing the RETURN or ENTER key, or by typing the letter ***B***. The system will display the Restore screen.

Note: Restore is the inverse of Backup. You cannot restore files unless they have been created by Backup.

To prepare for the restoration process, complete the following steps:

1. Insert the first backup disk in drive A or B.

2. Specify which drive you have chosen by entering the appropriate drive letter in the *Restore from drive:* field.

3. Set the *Is restore drive ready?* field to Y.

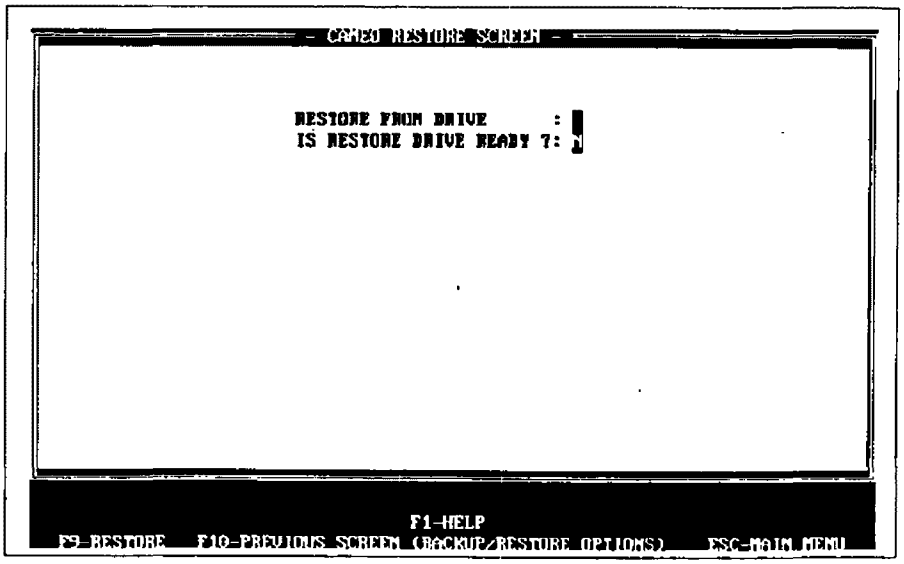


Figure 9–15.
Restore screen

Enter the name of the drive. When the first backup diskette is in this drive, type a Y in the second field.

If you decide not to restore the databases, select F10–PREVIOUS SCREEN (BACKUP/RESTORE OPTIONS) to return to the Backup/Restore options menu, or press the ESCAPE key to return to the CAMEO DOS Main Menu.

To start the restoration process, select F9–RESTORE. The system will then display the Restore Options screen.

To select files to be restored, scroll through the list of file names at the left of the screen (use the ↑, ↓, TAB, RETURN, or ENTER keys) and mark the files that you want to restore by typing a Y in the field to the right of the file name.

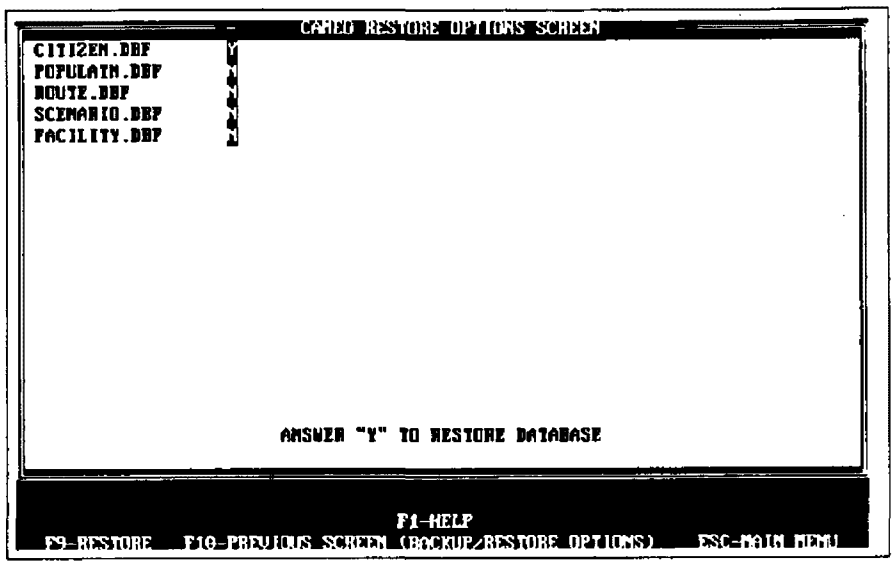


Figure 9–16.
Restore Options screen

Mark the files you want to restore, then select F9–RESTORE

To restore the marked files, select F9–RESTORE. The system expands the files, transfers them to the hard drive, and re-indexes all the databases, including any that were not backed up. The system displays the name of each file as it is indexed.

When the selected files have been restored the system returns to the CAMEO DOS Main Menu.

If you decide not to restore the files, select F10–PREVIOUS SCREEN (RESTORE) to return to the Restore Options screen, or press the ESCAPE key to return to the CAMEO DOS Main Menu.

Import/Export

The Import/Export module gives CAMEO DOS access to data that has already been entered into other database systems, and makes possible the transfer of any CAMEO DOS database to other database systems. Along with Backup/Restore, Import/Export eliminates the rekeying of data, with its attendant cost and possibility of error.

All CAMEO DOS administrators will use this module to import updated Toxic Release Inventory (TRI) data, which is collected by the Environmental Protection Agency (EPA). These data files are available yearly through the EPA, the National Safety Council (NSC), and the National Technical Information Service (NTIS).

Many CAMEO DOS administrators will use Import/Export to take advantage of databases that may already exist at their sites. The following data can be imported into CAMEO DOS:

- TIER2 Version 5.0
- CAMEO Macintosh Version 3
- SDF Text Files.

Such transfers will normally be done only once.

All CAMEO DOS administrators can use this module to convert any CAMEO DOS database into a standard data format that can be incorporated into other database management systems.

Using Import/Export

The similar procedures for using each of the Import/Export options vary mainly according to the record formats involved. TRI and TIER2 files are dBASE-compatible files with the extension DBF. Information from these files may be appended to CAMEO DOS databases. CAMEO Macintosh files must be exported from CAMEO Macintosh HyperCard stacks into DOS text files before they can be imported into CAMEO DOS.

After an import session is complete, the results of the procedure are displayed on the screen. The display contains information on the number of records imported into CAMEO, which CAMEO databases received the imported data, a list of import records CAMEO could not import, and the reason for their omission. This information is also stored in a ASCII text file in the CAMEO directory. The name of this file is listed at the upper left corner of the screen. The name of the text file begins with the letters IMP, with the next three letters being the first three letters of the target database. The filename extension is TXT.

For example, if you are importing records to the facility database, the text file name would be "IMPFAC.TXT".

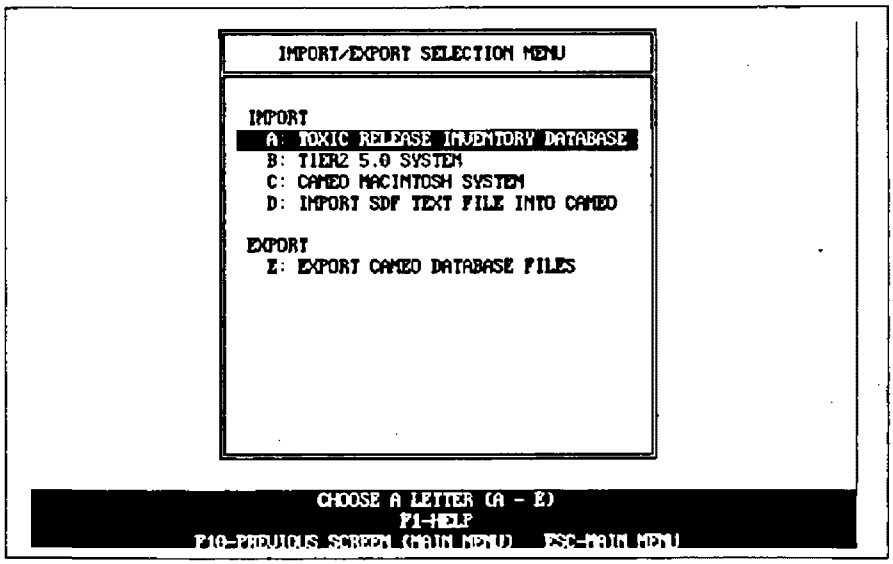
You can read the text file from DOS by using the Type command, or by using most word processors. The problem data will not be overwritten or deleted until you enter DOS and delete it as a DOS file.

> **Warning**
> Back up the CAMEO DOS database files completely before you attempt to import data. Your files are vulnerable to damage by power or computer failure during the sometimes lengthy transfer process.

Import/Export Selection Menu

To open the Import/Export module, go the the CAMEO DOS Main Menu and choose option L. The system will then display the Import/Export Selection menu.

Figure 9–17. Import/Export Selection menu



The Import/Export Selection menu lists four import options and one export option:

Import Options:
- A Toxic Release Inventory Database
- B TIER2 Version 5.0 System
- C CAMEO Macintosh System
- D Import SDF Files into CAMEO

Export Option:
- E Export CAMEO Database Files

The first item on the menu, Toxic Release Inventory Database, is highlighted. To choose a different option, use the ↑ or ↓ keys to move the highlight bar to the option you want.

When the desired option is highlighted, press RETURN or ENTER. The system will display the appropriate screen and wait for further input. Alternatively, you can enter the letter that corresponds to the option you want to use; for example, type *C* to use option C. You can use uppercase or lowercase letters.

When you have finished transfering data, select F10 or press the ESCAPE key; the system will return to the CAMEO DOS Main Menu.

Toxic Release Inventory Database

Use this option to update portions of the Toxic Release Annual Report and Facility Information databases by importing data from the Toxic Release Inventory (TRI) database. The Toxic Release Inventory is an annual compilation of the chemical release records that have been submitted to the EPA under Section 313 of SARA Title III.

The following TRI data fields can be appended to the CAMEO DOS Toxic Release Annual Report database:

- TRI_ID
- FUGITIVE_A
- STACK_AIR
- WATER
- INJECTION
- LAND
- POTW
- OTHER_OFF
- NPDES
- UIC_ID
- REPORT_YR

The following TRI data fields can be appended to the CAMEO DOS Facility Information database:

- FACILITY
- FACIL_ADD1
- CITY
- STATE
- ZIP_CODE
- FACL_LAT
- FACL_LONG

NOTE: Whether you are adding or linking TRI records to CAMEO DOS, the data within TRI's latitude and longitude fields will be imported to the facility record only if the latitude and longitude fields in the facility record are blank.

Before You Import the Toxic Release Inventory Data

The EPA and the National Safety Council distribute TRI data on high-density diskettes in a dBASE III+ compatible format. The data will usually be in a compressed .ZIP format, and the files will be identified by the postal abbreviations for state names. For example, compressed TRI data for South Carolina will be in a file named SC.ZIP. This data file contains TRI information for the entire state. Although you can import the complete file directly into CAMEO DOS, you can also use the TRI Extractor Utility to create smaller data files that contain only the TRI records for selected counties.

You will use DOS operations, the PKUNZIP utility, and a CAMEO DOS utility called Toxic Release Inventory Extractor to prepare the TRI data. The operations are similar to installing CAMEO DOS and the Setup utility. There are four steps:

- Installing the TRI Extractor Utility.
- Transferring the TRI data to a hard drive.
- Extracting the local TRI data.
- Removing unnecessary files from the hard drive.

The following instructions assume that CAMEO DOS is installed in the CAMEO directory in the root directory of the C: drive and that the system's high-density floppy drive is drive A:.

Because these operations are conducted outside the CAMEO DOS system, begin by exiting CAMEO DOS if it is active. Then follow the instructions below.

Install the TRI Extractor Utility

1. Create a directory for the Extractor and the TRI files. This directory (name it, for example, TRIFIL) will be in the root directory of drive C:, which also contains the CAMEO DOS system in the CAMEO directory.

   First, enter the root directory of the C: drive by typing:

   c:

   And then:

   cd

   Assuming that DOS has been instructed to display at the prompt the path to the current directory, DOS will display the prompt *C:*

Create the directory by typing:

md trifil

2. Enter the new directory by typing:

   cd trifil

   DOS will display the prompt *C:\TRIFIL*.

3. Copy the Extractor utility from the CAMEO DOS system floppy disk into the new directory. Put the CAMEO DOS system disk in drive A:, then type:

   copy a:trixtrct.exe

   DOS will copy the Extractor utility into the new TRIFIL directory.

Transfer the TRI Data to a Hard Disk

If the TRI data are compressed in a ZIP file, use PKUNZIP to expand the TRI data while transferring it to the TRIFIL directory.

1. Enter the directory that contains PKUNZIP, in this case, the CAMEO directory. Type:

   cd

   DOS will return you to the root directory. Then type:

   cd cameo

2. Expand and transfer the TRI data to the TRIFIL directory. Place the diskette containing the TRI data (in this example, SC.ZIP, the data for South Carolina) in the A: drive, and type:

   pkunzip a:sc.zip c:\trifil

   Remember that the TRI ZIP file is named by postal code. PKUNZIP will both expand the SC.ZIP file and transfer the expanded file to the TRIFIL directory under the name SC.DBF.

   If the TRI data are supplied in an uncompressed DBF format, the procedure is shorter. Place the diskette containing the SC.DBF file in drive A: (you do not need to leave the root directory) and type:

   copy a:sc.dbf c:\trifil

   DOS does the work here; PKUNZIP is not needed.

Extract the Local TRI Data

The Extractor utility will create a new data file that will contain only the TRI data from counties that you select when you run the utility.

1. To open the Extractor utility, first enter the TRIFIL directory by typing:

   cd

   DOS will return you to the root directory. Then type:

   cd trifil

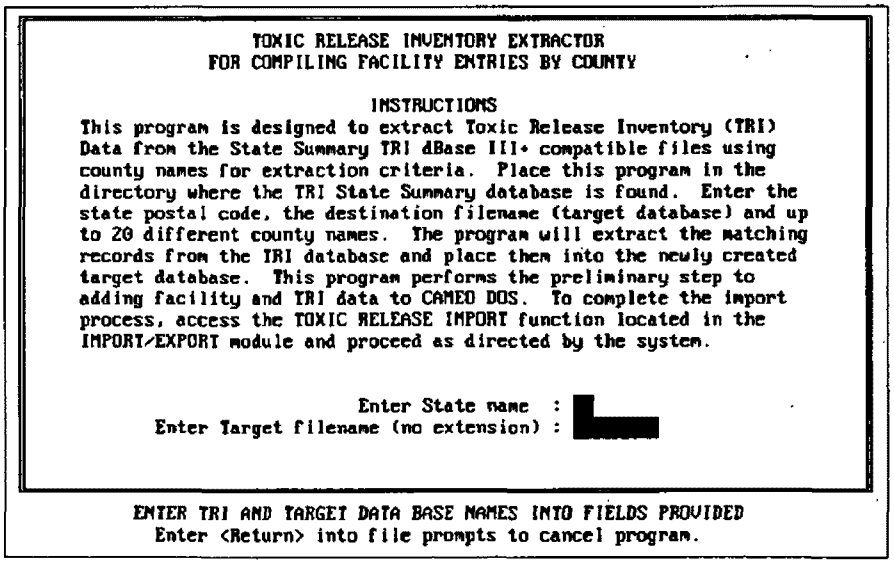
   Enter the file name of the Extractor utility file:

   trixtrct

   When you press ENTER, DOS will display the Extractor Control screen.

Figure 9–18.
Extractor Control screen

Use this screen to specify the state for which you want to extract the data and a filename for the file that will hold the extracted data.



The Extractor control screen (Toxic Release Inventory Extractor for Compiling Facility Entries by County) contains instructions for using the utility and, at the bottom of the screen, two input fields.

NOTE: Do not press RETURN or ENTER when one of the input fields is blank. This will cause the utility to halt and return to DOS.

2. Enter the two-letter postal abbreviation for the state in the first field:

   sc

3. Enter a name for the file that will hold the extracted TRI data:

   trisc

   When you have completed the two entries, the utility will display a third input field and will wait for you to enter a county name in that field.

4. Enter the name of a county for which you want to import the TRI data. The utility will save the name and clear the field so that you can enter another name. You may enter up to 20 county names. Take care to spell the names correctly; the utility will not search for near-misses.

5. To start the data-extraction process, press RETURN or ENTER when the county name field is blank.

   If you decide not to run the utility, delete the state or file name and press RETURN or ENTER.

Remove Unnecessary Files from the Hard Disk

You will not need the state data again. While you are still in the TRIFIL directory, type:

del sc.dbf

DOS will remove the file from the TRIFIL directory.

Because you will not need the Extractor utility for another year, you may wish to delete it. Use the same procedure. In the TRIFIL directory, type:

del trixtrct.exe

The preceding steps leave you with a new directory that contains the new TRI data, ready for importing into CAMEO DOS. Make a note of the directory and TRI data file names because you will need them during the import procedure.

Importing Toxic Release Inventory Data

TRI data are imported in two steps. First, you import the selected TRI data into a temporary CAMEO DOS file. Then you link or append individual TRI records to the Toxic Release Annual Report database and the Facility Information database.

To begin importing TRI data, move the highlight bar on the Import/Export Selection menu to option A and press RETURN or ENTER, or type the letter *A*. The system will display the Toxic Release Inventory Import screen (Figure 9–19), which prompts you for the TRI file name and location.

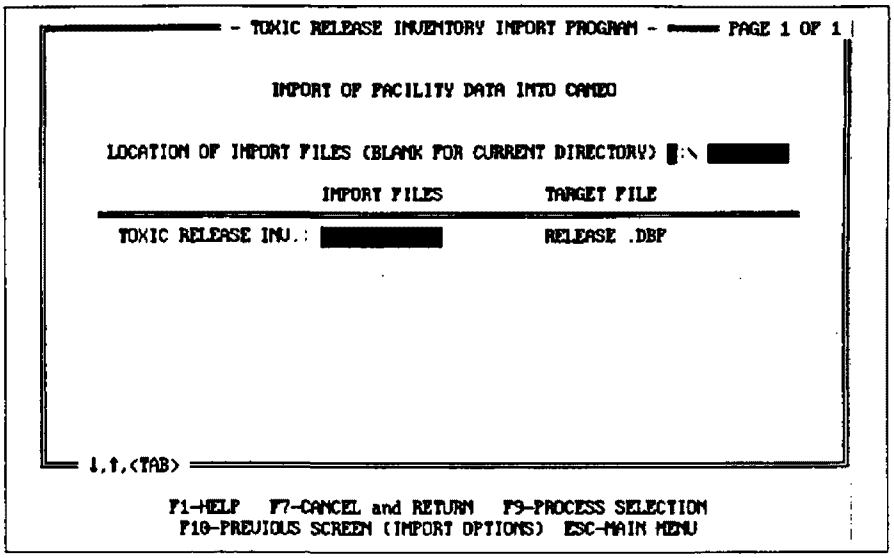


Figure 9–19.
Toxic Release Inventory Import screen

The Toxic Release Inventory Import screen contains three data input fields that you use to tell the system the name of the TRI file and where the file is located.

Use the ↑ and ↓ keys or the TAB key to move between fields. You can enter data in any order.

To tell the system where the TRI file is located, enter the drive letter in the Location of Import Files field. Enter the directory name in the next field, and enter the file name in the field next to the .DBF extension. Be sure to include the .DBF suffix. The field will scroll to the left if the name exceeds the size of the window.

If you decide that you do not want to continue with the import procedure, select F7 to return to the Import/Export Selection menu, or press the ESCAPE key to return to the CAMEO DOS Main Menu.

To begin the data import procedures, select F9–PROCESS SELECTION. The system will display the Toxic Release Inventory Import Program screen (Figure 9–20). This screen is divided into two windows, only one of which can be active at one time. (That is, only one window will respond to your commands at one time.) The active window has a bold border, and the number of items displayed in the window is shown at the bottom right of the window.

The menu bar at the bottom of the screen applies to the active screen and is the same menu for both screens.

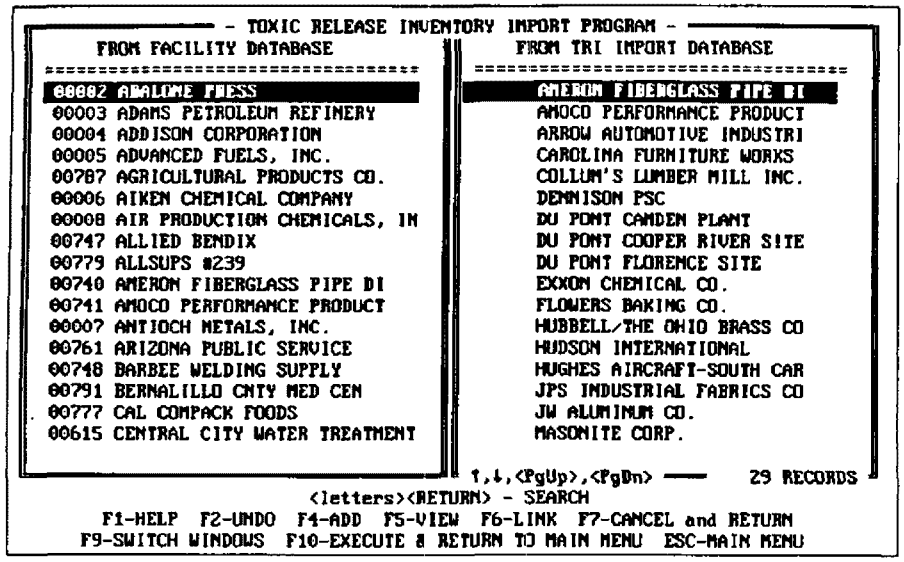


Figure 9–20.
Toxic Release Inventory Import Program screen

The window on the left, From Facility Database, lists all the facilities currently in the CAMEO DOS Facility Information database, together with their record numbers. The window on the right, From TRI Import Database, lists all the facilities in the temporary TRI file. When you first enter the Toxic Release Inventory Import Program screen, the right-hand window is activated, the facilities are listed, and the first facility in the list is highlighted.

To toggle back and forth between the windows, select F9–SWITCH WINDOWS. The first name in the list will be highlighted and the number of records will be displayed at the bottom right of the window.

To highlight records in either window, activate the window and move the highlight bar with the ↑ and ↓ or PAGE-UP and PAGE-DOWN keys.

Adding Toxic Release and Facility Information to the Current Database

Select F4–ADD to append linked records to the CAMEO DOS Toxic Release Annual Report and Facility Information databases. The new records are created from TRI records.

To use F4–ADD, activate the From TRI window (on the right), highlight the record that you want to append, and select F4–ADD. The system will display the tag ADD to the left of the record name. You may add as many records as you need, and you do not have to add them in the order that they are listed in the window. To add all of the TRI records to CAMEO, use the CONTROL+F4 combination.

Records are not actually appended to the CAMEO DOS databases until you select F10–EXECUTE & RETURN TO MAIN MENU. You need do this only once to append all the records that you have selected with F4–ADD.

If you discover that you have selected a record that you do not want to add to the CAMEO DOS databases, you can remove it from the list to be added. Highlight the record name and select F2–UNDO. The ADD tag will disappear, and the record will not be appended if you select F10. To remove all tags, use the CONTROL+F2 combination. You may undo a selection at any time before you select F10.

Linking Toxic Release Information to the Current Database

Select F6–LINK to add records to the Toxic Release Annual Report Information database and to link these records to existing records in the Facility Information database. Unlike F4–ADD, F6–LINK does not add records to the Facility Information database.

To use F6–LINK, highlight a record in the From Facility Database window and a record in the From TRI Import Database window, then select F6–LINK. The record number of the Facility record to which the TRI record will be linked will appear next to the TRI record.

You may highlight either a Facility record or a TRI record first, and you do not have to link them in the order that they are listed in the window. For example, you may highlight record number three on the left and record number two on the right, link them, and then highlight record number one on the right and record number two on the left and link them.

In one session, you may link any number of TRI records to a single Facility record. If you want to link one TRI record to more than one Facility record, you must run the Toxic Release Inventory Import Program once for each different Facility.

Records are not actually linked to the CAMEO DOS databases until you select F10-EXECUTE & RETURN TO MAIN MENU. You need do this only once to link all the records that you have selected with F6–LINK.

If you discover that you have selected a TRI record that you do not want to link to the CAMEO DOS databases, you can remove it from the list to be linked. Highlight the TRI record name and select F2–UNDO. The Facility record number will disappear, and the record will not be linked when you select F10. To remove all tags, use the CONTROL+F2 combination. You may undo links at any time before you select F10.

TRI Data That Does Not Fit CAMEO DOS

TRI records that cannot be read by the system are displayed on the screen after the import session is executed. This information will be appended to a DOS ASCII text file called IMPFAC.TXT. Data in this file may be recovered by entering it in directly, using the normal procedure for adding a record.

Some chemicals listed in the TRI database may not have been listed in the CAMEO DOS Chemical Information database. (Matches are determined by CAS numbers.) When F4–ADD or F6–LINK are invoked in such cases, chemical information from the TRI database is automatically added to the CAMEO DOS Chemical Information databases.

F7–CANCEL AND RETURN and ESCAPE–MAIN MENU

If you decide that you do not want to make any of the additions or links that you have marked in the Toxic Release Inventory Import Program screen, select F7–CANCEL AND RETURN. The system will return to the Toxic Release Inventory Import screen.

ESCAPE–MAIN MENU will return you to the CAMEO DOS Main Menu without processing any of the TRI records.

When You Need More Information About a Facility

Use the F5–View command to call up more information about any facility in either the From Facility Database window or the From TRI Import Database window. The information is a subset of that available in the Facility Information database and includes the following data fields:

- Facility Name
- Department/Division
- Address
- Dun and Bradstreet number
- Facility ID Number.

Note that you do not have access to the actual TRI import database while you are using the Import/Export module. The data summoned by F5–VIEW comes from a temporary database created when the Toxic Release Inventory Import Program was selected.

To use F5–VIEW, activate the window that contains the record that you want to expand (F5–VIEW works the same way in both windows), highlight the record, and select F5–VIEW. The list of facilities will be replaced by either the Facility Information detail screen or the TRI Import detail screen, depending on which window was active.

You can add, link, and undo records while the detail screens are active. To facilitate this, you can open both record detail screens simultaneously and you can scroll through the records using the PAGE-UP and PAGE-DOWN keys.

To return to the From Facility Database window, select F7–CANCEL.

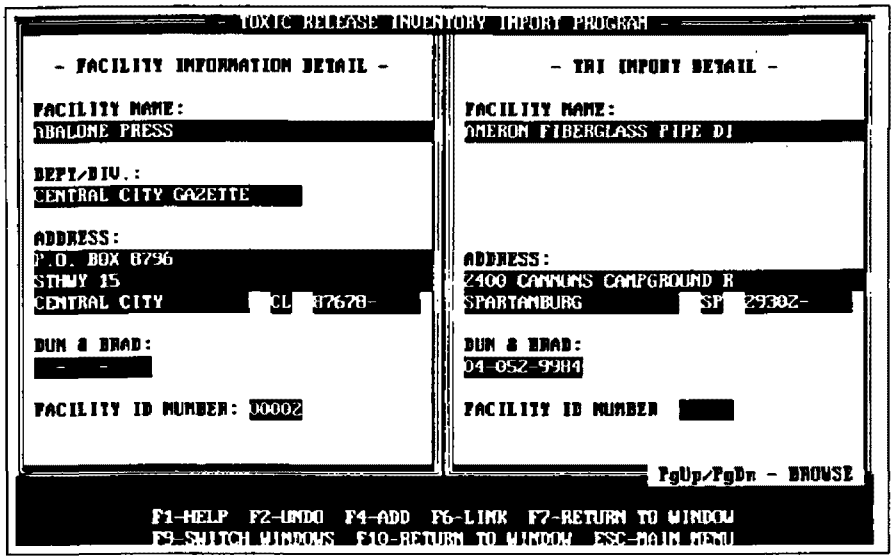


Figure 9–21.
Toxic Release Inventory Import Program screen.

This screen shows the Facility Information Detail window and the TRI Import Detail window.

TIER2 Version 5.0 System

Use this option to import the TIER2 Facility, Chemical Inventory, and Storage Locations databases into CAMEO DOS. If your site does not have the TIER2 system, you will not use this import option. If your site does have the TIER2 system, you will probably use this option only once because you will make future updates directly to the CAMEO DOS databases.

TIER2 facility data are added directly to the CAMEO DOS FACILITY.DBF file; TIER2 chemical inventory data are added directly to the CAMEO DOS INVENTRN.DBF file; and TIER2 storage location data are added directly to the INVENLOC.DBF file.

Importing TIER2 System Data

To begin importing TIER2 data, move the highlight bar on the Import/Export Selection menu to option B and press RETURN or ENTER, or type the letter ***B***. The system will display the TIER2 5.0 Import Program screen.

This screen contains five fields that identify the location and filenames of the TIER2 databases and the names of the TIER2 Facility, Chemical Information, and Storage Locations databases. Under the heading Target Files are the names of the database files where the information will reside once the import procedure is complete.

The first two input fields are adjacent to the Location of Import Files field. Enter the letter representing the logical drive where the files are located in the first field, and enter the directory name in the second, longer field.
Use the ↑ or ↓ keys or the TAB key to move between fields. You can enter data in any order.

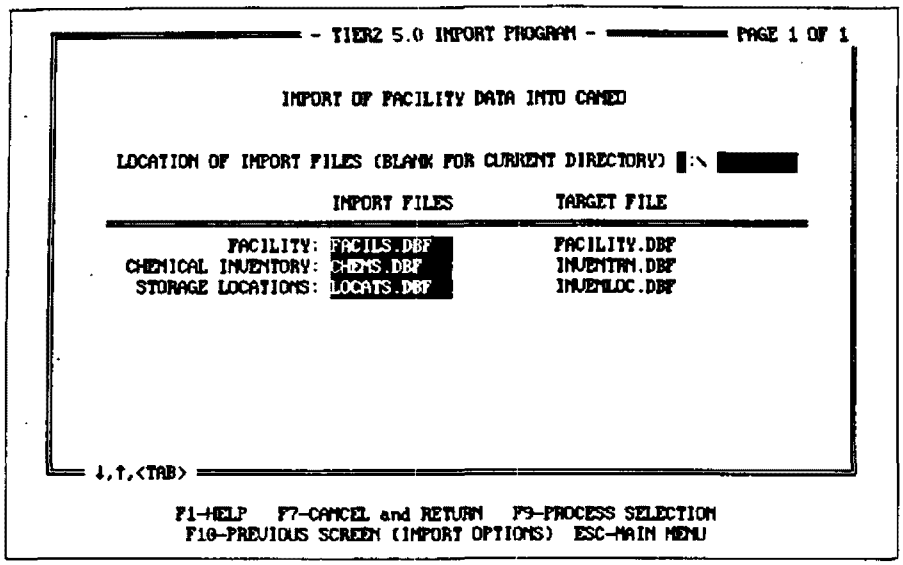


Figure 9–22.
TIER2 5.0 System Import Program screen

To begin the TIER2 import process, enter the drive and path (location) of the TIER2 files. The Import file names will already be shown. If you do not want to import either Chemical Information or Storage Locations data, delete the name of the database file under the Import Files heading. If the name of the database file has been changed, enter in the correct name. The target file databases are fixed and cannot be altered.

NOTE: The system will not import Chemical Inventory data without also importing Facility data and will not import Storage Locations data without Chemical Inventory data.

To continue the TIER2 data import process, select F9. As with the TRI import process, a split window will appear with TIER2 import files on the right and CAMEO facility files on the left. To add/link TIER2 facilities, scroll to the desired facility records using the ↑, ↓, PAGE UP, or PAGE DOWN keys and select F4/F6 to mark the highlighted facility for inclusion into CAMEO DOS. (For a complete explanation of split window functions, see the TRI data import section earlier in this chapter).

To execute the TIER2 data import process, select F10–EXECUTE. After the transfer has been made, the TIER2 Import Report will appear on the screen. The report contains the number of records imported, the CAMEO DOS databases that received import records, and any problems encountered during the import procedure. This information is also automatically stored into the text file IMPFAC.TXT.

If you decide that you do not want to import the TIER2 data, select F7–CANCEL AND RETURN to return to the Toxic Release Inventory Import Program screen or press the ESCAPE key to go directly to the CAMEO DOS Main Menu.

Table 9–1
Relationship of Fields in TIER2 to Record Fields in CAMEO DOS Databases

TIER2			CAMEO		
Name	Type	Length	Name	Type	Length
FACILS.DBF			FACILITY.DBF		
FNAME	Character	40	FACL_NAME	Character	45
FADDR	Character	30	FACL_ADDR1	Character	45
FCITY	Character	20	FACL_CITY	Character	20
FSTATE	Character	2	FACL_ST	Character	2
FZIP	Character	10	FACL_ZIP	Character	9
FPORC	Character	20	FACL_DIST	Character	15
FSIC	Character	4	SIC1	Character	4
DUN_BRAD	Character	9	DUN_BRAD	Character	9
ONAME	Character	40	OWN_NAME	Character	30
OPHON	Character	13	OWN_PHONE	Character	10
OADDR	Character	30	OWN_ADDR1	Character	30
OCITY	Character	20	OWN_CITY	Character	20
OSTATE	Character	2	OWN_STATE	Character	2
OZIP	Character	10	OWN_ZIP	Character	9
C1_NM	Character	20	EMG1_NAME	Character	25
C1_TIT	Character	20	EMG1_TITLE	Character	20
C1_PH	Character	13	EMG1_PH	Character	10
C1_PHA	Character	13	EMG1_24PH	Character	10
C2_NM	Character	20	EMG2_NAME	Character	25
C2_TIT	Character	20	EMG2_TITLE	Character	20
C2_PH	Character	13	EMG2_PH	Character	10
C2_PHA	Character	13	EMG2_24PH	Character	10
CHEMS.DBF			INVENTRN.DBF		
IDNUM	Character	6	FACLROUTID	Character	5
TR_SECR	Character	1	SECRET	Character	1
CS_PUR	Character	1	PURE	Character	1
CS_MIX	Character	1	MIX	Character	1
CS_SOL	Character	1	SOLID	Character	1
CS_LIQ	Character	1	LIQUID	Character	1
CS_GAS	Character	1	GAS	Character	1
PH_FIRE	Character	1	FIRE	Character	1
PH_PRRE	Character	1	PRESSURE	Character	1
PH_REAC	Character	1	REACTIVE	Character	1
PH_IMAC	Character	1	ACUTE	Character	1
PH_DECH	Character	1	CHRONIC	Character	1
A_MAX	Character	2	MAX_AMT	Character	2
A_AVG	Character	2	AVE_AMT	Character	2
N_DAYS	Numeric	3.0	DAYS	Numeric	3.0
LOCATS.DBF			INVENLOC.DBF		
IDNUM	Character	6	FACLROUTID	Character	5
LO_SECR	Character	1	CONFIDENTL	Character	1
ST_CODE	Character	3	STORGE_TYP	Character	1
			STORGE_PRS	Character	1
			STORGE_TMP	Character	1
LOCATION	Character	105	STORGE_LOC	Character	70

CAMEO Macintosh System Database

Use this option to add CAMEO Macintosh data to the following CAMEO DOS files:

- FACILITY.DBF
- INVENTRN.DBF
- INVENLOC.DBF
- RELEASE.DBF
- CONTACTS.DBF
- POPULATION.DBF

If your site does not have a CAMEO Macintosh database, you will not use this import option.

Before You Import CAMEO Macintosh Data

CAMEO DOS databases and CAMEO Macintosh HyperCard databases are incompatible both in disk formats and in organization of data in fields and records. Thus, before you can use the CAMEO DOS import function to import CAMEO Macintosh data, the CAMEO Macintosh HyperCard data fields must be related explicitly to data fields in the CAMEO DOS databases, and the HyperCard data must be converted into a DOS-readable format.

To prepare CAMEO Macintosh data for import by CAMEO DOS, do the following:

1. Export the CAMEO Macintosh Data

Use the CAMEO Macintosh Export functions to copy the HyperCard data into temporary Macintosh files that have structures paralleling the file structures of the CAMEO DOS databases. This process is not automated; the Macintosh operator must assign each HyperCard field to its correct place in the temporary files individually.

Table 9–2, at the end of this section, relates CAMEO Macintosh HyperCard fields to their corresponding fields in CAMEO DOS. Use the structure from the left-hand column of Table 9–2 to create the export files. Include all fields, in the exact order they are listed in the table. Failure to abide by the structure defined in Table 9–2 will result in data imported to the wrong CAMEO DOS data fields.

2. Convert the Macintosh Files to DOS Files

Use any of several widely available utilities for converting Macintosh files to DOS files. Once converted, be sure that the DOS files are in a directory accessible to CAMEO DOS. The directory name (path) cannot be more than 27 characters long (including backslashes).

Make a note of the directory and files names so that you can enter them when requested by the system during the import procedure.

Importing CAMEO Macintosh System Data

To begin importing CAMEO Macintosh text files, move the highlight bar on the Import/Export selection menu to option C and press RETURN or ENTER, or type the letter *C*. The system will display the CAMEO Macintosh Import Program screen.

The CAMEO Macintosh Import Program screen contains fields for the three import options: Facility Information, Contacts, and Population.

If you select option A, the Import of Facility Data screen and its five data fields are displayed. The first two fields are labeled Location of Import Files. Enter the letter of the drive in which the files are located in the first field, and enter the path name in the second field.

The next three data fields, under the heading Import Files, contain the names of the CAMEO Macintosh import files for Facility, Chemical Inventory, and Toxic Release Annual Report information. Under the heading Target Files are the names of the CAMEO DOS database files where the information will reside once the import procedure is complete.

The Contacts and Populations import screens are in an identical format, but have only one import and target file.

To import a CAMEO Macintosh text file into CAMEO DOS database, enter the DOS file name of the CAMEO Macintosh text file in the appropriate input field under the Import Files heading. For example, if you have translated facility

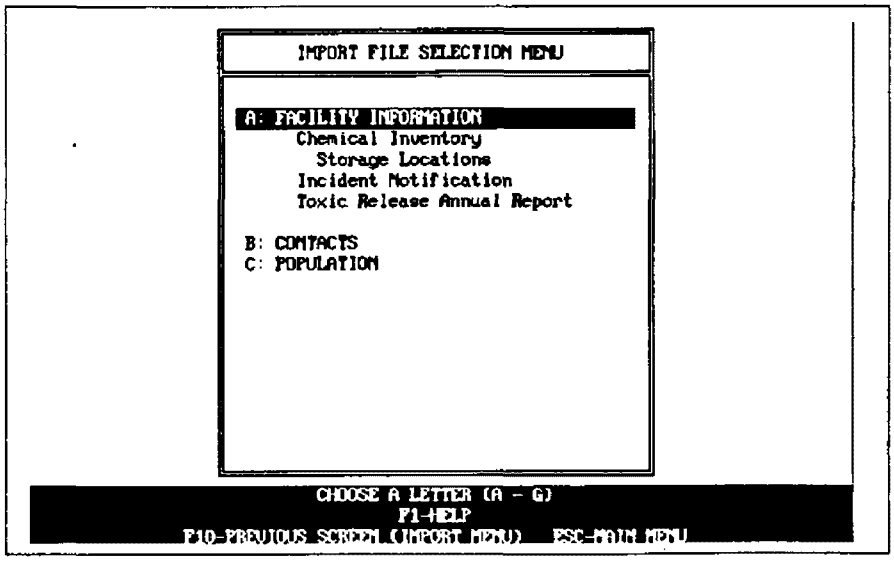


Figure 9–23.
CAMEO Macintosh Import File Selection screen

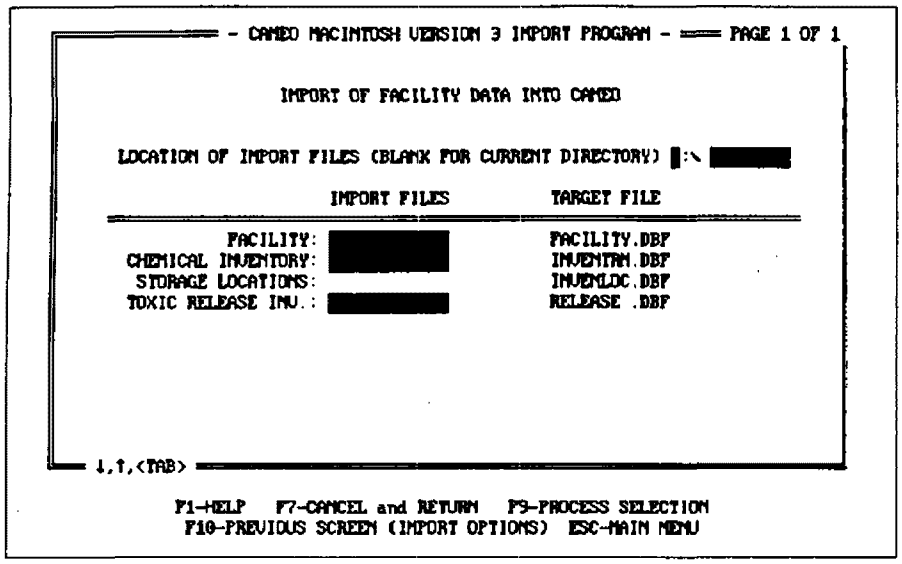


Figure 9–24.
CAMEO Macintosh Import Program Screen

information from CAMEO Macintosh into a DOS-recognizable format and named it FACILITY.MAC, you would enter FACILITY.MAC into the Facility data input field under Import Files. You must enter the name of each database for which you want to import data.

The choice of text files to import is not completely free. Some files cannot be loaded without specifying others. Chemical Inventory data cannot be specified without specifying Facility data. Storage Locations data are updated automatically when Chemical Inventory is specified. Contacts and Population may be specified independently.

To begin the CAMEO Macintosh text file import process, select F9–PROCESS SELECTION from the CAMEO Macintosh Import Program screen. The split window will appear, with the CAMEO Macintosh files on the left and CAMEO DOS files on the left. Scroll through the files using the arrow keys or the PAGE UP or PAGE DOWN keys. To mark a facility for inclusion into the database, select F4 for Add and F6 for Link. Additional instructions on how to use the split window functions are in the TRI Data Import selection earlier in this chapter.

To execute the CAMEO Macintosh text file import process, select F10–EXECUTE. After the records have been imported, the Macintosh Version 3 Import Report is displayed. This screen contains information on the number of records imported and problems encountered during the import procedure.

If you decide that you do not want to import the CAMEO Macintosh text files, select F7–CANCEL to return to the CAMEO Macintosh Import screen or press the ESCAPE key to go directly to the CAMEO DOS Main Menu.

Table 9-2
Relationship of HyperCard Stack Fields in CAMEO Macintosh to Record Fields in CAMEO DOS Databases

HyperCard Stack Field Name	CAMEO DOS Field Name	Type, Length
Facility Stack	MACFAC.DBF	
Name	FACL_NAME	C, 45
Department/Division	FACL_DEPT	C, 25
Street	FACL_ADDR1	C, 45
City	FACL_CITY	C, 20
State	FACL_ST	C, 2
Postal Code	FACL_ZIP	C, 9
Identification Number	FACLROUTID	C, 5
District	FIRE_DIST	C, 15
Industry Classification	SIC1	C, 4
Owner	OWN_NAME	C, 30
Owner Street	OWN_ADDR1	C, 30
Owner City	OWN_CITY	C, 20
Owner State	OWN_STATE	C, 2
Owner Postal Code	OWN_ZIP	C, 9
Latitude	FACL_LONG	C, 7
Longitude	FACL_LAT	C, 6
Facility Information Received	S303_R	D, 8
Facility Information Due	S303_D	D, 8
Facility Information Location	S303_F	C, 7
Chemical List Received	TIER1_R	D, 8
Chemical List Due	TIER1_D	D, 8
Chemical List Location	TIER1_F	C, 7
Chemical Inventory Received	TIER2_R	D, 8
Chemical Inventory Due	TIER2_D	D, 8
Chemical Inventory Location	TIER2_F	C, 7
Toxic Release Received	S313_R	D, 8
Toxic Release Due	S313_D	D, 8
Toxic Release Location	S313_F	C, 7
Spill Report Received	S304_R	D, 8
Spill Report Due	S304_D	D, 8
Spill Report Location	S304_F	C, 7
MSDS Received	MSDSSHT_R	D, 8
MSDS Due	MSDSSHT_D	D, 8
MSDS Location	MSDSSHT_F	C, 7
Modification Date	UPDATE	D, 8
Inventory Stack	MACINV.DBF	
Identification Number	FACLROUTID	C, 15
CAS Number	CAS	C, 11
Trade Secret	SECRET	C, 1
Pure	PURE	C, 1
Mixture	MIX	C, 1
Solid	SOLID	C, 1
Liquid	LIQUID	C, 1
Gas	GAS	C, 1
Fire	FIRE	C, 1
Pressure	PRESSURE	C, 1
Reactivity	REACTIVE	C, 1
Immediate	ACUTE	C, 1
Delayed	CHRONIC	C, 1
Max. Daily Amount	MAX_AMT	C, 2
Ave. Daily Amount	AVE_AMT	C, 2
Days on site	DAYS	N, 3

Continues . . .

Table 9–2 (Continued)
Relationship of HyperCard Stack Fields in CAMEO Macintosh to Record Fields in CAMEO DOS Databases

HyperCard Stack Field Name	CAMEO DOS Field Name	Type, Length
Storage Locations (part of Inventory Stack)		
Storage Type 1	TYP1	C, 1
Storage Pressure 1	PRS1	C, 1
Storage Temperature 1	TMP1	C, 1
Storage Location 1	LOC1	C, 70
Confidential Loc 1	CON1	C, 1
Storage Type 2	TYP2	C, 1
Storage Pressure 2	PRS2	C, 1
Storage Temperature 2	TMP2	C, 1
Storage Location 2	LOC2	C, 70
Confidential Loc 2	CON2	C, 1
Storage Type 3	TYP3	C, 1
Storage Pressure 3	PRS3	C, 1
Storage Temperature 3	TMP3	C, 1
Storage Location 3	LOC3	C, 70
Confidential Loc 3	CON3	C, 1
Storage Type 4	TYP4	C, 1
Storage Pressure 4	PRS4	C, 1
Storage Temperature 4	TMP4	C, 1
Storage Location 4	LOC4	C, 70
Confidential Loc 4	CON4	C, 1
Storage Type 5	TYP5	C, 1
Storage Pressure 5	PRS5	C, 1
Storage Temperature 5	TMP5	C, 1
Storage Location 5	LOC5	C, 70
Confidential Loc 5	CON5	C, 1
Storage Type 6	TYP6	C, 1
Storage Pressure 6	PRS6	C, 1
Storage Temperature 6	TMP6	C, 1
Storage Location 6	LOC6	C, 70
Confidential Loc 6	CON6	C, 1
Modification Date	UPDATE	D, 8
Contacts Stack	MACCON.DBF	
Last Name	CONT_LNAME	C, 20
First Name	CONT_FNAME	C, 15
Position	CONT_TITLE	C, 20
Facility/Organization	CONT_ORG	C, 30
Identification Number	CONTID	C, 15
Street	CONT_ADDR1	C, 60
City	CONT_CITY	C, 20
State	CON_STATE	C, 2
Postal Code	CONT_ZIP	C, 9
Telephone 1	CONT_PHON1	C, 10
Telephone 2	CONT_PHON2	C, 10
Comments	COMMENT	C, 60
Modification Date	UPDATE	D, 8

Continues . . .

Table 9–2 (Continued)
Relationship of HyperCard Stack Fields in CAMEO Macintosh to Record Fields in CAMEO DOS Databases

HyperCard Stack Field Name	CAMEO DOS Field Name	Type, Length
Populations Stack	MACPOP.DBF	
Name	POPL_NAME	C, 45
Street	POPL_ADDR1	C, 60
City	POPL_CITY	C, 20
State	POPL_STATE	C, 2
Postal Code	POPL_ZIP	C, 9
Ave Daily Pop	POPL_AVG	N, 6
Hours of Operation	POPL_HOURS	C, 15
Daily Max Pop	POPL_DMAX	N, 6
Daily Min Pop	POPL_DMIN	N, 6
Seasonal Max Pop	POPL_SMAX	N, 6
Seasonal Min Pop	POPL_SMIN	N, 6
Identification Number	POPLID	C, 15
Population Type	POPL_TYPE	C, 10
Comments	COMMENTS	C, 60
Modification Date	UPDATE	D, 8
Toxic Release Inventory Stack	MACREL.DBF	
TRI ID	TRI_ID	C, 15
Identification Number	FACLROUTID	C, 15
Report Year	REPORT_YR	C, 2
CAS Number	CAS	C, 11
Fugitive or Non-point Air	FUGITIVE_A	N, 10
Stack or Point Air	STACK_AIR	N, 10
NPDES Id	NPDES	C, 9
NPDES Amount	WATER	N, 10
UIC #	UIC_ID	C, 12
UIC Amount	INJECTION	N, 10
Total Release to Land	LAND	N, 10
Public Treatment Works	POTW	N, 10
Other Offsite Transfers	OTHER_OFF	N, 10
Modification Date	UPDATE	D, 8

Importing CAMEO DOS (SDF) Text Files

Use this option to import text files to the CAMEO DOS Facility Information, Chemical Inventory, Storage Locations, Incident Notification, Toxic Release Annual Report, Transportation Information, Chemicals in Transit, Shippers, Contacts, Population, Shipper Information, and Citizen Requests databases. The import file must be in the Standard Data Format (SDF), with a data structure that matches the CAMEO DOS databases exactly. This is the same format CAMEO DOS uses to export files. This option would be used when you want to import files from other CAMEO DOS systems.

To import text data, move the highlight bar on the Import/Export Selection menu to option D and press the RETURN or ENTER key, or type the letter ***D***. The system will display the Import File Selection menu.

The Import File Selection menu contains six import options: Facility Information, Transportation Information, Contacts, Population, Shipper Information, and Citizen Requests.

If you select option A, the Facility Information Import screen and its seven data input fields are displayed. The first two input fields are labeled Location of Import Files. Enter the letter representing the drive where the files are located in the first field, and enter the path name in the second field.

The next five data fields, under the heading Import Files, contain the names of the text import files for the Facility, Chemical Inventory, Storage Locations, Incidents, and Toxic Release Annual Report information. Under the heading Target Files are the names of the database files where the information will reside once the import procedure is complete.

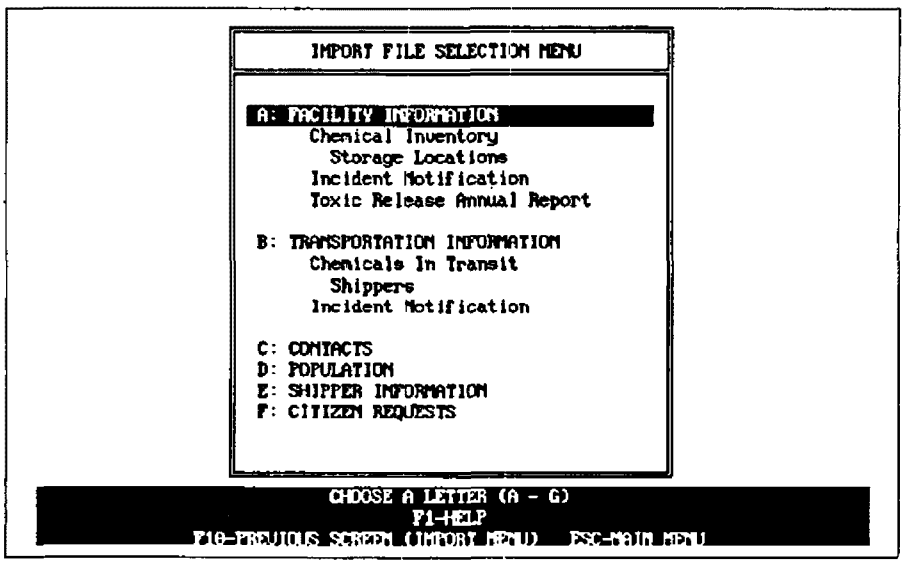
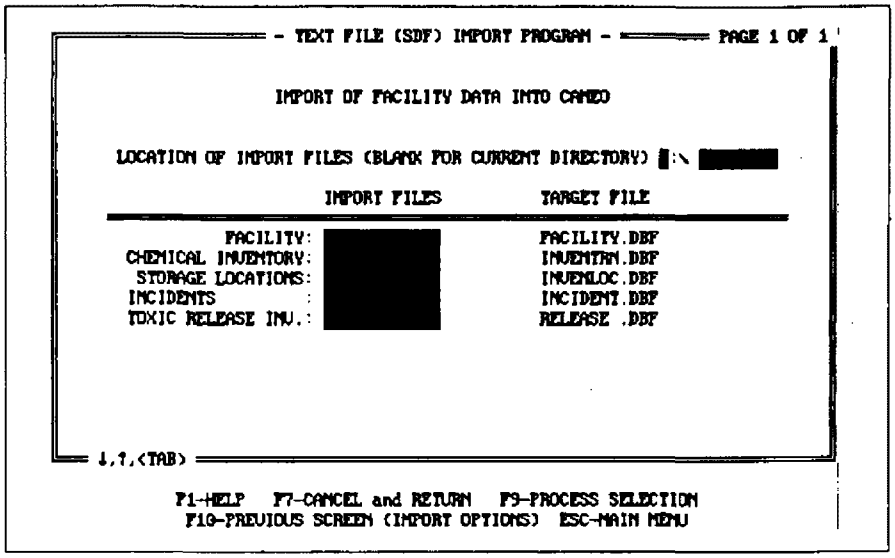


Figure 9–25. SDF File Import Selection screen

Figure 9–26.
SDF File Import
Program Screen



All other selections on the Import File Selection menu are in an identical format, but accommodate the requirements for import to the particular module.

To import an SDF text file into a CAMEO DOS database, enter the file name of the text file in the appropriate input field under the Import Files heading. For example, if you have exported a text file containing facility information from another CAMEO DOS system and have named it FACILITY.EXP, you would enter FACILITY.EXP in the Facility data input field. You must enter the name of each text file database for which you want to import data.

The choice of text files to import is not completely free. Some files cannot be loaded without specifying others. For example, Chemical Inventory information cannot be specified without specifying a file containing Facility data. CAMEO DOS will warn you if this type of conflict occurs.

To begin the SDF text file import process, select F9–Process Selection. The split window with the text file data on the right and CAMEO DOS files on the left is displayed. Scroll through the files using the arrow keys or the Page Up or Page Down keys. To mark a facility for inclusion into the database, select F4 for Add and F6 for Link. Additional instructions on how to use the split window functions are in the TRI Data Import section earlier in this chapter.

To execute the SDF text file import process, select F10–Execute. After the records have been imported, the Text File SDF Import Report is displayed. This screen contains information on the number of records imported and problems encountered during the import procedure.

If you decide that you do not want to import the SDF text files, select F7–Cancel to return to the SDF Import screen or press the Escape key to go directly to the CAMEO DOS Main Menu.

Exporting CAMEO Database Files

Use this option to copy CAMEO DOS database files into ASCII text files. The text files will be in SDF (standard data format), which can be imported by other database systems and other CAMEO DOS systems.

The CAMEO DOS database files and the ASCII text files into which they are exported are as follows:

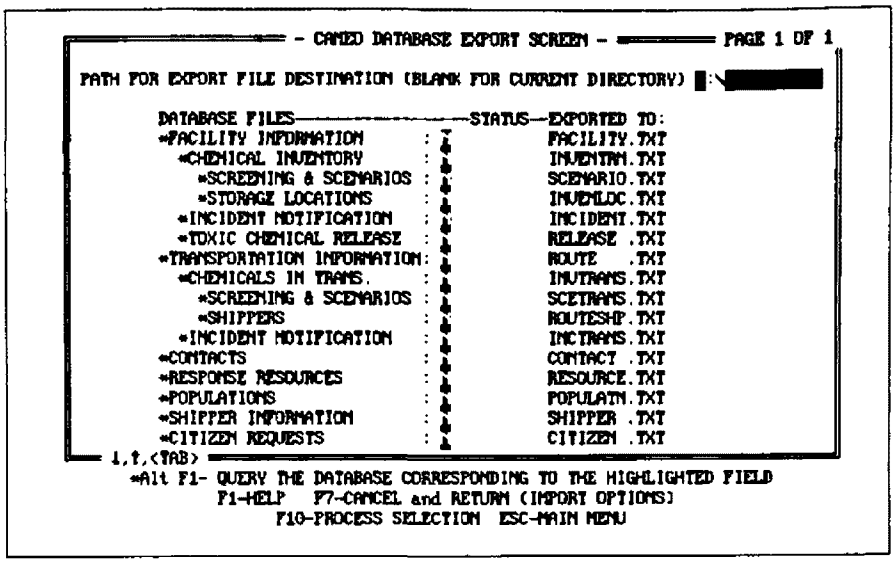
Database File	Exported to
Facility Information	FACILITY.TXT
Chemical Inventory	INVENTRN.TXT
Screening & Scenarios	SCENARIO.TXT
Storage Locations	INVENLOC.TXT
Incident Notification	INCIDENT.TXT
Toxic Chemical Release	RELEASE.TXT
Transportation Information	ROUTE.TXT
Chemicals in Transit	INUTRANS.TXT
Screening & Scenarios	SCETRANS.TXT
Shippers	ROUTESHP.TXT
Incident Notification	INCTRANS.TXT
Response Resources	RESOURCE.TXT
Contacts	CONTACTS.TXT
Populations	POPULATN.TXT
Shipper Information	SHIPPER.TXT
Citizen Requests	CITIZEN.TXT

The actual interpretation and use of these .TXT files requires the use of the CAMEO DOS data glossary. It defines the locations, lengths, and data types of all the record fields used in CAMEO DOS.

Exporting CAMEO DOS Data

To begin exporting CAMEO DOS data, move the highlight bar on the Import/ Export Selection menu to option E and press RETURN or ENTER, or type the letter ***E***. The system will display the CAMEO Database Export screen, which prompts you to enter the CAMEO DOS file names of the databases to be exported. The CAMEO Database Export screen contains 16 data input fields and 16 data display fields. The input fields allow you to select the databases that you want to

Figure 9–27.
CAMEO DOS Data Export Screen



export; the 16 output fields tell you whether or not the source database has been queried through use of the ALT+F1 combination.

Use the ↑ or ↓ keys or the TAB key to move between fields. You can enter data in any order.

Each of the Y/N data fields is paired with a display field, under the heading Status. The Status column designates whether or not the export file will contain a queried set or a complete of data records. To create a queried set of records, place the cursor on the desired database and use the ALT+F1 combination. This takes you to the Query screen for the database (the same Query screen found in each CAMEO module). For more information on how to use Queries, see the section on Queries in Chapters 3 and 7. Once a database has been successfully queried, the word QUERIED will appear to the right of the database name in the Status column. If the Status column is blank, all records within the database will be exported.

To execute the CAMEO DOS data export process, select F9–PROCESS SELECTION. The system will display banners indicating the status of the process.

If you decide that you do not want to export the CAMEO DOS data, select F7–CANCEL AND RETURN or F10–PREVIOUS SCREEN (IMPORT OPTIONS) to return to the Import/Export Selection menu, or press the ESCAPE key to return directly to the CAMEO DOS Main Menu.

Clock Accuracy

The computer's clock accuracy is vital to the operation of CAMEO DOS.

Each record contains a field called Last Update. The data in this field is the system clock time of the most recent change made to any of the other fields in the record. The system automatically updates this data each time the user alters the record. If the clock is not accurate, the Last Update data will not be accurate. This can reduce the reliability of the Backup/Restore function.

Appendix A
For Further Reading

The following list of documents referenced in this manual is organized by the name of the agency or organization that provides the documents. The address of each agency or organization is provided, so that communities may request copies as needed. Should you need further information, the telephone number is provided .

American Conference of Governmental Industrial Hygienists
6500 Glenway Avenue, Building D-7
Cincinnati, OH 45211-4338
(513) 661-7881

U.S. Department of Commerce
Bureau of the Census
Customer Services, Data User Services
Washington, DC 20233
(301) 763-4100

U.S. Environmental Protection Agency
The Emergency Planning and Community Right-to-Know Hotline
OS-120
401 M Street, SW
Washington, DC 20460

For further information on Title III, you may call: 1-800-535-0202.

This office is the source for all U.S. Environmental Protection Agency documents, as well as the following guides:

It's Not Over in October! A Guide of Local Emergency Planning Committees Implementing the Emergency Planning and Community Right-To-Know Act (SARA Title III).

Hazardous Materials Emergency Planning Guide. ("NRT-1").

Developing a Hazardous Materials Exercise Program. ("NRT-2").

Association of American Railroads
Bureau of Explosives
50 F Street, NW
Washington, DC 20001
(202) 639-2133

National Fire Protection Association
Distribution Facility
Batterymarch Park
Quincy, MA 02269-9101
1-800-735-0100

National Safety Council
444 North Michigan Avenue
Chicago, IL 60611-3991(312) 527-4800

Source for CAMEO and ALOHA manuals.

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
(202) 783-3238

Source for:

Chemical Hazard Response Information System (CHRIS)—Hazardous Chemical Data. NIOSH Pocket Guide to Chemical Hazards.

Registry of Toxic Effects of Chemical Substances 1981-1982.

Code of Federal Regulations, Title 40. Protection of Environment.

Code of Federal Regulations, Title 49. Transportation.

Office of Hazardous Materials Transport
(DMH-51)
Research and Special Programs Administration
U.S. Department of Transportation
Washington, DC 20590

References

Arthur D. Little, Inc. 1987. *Guidelines for the Selection of Chemical Protective Clothing, 3rd Edition.* Cambridge, MA. Volume 1.

American Conference of Governmental Industrial Hygienists. 1985. *Field Guide—Guidelines for the Selection of Chemical Protective Clothing, Second Edition.* Cincinnati, OH.

American Conference of Governmental Industrial Hygienists. 1990. *Threshold Limit Values and Biological Exposure Indices for 1990-1991.* Cincinnati, OH.

Association of American Railroads. 1990. *Emergency Handling of Hazardous Materials in Surface Transportation.* Washington, DC. Bureau of Explosives.

It's Not Over in October! A Guide of Local Emergency Planning Committees Implementing the Emergency Planning and Community Right-To-Know Act (SARA Title III). Washington, DC. 27 pp.

National Fire Protection Association. 1975. *Hazardous Chemicals Data.* In: *Fire Protection Guide on Hazardous Materials, Eighth Edition.* NFPA 49-1975. Quincy, MA.

National Response Team of the National Oil and Hazardous Substances Contingency Plan. March 1987. *Hazardous Materials Emergency Planning Guide.* (the "Orange Book," or "NRT-1"). Revised. Washington, DC.

National Response Team of the National Oil and Hazardous Substances Contingency Plan. September 1990. *Developing a Hazardous Materials Exercise Program* ("NRT-2"). Washington, DC.

U.S. Coast Guard. 1989. *Chemical Hazard Response Information System (CHRIS) - Hazardous Chemical Data.* Washington, DC[3 volumes].

U.S. Department of Commerce, Bureau of the Census. 1989. *TIGER/Line PreCensus Files, 1990: Technical Documentation.* Washington, DC.

U.S. Department of Health and Human Services, Public Health Service, Centers for Disease Control, National Institute for Occupational Safety and Health. February 1987. *NIOSH Pocket Guide to Chemical Hazards.* Revised. Washington, DC.

U.S. Department of Health and Human Services, National Institute of Occupational Safety and Health. 1989. *Registry of Toxic Effects of Chemical Substances 1988* [Computer Tape]. Cincinnati, OH.

U.S. Department of Transportation, Research and Special Programs Administration, Office of Hazardous Materials Transportation. *1990 Emergency Response Guidebook.* Revised. Washington, DC.

U.S. Environmental Protection Agency. 1988. *Chemical Profiles—Chemical Emergency Preparedness and Prevention.* Washington, DC.

U.S. Environmental Protection Agency. *Guide to Exercises in Chemical Emergency Preparedness Programs.* Washington, DC.

U.S. Environmental Protection Agency. *Chemicals in Your Community, A Guide to the Emergency Planning and Community Right-To-Know Act* [Brochure]. Washington, DC.

U.S. Environmental Protection Agency, Federal Emergency Management Agency, and U.S. Department of Transportation. March 1988. *Technical Guidance for Hazards Analysis: Emergency Planning for Extremely Hazardous Substances* (the "Green Book"). Washington, DC.

U.S. Environmental Protection Agency, Federal Emergency Management Agency, and U.S. Department of Transportation. [Undated]. *Handbook of Chemical Hazard Analysis Procedures* (the "Brown Book"). Washington, DC.

U.S. Environmental Protection Agency. *SARA Title III Fact Sheet Emergency Planning and Community Right-To-Know* [Revised Leaflet]. Washington, DC.

U.S. Environmental Protection Agency. March 1990. *Bibliography of Materials on the Emergency Planning and Community Right-To-Know Act (Title III of SARA), Risk Communication and Waste Minimization* [Leaflet]. Washington, DC.

U.S. Environmental Protection Agency, Office of Toxic Substances. *The Emergency Planning and Community Right-To-Know Act: Section 313 Release Reporting Requirements* [Brochure]. EPA 560/4-88-001. Washington, DC.

U.S. Environmental Protection Agency, Office of Solid Waste and Emergency Response. *Community Right-To-Know and Small Business: Understanding Sections 311 and 312 of the Emergency Planning and Community Right-To-Know Act of 1986.* Washington, DC.

U.S. Environmental Protection Agency, Office of Solid Waste and Emergency Response (OS-120). September 1989. *Computer Systems for Chemical Emergency Planning: Chemical Emergency Preparedness and Prevention, Technical Assistance Bulletin #5.* OSWER-89-005, Series 5. Washington, DC.

U.S. Environmental Protection Agency, Office of Toxic Substances. *A Guide to the Toxic Chemical Release Inventory Form R: Section 313 of the Emergency Planning and Community Right-To-Know Act (Title III of the Superfund Amendments and Reauthorization Act of 1986).* EPA 560/4-88-010. Washington, DC.

U.S. Environmental Protection Agency, Office of Toxic Substances. *Title III List of Lists: Consolidated List of Chemicals Subject to Reporting Under Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986.* EPA 560/4-88-003. Washington, DC.

U.S. Environmental Protection Agency, Office of Toxic Substances (TS-778). September 1989. *Chemical Releases and Chemical Risks: A Citizen's Guide to Risk Screening; Toxics Release Inventory* [Brochure]. EPA 560/2-89-003.

U.S. Environmental Protection Agency, Office of Solid Waste And Emergency Response (OS-120). September 1989. *When All Else Fails! Enforcement of the Emergency Planning And Community Right-To-Know Act: A Self Help Manual For Local Emergency Planning Committees.* Washington, DC.

U.S. Government Printing Office. 1990. *Code of Federal Regulations, Title 40. Protection of Environment.* Washington, DC.

U.S. Government Printing Office. 1990. *Code of Federal Regulations, Title 49. Transportation.* Washington, DC.

Appendix B
Glossary of Terms

Airborne release—The release of any chemical into the air.

Ambient—This term is used to describe the temperatures of the surrounding environment (for example, water or air).

Automated Resource for Chemical Hazard Incident Evaluation (ARCHIE)—A companion software program to be used in conjunction with the *Handbook of Chemical Hazard Analysis Procedures* (the "Brown Book"). ARCHIE can be used to develop a variety of scenarios for incidents involving toxic, flammable, and explosive hazards.

Boiling point—The temperature at which the transition from liquid to gas occurs.

Boolean logic—The logic or search strategy by which CAMEO DOS retrieves information from the system. Boolean logical operators consist of AND, OR, < (less than), > (greater than), <= (less than or equal to), >= (greater than or equal to), < > (less than or greater than), and = (equals).

CAMEO—See Computer-Aided Management of Emergency Operations (CAMEO).

CAS Number—Chemical Abstracts Service Registry number. This number, in the format XXX-XX-X, is assigned by the American Chemical Society and is unique for each chemical.

CEPPO—See Chemical Emergency Preparedness and Prevention Office.

CERCLA—The Comprehensive Environmental Recovery, Compensation, and Liability Act.

Chemical Emergency Preparedness and Prevention Office (CEPPO)—The Chemical Emergency Preparedness and Prevention Office, Environmental Protection Agency.

Chronic—Of long duration or having frequent recurrence. Chronic health effects are those that become apparent or persist for some time after exposure to hazardous chemicals.

CodeBreaker—A chemical identification system that contains over 60,000 synonyms, trade names, identification numbers, and labeling requirements cross-referenced with common chemical names.

Computer-Aided Management of Emergency Operations (CAMEO)—A software program developed by NOAA and the EPA. CAMEO was first developed and is used on the Macintosh platform. CAMEO DOS is the DOS-based version of CAMEO. Both programs support a number of information management functions, including: retrieval of chemical-specific information to support emergency response activities; development and maintenance of emergency response plans; organization and management of Title III information; and storage and computer display of area maps.

Contingency plan—A document to identify and catalog the actions and resources required to respond to an emergency, to define responsibilities and specific tasks, and to serve as a response guide.

Conventional map scale—The standard notation that defines how a unit of measurement on a map is related to the distance on earth of the area mapped. For example, 1:1000 means that 1 inch on the map equals 1,000 inches on the actual surface mapped; or, 1 foot on the map equals 1,000 feet on the surface. This is the standard method of mapping areas and allows the user to plot and calculate distances on maps in an accurate manner.

Cryogenic—A term relating to substances at low temperatures. For purposes of CAMEO DOS, this term refers to the use, storage, and possible spillage of liquefied gases.

Database—Organized groups of information on a narrow subject within the CAMEO DOS modules, which allow for rapid search and retrieval of the information.

D & B Number—Dunn and Bradstreet business identification number from the *Dunn & Bradstreet Directory of Businesses.*

Density—The mass (resistance to a change in state of motion) of a given substance per unit volume.

Decimal Degrees—Decimal Degrees = Deg. + [((min. x 60) + sec.)/3600].

Degrees True—Degrees True = 0· = from the north.

Detail Screen—A screen that shows detailed information about the entry selected.

Dispersion—The distribution of molecules or finely divided particles into a gaseous or liquid medium (for example, the distribution of a toxic chemical in the atmosphere).

DOS—Disk Operating System. A disk operating system stores data on a diskette or hard disk. It also manages the routine work of a DOS-based computer, controlling everything from internal memory, monitor displays, keyboard input, and external communication.

EHS—See Extremely Hazardous Substance.

Emergency Planning and Community Right-to-Know Information Hotline—Operated by the EPA to provide communities with help in preparing for accidental releases of toxic chemicals. The hotline number is 1-800-535-0202.

Extremely Hazardous Substance (EHS)—Chemicals identified by EPA on the basis of toxicity, and listed under SARA Title III. See also **Chemical Information** in Chapter 4.

Facility—Defined in SARA Title III as all buildings, equipment, structures, and other stationary items that are located on a single site or on contiguous or adjacent sites and that are owned or operated by the same person (or by any person who controls, is controlled by, or is under common control with, such person).

Function—An activity that the user can do in CAMEO DOS, such as search for a record, print a report, or type in new information.

Gaussian—A bell-shaped or normal curve used to mathematically describe the distribution of pollutants in the atmosphere.

GIS—Geographic Information System.

Handbook of Chemical Hazard Analysis Procedures—(the "Brown Book"), published by EPA, DOT, and FEMA, includes information on evaluating explosive, flammable, and reactive hazards, and offers an additional methodology for evaluating toxics. This guide also contains basic information on chemical hazards and a method for determining the probability of various transportation incidents involving hazardous chemicals. The Brown Book is dependent on the use of ARCHIE for assessing the consequences of incidents.

Hazardous chemical—Any chemical that is a physical or health hazard as defined by OSHA 29 CFR 1910.1201 and required to be reported above certain thresholds under Section 312 of Title III.

Hazardous material—Any substance or material in a quantity or form that may be harmful to humans, animals, crops, water systems, or other elements of the environment if accidentally released. Hazardous materials include explosives, gases (compressed, liquefied, or dissolved), flammable and combustible liquids, flammable solids or substances, oxidizing substances, poisonous and infectious substances, radioactive materials, and corrosives.

Hazardous Materials Emergency Planning Guide—(the "Orange Book" and popularly known as "NRT-1"), a joint publication of the National Response Team, presents an overview of and comprehensive approach to planning for hazardous material incidents.

Hazardous substances—Substances designated as hazardous by CERCLA (also known as Superfund); CERCLA includes substances listed under the Clean Water Act, the Clean Air Act, the Resource Conservation and Recovery Act (RCRA), and the Toxic Substances Control Act (TSCA) Section 7, 40 CFR 302.4.

IDLH—Immediately Dangerous to Life or Health value. This value represents a maximum concentration from which a healthy male could escape within 30 minutes without any impairing symptoms (like severe eye or respiratory irritation) or any irreversible health effects. *(NIOSH/OSHA Pocket Guide to Chemical Hazards*, 1987). [See *References*].

Incident—An occurrence of an action or situation, such as a hazardous waste or chemical spill.

Label—Used in the Chemical Information module. Lists the U.S. Department of Transportation labeling requirements for specific chemicals.

Latitude—The angular distance north or south of the equator measured in degrees along a meridian, as on a map or globe.

LEPC—See Local Emergency Planning Committee.

LOC—Level of Concern. This is the concentration value used for estimating vulnerable zones for a potential chemical release. See **Screening & Scenarios** in Chapters 3 and 4.

Local Emergency Planning Committee (LEPC)—A committee appointed by the State Emergency Response Commission (SERC), as required by SARA Title III, to design a comprehensive emergency plan for its district.

Longitude—The angular distance on the Earth east or west of the prime meridian at Greenwich, England.

Map Features—Features, such as roads, pipelines, and political boundaries, that are stored within the Bureau of the Census TIGER files.
Map Icon—A symbol plotted on the map to represent objects such as facilities, hospitals, and intersections.

Map Reference Views—Areas of the CAMEO DOS map that can be quickly brought into the main viewing area.

Material Safety Data Sheet (MSDS)—A compilation of information required under the OSHA Hazard Communication Standard on the identity of hazardous chemicals, health and physical hazards, exposure limits, and precautions. MSDSs may be obtained from chemical manufacturers. Section 311 of SARA requires facilities to submit MSDSs under certain conditions.

Menu—An on-screen list of tasks that can be performed in CAMEO DOS .

Modem—A device that transmits computer data over telephone lines.

Module—The different sections of CAMEO DOS, which contain information on particular topics such as chemicals, facilities, transportation, and contacts.

Molecular weight—The sum of the atomic weights of all the atoms in the molecule (the weight of one molecule of the chemical).

MSDS—See Material Safety Data Sheet.

National Fire Protection Association (NFPA)—An independent, voluntary, nonprofit organization whose mission is to protect the public against destructive fire.

National Oceanic and Atmospheric Administration (NOAA)—The National Oceanic and Atmospheric Administration, Department of Commerce.

National Response Center (NRC)—The Federal operations center that serves as the point of contact for responsible parties to fulfill reporting requirements for spills of oil and hazardous substances. The hotline number is 1-800-424-8802.

National Response Team (NRT)—This group is made up of representatives of the U.S. Departments of Defense, Interior, Transportation (including the U.S. Coast Guard), Commerce (including NOAA), State, Justice, Agriculture, Energy, and Labor; U.S. Environmental Protection Agency; Federal Emergency Management Agency; Health and Human Services; and the Nuclear Regulatory Commission.

NFPA—See National Fire Protection Association.

NOAA—See National Oceanic and Atmospheric Administration.

NRT—See National Response Team.

NRT-1—The document prepared by the NRT. See the *Hazardous Materials Emergency Planning Guide*.

Overlay—Additional items superimposed on the original TIGER file, as defined by the user. These may consist of facilities, hospitals, and other landmarks.

parts per billion (ppb)—Commonly used to express the concentration of a gas or vapor in air (molecules of chemical per billion molecules of air).

parts per million (ppm)—Commonly used to express the concentration of a gas or vapor in air (molecules of chemical per million molecules of air).

Pixel—The smallest unit that can be drawn on a computer screen. Pixel is short for "picture element."

Plume—An effluent cloud of gas resulting from a continuous source release.

Power query—The CAMEO DOS functions that allow the querying of *all* data fields in a data module.

ppb—See parts per billion.

ppm—See parts per million.

Query—The function of searching the CAMEO DOS system to obtain specific information.

Radius of the Vulnerable Zone—The maximum distance from the point of release of a hazardous substance at which the airborne concentration could reach the level of concern under specified weather conditions. See **Screening & Scenarios** in Chapters 3 and 4.

Record—In CAMEO DOS, this is a collection of information on a single subject, that is, a facility record provides certain basic information on a particular facility.

Reportable Quantity (RQ)—The quantity of a hazardous substance that exceeds the measure set by the EPA. RQ releases must be reported to the National Response Center, the State Emergency Response Commission, and the community emergency coordinator for areas likely to be affected by the release.

Response—The efforts to minimize the risks created in an emergency by protecting the people, the environment, and property, and the efforts to return the scene to normal, pre-emergency conditions.

Response Information Data Sheets—Database that contains detailed information on properties, hazards, and response information for most chemicals listed in the Chemical Information database.

RIDS—See Response Information Data Sheets.

Risk Analysis—The assessment of the probable damage that may be caused to the community by a hazardous substance release. See **Screening & Scenarios** in Chapters 3 and 4.

RQ—See Reportable Quantity.

RTECS—Registry of Toxic Effects of Chemical Substances. The chemical accession number used by the Agency for Toxic Substances and Disease Registry.

SARA—See Superfund Amendments and Reauthorization Act of 1986.

Screen—An electronic form, with information such as details of individual files, or menus. All screens have a title, which is referred to in the manual.

Screening & Scenarios—The Screening and Scenarios activity provides two distinct functions. The Screening segment allows you to automate the process of calculating worst case and more realistic screening zones as outlined in Section 3.1 of the *Technical Guidance for Hazards Analysis*. This information can be used in the initial screening of facilities that store Extremely Hazardous Substances above the Threshold Planning Quantity (TPQ).

Search connectors—The Boolean operators (AND, OR, etc.) used to narrow or expand search results.

Search criteria—The conditions which the user sets for the program to find the correct information. In CAMEO DOS , this could mean entering a partial name of the chemical spilled and other identification information available in order to identify that chemical.

SERC—See State Emergency Response Commission.

SIC Codes—Standard Industrial Classification codes used by the Department of Commerce.

Special populations—Groups of people that may be more susceptible than the general population, because of preexisting health conditions or age, to the toxic effects of an accidental release. See **Populations** in Chapter 4.

Stability class—A measure of the ability of a "parcel" of air to mix with other "parcels" of air. In the CAMEO air model, the stability is scaled from **A-F**, where **A** implies very unstable conditions and **F** very stable conditions. See **Screening & Scenarios** in Chapters 3 and 4.

State Emergency Response Commission—Commission appointed by each State Governor under SARA Title III. The commission designates emergency planning districts, appoints Local Emergency Planning Committees (LEPCs), supervises and coordinates the activities of planning committees, reviews emergency plans, receives chemical release notifications, and establishes procedures for receiving and processing requests from the public for information.

STCC—Standard Transportation Commodity Code, used to identify chemicals by the Association of American Railroads.

Summary Screen—The screen that lists information available for further review.

Superfund—The trust fund established under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 to provide money for cleanup of chemical spills.

Superfund Amendments and Reauthorization Act of 1986 (SARA)—Title III of SARA includes detailed provisions for community emergency planning.

Synonym—One of two or more words or expressions in the same language that have the same or nearly the same meaning in some or all senses. (*Webster's Ninth New Collegiate*, 1988.) In CAMEO DOS, this means that one chemical can have many synonyms or many other names.

313 data—This refers to Section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 or the Toxic Release Annual Report (TRI). This act requires the EPA to collect information and to establish an inventory of toxic chemical emissions from certain facilities. Refer to the **Introduction to Title III** section at the beginning of the manual. Substances on the 313 List are indicated in CAMEO—refer to 40 CFR 372.

Technical Guidance—*Technical Guidance for Hazards Analysis: Emergency Planning for Extremely Hazardous Substances.* This guide provides technical assistance to Local Emergency Planning Committees (LEPCs) to assess the hazards related to potential airborne releases of extremely hazardous substances as designated under Section 302 of SARA Title III.

Technical Guide for Hazards Analysis—(the "Green Book"), published by EPA, FEMA, and DOT, provides technical assistance in conducting a community-based hazards analysis, with an emphasis on lethal airborne toxics. This guide describes the hazards analysis process in detail, and includes a methodology as well as equations and tables for screening hazards and setting priorities.

Threshold Planning Quantity (TPQ)—A quantity designated for each chemical on EPA's list of Extremely Hazardous Substances (EHS). Facilities storing EHSs in excess of the TPQ are subject to emergency planning under SARA Title III. The list of EHSs can be obtained from 40 CFR 355. CAMEO also incorporates this list into the Chemical Information database. See **Chemical Information** in Chapter 4.

TIGER files—Topologically Integrated Geographic Encoding and Referencing files distributed by the U.S. Bureau of the Census. CAMEO DOS uses these files in mapping functions.

Title III—The Emergency Planning and Community Right-to-Know Act of 1986. Title III specifies requirements for organizing the planning process at State and local levels for extremely hazardous substances, minimum plan content, requirements for facility owners/operators to inform officials about extremely hazardous substances, and ways to make this information available to citizens.

TLV-TWA—Threshold Limit Value-Time Weighted Average. The time-weighted average concentration for a normal 8-hour workday and a 40-hour workweek, to which nearly all workers may be repeatedly exposed, day after day, without adverse effects. *(Threshold Limit Values and Biological Exposure Indices for 1985-86,* American Conference of Governmental Industrial Hygienists).

TPQ—See Threshold Planning Quantity.

Toxic chemical—A chemical that is poisonous to the human and physical environment and may refer especially to chemicals listed under Section 313 of Title III.

Toxic Chemical Release Inventory Form (Form R)—Information form that must be submitted to the LEPC by facilities that manufacture, process, or use (in quantities above a specified amount) chemicals listed in Section 313 of SARA Title III.

UN Number—The chemical identification number assigned by the United Nations Classification System.

Vulnerability Analysis—Assessment of elements in the community that are subject to damage from a hazardous release. This includes gathering information on the extent of the Vulnerable Zone, conditions that influence the zone, size, and type of the population within the zone, private and public property that might be damaged, and the environment that might be affected. See **Screening & Scenarios** in Chapters 3 and 4.

Vulnerable Zone—An area over which the airborne concentration of a chemical involved in an accidental release could reach the specified level of concern.

Appendix C
Data Field Glossary

The Data Field Glossary contains tables that list all fields on the CAMEO DOS detail screens. These tables include the following information:

- The name of the field as seen on the detail screen.
- The field's abbreviated name (used in Mapping module information screens and Power Query screens).
- A description of the field.
- The field's type, which tells what kind of information you can enter. C stands for character (you can enter letters, numbers, and other characters), N stands for numeric, (numbers only), and D stands for date (valid dates only; that is, six numbers—the first pair can be 01 through 12 only, and the second pair can be 01 through 31 only.
- The field's width; that is, the maximum number of characters you can enter.
- For numeric fields, the number of decimal places available.
- Whether or not the field is required. If information must be entered in a field before the record can be saved, a Y is shown in this column.

Use the table of contents on the following page to locate the detail screens in the Data Field Glossary.

Data Field Glossary Contents

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First Chemical Information Detail Screen						
Field	Abbreviated	Description	Type	Width	Decimals	Required
Chemical	CHEM_NAME	Name of the chemical.	C	60		
CAS #	CAS	Identification number from the Chemical Abstracts Service Registry.	C	11		
NOAA #	NOAANO	Number assigned by the National Oceanic and Atmospheric Administration.	C	4		
UN #	UNNO	Number assigned by the United Nations Classification System.	C	4		
STCC	STCC	Standard Transportation Commodity Code.	C	7		
RTECS	RTECS	Accession number from the Registry of Toxic Effects of Chemicals.	C	30		
Formula	FORMULA	Chemical's formula. This field is case-sensitive; the formula is in proper scientific notation.	C	21		
Label	HAZLAB	U.S. Department of Transportation labeling requirement.	C	30		
NFPA Codes	NFPA_H NFPA_F NFPA_R NFPA_S	National Fire Protection Association hazard codes: 0, 1, 2, 3, or 4 for H (Health), F (Fire), and R (Reactivity), or up to 18 characters for S (Special Hazards).	C C C C	1 1 1 18		
CERCLA	YN_CERCLA	Y (for yes; the default is no) if the chemical is included in the Comprehensive Environmental Recovery, Compensation, and Liability Act.	C	1		
EHS	YN_EHS	Y (for yes; the default is no) if the chemical is an Extremely Hazardous Substance as defined by the EPA under SARA Title III.	C	1		
§313	YN_313	Y (for yes; the default is no) if the chemical is listed in Section 313 of SARA Title III.	C	1		
RCRA	RCRA	The chemical's ID number from the Resource Conservation and Recovery Act (RCRA).	C	4		
RQ	RQ	Reportable quantity; that is, the quantity of a hazardous substance that exceeds the measure set by the EPA.	N	5		
TPQ	TPQ	Threshold Planning Quantity, designated for each chemical on the EPA EHS list.	C	10		
Last Update	UPDATE	Date that any information was added to or deleted from this record.	D	8		

Second Chemical Information Detail Screen						
Field	Abbreviated	Description	Type	Width	Decimals	Required
Chemical	CHEM_NAME	Name of the chemical as shown on the first detail screen.	C	60		
CAS #	CAS	Chemical Abstract Service number as shown on the first detail screen.	C	11		
State at Ambient Temperature	AMB_STATE	Gas (G), Liquid (L), or Solid (S).	C	1		
Level of Concern	LOC	Concentration of an EHS in the air above which serious health effects or death could result from a single exposure for a relatively short period of time, described in the form 0.00000000 grams per cubic meter (gm/m^3).	N	10	8	
Liquid Ambient Factor	LFAD	Value used to calculate the vulnerable zone in the Screening & Scenarios activity, described in the form 0.00.	C	10		
Liquid Boiling Factor	LFBD	Value used to calculate the vulnerable zone in the Screening & Scenarios activity, described in the form 0.00.	C	10		
Liquid Molten Factor	LFM	Value used to calculate the vulnerable zone in the Screening & Scenarios activity, described in the form 0.00.	C	10		

First Facility Information Detail Screen						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Facility Name	FACL_NAME	Name of the facility. Select a format that will be useful in the alphabetical listing on the summary screen and in the Mapping module (Mapping module labels are discussed in more detail in Chapter 5).	C	45		Y
Dept./Div.	FACL_DEPT	A department, division, or branch name that further identifies the facility.	C	25		
Address	FACL_ADDR1 FACL_ADDR2	Two lines are available for the facility's street and/or mailing address.	C C	45 45		Y
City	FACL_CITY	City in which the facility is located.	C	20		Y
State	FACL_ST	Two-letter U.S. Postal Service abbreviation for state.	C	2		Y
Zip Code	FACL_ZIP	Zip Code in which facility is located. Space is available for the 4-digit extension.	C	9		

First Facility Information Detail Screen—Continued						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Cross Street	CROSS_ST	Nearest cross street.	C	30		
SIC Code	SIC1 SIC2 SIC3 SIC4	Standard Industrial Classification code(s). Space is available for four 4-digit codes.	C C C C	4 4 4 4		
D&B	DUN_BRAD	Identification code (in the form 00-000-0000) from Dun & Bradstreet directory of businesses.	C	9		
Site	NUMSITE TOTSITE	If the business has more than one location in your county, you can enter the numbers here; for example, 1 of 3.	C C	2 2		
County/District	FACL_DIST	County, fire or police district, or other geographical area used to locate the facility.	C	15		
Emergency Contacts and Information Provides space for the following information about two contacts:						
Name	EMG1_NAME EMG2_NAME	The emergency contact's name.	C C	25 25		
Title	EMG1_TITLE EMG2_TITLE	The emergency contact's position at the facility.	C C	20 20		
Phone	EMG1_PH EMG2_PH EMG1_EXT1 EMG2_EXT1 EMG1_24PH EMG2_24PH EMG1_EXT2 EMG2_EXT2	Space is provided for two telephone numbers (including area code and extension); use one of these for a number that can be used for 24-hour (or off-hours) access.	C C C C C C C C	10 10 4 4 10 10 4 4		
Map Location	MAP_LOCATN	Grid number from master map of your county or district (not related to the CAMEO DOS Mapping module).	C	10		
Last Update	UPDATE	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field.	D	8		

Second Facility Information Detail Screen						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Owner/Op. Name	OWN_NAME	Name of the owner, operator, or other manager of the facility.	C	30		
Address	OWN_ADDR1 OWN_ADDR2	Two lines are available for the owner/operator's street and/or mailing address.	C	30		
City	OWN_CITY	City in which the owner/operator's office is located.	C	20		
State	OWN_State	Two-letter U.S. Postal Service abbreviation for state.	C	2		
Zip Code	OWN_ZIP	Zip Code in which owner/operator's office is located. Space is available for the 4-digit extension.	C	9		
Phone	OWN_PHONE OWN_EXT	Owner/operator's telephone number (including area code and extension).	C C	10 4		
Additional Facility Information:						
Fire District	FIRE_DIST	Fire district in which the facility is located.	C	15		
Latitude	FACL_LAT	Along with longitude, provides the exact location of the facility in the form 00°00'00" for degrees, minutes, and seconds.	C	6		
Longitude	FACL_LONG	Along with latitude, provides the exact location of the facility in the form 00°00'00" for degrees, minutes, and seconds.	C	7		
User Fields 1–9	USERFLD1 USERFLD2 USERFLD3 USERFLD4 USERFLD5 USERFLD6 USERFLD7 USERFLD8 USERFLD9	Provides nine fields that your system administrator can assign to suit the needs of your organization. Four 1-character fields, three 2-character fields, one 4-character field, and one 20-character field are available.	C C C C C C C C C	1 1 1 1 2 2 2 4 20		

Third Facility Information Detail Screen						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Compliance Contact	CMPL_NAME	Name of the compliance contact at the facility.	C	25		
Phone/Ext.	CMPL_PHONE CMPL_EXT	Compliance contact's telephone number (including area code and extension).	C C	10 4		
Compliance Items Provides space to enter Date Received, Date Due, and File Location for the following:						
	SITEPLN_R SITEPLN_D SITEPLN_F	Emergency Plan	D D C	8 8 7		
	SITEMAP_R SITEMAP_D SITEMAP_F	Site Map	D D C	8 8 7		
	S302_R S302_D S302_F	Section 302 Declaration	D D C	8 8 7		
	S303_R S303_D S303_F	Section 303 Facility Representative	D D C	8 8 7		
	S304_R S304_D S304_F	Section 304 Notification	D D C	8 8 7		
	MSDSSHT_R MSDSSHT_D MSDSSHT_F	Section 311 MSDS Sheets	D D C	8 8 7		
	MSDSLST_R MSDSLST_D MSDSLST_F	Section 311 MSDS List	D D C	8 8 7		
	TIER1_R TIER1_D TIER1_F	Section 312 Tier I	D D C	8 8 7		

Third Facility Information Detail Screen—Continued						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
	TIER2_R TIER2_D TIER2_F	Section 312 Tier II	D D C	8 8 7		
	S313_R S313_D S313_F	Section 313 Form R	D D C	8 8 7		
	OTHER_R OTHER_D OTHER_F	Other	D D C	8 8 7		

Chemical Inventory Detail Screen						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Chemical	CHEM_NAME	Chemical name from the Chemical Information module. CAMEO DOS automatically fills in this field based on your input to the CAS Number field.	C	10		
CAS #	CAS	Chemical Abstracts Service identification number. Use ALT+F1 combination here to automatically fill this field plus the Chemical Name and NFPA Codes. Otherwise, 6 characters available; CAMEO DOS automatically adds the hyphens to a CAS Number you enter.	C	11		Y
NFPA Codes	NFPA_H NFPA_F NFPA_R NFPA_S	National Fire Protection Association hazard codes. CAMEO DOS automatically fills in these codes based on your input to the CAS Number field: 0, 1, 2, 3, or 4 for H (Health), F (Fire), and R (Reactivity) or up to 18 characters for S (Special Hazards).	C C C C	1 1 1 18		
Trade Secret	SECRET	Enter an X in this field if the chemical meets the trade secret criteria specified in Section 322 of Title III. Otherwise, leave blank.	C	1		
State	PURE MIX SOLID LIQUID GAS	Enter an X next to the appropriate item(s): Pure, Mix, Solid, Liquid, or Gas.	C C C C	1 1 1 1		

Chemical Inventory Detail Screen—Continued						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Hazards	FIRE PRESSURE REACTIVE ACUTE CHRONIC	Enter an X next to the appropriate item(s): Fire, Pressure, Reactive, Acute, Chronic.	C C C C	1 1 1 1		
Max. Daily Amount	MAX_AMT	Use the ALT+F1 combination to display the popup menu and select the appropriate code for the maximum amount of the chemical that could be at the facility on any given day. Otherwise, enter one of the following 2-digit codes: 00 0–99 lbs 01 100–999 lbs 02 1,000–9,999 lbs 03 10,000–99,999 lbs 04 100,000–999,999 lbs 05 1,000,000–9,999,999 lbs 06 10,000,000–49,999,999 lbs 07 50,000,000–99,999,999 lbs 08 100,000,000–499,999,999 lbs 09 500,000,000–999,999,999 lbs 10 1 billion lbs and above	C	2		
Avg. Daily Amount	AVE_AMT	Use the ALT+F1 combination to display the popup menu and select the appropriate code for the average amount of the chemical that is at the facility on a given day. Otherwise, enter one of the 2-digit codes shown above.	C	2		
Days on Site	DAYS	Number of days that the chemical was stored at the facility in the year shown below.	C	3		
Year	YEAR	Last 2 digits of the year for which the Days on Site data apply (for example, 90 for 1990).	C	2		
Signed	SIGNED	Date that a representative of the facility signed the TIER II form indicating that the facility data are correct. Enter two digits each for month, day, and year; for example, 032090 for March 20, 1990. You do not need to type the slashes.	D	8		

Chemical Inventory Detail Screen—Continued						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Received	RECEIVED	Date the data were received at your office. Enter two digits each for month, day, and year; for example, 032090 for March 20, 1990. You do not need to type the slashes.	D	8		
Entered	ENTERED	Date the data were entered into CAMEO DOS. The system automatically fills this field in for you.	D	8		
Last Update	UPDATE	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field for you.	D	8		

Screening & Scenarios Detail Screen						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Screening	YN_SCREEN	Enter Y (for yes) if this is an initial screening for the facility and chemical. The default is N (for no).	C	1		
Name	SCENARIO	Descriptive name for the screening or scenario; defaults to "Screening" if Screening field is set to Y).	C	15		
Qty. Released	REL_QUANT	Amount of the chemical released in the screening or scenario, in pounds.	N	10		Y
Concentration	REL_CONCEN	Percentage of concentration of the chemical released in the screening or scenario. You can enter a number between 1 and 100. The default is 100.	N	3		
Released Over	REL_DURTN	Duration of the release in the screening or screening or scenario, in minutes. The default is 10.	N	3		
State	PHY_STATE	Use the ALT+F1 combination to display the popup menu and select the appropriate state for the chemical involved in the screening or scenario. Otherwise, enter L (for liquid), S (for solid), or M (for molten).	C	1		
Liquid Storage	LIQ_STORGE	If appropriate, use the ALT+F1 combination to display the popup menu and select the appropriate liquid-storage code. Otherwise, enter A (for above ambient temperature) or B (for at or below ambient temperature).	C	1		
Solid Storage	SOL_STORGE	If appropriate, use the ALT+F1 combination to display the popup menu and select the appropriate solid-storage code. Otherwise, enter P (for powder), S (for solution), M (for molten), or O (for other).	C	1		

Screening & Scenarios Detail Screen—Continued						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
If Diked	SQFT_DIKE	Enter square footage of the reservoir if the chemical is in diked storage or a spill has been contained by a dike.	N	5		
Wind Speed	WIND_SPEED	Wind speed for the screening or scenario, in miles per hour.	N	5	1	
From	WIND_FROM	Direction of the wind in the screening or scenario, expressed in degrees as the facility would be viewed on a map with North at the top (180 degrees).	N	3		
Stability Class	WIND_STABL	Stability Class determination for the wind (A to F).	C	1		
Condition	OPEN_URBAN	Enter O for Open or U for Urban.	C	1		
IDLH, 1/10 IDLH, Other	LOC_IDLH	Enter the appropriate level of concern: H for Immediate Danger to Life or Health (IDLH) or L for 1/10 Immediate Danger to Life or Health, or O for Other.	C	1		
LOC	LOC	Level of Concern, expressed in 0.00000000 grams per cubic meter (gm/m^3).	N	10	8	
Risk of Release	REL_RISK	Enter L (for low), M (for medium), or H (for high).	C	1		
Consequences of Release	REL_CONSEQ	Enter L (for low), M (for medium), or H (for high).	C	1		
Overall Risk	REL_OVRALL	Enter L (for low), M (for medium), or H (for high).	C	1		
Vulnerable Zone	RADIUS	Radius of the Vulnerability Zone for the screening or scenario, in miles. Calculated by CAMEO DOS when you select option F9 from the Screening & Scenarios detail screen.	N	4	1	
Last Computed/ Updated	COMP_DATE UPDATE	Date that any of the criteria for the screening or scenario were changed and the date of the last calculation. CAMEO DOS automatically updates these fields.	D D	8 8		

Storage Locations Detail Screen						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Confidential	CONFIDENTL	Enter Y (for yes) if the storage location at the facility meets the confidentiality criteria specified in Section 322 of Title III. Otherwise, leave at the default, N (for no).	C	1		

Storage Locations Detail Screen—Continued						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Storage Codes:						
Type	STORGE_TYP	Use the ALT+F1 combination to display the popup menu and select the appropriate code for the storage location. Otherwise, enter one of the following: A Above-ground tank B Below-ground tank C Tank inside building D Steel drum E Plastic or nonmetallic drum F Can G Carboy H Silo I Fiber drum J Bag K Box L Cylinder M Glass bottles or jugs N Plastic bottles or jugs O Tote bin P Tank wagon Q Rail car R Other	C	1		Y
Storage Pressure	STORGE_PRS	Use the ALT+F1 combination to display the popup menu and select the appropriate code for pressure conditions for the storage. Otherwise, enter one of the following: 1 Ambient pressure 2 Greater than ambient pressure 3 Less than ambient pressure	C	1		Y

Storage Locations Detail Screen—Continued						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Temperature	STORGE_TMP	Use the ALT+F1 combination to display the popup menu and select the appropriate code for temperature conditions for the storage. Otherwise, enter one of the following: 4 Ambient temperature 5 Greater than ambient temperature 6 Less than ambient temperature–not cryogenic 7 Cryogenic conditions	C	1		Y
Storage Location	STORGE_LOC	Brief description of where this container is located at the facility.	C	70		
Last Update	UPDATE	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field.	D	8		

Incident Notification Detail Screen						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Chemical	CHEM_NAME	Chemical name from the Chemical Information module. CAMEO DOS automatically fills in this field based on your input to the CAS field.	C	60		
CAS	CAS	Chemical Abstracts Service identification number. Use the ALT+F1 combination here to automatically fill this field plus the Chemical field.	C	11		Y
Accident Date	ACCID_DATE	Date that the incident occurred. Enter two digits each for month, day, and year; for example, 032090 for March 20, 1990. You do not need to type the slashes.	D	8		Y
Time	ACCID_TIME	Time that the incident occurred. Enter four digits according to the 24-hour clock; for example, 1425 for 2:25 p.m. You do not need to type the colon.	C	4		Y
Notification Date	NOTIF_DATE	Date the incident was reported to your office. Enter two digits each for month, day, and year; for example, 032090 for March 20, 1990. You do not need to type the slashes.	D	8		
Time	NOTIF_TIME	Time the incident was reported to your office. Enter four digits according to the 24-hour clock; for example, 1425 for 2:25 p.m. You do not need to type the colon.	C	4		

Incident Notification Detail Screen						
Incident Notification Detail Screen—Continued						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Type of Accident	ACCID_TYPE	Use the ALT+F1 combination to display the popup menu and select the appropriate code for the type of incident that occurred. Otherwise, enter one of the following 2-digit codes: 01 Passenger road transportation 02 Freight road transport vehicle 03 Rail transport vehicle 04 Water transport vehicle 05 Air transport vehicle 06 Heavy industrial and agricultural equipment 07 Special transport vehicle 08 Pipeline 09 Other transportation types 10 Fixed facility	C	2		
Type of Release	REL_TYPE	Use the ALT+F1 combination to display the popup menu and select the appropriate code for the type of release that occurred. Otherwise, enter one of the following 2-digit codes: 01 Spill 02 Fire 03 Explosion	C	2		
Extent of Release	REL_EXTENT	Use the ALT+F1 combination to display the popup menu and select the appropriate code to describe the extent of the release that occurred. Otherwise, enter one of the following 2-digit codes: 00 Extent of release undetermined 01 Confined to equipment/vehicle of origin 02 Confined to room of origin 03 Confined to floor of origin 04 Confined to structure of origin 05 Confined to fixed property of origin 06 Confined to general property of origin 07 Released beyond property of origin 08 No release 09 Extent of release not classified above	C	2		

Incident Notification Detail Screen—Continued						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Release Medium	REL_MEDIUM	Use the ALT+F1 combination to display the popup menu and select the appropriate code to describe the medium through which the release occurred. Otherwise, enter one of the following 2-digit codes: 00 Medium undetermined 01 Air 02 Water 03 Ground 04 Water and ground 05 Air and ground 06 Water and air 07 Air, water, and ground 08 Not released 09 Medium not classified above	C	2		
Quantity Released	QTY_REL	Amount of the chemical involved in the incident, in pounds.	N	10		
Fatalities	YN_FATL	Enter Y (for yes) if fatalities were reported or N if no fatalities were reported. The default is U (for unknown).	C	1		
Number	ACCID_FATL	If you entered a Y at Fatalities, enter the number of fatalities here.	C	4		
Injuries	YN_INJ	Enter Y (for yes) if injuries were reported or N if no injuries were reported. The default is U (for unknown).	C	1		
Number	ACCID_INJ	If you entered a Y at Injuries, enter the number of injuries here.	C	4		
Report Required	REPT_REQ	Enter an N (for no) if no report on the incident is required. The default is Y for yes.	C	1		
Report Received	REPT_RECVD	Date that the report on the incident was received at your office. Enter two digits each for month, day, and year; for example, 032090 for March 20, 1990. You do not need to type the slashes.	D	8		
Last Update	UPDATE	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field for you.	D	8		

First Toxic Release Annual Report Detail Screen						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Chemical	CHEM_NAME	Chemical name from the Chemical Information module. CAMEO DOS automatically fills in this field based on your input to the CAS field.	C	10		
CAS #	CAS	Chemical Abstracts Service identification number. Use the ALT+F1 combination here to automatically fill this field plus the Chemical field.	C	11		Y
TRI ID #	TRI_ID	Identification number from the Toxic Chemical Release Inventory Reporting Form (R Form).	C	15		
Releases to the Environment - Air						
Fugitive or Non-Point Air	FUGITIVE_A	The amount in pounds per year of releases to the air that is **not** released through stacks, vents, ducts, pipes, or any other confined air stream. The amount includes but is not limited to releases from faulty equipment (that is, leaks), evaporative losses, and building ventilation systems.	N	10		
Stack or Point Air	STACK_AIR	The amount (in pounds per year) of releases to the air that occurs through stacks, vents, ducts, pipes, or any other confined air stream.	N	10		
Releases to the Environment - Water						
NPDES ID #	NPDES	The facility's Natinal Pollutant Discharge Elimination System (NPDES) permit number.	C	9		
Water Release Amount	WATER	The amount (in pounds per year) that the facility discharges to various water bodies for the chemical reported.	N	10		
Report Year	REPORT_YR	Last two characters of the year in which the report was submitted.	N	2		
Update	UPDATE	Date that this report was updated. CAMEO DOS automatically updates this field for you.	D	8		

Second Toxic Release Annual Report Detail Screen						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Releases to the Environment - Underground Injection						
UIC ID #	UIC_ID	The facility's Underground Injection Code (UIC) permit number.	C	12		

Second Toxic Release Annual Report Detail Screen—Continued						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Underground Injection Release Amount	INJECTION	The amount (in pounds per year) that the facility discharged to underground injection wells.	N	10		
Releases to the Environment - Land						
Land Release Amount	LAND	The amount (in pounds per year) that was landfilled, treaded or applied in farming, impounded, or otherwise disposed of a the facility.	N	10		
Offsite Transfers						
POTW	POTW	The amount (in pounds per year) that was discharged to publicly owned treatment works (POTWs).	N	10		
Other	OTHER_OFF	The amount (in pounds per year) that was shipped or transfered offsite.	N	10		

Transportation Information Detail Screen						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Route	ROUT_NAME	Name of the route. Try to use a format that will be useful in the alphabetical listing on the summary screen and in the Mapping module (Mapping module labels are discussed in more detail in Chapter 5).	C	25		Y
Route Type	ROUT_TYPE	Use the ALT+F1 combination to display the popup menu and select the appropriate code for the type of route. Otherwise, enter one of the following 2-character codes: RD Road RR Railroad WA Water	C	2		
Milepost(s)	MILEPOST	Location of the area of concern along the route.	C	12		
Intersection(s)	INTERSECTN	Intersection(s) of concern along the route.	C	28		
Map Location	MAP_LOCATN	Grid number from master map of your county or district (not related to CAMEO DOS Mapping module).	C	10		

Transportation Information Detail Screen						
Transportation Information Detail Screen—Continued						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Description	COMMENT 1 COMMENT 2	Two lines are available for any additional information about the transportation route.	C C	60 60		
Last Update	UPDATE	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field.	D	8		

Chemicals in Transit Detail Screen						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Chemical	CHEM_NAME	Chemical name from the Chemical Information module. CAMEO DOS automatically fills in this field based on your input to the CAS Number field.	C	60		
CAS #	CAS	Chemical Abstracts Service identification number. Use the ALT+F1 combination here to automatically fill this field plus the Chemical Name and NFPA Codes.	C	11		Y
NFPA Codes	NFPA_H NFPA_F NFPA_R NFPA_S	National Fire Protection Association hazard codes. CAMEO DOS automatically fils in these codes based on your input to the CAS Number field: 0, 1, 2, 3, or 4 for H (Health), F (Fire), and R (Reactivity) or up to 18 characters for S (Special Hazards).	C C C C	1 1 1 18		
Trade Secret	SECRET	Entert an X in this field if the chemical meets the trade secret criteria specified in Section 322 of Title III. Otherwise, leave blank.	C	1		
State	PURE MIX SOLID LIQUID GAS	Enter an X next to the appropriate item(s): Pure, Mix, Solid, Liquid, or Gas.	C C C C C	1 1 1 1 1		

Chemicals in Transit Detail Screen						
Chemicals in Transit Detail Screen—Continued						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Hazards	FIRE PRESSURE REACTIVE ACUTE CHRONIC	Enter an X next to the appropriate item(s): Fire, Pressure, Reactive, Acute, Chronic.	C C C C C	1 1 1 1 1		
Amount in Transit:						
Maximum Amount at One Time	MAX_AMOUNT	Enter the maximum amount, in pounds, of material that could be in the shipment.	N	10		
Frequency	DAYS	Enter the number of days per year that the shipment is likely to be in transit over the route.	C	3		
Entered	ENTERED	Date the data were entered into CAMEO DOS. The system automatically fills this field in for you.	D	8		
Last Update	UPDATE	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field for you.	D	8		

Shippers Detail Screen						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Shipper	SHIP_NAME	Use the ALT+F1 combination to go to the list of shipping companies in the Shipper Information module and select the appropriate name. You can enter a new record in the Shipper Information module if necessary.	C	45		Y
Dept./Div.	SHIP_DEPT	Department, division, or branch that further identifgies the shipping company. Copied from the Shipper Information module when you make a selection at the Shipper field.	C	25		
Phone #	EMG1_PH EMG1_EXT1	Telephone number and extension used to reach the shipper during business hours. Copied from the Shipper Information module when you make a selection at the Shipper field.	C C	10 4		

Shippers Detail Screen

Shippers Detail Screen—Continued

Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Maximum Amount Shipped Through This Route	MAX_AMOUNT	Maximum amount, in pounds, that any one shipment of the chemical by the shipper could contain.	N	10		
Frequency Through This Route	DAYS	Number of days per year that the chemical could be transported by the shipper over the route.	C	3		
Physical State	PHY_STATE	Use the ALT+F1 combination to display the popup menu and select the appropriate code. Otherwise, enter one of the following: G (Gas), L (Liquid), or S (Solid).	C	1		
Liquid Storage	LIQ_STORGE	If appropriate, use the ALT+F1 combination to display the popup menu and select the appropriate code. Otherwise, enter one of the following: A (above ambient temperature) or B (below ambient temperature).	C	1		
Solid Storage	SOL_STORGE	If appropriate, use the ALT+F1 combination to display the popup menu and select the appropriate code. Otherwise, enter one of the following: P (Powder), S (Solution), M (Molten), or O (Other).	C	1		
Comment	COMMENT	One line available for any additional information about the shipper.	C	60		
Last Update	UPDATE	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field.	D	8		

Contacts Detail Screen

Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Name	CONT_LNAME, CONT_FNAME, CONT_MINIT	Contact's last name, first name, and middle initial.	C C C	20 15 1		Y
Position	CONT_TITLE	Contact's title, position, or occupation.	C	20		
Organization	CONT_ORG	Name of the contact's organization, business, or other affiliation.	C	30		
Address	CONT_ADDR1 CONT_ADDR2	Two lines are available for the contact's address.	C	30		
City	CONT_CITY	City in which contact is located.	C	20		

Contacts Detail Screen						
Contacts Detail Screen—Continued						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
State	CONT_STATE	Two-letter U.S. Postal Service abbreviation for state.	C	2		
Zip Code	CONT_ZIP	Zip Code in which contact is located. Space is available for the 4-digit extension.	C	9		
Phone	CONT_PHON1, CONT_PHON2, CONT_EXT1, CONT_EXT2	You can enter two numbers (including area code and extension); use one of these for a number than can be used for 24-hour (or off-hours) access.	C C C C	10 10 4 4		Y
Comments	COMMENT	One line available for any additional information about the contact.	C	60		
Last Update	UPDATE	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field.	D	8		

Response Resources Detail Screen						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Resource Code	RESC_CODE	Use the ALT+F1 combination to display the popup menu and select the appropriate code. Otherwise, enter one of the following: 01 Health Care 02 Emergency Transportation 03 Mass Communication 04 Heavy Equipment 05 Material Stockpiles 06 Experts/Information	C	2		Y
Map Location	MAP_LOCATN	Grid number from master map of your county or district (not related to the CAMEO DOS Mapping module).	C	10		
Comments	COMMENT	One line (60 characters) available for any additional information about the resource.	C	60		

Response Resources Detail Screen—Continued						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Emergency Contact and Information Use the ALT+F1 combination at the Last Name field to go to the list in the Community Contacts module and select the appropriate contact. The following information is copied from the Community Contacts module:						
Contact	CONT_LNAME CONT_FNAME CONT_MINIT	Contact's last name, first name, and middle initial.	C C C	20 15 1		Y
Position	CONT_TITLE	Contact's title, position, or occupation.	C	20		
Organization	CONT_ORG	Name of the contact's organization, business, or other affiliation.	C	30		
Address	CONT_ADDR1 CONT_ADDR2	Two lines are available for the contact's address.	C C	30 30		
City	CONT_CITY	City in which contact is located.	C	20		
State	CONT_STATE	Two-letter U.S. Postal Service abbreviation for state.	C	2		
Zip Code	CONT_ZIP	Zip Code in which contact is located. Space is available for the 4-digit extension.	C	9		
Phone	CONT_PHON1 CONT_PHON2 CONT_EXT1 CONT_EXT2	You can enter two numbers (including area code and extension); use one of these for a number than can be used for 24-hour (or off-hours) access.	C C C C	10 10 4 4		
Comments	COMMENT	One line available for any additional information about the contact.	C	60		
Last Update	UPDATE	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field.	D	8		

Population Detail Screen						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Population Code	POPL_CODE	Use the ALT+F1 combination to display the popup menu and select the appropriate code for the population. Otherwise, enter one of the following 2-digit codes: 01 Schools 02 Apartment Buildings 03 Offices / Factories 04 Health Care Facilities 05 Shopping Areas 06 Transportation Terminals 07 Public Meeting Facilities	C	2		Y
Population Name	POPL_NAME	Name of the population.	C	45		Y
Address	POPL_ADDR1 POPL_ADDR2	Two lines are available for the population's address.	C	30		
City	POPL_CITY	City in which population is located.	C	20		
State	POPL_STATE	Two-letter U.S. Postal Service abbreviation for state.	C	2		
Zip Code	POPL_ZIP	Zip Code in which population is located. Space is available for 4-digit extension.	C	9		
Emergency Contact and Information Provides space for the following information about one contact:						
Name	EMG1_NAME	Name of emergency contact.	C	25		
Title	EMG1_TITLE	Emergency contact's title.	C	20		
Phone	EMG1_PH EMG1_EXT1 EMG1_24PH EMG1_EXT2	Space is provided for two telephone numbers (including area code and extension); use one of these for a number that can be used for 24-hour (or off-hours) access.	C C C C	10 4 10 4		
Comment	COMMENT	One line available for any additional information about the population.	C	60		

Population Detail Screen—Continued						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Population Provides space for the following information about the population:						
Average	POPL_AVG	Average number of people at that location.	N	6		
Daily Maximum	POPL_DMAX	Largest number of people that could be at that location during its hours of operation on any given day.	N	6		
Seasonal Maximum	POPL_SMAX	Largest number of people that could be at that location during its hours of operation on any given day if it operates on a seasonal basis.	N	6		
Daily Minimum	POPL_DMIN	Smallest number of people that could be at that location during its hours of operation on any given day.	N	6		
Seasonal Minimum	POPL_SMIN	Smallest number of people that could be at that location during its hours of operation on any given day if it operates on a seasonal basis.	N	6		
Hours of Operation	POPL_HOURS	Times during the day that people are present at that location.	C	15		
Map Location	MAP_LOCATN	Grid number from master map of your county or district (not related to the CAMEO DOS Mapping module).	C	10		
Last Update	UPDATE	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field.	D	8		

First Shipper Information Detail Screen						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Shipper Name	SHIP_NAME	Name of the company that moves hazardous material in your area. You can enter names in any format that is meaningful to your organization. However, try to use a form that will be useful in the alphabetical listing on the summary screen.	C	45		Y
Dept./Div.	SHIP_DEPT	A department, division, or branch that further identifies the shipper. This field is especially useful if the shipping company operates at more than one location in your area.	C	25		

First Shipper Information Detail Screen—Continued						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Address	SHIP_ADDR1 SHIP_ADDR2	Two lines available for the shipper's street and/or mailing address.	C C	45 45		
City	SHIP_CITY	City in which the shipper is located.	C	20		
State	SHIP_STATE	Two-letter U.S. Postal Service abbreviation for state.	C	2		
Zip Code	SHIP_ZIP	Zip Code in which the shipping company is located. Space is available for the 4-digit extension.	C	9		
D&B #	DUN_BRAD	Identification code (in the form 00-000-000) from Dun & Bradstreet directory of businesses, used to obtain statistical information about the business.	C	9		
County/District	SHIP_DIST	Space to identify a county, fire or police district, or other geographical area of use to your organization in locating the shipper.	C	15		
Emergency Contacts and Information Provides space for the following information for two contacts:						
Name	EMG1_NAME EMG2_NAME	Name of emergency contact. While no format is required, you may find it easier to browse the information or execute Queries if you enter the last name first.	C C	25 25		
Title	EMG1_TITLE EMG2_TITLE	Emergency contact's position.	C C	20 20		
Phone	EMG1_PH EMG2_PH EMG1_EXT1 EMG2_EXT1 EMG1_24PH EMG2_24PH EMG1_EXT2 EMG2_EXT2	Space is provided for two telephone numbers (including area code and extension); use one of these for a number that can be used for 24-hour (or off-hours) contact.	C C C C C C C C	10 10 4 4 10 10 4 4		
Last Update	UPDATE	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field.	D	8		

Second Shipper Information Detail Screen						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Owner/Operator Name	OWN_NAME	Name of the owner, operator, or other top-level official of the shipping company.	C	30		
Address	OWN_ADDR1 OWN_ADDR2	Two lines available for the owner/operator's street or mailing address.	C C	30 30		
City	OWN_CITY	City in which the owner/operator's office is located.	C	20		
State	OWN_STATE	Two-letter U.S. Postal Service abbreviation for state.	C	2		
Zip Code	OWN_ZIP	Zip Code in which owner/operator's office is located. Space is available for the 4-digit extension.	C	9		
Phone	OWN_PHONE	Telephone number of owner/operator, including area code and extension.	C	10		
Comments	COMMENT	One line available for any additional information about the shipping company.	C	60		

Citizen Request Detail Screen						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Name	CITZ_LNAME CITZ_FNAME CITZ_MINIT	Requestor's first name, middle initial, and last name.	C C C	20 15 1		Y
Title	CITZ_TITLE	Requestor's title.	C	20		
Organization	CITZ_ORG	Requestor's organization.	C	20		
Address	CITZ_ADDR1 CITZ_ADDR2	Two lines are available for the requestor's mailing address.	C C	30 30		
City	CITZ_CITY	City from requestor's mailing address.	C	20		
State	CITZ_STATE	Two-letter U.S. Postal Service abbreviation for state.	C	2		
Zip Code	CITZ_ZIP	Zip Code from requestor's mailing address. Space is available for 4-digit extension.	C	9		

Citizen Request Detail Screen						
Citizen Request Detail Screen—Continued						
Field	Abbreviated Name	Description	Type	Width	Decimals	Required
Phone	CITZ_PHON1 CITZ_PHON2 CITZ_EXT1 CITZ_EXT2	Requestor's telephone number (space for two numbers, including area code and extension).	C C C C	10 10 4 4		
Date Received	CITZ_RECVD	Date the request for information was received. Enter 2 digits each for month, day, and year; for example, 032090 for March 20, 1990. You do not need to type the slashes.	D	8		
Date of Response	CITZ_RSPND	Date the request for information was filled. Enter 2 digits each for month, day, and year; for example, 032090 for March 20, 1990. You do not need to type the slashes.	D	8		
Description	CITZ_DESC	Brief description of the request for information.	C	60		
Comments	COMMENT	Room for any additional information about the request.	C	60		
Last Update	UPDATE	Date that any information was added to or deleted from this record. CAMEO DOS automatically updates this field.	D	8		

Appendix D
Troubleshooting Guide

The Troubleshooting Guide is a compilation of problems that may be encountered in the installation and operation of CAMEO DOS. If your problem is not described in the Troubleshooting Guide, and a careful reading of the appropriate chapters in the User's Manual does not address your question, you may call the CAMEO Project at the National Safety Council's Environmental Health Center in Washington, DC, for assistance. The telephone number is (202) 293-2270.

Nothing happens after log-in

If you log onto CAMEO DOS and nothing happens, a problem with file installation is the most likely source of the problem. Review Chapter 2, Installation, to ensure you followed the steps correctly. If that doesn't solve the problem, type ***DIR*** at the DOS prompt in the CAMEO directory to check the files in the directory. There should be 175 files (191, including map files), including three files that begin with *CHMNAME*. If the files are not there, try reinstalling the program.

The RESTORE command does not work

An error message such as *Bad command or file name* or *No files found to restore* is associated with RESTORE problems.

The file RESTORE.COM should reside on the system, usually in a DOS directory, and this directory should be in the CAMEO DOS path. If you get the *Bad command or file name* error message, try to invoke the Restore command from the DOS prompt by typing ***\DOS\RESTORE A:***. If this doesn't work, check to see which version of DOS you are using. The RESTORE command will not work with any DOS Version lower than 3.30.

If you get the *No files found to restore* message, the program may be stored on the wrong directory. Refer to Chapter 2, Installation, for directions on creating the correct directory names.

Zenith computer users can expect to have problems with RESTORE because the Zenith RESTORE command is slightly different from the Microsoft DOS RESTORE command. If you are a Zenith user, you need to obtain a standard RESTORE.COM file. Contact your computer dealer for assistance.

Unable to open the Mapping files or unable to use Power Query

If you can use all portions of the CAMEO DOS program except Mapping or Power Query, you may have used the wrong command to invoke the system. The command ***CAMEOII*** will access only the database portion of the program. You must type ***CAMEO*** at the DOS prompt to access the Mapping and Power Query functions.

Insufficient Disk Space Error Message

If you get an *Insufficient disk space* error message, you need more space on your hard drive to handle the CAMEO DOS files. CAMEO DOS needs 21 megabytes plus the number of megabytes listed on the first TIGER file disk plus 30 percent (needed for expanding the files from the compressed file format). You may need to clear more files off your system or install more memory.

Various System Error Messages

If you experience a variety of problems with system errors, you may be running CAMEO DOS with the wrong version of DOS. CAMEO DOS requires that DOS Version 3.3 or higher be installed on the computer. To display what DOS version you are using, type ***ver*** at the DOS prompt.

Insufficient Memory Error Messages

CAMEO DOS is a memory-intensive program. If you have any memory-resident software or if you are running CAMEO DOS on a local area network, you may see *Insufficient Memory* error messages.

Begin by reviewing Chapter 2 for instructions on setting up your CONFIG.SYS file. The CONFIG.SYS file should be located on the C: drive and set as

FILES=40 and **BUFFERS=20.**

If that doesn't work, try turning off or removing any memory-resident programs. Try deactivating any device controllers you may have. To do this, use the following procedures:

1. Create a boot disk with the correct CONFIG.SYS file. Boot the system with that disk. Edit the CONFIG.SYS file on the boot disk to try and deactivate your device drivers. [If you try to deactivate the device driver that runs your hard drive, you may end up not being able to access the drive.]

2. Decrease the number of buffers in the CONFIG.SYS file.

Problems with TIGER file installation

A failed TIGER file installation probably indicates that you haven't restored the TIGER.ZIP files to the root directory (C:\). Likely error messages include *Can't restore TIGER.ZIP* or *Can't find file.* Follow the installation steps as outlined in Chapter 2.

Out of Environment Space error message

If you are getting an *Out of Environment Space* error message and are experiencing other problems with the CAMEO DOS program, add the following to your COMMAND.COM file:

shell=c:\command.com/p/e:1024

Problems printing maps

When you press ***P*** to print a map, and select ***P*** again to send the map file to the printer, you may only get part of the map. If this happens, try pressing ***P*** to print the map, and then select ***F*** to print to a file. The file MAP.PRN is created. Exit from CAMEO DOS and return to DOS. At the DOS prompt type the following:

cprint map.prn

Do not try to print the file MAP.PRN with the standard DOS PRINT command.

You may get unrecognizable characters on the printout instead of a map. In this case, check the Select Printer option in the Setup program to see if you selected the correct printer. See Chapter 9.

Running CAMEO DOS on multiple drives

You can split CAMEO DOS onto different drives. However, each drive must have a CAMEO directory, and each drive must be specified in the path.

How to get back to the Main Menu

Most CAMEO DOS screens have a function-key menu which gives you instructions on how to return to the previous screen or escape from the function. Anytime you get lost in the system, or find yourself in a module that you don't want to be in, just press the ESCAPE key to return to the Main Menu. Selecting F10 will return you to the previous screen.

Restoring the county map in the Entry Reference View?

If you accidently erase the main county map in the Entry Reference View, there are two ways to restore it.

The safest way is to re-create the Entry Reference View by experimenting with the various scaling options. You can enlarge the Size Box several times until the entire county can be viewed on the screen, or rescale by miles or scale. [Note: It will help if you keep a record of the mile width and scale of your Entry View so that you can easily re-create it.] Once you have the entire county in the Main View, press PAGE-UP until the Entry View is in the Reference View box. Then use the CONTROL + PAGE-UP combination to redraw the Main View map in the Reference View box.

You can also delete the Entry Reference View from DOS. Exit to DOS. At the DOS prompt, type ***delete rfview01.pic.*** If you wish to delete all of your reference views, type ***delete rfview*.pic***.

Unable to use the Mouse

If you have invoked Windows on your computer, the mouse driver will not be compatible with CAMEO DOS. CAMEO DOS requires a mouse driver that was supplied with the mouse.

Boot the machine without invoking Windows and then invoke the original mouse driver (called MOUSE.COM).