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O•D•E•S

Ocean Data Evaluation System

USER'S GUIDE

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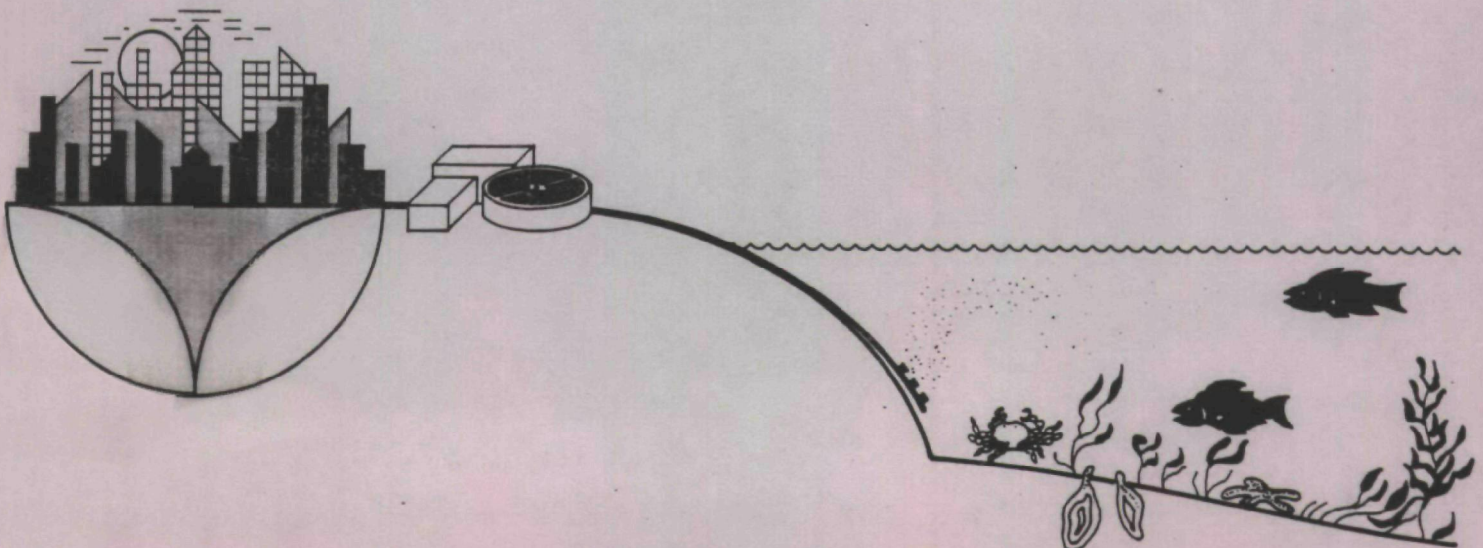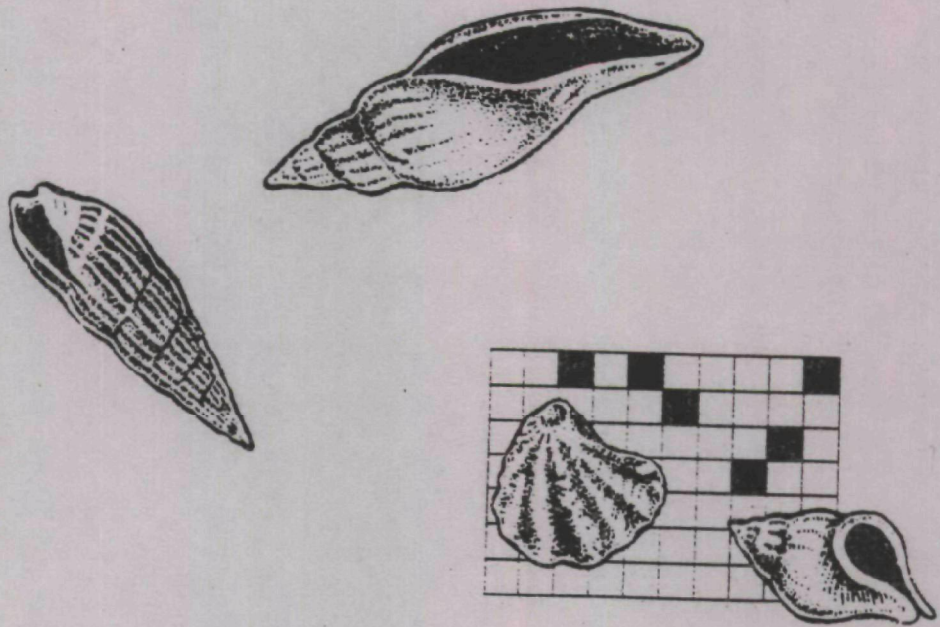
OCEAN DATA EVALUATION SYSTEM (ODES) USER GUIDE

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PREFACE

The Ocean Data Evaluation System (ODES) is an analytically powerful. user-fnendly computerized system for supporting federal, state, and local decision-makers associated with manne monitoring programs.[1/] ODES is managed by the U.S. EPA's Office of Manne and Estuanne Protecuon and provides a centralized system for data base management and data analysis. It has been designed specifically to support managers and analysts in meeting regulatory objectives through the evaluation of manne monitoring information.

The ODES User's Guide provides directions for accessing information stored in ODES and for using ODES tools to produce analytical reports. ODES includes an integrated data base which combines source input information with marine and estuarine environmental information including water quality data, physical/chemical and oceanographic data, biological data, and sediment pollutant data. ODES also features a wide range of analytical tools for scientific and statistical analyses and for reporting the results in convenient formats.

For more information about ODES, please call or write the ODES Manager:

Robert King
ODES Manager
Marine Operations Division
Office of Marine and Estuarine Protection
U.S. Environmental Protection Agency
Fairchild Building
401 M Street, S.W. (Mail Code: WH-556F)
Washington, D.C. 20460
(202) 475-7119

The ODES Manager can provide you with access to ODES by issuing an ODES User ID and can also provide more copies of this User's Guide as well as copies of the ODES Data Submissions Manual. Periodic hands-on demonstrations of the system are also available.

Please feel free to contact the ODES Manager with recommendations or questions regarding ODES. If you have questions while accessing the ODES System, the ODES User Support Group is available to help you. Please call them at:

703-841-6109
9:00 AM - 6:00 PM (Eastern Time Zone)

206-822-9596
9:00 AM - 5:00 PM (Pacific Time Zone)

[1/] ODES was designed specifically to support the Agency's 301(h) program, but it has recently been adapted to support other manne monitoring programs as well. Section 301(h) of the Clean Water Act provides for case by case modification of secondary treatment requirements for municipal sewage treatment plants discharging into manne and estuanne waters. As participants in the program, these treatment plants must demonstrate their compliance with 301(h) cntena.

List of Exhibits

I. Introduction

The ODES User's Guide is organized in a modular fashion to accomodate the different interests of its readers. For example, persons who are basically familiar with what ODES offers may want to skip Chapter II, "An Overview of ODES," and start with Chapter III, "How to Use ODES." The Guide is organized as follows:

■ Chapter II provides an overview of ODES -- its basic scope, features, and functions, and the types of support it can provide for decision-makers and analysts associated with marine and/or estuarine monitoring programs

■ Chapter III explains how to use ODES -- detailed instructions and actual examples of ODES work sessions

■ Chapter IV provides information on ODES user support -- the types of support that are available, common questions users ask, and training and demonstrations

■ Appendix A provides detailed instructions on how to log on to ODES.

The conversion of ODES from the WYLBUR processing environment to TSO has been completed. This effort provided opportunities to enhance many of the current ODES features, especially the ODES graphics capabilities. TSO-ODES supports all of the Basic Options previously available in ODES, and one more -- Basic Option R -- for the interactive retrieval and transfer of data from the NCC mainframe to a PC work station. This new Basic Option provides users with the capability to access a subset of ODES data and manipulate that information using software and analytical packages not currently available in ODES.

ODES is still evolving, and new features will be added to the system periodically. Therefore, the User's Guide will be updated from time to time as necessary. Updates will be distributed to individuals on the ODES mailing lists on 3-hole paper that can be easily inserted into ring binders. Users are encouraged to keep their Guide up-to-date.

If you have recommendations regarding enhancements or additions to ODES, please feel free to call the ODES Manager (see the Preface for address and telephone number).

II. Overview of ODES
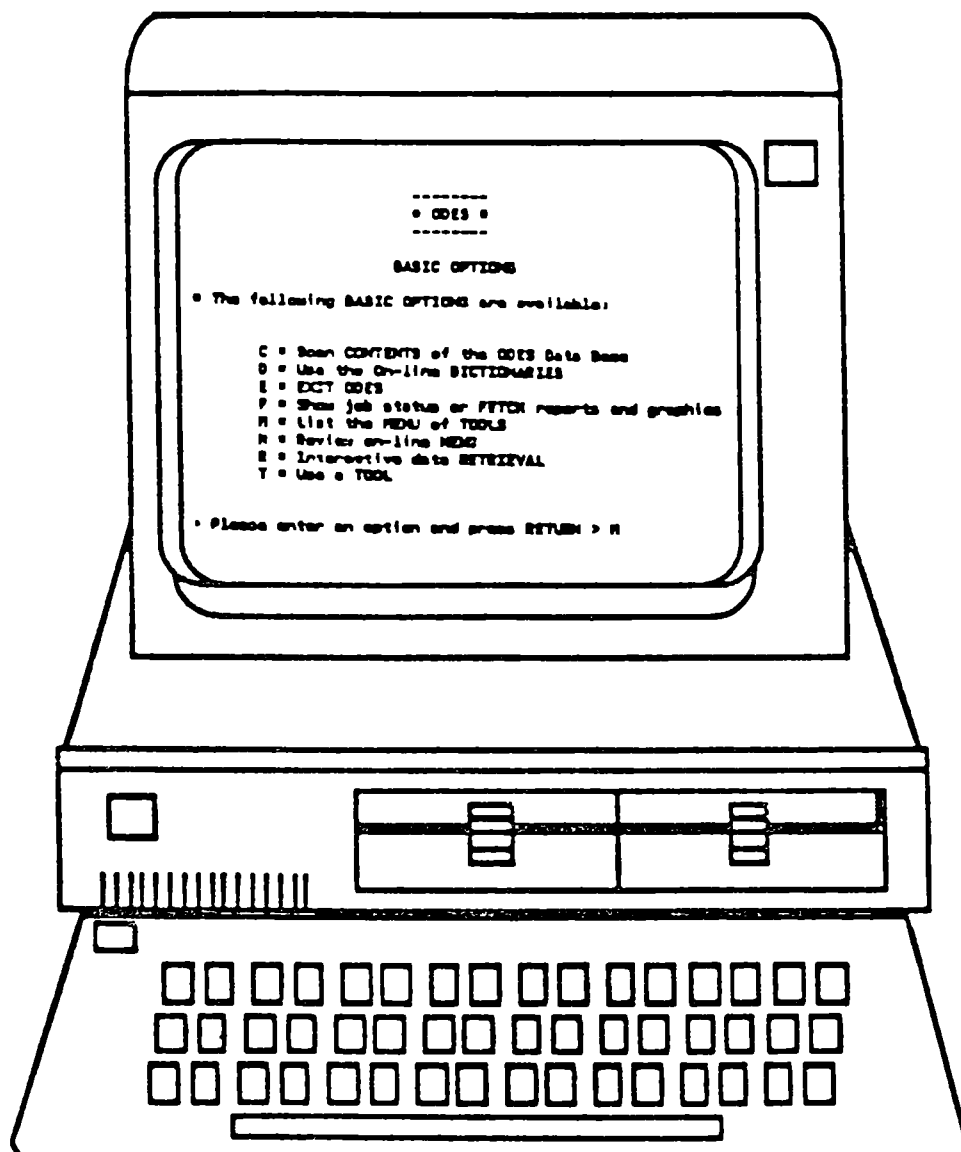
A. Basic Objectives of ODES

The Ocean Data Evaluation System (ODES) is a decision support system consisting of three integrated components: the ODES data base; ODES analytical, reporting, and graphical tools, and a series of user-friendly menus, prompts, and help functions. ODES allows users to access many different types of information, including biological, chemical, and physical variables. ODES also provides support for modeling simulations and the display of digitized geographic data.

ODES is a system designed for direct use of marine and estuarine environmental information by EPA technical staff, scientists, and managers in the Office of Marine and Estuarine Protection, Office of Research and Development, and the coastal EPA Regional Offices. State agencies, municipalities, permit holders, universities, and other federal agencies also use ODES to evaluate environmental data.

ODES is designed to support the following types of analytical and decision-making requirements associated with marine monitoring programs:

- Site Management

- Monitoring Program Evaluation

- Multi-source and Multi-waste Management

- Assessment of Environmental Results, Both Locally and Nationwide

To assist in making decisions for the above requirements, ODES may be used in the following ways:

- Impact Analysis

- Correlation of Biological Conditions with Environmental Impacts

- Cause-Effect Relationships (e.g., Regression)

- Permit Compliance Assessment

- Statistical Analysis -- Including Specialized Statistics (e.g., Diversity, Richness, Evenness) and a full range of other Parametric and Non-Parametric Statistics (e.g., ANOVA, Kendall Rank Correlation Coefficients)

- Evaluation of Temporal and Spatial Trends

■ Broad-scale Geographic Comparisons

■ Evaluation of Sampling Effectiveness

■ Program Management.

ODES is designed to meet the following operating objectives:

■ Ease of Use

■ Full Accessibility to Regional Offices as well as U.S. EPA Headquarters
and Office of Research and Development

■ Highly Flexible Data Selection (e.g., by combining data for multiple sampling
sites, taxa, water quality parameters, and discharge parameters, for any time
period)

■ Straightforward and Quality-Controlled Data Entry Procedures

■ A Wide Range of Tabular and Graphical Outputs
(e.g., scatterplots, temporal plots, digitized maps)

■ Compatibility With Other Systems and Coding Schemes
(e.g., National Oceanographic Data Center (NODC) formats)

■ Utilities to Enable Users to Transmit Portions of the Data Base to
Microcomputers.

B. Quality Assurance for Data

Quality assurance and quality control (QA/QC) procedures are an integral part of the ODES system. The conclusions and decisions derived from data analysis are only as good as the data and analytical procedures used. A crucial element in ensuring that the results of ODES analyses are valid is the establishment and vigorous application of QA/QC procedures.

The quality assurance/quality control checks incorporated into the ODES data submission process serve the following two goals:

■ Ensuring that data are represented in ODES exactly as originally collected and
reported

■ Providing ODES users with a technical evaluation of each data set that allows
comparable data to be selected for analyses.

An essential feature of ODES is the on-line QA/QC comments immediately available when a user is logged on to the system.

The ODES quality assurance and quality control process for data submissions is a multi-step set of review and evaluation procedures designed to ensure that all data stored in ODES are of known quality. Before any new data are added to ODES, they must pass several review and evaluation steps. These steps include the following types of data quality checks:

■ Computerized checking of all ODES data entry codes (e.g., Station IDs, Species Codes, Chemical Codes)

■ Computerized checking of numerical ranges to ensure that the values of submitted data fall into reasonable bounds and that outliers are flagged

■ Verification by the submitter

■ Technical evaluations by the ODES Technical Staff, including

   -- Description of data collection and sample analysis techniques and procedures

   -- Review of all available background documentation for the data.

ODES users can access information with confidence, knowing that the data which they use have been reviewed, checked, and evaluated.

Descriptions of each data set and any issues effecting data use and interpretation are provided in the on-line Reference Comments section of Basic Option "C." The Reference Comments are an important tool to evaluate data set compatibility and can be accessed by all ODES users. See Chapter III, Section B for instructions on use of this feature.

The ODES Data Submissions Manual contains a complete description of the quality assurance procedures followed when data are added to ODES.

C. An Overview of the ODES Data Base

ODES is designed to maintain a comprehensive, quality-assured data base, updated on a periodic basis, that is compatible with National Oceanographic Data Center (NODC) formats. For a detailed description of the types of data ODES stores and for instructions on how to compile data sets for submission into ODES, please refer to the ODES Data Submissions Manual. Many different types of data can be stored in ODES including water quality data, benthic survey data, and bioaccumulation data. Within each of these major groups of data many kinds of information are recorded. Exhibit II-C-1 provides a general schematic diagram for the integrated ODES Data Base. This integrated data base enables easy retrieval and analysis of data where the user specifies a

relevant range of values with one or more dimensions. Two examples of the types of data stored in the ODES Data Base are water quality data and benthic survey data. The variables stored for these types of data sets include:

■ **Water Quality Data.** The ODES Data Base contains water quality monitoring results such as:

-- Station Location (e.g., latitude and longitude)

-- Survey Data (e.g., session date, sampling equipment used)

-- Concentrations by Sampling Depth (e g , DO at each sampling depth)

-- Other Parameters by Sampling Depth (e g., sampling method, equipment type, analysis techniques).

■ **Benthic Survey Data.** The ODES Data Base also contains benthic survey data such as the following elements:

-- Station Data [e g., station latitude and longitude, relation of station to the Zone of Initial Dilution (ZID)],

-- Survey Data (e.g., survey dates, equipment used),

-- Abundance Data, by Replicate, for Benthos (including abundance of each taxon and qualitative codes),

-- Biomass Data (for major taxonomic groups).

The ODES Data Base is integrated, which means that an ODES user can easily retrieve and analyze virtually any combination of data in the data base in a consistent manner. For example, an integrated data base enables a user to compare water quality monitoring data from a sampling station in the Pacific Ocean with benthic survey monitoring data from the same station or a nearby station.

D. An Overview of ODES Analytic Tools and Outputs

ODES provides users with a wide range of powerful and easy-to-use tools to retrieve and analyze data in the ODES Data Base. For example you can use ODES tools to:

■ Identify temporal trends (e.g., trends for a pollutant discharge parameter and a biological monitoring parameter)

Exhibit II-C-1

ODES DATA TYPES

ODES Integrated Data Base

Program Data

For Example:

- Facilities Data
  -- Name
  -- Location
  -- Processes
  -- Receiving Water Body

- Permit/Application Data
  -- Permit Number
  -- Application Date
  -- EPA Region

Monitoring Data

For Example:

- Influent/Effluent Data

- Water Quality Data

- Benthic Survey Data

- Fish Pathology Data

- Bioaccumulation Data

- Trawl/Seine Sampling Data

- Sediment Pollutant Data

- Sediment Grain Size
  Analysis Data

- Bioassay Data

- Bacterial/Viral Data

Historical Data

For Example:

- NODC Archive Data

- Ongoing Data
  Collection Activities

- NPDES Permit Data

☒ Analyze biological variables. grouped by their relationship to the ZID. for all stations for a particular 301(h) monitoring program

☒ Perform an Analysis of Variance (ANOVA) for a selected dependent variable (e.g., species diversity) for two or more sampling stations associated with a particular 301(h) discharger

☐ Perform a Cluster Analysis for the benthic community for three or more sampling stations in the same or different monitoring programs.

Many sophisticated statistical analyses and data retrievals may be performed with the ODES tools. All of these tools request some information from the user (e.g., Station IDs. Taxonomic Codes: Chemical Codes). ODES has some very simple, easy-to-enter codes for each of these items. This decreases the user's typing time and alleviates some of the chance for error with lengthy names. However, the user does not need to know all of these codes. Within a tool, the user may quickly refer to one of ODES On-Line Dictionaries to look up available ODES codes.

Some of the tools allow the user further flexibility in choosing variable codes For example. taxonomic data can be specified by codes for an individual taxon or a major taxonomic group. The major taxonomic group code encompasses all members of a particular phylum or class. This option allows the user to refine the data selection process for data retrieval.

At the end of each prompting sequence in a tool, ODES will list the options you have chosen, and allow you to change any one or all of your selections before a job is submitted You will not have to repeat the entire prompting sequence.

Complete descriptions of the ODES Tools and examples of their outputs are provided in The ODES Tool Description Manual. For a list of tools currently available within the ODES system see Exhibit II-C-2.

Exhibit II-C-2

ODES TOOLS

UNIVARIATE STATISTICS

4 Univariate Descriptive Statistics
10 T Test for Replicated Data
11 Wilcoxon/Mann Whitney U Test
  for Replicated Data
12 One-Way ANOVA for Replicated Data
13 Kruskal Wallis K-Sample Location
  Test for Replicated Data
14 Statistical Power Analysis

COMPLIANCE TOOLS

90 301(h) Mass Loading
91 Near-Field Pollutant Concentration
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110 Benthic Source Data
111 Benthic Sample Data
120 Bioaccumulation Source Data
121 Bioaccumulation Sample Data
130 Fish Pathology Source Data
140 Influent/Effluent Source Data
141 Influent/Effluent Sample Data
150 Receiving Water Quality
  Source Data
151 Receiving Water Quality
  Sample Data

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1 Plot of One or Two Variables Over Time
2 Plot of Several Variables Over Time
3 Plot of Means Over Time
5 Bar Chart
6 Vertical Profile

OCEAN CURRENTS AND HYDRODYNAMIC TOOLS

60 Plume Models
61 Simplified Deposition
  Calculation (DECAL)

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160 Sediment Grain Size Source Data
161 Sediment Grain Size Sample Data
170 Sediment Pollutant Source Data
171 Sediment Pollutant Sample Data
180 Trawl/Seine Source Data
181 Trawl/Seine Sample Data
190 Bioassay Source Data
191 Bioassay Sample Data
275 Benthic Survey Indices Data

CORRELATION/REGRESSION STATISTICS

20 X-Y Scatterplot with
  Correlation Statistics
21 Regression of a Variable
  Over Time

MULTIVARIATE STATISTICS

30 Cluster Analysis

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52 Calculation of LC50 Values
  for Bioassay Data

MAPPING TOOLS

72 Study Areas/Map Overlays

301(h) PROGRAM TOOLS

300 ODES Permit and Monitoring
  Plan Description
301 ODES Facilities Description
302 301(h) Benthic Survey Data Summary

III. How To Use ODES

This chapter gives a step-by-step description on how to use ODES. ODES communicates with users in plain English so first-time users should have no trouble using ODES successfully. Once you log on to ODES, the system presents menus of options and understandable instructions throughout your working sessions.

This "how to" chapter is divided into the following three sections:

- **Section A, Getting Started**, includes how to log on to the computer and begin a working session using ODES

- **Section B, Using ODES**, includes how to use ODES capabilities and features to meet your particular needs

- **Section C, Streamlining Your ODES Working Sessions**, includes suggestions of easy-to-use shortcuts to expedite your work.
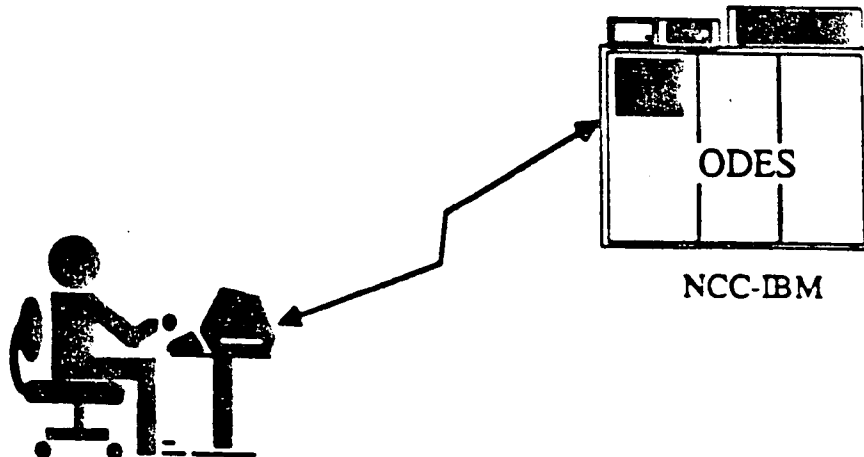
ODES

NCC-IBM

A. Getting Started

1. Requirements for Using ODES

Before you can use ODES, you need:

■ a valid USER ID, password, and account for the EPA NCC-IBM mainframe computer

■ access to a local telephone number that can connect you to the mainframe or use of a full-screen terminal with direct communication links to the mainframe

■ a computer terminal with "dial-up" capabilities and a communications software package (e g., CROSSTALK for regular applications or PCPLOT for the additional capability of listing graphics) if a "full screen" terminal set-up is not available.

Obtaining an ID is easy; simply contact the ODES Manager (see the Preface of this Guide for address and telephone number). If you already have a valid USER ID for the EPA NCC-IBM mainframe, call or write the ODES Manager and tell us that you want to be an ODES user. We will "instruct" the system so you can use ODES by giving your USER ID "privileges" to access ODES This is a one-time procedure -- you need not then call the ODES Manager every time you use ODES!

If you are logging on to ODES for the first time, you may need additional information on the above requirements. If so, please refer to Appendix A, "ODES Quick Log On Reference." If you have not logged on to ODES for a while and your password has expired, call NCC User Support at (800) 334-2405 to have your password reinstated.

The following section describes how to log on to ODES in either the "dial-up" or "full-screen" mode. It assumes that you have met the requirements listed above.

2. How to Log On to ODES

Once you find a personal computer with dial-up capabilities (or a full screen terminal) and learn to use it, you're ready to work on ODES. Logging on entails several short steps. each of which involves answering a question asked by the computer. After you've gone through the steps a few times, the sequence will be easy to remember and typically should not take longer than 20-30 seconds. There are two ways to access the EPA NCC-IBM: 1. through a telephone number or 2 through a dedicated line. Instructions for logging on to ODES using these access methods are

Regional Office or Headquarters and you have a full-screen terminal with a direct communication link to the EPA NCC-IBM, follow the Full-Screen Mode instructions for logging on to ODES (see page III-6). If you have to use a telephone and a modem to dial out to the EPA NCC-IBM, follow the Dial-Up Mode instructions for logging on to ODES (see page III-2). If you are not sure which method you should use to log on to the EPA NCC-IBM, contact ODES User Support (see Chapter IV, Section A for available times and telephone numbers).

"Dial-Up" Mode

This section provides step-by-step instructions for logging on to ODES. These instructions are based on a typical TYMNET log on sequence. If you are not using a TYMNET number to access the EPA NCC-IBM, skip over steps 1-3 and follow the instructions that are provided on your screen until you get to step 4. Then follow the rest of the TYMNET log on sequence. If you have any questions about logging on to the EPA NCC-IBM, contact the technical support group at your Regional Office or call ODES User Support. The TYMNET log on procedure is summarized in Exhibit III-A-1 on page III-4.

The first step logging on to ODES is to dial the EPA NCC-IBM mainframe computer, using one of the telephone numbers provided in Appendix A. If you dialed the EPA NCC-IBM using a non-TYMNET number, follow your regional log on instructions until you see the prompt "enter TSO, OBS. Then follow steps 4-9. If you dialed the EPA NCC-IBM using a TYMNET number, perform each of the following steps.

STEP 1

After you are connected to the NCC-IBM and you press the RETURN key, the computer should respond with a message: ONLINE, followed by a string of unintelligible characters. When the message ends, enter the letter "A," but do not press the RETURN key. The computer should respond: **please log in.**

STEP 2

When the computer responds **please log in**, slowly, letter-by-letter, enter "EPA1" and then press the RETURN key (if you are using a 2400 baud line, enter "EPA2"). If the computer repeats each letter you type, ignore it. This will not happen after Step 2. After you enter "EPA1" (or "EPA2") and press the RETURN key, the computer should respond "EPA IS ONLINE" and display the NCC welcome menu. If the computer responds with an error message, hang up and redial. Otherwise, when the system prompts: **Enter selection:**, enter "IBM". The system should then respond: **Connected.**

STEP 3

After the computer responds "Connected.", press RETURN twice.

STEP 4

The computer will respond: **enter TSO, OBS.** In response, you enter "TSO" and then press the RETURN key.

STEP 5

The computer will now ask you for your **USER ID** by printing the message **enter LOGON.** In response, enter "LOGON" and your three-letter USER ID. Then press the RETURN key

STEP 6

After you enter your **USER ID** in Step 5, the computer will next ask you to type in your PASSWORD by printing the following message:

ENTER CURRENT PASSWORD FOR USER ID:

At the colon, enter your user PASSWORD. If you get the message PASSWORD EXPIRED, you must reset or change your PASSWORD. See Appendix A for instructions.

STEP 7

After you successfullly enter your **PASSWORD**, if the computer asks for your ACCOUNT NUMBER, enter "ODES" and press the RETURN key. Otherwise, go to step 8.

STEP 8

The computer next asks you to enter a **PROCEDURE** name. Enter "AASTORET" and press the RETURN key.

STEP 9

The computer will next print some broadcast messages of the day and then immediately ask you to enter a FIMAS ID. Enter "ODESD" and press the RETURN key.

After you have entered your FIMAS ID, ODES will display the following messages:

* TO USE THE OCEAN DATA EVALUATION SYSTEM,
   TYPE "ODES" AT THE READY PROMPT

   YOU ARE NOW IN THE STORET ENVIRONMENT

   READY

   To successfully reach ODES, you simply type in "ODES" after the "READY" prompt and
begin your working session. ODES will then display a list of its BASIC OPTIONS

Exhibit III-A-1

DIAL-UP LOG ON PROCEDURE

Step #	Computer Asks . . .	You Respond	Explanation
1	ONLINE	A	In some cases, instead of the prompt, you will see a string of X's or other characters. In either case, enter "A" but do not press RETURN.
2	please log in:	EPA1 (or EPA2)	Enter "EPA1". If the letters you type appear in duplicate, don't worry.
3	NODE 0366 HOST 1150: EPA IS ON LINE		Press RETURN twice.
4	enter TSO, OBS	TSO	Enter "TSO".
5	enter LOGON	JAD	Enter your 3-letter USER ID.
6	ENTER CURRENT PASSWORD FOR JAD - :	SECRET	Type in your user PASSWORD 4-8 characters) at the colon.
7	ENTER ACCOUNT NUMBER -	ODES	Enter your ACCOUNT number. This will be "ODES" for most users
8	ENTER PROCEDURE NAME -	AASTORET	Enter the PROCEDURE name. This will be "AASTORET" for all users.
9	ENTER FIMAS ID -	ODESD	Enter your FIMAS ID. This will be "ODESD" for all users.

"Full-Screen" Mode

This section provides step-by-step instructions for logging on to ODES in full-screen mode These steps are summarized in Exhibit III-A-2.

STEP 1

After you turn on your full-screen terminal. the U.S. EPA Telecommunications Network menu should appear on the terminal. At the prompt ENTER COMMAND OR M FOR MENU. enter the letter "G" to select the NCC-IBM TSO application and then press ENTER or enter 'M." press ENTER, and follow the directions on the screen.

STEP 2

When the computer responds ENTER USERID -, enter your three-letter USER ID and press ENTER.

STEP 3

After you enter your USER ID, a TSO LOGON SCREEN should appear. At the PASSWORD===> line, type in your 4-8 letter PASSWORD. Information at the other prompts, such as PROCEDURE, ACCT NMBR, and SIZE has already been set up for you.

STEP 4

The computer should then list system broadcast messages and prompt you for your FIMAS ID. At the prompt ENTER FIMAS ID -, type in "ODESD" and then press ENTER.

After you have entered your FIMAS ID, ODES will display the following messages:

* **TO USE THE OCEAN DATA EVALUATION SYSTEM,**
  TYPE "ODES" AT THE READY PROMPT

  YOU ARE NOW IN THE STORET ENVIRONMENT

  READY

To start the ODES system, you simply type in "ODES" after the READY prompt ODES will then display the list of its **BASIC OPTIONS.**

Exhibit III-A-2

FULL-SCREEN LOG ON PROCEDURE

III-7

Step #	Computer Asks . . .	You Respond	Explanation
1	ENTER COMMAND OR M FOR MENU	G (or M)	At the EPA Telecommunications Network Menu : type in "G" and press ENTER **or** type in "M" , press ENTER and follow the directions on the screen.
2	ENTER USERID -	JAD	Type in your 3-letter USER ID and press ENTER.
3	PASSWORD ===>	SECRET	Type in your user PASSWORD (4-8 characters) at the arrow and press ENTER .
4	ENTER FIMAS ID -	ODESD	Enter your FIMAS ID This will be "ODESD" for all users.

B. Using ODES Basic Options

ODES will first present you with a list of its Basic Options:

```
                    --------
                    * ODES *
                    --------

                  BASIC OPTIONS

    * The following BASIC OPTIONS are available:


            C = Scan CONTENTS of the ODES Data Base
            D = Use the On-line DICTIONARIES
            E = EXIT ODES
            F = Show job status or FETCH reports and graphics
            M = List the MENU of TOOLS
            N = Review on-line NEWS
            R = Interactive data RETRIEVAL
            T = Use a TOOL


    > Please enter an option and press RETURN >
```

All of the work you do in ODES is initiated by choosing one of the Basic Options. The next subsection of the Guide presents a descriptive overview of the Basic Options. The subsequent subsections describe each option in more detail, and provide step-by-step instructions on how to use them.

1.   Overview of ODES Basic Options

a   *Why Does ODES Have Basic Options?*

The primary goal of any ODES user is to obtain and analyze data from the data base. You can achieve this goal by using ODES Decision Support Tools. ODES tools are easy to access and easy to use, in response to English prompting routines.

ODES Basic Options are designed to make it easy for you to identify and select the tool(s) and support options that will meet your needs. The Basic Option you use depends on which of the following you want to do:

■ **Return to BASIC OPTIONS (Basic Option B).**

Whenever you see the prompt > **Please enter an option or B**
(Basic Options) >, you can enter "B" to return to the List of Basic Options

■ **Scan CONTENTS of the ODES Data Base (Basic Option C).**

Basic Option C allows you to scan a series of hierarchical tables that provide information on the current contents of the ODES Data Base. These tables provide summary information on available data at varying levels of detail. The tables are organized according to the following hierarchy: Geographic Regions, Sampling Programs, Sampling Stations, Sampling Dates, and Reference Information for individual data sets. The CONTENTS section allows you to identify the data you wish to use with a particular tool, and to review the technical comments for that data set.

■ **Use the On-Line DICTIONARIES (Basic Option D).**

Occasionally you may need to look up valid codes, for example, a taxonomic code. Basic Option D allows you to refer to the ODES On-Line Dictionary of Taxonomic Codes to look up the NODC 12-digit code of interest. You can look up the appropriate code by searching the dictionary for a part or all of the taxon name.

In addition to **Taxonomic Codes,** ODES maintains On-Line Dictionaries for:

■ Chemical Codes   ■ Organ Codes
■ Lesion/Etiology Codes   ■ Tissue Material Codes
■ Monitoring Program IDs   ■ Diseases

- U.S. States
- Facility/Plant IDs
- Sediment Grain Size Variables
- Bioassay Methods (non-chemical)
- Reference Numbers
- Oceanic Currents Files
- Sampling Station IDs.
- Geographic Regions
- Water Quality Variables (non-chemical)
- Bioassay Variables (non-chemical)
- NPDES Permit Numbers
- Influent/Effluent Pipes
- Data Qualifiers

As explained later in this chapter, the DICTIONARIES are easy to use and they may even be accessed while you are using one of the ODES tools. When you're done using them, ODES will automatically return you to wherever you were before you used them.

- **EXIT ODES (Basic Option E).**

  Whenever you see the following prompt > Please enter an option and press RETURN > at the Basic Option menu, you can enter "E" to exit ODES and log off the system.

- **Display Job Status or FETCH a Job (Basic Option F).**

  After you are done using a particular tool (e.g., Tool #2) ODES will respond with the message "Thank You" and will begin preparing your report. ODES processes its jobs in the "background" (i e.,while the computer is preparing your report, you can perform other tasks using ODES such as browsing through the MENU again, or using another tool).

  If you want to check on the status of jobs you have submitted, use Basic Option F. Under Basic Option F, ODES also will ask you how you want to FETCH the output. If the job produces graphical output, you can "display" a graphic. Otherwise, ODES will give you the choice of listing the output at your terminal or printing it out at a high-speed printer. You will also be given the opportunity to "erase" the output or transmit the data to a microcomputer.

- **Review the MENU of Tools (Basic Option M).**

  ODES makes a wide variety of tools available to you to meet your particular needs. If you want to browse through descriptions of the available tools. you can consult ODES easy-to-use MENU of Tools. The MENU groups the tools into several categories. Within each category. the MENU lists the name and number of each tool and provides a brief description of what types of descriptive or analytic reports the tool can produce for you.

■ Review the ODES On-Line NEWS (Basic Option N).

Basic Option N allows you to browse the latest edition of the ODES Bulletin, descriptions of new data sets and tools, and notes on any changes to the system that may affect your ODES working session. A menu is provided within Basic Option N, listing the various topics for which information is available.

■ RETRIEVE ODES Data (Basic Option R).

Occasionally you may want to determine which variables are available in an ODES data set, perform some exploratory data analysis on subsets of ODES data. or analyze a subset of ODES data using a PC or mainframe software package. Basic Option R gives you the flexibility to perform these types of analyses. Under Basic Option R, you can view the contents of an ODES file type, perform frequency analyses for a selected file type, and download or transfer data from the ODES Data Base to a PC-file or temporary mainframe file.

■ Use an ODES TOOL (Basic Option T).

Sometimes you will already know which ODES TOOL you want to use without having to browse through the MENU. In these cases, select Basic Option Tn, where n is the number of the tool you want to use. ODES will then begin the English prompting routine for the tool you have chosen. If you enter just T, ODES will prompt you for a tool number.

In summary, you can select a Basic Option any time ODES says to you "> Please enter an option and press RETURN >". The Basic Option you choose depends on what you want to do·

■ To scan the CONTENTS of the ODES Data Base................ enter "C"
■ To use the On-Line DICTIONARIES............................. enter "D"
■ To EXIT ODES... enter "E"
■ To check on the status of a job you have
  submitted, or to FETCH the output................................ enter "F"
■ To browse through the ODES MENU of available tools......... enter "M"
■ To review the On-Line NEWS..................................... enter "N"
■ To RETRIEVE ODES data.. enter "R"
■ To use one of the ODES TOOLS.................................. enter "T"

b. How Can You Select a Basic Option?

As shown above. each of ODES Basic Options has a one-letter code. All of the work you do in ODES is initiated by choosing one of the Basic Options given by its one-letter code. After you select one of these Basic Options, ODES will give you suboptions and step-by-step instructions on what to do next. Each time you have finished using Basic Option T, you will be given the opportunity to go to the Fetch Option Menu or to return to the Basic Options Menu. Each time you have finished using any Basic Option other than T, you will be given the opportunity to either use that option again or to return to the Basic Options Menu. After you select a Basic Option, ODES will guide you each step of the way.

The following subsections describe each of the Basic Options in detail what they do, and how you can use them.

2. Basic Option C: Scanning the CONTENTS of the ODES Data Base

Basic Option C is a good starting point for your ODES working session. This option allows you to scan a hierarchy of tables that summarize the contents of the ODES Data Base by Geographic Region, Sampling Program, Sampling Station, and Sample Date. There are also Reference Information Tables that contain Technical Evaluation Comments and other reference information about each data set submitted to the ODES system. Even if you know nothing about the data stored in ODES, you can use the Basic Option C to scan tables that summarize the contents of the ODES Data Base. Using Basic Option C before you use the ODES tools will allow you to quickly identify data of interest and obtain important background information

a. How to Scan the CONTENTS of the ODES Data Base

At the beginning of your working session, ODES will present you with a list of Basic Options. As shown below, you can tell ODES that you want to scan the CONTENTS of the ODES Data Base by selecting option "C":

```
                          --------
                          • ODES •
                          --------

                        BASIC OPTIONS

       • The following BASIC OPTIONS are available:


              C = Scan CONTENTS of the ODES Data Base
              D = Use the On-line DICTIONARIES
              E = EXIT ODES
              F = Show job status or FETCH reports and graphics
              M = List the MENU of TOOLS
              N = Review on-line NEWS
              R = Interactive data RETRIEVAL
              T = Use a TOOL


         > Please enter an option and press RETURN > C
```

Basic Option C contains a Main Menu and the following five levels of summary tables: Geographic Regions, Sampling Programs, Sampling Stations, Sampling Dates, and Reference Information Tables. The tables are organized "hierarchically" and are "linked" to each other by simple codes that allow you to identify and select the tables you wish to review.

The tables you want to review will depend upon your familiarity with the ODES Data Base. For example, if you were using ODES for the first time, you would

probably want to begin your working session by determining the Geographic Regions for which ODES stores data. You can do this by beginning with the highest level of the hierarchy within Basic Option C. Under Basic Option C, you would select **Suboption G**, "Geographic Regions," to select the tables of interest.

```
        ** Scan CONTENTS of the ODES Data Base **

 * You can scan the Contents of the ODES Data Base by viewing
   summary tables that provide quick-access information about the
   data types, sampling stations or pipes, and dates stored in the
   system.  The categories below are hierarchical and you can
   systematically scan the information stored in the data base by
   viewing each.

        G = GEOGRAPHIC Regions that have data stored in ODES.
        P = Sampling PROGRAMS within a Geographic Region.
        S = Sampling STATIONS or PIPES within a Geographic
            Region or for a Sampling Program.
        R = REFERENCE Information and Quality Control (QC)
            comments for individual datasets.
        D = DATES for which data are available at a particular
            Sampling Station or Pipe (includes Reference ID).

 * To scan the contents of an above category, enter the
   corresponding letter, or enter B to return to Basic Options.

 > Please enter G, P, S, R, D or B > G
```

ODES will then display the first summary table showing the information you requested. If there are additional tables, ODES will ask you to press "RETURN" to continue viewing tables or "M" to return to the Contents Menu.

```
 * The following Geographic Regions have data stored in ODES:

 +-----------------------------------------------------------------------+
 I                                                                       I
 I MARINE DATA REGIONS:                                                  I
 I                                                                       I
 I CODE          REGION                                                  I
 I                                                                       I
 I  SC = SOUTHERN CALIFORNIA BIGHT (MEXICAN BORDER TO PT. CONCEPTION)    I
 I                                                                       I
 I                                                                       I
 I                                                                       I
 I                                                                       I
 I                                                                       I
 I                                                                       I
 I                                                                       I
 I                                                                       I
 I                                                                       I
 I   ** NOTE:  BEFORE USING DATA, REVIEW QA/QC COMMENTS UNDER SUBOPTION R ** I
 +-----------------------------------------------------------------------+
 > Press RETURN to continue or M for CONTENTS MENU > M
```

As you work with the data in ODES. you may wish to return to the CONTENTS section in order to review the Reference Information for a particular data set. This section contains the technical evaluation comments which you may wish to review as you select:

■ The proper analytic technique (tool) for a given data set, or

■ Appropriate data sets for the investigation of a particular question.

The Reference Information provides a capsule description of each data set. including the quantity of data (i e., number of stations and samples), the dates samples were collected, the extent of replication, and the collection and analytical techniques used. The technical evaluation comments on quality assurance can also alert ODES users to issues affecting the use of a data set. In addition, the Reference Information section contains the name of a person or organization (usually the data submitter) who can be contacted for additional information regarding the data set. Technical reports are available upon request from the U.S. EPA Regional ODES Coordinator.

Appropriate and meaningful analysis of environmental data is based upon more than just the values of particular variables. The Reference Information section supports the proper design and interpretation of analyses, and each ODES user is encouraged to make full use of it.

b. What to Do After You've Finished Scanning a Table

When you have finished scanning a table, you can conduct another search at the same level, or you can quit. If you decide to quit, you will be returned to the Contents Main Menu. For example, if you had just finished scanning tables for Sampling Programs (Suboption P), you could return to the Contents Main Menu and select **Suboption S**, "Sampling Stations," to locate more detailed information about the individual sampling stations within a particular sampling program. When you are finished scanning the Contents of the Data Base, you can return to the Basic Options from the Contents Main Menu.

3. Basic Option D: Using the On-Line DICTIONARIES

Many of ODES Tools require you to respond to prompts by entering codes or ID's for different types of data. The purpose of the On-Line DICTIONARIES is to give you a handy way to look up these codes. For example, if you request an analysis for one or more taxa, ODES will prompt you to specify each taxon of interest, using its 12-digit NODC Taxonomic Code. You may already have a list of these codes, but if these lists are not handy, you can use Basic Option D quickly and easily to find the proper NODC code, even if you don't know the full name for the taxon. You can search for the taxon of interest by entering all or any part of the taxon name.

Please note that for any tool that asks you for an NODC taxonomic code you may enter any of the following major taxonomic names: Polychaetes, Molluscs, Crustaceans, Echinoderms, Bivalves, Gammarid Amphipods, Gastropods, Ophiuroids, or Miscellaneous taxa. This allows you to combine benthic data within a major taxonomic group and use this variable in any of the statistical tools appropriate for the benthic data.

a   How to Use the On-Line DICTIONARIES

At the beginning of your working session, ODES will present you with a list of Basic Options. As shown below, you can tell ODES that you want to use the On-Line DICTIONARIES by selecting Basic Option "D":

```
                        --------
                        • ODES •
                        --------

                     BASIC OPTIONS

    • The following BASIC OPTIONS are available:


          C • Scan CONTENTS of the ODES Data Base
          D • Use the On-line DICTIONARIES
          E • EXIT ODES
          F • Show job status or FETCH reports and graphics
          M • List the MENU of TOOLS
          N • Review on-line NEWS
          R • Interactive data RETRIEVAL
          T • Use a TOOL


        > Please enter an option and press RETURN > D
```

In response to your selection of "D," ODES will make its On-Line DICTIONARIES available for you to search. ODES currently maintains 20 On-Line

DICTIONARIES. You will be asked to enter the one-character code for the DICTIONARY you wish to search.

```
**  ODES On-Line Dictionary  **

• The ODES On-Line Dictionary provides convenient listings of ODES
  codes.  These codes are used to specify the data for retrievals
  and analyses performed by the ODES tools.  The Dictionary stores
  the names and associated codes for the following:

        C = Chemicals              P = Influent/Effluent Pipes
        D = Diseases               R = Currents Files
        E = U.S States             S = Sampling Stations
        F = Facilities/Plants      T = Taxonomy
        G = Sediment Grain Size Vars   U = Bioassay Methods
        J = Organs                 V = Bioassay Variables
        K = Geographic Sections        (Non-Chemical)
        L = Lesions/Etiology       W = Water Quality Variables
        M = Monitoring Programs        (Non-Chemical)
        N = NPDES Permit Numbers   X = Data Qualifiers
        O = Reference Numbers      Y = Tissue Material Analyzed

  > Please enter an option or B (Basic Options) >  T
```

In the example above, the dictionary of Taxonomic Codes was selected. You could then search for all or part of the taxonomic name of interest. For example, if you want to look up the code for *Capitella capitata*, you could enter *Capitella capitata* as shown below:

```
• The On-line Dictionary stores the names and associated NODC
  Taxonomic Codes for taxonomic data (e.g., Benthic Survey Data;
  Bioaccumulation Data) stored in the ODES Data Base.  You can
  search for taxa by entering their names or NODC Codes (or any
  parts thereof).

  > Enter search string > Capitella capitata
```

ODES will then scan its DICTIONARY and list out the NODC Code for this taxon, as shown on the next page:

```
• There are 1 occurrence(s) of CAPITELLA CAPITATA in the dictionary

        NODC CODE            SPECIES NAME
    --------------|-----------------------------
    500160010100 = CAPITELLA CAPITATA

> Search for another TAXON? (Y/N) >  N
```

The DICTIONARY will also help you identify codes for a taxon even when you
can remember only a portion of its name. For example, you wanted to use ODES to
study *Capitella capitata* but you only remember *Capitella*. Before you can use
ODES Tools to study this taxon, you will have to find its name and its NODC Code.
Simply enter what you remember (in this case, *Capitella*), and ODES will tell you
what entries in the DICTIONARY have *Capitella* as part of their names:

```
• There are 3 occurrence(s) of CAPITELLA in the dictionary.

        NODC CODE            SPECIES NAME
    --------------|-----------------------------
    500160010100 = CAPITELLA CAPITATA
    500160019997 = CAPITELLA SP C
    500160019999 = CAPITELLA SP A

> Search for another TAXON? (Y/N) >  N
```

As shown above, ODES finds each taxon in its data base with *Capitella* in its name and reports the names of these taxa, along with their NODC Code.

b. Other Ways to Access the On-Line DICTIONARY

Although selecting Basic Option D is a convenient way to use the On-Line DICTIONARIES, you might find that it is easier to use the On-Line DICTIONARIES through the tools. One of the key features of ODES is that every time you use an ODES Tool, ODES will give you the opportunity to use an appropriate dictionary, as necessary. In some tool prompting sequences, you can refer to the dictionary of Taxonomic Codes or to the dictionary of Sampling Station IDs or even to different dictionaries at several different times. After you tell ODES that you want to use a particular dictionary by entering "H" (HELP) at the appropriate prompt, ODES will make that dictionary available to you. After each search of the On-Line DICTIONARIES, ODES asks you if you want to conduct another search. If you answer "Y" (yes), you can then ininate a new search. If you answer "N" (no), ODES will automatically return you to where you were in the tool before you used the DICTIONARY.

- ■ If you had switched to the DICTIONARY using Basic Option D, ODES will ask you if you wish to search for another string. If you wish to leave the DICTIONARIES altogether answer "N" (no), and ODES will return you back to the DICTIONARY menu. Enter "B" at the prompt to return to Basic Options.

- ■ If you had switched to the DICTIONARY in the middle of a Tool prompting sequence through the use of the "Help Option," ODES will return you to the prompting sequence at the precise spot from where you switched to the DICTIONARY.

4. Basic Option E: Using the EXIT Option

a. *Purpose of Basic Option E*

The Basic Option E allows you to end your working session and log off the EPA computer.

b. *How to Use Basic Option E to EXIT Your Working Session*

When you want to end a session on ODES, you can easily leave the system by entering the Basic Option E at the Basic Options menu:

<u>Whenever ODES Says</u>   <u>You Can Log Off By Entering "E":</u>

> Please enter an option and press RETURN > E

ODES will then present the following question, asking you to verify that you want to log off

Are you sure you want to be logged off? (Y/N) >

If you answer "Y" (yes), you will be logged off the EPA NCC-IBM.

If you have accidentally entered the Basic Option E, you have a chance to recover by answering "N" (no) to the question, "Are you sure you want to be logged off? (Y/N) >."

If you answer "N" (no) to the verify the question, ODES will return you to the list of Basic Options.

5. Basic Option F: FETCHING an ODES Job

Using one of the ODES tools, you tell ODES which data you want to retrieve or analyze by responding to a series of prompts. After you have answered the necessary prompts, ODES will produce your report. Meanwhile, you can continue your session, do other work, or log off and return to ODES at a later time. As an ODES user, you naturally want to keep track of the status of each of your jobs; which reports are still being prepared and which are finished. If a job is finished, you will want to work with the output.

In summary, Basic Option F provides you with the following capabilities for monitoring and working with your ODES jobs:

■ It allows you to retrieve and display graphics generated by ODES tools if you have the appropriate graphics terminal or plotter for displaying the graphic

■ It allows you to erase a job that you no longer want to keep in your job queue

■ It allows you to list part or all of your job on a terminal

■ It allows you to print your job on a high-speed printer

■ It allows you to determine the status of your jobs; which jobs are still being processed by the EPA NCC-IBM, and which are finished and ready to be reviewed

■ It allows you to transfer all or part of a job to your microcomputer.

You can use any of these capabilities individually or in combination to effectively manage your ODES jobs. For example, you may want to use one of the Fetch suboptions to scan an output on your terminal, and then use another suboption to send that job to a remote high-speed printer.

The following subsections describe the details of how to use Basic Option F:

a. How To Use Basic Option F to FETCH Your Reports

Basic Option F offers several alternatives for fetching and displaying ODES jobs. You can select from the following suboptions:

■ Using Suboption D, you can retrieve and DISPLAY a graphic. If you have used a tool that produces high-quality graphics, you can retrieve and display that graphic using a variety of graphics terminals (e.g., TEKTRONIX,

CALCOMP, HP) or personal computers with graphics display capabilities (e.g. a PC with a graphics board and PCPLOT). You can scan all graphics ready for display, choose a graphic to be displayed, or return to Basic Options.

■ Using Suboption E, you can ERASE a job from your job queue. If you are using many tools, the ability to delete unwanted jobs from your job queue enables you to keep the number of jobs in your status listing to a minimum. If you are certain that you have no interest in keeping the output from a job, you can permanently erase it from the computer.

■ Using Suboption L, you can LIST your report on your terminal. You can LIST part or all of your reports, and you can LIST your report as many times as you want.

■ Using Suboption P, you can PRINT your report on a high-speed printer. The capability to PRINT your report on a high-speed printer is offered as a convenience; it can save you time, especially when your report is lengthy. If you have access to a high-speed printer, the ODES System Operator can instruct ODES to automatically direct all of your reports to a remote high-speed printer in your area.

■ Using Suboption S, you can check on the STATUS of your jobs.

■ Using Suboption T, you can TRANSFER output to your microcomputer. If you are logged on to ODES using a communications package and a microcomputer you can transmit all or part of a job to your micro. This enables you to transfer ODES reports from the mainframe to your micro.

As shown above, the FETCH Suboptions are lettered. To use one of the FETCH Suboptions you simply enter D, E, L, P, S, or T. ODES will then provide further instructions for each suboption and ask you to specify such items as job numbers and line ranges of the data you wish to select from the job.

A separate, detailed explanation of each of these suboptions is provided below:

Suboption D

If you have used a tool that produces high-quality graphics or you wish to produce an ODES graphic and you are using either a graphics terminal (e.g., TEKTRONIX) or a personal computer with graphics capabilities (e.g., IBM PC with PCPLOT), then you can retrieve and DISPLAY graphics using Suboption D.

To retrieve and display a GRAPHIC, enter "D" after you are presented with a list of the FETCH suboptions.

ODES graphics are divided into two groups: graphics you have created with ODES tools and standard ODES graphics that are stored online (e.g., national maps). After you enter "D", ODES will ask you if you want to delete a graphic from your directory, exit the graphics facility, scan your directory of available graphics, scan the ODES graphics directory, or choose a graphic to be displayed.

When you are ready to retrieve and display a graphic, ODES will ask you to either enter the name you assigned to the graphic while in a tool or the number that ODES assigned to the graphic:

> **Please enter the name or number of your graphic >**

ODES will prepare to display the graphic you have chosen. When the graphic is complete, press **RETURN** and you will be returned to the list of FETCH suboptions.

Suboption E

You can use the ERASE option to erase the job. It is important to realize that when a job is ERASED, the output will be permanently deleted from the computer. You should be certain that you have no interest in the job's output before you decide to ERASE it.

If you decide to ERASE a report, enter "E" when you are presented with a list of the FETCH Suboption. ODES will then ask you to specify the number of the job that has produced the report you want to ERASE. Once you enter the job number, ODES will ask you if you are sure this is the job you wish to delete.

Suboption L

LIST means that you can view a job output at your terminal. Under the LIST option, ODES allows you to display all or part of the report. Displaying just part of an output is helpful when your report is very long or when you know enough about the format of the report to know which parts of it are of primary interest to you.

To LIST a report at your terminal, enter "L" after you are presented with a list of the FETCH Suboptions; then specify the number ODES has assigned to your job.

After you tell ODES which output you want to LIST, ODES will tell you the length of your report, for example:

* **This job is 200 lines long.**

ODES will then ask you to select the lines you want to review. You can choose which part of the report to list by selecting lines or ranges of lines. You will see the prompt:

> Please enter a range or press RETURN >

ODES will also ask you if you would like line numbers listed on your output. You will see the prompt:

> Would you like line numbers listed (Y/N) ? >

ODES will then list the your output one screen at a time. After each screen, you will see the prompt:

> Please press RETURN to continue or M for FETCH menu >

After you have used LIST, ODES will ask if you want to work more with the same report. You will see the prompt:

> Do you want to work more with the same job? (Y/N) >

If you answer "Y," you can LIST all or any part of the report again. Even if you answer "N," your reports will be retained for as many as three business days after the day on which they were submitted. Thereafter, they will be automatically erased by the computer.

Suboption P

PRINT means that your report will be printed on a high-speed remote printer. If you will be using this option frequently, you can tell the ODES Systems Operator the remote location most convenient for you. Arrangements can be made to have printed reports mailed or delivered to you from these locations.

After you choose to PRINT your report on a high-speed printer, enter "P" after you are presented with a list of the FETCH Suboptions. ODES will then ask you to specify the number ODES has assigned to the job that has produced the output you want to PRINT.

Suboption S

You can use the STATUS option to check on the status of each of your jobs. After you enter "S," ODES lists the job number and status of each of your jobs that has been submitted to the EPA computer for processing. When a job is still "executing" or "awaiting execution," that is, being processed by the computer, its status is "EXEC" or "WAITING FOR EXEC." For example, if the EPA computer is still processing one of your jobs (i.e. Job #8475), ODES would tell you that the status of Job #8475 is "WAITING FOR EXEC."

While the EPA computer is processing a job (i.e., the status of the job is

"EXEC" or "WAITING FOR EXEC"), you are free to do other work with ODES. You can even end your working session, using Basic Option E, and come back later to check on the status of your job. Processing will continue while you are away. You can use Basic Option F to check on your jobs at any time. Job outputs stay in queue for three days before they are erased from the system

If the computer has finished a job, ODES will tell you that the job is finished and the report created by the computer is ready to be retrieved. You will know that your job is ready to be retrieved if its status is "ON OUTPUT QUEUE." Although ODES will list the status of all your jobs, you may only select and view jobs with a status of "ON OUTPUT QUEUE."

Suboption T

To TRANSFER a report to your microcomputer, enter "T" after you are presented with a list of the FETCH suboptions.

ODES will first ask you to verify that you are logged on using a communications package. You will see the prompt:

> Are you logged on using a communications package? >

If you answer "N," you will be returned to the Fetch Main Menu If you answer "Y," then ODES will ask you to specify a job. You can select all of the job or any part of it for transmitting and ODES will transmit the lines you have chosen.

ODES will then ask you if you want to review detailed instructions for transmitting. You will see:

> Do you want detailed instructions? (Y/N) >

If you answer "Y," ODES will ask you to select the SMARTCOM, CROSSTALK, or general set of instructions, and will give you step-by-step instructions to prepare your terminal to receive your download file. If you answer "N," ODES will pause while you set your terminal to receive the data file from ODES.

As the data file is transmitted, it will be listed on your screen. When the transmission is complete, you will see the the message:

END OF FILE

ODES will pause again and give you time to save the data on your microcomputer. It will wait for your response before continuing with the ODES session.

b. *What to Do After Using the Basic Option F*

After using one of the FETCH Suboptions, you may do any of the following:

Choose the Same Fetch Suboption Again

For example, you would enter "L" if you have a job whose status is still "EXEC," and you want to see whether it is ready to be retrieved (i.e., whether its status has changed to "ON OUTPUT QUEUE").

Choose Another FETCH Suboption

You can retrieve outputs produced by any job whose status is "ON OUTPUT QUEUE "

Return to Basic Options

Enter "B" to return to the list of Basic Options.

6. Basic Option M: Using the MENU of Tools

a   Purpose of Basic Option M

ODES provides users with a variety of analytical tools to retrieve data (e.g., effluent data, water quality data, benthic survey data), perform a range of analyses (e.g., statistical analyses), and produce reports in a variety of formats (e g., bar charts, scatterplots, tables). Each ODES Tool is designed to meet a particular need. For example, some ODES Tools are designed to help scientists, researchers, and analysts perform technical analyses; other ODES Tools are designed to help managers develop overall perspectives on their program.

ODES MENU of Tools is designed to assist you in deciding which of ODES Tools meets your particular needs. The MENU first presents you with a list of tool categories. You then select a category of interest, such as Univariate Descriptive Statistics. You are then presented with a summary of the tools in that category. The summary contains a brief description of each tool and lists its tool number. You can browse through the descriptions to identify the Tools that will be of help to you. In essence, the MENU is an easy-to-use index of ODES capabilities and features.

b.   How to Use Basic Option M

To use the MENU of Tools, enter "M" when you are presented with ODES list of Basic Options.

```
                            --------
                            • ODES •
                            --------

                          BASIC OPTIONS

        • The following BASIC OPTIONS are available:


              C •  Scan CONTENTS of the ODES Data Base
              D •  Use the On-line DICTIONARIES
              E •  EXIT ODES
              F •  Show job status or FETCH reports and graphics
              M •  List the MENU of TOOLS
              N •  Review on-line NEWS
              R •  Interactive data RETRIEVAL
              T •  Use a TOOL


        > Please enter an option and press RETURN > M
```

After you enter "M" and press the RETURN key, ODES lists the "Main MENU"

of Tool Categories." which shows the topical categories that may be of special interest to certain users. This Main MENU is shown below:

```
** List the MENU of TOOLS **

• The following OCES Tool Categories are available:

    0.  Listing of all currently available tools
    1.  Univariate Descriptive Statistics
    2.  Differences Among Means (ANOVA Routines)
    3.  Correlation/Regression Statistics
    4.  Multivariate Statistics
    5.  Special Applications Tools
    6.  Ocean Currents and Hydrodynamic Tools
    7.  Mapping and Graphics Tools
    8.  Compliance Tools
    9.  Data Retrieval Tools
   10.  301(h) Reports and 301(h) Program-Specific Tools

• To review a category of tools, enter the corresponding category
  number.  To return to BASIC OPTIONS, enter B.

> Please Enter Category Number (0-10) or B > 1
```

After you review the list of tool categories, you will probably want to browse through brief descriptions of individual ODES Tools in a particular category. Select the category of tools most consistent with your objective. For example, if you are interested in "Univariate Descriptive Statistics," enter the number for that category 1 as shown on the "Main MENU of Tool Categories."

After you select "1," ODES displays a submenu of all tools in the 1 category, as shown below:

```
                    Univariate Descriptive Statistics
                    ---------------------------------
Tool    Tool
Number  Description
---------------------------------------------------------------------
   1 = PLOT OF ONE OR TWO VARIABLES OVER TIME
       This tool produces a temporal plot of either one or two variables.
       The plot of two variables is only available as a high-quality plot.
       A back-up table that lists the source data accompanies the plot.

   2 = PLOT OF SEVERAL VARIABLES OVER TIME (OVERLAY)
       This tool produces temporal plots for as many as four selected
       variables and overlays them on one graph.  A back-up table that
       lists the source data accompanies the plot.

   3 = PLOT OF MEANS OVER TIME (WITH STANDARD ERROR BARS)
       This tool produces a temporal plot of mean values with standard
       error bars for data types that include replicate samples (e g ,
       Benthic Sample Survey).  Data are averaged across replicates.
       A back-up table that lists the source data accompanies the plot.

> Press RETURN to continue or M for TOOL MENU >
```

For each tool in the Univariate Descriptive Statistics (1) category, this submenu lists the tool number and contains a brief description of the tool. Take your time in reading the summaries. Since there are many tools in the Univariate Descriptive Statistics category, the 1 submenu has three pages. You can flip to the next page by pressing **RETURN** to continue.

After reading the descriptions of the tools in the category you have chosen, you may want to see another category of tools. If you want ODES to re-display the Main MENU of Tool Categories and their numeric codes, enter "M":

```
  4 = UNIVARIATE DESCRIPTIVE STATISTICS TOOL
        This tool supplies descriptive statistics for one or more user
        specified variables.  It produces a table of descriptive statistics
        including mean, median, mode, standard deviation, standard error of
        the mean, skewness, kurtosis, and overall range.  An important use
        of this tool is to establish whether the data are normally
        distributed or not.  Appropriate back-up tables accompany the
        summary table.

  5 = BAR CHART TOOL
        This tool produces a bar chart.  Each bar represents the mean of
        a user specified variable at a location.  Several locations may be
        entered.  A back-up table that lists each location mean accompanies
        the chart

  6 = VERTICAL PROFILE TOOL
        This tool creates a graphic view of water column data in a
        conventional, oceanographic profile format.  The user may
        specify one variable at one or more stations or two variables

  > Press RETURN to continue or M for TOOL MENU > M
```

In response, ODES will again present you with the Main MENU of Tool Categories. You can then select the next category of tools in which you are interested.

7. Basic Option N: Review the On-Line News

Basic Option N, "Review the ODES On-Line News," provides up-to-date information about new features and enhancements, the addition of new datasets to the ODES system, and brief descriptions of new tools that have recently been added. You might want to browse through these files periodically to remain apprised of new developments that could enhance your use of the ODES system.

a. How to Use the On-Line NEWS

At the beginning of your working session, ODES will present you with a list of Basic Options. As shown below, you can tell ODES that you want to use the On-Line NEWS by selecting Basic Option "N":

```
                          --------
                          • ODES •
                          --------

                       BASIC OPTIONS

        • The following BASIC OPTIONS are available:


                C = Scan CONTENTS of the ODES Data Base
                D = Use the On-line DICTIONARIES
                E = EXIT ODES
                F = Show job status or FETCH reports and graphics
                M = List the MENU of TOOLS
                N = Review on-line NEWS
                R = Interactive data RETRIEVAL
                T = Use a TOOL


        > Please enter an option and press RETURN > N
```

ODES will then make its On-Line NEWS available for your review. Articles in the On-Line NEWS may cover many types of information, such as:

■ **New Data:** ODES provides brief descriptions of the types and sources of data recently added to the ODES Data Base

■ **New Features:** ODES provides descriptions of changes or enhancements to the ODES Basic Options

■ **New Tools:** ODES provides descriptions of new tools that have been added

to ODES, and changes or enhancements to existing tools

■ **Comments and Questions:** ODES lists recent user inquiries or suggestions, accompanied by the ODES User Support telephone numbers.

After you have selected Basic Option N, ODES lists the titles of the news articles currently available and asks you to select a particular article to read. You can specify a single article by its **number**, or enter "L" to start with the "Introduction" and page through all articles:

```
                    ** Review on-line NEWS **

  ● The on-line NEWS stores the most recent ODES Bulletin. The
    current OCES NEWS contains information from the ODES Bulletin
    dated October 1, 1987. The following articles appear in this
    issue:

      1.  New Pluee Model On-line        7.  Access to ODES
      2.  Other New Tools                8.  Access to TSO for 3270 Users
      3.  Revised Tools                  9.  Downloading of Data Tables
      4.  OCES Data Submission          10.  Expired Passwords
      5   ODES System Conversion        11.  Terse Mode
      6.  Taxonomic Dictionary Updates  12.  ODES User Support

  ● You will now be asked to specify the article you would like to
    read by entering its number below. You can list the entire
    ODES Bulletin by entering "L" or you can return to Basic Options
    by entering "B".

  > Enter an article number, L or B (Basic Options) > B
```

After reading the news article you have chosen, you may want to read another article or return to the Basic Options. If you want ODES to return to the Basic Options, enter "B" when prompted to select another article, as shown above.

8. Basic Option R: RETRIEVING ODES Data

ODES Basic Option R permits you to view the contents (i.e., variable names and associated lengths) of an ODES file type, perform frequency analyses of selected station-date combinations for a specific file type, and download or transfer data from the ODES Data Base to a PC-file or a temporary mainframe file. Using Basic Option R. you can manipulate subsets of ODES data using software and analytical packages not available in ODES.

In summary, Basic Option R provides you with many capabilities for reviewing, analyzing, and downloading ODES data:

■ It allows you to print a contents report which lists the variables in a specified file type

■ It allows you to print frequency reports for specified file type and station/date combinations

■ It allows you to transfer data to a PC-file or direct data to a temporary file on the NCC-IBM mainframe.

The following subsections describe the details of how to use Basic Option R.

a How To Use Basic Option R to RETRIEVE ODES Data

Basic Option R offers several alternatives for manipulating and downloading ODES data. You can select from the following suboptions:

■ Using Suboption C, you can produce a CONTENTS report for a specified file type, which can include either station, source, sample or all variables. You can print the report offline, view it on a terminal, or both.

■ Using Suboption F, you can produce a Locational or Detailed FREQUENCY Report for a specified file type and station-date combination. The Locational Frequency Report will produce, for each station-date combination selected, the number of occurrences at either the station, sample, or source level within a specified file type. The Detailed Frequency Report will produce a frequency table for up to five variables cross-tabulated among themselves. You have the option of printing the output file offline, viewing it on the terminal screen, or both.

■ Using Suboption T, you can select station-date combinations and any of the file type variables available to create a file which you may TRANSFER to a PC-file or direct to a temporary file on the NCC-IBM mainframe.

As shown above, the RETRIEVE Suboptions are lettered. To use a Suboptions you simply enter "C," "F," or "T." ODES will then provide further instructions for each suboption and ask you to specify such items as the station, date and file type you wish to select for the job.

A separate, detailed explanation of each of these suboptions is provided below:

Suboption C

To produce a CONTENTS Report, enter "R" at the Basic Options prompt and then enter "C" at the Option R prompt. Next you will be asked to select a file type for your report:

> Please enter the file type of interest >

ODES will then prompt you for the level of data you want to include in your report (if you would like to view a help screen describing the relationship between the different levels of data, enter "H"):

> Please enter choice for level of data or H >

ODES will then prepare a CONTENTS report for the file type you have selected. You can choose to list the report at your terminal, print the report at a high-speed printer, or both. If you choose to print your report, ODES will notify you after the report has been printed.

Suboption F

To produce a FREQUENCY Report, enter "R" at the Basic Options prompt and then enter "F" at the Option R prompt. You may then choose to create either a LOCATIONAL Frequency Report or a DETAILED Frequency Report.

LOCATIONAL Frequency Report

At the Option R prompt, ODES will ask you to choose the type of frequency report that you want to produce:

> Please enter L, D or Q to Quit >

Enter "L" to select the LOCATIONAL Frequency Report. ODES will then prompt you for the file type you want to use:

> Please enter the file type of interest >

ODES will also prompt you for the level of data you want to use (i.e., STATION, SAMPLE, SOURCE):

> Please enter a choice for level of data or H >

Then ODES will prompt you to select a subset of the data by station and date if you wish:

> Would you like to subset the data (Y/N)? >

If you choose to subset the data, ODES will prompt you for a station-date selection (e.g., all Orange County stations for 1986). If you do not choose to subset the data, ODES will then prepare the report across all station-date combinations and ask you how you want to view it. You can choose to list the report at your terminal, print the report at a high-speed printer, or both. If you choose to print the report, ODES will notify you after the report has been printed.

DETAILED Frequency Report

At the Option R prompt, ODES will ask you to choose the type of frequency report that you want to produce:

> Please enter L, D or Q to Quit >

Enter "D" to select the DETAILED Frequency Report. ODES will then prompt you for the file type you want to use:

> Please enter the file type of interest >

ODES will also prompt you for the level of data you want to use:

> Please enter a choice for level of data or H >

Then ODES will ask you to select variables for your report (if you would like to view a help screen listing variable names, field lengths, and variable descriptions, enter "H"):

> On the next line, enter up to 5 variables, Q to QUIT or H >

After you have finished selecting variables, ODES will prompt you to select a subset of the data by station and date if you wish:

> Would you like to subset the data (Y/N)? >

If you choose to subset the data, ODES will prompt you for a station-date selection. If you do not choose to subset the data, ODES will ask you to choose the format of your report:

> Do you want a DETAILED FREQUENCY by individual station-date (Y/N)? >

ODES will then prepare the report and ask you how you want to view it. You can choose to list the report at your terminal, print the report at a high-speed printer.

or both. If you choose to print the report, ODES will notify you after the report has been printed.

To TRANSFER data, enter "R" at the Basic Options prompt and then enter "T" at the Option R prompt. You will then be prompted to select a file type:

> Please enter the file type of interest >

and a data level type:

> Please enter choice for level of data or H >

Once you have selected a file type and data level, you may select up to 20 variables (to be entered five at a time) to include in your transfer file:

> Please enter variables (1-5) below or H for HELP >

After you have finished selecting variables, ODES will ask you if you want to subset the data by station-date. If you choose to subset the data, you will be prompted for station and location selections. Finally, ODES will ask you whether you want to transfer your file to a personal computer or to a temporary file on the mainframe. ODES will then give you the instructions that you need to perform the transfer. Detailed downloading instructions are available if you need them.

When your file transfer is complete, ODES will print a message and a table listing the names, starting positions, and field lengths of the variables in your file

b.   What to Do After Using the Basic Option R

After using one of the RETRIEVAL Suboptions, you will be returned to the Basic Option R prompt where you may select another suboption or return to the Basic Options Menu.

9. Basic Option T: USING an ODES Tool

a. Purpose of the Basic Option T

ODES has a wide variety of tools to enable you to analyze data in the ODES Data Base (e.g., to perform an ANOVA) and have the results reported in convenient formats. Each tool is designed to meet a particular type of information need or analytic objective. If you don't know which tool you want to use, you can use the ODES MENU (Basic Option M) for help in identifying tools that will meet your needs. A complete list of tools and tool descriptions is available in the ODES Tool Description Manual.

However, if you already know which tool you want to use, you do not have to use the MENU. Instead, you can select Basic Option T. Basic Option T enables you to select and use an ODES Tool simply by specifying its number.

b. How to Use Basic Option T

Basic Option T enables you to tell ODES that you want to use a particular ODES Tool. You may want to use several different ODES Tools during a session

```
                        --------
                        * ODES *
                        --------

                      BASIC OPTIONS

      * The following BASIC OPTIONS are available:


            C = Scan CONTENTS of the ODES Data Base
            D = Use the On-line DICTIONARIES
            E = EXIT ODES
            F = Show job status or FETCH reports and graphics
            M = List the MENU of TOOLS
            N = Review on-line NEWS
            R = Interactive data RETRIEVAL
            T = Use a TOOL


        > Please enter an option and press RETURN > T302
```

For example, after you review the list of Basic Options, you may want to use ODES Tool #302 (i.e., 301(h) Benthic Survey Data Summary). You would simply specify "T302," as shown in the above exhibit. In response to your specification of "T302," ODES will now make Tool #302 available to you.

c. Using an ODES Tool

After you tell ODES which tool you want to use, ODES will begin the series of questions (i.e., the "prompting sequence") for that tool. After you have completed the prompting sequence for a tool, ODES converts your answers to the prompting sequence into a batch job and submits your batch job to another part of the EPA NCC-IBM for processing. ODES will tell you the job number, the date and the time your job was submitted. Once the job is ready, you can FETCH your output using ODES Basic Option F. (For a description of how to use Basic Option F, see subsection B-6 of this chapter.)

After finishing the prompting sequence for a Tool, you can return to the Basic Options Menu and use any of ODES other Basic Options while the NCC-IBM processes your job.

d. What to Do After Using a Tool

After you have completed the prompting sequence for a Tool, ODES then tells you the job number, as described above. ODES will than say:

* To check on job status, enter F. To return to Basic Options, enter B.

> Please enter F or B >

If you select "F" you can:

Check on the status of your jobs

"Job status" refers to whether a job is still being processed by the EPA NCC-IBM or whether processing has been completed. (If processing has been completed, the job is done and your output is ready for you.) To check the status of your jobs, including the job you just submitted, select Basic Option F by entering "F" in response to the prompt > Please enter F or B >. You may then select "S" to see the job status. For details on how to FETCH a job, see the description of Basic Option F in this chapter of the Guide.

If you select "B":

ODES will re-list the Basic Options

If you would like to choose another option, simply enter "B" to consult the list of Basic Options. Then you can use any of ODES Basic Options, even while the previous job is running.

C. Streamlining Your ODES Working Sessions

As shown above, ODES provides easy-to-understand instructions and prompting routines that allow even first-time users to obtain results. However, users who become familiar with the system may want to skip some of the instructions in order to speed up their working sessions. To meet their need, ODES offers a "TERSE" mode which allows users to streamline their working sessions.

Using TERSE Mode

There are two modes in which you can use ODES, VERBOSE and TERSE. When you first log on to ODES you will be in VERBOSE mode. VERBOSE mode allows you to receive all of ODES instructions and messages.

If you want to suppress some of these instructions, you can switch to TERSE Mode. TERSE Mode assumes that the user is familiar both with ODES capabilities and how to use them. TERSE Mode eliminates many of the ODES user-friendly instructions and messages, but it does not eliminate any of the ODES capabilities: you are simply asking ODES to communicate with you in an abbreviated manner. ODES will skip the list of Basic Options and the detailed descriptions of ODES tools, and it will only give you the questions (prompts) you must answer in order for ODES to know what to do. The TERSE mode HELP facility enables you to obtain additional information if you need it. Most prompts provide you with a HELP option that you may select if you need more detailed information to make a particular selection.

You can, of course, use all of the Basic Options and ODES Tools in descriptive messages. If you are sufficiently comfortable and familiar with ODES to be able to use it without detailed, on-line instructions, TERSE Mode can substantially speed up a working session.

Procedures for beginning a working session in TERSE Mode are described below.

How to BEGIN an ODES Working Session in TERSE Mode

After you log on to the IBM-NCC and have entered ODES, the very first prompt is:

> Please enter an option and press RETURN >

In response to this prompt, your usual course of action is to enter an ODES Basic Option. However, if you want to use ODES in TERSE Mode, enter "TERSE" in response to this prompt, as shown below:

ODES Asks You: You Answer:

> Please enter an option and press RETURN >   TERSE

In response to your answer, ODES will then switch to TERSE Mode. For the balance of the working session, ODES will communicate with you in an abbreviated fashion.

In summary, to speed up your working session, you can tell ODES to communicate with you in an abbreviated manner (i.e., in TERSE Mode). You can only select TERSE or VERBOSE Mode at the Basic Options prompt. you cannot switch back and forth between TERSE and VERBOSE at any other prompts If you want to return to VERBOSE Mode after switching to TERSE Mode, you must return to the Basic Options Menu and enter VERBOSE at the Basic Options prompt Please note that after you complete a working session and log off from the NCC-IBM, ODES will not assume that you want to use TERSE Mode in your next working session: ODES will communicate with you in a normal (VERBOSE) fashion unless you re-specify TERSE Mode at the Basic Options prompt

IV. ODES User Support

This chapter provides information on ODES user support such as user support phone numbers, listings of ODES manuals and documentation, and common questions that users ask about ODES. This chapter is organized as follows:

- **Section A, Overview of ODES User Support**, with description of the three main types of currently available user support -- manuals and documentation, ODES bulletins and on-line news, and user support phone lines

- **Section B, Common Questions**, with a summary of the types of questions users have asked about ODES in the past (e.g., "What should I do if I forget my password?") and recommended actions/responses for these questions

- **Section C, Training and Demonstrations**, with explaination of how to make arrangements for in-depth ODES training or ODES demonstrations.

ODES HOTLINE

A. Overview of ODES User Support

ODES User Support consists of the following three primary information sources designed to meet the vast majority of user support requirements:

- ■ ODES manuals such as this User's Guide that provide information on the objectives of ODES, its capabilities, and how to use ODES

- ■ Periodic ODES bulletins and ODES On-Line News that inform users of recent ODES developments or enhancements

- ■ ODES User Support phone lines to call during standard business hours and ask questions about ODES or report any problems encountered.

Each of these information sources is described in more detail below.

1. ODES Documentation and Manuals

The ODES documentation series consists of the ODES User's Guide, ODES Data Submissions Manual, ODES Tool Description Manual, Technical Support Document for ODES Statistical Power Analysis, ODES Briefs, and ODES Brochure. Each of these serves a different function that is described below.

The ODES User's Guide is designed to provide a comprehensive description of the ODES system, its capabilities, its objectives, and how to use it. The Guide provides directions for accessing information stored in ODES and for using Basic Options. The Guide is oriented toward the end-user, and it assumes the reader has applied for and received a User ID that allows him/her to access ODES.

The ODES Data Submissions Manual provides a set of comprehensive instructions for the accurate submission of data for loading into the ODES Data Base. The data submissions guidelines presented in this manual cover most types of data likely to be collected under existing EPA marine/estuarine programs. These guidelines have been created to adhere closely to NODC's standard formats for storing and manipulating oceanographic data. Where necessary, existing NODC formats have been supplemented with other data elements of particular importance to EPA The Manual is oriented toward users in the process of preparing data to be submitted to the ODES

Data Base. Other users may find the Manual informative for comparing existing ODES file types with their data types and data formats.

The ODES Tool Description Manual contains in-depth descriptions of each of the ODES tools, the capabilities and limitations of the tool, and information on internal calculations that are performed by the tool. The Tool Manual is oriented to the end-user who is familiar with the operation of ODES and interested in the application of results produced by the ODES tools. Other users will find the Tool Manual useful for learning more about ODES analytical capabilities and suggesting enhancements for existing tools.

The Technical Support Document for ODES Statistical Power Analysis provides guidance for the use of power analyses in the development of study designs for monitoring programs and in the evaluation of statistical test results.

The ODES Briefs highlight ODES features which may be useful to managers

The ODES Brochure briefly describes ODES key features, its basic structure, and its analytical and reporting capabilities. The Brochure is designed to provide introductory information to individuals learning about ODES for the first time.

2. Periodic ODES Bulletins and ODES On-Line News

The ODES Data Base will be updated as new data are loaded, and ODES tools and features will be enhanced in response to user requests or new program requirements. In order to keep users fully informed of these changes, ODES bulletins will be mailed periodically to all ODES users, and an on-line feature, "ODES On-line News," will inform users of important system developments "ODES On-line News" may be accessed by any ODES user from the ODES Basic Options Menu

3. ODES User Support Phone Lines

Users with questions on any aspect of ODES are encouraged to call the ODES User Support Phone Lines. The numbers and hours for these phone lines are as follows:

703-841-6109
9 00 AM - 6.00 PM (Eastern Time Zone)

206-822-9596
9:00 AM - 5.00 PM (Pacific Time Zone)

These phone lines are covered by members of the ODES Support Staff who are knowledgeable about most aspects of ODES. In the event that an ODES staff member cannot

immediately answer your question, the answer will be found for you and your call will be returned A phone log is maintained for all incoming calls. and all questions or problems are recorded Answers to frequently asked questions will be made available to all users through the ODES bulletins or "ODES On-line News."

B. Common Questions

ODES will provide you with easy-to-understand instructions at each step of your working session However, you may encounter problems for which the proper course of action is not immediately apparent. For example, your working session may be interrupted by interference on your telephone line. This section of the Guide summarizes common areas of difficulty experienced by ODES users and provides recommended actions to overcome these problems.

Exhibit IV-B-1 presents quick-reference tables to help you discover the likely cause and recommended course of action for some common problems. If you cannot locate your problem in the tables. or if you need further assistance, please feel free to call one of the ODES User Support Phone Lines (see page IV-2).

Whatever difficulties you encounter. don't worry. The worst that can happen is that you will have to start over on a new ODES working session. In this case, none of the job or reports you've previously submitted will be erased, and the ODES Data Base will not be affected in any way.

C. Training and Demonstrations

If you would like to arrange a hands-on ODES training session an on-site demonstration of ODES, please call the ODES Manager at EPA's Office of Marine and Estuarine Protection (OMEP) to discuss your requirements. Telephone and address information for the ODES Manager are provided in the Preface to this Guide.

Exhibit IV-B-1

COMMON QUESTIONS

QUESTION/SYMPTOM	LIKELY CAUSE	ACTION
When you dial the telephone number to connect to the EPA NCC-IBM computer: • there is no answer; or • there is an answer, but your terminal's "on-line" indicator will not go on	The telephone line you're using is not functioning properly. The line may be out of service or you may have a bad connection.	• Hang up and re-dial the number. • If that fails, try another number. See Appendix A (Exhibit A-1) for a list of alternative phone numbers. • If that fails, call ODES User Support at 703-841-6109 or 206-822-9596 (see Section A in this chapter for available times.)
In response to the prompt enter LOGON, enter your USER ID and press RETURN. The computer asks for your USER ID or responds with an error message.	Your USER ID is not recognized by the computer; either you have misspelled it or it is invalid.	• Check your spelling. • If you've entered it correctly, call ODES User Support at 703-841-6109 or 206-822-9596 (see Section A in this chapter for available times.)
You are trying to enter your PASSWORD, PROCEDURE, ACCOUNT NUMBER, and FIMAS ID, and you have received a series of messages, followed by the prompt READY. You do not receive any instructions on how to access ODES.	Even though you have logged on to EPA's NCC-IBM computer, you have not been set up to access ODES.	• Call ODES User Support at 703-841-6109 or 206-822-9596. If you've been approved for ODES access by the ODES Manager, we will set you up to access ODES. This one-time procedure can be completed in just a few minutes.

Exhibit IV-B-1

COMMON QUESTIONS (CONTINUED)

| QUESTION/SYMPTOM	LIKELY CAUSE	ACTION
You are trying to enter your PASSWORD, but you receive the message: PASSWORD EXPIRED or PASSWORD NOT AUTHORIZED FOR USER ID.	You have entered an invalid PASSWORD or your PASSWORD has expired.	• If you are logging on for the first time, your PASSWORD is the same as your USER ID. • If you have forgotten your PASSWORD, call ODES User Support at 703-841-6109 or 206-822-9596 (see Section A of this chapter for available times) to verify that your PASSWORD is valid. You will be instructed on how to reset your password. • If your password has expired, call ODES User Support. You will be instructed on how to update your password.
During your ODES working session, you receive very slow responses from the EPA NCC-IBM computer.	At various times, during peak hours or computer maintenance, responses may be abnormally slow.	• Please stand by. Your last command is still being processed. • If you prefer to work more quickly, try using "TERSE" mode, or log off using Basic Option "E" and try again later.
In the midst of your ODES working session, you receive the message: READY	Your working session has been interrupted. You are no longer using ODES, but you are still logged on to the NCC-IBM computer. This may have been caused by interference on your telephone line or a similar problem.	• Enter "ODES" to resume your working session.

APPENDIX A: ODES Quick Log On Reference

This appendix covers three topics of importance for users ready to log on to ODES for the first time:

■ User IDs, passwords, and account numbers

Your PASSWORD is . . .

■ Access to the EPA NCC-IBM mainframe via telephone lines

Dial-Up

Full Screen

ODES

NCC-IBM
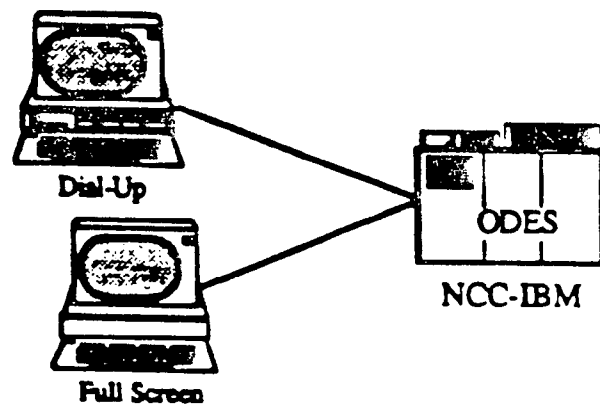
■ Terminal settings

1. User IDs, Passwords, and Account Numbers

When you are ready to use ODES for the first time, ask the ODES Manager to assign you a user ID (see the Preface for address and telephone number). The user ID is a three-letter code, often a permutation of your initials. For instance, John A. Doe may be assigned the user ID "JAD."

You will also have a password associated with your ID. The first time you log on to ODES. you password will be identical to your use ID. You must reset your password the first time you log on. Afterwards, you need only reset your password every 90 days. The procedure for setting your password the first time you log on is explained below.

When the computer asks:	You respond:
ENTER CURRENT PASSWORD FOR USER ID :	JAD/SECRET

In the example above, the initial password is "JAD" (same as user ID) and the password is set to "SECRET." Your password may be 4-8 characters in length.

At any time in the future when you want to change your password for security reasons or because your password has expired, type your current password, a slash (/), and your new password as follows:

When the computer asks:	You respond:
ENTER CURRENT PASSWORD FOR USER ID :	SECRET/CODE

In the above example, the user's old password was "SECRET"; the user's new password is "CODE." You may select as your new password any 4-8 character string that has not been one of your 2 previous passwords. (Note: Always memorize your newest password; the ODES Manager has no way to look it up.) If you are denied access to the EPA NCC-IBM because you have tried to log on using an invalid password too may times, call User Support at NCC at (800) 334-2405. They are the only people who can reset your password for you.

After you have entered your user ID and password, the log on procedure is as follows:

When the computer asks:	You respond:
ENTER ACCOUNT NUMBER -	ODES
ENTER PROCEDURE NAME -	AASTORET
ENTER FIMAS ID -	ODESD

If you already have a valid user ID and account for the EPA NCC-IBM, and you want to become an ODES user, simply call the ODES Manager (see the Preface for address and telephone number). We will instruct the system so you can use ODES by giving your user ID "priviledges" to access ODES. This is a one-time procedure -- you need not call the ODES Manager every time you use ODES!

2. Telephone Access

For most U.S. locations, you can dial a local telephone number to connect to EPA's NCC-IBM. This is made possible by a commercial communications network called TYMNET and by regional networks. Refer to Exhibit A-1 to locate the telephone number in your area. If you cannot find a local telephone number, please call ODES User Support (see Chapter IV for telephone numbers) and we will provide you with a local number or a toll-free 800 number.

3. Terminal Settings

ODES runs on EPA's IBM 3090 mainframe computer. You can access the NCC-IBM via telephone lines from virtually anywhere in the country. All that is needed is a terminal with "dial-up" capabilities or a direct line to the NCC-IBM. You can use small, portable desk-top terminals (e.g., Texas Instruments Silent 700), CRT terminals (e.g., VT-100), or a microcomputer with a communications software package (e.g., CROSSTALK XVI to use regular ODES tools and applications or PCPLOT to provide the additional capability of listing graphics).

After you select a terminal, you need to switch it on and connect it to your telephone using a modem or acoustic coupler. Many terminals (or terminal emulation software packages) are designed to communicate with a wide variety of computers. Since different computers use different communications options, your terminal may have several settings that allow you to choose the options appropriate for the computer you'll be using. On some terminals, you'll find manual switches on the keyboard itself; on others, the switches are programmed by code you enter from the keyboard. The operations manual for your terminal (or for your terminal emulation package) will show you where to find the communications switches and how to set them. If you have any questions about accessing the NCC-IBM, call User Support at NCC at (800) 334-2405, and ask them to refer you to technical assistance in your region.

To communicate with the EPA NCC-IBM, find the following switches on your terminal and make sure they are set to these options:

▣	Local Echo	ON (Half Duplex)
▣	Parity	EVEN
▣	Parity Bits	ONE
▣	Data Bits	SEVEN
▣	Transmit Speed	1200 for modems

If you have a problem communicating with the EPA NCC-IBM even after setting the switches, call ODES User Support at (703) 841-6109.

EPA NCC-IBM Telephone Access Numbers

Seattle, WA
(206) 442-4423
(206) 442-4480 (2400 baud)

Portland, OR
(503) 222-0900
(503) 222-2151 (2400 baud)

San Francisco, CA
(415) 495-0168

Los Angeles, CA
(213) 587-0030
(213) 587-7514 (2400 baud)

San Diego, CA
(619) 296-3370
(619) 296-8747 (2400 baud)

Houston, TX
(713) 556-6700

Boston, MA
(617) 565-3374

Philadelphia, PA
(215) 597-0103
(2400 baud)

Baltimore, MD
(301) 547-8100
(301) 528-9296
(2400 baud)

Washington, DC
(202) 488-1515

Atlanta, GA
(404) 347-7285 (2400 baud)

If you are unable to dial the computer using one of those numbers, call EPA's Computer Technical Support Office at (919) 541-7862.