

WASTELAN USER'S MANUAL

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CHAPTER 1
INTRODUCTION

CHAPTER 1: INTRODUCTION

1.1 PURPOSE OF WASTELAN

WasteLAN is an automated tracking system designed to accommodate the entry, maintenance, and transfer of data associated with Superfund events and activities. Features in WasteLAN equip regional personnel with the tools necessary to meet Headquarters reporting requirements. In addition, the system supports regional program management efforts.

1.1.1 Headquarters Requirements

WasteLAN includes an upload feature for transmitting Headquarters-required data elements to CERCLIS, the national database residing on an IBM mainframe in Research Triangle Park, North Carolina. WasteLAN also accepts downloaded data from CERCLIS, allowing the regions to receive updates from the Headquarters database. These downloaded updates include financial information from the Integrated Financial Management System (IFMS), as well as data sent to CERCLIS from CleanLAN, the Superfund tracking system used by the United States Army Corps of Engineers (USACE).

1.1.2 Regional Program Management

An integrated database provides information for both program evaluation and management reporting of plans and accomplishments. WasteLAN tracks both region-specific and Headquarters-required data elements. Information in the database can be used to generate customized reports suitable for use by senior program managers.

1.2 DESCRIPTION

WasteLAN is an integrated database developed in the FoxBASE+ programming language. The application operates on personal computers (PCs) in a multi-user, local area network (LAN) environment. Several features in WasteLAN, such as menu-driven selection, standardized screen formats, on-line help functions, and built-in edit checks, make the system simple to learn and use.

The integrated nature of the WasteLAN database allows users to easily retrieve Response and Enforcement information for a specified hazardous waste site. The system offers site-, event-, and activity-level access. Furthermore, the ISIF and Links modules assist WasteLAN users in constructing a composite site history by providing the means to link Response events and Enforcement activities together.

WasteLAN also includes an indirect interface to CleanLAN, the Superfund tracking system used by the United States Army Corps of Engineers (USACE). USACE events are distinguished in WasteLAN by a specific value entered in the Data Share field; the CleanLAN data for these events is available to WasteLAN users on a view-only basis. Updates to these events are sent from CleanLAN to CERCLIS and then downloaded to the WasteLAN regional databases.

INTRODUCTION

1.3 SYSTEM STRUCTURE

The WasteLAN system is accessed using personal computers in a multi-user LAN environment. Using WasteLAN, regional staff send uploads to and receive downloads from the Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS). CERCLIS is the EPA's national Superfund database residing on an IBM 3090 mainframe at EPA's National Computer Center in Research Triangle Park (RTP), North Carolina.

CERCLIS functions as a central data tracking and transfer point for several systems involved in Superfund information management. For example, the Integrated Financial Management System (IFMS) tracks Superfund financial information and transmits updates to regional WasteLAN databases via CERCLIS downloads. Likewise, as financial information is updated in WasteLAN, it is uploaded to CERCLIS to be linked with updates from IFMS. Note: As of this writing, the IFMS transfer to CERCLIS is not operational.

CERCLIS also interfaces with CleanLAN, the Superfund tracking system used by the United States Army Corps of Engineers (USACE, or COE). CleanLAN includes data pertaining to USACE events, as well as construction data sent from the Automated Management and Progress Reporting System (AMPRS). CleanLAN data is transmitted to CERCLIS and then downloaded to WasteLAN. CleanLAN data downloaded to WasteLAN is available on a view-only basis; it cannot be edited in WasteLAN. Furthermore, CleanLAN personnel cannot modify data that originates in WasteLAN.

Exhibit 1-1 shows the general flow of Superfund data coordinated by CERCLIS. Through CERCLIS, WasteLAN indirectly shares data with IFMS, CleanLAN, and AMPRS.

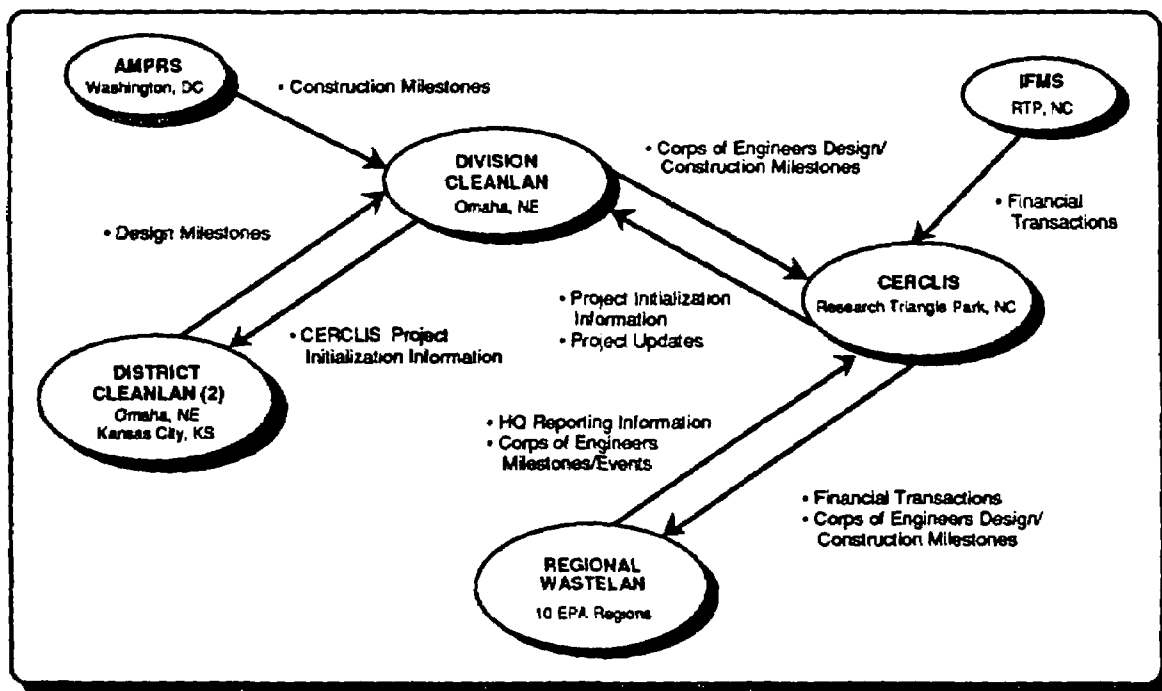


Exhibit 1-1 Superfund Data Flow

To streamline WasteLAN/CERCLIS data transfer, the file structure of WasteLAN emulates the file structure of CERCLIS. Information is organized by event or activity category within a site incident. Exhibit 1-2 illustrates the file structure of WasteLAN.

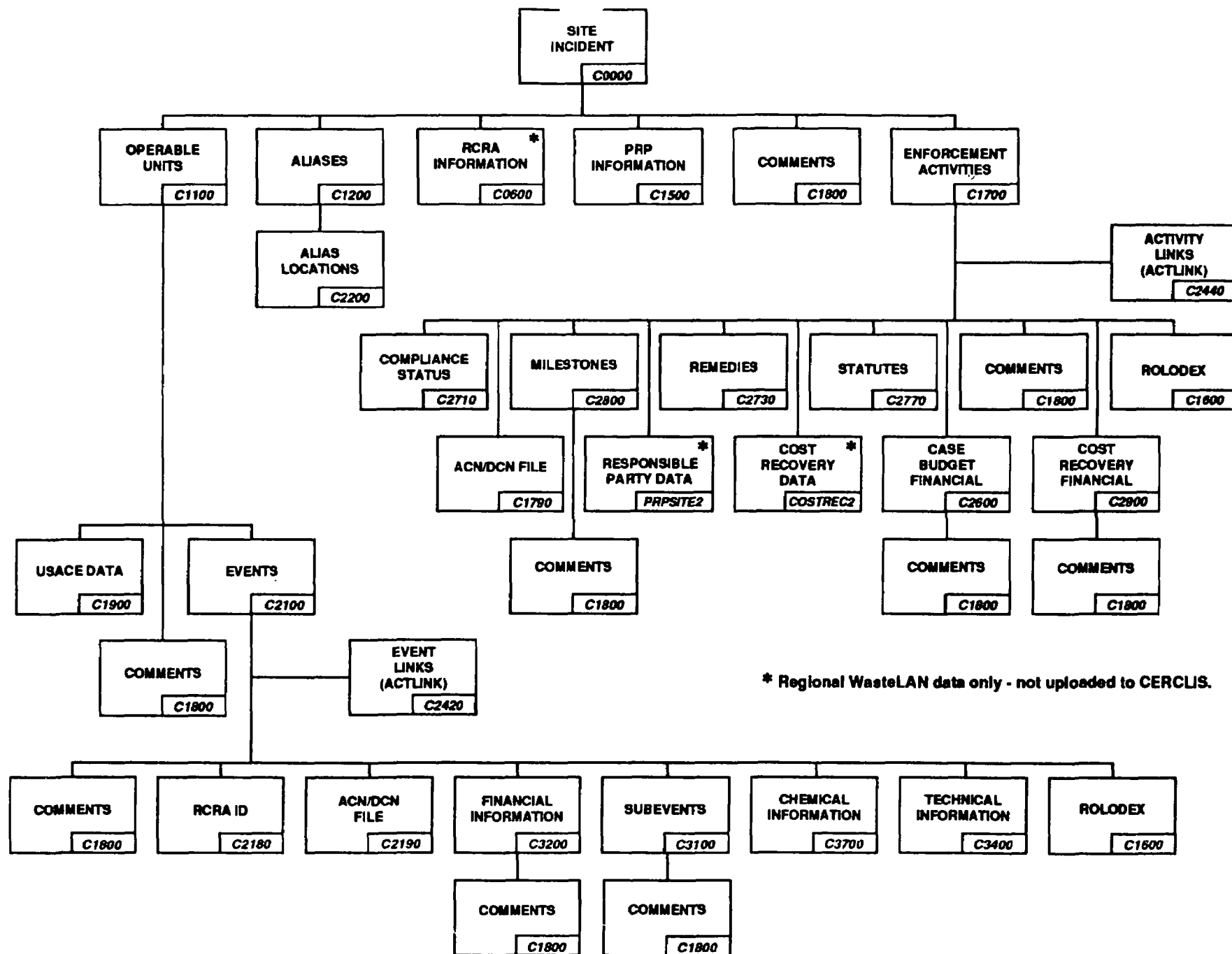


Exhibit 1-2 WasteLAN File Structure

INTRODUCTION

1.4 ORGANIZATION OF MANUAL

This manual is intended to be both a learning and a reference tool for WasteLAN users; it is not intended to provide programmatic coding guidance. The manual explains the functions available in WasteLAN and includes corresponding screen illustrations. The Reports and System Administration modules of WasteLAN are described in detail in separate documents (see Section 1.5) and are not included in this manual. The remainder of this manual is organized as follows:

Chapter 2, System Navigation and Features - describes how to access and exit the system and includes standardized screen types, components, and operations.

Chapter 3, Site - details the site selection process and includes instructions on adding, editing, deleting, and viewing site information.

Chapter 4, Event - explains how to access information for a specific event at a selected site and includes detailed information on the menu options used to navigate through event-related screens.

Chapter 5, Enforcement - demonstrates how to access information for a specified enforcement activity at a selected site and includes detailed information on the menu options used to navigate through activity-related screens.

Chapter 6, Non-Site Specific - presents and describes the screens used to access information not directly related to one particular site, such as advice of allowance and target data.

Chapter 7, ISIF - describes the screens and functions used to create Integrated Site Information Forms. The ISIF module can be used as an alternative data entry system.

Chapter 8, Links - explains how to use the Links module to create data relationships between events and other events, between events and activities, and between activities and other activities.

Chapter 9, User Utilities - illustrates two utility functions available to every WasteLAN user: changing a password, and viewing news alerts.

Appendix A, Error Messages - lists and briefly describes common error messages encountered in WasteLAN.

Appendix B, ISIF Report Panel - presents and describes the ISIF Report Panel.

1.5 OTHER AVAILABLE REFERENCE MATERIALS

Some information concerning WasteLAN is not covered in this manual; it is contained in separate documents. In addition, other reference materials are available that contain information not directly related to the WasteLAN application but pertaining to the WasteLAN environment. The following list briefly describes these additional reference materials.

CERCLIS/WasteLAN Data Element Dictionary - lists each data element used in WasteLAN/CERCLIS and includes all aspects of field definition (i.e., type, size, etc.).

WasteLAN Reports Library - explains how to generate WasteLAN reports and provides examples and descriptions of each report.

WasteLAN System Administration Manual - lists the specifications of the WasteLAN operating environment, delineates the responsibilities of the WasteLAN System Administrator, and presents and describes the screens and functions in the WasteLAN System Administration module.

CERCLIS/WasteLAN Links Coding Guidance - establishes rules for creating links between WasteLAN events and activities and includes instructions for creating a site map.

CleanLAN User's Manual - describes the nature and function of CleanLAN, the Superfund tracking system used by USACE. Since USACE events are accessible in WasteLAN, WasteLAN users may find it helpful to refer to the CleanLAN User's Manual for clarification of USACE data fields.

Superfund Program Management Manual - contains coding guidance for the entry of planning and accomplishment data.

CHAPTER 2

SYSTEM NAVIGATION AND FEATURES

CHAPTER 2: SYSTEM NAVIGATION AND FEATURES

The menu-driven structure of WasteLAN makes the system easy to learn and use. In addition, certain features common to many WasteLAN screens facilitate navigation through the system. This chapter explains how to access WasteLAN, describes the basic screen types and features, and demonstrates how to operate screens. The chapter concludes with exit procedures.

2.1 ACCESS PROCEDURES

As explained in Chapter 1, WasteLAN resides on a multi-user local area network (LAN). In a typical EPA LAN environment, access to WasteLAN is controlled by passwords at two levels: the LAN login and the WasteLAN login. To access the WasteLAN main menu, follow these steps:

1. Select the appropriate LAN choice from the network menu.

Result: The LAN login screen appears.

2. Type your LAN user name and press <Enter>. Note: The standard EPA user name consists of the first character of the first name followed by the first seven characters of the last name.
3. Type your LAN password and press <Enter>. Note: If the password is eight characters in length, it is not necessary to press <Enter>.

Result: The LAN menu (Exhibit 2-1) appears. If access to the LAN is denied, contact the appropriate regional Superfund LAN Administrator.

4. At the LAN menu, select the "WasteLAN" option.

Result: The WasteLAN login screen (Exhibit 2-2) appears, with the user name already entered in the Name field (taken from the LAN user name).

5. Type your WasteLAN password and press <Enter>. Note: If the password is eight characters in length, it is not necessary to press <Enter>.

Result: The WasteLAN main menu appears (Exhibit 2-3).

Exception: If an invalid password is entered, the following message appears at the bottom of the screen: **ACCESS DENIED. TRY AGAIN.** Wait until the message disappears, and then re-enter the password. If the login fails on the third attempt, the same message is displayed, and then the LAN menu reappears. In the event that access is denied, report the problem to the WasteLAN System Administrator.

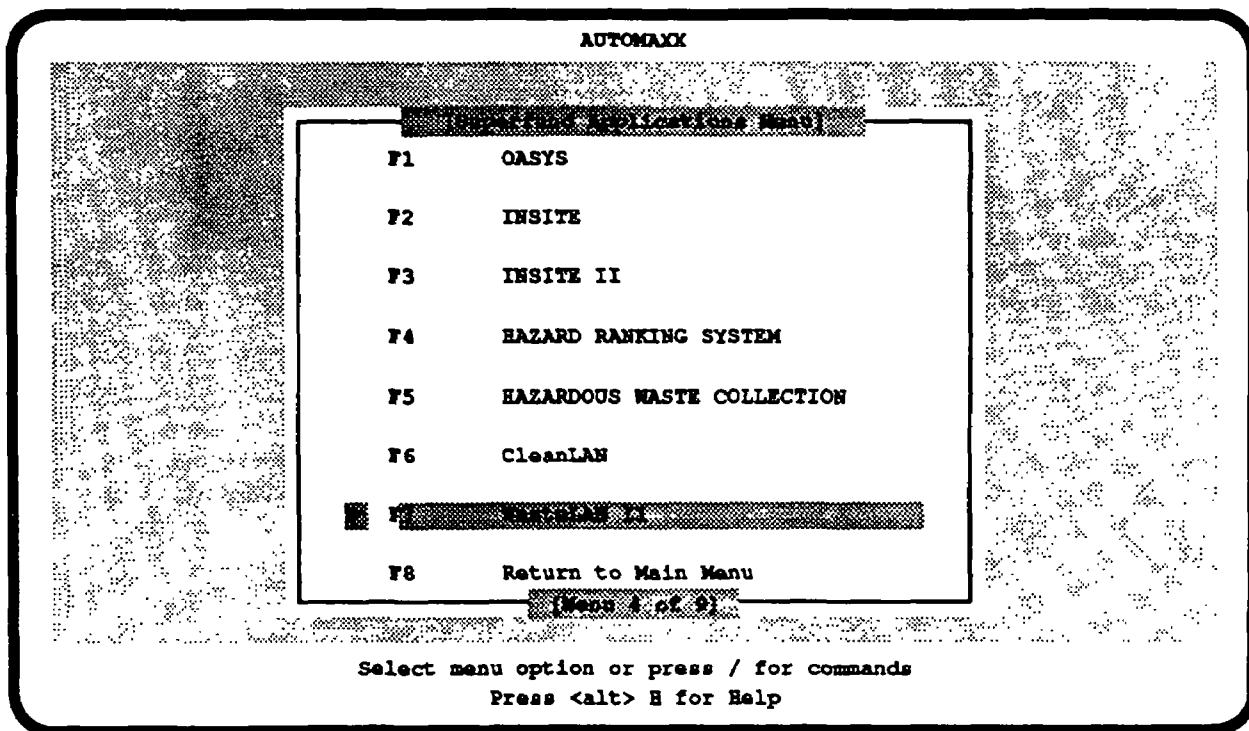


Exhibit2-1 LAN Menu

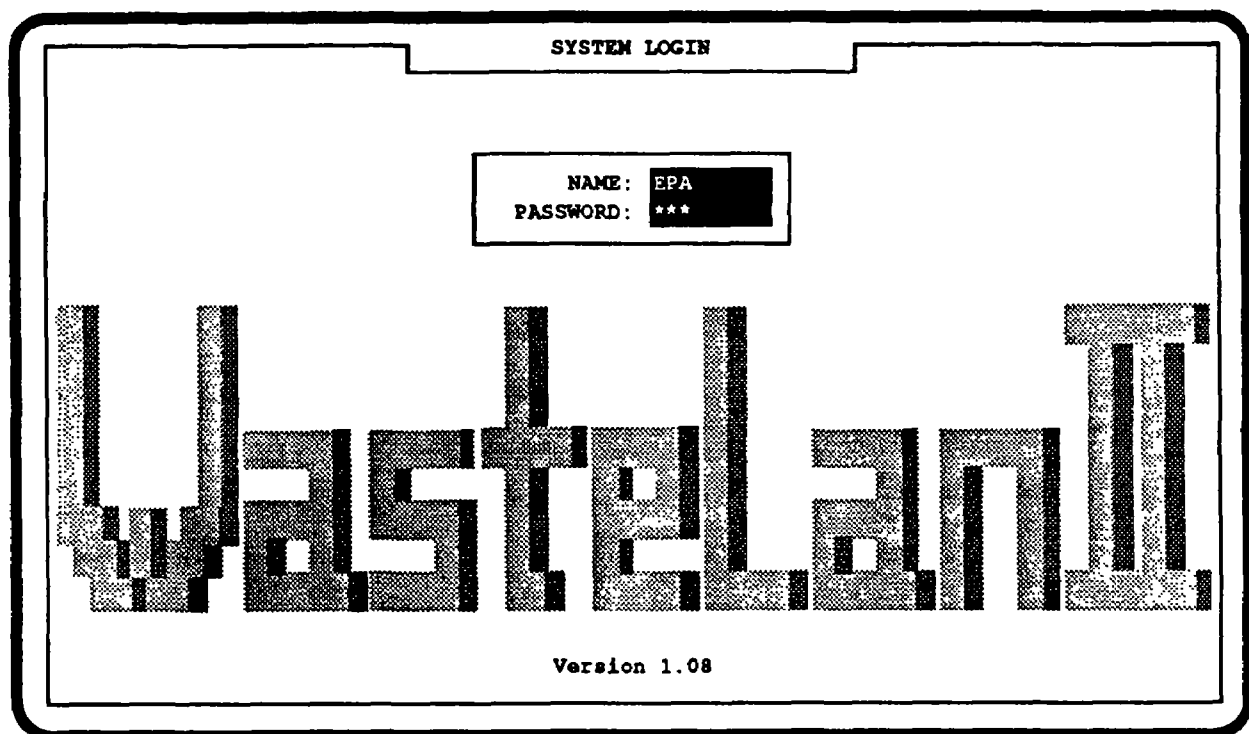


Exhibit 2-2 WasteLAN Login Screen

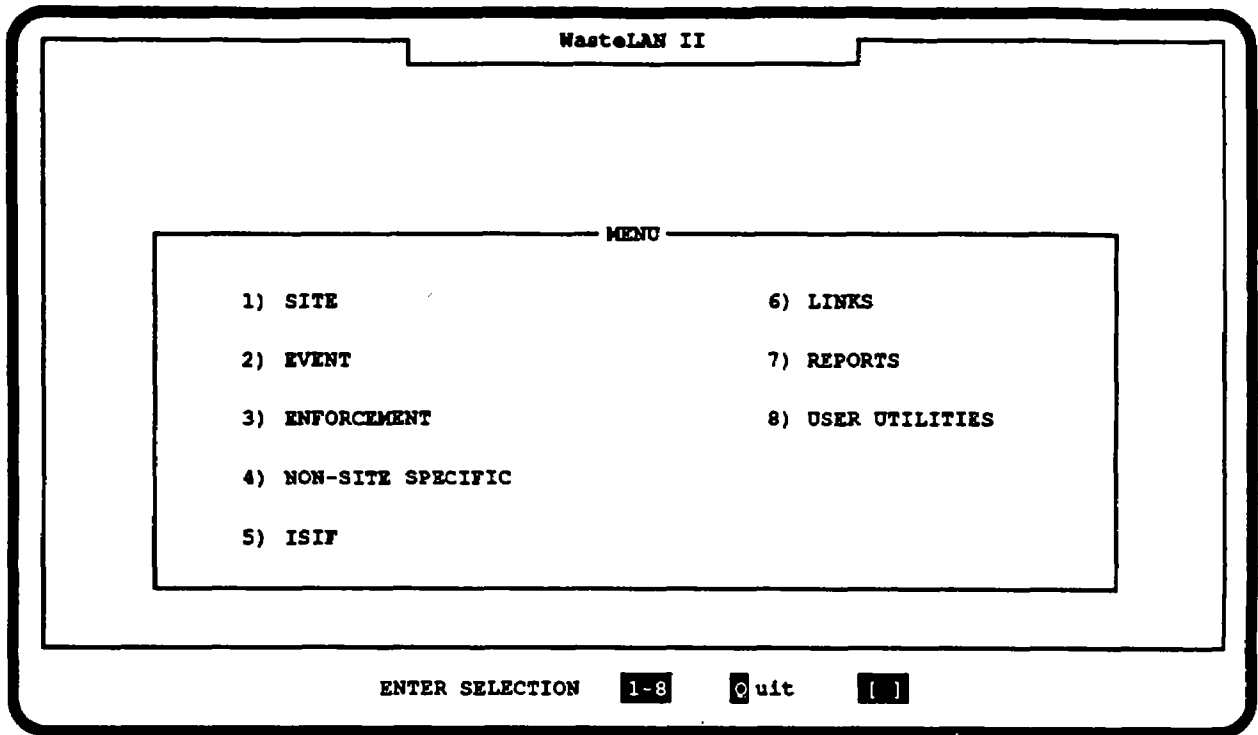


Exhibit 2-3 WasteLAN Main Menu

2.2 SCREEN TYPES

There are four basic types of screens in WasteLAN: menu screens, summary screens, combination summary/menus, and data screens. The following paragraphs briefly describe each type of screen.

2.2.1 Menu Screens

Menu screens, like the Site menu shown in Exhibit 2-4, offer a list of options from which to choose. Typically, these options provide access to different modules within the WasteLAN system; some menu options may lead to other menu screens.

As the status line at the bottom of the menu screen indicates, select an option by typing its corresponding number and pressing the <Enter> key, or type "L" (for "Leave") and press <Enter> to return to the previous screen. Some menu screens also offer a "Quit" option for returning to the WasteLAN main menu.

Caution: Entering "Q" (for "Quit") at the WasteLAN main menu terminates the current WasteLAN login session and displays the LAN menu.

SITE

MENU

1) SITE SEARCH BY EPA ID	6) SITE SEARCH BY ALIAS
2) SITE SEARCH BY IFMS ID	7) ADD SITE
3) SITE SEARCH BY ZIP CODE	8) VIEW SITE
4) SITE SEARCH BY STATE/NAME	9) EDIT/DELETE SITE
5) SITE SEARCH BY PROJ MGR	

ENTER SELECTION **1-9** **Leave** **[]**

Exhibit 2-4 Site Menu

2.2.2 Summary Screens

A summary screen presents a collection of data. Site, Event, and Activity Summary screens display a summary of data for one individual record; for example, Exhibit 2-5 illustrates the Activity Summary screen that displays enforcement data for a specific activity at a selected site. Status lines on single-record summary screens offer options to access additional menus, to edit the displayed information, to leave the summary to return to the previous screen, and to quit the module to return to the WasteLAN main menu. Some single-record summary screens, such as the Site Summary screen, span more than one screen. In these cases, the status line includes "Forward" and "Back" options to display the next and previous screens of information.

Other WasteLAN summary screens, such as Subevent, Milestone, and Financial summary screens, display summary data for multiple records. For example, Exhibit 2-6 presents a (fund) Financial Summary screen that shows all of the Actual Obligation records for a selected event at a specified site.

Status lines on multiple-record summary screens provide options to add a new record, to edit or delete an existing record, and to leave the summary to return to the previous screen. If a multiple-record summary screen contains more records than can be seen on the first screen, the status line includes "Forward" and "Back" options to display the next and previous screens of information.

VIEW	ACTIVITY SUMMARY	SCREEN 1 OF 1
<div style="display: flex; justify-content: space-between;"> <div> REF NO.: 00007 ACTIVITY: AC01 ADMINISTRATIVE ORDER </div> <div> EPA ID: MAD123456789 SITE NAME: IMAGINARY INDUSTRIES </div> </div>		
<div style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">ACTIVITY DATA</div> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> LEAD: XXXXXXXXXX SCAP NOTE: XXXXXXXXXX NO. RP DEFENDANTS: XXXXXXXXXX JUDICIAL/CIVIL TYPE: XXXXXXXXXX COMPLIANCE STATUS: XXXXXXXXXX </div> <div style="width: 50%;"> PLANNING STATUS: XXXXXXXXXX ENF ACTIVITY OUTCOME: XXXXXXXXXX FULL/PARTIAL SETTLEMENT: XXXXXXXXXX CHANGE DATE: 04/09/90 <div style="display: flex; justify-content: space-around;"> <div> START PLANNED: / / ACTUAL: / / </div> <div> COMPLETE 04/09/90 / / </div> </div> </div> </div> <div style="margin-top: 10px;"> CONTACT NAME: TRNA CARD CONTACT NO.: (508) 555-4321 OECM CASE NO.: XXXXXXXXXX OECM CASE NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX DOJ CASE NO.: XXXXXXXXXX DOJ CASE NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX </div>		
Menu options Edit Leave Quit [M]		

Exhibit 2-5 Activity Summary "VIEW" Screen

VIEW	FINANCIAL SUMMARY	ACTUAL OBLIGATIONS																											
<div style="display: flex; justify-content: space-between;"> <div> REF NO.: 00007 OPUNIT: 01 EVENT: RV1 </div> <div> EPA ID: MAD123456789 SITE NAME: IMAGINARY INDUSTRIES EVENT NAME: REMOVAL ACTION </div> </div>																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 8%;">SEQ NO.</th> <th style="width: 8%;">CON VEH</th> <th style="width: 8%;">IFMS FLAG</th> <th style="width: 12%;">DATE</th> <th style="width: 12%;">AMOUNT</th> <th style="width: 12%;">ACN</th> <th style="width: 12%;">DCN</th> <th style="width: 12%;">WORK ASGN NO.</th> <th style="width: 12%;">AMND NO.</th> </tr> </thead> <tbody> <tr> <td>NEW</td> <td>CNT</td> <td>C</td> <td>06/19/90</td> <td>1,000,000</td> <td>8TGB01PP87</td> <td>PE0042</td> <td></td> <td></td> </tr> <tr> <td>001</td> <td>ARC01</td> <td>F</td> <td>04/09/90</td> <td>125,000</td> <td>9TGB01PP88</td> <td>PE0129</td> <td></td> <td></td> </tr> </tbody> </table>			SEQ NO.	CON VEH	IFMS FLAG	DATE	AMOUNT	ACN	DCN	WORK ASGN NO.	AMND NO.	NEW	CNT	C	06/19/90	1,000,000	8TGB01PP87	PE0042			001	ARC01	F	04/09/90	125,000	9TGB01PP88	PE0129		
SEQ NO.	CON VEH	IFMS FLAG	DATE	AMOUNT	ACN	DCN	WORK ASGN NO.	AMND NO.																					
NEW	CNT	C	06/19/90	1,000,000	8TGB01PP87	PE0042																							
001	ARC01	F	04/09/90	125,000	9TGB01PP88	PE0129																							
Add Edit/delete Comments Leave [L]																													

Exhibit 2-6 Financial Summary Screen (Actual Obligations)

2.2.3 Combination Summary/Menus

Some WasteLAN screens include both a brief summary of information and a menu. As shown in Exhibit 2-7, the NSI Activity Summary/Menu displays background information for a selected activity on the left side of the screen and a list of options on the right side of the screen.

ARCS CONTRACT MANAGEMENT	
ACTIVITY SUMMARY	MENU
NSI REGION: 01	1) NEXT ACTIVITY
ACTIVITY: AC01	2) PREVIOUS ACTIVITY
LEAD: FE	3) ADD NEW ACTIVITY
STATE: MA	4) EDIT/DELETE ACTIVITY
FISCAL YEAR: 90	5) VIEW ONLY
	6) FINANCIAL SYSTEM
	ENTER 1-6 L eave []

Exhibit 2-7 Non-Site Incident Activity Summary/Menu

The menu on the right side of the screen provides options for accessing other activity records as well as for handling the activity summarized on the left side of the screen. Select an option by typing its corresponding number and pressing <Enter>; or, type "L" (for "Leave") and press <Enter> to return to the previous screen in the system.

2.2.4 Data Screens

A data screen provides access to the individual items of information for a site, event, financial record, etc. Exhibit 2-8 presents an example of the first of two data screens used to add a new site to the WasteLAN database.

ADD		SITE SUMMARY		SCREEN 1 OF 2	
REF NO.:	00777	EPA ID:			
IFMS ID NO.:	01				
NAME:					
STREET:					
CITY:					
STATE:					
COUNTY NAME:					
CONGRESS DISTRICT:					
OWNER INDICATOR:	UN	FED FACILITY INDIC:			
LATITUDE:					
LAT/LONG SOURCE:					
NPL STATUS INDIC.:		INCIDENT TYPE:			
CATEGORY:		COST RECOVERY INDIC:			
FURTHER ACTION:		SITE CLASSIFICATION:	ND		
STATE PRP:		FED AGENCY PRP:			
		MUNICIPAL PRP:			
PROPOSED NPL UPDATE NO.:	00	FINAL NPL UPDATE NO.:	00		
Forward		Edit		Leave	

Exhibit 2-8 Site Summary "ADD" Screen

Data screens are used to add new information to the database and to view, update, or delete existing information. Typically, an "ADD" data screen looks the same as an "EDIT" data screen but offers different status line options. (See Section 2.3.4 for information on status lines.)

Most data screens contain "header" information at the top of the screen. This information identifies the event or activity and site selected. Header information on data screens cannot be edited.

Some data screens offer view-only access to the displayed data; for example, Budget Control data in the Non-Site Specific module is entered and modified by Headquarters personnel and cannot be added, edited, or deleted by the regions (see Chapter 6, Section 6.3 for more information on Budget Control screens). On color monitors, view-only data appears in yellow type without a shaded box.

View-only data screen status lines generally offer "Forward" and "Back" options for viewing next and previous records, if applicable, and a "Leave" option for exiting the screen.

2.3 SCREEN FEATURES

Certain features are common to many WasteLAN screens and function consistently throughout the system. The following sections describe these standard screen elements.

2.3.1 Data Fields

A data field is the smallest discrete piece of information in a database. A group of related data fields form a record; for example, name, location, NPL Status indicator, and other fields combine to form a single site record. The CERCLIS/WasteLAN Data Element Dictionary provides specific information on the size, type, and definition of all data fields used in WasteLAN.

Data fields usually appear as shaded boxes on WasteLAN screens. Exhibit 2-9 shows the data fields on an Activity Summary "ADD" screen.

Exhibit 2-9 Activity Summary "ADD" Screen

Generally, the size of the shaded box indicates the length of data (number of typed characters) allowed or required in the field. Certain fields accept alpha characters (text), others accommodate only numbers, and still others accept only dates.

Note: Date fields in WasteLAN follow the format MM/DD/YY, where M = the numeric equivalent of the month (from 01 to 12), D = the numeric equivalent of the day (from 01 to 31, depending on the month), and Y = the last two digits of the year. The CERCLIS/WasteLAN Data Element Dictionary contains specific, detailed information concerning the size, type, and definition of all WasteLAN data fields.

Some data fields in WasteLAN are required fields, meaning that data must be entered in the field. A blank entry (or no entry) in a required field is invalid. Generally, the cursor remains at a required field until valid data is entered. In some cases, WasteLAN prompts the user to enter required information when the record is saved.

2.3.2 Comment Fields

A comment field is a data field designated specifically for the entry of text. The NSI Activity screen shown in Exhibit 2-10 includes a Comment field.

ADD NON-SITE INCIDENT ACTIVITY SCREEN 1 OF 1

ACTIVITY: AC01 ARCS CONTRACT MANAGEMENT FISCAL YEAR: 90

LEAD: [redacted] STATE: [redacted]

COMMENT: [redacted]

Add Edit Leave []

Exhibit 2-10 Non-Site Incident Activity "ADD" Screen

While comment fields are embedded in some WasteLAN data screens, most comments for a site, event, or activity are entered, viewed, modified, and/or deleted using a separate Comments screen. The Comments screen is described in detail in Chapter 3, Section 3.5.5.

2.3.3 Pop-Up Windows

A pop-up window is an on-line help feature designed to assist the user in entering data. A field name with a highlighted first letter indicates that a pop-up window of valid entries is available for that field. On monochrome monitors, the first letter of the field name appears in reverse video; on color monitors, the first letter is highlighted in red.

Entering a "?" or an invalid entry in a field linked to a pop-up window activates the pop-up window. Exhibit 2-11 presents the pop-up window associated with the Event Lead field.

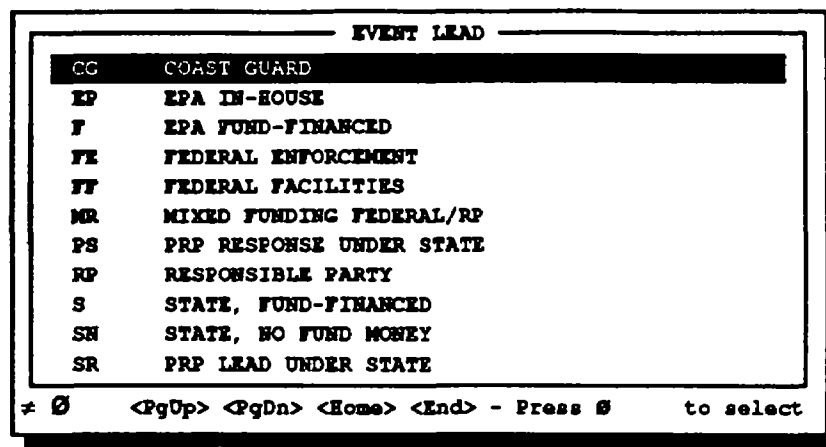


Exhibit 2-11 Event Lead Pop-Up Window

When a pop-up window appears, the first entry is automatically highlighted. A quick way to move the light bar to highlight a different entry is to type the first character of the desired entry; if multiple entries begin with the same character, keep pressing the character until the appropriate entry is highlighted.

In many pop-up windows, the first entry is a "Return" option, such as "Return to Activity." This type of option closes the window without making a selection.

Keys used to operate pop-up windows are displayed at the bottom of the window and function as follows:

- <↑> Moves the light bar one line up; has no effect if the first entry is already highlighted.
- <↓> Moves the light bar one line down; has no effect if the last entry is already highlighted.
- <PgUp> Scrolls the window to the previous page (screenful) of entries; has no effect if the first (or only) page of entries is already displayed.
- <PgDn> Scrolls the window to the next page (screenful) of entries; has no effect if the last (or only) page of entries is already displayed.
- <Home> Scrolls the window to the very beginning of the display and highlights the first entry; has no effect if the first entry is already highlighted.
- <End> Scrolls the window to the very end of the display and highlights the last entry; has no effect if the last entry is already highlighted.
- <↵> (<Enter>) Selects the highlighted entry, closes the pop-up window, and places the selected entry in the data field.

Some pop-up windows appear automatically when a menu choice or status line option is selected. These pop-up windows operate in the same manner as those connected to specific data fields.

2.3.4 Status Lines

Status lines are cues that generally appear at the bottom of each WasteLAN screen. Status line options indicate the actions available for manipulating the currently displayed data and/or screen and for accessing other screens.

Status lines vary among the different types of WasteLAN screens. Exhibit 2-12 presents a typical menu screen status line.



Exhibit 2-12 Menu Screen Status Line

Menu screen status lines are used to select a menu option or to return to the previous screen. Select a menu option by typing its corresponding number and pressing <Enter>. To return to the previous screen, type “L” (for “Leave”) and press <Enter>.

Some menu screen status lines also offer a “Quit” option for returning to the WasteLAN main menu; type “Q” and press <Enter> to select the “Quit” option. Exception: Entering “Q” at the WasteLAN main menu logs you out of WasteLAN and displays the LAN menu.

Exhibit 2-13 presents an example of the status line that appears on single-record summary screens such as Site, Event, and Activity Summaries.



Exhibit 2-13 Summary Screen Status Line (Single Record)

Select an option by typing its highlighted letter and pressing <Enter>. Options on the status line shown in Exhibit 2-13 are described below.

Menu options - Selecting “M” activates a pop-up window of options for navigating through additional screens related to the currently displayed record. Specific menu options are explained later in Chapter 3 (Section 3.5), Chapter 4 (Section 4.3), and Chapter 5 (Section 5.3).

Edit - Entering “E” permits the modification of the displayed data by placing the cursor at the first data entry field on the screen.

SYSTEM NAVIGATION AND FEATURES

Leave - Use this option to leave the current screen. Entering "L" displays the previous screen.

Quit - Entering "Q" displays the WasteLAN main menu.

Exhibit 2-14 illustrates the status line that appears on multiple-record summary screens such as Subevent, Comment, and Financial summaries.

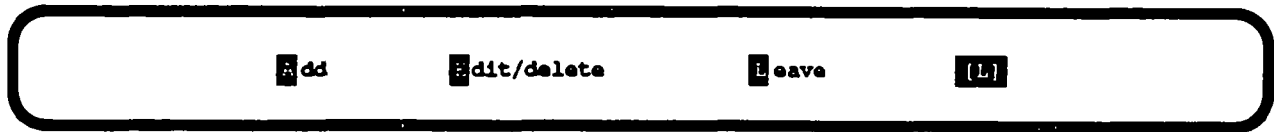


Exhibit 2-14 Summary Screen Status Line (Multiple Record)

Many status lines such as this one display a pre-selected option in the bracketed option entry field. This pre-selected option is known as a default. The default option on the above status line is "L" for "Leave," so pressing <Enter> without typing a different option displays the screen from which you accessed the summary.

Select an option by typing its highlighted letter and pressing <Enter>. Options on the status line shown in Exhibit 2-14 are described below.

Add - Entering "A" displays a data screen containing blank data entry fields used to add a new record to the database. After entering the new information in the appropriate fields, enter "A" at the data screen status line to record the new information to the database.

Edit/delete - Entering "E" for "Edit/delete" displays the following record selection prompt: Use ↑ or ↓ - press <Enter> to select. After highlighting and selecting the desired record, a data screen appears, showing existing information for the selected record in the data fields.

Leave - Use this option to leave the current screen. Entering "L" displays the previous screen.

The status line that appears at the bottom of an "ADD" data screen differs slightly from the one that appears on an "EDIT" data screen. Exhibit 2-15 shows a typical "ADD" screen status line.



Exhibit 2-15 "ADD" Data Screen Status Line

Select an option by typing its highlighted letter and pressing <Enter>. Options on the above status line are described below.

Add - Use this option after entering the new information in the data fields. Selecting this option records the new information to the database and displays the added record.

Edit - Select this option to modify the new information before adding it to the database. Entering "E" sends the cursor to the first data field on the screen; use the <Enter> key to move to the appropriate field(s) and make the necessary changes. Pressing <Enter> at the last data field returns the cursor to the status line.

Leave - Use this option to exit the "ADD" screen without recording any new information to the database. Entering "L" displays the previous screen.

Exhibit 2.3-8 illustrates the status line that appears on "EDIT" data screens.



Exhibit 2-16 "EDIT" Data Screen Status Line

Select an option by typing its highlighted letter and pressing <Enter>. Options on the above status line are described below.

Edit - Use this option to modify the displayed information. Entering "E" sends the cursor to the first data field on the screen. Use the <Enter> key to move to the appropriate field(s) and make the necessary changes. Pressing <Enter> at the last data field returns the cursor to the status line.

Delete - Entering "D" displays the following prompt at the bottom of the screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the record unchanged. Type "Y" and press <Enter> to delete the record and return to the previous screen.

Save - Use this option after editing the displayed data to record the changes to the database. After changes are made and the cursor is returned to the status line, "S" is the default option; simply press <Enter> to save the changes and return to the previous screen.

Leave - Use this option to leave the current screen. Entering "L" displays the previous screen.

2.3.5 Turbo Access

Turbo Access is a memory feature that works like a bookmark, saving your place in an Event or Activity screen. If Turbo Access is on when you log out of WasteLAN, then the system "remembers" the last site record and Event or Activity Summary screen accessed. The next time you log in, the last Event or Activity Summary screen accessed will be displayed.

The "Turbo Access" option appears in the Menu options window accessed from the status line of an Event or Activity Summary screen. The feature operates as a toggle switch. If the Menu options window displays the selection "Turbo Access: On," then Turbo Access is already on, so selecting the option will turn it off. If the Menu options window displays the selection "Turbo Access: Off," then Turbo Access is off, so selecting the option will turn it on.

2.4 SCREEN OPERATION

WasteLAN screen functions depend on several standard operating characteristics. These characteristics are described in the following sections.

2.4.1 Cursor Movement

The cursor is the small, blinking, lighted bar or box that indicates the position on the screen at which keystrokes appear. Cursor movement within WasteLAN screens is restricted to data fields, status lines (at the bracketed option entry fields), and pop-up window entry selection.

On "ADD" data screens, the cursor appears at the first data field, usually located on the upper left side of the screen. Each time the <Enter> key is pressed, the cursor moves to the next data field. When the cursor is positioned at the last data field, pressing <Enter> moves the cursor to the status line. In some cases, the <PgDn> key can be used to move the cursor to the status line.

Exception: Some data fields are required fields; i.e., valid data must be entered before the cursor will move to the next field. The system will not accept blank entries in required fields.

On most data screens, the cursor cannot be moved back to a previous field using the , <↑>, or <←> key. To place the cursor at a previous data field, use the <PgDn> key (or press <Enter> at the last data field) to access the status line. Then, enter "E" (for "Edit"). The cursor will return to the first data field on the screen; use the <Enter> key to move the cursor to the appropriate field.

In pop-up windows, cursor position is indicated by the reverse-video highlight bar. The <↑>, <↓>, <PgUp>, <PgDn>, <Home>, and <End> keys are all keys that can be used to move the cursor position (light bar) to a different entry. Typing the first letter of an entry is also a way to move the light bar to that entry. See Section 2.3.3 for more information on using pop-up windows.

2.4.2 Data Entry

Data entry encompasses both the addition of new data and the modification of existing data in the system. The process is the same for both "ADD" and "EDIT" data screens, except that "ADD" screens contain blank fields, and "EDIT" screens display existing data that can be overwritten. To enter or modify data, follow these eight steps:

1. Access the appropriate "ADD" or "EDIT" data screen.
2. If the screen is an "EDIT" screen, enter "E" (for "Edit") at the status line to move the cursor to the first data field on the screen.
3. Type the appropriate data and press <Enter>, or press <Enter> without typing data to move the cursor to the next data field.
4. Continue entering data and/or pressing <Enter> until the cursor reaches the status line. Note: In some cases, the <PgDn> key can be used to move the cursor to the status line more quickly.

5. Review the entered/modified data for accuracy.
6. If an error is found, choose "E" (for "Edit") at the status line, use the <Enter> key to move the cursor to the appropriate field, and repeat steps 3 through 6.
7. If the current screen is the first (or any screen other than the last) in a series, i.e., "SCREEN 1 OF 2," enter "F" (for "Forward") to display the next screen, and repeat steps 3 through 7.
8. Once all of the appropriate data has been entered/modified and verified for accuracy, enter "A" at the "ADD" screen status line or "S" at the "EDIT" screen status line to record the new information to the database. Entering "L" at the status line before entering "A" or "S" cancels the data entry procedure, forfeits all additions/changes, and displays the previous system screen.

2.4.3 Edit Checks

Many WasteLAN data fields are protected by built-in edit checks to prevent the entry of incorrect data, such as alpha characters in numeric fields or invalid dates. For example, the system will not permit an entry such as 04/31/90 in a date field, because April only has 30 days; furthermore, all date fields follow the MM/DD/YY format, thus prohibiting an entry such as 30/04/90.

Some edit check routines result in error messages, as described below in Section 2.4.4. The cursor will remain at a field protected by an edit check until valid data is entered. Consult the WasteLAN Data Element Dictionary for more information on specific data fields and their corresponding acceptable values.

2.4.4 Error Messages

Error messages appear on WasteLAN screens as a result of edit check routines associated with data entry and option selection. When invalid data is entered in a field or an invalid selection is chosen on a status line, the system displays a message that briefly states the nature of the error, such as **INVALID SELECTION. PLEASE RE-ENTER**. Generally, error messages appear at the bottom of the screen (highlighted in red on color monitors) and disappear after a few seconds.

Error messages are mentioned in this manual as they relate to the function being described. Error messages included in the body of this text appear in uppercase, boldfaced type. In addition, Appendix A at the end of this manual lists the most often encountered error messages and their corresponding causes/solutions.

2.5 EXIT PROCEDURES

With the exception of the WasteLAN System Login and main menu screens (shown at the beginning of this chapter in Exhibits 2-2 and 2-3, respectively), all other WasteLAN screens offer a "Leave" option for exiting the current screen. Simply type "L" and press <Enter> to return to the previous system screen.

In addition, some WasteLAN menu screens contain a "Quit" option for leaving the current screen and returning to the WasteLAN main menu. When a "Quit" option is available, type "Q" and press <Enter> to display the WasteLAN main menu. If no "Quit" option is available, keep selecting the "Leave" option until a screen appears that has a "Quit" option or until the main menu appears.

SYSTEM NAVIGATION AND FEATURES

To exit WasteLAN and return to the LAN menu, the WasteLAN main menu must be displayed (use "Leave" and/or "Quit" options until the main menu appears). Then, type "Q" and press <Enter> at the WasteLAN main menu to log out of the system. The regional LAN (AutoMAXX) menu will be displayed; generally, this menu includes a choice for logging out of the LAN.

CHAPTER 3

SITE

CHAPTER 3: SITE

The WasteLAN Site module is used to retrieve information for a specific site. Search options in the Site module provide six different methods for retrieving a site record. The Site module also includes options to add a new site record to the database, to view information for an existing site, and to edit or delete existing site information.

To access the Site module, log in to WasteLAN to display the main menu (see Chapter 2, Section 2.1 for WasteLAN access procedures). Then, choose option 1 on the WasteLAN main menu. The Site menu appears, as illustrated in Exhibit 3-1.

The screenshot shows a terminal window titled "SITE". Inside the window, there is a box labeled "MENU" containing a list of nine options:

- 1) SITE SEARCH BY EPA ID
- 2) SITE SEARCH BY IFMS ID
- 3) SITE SEARCH BY ZIP CODE
- 4) SITE SEARCH BY STATE/NAME
- 5) SITE SEARCH BY PROJ MGR
- 6) SITE SEARCH BY ALIAS
- 7) ADD SITE
- 8) VIEW SITE
- 9) EDIT/DELETE SITE

Below the menu box, the text "ENTER SELECTION" is displayed. To its right are three buttons: "1-9", "Leave", and "[]".

Exhibit 3-1 Site Menu

Select an option by typing its corresponding number and pressing <Enter>. Entering "L" (for "Leave") displays the WasteLAN main menu. The remaining sections in this chapter describe the options on the Site menu.

3.1 SITE SEARCH OPTIONS

If the Reference number for a site is not known, any one of six site search options can be used to retrieve the desired site record. The site search routines generally follow the same pattern, beginning with search criteria entry and ending with an Event Summary screen for a specified event at a selected site. Sections 3.1-1 through 3.1-6 describe the site search options in further detail.

3.1.1 Site Search by EPA ID

Use option 1 on the Site menu to search for a site by an EPA ID number. Selecting this option presents a blank EPA ID field, as shown in Exhibit 3-2.

EPA ID:

Exhibit 3-2 EPA ID Field

As few as one or as many as ten characters of the EPA ID can be entered in the EPA ID field. Entering an incorrect EPA ID number results in the message **INVALID EPA ID NO. PLEASE RE-ENTER.** Pressing <Enter> without typing any characters in the EPA ID field displays a list of sites for which no EPA ID has been entered in the database. If there are no sites lacking an EPA ID in the database, the cursor returns to the blank EPA ID field.

When a valid full or partial EPA ID is entered, the system displays a result list of all sites whose EPA ID numbers meet the search criteria. Hint: Entering as many characters as possible in the EPA ID field speeds up the search by narrowing the search parameters; the resulting list of sites meeting the search criteria will contain fewer records from which to choose. Exhibit 3-3 presents an example of a list of sites resulting from a successful site search by EPA ID.

REF NO.	EPA ID	NAME	CITY
00006	MAD123456788	DERELICT DRUM CORP	SKULDUGGERY
00007	MAD123456789	IMAGINARY INDUSTRIES	SKULDUGGERY
00008	MAD123456790	DISAPPEARING INC	VANISHING
00009	MAD123456791	FLY BY NIGHT FEED & GRAIN	FOWLER
00010	MAD123456792	ROGER WILL CO	TOWER
00011	MAD123456793	ROUGH EDGE REFINING CORP	EDGETON
00012	MAD123456794	MAKE-BELIEVE MFG CO	TARADIDDLE
00013	MAD123456795	AIRHEAD AMALGAMATED	GNARLY
00014	MAD123456796	PHONY FACTORIES INC	HOKUM
00015	MAD123456797	LIE CHEATEN STEEL	TARADIDDLE
00016	MAD123456798	SLICK OIL CO	SKULDUGGERY

Forward Select Change Leave []

Exhibit 3-3 Result of Site Search by EPA ID

The list may contain more sites than are visible in the first page (screenful) of entries. Enter "F" (for "Forward") at the status line to view the next page of entries; on subsequent pages, enter "B" (for "Back") to return to the previous page of entries.

To select a site from the search result list, enter "S" (for "Select") at the status line. The system presents a Ref No. field next to the EPA ID field at the top of the screen. Enter a valid site reference number. It is not necessary to enter any leading zeros of the reference number; for example, reference number "00123" can be entered as "123." The system displays a pop-up window listing all events in the database for the selected site. An example of an event pop-up window is illustrated in Exhibit 3-4.

REF NO.	OP	EVT	NAME
RETURN TO SITE SEARCH BY EPA ID			
00007	00	DS	DISCOVERY
00007	00	PA	PRELIMINARY ASSESSMENT
00007	00	SI	SCREENING SITE INSPECTION
00007	01	RD	REMEDIAL DESIGN
00007	01	RA	REMEDIAL ACTION
00007	01	RV	REMOVAL ACTION

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select.

Exhibit 3-4 Event Pop-Up Window

Selecting the "Return to Site Search by EPA ID" option at the top of the window closes the window without selecting an event. Use the <↓> and <PgDn> keys to scroll the light bar forward in the window; use the <↑> and <PgUp> keys to scroll back to previous events. When the desired event is highlighted, press <Enter> to select it. This action closes the pop-up window and displays the Event Summary screen that corresponds to the selected event at the specified site. Exhibit 3-5 presents an example of an Event Summary screen; this screen is described in detail in Chapter 4, Section 4.2.

VIEW		EVENT SUMMARY		SCREEN 1 OF 1	
REF NO.:	00007	EPA ID:	MAD123456789		
OPUNIT:	00	SITE NAME:	IMAGINARY INDUSTRIES		
EVENT:	PA1	EVENT NAME:	PRELIMINARY ASSESSMENT		
EVENT DATA					
EVENT LEAD:		PLANNING STATUS:	F		
SCAP NOTE:		EVENT QUALIFIER:	M		
TAKEOVER:					
	START	COMPLETE	CAG/TDD NO.:		
PLANNED:	06/19/89	07/19/89	CAG AMND NO.:		
ACTUAL:	07/01/89	08/01/89	PROJECT NO.:		
FIRST START INDICATOR:		FIRST COMPLETE INDICATOR:			
CONTACT NAME:	BAKER	CONTACT NO.:	(508) 555-1234		
Menu options Edit Leave Quit ()					

Exhibit 3-5 Event Summary "VIEW" Screen

SITE

To search for another site using a different EPA ID, enter "C" (for "Change") at the status line of the search result list (see Exhibit 3-3). The result list disappears and the cursor returns to a blank EPA ID field; enter a new EPA ID number to search the database using different criteria. Entering "L" (for "Leave") at the status line of the result list displays the Site menu.

3.1.2 Site Search by IFMS ID

Option 2 on the Site menu is used to search for a site using an IFMS ID number. Choosing this option displays a blank IFMS ID field, as shown in Exhibit 3-6.

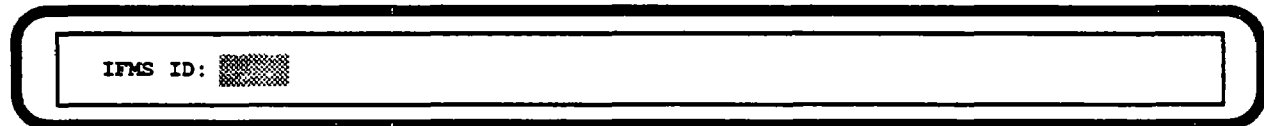


Exhibit 3-6 IFMS ID Field

Type the IFMS ID of the desired site and press <Enter>. It is not necessary to type the leading zeros of the IFMS ID number; for example, "0123" can be entered as "123." Entering an incorrect IFMS ID number results in the message **INVALID IFMS ID NO. PLEASE RE-ENTER.** Pressing <Enter> without typing any characters displays a list of all sites for which no IFMS ID number has been assigned. If there are no sites in the database that lack an IFMS ID number, then the cursor returns to the blank IFMS ID field.

When a valid IFMS ID is entered, the system displays a result screen that shows the reference number, name, and IFMS ID of the site whose IFMS ID matches the one entered. Select the site by entering "S" (for "Select") at the status line. The system presents a Ref No. field next to the IFMS ID field at the top of the screen. Enter a valid site reference number. It is not necessary to enter any leading zeros in the reference number; for example, reference number "00123" can be entered as "123."

When a valid reference number is entered, the system displays a pop-up window (similar to the one shown previously in Exhibit 3-4) of all events in the database for the selected site. Selecting an event from the window displays the Event Summary corresponding to the specified site and event. See Exhibit 3-5 (also shown previously) for an example of the Event Summary screen.

To change the search criteria and search for a site using a different IFMS ID, enter "C" (for "Change") at the result list status line. The result list disappears and the cursor returns to the blank IFMS ID field. Enter a different IFMS ID to conduct another search. Entering "L" (for "Leave") at the result list status line displays the Site menu.

3.1.3 Site Search by Zip Code

Option 3 on the Site menu is used to search for a site record using a state and zip code. Choosing this option displays blank State and Zip Code fields, as shown in Exhibit 3-7.

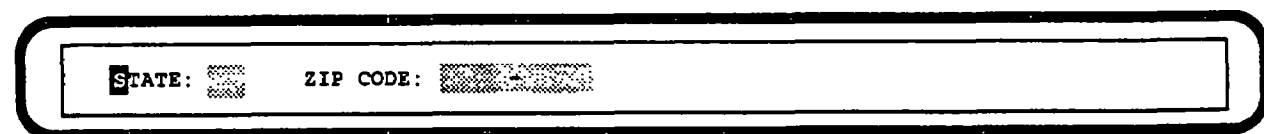


Exhibit 3-7 State and Zip Code Fields

The State field is linked to a pop-up window, as indicated by the highlighted first letter of the field name. Entering a "?" or an invalid state abbreviation displays a pop-up of state names associated with the WasteLAN regional database. For example, Exhibit 3-11 (presented later in this chapter) shows the pop-up window of state names in the WasteLAN database for Region 1.

Selecting a state from the pop-up window (or manually entering a valid code without using the window) moves the cursor to the Zip Code field. Type the zip code of the desired site and press <Enter>. Entering an invalid zip code or entering a zip code without entering a state displays the following message at the bottom of the screen: **ZIP CODE NOT FOUND ... PLEASE RE-ENTER.**

When a valid state and full or partial zip code is entered, the system displays a list of all sites whose zip code matches the one entered. Hint: Entering as many characters as possible in the Zip Code field speeds up the search by narrowing the search parameters; the resulting list of sites meeting the search criteria will contain fewer records from which to choose.

Exhibit 3-8 presents an example of the result list of a successful site search by zip code. Important: Entering a blank zip code (pressing <Enter> without typing characters in the Zip Code field) displays a list of all sites for which no zip code has been entered.

SITE SEARCH BY ZIP CODE				
STATE: MA		ZIP CODE: 12345-		
REF NO.	EPA ID	NAME	ST	ZIP CODE
00006	MAD123456788	DERELICT DRUM CORP	MA	12345-
00007	MAD123456789	IMAGINARY INDUSTRIES	MA	12345-0123
00012	MAD123456794	MAKE-BELIEVE MFG CO	MA	12345-
00015	MAD123456797	LIE CHEATEN STEEL	MA	12345-
00016	MAD123456798	SLICK OIL CO	MA	12345-

Exhibit 3-8 Result of Site Search by Zip Code

The list may contain more sites than are visible in the first page (screenful) of entries. Enter "F" (for "Forward") at the status line to view the next page of entries; on subsequent pages, enter "B" (for "Back") to return to a previous page of entries.

SITE

To select a site from the search result list, enter "S" (for "Select") at the status line. The system presents a Ref No. field next to the Zip Code field at the top of the screen. Enter a valid site reference number. It is not necessary to enter the leading zeros of the reference number; for example, reference number "00123" can be entered as "123."

When a valid reference number is entered, the system displays a pop-up window (similar to the one shown previously in Exhibit 3-4) of all events in the database for the selected site. Selecting an event from the window displays the Event Summary corresponding to the specified site and event. See Exhibit 3-5 (also shown previously) for an example of the Event Summary screen.

To search for another site using a different zip code, enter "C" (for "Change") at the status line of the result list (see Exhibit 3-8). The result list disappears and the cursor returns to the blank Zip Code field; enter a new zip code to search the database using different criteria. Entering "L" (for "Leave") at the status line of the result list displays the Site menu.

3.1.4 Site Search by State/Name

A site search may also be conducted using a state code and site name as the search criteria. Selecting option 4 on the Site menu presents a pop-up window of search options, as shown in Exhibit 3-9.

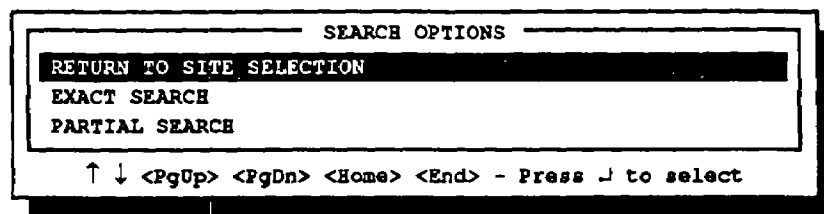


Exhibit 3-9 Search Options Pop-Up Window

Choosing the "Return to Site Selection" option closes the window without making a selection. The "Exact Search" option is used to find an exact match in the database for the criteria entered. The "Partial Search" option is used to widen the search parameters by listing all sites for which some part of the site name corresponds to the criteria entered. Selecting either of the latter two options displays State and Name fields, as shown in Exhibit 3-10.

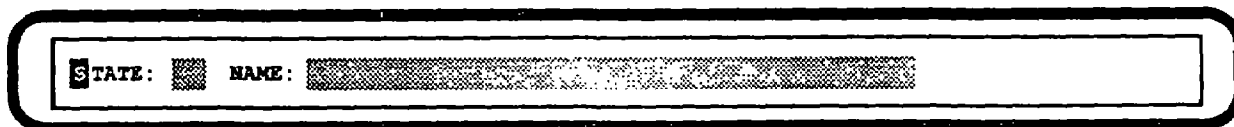


Exhibit 3-10 State and Name Fields

The State field is linked to a pop-up window, as indicated by the highlighted first letter of the field name. Entering a "?" or an invalid state abbreviation displays a pop-up of state names associated with the WasteLAN regional database. For example, Exhibit 3-11 presents the pop-up window of state names in the WasteLAN database for Region 1.

REGION 1	
CT	CONNECTICUT
MA	MASSACHUSETTS
ME	MAINE
NH	NEW HAMPSHIRE
RI	RHODE ISLAND
VT	VERMONT
ZA	REGION I

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press J to select

Exhibit 3-11 State Pop-Up Window

Selecting a state from the pop-up window (or manually entering a valid state code without using the window) moves the cursor to the Name field. Enter the beginning characters (or words) of a site name. Hint: Entering as many characters as possible in the Name field speeds up the search by narrowing the search parameters; the resulting list of sites meeting the search criteria will contain fewer records from which to choose.

If "Exact Search" was chosen from the Search Options window (Exhibit 3-9), the system displays all sites in the specified state whose names begin with the characters entered in the Name field. If no exact matches are found in the database for the state and name entered, the following message appears at the bottom of the screen: **INVALID SITE NAME. PLEASE RE-ENTER.** When the message disappears, the cursor returns to the State field.

If "Partial Search" was selected from the Search Options window (Exhibit 3-9), the system displays all sites in the specified state for which any part of the site name matches the characters entered in the Name field. For example, Exhibit 3-12 shows the result list that might appear when "Partial Search" is chosen from the options window, "MA" is entered in the State field, and "CORP" is entered in the Name field.

SITE SEARCH BY STATE/NAME			
STATE: <input type="text"/>		NAME: <input type="text"/>	
REF NO.	EPA ID	NAME	COUNTY
00115	MAD013159123	CORPACETIC SERVICES INC	TWADDLE
00042	MAD014467812	CORPOREAL CHEMICAL CO	BUNK
00094	MAD123456788	DEFUNCT DISTILLERY CORP	HOGWASH
00006	MAD002468901	DERELICT DRUM CORP	PHANTASM
00178	MAD049170045	FLIMFLAM FEED CORP	TWADDLE
00021	MAD008670111	HABEAS CORP - US	BOSH
00157	MAD000570234	MYTHICAL METALS CORP	TRAVESTY
00136	MAD001842098	PREVARICORP	BOOEY
00011	MAD123456793	ROUGH EDGE REFINING CORP	BUNK
00199	MAD958313207	SWINDLER SYNTHETICS CORP	HOKUM
00063	MAD006739042	YOURZAND MINE INCORPORATED	BALDERDASH

Exhibit 3-12 Result of Site Search by State/Name

The list may contain more sites than are visible in the first page (screenful) of entries. Enter "F" (for "Forward") at the status line to view the next page of entries; on subsequent pages, enter "B" (for "Back") to return to the previous page of entries.

To select a site from the search result list, enter "S" (for "Select") at the status line. The system presents a Ref No. field next to the Name field at the top of the screen. Enter a valid site reference number. It is not necessary to enter the leading zeros of the reference number; for example, reference number "00123" can be entered as "123."

When a valid reference number is entered, the system displays a pop-up window (similar to the one shown previously in Exhibit 3-4) of all events in the database for the selected site. Selecting an event from the window displays the Event Summary corresponding to the specified site and event. See Exhibit 3-5 (also shown previously) for an example of the Event Summary screen.

To search for another site using a different state and/or name, enter "C" (for "Change") at the status line of the result list (see Exhibit 3-12). The result list disappears and the cursor returns to the State field; enter a new state/name combination to search the database using different criteria.

If a valid code is entered in the State field, but the Name field is left blank, the system lists all sites in the specified state. Pressing <Enter> without typing characters in either the State or Name fields displays the Site menu. Entering "L" (for "Leave") at the status line of the result list also displays the Site menu.

3.1.5 Site Search by Proj Mgr

To search for a site associated with a particular Regional Project Manager, choose option 5 on the Site menu. Selecting this option displays a blank Proj Mgr Name field, as shown in Exhibit 3-13.


 PROJ MGR NAME:

Exhibit 3-13 Project Manager Name Field

As the highlighted first letter of the field name indicates, this field is linked to a pop-up window. Entering a "?" in the field activates a pop-up window of contact names and phone numbers. Exhibit 3-14 illustrates the Contact Name and Phone Number pop-up window.

CONTACT NAME AND PHONE NUMBER	
RETAIN ORIGINAL CONTACT NAME	
BLANK OUT CONTACT NAME	
AEROSMITH	516-434-1241
ALPERT	617-779-2338
BACH	508-555-1234
BAKER	501-359-8042
BEETHOVEN	617-914-8978
BENSON	301-586-9017
BERRY	816-625-5129
BYRNE	404-891-3753
CASH	402-242-6864
CHARLES	816-612-9643
CLAPTON	301-731-4097
DEBUSSY	716-429-7915
DYLAN	612-934-2702
↓ MORE ↓	
↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select	

Exhibit 3-14 Contact Name and Phone Number Pop-Up Window

Note: The names in this window are maintained by the regional WasteLAN System Administrator (SA). Using a function in the WasteLAN System Administration module, the SA can add, modify or delete Regional Project Manager names.

More names may exist than can be seen in the first page of the window. Use the <↓>, <PgDn>, and <End> keys to scroll the light bar forward; use the <↑>, <PgUp>, and <Home> keys to scroll back to previous selections. When the desired entry is highlighted, press the <↵> (<Enter>) key to select it. This action closes the pop-up window and places the selected entry in the Proj Mgr Name field.

Caution: Selecting the "Retain Original Contact Name" option initiates the search using the characters entered in the Proj Mgr Name field. Consequently, if you entered a "?" to activate the pop-up window, the system searches on that character and then displays the following error message: **INVALID PROJ MGR NAME. PLEASE RE-ENTER.** When the message disappears, the cursor returns to the blank Proj Mgr Name field.

Pressing <Enter> without typing any characters in the Proj Mgr Name field begins a search for all sites in the database for which no Regional Project Manager (contact) name has been entered. Activating the Contact Name and Phone Number pop-up window and selecting the "Blank Out Contact Name" option has the same effect.

SITE

When a valid full or partial Project Manager name is entered, the system displays a list of all sites that meet the search criteria. If no matches are found for the name entered, the following message appears at the bottom of the screen: **INVALID PROJ MGR NAME. PLEASE RE-ENTER.** When the message disappears, the cursor returns to the blank Proj Mgr Name field. Exhibit 3-15 presents an example of a list of sites resulting from a successful site search by Project Manager.

SITE SEARCH BY PROJ MGR

PROJ MGR NAME:

REF NO.	EPA ID	PROJECT MANAGER	SITE NAME
00006	MAD123456788	BAKER, A.	DERELICT DRUM CORP
00007	MAD123456789	BAKER, A.	IMAGINARY INDUSTRIES
00012	MAD123456794	BAKER, A.	MAKE-BELIEVE MFG CO
00015	MAD123456797	BAKER, B.	LIE CHEATEN STEEL
00016	MAD123456798	BAKER, B.	SLICK OIL CO

Select
Change
Leave
[]

Exhibit 3-15 Result of Site Search by Project Manager

The list may contain more sites than are visible in the first page (screenful) of entries. Enter "F" (for "Forward") at the status line to view the next page of entries; on subsequent pages, enter "B" (for "Back") to return to the previous page of entries.

To select a site from the search result list, enter "S" (for "Select") at the status line. The system presents a Ref No. field next to the Proj Mgr Name field at the top of the screen. Enter a valid site reference number. It is not necessary to enter the leading zeros of the reference number; for example, reference number "00123" can be entered as "123."

When a valid reference number is entered, the system displays a pop-up window (similar to the one shown previously in Exhibit 3-4) of all events in the database for the selected site. Selecting an event from the window displays the Event Summary corresponding to the specified site and event. See Exhibit 3-5 (also shown previously) for an example of the Event Summary screen.

To search for another site using a different Project Manager, enter "C" (for "Change") at the status line of the result list (see Exhibit 3-15). The result list disappears and the cursor returns to the Proj Mgr Name field; enter a new name to search the database using different criteria. Entering "L" at the result list status line displays the Site menu.

3.1.6 Site Search by Alias

Option 6 on the Site menu, "Site Search by Alias," is used to search for a site by a name other than the official site name. This option functions much like option 4, "Site Search by State/Name." Selecting option 6 activates a pop-up window of search options (shown previously in Exhibit 3-9) used to specify an exact or partial match of the search criteria entered. Choosing either "Exact Search" or "Partial Search" presents a blank Name field in which to enter an alias name.

If "Exact Search" was chosen from the Search Options window (Exhibit 3-9), the system displays all sites in the database that have alias names beginning with the characters entered in the Name field. If no exact matches are found for the alias name entered, the following message appears at the bottom of the screen: **INVALID ALIAS NAME. PLEASE RE-ENTER.** When the message disappears, the cursor returns to the Name field.

If "Partial Search" was selected from the Search Options window (Exhibit 3-9), the system displays all sites in the database for which any part of the alias name matches the characters entered in the Name field. For example, Exhibit 3-16 shows the result list that might appear when "Partial Search" is chosen from the options window and "CORP" is entered in the Name field.

SITE SEARCH BY ALIAS			
NAME: CORP			
REF NO.	EPA ID	ALIAS NAME	COUNTY
00115	MAD013159123	CORPACETIC SERVICES INC	TWADDLE
00042	MAD014467812	CORPOREAL CHEMICAL CO	BUNK
00094	MAD123456788	DEFUNCT DISTILLERY CORP	HOGWASH
00006	MAD002468901	DERELICT DRUM CORP	PEANTASM
00178	MAD049170045	FLIMFLAM FEED CORP	TWADDLE
00021	MAD008670111	EABEAS CORP - US	BOSH
00157	MAD000570234	MYTHICAL METALS CORP	TRAVESTY
00136	MAD001842098	PREVARICORP	HOOEY
00011	MAD123456793	ROUGH EDGE REFINING CORP	BUNK
00199	MAD958313207	SWINDLER SYNTHETICS CORP	HOKUM
00063	MAD006739042	YOURZAND MINE INCORPORATED	BALDERDASH

Forward Select Change Leave []

Exhibit 3-16 Result of Site Search by Alias (Partial)

Hint: Entering as many characters as possible in the Name field speeds up the search by narrowing the search parameters. The resulting list of sites meeting the search criteria will contain fewer records from which to choose. The list may contain more sites than are visible in the first page (screenful) of entries. Enter "F" (for "Forward") at the status line to view the next page of entries; on subsequent pages, enter "B" (for "Back") to return to the previous page of entries.

SITE

To select a site from the search result list, enter "S" (for "Select") at the status line. The system presents a Ref No. field next to the Name field at the top of the screen. Enter a valid site reference number. It is not necessary to enter the leading zeros of the reference number, for example, reference number "00123" can be entered as "123."

When a valid reference number is entered, the system displays a pop-up window (similar to the one shown previously in Exhibit 3-4) of all events in the database for the selected site. Selecting an event from the window displays the Event Summary corresponding to the specified site and event. See Exhibit 3-5 (also shown previously) for an example of the Event Summary screen.

To search for another site using a different alias name, enter "C" (for "Change") at the status line of the result list (see Exhibit 3-16). The result list disappears and the cursor returns to the Name field; enter a new alias to search the database using different criteria. Entering "L" at the result list status line displays the Site menu.

3.2 ADD SITE

Option 7 on the Site menu is used to add a new site record to the database. **Important:** Only users with Pre-Remedial access rights can add new site records. The WasteLAN System Administrator is responsible for assigning the appropriate access rights for each WasteLAN user.

To reduce the potential for creating duplicate records for the same site, a zip code search is included in the "Add Site" routine. Choosing option 7 on the Site menu presents State and Zip Code fields, as shown in Exhibit 3-17.

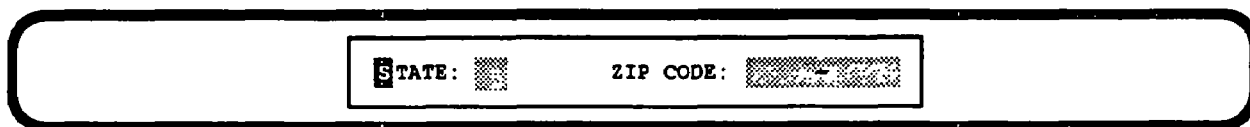


Exhibit 3-17 Zip Code Prompt

Enter the state abbreviation of the new site to be added. The State field is linked to a pop-up window, as indicated by the highlighted first letter of the field name. Entering a "?" or an invalid entry activates a pop-up window of state names associated with the regional database. See Exhibit 3-11, presented earlier in this chapter, for an example of the state names pop-up window.

Selecting a state from the pop-up window (or manually entering a valid state abbreviation without using the window) places the cursor at the Zip Code field. Enter the zip code of the new site to be added. The system searches the database and presents a Site Add screen that lists existing sites that have the zip code entered. Exhibit 3-18 presents an example of this Site Add list.

SITE ADD				
STATE: MA		ZIP CODE: 12345		
REF NO.	EPA ID	IFMS ID	NAME	STATE
00006	MAD123456788	0107	DERELICT DRUM CORP	MA
00007	MAD123456789	0123	IMAGINARY INDUSTRIES	MA
00016	MAD123456798	0194	SLICK OIL CO	MA

Add Change Leave []

Exhibit 3-18 Site Add Zip Code List

The list may contain more sites than are visible in the first page (screenful) of entries. In this case, the status line will include a "Forward" option for displaying the next page of entries; subsequent pages will include a "Back" option for returning to the previous page of entries. Inspect the list carefully to determine if the site to be added has already been initialized in the system.

Entering "C" (for "Change") at the status line of the Site Add screen shown in Exhibit 3-18 clears the list of sites and returns the cursor to the State field. Use this option to search the database using a different state and/or zip code.

If no sites are found that match the state and zip code entered, the following message appears at the bottom of the screen: **NO SITES WERE FOUND**. This message also appears if the State field is left blank and a valid zip code is entered. When the message disappears, the system presents a Site Add screen similar to the one illustrated in Exhibit 3-18, except that no sites are listed.

Entering a valid state and leaving the Zip Code field blank presents a Site Add screen listing all sites in the specified state for which no zip code has been entered. Pressing <Enter> at both the State and Zip Code fields without entering data lists all sites for which neither a state nor a zip code have been entered.

To add the new site to the database, enter "A" (for "Add") at the Site Add status line. The system presents the first of two Site Summary "ADD" data screens. Most of the fields on the screen are blank, but some contain default information that can be overwritten. Exhibit 3-19 presents an example of the first Site Summary "ADD" screen.

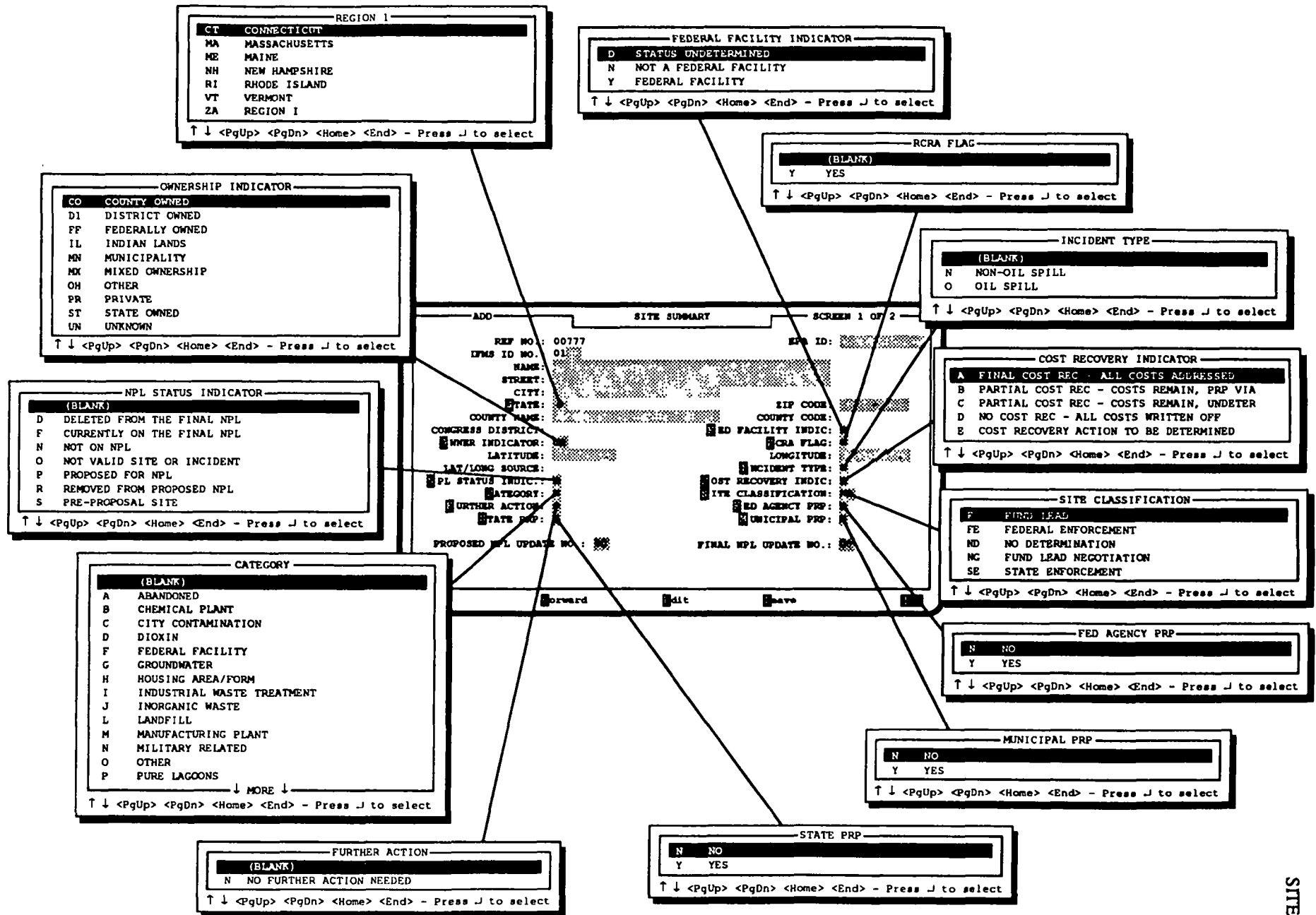
ADD		SITE SUMMARY		SCREEN 1 OF 2	
REF NO.:	00777	EPA ID:			
IFMS ID NO.:	01				
NAME:					
STREET:					
CITY:					
STATE:		ZIP CODE:			
COUNTY NAME:		COUNTY CODE:			
CONGRESS DISTRICT:		FED FACILITY INDIC:			
OWNER INDICATOR:		RCRA FLAG:			
LATITUDE:		LONGITUDE:			
LAT/LONG SOURCE:		INCIDENT TYPE:			
NPL STATUS INDIC.:		COST RECOVERY INDIC:			
CATEGORY:		SITE CLASSIFICATION:			
FURTHER ACTION:		FED AGENCY PRP:			
STATE PRP:		MUNICIPAL PRP:			
PROPOSED NPL UPDATE NO.:	00	FINAL NPL UPDATE NO.:	00		
Forward		Edit		Leave	

Exhibit 3-19 Site Summary "ADD" Screen 1 of 2

The Ref No. at the top left side of the screen is a system-generated identification number that cannot be edited. When the screen first appears, the cursor is at the EPA ID field. To ensure that the record is properly uploaded to CERCLIS, enter a valid EPA ID according to the formula specified in the CERCLIS/WasteLAN Data Element Dictionary.

Each time data is entered and/or the <Enter> key is pressed, the cursor moves to the next field in a left-to-right, top-to-bottom direction. Several fields on the Site Summary screen are linked to pop-up windows, as indicated by the highlighted first letter of the field name. Exhibit 3-20 presents the pop-up windows available on the first Site Summary screen.

Important: Larger pop-up windows often contain more entries than are visible in the first page (screenful) of the window. Use the <↓>, <PgDn>, and <End> keys to scroll forward and access additional entries; use the <↑>, <PgUp>, and <Home> keys to scroll back to previous entries. Typing the first letter of an entry moves the light bar to that entry; if multiple entries begin with the same letter, keep pressing the letter until the desired entry is highlighted. Press the <↵> (<Enter>) key to select the highlighted entry. This action closes the pop-up window, places the selected entry in the corresponding data field, and moves the cursor to the next data field.



SITE

The cursor cannot be moved back to a previous data field using cursor movement keys (<↑>, <←>, <Backspace>, <PgUp>, etc.). Instead, press <Enter> at the last data field on the screen to place the cursor at the status line. Then, enter "E" (for "Edit"); the cursor returns to the EPA ID field. Use the <Enter> key to move to the appropriate field(s) and make the necessary change(s).

When a valid zip code is entered in the Zip Code field, the system automatically fills in the County Name, County Code, Latitude, Longitude, and Lat/Long Source fields. Data in the County Code and Lat/Long Source fields cannot be edited, but data in the County Name, Latitude, and Longitude fields can be overwritten. Note: Changing data in the Latitude and/or Longitude fields automatically changes the value of the Lat/Long Source from "G" (meaning system-generated) to "R" (meaning regionally entered).

Once all of the appropriate data has been entered on the first Site Summary screen, press <Enter> at the last data field to place the cursor at the status line. The default option is "F" (for "Forward"), so pressing <Enter> displays the second Site Summary screen, shown in Exhibit 3-21.

ADD SITE SUMMARY SCREEN 2 OF 2

REF NO.: 00777

RPM/OSC NAME: [REDACTED] PHONE NO.: [REDACTED]

OTHER REGIONAL CONTACT: [REDACTED] PHONE NO.: [REDACTED]

CO491: [REDACTED] CO492: [REDACTED] CO493: [REDACTED]

CO494: [REDACTED] CO495: [REDACTED] CO496: [REDACTED]

CO497: [REDACTED] CO498: [REDACTED]

SITE DESCRIPTION

ENTER: [REDACTED]

Back Add Edit Leave 11

Exhibit 3-21 Site Summary "ADD" Screen 2 of 2

When the screen appears, the cursor is located at the RPM/OSC Name field. As the highlighted first letter of the field name indicates, this field is linked to a pop-up window. Entering a "?" in this field activates the pop-up window of RPM Names, illustrated in Exhibit 3-22.

RPM NAMES	
RETAIN ORIGINAL CONTACT NAME	
BLANK OUT CONTACT NAME	
AEROSMITH	516-434-1241
ALPERT	617-779-2338
BACH	508-555-1234
BAKER	501-359-8042
BEETHOVEN	617-914-8978
BENSON	301-586-9017
BERRY	816-625-5129
BYRNE	404-891-3753
CASH	402-242-6864
CHARLES	816-612-9643
CLAPTON	301-731-4097
DEBUSSY	716-429-7915
DYLAN	612-934-2702

↓ MORE ↓

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select

Exhibit 3-22 RPM Names Pop-Up Window

Important: More RPM names may be available than can be seen in the first page (screenful) of the window. Use the <↓>, <PgDn>, and <End> keys to scroll forward and access additional entries; use the <↑>, <PgUp>, and <Home> keys to scroll back to previous entries. Typing the first letter of an entry moves the light bar to that entry; if multiple entries begin with the same letter, keep pressing the letter until the desired entry is highlighted.

Once the appropriate RPM Name is highlighted, press the <↵> (<Enter>) key to select it. This action closes the pop-up window and places the selected name in the RPM/OSC Name field and the corresponding telephone number in the Phone No. field.

Caution: Selecting the "Retain Original Contact Name" in the RPM Names pop-up window closes the window, leaves the character(s) entered in the RPM/OSC Name field, and moves the cursor to the next data field. Consequently, if a "?" was entered to activate the pop-up window, this character will remain in the data field. Use the "Edit" option on the bottom status line to return the cursor to the RPM/OSC Name field and make the necessary change(s).

Selecting the "Blank Out Contact Name" option in the RPM Names pop-up window closes the window, removes any characters in the RPM/OSC Name field, and moves the cursor to the next data field. To return to the RPM/OSC Name field, use the "Edit" option on the status line at the bottom of the screen.

The fields in the middle of the screen are regional free fields designed to accommodate regionally defined data. Regional free field names can be changed using a function in the WasteLAN System Administration module. (The WasteLAN System Administration Manual provides instructions for using the System Administration module.) Regional fields accept alpha or numeric characters; the number of allowable characters is limited to the size of the field shown on the screen.

The Site Description field is used to enter a description of the site or directions to its location. This field accommodates up to 240 characters of free-form text; the field scrolls automatically as text is entered. Pressing <Enter> at this field places the cursor at the status line.

SITE

The default option on the status line is "A" (for "Add"), so pressing <Enter> adds the new site record to the database. The system then displays the following prompt at the bottom of the screen: **DO YOU WISH TO ADD ALIAS? Y/N [N]**. Typing "Y" (for "Yes") and pressing <Enter> displays the Add/Edit/Delete Alias screen presented and described later in Section 3.5.4. The default response to the prompt is "N" (for "No"), so pressing <Enter> bypasses the Alias routine.

RESOURCE CONSERVATION RECOVERY ACT
When the Alias routine is completed or bypassed, the system displays the following prompt at the bottom of the second Site Summary "ADD" screen: **DO YOU WISH TO ADD RCRA? Y/N [N]**. Typing "Y" (for "Yes") and pressing <Enter> displays the RCRA "ADD" screen presented and described later in Section 3.5.3. The default response to the prompt is "N" (for "No"), so pressing <Enter> bypasses the RCRA routine.

If the Fed Agency PRP field (see Exhibit 3-19) contains a "Y" (for "Yes"), then when the RCRA routine is completed or bypassed, the system displays the following prompt at the bottom of the second Site Summary "ADD" screen: **DO YOU WISH TO ADD PRP? Y/N [N]**. Typing "Y" (for "Yes") and pressing <Enter> displays the Federal Facility PRP window presented and described later in Section 3.5.6. The default response to the prompt is "N" (for "No"), so pressing <Enter> bypasses the PRP routine. Note: The PRP prompt does not appear at all if the Fed Agency PRP field contains an "N" (for "No").

POTENTIALLY RESPONSIBLE PARTY
When the PRP and/or RCRA routine is completed or bypassed, the system displays the following prompt at the bottom of the second Site Summary "ADD" screen: **DO YOU WISH TO ADD COMMENT? Y/N [N]**. Typing "Y" (for "Yes") and pressing <Enter> displays the Comment screen presented and described later in Section 3.5.5. The default response to the prompt is "N" (for "No"), so pressing <Enter> bypasses the Comment routine. When the Comment routine is completed or bypassed, the new site record is added to the database and the Site menu is displayed.

Entering "E" (for "Edit") at the second Site Summary status line before adding the record to the database returns the cursor to the RPM/OSC Name field, allowing you to make changes to the data entered. Entering "B" (for "Back") displays the first Site Summary "ADD" screen (shown previously in Exhibit 3-19). Entering "L" (for "Leave") at either of the two Site Summary screens discards all data entered and displays the Site menu.

3.3 VIEW SITE

Option 8, "View Site," on the Site menu provides view-only access to site information. If no site records have been accessed yet during the current WasteLAN login session, choosing this option displays the Site selection screen illustrated in Exhibit 3-23. If a site record has been accessed previously during the current WasteLAN session, or if a valid site reference number is entered on the screen shown in Exhibit 3-23, the Site selection screen shown in Exhibit 3-24 appears.

SITE	
<div>SITE</div> <div>REF NO.: <input type="text" value="8"/></div>	<div>MENU</div>

Exhibit 3-23 Site Selection Screen (No Previous Site Accessed)

SITE	
<div>SITE</div> <div>REF NO.: 00007 EPA ID: MA1234567890 NAME: IMAGINARY INDUSTRIES STREET: 44 BALONEY BLVD CITY: SKULDUGGERY STATE: MA</div>	<div>MENU</div> <div>1) CORRECT SITE 2) CHANGE SITE</div> <div>ENTER <input type="text" value="1-2"/> <input type="text" value="Leave"/> <input type="text" value="(1)"/></div>

Exhibit 3-24 Site Selection Screen (Last Site Accessed or Ref No. Entered)

SITE

The information on the left side of the screen identifies the site corresponding to the reference number entered or the last site accessed during the current login session. The menu on the right side of the screen provides options for confirming the displayed site record, for selecting another site record, and for leaving the Site selection screen.

The default option is "1" (for "Correct Site"), so pressing <Enter> confirms the displayed site and presents the first of two Site Summary screens. To access a different site record, type "2" ("Change Site") and press <Enter>; new site information will appear on the left. To leave the Site Information screen and return to the Site menu, type "L" (for "Leave") and press <Enter>.

Once the correct site has been chosen using the Site selection screen, the first of two Site Summary screens for the selected site is displayed. Exhibit 3-25 presents an example of the first Site Summary "VIEW" screen.

VIEW	SITE SUMMARY	SCREEN 1 OF 2
REF NO.: 00007		EPA ID: MAD123456789
IFMS ID NO.: 0107		
NAME: IMAGINARY INDUSTRIES		
STREET: 44 BALONEY BLVD		
CITY: SKULDUGGERY		
STATE: MA		ZIP CODE: 12345-0123
COUNTY NAME: PHANTASM		COUNTY CODE: 001
CONGRESS DISTRICT:		FED FACILITY INDIC: N
OWNER INDICATOR: UN		RCRA FLAG:
LATITUDE: 01 01 01.0		LONGITUDE: 001 01 01.0
LAT/LONG SOURCE: G		INCIDENT TYPE:
NPL STATUS INDIC.: N		COST RECOVERY INDIC: E
CATEGORY:		SITE CLASSIFICATION: ND
FURTHER ACTION:		FED AGENCY PRP: N
STATE PRP: N		MUNICIPAL PRP: N
PROPOSED NPL UPDATE NO.: 00		FINAL NPL UPDATE NO.: 00
Menu options	Forward	Leave [M]

Exhibit 3-25 Site Summary "VIEW" Screen 1 of 2

When the screen appears, the cursor is at the status line, where the default option is "M" (for "Menu options"). Pressing <Enter> displays a Menu options window, illustrated in Exhibit 3-26. Options in this window provide access to additional site information not included in the Site Summary. These Menu options are the same as the Menu options accessed from a Site Summary "EDIT" screen, except that information is presented on a view-only basis. Sections 3.5.1 through 3.5.7 describe the Site Summary Menu options in detail.

MENU OPTIONS	
RETURN TO SITE	
SELECT ANOTHER	
RCRA	
ALIAS	
COMMENTS	
PRP INFORMATION	
AUDIT TRAIL	

↑ ↓ - Press ↵ to select

Exhibit 3-26 Menu Options Pop-Up Window (Site Summary Screen)

Entering “F” (for “Forward”) at the status line of the first Site Summary screen (Exhibit 3-25) displays the second Site Summary screen, depicted in Exhibit 3-27.

VIEW		SITE SUMMARY		SCREEN 2 OF 2	
REF NO.: 00777					
PM/OSC NAME: BAKER			PHONE NO.: (508) 555-1234		
OTHER REGIONAL CONTACT:			PHONE NO.:		
C0491:	C0492:	C0493:			
C0494:	C0495:	C0496:			
C0497:	C0498:				
SITE DESCRIPTION					
ENTER:					
Back		Leave		[]	

Exhibit 3-27 Site Summary “VIEW” Screen 2 of 2

Entering “B” (for “Back”) at the status line on the second Site Summary screen displays the first Site Summary screen. Entering “L” (for “Leave”) at the status line of either Site Summary screen displays the Site Information screen shown previously in Exhibit 3-24.

3.4 EDIT/DELETE SITE

Option 9, “Edit/Delete Site,” on the Site menu provides access to the screens used to modify or delete existing site information. Important: Only users with Pre-Remedial access rights can edit and delete site information. The WasteLAN System Administrator is responsible for assigning the appropriate access rights for each WasteLAN user.

SITE

If no site records have been accessed yet during the current WasteLAN login session, choosing this option displays the Site selection screen illustrated in Exhibit 3-28.

The image shows a terminal-style screen with a thick black border. At the top center, the word "SITE" is displayed. Below it, the screen is divided into two main sections. The left section is labeled "SITE" at its top and contains the text "REF NO. : " followed by a shaded rectangular area. The right section is labeled "MENU" at its top and is currently empty.

Exhibit 3-28 Site Selection Screen (No Previous Site Accessed)

If a site record has been accessed previously during the current WasteLAN session, or if a valid site reference number is entered on the screen shown in Exhibit 3-28, the Site selection screen shown in Exhibit 3-29 appears.

SITE	
SITE REF NO.: 00007 EPA ID: MA1234567890 NAME: IMAGINARY INDUSTRIES STREET: 44 BALONEY BLVD CITY: SKULDUGGERY STATE: MA	MENU 1) CORRECT SITE 2) CHANGE SITE ENTER 1-2 L eave [1]

Exhibit 3-29 Site Selection Screen (Last Site Accessed or Ref No. Entered)

The information on the left side of the screen identifies the site corresponding to the reference number entered or the last site accessed during the current login session. The menu on the right side of the screen provides options for confirming the displayed site record, for selecting another site record, and for leaving the Site screen.

The default option is "1" (for "Correct Site"), so pressing **<Enter>** confirms the displayed site and presents the first of two Site Summary "EDIT" screens. To access a different site record, type "2" (for "Change Site") and press **<Enter>**; new site information will appear on the left. To leave the Site screen and return to the Site menu, type "L" (for "Leave") and press **<Enter>**.

Once the correct site has been chosen using the Site screen, the first of two Site Summary screens for the selected site is displayed. Exhibit 3-30 presents an example of the first Site Summary screen.

VIEW		SITE SUMMARY		SCREEN 1 OF 2	
REF NO.:	00007	EPA ID:	000123456789		
IFMS ID NO.:	0107				
NAME:	FACILITY INDUSTRIES				
STREET:	123 BALONEY BLVD				
CITY:	SPRINGGERRY				
STATE:	TX	ZIP CODE:	12345-0123		
COUNTY NAME:	CHAPMAN	COUNTY CODE:	01		
CONGRESS DISTRICT:		FED FACILITY INDIC:	1		
OWNER INDICATOR:	01	RCRA FLAG:	1		
LATITUDE:	31.81 01.0	LONGITUDE:	001 01 01.0		
LAT/LONG SOURCE:	G	INCIDENT TYPE:	1		
NPL STATUS INDIC.:	1	COST RECOVERY INDIC:	1		
CATEGORY:		SITE CLASSIFICATION:	10		
FURTHER ACTION:		FED AGENCY PRP:	1		
STATE PRP:	1	MUNICIPAL PRP:	1		
PROPOSED NPL UPDATE NO.:	00	FINAL NPL UPDATE NO.:	00		
<div> Menu options Forward Edit Delete Leave [M] </div>					

Exhibit 3-30 Site Summary Screen 1 of 2 (Accessed from "Edit/Delete Site")

The screen displays a summary of existing information for the selected site. When the screen first appears, the cursor is at the status line, where "M" (for "Menu options") is the default option. Pressing <Enter> displays a pop-up window of options for accessing additional site information. Exhibit 3-31 presents the Menu options window.

MENU OPTIONS	
RETURN TO SITE	
SELECT ANOTHER	
RCRA	
ALIAS	
COMMENTS	
PRP INFORMATION	
AUDIT TRAIL	
↑ ↓ - Press ↓ to select	

Exhibit 3-31 Menu Options Pop-Up Window (Site Summary Screen)

Use the <↑>, <↓>, <PgUp>, and <PgDn> keys to move the light bar to the desired option, or type the first letter of an option; if multiple options begin with the same letter, keep pressing the letter until the desired option is highlighted. Sections 3.5.1 through 3.5.7 detail the options in the Menu options window.

Entering "F" (for "Forward") at the status line of the first Site Summary screen displays the second Site Summary screen, illustrated in Exhibit 3-32.

VIEW		SITE SUMMARY		SCREEN 2 OF 2	
REF NO.: 00777					
PM/OSC NAME: B AKER		PHONE NO.: (508) 555-1234			
OTHER REGIONAL CONTACT:		PHONE NO.: - - -			
C0491:	E	C0492:	L	C0493:	L
C0494:	E	C0495:	L	C0496:	L
C0497:	E	C0498:	L		
SITE DESCRIPTION					
ENTER: E					
B ack		E dit		D delete	
				L leave	

Exhibit 3-32 Site Summary Screen 2 of 2 (Accessed from "Edit/Delete Site")

Entering "B" (for "Back") at the status line of the second Site Summary screen displays the first Site Summary screen again. To edit the information on either Site Summary screen, enter "E" (for "Edit") at the status line. The cursor moves to the first data field on the screen. Use the <Enter> key to move to the appropriate field(s) and make the necessary change(s).

Several fields on the first Site Summary screen (Exhibit 3-30) are linked to pop-up windows, as indicated by the highlighted first letter of the field name. Entering a "?" in one of these fields activates the pop-up window. Exhibit 3-20, presented earlier in this chapter, illustrates the pop-up windows available on the first Site Summary screen. In addition, the RPM/OSC Name field on the second Site Summary screen is linked to a pop-up window. Exhibit 3-22, also presented earlier, depicts the RPM Names pop-up window.

After making the necessary change(s) to the appropriate field(s), press <Enter> at the last data field on the screen to access the status line. Enter "S" (for "Save") to record the changes to the database. Entering "L" (for "Leave") at either Site Summary screen before saving the changes discards all changes and displays the Site menu.

To delete the displayed site record, enter "D" (for "Delete") at either Site Summary status line. The following prompt appears at the bottom of the screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the site record unchanged. Type "Y" and press <Enter> to delete the site record. Caution: Deleting a site record deletes all subsidiary records (events, activities, etc.) associated with the record.

3.5 MENU OPTIONS

Entering an "M" (for "Menu options") at the status line of the first Site Summary screen displays a pop-up window of options for accessing additional site information. Exhibit 3-33 presents the Menu options window.

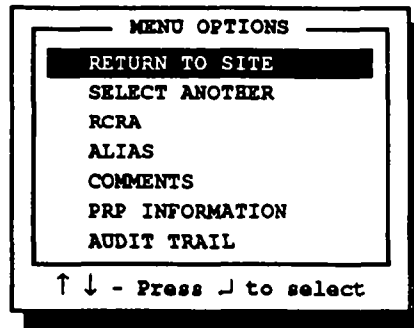


Exhibit 3-33 Menu Options Pop-Up Window (Site Summary Screen)

Use the <↑>, <↓>, <PgUp>, and <PgDn> keys to move the light bar to the desired option, or type the first letter of an option; if multiple options begin with the same letter, keep pressing the letter until the desired option is highlighted. The following sections describe in detail the options available in the Menu options window.

3.5.1 Return to Site

Selecting the “Return to Site” option closes the Menu options window without making a selection. The cursor returns to the status line of the Site Summary screen.

3.5.2 Select Another

Use the “Select Another” option to retrieve another site record from the database. Selecting this option displays the Site screen shown previously in Exhibit 3-29. To access a different site record, enter “2” (for “Change Site”). The cursor moves to the Ref No. field; type the desired site reference number and press <Enter>. The cursor returns to the menu status line on the right side of the Site screen, where “1” (for “Correct Site”) is the default option. Press <Enter> to display the first Site Summary screen corresponding to the new reference number.

3.5.3 RCRA

This option provides access to Resource Conservation and Recovery Act (RCRA) information for the selected site. Selecting this option displays an RCRA data screen. If no RCRA data has been entered for the selected site, an RCRA “ADD” screen will appear, as shown in Exhibit 3-34.

ADD	RCRA	SCREEN 1 OF 1
<div style="display: flex; justify-content: space-between;"> REF NO.: 00007 EPA ID: MAD123456789 </div> <div style="text-align: center;">SITE NAME: IMAGINARY INDUSTRIES</div>		
<div style="display: flex; justify-content: space-between;"> HAZARDOUS WASTE TREATED, STORED, DISPOSED SINCE 11/19/80: </div> <div style="display: flex; justify-content: space-between;"> CURRENT INTERIM STATUS: PAST INTERIM STATUS: </div> <div style="display: flex; justify-content: space-between;"> PERMIT: </div>		
<div style="display: flex; justify-content: space-between;"> PERMIT: PERMIT ISSUE DATE: </div> <div style="display: flex; justify-content: space-between;"> NON-NOTIFIER FACILITY: PROTECTIVE FILER: </div> <div style="display: flex; justify-content: space-between;"> OWNER FILED FOR BANKRUPTCY: IF YES, WHAT APPLICABLE LAW: </div> <div style="display: flex; justify-content: space-between;"> LOST AUTH TO OPERATE: INTERIM STATUS TERMINATED DATE: </div> <div style="display: flex; justify-content: space-between;"> DEMONSTRATED UNWILLINGNESS TO UNDERTAKE PAST CORRECTIVE ACTION: </div> <div style="display: flex; justify-content: space-between;"> CURRENT OWNER/OPERATOR ENFORCEMENT ACTION: </div> <div style="display: flex; justify-content: space-between;"> COMPLIANCE STATUS: </div>		
<div style="display: flex; justify-content: space-between;"> ENTER: RCRA COMMENTS </div>		
Add	Edit	Leave

Exhibit 3-34 RCRA "ADD" Screen

Many of the RCRA data fields are linked to pop-up windows, as indicated by the highlighted first letter of the field name. Entering a "?" in any of these fields activates the pop-up window. Most of the RCRA data fields accept a "Yes," "No," or "Blank" entry; hence, the corresponding pop-up windows look like the example presented in Exhibit 3-35.

HAZARDOUS WASTE	
(BLANK)	
N	NO
Y	YES
↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select	

Exhibit 3-35 Hazardous Waste Pop-Up Window

The If Yes, What Applicable Law field requires a slightly different response. The pop-up window associated with this field is presented in Exhibit 3-36.

APPLICABLE LAW	
(BLANK)	
1	CHAPTER 7
2	CHAPTER 11
3	OTHER
↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select	

Exhibit 3-36 Applicable Law Pop-Up Window

SITE

After entering all of the appropriate RCRA data, enter "A" (for "Add") at the status line to add the new information to the database and return to the Site Summary.

If RCRA data already exists for the selected site, selecting this option presents an RCRA "EDIT" screen. This screen is similar to the RCRA "ADD" screen shown in Exhibit 3-34, except that existing data is displayed in the fields, and the status line contains different options, as illustrated below in Exhibit 3-37.



Exhibit 3-37 RCRA "EDIT" Screen Status Line

When the RCRA "EDIT" screen appears, the cursor is at the status line. Select an option by typing its corresponding highlighted letter and pressing <Enter>. The options available on the RCRA "EDIT" screen are described below.

Edit - places the cursor at the first field and permits the modification of the displayed data. Use the <Enter> key to move to the appropriate field(s) and make the necessary change(s). Pressing <Enter> at the last field returns the cursor to the status line.

Delete - displays the following prompt at the bottom of the screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the RCRA data unchanged. Typing "Y" (for "Yes") and pressing <Enter> deletes all of the displayed RCRA data and presents the Site Summary screen.

Save - records changes to the database. After using the "Edit" option to modify the displayed data, press <Enter> at the last data field to return the cursor to the status line. Enter "S" (for "Save") to record the changes to the database and return to the Site Summary screen.

Leave - displays the Site Summary screen.

3.5.4 Alias

The "Alias" option provides access to information on a site that may be known by names other than the official name. If no alias information has been entered for the selected site, then choosing this option displays the Add/Edit/Delete Alias screen presented in Exhibit 3-38.

ADD/EDIT/DELETE		ALIAS	SCREEN 1 OF 1
REF NO.: 00007		EPA ID: MAD123456789 SITE NAME: IMAGINARY INDUSTRIES	
NAME			
ALIAS SEQ NO.: 00	ALIAS NAME: 		
<input type="button" value="Next"/>	<input type="button" value="Previous"/>	<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input type="button" value="Delete"/>		<input type="button" value="Continue"/>	<input type="button" value="[C]"/>
LOCATION			
ALIAS SEQ NO.: LOC SEQ NO.: STREET: CITY: STATE: ZIP: DESCRIPTION:			

Exhibit 3-38 ADD/EDIT/DELETE Alias Screen (No Existing Information)

When the screen appears, the cursor is at the status line below the Alias Name field. The Alias Name field and the fields in the Location portion of the screen are known as repeat fields, because multiple records may be viewed, added, edited, or deleted in succession using the options on the repeat field status line. Repeat field status line options are described below.

Next - displays the next alias name or location record in the database for the selected site. If the last (or only) record is already displayed, entering "N" displays the following message at the bottom of the screen: **END OF SELECTED LIST**.

Previous - displays the previous alias name or location record in the database for the selected site. If the first (or only) record is already displayed, entering "P" displays the following message at the bottom of the screen: **BEGINNING OF SELECTED LIST**.

Add - clears the data field(s) and places the cursor at the (first) field. Enter new data; pressing <Enter> after typing data in the (last) field returns the cursor to the repeat field status line.

Edit - places the cursor at the (first) data field. Make the necessary change(s); pressing <Enter> at the (last) field returns the cursor to the repeat field status line.

Delete - displays the following prompt at the bottom of the screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the record unchanged. Type "Y" (for "Yes") and press <Enter> to delete the displayed record.

SITE

Continue - use this option to leave the current repeat field status line and move the cursor to the next field or status line on the screen.

Entering "C" (for "Continue") at the Name repeat field status line places the cursor at the Location repeat field status line. Entering "C" (for "Continue") at the Location repeat field status line places the cursor at the status line at the bottom of the screen. Options on the bottom status line are described below.

Add - selecting this option presents the following prompt: **DO YOU WISH TO ADD ANOTHER? Y/N [N]**. The default response is "N" (for "No"), so pressing <Enter> clears the prompt and displays the status line again. Typing "Y" and pressing <Enter> moves the cursor to the Name repeat field status line.

Edit - used to modify an existing alias name and/or location record. Entering "E" sends the cursor to the Name repeat field status line. Choose the "Edit" option to access the Alias Name field and make the necessary change(s), then select "Continue" to move the cursor to the Location repeat field status line. Choose "Add" or "Edit" to enter or modify alias location information, then select "Continue" to return to the bottom status line.

Leave - displays the Site Summary screen from which the Add/Edit/Delete Alias screen was accessed.

If alias information exists for the selected site, then choosing "Alias" from the Site Summary Menu options window displays existing alias information. Exhibit 3-39 presents an example of the Add/Edit/Delete Alias screen with existing information.

ADD/EDIT/DELETE		ALIAS	SCREEN 1 OF 1
REF NO.: 00007		EPA ID: MAD123456789 SITE NAME: IMAGINARY INDUSTRIES	
NAME			
ALIAS SEQ NO.: 01	ALIAS NAME: <u>FOCUS SITE</u>		
LOCATION			
ALIAS SEQ NO.: 01	STREET: <u>BALONEY AND BALAMI BLVDS</u>		
LOC SEQ NO.: 01	CITY: <u>SKULDUGGERY</u>		
	STATE: <u>MA</u>		
	ZIP: <u>12345-0123</u>		
	DESCRIPTION: <u>CORNER LOT</u>		
CORNER LOT			
Add		Edit	Leave

Exhibit 3-39 ADD/EDIT/DELETE Alias Screen (Existing Information)

When the screen appears, the cursor is at the bottom status line. Selecting either the "Add" or "Edit" option provides access to the Name repeat field status line. Refer to the preceding paragraphs for information on Add/Edit/Delete Alias screen operations.

3.5.5 Comments

The "Comments" option is used to add, view, edit, or delete free-form comment text pertaining to a site, event, activity, etc. Comments screens are accessed from several different points in WasteLAN. Although the screen title and header information may vary slightly among different modules, all Comments screens are generally the same in appearance and operation.

Selecting "Comments" from the Site Summary Menu options window displays a Site Comments summary screen showing all existing comments for the site. Exhibit 3-40 presents an example of this screen. If no comment records have been entered, the following message appears on the screen: **NO COMMENTS FOUND**.

COMM ID	LINE NO.	COMMENTS
001	01	THE UNREAL EXISTENCE OF THIS CHIMERICAL CORPORATION IS
001	02	BASED UPON ITS ILLUSORY ORIGINS.
002	01	PHONY FUMES FROM THIS FICTITIOUS FACTORY HAVE PERMEATED
002	02	THE POPULATED PERIMETER.

Exhibit 3-40 Site Comments Summary Screen

The "Comm ID" column on the far left side of the screen is a system-generated sequential number assigned to a comment record when it is entered in the system. The "Line No." column identifies each line of text within a single comment record.

Entering "A" (for "Add New Comment") at the status line activates a blank pop-up window for entering comment text and displays the following prompt at the bottom of the screen: ↓ <PgDn> to EXIT ↑.

Type the appropriate comment text. Text appears as it is typed; the <Backspace> and <←> keys can be used move the cursor backwards to correct mistakes. Also, the <End> key moves the cursor forward on a line, word by word; the <Home> key moves the cursor backward on a line, word by word.

Text longer than one line automatically wraps to the next line. If more than eleven lines of text are entered, the text window automatically scrolls to provide additional blank lines for entering more text. After the comment text has been typed, press the **<PgDn>** key to enter it into the database. This action closes the text window and displays the Site Comments summary with the newly entered text.

The "Select Comment ID" option on the Site Comments summary status line is used to choose an individual comment record for editing, deleting, or viewing purposes. Entering "S" at the status line displays the following selection prompt at the bottom of the screen: **ENTER COMMENT ID: ____ OR PRESS <Enter> TO EXIT.** Type the desired comment ID number and press **<Enter>**. Note: It is not necessary to enter the leading zeros of the comment ID number; for example, comment "001" can be entered as "1." The system displays the selected comment and presents a new status line, as shown in Exhibit 3-41.



Exhibit 3-41 Site Comments Status Line (Accessed from "Select Comment ID")

Select an option by typing its corresponding highlighted letter and pressing **<Enter>**. Options on the above status line are described below.

Add New Line - displays a pop-up window containing the comment text and presents the following prompt at the bottom of the screen: **↓ <PgDn> to EXIT ↑**. Cursor position is at the first line of text, as indicated by the reverse-video highlight bar. Use the **<↓>** key to move the light bar forward, stopping on the blank line immediately below the last line of existing text. Type the new text, then press **<PgDn>** to close the text window and add the new information to the database.

Edit Line - functions like "Add New Line." Entering "E" activates a pop-up window containing the comment text and displays the following prompt at the bottom of the screen: **↓ <PgDn> to EXIT ↑**. Cursor position is at the first line of text, as indicated by the reverse-video highlight bar. Use the **<↓>** key to move the light bar forward in the window; use the **<↑>** key to move the light bar back to a previous line. When the desired line is highlighted, use the **<←>**, **<→>**, **<Home>**, and **<End>** keys to move the cursor to the appropriate text within the line and make the necessary change(s). Press **<PgDn>** to close the window and record the change(s) to the database.

Delete Line - highlights the first line of the displayed comment and presents the following selection prompt: **Use ↑ or ↓ - press <Enter> to select.** After highlighting the desired line and pressing **<Enter>** to select it, the following deletion prompt appears at the bottom of the screen: **PRESS Y TO DELETE [N].** The default response is "N" (for "No"), so pressing **<Enter>** leaves the line unchanged. Type "Y" and press **<Enter>** to delete the selected line.

View - provides view-only access to additional pages of a multi-paged comment record. Entering "V" displays a new status line containing only "Forward," "Back," and "Leave" options. Enter "F" (for "Forward") to display the next page of comment text, "B" (for "Back") to display the previous page, and "L" (for "Leave") to exit "View" mode and return to the status line shown in Exhibit 3-40.

Leave - displays the Site Comments summary screen (presented earlier in Exhibit 3-40) showing all comments entered for the selected site.

The "View Screen" option on the Site Comments summary provides access to additional comment records not visible on the first page (screenful) of the summary. Entering "V" displays a new status line, consisting of the following options:

Forward - presents the next page of comment records for the selected site. Entering "F" when the last page of comments is already displayed results in the message **END OF SELECTED LIST**.

Back - presents the previous page of comment records for the selected site. Entering "B" when the first page of comments is already displayed results in the message **BEGINNING OF SELECTED LIST**.

Leave - displays the original Site Comments summary screen status line (see Exhibit 3-40).

Entering "L" for "Leave" at the original Site Comments summary status line displays the Site Summary screen from which the "Comments" menu option was selected.

3.5.6 PRP Information

This option is used to view or edit Federal Agency Potentially Responsible Party (PRP) information. If the Fed(eral) Agency PRP field on the first Site Summary screen contains an "N" (for "No"), then selecting this option presents the following prompt at the bottom of the screen: **'FED AGENCY PRP' FIELD MUST CONTAIN A 'Y' TO ACCESS THIS FUNCTION**.

If the Fed Agency PRP field on the first Site Summary screen contains a "Y" (for "Yes"), then selecting this option activates the Federal Agency PRP pop-up window illustrated in Exhibit 3-42.

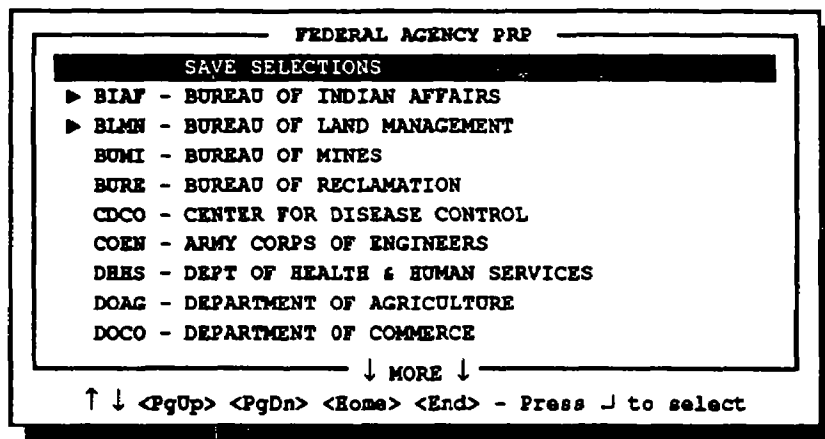


Exhibit 3-42 Federal Agency PRP Pop-Up Window

More entries exist than can be seen in the first page of the window. Use the <↓>, <PgDn>, and <End> keys to scroll the light bar forward; use the <↑>, <PgUp>, and <Home> keys to scroll back to previous selections. Typing the first letter of an entry also moves the light bar; if multiple entries begin with the same letter, keep pressing the letter until the desired entry is highlighted.

This window contains a marking feature for selecting multiple entries. When the desired entry is highlighted, press the <␣> (<Enter>) key to mark it. A triangular pointer appears to the left of the entry. Pressing the <␣> (<Enter>) key on a marked entry unmarks it by removing the pointer.

When the appropriate selection(s) has (have) been marked, highlight the "Save Selections" option at the top of the window and press <Enter>. This action updates the PRP file and closes the window.

3.5.7 Audit Trail

The "Audit Trail" option provides information about the creation and/or modification of the displayed record. Selecting this option activates an Audit Trail pop-up window, illustrated below in Exhibit 3-43.

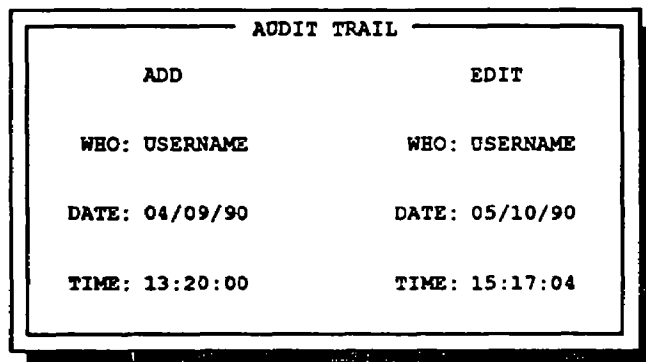


Exhibit 3-43 Audit Trail Pop-Up Window

The window shows the name of the user who added the record to the database, and the date and time of data entry. The window also shows the name of the user who last edited the record, and the date and time the edit was performed.

When the Audit Trail window is active, the following prompt is displayed at the bottom of the screen: **PRESS ANY KEY TO CONTINUE** As the prompt indicates, press any key to close the Audit Trail window and return to the Site Summary screen.

CHAPTER 4

EVENT

CHAPTER 4: EVENT

The WasteLAN Event module is used to track all aspects of the investigative and corrective actions associated with hazardous waste site identification and cleanup. These actions are classified into four primary event categories:

- **Pre-Remedial** - encompasses analytical events such as preliminary assessment, screening site inspection, listing site inspection, hazard ranking, and National Priorities Listing (NPL) evaluation.
- **Remedial** - includes fund-financed and Potentially Responsible Party (PRP)-lead remedial projects such as remedial investigation/feasibility study, remedial design, remedial action, and operations and maintenance. **Important:** Remedial events with a PRP lead are considered enforcement data, even though they are tracked in the Event (rather than Enforcement) module.
- **Removal** - tracks removal actions conducted at both NPL and non-NPL sites.
- **Generic Events** - covers event types not included in the other event categories.

In addition, supporting data elements in the Event module can be used to track supplemental information. These supporting events include such items as chemical data, technical data, subevents, financial data, and comments.

To access the Event module, log in to WasteLAN to display the main menu (see Chapter 2, Section 2.1 for system access procedures). Then, select option 2, "Event." This action begins an event selection process, described below in Section 4.1.

4.1 EVENT SELECTION

Event selection is actually a three-part process that consists of selecting an event type, a site, and a specific event occurrence. Choosing option 2, "Event," on the WasteLAN main menu activates the Event Selection window illustrated in Exhibit 4-1.

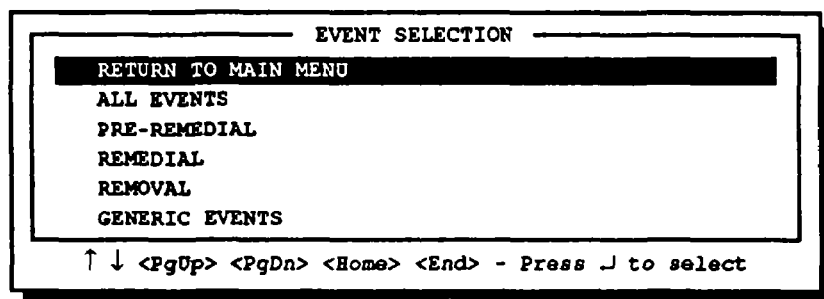


Exhibit 4-1 Event Selection Pop-Up Window (Program Areas)

Use the <↑>, <↓>, <PgUp>, <PgDn>, <Home>, and <End> keys to move the light bar and highlight the desired event category, or type the first letter of an event category; if multiple categories begin with the same letter, keep pressing the letter until the desired category is highlighted. Press the <↵> (<Enter>) key to select the highlighted category. Choosing the "Return to Main Menu" option closes the window without selecting an event category.

EVENT

Selecting "Pre-Remedial," "Remedial," "Removal," or "Generic Events" from the Event Selection window activates another pop-up window of event codes corresponding to the specified event category. Exhibit 4-2 shows the pop-up windows corresponding to entries in the Event Selection window.

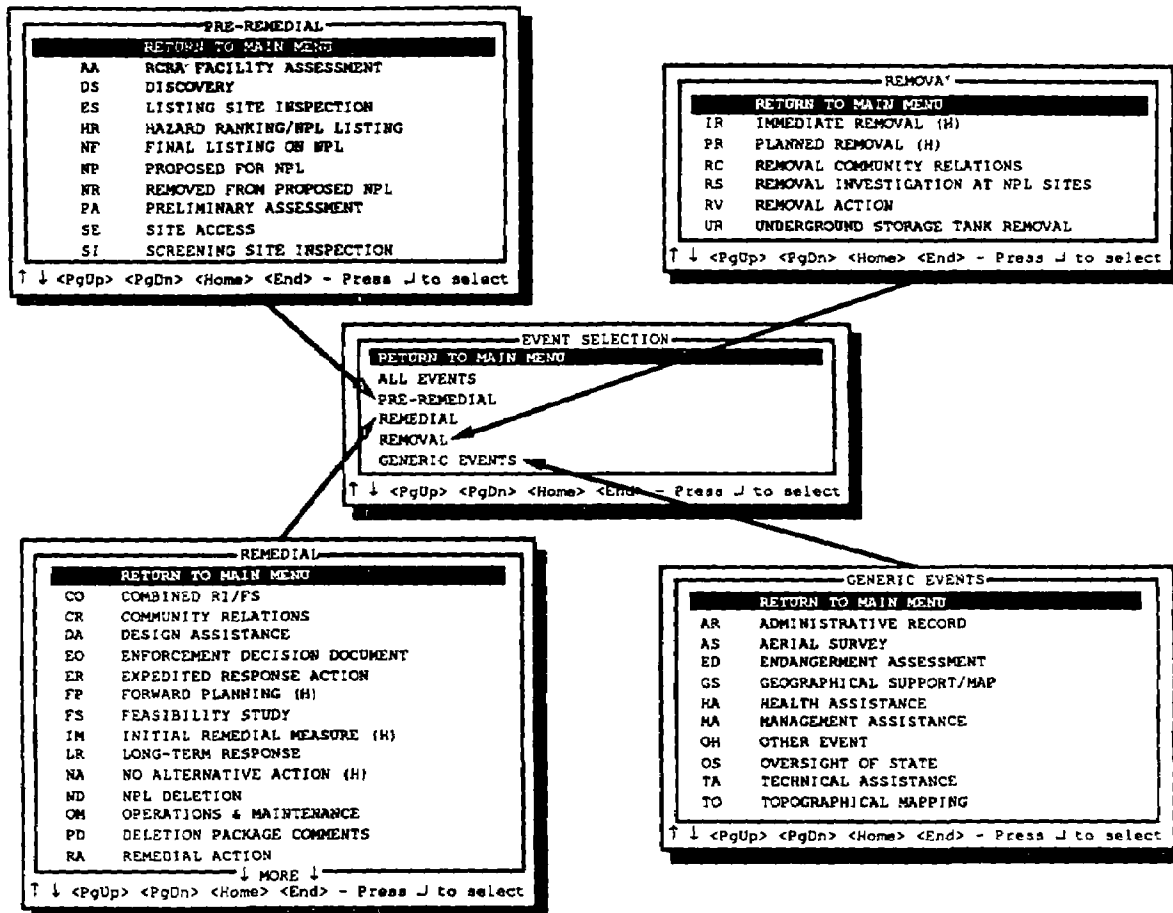


Exhibit 4-2 Event Selection Pop-Up Windows (Event Types/Codes)

Important: Larger pop-up windows, such as the Remedial window, typically contain more selections than are visible in the first page (screenful) of the window. Use the <↓>, <PgDn>, and <End> keys to scroll the light bar forward to view additional entries; use the <↑>, <PgUp>, and <Home> keys to scroll back to previous entries. When the desired entry is highlighted, press the <J> (<Enter>) key to select it.

Selecting an event from one of the windows shown in Exhibit 4-2, or choosing "All Events" from the Event Selection window shown previously in Exhibit 4-1 initiates a site selection routine. If no site records have been accessed yet during the current WasteLAN login session, selecting an event displays the Site Selection screen shown in Exhibit 4-3. If a site record has been accessed during the current login session, or if a valid reference number is entered on the screen shown in Exhibit 4-3, the screen shown in Exhibit 4-4 appears.

SITE SELECTION	
<div>SITE</div> <div>REF NO.: <input type="text" value="0"/></div>	<div>MENU</div>

Exhibit 4-3 Site Selection Screen (No Previous Site Accessed)

SITE SELECTION	
<div>SITE</div> <div>REF NO.: 00007 EPA ID: MAD123456789 NAME: IMAGINARY INDUSTRIES STREET: 44 BALONEY BLVD CITY: SKULDUGGERY STATE: MA</div>	<div>MENU</div> <div>1) CORRECT SITE 2) CHANGE SITE</div> <div>ENTER <input type="text" value="1-2"/> <input type="text" value="Leave"/> <input type="text" value="(1)"/></div>

Exhibit 4-4 Site Selection Screen (Last Site Accessed or Ref No. Entered)

EVENT

The information on the left side of the screen identifies the site corresponding to the reference number entered or the last site accessed during the current login session. The menu on the right side of the screen provides options for confirming the displayed site record, for selecting another site record, and for leaving the Event module.

The default option is "1" (for "Correct Site"), so press <Enter> to confirm the displayed site. To access a different site record, type "2" ("Change Site") and press <Enter>; the cursor returns to the Ref No. field. Type a different reference number and press <Enter>; new site information will appear on the left. To leave the Event module and return to the WasteLAN main menu, type "L" (for "Leave") and press <Enter>.

If the "All Events" option was chosen from the Event Selection pop-up window (Exhibit 4-1), then a pop-up window appears, listing all events in the database for the selected site. If a specific event category was chosen from the Event Selection window, then only the events corresponding to the selected event category appear in the pop-up window of existing events. Exhibit 4-5 presents an example of this pop-up window of existing events. Exception: If only one event record exists for the selected event category and site, the pop-up window does not appear at all. Instead, the system immediately displays an Event Summary "VIEW" screen (see Exhibit 4-6).

REF NO.	OP	EVT	NAME
RETURN TO SITE SELECTION			
00007	00	DS1	DISCOVERY
00007	00	PA1	PRELIMINARY ASSESSMENT
00007	00	SI1	SCREENING SITE INSPECTION
00007	01	RD1	REMEDIAL DESIGN
00007	01	RA1	REMEDIAL ACTION
00007	01	RV1	REMOVAL ACTION

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press J to select

Exhibit 4-5 Existing Events Pop-Up Window

The pop-up window of existing events displays the site reference number (REF NO.), operable unit (OP), event code and sequencer (EVT), and name of each event record in the database for the selected site and event type. The events are listed in alphabetical order within operable unit order. In other words, events corresponding to operable unit 00 appear first, followed by events corresponding to operable unit 01, and so on. The "Return to Site Selection" option at the top of the window closes the window without selecting an event.

Remember: More events may exist than can be seen in the first page of the window; in this case, the word "MORE" appears at the bottom of the window. Use the <↓>, <PgDn>, and <End> keys to scroll the light bar forward; use the <↑>, <PgUp>, and <Home> keys to scroll back to previous selections. When the desired entry is highlighted, press the <J> (<Enter>) key to select it.

Once an event category, site, and specific event occurrence have been selected, the system displays an Event Summary "VIEW" screen. Exhibit 4-6 presents an example of an Event Summary screen for a Preliminary Assessment (PA) event.

VIEW		EVENT SUMMARY		SCREEN 1 OF 1	
REF NO.: 00007			EPA ID: MAD123456789		
OPUNIT: 00			SITE NAME: IMAGINARY INDUSTRIES		
EVENT: PA1			EVENT NAME: PRELIMINARY ASSESSMENT		
EVENT DATA					
EVENT LEAD: [REDACTED]		PLANNING STATUS: [REDACTED]			
SCAP NOTE: [REDACTED]		EVENT QUALIFIER: [REDACTED]			
TAKEOVER: [REDACTED]					
		START		COMPLETE	
PLANNED: 06/19/89		07/19/89		CAG/TDD NO.: [REDACTED]	
ACTUAL: 07/01/89		08/01/89		CAG AMND NO.: [REDACTED]	
				PROJECT NO.: [REDACTED]	
FIRST START INDICATOR: [REDACTED]		FIRST COMPLETE INDICATOR: [REDACTED]			
CONTACT NAME: BAKER			CONTACT NO.: (508) 495-1234		
Menu options		Edit		Leave	
Quit		[M]			

Exhibit 4-6 Event Summary "VIEW" Screen (Preliminary Assessment)

When the screen appears, the cursor is positioned at the status line. Select an option by typing its corresponding highlighted letter. Options on the Event Summary "VIEW" screen status line are described below.

Menu options - activates a pop-up window of options for accessing other Event screens. These options are described in detail in Section 4.3.

Edit - enables modification of the displayed event data. Instructions for editing an event are contained in Section 4.2.

Leave - displays the Site Selection screen shown earlier in Exhibit 4-4.

Quit - displays the WasteLAN main menu.

If no records exist in the database for the selected event category and site, the system displays the following message on the Site Selection screen (see Exhibit 4-4):

**NO XX EVENTS FOUND FOR THIS SITE
DO YOU WISH TO ADD A(N) XX EVENT? Y/N [N]**

"XX" stands for the two-character event code, such as "PA" (for Preliminary Assessment). The default response is "N" for ("No"), so pressing **<Enter>** clears the message and returns the cursor to the Site Selection Menu. Typing "Y" (for "Yes") and pressing **<Enter>** displays an Event Summary "ADD" screen presented and described in Section 4.3.6.

EVENT

If the selected site has no operable units, the following message appears on the Site Selection screen:

**NO (XX) EVENTS FOUND FOR THIS SITE
DO YOU WISH TO ADD AN OPERABLE UNIT? Y/N [N]**

The default response is "N" for ("No"), so pressing <Enter> clears the message and returns the cursor to the Site Selection Menu. Typing "Y" and pressing <Enter> displays an Operable Unit "ADD" screen presented and described in Section 4.3.4.

4.2 EDIT EVENT

When an event type, site, and specific event occurrence have been selected (see Section 4.1), the system displays an Event Summary "VIEW" screen. Exhibit 4-7 presents an example of this screen.

VIEW		EVENT SUMMARY		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
OPUNIT: 00		SITE NAME: IMAGINARY INDUSTRIES			
EVENT: PA1		EVENT NAME: PRELIMINARY ASSESSMENT			
EVENT DATA					
EVENT LEAD: <input type="checkbox"/>		PLANNING STATUS: <input type="checkbox"/>			
SCAP NOTE: <input type="checkbox"/>		EVENT QUALIFIER: <input type="checkbox"/>			
TAKEOVER: <input type="checkbox"/>					
		START		COMPLETE	
PLANNED: 05/19/89		07/19/89		CAG/TDD NO.: <input type="checkbox"/>	
ACTUAL: 07/01/89		08/01/89		CAG AMND NO.: <input type="checkbox"/>	
				PROJECT NO.: <input type="checkbox"/>	
FIRST START INDICATOR: <input type="checkbox"/>		FIRST COMPLETE INDICATOR: <input type="checkbox"/>			
CONTACT NAME: BAKER		CONTACT NO.: (508) 555-1234			
<input type="checkbox"/> Menu options <input type="checkbox"/> Edit <input type="checkbox"/> Leave <input type="checkbox"/> Quit <input type="checkbox"/> [M]					

Exhibit 4-7 Event Summary "VIEW" Screen (Preliminary Assessment)

When the screen appears, the cursor is at the status line. To edit the displayed information, enter "E" (for "Edit") at the status line. The screen changes to "EDIT" mode, the cursor moves to the Event Lead field, and the status line options change. The status line options on the Event Summary "EDIT" screen are described below.

Edit - use this option to return to a previous field. After making initial changes to the displayed data, press <Enter> at the last field to access the status line. Then, enter "E" to return the cursor to the first data field. Use the <Enter> key to move to the appropriate field(s) and make the necessary change(s).

Save - records changes to the database. After editing the displayed information, press the <Enter> key at the last data field to access the status line. "S" is the default option, so press <Enter> to save the changes and return to the Event Summary "VIEW" screen.

Leave - discards changes and displays the Event Summary "VIEW" screen.

Several data fields on the Event Summary screen are linked to pop-up windows, as indicated by the highlighted first letter of the field name. Entering a "?" in any of these fields activates the pop-up window. These windows are presented and described in Section 4.3.6.

4.3 MENU OPTIONS

The status line of an Event Summary "VIEW" screen (see Exhibit 4-7) contains a "Menu options" choice that provides access to supporting data and other options for the selected site and event. The Menu options choice is the default option when the Event Summary screen first appears, so pressing <Enter> displays the Menu options pop-up window shown in Exhibit 4-8.

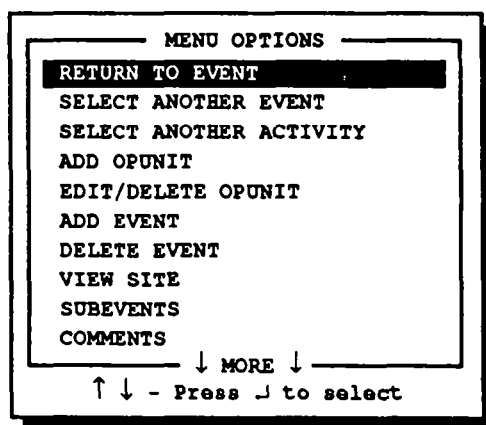


Exhibit 4-8 Menu Options Pop-Up Window (Event Summary Screen)

Important: Not all of the available menu options can be seen in the first page (screenful) of the window. Use the <↓>, <PgDn>, and <End> keys to scroll forward through the list and view additional options; use the <↑>, <PgUp> and <Home> keys to scroll back to previous options. Also, the available menu options vary, based on the event type selected. For example, Event Summary Menu options for Removal event types include a "Chemical Info" choice that is not available for other event types.

As in most pop-up windows, typing the first letter of an option moves the light bar to that option. If multiple options begin with the same letter, keep pressing the letter until the desired option is highlighted. When the desired option is highlighted, press <Enter> to select it. The remainder of this chapter describes the choices available in the Event Summary Menu options window.

4.3.1 Return to Event

Choosing the "Return to Event" option closes the Menu options window without making a selection. The cursor returns to the Event Summary "VIEW" screen status line.

4.3.2 Select Another Event

Selecting this option displays the following message at the bottom of the Event Summary screen: **SEARCHING FOR ALL OPERABLE UNITS/EVENTS FOR THIS SITE...** The system then displays a pop-up window listing all existing operable unit/event records for the selected site. Exhibit 4-9 illustrates this window.

REF NO.	OP	EVT	NAME
RETURN TO EVENT			
00007	00	DS1	DISCOVERY
00007	00	PA1	PRELIMINARY ASSESSMENT
00007	00	SI1	SCREENING SITE INSPECTION
00007	01	RD1	REMEDIAL DESIGN
00007	01	RA1	REMEDIAL ACTION
00007	01	RV1	REMOVAL ACTION

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select

Exhibit 4-9 Existing Events Pop-Up Window ("Select Another Event")

More events may exist than can be seen in the first page of the window. Use the <↓>, <PgDn>, and <End> keys to scroll the light bar forward; use the <↑>, <PgUp>, and <Home> keys to scroll back to previous selections. When the desired event is highlighted, press the <↵> (<Enter>) key to select it. This action closes the pop-up window and displays data for the newly selected event in the Event Summary data fields.

4.3.3 Select Another Activity

This option is used to access enforcement activity data for the selected site. Choosing this option displays the following message at the bottom of the screen: **SEARCHING FOR ALL ACTIVITIES FOR THIS SITE...** If enforcement activity data exists, the system presents a pop-up window from which to select an enforcement activity. Exhibit 4-10 presents an example of this pop-up window.

REF NO.	ACTIVITY	NAME
RETURN TO EVENT		
00007	AC01	ADMINISTRATIVE ORDER ON CONS
00007	AN01	RD/RA NEGOTIATIONS
00007	RN01	REMOVAL NEGOTIATIONS

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select

Exhibit 4-10 Existing Activities Pop-Up Window ("Select Another Activity")

Choosing an activity from this window displays the corresponding Activity Summary screen. If no enforcement data exists for the selected site, the following message appears at the bottom of the Event Summary screen: **NO ACTIVITIES FOUND FOR THIS SITE.** After a few seconds, the message disappears and the system "refreshes" the Event Summary screen.

4.3.4 Add Opunit

An opunit (operable unit) is a two-digit number used to characterize events at a site by phase, geographical area, or type of work being performed. The "Add Opunit" Menu option provides access to an Operable Unit "ADD" screen used to add a new opunit for the selected site to the database. Exhibit 4-11 illustrates the Operable Unit "ADD" screen.

Important: Only users with Remedial access rights can add new opunits to the database. The WasteLAN System Administrator is responsible for assigning the appropriate system access rights for each WasteLAN user.

ADD OPERABLE UNIT SCREEN 1 OF 1

REF NO.: 00007 EPA ID: MAD123456789
 OPUNIT: 01 SITE NAME: IMAGINARY INDUSTRIES
 EVENT: N/A EVENT NAME: N/A

NAME:

DESCRIPTION

ENTER:

C1106: C1107: C1108:

Add Edit Leave [?]

Exhibit 4-11 Operable Unit "ADD" Screen

The new opunit number is system-generated and appears at the top of the screen with the header information that cannot be edited. The cursor is positioned at the Name field. Enter a name that describes the opunit being added; for example, "Site Evaluation/Disposition" is a common name for opunit 00.

Use the <Enter> key to move to the remaining fields on the screen and enter the appropriate information. The three fields at the bottom of the screen are regional free fields designed to accommodate regionally defined data. These regional fields accept alpha or numeric characters; the number of allowable characters is limited to the size of the field shown on the screen. The WasteLAN System Administrator can change regional free field names using a function in the WasteLAN System Administration module.

EVENT

Pressing <Enter> at the last field on the screen moves the cursor to the status line, where the default option is "A" (for "Add"). Press <Enter> to add the new operable unit and display the previous screen. If the Operable Unit "ADD" screen was accessed from the Menu options window on the Event Summary screen, then the Event Summary screen appears. If the Operable Unit "ADD" screen was accessed from the "DO YOU WISH TO ADD AN OPERABLE UNIT?" prompt on the Site Selection screen (Exhibit 4-4), then the Site Selection screen reappears and displays the following prompt: DO YOU WISH TO ADD AN EVENT? Y/N [N]. Typing "Y" and pressing <Enter> initiates the Add Event routine described in Section 4.3.6.

To modify the opunit information before adding it to the database, enter "E" (for "Edit") at the Operable Unit "ADD" screen status line. The cursor returns to the Name field; use the <Enter> key to move to the appropriate field(s) and make the necessary change(s). Pressing <Enter> at the last field moves the cursor to the status line, where the default option is again "A" (for "Add"). Press <Enter> to add the new operable unit and return to the Event Summary or Site Selection screen.

Entering "L" (for "Leave") discards the new opunit information and displays the previous screen. If the Operable Unit "ADD" screen was accessed from the Menu options window on the Event Summary screen, then the Event Summary screen appears. If the Operable Unit "ADD" screen was accessed from the "DO YOU WISH TO ADD AN OPERABLE UNIT?" prompt on the Site Selection screen (Exhibit 4-4), then the Site Selection screen reappears.

4.3.5 Edit/Delete Opunit

Use this option to modify or delete an existing operable unit. **Important:** Only users with Remedial access rights can edit and delete opunits. The WasteLAN System Administrator is responsible for assigning the appropriate system access rights for each WasteLAN user.

If only one opunit exists for the site, then the system immediately displays an Operable Unit "EDIT" screen similar to the Operable Unit "ADD" screen presented in Exhibit 4-11. If multiple opunits exist for the site, selecting this option activates a pop-up window of existing operable units. The Existing Operable Units pop-up window is illustrated in Exhibit 4-12.

EXISTING OPERABLE UNITS	
RETURN TO EVENT	
00	SITE EVALUATION DISPOSITION
01	REMEDIAL ACTIVITIES
↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select	

Exhibit 4-12 Existing Operable Units Pop-Up Window

Use the <↑>, <↓>, <PgUp>, <PgDn>, <Home>, and <End> keys to move the light bar and highlight the appropriate opunit, then press the <↵> (<Enter>) key to select it. The system displays an Operable Unit "EDIT" screen. This screen is very similar to the Operable Unit "ADD" screen presented earlier in Exhibit 4-11, except that existing data appears in the fields and the status line offers different options. Exhibit 4-13 depicts the options on the Operable Unit "EDIT" screen status line.



Exhibit 4-13 Operable Unit "EDIT" Screen Status Line

Select an option by typing its corresponding highlighted letter and pressing <Enter>. Options on the status line shown in Exhibit 4-13 are described below.

Edit - permits modification of displayed data. Entering "E" places the cursor at the first data field on the screen. Use the <Enter> key to move the cursor to the appropriate field(s) and make the necessary change(s). Pressing <Enter> at the last field returns the cursor to the status line, where "S" (for "Save") is the default option. Press <Enter> to save the changes, or enter "E" again to make additional changes.

Delete - removes the selected operable unit from the database. Entering "D" displays the following prompt at the bottom of the screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the opunit unchanged and displays the Event Summary screen. Type "Y" and press <Enter> to delete the operable unit and return to the Event Summary screen.

Comments - provides access to a Comments screen used to enter free-form comment text concerning the operable unit. The Operable Unit Comments screen functions the same as the Site Comments screen described in Chapter 3, Section 3.5.5.

Leave - displays the Event Summary screen.

4.3.6 Add Event

This option provides access to an Event Summary "ADD" screen used to add a new event for the selected site to the database. Exhibit 4-14 illustrates the Event Summary "ADD" screen.

ADD		EVENT SUMMARY		SCREEN 1 OF 1	
REF NO.:		EPA ID:			
OPUNIT:		SITE NAME:			
EVENT:		EVENT NAME:			
EVENT DATA					
EVENT LEAD:		PLANNING STATUS:			
SCAP NOTE:		EVENT QUALIFIER:			
TAKEOVER:		APPROVAL AUTHORITY:			
EVENT CATEGORY:					
	START	COMPLETE			
PLANNED:			CAG/TDD NO.:		
ACTUAL:			CAG AMND NO.:		
			PROJECT NO.:		
FIRST START INDICATOR:		FIRST COMPLETE INDICATOR:			
CONTACT NAME:			CONTACT NO.:		
DATA SHARE:		ASSIGN DATE:		IAG NO.:	
				IAG AMND NO.:	
Add Edit Leave 1					

Exhibit 4-14 Event Summary "ADD" Screen (Master Screen)

This example depicts a "master" Event Summary screen showing every possible Event data field defined in WasteLAN. In actual use, the Event Summary shows only those data fields defined for the chosen event type. For example, if the selected event type is "CO" (for "Combined RI/FS"), the Event Category and Approval Authority fields do not appear on the Event Summary screen.

When the screen first appears, the cursor is at the Opunit field, and the fields in the Event Data portion of the screen are not displayed. Enter a valid operable unit number for the site. Entering an invalid operable unit number displays the following message at the bottom of the screen: **OPERABLE UNIT NN DOES NOT EXIST AT THIS SITE** ("NN" represents the operable unit number entered). The system then displays a pop-up window showing all operable units existing at the selected site. This Existing Operable Units pop-up window is similar to the one presented earlier in Exhibit 4-12, except that the "Return to Event" option is not included.

Once a valid opunit has been entered, the cursor moves to the Event field. Pressing **<Enter>**, or entering a "?" or an invalid entry in this field activates a pop-up window of event types. Choosing an event type from the window (or manually entering an event code in the Event field) displays the rest of the data fields on the Event Summary "ADD" screen (see Exhibit 4-14) and places the cursor at the Event Lead field.

Several other fields on the Event Summary screen are also linked to pop-up windows, as indicated by the highlighted first letter of the field name. Exhibit 4-15 shows all of the pop-up windows available on Event Summary screens.

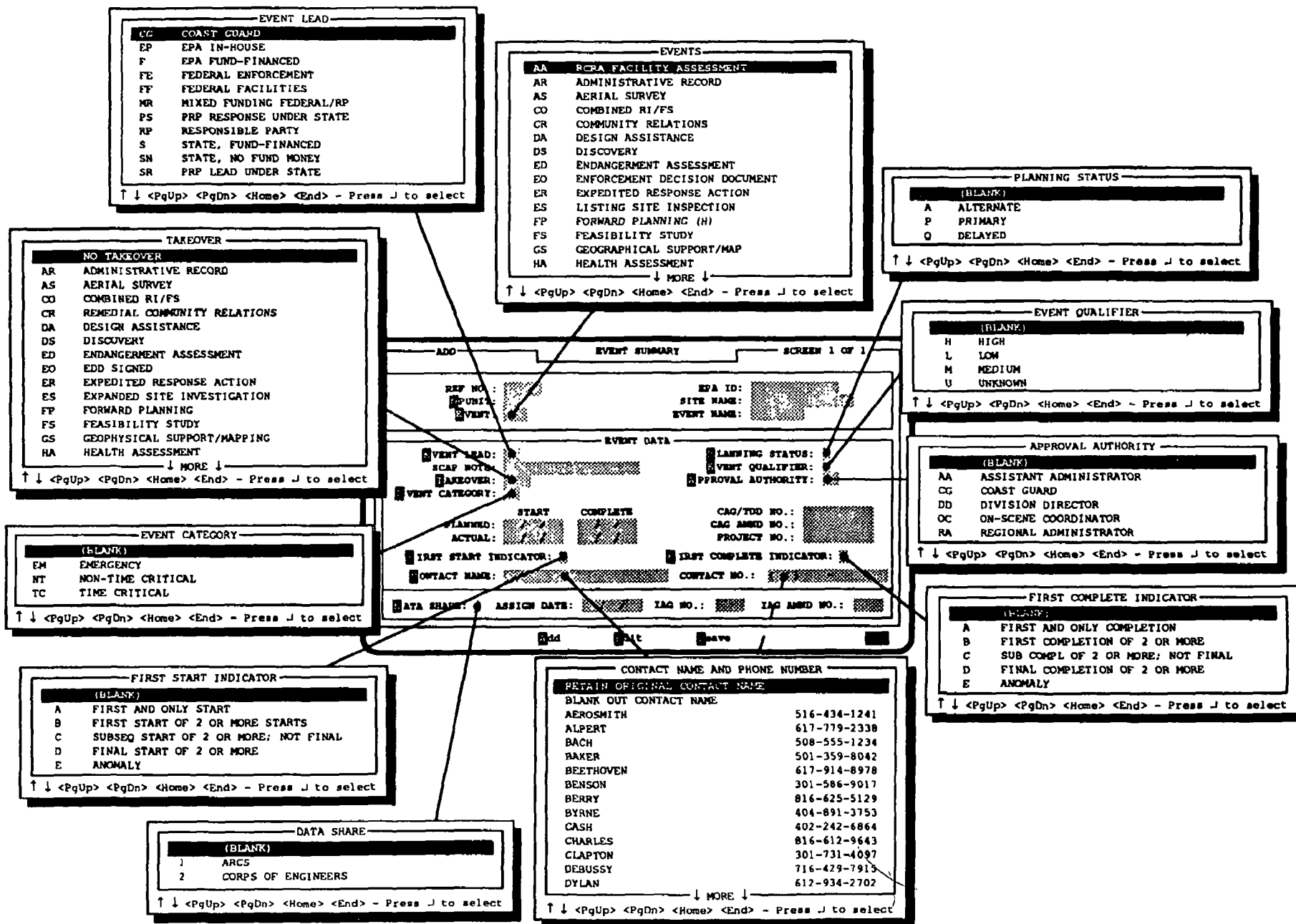


Exhibit 4-15 Pop-Up Windows for Event Summary Screens

Important: Many of the larger pop-up windows contain more entries than can be displayed in one page (screenful) of the window. Use the <↓>, <PgDn>, and <End> keys to scroll forward and view additional entries; use the <↑>, <PgUp>, and <Home> keys to scroll back to previous entries.

When a pop-up window appears, use the <↑>, <↓>, <PgUp>, <PgDn>, <Home>, and <End> keys to move the light bar to the desired entry, or type the first letter of the desired entry; if multiple entries begin with the same letter, keep pressing the letter until the desired entry is highlighted. Press the <↵> (<Enter>) key to select the highlighted entry. This action closes the pop-up window and places the selected entry in the data field.

Use the <Enter> key to move to each succeeding field on the Event summary screen and enter the appropriate data. Pressing <Enter> at the last data field places the cursor at the status line. Options on the Event Summary "ADD" screen status line are described below.

Add - this option is the default option. Press <Enter> to add the record to the database. The Event Summary screen will display the newly added record.

Edit - permits changes to be made to the new record before adding it to the database. Entering "E" returns the cursor to the Event Lead field. Use the <Enter> key to move the cursor to the appropriate field(s) and make the necessary change(s). Press <Enter> at the last field to return to the status line.

Leave - discards all data entered and displays the previous screen. If the "ADD" screen was accessed from the Menu options window, then the Event Summary "VIEW" screen will appear. If the "ADD" screen was accessed from the "DO YOU WISH TO ADD A(N) XX EVENT?" prompt on the Site Selection screen (Exhibit 4-4), then the Site Selection screen will appear.

4.3.7 Delete Event

This option permits the deletion of the selected event record from the database. Choosing this option presents the following prompt at the bottom of the Event Summary screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the record unchanged. Type "Y" (for "Yes") and press <Enter> to delete the record and return to the Site Selection screen (shown previously in Exhibit 4-4).

Deleting an event record deletes all supporting data associated with it, such as comments, technical information, etc. However, links associated with the event must be deleted separately using the "Add/Delete Links" option (described in Section 4.3.18); the Links module is described in Chapter 8.

4.3.8 View Site

This option provides view-only access to detailed site information for the selected site. Choosing this option displays the first of two Site Summary "VIEW" screens, illustrated in Exhibit 4-16. This screen is described in detail in Chapter 3, Section 3.3.

VIEW	SITE SUMMARY	SCREEN 1 OF 2
REF NO.: 00007		EPA ID: MAD123456789
IFMS ID NO.: 0107		
NAME: IMAGINARY INDUSTRIES		
STREET: 44 BALONEY BLVD		
CITY: SKULDUGGERY		
STATE: MA		ZIP CODE: 12345-0123
COUNTY NAME: PHANTASM		COUNTY CODE: 001
CONGRESS DISTRICT:		FED FACILITY INDIC: N
OWNER INDICATOR: UN		RCRA FLAG:
LATITUDE: 01 01 01.0		LONGITUDE: 001 01 01.0
LAT/LONG SOURCE: G		INCIDENT TYPE:
NPL STATUS INDIC.: N		COST RECOVERY INDIC: E
CATEGORY:		SITE CLASSIFICATION: ND
FURTHER ACTION:		FED AGENCY PRP: N
STATE PRP: N		MUNICIPAL PRP: N
PROPOSED NPL UPDATE NO.: 00		FINAL NPL UPDATE NO.: 00
Menu options	Forward	Leave [M]

Exhibit 4-16 Site Summary "VIEW" Screen 1 of 2

4.3.9 Subevents

Subevents are used to track individual tasks or milestones within an event. Selecting this option displays a Subevents "VIEW" screen showing all existing subevent records for the selected event. Exhibit 4-17 illustrates the Subevents "VIEW" screen.

VIEW		SUBEVENTS		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
OPUNIT: 00		SITE NAME: IMAGINARY INDUSTRIES			
EVENT: PA1		EVENT NAME: PRELIMINARY ASSESSMENT			
SUBEVENTS	SEQ	SCAP NOTES	START	COMPLETE	COMM
R21 ADDITIONAL INFO RE	001		PL 01/01/89	01/01/89	
			ACT 01/01/89	01/01/89	
R21 ADDITIONAL INFO RE	002		PL 06/01/89	06/01/89	Y
			ACT 06/01/89	06/01/89	
* EC1 EXTENT OF CONTAMIN		AIR ONLY	PL 07/01/89	11/01/89	Y
			ACT 07/01/89	12/01/89	
* EC2 EXTENT OF CONTAMIN			PL 02/01/90	06/01/90	
			ACT / /	/ /	

*Upload ☐ SCAP **A**dd **E**dit **D**elete **C**omments **L**eave **[]**

Exhibit 4-17 Subevents "VIEW" Screen

As the legend at the bottom left side of the screen indicates, an asterisk next to a subevent record indicates that the record is uploaded to CERCLIS; the asterisk is system-generated, based on the subevent type selected. Also, certain subevent types are coded for SCAP reporting; these subevents appear in white type on color monitors.

Some subevent types are regionally defined and/or used in WasteLAN only (not in CERCLIS). Several characteristics distinguish these subevent types from subevent types that are uploaded to CERCLIS. First, regional/WasteLAN-only subevents are not marked with an asterisk. Second, the codes used for these subevent types consist of a letter followed by two numbers (instead of two letters and one number). Third, a system-generated sequence number (second column from left in Exhibit 4-17) is assigned to regional/WasteLAN-only subevents.

The sequence number and subevent code used for regional/WasteLAN-only subevents provide much flexibility in entering multiple occurrences of the same subevent type. When the second occurrence of the same type is entered, the same subevent code is used, but a different sequence number is assigned; this pattern applies to up to 999 occurrences of the same regional/WasteLAN-only subevent type. Then, if another occurrence of the same type is entered, the last number of the subevent code increases by one, the sequence number reverts to 001, and the pattern begins again.

If no subevent records exist for the selected event, only "Add" and "Leave" options appear on the status line, and the following message appears on the screen: **NO SUBEVENTS DEFINED FOR THIS EVENT.** Entering "A" (for "Add") activates a pop-up window of subevent types. Entries in this window vary, depending upon the type of the selected event record. Exhibit 4-18 presents an example of the Subevent Types window that appears for Remedial event types.

SUBEVENT TYPES	
RETURN TO SUBEVENT	
AC	RA CONTRACT AWARD
M1	INTENT TO PROCEED TO
OC	OBLIGATION CONTRACT VEHICLE
IO	IAG TO USACE
NP	NOTICE TO PROCEED
CS	CONTRACTOR SAFETY PLAN
M2	CONSTRUCTION CONFERENCE
QA	CONTRACTOR QA PLAN
RO	ON-SITE CONSTRUCTION
↓ MORE ↓	
↑ ↓ <PgUp> <PgDn> <Home> <End> - Press J to select	

Exhibit 4-18 Subevent Types Pop-Up Window

Use the <↑>, <↓>, <PgUp>, <PgDn>, <Home>, and <End> keys to move the light bar, or type the first letter of the desired subevent type; if multiple types begin with the same letter, keep pressing the letter until the appropriate type is highlighted. Press the <J> (<Enter>) key to select the highlighted subevent type. This action closes the Subevent Types window and presents the selected type and blank data entry fields at the bottom of the screen, as illustrated in Exhibit 4-19.

ADD		SUBEVENTS		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
OPUNIT: 00		SITE NAME: IMAGINARY INDUSTRIES			
EVENT: PA1		EVENT NAME: PRELIMINARY ASSESSMENT			
SUBEVENTS	SEQ	SCAP NOTES	START	COMPLETE	COMM
R21 ADDITIONAL INFO RE	001		PL 01/01/89	01/01/89	
			ACT 01/01/89	01/01/89	
R21 ADDITIONAL INFO RE	002		PL 06/01/89	06/01/89	Y
			ACT 06/01/89	06/01/89	
* EC1 EXTENT OF CONTAMIN		AIR ONLY	PL 07/01/89	11/01/89	Y
			ACT 07/01/89	12/01/89	
* EC2 EXTENT OF CONTAMIN			PL 02/01/90	06/01/90	
			ACT / /	/ /	
R11 LEAD ASSIGNED	001		PL		
			ACT		

Exhibit 4-19 Subevents "ADD" Screen

EVENT

The cursor appears at the SCAP Notes field; type the appropriate text and/or press **<Enter>**. The cursor moves to the first of four date fields. Enter the appropriate Planned Start and Complete dates. Pressing **<Enter>** at the last date field adds the subevent record to the database and displays the original status line. If no dates are entered, the following message appears at the bottom of the screen: **NO DATES ENTERED, SUBEVENT NOT ADDED**. The record is not added to the database, and the original status line appears.

Options on the Subevents "VIEW" screen (Exhibit 4-17) are described below. Select an option by typing its corresponding highlighted letter and pressing **<Enter>**.

Add - activates the Subevent Types pop-up window presented earlier in Exhibit 4-18. After selecting a subevent from the window, enter the appropriate SCAP information (if any) and Planned Start and Complete dates. Pressing **<Enter>** at the last date field automatically adds the new subevent record to the database and returns the cursor to the status line. If no dates are entered, the following message appears at the bottom of the screen: **NO DATES ENTERED, SUBEVENT NOT ADDED**. The record is not added to the database, and the cursor returns to the status line.

Edit - permits modification of an existing subevent record; for example, use this option to add or modify SCAP Notes for an existing subevent, or to enter an Actual Start or Complete date. Entering "E" highlights the first record on the screen and displays the following selection prompt at the bottom of the screen: **Use ↑ or ↓ - press <Enter> to select**. When the desired subevent record is selected, the cursor is positioned at the SCAP Notes field; use the **<Enter>** key to move to the appropriate field(s) and make the necessary change(s). Pressing **<Enter>** at the last date field records the change(s) to the database and returns the cursor to the status line.

Delete - removes an existing subevent record from the database. Entering "D" highlights the first record on the screen and displays the following selection prompt at the bottom of the screen: **Use ↑ or ↓ - press <Enter> to select**. When the desired subevent record is selected, the following prompt appears at the bottom of the screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing **<Enter>** leaves the record unchanged. Typing "Y" and pressing **<Enter>** deletes the record and returns the cursor to the status line.

Comments - provides access to a Subevent Comments screen used to enter free-form comment text pertaining to a subevent. Entering "C" highlights the first record on the screen and displays the following selection prompt at the bottom of the screen: **Use ↑ or ↓ - press <Enter> to select**. When the desired subevent record is selected, a Subevent Comments screen appears. This screen functions the same as the Event Comments screen described in Section 4.3.10.

Leave - displays the Event Summary screen.

4.3.10 Comments

The "Comments" option is used to add, view, edit, or delete free-form comment text pertaining to an event. Selecting "Comments" from the Event Summary Menu options window displays an Event Comments summary screen showing all existing comments for the event. Exhibit 4-20 presents an example of this screen.

EVENT

Type the appropriate comment text. Text appears as it is typed; the **<Backspace>** and **<←>** keys can be used move the cursor backwards to correct mistakes. Also, the **<End>** key moves the cursor forward on a line, word by word, and the **<Home>** key moves the cursor backward on a line, word by word.

Text longer than one line automatically wraps to the next line. If more than eleven lines of text are entered, the text window automatically scrolls to provide additional blank lines for entering more text. After the comment text has been typed, press the **<PgDn>** key to enter it into the database. This action closes the text window and displays the Event Comments summary.

The "Select Comment ID" option on the Event Comments summary status line is used to choose an individual comment record for editing, deleting, or viewing purposes. Entering "S" at the status line displays the following selection prompt at the bottom of the screen: **ENTER COMMENT ID: ____ OR PRESS <Enter> TO EXIT.** Type the desired comment ID number and press **<Enter>**. Note: It is not necessary to enter the leading zeros of the comment ID number; for example, comment "001" can be entered as "1." The system displays the selected comment and presents a new status line, as shown in Exhibit 4-22.



Exhibit 4-22 Event Comments Status Line (Accessed From "Select Comment ID")

Select an option by typing its highlighted letter and pressing **<Enter>**. Options on the status line shown in Exhibit 4-22 are described below.

Add New Line - displays a pop-up window containing the comment text and presents the following prompt at the bottom of the screen: **↓ <PgDn> to EXIT ↑**. Cursor position is at the first line of text, as indicated by the reverse-video highlight bar. Use the **<↓>** key to move the light bar forward, stopping on the blank line immediately below the last line of existing text. Type the new text, then press **<PgDn>** to close the text window and add the new information to the database.

Edit Line - functions like "Add New Line." Entering "E" activates a pop-up window containing the comment text and displays the following prompt at the bottom of the screen: **↓ <PgDn> to EXIT ↑**. Cursor position is at the first line of text, as indicated by the reverse-video highlight bar. Use the **<↓>** key to move the light bar forward in the window; use the **<↑>** key to move the light bar back to a previous line. When the desired line is highlighted, use the **<←>**, **<→>**, **<Home>**, and **<End>** keys to move the cursor to the appropriate text within the line and make the necessary change(s). Press **<PgDn>** to close the window and record the change(s) to the database.

Delete Line - highlights the first line of the displayed comment and presents the following selection prompt: **Use ↑ or ↓ - press <Enter> to select.** After highlighting the desired line and pressing **<Enter>** to select it, the following deletion prompt appears at the bottom of the screen: **PRESS Y TO DELETE [N].** The default response is "N" (for "No"), so pressing **<Enter>** leaves the line unchanged. Type "Y" and press **<Enter>** to delete the selected line.

If no comment records have been entered, the status line offers only "Add" and "Leave" options, and the following message appears on the screen: **NO COMMENTS FOUND.**

VIEW		EVENT COMMENTS		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
OPUNIT: 00		SITE NAME: IMAGINARY INDUSTRIES			
EVENT: PA1		EVENT NAME: PRELIMINARY ASSESSMENT			

COMM ID	LINE NO.	COMMENTS	TYPE
001	01	THE UNREAL EXISTENCE OF THIS CHIMERICAL CORPORATION IS	
001	02	BASED UPON ITS ILLUSORY ORIGINS.	
002	01	PHONY FUMES FROM THIS FICTITIOUS FACTORY HAVE PERMEATED	TH
002	02	THE POPULATED PERIMETER.	

Add new comment
Select comment ID
View screen
Leave
[1]

Exhibit 4-20 Event Comments Summary Screen

The "Comm ID" field on the far left side of the screen is a system-generated sequential number assigned to a comment record when it is entered in the system. The "Line No." column identifies each line of text within a single comment record.

Entering "A" (for "Add" or "Add New Comment") at the status line of the Event Comments summary activates a pop-up window of Comment Types. Exhibit 4-21 illustrates this window.

COMMENT TYPE	
(BLANK)	
AT	ACTIONS TAKEN
ID	INCIDENT DESCRIPTION
MA	MATERIALS
TE	THREATS

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select

Exhibit 4-21 Comment Type Pop-Up Window

Use the <↑>, <↓>, <PgUp>, <PgDn>, <Home>, and <End> keys to highlight the desired comment type, and press the <↵> (<Enter>) key to select it. This action closes the Comment Type pop-up window, presents a blank pop-up window for entering the comment text, and displays the following prompt at the bottom of the screen: ↓ <PgDn> to EXIT ↑.

VIEW	RCRA ID	SCREEN 1 OF 1
REF NO.: 00007	EPA ID: MAD123456789	
OPUNIT: 00	SITE NAME: IMAGINARY INDUSTRIES	
EVENT: RA1	EVENT NAME: REMEDIAL ACTION	
RCRA OFFSITE ID		
123456789012		
Add	Delete	Leave

Exhibit 4-23 RCRA ID "VIEW" Screen

If no RCRA ID has been entered for the event, only "Add" and "Leave" options appear on the status line, and the following message is displayed on the screen: **NO RCRA ID DEFINED FOR THIS EVENT.**

Options on the RCRA ID "VIEW" screen status line are described below.

Add - presents a blank ID NO. data field at the bottom left corner of the screen. Type the appropriate RCRA ID number and press <Enter>. The data field disappears, the new RCRA ID number appears under the RCRA Offsite ID column heading, and the cursor returns to the status line.

Delete - displays the following selection prompt at the bottom of the screen: Use ↑ or ↓ - press <Enter> to select. When the desired RCRA ID record is highlighted and selected, the following prompt appears at the bottom of the screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the ID unchanged. Typing "Y" and pressing <Enter> deletes the selected ID and returns the cursor to the status line.

Leave - displays the Event Summary screen.

4.3.12 Technical Info

This option provides access to the screens used to view, add, edit, or delete technical information types and associated qualifiers for Removal events. Choosing this option presents a Technical Information "VIEW" screen showing all previously entered technical information types for the selected event. Exhibit 4-24 presents an example of the Technical Information "VIEW" screen.

View - provides view-only access to the selected comment record. If the entire comment record is visible on the current screen, entering "V" (for "View") displays a new status line containing only a "Leave" option. If more text exists than is visible on the current screen, entering "V" displays a new status line containing "Forward," "Back," and "Leave" options. Enter "F" (for "Forward") to display the next page of comment text, "B" (for "Backward") to display the previous page, and "L" (for "Leave") to exit "View" mode and return to the status line shown in Exhibit 4-22.

Leave - displays the Event Comments summary screen (presented earlier in Exhibit 4-20) showing all comments entered for the selected site.

The "View Screen" option on the Event Comments summary (see Exhibit 4-20) provides view-only access to comment records for the selected event. If all comments for the selected event are visible on the initial Event Comments summary screen, then entering "V" (for "View Screen") displays a new status line containing only a "Leave" option. However, if more comment records exist for the event than are visible on the initial summary screen, selecting the "View Screen" option presents a different status line containing the following options:

Forward - presents the next page of comment records for the selected event. Entering "F" when the last (or only) page of comments is already displayed results in the message **END OF SELECTED LIST**.

Back - presents the previous page of comment records for the selected event. Entering "B" when the first (or only) page of comments is already displayed results in the message **BEGINNING OF SELECTED LIST**.

Leave - displays the original Event Comments summary screen status line (see Exhibit 4-20).

Entering "L" for "Leave" at the original Event Comments summary status line displays the Event Summary screen from which the "Comments" menu option was selected.

4.3.11 RCRA ID

An RCRA ID is a number that identifies the RCRA facility receiving material removed from a site. This option applies to Removal, Remedial Action, and Expedited Response Action events only. Selecting this option presents an RCRA ID "VIEW" screen; Exhibit 4-23 illustrates this screen.

EVENT

Use the <↑>, <↓>, <PgUp>, <PgDn>, <Home>, and <End> keys to move the light bar, or type the first character of the desired technical information type code; if multiple codes begin with the same character, keep pressing the character until the desired type is highlighted.

Press the <↵> (<Enter>) key to select the highlighted technical information type.

Note: Once selected, the technical information type is removed from the list of available entries in the Technical Information Types window. This feature prevents the same technical information type from being entered more than once for the same event.

Selecting a technical information type closes the pop-up window, displays the selected technical information type on the Technical Information screen, and presents the prompt shown in Exhibit 4-26.

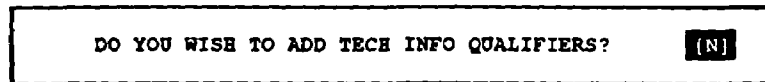


Exhibit 4-26 Technical Information Qualifiers Prompt

The default response is "N" (for "No"), so pressing <Enter> bypasses the Qualifier entry routine and displays the Event Summary screen. Typing "Y" (for "Yes") and pressing <Enter> presents a pop-up window of qualifier selections. Entries in the qualifier window vary, based on the technical information type selected.

An example of the Qualifiers pop-up window is presented in Exhibit 4-27. This window contains a marking feature that allows multiple qualifiers to be entered for the same technical information type. Use the <↑>, <↓>, <PgUp>, <PgDn>, <Home>, and <End> keys to move the light bar, or type the first character of a qualifier to highlight it; if multiple qualifiers begin with the same character, keep pressing the character until the desired qualifier is highlighted. Then, mark the qualifier by pressing the <↵> (<Enter>) key; a triangular pointer appears to the left of the selected qualifier. Pressing <Enter> on a marked qualifier unmarks the qualifier by removing the triangular pointer.

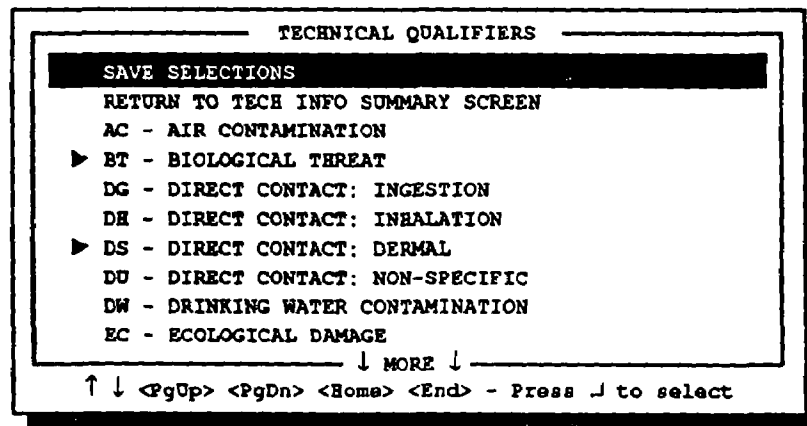


Exhibit 4-27 Technical Information Qualifiers Pop-Up Window

If no technical information types have been entered for the selected event, only "Add" and "Leave" options appear on the status line, and the following message is displayed on the screen: **NO TECHNICAL INFORMATION RECORDS FOUND FOR THIS EVENT.**

VIEW		TECHNICAL INFORMATION		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
OPUNIT: 00		SITE NAME: IMAGINARY INDUSTRIES			
EVENT: RA1		EVENT NAME: REMEDIAL ACTION			
TECH INFO TYPE	NAME	QUALIFIERS			
AT	ALTERNATIVE TECH TYPES	YES			
DW	DRINKING WATER PROVIDED	NO			
IC	ITEMS AT LOCA/COND OF ITEMS	YES			
<div> Add Edit/delete Leave (L) </div>					

Exhibit 4-24 Technical Information "VIEW" Screen

When the screen appears, the cursor is at the status line. The default option is "L" (for "Leave"), so pressing <Enter> displays the Event Summary screen.

To add a technical information type, enter "A" (for "Add") at the status line. The screen changes to "ADD" mode, and a pop-up window of available technical information types appears. Exhibit 4-25 depicts the Technical Information Types pop-up window.

TECHNICAL INFORMATION TYPES	
RETURN TO TECH INFO SUMMARY SCREEN	
AT - ALTERNATIVE TECH TYPES	
B1 - NON-MOBILE INCINER, PYROLYSIS	
D1 - NON-MOBILE STAB, SOLID, ENCAPS	
DW - DRINKING WATER PROVIDED	
EA - ACCESSIBILITY	
EH - ENVIRONMENTAL/HEALTH THREATS	
ET - FACILITY/SOURCE TYPE	
F1 - NON-MOBILE CHEMICAL	
GT - GENERAL TREATMENT TECHNIQUE	
↓ MORE ↓	
↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select	

Exhibit 4-25 Technical Information Types Pop-Up Window

EVENT

Save - records qualifier changes to the database. After adding or removing the appropriate qualifiers, enter "S" to save the changes and return to the Event Summary screen.

Leave - forfeits all changes and displays the Event Summary screen.

4.3.13 Chemical Info

This option provides access to the screen used to view, add, edit, or delete chemical information for Removal events. Choosing this option presents a Chemical Summary "VIEW" screen showing all previously entered chemical records for the selected event. This screen is similar to the Chemical Summary "ADD" screen illustrated in Exhibit 4-29, except that the status line at the Chemical Information box near the middle of the screen does not appear.

If no chemical information has been entered for the selected event, only "Add" and "Leave" options appear on the status line, and the following message is displayed on the screen: **NO CHEMICAL RECORDS FOUND**.

Entering "A" (for "Add") activates the status line at the Chemical Information box near the middle of the screen. Exhibit 4-29 depicts the Chemical Summary "ADD" screen.

CAS NO.	CHEMICAL NAME	COMMON NAME
101202	BENZYL BOGUSINE	GNARLYMINE
123400	TETRA TUBULARIDE	AWESOMOL

At the bottom of the screen are buttons: Add, Edit, Leave, and a status indicator [1].

Exhibit 4-29 Chemical Summary "ADD" Screen

To search for the desired chemical using its chemical name, enter "1"; to search for a chemical using its Chemical Abstracts (CAS) number, enter "2"; to exit "ADD" mode and return to the status line at the bottom of the screen, enter "L" (for "Leave").

When all of the appropriate qualifiers have been marked, highlight the "Save Selections" option at the top of the window. The selected qualifier(s) is (are) displayed at the bottom left corner of the screen, and the cursor appears at the status line. The default option is "A" (for "Add"), so press <Enter> to add the selected qualifier(s) to the technical information type and return to the Event Summary screen. Entering "L" (for "Leave") enters the technical information type without adding any qualifiers and displays the Event Summary screen.

To edit or delete an existing technical information type or qualifier(s), enter "E" (for "Edit/delete") at the status line of the Technical Information "VIEW" screen (see Exhibit 4-24). The system highlights the first record on the screen and displays the following prompt at the bottom of the screen: Use ↑ or ↓ - press <Enter> to select.

Once the desired record is highlighted and selected, the screen changes to "EDIT" mode, displays any qualifiers associated with the selected technical information type, and presents a new status line. Exhibit 4-28 illustrates the Technical Information "EDIT" screen status line.



Exhibit 4-28 Technical Information "EDIT" Screen Status Line

If no qualifiers are associated with the selected technical information record, the following message appears at the bottom of the screen: **NO QUALIFIERS HAVE BEEN SELECTED ... PLEASE EDIT TO ADD QUALIFIERS.** When the message disappears, the status line shown in Exhibit 4-28 appears.

Options on the status line shown in Exhibit 4-28 are described below.

Edit/delete - used to add/remove qualifiers for a technical information record, or to delete a technical information record from the database. Entering "E" (for "Edit") displays the Qualifiers window presented earlier in Exhibit 4-27. To add a qualifier, highlight the desired unmarked qualifier and press <Enter>; a triangular pointer appears next to the selection. To remove a qualifier, highlight the desired marked qualifier and press <Enter>; the triangular pointer disappears.

Once all of the appropriate qualifiers have been marked/ unmarked, highlight the "Save Selections" option at the top of the Qualifier window and press <Enter>. If qualifiers remain selected, the Qualifiers window disappears and the cursor returns to the status line. If all qualifiers were removed (or never existed), the Qualifiers window disappears and the following delete prompt is displayed at the bottom of the screen: **PRESS Y TO DELETE [N].**

The default response is "N" (for "No"), so pressing <Enter> leaves the technical information record in the database and places the cursor at the status line. Typing "Y" and pressing <Enter> deletes the technical information type and qualifiers and displays the Event Summary screen.

To delete a chemical record, enter "D" (for "Delete") at the status line at the bottom of the Chemical Summary screen. The system displays the following selection prompt at the bottom of the screen: Use ↑ or ↓ - press <Enter> to select. When the desired chemical record is highlighted and selected, the following prompt appears at the bottom of the screen: PRESS Y TO DELETE [N]. The default response is "N" (for "No"), so pressing <Enter> leaves the chemical unchanged. Typing "Y" (for "Yes") and pressing <Enter> deletes the selected chemical and returns the cursor to the Chemical Summary "VIEW" screen status line.

4.3.14 Financial

This option provides access to financial information for the selected event. Important: With the exception of Planned Obligation records, write access to WasteLAN financial information is limited to users who have financial system access rights. Financial information includes event/fund (C3200), enforcement Case Budget (C2600), enforcement Cost Recovery (C2900), and NSI financial (P1400) records.

Users without write access to financial data encounter the following error message when attempting to add or edit financial records: **YOU DO NOT HAVE FINANCIAL RIGHTS.** The WasteLAN System Administrator is responsible for assigning financial system access rights.

Planned Obligation financial records in the event/fund (C3200), enforcement Case Budget (C2600), and NSI financial (P1400) databases are considered SCAP information. Therefore, write access to these records is determined by SCAP access rights. Users who do not have SCAP access rights encounter the following error message when attempting to add or edit Planned Obligation records: **SCAP LOCKOUT CURRENTLY IN PROGRESS.** The WasteLAN System Administrator is responsible for assigning SCAP access.

Choosing the Financial option activates a pop-up window of financial types. Exhibit 4-31 illustrates the Financial Types pop-up window.

FINANCIAL TYPES	
RETURN TO EVENT	
*	ADD/DELETE ACN/DCN
A	ACTUAL OBLIGATION
C	COMMITMENT
D	DEOBLIGATION
E	RA COST ESTIMATE
H	TES WORK ASSIGNMENT AMOUNT
I	DEOUTLAY
M	DECOMMITMENT
O	OUTLAY
↓ MORE ↓	
↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select	

Exhibit 4-31 Financial Types Pop-Up Window

Important: Not all financial types are visible in the first page (screenful) of entries. Use the <↓>, <PgDn>, and <End> keys to scroll forward in the window; use the <↑>, <PgUp>, and <Home> keys to scroll back to previous entries. Select a highlighted entry by pressing the <↵> (<Enter>) key. Choosing the "Return to Event" entry closes the window without selecting a financial type.

Entering "1" places the cursor at the Chem Name field. The highlighted first letter of the field name indicates that this field is linked to a pop-up window; however, entering a "?" does not activate a pop-up window showing all available chemical names. Instead, entering a full or partial chemical name initiates a search of the database. Then the system displays a pop-up window listing all of the chemicals in the database for which any part of the chemical or common name matches the name entered. If no matches are found, the following message is displayed at the bottom of the screen: **CHEMICAL NAME NOT FOUND.**

Exhibit 4-30 presents an example of the Valid Chemicals pop-up window that appears upon completion of a successful search on chemical name. In this example, the character string "line" was entered in the Chem Name field.

VALID CHEMICALS	
SELECT BLANK TO CLOSE WINDOW	
22468	2-TRAMPOLINE
135791	4,4'-MERCEDES BENZYLINE
987654	CRINOLINE
72921	DI-FREDANETHYLINE
80634	DUDROPMEALINE
407721	EVANGELINE
100536	ETHYMERTZALINE
68024	TURALURALURALINE
936725	URADINGALINE
122333	VALVOLINE
↓ MORE ↓	
↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select	

Exhibit 4-30 Valid Chemicals Pop-Up Window

The window shows the CAS number and chemical name of all chemicals that meet the search criteria. Use the <↑>, <↓>, <PgUp>, <PgDn>, <Home>, and <End> keys to scroll the light bar and highlight the desired chemical, or type the first character of the desired entry; if multiple entries begin with the same character, keep pressing the character until the desired chemical is highlighted.

Press the <↵> (<Enter>) key to select the highlighted chemical. This action closes the pop-up window and enters the chemical name, common name, and CAS number of the selected chemical in the corresponding fields. The cursor returns to the bottom status line, which offers the following options:

Add - appears as the default option; press <Enter> to add the chemical information to the event record.

Edit - returns the cursor to the search option status line in the Chemical Information box in the middle of the screen. Enter "1" or "2" to conduct another search and select a different chemical.

Leave - displays the original Chemical Summary screen status line (see Exhibit 4-29).

EVENT

If the ACN/DCN combination entered does not exist, the following message appears at the bottom of the screen: **THIS ACN/DCN PAIR NOT FOUND**. The system clears the ACN and DCN fields and returns the cursor to the status line. Enter "D" to begin the delete routine again.

If the ACN/DCN combination entered is associated with an existing financial record, the system will not allow it to be deleted; the following message appears at the bottom of the screen: **FUND FINANCIAL RECORDS ATTACHED TO THIS ACN/DCN**. The ACN/DCN remains in the database, and the system clears the ACN and DCN fields and returns the cursor to the status line. Enter "D" to begin the delete routine again. Entering "L" (for "Leave") at the status line displays the Financial Types pop-up window.

Selecting any of the other financial types (see Exhibit 4-31) displays a Financial Summary screen showing all existing records for the selected type. Exhibit 4-33 presents an example of a Financial Summary screen for Actual Obligations.

VIEW		FINANCIAL SUMMARY				ACTUAL OBLIGATIONS		
REF NO.: 00007		EPA ID: MAD123456789						
OPUNIT: 01		SITE NAME: IMAGINARY INDUSTRIES						
EVENT: RV1		EVENT NAME: REMOVAL ACTION						
SEQ NO.	CON VEH	IFMS FLAG	DATE	AMOUNT	ACN	DCN	WORK ASGN NO.	AMND NO.
NEW	CNT	C	06/19/90	1,000,000	8TGB01PP87	PE0042		
001	ARC01	F	04/09/90	125,000	9TGB01PP88	PE0129		
<div>Add Edit/delete Comments Leave [L]</div>								

Exhibit 4-33 Financial Summary Screen (Actual Obligations)

The summary screens for other financial types are similar to the Actual Obligations summary screen; only the title at the top right of screen varies, based on the financial type selected. Exception: There are three financial types for which regional personnel cannot add new records: Outlay, Cumulative Outlay, and Deoutlay. For these financial types, the "Add" option will not be displayed on the financial summary screen status line. New records for these types are created in IFMS and added to the regional database via CERCLIS downloads.

The Seq(ue)nce No. (far left column) is a system-generated number assigned when the record is uploaded to CERCLIS; if the record has not yet been uploaded, the word "NEW" appears in this column. An IFMS Flag value (third column) of "C" (for "CERCLIS") is automatically generated when a new record is added; this value changes to "F" when IFMS sends data to the mainframe and a match is made when the data is downloaded to WasteLAN.

The "Add/Delete ACN/DCN" option is used to add and delete Account Numbers (ACN) and Document Control Numbers (DCN) that link financial data from EPA's Integrated Financial Management System (IFMS) on the mainframe to regional financial data. The ACN/DCN combination is required for IFMS transfer. Selecting this option presents the screen shown in Exhibit 4-32.

VIEW		ADD/DELETE ACN/DCN		SCREEN 1 OF 1	
REF NO.:	00007	EPA ID:	MAD123456789		
OPUNIT:	01	SITE NAME:	IMAGINARY INDUSTRIES		
EVENT:	RV1	EVENT NAME:	REMOVAL ACTION		
<div style="display: flex; justify-content: space-around; margin-top: 100px;"> <div>ACN: <input type="text"/></div> <div>DCN: <input type="text"/></div> </div>					
<div style="display: flex; justify-content: space-around;"> Add Delete Leave [L] </div>					

Exhibit 4-32 Add/Delete ACN/DCN Screen

When the screen appears, the cursor is at the status line. The default option is "L" (for "Leave"), so pressing <Enter> displays the Financial Types pop-up window (Exhibit 4-31).

To add an ACN/DCN combination, enter "A" (for "Add"). The status line changes, offering an "Edit" option instead of "Delete," and the cursor moves to the ACN field. Type a 10-digit ACN and press <Enter>; the cursor moves to the DCN field. Type a 6-digit DCN and press <Enter>; the cursor moves to the status line, where "A" (for "Add") is the default option. Press <Enter> to add the ACN/DCN combination to the database.

Entering "E" (for "Edit") before adding the record moves the cursor to the ACN field, allowing you to modify the ACN/DCN combination before adding it. Entering "L" (for "Leave") displays the Financial Types pop-up window.

To delete an ACN/DCN combination, enter "D" (for "Delete") at the status line. The cursor moves to the ACN field. Type an existing ACN and press <Enter>; the cursor moves to the DCN field. Type an existing DCN and press <Enter>. The cursor returns to the status line, where "D" is the default option; press <Enter> to delete the ACN/DCN combination.

EVENT

Important: Larger pop-up windows often contain more entries than are visible in the first page (screenful) of the window. Use the <↓>, <PgDn>, and <End> keys to scroll forward; use the <↑>, <PgUp>, and <Home> keys to scroll back to previous entries. Typing the first letter of an entry moves the light bar to that entry; if multiple entries begin with the same letter, keep pressing the letter until the desired entry is highlighted. Press the <→> (<Enter>) key to select the highlighted entry. This action closes the pop-up window and places the selected entry in the data field.

BUDGET SOURCE

(BLANK)
D HQ REMEDIAL
E ENFORCEMENT
L FEDERAL FACILITY
M HQ REMOVAL
N HQ ENFORCEMENT
R REMEDIAL
V REMOVAL

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select

FND PRIORITY STATUS

(BLANK)
ALT ALTERNATE
APR APPROVED
CON CONTINGENCY FUNDING

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select

ACTUAL OBLIGATION SCREEN 1 OF 1

REF NO.: 00007 EPA ID: MAD123456789
 OP UNIT: 01 SITE NAME: IMAGINARY INDUSTRIES
 EVENT: RW1 EVENT NAME: REMOVAL ACTION

DATE: [REDACTED] AMOUNT: [REDACTED]
 BUDGET SOURCE: [REDACTED] FND PRIORITY STATUS: [REDACTED]
 ACN: [REDACTED] DCN: [REDACTED]
 CONTRACT VEH: [REDACTED] CONTRACTOR: [REDACTED]
 WORK ASGN NO.: [REDACTED] AMND NO.: [REDACTED]
 IFMS FLAG: C OBJECT CLASS: [REDACTED]

SCAL NOTE: [REDACTED]

CONTRACT VEHICLE

(BLANK)
ARC ALTERNATE REMEDIAL CONTRACTING STRATEGY
BUR BURECS
CAG COOPERATIVE AGREEMENT
CNT CONTRACT
COE U.S. ARMY CORPS OF ENGINEERS
EBS EBASCO
EML EMSL
ERC EMERGENCY RESPONSE CLEANUP SERVICES
ETA 8(A) CONTRACT
FIT FIELD INVESTIGATION TEAM
GAN GANNETT
GEO GEOTRANS
HKR HOOKER, NIAGARA FALLS, NY
IAG INTERAGENCY AGREEMENT

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select

edit save

Exhibit 4-35 Pop-Up Windows for Event Financial Data screens

To return the cursor to the status line, press the <PgDn> key. Exception: Pressing <PgDn> at a required field does not move the cursor to the status line; data must be entered in the required field first.

The default option on the data screen status line is "A" (for "Add"); press <Enter> to add the record to the database and return to the Financial Summary. Entering "E" (for "Edit") at the data screen status line returns the cursor to the Date field, allowing you to modify the record before adding it to the database. Entering "L" (for "Leave") at the data screen status line displays the Financial Summary screen without adding the record to the database.

Important: An IFMS Flag value of "E" indicates a discrepancy between IFMS and CERCLIS financial records. Changing the IFMS Flag value from "E" to "F" indicates agreement with the records as shown. For records with an IFMS Flag value of "E" or "F," only the Budget Source, Contract Veh(icle), Contractor, and IFMS Flag fields (see Exhibit 4-34) may be edited for the record.

If no records exist for the selected financial type, the following message appears on the screen: **NO FINANCIAL RECORDS FOUND FOR THIS EVENT TYPE.** To add a new record, enter "A" (for "Add") at the status line. An "ADD" screen containing blank data entry fields appears. An example of the Actual Obligation data screen is presented in Exhibit 4-34.

ADD		ACTUAL OBLIGATION		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
OPUNIT: 01		SITE NAME: IMAGINARY INDUSTRIES			
EVENT: RV1		EVENT NAME: REMOVAL ACTION			
DATE: <input type="text"/> B UDGET SOURCE: <input type="text"/> ACN: <input type="text"/> C ONTRACT VEH: <input type="text"/> WORK ASGN NO.: <input type="text"/> IFMS FLAG: C		AMOUNT: <input type="text"/> F ND PRIORITY STATUS: <input type="text"/> DCN: <input type="text"/> CONTRACTOR: <input type="text"/> AMND NO.: <input type="text"/> OBJECT CLASS: <input type="text"/>			
SCAP NOTE: <input type="text"/>					
<input type="button" value="Add"/>		<input type="button" value="Edit"/>		<input type="button" value="Leave"/>	
<input type="button" value="1"/>					

Exhibit 4-34 Financial Record "ADD" Screen (Actual Obligation)

Data screens for other financial types are very similar to the Actual Obligations data screen. However, some fields do not apply to some financial types and therefore will not appear on the screen.

When the data screen appears, the cursor is at the Date field. Use the <Enter> key to move to each field and enter the appropriate data. The Budget Source, Fnd Priority Status and Contract Veh(icle) fields are all linked to pop-up windows, as indicated by the highlighted first letter of the field name. Entering a "?" in any of these fields activates the pop-up window. Exhibit 4-35 depicts the pop-up windows available on fund financial data screens.

4.3.15 Rolodex

The "Rolodex" option provides access to contact information pertaining to the site. Selecting this option displays a Rolodex Summary "VIEW" screen that shows the contact names and telephone numbers associated with all event records entered for the site. Exhibit 4-37 presents an example of a Rolodex Summary "VIEW" screen.

If no contact information has been entered for the site, the status line only offers "Add" and "Leave" options and the screen displays the following message: **NO ROLODEX RECORDS FOUND.**

VIEW		ROLODEX SUMMARY		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
OPUNIT: 01		SITE NAME: IMAGINARY INDUSTRIES			
EVENT: RV1		EVENT NAME: REMOVAL ACTION			
CONTACT	NAME	ORGANIZATION	CONTACT NO.	SOURCE	
BACH		EPA	(501) 359-8042	00 DS1	
BAKER		EPA	(508) 555-1234	00 PA1	
Add		Edit/delete		Leave	
[L]					

Exhibit 4-37 Rolodex Summary Screen

The Source field (far right-hand column) is system-generated. This field indicates the opunit/event record in which the contact information was entered.

When the Rolodex Summary appears, the cursor is at the status line. The default option is "L" (for "Leave"), so pressing <Enter> displays the Event Summary screen.

To add a contact information to the database, enter "A" (for "Add"). A Rolodex Information "ADD" screen appears; Exhibit 4-38 illustrates this screen.

To edit or delete an existing financial record, enter "E" (for "Edit/delete") at the Financial Summary status line. The system highlights the first record in the summary and displays the following prompt: Use ↑ or ↓ - press <Enter> to select.

After highlighting the desired record and pressing <Enter> to select it, an "EDIT" screen appears. This screen is similar to the "ADD" shown previously in Exhibit 4-34, except that existing data is displayed in the fields and the status line offers the options illustrated in Exhibit 4-36.



Exhibit 4-36 Financial Data "EDIT" Screen Status Line

Options on the financial "EDIT" screen status line are described below.

Edit - places the cursor at the first data field to permit modification of the displayed data. Use the <Enter> key to move the cursor to the appropriate field(s) and make the necessary change(s). **Note:** The cursor is already at the first data field when the "EDIT" screen first appears; use this option to make additional changes/corrections after editing the existing data.

Delete - removes the selected financial record from the database. Entering "D" displays the following prompt at the bottom of the screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the record unchanged. Type "Y" and press <Enter> to delete the record and return to the Financial Summary screen.

Save - records the changes to the database. After editing all necessary data, use the <PgDn> key or press <Enter> at the last data field to access the status line. "S" is the default option, so pressing <Enter> at the status line saves the changes.

Leave - displays the Financial Summary screen.

The "Comments" option on the Financial Summary status line provides access to free-form comment text for a financial record. **Note:** This option is only available for financial records that have been assigned a sequence number (i.e., have been uploaded to CERCLIS).

Choosing this option displays the following selection prompt at the bottom of the screen: Use ↑ or ↓ - press <Enter> to select. After highlighting and selecting the appropriate record, a Financial Comments "VIEW" screen appears, showing all existing comments for the selected financial record. This screen functions like the Site Comments screen described in Chapter 3, Section 3.5.5.

Entering "L" (for "Leave") at the Financial Summary screen displays the Financial Types pop-up window. Select the "Return to Event" option to close the window and return to the Event Summary status line.



Exhibit 4-39 Rolodex Information "EDIT" Screen Status Line

Options on the Rolodex Information "EDIT" screen status line are described below.

Edit - places the cursor at the first data field to permit modification of the displayed data. Use the <Enter> key to move the cursor to the appropriate field(s) and make the necessary change(s). Note: The cursor is already at the first data field when the "EDIT" screen first appears; use this option to make additional changes/corrections after editing the existing data.

Delete - removes the selected financial record from the database. Entering "D" displays the following prompt at the bottom of the screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the record unchanged. Type "Y" and press <Enter> to delete the record and return to the Rolodex Summary screen.

Save - records the changes to the database. After editing all necessary data, use the <PgDn> key or press <Enter> at the last data field to access the status line. "S" is the default option, so pressing <Enter> at the status line saves the changes.

Leave - displays the Rolodex Summary screen.

Entering "L" (for "Leave") at the Rolodex Summary screen displays the Event Summary screen.

4.3.16 Regional Fields

Regional fields are used to track regionally defined data associated with an event. The WasteLAN System Administrator can change regional field names using a function in the System Administration module.

Regional fields accept alpha or numeric data; the number of allowable characters is limited to the size of the field as it appears on the screen. Exhibit 4-40 presents an example of the Regional Fields screen that appears if no regional data has been entered yet.

ADD	ROLODEX INFORMATION	SCREEN 1 OF 1
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> REF NO.: 00007 OPUNIT: 01 EVENT: RV1 </div> <div style="width: 45%;"> EPA ID: MAD123456789 SITE NAME: IMAGINARY INDUSTRIES EVENT NAME: REMOVAL ACTION </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> NAME: [REDACTED] TITLE: [REDACTED] ADDRESS: [REDACTED] CITY: [REDACTED] STATE: [REDACTED] </div> <div style="width: 45%;"> CONTACT NO.: [REDACTED] ORGANIZATION: [REDACTED] ZIP: [REDACTED] </div> </div>		
NOTE: [REDACTED]		
<div style="display: flex; justify-content: space-around;"> Add Edit/delete Leave [L] </div>		

Exhibit 4-38 Rolodex Information "ADD" Screen

When the screen appears, the cursor is at the first data field. Type the contact name and press <Enter>. Use the <Enter> key to move to each field and enter the appropriate information.

Pressing <Enter> at the last field returns the cursor to the status line, where the default option is "A" (for "Add"). Press <Enter> to add the record to the database and return to the Rolodex Summary.

To edit the newly entered information before adding it to the database, enter "E" (for "Edit") at the "ADD" screen status line. The cursor returns to the first data field; use the <Enter> key to move to the appropriate field(s) and make the necessary change(s). Use the <PgDn> key or press <Enter> at the last data field to return to the status line, where the default option is again "A" (for "Add"); press <Enter> to add the record to the database and return to the Rolodex Summary. Entering "L" (for "Leave") at the "ADD" screen status line discards the information entered and displays the Rolodex Summary screen.

To **modify** or delete an existing rolodex record, enter "E" (for "Edit/delete") at the Rolodex Summary status line. The system displays the following selection prompt at the bottom of the screen: Use ↑ or ↓ - press <Enter> to select.

After the desired record has been highlighted and selected, a Rolodex Information "EDIT" screen appears. This screen is very similar to the "ADD" screen presented in Exhibit 4-38, except that existing data is displayed in the fields, and the status line offers the options shown in Exhibit 4-39.

EVENT

Select an option by typing its corresponding highlighted letter and pressing <Enter>. Options on the status line shown in Exhibit 4-41 are described below.

Edit - places the cursor at the first data field to permit modification of the displayed data. Use the <Enter> key to move the cursor to the appropriate field(s) and make the necessary change(s).

Delete - removes existing regional data for the event from the database. Entering "D" displays the following prompt at the bottom of the screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the record unchanged. Type "Y" and press <Enter> to delete the record and return to the Event Summary screen.

Save - records added or changed data to the database. Important: This option must be used to save both new and modified data. Enter "S" at the status line after adding new regional data or editing existing data.

Leave - displays the Event Summary screen. Caution: Selecting this option before using the "Save" option displays the Event Summary screen without saving any additions or changes.

4.3.17 Activity Text

The "Activity Text" option is used to record developments and track the progress of certain pre-remedial, remedial, and removal event types. This option functions very much like the "Comments" option. Choosing the "Activity Text" option displays an Activity Text summary screen showing all existing activity text records for the selected event at the specified site. Exhibit 4-42 presents an example of the Activity Text summary screen.

If no activity text records have been entered, the status line offers only "Add" and "Leave" options, and the following message appears on the screen: **NO ACTIVITY TEXT RECORDS FOUND FOR THIS SITE.**





VIEW	REGIONAL FIELDS	SCREEN 1 OF 1
<div style="display: flex; justify-content: space-between;"> <div> REF NO.: 00007 OPUNIT: 01 EVENT: RV1 </div> <div> EPA ID: MAD123456789 SITE NAME: IMAGINARY INDUSTRIES EVENT NAME: REMOVAL ACTION </div> </div>		
<div style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">EVENT DATA</div> <div style="margin-top: 20px;"> C2161 :  C2162 :  C2163 :  C2164 :  </div>		
Add Edit Leave { }		

Exhibit 4-40 Regional Fields "VIEW" Screen

In this example, when the screen appears, the cursor is positioned at the first regional field. Type the appropriate data and/or press <Enter>. Use the <Enter> key to move to each field and enter data. Pressing <Enter> at the last field moves the cursor to the status line, which offers the following options:

Add - records the newly entered regional data to the database. Entering "A" adds the data and displays the Event Summary screen.

Edit - places the cursor at the first data field to permit modification of the displayed data. Use the <Enter> key to move the cursor to the appropriate field(s) and make the necessary change(s).

Leave - displays the Event Summary screen without saving any additions or changes.

If regional data already exists for the selected event, then choosing the "Regional Fields" option in the Menu options window displays a screen very similar to the one shown in Exhibit 4-40, except that existing data is displayed in the fields, and the status line offers different options. Exhibit 4-41 illustrates the status line that appears on a Regional Fields screen containing existing data.

Edit	Delete	Save	Leave	{ }
------	--------	------	-------	-----

Exhibit 4-41 Regional Fields Screen Status Line (Existing Data)

Use the <↑>, <↓>, <PgUp>, <PgDn>, <Home>, and <End> keys to highlight the desired activity text type, and press the <↵> (<Enter>) key to select it. This action closes the activity text types pop-up window, presents a blank pop-up window for entering the activity text, and displays the following prompt at the bottom of the screen:
↓ <PgDn> to EXIT ↑.

Type the appropriate activity text. Text appears as it is typed; the <Backspace> and <←> keys can be used move the cursor backwards to correct mistakes. Also, the <End> key moves the cursor forward on a line, word by word, and the <Home> key moves the cursor backward on a line, word by word.

Text longer than one line automatically wraps to the next line. If more than eleven lines of text are entered, the text window automatically scrolls to provide additional blank lines for entering more text. After the activity text has been typed, press the <PgDn> key to enter it into the database. This action closes the text window and displays the Activity Text summary.

The "Select Comment ID" option on the Activity Text summary status line is used to choose an individual activity text record for editing, deleting, or viewing purposes. Entering "S" at the status line displays the following selection prompt at the bottom of the screen: ENTER COMMENT ID: ____ OR PRESS <Enter> TO EXIT. Type the desired comment ID number and press <Enter>. **Note:** It is not necessary to enter the leading zeros of the comment ID number; for example, comment "001" can be entered as "1." The system displays the selected activity text record and presents a new status line, as shown in Exhibit 4-44.

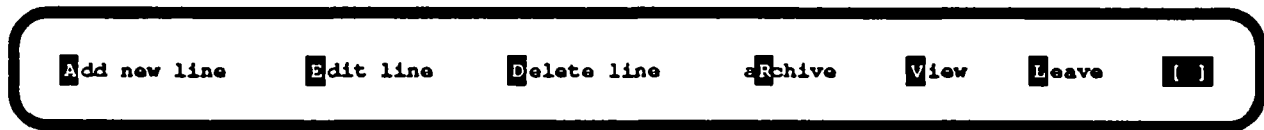


Exhibit 4-44 Activity Text Status Line (Accessed From "Select Comment ID")

Select an option by typing its highlighted letter and pressing <Enter>. Options on the status line shown in Exhibit 4-44 are described below.

Add New Line - displays a pop-up window containing the activity text and presents the following prompt at the bottom of the screen: ↓ <PgDn> to EXIT ↑. Cursor position is at the first line of text, as indicated by the reverse-video highlight bar. Use the <↓> key to move the light bar forward, stopping on the blank line immediately below the last line of existing text. Type the new text, then press <PgDn> to close the text window and add the new information to the database.

Edit Line - functions like "Add New Line." Entering "E" activates a pop-up window containing the activity text and displays the following prompt at the bottom of the screen: ↓ <PgDn> to EXIT ↑. Cursor position is at the first line of text, as indicated by the reverse-video highlight bar. Use the <↓> key to move the light bar forward in the window; use the <↑> key to move the light bar back to a previous line. When the desired line is highlighted, use the <←>, <→>, <Home>, and <End> keys to move the cursor to the appropriate text within the line and make the necessary change(s). Press <PgDn> to close the window and record the change(s) to the database.

VIEW		ACTIVITY TEXT		SCREEN 1 OF 1
REF NO.: 00007		EPA ID: MAD123456789		
OPUNIT: 01		SITE NAME: IMAGINARY INDUSTRIES		
EVENT: RAL		EVENT NAME: REMEDIAL ACTION		
COMM	LINE	COMMENTS		PRG-TYPE
ID	NO.			
001	01	THE UNREAL EXISTENCE OF THIS IMAGINARY INCIDENT IS		PE
001	02	COMPLICATING CORPOREAL CLEANUP.		
002	01	PHONY FUMES FROM THIS FICTITIOUS FACTORY HAVE PERMEATED		PE
002	02	THE POPULATED PERIMETER.		
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> Add new comment Select comment ID View screen Lease [] </div>				

Exhibit 4-42 Activity Text Summary Screen

The "Comm ID" field on the far left side of the screen is a system-generated sequential number assigned to an activity text record when it is entered in the system. The "Line No." column identifies each line of text within a single activity text record.

Entering "A" (for "Add" or "Add New Comment") at the status line of the Activity Text summary activates a pop-up window of activity text types. Exhibit 4-43 illustrates this window.

ACTIVITY TEXT	
GA	REMEDIAL GENERAL ACTIVITY
GV	REMOVAL GENERAL ACTIVITY
MC	REMEDIAL ACTIONS TO MEET COMMITMENT
NV	REMOVAL OSC NAME
PE	PROBLEMS ENCOUNTERED WITH REMEDIAL WORK
PR	REMEDIAL PERSON RESPONSIBLE
PS	REMEDIAL PRESENT STATUS
PV	REMOVAL PERSON RESPONSIBLE
SC	REMEDIAL SCAP COMMITMENT
SI	REMEDIAL SOLUTIONS IMPLEMENTED/ONGOING
↓ MORE ↓	
↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↓ to select	

Exhibit 4-43 Activity Text Types Pop-Up Window

4.3.18 Add/Delete Links

This option provides the means to create relationships between events and other events, between events and enforcement activities, and between activities and other activities. Link information can be used to generate a site map that presents a graphical overview of the flow of events and activities at a site. The ISIF Report Panel, detailed in Appendix B to this manual, contains the option used to draw a site map.

Link access is available in several places in WasteLAN: on the WasteLAN main menu, in the Menu options window of Event and Activity Summary screens, and on the Integrated SIF menu. The same Links window is invoked from each of these access points. Chapter 8 of this manual describes how the Links window functions. Also, the CERCLIS/WasteLAN Links Guidance document provides further information on links, including rules that apply to link creation.

4.3.19 Audit Trail

The "Audit Trail" option provides information about the creation and modification of the displayed record. Selecting this option activates an Audit Trail pop-up window, illustrated below in Exhibit 4-45.

AUDIT TRAIL	
ADD	EDIT
WHO: USERNAME	WHO: USERNAME
DATE: 04/09/90	DATE: 05/10/90
TIME: 13:20:00	TIME: 15:17:04

Exhibit 4-45 Audit Trail Pop-Up Window

The window shows the name of the user who added the record to the database, and the date and time of data entry. The window also shows the name of the user who last edited the record, and the date and time the edit was performed.

When the Audit Trail window is active, the following prompt is displayed at the bottom of the screen: **PRESS ANY KEY TO CONTINUE** As the prompt indicates, press any key to close the Audit Trail window and return to the Event Summary screen.

4.3.20 Turbo Access

The "Turbo Access" feature works like a bookmark, saving your place in an Event or Activity Summary screen. If Turbo Access is on when you log out of WasteLAN, then the system "remembers" the last site record and Event or Activity Summary screen accessed. The next time you log in, the last Event or Activity Summary screen accessed will be displayed instantly.

The "Turbo Access" option operates as a toggle switch. If the Menu options window displays the selection "Turbo Access: On," then Turbo Access is already on, so selecting the option will turn it off. If the Menu options window displays the selection "Turbo Access: Off," then Turbo Access is off, so selecting the option will turn it on.

Delete Line - highlights the first line of the displayed activity text record and presents the following selection prompt: Use ↑ or ↓ - press <Enter> to select. After highlighting the desired line and pressing <Enter> to select it, the following deletion prompt appears at the bottom of the screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the line unchanged. Type "Y" (for "Yes") and press <Enter> to delete the selected line.

aRchive - use this option to file "old" records and remove them from the display. Selecting this option presents the following message at the bottom of the screen: **RECORD ARCHIVED**. The archived record disappears from the screen, but it is not deleted from the system. Archived records can be selected to print on the Activity Text Report available in the WasteLAN Reports module.

View - provides view-only access to the selected activity text record. If the entire activity text record is visible on the current screen, entering "V" (for "View") displays a new status line containing only a "Leave" option. If more text exists than is visible on the current screen, entering "V" displays a new status line containing "Forward," "Back," and "Leave" options. Enter "F" (for "Forward") to display the next page of comment text, "B" (for "Back") to display the previous page, and "L" (for "Leave") to exit "View" mode and return to the status line shown in Exhibit 4-44.

Leave - displays the Activity Text summary screen (presented earlier in Exhibit 4-42) showing all activity text records entered for the selected event at the specified site.

The "View Screen" option on the Activity Text summary (see Exhibit 4-42) provides view-only access to activity text records for the selected event. If all activity text records for the selected event are visible on the initial Activity Text summary screen, then entering "V" (for "View Screen") displays a new status line containing only a "Leave" option. However, if more activity text records exist for the event than are visible on the initial summary screen, selecting the "View Screen" option presents a different status line containing the following options:

Forward - presents the next page of activity text records for the selected event. Entering "F" when the last page of activity text records is already displayed results in the message **END OF SELECTED LIST**.

Back - presents the previous page of activity text records for the selected event. Entering "B" when the first page of activity text records is already displayed results in the message **BEGINNING OF SELECTED LIST**.

Leave - displays the original Activity Text summary screen status line (see Exhibit 4-42).

Entering "L" for "Leave" at the original Activity Text summary status line displays the Event Summary screen from which the "Activity Text" menu option was selected.

EVENT

VIEW		USACE EVENT SUMMARY		SCREEN 1 OF 4	
SITE NAME: IMAGINARY INDUSTRIES			EPA ID: MAD123456789		
OPUNIT: 01			SID: 00007		
EVENT: RA1 (REMEDIAL ACTION)			REGION/STATE: 01/MA		
EPA EVENT DATA					
EVENT LEAD: EPA, FUND FINANCED			EVENT QUALIFIER:		
SPMS TARGET: P			TAKEOVER:		
SCAP NOTE:			NPL STATUS:		
	START	COMPLETE			
PLANNED:	10/30/86	06/30/89			
ACTUAL:	10/15/86				
EPA CONTACT: BAKER			CONTACT PHONE: (508) 555-1234		
RA IAG NUMBER:			IAG AMENDMENT NUMBER:		
USACE QUALIF.: 2			USACE QUALIFIER DATE: 10/01/86		
F Forward N Next Event P Previous Event M Milestones L Leave []					

Exhibit 4-46 USACE Event Summary Screen 1 of 4

The "Forward" option on the status line displays the next USACE Event Summary screen in the sequence. Selecting the "Back" option on subsequent screens displays the previous screen in the sequence.

If additional occurrences of the same event type have been entered for the site and are shared by USACE, the "Next Event" and "Previous Event" options provide access to these additional occurrences. For example, if both an RA1 and an RA2 event exist at a site and are shared by USACE, selecting the "Next Event" option when the RA1 event is displayed presents the RA2 event. Likewise, selecting "Previous Event" when the RA2 event is displayed presents the RA1 event.

Selecting the "Next Event" option when the last (or only) USACE-shared occurrence of the event type is already displayed results in the message **END OF SELECTED LIST**. Selecting the "Previous Event" option when the first (or only) USACE-shared occurrence is already displayed results in the message **BEGINNING OF SELECTED LIST**.

4.3.21 Review USACE Data

This option provides view-only access to event information entered by the U.S. Army Corps of Engineers (USACE, or COE). Certain Remedial event types entered in WasteLAN can be flagged for data sharing by WasteLAN and USACE. These events are uploaded to CERCLIS, and then uploaded from CERCLIS to CleanLAN, the USACE Superfund tracking system. USACE data is added to the events in CleanLAN and downloaded back to WasteLAN via a CERCLIS download. The USACE data is then available in WasteLAN. However, USACE data for an event cannot be edited in WasteLAN; only the WasteLAN (EPA) portion of the event data can be edited in WasteLAN.

WasteLAN events are flagged for USACE data sharing by entering a "2" in the Data Share field located at the bottom left side of the Event Summary screen (see Exhibit 4-14, presented earlier in this chapter). This field only appears for the following event types:

- CO - Combined RI/FS
- RA - Remedial Action
- RD - Remedial Design
- RO - Record of Decision
- FS - Feasibility Study
- RI - Remedial Investigation

*Remedial
Investigation
Feasibility
Study*

Selecting the "Review USACE Data" option displays the first of several USACE Event Summary screens. Selecting this option for an event that is not assigned to USACE or has not been uploaded to CleanLAN via CERCLIS displays the following message at the bottom of the screen: **NO USACE EVENT RECORD FOUND.**

Exhibits 4-46 through 4-49 illustrate the USACE Event Summary screens. Note: The fourth USACE Event Summary screen (Exhibit 4-49) is accessible for RA events only.

VIEW		USACE EVENT SUMMARY		SCREEN 4 OF 4	
SITE NAME: IMAGINARY INDUSTRIES			EPA ID: MAD123456789		
OPUNIT: 01			SID: 00007		
EVENT: RA1 (REMEDIAL ACTION)			REGION/STATE: 01/MA		
CONSTRUCTION EVENT DATA					
CONSTRUCTION PERCENTAGE			CONSTRUCTION CALENDAR		
ACTUAL TO DATE: * 0 SCHEDULE TO DATE: * 0 ACTUAL LAST MONTH: * 0 ACTUAL LAST FY: * 0			DAYS ACTUAL: * 0 DAYS CURRENT: * 0 DAYS PENDING: * 0 DAYS ORIGINAL: * 0		
Back		Milestones		Leave	

Exhibit 4-49 USACE Event Summary Screen 4 of 4

Exhibit 4-50 depicts the USACE Milestones screen that appears when the "Milestones" option is selected from a USACE Event Summary screen. If no milestones have been entered for the selected event, entering "M" (for "Milestones") displays the following message: NO MILESTONE RECORDS FOUND.

VIEW		USACE MILESTONES		SCREEN 1 OF 1	
SITE NAME: IMAGINARY INDUSTRIES			EPA ID: MAD123456789		
OPUNIT/EVENT: 01/RA1 (REMEDIAL ACTION)			SID: 00007		
PROJECT TYPE: / (BLANK)			REGION/STATE: 01/MA		
MILESTONES	OWNER	PLAN	ACTUAL		
DF1 CONTRACT FINANCIALLY COMPLETE	COE	/ /	/ /		
		01/01/90	/ /		
RX1 RA COMPLETE	COE	/ /	03/31/89		
		/ /			
RC1 PHYSICAL CONSTRUCTION COMP.	EPA	/ /	03/31/89		
		/ /	09/30/89		
FI1 FINAL INSPECT. AND CERTIF.	COE	/ /	/ /		
		10/01/89	/ /		
View		Leave		[]	

Exhibit 4-50 USACE Milestones Screen

VIEW	USACE EVENT SUMMARY	SCREEN 2 OF 4
<div style="display: flex; justify-content: space-between;"> <div> SITE NAME: IMAGINARY INDUSTRIES OPUNIT: 01 EVENT: RA1 (REMEDIAL ACTION) </div> <div> EPA ID: MAD123456789 SID: 00007 REGION/STATE: 01/MA </div> </div>		
USACE EVENT DATA		
<div style="display: flex; justify-content: space-between;"> <div> PROJECT KEY:* PROJECT TYPE:* J/USACE LD DSGN, IN-HSE, PREPLACED PROJECT MANAGER:* ABC DISTRICT CODE:* MRO </div> <div> MANAGER PHONE:* (617) 555-4321 DISTRICT NAME:* MISSOURI RIVER OMAHA </div> </div>		
A/E CONTRACTOR		
<div style="display: flex; justify-content: space-between;"> <div> A/E CONTRACTOR FIRM:* A/E CONTRACTOR NAME:* CITY:* </div> <div> CONTRACTOR PHONE:* () - STATE:* </div> </div>		
Forward Back Milestones Leave [1]		

Exhibit 4-47 USACE Event Summary Screen 2 of 4

VIEW	USACE EVENT SUMMARY	SCREEN 3 OF 4
<div style="display: flex; justify-content: space-between;"> <div> SITE NAME: IMAGINARY INDUSTRIES OPUNIT: 01 EVENT: RA1 (REMEDIAL ACTION) </div> <div> EPA ID: MAD123456789 SID: 00007 REGION/STATE: 01/MA </div> </div>		
USACE EVENT DATA		
<div style="display: flex; justify-content: space-between;"> <div> ESTIMATED RA COST:* 0 IAG FUNDING LEVEL:* 0 O&M CONTRACTOR:* RESIDENT ENGINEER:* </div> <div> NEXT LINE-ITEM REVIEW:* / / DESIGN BY:* ENGINEER PHONE:* () - </div> </div>		
IAG IN-HOUSE EXPENDED		
PAST MONTH:* 0 TOTAL:* 0		IAG IN-HOUSE OBLIGATED:* 0
IAG CONTRACT EXPENDED		
PAST MONTH:* 0 TOTAL:* 0		IAG CONTRACT OBLIGATED:* 0
Forward Back Milestones Leave [3]		

Exhibit 4-48 USACE Event Summary Screen 3 of 4

If more milestones exist than are visible on the initial screen, use the "View" option to access additional records. Entering "V" (for "View") displays the following message at the bottom of the screen: **PLEASE WAIT WHILE GATHERING USACE DATA.** The system then highlights the first milestone record and displays the following prompt at the bottom of the screen: **↑ <PgUp> <PgDn> ↓.** As the prompt indicates, use the **<↓>** and **<PgDn>** keys to scroll the display forward and view additional records; use the **<↑>** and **<PgUp>** keys to scroll back to previous milestones.

Press the **<Enter>** key to return to the original status line on the USACE Milestones screen. Enter **"L"** (for "Leave") to exit the Milestones screen and return to the USACE Event Summary screen. Enter **"L"** again to exit the USACE Event Summary screen and return to the original Event Summary screen.

CHAPTER 5

ENFORCEMENT

SITE SELECTION	
<p style="text-align: center; margin: 0;">SITE</p> <p>REF NO.: 00007 EPA ID: MAD123456789 NAME: IMAGINARY INDUSTRIES STREET: 44 BALONEY BLVD CITY: SKULDUGGERY STATE: MA</p>	<p style="text-align: center; margin: 0;">MENU</p> <p>1) CORRECT SITE 2) CHANGE SITE</p> <p style="text-align: center; margin-top: 20px;">ENTER 1-2 L leave [1]</p>

Exhibit 5-2 Site Selection Screen (Last Site Accessed or Ref No. Entered)

The information on the left side of the screen identifies the site corresponding to the reference number entered or the last site accessed during the current login session. The menu on the right side of the screen provides options for confirming the displayed site record, for selecting another site record, and for leaving the Enforcement module. The system default is option 1, "Correct Site"; press <Enter> to confirm the displayed site and continue with activity selection. To access a different site record, type "2" ("Change Site") and press <Enter>; the cursor returns to the Ref No. field. Type in a different reference number and press <Enter>; new site information will appear on the left. To leave the Enforcement module and return to the WasteLAN main menu, type "L" (for "Leave") and press <Enter>.

Once the correct site has been selected, the system displays a pop-up window listing all existing activities for the site. An example of this window is presented in Exhibit 5-3.

REF NO.	ACTIVITY	NAME
RETURN TO SITE SELECTION		
00007	AC01	ADMINISTRATIVE ORDER ON CONS
00007	AN01	RD/RA NEGOTIATIONS
00007	RN01	REMOVAL NEGOTIATIONS
↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select		

Exhibit 5-3 Existing Activities Pop-Up Window

As the prompt at the bottom of the window indicates, use the <↑>, <↓>, <PgUp>, <PgDn>, <Home>, and <End> keys to move the light bar and highlight the desired activity, then press the <↵> (<Enter>) key to select it. Choosing the "Return to Site Selection" option closes the window without selecting an activity.

CHAPTER 5: ENFORCEMENT

The WasteLAN Enforcement module is used to track Superfund enforcement activities from the planning stages through completion. Enforcement activities include responsible party (RP) searches, negotiations, administrative orders, litigation, and settlements. In addition, optional supporting data elements in the Enforcement module can be used to track specific features of enforcement activities such as milestones, remedies sought and achieved, the compliance status of potentially responsible party (PRP) settlements, statutes applied to the activity, and case budget and other financial information.

Important: Removal and Remedial events with a responsible party (RP) lead are considered enforcement data, but they are not tracked in the Enforcement module. These events are accessible from the Event module described in Chapter 4 of this manual.

To access the Enforcement module, log in to WasteLAN to display the main menu (see Chapter 2, Section 2.1 for system access procedures). Then, select option 3, "Enforcement." This action begins an activity selection process, described below in Section 5.1.

5.1 ACTIVITY SELECTION

Enforcement activity selection is actually a two-part process consisting of site selection and activity selection. If no site records have been accessed yet during the current WasteLAN login session, choosing option 3, "Enforcement," on the WasteLAN main menu displays the screen illustrated in Exhibit 5-1. If a site record has been accessed previously during the current WasteLAN session, or if a valid site reference number is entered on the screen shown in Exhibit 5-1, the screen shown in Exhibit 5-2 appears.

The screenshot shows a terminal window titled "SITE SELECTION". Inside the window, there are two rectangular boxes. The left box is labeled "SITE" and contains the text "REF NO.:" followed by a small grid of characters (likely a barcode or a selection code) and a cursor. The right box is labeled "MENU" and is currently empty.

Exhibit 5-1 Site Selection Screen (No Previous Site Accessed)

5.2 EDIT ACTIVITY

When a site and activity have been selected (see Section 5.1), the system displays an Activity Summary "VIEW" screen. Exhibit 5-5 presents an example of this screen.

VIEW **ACTIVITY SUMMARY** **SCREEN 1 OF 1**

REF NO.: 00007 EPA ID: MAD123456789
 ACTIVITY: AC01 ADMINISTRATIVE ORDER SITE NAME: IMAGINARY INDUSTRIES

ACTIVITY DATA

LEAD: [REDACTED] PLANNING STATUS: [REDACTED]
 SCAP NOTE: [REDACTED]
 NO. RP DEFENDANTS: [REDACTED] INF ACTIVITY OUTCOME: [REDACTED]
 JUDICIAL/CIVIL TYPE: [REDACTED] FULL/PARTIAL SETTLEMENT: [REDACTED]
 COMPLIANCE STATUS: [REDACTED] CHANGE DATE: 04/09/90

	START	COMPLETE	
PLANNED:	1/1	04/09/90	CONTACT NAME: [REDACTED]
ACTUAL:	1/1	1/1	CONTACT NO.: (508) 555-4321

OECM CASE NO.: [REDACTED]
 OECM CASE NAME: [REDACTED]
 DOJ CASE NO.: [REDACTED]
 DOJ CASE NAME: [REDACTED]

Menu options **Edit** **Leave** **Quit** **[M]**

Exhibit 5-5 Activity Summary "VIEW" Screen (Administrative Order)

When the screen appears, the cursor is at the status line. To edit the displayed information, enter "E" (for "Edit") at the status line. The screen changes to "EDIT" mode, the cursor moves to the Lead field, and the status line options change. The status line options on the Activity Summary "EDIT" screen are described below.

Edit - use this option to return to a previous field. After making initial changes to the displayed data, press <Enter> at the last data field to access the status line. Then, enter "E" to return the cursor to the first data field. Use the <Enter> key to move to the appropriate field(s) and make the necessary change(s).

Save - records changes to the database. After editing the displayed information, press the <Enter> key at the last data field to access the status line. "S" is the default option, so press <Enter> to save the changes and return to the Activity Summary "VIEW" screen.

Leave - discards changes and displays the Activity Summary "VIEW" screen.

Several data fields on the Activity Summary "EDIT" screen are linked to pop-up windows, as indicated by the highlighted first letter of the field name. Entering a "?" in any of these fields activates the pop-up window. These windows are presented and described in Section 5.3.4.

When an activity is selected, the system presents an Activity Summary "VIEW" screen that displays existing Enforcement data for the chosen site and activity. Exhibit 5-4 presents an example of an Activity Summary screen for an Administrative Order (AC) activity.

VIEW		ACTIVITY SUMMARY		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
ACTIVITY: AC01 ADMINISTRATIVE ORDER		SITE NAME: IMAGINARY INDUSTRIES			
ACTIVITY DATA					
LEAD: FE	PLANNING STATUS: 3				
SCAP NOTE:					
NO. RP DEFENDANTS: 4	ENF ACTIVITY OUTCOME: 3				
JUDICIAL/CIVIL TYPE: 1	FULL/PARTIAL SETTLEMENT: 1				
COMPLIANCE STATUS: 3	CHANGE DATE: 04/09/90				
START		COMPLETE			
PLANNED: / /	04/09/90		CONTACT NAME: TINA GARD		
ACTUAL: / /	/ /		CONTACT NO.: (508) 555-4321		
OECM CASE NO.:					
OECM CASE NAME:					
DOJ CASE NO.:					
DOJ CASE NAME:					
Menu options		Edit		Leave	
				Quit	
				[M]	

Exhibit 5-4 Activity Summary "VIEW" Screen (Administrative Order)

When the screen appears, the cursor is positioned at the status line. Select an option by entering its corresponding highlighted letter. Options on the Activity Summary "VIEW" screen status line are described below.

Menu options - activates a pop-up window of options for accessing other Enforcement screens. These options are described in detail in Section 5.3.

Edit - enables modification of the displayed activity data. Instructions for editing an activity are contained in Section 5.2.

Leave - displays the Site Selection screen shown earlier in Exhibit 5-2.

Quit - displays the WasteLAN main menu.

If no enforcement activities are currently in the database for the selected site, the system displays the following message on the Site Selection screen:

**NO ENFORCEMENT ACTIVITIES FOUND AT THIS SITE
DO YOU WISH TO ADD AN ENFORCEMENT ACTIVITY? Y/N [N]**

The default response is "N" for ("No"), so pressing <Enter> clears the message and returns the cursor to the Site Selection Menu. Typing "Y" and pressing <Enter> displays an Activity Summary "ADD" screen with blank data fields for entering a new Enforcement Activity. The Activity Summary "ADD" screen is presented and described in Section 5.3.4.

REF NO.	OP	EVT	NAME
RETURN TO ACTIVITY			
00007	00	DS1	DISCOVERY
00007	00	PA1	PRELIMINARY ASSESSMENT
00007	00	SI1	SCREENING SITE INSPECTION
00007	01	RD1	REMEDIAL DESIGN
00007	01	RA1	REMEDIAL ACTION
00007	01	RV1	REMOVAL ACTION

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select

Exhibit 5-7 Existing Events Pop-Up Window

Choosing an operable unit/event record from this window displays the corresponding Event Summary screen. If no event data exists for the selected site, the following message appears at the bottom of the screen: **NO EVENTS FOUND FOR THIS SITE.**

5.3.4 Add Activity

Use this option to enter a new Enforcement Activity for the selected site to the database. Selecting this option presents an Activity Summary "ADD" screen with blank data fields. Exhibit 5-8 presents an example of this screen.

ADD		ACTIVITY SUMMARY		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
ACTIVITY: [REDACTED]		SITE NAME: IMAGINARY INDUSTRIES			
ACTIVITY DATA					
LEAD: [REDACTED]		PLANNING STATUS: [REDACTED]			
SCAP NOTE: [REDACTED]		ENF ACTIVITY OUTCOME: [REDACTED]			
NO. RP DEFENDANTS: [REDACTED]		FULL/PARTIAL SETTLEMENT: [REDACTED]			
JUDICIAL/CIVIL TYPE: [REDACTED]		CHANGE DATE: [REDACTED]			
COMPLIANCE STATUS: [REDACTED]					
START		COMPLETE		CONTACT NAME: [REDACTED]	
PLANNED: [REDACTED]	[REDACTED]	[REDACTED]		CONTACT NO.: [REDACTED]	
ACTUAL: [REDACTED]	[REDACTED]	[REDACTED]			
OECM CASE NO.: [REDACTED]		[REDACTED]			
OECM CASE NAME: [REDACTED]		[REDACTED]			
DOJ CASE NO.: [REDACTED]		[REDACTED]			
DOJ CASE NAME: [REDACTED]		[REDACTED]			
Add		Edit		Leave	
				[1]	

Exhibit 5-8 Activity Summary "ADD" Screen (Master Screen)

This example depicts a "master" Activity Summary screen showing every possible Enforcement Activity data field defined in WasteLAN. In actual use, the Activity Summary displays only those data fields defined for the chosen activity type. For example, if the selected activity type is "PC" (for "Prepare Cost Documentation Package"), the Full/Partial Settlement field will not appear on the screen.

5.3 MENU OPTIONS

The status line of an Activity Summary “VIEW” screen (see Exhibit 5-5) contains a “Menu options” choice that provides access to supporting data and other options for the selected site and activity. The Menu options choice is the default option when the Activity Summary screen first appears, so pressing <Enter> displays the Menu options pop-up window shown in Exhibit 5-6.

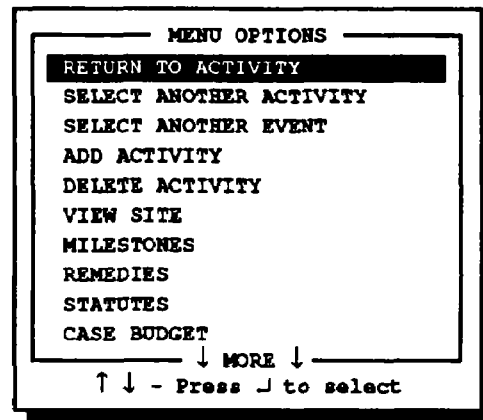


Exhibit 5-6 Menu Options Pop-Up window (Activity Summary Screen)

Important: Not all of the available menu options can be seen in the first page (screenful) of the window. Use the <PgDn> and <↓> keys to scroll forward through the list and view additional options; use the <PgUp> and <↑> keys to scroll back to previous options.

As in most pop-up windows, typing the first letter of an option moves the light bar to that option. If multiple options begin with the same letter, keep pressing the letter until the desired option is highlighted. When the desired option is highlighted, press **<Enter>** to select it. The following paragraphs describe the choices available in the Menu options window.

5.3.1 Return to Activity

Choosing the "Return to Activity" option closes the Menu options window without making a selection. The cursor returns to the Activity Summary "VIEW" screen status line.

5.3.2 Select Another Activity

Selecting this option displays the following message at the bottom of the Activity Summary screen: **SEARCHING FOR ALL ACTIVITIES FOR THIS SITE...** The system then displays a pop-up window listing all existing activities for the selected site. This window is very similar to the one used in the activity selection process described in Section 5.1; see Exhibit 5-3 for an example.

5.3.3 Select Another Event

This option is used to access event data for the selected site. Choosing this option displays the following message at the bottom of the screen: **SEARCHING FOR ALL OPERABLE UNITS/EVENTS FOR THIS SITE...** If event data exists, the system presents a pop-up window from which to select an operable unit/event record. Exhibit 5-7 presents an example of this pop-up window.

ENFORCEMENT ACTIVITIES

AC	ADMIN ORDER ON CONSENT
AN	RD/RA NEGOTIATIONS
AV	ADMIN/VOLUNTARY COST RECOVERY
CA	CONSENT AGREEMENT
CB	CLAIM IN BANKRUPTCY PROCEEDING
CC	CERCLA CRIMINAL LITIGATION
CD	CONSENT DECREE
CL	SECTION 106/107 COMBINED LITIGATION
DD	DECISION DOCUMENT NOT TO SUE
DL	ISSUE DEMAND LETTERS (H)
FA	FEDERAL MEMO OF AGREEMENT (H)
FC	FEDERAL COMPLIANCE AGREEMENT (H)
FI	FEDERAL INTERAGENCY AGREEMENT
FN	RI/FS NEGOTIATIONS
FU	FEDERAL MEMO OF UNDERSTANDING (H)

↓ MORE ↓
↑ ↓ <PgUp> <PgDn> <Home> <End> - Press J to select

PLANNING STATUS

(BLANK)	
A	ALTERNATE
P	PRIMARY
Q	DELAYED

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press J to select

ACTIVITY SUMMARY SCREEN 1 OF 1

REF NO.: 00007 RPA ID: MAD123456789
ACTIVITY: [REDACTED] SITE NAME: IMAGINARY INDUSTRIES

ACTIVITY DATA

SCAP NOTE: [REDACTED] PLANNING STATUS: [REDACTED]
NO. RP DEFENDANTS: [REDACTED] RP ACTIVITY OUTCOME: [REDACTED]
JUDICIAL/CIVIL TYPE: [REDACTED] FULL/PARTIAL SETTLEMENT: [REDACTED]
COMPLIANCE STATUS: [REDACTED] CHANGE DATE: [REDACTED]

START COMPLETE
PLANNED: [REDACTED] ACTUAL: [REDACTED]

ORCM CASE NO.: [REDACTED] CONTACT NAME: [REDACTED]
ORCM CASE NAME: [REDACTED] CONTACT NO.: [REDACTED]
DOJ CASE NO.: [REDACTED]
DOJ CASE NAME: [REDACTED]

ACTIVITY LEAD

FE	FEDERAL ENFORCEMENT
SE	STATE ENFORCEMENT

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press J to select

JUDICIAL/CIVIL TYPE

(BLANK)	
A	AMENDED
N	NEW

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press J to select

ACTIVITY OUTCOME

(BLANK)	
AC	ADMINISTRATIVE ORDER CODE
AV	ADMINISTRATIVE ORDER ON CONSENT
CA	CONSENT AGREEMENT
CD	CONSENT DECREE
CL	SECTION 106/107 REFERRAL W/O SETTLEMENT
CM	CONSENT DECREE MODIFIED
DI	CASE DISMISSED
FA	FEDERAL MEMORANDUM OF AGREEMENT
FC	FEDERAL COMPLIANCE AGREEMENT
FI	FEDERAL INTERAGENCY AGREEMENT
FU	FEDERAL MEMORANDUM OF UNDERSTANDING
JG	JUDGEMENT
LP	LITIGATION PURSUED
NG	NO GOOD FAITH OFFER RCVD FROM PRPS

↓ MORE ↓
↑ ↓ <PgUp> <PgDn> <Home> <End> - Press J to select

FULL/PARTIAL SETTLEMENT

(BLANK)	
A	FINAL RESOLUTION OF WORK / COSTS
B	PARTIAL RESOLUTION OF WORK / COSTS, WILL
C	PARTIAL RESOLUTION OF WORK / COSTS, UNDE

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press J to select

COMPLIANCE STATUS

A	CONVERTED TO AC
C	CLOSE OUT FOR WORK COMPLETED UNDER SETT
D	NO DETERMINATION
J	MAJOR VIOLATIONS
N	NO RESPONSE
R	MINOR VIOLATIONS
V	CONVERTED TO CD
Y	PRP IN COMPLIANCE

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press J to select

CONTACT NAME AND PHONE NUMBER

OBTAIN ORIGINAL CONTACT NAME	
BLANK OUT CONTACT NAME	
AEROSMITH	516-434-1241
ALPERT	617-779-2338
BACH	508-555-1234
BAKER	501-359-8042
BEETHOVEN	617-914-8978
BENSON	301-586-9017
BERRY	816-625-5129
BYRNE	404-891-3753
CASH	402-242-6864
CHARLES	816-612-9643
CLAPTON	301-731-4097
DEBUSSY	716-429-7915
DYLAN	612-934-2702

↓ MORE ↓
↑ ↓ <PgUp> <PgDn> <Home> <End> - Press J to select

Exhibit 5-9 Pop-Up Windows for Enforcement Activity Summary Screens

When the screen first appears, the cursor is at the Activity field, and the fields in the Activity Data portion of the screen are not displayed. Pressing <Enter> (or entering a "?") at the Activity field activates a pop-up window of valid activity types.

Note: The letter "H" next to an activity type indicates that the code is historical. Although a historical code is valid for existing records, it is considered invalid for the entry of new records.

Choosing an activity from the window (or manually entering a valid activity code in the Activity field) displays the rest of the data fields on the Activity Summary screen and places the cursor at the Lead field.

Several other fields on the Activity Summary screen are also linked to pop-up windows, as indicated by the highlighted first letter of the field name. Exhibit 5-9 shows all of the pop-up windows available on Enforcement Activity Summary screens.

Important: Many of the larger pop-up windows contain more entries than can be displayed in one page (screenful) of the window. Use the <↓>, <PgDn>, or <End> key to scroll forward and view additional entries; use the <↑>, <PgUp>, or <Home> key to scroll back to previous entries.

When a pop-up window appears, use the <↑>, <↓>, <PgUp>, <PgDn>, <Home>, and <End> keys to move the light bar to the desired entry, or type the first letter of the desired entry; if multiple entries begin with the same letter, keep pressing the letter until the desired entry is highlighted. Press the <↵> (<Enter>) key to select the highlighted entry. This action closes the pop-up window and places the selected entry in the data field.

VIEW		SITE SUMMARY		SCREEN 1 OF 2	
REF NO.: 00007		EPA ID: MAD123456789			
IFMS ID NO.: 0107					
NAME: IMAGINARY INDUSTRIES					
STREET: 44 BALONEY BLVD					
CITY: SKULDOGGERY					
STATE: MA		ZIP CODE: 12345-0123			
COUNTY NAME: PHANTASM		COUNTY CODE: 001			
CONGRESS DISTRICT:		FED FACILITY INDIC: N		CRA FLAG:	
OWNER INDICATOR: UN		LONGITUDE: 001 01 01.0		INCIDENT TYPE:	
LATITUDE: 01 01 01.0		COST RECOVERY INDIC: E		SITE CLASSIFICATION: ND	
LAT/LONG SOURCE: G		FED AGENCY PRP: N		MUNICIPAL PRP: N	
NPL STATUS INDIC.: N					
CATEGORY:					
FURTHER ACTION:					
STATE PRP: N					
PROPOSED NPL UPDATE NO.: 00		FINAL NPL UPDATE NO.: 00			
Menu options		Forward		Leave [M]	

Exhibit 5-10 Site Summary "VIEW" Screen

5.3.7 Milestones

Choosing the "Milestones" option displays a summary of all milestones that have been entered for the selected site/activity record. Exhibit 5-11 presents an example of the Milestones summary screen. If no milestones have been entered, the following message appears on the screen: **NO MILESTONE RECORDS FOUND FOR THIS ENFORCEMENT ACTIVITY.**

Entering "A" (for "Add") at the status line of the Milestones summary screen presents a screen containing blank data fields for entering a new milestone. The Milestones "ADD" screen is presented in Exhibit 5-12.

Use the <Enter> key to move to each succeeding field on the Activity summary screen and enter the appropriate data. Pressing <Enter> at the last data field places the cursor at the status line. Options on the Activity Summary "ADD" screen status line are described below.

Add - this option is the default option. Press <Enter> to add the record to the database. The Activity Summary screen will display the newly added record.

Edit - allows changes to be made to the new record before adding it to the database. Entering "E" returns the cursor to the Lead field. Use the <Enter> key to move the cursor to the appropriate field(s) and make the necessary change(s). Press <Enter> at the last field to return to the status line.

Leave - discards all data entered and displays the previous screen. If the "ADD" screen was accessed from the Menu options window, then the Activity Summary "VIEW" screen will appear. If the "ADD" screen was accessed from the Site Selection screen (Exhibit 5-2), then the Site Selection screen will appear.

5.3.5 Delete Activity

This option permits the deletion of the selected activity record from the database. Choosing this option presents the following prompt at the bottom of the Activity Summary screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the record unchanged. Type "Y" (for "Yes") and press <Enter> to delete the record and return to the Site Selection screen (shown previously in Exhibit 5-2).

Note: Deleting an activity record deletes all supporting data associated with it, such as case budget data, milestones, remedies, etc. However, links associated with the activity must be deleted separately using the Add/Delete Links option. This option is described in Section 5.3.19; the Links module is described in Chapter 8.

5.3.6 View Site

Use this option to view detailed site information for the selected site. Selecting this option displays the Site Summary screen, illustrated in Exhibit 5-10. This screen is described in detail in Chapter 3, Section 3.3.

MILESTONE TYPES	
AA	ACTIVITY AMENDED
AP	CONSENT DECREE APPROVED BY COURT
CS	DATE AGREEMENT/DECREE SIGNED
DI	CASE DISMISSED
DL	DEMAND LETTERS ISSUED
ED	EFFECTIVE DATE
FI	CIVIL CASE FILED BY DOJ
HJ	CASE RETURNED TO HQ BY DOJ
IL	ISSUE INFORMATION REQUEST
IP	STIPULATED PENALTIES INVOKED
MA	MORATORIUM EXTENSION DATE BY AA
MG	MORATORIUM EXTENSION DUE TO GOOD FAITH O
MR	MORATORIUM EXTENSION DATE BY RA
NC	PRPS NOTIFY EPA INTENT TO COMPLY
NI	ISSUE NOTICE LETTERS

↓ MORE ↓

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↓ to select

Exhibit 5-13 Milestone Types Pop-Up Window

Important: All milestones are displayed in the window, not just the milestones associated with the selected activity. More Milestone Types are available than can be seen in the first page (screenful) of entries. Use the <↑>, <↓>, <PgUp>, <PgDn>, <Home>, and <End> keys to scroll the window and move the light bar to the desired Milestone Type, or type the first letter of the desired entry; if multiple entries begin with the same letter, keep pressing the letter until the desired entry is highlighted. Press the <↓> (<Enter>) key to select the highlighted entry. This action closes the pop-up window and places the selected Milestone Type in the Type field.

Use the <Enter> key to move to each field on the Milestones data screen and enter the appropriate data. Pressing <Enter> at the last field places the cursor at the status line, where "A" (for "Add") is the default option; press <Enter> to add the milestone record to the database. The Milestones summary screen, shown previously in Exhibit 5-11, will appear and display the newly added record.

To modify the new milestone record before adding it to the database, enter "E" (for "Edit") at the Milestones data screen status line. This action moves the cursor to the Planning Status field. Use the <Enter> key to move to the appropriate field(s) and make the necessary change(s). Pressing <Enter> at the last field places the cursor at the status line, where "A" (for "Add") is again the default option; press <Enter> to add the record to the database. The Milestones summary screen, shown previously in Exhibit 5-11, will appear and display the newly added record.

To leave the Milestones data screen without adding the record, enter "L" (for "Leave") at the status line. The Milestones summary screen (Exhibit 5-11) will appear.

To edit or delete an existing milestone record, enter "E" (for "Edit/delete") at the Milestones summary screen status line. The system highlights the first record in the summary and displays the following prompt: Use ↑ or ↓ - press <Enter> to select.

VIEW		MILESTONES		SCREEN 1 OF 1	
REF NO.: 00007			EPA ID: MAD123456789		
ACTIVITY: RN01 REMOVAL NEGOTIATIONS			SITE NAME: IMAGINARY INDUSTRIES		
MILESTONE	NAME	STATUS	PLANNED	ACTUAL	
1. IL1	ISSUE INFORMATION REQUEST		02/01/89	02/01/89	
2. NI1	ISSUE NOTICE LETTERS	P	04/30/89	05/17/89	
<input type="button" value="Add"/>		<input type="button" value="Edit/delete"/>		<input type="button" value="Comments"/>	
<input type="button" value="Leave"/>		<input type="button" value="[]"/>			

Exhibit 5-11 Milestones Summary Screen

ADD		MILESTONES		SCREEN 1 OF 1	
REF NO.: 00007			EPA ID: MAD123456789		
ACTIVITY: RN01 REMOVAL NEGOTIATIONS			SITE NAME: IMAGINARY INDUSTRIES		
<div style="display: flex; justify-content: space-between;"> <div> <p><input type="button" value="TYPE:"/> <input type="text"/></p> <p><input type="button" value="PLANNING STATUS:"/> <input type="text"/></p> <p>PLANNED: <input type="text"/></p> <p>ACTUAL: <input type="text"/></p> <p>C2814: <input type="text"/></p> <p>C2815: <input type="text"/></p> </div> <div> <p>NAME: <input type="text"/></p> <p>SCAP NOTE: <input type="text"/></p> <p>C2816: <input type="text"/></p> <p>C2817: <input type="text"/></p> </div> </div>					
<input type="button" value="Add"/>		<input type="button" value="Edit"/>		<input type="button" value="Leave"/>	
<input type="button" value="[]"/>		<input type="button" value="[]"/>			

Exhibit 5-12 Milestones "ADD" Screen

When the data screen appears, the cursor is positioned at the Type field. This field is linked to a pop-up window; pressing <Enter> or entering a "?" activates the Milestone Types pop-up window shown in Exhibit 5-13.

VIEW		REMEDIES		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
ACTIVITY: RN01 REMOVAL NEGOTIATIONS		SITE NAME: IMAGINARY INDUSTRIES			
REMEDY	NAME	OPUNIT	QUALIFIERS		
RV1	REMOVAL ACTION	00	YES		
VS1	COST RECOVERY OF OVERSIGHT	00	NO		
<input type="button" value="Add"/>		<input type="button" value="Edit/delete"/>		<input type="button" value="Leave"/>	

Exhibit 5-15 Remedies Summary Screen

ADD		REMEDIES		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
ACTIVITY: RN01 REMOVAL NEGOTIATIONS		SITE NAME: IMAGINARY INDUSTRIES			
REMEDY AND QUALIFIERS					
OPUNIT: <input type="text"/>	TYPE: <input type="text"/>	NAME:		SHORT NAME:	
C2754 :	C2755 :	C2756 :	C2757 :		

Exhibit 5-16 Remedies "ADD" Screen

After highlighting the desired record and pressing <Enter> to select it, a Milestones "EDIT" screen appears. This screen is similar to the Milestones "ADD" shown previously in Exhibit 5-12, except that existing data is displayed in the data fields and the status line offers the options illustrated below in Exhibit 5-14.



Exhibit 5-14 Milestones "EDIT" Screen Status Line

Options on the Milestones "EDIT" screen status line are described below.

Edit - places the cursor at the Planning Status field to permit modification of the displayed data. Use the <Enter> key to move the cursor to the appropriate field(s) and make the necessary change(s). **Note:** The cursor is already at the Planning Status field when the "EDIT" screen first appears; use this option to make additional changes/corrections after editing the existing data.

Delete - removes the selected milestone record from the database. Entering "D" displays the following prompt at the bottom of the screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the record unchanged. Type "Y" and press <Enter> to delete the record and return to the Milestones summary screen.

Save - records the changes to the database. After editing all necessary data, press <Enter> at the last data field to access the status line. "S" is the default option, so pressing <Enter> at the status line saves the changes.

Leave - displays the Milestones Summary screen.

The "Comments" option on the Milestones summary screen status line (see Exhibit 5-11) provides access to comment text for a selected milestone. Entering "C" at the Milestones summary screen status line displays the following selection prompt: **Use ↑ or ↓ - press <Enter> to select.** Once a record is selected, the Comments screen for that record appears. The Milestone Comments screen looks and functions like the Site Comments screen described in Chapter 3, Section 3.5.5.

5.3.8 Remedies

Selecting "Remedies" from the Menu options window displays a summary of all remedy records that have been entered for the selected site and activity. For negotiations and litigation activities, remedies sought are entered. For administrative orders and settlements, remedies achieved are entered. Exhibit 5-15 illustrates the Remedies summary screen.

If no remedies have been entered, the following message appears on the screen: **NO REMEDY RECORDS FOUND FOR THIS ENFORCEMENT ACTIVITY.** Entering "A" (for "Add") at the status line presents a Remedies data screen containing blank data fields for entering a new remedy. Exhibit 5-16 depicts the Remedies data screen.

The default response is "N" (for "No"), so pressing <Enter> bypasses the Qualifier entry routine and moves the cursor to the next data field. Typing "Y" and pressing <Enter> in response to the prompt displays fields for adding up to ten qualifiers to the selected remedy. Exhibit 5-19 illustrates the qualifier fields.

ADD REMEDIES SCREEN 1 OF 1

REF NO.: 00007 EPA ID: MAD123456789
 ACTIVITY: RN01 REMOVAL NEGOTIATIONS SITE NAME: IMAGINARY INDUSTRIES

REMEDY AND QUALIFIERS

OPUNIT: 01 TYPE: 001 NAME: OPERATIONS & MAINTENANCE SHORT NAME: O & M 01

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

C2754 : C2755 : C2756 : C2757 :

Add Edit Leave [A]

Exhibit 5-19 Remedy Qualifier Fields

Note: The four regional free fields and status line at the bottom of the screen are not displayed initially. These screen elements appear when the <PgDn> key is pressed.

The cursor is positioned at the first qualifier field. **Caution:** Pressing <Enter> at any qualifier field without typing any characters enters a blank qualifier. Entering a "?" at any qualifier field displays a Qualifier pop-up window, shown in Exhibit 5-20.

When the screen appears, the cursor is positioned at the Op Unit field; enter a two-digit numerical value between 00 and 99 that specifies an operable unit with which the remedy is associated. The cursor moves to the Type field; this field is linked to a pop-up window of Remedy Types. Press <Enter> or enter a "?" to activate the Remedy Types window, shown in Exhibit 5-17.

REMEDY TYPE	
CO	RI/FS
DE	DOCUMENT EXCHANGE
ER	EXPEDITED RESPONSE ACTION
FS	FEASIBILITY STUDY
IM	INITIAL REMEDIAL MEASURE (H)
IN	INTEREST
LP	LIEN ON PROPERTY
LR	LONG TERM RESPONSE
OH	OTHER
OM	OPERATIONS/MAINTENANCE
PI	PRELIMINARY INJUNCTION
PR	PREMIUM
RA	REMEDIAL ACTION
RD	REMEDIAL DESIGN
RI	REMEDIAL INVESTIGATION

↓ MORE ↓

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select

Exhibit 5-17 Remedy Types Pop-Up Window

Important: All remedies are displayed, not just the remedy types associated with the selected activity. More Remedy Types are available than can be seen in the first page (screenful) of the window. Use the <↑>, <↓>, <PgUp>, <PgDn>, <Home>, and <End> keys to scroll the window and move the light bar to the desired Remedy Type, or type the first letter of the desired entry; if multiple entries begin with the same letter, keep pressing the letter until the desired Remedy Type is highlighted. Press the <↵> (<Enter>) key to select the highlighted entry. This action closes the pop-up window and places the selected Remedy Type in the Type field.

When a remedy has been selected from the Remedy Types window, the following prompt appears at the bottom of the screen: **REMEDY CODE MUST INCLUDE SEQUENCER (i.e., XX1) ... PLEASE RE-ENTER.** The sequence number is a numerical indicator that distinguishes between multiple occurrences of the same remedy. For example, if there is more than one PRP removal action (RV) being sought during negotiations, the sequence number for the first entered into the system is "1"; the second record of the same type entered in the system would have a sequence number of "2," and so on. The sequence number does not necessarily indicate chronological order.

Type the appropriate sequencer and press <Enter>. Once a valid Remedy Type and sequence number have been entered, the system fills in the full and short names of the remedy and displays the prompt shown in Exhibit 5-18.

DO YOU WISH TO ADD QUALIFIERS FOR THIS REMEDY?	[N]
--	-----

Exhibit 5-18 Remedy Qualifiers Prompt

ENFORCEMENT

Press <PgDn> at any qualifier field to move the cursor to the first regional field; use the <Enter> key to move to each regional field and make the necessary change(s). Pressing <PgDn> at any regional field moves the cursor to the status line. The default status line option is again "A" (for "Add"), so press <Enter> to add the record to the database and return to the Remedies summary screen. Entering "L" (for "Leave") at the Remedies data screen status line displays the Remedies summary screen (see Exhibit 5-15) without adding the remedy or qualifiers.

To edit or delete an existing remedy record, enter "E" (for "Edit/delete") at the Remedies summary screen status line. The system highlights the first record in the summary and displays the following prompt: Use ↑ or ↓ - press <Enter> to select.

After highlighting the desired record and pressing <Enter> to select it, a Remedies "EDIT" screen appears. This screen is similar to the Remedies "ADD" shown previously in Exhibit 5-19, except that existing data is displayed in the data fields and the status line offers the options illustrated below in Exhibit 5-21.



Exhibit 5-21 Remedies "EDIT" Screen Status Line

Options on the Remedies "EDIT" screen status line are described below.

Edit - places the cursor at the first qualifier field to permit modification of the displayed data. Use the <Enter> key to move the cursor to the appropriate field(s) and make the necessary change(s). **Note:** The cursor is already at the first qualifier field when the "EDIT" screen first appears; use this option to make additional changes/corrections after editing the existing data.

Delete - removes the selected remedy and qualifiers record from the database. Entering "D" displays the following prompt at the bottom of the screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the record unchanged. Type "Y" and press <Enter> to delete the record and return to the Remedies summary screen.

Save - records the changes to the database. After editing all necessary data, press <Enter> at the last data field to access the status line. "S" is the default option, so pressing <Enter> at the status line saves the changes.

Leave - displays the Remedies Summary screen.

Entering "L" (for "Leave") at the Remedies summary screen displays the Activity Summary screen.

QLFR	QUALIFIER NAME
	(BLANK)
CO	CASE-OUT
DG	DE MINIMUS GENERATOR
DL	DE MINIMUS LANDOWNER
FC	FENCES
FD	OFF-SITE DISPOSAL
FT	FED FACILITY PHASE I & II
IT	OFF-SITE TREATMENT
GC	GROUNDWATER CLEANUP
GM	GROUNDWATER MONITORING
MW	MIXED WORK
ND	ON-SITE DISPOSAL
OE	OTHER
PA	PRE-AUTHORIZATION
PC	PARTIAL SURFACE CLEANUP
PW	PERM ALT WATER SUPPLY
SM	SAMPLING AND MONITORING
SN	SIGNS

Use ↑ or ↓ - press <ENTER> to select

Exhibit 5-20 Remedy Qualifiers Pop-Up Window


The Qualifier window functions a little differently from other WasteLAN pop-up windows because multiple occurrences of the same qualifier for the same remedy record are not allowed. Only the <↑> and <↓> keys can be used to move the light bar in the Qualifier window. To view additional qualifiers not visible on the first page (screenful) of entries, use the <↓> key to scroll forward in the window; use the <↑> key to scroll back to previous entries. When the desired Qualifier Name is highlighted, press <Enter> to select it. This action closes the Qualifier window, places the selected entry in the field, and moves the cursor to the next qualifier field.

Once a qualifier has been selected, the system removes it from the Qualifier pop-up window to prevent the same qualifier from being entered more than once for the same operable unit/remedy record. After entering all appropriate qualifiers, press <PgDn> to move the cursor to the remaining data fields on the screen.

The four fields at the bottom of the screen are regional free fields designed to accommodate regionally defined data. The WasteLAN System Administrator can change regional field names using a function in the WasteLAN System Administration module. Regional fields accept alpha or numeric characters; the number of allowable characters is limited to the size of the field shown on the screen.

Pressing <PgDn> at any of the regional fields moves the cursor to the status line, where "A" is the default option. Press <Enter> to add the remedy and qualifiers to the database. The Remedies summary screen will appear and display the newly added record.

Entering "E" (for "Edit") at the Remedies data screen status line before adding the record returns the cursor to the first qualifier field, allowing qualifiers to be modified. Use the <Enter> key to move the cursor to the appropriate qualifier field(s) and make the necessary change(s). Entering a "?" at any qualifier field activates the Qualifier pop-up window shown previously in Exhibit 5-20.



STAT	NAME
104	CERCLA SECTION 104
104B	CERCLA SECTION 104B
104E	CERCLA SECTION 104E
106	CERCLA SECTION 106
107	CERCLA SECTION 107
109	CERCLA SECTION 109
120	CERCLA SECTION 120
122	CERCLA SECTION 122
1431	CERCLA SECTION 1431
3008A	RCRA 3008 (A)
3008E	RCRA 3008 (E)
3013	RCRA SECTION 3013
303	CLEAN AIR ACT 303
309	CLEAN WATER ACT 309
404	CLEAN WATER ACT 404
6	TOXIC SUBSTANCES CTRL ACT
7003	RCRA SECTION 7003
99	RIVERS AND HARBORS ACT

Use ↑ or ↓ - press <ENTER> to select

Exhibit 5-23 Statutes Pop-Up Window

Like the Qualifier window, the Statutes window functions a little differently from other WasteLAN pop-up windows, because multiple occurrences of the same statute for the same activity record are not allowed. Only the <↑> and <↓> keys can be used to move the light bar in the window. To view additional statutes not visible on the first page (screenful) of entries, use the <↓> key to scroll forward in the window; use the <↑> key to scroll back to previous entries.

When the desired statute is highlighted, press <Enter> to select it. This action closes the Statutes window and displays the Statutes summary screen with the newly added statute. Once a statute has been added, the system removes it from the Statutes window to prevent the same statute from being entered more than once for the same Enforcement Activity.

To delete a statute, enter "D" (for "Delete") at the Statutes summary screen status line. The system highlights the first record in the summary and displays the following prompt at the bottom of the screen: Use ↑ or ↓ - press <Enter> to select.

When the desired statute is highlighted, press <Enter> to select it. The system then displays the following prompt at the bottom of the screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the statute unchanged. Type "Y" and press <Enter> to delete the statute. The selected statute disappears from the Statutes summary screen.

To exit the Statutes summary screen, enter "L" (for "Leave") at the status line. The Activity Summary screen reappears.

5.3.10. Case Budget

The "Case Budget" option in the Menu options window provides access to enforcement case budget financial information. (All other financial information related to enforcement activities is accessible from the "Cost Recovery Financial" option).

5.3.9 Statutes

The "Statutes" option in the Menu options window is used to record all statutes applicable to the selected Enforcement Activity. Choosing this option displays the Statutes summary screen that shows all previously entered statutes for the specified activity. Exhibit 5-22 illustrates the Statutes summary screen. If no statutes have been entered, the following message appears on the screen: **NO STATUTE RECORDS FOUND FOR THIS ENFORCEMENT ACTIVITY.**

The default option on the status line is "A" (for "Add"); pressing <Enter> activates a Statutes pop-up window from which to select a statute to be added. Exhibit 5-23 presents the Statutes pop-up window.

VIEW		STATUTES		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
ACTIVITY: RN01 REMOVAL NEGOTIATIONS		SITE NAME: IMAGINARY INDUSTRIES			
STATUTE	NAME				
104	CERCLA SECTION 104				
122	CERCLA SECTION 122				
<div>AddDeleteLeave{A}</div>					

Exhibit 5-22 Statutes "VIEW" Screen

When the screen appears, the cursor is at the status line. The default option is "L" (for "Leave"), so pressing <Enter> displays the Activity Summary screen.

To add an ACN/DCN combination, enter "A" (for "Add"). The status line changes, offering an "Edit" option instead of "Delete," and the cursor moves to the ACN field. Type in a 10-digit ACN and press <Enter>; the cursor moves to the DCN field. Type in a 6-digit DCN and press <Enter>; the cursor moves to the status line, where "A" (for "Add") is the default option. Press <Enter> to add the ACN/DCN combination to the database.

Entering "E" (for "Edit") before adding the record moves the cursor to the ACN field, allowing you to modify the ACN/DCN combination before adding it. Entering "L" (for "Leave") displays the Activity Summary screen.

To delete an ACN/DCN combination, enter "D" (for "Delete") at the status line. The cursor moves to the ACN field. Type in an existing ACN and press <Enter>; the cursor moves to the DCN field. Type in an existing DCN and press <Enter>. The cursor returns to the status line, where "D" is the default option; press <Enter> to delete the ACN/DCN combination.

If the ACN/DCN combination entered does not exist, the following message appears at the bottom of the screen: **THIS ACN/DCN PAIR NOT FOUND**. The system clears the ACN and DCN fields and returns the cursor to the status line. Enter "D" to begin the delete routine again.

If the ACN/DCN combination entered is associated with an existing Case Budget record, the system will not allow it to be deleted; the following message appears at the bottom of the screen: **CASE BUDGET FINANCIAL RECORDS ATTACHED TO THIS ACN/DCN**. The ACN/DCN remains in the database, and the system clears the ACN and DCN fields and returns the cursor to the status line. Enter "D" to begin the delete routine again. Entering "L" (for "Leave") at the status line displays the Case Budget Types window.

Selecting any of the other Case Budget Types (see Exhibit 5-24) displays a Case Budget Summary screen showing all existing records for the selected type. Exhibit 5-26 presents an example of a Case Budget Summary screen for Actual Obligations.

Selecting this option activates a pop-up window of Case Budget Types. Exhibit 5-24 presents the Case Budget Types window.

CASE BUDGET TYPES	
RETURN TO ACTIVITY	
*	ADD/DELETE ACN/DCN
A	ACTUAL OBLIGATION
C	COMMITMENT
D	DEOBLIGATION
E	RA COST ESTIMATE
H	TES WORK ASSIGNMENT AMOUNT
I	DEOUTLAY
M	DECOMMITMENT
O	OUTLAY
↓ MORE ↓	
↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↓ to select	

Exhibit 5-24 Case Budget Types Pop-Up Window

Important: Not all Case Budget Types are visible in the first page (screenful) of entries. Use the <↓>, <PgDn>, and <End> keys to scroll forward in the window; use the <↑>, <PgUp>, and <Home> keys to scroll back to previous entries. Choose the "Return to Activity" entry to close the window without selecting a Case Budget Type.

The "Add/Delete ACN/DCN" option is used to add and delete Account Numbers (ACN) and Document Control Numbers (DCN) that link financial data from EPA's Integrated Financial Management System (IFMS) on the mainframe to regional financial data. The ACN/DCN combination is required for IFMS transfer. Selecting this option presents the screen shown in Exhibit 5-25.

VIEW		ADD/DELETE ACN/DCN		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
ACTIVITY: RN01 REMOVAL NEGOTIATIONS		SITE NAME: IMAGINARY INDUSTRIES			
<div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div>ACN: <input type="text"/></div> <div>DCN: <input type="text"/></div> </div>					
<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Leave"/> <input type="button" value="[L]"/>					

Exhibit 5-25 Add/Delete ACN/DCN Screen

ENFORCEMENT

The Seq(ue)nce No. (far left column) is a system-generated number assigned when the record is uploaded to CERCLIS; if the record has not yet been uploaded, the word "NEW" appears in this column. An IFMS Flag value (third column) of "C" (for "CERCLIS") is automatically generated when a new record is added; this value changes to "F" when IFMS sends data to the mainframe and a match is made when the data is downloaded to WasteLAN.

Important: An IFMS Flag value of "E" indicates a discrepancy between IFMS and CERCLIS financial records. Changing the IFMS Flag value from "E" to "F" indicates agreement with the records as shown. For records with an IFMS Flag value of "E" or "F," only the Budget Source, Contract Veh(icle), Contractor, and IFMS Flag fields (see Exhibit 5-27) may be edited for the record.

If no records exist for the selected Case Budget Type, the following message appears on the screen: **NO CASE BUDGET RECORDS FOUND FOR THIS ENFORCEMENT ACTIVITY.** To add a new record, enter "A" (for "Add") at the status line. An "ADD" screen containing blank data entry fields appears. An example of the Actual Obligations data screen is presented in Exhibit 5-27.

ADD		ACTUAL OBLIGATIONS		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
ACTIVITY: RN01 REMOVAL NEGOTIATIONS		SITE NAME: IMAGINARY INDUSTRIES			
DATE: [REDACTED]		AMOUNT: [REDACTED]			
BUDGET SOURCE: [REDACTED]		END PRIORITY STATUS: [REDACTED]			
ACN: [REDACTED]		DCN: [REDACTED]			
CONTRACT VEH: [REDACTED]		CONTRACTOR: [REDACTED]			
WORK ASGN NO.: [REDACTED]		AMND NO.: [REDACTED]			
IFMS FLAG: C		OBJECT CLASS: [REDACTED]			
SCAP NOTE: [REDACTED]					
C2644: [REDACTED]		C2646: [REDACTED]			
C2645: [REDACTED]		C2647: [REDACTED]			
Add		Edit		Leave [F1]	

Exhibit 5-27 Case Budget "ADD" Screen (Actual Obligations)

Data screens for other Case Budget Types are very similar to the Actual Obligations data screen. However, some fields do not apply to some Case Budget Types and therefore do not appear on the screen.

When the data screen appears, the cursor is at the Date field. Use the <Enter> key to move to each field and enter the appropriate data. The Budget Source, End Priority Status and Contract Veh(icle) fields are all linked to pop-up windows, as indicated by the highlighted first letter of the field name. Entering a "?" in any of these fields activates the pop-up window. Exhibit 5-28 depicts the Case Budget pop-up windows.

VIEW		CASE BUDGET SUMMARY				ACTUAL OBLIGATIONS	
REF NO.: 00007				EPA ID: MAD123456789			
ACTIVITY: RN01 REMOVAL NEGOTIATIONS				SITE NAME: IMAGINARY INDUSTRIES			
SEQ NO.	CON VER	IFMS FLAG	DATE	AMOUNT	ACH	WORK ASGN NO.	AMND NO.
NEW	CNT	C	06/19/90	1,000,000	0TGB01PP87		
001	ARC01	F	04/09/89	125,000	9TGB01PP87		
<input type="button" value="Add"/> <input type="button" value="Edit/delete"/> <input type="button" value="Comments"/> <input type="button" value="Leave"/> <input type="button" value="[L]"/>							

Exhibit 5-26 Case Budget Summary Screen (Actual Obligations)

Important: With the exception of Planned Obligation records, write access to WasteLAN financial information is limited to users who have financial system access rights. Financial information includes event/fund (C3200), enforcement Case Budget (C2600), enforcement Cost Recovery (C2900), and NSI financial (P1400) records.

Users without write access to financial data encounter the following error message when attempting to add or edit financial records: **YOU DO NOT HAVE FINANCIAL RIGHTS.** The WasteLAN System Administrator is responsible for assigning financial system access rights.

Planned Obligation financial records in the event/fund (C3200), enforcement Case Budget (C2600), and NSI financial (P1400) databases are considered SCAP information. Therefore, write access to these records is determined by SCAP access rights. Users who do not have SCAP access rights encounter the following error message when attempting to add or edit Planned Obligation records: **SCAP LOCKOUT CURRENTLY IN PROGRESS.** The WasteLAN System Administrator is responsible for assigning SCAP access.

The summary screens for other Case Budget Types are similar to the Actual Obligations summary screen shown in Exhibit 5-26; only the title at the top right of screen varies, based on the Case Budget Type selected. Exception: There are three case budget types for which regional personnel cannot add new records: Outlay, Cumulative Outlay, and Deoutlay. For these case budget types, the "Add" option will not be displayed on the summary screen status line. New records for these types are created in IFMS and added to the regional database via CERCLIS downloads.

To edit or delete an existing Case Budget record, enter "E" (for "Edit/delete") at the Case Budget Summary status line. The system highlights the first record in the summary and displays the following prompt: Use ↑ or ↓ - press <Enter> to select.

After highlighting the desired record and pressing <Enter> to select it, an "EDIT" screen appears. This screen is similar to the "ADD" shown previously in Exhibit 5-27, except that existing data is displayed in the data fields and the status line offers the options illustrated below in Exhibit 5-29.



Exhibit 5-29 Case Budget "EDIT" Screen Status Line

Select an option by entering its corresponding highlighted letter. Options on the Actual Obligations "EDIT" screen status line are described below.

Edit - places the cursor at the first data field to permit modification of the displayed data. Use the <Enter> key to move the cursor to the appropriate field(s) and make the necessary change(s). **Note:** The cursor is already at the first data field when the "EDIT" screen first appears; use this option to make additional changes/corrections after editing the existing data.

Delete - removes the selected Case Budget record from the database. Entering "D" displays the following prompt at the bottom of the screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the record unchanged. Type "Y" and press <Enter> to delete the record and return to the Case Budget Summary screen.

Save - records the changes to the database. After editing all necessary data, press <Enter> at the last data field to access the status line. "S" is the default option, so pressing <Enter> at the status line saves the changes.

Leave - displays the Case Budget Summary screen.

The "Comments" option on the Case Budget Summary screen is used to add free-form comment text to a case budget record. Entering "C" (for "Comments") displays the following prompt at the bottom of the screen: Use ↑ or ↓ - press <Enter> to select. After highlighting the desired record and pressing <Enter> to select it, a comments summary screen appears. This screen functions like the Site Comments screen presented and described in Chapter 3. See Section 3.5.5 for an explanation of how the "Comments" screens work.

Note: Comments can only be added to case budget records that have a sequence number, i.e., have been uploaded to the mainframe. Choosing the "Comments" option and selecting a case budget record with "NEW" in the Seq No. column causes the following message to appear at the bottom of the screen: **COMMENT ADD UNAVAILABLE UNTIL FINANCIAL SEQUENCE NUMBER ASSIGNED.**

BUDGET SOURCE

(BLANK)

D HQ REMEDIAL
E ENFORCEMENT
L FEDERAL FACILITY
M HQ REMOVAL
N HQ ENFORCEMENT
R REMEDIAL
V REMOVAL

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press J to select

FND PRIORITY STATUS

(BLANK)

ALT ALTERNATE
APR APPROVED
CON CONTINGENCY FUNDING

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press J to select

ACTUAL OBLIGATIONS SCREEN 1 OF 1

REF NO: 00007 EPA ID: MAD12456789
ACTIVITY: R001 REMOVAL NEGOTIATIONS SITE NAME: IMAGINARY INDUSTRIES

DATE: [REDACTED] AMOUNT: [REDACTED]
BUDGET SOURCE: [REDACTED] FND PRIORITY STATUS: [REDACTED]
ACW: [REDACTED] DCW: [REDACTED]
CONTRACT VEH: [REDACTED] CONTRACTOR: [REDACTED]
WORK ASCH NO.: [REDACTED] AMND NO.: [REDACTED]
IPMS FLAG: C OBJECT CLASS: [REDACTED]

SCAR NOTE: [REDACTED]

C2646: [REDACTED]
C2647: [REDACTED]

Edit Leave

CONTRACT VEHICLE

(BLANK)

ARC ALTERNATE REMEDIAL CONTRACT STRATEGY
BUR BURECS
CAG COOPERATIVE AGREEMENT
CNT CONTRACT
COE U.S. ARMY CORPS OF ENGINEERS
EBS EBASCO
EML EMSL
ERC EMERGENCY RESPONSE CLEANUP SERVICES
ETA 8(A) CONTRACT
FIT FIELD INVESTIGATION TEAM
GAN GANNETT
GEO GEOTRANS
HKR HOOKER, NIAGARA FALLS, NY
IAG INTERAGENCY AGREEMENT

↓ MORE ↓

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press J to select

Exhibit 5-28 Pop-Up Windows for Enforcement Case Budget Data Screens

Important: Larger pop-up windows often contain more entries than are visible in the first page (screenful) of the window. Use the <↓>, <PgDn>, and <End> keys to scroll forward; use the <↑>, <PgUp>, and <Home> keys to scroll back to previous entries. Typing the first letter of an entry moves the light bar to that entry; if multiple entries begin with the same letter, keep pressing the letter until the desired entry is highlighted. Press the <→> (<Enter>) key to select the highlighted entry. This action closes the pop-up window and places the selected entry in the data field.

Use the <Enter> key to move to each field on the data screen and enter the appropriate information. Pressing <Enter> at the last data field moves the cursor to the status line.

The default option on the data screen status line is "A" (for "Add"); press <Enter> to add the record to the database and return to the Case Budget Summary (Exhibit 5-26). Entering "E" (for "Edit") at the data screen status line returns the cursor to the Date field, allowing you to modify the record before adding it to the database. Entering "L" (for "Leave") at the data screen status line displays the Case Budget Summary screen without adding the record to the database.

VIEW		COST RECOVERY SUMMARY		FEDERAL COST RECOVERY	
REF NO.: 00007			EPA ID: MAD123456789		
ACTIVITY: RN01 REMOVAL NEGOTIATIONS			SITE NAME: IMAGINARY INDUSTRIES		
SEQ NO.	CON VEH	DATE	AMOUNT	WORK ASGN NO.	AMND NO.
001	ARC01	04/09/90	125,000	001234	01
<input type="button" value="Add"/> <input type="button" value="Edit/delete"/> <input type="button" value="Comments"/> <input type="button" value="Leave"/> <input type="button" value="[L]"/>					

Exhibit 5-31 Cost Recovery Financial Summary Screen (Federal Cost Recovery)

To add a new record, enter "A" (for "Add") at the status line. A data screen containing blank data entry fields appears. An example of the Federal Cost Recovery data screen is presented in Exhibit 5-32.

ADD		FEDERAL COST RECOVERY		SCREEN 1 OF 1	
REF NO.: 00007			EPA ID: MAD123456789		
ACTIVITY: RN01 REMOVAL NEGOTIATIONS			SITE NAME: IMAGINARY INDUSTRIES		
DATE:	<input type="text" value="11"/>	AMOUNT:	<input type="text" value="0"/>		
BUDGET SOURCE:	<input type="text" value="F"/>	BUDGET STATUS:	<input type="text" value="F"/>		
WORK ASGN NO.:	<input type="text" value=""/>	AMND NO.:	<input type="text" value=""/>		
CONTRACT VEH.:	<input type="text" value=""/>	SEQ NO.:	001		
SCAP NOTE: <input type="text" value=""/>					
C2914 :	<input type="text" value=""/>	C2916 :	<input type="text" value=""/>		
C2915 :	<input type="text" value=""/>	C2917 :	<input type="text" value=""/>		
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Leave"/> <input type="button" value="[L]"/>					

Exhibit 5-32 Cost Recovery Financial "ADD" Screen (Federal Cost Recovery)

Entering "L" (for "Leave") at the Case Budget Summary screen displays the Case Budget Types pop-up window (Exhibit 5-24). Select the "Return to Activity" option to close the window and display the Activity Summary screen.

5.3.11 Cost Recovery Financial

This option is used to track financial information specifically related to cost recovery efforts associated with the selected site and activity. **Important:** With the exception of Planned Obligation records, write access to WasteLAN financial information is limited to users who have financial system access rights. Financial information includes event/fund (C3200), enforcement Case Budget (C2600), enforcement Cost Recovery (C2900), and NSI financial (P1400) records.

Users without write access to financial data encounter the following error message when attempting to add or edit financial records: **YOU DO NOT HAVE FINANCIAL RIGHTS.** The WasteLAN System Administrator is responsible for assigning financial system access rights.

Selecting the Cost Recovery Financial option activates a pop-up window of Cost Recovery Financial Types. Exhibit 5-30 illustrates the Cost Recovery Financial Types window.

COST RECOVERY FINANCIAL TYPES	
RETURN TO ACTIVITY	
1	TREBLE DAMAGE CLAIM
2	OVERSIGHT
3	PREMIUMS
4	INTEREST
5	RI/FS COST RECOVERY
6	REMOVAL COST RECOVERY
7	RD COST RECOVERY
8	RA COST RECOVERY
C	COST RECOVERY COLLECTED
↓ MORE ↓	
↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select	

Exhibit 5-30 Cost Recovery Financial Types Pop-Up Window

Important: Not all Cost Recovery Financial Types are visible in the first page (screenful) of entries. Use the <↓>, <PgDn>, and <End> keys to scroll forward in the window; use the <↑>, <PgUp>, and <Home> keys to scroll back to previous entries. Choose the "Return to Activity" entry to close the window without selecting a Cost Recovery Financial Type.

Once the desired Cost Recovery Financial Type is highlighted, press the <↵> (<Enter>) key to select it. A Cost Recovery Summary screen for the selected type appears. Exhibit 5-31 presents an example of a Cost Recovery Summary screen for Cost Recovery Financial Type F, Federal Cost Recovery.

The summary screens for other Cost Recovery Financial Types are similar to the Federal Cost Recovery summary screen; only the title shown at the top right of screen varies, based on the Financial Type selected. If no records exist for the selected Cost Recovery Financial Type, the following message appears on the screen: **NO COST RECOVERY RECORDS FOUND FOR THIS ENFORCEMENT ACTIVITY.**

VIEW	REGIONAL FIELDS	SCREEN 1 OF 1
<div style="display: flex; justify-content: space-between;"> <div> REF NO.: 00007 ACTIVITY: RM01 REMOVAL NEGOTIATIONS </div> <div> EPA ID: MAD123456789 SITE NAME: IMAGINARY INDUSTRIES </div> </div>		
<div style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">ACTIVITY DATA</div> <div style="margin-top: 20px;"> C1740 : █ C1741 : █ C1742 : █ C1743 : █ </div>		
Add Edit Leave []		

Exhibit 5-33 Regional Fields "VIEW" Screen

In this example, when the screen appears, the cursor is positioned at the first regional field. Type the appropriate data and/or press <Enter>. Use the <Enter> key to move to each field and enter data. Pressing <Enter> at the last field moves the cursor to the status line, which offers the following options:

Add - records the newly entered regional data to the database. Entering "A" adds the data and displays the Activity Summary screen.

Edit - places the cursor at the first data field to permit modification of the displayed data. Use the <Enter> key to move the cursor to the appropriate field(s) and make the necessary change(s).

Leave - displays the Activity Summary screen without saving any additions or changes.

If regional data already exists for the selected activity, then choosing the "Regional Fields" option in the Menu options window displays a screen very similar to the one shown in Exhibit 5-33, except that existing data is displayed in the fields, and the status line offers different options. Exhibit 5-34 illustrates the status line that appears on a Regional Fields screen containing existing data.

Edit	Delete	Save	Leave	[]
------	--------	------	-------	-----

Exhibit 5-34 Regional Fields "ADD/EDIT" Screen Status Line

Screen operations for Cost Recovery Financial data screens are the same as for Case Budget data screens. See the preceding section (Section 5.3.10) for instructions on adding new records and editing or deleting existing records.

Entering “L” (for “Leave”) at a Cost Recovery Financial data screen displays the Cost Recovery Summary screen. Entering “L” at the Cost Recovery Summary screen displays the Cost Recovery Financial Types pop-up window. Choose the “Return to Activity” option to close the window and return to the Activity Summary screen.

5.3.12 Comments

The “Comments” option in the Menu options window provides access to free-form comment text pertaining to the selected site and activity. Selecting this option displays a summary of existing comment records. This option functions the same as the Comments menu option in the Site module. See Chapter 3, Section 3.5.5 for screen examples and instructions for using the Comments option.

5.3.13 Rolodex

The “Rolodex” option provides access to contact information pertaining to the site. This option functions the same as the “Rolodex” option in the Event module. See Chapter 4, Section 4.3.15 for a detailed description and screen examples.

5.3.14 Regional Fields

Regional fields are used to track regionally defined data associated with an activity. The WasteLAN System Administrator can change regional field names using a function in the System Administration module.

Regional fields accept alpha or numeric data; the number of allowable characters is limited to the size of the field as it appears on the screen. Exhibit 5-33 presents an example of the Regional Fields screen that appears if no regional data has been entered yet.

When the screen appears, the cursor is at the status line. Select an option by typing its corresponding highlighted letter and pressing <Enter>. The options available on the Responsible Party "VIEW" screen are described below.

Edit - places the cursor at the Owner field and permits the modification of the displayed data. Use the <Enter> key to move to the appropriate field(s) and make the necessary change(s). Pressing <Enter> returns the cursor to the status line, where a "Save" option has been added. "S" (for "Save") is the default option, so pressing <Enter> records the changes to the database and displays the Activity Summary screen.

Delete - removes the status line and displays the following prompt at the bottom of the screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the record unchanged and displays the Activity Summary screen. Typing "Y" and pressing <Enter> deletes all of the displayed Responsible Party data and presents the Activity Summary screen.

Leave - displays the Activity Summary screen.

If no Responsible Party data has been entered for the site, the following message appears on the screen: **NO RESPONSIBLE PARTY DATA FOUND FOR THIS SITE**. Entering "A" (for "Add") displays the screen depicted in Exhibit 5-36.

ADD	RESPONSIBLE PARTY	SCREEN 1 OF 1										
<div style="display: flex; justify-content: space-between;"> <div> REF NO.: 00007 ACTIVITY: RN01 REMOVAL NEGOTIATIONS </div> <div> EPA ID: MAD123456789 SITE NAME: IMAGINARY INDUSTRIES </div> </div>												
<table style="width: 100%;"> <tr> <td style="width: 50%;">OWNER: [REDACTED]</td> <td style="width: 50%;">EPA PROJECT MGR: [REDACTED]</td> </tr> <tr> <td>ADDRESS: [REDACTED]</td> <td>STATE CONTACT: [REDACTED]</td> </tr> <tr> <td>OPERATOR: [REDACTED]</td> <td>CONTACT PHONE: () - [REDACTED]</td> </tr> <tr> <td>ADDRESS: [REDACTED]</td> <td>ATTORNEY: [REDACTED]</td> </tr> <tr> <td>RP NUMBER: [REDACTED]</td> <td>ATTORNEY PHONE: () - [REDACTED]</td> </tr> </table>			OWNER: [REDACTED]	EPA PROJECT MGR: [REDACTED]	ADDRESS: [REDACTED]	STATE CONTACT: [REDACTED]	OPERATOR: [REDACTED]	CONTACT PHONE: () - [REDACTED]	ADDRESS: [REDACTED]	ATTORNEY: [REDACTED]	RP NUMBER: [REDACTED]	ATTORNEY PHONE: () - [REDACTED]
OWNER: [REDACTED]	EPA PROJECT MGR: [REDACTED]											
ADDRESS: [REDACTED]	STATE CONTACT: [REDACTED]											
OPERATOR: [REDACTED]	CONTACT PHONE: () - [REDACTED]											
ADDRESS: [REDACTED]	ATTORNEY: [REDACTED]											
RP NUMBER: [REDACTED]	ATTORNEY PHONE: () - [REDACTED]											
HAS RP RANKING BEEN COMPILED? Y/N <input checked="" type="checkbox"/>												
COMMENT: [REDACTED]												
REGIONAL DATA ONLY - NOT TRANSFERRED TO CERCLIS												
Add	Leave	[A]										

Exhibit 5-36 Responsible Party Data "ADD" Screen

When the screen appears, the cursor is located at the Owner field. Use the <Enter> key to move to each field and enter the appropriate information. Pressing <Enter> at the last field moves the cursor to the status line, which now displays the following options:

Select an option by typing its corresponding highlighted letter and pressing <Enter>. Options on the Regional Fields "ADD/EDIT" screen status line are described below.

Edit - places the cursor at the first data field to permit modification of the displayed data. Use the <Enter> key to move the cursor to the appropriate field(s) and make the necessary change(s).

Delete - removes existing regional data for the activity from the database. Entering "D" displays the following prompt at the bottom of the screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the record unchanged. Type "Y" and press <Enter> to delete the record and return to the Activity Summary screen.

Save - records added or changed data to the database. **Important:** This option must be used to save both new and modified data. Enter "S" at the status line after adding new regional data or editing existing data.

Leave - displays the Activity Summary screen. **Caution:** Selecting this option before using the "Save" option displays the Activity Summary screen without saving any additions or changes.

5.3.15 Responsible Party Data

This option is used to view, update, or delete Responsible Party contact information. Responsible Party data is maintained for regional purposes only and is not uploaded to the mainframe.

If Responsible Party data exists for the specified site, selecting this option in the Menu options window presents a Responsible Party data "VIEW" screen, illustrated in Exhibit 5-35.

VIEW		RESPONSIBLE PARTY		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
ACTIVITY: RN01 REMOVAL NEGOTIATIONS		SITE NAME: IMAGINARY INDUSTRIES			
OWNER: IONA SITE		EPA PROJECT MGR: A. BAKER			
ADDRESS: HAZARD BLVD MA		STATE CONTACT: [REDACTED]			
OPERATOR: JOHN SMITH		CONTACT PHONE: () - [REDACTED]			
ADDRESS: CONCA PA		ATTORNEY: A. BARRISTER			
RP NUMBER: 0		ATTORNEY PHONE: (516) 929-4316			
HAS RP RANKING BEEN COMPILED? Y/N <input checked="" type="checkbox"/>					
COMMENT: [REDACTED]					
REGIONAL DATA ONLY - NOT TRANSFERRED TO CERCLIS					
[E]dit		[D]elete		[L]eave [F1]	

Exhibit 5-35 Responsible Party Data "VIEW" Screen

ENFORCEMENT

The options available on the Cost Recovery "VIEW" screen are described below.

Edit - places the cursor at the first field and permits the modification of the displayed data. Use the <Enter> key to move to the appropriate field(s) and make the necessary change(s). Pressing <Enter> returns the cursor to the status line, where a "Save" option has been added. "S" (for "Save") is the default option, so pressing <Enter> records the changes to the database and displays the Activity Summary screen.

Delete - displays the following prompt at the bottom of the screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the Cost Recovery data unchanged. Typing "Y" and pressing <Enter> deletes all of the displayed Cost Recovery data and presents the Activity Summary screen.

Save - records changes to the database. After using the "Edit" option to modify the displayed data, press <Enter> at the last data field to return the cursor to the status line. Enter "S" (for "Save") to record the changes to the database and return to the Activity Summary screen.

Leave - displays the Activity Summary screen.

If no Cost Recovery data has been entered for the site, the following message appears on the screen: **NO COST RECOVERY DATA FOUND FOR THIS SITE**. Entering "A" (for "Add") displays the Cost Recovery "ADD" screen depicted in Exhibit 5-38.

ADD		COST RECOVERY		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
ACTIVITY: RN01 REMOVAL NEGOTIATIONS		SITE NAME: IMAGINARY INDUSTRIES			
RESPONSE CATEGORY: [REDACTED]		TECHNICAL LABOR HRS: [REDACTED] 0			
AMOUNT SOUGHT: [REDACTED] 00		DIRECT LABOR: [REDACTED] 00			
PAYMENTS OFFERED: [REDACTED] 00		TRAVEL: [REDACTED] 00			
PAYMENTS RECEIVED: [REDACTED] 00		INDIRECT COSTS: [REDACTED] 00			
		REGIONAL COSTS: [REDACTED] 00			
		TOTAL COSTS: [REDACTED] 00			
		COST RECOVERED: [REDACTED] 00			
COMMENTS: [REDACTED]					
REGIONAL DATA ONLY - NOT TRANSFERRED TO CERCLIS					
Add		Edit		Leave	
				[A]	

Exhibit 5-38 Cost Recovery Data "ADD" Screen

Note: The status line on the above screen is not displayed initially. Pressing <Enter> at the last data field activates and places the cursor at the status line.

Add - adds the Responsible Party data to the database and displays the Activity Summary screen.

Edit - moves the cursor to the Owner field, allowing you to modify the displayed information. Use the <Enter> key to move to the appropriate field(s) and make the necessary change(s). Pressing <Enter> at the last data field returns the cursor to the status line.

Leave - discards all of the information entered and displays the Activity Summary screen.

5.3.16 Cost Recovery Data

The "Cost Recovery Data" option provides regions with a working spreadsheet on which to track cost recovery information. Like Responsible Party data, Cost Recovery data is maintained for regional purposes only and is not uploaded to the mainframe.

If Cost Recovery data exists for the specified site, selecting this option in the Menu options window presents a Cost Recovery data "VIEW" screen. Exhibit 5-37 presents an example of this screen.

VIEW		COST RECOVERY		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
ACTIVITY: RN01 REMOVAL NEGOTIATIONS		SITE NAME: IMAGINARY INDUSTRIES			
RESPONSE CATEGORY: R		TECHNICAL LABOR HRS:		1,000	
AMOUNT SOUGHT: 2,000,000.00		DIRECT LABOR:		1,100,000.00	
PAYMENTS OFFERED: 1,750,000.00		TRAVEL:		.00	
PAYMENTS RECEIVED: .00		INDIRECT COSTS:		900,000.00	
		REGIONAL COSTS:		.00	
		TOTAL COSTS:		2,000,000.00	
		COST RECOVERED:		.00	
COMMENTS:					
REGIONAL DATA ONLY - NOT TRANSFERRED TO CERCLIS					
Edit		Delete		Save	
		Leave		F1	

Exhibit 5-37 Cost Recovery Data "VIEW" Screen

When the screen appears, the cursor is at the status line. Select an option by typing its corresponding highlighted letter and pressing <Enter>.

VIEW		ACTIVITY REVIEW		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
ACTIVITY: AC01 ADMINISTRATIVE ORDER		SITE NAME: IMAGINARY INDUSTRIES			
ENFORCEMENT ACTIVITY DATA					
CONTACT NAME: BAKER		PHONE: (508) 555-1234			
PLANNING STATUS: PRIMARY		LEAD: FEDERAL ENFORCEMENT			
NEG/LET OUTCOME:					
JUDICIAL/CIVIL TYPE: NEW		FULL/PART SETTLEMENT: B			
SCAP NOTE:		NO.RP DEFS: 1			
COMPLIANCE STATUS: NO DETERMINATION		CHANGE DATE: 04/09/90			
PLAN START:		ACTUAL START:			
PLAN COMPL: 04/09/90		ACTUAL COMPL:			
Forward		Leave		[F]	

Exhibit 5-40 Enforcement Activity Data Review Screen

VIEW		ACTIVITY REVIEW		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
ACTIVITY: AC01 ADMINISTRATIVE ORDER		SITE NAME: IMAGINARY INDUSTRIES			
ENFORCEMENT COMMENTS					
001	01	THE UNREAL EXISTENCE OF THIS CHIMERICAL CORPORATION IS			
001	02	BASED UPON ITS ILLUSORY ORIGINS.			
002	01	PEONY FUMES FROM THIS FICTITIOUS FACTORY HAVE PERMEATED			
002	02	THE POPULATED PERIMETER.			
More Comments		Forward		Back	
		Leave		[F]	

Exhibit 5-41 Enforcement Comments Review Screen

When the screen first appears, the cursor is located at the Response Category field, which is a required field. As the highlighted first letter of the field name indicates, this field is linked to a pop-up window. Pressing <Enter> or entering a "?" in this field activates the Response Category pop-up window shown in Exhibit 5-39.

RESPONSE CATEGORY	
FED S	FEDERAL COSTS
IRM	IRM
O&M	O&M
OTHER	OTHER
RA	RA
RD	RD
RD/RA	RD/RA
RI/FS	RI/FS
RMVL	REMOVAL

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select

Exhibit 5-39 Response Category Pop-Up Window

Use the <↑>, <↓>, <PgUp>, <PgDn>, <Home> and <End> keys to move the light bar to the desired entry, or type the first letter of the desired entry; if multiple entries begin with the same letter, keep pressing the letter until the desired entry is highlighted. Press the <↵> (<Enter>) key to select the highlighted entry. This action closes the pop-up window and places the selected entry in the Response Category field.

Use the <Enter> key to move to each field and enter the appropriate information. Pressing <Enter> at the last field moves the cursor to the status line, where "A" (for "Add") is the default option. Press <Enter> to add the record to the database and display the newly entered data in a Cost Recovery "VIEW" screen (see Exhibit 5-37 for an example). Entering "L" (for "Leave") at the status line displays the Activity Summary screen.

5.3.17 Review Activity Data

Use this option to scroll through all existing support data for the selected activity at the specified site. Selecting this option displays an Enforcement Activity Review screen, followed by data review screens for all enforcement supporting data categories (Milestones, Remedies, etc.).

Exhibits 5-40 through 5-49 illustrate the activity review screens, all of which provide view-only access to the displayed data. Status lines on these screens generally provide options to move forward to the next review screen, to move backward to the previous review screen, and to leave the activity review and return to the Activity Summary screen.

ENFORCEMENT

The Remedy Data review screen shown in Exhibit 5-43 displays a prompt at the bottom of the screen that provides access to qualifier information. Typing "Y" (for "Yes") in response to the prompt highlights the first remedy record on the screen and displays the following selection prompt: Use ↑ or ↓ - press <Enter> to select.

Use the <↑> and <↓> keys to move the light bar and highlight the appropriate remedy record, then press <Enter> to select it. All of the qualifiers entered for the selected remedy will appear, as shown in Exhibit 5-44.

As the prompt at the bottom of the Remedy and Qualifiers review screen indicates, press <Enter> to return to the Remedy Data review screen (Exhibit 5-43). Press <Enter> to accept the "N" (for "No") response to the Review Qualifiers prompt. A status line appears, containing "Forward," "Back," and "Leave" options (see Exhibit 5-42 for an example).

VIEW

ACTIVITY REVIEW

SCREEN 1 OF 1

REF NO.: 00007

EPA ID: MAD123456789

ACTIVITY: AC01 ADMINISTRATIVE ORDER

SITE NAME: IMAGINARY INDUSTRIES

ENFORCEMENT REMEDY DATA

REMEDY AND QUALIFIERS

REMEDY TYPE: RV1

NAME: REMOVAL ACTION

OP UNIT: 00

1. CO CASH-OUT	6. (BLANK)
2. FC FENCES	7. (BLANK)
3. (BLANK)	8. (BLANK)
4. (BLANK)	9. (BLANK)
5. (BLANK)	10. (BLANK)

PRESS <ENTER> TO CONTINUE ...

Exhibit 5-44 Enforcement Remedy Data/Remedy and Qualifiers Review Screen

VIEW		ACTIVITY REVIEW		SCREEN 1 OF 1	
REF NO.: 00007			EPA ID: MAD123456789		
ACTIVITY: AC01 ADMINISTRATIVE ORDER			SITE NAME: IMAGINARY INDUSTRIES		
ENFORCEMENT MILESTONE DATA					
MILESTONE	NAME	SPMS TARCT	PLANNED	ACTUAL	
1. AA1 ACTIVITY AMENDED			06/01/90	07/01/90	
Forward Back Leave [F]					

Exhibit 5-42 Enforcement Milestone Data Review Screen

VIEW		ACTIVITY REVIEW		SCREEN 1 OF 1	
REF NO.: 00007			EPA ID: MAD123456789		
ACTIVITY: AC01 ADMINISTRATIVE ORDER			SITE NAME: IMAGINARY INDUSTRIES		
ENFORCEMENT REMEDY DATA					
REMEDY	REMEDY NAME	OP UNIT	QUALIFIERS		
RV1	REMOVAL ACTION	00	YES		
REVIEW QUALIFIERS Y/N [N]					

Exhibit 5-43 Enforcement Remedy Data Review Screen

VIEW		ACTIVITY REVIEW		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
ACTIVITY: AC01 ADMINISTRATIVE ORDER		SITE NAME: IMAGINARY INDUSTRIES			
CASE BUDGET FINANCIAL DATA					
FINANCIAL ID:		FINANCIAL TYPE: A			
AMOUNT: 500,000		ACTUAL DATE: 02/01/90			
BUDGET SOURCE: N		BUDGET STATUS: APR			
CONTRACT VEH: CNT		WORK ASGN NO.:			
CONTRACTOR NAME: CLEANUP CORP		IFMS FLAG: F			
ACN: 0TGB01PP87		DCN: PE0057			
FINANCIAL ID:		FINANCIAL TYPE: A			
AMOUNT: 750,000		ACTUAL DATE: 02/01/89			
BUDGET SOURCE: N		BUDGET STATUS: APR			
CONTRACT VEH: ARC		WORK ASGN NO.:			
CONTRACTOR NAME:		IFMS FLAG: F			
ACN: 9TGB01PP87		DCN: PE0134			
Forward Back Leave [F]					

Exhibit 5-47 Case Budget Financial Data Review Screen

VIEW		ACTIVITY REVIEW		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
ACTIVITY: AC01 ADMINISTRATIVE ORDER		SITE NAME: IMAGINARY INDUSTRIES			
RESPONSIBLE PARTY DATA					
OWNER: IONA SITE		EPA PROJECT MGR: A. BAKER			
ADDRESS: HAZARD HILLS MA		STATE CONTACT:			
OPERATOR: JOHN SMITH		CONTACT PHONE: () -			
ADDRESS: OOMPA PA		ATTORNEY: A. BARRISTER			
RP NUMBER: 1		ATTORNEY PHONE: (516) 929-4316			
HAS RP RANKING BEEN COMPILED? Y/N N					
COMMENT:					
Forward Back Leave [F]					

Exhibit 5-48 Responsible Party Data Review Screen

VIEW	ACTIVITY REVIEW	SCREEN 1 OF 1
<div style="display: flex; justify-content: space-between;"><div>REF NO.: 00007 ACTIVITY: AC01 ADMINISTRATIVE ORDER</div><div>EPA ID: MAD123456789 SITE NAME: IMAGINARY INDUSTRIES</div></div>		
ENFORCEMENT STATUTES DATA		
STATUTE	STATUTE NAME	
1. 104	CERCLA SECTION 104	
2. 122	CERCLA SECTION 122	
<div style="display: flex; justify-content: space-between;">ForwardBackLeave[F]</div>		

Exhibit 5-45 Enforcement Statutes Data Review Screen

VIEW	ACTIVITY REVIEW	SCREEN 1 OF 1
<div style="display: flex; justify-content: space-between;"><div>REF NO.: 00007 ACTIVITY: AC01 ADMINISTRATIVE ORDER</div><div>EPA ID: MAD123456789 SITE NAME: IMAGINARY INDUSTRIES</div></div>		
COST RECOVERY FINANCIAL DATA		
FINANCIAL ID: 001	FINANCIAL TYPE: A	
AMOUNT: 125,000	ACTUAL DATE: 03/31/90	
BUDGET SOURCE: E	BUDGET STATUS: APR	
CONTRACT VEH: ARC01	WORK ASGN NO.:	
SCAP NOTE:		
<div style="display: flex; justify-content: space-between;">ForwardBackLeave[F]</div>		

Exhibit 5-46 Cost Recovery Financial Data Review Screen

VIEW	PRINTER SPECIFICATIONS	SCREEN 1 OF 1
<div style="display: flex; justify-content: space-between;"> <div> REF NO.: 00007 ACTIVITY: RN01 REMOVAL NEGOTIATIONS </div> <div> EPA ID: MAD123456789 SITE NAME: IMAGINARY INDUSTRIES </div> </div>		
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 10px; width: 45%;"> <p style="text-align: center; margin-top: 0;">PRINTERS</p> <div style="background-color: black; color: white; text-align: center; padding: 2px 10px; margin: 5px 0;">Network Printer 0</div> <div style="margin: 5px 0;">Network Printer 1</div> </div> <div style="border: 1px solid black; padding: 10px; width: 45%;"> <p style="text-align: center; margin-top: 0;">OPTIONS</p> <p>PRINT WIDTH: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="background-color: black; color: white; padding: 2px 10px;">NORMAL</div> <div style="padding: 2px 10px;">COMPRESSED</div> </div> </p> <p>LINES PER INCH: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="background-color: black; color: white; padding: 2px 10px;">6</div> <div style="padding: 2px 10px;">8</div> </div> </p> <p>PAGE ORIENTATION: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="background-color: black; color: white; padding: 2px 10px;">PORTRAIT</div> <div style="padding: 2px 10px;">LANDSCAPE</div> </div> </p> </div> </div>		
<div style="display: flex; justify-content: space-between; margin-top: 0;"> Print Change printers Leave [C] </div>		

Exhibit 5-51 Printer Specifications Screen

The current or default printer is highlighted; use the <↑> and <↓> keys to move the light bar to the desired printer and press <Enter>. This action moves the cursor to the Options window, where print format options are displayed. **Note:** The Options window is blank when the screen first appears; format options appear only after a printer is selected.

Use the <→> and <←> keys to highlight the desired format options, pressing <Enter> after each selection. The Printer Specifications disappear, and the cursor moves to the status line shown in Exhibits 5-50 and 5-51. Type "P" (for "Print") and press <Enter> to print the Activity Summary according to the new specifications. The Activity Summary will be displayed. Entering "L" (for "Leave") displays the Activity Summary without printing it.

5.3.19 Add/Delete Links

This option provides the means to create relationships between events and other events, between events and Enforcement activities, and between activities and other activities. Link information can be used to generate a site map that presents a graphical overview of the flow of events and activities at a site. The ISIF Report Panel, detailed in Appendix B to this manual, contains the option used to draw a site map.

Link access is available in several places in WasteLAN: on the WasteLAN main menu, in the Menu options window of Event and Activity Summary screens, and on the Integrated SIF menu. The same Links window is invoked from each of these access points. Chapter 8 of this manual describes how the Links window functions. Also, the CERCLIS/WasteLAN Links Guidance document provides further information on links, including rules that apply to link creation.

VIEW		ACTIVITY REVIEW		SCREEN 1 OF 1	
REF NO.: 00007		EPA ID: MAD123456789			
ACTIVITY: AC01 ADMINISTRATIVE ORDER		SITE NAME: IMAGINARY INDUSTRIES			
ENFORCEMENT COST RECOVERY DATA					
RESPONSE CATEGORY: RMVL		TECHNICAL LABOR HRS: 1,000			
		DIRECT LABOR: 400,000.00			
		TRAVEL: 0.00			
AMOUNT SOUGHT:	400,000.00	INDIRECT COSTS:		0.00	
PAYMENTS OFFERED:	350,000.00	REGIONAL COSTS:		0.00	
PAYMENTS RECEIVED:	50,000.00	TOTAL COSTS:		400,000.00	
		COST RECOVERED:		50,000.00	
COMMENTS					
Back		Leave		[F]	

Exhibit 5-49 Enforcement Cost Recovery Data Review Screen

5.3.18 Print Activity Summary

As the name indicates, use this option to print out the currently displayed Activity Summary. Selecting this option clears the Activity Data from the screen and displays the status line illustrated in Exhibit 5-50.

Print	Change printers	Leave	[]
-------	-----------------	-------	-----

Exhibit 5-50 Print Activity Summary Status Line

Entering "P" (for "Print") sends the Activity Summary information to the printer and displays the Activity Summary screen. Entering "C" (for "Change printers") displays a Printer Specifications screen; Exhibit 5-51 presents an example of this screen.

5.3.20 Audit Trail

The "Audit Trail" option provides information about the entry and modification of the displayed record. Selecting this option activates an Audit Trail pop-up window, illustrated below in Exhibit 5-52.

AUDIT TRAIL	
ADD	EDIT
WHO: USERNAME	WHO: USERNAME
DATE: 04/09/90	DATE: 05/10/90
TIME: 13:20:00	TIME: 15:17:04

Exhibit 5-52 Audit Trail Pop-Up Window

The window shows the name of the user who added the record to the database, and the date and time of data entry. The window also shows the name of the user who last edited the record, and the date and time the edit was performed.

When the Audit Trail window is active, the following prompt is displayed at the bottom of the screen: **PRESS ANY KEY TO CONTINUE** As the prompt indicates, press any key to close the Audit Trail window and return to the Activity Summary screen.

5.3.21 Turbo Access

The "Turbo Access" feature works like a bookmark, saving your place in an Event or Activity Summary screen. If Turbo Access is on when you log out of WasteLAN, then the system "remembers" the last site record and Event or Activity Summary screen accessed. The next time you log in, the last Event or Activity Summary screen accessed will be displayed instantly.

The "Turbo Access" option operates as a toggle switch. If the Menu options window displays the selection "Turbo Access: On," then Turbo Access is already on, so selecting the option will turn it off. If the Menu options window displays the selection "Turbo Access: Off," then Turbo Access is off, so selecting the option will turn it on.

CHAPTER 6
NON-SITE SPECIFIC

CHAPTER 6: NON-SITE SPECIFIC

The Non-Site Specific module is used to track activities and financial information not associated directly with a particular site or incident. Multi-site cooperative agreements represent one example of a non-site specific activity. This module also includes targets and accomplishments data and advice of allowance information.

To access the Non-Site Specific module, choose option 4 on the WasteLAN main menu (see Chapter 2, Section 2.1 for instructions on accessing the WasteLAN main menu). Selecting this option presents the Non-Site Specific menu shown in Exhibit 6-1.

The screenshot shows a terminal window titled "NON-SITE SPECIFIC". Inside the window, there is a sub-header "MENU" followed by a list of five options:

- 1) NON-SITE INCIDENT
- 2) TARGETS/ACCOMPLISHMENTS
- 3) BUDGET CONTROL
- 4) ADVICE OF ALLOWANCE
- 5) OBLIGATED UNTASKED FUNDS

At the bottom of the window, there is a prompt "ENTER SELECTION" followed by three input fields: "1-5", "Leave", and "[]".

Exhibit 6-1 Non-Site Specific Menu

The remainder of this chapter describes the function and use of the Non-Site Specific options.

6.1 NON-SITE INCIDENT

Non-Site Incident (NSI) data includes all activities not related specifically to a single site or incident. The NSI module in WasteLAN supports SCAP planning, budgeting, and tracking of financial data for these activities. The functions in this module are used to add new NSI data to the database, and to view, modify, or delete existing NSI data. The regional IMC is responsible for entering and maintaining all NSI data in the system.

To access the NSI module, select option 1, "Non-Site Incident," on the Non-Site Specific menu (shown above in Exhibit 6-1). The Non-Site Incident menu, shown in Exhibit 6-2, will appear.

The screenshot shows a terminal window titled "NON-SITE INCIDENT". Inside the window, there is a rectangular box labeled "MENU" at the top. Below the box, the text "1) MODIFY/VIEW ACTIVITIES" is displayed. At the bottom of the terminal window, there is a prompt "ENTER SELECTION" followed by four options: "1", "Leave", "Quit", and "[]".

Exhibit 6-2 Non-Site Incident Menu

The following sections describe the features of the NSI module. Section 6.1.1 explains how to modify and view NSI activities. Section 6.1.2 explains how to access NSI financial data.

6.1.1 Modify/View Activities

This option is used to view, modify, or delete an existing NSI activity, or to add a new NSI activity record to the database. Entering "1" on the Non-Site Incident menu presents the screen illustrated in Exhibit 6-3.

NON-SITE INCIDENT

NON-SITE INCIDENT ACTIVITY CODE:

FISCAL YEAR:

Exhibit 6-3 Non-Site Incident Activity/Fiscal Year Selection Screen

The cursor appears at the Non-Site Incident Activity Code field. Enter the two-character code of the desired activity, or enter "?" to see a pop-up window of valid activity codes; Exhibit 6-4 shows this pop-up window. Pressing <Enter> at this field without typing in data displays the Non-Site Incident menu.

NON-SITE INCIDENT ACTIVITY

RETURN TO NON-SITE INCIDENT SCREEN	
AC	ARCS CONTRACT MANAGEMENT
AN	RD/RA NEGOTIATIONS
AR	ADMINISTRATIVE RECORDS
AS	PREREM, REMED AERIAL SUR
AU	REMOVAL AERIAL SURVEY
CL	COMBINED 106/107 LITIG
CR	GENERIC COMMUNITY REL
CT	CR TECH ASSIST GRANTS
DA	GENERIC DESIGN ASSISTANCE
DI	GENERIC DI
EM	STATE ENF MANAG ASSISTANCE
ER	ERA OVERSIGHT AND CR
EZ	ZONE ERCS CONTRACT MANAGEMENT
FD	FEDERAL FACILITY DOCKET

↓ MORE ↓

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select

Exhibit 6-4 Non-Site Incident Activity Pop-Up Window

NON-SITE SPECIFIC

As the status line at the bottom of the window indicates, use the <↑>, <↓>, <PgUp>, <PgDn>, <Home>, and <End> keys to move the light bar to the desired code, or type the first letter of the desired code; if multiple entries begin with the same letter, keep pressing the letter until the desired entry is highlighted. Press the <↓> (<Enter>) key to select the highlighted entry. This action closes the pop-up window and places the selected code in the Activity Code field.

Once the desired NSI Activity Code has been entered, the cursor moves to the Fiscal Year field, where the system automatically fills in the current fiscal year. Press <Enter> to view activity for the current fiscal year, or type in a different fiscal year and press <Enter>.

Entering an activity code and fiscal year for an existing record displays a screen of summary data and menu options for the selected activity. Exhibit 6-5 presents an example of this Activity Summary/Menu screen. In this example, the selected activity type is ARCS Contract Management (AC) for fiscal year 1990.

The screenshot displays a terminal window titled "ARCS CONTRACT MANAGEMENT". Inside, there are two main sections: "ACTIVITY SUMMARY" on the left and "MENU" on the right. The "ACTIVITY SUMMARY" section contains the following text: "NSI REGION: 01", "ACTIVITY: AC01", "LEAD: FE", "STATE: MA", and "FISCAL YEAR: 90". The "MENU" section contains a numbered list: "1) NEXT ACTIVITY", "2) PREVIOUS ACTIVITY", "3) ADD NEW ACTIVITY", "4) EDIT/DELETE ACTIVITY", "5) VIEW ONLY", and "6) FINANCIAL SYSTEM". At the bottom of the "MENU" section, there is a prompt: "ENTER 1-6 [Leave] []".

Exhibit 6-5 Non-Site Incident Activity Summary/Menu (Existing Activity)

Options on the Activity Summary/Menu screen are described below.

- 1) **NEXT ACTIVITY** - Use this option to display the next summary record in the database for the selected activity type and fiscal year. Choosing this option when the last (or only) record is already displayed results in the message **END OF SELECTED LIST**.
- 2) **PREVIOUS ACTIVITY** - Use this option to display the previous summary record in the database for the selected activity type and fiscal year. Choosing this option when the first (or only) record is already displayed results in the message **BEGINNING OF SELECTED LIST**.

- 3) **ADD NEW ACTIVITY** - Use this option to add another occurrence of the selected activity type to the database. **Note:** This option does not appear on the screen for users who do not have NSI rights.

Selecting this option displays a Non-Site Incident Activity "ADD" screen, where the lead, state, and a comment can be entered for the activity. Exhibit 6-6 presents an example of the Non-Site Incident Activity "ADD" screen.

ADD NON-SITE INCIDENT ACTIVITY SCREEN 1 OF 1

ACTIVITY: AC01 ARCS CONTRACT MANAGEMENT FISCAL YEAR: 90

LEAD: [redacted] STATE: [redacted]

COMMENT: [redacted]

Add Edit Leave []

Exhibit 6-6 Non-Site Incident Activity "ADD" Screen

As shown in Exhibit 6-6, the activity code, full activity name, and fiscal year are already filled in. The cursor is positioned at the Lead field; enter the two-character code of the appropriate lead. Entering a "?" or pressing <Enter> without typing any characters displays a pop-up window of valid lead codes; Exhibit 6-7 illustrates this pop-up window.

LEAD	
(BLANK)	
CE	CORPS OF ENGINEERS
CG	COAST GUARD
EP	EPA IN-HOUSE
F	EPA, FUND FINANCED
FE	FEDERAL ENFORCEMENT
FF	FEDERAL FACILITY
LA	LOCAL OR AREA-WIDE AGENCY
MR	MIXED FUNDING-FEDERAL/RP
MS	MIXED FUNDING-FED/STATE
OE	OTHER
PS	PRP RESPONSE WITH FUNDING
RP	RESPONSIBLE PARTY
S	STATE, FUND FINANCED
SN	STATE, NO FUND MONEY
↓ MORE ↓	
↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select	

Exhibit 6-7 Lead Pop-Up Window

As the status line at the bottom of the window indicates, use the <↑>, <↓>, <PgUp>, <PgDn>, <Home>, and <End> keys to move the light bar to the desired code, or type the first letter of the desired code; if multiple entries begin with the same letter, keep pressing the letter until the desired entry is highlighted. Press the <↵> (<Enter>) key to select the highlighted entry. This action closes the pop-up window and places the selected code in the Lead field.

Once a valid lead code has been entered, the cursor moves to the State field. A pop-up window is associated with this field also; enter a "?" to display a window of valid state codes, and follow the same selection procedures described above for the Lead pop-up window.

Once a valid state code has been entered, the cursor moves to the Comment field. Type in any appropriate comment text for the activity, and/or press <Enter> to move the cursor to the status line.

Entering "E" (for "Edit") at the status line allows you to modify the record before adding it to the database. Entering "L" (for "Leave") at the status line returns you to the Non-Site Incident menu without adding the record to the database. Entering "A" (for "Add") at the status line adds the record to the database and displays the Non-Site Incident menu.

- 4) **EDIT/DELETE ACTIVITY** - Use option 4 on the Activity Summary/Menu to edit or delete an existing activity record. Note: This option does not appear on the screen for users who do not have NSI rights.

Selecting this option displays a Non-Site Incident Activity "EDIT" screen. This screen is very similar to the one shown earlier in Exhibit 6-6, except that the data fields contain existing data for the selected activity, and the status line offers different options.

ARCS CONTRACT MANAGEMENT	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">ACTIVITY SUMMARY</p> <p style="text-align: center; margin: 20px 0;">NO ACTIVITY EXISTS.</p> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">MENU</p> <p style="text-align: center; margin: 20px 0;">1) ADD NEW ACTIVITY</p> </div> <div style="text-align: center; margin-top: 20px;"> ENTER <input type="button" value="1"/> <input type="button" value="Leave"/> <input type="button" value="[L]"/> </div>

Exhibit 6-9 Non-Site Incident Activity Summary/Menu (No Activity Exists)

Entering "1" (for "Add New Activity") displays the Non-Site Incident Activity "ADD" screen shown earlier in Exhibit 6-6. Refer to Exhibit 6-6 and the accompanying text for a screen example and instructions on adding a new NSI activity to the database. Note: The "Add New Activity" option does not appear on the screen for users who do not have NSI rights.

Entering "L" (for "Leave") on the screen shown above in Exhibit 6-9 displays the Non-Site Incident menu presented earlier in Exhibit 6-2.

6.1.2 NSI Financial Data

After an NSI activity has been selected (as explained in the preceding section), financial data for the activity can be added, viewed, modified or deleted. Important: With the exception of Planned Obligation records, write access to WasteLAN financial information is limited to users who have financial system access rights. Financial information includes event/fund (C3200), enforcement Case Budget (C2600), enforcement Cost Recovery (C2900), and NSI financial (P1400) records.

Users without write access to financial data encounter the following error message when attempting to add or edit financial records: **YOU DO NOT HAVE FINANCIAL RIGHTS.** The WasteLAN System Administrator is responsible for assigning financial system access rights.

Planned Obligation financial records in the event/fund (C3200), enforcement Case Budget (C2600), and NSI financial (P1400) databases are considered SCAP information. Therefore, write access to these records is determined by SCAP access rights. Users who do not have SCAP access rights encounter the following error message when attempting to add or edit Planned Obligation records: **SCAP LOCKOUT CURRENTLY IN PROGRESS.** The WasteLAN System Administrator is responsible for assigning SCAP access.

When the "EDIT" screen appears, the cursor is at the Lead field. Use the <Enter> key to move the cursor to the appropriate field(s) and make the necessary change(s); or, press the <PgDn> key to move the cursor to the status line. Exhibit 6-8 presents the options on the Non-Site Incident "EDIT" screen status line.



Exhibit 6-8 Non-Site Incident Activity "EDIT" Screen Status Line

Select an option by entering its corresponding highlighted letter. Options on the Non-Site Incident Activity "EDIT" screen status line are described below.

Edit - returns the cursor to the Lead field to permit modification of the displayed data. Use the <Enter> key to move the cursor to the appropriate field(s) and make the necessary change(s). Note: The cursor is already at the Lead field when the "EDIT" screen first appears; use this option to return to a previous field to make additional changes/corrections.

Delete - displays the following prompt at the bottom of the screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the NSI activity record unchanged. Typing "Y" and pressing <Enter> deletes the current activity record and displays the Activity Summary/Menu.

Save - records changes to the database. After editing the displayed data, press <Enter> at the last data field or use the <PgDn> key to return the cursor to the status line. The default option is "S" (for "Save"), so press <Enter> to record the changes to the database and return to the Activity Summary/Menu.

Leave - displays the Activity Summary/Menu.

- 5) **VIEW ONLY** - Choosing option 5 on the Activity Summary/Menu displays a Non-Site Incident Activity "VIEW" screen. This screen is very similar to the "ADD" screen shown in Exhibit 6-6, except that the status line only offers a "Leave" option for returning to the Activity Summary/Menu.
- 6) **FINANCIAL SYSTEM** - Option 6 provides access to financial data for the selected activity and fiscal year. This option is described in detail in Section 6.1.2.

If no record exists for the activity and fiscal year entered on the Non-Site Incident screen (shown previously in Exhibit 6-3), a screen similar to the one shown in Exhibit 6-9 appears.

Option 6 on the NSI Activity Summary/Menu (see Exhibit 6-5) provides access to the NSI financial system. Choosing this option displays the Activity Summary/Financial Menu shown in Exhibit 6-10.

ARCS CONTRACT MANAGEMENT	
<p style="text-align: center; margin: 0;">ACTIVITY SUMMARY</p> <p style="margin: 10px 0;">NSI REGION: 01</p> <p style="margin: 10px 0;">ACTIVITY: AC01</p> <p style="margin: 10px 0;">LEAD: FE</p> <p style="margin: 10px 0;">STATE: MA</p> <p style="margin: 10px 0;">FISCAL YEAR: 90</p>	<p style="text-align: center; margin: 0;">FINANCIAL MENU</p> <ol style="list-style-type: none"> 1) PLANNED OBLIGATION 2) ACTUAL OBLIGATION 3) DEOBLIGATION 4) COMMITMENT 5) DECOMMITMENT 6) OUTLAY 7) CUMULATIVE OUTLAY 8) AMOUNT REQUESTED 9) DEOUTLAY 10) TES WORK ASSIGNMENT AMOUNT 11) DE-TASKING 12) REMOVAL CONTRACTOR CEILING 13) TOTAL REMOVAL CEILING 14) ADD ACN/DCN 15) DELETE ACN/DCN
<p>ENTER 1-15 Leave []</p>	

Exhibit 6-10 Non-Site Incident Activity Summary/Financial Menu

Options 1 through 13 on the Financial Menu provide access to regionally generated financial data and IFMS data that has been downloaded to WasteLAN. Selecting one of these options displays a summary screen of financial records for the selected financial type. Exhibit 6-11 presents an example of a Planned Obligation summary screen.

VIEW		NSI FINANCIAL				PLANNED OBLIGATION		
ACTIVITY: AC01 ARCS CONTRACT MANAGEMENT						FISCAL YEAR: 90		STATE: MA
SEQ NO.	CON VEH	IFMS FLAG	DATE	AMOUNT	ACN	DCN	WORK ASGN NO.	AMND NO.
001	ARC01	C	04/09/90	125,000	0TGB01PP88	PE0316		

Add
Edit/delete
Leave
[L]

Exhibit 6-11 NSI Financial Summary Screen (Planned Obligations)

The summary screens for all other financial types are similar to the Planned Obligation summary screen; only the title shown at the top right of screen varies, based on the financial type selected. **Exception:** There are three financial types for which regional personnel cannot add new records: Outlay, Cumulative Outlay, and Deoutlay. For these financial types, the "Add" option will not be displayed on the NSI Financial summary screen status line. New records for these types are created in IFMS and added to the regional database via CERCLIS downloads.

The Seq(ue)nce No. (far left column) is a system-generated number assigned when the record is uploaded to CERCLIS; if the record has not yet been uploaded, the word "NEW" appears in this column. An IFMS Flag value (third column) of "C" (for "CERCLIS") is automatically generated when a new record is added. This value changes to "F" when IFMS sends data to the mainframe and the data is subsequently downloaded to WasteLAN.

Important: An IFMS Flag value of "E" indicates a discrepancy between IFMS and mainframe CERCLIS financial records. Changing the IFMS Flag value from "E" to "F" indicates agreement with the records as shown. For records with an IFMS Flag value of "E" or "F," only the Budget Source, Contract Veh(icle), Contractor, IFMS Flag, and Comment fields (see Exhibit 6-12) may be edited for the record.

If no financial records exist for the selected financial type, the message **NO FINANCIAL RECORDS FOUND FOR THIS ACTIVITY TYPE.** is displayed. To add a new record, enter "A" (for "Add") at the status line. An "ADD" data screen containing blank data entry fields appears; Exhibit 6-12 presents this screen.

ADD	PLANNED OBLIGATION	SCREEN 1 OF 1		
<div style="display: flex; justify-content: space-between;"> ACTIVITY: AC01 ARCS CONTRACT MANAGEMENT FISCAL YEAR: 90 STATE: MA </div>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> DATE: 1/1 BUDGET SOURCE: F ACN: F CONTRACT VEH: F WORK ASGN NO.: F NO. OF SITES: F COMMENT: F </td> <td style="width: 50%; vertical-align: top;"> AMOUNT: G END PRIORITY STATUS: F DCN: F CONTRACTOR: F AMND NO.: F OBJECT CLASS: F IFMS FLAG: C </td> </tr> </table>			DATE: 1/1 B UDGET SOURCE: F ACN: F C ONTRACT VEH: F WORK ASGN NO.: F NO. OF SITES: F COMMENT: F	AMOUNT: G E ND PRIORITY STATUS: F DCN: F CONTRACTOR: F AMND NO.: F OBJECT CLASS: F IFMS FLAG: C
DATE: 1/1 B UDGET SOURCE: F ACN: F C ONTRACT VEH: F WORK ASGN NO.: F NO. OF SITES: F COMMENT: F	AMOUNT: G E ND PRIORITY STATUS: F DCN: F CONTRACTOR: F AMND NO.: F OBJECT CLASS: F IFMS FLAG: C			
Add Edit Lease []				

Exhibit 6-12 NSI Financial "ADD" Screen (Planned Obligations)

A field name with an initial highlighted letter indicates that a pop-up window is available. Entering a "?" in one of these fields activates the pop-up window. Exhibit 6-13 displays the pop-up windows available on NSI financial data screens.

When a pop-up window appears, use the <↑>, <↓>, <PgUp>, <PgDn>, <Home>, and <End> keys to move the light bar to the desired entry, or type the first letter of the desired entry; if multiple entries begin with the same letter, keep pressing the letter until the desired entry is highlighted. Press the <J> (<Enter>) key to select the highlighted entry. This action closes the pop-up window and places the selected entry in the data field.

NON-SITE SPECIFIC

BUDGET SOURCE

(BLANK)
D HQ REMEDIAL
E ENFORCEMENT
L FEDERAL FACILITY
M HQ REMOVAL
N HQ ENFORCEMENT
R REMEDIAL
V REMOVAL

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press J to select

FND PRIORITY STATUS

(BLANK)
ALT ALTERNATE
APR APPROVED
CON CONTINGENCY FUNDING

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press J to select

CONTRACT VEHICLE

(BLANK)
ARC ALTERNATE REMEDIAL CONTRACTING STRATEGY
CAG COOPERATIVE AGREEMENT
CNT CONTRACT
EBS EBASCO
EML EMSL
ERC EMERGENCY RESPONSE CLEANUP SERVICES
ETA 8(A) CONTRACT
FIT FIELD INVESTIGATION TEAM
GAN GANNETT
GEO GEOTRANS
HKR HOOKER, NIAGARA FALLS, NY
IAG INTERAGENCY AGREEMENT
LTC LETTER CONTRACTS
MSC MULTI-SITE COOPERATIVE AGREEMENT

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press J to select

MAIN SCREEN

ACTIVITY: AC01 ARCE CONTRACT MANAGEMENT FISCAL YEAR: 86 STATE: MA

DATE: [] AMOUNT: []

BUDGET SOURCE: [] FND PRIORITY STATUS: []

ACN: [] DCN: []

CONTRACT VEH: [] CONTRACTOR: []

WORK ACN NO.: [] AMND NO.: []

NO. OF SITES: [] OBJECT CLASS: []

IPMS FLAG: C

COMMENT: []

[] dit [] save []

Exhibit 6-13 Pop-Up Windows for NSI Financial Screens

Use the <Enter> key to move to each field and enter the appropriate data. Pressing <Enter> at the last field moves the cursor to the status line. Entering "E" (for "Edit") at the status line allows you to modify the record before adding it to the database. Entering "L" (for "Leave") at the status line re-displays the financial summary screen without adding the record to the database. Entering "A" (for "Add") at the status line adds the record to the database and displays the financial summary screen (see Exhibit 6-11).

To edit or delete an existing financial record, enter "E" (for "Edit/delete") at the summary screen status line. The system highlights the first record in the summary and displays the following prompt: Use ↑ or ↓ - press <Enter> to select.

After the desired record has been highlighted and selected, an "EDIT" data screen appears. This screen is similar to the "ADD" screen shown previously in Exhibit 6-12, except that the status line offers different options. Exhibit 6-14 illustrates the "EDIT" data screen status line.



Exhibit 6-14 NSI Financial "EDIT" Screen Status Line

Select an option by typing its corresponding highlighted letter and pressing <Enter>. Options on the NSI Financial "EDIT" screen status line are described below.

Edit - places the cursor at the first data field to permit modification of the displayed data. Use the <Enter> key to move the cursor to the appropriate field(s) and make the necessary change(s). Note: The cursor is already at the first data field when the "EDIT" screen first appears; use this option to return to a previous field to make additional changes/corrections.

Delete - displays the following prompt at the bottom of the screen: **PRESS Y TO DELETE [N]**. The default response is "N" (for "No"), so pressing <Enter> leaves the financial record unchanged. Typing "Y" and pressing <Enter> deletes the financial record and presents the NSI Financial summary screen (Exhibit 6-11).

Save - records changes to the database. After editing the displayed data, press <Enter> at the last data field or use the <PgDn> key to return the cursor to the status line. "S" (for "Save") is the default option, so press <Enter> to record the changes to the database and return to the summary screen for the selected NSI Financial type.

Leave - displays the summary screen for the selected NSI Financial type.

Options 14 and 15 on the Activity Summary/Financial Menu (see Exhibit 6-9) are used to add and delete Account Numbers (ACN) and Document Control Numbers (DCN). Important: These two options do not appear on the screen for users who do not have NSI rights.

The ACN/DCN combination links financial data from EPA's Integrated Financial Management System (IFMS) on the mainframe to regional financial data. Note: As of this writing, the IFMS transfer is not operational.

Selecting option 14, "Add ACN/DCN," presents the screen shown in Exhibit 6-15.

Delete - Entering "D" displays the following prompt: **PRESS Y TO DELETE [N]**. Type "Y" and press <Enter> to delete the ACN/DCN pair, or press <Enter> to leave the record unchanged.

Leave - displays the Activity Summary/Financial Menu.

If the ACN/DCN combination entered does not exist in the database, the following message appears: **THIS ACN/DCN PAIR NOT FOUND FOR THIS ACTIVITY**. When the message disappears, enter "E" (for "Edit") at the status line to return the cursor to the ACN field and enter a new combination.

If the ACN/DCN pair entered is attached to any financial records, the system displays the following message: **THERE ARE FINANCIAL RECORDS ASSOCIATED WITH THIS ACN/DCN PAIR. THIS RECORD CANNOT BE DELETED. PRESS <Enter> TO CONTINUE**. After pressing <Enter>, enter "E" at the status line to return the cursor to the ACN field and enter a new combination, or enter "L" to return to the Activity Summary/Financial Menu.

6.2 TARGETS/ACCOMPLISHMENTS

The Targets/Accomplishments (T/A) module supports SCAP and STAR target setting and adjusting and quarterly accomplishment reporting. Screens in the T/A module allow regional personnel to update target site information and report accomplishments to Headquarters. T/A data is entered initially by Headquarters and updated by the IMC. Using the T/A program area menus, regions can track data for the targets set and assigned by Headquarters. Accomplishments are entered and modified by the IMC.

To access the T/A module, choose option 2, "Targets/Accomplishments," on the Non-Site Specific menu shown in Exhibit 6-1 at the beginning of this chapter. Selecting this option displays the Targets/Accomplishments menu presented in Exhibit 6-17.

A Fiscal Year (FY) selection screen, illustrated in Exhibit 6-19, appears after an activity type has been selected. The system pre-selects option 1, "USE CURRENT FISCAL YEAR." Press <Enter> to view activity for the current fiscal year, or, as shown in this example, type "2" and press <Enter> to move the cursor to the Change FY field and type in a different fiscal year. If no activity exists for the selected fiscal year, the following message appears: **ACTIVITY NOT FOUND IN FISCAL YEAR NN** (where NN = the fiscal year selected). Repeat the fiscal year selection process, or enter "L" (for "Leave") to return to the Targets/Accomplishments menu.

RI/FS FIRST START

FISCAL YEAR	MENU
<p>CURRENT FY: 90</p> <p>CHANGE FY: 89</p>	<p>1) USE CURRENT FY</p> <p>2) CHANGE FY</p> <p>ENTER 1-2 Leave [2]</p>

Exhibit 6-19 Targets/Accomplishments Fiscal Year Selection Screen

When a valid activity type and fiscal year have been selected, the system presents an Event Lead selection screen, as shown in Exhibit 6-20. Only lead options in the actual data record for the selected activity are listed on the Event Lead screen. Select the appropriate lead by typing its corresponding number and pressing <Enter>.

RI/FS FIRST START	
<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">ACTIVITY</div> <p>FISCAL YEAR: 89 LEAD: FF</p> <p>HQ BASELINE PROJECTION: 3</p> <p>FUND FINANCED CEILING: 0</p> <p>SCAP/SPMS FLAG: 1</p> <p>SCAP TARGET (NON-SPMS)</p>	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">TARGETS</div> <p>1) SECOND QUARTER</p> <p>2) THIRD QUARTER</p> <p>3) FOURTH QUARTER</p> <p>ENTER <input type="text" value="1-3"/> <input type="text" value="Leave"/> <input type="text" value="["/> <input type="text" value="]"/></p>

Exhibit 6-21 Targets/Accomplishments Target Selection Screen

If an activity is reported on a site-specific basis, choosing a target (quarterly or annual) on the above screen initiates the Target Sites routine explained below in Section 6.2.1. If an activity is not reported site-specifically, choosing a target (quarterly or annual) initiates the Accomplishments routine explained later in Section 6.2.2.

6.2.1 Target Sites

The Target Sites routine in the T/A module provides view and modify capabilities for multiple target sites associated with a selected activity and fiscal year. After the appropriate activity, fiscal year, event lead, and quarterly (or annual) target have been selected (as outlined in the previous section), the system displays the Target Sites screen shown in Exhibit 6-22.

RI/FS FIRST START	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">ACTIVITY</p> <p>FISCAL YEAR: 89 LEAD: FF</p> <p>HQ BASELINE PROJECTION: 3</p> <p>FUND FINANCED CEILING: 0</p> <p>SCAP/SPMS FLAG: 1</p> <p>SCAP TARGET (NON-SPMS)</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">2ND QUARTER TARGET</p> <p>VERSION: P NUMBER: 1</p> <p>PROPOSED BY REGION</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">TARGET SITE UPDATE</p> <p>NAME: IMAGINARY INDUSTRIES</p> <p>SEQ: 001 EPA ID: MAD123456789</p> <p>REF NO.: 00001</p> <p>OPUNIT: 01</p> <p>EVENT: 001</p> <p>LEAD: FF</p> <p style="text-align: center; margin-top: 10px;"> Edit Save Leave [] </p> </div>
<p><ENTER> TO USE CURRENT SITE - <PgDn> FOR STATUS LINE.</p>	

Exhibit 6-23 Targets/Accomplishments Target Site Update Screen

Use the <Enter> key to move the cursor to the appropriate field(s) and make the necessary changes. Press the <PgDn> key to access the status line. Entering "E" (for "Edit") at the status returns the cursor to the Ref No. field, allowing you to make additional changes before recording them to the database. Note: Entering an invalid code at the Event field activates a pop-up window of valid entries.

Enter "S" (for "Save") at the status line to record the changes to the database. To return to the initial Target Sites screen (presented earlier in Exhibit 6-22), enter "L" (for "Leave") at the status line. Caution: Entering "L" before saving the changes displays the initial Target Sites screen without saving the changes.

6.2.2 Accomplishments

The Accomplishments portion of the T/A module is used to track quarterly accomplishment data for SCAP/SPMS targets or measures that are reported non-site specifically. Regions are responsible for reporting non-site specific accomplishments each quarter.

After the non-site specific activity and its associated fiscal year, lead, and target have been selected (as explained at the beginning of Section 6.2), the system presents the Accomplishments screen, similar to the one illustrated in Exhibit 6-24.

Entering "E" (for "Edit") before saving the changes returns the cursor to the Quarter field, allowing you to make additional changes. Entering "L" returns the cursor to the menu status line on the upper right side of the screen. **Caution:** Entering "L" before saving the changes returns the cursor to the menu status line without saving the changes.

To delete the displayed record, press <PgDn> to activate the Quarterly Accomplishments status line and enter "D" (for "Delete"). The system displays the following prompt: **PRESS Y TO DELETE [N]**. Type "Y" and press <Enter> to delete the displayed record, or just press <Enter> to leave the record unchanged.

6.3 BUDGET CONTROL

The Budget Control module supports the SCAP budget development and issuance process. This module contains data pertaining to a region's Annual Operating Plan (AOP), or budget. Budget Control data is available to WasteLAN users on a view-only basis; regional personnel cannot add or modify Budget Control data. OERR and OWPE headquarters personnel are responsible for operating and maintaining the Budget Control system and data.

To access the Budget Control module, select option 3 on the Non-Site Specific menu presented in Exhibit 6-1 at the beginning of this chapter. The Budget Control menu shown in Exhibit 6-25 will appear.

BUDGET CONTROL

MENU

1) PROGRAM (OERR)

2) ENFORCEMENT (OWPE)

ENTER SELECTION 1-2 Leave Quit { }

Exhibit 6-25 Budget Control Menu

Options on the Budget Control menu are described in Sections 6.3.1 and 6.3.2.

PA/SI	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"><div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;">FISCAL YEAR</div><div style="text-align: center;">CURRENT FY: 90</div></div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"><div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;">MENU</div><div style="text-align: center;">1) USE CURRENT FY 2) CHANGE FY</div><div style="text-align: center;">ENTER 1-2 Leave [1]</div></div>

Exhibit 6-27 Budget Control Fiscal Year Selection Screen (PA/SI)

PA/SI	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"><div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;">FISCAL YEAR</div><div style="text-align: center;">CURRENT FY: 90</div></div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"><div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;">MENU</div><div style="text-align: center;">1) USE CURRENT FY 2) CHANGE FY</div><div style="text-align: center;">ENTER 1-2 Leave [1]</div></div>
<div style="border: 1px solid black; padding: 5px;"><div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;">QUARTER</div><div style="text-align: center;">CURRENT QUARTER: 1</div></div>	<div style="border: 1px solid black; padding: 5px;"><div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;">MENU</div><div style="text-align: center;">1) USE CURRENT QUARTER 2) CHANGE QUARTER</div><div style="text-align: center;">ENTER 1-2 Leave [1]</div></div>

Exhibit 6-28 Budget Control Quarter Selection Screen (PA/SI)

BUDGET CONTROL - ENFORCEMENT	
MENU	
1) REGION TES 3/4 BUDGET (H)	6) PRP RI/FS OVERSIGHT
2) REGION TES 5 + BUDGET (H)	7) LITIGATION SUPPORT
3) REGION NON-TES BUDGET (H)	8) STATE ENFORCEMENT
4) REMOVAL ENFORCEMENT	9) PROGRAM IMPLEMENTATION
5) PRP SEARCH AND RI/FS NEG	10) FEDERAL FACILITY

ENTER SELECTION 1-10 Leave []

Exhibit 6-30 Budget Control - Enforcement Menu

Options on this menu provide access to the Enforcement activities included in a region's AOP. The sequence and operation of Budget Control - Enforcement screens are identical to those of Budget Control - Program screens (described in the previous section), beginning with fiscal year and quarter selection and ending with the Enforcement activity data screen.

6.4 ADVICE OF ALLOWANCE

The Advice of Allowance (AOA) module supports the SCAP AOA issuance process and contains data reflecting a region's formal AOA as it is issued by EPA's Office of the Comptroller. Information in the AOA module is entered by Headquarters and is available to the regions on a view-only basis; regional personnel cannot add or modify AOA data.

To access the Advice of Allowance module, select option 4, "Advice of Allowance," on the Non-Site Specific menu shown in Exhibit 6-2 at the beginning of this chapter. Exhibit 6-31 presents the Advice of Allowance menu.

REMEDIAL DESIGN			
TYPE: RD001		FISCAL YEAR/QUARTER: 90/1	
EPA ID: MAD123456789		IFMS ID: 0107	
SITE NAME: IMAGINARY INDUSTRIES			
REF NO.: 00007	OPUNIT: 01	EVENT: RD1	
AMOUNT: 330,000		ISSUE DATE: 01/01/90	
COMMENT:			
Forward		Back	Leave [L]

Exhibit 6-32 Advice of Allowance Data Screen (Remedial Design)

REMOVAL ACTIONS	
TYPE: RV001	
FISCAL YEAR: 90	
QUARTER: 1	
AMOUNT: 330,000	
ISSUE DATE: 01/01/90	
COMMENT:	
Forward	Back Leave [L]

Exhibit 6-33 Advice of Allowance Data Screen (Removal Actions)

OUF - ENFORCEMENT

MENU

1) TES05 OBLIGATED UNTASKED	5) TES09 OBLIGATED UNTASKED
2) TES06 OBLIGATED UNTASKED	6) TES10 OBLIGATED UNTASKED
3) TES07 OBLIGATED UNTASKED	7) TES11 OBLIGATED UNTASKED
4) TES08 OBLIGATED UNTASKED	8) TES12 OBLIGATED UNTASKED

ENTER SELECTION **1-8** **Leave** **[]**

Exhibit 6-35 OUF - Enforcement Menu

The sequence and operation of succeeding screens in the Obligated Untasked Funds module are identical to those in the Budget Control module (see Section 6.3.1), beginning with fiscal year and quarter selection and ending with a data screen. Entering "L" (for "Leave") on the OUF - Enforcement menu displays the Obligated Untasked Funds menu shown in Exhibit 6-34.

CHAPTER 7

ISIF

CHAPTER 7: ISIF

The Integrated Site Information Form (Integrated SIF, or ISIF) module provides an alternative method for entering and modifying enforcement activity and event data in the WasteLAN database. Like the Event and Enforcement modules of WasteLAN, the ISIF module includes data screens that are used to enter enforcement activity and event information and subsidiary data such as milestones, subevents, and financial information.

The ISIF data screens correspond to the printed Integrated Site Information Forms (SIFs) which can be used by Regional Project Managers (RPMs) as a turnaround document.

Important: Information concerning the site itself must still be entered and modified using the Site module. In addition, the ISIF module does not include all subsidiary data fields.

The ISIF module also includes access to the Links database, allowing events and activities at one site to be linked together to create a chain of related occurrences. Furthermore, the ISIF Report Panel contains an option for producing a site map that graphically illustrates the relationships between linked events and activities.

To access the ISIF module, log in to WasteLAN to display the main menu (see Chapter 2, Section 2.1 for system access procedures). Then, select option 5, "ISIF." The Integrated SIF menu will appear. Exhibit 7-1 illustrates the Integrated SIF menu.

```

INTEGRATED SIF

MENU

1) RP SEARCH
2) RI/FS NEGOTIATION/OUTCOME
3) RI/FS IMPLEMENTATION
4) RD/RA NEGOTIATION/OUTCOME
5) RD/RA IMPLEMENTATION
6) LITIGATION/OUTCOME
7) MISCELLANEOUS EVENTS
8) ENFORCEMENT ACTIVITIES
9) EVENT/ACTIVITY LINKS
10) ISIF REPORT PANEL

ENTER SELECTION  [1-10] [L eave] [{ }]
```

Exhibit 7-1 Integrated SIF Menu

Options 1 through 8 on the Integrated SIF Menu provide access to the ISIF data screens used to enter and modify enforcement activities and fund events. Selecting one of these options begins the ISIF data entry process. Note: ISIF data entry encompasses both the addition of new data and the modification or deletion of existing data.

invoke an expanded site selection prompt that includes an Opunit field. Exhibit 7-3 illustrates this expanded site/opunit selection prompt.

RI/FS IMPLEMENTATION		
REF NO.: XXXX	EPA ID: MAD123456789	NAME: IMAGINARY INDUSTRIES
OPUNIT:	OPUNIT NAME:	

Exhibit 7-3 Site/Opunit Selection Prompt

When a valid site reference number or EPA ID is entered, the cursor moves to the Opunit field. This field only accepts numeric data; the cursor remains at the blank Opunit field until numeric characters are entered. Type in a two-digit opunit number and press **<Enter>**. Entering a valid opunit activates a pop-up window of action options, described in Section 7.3.

Entering an invalid opunit number (for example, "99") presents the following message at the bottom of the screen: **OPERABLE UNIT NN DOES NOT EXIST** (NN = the opunit number entered). When the message disappears, an Operable Units pop-up window appears. Exhibit 7-4 presents an example of the Operable Units pop-up window.

OPERABLE UNITS	
RETURN TO ISIF MAIN MENU	
ADD OPUNIT	
00	SITE EVALUATION/DISPOSITION
01	REMEDIAL ACTIVITIES
↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select	

Exhibit 7-4 Operable Units Pop-Up Window

The window contains options for returning to the Integrated SIF menu and for adding a new opunit for the site to the database. Any existing opunits for the site are also displayed in the window. Use the **<↑>**, **<↓>**, **<PgUp>**, **<PgDn>**, **<Home>**, and **<End>** keys to move the light bar and highlight the desired option, then press **<Enter>** to select it.

Selecting an existing opunit from the Operable Units pop-up window closes the window. The selected opunit appears in the Opunit field, and a pop-up window containing action options is displayed. Section 7.3 describes the action options pop-up window.

Selecting the "Add Opunit" option places a new, system-generated opunit number in the Opunit field and moves the cursor to the Opunit Name field. Type in an appropriate opunit name and press **<Enter>**. The following message appears at the bottom of the screen: **OPERABLE UNIT NN HAS BEEN ADDED** (NN = the new opunit number). When the message disappears, a pop-up window of action options appears. Section 7.3 describes the action options pop-up window.

7.3 SELECTING AN ACTION OPTION

After the appropriate site (and opunit, if applicable) record has been selected (see Sections 7.1 and 7.2), then a pop-up window of action options appears. Exhibit 7-5 presents an example of this action options pop-up window.

The first entry in the window is a "Return to Integrated SIF Menu" option. The other entries list the ISIFs that exist for the selected site and/or opunit. Each entry shows the key event, lead, planned start and complete dates, and actual start and complete dates of the primary ISIF record. **Note:** The planned start and complete dates are in fiscal year/quarter (FY/Q) format.

Selecting an existing ISIF presents the following message at the bottom of the screen: **COLLECTING RECORDS FOR THIS ISIF ...** A data screen then appears. Section 7.4 describes how to enter and edit data on ISIF data screens.

7.3.3 Fast Screen Access

The RD/RA Implementation ISIF consists of 12 data screens organized as follows: screens 1-3 contain Remedial Design (RD) data fields, screens 4-6 contain Remedial Action (RA) data fields, screens 7-9 contain Operations and Maintenance (OM) data fields, and screens 10-12 contain Long-Term Response (LR) data fields. The ISIF module includes a Fast Screen Access feature that provides immediate access to the first of each of these four sets of screens (i.e., screens 1, 4, 7, and 10) if data is present. This feature reduces the number of screens that must be paged through to get to the appropriate screen.

For example, suppose the "RD/RA Implementation" option was selected from the Integrated SIF menu, and an existing record was chosen that includes both RD and RA data. Selecting the existing ISIF would activate a Fast Screen Access pop-up window like the one shown in Exhibit 7-7.

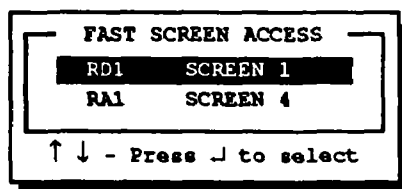


Exhibit 7-7 Fast Screen Access Pop-Up Window

Selecting an option in the Fast Screen Access window displays the corresponding data screen. Section 7.4 describes how to enter and edit data on ISIF data screens.

7.4 ENTERING DATA

As in other WasteLAN modules, data in the ISIF module is entered and edited using data screens. Exhibit 7-8 presents an example of a typical ISIF data screen.

LETTER TYPES	
DL	DEMAND LETTERS
IL	INFO REQUEST LETTERS
NI	NOTICE LETTERS
NW	NOTICE OF S122 WAIVER
SN	SPECIAL NOTICE

↑ ↓ <PgUp> <PgDn> <Home> <End> - Press ↵ to select

Exhibit 7-9 Typical ISIF Data Screen Pop-Up Window

Use the <↑>, <↓>, <PgUp>, <PgDn>, <Home>, and <End> keys to move the light bar and highlight the desired entry, then press <Enter> to select it. This action closes the pop-up window and places the selected entry in the field.

Pressing <Enter> at the last data field or repeat field status line on the screen invokes the main status line. Options on the main status line are used to add, edit, or save data on the current screen, or to access a different screen. Section 7.4.2 provides more information concerning the main status line.

7.4.1 Using Repeat Fields

Repeat fields allow multiple entries of the same set of data elements. In the data screen example shown earlier in Exhibit 7-8, the "Letters to PRPs" box in the middle of the screen is a repeat field.

Repeat fields are controlled by a repeat field status line. Exhibit 7-10 depicts a repeat field status line.

Next	Previous	Add	Edit	Delete	Continue	[]
------	----------	-----	------	--------	----------	-----

Exhibit 7-10 Repeat Field Status Line

Select an option by typing its corresponding highlighted letter and pressing <Enter>. Options on repeat field status lines are described below.

Next - displays the next repeat field entry in the database. Entering "N" when no entries exist in the database or when the last (or only) entry is already displayed results in the message **END OF SELECTED LIST**.

Previous - displays the previous repeat field entry in the database. Entering "P" when no entries exist in the database or when the first (or only) entry is already displayed results in the message **BEGINNING OF SELECTED LIST**.

Add - enables the addition of a new repeat field entry to the database. Entering "A" places the cursor at the first data field within the repeat field entry box. Type the appropriate data and press <Enter> to move to the next data field in the repeat field entry box. Pressing <Enter> at the last data field in the repeat field entry box returns the cursor to the repeat field status line.

the screen: **UPDATING ALL FILES ...** When the message disappears, the Integrated SIF menu reappears.

Edit - use this option to make additional changes after initially adding or editing data on the current screen. Entering "E" returns the cursor to the first data field on the screen. Make the appropriate changes and/or press <Enter> to move to the next field. Continue to use the <Enter> key to move to each field on the screen and make the necessary changes. Pressing <Enter> at the last field on the screen returns the cursor to the status line.

Forward - used to exit the current screen and access the next screen in the sequence.

Back - used to exit the current screen and access the previous screen in the sequence.

Save - records changed data to the database. After editing the appropriate information, press the <Enter> key at the last field on the screen to access the main status line. Entering "S" displays the following message at the bottom of the screen: **UPDATING ALL FILES ...** When the message disappears, the Integrated SIF menu reappears.

Leave - used to exit the current screen and return to the Integrated SIF menu. Entering "L" displays the following message at the bottom of the screen: **NO RECORDS UPDATED.** When the message disappears, the Integrated SIF menu reappears. Caution: Entering "L" before adding or saving new or changed data discards all additions or changes and displays the Integrated SIF menu.

CHAPTER 8

LINKS

CHAPTER 8: LINKS

The Links module of WasteLAN provides the means to create relationships between events and events, events and activities, and activities and activities at a site. Link information can be used to generate output that presents a graphical overview of the flow of events and activities at a site. Link information can also be used to present integrated program management reports.

This chapter describes the overall function of the Links module and provides details on accessing and using the Links module. The CERCLIS/WasteLAN Links Coding Guidance document provides further information on creating links, including the rules that apply to establishing link relationships.

8.1 OVERVIEW OF LINKS

The Links module allows WasteLAN users to connect related events and events, events and activities, and activities and activities at a Superfund site. The resulting link records can be used to generate output that presents a snapshot view of the site's status. The remainder of this section highlights the key factors involved in link creation.

8.1.1 Types of Links

The following paragraphs describe the three types of link relationships that can be established in WasteLAN. Each of these link types can define one-to-one, one-to-many, or many-to-one relationships. However, there must be a single source point (event or activity record) at the beginning of any relationship "cluster."

- 1) Event to event. An event may be related to or may trigger another event.
- 2) Event to Activity. A response event may lead to or be related directly to an enforcement activity. An enforcement activity may also lead to or be related directly to a response event.
- 3) Activity to activity. An enforcement activity may lead to or be related directly to another enforcement activity.

8.1.2 Preparation for Links Data Entry

Before link records are entered in WasteLAN, certain information-gathering procedures should be performed. The following paragraphs outline these preparatory measures. The CERCLIS/WasteLAN Links Coding Guidance document provides further direction concerning the determination of specific link relationships.

- 1) Obtain appropriate reports. Obtain hardcopy reports identifying all enforcement activities and response events recorded for the site(s) for which links will be entered. Suggested reports include NPL and Non-NPL SCAP Site Summary reports (SCAP 1 and SCAP 2), SIFs, and the Chronological Site Report (SITE 5).

Additional WasteLAN and CERCLIS reports that use Link information are currently being defined. Existing reports may also be reprogrammed to use Link information.

Options used to produce the Site Links Map and Site Links List will eventually be available in two places in WasteLAN: the Maps Report Panel, and the ISIF Report Panel. Operating procedures for both Panels will be virtually the same. However, the Maps Report Panel will be accessed from the Reports module and will not allow the production of any ISIF output (all ISIF functions are disabled). In contrast, the ISIF Report Panel is accessed from the ISIF module and can be used to produce both ISIF and Links output.

The ISIF Report Panel is presented and described in Appendix B to this manual. Although the Maps Report Panel is not presented, its appearance and function will be virtually the same as those of the ISIF Report Panel. Access to the Maps Report Panel will be provided as an option on the WasteLAN Reports menu.

8.2 ACCESSING THE LINKS MODULE

Access to the Links module is available in several places in WasteLAN. Links access is provided on the WasteLAN main menu, in the Menu options window of Event and Activity Summary screens, and on the Integrated SIF menu. Regardless of the access point, data entry procedures in the Links module are the same.

To access the Links module from the WasteLAN main menu, first log in to WasteLAN (see Chapter 2, Section 2.1 for system access procedures). Then, select option 6, "Links." A Links site selection window appears. This window is presented and described in Section 8.3.1.

8.3 USING THE LINKS MODULE

8.3.1 Selecting a Site

Once the Links module is accessed, a Links site selection window appears. If no site records have been accessed during the current login session, then a "0" appears in the Ref No. field and no site name is displayed, as shown in Exhibit 8-1.

```

REF NO.:00007      NAME:  IMAGINARY INDUSTRIES

      00-- EVT/ACT ----- 00-- EVT/ACT -----
      AC01      01      CO1
      AN01      01      ED1
      FN01
      01      CO1      01      RO1
      01      RO1      AN01

      INS TO ADD LINK RECORD(S)
      DEL TO MARK/UNMARK FOR DELETION
      ESC TO SAVE AND EXIT
VER TL1.6

```

Exhibit 8-2 Links Pop-Up Window (Existing Link Records for Selected Site)

8.3.2 Understanding the Links Display

Refer to the Links window example presented in Exhibit 8-2. The left-hand OU and EVT/ACT columns of the Links window represent links “from”; the right-hand OU and EVT/ACT columns represent links “to.” In this example, the first link record listed leads from an Administrative Order on Consent record (AC01) to a Combined RI/FS (CO1) record at operable unit 01.

Important: The link records are listed in alphabetical order by event or activity code within operable unit order; they are not listed in programmatic order. The “from” (left) side of the link determines the order in which the link records appear in the window. Thus, links that lead from an enforcement activity (and therefore have no operable unit) are listed first. Links leading from events at operable unit 00 are listed next, followed by links from events at operable unit 01, and so on.

8.3.3 Adding a Link Record

To add a new link record, first access the Links module and select the appropriate site (see Sections 8.2 and 8.3.1). Then, follow the steps below to enter the new link information.

1. Press the <Ins> (Insert) key, usually located on the lower right side of the keyboard.

Result: A blank reverse-video bar appears below the existing link records, with the cursor positioned for data entry at the first field in the “from” side (far left) of the link.

2. Type the appropriate operable unit number of the “from” record and press <Enter>. **Important:** If the “from” record is an enforcement activity, leave this area blank and just press <Enter>.

Caution: When the links file is reopened for the same site, the link records will not be displayed in the order in which they were just entered. The links will be arranged in alphabetical order within operable unit order according to the “from” (left) side of the link.

Hint: If you are using a worksheet and have a long list of links to enter, draw a line on the worksheet after every nineteenth link record. This measure will help you keep track of which links were actually entered and saved before the maximum links situation occurred.

8.3.5 Deleting a Link Record

The (Delete) key (usually located on the lower right side of the keyboard) functions as a toggle switch to mark or unmark link records for deletion. This feature allows multiple link records to be deleted at one time.

Important: Since link records are stored in a separate file, deleting an event or activity record does not delete the associated link records. Likewise, deleting a link record does not delete the associated event/activity records.

To delete a link record, first access the Links module and select the appropriate site record (see Sections 8.2 and 8.3.1). Then, follow the steps below.

1. Use the <↑>, <↓>, <Home>, and <End> keys to move the reverse-video highlight bar and highlight the appropriate link record.
2. Press the key.

Result: The letter “D” appears to the left of the selected record to mark it for deletion. To unmark a record selected for deletion, press again; the letter “D” disappears.

3. Repeat steps 1 and 2 until all the appropriate link records are marked for deletion.
4. Press <Esc> to exit the window and delete the selected records.

Result: A Links site selection screen (similar to the one shown earlier in Exhibit 8-1) will appear.

8.3.6 Exiting the Links Module

The <Esc> key (usually located in the upper left corner of the keyboard) is used to exit the Links module. The <Esc> key functions as follows:

- When a links file is open, i.e., a site has been selected and existing link records are displayed (as in Exhibit 8-2), pressing <Esc> displays the Links site selection window (see Exhibit 8-1).
- Pressing <Esc> after marking link records for deletion displays the Links site selection window (Exhibit 8-1).
- During links data entry (“insert mode”), pressing <Esc> ends insert mode and moves the cursor to the top of the links list. Press <Esc> again to display the Links site selection window.

CHAPTER 9

USER UTILITIES

CHAPTER 9: USER UTILITIES

The WasteLAN User Utilities module provides access to two utility functions available to all WasteLAN users: viewing news alerts, and changing a password. News alerts are created by the WasteLAN System Administrator to notify users of important information. The Change Password utility supports WasteLAN system security by allowing users to change their own passwords.

To access the User Utilities module, log in to WasteLAN to display the main menu (see Chapter 2, Section 2.1 for WasteLAN access procedures). Then, select option 8 on the WasteLAN main menu. The User Utilities menu appears, as illustrated in Exhibit 9-1.

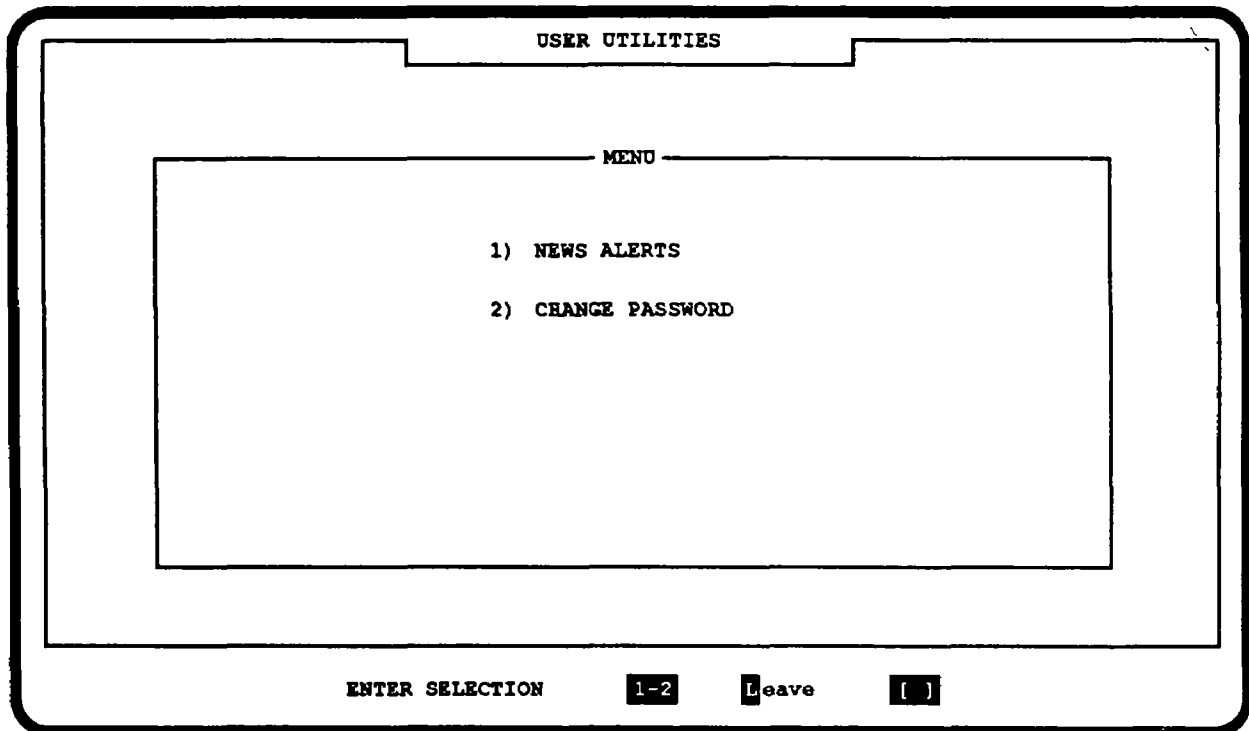


Exhibit 9-1 User Utilities Menu

Select an option by typing its corresponding number and pressing <Enter>. Entering "L" (for "Leave") displays the WasteLAN main menu. The following sections describe the User Utilities options.

9.1 NEWS ALERTS

The News Alerts function is like an electronic bulletin board. News alerts are items of important information "posted" in WasteLAN by the WasteLAN System Administrator. Only the WasteLAN System Administrator can add, edit, and delete news alerts, but all WasteLAN users have view access to news alerts and should check them regularly.

Selecting option 1 on the User Utilities menu displays the News Alerts screen. Exhibit 9-2 presents an example of the News Alerts screen.

CHANGE PASSWORD

NAME: SEOLMES

NEW PASSWORD: [Masked]

RE-TYPE PASSWORD: [Masked]

Edit Save Leave []

Exhibit 9-3 Change Password Screen

When the screen appears, the cursor is at the New Password field. Type in your new password and press <Enter>. Note: If the password is eight characters long, it is not necessary to press <Enter>. The password does not appear as it is typed; instead, an asterisk appears for each letter or number typed.

Once a new password has been entered, the cursor moves to Re-type Password field. Enter the new password again, exactly as it was entered in the previous field. The cursor moves to the status line, where "S" (for "Save") is the default option. Press <Enter> to record the password change to the database and return to the User Utilities menu. Entering "L" (for "Leave") at the status line displays the User Utilities menu without saving the password change.

If the password entered in the Re-type Password field does not match the password entered in the New Password field, then the following message appears at the bottom of the screen when the "Save" option is executed: **PASSWORD TYPED INCORRECTLY**. The cursor returns to the New Password field. Carefully enter, re-type, and save the new password again.

To change the new password before saving it, enter "E" (for "Edit") at the status line. The cursor returns to the New Password field. Enter and re-type the new password. The cursor returns to the status line, where "S" (for "Save") is again the default option; press <Enter> to save the new password and return to the User Utilities menu. Entering "L" (for "Leave") at the status line displays the User Utilities menu without saving the password change.

APPENDIX A
WASTELAN ERROR MESSAGES

APPENDIX A: WASTELAN ERROR MESSAGES

Error messages appear on WasteLAN screens as a result of edit check routines associated with data entry and option selection. Generally, error messages appear at the bottom of the screen (highlighted in red on color monitors) and disappear after a few seconds. This Appendix lists some of the most common error messages encountered in WasteLAN. The source (program area, module, or screen) of the message is listed, along with the cause and/or resolution of the error.

ERROR MESSAGE	SOURCE	CAUSE/RESOLUTION
A PLAN START OR ACTUAL START DATE MUST BE ENTERED	Data screens containing Planned and/or Actual Start and Complete date fields	The selected event or activity type requires the specified date(s). When the message disappears, enter the appropriate Planned/Actual Start/Complete date(s).
A PLAN COMPLETE OR ACTUAL COMPLETE DATE MUST BE ENTERED.		
ACTUAL START DATE CANNOT BE GREATER THAN CURRENT DATE.	Data screens containing Actual Start and/or Complete date fields	The Actual Start or Complete date of an event or activity cannot be a future date. In other words, the Actual Start or Complete date must be entered in the system on the day of or after the actual start or complete has occurred. When the message disappears, enter the appropriate Actual Start and/or Complete date.
ACTUAL COMPLETE DATE CANNOT BE GREATER THAN CURRENT DATE.		
BEGINNING OF SELECTED LIST.	Various screens	When the first record in a file is displayed, selecting the "Previous" or "Back" option presents this message.
END OF SELECTED LIST.	Various screens	When the last record in a file is displayed, selecting the "Next" or "Forward" option presents this message.
ENFORCEMENT ACTIVITY NOT FOUND AT THIS SITE ... PLEASE RE-ENTER	Non-Site Specific module	The enforcement activity code entered does not exist at the selected site or is otherwise invalid. When the message disappears, enter the appropriate enforcement activity code.
EVENT NOT FOUND ... CANNOT UPDATE LEAD	Target Sites screen in Non-Site Specific module	Choosing the "Update Lead From Event File" option on the Target Sites screen when there is no corresponding event in the C2100 (event) database presents this message. The target site lead will remain unchanged.
EVENT SEQUENCE NUMBER REQUIRED	Takeover field on Event Summary screen ("ADD" or "EDIT")	When an event code is entered in the takeover field, the code must be followed by a sequence number to distinguish between multiple occurrences of the same takeover event type. <u>Exception:</u> The values "T" and "TT" (indicating subsequent takeovers) in the takeover field do not require a sequence number. When the message disappears, enter the appropriate sequence number after the takeover event code.

ERROR MESSAGE	SOURCE	CAUSE/RESOLUTION
MAXIMUM NUMBER OF TYPE [ENFORCEMENT DATA TYPE, E.G., MILESTONES] HAVE BEEN ENTERED ALL STATUTES HAVE ALREADY BEEN ENTERED	Data screens for supporting enforcement data types, e.g., milestones, remedies, statutes, etc.	The chosen enforcement activity already contains the maximum number of occurrences of the selected data type.
NO [RECORD TYPE] RECORDS FOUND FOR THIS ENFORCEMENT ACTIVITY.	Summary or data screens for Enforcement supporting data types, e.g., milestones, remedies, statutes, case budget, etc.	<p>No records of the selected type have been entered for the specified site and activity.</p> <p>Generally, entering "A" (for "Add") at the status line allows you to enter a new record of the selected type for the chosen site and activity. If you do not want to add a new record, enter "L" (for "Leave") at the status line.</p>
NO [RECORD TYPE] RECORDS FOUND FOR THIS EVENT.	Summary or data screens for Event supporting data types, e.g., comments, technical information, chemical information, financial, etc.	<p>No records of the selected type have been entered for the specified site and event.</p> <p>Generally, entering "A" (for "Add") at the status line allows you to enter a new record of the selected type for the chosen site and event. If you do not want to add a new record, enter "L" (for "Leave") at the status line.</p>
NO RECORDS FOUND NO RECORDS [FOUND] TO EDIT NO RECORDS [FOUND] TO DELETE	Repeat fields (Alias information screen, ISIF data screens), ISIF action options pop-up window	<p>This message appears when no records exist for the selected repeat field or ISIF type.</p> <p>At repeat fields, entering "A" (for "Add") allows you to add a new record and entering "C" (for "Continue") allows you to move to the next field or status line on the screen.</p> <p>If you encounter this message at the ISIF action options pop-up window, the system automatically returns you to the Integrated SIF menu.</p>
OPERABLE UNIT (XX) NOT FOUND AT THIS SITE ... PLEASE RE-ENTER.	Opunit field on the Target Sites Update screen in the Non-Site Specific module	<p>A non-existing or otherwise invalid operable unit (opunit) was entered in the Opunit field.</p> <p>When the message disappears, enter an appropriate opunit.</p>
PLAN START DATE CANNOT BE GREATER THAN PLAN COMPLETE DATE ACTUAL START DATE CANNOT BE GREATER THAN ACTUAL COMPLETE DATE	Data screens containing Planned and/or Actual Start and Complete date fields	<p>The Planned or Actual Start date of an event or activity cannot occur <u>after</u> the Planned or Actual Complete date of the event or activity.</p> <p>When the message disappears, enter the appropriate Planned and/or Actual Start and Complete dates.</p>
PLEASE MARK A SELECTION WITH AN X.	ISIF Report Panel	<p>The <Tab> key was pressed when no fields were selected in the current window.</p> <p>Type an "X" in the appropriate field(s) to mark the desired selection(s).</p>

ERROR MESSAGE	SOURCE	CAUSE/RESOLUTION
THIS [RECORD TYPE] RECORD CANNOT BE LOCKED	Various screens	<p>When a record is being modified or deleted, the system places a physical lock on the record by assigning an RLOCK() value of "T" (for "True"). This record lock prevents other users from updating the same record at the same time.</p> <p>If you attempt to access a record being modified or deleted by another user, the system assigns an RLOCK() value of "F" (for "False") and presents this error message, indicating that the record cannot be locked. Try accessing the record later.</p>
THIS ACN/DCN PAIR EXISTS IN THE FUND VALID TABLE	Financial data screens and Add/Delete ACN/DCN screens (for fund, case budget, and NSI financial types)	<p>The account number (ACN) and document control number (DCN) entered already exist in the database.</p> <p>A valid, unique ACN/DCN pair is required for successful transfer of financial data between WasteLAN and IFMS (through CERCLIS).</p> <p>When the message disappears, enter the correct ACN and DCN in the appropriate fields.</p>
THIS ACN/DCN PAIR EXISTS IN THE ENFORCEMENT VALID TABLE		
THIS ACN/DCN PAIR EXISTS AT ANOTHER EVENT		
THIS ACN/DCN PAIR EXISTS AT ANOTHER ACTIVITY		
ACN/DCN PAIR ALREADY ADDED FOR THIS ACTIVITY		
THIS DATE CANNOT BE A FUTURE DATE.	(Compliance Status) Change Date field on Activity Summary screen, and date on financial data screens (fund, case budget, cost recovery, and NSI financial)	<p>This message is self-explanatory. The date entered in the (Compliance Status) Change Date field on an Activity Summary screen or the Date field on a financial data screen cannot be greater than the current date.</p> <p>When the message disappears, enter a valid date.</p>
THIS IS AN INVALID [DATA ELEMENT] ... PLEASE RE- ENTER	Various screens	<p>Incorrect data was entered in a particular field. For example, a number was entered in a field that requires alpha characters.</p> <p>When the error message disappears, enter the appropriate data in the field.</p>
THIS IS AN INVALID ACCOUNT NUMBER ... PLEASE RE-ENTER	Financial data screens and Add/Delete ACN/DCN screens (for fund, case budget, and NSI financial)	<p>A blank or otherwise invalid entry was entered in the ACN (account number) field.</p> <p>When the message disappears, enter the appropriate account number in the ACN field.</p>
ACCOUNT NUMBER CANNOT BE BLANK		
AN ACN/DCN COMBINATION IS REQUIRED FOR THIS FINANCIAL TYPE		
THIS ACN/DCN PAIR NOT FOUND FOR THIS ACTIVITY		

APPENDIX B
ISIF REPORT PANEL

APPENDIX B: ISIF REPORT PANEL

The ISIF Report Panel is a screen used to produce output from the ISIF and Links modules of WasteLAN. The ISIF Report Panel is accessed from the ISIF module of WasteLAN, and it includes options for printing Integrated Site Information Forms (ISIFs), Site Links Maps, and Site Links Lists. The latter two forms of output are generated from the Links module; they provide relational and linear representations of the events and activities occurring at a site.

Attention: Eventually, the WasteLAN Reports menu will include a Maps Report Panel option that can also be used to produce Links output. The Maps Report Panel will be virtually the same as the ISIF Report Panel in appearance and operation, except that the ISIF options will be disabled in the Maps Report Panel.

This Appendix presents an overview of the ISIF Report Panel and explains how to access, use, and exit the Panel. Descriptions and examples of the Site Links Map and Site Links List are also included.

B.1 OVERVIEW OF THE ISIF REPORT PANEL

The ISIF Report Panel is a single screen that contains all of the controls and selection criteria needed to produce ISIF and/or Links output. The Panel uses a combination of single-letter keystrokes, pop-up menus, and boxed screen areas (windows) to direct site and sort selection and printing parameters. Features of the ISIF Report Panel are highlighted below.

- The Panel is easy to use. Simple keystrokes, pop-up menus, and message areas all guide the user easily through site, sort, and output selection options.
- The Panel is interactive. New site selections appear as soon as selection criteria are changed. Error messages indicate improper keystrokes.
- The Panel is “network smart.” Multi-user capability allows simultaneous printing from multiple stations on the network. This feature promotes efficient output distribution during SCAP data collection periods.
- The Panel provides flexible output capabilities. Printing function options allow output to be sent to a network printer, a local printer, or a capture file.

B.2 ACCESSING THE ISIF REPORT PANEL

To access the ISIF Report Panel, first log in to WasteLAN to display the main menu (see Chapter 2, Section 2.1 of this manual for system access procedures). Then, select option 5, “ISIF.” Selecting this option presents the Integrated SIF menu illustrated in Exhibit B-1.

Section B.3 describes how to use the ISIF Report Panel.

B.3 USING THE ISIF REPORT PANEL

The ISIF Report Panel (Exhibit B-2) is a single screen that contains all of the options needed to print ISIFs, Site Links Maps, and Site Links Lists. The following paragraphs describe how to use the ISIF Report Panel.

B.3.1 Navigating through the ISIF Report Panel

Since the ISIF Report Panel consists of only one screen, navigating through the panel is simply a matter of moving the cursor from window to window and making the appropriate selections. Pressing the <Tab> key moves the cursor forward to the next window, and pressing the <Shift> and <Tab> keys simultaneously moves the cursor back to the previous window. Exhibit B-3 shows the sequence the cursor follows when moving forward through the windows.

ISIF TYPE		ISIF II REPORT PANEL		SITE	
x=filled out, b=blank		NPL IND	STATE		
X ALL	1	X NPL	X ALL	- ALL	
X RP SEARCH		- non-NPL	X CT	- CT	00001 AIRHEAD AMALGA
X RI/FS NEG./OUTCOME		- w/ RMVL	X MA	- CT	00213 ALMOST INCINER
X RI/FS IMPLEMENTATION		SECTION	X ME	- CT	00998 BEDROCK QUARRY
X RD/RA NEG./OUTCOME		X ALL	X NH	- CT	01046 BENIGN BYPRODU
X RD/RA IMPLEMENTATION		X	X RI	- CT	00075 BOGUS BOILERS
X LITIGATION/OUTCOME		4	X VT	- CT	00452 CANTANKEROUS C
X MISCELLANEOUS EVENTS			X ZA	- CT	00683 CRUSTY CHEMICA
X ENFORCEMENT ACTIVITY			3	- CT	01179 DECAYING DRUM
				- CT	00034 DETRIMENTAL DI
				- CT	00820 FARR-FETCHED F
				- CT	00307 FEIGNED PHARMA
				- CT	00941 GREEDY GRAIN &
				- CT	01063 GRIMM-REEPER G
				- CT	01104 HAZZARD HEATIN
				- CT	00175 LINCOLN LOGGIN
				- CT	00138 LUCRATIVE LIQU
				- CT	00096 MANGLED METALS
				6	
PRINT ISIF II BY		RPM		Version 1.3	
x=mark, space=unmark		X ALL			
1 SITE NAME		X AEROSMITH			
- REF NO.	7	X ALPERT	5		
- STATE		X BACH			
- SECTION		X BAKER			
- RPM		X BEETHOVEN			
TAB to go to next window		Print		View sites	
				Quit	

Exhibit B-3 Cursor Movement Sequence

Other keys used to operate the ISIF Report Panel are described below:

<X> - selects a field within a window.

<Space bar> - de-selects a field by blanking out the "X."

**** (Blank) - used in the ISIF Type window to specify the production of a blank Integrated Site Information Form (ISIF). Blank ISIFs can be used as turnaround documents; i.e., information can be written on the hardcopy, which is then used as a source document for ISIF data entry.

Note: De-selecting the "ALL" field at the top of any window de-selects all fields in the window by blanking out all the "X"s. Pressing <Tab> when no fields are selected displays the following message at the bottom left side of the screen: **Please mark a selection with an X.** The cursor will remain in the window until a selection is made.

- 1) **NPL IND** - Fields in this window are used to specify National Priorities Listing (NPL) sites, non-NPL sites, or non-NPL sites with removals. The default selection is NPL sites. To select one of the other fields, use the <↓> key to highlight the appropriate field, and type "X" to select it. Press the <Tab> key to process the selection and move the cursor to the next window, or type "V" to process the selection and remain in the NPL IND window. A change in NPL IND selection is reflected the Site window; sites meeting the changed criteria are listed.
- 2) **STATE** - Pressing <Tab> at the NPL IND window moves the cursor to the State window, which lists all states in the regional database. The default selection is all states in the region. To select a specific state or group of states, press the space bar to de-select the "ALL" field. The system automatically blanks out the "X"s beside all the state fields.

Use the <↑> and <↓> keys to highlight each desired state and type "X" to select it. To de-select a state, press the space bar to blank out the "X." When all of the appropriate states have been selected, press <Tab> to process the selections and move to the next window, or type "V" to process the selections and remain in the State window. A change in state selection is reflected the Site window; sites meeting the changed criteria are listed.

- 3) **SECTION** - The cursor moves to the Section window only if the "ALL" field is selected in the State window. A section is a regionally defined data element that corresponds to CERCLIS data element C0497 and appears as a regional field on Site Summary screen 2 of 2. The WasteLAN System Administrator can change the name of this regional field to reflect its usage as a section indicator. Values for different sections can then be added to the Site database (C0000).

A section may be used to classify a site by a category other than state. For example, one site may overlap into two states; it may be helpful to classify the site by a section instead of by one or the other of the states in which the site is located.

The default selection in the Section window is all sections. Fields for other sections appear as they have been defined by the WasteLAN System Administrator. Use the <↑>, <↓>, <PgUp>, <PgDn>, <Home>, and <End> keys to move the cursor within the Section window. Type "X" to select a section, or press the space bar to de-select a section. Press <Tab> to process the selections and move to the next window, or type "V" to process the selections and remain in the Section window. A change in section selection is reflected the Site window; sites meeting the changed criteria are listed.

- 4) **RPM** - The RPM window lists the names of all Regional Project Managers (RPMs) in the regional database. The cursor moves to the RPM window only if the "ALL" field is selected in the Section window. Selecting (a) specific RPM(s) narrows down the choices in the Site window by listing only those sites assigned to the specified RPM(s).

B.3.5 Using the Printing Functions Pop-Up Window

Once the appropriate site(s) and sort order have been selected, the output can be generated. The Printing Functions pop-up window is used to specify how and where the output is produced. When the ISIF Report Panel is displayed, the Printing Functions pop-up window can be activated at any time by typing "P." Exhibit B-4 illustrates the Printing Functions pop-up window.

Printing Functions	
PRINT AT THE SERVER	
PRINT AT THE LOCAL PRINTER	
SAVE OUTPUT TO A CAPTURE FILE	
PRINT A PREVIOUSLY CAPTURED FILE	
DELETE A PREVIOUSLY CAPTURED FILE	
ISIF	: ON
SITE MAPS	: ON
LINKS LIST	: ON
BEGIN PRINTING	

Exhibit B-4 Printing Functions Pop-Up Window

The first two options in the window specify to which printer to send the printed output. **Important:** The printer must be an HP LaserJet or 100% compatible laser printer.

Below the printer options are options for using capture files. Below the capture file options are options that define the type of output to be produced. The last option in the window starts the actual output process.

To select an option, use the <↑>, <↓>, <PgUp>, and <PgDn> keys to highlight it, then press <Enter> to select it. Each option in the Printing Functions pop-up window is described in detail below.

- 1) **PRINT AT THE SERVER** - Use this option to print output at a printer attached to the local area network (LAN). The printer must be an HP LaserJet or 100% compatible laser printer. Choosing this option activates another pop-up window listing all printers available on the network. Exhibit B-5 depicts this Network Printers pop-up window.

Network Printers	
Printer #	0
Printer #	1
Printer #	2
Printer #	3
Printer #	4

Exhibit B-5 Network Printers Pop-Up Window

Use the <↑>, <↓>, <PgUp>, and <PgDn> keys to highlight the appropriate printer, and press <Enter> to select it. **Hint:** If you are not sure which network printer to choose, talk to the regional LAN Administrator or the WasteLAN System Administrator to determine which printer is appropriate.

Select the "Begin Printing To" option to save the output to the new or existing capture file. This action closes the Printing Functions pop-up window and begins the saving process. **Caution:** Pressing <Esc> before choosing the "Begin Printing To" option closes the Printing Functions pop-up window without saving the output to the capture file.

The bottom left side of the screen shows the site(s) selected for output and indicates that the output is being directed to the specified capture file. A flashing indicator at the bottom right side of the screen signals that the output is being initialized, then mapped, then printed. However, the output will not be printed. When these messages disappear, the ISIF Report Panel windows return to their default selections.

- 4) **PRINT A PREVIOUSLY CAPTURED FILE** - Use this option to print output previously saved to a capture file. Capture files are stored in the W:\WASTELAN\ISIFPANEL directory and remain available for printing until they are deleted by a user. **Essential:** Before a previously captured file can be printed, a printer must be selected. The first two options in the Printing Functions pop-up window are used to select a printer. See items 1 and 2 at the beginning of this Section for descriptions of these options.

After selecting a printer, highlight the "Print a Previously Captured File" option and press <Enter>. The system presents a pop-up window listing the filenames of all previously captured files. Exhibit B-8 presents an example of this Print File pop-up window.

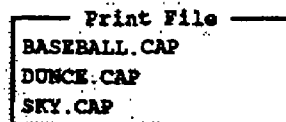


Exhibit B-8 Print File Pop-Up Window

Use the <↑> and <↓> keys to highlight the appropriate filename and press <Enter> to select it. This action closes the Print File window. **Caution:** Pressing <Esc> before pressing <Enter> to select a file closes the window without making a selection.

After selecting the appropriate capture file, highlight the "Begin Printing To" option at the bottom of the Printing Functions pop-up window and press <Enter> to select it. This action closes the Printing Functions pop-up window and begins the printing process.

The bottom left side of the screen shows the site(s) selected for output and indicates that the output is being directed to the specified printer. A flashing indicator at the bottom right side of the screen signals that the output is being initialized, then mapped, then printed. When the process is complete, the ISIF Report Panel windows return to their default selections.

- 5) **DELETE A PREVIOUSLY CAPTURED FILE** - The system retains capture files in the W:\WASTELAN\ISIFPANEL directory until they are deleted by a user. Since capture files can be quite large, old files should be deleted periodically to free up disk space.

and type have been chosen, use this option to process your request for output. Text appearing next to this option indicates the destination of the specified output.

Selecting this option closes the Printing Functions pop-up window and displays information about the output request at the bottom of the screen. The bottom left side of the screen indicates the site(s) selected and the destination of the output. A flashing indicator at the bottom right side of the screen displays the status of the request, i.e., initializing, mapping, printing. When the process is complete, the ISIF Report Panel windows return to their default selections.

B.4 UNDERSTANDING THE SITE LINKS MAP

The Site Links Map is a graphical overview of the events and activities occurring at a site. The Map conveys the programmatic sequence of occurrences at a site by showing the relationships between and the completion status of events and activities at the site. Lines between events and activities on the Site Links Map indicate one-to-one, one-to-many, and many-to-one relationships. Combinations of shading and boxing are used on the Map to show the Actual Start and Complete status of each event and activity listed. Exhibit B-10 presents an example of a Site Links Map.

B.4.1 Headers and Footers

The headers and footers of the Site Links Map provide important identification information. The header includes the following elements:

- Date and time of printing
- Title
- Enforcement Sensitive Information reminder
- Site name
- EPA ID and site reference number
- Section and RPM (if applicable)
- Output type (Site Links Map) and version number

The footer of the Site Links Map includes the following information:

- Legend explaining boxing and shading features used on the Map
- Site name
- Page number

B.4.2 Site Wide Cost Recovery Status

The first box on the Site Links Map indicates the current cost recovery status of the site. The box also lists all cost recovery status options; a new option can be circled to indicate an update in site-wide cost recovery status.

B.4.3 Unlinked Pre-Remedial Events

The second box on the Site Links Map lists all Pre-Remedial events at the site that are not linked to any other events. Unlinked Pre-Remedial events are listed according to the following order:

- DS (Discovery)
- PA (Preliminary Assessment)
- SI (Screening Site Inspection)
- ES (Listing Site Inspection)
- HR (Hazard Ranking)
- NP (Proposal to NPL)
- NF (Final Listing on NPL)

If any Pre-Remedial events are linked to other events, they are presented in a cluster box instead of in the Unlinked Pre-Remedial Events box.

Site Links Map error conditions are described below.

- **Duplicate links** - As the message indicates, this error means that the Links file contains duplicate records. The ISIF Report Panel disregards the duplicate record(s) and creates the Site Links Map normally. The duplicate link error message displays the number of duplicate link records and identifies each one.
- **No record found** - This error condition results when the Links file contains an event or activity record that does not exist in the WasteLAN database. The ISIF Report Panel will create the Site Links Map and indicate where the missing record belongs in the affected cluster.
- **Multiple roots** - When a many-to-one relationship exists between events or activities belonging to different clusters, a multiple roots condition is created. The resulting error message on the Site Links Map indicates the specific record(s) involved. This is a major error that invalidates the Site Links Map; illogical relationships and random links appear on the Map.
- **Map cluster is wider than page** - This message appears when there are more operable unit columns in a cluster than can fit within the width of the page. The Site Links Map prints as many columns as will fit within the page width; the remaining events and activities are displayed in an overflow box beneath the affected cluster box. The overflow events and activities are arranged in linked order in columns corresponding to operable units.
- **Circular link** - When event or activity in a chain eventually links back to an event or activity in the same chain, a circular link results. This error condition causes an endless loop in the Site Links Map. As with multiple roots, the error message on the Site Links Map indicates the specific record(s) involved in the circular link. This is also a major error that invalidates the Site Links Map; illogical relationships and random links appear on the Map.

B.5 UNDERSTANDING THE SITE LINKS LIST

The Site Links List delineates all the events and activities that exist in the WasteLAN database for a specified site. The Links Lists shows the sequential printing order and coordinates of the listed events and activities. This sequential printing order is based on event and activity links, operable units, and the logical order of event and activity occurrence.

The Site Links List also shows all existing link records for the selected site. Link records are displayed in two columns: forward links show one-to-one and one-to-many relationships, in "from -> to" order; backward links show one-to-one and many-to-one relationships, also in "from <- to" order. Exhibit B-11 presents an example of the Site Links List.

B.5.1 Headers and Footers

Headers and footers on the Site Links List provide important identification information. The header includes the following elements:

- Date and time of printing
- Title
- Enforcement Sensitive Information reminder
- Site name
- EPA ID and site reference number
- Section and RPM (if applicable)
- Output type (Site Links List) and version number

The footer of the Site Links List includes the following information:

- Site name
- Page number

B.5.2 Ordered List

The Ordered List appears on the left side of the Site Links List below the header. This list shows all of the events and activities for the site in their logical printing order and includes printing coordinates. This order is based on event and activity links, operable units, and the logical order of event and activity occurrence. Records printed in the Ordered List include the following information:

- Operable unit (if applicable)
- Event/activity short name and sequence number
- Event/activity code (preceded by the operable unit again, if applicable)
- Event/activity lead
- Printing coordinates

B.5.3 Forward Links

The Forward Links column appears to the right of the Ordered List on the Site Links List. This column shows linked events and activities in “from -> to” order. In other words, the link records lead from the event or activity on the left side of the column to the event or activity on the right side of the column. The links are listed in alphabetical order within operable unit order according to the “from” side (left-hand) column of the link.

Forward links can represent one-to-one or one-to-many relationships. A unique event or activity on the left side of the column linked to a unique event or activity on the right side of the column indicates a one-to-one relationship. A repeating event or activity on

WASTE LAN
FILE STRUCTURES

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INTRODUCTION

Attributes for WasteLAN File Structures:

This document entitled, "WasteLAN File Structures," contains database structures and field definitions for all database files stored under the DATA subdirectory of the WasteLAN main directory. There are 163 database files stored under this directory. These database files fall under two categories: data files and system files. All system files appearing in this document contain an asterisk (*) after the database name to differentiate them from the data files. The document is presented in alphabetical order according to database name. The database name is one to eight characters long with the extension .DBF. The name appears at the top of each page in bold uppercase letters and is preceded by the database title.

Each database layout contains the following information:

- Field Number – the number that indicates the field order within the database
- Field Name – the one to ten character name of the field
- Type – the field classification, i.e. Character, Date, Numeric, etc.
- Width – the number of spaces occupied by the field. The total field width is also included
- Description – a brief description of the data stored in the field

The document also provides a list of all available index files associated with each database. The index files have one to eight character names with the extension .IDX. The comprehensive list of indices contains the database name, the index file name, and the field key which is a list of fields used to build each index file. The appropriate index files also appear at the bottom of each database layout page along with its field key.

Standards for WasteLAN File Structures

The WasteLAN data file names and data file field names adhere to the following standards:

- All WasteLAN data files which contain data uploaded to CERCLIS are named with the CERCLIS component number (ex. C2100), except for data files C0600, C1600, C1800 and C1850.
- Field names in WasteLAN which contain data uploaded to CERCLIS are named with the CERCLIS component number (ex. C2101), except for fields contained in data files C0600, C1600, C1800 and C1850.
- COSTREC2, ACTLINK, PRINTERS, PRPSITE2, TL_3101, and TL_NAMES are WasteLAN data files which contain data not uploaded to CERCLIS.
- Each data file contains the fields needed to indicate what site, operable unit/event, or enforcement activity the data in each record is associated with.

For example, the subevent file would contain SID, C1101, and C2101 since a subevent is associated to a particular operable unit/event at a site.

- All data files have at least one index file whose file key begins with SID, except for data files C1800, C1850, TL_3101 and TL_NAMES.
- System files begin with R_ , except for ENF_SEQ, MILE_SEQ, MISTAKE, NSIFILE, REFERENCE, REPTUSER, SITE_SET, SUBTABLE, and VALID. These files are used for system maintenance.
- CERHELP files begin with C in CERCLIS, but they begin with P in WasteLAN. The same is true for CERHELP field names.

Functionality of Common Fields and Data Base Files

- Field C0101 is stored in all data files and identifies the EPA ID of the record transaction.
- Field SID is stored in all data files and identifies the site reference number of the record transaction. SID is unique to each site and EPA ID.
- Fields containing dates, times and user names of record adds and modifications are stored in all data files. These fields are: ADD_DATE and MOD_DATE; ADD_TIME and MOD_TIME; USER_ADD and USER_MOD, respectively.
- ACTLINK.DBF is used to facilitate links between events and events, activities and activities, and events and activities.
- C1800.DBF stores comment text for all comment fields. Comment text stored in CERCLIS under individual databases, i.e., C3500 (subevent comments), C3300 (Event Comments), etc., is stored under C1800 in WasteLAN.

Documentation of the TABLES subdirectory of WasteLAN is scheduled to occur in the future.

LIST OF INDICES

Data File DBF	Index File IDX	File Key
ACTLINK	ACTLINK1	SID + OP UNIT1 + LINK1 + OP UNIT2 + LINK2
ACTLINK	ACTLINK2	SID + OP UNIT2 + LINK2 + OP UNIT1 + LINK1
ACTLINK	ACTLINK3	EPA ID + OP UNIT1 + LINK1
ACTLINK	ACTLINK4	EPA ID + OP UNIT2 + LINK2
ACTLINK	ACTLINK5	
C0000	C0000	SID
C0000	C0000305	IIF (C0305 \$ 'FPS', 'Y', 'N') + C002 + C0104
C0000	C0000104	C0104
C0000	C0000101	C0101
C0000	C0000002	C0002 + C0104
C0000	C0000315	C0315
C0000	C0000204	C0204 + C0497
C0600	C0600	SID
C1100	C1100	SID + C1101
C1200	C1200	SID + C1201
C1200	C1200204	C1204
C1500	C1500	SID + C1501
C1600	C1600EVT	SID + C1101 + C2101 + C1601
C1600	C1600ACT	SID + C1701 + C1601
C1600	C1600	SID + C1601
C1700	C1700	SID + C1701
C1700	C1700101	C0101 + C1701
C1700	C1700A	SUBSTR (C1701,1,2)
C1700	C1701A	SUBSTR (C1701,1,2)
C1790	C1790	C1793 + C1792 + C1701
C1790	C1790SID	SID + C1701 + C1793 + C1792
C1800	C1800	RT + SID + C1101 + C1701 + C2101 + C3101 + C3201 + C2801 + C2901 + C2601 + C1801 + C1811
C1850	C1850	RT + SID + C1801 + C1851
C1900	C1900	SID + C1101 + C2101
C2100	C2100	SID + C1101 + C2101
C2100	C2100A	SUBSTR (C2101,1,2)
C2100	C2100101	C0101 + C1101 + C2101
C2100	C2100B	SID + SUBSTR (C2101,1,2)
C2100	C2100EVT	SID + C2101
C2180	C2180	SID + C1101 + C2101 + C2181
C2190	C2190	SID + C1101 + C2101 + C2192 + C2193
C2190	C2190DCN	C2192 + C2193 + SID + C1101 + C2101
C2200	C2200	SID + C1201 + C2201
C2600	C2600	SID + C1701 + C2601
C2600	C2600ACN	C2604 + C2603
C2600	C2600A	C2602
C2600	C2600101	C0101 + C1701 + C2601
C2600	C2602	SID + C1701 + C2602 + C2601
C2710	C2710	SID + C1701 + C2713
C2730	C2730	SID + C1701 + C2731
C2730	C2730A	SUBSTR (C2731,1,2)
C2770	C2770	SID + C1701 + C2771
C2770	C2770A	C2771
C2800	C2800	SID + C1701 + C2801
C2800	C2800A	SUBSTR (C2801,1,2)

LIST OF INDICES

Data File .DBF	Index File .IDX	File Key
C2900	C2900	SID + C1701 + C2901
C2900	C2900A	C2903
C2900	C2903	SID + C1701 + C2903
C3100	C3100	SID + C1101 + C2101 + C3101
C3100	C3100A	SUBSTR (C3101,1,2)
C3100	C3100B	SID + C1101 + C2101 + C3150 + C3101
C3200	C3200	SID + C1101 + C2101 + C3202
C3200	C3200A	SID + C1101 + C2101 + C3201
C3200	C3200DCN	C3203 + C3204
C3200	C3200B	C3202
C3400	C3400	SID + C1101 + C2101 + C3401
C3400	C3400A	C3401
C3400	TECH3401	C0101 + C1101 + C2101 + C3401
C3700	C3700	SID + C1101 + C2101 + C3701
COSTREC2	COSTREC2	SID + ACT TYPE
ENF SEQ*	ENF SEQ	SID + C1701
MILE SEQ*	MILE SEQ	SID + C1701 + MILESTONE
MISTAKE*	MISTAKE	ERROR PRG
NSIFILE*	NSIFILE	ACT TYPE
P0200	P0200	P0202 + P0203 + P0206
P0300	P0300	SUBSTR (P0304,1,2) + P0302 + P0303
P0400	P0400B	P0402
P0400	P0400A	SUBSTR (P0402,1,2)
P0400	P0400	SUBSTR (P0402,1,2) + P0406
P1200	P1200	P0202 + P0203 + P0206 + P1201
P1250	P1250	P0202 + P0203 + P0206
P1400	P1400	P0402 + P1404 + STR (P1401,3)
P1400	P1400A	P1404
P1480	P1480	P0402 + P1483 + P1484
P1480	P1480A	P1483 + P1484
P1480	P14802	P0402 + P1483 + P1484
P2200	P2200	P0202 + P0203 + P0206 + P1201
PRINTERS	PRINTERS	NET NUMBER
PRPSITE2	PRPSITE2	SID
REPTUSER*	REPTUSER	CODE + MENU NUMB
R 1200*	R 1200	SID
R 2200*	R 2200	SID + C1201 + C2201
R ADOPT*	R ADOPT	SID
R ARROWS*	R ARROWS	SID + ACT TYPE
R C29SEQ*	R C29SEQ	SID + C1701
R EVTSEQ*	R EVTSEQ	SID + OPUNIT + EVENT
R LOCKCK*	R LOCKCK	NAME
R NEWS*	R NEWS	DATE
R OP SEQ*	R OP SEQ	SID
R RPMS*	R RPMS	NAME
R RSITES*	R RSITES	RPM NAME
R SCAP*	R SCAP	NAME
R USERS*	R USERS	AMEN
SITE SET*	SITE SET	NAME
SUBTABLE*	SUBTABLE	SUB CODE
TL 3101	TL 3101	EVENT + SUBEVENT
TL 3101	TL 3101A	EVENT + ORDER
TL NAMES	TL NAMES	RTRIM(WHAT_CHK) + VALUE
VALID*	VALID	C3203 + C3204 + SID + C1101 + C2101 + C3202

LINKS ACTLINK.DBF				
Field	Field Name	Type	Width	Description
1	SID	Character	5	WasteLAN sequential site reference number
2	EPA_ID	Character	12	EPA Identification number
3	OP_UNIT1	Character	2	From: Operable Unit Indicator
4	LINK1	Character	4	From: Event/Activity Code and Sequence No.
5	OP_UNIT2	Character	2	To: Operable Unit Indicator
6	LINK2	Character	4	To: Event/Activity Code and Sequence No.
7	CHAIN_ID	Numeric	2	Chain Link Indicator
8	FLAG	Logical	1	Flag for Internal Use
9	AC	Character	1	Action Code (1= delete, 2= add)
10	USER_ADD	Character	8	User name who added record
11	ADD_DATE	Date	8	Date record was added
12	ADD_TIME	Character	8	Time record was added
13	USER_DEL	Character	8	User who last modified record
14	DEL_DATE	Date	8	Date record was last added
15	DEL_TIME	Character	8	Time record was last added
Total			82	

Available Indices	
Index Name	Key
ACTLINK 1	SID + OP_UNIT + LINK1 + OP_UNIT2 + LINK2
ACTLINK 2	SID+OP_UNIT2 + LINK2 + OP_UNIT + LINK1
ACTLINK 3	EPA_ID + OP_UNIT1 + LINK1
ACTLINK 4	EPA_ID + OP_UNIT2 + LINK2

SITE INCIDENT C0000.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C0001	Character	2	EPA Region where site is located
5	C0002	Character	2	State where site is located
6	C0101	Character	12	EPA Identification Number
7	C0104	Character	40	Name
8	C0110	Character	40	Street
9	C0111	Character	25	City
10	C0112	Character	9	Zip Code
11	C0120	Character	25	County Name
12	C0121	Character	3	County Code
13	C0130	Character	2	Congressional district
14	C0135	Character	1	Federal facility flag
15	C0136	Character	2	Ownership indicator
16	C0137	Character	1	Category
17	C0140	Character	4	Standard Metropolitan Statistical Area (SMSA)
18	C0201	Character	240	Abstract
19	C0204	Character	20	RPM OSC Name
20	C0205	Character	10	RPM OSC Phone
21	C0206	Character	20	Regional Contact Name
22	C0207	Character	10	Regional Contact Phone
23	C0226	Character	2	Classification
24	C0301	Character	1	Name Source
25	C0304	Character	1	No further action flag
26	C0305	Character	1	NPL Indicator
27	C0307	Character	1	Incident type
28	C0308	Character	2	Proposed NPL Update No.
29	C0309	Character	2	Final NPL Update No.
30	C0315	Character	4	FMS Site/Spill ID
31	C0322	Character	7	Latitude
32	C0323	Character	8	Longitude
33	C0326	Character	1	Longitude/Latitude source
34	C0327	Character	1	Latitude/Longitude Accuracy
35	C0350	Character	4	Site Dioxin tier
36	C0364	Character	8	USGS Hydro-unit
37	C0399	Character	1	RCRA Facility flag
38	C0400	Numeric	9	Aggregate case budget obligations
39	C0491	Character	6	Regional Field 1
40	C0492	Character	1	Regional Field 2
41	C0493	Character	1	Regional Field 3
42	C0494	Character	2	Regional Field 4
43	C0495	Character	3	Regional Field 5
44	C0496	Character	4	Regional Field 6
45	C0497	Character	5	Regional Field 7
46	C0498	Character	10	Regional Field 8
47	C0142	Character	1	USACE Flag
48	C0151	Character	1	Federal Agency PRP flag
49	C0152	Character	1	State PRP flag
50	C0153	Character	1	Municipal PRP flag
51	C0143	Character	1	Cost recovery indicator
52	SID	Character	5	WasteLAN sequential site reference number
53	IN USE	Character	1	Record in use indicator
54	USER ADD	Character	8	User name who added record
55	ADD DATE	Date	8	Date record was added

SITE INCIDENT C0000.DBF				
Field	Field Name	Type	Width	Description
56	ADD TIME	Character	8	Time record was added
57	USER MOD	Character	8	User who last modified record
58	MOD DATE	Date	8	Date record was last modified
59	MOD TIME	Character	8	Time record was last modified
			621	

<u>Available Indices</u>	
Index Name	Key
C0000	SID
C0000305	IIF(C0305\$'FPS','Y','N') + C002 + C0104
C0000104	C10104
C0000101	C0101
C0000002	C002 + C0104
C0000315	C0315
C0000204	C0204 + C0497

REGIONAL RCRA C0600.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C0101	Character	12	EPA Identification Number
5	C0601	Character	1	Hazardous waste
6	C0602	Character	1	Current interim status
7	C0603	Character	1	Past interim status
8	C0604	Character	1	RCRA permit
9	C0605	Character	1	RCRA final permit date
10	C0606	Date	8	Final permit issue date
11	C0607	Character	1	Non-notifier activity
12	C0608	Character	1	Protective file
13	C0609	Character	1	Owner bankruptcy flag
14	C0610	Character	1	Owner bankruptcy law code
15	C0611	Character	1	Owner authority flag
16	C0612	Date	8	Interim status terminated date
17	C0613	Character	1	Corrective action flag
18	C0614	Character	1	Owner/operator enforcement action
19	C0615	Character	10	Compliance status code
20	C0616	Character	120	RCRA comments
21	SID	Character	5	WasteLAN sequential site reference number
22	IN_USE	Character	1	Record in use indicator
23	USER_MOD	Character	8	User name who added record
24	MOD_DATE	Date	8	Date record was added
25	MOD_TIME	Character	8	Time record was added
26	USER_ADD	Character	8	User who last modified record
27	ADD_DATE	Date	8	Date record was last modified
28	ADD_TIME	Character	8	Time record was last modified
233				

Available Indices	
Index Name	Key
C0600	SID

OPERABLE UNITS C1100.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C1101	Character	2	Operable Unit Designation
5	C1102	Character	2	Alias Link
6	C0101	Character	12	EPA Identification Number
7	C1104	Character	30	Name
8	C1105	Character	240	Description
9	C1106	Character	2	Regional field 1
10	C1107	Character	6	Regional field 2
11	C1108	Character	2	Regional field 3
12	C1142	Character	1	USACE flag
13	SID	Character	5	WasteLAN sequential site reference number
14	IN_USE	Character	1	Record in use indicator
15	USER_ADD	Character	8	User name who added record
16	ADD_DATE	Date	8	Date record was added
17	ADD_TIME	Character	8	Time record was added
18	USER_MOD	Character	8	User who last modified record
19	MOD_DATE	Date	8	Date record was last modified
20	MOD_TIME	Character	8	Time record was last modified
			360	

<u>Available Indices</u>	
Index Name	Key
C1100	SID + C1101

ALIASES C1200.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C1201	Character	2	Sequence number
5	C0101	Character	12	EPA Identification Number
6	C1204	Character	40	Alias Name
7	C1205	Character	1	USACE flag
8	SID	Character	5	WasteLAN sequential site reference number
9	IN_USE	Character	1	Record in use indicator
10	USER_ADD	Character	8	User name who added record
11	ADD_DATE	Date	8	Date record was added
12	ADD_TIME	Character	8	Time record was added
13	USER_MOD	Character	8	User who last modified record
14	MOD_DATE	Date	8	Date record was last modified
15	MOD_TIME	Character	8	Time record was last modified
118				

Available Indices	
Index Name	Key
C1200	SID + C1201
C1200204	C1204

PRP AGENCY C1500.DBF

Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C1501	Character	4	PRP agency
5	C0101	Character	12	EPA Identification Number
6	SID	Character	5	WasteLAN sequential site reference number
7	IN_USE	Character	1	Record in use indicator
8	USER_ADD	Character	8	User name who added record
9	ADD_DATE	Date	8	Date record was added
10	ADD_TIME	Character	8	Time record was added
11	USER_MOD	Character	8	User who last modified record
12	MOD_DATE	Date	8	Date record was last modified
13	MOD_TIME	Character	8	Time record was last modified
79				

Available Indices

Index Name	Key
C1500	SID + C1501

ROLODEX C1600.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C0101	Character	12	EPA Identification Number
5	C1101	Character	2	Indicator
6	C1701	Character	4	Activity type
7	C2101	Character	3	Type
8	C1601	Character	30	Name
9	C1602	Character	20	Organization
10	C1603	Character	20	Title
11	C1604	Character	60	Address
12	C1605	Character	30	City
13	C1606	Character	2	State
14	C1607	Character	9	Zip
15	C1608	Character	10	Phone
16	C1609	Character	30	Note
17	C1610	Logical	1	Rolodex source flag
18	SID	Character	5	WasteLAN sequential site reference number
19	IN_USE	Character	1	Record in use indicator
20	USER_ADD	Character	8	User name who added record
21	ADD_DATE	Date	8	Date record was added
22	ADD_TIME	Character	8	Time record was added
23	USER_MOD	Character	8	User who last modified record
24	MOD_DATE	Date	8	Date record was last modified
25	MOD_TIME	Character	8	Time record was last modified
296				

Available Indices	
Index Name	Key
C1600 EVT	SID + C1101 + C2101 + C1601
C1600 ACT	SID + C1701 + 1601
C1600	SID + C1601

ACTIVITIES C1700.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C1701	Character	4	Activity type
5	C0101	Character	12	EPA Identification Number
6	C1701A	Character	4	Activity type
7	C1703	Character	6	Type sort
8	C1704	Character	10	Abbreviation
9	C1705	Character	8	Activity link
10	C1706	Character	30	Name
11	C1707	Character	2	Lead
12	C1708	Date	8	Original planned start date
13	C1709	Character	3	Original planned FY/Q start date
14	C1710	Date	8	Original planned completion date
15	C1711	Character	3	Original planned FY/Q completion date
16	C1712	Date	8	Current planned date
17	C1713	Character	3	Current planned FY/Q start date
18	C1714	Date	8	Current planned completion date
19	C1715	Character	3	Current planned FY/Q completion
20	C1716	Date	8	Actual start date
21	C1717	Date	8	Actual completion date
22	C1718	Character	1	Judicial/civil type
23	C1719	Character	2	Activity outcome
24	C1720	Numeric	4	Number of responsible party defendants
25	C1721	Character	1	Full partial settlement
26	C1722	Character	20	Scap notes
27	C1723	Character	20	Contact name
28	C1724	Character	10	Contact phone number
29	C1725	Character	1	Planning Status
30	C1726	Character	1	Compliance status
31	C1727	Date	8	Compliance change date
32	C1728	Date	8	Date
33	C1729	Character	6	Time
34	C1732	Character	2	Generic type code
35	C1733	Character	3	User ID
36	C1738	Character	2	Link chain
37	C1739	Character	2	Historical Indicator
38	C1740	Character	2	Regional field 1
39	C1741	Character	2	Regional field 2
40	C1742	Character	4	Regional field 3
41	C1743	Character	6	Regional field 4
42	C1744	Character	60	OECM case name
43	C1745	Character	10	OECM case number
44	C1746	Character	79	DOJ case name
45	C1747	Character	15	DOJ case number
46	C1748	Character	8	Abbreviation
47	C1749	Character	1	VAM flag
48	SID	Character	5	WasteLAN sequential site reference number
49	IN USE	Character	1	Record in use indicator
50	USER ADD	Character	8	User name who added record
51	ADD DATE	Date	8	Date record was added
52	ADD TIME	Character	8	Time record was added
53	USER MOD	Character	8	User who last modified record
54	MOD DATE	Date	8	Date record was last modified
55	MOD TIME	Character	8	Time record was last modified
477				

ACTIVITIES					C1700.DBF
Field	Field Name	Type	Width	Description	

<u>Available Indices</u>	
Index Name	Key
C1700	SID + C1701
C1700101	C0101 + C1701
C1700A	SUBSTR(C1701,1,2)
C1701A	SUBSTR (C1701,1,2)

ENF VALID FIN C1790.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C0101	Character	12	EPA Identification Number
5	C1701	Character	4	Activity type
6	C1792	Character	6	Document control number
7	C1793	Character	10	Financial account number
8	SID	Character	5	WasteLAN sequential site reference number
9	IN_USE	Character	1	Record in use indicator
10	USER_ADD	Character	8	User name who added record
11	ADD_DATE	Date	8	Date record was added
12	ADD_TIME	Character	8	Time record was added
13	USER_MOD	Character	8	User who last modified record
14	MOD_DATE	Date	8	Date record was last modified
15	MOD_TIME	Character	8	Time record was last modified
95				

Available Indices	
Index Name	Key
C1790	C1793 + C1792 + C1701
C1790SID	SID + C1701 + C1793 + C1792

COMMENTS C1800.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C0101	Character	12	EPA Identification Number
5	C1101	Character	2	Operable Unit Designation
6	C1701	Character	4	Activity Type
7	C2101	Character	3	Event Type
8	C3101	Character	3	Subevent Type
9	C3201	Character	3	Financial Sequence number
10	C2801	Character	3	Milestones
11	C2901	Character	3	Enforcement Financial ID number
12	C2601	Character	3	Enforcement Financial Sequence number
13	C1801	Character	3	Comment identification
14	C1811	Character	2	Line number
15	C1813	Character	60	Text
16	C1805	Character	2	Comment type code
17	C1806	Date	8	Date of comment, used for activity text
18	SID	Character	5	WasteLAN sequential site reference number
19	IN_USE	Character	1	Record in use indicator
20	USER_ADD	Character	8	User name who added record
21	ADD_DATE	Date	8	Date record was added
22	ADD_TIME	Character	8	Time record was added
23	USER_MOD	Character	8	User who last modified record
24	MOD_DATE	Date	8	Date record was last modified
25	MOD_TIME	Character	8	Time record was last modified
174				

Available Indices	
Index Name	Key
C1800	RT + SID + C1101 + C1701 + C2101 + C3101 + C3201 + C2801 + C2901 + C2601 + C1801 + C1811

ACTIVITY TEXT C1850.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C0101	Character	12	EPA Identification Number
5	C1101	Character	2	Operable Unit Designation
6	C2101	Character	3	Event Type
7	C1801	Character	3	Comment Identification
8	C1851	Character	2	Line Number
9	C1813	Character	60	Text
10	C1855	Character	2	Activity Text Code
11	C1856	Date	8	Date of activity text
12	SID	Character	5	WasteLAN sequential site reference number
13	IN_USE	Character	1	Record in use indicator
14	USER_ADD	Character	8	User name who added record
15	ADD_DATE	Date	8	Date record was added
16	ADD_TIME	Character	8	Time record was added
17	USER_MOD	Character	8	User who last modified record
18	MOD_DATE	Date	8	Date record was last modified
19	MOD_TIME	Character	8	Time record was last modified
155				

Available Indices	
Index Name	Key
C1850	RT + SID + C1801 + C1851

USACE EVENTS C1900.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C2101	Character	3	Type
5	C0101	Character	12	EPA Identification number
6	C1101	Character	2	Operable Unit Designation
7	C2147	Character	20	Corps contact name
8	C2148	Character	10	Corps contact phone
9	C2149	Character	20	Contractor
10	C2154	Character	3	Corps Division/District code
11	C2155	Character	20	Corps district name
12	C1901	Character	17	USACE project key
13	C1902	Character	1	User project type
14	C1911	Date	8	Date of next line item review current
15	C1912	Numeric	9	IAG funding level
16	C1913	Numeric	9	IAG in-house expended - past montyh
17	C1914	Numeric	9	IAG in-house expended total
18	C1915	Numeric	9	IAG in-house obligated amount
19	C1916	Numeric	9	IAG contract expended past month
20	C1917	Numeric	9	IAG contract expended total
21	C1918	Numeric	9	IAG contract obligated amount
22	C1919	Numeric	9	Estimated RA cost
23	C1920	Character	20	O&M contract name
24	C1921	Character	2	Designed by (code)
25	C1922	Character	20	Contractor contact name
26	C1923	Character	10	Contractor contact phone
27	C1924	Character	20	On-site area/resident engineer
28	C1925	Character	10	USACE on-site area/resident engineer phone
29	C1927	Character	25	Contractor city
30	C1928	Character	2	Contractor state
31	C1931	Numeric	3	Constr. percent completion actual-to-date
32	C1932	Numeric	3	Constr. % completion sched.-to-date
33	C1933	Numeric	3	Constr. % act-to-date last month
34	C1934	Numeric	3	Constr. % act-to-date - end last FY
35	C1935	Numeric	4	Constr. contract calendar days - actual
36	C1936	Numeric	4	Constr. contract calendar days-current
37	C1937	Numeric	4	Constr. contract calendar days - pending
38	C1938	Numeric	4	Constr. contract calendar days - original
39	C1942	Character	1	Event USACE flag
40	SID	Character	5	WasteLAN sequential site reference number
41	IN_USE	Character	1	Record in use indicator
42	USER_ADD	Character	8	User name who added record
43	ADD_DATE	Date	8	Date record was added
44	ADD_TIME	Character	8	Time record was added
45	USER_MOD	Character	8	User who last modified record

46	MOD_DATE	Date	8	Date record was last modified
47	MOD_TIME	Character	8	Time record was last modified
389				

Available Indices				
Index Name			Key	
C1900			SID + C1101+ C2101	

EVENTS C2100.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C2101	Character	3	Type
5	C0101	Character	12	EPA Identification Number
6	C1101	Character	2	Operable Unit Designation
7	C2103	Character	1	Event Qualifier
8	C2105	Character	20	SCAP note
9	C2109	Character	2	Removal approval authority
10	C2110	Character	1	Planning status
11	C2113	Character	3	State percentage share of costs
12	C2114	Character	3	Takeover flag
13	C2115	Character	1	First start indicator (FSS)
14	C2116	Character	1	First completion indicator (FSC)
15	C2117	Character	2	Lead
16	C2118	Character	2	Event category
17	C2130	Date	8	Planned start date
18	C2131	Date	8	Planned completion date
19	C2132	Character	3	Current planned FY/Q start date
20	C2133	Character	3	Current planned FY/Q completion date
21	C2140	Date	8	Actual start date
22	C2141	Date	8	Actual completion date
23	C2157	Character	20	Regional contact name
24	C2158	Character	10	Regional contact phone
25	C2159	Character	10	Cooperative agreement number
26	C2160	Character	10	Cooperative agreement amendment number
27	C2161	Character	2	Regional field 1
28	C2162	Character	2	Regional field 2
29	C2163	Character	4	Regional field 3
30	C2164	Character	6	Regional field 4
31	C2142	Character	1	Event lead qualifier/assigned to
32	C2143	Date	8	Event lead qualifier/assigned date
33	C2144	Character	4	Event IAG amendment number
34	C2145	Character	4	IAG number
35	C2169	Character	10	Project number
36	SID	Character	5	WasteLAN sequential site reference number
37	IN_USE	Character	1	Record in use indicator
38	USER_ADD	Character	8	User name who added record
39	ADD_DATE	Date	8	Date record was added
40	ADD_TIME	Character	8	Time record was added
41	USER_MOD	Character	8	User who last modified record
42	MOD_DATE	Date	8	Date record was last modified
43	MOD_TIME	Character	8	Time record was last modified
245				

Available Indices

Index Name	Key
C2100	SID + C1101 + C2101
C2100A	SUBSTR(C2101,1,2)
C2100B	SID + SUBSTR(C2101,1,2)
C2100EVT	SID + C2101
C2100101	C0101 + C1101 + C2101

RCRA C2180.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C2181	Character	12	Offsite ID
5	C0101	Character	12	EPA Identification Number
6	C1101	Character	2	Operable Unit Designation
7	C2101	Character	3	Event Type
8	SID	Character	5	WasteLAN sequential site reference number
9	IN_USE	Character	1	Record in use indicator
10	USER_ADD	Character	8	User name who added record
11	ADD_DATE	Date	8	Date record was added
12	ADD_TIME	Character	8	Time record was added
13	USER_MOD	Character	8	User who last modified record
14	MOD_DATE	Date	8	Date record was last modified
15	MOD_TIME	Character	8	Time record was last modified
92				

Available Indices	
Index Name	Key
C2180	SID + C1101 + C2101 + C2181

EVENT VALID FIN C2190.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C0101	Character	12	EPA Identification Number
5	C1101	Character	2	Indicator
6	C2101	Character	3	Type
7	C2192	Character	6	Document control number
8	C2193	Character	10	Financial account number
9	SID	Character	5	WasteLAN sequential site reference number
10	IN_USE	Character	1	Record in use indicator
11	USER_ADD	Character	8	User name who added record
12	ADD_DATE	Date	8	Date record was added
13	ADD_TIME	Character	8	Time record was added
14	USER_MOD	Character	8	User who last modified record
15	MOD_DATE	Date	8	Date record was last modified
16	MOD_TIME	Character	8	Time record was last modified
96				

Available Indices	
Index Name	Key
C2190	SID + C1101 + C2101 + C2192 + C2193
C2190 DCN	C2192 + C2193 + SID + C1101 + C2101

ALIAS LOCATION C2200.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C2201	Character	2	Sequence number
5	C0101	Character	12	EPA Identification Number
6	C1201	Character	2	Sequence number
7	C2210	Character	40	Street
8	C2211	Character	25	City
9	C2212	Character	9	Zip Code
10	C2213	Character	2	State
11	C2222	Character	7	Latitude
12	C2223	Character	8	Longitude
13	C2270	Character	240	Description
14	SID	Character	5	WasteLAN sequential site reference number
15	IN_USE	Character	1	Record in use indicator
16	USER_ADD	Character	8	User name who added record
17	ADD_DATE	Date	8	Date record was added
18	ADD_TIME	Character	8	Time record was added
19	USER_MOD	Character	8	User who last modified record
20	MOD_DATE	Date	8	Date record was last modified
21	MOD_TIME	Character	8	Time record was last modified
410				

Available Indices	
Index Name	Key
C2200	SID + C1201 + C2201

ENF FMS FIN C2600.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C2601	Character	3	Sequence number
5	C2602	Character	1	Type
6	C2603	Character	6	Document control number
7	C2604	Character	10	FMS account number
8	C0101	Character	12	EPA Identification Number
9	C1701	Character	4	Activity type
10	C2606	Character	1	FMS flag
11	C2607	Character	10	Obligating document number
12	C2608	Character	4	Object class
13	C2618	Character	3	Planned obligation FY/Q
14	C2620	Date	8	Date
15	C2625	Character	3	Funding priority status
16	C2629	Character	1	Budget source
17	C2630	Numeric	9	Amount
18	C2638	Character	8	Vehicle Abbreviation
19	C2639	Character	5	Contract vehicle
20	C2640	Character	2	Fiscal year
21	C2641	Character	20	Contractor name
22	C2642	Character	30	Note
23	C2644	Character	6	Regional field 1
24	C2645	Character	6	Regional field 2
25	C2646	Character	6	Regional field 3
26	C2647	Character	6	Regional field 4
27	C2628	Character	6	Work assignment number
28	C2633	Character	1	FMS final obligation
29	C2634	Character	2	Financial work assignment amendment no.
30	C2631	Character	9	FMS open commitment
31	C2632	Character	9	Total open commitment
32	SID	Character	5	WasteLAN sequential site reference number
33	IN_USE	Character	1	Record in use indicator
34	USER_ADD	Character	8	User name who added record
35	ADD_DATE	Date	8	Date record was added
36	ADD_TIME	Character	8	Time record was added
37	USER_MOD	Character	8	User who last modified record
38	MOD_DATE	Date	8	Date record was last modified
39	MOD_TIME	Character	8	Time record was last modified
254				

Available Indices

Index Name	Key
C2600	SID + C1701 + C2601

C2600ACN	C2604 + C2603
C2600A	C2602
C2600101	C0101 + C1701 + C2601
C2602	SID + C1701 + C2602 + C2601

COMPLIANCE C2710.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C2711	Character	1	Compliance status, historical
5	C2712	Date	8	Change date
6	C2713	Character	4	Sequence number
7	C0101	Character	12	EPA Identification Number
8	C1701	Character	4	Activity type
9	C2713A	Character	4	Sequence number
10	C2718	Date	8	Date
11	C2719	Character	6	Time
12	C2720	Character	3	User ID
13	SID	Character	5	WasteLAN sequential site reference number
14	IN_USE	Character	1	Record in use indicator
15	USER_ADD	Character	8	User name who added record
16	ADD_DATE	Date	8	Date record was added
17	ADD_TIME	Character	8	Time record was added
18	USER_MOD	Character	8	User who last modified record
19	MOD_DATE	Date	8	Date record was last modified
20	MOD_TIME	Character	8	Time record was last modified
113				

Available Indices	
Index Name	Key
C2710	SID + C1701 + C2713

REMEDY C2730.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C2731	Character	3	Remedy type
5	C0101	Character	12	EPA Identification Number
6	C1701	Character	4	Activity type
7	C2731A	Character	3	Remedy type
8	C2733A	Character	2	Remedy operable unit indicator
9	C2733	Character	2	Remedy operable unit indicator
10	C2741	Character	2	Qualifier 1
11	C2742	Character	2	Qualifier 2
12	C2743	Character	2	Qualifier 3
13	C2744	Character	2	Qualifier 4
14	C2745	Character	2	Qualifier 5
15	C2746	Character	2	Qualifier 6
16	C2747	Character	2	Qualifier 7
17	C2748	Character	2	Qualifier 8
18	C2749	Character	2	Qualifier 9
19	C2750	Character	2	Qualifier 10
20	C2751	Date	8	Date
21	C2752	Character	6	Time
22	C2753	Character	3	User ID
23	C2754	Character	2	Regional field 1
24	C2755	Character	2	Regional field 2
25	C2756	Character	4	Regional field 3
26	C2757	Character	6	Regional field 4
27	C2736	Character	10	Remedy abbreviation
28	C2738	Character	17	Remedy Concat Key
29	C2739	Character	2	Remedy historical indicator
30	C2760	Character	10	Qualifier 1
31	C2761	Character	10	Qualifier 2
32	C2762	Character	10	Qualifier 3
33	C2763	Character	10	Qualifier 4
34	C2764	Character	10	Qualifier 5
35	C2765	Character	10	Qualifier 6
36	C2766	Character	10	Qualifier 7
37	C2767	Character	10	Qualifier 8
38	C2768	Character	10	Qualifier 9
39	C2769	Character	10	Qualifier 10
40	SID	Character	5	WasteLAN sequential site reference number
41	IN_USE	Character	1	Record in use indicator
42	USER_ADD	Character	8	User name who added record
43	ADD_DATE	Date	8	Date record was added
44	ADD_TIME	Character	8	Time record was added

REMEDY C2730.DBF				
Field	Field Name	Type	Width	Description
45	USER_MOD	Character	8	User who last modified record
46	MOD_DATE	Date	8	Date record was last modified
47	MOD_TIME	Character	8	Time record was last modified
			269	

Available Indices	
Index Name	Key
C2730	SID + C1701 + C2731
C2730A	SUBSTR(C2731,1,2)

STATUTES C2770.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C2771	Character	5	Statutes
5	C0101	Character	12	EPA Identification Number
6	C1701	Character	4	Activity type
7	C2771A	Character	5	Statutes
8	C2773	Date	8	Date
9	C2774	Character	6	Time
10	C2775	Character	3	User ID
11	C2779	Character	2	Statutes Historical Indicator
12	SID	Character	5	WasteLAN sequential site reference number
13	IN_USE	Character	1	Record in use indicator
14	USER_ADD	Character	8	User name who added record
15	ADD_DATE	Date	8	Date record was added
16	ADD_TIME	Character	8	Time record was added
17	USER_MOD	Character	8	User who last modified record
18	MOD_DATE	Date	8	Date record was last modified
19	MOD_TIME	Character	8	Time record was last modified
108				

Available Indices	
Index Name	Key
C2770	SID + C1701 + C2771
C2770A	C2771

MILESTONES C2800.DBF

Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C2801	Character	3	Milestones
5	C0101	Character	12	EPA Identification Number
6	C1701	Character	4	Activity type
7	C2801A	Character	3	Milestones
8	C2803	Character	10	Abbreviation
9	C2804	Character	30	Name
10	C2805	Date	8	Current planned date
11	C2806	Character	3	Current planned FY/Q
12	C2807	Date	8	Actual date
13	C2808	Character	20	Scap note
14	C2809	Date	8	Original planned date
15	C2810	Character	3	Original planned FY/Q
16	C2811	Character	1	SPMS target status
17	C2812	Character	8	Activity link
18	C2813	Character	5	Type sort
19	C2814	Character	2	Regional free field 1
20	C2815	Character	2	Regional free field 2
21	C2816	Character	4	Regional free field 3
22	C2817	Character	6	Regional free field 4
23	C2818	Date	8	Date
24	C2819	Character	6	Time
25	C2820	Character	3	User ID
26	C2821	Character	2	Generic Type code
27	C2839	Character	2	Milestones Historical Indicator
28	SID	Character	5	WasteLAN sequential site reference number
29	IN_USE	Character	1	Record in use indicator
30	USER_ADD	Character	8	User name who added record
31	ADD_DATE	Date	8	Date record was added
32	ADD_TIME	Character	8	Time record was added
33	USER_MOD	Character	8	User who last modified record
34	MOD_DATE	Date	8	Date record was last modified
35	MOD_TIME	Character	8	Time record was last modified
224				

Available Indices

Index Name	Key
C2800	SID + C1701 + C2801
C2800A	SUBSTR(C2801,1,2)

ENF FIN C2900.DBF

Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C2901	Character	3	ID number
5	C0101	Character	12	EPA Identification Number
6	C1701	Character	4	Activity type
7	C2901A	Character	3	ID number
8	C2903	Character	1	Type
9	C2904	Date	8	Planned date
10	C2905	Character	3	Planned FY/Q
11	C2906	Date	8	Date
12	C2907	Numeric	9	Amount
13	C2908	Character	5	Contract vehicle
14	C2909	Character	3	Case budget status
15	C2910	Character	30	Note
16	C2911	Date	8	Date
17	C2912	Character	6	Time
18	C2913	Character	3	User ID
19	C2914	Character	2	Regional free field 1
20	C2915	Character	2	Regional free field 2
21	C2916	Character	4	Regional free field 3
22	C2917	Character	6	Regional free field 4
23	C2918	Character	1	Budget source
24	C2919	Character	6	Work assignment number
25	C2920	Character	8	Vehicle abbreviation
26	C2922	Character	2	Financial work assignment amendment no.
27	C2939	Character	2	Financial Historical Indicator
28	SID	Character	5	WasteLAN sequential site reference number
29	IN_USE	Character	1	Record in use indicator
30	USER_ADD	Character	8	User name who added record
31	ADD_DATE	Date	8	Date record was added
32	ADD_TIME	Character	8	Time record was added
33	USER_MOD	Character	8	User who last modified record
34	MOD_DATE	Date	8	Date record was last modified
35	MOD_TIME	Character	8	Time record was last modified
202				

Available Indices

Index Name	Key
C2900	SID + C1701 + C2901
C2900A	C2903
C2903	SID + C1701 + C2903

SUBEVENT C3100.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C3101	Character	3	Subevent Type
5	C0101	Character	12	EPA Identification Number
6	C1101	Character	2	Operable Unit Designation
7	C2101	Character	3	Type
8	C3105	Character	20	SCAP note
9	C3122	Date	8	Current planned start date
10	C3123	Date	8	Current planned completion date
11	C3124	Date	8	Actual start date
12	C3125	Date	8	Actual completion date
13	C3128	Character	3	Current planned FY/Q start
14	C3129	Character	3	Current planned FY/Q completion
15	C3147	Character	1	Owner
16	C3148	Character	1	USACE flag
17	SID	Character	5	WasteLan sequential site reference number
18	IN_USE	Character	1	Record in use indicator
19	C3149	Character	3	Subevent multiple sequence no.
20	C3150	Character	3	Programmatic sequence number
21	USER_ADD	Character	8	User name who added record
22	ADD_DATE	Date	8	Date record was added
23	ADD_TIME	Character	8	Time record was added
24	USER_MOD	Character	8	User who last modified record
25	MOD_DATE	Date	8	Date record was last modified
26	MOD_TIME	Character	8	Time record was last modified
149				

Available Indices	
Index Name	Key
C3100	SID + C1101 + C2101 + C3101
C3100A	SUBSTR(C3101,1,2)
C3100B	SID + C1101 + C2101 + C3150 + C3101

FUND FINANCIAL C3200.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C3201	Character	3	Sequence number
5	C3202	Character	1	Type
6	C3203	Character	6	Document control number
7	C3204	Character	10	FMS account number
8	C0101	Character	12	EPA Identification Number
9	C1101	Character	2	Operable Unit Designation
10	C2101	Character	3	Event Type
11	C3206	Character	1	FMS flag
12	C3207	Character	10	Obligating document number
13	C3208	Character	4	Subobject class
14	C3218	Character	3	Planned obligation FY/Q
15	C3220	Date	8	Date
16	C3225	Character	3	Funding priority status
17	C3229	Character	1	Budget source
18	C3230	Numeric	9	Amount
19	C3238	Character	8	Vehicle abbreviation
20	C3239	Character	5	Contract vehicle
21	C3240	Character	2	Contractor name
22	C3241	Character	20	Name of contracting firm associated with the financial transaction
23	C3242	Character	30	Note
24	C3228	Character	6	Work assignment number
25	C3233	Character	1	FMS final obligation
26	C3234	Character	2	Financial work assignment amendment no.
27	C3231	Numeric	9	FMS open commitment
28	C3232	Numeric	9	Total open commitment
29	SID	Character	5	WasteLAN sequential site reference number
30	IN_USE	Character	1	Record in use indicator
31	USER_ADD	Character	8	User name who added record
32	ADD_DATE	Date	8	Date record was modified
33	ADD_TIME	Character	8	Time record was modified
34	USER_MOD	Character	8	User who last modified record
35	MOD_DATE	Date	8	Date record was last modified
36	MOD_TIME	Character	8	Time record was last modified
231				

Available Indices	
Index Name	Key
C3200	SID + C1101 + C2101 + C3202
C3200A	SID + C1101 + C2101 + C3201
C3200DCN	C3203 + C3204
C3200B	C3202

TECHNICAL C3400.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C3401	Character	2	Type
5	C3402	Character	2	Qualifier 1
6	C3403	Character	2	Qualifier 2
7	C3404	Character	2	Qualifier 3
8	C3405	Character	2	Qualifier 4
9	C3406	Character	2	Qualifier 5
10	C3407	Character	2	Qualifier 6
11	C3408	Character	2	Qualifier 7
12	C3409	Character	2	Qualifier 8
13	C3410	Character	2	Qualifier 9
14	C3411	Character	2	Qualifer 10
15	C3415	Numeric	1	Type suffix
16	C0101	Character	12	EPA Identification Number
17	C1101	Character	2	Operable Unit Designation
18	C2101	Character	3	Event Type
19	SID	Character	5	WasteLAN sequential site reference number
20	IN_USE	Character	1	Record in use indicator
21	USER_ADD	Character	8	User name who added record
22	ADD_DATE	Date	8	Date record was added
23	ADD_TIME	Character	8	Time record was added
24	USER_MOD	Character	8	User who last modified record
25	MOD_DATE	Date	8	Date record was last modified
26	MOD_TIME	Character	8	Time record was last modified
103				

Available Indices	
Index Name	Key
C3400	SID + C1101 + C2101 + C3401
C3400A	C3401
TECH3401	C0101 + C1101 + C2101 + C3401

CHEMICAL C3700.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	C3701	Character	10	CAS number
5	C3702	Character	40	Chemical name
6	C3703	Character	40	Common name
7	C0101	Character	12	EPA Identification Number
8	C1101	Character	2	Operable Unit Designation
9	C2101	Character	3	Event Type
10	SID	Character	5	WasteLAN sequential site reference number
11	IN_USE	Character	1	Record in use indicator
12	USER_ADD	Character	8	User name who added record
13	ADD_DATE	Date	8	Date record was added
14	ADD_TIME	Character	8	Time record was added
15	USER_MOD	Character	8	User who last modified record
16	MOD_DATE	Date	8	Date record was last modified
17	MOD_TIME	Character	8	Time record was last modified
170				

Available Indices	
Index Name	Key
C3700	SID + C1101 + C2101 + C3701

RECOVERY DATA COSTREC2.DBF				
Field	Field Name	Type	Width	Description
1	SID	Character	5	WasteLAN sequential site reference number
2	ACT_TYPE	Character	4	Activity Type
3	TLHNUM	Numeric	5	Technical Labor Hours
4	TLHCOST	Numeric	10.2	Direct Labor
5	TRAVEL	Numeric	10.2	Travel
6	INDIRECT	Numeric	10.2	Indirect Costs
7	REGNCOST	Numeric	10.2	Regional Costs
8	TOTALCOST	Numeric	10.2	Total Costs
9	SEEK	Numeric	10.2	Amount Sought
10	PAYOFF	Numeric	10.2	Payments Offered
11	PAYREC	Numeric	10.2	Payments Received
12	COSTREC	Character	10.2	Cost Recovered
13	RESPCAT	Character	10	Response Category
14	COMMENT1	Character	50	Comment Text Line 1
15	COMMENT2	Character	50	Comment Text Line 2
16	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
17	IN_USE	Character	1	Record in use indicator
18	USER_ADD	Character	8	User name who added record
19	ADD_DATE	Date	8	Date record was modified
20	ADD_TIME	Character	8	Time record was modified
21	USER_MOD	Character	8	User who last modified record
22	MOD_DATE	Date	8	Date record was last modified
23	MOD_TIME	Character	8	Time record was last modified
			265	

Available Indices	
Index Name	Key
COSTREC2	SID + ACT_TYPE

ENFORCEMENT SEQUENCE				ENF_SEQ.DBF*
Field	Field Name	Type	Width	Description
1	SID	Character	5	WasteLAN sequential site reference number
2	C1701	Character	2	Activity Type
3	SEQ	Numeric	2	Sequencer
10				

<u>Available Indices</u>	
Index Name	Key
ENF_SEQ	SID + C1701

MILESTONE SEQUENCE				MILE_SEQ.DBF*
Field	Field Name	Type	Width	Description
1	SID	Character	5	WasteLAN sequential site reference number
2	C1701	Character	4	Activity Type
3	MILESTONE	Character	2	Milestone
4	SEQ	Numeric	1	Sequencer
13				

Available Indices	
Index Name	Key
MILE_SEQ	SID + C1701 + MILESTONE

ERROR TRACKING				MISTAKE.DBF*
Field	Field Name	Type	Width	Description
1	ERROR_DATE	Date	8	Date Error Occurred
2	ERROR_TIME	Character	8	Time Error Occurred
3	ERROR_MESS	Character	80	Error Message
4	ERROR_LINE	Character	120	Line of Code Error Occurred
5	ERROR_PRG	Character	40	Program In-Use
6	ERROR_WHO	Character	7	User name
7	ERROR_DBF	Character	12	DBF In-Use
8	ERROR_SID	Character	5	Site ID In-Use
281				

<u>Available Indices</u>	
Index Name	Key
MISTAKE	ERROR_PRG

NSI SEQUENCE NSIFILE.DBF*				
Field	Field Name	Type	Width	Description
1	ACT_TYPE	Character	2	Activity Type
2	SEQUENCE	Numeric	2	Sequencer
			5	

Available Indices	
Index Name	Key
NSIFILE	ACT_TYPE

TARGETS/ACCOMPLISHMENTS P0200.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	P0201	Character	2	Region
5	P0202	Character	2	Activity type
6	P0203	Character	2	Fiscal year
7	P0206	Character	2	Activity lead
8	P0207	Numeric	5	Headquarter baseline projection
9	P0209	Character	1	SCAP/SPMS flag
10	P0210	Numeric	5	Fund financed ceiling
11	IN_USE	Character	1	Record in use indicator
12	USER_ADD	Character	8	User name who added record
13	ADD_DATE	Date	8	Date record was added
14	ADD_TIME	Character	8	Time record was added
15	USER_MOD	Character	8	User who last modified record
16	MOD_DATE	Date	8	Date record was last added
17	MOD_TIME	Character	8	Time record was last added
77				

Available Indices	
Index Name	Key
P0200	P0202 + P0203 + P0206

BUDGET/AOA P0300.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	P0301	Character	2	Regional code
5	P0302	Character	2	Fiscal year
6	P0303	Character	1	Quarter
7	P0304	Character	5	Type code
8	P0305	Character	1	Status
9	P0308	Character	12	EPA Identification number
10	P0310	Character	4	Site FMS identification number
11	P0311	Character	2	Operable unit
12	P0312	Character	3	Event code
13	P0313	Character	4	Enforcement activity code
14	P0314	Date	8	Issue date
15	P0315	Numeric	9	Dollar amount
16	P0316	Character	30	Comment
17	P0317	Character	3	Fiscal year/quarter
18	P0318	Character	1	Version
19	IN USE	Character	1	Record in use indicator
20	USER_ADD	Character	8	User name who added record
21	ADD_DATE	Date	8	Date record was added
22	ADD_TIME	Character	8	Time record was added
23	USER_MOD	Character	8	User who last modified record
24	MOD_DATE	Date	8	Date record was last modified
25	MOD_TIME	Character	8	Time record was last modified
145				

Available Indices	
Index Name	Key
P0300	SUBSTR(P0304,1,2) + P0302 + P0303

NSI ACTIVITIES P0400.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	P0401	Character	2	Region
5	P0402	Character	4	Activity type
6	P0404	Character	2	Activity lead
7	P0405	Character	2	State
8	P0406	Character	2	Fiscal year
9	P0408	Character	30	Comment
10	IN_USE	Character	1	Record in use indicator
11	USER_ADD	Character	8	User name who added record
12	ADD_DATE	Date	8	Date record was added
13	ADD_TIME	Character	8	Time record was added
14	USER_MOD	Character	8	User who last modified record
15	MOD_DATE	Date	8	Date record was last modified
16	MOD_TIME	Character	8	Time record was last modified
100				

Available Indices	
Index Name	Key
P0400B	P0402
P0400A	SUBSTR(P0402,1,2)
P0400	SUBSTR(P0402,1,2) + P0406

TARGETS P1200.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	P0201	Character	2	Region
5	P0202	Character	2	Activity type
6	P0206	Character	2	Activity lead
7	P0203	Character	2	Fiscal year
8	P1201	Character	1	Quarter
9	P1203	Character	1	Version
10	P1204	Numeric	5	Number
11	P1205	Character	30	Comment
12	IN_USE	Character	1	Record in use indicator
13	USER_ADD	Character	8	User name who added record
14	ADD_DATE	Date	8	Date record was added
15	ADD_TIME	Character	8	Time record was added
16	USER_MOD	Character	8	User who last modified record
17	MOD_DATE	Date	8	Date record was last modified
18	MOD_TIME	Character	8	Time record was last modified
103				

Available Indices	
Index Name	Key
P1200	P0202 + P0203 + P0206 + P1201

ACCOMPLISHMENTS P1250.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	P0201	Character	2	Region
5	P0202	Character	2	Activity type
6	P0206	Character	2	Activity lead
7	P0203	Character	2	Fiscal year
8	P1251	Character	1	Quarter
9	P1253	Numeric	5	Number
10	P1254	Character	30	Comment
11	IN_USE	Character	1	Record in use indicator
12	USER_ADD	Character	8	User name who added record
13	ADD_DATE	Date	8	Date record was added
14	ADD_TIME	Character	8	Time record was added
15	USER_MOD	Character	8	User who last modified record
16	MOD_DATE	Date	8	Date record was last modified
17	MOD_TIME	Character	8	Time record was last modified
102				

Available Indices	
Index Name	Key
P1250	P0202 + P0203 + P0206

NSI FINANCIAL P1400.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	P0401	Character	2	Region
5	P0402	Character	4	Activity type
6	P1401	Numeric	3	Sequence number
7	P1404	Character	1	Type
8	P1405	Character	10	FMS account number
9	P1406	Character	6	FMS document control number
10	P1408	Character	5	Vehicle
11	P1410	Character	20	Contractor name
12	P1411	Character	6	Work assignment/IAG number
13	P1412	Character	10	FMS obligation document number
14	P1413	Character	4	Object/subobject class
15	P1414	Character	1	FMS flag
16	P1415	Character	3	Planned obligation FY/Q
17	P1416	Character	1	Fund source
18	P1417	Numeric	3	Number of sites
19	P1418	Date	8	Actual financial date
20	P1419	Character	3	Funding priority
21	P1420	Numeric	9	Amount
22	P1421	Character	30	Comment
23	P1422	Numeric	9	FMS open commitment
24	P1423	Numeric	9	Total open commitment
25	P1424	Character	1	NSI Financial FMS Final Obligation
26	P1425	Character	2	Financial work assignment amendment co.
27	IN_USE	Character	1	Record in use indicator
28	USER_ADD	Character	8	User name who added record
29	ADD_DATE	Date	8	Date record was added
30	ADD_TIME	Character	8	Time record was added
31	USER_MOD	Character	8	User who last modified record
32	MOD_DATE	Date	8	Date record was modified
33	MOD_TIME	Character	8	Time record was last modified
208				

Available Indices	
Index Name	Key
P1400	P0402 + P1404 + STR(1401,3)
P1400A	P1404

NSI VALID FIN P1480.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	P0401	Character	2	NSI Region
5	P0402	Character	4	NSI Activity Type
6	P1483	Character	10	FMS Account Number
7	P1484	Character	6	FMS Document Control Number
8	IN_USE	Character	1	Record in use indicator
9	USER_ADD	Character	8	User name who added record
10	ADD_DATE	Date	8	Date record was added
11	ADD_TIME	Character	8	Time record was added
12	USER_DEL	Character	8	User who last modified record
13	DEL_DATE	Date	8	Date record was last modified
14	DEL_TIME	Character	8	Time record was last modified
			80	

Available Indices	
Index Name	Key
P1480	P0402 + P1483 + P1484
P1480A	P1483 + P1484
P14802	P0402 + P1483 + P1484

TARGET SITES P2200.DBF				
Field	Field Name	Type	Width	Description
1	POO	Character	3	Point of Origin (R##)
2	RT	Character	4	Record Type
3	AC	Character	1	Action Code (1=Delete; 2=Add; 3=Modify)
4	P0201	Character	2	Target/Accomplishment Region
5	P0202	Character	2	Target/Accomplishment Activity Type
6	P0206	Character	2	Target/Accomplishment Activity Lead
7	P0203	Character	2	Target/Accomplishment Fiscal Year
8	P1201	Character	1	Target Quarter
9	P2201	Character	3	Identifies/sequences target sites in the target-site data file
10	P2203	Character	12	EPA Identification Number
11	P2205	Character	2	Target Activity Operable Unit
12	P2206	Character	3	Target Activity Event
13	P2207	Character	4	Target Activity Code
14	P2208	Character	3	Target Activity enforcement milestone code
15	P2209	Character	2	Organization
16	SID	Character	5	WasteLAN sequential site reference number
17	IN_USE	Character	1	Record in use indicator
18	USER_ADD	Character	8	User name who added record
19	ADD_DATE	Date	8	Date record was added
20	ADD_TIME	Character	8	Time record was added
21	USER_MOD	Character	8	User who last modified record
22	MOD_DATE	Date	8	Date record was last modified
23	MOD_TIME	Character	8	Time record was last modified
101				

Available Indices	
Index Name	Key
P2200	P0202 + P0203 + P0206 + P1201

PRINTER SPECIFICATIONS				PRINTERS.DBF
Field	Field Name	Type	Width	Description
1	NAME	Character	20	Name of printer assigned by System Administrator
2	NET_NUMBER	Character	1	Printer number on server
3	FILE_SERVE	Character	10	Name of File Server on which printer resides
4	QUEUE_NAME	Character	12	Name of printer as it appears in file server queue
5	PRINT_TYPE	Character	25	Name of printer manufacturer & model number
6	RRSETUP_NO	Character	1	Number to establish appropriate configurations for reports
7	PORTRAIT	Character	20	Printer setup string used to format for portrait print
8	LANDSCAPE	Character	20	Printer setup string used to format for landscape print
9	NORMAL	Character	20	Printer setup string used for regular type font size
10	COMPRESSED	Character	20	Printer setup string used to format for compressed print
11	SIX_LINES	Character	20	Printer setup string for six lines per inch print
12	ATE_LINES	Character	20	Printer setup string for eight lines per inch print
190				

Available Indices	
Index Name	Key
PRINTERS	NET_NUMBER

ENFORCEMENT RESPONSIBLE PARTY				PRPSITE2.DBF
Field	Field Name	Type	Width	Description
1	SID	Character	5	WasteLAN sequential site reference number
2	AC	Character	1	Action code (1=Delete; 2=Add; 3=Modify; 0=Uploaded)
3	OWNER	Character	20	Owner of site
4	OWNADD	Character	30	Owner address
5	OPERATOR	Character	20	Operator name
6	OPADD	Character	30	Operator address
7	EPM	Character	20	Name of Enforcement Project Manager
8	ATTORNEY	Character	20	Attorney
9	ATTPHONE	Character	10	Attorney phone number
10	STCON	Character	20	State Contact
11	STPHONE	Character	10	State Phone Number
12	PRPNUM	Numeric	4	Number of PRPs at Site
13	PRPRANK	Logical	1	PRP rank
14	COMMENT1	Character	60	Comments
15	IN_USE	Character	1	Record in use indicator
16	USER_ADD	Character	8	User name who added record
17	ADD_DATE	Date	8	Date record was added
18	ADD_TIME	Character	8	Time record was added
19	USER_MOD	Character	8	User who last modified record
20	MOD_DATE	Date	8	Date record was last modified
21	MOD_TIME	Character	8	Time record was last modified
301				

Available Indices	
Index Name	Key
PRPSITE2	SID

SITE SEQUENCE NUMBER				REFERENC.DBF*
Field	Field Name	Type	Width	Description
1	NUMBER	Numeric	5	Contains ref. no. of last site added to WasteLAN
			6	

<u>Available Indices</u>		
Index Name		Key
No Indices		

REPORT USERS REPTUSER.DBF*				
Field	Field Name	Type	Width	Description
1	CODE	Character	2	Specifies menu type
2	MENU_NUMB	Character	2	Menu option number from Reports Main Menu
3	USER	Character	8	User Name
4	REGION	Character	2	EPA Region Number
5	RUN_DATE	Date	8	Date the report was run
			23	

Available Indices	
Index Name	Key
REPTUSER	CODE + MENU_NUMB

ALIAS SEQUENCE NUMBER R_1200.DBF*				
Field	Field Name	Type	Width	Description
1	SID	Character	5	WasteLAN sequential site reference number
2	SEQ_NO	Character	2	Sequence Number of Last Alias ID at a site
			8	

Available Indices	
Index Name	Key
R_1200	SID

ALIAS LOCATION SEQUENCE NUMBER				R_2200.DBF*
Field	Field Name	Type	Width	Description
1	SID	Character	5	WasteLAN sequential site reference number
2	C1201	Character	2	Alias ID of Last Alias
3	C2201	Character	2	Location for an Alias ID
10				

<u>Available Indices</u>	
Index Name	Key
R_2200	SID + C1201 + C2201

ADOPTION R_ADOPT.DBF*				
Field	Field Name	Type	Width	Description
1	SID	Character	5	WasteLAN sequential site reference number
2	C0101	Character	12	EPA Identification Number
			18	

Available Indices	
Index Name	Key
R_ADOPT	SID

**ADDITIONAL ENFORCEMENT ACTIVITY DATA INDICATOR
R_ARROWS.DBF***

Field	Field Name	Type	Width	Description
1	SID	Character	5	WasteLAN sequential site reference number
2	ACT_TYPE	Character	4	Enforcement Activity Type
3	MILESTONE	Character	1	'1' If Milestone Exists, Else Blank
4	REMEDY	Character	1	'1' If Remedy Exists, Else Blank
5	STATUTES	Character	1	'1' If Statute Exists, Else Blank
6	FINANCIAL	Character	1	'1' If Financial Exists, Else Blank
7	COST_REC	Character	1	'1' If Cost Recovery Info Exists, Else Blank
8	PRP	Character	1	'1' If PRP Info Exists, Else Blank
9	FMS	Character	1	'1' If Case Budget Info Exists, Else Blank
17				

Available Indices

Index Name	Key
R_ARROWS	SID + ACT_TYPE

*Note: Not currently accessed or updated by WasteLAN screens.

ENFORCEMENT COST RECOVERY SEQUENCE NUMBER R_C29SEQ.DBF*				
Field	Field Name	Type	Width	Description
1	SID	Character	5	WasteLAN sequential site reference number
2	C1701	Character	4	Activity Type
3	SEQ	Character	3	Sequence Nubmer for next cost recovery Financial add at an activity
			13	

Available Indices	
Index Name	Key
R_C295EQ	SID +C1701

WASTELAN COLORS				R_COLORS.DBF*
Field	Field Name	Type	Width	Description
1	NVIDEO	Character	20	Contains Normal Video Color
2	RVIDEO	Character	20	Contains Reverse Video Color
3	BVIDEO	Character	20	Contains Error Message Color
4	WBVIDEO	Character	20	Contains Status Line Fast Letter Highlights Color
5	MVIDEO	Character	20	Contains Pop-up Window Color
6	YVIDEO	Character	20	Contains Read Only Color
7	WVIDEO	Character	20	Contains Header Information Color
8	FVIDEO	Character	20	Contains Border Color
9	LVIDEO	Character	20	Contains Links Window Color
10	LWVIDEO	Character	20	Contains Links Reverse Video Color
201				

Available Indices	
Index Name	Key

No Indices

*Note: Possible WasteLAN II future enhancement will include ability for Regions to change WasteLAN II colors.

EVENT SEQUENCE NUMBER R_EVTSEQ.DBF*				
Field	Field Name	Type	Width	Description
1	SID	Character	5	WasteLAN sequential site reference number
2	OPUNIT	Character	2	OPUNIT
3	EVENT	Character	2	EVENT
4	SEQUENCE	Numeric	1	Sequence number of last event at a site, opunit, and event
			11	

Available Indices	
Index Name	Key
R_EVTSEQ	SID + OPUNIT + EVENT

REGIONAL FREE FIELD PROMPTS R_FIELDS.DBF*				
Field	Field Name	Type	Width	Description
1	DATABASE	Character	8	Name of WasteLAN database which contains Regional fields
2	REG_FIELD1	Character	10	Prompt for 1st Regional field
3	REG_FIELD2	Character	10	Prompt for 2nd Regional field
4	REG_FIELD3	Character	10	Prompt for 3rd Regional field
5	REG_FIELD4	Character	10	Prompt for 4th Regional field
6	REG_FIELD5	Character	10	Prompt for 5th Regional field
7	REG_FIELD6	Character	10	Prompt for 6th Regional field
8	REG_FIELD7	Character	10	Prompt for 7th Regional field
9	REG_FIELD8	Character	10	Prompt for 8th Regional field
89				

Available Indices	
Index Name	Key
No Indices	

SITE LOCKING SITE ACCESS R_LOCKCK.DBF*				
Field	Field Name	Type	Width	Description
1	NAME	Character	8	Name of WasteLAN user allowed to access site
2	SID	Character	5	WasteLAN sequential site reference number
			14	

<u>Available Indices</u>	
Index Name	Key
R_LOCKCK	NAME

NEWS ALERTS R_NEWS.DBF*				
Field	Field Name	Type	Width	Description
1	ALERT	Character	60	News Alert Message
2	DATE	Date	8	Date of News Alert
			69	

<u>Available Indices</u>	
Index Name	Key
R_NEWS	DATE

OPUNIT SEQUENCE NUMBER				R_OP_SEQ.DBF*
Field	Field Name	Type	Width	Description

1	SID	Character	5	WasteLAN sequential site reference number
2	OPUNIT	Numeric	2	Sequence number of last OPUNIT at site
			8	

Available Indices	
Index Name	Key

R_OP_SEQ	SID
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REGIONAL PROJECT MANAGERS				R_RPMS*
Field	Field Name	Type	Width	Description
1	NAME	Character	20	Name of Regional Project Manager
2	PHONE_NO	Character	10	Phone number of Regional Project Manager
3	IN_USE	Character	1	Record in user indicator
32				

<u>Available Indices</u>	
Index Name	Key
R_RPMS	NAME

USERS EXEMPTED FROM SITE LOCKOUT				R_RSITES.DBF*
Field	Field Name	Type	Width	Description
1	RPM_NAME	Character	8	Name of user exempted from site locking
			9	

Available Indices	
Index Name	Key
R_RSITES	RPM_NAME

USERS EXEMPTED FROM SCAP LOCKOUT				R_SCAP.DBF*
Field	Field Name	Type	Width	Description
1	NAME	Character	8	Name of user exempted from SCAP lockout
			9	

Available Indices	
Index Name	Key
R_SCAP	NAME

SCAP LOCKOUT		R_SCAPLK.DBF		
Field	Field Name	Type	Width	Description
1	SWITCH	Character	1	Flag to determine SCAP Lockout Status: '1' If SCAP Lockout Enabled; '2' If SCAP Lockout Disabled
			2	

<u>Available Indices</u>	
Index Name	Key
No Indices	

SITE LOCKOUT		R_SITELK.DBF*		
Field	Field Name	Type	Width	Description
1	SWITCH	Character	1	Flag to determine Site Lockout Status: '1' If Site Lockout Enabled; '2' If Site Lockout Disabled
			2	

Available Indices	
Index Name	Key
No Indices	

UPLOAD LOG FILE R_UPLOAD.DBF*				
Field	Field Name	Type	Width	Description
1	FILENAME	Character	12	File Nme of Upload File
2	SIZE	Character	9	Size of Upload File
3	DATE	Character	10	Date of Upload
4	TIME	Character	8	Time of Upload
			40	

<u>Available Indices</u>	
Index Name	Key
No Indices	

WASTELAN USERS R_USERS.DBF*				
Field	Field Name	Type	Width	Description
1	AMEN	Character	18	User Name (encoded)
2	WARP_DOSS	Character	18	Password (encoded)
3	DEERPERM	Logical	1	Pre-Remedial Rights
4	DIALMEER	Logical	1	Remedial Rights
5	VOLERAM	Logical	1	Removal Rights
6	MOREFENC	Logical	1	Enforcement Rights
7	MIDNASSY	Logical	1	System Administration Rights
8	CAPS	Logical	1	SCAP Rights
9	INCAFINAL	Logical	1	Financial (C3200, C2600, C2900, P1400) Rights
10	FORCE2EN	Logical	1	Enforcement Access Rights
11	PELCHER	Logical	1	NSI Rights
12	SIFI	Logical	1	ISIF Rights
13	SLINK	Logical	1	Links Rights
14	USERNAME	Character	8	User Name
			56	

Available Indices	
Index Name	Key
R_USERS	AMEN

TURBO ACCESS		SITE_SET.DBF*		
Field	Field Name	Type	Width	Description
1	NAME	Character	8	Name of user invoking Turbo Access
2	SID	Character	5	Ref. No. of event or activity from which Turbo Access invoked
3	OPUNIT	Character	2	OPUNIT of event from which Turbo Access invoked
4	EVENT	Character	3	Event from which Turbo Access invoked
5	ACTIVITY	Character	4	Activity from which Turbo Access invoked
23				

<u>Available Indices</u>	
Index Name	Key
SITE SET	NAME

SUBEVENT SUBTABLE.DBF				
Field	Field Name	Type	Width	Description
1	SUB CODE	Character	2	Subevent Code
2	SUB NAME	Character	30	Subevent Name
3	OWNER	Character	3	Number identifying whether subevent code is EPA or USACE owned
4	CRITICAL	Character		Flag indicating critical status
			37	

Available Indices	
Index Name	Key

SUBTABLE

SUB CODE

Note: Not currently used in WasteLAN; will probably be deleted in future version of WasteLAN.

SUBEVENT SHORT NAMES TL_3101.DBF				
Field	Field Name	Type	Width	Description
1	EVENT	Character	2	Event Code
2	SUBEVENT	Character	2	Subevent Code
3	UPLOAD	Logical	1	Indicates whether subevent is include in upload routine
4	SCAP	Logical	1	Indicates whether subevent appears in SCAP
5	CORPS	Logical	1	Indicates whether subevent appears in CleanLAN
6	MULTIPLE	Logical	1	Indicates existence of multiple subevents
7	ORDER	Character	3	The order the subevents appear under the event
			12	

Available Indices	
Index Name	Key
TL_3101	EVENT + SUBEVENT
TL_3101A	EVENT + ORDER

SHORT AND LONG NAMES TL_NAMES DBF*				
Field	Field Name	Type	Width	Description
1	WHAT_CHK	Character	10	Component number
2	VALUE	Character	10	Data element codes
3	DESCRIPT	Character	50	Data element names
			71	

Available Indices	
Index Name	Key
TL_NAMES	RTRIM(WHAT_CHK) + VALUE

EVENT VALID FINANCIAL VALID.DBF*				
Field	Field Name	Type	Width	Description
1	SID	Character	5	WasteLAN sequential site reference number
2	C1101	Character	2	Operable Unit Design
3	C2101	Character	3	Type
4	C3202	Character	1	Type
5	C3203	Character	6	Document Control Number
6	C3204	Character	10	FMS Account Number
7	TOTAL	Numeric	3	Total number of financial transactions
8	USER_ADD	Character	8	User name who added record
9	ADD_DATE	Date	8	Date record was modified
10	ADD_TIME	Character	8	Time record was modified
11	USER_MOD	Character	8	User who last modified record
12	MOD_DATE	Date	8	Date record was last modified
13	MOD_TIME	Character	8	Time record was last modified
14	IN_USE	Character	1	Record in use indicator
			80	

Available Indices	
Index Name	Key
VALID	C3203 + C3204 + SID + C1101 + C2101 + C3202

Note: Not currently used