

ENVIRONMENTAL REPORTING LOGISTICS SYSTEM

(ERLS)

DID-SOFTWARE USER MANUAL (SUM)



Revision 5.4

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INTRODUCTION

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NOTE: All pages before Appendix A are MIL -STD-498 and may not be of value to some ERLS users. They may wish to go directly to Appendix A to learn to use the ERLS System.

FOREWORD

Welcome to ERLS. This manual is prepared and maintained by the Defense Logistics Agency Systems Integration Office (DSIO), Hill AFB, Utah 84056-5713. The Program Manager for ERLS is the Defense Logistics Information Service (DLIS), Battle Creek, Michigan 49017-3084.

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1. SCOPE

The Environmental Reporting Logistics System (ERLS) is a system consisting of interfaces with existing DLA business management systems to include additional reporting and tracking functionality. Selected data elements from the existing systems are uploaded to the ERLS. This is then supplemented by new data elements as required and used to populate the relational database. ERLS provides the tools for reporting hazardous chemical thresholds and managing pollution reduction as mandated by Executive Orders 13101 and 13148.

1.1 Identification.

ERLS software is identified hierarchically at the menu and program levels. Each program will begin with the letters "DE" followed by a numeric value, a period (.) and a version identifier that is an output of the COOL:GEN Version Control Subsystem. There is Version Control Reports out of the Host Encyclopedia, containing change information for model objects. This in conjunction with the standardized version control procedures ensures a rigidly controlled version release process. The actual identification of ERLS software is recorded and maintained using COOL:GEN.

1.2 System Overview.

ERLS is the Defense Logistics Agency (DLA) response to hazardous substances and toxic chemical reporting reduction requirements and the promotion of environmentally preferable products as directed in two Executive Orders:

Greening the Government through Waste Prevention, Recycling, and Federal Acquisition EO 13101

Greening the Government Through Leadership in Environmental Management EO 13148

DLA was given the lead for the Department of Defense (DoD) by the Deputy Under Secretary of Defense (USD), Environmental Security. USD asked DLA to consider enhancements to the Hazardous Material Information System (HMIS) as a means to comply with these Executive Orders. DLA determined compliance would require not only enhancements to the Hazardous Material Information System, but linkage with a number of DLA systems and other DoD systems maintaining portions of the required information on hazardous materials and waste. Thus DLA tasked three organizations to jointly pursue an agency solution:

Defense Logistics Agency	DLA-DSS	Act as the functional proponent for ERLS and define mission and customer requirements
Defense Logistics Information Systems	DLIS	Provide program management over the ERLS life cycle
Defense Logistics Agency Systems Integration Office	DSIO	Design and develop ERLS

To comply with the Executive Orders DLA must:

- Provide visibility of daily chemical and isotope inventories
- Provide notification of chemicals nearing or exceeding threshold quantities
- Provide annual reporting capabilities
 - Tier I and II reports for EPCRA
 - Chemical Balance reports
- Provide a central location for Unplanned Release information
- Facilitate Pollution prevention reporting
 - Provide visibility of environmentally preferred items
 - Track requisitions and acquisitions for environmental items
 - Create reports to summarize purchases and sales of environmental items
 - Provide the ability to display life cycle cost per item

The ERLS concept began with a preliminary study done by DSIO-J (then DLA Systems Automation Center or DSAC) in August 1994. As conceived, ERLS addresses the new functional requirements stemming from Executive Orders 13101 and 13148. All DLA hazardous material (HM) life cycle business functions are affected, as are the Environmental, Logistics, and Health Affairs Corporate Information Management (CIM) area initiatives.

In Item Introduction the item manager and cataloging personnel need to be able to properly identify HM, EPA guidelines or Agency designated items and to be able to identify environmentally preferable products.

In Procurement ERLS will provide the ability to track and report on the purchase of products and services that are environmentally preferable, recyclable, energy-efficient or that are Environmental Protection Agency (EPA) designated items with minimum recovered content, or hazardous.

Supply in the HM life cycle needs to present visibility of the hazardous inventory, track the requisition of environmentally preferred items as well as hazardous items, improve management of HM, increase customer awareness of alternatives, and improve the ability to offer alternatives.

Distribution management has to not only ensure proper receipt, but also be able to track and report on storage, handling and shipment of hazardous substances and toxic chemicals.

Use, in the product life cycle must be driven by a heightened awareness of the availability of environmentally preferable products and increased caution necessary in the consumption of hazardous substances and toxic chemicals. Release information will be provided to the HSMS system for preparation of Form R reports.

Finally, disposal must be able to track storage and off-site transfers of toxic chemicals. In addition, ERLS plans to emphasize reuse and recycling of HM to achieve reductions in the disposal of toxic chemicals.

In addition, emergency planning requirements are also mandated for each stage in the HM life cycle.

ERLS, in functional terms, will translate hazardous items of supply as currently identified within DoD by National Stock Number (NSN) into the more descriptive identification of each item's

chemical ingredients as maintained by the EPA. Using the expanded definition for items of supply, ERLS will enable categorization of hazardous substances for report preparation and reduction of toxic chemical releases required by Executive Orders.

Existing systems will be interfaced to ERLS which will consolidate corporate information from the existing systems and provide the expanded hazardous item identification required for reporting and reduction in toxic chemical releases, as described above.

ERLS will report, in detail, by type and quantity, on hazardous items at the installation or facility level. Reports will be provided to the EPA, state and local government agencies, and other interested parties. The toxic chemical baseline mandated by the Executive Orders will support EPA reporting and accelerated progress in pollution prevention.

ERLS will achieve visibility of hazardous materials and environmentally preferred products by the interfacing with existing DoD or DLA automated systems. These systems are:

- Federal Logistics Information System (FLIS)
- Hazardous Material Information System (HMIS)
- Standard Automated Material Management System (SAMMS)
- Distribution Standard System (DSS)
- Base Operating Support System (BOSS)
- Defense Reutilization and Marketing Service (DRMS) Automated Information System (DAISY)
- Hazardous Substance Module/Environmental Information Management (HSM/EIM), a version of HSMS that includes a centralized database.

1.2.1 Purpose of the System.

ERLS is designed to help the DLA Commander and field activities comply with Presidential Executive Orders (EO) 13101 and 13148. The Executive Orders set goals requiring DoD account for and lessen the use and disposal of hazardous material (HM) and toxic chemicals. Additionally, local DoD commanders must cooperate with civilian authorities to prepare response plans to the intentional or accidental release of HM and toxic chemicals into the environment. Taken together, the Executive Orders heighten the need to better identify, acquire, store, use and dispose of this material. However, meeting these requirements compels changes to current business practices and the AIS's that manage items of supply with HM and toxic chemical components. DLA's implementation of Executive Orders 13101 and 13148 will explore opportunities to prevent and reduce pollution in all aspects of the logistics life cycle process. ERLS will also support the management of radioactive materials and safety and health chemicals managed by the Occupational Safety and Health Administration.

1.2.2 History of Development.

Four approaches to meeting the requirements of the Executive Orders were considered. These approaches were Status Quo (manual Reporting), HMIS Plus (modification of current systems), ERLS (conventional start to finish development) and a multi-build or phased version of ERLS. These approaches were evaluated, compared, costed and documented in the ERLS Economic Analysis (EA). Due to funding limitations, ERLS was to be implemented in three phases, referred to as "builds," but later, requirements were consolidated to two Builds. The functional requirements have been analyzed and a build approach developed that provided the most critical functions in the first build. This approach also considered a logical sequence of AIS component development. The multi-build approach is outlined below.

Build One: This build, also referred to as the “baseline,” (as determined at the Preliminary Design Review [PDR] conducted at the DSIO-U facility in Ogden, Utah, 23 and 24 January 1996) includes an Environmental Data Warehouse limited to support Emergency Planning and Community Right-To-Know Act (EPCRA) reporting. Interfaces with DSS, BOSS, DAISY and HMIS will be limited to extracting existing data on a daily basis. Hazardous item data will be flagged in the FLIS. Functionality will include:

- Inventory by Chemical Abstract Service (CAS)
- Track and Report Threshold Quantities
- Produce Reports
- Emergency Planning
- Radioactive Materials
- Emergency Notification
- Flag Hazardous Items
- Provide Material Safety Data Sheet (MSDS) Information

Build Two: This development increment upgrades the Environmental Data Warehouse to accommodate environmentally preferable items. This build will also establish or enhance interfaces with FLIS, SAMMS, DAISY and BOSS procurement. It will implement and interface with the Hazardous Substance Management System (HSMS) for DLA use facilities. Functionality will include:

- Customer awareness
- Source Reduction
- Waste Reduction
- Identify “Green Items”
- Provide Toxic Release Inventory (TRI) Information to HSMS
- Reflect Supply Management Life Cycle Cost
- Tracking and Reporting
- Hazardous Reduction

1.2.3 Sponsor.

DLA-DSS is the designated functional proponent for ERLS. As such, they will monitor the ERLS program to validate current and future user requirements to ensure that they will help DLA and its subordinate organization achieve compliance with any changes to EOs, EPA regulations, and DoD and DLA policy

1.2.4 Acquirer.

Defense Logistics Information Service (DLIS).

1.2.5 Support Agencies.

- DLA Systems Integration Office (DSIO-J/U), Development Test and Evaluation, ERLS System Integration, ERLS Data Warehouse and Project Management.
- Joint Interoperability Test Command (JITC), Operational Test & Evaluation.
- Defense Logistics Agency (DLA) -CAA, System Software Security.
- Primary Level Field Activities (PLFAs), System Users and Functional Requirements.
- Distribution Depots, System Users and Functional Requirements.

- Defense Reutilization Marketing Offices (DRMOs), System Users and Functional Requirements.
- Interfacing Systems, DT & E Functional Managers and Central Design Activity (CDA) Representatives:
 - DSIO/DLSC, SAMMS SCRs.
 - DRMS/DLSC, DAISY SCRs.
 - DSCR, HMIS SCRs.
 - DLSC DFAMS SCRs.
 - DDC/DLSC, DSS SCRs.
 - DRMS/DLSC, BOSS SCRs.
 - DLIS-SBA/DLSC, FLIS SCRs.
 - DESCIM, HSM/EIM SCRs.

1.2.6 Relevant Documents.

The DLA Automated Systems Review Council (DAISRC) has directed that ERLS documentation will follow the guidelines of MIL-STD-498, Military Standard Software Development and Documentation, and DoD 8120.2-M, DoD Automated Information System Life-Cycle Management Manual. Accordingly, all appropriate documents were created as well as those required by other DoD, and PLFA regulations. The ERLS System Decision Papers contain the following documents:

- ERLS Executive Summary
- ERLS Management Considerations
- ERLS Technical Considerations
- ERLS Mission Need Statement (SDP I, Enclosure A)
- ERLS Program Manager's Charter (SDP I, Enclosure B)
- ERLS Operational Concept Description (SDP I, Enclosure C)
- ERLS Resource Profile (Enclosure D)
- ERLS Final Economic Analysis (Enclosure E)
- ERLS Program Baseline Plan (Enclosure F)
- ERLS Test & Evaluation Master Plan (Enclosure G)
- ERLS Applicable Standards
- System Security Plan
- Telecommunications Plan
- Training Plan
- Configuration Management Plan
- Integrated Logistics Support Plan
- Deployment Plan

1.2.7 Operating Site.

The operation and maintenance of the production ERLS computer will be the responsibility of DLA Regional Mid-tier Processing Site, Battle Creek Michigan as administered by the Defense Logistics Information Service (DLIS).

1.3 Document Overview.

This document provides information on the Environmental Logistics Reporting System (ERLS) to the user. The body of the ERLS processing is dedicated to establishment and maintenance of the ERLS Data Warehouse that gathers data from, or reports it to, interfacing systems depending upon regulatory and procedural requirements.

1.3.1 Security and Privacy Considerations.

1.3.1.1 Security.

Security of data and information related to HM, toxic chemicals, and radioactive material is accorded the same level of security as other logistics data in current systems. For example FLIS operates at C2 level of security. There is a need to protect proprietary information supplied to DoD by suppliers. FLIS has provisions for this protection of characteristics data. HMIS separates its data into proprietary and non-proprietary discs.

1.3.1.2 Privacy.

There are no Privacy Act considerations in the development and operation of the systems handling HM, toxic chemicals and radioactive material data.

2. REFERENCED DOCUMENTS

2.1 Presidential Executive Orders.

EO 13148	Greening the Government through Waste Prevention, Recycling, and Federal Acquisition
EO 13101	Greening the Government through Waste Prevention, Recycling, and Federal Acquisition

2.2 Defense Management Review Decisions (DMRD).

902	Report Consolidation	March 1991
926	Consumable Item Transfer	March 1992

2.3 USD (AT) Memorandums.

Implementing Guidance for Executive Order 12856	February 1994
Department of Defense Environmental Executive	June 1994

2.4 Department of Defense.

DoD 5000.2	Defense Acquisition Management Policies & Procedures	February 1991
DoD 5000.2-M	Defense Acquisition Management Documentation and Report	February 1991
DoD 5200.28-STD	DoD Trusted Computer System Evaluation Criteria	December 1985

DoD Manual	Automated Information Systems Life Cycle Management Manual (Under revision as DoD 5000.1.2)	March 1990
DoD STD 2168	Defense Systems Software Quality Program	April 1985
DoDD 4630.5	Compatibility, Interoperability, and Integration of Command, Control, Communications, and Intelligence (C3I) Systems	November 1992
DoDD 8000.1	Information Resource Management Program	October 1992
DoDD 8120.1	Life Cycle Management (LCM) of Automated Information Systems (AIS)	January 1993
DoDI 4630.8	Procedures for Compatibility, Interoperability, and Integration of Command, Control, Communications, and Intelligence (C3I) Systems	November 1992
DoDI 7920.4	Baselining of Automated Information Systems (AIS)	March 1988
DoDI 8120.2	Automated Information System (AIS) Life Cycle Management Review and Milestone Approval Procedures	January 1993
MIL-STD-498	Software Development and Documentation	December 1994

2.5 Chair, Joint Chiefs of Staff.

CJCSI 6212.01	Compatibility, Interoperability, and Integration of Command, Control, Communications, Computers, and Intelligence Systems	July 1993
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2.6 Defense Logistics Agency.

DLA 8120.3	Test and Evaluation Policy	January 1995
DLAR 4730.9	DLA Automated Information System Review Council	May 1990
DLAR 5200.17	Security Requirements for Automated Information and Telecommunications Systems	October 1991

3. SOFTWARE SUMMARY

3.1 Software Application.

3.1.1 Proposed Methods and Procedures.

DLA is committed to implementing the Executive Orders that mandate Federal departments comply with reporting provisions of the EPCRA and the Pollution Prevention Act.

3.1.1.1 Compliance Requirements.

The PMO reviewed the ERLS Mission Need Statement (MNS) developed for prior SDPs. With one exception, nothing has changed in the mission the ERLS must accomplish, or the conditions

and goals that DLA must meet. However, on September 15, 2000 we received a HQ DLA memorandum (Subject: Removal of ERLS Build 2 Hazardous Waste Data Collection Requirement) stating that DLA no longer felt the need to collect HW data by chemical, and that ERLS collection and reporting for this material was no longer required. This effectively removed this functional requirement from the ERLS. For the foreseeable future, however, ERLS will maintain the previous developed HW portion of the ERLS software model should future DLA policy require that ERLS collect, track and report HW data.

With implementation of Build Two functions, combined with the already deployed Build One capabilities, DLA will be able to prepare reports required by EPA and the Nuclear Regulatory Commission (NRC). Reporting will no longer require extensive manual resources for preparation, but will consist largely of automated processes inherent within the ERLS. To help ensure compliance with the EOs, ERLS will help DLA:

- Standardize how they identify, track and report hazardous items in their inventories,
- Increase the timeliness and accuracy of their inventory data,
- Reduce the amount of time and effort required to produce reports, and
- Increase the accuracy and reliability of required reports.

Build One primarily tracks hazardous material inventory. It identifies a hazardous item by its chemical name, tracks the items, and produces appropriate reports. Build Two, on the other hand, provides information that planners need to develop and execute pollution prevention plans. The following are the ERLS's primary capabilities included in both Builds One and Two.

- Collects and performs calculations on data that it gathers from other DLA AISs.
 - Distribution Standard System (DSS) – collects Hazardous Material (HM) inventory data including location, quantity and Material Safety Data Sheet (MSDS) information for calculation into chemical inventory.
 - DRMS Automated Information System (DAISY) – collects HM inventory data including location, quantity and MSDS information for calculation into chemical inventory.
 - Base Operating Supply System (BOSS) – collects HM inventory data including location, quantity and MSDS information for calculation into chemical inventory. Also gathers contracting information for inclusion into environmentally friendly purchase reports.
 - Hazardous Material Information System (HMIS) – collects specific MSDS information concerning the chemical composition of the item for MSDSs identified in the inventory systems. Uses this information to perform chemical weight calculations.
 - Federal Information Logistics System (FLIS) – collects environmental attributes of NSNs.
 - Standard Automated Material Management System (SAMMS) – gathers the contracting and requisition information for all NSNs. ERLS determines which data is appropriate to include into its calculations for environmentally friendly purchase reports. Collects HM return information to assist ICP users in tracking this inventory.
 - Defense Fuels Automated System (DFAMS)/Fuels Automated System (FAS) – Collects the contracting, requisition, and return information for fuels. ERLS will include this information into its calculations for purchase reports if required by changing reporting requirements.

- Allows users to enter and maintain relationships between environmentally friendly and similar, non-friendly items to allow for comparisons between purchases of “green” versus “non-green” items.
- Provides the capability for users to enter life cycle costs by stock number to assist acquisition efforts for environmentally friendly purchases.
- Provides quarterly rollup of purchases for all items recorded in ERLS, including both hazardous and environmentally friendly items.
- Continues to give users the capability to identify valid Chemical Abstract Service (CAS) numbers. With this information a user can then know the chemical’s Threshold Planning Quantities (TPQs) and Reporting Quantities (RQs).
- Maintains the capability to manage regulatory agency information. Specifically, it:
 - Allows an activity to manage information that relates to multiple regulatory agencies.
 - Identifies the type of regulatory agency, i.e., federal, state or local, to which an activity reports.
 - Provides the capability to maintain information concerning these regulatory agencies.
 - Can identify specific chemicals regulated by these agencies.
- Satisfies the requirement to flag hazardous items. ERLS permits maintaining information concerning Hazardous Characteristics Codes (HCCs) and EPCRA Physical Health Codes (PHCs) relative to an item of supply.
- The hazardous item’s MSDS contains much of the information needed to manage material composition. ERLS continues to provide the capability to view the MSDS information that was extracted from the Hazardous Material Information System (HMIS). This information cannot be changed. ERLS also;
 - Manages a collection of locally assigned and maintained MSDS information and the chemical ingredients identified on them.
 - Allows combination of local MSDSs with existing HMIS MSDSs once an MSDS has been assigned in HMIS.
 - MSDS information is not static. ERLS permits users to add or delete, as well as update, existing local information, including chemical ingredients. It is also possible to modify information about radioactive items identified on local MSDSs.
 - Maintains information concerning a material item. This includes designating its appropriate MSDS. This satisfies the requirements to provide an MSDS link to an NSN, provide a list of items that have MSDSs, and provide the location of hazardous items.
- Maintains information about facilities that have hazardous items of supply.
 - Each installation now has the capability to maintain information about these items.
 - A facility within an installation can identify and manage its own hazardous items.
 - Information about a facility can be transferred to a different installation or Command region, depending on DLA’s requirements.
- Maintains information concerning an items’ storage location. Users can maintain information concerning the Storage Environmental Codes that apply to a storage location.
- Manages NRC license information. As part of this, it allows activities to track items covered by the NRC license.
- Tracks hazardous items of supply by location.

- It includes the capability to manage an inventory of chemicals held within an installation's boundaries.
- As part of this, the ERLS hazardous material process provides the capability to collect required information and determine the chemical balances for identified functions or processes.
- ERLS provides a roll up for an entire installation. The process of collecting hazardous inventory data involves collecting data on a daily basis from external sources (e.g., BOSS, DAISY, DSS) and recording the information by storage location. ERLS uses this data to calculate daily chemical balances. The process of computing chemical balances involves identifying ingredients contained in a product by MSDS, computing chemical weight, and updating chemical balances. ERLS notifies an installation if the balance reaches 80 percent of the TPQ because a report is required if an installation exceeds the TPQ for any chemical or chemical family.
- Generates many of the needed environmental reports.
 - This includes standard environmental management reports and the ones required by federal, state or local agencies.
 - Collects installation and hazardous information to generate and print the Tier I report.
 - Collects EPCRA hazardous information and chemical description, inventory and location.
 - Generates and prints Tier II reports for an installation.
 - For tenant activities, ERLS will prepare Chemical Balance Reports that can be forwarded to the installation command for inclusion in the installation Tier I/II report.
 - Prepares reports of environmental purchases made by DLA and sales of environmental items to DLA customers.
- Collects data and notifies users with information related to an unplanned release of toxic or hazardous chemicals. It provides many capabilities, including calculating the reportable quantity of unplanned releases, and maintaining the spill log.

3.1.2 Summary of Improvements.

- Customers satisfaction
- HM identification and tracking at the item level
- Environmental protection and awareness
- Community stewardship, awareness, and involvement
- Markets for recycled products and closed loop ordering of products

The improvements allow facilities to effectively comply with applicable EOs, regulations and laws, and they enhance the effective management of hazardous substances. This capability will enhance the DLA and DoD installation's image in local communities, and improves the environmental stewardship of on hand products.

3.1.2.1 Increased Worker Safety and Health.

ERLS will enhance the capability of managers and environmental protection personnel to focus on hazardous materials in use and storage, allowing them to identify solutions to problems that could have severe environmental impacts. It will also place emphasis on reducing or eliminating the use of hazardous materials in the workplace, and the identification and application of envi-

ronmentally preferable substitutions, thereby enhancing environmental protection through source reduction. The system will provide increased worker safety and health through enhanced visibility of hazardous/regulated products. The availability of increased product information will enable requisitioners to select from a list of hazardous alternatives.

3.1.2.2 Maximized Pollution Prevention at the Source and Hazardous Minimization.

ERLS will enable DLA to monitor, track, control and report on progress in meeting its pollution prevention goals and results. The use of this information will assist the DLA Program Managers to recommend, prioritize, and implement pollution prevention options to improve their agency business practices.

3.1.2.3 Reduced Life Cycle Cost (Particularly Waste Disposal Costs).

ERLS will display total life cycle costs for hazardous and environmentally preferable items in the inventory. Decisions on retention or elimination of hazardous material items in use will be provided for. The system will identify which are recyclable items, and enable the Agency to pursue a better marketing strategy for these products, to include procurement of recycled products.

3.2 Software Inventory.

- The ERLS Data Base Management System (DBMS) is the Oracle v7 Multi-User Distributed Relational Database Management System. Updates to Oracle will be provided as they become available.
- The level of assurance for ERLS is "C2." The detailed Data Access Policy incorporates the following information: user group, compartment access, access privileges, required components, compartment sensitivity and position sensitivity. Users are to be granted access to data based upon their need-to-know. There is no requirement to duplicate the operational ERLS hardware and system software. Though desirable, the system requirements for Build One do not dictate that the system is operationally available 24 hours per day, seven days per week. Operational requirements allow for scheduled and unscheduled system maintenance and/or repair. Interfaces with DSS, BOSS, DAISY, and HMIS will be limited to extracting existing data on a daily basis. The FLIS on-line operational availability is 24 hours-per-day, 6-1/2 days per-week; therefore hazardous item data can be flagged at any time during this period. For the Process Safety Management requirements, information queries must be calculated at the end of the business day and be made readily accessible at the beginning of the next business day. Should the system require unscheduled maintenance or repair, the system can be recovered with the following capability: (1) back-up database through frequent image copying; (2) back-up application software, and (3) timely contractor system repair or replacement.
- The ERLS database resides on the server only, and Referential Integrity is imposed through the business rules described in the Process Action Diagrams (PADs) found in the COOL:GEN Developer Workstation.
- Backup and restoration procedures for the ERLS database are described in the DLIS Continuity of Operation Plan (COOP) for the HP T520.
- The ERLS Database Administrator (DBA) is responsible for aspects of the ERLS database. The DBA is the only individual authorized to "Tune" the database.

3.3 Software Environment.

3.3.1 Server Software Environment.

ERLS runs on an HP9000 T520 Enterprise Server at the Mid Tier Operations Center in Battle Creek Michigan. Upgrading to a V2000 series is planned in the near future.

The T500 Corporate Business Server Features:

- Broad high-end performance range (available through in-cabinet upgrades)
- Single chip VLSI Central Processing Units (CPUs) utilizing HP's Precision Architecture RISC (PA-RISC)
- Broad upgradability to HP's PA-8000 chip in the future
- Capacity for 2 to 12 CPUs in Symmetric Multi-Processing architecture
- Large high-speed instruction and data caches (2 MB per CPU) with intelligent Optimization
- Integrated high-performance floating-point co-processor standard in each CPU
- Main memory configurations from 256 MB to 2GB
- Maximum disk storage of 2.24 TB with RAID disk arrays
- Air-cooled packaging designed for data center environments
- Support for a broad range of storage, backup, and other peripheral devices
- Compatibility with rack-mount HP Power Trust Uninterruptible Power Systems for protection from power failure
- Balanced high-end system organization with 960 MB/sec synchronous pipe-lined processor memory bus; up to 8 high-speed HP Precision Bus I/O channels with 256 MB/sec total bandwidth

HP9000/T500

Includes: 1.6 Meter System Processing Unit (SPU) Cabinet with (2) 90 MHZ RISC Processors, 256 MG RAM, (1) Dual-Bus Converter, (1) 14-Slot HP-PB Card Cage, (1) SE-SCSI Adapter, (1) F/W SCSI Adapter (1) Parallel Port, (1) AUI/10Base2 Ethernet LAN interface; 1.6 Meter Peripheral Bay Cabinet w/ (1) F/W SCSI Disk Rack, (1) 2GB Disk & (4) Empty Disk Bays; 16-Port Asynchronous Direct Connect Panel; ASCII Console; HP-UX 10.0 Operating System; 240 VAC, 50 -60Hz, UPS Load 1.153 to 2.621 KVA (Configuration Dependent)

3.3.2 Client Software Environment.

The client software is being developed as a "skinny" client. The intent is to allow the client to operate on the hardware already in place at the user's site without hardware enhancement or replacement. The client will contain the presentation logic of the ERLS. This will include the window formatting, reading and writing of window information, window management, keyboard and mouse handling. The target client environment will be Microsoft Windows 95 and compatibles.

3.4 Software Organization and Overview of Operation.

See paragraph 5.1 below for a listing of ERLS menus and screens.

3.4.1 Performance Characteristics that can be expected by the user.

- ERLS is an on-line interactive client/server system with a Graphical User Interface (GUI). The type of data is identified in each data field where the user has placed the cursor (arrow or vertical bar). The system will accept data as fast as the user can type.

- The data from the interfacing systems has been subjected to business rule editing. There are many “Business Rule” edits designed into the system that will ensure the accuracy of data entered by an ERLS user. There is the possibility that an ERLS user may enter error data, for example, numbers, misspelled a name, etc. When this happens and is discovered, the “owner” of the data has add, delete and modify capability.
- The typical ERLS response time is 3-5 seconds for a simple inquiry. To accomplish an expanded search inquiry, the user must make a menu selection by selecting an expanded search inquiry Icon (BINOCULARS).
- The typical ERLS processing time is “real-time.” The user CLICKS the mouse and the window(s) are instantly filled with data.
- There are no known limitations, such as the number of events that can be tracked.
- A zero error rate is required.
- A goal of 98% reliability is expected.

3.4.2 Relationship of the Functions Performed by the Software with Interfacing Systems, Organizations, or Positions.

The interfacing systems will use standard File Transfer Protocol (FTP) to send their data to ERLS. For interfacing systems that prefer, a direct database link can be established. An ERLS batch process will gather this data and populate the ERLS database. The batch process will be automatically scheduled to run via the UNIX “CHRON” feature and provides an audit trail.

3.4.3 Supervisory Controls That Can be Implemented (Such as Passwords) to Manage the Software.

Security windows have been developed to provide supervisory control. Program DEXU1001 performs two functions:

- The ERLS User Management Window provides the ERLS System Administrator with the capability to add users to the system.
- The ERLS User Menu Access Window provides the ERLS System Administrator the capability to establish what functions a user can access. Within a given function, the System Administrator provides the capabilities the user can perform (none, update or read only).

For the sake of clarity, these System Administrator Windows are included in Appendix A of this document.

3.5 Contingencies and Alternate States and Modes of Operation.

Recovery information for ERLS is documented in the DLIS Continuity of Operation Plan (COOP) for the HP T520.

3.6 Security and Privacy.

The ERLS software is under Configuration Management and Version Control using the software tool, Harvest. Source code is destroyed after compilation to executable code. Neither the developer nor a user can alter the executable code.

3.7 Assistance and Problem Reporting.

DLIS Customer Service. For general questions, or problems with User Codes, Passwords, training, and data access authorizations, or help with ERLS, the DLIS Customer Service Office can either provide the information or direct you to someone who can.

DLIS-VSS

74 N. Washington

Battle Creek, MI 49017-3084

Phone: DSN 932-4725, Commercial (616) 961-4725

FAX: DSN 932-5305, Commercial (616) 961-5305

e-mail: dls-support@dls.dla.mil (general questions and system status)

e-mail: on-line@dls.dla.mil (user codes, password, data access authorizations)

4. ACCESS TO THE SOFTWARE

4.1 First-Time User of the Software.

4.1.1 Equipment Familiarization.

A “minimum” personal computer (PC) configuration was established for ERLS users. Each using organization is responsible for the acquisition and installation of their PC’s. The procedures for turning on/off power, dimensions and capabilities of the video display screens, appearance of the cursor, keyboard layout and use of a mouse, trackball or touch pad is the responsibility of the acquirer.

4.1.2 Access Control.

DLIS-V will provide ERLS System Administration (SA).

- a. ERLS users will go through their Local Activity Security Administrator to obtain an ERLS account. An Access Request Form must be prepared and signed by the user’s supervisor and the local Security Administrator. The local Security Administrator will go to the ERLS System Administrator with the user ID and the read/write capabilities required for that user. The ERLS SA will then establish the account and provide a start-up password.
- b. The ERLS System Administrator capability provides the capability to add, modify and delete users and passwords. After signing on to ERLS, users have a menu option to change their password. An Example of a user sign on window and the change password window will be found in Appendix A of this document.
- c. There are no security or privacy considerations relative to the storage and marking of output reports

The Access Policies and capabilities are shown in Figure 4.1.2-01 below:

User Class	Compartment Accessed	Access Limits	Access Privilege	Req. Component	Sensitive	Position Sensitive
1. Chemical Managers	Substances (C)	All data	Update	Access Account	Non-Sensitive	ADP-II, NCS
	Tables (A)	All data	Update		Non-Sensitive	

User Class	Compartment Accessed	Access Limits	Access Privilege	Req. Component	Sensitive	Position Sensitive
2. Organization Group	Inventory (C)	Assigned Region	Read Only	Access Account	Non-Sensitive	ADP-III, NS
	Releases (C)	Assigned Region	Read Only		Non-Sensitive	
	Items (C)	Assigned Region	Read Only		Proprietary	
	Substances (C)	Assigned Region	Read Only		Non-Sensitive	
	Report (C)	Assigned Region	Read Only		Non-Sensitive	
	Installations (A)	Assigned Region	Update		Non-Sensitive	
	Organizations (A)	Assigned Region	Update		Non-Sensitive	
	Tables (A)	Assigned Region	Update		Non-Sensitive	
	Report (A)	Assigned Region	Read Only		Non-Sensitive	
	Waste Mgmt (PP)	Assigned Region	Read Only		Non-Sensitive	
	Waste Inventory (PP)	Assigned Region	Read Only		Non-Sensitive	
	Acquisition Mgmt (PP)	Assigned Region	Read Only		Non-Sensitive	
	Requisition Mgmt (PP)	Assigned Region	Read Only		Non-Sensitive	
	Report (PP)	Assigned Region	Read Only		Non-Sensitive	
3. Installation Group	Inventory (C)	Assigned Installation	Update	Access Account	Non-Sensitive	ADP-III, NS
	Releases (C)	Assigned Installation	Update		Non-Sensitive	
	Items (C)	All data	Update		Proprietary	
	Substances (C)	All data	Read Only		Non-Sensitive	
	Report (C)	Assigned Installation	Update		Non-Sensitive	
	Installations (A)	Assigned Installation	Update		Non-Sensitive	
	Organizations (A)	All data	Read Only		Non-Sensitive	
	Tables (A)	All data	Read Only		Non-Sensitive	
	Report (A)	Assigned Installation	Read Only		Non-Sensitive	
	Waste Mgmt (PP)	Assigned Installation	Update		Non-Sensitive	
	Waste Inventory (PP)	Assigned Installation	Update		Non-Sensitive	
	Acquisition Mgmt (PP)	Assigned FSC for update; All data for Read	Update		Non-Sensitive	
	Requisition Mgmt (PP)	Assigned FSC for update; All data for Read	Update		Non-Sensitive	
	Report (PP)	Assigned Installation	Update		Non-Sensitive	

User Class	Compartment Accessed	Access Limits	Access Privilege	Req. Component	Sensitive	Position Sensitive
4. Activity Group	Inventory (C)	Assigned Activity	Update	Access Account	Non-Sensitive	ADP-III, NS
	Releases (C)	Assigned Installation	Update		Non-Sensitive	
	Items (C)	All data	Update		Proprietary	
	Substances (C)	All data	Read Only		Non-Sensitive	
	Report (C)	Assigned Activity	Update		Non-Sensitive	
	Installations (A)	Assigned Activity	Update		Non-Sensitive	
	Organizations (A)	All data	Read Only		Non-Sensitive	
	Tables (A)	All data	Read Only		Non-Sensitive	
	Report (A)	Assigned Activity	Read Only		Non-Sensitive	
	Waste Mgmt (PP)	Assigned Activity	Update		Non-Sensitive	
	Waste Inventory (PP)	Assigned Activity	Update		Non-Sensitive	
	Acquisition Mgmt (PP)	All data	Read Only		Non-Sensitive	
	Requisition Mgmt (PP)	All data	Read Only		Non-Sensitive	
	Report (PP)	Assigned Installation	Update		Non-Sensitive	
5. DRMO Level 1	Inventory (C)	Assigned DRMO and DRMOs with same RIC	Update	Access Account	Non-Sensitive	ADP-III, NS
	Releases (C)	Assigned DRMO and DRMOs with same RIC	Update		Non-Sensitive	
	Items (C)	All data	Update		Proprietary	
	Substances (C)	All data	Read Only		Non-Sensitive	
	Report (C)	Assigned Installation	Update		Non-Sensitive	
	Installations (A)	Assigned DRMO and DRMOs with same RIC	Update		Non-Sensitive	
	Organizations (A)	All data	Read Only		Non-Sensitive	
	Tables (A)	All data	Read Only		Non-Sensitive	
	Report (A)	Assigned DRMO and DRMOs with same RIC	Read Only		Non-Sensitive	
	Waste Mgmt (PP)	Assigned DRMO and DRMOs with same RIC	Update		Non-Sensitive	
	Waste Inventory (PP)	Assigned DRMO and DRMOs with	Update		Non-Sensitive	

User Class	Compartment Accessed	Access Limits	Access Privilege	Req. Component	Sensitive	Position Sensitive
		same RIC				
	Acquisition Mgmt (PP)	All data	Read Only		Non-Sensitive	
	Requisition Mgmt (PP)	All data	Read Only		Non-Sensitive	
	Report (PP)	Assigned Installation	Update		Non-Sensitive	
6. DRMO Level 2	Inventory (C)	Assigned Activity and Activities at another Installation with same RIC+1	Update	Access Account	Non-Sensitive	ADP-III, NS
	Releases (C)	Assigned Installation and Installation with same Activity with same RIC+1	Update		Non-Sensitive	
	Items (C)	All data	Update		Proprietary	
	Substances (C)	All data	Read Only		Non-Sensitive	
	Report (C)	Assigned Installation	Update		Non-Sensitive	
	Installations (A)	Assigned Activity and Activities at another Installation with same RIC+1	Update		Non-Sensitive	
	Organizations (A)	All data	Read Only		Non-Sensitive	
	Tables (A)	All data	Read Only		Non-Sensitive	
	Report (A)	Assigned Activity and Activities at another Installation with same RIC+1	Read Only		Non-Sensitive	
	Waste Mgmt (PP)	Assigned Activity and Activities at another Installation with same RIC+1	Update		Non-Sensitive	
	Waste Inventory (PP)	Assigned Activity and Activities at another Installation with same RIC+1	Update		Non-Sensitive	
	Acquisition Mgmt (PP)	All data	Read Only		Non-Sensitive	
	Requisition Mgmt	All data	Read Only		Non-Sensitive	

User Class	Compartment Accessed	Access Limits	Access Privilege	Req. Component	Sensitive	Position Sensitive
	(PP)					
	Report (PP)	Assigned Installation	Update		Non-Sensitive	
7. System Sec. Admin. (DLIS) (local sites)	Security (A)	All data	Update	Access Account Sys. Admin. Box	Security Control	ADP-I, CS
8. ERLS Security Admin	Security (A)	Assigned Installation or region	Update	Access Account	Security Control	ADP-II, NCS
9. DLSC Customer	Inventory (C)	All data	Read Only	Access Account	Non-Sensitive	ADP-III, NS
Service Technician	Releases (C)	All data	Read Only		Non-Sensitive	
	Items (C)	All data	Read Only		Proprietary	
	Substances (C)	All data	Read Only		Non-Sensitive	
	Report (C)	All data	Read Only		Non-Sensitive	
	Installations (A)	All data	Read Only		Non-Sensitive	
	Organizations (A)	All data	Read Only		Non-Sensitive	
	Tables (A)	All data	Read Only		Non-Sensitive	
	Report (A)	All data	Read Only		Non-Sensitive	
	Security (A)	All data	Read Only		Non-Sensitive	
	Waste Mgmt (PP)	All data	Read Only		Non-Sensitive	
	Waste Inventory (PP)	All data	Read Only		Non-Sensitive	
	Acquisition Mgmt (PP)	All data	Read Only		Non-Sensitive	
	Requisition Mgmt (PP)	All data	Read Only		Non-Sensitive	
	Report (PP)	All data	Read Only		Non-Sensitive	
10. Contractors (Access to Compartments only in Support of the Contract)	Inventory (C)	Set by the contract	Read Only	Access Account	Non-Sensitive	ADP-III, NS
	Releases (C)	Set by the contract	Read Only		Non-Sensitive	
	Items (C)	Set by the contract	Read Only		Proprietary	
	Substances (C)	Set by the contract	Read Only		Non-Sensitive	
	Report (C)	Set by the contract	Read Only		Non-Sensitive	
	Installations (A)	Set by the contract	Read Only		Non-Sensitive	

User Class	Compartment Accessed	Access Limits	Access Privilege	Req. Component	Sensitive	Position Sensitive
	Organizations (A)	Set by the contract	Read Only		Non-Sensitive	
	Tables (A)	Set by the contract	Read Only		Non-Sensitive	
	Report (A)	Set by the contract	Read Only		Non-Sensitive	
	Waste Mgmt (PP)	Set by the contract	Read Only		Non-Sensitive	
	Waste Inventory (PP)	Set by the contract	Read Only		Non-Sensitive	
	Acquisition Mgmt (PP)	Set by the contract	Read Only		Non-Sensitive	
	Requisition Mgmt (PP)	Set by the contract	Read Only		Non-Sensitive	
	Report (PP)	Set by the contract	Read Only		Non-Sensitive	

Figure 4.1.2-01 ERLS Data Access Policy Matrix

4.1.3 Installation and Setup.

It is given that ERLS users (clients) will have appropriate PC's and connectivity to the ERLS computer (server). When the user connects to the server, they will enter their user ID and password. When that is done they have the option to sign on (go to the ERLS main menu) or to change their password. Examples of these windows will be found in Appendix A of this document.

- ERLS users do not have the capability to install or configure any ERLS software.
- Only authorized users have the capability to update, modify or delete data.

4.1.3.1 Installation.

The ERLS Installation software is available from the web at <http://www.dlis.dla.mil/erls.asp>. Instructions for the installation are contained at that website. After the software is loaded on the users PC, ERLS software will operate once a Transmission Control Protocol/Internet Protocol (TCP/IP) or your modem or your LAN software makes Local Area Network (LAN) connection. You must have an authorized user ID and password to use ERLS. If the user desires, icon shortcuts can be created for the desktop, but ERLS will operate from the Start/Programs/ERLS application option on the Windows 95 start menu.

4.1.3.2 Setup.

ERLS comes with a default setup that will work for all users. The default settings for the ERLS Quality Assurance database are shown in Figure 4.1.4-01. These are the current settings in the Client Manager. There will be different settings for the ERLS production Figure 4.1.4-01 Server Configuration database. These settings are automatically provided with the update to the client.

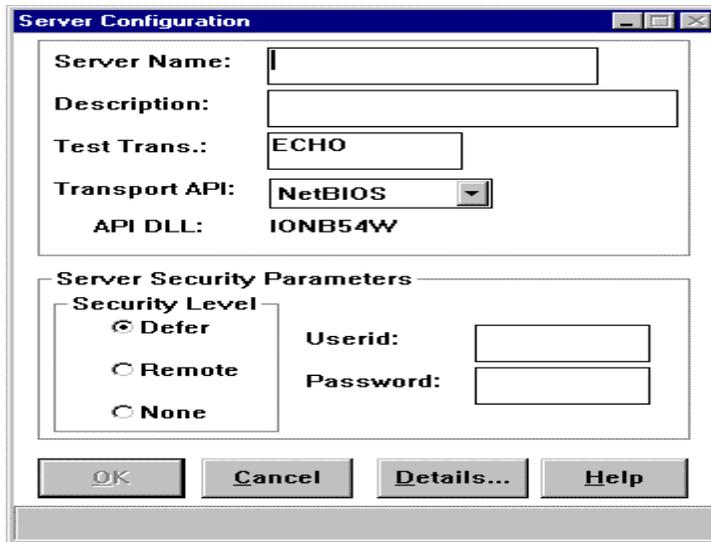


Figure 4.1.4-01 Server Configuration – Details

The user does not normally change the Server Configuration Details (Figure 4.1.4-02).

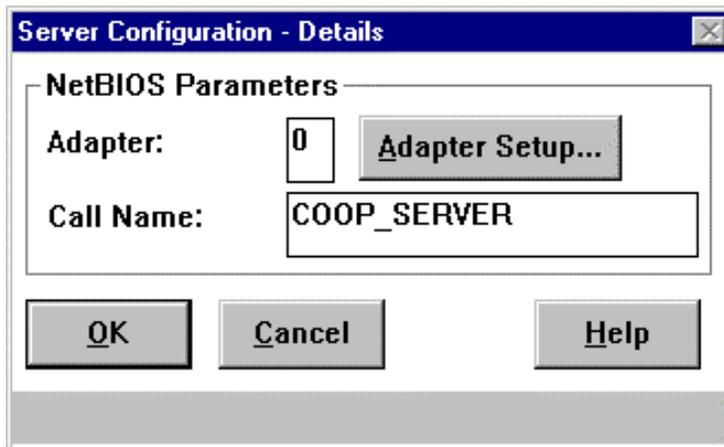


Figure 4.1.4-02 Server Configuration

4.2 Initiating a Session.

To initiate a connection to the HP using the COOL:GEN Client/Manager follow the step-by-step information. SELECT and OPEN (DOUBLE CLICK) the ERLS folder by selecting Start, then Programs, then the ERLS Application. In the ERLS folder there are two files. The COOL:GEN Client Manager and the ERLS application (Figure 4.2-01)



Figure 4.2-01 ERLS Folder (Client Manager)

SELECT and OPEN the Client Manager (Figure 4.2-02). The Client Manager will open when double clicked.

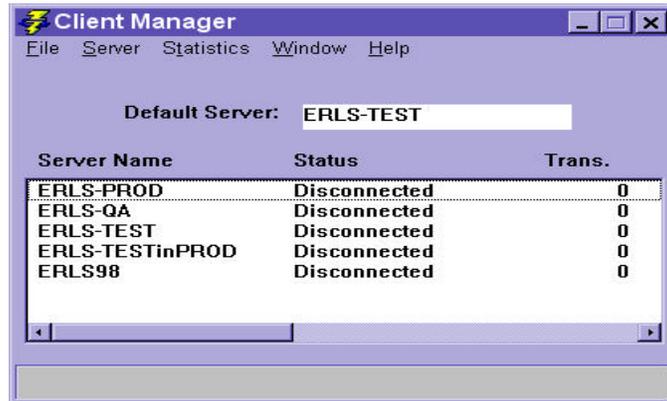


Figure 4.2-02 Client Manager Connected

A test transaction is automatically sent for you to the default server. This will be identified for you when ERLS is installed on your machine. If the CLIENT MANAGER can send data to the server a message box displays (Figure 4.2-03).



Figure 4.2-03 Client Manager Message Box

If the CLIENT MANAGER cannot send data to the server a message box displays (Figure 4.2-04).



Figure 4.2-04 Client Manager Message Box

If the Client Manager is available the Status is "Connected." The user should connect to only one server at a time.

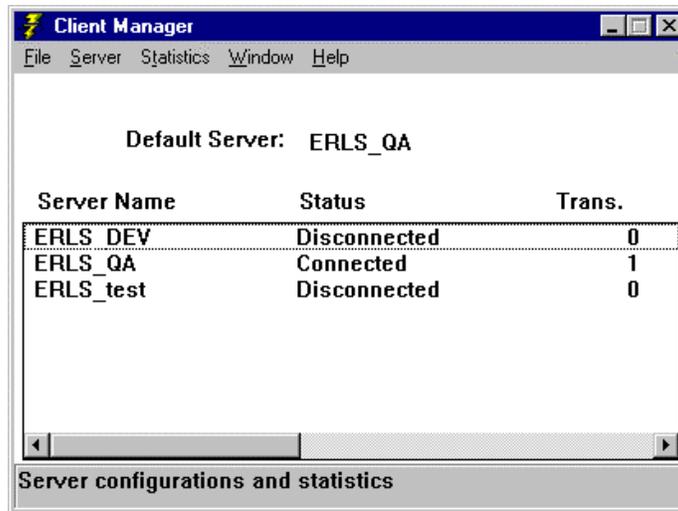


Figure 4.2-05 COOL:GEN Client Manager – Connected

The user can now minimize the COOL:GEN Client Manager so that it is running in the background. Go back to the ERLS Folder (Figure 4.2-06) and SELECT and OPEN (DOUBLE CLICK) the ERLS Application.



Figure 4.2-06 ERLS Folder (Application)

The ERLS Security Warning window (Figure 4.2-07) displays.

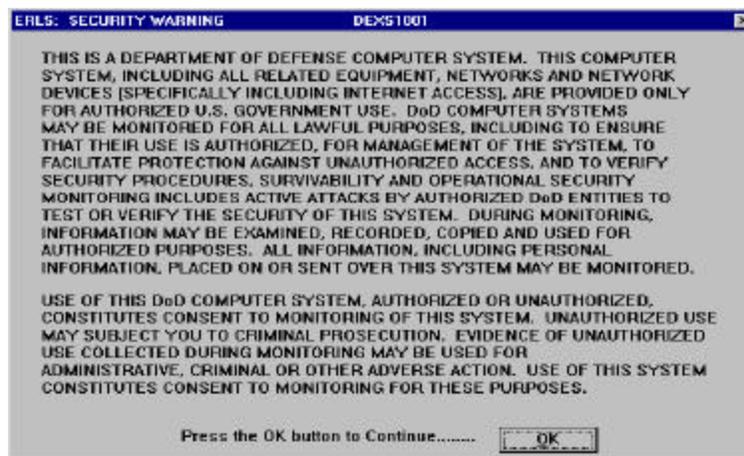


Figure 4.2-07 ERLS Security Warning

CLICK the OK button and the ERLS Sign on window displays (Figure 4.2-08).

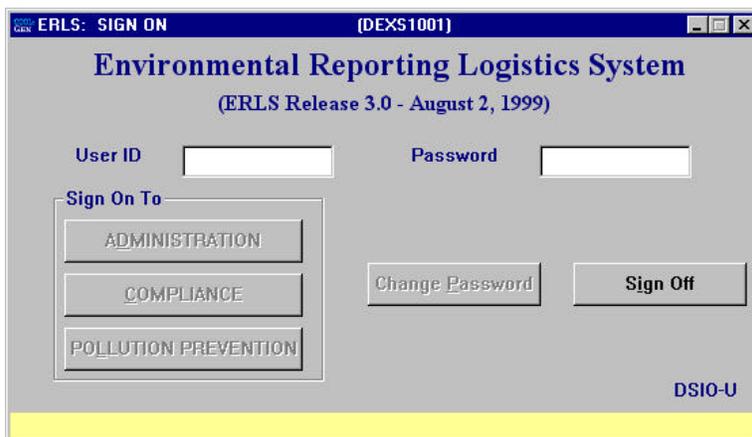


Figure 4.2-08 ERLS Sign On Window

See Appendix A for further information on the application windows.

The Program Manager (DLIS-X) has identified points of contact and procedures to be followed to obtain assistance and report problems encountered in using the software. The Point of Contact is in the Forward of this document. Appendix B is the ERLS Problem Reporting Procedures.

4.3 Stopping and Suspending Work.

Most ERLS Windows have an [EXIT] button. Some windows have a [CANCEL] button. The [EXIT] button will take the user back to the previous menu selection. The [CANCEL] button will terminate a search and return the user to the previous window.

5. PROCESSING REFERENCE GUIDE

This section provides the user with procedures for using the system.

5.1 Capabilities (Menu Selections).

The ERLS Menu identify the selections or functions available in ERLS. Not every user can use all of the selections or functions. There are ten classes of users; Figure 4.1.2-01 ERLS Data Access Policy Matrix defines the access policy of each user class. When a user is added to the ERLS system, the Security administrator will enable the capabilities to which that particular user is allowed to use.

Following is a listing end user capabilities.

MENU SELECTION

6. SIGN ON	48
Security Warning.....	48
Sign on.....	49
Change Password.....	50

MENU SELECTION

7. ADMINISTRATION MENU	51
INSTALLATIONS.....	51
Installation Management	52
Storage Location Management	61
Storage Location Review	63
Transfers.....	65
ORGANIZATIONS	70
Service Agency Management	71
Command Region Management.....	72
TABLES	73
State.....	73
DOD Activity Address Management	76
Unit of Issue Management	78
Mitigation Actions Management.....	80
Hazardous Classes.....	81
HCC Management	82
EPCRA Management	83
Hazard Category Management.....	85
Loc Environment Maintenance.....	86
Exempt Item Reason Mgmt	87
Environmentally Friendly Items	89
Environmental Attribute Classification Mgmt	89
Environmental Attribute Codes	93
Environmental Product Category Mgmt	95
Classification/Product/ENAC Mgmt	98
Recovered Material Content Group.....	100
SECURITY.....	104
User Management.....	105
Security Audit Management.....	109
REPORTS (Under Development)	N/A
COMPLIANCE MENU.....	112
INVENTORY.....	113
Local Inventory Update.....	113
Chemical Inventory Inquiry.....	117
Chemical Family Inventory Inquiry.....	120
Location MSDS Inquiry	121
Isotope Inventory Inquiry	123
Discrepancies & Notification.....	124
BOSS Converted Error Management	125

.MENU SELECTION

DAISY Converted Error Management	128
DSS Converter Error Management.....	131
MSDS Default Notification Management	134
TPQ 80 PCT Notification Management.....	136
PSM Notification Management.....	138
RELEASES.....	140
Release Log & Reports.....	140
Hazardous Material Spills	140
Hazardous Waste Spills.....	140
Reportable Quantity Inquiry.....	156
ITEMS.....	158
MSDS Information Management	159
MSDS Management	159
Combine MSDS	170
Material Item Management	171
SUBSTANCES	182
Chemical Management	182
Chemical Family Management	187
Category Management	192
Regulatory Agency Management	194
Regulatory Agency Type Management.....	195
Isotope Management.....	196
REPORTS	200
TIER I Report.....	200
TIER II Report	202
Chemical Balance Report.....	203
POLLUTION PREVENTION MENU.....	205
ACQUISITION MGMT.....	206
Contracting Activity Management	208
Contracting Activity Review	210
Contracting Activity List	212
Contracts Baseline Inquiry.....	220
Acquisition Discrepancy Notifications	221
BOSS Acquisition Errors	221
FAS Acquisition Errors.....	224
SAMMS Acquisition Errors.....	228
REQUISITION MGMT.....	228
Requisitioning Activity Management.....	230
Requisitioning Activity Review.....	232
Requisitions Mgmt.....	235
Requisitions Baseline Inquiry.....	237
Requisition Discrepancy Notifications	239
BOSS Requisition Errors.....	240

.MENU SELECTION

FAS Requisition Errors	241
FAS Returns Errors	243
FLIS ENAC Errors	245
FLIS IMM Errors.....	250
SAMMS Requisition Errors	250
SAMMS Returns Errors	254
Materiel Returns Inquiry.....	257
Returns Baseline Inquiry.....	259
REPORTS	261
Acquisition Measure of Merit	261
Requisition Measure of Merit.....	262

7.1 Conventions.

7.1.1 Hardware Environment.

All ERLS user interfaces are designed to operate on the minimum workstation environment. The minimum workstation environment is the following configuration:

- Processor, 80486 DX2 66Mhz
- Memory, 16 MB random access memory
- Hard Drive, 50 MG
- Monitor, High resolution
- Video Controller, Integrated VL Bus SVGA with 1MB VRAM
- Network Controller, Integrated ETHERNET with AUI, BNC, and RJ-45 ports
- Keyboard, 101 Key

7.1.2 Design Principles.

The ERLS users may not be proficient in the use of GUI interfaces. However, they will be familiar with DoD and DLA terminology and policies. The GUI interface will take advantage of this common knowledge within the user community. Terminology and data presentation for ERLS will comply with existing conventions and will speak the language of the business.

Icons and bitmaps used in ERLS represent real life metaphors, thereby ensuring intuitive understanding on the part of the users. In order to ensure this objective, icons and bitmaps will be reviewed by the developers and the customers prior to inclusion in the application.

The system avoids the use of codes. Codes should be accompanied by code names and descriptions. When the number of options is small, meaningful choices are presented as defaults.

7.1.3 Window Types.

There are three types of window in the ERLS application:

- Application window
- Dialog box
- Menu/list.

ERLS has a primary application window, from which functions and forms can be selected. The ERLS application window will also support termination of the ERLS function. Each ERLS function has at least one application window.

A dialog box is a window of defined size that is used to display information or to collect input. It may be a child of the application window or of another dialog box. A form is typically implemented as a dialog box. A dialog box may extend beyond the boundaries of its' parent, as necessary to display details.

A menu or list window (COOL:GEN design objects are Menu Design and Drop-down List Box respectively) can be either:

- A pull-down menu that is connected to the menu bar title, or
- A field (enterable or not) that when selected displays a drop-down list of possible selections.

7.1.3.1 Application Windows.

An application window is used as a means to introduce the user to ERLS and to provide a means to exit the application. There is security sign-on with password, prior to initiation of the ERLS application window.

Application windows are modeless (users can change focus between multiple application windows that are open at a given time). An application window may contain a menu bar (pull-down), a tool bar containing icons, a content (work) area and a message area. No pushbuttons will appear in the application window content area.

Application windows also contain a system (control) menu, minimize and maximize buttons, a title bar and a sizable frame.

7.1.3.2 Dialog Boxes.

A dialog box is a fixed size window that displays information and can be used to collect information. It supplements the application window, often providing detailed information capability.

The dialog box can exceed the boundaries of the application window, but at least a portion of the dialog box is within the boundaries of the application window

The dialog box can be initiated via menu or tool bar selections in the application window, or by a double-click on a selectable item in a list box. It can also be initiated by clicking on a pushbutton on another dialog box.

Dialog boxes are usually modal. Once opened, the dialog box must be dealt with (i.e., OK or Cancel) prior to returning to an application window, or parent dialog box. A dialog box has a similar appearance to the application window, with a system menu and title bar. There may be a literal message displayed and there is at least one control. When no choices are presented, there can be a single acknowledgment button (OK). Whenever there is a choice, a cancel option is required and a help button is provided.

7.1.3.3 List Window.

A list window (drop-down menu or field) contains a list of items that may be selected by the user. The window manager program imbedded in the workstation operating system drives behavior of these windows. Typically selections can be made by mouse click, acronym selection on key-

board, accelerator keys and combinations of cursor control keys and the enter key. Clicking outside the drop down will close the window.

7.1.3.4 Child Window.

Every window is associated with a parent, whether it be another application window or the desktop itself. ERLS will follow a “cascade” effect in display of child windows. The goal is to have some of each open window visible at any time

7.1.3.5 Form.

A form is an application window or dialog box that allows the user to enter or display information via prompts. The forms may or may not correspond to existing hardcopy forms in the DoD environment.

7.1.4 Window Characteristics.

7.1.4.1 Size.

Application windows are the only type with adjustable size. They will open to the designed size and location. Thereafter, the user may resize or reposition the window as desired.

The default size of all application windows allows for minimized application windows to be visible as icons (i.e., at the bottom of the window).

Other considerations include:

- At least one window will have its' title bar visible.
- A portion of each opened window should be visible.

7.1.4.2 Font.

Times New Roman 12pt.

7.1.4.3 Resolution.

The system resolution (i.e., 800 X 600) will be driven by the minimum system configuration.

7.1.4.4 Color.

The system will be limited to the 16 default colors of MS Windows. Title bar colors are selectable by the users within workstation control parameters. Application colors will appear as designed. The ERLS team has determined default colors for window content areas, background areas, message boxes, etc. Gray shades will be used to indicate menu items or controls that are unavailable (disabled). If a field is display only, its' background should be the same color as the window's. Enterable fields should be white.

7.1.4.5 Opening a Window.

A window that is in icon form (minimized) can be opened with a double click. Windows can be opened from the File and Form menu options, via toolbar selections or via GUI controls such as pushbuttons. An application program may also open a window as required by the logic.

7.1.4.6 Closing a Window.

Windows can be closed by a double click on the system menu, via the close option in the drop down from the system menu, selecting close or exit on the File option of the window or via a GUI control such as a Cancel pushbutton.

7.1.4.7 Positioning a Window.

The developer has determined the default position of a window. A cascade effect of parent and child windows is preferred. A dialog box should not cover the area of the parent window that holds corresponding information.

7.1.5 Window Objects.

7.1.5.1 Title Bar.

Window titles will be formatted as per the following:

ERLS: *window name/purpose (45 characters)* DExxxxxx
 where: “ERLS” is the application’s business acronym
 “DE” is two-character prefix for ERLS programs
 “xxxxxx” identifier for this window’s module within ERLS

7.1.5.2 System (Control) Menu.

This drop down window is under the control of the window manager program. The options typically provided include Restore, Move, Size, Minimize, Maximize, Close and Switch to.

7.1.5.3 Menu Bar.

Mnemonic keys have been defined for menu items to allow for keyboard control of the application. Sub-items may also have mnemonic keys defined. The menu bar may have up to nine items, including the mandatory File and Help options. A table of standard mnemonic keys is provided below.

TABLE OF MNEMONICS FOR MENU BAR

Letter	Mnemonic	Letter	Mnemonic	Letter	Mnemonic
A	<u>A</u> bout	J	None	S	<u>S</u> ubstances, <u>W</u> aste <u>M</u> gt
B	None	K	<u>K</u> ey help	T	<u>T</u> ables, <u>T</u> ile, <u>D</u> etail
C	<u>C</u> ascade, <u>C</u> ompliance Menu	L	<u>L</u> ist, <u>P</u> ollution Prevention Menu	U	<u>F</u> unction
D	<u>A</u> dmistration Menu	M	<u>I</u> tems or <u>F</u> orm	V	None
E	<u>S</u> ecurity, <u>E</u> dit, <u>E</u> xtended help, <u>E</u> xpanded Search, <u>R</u> eports	N	<u>I</u> nstallations, <u>W</u> aste <u>I</u> nventory	W	<u>W</u> indow
F	<u>F</u> ile, <u>R</u> eturn/ <u>S</u> ign <u>O</u> ff	O	<u>O</u> rganizations or <u>O</u> pen	X	<u>E</u> xit
G	None	P	<u>R</u> eports, <u>P</u> rint	Y	None
H	<u>H</u> elp	Q	<u>A</u> cquisition <u>M</u> gmt	Z	None

I	I_nventory, H_elp I_ndex	R	R_eleases, R_equisition Mgmt		
---	--------------------------	---	---------------------------------	--	--

Figure 5.2.5.4-01 Tables of Mnemonics for Menu Bar

Menu items may have shortcut keys (i.e., CTRL+S for save) assigned. Menu items should be grouped by functionality and be grouped by separators. Only application windows will have menu bars.

7.1.5.4 Menu Selections.

The File menu item will typically decompose into such actions as Add New, List, Detail, Search, Exit, etc.

The Function menu item includes such options as Print and Search.

Other options on the menu bar include Form and Window. Help would always be provided.

There are three types of menu items. These are action, routing and setting menu items. Action menu items result in an immediate execution. Supplementary windows may be opened for input or confirmation purposes. Routing menu items will display a sub-menu or child window for further selection. Routing menu item names are followed by an ellipsis (...).

7.1.5.5 Icons.

Icons are pictorial symbols that represent system components and capabilities. The picture should represent a real life metaphor that is intuitive to the user. This should be supplemented with a text title that will display directly under the icon and in the message area when the mouse pointer is placed on the icon.

7.1.5.6 Content Area.

The content area of an application window is used to display data. This data is typically modifiable (at least in part) by the user. Scroll bars and literal text may be used to augment the information in the content area.

7.1.5.7 Message Area.

This is used to display messages regarding the completion of an action. It will also display help text on GUI controls. Time and date information can also be displayed.

7.1.5.8 Minimize and Maximize Buttons.

These buttons are used to control the size of the displayed windows. The window manager program of the workstation operating system drives their functionality and appearance.

7.1.5.9 Control (Push) Buttons.

These pushbuttons are used to activate a capability of the application. They may appear in the toolbar of an application window or in the content area of a dialog box. The number of selections in a toolbar is limited by the display capability. In a dialog box the number of pushbutton selections in the content area should be limited to eight.

7.1.5.10 Dialog Box Controls.

Controls available to dialog boxes include selection fields, text fields, list windows, pushbuttons, radio buttons and check boxes.

7.1.5.11 Check Boxes.

Check boxes are used to set an on/off condition to a single attribute. Check boxes are used when selections are not mutually exclusive. Horizontal vs. vertical alignment depends on the length of the literals describing the check boxes. Alignment will also be determined by the number of check boxes to be placed on the window.

7.1.5.12 Radio Buttons.

Radio buttons are used to set mutually exclusive values of an attribute, or to set toggle between on/off values of attributes that are mutually exclusive. Radio buttons should be limited to four selections.

7.1.5.13 Text Fields.

Text can be entered into a single line field. Text boxes can also be created to allow for multiple line entry of lengthy fields.

7.1.5.14 List Controls.

List controls include such things as a list box, combination box, drop-down list box (non-enterable drop-down), drop-down combination box (enterable drop-down) and spin box. Each is described below.

7.1.5.14.1 List Box.

This provides the user with a list of possible selections. The selections are stacked vertically and are highlighted when selected. A scroll bar may be included as required. The topmost position is usually blank.

7.1.5.14.2 Combination Box.

This control combines a text field and a list box displayed vertically below the text field. An item selected from the list box will be displayed in the text field.

7.1.5.14.3 Drop-Down List Box.

This list box displays values for an attribute in a drop-down list when activated. A selection would be displayed in the collapsed box, which appears as a text field.

7.1.5.14.4 Drop-Down Combination Box.

This control behaves the same as the drop-down list box, except that data can be entered directly into the text field or selected from the drop-down list.

7.1.5.14.5 Spin Box.

This is a single line list box with up and down arrows. When used for an attribute with a fairly short list of well-known values, it can be used to scroll through selections until the desired selection is found.

7.1.5.15 Button Controls.

Within a dialog box, button controls will be used to perform functions or display other dialog boxes. There are two types of button controls available, command buttons and value set buttons.

7.1.5.15.1 Command Buttons.

Command buttons allow the user to perform an action or select a routing choice. Buttons that affect the entire dialog box should be placed at the bottom of the dialog box, left justified. Buttons that affect particular data should be located to the right of the data.

If a button invokes another dialog box, the button name must include an ellipsis (...), The name should be a single action word. In some cases a verb noun structure may be required for clarity. The use of mnemonic keys is encouraged for pushbuttons, to allow for keyboard navigation.

Order of pushbuttons at bottom of dialog box as follows:

- OK Button - closes the dialog box and invokes (positive condition) logic
- Routing Controls - invokes another dialog box
- Action Controls - performs actions which may or may not close the dialog box
- Cancel Button - closes the dialog box without execution of logic, will “undo” selections made on the dialog box. The Esc key should also support the cancel function.
- Help Button - provides access to the help facility. This should always be the rightmost button. The F1 key should also provide access to the help facility.

7.1.5.16 Frame.

All windows will have a frame. Application windows will have a sizable frame (i.e., the user can resize the window). Dialog boxes do not allow the sizing of a frame.

7.1.5.17 Tool Bars.

A tool bar is a graphical menu. Functions available to the window are represented by pushbuttons that display as a graphical real world metaphor, using a bitmap. Tool bars should be located at the top of the window, directly below the menu bar.

Tool bars should implement only the most commonly used menu functions for the window. Tool-bar pushbutton order should be consistent with the order of the functions within the menu bar structure.

7.1.5.18 Wildcard Character.

The percent sign (%) is a wildcard for searches in ERLS.

7.1.5.19 Up and Down Arrows.

The Up and Down Arrow buttons allows the user to view the next or previous block of data.

7.1.6 Window Behavior.

7.1.6.1 Tab Sequencing.

The user will be provided the capability to navigate between controls (i.e., fields, buttons) on windows using the Tab key. Tab sequence should be from left to right, top to bottom. The above pattern should operate for controls within a group box, before continuing with the remainder of the window.

7.1.6.2 Arrow Keys.

The Left and Right Arrows will move backward and forward within a field. The Up and Down arrows will move from row to row in a list box, but will not act as a TAB going up and down between fields on the screen.

7.1.6.3 Accessing Functions.

Being a GUI application, ERLS is designed for use with a pointing device (i.e., mouse, trackball). However, the interface must support keyboard navigation through the use of mnemonic keys for menu and button actions. Mnemonic keys operate as "Alt+mnemonic" to activate the menu, followed by the mnemonic for the desired function from the drop down.

The most common functions for a window may also have a shortcut key defined. Shortcut keys use the CTRL key in combination with another key to immediately execute a function (no menu navigation). The developer must be aware of the shortcut keys commonly used by the operating system and avoid assigning these to ERLS functions.

7.1.6.4 Feedback.

When an operation cannot be completed within 10 seconds, the application should provide an analog indication (i.e., thermometer/slider bar, clock), which shows an indication of progress towards completion of the task.

In the event of an incorrect entry, an audible response will be provided to alert the user to the error. For significant errors, a system modal dialog box will be used to provide information on the error. Error messages should use neutral wording, without blame, personalization or attempts at humor.

Dialog boxes will be used to inform the user of status information, such as printing, delays/failures in database or application access, and logon delays/failures.

If exiting a window will lead to possible loss of data, the user must be informed and provided the opportunity to save the data.

Menu options and pushbuttons not appropriate to the situation will be deactivated (disabled). This could be due to not having selected an item from a list box, for example.

7.2 Processing Procedures.

7.2.1 Aspect of software use.

Appendix A contains an example of each window in ERLS. The presentation is in Function sequence.

7.3 Related Processing.

The interfacing systems will use standard File Transfer Protocol (FTP) to send their data to ERLS. For interfacing systems that prefer, a direct database link can be established. An ERLS batch process will gather this data and populate the ERLS database. The batch process will be automatically scheduled to run via the UNIX "CHRON" feature and provides an audit trail.

7.4 Data Backup.

DLIS will operate the Mid Tier Backup. The ERLS database will be backed up on a regular basis. The specific procedures are contained in the DLIS Mid tier COOP.

7.5 Recovery from Errors, Malfunctions, and Emergencies.

DLIS will operate the Mid Tier Recovery. The ERLS application will be prepared to recover from error, malfunctions, and emergencies. The specific procedures are contained in the DLIS Mid Tier COOP.

7.6 Messages.

ERLS programmed messages appear in the "For Your Information (FYI)" line. The FYI line is at the bottom of every window. The messages are clear text and do not require further explanation.

Error, or Diagnostic messages should be reported to the ERLS Program Manager (DLIS-X).

8. NOTES, ACRONYMS, and ABBREVIATIONS

AIS	
Automated Information System.	
APP	Affirmative Procurement Program. The Resource Conservation and Recovery Act (RCRA) and Executive Order 13101 require Federal procurement agencies create an APP for recycled-content products. APPs have four

	components: a preference program, promotion program, procedures for certifying the content of recovered materials, and an annual review.
BOSS	Base Operations Support System. The DLA retail system that manages supplies and services for DLA installations. This includes hazardous waste disposal contracts.
BUY GREEN	This is another name for the program for acquiring Environmentally Friendly Products.
C3I	Command, Control, Communications and Intelligence.
CAGE	Commercial and Government Entity Code.
CAS	Chemical Abstract Service.
CD-ROM	Compact Disc, Read-Only Memory.
CDA	Central Design Activity.
CERCLA	Comprehensive Environmental Response, And Liability Act of 1980 (42 USC 9601 Et Seq.), As Amended.
CFR	Code of Federal Regulations.
CIM	Corporate Information Management.
COOP	Continuity of Operation Plan
COTS	Commercial Off the Shelf Software.
CPU	Central Processing Unit.
CTP	Critical Technical Parameter.
CY	Calendar Year.
DAISRC	DLA Automated Systems Review Council.
DAISY	DRMS Automated Information System - A Defense Reutilization and Marketing Service (DRMS) AIS.
DB2	A relational database management system for IBM-compatible computers.
DBMS	Data Base Management System.
DCMC	Defense Contract Management Center.
DCMD	Defense Contract Management District.
DDMT	Defense Depot Memphis, TN.
DDOU	Defense Depot Ogden, UT.
DDC	Defense Distribution Center. Combined the functionality of the former Defense Depot Region East and West (DDRE and DDRW).
DESCIM	Defense Environmental Security Corporate Information Management. An organization that places priority on de-

	veloping AIS's to facilitate data collection and processing needed to comply with EPCRA.
DFAR	Defense Federal Acquisition Register.
DISA	Defense Information Systems Agency.
DLA	Defense Logistics Agency. Also referred to as HQ DLA.
DLIS	Defense Logistics Information Service
DMRD	Defense Management Review Decisions.
DoT	Department of Transportation.
DRMO	Defense Reutilization and Marketing Office.
DRMS	Defense Reutilization and Marketing Service.
DSC	Defense Supply Center.
DSCC	Defense Supply Center, Columbus.
DSCP	Defense Supply Center Philadelphia.
DSCR	Defense Supply Center Richmond.
DSIO	DLA Systems Integration Office.
DSS	The Distribution Standard System is the system for the operation of defense distribution activities.
DT&E	Development Test and Evaluation.
DTID	Disposal Turn-In Document.
DUSD ES)	Deputy Under Secretary of Defense (Environmental Security).
EA	Economic Analysis.
EHS	Extremely Hazardous Substance. A substance determined extremely hazardous by the Environmental Protection Agency (EPA) and defined by 40 CFR 355.20.
Environmentally Friendly	Products with a lesser or reduced effect on human health and the environment when compared with products that serve the same purpose.
EO	Executive Order.
EPA	Environmental Protection Agency.
EPA Form R	Toxic Chemical Release Reporting Form - Required under Section 313 of the Emergency Planning and Community Right-to-Know Act of 1986.
EPCRA	Emergency Planning And Community Right-To-Know Act of 1986 (42 USC 10001-11050). Also known as Title III of the Superfund Amendments and Reauthorization Act.
ERLS	Environmental Reporting Logistics System.

FEDLOG	The FLIS database is available on CD-ROM.
FLIS	Federal Logistics Information System.
FTP	File Transfer Protocol.
GB	Gigabyte.
GUI	Graphical User Interface.
HAZCOM	Concerned with Occupational Safety and Health Administration (OSHA HAZCOM) standard, 29 CFR 1910.1200.
HC	Hazardous Chemical. A material meeting the requirements of the Occupational Safety and Health Administration (OSHA HAZCOM) standard, 29 CFR 1910.1200. For the purposes of this document, a hazardous chemical is one for which an MSDS is required, and for which chemical inventory reporting (Tier I or Tier II) may be necessary, depending on quantities present in storage or use.
HCC	Hazardous Characteristics Code.
HIIN	Hazardous Item Identification Number. Used in the BOSS system to identify hazardous waste.
HM	Hazardous Material. Anything that due to its chemical, physical, or biological nature causes safety, public health, or environmental concerns resulting in an elevated level of effort to manage it. The definition includes materials specifically regulated under Titles 10, 29, 40 and 49 of the Code of Federal Regulations, and items identified in accordance with Federal Standard 313.
HMIS	Hazardous Material Information System.
HQ DLA	Headquarters, Defense Logistics Agency. Also referred to as DLA.
HS	Hazardous Substance. A substance found on the list defined in Section 101 (14) of CERCLA.
HSMS	Hazardous Substance Management System.
HW	Hazardous Waste. Material defined in 40 CFR 261.3, with certain exclusions in 40 CFR 261.4.
HWPS	Hazardous Waste Profile Sheet.
I & S	Interchangeability and Substitutability.
ICP	Inventory Control Point.
ISSA	Inter-Service Support Agreement.
IV&V	Independent Verification and Validation.
JITC	Joint Interoperability Test Command.

LAN	Local Area Network.
LCM	Life Cycle Management.
LEPC	Local Emergency Planning Committee.
Life-Cycle Cost	For the purposes of this document, life-cycle costs include the amortized annual cost of a product including capital, installation, storage and handling, and disposal costs discounted over the lifetime of a product.
LOGRUN	The FLIS database content accessible on-line via telecommunications through a subsystem called LOGRUN.
LSN	Local Stock Number.
MAOPR	Minimum Acceptable Operational Performance Requirement.
MB	Megabyte.
MSDS	Material Safety Data Sheet.
NRC	Nuclear Regulatory Commission.
NRFI	Not Ready for Issue.
NSN	National Stock Number.
OSD	Office of the Secretary of Defense.
OSHA	Occupational Safety and Health Administration.
OT&E	Operational Test and Evaluation.
PAD	Process Action Diagram.
PC	Personal Computer.
PDR	Preliminary Design Review.
PHC	Physical Health Code. The users term for the Hazardous Category Code used for EPCRA in reporting for an item of supply.
PLFA	Primary Level Field Activity.
PM	Program Manager.
PPA	Pollution Prevention Act of 1990.
PPMR	Pre-positioned Material Receipt.
PSM	Process Safety Management (OSHA Term) In relationship to ERLS there is a PSM threshold quantity that is mandated for OSHA Regulations.
RAID	Rapid Access to Information in DLA.
RAM	Random Access Method.
RCRA	Resource Recovery Act. It requires Federal procurement agencies to create an APP for recycled-content prod-

	ucts.
RDBMS	Relational Data Base Management System.
RECYCLABILITY	The ability of a product or material to be recovered from, or otherwise diverted from, the solid waste stream for the purpose of recycling.
RECYCLING	A series of activities including collection, separation and processing, by which products/materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products.
RQ	Reportable Quantity. For the purposes of this document quantity is applied to EPCRA EHS or CERCLA hazardous substances; it is that quantity of a material listed by 40 CFR 355.40, Appendices A and B, or 40 CFR 302, Table 302.4, for which a release of the substance to the environment is reportable under EPCRA Section 304 emergency notification procedures. The amounts are identified in the appropriate tables.
RTD&S	Reutilization, Transfer, Donation and Sales.
SA	System Administration.
SAMMS	Standard Automated Material Management System.
SEPC	State Emergency Planning Committee.
TCP/IP	Transmission Control Protocol/Internet Protocol.
TEWG	Test and Evaluation Working Group.
TIER I	Emergency and Hazardous Chemical Inventory (Aggregate Information by Hazard Type) report required by 40 CFR 370.40.
TIER II	Emergency and Hazardous Chemical Inventory (Specific Information Chemical) inventory report required by 40 CFR 370.41.
Toxic Chemicals	Chemicals defined by 40 CFR 372.3.
Toxic Pollutants	Materials subject to the provisions of section 313 of EPCRA as of 13 Dec 93, not including hazardous waste subject to remedial action generated prior to 3 August 93. Federal agencies may choose to include "extremely hazardous chemicals" as defined in section 329 (3) of EPCRA, hazardous wastes defined under the Resource Conservation and Recovery Act of 1976 (42 USC 6901-6986), or hazardous air pollutants under the Clean Air Act Amendments (42 USC 7403-7626), in addition to the EPCRA section 313 chemicals.
TPQ	Threshold Planning Quantity for an extremely hazardous substance, as defined by 40 CFR 355. It is that amount of an EPCRA EHS, which when present at any one time

	at an installation, requires the installation to perform the reporting requirements of EPCRA Sections 302, 311 and 312 (certain added considerations are applied by 40 CFR 355).
TRI	Toxic Release Inventory.
USC	United States Code.
USD (AT)	Under Secretary of Defense, Acquisition and Technology.
Waste Prevention	Also known as “source reduction” means any change in the design, manufacturing, purchase or use of material or products to reduce their amount or toxicity before they become municipal solid waste. Also refers to the reuse of products or materials.
Waste Reduction	A reference to the DoD goal to decrease the generation of hazardous waste by 50 percent to be achieved by December 1999 based on the generation of figures of the CY 1994 baseline.

ERLS QUICK REFERENCE GUIDE

The quick reference guide is the Menu Selections from the Sign on window through the Administration, Compliance and Pollution Prevention Menu windows.

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APPENDIX A

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1. ERLS: SIGN ON

Purpose: This is a Security Warning Window.

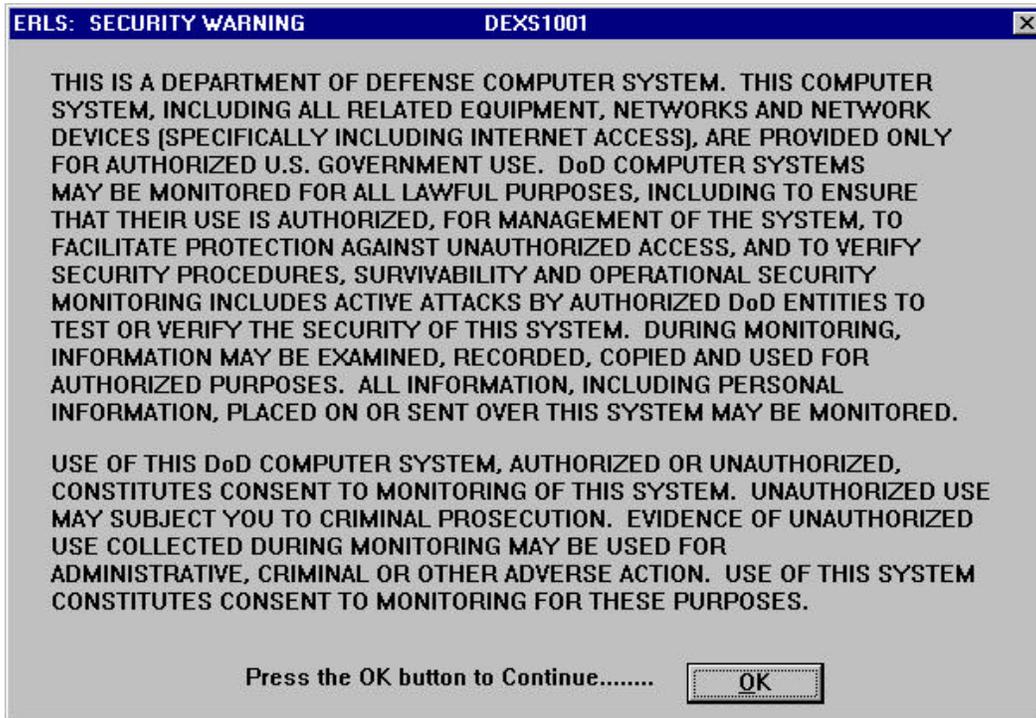


Figure 1-01 Security Warning

This is the first window seen as the ERLS System begins. CLICK on the **[OK]** button to go to the SIGN ON window (Figure 1.1-01).

NOTE:

- To obtain Help, there is a menu bar at the top of each window with **Help**: Help for help, Extended help, Keys help and a Help index.
- The message line at the bottom of each window displays messages regarding the completion of an action, help text on GUI controls, or time and date information.
- The word CLICK means click the left mouse button one time to select an option. This assumes the person is holding the mouse in the right hand.
- Some windows provide Scroll bars so the user can view all the data from top to bottom and left to right.
- The percent sign (%) is a wildcard to limit or extend the search.
- The Up and Down arrow buttons allow the user to view the next or previous block of data. These will be enabled when there is additional data in the list. The Up arrow button will not be enabled until the second block of data is listed. The Down arrow but-

ton will be disabled on the final block of data. A block of data contains up to 50 records.

- A Warning dialog box displays when the user does not have authorization to perform the immediate action.

1.1 SIGN ON Window.

Purpose: This window is used to grant the user access to the ERLS system if the user provides a valid User ID and password.

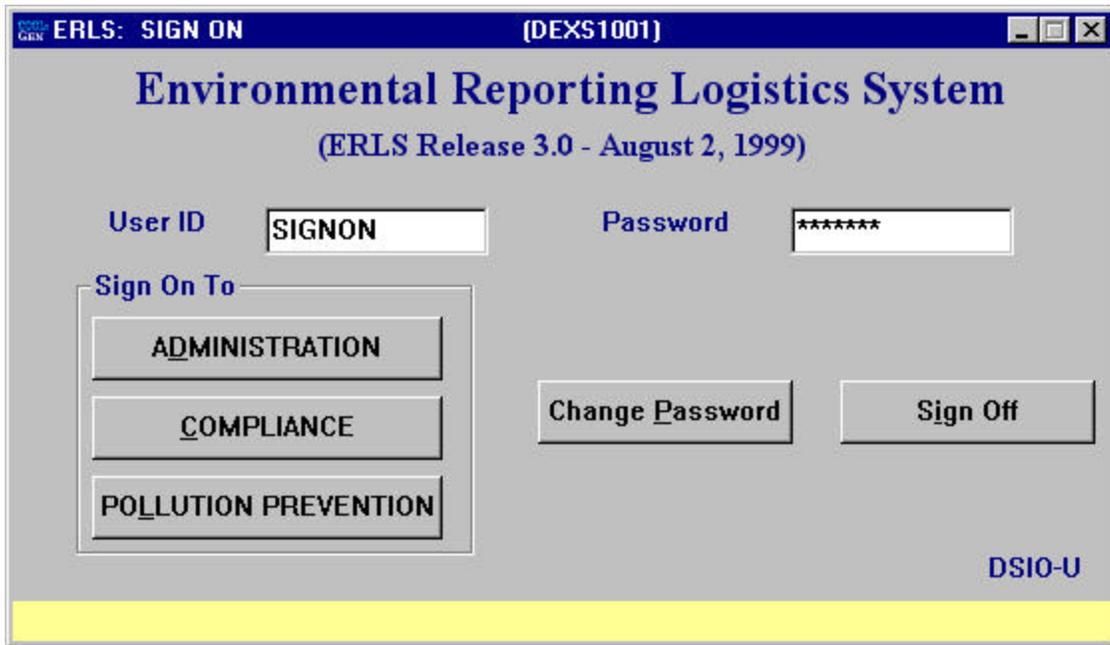


Figure 1.1-01 SIGN ON

To initiate a session, ENTER a **[USER ID]**. TAB to ENTER a **[PASSWORD]**. There are three chances to get this right, then an error message displays as shown in Figure 1.2-01.

DLIS standard password must be six to eight characters long with only one embedded numeric.

To change the password, CLICK the **[CHANGE PASSWORD]** button to go to the Change Password window (Figure 1.3-01).

To SIGN ON to the system, CLICK on the **[ADMINISTRATION]**, **[COMPLIANCE]** or **[POLLUTION PREVENTION]** button to go to the appropriate ERLS: Menu window (Figure 2-01).

To SIGN OFF CLICK the **[SIGN OFF]** button.

1.2 Error Message.

Purpose: An error message box displays after three unsuccessful tries to sign on.



Figure 1.2-01 Error

CLICK the [OK] button and return to the sign on window. The User should now contact the Security Administrator for help.

1.3 Change Password.

Purpose: The Change Password window allows the user to change the password.



Figure 1.3-01 Change Password

ENTER a New Password, tab once and ENTER the New Password again to validate. CLICK on the [OK] button. Password changes and returns to the sign on window.

DLIS standard password must be six to eight characters long with only one embedded numeric. us window.

2. **ERLS ADMINSTRATION MENU**

Purpose: This menu handles processes related to administrative tasks associated with ERLS.



Figure 2-01 ERLS Administration Menu

The ERLS Administration Menu identifies administrative capabilities available in ERLS. When a user is added to the ERLS system, the security administrator will enable the capabilities required by a particular user.

There are five menu selections plus Window and Help in the administration portion of the ERLS system. To select one of the menu choices, use the mouse and CLICK the left button one time to view the drop down list. Then CLICK one of the choices on the drop-down list.

2.1 Installations

SELECT Installations from the Administration Menu, and then SELECT Installation Management. The following window displays (Figure 2.1.1-01) when the user is authorized to inquire or update installation information.

2.1.1 Installation Management

Purpose: This window allows you to Find an Installation and display all the details, or you can Add/Modify/Delete from this window. By using the tool bar you can do an Expanded Search on the Installation, enter the address for the Installation, enter the Regulatory Agency(s) for the Installation, enter the Emergency Point(s) of Contact on that Installation, enter the Activity(s) belonging to that Installation.

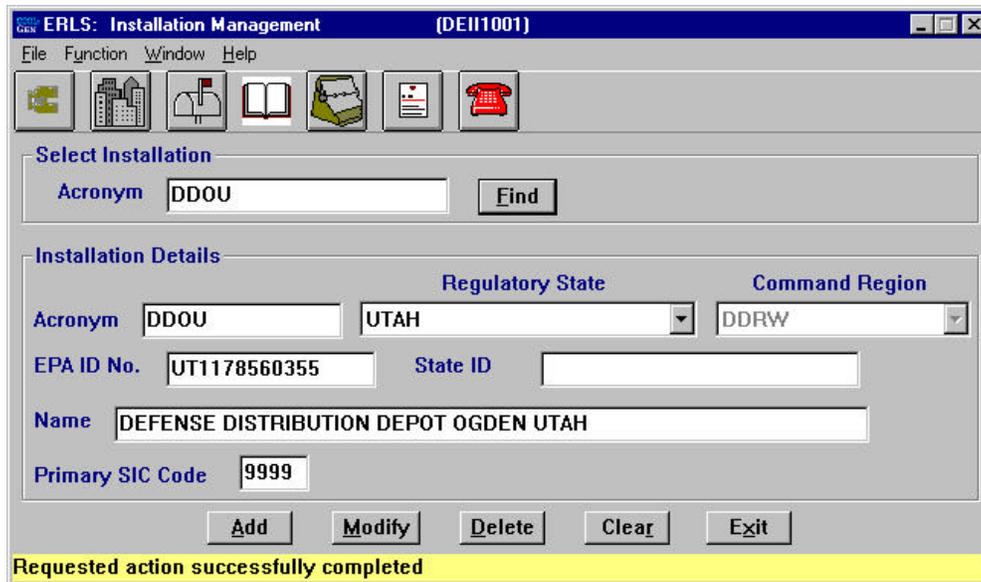


Figure 2.1-01 Installation Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Detail, List and Exit. Enter an Installation in the Select Installation box. Then from the File menu, SELECT Detail to fill the details box at the bottom of the window. From the File menu, SELECT List to go to the Installation Search Criteria window (Figure 2.1.2-01). SELECT Exit to return to the Administration Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEII1001. About states the name of the window and the program number.

In the Select Installation box, ENTER an Acronym. CLICK on the **[FIND]** button. This will fill the Installation Details box and enable four more of the Icons (Addresses, EPCRA Contracts, Regulatory Agencies, and Activities) at the top of the window.

CLICK on the **[EXPANDED SEARCH ICON]** to go to the Installation Search Criteria window (Figure 2.1.1.1-01).

CLICK on the **[ACTIVITIES ICON]** to go to the Activity Management window (Figure 2.1.1.3-01).

CLICK on the **[ADDRESSES ICON]** to go to the Installation Address window (Figure 2.1.1.4-01).

CLICK on the **[EPCRA CONTACTS ICON]** to go to the Installation EPCRA Contact window (Figure 2.1.1.5-01).

CLICK on the **[REGULATORY AGENCIES ICON]** to go to the Installation Regulatory Agency Management window (Figure 2.1.1.6-01).

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

To ADD a new installation, in the Detail box ENTER the Acronym. SELECT a Regulatory State and a Command Region from the drop down lists. ENTER the Name and other details as appropriate. CLICK on the **[ADD]** button. A Warning dialog box displays stating, "Address Data Must be Added First." The **[OK]** button takes you to the Installation Address window (Figure 2.1.1.4-01). After ADDING the Address data, the New Installation is ADDED.

To MODIFY an Installation, ENTER the Installation Acronym in the Select Installation box. Make the changes to the Installation Details. CLICK on the **[MODIFY]** button.

To DELETE an Installation, ENTER the Installation Acronym in the Select Installation box. CLICK on the **[DELETE]** button. A Warning dialog box displays stating, "Delete Installation?" Click on the **[YES]** button to delete the installation. Click on the **[NO]** button to return to the window.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the previous menu selection.

2.1.1.1 Installation Expanded Search

Purpose: The Installation Search Criteria window is used to find an Installation with the use of the wildcard (%).

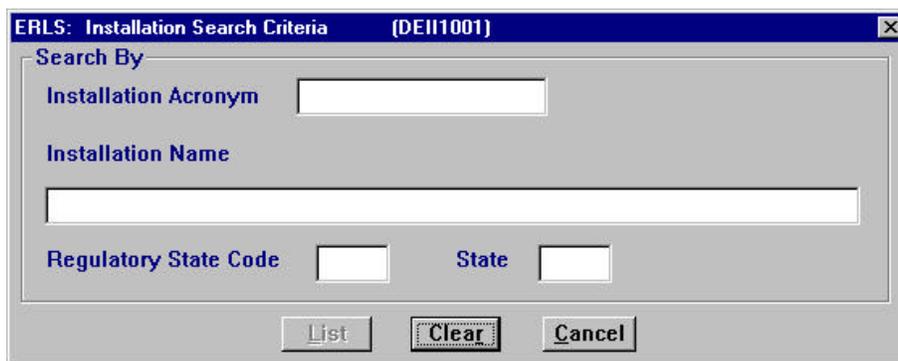


Figure 2.1.2-01 Installation Search Criteria

ENTER a wildcard (%) in the Installation Acronym box. CLICK on the **[LIST]** button to go to the Installation Selection List window (Figure 2.1.2.1-01). This lists all the installations. You will only be able to select the installation(s) you are authorized to view.

ENTER a partial Installation Acronym or Installation Name with a wildcard (%) or a State in the State box. CLICK on the **[LIST]** button to go to the Installation Selection List window (Figure 2.1.2.1-01). This displays a partial list of installations. You will only be able to select the installation(s) you are authorized to view.

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and returns the user to the previous window.

2.1.1.2 Installation Selection List

Purpose: Allows the user to select an installation from a list then return to the Installation Mgt window to view the details of that installation and make changes if needed.

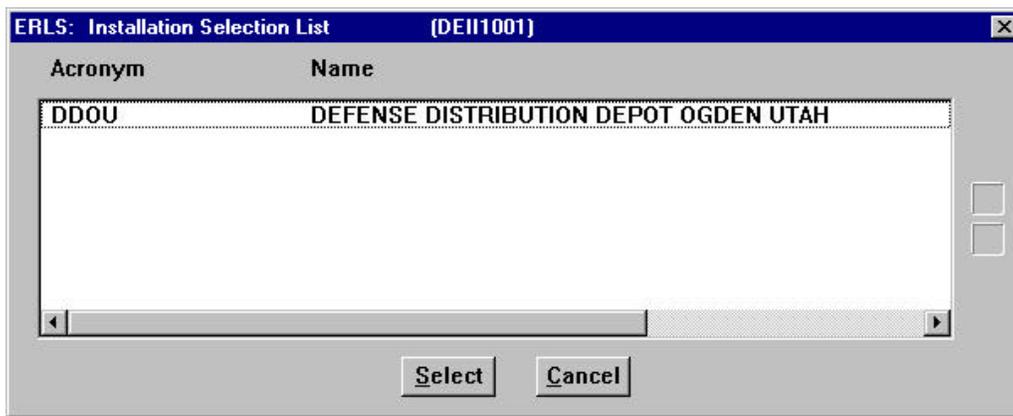


Figure 2.1.2.1-01 Installation Selection List

To SELECT an Installation, HIGHLIGHT the installation. CLICK on the **[SELECT]** button. This returns to the Installation Management window (Figure 2.1-01) with the details of the selected installation.

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

The **[CANCEL]** button terminates a search and returns the user to the previous window.

2.1.1.3 Activities

Purpose: This window allows you to select an Activity and display its details, or you can Add/Modify/Delete a record from this window.

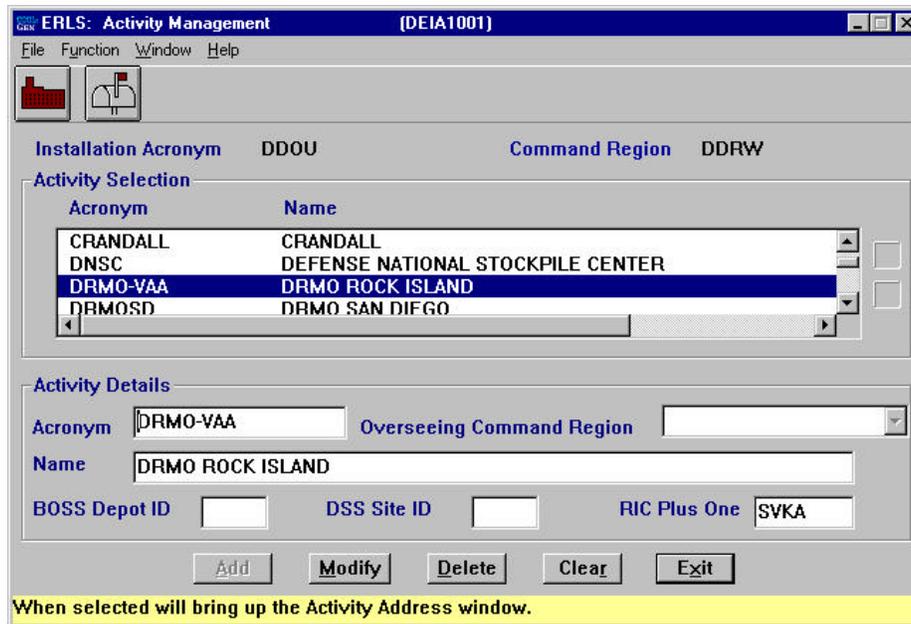


Figure 2.1.1.2-01 Activity Management

The Menu Bar contains five selections: File, Function, Window and Help.

File has a drop down-menu of Detail, List and Exit. SELECT an Activity in the Activity Selection box. Then from the File menu, SELECT Detail to fill the details box at the bottom of the window and enable the **[FUNCTION PROCESS ICON]** and the **[ADDRESS ICON]**. List removes the highlight from the Activity Selection box, clears the Activity Details box, and disables the **[FUNCTION PROCESS ICON]** and the **[ADDRESS ICON]**. SELECT Exit to return to the Administration Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEIA1001. About states the name of the window and the program number.

In the Activity Selection box, Double Click on an ACRONYM - NAME. The Activity Details box fills with data on the selected activity and the Function Process and the Activities Icons are enabled.

CLICK on the **[FUNCTION PROCESS ICON]** to go to the Function Process Management window (Figure 2.1.1.3.1-01).

CLICK on the **[ADDRESS ICON]** to go to the Activity Address window (Figure 2.1.1.3.2-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

To ADD a new Activity, in the Detail box ENTER the Acronym, Command Region, Name and either the BOSS Depot ID, DSS Site ID or RIC Plus One. CLICK on the **[ADD]** button. A Warning dialog box displays stating, “Address Data Must be Added First.” The **[OK]** button takes you to the Activity Address window (Figure 2.1.1.3.2-01). After ADDING the Address data, the New Activity is ADDED.

To MODIFY an Activity SELECT the ACTIVITY to be modified, make the changes in the Activity Details box. CLICK on the **[MODIFY]** button.

To DELETE an Activity, SELECT the ACTIVITY to be deleted. CLICK on the **[DELETE]** button. A Warning dialog box displays stating, “Delete Activity?” Click on the **[YES]** button to delete the activity. Click on the **[NO]** button to return to the window.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the previous menu selection.

2.1.1.3.1 Function Process Management

Purpose: This window allows you to select a Function Process and display its details, or you can Add/Modify/Delete a record from this window.

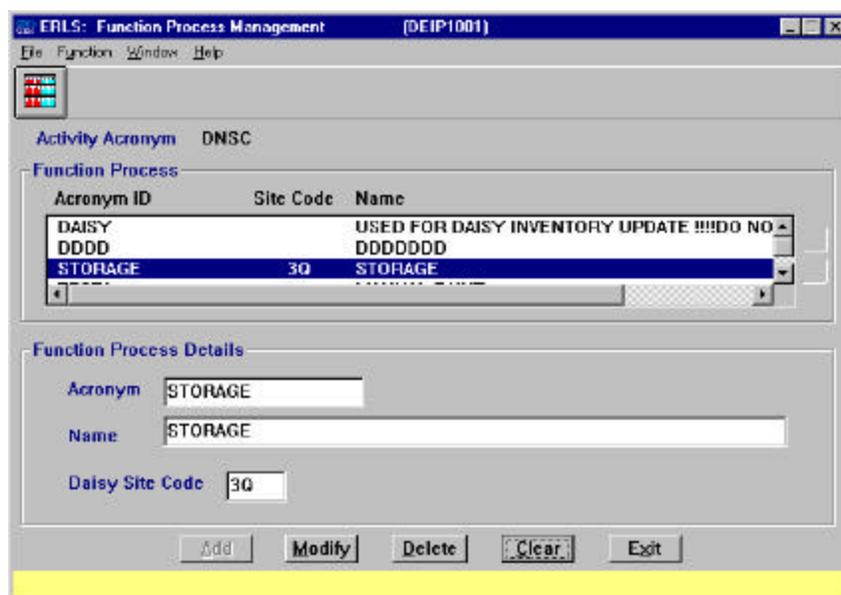


Figure 2.1.1.3.1-01 Function Process Management

The Menu Bar contains four selections: File, Function, Window, and Help.

File has a drop down-menu of Detail, List and Exit. SELECT a Function Process in the Function Process box. Then from the File menu, SELECT Detail to fill in the Function Process Details box at the bottom of the window. List removes the highlight from the Function Process list selection. SELECT Exit to return to the Administration Menu.

Function has a drop down-menu of Print. SELECT Print to print the entire function process list for the selected activity.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEIP1001. About states the name of the window and the program number.

CLICK on the **[STORAGE LOCATION ICON]** to go to the Storage Location Management window (Figure 2.1.1.3.1.1-01).

In the Function Process box, **DOUBLE CLICK** a Function Process. This fills in the Function Process Details box.

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

To **ADD** a new Function Process, **ENTER** the new **FUNCTION PROCESS** details in the Function Process Details box. **CLICK** on the **[ADD]** button.

To **MODIFY** a Function Process, **SELECT** the **FUNCTION PROCESS** to be modified. Make the changes in the Function Process Details box. **CLICK** on the **[MODIFY]** button.

To **DELETE** a Function Process, **SELECT** the **FUNCTION PROCESS** to be deleted. **CLICK** on the **[DELETE]** button. There is a Delete Confirmation dialog box.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the previous menu selection.

2.1.1.3.2 Activity Address

Purpose: This window allows you to add the physical and mailing addresses for an Activity.

Figure 2.1.1.3.2-01 Activity Address

ENTER the Activity Address data.

The [OK] button updates the window and returns to the previous window.

2.1.1.4 Installation Address

Purpose: This window allows you to add the physical and mailing addresses for an Installation.

Figure 2.1.1.4-01 Installation Address

ENTER the Installation Address data.

The Installation physical address is mandatory and the Installation mailing address is optional. The [OK] button updates the window and returns to the previous window.

2.1.1.5 EPCRA Contacts

Purpose: Lists the EPCRA Contact persons in the order in which they are to be contacted.

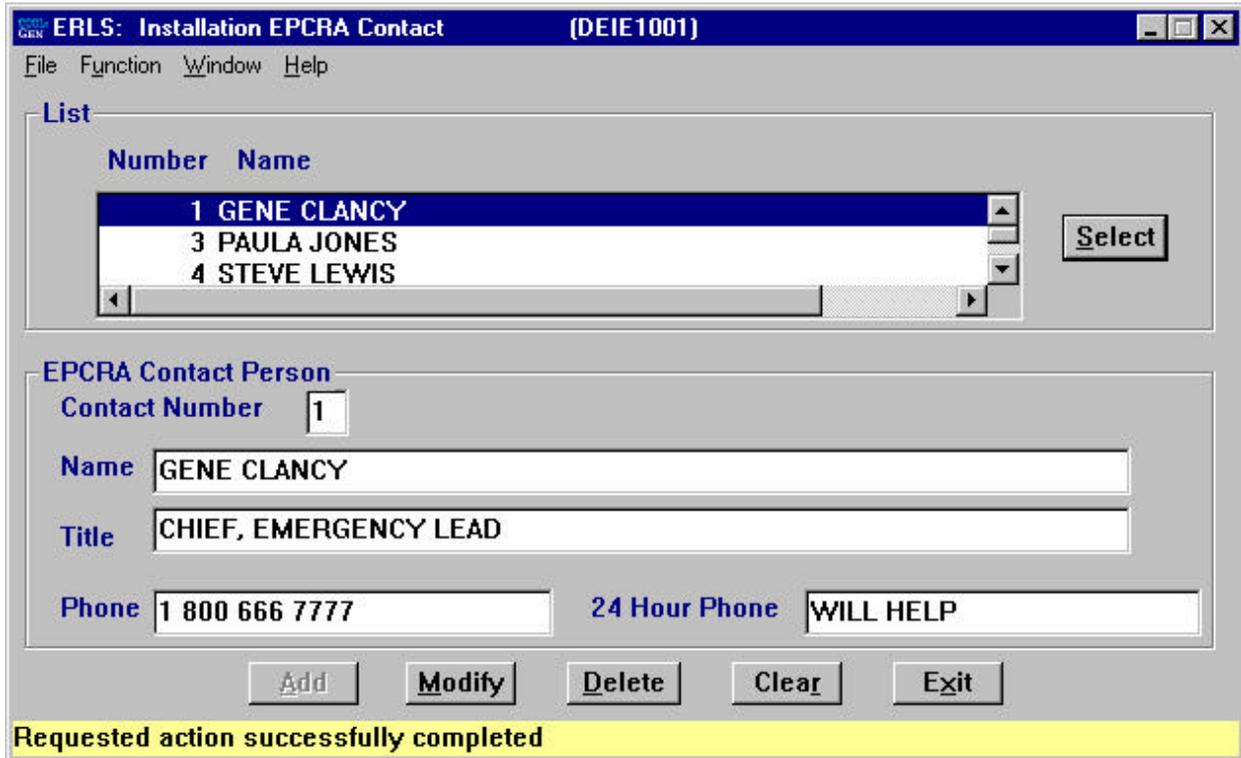


Figure 2.1.1.5-01 Installation EPCRA Contact

The Menu Bar contains four selections: File, Function, Window, and Help.

File has a drop down-menu of Detail, List and Exit. SELECT an Installation EPCRA Contact in the List box. Then from the File menu, SELECT Detail to fill the EPCRA Contact Person box at the bottom of the window. List removes the highlight from the List box and clears the EPCRA Contact Person details. SELECT Exit to return to the Administration Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEIE1001. About states the name of the window and the program number.

The List box contains a list of EPCRA Contact persons, in the order in which they are to be contacted.

In the List box HIGHLIGHT a NAME. CLICK on the **[SELECT]** button. This fills the EPCRA Contact Person box with the details on the selected person.

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

To ADD an EPCRA contact person, ENTER data in the fields in the EPCRA Contact Person box. CLICK on the **[ADD]** button.

To MODIFY the EPCRA Contact Person details, make the changes in the EPCRA Contact Person box. CLICK on the **[MODIFY]** button.

To DELETE a person from the EPCRA Contact list, HIGHLIGHT the NAME in the Selection List box. CLICK on the **[SELECT]** button. CLICK on the **[DELETE]** button. There is a Delete Confirmation box.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the previous menu selection.

2.1.1.6 Installation Regulatory Agency Management

Purpose: Allows a regulatory agency to be assigned or removed from an installation.

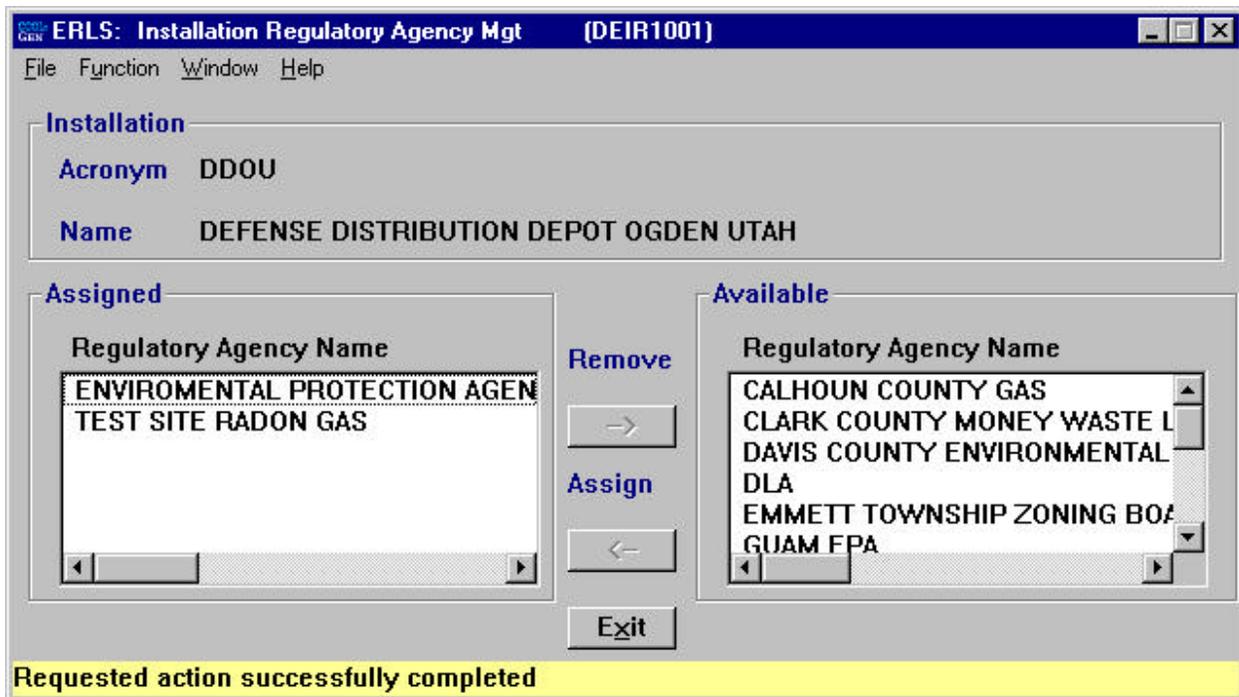


Figure 2.1.1.6-01 Installation Regulatory Agency Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Exit. Select Exit to return to the Installation Management window.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEIR1001. About states the name of the window and the program number.

To REMOVE a Regulatory Agency Name from the Assigned list; HIGHLIGHT the Regulatory Agency to be removed. CLICK on the [**REMOVE**] button. This agency becomes Available.

To ASSIGN an Available Regulatory Agency Name to the Assigned list; HIGHLIGHT the Regulatory Agency to be assigned. CLICK on the [**ASSIGN**] button. This Agency appears in the Assigned box.

A Double CLICK will assign or remove the selection without the [**ARROW**] buttons.

The [**EXIT**] button takes the user back to the previous menu selection.

2.1.2 Storage Location Management

Select Installations from the Administration Menu, then Select Storage Location Management, the following window displays (Figure 2.1.2-01).

Purpose: This window is used to add, modify, delete or query a storage location.

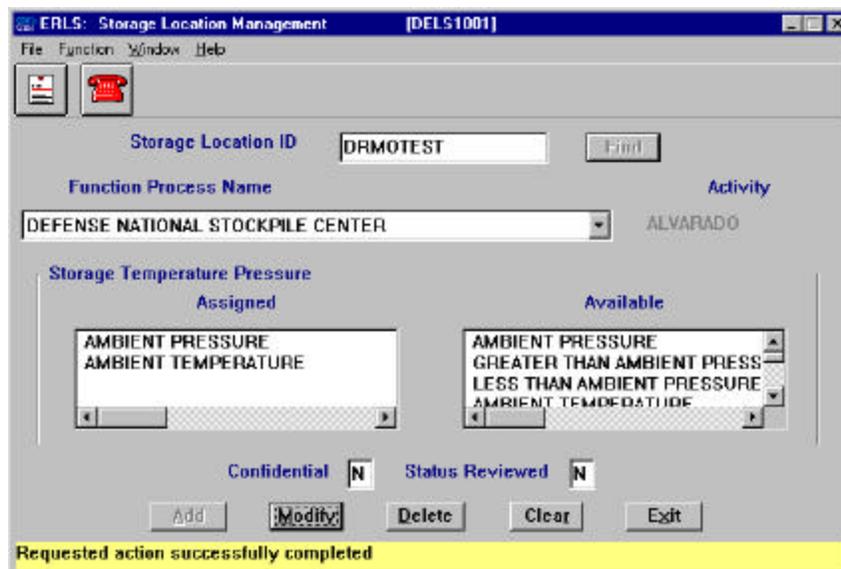


Figure 2.1.2-01 Storage Location Management

The Menu Bar contains four selections: File Function, Window and Help.

File has a drop down-menu of Detail and Exit. ENTER a Storage Location ID, and then from the File menu SELECT Detail to fill the remainder of the information at the bottom of the window. SELECT Exit to return to the Administration Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DELS1001. About states the name of the window and the program number.

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 2.2.2-01).

ENTER a STORAGE LOCATION ID. CLICK on the **[FIND]** button. This fills the Function Process Name, Activity and the Storage Temperature Pressure with the data for the Storage Location ID.

To REMOVE Storage Temperature Pressure from the Assigned list, DOUBLE CLICK on the Storage Temperature Pressure to be removed. The Storage Temperature becomes available.

To ASSIGN Storage Temperature Pressure to the Assigned list, DOUBLE CLICK on the Storage Temperature Pressure on the Available side. The Storage Temperature appears in the Assigned box.

Confidential **[N]** **[Y]** indicates classification of the storage location.

Status Reviewed **[N]** **[Y]** indicates if the storage has been reviewed.

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

To ADD a new Storage Location, SELECT a Function Process. ENTER the new STORAGE LOCATION in the Storage Location ID Field. CLICK on the **[ADD]** button. **NOTE:** The Storage Location must be at least seven characters.

To MODIFY a Storage Location, ENTER the STORAGE LOCATION to be modified. Make the changes. CLICK on the **[MODIFY]** button.

To DELETE a Storage Location SELECT the STORAGE LOCATION to be deleted. CLICK on the **[DELETE]** button. There is a Delete Confirmation dialog box.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the previous menu selection.

2.1.3 Storage Location Review

SELECT Installations from the Administration Menu, then SELECT Storage Location Review. The following window displays (Figure 2.1.3-01).

Purpose: This window is used for the selection and review of storage location records needing review of the location environmental codes.

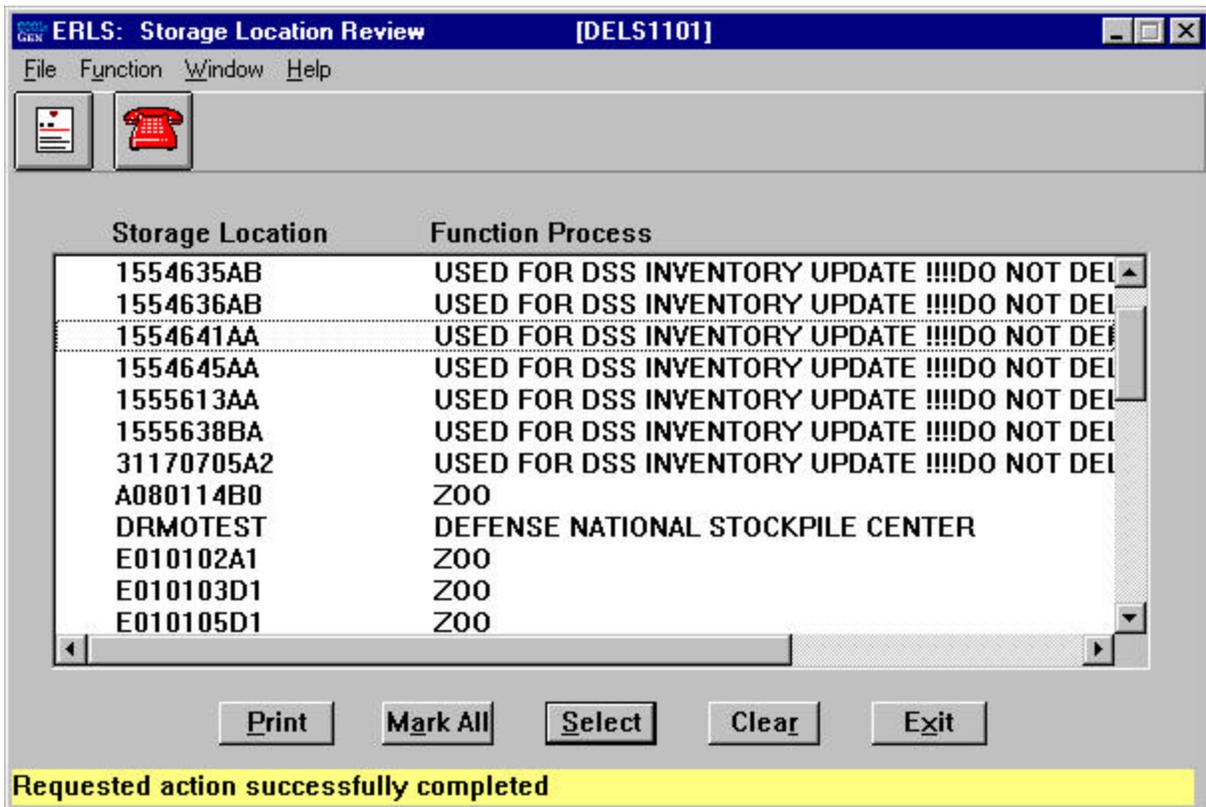


Figure 2.1.3-01 Storage Location Review

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Exit. SELECT Exit to return to the Administration Menu.

Function has a drop down-menu of Print. SELECT Print to print the entire Storage Location list.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DELS1001. About states the name of the window and the program number.

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Request window (Figure 3.2.2-01).

When storage locations come into the system for the first time from DAISY, BOSS, or DSS the storage location management must review each storage location. Multiple records may be selected and then reviewed in the Storage Location Review window (Figure 2.1.3.1-01).

The **[MARK ALL]** button marks the first seventy-five storage locations for review.

The **[SELECT]** button will make the marked storage locations available to the Storage Location Review Details window (Figure 2.1.3.1-01).

To select an individual record, HIGHLIGHT the record. CLICK on the **[SELECT]** button. This makes the selected records available to the Storage Location Review Details window.

The **[CLEAR]** button clears the storage locations indicators.

The **[EXIT]** button takes the user back to the previous menu selection.

2.1.3.1 Storage Location Review

SELECT one or more records from the Storage Location Review List, and then CLICK on the **[SELECT]** button. The following window displays (Figure 2.1.3.1-01).

Purpose: This window is used for the review of storage location records and their corresponding location environmental codes.



Figure 2.1.3.1-01 Storage Location Review

Each storage location must have one and only one environmental code assigned for pressure; and one and only one environmental code assigned for temperature. The environmental codes “Ambient Pressure” and “Ambient Temperature” are assigned to each record by default. These

two environmental codes appear in the **Storage Temperature Pressure Assigned** box. The user may assign different temperature and pressure environmental codes by first removing “Ambient Pressure” and/or “Ambient Temperature” from the Assigned box. Click once to remove the code. Now click once on the desired code in the Available box. The selected code will appear in the Assigned box. Click on **[REVIEWED]** to update the record.

The storage location may be designated as confidential by changing the “N” to a “Y” in the Confidential box and clicking on [REVIEWED].

After selecting multiple records to review from the Storage Location Review List window (Figure 2.1.3-01), the user may click on the **[NEXT RECORD]** button to view the next record or the **[PREVIOUS RECORD]** button to view the previous record.

The **[REVIEWED]** button sets the **Status Reviewed** box to “Y”, updates the record with any changed made, and removes the record from the Storage Location Review List.

Click the **[CANCEL]** button to return to the Storage Location Review List.

2.1.4 Transfers

SELECT Installations from the Administration Menu, then SELECT Transfers, SELECT Installation Transfer. The following window displays (Figure 2.1.4.1-01). Access to the Transfer function is limited.

2.1.4.1 Installation Transfers

Purpose: This window allows you to transfer the Installation to another Command Region. Access to this window is limited.

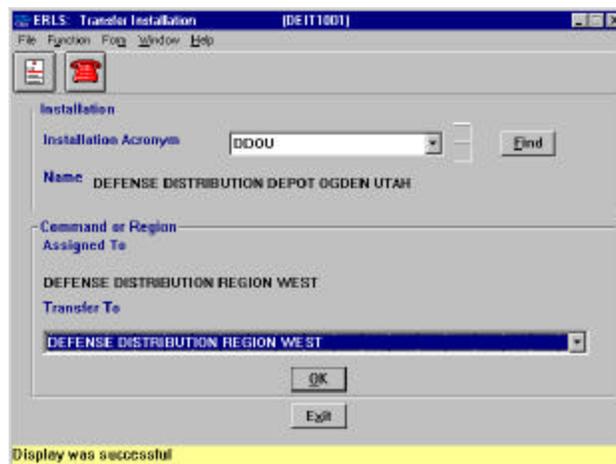


Figure 2.1.4.1-01 Transfer Installation

The Menu Bar contains five selections: File, Function, Form, Window and Help.

File has a drop down-menu of Exit. SELECT Exit to return to the Main Menu.

Function is a placeholder at this time.

Form is a placeholder at this time.

Window allows the open windows to be view as tiled or cascaded. Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEIT1001. About states the name of the window and the program number.

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

In the Installation box, SELECT an Installation Acronym from the drop down list. CLICK on the **[FIND]** button. This fills in the Command Region box “Assigned To” field.

In the Command Region box, SELECT a Command or Region to transfer to from the drop down list. CLICK on the **[OK]** button.

The **[OK]** button allows the Transfer of an Installation to another Command region. There is a Transfer Confirmation box (Figure 2.1.4.1.1-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

The **[EXIT]** button takes the user back to the ERLS: Administration Menu.

2.1.4.1.1 Transfer Installation Confirmation

Purpose: This window allows the user to transfer the data or to stop the transfer.



Figure 2.1.4.1.1 Transfer Installation Confirmation

CLICK on the **[YES]** button to complete the transfer of the Installation. CLICK on the **[NO]** button to terminate the transfer of the Installation.

2.1.4.2 Activity Transfer

SELECT Installations from the Administration Menu, then SELECT Transfers, SELECT Activity Transfer, the following window displays (Figure 2.1.4.2-01). Access to this window is limited.

Purpose: This window allows you to transfer the Activity to a different Command Region and also an Installation.

The screenshot shows a software window titled "ERLS: Transfer Activity [DEIF1001]". The menu bar contains "File", "Function", "Form", "Window", and "Help". On the left side, there are two icons: a red telephone and a red document. The window is organized into three main sections. The "Activity" section includes a dropdown for "Activity Acronym" (currently "ALVARADO"), a "Find" button, and a label "Name" with the value "DRMO EGLIN". The "Command Region" section has a label "Assigned To" with the value "DEFENSE DISTRIBUTION REGION WEST" and a "Transfer To" dropdown also set to "DEFENSE DISTRIBUTION REGION WEST", with an "OK" button below. The "Installation" section has a label "Assigned To" with the value "DDOU" and "DEFENSE DISTRIBUTION DEPOT OGDEN UTAH", and a "Transfer To" dropdown set to "DDOU", with "OK" and "Exit" buttons below. A yellow bar is visible at the bottom of the window.

Figure 2.1.4.2-01 Transfer Activity

The Menu Bar contains five selections: File, Function, Form, Window and Help.

File has a drop down-menu of Exit. SELECT Exit to return to the Administration Menu.

Function is a placeholder at this time.

Form is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEIF1001. About states the name of the window and the program number.

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

In the Activity Box, SELECT an ACTIVITY ACRONYM from the drop down list. CLICK on the **[FIND]** button. This fills in the Command Region box and the Installation box "Assigned To" field.

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

An Activity can be transferred to a different Region or a different Installation.

To transfer an Activity to a different Region, SELECT the Activity. From the drop down list in the Command Region box, SELECT a Region to transfer the Activity to. CLICK on the **[OK]** button. The Activity is transferred to a different Command Region. There is a Transfer Confirmation dialog box (Figure 2.1.4.2.1-01).

To transfer an Activity to a different Installation, SELECT the Activity. From the drop down list in the Installation box, SELECT an Installation to transfer the Activity to. CLICK on the **[OK]** button. The Activity is transferred to a different Installation. There is a Transfer Confirmation dialog box.

The **[OK]** button updates the window.

The **[EXIT]** button takes the user back to the previous menu selection.

2.1.4.2.1 Transfer Activity Confirmation

Purpose: This window allows the user to transfer the data or to stop the transfer.

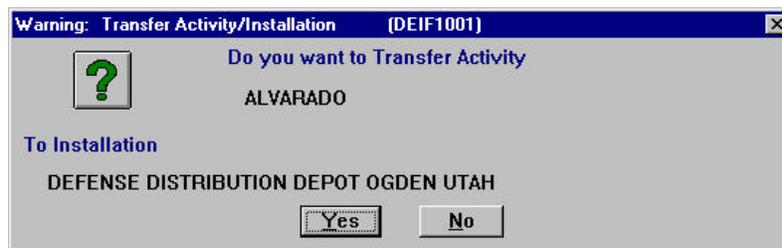


Figure 2.1.4.2.1-01 Transfer Activity Confirmation

CLICK on the **[YES]** button to complete the transfer of the Activity. CLICK on the **[NO]** button to terminate the transfer of the Activity.

2.1.4.3 Transfer Function or Process

SELECT Installations from the Administration Menu, then SELECT Transfers, SELECT Function Process Xfr. The following window displays (Figure 2.1.4.3-01). Access to this window is limited.

Purpose: This window allows you to transfer the Function or Process to another Activity.

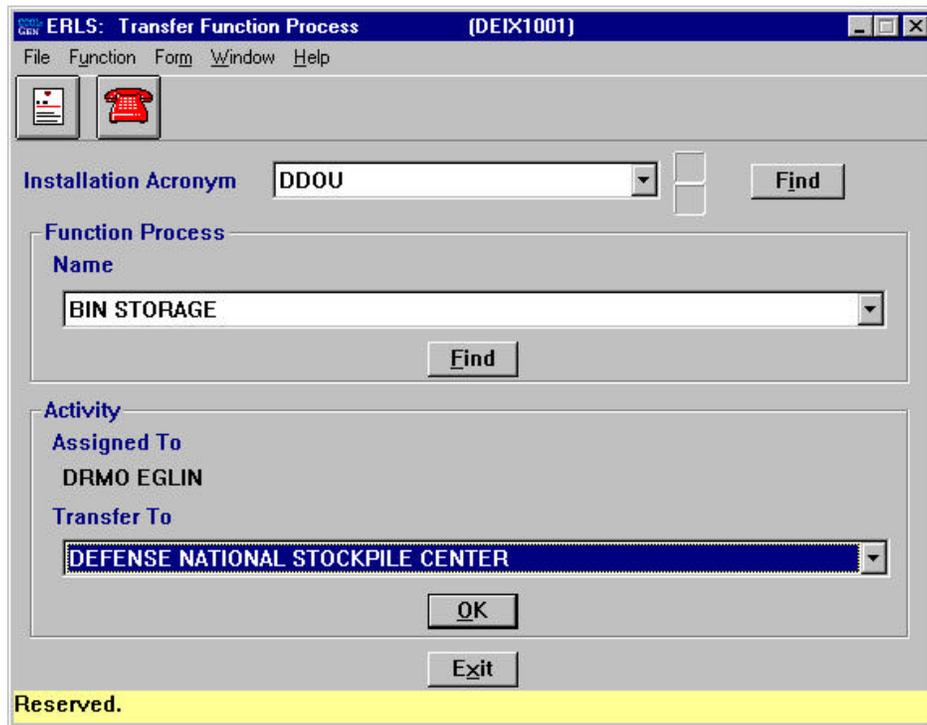


Figure 2.1.4.3-01 Transfer Function Process

The Menu Bar contains five selections: File, Function, Form, Window and Help.

File has a drop down-menu of Exit. SELECT Exit to return to the Main Menu.

Function is a placeholder at this time.

Form is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEIX1001. About states the name of the window and the program number.

CLICK on the [**MSDS ICON**] to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the [**REPORTABLE QTY ICON**] to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

SELECT an Installation Acronym from the drop down list. CLICK on the [**FIND**] button. This fills in the Function Process box with the Function Processes for this Installation.

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

In the Function Process box, SELECT a Function Process from the drop down box. CLICK on the **[FIND]** button. This will display the Activity to which the Function Process belongs. It displays in the activity box in the “Assigned To” field.

To transfer a Function Process to a different Activity, SELECT the Function Process. In the Activity box SELECT, from the drop down list, an Activity to transfer the Function Process to. CLICK on the **[OK]** button. The Function Process is transferred to a different Activity. There is a Transfer Confirmation dialog box (Figure 2.1.4.3.1-01).

2.1.4.3.1 Transfer Function Process Confirmation

Purpose: This window allows the user to transfer the data or to stop the transfer.

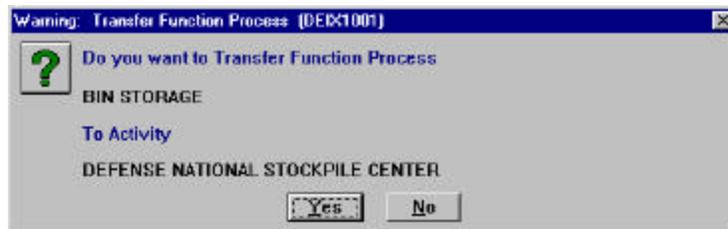


Figure 2.1.4.3.1 Transfer Function Process Confirmation

CLICK on the **[YES]** button to complete the transfer of the Function Process. CLICK on the **[NO]** button to terminate the transfer of the Function Process.

2.2 Organizations

SELECT Organizations from the Administration Menu, then SELECT Service Agency Management. The following window displays (Figure 2.2.1-01). Users with Activity level authority will not have access to these windows.

2.2.1 Service Agency Management

Purpose: This window is used to add, modify, or delete a Service or Agency.

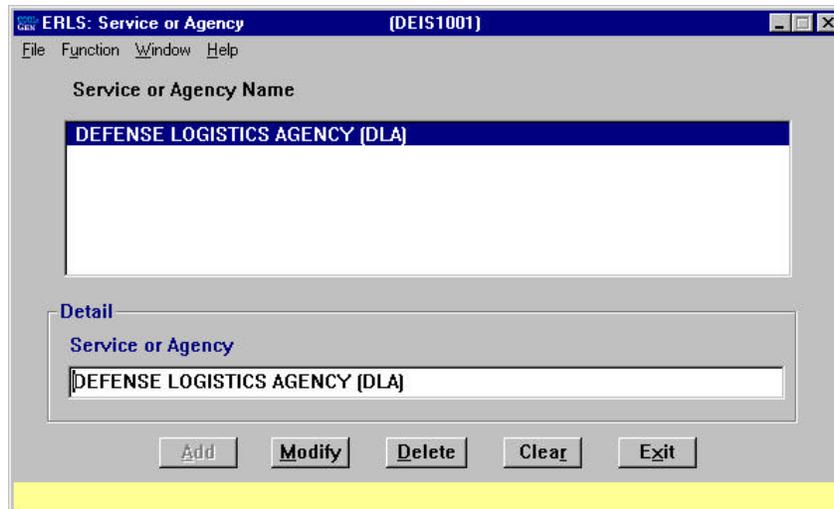


Figure 2.2.1-01 Service Agency Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Exit. SELECT Exit to return to the Main Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEIS1001. About states the name of the window and the program number.

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

To **ADD** a Service or Agency to the system, **ENTER** the Service or Agency Name in the Detail box. **CLICK** on the **[ADD]** button.

To **MODIFY** a Service or Agency, **DOUBLE CLICK** a Service or Agency in the Service or Agency Name box. **ENTER** changes in the Detail box. **CLICK** on the **[MODIFY]** button.

To **DELETE** a Service or Agency, **DOUBLE CLICK** a Service or Agency in the Service or Agency box. **ENTER** changes in the Detail box. **CLICK** on the **[DELETE]** button. There is a Delete Confirmation dialog box.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the previous menu selection.

2.2.2 Command Region Management

SELECT Organizations from the Administration Menu, then SELECT Command Region Management. The following window displays (Figure 2.2.2-01).

Purpose: This window is used to add, modify, delete, or transfer a Command or Region.

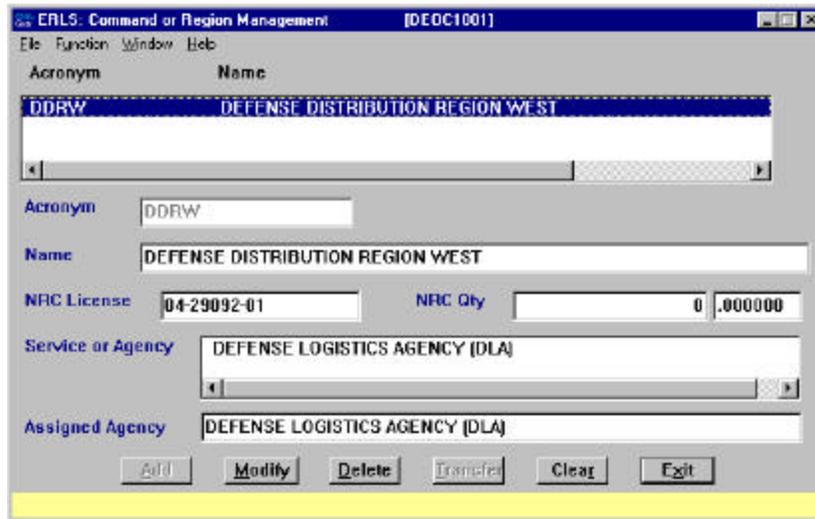


Figure 2.2.2-01 Command or Region Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Exit. **S**ELECT Exit to return to the Main Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEOC1001. About states the name of the window and the program number.

The **[ADD]**, **[MODIFY]**, **[DELETE]**, **[TRANSFER]** buttons have limited access.

To **ADD** a Command or Region to the system, **ENTER** the data into the fields. **CLICK** on the **[ADD]** button. The second part of the NRC Qty field must be entered as a decimal number. The whole number should be entered in the first part of the NRC Qty.

To **MODIFY** a Command or Region, **DOUBLE CLICK** a **COMMAND** or **REGION** Name in the List box. This fills in the details in the lower part of the window. **ENTER** the changes. **CLICK** on the **[MODIFY]** button.

To **DELETE** a Command or Region, **DOUBLE CLICK** a **COMMAND** or **REGION** Name in the List box. This fills in the details in the lower part of the window. **CLICK** on the **[DELETE]** button. There is a Delete Confirmation dialog box.

To **TRANSFER** a Command or Region to another Service or Agency, **DOUBLE CLICK** on a Command or Region from the list at the top of the window. This displays the details in the lower

part of the window. Then HIGHLIGHT a Service or Agency from the Service or Agency pick list. CLICK on the [TRANSFER] button. There is a Transfer dialog box (Figure 2.2.2.1-01).

The [CLEAR] button clears the fields to enter new data.

The [EXIT] button takes the user back to the previous menu selection.

2.2.2.1 Transfer Confirmation

Purpose: This window allows the user to complete the transfer or to stop the transfer.



Figure 2.2.2.1-01 Transfer Confirmation

CLICK on the [YES] button to complete the transfer of the Command or Region. CLICK on the [NO] button to terminate the transfer of the Function Process.

2.3 Tables

SELECT Tables from the Administration Menu, then SELECT State. The following window displays (Figure 2.3.1-01).

2.3.1 State Management

Purpose: This window is used to maintain the list of State Codes and State Names.

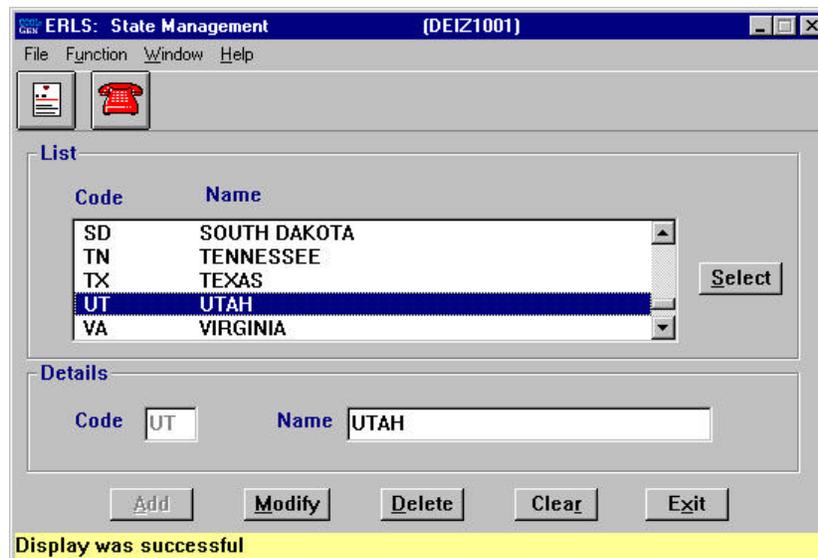


Figure 2.3.1-01 State Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Detail, List and Exit. SELECT a State from the State Selection List. From the File menu SELECT Detail to fill the State Details box. List positions the highlighted record at the top of the list box. SELECT Exit to return to the Administration Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEIZ1001. About states the name of the window and the program number.

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

In the States Selection List box, HIGHLIGHT a State. CLICK on the **[SELECT]** button. This fills in the State Details.

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

To ADD a State, in the State Details box, ENTER the STATE CODE and NAME. CLICK on the **[ADD]** button.

To MODIFY a State Name, SELECT a State from the State Selection List box. ENTER the changes in the Detail box. CLICK on the **[MODIFY]** button.

To DELETE a State Name, SELECT a State from the State Selection List box. CLICK on the **[DELETE]** button. There is a Delete Confirmation dialog box.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the previous menu selection.

2.3.2 DoD Activity Address

SELECT Tables from the Administration Menu, then SELECT DoD Activity Address. The following window displays (Figure 2.3.2-01).

Purpose: This window is used to narrow the list of DoD Activity Address Codes and DoD Activity Address Names that will be displayed on the DoD Activity Address Management window (Figure.2.3.2.2-01).

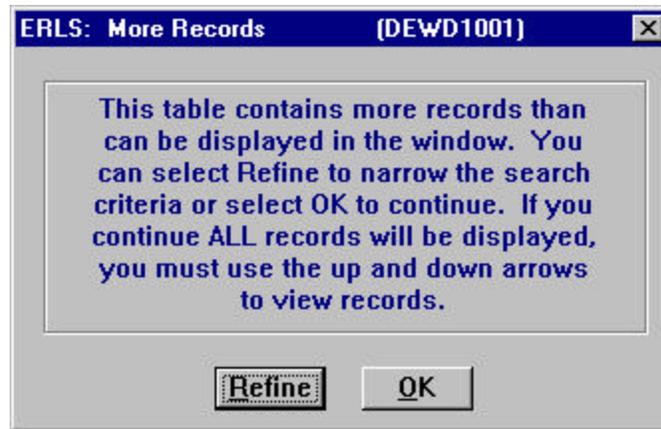


Figure 2.3.2-01 More Records

CLICK on the **[REFINE]** button to display the Expanded Search window (Figure 2.3.2.1-01).

CLICK on the **[OK]** button to display the DoD Activity Address window (Figure 2.3.2.2-01) with all DoDAACs available in ERLS listed.

2.3.2.1 DoD Activity Address Expanded Search

Purpose: This window is used to select a specific DoDAAC or a group of DoDAACs for display on the DoD Activity Address Management window (Figure 2.3.2.2-01).

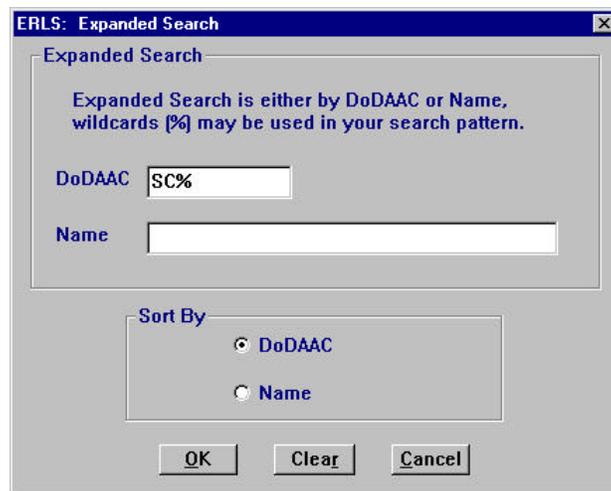


Figure 2.3.2.1-01 DoDAAC Expanded Search

ENTER a specific DoDAAC code or name to narrow the search to only one DoDAAC. Enter a letter, number or combination along with the wildcard (%) in the DoDAAC or Name space to select a group of DoDAACs for display. CLICK on the **[DoDAAC]** radio button in the “Sort By” box to sort the list by DoDAAC. CLICK on **[NAME]** radio button in the “Sort By” box to sort the list by name. CLICK on the **[OK]** button to execute the search. All DoDAACs matching the search criteria will be displayed in the list on the DoD Activity Address Management window (Figure 2.3.2.2-01).

The [CLEAR] button clears the fields to enter new data.

The [CANCEL] button terminates a search and displays the entire list of DoDAACs.

2.3.2.2 DoD Activity Address Management

Purpose: This window is used to display the list of DoD Activity Address Codes and DoD Activity Address Names.

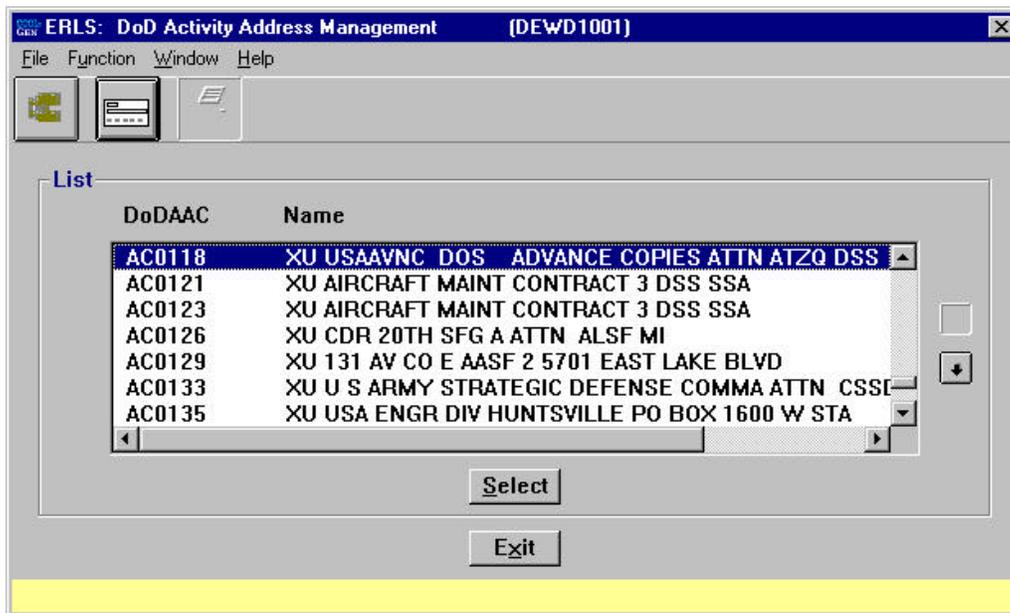


Figure 2.3.2.2-01 DoD Activity Address Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Add New, Details, Search and Exit. From the File Menu SELECT Add New to add a new DoDAAC on the DoD Activity Address Detail window (Figure 2.3.2.2.1-01). SELECT a DoDAAC from the List box. From the File menu SELECT Details to fill the Details box on the DoD Activity Address Detail window. SELECT Search to go to the Expanded Search window (Figure 2.3.2.1-01). SELECT Exit to return to the Administration Menu.

Function has a drop down-menu of Print. From the Function Menu SELECT Print to print the list of records defined in the initial expanded search.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEWD1001. About states the name of the window and the program number.

CLICK on the **[EXPANDED SEARCH]** to go to the DoDAAC Expanded Search window (Figure 2.3.2.1-01).

CLICK on the **[ADD NEW ICON]** to go to the DoD Activity Address Details window (Figure 2.3.2.2.1-01).

CLICK on the **[PRINT ICON]** to print the list of DoDAACs that is displayed in the List box on the DoD Activity Address Management window (Figure 2.3.2.2-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a DoDAAC in the list then CLICK on the **[SELECT]** button. The selected DoDAAC Code and Name will be displayed on the DoD Activity Address Details window (Figure 2.3.2.2.1-01)

The **[EXIT]** button takes the user back to the Administration Menu.

2.3.2.2.1 DoD Activity Address Details

Purpose: This window is used to add, modify or delete DoD Activity Address Codes and DoD Activity Address Names.

The screenshot shows a window titled "ERLS: DoD Activity Address Detail" with a sub-title "(DEWD1001)". The window contains a "Detail" section with two input fields: "DoDAAC" containing "AC0118" and "Name" containing "XU USAAVNC DOS ADVANCE COPIES ATTN ATZQ DSS BLDG 50". Below these fields are five buttons: "Add", "Modify", "Delete", "Clear", and "Cancel". At the bottom of the window, a yellow status bar displays the message "Display was successful".

Figure 2.3.2.2.1-01 DoD Activity Address Detail

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

To ADD a DoDAAC, in the DoDAAC Details box, ENTER the DoDAAC CODE and NAME. CLICK on the **[ADD]** button.

To MODIFY a DoDAAC Name, SELECT a DoDAAC from the DoDAAC List box on the DoD Activity Address Management window. ENTER the changes in the Detail box. CLICK on the **[MODIFY]** button.

To DELETE a DoDAAC, SELECT a DoDAAC from the List box on the DoD Activity Address Management window. CLICK on the **[DELETE]** button. There is a Delete Confirmation dialog box.

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button takes the user back to the DoD Activity Address Management window.

2.3.3 Unit of Issue Management

SELECT Tables from the Administration Menu, then SELECT Unit of Issue. The following window displays (Figure 2.3.3-01).

Purpose: This window is used to maintain the list of Unit of Issue Codes and Unit of Issue Names.

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Detail, List and Exit. SELECT a Unit of Issue from the Unit of Issue Selection List. From the File menu SELECT Detail to fill the Unit of Issue Details box. List positions the highlighted record at the top of the list box. SELECT Exit to return to the Administration Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DENU1001. About states the name of the window and the program number.

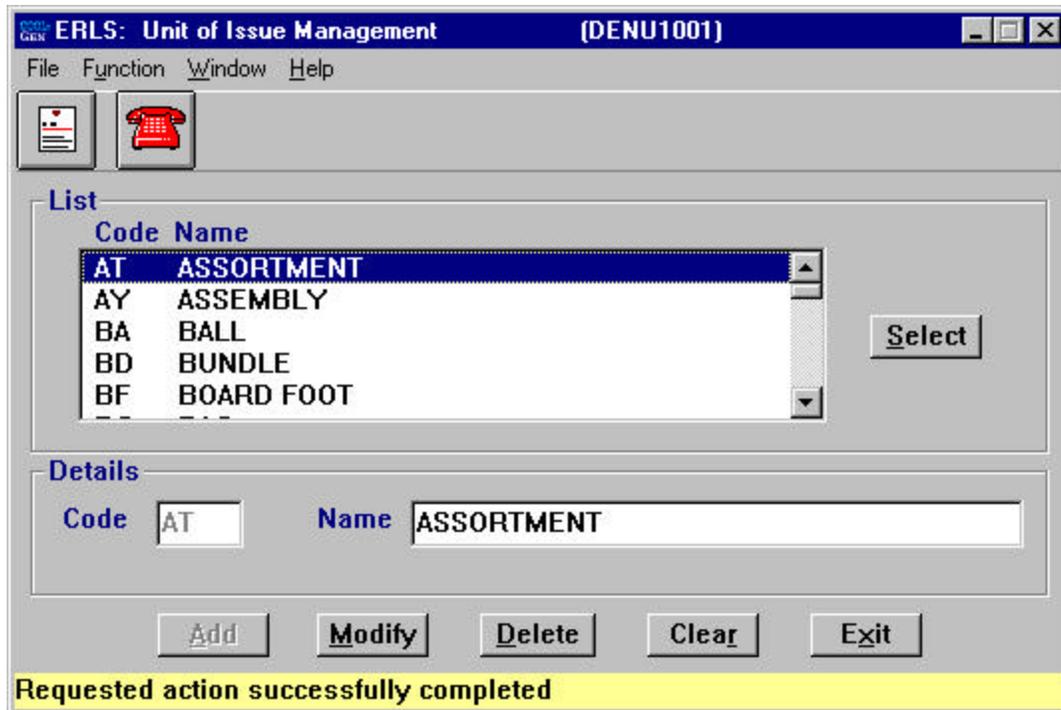


Figure 2.3.3-01 Unit of Issue Management

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

In the Unit of Issue Selection List box HIGHLIGHT the desired UNIT OF ISSUE CODE. CLICK on the **[SELECT]** button. This fills in the Unit of Issue Details box.

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

To ADD a Unit of Issue, in the Unit of Issue Details box, ENTER the CODE and NAME. CLICK on the **[ADD]** button.

To MODIFY a Unit of Issue Name, SELECT a Unit of Issue from the Unit of Issue Selection List box. ENTER the changes in the Detail box. CLICK on the **[MODIFY]** button.

To DELETE a Unit of Issue Name, SELECT a Unit of Issue from the Unit of Issue Selection List box. CLICK on the **[DELETE]** button. There is a Delete Confirmation box.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the previous menu selection.

2.3.4 Mitigation Action Management

SELECT Tables from the Administration Menu, then SELECT Mitigation Action. The following window displays (Figure 2.3.4-01).

Purpose: This Window is used to maintain the list of Mitigation Action Codes and Mitigation Action Names along with descriptions of actions taken.

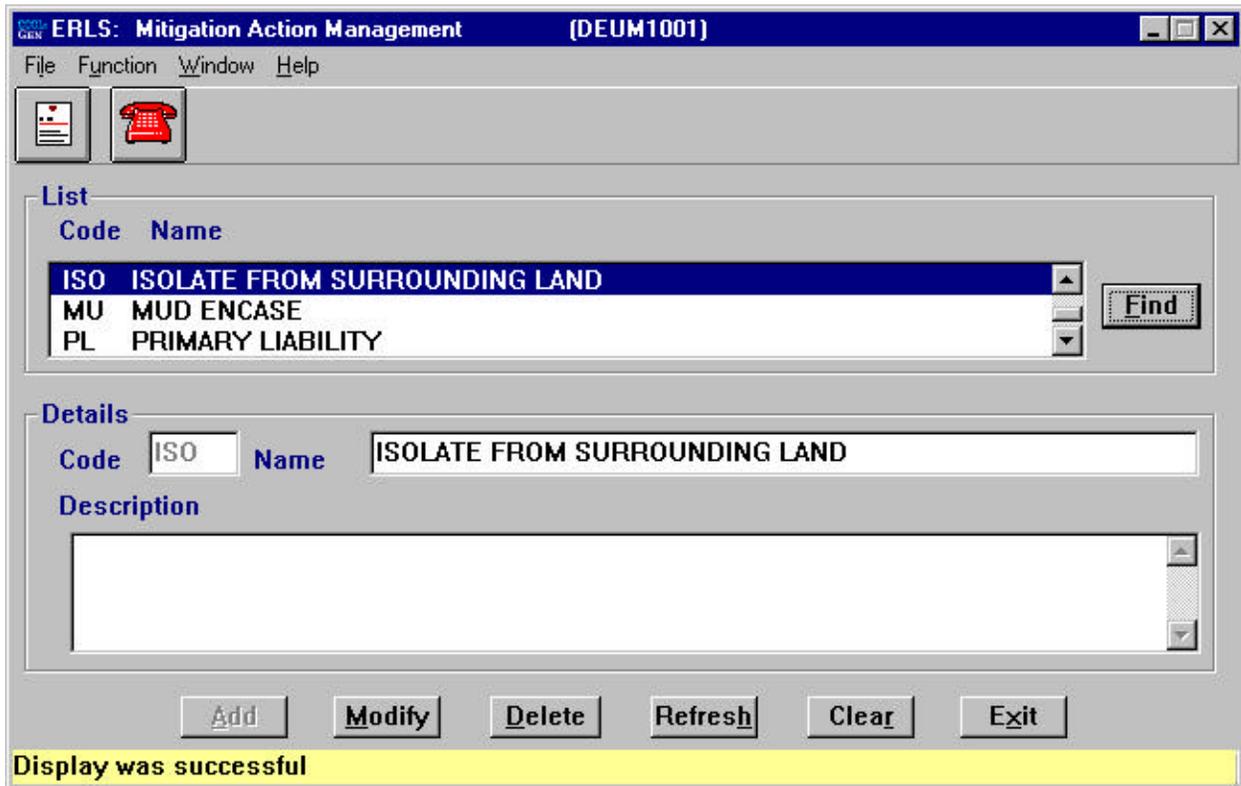


Figure 2.3.4-01 Mitigation Action Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Detail, List and Exit. SELECT a Mitigation Action from Mitigation Action Selection List. From the File menu SELECT Detail to fill the Mitigation Action Details box. List positions the highlighted record at the top of the list box. SELECT Exit to return to the Administration Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEUM1001. About states the name of the window and the program number.

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

In the Mitigation Action Selection List box HIGHLIGHT the NAME. CLICK on the **[FIND]** button. This fills in the Mitigation Action Details box.

The **[ADD]**, **[MODIFY]**, **[REFRESH]**, and **[DELETE]** buttons have limited access.

To ADD a Mitigation Action, in the Mitigation Action Details box, ENTER the CODE and NAME. ENTER a Description if needed. CLICK on the **[ADD]** button.

To MODIFY a Mitigation Action Name, SELECT a Mitigation Action from the Mitigation Action Selection List box. ENTER the changes in the Detail box. CLICK on the **[MODIFY]** button.

To REFRESH a Mitigation Action Description after making changes to the existing text CLICK on the **[REFRESH]** button. This will return the Mitigation Action Description to its original text; however, once **[MODIFY]** has been selected the record is permanently changed and **[REFRESH]** will not restore the original text.

To DELETE a Mitigation Action Name, SELECT a Mitigation Action from the Mitigation Action Selection List box. CLICK on the **[DELETE]** button. There is a Delete Confirmation box.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the previous menu selection.

2.3.5 Hazardous Classes

SELECT Tables from the Administration Menu, then SELECT Hazardous Classes, then SELECT HCC Management. The following window displays (Figure 2.3.5.1-01).

2.3.5.1 HCC Management

Purpose: Hazardous Characteristics Code Window. All Hazardous Characteristics Code (HCC) records in the database display in the list box when the window first opens. This window allows you to Add a new HCC or modify/delete an existing HCC.

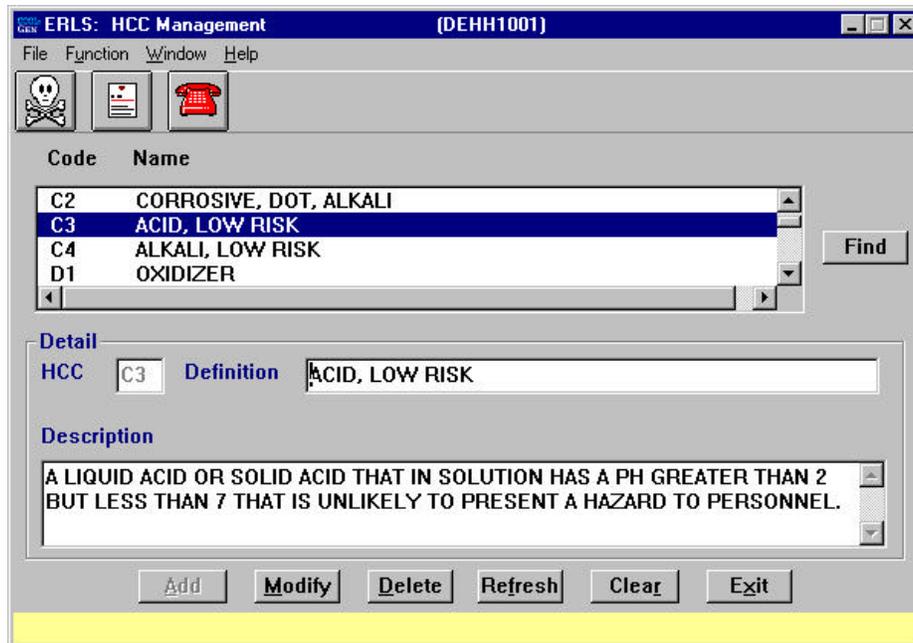


Figure 2.3.5.1-01 HCC Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Detail, List and Exit. SELECT a HCC from the Selection List. From the File menu SELECT Detail to fill the HCC Details box. List positions the highlighted record at the top of the list box. SELECT Exit to return to the Administration Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEHH1001. About states the name of the window and the program number.

CLICK on the [**HAZARD CATEGORY MGMT ICON**] to go to the Hazard Category Management window (Figure 2.3.5.3-01).

CLICK on the [**MSDS ICON**] to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the [**REPORTABLE QTY ICON**] to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

HIGHLIGHT an HCC in the Selection List box. CLICK on the [**FIND**] button. This fills in the HCC Details box.

The [**ADD**], [**MODIFY**], [**REFRESH**], and [**DELETE**] buttons have limited access.

To ADD a HCC, in the Detail box ENTER the HCC, Definition and the Description in the appropriate fields. CLICK on the [ADD] button.

To MODIFY the HCC definition or description, SELECT a HCC. Make the changes in the Details box. CLICK on the [MODIFY] button.

CLICK on the [REFRESH] button to restore the description to the original description before the [MODIFY] button is selected.

To DELETE a HCC, SELECT a HCC. CLICK on the [DELETE] button. There is a Delete Confirmation dialog box.

The [CLEAR] button clears the fields to enter new data.

The [EXIT] button takes the user back to the previous menu selection.

2.3.5.2 EPCRA Management

SELECT Tables from the Administration Menu, then SELECT Hazardous Classes, then SELECT EPCRA Management. The following window displays (Figure 2.3.5.2-01).

Purpose: Hazard Category Code (EPCRA) Window. All Physical Hazard Category (EPCRA) records in ERLS display in the list box when the window first opens. This window allows you to add a new EPCRA record. You may also modify or delete an existing EPCRA record.

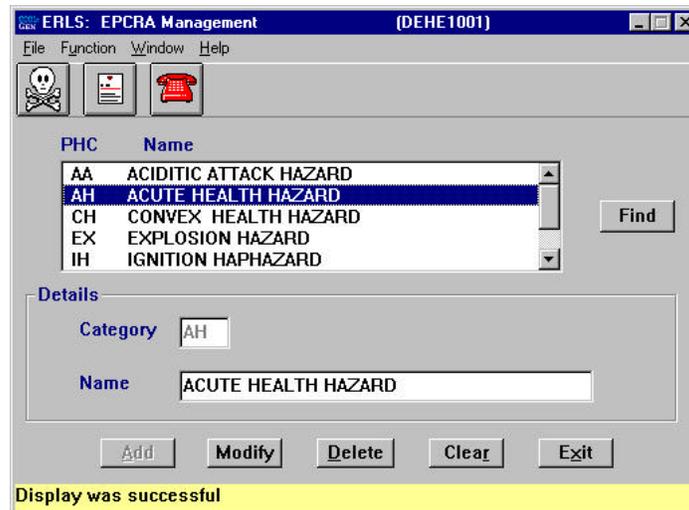


Figure 2.3.5.2-01 EPCRA Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Detail, List and Exit. SELECT a PHC from the Selection List. From the File menu SELECT Detail to fill the PHC Details box. List positions the highlighted record at the top of the list box. SELECT Exit to return to the Administration Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEHE1001. About states the name of the window and the program number.

CLICK on the **[HAZARDOUS CATEGORY MGMT ICON]** to go to the Hazard Category Management window (Figure 2.3.5.3-01).

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

HIGHLIGHT a PHC and Name in the top part of the window. CLICK on the **[FIND]** button. The details of that PHC display in the Details box.

The **[ADD]** **[MODIFY]**, **[DELETE]** buttons have limited access.

To ADD a new category, in the Details box, ENTER a new Category. TAB to the Name field and ENTER the name. This enables the **[ADD]** button. CLICK on the **[ADD]** button.

To MODIFY a Name, SELECT a Category from the List. This will enable the **[MODIFY]** button. Make the changes to the Name, CLICK on the **[MODIFY]** button.

To DELETE a category, SELECT a Category from the List. This will enable the **[DELETE]** button. CLICK on the **[DELETE]** button. There is a Delete Confirmation dialog box.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the previous menu selection.

2.3.5.3 Hazard Category Management

SELECT Tables from the Administration Menu, then SELECT Hazardous Classes, then SELECT Hazard Category Management. The following window displays (Figure 2.3.5.3-01).

Purpose: Hazard Category Management Window. This window allows you to select and associate a Hazardous Characteristics Code (HCC) with a Hazard Category Code (EPCRA). The Hazard Category Code is also known as a Physical Health Category (PHC). You may also delete an existing association from this window.

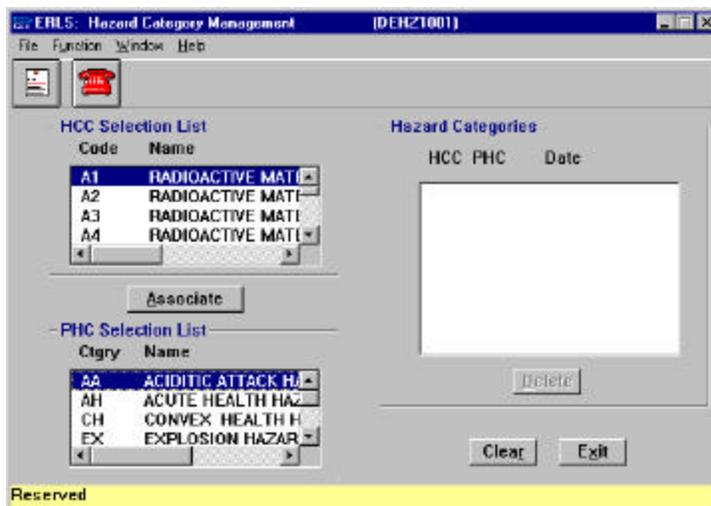


Figure 2.3.5.3-01 Hazard Category Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Exit. SELECT Exit to return to the Administration Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEHZ1001. About states the name of the window and the program number.

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

The **[ASSOCIATE]** and **[DELETE]** buttons have limited access.

To ASSOCIATE a HCC with a PHC, HIGHLIGHT a HCC from the HCC Selection List box and HIGHLIGHT a PHC from the PHC Selection List box. This will enable the **[ASSOCIATE]** button. CLICK on the **[ASSOCIATE]** button. The HCC and the PHC will appear in the Hazard Categories box on the right side of the window. The Hazard Categories box shows the HCC, PHC and the date the two were associated.

To DELETE a Hazard Category, HIGHLIGHT the association to be deleted, this enables the **[DELETE]** button. CLICK on the **[DELETE]** button. There is a Delete confirmation box to confirm or stop a deletion.

The **[CLEAR]** button clears the fields to enter new data.

The [EXIT] button takes the user back to the previous menu selection.

2.3.6 Location Environment Maintenance List

SELECT Tables from the Administration Menu, then SELECT Location Environment Maintenance. The following window displays (Figure 2.3.6-01).

Purpose: This window allows for the addition or deletion of a Storage Location Environmental Codes.

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Exit. SELECT Exit to return to the Administration Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DELE1001. About states the name of the window and the program number.

CLICK on the [MSDS ICON] to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the [REPORTABLE QTY ICON] to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

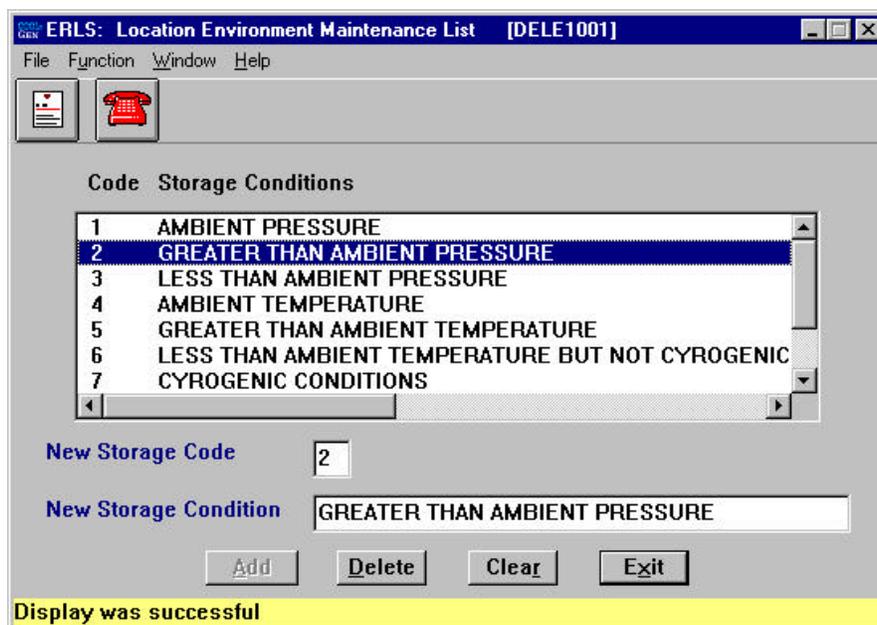


Figure 2.3.6-01 Location Environment Maintenance List

The **[ADD]** and **[DELETE]** buttons have limited access.

To ADD a Code and New Storage Condition, ENTER a New Storage Code and a New Storage Condition. This enables the **[ADD]** button. CLICK on the **[ADD]** button. The New Storage Code and Condition are added.

To DELETE a Code and Storage Condition, DOUBLE CLICK the Code in the box. CLICK on the **[DELETE]** button. There is a Delete confirmation box to confirm or stop a deletion.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the previous menu selection.

2.3.7 Waste Classifications

This is a placeholder for later versions.

2.3.8 Exempt Item Reason Management

SELECT Tables from the Administration Menu, then SELECT Exempt Item Reason Management. The following window displays (Figure 2.3.8-01).

Purpose: This window is used to display the list of Exempt Item Reason Codes.

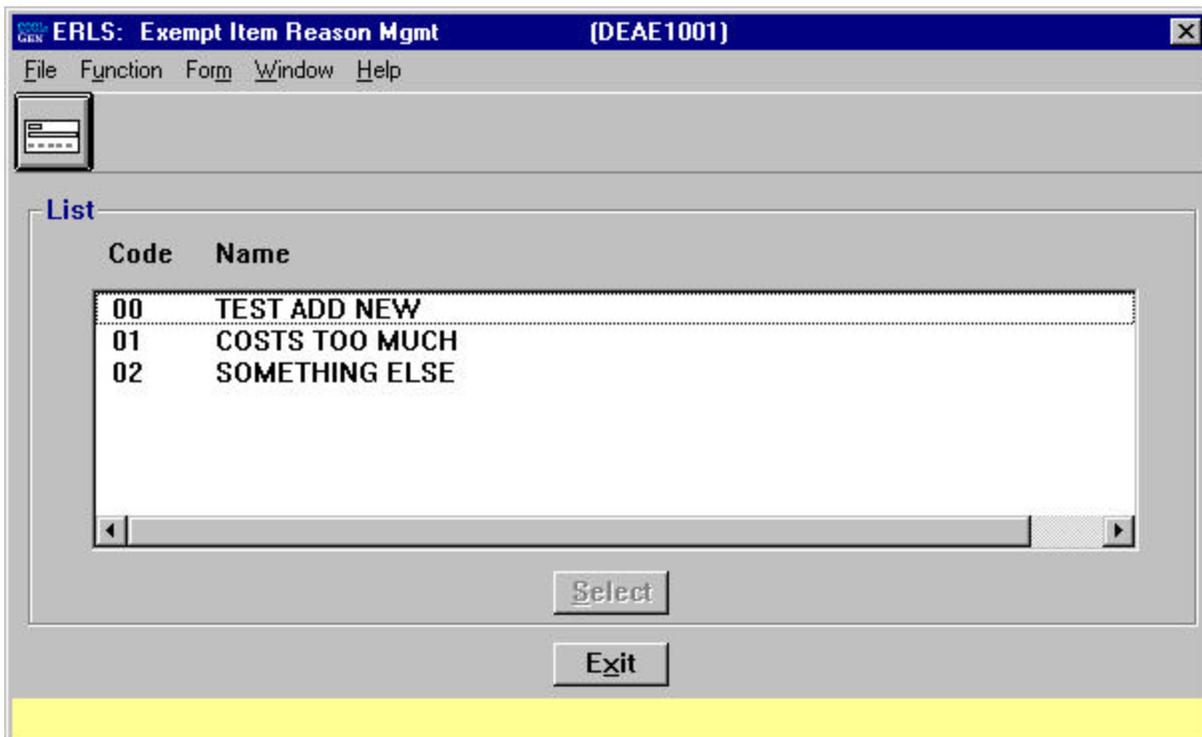


Figure 2.3.8-01 Exempt Item Reason Management

The Menu Bar contains five selections: File, Function, Form, Window and Help.

File has a drop down-menu of Add New, Details, and Exit. From the File Menu SELECT Add New to add a new Exempt Item Reason Code and Name on the Exempt Item Reason Detail window (Figure 2.3.8.1-01). SELECT an Exempt Item Reason from the List box. From the File menu SELECT Details to fill the Details box on the Exempt Item Reason Detail window. SELECT Exit to return to the Administration Menu.

Function is a placeholder at this time.

Form is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEAE1001. About states the name of the window and the program number.

CLICK on the **[ADD NEW ICON]** to go to the Exempt Item Reason Details window (Figure 2.3.8.1-01).

HIGHLIGHT an Exempt Item Reason in the list then CLICK on the **[SELECT]** button. The selected Exempt Item Reason Code and Name will be displayed on the Exempt Item Reason Details window (Figure 2.3.8.1-01)

The **[EXIT]** button takes the user back to the Administration Menu.

2.3.8.1 Exempt Item Reason Details

Purpose: This window is used to display the description of an Exempt Item Reason Code. You can add, modify or delete an Exempt Item Reason Code from this window, also.

The screenshot shows a window titled "ERLS: Exempt Item Reason Details (DEAE1001)". Inside the window, there is a "Details" section with three input fields: "Code" with the value "01", "Name" with the value "COSTS TOO MUCH", and "Description" with the value "TEST ADD DESCRIPTION". Below these fields are six buttons: "Add", "Modify", "Delete", "Refresh", "Clear", and "Cancel". At the bottom of the window, a yellow status bar displays the message "Display was successful".

Figure 2.3.8.1-01 Exempt Item Reason Details

The **[ADD]**, **[MODIFY]**, **[REFRESH]**, and **[DELETE]** buttons have limited access.

To ADD an Exempt Item Reason Code, ENTER the Exempt Item Reason CODE, NAME, and DESCRIPTION. CLICK on the [ADD] button.

To MODIFY an Exempt Item Reason Code Name or Description, SELECT an Exempt Item Reason Code from the Exempt Item Reason List box on the an Exempt Item Reason Management window. ENTER the changes in the Detail box. CLICK on the [MODIFY] button.

To DELETE an Exempt Item Reason Code, SELECT an Exempt Item Reason Code from the List box on the Exempt Item Reason Management window. CLICK on the [DELETE] button. There is a Delete Confirmation dialog box.

CLICK on the [REFRESH] button to restore the description to the original description before the [MODIFY] button is selected.

The [CLEAR] button clears the fields to enter new data.

The [CANCEL] button takes the user back to the Exempt Item Reason Management window.

2.3.9 Environmentally Friendly Items

SELECT Tables from the Administration Menu, then SELECT Environmentally Friendly Items. There are four selections from this sub menu: Environmental Attribute Classification Management, Environmental Attribute Code (ENAC) Management, Environmental Product Category Management, and Classification/Product/ENAC Management.

2.3.9.1 Environmental Attribute Classification Management

SELECT Tables from the Administration Menu, SELECT Environmentally Friendly Items, then SELECT Environmental Attribute Classification Management. The following window displays (Figure 2.3.9.1-01).

Purpose: This window is used to display the list of Environmental Attribute Classification codes and names.

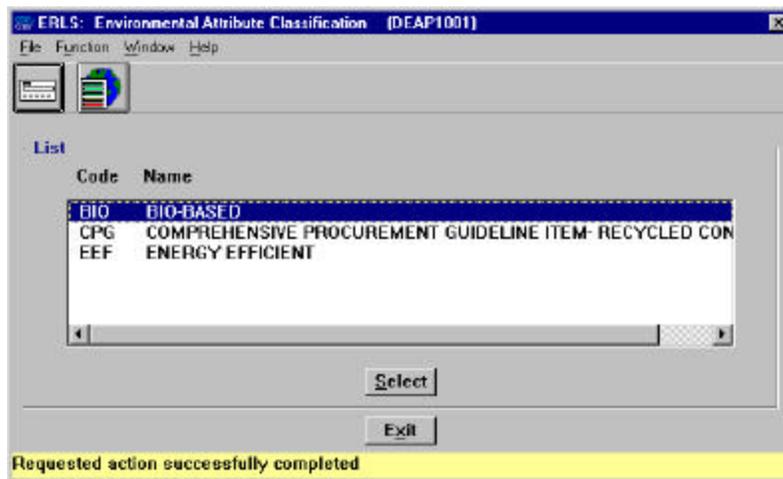


Figure 2.3.9.1-01 Environmental Attribute Classification Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Add New, Details, and Exit. From the File Menu Select Add New to add a new Environmental Attribute Classification Code, Name and Description on the Environmental Attribute Classification Detail window (Figure 2.3.9.1.1-01). Select an Environmental Attribute Classification from the List box. From the File menu Select Details to fill the Details box on the Environmental Attribute Classification Detail window. Select Exit to return to the Administration Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEAP1001. About states the name of the window and the program number.

CLICK on the **[ADD NEW ICON]** to go to the Environmental Attribute Classification Details window (Figure 2.3.9.1.1-01).

CLICK on the **[Env Att/Prod Cat/ENAC ICON]** to go to the Environmental Attribute/Product Category/ ENAC Management window (Figure 2.3.9.4-01).

HIGHLIGHT an Environmental Attribute Classification in the list then **CLICK** on the **[SELECT]** button. The selected Environmental Attribute Classification Code, Name and Description will be displayed on the Environmental Attribute Classification Details window (Figure 2.3.9.1.1-01)

The **[EXIT]** button takes the user back to the Administration Menu.

2.3.9.1.1 Environmental Attribute Classification Detail

Purpose: This window displays the details of an Environmental Attribute Classification Code, specifically the name and description. You can add, modify, or delete an Environmental Attribute Classification Code from this window, also.

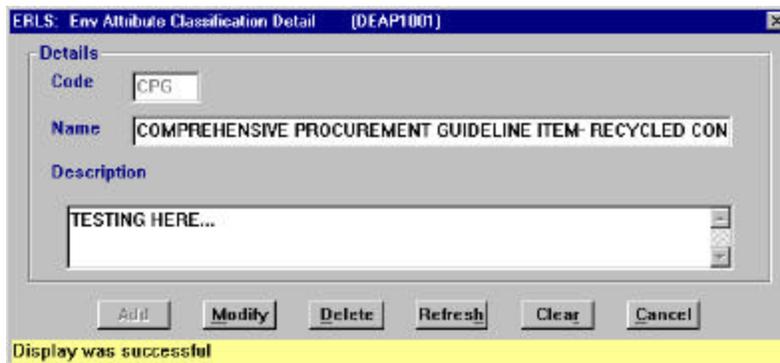


Figure 2.3.9.1.1-01 Environmental Attribute Classification Detail

The **[ADD]**, **[MODIFY]**, **[REFRESH]**, and **[DELETE]** buttons have limited access.

To **ADD** an Environmental Attribute Classification Code, **ENTER** the Environmental Attribute Classification **CODE**, **NAME**, and **DESCRIPTION**. **CLICK** on the **[ADD]** button.

To **MODIFY** an Environmental Attribute Classification Name or Description, **SELECT** an Environmental Attribute Classification Code from the Environmental Attribute Classification List box on the an Environmental Attribute Classification Management window. **ENTER** the changes in the Detail box. **CLICK** on the **[MODIFY]** button.

To **DELETE** an Environmental Attribute Classification Code, **SELECT** an Environmental Attribute Classification Code from the List box on the Environmental Attribute Classification Management window. **CLICK** on the **[DELETE]** button. There is a Delete Confirmation dialog box.

CLICK on the **[REFRESH]** button to restore the description to the original description before the **[MODIFY]** button is selected.

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button takes the user back to the Environmental Attribute Classification window.

2.3.9.2 Environmental Attribute Codes (ENAC)

SELECT Tables from the Administration Menu, **SELECT** Environmentally Friendly Items, then **SELECT** Environmental Attribute Code (ENAC) Management. The following window displays (Figure 2.3.9.2-01).

Purpose: This window is used to narrow the list of ENACs that will be displayed on the Environmental Attribute Code (ENAC) Management window (Figure.2.3.9.2.2-01).

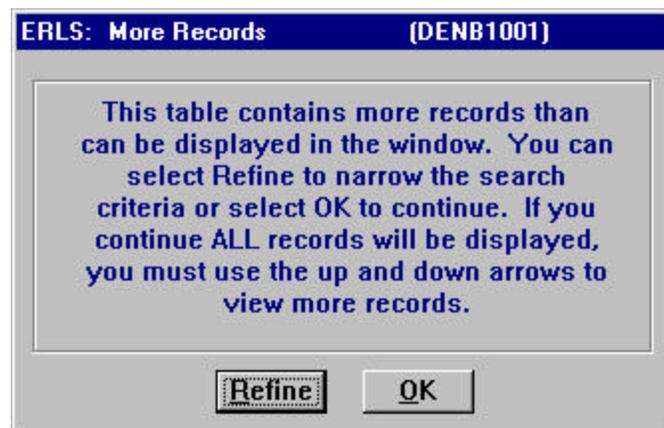


Figure 2.3.9.2-01 ENAC More Records

CLICK on the **[REFINE]** button to display the Expanded Search window (Figure 2.3.9.2.1-01).

CLICK on the **[OK]** button to display the Environmental Attribute Code (ENAC) window (Figure 2.3.9.2.2-01) with all ENACs available in ERLS listed.

2.3.9.2.1 Environmental Attribute Code (ENAC) Expanded Search

Purpose: This window is used to select a specific ENAC or a group of ENACs for display on the Environmental Attribute Code (ENAC) Management window (Figure 2.3.9.2.2-01).

The screenshot shows a dialog box titled "ERLS: Expanded Search (DENB1001)". It contains a "Search Criteria" section with a text box for "Code" containing "E%" and an empty text box for "Name". Below this is a "Sort By" section with two radio buttons: "Code" (selected) and "Name". At the bottom are three buttons: "OK", "Clear", and "Cancel".

Figure 2.3.9.2.1 ENAC Expanded Search

ENTER a specific code or name to narrow the search to only one ENAC. Enter a letter, number or combination along with the wildcard (%) in the Code or Name space to select a group of ENACs for display. CLICK on the **[Code]** radio button in the "Sort By" box to sort the list by ENAC. CLICK on **[NAME]** radio button in the "Sort By" box to sort the list by name. CLICK on the **[OK]** button to execute the search. All ENACs matching the search criteria will be displayed in the list on the Environmental Attribute Code (ENAC) Management window (Figure 2.3.9.2.2-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of ENACs.

2.3.9.2.2 Environmental Attribute Code (ENAC) Management

Purpose: This window is used to display the list of Environmental Attribute Codes (ENAC) and Environmental Attribute Code (ENAC) Names.

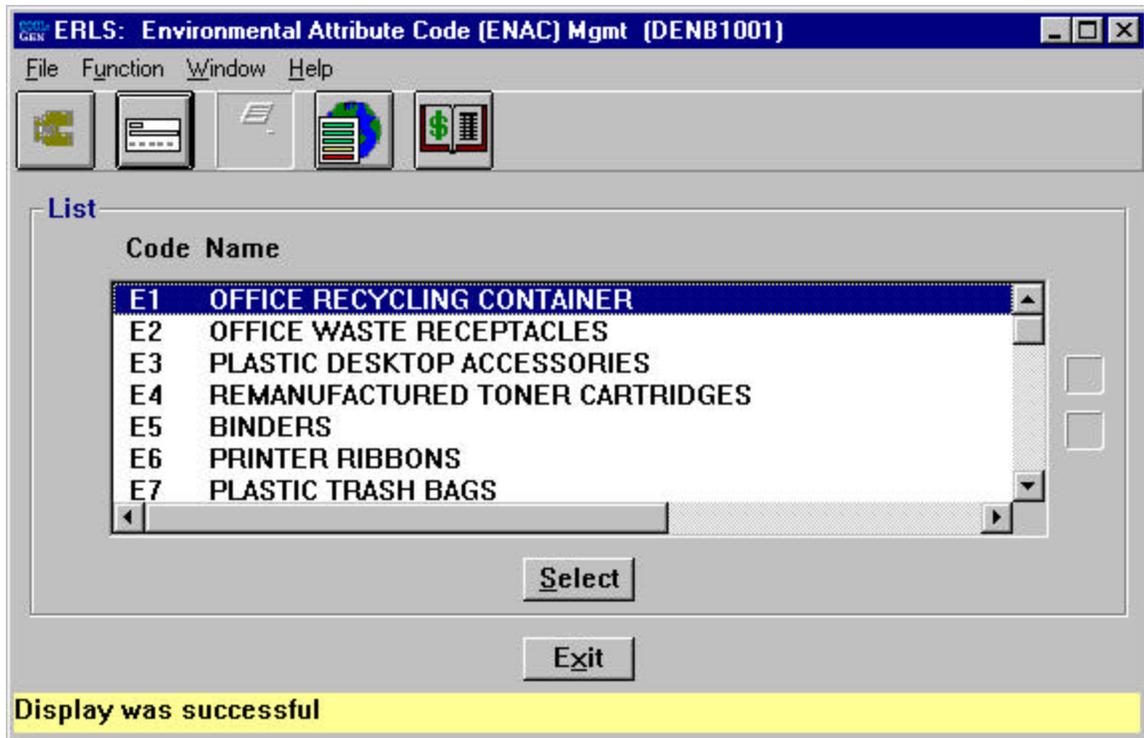


Figure 2.3.9.2.2-01 Environmental Attribute Code (ENAC) Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Add New, Details, and Exit. From the File Menu SELECT Add New to add a new ENAC on the Environmental Attribute Code (ENAC) Detail window (Figure 2.3.9.2.3-01). SELECT an ENAC from the List box. From the File menu SELECT Details to fill the Details box on the Environmental Attribute Code (ENAC) Detail window. SELECT Exit to return to the Administration Menu.

Function has a drop down-menu of Expanded Search and Print. From the Function Menu SELECT Expanded Search to go to the ENAC Expanded Search window (Figure 2.3.9.2.1-01). SELECT Print to print the list of records defined in the initial expanded search

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DENB1001. About states the name of the window and the program number.

CLICK on the **[EXPANDED SEARCH ICON]** to go to the ENAC Expanded Search window (Figure 2.3.9.2.1-01).

CLICK on the **[ADD NEW ICON]** to go to the Environmental Attribute Code (ENAC) Detail window (Figure 2.3.9.2.3-01).

CLICK on the **[PRINT ICON]** to print the list of ENACs that are displayed in the List box on the Environmental Attribute Code (ENAC) Management window (Figure 2.3.9.2.2-01).

CLICK on the **[Env Att Clsfn/Prod Cat/ENAC ICON]** to go to the Env Att Class/Product Category/ENAC Management window (Figure 2.3.9.4-01).

CLICK on the **[Env Att Code (ENAC) Mtrl Item ICON]** to go to the Env Att Code (ENAC) Material Item window (Figure 3.3.2.5-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT an ENAC in the list then CLICK on the **[SELECT]** button. The selected ENAC Code, Name and Description will be displayed on the Environmental Attribute Code (ENAC) Detail window (Figure 2.3.9.2.3-01)

The **[EXIT]** button takes the user back to the Administration Menu.

2.3.9.2.3 Environmental Attribute Code (ENAC) Details

Purpose: This window is used to add, modify or delete Environmental Attribute Codes, Names and Descriptions.

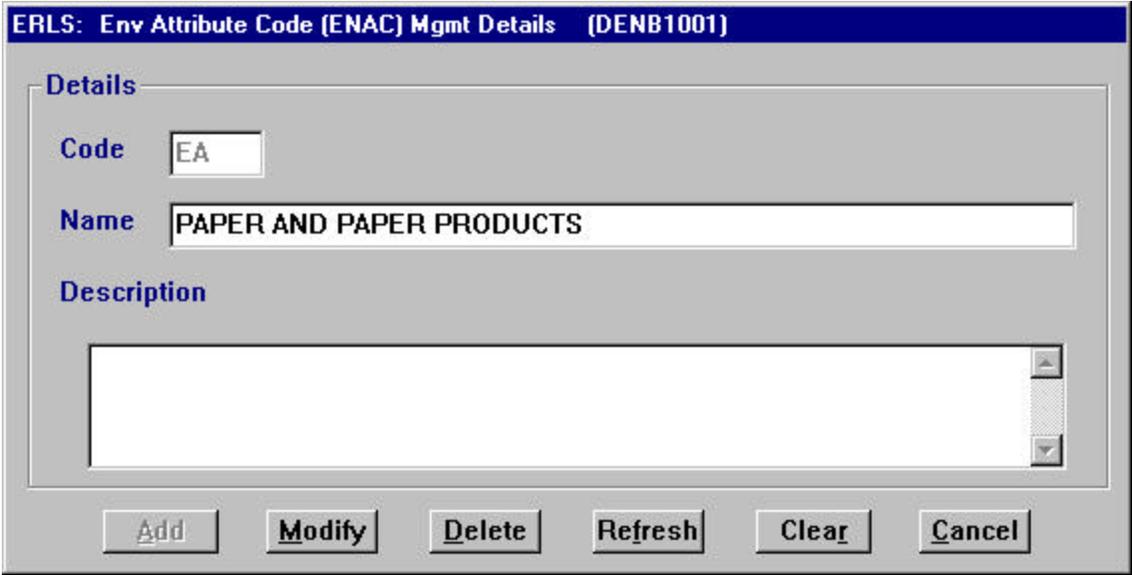


Figure 2.3.9.2.3-01 Env Attribute Code (ENAC) Mgmt Details

The **[ADD]**, **[MODIFY]**, **[DELETE]** and **[REFRESH]** buttons have limited access.

To ADD an ENAC, in the ENAC Details box, ENTER the ENAC CODE and NAME. ENTER a DESCRIPTION if needed. CLICK on the **[ADD]** button.

To MODIFY an ENAC Name or Description, SELECT an ENAC from the ENAC List box on the Environmental Attribute Code (ENAC) Management window. ENTER the changes in the Details box. CLICK on the [MODIFY] button.

To DELETE an ENAC, SELECT an ENAC from the List box on the Environmental Attribute Code (ENAC) Management window. CLICK on the [DELETE] button. There is a Delete Confirmation dialog box.

CLICK on the [REFRESH] button to restore the description to the original description before the [MODIFY] button is selected.

The [CLEAR] button clears the fields to enter new data.

The [CANCEL] button takes the user back to the Environmental Attribute Code (ENAC) Management window.

2.3.9.3 Environmental Product Category Management

SELECT Tables from the Administration Menu, SELECT Environmentally Friendly Items, then SELECT Environmental Product Category Management. The following window displays (Figure 2.3.9.3-01).

Purpose: This window is used to display the list of Environmental Product Category codes and names.

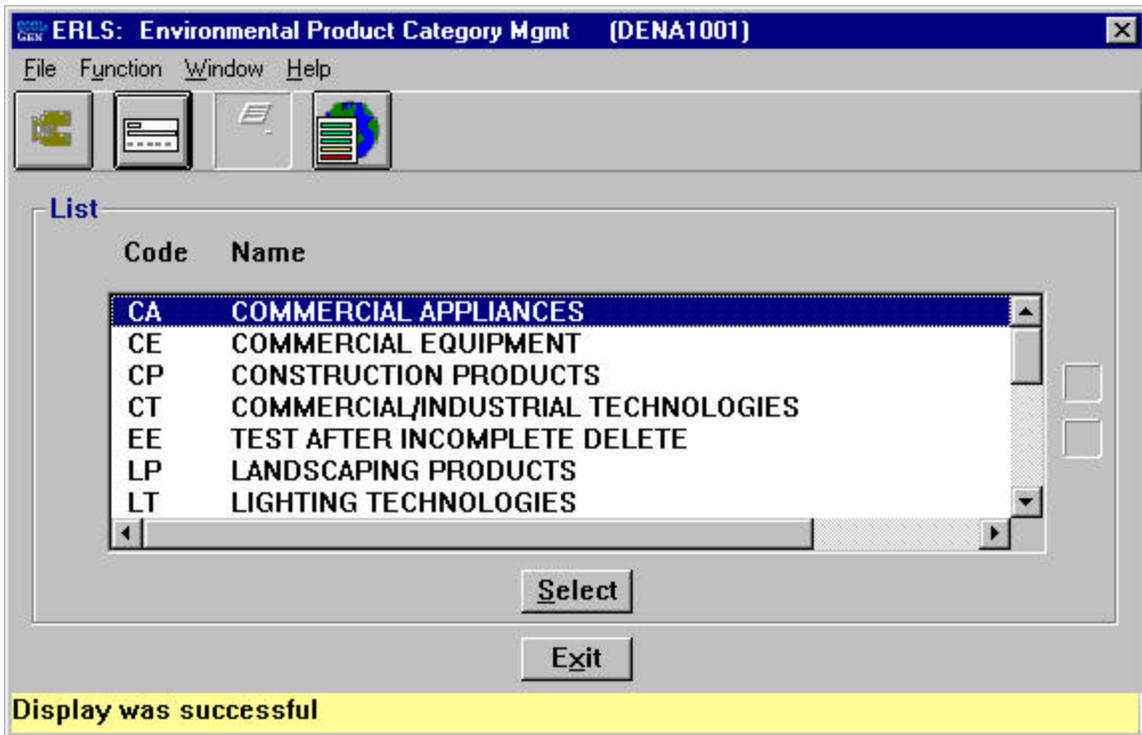


Figure 2.3.9.3-01 Environmental Product Category Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Add New, Details, Search and Exit. From the File Menu SELECT Add New to add a new Product Category on the Environmental Product Category Details window (Figure 2.3.9.3.2-01). SELECT a Product Category from the List box. From the File menu SELECT Details to fill the Details box on the Environmental Product Category Details window. SELECT Search to go to the Expanded Search window (Figure 2.3.9.3.1-01). SELECT Exit to return to the Administration Menu.

Function has a drop down-menu of Print. From the Function Menu SELECT Print to print the list of records.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DENA1001. About states the name of the window and the program number.

CLICK on the **[EXPANDED SEARCH ICON]** to go to the Environmental Product Category Expanded Search window (Figure 2.3.9.3.1-01).

CLICK on the **[ADD NEW ICON]** to go to the Environmental Product Category Details window (Figure 2.3.9.3.2-01).

CLICK on the **[PRINT ICON]** to print the list of Product Categories that are displayed in the List box on the Environmental Product Category Management window (Figure 2.3.9.3-01).

CLICK on the **[Env Att Clsfn/Prod Cat/ENAC ICON]** to go to the Env Att Class/Product Category/ENAC Management window (Figure 2.3.9.4-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a Product Category in the list then CLICK on the **[SELECT]** button. The selected Product Category Code, Name and Description will be displayed on the Environmental Product Category Details window (Figure 2.3.9.3.2-01)

The **[EXIT]** button takes the user back to the Administration Menu.

2.3.9.3.1 Environmental Product Category Expanded Search

Purpose: This window is used to select a specific Environmental Product Category or a group of Environmental Product Categories for display on the Environmental Product Category Management window (Figure 2.3.9.3-01).



Figure 2.3.9.3.1 Product Category Expanded Search

ENTER a specific code or name to narrow the search to only one Product Category Code. Enter a letter, number or combination along with the wildcard (%) in the Code or Name space to select a group of Product Categories for display. CLICK on the **[Code]** radio button in the “Sort By” box to sort the list by Product Category Code. CLICK on **[NAME]** radio button in the “Sort By” box to sort the list by name. CLICK on the **[OK]** button to execute the search. All Product Categories matching the search criteria will be displayed in the list on the Environmental Product Category Management window (Figure 2.3.9.3-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of Environmental Product Categories.

2.3.9.3.2 Environmental Product Category Management Details

Purpose: This window is used to add, modify or delete Environmental Product Category Codes, Names and Descriptions.



Figure 2.3.9.3.2-01 Environmental Product Category Management Details

The **[ADD]**, **[MODIFY]**, **[DELETE]** and **[REFRESH]** buttons have limited access.

To **ADD** a Product Category, in the Environmental Product Category Management Details box, **ENTER** the Product Category **CODE** and **NAME**. **ENTER** a **DESCRIPTION** if needed. **CLICK** on the **[ADD]** button.

To **MODIFY** a Product Category Name or Description, **SELECT** a Product Category from the Product Category List box on the Environmental Product Category Management window. **ENTER** the changes in the Details box. **CLICK** on the **[MODIFY]** button.

To **DELETE** a Product Category, **SELECT** a Product Category from the List box on the Environmental Product Category Management window. **CLICK** on the **[DELETE]** button. There is a Delete Confirmation dialog box.

CLICK on the **[REFRESH]** button to restore the description to the original description before the **[MODIFY]** button is selected.

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button takes the user back to the Environmental Product Category Management window.

2.3.9.4 Classification/Product/ENAC Management

SELECT Tables from the Administration Menu, **SELECT** Environmentally Friendly Items, then **SELECT** Classification/Product/ENAC Management. The following window displays (Figure 2.3.9.4-01).

Purpose: This window is used to display the list of Environmentally Preferred Item Category codes.

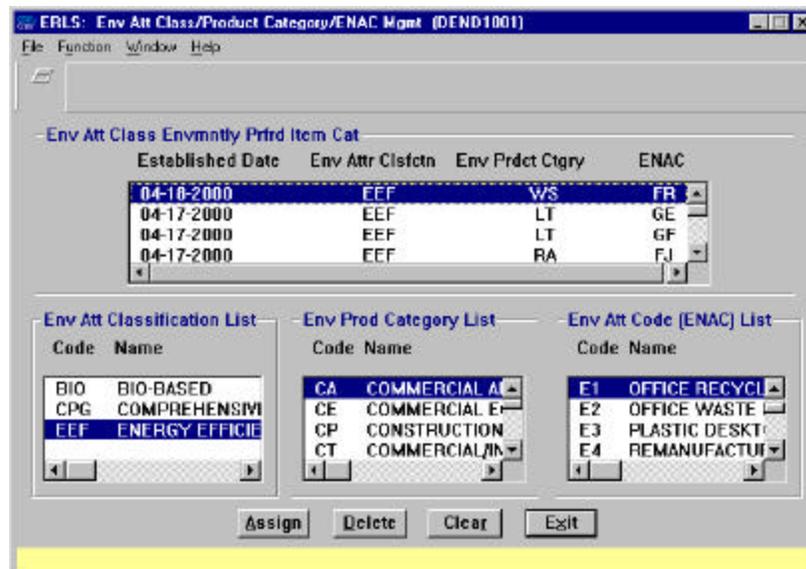


Figure 2.3.9.4-01 Classification/Product/ENAC Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Exit. **SELECT** Exit to return to the Administration Menu.

Function has a drop down-menu of Print. From the Function Menu **SELECT** Print to print the list of records.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEND1001. About states the name of the window and the program number.

CLICK on the **[PRINT ICON]** to print the list of Environmentally Preferred Item Categories that are displayed in the top List box on the Classification/Product/ENAC Management window (Figure 2.3.9.4-01).

The Environmentally Preferred Item Category List box displays all associations created for a selected Environmental Attribute Classification. To see a list of Environmentally Preferred Item Categories for the Environmental Attribute Classification Code CPG, **HIGHLIGHT** CPG from the Environmental Attribute Classification List box. All associations for CPG will appear in the Environmentally Preferred Item Categories List box.

The **[ASSIGN]** and **[DELETE]** buttons have limited access.

To **ASSIGN** an ENAC and Product Category to an Environmental Attribute Classification, **HIGHLIGHT** an Environmental Attribute Classification from the Environmental Attribute Classification Selection List box, **HIGHLIGHT** a Product Category from the Product Category Selection List box and **HIGHLIGHT** an ENAC from the ENAC Selection List box. This will enable the **[ASSIGN]** button. **CLICK** on the **[ASSIGN]** button. The Environmental Attribute Classification, Product Category, and the ENAC will appear in the Environmentally Preferred Item Categories List box at the top of the window. The Environmentally Preferred Item Categories box shows the Environmental Attribute Classification Code, Product Category Code, ENAC Code and the date the association between the three was created.

To **DELETE** an Environmentally Preferred Item Category from the top list box only, **HIGHLIGHT** the Preferred Item Category to enable the **[DELETE]** button. **CLICK** on the **[DELETE]** button. There is a Delete confirmation box to confirm or stop a deletion.

The **[CLEAR]** button clears the highlighted selections in the list boxes.

The **[EXIT]** button takes the user back to the Administration Menu.

2.3.10 Recovered Material Content Group

SELECT Tables from the Administration Menu, then **SELECT** Recovered Material Content Group. The following window displays (Figure 2.3.10-01).

Purpose: This window is used to display the list of Environmental Product Category codes and names.



Figure 2.3.10-01 Recovered Material Content Group Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Add New, Details, and Exit. From the File Menu SELECT Add New to add a new Recovered Material Content Group on the Recovered Material Content Group Detail window (Figure 2.3.10.2-01). SELECT a Recovered Material Content Group from the List box. From the File menu SELECT Details to fill the Details box on the Recovered Material Content Group Details window. SELECT Exit to return to the Administration Menu.

Function has a drop down-menu of Expanded Search and Print. From the Function Menu SELECT Expanded Search to go to the Recovered Material Content Group Expanded Search window (Figure 2.3.10.1-01). SELECT Print to print the list of records available in the list box.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DENE1001. About states the name of the window and the program number.

CLICK on the **[EXPANDED SEARCH ICON]** to go to the Recovered Material Content Group Expanded Search window (Figure 2.3.10.1-01).

CLICK on the **[ADD NEW ICON]** to go to the Recovered Material Content Group Details window (Figure 2.3.10.2-01).

CLICK on the **[Rcvrd Mtrl Cntnt Grp Agency Reg ICON]** to go to the Rcvrd Mtrl Cntnt Grp Agency Rgltn Management window (Figure 2.3.10.3-01).

CLICK on the **[PRINT ICON]** to print the list of Recovered Material Content Groups that are displayed in the List box on the Recovered Material Content Group Management window (Figure 2.3.10-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a Recovered Material Content Group in the list and then CLICK on the **[SELECT]** button. The selected Recovered Material Content Group will be displayed on the Recovered Material Content Group Agency Regulation Management window (Figure 2.3.10.3-01)

The **[EXIT]** button takes the user back to the Administration Menu.

2.3.10.1 Recovered Material Content Group Expanded Search

Purpose: This window is used to select a specific Recovered Material Content Group or a list of Recovered Material Content Groups for display on the Recovered Material Content Group Management window (Figure 2.3.10-01).

ERLS: Expanded Search (DENE1001)

Expanded Search

Expanded Search is either by Recovered Material Content Group Name or ENAC. Wildcards [%] may be used in your search pattern.

ENAC

Rec Mtrl Cntnt Grp Name

Sort By

Rec Mtrl Cntn Grp Name

ENAC

OK Clear Cancel

Figure 2.3.10.1-01 Recovered Material Content Group Expanded Search

ENTER a specific ENAC code or Recovered Material Content Group name to narrow the search to only one Recovered Material Content Group. Enter a letter, number or combination along with the wildcard (%) in the ENAC or Recovered Material Content Group Name space to select a list

of Recovered Material Content Groups for display. CLICK on the **[ENAC]** radio button in the “Sort By” box to sort the list by ENAC Code. CLICK on **[Recovered Material Content Group NAME]** radio button in the “Sort By” box to sort the list by name. CLICK on the **[OK]** button to execute the search. All Recovered Material Content Groups matching the search criteria will be displayed in the list on the Recovered Material Content Group Management window (Figure 2.3.10-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of Recovered Material Content Groups.

2.3.10.2 Recovered Material Content Group Details

Purpose: This window is used to add, modify or delete Recovered Material Content Groups.

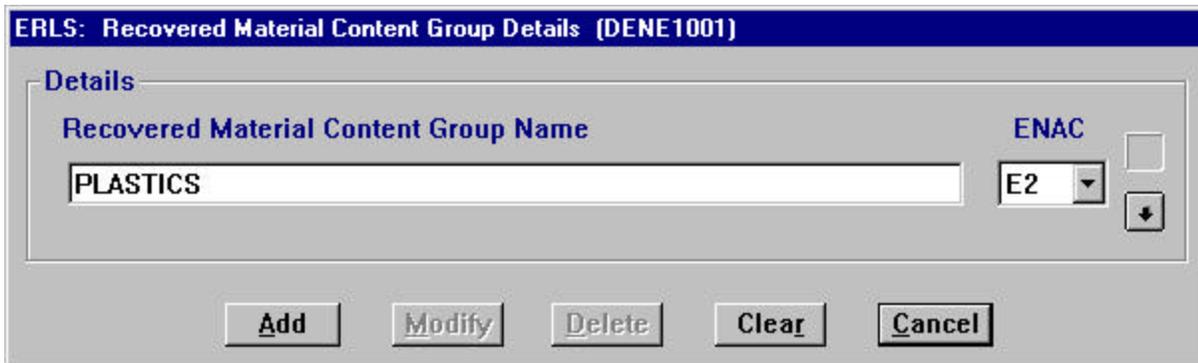


Figure 2.3.10.2-01 Recovered Material Content Group Details

The **[ADD]**, **[MODIFY]**, and **[DELETE]** buttons have limited access.

To ADD a Recovered Material Content Group, in the Recovered Material Content Group Details box, ENTER the RECOVERED MATERIAL CONTENT GROUP NAME. SELECT an ENAC from the drop down list box. CLICK on the **[ADD]** button. A dialog box will appear asking if you want to add a Recovered Material Content Group regulation. CLICK **[YES]** to add a regulation. CLICK **[NO]** to add the Recovered Material Content Group without a regulation.

To MODIFY a Recovered Material Content Group Name, SELECT a Recovered Material Content Group from the Recovered Material Content Group List box on the Recovered Material Content Group Management window. ENTER the changes in the Details box. CLICK on the **[MODIFY]** button.

To DELETE a Recovered Material Content Group, SELECT a Recovered Material Content Group from the List box on the Recovered Material Content Group Management window. CLICK on the **[DELETE]** button. There is a Delete Confirmation dialog box.

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button takes the user back to the Recovered Material Content Group Management window.

2.3.10.3 Recovered Material Content Group Agency Regulation Management

Purpose: This window is used to display the list of Regulatory Agencies that regulate a specific Recovered Material Content Group.

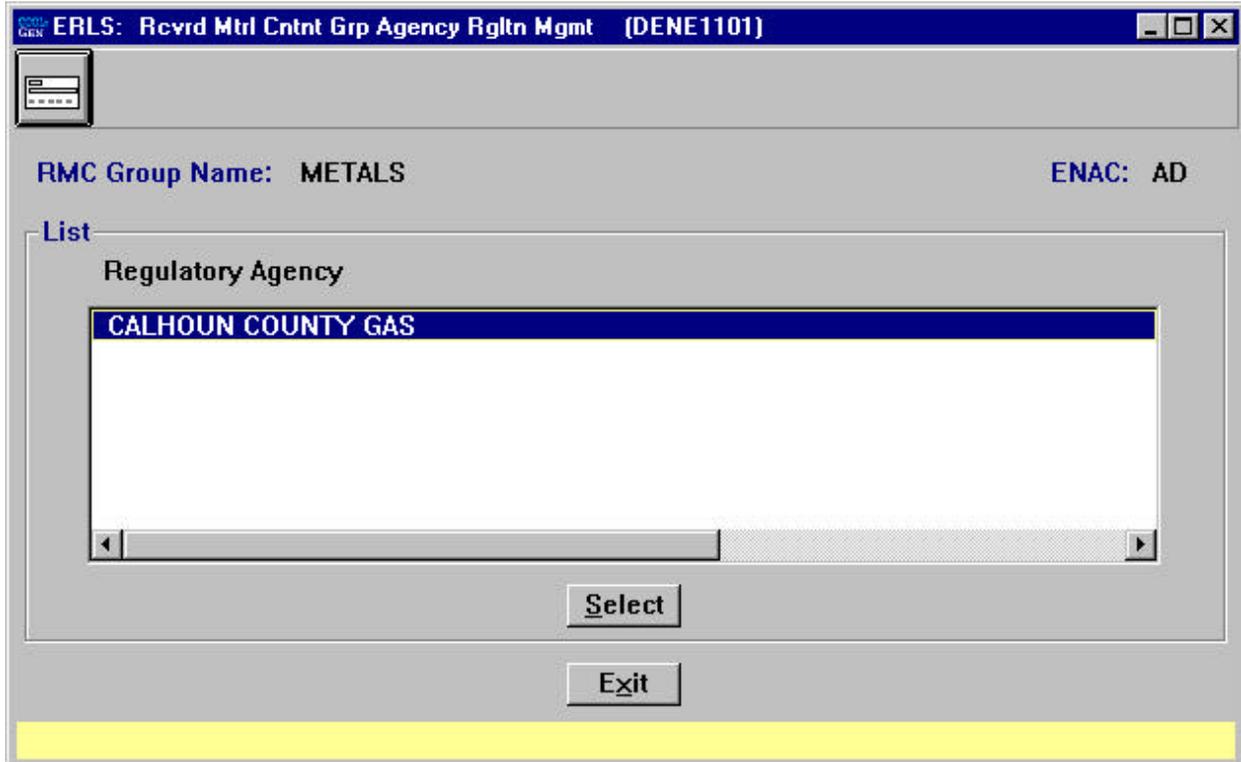


Figure 2.3.10.3-01 Recovered Material Content Group Agency Regulation Management

CLICK on the **[ADD NEW ICON]** to go to the Recovered Material Content Group Agency Regulation Details window (Figure 2.3.10.3.1-01).

HIGHLIGHT a Regulatory Agency in the list and then CLICK on the **[SELECT]** button. The selected Regulatory Agency will be displayed on the Recovered Material Content Group Agency Regulation Details window (Figure 2.3.10.3.1-01)

The **[EXIT]** button takes the user back to the Recovered Material Content Group Management window.

2.3.10.3.1 Recovered Material Content Group Agency Regulation Details

Purpose: This window is used to add, modify or delete Recovered Material Content Group Agency Regulations.

Figure 2.3.10.3.1-01 Recovered Material Content Group Agency Regulation Details

The **[ADD]**, **[MODIFY]**, and **[DELETE]** buttons have limited access.

To **ADD** an Agency Regulation, in the Recovered Material Content Group Agency Regulation Details window, **SELECT** the Regulatory Agency from the drop down list box. **ENTER** the appropriate percentages in the correct fields. **CLICK** on the **[ADD]** button.

To **MODIFY** the percentages only for a Recovered Material Content Group Agency Regulation , **SELECT** a Regulatory Agency from the List box on the Recovered Material Content Group Agency Regulation Management window. **ENTER** the changes in the Details box. **CLICK** on the **[MODIFY]** button.

To **DELETE** a Recovered Material Content Group Agency Regulation, **SELECT** a Regulatory Agency from the List box on the Recovered Material Content Group Agency Regulation Management window. **CLICK** on the **[DELETE]** button. There is a Delete Confirmation dialog box.

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button takes the user back to the Recovered Material Content Group Agency Regulation Management window.

2.4 Security

SELECT Security from the Administration Menu. The following window displays (Figure 2.4.1-01).

2.4.1 User Management

Purpose: This window is used to add a new user to the system, or to update the access of a user.

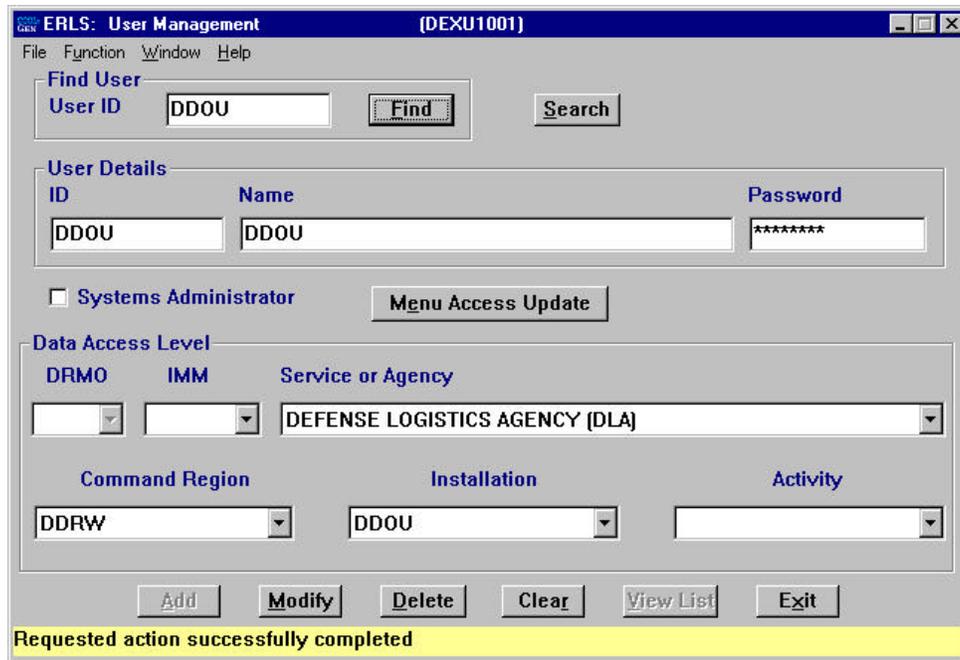


Figure 2.4.1-01 User Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Detail and Exit. ENTER a User ID in the Find User box. From the File menu, Select Detail to display the user Details. Select Exit to return to the Administration Menu.

Function has a drop down menu of Expanded Search. From the Function menu, Select. Expanded Search to display the User Management Expanded Search window.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for DEXU1001.EXE. About states the name of the window and the program number.

To begin using the ERLS system, the security administrator will add the new user to the system using the User Management window (DEXU1001) (Figure 2.4.1-01).

In the Find User box ENTER the User ID. **CLICK** on the **[FIND]** button to fill the User Details.

CLICK on the **[SEARCH]** button to go to the ERLS: User Search Criteria window (Figure 2.4.1.1-01).

Entering data into the User Details box will enable the **[MENU ACCESS UPDATE]** button. **CLICK** on the **[MENU ACCESS UPDATE]** button to go to the User Menu Access window (Fig-

ure 2.4.1.2-01). Through the **[MENU ACCESS UPDATE]** button the System Administrator can change the permissions of a user to None, Update, or Read only.

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

To ADD a new user, ENTER the User Details in the User details box. This enables the **[ADD]** button, CLICK on the **[ADD]** button.

To MODIFY User Detail, ENTER a User ID in the Find User box. CLICK on **[FIND]** button to fill the User Details box. Make the changes. CLICK on the **[MODIFY]** button.

To DELETE User Detail, ENTER a User ID in the Find User box. CLICK on **[FIND]** button to fill the User Details box. CLICK on the **[DELETE]** button. A Delete Confirmation box will be displayed.

To view the selection list of users from the most recent search, CLICK on the **[VIEW LIST]** button. The User Selection List (Figure 2.4.1.1.1-01) will be displayed.

The Data Access Level box is used by the System Administrator to setup new user ID's and change user data.

CHECK the System Administrator check box. The Systems Administrator makes changes to the DRMO, IMM, Service or Agency, Command Region, Installation, and the Activity for a specific user. Also the System Administrator can change the menu access permissions of a user through the **[MENU ACCESS UPDATE]** button.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the Administration menu.

2.4.1.1 User Search Criteria

Purpose: This window is used to search for user data (Figure 2.4.1.1-01).

The screenshot shows a window titled "ERLS: User Search Criteria (DEXU1001)". Inside the window, there is a section labeled "Search By User" containing two text input fields. The first field is labeled "ID" and contains the text "0%". The second field is labeled "Name" and is currently empty. Below the search fields is a "Sort By" section with two radio button options: "ID" (which is selected) and "Name". At the bottom of the window, there are three buttons: "List", "Clear", and "Cancel".

Figure 2.4.1.1-01 User Search Criteria

ENTER a letter, number or combination along with the wildcard (%) in the ID or Name space to bring up a list of users to select from. CLICK on the **[ID]** radio button in the “Sort By” box to sort the list by User ID. CLICK on **[NAME]** radio button in the “Sort By” box to sort the list by name. CLICK on the **[LIST]** button to execute the search. All Users matching the search criteria will be displayed in the User Selection List window (Figure 2.4.1.1.1-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and returns to the User Management window.

2.4.1.1.1 User Selection List

Purpose: This window (Figure 2.4.1.1.1-01) displays a list of users matching the selection criteria entered on the User Search Criteria window.

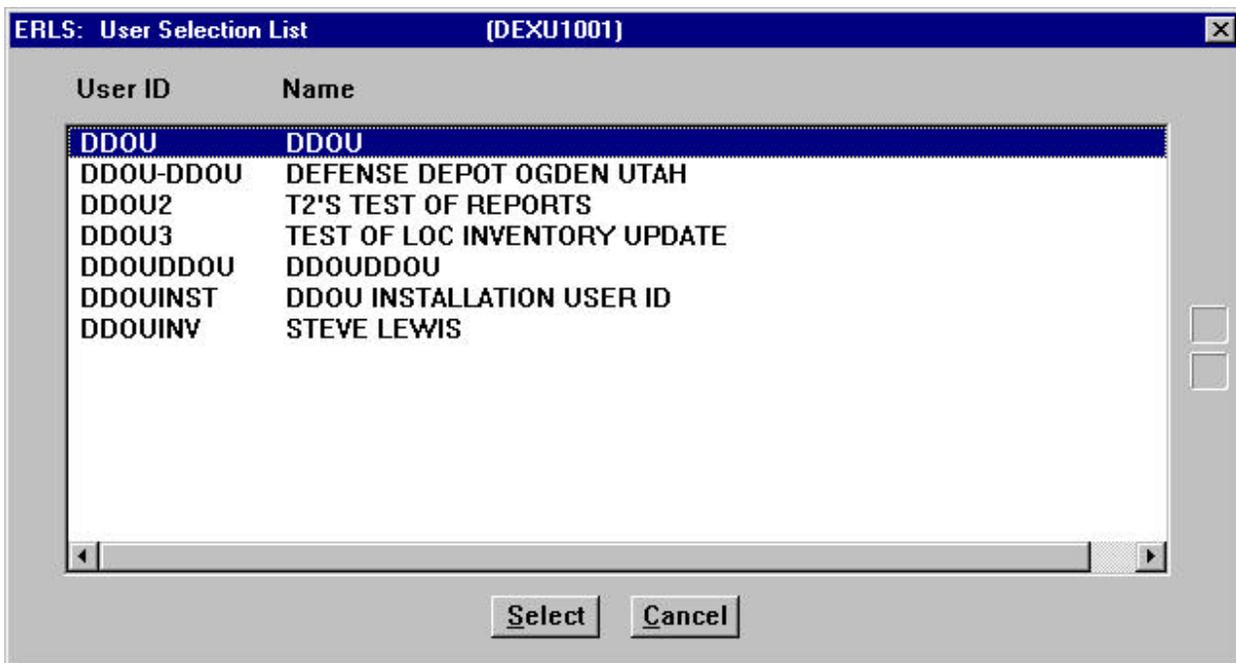


Figure 2.4.1.1.1-01 User Selection List

HIGHLIGHT a User ID in the list and then CLICK on the **[SELECT]** button. The selected User will be displayed on the User Management window (Figure 2.4.1-01)

The **[CANCEL]** button takes the user back to the User Management window.

2.4.1.2 User Menu Access

Purpose: This window allows the system administrator to grant or revoke user permissions to menus in ERLS.

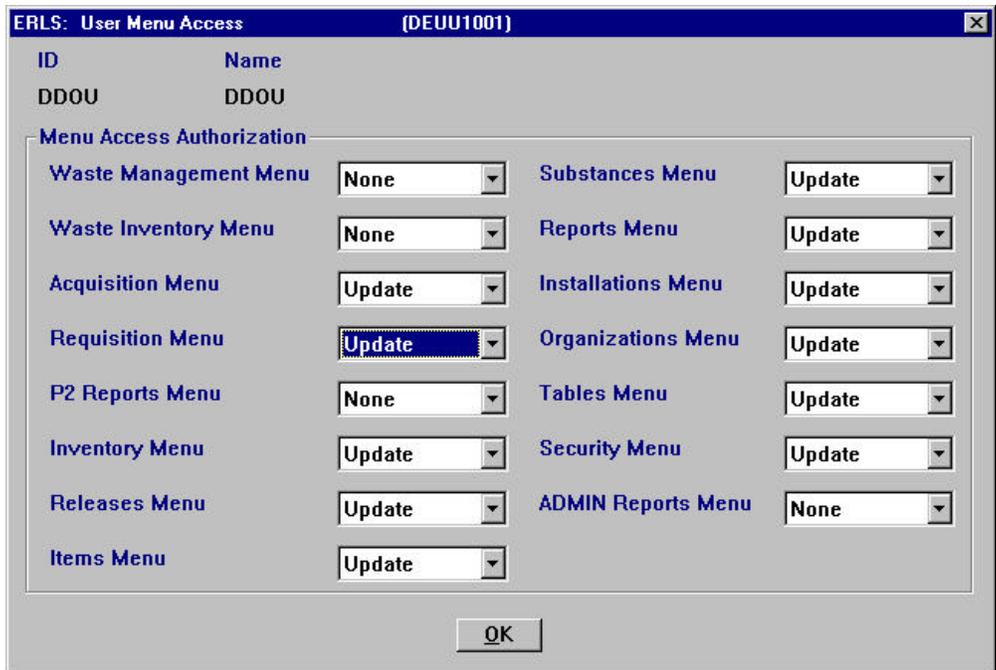


Figure 2.4.1.2-01 User Menu Access

CLICK on the arrow in the drop down list box to change the menu access permissions of a user to None, Read, or Update. CLICK **[OK]** when finished. A dialog box will be displayed reminding you to CLICK **[ADD]** or **[MODIFY]** on the User Management window to complete the changes.

2.4.2 Security Audit

SELECT Security from the Administration Menu and then SELECT Security Audit. The following window is displayed (Figure 2.4.2-01).

Purpose: From this window the user may choose to view all the security audit records or go to the Expanded Search (Figure 2.4.2.1-01) window where the desired records can be defined in a search.

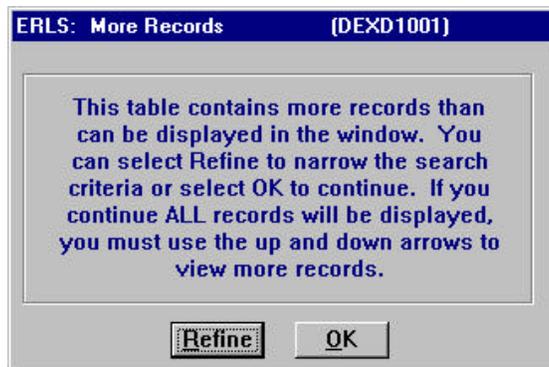


Figure 2.4.2-01 Security Audit More Records

CLICK on the **[REFINE]** button to display the Expanded Search window (Figure 2.4.2.1-01).

CLICK on the **[OK]** button to display the Security Audit window (Figure 2.4.2.1.1-01) with all Security Audit records listed.

2.4.2.1 Security Audit Expanded Search

Purpose: This window (Figure 2.4.2.1-01) allows the user to search for a specific Security Audit record or a group of records.

The screenshot shows a dialog box titled "ERLS: Expanded Search (DEXD1001)". It contains a section for "Expanded Search" with the following fields: "User ID" (text box containing "BILL1%"), "and/or", "Action" (dropdown menu showing "All Actions"), "and/or enter beginning AND ending date and time", "From" (text box), and "To" (text box). Below this is a "Sort By" section with three radio buttons: "Date/Time" (selected), "User ID", and "Action". At the bottom are three buttons: "OK", "Clear", and "Cancel".

Figure 2.4.2.1-01 Security Audit Expanded Search

ENTER a specific User ID, Action or a date range to narrow the search. Enter a letter, number or combination along with the wildcard (%) in the first box to select a group of records for display. SELECT an Action from the dropdown box or SELECT "ALL ACTIONS. Enter a date range to view records within a certain time frame. Any combination of the three selections may be made. SELECT **[DATE/TIME]** in the "Sort By" box to sort the list by date and time. SELECT **[USER ID]** in the "Sort By" box to sort the list by user ID. SELECT **[ACTION]** in the "Sort By" box to sort the list by actions. SELECT the **[OK]** button to execute the search. All records matching the search criteria will be displayed in the list on the Security Audit window (Figure 2.4.2.1.1-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of error records.

2.4.2.1.1 Security Audit Management

Purpose: This window (Figure 2.4.2.1.1-01) displays a list of security audit events for inquiry.

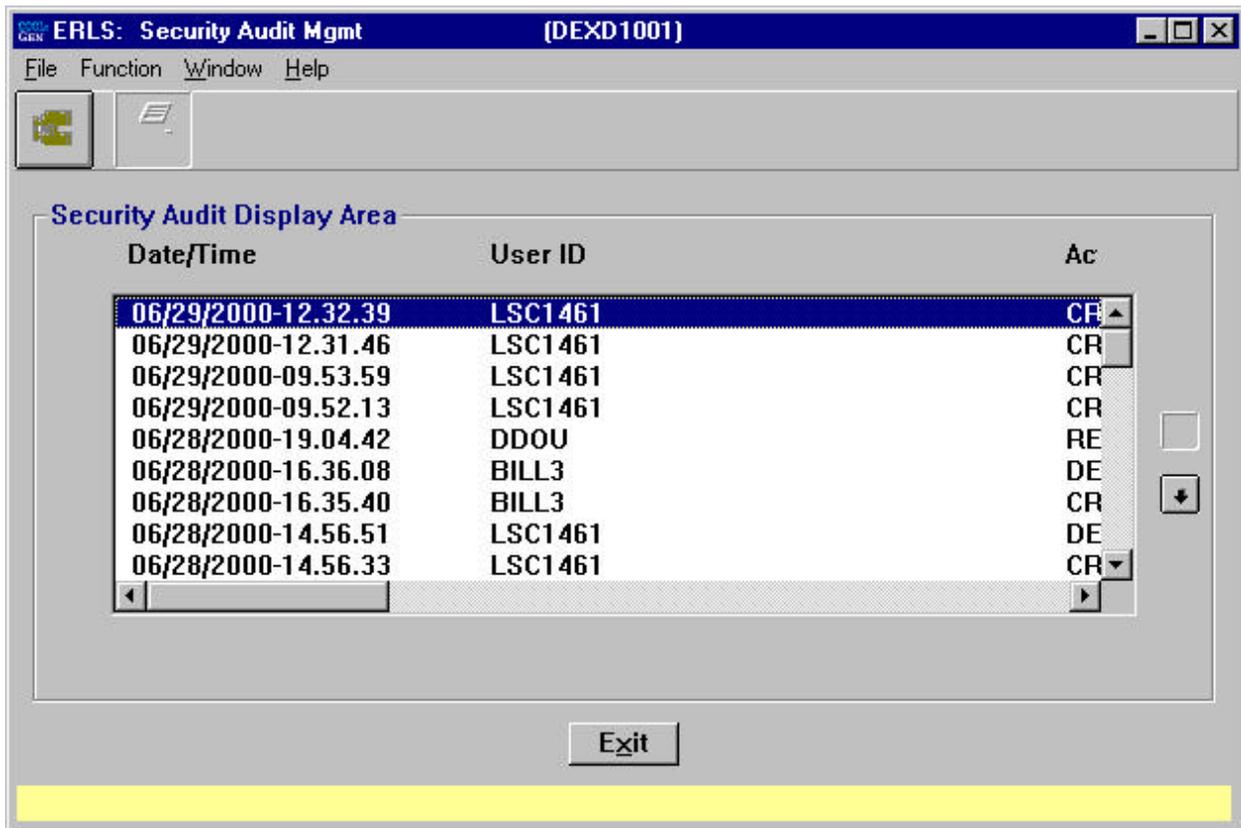


Figure 2.4.2.1.1-01 Security Audit Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Detail and Exit. **SELECT** a Security Audit record from the list box. From the File menu, **SELECT** Detail to display the Security Audit Details. **SELECT** Exit to return to the Administration Menu.

Function has a drop down menu of Search and Print. From the Function menu, **SELECT** Search to display the Security Audit Expanded Search window (Figure 2.4.2.1-01). **SELECT** Print to print the list of security audit event records.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for DEXD1001.EXE. About states the name of the window and the program number.

CLICK on **[EXPANDED SEARCH ICON]** to go to the Expanded Search window (Figure 2.4.2.1-01).

CLICK on the **[PRINT ICON]** to print the list of Security Audit records.

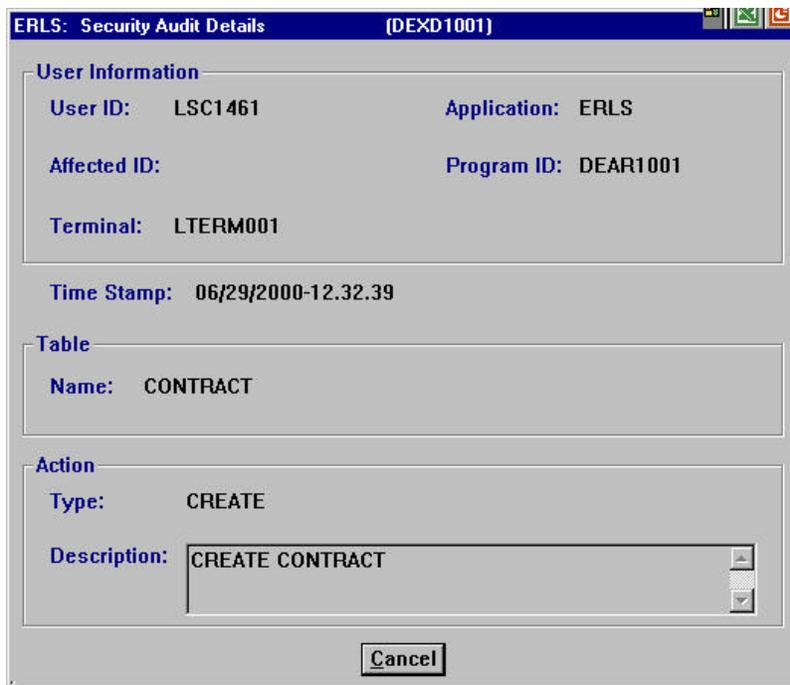
HIGHLIGHT a security audit event record in the list and double click. The details of the event will be displayed on the Security Audit Details window (Figure 2.4.2.1.2-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

The [EXIT] button takes the user back to the Administration menu.

2.4.2.1.2 Security Audit Details

Purpose: This window (Figure 2.4.2.1.2-01) displays information about a selected Security Audit event.



The screenshot shows a window titled "ERLS: Security Audit Details (DEXD1001)". It contains the following information:

- User Information:**
 - User ID: LSC1461
 - Application: ERLS
 - Affected ID:
 - Program ID: DEAR1001
 - Terminal: LTERM001
- Time Stamp:** 06/29/2000-12.32.39
- Table:**
 - Name: CONTRACT
- Action:**
 - Type: CREATE
 - Description: CREATE CONTRACT

A "Cancel" button is located at the bottom center of the window.

Figure 2.4.2.1.2-01 Security Audit Details

Click on the [CANCEL] button to return to the Security Audit Management window (Figure 2.4.2.1.1-01).

2.5 Reports

This section is currently under development.

3. ERLS COMPLIANCE MENU

Purpose: The Compliance Menu handles processes related to environmental compliance procedures.



Figure 3-01 ERLS Compliance Menu

The ERLS Compliance Menu identifies compliance capabilities available in ERLS. When a user is added to the ERLS system, the security administrator will enable the capabilities required by a particular user.

There are five menu selections plus Window and Help in the compliance portion of the ERLS system. To select one of the menu choices, use the mouse and CLICK the left button one time to view the drop down list. Then CLICK one of the choices on the drop-down list.

3.1 Inventory

SELECT Inventory from the Compliance Menu, and then SELECT Local Inventory Update. The following window displays (Figure 3.1.1-01) when the user is authorized to add inventory.

3.1.1 Local Inventory Update

Purpose: This process is used to add inventory data to the system. Only records not reflected in DSS, BOSS or DAISY are added in this window. This window is used to identify the Function or Process you wish to add inventory data to. Only users defined by Security with specific Command, Installation, and Activity designation for this window will be able to update inventory on this window. Inventory is assigned to Storage Locations within the Function/Process activities. The Storage Location must already be established in ERLS before inventory can be added to it.

NOTE: When accessing Local Inventory Update, Activity users will first receive the Local Inventory Activity Selection List window (Figure 3.1.1-02); DRMO users will receive the Local Inventory DRMO Selection List window (Figure 3.1.1-03).

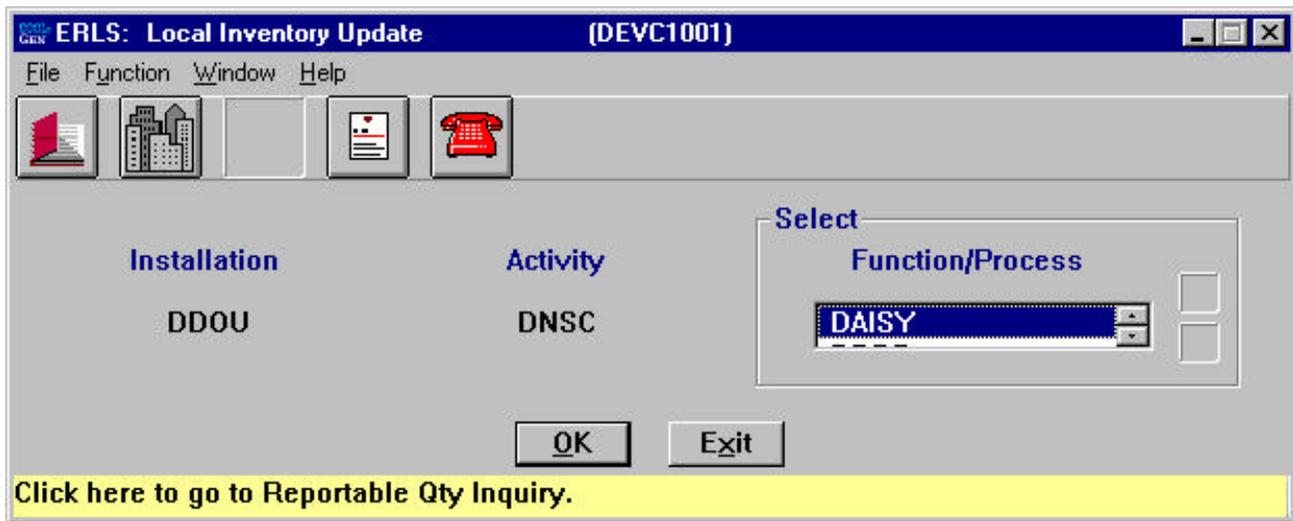


Figure 3.1.1-01 Local Inventory Update

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Activity Selection List, DRM0 Selection List and Exit. Select Exit to return to the Compliance Menu. Select Activity Selection List to see all of the activities for a given installation that you are authorized to update. A selection list will be provided with the authorized activities. Select DRM0 Selection List when you are a DRMO Level 1 user and can access other DRMOs at multiple installations. A selection list will be provided with the authorized installations.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated

Help file for the windows and the elements on the windows that are numbered with DEVC1001. About states the name of the window and the program number.

If the user is authorized to update inventory, DOUBLE CLICK on the Function/Process to go directly to the Local Inventory Update Details window (Figure 3.1.1.1-01) or CLICK on the Function/Process and then CLICK the **[OK]** button to go to the Local Inventory Update Details window. If a user is not authorized to update inventory, the Local Inventory Update Details window is not displayed.

CLICK on the **[CHEMICAL INVENTORY INQUIRY ICON]** to go to the Chemical Inventory Inquiry window (Figure 3.1.2-01).

CLICK on the **[ACTIVITY SELECTION LIST ICON]** to go to the Activity Selection List window (Figure 3.1.1-02).



Figure 3.1.1-02 Activity Selection List

After highlighting the Activity **[SELECT]** will bring up the Local Inventory Update window (Figure 3.1.1-01). Selecting **[CANCEL]** on the initial entry into Local Inventory Update window will take the user back to the ERLS Compliance Menu. If the Local Inventory Activity Selection List is accessed using the Activity Selection List icon on the Local Inventory Update tool bar, then **[CANCEL]** will return the user back to the Local Inventory Update window.

CLICK on the **[DRMO SELECTION LIST ICON]** to go to the DRMO Selection List window (Figure 3.1.1-03).

After highlighting a DRMO installation and then highlighting a DRMO activity **[SELECT]** will bring up the Local Inventory Update window (Figure 3.1.1-01). Selecting **[EXIT]** on the initial entry into Local Inventory Update window will take the user back to the ERLS Compliance Menu. If the Local Inventory DRMO Selection List is accessed using the DRMO Selection List icon on the Local

Inventory Update tool bar, then **[EXIT]** will return the user back to the Local Inventory Update window.

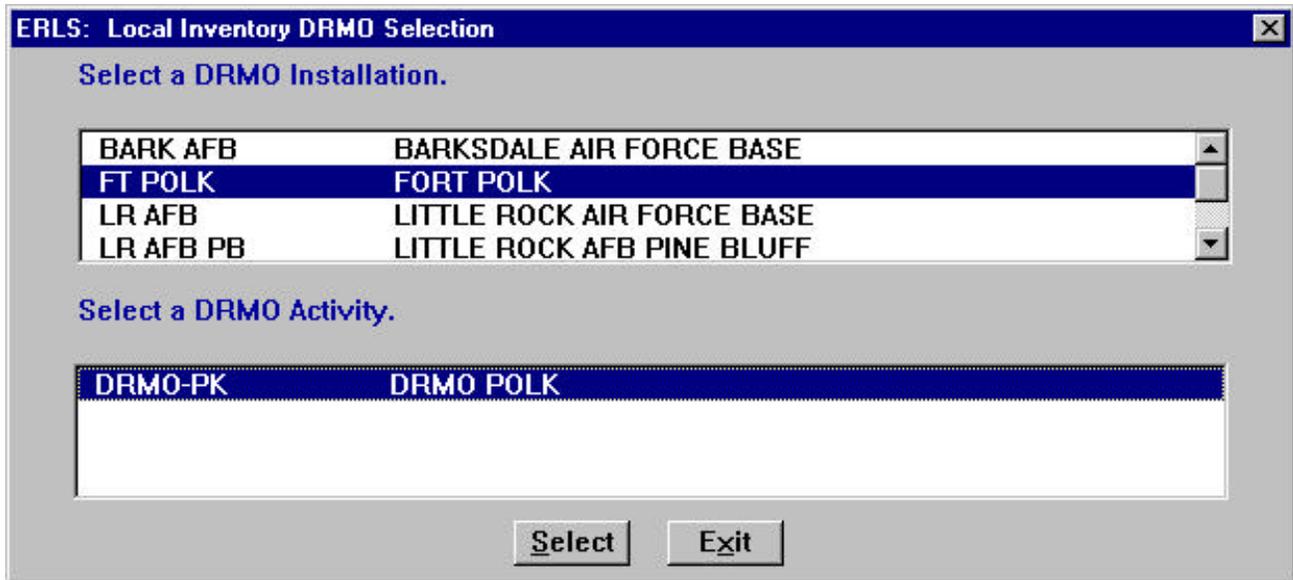


Figure 3.1.1-03 DRMO Selection List

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

In the Select box CLICK on the Function or Process holding the hazardous material. The **[OK]** button is enabled. CLICK the **[OK]** button to open the Local Inventory Update window (Figure 3.1.1-01).

The **[EXIT]** button will take the user back to the ERLS: Compliance Menu.

Local Inventory Update Details

Purpose: This window is used to update local inventory (Figure 3.1.1.1-01 Local Inventory Update Details).

ERLS: Local Inventory Update Details (DEVC1001)

Installation	Activity	Function/Process
DDOU	DNSC	DAISY

Select Storage Location

B010206B1

Local Inventory Update Details

Balance 05-22-2000

MSDS

Local HMIS

Stock Number

LSN NSN Quantity 0

Code Name

Unit of Issue AT ASSORTMENT

Add Clear Cancel

Figure 3.1.1.1-01 Local Inventory Update Details

The user must be authorized to add detail to the Local Inventory.

To ADD an Inventory item, SELECT a Storage Location from the drop down box. ENTER all the details in the Local Inventory Update Details box. The LSN or NSN is mandatory and the on-hand Quantity is mandatory. SELECT a Unit of Issue. CLICK on the **[ADD]** button. The inventory will be added immediately and appear in the Location MSDS Inquiry window, but the chemical inventory will not be calculated until the ERLS nightly batch job is processed. Local inventory must be added for each day that it is stored on your site.

The **[CLEAR]** button clears data from the fields.

The **[CANCEL]** button returns the user to the Local Inventory window

3.1.2 Chemical Inventory Inquiry

SELECT Inventory from the Compliance Menu, and then SELECT Chemical Inventory inquiry. The following window displays (Figure 3.1.2-01).

Purpose: This window allows users to inquire the chemical inventory for an installation. Initiate more detailed inquiries by selecting an activity and a function or process.

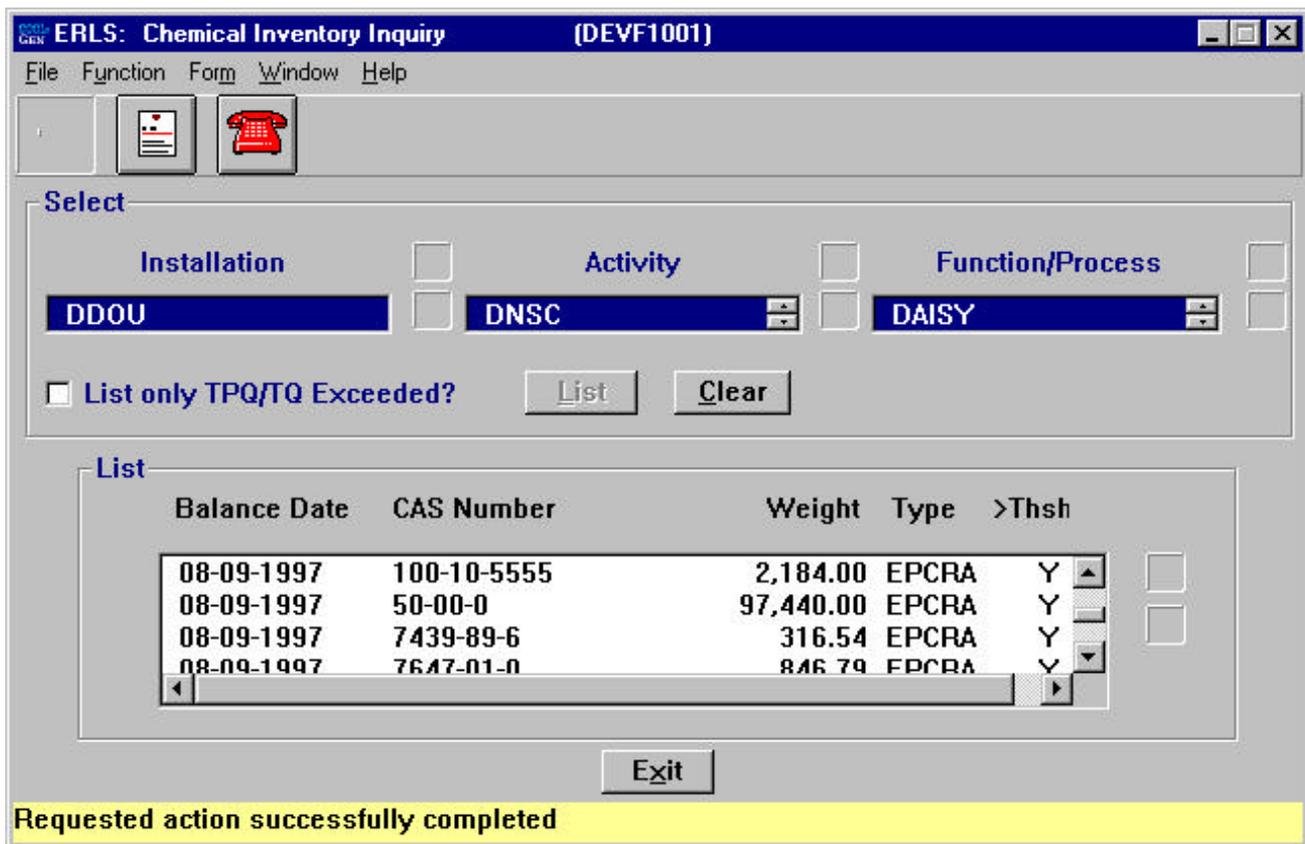


Figure 3.1.2-01 Chemical Inventory Inquiry

The Menu Bar contains five selections: File, Function, Form, Window, and Help.

File has a drop down-menu of List and Exit. SELECT List to fill the List box at the bottom of the window with the data for the selected installation or installation/activity/function/process. SELECT Exit to return to the Compliance Menu.

Function has a drop-down menu of Print to print the entire chemical inventory. Use expanded search to select a particular date range of chemical inventory balances and then use the Function/Print to print that particular date range.

Form is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEVF1001. About states the name of the window and the program number.

CLICK on the desired installation. This enables the **[EXPANDED SEARCH ICON]**, the **[LIST]** button, and the **[CLEAR]** button.

CLICK on the **[EXPANDED SEARCH ICON]** to go to the Chemical Inventory Expanded Search window (Figure 3.1.2.1-01). You may search by CAS Number, a CAS Number with a date range, or you may search on a date range only. The whole list displays if a CAS Number or dates are not entered. In any case, you must choose how the list sorts.

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.2.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

SELECT an Installation, CLICK on the **[LIST]** button in the Select box. A list of all the Chemical Balances for this Installation is given in the List box at the bottom of the window.

SELECT an Installation, SELECT an Activity, and SELECT a Function/Process, CLICK on the **[LIST]** button in the Select box. A list of all the Chemical Balances for this Function/Process is given in the List box at the bottom of the window.

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

To view those CAS Numbers that have exceeded the TPQ/TQ, CLICK on the **[LIST only TPQ/TQ Exceeded?]** box in the Select box. Only inventory that meets the input criteria will display in the list.

In the Select box the **[CLEAR]** button clears the fields to select new data.

The **[EXIT]** button will take the user back to the ERLS Compliance menu.

3.1.2.1 Chemical Inventory Expanded Search

Purpose: Allows the user to search for chemical inventory by CAS number within declared date ranges and allows the user to sort by CAS NUMBER, BALANCE, DATE, THRESHOLD EXCEEDED, TYPE BALANCE and WEIGHT.

Figure 3.1.2.1-01 Chemical Inventory Expanded Search

In the Search Criteria box ENTER a CAS NUMBER and the DATES: FROM-TO. The Date format is [MM-DD-YYYY].

The % sign (wildcard) may be entered to search for all the CAS Numbers in the Installation (Activity, or Function/Process) or as a partial CAS Number to find CAS Numbers in a certain range.

The Sort Criteria box is a drop down list that includes CAS NUMBER, BALANCE, DATE, THRESHOLD EXCEEDED, TYPE BALANCE and WEIGHT as sort options; this is a mandatory field.

The **[OK]** button executes the search and returns to the Chemical Inventory Inquiry window.

The **[CLEAR]** button clears the search criteria.

The **[CANCEL]** button terminates a search and returns the user to the Chemical Inventory window.

3.1.3 Chemical Family Inventory Inquiry

SELECT Inventory from the Compliance Menu, and then SELECT Chemical Family Inventory Inquiry. The following window displays (Figure 3.1.3-01).

Purpose: This window allows a user to inquire the chemical family inventory for an installation.

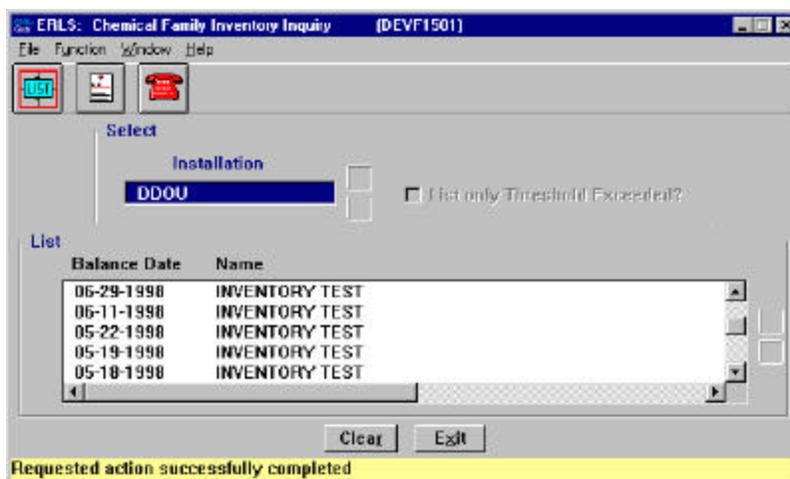


Figure 3.1.3-01 Chemical Family Inventory Inquiry

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of List and Exit. SELECT List to fill the List box at the bottom of the window with the data for the selected installation. SELECT Exit to return to the Compliance Menu.

Function has a drop-down menu of Print to print the entire chemical family inventory or a particular date range of errors.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEVF1501. About states the name of the window and the program number.

SELECT an Installation from the drop down list in the Select box. This enables the **[LIST ICON]**. CLICK on the **[LIST ICON]** to fill the details in the List box.

To list only those Chemical Families that have exceeded the Chemical threshold amounts, CLICK on the **[List only Threshold Exceeded?]** line, a ✓ will fill the box to the left of the line.

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down

arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

The **[CLEAR]** button clears the list data from the screen.

The **[EXIT]** button terminates a search and returns the user to the ERLS Compliance Menu.

3.1.4 Location MSDS Inquiry

SELECT Inventory from the Compliance Menu, and then SELECT Location MSDS Inquiry. The following window displays (Figure 3.1.4-01).

Purpose: This window allows users to inquire multiple locations or a specific location for MSDS information. Inquiries may be performed for a range of specific inventory records or for a list of all locations within a Function/Process.

The Menu Bar contains five selections: File, Function, Form, Window, and Help.

File has a drop down-menu of List and Exit. SELECT List to fill the List box at the bottom of the window with the data for the selected installation. SELECT Exit to return to the Compliance Menu.

Function has a drop-down menu of Print to print the entire location MSDS inquiry. It is strongly recommended that the user limit their selections through the Expanded Search function prior to printing.

Form is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

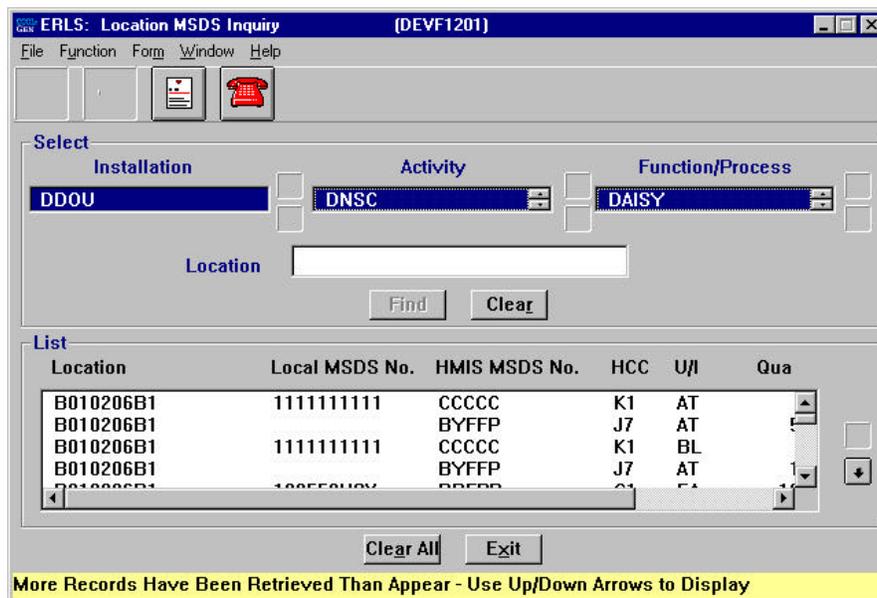


Figure 3.1.4-01 Location MSDS Inquiry

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEVF1201. About states the name of the window and the program number.

Before the List and Expanded Search Icons are enabled, in the Select box, CLICK on an Installation, then Activity, and then Function/Process. To list all storage locations in the Function/Process selected, CLICK on the LIST ICON. To list a specific location within the Function/Process, ENTER the location in the Location field. CLICK on the **[FIND]** button. The inventory information displays in the List Box.

Scroll bars are provided in some windows so the user can view all the data from top to bottom and left to right.

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

The **[CLEAR]** button clears the fields to enter new data, but leaves the same Installation/Activity and Function/Process highlighted to perform other queries. The **[CLEAR ALL]** button clears all the fields, including the selected Installation/Activity and Function/Process.

CLICK on the **[LIST ICON]** to fill the details in the List box.

SELECT the **[EXPANDED SEARCH ICON]** to go to the Location MSDS Expanded Search window (Figure 3.1.4.1-01)

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

The **[EXIT]** button will take the user back to the ERLS Compliance Menu

3.1.4.1 Location MSDS Expanded Search

Purpose: The Expanded Search window allows a search for inventory within a specific location.

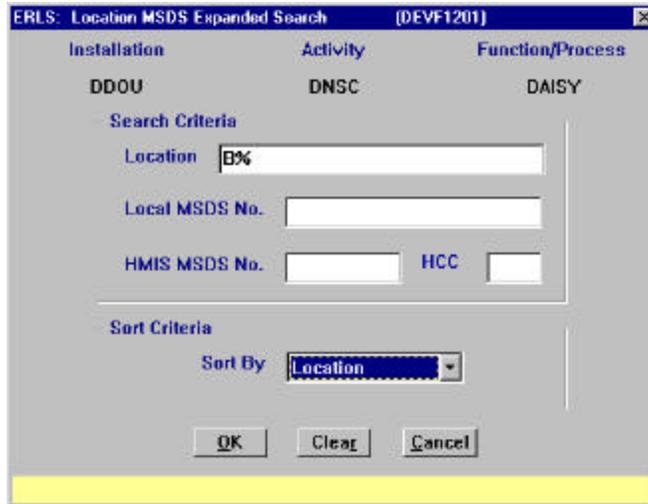


Figure 3.1.4.1-01 Location MSDS Expanded Search

In the Search Criteria box, ENTER a Location, MSDS, HCC, or use the % sign (wildcard) to search for the inventory in a specific location or range of locations. The Sort Criteria box sorts by Location, Local MSDS number or HMIS MSDS number. This is a mandatory field.

The **[OK]** button executes the search and returns to the Location MSDS Inquiry window.

The **[CLEAR]** button clears the data from the fields.

The **[CANCEL]** button returns the user to the Location MSDS Inquiry window.

3.1.5 Isotope Inventory Inquiry

SELECT Inventory from the Compliance Menu, and then SELECT Isotope Inventory Inquiry. The following window displays (Figure 3.1.5-01).

Purpose: This window allows the user to inquire the isotope inventory by installation.

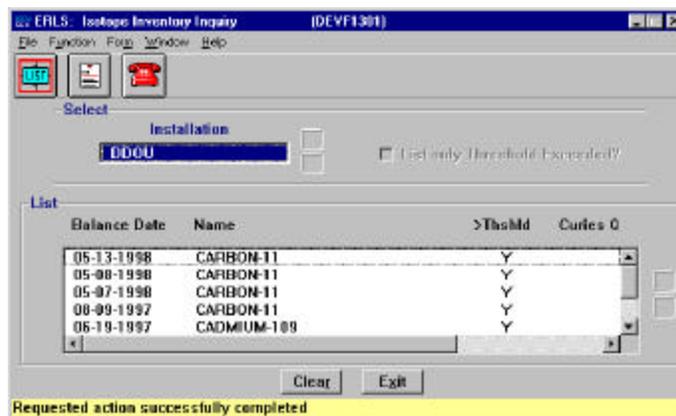


Figure 3.1.5-01 Isotope Inventory Inquiry

The Menu Bar contains five selections: File, Function, Form, Window and Help.

File has a drop down-menu of List and Exit. SELECT an Installation from the drop down list in the Select box. SELECT List to fill the List box at the bottom of the window with the data for the selected installation. SELECT Exit to return to the Compliance Menu.

Function has a drop-down menu of Print to print the entire isotope inquiry or to print a particular date range of records.

Form is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEVF1301. About states the name of the window and the program number.

SELECT an Installation from the drop down list in the Select box. This enables the **[LIST ICON]**. CLICK the **[LIST ICON]** to fill the List box at the bottom of the window with the data for the selected installation.

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

To list only those Isotopes that have exceeded the Installation threshold amounts, CLICK on the **[List only Threshold Exceeded?]** line, a ✓ will fill the box to the left of the line.

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

The **[CLEAR]** button clears the data from the fields.

The **[EXIT]** button terminates a search and returns the user to the ERLS Compliance Menu.

3.1.6 Discrepancies & Notifications

SELECT Inventory from the Compliance Menu, and then SELECT Discrepancies & Notification, then SELECT BOSS Discrepancies. The following window displays (Figure 3.1.6.1-01).

3.1.6.1 BOSS Converted Error Management

Purpose: This window is used to display the BOSS Converted Error List. ERLS has mandatory data it needs to calculate chemical balances. When a BOSS record is brought into ERLS with data that is missing or incorrect for ERLS, the record appears on the BOSS Discrepancy List. From this list actions need to be taken or fixes need to be made to the records in the BOSS application. For example if the Local MSDS number is not found, then you must add/modify the MSDS number found in BOSS so the next time the inventory comes across the discrepancy will not be found. After reviewing and/or correcting the discrepancies, the discrepancy record may be deleted. You can delete more than one record, by highlighting all the records you wish to delete and clicking [**DELETE**].

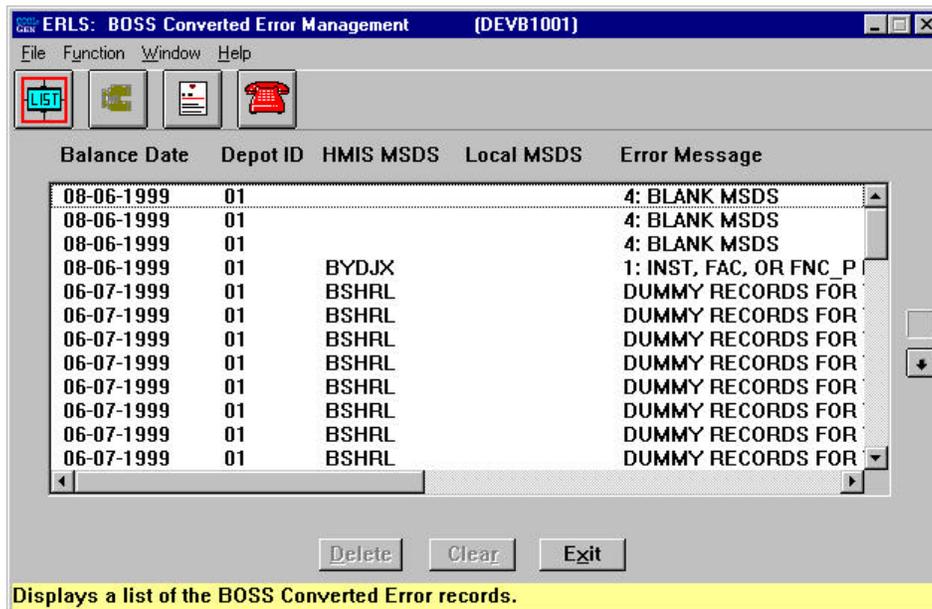


Figure 3.1.6.1-01 BOSS Converted Error Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of List and Exit. From the File menu SELECT List to fill the bottom of the window with data for the user's assigned installation. SELECT Exit to return to the Compliance Menu.

Function has a drop-down menu of Search and Print. From the Function menu SELECT Search to go to the BOSS Expanded Search window (Figure 3.1.6.1.1-01). SELECT Print to print the entire list of discrepancies or to print a particular date range of records.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEVB1001. About states the name of the window and the program number.

CLICK on the **[LIST ICON]** to fill the details in the List box.

SELECT the **[EXPANDED SEARCH ICON]** to go to the BOSS Converted Error Expanded Search window (Figure 3.1.6.1.1-01).

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

To be able to delete a record from this window, SELECT a record from the Error List and CLICK on the **[DELETE]** button. SELECT multiple records and CLICK on the **[DELETE]** button to delete multiple error records.

The **[CLEAR]** button clears highlighting from the records.

The **[EXIT]** button will take the user back to the ERLS Compliance Menu.

3.1.6.1.1 **BOSS Converted Errors Expanded Search**

Purpose: The Expanded Search window (Figure 3.1.6.1.1-01) allows a search for error records by Depot ID, MSDS number or within a specific date range.

ERLS: Expanded Search (DEVB1001)

Search Criteria

BOSS Depot ID 01

HMIS MSDS No. B%

Local MSDS No.

Dates: From To

Sort Criteria

Sort By Balance Date

OK Clear Cancel

Figure 3.1.6.1.1-01 BOSS Errors Expanded Search

ENTER a specific BOSS Depot ID, MSDS number or date to narrow the search. Enter a letter, number or combination along with the wildcard (%) in the first three boxes to select a group of records for display. Enter a date range to view records within a certain time frame. SELECT **[Balance Date]** in the "Sort By" box to sort the list by date. SELECT **[BOSS Depot ID]** in the "Sort By" box to sort the list by depot ID. SELECT **[HMIS MSDS NO.]** in the "Sort By" box to sort the list by HMIS MSDS number. SELECT **[LOCAL MSDS No.]** in the "Sort By" box to sort the list by local MSDS number. SELECT the **[OK]** button to execute the search. All records matching the search criteria will be displayed in the list on the BOSS Converted Error Management window (Figure 3.1.6.1-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of error records.

3.1.6.1.2 BOSS Converted Error Print

Select Function from the Menu bar then select Print (Figure 3.1.6.1.2-01).

Purpose: Allows the user to print Total Available records or a Partial list.

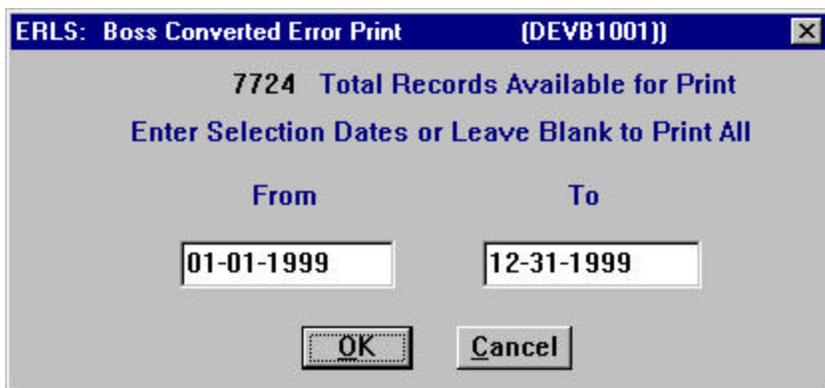


Figure 3.1.6.1.2-01 BOSS Converted Error Print

This window shows the total number of records.

Select the **[OK]** button to print the Total Records Available to Print. Enter the From Date (MM-DD-YYYY) and the To Date (MM-DD-YYYY) to limit the data to be printed. Both dates must be entered. If you only want to see one day, enter the same date in both fields.

Select the **[CANCEL]** button to return to the previous window without printing.

3.1.6.2 DAISY Converted Error Management

SELECT Inventory from the Compliance Menu, and then SELECT Discrepancies & Notification, then SELECT DAISY Discrepancies. The following window displays (Figure 3.1.6.2-01).

Purpose: This Window is used to display the DAISY Converted Error List. ERLS has mandatory data it needs to calculate chemical balances. When a DAISY record is brought into ERLS with data that is missing or incorrect for ERLS, the record appears on the DAISY Discrepancy

List. From this list actions need to be taken or fixes need to be made to the DAISY application. For example if the Local MSDS number is not found, then you must add/modify the MSDS number found in DAISY so the next time the inventory comes across the discrepancy will not be found. After reviewing and/or correcting the discrepancies, the discrepancy record may be deleted. You can delete more than one record, by highlighting all the records you wish to delete.

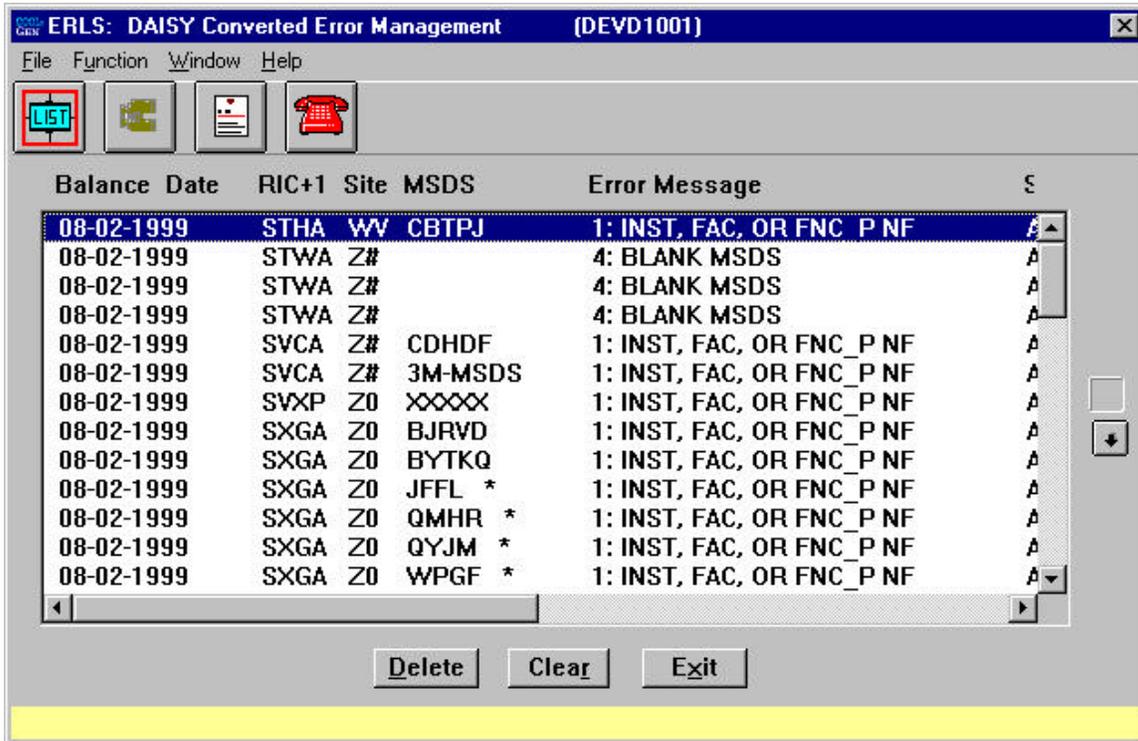


Figure 3.1.6.2-01 DAISY Converted Error Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of List and Exit. From the File menu SELECT List to fill the bottom of the window with data for the user's assigned installation. SELECT Exit to return to the Compliance Menu.

Function has a drop-down menu of Search and Print. From the Function menu SELECT Search to go to the DAISY Expanded Search window (Figure 3.1.6.2.1-01). SELECT Print to print the entire list of discrepancies or to print a particular date range of records.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEV1001. About states the name of the window and the program number.

CLICK on the [LIST ICON] to fill the details in the List box.

SELECT the **[EXPANDED SEARCH ICON]** to go to the DAISY Converted Error Expanded Search window (Figure 3.1.6.2.1-01).

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

To be able to delete a record from this window, SELECT a record from the Error List and CLICK on the **[DELETE]** button. SELECT multiple records and CLICK on the **[DELETE]** button to delete multiple error records.

The **[CLEAR]** button clears highlighting from the records.

The **[EXIT]** button will take the user back to the ERLS Compliance Menu.

3.1.6.2.1 DAISY Expanded Search

Purpose: The Expanded Search window (Figure 3.1.6.2.1-01) allows a search for error records by DAISY RIC +1, Site ID, MSDS number or within a specific date range.

ERLS: Expanded Search (DEV1001)

Search Criteria

DAISY RIC+1 S%

Site Code

MSDS

Dates: From To

Sort Criteria

Sort By Balance Date

OK Clear Cancel

Figure 3.1.6.2.1 DAISY Expanded Search

ENTER a specific DAISY RIC+1, Site ID, MSDS number or date to narrow the search. Enter a letter, number or combination along with the wildcard (%) in the first three boxes to select a

group of records for display. Enter a date range to view records within a certain time frame. SELECT **[Balance Date]** in the “Sort By” box to sort the list by date. SELECT **[DAISY RIC+1]** in the “Sort By” box to sort the list by RIC+1 codes. SELECT **[SITE ID]** in the “Sort By” box to sort the list by site ID. SELECT **[MSDS]** in the “Sort By” box to sort the list by MSDS number. SELECT the **[OK]** button to execute the search. All records matching the search criteria will be displayed in the list on the DAISY Converted Error Management window (Figure 3.1.6.2-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of error records.

3.1.1.1.1 DAISY Converted Error Print

Select Function from the Menu bar then select Print (Figure 3.1.6.2.2-01).

Purpose: Allows the user to print Total Available records or a Partial list.



Figure 3.1.6.2.2 DAISY Converted Error Print

This window shows the total number of records.

Select the **[OK]** button to print the Total Records Available to Print. Enter the From Date (MM-DD-YYYY) and the To Date (MM-DD-YYYY) to limit the data to be printed. Both dates must be entered. If you only want to see one day, enter the same date in both fields.

Select the **[CANCEL]** button to return to the previous window without printing.

3.1.6.3 DSS Converted Error Management

SELECT Inventory from the Main Menu, and then SELECT Discrepancies & Notification, then SELECT DSS Discrepancies. The following window is displayed (Figure 3.1.6.3-01).

Purpose: This Window is used to display the DSS Converted Error List. ERLS has mandatory data it needs to calculate chemical balances. When a DSS record is brought into ERLS with data that is missing or incorrect for ERLS, the record appears on the DSS Discrepancy List. From this list actions/fixes need to be made to the DSS application. For example if the MSDS number is not found, then you must add/modify the MSDS number found in DSS so the next time the inventory comes across the discrepancy will not be found. After reviewing and/or correcting

the discrepancies, the discrepancy record may be deleted. You can delete more than one record, by highlighting all the records you wish to delete.

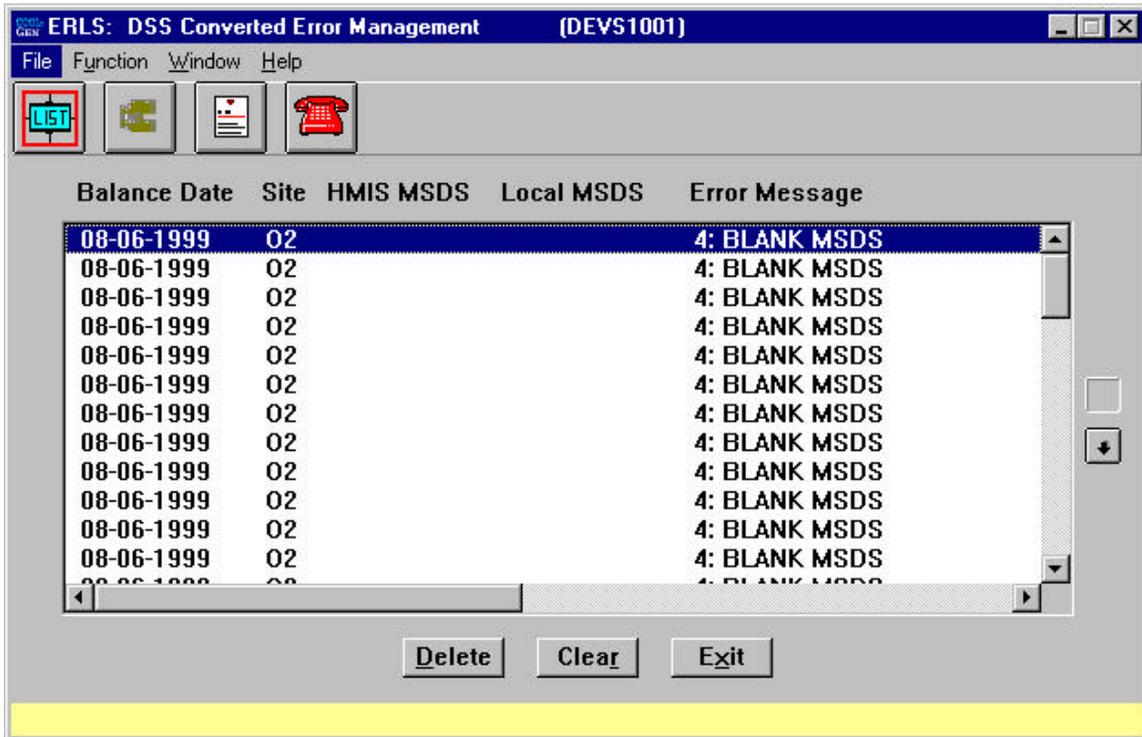


Figure 3.1.6.3-01 DSS Converted Error Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of List and Exit. From the File menu SELECT List to fill the bottom of the window with data for the user's assigned installation. SELECT Exit to return to the Compliance Menu.

Function has a drop-down menu of Search and Print. From the Function menu SELECT Search to go to the DSS Expanded Search window (Figure 3.1.6.3.1-01). SELECT Print to print the entire list of discrepancies or to print a particular date range of records.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEVS1001. About states the name of the window and the program number.

CLICK on the [LIST ICON] to fill the details in the List box.

SELECT the [EXPANDED SEARCH ICON] to go to the DSS Converted Error Expanded Search window (Figure 3.1.6.3.1-01).

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

To be able to delete a record from this window, SELECT a record from the Error List and CLICK on the **[DELETE]** button. SELECT multiple records and CLICK on the **[DELETE]** button to delete multiple error records.

The **[CLEAR]** button clears highlighting from the records.

The **[EXIT]** button will take the user back to the ERLS Compliance Menu.

3.1.6.3.1 DSS Expanded Search

Purpose: The Expanded Search window (Figure 3.1.6.3.1-01) allows a search for error records by Depot ID, MSDS number or within a specific date range.

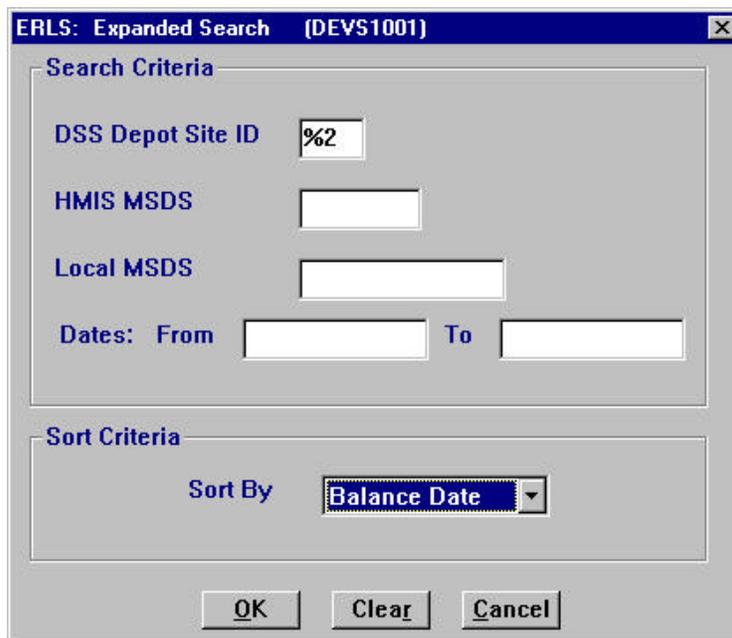


Figure 3.1.6.3.1-01 DSS Expanded Search

ENTER a specific DSS Depot ID, MSDS number or date to narrow the search. Enter a letter, number or combination along with the wildcard (%) in the first three boxes to select a group of records for display. Enter a date range to view records within a certain time frame. SELECT **[Balance Date]** in the “Sort By” box to sort the list by date. SELECT **[DSS Depot ID]** in the

“Sort By” box to sort the list by depot ID. SELECT **[HMIS MSDS NO.]** in the “Sort By” box to sort the list by HMIS MSDS number. SELECT **[LOCAL MSDS No.]** in the “Sort By” box to sort the list by local MSDS number. SELECT the **[OK]** button to execute the search. All records matching the search criteria will be displayed in the list on the DSS Converted Error Management window (Figure 3.1.6.3-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of error records.

3.1.6.3.2 DSS Converted Error Print

Select Function from the Menu bar then select Print (Figure 3.1.6.3.2-01).

Purpose: Allows the user to print Total Available records or a Partial list.



Figure 3.1.6.3.2-01 DSS Converted Errors Print

This window shows the total number of records.

Select the **[OK]** button to print the Total Records Available to Print. Enter the From Date (MM-DD-YYYY) and the To Date (MM-DD-YYYY) to limit the data to be printed. Both dates must be entered. If you only want to see one day, enter the same date in both fields.

Select the **[CANCEL]** button to return to the previous window without printing.

3.1.6.4 MSDS Notification Management

SELECT Inventory from the Main Menu, and then SELECT Discrepancies & Notification, then SELECT MSDS Default Notifications. The following window displays (Figure 3.1.6.4-01).

Purpose: This Window is used to list the MSDS Notification records. ERLS has mandatory data it needs to calculate chemical balances. When a MSDS record is brought into ERLS with data that is missing or incorrect for ERLS, the record appears on the MSDS Notification List. This list will be provided to the HMIS Functional managers to aid in the clean up of the HMIS data. After reviewing and/or correcting the data, the notification record may be deleted.

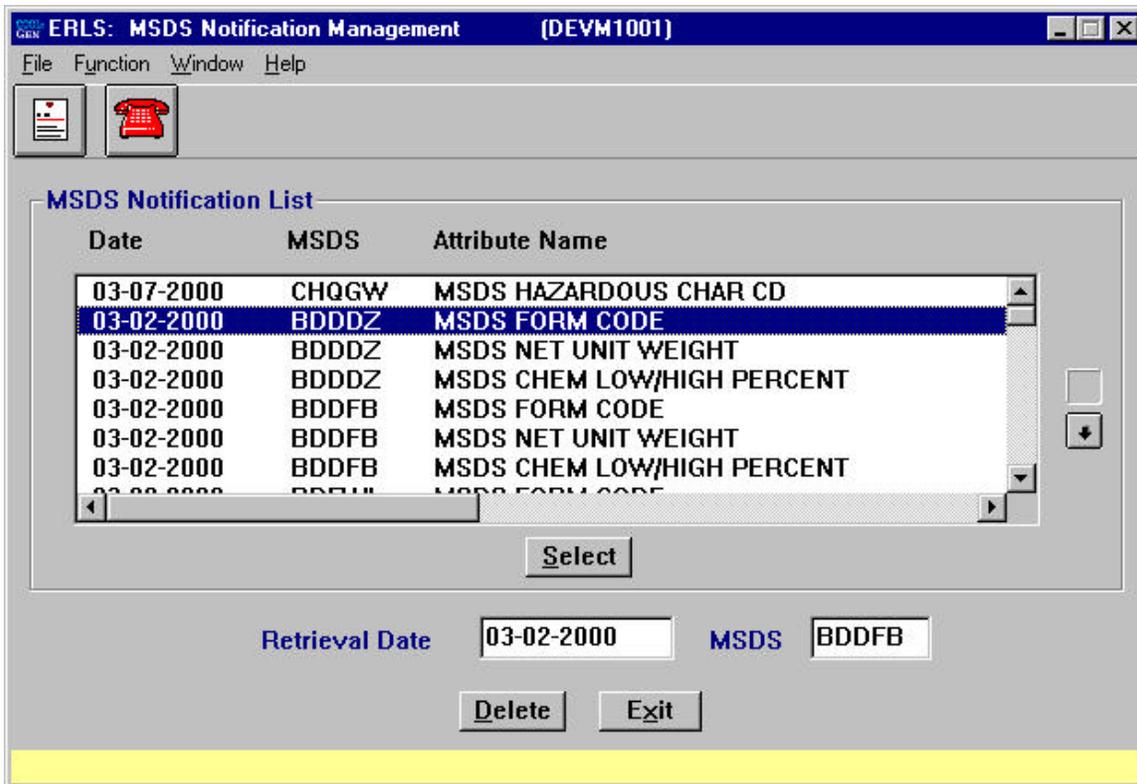


Figure 3.1.6.4-01 MSDS Notification Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Detail, List and Exit. **SELECT** a record from the MSDS Notification List. Then from the File menu **SELECT** Detail to fill the details at the bottom of the window. **SELECT** List to refresh the List box. **SELECT** Exit to return to the Compliance Menu.

Function has a drop down-menu of Print. **SELECT** Print to print the entire error list, or a particular date range of errors.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEVM1001. About states the name of the window and the program number.

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

To be able to delete a record from this window, **SELECT** a record from the Notification List and **CLICK** on the **[SELECT]** button. The information boxes at the bottom of the window fill with the data.

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

To be able to delete a record from this window, **SELECT** a record from the Error List and **CLICK** on the **[DELETE]** button. **SELECT** multiple records and **CLICK** on the **[DELETE]** button to delete multiple error records.

The **[EXIT]** button will take the user back to the ERLS Compliance Menu.

3.1.6.4.1 MSDS Notification Print

Select **F**unction from the Menu bar then select **P**rint (Figure 3.1.6.4.1-01).

Purpose: Allows the user to print Total Available records or a Partial list.



Figure 3.1.6.4.1-01 MSDS Notification Print

This window shows the total number of records.

Select the **[OK]** button to print the Total Records Available to Print. Enter the From Date (MM-DD-YYYY) and the To Date (MM-DD-YYYY) to limit the data to be printed. Both dates must be entered. If you only want to see one day, enter the same date in both fields.

Select the **[CANCEL]** button to return to the previous window without printing.

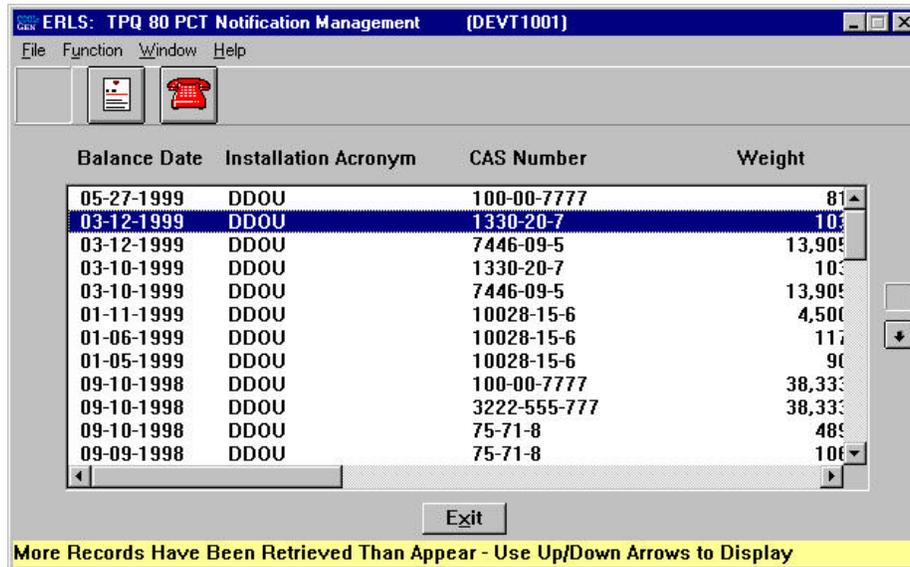
3.1.6.5 TPQ 80 PCT Notification Management

SELECT Inventory from the Main Menu, then **SELECT** Discrepancies & Notification, then **SELECT** Chemicals Exceeding 80% of TPQ. The following window displays (Figure 3.1.6.5-01).

NOTE: When accessing TPQ 80 PCT Notification, DRMO users will receive the TPQ 80 PCT Notification DRMO Selection List window (Figure 3.1.6.5-02). **HIGHLIGHT** the required DRMO

and select **[LIST]** to access the TPQ 80 PCT Notification Management window. CLICK **[CANCEL]** to return to the ERLS Compliance Menu.

Purpose: This Window is used to display a list of the chemicals that have reached 80 % of their TPQ for their Installations.



The screenshot shows a window titled "ERLS: TPQ 80 PCT Notification Management (DEVT1001)". The window has a menu bar with "File", "Function", "Window", and "Help". Below the menu bar are two icons: a globe and a telephone. The main area contains a table with the following columns: "Balance Date", "Installation Acronym", "CAS Number", and "Weight". The table lists 12 rows of data. The second row is highlighted. Below the table is an "Exit" button. A yellow banner at the bottom of the window reads "More Records Have Been Retrieved Than Appear - Use Up/Down Arrows to Display".

Balance Date	Installation Acronym	CAS Number	Weight
05-27-1999	DDOU	100-00-7777	81
03-12-1999	DDOU	1330-20-7	10
03-12-1999	DDOU	7446-09-5	13,90
03-10-1999	DDOU	1330-20-7	10
03-10-1999	DDOU	7446-09-5	13,90
01-11-1999	DDOU	10028-15-6	4,50
01-06-1999	DDOU	10028-15-6	11
01-05-1999	DDOU	10028-15-6	9
09-10-1998	DDOU	100-00-7777	38,33
09-10-1998	DDOU	3222-555-777	38,33
09-10-1998	DDOU	75-71-8	48
09-09-1998	DDOU	75-71-8	10

Figure 3.1.6.5-01 TPQ 80 PCT Notification Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Exit. SELECT Exit to return to the Compliance Menu.

Function has a drop down-menu of Print. SELECT Print to print the entire error list, or a particular date range of errors.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEVT1001. About states the name of the window and the program number.

CLICK on the **[DRMO ICON (GLOBE)]** to go to the TPQ 80% Notification DRMO Selection List window (Figure 3.1.6.5-02).



Figure 3.1.6.5-02 DRMO Selection List

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

The **[EXIT]** button will take the user back to the ERLS Compliance Menu.

3.1.6.5.1 TPQ 80 PCT Notification Print

Select Function from the Menu bar then select Print (Figure 3.1.6.5.1-01).

Purpose: Allows the user to print Total Available records or a Partial list.

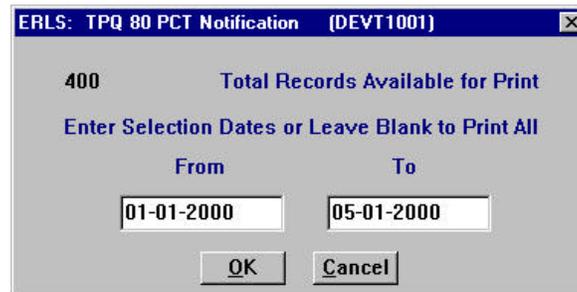


Figure 3.1.6.5.1-01 TPQ 80 PCT Notification Print

This window shows the total number of records.

Select the **[OK]** button to print the Total Records Available to Print. Enter the From Date (MM-DD-YYYY) and the To Date (MM-DD-YYYY) to limit the data to be printed. Both dates must be entered. If you only want to see one day, enter the same date in both fields.

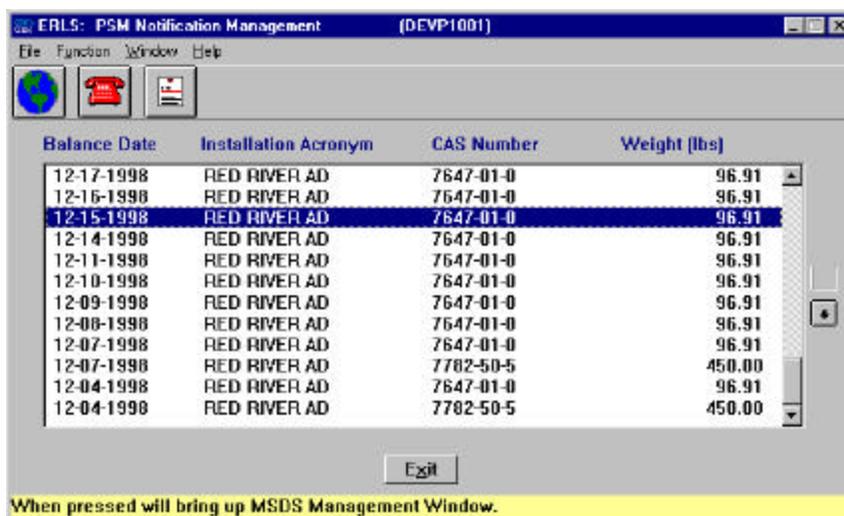
Select the **[CANCEL]** button to return to the previous window without printing.

3.1.1.2 PSM Notification Management

SELECT Inventory from the Main Menu, and then SELECT Discrepancies & Notification, then SELECT PSM Chemicals in Inventory. The following window displays (Figure 3.1.6.6-01).

NOTE: When accessing PSM Notification, DRMO users will receive the PSM Notification DRMO Selection List window (Figure 3.1.6.5-02). Click to highlight required DRMO and select **[LIST]** to access the PSM Notification Management window. CLICK **[CANCEL]** to return to the ERLS Compliance Menu.

Purpose: This Window is used to display a list of the PSM chemicals that are located at the installation, regardless of weight.



The screenshot shows a window titled "ERLS: PSM Notification Management (DEVP1001)". The window has a menu bar with "File", "Function", "Window", and "Help". Below the menu bar are three icons: a globe, a telephone, and a printer. The main area contains a table with the following columns: "Balance Date", "Installation Acronym", "CAS Number", and "Weight (lbs)". The table lists 14 rows of data, with the row for "12-15-1998" highlighted. At the bottom of the window is an "Exit" button. A yellow banner at the very bottom of the window reads "When pressed will bring up MSDS Management Window."

Balance Date	Installation Acronym	CAS Number	Weight (lbs)
12-17-1998	RED RIVER AD	7647-01-0	96.91
12-16-1998	RED RIVER AD	7647-01-0	96.91
12-15-1998	RED RIVER AD	7647-01-0	96.91
12-14-1998	RED RIVER AD	7647-01-0	96.91
12-11-1998	RED RIVER AD	7647-01-0	96.91
12-10-1998	RED RIVER AD	7647-01-0	96.91
12-09-1998	RED RIVER AD	7647-01-0	96.91
12-08-1998	RED RIVER AD	7647-01-0	96.91
12-07-1998	RED RIVER AD	7647-01-0	96.91
12-07-1998	RED RIVER AD	7782-50-5	450.00
12-04-1998	RED RIVER AD	7647-01-0	96.91
12-04-1998	RED RIVER AD	7782-50-5	450.00

Figure 3.1.6.6-01 PSM Notification Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Exit. SELECT Exit to return to the Compliance Menu.

Function has a drop down-menu of Print. SELECT Print to print the entire error list, or a particular date range of errors.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEVP1001. About states the name of the window and the program number.

CLICK on the **[DRMO ICON (GLOBE)]** to go to the PSM Notification DRMO Selection List window (Figure 3.1.6.6-02).



Figure 3.1.6.6-02 PSM Notification DRMO Selection List

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

The **[EXIT]** button will take the user back to the ERLS Compliance Menu.

3.1.6.5.2 PSM Notification Print

Select **F**unction from the Menu bar then select **P**rint (Figure 3.1.6.6.1-01).

Purpose: Allows the user to print Total Available records or a Partial list.



Figure 3.1.6.6.1-01 PSM Notification Print

This window shows the total number of records.

Select the [OK] button to print the Total Records Available to Print. Enter the From Date (MM-DD-YYYY) and the To Date (MM-DD-YYYY) to limit the data to be printed. Both dates must be entered. If you only want to see one day, enter the same date in both fields.

Select the [CANCEL] button to return to the previous window without printing.

3.2 Releases

SELECT Releases from the Compliance Menu. There are two selections under Releases: Release Log and Reports; and Reportable Quantity Inquiry.

3.2.1 Release Log and Reports

SELECT Releases from the Compliance Menu and then select Release Log and Reports. There are two options available: Hazardous Material Spills (Section 3.2.1.1) and Hazardous Waste Spills. Hazardous Waste Spills is currently unavailable.

3.2.1.1 Hazardous Material Spills (Unplanned Releases)

SELECT Releases from the Compliance Menu, then select Release Log and Reports. Finally select Hazardous Material Spills. The following window appears (Figure 3.2.1.1-01).

Purpose: This window displays and updates unplanned release information.

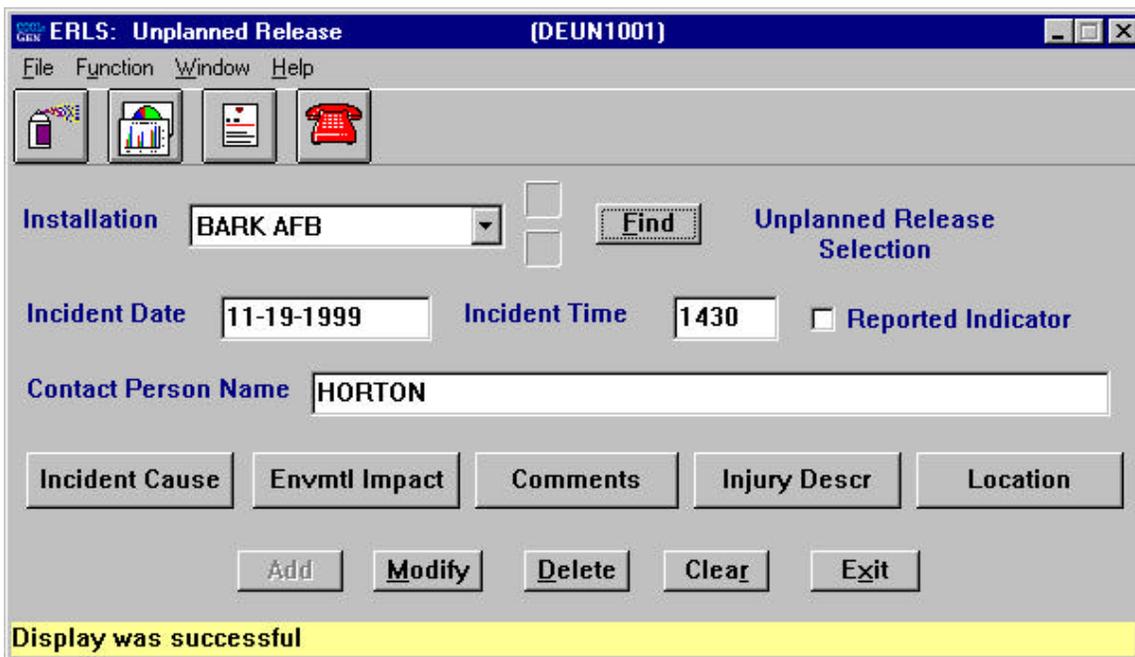


Figure 3.2.1.1-01 Unplanned Release

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Exit. SELECT Exit to return to the Compliance Menu.

Function has a drop down menu of Print. **S**ELECT **P**rint to print all the unplanned releases, selected unplanned releases, or a particular date range of unplanned releases.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEUN1001. About states the name of the window and the program number.

SELECT an Installation from the drop down list. This enables the five buttons [**I**NCIDENT **C**AUSE], [**E**NVMTL **I**MPACT], [**C**OMMENTS], [**I**NJURY **D**ESCR], and [**L**OCATION] below the Contact Person Name. **C**LICK on the [**F**IND] button. This opens the Unplanned Release Selection window (Figure 3.2.1.1.1-01). **S**ELECT a record from the Unplanned Release Selection list. This fills the details in the Unplanned Release window. The [**M**ODIFY], and [**D**ELETE] buttons and the first two icons on the menu bar will be enabled when the Unplanned Release window returns.

The Up and Down Arrow (↑,↓) buttons allow the user to view the next or previous block of data. A block of data contains as many records as the window will hold, which will usually be 50. When there are more records than can be displayed on the window, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if the window can display all the records.

CLICK on the [**P**RODUCT **I**CON] to go to the Unplanned Release Product window (Figure 3.2.1.1.2-01).

CLICK on the [**R**EPORT **I**NFO **I**CON] to go to the Unplanned Release Report Information window (Figure 3.2.1.1.3-01).

CLICK on the [**M**ATERIAL **S**AFETY **D**ATA **S**HEET **I**CON] to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the [**R**EPORTABLE **Q**UANTITY **I**NQUIRY **I**CON] to go to the Reportable Quantity Request window (Figure 3.2.2-01).

To **A**DD an incident report, **S**ELECT the installation. **E**NTER Incident Date (MM-DD-YYYY), Incident Time, **C**LICK the Report Indicator check box and **E**NTER the Contact Person Name. This enables the [**A**DD], [**M**ODIFY], and [**D**ELETE] buttons. To **A**DD an incident report, complete the Incident Cause window, and then **C**LICK the [**A**DD] button.

To **M**ODIFY an incident, **S**ELECT the Installation and the incident to be modified. Make the changes. **C**LICK on the [**M**ODIFY] button. The changes are saved.

To **D**ELETE a report, **S**ELECT the Installation and the incident to be deleted. **C**LICK on the [**D**ELETE] button. A warning dialog box displays.

From the delete dialog-warning box, CLICK the **[YES]** button to delete. CLICK the **[NO]** button to cancel the delete and return to the Unplanned Release window (Figure 3.2.1.1-01).

After SELECTING an Installation, CLICK the **[INCIDENT CAUSE]** button to go to the Unplanned Release Incident Cause window (Figure 3.2.1.1.3-01).

After SELECTING an Installation, CLICK the **[ENVMTL IMPACT]** button to go to the Unplanned Release Environmental Impact window (Figure 3.2.1.1.4-01).

After SELECTING an Installation, CLICK the **[COMMENTS]** button to go to the Unplanned Release Comments window (Figure 3.2.1.1.5-01).

After SELECTING an Installation, CLICK the **[INJURY DESCR]** button to go to the Unplanned Release Injury Description window (Figure 3.2.1.1.5-01).

After SELECTING an Installation, CLICK the **[LOCATION]** button to go to the Unplanned Release Location window (Figure 3.2.1.1.6-01).

The **[CLEAR]** button clears data from the window and readies fields for new input data.

The **[EXIT]** button exits the Unplanned Release Process and returns to the ERLS Compliance Menu.

3.2.1.1.1 Unplanned Release Selection List

Purpose: This window lists the Unplanned Releases of the selected Installation (Figure 3.2.1.1.1-01).

SELECT an Unplanned Release from this list to return to the Unplanned Release window (Figure 3.2.1.1-01) with the details of the unplanned release.

The **[CANCEL]** button returns to the Unplanned Release window without any unplanned release data.

Rptd	Incident Date	Incident Time
N	11-19-1999	1430
N	11-19-1999	1430

Figure 3.2.1.1.1-01 Unplanned Release Selection

3.2.1.1.2 Unplanned Release Product

Purpose: Displays and updates the Unplanned Release Product data.

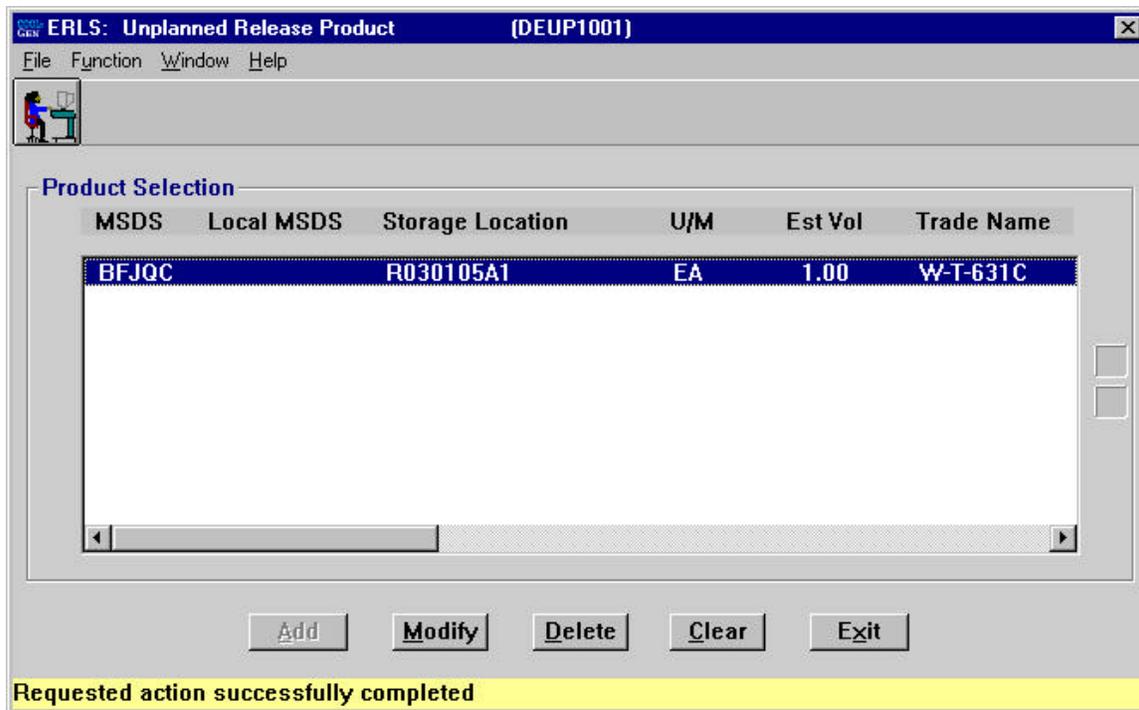


Figure 3.2.1.1.2-01 Unplanned Release Product

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Exit. SELECT Exit to return to the Unplanned Release window.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEUP1001. About states the name of the window and the program number.

SELECT an MSDS from the Product selection box (Figure 3.2.1.1.2-01). This enables the **[INGREDIENT INQUIRY ICON]**. CLICK on the **[INGREDIENT INQUIRY ICON]** to go to the Unplanned Release Product Chemical List (Figure 3.2.1.1.2.1-01).

To ADD a new product, CLICK on the **[ADD]** button. The user will be asked, "Was the Product in a Storage Location?" (Figure 3.2.1.1.2.2 Product Location Confirmation). If the answer to the question is YES then the user will go to the Unplanned Release Product Add window (Figure

3.2.1.1.2.3-01). If the answer to the question is NO then the user will go to the Unplanned Release Product Add (Non Storage) window (Figure 3.2.1.1.2.4-01).

To MODIFY an Unplanned Release Product, CLICK on the **[MODIFY]** button. This takes the user to the Unplanned Release Product Modify window (Figure 3.2.1.1.2.5-01).

To DELETE a product, CLICK on the **[DELETE]** button. This deletes the product from a specific unplanned release record.

The **[CLEAR]** button clears the selected MSDS Number so another MSDS Number can be selected.

The **[EXIT]** button exits the Unplanned Release Product window and returns to the Unplanned Release window.

3.2.1.1.2.1 Unplanned Release Product Chemical List

Purpose: Displays CAS Numbers reportable quantities related to the selected MSDS.

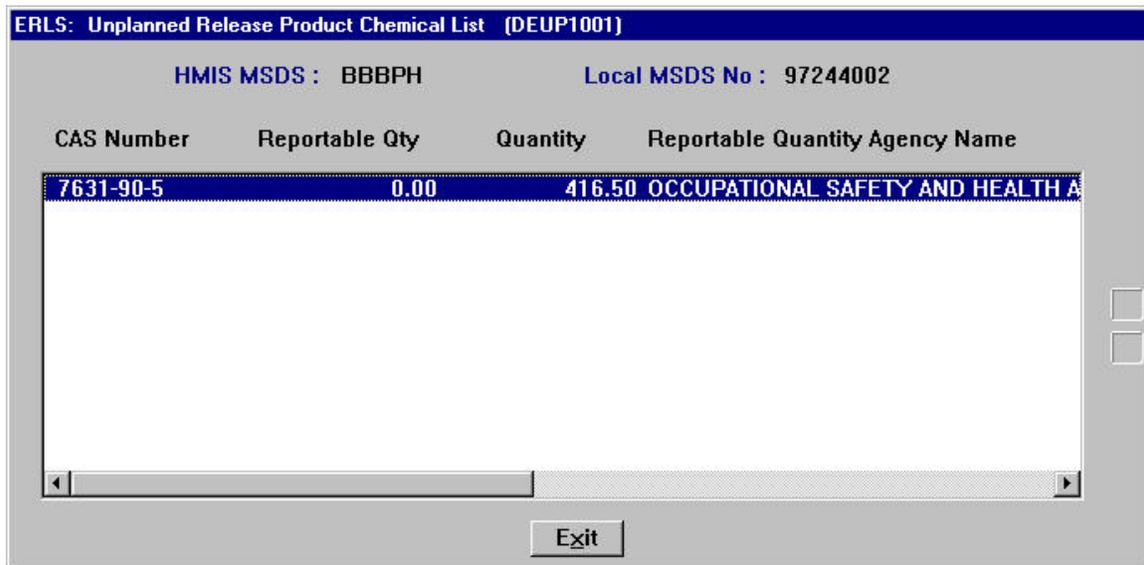


Figure 3.2.1.1.2.1 Unplanned Release Product Chemical List

The **[EXIT]** button exits the window and returns to the Unplanned Release Product window (Figure 3.2.1.1.2-01).

3.2.1.1.2.2 Product Location Confirmation

Purpose: To establish if the product is in a storage location prior to adding it to the unplanned release record.

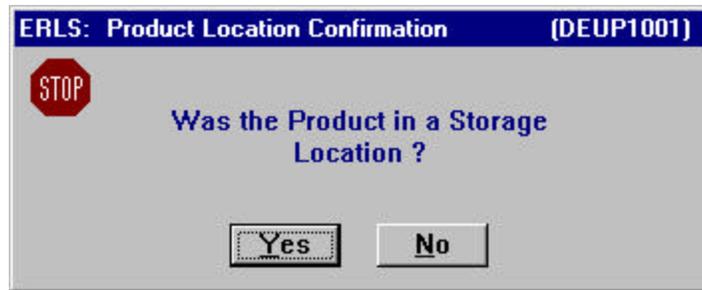


Figure 3.2.1.1.2.2 Product Location Confirmation

When the **[ADD]** button is selected on the Unplanned Release Product window this message box is displayed (Figure 3.2.1.1.2.2-01).

If the user selects the **[YES]** button the Unplanned Release Product Add window (Figure 3.2.1.1.2.3-01) displays.

If the user selects the **[NO]** button the Unplanned Release Product Add (Non Storage) window (Figure 3.2.1.1.2.4-01) displays.

3.2.1.1.2.3 Unplanned Release Product Add

Purpose: Add a product from an unplanned release currently with an assigned storage location.

Figure 3.2.1.1.2.3 Unplanned Release Product Add

The Storage Location should already be established in ERLS prior to entering this window.

ENTER a Storage Location. CLICK on the **[LIST MSDS BY LOCATION]** button to go to a list of MSDS' in the Unplanned Release Product Storage Location window (Figure 3.2.1.1.2.3.1-01).

To ADD the Product, select the MSDS from the Unplanned Release Product Storage Location window and fill in the Unplanned Release Product details. SELECT the **[ADD]** button.

The **[CLEAR]** button clears the window.

The **[EXIT]** button exits the window and returns to the Unplanned Release Product window.

3.2.1.1.2.3.1 Unplanned Release Product Storage Location

Purpose: Displays a list of MSDS's tied to a storage location that may be selected for inclusion on an Unplanned Release Product record.

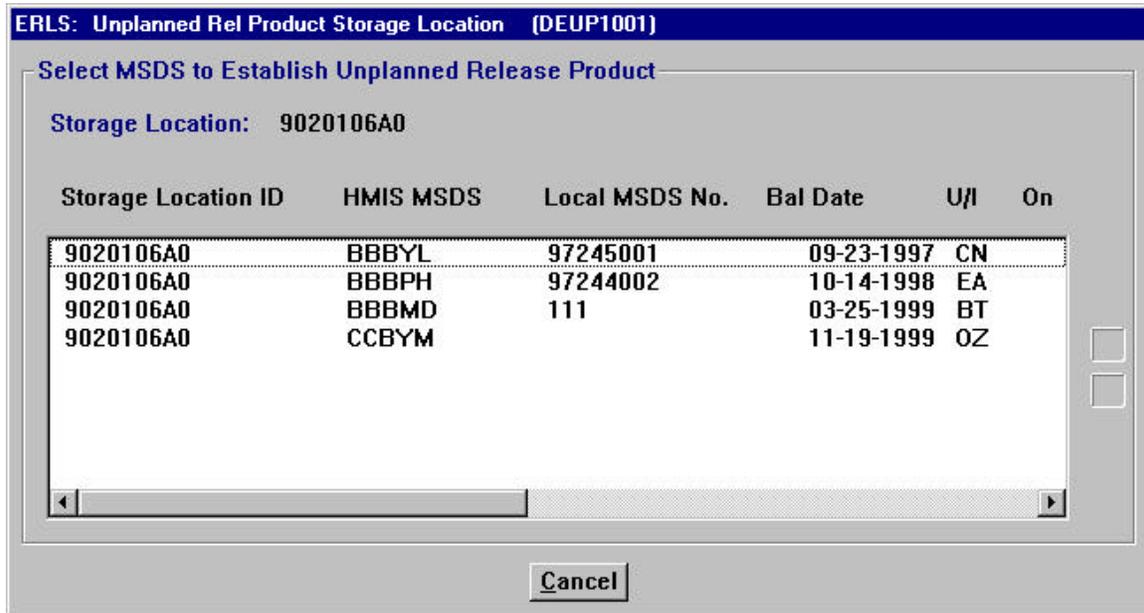


Figure 3.2.1.1.2.3.1-01 Unplanned Release Product Storage Location

To select an MSDS, HIGHLIGHT the desired record. The window will close and the selected MSDS with related information will appear on the Unplanned Release Product Add window (Figure 3.2.1.1.2.3).

The **[CANCEL]** button exits the window and returns to the Unplanned Release Product Add window without any MSDS information.

3.2.1.1.2.4 Unplanned Release Product Add (Non Storage)

Purpose: Allows the addition of unplanned release products not currently assigned a storage location.

To Add an Unplanned Release Product without a storage location ENTER a MSDS (HMIS or LOCAL). CLICK **[FIND]**. The MSDS number must already be recorded in ERLS. ENTER the Unit of Measure, Est. Product Released, Location Name, and Manufacturer Name. This enables the **[ADD]** button. CLICK on the **[ADD]** button.

The **[CLEAR]** button clears the fields.

The **[EXIT]** button returns to the Unplanned Release Product window.

ERLS: Unplanned Rel Product Add (Non Storage) (DEUP1001)

MSDS Selection

HMIS MSDS : BLBDR Local MSDS: [text box] Find

Details

HMIS MSDS Number: BLBDR Local MSDS:

Trade Name: LITHIUM THIONYL CHLORIDE BATTERY OR CELL US

Unit of Measure [text box] Est Product Released [0.00] Location Name [text box]

Manufacturer Name [text box]

Add Clear Exit

Figure 3.2.1.1.2.4-01 Unplanned Release Product Add (Non Storage)

3.2.1.1.2.5 Unplanned Release Product Modify

Purpose: To allow changes to an unplanned release product (Figure 3.2.1.1.2.5-01).

ERLS: Unplanned Release Product Modify (DEUP1001)

HMIS MSDS : BJJMX Trade Name: PR-944-F,PART A

Local MSDS No :

Unit of Measure [KT] Est Product Released [1.00] Storage Location Code [E010101A0]

Manufacturer Name [text box]

Modify Clear Exit

Figure 3.2.1.1.2.5-01 Unplanned Release Product Modify

To MODIFY a product record, make the changes. CLICK on the **[MODIFY]** button. This saves the changes and returns to the Unplanned Release Product window (Figure 3.2.1.1.2-01).

The **[CLEAR]** button clears the input fields of data.

The **[EXIT]** button exits the program and returns to the Unplanned Release Product window.

3.2.1.1.3 Unplanned Release Incident Cause

Purpose: This window is a text box to enter incident cause information for the unplanned release log (Figure 3.2.1.1.3-01).

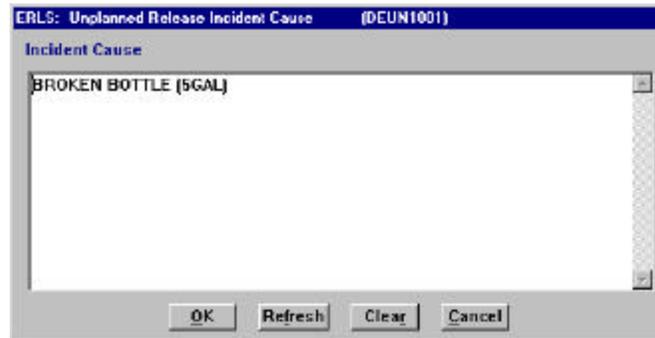


Figure 3.2.1.1.3-01 Unplanned Release Incident Cause

To complete the Unplanned Release Incident Cause, ENTER the text and CLICK on the **[OK]** button

The **[REFRESH]** button restores the original text.

The **[CLEAR]** button clears the window of any text.

The **[CANCEL]** button exits from the window without saving data.

3.2.1.1.4 Unplanned Release Environmental Impact

Purpose: This window is a text box to enter environmental impact information for the unplanned release log (Figure 3.2.1.1.4-01).

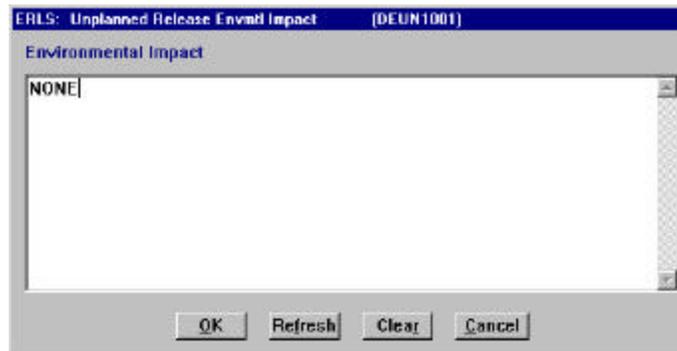


Figure 3.2.1.1.4-01 Unplanned Release Environmental Impact

To complete the Environmental Impact Text, ENTER the text and CLICK on the **[OK]** button.

The **[REFRESH]** button restores the original text.

The **[CLEAR]** button clears the window of any text.

The **[CANCEL]** button exits from the window without saving data.

3.2.1.1.5 Unplanned Release Comments

Purpose: This window (Figure 3.2.1.1.5-01) is a text box to enter Comments about the Unplanned Release in the unplanned release log.

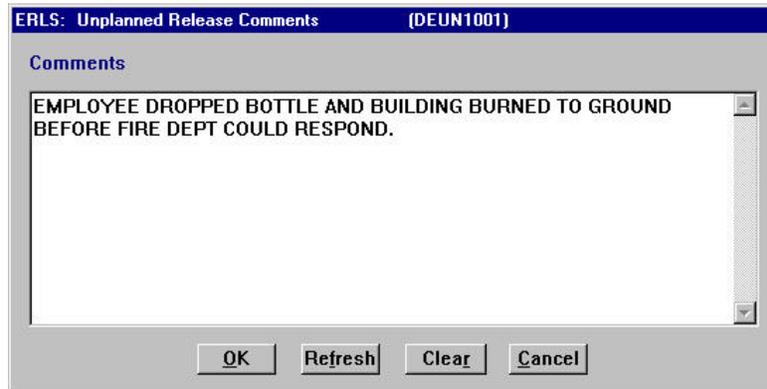


Figure 3.2.1.1.5-01 Unplanned Release Comments

To complete the Comments, ENTER the text and CLICK on the **[OK]** button.

The **[REFRESH]** button restores the original text.

The **[CLEAR]** button clears the window of any text.

The **[CANCEL]** button exits from the window without saving data.

3.2.1.1.6 Unplanned Release Injury Description

Purpose: This window (Figure 3.2.1.1.6-01) is a text box to enter injury description information on the unplanned release log.

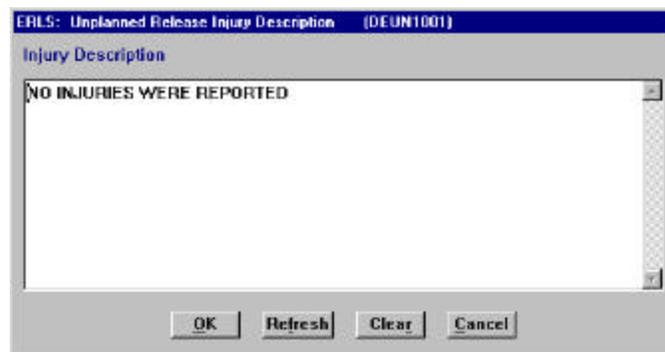


Figure 3.2.1.1.6-01 Unplanned Release Injury Description

To complete the Injury Description, ENTER the text and CLICK on the **[OK]** button.

The **[REFRESH]** button restores the original text.

The **[CLEAR]** button clears the window of any text.

The **[CANCEL]** button exits from the window without saving data.

3.2.1.1.7 Unplanned Release Location

Purpose: This window (Figure 3.2.1.1.7-01) is a text box to enter location information on the unplanned release log.

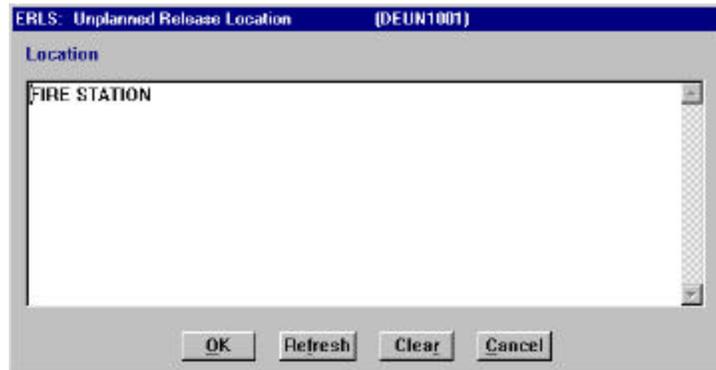


Figure 3.2.1.1.7-01 Unplanned Release Location

To complete the Location, ENTER the text and CLICK on the **[OK]** button.

The **[REFRESH]** button restores the original text.

The **[CLEAR]** button clears the window of any text.

The **[CANCEL]** button exits from the window without saving data.

3.2.1.1.8 Unplanned Release Report Information

Purpose: This window allows the user to add, modify, or delete Unplanned Release Report Information (Figure 3.2.1.1.8-01).

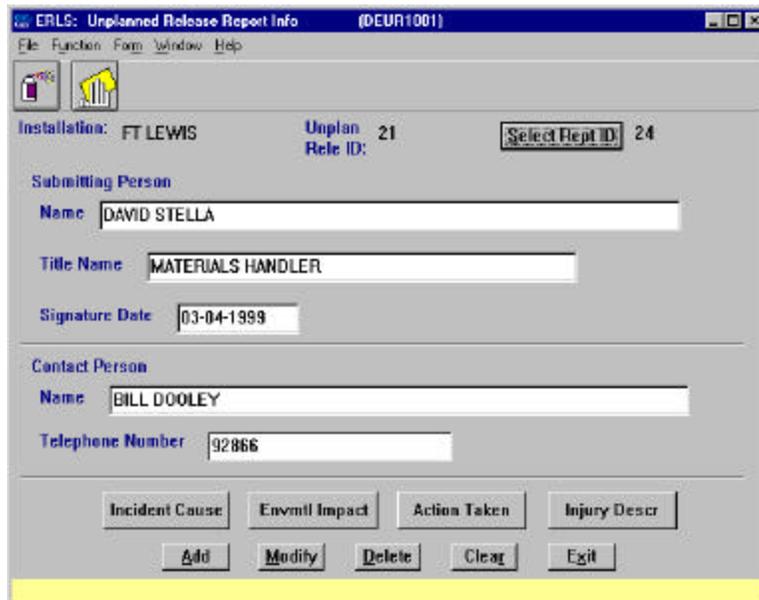


Figure 3.2.1.1.8-01 Unplanned Release Report Information

The Menu Bar contains five selections: File, Function, Form, Window and Help.

File has a drop down-menu of Exit. SELECT Exit to return to Unplanned Release window.

Function is a placeholder at this time.

Form is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEUR1001. About states the name of the window and the program number.

The Selected Report ID drop down list box displays a list of Unplanned Report ID's (Figure 3.2.1.1.8.1-01).

CLICK on the [**PRODUCT ICON**] to go to the Unplanned Release Product window (Figure 3.2.1.1.2-01).

CLICK the [**ACTION ICON**] to go to the Unplanned Release Action window (Figure 3.2.1.1.8.2-01).

CLICK the [**INCIDENT CAUSE**] button to go to the Unplanned Release Incident Cause window (Figure 3.2.1.1.8.3-01).

CLICK the [**ENVMTL IMPACT**] button to go to the Unplanned Release Environmental Impact window (Figure 3.2.1.1.8.4-01).

CLICK the [**ACTION TAKEN**] button to go to the Unplanned Release Report Response Action Taken window (Figure 3.2.1.1.8.5-01).

CLICK the [**INJURY DESCR**] button to go to the Injury Description window (Figure 3.2.1.1.8.6-01).

To ADD Unplanned Release Report Information, complete the information in the Submitting Person and Contact Person boxes. Then complete the Unplanned Release Incident Cause Information window (Figure 2.2.1.4-01) (this is a required window to add an Unplanned Release Report). CLICK on the [**ADD**] button to ADD the information.

To MODIFY Unplanned Release Report Information, make desired changes to the report and CLICK on the [**MODIFY**] button.

To DELETE Unplanned Release Report Information CLICK on the [**DELETE**] button. There is a Delete confirmation dialog box.

The [**CLEAR**] button clears the screen for entry of new data.

The [**EXIT**] button exits the Unplanned Release Report window and returns to the previous window.

3.2.1.1.8.1 Unplanned Release Report Selection List

Purpose: This window lists the Unplanned Release Reports of the selected Installation (Figure 3.2.1.1.8.1-01).

SELECT an Unplanned Release Report from this list to return to the Unplanned Release Report window (Figure 3.2.1.1.8-01) with the details of the unplanned release.

The Up and Down Arrow (↑,↓) buttons allow the user to view the next or previous block of data. A block of data contains as many records as the window will hold, which will usually be 50. When there are more records than can be displayed on the window, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if the window can display all the records.

The **[CANCEL]** button returns to the Unplanned Release Report window without any unplanned release data.

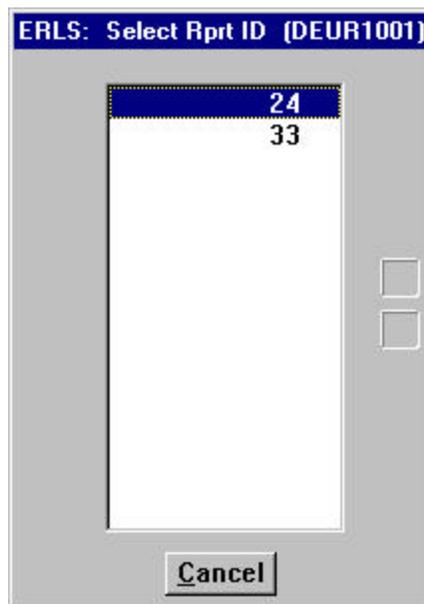


Figure 3.2.1.1.8.1-01 Report Selection List

3.2.1.1.8.2 Unplanned Release Action

Purpose: This window displays a list of Mitigation Actions taken in response to an unplanned release. Mitigations Actions can be added, changed or deleted from this window, also.

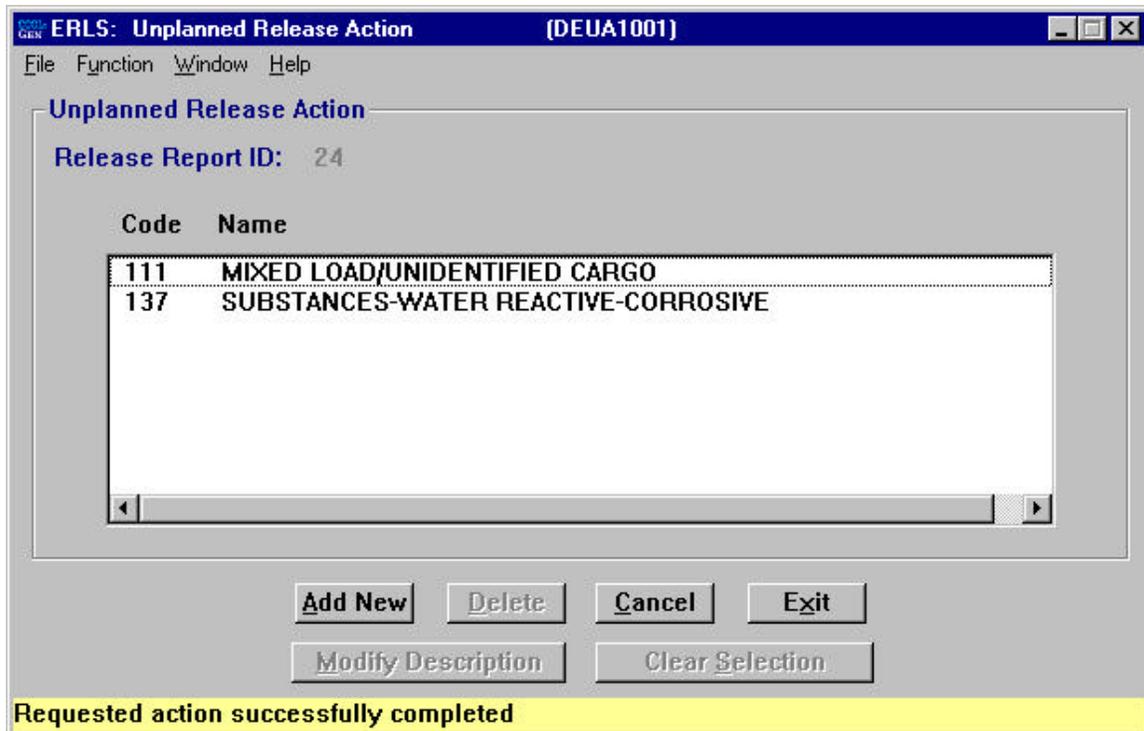


Figure 3.2.1.1.8.2-01 Unplanned Release Action

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Exit. **SELECT** Exit to return to the previous window.

Function is a placeholder at this time.

Window allows the open windows to be viewed tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEUA1001. About states the name of the window and the program number.

To **ADD** an Action Code, **CLICK** on the **[ADD NEW]** button to go to the Unplanned Release Action Add window (Figure 3.2.1.1.8.2.1-01).

To **DELETE** a Mitigation Action Code from the report, **SELECT** the desired code from the list and **CLICK** **[DELETE]**. A Delete Confirmation box is displayed.

The **[CANCEL]** button returns to previous window without saving changes.

To make changes to a description for a Mitigation Action Code, **CLICK** the **[MODIFY DESCRIPTION]** button.

CLICK **[CLEAR SELECTION]** to clear the highlighted record in the list.

The **[EXIT]** button exits the window and returns to the previous window.

3.2.1.1.8.2.1 Unplanned Release Action Add

Purpose: Use this window to associate mitigation action codes to an unplanned release. The description of the mitigation action can also be modified on this window (Figure 3.2.1.1.8.2.1-01).

Code	Name
137	SUBSTANCES-WATER REACTIVE-CORROSIVE
138	SUBSTANCES-WATER REACTIVE (EMITTING FLAM GASES)
139	SUBSTANCES-WATER REACT (EMITTING FLAM & TOXIC GAS)
140	OXIDIZERS

Details

Release Report ID: 24

Code: 137

Name: SUBSTANCES-WATER REACTIVE-CORROSIVE

Description

[Add] [Modify] [Clear] [Cancel] [Exit]

Figure 3.2.1.1.8.2.1-01 Unplanned Release Action Add

To **ADD** a Mitigation Action to an unplanned release report, **SELECT** a Code and Name from the selection list and **ENTER** description, if required. **CLICK** on the **[ADD]** button.

To **MODIFY** a Mitigation Action, make changes to the description. **CLICK** the **[MODIFY]** button.

The **[CLEAR]** button clears the descriptive text box.

The **[CANCEL]** button cancels and exits from the window without saving data.

The **[EXIT]** button exits the window and returns to the previous window.

3.2.1.1.8.3 Unplanned Release Report Incident Cause

Purpose: This window is a text box to enter details of the cause in an unplanned release for the unplanned release report (Figure 3.2.1.1.8.3-01).

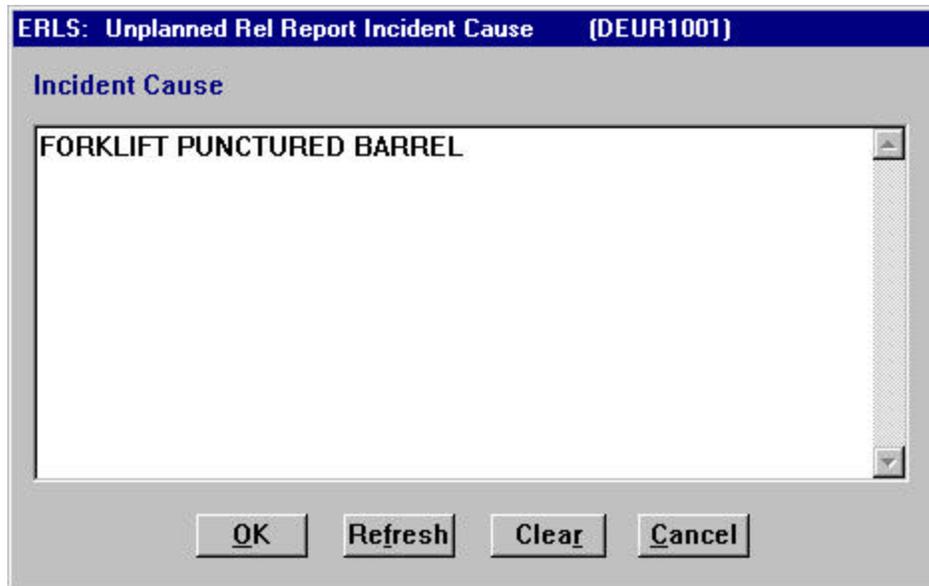


Figure 3.2.1.1.8.3-01 Unplanned Release Report Incident Cause

To complete the description, ENTER the text and CLICK on the **[OK]** button.

The **[REFRESH]** button restores the original text.

The **[CLEAR]** button clears the window of any text.

The **[CANCEL]** button exits from the window without saving data.

3.2.1.1.8.4 Unplanned Release Report Environmental Impact

Purpose: This window is a text box to enter environmental impact information for the Unplanned Release Report Log (Figure 3.2.1.1.8.4-01).

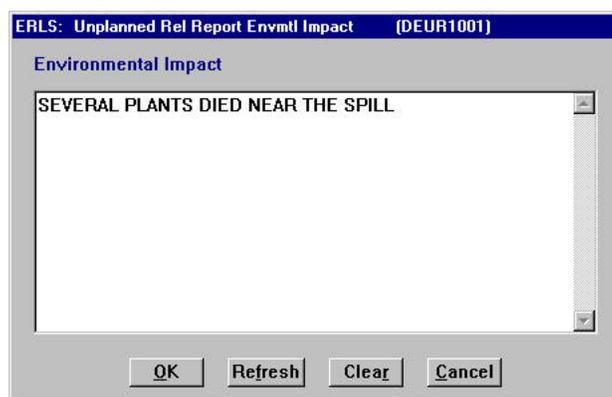


Figure 3.2.1.1.8.4-01 Unplanned Release Report Environmental Impact

To complete the Environmental Impact description, ENTER the text and CLICK on the **[OK]** button.

The **[REFRESH]** button restores the original text.

The **[CLEAR]** button clears the window of any text.

The **[CANCEL]** button exits from the window without saving data.

3.1.1.2.1.1 Unplanned Release Report Response Action Taken

Purpose: This window is a text box to enter details of the action taken in an unplanned release for the unplanned release report (Figure 3.2.1.1.8.5-01).

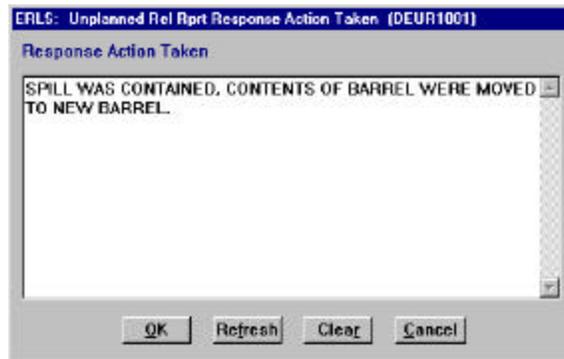


Figure 3.2.1.1.8.5-01 Unplanned Release Report Response Action Taken

To complete the Action Taken, ENTER the text and CLICK on the **[OK]** button.

The **[REFRESH]** button restores the original text.

The **[CLEAR]** button clears the window of any text.

The **[CANCEL]** button exits from the window without saving data.

3.2.1.1.8.5 Unplanned Release Report Injuries

Purpose: This window is a text box to enter injury description information on the unplanned release report log (Figure 3.2.1.1.8.6-01).



Figure 3.2.1.1.8.6-01 Unplanned Release Report Injury Description

To complete the Unplanned Release Injury Description, ENTER the text and CLICK the **[OK]** button.

The [REFRESH] button restores the original text.

The [CLEAR] button clears the window of any text.

The [CANCEL] button exits from the window without saving data

3.2.2 Reportable Quantity Inquiry

SELECT Releases from the Compliance Menu, then SELECT Reportable Quantity Inquiry. The following window displays (Figure 3.2.2-01).

Purpose: This window is used to identify quantities of items for selected storage locations required to meet the reportable quantity level. All MSDS's will be selected that meet the storage location criteria.

NOTE: When accessing Reportable Quantity Inquiry, DRMO users will receive the Reportable Quantity Inquiry DRMO Selection List window (Figure 3.2.2-02). Double click on the required DRMO to access the Reportable Quantity Inquiry window.

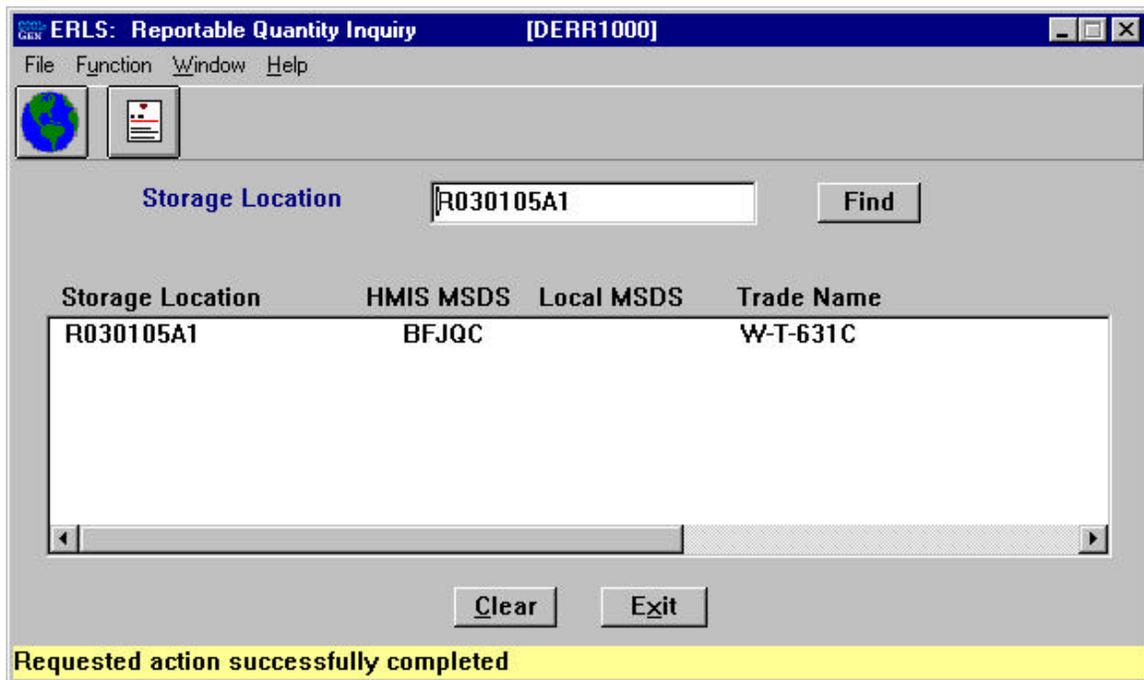


Figure 3.2.2-01 Reportable Quantity Inquiry

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Exit. SELECT Exit to return to the Compliance Menu.

Function is a placeholder at this time

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a

placeholder and will give the user an information box. Help_index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DERR1001. About states the name of the window and the program number.

CLICK on the **[DRMO ICON]** to go to the Reportable Quantity Inquiry DRMO Selection List window (Figure 3.2.2-02).

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

In the Storage Location Box, ENTER at least seven characters of the storage location. A wildcard is not needed because this window is used for emergency spills and will bring back all storage locations with at least a seven-character match.

CLICK on the **[FIND]** button. This will display the MSDS and Trade Name of items which meet the location selection criteria in the Storage Location Box.

The **[CLEAR]** button clears the window.

The **[EXIT]** button exits the program and returns to the ERLS Compliance Menu.

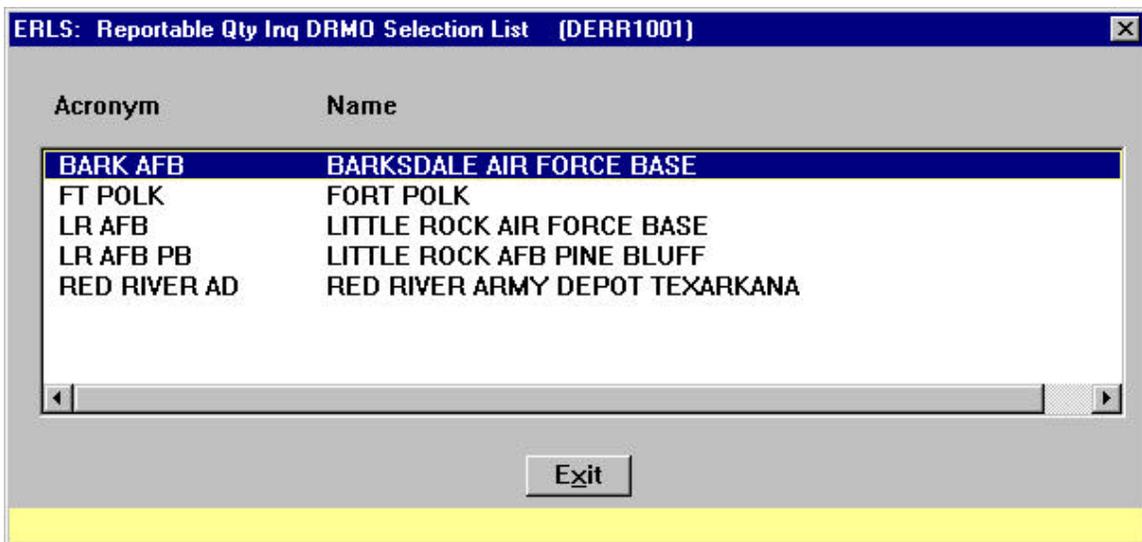


Figure 3.2.2-02 DRMO Selection List

Double click on the highlighted site in the DRMO Selection List to return to the Reportable Quantity Inquiry window with information for the selected DRMO.

CLICK **[EXIT]** to return to the Reportable Quantity Inquiry window without selecting a DRMO.

3.3 Items

SELECT Items from the Compliance Menu. There are two selections under Items: MSDS Information Management and Materiel Item Management.

3.1.2 MSDS Information Management

SELECT Items from the Compliance Menu and then select MSDS Information Management. There are two options available: MSDS Management (Section 3.3.1.1) and Combine MSDS (Section 3.3.2.1).

3.3.1.1 MSDS Management

SELECT Items from the Main Menu, then SELECT MSDS Information Management. Finally, SELECT MSDS Management. The following window displays (Figure 3.3.1.1-01).

Purpose: Material Safety Data Sheet (MSDS). This window allows you to find a MSDS record and displays all the details. You may also Add/Modify/Delete a MSDS record from this window. By using the Toolbar, you are able to go to any one of the following windows: MSDS Material Item, MSDS Chemical Ingredient, Combine MSDS, MSDS Isotope Ingredient, or MSDS Radioactive Component. Only 'Local' MSDS records may be added and a 'HMIS' MSDS record may not be modified. A 'HMIS' MSDS record (including chemical ingredients/radioactive components/isotope ingredients/material items) may be deleted.

This is a multi-purpose window. It has different options as data is entered or ICONS are selected. There are three different views (View A, B, or C) to show the different appearances of this window.

ERLS: MSDS Information Management (DEMM1001)

File Function Window Help

MSDS Search
Local MSDS No. [] HMIS MSDS No. []
Find

Local MSDS [] HMIS MSDS : [] Mfg. MSDS []

Container [] Trade Name []

Proprietary

HCC []

Pure or Mix
 Pure Mixture

Form Code
 Solid
 Liquid
 Gas

Net Unit Weight [0.00]
Net Unit Volume [0.0000]
Specific Gravity [0.0000]

Radioactive
 No
 Yes

Health Hazards
 Acute Chronic

Add Modify Delete Clear Exit

Requested action successfully completed

Figure 3.3.1.1-01 MSDS Information Management (View A)

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Expanded Search and Exit. SELECT Expanded Search and go to the Expanded Search window. SELECT Exit to return to the Compliance Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEMM1001. About states the name of the window and the program number.

CLICK on the **[EXPANDED SEARCH ICON]** to go to the Expanded Search window (Figure 3.3.1.1.1-01).

CLICK on the **[COMBINE MSDS ICON]** to go to the Combine MSDS window (Figure 3.3.1.2-01).

ENTER a MSDS Number (not Radioactive) and CLICK on the **[FIND]** button. Data displays in the lower portion of the window. The **[CHEMICAL INGREDIENT ICON]** and the **[MATERIAL ITEM ICON]** are enabled (Figure 3.3.1.1-02 (VIEW B)).

ENTER a MSDS Number (Radioactive) and CLICK on the **[FIND]** button. Data displays in the lower portion of the window and the **[MATERIAL ITEM ICON]**, the **[RADIOACTIVE COMPONENT ICON]** and the **[ISOTOPE INGREDIENT ICON]** are enabled (Figure 3.3.1.1-03 (VIEW C)).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

Only a Local MSDS Number may be added. To ADD a Local MSDS Number, ENTER all the data into the appropriate fields. This enables the **[ADD]** button. CLICK on the **[ADD]** button.

Only a Local MSDS Number may be modified. To MODIFY a Local MSDS Number, in the MSDS Search box, ENTER a Local MSDS Number. Then CLICK the **[FIND]** button. The lower part of the window will fill with the data. Make the appropriate changes. CLICK the **[MODIFY]** button.

To DELETE a record, in the MSDS Search box, ENTER a Local MSDS Number or a HMIS MSDS Number. CLICK the **[FIND]** button. The lower part of the window will fill with the data. CLICK the **[DELETE]** button. There is a delete confirmation box. Only MSDS numbers that are not associated with any inventory can be deleted.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the previous menu selection.

VIEW B (Figure 3.3.1.1-02) shows the MSDS Information Management window for a non-radioactive MSDS.

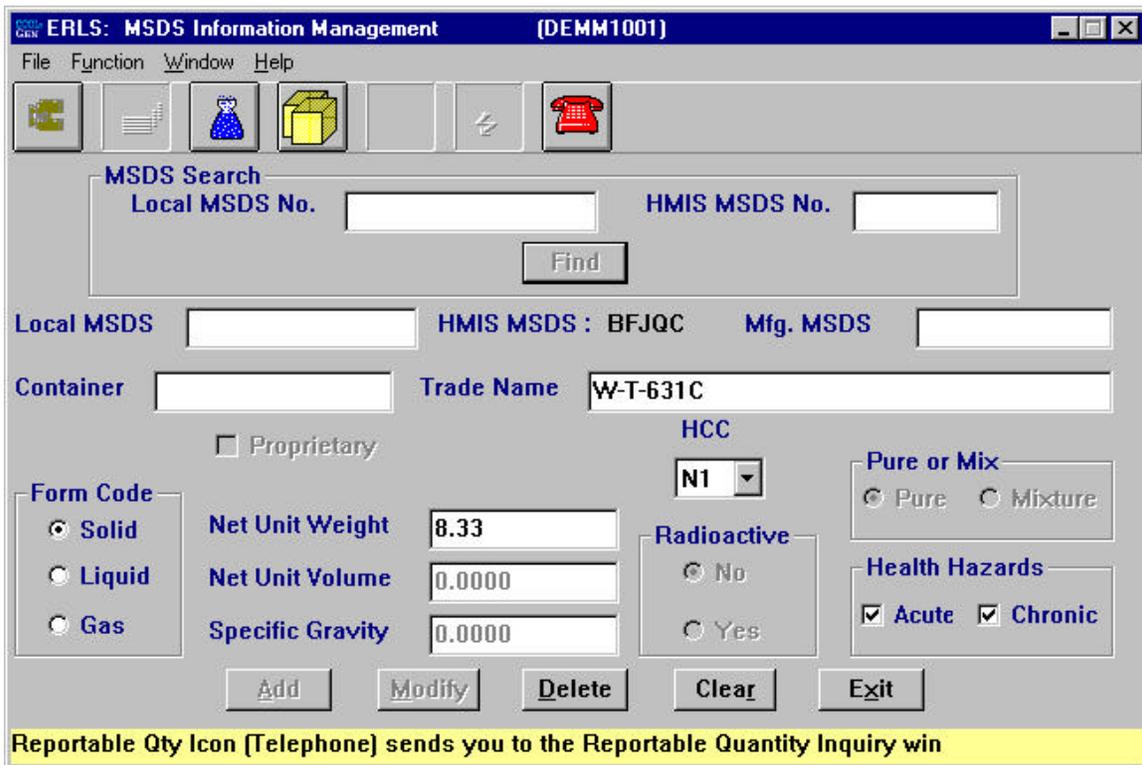


Figure 3.3.1.1-02 MSDS Information Management (View B)

CLICK on the **[EXPANDED SEARCH ICON]** to go to the Expanded Search window (Figure 3.3.1.1.1-01).

CLICK on the **[CHEMICAL INGREDIENT ICON]** to go to the MSDS Chemical Ingredient Mgmt Window (Figure 3.3.1.1.2-01).

CLICK on the **[MATERIAL ITEM ICON]** to go to the MSDS Material Item Mgmt window (Figure 3.3.1.1.3-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access (See View A for Details).

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the previous menu selection.

VIEW C shows the MSDS Information Management window for a radioactive MSDS.



Figure 3.3.1.1-03 MSDS Information Management (View C)

The Isotope Ingredient icon will not be enabled unless there is at least one component and its associated radioactive isotope. When first building a Local MSDS record in ERLS for a radioactive item, the icon will not become enabled until after entering at least one component and its radioactive isotope. For a radioactive MSDS brought in from HMIS, the icon will already be enabled.

CLICK on the **[EXPANDED SEARCH ICON]** to go to the Expanded Search window (Figure 3.3.1.1.1-01).

CLICK on the **[MATERIAL ITEM ICON]** to go to the MSDS Material Item Mgmt window (Figure 3.3.1.1.3-01).

CLICK on the **[RADIOACTIVE ICON]** to go to the MSDS Radioactive Component Mgmt window (Figure 3.3.1.1.4-01).

CLICK on the **[ISOTOPE INGREDIENT ICON]** to go to the MSDS Isotope Ingredient Mgmt window (Figure 3.3.1.1.5-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access (See View A for Details).

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the previous menu selection.

3.1.2.1.1 Expanded Search

Purpose: Allows an expanded search by any one or more of the five fields. The search results may be sorted by Local MSDS Number, HMIS MSDS Number, or Trade Name.

The screenshot shows a dialog box titled "ERLS: Expanded Search (DEMM1001)". It is divided into two main sections. The "Search Criteria" section contains five text input fields: "Local MSDS No.", "HMIS MSDS No." (with "B%" entered), "Trade Name", "CAS Number", and "Isotope Name". The "Sort Criteria" section contains a "Sort By" dropdown menu currently set to "HMIS MSDS No.". At the bottom of the dialog are three buttons: "OK", "Clear", and "Cancel".

Figure 3.3.1.1.1-01 Expanded Search

In the Search Criteria Box ENTER the known data.

ENTER a Local MSDS Number, HMIS MSDS Number, Trade Name, CAS Number, or Isotope Name. This enables the **[OK]** button. Because this is an Expanded Search the % (wildcard) may be used. CLICK on the **[OK]** to bring up the MSDS Selection List window (Figure 3.3.1.1.1.1-01).

In the Sort Criteria box the user may SELECT sort criteria from the drop down list. The drop down list allows the user to sort by Local MSDS No., HMIS MSDS No., or Trade Name.

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and returns the user to the previous window.

3.3.1.1.1.1 MSDS Selection List

Purpose: Displays a list of MSDS's.

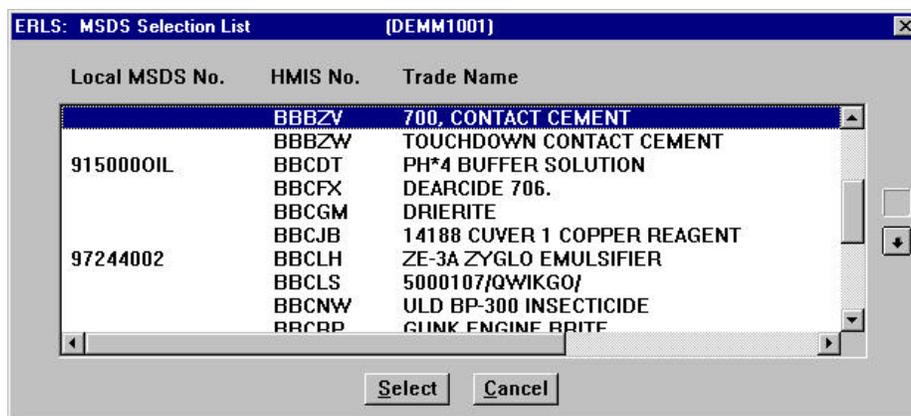


Figure 3.3.1.1.1-01 MSDS Selection List

HIGHLIGHT a record. CLICK the **[SELECT]** button to return to the ERLS: MSDS Information Management window (Figure 3.3.1.1-01) with the details from the selected MSDS.

The Up and Down Arrow (↑,↓) buttons allow the user to view the next or previous block of data. A block of data contains as many records as the window will hold, which will usually be 50. When there are more records than can be displayed on the window, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if the window can display all the records.

The **[CANCEL]** button returns the user to the previous window without the details displayed.

3.3.1.1.2 MSDS Chemical Ingredient Management

Purpose: Lists the Chemical Ingredients in the Local MSDS and/or HMIS MSDS selected. Allows the user to Add/Modify/Delete CAS Numbers to the selected Local MSDS. A HMIS MSDS may not be modified.

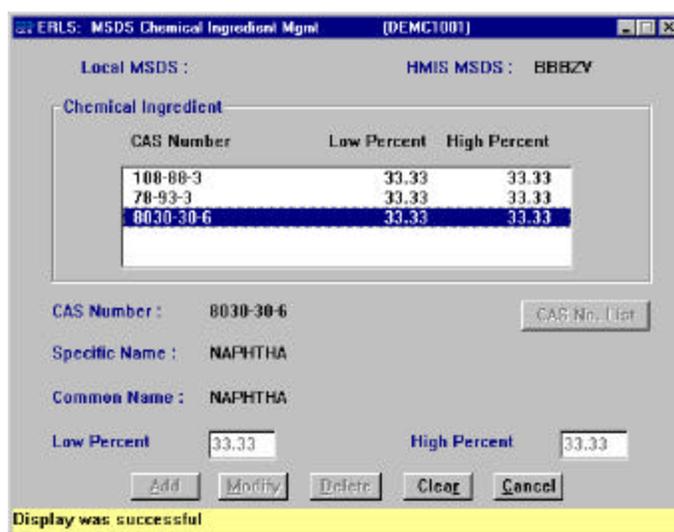


Figure 3.3.1.1.2-01 MSDS Chemical Ingredient Management

HIGHLIGHT a CAS Number from the Chemical Ingredient box; this will fill in the details in the lower part of this window.

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access and can only be used for a local MSDS.

To ADD a CAS Number to the Chemical Ingredient list of a MSDS, CLICK on the **[CAS NO. LIST]** button to go to the CAS Number Selection window (Figure 3.3.1.1.2.1-02). HIGHLIGHT the CAS Number from the Available box. CLICK on the **[SELECT]** button to return to the MSDS Chemical Ingredient Mgmt window where the CAS Number may be ADDED after the Low percent and High percent fields are filled.

To MODIFY Chemical Ingredient CAS Number for a given Local MSDS, HIGHLIGHT a CAS Number from the Chemical Ingredient box. This enables the **[MODIFY]** button. The user may then MODIFY High Percent and Low Percent of the CAS Number for the MSDS.

To DELETE a Chemical Ingredient CAS Number for a given Local MSDS, HIGHLIGHT a CAS Number from the Chemical Ingredient box. This enables the **[DELETE]** button. The user may then DELETE the CAS Number from this MSDS.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the previous window.

3.3.1.1.2.1 CAS Number Selection List

Purpose: Displays a list of CAS Numbers.

CAS Number	Specific Name
110-00-9	FURAN
110-05-4	DIBUTYL PEROXIDE [TERTIARY]
110-12-3	2-HEXANONE, 5-METHYL-
110-15-6	BUTANEDIOIC ACID
110-16-7	MALEIC ACID

Figure 3.3.1.1.2.1-01 CAS Number Selection List

ENTER a CAS Number, Specific Name, or the wildcard character (%). This will enable the **[FIND]** button. CLICK on the **[FIND]** button to view the Available CAS Numbers.

HIGHLIGHT a CAS Number from the Available box. CLICK on the **[SELECT]** button. This returns to the previous window with the details of the chosen CAS Number.

The Up and Down Arrow (↑,↓) buttons allow the user to view the next or previous block of data. A block of data contains as many records as the window will hold, which will usually be 50. When there are more records than can be displayed on the window, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if the window can display all the records.

The **[CANCEL]** button returns the user to the previous window.

3.3.1.1.3 MSDS Material Item Management

Purpose: To assign or remove Stock Number(s) from a Local MSDS.

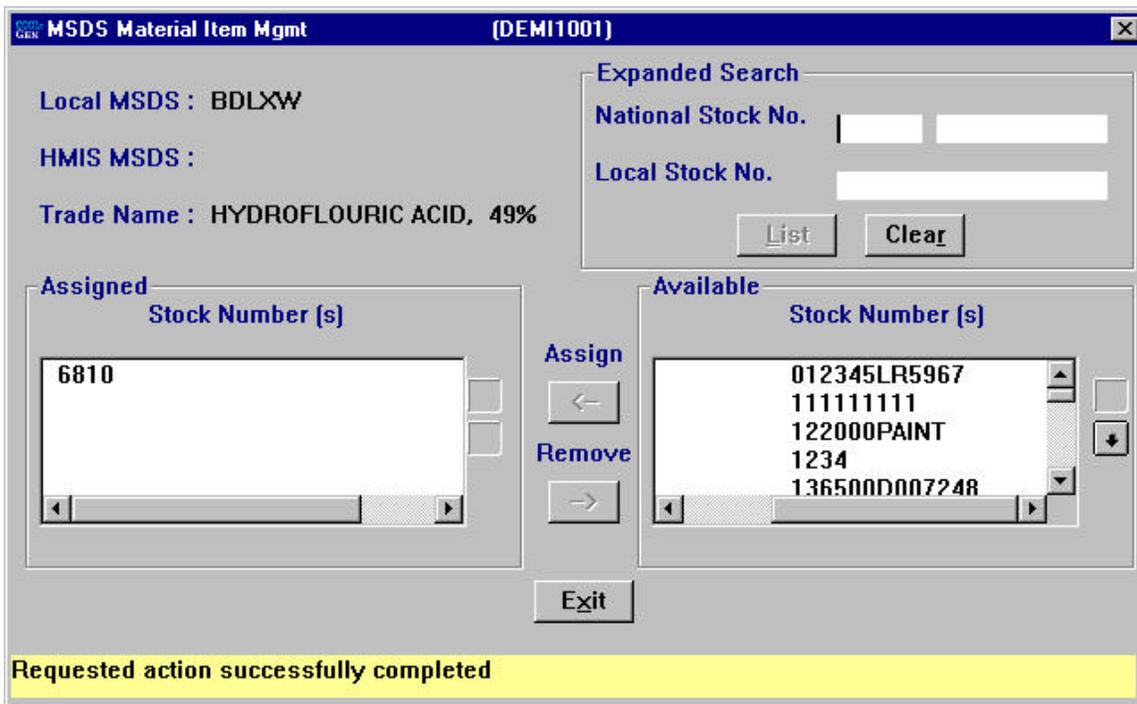


Figure 3.3.1.1.3-01 MSDS Material Item Management

In the Expanded Search box, ENTER a National Stock Number or a Local Stock Number to enable the **[LIST]** button. CLICK on the **[LIST]** button to view the assigned Stock Number(s) and the Available Stock Number(s) for the specific National Stock Number or Local Stock Number.

CLICK **[CLEAR]** to remove data from the Expanded Search fields.

To remove an Assigned Stock Number, HIGHLIGHT the Assigned Stock Number. CLICK on the **[REMOVE]** arrow button. This removes the Stock Number from the Assigned List. The Stock Number appears on the Available List.

To ASSIGN an Available Stock Number, HIGHLIGHT the Available Stock Number. CLICK on the **[ASSIGN]** arrow button. This assigns the Stock number to the MSDS.

A Double CLICK will assign or remove the selection without using the arrow buttons.

The Up and Down Arrow (↑,↓) buttons allow the user to view the next or previous block of data. A block of data contains as many records as the window will hold, which will usually be 50. When there are more records than can be displayed on the window, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if the window can display all the records.

The **[EXIT]** button takes the user back to the previous window.

3.3.1.1.4 MSDS Radioactive Component Management

Purpose: To Add or Modify a Radioactive Component Name assigned to a Local MSDS Number.

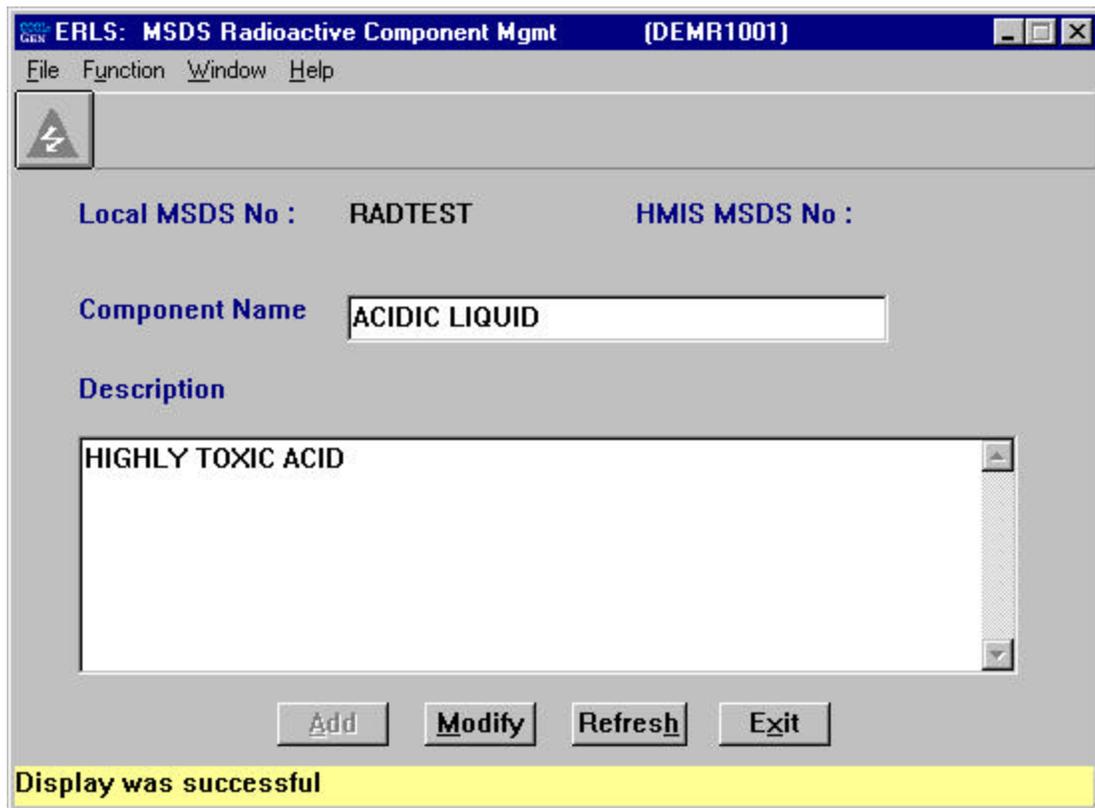


Figure 3.3.1.1.4-01 MSDS Radioactive Component Management

CLICK on the **[ISOTOPE INGREDIENT ICON]** to go to MSDS Isotope Ingredient Mgmt (Figure 3.3.1.1.5-01).

To ADD a Component Name, ENTER the Component Name and Description (Description is optional) to enable the **[ADD]** button. CLICK on the **[ADD]** button. The Component is added.

To MODIFY the Component name or the description, make changes to the component name and/or description and CLICK on the **[MODIFY]** button.

CLICK on the **[REFRESH]** button to restore the window to the original Component name and Description before the **[MODIFY]** button is selected.

There is a Scroll Bar on the side of the description box to scroll the text up and down.

The **[EXIT]** button takes the user back to the previous window.

3.3.1.1.5 MSDS Isotope Ingredient Management

Purpose: Lists the Isotope Ingredient ID Name and the Curies Qty for a Local MSDS Number.

Isotope Name	Curies	Quantity
ACTINIUM-224	10	.000000
ACTINIUM-225	10	.000000
ACTINIUM-227	2	.000000
HAFNIUM-170	1	.000000

Isotope Name : ACTINIUM-225

Curies Quantity : 10 .000000

Buttons: Add, Modify, Delete, Clear, Exit, Isotope List

Display was successful

Figure 3.3.1.15-01 MSDS Isotope Ingredient Management

HIGHLIGHT the Isotope Name in the Isotope Ingredient box to fill the lower part of this window.

CLICK on the **[ISOTOPE LIST]** button to go to the Isotope Selection List window (Figure 3.3.1.1.5-01).

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

To ADD an isotope to a MSDS, SELECT an isotope from the Isotope Selection List window (Figure 3.3.1.1.5-01). This will return to this window, ENTER the Curies Qty. CLICK on the **[ADD]** button.

To MODIFY a MSDS isotope ingredient record, HIGHLIGHT the isotope ingredient. ENTER the changes and CLICK on the **[MODIFY]** button. The isotope ingredient record is modified.

To DELETE an isotope from a MSDS, HIGHLIGHT the isotope and CLICK on the **[DELETE]** button. DELETE removes the isotope ingredient from the MSDS.

The **[CLEAR]** button clears the fields to select new data.

The **[EXIT]** button takes the user back to the previous window.

3.3.1.1.5.1 Isotope Ingredient List

Purpose: Search by Isotope Name to view the Available Isotope Ingredients. The wildcard character (%) may be used.

ERLS: Isotope Selection List (DEMS1001)

Search

Name A%

Find

Available Isotope Ingredients

Name

ACTINIUM-224
ACTINIUM-225
ACTINIUM-226
ACTINIUM-227

Select

Cancel

More Records Have Been Retrieved Than Appear - Use Up/Down Arrows to Display

Figure 3.3.1.1.5.1 Isotope Ingredient List

In the Search box ENTER an Isotope Name or letters with a wildcard character. CLICK on the **[FIND]** button to get a list of the Available Isotope Ingredients in the lower part of this window.

HIGHLIGHT an Isotope Ingredient. CLICK on the **[SELECT]** button to ADD the Isotope Ingredient to the MSDS. (Only authorized personnel can ADD).

The Up and Down Arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains as many records as the window will hold, which will usually be 50. When there

are more records than can be displayed on the window, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if the window can display all the records.

The **[CANCEL]** button terminates a search and returns the user to the previous window.

3.1.2.2 Combine MSDS

SELECT Items from the Main Menu, SELECT MSDS Information Management, and then SELECT Combine MSDS. The following window displays (Figure 3.3.1.2-01).

Purpose: Combine MSDS Records. This window allows you to combine two MSDS records if they are identical except that one is identified by an HMIS MSDS Number and the other by a Local MSDS Number. The HMIS record will be updated with Local MSDS Number and its related data. The Local MSDS record will be deleted.

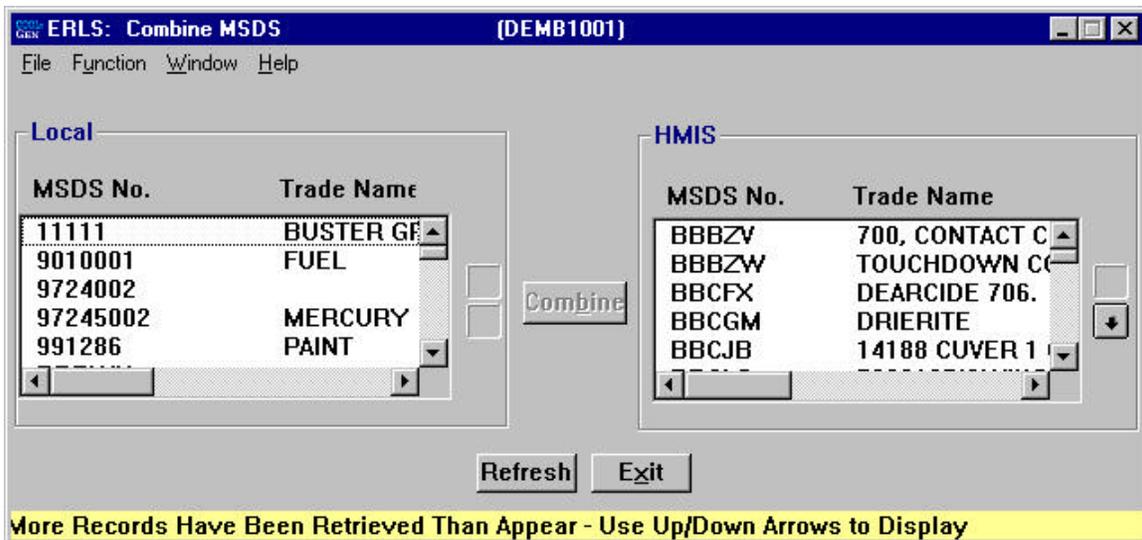


Figure 3.3.1.2-01 Combine MSDS

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Exit. SELECT Exit to return to the Compliance Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEMS1001. About states the name of the window and the program number.

There are scroll bars at the bottom of the Local and HMIS boxes to view all the data in the boxes from left to right.

To Combine a Local MSDS No. and a HMIS MSDS No. which are the same MSDS's, SELECT the Local MSDS No. and the HMIS MSDS No. This enables the **[COMBINE]** button. CLICK on the **[COMBINE]** button. A Delete Confirmation box appears with a WARNING: "The selected Local MSDS will be deleted. Do you wish to combine Local with HMIS MSDS? Yes No." CLICK **[YES]** to combine the two or CLICK **[NO]** to cancel.

The Up and Down Arrow (↑,↓) buttons allow the user to view the next or previous block of data. A block of data contains as many records as the window will hold, which will usually be 50. When there are more records than can be displayed on the window, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if the window can display all the records.

To Refresh HMIS and Local MSDS Lists, CLICK on the **[REFRESH]** button. The list boxes containing Local MSDS Numbers and HMIS MSDS Numbers will be redisplayed from the beginning.

The **[EXIT]** button takes the user back to the Compliance Menu.

3.3.2 Material Item Management

SELECT Items from the Main Menu, then SELECT Material Item Management. The following window displays (Figure 3.3.2-01).

Purpose: These windows allow you to enter a National Stock Number (NSN) or Local Stock Number (LSN). You will be able to add a new NSN or LSN. By selecting from the tool bar you will be able to add the HCC, Components, Environmental Alternatives, Environmentally Friendly Items, Life Cycle Costs or the MSDS(s) to the new NSN or LSN. You will also be able to search for an existing NSN or LSN. When the record is found you will be able to modify, or delete record.

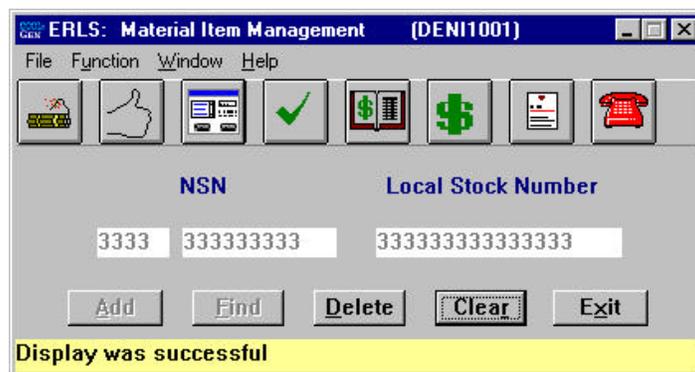


Figure 3.3.2-01 Material Item Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Exit. SELECT Exit to return to the Compliance Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DENI1001. About states the name of the window and the program number.

ENTER an NSN or a Local Stock Number (LSN). CLICK on the **[FIND]** button. This enables the first three ICONS at the top of the window, if the NSN is found. If the NSN/LSN is found a message “Requested action successfully completed” appears at the bottom of the window.

If the NSN/LSN is not found, a message “MATERIAL_ITEM was not found” appears at the bottom of the window. The **[ADD]** button is enabled and the user may ADD the Material Item.

The **[ADD]** and **[DELETE]** buttons have limited access.

CLICK on the **[DELETE]** button to DELETE an NSN. A Delete confirmation box will appear.

CLICK on the **[MATERIAL ITEM MSDS ICON]** to go to the Material Item MSDS window (Figure 3.3.2.1-01).

CLICK on the **[MATERIAL ITEM HCC ICON]** to go to Material Item HCC window (Figure 3.3.2.2-01).

CLICK on the **[MATERIAL ITEM COMPONENT ICON]** to go to Material Item Component window (Figure 3.3.2.3-01).

CLICK on the **[MATERIAL ITEM ENVIRONMENTAL ALTERNATIVES ICON]** to go to Item Environmental Alternatives window (Figure 3.3.2.4-01).

CLICK on the **[ENVIRONMENTAL ATTRIBUTE CODE (ENAC) MATERIAL ITEM ICON]** to go to Environmental Attribute Code (ENAC) Material Item window (Figure 3.3.2.5-01).

CLICK on the **[MATERIAL ITEM LIFE CYCLE COST ICON]** to go to Material Item Life Cycle Cost window (Figure 3.3.2.6-01).

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to ERLS Compliance Menu.

3.3.2.1 Material Item MSDS

Purpose: To assign to or remove a HMIS MSDS Number, Local MSDS Number or Trade Name from an NSN.

ERLS: Material Item MSDS (DENM1001)

National Stock No. : 3333 333333333
Local Stock No. : 333333333333333

Expanded Search
HMIS No.
Local MSDS No.
List Clear

MSDS Assigned

HMIS No.	Local No.	Tra
BBBYL	97245001	DU
BBCGM		DR
BBCJB		141
BBCLH	97244002	ZE
BBDHV		LU

Assign
Remove
Exit

MSDS Available

HMIS No.	Local No.	Tr:
BCVZZ		
BDLXW		HY
BKKKT		SU
CMHXL		PU
DDSP9809		

Requested action successfully completed

Figure 3.3.2.1-01 Material Item MSDS

The Expanded Search box allows an expanded search by HMIS Number or Local MSDS number.

In the Expanded Search box, ENTER a HMIS Number or Local MSDS Number, CLICK on the **[LIST]** button. This fills in the MSDS Assigned box and the MSDS Available box for a specific HMIS Number or Local MSDS Number.

In the Expanded Search box the **[CLEAR]** button clears the fields to enter new data.

The MSDS Assigned box lists all MSDS's assigned to the NSN selected on the previous window.

The MSDS Available box lists all MSDS's available on the system.

To REMOVE a MSDS Assigned Number from the NSN, HIGHLIGHT the MSDS Assigned Number to be removed, CLICK on the **[REMOVE]** arrow button. The MSDS Number will appear in the MSDS Available box.

To ASSIGN a MSDS Number from the MSDS Available list to a NSN, HIGHLIGHT the MSDS Available Number, CLICK on the **[ASSIGN]** arrow button. The MSDS Number will appear in the MSDS Assigned box.

A Double CLICK will assign or remove the selection without the arrow buttons.

The Up and Down Arrow (↑,↓) buttons allow the user to view the next or previous block of data. A block of data contains as many records as the window will hold, which will usually be 50. When there are more records than can be displayed on the window, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if the window can display all the records.

The [EXIT] button takes the user back to the previous menu selection.

3.3.2.2 Material Item HCC

Purpose: To display Hazardous Characteristic Code descriptions and MSDS Numbers in relationship to a NSN or LSN.

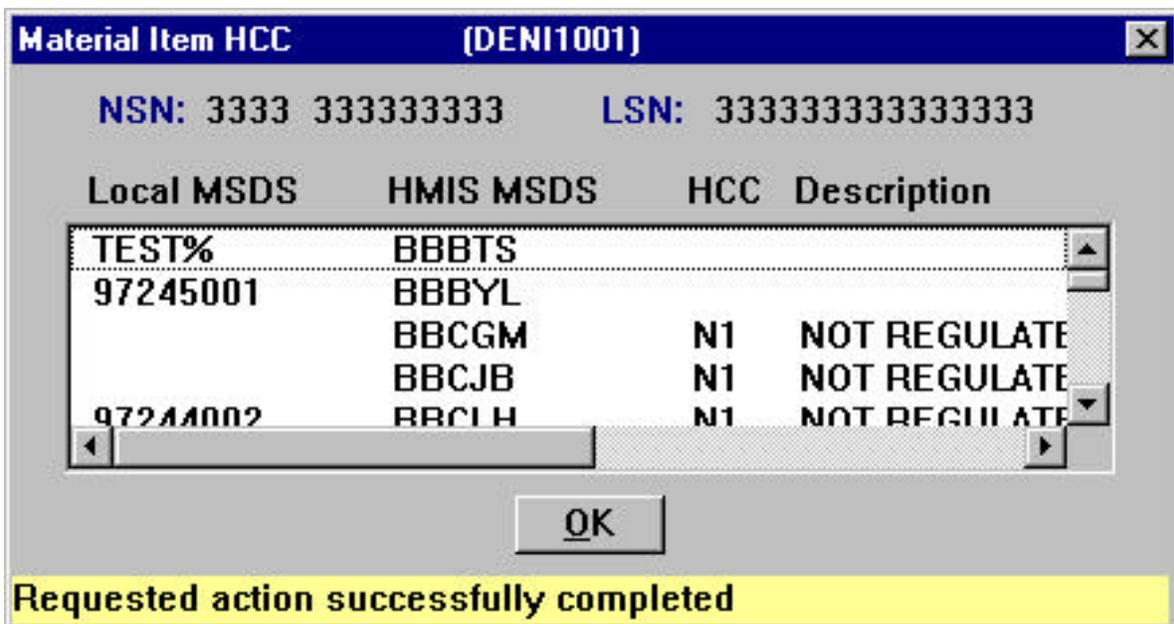


Figure 3.3.2.2-01 Material Item HCC

Scroll bars on the bottom and the right side of the window allows the user to view all the data.

The [OK] button returns the user to the previous window.

3.3.2.3 Material Item Component

Purpose: To Add, Modify, or Delete Hazardous Material Item Component detail (Unit of Issue, and Quantity) to an end item NSN. This is used to identify items available in a kit.

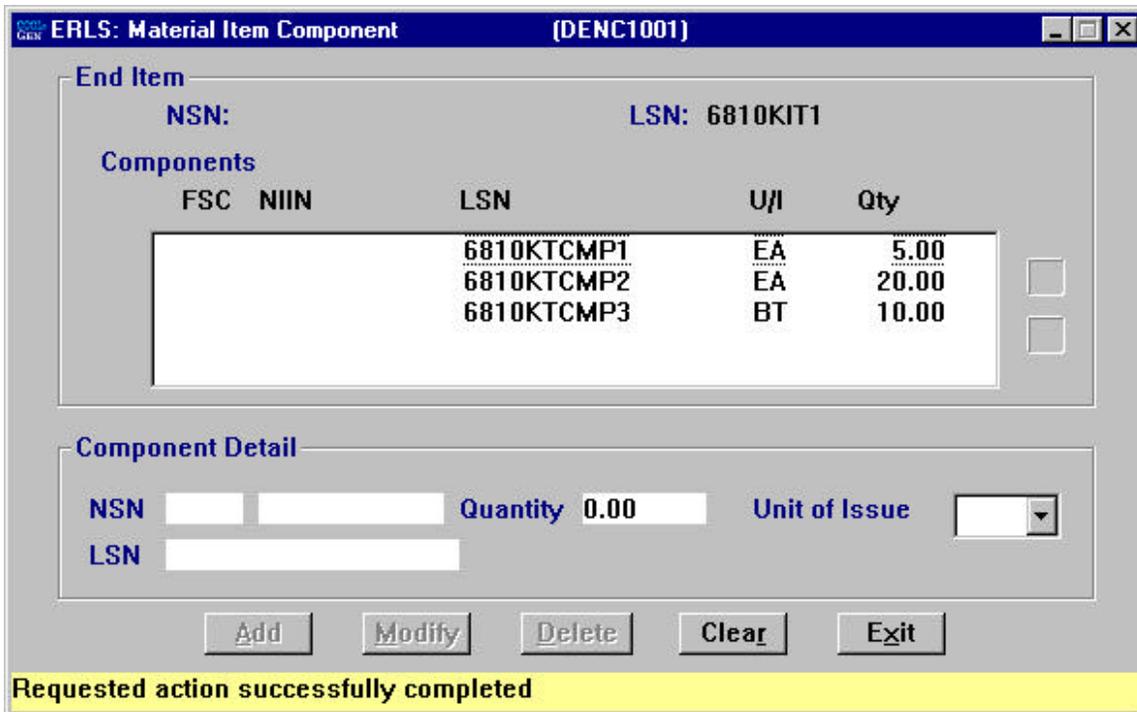


Figure 3.3.2.3-01 Material Item Component

In the End Item box, CLICK on one of the Components to view details in the Component Detail box at the bottom of the window.

The Up and Down Arrow (↑,↓) buttons allow the user to view the next or previous block of data. A block of data contains as many records as the window will hold, which will usually be 50. When there are more records than can be displayed on the window, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if the window can display all the records.

The **[ADD]**, **[MODIFY]**, and **[DELETE]** buttons have limited access.

To ADD a component, ENTER a NSN or LSN in the Component Detail box. SELECT a Unit of Issue from the drop down menu. ENTER the Quantity. CLICK on the **[ADD]** button, the data will appear in the End Item box as a component of the NSN or LSN.

To MODIFY a component, SELECT a NSN or LSN from the End Item box, the details will appear in the Component Detail box. Make the appropriate changes. CLICK on **[MODIFY]**.

To DELETE a component, HIGHLIGHT a NSN or LSN from the End Item box, the details will appear in the Component Detail box. CLICK on **[DELETE]** button. The component will disappear from the End Item box.

CLICK **[CLEAR]** to empty the fields before entering new data.

The **[EXIT]** button takes the user back to the previous window.

3.3.2.4 Material Item Environmental Alternatives Management

Purpose: To assign and display Environmental Alternatives related to a NSN or LSN. The ability to assign alternatives is dependent on the IMM code available for the user.

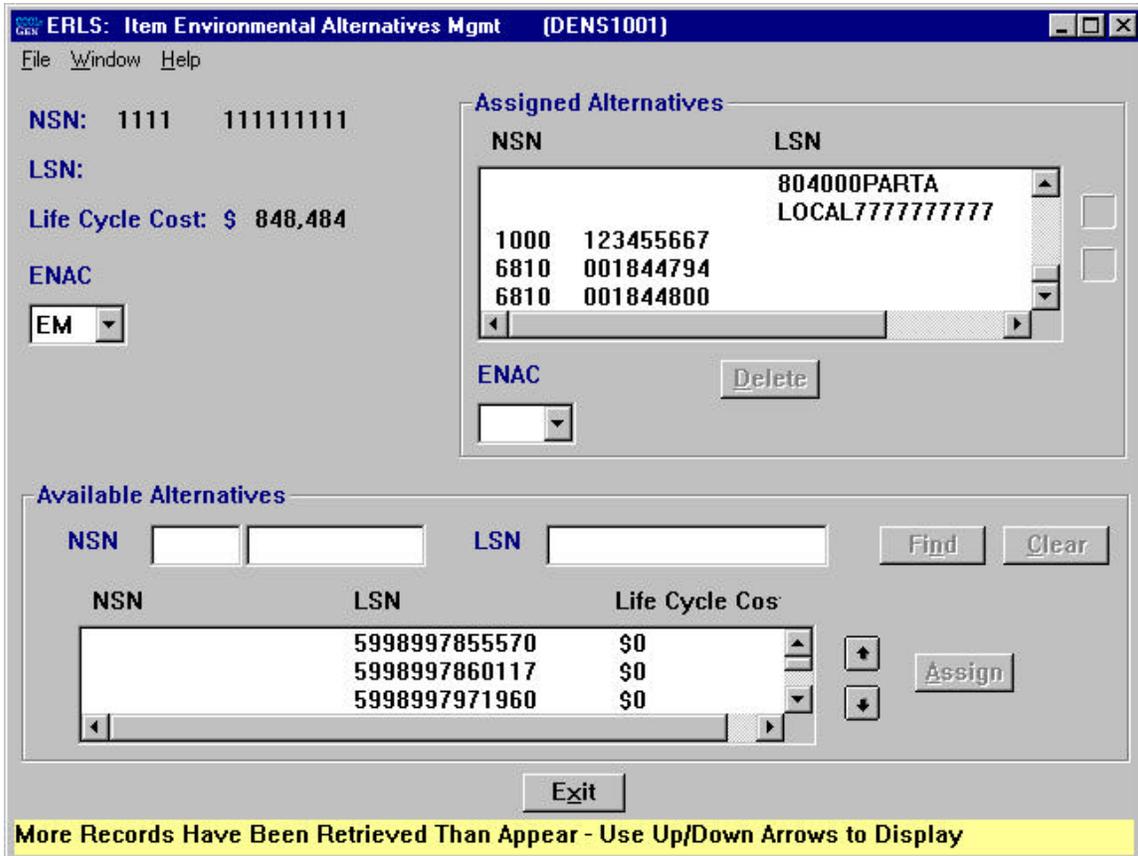


Figure 3.3.2.4-01 Material Item Environmental Alternatives Management

For each NSN/LSN, existing Life Cycle Costs and associated Environmental Attribute Code (ENAC) information is displayed for each assigned Alternative.

To view ENACs associated with the NSN/LSN, CLICK on the down arrow on the ENAC drop-down list box. You may also view ENACs associated with the Assigned Alternatives by HIGHLIGHTING the desired record in the Assigned Alternatives box. CLICK on the ENAC drop-down list box.

To delete an assigned alternative to a NSN or LSN, HIGHLIGHT the desired record in the Assigned Alternatives List and CLICK **[DELETE]**. A Delete Confirmation box will be displayed.

To Search for a specific NSN or LSN, enter one or the other in the Available Alternatives box. The wildcard character (%) may also be used to search for NSNs or LSNs. CLICK on the **[FIND]** button. Any NSN(s) or LSN(s) matching the search criteria will be displayed in the list box below.

CLICK the **[CLEAR]** button to empty the fields before starting a new search.

NSN/LSN alternatives can be assigned from the list of available alternatives with the **[ASSIGN]** button as long as the user has been assigned the correct IMM code. Just HIGHLIGHT the desired NSN or LSN and CLICK the **[ASSIGN]** button.

Scroll bars on the bottom and the right side of the Available Alternatives group box allows the user to view all the data.

The Up and Down Arrow (↑,↓) buttons allow the user to view the next or previous block of data. A block of data contains as many records as the window will hold, which will usually be 50. When there are more records than can be displayed on the window, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if the window can display all the records.

The **[EXIT]** button returns the user to the previous window.

3.3.2.5 Environmental Attribute Code (ENAC) Material Item

Purpose: To assign and display Environmental Attribute (ENAC) Codes in relationship to a NSN or LSN. An ENAC ranking can be changed for a NSN but not added, while a LSN can be assigned to an ENAC and ranked.

NOTE: To make any changes to the ranking or assignment of an ENAC to an NSN or LSN you must have security authorization.

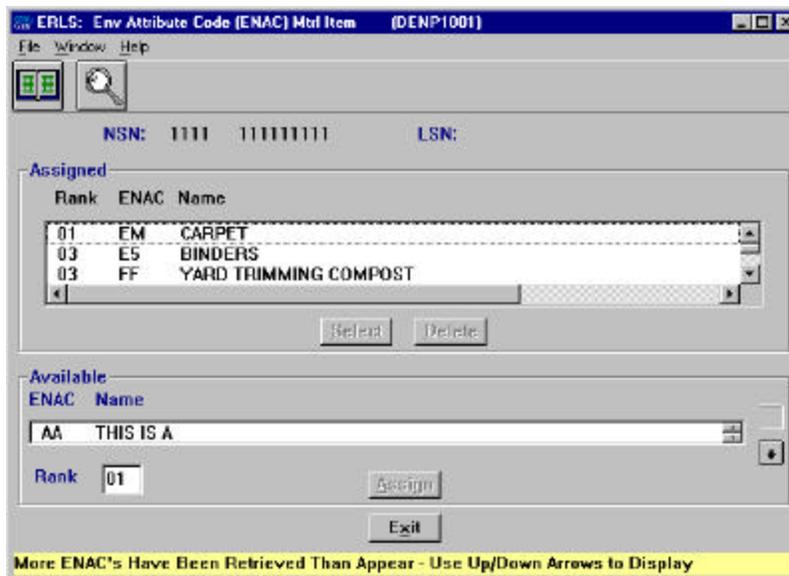


Figure 3.3.2.5-01 Environmental Attribute Code (ENAC) Material Item

The Menu Bar contains three selections: File, Window and Help.

File has a drop down-menu of Detail and Exit. SELECT a record from the Assigned List. Then from the File menu SELECT Detail to fill the details at the bottom of the window. SELECT Exit to return to the previous window.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DENP1001. About states the name of the window and the program number.

CLICK on the **[ENV ATTRIBUTE CODE (ENAC) ICON]** to go to Environmental Attribute Code (ENAC) window (Figure 2.3.9.2-01).

CLICK on the **[RECOVERED MATERIAL CONTENT GROUP ICON]** to go to Recovered Material Content Group window (Figure 2.3.10-01).

To change the assigned rank of an ENAC, SELECT a ranked ENAC from the ASSIGNED List. CLICK on the **[SELECT]** button or double CLICK the desired record to go to the Environmental Attribute Code (ENAC) Material Item Details window (Figure 3.3.2.5.1-01).

To DELETE an assigned ENAC, SELECT a ranked ENAC from the ASSIGNED List. CLICK on the **[DELETE]** button. A Delete Confirmation box will be displayed.

To ASSIGN an ENAC with a ranking to a LSN, SELECT an ENAC from the drop-down list in the Available box. ENTER a ranking in the "Rank" box. CLICK the **[ASSIGN]** button. The ranked ENAC will appear in the list above.

The Up and Down Arrow (↑,↓) buttons allow the user to view the next or previous block of data. A block of data contains as many records as the window will hold, which will usually be 50. When there are more records than can be displayed on the window, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if the window can display all the records.

SELECT **[EXIT]** to return to the previous window.

3.3.2.5.1 Environmental Attribute Code (ENAC) Material Item Details

Purpose: This window is used to change the ranking of an ENAC assigned to a NSN or LSN.

ERLS: Env Att Code (ENAC) Matl Item (DENP1001)

Detail

Environmentally Preferred Item Class (ENAC) :

CARPET

Rank 02

Modify Clear Cancel

Figure 3.3.2.5.1-01 Environmental Attribute Code (ENAC) Material Item Detail

To modify the ranking of an ENAC, CLICK the **[CLEAR]** button. ENTER the new ranking in the “Rank” field and CLICK **[MODIFY]**.

SELECT **[CLEAR]** to empty the “Rank” field prior to changing an ENAC ranking.

SELECT **[CANCEL]** to return to the previous window.

3.3.2.6 Material Item Life Cycle Cost

Purpose: This window is used to access the Expanded Search window or to display the entire list of NSN/LSN records that have life cycle costs associated with them (Figure 3.3.2.6-01).

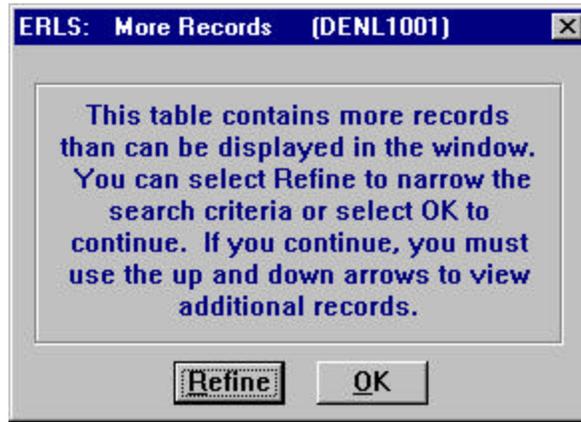


Figure 3.3.2.6-01 More Records

SELECT **[REFINE]** to go to the Expanded Search window (Figure3.3.2.6.1-01).

SELECT **[OK]** to display the entire list of Material Items that have life cycle costs associated with them (Figure 3.3.2.6-02 Material Item Life Cycle Cost).

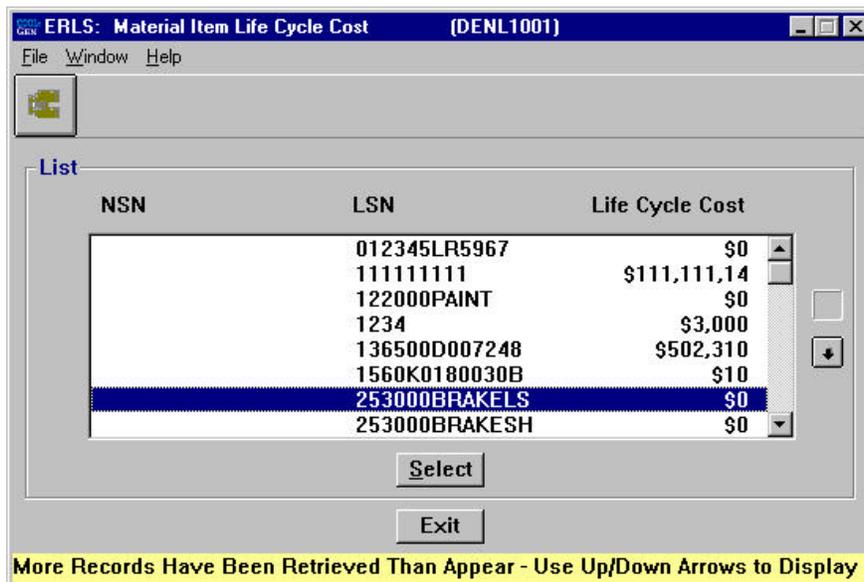


Figure 3.3.2.6-02 Material Item Life Cycle Cost

The Menu Bar contains four selections: File, Window and Help.

File has a drop down-menu of Details, Search, and Exit. Select a NSN or LSN from the List box. From the File menu Select Details to fill the Details box on the Material Item Life Cycle Cost Detail window (Figure 3.3.2.6.2-01). Select Exit to return to the previous window.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DENL1001. About states the name of the window and the program number.

CLICK on the **[EXPANDED SEARCH ICON]** to go to the Material Item Life Cycle Cost Expanded Search window (Figure 3.3.2.6.1-01).

The Up and Down Arrow (↑,↓) buttons allow the user to view the next or previous block of data. A block of data contains as many records as the window will hold, which will usually be 50. When there are more records than can be displayed on the window, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if the window can display all the records.

HIGHLIGHT a NSN or LSN in the list then **CLICK** on the **[SELECT]** button. The selected NSN or LSN, Life Cycle Cost, and Description will be displayed on the Material Item Life Cycle Cost Detail window (Figure 3.3.2.6.2-01).

The **[EXIT]** button takes the user back to the previous window.

3.3.2.6.1 Expanded Search

Purpose: Allows an expanded search by NSN or LSN.

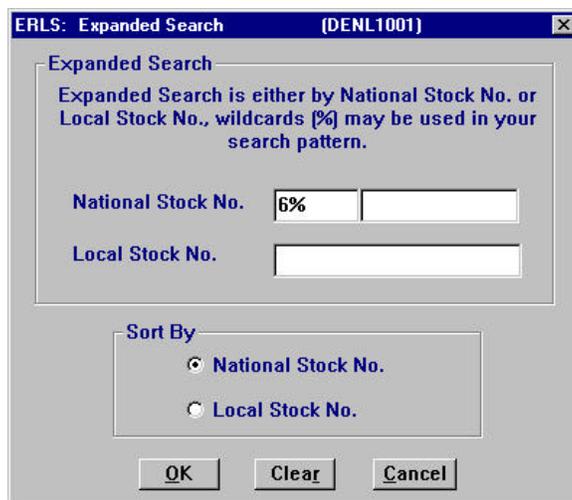


Figure 3.3.2.6.1-01 Expanded Search

ENTER a NSN or LSN. This enables the **[OK]** button. Because this is an Expanded Search the % (wildcard) may be used. The search results may be sorted either by LSN or NSN. CLICK on the **[OK]** to bring up the results in the list.

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and returns the user to the previous window.

3.3.2.6.2 **Material Item Life Cycle Cost Details**

Purpose: This window allows for changes to the Life Cycle Cost or Impact Text for a NSN or LSN. Life Cycle Cost and Impact Text may be added or deleted from this window.

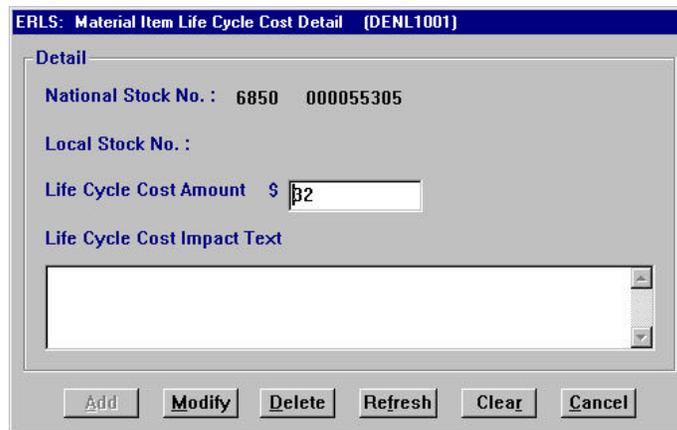


Figure 3.3.2.6.2-01 Material Item Life Cycle Cost Detail

To ADD a Life Cycle Cost for a NSN or LSN, ENTER the Cost and Impact Text (Impact Text is optional) to enable the **[ADD]** button. CLICK on the **[ADD]** button. The cost and details are added.

To MODIFY the Life Cycle Cost or Impact Text, make changes to the cost and/or text. CLICK on the **[MODIFY]** button.

To DELETE a Life Cycle Cost and Impact Text from a NSN or LSN, CLICK on the **[DELETE]** button. A Delete Confirmation box will be displayed.

CLICK on the **[REFRESH]** button to restore the window to the original Life Cycle Cost and Impact Text before the **[MODIFY]** button is selected.

The **[CLEAR]** button clears the fields to enter new data.

There is a Scroll Bar on the side of the description box to scroll the text up and down.

The **[CANCEL]** button takes the user back to the previous window.

3.4 Substances

SELECT Substances from the Compliance Menu, and then SELECT Chemical Management. The following window displays (Figure 3.4.1-01).

3.4.1 Chemical Management

Purpose: This window allows a chemical to be added to the system. An existing chemical can be retrieved using the **[FIND]** button for modification or deletion. If only part of a CAS number, specific name or common name is known, a search for the chemical can be initiated by clicking on the **[Expanded Search Icon]**. Regulations can be attached to chemicals when they are first added to the system. Regulations may also be added later by retrieving a chemical and then clicking on the **[Regulations Icon]**. The Chemical Categories window will appear automatically when a chemical is added with an EHS name. Chemical categories may also be assigned or removed for a displayed chemical by clicking on the **[Categories Icon]**. Clicking on the respective icons may access MSDS or reportable quantity information.

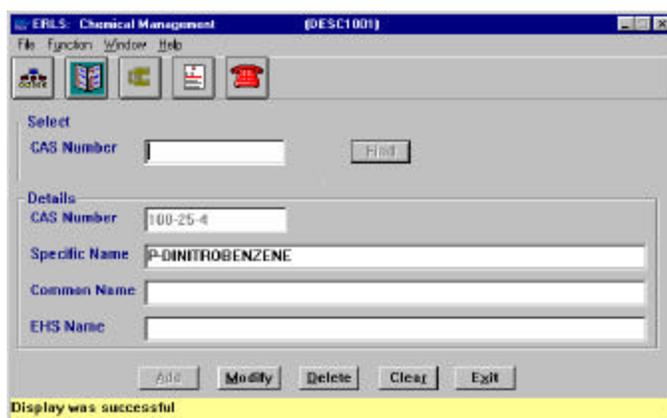


Figure 3.4.1-01 Chemical Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Detail, and Exit. ENTER a CAS No. then from the File menu SELECT Detail to fill the details box at the bottom of the window. SELECT Exit to return to the Compliance Menu.

Function has a drop down menu of Search. SELECT Search to go to the Chemical Expanded Search window.

Window allows the open windows to be viewed tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DESC1001. About states the name of the window and the program number.

CLICK on the **[EXPANDED SEARCH ICON]** to go to the Chemical Expanded Search window (Figure 3.4.1.1-01).

A CAS Number is mandatory before the **[CATEGORIES ICON]** and the **[REGULATIONS ICON]** are enabled.

In the Select box, ENTER a CAS Number. CLICK on the **[FIND]** button. The Details box fills with the details of the CAS Number. The **[CATEGORIES ICON]** and the **[REGULATIONS ICON]** are enabled.

CLICK on the **[CATEGORIES ICON]** to go to the Chemical Categories window (Figure 3.4.1.2-01).

CLICK on the **[REGULATIONS ICON]** to go to the Chemical Regulations window (Figure 3.4.1.3-01).

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

To ADD a new CAS Number, ENTER a CAS Number and Specific Name in the Details box. CLICK on the **[ADD]** button. These two fields are mandatory; the Common Name and EHS Name are optional. The Specific and the Common Name may be the same name. An Error Message displays if you are not authorized to add a CAS Number.

After **CLICKING** the **[ADD]** button the Regulatory Alert dialog box displays. If the user clicks **[YES]** to add regulatory information at this time the Chemical Regulation window displays. If the user clicks **[NO]** the CAS Number is added.

To MODIFY the details of a specific CAS Number, ENTER the changes then CLICK on the **[MODIFY]** button. There is an Error Message if you are not authorized to modify a CAS Number.

To DELETE a CAS Number, find the CAS Number to be deleted. CLICK on the **[DELETE]** button. There is an Error Message if you are not authorized to delete a CAS. There is a Delete Confirmation dialog box with a **[YES]** button to DELETE and a **[NO]** button to return to the window without deleting.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the previous menu selection.

3.4.1.1 Expanded Search

Purpose: Searches for all matches for the Chemical criteria entered.

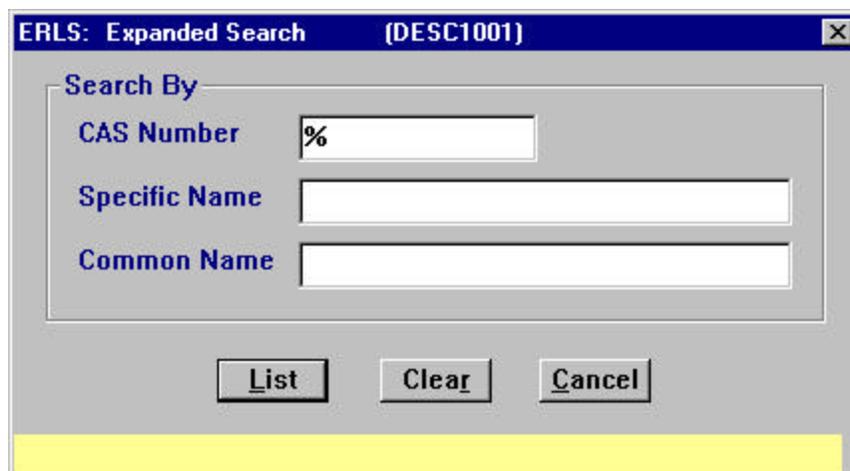


Figure 3.4.1.1-01 Expanded Search

In the Search By box, ENTER a CAS Number, Specific Name or Common Name to enable the **[LIST]** button. To display a list of all possible matches, CLICK on the **[LIST]** button to go to the Chemical List window (Figure 3.4.1.1.1-01).

The percent sign (%) is a Wildcard to limit or extend the search.

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and returns the user to the previous window.

3.4.1.1.1 Chemical Selection List

Purpose: This is the List of Chemicals with the CAS Number and Specific Name displayed after the search in the previous window is complete.

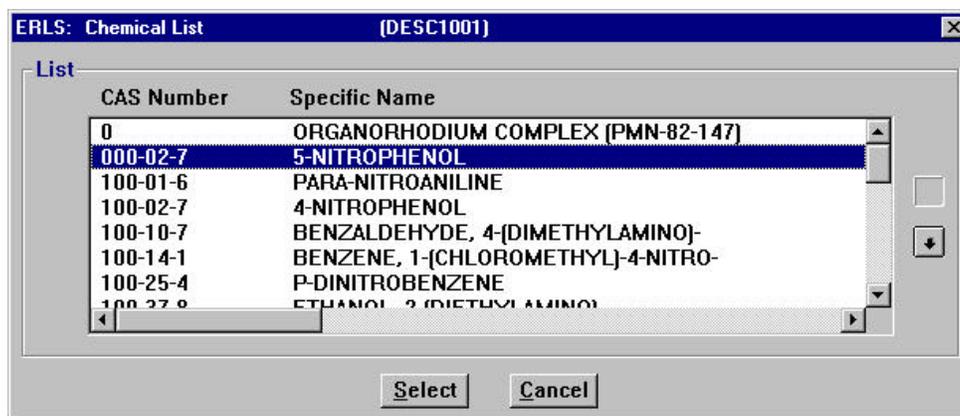


Figure 3.4.1.1.1-01 Chemical List

HIGHLIGHT a CAS Number and CLICK on the **[SELECT]** button. This takes the record, returns to the Chemical Management window (Figure 3.4.1-01) and displays the Details for this CAS Number.

The Up and Down Arrow (↑,↓) buttons allow the user to view the next or previous block of data. A block of data contains as many records as the window will hold, which will usually be 50. When there are more records than can be displayed on the window, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if the window can display all the records.

The **[CANCEL]** button terminates a search and returns the user to the previous window.

3.4.1.2 Chemical Categories

Purpose: Assigns Chemical Categories to a CAS Number.

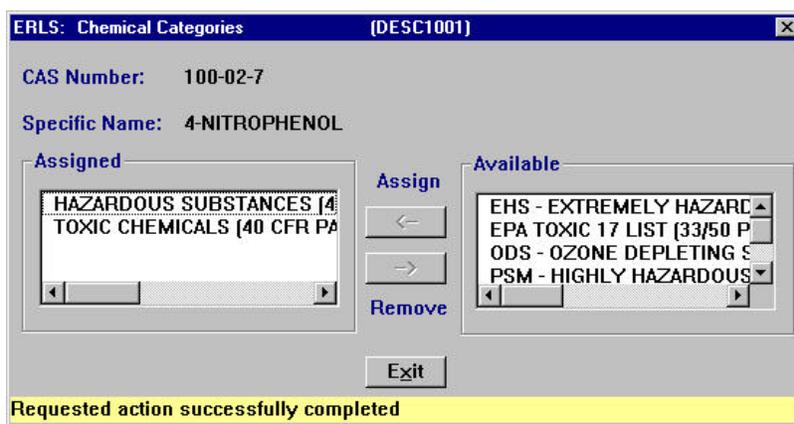


Figure 3.4.1.2-01 Chemical Categories

The Assigned box contains the names of chemical categories assigned to the CAS Number.

To REMOVE a Category Name from the ASSIGNED list, HIGHLIGHT the ASSIGNED CATEGORY NAME and CLICK on the **[REMOVE]** button. The Category Name will appear in the Available box. There is an Error Message if you are not authorized to delete a Category from the Assigned List.

The Available box contains the names of all the Categories in the System that are not already assigned to the CAS Number.

To ASSIGN a Category to a CAS Number, HIGHLIGHT the AVAILABLE CATEGORY NAME and CLICK on the **[ASSIGN]** button. The Category Name will now appear on the ASSIGNED list. There is an Error Message if you are not authorized to add a Category to the Assigned List.

A Double CLICK will assign or remove the selection without the **[ARROW]** buttons.

The **[EXIT]** button takes the user back to the previous menu selection.

3.4.1.3 Chemical Regulations

Purpose: Lists the Chemical Regulations and the details of that Chemical Regulation for a CAS Number.

Figure 3.4.1.3-01 Chemical Regulations

In the List box HIGHLIGHT a Regulatory Agency Name. The Details box will show details of how that Agency regulates the CAS Number.

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

In the Details box, ADD a Regulatory Agency to a specific CAS Number with the drop down list. Add other data fields as applicable. The Status Choices are Current, Pending or Expired. Termination Date is system generated (read only). Effective Date is not less then today's date.

The drop down list includes all the Regulatory Agencies on the system. CLICK on the **[ADD]** button, the agency will appear in the List box as one of the Regulatory Agencies for the selected CAS Number. There is an Error Message if you are not authorized to add this record.

To MODIFY the Regulatory Agency of a CAS Number, HIGHLIGHT the Regulatory Agency Name. In the details box ENTER the changes. CLICK on the **[MODIFY]** button. There is an Error Message if you are not authorized to modify this record.

To DELETE the Regulatory Agency of a CAS Number, HIGHLIGHT the Regulatory Agency Name. In the details box CLICK on the **[DELETE]** button. There is a Delete Confirmation dialog box. There is an Error Message if you are not authorized to delete this record

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button takes the user back to the previous menu selection.

3.4.2 Chemical Family Management

SELECT Substances from the Compliance Menu, then SELECT Chemical Family Management. The following window displays (Figure 3.4.2-01).

Purpose: This window allows a chemical family to be added to the system. An existing chemical family may be selected from the list for modification or deletion. Regulations may be attached to

a chemical family when it is first added, or regulations may be added later by retrieving a chemical family and then clicking on the Regulations icon. The Chemical Family Categories window will appear automatically when a Chemical Family is added with an EHS name. Chemical Family categories may also be assigned or removed for a displayed chemical family by clicking on the Categories icon. Chemicals must be attached to a chemical family when it is first added to the system (the Chemicals window will display automatically). A search function is provided to narrow the list of chemicals from which to choose. Chemical assignments may be changed after the initial add by selecting a chemical family from the list and clicking on the Chemicals icon. MSDS and reportable quantity information may be accessed.

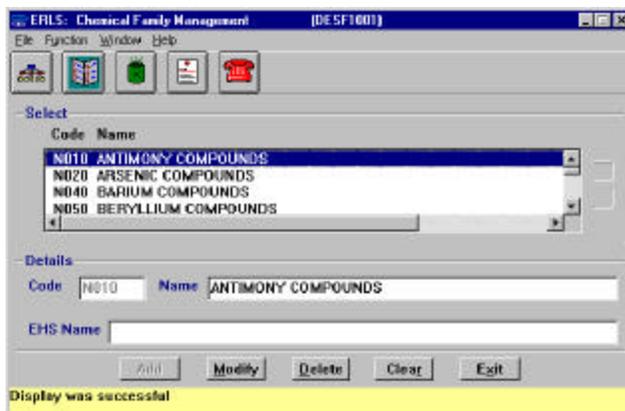


Figure 3.4.2-01 Chemical Family Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of List and Exit. List clears the highlighted selection from the Select list box. SELECT Exit to return to the Main Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DESF1001. About states the name of the window and the program number.

In the Select box, **HIGHLIGHT** a Chemical Family Name. This enables the **[CATEGORIES ICON]**, the **[REGULATIONS ICON]** and the **[CHEMICALS ICON]**.

CLICK on the **[CATEGORIES ICON]**, to go to Chemical Family Categories window (Figure 3.4.2.1-01).

CLICK on the **[REGULATIONS ICON]** to go the Chemical Family Regulations window (Figure 3.4.2.2-01).

CLICK on the **[CHEMICALS ICON]** to go to the Chemical Selection List window (Figure 3.4.1.1.1-01).

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

To ADD a Chemical Family, ENTER a Code and A Name in the Details box. CLICK on the **[ADD]** button. The Chemical Family is added and the Chemical Family Chemicals window (Figure 3.4.2.3-03) appears.

To MODIFY a Chemical Family make the changes in the Details box. CLICK on the **[MODIFY]** button. The modification will show in the Select List box.

To DELETE a Chemical Family, HIGHLIGHT the Chemical family to be deleted. CLICK on the **[DELETE]** button. There is a Delete Confirmation box with a **[YES]** button to DELETE and a **[NO]** button to return to the window without deleting.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the Compliance Menu.

3.1.2.3 Chemical Family Categories

Purpose: Assigns Chemical Family Categories.

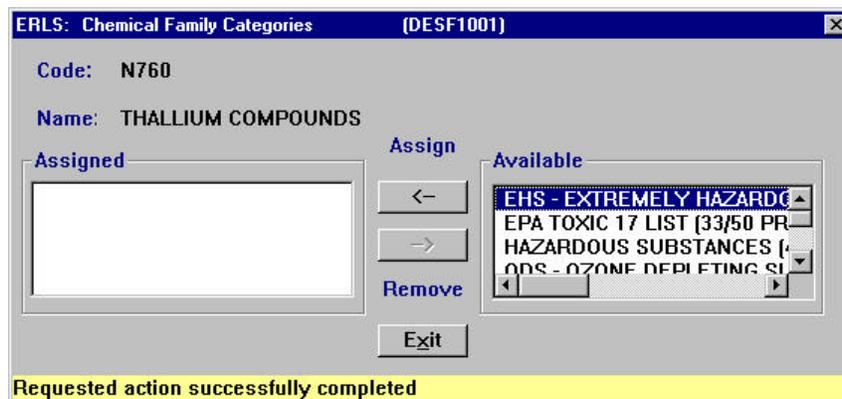


Figure 3.4.2.1-01 Chemical Family Categories

The Assigned box contains the names of Categories assigned to the Chemical Family.

To REMOVE a Category name from the ASSIGNED list, HIGHLIGHT the ASSIGNED CATEGORY NAME and CLICK on the **[REMOVE]** button.

The Available box contains the names of all the Categories in the System that are not already assigned to the chemical family.

To ASSIGN a Category to a Chemical Family, HIGHLIGHT the AVAILABLE CATEGORY NAME and CLICK on the **[ASSIGN]** button. The Category name will now appear on the ASSIGNED list.

A Double CLICK will assign or remove the selection without the **[ARROW]** buttons.

The **[EXIT]** button will take the user back to the previous window.

3.4.2.1 Chemical Family Regulations

Purpose: Regulations may be attached to a chemical family when it is first added, or regulations may be added later by retrieving a chemical family and then clicking on the Regulations icon.

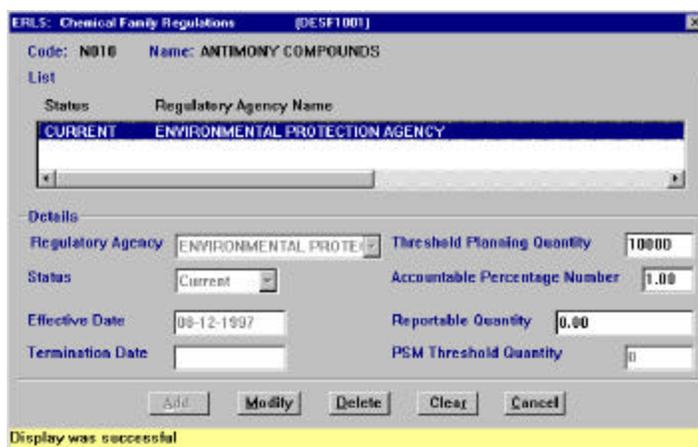


Figure 3.4.2.2-01 Chemical Family Regulations

In the List box HIGHLIGHT a Regulatory Agency Name. The Details box will show details of how that Agency regulates the Chemical Family.

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

In the Details box, ADD a Regulatory Agency to a Chemical Family with the drop down list. The drop down list includes all the Regulatory Agencies on the system. Add other data fields as applicable. The Status Choices are Current, Pending or Expired. Termination Date is system generated (read only). Effective Date is not less than today's date. CLICK on the **[ADD]** button, the agency will appear in the List box as one of the Regulatory Agencies for the Chemical Family.

To MODIFY the Regulatory Agency of a Chemical Family, HIGHLIGHT the Regulatory Agency Name. In the details box ENTER the changes, CLICK on the **[MODIFY]** button.

To DELETE the Regulatory Agency of a Chemical Family, HIGHLIGHT the Regulatory Agency Name. In the Details box CLICK on the **[DELETE]** button. There is a Delete Confirmation dialog box.

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button takes the user back to the previous menu selection.

3.4.2.2 Chemical Family Chemicals

Purpose: Assigns Chemicals to a Chemical Family.

When a new chemical family is added or the **[CHEMICALS ICON]** is selected a Warning box is displayed. This is a dialog box for limiting the list of chemicals for including in a Chemical Family. It allows the user to enter a specific CAS Number or Specific Name, and then have it appear on the Chemical Family Chemicals window in the available box, without having to browse through the entire list of chemicals.



Figure 3.4.2.3-01 Chemical List Alert

CLICK the **[YES]** button to limit the list of available chemicals. The ERLS: Chemical Selection window appears (Figure 3.4.2.3-02).

CLICK the **[NO]** to go to the ERLS: Chemical Family Chemical window (Figure 3.4.2.3-03).

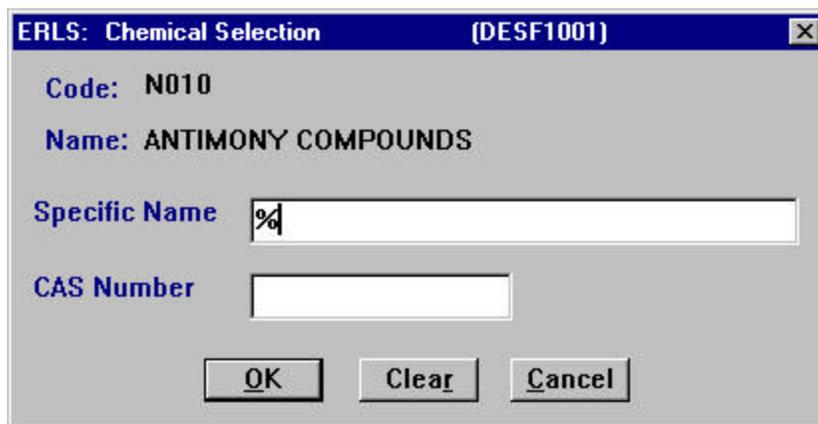


Figure 3.4.2.3-02 Chemical Selection

ENTER a Specific Name or a CAS Number. The percent sign (%) is a Wildcard to limit or extend the search. CLICK the **[OK]** button to continue to the Chemical Family Chemicals window (Figure 3.4.2.3-03).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button returns the user to the Chemical Family Management window.

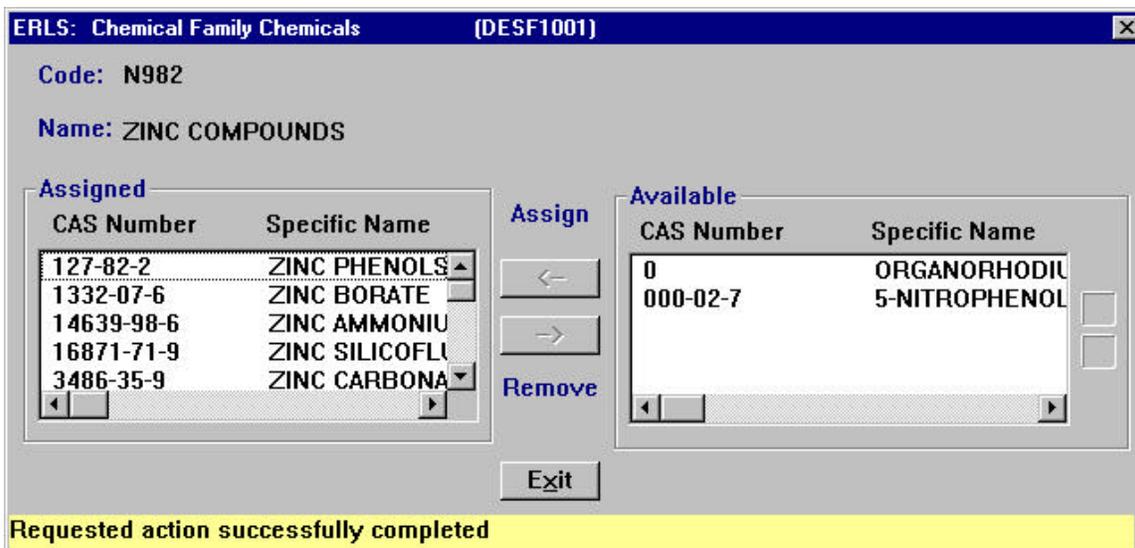


Figure 3.4.2.3-03 Chemical Family Chemicals

The Assigned box contains the names of CAS Numbers assigned to the Chemical Family.

To REMOVE a CAS Number from this list, HIGHLIGHT the ASSIGNED CAS Number and CLICK on the **[REMOVE]** button. The CAS Number will appear in the Available box.

The Available box contains the names of all the CAS Numbers in the System that are not already assigned to the Chemical Family.

To ASSIGN a CAS Number to a Chemical Family, HIGHLIGHT the AVAILABLE CAS NUMBER and CLICK on the **[ASSIGN]** button. The CAS Number will now appear on the ASSIGNED list.

A Double CLICK will assign or remove the selection without the **[ARROW]** buttons.

The Up and Down Arrow (\uparrow, \downarrow) buttons allow the user to view the next or previous block of data. A block of data contains as many records as the window will hold, which will usually be 50. When there are more records than can be displayed on the window, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if the window can display all the records.

The **[EXIT]** button takes the user back to the previous window.

3.4.3 Category Management

SELECT Substances from the Compliance Menu, then SELECT Category Management. The following window displays (Figure 3.4.3-01).

Purpose: This window allows a category code to be added to the system, or selected from the list for modification or deletion.

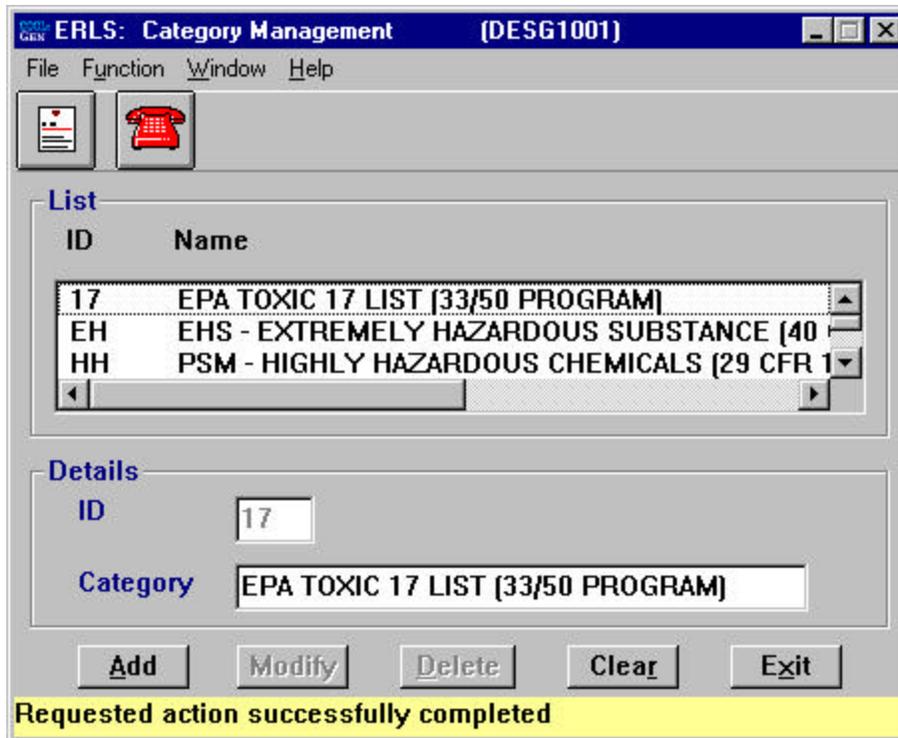


Figure 3.4.3-01 Category Management

The Menu Bar contains five selections: File, Function, Window and Help.

File has a drop down-menu of List and Exit. SELECT List to redisplay the list without any categories highlighted. SELECT Exit to return to the Main Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DESG1001. About states the name of the window and the program number.

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

The List box shows the Categories on the system.

There are scroll bars within the List box to scroll up and down, right and left to view all the Category data.

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

To ADD a Category, ENTER a new category code (ID) and Category name. CLICK on the **[ADD]** button. The Category will appear in the List box.

To MODIFY a Category, HIGHLIGHT the Category in the List box, the ID and Category fields will fill. Enter the changes and CLICK on the **[MODIFY]** button.

To DELETE a Category, HIGHLIGHT the Category in the List box, the ID and Category will fill. CLICK on the **[DELETE]** button. There is a Delete Confirmation box.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the Compliance Menu.

3.4.4 Regulatory Agency Management

SELECT Substances from the Compliance Menu, then SELECT Regulatory Agency Management. The following window displays (Figure 3.4.4-01).

This window allows the user to add regulatory agencies and associate a regulatory agency with a regulatory agency type. The list box displays all regulatory agency types and names available in the system. Clicking on an entry in the list box will display the details in the fields below the box. At this point the contact name, mailing address, or phone number can be changed, or the record may be deleted entirely by clicking on **[DELETE]**.

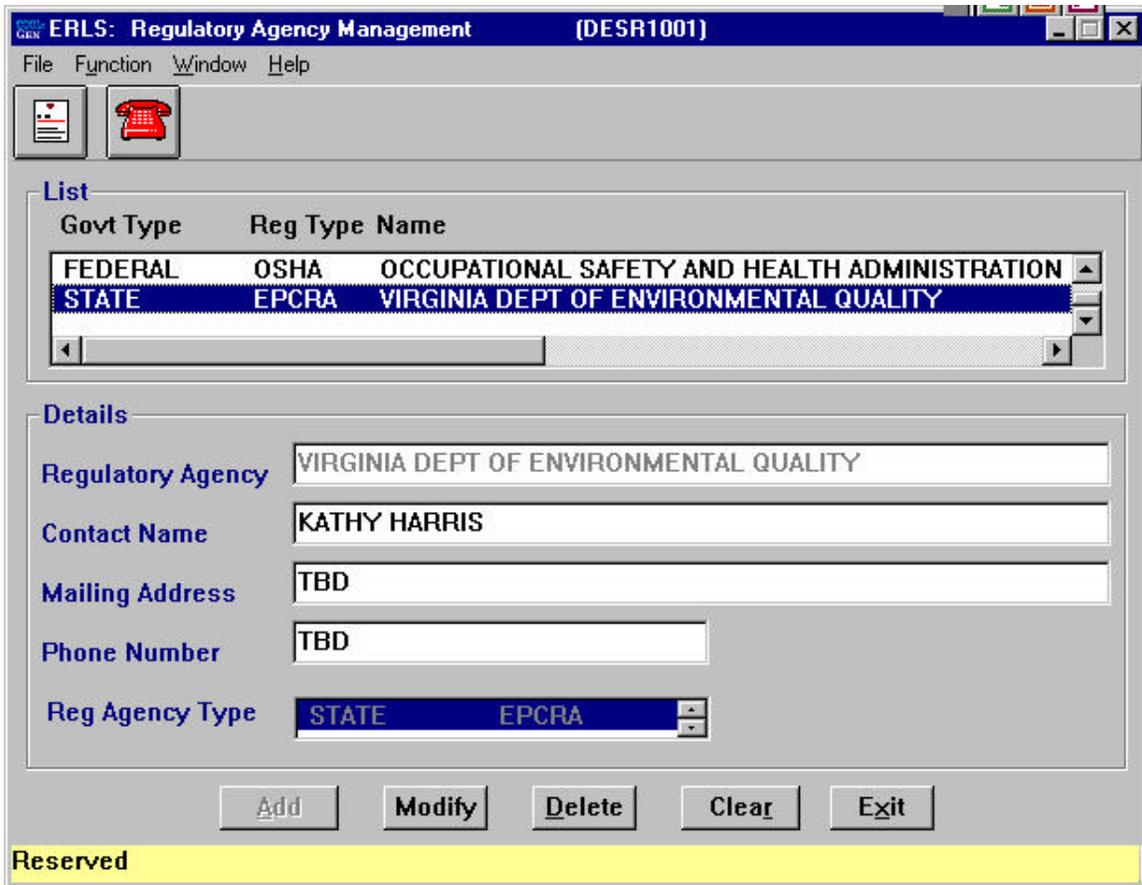


Figure 3.4.4-01 Regulatory Agency Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Exit. SELECT Exit to return to the Main Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DESR1001. About states the name of the window and the program number.

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

In the List box is a list of all Regulatory Agencies on the system. HIGHLIGHT a Regulatory Agency to view the details of that Agency.

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

In the Details box ENTER the name of a REGULATORY AGENCY and fill in the details of the agency. CLICK on the **[ADD]** button to ADD a new Regulatory Agency.

To MODIFY the details of a Regulatory Agency make the changes in the Detail box, CLICK on the **[MODIFY]** button.

To DELETE a Regulatory Agency from the List HIGHLIGHT the agency name. CLICK on the **[DELETE]** button. There is a Delete Confirmation dialog box.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the Compliance Menu.

3.4.5 Regulatory Agency Type Management

SELECT Substances from the Compliance Menu, then SELECT Regulatory Agency Type Management. The following window displays (Figure 3.4.5-01)

Purpose: This window is used to create government and regulation type combinations. Currently, there are three government types (Federal, State and Local) and three regulation types (EPCRA, NRC and OSHA) from which to choose. Once a combination is added, it will display in the Existing list.

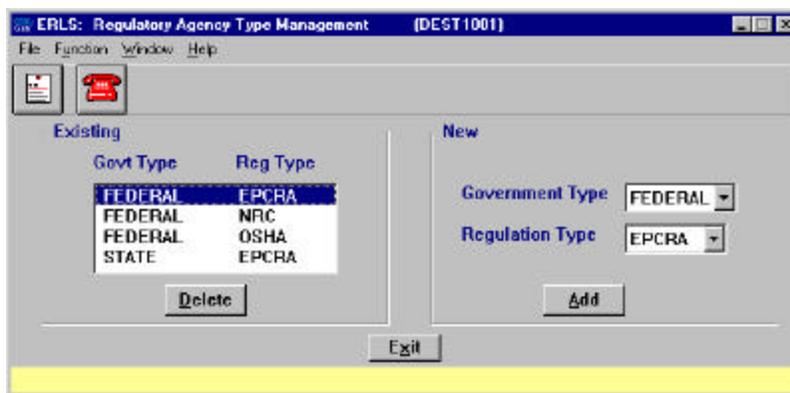


Figure 3.4.5-01 Regulatory Agency Type Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Exit. SELECT Exit to return to the Main Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated

Help file for the windows and the elements on the windows that are numbered with DEST1001. About states the name of the window and the program number.

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

The **[ADD]** and **[DELETE]** buttons have limited access.

To DELETE a governmental/regulation type, in the Existing List box SELECT a government/regulation type. CLICK on the **[DELETE]** button. There is a Delete Confirmation dialog box.

To ADD a new government/regulation type to the Existing list, SELECT a Government Type from the pull down list and a Regulation Type from the pull down list. CLICK on the **[ADD]** button to add the combination.

The **[EXIT]** button takes the user back to the Compliance Menu.

3.4.6 Isotope Management

SELECT Substances from the Compliance Menu, then SELECT Isotope Management. The following window displays (Figure 3.4.6-01).

Purpose: This window allows an isotope to be added to the system. An existing isotope will be included in the list and can be selected for modification or deletion. Authorizations can be added by clicking on one of the tool bar icons. The "Authorization by Installation" icon will display the window with all installations authorized to store the isotope. The "Isotope Authorization" icon will display the window with all isotopes the selected installation is authorized to store. Clicking on the respective icons may access MSDS or reportable quantity information.

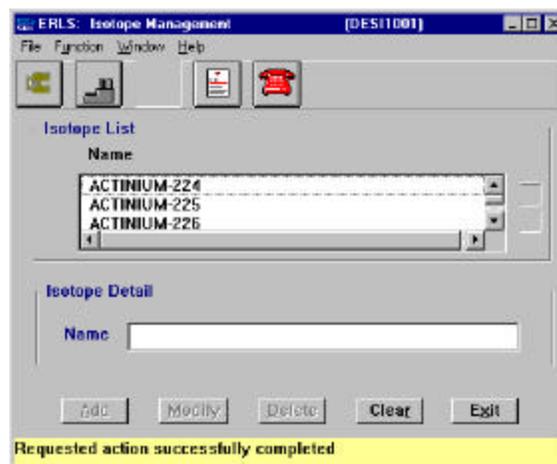


Figure 3.4.6-01 Isotope Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Detail, List and Exit. Detail and List are placeholders at this time. SELECT Exit to return to the Main Menu.

Function is a placeholder at this time.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DESI1001. About states the name of the window and the program number.

In the Isotope List box, **HIGHLIGHT** a NAME. The Isotope Detail box displays the name of the selected isotope. The **[ADD]** button is disabled. The **[MODIFY]** and **[DELETE]** buttons are enabled and the Isotope Authorization Icon is enabled.

The Up and Down Arrow (↑,↓) buttons allow the user to view the next or previous block of data. A block of data contains as many records as the window will hold, which will usually be 50. When there are more records than can be displayed on the window, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if the window can display all the records.

CLICK on the **[EXPANDED SEARCH ICON]** to go to the Isotope Search Criteria window (3.4.6.1-01).

CLICK on the **[AUTHORIZED BY INSTALLATION ICON]** to go to the Authorized Isotopes by Installation window (Figure 3.4.6.2-01).

CLICK on the **[ISOTOPE AUTHORIZATION ICON]** to go to the Isotope Authorization window (Figure 3.4.6.3-01).

CLICK on the **[MSDS ICON]** to go to the MSDS Information Management window (Figure 3.3.1.1-01).

CLICK on the **[REPORTABLE QTY ICON]** to go to the Reportable Quantity Inquiry window (Figure 3.2.2-01).

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

The Isotope List box contains the names of Isotopes on the system.

To ADD an Isotope Name, ENTER the name in the Isotope Detail box, CLICK on the **[ADD]** button.

To MODIFY an Isotope, HIGHLIGHT the isotope in the Isotope List box. Make the changes. CLICK on the **[MODIFY]** button.

To DELETE an Isotope from the Isotope List, HIGHLIGHT the isotope in the Isotope List box. CLICK on the [DELETE] button. There is a Delete Confirmation dialog box.

The [CLEAR] button clears the fields to enter new data.

The [EXIT] button takes the user back to the ERLS Compliance Menu.

3.4.6.1 Isotope Expanded Search

Purpose: Searches for a specific Isotope.



Figure 3.4.6.1-01 Isotope Expanded Search

In the Isotope Name box, ENTER an Isotope Name, CLICK on the [SEARCH] button. This will return the user to the Isotope Management window with the Isotope Name highlighted in the list box.

The [CANCEL] button terminates a search and returns the user to the previous window.

3.4.6.2 Authorization By Installation

Purpose: This window displays all isotopes the selected installation is authorized to store.

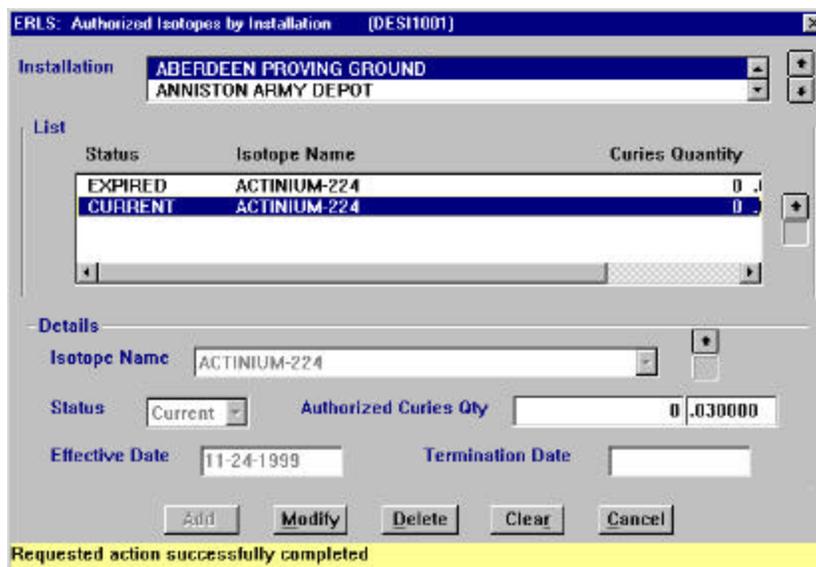


Figure 3.4.6.2-01 Authorization By Installation

SELECT an INSTALLATION from the scroll list of installations.

The List box contains the Status, Isotope Name and Curies Whole Qty for the selected Installation.

HIGHLIGHT an ISOTOPE NAME to view the details in the Details box.

The Up and Down Arrow (↑,↓) buttons allow the user to view the next or previous block of data. A block of data contains as many records as the window will hold, which will usually be 50. When there are more records than can be displayed on the window, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if the window can display all the records.

The [ADD], [MODIFY], [DELETE] buttons have limited access.

To ADD an ISOTOPE to the List, SELECT an ISOTOPE NAME from the drop down list and complete the details in the Details box. The Status Choices are Current, Pending or Expired. Termination Date is system generated (read only). Effective Date is not less than today's date. CLICK on the [ADD] button.

To MODIFY an Isotope detail, SELECT an Isotope Name from the drop down list in the Details box. The Authorized Curies Qty can be changed. When changes are complete, CLICK on the [MODIFY] button.

To DELETE an isotope from the List of an Installation HIGHLIGHT an Isotope Name from the drop down list in the Details box. CLICK on the [DELETE] button. A Delete Confirmation box will be displayed.

The [CLEAR] button clears the fields to enter new data.

The [CANCEL] button takes the user back to the previous menu selection.

3.4.6.3 Isotope Authorization

Purpose: This window displays all Installations authorized to store the selected isotope.

The screenshot shows a window titled 'ERL5: Isotope Authorization [DE511001]'. The 'Isotope Name' is 'ACTINIUM-224'. The 'Authorized List' table has the following data:

Status	Name
EXPIRED	148 FG MINNESOTA AIR NATIONAL GUARD
CURRENT	148 FG MINNESOTA AIR NATIONAL GUARD
CURRENT	148 FG MINNESOTA AIR NATIONAL GUARD
EXPIRED	ARFROFFEN PROVING GROUND

The 'Details' section shows the following fields:

- Installation: 148 FG MINNESOTA AIR NATIONAL GUARD
- Status: Current
- Authorized Curies Qty: 0.002000
- Effective Date: 06-12-2000
- Termination Date: (empty)

Buttons at the bottom include Add, Modify, Delete, Clear, and Cancel. A yellow status bar at the bottom reads 'Requested action successfully completed'.

Figure 3.4.6.3-01 Isotope Authorization

To view a list of Installations with authorization for a specific isotope, HIGHLIGHT the isotope in the Isotope Management window (Figure 3.4.6-01), CLICK the **[Isotope Authorization Icon]**. The Isotope Authorization window will contain the Status and Name of the Installation authorized to store the selected isotope.

The Authorized List box contains a list of Installations; HIGHLIGHT a Name to view the Details of that Installation in the Details box.

The Up and Down Arrow (↑,↓) buttons allow the user to view the next or previous block of data. A block of data contains as many records as the window will hold, which will usually be 50. When there are more records than can be displayed on the window, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if the window can display all the records.

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

To ADD an isotope to an Installation SELECT an INSTALLATION from the drop down list in the Details box. Fill in the Status, Authorized Curies Qty and Effective Date, which cannot be later than today's date. CLICK on the **[ADD]** button.

To MODIFY an Installation, HIGHLIGHT an INSTALLATION from Authorized List box. Make the changes. CLICK on the **[MODIFY]** button.

To DELETE an Installation, HIGHLIGHT an INSTALLATION from Authorized List box, CLICK on the **[DELETE]** button. There is a Delete Confirmation box.

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button takes the user back to the previous menu selection.

3.5 Reports

SELECT Reports from the Compliance Menu, and then SELECT Tier I Report. The following window displays (Figure 3.5.1-01).

3.5.1 Tier I Report

Purpose: Builds a Tier I Report for a specific year.

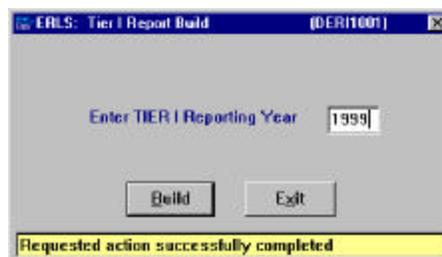


Figure 3.5.1-01 Tier I Report

The user must be assigned to an Installation in the ERLS Security before they request the Tier I or Tier II reports. A message "Installation not Found" displays if there is not an Installation assigned. A Tier II report must be created before a Tier I report will be available.

ENTER Tier I Reporting Year. The report year should be for a year previous to the current year.

The **[BUILD]** button starts the build process for the Tier I Report. This creates the report for the year.

The **[EXIT]** button returns to the Compliance Menu.

3.5.1.1 Tier I Report Sample

Purpose: A sample of the Tier I report.

The screenshot shows a window titled "ERLS: Tier I Report (DER11001)". It displays the following information:

- Installation: FT LEWIS
- Name: FORT LEWIS WASHINGTON
- Emergency Contact: CYNTHIA TROUT
- Phone: (253) 967-3268

	Max Qty	Avg Qty	Onsite Days	Storage Location
Fire	01	01	0	
Sudden Release	01	01	0	
Reactivity	01	01	0	
Acute	04	03	37	E010117B0 E010119C0
Chronic	04	03	37	E010117B0 E010119C0

Buttons: Print, Exit

Message bar: Requested action successfully completed

Figure 3.5.1.1-01 Tier I Report Sample

Use the Scroll Bars to scroll up or down to view the Storage Locations.

The **[PRINT]** button Prints the selected Tier 1 report.

The **[EXIT]** button Exits the program and returns to the previous window.

3.5.2 Tier II Report

SELECT Reports from the Compliance Menu, and then SELECT Tier II Report. The following window displays (Figure 3.5.2-01).

Purpose: Builds a Tier II Report for a specific year.

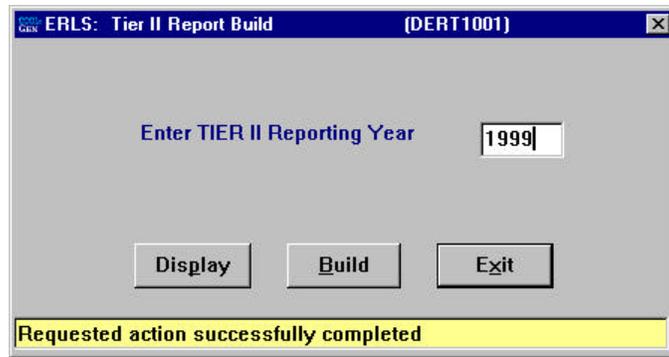


Figure 3.5.2-01 Tier II Report

The user must be assigned to an Installation in the ERLS Security before they request the Tier I or Tier II reports. A message “Installation not Found” displays if there is not an Installation assigned.

Tier II report year should be for a year previous to the current year.

ENTER Tier II Reporting Year.

The **[BUILD]** button starts the build process for the Tier II Report. This creates a permanent report for the previous year. Use this button to create a new report.

The **[DISPLAY]** button displays the report window (Figure 3.5.2.1-01). Use this button to display a report that you have previously BUILT.

The **[EXIT]** button returns to the Compliance Menu.

3.5.2.1 Tier II Report Sample

Purpose: A sample of the Tier II report.



Figure 3.5.2.1-01 Tier II Report Sample

The **[NEXT]** button retrieves information for the next chemical.

The **[PREVIOUS]** button displays the previous chemical information.

The Scroll Bars are used to scroll up and down to view the Code and Location.

The **[PRINT]** button Prints the selected Tier II report.

The **[CANCEL]** button returns to the previous window.

3.5.3 Chemical Balance Report

SELECT Reports from the Compliance Menu, and then SELECT Chemical Balance Report. The following window displays (Figure 3.5.3-01).

Purpose: Builds a Chemical Balance Report for a specific year.

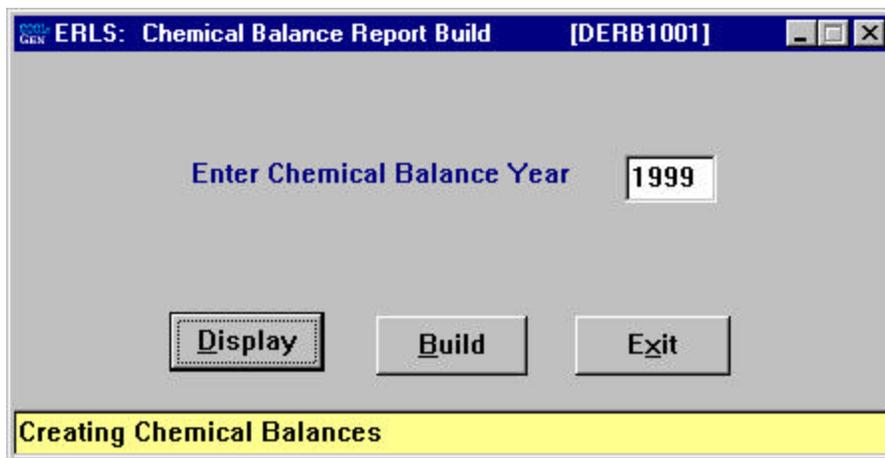


Figure 3.5.3-01 Chemical Balance Report

The user must be assigned to an Installation or Activity in the ERLS Security before they request the Chemical Balance report. A message "Installation not Found" displays if there is not an Installation/Activity assigned.

The Chemical Balance report year may be for a previous year or for the current year. If it is for a previous year, BUILD the report once and DISPLAY the report after it is built. If the Chemical Balance report is desired for the current year, you may only DISPLAY the report.

ENTER Chemical Balance Year.

Storage Location information for a chemical can be obtained by double clicking on the CAS Number on the report window.

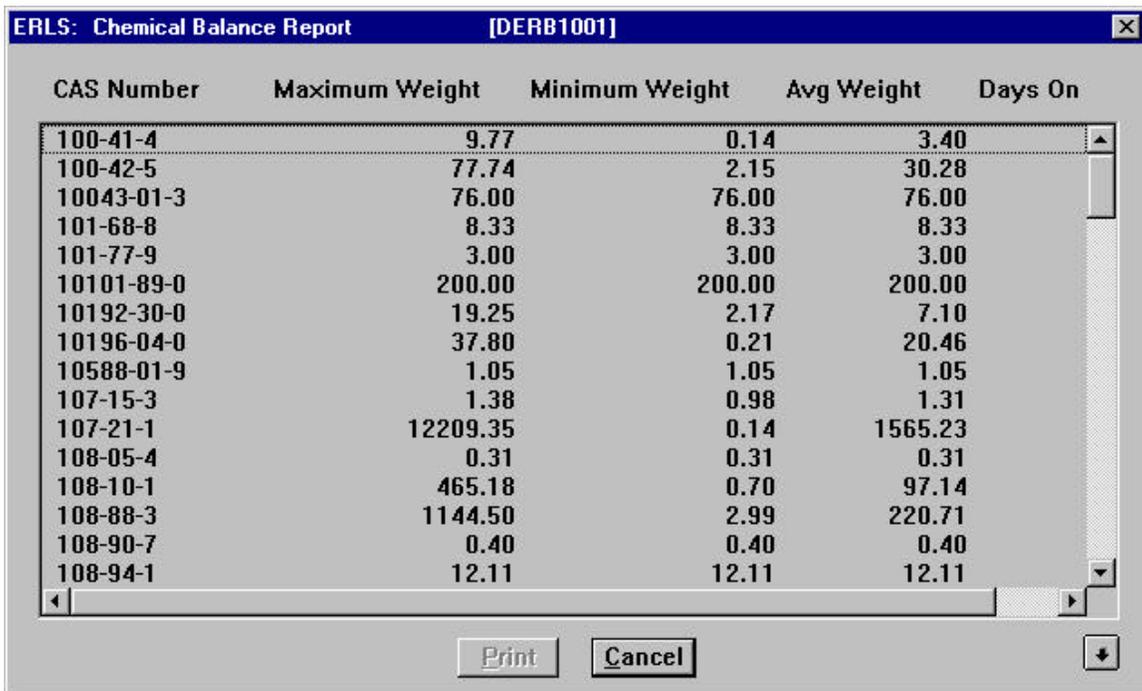
The **[DISPLAY]** button displays the report window (Figure 3.5.3.1-01). This shows a display of what would be in the report if the report were printed at this time. Use this button to display a report for a previous year that has already been BUILT, or to display a current year report to-date.

The **[BUILD]** button starts building Chemical Balances. This creates a permanent report for the previous year. You cannot BUILD a report for the current year; you must use DISPLAY for the current year. When BUILD completes, you must DISPLAY the report to view it on the screen.

The **[EXIT]** button Exits the program and returns to the Compliance Menu.

3.5.3.1 Chemical Balance Sample Report

Purpose: A sample of the Chemical Balance Report.



CAS Number	Maximum Weight	Minimum Weight	Avg Weight	Days On
100-41-4	9.77	0.14	3.40	
100-42-5	77.74	2.15	30.28	
10043-01-3	76.00	76.00	76.00	
101-68-8	8.33	8.33	8.33	
101-77-9	3.00	3.00	3.00	
10101-89-0	200.00	200.00	200.00	
10192-30-0	19.25	2.17	7.10	
10196-04-0	37.80	0.21	20.46	
10588-01-9	1.05	1.05	1.05	
107-15-3	1.38	0.98	1.31	
107-21-1	12209.35	0.14	1565.23	
108-05-4	0.31	0.31	0.31	
108-10-1	465.18	0.70	97.14	
108-88-3	1144.50	2.99	220.71	
108-90-7	0.40	0.40	0.40	
108-94-1	12.11	12.11	12.11	

Figure 3.5.3.1-01 Chemical Balance Report Sample

The **[PRINT]** button Prints the selected Chemical Balance report. The PRINT button is only activated from the last page of the report. Use the Down arrow (↓) to get to the last page.

Storage Location information for a chemical can be obtained by DOUBLE CLICKING on the CAS number in this window (Figure 3.5.3.1-02).

The **[EXIT]** button returns to the previous window.

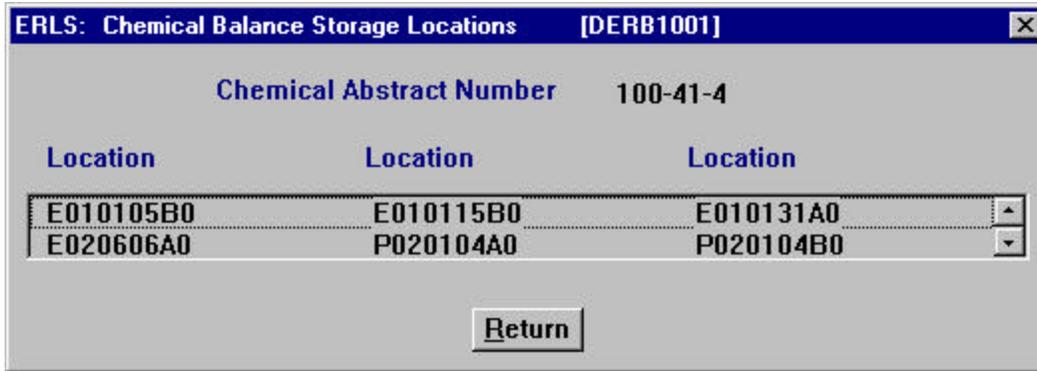


Figure 3.5.3.1-02 Chemical Balance Storage Locations

Use the Scroll Arrows to view all storage locations for the selected CAS Number.

The [RETURN] button exits to the previous screen.

4. ERLS POLLUTION PREVENTION MENU

Purpose: The Pollution Prevention Menu (Figure 4-01) handles processes related to environmental pollution prevention or “Buy Green” procedures.



Figure 4-01 ERLS Prevention Menu

The ERLS Prevention Menu identifies pollution prevention capabilities available in ERLS. When a user is added to the ERLS system, the security administrator will enable the capabilities required by a particular user.

There are five menu selections plus Window and Help in the prevention portion of the ERLS system. To select one of the menu choices, use the mouse and CLICK the left button one time to view the drop down list. Then CLICK one of the choices on the drop-down list.

4.1 Waste Management

This menu option is currently not available.

4.2 Waste Inventory

This menu option is currently not available.

4.3 Acquisition Management

SELECT Acquisition Management from the Prevention Menu, and then SELECT Contracting Activity. The following window displays (Figure 4.3.1-01) when the user is authorized to inquire or update contracting activity information.

4.3.1 Contracting Activity

Purpose: This window is used to narrow the list of Contracting Activities and Names that will be displayed on the Contracting Activity Management window (Figure.4.3.1.2-01).

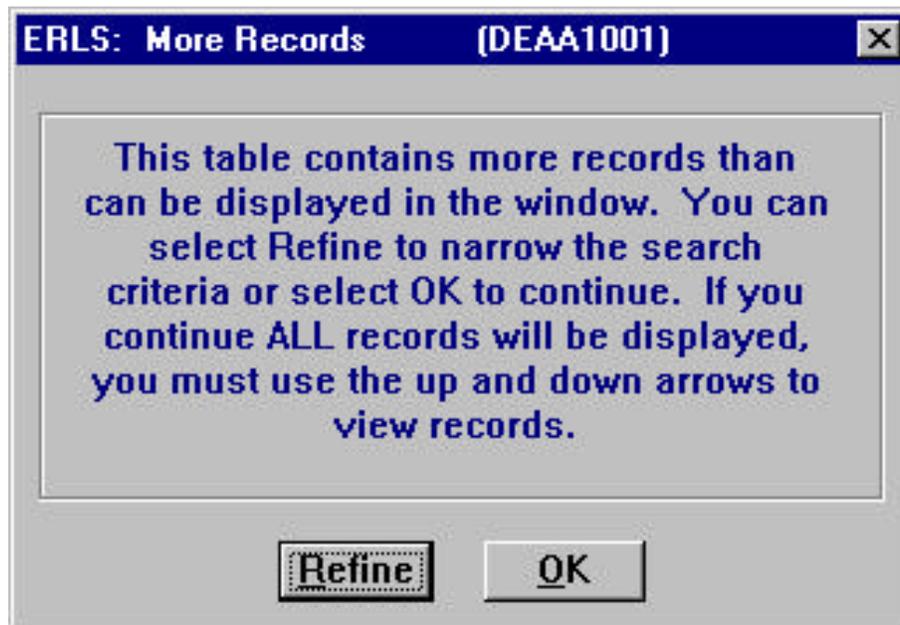


Figure 4.3.1-01 More Records

CLICK on the **[REFINE]** button to display the Expanded Search window (Figure 4.3.1.1-01).

CLICK on the **[OK]** button to display the Contracting Activity Management window (Figure 4.3.2.1-01) with all contracting activities available in ERLS listed.

4.3.1.1 Contracting Activity Expanded Search

Purpose: This window is used to select a specific contracting activity or a group of contracting activities for display on the Contracting Activity Management window (Figure 4.3.1.2-01).

ERLS: Expanded Search (DEAA1001)

Expanded Search

Expanded Search is either by Activity Code or Name, Wildcards [%] maybe used in your search pattern.

Activity

Name

Sort By

Activity

Name

OK Clear Cancel

Figure 4.3.1.1-01 Contracting Activity Expanded Search

ENTER a specific contracting activity or name to narrow the search to only one contracting activity. Enter a letter, number or combination along with the wildcard (%) in the Activity or Name space to select a group of contracting activities for display. CLICK on the **[ACTIVITY]** radio button in the “Sort By” box to sort the list by contracting activity. CLICK on **[NAME]** radio button in the “Sort By” box to sort the list by name. CLICK on the **[OK]** button to execute the search. All contracting activities matching the search criteria will be displayed in the list on the Contracting Activity Management window (Figure 4.3.1.2-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of contracting activities.

4.3.1.2 Contracting Activity Management

Purpose: This window is used to display the list of Contracting Activity DoDAACs and Names.

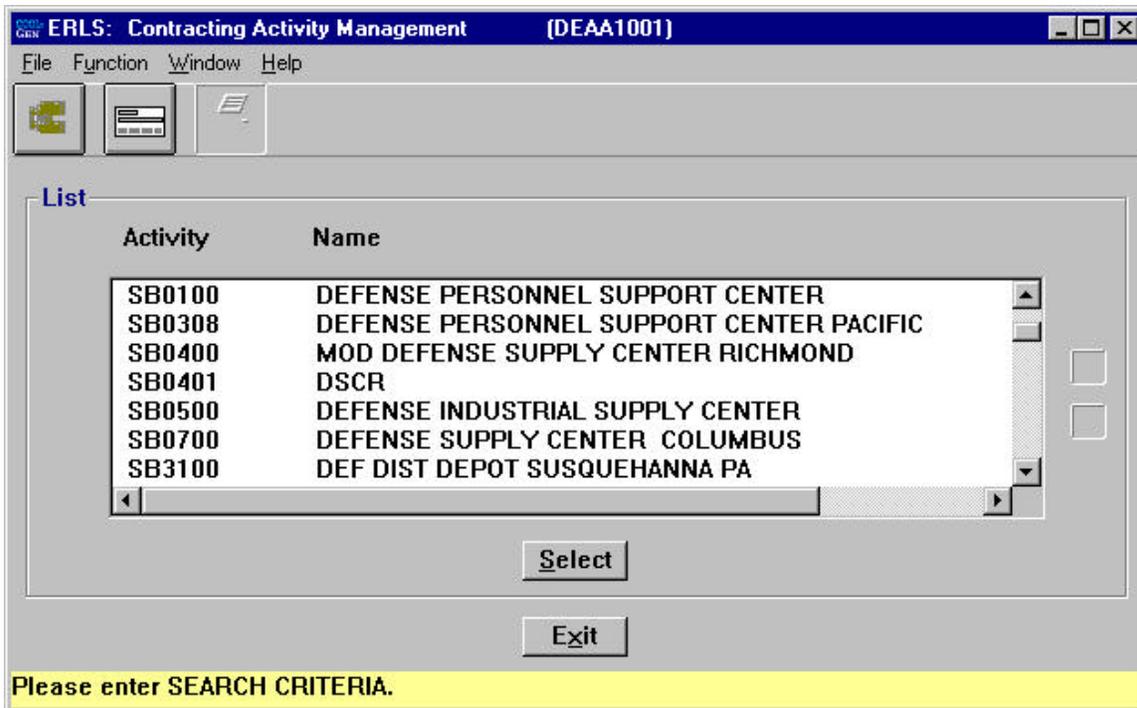


Figure 4.3.1.2-01 Contracting Activity Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Add New, Details, and Exit. From the File Menu SELECT Add New to add a new contracting activity on the Contracting Activity Detail window (Figure 4.3.1.2.1-01). SELECT a Contracting Activity DoDAAC from the List box. From the File menu SELECT Details to fill the Details box on the Contracting Activity Detail window. SELECT Exit to return to the Prevention Menu.

Function has a drop down-menu of Search and Print. SELECT Search to go to the Expanded Search window (Figure 4.3.1.1-01). From the Function Menu SELECT Print to print the list of records defined in the initial expanded search.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEAA1001. About states the name of the window and the program number.

CLICK on the **[EXPANDED SEARCH ICON]** to go to the Contracting Activity Expanded Search window (Figure 4.3.1.1-01).

CLICK on the **[ADD NEW ICON]** to go to the Contracting Activity Details window (Figure 4.3.1.2.1-01).

CLICK on the **[PRINT ICON]** to print the list of contracting activities that is displayed in the List box on the Contracting Activity Management window (Figure 4.3.1.2-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a Contracting Activity in the list then CLICK on the **[SELECT]** button. The selected contracting activity DoDAAC and Name will be displayed on the Contracting Activity Details window (Figure 4.3.1.2.1-01)

The **[EXIT]** button takes the user back to the Prevention Menu.

4.3.1.2.1 Contracting Activity Details

Purpose: This window is used to add, modify or delete Contracting Activity DoDAACs and Names.



Figure 4.3.1.2.1-01 Contracting Activity Detail

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

To ADD a Contracting Activity, in the Contracting Activity Details box, ENTER the Contracting Activity DoDAAC and NAME. CLICK on the **[ADD]** button.

To MODIFY a Contracting Activity Name, SELECT a Contracting Activity DoDAAC from the Contracting Activity List box on the Contracting Activity Management window. ENTER the changes in the Detail box. CLICK on the **[MODIFY]** button.

To DELETE a Contracting Activity, SELECT a Contracting Activity from the List box on the Contracting Activity Management window. CLICK on the **[DELETE]** button. There is a Delete Confirmation dialog box.

The [CLEAR] button clears the fields to enter new data.

The [CANCEL] button takes the user back to the Contracting Activity Management window.

4.3.2 Contracting Activity Review

SELECT Acquisition Management from the Prevention Menu, and then SELECT Contracting Activity Review. The following window displays (Figure 4.3.2-01) when the user is authorized to inquire or update contracting activity information.

Purpose: This window is used to review Contracting Activity DoDAACs and Names. After the Contracting Activity has been reviewed it will no longer appear on this list.

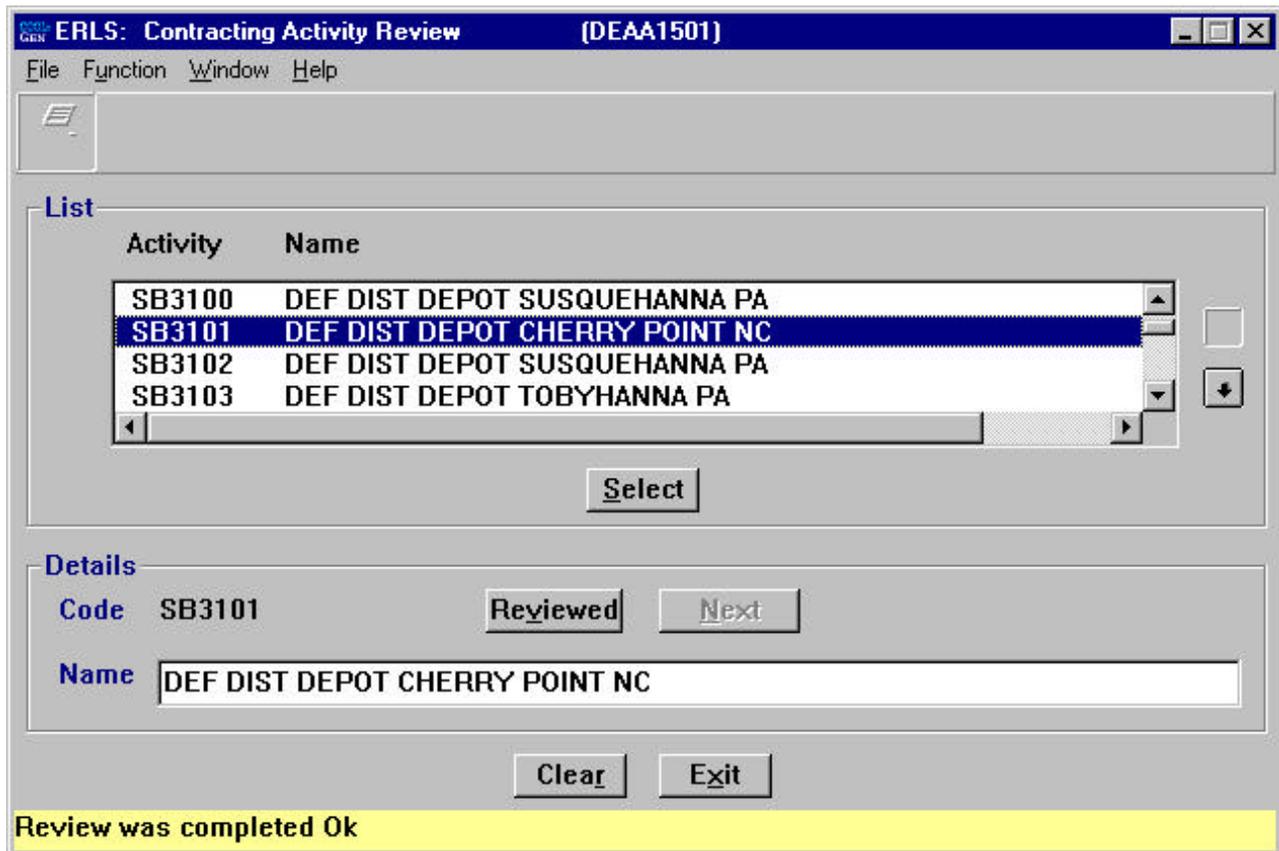


Figure 4.3.2-01 Contracting Activity Review

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Details, and Exit. SELECT a Contracting Activity DoDAAC from the List box. From the File menu SELECT Details to fill the Details box below. SELECT Exit to return to the Prevention Menu.

Function has a drop down-menu of Print. From the Function Menu SELECT Print to print the list of records.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEAA1501. About states the name of the window and the program number.

CLICK on the **[PRINT ICON]** to print the list of contracting activities that is displayed in the List box on the Contracting Activity Review window (Figure 4.3.2-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a Contracting Activity in the list then CLICK on the **[SELECT]** button. The selected Contracting Activity DoDAAC and Name will be displayed in the Details box below for reviewing or changing the name.

To REVIEW a Contracting Activity Name, SELECT a Contracting Activity DoDAAC from the Contracting Activity List box on the Contracting Activity Management window. ENTER the changes in the Detail box. CLICK on the **[REVIEWED]** button. Once a Contracting Activity has been reviewed, it will not appear on the review list again.

To review more than one record in the list, HIGHLIGHT two or more records then CLICK on the **[SELECT]** button. The first record in the group will be displayed in the Detail box. To move to the next Contracting Activity record selected, CLICK on the **[NEXT]** button.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the Prevention Menu.

4.3.3 Contracts

SELECT Acquisition Management from the Prevention Menu, and then SELECT Contracts. The following window displays (Figure 4.3.3.1-01) when the user is authorized to inquire or update contract information.

Purpose: The following windows allow users to look at contracts and contract line items associated with a specific contracting activity. Depending on the security level assigned, a user may also be able to add or delete a contract and contract line items.

4.3.3.1 Contracting Activity List

Purpose: This window (Figure 4.3.3.1-01) displays the list of Contracting Activities available in ERLS.

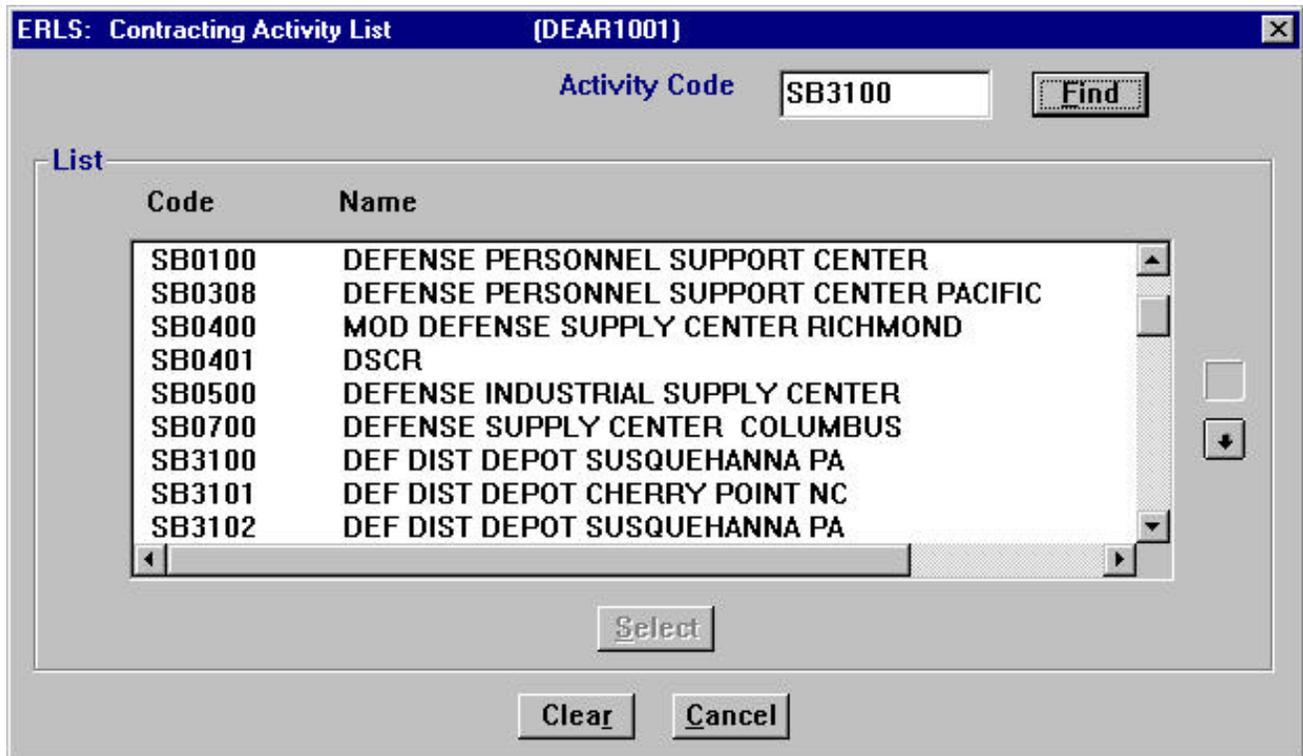


Figure 4.3.3.1-01 Contracting Activity List

ENTER a Contracting Activity Code in the Activity Code box and CLICK on the **[FIND]** button. The specified contracting activity will be highlighted in the list. CLICK on the **[SELECT]** button to go to the Contracts List window (Figure 4.3.3.1.1-01) where all contracts related to the contracting activity will be displayed.

The Up and Down arrows (\uparrow, \downarrow) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

SELECT **[CLEAR]** to clear the highlighted contracting activity and the Activity Code box.

CLICK **[CANCEL]** to return to the Prevention Menu.

4.3.3.1.1 Contracts List

Purpose: This window displays all contracts associated to a contracting activity selected from the Contracting Activity List (Figure 4.3.3.1-01).

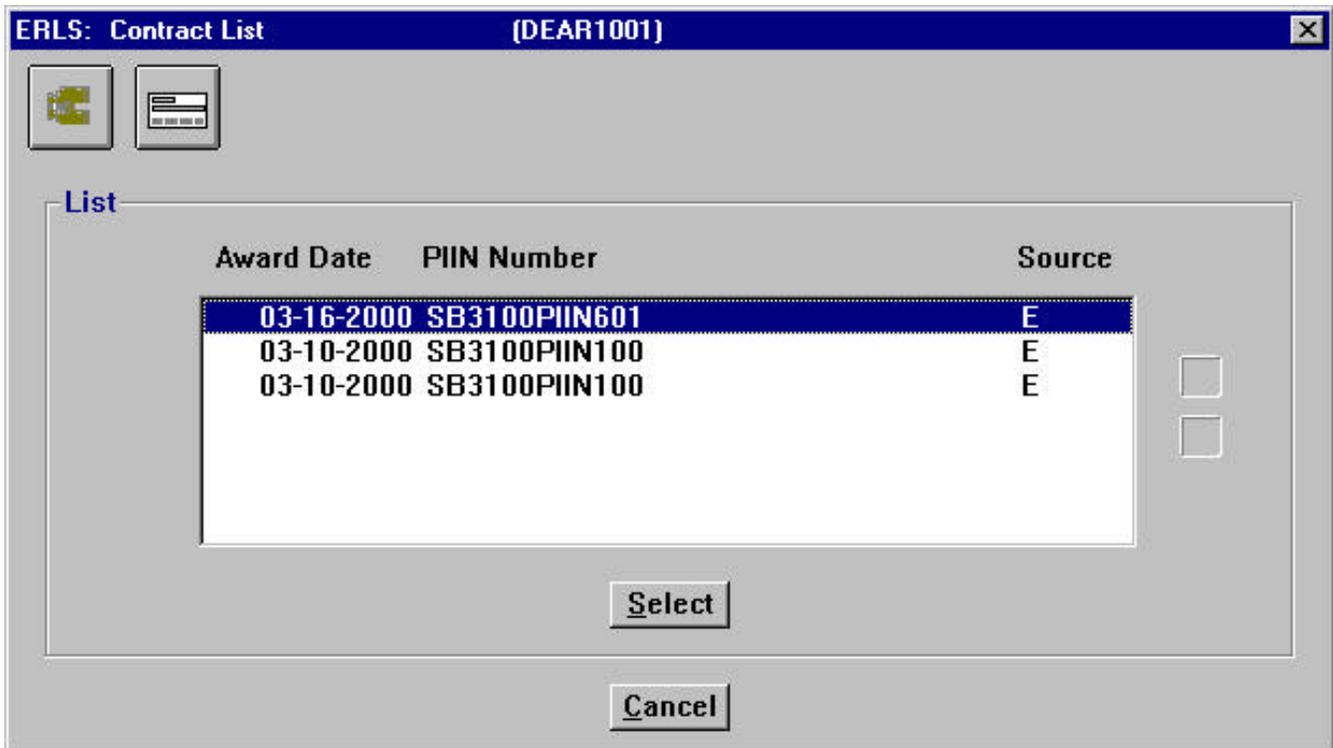


Figure 4.3.3.1.1-01 Contract List

CLICK on the **[EXPANDED SEARCH ICON]** go to the Expanded Search Contracts window (Figure 4.3.3.1.1.1-01).

CLICK on the **[ADD NEW ICON]** to go to the Contracts Management window (Figure 4.3.3.1.1.2-01).

HIGHLIGHT a contract in the List then CLICK on the **[SELECT]** button. The contract details will be displayed on the Contracts Management window (Figure 4.3.3.1.1.2-01). You may also select a contract by double clicking on the desired contract in the list.

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

CLICK on the **[CANCEL]** button to return to the previous window.

4.3.3.1.1.1 Expanded Search Contracts

Purpose: This window is used to select a specific contract or a group of contracts for display on the Contract List window (Figure 4.3.3.1.1-01).

ERLS: Expanded Search Contracts (DEAR1001)

Expanded Search

Expanded Search is either by PIIN No. and/or a Date Range, Wildcards [%] maybe used in your search pattern.

PIIN Number

Dates: From To

OK Clear Cancel

Figure 4.3.3.1.1.1-01 Expanded Search Contracts

ENTER a specific contract PIIN number to narrow the search to only one contract. Enter a letter, number or combination along with the wildcard (%) in the PIIN Number space to select a group of contracts for display. You may enter a date range in the From and To spaces. To select contracts for one day, enter the same date in both places. CLICK on the **[OK]** button to execute the search. All contracts matching the search criteria will be displayed in the list on the Contracts List window (Figure 4.3.3.1.1-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of contracts associated with the selected contracting activity.

4.3.3.1.1.2 Contracts Management

Purpose: This window displays information related to a specific contract selected from the Contracts List. It may also be displayed with blank fields if the **[ADD NEW ICON]** was selected from the Contracts List window (Figure 4.3.3.1.1-01).

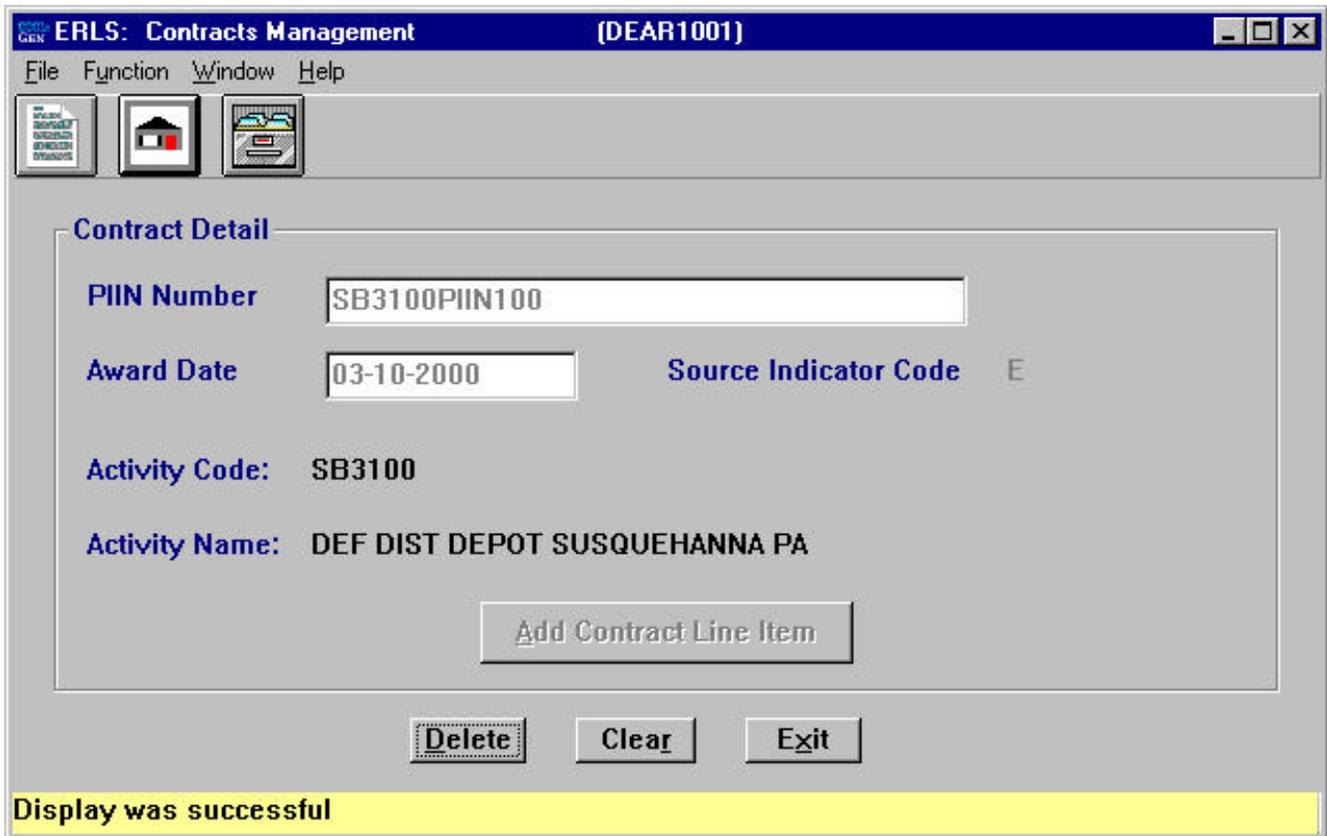


Figure 4.3.3.1.1.2-01 Contracts Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Add New, and Exit. From the File menu SELECT Add New to go to the Contract Line Item Add window (Figure 4.3.3.1.1.2.1-01). SELECT Exit to return to the Prevention Menu.

Function has a drop down-menu of Contract Line Item, Activity List, and Contract List. From the Function Menu SELECT Contract Line Item to go to the Contract Line Item Management window (Figure 4.3.3.1.1.2.2-01). SELECT Activity List to go to the Contracts Activity List window (Figure 4.3.3.1-01). SELECT Contract List to go to the Contracts List window (Figure 4.3.3.1.1-01).

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEAR1001. About states the name of the window and the program number.

To view line items associated with the contract, **CLICK** on the **[CONTRACT LINE ITEM ICON]** to go to the Contract Line Item window (Figure 4.3.3.1.1.2.2-01).

CLICK on the **[CONTRACTING ACTIVITY LIST ICON]** to go to the Contracting Activity List window (Figure 4.3.3.1-01).

CLICK on the **[CONTRACT MANAGEMENT LIST ICON]** to go to the Contract Management List window (Figure 4.3.3.1.1-01).

CLICK on the **[ADD CONTRACT LINE ITEM]** to go to the Contract Line Item Add window (Figure 4.3.3.1.1.2.1-01) where a contract line item may be added to a new contract. The contract will not be added in ERLS until at least one line item has been added.

CLICK on the **[DELETE]** button to delete the contract. Only contracts with a Source Indicator Code of "E" (ERLS) can be deleted.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the Prevention Menu.

4.3.3.1.1.2.1 Contract Line Item Add

Purpose: This window (Figure 4.3.3.1.1.2.1-01) is used to add a line item to a new contract that is in the process of being added through ERLS. Before a contract can be added into ERLS it must contain at least one line item.

The screenshot shows a software window titled "ERLS: Contract Line Item Add (DEAR1001)". The window contains a "Detail" section with the following fields and values:

CLIN	0001	Generation Date	06-24-2000	Exempt Item Reason	03
NSN	8115		000801025	LSN	
Quantity	300	U/I	EA	Total \$	4501000.00

At the bottom of the window, there are three buttons: "Add", "Clear", and "Cancel".

Figure 4.3.3.1.1.2.1-01 Contract Line Item Add

Enter data in the fields and CLICK on the **[ADD]** button to add the line item. The Contract Line Item Management window (Figure 4.3.3.1.1.2.2-01) will be displayed. From this window additional line items may be added.

The [CLEAR] button clears the fields to enter new data.

The [CANCEL] button returns the user to the Contracts Management window.

4.3.3.1.1.2.2 Contract Line Item Management

Purpose: This window (Figure 4.3.3.1.1.2.2-01) displays line items associated with a contract. For contracts entered through ERLS, line items may be added, changed or deleted. For all other contracts this window is for viewing only.

The screenshot shows a software window titled "ERLS: Contract Line Item Management (DEAL1001)". The menu bar includes "File", "Function", "Window", and "Help". The main area displays contract information: "Contract #: SB3100PIIN100" and "Source Indicator Code: E". Below this is "Contracting Activity: DEF DIST DEPOT SUSQUEHANNA PA". A table lists contract line items with columns for NSN, LSN, Generation Date, Qty, and U/I. One item is highlighted: NSN 8115, LSN 000801025, Generation Date 03-10-2000, Qty 300, U/I EA. A "Select" button is positioned below the table. The "Details" section contains input fields for CLIN (0001), Generation Date (03-10-2000), Exempt Item Reason (dropdown), NSN (8115), LSN (000801025), Quantity (300), U/I (EA), and Total \$ (\$450,100.00). At the bottom are buttons for "Add", "Modify", "Delete", "Clear", and "Exit". A yellow status bar at the bottom reads "Display was successful".

NSN	LSN	Generation Date	Qty	U/I
8115	000801025	03-10-2000	300	EA

Figure 4.3.3.1.1.2.2-01 Contract Line Item Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Details, and Exit. SELECT a Contract Line Item from the List box. From the File menu SELECT Details to fill the Details box on the bottom of the window. SELECT Exit to return to the Contracts Management window (Figure 4.3.3.1.1.2-01).

Function has a drop down-menu of Print. From the Function Menu SELECT Print to print the list of contract line items.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEAL1001. About states the name of the window and the program number.

CLICK on the **[PRINT ICON]** to print the list of contract line items that is displayed in the List box.

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a Contract Line Item in the list then CLICK on the **[SELECT]** button. The selected line item details will be displayed in the Details portion of the window.

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

To ADD a Contract Line Item, in the Details box, ENTER the line item information. CLICK on the **[ADD]** button. Only contracts with a Source Indicator Code of “E” (ERLS) may have line items added.

To MODIFY a Contract Line Item, SELECT a Contract Line Item from the List box on the Contract Line Item Management window. ENTER the changes in the Details box. CLICK on the **[MODIFY]** button. Only contracts with a Source Indicator Code of “E” (ERLS) may have line items modified.

To DELETE a Contract Line Item, SELECT a Contract Line Item from the List box on the Contract Line Item Management window. CLICK on the **[DELETE]** button. There is a Delete Confirmation dialog box. Only contracts with a Source Indicator Code of “E” (ERLS) may have line items deleted.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the Contracts Management window.

4.3.4 Contracts Baseline Inquiry

SELECT Acquisition Management from the Prevention Menu, and then SELECT Contracts Baseline Inquiry. The following window displays (Figure 4.3.4.1-01) when the user is authorized to inquire contracts baseline information.

Purpose: This window (Figure 4.3.4.1.1-01) displays contract line item information by calendar year and quarter.

4.3.4.1 Contracting Activity List

Purpose: This window (Figure 4.3.4.1-01) displays a list of contracting activities to select from prior to viewing contract baseline information.

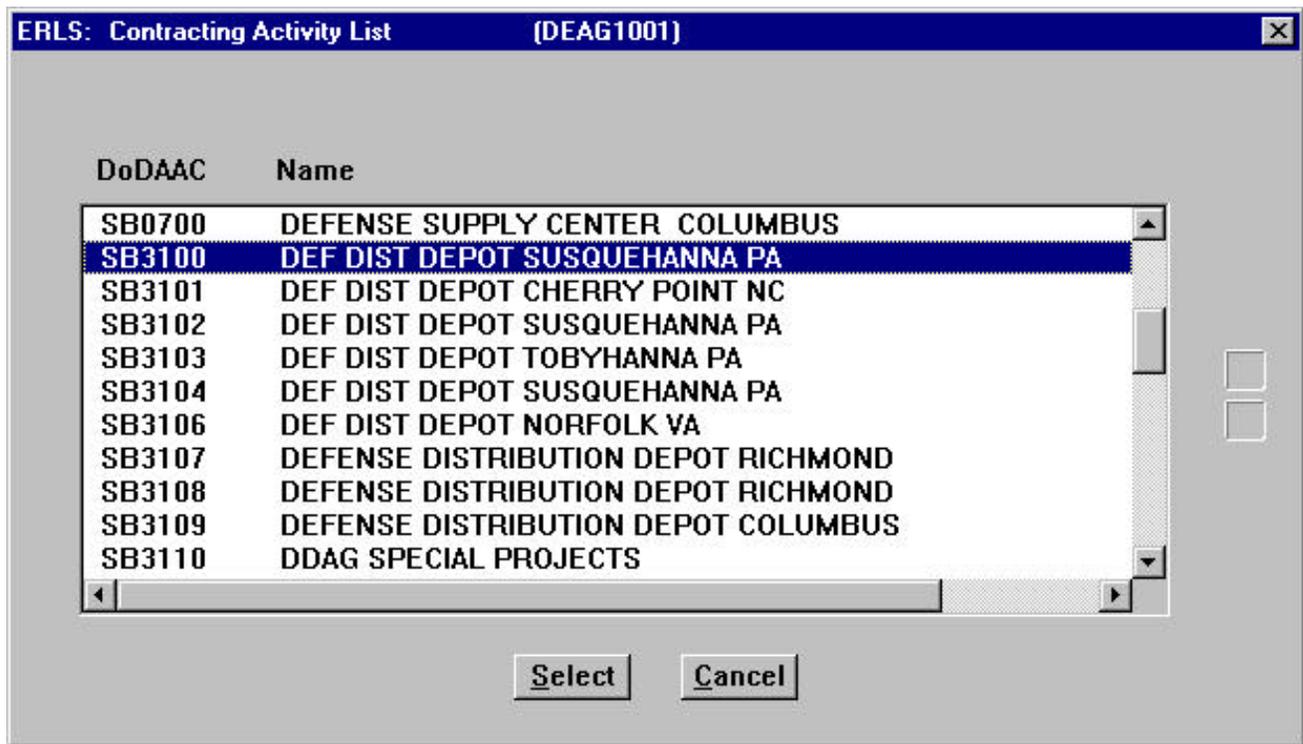


Figure 4.3.4.1-01 Contracting Activity List

HIGHLIGHT a contracting activity in the list. CLICK on the **[SELECT]** button to go to the Contracts Baseline Inquiry window (Figure 4.3.4.1.1-01) where contract baseline information will be displayed.

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

CLICK **[CANCEL]** to return to the Prevention Menu.

4.3.4.1.1 Contract Baseline Inquiry

Purpose: This window displays contract line item baseline information for the selected contracting activity.

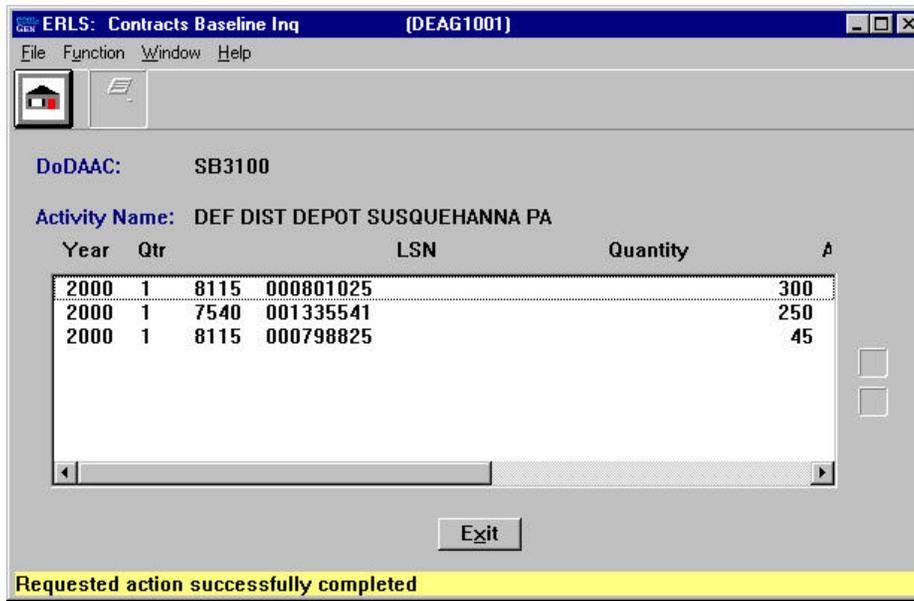


Figure 4.3.4.1.1-01 Contracts Baseline Inquiry

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Activity List and Exit. From the File menu SELECT Activity List to go to the Contracting Activity List (Figure 4.3.4.1-01). SELECT Exit to return to the Prevention Menu.

Function has a drop down-menu of Print. From the Function Menu SELECT Print to print the list of contract line items displayed in the list box.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEAG1001. About states the name of the window and the program number.

CLICK on [**CONTRACTING ACTIVITY LIST ICON**] to go to the Contracting Activity List window (Figure 4.3.4.1-01).

CLICK on the [**PRINT ICON**] to print the list of contract line items that is displayed in the List box.

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a Contract Line Item in the list. Use the scroll bar on the bottom of the list box to view information.

The [EXIT] button takes the user back to the Prevention Menu.

4.3.5 Acquisition Discrepancy Notifications

There are three selections under this menu option: BOSS Acquisition Errors (Figure 4.3.5.1-01), FAS Acquisition Errors (Figure 4.3.5.2-01), and SAMMS Acquisition Errors (Figure 4.3.5.3-01).

4.3.5.1 BOSS Acquisition Errors

SELECT Acquisition Management from the Prevention Menu, and then SELECT Acquisition Discrepancy Notifications, then SELECT BOSS Acquisition Errors. The following window displays (Figure 4.3.5.1.1-01).

Purpose: This window displays BOSS acquisition records that have errors. These records cannot be used by ERLS. The ERLS user needs to evaluate the error and notify the BOSS point of contact so the error can be corrected.

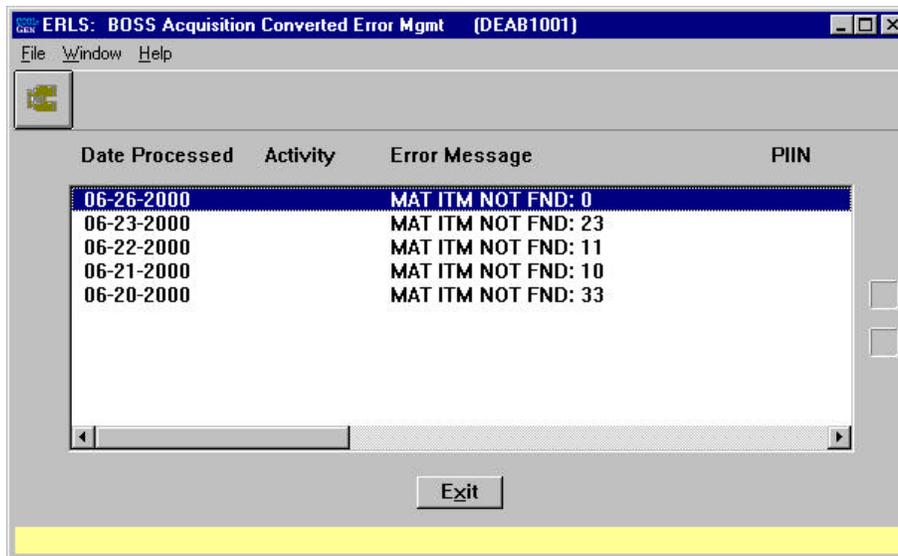


Figure 4.3.5.1-01 BOSS Acquisition Converted Error Management

The Menu Bar contains three selections: File, Window and Help.

File has a drop down-menu of Expanded Search and Exit. From the File menu SELECT Expanded Search to go to the Expanded Search window (Figure 4.3.5.1.1-01). SELECT Exit to return to the Prevention Menu.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a

placeholder and will give the user an information box. Help_index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEAB1001. About states the name of the window and the program number.

CLICK on **[EXPANDED SEARCH ICON]** to go to the Expanded Search window (Figure 4.3.5.1.1-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a BOSS acquisition record in the list. Use the scroll bar on the bottom of the list box to view information from left to right.

The **[EXIT]** button takes the user back to the Prevention Menu.

4.3.5.1.1 **BOSS Expanded Search**

Purpose: This window allows the user to search for a specific BOSS Acquisition Error record or a group of records.

The screenshot shows a dialog box titled "ERLS: Expanded Search (DEAB1001)". It is divided into two main sections: "Search Criteria" and "Sort Criteria".

- Search Criteria:** This section contains four input fields:
 - Activity:** A text box containing the value "SB3100".
 - CLIN:** An empty text box.
 - PIIN:** An empty text box.
 - Dates:** Two text boxes labeled "From" and "To" for specifying a date range.
- Sort Criteria:** This section contains a "Sort By" dropdown menu, which is currently set to "Activity".

At the bottom of the dialog box, there are three buttons: "OK", "Clear", and "Cancel".

Figure 4.3.5.1.1-01 BOSS Expanded Search

ENTER a specific Contracting Activity, CLIN, PIIN or a date range to narrow the search. Enter a letter, number or combination along with the wildcard (%) in the first three boxes to select a group of records for display. Enter a date range to view records within a certain time frame. SELECT **[Activity]** in the "Sort By" box to sort the list by activity. SELECT **[CLIN]** in the "Sort

By” box to sort the list by CLIN. SELECT **[Date]** in the “Sort By” box to sort the list by date. SE-LECT **[PINN]** in the “Sort By” box to sort the list by PIIN. SELECT the **[OK]** button to execute the search. All records matching the search criteria will be displayed in the list on the BOSS Acquisition Converted Error Management window (Figure 4.3.5.1-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of error records.

4.3.5.2 **FAS Acquisition Errors**

SELECT Acquisition Management from the Prevention Menu, and then SELECT Acquisition Discrepancy Notifications, then SELECT FAS Acquisition Errors. The following window displays (Figure 4.3.5.2-01).

Purpose: This window is used to narrow the list of FAS Acquisition Errors that will be displayed on the FAS Acquisition Errors window (Figure.4.3.5.2.2-01).

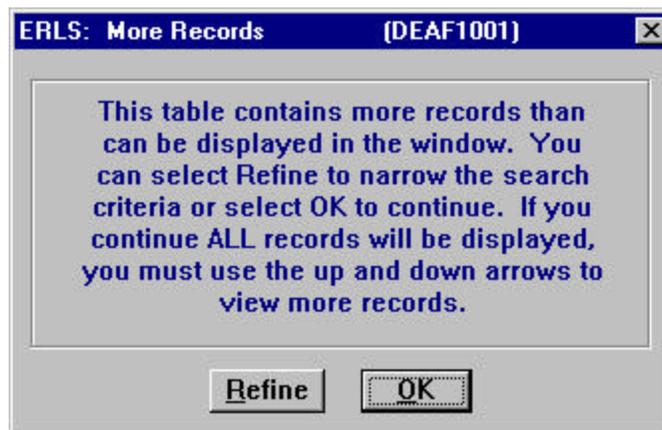


Figure 4.3.5.2-01 FAS More Records

CLICK on the **[REFINE]** button to display the Expanded Search window (Figure 4.3.5.2.1-01).

CLICK on the **[OK]** button to display the FAS Acquisition Error window (Figure4.3.5.2.2-01) with all FAS acquisition errors listed.

4.3.5.2.1 **FAS Expanded Search**

Purpose: This window (Figure 4.3.5.2.1-01) allows the user to search for a specific FAS Acquisition Error record or a group of records.

ENTER a specific Contracting Activity, CLIN, PIIN or a date range to narrow the search. Enter a letter, number or combination along with the wildcard (%) in the first three boxes to select a group of records for display. Enter a date range to view records within a certain time frame. SELECT **[Activity]** in the “Sort By” box to sort the list by activity. SELECT **[CLIN]** in the “Sort By” box to sort the list by CLIN. SELECT **[Date]** in the “Sort By” box to sort the list by date. SE-LECT **[PINN]** in the “Sort By” box to sort the list by PIIN. SELECT the **[OK]** button to execute the

search. All records matching the search criteria will be displayed in the list on the FAS Acquisition Converted Error Management window (Figure 4.3.5.2.2-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of error records.

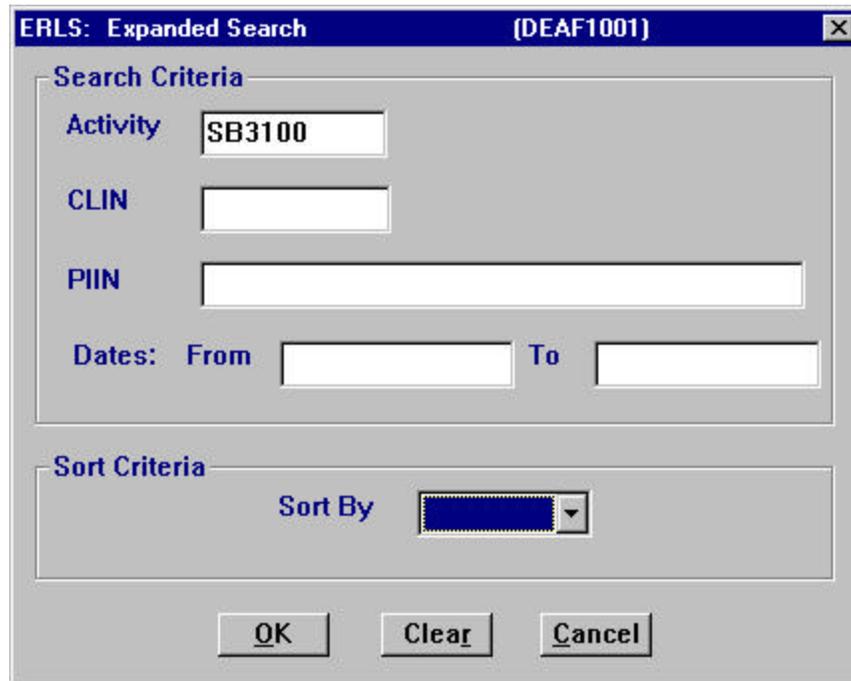


Figure 4.3.5.2.1-01 FAS Expanded Search

4.3.5.2.2 **FAS Acquisition Converted Error Management**

Purpose: This window displays FAS acquisition records that have errors. These records cannot be used by ERLS. The ERLS user needs to evaluate the error and notify the FAS point of contact so the error can be corrected.

The Menu Bar contains three selections: File, Window and Help.

File has a drop down-menu of Expanded Search and Exit. From the File menu SELECT Expanded Search to go to the Expanded Search window (Figure 4.3.5.2.1-01). SELECT Exit to return to the Prevention Menu.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEAF1001. About states the name of the window and the program number.

CLICK on [EXPANDED SEARCH ICON] to go to the Expanded Search window (Figure 4.3.5.2.1.1-01).

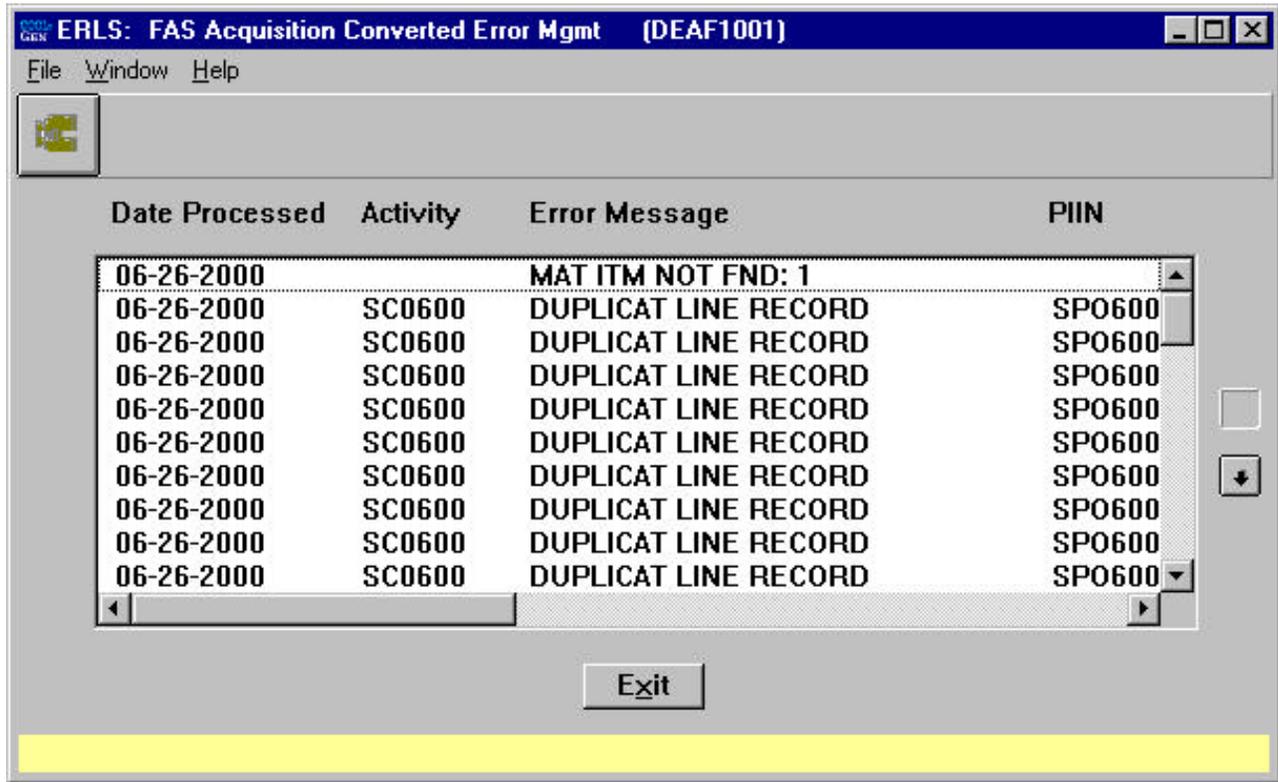


Figure 4.3.5.2.2 FAS Acquisition Converted Error Management

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a FAS acquisition record in the list. Use the scroll bar on the bottom of the list box to view information from left to right.

The [EXIT] button takes the user back to the Prevention Menu.

4.3.5.3 SAMMS Acquisition Errors

SELECT Acquisition Management from the Prevention Menu, and then SELECT Acquisition Discrepancy Notifications, then SELECT SAMMS Acquisition Errors. The following window displays (Figure 4.3.5.3-01).

Purpose: This window is used to narrow the list of SAMMS Acquisition Errors that will be displayed on the SAMMS Acquisition Converted Errors Management window (Figure.4.3.5.3.2-01).

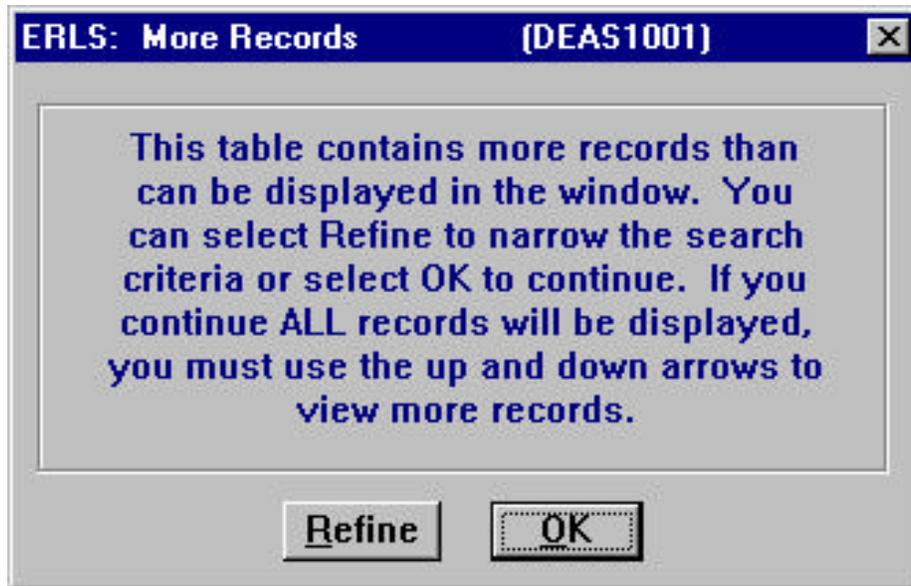


Figure 4.3.5.3-01 SAMMS More Records

CLICK on the **[REFINE]** button to display the Expanded Search window (Figure 4.3.5.3.1-01).

CLICK on the **[OK]** button to display the SAMMS Acquisition Error window (Figure 4.3.5.3.2-01) with all SAMMS acquisition errors listed.

4.3.5.3.1 SAMMS Expanded Search

Purpose: This window (Figure 4.3.5.3.1-01) allows the user to search for a specific SAMMS Acquisition Error record or a group of records.

ENTER a specific Contracting Activity, PIIN or a date range to narrow the search. Enter a letter, number or combination along with the wildcard (%) in the first two boxes to select a group of records for display. Enter a date range to view records within a certain time frame. SELECT **[Activity]** in the "Sort By" box to sort the list by activity. SELECT **[Date]** in the "Sort By" box to sort the list by date. SELECT **[PINN]** in the "Sort By" box to sort the list by PIIN. SELECT the **[OK]** button to execute the search. All records matching the search criteria will be displayed in the list on the SAMMS Acquisition Converted Error Management window (Figure 4.3.5.3.2-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of error records.

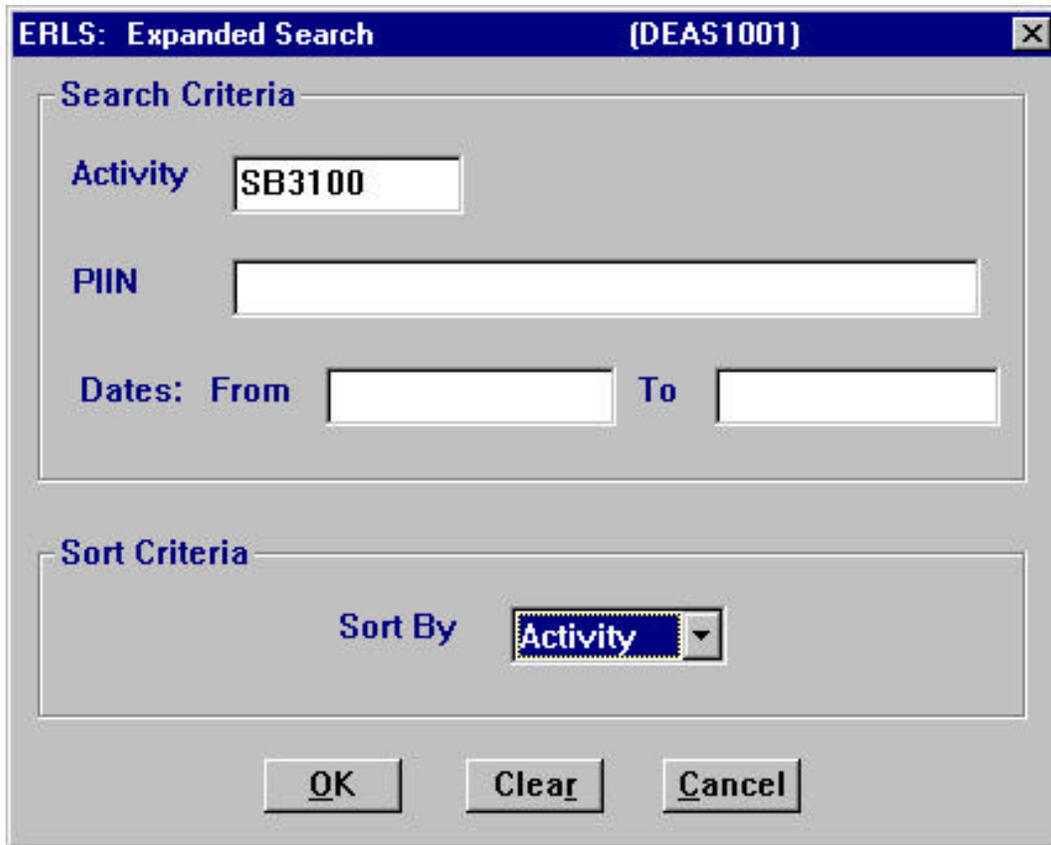


Figure 4.3.5.3.1-01 SAMMS Expanded Search

4.3.5.3.2 SAMMS Acquisition Converted Error Management

Purpose: This window displays SAMMS acquisition records that have errors. These records cannot be used by ERLS. The ERLS user needs to evaluate the error and notify the SAMMS point of contact so the error can be corrected.

The Menu Bar contains three selections: File, Window and Help.

File has a drop down-menu of Expanded Search and Exit. From the File menu SELECT Expanded Search to go to the Expanded Search window (Figure 4.3.5.3.1-01). SELECT Exit to return to the Prevention Menu.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEAS1001. About states the name of the window and the program number.

CLICK on **[EXPANDED SEARCH ICON]** to go to the Expanded Search window (Figure 4.3.5.3.1.1-01).

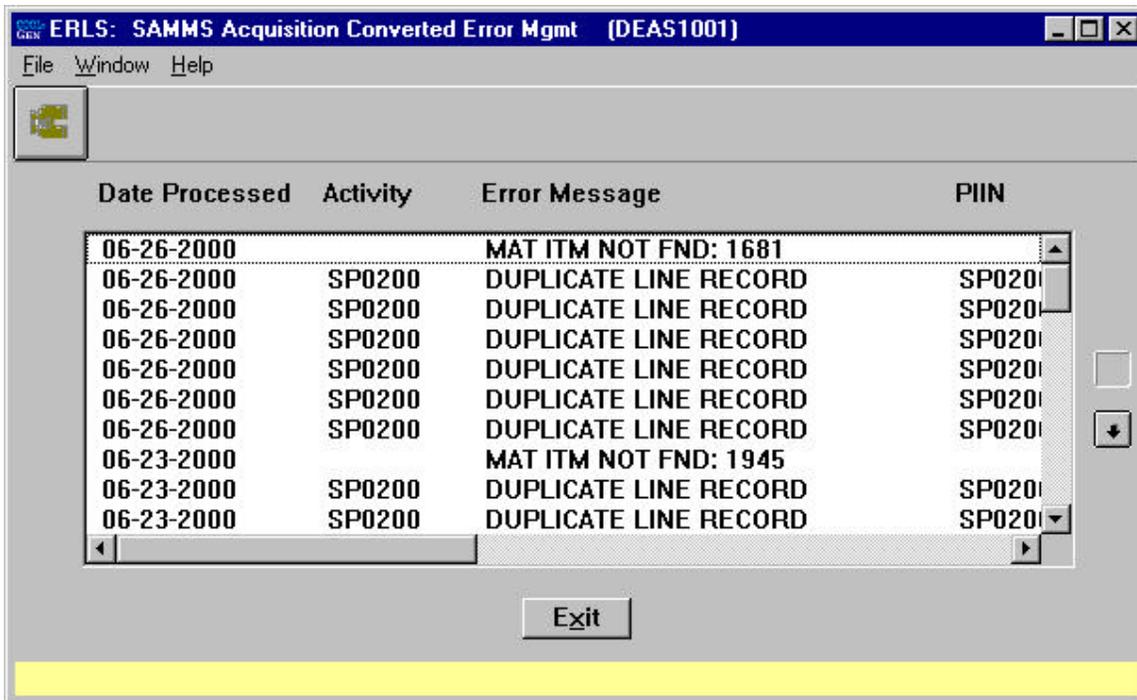


Figure 4.3.5.3.2-01 SAMMS Acquisition Converted Error Management

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a SAMMS acquisition record in the list. Use the scroll bar on the bottom of the list box to view information from left to right.

The [EXIT] button takes the user back to the Prevention Menu.

4.4 Requisition Management

There are seven main selections under this menu option: Requisitioning Activity Management (Figure 4.4.1.2-01), Requisitioning Activity Review (Figure 4.4.2-01), Requisitions, (Figure 4.4.3.1.1-01), Requisitions Baseline Inquiry (Figure 4.4.4.1.1.1-01), Requisition Discrepancy Notifications, Materiel Returns Inquiry (Figure 4.4.6.1.1-01), and Returns Baseline Inquiry (Figure 4.4.7.1.1-01).

4.4.1 Requisitioning Activity

SELECT Requisition Management from the Prevention Menu, and then SELECT Requisitioning Activity. The following window displays (Figure 4.4.1.1-01).

Purpose: This window is used to narrow the list of Requisitioning Activities and Names that will be displayed on the Requisitioning Activity Management window (Figure.4.4.1.2-01).

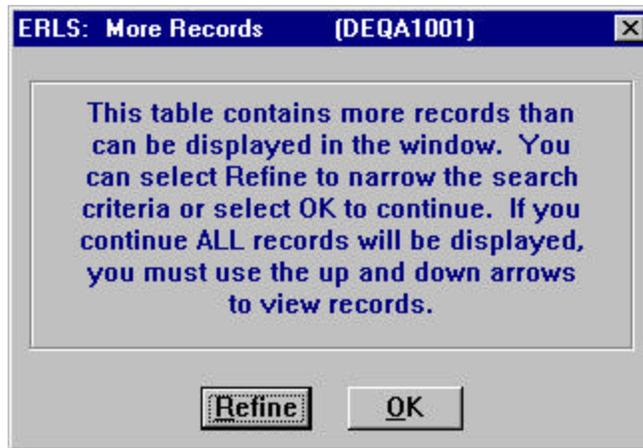


Figure 4.4.1-01 Requisitioning Activity More Records

CLICK on the **[REFINE]** button to display the Expanded Search window (Figure 4.4.1.1-01).

CLICK on the **[OK]** button to display the Requisitioning Activity Management window (Figure 4.4.1.2-01) with all requisitioning activities available in ERLS listed.

4.4.1.1 Requisitioning Expanded Search

Purpose: This window is used to select a specific requisitioning activity or a group of requisitioning activities for display on the Requisitioning Activity Management window (Figure 4.4.1.2-01).

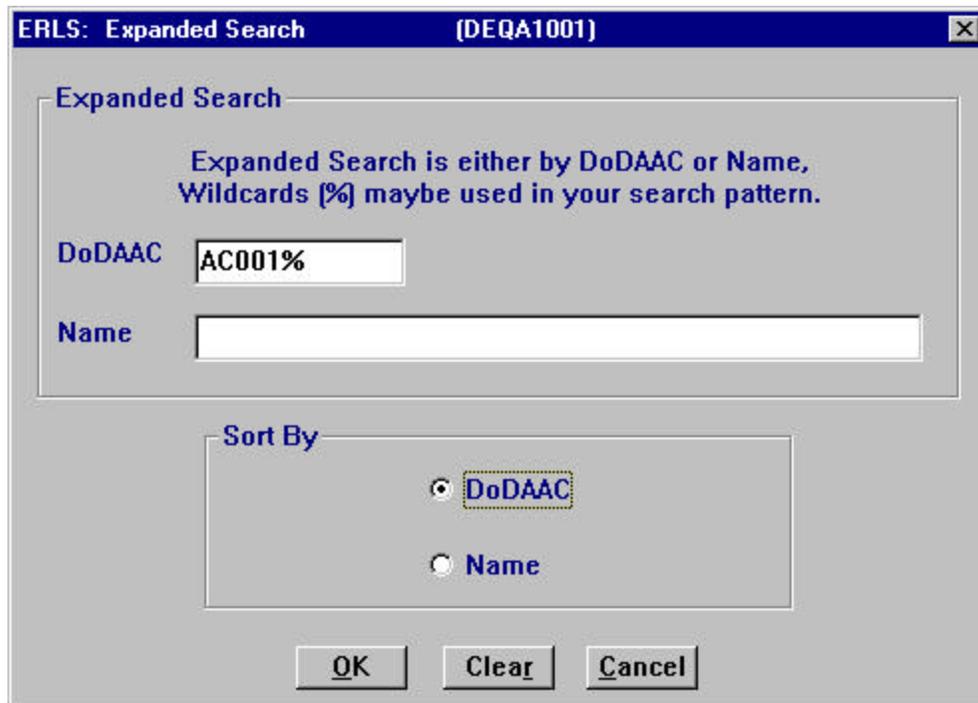


Figure 4.4.1.1-01 Requisitioning Activity Expanded Search

ENTER a specific requisitioning activity or name to narrow the search to only one requisitioning activity. Enter a letter, number or combination along with the wildcard (%) in the DoDAAC or Name space to select a group of requisitioning activities for display. CLICK on the **[DODAAC]** radio button in the “Sort By” box to sort the list by requisitioning activity. CLICK on **[NAME]** radio button in the “Sort By” box to sort the list by name. CLICK on the **[OK]** button to execute the search. All requisitioning activities matching the search criteria will be displayed in the list on the Requisitioning Activity Management window (Figure 4.4.1.2-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of requisitioning activities.

4.4.1.2 Requisitioning Activity Management

Purpose: This window is used to display the list of Requisitioning Activity DoDAACs and Names.

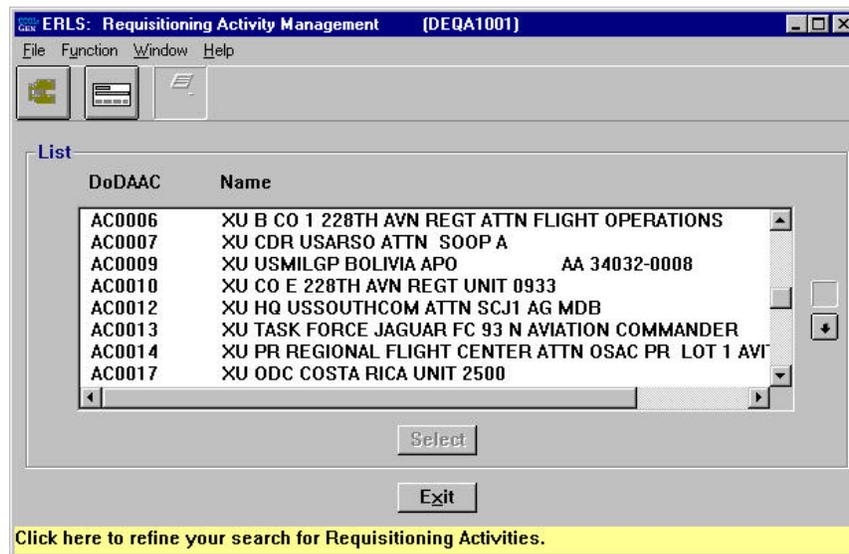


Figure 4.4.1.2-01 Requisitioning Activity Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Add New, Details, and Exit. From the File Menu SELECT Add New to add a new requisitioning activity on the Requisitioning Activity Detail window (Figure 4.4.1.2.1-01). SELECT a Requisitioning Activity DoDAAC from the List box. From the File menu SELECT Details to fill the Details box on the Requisitioning Activity Detail window. SELECT Exit to return to the Prevention Menu.

Function has a drop down-menu of Search and Print. SELECT Search to go to the Expanded Search window (Figure 4.4.1.1-01). From the Function Menu SELECT Print to print the list of records defined in the initial expanded search.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEQA1001. About states the name of the window and the program number.

CLICK on the **[EXPANDED SEARCH ICON]** to go to the Requisitioning Activity Expanded Search window (Figure 4.4.1.1-01).

CLICK on the **[ADD NEW ICON]** to go to the Requisitioning Activity Details window (Figure 4.4.1.2.1-01).

CLICK on the **[PRINT ICON]** to print the list of requisitioning activities that is displayed in the List box on the Requisitioning Activity Management window (Figure 4.4.1.2-01).

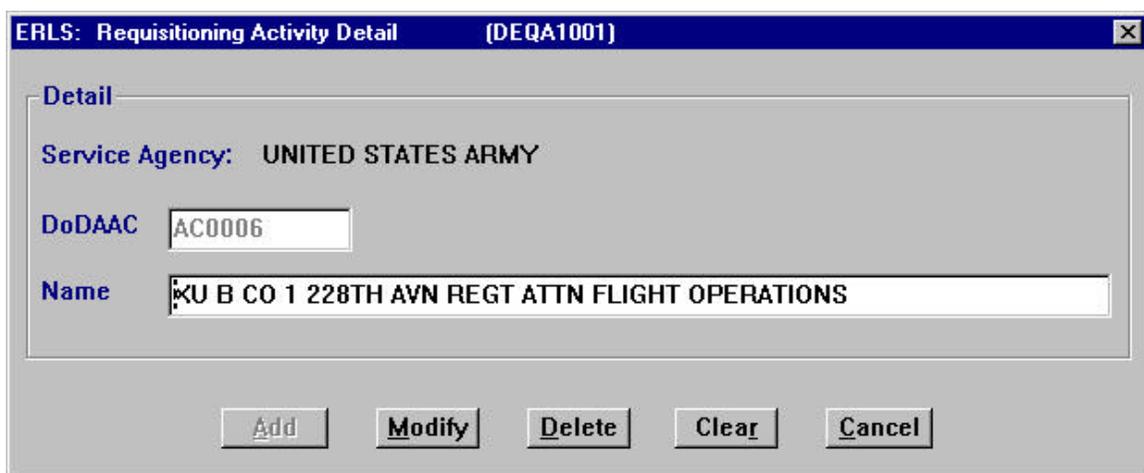
The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a Requisitioning Activity in the list then CLICK on the **[SELECT]** button. The selected requisitioning activity DoDAAC and Name will be displayed on the Requisitioning Activity Details window (Figure 4.4.1.2.1-01)

The **[EXIT]** button takes the user back to the Prevention Menu.

4.4.1.2.1 Requisitioning Activity Detail

Purpose: This window is used to add, modify or delete Requisitioning Activity DoDAACs and Names.



ERLS: Requisitioning Activity Detail (DEQA1001)

Detail

Service Agency: UNITED STATES ARMY

DoDAAC: AC0006

Name: KU B CO 1 228TH AVN REGT ATTN FLIGHT OPERATIONS

Add Modify Delete Clear Cancel

Figure 4.4.1.2.1-01 Requisitioning Activity Details

The **[ADD]**, **[MODIFY]**, **[DELETE]** buttons have limited access.

To ADD a Requisitioning Activity, in the Requisitioning Activity Details box, ENTER the Requisitioning Activity DoDAAC and NAME. CLICK on the **[ADD]** button.

To MODIFY a Requisitioning Activity Name, SELECT a Requisitioning Activity DoDAAC from the Requisitioning Activity List box on the Requisitioning Activity Management window. ENTER the changes in the Detail box. CLICK on the **[MODIFY]** button.

To DELETE a Requisitioning Activity, SELECT a Requisitioning Activity from the List box on the Requisitioning Activity Management window. CLICK on the **[DELETE]** button. There is a Delete Confirmation dialog box.

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button takes the user back to the Requisitioning Activity Management window.

4.4.2 Requisitioning Activity Review

SELECT Requisition Management from the Prevention Menu, and then SELECT Requisitioning Activity Review. The following window displays (Figure 4.4.2-01).

Purpose: This window is used to review Requisitioning Activity DoDAACs and Names. After the Requisitioning Activity has been reviewed it will no longer appear on this list.

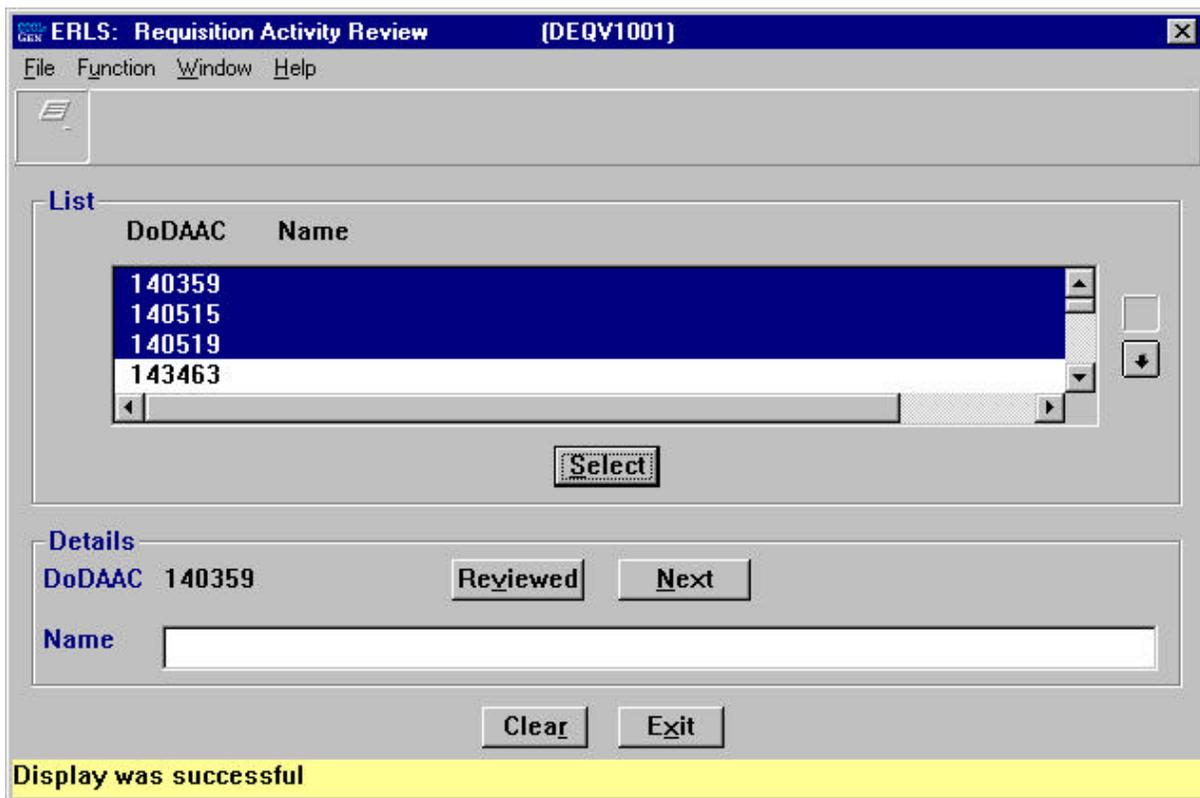


Figure 4.4.2-01 Requisition Activity Review

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Details, and Exit. **SELECT** a Requisitioning Activity DoDAAC from the List box. From the File menu **SELECT** Details to fill the Details box below. **SELECT** Exit to return to the Prevention Menu.

Function has a drop down-menu of Print. From the Function Menu **SELECT** Print to print the list of records.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEQV1501. About states the name of the window and the program number.

CLICK on the **[PRINT ICON]** to print the list of requisitioning activities that is displayed in the List box on the Requisitioning Activity Review window (Figure 4.4.2-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a Requisitioning Activity in the list then **CLICK** on the **[SELECT]** button. The selected Requisitioning Activity DoDAAC and Name will be displayed in the Details box below for reviewing or changing the name.

To **REVIEW** a Requisitioning Activity Name, **SELECT** a Requisitioning Activity DoDAAC from the Requisitioning Activity List box on the Requisitioning Activity Management window. **ENTER** the changes in the Detail box. **CLICK** on the **[REVIEWED]** button. Once a Requisitioning Activity has been reviewed, it will not appear on the review list again.

To review more than one record in the list, **HIGHLIGHT** two or more records then **CLICK** on the **[SELECT]** button. The first record in the group will be displayed in the Detail box. To move to the next Requisitioning Activity record selected, **CLICK** on the **[NEXT]** button.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the Prevention Menu.

4.4.3 Requisitions

SELECT Requisition Management from the Prevention Menu, and then **SELECT** Requisitions. The following window displays (Figure 4.4.3.1-01).

4.4.3.1 Requisition Activity List

Purpose: This window (Figure 4.4.3.1-01) displays the list of Requisitioning Activities available in ERLS.

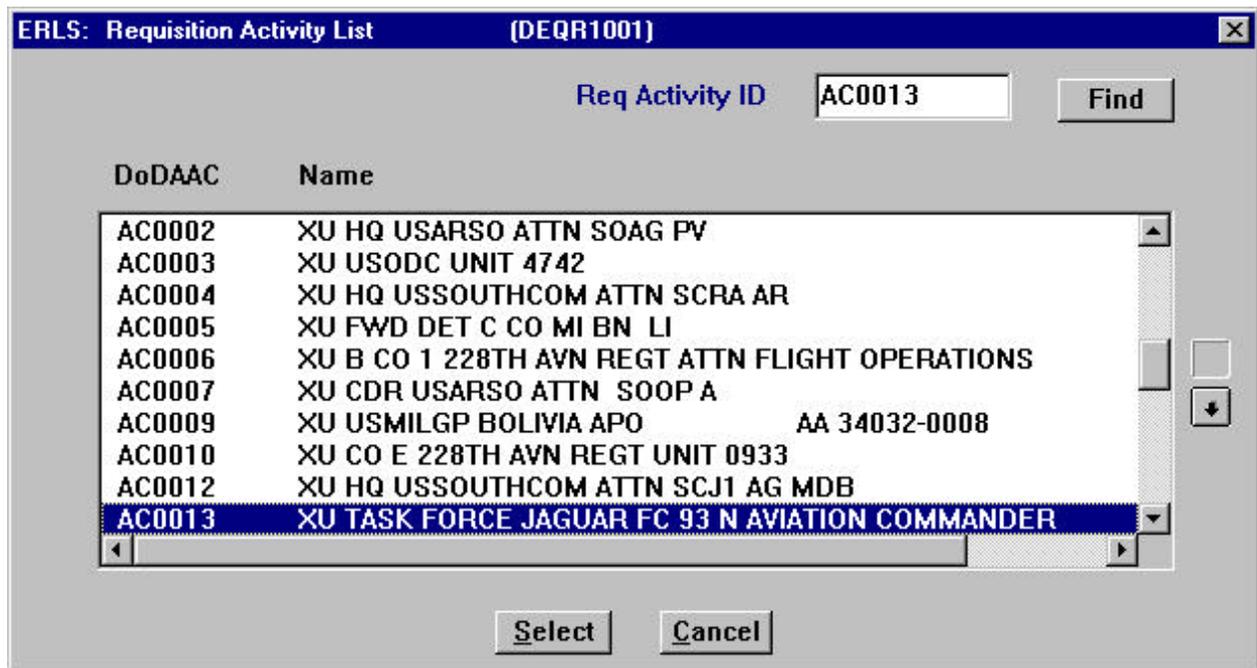


Figure 4.4.3.1-01 Requisition Activity List

ENTER a Requisition Activity Code in the Activity Code box and CLICK on the **[FIND]** button. The Requisitions Management window (Figure 4.4.3.1.1-01) will be displayed.

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

CLICK on the **[SELECT]** button to go to the Requisitions Management window (Figure 4.4.3.1.1-01) where all requisitions related to the Requisitioning activity will be displayed.

CLICK **[CANCEL]** to return to the Prevention Menu.

4.4.3.1.1 Requisitions Management

Purpose: This window displays information for requisitions related to the selected Requisitioning Activity.

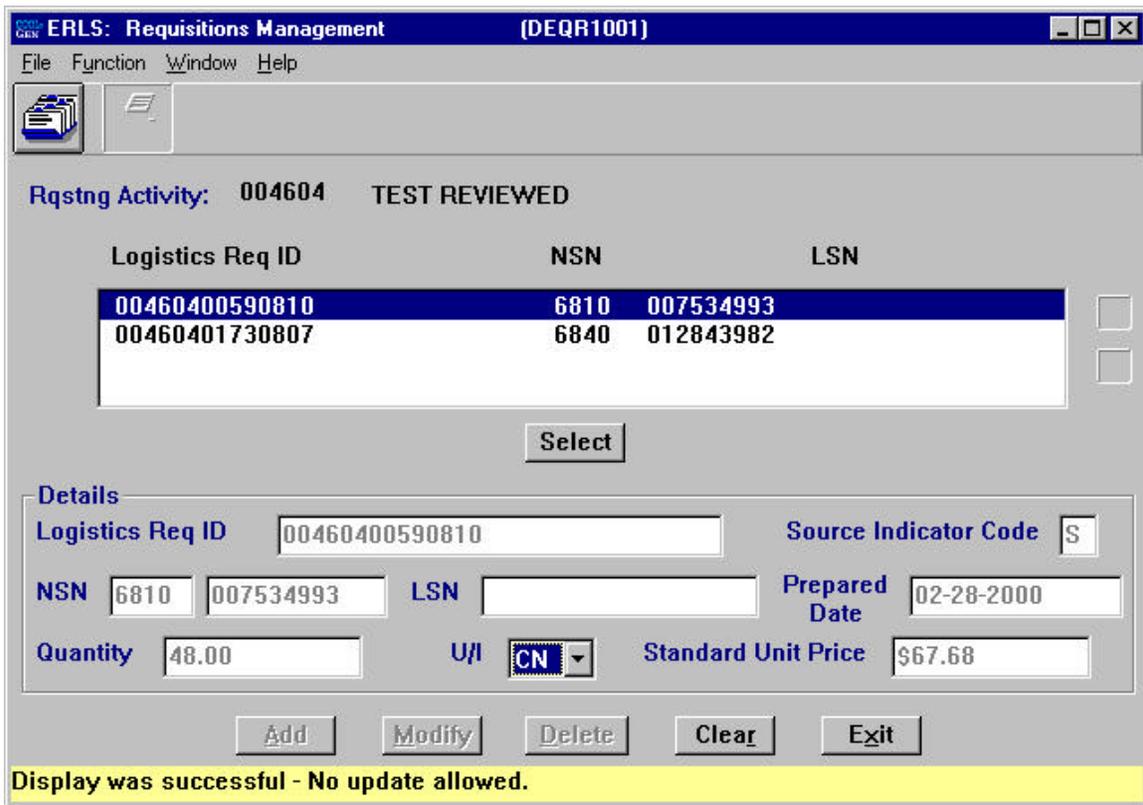


Figure 4.4.3.1.1-01 Requisitions Management

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Details and Exit. **HIGHLIGHT** a record in the list and then from the File menu **SELECT** Details. The Details box at the bottom of the window will display the information for the requisition selected. **SELECT** Exit to return to the Prevention Menu.

Function has a drop down-menu of Activity List and Print. From the Function Menu **SELECT** Activity List to go to the Requisitions Activity List window (Figure 4.4.3.1-01). **SELECT** Print to print the list of requisitions.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEQR1001. About states the name of the window and the program number.

CLICK on the **[REQUISITIONING ACTIVITY LIST ICON]** to go to the Requisitioning Activity List window (Figure 4.4.3.1-01).

CLICK on the **[PRINT ICON]** to print the list of requisitions that is displayed in the List box on the Requisitions Management window (Figure 4.4.3.1.1-01).

To add a requisition, enter the information in the Details box. CLICK on the **[ADD]** button. The newly added requisition will appear in the list box and will be highlighted. The Source Indicator Code will be set to “E” for ERLS.

To modify a requisition, SELECT one from the list. Make the changes to the data fields in the Details box. CLICK on the **[MODIFY]** button. Only those requisitions with a Source Indicator Code of “E” may be modified.

CLICK on the **[DELETE]** button to delete the requisition. Only requisitions with a Source Indicator Code of “E” (ERLS) can be deleted.

The **[CLEAR]** button clears the fields to enter new data.

The **[EXIT]** button takes the user back to the Prevention Menu.

4.4.4 Requisitions Baseline Inquiry

SELECT Requisition Management from the Prevention Menu, and then SELECT Requisitions Baseline Inquiry. The following window displays (Figure 4.4.4.1-01).

4.4.4.1 Service Agency List

Purpose: This window displays all the Service/Agencies available in ERLS.

HIGHLIGHT the desired service or agency in the list. CLICK on the **[SELECT]** button. The Requisition Activity List window (Figure 4.4.4.1.1-01) is displayed.

CLICK **[CANCEL]** to go to the Requisition Baseline Inquiry window. This window will be blank if no activity was selected.

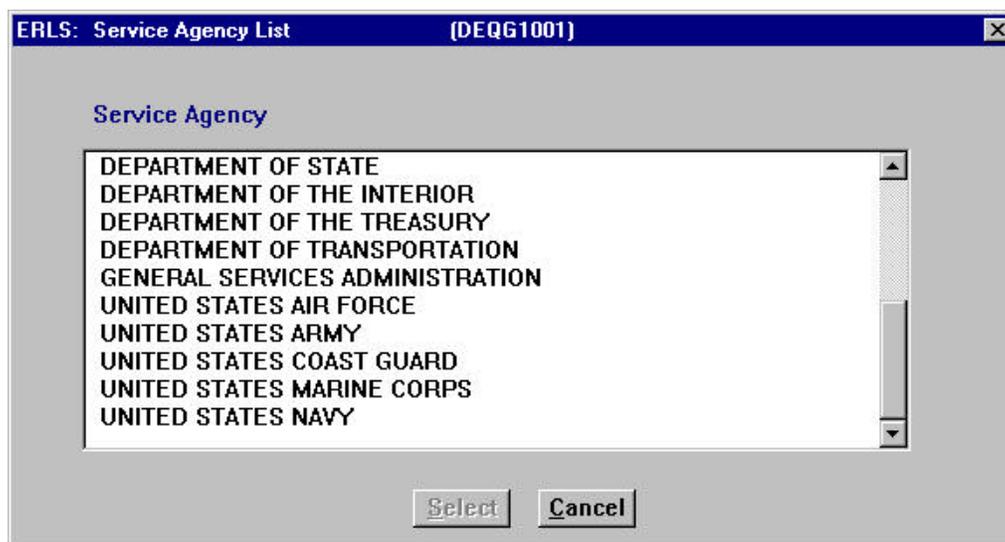


Figure 4.4.4.1-01 Service Agency List

4.1.1.1.1 Requisition Activity List

Purpose: This window (Figure 4.4.4.1.1-01) displays the list of Requisitioning Activities available for the selected Service or Agency.

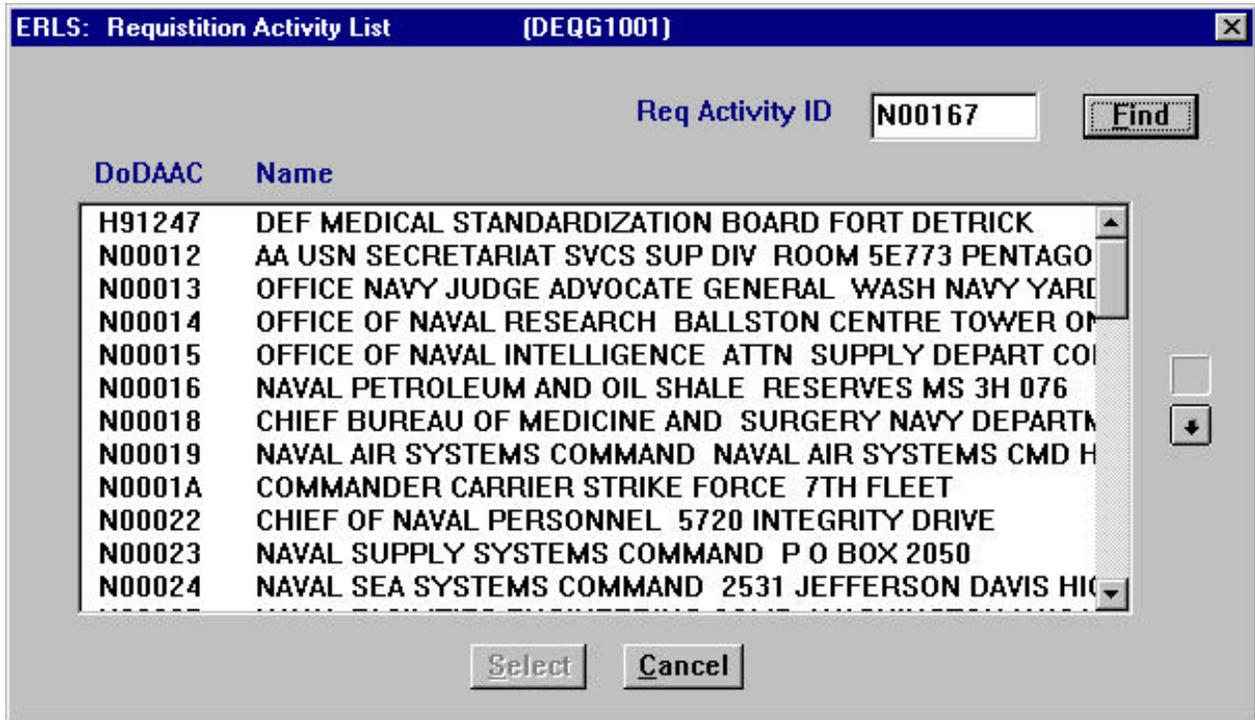


Figure 4.4.4.1.1-01 Requisition Activity List

ENTER a Requisition Activity Code in the Activity Code box and CLICK on the **[FIND]** button. The Requisition Activity Code will be displayed as the only record in the list. HIGHLIGHT the requisitioning activity and CLICK on the **[SELECT]** button. The Requisition Baseline Inquiry window (Figure 4.4.4.1.1.1-01) will be displayed.

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a Requisition Activity in the list and CLICK on the **[SELECT]** button to go to the Requisitions Baseline Inquiry window (Figure 4.4.4.1.1.1-01) where all requisitions related to the Requisitioning activity will be displayed.

CLICK **[CANCEL]** to go to the Requisition Baseline Inquiry window. This window will be blank if no activity was selected.

4.4.4.1.1.1 Requisitions Baseline Inquiry

Purpose: This window displays Requisitions for the selected activity and service or agency.

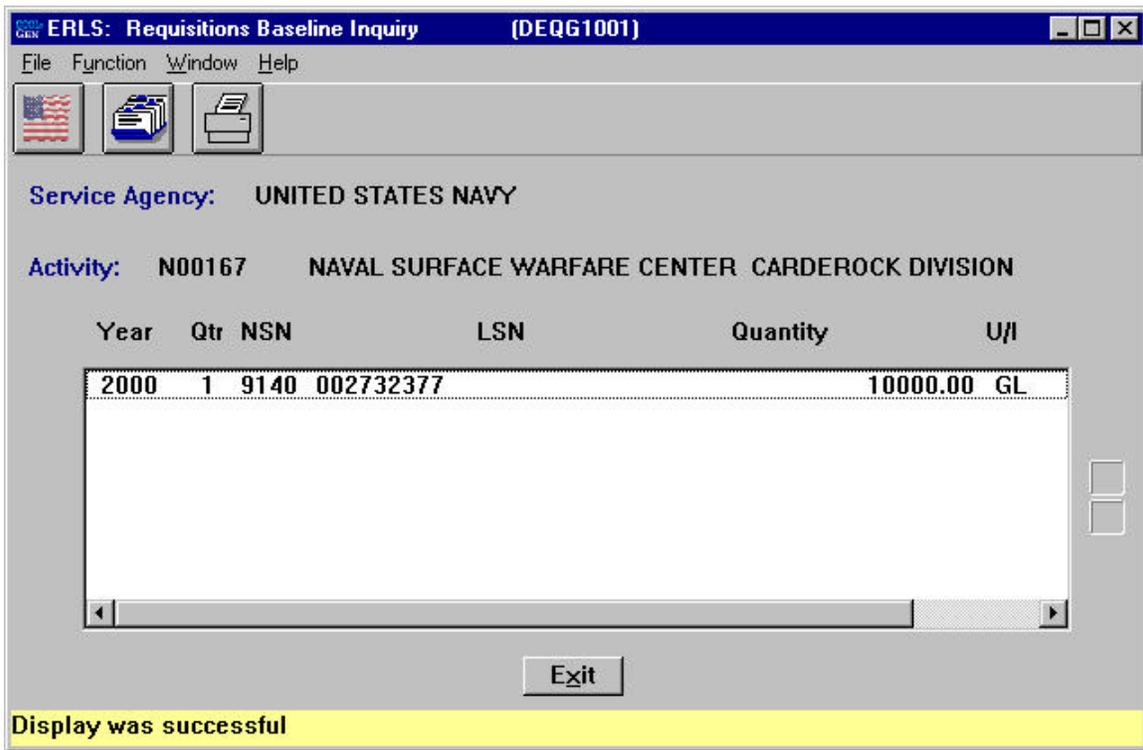


Figure 4.4.4.1.1-01 Requisitions Baseline Inquiry

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Activity List, Service Agency List, and Exit. From the File menu SELECT Activity List to go to the Requisition Activity List (Figure 4.4.4.1.1-01). SELECT Service Agency List to go to the Requisition Service Agency List (Figure 4.4.4.1.1-01). SELECT Exit to return to the Prevention Menu.

Function has a drop down-menu of Print. From the Function Menu SELECT Print to print the list of requisitions displayed in the list box.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEQG1001. About states the name of the window and the program number.

CLICK on [**SERVICE AGENCY LIST ICON**] to go to the Requisitions Service Agency List (Figure 4.4.4.1.1-01).

CLICK on [**REQUISITIONING ACTIVITY LIST ICON**] to go to the Requisitions Activity List window (Figure 4.4.4.1.1-01).

CLICK on the **[PRINT ICON]** to print the list of contract line items that is displayed in the List box.

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a Requisition in the list. Use the scroll bar on the bottom of the list box to view information.

The **[EXIT]** button takes the user back to the Prevention Menu.

4.4.5 Requisition Discrepancy Notifications

There are seven selections under this menu option: BOSS Requisition Errors, FAS Requisition Errors, FAS Returns Errors, FLIS ENAC Errors, FLIS IMM Errors, SAMMS Requisition Errors and SAMMS Returns Errors.

4.4.5.1 BOSS Requisition Errors

SELECT Requisition Management from the Prevention Menu, and then SELECT Requisition Discrepancy Notifications, then SELECT BOSS Requisition Errors. The following window displays (Figure 4.4.5.1-01).

Purpose: This window is used to narrow the list of BOSS Requisition Errors that will be displayed on the BOSS Requisition Errors window (Figure.4.4.5.1.1-01).

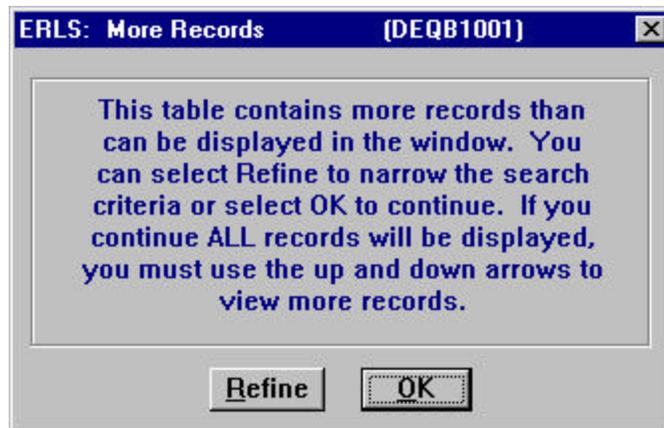


Figure 4.4.5.1-01 BOSS More Records

CLICK on the **[REFINE]** button to display the Expanded Search window (Figure 4.4.5.1.1-01).

CLICK on the **[OK]** button to display the BOSS Requisition Converted Error Management window (Figure4.4.5.1.1.1-01) with all BOSS Requisition errors listed.

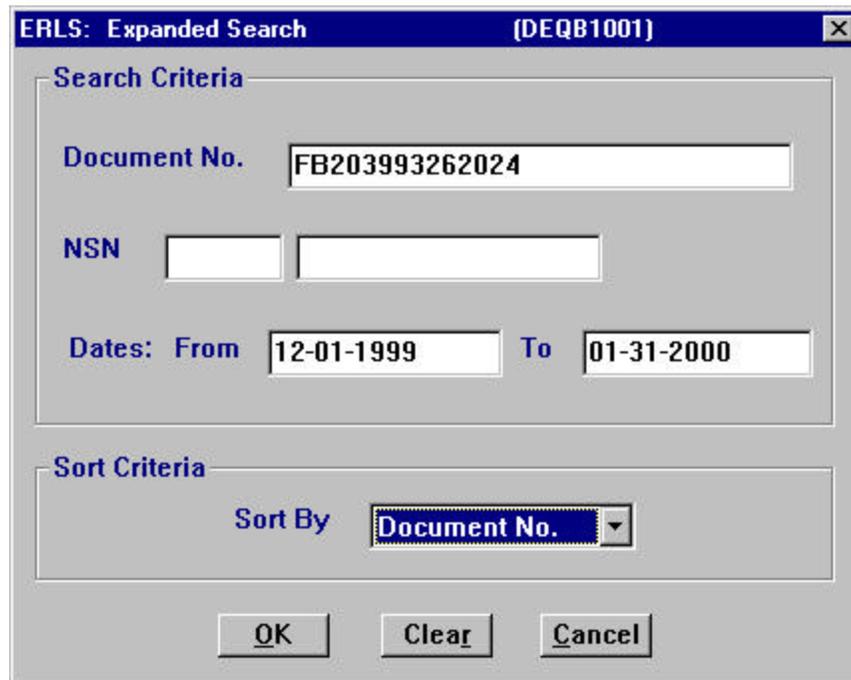
4.4.5.1.1 BOSS Expanded Search

Purpose: This window (Figure 4.4.5.1.1-01) allows the user to search for a specific BOSS Requisition Error record or a group of records.

ENTER a specific Document Number, NSN or a date range to narrow the search. Enter a letter, number or combination along with the wildcard (%) in the first two boxes to select a group of records for display. Enter a date range to view records within a certain time frame. SELECT **[Document No.]** in the “Sort By” box to sort the list by document numbers. SELECT **[NSN]** in the “Sort By” box to sort the list by NSN. SELECT **[Date]** in the “Sort By” box to sort the list by date. SELECT the **[OK]** button to execute the search. All records matching the search criteria will be displayed in the list on the BOSS Requisition Converted Error Management window (Figure 4.4.5.1.1.1-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of error records.



The screenshot shows a window titled "ERLS: Expanded Search (DEQB1001)". It contains two main sections: "Search Criteria" and "Sort Criteria".

Search Criteria:

- Document No.:** A text box containing "FB203993262024".
- NSN:** Two empty text boxes.
- Dates:** A "From" text box containing "12-01-1999" and a "To" text box containing "01-31-2000".

Sort Criteria:

- Sort By:** A dropdown menu with "Document No." selected.

At the bottom of the window are three buttons: "OK", "Clear", and "Cancel".

Figure 4.4.5.1.1-01 BOSS Requisition Error Expanded Search

4.1.1.1.1 BOSS Requisition Converted Error Management

Purpose: This window (Figure 4.4.5.1.1.1-01) displays BOSS Requisition records that have errors. These records cannot be used by ERLS. The ERLS user needs to evaluate the error and notify the BOSS point of contact so the error can be corrected.

The Menu Bar contains three selections: File, Window and Help.

File has a drop down-menu of Expanded Search and Exit. From the File menu Select Expanded Search to go to the Expanded Search window (Figure 4.4.5.1.1-01). Select Exit to return to the Prevention Menu.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEQB1001. About states the name of the window and the program number.

CLICK on **[EXPANDED SEARCH ICON]** to go to the Expanded Search window (Figure 4.4.5.1.1-01).

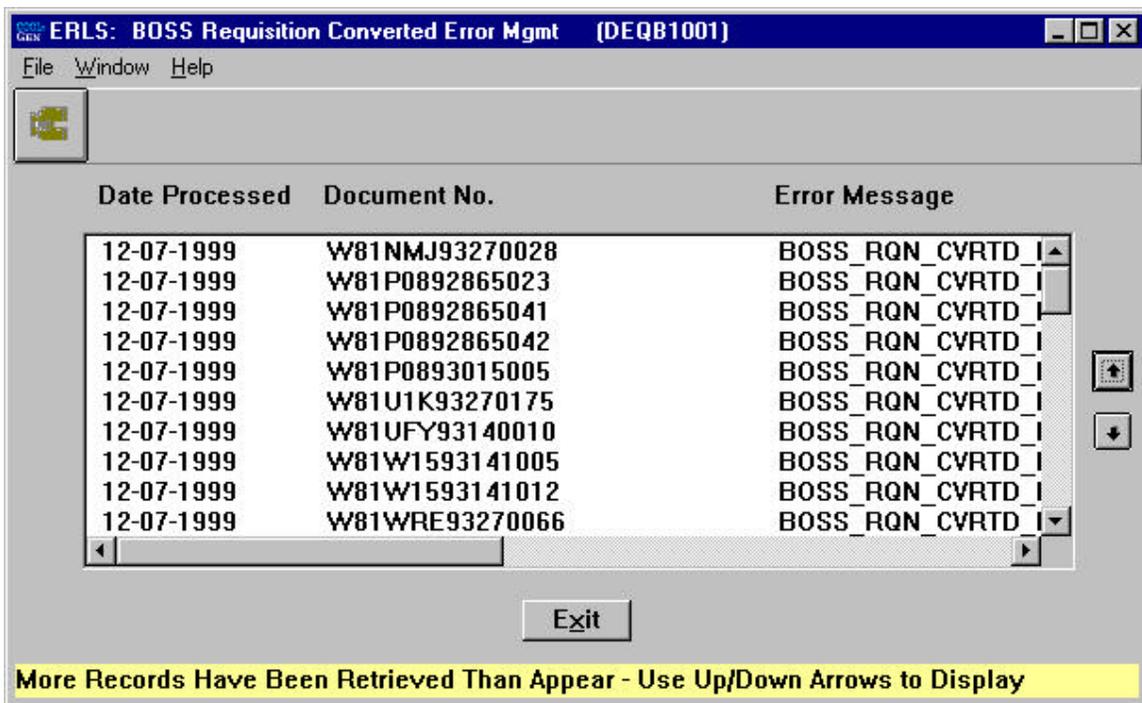


Figure 4.4.5.1.1.1-01 BOSS Requisition Converted Error Management

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a BOSS Requisition record in the list. Use the scroll bar on the bottom of the list box to view information from left to right.

The **[EXIT]** button takes the user back to the Prevention Menu.

4.4.5.2 FAS Requisition Errors

SELECT Requisition Management from the Prevention Menu, and then SELECT Requisition Discrepancy Notifications, then SELECT FAS Requisition Errors. The following window displays (Figure 4.4.5.2-01).

Purpose: This window displays FAS Requisition records that have errors. These records cannot be used by ERLS. The ERLS user needs to evaluate the error and notify the FAS point of contact so the error can be corrected.

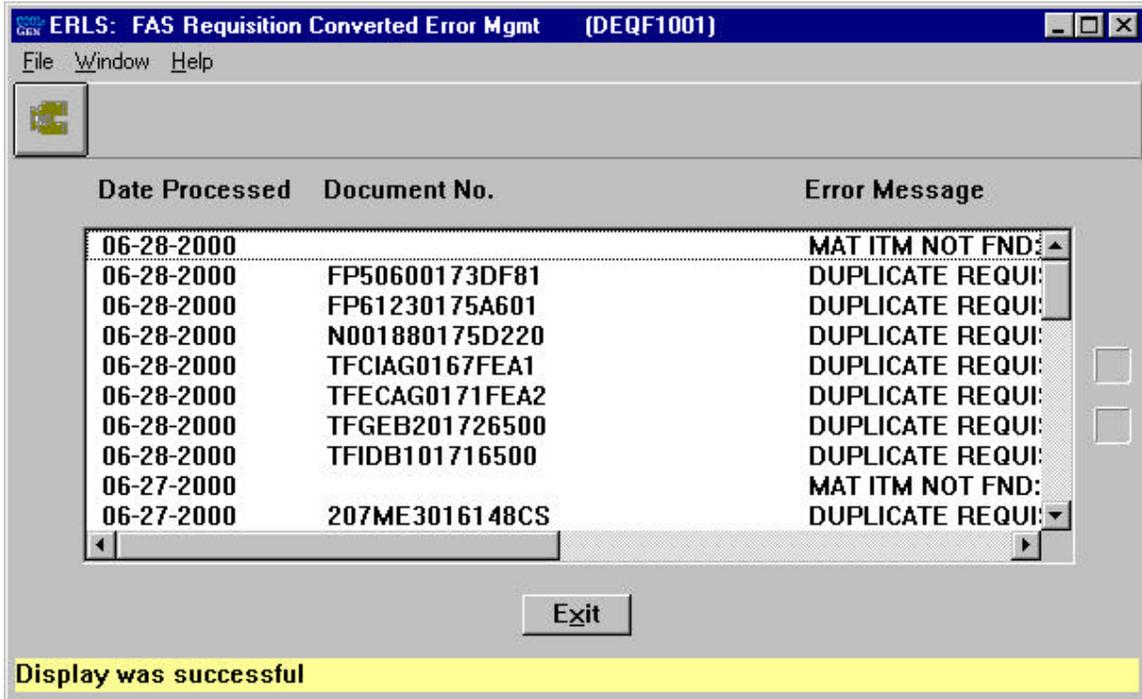


Figure 4.4.5.2-01 FAS Requisition Converted Error Management

The Menu Bar contains three selections: File, Window and Help.

File has a drop down-menu of Expanded Search and Exit. From the File menu SELECT Expanded Search to go to the Expanded Search window (Figure 4.4.5.2.1-01). SELECT Exit to return to the Prevention Menu.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEQF1001. About states the name of the window and the program number.

CLICK on **[EXPANDED SEARCH ICON]** to go to the Expanded Search window (Figure 4.4.5.2.1-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be

enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a FAS Requisition record in the list. Use the scroll bar on the bottom of the list box to view information from left to right.

The [EXIT] button takes the user back to the Prevention Menu.

4.4.5.2.1 FAS Requisition Expanded Search

Purpose: This window (Figure 4.4.5.2.1-01) allows the user to search for a specific FAS Requisition Error record or a group of records.

The screenshot shows a dialog box titled "ERLS: Expanded Search (DEQF1001)". It is divided into two main sections: "Search Criteria" and "Sort Criteria".

- Search Criteria:**
 - Document No.:** A text box containing "FP50600173DF81".
 - NSN:** Two empty text boxes.
 - Dates:** "From" and "To" text boxes. "From" contains "06-26-2000" and "To" contains "06-28-2000".
- Sort Criteria:**
 - Sort By:** A dropdown menu with "Document No." selected.

At the bottom of the dialog box are three buttons: "OK", "Clear", and "Cancel".

Figure 4.4.5.2.1-01 FAS Requisition Expanded Search

ENTER a specific Document Number, NSN or a date range to narrow the search. Enter a letter, number or combination along with the wildcard (%) in the first two boxes to select a group of records for display. Enter a date range to view records within a certain time frame. SELECT **[Document No.]** in the "Sort By" box to sort the list by document numbers. SELECT **[NSN]** in the "Sort By" box to sort the list by NSN. SELECT **[Date]** in the "Sort By" box to sort the list by date. SELECT the **[OK]** button to execute the search. All records matching the search criteria will be displayed in the list on the FAS Requisition Converted Error Management window (Figure 4.4.5.2.1-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of error records.

4.4.5.3 FAS Returns Errors

SELECT Requisition Management from the Prevention Menu, and then SELECT Requisition Discrepancy Notifications, then SELECT FAS Returns Errors. The following window displays (Figure 4.4.5.3-01).

Purpose: This window displays FAS Returns records that have errors. These records cannot be used by ERLS. The ERLS user needs to evaluate the error and notify the FAS point of contact so the error can be corrected.

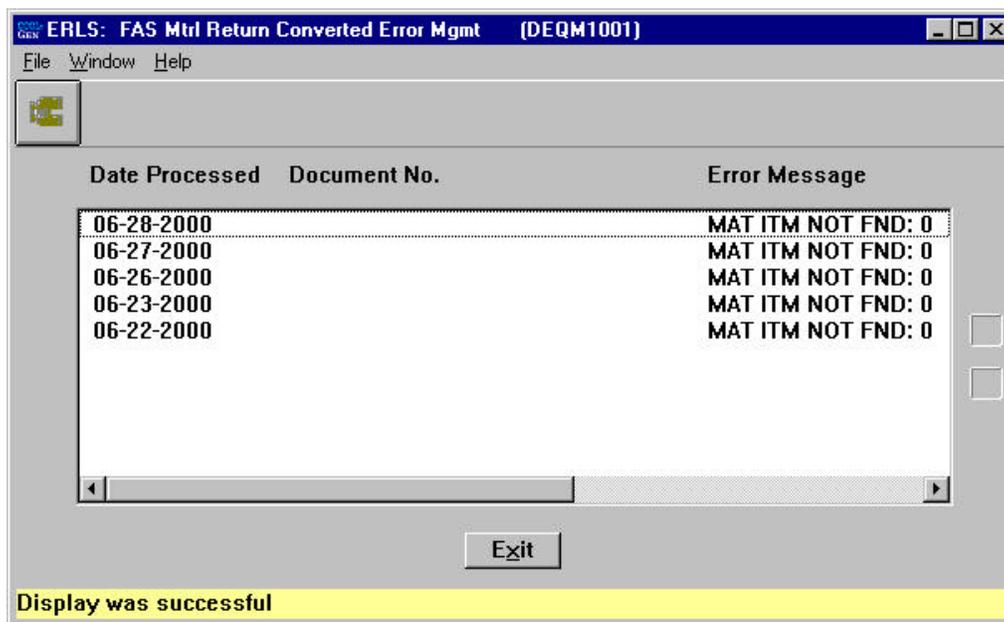


Figure 4.4.5.3-01 FAS Returns Error Management

The Menu Bar contains three selections: File, Window and Help.

File has a drop down-menu of Expanded Search and Exit. From the File menu SELECT Expanded Search to go to the Expanded Search window (Figure 4.4.5.3.1-01). SELECT Exit to return to the Prevention Menu.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEQM1001. About states the name of the window and the program number.

CLICK on **[EXPANDED SEARCH ICON]** to go to the Expanded Search window (Figure 4.4.5.3.1-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down

arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a FAS Returns record in the list. Use the scroll bar on the bottom of the list box to view information from left to right.

The [EXIT] button takes the user back to the Prevention Menu.

4.4.5.3.1 FAS Returns Expanded Search

Purpose: This window (Figure 4.4.5.3.1-01) allows the user to search for a specific FAS Returns Error record or a group of records.

The screenshot shows a dialog box titled "ERLS: Expanded Search (DEQM1001)". It is divided into two main sections: "Search Criteria" and "Sort Criteria".

- Search Criteria:** This section contains four input fields:
 - Document No.:** A text box containing the value "F5902222222".
 - NSN:** Two adjacent empty text boxes.
 - Dates:** Two empty text boxes labeled "From" and "To".
- Sort Criteria:** This section contains a "Sort By" dropdown menu currently set to "Document No.".

At the bottom of the dialog box are three buttons: "OK", "Clear", and "Cancel".

Figure 4.4.5.3.1-01 FAS Returns Expanded Search

ENTER a specific Document Number, NSN or a date range to narrow the search. Enter a letter, number or combination along with the wildcard (%) in the first two boxes to select a group of records for display. Enter a date range to view records within a certain time frame. SELECT **[Document No.]** in the "Sort By" box to sort the list by document numbers. SELECT **[NSN]** in the "Sort By" box to sort the list by NSN. SELECT **[Date]** in the "Sort By" box to sort the list by date. SELECT the **[OK]** button to execute the search. All records matching the search criteria will be displayed in the list on the FAS Returns Converted Error Management window (Figure 4.4.5.3-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of error records.

4.4.5.4 FLIS ENAC Errors

SELECT Requisition Management from the Prevention Menu, and then SELECT Requisition Discrepancy Notifications, then SELECT FLIS ENAC Errors. The following window displays (Figure 4.4.5.4-01).

Purpose: This window is used to narrow the list of FLIS ENAC Errors that will be displayed on the FLIS Environmental Attribute Converted Error Management window (Figure.4.4.5.4.1.1-01).

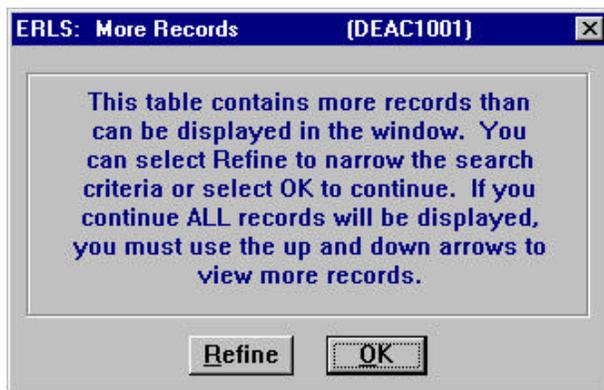


Figure 4.4.5.4-01 FLIS ENAC More Records

CLICK on the **[REFINE]** button to display the Expanded Search window (Figure 4.4.5.4.1-01).

CLICK on the **[OK]** button to display the FLIS Environmental Attribute Converted Error Management window (Figure.4.4.5.4.1.1-01) with all FLIS ENAC errors listed.

4.4.5.4.1 **FLIS ENAC Expanded Search**

Purpose: This window (Figure 4.4.5.4.1-01) allows the user to search for a specific FLIS ENAC Error record or a group of records.

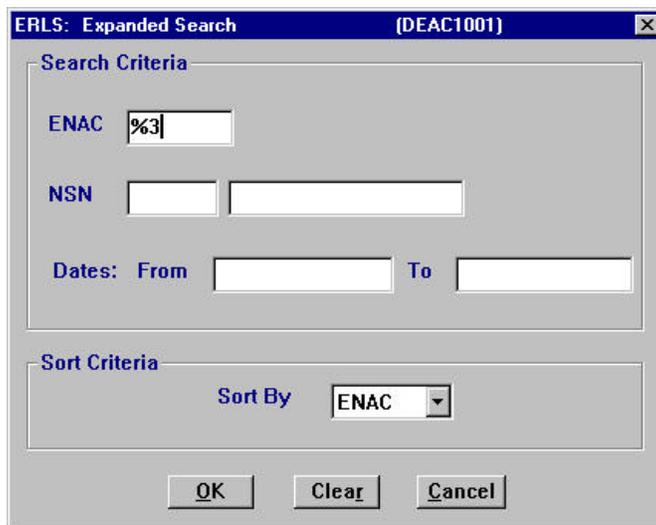


Figure 4.4.5.4.1-01 FLIS ENAC Expanded Search

ENTER a specific ENAC, NSN or a date range to narrow the search. Enter a letter, number or combination along with the wildcard (%) in either of the top two boxes to select a group of re-

records for display. Enter a date range to view records within a certain time frame. SELECT **[ENAC]** in the “Sort By” box to sort the list by ENAC. SELECT **[NSN]** in the “Sort By” box to sort the list by NSN. SELECT **[Date]** in the “Sort By” box to sort the list by date. SELECT the **[OK]** button to execute the search. All records matching the search criteria will be displayed in the list on the FLIS Environmental Attribute Converted Error Management window (Figure 4.4.5.4.1.1-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of error records.

4.4.5.4.1.1 FLIS Environmental Attribute Converted Error Management

Purpose: This window (Figure 4.4.5.4.1.1-01) displays FLIS ENAC Error records that have errors. These records cannot be used by ERLS. The ERLS user needs to evaluate the error and notify the FLIS point of contact so the error can be corrected.

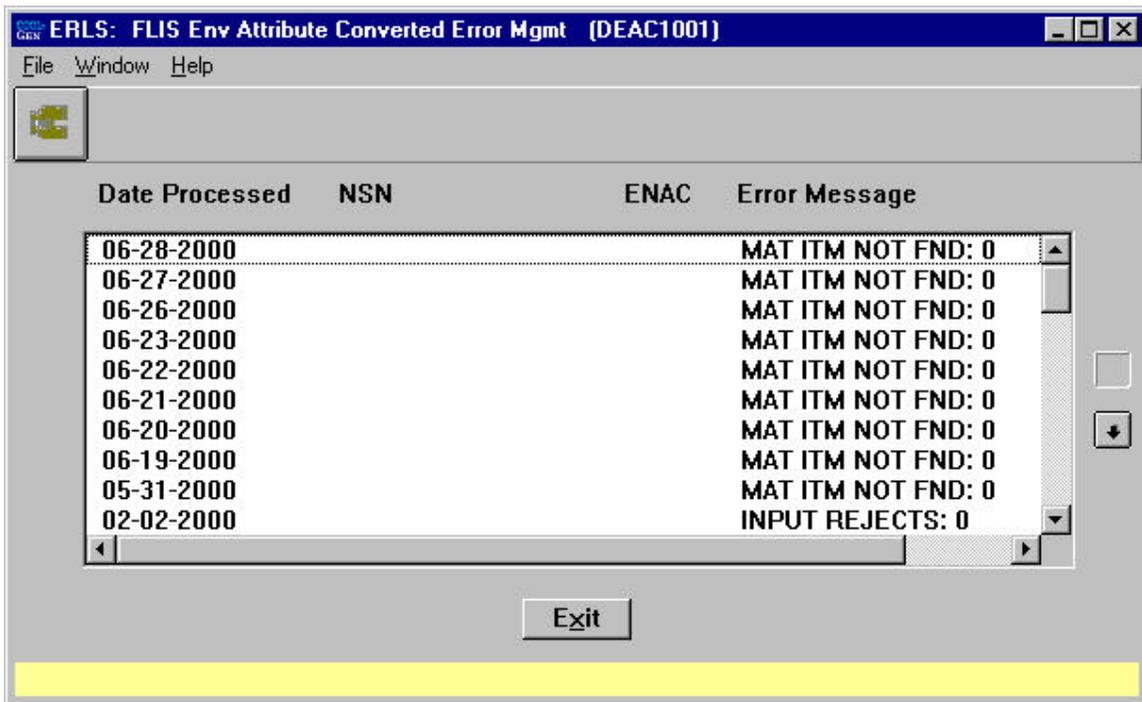


Figure 4.4.5.4.1.1-01 FLIS Environmental Attribute Converted Error Management

The Menu Bar contains three selections: File, Window and Help.

File has a drop down-menu of Expanded Search and Exit. From the File menu SELECT Expanded Search to go to the Expanded Search window (Figure 4.4.5.4.1-01). SELECT Exit to return to the Prevention Menu.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a

placeholder and will give the user an information box. Help_index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEAC1001. About states the name of the window and the program number.

CLICK on **[EXPANDED SEARCH ICON]** to go to the Expanded Search window (Figure 4.4.5.4.1-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a FLIS ENAC Error record in the list. Use the scroll bar on the bottom of the list box to view information from left to right.

The **[EXIT]** button takes the user back to the Prevention Menu.

4.4.5.5 **FLIS IMM Errors**

SELECT Requisition Management from the Prevention Menu, and then SELECT Requisition Discrepancy Notifications, then SELECT FLIS IMM Errors. The following window displays (Figure 4.4.5.5-01).

Purpose: This window is used to narrow the list of FLIS IMM Errors that will be displayed on the FLIS IMM Converted Error Management window (Figure.4.4.5.5.1.1-01).

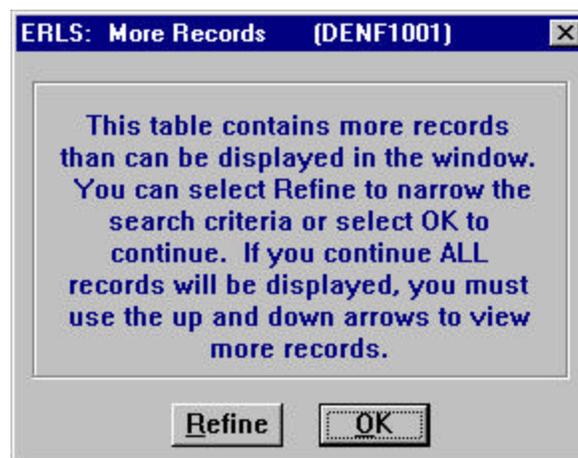


Figure 4.4.5.5-01 FLIS IMM More Records

CLICK on the **[REFINE]** button to display the Expanded Search window (Figure 4.4.5.5.1-01).

CLICK on the **[OK]** button to display the FLIS IMM Converted Error Management window (Figure 4.4.5.5.1.1-01) with all FLIS IMM errors listed.

4.4.5.5.1 **FLIS IMM Expanded Search**

Purpose: This window (Figure 4.4.5.5.1-01) allows the user to search for a specific FLIS IMM Error record or a group of records.

ERLS: Expanded Search [DENF1001]

Search Criteria

IMM A%

FSC

Dates: From 06-12-2000 To 06-30-2000

Sort Criteria

Sort By IMM

OK Clear Cancel

Figure 4.4.5.5.1-01 FLIS IMM Expanded Search

ENTER a specific IMM, FSC or a date range to narrow the search. Enter a letter, number or combination along with the wildcard (%) in either of the top two boxes to select a group of records for display. Enter a date range to view records within a certain time frame. SELECT **[IMM]** in the “Sort By” box to sort the list by IMM. SELECT **[FSC]** in the “Sort By” box to sort the list by FSC. SELECT **[Date]** in the “Sort By” box to sort the list by date. SELECT the **[OK]** button to execute the search. All records matching the search criteria will be displayed in the list on the FLIS IMM Converted Error Management window (Figure 4.4.5.5.1.1-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of error records.

4.4.5.5.1.1 FLIS IMM Converted Error Management

Purpose: This window (Figure 4.4.5.5.1.1-01) displays FLIS IMM Error records that have errors. These records cannot be used by ERLS. The ERLS user needs to evaluate the error and notify the FLIS point of contact so the error can be corrected.

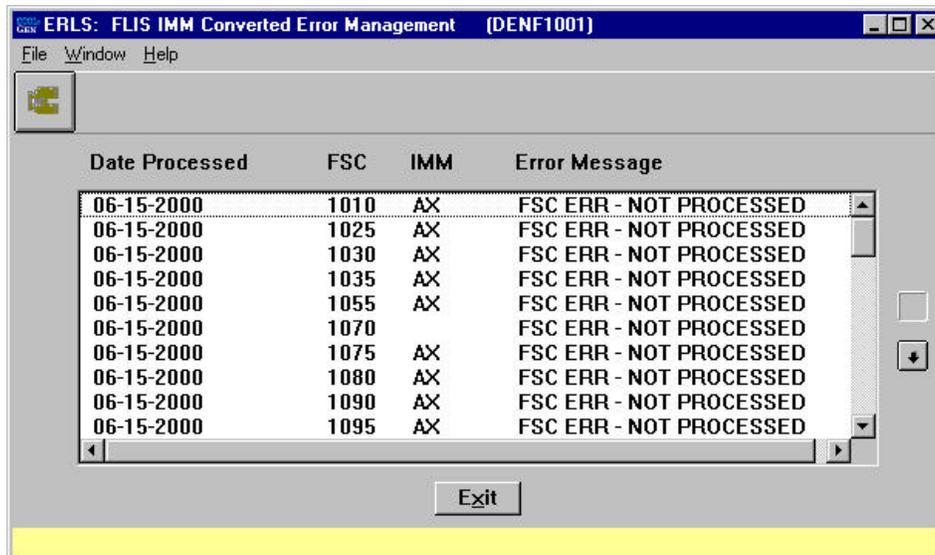


Figure 4.4.5.5.1.1-01 FLIS IMM Converted Error Management

The Menu Bar contains three selections: File, Window and Help.

File has a drop down-menu of Expanded Search and Exit. From the File menu SELECT Expanded Search to go to the Expanded Search window (Figure 4.4.5.5.1-01). SELECT Exit to return to the Prevention Menu.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DENF1001. About states the name of the window and the program number.

CLICK on **[EXPANDED SEARCH ICON]** to go to the Expanded Search window (Figure 4.4.5.5.1-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a FLIS IMM Error record in the list. Use the scroll bar on the bottom of the list box to view information from left to right.

The **[EXIT]** button takes the user back to the Prevention Menu.

4.1.1.2 SAMMS Requisition Errors

SELECT Requisition Management from the Prevention Menu, and then SELECT Requisition Discrepancy Notifications, then SELECT SAMMS Requisition Errors. The following window displays (Figure 4.4.5.6-01).

Purpose: This window is used to narrow the list of SAMMS Requisition Errors that will be displayed on the SAMMS Requisition Converted Error Management window (Figure.4.4.5.6.1.1-01).

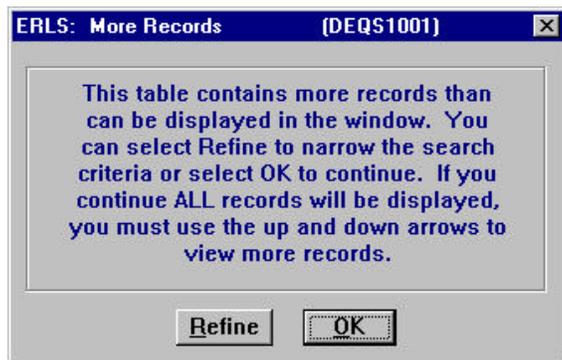


Figure 4.4.5.6-01 SAMMS Requisition More Records

CLICK on the **[REFINE]** button to display the Expanded Search window (Figure 4.4.5.6.1-01).

CLICK on the **[OK]** button to display the SAMMS Requisition Converted Error Management window (Figure4.4.5.6.1.1-01) with all SAMMS Requisition errors listed.

4.4.5.5.2 SAMMS Requisition Expanded Search

Purpose: This window (Figure 4.4.5.6.1-01) allows the user to search for a specific SAMMS Requisition Error record or a group of records.

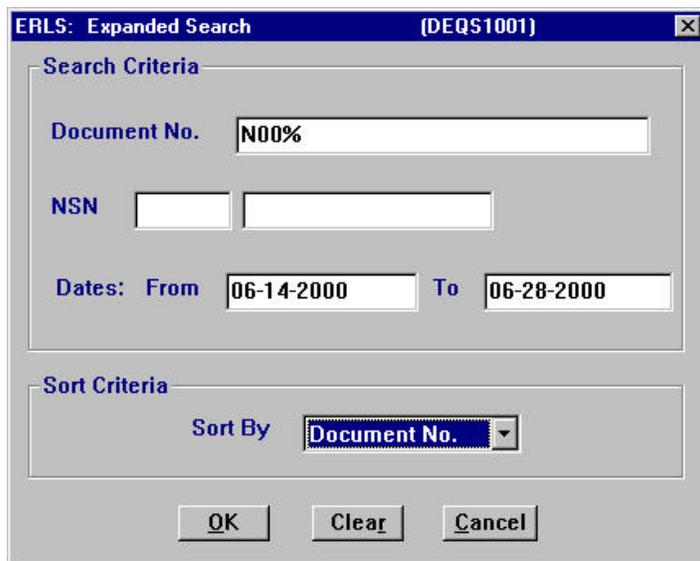


Figure 4.4.5.6.1-01 SAMMS Requisition Errors Expanded Search

ENTER a specific Document Number, NSN or a date range to narrow the search. Enter a letter, number or combination along with the wildcard (%) in either of the first two boxes to select a group of records for display. Enter a date range to view records within a certain time frame. SELECT **[Document No.]** in the “Sort By” box to sort the list by document numbers. SELECT **[NSN]** in the “Sort By” box to sort the list by NSN. SELECT **[Date]** in the “Sort By” box to sort the list by date. SELECT the **[OK]** button to execute the search. All records matching the search criteria will be displayed in the list on the SAMMMS Requisition Converted Error Management window (Figure 4.4.5.6.1.1-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of error records.

4.4.5.5.2.1 **SAMMS Requisition Converted Errors Management**

Purpose: This window (Figure 4.4.5.6.1.1-01) displays SAMMS Requisition records that have errors. These records cannot be used by ERLS. The ERLS user needs to evaluate the error and notify the SAMMS point of contact so the error can be corrected.

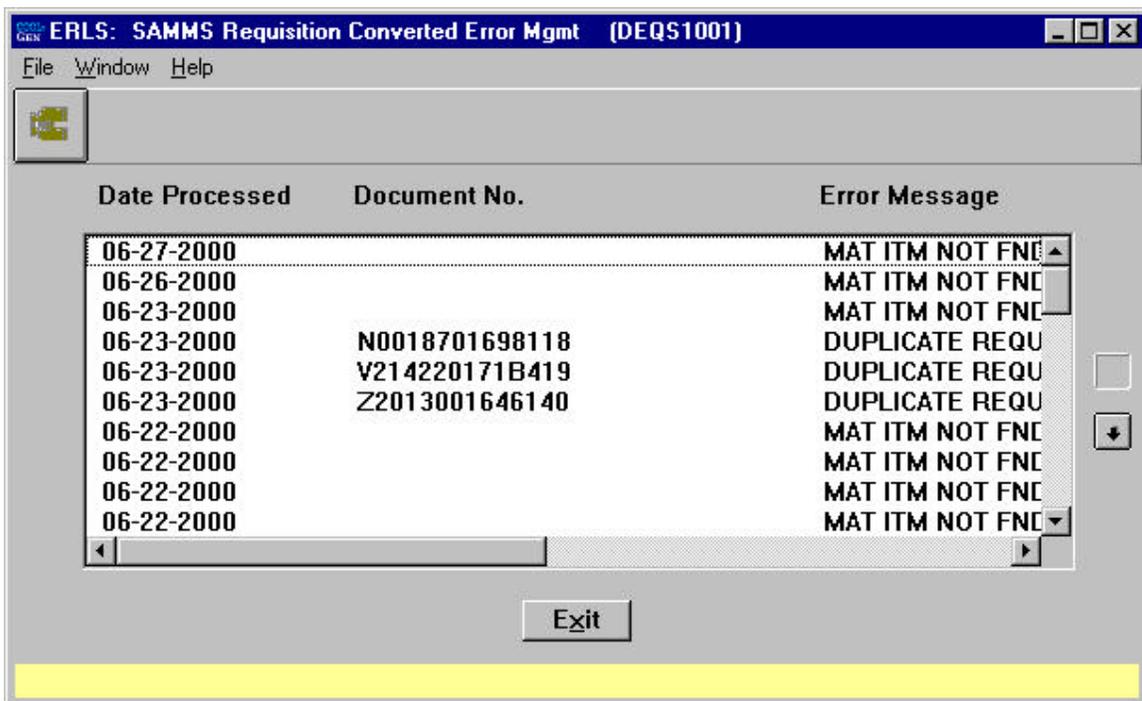


Figure 4.4.5.6.1.1-01 SAMMS Requisition Converted Error Management

The Menu Bar contains three selections: File, Window and Help.

File has a drop down-menu of Expanded Search and Exit. From the File menu SELECT Expanded Search to go to the Expanded Search window (Figure 4.4.5.6.1-01). SELECT Exit to return to the Prevention Menu.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEQS1001. About states the name of the window and the program number.

CLICK on **[EXPANDED SEARCH ICON]** to go to the Expanded Search window (Figure 4.4.5.6.1-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a SAMMS Requisition Error record in the list. Use the scroll bar on the bottom of the list box to view information from left to right.

The **[EXIT]** button takes the user back to the Prevention Menu.

4.4.5.6 SAMMS Returns Errors

SELECT Requisition Management from the Prevention Menu, and then SELECT Requisition Discrepancy Notifications, then SELECT SAMMS Returns Errors. The following window displays (Figure 4.4.5.7-01).

Purpose: This window is used to narrow the list of SAMMS Returns Errors that will be displayed on the SAMMS Returns Converted Error Management window (Figure.4.4.5.7.1.1-01).

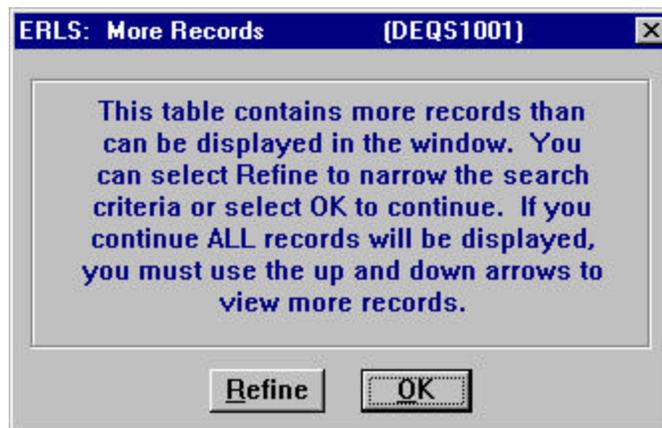


Figure 4.4.5.6-01 SAMMS Returns More Records

CLICK on the **[REFINE]** button to display the Expanded Search window (Figure 4.4.5.7.1-01).

CLICK on the **[OK]** button to display the SAMMS Returns Converted Error Management window (Figure.4.4.5.7.1.1-01) with all SAMMS Returns errors listed.

4.4.5.6.1 SAMMS Returns Errors Expanded Search

Purpose: This window (Figure 4.4.5.7.1-01) allows the user to search for a specific SAMMS Returns Error record or a group of records.

The screenshot shows a dialog box titled "ERLS: Expanded Search" with a window icon in the top right corner. The window title bar also includes "[DEQP1001]". The dialog is divided into two sections: "Search Criteria" and "Sort Criteria". In the "Search Criteria" section, there are three input fields: "Document No." containing "N00%", "NSN" with two empty boxes, and "Dates: From" containing "06-15-2000" and "To" containing "06-30-2000". The "Sort Criteria" section has a "Sort By" label and a dropdown menu currently showing "Document No.". At the bottom of the dialog are three buttons: "OK", "Clear", and "Cancel".

Figure 4.4.5.7.1-01 SAMMS Returns Errors Expanded Search

ENTER a specific Document Number, NSN or a date range to narrow the search. Enter a letter, number or combination along with the wildcard (%) in either of the first two boxes to select a group of records for display. Enter a date range to view records within a certain time frame. SELECT **[Document No.]** in the “Sort By” box to sort the list by document numbers. SELECT **[NSN]** in the “Sort By” box to sort the list by NSN. SELECT **[Date]** in the “Sort By” box to sort the list by date. SELECT the **[OK]** button to execute the search. All records matching the search criteria will be displayed in the list on the SAMMMS Returns Converted Error Management window (Figure 4.4.5.7.1.1-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of error records.

4.4.5.6.1.1 SAMMMS Returns Converted Error Management

Purpose: This window (Figure 4.4.5.7.1.1-01) displays SAMMS Returns records that have errors. These records cannot be used by ERLS. The ERLS user needs to evaluate the error and notify the SAMMS point of contact so the error can be corrected.

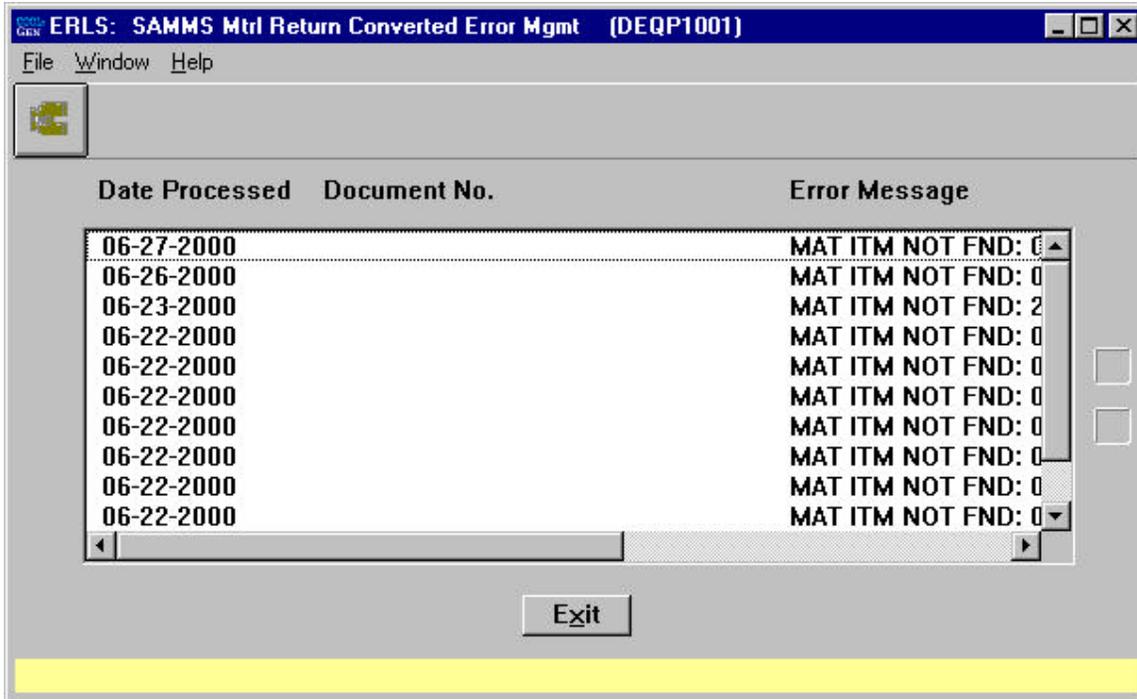


Figure 4.4.5.7.1.1-01 SAMMMS Returns Converted Error Management

The Menu Bar contains three selections: File, Window and Help.

File has a drop down-menu of Expanded Search and Exit. From the File menu SELECT Expanded Search to go to the Expanded Search window (Figure 4.4.5.7.1-01). SELECT Exit to return to the Prevention Menu.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEQP1001. About states the name of the window and the program number.

CLICK on **[EXPANDED SEARCH ICON]** to go to the Expanded Search window (Figure 4.4.5.7.1-01).

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a SAMMS Returns Error record in the list. Use the scroll bar on the bottom of the list box to view information from left to right.

The **[EXIT]** button takes the user back to the Prevention Menu.

4.4.6 Material Returns Inquiry

SELECT Requisition Management from the Prevention Menu, and then SELECT Materiel Returns Inquiry. The following window displays (Figure 4.4.6-01).

Purpose: This window is used to narrow the list of Materiel Returns that will be displayed on the Materiel Returns Inquiry window (Figure.4.4.6.1.1-01).

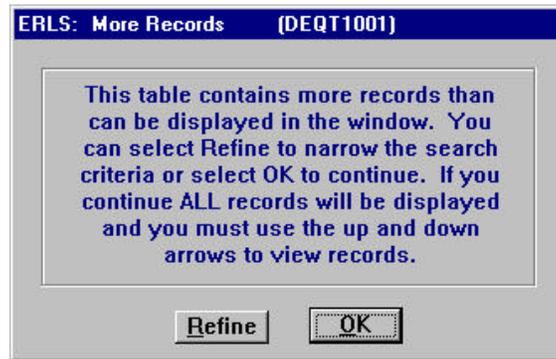


Figure 4.4.6-01 Materiel Returns More Records

CLICK on the **[REFINE]** button to display the Expanded Search window (Figure 4.4.6.1-01).

CLICK on the **[OK]** button to display the Materiel Returns Inquiry window (Figure4.4.6.1.1-01) with all Materiel Returns listed.

4.4.6.1 Materiel Returns Expanded Search

Purpose: This window (Figure 4.4.6.1-01) allows the user to search for a specific Materiel Returns record or a group of records.

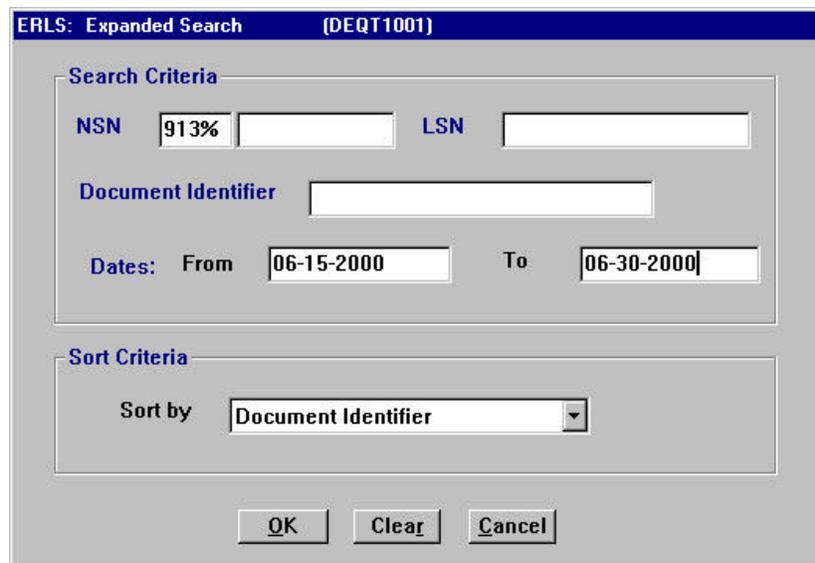


Figure 4.4.6.1-01 Materiel Returns Expanded Search

ENTER a specific NSN, LSN, Document Identifier or a date range to narrow the search. Enter a letter, number or combination along with the wildcard (%) in the first three boxes to select a group of records for display. Enter a date range to view records within a certain time frame. SELECT **[NSN]** in the “Sort By” box to sort the list by NSN. SELECT **[LSN]** in the “Sort By” box to sort the list by LSN. SELECT **[Document Identifier]** in the “Sort By” box to sort the list by document numbers. SELECT **[Date]** in the “Sort By” box to sort the list by date. SELECT the **[OK]** button to execute the search. All records matching the search criteria will be displayed in the list on the Materiel Returns Inquiry window (Figure 4.4.6.1.1-01).

The **[CLEAR]** button clears the fields to enter new data.

The **[CANCEL]** button terminates a search and displays the entire list of error records.

4.4.6.1.1 Materiel Returns Inquiry

Purpose: This window (Figure 4.4.6.1.1-01) displays Materiel Returns records for inquiry.

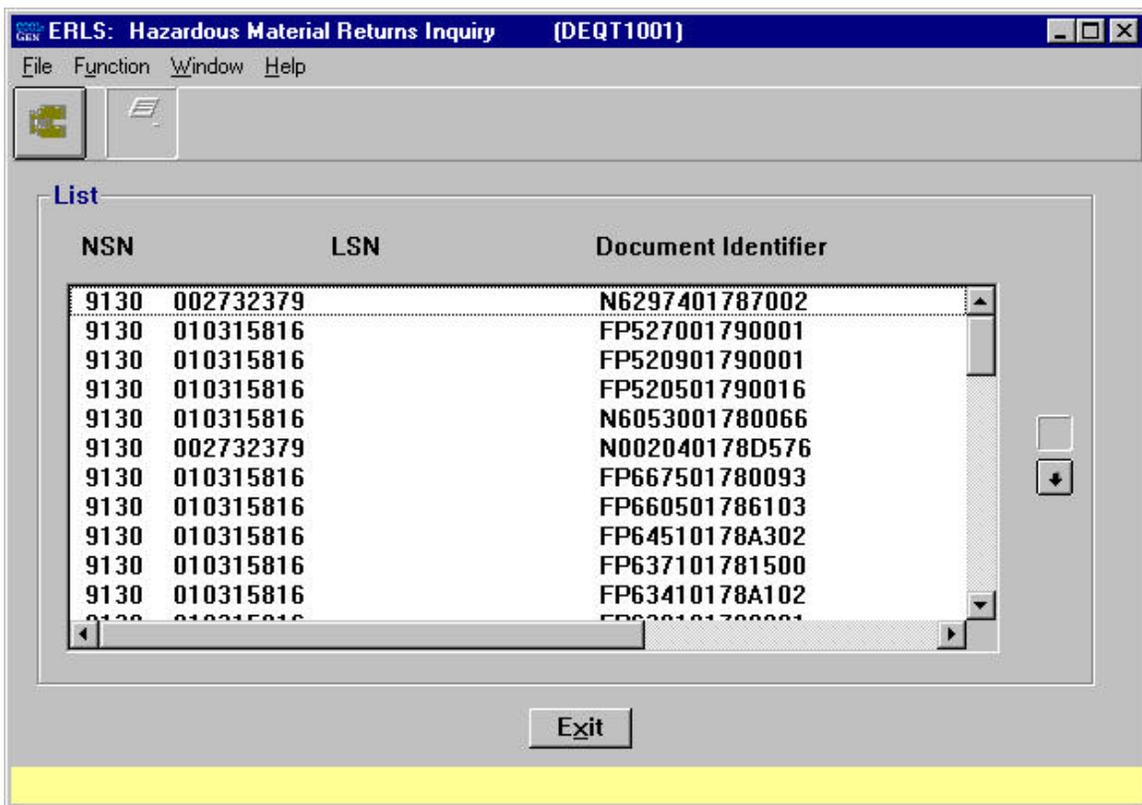


Figure 4.4.6.1.1-01 Materiel Returns Inquiry

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of List and Exit. From the File menu SELECT List to refresh the list. SELECT Exit to return to the Prevention Menu.

Function has a drop down menu of Search and Print. From the Function Menu SELECT Search to go to the Expanded Search window (Figure 4.4.6.1.1-01). Select Print to print the list of records.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEQT1001. About states the name of the window and the program number.

CLICK on **[EXPANDED SEARCH ICON]** to go to the Expanded Search window (Figure 4.4.6.1-01).

CLICK on the **[PRINT ICON]** to print the list of Materiel Returns records.

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a Materiel Returns record in the list. Use the scroll bar on the bottom of the list box to view information from left to right.

The **[EXIT]** button takes the user back to the Prevention Menu.

4.4.7 Returns Baseline Inquiry

SELECT Requisition Management from the Prevention Menu, and then SELECT Returns Baseline Inquiry. The following window displays (Figure 4.4.7-01).

Purpose: This window displays all the Service/Agencies available in ERLS.

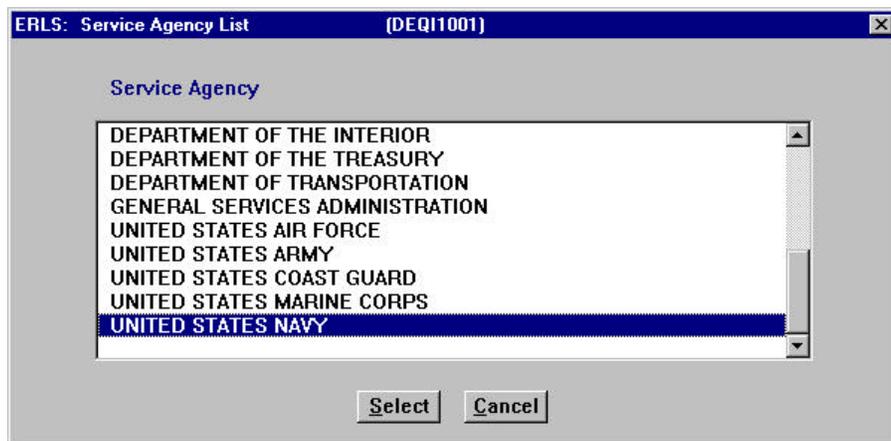


Figure 4.4.7-01 Service Agency List

HIGHLIGHT the desired service or agency in the list. CLICK on the **[SELECT]** button. The Requisitions Activity List window (Figure 4.4.7.1-01) is displayed.

CLICK **[CANCEL]** to go to the Requisitions Baseline Inquiry window. This window will be blank if no activity was selected.

4.4.7.1 Requisitions Activity List

Purpose: This window (Figure 4.4.7.1-01) displays the list of Requisitioning Activities available for the selected Service or Agency.

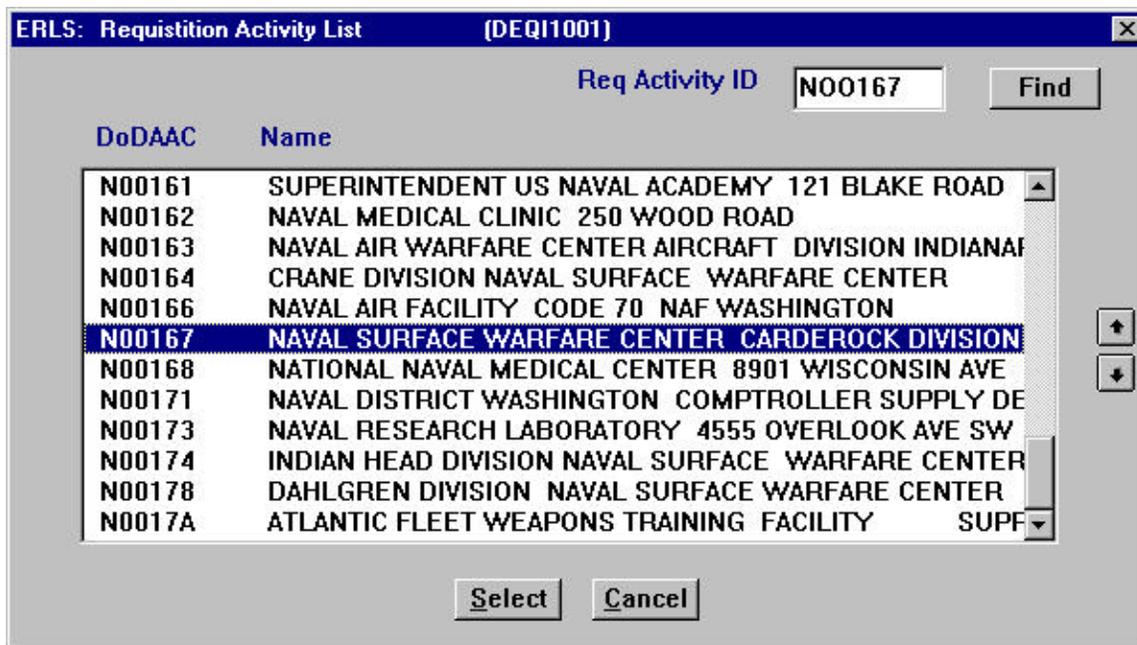


Figure 4.4.7.1-01 Requisition Activity List

ENTER a Requisition Activity Code in the Activity Code box and CLICK on the **[FIND]** button. The Requisition Activity Code will be displayed as the only record in the list. HIGHLIGHT the requisitioning activity and CLICK on the **[SELECT]** button. The Returns Baseline Inquiry window (Figure 4.4.7.1.1-01) will be displayed.

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a Requisition Activity in the list and CLICK on the **[SELECT]** button to go to the Returns Baseline Inquiry window (Figure 4.4.7.1.1-01) where all returns related to the Requisitioning activity will be displayed.

CLICK **[CANCEL]** to go to the Returns Baseline Inquiry window. This window will be blank if no activity was selected.

4.4.8 Returns Baseline Inquiry

Purpose: This window displays Returns for the selected activity and service or agency.

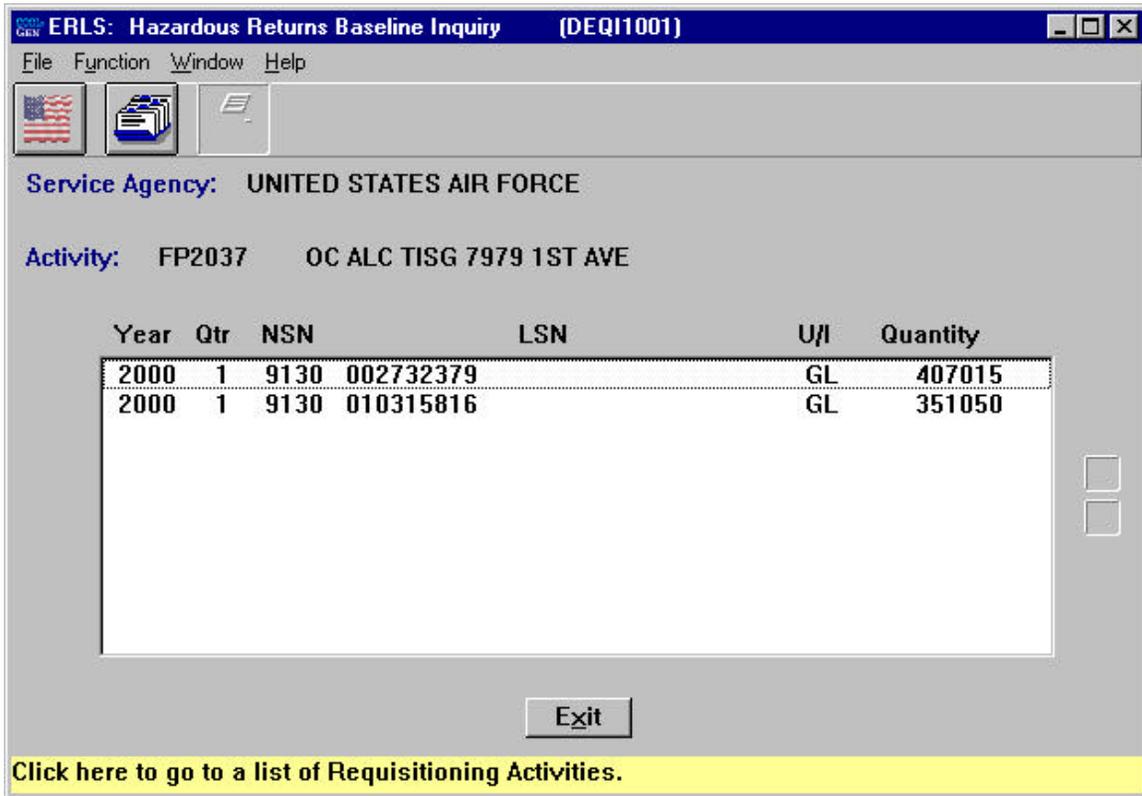


Figure 4.4.7.1.1-01 Returns Baseline Inquiry

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Activity List, Service Agency List, and Exit. From the File menu SELECT Activity List to go to the Requisition Activity List (Figure 4.4.7.1-01). SELECT Service Agency List to go to the Service Agency List (Figure 4.4.7-01). SELECT Exit to return to the Prevention Menu.

Function has a drop down-menu of Print. From the Function Menu SELECT Print to print the list of returns displayed in the list box.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Keys help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Keys help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEQ11001. About states the name of the window and the program number.

CLICK on **[SERVICE AGENCY LIST ICON]** to go to the Service Agency List (Figure 4.4.7-01).

CLICK on **[REQUISITIONING ACTIVITY LIST ICON]** to go to the Requisitions Activity List window (Figure 4.4.7.1-01).

CLICK on the **[PRINT ICON]** to print the list of returns that is displayed in the List box.

The Up and Down arrows (↑,↓) allow the user to view the next or previous block of data. A block of data contains up to 50 records. When there are more than 50 records, the Down arrow will be enabled. When the second block of records is listed, the Up arrow will be enabled. The Down arrow is disabled on the last block of data. Both arrows are disabled if there are less than 50 records.

HIGHLIGHT a Return in the list. Use the scroll bar on the bottom of the list box to view information.

The **[EXIT]** button takes the user back to the Prevention Menu.

4.5 Reports

There are three main selections under this menu option: Acquisition Measures of Merit (Figure 4.5.1-01), Requisition Measure of Merit (Figure 4.5.2-01), and Waste Chemical Balance Report (not currently available).

4.5.1 Acquisition Measures of Merit Report

SELECT Reports from the Prevention Menu, and then SELECT Acquisition Measures of Merit. The following window displays (Figure 4.5.1-01).

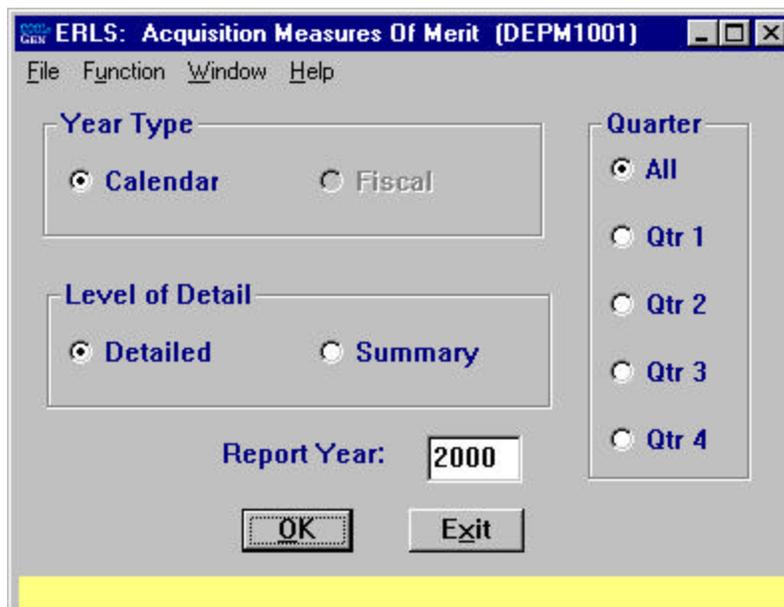


Figure 4.5.1-01 Acquisition Measures of Merit

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Exit. From the File menu SELECT Exit to return to the Prevention Menu.

Function has a drop down-menu of Print. From the Function Menu SELECT Print to print the report.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEPM1001. About states the name of the window and the program number.

In the “Year Type” box SELECT **[CALENDAR]** or **[FISCAL]**. In the “Level or Detail” box SELECT **[DETAILED]** or **[SUMMARY]**. In the “Quarter” box SELECT **[ALL]**, **[QTR 1]**, **[QTR 2]**, **[QTR 3]**, or **[QTR 4]**.

CLICK on the **[OK]** button to generate the report. The report will be displayed on the window where the user can elect to print it.

CLICK on the **[EXIT]** button to return to the Prevention Menu.

4.5.2 Requisition Measures of Merit

SELECT Reports from the Prevention Menu, and then SELECT Requisition Measures of Merit. The following window displays (Figure 4.5.2-01).

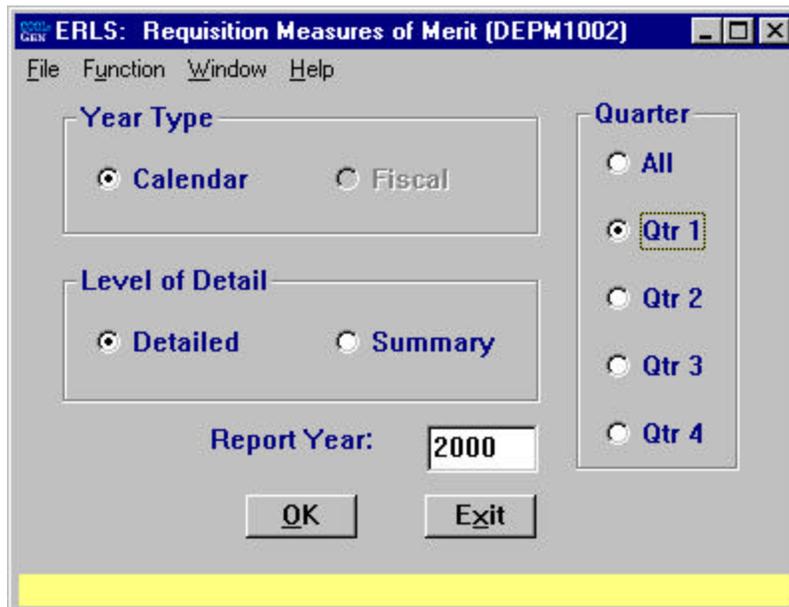


Figure 4.5.2-01 Requisition Measures of Merit Report

The Menu Bar contains four selections: File, Function, Window and Help.

File has a drop down-menu of Exit. From the File menu SELECT Exit to return to the Prevention Menu.

Function has a drop down-menu of Print. From the Function Menu SELECT Print to print the report.

Window allows the open windows to be viewed as tiled or cascaded.

Help has a drop down-menu of Help for help, Extended help, Key help, Help index and About. Help for help is the Windows help. Extended help is help for the ERLS windows. Key help is a placeholder and will give the user an information box. Help index is COOL:GEN™ Generated Help file for the windows and the elements on the windows that are numbered with DEPM1002. About states the name of the window and the program number.

In the “Year Type” box SELECT **CALENDAR**] or **FISCAL**]. In the “Level or Detail” box SELECT **DETAILED**] or **SUMMARY**]. In the “Quarter” box SELECT **ALL**], **QTR 1**], **QTR 2**], **QTR 3**], or **QTR 4**].

CLICK on the **OK**] button to generate the report. The report will be displayed on the window where the user can elect to print it.

CLICK on the **EXIT**] button to return to the Prevention Menu.

APPENDIX B

ERLS PROBLEM REPORT PROCEDURES

1. INTRODUCTION

DLIS has a process that effectively tracks problems identified in current FLIS and other DLIS AIS programs. The ERLS PM will use this process to track problems identified with the ERLS during its formal operation.

The problem report process consists of:

- Preparing the report
- Classifying the problem as an emergency, critical, or routine fix
- Submitting the report for tracking
- Assigning a control number to the problem report
- Correcting the problem
- Retesting the problem to insure it's fixed
- Reporting the status of each problem as it works its way through the process

2. Preparing the Problem Report

The problem report initiator should prepare an e-mail problem report (see next page) and forward it to the ERLS Program Manager. See the suggested e-mail sample at the end of this appendix. When received, the ERLS PM will prepare the appropriate DLIS Form 1202 for tracking fixes according to current DLIS policy.

3. Problem Report Classification

The initiator of a problem report will assign it an emergency, critical, or routine classification. However, final priority classification approval rests with the ERLS PM.

4. Submitting the Report for Distribution and Tracking

The ERLS Program Manager is the primary control point for receiving problem reports. When received, the ERLS PM will check the report to ensure it clearly shows:

- Name, organization, and phone number of person submitting the report
- A problem description
- A priority classification

When everything is correct, the ERLS PM will prepare a DLIS Form 1202 and send the report to DLIS-BA for assignment of a control number, recording in the tracking database, and distribution to interested parties

SAMPLE E-MAIL PROBLEM REPORT FORMAT

The initiator should forward the problem report using the below e-mail format.

DLIS-X ERLS Program Manager

E-Mail: erls@dlsc.dla.mil

ERLS PROBLEM REPORT

- Originator Name, Office Symbol and Extension:
- Other Originator Contact Point Name, Office Symbol and Extension:
- Authorizing Supervisor
- Date Resolution Required
- Problem Classification:
- Problem Description/Summary