
U.S. Department
of the Interior



National
Business
Center



User Guide

Version 2.0

DOI Environmental And Disposal Liability (EDL) Reporting System

Developed by NBC
eApplications Management Division

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EXECUTIVE SUMMARY

The Department of the Interior (Department) – composed of multiple Bureaus and Offices, must identify, address, and respond to Environmental and Disposal Liability issues on a diverse landscape of real property Sites and properties. Accurate financial reporting and effective managerial controls are imperative. The **Environmental and Disposal Liability (EDL) System** was designed to help the Office of Policy, Management, and Budget's (PMB's) Office of Environmental Policy and Compliance (OEPC) and Office of Financial Management (PFM) comply with federal laws and regulations in the areas of management and financial responsibility.

The Environmental and Disposal Liability (EDL) System is an element of the Department's annual financial report. This web-based database application will permit the DOI to identify its environmental liabilities and to record changes in those liabilities. Tracking EDLs to address environmental needs at the Departmental, bureau and field office levels is integral to the effective implementation of the Department's Environmental Management System. The flexibility, defined forms and distributed nature of this system will enhance consistency and management oversight of EDL data. Additionally, this application will allow the Department to address in part the two areas of concern involving environmental liabilities identified by the Department's auditors, KPMG in the Department's FY 2003 PAR: 1) controls and 2) training.

APPLICATION OVERVIEW

The **Environmental and Disposal Liability (EDL) System** services DOI bureaus, offices and field personnel (as permitted by law and court order) involved in evaluating, reviewing, and tracking EDLs. The **EDL System** allows DOI bureaus to consistently apply and document environmental liability policies.

Application features of the **EDL Reporting System** are as follows:

- The system allows authorized users to add and update EDL data from a web browser allows for data review and approval by authorized personnel.
- The system allows authorized users to provide estimated cleanup costs and shared liability estimates (if applicable) for each EDL Site.
- The system requires authorized users to specify the governing laws or regulations that support identifying the Site as an EDL.
- The system allows authorized users to remove a Site that was previously identified as an EDL if that liability has been addressed.
- The system allows authorized users to restore a Site that was previously removed from the inventory of EDLs.
- The system allows the ability to Search for EDL Sites by bureau, fiscal year, state, region, Site code, shared liability, total estimated costs, by law or regulation, by Site name, by incurrence of future cleanup cost.
- The system allows authorized designated System and Super Administrator users to add and update all associated reference table data.
- The system requires a valid username and password for entry. Also the system must encrypt all application data transferred between web pages using Secure Socket Layer (SSL).
- The system allows role assignment for users to restrict and to permit data access to information.
- The system provides on-line user registration.
- The system routes EDL information for review and approval.

- The system allows for reviewers and the approver to unroute Sites that require additional edits, and provides email notification to the originator, reviewers, and the Bureau Administrator when a Site is unrouted.
- The system provides audit trails and status reports of EDL information.
- The system provides an on-line help utility.
- The system provides the ability to execute and view on-line standard reports.
- The system architecture will interface with the Financial Business Management System (FBMS) currently under development.

APPLICATION FEATURES

The Department of the Interior's benefits of using the **EDL System** are:

- Increased cooperative and inclusive efforts across DOI bureaus and offices,
- Provide a consolidated central repository for the EDL Reporting System,
- Reduce the cycle time to delivery,
- Implement common processes and best practices for the tracking and control of editing Sites, Reviews and Approvals/Denials,
- Maintain a clear history of each Site,
- Distribute the burden of data collection among responsible parties, increase the reuse of data and reduce the overall effort required by staff to maintain system data,
- Document Site information and cleanup progress,
- Record cost estimates, and
- Document liability information

APPLICATION PLATFORM

The **EDL System** application runs on the following platform:

- Sun Solaris 8
- Oracle 8
- MS Windows 2003
- MS Internet Information Server
- Macromedia MX 2004

USER ACCESS

To access the **EDL System** the user must have access to DOI's Intranet server. Many offices do not have direct access to the Intranet server, but can access it through the World Wide Web with an Internet Service Provider (ISP) and Internet client software (a browser) with valid login information. The user should contact his office's Information Technology (IT) personnel if he is not able to access the DOI Intranet server. Once online, the user inputs the **EDL Reporting System** Universal Resource Locator (URL) <http://ecl.doi.gov> into the browser to access the application. A valid userid and password is required. Additionally, all transmissions between the user and the system use additional security layers that protect the information from third party tampering.

User privileges are designed around EDL Reporting System processing rules.

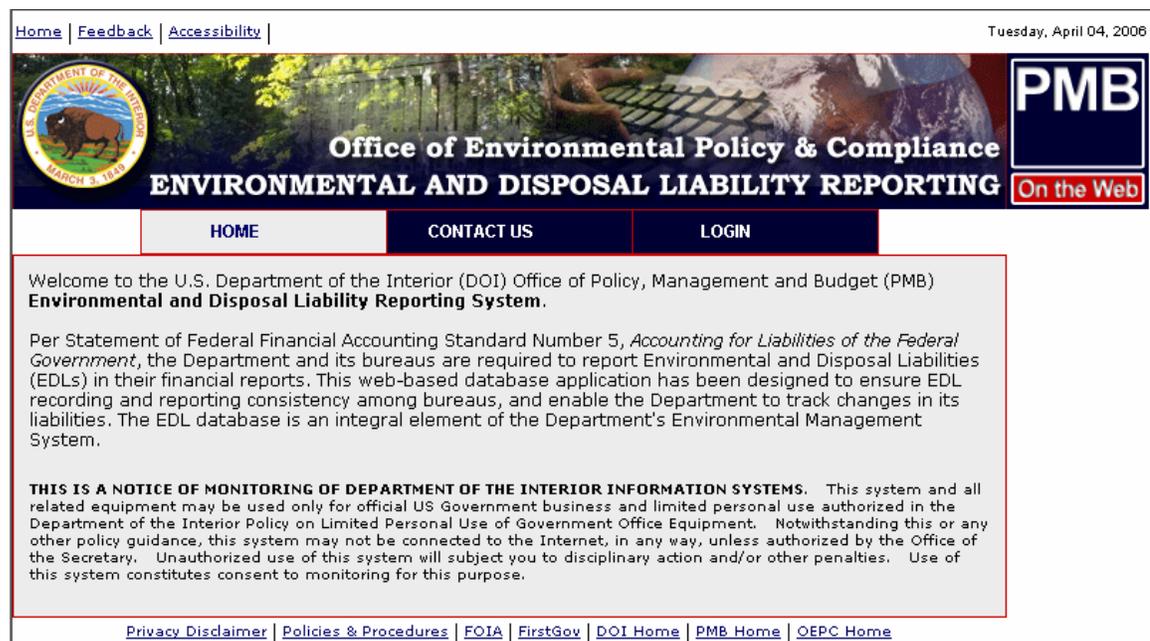
“Privileged” user categories include basic users and the System Administrator.

USER GUIDE – INTRODUCTION AND APPLICATION FUNCTIONS

This portion of the **EDL System User Guide** will walk you through all the features of the system including how to:

- Register, set up a username and password, and login to the application;
- Create, edit, route, and review EDL Sites;
- Approve or Reject;
- Generate, view and print reports; and
- If you are a System Administrator (Sys Admin), you can learn how to administer this application.

Specifically, this guide will help you complete the required fields as well as help you understand the processes employed in the EDL System. You should be familiar with web-based applications and know how to use a web browser. Upon entry to the website, the HOME page will be displayed (the opening URL is: <http://ecl.doi.gov>). The HOME page is informative only. To enter the system, click on the LOGIN tab.



The screenshot shows the top navigation bar with links for [Home](#), [Feedback](#), and [Accessibility](#). The date is Tuesday, April 04, 2006. The main header features the U.S. Department of the Interior logo, a landscape image, and the text: **Office of Environmental Policy & Compliance** and **ENVIRONMENTAL AND DISPOSAL LIABILITY REPORTING**. A **PMB** logo and **On the Web** badge are also present. Below the header is a navigation menu with **HOME**, **CONTACT US**, and **LOGIN** tabs. The main content area contains a welcome message and a notice of monitoring.

Home | [Feedback](#) | [Accessibility](#) | Tuesday, April 04, 2006

 **Office of Environmental Policy & Compliance**
ENVIRONMENTAL AND DISPOSAL LIABILITY REPORTING  

HOME **CONTACT US** **LOGIN**

Welcome to the U.S. Department of the Interior (DOI) Office of Policy, Management and Budget (PMB) **Environmental and Disposal Liability Reporting System.**

Per Statement of Federal Financial Accounting Standard Number 5, *Accounting for Liabilities of the Federal Government*, the Department and its bureaus are required to report Environmental and Disposal Liabilities (EDLs) in their financial reports. This web-based database application has been designed to ensure EDL recording and reporting consistency among bureaus, and enable the Department to track changes in its liabilities. The EDL database is an integral element of the Department's Environmental Management System.

THIS IS A NOTICE OF MONITORING OF DEPARTMENT OF THE INTERIOR INFORMATION SYSTEMS. This system and all related equipment may be used only for official US Government business and limited personal use authorized in the Department of the Interior Policy on Limited Personal Use of Government Office Equipment. Notwithstanding this or any other policy guidance, this system may not be connected to the Internet, in any way, unless authorized by the Office of the Secretary. Unauthorized use of this system will subject you to disciplinary action and/or other penalties. Use of this system constitutes consent to monitoring for this purpose.

[Privacy Disclaimer](#) | [Policies & Procedures](#) | [FOIA](#) | [FirstGov](#) | [DOI Home](#) | [PMB Home](#) | [OEPC Home](#)

LOGIN

After clicking the LOGIN tab, enter your Username and Password, and then click on the LOGIN button. If you do not have a Username and Password, please click on the Register Here link and follow the instructions. If you have forgotten your Password, please click on the Request Assistance link.

Office of Environmental Policy & Compliance
ENVIRONMENTAL AND DISPOSAL LIABILITY REPORTING

HOME CONTACT US LOGIN

Login

Please enter your Username and Password below and click the 'Login' button to access the **Environmental and Disposal Liability (EDL) Reporting System**.

If you are a first time user: [Register Here](#).

If you have forgotten your Password, [Request Assistance](#).

Username:

Password:

[Please note that the password field is case sensitive.]

LOGIN

WARNING TO USERS OF THIS SYSTEM: This is a United States Government computer system, maintained by the Department of the Interior, to provide Official Unclassified U.S. Government information only. Use of this system by any authorized or unauthorized user constitutes consent to monitoring, retrieval, and disclosure by authorized personnel. Unauthorized use may subject violators to criminal, civil, and /or disciplinary action.

USER REGISTRATION

If you are a first time user and do not have a Username and Password, please click on the Register Here link from the LOGIN page. The user registration form will be displayed with all required fields. Select your Agency or Organization from the drop down list. Select your region from the drop down list. You can select All Regions if you want access to all the regions. Provide your facility name (if applicable), first name, last name, job title, phone number and email address, fax number, city, state and zip. Select the access type from the drop down menu. Select regional if you want access at the region level and bureau if you want access at the bureau level. Users with regional access can edit data only for the region selected and users with bureau access can edit data for the whole bureau. Enter your desired Username and your password twice for verification. Click on the Submit button. Be sure your password meets the required criteria.

Once the registration is complete, the user will receive an email confirming receipt of their registration request. However, the user will not be able to login until the registration is approved by the Bureau Administrator or Super Administrator. Once the registration is approved, the user will again receive an email notifying of their access approval.

User Registration

Please complete the form below and click the 'Submit' button. If you need help with this registration process, click on [Request Assistance](#). Note: Passwords must meet the following criteria:

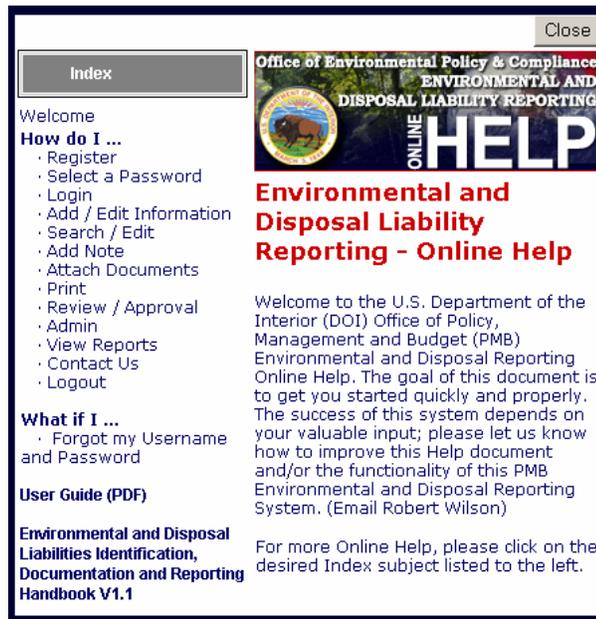
- At least 8 characters and no more than 15 characters
- Contain one upper-case alpha, one lower-case alpha and one numeric character
- Contain one special character such as @, \$, or &

New registrants won't be able to login until they are approved by their bureau administrator.

USER INFORMATION	
Agency / Organization:	<input type="text" value="Select Agency"/>
Region:	<input type="text" value="Select Region"/>
Facility (if applicable):	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Job Title:	<input type="text"/>
User Access Type:	<input type="text" value="Select"/>
Email:	<input type="text"/>
Phone Number:	<input type="text"/>
Fax Number:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="Select a State"/>
ZIP:	<input type="text"/>
Desired Username:	<input type="text"/>
Password:	<input type="text"/>
Verify Password:	<input type="text"/>
<input type="button" value="Submit"/>	

GETTING HELP

Help is always available online by clicking on the HELP tab. You will see a pop-up window with Help Topics for all aspects of this application. Click the Close button to close the Help window.



The screenshot shows a web-based help window titled "Environmental and Disposal Liability Reporting - Online Help". The window has a "Close" button in the top right corner. On the left side, there is an "Index" tab and a list of help topics under the heading "How do I ...". The main content area on the right contains a welcome message and instructions for using the help system.

Index

Welcome

How do I ...

- Register
- Select a Password
- Login
- Add / Edit Information
- Search / Edit
- Add Note
- Attach Documents
- Print
- Review / Approval
- Admin
- View Reports
- Contact Us
- Logout

What if I ...

- Forgot my Username and Password

User Guide (PDF)

Environmental and Disposal Liabilities Identification, Documentation and Reporting Handbook V1.1

Office of Environmental Policy & Compliance
ENVIRONMENTAL AND DISPOSAL LIABILITY REPORTING
ONLINE HELP

Environmental and Disposal Liability Reporting - Online Help

Welcome to the U.S. Department of the Interior (DOI) Office of Policy, Management and Budget (PMB) Environmental and Disposal Reporting Online Help. The goal of this document is to get you started quickly and properly. The success of this system depends on your valuable input; please let us know how to improve this Help document and/or the functionality of this PMB Environmental and Disposal Reporting System. (Email Robert Wilson)

For more Online Help, please click on the desired Index subject listed to the left.

CREATING A NEW EDL SITE

To create a new EDL Site, click the NEW EDL SITE tab and complete the fields listed. Click the SAVE button. All fields marked * are required. Please, note that you must create a new EDL site before you will be able to access the 'Add Note', 'Attach', 'Archive', 'Review / Approval', and 'Print' options. Click on the field name to see its description. To view a detailed description of each data entry field, click on the field name; the definition will be displayed in a separate window. The bureau is identified by the system as the user logs in. The Fiscal Year and Qtr are also identified by the system. Choose the facility name (if applicable) from the drop down menu. When the user selects a facility from the drop down menu, the appropriate region and state will be automatically set to avoid errors. The user will document site information pertinent to the cleanup, such as Site Type (e.g., Landfill), a brief Site Description, the Primary Chemicals of Concern and the Affected Media, and the Stage of the cleanup to document the cleanup progress.

The complete list of the data entry fields definitions can also be found at the Definitions Help Document in Appendix A of this User Guide.

EDL Reporting System - Create a New EDL Site > General Information

To create a new EDL site on the **Environmental and Disposal Liability Reporting System**, fill in the following form with the proper information then click on the 'save' button. All fields marked * are required. Please, note that you must create a new EDL site before you will be able to access the 'Add Note', 'Attach', 'Archive', 'Review / Approval', and 'Print' options. Click on the field name to see its description.

General Info	Likelihood	Estimated Costs	Estimated Liability	Summary
<div style="text-align: right;">  Add Note  Attach  Print  Review / Approval </div>				
Fiscal Year:	2006	Quarter:	2	
Bureau:	BUREAU OF RECLAMATION			
Facility Name:	Select a Facility <input type="text"/> If the facility name not in the drop down list, please enter the facility name. <input type="text"/>			
Region:*	Select a region <input type="text"/>			
Site Name:*	<input type="text"/> Existing Site Names			
City:	<input type="text"/>			
State:*	Select a State <input type="text"/>	ZIP:	<input type="text"/>	
Latitude: (in decimals) degrees	<input type="text"/>	Longitude: (in decimals) degrees	<input type="text"/>	
Site Type:*	Select Site Type <input type="text"/>			
Affected Media:	<input type="checkbox"/> Air <input type="checkbox"/> Soil <input type="checkbox"/> Sediment <input type="checkbox"/> Groundwater <input type="checkbox"/> Surface Water			
Potential Primary Contaminants of Concern: (select up to 4 specific contaminants or general group)	<input type="text"/> Select <input type="text"/> Select <input type="text"/> Select <input type="text"/> Select			
Stage:*	Select Stage <input type="text"/>			
CHF Site:*	No <input type="text"/>			
Law / Regulation:* (Please check ALL that apply)				
<input type="checkbox"/> CERCLA <input type="checkbox"/> RCRA <input type="checkbox"/> UST <input type="checkbox"/> CWA <input type="checkbox"/> CAA <input type="checkbox"/> TSCA <input type="checkbox"/> Other*				
*If you select 'other', please use the text box below to type the Name or Description of the Law / Regulation.				
<input type="text"/>				
Site Description:				
Provide brief (500 characters maximum) Site Description in the text box below.				
<input type="text"/>				
Site Other Environmental Database Memberships:				
CERCLIS ID:	<input type="text"/>	CERCLIS Site Name:	<input type="text"/>	
CHF Project Name:	(Select CHFPROJECTNAME) <input type="text"/>	Fed Docket Fac Name:	<input type="text"/>	
<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>				

ADDING LIKELIHOOD

The user must select the likelihood of cleanup liability from the drop down menu. The user must click on the CONTINUE button to complete the likelihood.

The screenshot shows the 'EDL Reporting System - EDIT EDL Site > Likelihood' form. At the top, there is a navigation bar with tabs for 'General Info', 'Likelihood', 'Estimated Costs', 'Estimated Liability', and 'Summary'. Below the navigation bar, there is a header section with 'Bureau: BOR' and 'EDL Facility / Site Name: Site Code:'. The main content area is titled 'EDL Site Liability' and contains a dropdown menu for 'Likelihood of Cleanup Liability:'. The dropdown menu is open, showing three options: 'Probable', 'Reasonably Possible', and 'Remote'. To the right of the dropdown menu, there are five icons: 'Add Note', 'Attach', 'Remove', 'Print', and 'Review / Approval'. At the bottom right of the form, there is a 'CONTINUE' button.

If the likelihood is Probable, the user must select criteria from the drop down list.

The screenshot shows a dialog box titled 'You have chosen Probable for site liability. Please choose a criteria.' The dialog box contains a dropdown menu for 'Choose a criteria' with four options: 'Caused or contributed to contamination', 'Pursuant to a duty or responsibility pertaining to statute or regulation', 'Administrative or Judicial Order', and 'Legally Binding Interagency or Settlement Agreement (or other document)'. At the bottom of the dialog box, there are two buttons: 'SAVE' and 'CANCEL'.

If the likelihood is Reasonably Possible or Remote, the user must select if the site is Government Acknowledged.

The screenshot shows a dialog box titled 'You have chosen Reasonably Possible for the site liability. Check if Government Acknowledged.' The dialog box contains a dropdown menu for 'Reasonably Possible:' and a radio button selection for 'Government Acknowledged:'. The 'NO' radio button is selected. At the bottom of the dialog box, there are two buttons: 'SAVE' and 'CANCEL'.

The user can click on the SAVE button at the bottom or any other tab to save data. If the user chooses to click on another tab, he will be asked “if he wants to save the data?” If YES, data will be saved and the user will be redirected to the tab chosen. If NO, the user will be directed to next tab without saving data.

ADDING ESTIMATED COSTS

After creating the new Site, you can add the Estimated Costs to cleanup this Site. When you have completed the fields below, please click the SAVE button. To view a detailed description of each data entry field, click on the field name; the definition will be displayed in a separate window. If the costs are not estimable at this time, user must check the box for Costs Not Estimable. The user will be required to select a reason why the Costs are Not Estimable.

If a cost estimate has been developed, user will be asked to document the date (in month and year) the estimate was developed, and document the cost estimate as the total cleanup cost (cleanup) or as cleanup sub-activities (i.e., costs for study, cleanup, LTM or other).

If the costs for study, cleanup, LTM & other are estimated as a single amount (not a range of potential costs), then the upper costs will be recorded the same as lower costs. If a range of potential costs is developed, both lower and upper costs are recorded and the upper costs should be more than lower costs. If other costs are estimated, the user will be asked to give an explanation of the other costs. The user will also document the Planned and Actual completion date (in fiscal year [FY]) of the cleanup action.

The user will be asked to provide a Source of the Cost Estimate (the cost estimating method used to develop the cost estimate). If 'other' is selected for the source, the user will be asked to give explanation. Previous cost estimates for the site are displayed at the bottom of the page. All the cost estimates can be viewed by clicking the All Cost Estimates link.

The user can download a cost estimate documentation sheet by clicking the Download Cost Estimate Documentation Sheet link. The sheet, in Excel format, will open on the user's computer, and can be saved for use when developing a cost estimate for cleanup at the EDL Site.

The User can click on the SAVE button at the bottom or any other tab to save data. If the user chooses to click on another tab, he will be asked "if he wants to save the data?" If

YES, data will be saved and user will be redirected to the tab chosen. If NO, user will be directed to next tab without saving data.

The Amount Recognized, the lower limit of the Amount Disclosed and upper limit of the Amount Disclosed are calculated as follows:

Likelihood	Amount Recognized =	Amount Disclosed LL =	Amount Disclosed UL =
Remote	0	0	0
Reasonably Possible	0	Total LL +	Total UL +
Probable	Total LL	Total LL	Total UL

General Info	Likelihood	Estimated Costs	Estimated Liability	Summary
--------------	------------	-----------------	---------------------	---------

Bureau: BOR EDL Facility / Site Name:
Site Code:

EDL Site Estimated Costs

Add Note
 Attach
 Remove
 Print
 Review / Approval

FYear 2006 Quarter 2 [Download Cost Estimate Documentation Sheet](#)

Costs Not Estimable* (check this box if costs are not known or reasonably estimable.)

If 'Costs Not Estimable,' please select a reason.

(Select) ▼

Note: Costs recorded represent the bureau's estimated costs, not the total cleanup costs if others are contributing.

Date Cost Estimate Developed: Month ▼ Year ▼

	Cost or Lower Limit	Upper Limit (If Range)	Planned Completion Date FY	Actual Completion Date FY
Due Care				Select ▼
<u>Study</u>	\$ 0 <input style="width: 50px;" type="text"/>	\$ 0 <input style="width: 50px;" type="text"/>	Select ▼	Select ▼
<u>Clean Up</u>	\$ 0 <input style="width: 50px;" type="text"/>	\$ 0 <input style="width: 50px;" type="text"/>	Select ▼	Select ▼
<u>Long-term Monitoring</u>	\$ 0 <input style="width: 50px;" type="text"/>	\$ 0 <input style="width: 50px;" type="text"/>	Select ▼	Select ▼
<u>Other</u>	\$ 0 <input style="width: 50px;" type="text"/>	\$ 0 <input style="width: 50px;" type="text"/>	Select ▼	Select ▼
TOTAL	\$ 0	\$ 0		

If you have some costs for 'other cost,' please use the text box below to explain the nature of costs.

Source of Cost Estimate: *

Cost Estimating Method Used: (Select) ▼

If 'Other' selected, please use the text box below to explain.

Relevancy of the Cost Estimate: (Select) ▼

SAVE
CANCEL

Previous Cost Estimates

Fiscal Year	Quarter	Study LL	Study UL	CleanupLL	CleanupUL	LTM LL	LTM UL	OtherLL	OtherUL	Total LL	Total UL
2006	1	0	0	0	0	0	0	0	0	0	0

[All Cost Estimates](#)

ADDING ESTIMATED LIABILITY

After documenting the Estimated Costs for this Site, you can insert the liability information by clicking on the ESTIMATED LIABILITY tab. When you have completed the fields below, please click the SAVE button. To view a detailed description of each data entry field, click on the field name; the definition will be displayed in a separate window. The complete list of the data entry fields definitions can also be found at the Definitions Help Document in Appendix A of this User Guide. The user will be asked to complete the shared liability (if applicable). If it is YES, user can list the known Responsible Parties. If there are more than six Responsible Parties, the user can click on Add More Responsible Parties to add more. The user can click on the SAVE button at the bottom or any other tab to save data. If the user chooses to click on another tab, he will be asked “if he wants to save the data?” If YES, the data will be saved and the user will be redirected to the tab chosen. If NO, the user will be directed to next tab without saving the data.

General Info	Likelihood	Estimated Costs	Estimated Liability	Summary						
Bureau: BOR EDL Facility / Site Name: Site Code:										
EDL Site Liability		 Add Note  Attach  Remove  Print  Review / Approval								
Shared Liability:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown									
If Shared Liability is Yes, are other RPs Known:	<input checked="" type="radio"/> Yes <input type="radio"/> No									
Identify Known RPs:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table> <p style="text-align: right;">Add More Responsible Parties</p>									
Your Agency's Final Allocation of Liability is based on the Likelihood of Incurring Future Costs: Remote - GOVERNMENT ACKNOWLEDGED - NO										
Total Amount of Estimated Liability: Since the likelihood of Incurring Future costs for Environmental Cleanup is Remote, there is no amount of Estimated Liability.										
				<div style="display: flex; justify-content: flex-end; gap: 10px;"> SAVE CANCEL </div>						

SUMMARY

On the SUMMARY page, the specifications of the Site will be displayed and the user can print the Summary Page by using the PRINT button. When the user clicks on any tab from summary page, the user will be prompted, “Do you want to route this site for Review / approval?” Choose OK if you have appropriately documented all the EDL Site information and want to route the information for review and approval. Otherwise, hit cancel.

General Info	Likelihood	Estimated Costs	Estimated Liability	Summary
<p>EDL Site Summary</p> <p style="text-align: right;"> </p>				
GENERAL INFORMATION				
Division:	BOR	Region:	MP	
Facility Name:				
Site Name:		Site Code:		
City:	Kings County	State:	CA	ZIP:
Latitude:	0	Longitude:	0	
Site Type / Source:	ADMINEMILL			
Affected Media:				
Primary Contaminants of Concern:				
Stage:				
CHF Site:				
Law / Regulation:	CERCLA			
Other Law / Regulation Explanation:				
Site Description:				
CERCLIS ID:		CERCLIS Site Name:		
CHF Project Name:		Docket Fac Name:		
LIKELIHOOD				
Likelihood of Cleanup Liability:	Remote - GOVERNMENT ACKNOWLEDGED - NO			
ESTIMATED COSTS				
Costs Not Estimable:				
Costs Not Estimable Reason:				
Date of Cost Estimate:	/			
	Cost of Lower Limit	Upper Limit	Planned Completion Date FY	Actual Completion Date FY
Due Care				
Study	\$ 0	\$ 0		
Clean Up	\$ 0	\$ 0		
Long-term Monitoring	\$ 0	\$ 0		
Other	\$ 0	\$ 0		
TOTAL	\$ 0	\$ 0		
	See All Estimates			
Explanation for Other Costs:				
Source of Cost Estimate:				
Explanation for Other Source Estimate:				
Relevancy of Cost Estimate:				
ESTIMATED LIABILITY				
Shared Liability:	Yes			
If Shared Liability is Yes, are other RPs Known:	Yes			
Known RPs:				
Your Agency Allocation of Liability:	%			
Amount of Estimated Liability:				
> Amount Recognized	\$ 0			
> Amount Disclosed / Lower Limit	\$ 0			
> Amount Disclosed Upper Limit (if range)	\$ 0			
NOTES				
Created by/Date	Category	Notes	Updated by/Date	
08/22/05		Asbestos contamination from upstream, off-site abandoned asbestos mines. Government-acknowledged site.		
ATTACHMENTS				
Created by / Date	Type	Description	File	Updated by / Date
Renu Chaudhry (Super Administrator) 04/05/06	Cost Documentation	Test	anwr2.jpg	Renu Chaudhry (Super Administrator) 04/05/06
PRINT				

REMOVE AN EXISTING SITE



To remove an existing Site from the list of active Sites, click the Remove icon. The user will be asked to select a removal justification from the drop down list. If other is selected, then they will be asked to provide details. The Site will be marked for removal and will be routed for review and approval.

Do you really want to remove this EDL Site?

To remove an existing EDL Site, select a justification reason.

Site Code	Facility / Site Name	Reason why this EDL Site is being removed
1RM5		<p>Select Justification <input type="text"/></p> <p>Use the text box below to expand the reason you want to archive this EDL Site. (Up to 255 characters allowed)</p> <p><input type="text"/></p>

REMOVE **CANCEL**

ATTACHING FILES TO AN EDL SITE



To attach files to an EDL Site, click the ATTACH icon. A new window will open. Below is the Attach File dialog box showing the EDL Site Name and Site code and any files already attached to this Site. Select the document type (Environmental, Financial, Legal, or Other) from the drop down list and type in the Title / description and then select the file (located on the user's accessible drives) you would like to attach by clicking the Browse button. The required fields are marked with an asterisk (*). To upload the attached file to the database, the user must click the SAVE button. The Existing documents related to the site (if any) will be displayed at the bottom of the screen. If the file was attached during the current qtr and fiscal year, the user has the option of deleting the file or update other fields. If the user wants to update the file, the user should click the description link.

Attach Document to this Site Close

Facility / Site Name: _____
SiteCode: _____

All fields marked * are required.

Document Type:*

Document Title / Description:*

Browse for the file:*

ATTACHMENTS

Date Created	Created by	Document Type	Description	File	Date Updated	Updated by
04/05/06	Renu Chaudhry (Super Administrator)	Cost Documentation	Test	anwr2.jpg	Renu Chaudhry (Super Administrator)	04/05/06

The screen will show all the fields pre-filled with the original data. The user can change any of the fields. If user wants to replace the existing file, he should browse for the new file. If the user just wants to delete the existing file (while in editing mode prior to archiving the quarterly data), he should leave the Replace the file field blank and click on

the SAVE button. The new changes will be displayed at the bottom of the page. The user can close this window by clicking the Close button.

Edit Document to this Site Close

Facility / Site Name: **SiteCode:**

Document Type:*

Document Title / Description:*

Existing file: [anwr2.jpg](#)

Replace the file:*

ATTACHMENTS						
Date Created	Created by	Document Type	Description	File	Date Updated	Updated by
04/05/06	Renu Chaudhry (Super Administrator)	Cost Documentation	Test	anwr2.jpg	Renu Chaudhry (Super Administrator)	04/05/06

ADDING NOTES TO AN EDL SITE



To add notes to an EDL Site, click the ADD NOTE icon. A new window will open. Below is the Add Note dialog box showing the EDL Facility/Site name, Site code and any notes already attached to this Site. Select a category from the drop down list and type the note in the box provided, then click the SAVE button. The Existing notes related to the site (if any) will be displayed at the bottom of the screen.

Add Notes for this Site Close

Facility / Site Name: _____
SiteCode: _____

Please select one of the following options to categorize your note.

Select a category

SAVE **RESET**

NOTES

Created by/Date	Category	Notes	Updated by/Date
Renu Chaudhry (Super Administrator) 04/12/06	Cost Documentation	Test	

If the note was added during the current qtr and fiscal year, the user has the option of updating/editing the note. If the user wants to update/edit the note, the user should click the note link. The screen will show all the fields pre-filled with the original data. The user can change any of the information and click on the SAVE button. The new changes will be displayed at the bottom of the page. The user can close this window by clicking the Close button when finished.

Edit Notes for this Site

Favorites

Close

Facility / Site Name: _____
SiteCode: _____

Please select one of the following options to categorize your note.

Cost Documentation

Test

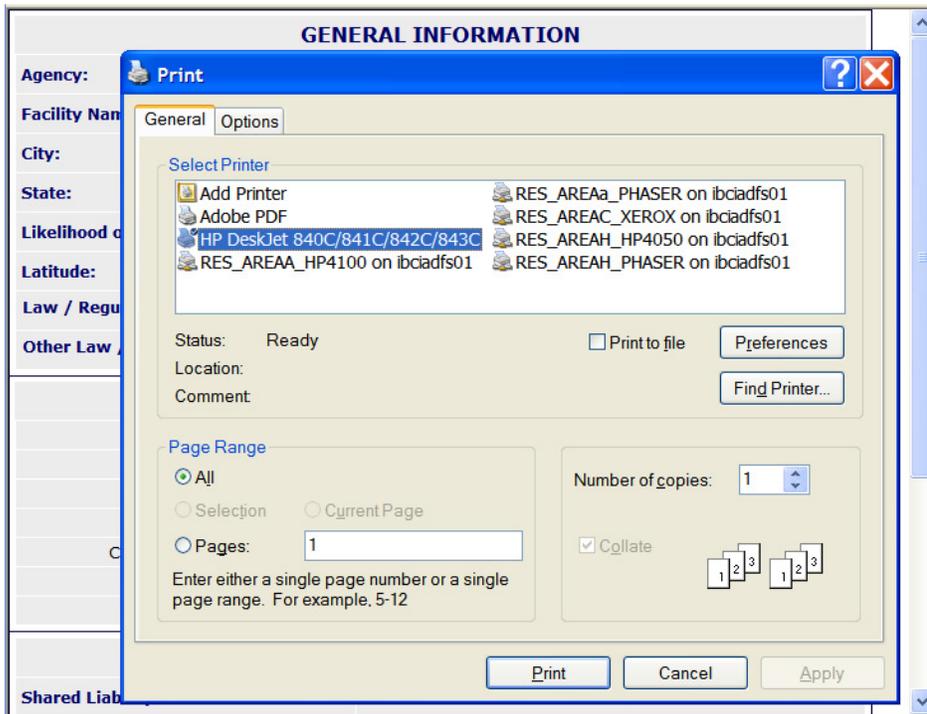
SAVE RESET

NOTES 			
Created by/Date	Category	Notes	Updated by/Date
Renu Chaudhry (Super Administrator) 04/12/06	Cost Documentation	<u>Test</u>	

PRINTING EDL SITE INFORMATION



To print the EDL Site information, click the PRINT icon. A summary of the Site will be displayed with the printer dialog box. The user should select their local area printer, but before printing, the user should preview the page. The page format (portrait versus landscape or the margins) may need adjustment for the user's printer.



SEARCH / EDIT – SEARCHING EXISTING EDL SITES

Finding existing EDL Sites is easy by using the Search form (show below). You may quickly find Sites by choosing one or more search constraints and then clicking the SEARCH button. Sites will be displayed in the Search Results section at the bottom of the screen. The user will have to scroll down the page to view the Search Results.

NEW EDL SITE	SEARCH/EDIT	REPORTS	REVIEW/APPROVAL	ADMIN	WORKGROUP
Search / Edit for Quarter 2 of FY 2006					
You may enter any combination from the available selection criteria. To obtain the matching list of EDL sites, click on the 'Search' button below.					
Bureau:	<input type="text" value="Select Bureau"/>	Region:	<input type="text" value="Select Region"/>		
Facility / Site Name:	<input type="text"/>				
State:	<input type="text" value="Select a State"/>	Zip Code:	<input type="text"/>		
Approval Status:	<input type="text" value="Select Status"/>	Site Code:	<input type="text"/>		
Site Type / Source:	<input type="text" value="Select Site Type"/>				
Likelihood of Cleanup Liability:	<input type="text" value="Select Likelihood"/>	Estimated Total Costs Lower Limit (Set Search Range) :	<input type="text" value="Lower Limit"/>		
Shared Liability:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown		<input type="text" value="Upper Limit"/>		
Updated between: (mm/dd/yy)	From: <input type="text"/>	To: <input type="text"/>			
Updated by:	Last Name: <input type="text"/>	First Name: <input type="text"/>			
<input type="button" value="SEARCH"/> <input type="button" value="CANCEL"/>					

SEARCH / EDIT – EXAMINING SEARCH RESULTS

Based on your search criteria, your results will be displayed at the bottom of the Search / Edit page. To view an EDL Site, simply click on its Site code. If more than ten results are found, you can click on the arrow to the right of the screen to view the next ten Sites. You can also print the search results by clicking on the PRINT button. The results will appear in a separate window without any graphics. From the print screen, there is also an option to export the results in EXCEL format by clicking on the EXPORT icon . The Search Results can be sorted by clicking on the column header cell that reflects your sort preference. By clicking on the Remove icon , the user can remove the EDL Site from the active Site inventory. To view the history of the Site, the user should click on the database log icon .

Search Results

Click the **Site Code** to view information about the site. Click on the 'Print Icon' below to print a complete list of Search Results. To resort the displayed list, click on the column name that reflects your sort preference. Click on Remove site to remove that site. Click on the Database log icon to view editing and approval history of the site.

Selected Criteria: Bureau: FWS

Lines 1 to 5 of 27 

Site Code	Facility/Site Name	Approval Status	Bureau	Likelihood	Location	Region	Shared Liability	Est. Total LL	Est. Total UL	Law/Reg.	Remove Site	Database Log
Sitecode	Facility Name / Sitename	Not Yet Approved	FWS	Probable	City, State Zipcode-	Region	Yes	1,000,000	79,188,154	CERCLA		
Sitecode	Facility Name / Sitename	Not Yet Approved	FWS	Probable	City, State Zipcode-	Region	Yes	1,000,000	79,188,154	CERCLA		
Sitecode	Facility Name / Sitename	Not Yet Approved	FWS	Probable	City, State Zipcode-	Region	Yes	1,000,000	79,188,154	CERCLA		
Sitecode	Facility Name / Sitename	Not Yet Approved	FWS	Probable	City, State Zipcode-	Region	Yes	1,000,000	79,188,154	CERCLA		
Sitecode	Facility Name / Sitename	Not Yet Approved	FWS	Probable	City, State Zipcode-	Region	Yes	1,000,000	79,188,154	CERCLA		

SEARCH / EDIT – EDITING EXISTING EDL SITES

You can edit an existing Site by clicking on the Site code from the Search page results. You will then see the Site as shown below. You will see the General Information, Likelihood, Estimated Costs and the Estimated Liability tabs. You can also change any information on the first tab (General Info) and add the appropriate data on the next tabs. When finished with each page, click SAVE. If you want to go to next tab without saving data, click on that tab. User will be prompted, “Do you want to save the form data? If yes, click OK. If No, click Cancel. Click Cancel to jump pages.” Jumping pages (by clicking Cancel) allows the User to move from one tab to another without moving in sequence. For example, if there are no changes to the General Info, Likelihood, or Estimated Costs pages, the User can move from the General Info page to the Estimated Liability page by clicking on the Estimated Liability tab and clicking on Cancel when prompted.

General Info	Likelihood	Estimated Costs	Estimated Liability	Summary	
<p>EDL Site General Information</p> <div style="text-align: right;">  Add Note  Attach  Remove  Print  Review / Approval </div>					
Fiscal Year:	2006	Quarter:	2		
Bureau:	BUREAU OF RECLAMATION	Region:			
Facility Name:	<input type="text"/>				
Site Name:	<input type="text"/>			Site Code:	<input type="text"/>
City:	<input type="text"/>	State:*	California	ZIP:	<input type="text"/>
Latitude: (in decimals) degrees	<input type="text"/>	Longitude: (in decimals) degrees	<input type="text"/>		
Site Type / Source:*	ABMINEMILL - Abandoned Mine/Mineral Processing Mill / Tailings				
Affected Media:	<input type="checkbox"/> Air <input type="checkbox"/> Soil <input type="checkbox"/> Sediment <input type="checkbox"/> Groundwater <input type="checkbox"/> Surface Water				
Potential Primary Contaminants of Concern: (select up to 4 specific contaminants or general group)	<input type="text" value="Select"/> <input type="text" value="Select"/> <input type="text" value="Select"/> <input type="text" value="Select"/>				
Stage:*	(Select Stage)				
CHF Site:	(Select)				
<input checked="" type="checkbox"/> CERCLA <input type="checkbox"/> RCRA <input type="checkbox"/> UST <input type="checkbox"/> CWA <input type="checkbox"/> CAA <input type="checkbox"/> TSCA <input type="checkbox"/> Other*					
<small>* If you select 'other', please use the text box below to type the Name or Description of the Law / Regulation.</small> <input type="text"/>					
Site Description:					
Provide brief (500 characters maximum) Site Description in the text box below.					
<input type="text"/>					
Site Other Environmental Database Memberships:					
CERCLIS ID:	<input type="text"/>	CERCLIS Site Name:	<input type="text"/>		
CHF Project Name:	(Select CHFPROJECTNAME)	Fed Docket Fac Name:	<input type="text"/>		
Status:	Not Yet Approved		Regional Review:	<input type="text"/>	
Enviro check:	<input type="text"/>		Account check:	<input type="text"/>	
Legal check:	<input type="text"/>				
<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>					

ROUTE SITE

When all the updates/edits to an EDL site are complete, the user can route the site for review / approval by the Regional, bureau Financial, bureau Legal, bureau Environmental Reviewers and the Bureau Administrator. Check the box to route the site for review and approval and click the Save button. The status of the site will change to Draft and the site will appear in the list of sites under Review/Approval. When the site is in Draft, the user will not be able to edit the site anymore, but can see the summary of the site.

EDL Reporting System - Review / Approval EDL Site

To route EDL site on the **Environmental Cleanup Liability Reporting System**, check the box and then click on the 'save' button.

General Info	Likelihood	Estimated Costs	Estimated Liability	Summary
--------------	------------	-----------------	---------------------	---------

Bureau: BOR EDL Facility / Site Name:
Site Code:

Route EDL Site

    
Add Note Attach Remove Print Review / Approval

If all the edits are complete, check the box to route the site for approvals.

Route the site for approval.

SAVE **CANCEL**

REVIEW / APPROVAL

If the user is the Regional reviewer, bureau Legal Reviewer, bureau Financial Reviewer, bureau Environmental Reviewer or Bureau Administrator, he can click on the Review/Approve tab and see the list of sites to be reviewed and approved. The user can click on the site code to see the summary of the site. This will assist the review and approval process. Depending on the access level (responsibility role), the user will see a check box under their level. If the user wants to complete the review or approval process for all sites at once, the user can check the “Select all sites to review”. All the sites will be checked and user can click on Approve All Marked button at the bottom. If the site is routed for removal approval, Click the Yes under Marked for removal to view removal reason and click on Approve Removal link to approve the removal. If user sees a problem and does not want to approve the site, the User can click the link under “Unroute” and follow the link. The site will be unrouted and will be available for editing. An email will be automatically sent to the applicable regional user and the all the reviewers and the Bureau Administrator alerting them that the specific site was unrouted. The review/approval process must be reinitiated.

NEW EDL SITE	SEARCH/EDIT	REPORTS	REVIEW/APPROVAL	ADMIN	WORKGROUP											
Review / Approve for Quarter 3 of FY 2006																
All EDL Sites that have been edited, removed and routed in the current quarter are listed below. Click the Site Code to view information about the site. Check the box to approve the site and then click on "Submit" button at the bottom of page. If the site is routed for removal approval, Click the Yes under Marked for removal to view removal reason and click on Approve Removal link to approve the removal. If you want to unroute the site so it is available for editing, follow the Unroute link.																
Bureau:		FISH AND WILDLIFE SERVICE		Region: <input type="text" value="Select a region"/>												
<input type="button" value="SEARCH"/>		<input type="button" value="CANCEL"/>														
Lines 1 to 2 of 2																
Site Code	Marked for Removal	Facility/Site Name	Bureau	Site Type	Likelihood	Shared Liability	Total Cost LL	Total Cost UL	Planned Cleanup Date FY	Actual Cleanup Date FY	Regional Review	Bureau Environmental Review	Bureau Legal Review	Bureau Financial Review	Bureau Administrator Approval	Unroute
Sitecode	<input checked="" type="checkbox"/>	Sitename	FWS	INDFAC	Probable	Yes	0	0							Approve Removal	Unroute
41		Muddy Creek 5 / Landfill No. 5	FWS	LANDFILL	Probable	Yes	347,242	347,242	FY17						<input type="checkbox"/>	Unroute
<input type="checkbox"/> Select all the Sites to Review																
<input type="button" value="APPROVE ALL MARKED"/>																

VIEWING EDL REPORTS

On the REPORTS tab, the EDL Reporting System displays the standard reports available. These can be accessed by clicking on the Report Name. A customized report is available for the user to design their own report (Custom EDL Site Report). Each report will open in a separate window. For most reports, the user will be prompted to select the quarter of interest. The user can generate data reports for past quarters that have been archived in the database. The next page shows how the list of available reports.

EDL Reporting System

To view any of the following standard reports, click on the report name. Reports will open in a new window. To return to this Reports Selection menu, click on the 'close' button. If you want to request that a new report is added to the system, please contact the [system administrator](#).
[Printing Instructions](#)

Report Name	Report Description
EDL Site Details	
Custom EDL Site Report	Specify your Criteria
List of EDL Sites	Quarterly Report by Site with totals
Alphabetical List of EDL Sites	Quarterly Report by Site Alphabetically
Case Summary Pages	Case Summary
EDL Sites by State	Quarterly Report by State
EDL Sites by Bureau / Region	Quarterly Report by Regions
EDL Sites by Site Type / Source	Quarterly Report by Site Type / Source
New and Modified EDL Sites	New and Modified EDL Sites for Current Quarter
Database Log	Database Log of EDL Site Changes
Removed EDL Sites	Removed EDL Sites
EDL Sites Changed from Previous Quarter	List of EDL Sites that were changed in Stage, Likelihood, Total Costs LL and Total CostsUL
EDL Sites NOT Changed from Previous Quarter	List of EDL Sites that were not changed in Stage, Likelihood, Total Costs LL and Total CostsUL
Quarter Variance Report	List of EDL Sites that were changed in Stage, Likelihood, Total Costs LL and Total CostsUL
Sites Reviewed Report	List of EDL Sites that were reviewed by Regional, Financial, Environmental, Legal and Administrator
EDL Cost Summaries	
Cost Summary	Number of Sites, Quarterly Cost Summary
Cost Summary by Bureau and Region	Number of Sites, Quarterly Cost Summary
Cost Summary by State	Number of Sites, Quarterly Cost Summary
Cost Summary by Source Type	Number of Sites, Quarterly Cost Summary by Site Type / Source
Cost Summary by Likelihood	Number of Sites, Quarterly Cost Summary by Likelihood
Cost Range Summary	Number of Sites, Cost Summary by likelihood
EDL Site Statistics	
Shared Liability	Number of Yes, No Responses for Shared Liability
Future Likelihood of Cleanup Liability	Summary of the Future Likelihood of Cleanup Liability
Applicable Law/Regulations	Number of Sites Affected by Selected Law / Regulations
Future Cleanup Liability with no cost estimates	Number of Sites that do not include any total cost estimates although not listed as Not Estimable Sites
Multi-Listed EDL Sites (found in Other Environmental Databases)	
EDL Sites Not listed in CERCLIS	EDL Sites listed as CERCLA without a corresponding CERCLIS database match
EDL Sites listed in CHF	CHF Projects and related EDL Sites
EDL Sites listed in FAHWCD	EDL Sites found on the Federal Agency Hazardous Waste Compliance Docket

USER ROLES

This section provides information on the different **User** roles with different levels of access to the **Environmental Disposal Liability (EDL) System**:

REGIONAL USER:

The **Regional User** can edit, remove and/or add a new EDL site in their bureau/region. Once the new or revised information has been input into the system, the Regional User will route the site for review and approval. The Regional User has read only access to reports in their bureau.

REGIONAL REVIEWER:

The **Regional Reviewer** has review authority for EDL sites that belong to their region. Once a site has been routed for review and approval, the Regional Reviewer will review the new, removed or revised site information and will document their review by checking the Regional Review box associated with each site routed for review and approval. If the new or revised information requires additional edits, or the removed Site should not be removed from the active inventory of EDL Sites, the Regional Reviewer will select the unroute link to allow additional edits or restore the Site.

BUREAU READ ONLY:

The **Bureau Read Only User** has a read only access to the sites in the user's bureau. Bureau Read Only User can access reports for his bureau.

BUREAU ENVIRONMENTAL REVIEWER:

The bureau **Environmental Reviewer** can add, remove, and edit EDL sites in their bureau. This user also has review authority for the additions, removals, or edits made by the Regional User or Reviewer. The bureau Environmental Reviewer will document their review by checking the Environmental Review box associated with each site routed for review and approval. If the new or revised information requires additional edits, the Environmental Reviewer will select the unroute box to allow additional edits, or to restore the Site.

BUREAU LEGAL REVIEWER:

The bureau **Legal Reviewer** can edit, remove, restore and/or add a new EDL Site in any region in their bureau. This user also has review authority for the additions, removals, or edits made by the Regional User or Reviewer. The bureau Legal Reviewer will document their review by checking the Legal Review box associated with each Site routed for review and approval. If the new or revised information requires additional edits, the Legal Reviewer will select the unroute box to allow additional edits, or to restore a Site.

BUREAU FINANCIAL REVIEWER:

The bureau **Financial Reviewer** can edit, remove, restore and/or add a new EDL Site in any region in their bureau. This user also has review authority for the additions, removals, or edits made by the Regional User, Regional Reviewer, or Environmental Reviewer. The bureau Financial Reviewer will document their review by checking the Financial Review box associated with each site routed for review and approval. If the new or revised information requires additional edits, the Financial Reviewer will select the unroute box to allow additional edits, or to restore a removed Site.

BUREAU ADMINISTRATOR:

The **Bureau Administer** can edit, remove, restore and/or add a new EDL site in any region in their bureau. This user also has approval authority for the additions, removals, or edits made by the Regional User, and the Regional, Legal, Environmental, and Financial Reviewers. The Bureau Administrator will document their approval by checking the Approval box associated with each site routed for review and approval. If the new or revised information requires additional edits, the Bureau Administrator will select the unroute box to allow additional edits, or to restore a Site.

SUPER ADMINISTRATOR:

Only users from the DOI Office of the Secretary (OS) have **Super Administration** roles. The **Super Admin User** can search, edit, remove, and/or restore any EDL Site for any bureau. This user also has access to all the users' information. The **Super Admin User**

can add/edit bureaus, stages, site types, justifications, comment types, regions and freeze the quarter.

USER GUIDE – APPENDIX A – FIELDS DEFINITIONS

This **Appendix A** for the **EDL System User Guide** will walk the user through all the fields definitions for reference while completing the necessary forms.

FIELDS DEFINITIONS FOR GENERAL INFORMATION

GENERAL INFORMATION SECTION FIELD REQUIREMENTS				
Field Name	Field Description	Type of Field	Validation	Condition
Fiscal Year	Current Fiscal Year	Already filled	Required	
Quarter	Current Quarter	Already filled	Required	
Bureau	Bureau name	Already filled	Required	If a user has bureau level privileges, the user's bureau will default.
Facility Name	Facility Name	Drop down list		The drop down list will show existing facilities for the bureau. If it exists, then select it from the list. The State and Region information will automatically populate. If it is not there, enter a new Facility Name, if applicable.
Region	Region	Drop down list	Required	
Site Name	A clearly distinguishable place that that will uniquely identify the Site	Free-form text field	Required	Site name should be unique. Check the Existing Site Names to make sure the site name does not exist already.
City	The city or town in which the EDL Site is located. It should match the entry in CERCLA or the Federal Docket.	Free-form text field	Required	
State	The state in which the EDL Site is located.	Drop down list	Required	
ZIP	The zip code in which the EDL Site is located.	Free-form text field (number)	Required	
Site Number	The number of the EDL Site.	Will be automatically generated	Required	
Site Code	The Site code of the EDL Site.	Will be automatically generated	Required	It will be calculated as the concatenation of the Bureau ID, Region code and the Site Number entry. For BIA, ID =1, BLM =2, BOR=3, FWS=4, NPS=5 and USGS = 6. So all the Site codes for BIA will start with 1 and for BLM start with 2 and so on.
Latitude	Latitude of the Site	Free-form text field (number)	Optional	Convert Degrees, Minutes, Seconds to Decimal Degrees by dividing the minutes by 60 and the seconds by 3600 and adding to the degrees (e.g. 40 + 12'/60 + 50"/3600 = 40.2138889DD)
West Longitude	West Longitude of the Site (no negative	Free-form text field (number)	Optional	Convert Degrees, Minutes, Seconds to Decimal Degrees by dividing the minutes by 60 and the seconds by 3600 and adding to the degrees

GENERAL INFORMATION SECTION FIELD REQUIREMENTS

Field Name	Field Description	Type of Field	Validation	Condition		
	necessary)			(e.g. 40 + 12'/60 + 50"/3600 = 40.2138889DD)		
Site Type	Type of Site	Drop down list	Required	Type	Name	Description
				AGRI	Agricultural	dip vats or other agricultural chemical uses
				HAZDUMPI NG	Illegal Dumping of Hazardous Substances	
				LANDFILL	Landfill/Dump	
				ACMINEMIL L	Active Mine/Mineral Processing Mill	
				ABMINEMIL L	Abandoned Mine/Mineral Processing Mill	
				AST	Above Ground Storage Tanks	
				UST	Underground Storage Tanks	
				SPILL	Spills	releases of hazardous substances other than pipelines
				LINELEAK	Pipeline Leaks / Spills	includes pumping and compressor stations
				SCHOOL	School	
				DOIFAC	DOI Facility	DOI-owned and operated; includes multiple source types, e.g., ASTs, USTs, spills, etc.
				ACOG&WELL	Active Oil and Gas Well	includes reserve pit, produced water pond and other energy and

GENERAL INFORMATION SECTION FIELD REQUIREMENTS

Field Name	Field Description	Type of Field	Validation	Condition															
				<table border="1"> <tr> <td>ABOG&WELL</td> <td>Abandoned Oil and Gas Well</td> <td>includes reserve pit, produced water pond and other energy and petroleum waste</td> </tr> <tr> <td>MIXEDINDFAC</td> <td>Mixed Federal Industrial Facility</td> <td>Mixed Federal and industrial/commercial operations; includes multiple source types, e.g., AST, USTs, spills, landfills, etc.</td> </tr> <tr> <td>OTHER</td> <td>Other</td> <td>explain</td> </tr> <tr> <td>INDFAC</td> <td>Industrial Facility</td> <td>Industrial/commercial operations. May include multiple source types, e.g., AST, UST, spills, etc</td> </tr> <tr> <td>ACQFEDFAC</td> <td>Acquired Federal Facility</td> <td>Previously owned and operated by non-DOI Federal agency such as DOE, DOD, etc.; includes multiple source types, e.g., ASTs, USTs,</td> </tr> </table>	ABOG&WELL	Abandoned Oil and Gas Well	includes reserve pit, produced water pond and other energy and petroleum waste	MIXEDINDFAC	Mixed Federal Industrial Facility	Mixed Federal and industrial/commercial operations; includes multiple source types, e.g., AST, USTs, spills, landfills, etc.	OTHER	Other	explain	INDFAC	Industrial Facility	Industrial/commercial operations. May include multiple source types, e.g., AST, UST, spills, etc	ACQFEDFAC	Acquired Federal Facility	Previously owned and operated by non-DOI Federal agency such as DOE, DOD, etc.; includes multiple source types, e.g., ASTs, USTs,
ABOG&WELL	Abandoned Oil and Gas Well	includes reserve pit, produced water pond and other energy and petroleum waste																	
MIXEDINDFAC	Mixed Federal Industrial Facility	Mixed Federal and industrial/commercial operations; includes multiple source types, e.g., AST, USTs, spills, landfills, etc.																	
OTHER	Other	explain																	
INDFAC	Industrial Facility	Industrial/commercial operations. May include multiple source types, e.g., AST, UST, spills, etc																	
ACQFEDFAC	Acquired Federal Facility	Previously owned and operated by non-DOI Federal agency such as DOE, DOD, etc.; includes multiple source types, e.g., ASTs, USTs,																	
P-638	P-638	Drop down list	Optional	This field is only for BIA.															
Affected Media	Affected Media	Check box	Optional	Check the media that are affected by contamination.															
Potential Primary Contaminants of Concern	Potential Primary Contaminants of Concern	Drop Down List	Optional																
Stage	Choices: Due Care Only, Study, Cleanup, Remediation/Removal, LTM, and O&M	Drop Down List	Required																
CHF Site	Yes, No	Drop Down List	Optional																
Law/ Regulation	Choices: RCRA, CERCLA, UST, CWA, CAA, TSCA, Other	Check box	Required	If other is chosen, user will be required to enter a name or description.															
Site Description	Site Description	Free-form text field	Optional																

GENERAL INFORMATION SECTION FIELD REQUIREMENTS

Field Name	Field Description	Type of Field	Validation	Condition
Status	Status of the Site	Will be automatically generated		When the site is routed for approval, status changes to 'Draft'. When the site is approved by bureau Administrator, the status changes to 'Approved'.
Envirocheck	Environmental Review Status of the Site	Will be automatically generated		When the site is approved by Environmental approver, it changes to 'Reviewed'.
Accountcheck	Financial Review Status of the Site	Will be automatically generated		When the site is approved by Financial approver, it changes to 'Reviewed'.
LegalCheck	Legal Review Status of the Site	Will be automatically generated		When the site is approved by legal approver, it changes to 'Reviewed'.
CERCLIS ID	CERCLISID Number of the Site	Free-form text field	Optional	CERCLISID Number of the Site if it is listed in the CERCLIS database
CERCLIS SiteName	CERCLIS Site Name of the Site	Free-form text field	Optional	CERCLIS Site Name of the Site if it is listed in the CERCLIS database
CHF Project Name	CHF Project Name of the Site	Drop down list	Optional	
Docket Fac Name	Federal Docket Facility Name of the Site	Free-form text field	Optional	

FIELDS DEFINITIONS FOR LIKELIHOOD

LIKELIHOOD SECTION FIELD REQUIREMENTS				
Field Name	Field Description	Type of Field	Validation	Condition
Likelihood of Cleanup Liability	Probable, Reasonably Possible, Remote	Drop down list	Required	User must click on Continue button at the bottom.
	Probable	Drop down list	Required	If the likelihood is Probable, user must choose one of the criteria from the list.
	Reasonably Possible	Radio button	Required	If the likelihood is Reasonably Possible, user must choose Govt. Acknowledged.
	Remote	Radio button	Required	If the likelihood is Remote, user must choose Govt. Acknowledged.

FIELDS DEFINITIONS FOR ESTIMATED COSTS

ESTIMATED COSTS SECTION				
Field Name	Field Description	Type of Field	Validation	Condition
Costs Not Estimable	Indicate that no portion of the costs are estimable at this time	Check box		If the cost data exists when the Costs Not Estimable box is checked, the user will be asked to confirm. If user confirms, all existing cost data will not be saved. User will be asked to give a reason.
Date Cost Estimate Developed	Month & Year of Cost Estimate Developed	Drop down		
Due Care				Choose the Actual Completion Date
Study	Estimated cost of study or investigation.	Free-form text field (number)	Required if all other cost fields are 0 and the Not Estimable unchecked	The Upper Limit has to be higher than the Lower Limit. Choose the Planned & Actual Completion Date.
Cleanup	Estimated total cleanup costs.	Free-form text field (number)	Not required	The Upper Limit has to be higher than the Lower Limit. Choose the Planned & Actual Completion Date.
Long-term Monitoring	Estimated cost of Long-term monitoring. (1st 10 years of water cleanup system)	Free-form text field (number)	Not required	The Upper Limit has to be higher than the Lower Limit. Choose the Planned & Actual Completion Date.
Other	Other costs	Free-form text field (number)	Not required	The Upper Limit has to be higher than the Lower Limit. If the user reports some costs in the "Other" part, user will be required to give an explanation and Source of Cost Estimate. Choose the Planned & Actual Completion Date.
Total	Total costs	Calculated field (number)		Total costs are calculated by adding Study, Monitor, Cleanup and other costs. For any costs, if there is a lower limit cost but no upper limit cost, lower limit costs will be saved as upper limit costs.
Source of Cost Estimate		Drop down list	Required for all cost estimates.	Provide the method used to estimate the cost. If other selected, give explanation.
Relevancy of Cost Estimate		Drop down list		

FIELDS DEFINITIONS FOR LIABILITY INFORMATION

ESTIMATED LIABILITY SECTION				
Field Name	Field Description	Type of Field	Validation	Condition
Shared Liability	Indicates whether the EDL Site is shared with other Parties	Radio buttons	Required	Yes, No, Unknown
Responsible Parties	Indicates the parties in which the EDL Site is shared.	Radio buttons		If Liability is shared. Are the responsible parties known. If there are more than six parties involved, more parties can be added by clicking the "Add more Parties".
Agency Allocation of Liability	Indicates the percentage of shared liability	Free form text field (numeric)		If likelihood is Probable, provide the percent liability of total cleanup costs if shared and known. If Shared Liability is No or Unknown, default to 100%. If likelihood is Reasonably Possible, default is 100%.
Amount of Estimated Liability (Display Only)	Shows the total estimated liability based on the costs	Read only display		<p>Costs Not Estimable: Whether the Site is Probable, Reasonably Possible or Remote, if the "Costs not estimable" option is checked, there will be no Amount of Estimated Liability.</p> <p>Remote Sites – If the likelihood is Remote, there will be no Amount of Estimated Liability.</p> <p>Probable Sites – If the likelihood is Probable, then the total lower limit recorded will be "Amount Recognized. The Amount disclosed Lower limit" will be Total lower limit, and "Amount disclosed upper limit" will be the total upper limit.</p> <p>Reasonably Possible Sites – If the Likelihood is Reasonably Possible, Amount disclosed Lower limit" will be Total lower limit, and "Amount disclosed upper limit" will be the total upper limit. Amount Recognized will be zero.</p>

USER GUIDE – APPENDIX B - SITE ADMINISTRATION FUNCTIONS

This portion of this **EDL Reporting System User Guide** will walk you through how to administer this application. Below are the available System Administrator options. Allowing a System Administrator to edit these tables gives the customer control and flexibility over the data entered.

NEW EDL SITE	SEARCH/EDIT	REPORTS	REVIEW/APPROVAL	ADMIN	WORKGROUP
Site Administration Functions					
Action Item	Description				
Add / Edit Bureau	This tool allows user to add a bureau to the system, to edit the information on bureaus that are already registered, or to remove bureaus from the system.				
Add / Edit Stage	This tool allows user to add stage to the system, to edit the information on stages that are already registered, or to remove stages from the system.				
Add / Edit Site Type	This tool allows user to add site type to the system, to edit the information on site types that are already registered, or to remove site type from the system.				
Add / Edit Justification	This tool allows user to add Justifications (reason to remove EDL site) to the system, to edit the information on Justifications that are already registered, or to remove Justifications from the system.				
Add / Edit Comments Type	This tool allows user to add comment type to the system, to edit the information on comment type that are already registered, or to remove comment type from the system.				
Add / Edit Region	This tool allows user to add a Region to the system, to edit the information on Regions that are already registered, or to remove Regions from the system.				
Restore EDL Site	This tool allows user to restore EDL sites that have been removed from the system.				
Delete EDL Site	This tool allows user to delete EDL sites. Please be very careful with this feature. Once the site is deleted, it can not be restored back.				
Change Password	This tool allows user to change the password to access the system.				
Change User Information	This tool allows super admin user to change other users information registered in the system.				
Change User Password	This tool allows super admin user to change other users password registered in the system.				
Freeze Fiscal Year and Quarter	This tool allows super admin user to change fiscal year and quarter in the system.				

RESTORE AN EDL SITE

A Bureau Administrator can restore a Site that was previously removed from the active list of EDL Sites. From the options dropdown, choose restore. If this option is selected, user confirmation will be requested. If the user selects yes, then user will be asked to provide an explanation. The Site will be added to the Current Site list.

NEW EDL SITE	SEARCH/EDIT	REPORTS	REVIEW/APPROVAL	ADMIN	WORKGROUP
Site Administration Functions					
Action Item	Description				
Add / Edit Region	This tool allows user to add a Region to the system, to edit the information on Regions that are already registered, or to remove Regions from the system.				
 Restore EDL Site	This tool allows user to restore EDL sites that have been removed from the system.				
Delete EDL Site	This tool allows user to delete EDL sites. Please be very careful with this feature. Once the site is deleted, it can not be restored back.				
Change Password	This tool allows user to change the password to access the system.				
Change User Information	This tool allows super admin user to change other users information registered in the system.				
Change User Password	This tool allows super admin user to change other users password registered in the system.				

EDL Search / Restore

You may enter any combination from the available selection criteria. To obtain the matching list of EDL sites, click on the 'Search' button below.

Bureau:	Select Bureau ▾	Reason Removed:	Select Reason ▾
Zip Code:	<input type="text"/>	State:	Select a State ▾
Region:	<input type="text"/>	Site Code:	<input type="text"/>
Likelihood of Cleanup Liability:	Select Likelihood ▾	Total Estimated Costs:	Lower Limit ▾
Shared Liability:	<input type="radio"/> Yes <input type="radio"/> No		Upper Limit ▾
Site Name:	<input type="text"/>		
<input type="button" value="SEARCH"/> <input type="button" value="CANCEL"/>			

Search Results

Click the **Site ID** to view information about the site. Click on the 'Print Icon' below to print a complete list of Search Results. To sort the displayed data, click on the title of the column (heading cell).

Selected Criteria:



Lines 1 to 10 of 128 >

Site ID	Site Code	Site Name	Reason Removed	Agency	Likelihood	Location	Region	Shared Liability	Total Est. Costs	Law / Reg.	Restore
74		# 1	Cleanup Completed	US GEOLOGICAL SURVEY	Remote			No	\$ 105,000	RCRA	Restore

Do you really want to restore this EDL Site?

To restore a EDL Site, please explain why site is being restored.

Site Code	Site Name	Reason why site is being restored
	# 1	<p>Please use the text box below to type the reason you want to restore this EDL Site.</p> <input type="text"/>

ADDING SITE TYPES

The System Administrator can add, remove, or edit a Site type. To add a Site type list, click on the link “please add it to the system.” Be sure that the Site type does not already exist by using the Search feature. You can also remove Site types that are no longer valid by checking the Remove box and clicking on the Delete All Marked button. To update this list, follow the instructions on the page shown below.

Add / Edit Site Type

Please use the search box below to narrow down the list of site types below. If the Site type you're searching for is not listed below, [please add it to the system](#).

Site Type:

Lines 1 to 10 of 17 >

SITETYPE	ACTIVE	REMOVE
ABMINEMILL	YES	<input type="checkbox"/>
ABO&GWELL	YES	<input type="checkbox"/>
ACMINEMILL	YES	<input type="checkbox"/>
ACO&GWELL	YES	<input type="checkbox"/>
ACQFEDFAC	YES	<input type="checkbox"/>
AGRI	YES	<input type="checkbox"/>
AST	YES	<input type="checkbox"/>
DOIFAC	YES	<input type="checkbox"/>
HAZDUMPING	YES	<input type="checkbox"/>
INDFAC	YES	<input type="checkbox"/>

ADDING JUSTIFICATION

The System Administrator can add, remove or edit the list containing the justifications to archive a Site. To add to this list, click on the link “please add it to the system.” Be sure that the justification does not already exist by using the Search feature. You can also deactivate justifications that are no longer valid by checking the Remove box and clicking on the Delete All Marked button.

Add / Edit Justification

Please use the search box below to narrow down the list of justification below. If the justification you're searching for is not listed below, [please add it to the system.](#)

Justification:

Lines 1 to 5 of 5

JUSTIFICATION	ACTIVE	REMOVE
Contamination Not Present or Insignificant	YES	<input type="checkbox"/>
Cleanup Completed	YES	<input type="checkbox"/>
No Further Bureau Action Required	YES	<input type="checkbox"/>
Other	YES	<input type="checkbox"/>
Unknown	YES	<input type="checkbox"/>
<input type="button" value="DELETE ALL MARKED"/>		

USERS LIST

The Users list is populated after new Users have registered for access to the **EDL System**, and they have received approval by their Bureau Administrator. However, occasionally people may need to be added or removed manually. Because there are many users, the System Administer should use the Search Form below to be sure that the person does not already exist in the system. When a new user registers, after verifying the details and receiving approval by the Bureau Administrator, the System Administrator should check the box and click on Approve All Marked at the bottom of the screen. New users will then be able to login. The System Administrator can delete an existing user by clicking on the delete button.

To change user information, click on the link under the username.

NEW EDL SITE	SEARCH/EDIT	REPORTS	REVIEW/APPROVAL	ADMIN	WORKGROUP
Change User Information					
Please use the search form to narrow down the listing below. If the User's name you're searching for is not listed below, please add it to the system .					
User's Name: <input type="text"/>					Search
Lines 1 to 10 of 99					
User's Name	Approve	Delete			
User Name1	Approved	Delete			
User Name2	Approved	Delete			
User Name3	<input type="checkbox"/>	Delete			
APPROVE ALL MARKED					

To change a user's information, simply edit the applicable cell. To change the user's access to the system, select Security Role from the drop down and click on Submit button at the bottom.

NEW EDL SITE	SEARCH/EDIT	REPORTS	REVIEW/APPROVAL	ADMIN	WORKGROUP
Change User Information					
First Name:	<input type="text" value="First"/>				
Last Name:	<input type="text" value="Last"/>				
Phone Number:	<input type="text" value=""/>				
Email Address:	<input type="text" value="Email Address"/>				
Organization:	National Park Service				
Region:	<input type="text" value="AR - Alaska"/>				
Desired Username:	<input type="text" value=""/>				
Security Role:	<input type="text" value="Bureau Administrator"/>				
User Role:	<input type="text" value="Select your Status Role"/>				
	<input type="text" value="Bureau User"/>				
	<input type="text" value="Environmental Approver"/>				
	<input type="text" value="Financial Approver"/>				
	<input type="text" value="Site Reviewer"/>				
	<input type="button" value="Submit"/>				

CHANGE USER PASSWORD

Sometimes users need to have their passwords reset manually for various reasons in the EDL Reporting System. This allows the System Administrator to update other users passwords. Because there are many users, the System Administrator should use the Search Form below to find the user. Click on the user's name. The screen shown below will show up. Enter the new password twice and click on the Submit button.

NEW EDL SITE	SEARCH/EDIT	REPORTS	REVIEW/APPROVAL	ADMIN	WORKGROUP
---------------------	--------------------	----------------	------------------------	--------------	------------------

Edit User Password

First Name: Renu
Last Name: Chaudhry
Phone Number: 7033906691
Email Address: renufws_chaudhry@nbc.gov

Desired Username: fwsregional
Password:
Verify Password:

DELETE EDL SITE

The Search Form below can be used by the System Administrator to find a Site to be deleted. Deleting a Site is different from removing a Site from the active inventory. A Site will need to be deleted if it is not a real Site. For instance, if a user added a Site, but identified the wrong region. Because the region determines the Site code, this error will result in a fictitious Site that should be deleted from the database. A Site is removed when that appropriate actions are completed. To delete a Site, Click on the delete button. The system Administrator will be asked to confirm if he wants to delete the site. If OK, the site will be deleted. The user should be very careful with this feature because once the site is deleted, it cannot be restored back into the active Site inventory.

The screenshot shows a web application interface for deleting a site. At the top, there is a navigation bar with tabs: NEW EDL SITE, SEARCH/EDIT, REPORTS, REVIEW/APPROVAL, ADMIN, and WORKGROUP. The main heading is "Delete Site" in red. Below the heading, there is a message: "Please use the search form to narrow down the listing below." A search form consists of a text input field labeled "Site Name:" and a "Search" button. Below the search form, there is a pagination indicator: "Lines 1 to 10 of 754 >". The main content area displays a table with two columns: "Facility / Site Name" and "Delete". The table contains two rows: "Site 1" and "Site 2", each with a "Delete" button next to it.

Facility / Site Name	Delete
Site 1	Delete
Site 2	Delete

CHANGE PASSWORD

Sometimes users need to have their passwords reset manually for various reasons in the EDL Reporting System.

Change Password

To update your password, please enter your new password and then confirm it. A valid password must meet the following security standards:

- Be at least 8 characters and no more than 15 characters
- Contain one upper-case alpha, one lower-case alpha, and one numeric character.
- Contain one special character such as @, \$, or &
- The new password can't contain the old password (e.g. the old password can't be 'password' and the new password 'password1').

Password:

Confirm Password:

SAVE