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Agency

Office of Solid Waste
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RMP*REVIEW™ USER'S MANUAL

RMP SERIES

Chemical Emergency Preparedness and Prevention Office

Printed on recycled paper

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1.0 INTRODUCTION

Thousands of facilities nationwide handle, manufacture, use, or store toxic and flammable substances in quantities above Environmental Protection Agency (EPA)-regulated thresholds. Each of these facilities is required by law to implement a risk management program that details the toxics and flammables it has on-site, its accident history, prevention program, and emergency response program. Every five years, or sooner if changes occur, each of these facilities must submit to EPA a summary of this information, known as a Risk Management Plan (RMP). Given the number of regulated facilities, a vast amount of RMP data is generated.

The Systems for Risk Management Plans (SRMP) Program was established by EPA to manage the submission, processing, and storing of the data, as well as provide for the secure dissemination of the data to the EPA regions; local, state, and federal officials; and the public.

The RMP*Review System is a major component of the SRMP program by which users can easily and efficiently review, analyze, and query the enormous amount of facility data contained in the thousands of RMPs submitted to EPA.

The Chemical Safety Information, Site Security and Fuels Regulatory Relief Act (Public Law 106-40) (and regulations) was enacted to address concerns that Internet posting of a large database created from the OCA sections of RMPs would pose law enforcement and national security risks. Federal, state, and local "covered persons" may obtain access to this information for official use only. Users are prohibited from publicly releasing OCA information, except as authorized by the law and regulations issued under CSISSFRRA. Appendix E–Security Notice to Federal, State and Local Officials–contains complete information concerning security of OCA information for these covered persons. RMP data with the OCA portion removed is available for non-covered persons. (See Appendix E – *United States Environmental Protection Agency Security Notice to Federal, State and Local Officials*.)

1.1 RMP*Review System Overview

The RMP*Review System consists of two Microsoft (MS) Access 97 run-time applications — RMP*ReviewAdmin and RMP*Review. RMP*ReviewAdmin is used **only** by the RMP*Review System Database Administrator (DBA), whereas RMP*Review is for all users. At a single-user site, the user is also the DBA.

RMP*ReviewAdmin is used to:

- Import RMP data into the RMP*Review System database.
- Manage and maintain audit lookup tables. Audit lookup tables contain descriptions of

audit/inspection personnel, audit status, and audit types that the users need when creating audit records for facilities.

- Add, modify, or delete user-defined field names to which RMP*Review users may assign data values prior to running queries.

- Define criteria that will allow users to rank and score facilities based on those criteria.

RMP*Review is used to:

- Display RMPs and review them.

- Display tracking system information for RMPs that could not be processed by EPA.

- Define simple or complex query statements, and run them against stored RMPs.

- Enter facility audit information.

- Choose RMP ranking and scoring data (as a function of criteria defined by the DBA via the RMP*ReviewAdmin application).

- Modify, query, and apply user-defined data.

- Generate reports and mailing labels.

- Export query results and other RMP data to foreign formats, such as a Lotus spreadsheet or Hypertext Markup Language (HTML) for Web use.

1.2 RMP*Review System Requirements

The RMP*Review System software is supplied on a compact disk (CD) and installed by the DBA. To install and run RMP*Review, you need a minimum of 16 MB of Random Access Memory (RAM) (32 MB of RAM is recommended) and the following disk space requirements for the separate components of the RMP*Review System:

Installation Disk Space Required for Individual Components of RMP*Review System			
Application Name	*Space for Application*	*Space for Setup Directory*	*Space for MS Access Run-Time Version*
RMP*ReviewAdmin	3,200 KB[1]	1,700 KB	4,566 KB[2]
RMP*Review	3,500 KB	1,700 KB	4,566 KB[2]
RMP*Review Data (empty—i.e., template minus state dbase files and graphics files)	1,100 KB	1,700 KB	N/A

[1]Kilobytes
[2]Unless already installed.

NOTE: Refer to Appendix C for a listing of estimated disk space requirements for individual state dBase files. Plan for 50% growth in RMP*Review data storage requirements as additional RMPs are collected and added to the database.

Listed below are the minimum computer hardware and software requirements for installing and running RMP*Review.

Hardware:

Personal Computer (PC): IBM-compatible with a 486 DX2 or higher central processing unit (CPU); Pentium or higher is recommended.

Monitor: Super Video Graphics Adapter (SVGA) (600 x 800 pixels) is the minimum requirement.

Printer: Hewlett-Packard (HP) LaserJet or compatible printer is recommended.

Mouse: MS-compatible mouse or other compatible pointing device is required.

Software:

Operating Environment: Windows 95 or Windows 98 (Windows NT capability may be supported in the future).

1.3 RMP*Review System Roles and Responsibilities

Two distinct personnel functions are identified in this User Manual: “DBA” and “user.” The DBA is the technical person who installs all the software components of the RMP*Review System and is responsible for the RMP*ReviewAdmin functions listed in Section 1.1. The typical user is the on-site person who requires the functionality of the RMP*Review System to carry out the RMP*Review functions listed in Section 1.1.

The RMP*Review System can be used in both single-user and multi-user environments. At a single-user site where the DBA is also the user, all the software is installed on the DBA’s PC. In a multi-user environment, the DBA installs the RMP*ReviewAdmin software on his/her own PC; installs the RMP*Review Data folder on a local area network (LAN), making it accessible to all users; and installs the RMP*Review software on each user’s PC.

1.4 Organization of This Manual

This RMP*Review User Manual comprises the following sections:

Section 1.0 Introduction: A brief introduction to the RMP*Review System and this User Manual.

Section 2.0 - Functionality of RMP*Review System: An overview of how the RMP*Review System operates and how its components interrelate.

Section 3.0 - RMP*Review System Installation Procedures: Procedural steps for installation of the RMP*Review System. These functions are the responsibility of the RMP*Review System DBA.

Section 4.0 - Loading RMP Data: Procedural steps to download states RMP data from the Web.

Section 5.0 - RMP*ReviewAdmin: Procedural steps for all functions of RMP*ReviewAdmin. These functions are the responsibility of the RMP*Review System DBA.

Section 6.0 - RMP*Review: Procedural steps for all functions of RMP*Review. These functions are the responsibility of the typical user.

1.5 Document Conventions

The conventions used in this manual are as follows:

- Computer commands are bolded (e.g., select **Print**).
- Titles as they appear on RMP*Review System screens and screen elements (tabs, column headings, button names, etc.) are bolded.
- Keystrokes to be entered are bolded and enclosed within less than (<) and greater than (>) symbols (e.g., press <**F1**>).
- Two keystrokes joined by a plus sign (+) indicates that the two keys should be pressed simultaneously (e.g., <**Alt+C**>).
- Multiple selections in left to right sequence are indicated by a greater than (>).

1.6 Help Resources

Help is always available from any screen in the RMP*Review System. Click **Help** > **Contents and Index** > **Index** at the menu bar. This will bring you to an automated index with hundreds of keywords and extensive cross-referencing. Follow the directions in the dialog box to search for the information you need.

Press <**F1**>to get context-sensitive help for an on-screen field at which your cursor is located.

Normally the **Help** window disappears when you click outside it. However, you can choose **Always on Top** as the default from the **Help** window **Options** menu to keep the **Help** window in view while you work. Choose **Always on Top** again to turn the option off.

2.0 FUNCTIONALITY OF THE RMP*REVIEW SYSTEM

The RMP*Review System includes the following two MS Access 97 run-time applications (with filename and extension):

- RMP*ReviewAdmin (RMPReviewAdmin.mde).
- RMP*Review (RMPReview.mde).

The functions provided by RMP*ReviewAdmin and RMP*Review are described in Section 2.1 and 2.2, respectively. The RMP*Review System requires the following five MS Access databases (with filename and extension):

- Facility (RMPFac.mdb).
- RMP (RMPData.mdb).
- Audit (RMPAudit.mdb).
- User-Defined Fields (RMPUser.mdb).
- Rank and Scoring (RMPRS.mdb).

These five databases are installed in a common folder during RMP*Review Data installation (see Section 3.3). The common folder resides on a LAN in a multi-user environment or on a PC in a single-user environment. In either case, these databases must **always** reside in the same folder. The databases include OCA data for "covered persons" under Public Law 106-40. Access to this material is limited by this law (see Appendix E).

The RMP*Review System also includes several programs to repair and compact specific database files. Repair and compaction of database files is discussed in Section 2.3.

2.1 RMP*ReviewAdmin Application

The RMP*ReviewAdmin application provides the administrative functions of the RMP*Review System that are handled by the DBA. The following functions are accessible through the application's main menu:

- **Import.**
- **Audit Lookup Tables.**
- **User-Defined Fields.**
- **Rank and Scoring.**

2.1.1 Import RMP Data

The Import function provides the following capabilities:

- Locate the folder containing the compressed RMP state data files.
- Convert the RMP state data files (i.e., expand and import the expanded data into an intermediate MS Access database).
- Replace the shared RMP database with the intermediate database.

2.1.1.1 Locate RMP Data

RMP*Review will load RMP data either with or without OCA data. RMP state data files – without OCA data – will be available for download from the Web. For covered persons, RMP state data files - with OCA - will be distributed on CD-ROM through the US mail. The DBA will use the 'locate' function to point to these files, whether they be on CD or files downloaded from the Web. Downloading of state RMP data is discussed in Section 4.0.

2.1.1.2 Convert Downloaded RMP Data

The 'convert' function expands the compressed state dBase RMP data files and converts them into an MS Access database.

2.1.1.3 Replace the RMP Database

The 'replace' function completely replaces the shared RMP database and updates the Facility database but does not overwrite or reload the Audit, Rank and Scoring, and User-Defined databases. The updated MS Access database and associated graphics files are copied to the RMP database location during the Replace. In a multi-user configuration, the five database files will be located on a LAN.

2.1.2 Audit Lookup Tables

Using the Audit Lookup Tables function, the DBA can directly add, delete, and modify the values and descriptions stored in the RMP*Review Audit Lookup Tables. The DBA must have exclusive use of the database (i.e., no other users on it) before the tables can be updated.

2.1.3 User-Defined Fields

With the User-Defined Fields function, the DBA is able to create custom labels for 13 definable fields. One or more user fields are provided for each of the following data types: check box, date, text, number, and memo. The DBA requires exclusive use of the User-Defined database file to

perform this function.

2.1.4 RMP Rank and Scoring

With the Rank and Scoring function, the DBA is able to define and customize criteria in RMP*Review Admin for ranking RMPs. The Rank and Scoring definitions are saved in a separate database (RMPRS.mdb) and can be modified by the DBA at a later time. Users may then select from these definitions in RMP*Review to display ranking and scoring data for the facilities. See Appendix D for a Scoring and Ranking example.

2.2 RMP*Review Application

The RMP*Review application provides EPA Headquarters (HQ) and Regions, States and local governments with the ability to evaluate and analyze RMPs. RMP*Review functions are accessed through the application's Main Menu where the user finds the following options:

- **Facility List.**
- **Attach Database.**
- **RMP Tracking System.**
- **Advanced Query by Example (QBE).**
- **Choose Ranking.**

2.2.1 Facility List

The Facility List function allows the user to search for RMPs by name and location, display ranking data as aggregate scores or numerical (ordinal) ranking values, create queries, choose to view either the most current RMPs or all RMPs, generate reports, print mailing labels, display online help, and print the Facility List. The **List of Facilities Screen** displays the EPA-assigned Facility ID, facility name, the number of RMPs submitted, and either ordinal rank or aggregate score for each listed facility. In addition, the user can change the sort order or display format of the listed facilities.

2.2.1.1 RMP Facility Search

From the **List of Facilities Screen**, the user can search the facility list by facility name and location.

2.2.1.2 View RMPs

Users can choose among several options to view RMPs. You can view all RMPs submitted by a facility or only the most current RMPs. One section of an RMP can be viewed by itself, or two or more sections can be viewed simultaneously using Windows' tile and cascade options. RMPs can be viewed in **Form View** or **Data Sheet View**. **Form View** is the default view that displays the RMP sections as submitted. **Data Sheet View**, selectable from an RMP detail screen, displays RMPs in rows and columns like a spreadsheet. The **Data Sheet View** can be customized, and columns may be reordered and resized.

2.2.1.3 Audit

The Audit function lets users enter facility audit date, audit type, audit status, personnel assigned to audit, and audit comments. Audit types, statuses, and personnel are established by the RMP*Review System DBA using RMP*ReviewAdmin and are accessible via pick-list buttons (▼) in RMP*Review.

2.2.1.4 User-Defined Fields

Users can view and update data in user-defined fields associated with facilities. User-Defined labels are defined by the RMP*Review System DBA using RMP*ReviewAdmin. One or more definable fields are provided for each of the following data types: check box, date, text, number, and memo.

2.2.1.5 Reports

With the RMP*Review application, the user can generate the following five standard reports:

- **RMP Detail**: Contains only those sections of an RMP chosen by the user.
- **RMP Audit Data**: Contains an audit report for a selected facility.
- **RMP User Data**: Contains a user-defined report for a selected facility.
- **RMP Facility List**: Contains all the fields displayed on the **Facility List Screen**.
- **RMP Audit List**: Lists audit data for a list of facilities.

The first three report types are for a selected facility. The last two are for the list of facilities. The list of facilities may be the entire list or a filtered subset.

2.2.2 Attach Database

The Attach Database function provides the capability of retaining multiple RMP*Review Data folders. Each such folder contains Facility, RMP, Audit, User-Defined, and Rank and Scoring database files. The attachment function attaches to all five files in a selected RMP*Review Data folder. Database maintenance procedures and directory-naming conventions for the installation are the responsibility of the DBA.

2.2.3 RMP Tracking System

When a facility submits an RMP that is not able to be processed, it is logged by EPA's Reporting Center into the RMP*Maintain Tracking System. Any problems with the RMP (e.g., unreadable files on the diskette) are documented for tracking purposes. RMP*Review users can view this tracking system information by selecting **RMP Tracking System** at the Main Menu.

2.2.4 Query By Form (QBF)

The QBF user interface looks like the RMP section being queried. With this function, users can create simple queries by entering specific values and boolean operators within fields. From any RMP section, the user can use the Query By Form (QBF) facility to narrow the number of RMPs being viewed by clicking the **Query (QBF)** button. As an example, to query the RMP database for RMPs from facilities in a particular state that use the process chemical "ammonia," the user clicks **Query (QBF)** and enters the state's two-character state in the State field (RMP Section 1.5) and <**ammonia**> in the process chemical field (Section 1.17). When the user executes the query, the RMPs displayed will fit the criteria entered by the user. QBF is covered in depth in Section 6.8.

2.2.5 Advanced Query By Example (QBE)

The Advanced QBE function allows the user to create and execute complex multi-table queries. The user may select tables, fields, joins, and sort orders for the QBE function to construct Structured Query Language (SQL). The user can view and edit the SQL generated by this function. Operations are available to create, save, load, view, close, and execute queries. Advanced QBE is covered in depth in Section 6.9.

2.3 Repair and Compaction of Database Files

Database management systems use elaborate indexing schemes to quickly access specific records in a direct fashion rather than serially searching through a database. As records are added and deleted inefficiencies develop in the indexing schemes and data storage, and the efficiency of record access is degraded. Additionally, it is even possible for indexes to become damaged, such that you might not be able to access some of the database records and thus resulting in error messages from the database management system being used. Fortunately, it is possible to rebuild record indexes and restore the database to an efficient operating state.

The RMP*Review System includes several programs to repair and compact specific database files. The general user has access to one of these programs for database files which are stored on the user's PC. The DBA has access to the remainder of the repair and compact programs and has the responsibility of repairing and compacting database files affecting all users.

Depending on your site's installation, one or more PCs may need database files repaired and compacted. If degraded conditions are being experience, the DBA can usually alleviate them by performing the following steps:

1. Make sure that no users have the RMP*Review System in use.

2. At the DBA's PC, click **Start** at the bottom left of computer screen, then point to **Programs** for a list of installed programs. Click on **RMP ReviewAdmin**, then in the pop-up menu click **Repair and Compact RMP ReviewAdmin**.

3. At the database server, click **Start**, then click **RMP Review Data**, then click once on each of the **Repair and Compact** programs to execute them. Wait for each to complete before starting the next.

4. At the users' PCs, click **Start**, then click **RMP Review**, then click **Repair and Compact RMP Review**.

NOTE: If your site is a single-user site, then you would be both the DBA and the user, and the **Repair and Compact** programs would all reside on the same PC.

3.0 RMP*REVIEW SYSTEM INSTALLATION PROCEDURES

This section contains the procedures for installing the RMP*Review System consisting of RMP*ReviewAdmin, RMP*Review Data, and RMP*Review. The DBA has the responsibility for setting up common RMP data and definitions. At a single-user site, the DBA installs RMP*Review, RMP*Review Data, and RMP*ReviewAdmin on his/her own PC. At a multi-user site, the DBA installs RMP*ReviewAdmin on his/her own PC, RMP*Review Data on the site server, and RMP*Review on the PC of each respective user.

IMPORTANT: If you had the RMP*Review Beta Test installed on your computer, you must delete it before you install the production RMP*Review system.

Instructions for removing old (Beta test) version of RMP*Review:
Click the Start Button, choose "Settings", then choose "Control Panel". Then choose "Add/Remove Programs". Find RMP*Review on the list of programs, and press the "Add/Remove" button, then the "Remove All" button. Do this also for RMP*Review Admin and RMP*Review Data. If you are prompted to restart the computer, you do not have to restart until you have finished removing all three programs.

NOTE: At install completion of any of the three components of the RMP*Review System, you may receive a screen message telling you to restart Windows. If you receive this message, you need only restart Windows once after you have finished installing the last of the components to be installed on the subject PC.

3.1 RMP*ReviewAdmin Installation

The DBA installs RMP*ReviewAdmin on his/her own PC as follows:

1. Insert the installation CD into the CD-ROM drive.

2. Open **Windows Explorer** (accessible by clicking **Start** at the bottom left corner of the screen).

3. Click on **[CD-ROM drive]:\Review Admin** and double-click **setup.exe**.

4. At the **RMP*ReviewAdmin Setup Installation Welcome Screen** (Exhibit 3-1), click **Continue** to go on with the install or click **Exit Setup** to end the install.

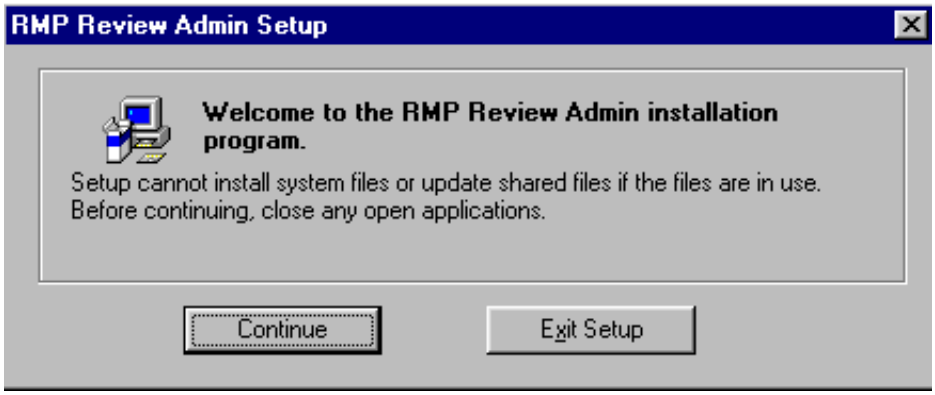


Exhibit 3-1. RMP*ReviewAdmin Setup Installation Welcome Screen

5. At the **RMP*ReviewAdmin Destination Folder Screen** (Exhibit 3-2), click **OK** to install the application in the default folder specified on the screen, or click **Change Folder** to install the application in a folder of your choosing.

Exhibit 3-2. RMP*ReviewAdmin Destination Folder Screen

If you click **Change Folder**, choose the destination folder filepath at the **Change Folder Screen** (Exhibit 3-3), then click **OK**. **NOTE:** You can also change the destination folder in Step 6.

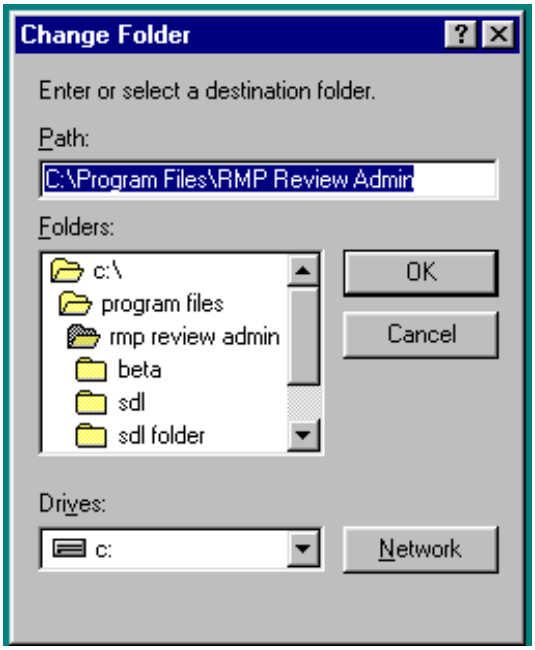


Exhibit 3-3. Change Folder Screen

6. At the **RMP*ReviewAdmin Setup Choose Installation Type Screen** (Exhibit 3-4), click **Typical** to install RMP*ReviewAdmin. This screen gives you the option to change the destination folder (if you did not already do so in Step 5) or to **Exit Setup**.

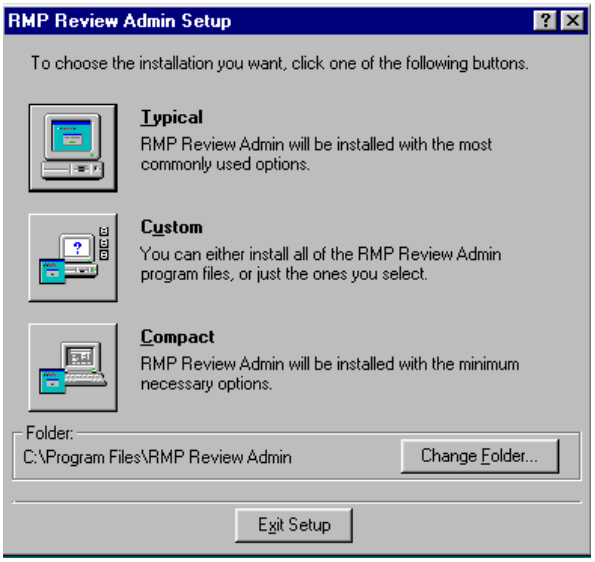


Exhibit 3-4. RMP*ReviewAdmin Setup
Choose Installation Type Screen

NOTE: The **Typical**, **Custom**, and **Compact** options are standard capabilities used in installing software, and are a part of the software component used for installing the RMP*Review System products. **Typical** is used for installing a product in a vendor-selected 'standard' way deemed to provide the most desired functionality for a product. Always select **Typical** when installing RMP*Review System products. **Custom** is used to allow for non-standard functionality or for installing user-selected components of a product, such as might be needed to replace a particular component. **Compact** is used for installing a vendor-selected set of components, typically requiring reduced hardware and system software resources and providing reduced functionality. The **Custom** and **Compact** selections are not currently functional (nor are they currently needed) for installation of RMP*Review products.

7. If the RMP*ReviewAdmin installation is successful, you will receive a screen message saying so. If the installation is unsuccessful, you will receive an error message.

3.2 RMP*Review Data Installation

1. Insert the installation CD into the CD-ROM drive.

2. Click **Start** at the bottom left of the computer screen, then click **Windows Explorer**.

3. Click on **[CD-ROM drive]:\Review Data** and double-click on **setup.exe**.

4. At the **RMP*Review Data Setup Welcome Screen** (Exhibit 3-5), click **Continue**.

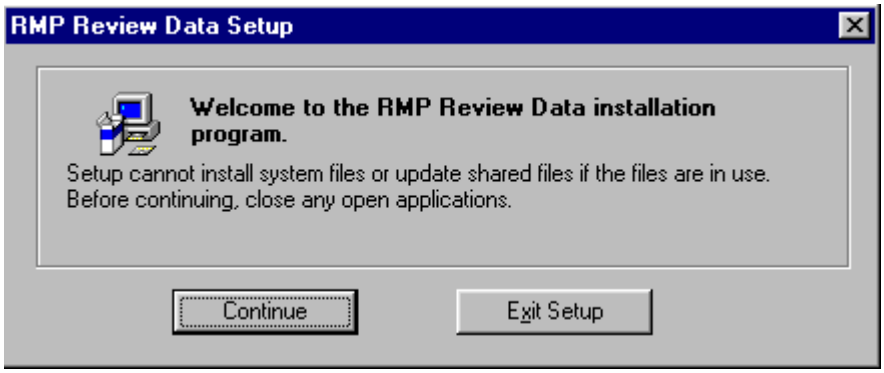


Exhibit 3-5. RMP*Review Data Setup Welcome Screen

5. At the **RMP*Review Data Setup Destination Folder Screen** (Exhibit 3-6), you are told that RMP*Review Data will be installed on your hard drive in **C:\Program Files\RMP Review Data**. If you are in a single-user environment and this is acceptable, click **OK**. If you are installing RMP*Review Data in a multi-user environment (where RMP*Review Data will reside on a LAN), click **Change Folder** and enter the LAN filepath at the **Change Folder Screen** (Exhibit 3-7.)

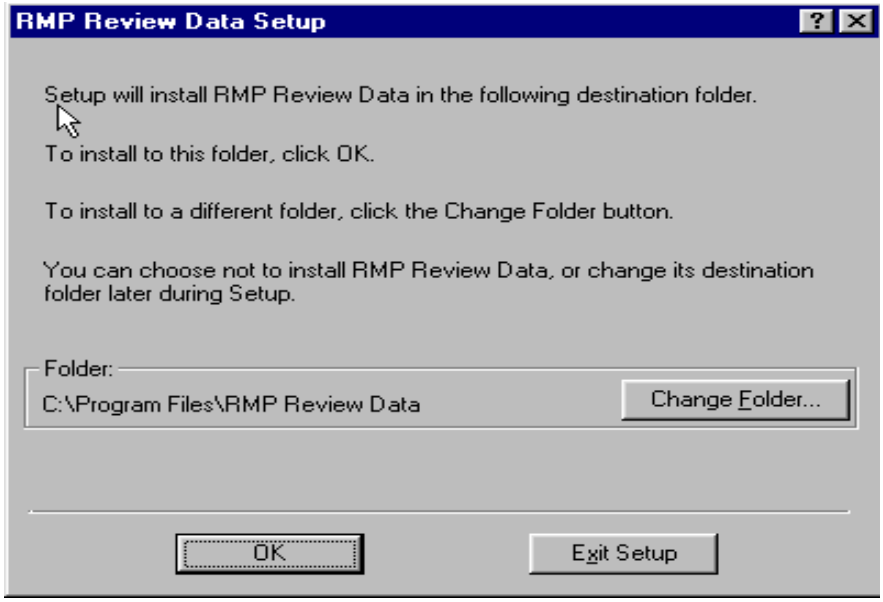


Exhibit 3-6. RMP*Review Data Setup Destination Folder Screen

NOTE: You must designate the destination path for the RMP*Review data at this time as

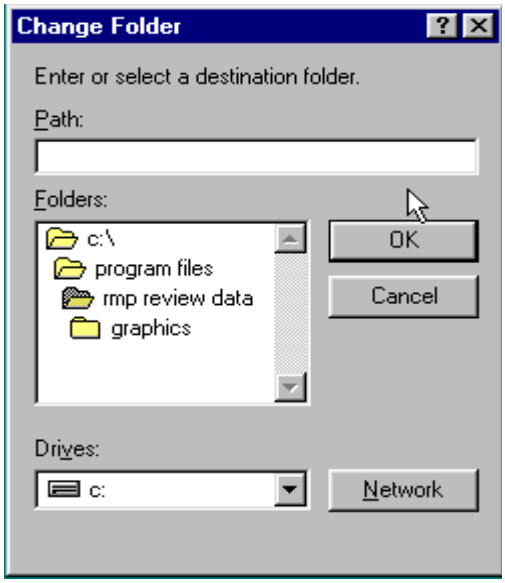


Exhibit 3-7. Change Folder Screen

the destination path affects use of the Facilities List shortcut menu which uses the destination path.

6. At the **RMP*Review Data Setup Start Install Screen** (Exhibit 3-8), click **Install**.

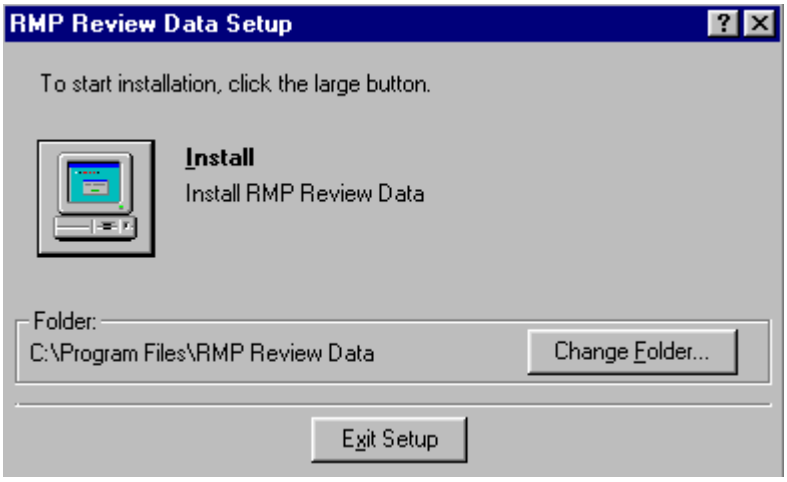


Exhibit 3-8. RMP*Review Data Setup Start Install Screen

7. If the installation is successful, you will receive a screen message saying so. If the installation is unsuccessful, you will receive an error message.

3.3 RMP*Review Installation

The DBA installs the RMP*Review software application on each user's PC as follows:

1. Insert the installation CD into the CD-ROM drive.

2. Click **Start** at the bottom left of the computer screen, then click **Windows Explorer**.

3. Click on **[CD-ROM drive]:\Review**, then double-click on **setup.exe**.

4. At the **RMP*Review Setup Installation Welcome Screen** (Exhibit 3-9), click **Continue**, or click **Exit Setup** to end the install.

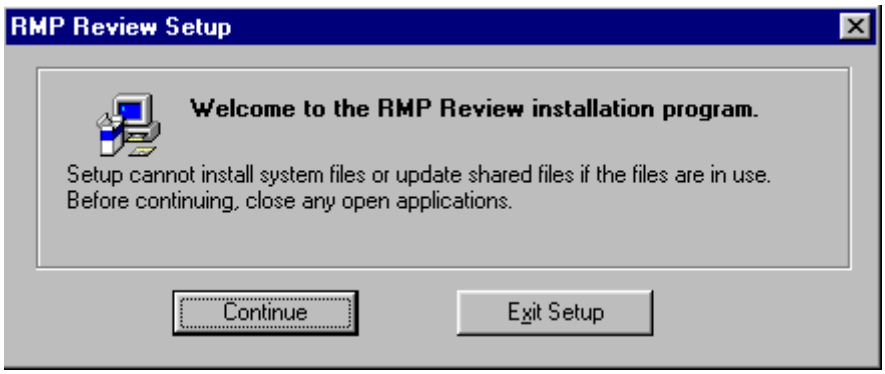


Exhibit 3-9. RMP*Review Setup Installation Welcome Screen

5. At the **RMP*Review Setup Destination Folder Screen** (Exhibit 3-10) click **OK** to install the application in the default folder specified on the screen or click **Change Folder** to install the application to a folder of your choosing. If you click **Change Folder**, choose the destination folder filepath at the **Change Folder Screen** (Exhibit 3-11) that appears and click **OK**. (**NOTE:** You will have another chance to change the destination folder in Step 6.)

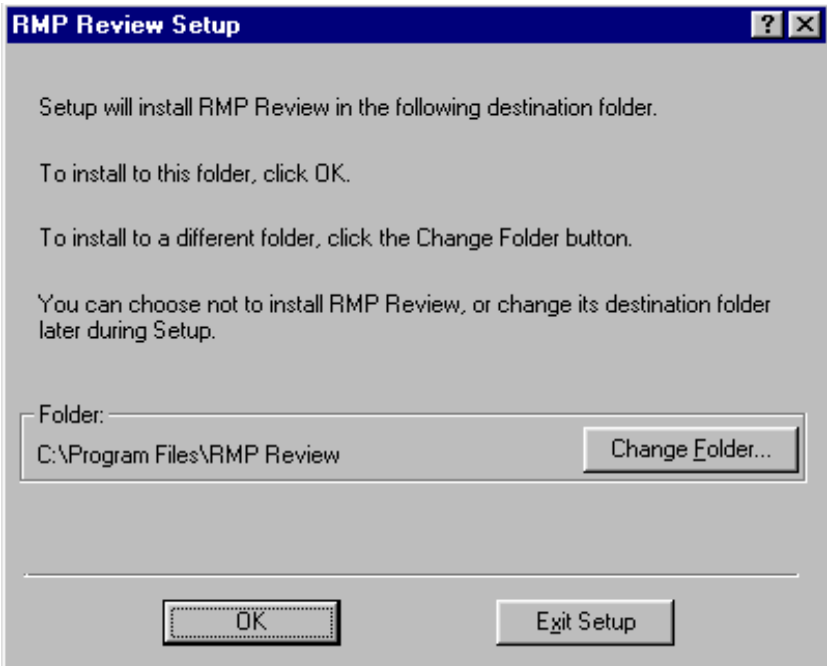


Exhibit 3-10. RMP*Review Setup Destination Folder Screen

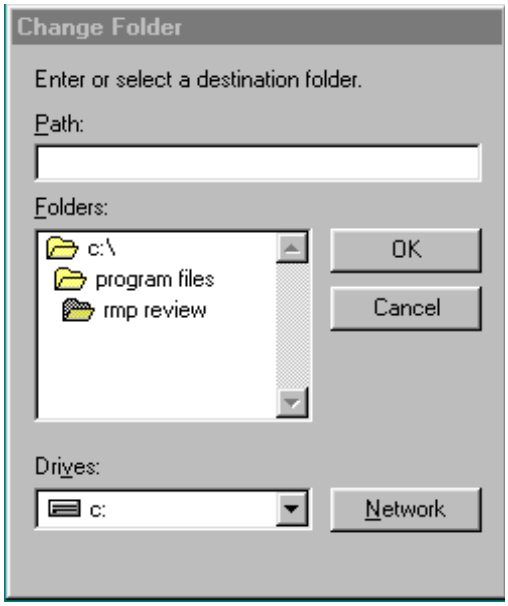


Exhibit 3-11. Change Folder Screen

6. At the **RMP*Review Setup Choose Installation Screen** (Exhibit 3-12), click the **Typical**

icon to install RMP*Review. This screen also gives you the option to change the destination folder (if you did not already do so in Step 5) or to **Exit Setup**.

Exhibit 3-12. RMP*Review Setup Choose Installation Screen

7. If the RMP*Review installation is successful, you will receive a screen message saying so. If the installation is unsuccessful, you will receive an error message.

4.0 Loading RMP Data

A. RMP data **without the Offsite Consequence Analysis (OCA)** sections is available for download from the following Internet web site:
http://www.epa.gov/ceppo/93412785.htm

Follow the instructions given on the web page to download the RMP data for the states of your choice.

Before downloading any RMP state files, you should create a folder on your hard drive for storing the files. Specify this folder when the web page asks you where to save each file. This is also the folder that you should specify in Step 1 of the Import function in RMP*Review Admin, described in section 5.1 of the RMP*Review User Manual.

These files are in zipped format, but you do not need to unzip them, since RMP*Review Admin will do that as part of the import process.

B. RMP data **with OCA** will be distributed on CD-ROM.

5.0 RMP*ReviewAdmin

The following sections provide the DBA of the RMP*Review System with step-by-step procedures to import RMP data, maintain the audit lookup tables, provide user-defined fields, and provide rank and scoring definitions. RMP*ReviewAdmin and RMP*Review should not be in use at the same time. The DBA invokes RMP*ReviewAdmin as follows:

1. Click **Start** at the bottom left of your computer screen, then point to **Programs** for a list of installed programs.

2. Point to **RMP ReviewAdmin** in the list of programs; a sub-list of programs displays.

3. Click on **RMP Review Admin** in the sub-list; the **RMP*ReviewAdmin Main Menu** (Exhibit 5-1) appears.

Exhibit 5-1. RMP*ReviewAdmin Main Menu

5.1 Import Function

Import allows an RMP*Review database to be populated as often as necessary with updated data for specific states or counties. Importing is divided into the following three phases:

1. Locate a folder containing compressed state RMP data.

2. Expand and convert the data to MS Access format and store in an intermediate database.

3. Select the RMP database location to be used by RMP*Review and replace it with the intermediate database.

These phases are done by performing the following series of steps:

1. To start the import process, click **Import** at the RMP*ReviewAdmin Main Menu; the **Import Step 1 - Locate Folder with State(s) Data Screen** displays (Exhibit 5-2).

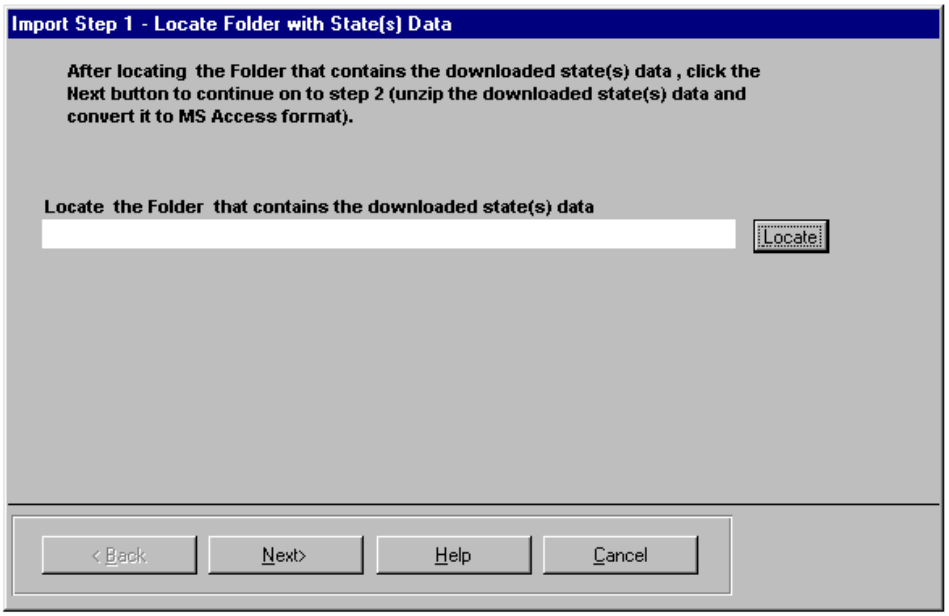


Exhibit 5-2. Import Step 1 - Locate Folder with State(s) Data Screen

2. Click the **Locate** button; the **Locate Zip DBF Folder Screen** displays (Exhibit 5-3).

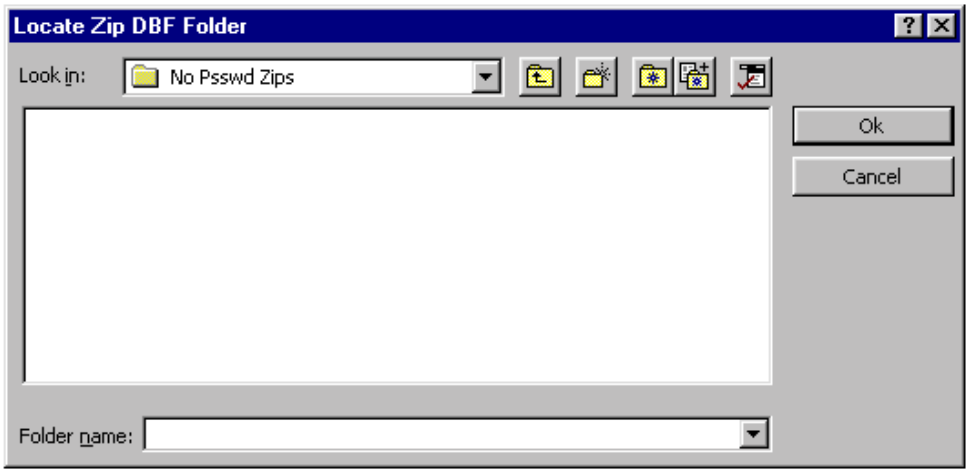


Exhibit 5-3. Locate ZIP DBF Folder Screen

NOTE: To locate to a higher level in the folder directory structure, click the folder button to the immediate right of the **Look in** pick-list button. To locate to a lower level in the folder directory structure, click the **Look in** pick-list button; a list of sub-folders displays.

3. Select the folder that contains the desired state RMP data, then click **Next**. The **Import Step 2 - Convert State(s) Data Screen** (Exhibit 5-4) displays showing those states that are in the folder.

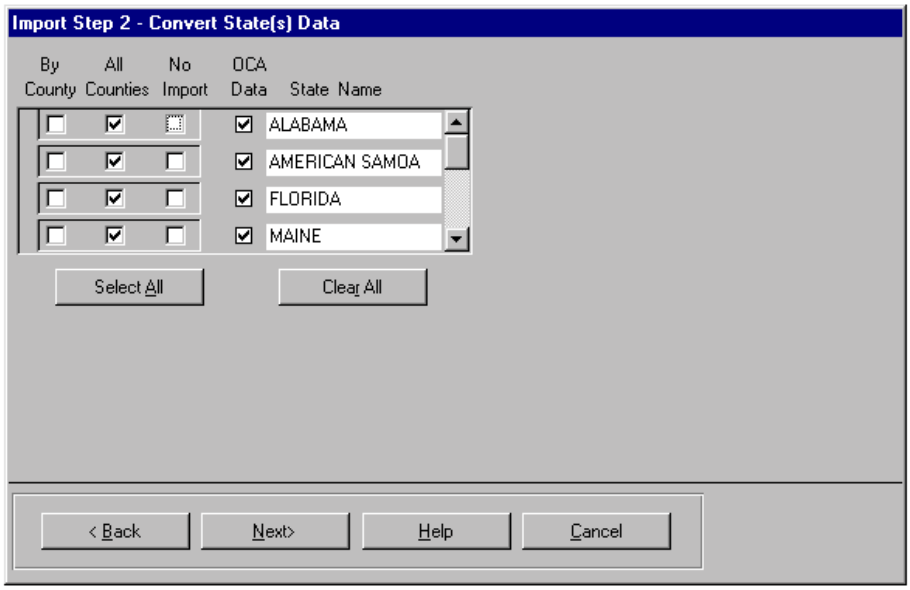


Exhibit 5-4. Import Step 2 - Convert State(s) Data Screen

By default, all counties for all states that are in the selected folder are selected. If you wish to convert data for only a subset of those states/counties, click the **Clear All** button, then click **By County** or **All Counties** as desired for each state you want to select. If you click a **By County** check box for a state, a list of counties displays. To select multiple counties, hold the Control key down and with the mouse, click on those counties you want to select, then release the Control key. If you have multiple states, you can repeat the county selection process by just clicking the "by County" button for a new state.

4. To perform the conversion step, click **Next** and the **Import Step 2 - Convert State(s) Data Confirmation Screen** displays (Exhibit 5-5).

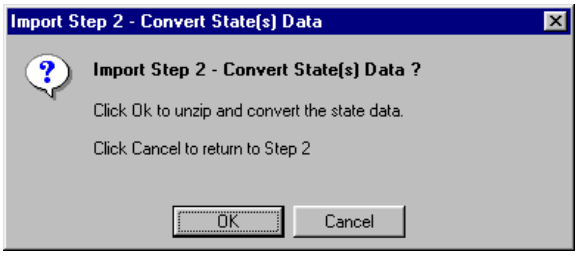


Exhibit 5-5. Import Step 2 - Convert State(s) Data Confirmation Screen

5. Click **OK** to perform the conversion step. During the unzip process of the conversion step a MS-DOS window displays with messages as to the success of each state's data unzipping. When the unzip is complete, exit the MS-DOS window by clicking the close

(**x**) button in the upper right corner. A **Successful Unzip Confirmation Dialog Box** displays (Exhibit 5-6). Click **Yes** to acknowledge successful completion.

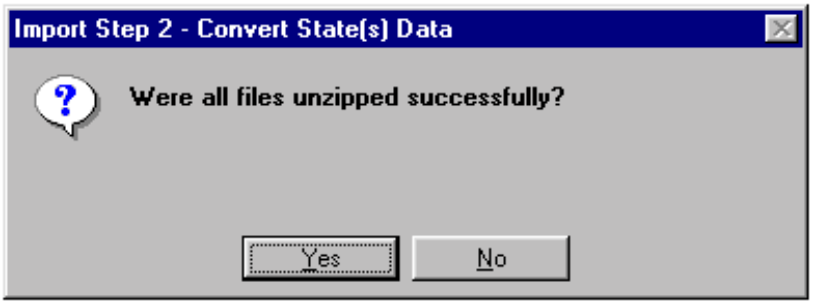


Exhibit 5-6. Successful Unzip Confirmation Dialog Box

The data next goes through a conversion process. When that is complete, a dialog box displays (Exhibit 5-7). Click **OK** to acknowledge.

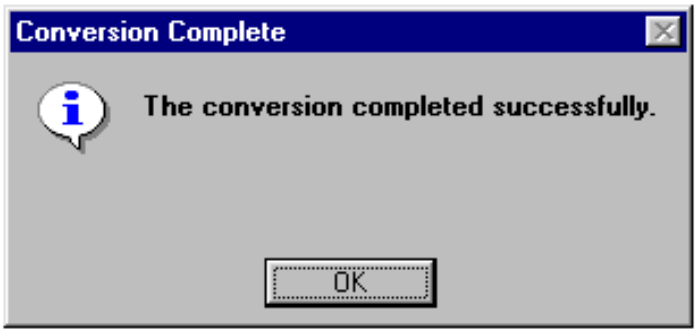


Exhibit 5-7. Message Complete Dialog Box

6. You are now ready to replace (or load for the first time) the RMP*Review database. The **Import Step 3 - Replace an RMP Database Screen** (Exhibit 5-8) displays.
NOTE: You should always backup the existing data before replacing it.

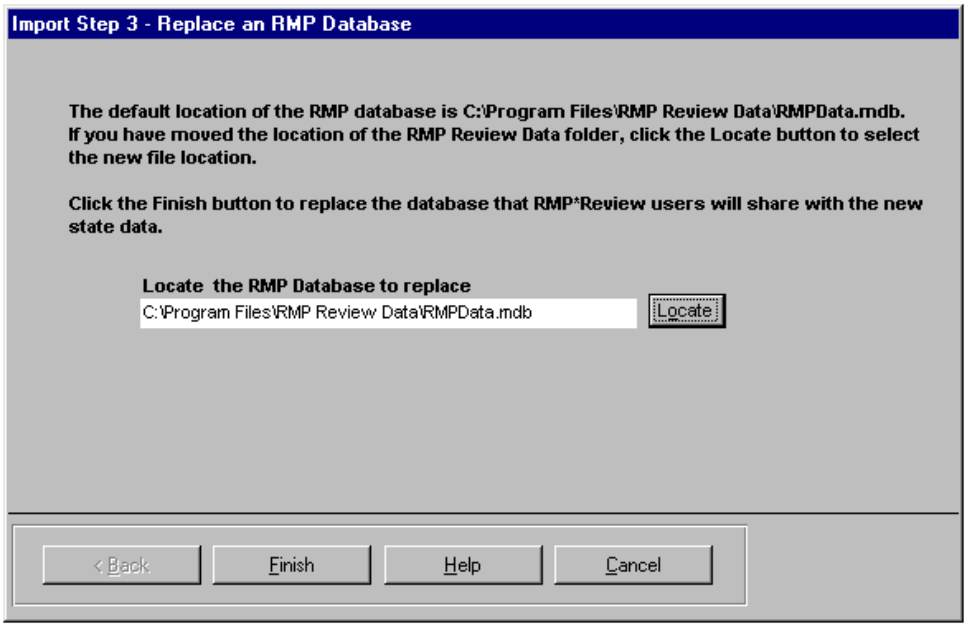


Exhibit 5-8. Import Step 3 - Replace an RMP Database Screen

To replace the RMP database with the unzipped and converted data from the previous step, follow the instructions in the displayed screen (Exhibit 5-8). The default location for your RMP database is shown. If you have moved the location of the RMP*Review Data folder, click **Locate** to select the new location. Click **Finish** to replace the RMP*Review database. A confirmation screen displays (Exhibit 5-9).

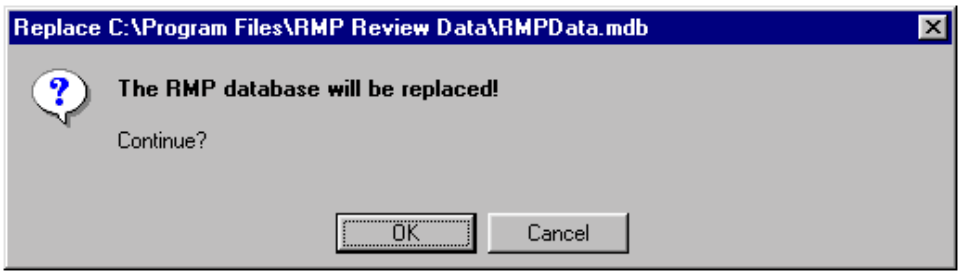


Exhibit 5-9. Replace RMP Database Confirmation Screen

7. Click **OK** to confirm your intent to replace the database. Another message dialog box displays when the database is replaced. Click **OK** to acknowledge that the import process is complete. **NOTE:** Once the database is replaced, remember to recalculate Rank and Scoring values.

5.2 Audit Lookup Tables

The DBA can add, delete, and modify values and descriptions stored in the RMP*Review Audit Lookup Tables by performing the following steps. **The DBA must have exclusive use of the RMP*Review database (i.e., no other users accessing it) while updating the Audit Lookup Tables.**

1. At the **RMP*ReviewAdmin Main Menu** (Exhibit 5-1), click **Audit Lookup Tables**, and the **Select the Path to the RMP Database Dialog Box** appears (Exhibit 5-10).

   If you have previously linked to RMP*Review Data, the filepath you last designated will appear in the window. If this filepath is still correct, you can click **Attach to Database** and go directly to Step 5.

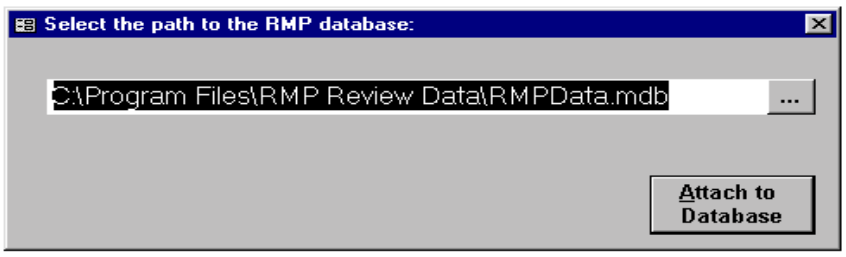


Exhibit 5-10. Select the Path to the RMP Database Dialog Box

2. To locate a filepath, click the ellipses button (**...**) and the **Please Select Location Of Your RMP Data Dialog Box** (Exhibit 5-11) appears, which allows you to browse the files for the RMP database location. (**NOTE:** The file will have an ".mdb" extension.)

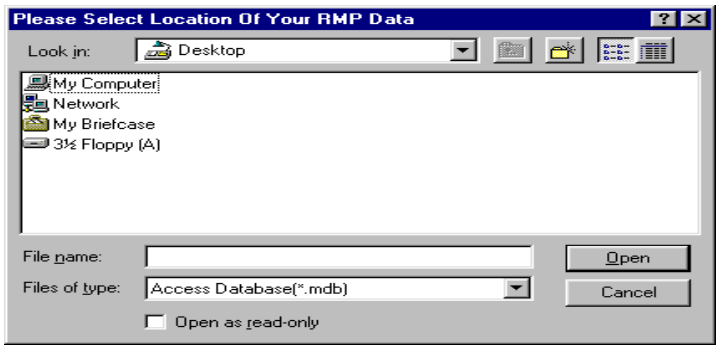


Exhibit 5-11. Please Select Location of Your RMP Database Dialog Box

3. Locate the desired filename and click **Open**.

4. You are returned to the **Select the Path to the RMP Database Dialog Box** (Exhibit

5-10) with the filepath to the RMP database now entered. Click **Attach to Database**.

5. The **Audit Table Lookup Table Maintenance Screen** (Exhibit 5-12) displays.

This screen has the following fields:

a. **Personnel** field:

- Add a new person by clicking in the **Name** field, entering the name, and clicking **Add**.

- Correct an existing name by selecting the name in the list block. Correct the name in the **Name** field. After corrections are made, click **Change**.

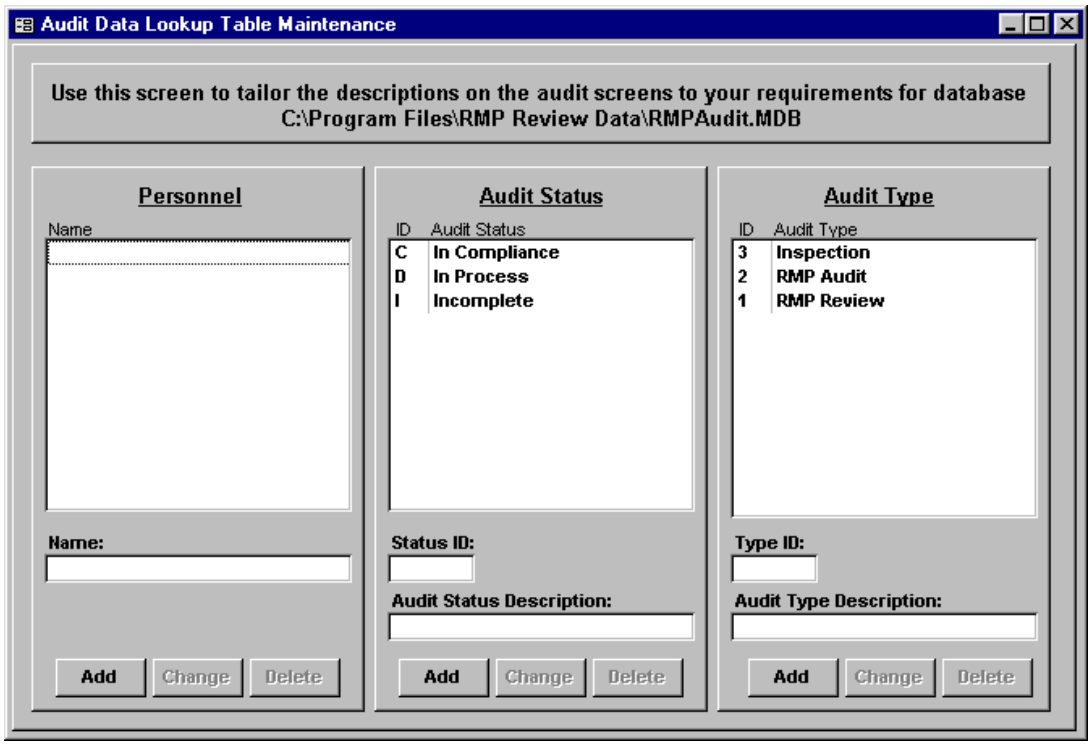


Exhibit 5-12. Audit Data Lookup Table Maintenance Screen

- Delete a person by selecting the name in the list block and clicking **Delete**.

b. **Audit Status** field:

- Add a new audit status category by clicking in the **Status ID** field and entering a single-letter descriptor, such as "L" for "Late." Next, click in the **Audit Status Description** field and enter the description. Click **Add**; the added audit status category will appear in the list block.

- Change an existing audit status description by clicking on the description in the list block. Make corrections in the **Audit Status Description** box. After all corrections are made, click **Change**.

- Delete an audit status by clicking on its description and clicking **Delete**.

c. **Audit Type** field:

- Add a new audit type by clicking in the **Type ID** field and entering up to three numbers as a descriptor, such as "111". Next, click in the **Audit Type Description** field and enter the description, such as "Combination Inspect/Audit." Click **Add**.

- Change an existing audit type by selecting the type in the list block. Make corrections in the **Type ID** and **Audit Type Description** boxes. After all corrections are made, click **Change**.

- Delete an audit type by selecting it in the list block and clicking **Delete**.

5.3 User-Defined Fields Screen

With the User-Defined Fields function, the DBA can define labels for as many as 13 definable fields. One or more definable fields are provided for each of the following data types: text, date, check box, number, and memo. The DBA requires exclusive use of the User-Defined database (i.e., no other users accessing it) to perform these functions.

Assign the User-Defined Fields by performing the following steps:

1. At the **RMP*ReviewAdmin Main Menu** (Exhibit 5-1), click **User-Defined Fields**, and the **Select the Path to the RMP Database Dialog Box** appears (see Exhibit 5-10). (**NOTE:** If you have previously linked to RMP*Review Data, the filepath you originally designated then will appear in the window. If this filepath is still correct, click **Attach to Database** and proceed to Step 5.)

2. Click the ellipses button (**...**); the **Please Select Location Of Your RMP Database Dialog Box** (see Exhibit 5-11) appears, which allows you to browse the files for the RMP

database location. (**NOTE:** The file will have the extension ".mdb".)

3. Select the filename and click **Open**.

4. You are returned to the **Select the Path to the RMP Database Dialog Box** (see Exhibit 5-10) with the filepath to the RMP database now entered. Click **Attach to Database**.

5. A **Database Opened In EXCLUSIVE Mode** message appears. Make sure no other users at your installation are using the RMP*Review System before continuing. Click **OK**. The **User-Defined Fields Screen** (Exhibit 5-13) appears.

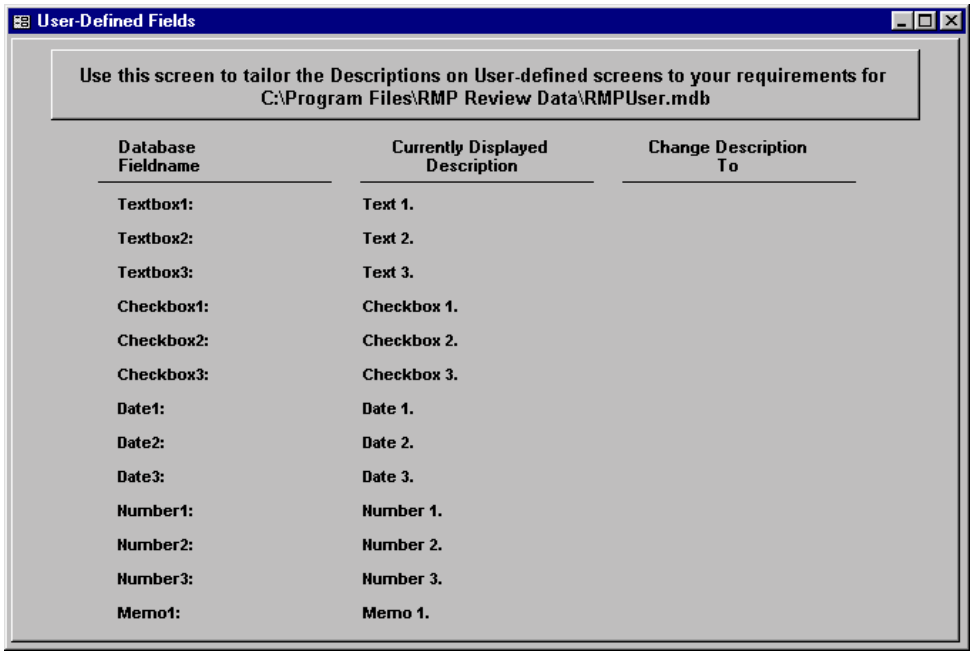


Exhibit 5-13. User-Defined Fields Screen

Define entries in the **Database Fieldname** column to fit user needs.

a. Go to the **Change Description To** box to make changes to the database fieldnames.

b. Since the cursor is already flashing in the **Change Description To** box, begin typing.

c. To go to the next field, press <**Enter**> or click with the left mouse button in the next field. Complete all applicable entries.

5.4 Ranking and Scoring

The RMP*ReviewAdmin Ranking and Scoring function allows the DBA to define and customize ranking definitions and scores that will be available to RMP*Review users when they bring up the Facility List (see Section 6.1). Both ranking definitions and scores can be saved and modified later by the DBA, if desired. The ranking definitions and scores are stored in an MS Access database. For an example of Ranking and Scoring, see Appendix D.

5.4.1 Setup

Perform the following steps to begin the ranking and scoring process:

1. At the **RMP*ReviewAdmin Main Menu** (Exhibit 5-1), click **Rank and Scoring**. The **Select the Path to the RMP Database Dialog Box** appears (see Exhibit 5-10).
   If you have previously linked to RMP*Review Data, the filepath you last designated will appear in the window. If this filepath is still correct, click **Attach to Database** and skip to **5.4.2 Scoring Tab**.

2. Click the ellipses button (**...**); the **Please Select Location Of Your RMP Data Dialog Box** (see Exhibit 5-11) appears, which allows you to browse the file system for the RMP database location. (**NOTE:** The file will have an ".mdb" extension.)

3. Select the filename and click **Open**.

4. You are returned to the **Select the Path to the RMP Database Dialog Box** (see Exhibit 5-10) with the filepath to the RMP database now entered. Click **Attach to Database**. The **Create Ranking Criteria Screen** displays. Three tabs are available: **Scoring**, **Ranking**, and **Calculate**. The **Create Ranking Criteria (Scoring Tab) Screen** is the default screen to appear (Exhibit 5-14).

5.4.2 Scoring Tab

The **Create Ranking Criteria (Scoring Tab) Screen** (Exhibit 5-14) is the DBA's interface for defining and assigning weighting factors used with ranking definitions.

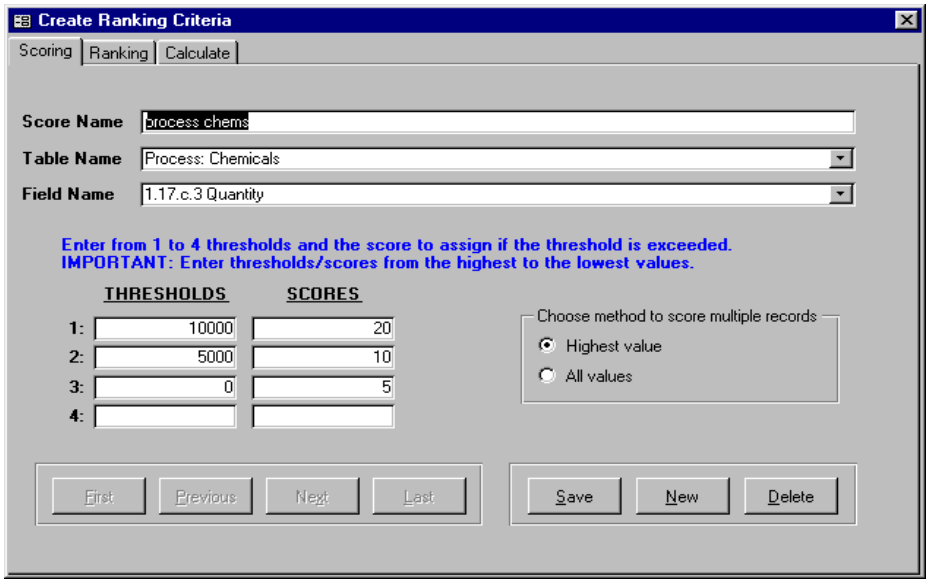


Exhibit 5-14. Create Ranking Criteria (Scoring) Screen

Perform the following steps to create scoring criteria:

1. In the **Score Name** field, enter a unique name for the criterion that will be scored.

   NOTE: Table Name and **Field Name** entries are pre-set and cannot be altered by you.

2. The **Table Name** pick-list contains the name of each table of the RMP for which ranking and scoring can be applied. Choose the RMP table you want by clicking on it.

3. The **Field Name** pick-list contains the data element description for each numerical data element in the section.

4. Enter up to four thresholds in the boxes numbered 1 through 4 based on the following:

   a. You are provided with four pairs of text boxes for assigning weighting factors to the criteria.

   b. You may enter from one to four thresholds. Threshold 1 must always have the highest value and each succeeding threshold must have a smaller value.

   c. If the values of the selected numerical data items exceed the thresholds, they are assigned the scores you enter in the text boxes next to the thresholds. Zero is an allowable value for the lowest threshold. Any value greater than zero, but less than the next greatest threshold entered, will receive the assigned score for the threshold

that it exceeded.

d. In all instances, it is expected that the higher the threshold exceeded, the greater the assigned scores. Thus, the highest aggregate score displayed in RMP*Review would be the likeliest candidate for audit and inspection. Conversely, when the user elects to display the numerical ranking in RMP*Review, the higher aggregate scores would translate into lower numerical rank values.

5. Choose the method to score multiple records as follows:

a. Facilities may enter multiple records for some sections of an RMP. To provide you with flexibility in scoring, an option group labeled **Choose method to score multiple records** is available to the right of the **Thresholds/Scores** boxes.

b. Select one of the two radio buttons—**Highest value** or **All values**. **Highest value** is the default. **Highest value** means that only the highest data value for all submitted records by the facility is scored.

c. Override the default by selecting **All values**. This will cause the application to tally aggregate scores for all submitted records by the facility.

d. The **Ranking and Scoring** function also provides a method for selecting a specific "special" scoring criteria.

Note that the **Threshold/Score** boxes and the **Choose method to score multiple records** option are dimmed if you select **Process: Chemicals** from the **Table Name** pick list. In this case, the **Maximum quantity of each regulated substance** is divided by **the threshold quantity** from the **Field Name** pick list. This criteria will result in the integer ratio (up to a maximum of 10) for the reported quantity of the process chemical divided by the reporting threshold of the process chemical being aggregated for all process chemicals reported in the RMP.

e. Use the position buttons at the bottom left of the screen—**First**, **Previous**, **Next**, **Last**—to view and edit previously stored criteria.

f. Use the command buttons at the bottom right of the screen—**Save**, **New**, and **Delete**—to save changes, create new criteria, and delete existing criteria.

5.4.3 Ranking Tab

The **Ranking** tab (Exhibit 5-15) lets you establish sets of criteria as ranking plans (i.e., definitions). RMP*Review users may select any stored ranking plan(s). The **Ranking and Scoring** function will calculate the aggregate scores for the current list of RMPs.

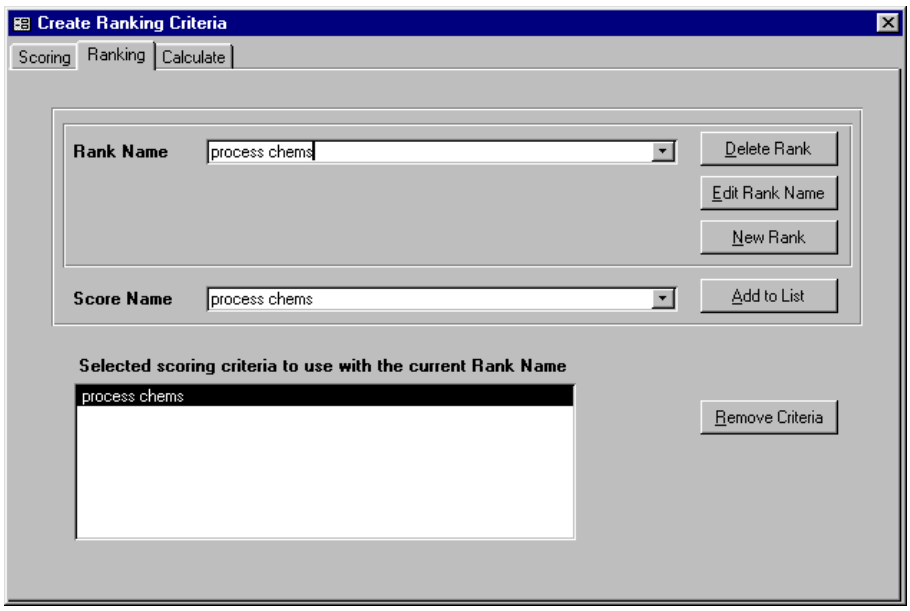


Exhibit 5-15. Create Ranking Criteria (Ranking) Screen

Perform the following steps to create ranking criteria:

1. The **Rank Name** combo box allows you to enter and save a new rank or display a list of previously saved definitions.

   a. Enter a description for a new ranking plan by clicking **New Rank**. You will be prompted to save the new rank to the list of Rank Names. Click **Yes**.

   b. Click the pick-list button (**▼**) to the right of the **Rank Name** field or press <**F4**> to display a list of previously saved ranking plan descriptions.

2. The **Score Name** combo box displays the description for all criteria entered in the Scoring tab. You may select one or more criteria names and add them to the list box labeled **Select scoring criteria to use with the current Rank Name** by clicking **Add to List**. If the description for an existing ranking plan has criteria previously associated with it, the list box will be populated with the descriptive names of these criteria. Other command buttons available are **Delete Rank** (without deleting any criteria), **Edit Rank Name**, add a **New Rank**, and **Remove Criteria**.

5.4.4 Calculate Tab

Selecting the **Calculate** tab (Exhibit 5-16) displays a list of defined ranking names (if any defined). You may select one or more ranking definitions from list, then click the **Calculate Scores** button. You will get a message when all scores are calculated for each selected Ranking Definition.

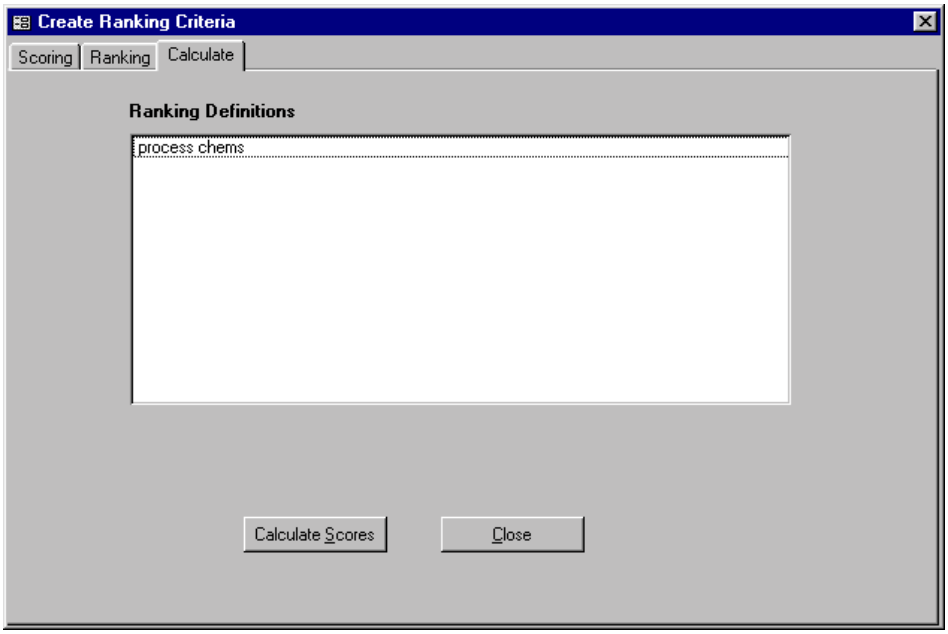


Exhibit 5-16. Create Ranking Criteria (Calculate) Screen

5.5 Facility Maintenance Function

RMP*Review and RMP*ReviewAdmin provide the combined functionality to allow users to create and maintain User Defined Data records and Audit records for facilities. This functionality must relate User Defined Data records and Audit records to a facility and not to the RMPs submitted by that facility. Three databases exist in the RMP*Review Data folder to support this requirement. The User database consists of a single table that contains User Defined Data records. The Audit database contains a table for Audit records and additional tables that contain lookup values for the RMP*Review Audit Form. The Facility database contains a Facility table that has a single record for each facility that has had its RMPs imported into the RMP*Review database from the state dBase files. These Facility records use the EPA Facility Identifier as the Primary Key for the table. The RMP Identifier for the most current RMP imported into the RMP*Review database is another field in this table.

Exhibit 5-17. RMP*ReviewAdmin Main Menu

The User and Audit data tables contain the EPA Facility Identifier as a Foreign Key to the Facility table. This distributed database structure, as implemented, meets the requirement to allow users to relate their User and Audit data to a facility rather than an RMP. Additionally, the records in these databases are not removed if the user imports different RMPs, i.e., from a different state, into the RMP*Review database. The implementation of another requirement, also allows users to create User and Audit data for a non-reporting facility. The term non-reporting is defined to mean any facility that has not submitted an RMP. Agencies that use RMP*Review may use this capability to Audit facilities that they believe may be required to submit an RMP.

The Facility Maintenance function described in the following sections provides the RMP*Review administrator (through RMP*ReviewAdmin) with the capability to remove facilities (and their User and Audit data) from the databases described above. This would be the case if the agency no longer wished to track facilities that were once in their database. An additional capability of the Facility Maintenance function allows the administrator to transfer User and Audit data records from a non-reporting facility to a reporting facility (with an EPA Facility Identifier) should the facility at some time submit an RMP.

The Facility Maintenance function may be activated by clicking the button labeled "Facility Maintenance" on the RMP*ReviewAdmin Main Menu or selecting Tools > Facility Maintenance from the RMP*ReviewAdmin Main Menu menubar. The RMP*ReviewAdmin Main Menu is shown in Exhibit **5-17**.

Facility Maintenance Function User Interface

Selecting the Facility Maintenance function will open the Facility Maintenance Form shown in Exhibit **5**-18.

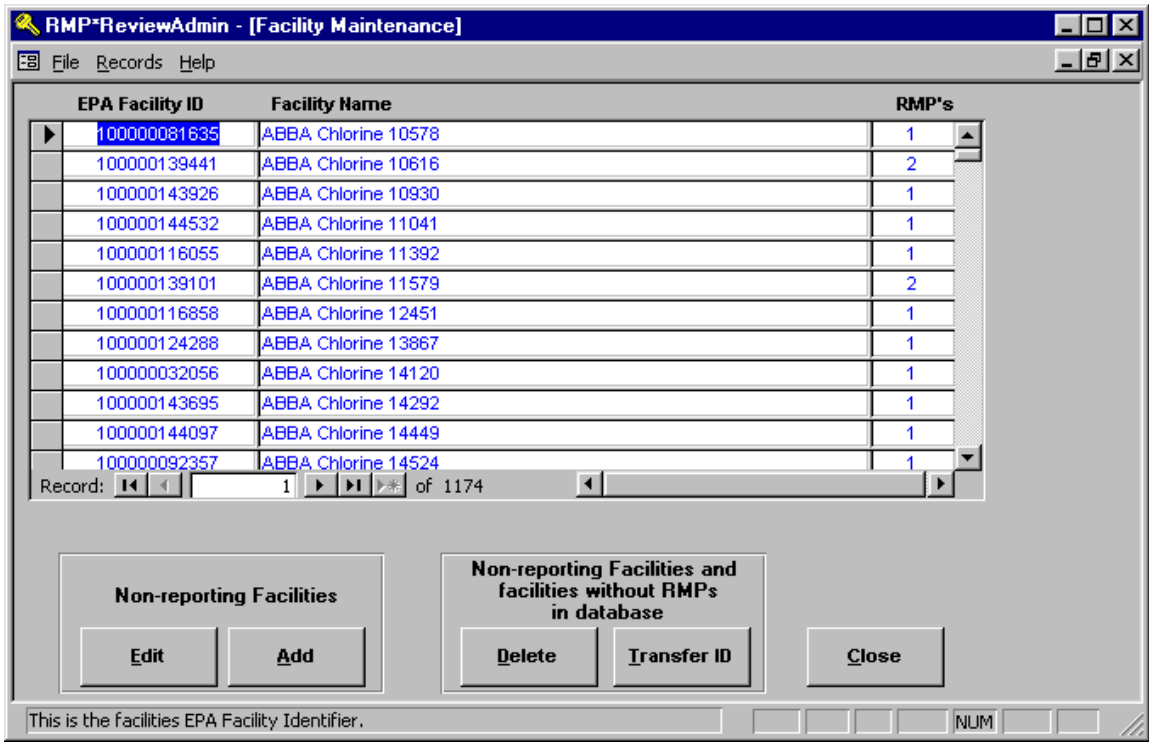


Exhibit 5-18 . Facility Maintenance Form

The list box in the center of the Form contains one row for each facility that has had an RMP loaded into the database. The first column is the EPA Facility Identifier assigned to the facility. The second column is the name of the facility. The third column displays the number of RMPs the facility has submitted. The EPA Facilty identifier for a non-reporting facility will begin with the characters 'NR'. The number of RMPs in the database for a non-reporting facility will be 0. The number of RMPs in the database will also be 0 for facilities whose RMPs are no longer in the database.

The 'Edit' and 'Add' buttons in the bottom left portion of the Form provide the administrator with the capability to Add a new non-reporting facility or edit one that had been previously

added. Exhibit 5-19 shows the Add/Edit Form for a non-reporting facility.

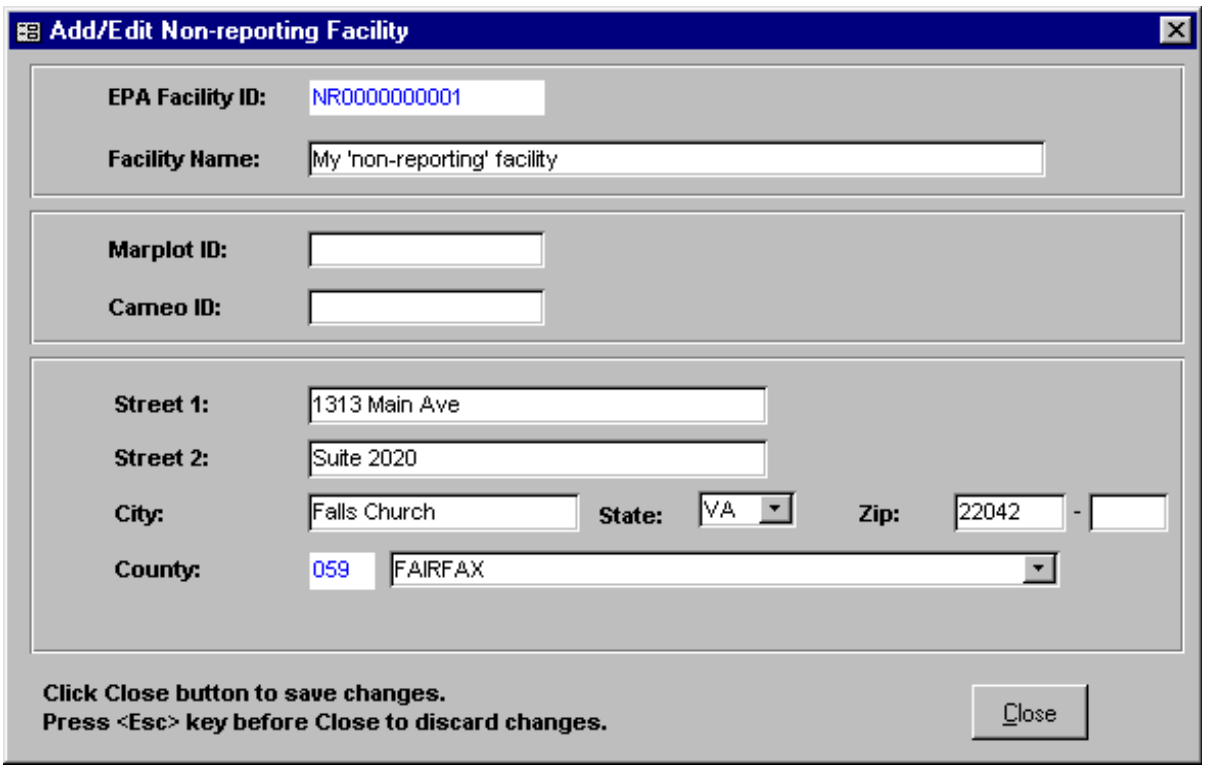


Exhibit 5-19. Add/Edit Non-reporting Facility Form

The 'Delete' button provides the capability to delete a non-reporting facility, or a facility without RMPs in the database. Clicking this button opens the Delete Old Facilities Form shown in Exhibit 5-20. Deleting a facility will also delete related User, Audit, and Ranking and Scoring records from the database. Users may select one or more such facilities at a time, from the displayed list, for deletion.

The 'Tranfer ID' button provides the capability to transfer the User and Audit data for a non-reporting facility, or a facility without RMPs in the database to a reporting facility as described earlier. Clicking this button opens the Transfer Data to New EPA Facility Identifier Form shown in Exhibit 5-21.

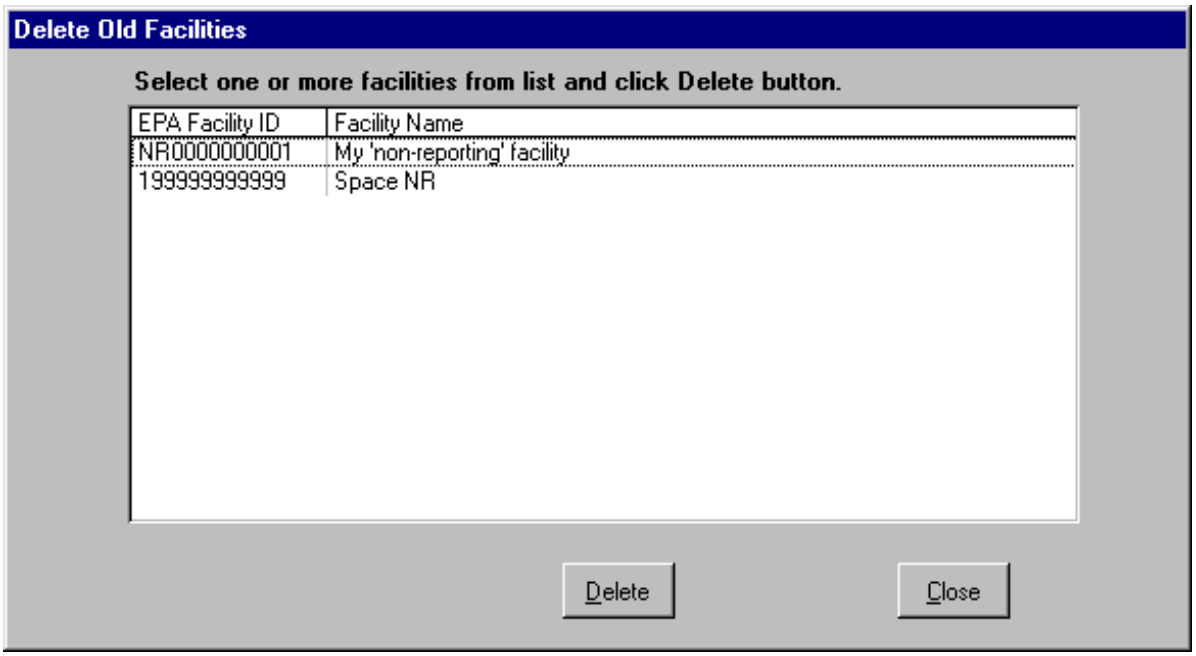


Exhibit 5-20. Delete Old Facilities Form

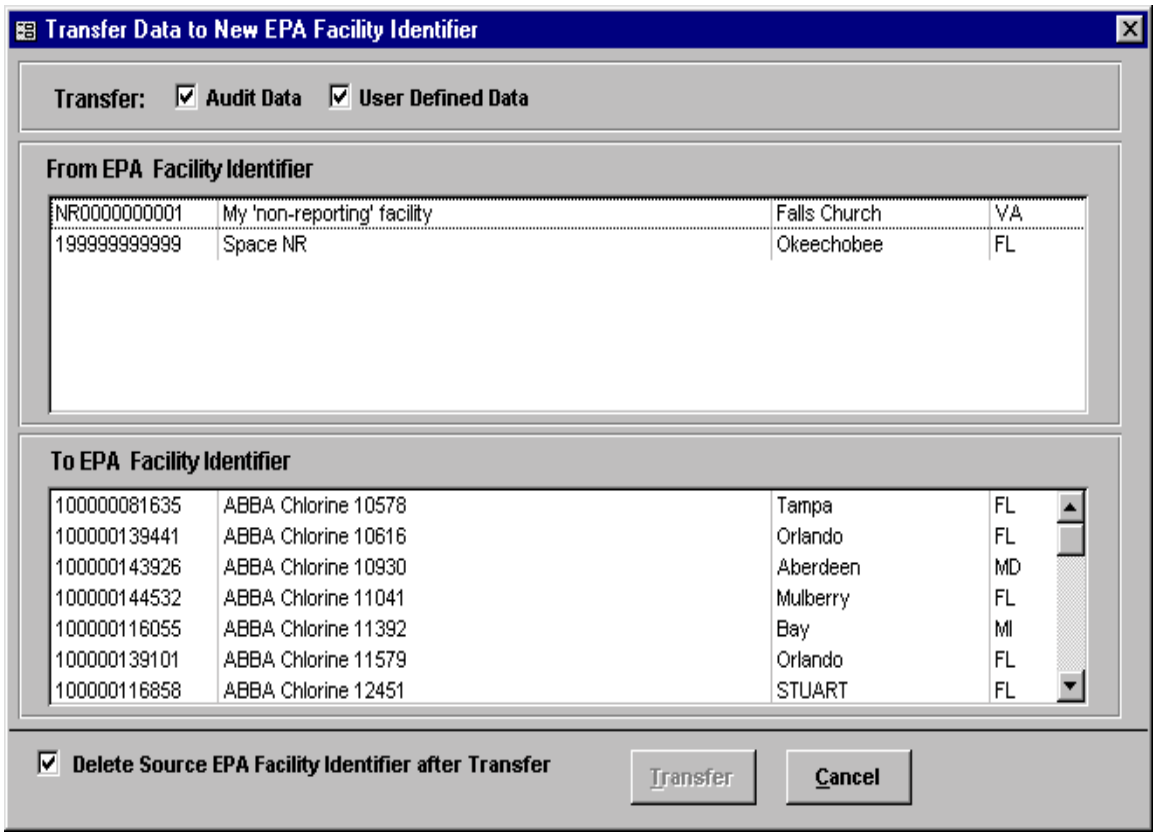


Exhibit 5-21. Transfer Data to New Facility Identifier Form

To transfer Audit and User Defined data from a non-reporting to reporting facility, select a non-reporting facility from the upper list box and a reporting facility from the lower list box. The "Transfer:" Audit Data and User Defined Data check boxes at the top of the Form provide the user with the capability to select which data to transfer. The "Delete Source EPA Facility Identifier after Transfer" check box at the bottom of the Form provides the user with the capability to delete the selected facility (upper list box) from the database after the transfer is complete.

The "Close" and "Cancel" bottons in the lower right corner of the Forms described above close the opened form. Note: The "Cancel" button on the "Transfer Data to New EPA Facility Identifier" Form does not undo a transfer of data after it has completed. It only closes the Form.

6.0 RMP*REVIEW

This section contains the procedural steps for using the RMP*Review application. RMP*Review provides EPA HQ, regions, states, and LEPCs with the ability to evaluate and analyze RMPs. To invoke RMP*Review perform the following steps:

1. Click **Start** at the bottom of your computer screen, then point to **Programs** for a list of your installed programs.

2. Point to **RMP Review**; a sub-list displays. Click on **RMP Review** in the sub-list. after a few seconds the **RMP*Review Main Menu** (Exhibit 6-1) appears.

Exhibit 6-1. RMP*Review Main Menu

It is possible to have more than one RMP database. The location of the most recent database accessed is shown near the bottom of the **RMP*Review Main Menu** followed by the date and time when it was refreshed. Be sure that you access the intended database.

6.1 Attach Database

Perform the following steps to attach to an RMP*Review database:

1. At the **RMP*Review Main Menu** (Exhibit 6-1), click **Attach Database**; the **Attachment Manager Dialog Box** (Exhibit 6-2) appears. You need only select the **[path]\RMPData.mdb** file. The Attachment Manager will attach to all five database files.

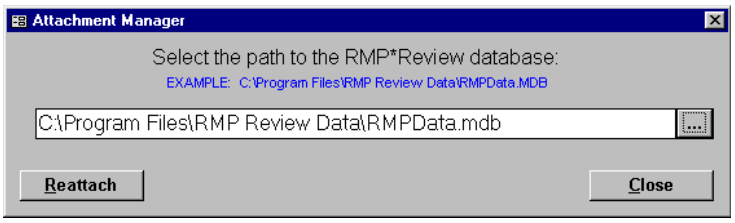


Exhibit 6-2. Attachment Manager Dialog Box

If you previously attached an RMP*Review database, the filepath you last used appears in the window. If it is still correct, click **Reattach**, which will bring you back to the main menu. If the filepath has changed and you remember it, enter it in the window, then click **Reattach**. If the filepath has changed and you don't remember it, or this is an initial access, proceed to Step 2.

2. To search for the location of the RMP*Review Data, click the ellipses (**...**); the **Please Select Location of Your RMP Data Dialog Box** (Exhibit 6-3) appears.

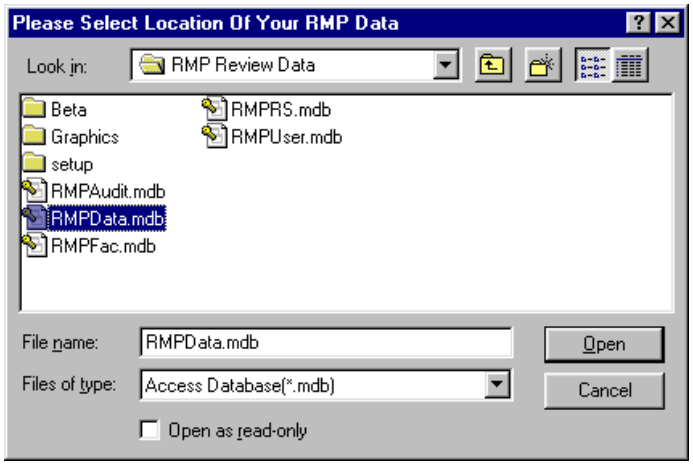


Exhibit 6-3. Please Select Location of Your RMP Data Dialog Box

This allows you to browse the file system for the RMP database location. For example, in a single-user environment, the location will likely be your hard drive:

C:\Program Files\RMP Review Data\RMPData.mdb.

In a LAN (i.e., multi-user) environment, the location will likely be similar to:

[LAN drive]:\[path]\RMP Review Data\RMPData.mdb.

6.2 Facility List

The Facility List function allows you to search for RMPs by address, display a facility's score and numerical rank with respect to risk criteria established by your RMP*Review System DBA, create queries, review the most current RMPs or all RMPs (historical record), sort on different list columns, enter facility audit data, enter user-defined data, generate reports, export data, display online help, and print the Facility List.

To display the Facility List, click **Facility List** at the RMP*Review Main Menu; the **List of Facilities Screen** (Exhibit 6-4) appears with the following columns:

- **Facility Name** – The name of the facility that was entered and registered into the database.

- **EPA Facility ID** – An EPA-assigned, numerical facility identifier.

- **Score/Ranking** – At the top left corner of the screen you can choose to **Display the Facilities** by **Score** or **Numerical Ranking**. When the **Score** radio button is selected, aggregate scores for facilities are displayed. When the **Numerical Ranking** radio button is selected, ordinal ranks for facilities are displayed.

- **Number of RMPs** – The number of RMPs on record for the facility.

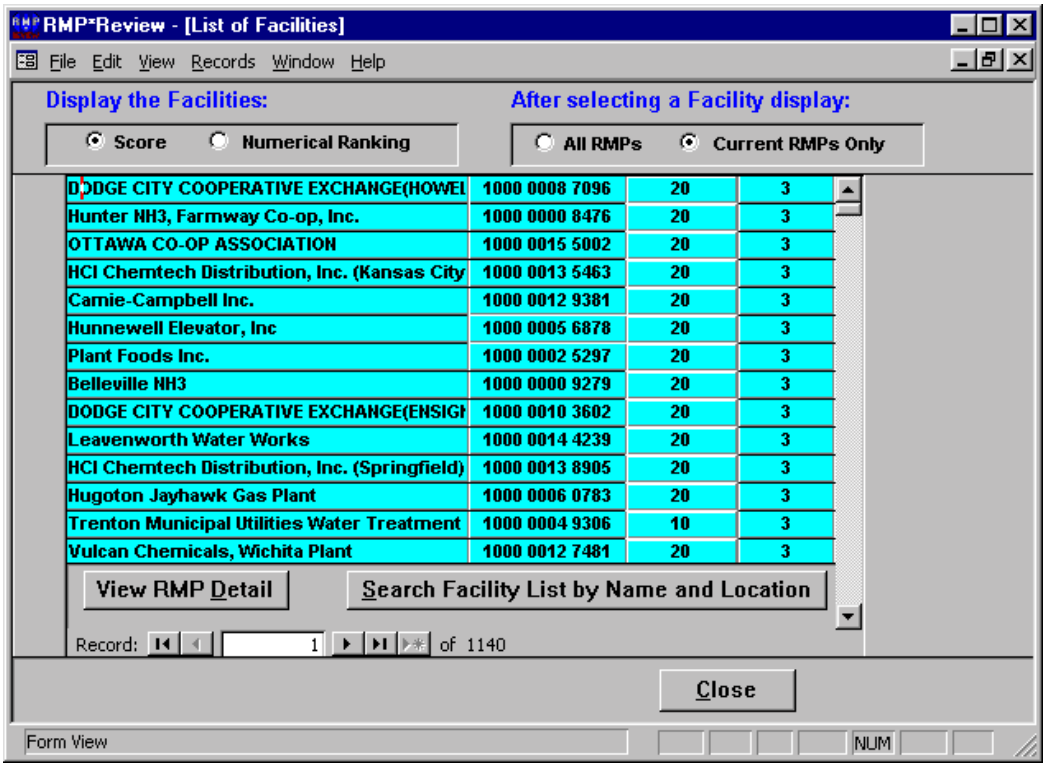


Exhibit 6-4. List of Facilities Screen

To generate an RMP Facility List report (in a document list format) for those facilities displayed at the **List of Facilities Screen**, click **File** > **Reports** > **RMP Facility List**. Click the left mouse button once to zoom in. Click again to zoom out. Use the slide bars on the report screen to move the screen view area. Use the navigation buttons at the bottom of the screen to move to different pages. To print the report, click the printer icon at the top left of the report screen. **HINT:** To search for a specific value in a column, click <**ctrl**+**f**> to invoke an MS Access search window. This is not the same as the Facility Search function described in 6.2.2.

6.2.1 Display Scores or Numerical Ranks

Ranking and scoring criteria are defined by your RMP*Review System DBA. You can click **Choose Ranking** at the RMP*Review Main Menu to select from the defined criteria. Then, at the **List of Facilities Screen**, click on either the **Score** or **Numerical Ranking** radio button to display aggregate scores or ordinal rankings for the facilities in the list. See Appendix D for an example of Rank and Scoring.

6.2.2 Search for a Facility

You can search for a facility at the **List of Facilities Screen** (Exhibit 6-2) by clicking the **Search Facility List by Name and Location** button. The **RMP Facility Search Screen** displays (Exhibit 6-5). Enter as much information as you know about the facility for which you are searching and click **Go**. If multiple RMPs match the entered criteria, each facility will be displayed in the **List of Facilities Screen**. To reset the list such that all facilities are redisplayed, place the cursor pointer anywhere on the list, click the right mouse button for the shortcut menu, then click **Reset Facility List**. A second method to reset the facility list is to re-enter the **RMP Facility Search Screen** and click **Go** with all fields blank.

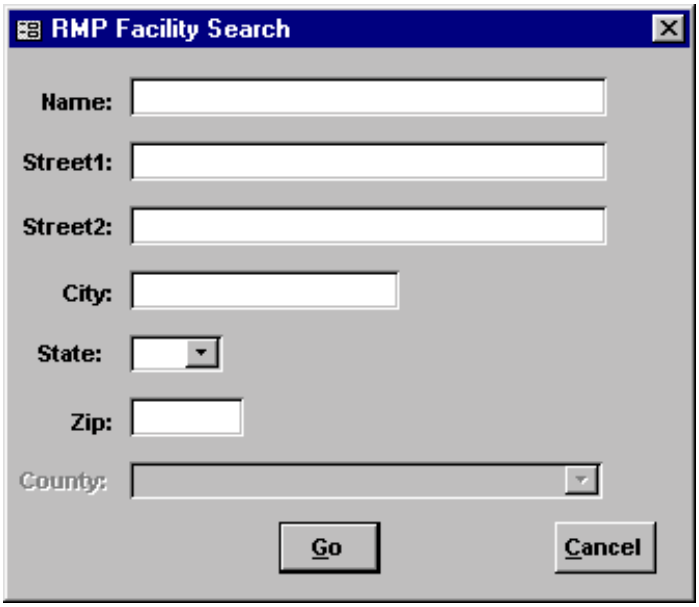


Exhibit 6-5. RMP Facility Search Screen

6.3 RMPs

At the **List of Facilities Screen** (Exhibit 6-4), click **All RMPs** so that all RMPs, both current and historical, will display when RMP detail is requested, or click **Current RMPs Only** if you only want to view detail for the most recent RMPs. To view RMP detail for a facility, click on the facility name, then click the **View RMP Detail** button, or double-click on the specific facility name; the **RMP Detail Screen (Registration Information)** (Exhibit 6-6) for the facility's most recent RMP is displayed.

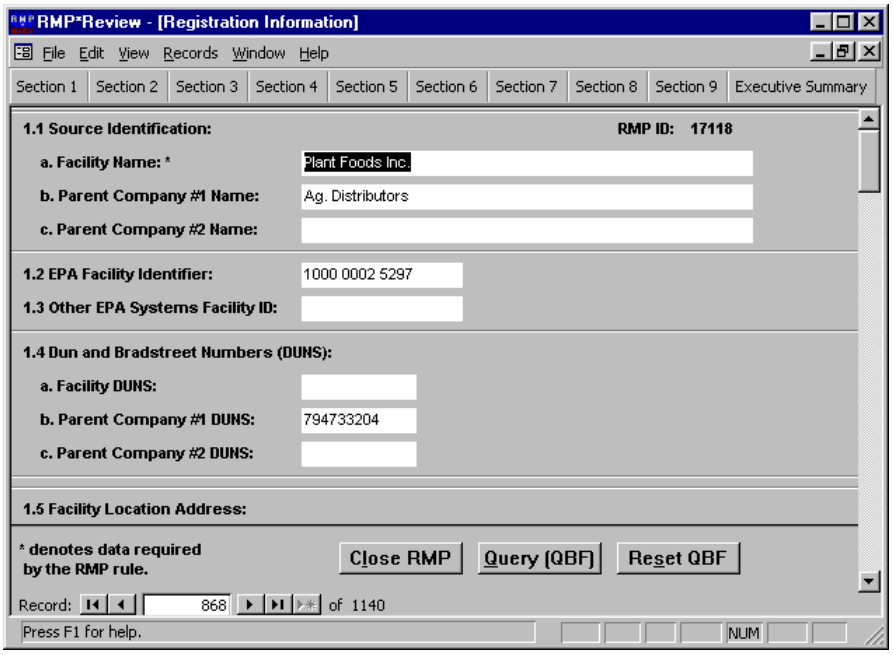


Exhibit 6-6. RMP Detail Screen (Registration Information)

You can view the various sections of an RMP record using the **Section** buttons at the top of the detail screens. To initiate a Query By Form (QBF) for filtering out a subset of RMPs, as described in Section 6.8, click the **Query (QBF)** button. To revert back to the pre-QBF set of RMPs, click **Reset QBF**. The **Close RMP** button closes the RMP detail screen.

You can navigate through RMP records using the navigation buttons provided at the bottom of the screens. Also, at the menu bar, **Records** > **Go To** allows you to navigate through records. Choose from the following:

- **First**: Moves you to the first record.
- **Previous**: Moves you one record back.
- **Next**: Moves you one record forward.
- **Last**: Moves you to the last record.

6.3.1 Viewing RMPs

You can view RMPs in one of two ways by clicking **View** at the menu bar of an RMP detail screen, then choosing one or the other of the following:

- **Form View**: This default view is a standard vertical screen format.

- **Datasheet View**: This optional view arranges the screen into horizontal rows and columns like a spreadsheet. This view can be customized with columns reordered and resized.

HINT: <**ctrl**+**f**> opens the MS Access search window, if your want to search for a specific value in a column.

6.3.2 Synchronized Viewing of Multiple RMP Sections

Clicking **Window** > **Tile Horizontally** at the menu bar allows you to view muliple sections of an RMP simultaneously. This is a powerful feature when used with QBF filtered records. You can use the navigation control on any of the displayed sections, and all other sections will be updated to the current RMP. **NOTE:** Minimizing the **Main Menu** and **List of Facilities Screen** before tiling will maximize the viewing area for displaying RMP sections.

6.3.3 Sort RMP Data

Sorting can be done at several RMP*Review screens from either a shortcut menu (right mouse click) or via the screen's menu bar (**Records** > **Sort**). Choose either **Sort Ascending** or **Sort Descending**. To undo a sort, from the menu click **Records** > **Filter** > **Remove Filter**.

As an example, suppose you want to identify RMPs that have been received since a specific date. Section 1 of RMPs contain the receipt date. At the **List of Facilities Screen** click on any facility name with an RMP to display the RMP detail screen. Locate the Receipt Date (near the bottom of Section 1) and click on the field. The Receipt Date field then becomes the field of focus. Now perform a **Sort Descending**; RMPs will now be in descending Receipt Date order. Using the navigation buttons at the bottom of the RMP Section 1 detail screen, you can now easily view the RMPs of interest. (You could also have used the Query By Form or Query by Example features of RMP*Review to select just those RMPs with a Receipt Date greater than a date that you specify. **NOTE:** Query By Form is most effective when the form is in Datasheet View.)

6.3.4 RMP Detail Report

From an **RMP Detail Screen**, or at the **List of Facilities Screen** with a facility selected, click **File** > **Reports** > **RMP Detail** to bring up an **RMP Report Options Dialog Box** (Exhibit 6-7). This allows you to customize a report by clicking the desired check boxes corresponding to a facility's RMP sections. Clicking the **Entire RMP** check box means all sections of the RMP will appear in the report. To review the report prior to printing, click **Preview**. When previewing an RMP detail report, you can use the navigation buttons to move through the pages. Print the report by clicking **Print**. To export the report to a file, click **Export**.

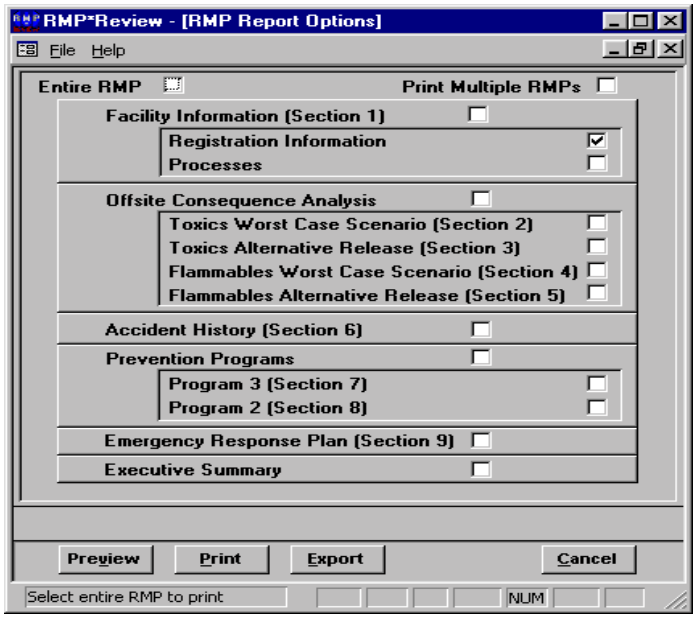


Exhibit 6-7. RMP Report Options Dialog Box

Note the **Print Multiple RMPs** check box in the upper right hand corner of the **RMP Report Options Dialog Box**. Click this box, then the **Print** button to display the **PrintMultipleRMPs List Screen** (Exhibit 6-8). This dialog box allows you to select more than one RMP to print at a time. RMPs in this list will also reflect any QBF filtering performed.

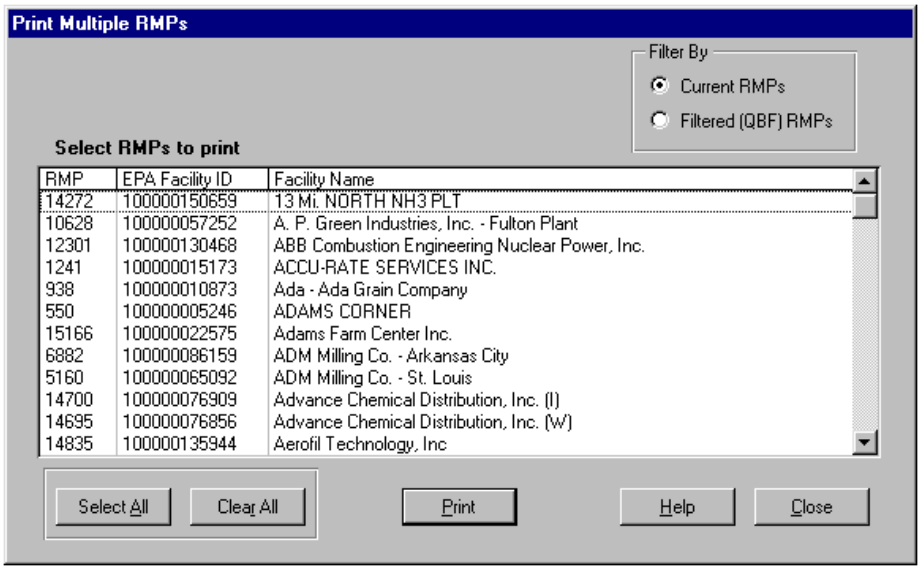


Exhibit 6-8. Print Multiple RMPs List Screen

6.3.5 RMP Errors

When a facility submits an RMP that contains errors, the EPA Reporting Center generates an Error Report. This report details the error(s) and requests a resubmittal of the RMP. To view the Error Report generated for a facility, select the facility (single click) at the **List of Facilities Screen**, then click **File** > **Open** > **RMP Errors**. A **No Errors** message box will appear if the facility has no errors.

6.4 RMP Tracking System

For the states imported by the DBA, you can check RMP Tracking System information, as logged by EPA's Reporting Center, to see if any facilities' RMPs have been rejected by the Center. Perform the following steps to check RMP Tracking System information:

1. Click on **RMP Tracking System** at the **RMP*Review Main Menu** (Exhibit 6-1).

2. The **RMP Tracking System Facility List** (Exhibit 6-9) is displayed with the first tracking record selected. Click on the keys next to **Record** at the bottom of the screen to scroll through the records.

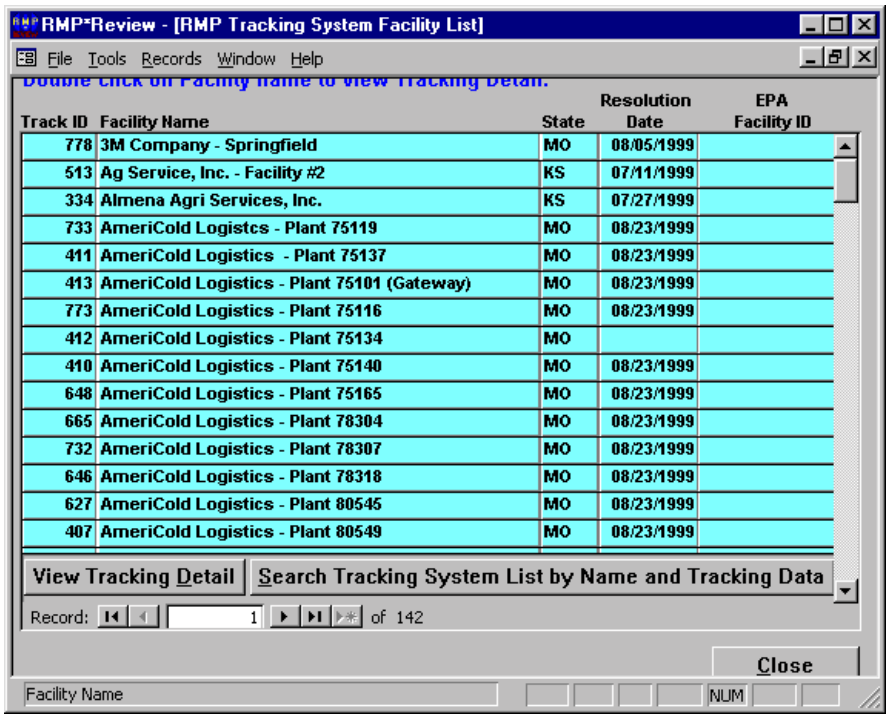


Exhibit 6-9. RMP Tracking System Facility List

6.5 Facility Audit Data

You can view existing audit records and create new audit records. When creating records enter/select facility audit data: date, type, status, personnel, and comments. Audit types, statuses, and personnel are entered by the DBA and are accessible via pick-list buttons (▼) in RMP*Review. To access or create audit data for a facility, click on the facility name at the **List of Facilities Screen**, then click **File** > **Open** > **Audit Data** at the menu bar. The latest audit data for a facility is displayed at the **RMP*Review List of Audits Screen** (Exhibit 6-10).

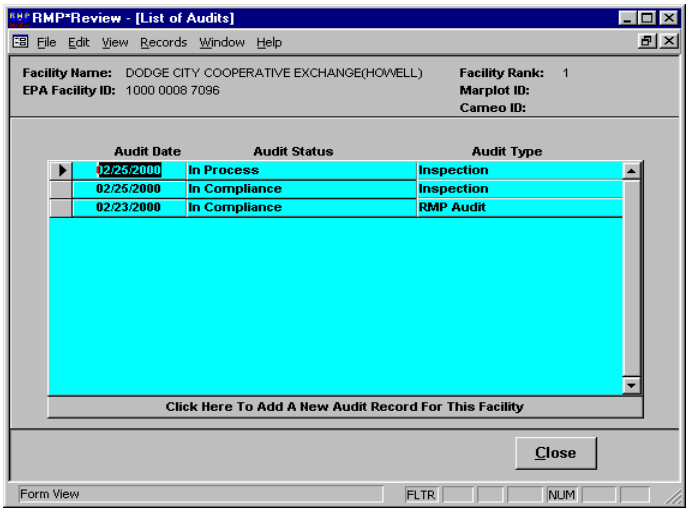


Exhibit 6-10. List of Audits Screen

Double click on a record-selector arrow to view the record's audit data; the **RMP*Review Audit Information Screen** (Exhibit 6-11) displays (and it would have data in the fields). If multiple audits have been performed for a facility, use the navigation buttons at the bottom left of the **RMP*Review Audit Information Screen** to view them.

If no audit records exist for the facility, the **Create an Audit Record Dialog Box** (Exhibit 6-12) appears. To add a new audit record, click **Click Here To Add A New Audit Record For This Facility**; an **RMP*Review Audit Information Screen** (Exhibit 6-11) with blank fields displays.

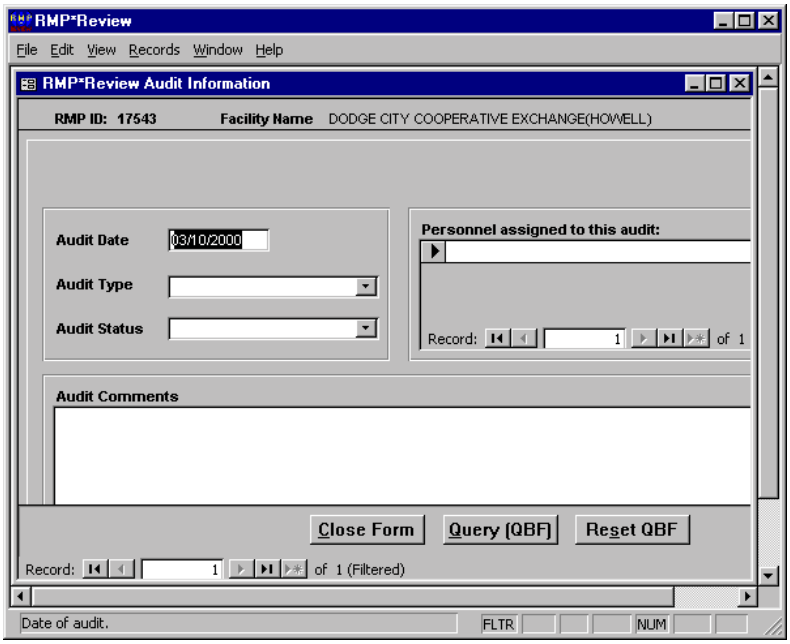


Exhibit 6-11. RMP*Review Audit Information Screen

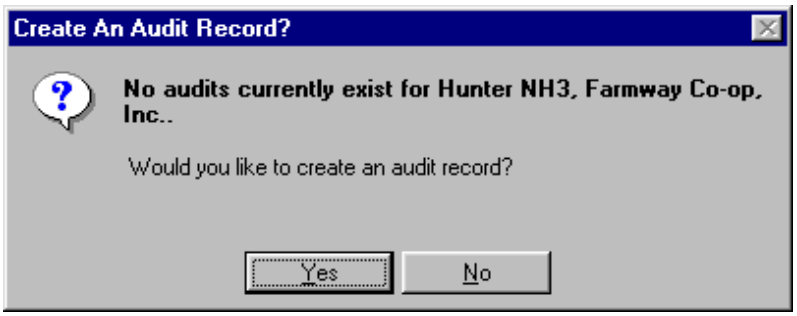


Exhibit 6-12. Create an Audit Record Dialog Box

To generate an RMP audit report for a selected facility at the **List of Facilities Screen**, or at an RMP detail screen, click **File** > **Reports** > **RMP Audit Data** at the menu bar. Print the report by clicking the printer icon at the top left of the report screen.

6.6 User-Defined Data

You can view and update data in User-Defined fields associated with facilities. User-Defined fields are defined by the RMP*Review System DBA using RMP*ReviewAdmin. One or more definable fields are provided for each of the following data types: check box, date, text, number,

and memo. To access or enter user-defined data for a facility, click on the facility name at the **List of Facilities Screen**, then click **File** > **Open** > **User Data** at the menu bar. The **Additional User-Defined Data Screen** (Exhibit 6-13) displays.

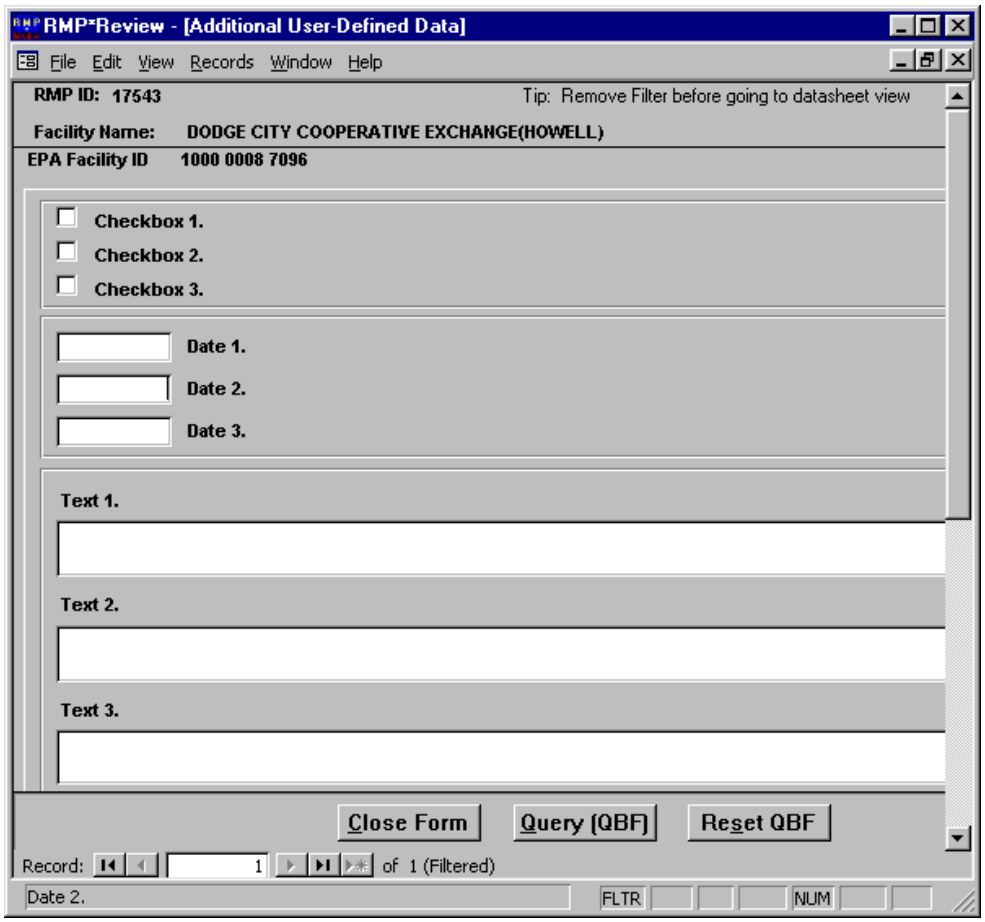


Exhibit 6-13. Additional User-Defined Screen

To generate a report of user-defined RMP data for a selected facility at the **List of Facilities Screen**, or at an RMP detail screen, click **File** > **Reports** > **RMP User Data** at the menu bar. Print the report by clicking the printer icon at the top left of the report screen.

6.7 Generate Mailing Labels

Mailing labels can be generated from the menu bar. Be aware that labels for an entire state could result in hundreds of pages of labels. Generally, you will want labels for only a subset of the full list, such as for a specific city or county. To get a filtered list of facilities for mailing labels, click **Query (QBF)** at an RMP detail form (e.g., Exhibit 6-6) before selecting for mailing labels. The Query By Form (QBF) capability is described in Section 6.8.

To generate mailing labels at the **List of Facilities Screen** or from an RMP detail screen, click **File** > **Mailing Labels** at the menu bar; the **Mailing Label Utility Screen** displays (Exhibit 6-14).

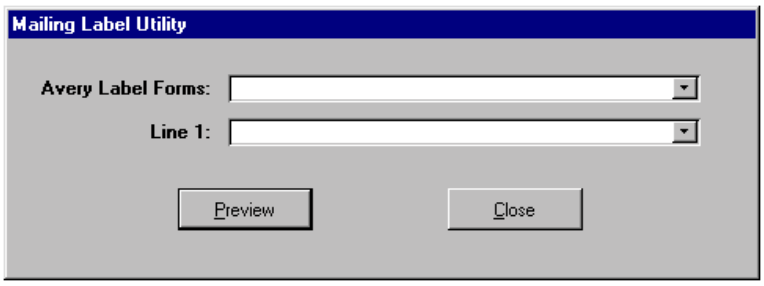


Exhibit 6-14. Mailing Label Utility Screen

Click the pick-list button to the right of the Avery Label Forms field; a list of acceptable forms is displayed (Exhibit 6-15). Select the form you wish to use.

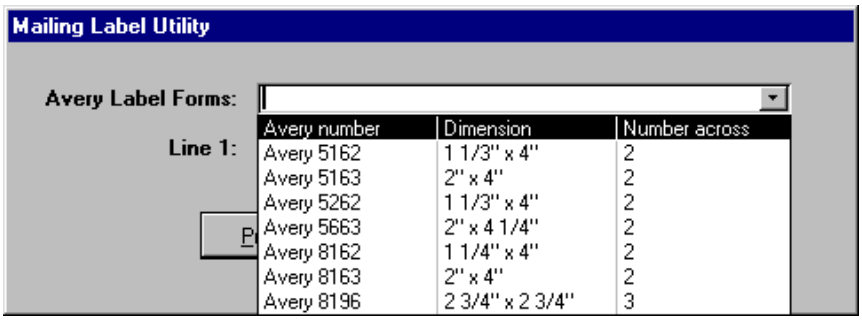


Exhibit 6-15. List of Acceptable Forms for Mailing Labels

The labels can be addressed directly to the facilities in the Facility List by leaving the Line 1 field blank, or they can be addressed to specific individuals registered for the facilities by clicking on the down arrow to the right of the Line 1 field and selecting from the list (see Exhibit 6-16).

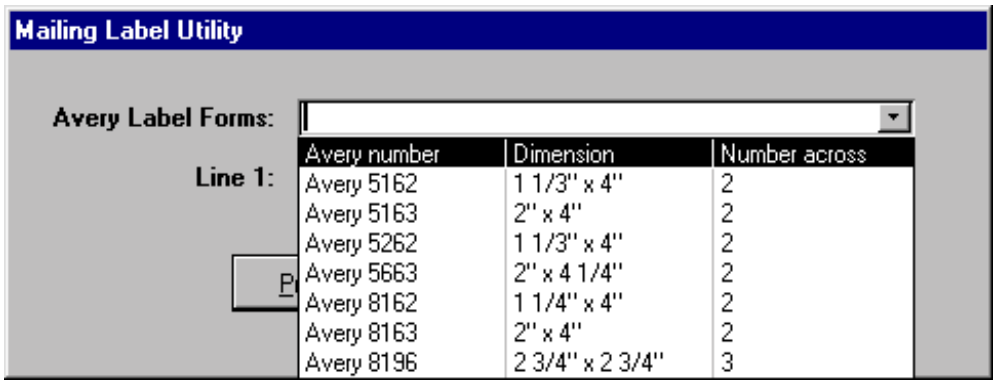


Exhibit 6-16. Line 1 Addresses for Mailing Labels

Click the **Preview** button to display an on-screen sample of what the labels will look like; a row of icons will display near the top of the screen. To print the labels, click the printer icon, or, at the menu bar click **File**, then **Print**. **NOTE:** If labels are set to print double sided you will have to temporarily disable this feature. Click **File** > **Page Setup** at the menu bar of the **RMP*Review - [rpt form : Report]** preview screen, then click the **Page** tab of the **Page Setup** screen. At the **Page** screen, click the **Specific Printer** radio button, then click the **Printer** button. You can then click **Properties** to select single sided printing.

6.8 Query by Form (QBF)

The QBF capability is one of several decision support tools provided within RMP*Review. QBF provides an easy graphical interface for limiting the number of RMPs displayed at any time. QBF is a filtering tool for selecting RMPs based on criteria that you specify.

6.8.1 Background

RMPs are initially filtered using one function of RMP*ReviewAdmin and one of RMP*Review. First, the Import function in RMP*ReviewAdmin allows the DBA to include data for one or more states in the RMP*Review database. Second, with RMP*Review you can view all RMPs submitted by a facility or only the most current RMP. You see the data in a format similar to the facility's actual RMP*Submit data entry forms, except that the data in RMP*Review is read-only. A third method of filtering is available with the QBF tool. That is, you can use the QBF tool to individually tailor the set of RMPs you are working on at your PC.

6.8.2 User Interface

You can start a QBF session while viewing any section of an RMP by clicking the **QBF** button near the bottom of the screen. Alternately, you can select **Query By Form** from the shortcut menu that is displayed by clicking the right mouse button while the cursor is on the displayed section. **NOTE:** The shortcut menu displayed when you click on a sub-screen embedded within a section's main screen does not contain the **Query By Form** option.

The QBF screen is a duplicate of the currently displayed section's screen with all fields blanked out. You may enter search criteria in one or more fields and click **OK** to return all records for that section based on the search criteria. More importantly, the results of the search change the list of viewable RMPs. The results of entering search criteria in one or more QBF screens for multiple sections of an RMP will likely decrease the number of RMPs that may be "viewable" without needing to return to the **List of Facilities Screen**. QBF filtering is reflected in mailing labels and in the **Print Multiple RMPs List Screen** (Exhibit 6-8).

6.8.3 Filtered Records vs. QBF Returned Records

At this point it is important to understand that there is an inherent filtering going on behind the scenes in RMP*Review. When you initially select a facility name from the **List of Facilities Screen**, the Registration Information data for all RMPs is loaded for viewing. An RMP for the selected facility is initially displayed, regardless of its placement within the set of RMP Registration Information records. Other sections of the currently displayed RMP may be viewed by clicking on the desired section number (**Section 1**, **Section 2**, etc.) from the tool bar at the top of the screen. When the desired section is displayed, note that next to the navigation buttons (in the lower left-hand portion of the window) is the word "**Filtered**." This means that if you selected **Section 2**, Toxics Worst Case Scenarios, while viewing the Registration Information for facility XYZ, only the Toxics Worst Case Scenarios for XYZ's RMP are available for viewing.

If XYZ did not report any Toxics Worst Case Scenarios, the screen will be blank (gray). This background "Section filtering" may be removed by selecting **Records**, **Filter**, **Remove Filter** from the menu. The capability to remove the filter is also available by right-clicking for the shortcut menu.

Once a section's filter is removed, you may bring up the section's QBF screen as described earlier. If the filter is not removed, the QBF capability can only act on the displayed records—**not** the entire set of records for that section. When QBF filtering has been applied, the text "**QBF is On**" is displayed in red in the right-hand portion of the footer at the bottom of the window. QBF filtering can be removed by clicking **Records**, **Filter**, **Reset Query** from the menu bar. This step will remove QBF filtering for all RMP sections.

6.8.4 Specifying QBF Search Criteria

You can search for four data types within QBF using the **Text**, **Numeric**, **Date**, and **Yes/No** check boxes.

- Text fields: Text field searches support the standard Windows wildcard characters '*' for one or more characters and '?' for a single character. Regular expressions are also supported. The topic of using regular expressions in text searches is beyond the scope of this document but using square brackets ([ ]) will be discussed because they are necessary for successfully using QBF. If the text you are searching for contains the wildcard characters '*', '?', or '#', the character must be enclosed in square brackets. The list that follows describes the use of square brackets.

Characters in Pattern	**Matches in String**
?	Any single character
*	Zero or more characters
#	Any single digit (0–9)
[charlist]	Any single character in charlist
[!charlist]	Any single character not in charlist

A group of one or more characters (charlist) enclosed in square brackets ([ ]) can be used to match any single character in a string (at the position in the string where the brackets are located) and can include almost any character code, including digits.

NOTE: To match the special characters left bracket ([), question mark (?), number sign (#), and asterisk (*), enclose them in brackets. The right bracket (]) cannot be used within a group to match itself, but it can be used outside a group as an individual character.

By using a hyphen (-) to separate the upper and lower bounds of the range, charlist can specify a range of characters. For example, [A-Z] results in a match if the corresponding character position in a string contains any uppercase letters in the range A-Z. Multiple ranges may be included within the brackets without delimiters.

To search for string "xyz," starting at the leftmost position enter "xyz" without the quotation marks in the field. This will return all records starting with xyz (either the whole word or the beginning of the word). To search for "xyz" embedded within the text, enter "*xyz" without the quotation marks in the field. QBF always assumes there is an asterisk (*) after the text unless the user prefaces the text with an equal sign (=). The equal sign is used to search for exact matches of the entire field. The syntax is ='xyz' where the tic marks (single quotation marks) are required. If the user is searching for text that has embedded tic marks, use double quotation marks (" ") to surround the text string. **NOTE:** QBF always performs embedded searches for RMP Executive Summary text.

Certain numerical data, such as latitude and longitude measured in degrees, minutes, and seconds, are stored in the database as text fields. You can still construct boolean-type searches by enclosing the value in single quotation marks. For example, to return all facilities whose latitude is greater than 40 degrees, enter >'40'. **NOTE:** QBF performs a character-by-character comparison, from the left-most character, for text searches.

- Numeric fields: Numeric field searches support any legal combination of the boolean operators >, <, =, and NOT. The keywords 'IN' and 'Between...And' are also supported. It is assumed that you are familiar with constructing numeric search criteria. **NOTE:** The 'Between...And' key words may also be used in the previous text example (i.e., the one with a latitude of 40 degrees). Between '40' and '405' would return all facilities with latitudes between 40 degrees and 40 degrees 50 minutes.

- Date fields: Date parts must be separated by slash marks (/). For example, January 3, 1999, is represented as 1/3/1999. Date field searches support any legal combination of the boolean operators >, <, and =. 'Between...And' is also supported. When using boolean operators or the 'Between...And' keywords, the date(s) <u>must</u> be enclosed in hash marks (#). The proper syntax for 'Between...And' using dates is as follows:

  BETWEEN #01/01/1997# AND #04/15/1998#

  NOTE: The beginning and ending values are included in the search.

  The NOT operator is not supported in 'Between...And' date searches.

  Because wildcard characters, such as *, are treated as literals, you cannot use them with the 'Between...And' operator. For example, you cannot use 980* and 989* to find all postal codes that start with 980 to 989. Instead, use one of the following two alternatives. One, you can add an expression to the query that takes the left three characters of the text field and uses 'Between...And' on them. Two, you can pad the high and low values with extra characters— in this case, 98000 to 98999, or 98000 to 98999 – 9999 if using extended postal codes.

- Yes/No Fields: Yes/No data types are represented by check boxes in QBF screens. The check boxes may have one of three states: checked, not checked, or Null. The check box is grayed-out when it is in the Null state. Thus, to search for conditions where a check box is **not** checked, proceed as follows:

  - Click the grayed-out box to select it (checked).
  - Click again to de-select it (not checked).

6.8.5 Compound Searches

The QBF facility used by RMP*Review allows you to enter compound search criteria where each field entered is a unique criteria. It also allows you to enter compound search criteria in a single field.

As an example, if you had the states of Kansas and Missouri in your database, a compound QBF would be easy to use if you wanted to filter for all RMPs for facilities in Kansas City, MO. You would enter Kansas City in the City field and MO in the state field (so as not to select RMPs for Kansas City, KA facilities). However, if you wanted to filter for all RMP's in Topeka, KA and Kansas City, KA at the same time, you must enter:

= 'Topeka' Or = 'Kansas City' in the City field and KA in the State field.

Note: The equal sign must precede each city name and single quotes are required around each city name because the City field is a text field. Single quotes are not required in the state field because the state abbreviation is not preceded by an equals sign (the equals sign is needed in order for the QBF function to parse the compound criteria in the City field correctly.)

6.9 Advanced QBE

Advanced QBE is a tool for designing complex, custom queries for reports or for export to a foreign format. Use the procedures in the subsections that follow to utilize the Advanced QBE tool. See Appendix H for examples of QBE.

6.9.1 Getting Started

1. Access the Advanced QBE tool by clicking **Advanced QBE** on the **RMP*Review Main Menu** or, if you are already in the **Registration Information Screen**, by clicking the **File Menu,** then **Advanced QBE** button.

2. The **Advanced Query by Example (QBE) Screen** (Exhibit 6-17) appears.

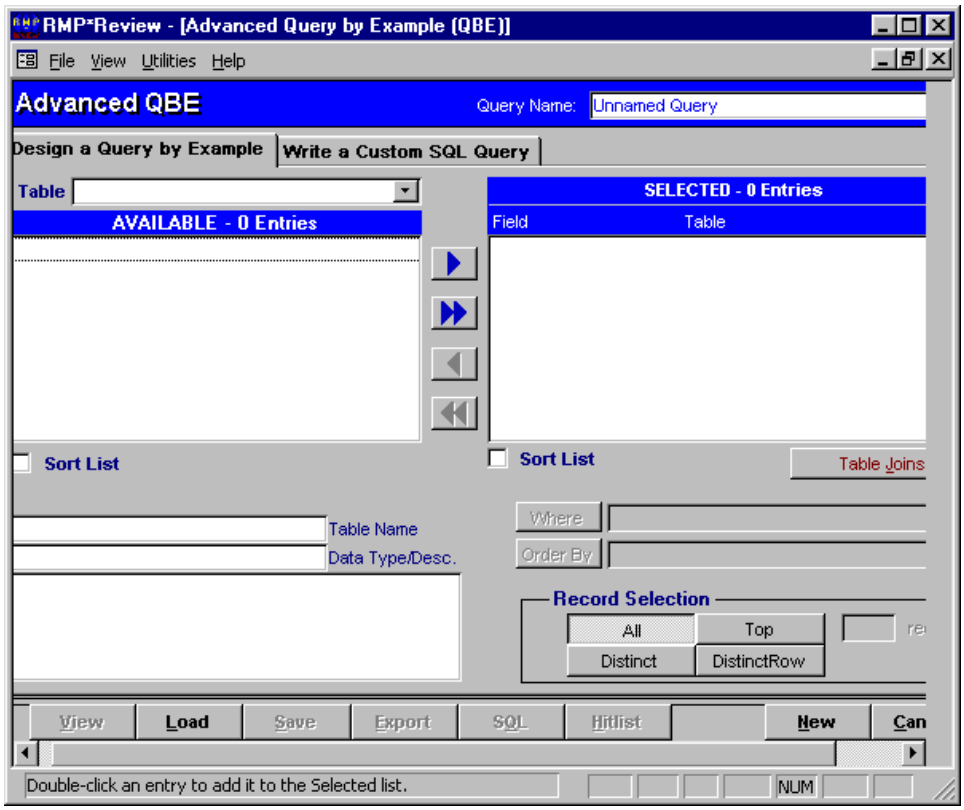


Exhibit 6-17. Advanced Query by Example (QBE) Screen

3. Two tabs are available: **Design a Query by Example** and **Write a Custom SQL Query**. (Section 6.9.2 covers **Design a Query by Example**, and Section 6.9.3 covers **Write a Custom SQL Query**.)

4. Regardless of which tab is chosen, there are action buttons on the menu bar in the screen's footer that allow you to perform the following:

   - **View**: Runs your query and allows you to view the query results.

- **Load**: Allows you to load your previously created and saved QBE queries. Within **Load**, you can choose:

  - **Delete**: Deletes the selected query.
  - **Rename**: Renames the selected query.
  - **OK**: Brings up the selected query.
  - **Cancel**: Takes you out of load without loading a saved query.

- **Save**: Saves the current query. **NOTE:** The screen is saved automatically every time you leave it.

- **Export**: Allows you to export your query results to one of the following foreign file types:

  - Lotus (WKS, WK1).
  - MS Excel (XLS).
  - Text (TXT).
  - MS Access Table.
  - Hypertext Markup Language (HTML).

- **SQL**: Allows you to view the SQL statement created by the QBE tool.

- **New**: Brings up an empty screen at the point you are currently located.

- **Cancel**: Exits the **Advanced QBE** function.

6.9.2 Design a QBE

Perform the following steps to design a QBE:

1. Click the down arrow (▼) to the right of the **Table** selection box to see a combo box of data table descriptions (Exhibit 6-18). Table relationships are provided in Appendix F.

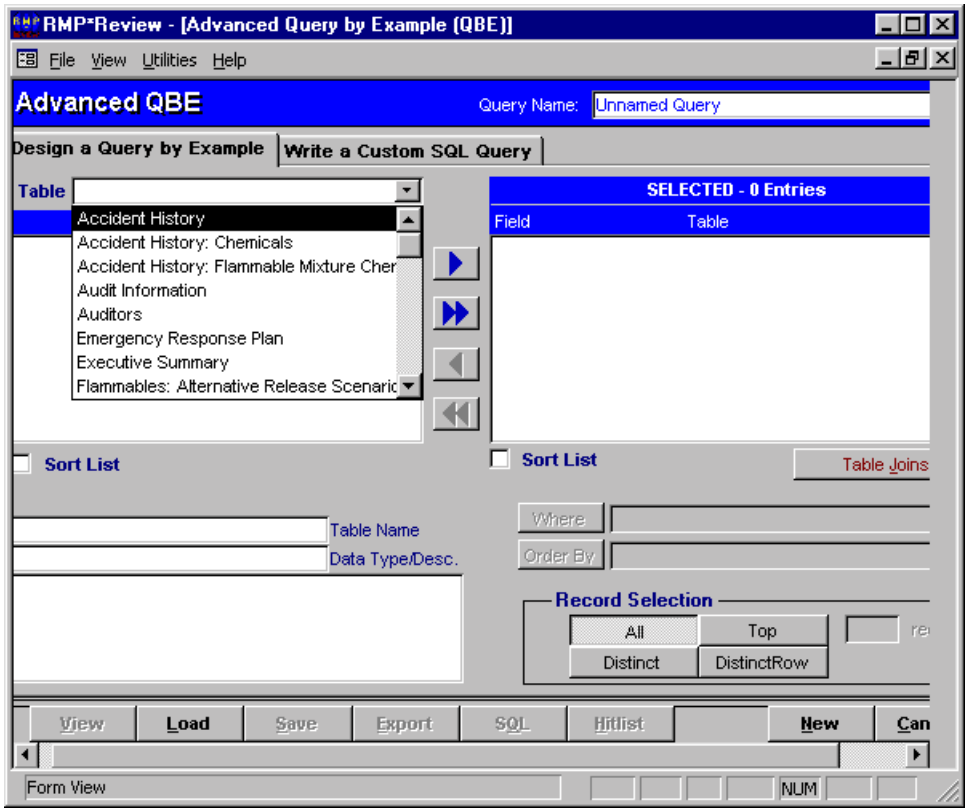


Exhibit 6-18. Advanced QBE Screen with Table Combo Box

2. Select a data table description from the combo box to see a list of all data fields belonging to that table in the **AVAILABLE** block (Exhibit 6-19).

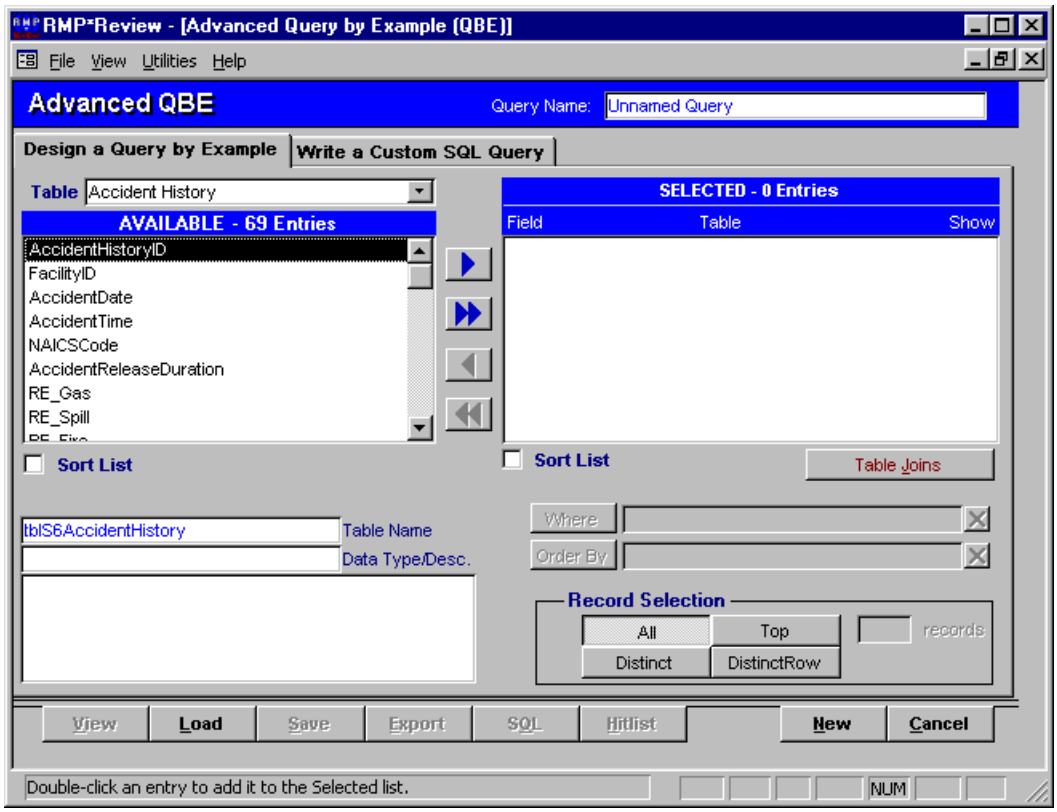


Exhibit 6-19. Advanced QBE Screen Showing Data Fields for a Selected Table

3. Below the **AVAILABLE** block is a **Sort List** check box. If you double click on an entry in the **AVAILABLE** block, a **Table_x** check box appears under the **Sort List** check box.

- **Sort List**: If you check this box, the list of fields is alphabetized to help you look for a given field. If the box is not checked, the list of fields is in the default order of the table itself.

- **Table_x**: For complex queries, **Table_x** allows you create a copy of the table so that you can use the same table twice. For example, you may want to form a query that identifies a single RMP facility that was assigned two different EPA facility identifiers. The problem is that you would need to join **tblS1Facilities** to itself so you create a duplicate of **tblS1Facilities**, which will be referred to as **tblS1Facilities_1**.

4. Once you know the field or fields that you want in your query results, double-click on the field(s) to move them into the **SELECTED** block (Exhibit 6-20). The blue single arrows (▶) move the selected field in the appropriate direction. The blue double arrows (⏭) move all fields in the appropriate direction.

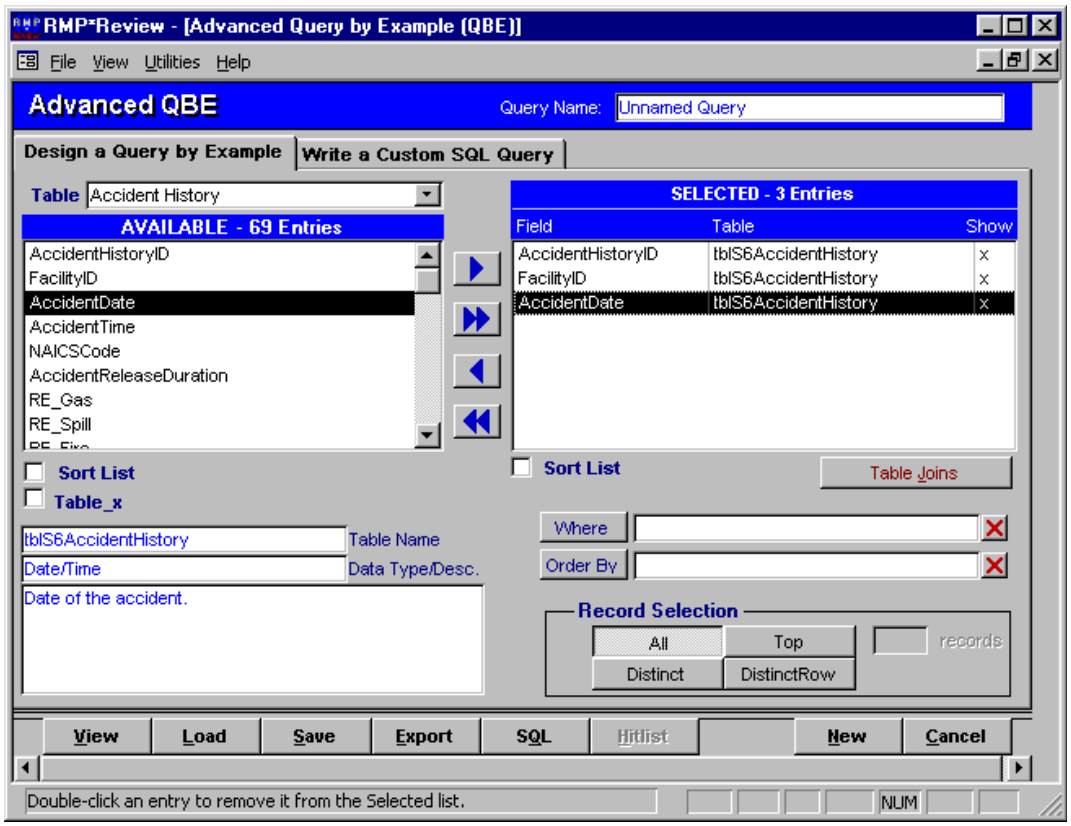


Exhibit 6-20. Advanced QBE Screen with Table Fields Copied to SELECTED Block

The **SELECTED** list block contains the following three columns of information:

- **Field** - holds the field name.
- **Table** - holds the name of the table from which the field was drawn.
- **Show** - features a small "x" to indicate whether or not you want the value of that field to be visible when the query is run. Usually, you will want to see all values but not always. To not show a field, use your right mouse button to toggle the x off (x not visible). To make the field visible again in the query, use your right mouse button to toggle the x on.

If you selected a field that you do not want in your query results, you can double-click on the field to delete it from the **SELECTED** list block or use the arrow command buttons.

5. Below the **SELECTED** list block is a **Sort List** check box. If you double click on an entry in the **SELECTED** block, a **Table**_x check box appears next to the **Sort List** check box. (Use of these check boxes is the same as in Step 3.)

6. The **Table Joins** button is located below the **SELECTED** list box and is used to show the table joins that Advanced QBE has attempted to make. Table joins are how different tables are related to each other. The joins that Advanced QBE tries to make may not always be right because the tables have to be selected in the proper order for it to work correctly. You may edit the table joins after pressing the **Table Joins** button.

   Example: If you want address information and flammable mixtures, you form the query by selecting the **tblS1FlammableMixtureChemicals**, **tblS1ProcessChemicals**, **tblS1Processes**, and **tblS1Facilities**. The default joins created are incorrect. To remedy this, click on **Default Joins** from within **Table Joins**.

   There are three types of joins. They are as follows:

   - **Inner Join**: Pulls up records only when there is a match on both sides of the join.

   - **Left Outer Join**: Pulls up all values from the left table and any associated values from the right table. A left join physically means that you want all values from the table that are on the left.

   - **Right Outer Join**: Pulls up all values from the right table and any associated values from the left table. A right join physically means that you want all values from the table that is on the right.

   The default join is always an inner join. To change to an outer join, click on the down arrow to the right of **Join Type** and change to the appropriate join.

7. Beneath the **Sort List** and **Table Joins** options is the **Where** box. A Where Clause specifies any conditions (if any) that must be met by the query. For example, if you want to see only RMPs that have a facility name beginning with "AL," you have to specify this condition in the Where Clause as follows:

   a. Click the applicable entry in the **SELECTED** list box and click the **Where** button.

   b. The table and field names appear in the **Where** text box, enclosed in square brackets and separated by a period. It should look like as follows:

   [tblS1Facilities].[FacilityName]=

   c. You have to specify the condition (i.e., = x). It should look as follows:

[tblS1Facilities].[FacilityName] **Like "AL*"**

You can change the equal sign in Where Clauses to other operators and expressions, such as <, >, <>, and Like. **NOTE:** You can press <Shift + F2> to expand the Where box for easy viewing.

You can have a very involved Where Clause with compound conditions, such as the following example:

([tblS1Facilities_1].[FacilityID] <> [tblS1Facilities].[FacilityID] AND
[tblS1Facilities].[FacilityName] =[tblS1Facilities_1].[FacilityName] AND
[tblS1Facilities].[FacilityStr1] = [tblS1Facilities_1].[FacilityStr1] AND
[tblS1Facilities].[FacilityStr2] = [tblS1Facilities_1].[FacilityStr2] AND
[tblS1Facilities].[FacilityCity] = [tblS1Facilities_1].[FacilityCity] AND
[tblS1Facilities].[FacilityState] = [tblS1Facilities_1].[FacilityState] AND
[tblS1Facilities].[FacilityZipCode] = [tblS1Facilities_1].[FacilityZipCode] AND
[tblS1Facilities].[EPAFacilityID] <> [tblS1Facilities_1].[EPAFacilityID])

Another example would be to show all RMPs in Maryland that process the chemical ammonia. To do this, fill out your first condition for choosing all RMPs in Maryland (Like "MD*"), then go back to the **SELECTED** list box, select chemical name, and click **Where** again. The new chemical name field will be added to the text box and joined to the first condition by the word AND (the default). Fill in the where clause (= "ammonia"). You can change the AND to an OR if necessary.

You can also use the **Where** box to set up a parameter query. For example, you may want to run a query but only change the chemical stored. (You can do this for any field selected). To do this, set up the Where Clause to look like this:

[tlkpChemicals].[ChemicalName]=[Enter the Chemical]

Running the query will prompt you to enter the chemical. You could have said **[Enter Chemical]** or **[what is the Chemical?]**. This type of query can come in handy when asking the same information for different facilities or RMPs. Also, you are not limited to just one parameter in the Where Clause.

8. Below the **Where** box is the **Order By** box, which is used to sort query results. Its use is similar to the **Where** box above. Use the **Order By** box as follows:

   a. Select a field from the **SELECTED** list box.

b. Click the **Order By** button. Additional fields can be added to order by repeating these two steps. NOTE: <Shift F2> will expand the **Order By** box for easy viewing.

c. The order in which the fields are added to the **Order By** box determines the order of the sorts. For example, if the order box looks like this:

[tblS1Facilities].[FacilityState],[tblS1Facilities].[FacilityName]

then, the order would be first by facility state and then by facility name.

d. By default, sorts are in ascending order. To sort in descending order, add DESC after your ordering list. For example, if you want to sort by descending Chemical Quantity size, the **Order By** box would be:

[tblS1ProcessChemicals].[Quantity] DESC

9. After you have provided the basic criteria for your query, you have up to four ways to limit the **Record Selection** that meet your general selection criteria specified in the **Where** box. They are:

- **All**: If you do not choose one of the other options, **All** is assumed and Advanced QBE selects all records that meet the conditions in the query statement. Keep in mind that using the **All** predicate may return duplicate information that you do not want to see.

- **Top**: Clicking on the **Top** button allows you to pull up a certain number of records that fall at the top or the bottom of a range specified by an **Order By** clause. When you click on the **Top** button, the adjacent text box becomes activated so you can enter the number of records you want returned.

  To get the top 10 of something, simply choose **Top** and enter 10 in the adjacent text box. **NOTE:** If there is no field name entered in the **Order By** box, the query will return an arbitrary set of records that satisfy the conditions entered in the Where Clause.

- **Distinct**: Use the **Distinct** button when you want to omit records that contain duplicate data in your selected data fields. To be included in the results of the query, the values for each field listed in the **SELECTED** list box must be unique.

- **DistinctRow**: Use the **DistinctRow** button when you want to omit data based on entire duplicate records, not just duplicate fields.

By using **Distinct**, **DistinctRow**, or **Top**, your query output is filtered after all other clauses in the query statement.

6. 10 INDICATOR FUNCTION

The Indicator function provides the capability to identify all facilities that have at least one 'vulnerability zone' that includes either a user entered latitude/longitude or a selected LEPC . The vulnerability zone is defined as the circle described by a facilities' latitude and longitude (center) and the distance to endpoint (radius) entered for an Off-site Consequence Analysis (OCA) scenario.

The capability to identify the facilities whose vulnerability zone(s)[1] include a user entered latitude/longitude is provided by the 'Vulnerability Zones Report'. The capability to identify the facilities whose vulnerability zone(s) include a specific LEPC is provided by the 'LEPC to Facility Indicator Report'.

The Indicator function may be activated by clicking the button labeled "Indicator Function" on the RMP*Review Main Menu or selecting File >Open > Indicator Function from the RMP*Review Main Menu's menu bar. The RMP*Review Main Menu is shown in Exhibit 6-21.

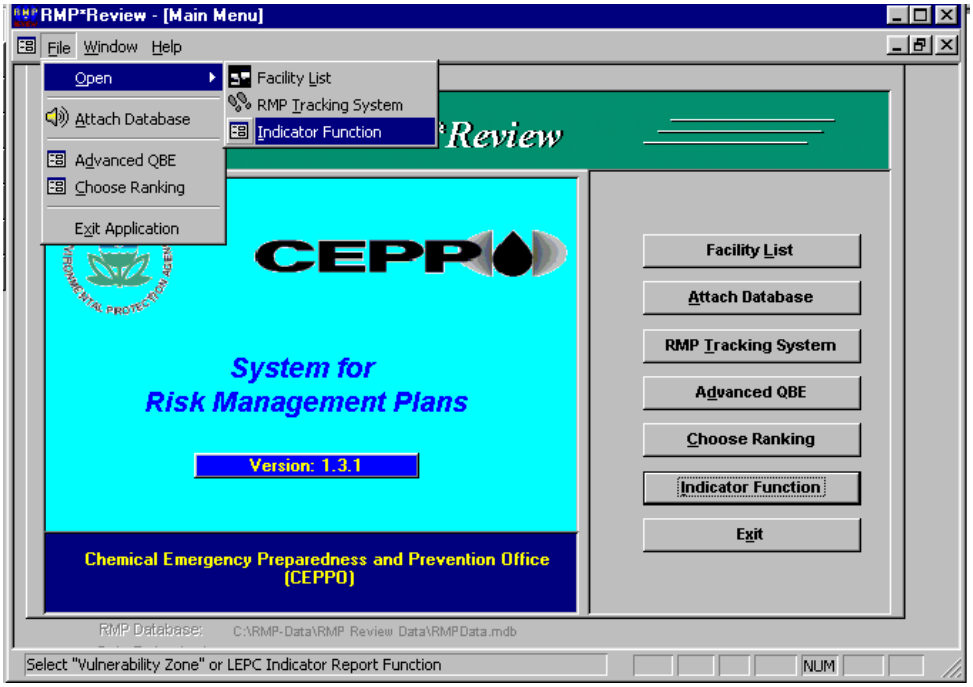


Exhibit 6-21: RMP*Review Main Menu

[1]There may be up to four 'vulnerability zones', one for each type of scenario.

Indicator Function User Interface

Selecting the Indicator function will open the Indicator Function Form shown in Exhibit 6-22. This Form contains two check boxes labeled "LEPC to Facility Indicator Report" and "Vulnerability Zone Report". Click the appropriate check box and click the button labeled "GO" to activate the desired report. Click the button labeled "Cancel" to close the Indicator Function Form.

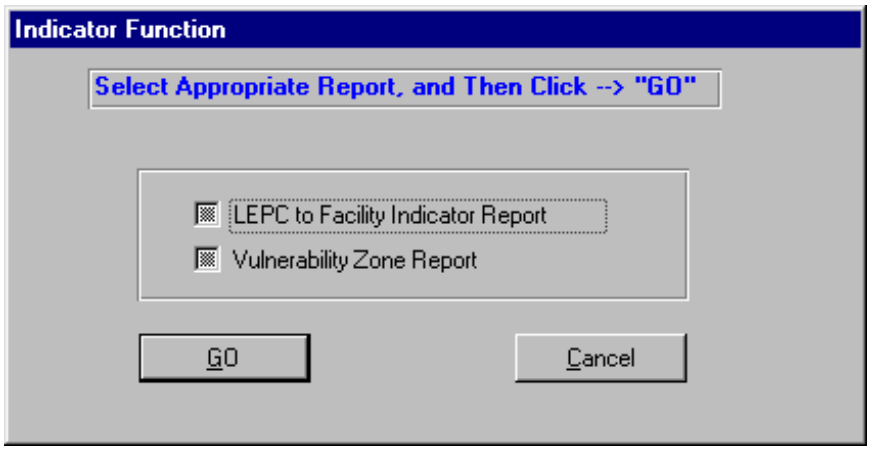


Exhibit 6-22: Indicator Function Form

Indicator Function Data

Preloaded data for the Indicator function are stored in the Facility database (RMPFac.mdb). The RMPFac.mdb that was installed with RMP Review Data Version 1.3 included tblFRS_Data to support the Vulnerability Zones report. This table and two other tables that support the LEPC to Facility Indicator report (tblLEPC_Data and tlkpLEPC) are included in the installation of Risk Management Plan (RMP) Review Data Version 1.4.

Users may preserve existing state RM P data if they copy these tables to the RMPFac.mdb using MS Access 97. If users install RMP Review Data Version 1.4, they must rerun the RMP*ReviewAdmin Import function to refresh tblFacility in the RMPFac.mdb database.

Vulnerability Zones Report

The vulnerability zones for this report will be calculated using latitude and longitude values provided by the Federal Registry System (FRS), not the latitude and longitude values included with the facilities RMP. This deviation is intended to correct errors in some entered latitude and longitude values in a consistent manner.

The user interface for this function provides two sets of text boxes that allow users to enter the latitude and longitude for a position in either degrees, minutes, and seconds or decimal degrees as shown in Exhibit 6-2 3.

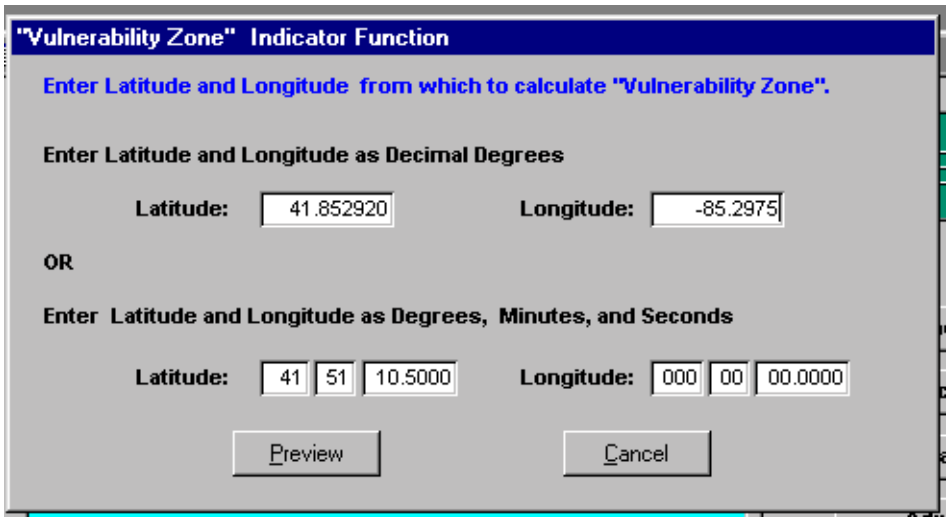


Exhibit 6-23: Vulnerability Zones Report User Interface

When a user enters data in one unit of measure (i.e., decimal degrees), the software will automatically fill the corresponding text box(s) with the correct value in the other unit of measurement. The user interface also contains two command buttons labeled 'Preview' and 'Cancel'. Clicking 'Preview' will generate the Vulnerability Zones report (shown in Figure 1) and clicking 'Cancel' will close the user interface.

Vulnerability Zones Report

Latitude : 41.852920
Longitude : -85.297500

EPA Facility ID	*Facility Address*	*WCT*	*WCF*	*AST*	*ASF*
220011334400	ACME Chemical Company 1313 Main Avenue Kalamazoo, MI 00234	X			

Figure 1: Vulnerability Zones Report

The Vulnerability Zones report lists the address of each facility that has at least one distance to endpoint value, in an OCA scenario, that is greater than the great circle distance between the user entered latitude and longitude and the Facility Registration System (FRS) latitude and longitude for the facility.

In addition to the facility address, four additional columns are provided for each facility. These columns represent the four types of OCA scenarios, and a checkmark is placed in each column where the 'vulnerability zone' criteria is matched.

LEPC to Facility Indicator Report

In addition to creating the Facility to Indicator report, this function allows users to view, print,

and export the detailed RMP report for each facility whose vulnerability zone(s) includes the selected LEPC. The user interface for the Facility to Indicator report is shown in Exhibit 6-24.

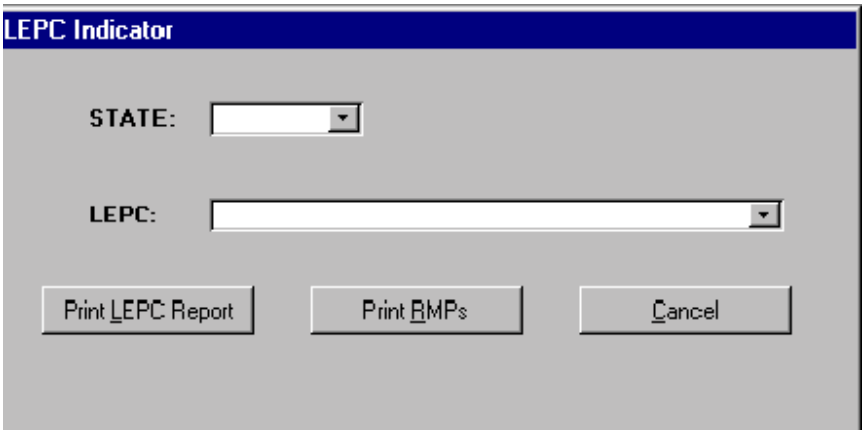


Exhibit 6-24: Facility to LEPC Indicator Report User Interface

The combo box labeled "STATE:" allows the user to limit the list of LEPC names to a specific state. The first choice in the drop down list is 'All'. Choosing "All" populates the drop down list in the combo box labeled "LEPC:" with all LEPC names in the database. Before being allowed to view the LEPC to Facility Indicator report or viewing RMPs that match the selected criteria, the user must select an LEPC Name (or 'All') from the LEPC combo box.

Clicking the button labeled "Print LEPC Report" opens the LEPC to Facility Indicator report shown in Figure 2. If RMPs for the facility have never been imported, the Facility Address

LEPC Indicator Report: Kent County LEPC

EPA Facility ID	Facility Address
123356789077	Macrel Waste Treatment Facility Loran Boulavard Chantilly, VA 44934
222222222222	Warren Industries Old Orchard Business Park Centerville, VA 45002

Figure 2: LEPC Indicator Report

column will display the facilities' state as shown in Figure 4.

LEPC Indicator Report: Kent County LEPC

EPA Facility ID	Facility Address
100000015075	Data for VA not imported.
100000035525	Data for VA not imported.

Figure 4: LEPC Indicator Report

Clicking the button labeled "Print RMPs" opens the Form shown in Exhibit 6-25. The name of the selected LEPC is displayed in the upper portion of the form, above the list box that displays the facilities whose vulnerability zone(s) include the LEPC. It is important to note that only those facilities that have RMPs in the database are displayed in this list.

The "Select All" and "Clear All" buttons select (or unselect) all facilities in the list box. Users may also select one or more facilities in the list box using standard windows techniques. Clicking the "Print Selected RMPs" button will send the detailed RMP report for each selected facility to the printer. The RMP that is printed is the most current RMP submitted by the facility.

Clicking the "Print RMP Sections..." button, while only one facility is selected, opens the "Print RMP Sections..." Form shown in Exhibit 6-26. This is the same Form that is used in RMP*Review to select all or individual sections of an RMP to view, print, or export to a foreign file format. The use of this Form is described elsewhere in this User Manual.

LEPC Indicator Function - Print Multiple RMPs

LEPC Name: Kent County LEPC

Select RMPs to print

RMP	EPA Facility ID	Facility Name
14954	100000153665	ACE Propane 2591
11718	100000124251	Haliday Industrials 18901
18329	100000115984	Town of Hudson Falls 11961
11218	100000095862	Hampton Falls Industrials 8468
7305	100000094872	M&M Industries 18274
7110	100000091161	HRS Technologies Inc. 13129
6627	100000084687	Mesa Water Treatment Plant 474
4853	100000060097	Chlorine is Us 816
2897	100000035525	Mesa Water Treatment Plant 6773
1224	100000015075	Waste Treatment Facility 11091

Select All | Clear All | Print Selected RMPs | Print RMP Sections... | Close

Exhibit 6-25: Print RMPs Form

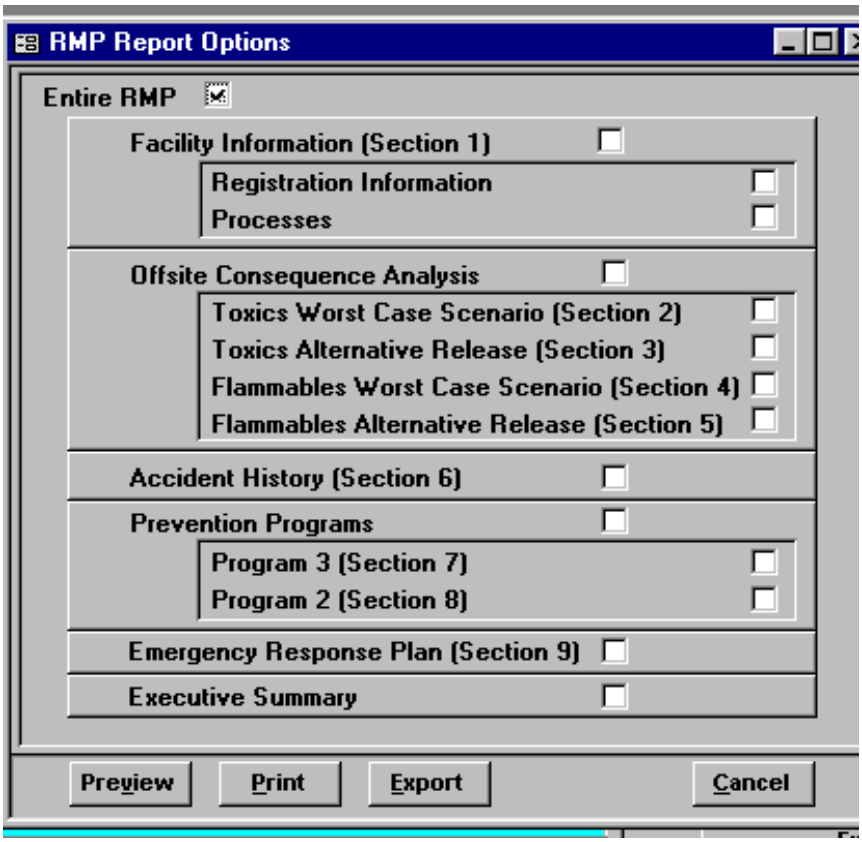


Exhibit 6-26: Print RMP Sections Form

APPENDIX A

Navigation Shortcut Keys

NAVIGATION SHORTCUT KEYS

The following list describes keys used to navigate within RMP*Review System screens and sub-screens.

To navigate between sections of a screen:

Press	To
F6	Cycle forward through the header, detail section, and footer of a screen. For computers attached to Novell servers, this key may be disabled.
Shift+F6	Cycle back through the footer, detail section, and header of a screen.

To navigate in screens with more than one page:

Press	To
Page Down	Move down one page. At end of record, moves to top of next record.
Page Up	Move up one page. At top of record, moves to top of previous record.

To switch between modes:

Press	To
F2	Switch between editing mode (with insertion point displayed) and navigation mode

To navigate between fields and records (in navigation mode):

Press	To
Tab, Right Arrow, or Enter	Move to the next field. NOTE: The Enter key will behave differently if you have changed the default using the View menu Options command.
Ctrl+Tab	Exit the sub-screen and move to the next field in the master screen; if not in a sub-screen, move to the next field.
Shift+Tab	Move to the previous field.
Ctrl+Shift+Tab	Exit the sub-screen and move to the previous field in the Master screen; if not in a sub-screen, move to the previous field.
Ctrl+Shift+Home	Move to the first field in the master screen.
End	Move to the last field in the current record.
Ctrl+End	Move to the last field in the last record.
Home	Move to the first field in the current record.
Ctrl+Home	Move to the first field in the first record.
Ctrl+Page Down	Move to the current field in the next record.
Ctrl+Page Up	Move to the current field in the previous record.

To navigate in a combo box or list box:

Press	To
F4 or Alt+Down Arrow	Open a combo box or list box.
Down Arrow	Move down one line.
Page Down	Move down one set of values.
Up Arrow	Move up one line.
Page Up	Move up one set of values.
Tab	To exit the box.

To navigate in a text box:

Press	To
Down Arrow	Move down one line.
Up Arrow	Move up one line.
End	Move to the end of the current line.
Ctrl+End	Move to the end of the last line.
Home	Move to the beginning of the current line.
Ctrl+Home	Move to the beginning of the first line.

APPENDIX B

Acronyms

CPU	**Central Processing Unit**
CD	**Compact Disk**
DBA	**Database Administrator**
EPA	**Environmental Protection Agency**
HQ	**Headquarters**
HP	**Hewlett Packard**
HTML	**Hypertext Markup Language**
IP	**Internet Protocol**
LAN	**Local Area Network**
LEPC	**Local Emergency Planning Committee**
MB	**Megabyte**
MS	**Microsoft**
NAICS	**North American Industrial Classification System**
OCA	**Off-Site Consequence Analysis**
PC	**Personal Computer**
QBE	**Query By Example**
QBF	**Query By Form**
RAM	**Random Access Memory**
RMP	**Risk Management Plan**
SQL	**Structured Query Language**
SRMP	**Systems for Risk Management Plans**
SVGA	**Super Video Graphics Adapter**
URL	**Universal Resource Locator**

APPENDIX C

Disk Space Requirements for Individual State Database Files

The following table provides the DBA with the estimated disk space required for downloading the individual state RMP dBases from the Web. (These figures were accurate at the time they were recorded, however, disk space requirements change as the number of RMPs change.)

State Code	dbf files Zipped	dbf files Unzipped	Access Database	Graphics files
AK	132 KB	1,560 KB	1,316 KB	0 KB
AL	1,620 KB	6,286 KB	5,754 KB	912 KB
AR	570 KB	4,497 KB	4,750 KB	0 KB
AS	72 KB	1,170 KB	946 KB	0 KB
AZ	2,797 KB	5,401 KB	2,762 KB	2.46 MB
CA	4,359 KB	20,501 KB	22,648 KB	1.58 MB
CO	708 KB	4,785 KB	5,158 KB	104 KB
CT	1,883 KB	3,876 KB	2,054 KB	1.69 MB
DC	81 KB	1,223 KB	980 KB	0 KB
DE	195 KB	1,867 KB	1,734 KB	0 KB
FL	1,277 KB	10,209 KB	11,376 KB	0 KB
GA	1,882 KB	7,708 KB	7,028 KB	991 KB
GU	74 KB	1,177 KB	946 KB	0 KB
HI	138 KB	1,652 KB	1,378 KB	0 KB
IA	1,158 KB	12,657 KB	12,830 KB	0 KB
ID	437 KB	2,483 KB	2,296 KB	188 KB
IL	4,114 KB	17,157 KB	14,190 KB	2.65 MB
IN	4,122 KB	12,066 KB	8,546 KB	3.47 MB
KS	1,682 KB	10,911 KB	8,808 KB	770 KB
KY	2,514 KB	7,049 KB	5,364 KB	1.89 MB
LA	2,538 KB	10,828 KB	10,470 KB	1.23 MB
MA	291 KB	2,559 KB	2,304 KB	0 KB
MD	368 KB	3,085 KB	3,054 KB	0 KB

State Code	dbf files Zipped	dbf files Unzipped	Access Database	Graphics files
ME	166 KB	1,739 KB	1,588 KB	0 KB
MI	3,596 KB	8,612 KB	5,834 KB	2.94 MB
MN	1,226 KB	9,105 KB	9,044 KB	305 KB
MO	1,180 KB	6,623 KB	6,096 KB	500 KB
MS	496 KB	4,146 KB	4,396 KB	3.94 KB
MT	262 KB	2,828 KB	2,648 KB	0 KB
NC	1,260 KB	6,692 KB	6,322 KB	488 KB
ND	450 KB	5,027 KB	4,610 KB	0 KB
NE	830 KB	9,100 KB	9,802 KB	0 KB
NH	119 KB	1,459 KB	1,218 KB	0 KB
NJ	437 KB	3,220 KB	3,300 KB	0 KB
NM	308 KB	2,632 KB	2,834 KB	0 KB
NV	190 KB	1,791 KB	1,698 KB	0 KB
NY	609 KB	4,743 KB	4,932 KB	0 KB
OH	4,698 KB	12,942 KB	9,928 KB	3.51 MB
OK	5,156 KB	11,437 KB	7,824 KB	4.32 MB
OR	699 KB	3,630 KB	3,378 KB	290 KB
PA	1,640 KB	8,364 KB	8,376 KB	536 KB
PR	1,255 KB	4,090 KB	2,886 KB	1.07 MB
RI	357 KB	1,934 KB	1,424 KB	337 KB
SC	954 KB	5,420 KB	5,268 KB	413 KB
SD	1,204 KB	3,765 KB	2,236 KB	1.06 MB
TN	1,507 KB	5,961 KB	5,242 KB	948 KB
TX	10,114 KB	33,696 KB	30,970 KB	6.80 MB
UT	308 KB	2,509 KB	2,552 KB	16.3 KB
VA	499 KB	3,925 KB	3,874 KB	0 KB

State Code	dbf files Zipped	dbf files Unzipped	Access Database	Graphics files
VI	86 KB	1,305 KB	988 KB	0 KB
VT	98 KB	1,295 KB	1,118 KB	0 KB
WA	2,168 KB	6,662 KB	5,128 KB	1.56 MB
WI	810 KB	5,682 KB	5,248 KB	154 KB
WV	520 KB	3,242 KB	2,908 KB	117 KB
WY	301 KB	2,832 KB	3,466 KB	0 KB

APPENDIX D

RMP*ReviewAdmin Ranking and Scoring Example

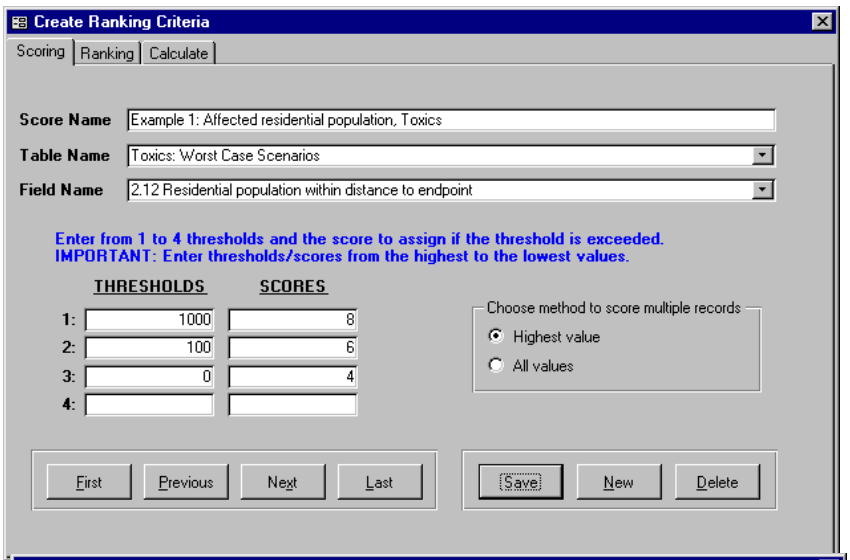
Appendix D contains three examples that demonstrate how the Ranking and Scoring functionality of RMP*ReviewAdmin may be used to assign scores to a collection of RMPs. The following table summarizes the three examples that will be created in Sections D.1 - D.3 of this appendix:

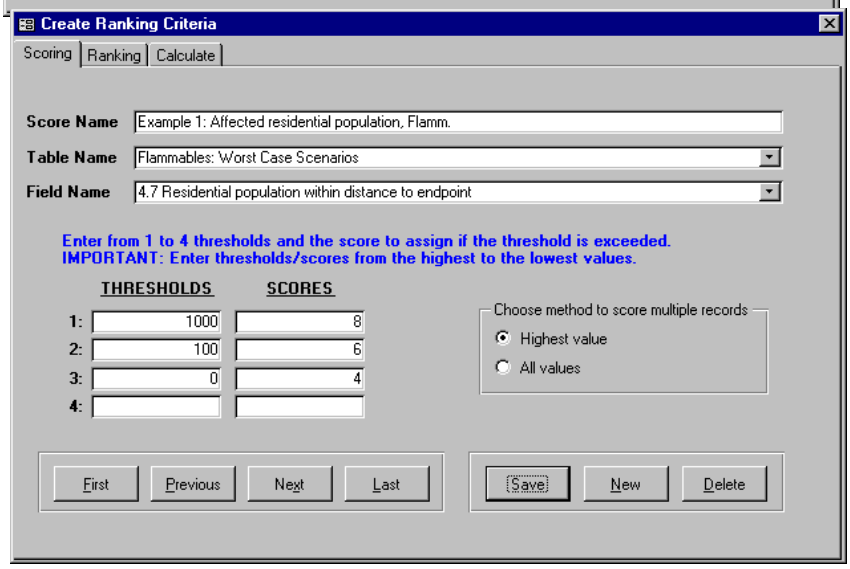
Example	Data Element	Score
(1) Use the residential population within the greatest distance to an endpoint for Toxics and Flammables Worst Case scenarios.	2.12, 4.7 Residential population within distance to endpoint. > 1,000 people 101 to 1,000 people 1 to 100 people	 8 6 4
(2) Use four different Accident History data elements to create scoring criteria.	6.10.a Known off-site impacts: Deaths. 6.10.b Known off-site impacts: Hospitalization. 6.9.b.i On-site impacts: Injuries; Employees or contractors. 6.10.f Known off-site impacts: Property damage ($).	10 8 6 4
(3) Use quantity of regulated substance(s) present at the source (each regulated substance should contribute to the overall score).	1.17.c.3 Maximum quantity of each regulated substance (should be divided by threshold quantity for resulting score rounded to the closest integer).	Maximum score = 10 for each substance

Section D.4 will demonstrate how to combine the "scores" to create a "ranking" (definition) from the examples in Sections D.1 - D.3 and Section D.5 will demonstrate how to calculate ranking and scoring values from the definition.

D.1 Example 1

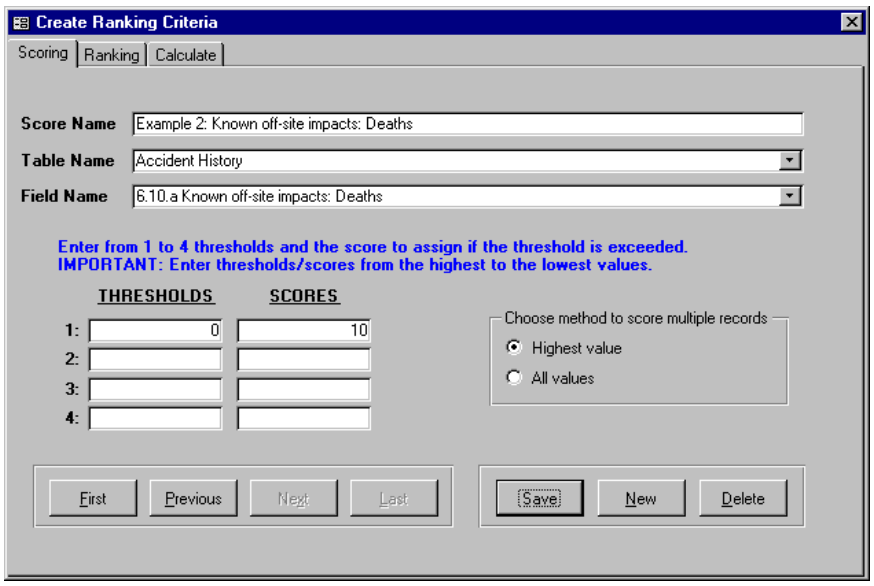
Example 1 is implemented by scoring the worst case scenarios for toxic chemicals and flammable substances. When more than 1,000 people live within the distance to endpoint a score of 8 will be added to the aggregate score. If 101 to 1,000 people live within the distance to endpoint a score of 6 will be added to the aggregate score (use 100 as threshhold). If from 1 to 100 people live within the distance to endpoint a score of 4 will be added to the aggregate score (note: score at least 1 person by entering a threshold of zero). Since worst case data for each type of substance (toxic and flammable) are located in different tables, criteria must be entered in two screens, as illustrated by the following two exhibits:

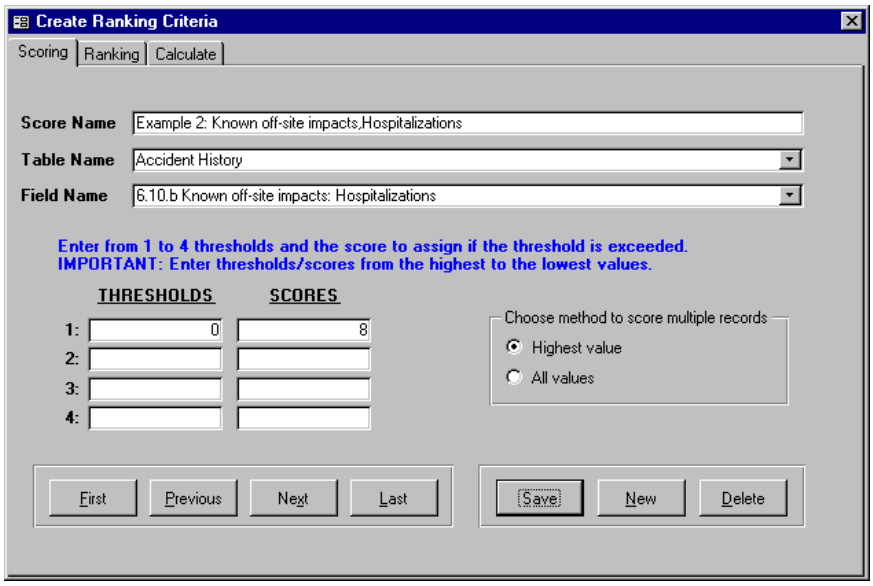


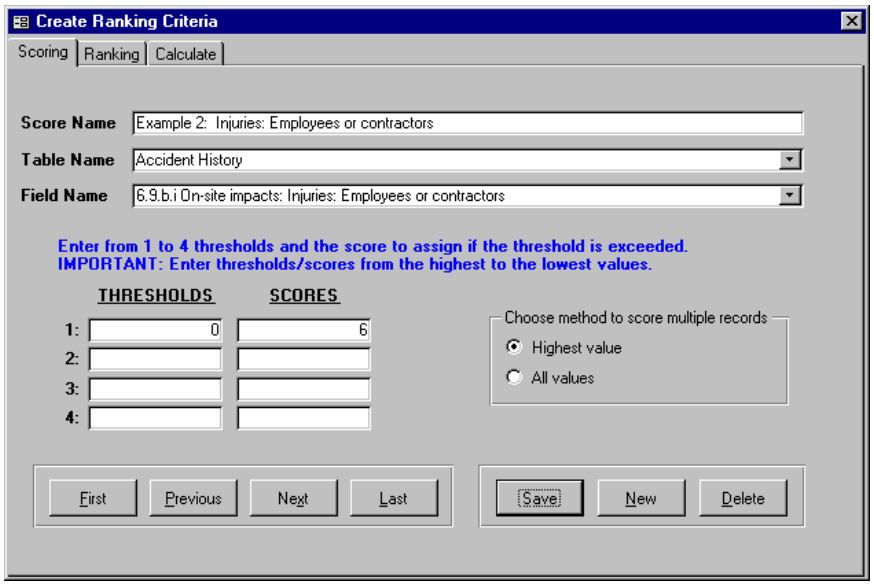


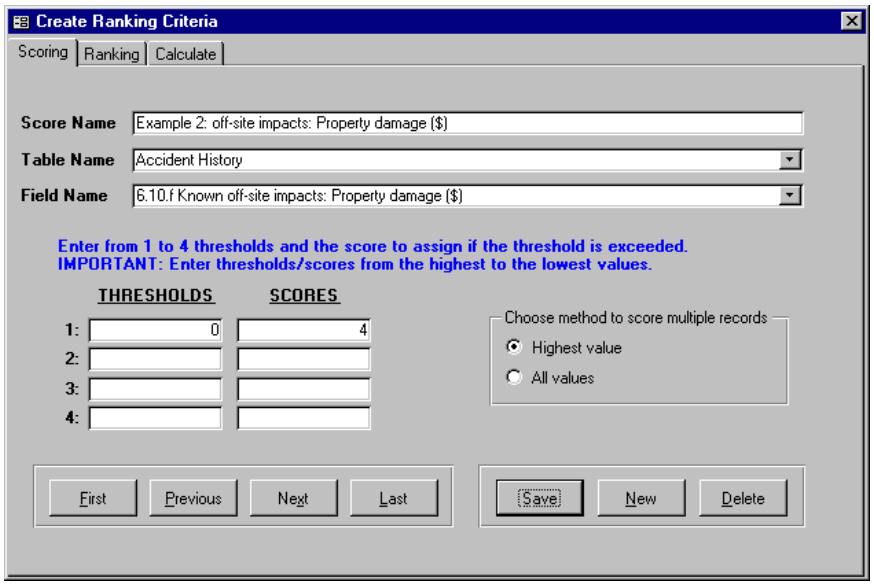
D.2 Example 2

In order to evaluate scores for four different Accident History data elements (i.e., the score names) in Example 2, the RMP*Review Admin user must enter the scores on four separate screens as though they were each independent criteria, as illustrated in the following four exhibits. NOTE: The threshold is entered as "0" in each of the four screens, because threshold is not used to delineate between the data elements.





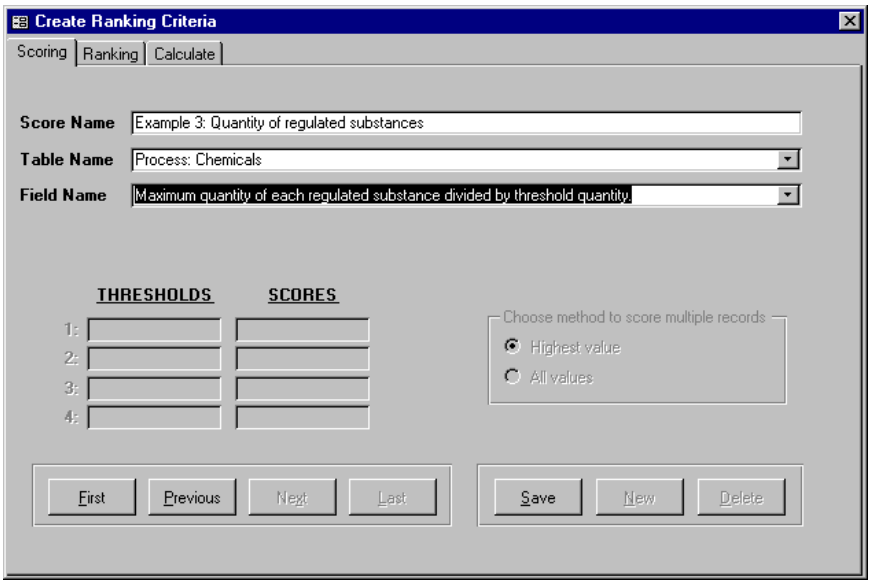




D.3 Example 3

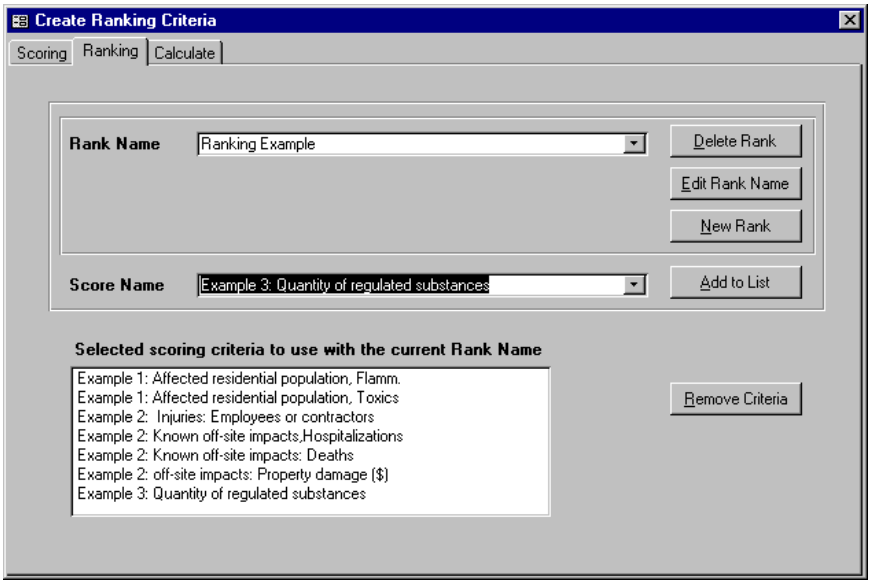
Example 3 illustrates a special case in Ranking and Scoring. When you select Process: Chemicals from the Table Name pick list, then Maximum quantity of each regulated substance divided by threshold quantity from the Field Name pick list, the Threshold/Scores boxes and the Choose method to score multiple records radio buttons will be inactivated (dimmed). The score, up to a maximum of 10 for each process chemical

reported in the RMP, will be calculated automatically by dividing the reported quantity of the process chemical by the regulated threshold for the process chemical.



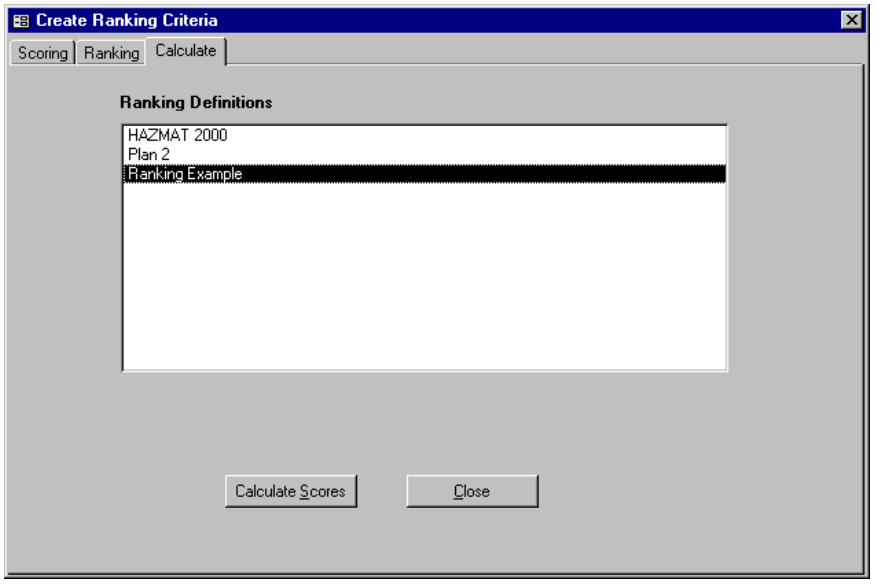
D.4 Defining a Ranking Definition

Once all the "scores" have been created, you may move to the Ranking tab of the Create Ranking Criteria Screen to gather the multiple criteria into a ranking definition (plan). The following figure illustrates a ranking definition named "Ranking Example" containing the scoring criteria created previously. In this example, all the "scores" were included, however, different definitions could have been established by selecting different items from the Score Name pick list.



D.5 Calulating Ranking and Scoring Values

Once you have selected the scoring criteria you want for a ranking definition, you may move to the Calculate tab of the Create Ranking Criteria Screen.



Select Ranking Example, then click Calculate Scores; scores will be calculated for the selected ranking definition. NOTE: The Ranking Definition names are displayed in a multi-select list box. Use the Shift or Control keys to select more than one ranking definition. Scores for each selected definition will be calculated when you click the Calculate Scores button.

APPENDIX E

United States Environmental Protection Agency Security Notice

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460
Mail Code 5401G

OFFICE OF
SOLID WASTE AND EMERGENCY
RESPONSE

November 2000

SECURITY NOTICE
To Federal, State and Local Officials Receiving Access to the Risk Management Program's Off-site Consequence Analysis Information

With this notice, the U.S. Environmental Protection Agency (EPA) is providing you with access to the off-site consequence analysis (OCA) information you requested. As you know, OCA information is certain forms of data about the potential public health and environmental consequences of hypothetical chemical accidents at industrial facilities. Under EPA regulations implementing section 112(r)(7) of the Clean Air Act (CAA), industrial facilities having large amounts of certain extremely hazardous substances must prepare and submit Risk Management Plans (RMPs). Covered facilities must report the results of OCAs for worst-case and alternative scenario chemical accidents in sections 2 through 5 of their RMPs ("the OCA sections"). EPA has developed an electronic database that includes the information in the OCA sections. You have requested from us a copy of the OCA sections of one or more RMPs and/or the related EPA database. While you may share with the public the data in those sections and database, ***it is a violation of federal law for you to disclose or distribute to the public the OCA sections themselves or the related database, except as authorized by statute or regulation.***

In this notice we briefly describe the federal statute and regulations that govern the distribution of the OCA sections of RMPs and the related database. The statute and regulations authorize government officials to distribute some or all of that information to each other and to the public under specified conditions designed to protect the information from Internet dissemination. The statute and regulations also prohibit government officials from distributing the information under any other conditions. Here we outline what you may and may not distribute to whom and the ***criminal*** penalties for violating the applicable restrictions. For more detailed information, we strongly recommend that you read the Federal Register notice issuing and explaining the regulations at 65 FR 48108 (August 4, 2000).

A. What federal law establishes these restrictions?

The Chemical Safety Information, Site Security and Fuels Regulatory Relief Act (CSISSFRRA), signed into law on August 5, 1999, is the basis for the regulations and restrictions described in this notice. CSISSFRRA was enacted to address concerns that Internet posting of a large database created from the OCA sections of RMPs would pose law enforcement and national security risks. CAA section 112(r)(7) had required public access to RMPs including the OCA sections. CSISSFRRA amended CAA section 112(r)(7) by adding a new subparagraph

(H). CAA section 112(r)(7)(H)(ii) required the President to conduct assessments of both the increased risk of terrorist and other criminal activity that would result from posting OCA information on the Internet and the chemical safety benefits of allowing public access to the information. It further required the President to issue regulations, based on the assessments, governing distribution of OCA information. For the period the President was given to complete these tasks, CSISSFRRA prohibited government officials from distributing OCA information to the public.

On behalf of the President, EPA and the Department of Justice (DOJ) conducted the assessments and issued regulations that allow public access to OCA information in ways that are designed to minimize the likelihood of chemical accidents, the risk associated with Internet posting, and the likelihood of harm to public health and welfare. The regulations, codified at 40 CFR Part 1400, also provide for distribution of OCA information to federal, state and local officials. In addition, the regulations extend the prohibition in CSISSFRRA against government officials and researchers distributing OCA information except as authorized by CSISSFRRA or the regulations themselves. In this notice we refer to the regulations as the "OCA regulations."

B. <u>What information is subject to the restrictions on distribution?</u>

CSISSFRRA and the OCA regulations extend the restrictions on distribution only to the two classes of information described below:

1. OCA information

CSISSFRRA and the OCA regulations define "OCA information" as

- the OCA portion (i.e. sections 2 through 5) of RMPs that facilities have submitted to EPA under 40 CFR Part 68; and

- any EPA electronic database created from those portions.

It is important to understand that the definition of OCA information is narrow in scope. First, it does **not** include the Executive Summary portion of RMPs. Every RMP must contain an Executive Summary, which in turn must include at least a brief description of the OCA(s) conducted by the facility submitting the RMP. Since Executive Summaries are not formatted in a way that lends itself to creation of a large OCA database that could be posted on the Internet, the definition of OCA information excludes them.

Second, the definition does **not** include the results of the analysis reported in the OCA sections of an RMP or the related database when presented in a different format. CSISSFRRA states that it "does not restrict the dissemination of [OCA] information by any covered person in

any manner or form *except* in the form of a [RMP] or of an electronic data base created by [EPA]" (Clean Air Act section 112(r)(7)(H)(xii)(II)) (emphasis added). Sections 2 through 5 of RMPs are sensitive because those sections could be compiled fairly easily into a large OCA database that could be posted on the Internet. EPA's OCA database is even more sensitive because it could easily be posted on the Internet. Consequently, CSISSFRRA's prohibitions extend to RMP sections 2 through 5 and the related EPA database (i.e. "OCA information") but ***not*** to the OCA results reported in those sections or the database. To capture this distinction, the OCA regulations created the term "**OCA data elements**" to refer to the results of OCAs when presented in a format different than sections 2 through 5 of an RMP or EPA's database. This notice uses "OCA data elements" for the same purpose.

2. **OCA rankings**

The OCA regulations define OCA rankings as

- o any statewide or national ranking of identified facilities derived from the OCA portion of RMPs.

C. <u>Who is subject to the restrictions on distribution?</u>

CSISSFRRA applies its restrictions to "covered persons." The OCA regulations use the term "government officials" to refer to the largest categories of covered persons. The three categories of covered persons are:

1. **Federal government officials:** An officer or employee of the United States or of an agent or contractor of the Federal Government.

2. **State or local government officials**: An officer or employee of a State or local government or of an agent or contractor of a State or local government, or an individual affiliated with an entity that has been given, by a State or local government, responsibility for preventing, planning for, or responding to accidental releases (*for example*, a volunteer firefighter or a member of a State Emergency Response Commission (SERC) or a Local Emergency Planning Committee (LEPC) established under the federal Emergency Planning and Community Right-to-Know Act), or an officer and employee of an agent or contractor of such an entity.

3. **Covered researcher**: A researcher as identified by EPA under the qualified researcher provision of CSISSFRRA (CAA section 112(r)(7)(H)(vii)).

CSISSFRRA itself provides that the distribution restrictions apply "only to covered persons" (CAA section 112(r)(7)(H)(xii)(I)). Accordingly, the OCA regulations apply the restrictions only to covered persons. **Members of the public, including private individuals and entities, are *not* prohibited from distributing OCA information or rankings.**

D. What are the restrictions on distribution?

Prior to issuance of the OCA regulations, covered persons were prohibited from distributing OCA information and rankings to the public in any form (paper or electronic) except as authorized by CSISSFRRA. The only exception to the prohibition was for the OCA sections of RMPs that were released to the public "without restriction" by the facilities submitting them.

CSISSFRRA required that the OCA regulations provide the public with some access to OCA information. Specifically, it required the regulations to govern distribution of OCA information in a manner that would minimize the likelihood of chemical accidents, the risk associated with Internet posting of OCA information, and the likelihood of harm to public health and welfare. At a minimum, the regulations were to allow any member of the public access to paper copies of OCA information for a "limited number" number of facilities and with other access "as appropriate." They were also to provide government officials with access to OCA information in accordance with specified geographical restrictions. The regulations could extend the restrictions on distribution of OCA information by government officials as needed to meet the statutory test of minimizing the overall risk of chemical releases and to implement the specific provisions described above.

The OCA regulations issued by EPA and DOJ provide the public with limited, controlled access to OCA information. To provide that access, the regulations significantly expand the authority of government officials at the federal, state and local level to provide public access to OCA information under conditions designed to minimize overall risk. Briefly, the regulations require the federal government to allow any member of the public to obtain access to OCA information for up to 10 facilities per calendar month located anywhere in the country, without geographical restrictions. Access will be provided at 50 or more federal reading rooms distributed across the United States and its territories. Reading room access will begin by December 31, 2000. The regulations also require EPA to provide the public with Internet access to the OCA data elements that pose the least serious criminal risk by December 31, 2000. In addition, to help members of the public learn about chemical hazards in their communities, the regulations directed EPA to establish a vulnerable zone indicator system over the Internet or by phone or mail which has been available since October 5, 2000. Further, the rule authorizes and encourages state and local agencies involved in chemical emergency planning, prevention, or response to provide the public with read-only access to OCA information for local facilities. For further information about these rule provisions, please see 65 FR 48108 (August 4, 2000).

The following section of this notice describes what OCA information the regulations authorize different categories of government officials to provide to other categories of government officials and to the public. It does not, however, attempt to describe the requirements that may apply to providing access. For instance, the regulations require federal reading room personnel to ascertain the identity of persons requesting access to OCA information before providing them with access. The OCA regulations and the Federal Register notice issuing them should be consulted to learn about the requirements for providing access.

With regard to OCA rankings, the rule codifies CSISSFRRA's prohibition on distribution of OCA rankings to the public. Consequently, as a government official you may develop OCA rankings and share them with other government officials, but you may not share them with the public.

E. <u>May I share OCA information with other government officials?</u>

The OCA regulations authorize you to distribute some or all OCA information to other government officials based on the category of government official to which you belong and to which your intended recipient belongs, as described below. Any time you distribute OCA information to another government official, you should send a copy of this notice with the materials so that the recipient will be informed of the applicable restrictions.

1. A **Federal government official** may

- distribute to another Federal government official, for that person's official use, any or all OCA information;

- distribute to a State or local government official, for that person's official use, OCA information ***only*** for the facilities located in that person's State.

In addition, **a Federal government official who works for EPA** may

- distribute to a State or local government official, ***at that person's request*** and for that person's official use, OCA information for facilities located in States other than that person's State.

2. A **State or local government official** may:

- distribute OCA information for ***only*** the facilities located in his or her State to a Federal government official for that person's official use;

- distribute OCA information for ***only*** the facilities located in his or her State to a State or local government official in his or her State for that person's official use; and

- distribute OCA information for ***only*** the facilities located in his or her State to a State or local government official in a State ***contiguous*** to his or her State for that person's official use.

F. <u>May I share OCA information with the public?</u>

The OCA regulations authorize you to provide the public with read-only access to some OCA information *depending on the category of government official to which you belong and, in*

some cases, depending on where the member of the public lives or works, as described below.

1. A **Federal government official who helps operate a federal reading room** may provide any member of the public with read-only access to OCA information for

- up to 10 stationary sources located anywhere in the country, without geographical restriction, in a calendar month; and

- stationary sources located in the jurisdiction of the LEPC where the person lives or works and for any other stationary source that has a vulnerable zone that extends into that LEPC's jurisdiction.

2. A **State government official** may, to the extent authorized by the State's SERC or a related state government agency, provide any member of the public with read-only access to OCA information for

- stationary sources located in the jurisdiction of the LEPC where the person lives or works and for any other stationary source that has a vulnerable zone that extends into that LEPC's jurisdiction.

3. A **local government official** may, to the extent authorized by the relevant LEPC or a related local government agency, provide any member of the public with read-only access to OCA information for

- stationary sources located in the jurisdiction of the LEPC and for any other stationary source that has a vulnearble zone that extends into that LEPC's jurisdiction.

G. <u>Are there any exceptions to the distribution restrictions?</u>

Yes. The restrictions described above do *not* apply to the OCA sections of RMPs for facilities that have released those sections of their RMPs to the public without restriction (see CAA section 112(r)(7)(H)(v)(III)(aa)). CSISSFRRA requires any facility that releases the OCA sections of its RMP to the public without restriction to notify EPA that it has done so (CAA section 112(r)(7)(H)(v)(III)(bb)). CSISSFRRA further requires EPA to make publicly available a list of facilities that have so notified EPA. EPA has posted that list on its RMP*Info website at http://www.epa.gov/ceppo/tools/rmp-info/oca-pub.htm. You may also get a copy of the list by calling the RMP Reporting Center at (703) 816-4434.

H. <u>What other OCA-related information may I share with the public?</u>

As explained above, CSISSFRRA and the OCA regulations restrict the distribution of only OCA information and OCA rankings.. You are free to share any other OCA-related information with the public. For example, you may provide any member of the public with the

results of the computer-based vulnerable zone indicator that EPA is required to make available. You may also share with the public OCA data elements (defined above).

I. Do these restrictions override the public information laws of my State or locality?

In general, yes. However, CSISSFRRA provides that a State that collects *under its own law* information on the off-site consequences of chemical releases is not precluded from making that data available to the public (CAA section 112(r)(7)(H)(x)(II)).

J. What does "official use" mean?

"Official use" is defined by CSISSFRRA to mean "an action of a Federal, State, or local government agency or an entity [such as a SERC, LEPC or volunteer fire department] intended to carry out a function relevant to preventing, planning for, or responding to accidental releases" (CAA section 112(r)(7)(H)(i)(II)).

Following are examples of what would constitute "official use" of OCA information (i.e. the OCA sections of RMPs and EPA's database created from those sections) by a government official:

- Analyzing the OCA information for facilities in your jurisdiction for purposes of emergency planning, prevention or response.

- Communicating the results of the analysis described above to other government officials and/or the public as part of emergency planning, prevention or response efforts, so long as you do not distribute the OCA information itself to the public or to other government officials except as authorized by the OCA regulations; for example, you may communicate OCA data elements to the public and any other government official.

- Analyzing the OCA information for facilities in your jurisdiction to determine which facilities present the greatest risk to the public in case of a accidental release, so that you can focus your emergency planning, prevention or response efforts accordingly.

- Communicating the results of the analysis described above to other government officials and/or the public, so long as the results do *not* rank facilities either nationally or statewide, or, if the results do take such a form, so long as they are communicated *only* to other government officials.

- Comparing the OCA information for facilities in your jurisdiction with the OCA information for facilities in other jurisdictions, to gain insight into whether the facilities in your jurisdiction have appropriate accident prevention programs.

- Communicating the results of the comparison described above with other government officials and/or the public, so long as you do not distribute the OCA information itself to the public or to other government officials except as authorized by the OCA regulations.

- Considering the OCA information for facilities in your jurisdiction in making decisions about zoning or land use planning.

- Providing the public and other government officials with access to OCA information in accordance with the OCA regulations.

- Accessing OCA information as needed to operate the vulnerable zone indicator system.

Following are examples of what would ***not*** constitute "official use" of OCA information by a covered person:

- Distributing (in paper or electronic form) OCA information to the public as part of an information or education campaign except to the extent authorized by the OCA regulations.

- Disclosing or distributing OCA information to a private party in a court suit involving a chemical accident at a facility, except where the private party is the owner or operator of the facility. (Note, however, that disclosure to judges and court employees would be permissible since they are government officials).

K. <u>What are the penalties for violating the restrictions?</u>

A covered person who willfully violates a restriction of CSISSFRRA or the OCA regulations is subject to a fine for an infraction under title 18 of the United States Code, section 3571. For individuals, the fine is not more than $5,000; for organizations, the fine is not more than $10,000. If unauthorized disclosure relates to more than one facility, disclosure of each facility's OCA information is a separate offense. The total of all criminal penalties that may be imposed on a single person or organization cannot exceed $1,000,000 for violations committed during any one calendar year. A government official who violates the provisions of the OCA regulations is also subject to civil liability under the provisions of the CAA section 113.

L. <u>Where can I get more information about the restrictions?</u>

A set of questions and answers concerning CSISSFRRA and the OCA regulations is available at http://www.epa.gov/ceppo/q&a.html. EPA, in consultation with other federal agencies, will continue to add new questions and answers as the need arises.

November, 2000

Kathleen Jones

Chemical Emergency Preparedness and Prevention Office

May 2000

APPENDIX F

RMP*Review Data Relationship Diagrams

Section 1 of an RMP contains the Registration Information for the submitting facility. This data is stored in tblS1Facilities of the RMP database (RMPData.mdb.) In RMP*Review, data such as Receipt Date and Submission Type entered at the Reporting Center are also stored in this record. Associated with tblS1Facilities are four lookup tables; tlkpCountyFIPSCodes, tlkpLatLongMethods, tlkpLatLongDescriptions, and tlkpFIPSCodes. No relationships are set in the database between tblS1Facilities and these lookup tables.

NOTE: All of the following MS Access table and field names are displayed in the Advanced QBE window. This information is also useful for creating compound criteria in a QBF field.

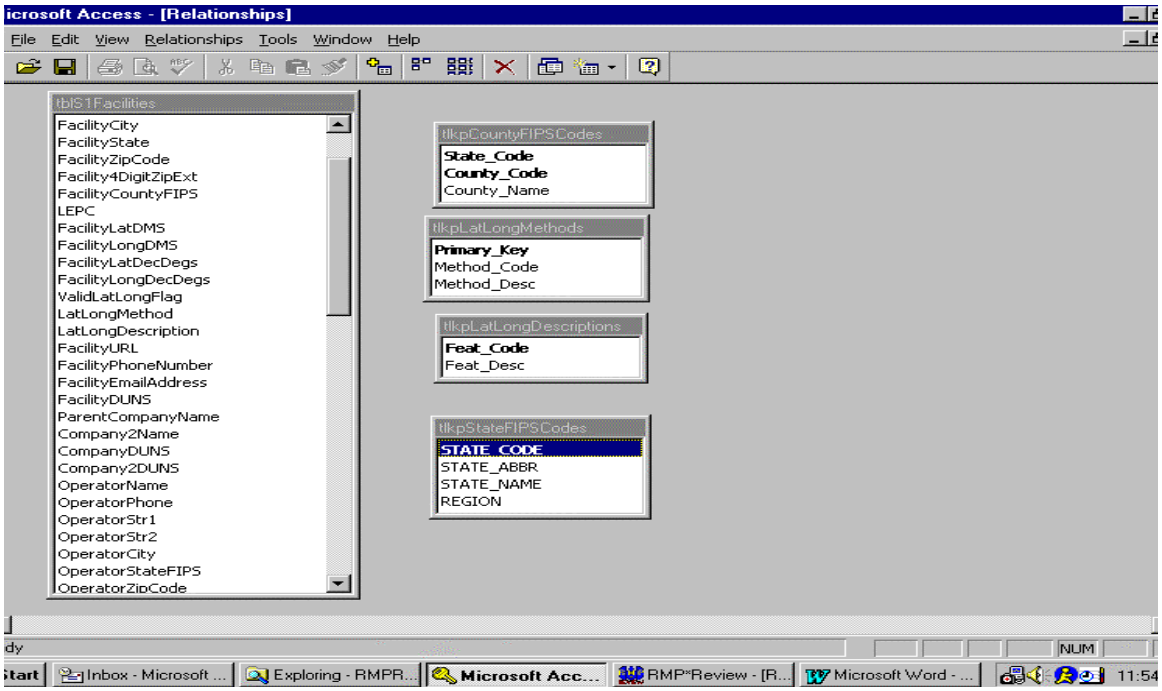


Figure 1. tblS1Facilities and its Lookup Tables

Figure 2 shows the relationships between tblS1Facilities and the Executive Summary, Accident History, Emergency Response Plans, and RMP Error tables. Note, there is no direct relationship between tblS1Facilities and tblRMPTrack since a tracking record may contain data about an RMP that was not entered into the database.

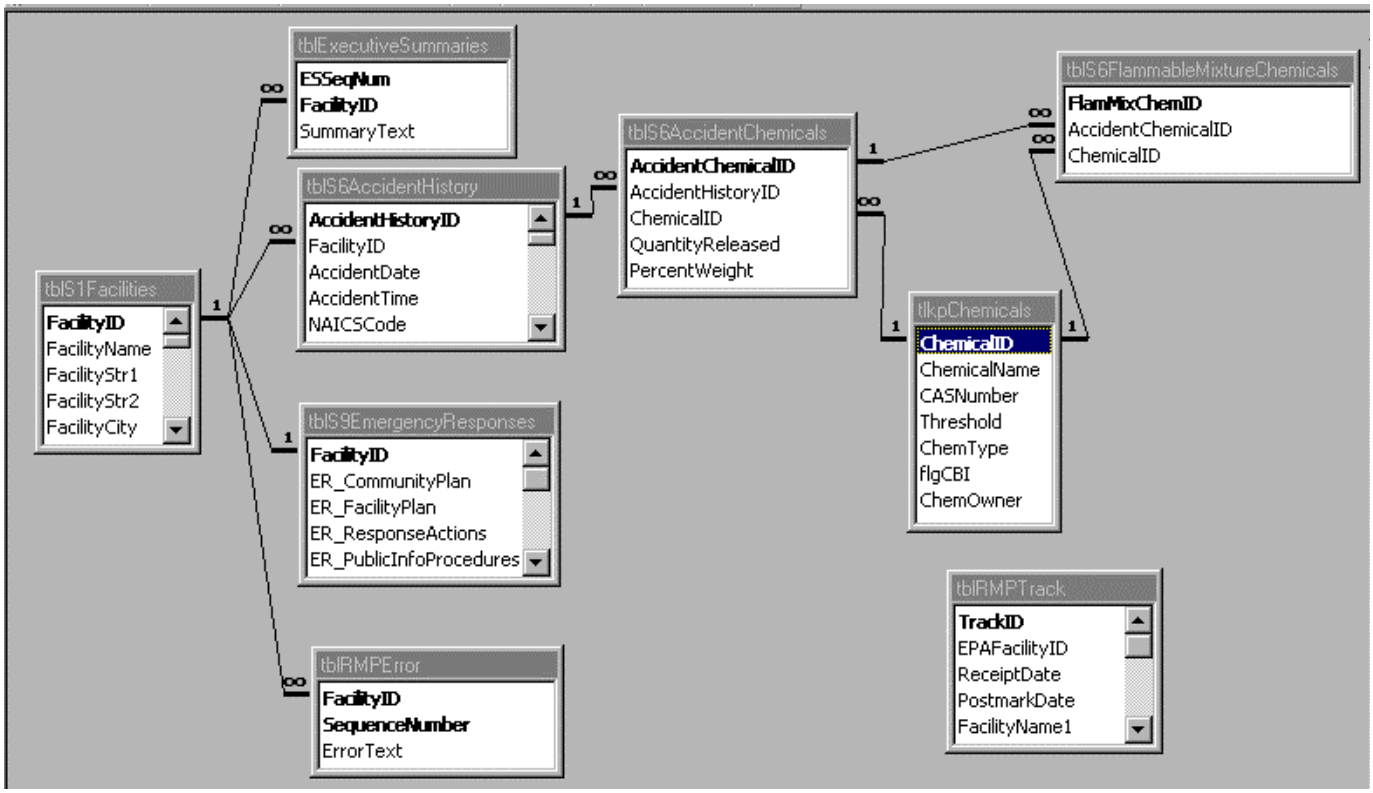


Figure 2. tblS1Facilities Relationships

Figure 3 shows the relationship between tblS1Facilities and covered processes. Covered processes have the relationships shown in Figure 3 to Process NAICS codes and Process Chemicals.

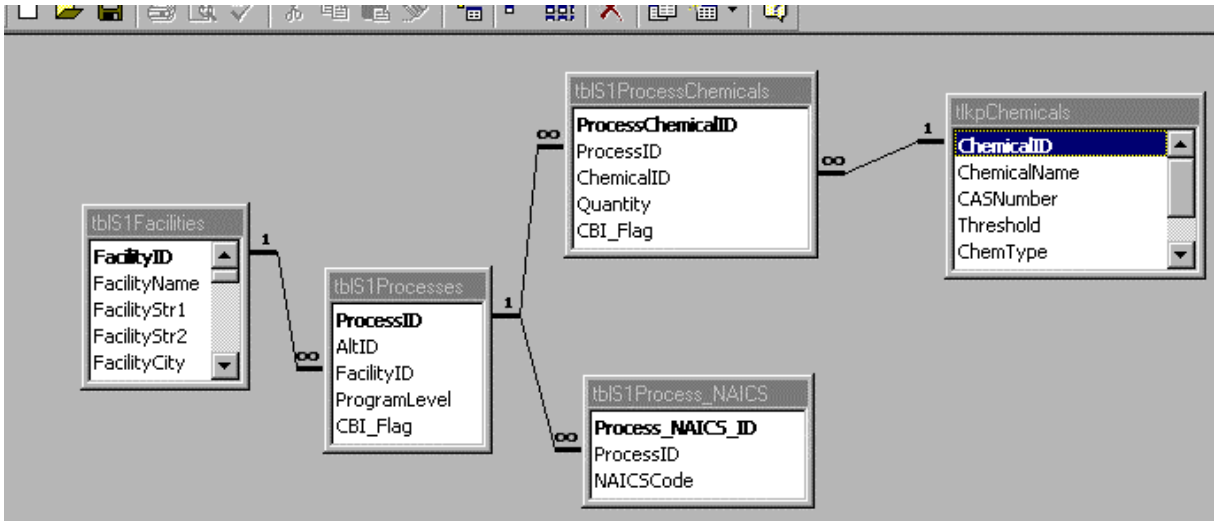


Figure 3. RMP Covered Processes

Figure 4 shows relationships between tblS1Facilities and the tables containing OCA records.

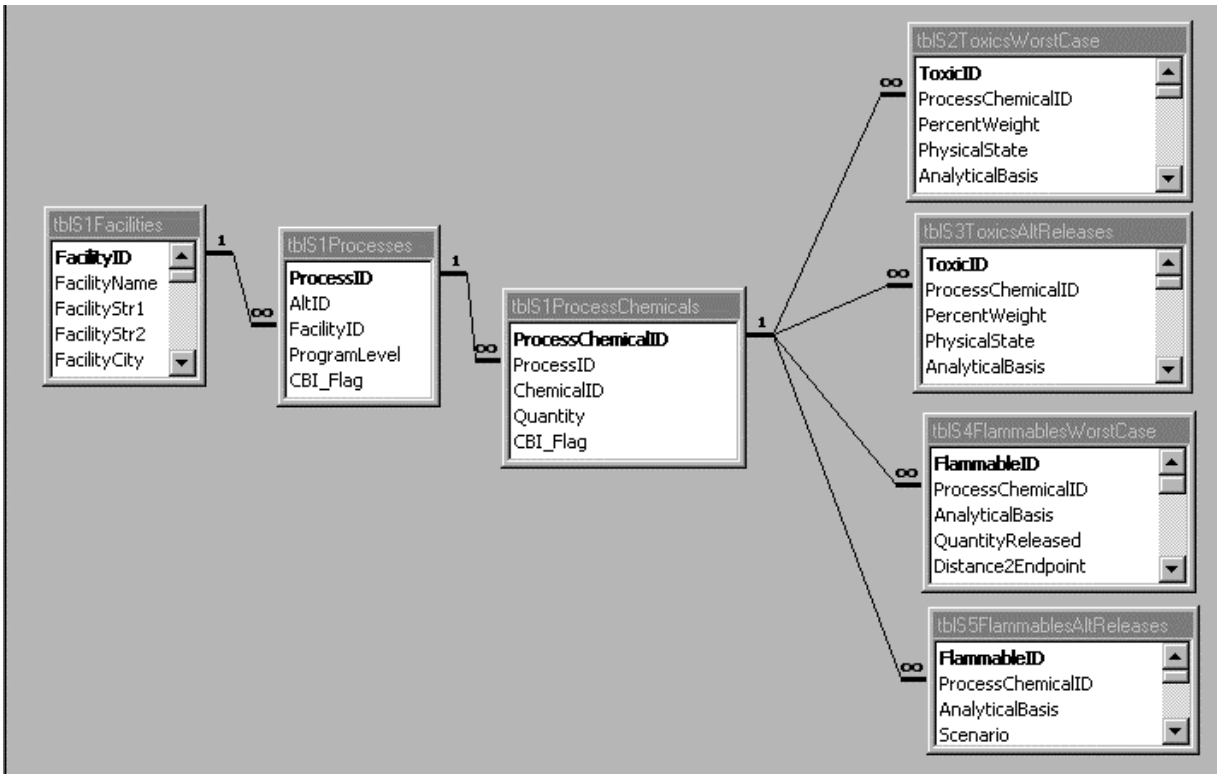


Figure 4. Relationships between tblS1Facilities and OCA records.

Figure 5 shows the lookup tables associated with tblS2ToxicsWorstCase.

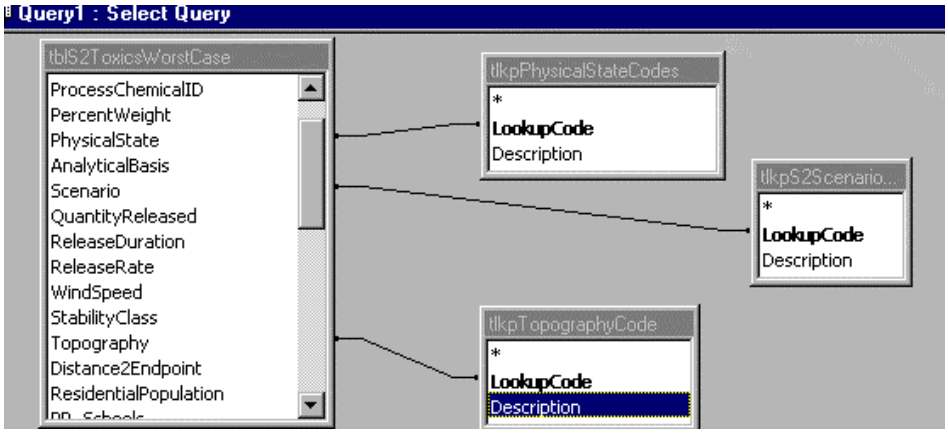


Figure 5. Lookup tables associated with tblS2ToxicsWorstCase

Figure 6 shows the lookup tables associated with tblS3ToxicsAltReleases.

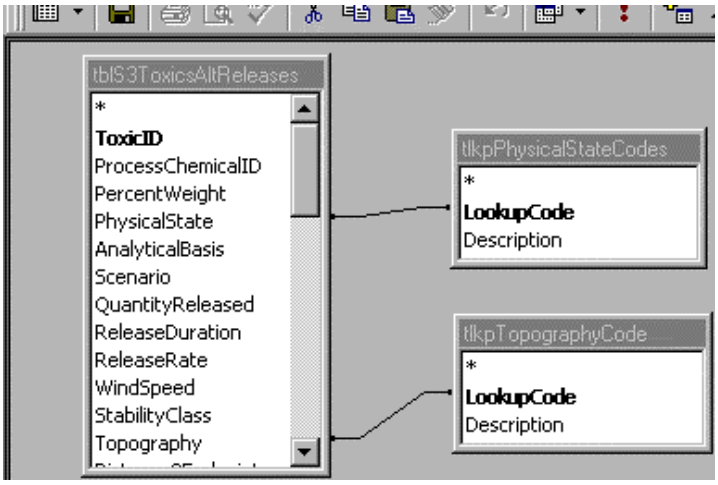


Figure 6. Lookup tables associated with tblS3ToxicsAltReleases

There are no lookup tables associated with the Flammables Worst Case and Alternative Releases scenarios.

Figure 7 shows Prevention Program Relationships. Program Level 2 and Program Level 3 Prevention programs have similar relationship diagrams.

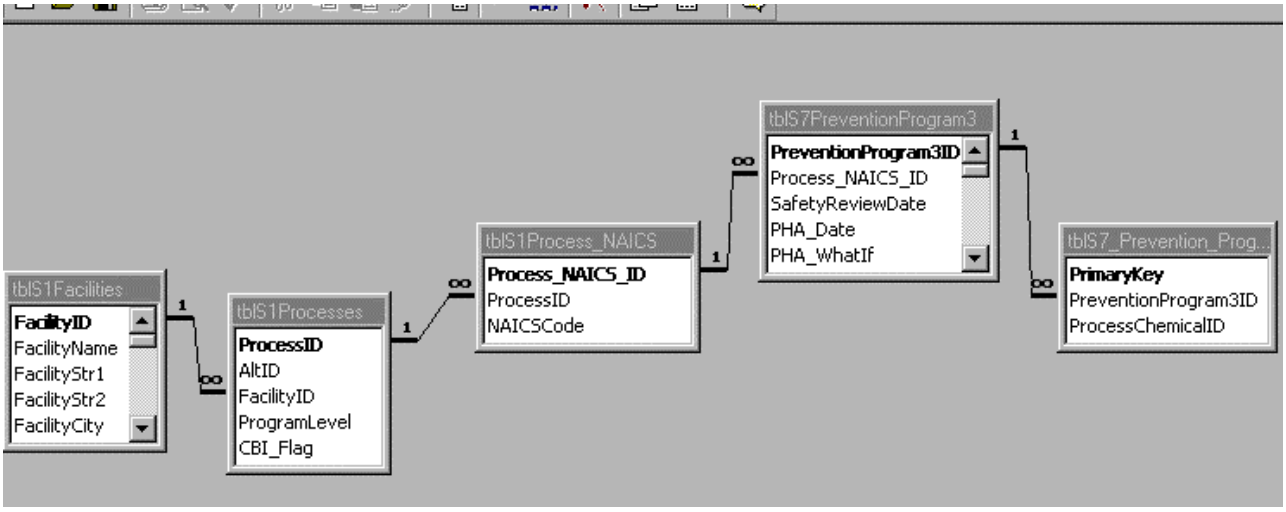


Figure 7. Prevention Program Relationships

APPENDIX G

QBF Examples

<u>Example 1</u>: Find RMPs for facilities with an OSHA Star or Merit ranking.

At Section 1.13 of the RMP QBF form:

- **Click OSHA Star or Merit Ranking.**
- **Click OK to run query.**

<u>Example 2</u>: Select all RMPs for facilities in zip code 63115.

At Section 1.5 of the RMP QBF form:

- **Enter 63115 (for St. Louis, MO).**
- **Click OK to run query.**

<u>Example 3</u>: Enter multiple criteria

At Section 1.5 of the RMP QBF form, enter:

- **=’33009' or =’34221'**
- **Click OK to run query.**

<u>Example 4</u>: Without resetting the query from Example 3, select all RMPs for a facility name within the selected zip codes.

At Section 1.1 of the RMP QBF form:

- **Enter a facility name.**
- **Click OK to run query.**

<u>Example 5</u>: Find all facilities with accident history records.

At the List of Facilities Screen:

- **Click the View RMP Detail button.**
- **Click Section 6 (at the RMP Registration Information Screen).**
- **Click the Query (QBF) button (a blank Section 6 form displays).**
- **Click on the No reportable accidents in the last five years check box twice (Check box goes from null state, to checked, to clear - meaning find all reportable accidents that occurred in the last five years).**
- **Click OK to run query.**

<u>Example 6:</u> Find RMPs where there were reportable accidents on 05/12/1999.

- **Click QBF Reset from any RMP detail form.**
- **Click Section 6 (for Accident History section).**
- **Right click (for short cut menu), then click Remove Filter (record count now includes all records).**
- **Click on the No reportable accidents in the last five years check box twice (Check box goes from null state, to checked, to clear - meaning find all reportable accidents that occurred in the last five years).**
- **Enter "05/12/1999" in the Date of Accident field.**
- **Click OK to run query.**

<u>Example 7:</u> Find all RMPs that fall between two dates (inclusive).

- **Click QBF Reset from any RMP detail form.**
- **Click Section 6 (for Accident History section).**
- **Right click (for short cut menu), then click Remove Filter (record count now includes all records).**
- **Click Query (QBF) button.**
- **Edit Date of Accident field:**
  - **<Shift+F2> (not needed, but included as an example for Zoom).**
  - **Enter "BETWEEN #01/01/1990# AND #12/31/1998#" (example of a date span).**
- **Click OK to run query (need "#" before and after dates in BETWEEN … AND construct).**

<u>Example 8:</u> Find all RMPs with a date prior to, or after, a given date.

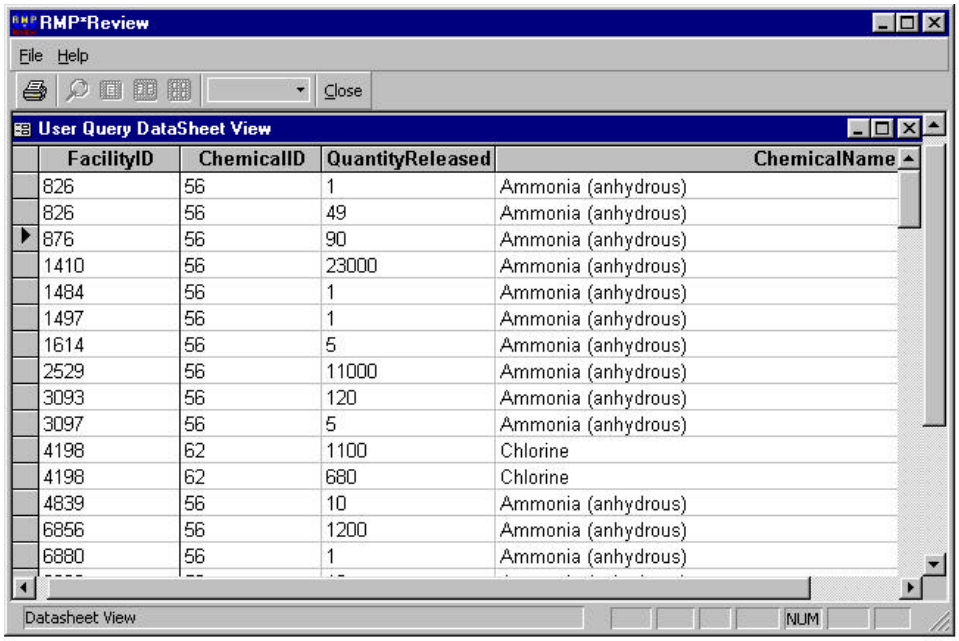
- **Similar steps as in Example 7, except enter "<12/31/1998" or ">01/01/1990" in Date of Accident field.**

APPENDIX H

QBE Examples

<u>Example 1:</u> List accident history of chemicals released in pounds by Facility ID.

- **Click Table pick list button,**
  - **Select Accident History from pop-up list,**
  - **Double click FacilityID in the AVAILABLE list.**
- **Click Table pick list button,**
  - **Select Accident History: Chemicals, then**
  - **Double click Chemical ID and Quantity Released.**
- **Click the Table pick list button,**
  - **Select Lookup: Process Chemicals, then**
  - **Double click Chemical Name.**
- **Click View; a list displays with columns for those items displayed in the Selected block.**



FacilityID	ChemicalID	QuantityReleased	ChemicalName
826	56	1	Ammonia (anhydrous)
826	56	49	Ammonia (anhydrous)
876	56	90	Ammonia (anhydrous)
1410	56	23000	Ammonia (anhydrous)
1484	56	1	Ammonia (anhydrous)
1497	56	1	Ammonia (anhydrous)
1614	56	5	Ammonia (anhydrous)
2529	56	11000	Ammonia (anhydrous)
3093	56	120	Ammonia (anhydrous)
3097	56	5	Ammonia (anhydrous)
4198	62	1100	Chlorine
4198	62	680	Chlorine
4839	56	10	Ammonia (anhydrous)
6856	56	1200	Ammonia (anhydrous)
6880	56	1	Ammonia (anhydrous)

<u>Example 2:</u> List all RMPs that process ammonia (start from where Example 1 left off).

- **Click on Chemical Name in Selected block.**
- **Click on Where button.**
- **Press <Shift + F2> (to invoke Zoom).**
- **Replace "=" with <like "ammonia*" >**
- **Click View to display the list of RMPs that process ammonia**

<u>Example 3:</u> Write a Custom SQL Query (start from where Example 2 left off).

- **Click SQL button.**
- **Press <Ctrl + c> to copy the generated SQL for Example 2 to the Windows clipboard.**
- **Close the SQL window.**
- **Click on the Write a Custom SQL Query tab.**
- **Click New, then enter a query name (e.g., "SQL Example").**
- **Press <Ctrl + v> to paste the SQL from the Windows clipboard.**
- **Click View to display same results as in Example 2.**
- **If you know how to use SQL, you can modify the query.**

<u>Example 4:</u> Use county FIPS code in a query.

- **Click New to start a new QBE.**
- **At the Advanced Query by Example (QBE) Screen, click the Design a Query by Example tab.**
- **Select the following fields from the Registration Information table:**

EPAFacilityID	**FacilityCity**
FacilityName	**FacilityState**
FacilityStr1	**FacilityZipCode**

- **Select the County_Name field from the Lookup: County FIPS codes table:**
- **Order by EPAFacilityID, then click View (note that there will be duplicate EPAFacilityID's where there are multiple RMPs for facilities).**
- **Click the SQL button (note SELECT ALL).**
- **Click the Distinct button in Record Selection block.**
- **Click View again (note that the duplicates are now gone).**