DOI Sustainable Practices Database

FY 2012 Reporting Cycle

Central Office User Training

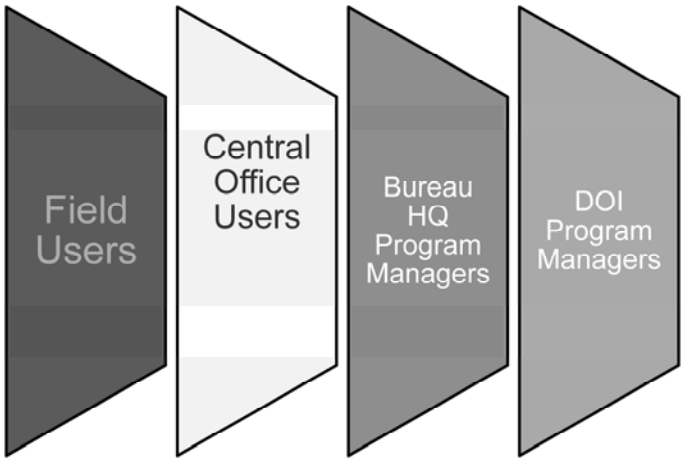
1

ROLE OF CENTRAL OFFICE USERS IN DATA CALL

Katie Chiang
Office of Environmental Policy and Compliance

2

User Roles


Field Users
Central Office Users
Bureau HQ Program Managers
DOI Program Managers

3

Who are Central Office Users?

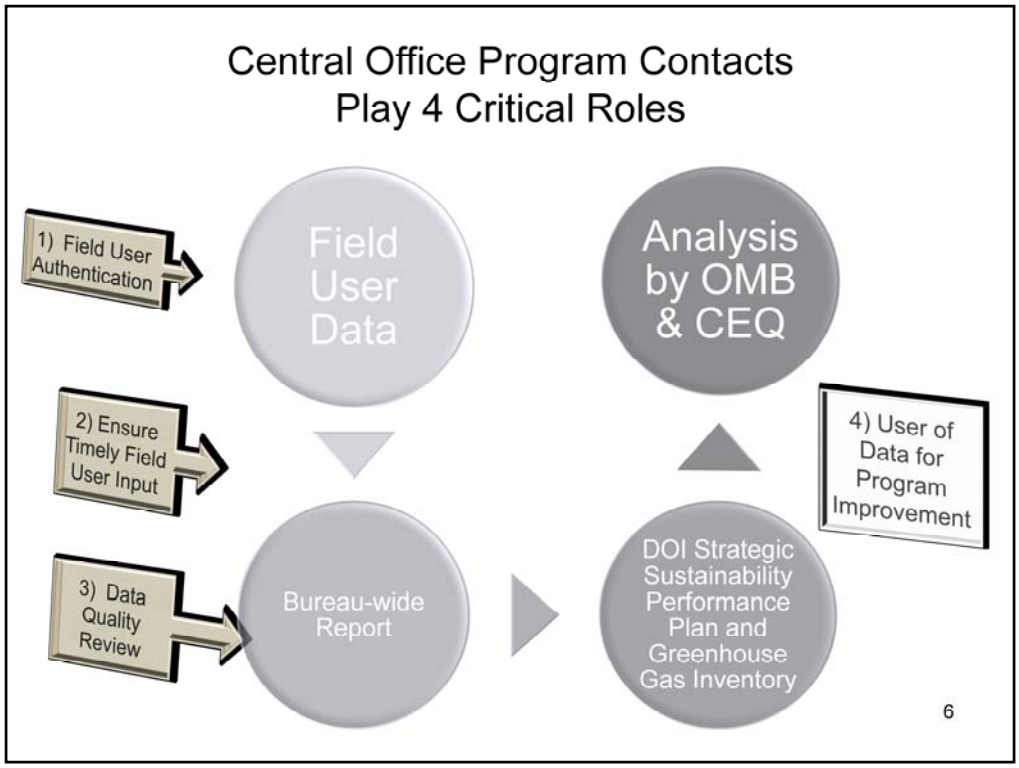
- Second-line program contacts for solid waste management
- Depending on your bureau, this could be at a Regional Office, Field Office, State Office, or Area Office level
- 1 central office can have 1 or 2 users, depending how your solid waste programs are managed
- As a Central Office User, you will be able to view and edit data for facilities and users within your jurisdiction (i.e., region, area)

4

How Are Central Office Users Designated?

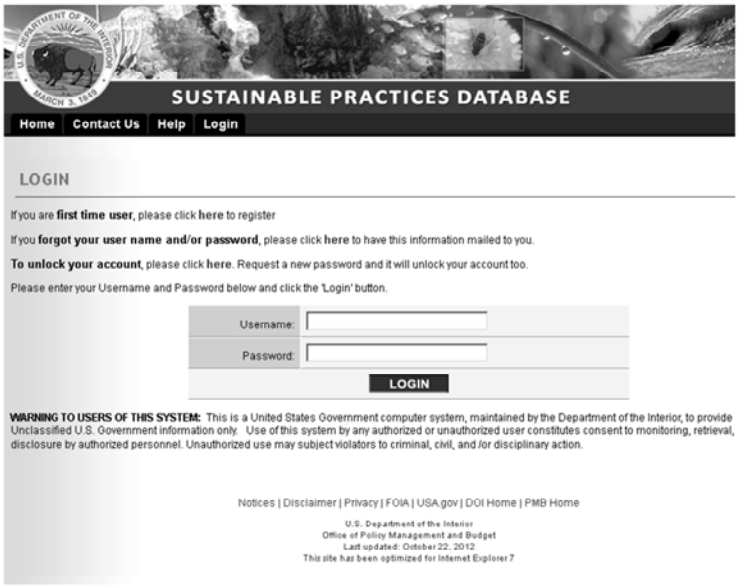
- Bureau/office HQ program managers for Solid Waste assign this role to you as part of their administrative duties within the reporting tool
- What if I don’t think I am the right person for this task?
  - Contact your Bureau HQ program contact

5


Central Office Program Contacts
Play 4 Critical Roles
1) Field User Authentication
2) Ensure Timely Field User Input
3) Data Quality Review
Field User Data
Bureau-wide Report
DOI Strategic Sustainability Performance Plan and Greenhouse Gas Inventory
Analysis by OMB & CEQ
4) User of Data for Program Improvement
6

Logging Into the System

If you used the system last year, but don't remember your password or are locked out of the system, click here. You will get your username or a new password via e-mail



To Login and register for the site, go to http://www.nbc.gov/spreport/ and then click on the "Login" tab to see this screen.

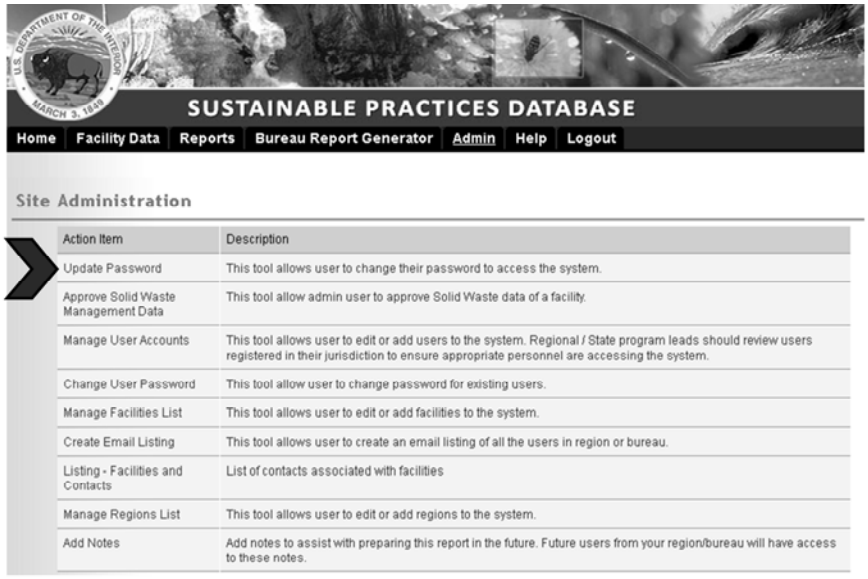
Click "register here" if you are a new user. Click "forgot your username/password" if you've forgotten your password or if you've been locked out of the system.

Central Office NEW User Login

- User name = your email address
- HQ Program Managers will send you an email giving you your user name and password
  - If you did not get an email with this information, contact your HQ contact
  - Once you are logged in, change your password!
- OR Register for an account and ask your HQ Program Manager to assign you the role of Central Office User

8

Change Password



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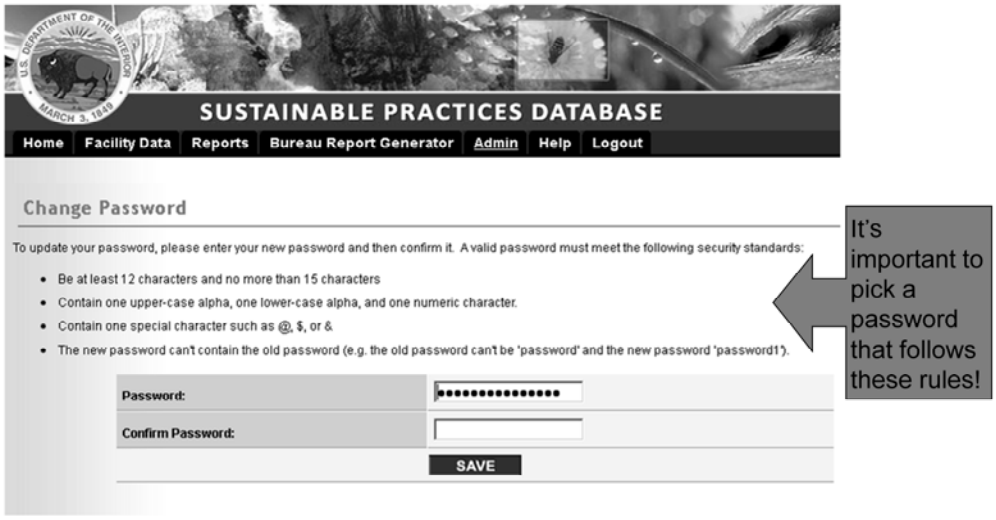
Add Notes	Add notes to assist with preparing this report in the future. Future users from your region/bureau will have access to these notes.

9

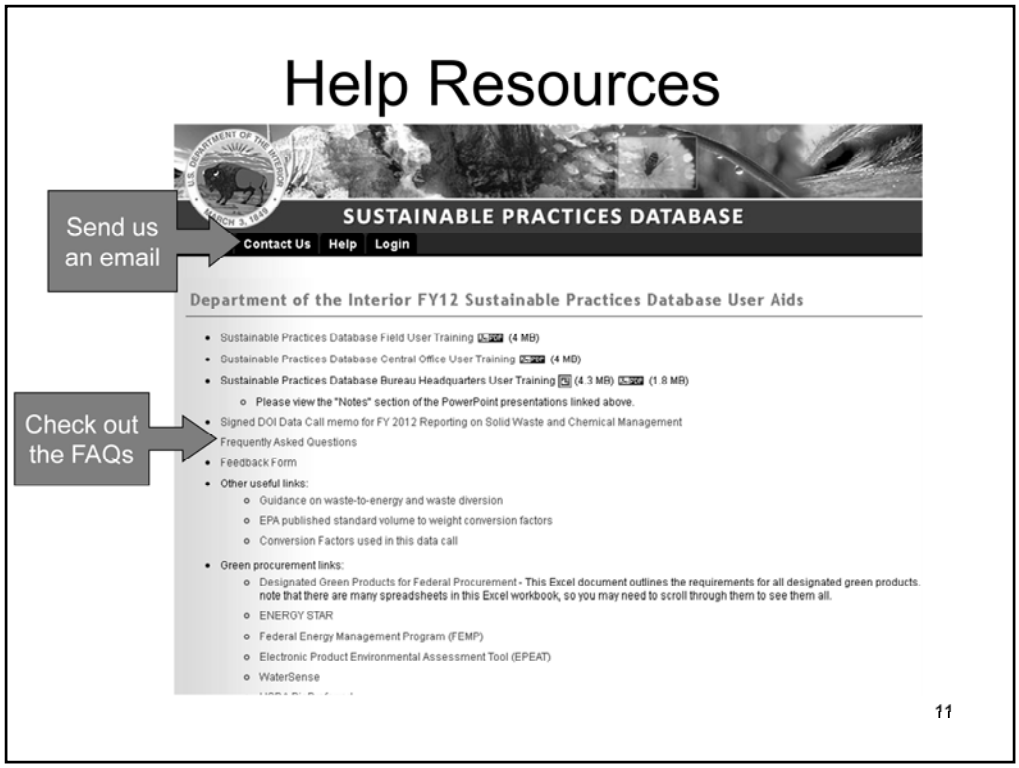
If you are able to log into the system, you may change your own password by selecting the "Admin" tab and then clicking on "Update Password"

Change Password



10

If you click on “Update Password” this screen will appear. Simply type your new password into the fields provided. Then click on “Save” and your password will be changed.



If you need help, there are many resources available under the “Help” tab. Some of the resources are highlighted here.

Training presentations will be added to this page as well.

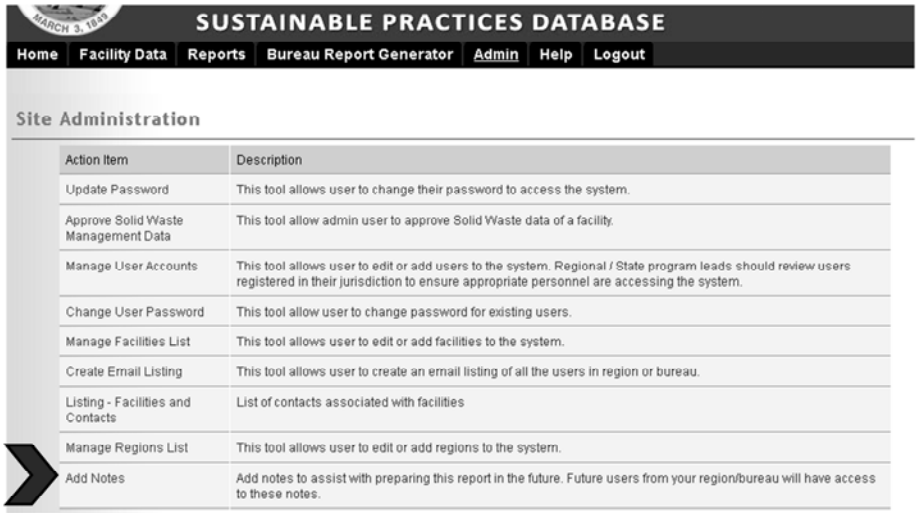
Feedback Form

- Use for all your questions and or comments.
- Your feedback will automatically be sent to the DOI contacts (NBC and OEPC) as well as designated bureau HQ contacts.

12

Questions?

Notes for Future Reports



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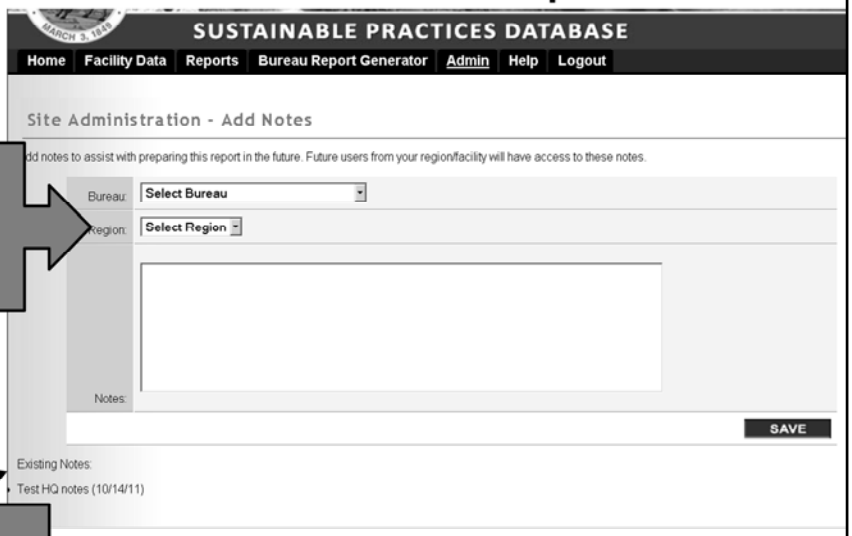
This feature allows you to save and view notes in the system that will be available to whomever is the Central Office User for your region or area during future reporting cycles.

13

Notes for Future Reports



Enter new notes for your Region/ State/ Area

Existing Notes appear here

14

FIELD USER VERIFICATION AND USER ACCOUNT MANAGEMENT

Renu Chaudhry
National Business Center

15

Why Verify Users?

- All users are assigned their role by a manager at a higher level EXCEPT Field Users
- Field Users self-identify and register
- Central Office users receive e-mail notification of new user registration
- To ensure data integrity, Central Office Users can review and, if necessary, delete field user accounts

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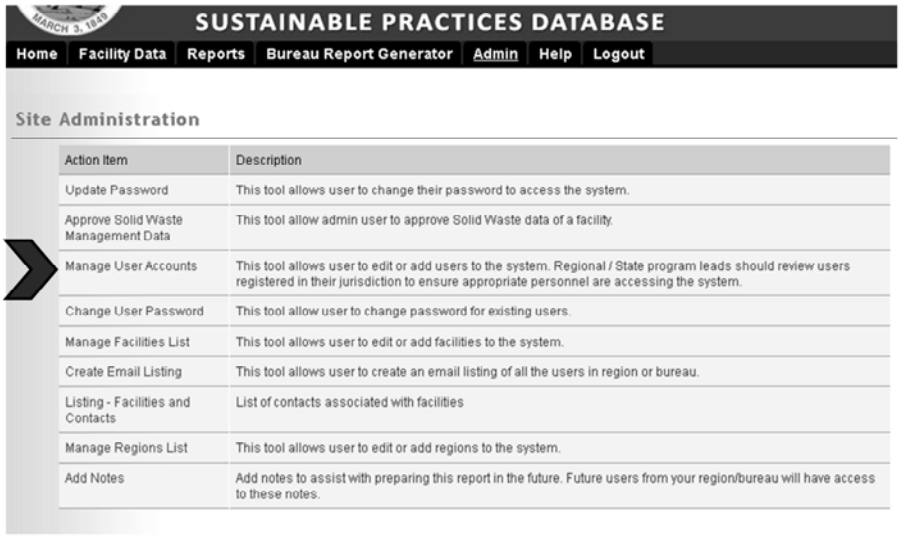
Manage User Accounts



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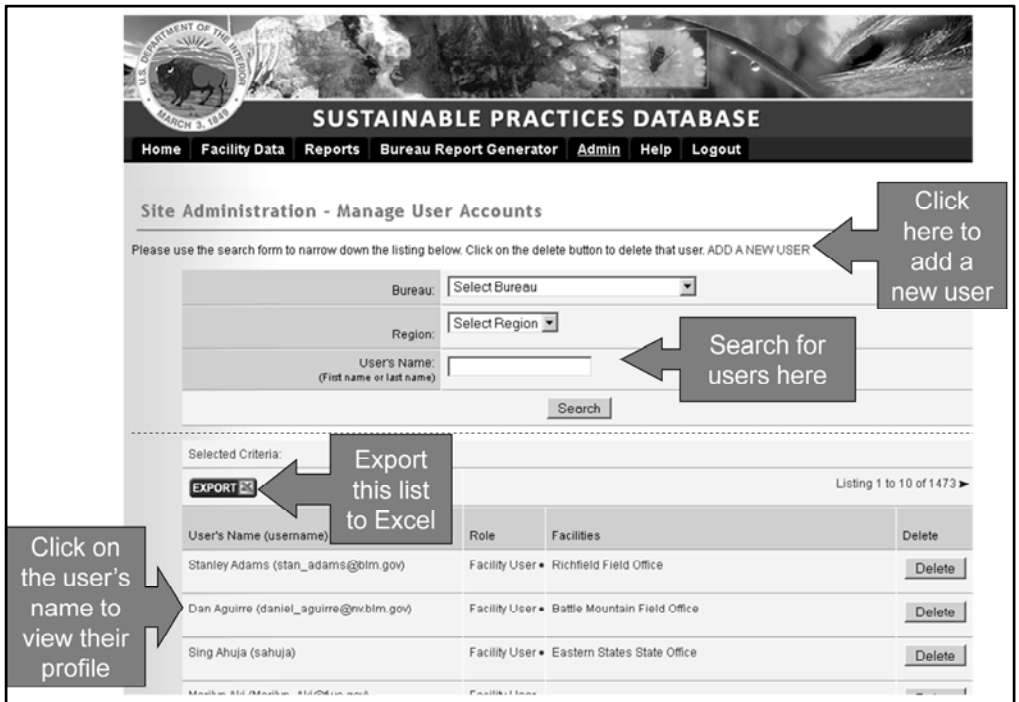
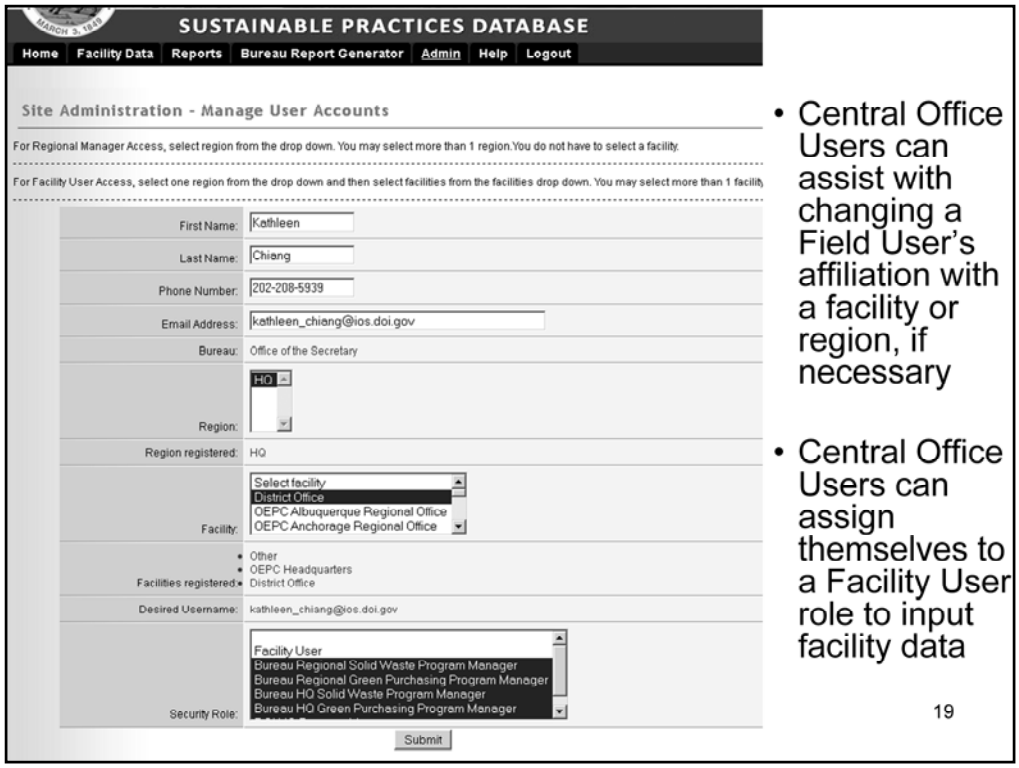
17

Central Office Users can check user information through the “Manage User Accounts” function on the “Admin” page.


SUSTAINABLE PRACTICES DATABASE
Home
Facility Data
Reports
Bureau Report Generator
Admin
Help
Logout
Site Administration - Manage User Accounts
Please use the search form to narrow down the listing below. Click on the delete button to delete that user. ADD A NEW USER
Click here to add a new user
Bureau:
Select Bureau
Region:
Select Region
User's Name:
(First name or last name)
Search for users here
Search
Selected Criteria:
EXPORT
Export this list to Excel
Listing 1 to 10 of 1473
Click on the user's name to view their profile
User's Name (username)
Role
Facilities
Delete
Stanley Adams (stan_adams@blm.gov)
Facility User
Richfield Field Office
Delete
Dan Aguirre (daniel_aguirre@nv.blm.gov)
Facility User
Battle Mountain Field Office
Delete
Sing Ahuja (sahuja)
Facility User
Eastern States State Office
Delete

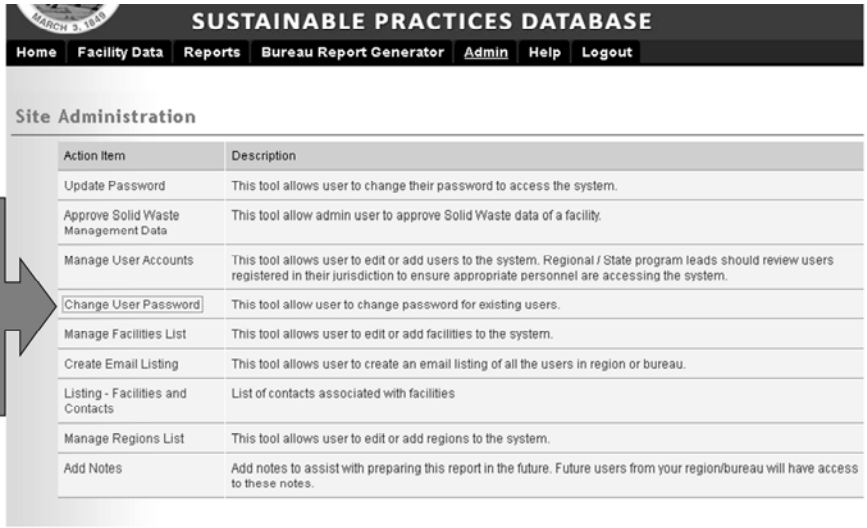
18



This is the User Profile page.

Change Field User Passwords

Central Office Users can change Field User passwords



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MANAGE FACILITIES LIST

Renu Chaudhry
National Business Center

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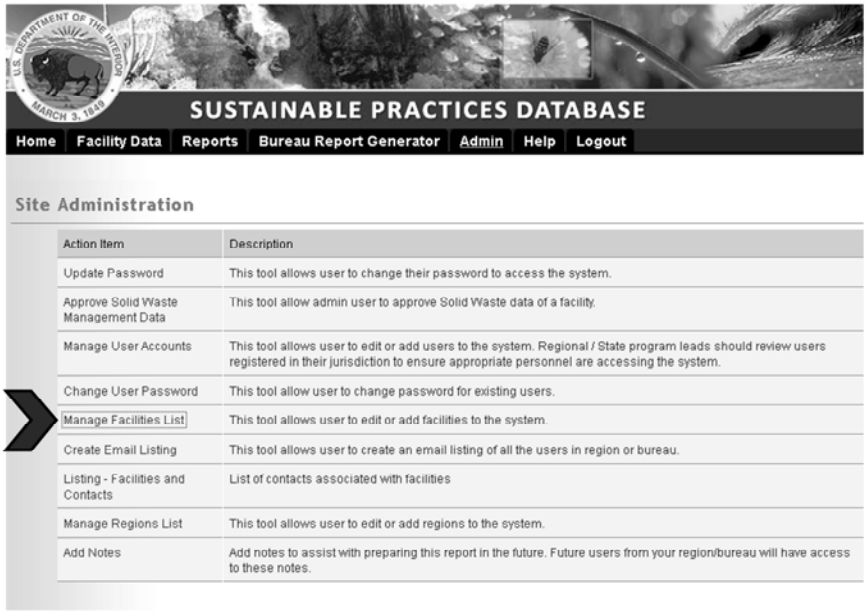
Manage Facilities List



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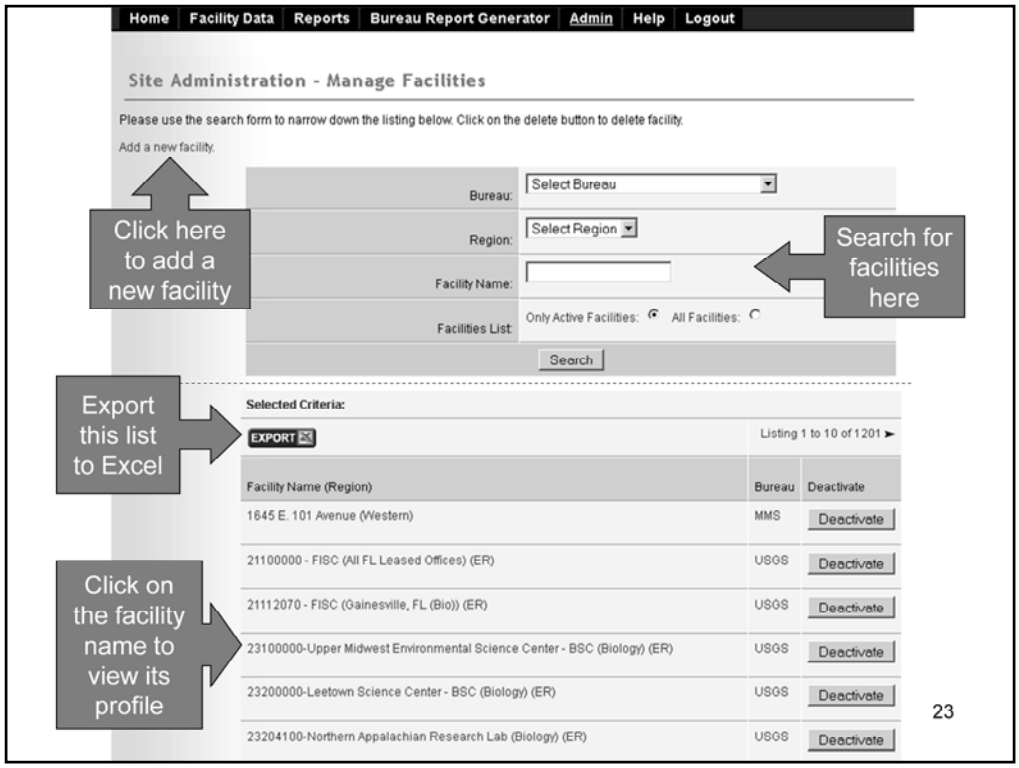
22

Click on “Manage Facilities List” here to add, remove or edit facility information.



If you click on “Manage Facilities List,” this page will appear.

A Central Office User may:

-click on “Add a new facility” to add a new facility to the list.

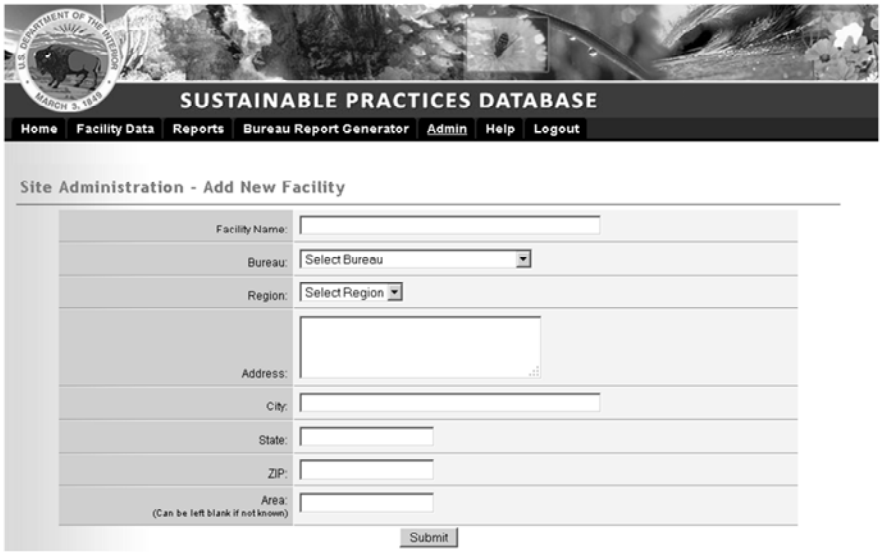
-search for facilities within their Bureau or Region or by their name.

-export the list to Excel

-click on a Facility Name to see that facility’s profile.

-Deactivate facilities by clicking on the “Deactivate” button on the right side of the page. No further data may be entered for a deactivated facility.

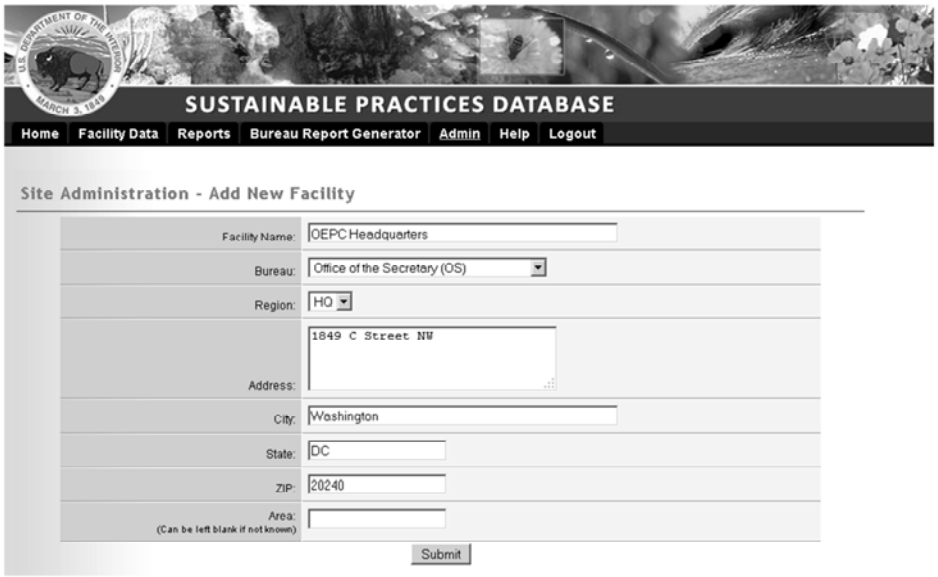
Add a New Facility



24

If you click on “Add a new facility” on the Manage Facilities List page, this screen will appear. Fill in the information and click “Submit.”

View Facility Profile



25

You can edit a facility's region and address, but not the facility name or bureau.

PROGRESS MONITORING

Renu Chaudhry
National Business Center

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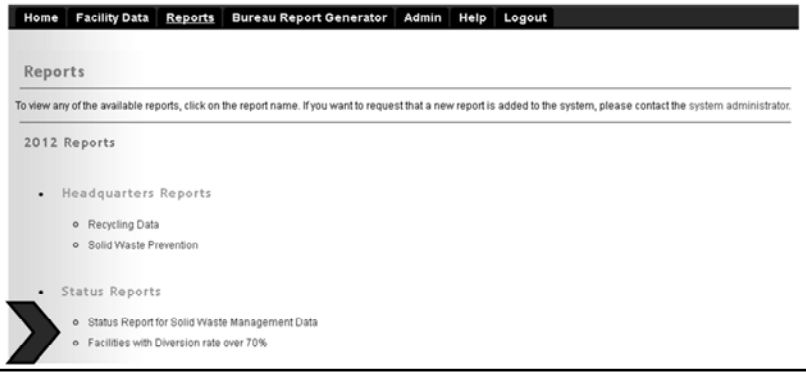
Status Reports

- Central Office Users can check on how far along Facility Users are in entering data
- You can email registered Facility Users to encourage them to complete data entry
- A report flags facilities reporting over 70% waste diversion



27

Under the “Reports” tab, Central Office Users have a variety of reports available to them.

The reports highlighted here allow a Central Office User to track the progress of the Solid Waste report.

Status Reports

- Search for facilities based on the status of their data entry
- If no specific status is selected, all facilities and their status will be shown

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Status Reports

Home | Facility Data | Reports | Bureau Report Generator | Admin | Help | Logout

Status Report for Solid Waste Management

Facility	Not Started	Started	Final	Approved by Central Office	Approved by Bureau HQ	Email
OS	9 of 12 (75 %)	3 of 12 (25 %)	0 of 12 (0 %)	0 of 12 (0 %)	0 of 12 (0 %)	
HQ	9 of 12 (75 %)	3 of 12 (25 %)	0 of 12 (0 %)	0 of 12 (0 %)	0 of 12 (0 %)	
District Office		✓				Email
OEPC Albuquerque Regional Office		✓				Email
OEPC Anchorage Regional Office	✓					Email
OEPC Atlanta Regional Office	✓					Email
OEPC Boston Regional Office	✓					Email
OEPC Denver Regional Office	✓					Email
OEPC Headquarters		✓				Email
OEPC Oakland	✓					Email
OEPC Philadelphia	✓					Email
OEPC Portland	✓					Email
Other	✓					Email
Program Office	✓					Email

Email facility users

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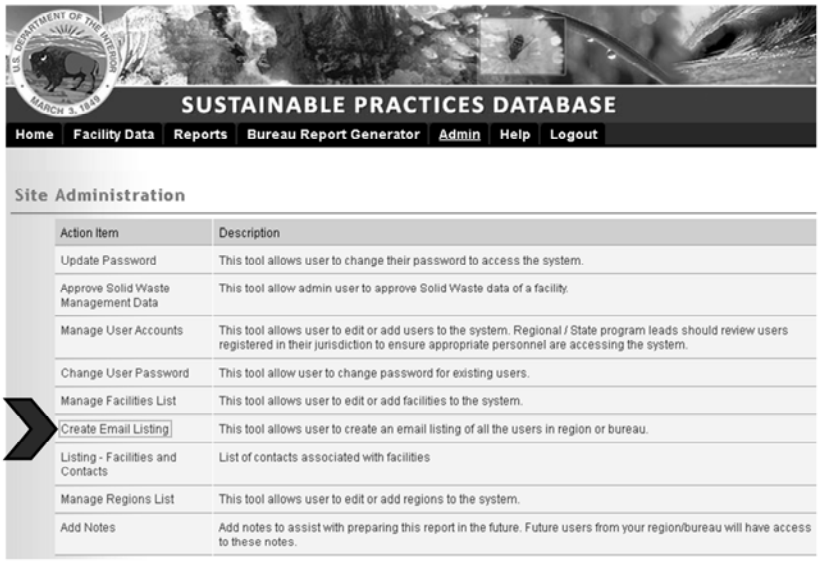
If you click on “Search” without selecting any of the options shown on the previous slide, this screen will appear. The first column shows the name of the facility. The next two columns show whether the facility has started entering data. The fourth column shows whether the facility has finalized its data and a draft of the data is complete. The fourth column shows whether that draft has been approved by the Central Office. The fifth column shows whether HQ has approved the data.

The Central Office may email the contacts for that facility to inquire as to the progress of the facility’s data entry.If you send an email to a facility user, it goes to the last person to enter data if they have started data entry. If the facility has not started data entry, the email goes to the person who finalized last year’s report.

Create Email List



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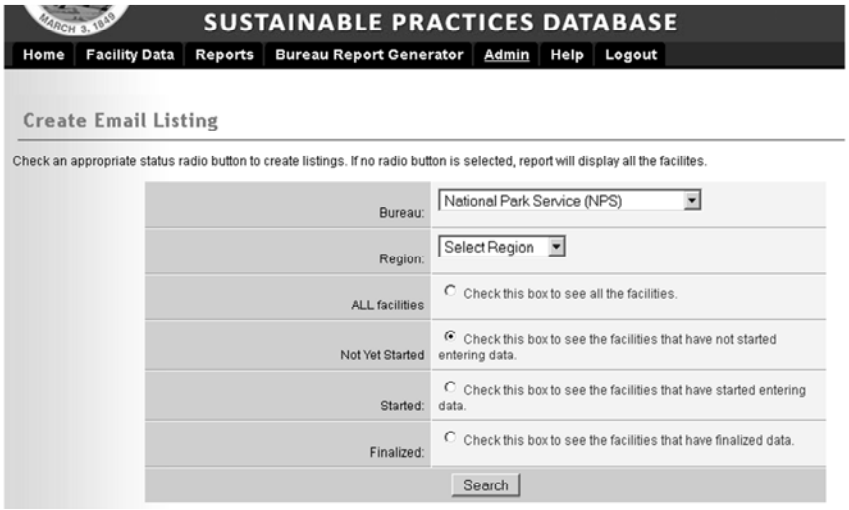
Central Office Users can capture the emails for all the registered users within their region or area.

30

Under the “Admin” tab, the Central Office User may also create a list of all the email addresses for contacts in your Region/State/Area or your Bureau or Office if you are a HQ user.

Create Email List



You now have several options for which users you would like to email. The system will generate an email list according to which group you would like to contact.

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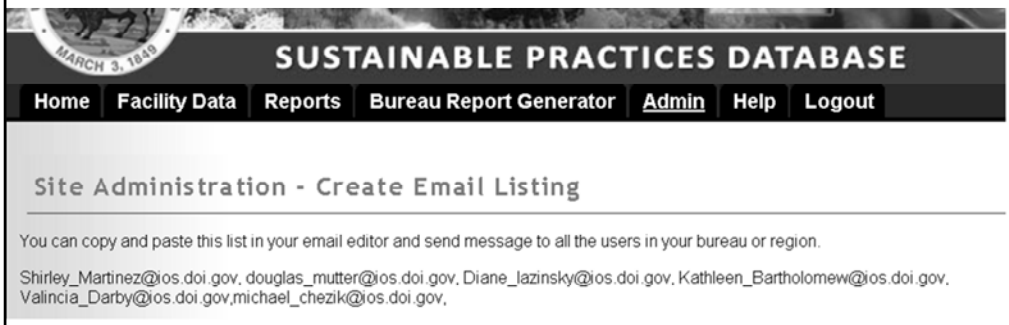
Create Email List



- You will need to copy and paste this list of emails into your email system.
- Now, you can contact everyone with helpful notices, insights, or reminders to complete report.

32

If you generate an email list as described on the previous slide, this screen will appear.

DATA QUALITY REVIEW

Katie Chiang
Office of Environmental Policy and Compliance

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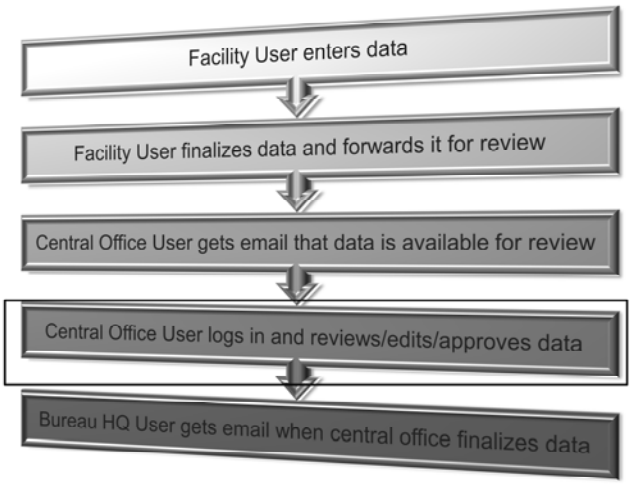
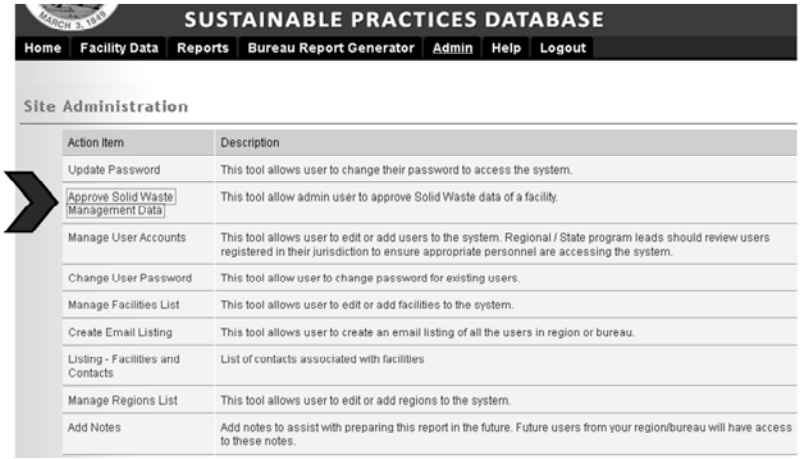
This is where Central Office Users play a key role.

Data Quality Assurance



34

Review and Approve Data



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Central Office Users can review and approve the facility Solid Waste reports.

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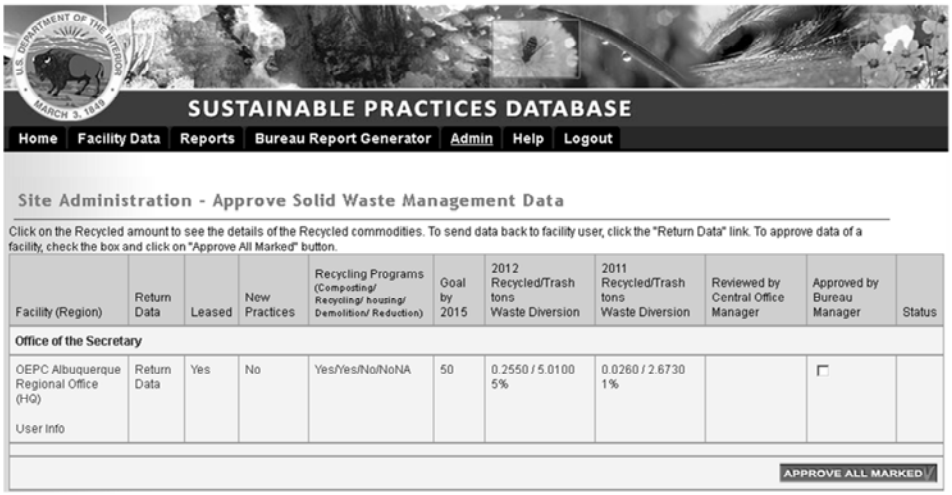
Under the “Admin” tab, you may review and/or approve the report.

Review Solid Waste Data

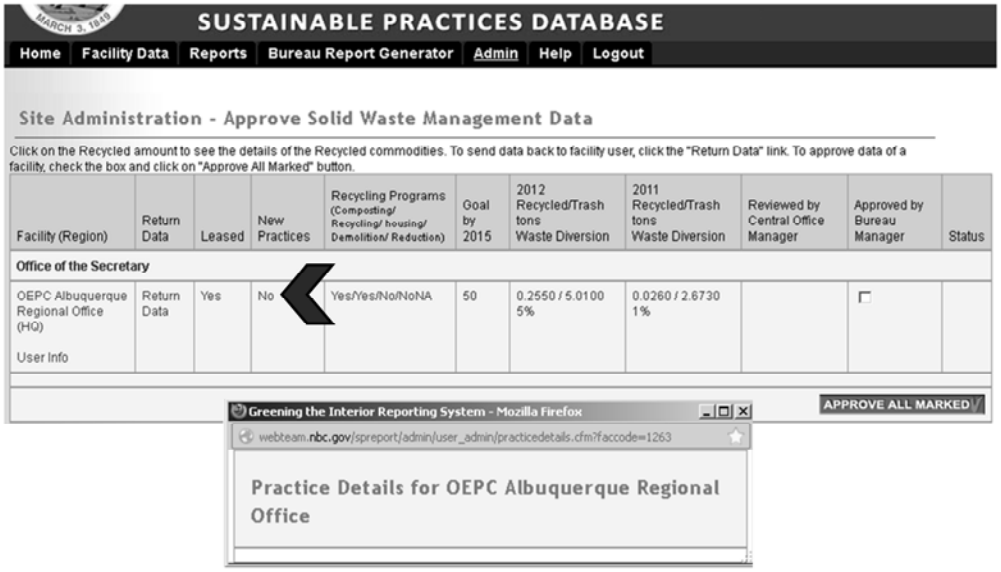


36

If you clicked on “Approve Solid Waste and Diversion Data” as shown on the previous slide, this screen will appear for you to review the solid waste data.

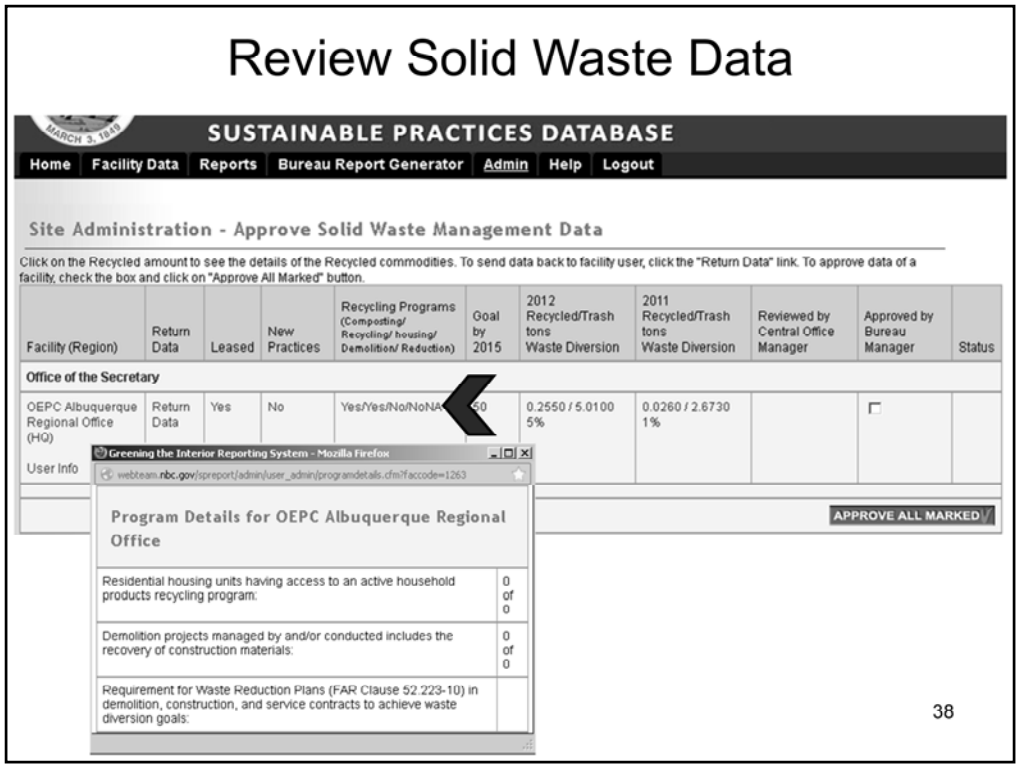
As shown on the following slides, you can click on links within this page for details on facility data.

Review Solid Waste Data



37

If you click on the facility's link under "Recycling Programs," a popup will appear providing detailed information on the facility's recycling program.



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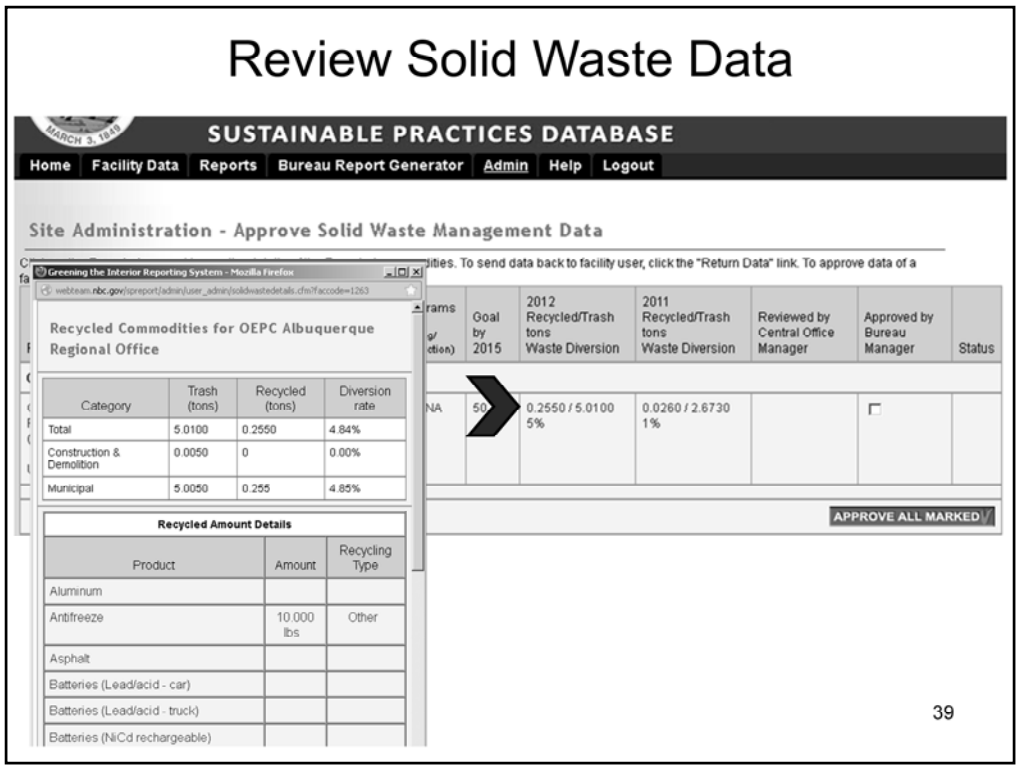

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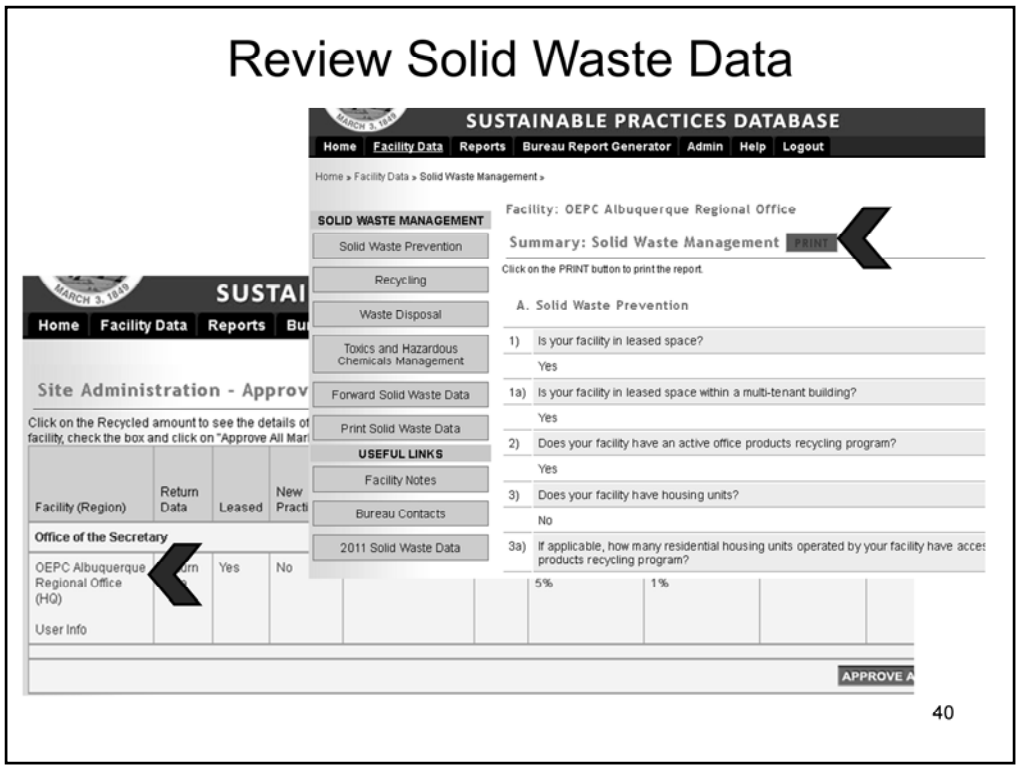

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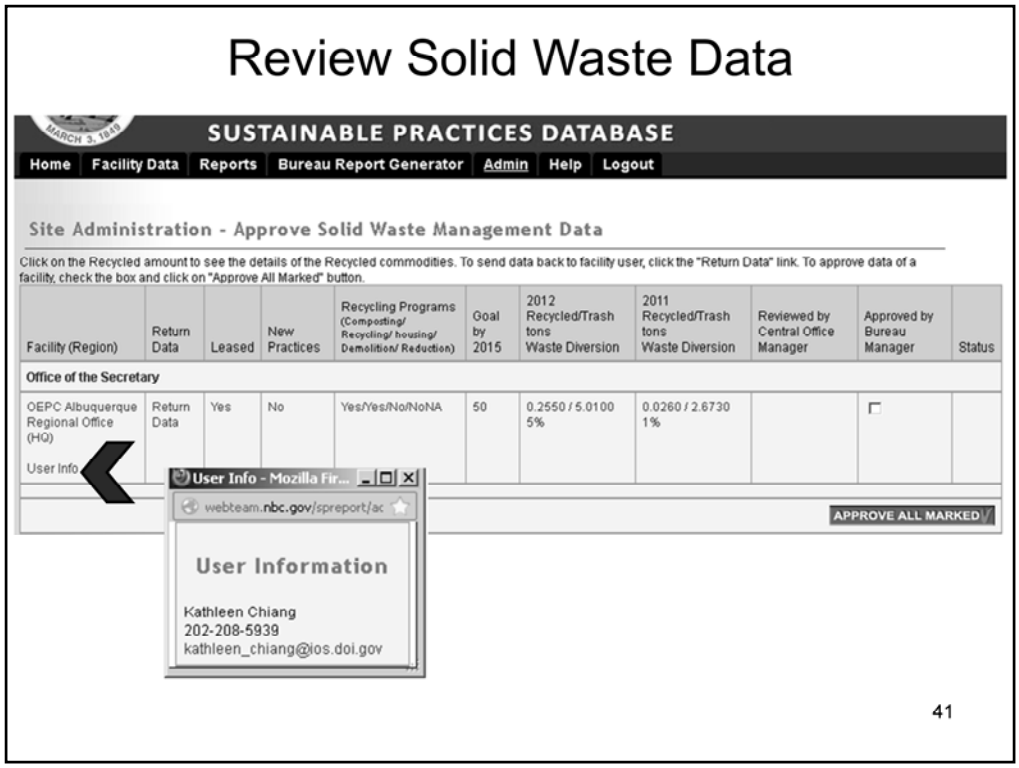

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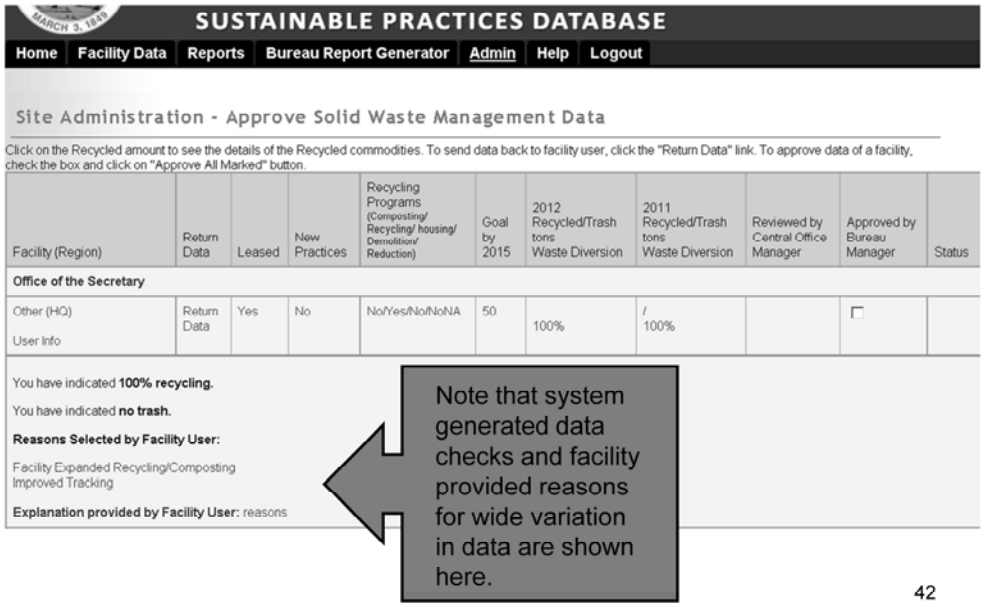
Review Solid Waste Data



Please note this new feature

Approve or Return Data

After the Central Office User has reviewed a facility's report, s/he can either:

- Approve and forward to HQ
- "Return" back to Facility User with comments

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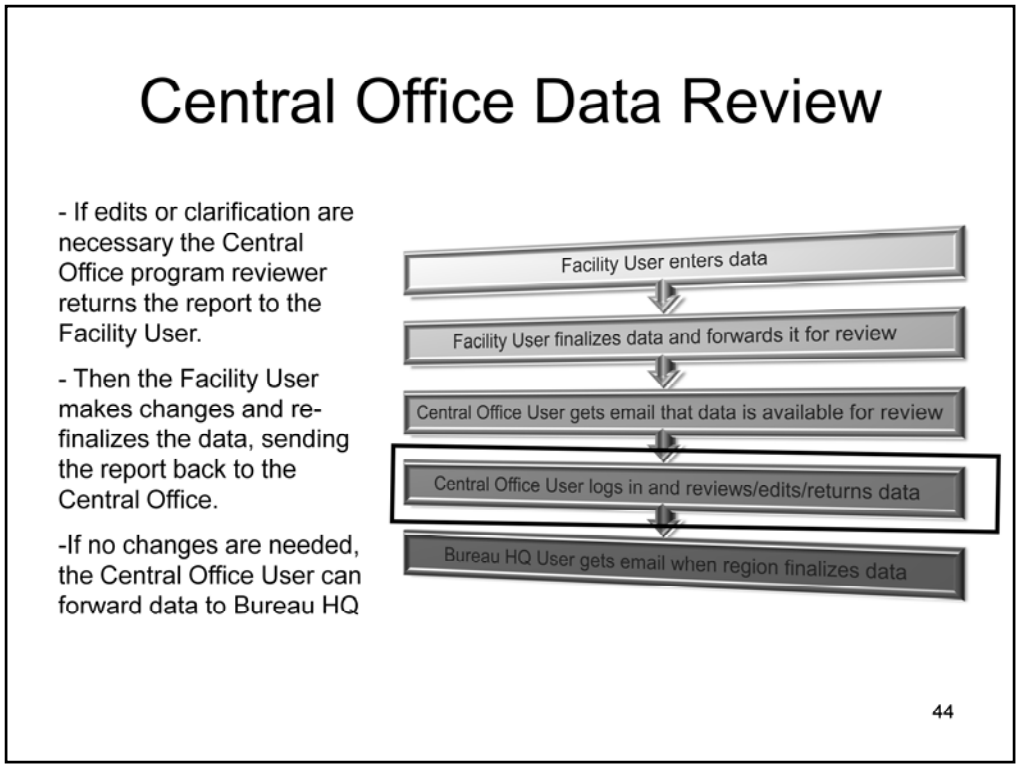
On the pages to approve the facility data, the Central Office User may approve or return the data after reviewing the facility's report.

To disapprove, or return, the data for the facility to make changes, click on "Return Data" next to the facility name. This unlocks the data for editing and emails the facility contact that their data must be edited before it will be approved by the Central Office User.



Once the Central office receives the data, the Central Office may decide that there is a problem with the facility data that must be corrected before it can be forwarded on to the bureau or office HQ level for approval. If there is a problem with facility data, the Central Office User may send the data back to the facility user for correction by “Unapproving” or “Unrouting” it.

If the Central Office sees that the data for its facilities are ready to be forwarded on to the Bureau HQ level, the Central User may then forward the data on. For more information on this process, please see the Powerpoint presentation for Central Office Users.

Return Data

- Once the Central Office User returns data, the Facility User will get an email indicating that they have been asked to review and edit the data they previously submitted.
- After this message is sent, the facility's data may be edited.

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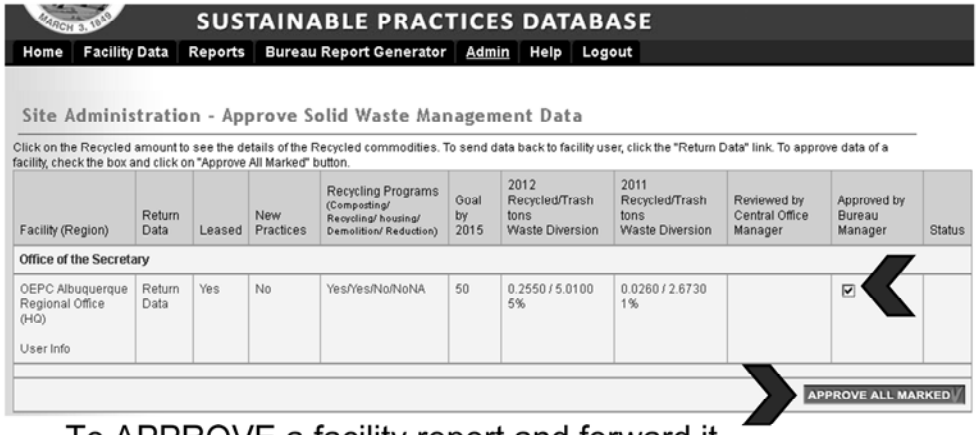
This screen appears if you click on "Return Data" as it appeared on the previous slide.

The Central Office User can edit the reason given for the data being returned.

Click on "SUBMIT" to send this message to the facility contact.

Once this message has been submitted, the data are unlocked and the Facility User or the Central Office User may edit the data.

Approve Data



To APPROVE a facility report and forward it to HQ:

- Click to place check mark next to the report
- Click “APPROVE ALL MARKED”

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To approve the data, click the box under the “Reviewed by Regional Manager” column, and then click on the button at the bottom of the page to “Approve All Marked.”

What are some flags that solid waste data need further review?

- 100% of Solid Waste is Diverted – This means that there was no waste sent for landfill disposal or incineration.
- Large amounts (1,000 tons or greater) of recycling or trash for a relatively small facility.

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Recycling Data Tips

- **Check your units** – 100 tons of paper = 200,000 pounds of paper, which is a lot of paper.
- **Check estimates of amounts recycled** - One facility reported 200,000 cys (cubic yards) paper recycled, this is equivalent to 75,000,000 pounds. Please do not over estimate.
- **Be careful with decimals and zeros** - extra zeros can greatly increase your recycling and waste amounts.

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Data Entry Guidelines

- Facilities must provide data for undiverted waste in addition to what was recycled for both municipal solid waste and construction and demolition (C&D waste).
- Undiverted waste is the amount that went to the landfill and/or waste-to-energy (WTE) facilities.
- Facilities reporting only amounts recycled and a 100% recycling rate will be asked to explain why they have such a high recycling rate.
- Report amounts of biomass/wood chips burned onsite for heat or electricity as WTE if wood would have otherwise gone to a landfill
- Even if waste disposal is free, the amount disposed of should be reported.
- Please do not double count. If a quantity of a commodity is reported as recycled, that quantity should not be included in the landfill or waste-to-energy amounts.

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USE OF DATA FOR PROGRAM MANAGEMENT

Katie Chiang

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Reports

2011 Reports

- Headquarters Reports
  - Recycling Data
  - Solid Waste Prevention
- Status Reports
  - Status Report for Solid Waste Management Data
  - Facilities with Diversion rate over 70%
- Bureau and Region Reports
  - Recycling Data
  - Solid Waste Prevention
  - Solid Waste Prevention Narrative Details
  - Chemicals Management Data
  - Download Solid Waste Data in EXCEL
- Facility Level Reports
  - Print reports for individual Facility
  - Recycling Data
  - Solid Waste Prevention
  - Solid Waste Prevention Narrative Details
  - Chemicals Management Data

Historical Reports

- Comparison of Solid Waste Data
- Comparison of Municipal Solid Waste Data

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These are all of the Facility Level Reports available on the “Reports” tab. They show all of the data entered by facilities. You may use these reports to help manage your solid waste and green purchasing programs.

Facility Level Recycling Data

SUSTAINABLE PRACTICES DATABASE

Home | Facility Data | Reports | Bureau Report Generator | Admin | Help | Logout

Recycling Data

Click on the recycled amount to see the details.

Other Waste includes burned waste.
Municipal - Recycled amount includes the Composted amount.

	Construction & Demolition			Municipal					Total		
	Recycled	Waste	Waste Diversion	Recycled	Composted	Other Waste	Burned Waste	Waste Diversion	Recycled	Waste	Waste Diversion
OS	**0**	**0.4**	**0.00%**	**15000.3405**	**0.333**	**0**	**0**	**100.00%**	**15000.3405**	**0.4**	**100.00%**
HQ	**0**	**0.4**	**0.00%**	**15000.3405**	**0.333**	**0**	**0**	**100.00%**	**15000.3405**	**0.4**	**100.00%**
OEPC Albuquerque Regional Office	0	0	0.00%	0	0	0	0	0.00%	0	0	0.00%
OEPC Anchorage Regional Office	0	0	0.00%	0	0	0	0	0.00%	0	0	0.00%
OEPC Atlanta Regional Office	0	0	0.00%	0	0	0	0	0.00%	0	0	0.00%
OEPC Boston Regional Office	0	0	0.00%	0	0	0	0	0.00%	0	0	0.00%
OEPC Denver Regional	0	0	0.00%	0	0	0	0	0.00%	0	0	0.00%

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If you go to the Facility Level Recycling Data under the Reports tab, this report will appear. It shows the amount of recycling and waste totals for all of the Regional/State/Area offices for each bureau.

Historical Reports: Comparison of Solid Waste Data

SUSTAINABLE PRACTICES DATABASE

Home | Facility Data | Reports | Bureau Report Generator | Admin | Help | Logout

Solid Waste Reports - Historical Regional Data

Click on the region name to see the data for the facilities.

	2008			2009			2010			2011		
	Recycled (tons)	Waste (tons)	Waste Diversion	Recycled (tons)	Waste (tons)	Waste Diversion	Recycled (tons)	Waste (tons)	Waste Diversion	Recycled (tons)	Waste (tons)	Waste Diversion
Total for OS	**90.689**	**0.039**	**100%**	0.001	**0**	100.00%	0.0815	**0.726**	10.09%	0	**0**	0.00%
HQ	90.689	**0.039**	100%	0.001	**0**	100.00%	0.0815	**0.726**	10.09%	0	**0**	0.00%

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This report shows solid waste totals for 2008-2011 including both municipal solid waste and construction and demolition (C&D waste).

Historical Reports: Comparison of Municipal Solid Waste Data

SUSTAINABLE PRACTICES DATABASE

Home | Facility Data | Reports | Bureau Report Generator | Admin | Help | Logout

Solid Waste Reports - Historical Municipal Solid Waste Data

Click on the region name to see the data for the facilities.
Other Waste includes burned waste.

	2008				2009				2010				2011			
	Recycled	Other Waste	Burned Waste	Waste Diversion	Recycled	Other Waste	Burned Waste	Waste Diversion	Recycled	Other Waste	Burned Waste	Waste Diversion	Recycled	Other Waste	Burned Waste	Waste Diversion
Total	0.689	0.017	0	97.59%	0.001	0	0	100.00%	0.0765	0.6005	0	11.30%	0	0	0	0.00%
HQ	0.689	0.017	0	97.59%	0.001	0	0	100.00%	0.0765	0.6005	0	11.30%	0	0	0	0.00%

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This report shows detail for the facilities' municipal solid waste data, including how much was recycled, how much went to WTE (see the burned waste column) and waste diversion.

Questions?

REPORTING TIMELINE

Katie Chiang

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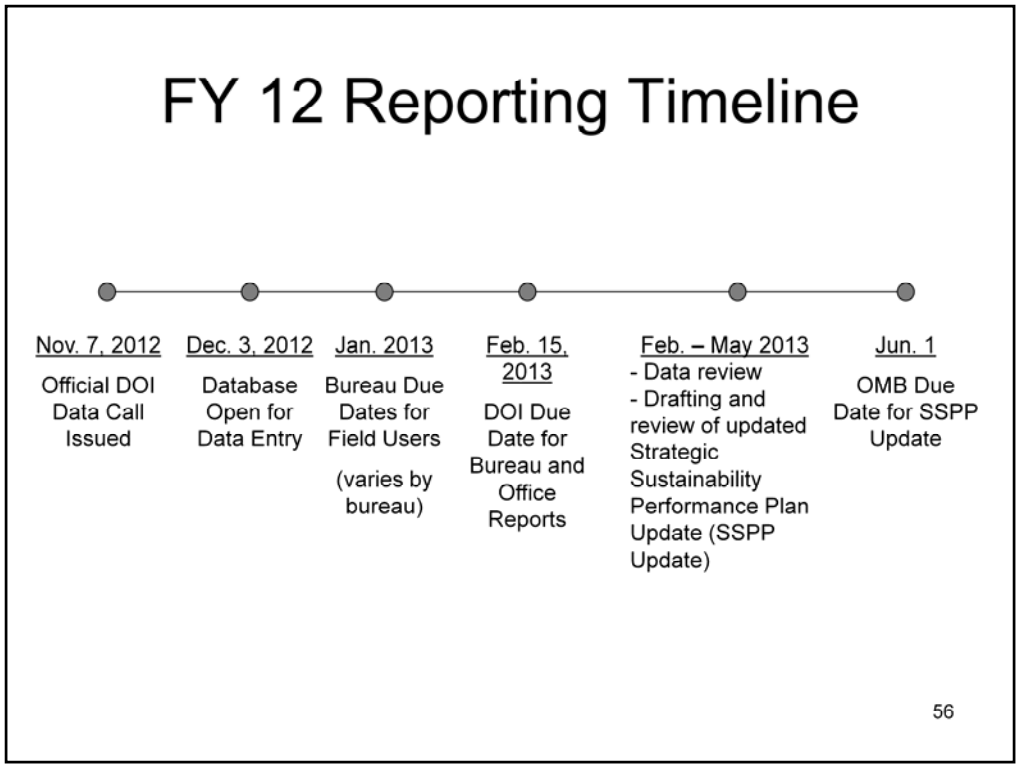

Please note that we have given the bureaus and offices 8 weeks to complete the data call.

After the final due dates, we will have an after action review.

Questions can be emailed to SPReport@ios.doi.gov

Thank you for your time and attention!

QUESTIONS? WRAP-UP

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