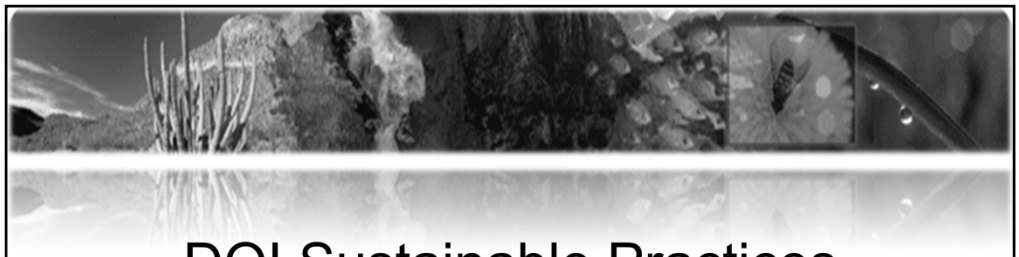


DOI Sustainable Practices Database

FY 2015 Reporting Cycle

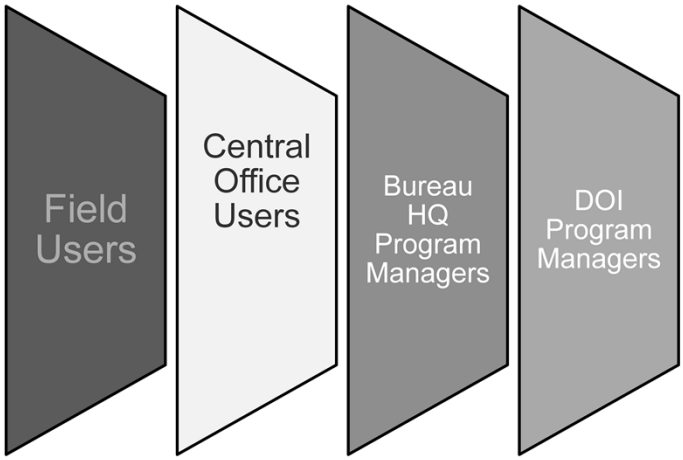
Central Office User Training

1

ROLE OF CENTRAL OFFICE USERS IN DATA CALL

2

User Roles


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

3

Who are Central Office Users?

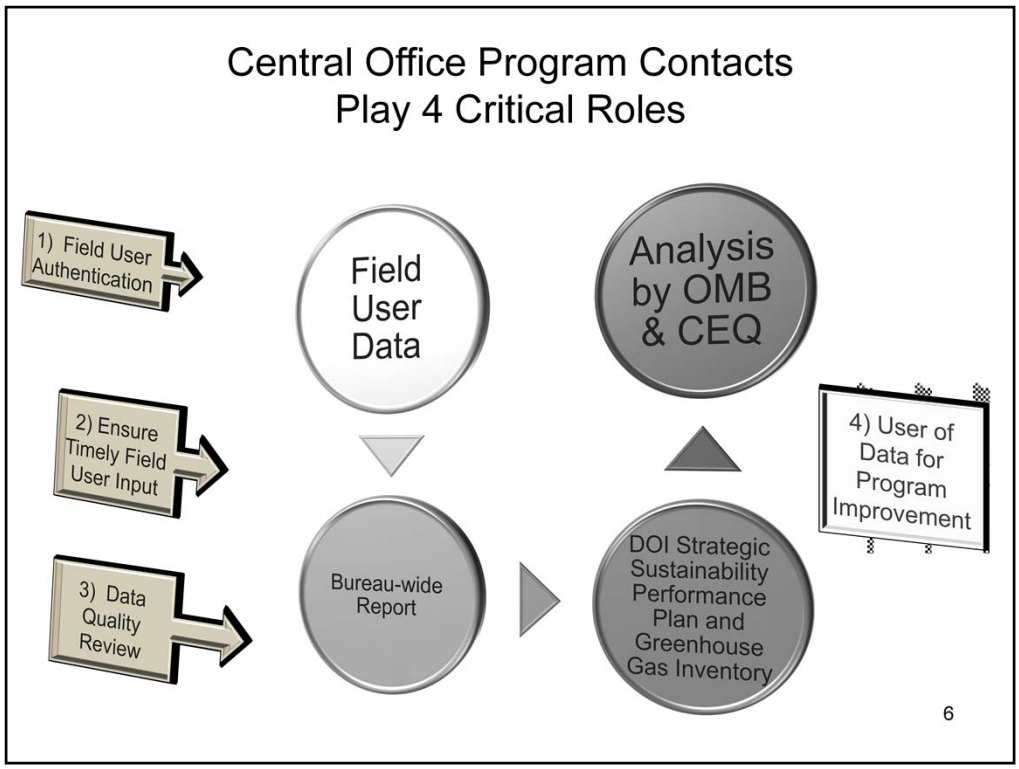
- Second-line program contacts for solid waste management
- Depending on your bureau, this could be at a Regional Office, Field Office, State Office, or Area Office level
- 1 central office can have 1 or 2 users, depending how your solid waste programs are managed
- As a Central Office User, you will 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?

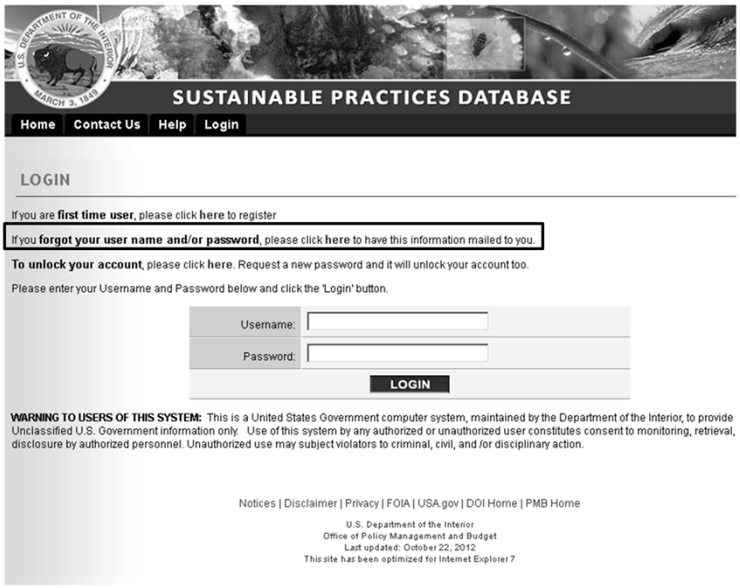
- Bureau/office HQ program managers for Solid Waste assign this role to you as part of their administrative duties within the reporting tool
- What if I don't think I am the right person for this task?
  - Contact your Bureau HQ program contact

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
Analysis by OMB & CEQ
DOI Strategic Sustainability Performance Plan and Greenhouse Gas Inventory
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.

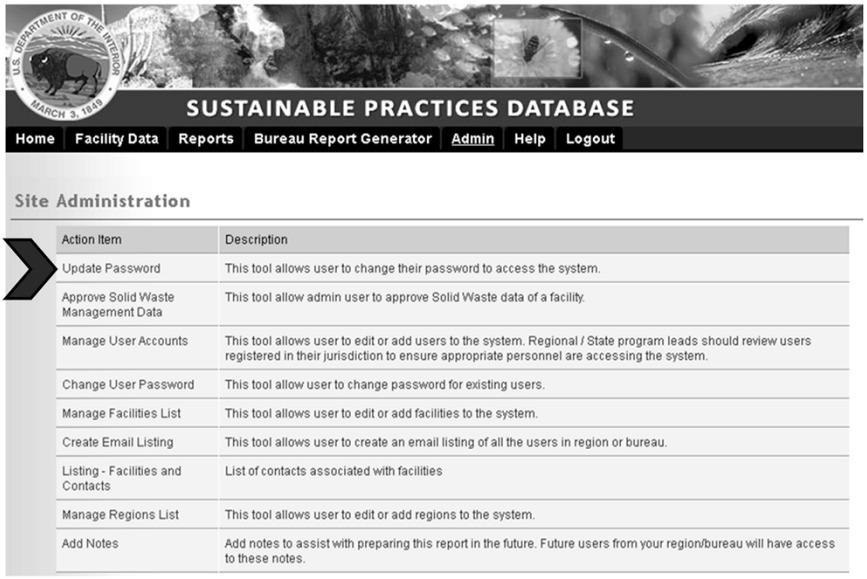
Click "register here" if you are a new user. Click "forgot your username/password" if you've forgotten your password or if you've been locked out of the system.

Central Office NEW User Login

- User name = your email address
- Register for an account
- Ask your HQ Program Manager to assign you the role of Central Office User

8

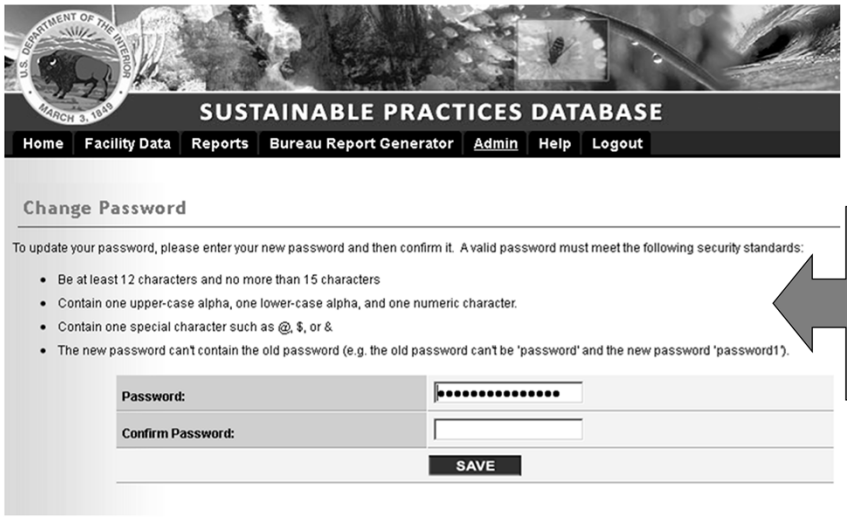
Change Password



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"

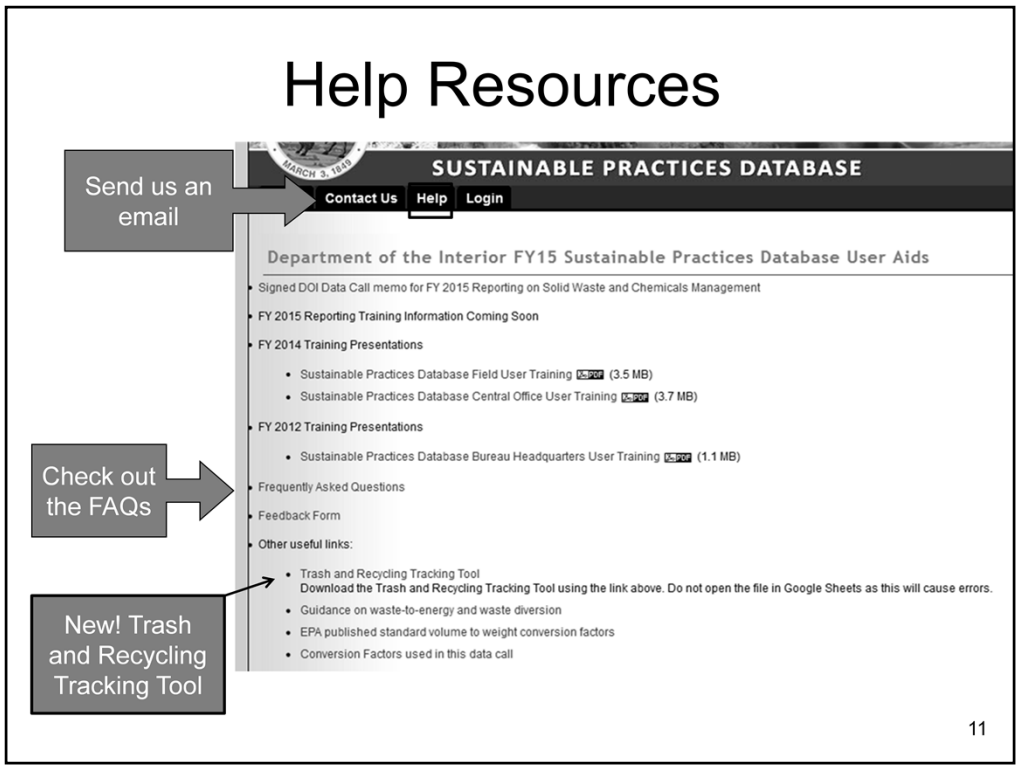
Change Password



It's important to pick a password that follows these rules!

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.

To help you track trash and recycling in FY 2016 and future years, please have a look at the NEW Trash and Recycling Tracking Tool

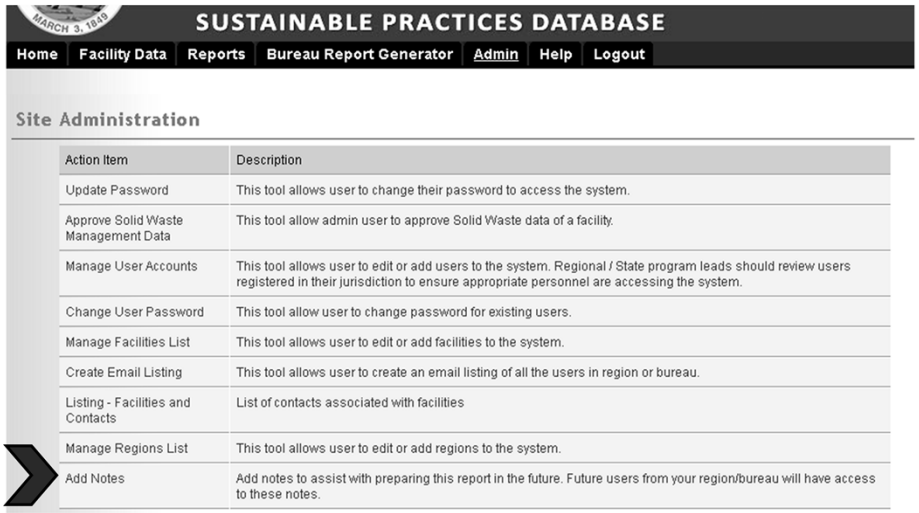
Feedback Form

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

12

Questions?

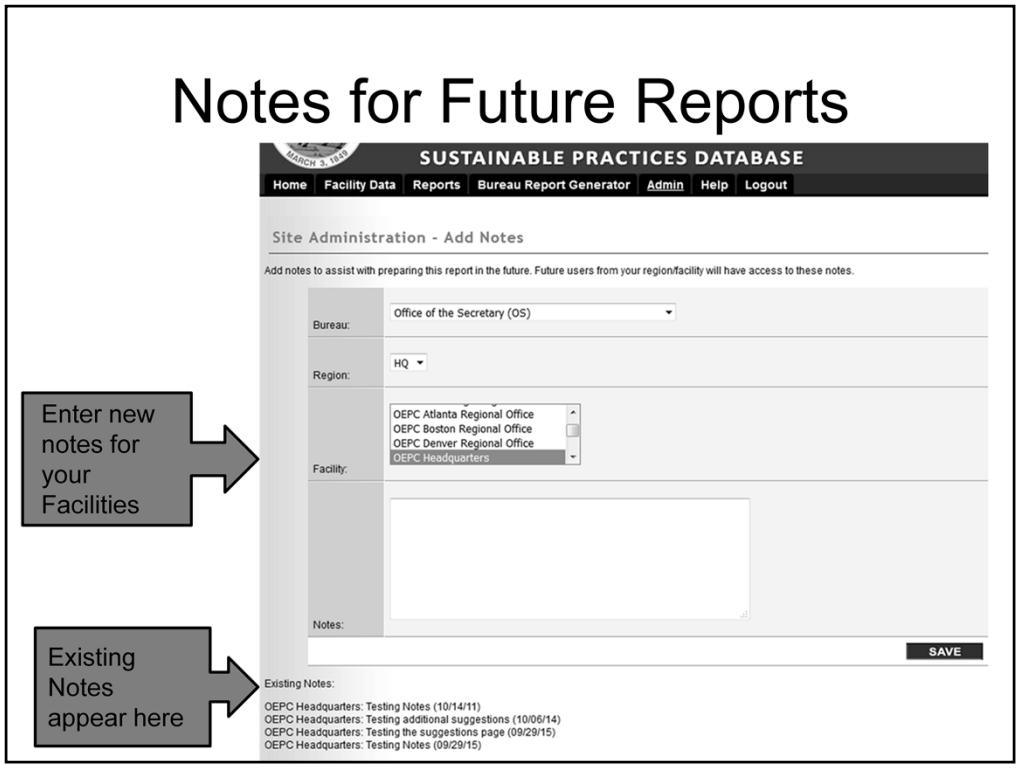
Notes for Future Reports



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



If you click on “Add Notes” from the Admin tab, you will see this screen. You can add a new note for a specific facility. Existing notes entered by you or other users will appear at the bottom of the screen.

FIELD USER VERIFICATION AND USER ACCOUNT MANAGEMENT

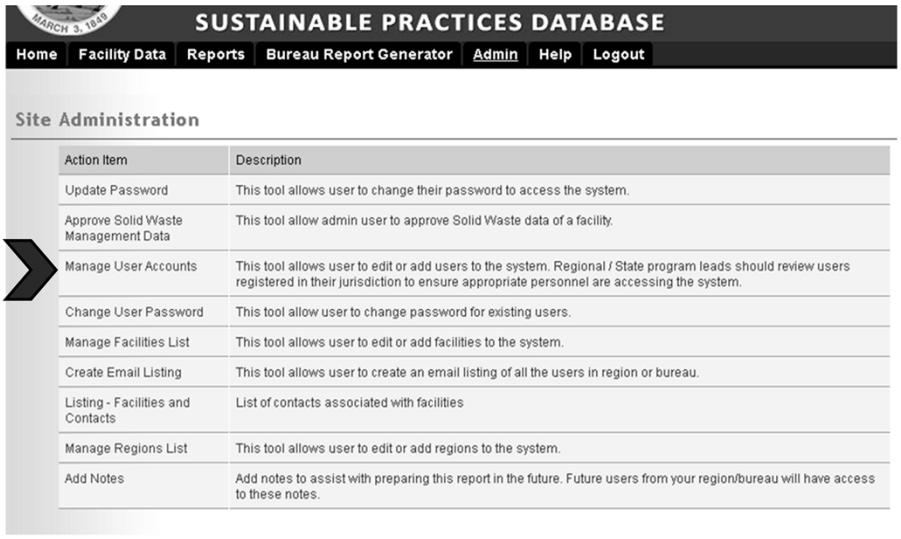
15

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

16

Manage User Accounts

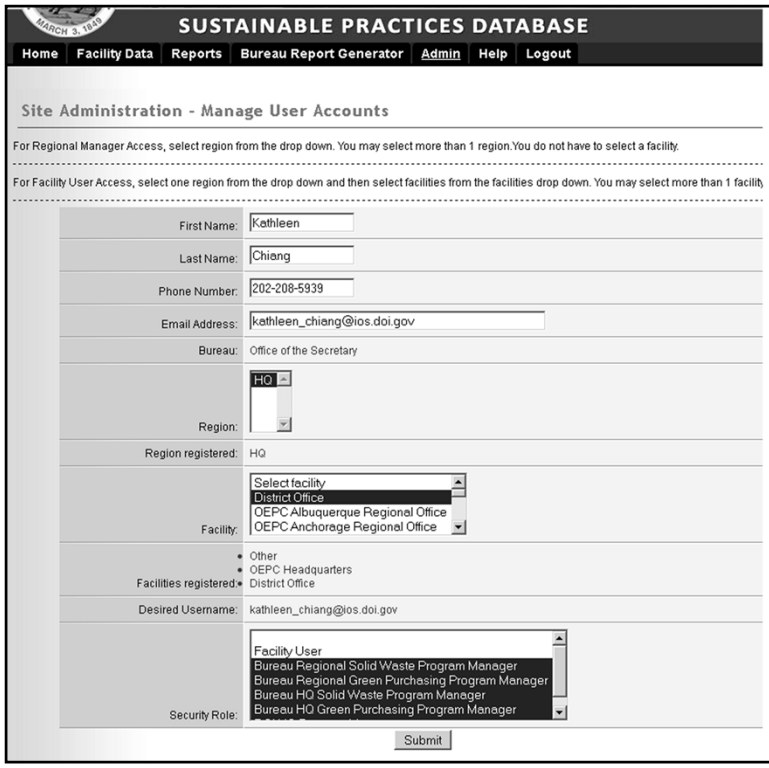


17

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

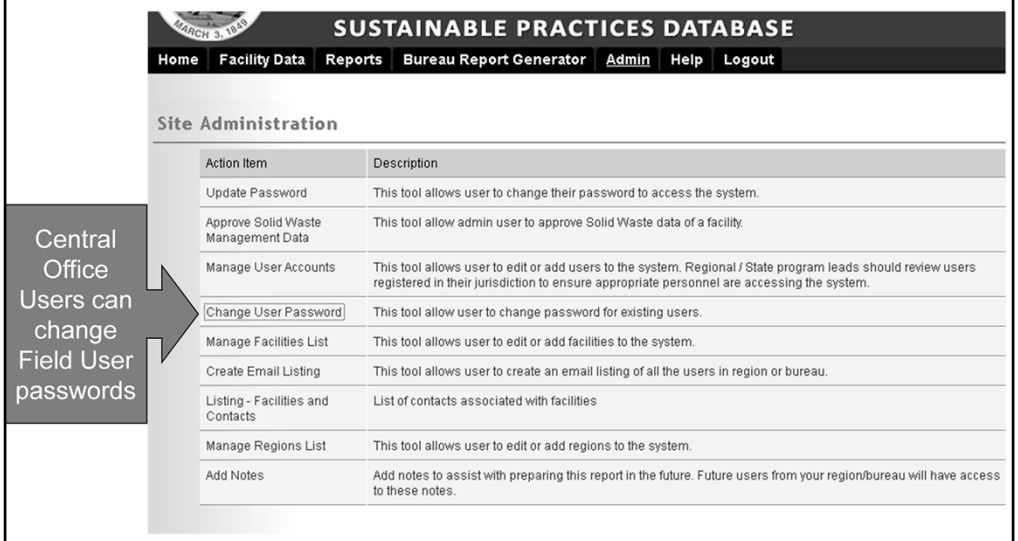
SUSTAINABLE PRACTICES DATABASE
Home
Facility Data
Reports
Bureau Report Generator
Admin
Help
Logout
Site Administration - Manage User Accounts
Please use the search form to narrow down the listing below. Click on the delete button to delete that user. ADD A NEW USER
Click here to add a new user
Bureau:
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
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
Click on the user's name to view their profile

18



This is the User Profile page.

Change Field User Passwords



Central Office Users can change Field User passwords

20

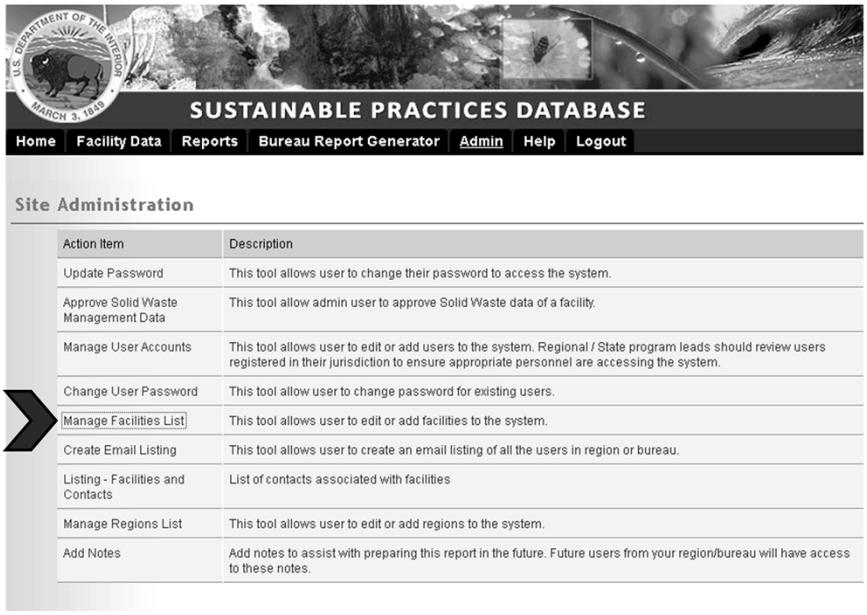
Note that users can update their own passwords, and have passwords sent to them if they have forgotten them. See the slide on Logging into the System.

If users have already tried to reset their own passwords and have not been successful, you may then choose to change the user password for them.

MANAGE FACILITIES LIST

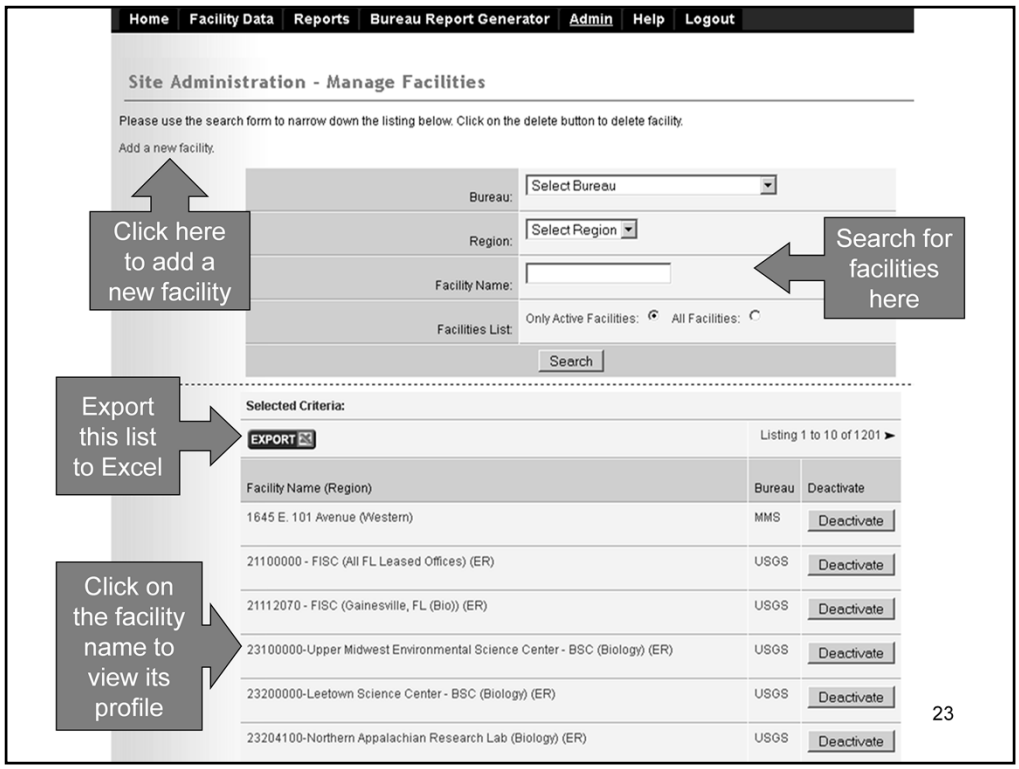
21

Manage Facilities List



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.

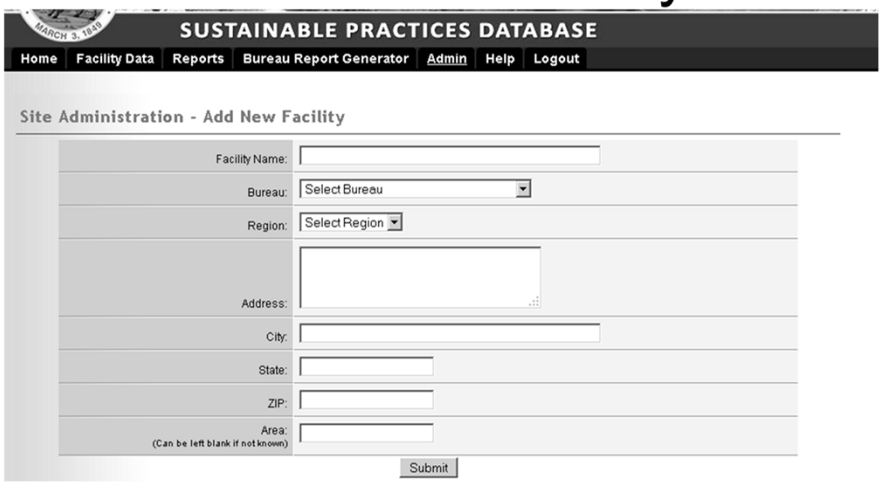
-search for facilities within their Bureau or Region or by their name.

-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

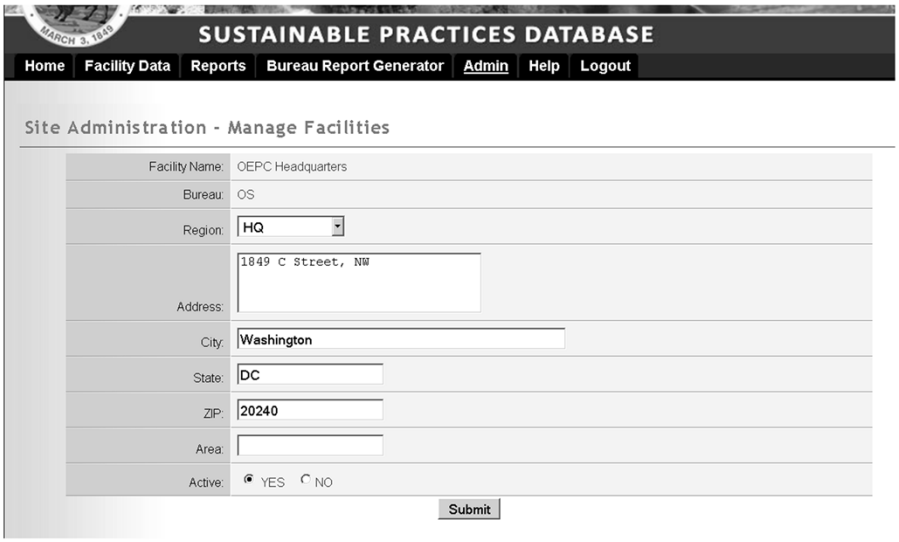


- If a facility has changed names or regions, contact us at spreport@ios.doi.gov to change the facility information in the system
- Please DO NOT deactivate an existing facility just to add a new facility with the new name or region.

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

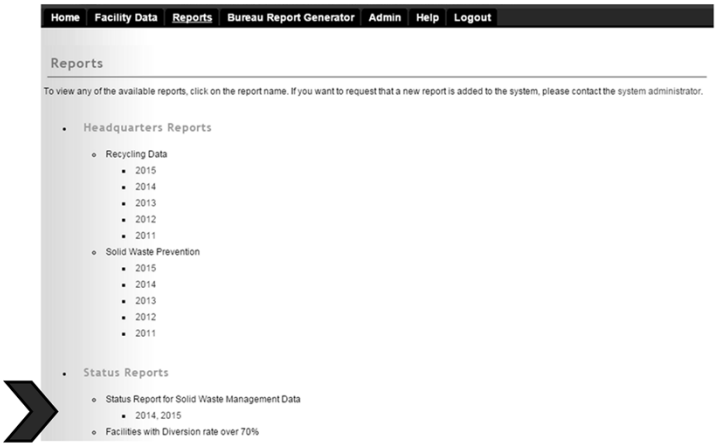
26

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.

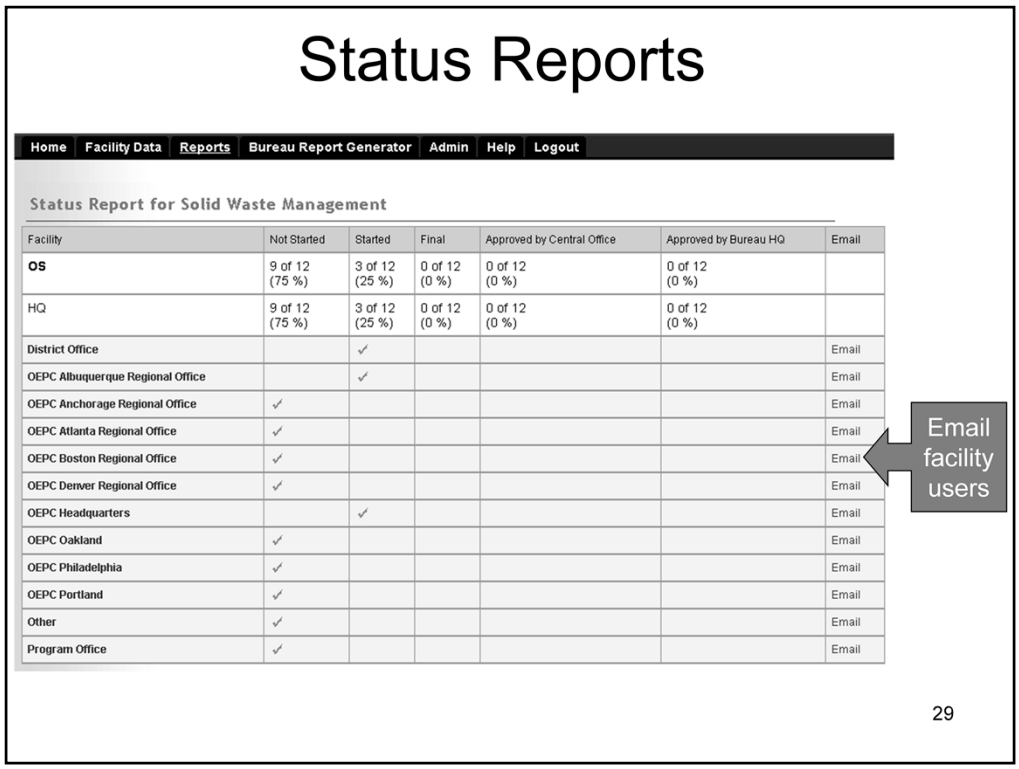
The reports highlighted here allow a Central Office User to track the progress of the Solid Waste report.

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

28

Status Reports



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.

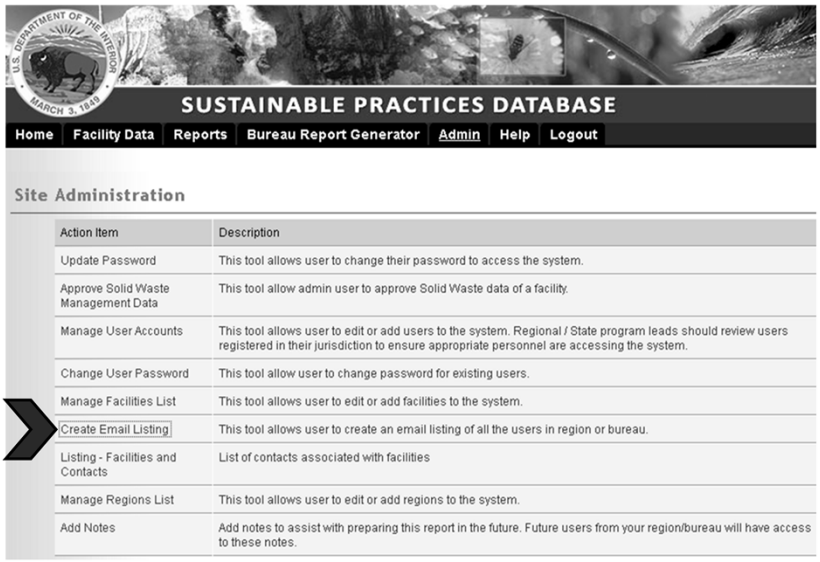
The fourth column shows whether the facility has finalized its data and a draft of the data is complete.

The fifth column shows whether that draft has been approved by the Central Office.

The sixth 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

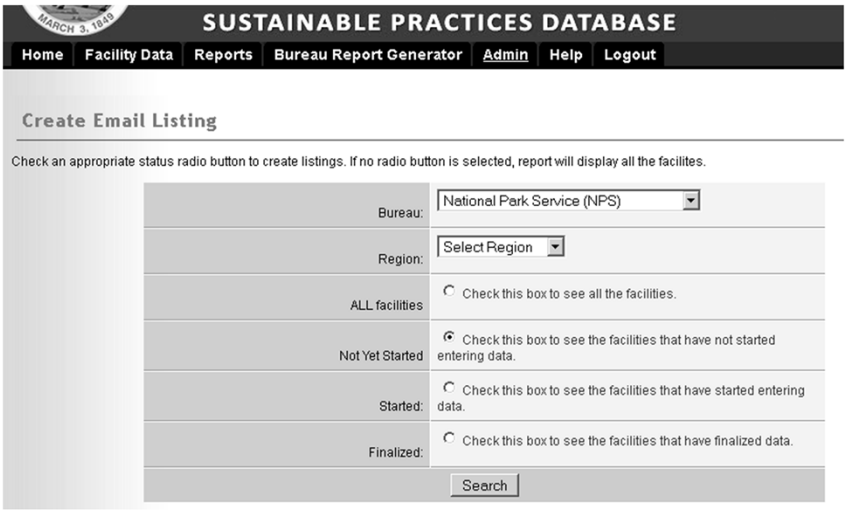


Central Office Users can capture the emails for all the registered users within their region or area.

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.

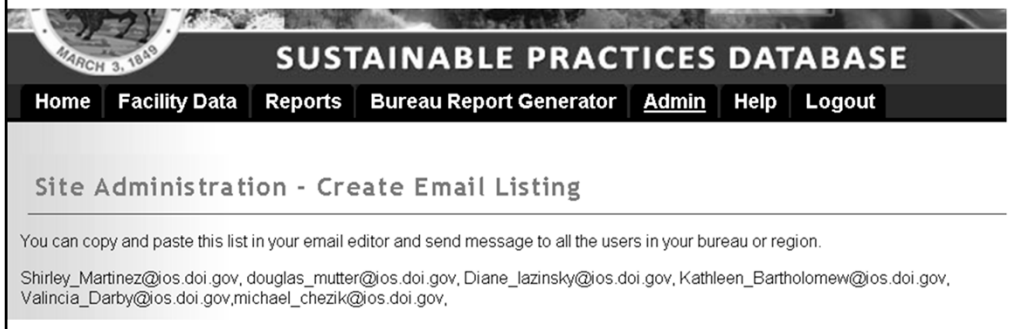
Create Email List



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.

31

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

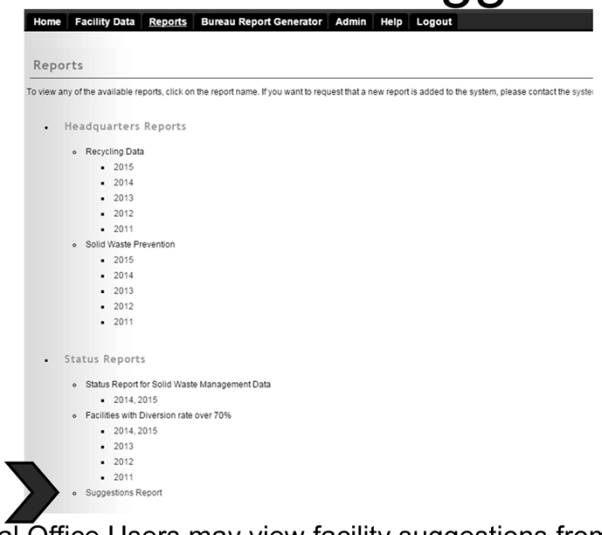
If you generate an email list as described on the previous slide, this screen will appear.

Provide Feedback

- After the facility data are successfully forwarded, the user will see a new screen to provide suggestions to improve the reporting system
- Users may enter comments in the box provided and click “Save”

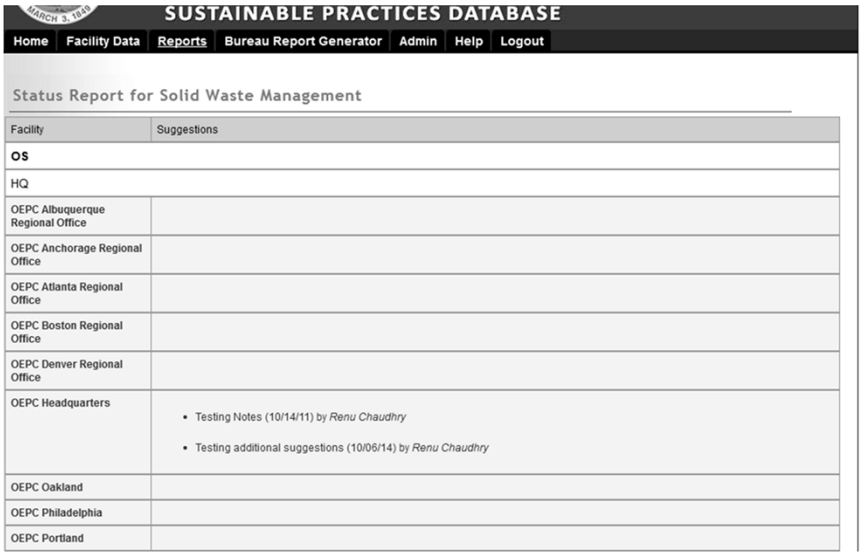
33

Access to User Suggestions



- Central Office Users may view facility suggestions from their regions by going to the “Reports” tab and selecting “Suggestions Report” as shown here.

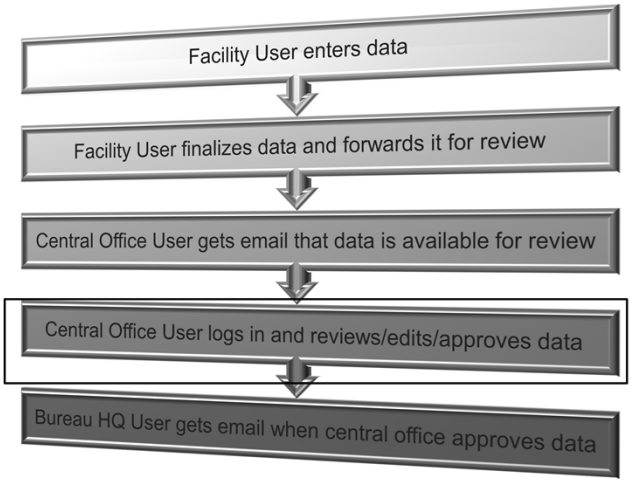
View User Suggestions



35

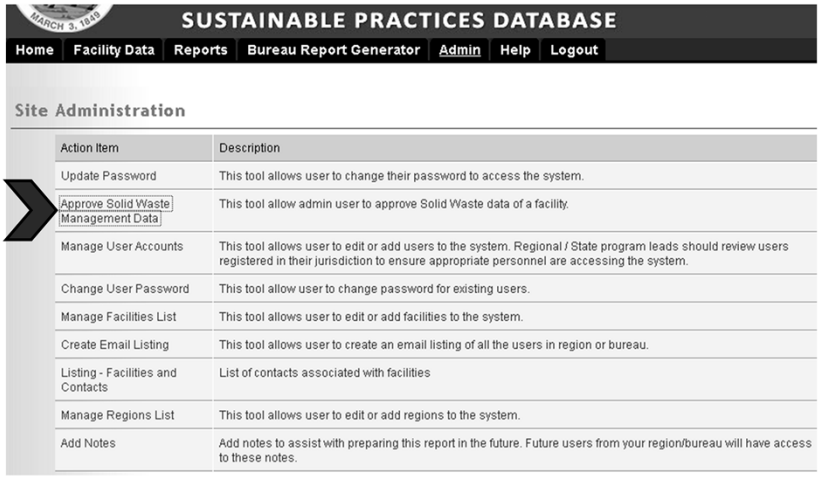
This is where Central Office Users play a key role.

Data Quality Assurance



37

Review and Approve Data



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

38

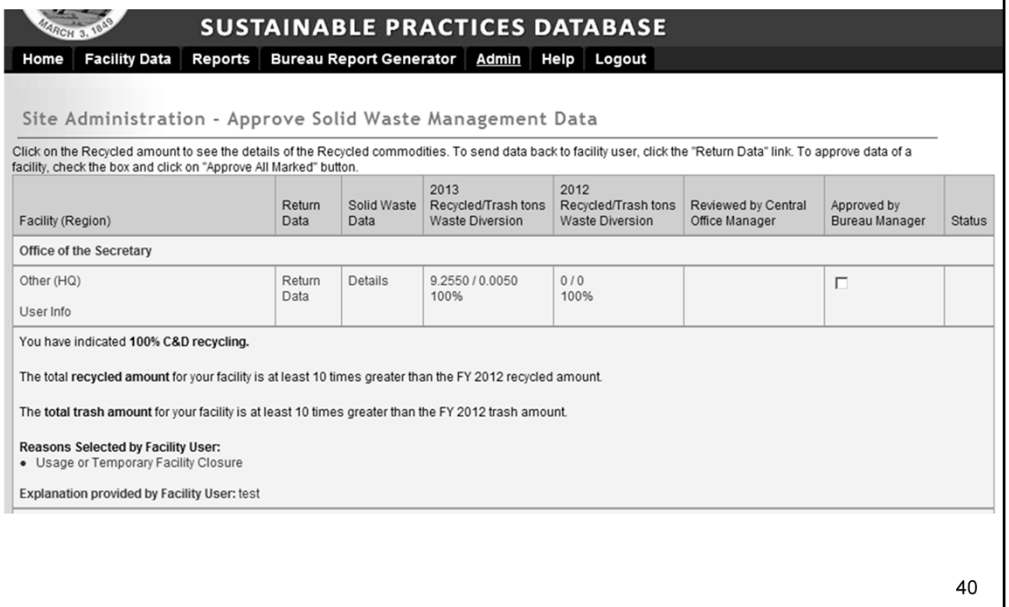
Under the “Admin” tab, you may review and/or approve the report.

Review and Approve Data

39

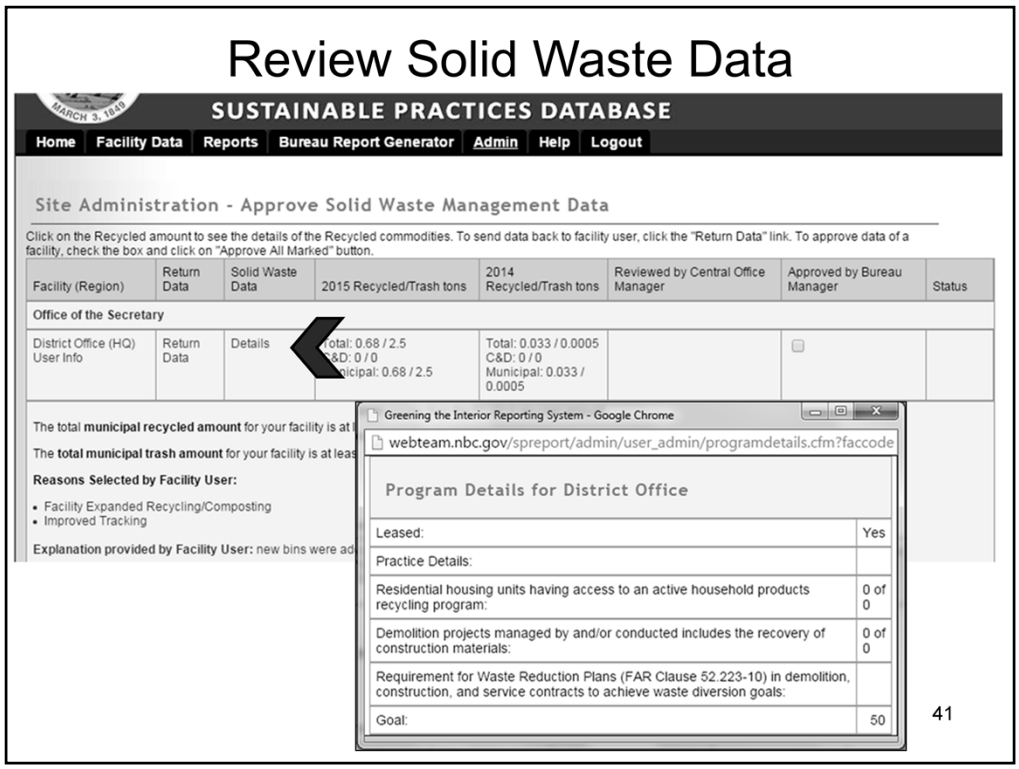
If you clicked on “Approve Solid Waste and Diversion Data” as shown on the previous slide, this screen will appear. You can select which region to view and which facilities to view. If you don’t select anything, all facility records will be shown.

Review Solid Waste Data



After specifying which facilities to review, this list 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.



If you click on the facility's link under "Solid Waste Data," a popup will appear providing detailed information on the facility's recycling program, including:

-whether the office is in leased space,

-new solid waste management practices,

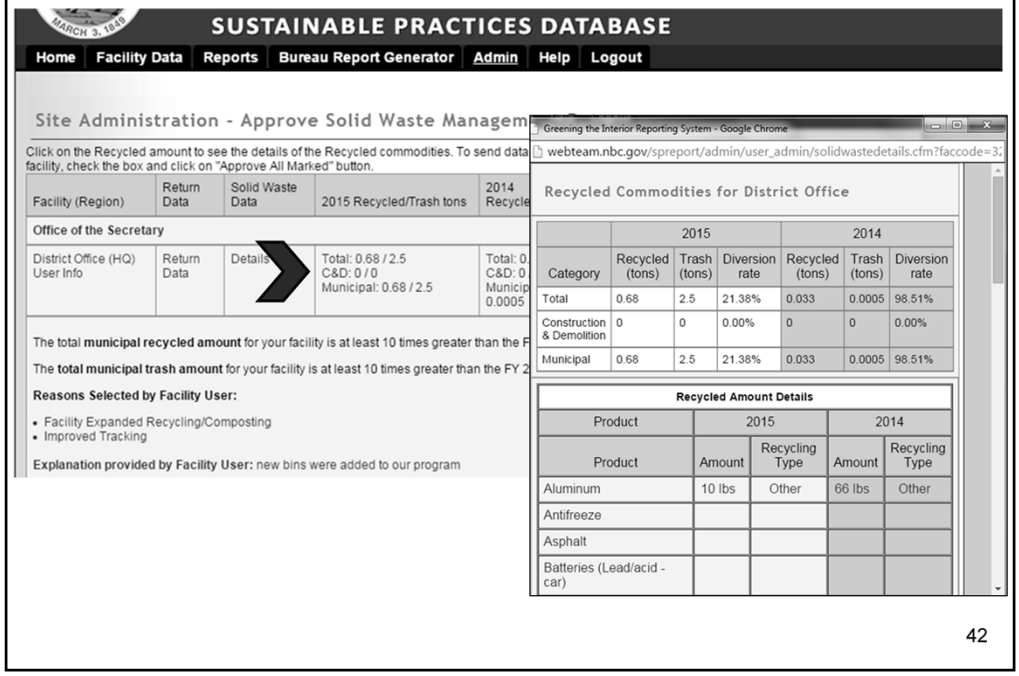
-the number of housing units with access to a recycling program,

-the number of demolition projects that included recycling,

-the inclusion of FAR Clause 52.223-10 in construction contracts, and

-the facility's recycling goal.

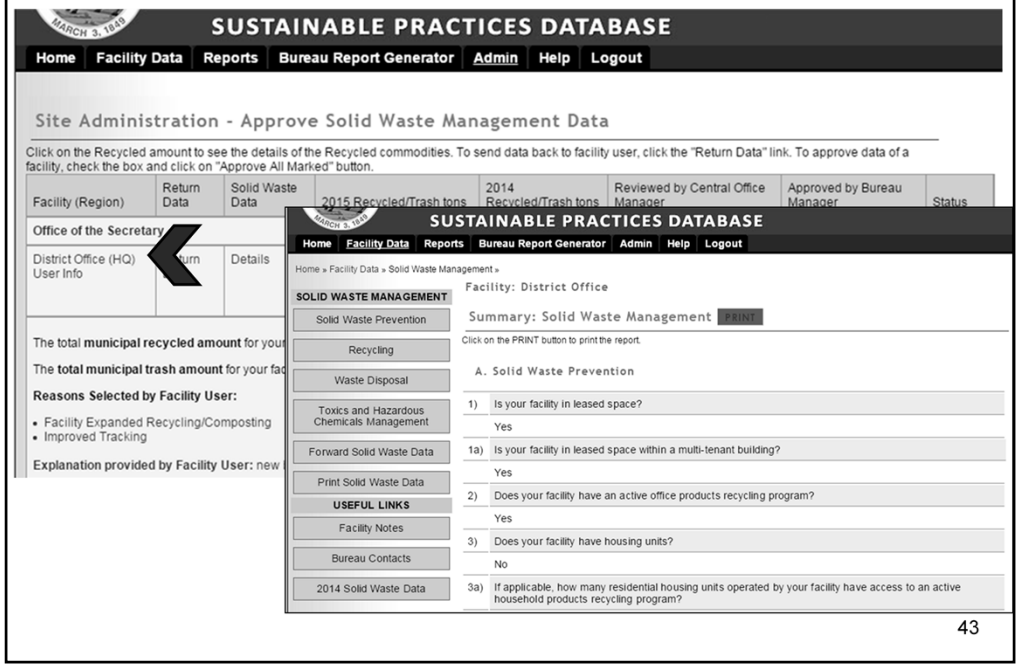
Review Solid Waste Data



If you click on the facility's link under "Recycled/Trash tons Waste Diversion" a popup will appear providing detailed information on the facility's recycling program.

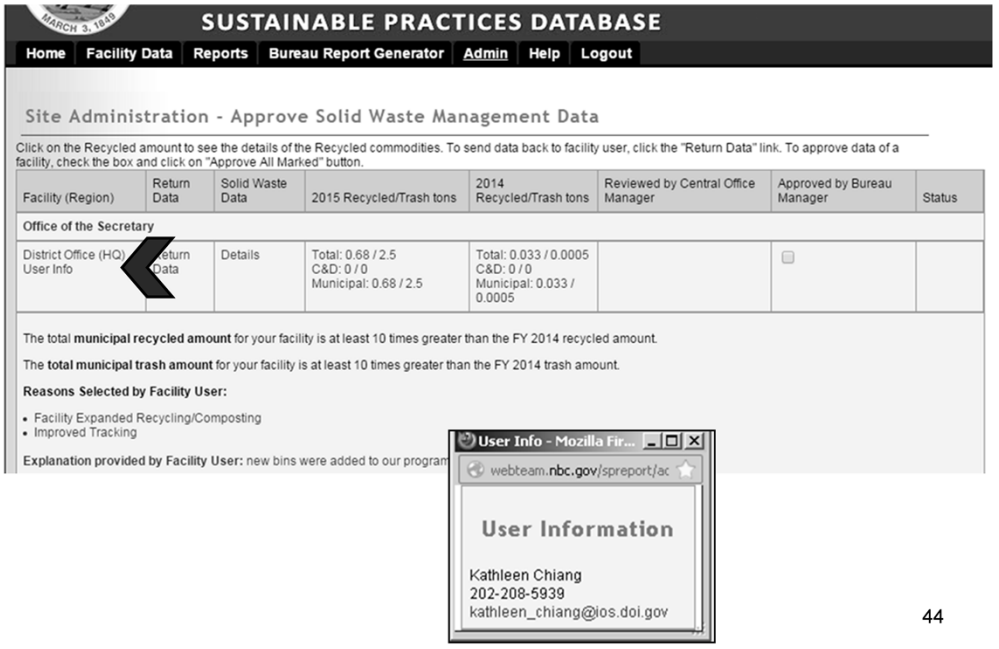
This pop-up now details data for both the current year being reported as well as the previous year's data for easy comparison.

Review Solid Waste Data



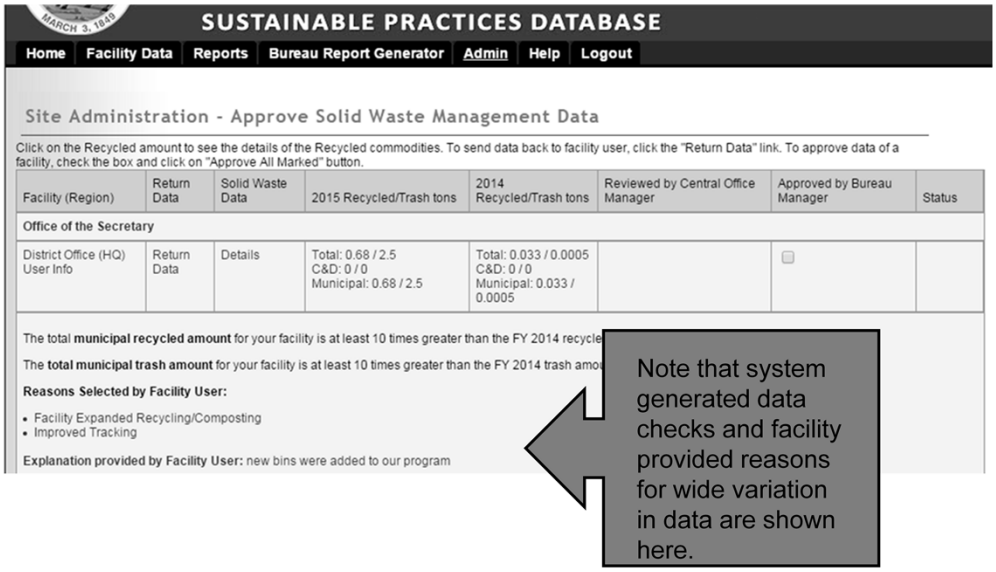
If you click on the facility's name, a popup will appear showing the facility's complete report. You can print the report from the pop-up window.

Review Solid Waste Data



If you click on “User Info” a popup will appear providing contact information for the last person who edited the report.

Review Solid Waste Data

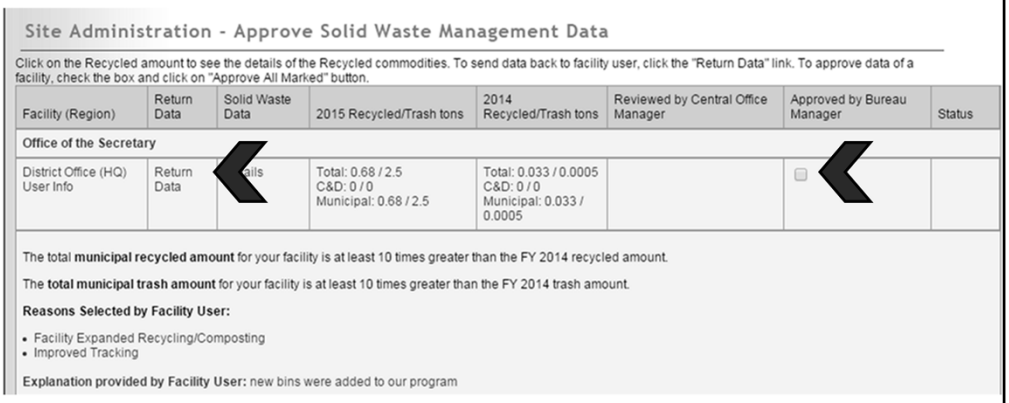


Please note this feature, which was added to assist in reviewing for data quality.

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



Site Administration - Approve Solid Waste Management Data

Click on the Recycled amount to see the details of the Recycled commodities. To send data back to facility user, click the "Return Data" link. To approve data of a facility, check the box and click on "Approve All Marked" button.

Facility (Region)	Return Data	Solid Waste Data	2015 Recycled/Trash tons	2014 Recycled/Trash tons	Reviewed by Central Office Manager	Approved by Bureau Manager	Status
Office of the Secretary							
District Office (HQ) User Info	Return Data	ails	Total: 0.68 / 2.5 C&D: 0 / 0 Municipal: 0.68 / 2.5	Total: 0.033 / 0.0005 C&D: 0 / 0 Municipal: 0.033 / 0.0005		☐	

The total **municipal recycled amount** for your facility is at least 10 times greater than the FY 2014 recycled amount.

The **total municipal trash amount** for your facility is at least 10 times greater than the FY 2014 trash amount.

Reasons Selected by Facility User:

- Facility Expanded Recycling/Composting
- Improved Tracking

Explanation provided by Facility User: new bins were added to our program

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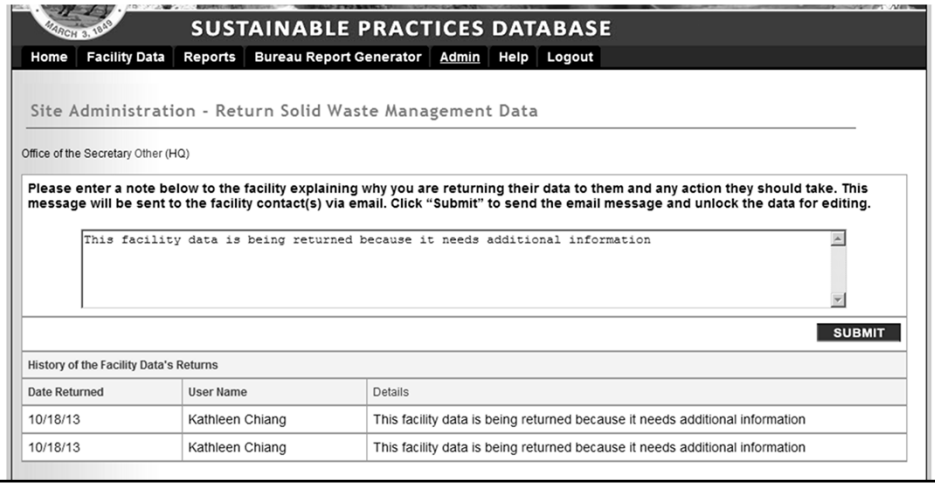
On the pages to approve the facility data, the Central Office User may approve or return the data after reviewing the facility's report.

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 to notify them that their data must be edited before it will be approved by the Central Office User.

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.



47

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.

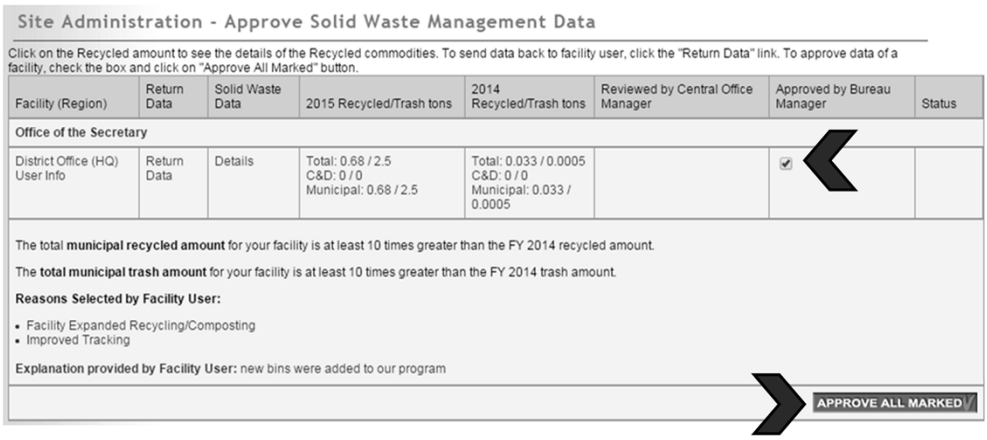
Once this message has been submitted, the data are unlocked and the Facility User or the Central Office User may edit the data.

If the Central Office User is going to make changes for the Facility User, that should be noted in the message box here.

The message will go to all facility users associated with the facility and the regional/Central Office Users for the facility.

At the bottom of the screen, please notice that there is now a history of how many times the data has been returned to the facility and by whom. This should help facilitate tracking how the data has changed through the reporting process.

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"

48

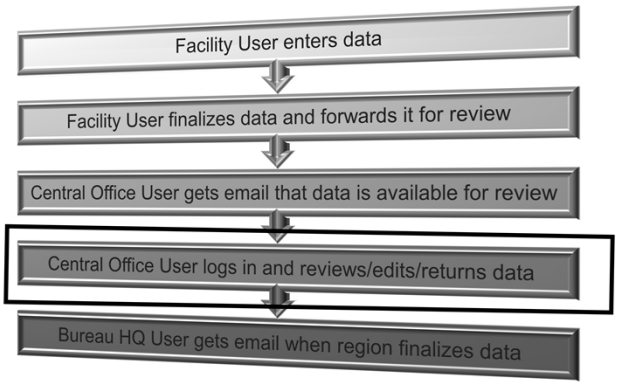
To approve the data, click the box under the "Reviewed by Regional Manager" column, and then click on the button at the bottom of the page to "Approve All Marked."

Central Office Data Review

- If edits or clarification are necessary the Central Office program reviewer returns the report to the Facility User.

- Then the Facility User makes changes and re-finalizes the data, sending the report back to the Central Office.

-If no changes are needed, the Central Office User can forward data to Bureau HQ



49

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 “Returning” 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.

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, incinerator 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

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Reports

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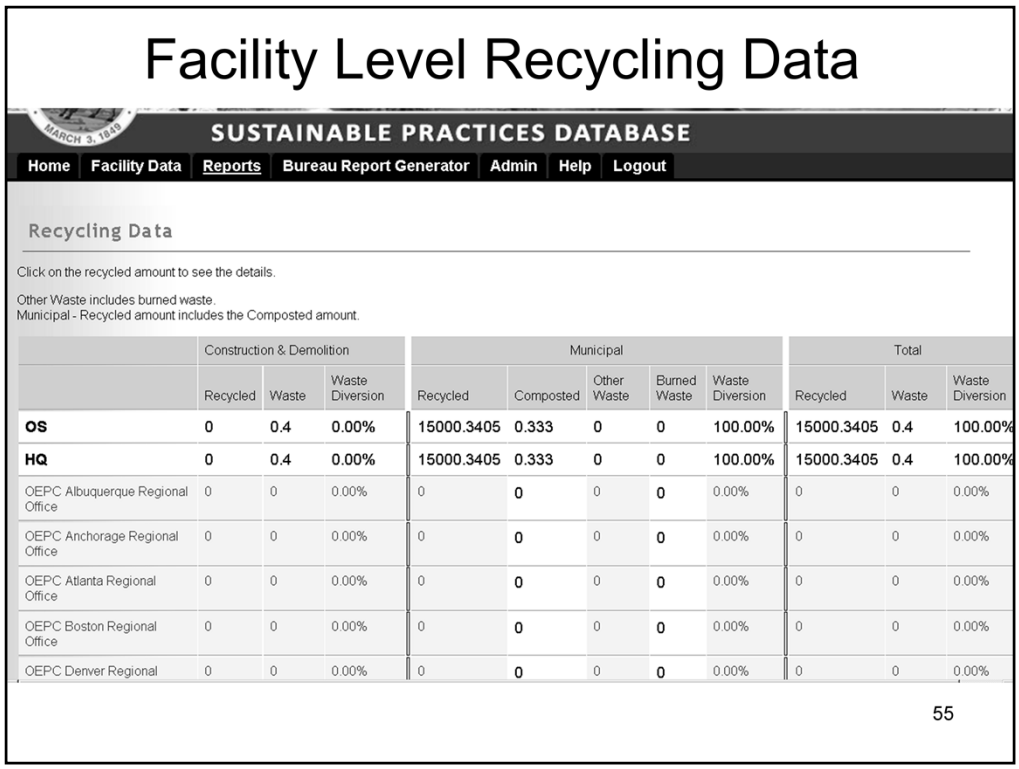
These are all of the Facility Level Reports available on the “Reports” tab. They show all of the data entered by facilities. You may use these reports to help manage your solid waste and green purchasing programs.

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

Solid Waste Reports - Historical Regional Data

Report only includes data for active facilities. Previous years' data for facilities that are currently deactivated are not included. **All amounts are in tons.**

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

Download historical data in EXCEL

	2014			2013			2012		
	Recycled (tons)	Waste (tons)	Waste Diversion	Recycled (tons)	Waste (tons)	Waste Diversion	Recycled (tons)	Waste (tons)	Waste Diversion
Total for OS	0.00	**0.00**	0.00%	10.21	**1,110.93**	0.91%	1.57	**0.00**	100.00%
HQ	0.00	**0.00**	0.00%	10.21	**1,110.93**	0.91%	1.57	**0.00**	100.00%

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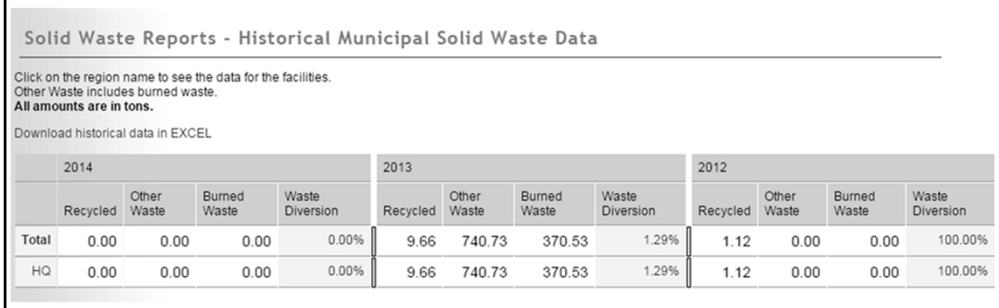
This report shows solid waste totals for the last three years, including both municipal solid waste and construction and demolition (C&D waste).

Historical Reports: Comparison of Municipal Solid Waste Data



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.
All amounts are in tons.

Download historical data in EXCEL

	2014				2013				2012			
	Recycled	Other Waste	Burned Waste	Waste Diversion	Recycled	Other Waste	Burned Waste	Waste Diversion	Recycled	Other Waste	Burned Waste	Waste Diversion
Total	0.00	0.00	0.00	0.00%	9.66	740.73	370.53	1.29%	1.12	0.00	0.00	100.00%
HQ	0.00	0.00	0.00	0.00%	9.66	740.73	370.53	1.29%	1.12	0.00	0.00	100.00%

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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

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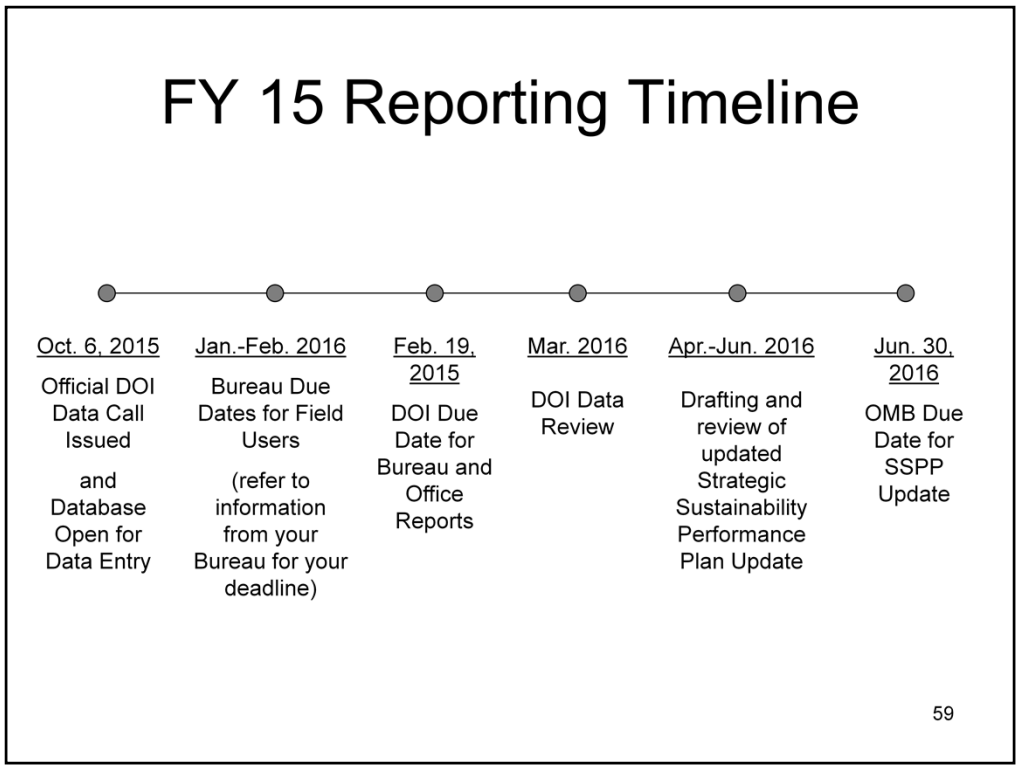

Please note that we have given the bureaus and offices 20 weeks to complete the data call.

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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