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INITIAL SOFTWARE AND DATA LOAD PROCEDURES FOR THE NAVY OCCUPATIONAL HEALTH INFORMATION MANAGEMENT SYSTEMS (NOHIMS)*

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**INITIAL SOFTWARE AND DATA LOAD PROCEDURES FOR THE
NAVY OCCUPATIONAL HEALTH INFORMATION MANAGEMENT SYSTEM (NOHIMS)***

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SUMMARY

→ This document provides step-by-step instructions for installing the Naval Occupational Health Information Management System (NOHIMS) software. It also describes how to create site baseline systems, daily operations and control, communications, and other system software.

Keywords: Management information systems, Occupational diseases, Health surveys, Recordkeeping, User Identification Codes (UIC), Military medicine, Hazardous materials, Industrial medicine. (Saw) →

**INITIAL SOFTWARE AND DATA LOAD PROCEDURES FOR THE
NAVY OCCUPATIONAL HEALTH INFORMATION MANAGEMENT SYSTEM (NOHIMS)**

SECTION 1 - INTRODUCTION

1.1 SUMMARY OF NOHIMS. The following are key objectives of the Navy Occupational Health Information Management System (NOHIMS):

- o Creation of a safer and healthier work environment for Navy employees by providing timely notification of exposure results, rapid retrieval of hazardous material data, and ensuring proper medical monitoring.
- o Elimination of time-consuming manual recordkeeping methods.
- o Standardization of recordkeeping procedures.
- o Integration of Environmental surveillance and Medical monitoring components of the Navy's Occupational Health Program.
- o Establishment of a Navy-wide data base for epidemiological studies.

1.2 PURPOSE OF THE INITIAL SOFTWARE AND DATA LOAD PROCEDURES. The purpose of the Initial Software and Data Load Procedures (ISDLP) is to provide a detailed guide for the NOHIMS implementation team and the system manager. This document will attempt to provide information not covered elsewhere, and will provide additional material in areas that are especially complex.

1.3 THE STARTING POINT. The information covered in the ISDLP assumes all hardware has been delivered and each hardware component has been connected and tested. It also assumes the system software is up and running, and the bench mark has been successfully completed.

SECTION 2 - SOFTWARE AND DATA LOAD

2.1 INSTALLING NOHIMS SOFTWARE. Before the system is installed, the site manager should determine the number of people who will be using the system at any given time. In addition to the number of people who will be using the system at any given time, the site manager must also take into consideration that Fileman runs a single task manager routine for all its operations, while COSTAR uses a monitor routine for each active namespace. These background

jobs should be added to the total number of users expected to be on the system at the same time.

2.2 CREATING PARTITIONS. There are six steps to creating partitions.

- o Defining directories.
- o Creating User Identification Codes (UICs).
- o Setting up accounts at the VMS level.
- o Creating VMS directories.
- o Creating MUMPS.DAT files.
- o Changing ownership and protecting files.

2.2.1 DEFINING DIRECTORIES. Six (6) directories must be created for the NOHIMS routines and global files. The primary contents of these directories are as follows:

SYSSM: This directory is created at the same time the MUMPS (M/VX) system is initialized and contains system routines and utilities used by all MUMPS directories. The FileMan and KERNEL utilities must be loaded into this directory.

MEDICAL: This production directory contains the routine and global files of the Medical component (COSTAR) of the NOHIMS system.

INDUST: This production directory contains the routine and global files of the Industrial component of the NOHIMS system.

REPORT: This directory is the link between the Medical and Industrial components of the NOHIMS system. From this directory the site manager can access data from the MEDICAL and INDUST directories to run monthly medical reports.

MANAGER: This is the site manager's directory where back-up copies of the NOHIMS VMS files will be stored.

COSTAR: A demonstration directory used to store the routine and global files of the Medical component (COSTAR).

NOSH: A demonstration directory used to store the routine and global files of the Industrial component of the NOHIMS system.

GENERAL: This directory can be used at the discretion of the site manager for demonstrations, word processing, or other ancillary applications.

2.2.2 CREATING USER IDENTIFICATION CODES (UIC). To create site UICs, type the underlined portions, exactly.

USERNAME: SYSTEM

PASSWORD: _____ (Enter system's password)

S SET DEF SYSSYSTEM

S RUN AUTHORIZE

UAF> ADD/ID/VALUE=UIC:[200,*] NOHIMS
UAF> ADD/ID/VALUE=UIC:[200,1] MEDICAL
UAF> ADD/ID/VALUE=UIC:[200,2] INDUST
UAF> ADD/ID/VALUE=UIC:[200,4] REPORT
UAF> ADD/ID/VALUE=UIC:[200,4] MANAGER
UAF> ADD/ID/VALUE=UIC:[300,*] NAVMED
UAF> ADD/ID/VALUE=UIC:[300,1] COSTAR
UAF> ADD/ID/VALUE=UIC:[300,2] NOSH
UAF> ADD/ID/VALUE=UIC:[300,3] GENERAL
UAF>

2.2.3 SET-UP ACCOUNTS AT VMS LEVEL.

UAF> ADD MANAGER/PASS=MANAGER/UIC=[200,4]/DIR=[MANAGER]/DEV=DUA0:
/ACCOUNT=MANAGER
UAF> ADD MEDICAL/PASS=MEDICAL/UIC=[200,1]/DIR=[MEDICAL]/DEV=DUA0:
/ACCOUNT=MEDICAL
UAF> ADD INDUST/PASS=INDUST/UIC=[200,2]/DIR=[INDUST]/DEV=DUA0:
/ACCOUNT=INDUST
UAF> ADD REPORT/PASS=REPORT/UIC=[200,4]/DIR=[REPORT]/DEV=DUA0:

```

UAF> ADD COSTAR/PASS=COSTAR/UIC=[ 300,1 ]/DIR=[ COSTAR ]/DEV=DUA0:
      /ACCOUNT=INDUST
UAF> ADD NOSH/PASS=NOSH/UIC=[ 300,2 ]/DIR=[ NOSH ]/DEV=DUA0:
      /ACCOUNT=NOSH
UAF> ADD GENERAL/PASS=GENERAL/UIC=[ 300,3 ]/DIR=[ GENERAL ]/DEV=DUA0:
      /ACCOUNT=GENERAL
UAF> EXIT

```

2.2.4 CREATE VMS DIRECTORIES.

```

S CREATE/DIRECTORY/OWN=[ 200,4 ] DUA0:[ MANAGER ]
S CREATE/DIRECTORY/OWN=[ 200,1 ] DUA0:[ MEDICAL ]
S CREATE/DIRECTORY/OWN=[ 200,2 ] DUA0:[ INDUST ]
S CREATE/DIRECTORY/OWN=[ 200,4 ] DUA0:[ REPORT ]
S CREATE/DIRECTORY/OWN=[ 300,1 ] DUA0:[ COSTAR ]
S CREATE/DIRECTORY/OWN=[ 300,2 ] DUA0:[ NOSH ]
S CREATE/DIRECTORY/OWN=[ 300,3 ] DUA0:[ GENERAL ]

```

2.2.5 CREATE MUMPS.DAT FILES. Note: <CR> means carriage return.

```

S SET DEF SYSSM
S M MSU (MSU routine allows manager to create MUMPS.DAT
DIRECTORY NAME? : DUA0:[ INDUST ]
      200,2 <CR> 10 5 80 <CR> <CR> <CR> <CR> <CR>
DIRECTORY NAME? : DUA0:[ NOSH ]
      300,2 <CR> 10 5 80 <CR> <CR> <CR> <CR> <CR>
DIRECTORY NAME? : DUA0:[ GENERAL ]
      300,3 <CR> 10 5 80 <CR> <CR> <CR> <CR> <CR>
DIRECTORY NAME? : DUA0:[ MEDICAL ]
      200,1 <CR> 10 5 80 <CR> <CR> <CR> <CR> <CR>
DIRECTORY NAME? : DUA0:[ COSTAR ]
      300,1 <CR> 10 5 80 <CR> <CR> <CR> <CR> <CR>
DIRECTORY NAME? : <CR>
S

```

2.2.6 CHANGE OWNERSHIP AND FILE PROTECTION. After the MUMPS.DAT files are created, change directory to that namespace and enter the following:

```

$ SET DEF DUA0:[MEDICAL]
$ SET FILE/OWN=[200,1] DUA0:[000000]MEDICAL.DIR
$ SET FILE/OWN=[200,1] DUA0:[MEDICAL...]*.*;*
$ SET PROT=(G:RWE) DUA0:[000000]MEDICAL.DIR
$ SET PROT=(G:RWE) DUA0:[MEDICAL...]*.*;*

```

Repeat these steps for each of the following directories:

NAMESPACE	UIC
INDUST	[200,2]
COSTAR	[300,1]
NOSH	[300,2]
GENERAL	[300,3]

2.3 SET UP SYSSM. To set up the M/VX system do the following steps:

- o Load the tape into SYSSM directory
- o Load routines into the M/VX MUMPS.DAT file
- o Define system's globals
- o Set group protection for system's globals

2.3.1 LOAD TAPE INTO SYSSM DIRECTORY. A nine track, 1600 BPI, labeled, magnetic tape will be provided. The tape has an external label with the name of the backup set and files contained in the set. Use the VMS BACKUP command to load the tape into SYSSM.

2.3.2 LOAD ROUTINES INTO M/VX MUMPS.DAT FILE. Load the routines from the VMX file into the MUMPS.DAT file using the following steps:

```

$ SET DEF SYSSM
$ M (This will bring up the M/VX MUMPS operating system.)
> D ^%RI
"Device: " SYS.DAT "Parameters:" "R" = > " <RETURN>
"Input Option:" A (All routines)
"If a selected routine has the same name as one already on file
shall it replace the one on file? (Y or N) N=> " Y

```

NOTE: Loaded routines will be displayed on the screen.

2.3.3 DEFINE SYSTEM'S GLOBALS. The system's global files for FileMan and the KERNEL are defined in SYSSM. Two routines are to be run before the production directories can be created. In the routine ZOSF all instances of DUA0:[OSHRKS] must be changed to the DUA0:[INDUST].

```
> ZI ZOSF
> X %
Edit: .Change every: DUA0:[OSHRKS] to DUA0:[INDUST]
Edit: .File ZOSF
Edit: . <RETURN>

> D ZOSF
%ZOSF GLOBAL ALREADY EXISTS. REINITIALIZE? NO// YES
NAME OF MANAGER'S UCI: DUA0:[SYSO.MVX]// <RETURN>
PRODUCTION (SIGN-ON) UCI: DUA0:[INDUST]// <RETURN>
NAME OF VOLUME SET: DUA0:[INDUST]// <RETURN>
ALL SET UP
```

2.3.4 SET UP DEVICE TABLE. The device table for FileMan and KERNEL has already been defined and stored into the SYS.GLO VMS file.

```
> D %GI
"Device:" SYS.GLO "Parameters :" "R" > <RETURN>
"Input Option: " A (All globals)
> %IS %ZIS
```

2.3.5 SET GROUP PRIVILEGES IN SYSSM.

```
> S ( 'ERTRAP, '%ZTSCH) = ""
> D %PROTECT
OWNER RWD
GROUP RWD
WORLD RW
NETWORK RWD

ALL GLOBALS: > NO
GLOBAL %
GLOBAL %IS
GLOBAL %FS
```

```

GLOBAL `ZIS
GLOBAL `ZOSF
GLOBAL `ZTSK
GLOBAL `ZTSCH
GLOBAL `ERTRAP
GLOBAL UTILITY
GLOBAL `

```

```

MORE? > NO
> H

```

- 2.4 INITIALIZE DIRECTORIES. After SYSSM has been set-up:
- o Copy the MED.ROU, MED.GLO, T2.ROU, and KER.ROU files into the site manager's directory, DUA0:[MANAGER].
 - o Load routines into production directories for the Industrial component of NOHIMS.
 - o Load the routines and global files into the production directories for Medical component.

2.4.1 COPY FILES FROM SYSSM. Copy the above listed files into the site manager's directory.

```

$ SET DEF DUA0:[MANAGER]
$ COPY SYSSM:*.ROU;* *.*;*
$ COPY SYSSM:*.GLO;* *.*;*

```

2.4.2 LOAD ROUTINES INTO INDUSTRIAL COMPONENT. Load the routines from the VMS files in the manager's directory into the MUMPS.DAT files in the production directories using the following steps:

```

$ SET DEF DUA0:[INDUST]
$ M
> D %KI
"Device:" DUA0:[MANAGER]T2.ROU "Parameters "R" -> <RETURN>
"Input Option:" A (All routines)
"Is a selected routine has the same name as one already on
file, shall it replace the one on file? (Y or N) N-> YES

```

NOTE: Routines will be listed on screen.

```

> D %RI
  "Device:" DUAO:[MANAGER]KER.ROU "Parameters "R" => <RETURN>
  "Input Option:" A (All routines)
  "If.....N => " YES
> H

```

Repeat the steps listed above in the NOSH directory, starting with:

```

$ SET DEF DUAO:[NOSH]
$ M

```

2.4.3 LOAD ROUTINES AND GLOBALS INTO THE MEDICAL COMPONENT. Repeat the steps listed below in the COSTAR and MEDICAL directories:

```

$ SET DEF DUAO:[MEDICAL]          then $ SET DEF DUAO:[COSTAR]
$ M

```

```

> D %RI
  "Device:" DUAO:[MANAGER]MED.ROU "Parameters: "R" =>" <RETURN>
  "Input Option: " A (All routines)
  "If a selected... N => " YES

```

```

> D %GI
  "Device:" DUAO:[MANAGER]MED.GLO "Parameters: "R" => <RETURN>
  "Input Option: " A (All globals)

```

NOTE: A list of globals will be displayed on the screen.

2.5 CREATE BASELINE SYSTEM IN EACH PRODUCTION DIRECTORY. This section describes how the baseline systems for the Medical and Industrial components of NOHIMS will be created.

2.5.1 CREATE A BASELINE COSTAR PACKAGE.

```

$ SET DEF DUAO:[MEDICAL] and then DUAO:[COSTAR]
$ M
\ D %AINIT

```

```

*****
*                               *
*           NOHIMS SYSTEM GENERATION           *
* COSTAR PUBLIC DOMAIN VERSION 5.81, RELEASED JUNE 1, 1985 *
*                               *
*                               BY                               *
*                               *
*           THE COSTAR USER'S GROUP           *
*                               *
* (COSTAR is a registered trademark of Massachusetts General *
* Hospital (MGH). COSTAR was developed by the Laboratory of *
* Computer Science, MGH, supported by grant funds from the *
* National Center for Health Services Research.)           *
*                               *
*                               *
*           TODAY'S DATE:  ___  ___  ___           *
*                               *
*****

```

THIS ROUTINE WILL DESTROY YOUR DATA FILES!!! DO YOU WISH TO CONTINUE? <N> Y

Please wait while "ID" and "Dev" files are being created [....]

```

***** GLOBAL FILES INITIALIZATION *****

```

This process will take approximately 30 minutes. Do you wish to continue? <Y> Y

```

*****
*                               *
*           SYSGEN COMPLETED:  ___  ___  ___           *
*                               *
*           ENTER "D ID" TO ENTER NOHIMS           *
*                               *
*           LOGIN ID CODE IS "MGR"           *
*                               *
*****

```

> H

2.5.2 CREATE BASELINE INDUSTRIAL COMPONENT. Create the baseline system in the Industrial component directories [INDUST] and then in [NOSH].

S SET DEF DUA0:[INDUST] then S SET DEF DUA0:[NOSH]

S M

> D DINIT (Initialize the FileManager approximately 5 minutes)

VA FileMan V. 17.07

SITE NAME: _____ (Enter site name)

SITE NUMBER: _____ (Enter site number)

..... Sorry, I'm working as fast as I can

Type of MUMPS Systems are you using: M/VX

Initialization completed.

> D XUPDINIT (Initialize the KERNEL, time approximately 30 min.)

NOTE: Respond "Y"es to all questions asked. Final question will be, "ARE YOU SURE EVERYTHING IS OK?" Processing will continue only if you respond "Y" at this point. Refer to Appendix A for a complete listing of the initialization process.

Initialization completed!

> D T2INIT (Initialize NOHIMS, time approximately 6-8 hours.)

a. Respond "Y"es to all questions asked. Final questions asked will be "ARE YOU SURE EVERYTHING IS OK?" Be sure to type "Y" for yes or processing will be aborted, and you will have to re-execute the T2INIT routine.

b. Two users have been created. The first is MANAGER and the second is USERS. The access and verify codes are the same as the created names. The MANAGER password is tied to EVE, the top level menu of the KERNEL package. USERS is tied directly to the Industrial component of NOHIMS and has no access to any system files.

2.5.3 SET UP GROUP PRIVILEGES. To set protection and allow group access on files in each production directory, the %PROTECT routine should be run in [MEDICAL], [COSTAR], [NOSH], and [INDUST].

```
$ SET DEF DUA0:[enter directory here]
$ M %PROTECT
```

```
OWNER - RWD
GROUP  RWD
WORLD - R
NETWORD RWD
```

```
ALL GLOBALS? YES
DONE
```

```
MORE? NO
> H
$
```

2.5.4 REPLICATE, TRANSLATE AND JOURNAL GLOBALS. These routines should only be run if a corresponding NAVSEA computer is being brought up at the same time as the NAVMED computer. In the system directory, SYSSM, run the following routines:

```
$ SET DEF SYSSM
$ M
> D %REPL
```

Enable or disable replication of globals across the network.

Do you want to <E>nable or <D>isable replication: (E or D) => E

ENABLING REPLICATION FOR GLOBALS SET IN...

Directory: DUA0:[SYSO.MVX] => DUA0:[INDUST]

First you will specify one or more systems and directories to which replication will occur. Then you will name a set of globals that will replicate to those destinations.

```
REPLICATE TO (target 1) SYSTEM NAME: (enter NAVSEA computer)
```

```
DIRECTORY: DUA0:[OSHRKS]
```

```
REPLICATE TO (target 2) SYSTEM NAME: <RETURN>
```

```
DIRECTORY: <RETURN>
```

Now name the globals in DUA0:[INDUST] that will replicate.

All globals: (Y or N) N

GLOBAL: AGENCY

DIZ

EBOUND

EMAT

EMPLY

ESAMP

ESURV

EVENT

EXP

MED

STRESS

DD

DIC

<RETURN>

13 Globals

AGENCY...Done

DIZ...Done

EBOUND...Done

EMAT...Done

EMPLY...Done

ESAMP...Done

ESURV...Done

EVENT...Done

EXP...Done

MED...Done

STRESS...Done

DD...Done

DIC...Done

Refreshing list of global attributes in UTILITY... Done.

> D REPLICA

Enable replication of globals (Y or N) Y → Y

Replicate every SET/KILL? (Y or N) N → N

FILED!

NOTE: IT IS IMPORTANT NOT TO REPLICATE EVERY SET/KILL!!

> D ^GIMPLICIT

Refer global references from THIS SYSTEM and FROM...

Directory: DUA0:[SYS0.MVX]: DUA0:[INDUST]

Do you wish to Add/Edit/Delete/Quit: Q > A

Refer globals to system name: (Enter NAVSEA computer)

Directory: DUA0:[OSHRKS]

Selecting list of existing globals...

All globals? (Y or N) N=> N

Global ^HMAT
^HMC
^<RETURN>

2 Globals

Selecting Individual Globals which do not yet exist in

DUA0:[INDUST]

Global ^HMAT, ^HMC exist in directory DUA0:[INDUST].

If you include these, their contents will become unavailable.

Include them? (Type "Y" to include): N

Are you sure you want to do this? (Type "Y" to proceed): Y

** This is the first time directory DUA0:[OSHRKS] on system (NAVSEA computer) has been entered as the target location for Implicit global placement. The Implicit Table has room for up to 63 entries. 1 is already used.

Are you sure you wish to Add directory DUA0:[OSHRKS] on system (NAVSEA) as a New Entry in the Implicit Table? [N] > Y

^HMAT exists in directory DUA0:[INDUST] not changed.

^HMC exists in directory DUA0:[INDUST] not changed.

Reminder: Run M/NFT OPTION "Identify Disks and Directories to be mounted at Start-Up" if you wish this directory automatically mounted when M/VX starts.

Refreshing list of global attributes in 'UTILITY... Done.

Do you wish to Add/Edit/Delete/Quit: Q > Q

2.5.5 COPY LOGIN.COM FILE INTO PRODUCTION DIRECTORIES.

\$ SET DEF SYSSYSTEM

\$ RUN AUTHORIZE

UAF> MODIFY MANAGER/PRIV=(SETPRIV)/DEFPRIV=(SYSNAME,SETPRIV,
SYSPRIV,TMPMBX,NETMBX.

UAF> MODIFY MEDICAL/FLAGS=(CAPTIVE,DISNEWMAIL,DISCTLY)/LGINCMD=
LOGIN.COM

UAF> MODIFY COSTAR/FLAGS=(CAPTIVE,DISNEWMAIL,DISCTLY)/LGINCMD=
LOGIN.COM

UAF> MODIFY INDUST/FLAGS=(CAPTIVE,DISNEWMAIL,DISCTLY)/LGINCMD=
LOGIN.COM

UAF> MODIFY NOSH/FLAGS=(CAPTIVE,DISNEWMAIL,DISCTLY)/LGINCMD=
LOGIN.COM

UAF> MODIFY REPORT/PRIV=(SETPRIV)/DEFPRIV=(SYSNAM,SETPRIV,
SYSPRIV,TMPMBX,NETMBX

UAF> EXIT

\$ SET DEF SYSSM

\$ COPY LOG1.DAT DUA0:[MEDICAL]LOGIN.COM,DUA0:[COSTAR]LOGIN.COM

\$ COPY LOG2.DAT DUA0:[INDUST]LOGIN.COM,DUA0:[NOSH]LOGIN.COM

\$ COPY LOG3.DAT DUA0:[REPORT]LOGIN.COM

\$ LO

2.5.6 EDIT OPTIONS AND BRING UP TASKMAN. In the NOSH and INDUST directories:

- o Assign security keys to site manager
- o Remove the "Out of Order" message from the "Core Application" and "Restart TaskMan" options
- o Correct the routine called in the TaskMan option
- o Restart TaskMan.

USERNAME: INDUST (then NOSH)

UCI: DUAO:[INDUST] DEVICE: _____

ACCESS CODE: _____

VERIFY CODE: _____

GOOD AFTERNOON MANAGER

WARNING TASKMANAGER DOESN'T SEEM TO BE RUNNING!!!

Core applications drivers (NOT AVAILABLE)

Device editor

FM VA FileMan

Manager Mailman

Menu manager

Programmer Options

Site Manager Menu

TaskMan Manager

User Edit

Select Systems Manager Menu Option: FM (VA Fileman)

Select OPTION: ENTER OR EDIT FILE ENTRIES

INPUT TO WHAT FILE: SECURITY KEY

EDIT WHICH FIELD: ALL// ? HOLDER

 THEN WHICH HOLDER SUB-FIELD: ALL// <RETURN>

THEN EDIT FIELD: <RETURN>

Select SECURITY NAME: LOOP

EDIT ENTRIES BY: NAME// <RETURN>

START WITH NAME: FIRST// <RETURN>

XUAUTHOR

NAME: XUAUTHOR// <RETURN>

HOLDER: MGR MANAGER, SITE

HOLDER: <RETURN>

NAME: XUMGR// <RETURN>
HOLDER: MGR MANAGER,SITE
HOLDER: <RETURN>

XUPROG

NAME: XUPROG// <RETURN>
HOLDER: MGR MANAGER,SITE
HOLDER: <RETURN>

XUPROGMODE

NAME: XUPROGMODE// <RETURN>
HOLDER: MGR MANAGER,SITE
HOLDER: <RETURN>

ZTMQ

NAME: ZTMQ// <RETURN>
HOLDER: MGR MANAGER,SITE
HOLDER: <RETURN>

LOOP ENDED!

Select SECURITY KEY NAME:
Select OPTION:

Select Systems Manager Menu Option: Menu Man
Select Menu Man Option: EOP (Edit Option)

Select OPTION to edit: XUCORE
EDIT WHICH FIELD: ALL// OUT OF ORDER
THEN WHICH FIELD: <RETURN>
OUT OF ORDER MESSAGE: OUT OF ORDER//
SURE YOU WANT TO DELETE? Y (YES)

Select OPTION to edit: ZTMRESTART
EDIT WHICH FIELD: ALL// OUT OF ORDER
THEN WHICH FIELD: ROUTINE
THEN WHICH FIELD: <RETURN>
OUT OF ORDER MESSAGE: OUT OF ORDER//

SURE YOU WANT TO DELETE? Y (YES)
ROUTINE: RESTART ZTMB|MGR|// RESTART ZTMB

Select OPTION to edit: <RETURN>
Select Menu Man Option: <RETURN>
Select Systems Manager Menu Option: TaskMan Manager

WARNING - TASK MANAGER DOESN'T SEEM TO BE RUNNING!!!

Clean up the %ZTSK global
List TaskMan Tasks
Restart TaskMan
Schedule/unschedule Task Manager tasks

Select TaskMan Manager Option: REstart TaskMan
ARE YOU SURE TASKMAN ISN'T RUNNING? NO// Y (YES)
Select TaskMan Manager Option: ^
Do you really want to halt? YES// Y (YES)

NOTE: The package is not installed and ready for the site manager to create the baseline system for the site.

SECTION 3 - CREATE SITE BASELINE SYSTEM

3.1 SITE SPECIFIC FILES. After the system has been installed by the implementation team, the site manager should create the site specific files for both components of NOHIMS. Two types of files are to be defined in this process: 1) Security files; and 2) Module files.

3.2 SECURITY FILES. There are extensive security checks on the NOHIMS system. After the user has gained access to either component of the NOHIMS system, three layers of security are invoked automatically: 1) user access codes; 2) user menu options; and 3) agency data the user may access. Refer to Kernel Reference Manual which describes how to create, edit and delete these files for the Industrial component of NOHIMS; the COSTAR User's Guide for documentation on how to perform the same functions in the Medical component of NOHIMS; and Appendix B for the NOHIMS Security Questionnaires.

3.3. CREATING DATA FILES FOR INDIVIDUAL MODULES. After the Industrial component has been initialized by the installation team, the site manager should create the site specific files for each module. Refer to Appendix C for NOHIMS list of files and Questionnaires for each module. With the exception of the HMIS and Personnel tape loads, the site manager should first create a site baseline in the training directory, NOSH. This will allow the manager to experiment and become familiar with the new system. As each module is completed, the site manager should review the files for completeness and accuracy.

3.3.1 ADMINISTRATION TABLES. There are five files that are required to support the Administrative data of the NOHIMS Industrial component. The contents of these five files are unique for each site implemented and used extensively in other modules. These files are discussed in the order in which they should be created: Site, Clinic, Organization Level, Agency description, and Locations.

Before an agency can be entered into the system, the site file must be created. Sites are specific geographical areas in which the agency or agency units are headquartered and conduct operations. Because the site is a part of all location names in the system, each site entry must be unique. To set up a site first enter an abbreviated name of the site and then the actual name.

The System Manager's Guide shows the prompt sequences and explains the creation of a clinic. The system manager will use the information contained in these pages to create a new clinic table. It is recommended the first few characters of a clinic be unique to this clinic.

Before the user can enter agency data into the system, the organization levels file must be created. Each organization level entry has a code and a title. The code consists of a number optionally followed by a letter or letters. The purpose of the organization level is to enable the system to mirror the hierarchical structure of the agency.

The "Create New Agency" option is used to initially set up the top level of an agency, while the "Edit Agency" option is used to define the agency structure and units. Pages 5-21 of the System Manager's Guide show an example of an organizational chart, explain the process of entering an agency, and describe the prompt sequences for entering agency units.

Locations in NOHIMS are composed of four pieces of data: site, location, sublocation, and area. Each piece is separated by a comma. Refer to the NOHIMS Primer for a thorough description of the location concept. Once the location table has been defined, it is an easy process to enter each location into the system by following the prompt sequence using the "Location Functions" option in the Administrative module. In addition to the location data, the user will be asked for the effective date of the location. If reference is made to this location prior to the effective date, an error message will be displayed.

The contents of the Operation, Occupation, and Stressor files were developed by the Naval Environmental Health Center (NEHC) and will be loaded by the installation team during the initialization phase. Before continuing with the personnel data load, it is recommended that the site manager examine the data files that have been entered.

3.3.2 PERSONNEL TAPE LOAD. The Naval Civilian Personnel Center (NCPC) provides the initial tapes to transfer personnel data from the Naval Civilian Personnel Data System (NCPDS) to the personnel file in the Industrial component of NOHIMS. The NCPDS tapes will be created in one of two ways: 1) generated at the Industrial Relations Office (IRO) of the site and produced at NCPC; or 2) generated and produced at NCPC. In either case, the tapes will then be shipped to the IRO at the site, who will then distribute them to the NOHIMS site manager. The site manager will then load the tapes into the NOHIMS system. Future updates will be processed in the same manner.

3.3.4 HAZARDOUS MATERIAL CONTROL (HMC) MODULE. The Hazardous Material Information System (HMIS) is the only baseline data needed for this module. The HMIS tapes are generated at the Defense Logistics Agency (DLA). The HMIS data set consists of seven tapes - four safety tapes, two transportation tapes, and an index tape. From DLA, tapes are forwarded to NEHC where additional hazardous materials are added. NEHC then prepares and distributes the HMIS tape sets which are forwarded to the NOHIMS site managers. Before the tapes can be processed initially, the site manager must decide whether all of the records are to be loaded or just a select few. The site manager should then enter this decision into the system. (Refer to the HMC User's Guide for this procedure.) After the initial load, the system will be updated on a

quarterly basis. The NOHIMS site managers can expect to receive these tapes as follows:

PROCESSING MONTH	SITE RECEIVED
November	Last week in January
February	Last week in April
May	Last week in June
August	Last week in October

Upon receipt of the tapes, the site manager should process them as soon as possible. It is requested that, two weeks from the date of receipt, the original tapes be returned.

NOTE: When loading the HMIS tapes, do not start this process from the console, as it will scroll records and system messages will be lost. In the event that a tape is lost or damaged, the site manager should contact the Naval Regional Data Automation Center (NARDAC), Washington.

3.3.5 ENVIRONMENTAL EXPOSURE (EE) MODULE. The order for preloading the data files for a baseline system is as follows:

1. Personal Protective Equipment (PPE)
2. Respirator Equipment
3. Products
3. Exposure Notices
4. Collection Instruments
5. Survey Monitor

The Personal Protective Equipment and Respirator files are created at the time of initialization. The Products file is necessary only if the Materials Options are to be used. A baseline of this file will be created during the initial load and can be modified for site specific use. The site manager needs to create only one Exposure Notice for the baseline system. Collection instruments and Survey Monitor files will be created locally by the site manager.

3.3.6 MEDICAL EXAM SCHEDULING (MES). Refer to Appendix C for the questionnaires to be used for data collection. The order for preloading data is as follows:

1. Clinic
2. Medical Tests
3. Pre-exam instructions
4. Medical Programs

3.3.7 SAFETY AND HEALTH TRAINING (SHT). Refer to Appendix C for questionnaires to be used for data collection. The Class and Hazard Briefing files may be loaded at initialization or as needed. The order for preloading data is as follows:

1. Courses
2. Instructors
3. Classes
4. Hazard Briefings

3.3.8 INJURY AND COMPENSATION CLAIMS (ICC). It is recommended the OWCP Reporting Office, OWCP Agency Codes, and Manhours files be created at this time.

3.3.9 HAZARDOUS DEFICIENCY ABATEMENT (HDA). It is recommended the Inspector files be created at this time.

3.4 DATA FILE ENTRY. In order to assure quality control during creation of the data base, additional support will be provided. The training and data entry should begin immediately after the System's Management Training is completed. After a week of data entry, the training directory will be copied into the production directory (INDUST). Refer to the NOHIMS Training and Implementation Plan for a description of the course offered.

SECTION 4 - DAILY OPERATIONS AND CONTROL

4.0 OPERATIONS AND CONTROL. The computer should be left running 24 hours a day. If the system is shut down for some reason, restart it as follows:

4.1 NORMAL BOOTING UP THE VAX. Make sure the console floppy is in floppy drive 1.

1. Power up the fixed disk drive, system printer, and other peripherals. Turn on the console printer and terminal.

2. Insert a key into the lower key switch on the control panel of the processor. Turn the key clockwise to the Auto Start position. A green light next to auto start will be on.
3. Insert a key into the upper key switch on the control panel of the processor. Turn the key clockwise to the Enable position. A yellow light will come on.
4. Press the Control key and P at the console terminal.
5. Type H <RETURN>
6. Type I <RETURN>
7. Type B <RETURN>

If MNET is installed the system may ask "Start which MNET configuration?" and the operator would respond with the configuration name that has been set up on the system. The System will proceed to boot up the system. A system job terminated message will appear when the system is up and running.

8. Turn the top key on the control panel of the central processing unit (CPU) to the secure position. Remove both keys and store in a secure place.

4.2 BACKING UP THE SYSTEM

4.2.1 BACKING UP THE FIXED DISK DRIVE

- a. The console diskette should be in console drive 1.
- b. Turn the upper key on the control panel of the CPU to the enable position.
- c. Type CTRL/P at the console terminal to enter console mode.
- d. >>>B/R5:E0000000 <RETURN>
- e. Mount Removable Disk Pack into the RA60.
- f. Press In [RUN STOP] Button.
- g. Wait for READY light to go on.
- h. Press In [WRITE PROTECT] button on the RA81.
- i. At \$, type:
 BACKUP/IMAGE/VERIFY/RECORD DUA0: DJA1:X.BCF/SAVE/INIT/LOG.
 X stands for the current date ex. 20MAR87
- j. Disable [WRITE PROTECT] button on the fixed disk drive.
 Depending on the amount of data on the fixed disk you may be asked to mount another pack or two.

- k. When backup is complete, dismount the removable disk pack from the RA60. Make sure the pack(s) are properly labeled and stored in a safe place.

4.3 NORMAL SYSTEM SHUTDOWN. Usually the operator will want to shut down the system, back it up, then bring it up again all in one process.

4.3.1 BRING DOWN MVX AND OTHER SYSTEM FUNCTIONS. At the S prompt in the System Manager account, type: @SYSSSYSTEM:SHUTDOWN. Follow the prompt sequence using the Default values.

4.4 SCHEDULING OF TASKS

4.4.1 TASKS MANAGER. The Task Manager (TaskMan) runs as a "background" job on the computer at all times. It appears as the 'ZTM' routine on the system status report. Its function is to start up auxiliary jobs that are "queued" by other jobs. For example, a user of the PRINT option in FileMan can ask for an output to be queued to be run on a particular terminal at a particular time. The TaskMan options are:

- o List TaskMan tasks
- o Restart TaskMan
- o Schedule/Unschedule option

For a detailed description of TaskMan, refer to the TaskMan documentation written by the Veterans' Administration.

4.5 ARCHIVING. The most efficient method of archiving the volume of data on the NOHIMS system is now under study.

4.6 RECOVERY. The procedure to recover from a previous backup is to bring the system down and follow the procedure in 4.2.1 except:

- o You put the first disk pack of a previous backup into the RA60 and spin it up.
- o You issue the following command instead of the backup command in 4.2.1 "BACKUP/IMAGE/LOG/VERIFY/RECORD DIAL:*X.BCF/SAVE DU60:/OWNER UIC-ORIGINAL"

If you have forgotten the name of the saveset name, in place of X.BCK, the operator can type an * which would be as follows:

"BACKUP/IMAGE/VERIFY/RECORD/LOG DJA1:*/SAVE DUA0:"

SECTION 5 - COMMUNICATION

5.1 BACKGROUND DEFENSE DATA NETWORK (DDN) INFORMATION. DDN is a packet switching communications network. NOHIMS will only be using MILNET - the unclassified portion of DDN.

5.2 ACCESS TO DDN. The two types of access to DDN are: 1) host access; and 2) terminal access controller.

5.2.1 HOST ACCESS OF DDN. To open a connection through the network from one host to another, a user must first "log in" to one of the hosts from a terminal. After logging in, a user may "open a connection" across the network to a second host. Once this connection is established, it is possible to log in to the remote host computer and work there; when the user finishes and logs out of the remote computer, the network connection is closed. You are back where you began, logged into the first host. In this way, with authorized access and a valid account, the user may access more than one computer.

5.2.2 TERMINAL ACCESS CONTROLLER (TAC) ACCESS. Another way of accessing the DDN network is to connect a hardwire of a dial-up terminal to a TAC, then log in to the TAC by providing a "USER ID" and "ACCESS CODE" (password). A TAC allows a wide variety of terminals to communicate with any host on the network without going through an intervening host. After logging in to the TAC, the host is reachable by specifying its host address. You must be a registered authorized user to obtain a User ID and Access Code.

5.2.3 REQUIREMENTS FOR LEGITIMATE DDN ACCESS. Only users who are engaged in U.S. Government business or applicable research, or who are directly involved in operations or systems support for government owned or government sponsored computer communications equipment, may access DDN. DDN users must not violate privacy or other applicable laws and should not use the networks for advertising or recruiting purposes without official permission.

Unauthorized use of DDN is illegal. Persons who break into government networks or use government resources without authorization will be prosecuted. Hosts who permit this type of access will be disconnected from the DDN network.

5.3 NON DDN COMMUNICATIONS

5.3.1 The Scholar Modem (DF 224) is the only "dial in" capability into your computer and requires one twisted pair. All other circuits are dedicated, four wire. The requirement for the Scholar Modem is that a single twisted pair circuit be available.

In conjunction with the Scholar Modem, there will be a remote service console (RSC) that will be used by Digital Field Service to promptly analyze any problems on your computer. The RSC will be hooked up to the Scholar Modem. The RSC can be switched to be used by either remote terminals or by Field Service. Prompt maintenance response is ensured by having this circuit in place.

The Clyde dial back software is linked to the Scholar Modem to ensure secure access to your computer. It can inform the system operator when and by whom access to the computer was made and also require access to the computer by those users who have had their user name and telephone number entered into the system.

5.3.2 SHORT DISTANCE. Most of the communications between users and the computer will be local communications provided by dedicated, four wire circuits connected from the user's device to the host computer. Each user's building will be evaluated as to the number of user devices and proximity to the computer. Either statistical multiplexers (DFM series), multiplexers (MVX 10000), modems (DF 126), or a combination of these will be used to make the connection.

5.3.3 LOCAL NAVSEA HOST TO LOCAL NAVMED HOST. If your site is a site that has the Navy Medical Command (NOHIMS) system being interfaced with the Naval Sea Systems Command (NAVSEA) Occupational Safety and Health Recordkeeping System (OSHRKS), there is a further requirements to have two dedicated, four wire lines connected between the computers. It also may require a line

booster on each of these circuits to maintain line speeds. NAVSEA is responsible for the communication between computers.

SECTION 6 SYSTEM FAILURES AND ENHANCEMENTS

6.1 SITE MANAGER'S ASSISTANCE PROCEDURES. When a problem occurs, it can be of four types: hardware, system software, application software, or communications. It is extremely important to determine which of these areas must be corrected so the proper person may be contacted. It is recommended that the site manager survey the situation before calling for assistance.

SECTION 7 OTHER SYSTEM SOFTWARE

7.1 MAILMAN. Mailman is an integrated software package available as part of the Kernel which supports individual, group, and private forms of electronic communications between users, application packages, and FileMan activities. Mailman facilitates many opportunities for improved communications between the users. The options available through the Mailman program include:

- o Send Mail
- o Read Mail
- o New Mail and Responses

The SEND MAIL option allows the user to communicate a message to an individual or group of users. The message is delivered with the following specifications: text of your message, whom mail will be sent to, whether confirmation of message is necessary, and whether response(s) to message is shared by specified users.

The READ MAIL option allows the user to handle his/her mail. The user can read individual messages and subsequent responses from any of his/her mail boxes. The user can view a list of his mail including subject and originator of the message. Individual messages and/or groups of messages may be deleted from a basket to prevent the accumulation of obsolete mail. Users may share responses to the message with other users to facilitate dialogue regarding any given topic.

The NEW MAIL AND RESPONSES option will allow users to scan all of their mailboxes and view a display of messages and responses which have not been read.

7.2 M/FORM. M/Form is a proprietary InterSystems software product that provides a system for creating, editing, and managing screen forms.

7.3 MULTIWORD. Multiword is the MUMPS based word processing package available on the system. It is available with a spell checker and is proprietary software of InterSystems.

APPENDIX A

KERNEL INITIALIZATION PROCEDURES

this version (#5.01) of 'XUPDINIT' was created on November 12, 1986 to set up for you the following files:

- 3 USER
- 3.081 SIGN-ON LOG
- 3.1 TITLE (INCLUDING DATA)
- 3.2 TERMINAL TYPE (INCLUDING DATA) WITH DATA
WANT MY DATA ADDED IN TO YOURS? YES// (YES)
- 3.4 COMMUNICATIONS PROTOCOL
- 3.5 DEVICE
- 3.51 SPOOL DOCUMENT
- 3.6 BULLETIN
- 3.7 MAIL BOX
- 3.8 MAIL GROUP
- 3.9 MESSAGE
- 4.2 DOMAIN
- 4.3 KERNEL SITE PARAMETERS
- 4.4 MAILMAN TIME ZONE (INCLUDING DATA)
- 9.2 HELP FRAME
- 9.4 PACKAGE (INCLUDING DATA)
- 9.8 ROUTINE
- 19 OPTION
- 19.1 SECURITY KEY
- 40.5 HOLIDAY

FIRST, I'LL FRESHEN UP YOUR VA FILEMAN. . . .

VA Fileman V.17.07

SITE NAME: (Enter Site Name)

SITE NUMBER: (Enter Site Number)

-- SORRY, JUST A MOMENT PLEASE.....

TYPE OF MUMPS PACKAGE YOU ARE USING: H/VX

INITIALIZATION COMPLETED!

NOTE: THIS PACKAGE ALSO CONTAINS BULLETINS
NOTE: THIS PACKAGE ALSO CONTAINS SORT TEMPLATES
NOTE: THIS PACKAGE ALSO CONTAINS INPUT TEMPLATES
NOTE: THIS PACKAGE ALSO CONTAINS PRINT TEMPLATES
NOTE: THIS PACKAGE ALSO CONTAINS FUNCTIONS
NOTE: THIS PACKAGE ALSO CONTAINS HELP FRAMES
NOTE: THIS PACKAGE ALSO CONTAINS OPTIONS
NOTE: THIS PACKAGE ALSO CONTAINS ROUTINE DOCUMENTATION NOTES
NOTE: THIS PACKAGE ALSO CONTAINS SECURITY KEYS

ARE YOU SURE EVERYTHING'S OK? Y (YES)

Do you want to remove any "Dangling Pointers" from your OPTION File? Y//

<RETURN>

PLEASE WAIT while I check this out . . .

Your OPTION File is OK (no bad pointers).

...SORRY. I'M WORKING AS FAST AS I CAN

'XM-Q DELETE' Help Frame Filed.

'XM-Q-DISAPPEARED' Help Frame Filed.

'XM-Q-INTERRUPT' Help Frame Filed.

'XM-Q-LOOKUP' Help Frame Filed.

'XM-Q-RECAL' Help Frame Filed.

'XM-Q-REMOVE' Help Frame Filed

'XM-Q-REPLIES' Help Frame Filed.

'XM-QUESTIONS' Help Frame Filed.

'XMEDIT' Help Frame Filed

'XMHELP' Help Frame Filed.

'XMHELP2' Help Frame Filed.

'XMJOIN' Help Frame Filed.

'XMMAILGROUP' Help Frame Filed.

'XMMG-TYPE' Help Frame Filed.

'XMNEW' Help Frame Filed.

'XMR-ACT-BACK' Help Frame Filed.

'XMR-ACT COY' Help Frame Filed.

'XMR-ACT'DELETE' Help Frame Filed.

'XMR ACT-EDIT' Help Frame Filed.
'XMR ACT FORWARD' Help Frame Filed.
'XMR-ACT-NEW' Help Frame Filed.
'XMR-ACT-PRINT' Help Frame Filed.
'XMR-ACT-QUERY' Help Frame Filed.
'XMR-ACT-REPLY' Help Frame Filed.
'XMR-ACT-SAVE' Help Frame Filed.
'XMR-ACT-TERM' Help Frame Filed.
'XMR-ACTION' Help Frame Filed.
'XMR-ACTION?' Help Frame Filed.
'XMR-BASKET' Help Frame Filed.
'XMR-MESS-HEADER' Help Frame Filed.
'XMR-MESS-KEYWORD' Help Frame Filed.
'XMR-MESS-RANGE' Help Frame Filed.
'XMR-MESSAGE' Help Frame Filed.
'XMREAD' Help Frame Filed.
'XMS-RECIP-CONFIDENT' Help Frame Filed.
'XMS-RECIPIENT' Help Frame Filed.
'XMS-TEXT' Help Frame Filed.
'XMS-TRANS' Help Frame Filed.
'XMS-TRANS-CONFIRM' Help Frame Filed.
'XMS-TRANS-EDIT' Help Frame Filed.
'XMS-TRANS-SCR-HINT' Help Frame Filed.
'XMS-TRANS-SCR-PASS' Help Frame Filed.
'XMS-TRANS-SCRAMBLE' Help Frame Filed.
'XMSSEND' Help Frame Filed.
'XMUOPT-ASKBASKET' Help Frame Filed.
'XMUOPT-BANNER' Help Frame Filed.
'XMUOPT-INTRO' Help Frame Filed.
'XMUOPT SUR-ASSIGN' Help Frame Filed.
'XMUOPT-SUR-ASSUME' Help Frame Filed.
'XMUOPT-SURROGATE' Help Frame Filed.
'XMUSEROPT' Help Frame Filed.
'XQ-USER-AUTOMATIC' Help Frame Filed.
'XQ-USER-AUTOMENU' Help Frame Filed.
'XQ USER JUMP' Help Frame Filed.

'XQ-USER-LOCKS' Help Frame Filed.
'XQ-USER-MENU' Help Frame Filed.
'XQ-USER-000' Help Frame Filed.
'XQ-USER-PATLKUP' Help Frame Filed.
'XQ-USER-PATLKUP-EX' Help Frame Filed.
'XQ-USER-PROTIMES' Help Frame Filed.
'XQ-USER-QMARK' Help Frame Filed.
'XQ-USER-SELECTOPT' Help Frame Filed.
'XQ-USER-SIGNON' Help Frame Filed.
'XQ-USERHELP' Help Frame Filed.
'XQBUILDTREE' Help Frame Filed.
'XQBUILDTREE-VER' Help Frame Filed.
'XODEVICE-PASSWORDS' Help Frame Filed.
'XQDIAGRAM' Help Frame Filed.
'XQEDIT' Help Frame Filed.
'XQHELP' Help Frame Filed.
'XQHELP-ASSIGNEDITOR' Help Frame Filed.
'XQHELP-ASSIGNEDITOR-H' Help Frame Filed.
'XQHELP-ASSIGNEDITOR-U' Help Frame Filed.
'XQHELP-BUILD' Help Frame Filed.
'XQHELP-DISP' Help Frame Filed.
'XQHELP-DISP-EP' Help Frame Filed.
'XQHELP-FILE' Help Frame Filed.
'XQHELP-LINK' Help Frame Filed.
'XGHELP-LIST' Help Frame Filed.
'XQHELP-LIST-FORMAT' Help Frame Filed.
'XQHELP-MOREOPT' Help Frame Filed.
'XQHELP-NEWFRAMES' Help Frame Filed.
'XQHELP-XREF' Help Frame Filed.
'XQINQUIRE' Help Frame Filed.
'XQKEYALLOCATE' Help Frame Filed.
'XQKEYALLOCATE-HOLDER' Help Frame Filed.
'XQKEYALLOCATE-KEY' Help Frame Filed.
'XQKEYEDIT' Help Frame Filed.
'XQLOCKS' Help Frame Filed.
'XOMENUMAN' Help Frame Filed.

'XOOPTWHO' Help Frame Filed.
'XOPRIMENU' Help Frame Filed.
'XORESTRIC' Help Frame Filed.
'XORESTRIC LOCK' Help Frame Filed.
'XORESTRIC-000' Help Frame Filed.
'XORESTRIC OPTION' Help Frame Filed.
'XORESTRIC-PRIORITY' Help Frame Filed.
'XORESTRIC-TIMES' Help Frame Filed.
'XOSECMENU' Help Frame Filed.
'XOXREF' Help Frame Filed.
'XOXREF-DELUNREF' Help Frame Filed.
'XOXREF-PACKAGE' Help Frame Filed.
'XUAOLDPURGE' Help Frame Filed.
'XUCONTINUE' Help Frame Filed.
'XUEDITSELF' Help Frame Filed.
'XUHALT' Help Frame Filed.
'XUS UCI UPDATE' Help Frame Filed.
'XUSER-TEST' Help Frame Filed.
'XUSITEPARAM' Help Frame Filed.
'XUSITEPARAM-AUTOCODE' Help Frame Filed.
'XUSITEPARAM-LIMITACCESS' Help Frame Filed.
'XUSITEPARAM-USEREDIT' Help Frame Filed.
'XUSITEPARAM-VERIFYLIFE' Help Frame Filed.
'XUUSER DEACT' Help Frame Filed.
'XUUSER-INO' Help Frame Filed.
'XUUSER MENU' Help Frame Filed.
'XUUSER-PURGEATT' Help Frame Filed.
'XUUSER PURGEATT-VER' Help Frame Filed.
'XUUSERSTATUS' Help Frame Filed.
'XUVERSION5-MGP' Help Frame Filed.
'XUVERSION5-MGR?' Help Frame Filed.
'XUVERSION5-USER' Help Frame Filed.
'XUVERSION5-USER DISP' Help Frame Filed.
'XUVERSION5 USER MM' Help Frame Filed.
'XUVERSION5 USER-PER' Help Frame Filed.
'XUVERSION5 USER SIGNON' Help Frame Filed.

'XUVERSION5 USER-XUCOMMAND' Help Frame Filed.
'XUVERSION5-USER2' Help Frame Filed.
'DICHANGE' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS
'XM BANNER MESSAGE' BULLETIN FILED REMEMBER TO ADD ITS USER GROUPS
'XMDATANO' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS
'XMMISS' BULLETIN FILED REMEMBER TO ADD ITS USER GROUPS
'XMNEWBUL' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS
'XMNEWUSER' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS
'XMQFAIL' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS
'XMRDACK' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS
'XMRDNAK' BULLETIN FILED REMEMBER TO ADD ITS USER GROUPS
'XMREPNK' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS
'XMTTEST' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS
'XMTFAIL' BULLETIN FILED - REMEMBER TO ADD ITS USER GROUPS
'XMUSERNO' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS
'XMVADABORT' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS
'XUPROGMODE' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS
'XUS ACCESS CODE VIOLATION' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS
'XUSECURITY' BULLETIN FILED - REMEMBER TO ADD ITS USER GROUPS
'XUSIGNON' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS
'XUSLOCK' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS
'XUSTIME' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS

'DIEDIT' Menu Option Filed
'DIINQUIRE' Menu Option Filed
'DILIST' Menu Option Filed
'DIMODIFY' Menu Option Filed
'DIPKINT' Menu Option Filed
'DISEARCH' Menu Option Filed
'DISTATISTICS' Menu Option Filed
'DITRANSER' Menu Option Filed
'DIUSER' Menu Option Filed
'DIUTILITY' Menu Option Filed
'DIWF' Menu Option Filed
'EVE' Menu Option Filed
'EMASSUME' Menu Option Filed

'XMAUTOPURGE' Menu Option Filed
'XMBANNER' Menu Option Filed
'XMCHRIS' Menu Option Filed
'XMCLEAN' Menu Option Filed
'XMDIE SERVER' Menu Option Filed
'XMDX' Menu Option Filed
'XMDXERROR' Menu Option Filed
'XMDXMODEM' Menu Option Filed
'XMDXNAME' Menu Option Filed
'XMDXPROT' Menu Option Filed
'XMDXSCRIPT' Menu Option Filed
'XMDSERVER' Menu Option Filed
'XMDXSMTT' Menu Option Filed
'XMDXVADATS' Menu Option Filed
'XMECHO' Menu Option Filed
'XMEDITBUL' Menu Option Filed
'XMEDITMG' Menu Option Filed
'XMEDITUSER' Menu Option Filed
'XMENROLL' Menu Option Filed
'XMHELP' Menu Option Filed
'XMHELPALL' Menu Option Filed
'XMHELPGROUP' Menu Option Filed
'XMHELPQUEST' Menu Option Filed
'XMHELPUSE' Menu Option Filed
'XMINIT' Menu Option Filed
'XMLIST' Menu Option Filed
'XMMGR' Menu Option Filed
'XMNET' Menu Option Filed
'XMNEW' Menu Option Filed
'XMPACK' Menu Option Filed
'XMPCOM' Menu Option Filed
'XMPDAT' Menu Option Filed
'XMPGLO' Menu Option Filed
'XMPINS' Menu Option Filed
'XMPOST' Menu Option Filed
'XMPPKT' Menu Option Filed

'XMPRECV' Menu Option Filed
'XMPROU' Menu Option Filed
'XMPSUM' Menu Option Filed
'XMPURGE' Menu Option Filed
'XMODISP' Menu Option Filed
'XMREAD' Menu Option Filed
'MXSCRIPTEDIT' Menu Option Filed
'XMSRIPTPLAY' Menu Option Filed
'XMSEND' Menu Option Filed
'XMSITE' Menu Option Filed
'XMSTAT' Menu Option Filed
'XMUSER' Menu Option Filed
'XMVADATS' Menu Option Filed
'XMSSET' Menu Option Filed
'XMVSET' Menu Option Filed
'XMVTEST' Menu Option Filed
'XQBUILDTREE' Menu Option Filed
'XOHELP-ASSIGN' Menu Option Filed
'XOHELP-DEASSIGN' Menu Option Filed
'XOHELP-DISPLAY' Menu Option Filed
'XOHELP-LIST' Menu Option Filed
'XOHELP-MENU' Menu Option Filed
'XOHELP-UPDATE' Menu Option Filed
'XOHELP-XREF' Menu Option Filed
'XOOPTFIX' Menu Option Filed
'XORESTRICT' Menu Option Filed
'XOUSERKEYINO' Menu Option Filed
'XU BLOCK COUNT' Menu Option Filed
'XU FIRST LINE PRINT' Menu Option Filed
'XUAUTODEACTIVATE' Menu Option Filed
'XUCHANGE' Menu Option Filed
'XUCOMMAND' Menu Option Filed
'XUCONTINUE' Menu Option Filed
'XUCORE' Menu Option Filed
'XUDFV' Menu Option Filed
'XUDISPLAY' Menu Option Filed

'XUEDITOPT' Menu Option Filed
'XUERTRAP' Menu Option Filed
'XUHALT' Menu Option Filed
'XUINQUIRE' Menu Option Filed
'XUKEYALL' Menu Option Filed
'XUKEYDEALL' Menu Option Filed
'XUKEYEDIT' Menu Option Filed
'XULIST' Menu Option Filed
'XUMAIN'T' Menu Option Filed
'XUOPTWHO' Menu Option Filed
'XUOUT' Menu Option Filed
'XUPRGL' Menu Option Filed
'XUPRINT' Menu Option Filed
'XUPROG' Menu Option Filed
'XUPROG MODE' Menu Option Filed
'XUPRROU' Menu Option Filed
'XUPSEC' Menu Option Filed
'XURELOG' Menu Option Filed
'XURESJOBDSM' Menu Option Filed
'XURESJOBISM' Menu Option Filed
'XURROUTINE IN' Menu Option Filed
'XURROUTINE OUT' Menu Option Filed
'XUSC LIST' Menu Option Filed
'XUSCZONK' Menu Option Filed
'XUSER' Menu Option Filed
'XUSERAOLD' Menu Option Filed
'XUSERCLR' Menu Option Filed
'XUSERDEACT' Menu Option Filed
'XUSEREDIT' Menu Option Filed
'XUSEREDITSELF' Menu Option Filed
'XUSERINQ' Menu Option Filed
'XUSERINT' Menu Option Filed
'XUSERLIST' Menu Option Filed
'XUSERNEW' Menu Option Filed
'XUSERPURGEAIT' Menu Option Filed
'XUSERREACT' Menu Option Filed

'XUSERREL' Menu Option Filed
'XUSITEMGR' Menu Option Filed
'XUSITEPARM' Menu Option Filed
'XUSPY' Menu Option Filed
'XUSTATUS' Menu Option Filed
'XUTERM' Menu Option Filed
'XUTESTUSER' Menu Option Filed
'XUTIME' Menu Option Filed
'XUTIO' Menu Option Filed
'XUTLOOPBACK' Menu Option Filed
'XUTTEST' Menu Option Filed
'XUUSERACC' Menu Option Filed
'XUUSERDISP' Menu Option Filed
'XUUSERHELP' Menu Option Filed
'XUUSERSTATUS' Menu Option Filed
'XUVERSION5-HELP' Menu Option Filed
'XUXREF' Menu Option Filed
'ZEXPORT' Menu Option Filed
'ZINDEX' Menu Option Filed
'ZISPLDELETE' Menu Option Filed
'ZISPLLIST' Menu Option Filed
'ZISPLMGR' Menu Option Filed
'ZISPLPRINT' Menu Option Filed
'ZRD' Menu Option Filed
'ZTMCLEAN' Menu Option Filed
'ZTHINQ' Menu Option Filed
'ZTHMGR' Menu Option Filed
'ZTMRESTART' Menu Option Filed
'ZTMSCHEDULE' Menu Option Filed

NO SECURITY-CODE PROTECTION HAS BEEN MADE

Select KERNEL SITE PARAMETERS DOMAIN NAME: WASHINGTON, VA WASHINGTON.VA.GOV

ARE YOU ADDING A NEW KERNEL SITE PARAMETERS (THE 1ST)? Y (YES)

KERNEL SITE PARAMETERS NUMBER: 1//

TIME ZONE: ?

APPENDIX B

NOHIMS SECURITY QUESTIONNAIRES

MEDICAL COMPONENT USER AND PROVIDER QUESTIONNAIRE

USER NAME (LAST, FIRST, MI., TITLE)	CLASSIFICATION NAME	ID CODE	ACKNOWL. NAME

Page ___ of ___

Site: _____

Date: _____

Completed by: _____

Work Phone #: _____

CLASSIFICATION LIST

- 001 - System Manager
- 099 - Programmer
- 100 - Occupational Health Physician
- 200 - Occupational Health Nurse
- 300 - Occupational Health Technician
- 500 - Data Entry

Site: _____

Date: _____

Completed by: _____

Work Phone #: _____

**MEDICAL COMPONENT
CLASSIFICATION FILE OPTION SELECTION QUESTIONNAIRE**

Page 1 of 2

Classification # _____

ACCESS REQUIRED

REGISTRATION

ALL _____ NONE _____ SOME _____

Patient Registration/Edit _____

Display Registration _____

ENTER MEDICAL DATA

ALL _____ NONE _____ SOME _____

Encounter _____

Lab Results _____

Medical Edit _____

DISPLAY MEDICAL DATA

ALL _____ NONE _____ SOME _____

List Encounters _____

Encounter Report _____

Most Recent Encounter _____

Patient Summary _____

Status Report _____

Index Patient _____

Flowchart _____

Interactive Flowchart _____

Registration Data Check _____

PRINT MEDICAL DATA

ALL _____ NONE _____ SOME _____

Daily Encounter Reports _____

Halt Daily Encounter Report on Printer _____

Special Print _____

Blank Forms _____

Completed Forms _____

COSTAR REPORT GENERATOR

ALL _____ NONE _____ SOME _____

- Create/Edit Report _____
- Run/Restart Report _____
- Print Tables in Working Storage _____
- Edit Management Reporting Variable Directory _____
- List Management Reporting Variable Directory _____
- Delete/Rename Report _____
- File Cleanup _____
- Write Report List _____
- Build Alpha File _____

SYSTEM MAINTENANCE

ALL _____ NONE _____ SOME _____

- Transaction Control _____
- Security _____
- Directory _____
- Registration Functions _____
- Medical Data Functions _____
- Zip Code Edit _____
- Recovery _____
- Job Queue Functions _____
- User Profile _____
- COSTAR Directory Code Review _____

MAILBOX

ALL _____ NONE _____ SOME _____

- Send Mail _____
- Print Mail _____
- Delete Mail _____

Site: _____ Date: _____

Completed by: _____ Work Phone #: _____

<u>COSTAR REPORT GENERATOR</u>	ALL _____	NONE _____	SOME _____
Create/Edit Report			_____
Run/Restart Report			_____
Print Tables in Working Storage			_____
Edit Management Reporting Variable Directory			_____
List Management Reporting Variable Directory			_____
Delete/Rename Report			_____
File Cleanup			_____
Write Report List			_____
Build Alpha File			_____

<u>SYSTEM MAINTENANCE</u>	ALL _____	NONE _____	SOME _____
Transaction Control			_____
Security			_____
Directory			_____
Registration Functions			_____
Medical Data Functions			_____
Zip Code Edit			_____
Recovery			_____
Job Queue Functions			_____
User Profile			_____
COSTAR Directory Code Review			_____

<u>MAILBOX</u>	ALL _____	NONE _____	SOME _____
Send Mail			_____
Print Mail			_____
Delete Mail			_____

Site: _____ Date: _____

Completed by: _____ Work Phone #: _____

**INDUSTRIAL HEALTH COMPONENT
DEVICE LOCATION PLANNING QUESTIONNAIRE**

Title: Device Location Planning Worksheet		Site/Office:
1. TYPE OF DEVICES	MODEL	QUANTITY
CRT	CIE 224+	
Plotter/Printer	FUJ DL2400	
Graphics Terminal	TEKTR 4106	
Plotter	LCFO1	
Letter Quality Printer	StarWriter F10/55	
Line Printer 300 LPM	LP11-BA	
Line Printer 600 LPM		

LOCATION OF DEVICES:

List Device Type and Location. Separate Device Type and Location with a slash (/). Location should include SITE, LOCATION, SUBLOCATION, AREA as used in the NOHIMS system. EXAMPLE: CRT/PT, B143, R502

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Site: _____ Date: _____

Completed by: _____ Work Phone #: _____

**INDUSTRIAL HEALTH COMPONENT
USER SECURITY AND OPTION QUESTIONNAIRE**

User Name: _____
 Access Code: _____
 Position: _____

MODULE	MENU LEVEL		MENU OPTION	
	User	Manager	Access Required Input Options	Output Options
Administration	_____	_____	_____	_____
Environmental Exposure	_____	_____	_____	_____
Hazardous Material Control	_____	_____	_____	_____
Medical Exam Scheduling	_____	_____	_____	_____

Site: _____ Date: _____

Completed by: _____ Work Phone #: _____

APPENDIX C
NOHIMS DATA COLLECTION QUESTIONNAIRES

The following list contains names of all files that are necessary to initially start the NOHIMS system. A yes or no will indicate whether or not data will come with the system implementation.

FILE NAME	COMES W/DATA	WHO DEFINES DATA
Employee	No	Manager
Agency Unit	No	Manager
Location	No	Manager
Site	No	Manager
Operation	Yes	System
Operation Class	Yes	System
Occupation	Yes	System
Supervisory Level	Yes	System
State	Yes	System
Nature of Injury	Yes	System
Body Part	Yes	System
Cause of Injury	Yes	System
Source of Injury	Yes	System
Source of Deficiency	Yes	System
Stressor	Yes	System
Walkthrough	No	User
Sample Survey	No	User
Sampling Tools	No	User
Sampling Strategy	Yes	User
Sample Unit	Yes	Manager
Vent Source	No	User
Vent System	No	User
Ventilation Survey	No	User
Monitoring Plan	No	User
Boundary	No	User
Survey Action	No	User
Survey Monitor	No	Manager
Survey Number	No	System
Samp Progress	No	System
Over MSAL Results	No	System
Deficiency	No	User
Injury	No	User
Stressor Class	Yes	System
Organization Level	Yes	System
Counters	No	System
Product	No	Manager
Exposure Notices	Yes (3 ex.)	System
Collection Instrument Type	Yes	System
Collection Instrument	Yes	System
Equipment Storage Location	No	Manager
Respirators	Yes	System
Personal Protective Equipment	Yes	System
Frequency of Operations	Yes	System
Lab Tracking	No	User
Laboratories (Outside)	No	Manager
Accident	Yes	System
Adjudication Status	Yes	System
Agent of Accident	Yes	System
Claim Type	Yes	System

Injury Log Update	No	User
OSHA Injury Codes	Yes	System
OWCP Agency Codes	No	User
Course Catalog	No	Manager
OWCP Reporting Office	No	Manager
Class Schedule	No	Manager
Pay Status	Yes	System
Instructor	No	Manager
Interested Codes	No	Manager
Manhours	No	User
Hazard Briefing	No	User
Training Control	No	User
Data Sheets Requests	No	User
Ingredient Exception Report	No	System
Ingredients	No	User
Hazardous Material Control	No	Manager
Material Location	No	Manager
Materials	No	Manager
New Stock Numbers	No	Manager
HMIS Errors	No	System
HMIS Update	No	Manager
Calibration Agency	No	Manager
Medical Appointment	No	User
Medical Appointment History	No	Manager
Reason for Medical Visit/Exam	Yes	System
Medical Program Tests	Yes	System
Pre-Exam Instructions	Yes	System
Clinic	No	Manager
Medical Appointment Scheduling	No	User
Appointment Notices	Yes	User
Program Changes	No	Manager
Deficiency Notices	No	Manager
Deficiency Type Table	Yes	System
Inspector	No	Manager
Control	No	User
Medical Program	Yes	System
NCPDS Transactions	No	Manager
NCPDS Edits	No	Manager

NOHMS SELECTION QUESTIONNAIRE

Indicate by a check in the appropriate column the application software package to be installed at your site.

	YES	NO
INDUSTRIAL HEALTH COMPONENT MODULES		
ADMINISTRATION	_____	_____
ENVIRONMENTAL EXPOSURE	_____	_____
HAZARDOUS MATERIALS CONTROL	_____	_____
MEDICAL EXAM SCHEDULING	_____	_____
MEDICAL COMPONENT	_____	_____

SITE QUESTIONNAIRE

SITE: (3-30 characters) Name of a general geographic area. Example: Puget Sound Naval Shipyard

ABBREVIATION: (2-4 characters) Example: PSNS

SITE NAME	SITE ABBREVIATION
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----

The Site File contains an entry for each geographic area in which the agency or agencies conduct operations. Each satellite area must have a separate site setup.

Site: _____ Date: _____
Completed by: _____ Phone: _____

LOCATION QUESTIONNAIRE

Page 1 of 2

The Location File contains an entry for each geographic unit within a site.
The attachment shows examples of some data conventions.

SITE (must match entry in Site File): _____

LOCATION: _____

SUB-LOCATION: _____

AREA: _____

NOTE: New locations can be added as needed. Only the major locations need to
be set up for use when creating the Agency File.

Site: _____ Date: _____

Completed by: _____ Phone: _____

**LOCATIONS FILE
SUGGESTED NAMING CONVENTIONS**

Page 2 of 2

FIELDS	DESCRIPTION	CONVENTION	EXPLANATION
SITE	Must match entry in Site File		
LOCATION	2-10 characters	B# S# DD C# V# M# O/x	Building123 Ship/Barge123 Dry Dock Cranel23 Vehicle123 Manhole123 Outside/B123 Outside/M123
<p>NOTE: Buildings with redundant numbers may be distinguished by adding an additional identifying character (B123N, B123S, etc.).</p>			
SUB-LOCATION	2-10 characters	R# F# T# C# CT RT	Room123 Floor1 (First floor) Floor0 (Basement) Tunnel123 Compartment123 Tank in Ship Tank in a Building
AREA	Free Text		

CLINICS QUESTIONNAIRE

Page 1 of 2

Clinic Name: _____

Clinic Abbreviation: _____

Qualification Grace Period: _____

Schedule Grace Period: _____

Missed Appointment Removal Number: _____

Cost Accounting Flag: _____

Shipyard Travel Time: _____

Next Month to be Scheduled: _____

Start of Clinic Day: _____ End of Clinic Day: _____

Length of Time Slots: _____

Answer to the following questions will assist us in recommending what type of scheduling would work best at your site.

1. Approximately how many employees are seen in the clinic monthly? _____
2. Indicate the way scheduling is currently being performed at your clinic. If either is inappropriate briefly describe how employees are currently being scheduled. _____
 - a. Currently the clinic generates a suggested schedule which includes appointment times and a list specifying employees needing medical surveillance exams for each shop. The shop then determines who is available to come to the clinic during that week or month.
 - b. The clinic sends a list of names to the shop and the employees are responsible for calling the clinic to set up an appointment.
 - c. We don't currently use either of these methods. Our method is: the clinic sends each employee involved in the medical surveillance program an appointment notice which includes the time he/she has a scheduled appointment at the clinic.

Site: _____ Date: _____

Completed by: _____ Phone: _____

DATA ELEMENTS IN THE CLINICS FILE

Page 2 of 2

The following is a list of data elements contained in the subject file. Included is a brief description of the elements and examples.

DATA ELEMENT	DESCRIPTION	EXAMPLES
Clinic Name	Clinic name must be 3-50 characters in length. The first few letters should be unique for fast look-up.	Portsmouth Branch Clinic
Clinic Abbreviation	First letter of each word of Clinic Name	PNMC
Qualification Grace Period	Number of days allowed after the Date Next Exam before employee automatically is considered "Not Qualified"	2
Schedule Grace Period	Number of days allowed to lapse before a scheduled appointment is determined to be missed.	2
Missed Appointment Removal Number	Number of appointments a patient may miss before the system automatically makes him not qualified for the programs to which he is enrolled.	2
Cost Accounting Flag	Indicates whether or not an estimated cost of clinic visits is generated. User must select from the following options: "1" Cost Accounting to be tracked; "0" No tracking of cost accounting.	0
Shipyard Travel Time	Number between 0 and 60 minutes for the round trip between work and clinic.	30
Next Month to be Scheduled	Month and year for the next schedule to be run.	01/87
Start of Clinic Day	Enter time of day at which the clinic generally starts appointments.	0700
End of Clinic Day	Enter the time of day at which the clinic expects to be finished.	1600
Length of Time Slots	Number of minutes per exam. User must choose from the following: "15" 15 minutes; "20" 20 minutes; "30" 30 minutes; "60" 60 minutes; "1" for 1 day	15

ORGANIZATIONAL LEVEL FILE

This file will be set up with Site Manager, using copies of the organizational level charts for the agencies to be created at the site.

CREATE NEW AGENCY QUESTIONNAIRE

Page 1 of 3

AGENCY CODE/ABBREVIATION: _____

NAME OF AGENCY: _____

LEVEL: _____

SITE OF AGENCY: _____

CIVILIAN _____ MILITARY _____ BOTH _____

CLINIC: _____

EFFECTIVE DATE: _____

MAIL STOP: _____

UTC: _____

Site: _____

Date: _____

Completed by: _____

Work Phone: _____

UNITS WITHIN AGENCY QUESTIONNAIRE

Page 2 of 3

UNIT CODE/ABBREVIATION: _____

UNIT NAME: _____

LEVEL (select entry from Organizational Level File): _____

ASCENDANT UNIT (to what unit does this unit report): _____

AT OFFICE/DEPARTMENT LEVEL? (Y=YES, N=NO): _____

EFFECTIVE DATE: _____ MAIL STOP: _____

SITE OF UNIT (select entry from Site File): _____

UNIT LOCATION (see directions with Location File): _____

Site: _____

Date: _____

Completed by: _____

Work Phone: _____

DATA ELEMENT	DESCRIPTION	EXAMPLES
AGENCY CODE ABBREVIATION	Unit Code as assigned by NCPDS or NACMIS	06
NAME	Answer must be 2-60 characters in length. Full name of the Agency unit.	Occupational Safety & Health Office
LEVEL	Unit level within the Agency hierarchy. Select from Organizational Level File	1A, 1S, 1F, etc.
SITE OF AGENCY UNIT	Site of the Agency. Select entry from Site file.	Puget Sound Naval Shipyard
CLINIC	Clinic to which the Agency is assigned. Select entry from Clinic File.	Branch Clinic PSNS
EFFECTIVE DATE	Date when agency was established. Be certain that the date you enter here is the earliest date for any employee in the agency.	8/18/43
MAIL STOP	Answer must be 2-30 characters in length. This is for mailing purposes.	106
UIC	Unit Identification Code - answer must be 3-8 characters in length. Must match UIC on NCPDS or NACMIS tape.	55323
ASCENDANT UNIT	This is for the code of the supervisory unit.	04
OFFICE/ DEPARTMENT	Is this unit at the office or department level; answer Yes or No.	Y

LOCAL OPERATIONS QUESTIONNAIRE

Page 1 of 7

CODE: _____ NAME: _____

CLASS: _____ SUBCLASS: _____

NOTE: This questionnaire is optional. Sites should not change any of the existing entries. Operations not fitting into existing categories may be added locally according to the instructions on the following sheet.

The dictionary for this file was established by a Technical Representative. The purpose is to categorize operations. The point of contact for this file is:

Matty Healy
NEHC, Professional Support Branch
Naval Station
Norfolk, VA 23511
AUTOVON 564 4657
Commercial (804) 444-4657

Site: _____ Date: _____

Completed by: _____ Work Phone: _____

OPERATIONS DICTIONARY

Page 3 of 7

NEC = NOT ELSEWHERE CLASSIFIED

PRO 000-00 PROFESSIONAL, TECH AND MGMT

CLE-000-00 CLERICAL

SER-000-00 SERVICE

SER-001-00 TRANSPORTATION
SER-002-00 MOTOR VEHICLE MAINTENANCE
SER-003-00 PEST CONTROL
SER-004-00 BUILDING MAINTENANCE
SER-005-00 GROUNDS MAINTENANCE
SER-006-00 PROTECTIVE SERVICES, FIRE
SER-007-00 PROTECTIVE SERVICES, SECURITY
SER-008-00 GRAPHIC ARTS
SER-009-00 RECREATION
SER-010-00 PRODUCTION/DIST. OF UTILITIES
SER-011-00 SUPPLY AND MATERIALS HANDLING
SER-012-00 PRINTING/REPRODUCTION
SER-013-00 COMMUNICATIONS
SER-014-00 FOOD PREPARATION AND HANDLING
SER-015-00 HW/SEWER TREATMENT
SER-016-00 WATER TREATMENT
SER-999-99 NEC

IND 000-00 INDUSTRIAL

IND-001-00 METAL CLEANING, MECHANICAL
IND-001-01 ABRASIVE BLAST, HYDRO
IND-001-02 ABRASIVE BLAST, GLASS BEAD
IND-001-03 ABRASIVE BLAST, MINERAL GRIT
IND-001-04 ABRASIVE BLAST, SAND
IND-001-05 ABRASIVE BLAST, SHOT
IND-001-06 ABRASIVE BLAST, ORGANICS
IND-001-07 BARREL FINISHING
IND-001-08 GRINDING
IND-001-09 POLISHING AND BUFFING
IND-001-10 WIRE BRUSHING
IND-001-11 SANDING
IND-001-12 NEC

IND-002-00 METAL CLEANING, CHEMICAL
IND-002-01 ACID CLEANING, BRIGHT DIP
IND-002-02 ACID CLEANING, PICKLING
IND-002-03 ACID CLEANING, DESCALING
IND-002-04 ALKALI CLEANING, DESCALING
IND-002-05 ALKALI CLEANING, ETCHING
IND-002-06 DEGREASING, WIPE CLEANING
IND-002-07 DEGREASING, DIPPING
IND-002-08 DEGREASING, SPRAY
IND-002-09 DEGREASING, VAPOR

IND-002-10	DEGREASING, EMULSION
IND-002-99	NEC
IND-003-00	METAL CLEANING, NEC
IND-004-00	ELECTROPLATING
IND-005-00	PAINTING
IND-005-01	SPRAY, COMPRESSED AIR
IND-005-02	SPRAY, AIRLESS
IND-005-03	SPRAY, ELECTROSTATIC
IND-005-04	POWDER COATING
IND-005-05	BRUSH/ROLLER
IND-005-06	DIP
IND-005-99	NEC
IND-006-00	COATING OPERATIONS, NEC
IND-007-00	METAL FORMING
IND-007-01	FORGING
IND-007-02	EXTRUSION
IND-007-03	BENDING/FORMING
IND-007-04	SQUEEZING
IND-007-05	DRAWING
IND-007-99	NEC
IND-008-00	HEAT TREATING, HARDENING
IND-008-01	CARBURIZING
IND-008-02	CYANIDING
IND-008-03	GAS NITRIDING
IND-008-04	ANNEALING
IND-008-05	QUENCHING
IND-008-99	NEC
IND-009-00	FOUNDRY OPERATIONS
IND-009-01	MOLDING, GREEN SAND
IND-009-02	MOLDING, SHELL
IND-009-03	MOLDING, INVESTMENT CASTING
IND-009-04	MOLDING, FULL MOLD
IND-009-05	COREMAKING, SODIUM SILICATE
IND-009-06	COREMAKING, HOT BOX SYSTEM
IND-009-07	COREMAKING, NO BAKE
IND-009-08	COREMAKING, SHELL
IND-010-00	METAL MACHINING
IND-010-01	CUTTING
IND-010-02	PIERCING OR PUNCHING
IND-010-03	SAWING
IND-010-04	ABRASIVE GRINDING
IND-010-05	DRILLING AND BORING
IND-010-06	MILLING
IND-010-07	TURNING
IND-010-08	SHAPING AND SLOTTING

IND-010-09	NEC
IND-011-00	WELDING
IND-011-01	ARC
IND-011-02	RESISTANCE
IND-011-03	OXYFUEL
IND-011-04	SOLID STATE
IND-011-05	BRAZING
IND-011-06	LASER
IND-011-07	ELECTRON BEAM
IND-011-99	NEC
IND-012-00	THERMAL SPRAYING
IND-012-01	THERMAL
IND-012-02	OXYGEN
IND-013-03	ARC
IND-013-04	ELECTRON BEAM
IND-013-05	LASER
IND-013-99	NEC
IND-014-00	NON-DESTRUCTIVE TESTING
IND-014-01	VISUAL
IND-014-02	MAGNETIC PARTICLE
IND-014-03	LIQUID PENETRANT
IND-014-04	ULTRASONIC
IND-014-05	ACOUSTICAL EMISSION
IND-014-06	RADIOGRAPHIC
IND-014-07	LASER INSPECTION
IND-014-99	NEC
IND-015-00	PLASTICS/RUBBER PROCESSING
IND-015-01	POTTING
IND-015-02	DEPOTTING
IND-015-03	MOLDING
IND-015-04	FORMING
IND-015-05	GRINDING
IND-015-06	CUTTING
IND-015-07	DRILLING
IND-015-08	GLUING
IND-015-09	NEC
IND-016-00	MAN MADE FIBERS
IND-016-01	LAYUP, HAND
IND-016-02	LAYUP, SPRAY
IND-016-03	GRINDING/SANDING
IND-016-04	CUTTING
IND-016-05	DRILLING
IND-016-99	NEC
IND-017-00	INSULATION, ASBESTOS
IND-017-01	INSTALLATION
IND-017-02	REMOVAL
IND-017-03	FABRICATION

IND-017-99	NEC
IND-018-00	INSULATION, MAN MADE FIBERS
IND-018-01	INSTALLATION
IND-018-02	REMOVAL
IND-018-03	FABRICATION
IND-018-04	NEC
IND-020-00	WOODWORKING
IND-020-01	CUTTING
IND-020-02	JOINTING
IND-020-03	DRILLING
IND-020-04	MORTISING/ROUTING
IND-020-05	TURNING LATHES
IND-020-06	SANDING, DRUM
IND-020-07	SANDING, DISK
IND-020-08	SANDING, BELT
IND-020-09	SANDING, HAND
IND-020-10	PRESERVATIVE APPLICATION
IND-020-11	GLUING
IND-020-12	STAINING
IND-020-13	TRANSPARENT FINISHES
IND-020-99	NEC
IND-021-00	STONE, MINERAL HANDLING
IND-021-01	INSTALLATION
IND-021-02	REMOVAL
IND-021-03	CUTTING
IND-021-04	DRILLING
IND-021-99	NEC
IND-022-00	ELECTRONICS REPAIR, NEC
IND 023-00	EQUIPMENT REPAIR, NEC
IND-024-00	CHEMICAL PROCESSING
IND-025-00	HW/HW HANDLING/CLEANUP
IND-999-99	NEC
RND-000-00	RESEARCH AND DEVELOPMENT
CON-000-00	CONSTRUCTION
CON-001-00	STRUCTURE FABRICATION/REPAIR
CON-002-00	ELECTRICAL INSTALLATION/REPAIR
CON-003-00	PLASTERING AND RELATED TASKS
CON-004-00	PLUMBING INSTALLATION/REPAIR
CON-005-00	STRUCTURE DEMOLITION
CON-006-00	CEMENTING AND RELATED TASKS
CON-007-00	EXCAVATING/GRADING
CON-008-00	PAVING
CON-999-99	NEC

MED-000-00	MEDICAL/DENTAL
MIL-000-00	MILITARY SPECIFIC OPS, ENC
MIL-001-00	WEAPONS HANDLING
MIL-002-00	FLIGHT LINE OPERATIONS
MIS-000-00	MISCELLANEOUS, NEC

COLLECTION INSTRUMENTS QUESTIONNAIRE

Page 1 of 2

SERIAL NUMBER (3-30 characters): _____

INSTRUMENT CODE (1-10 characters): _____

TYPE (see enclosure): _____

MANUFACTURER (3-30 characters): _____

MODEL NUMBER (1-8 characters): _____

LOCAL STORAGE LOCATION (3-30 characters): _____

NOTE: An Environmental Exposure user should fill out one form for every instrument in inventory.

CODE is a "nickname" for the instrument. Each code must be unique.

TYPE may be selected from a nationally-standard list of Collection Instrument Types (attached).

Site: _____

Date: _____

Completed by: _____

Work Phone: _____

COLLECTION INSTRUMENT TYPES

Page 2 of 2

The dictionary for this file was established by the Site Manager at the first field installation. The point of contact for this is:

Mr. Todd Merrill
Naval Medical Clinic (Code 203)
Portsmouth, NH 03801

Name of Types

AUTOMATED BUBBLE CALIBRATOR
BALANCE
BROADBAND ISOTROPIC RAD METER
BROADBAND ISOTROPIC RAD PROBE
CARBON MONOXIDE METER
DATA LOGGER
DETECTOR TUBE SAMPLING PUMP
DIRECT READING DOSIMETER
EXPLOSIMETER
HEAT STRESS METER
HIGH VOLUME SAMPLE PUMP
HYDROTHERMOGRAPH
INFRARED TEMPERATURE INDICATOR
LIGHT METER
MANOMETER
MASS FLOW METER
MERCURY VAPOR METER
MICROWAVE OVEN TESTER
NOISE DATA LOGGER
NOISE DOSIMETER
ORGANIC VAPOR ANALYZER
OXYGEN METER
PERSONAL SAMPLING PUMP
PHOTOIONIZATION ANALYZER
PSYCHROMETER
RESPIRABLE AEROSOL MONITOR
SOUND LEVEL METER CALIBRATOR
SOUND LEVEL METER TYPE I - OBA
SOUND LEVEL METER TYPE II
SOUND LEVEL TAPE RECORDER
THERMOANEMOMETER
VELOMETER
VIBRATION INTEGRATOR
WET TEST METER

CALIBRATION AGENCY QUESTIONNAIRE

AGENCY NAME (3-30 characters, not starting with a number or punctuation):

STREET ADDRESS:

Line 1 (3-30 characters): _____

Line 2 (3-30 characters): _____

CITY (3-30 characters): _____

STATE: _____ **ZIP CODE (5 or 9 digits):** _____

PHONE (4-10 characters): _____

NOTE: This questionnaire is optional. If Environmental Exposure users desire to keep a mailing list of those agencies used to calibrate collection instruments, an Environmental Exposure user should fill out one form for each agency used.

Site: _____ **Date:** _____

Completed by: _____ **Work Phone:** _____

CALIBRATION TRACKING QUESTIONNAIRE

COLLECTION INSTRUMENT SERIAL NUMBER: _____

DESCRIBE THE USUAL CALIBRATION:

METHOD OF CALIBRATION (3-30 CHARACTERS): _____

USUAL CALIBRATION AGENCY (3-30 CHARACTERS): _____

USUAL COST: _____ TURNAROUND TIME (IN DAYS): _____

USUAL POC

NAME (3-30 CHARACTERS): _____

PHONE 1: _____ PHONE 2: _____

DESCRIBE THE LAST CALIBRATION FOR THIS INSTRUMENT:

DATE INSTRUMENT WAS SENT OUT: _____

DATE INSTRUMENT CALIBRATION (AS CERTIFIED BY AGENCY): _____

DATE INSTRUMENT RETURNED: _____

NAME OF CALIBRATION AGENCY: _____

CALIBRATOR'S NAME (3-30 CHARACTERS): _____

ACTUAL COST: _____

NEXT CALIBRATION DATE FOR THIS INSTRUMENT: _____

NOTE: This questionnaire is optional. If users desire to use the calibration tracking function, an Environmental Exposure module user should fill out one form for every instrument that requires calibration.

Site: _____ Date: _____

Completed by: _____ Work Phone: _____

EXPOSURE NOTICES

This file will be set up with an Environmental Exposure Module user, using examples of the notices that are currently sent out to notify employees of exposures.

LABORATORIES QUESTIONNAIRE

LABORATORY NAME (3-30 CHARACTERS): _____

ADDRESS LINE 1 (3-30 CHARACTERS): _____

ADDRESS LINE 2 (3-30 CHARACTERS): _____

CITY (3-30 CHARACTERS): _____

STATE: _____ ZIP CODE (5 OR 9 DIGITS): _____

TELEPHONE NUMBER (4-20 CHARACTERS): _____

CONTACT NAME (3-30 CHARACTERS): _____

NOTE: This questionnaire is optional. If Environmental Exposure users desire to keep a mailing list of laboratories that analyze samples taken during workplace surveys, an Environmental Exposure user should fill out one form for each lab that is used.

Site: _____ Date: _____

Completed by: _____ Work Phone: _____

PERSONAL PROTECTIVE EQUIPMENT QUESTIONNAIRE

Page 1 of 5

The dictionary for this file was established by a Technical Representative. An Environmental Exposure user should review the attached list and select the PPE actually in use. Indicate on this list the PPE to be entered into your system's file.

The point of contact for this file is:

Mr. Martin Healy
NEHC, Professional Support Branch
Naval Station
Norfolk, VA 23511
AUTOVON 564-4657
Commercial (804) 444-4657

Site: _____ Date: _____

Completed by: _____ Work Phone: _____

PERSONAL PROTECTIVE EQUIPMENT

Page 2 of 5

1. EYE AND FACE PROTECTION

PRIMARY SOURCE: ANSI STANDARD Z-87.1-1979

PRACTICE FOR OCCUPATIONAL AND EDUCATIONAL EYE AND FACE PROTECTION

TYPE	CODE	DESCRIPTION
E	SWOS	SPECTACLES, WITHOUT SIDESHIELDS
E	SETS	SPECTACLES, EYECUP TYPE SIDESHIELDS
E	SFFS	SPECTACLES, SEMI/FLAT-FOLD SIDESHIELDS
E	SLS	SPECTACLES, LASER WITH SIDESHIELDS
E	GFRV	GOGGLES, FLEXIBLE, REGULAR VENTED
E	GFHV	GOGGLES, FLEXIBLE, HOODED VENTILATION
E	GCFR	GOGGLES, CUSHIONED FITTING, RIGID BODY
E	GL	GOGGLES, LASER
E	GCE	GOGGLES, CHIPPING, EYECUP TYPE
E	GCC	GOGGLES, CHIPPING, COVERSPEC TYPE
E	GWE	GOGGLES, WELDING, EYECUP TYPE
E	GWC	GOGGLES, WELDING, COVERSPEC TYPE
E	FSP	FACE SHIELD, PLASTIC
F	FSM	FACE SHIELD, WIRE MESH
E	FSP/SWOS	FACE SHIELD, PLASTIC WITH SWOS
E	FSP/SETS	FACE SHIELD, PLASTIC WITH SETS
E	FSP/SFFS	FACE SHIELD, PLASTIC WITH SFFS
E	FSM/SWOS	FACE SHIELD, MESH WITH SWOS
E	FSM/SETS	FACE SHIELD, MESH WITH SETS
E	FSM/SFFS	FACE SHIELD, MESH WITH SFFS
E	F/SFFS	FACE SHIELD, MESH WITH SFFS
E	HW	HELMET, WELDING
E	HG	HOOD, GRINDING
E	OTHER	OTHER EYE PROTECTION
E	NONE	NO EYE/FACE PROTECTION

II. HEARING PROTECTION

PRIMARY SOURCE: MEDCOMINST 6260.5, 29 APRIL 1985

OCCUPATIONAL NOISE CONTROL AND HEARING CONSERVATION

TYPE	CODE	DESCRIPTION
A	PSF1	PLUG, SINGLE FLANGE, EAR DEFENDER. V-51R
A	PSFO	PLUG, SINGLE FLANGE, OTHER
A	PTF1	PLUG, TRIPLE FLANGE, COMFIT
A	PTFO	PLUG, TRIPLE FLANGE, OTHER
A	PD1	PLUG, DISPOSABLE, SILAFLEX
A	PD2	PLUG, DISPOSABLE, EAR
A	PD3	PLUG, DISPOSABLE, DECIDAMP
A	PDO	PLUG, DISPOSABLE, OTHER
A	PB1	PLUG, BAND TYPE, SOUND-BAN
A	PB2	PLUG, BAND TYPE, SOUND SENTRY
A	PB0	PLUG, BAND TYPE, OTHER
A	MCI	MUFF, CIRCUMAUURAL. TYPE I

A	MCII	MUFF, CIRCUMAURAL, TYPE II
A	MCHP	MUFF, CIRCUMAURAL, HIGH PERFORMANCE
A	MO	MUFF, CIRCUMAURAL, OTHER
A	COMB	COMBINATION MUFF AND PLUG
A	OTHER	OTHER
A	NONE	NONE

Additional hearing protective devices may be added by facilities after obtaining a code from the Configuration Control Board.

III. PROTECTIVE CLOTHING

PRIMARY SOURCE: GUIDELINES FOR THE SELECTION OF CHEMICAL PROTECTIVE CLOTHING, ACGIH. 2ND ED.

TYPE	CODE	DESCRIPTION
		PARTIAL TORSO
C	CD/*	COAT, DISPOSABLE/*
C	CR/*	COAT, REUSEABLE/*
C	JD/*	JACKET, DISPOSABLE/*
C	JR/*	JACKET, REUSEABLE/*
C	PD/*	PANTS, DISPOSABLE/*
C	PR/*	PANTS, REUSEABLE/*
C	AD/*	APRON, DISPOSABLE/*
C	AR/*	APRON, REUSEABLE/*
C	BD/*	BIB-OVERALLS, DISPOSABLE/*
C	BR/*	BIB-OVERALLS, REUSEABLE/*
		COMPLETE TORSO
C	COD/*	COVERALLS, DISPOSABLE/*
C	COR/*	COVERALLS, REUSEABLE/*
C	FBD/*	FULL-BODY ENCAPSULATING, DISPOSABLE/*
C	FBR/*	FULL-BODY ENCAPSULATING, REUSEABLE/*

* MATERIAL

01	CLOTH
02	HEAT RESISTANT
03	BUTYL RUBBER
04	CHLORINATED POLYETHYLENE
05	NATURAL RUBBER
06	NITRILE-BUTADIENE RUBBER
07	NEOPRENE
08	NITRILE RUBBER
09	NITRILE RUBBER/POLYVINYL CHLORIDE
10	POLYETHYLENE
11	POLYURETHANE
12	POLYVINYL ALCOHOL
13	POLYVINYL CHLORIDE
14	SAFEGUARD CPF
15	SARANEX
16	STYRENE-BUTADIENE RUBBER
17	SONTARA
18	TYVEK

19 VITON
 OT OTHER
 UK UNKNOWN

** Type of material listed on the menu will be determined by the PPE in use at each specific facility. Additional materials will be added as approved by the Configuration Control Board.

IV. FOOT PROTECTION

TYPE	CODE	DESCRIPTION
F	STREET	STREET SHOE
F	SBST	SHOE/BOOT, STEEL-TOE
F	SBSTM	SHOE/BOOT, STEEL TOE, METATARSEL GUARD
F	SBM	SHOE/BOOT, METATARSET GUARD
F	BR	BOOT, RUBER
F	BRST	BOOT, RUBBER, STEEL-TOE
F	BRSTD	BOOT, RUBBER, STEEL-TOE, DIELECTRIC
F	OTHER	OTHER

Other types of foot protection may be added upon acceptance by the Configuration Control Board.

V. HAND PROTECTION

TYPE	CODE	DESCRIPTION
H	GC	GLOVES, COTTON
H	GL	GLOVES, LEATHER
H	GCR/*	GLOVES, CHEMICAL RESISTANT/*
H	GCR/BC/*	GLOVES, CHEMICAL RESISTANT, BARRIER CREAM/*
H	GCR/O	GLOVES, CHEMICAL RESISTANT, OTHER
H	GWHR	GLOVES, WELDERS, HEAT RESISTANT
H	GE	GLOVES, ELECTRICAL PROTECTION
H	BC	BARRIER CREAM
H	FC	FINGER COTS
H	OTHER	OTHER
H	NONE	NONE

* MATERIAL

01 CLOTH
 02 HEAT RESISTANT
 03 BUTYL RUBBER
 04 CHLORINATED POLYETHYLENE
 05 LATEX
 06 NATURAL RUBBER
 07 NITRILE-BUTADIENE RUBBER
 08 NEOPRENE
 09 NITRILE RUBBER
 10 NITRILE RUBBER/POLYVINYL CHLORIDE
 11 POLYETHYLENE
 12 POLYURETHANE

- 13 POLYVINYL ALCOHOL
- 14 POLYVINYL CHLORIDE
- 15 SAFEGUARD CPF
- 16 SARANEX
- 17 STYRENE-BUTADIENE RUBBER
- 18 SONTARA
- 19 TYVEK
- 20 VITON
- OT OTHER
- UK UNKNOWN

**Type of material listed on the menu will be determined by the PPE in use at each specific facility. Additional materials will be added as approved by the Configuration Control Board.

PRODUCTS QUESTIONNAIRE

Page 1 of 2

Complete one form for every hazardous product found on the shipyard.

TRADE NAME (3-50 characters): _____

SYNONYMS (3-50 characters each):

STRESSORS (select an entry from the Stressor File):

Complete at least one of the following:

MATERIAL NAME: _____

STOCK NUMBER: _____

NIIN NUMBER: _____

CHEMICAL NAME: _____

MANUFACTURER: _____

DISTRIBUTOR: _____

SPECIFICATION: _____

Site: _____ Date: _____

Completed by: _____ Work Phone: _____

STRESSOR FILE INFORMATION

Page 2 of 2

The dictionary for this file was established by the Site Manager at the first field installation. Sites should not change any of the entries. Requests for change must be made through the MEDCOM's Configuration Control Board or SEASYSKOM's Program Management Group.

The point-of contact for this file is:

Mr. Todd Merrill
Naval Medical Clinic (Code 203)
Portsmouth, NH 03801
AUTOVON 684-2082
Commercial (207) 439-2082

The following references were used when establishing the data for this file:

NAME: ACGIH TLV Book, 1986-87

SYNONYMS: NIOSH Pocket Guide to Chemical Hazards, Sep 85
NIOSH RTEC, VOL I & II

OSHA STANDARDS: Code of Federal Regulations 1910

MEDICAL SURVEILLANCE: DODINST 6055.5M

NIOSH IDLH LEVEL: NIOSH Pocket Guide to Chemical Hazards, Sep 85

ACTION LEVEL: (1) DODINST 6055.5M
(2) Where PEL was established, one-half PEL
(3) Where PER was not established, one-half TLV

RESPIRATORY EQUIPMENT QUESTIONNAIRE

Page 1 of 2

CODE (3-10 CHARACTERS): _____

DESCRIPTION (3-80 CHARACTERS): _____

PROTECTION FACTOR (NUMBER BETWEEN 1 AND 100,000): _____

TC-NUMBER (1-11 CHARACTERS): _____

NOTE: An Environmental Exposure user should fill out one form for every respirator in inventory. See attached page for instructions on how to fill out.

Instructions for local development of this file were established by a Technical Representative. The point of contact for this file is:

Mr. Martin Healy
NEHC, Professional Support Branch
Naval Station
Norfolk, VA 23511
AUTOVON: 564-4657
COMMERCIAL: (804) 444-4657

Site: _____
Completed by: _____

Date: _____
Work Phone: _____

RESPIRATORY PROTECTION DICTIONARY

Page 2 of 2

REFERENCES:

- A) NIOSH CERTIFIED EQUIPMENT LIST, DHHS (NIOSH) PUBLICATION NO. 86-101, OCTOBER 1986
- B) AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) STANDARD Z88.2-1980.

CODE.

THE CODE FOR THE RESPIRATOR SHALL BE DEVELOPED LOCALLY BY THE COGNIZANT INDUSTRIAL HYGIENE DIVISION/DEPARTMENT LOCATED AT THE FACILITY MAINTAINING THE CENTRAL PROCESSING UNIT (CPU). THE CODE IS IN FREE TEXT AND BETWEEN 3-10 CHARACTERS IN LENGTH.

DESCRIPTION:

THE DESCRIPTION OF THE RESPIRATOR SHALL BE OF SUFFICIENT DETAIL TO DIFFERENTIATE THAT PARTICULAR RESPIRATOR FROM ANY OTHER SIMILAR RESPIRATOR LISTED ON THAT CPU. TYPICAL RESPIRATOR DESCRIPTION WOULD INCLUDE:

"3M, MODEL 8710, SINGLE USE" OR
"MSA, COMFO II, BELT MOUNTED WITH SPARKFOE CARTRIDGE"

GENERIC TERMINOLOGY AND ABBREVIATIONS WILL BE CONSISTENT WITH THOSE USED IN REFERENCE (A).

THE DESCRIPTION IS IN FREE TEXT AND BETWEEN 3-80 CHARACTERS IN LENGTH.

PROTECTION FACTOR:

THE PROTECTION FACTOR FOR A SPECIFIC RESPIRATOR WILL BE ASSIGNED USING REFERENCE (B), OSHA STANDARDS FOR A SPECIFIC STRESSOR (I.E. THE LEAD STANDARD, 29 CFR 1910.1025) OR NAVY STANDARDS, IF THEY EXIST. THE ORDER OF PRIORITY WILL BE THE SPECIFIC NAVY STANDARD, THE OSHA STANDARD AND THEN THE ANSI STANDARD, REFERENCE (B).

THE PROTECTION FACTOR FIELD WILL CONSIST OF A NUMBER BETWEEN 1 AND 100,000.

TC-NUMBER:

THE TC-NUMBER FIELD CONSISTS OF THE NIOSH/MSHA TEST AND CERTIFICATION NUMBER AS LISTED IN REFERENCE (A). CAREFUL ATTENTION MUST BE PAID TO ENSURE THE CORRECT TC-NUMBER FOR THE SPECIFIC FACEPIECE AND CARTRIDGE/CANISTER COMBINATION IS RECORDED. THE TC-NUMBER LISTED ON THE CARTRIDGE IS NOT THE CORRECT TC-NUMBER FOR ALL FACEPIECES USING THAT CARTRIDGE.

IN THE EVENT THAT AN ACCEPTED RESPIRATOR IS USED, A SUBSTITUTE "TC-NUMBER" WILL BE ASSIGNED BY THE CONFIGURATION CONTROL BOARD.

SURVEY MONITOR QUESTIONNAIRE

SURVEY MONITOR NAME (3-30 CHARACTERS): _____

MONITOR'S AGENCY UNIT: _____

MONITOR'S UIC: _____

NOTE: AN ENVIRONMENTAL EXPOSURE USER SHOULD COMPLETE ONE FORM FOR EACH SURVEY MONITOR.

Site: _____ Date: _____

Completed by: _____ Work Phone: _____

**QUESTIONNAIRE FOR AUTOMATED DATA TRANSFER OF
HAZARDOUS MATERIALS INFORMATION SYSTEM (HMIS)**

The current version of the NOHIMS software provides a choice for three types of data load:

- (1) a full data load
- (2) a selective data load by National Stock Number or,
- (3) a selective data load by National Stock Number, Federal Supply Code for Manufacturers, and Part Number Indicator.

The following paragraphs explain the two selective data loads:

a. National Stock Number (NSN) - 13 characters, possible sources are:

- (1) Label on the material.
- (2) Material Safety Data Sheet (MSDS)
- (3) Supply/Procurement Department
- (4) Procurement Document

b. Federal Supply Code for Manufacturers (FSCM) - 5 characters, possible sources are:

- (1) Supply Department
- (2) Microfiche - "Name to Code Cross Reference, H-4, H-8 Commercial and Government Entity (CAGE)"
Address: Navy Fleet Material Support Office
Code 91412, P. O. Box 2010
Mechanicsburg, PA 17055-0787
ATTN: Mr. Joe Zubba, AUTOVON 430-4223

c. Part number indicator - 1 alphabetic character, usually "A" unless:

- (1) The material has multiple components and the first ingredient would be an "A" and the second ingredient a "B", or
- (2) The material has undergone a formulation change to eliminate/reduce hazardous components. The old formulation would have part number indicator "A" and the new substance would have part number indicator "B", e.g. Liquid Wrench had benzene initially, then it was removed. The data or lot number associated with this change in formulation should also be provided.

NARDAC Washington will receive the HMIS tapes and updates from the Navy Environmental Health Center (NEHC) on a quarterly basis. These tapes will then be copied and forwarded to the NOHIMS sites.

HMIS DATA LOAD QUESTIONNAIRE

Check the desired provision for data load:

- Full load (Do not fill in information below)
- Selective Load "A" (Fill in only National Stock Number below)
- Selective Load "B" (Fill in all information below)

NATIONAL STOCK NUMBER	FSCM	PART NUMBER INDICATOR
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Site: _____ Date: _____
Completed by: _____ Work Phone: _____

**QUESTIONNAIRE CONCERNING PRIMARY CLINIC
AND DUTY STATION OR ACTIVITY**

The following is forwarded to obtain specific entries for site setup in the Medical module. The following is an example of what we are looking for:

Primary Clinic: Mare Island MI

Duty Station or Activity: NAVMEDCOM NWREG NWR

 NAVHOSP Oakland NHO

 Naval Drug Screening Lab NDSL

The information should indicate the "Primary Clinic" and a two (2) to six (6) letter abbreviation for the Clinic. Also indicate "Duty Station or Activity" associated with that Clinic and a two (2) to six (6) letter abbreviation for the "Duty Station or Activity".

This information will also be used on the Occupational Health Care Patient Registration form and Occupational Health Unit Walk-In Clinic Acute care Encounter Form.

DATA ENTRIES FOR "PRIMARY CLINICS" AND
"DUTY STATION OR ACTIVITY"

PRIMARY CLINIC: _____

DUTY STATION OR ACTIVITY: 1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

Site: _____

Date: _____

Completed by: _____

Work Phone: _____

REPORT DOCUMENTATION PAGE

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6a. NAME OF PERFORMING ORGANIZATION Naval Health Research Center		6b. OFFICE SYMBOL (if applicable) Code 20	5. MONITORING ORGANIZATION REPORT NUMBER(S)	
6c. ADDRESS (City, State, and ZIP Code) P. O. Box 85122 San Diego, CA 92138-9174		7a. NAME OF MONITORING ORGANIZATION Commander, Naval Medical Command		
8a. NAME OF FUNDING/SPONSORING ORGANIZATION Naval Medical Research & Development Command		8b. OFFICE SYMBOL (if applicable)	7b. ADDRESS (City, State, and ZIP Code) Department of the Navy Washington, DC 20372	
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FIELD	GROUP			SUB GROUP
19. ABSTRACT (Continue on reverse if necessary and identify by block number) (U) This document provides step-by-step instructions for installing the Naval Occupational Health Information Management System (NOHIMS) Software. It also describes how to create site baseline systems, daily operations and control, communications, and other system software.				
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22a. NAME OF RESPONSIBLE INDIVIDUAL D. M. Pearsall		22b. TELEPHONE (Include Area Code) 619/553-8401	22c. OFFICE SYMBOL Code 20	