



ERT

USER'S GUIDE
for
EPAOSC.ORG

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EPA OSC WEB SITES

The USEPA Environmental Response Team (ERT) is working closely with the On-Scene Coordinator (OSC) Task Force to develop the EPA OSC Web Site (www.epaosc.org).

The Sites section <http://www.epaosc.org> of the EPA OSC Web Site delivers you the ability to create a web presence for your site. All you need is a digital image and a short site description to get started. A site-specific web address (i.e. www.epaosc.org/mysite) is created to facilitate direct access to your site profile. The Sites section has become an important tool that OSCs utilize to maintain up-to-date site activity information including automating daily Pollution Report (POLREP) distribution.

Other site related data that may be posted include Pollution Reports (POLREPs) and Situation Reports (SITREPs), images, documents, bulletins, contact information and links. You may also add a discussion forum to your site.

In addition to the Sites feature, the EPA OSC Web Site provides an OSC Phone Directory, links to Training (TrainTrax), Software, EPA Forms and Documents, Chemical Databases, Maps, and Travel Resources that have proven to be useful during site work.

The EPA OSC Web Site has become a vehicle for communication and resources related to site activities. Ease of use and Internet access ability makes it a popular and useful tool for OSCs.

For more information, contact Joe Schaefer of the ERT at 732-906-6920 or via email at schaefer.joe@epa.gov. **If you need technical assistance, please call 800-999-6990 or email ertsupport@epa.gov.**

Registration and Login

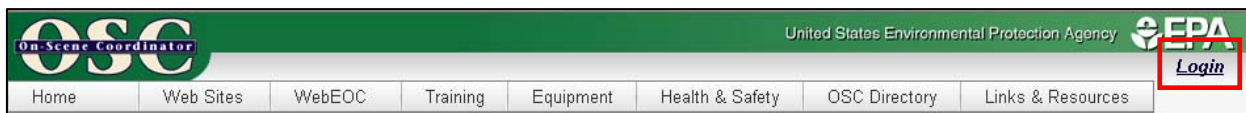
Creating a new site on www.epaosc.org is very simple. All you need is a login (your e-mail address) and a password. ONLY valid EPA e-mail logins are allowed to Create new sites. For example, jdoe@yahoo.com will NOT be able to create new sites.

If you haven't already done so, you first need to register your e-mail address with www.epaosc.org. You will be assigned a password which will be automatically e-mailed to the registering e-mail address.



Register

1. Browse to <http://www.epaosc.org>
2. Click on Login on the upper right hand corner



3. Click on the 'Register Here' text link:



4. Fill in the registration information form (* denotes required field).
5. Click the Submit button.

You will receive an e-mail message with your password. ANYONE can register, but only EPA employees will have privileges unless specifically defined by a site owner.

Login

The next step to creating a new site is to login. If you don't login, you will see public information only. Logging in will allow you privileges specific to your region and to your sites.

1. Browse to <http://www.epaosc.org>
2. Click on Login on the upper right (below EPA logo)
3. Enter your e-mail address
4. Enter your password
5. Click on the Login button

You will be brought to the Home Page.



Home Page

Home

Navigate through EPAOSC.org by clicking the tabs across top. Tabs link to Web Sites, WebEOC, Training, OSC Phone Directory, Links & Resources. Other sections of the EPAOSC.org homepage include a "Recent OSC Web Sites Updates Section," "News Section (formerly NewsFlash)" and informational bulletins.

EPA OSC Website

United States Environmental Protection Agency **Logout**

Home Web Sites WebEOC Training Equipment Health & Safety OSC Directory Links & Resources

EPA OSC Web Sites - recent updates

Name	City	State	Updated
Schenectady Creek	Schenectady	NY	9/29/2009
MOBILE AMERICAN RUMPER PLATING SITE	Mobile	AL	9/29/2009
Diaz Chemical Facility	Holley	NY	9/29/2009
Guam Ag Chemical Disposal	Barrigada, Guam	CA	9/29/2009
CNMI Ag Chemical Disposal	Saipan, Rota, Tinian	NA	9/29/2009

[More Websites](#)

EPA On Scene Coordinator (OSC) WebSite

Welcome to the EPA OSC WebSite. This site is intended to be a resource for EPA OSCs to access, track and share information with OSCs throughout the country. [\(more...\)](#)

News

Health & Safety
[Emergency Responder Health and Safety Manual](#)

OSC Readiness Conference
[Presentation Materials for the 2009 OSC Readiness Conference](#)

OSC Task Force

The OSC Readiness Task Force was originally created in 1992. The Task Force is comprised of 2 OSCs from each Region (serving 3-year terms), plus Removal Manager and Headquarters representatives.

The **OSC Task Force** has put together a Toolbox Guide to assist EPA On-Scene Coordinators (OSCs) and Federal Classification Series (FCS) 1102 Contracting Officers (COs) by outlining the general procedures for the acquisition of goods and services required to respond to certain environmental releases, threats and/or discharges.

Web Sites Tab

To view the list of websites in your Region, click on the Web Sites tab. You will be brought to a map of the U.S. Select your region from the map or the table listed below.

Select a Region to see a list of Web Sites or [List All Web Sites](#)

...other Region 9 sites

- Guam
- American Samoa
- Trust Territories
- Commonwealth of the Northern Mariana Islands

...other Region 2 sites

- Puerto Rico
- Virgin Islands

Region 1	Region 4	Region 7	Region 10	RERT
Region 2	Region 5	Region 8	ERT	NDT
Region 3	Region 6	Region 9	HQ	



WebEOC Tab

Clicking on the WebEOC tab will bring you to a short description of WebEOC and a shortcut to login.

WebEOC
WebEOC WebEOC is a web-based crisis management system designed for supporting the ICS method of response management for significant incidents, in addition to providing a unique toolset for supporting Daily Operations in the Regional Response Centers and the HQ Emergency Operations Center. ERT is supporting an active evaluation of the WebEOC system by all the regions. Demonstration and introductory training on WebEOC is being provided as part of an ERT initiative to present the RRC Workflow concept to the regions and HQ. Login to WebEOC Please set your Internet Explorer browser to enable pop-ups for WebEOC Also configure your firewalls to allow for this domain name Related Links ESI WebSite

Training Tab

Clicking on the Training tab will bring you to a list of Training software, documents and training information.

Categories	Training
All Links Contracts Training EPA Offered Training External Training Training Tracking Software Transportation Training	Training Tracking Software TrainTrax Training tracking system to track courses taken and certifications obtained by all EPA employees potentially involved in emergency response. The system allows for regional training customizations while maintaining a uniform national list of courses as dictated by existing EPA guidance. TrainTrax is currently available to all EPA regions and Headquarters for piloting and evaluation. EPA Offered Training EPA OSC Readiness Training The U.S. Environmental Protection Agency (EPA) hosted the 12 th Annual OSC Readiness Training Program on February 9 through 12, 2009. This year's training program continued to ensure the readiness of EPA OSCs nationwide by focusing on EPA's efforts to implement EPA's National Approach to Response and build partnerships with local, state, and other Federal responders from across the country. Click here to view course materials and other after action information for the 2009 OSC Readiness Training Program.

Equipment Tab

Clicking on the Equipment link will bring you to a list of equipment software, vendor links and a link to the National Equipment Management System (NEMS).

Categories	Equipment
All Links Equipment Software Equipment Vendors	Equipment Software National Equipment Management System (NEMS) The NEMS database is an interactive system between participating regional equipment warehouses and the EPA WebEOC system. Equipment inventory information is captured and displayed in WebEOC in real-time. The National Equipment List in WebEOC reflects the participating warehouse inventory status of EPA field equipment. For more information on WebEOC or to access it, select the WebEOC menu link. Equipment Vendors The following links to vendors are not comprehensive and not intended to be an endorsement by EPA of their products. General Services Administration (GSA) Schedule This site provides supply and procurement information offered by GSA. ERT Monitoring and Analytical Equipment and Capabilities for Pre-deployments. This document provides a list of available ERT monitoring and analytical equipment. It includes a brief description of each piece of equipment and addresses its operation, use and effectiveness. A quick reference table is also included.



Health & Safety Tab

Clicking on the Health & Safety link will bring you to links of H&S equipment, clothing, Regulations, etc.

Categories	Health & Safety
All Links Biological Chemical Health & Safety Nuclear Radiological	Health & Safety EPA's Emergency Responder Health and Safety Manual The manual consists of a series of chapters that outline steps that must be taken to protect the Agency's emergency responders from job-related injuries, accidents, and exposures to hazardous materials. All 10 EPA regions, the Environmental Response Team, the National Decontamination Team, and Headquarters must implement the manual. Material Safety Data Sheets Ordered listings of MSDS websites. Hazard Duty Order Download the PDF for Authorization for the Performance of and Payment for Duty Involving Physical Hardship and Hazard.

OSC Phone Book Tab

Clicking on the OSC Phone Book will link you to the on-line version of the National OSC Phone Book. Offline versions can be exported to MS Word or MS Excel spreadsheet.

Note: Cell Phone numbers are only displayed when logged in.

OSC Directory

The [National On-Scene Coordinator Phone Book](#) is available on-line.

Offline Version of OSC Phone Book available for Download:

[On-Scene Coordinator Phone Book](#)

[On-Scene Coordinator Phone Book with Cell Phone Numbers](#)

Links and Resources Tab

Links and Resources provide you with access to Reports & Data, Software & Databases, Regulations, Maps, Weather, etc.

Note: Reports & Data are only displayed when logged in.

Reports & Data
Software & Databases
Chem & Bio Information
Regulations
Forms & Boilerplate Docs
Maps
Travel
Weather
Resources



Reports & Data

Site Activity Report: Search for site activity by response type, region and date.

Date Options – Sites will not show in the list if a polrep has not been created.

Report Date: Uses the most recent polrep report date.

Start Date: Uses the site start date from the polrep.

Completion Date: Uses the site completion date from the polrep.

	Last POLREP	No.	Site Name	Site #	Region	State	Response Type	Response Authority	Incident Category	NPL	Action Memo	Start Date	Completed	CERCLIS	RCRIS
View	9/30/2009	17	Stoney Creek Technologies		Region III	PA	Emergency	CERCLA	Removal Action			4/19/2007			
View	9/28/2009	203	Remacor, Inc.	G3GM	Region III	PA	Time-Critical	CERCLA	Removal Action	Non NPL	9/13/2006	9/15/2006		PAD074965096	
View	9/28/2009	34	Valmont TCE Site	492	Region III	PA	Time-Critical	CERCLA	Removal Action	NPL	9/30/2005	2/15/2006		PAD982363970	
View	9/24/2009	1	Center Street Oil		Region III	PA		OPA	Removal Assessment						

Site Activity Summary: Summarizes EPAOSC web site usage activity by Region.

Type	Region I	Region II	Region III	Region IV	Region V	Region VI	Region VII	Region VIII	Region IX	Region X	NDT	RERT	ERT	HQ	TOTALS
Total Websites	0	0	6	0	0	0	0	0	0	0	0	0	0	0	6
Field Activity Websites	0	0	6	0	0	0	0	0	0	0	0	0	0	0	6
Non Field Activity Websites	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total POL/SitReps	0	0	5	0	0	0	0	0	0	0	0	0	0	0	5
Total Bulletins	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Images	0	0	44	0	0	0	0	0	0	0	0	0	0	0	44
Total Documents	0	0	16	0	0	0	0	0	0	0	0	0	0	0	16
Total ERR Measures	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Users	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Emergency Response and Removal (ERR) Outcome Measures:

	Last Updated	Site Name	Region	City	State	ERR Outcome Measure	Contaminant of Concern	Complete
View	8/31/2009	Belle Air Lake Oil Spill	Region III	Montrose	PA	Acreage Protective for People	Home Heating Oil #2 w/red dye	No
View	6/29/2009	Strube, Inc.	Region III	Marietta, Columbia, Mt Joy, Maytown	PA	Human Exposure Avoided	mercury, radium-226	No
View	6/12/2009	Lutherville Mercury	Region III	Lutherville	MD	Acreage Protective for People	Mercury	Yes

Google Earth KML:

Generate a file that can be viewed in Google Earth of the site Activity Report data. This allows the user to “fly” from site to site, seeing all of the sites on the map.

RSS Feeds:

Contains recent epaosc website activity including new epaosc websites and updated websites. Using your browser or RSS Feed readers, these links automatically update as EPAOSC sites are edited and content is added. RSS feeds are very useful for personnel in the REOCs to monitor activity across all sites or for a specific site.



Create a Web Site

After successfully logging in, you can create a new site. You will need some basic site information (i.e. an abstract) and an electronic image (.jpg or .gif) that will be used on the main profile page of your published site.

Create a New Site

1. Go to www.epaosc.org and login (see instructions above)
2. You will be brought to the Home Page.
3. Click on Create a New Site button on the Home Page (above recent updates)
4. Fill in the site information form (*denotes required field)

Select a Region to see a list of Web Sites or [List All Web Sites](#)

[Create a New Site](#)

Name	City	State	Updated
Sylvania Mystery Oil Spill	Sylvania	OH	10/5/2009
Twin Falls Mercury	Twin Falls	ID	10/5/2009
Pavement Technology Oil Spill	Westlake	OH	10/5/2009
Susan's Test	Edison	NJ	10/5/2009
Michelin Power House Site	Milltown	NJ	10/5/2009

[More Websites](#)

You will need the following minimum information to complete the Site Information form:

5. Site Name
6. Site Category
7. Site Address, City, State, Zip
8. Region Number



****NEW FEATURE****

By entering the City, State and Zip Code, you can go to the address provided (via Google) and get the Latitude and Longitude. **NOTE: Latitude and Longitude are set to decimal degrees.**

If your site is not at the exact address you provided or has no address, you can click on the balloon and drag it to the specific site location. The coordinates will update automatically.

Your Website Profile requires the following information

- Security Level (Private/Public/Exclusive) - only users logged in with a valid EPA login will be able to view (only) Private sites

Public - Public content is available to anyone that can access the website.

Private (Default):
- Access to Private content requires a login restricted to EPA personnel or those accounts that are granted private access.

Exclusive:
- Access to Exclusive content requires a login by the site owner or those accounts that the site owner grants Exclusive access.

- Website Status (Active/Archived) - whether a site is active or not
- Access - By selecting the ACCESS option, the Website's visibility will be further limited by Region. For example, if the site is created by an EPA Region 2 OSC and the box is checked in the Access section, ONLY EPA employees LOGGED IN AND registered in Region 2 will be able to view the site.
- Website Status – Is the site Active or Inactive
- Website Name - the name with which you can browse directly to your website by using <http://www.epaosc.org/websiteName>
- WebSite Owner - your first and last name that will be displayed with your website. **If creating a website for another OSC, you do not have to login as**



him/her. Just enter his/her first and last name. You and him/her will have full rights to view and modify the site content.

- Email - your official EPA email address (by default) and indicates who has full administrative rights to your site. **If creating a website for another OSC, you do not have to login as him/her. Just enter his/her email address. You and him/her will have full rights to view and modify the site content.**
- Cover Image - optional
- Site Abstract - a short description (can either be typed in or cut and pasted from a file). The abstract should contain relatively static background and activity information on the site. Use the Bulletin section for announcements and updates such as Public Meetings, etc.

****NEW FEATURE:****

- Features – There are two (2) Pol/SitRep formats. The new Pol/Sitrep format, which is checked by default, follows guidance issued by OEM. This format conforms to reporting criteria under ICS and to align with the NRP/NIMS. If necessary, you may switch to the legacy PolRep format by checking the box and unchecking Pol/SitRep box in your site profile.

Click the Submit button and your Site Profile is immediately created and displayed. You can now navigate throughout your web site and edit your profile, and add additional information i.e. images, documents, and POLREPs.



Navigating Through Your Site

Editing your Site Profile

Once you've completed and submitted your website information, your Site Profile is available. At this screen, you can Edit Site Info, view the RSS Feed, Site Map, Area Map, bookmark your site as a favorite in your browser, and add ERR Measures and Delete the Site if needed.



EPAOSC Support
Edison, NJ - EPA ERT

Site Contact:
Susan Grasso
grasso.susan@epa.gov
Edison, NJ 08837
www.epaosc.org/epaoscsupport
Latitude: 40.4969942
Longitude: -74.3470170

[Edit Site Info](#) [ERR Measures](#)
[KML](#) | [RSS](#) | [site map](#) | [area map](#) | [bookmark](#)

[Delete Site](#)

Bulletin
None for this site.
Images
None for this site.
Documents
None for this site.
Pol/SitReps
None for this site.
Contacts
grasso.susan@epa.gov
List All...
Links
None for this site.

****NEW FEATURE****

ERR Measures

If you need to submit information to OEM that is necessary to calculate the ERR Outcome Measures, you can do that via your website. There are currently two types of Outcome Measures. For more information on this topic, please refer to the Handbook link located on the input screen.



ERR Outcome Measure	Contaminant of Concern	Pathway(s)	Complete
Acreage Protective for People			
Human Exposure Avoided per \$1 Million Extramural Resources Expended			

Acreage Protective For People Site Data		ERR Outcome Measures Handbook	
Site Name	<input type="text" value="EPAOSC Support"/>	Security Level:	<input type="text" value="Private"/>
Site ID:	<input type="text"/>		
Address:	<input type="text"/>		
City:	<input type="text" value="Edison"/>	State:	<input type="text" value="New Jersey"/>
		Zip:	<input type="text" value="08837"/>
Latitude:	<input type="text" value="40.4989942"/>	Longitude:	<input type="text" value="-74.347017"/>
Step 1: Contaminant(s) of Concern			

Human Exposure Avoided Per \$1 Million Extramural Resources Expended Site Data		ERR Outcome Measures Handbook	
Site Name	<input type="text" value="EPAOSC Support"/>	Security Level:	<input type="text" value="Private"/>
Site ID:	<input type="text"/>		
Address:	<input type="text"/>		
City:	<input type="text" value="Edison"/>	State:	<input type="text" value="New Jersey"/>
		Zip:	<input type="text" value="08837"/>
Latitude:	<input type="text" value="40.4989942"/>	Longitude:	<input type="text" value="-74.347017"/>
Step 1: Contaminant(s) of Concern			

RSS Feed

RSS feeds allow you to provide automatic notification when you add content to your site. To view the updates, users can use their browser's live bookmark features or a special RSS.

Site Map

Displays a map of the exact latitude and longitude from the Profile page. If there is no latitude and longitude, it will try to use the full street address.

Area Map

Uses the City and State from the Profile to display a map at the city center.

Bookmark

This will bookmark your website as a favorite in your browser.





Adding Bulletins

The Bulletin section is designed to present content that is concise and probably time-critical. An example might be the announcement of details concerning a Public Meeting, or information about an important site event like a perimeter warning system drill. Information published here can be seen immediately as opposed to being contained in a file available for download and offline viewing. Bulletins can be marked **Public** or **Private**.

****NEW FEATURES****

You can now add **Categories** to your Bulletins, Documents, and Images. Categories are organized like folders allowing the user more flexibility and easier data retrieval.

EPAOSC.org now comes with Microsoft Word standard toolbars for copying and pasting Word Docs, plain text, html, as well as traditional formatting, spellcheck, etc.



Uploading Images

Images can be uploaded to your site. Up to 10 photos can be uploaded at one time, making it more convenient and less time consuming.

Once the photos are uploaded, specific information about the photos (i.e. description, date taken, etc.) can be entered, as well as **Category** information (required) by clicking on New and typing in a new category. Tags or Keywords can also be added.

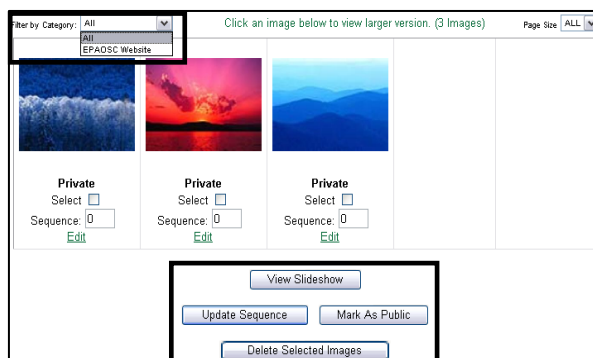
Geo-Coding

You can add coordinates to any image you upload using our geo-coding feature. Simply click the "Find Coordinates" link. By default, the image is assigned the coordinates of the site. Simply drag the balloon to where the picture was taken to add updated coordinates.



If the image was captured by a device with an embedded GPS device (i.e, iPhone), EPAOSC.org detects the coordinates automatically.

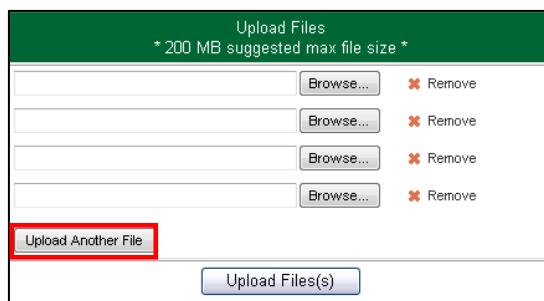
Once the images are uploaded, they can be viewed as a slideshow, resequenced, deleted or Filtered by Category.



Note: when running the slide-show, you can use your keyboard arrow keys or simply click the photo to move through the list. Or... *hint... hint...*there is a hidden “next” button if you hover over the right side of the photo.

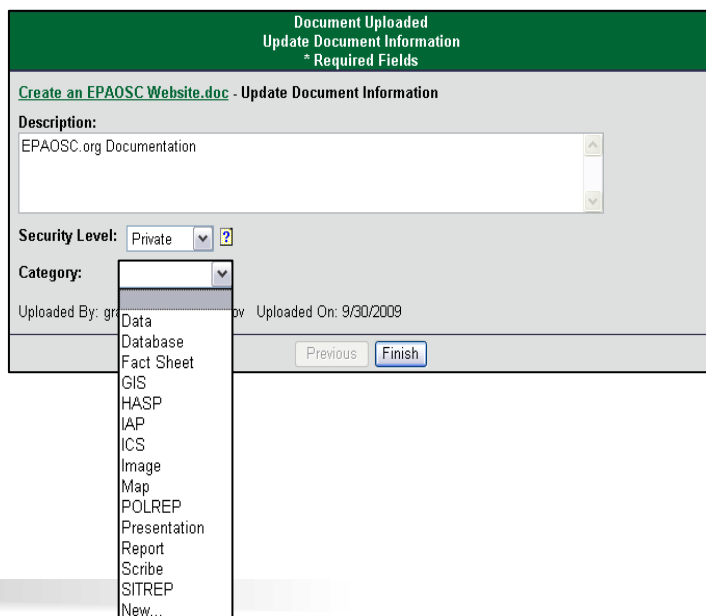
Adding Documents

Documents can be uploaded to your site. Up to 10 documents can be uploaded at one time, making it more convenient and less time consuming.



Once the documents are uploaded, specific information about the documents (i.e. Security Level and description) can be entered, as well as **Category** information (required).

Documents can be categorized by type (i.e. reports, data, presentations, etc.) or you can add your own Category type by clicking the **New** button and typing in the new category. If you edit a document, EPAOSC.org will display who uploaded and when.








Creating POL/SitReps

When a new website is created, EPAOSC.org automatically defaults to the POL/SitRep format (see Guidance for Preparing POLREPS/SitReps). This can be changed back to the Legacy POLREP format or it can be in addition to the POLREP format (see editing your Profile). Sites that were created using the legacy format will remain that way unless the site owner makes that change.

Create New POLREP/SITREP	
Report #	1 Guidance for preparing POLREPs/SITREPs
For:	<input checked="" type="radio"/> Emergency Response / Removal <input type="radio"/> Incident of National Significance / ESF
Attributes:	<input type="checkbox"/> Initial Report <input type="checkbox"/> Final Report
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

You can navigate through the Sitrep by double-clicking the section on the left-hand side or by filling out the form and clicking **Next**, **Preview** or **Done**.

SITREP
Site Info
Introduction
Background
Current Activities
Operations
Planning
Logistics
Finance
Safety Officer
Liaison Officer
Information Officer
Participating Entities
Unified Command
Cooperating Agencies
Personnel On Site
Definition of Terms
Additional Sources of Information
Additional Information
Reporting Schedule
Situational Reference Materials

SITREP Details	
Report Number	1
Report Date	9/29/2009
Reporting Period	
Report Subject/Headline	EPAOSC POLREP/SitRep - Initial and Final Progress or Special
From:	EPAOSC
Attached Images:	  
Site Info	
Site Number	1234
D.O. Number	
Response Authority	CERCLA
Response Lead	EPA
NPL Status	NPL
Mobilization Date	
Demob Date	
CERCLIS ID	
ERNS No.	
Contract Number	123-45-6789
Action Memo Date	
Response Type	Exercise
Incident Category	Removal Assessment
Operable Unit	
Start Date	
Completion Date	
RCRIS ID	
State Notification	
OPA Info	
FPN#	
Reimbursable Account #	

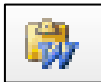
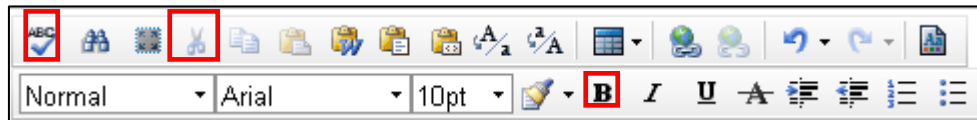
Text can be typed directly into the Sitrep or it can be copied and pasted from Word, plain text, html. Traditional Word formatting (bold, bullets) is available by clicking on the standard Microsoft Word toolbar icon.

NOTE: Please be aware that copying and pasting highly formatted documents into the different sections of the website (Profile Page, Bulletins, POLREPs/Sitreps) dramatically increases the potential for formatting issues in your Pol/SitRep. Please do so only when necessary.

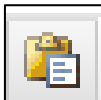


****NEW FEATURES****

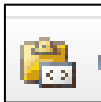
EPAOSC.org has added a Rich Text Editor similar to those found in commercial word processing applications. You can Spell Check, bold, cut & paste, underline, undo, bold, italics, etc.



Paste in Word format



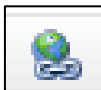
Paste plain text



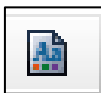
Paste as html



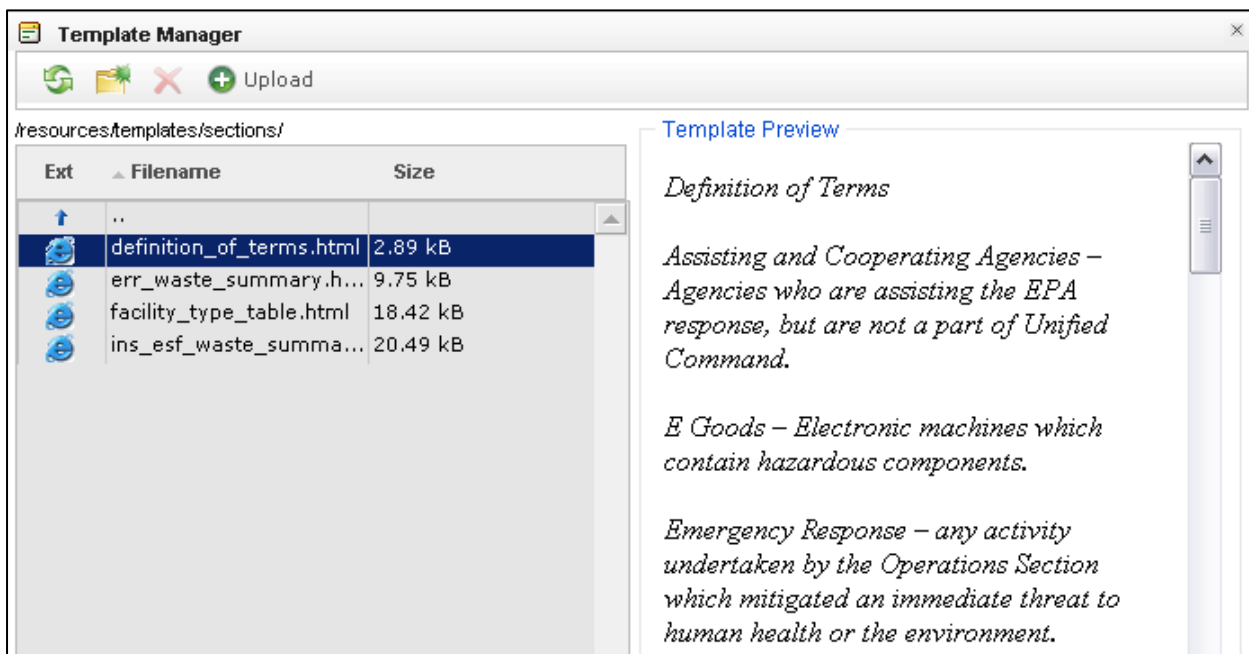
Insert a table in your Polrep/Sitrep. To insert a table, define the number of rows and columns of your table. When the table is inserted, drag the corners of your table to increase the cell width and height.



Add a hyperlink

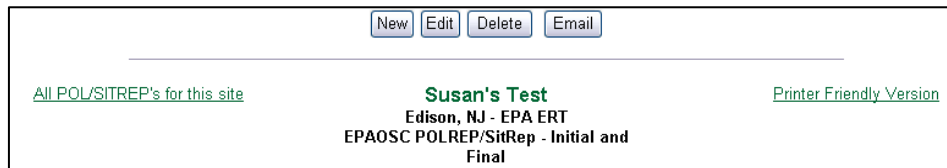


The Sitrep generator has a new feature: The **Template Manager**. Templates (e.g. Definition of Terms) can be uploaded to the Template Manager for future use. This new feature gives the site owner the ability to add standard text without having to retype or cut and paste from other documents. The Template Text, once inserted, can also be edited.



If you are interested in this feature and have template(s) that you would like uploaded to the Template Manager, please email ertsupport@epa.gov with your request.

Once your Sitrep is completed, click the **Done** button. You are now ready to create another, Edit, Delete, Email the SITREP, view all POL/Sitreps for this site or get a Printer Friendly Version.



Creating a Legacy POLREP

When a new website is created, EPAOSC.org automatically defaults to the POL/SitRep format. This can be changed back to the Legacy POLREP format, or it can be in addition to the POLREP/SitRep format (see editing your Profile). Sites that were created using the legacy format will remain that way unless the site owner makes that change.

The Legacy POLREP information is quite different from the POLREP/Sitrep format; however, the generator has some of the same functionality. For example, text can be typed directly into the POLREP or copied and pasted from a Word doc, plain text or html and it includes Spell Checker.



NOTE: Please be aware that copying and pasting dramatically increases the potential for formatting issues in your PolRep. Please do so only when necessary.

Once your POLREP is completed, click the **Done** button. You are now ready to create another, Edit, Delete, Email the POLREP, view all the POLREPS for this site, or get a Printer Friendly version.

Emailing your POLREP/Sitrep

When getting ready to email your POLREP/Sitrep, there are several options for selecting who you want the POLREP/Sitrep to go to. First is a list of the Contacts you have entered for the site. Second, you can click on the Contact Manager and the list of regional contacts are available for you to select and they will be added to your site specific Contact list.

There are two options for emailing your POLREP/Sitrep: Address To or Email To. Address To option will put the name of the contact directly into the POLREP. Anyone receiving the POLREP will see who it was addressed to. The Email To option will only send the recipient a copy (similar to a bcc). Their name will not appear on the POLREP/Sitrep distribution. To add Contacts for POLREP/Sitrep distribution, **See also Contacts and Contact Manager**

EPAOSC Test Site

To eMail POLREP #1, review the distribution list below and click the eMail POL/SITREP button.

Name	Site Role	Organization	Email	Address To	Email To	?
Grasso, Susan		ERT	grasso.susan@epa.gov	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
Support, ERT	Website Admin		ertsupport@epa.gov	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit
Grasso, Susan	Owner	ERT	bunch9117@aol.com	<input type="checkbox"/>	<input type="checkbox"/>	Edit

Email POL/SITREP **Cancel**

Compose

From: grasso.susan@epa.gov
To: bryant.melissa@epa.gov
CC:
BCC:
Subject: Pollution Report # (Initial)1 Susan's Test - EPAOSC POLREP/SitRep - Initial and Final

Attached is a Pollution Report (POLREP) regarding:

USEPA ERT
Susan's Test
Edison, NJ

To view this POLREP, please open the attachment.
Lotus Notes Users, please Launch the attachment.

For additional information regarding this site,
please visit the website by clicking on this link:
<http://www.epaosc.org/susantest>

Attachments: [1234_polrep_1.htm](#)

POLREP # 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐
POLREP # 1 ☒

Attach

Send **Cancel**



Contacts and the Contact Manager

In order to grant privileges to individual users, the Website creator/owner must first add the user(s) as a Contact under the Contacts section of the website. Privileges include the ability to **View** Private and Exclusive content as well as **Modify** rights to the Website. Using a combination of Website Security Levels and Contact Privileges, OSCs have many options for security on their site. For example, an OSC can create a website with a Private Security Level and grant Contacts outside EPA, "rights" to view the private site or content. In addition, an OSC can grant a Contact "Modify Site Content" privileges, and that Contact will have the same level of access as the Site Owner. Often this is done when an OSC requests a START contractor assist with maintaining the information on a Website.

Contact Login Privileges

View Private Site Contact –If granted, the contact will be able LOGIN to that PRIVATE Website and view PRIVATE content on that Website.

View Exclusive Site Contact - If granted, the contact will be able to LOGIN to that PRIVATE or EXCLUSIVE Website and view PRIVATE and EXCLUSIVE content on that Website.

Modify Site Content – If granted, the contact will be able to LOGIN to that PRIVATE or EXCLUSIVE Website. They can view all PRIVATE and EXCLUSIVE content and will be able to make modifications to the website just like the owner.

Add New Contact * Required Fields	
Contact Manager	
Contact Login Privileges ?	
<input type="checkbox"/> View Private Site Content	<input type="checkbox"/> View Exclusive Site Content <input type="checkbox"/> Modify Site Content
Contact Attributes	
Security Level: Private *	<input type="checkbox"/> POLREP Addressee ? <input type="checkbox"/> POLREP Email Distribution ?
Contact Information	
First Name: <input type="text"/> *	Last Name: <input type="text"/> *
Email Address: <input type="text"/> *	
Site Role: *	
Organization: <input type="text"/> *	
Address Line 1: <input type="text"/>	
Address Line 2: <input type="text"/>	
City: <input type="text"/>	
State: 	Zip: <input type="text"/>
Phone: <input type="text"/>	Fax: <input type="text"/>
Add Contact	

Contact Attributes

Independent of Privileges assigned to the Contact (user), the Contact information has a Security Level which determines the visibility of the Contact's information in the Contacts Section of the Website. For example, a Contact added with a Security Level of Private will not be listed under the Contacts section of a Public Website. However, that Contact can have full privileges to the Website. Security Levels for a Contact only determines their visibility in the contact list. Privileges to the Website are assigned independently of their Security Level.



Public – A Contact that is marked Public will be visible in the Contacts Section if the Website is Public.

If the Website is Private and the Contact is Public, they will only be visible to anyone LOGGED in with an @epa.gov e-mail address and Contacts LOGGED in with “View Private Site Content” Privileges

Private – The default setting for all new Contacts. A Contact that is marked PRIVATE will be visible in the Contacts Section to the following people:

...Anyone LOGGED IN with an @epa.gov e-mail address.

...Anyone LOGGED IN and given privileges to view PRIVATE site content.

Exclusive – A Contact that is marked Exclusive will be visible in the Contacts Section only to users LOGGED IN and granted “View Exclusive Site Content” privileges. The same Security Level rules applies to all Website content including individual documents, images, POLREPS, etc.

Add New Contact * Required Fields	
Contact Manager	
Contact Login Privileges ?	
<input type="checkbox"/> View Private Site Content	<input type="checkbox"/> View Exclusive Site Content <input type="checkbox"/> Modify Site Content
Contact Attributes	
Security Level: Private *	<input type="checkbox"/> POLREP Addressee ? <input type="checkbox"/> POLREP Email Distribution ?
Contact Information	
First Name: <input type="text"/> *	Last Name: <input type="text"/> *
Email Address: <input type="text"/> *	
Site Role: *	
Organization: <input type="text"/> *	
Address Line 1: <input type="text"/>	
Address Line 2: <input type="text"/>	
City: <input type="text"/>	
State: 	Zip: <input type="text"/>
Phone: <input type="text"/>	Fax: <input type="text"/>

POLREP Addressee or POLREP Email Distribution

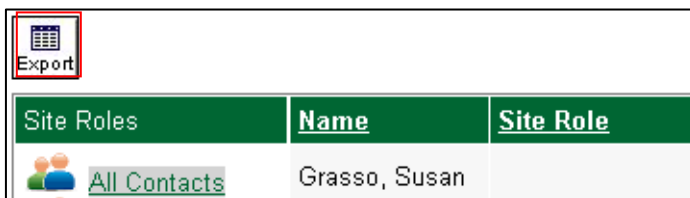
If you want the POLREP to be **addressed** to a contact(s), select the POLREP Address box. If you only want the POLREP to be **emailed** to someone, select the POLREP Email Distribution box.

Contact Attributes	
Security Level: Private *	<input type="checkbox"/> POLREP Addressee ? <input type="checkbox"/> POLREP Email Distribution ?



Exporting Contacts

Contacts can be exported to a .csv file and opened up in any spreadsheet program.



Contact Manager

The Contact Manager is a Regionally specific list of contacts managed and maintained by an individual designated in each Region. Please see your Regional Admin for additional information.

Links

Links

Links are used when you need to link to additional information housed on other websites. For example, links to additional software.

Add a Link * Required Fields	
Link Description: Google Earth combines the power of Google Search with satellite imagery, maps, terrain and 3D buildings to put the world's geographic information at your fingertips.	
URL	<input type="text" value="http://earth.google.com"/>
Security Level	<input type="text" value="Private"/> ?
Category	<input type="text" value="References"/>
<input type="button" value="Add Link"/>	

Sorting, Filtering, Page Size

Sorting

You can sort the list of websites by Name, City, State, etc. by simply click on the column you want sorted. Columns can be sorted ascending or descending.

Name ~ click column to sort~	City	State	Contact	Updated	Field Activity	Security	Response Type	Response Authority	Incident Category
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Filtering

You can filter the list of websites by State, Contact, Response Type, etc. Click on how you want the websites to be filtered.

Filter For:	State	Contact	Response Type...	Response Authority...	Incident Category...	All Active Sites	Clear Filter
	AK	EPAOSC EPAOSC	Emergency				
	CA	ERT Software Support	Time-Critical				
	CO	ERT Support					
	DC	ERTSupport@epa.gov					

To clear the filter and return to the full list of website, click Clear Filter.

Page Size

By default, epaosc.org displays 25 websites at one time and displays the number of websites in that Region.

Page Size 25 97 websites

You can limit or expand the number of websites you see at one time. Click on Page Size and select the number of websites you want to view.

Page Size 25 97 websites

- ALL Records
- 5
- 10
- 15
- 20
- 25
- 30
- 40
- 50