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**Emergency Management Portal**

**Equipment Module Version 6.0 User Manual**

**Version 1.0**

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## **1.0 INTRODUCTION**

### **1.1 Introduction**

The U.S. Environmental Protection Agency (EPA) Office of Emergency Management (OEM) coordinates with EPA partners, federal agencies, state and local response agencies, and industries to prevent accidents and maintain superior response capabilities.

The OEM's current infrastructure for responding to emergencies is composed of multiple, disparate systems, some of which rely on tedious procedures for synchronization and information sharing. To improve emergency response capabilities, the OEM has been tasked to develop a new system, called the Emergency Management Portal (EMP), which would facilitate OEM to present information from diverse sources within the organization in a unified manner. The EMP will provide a single access point to the various Web applications that facilitate the high degree of coordination involved in responding to emergencies.

The Equipment Module is a centralized Equipment Management and Tracking system within the EMP which provides a consistent nationwide approach for the Regions to work effectively and efficiently when maintaining, tracking and reporting equipment information.

This system facilitates the search and retrieval of Equipment and Parts & Supplies inventory information, including availability and condition, in any Regional Warehouse. It provides users with detailed information on any particular item of Equipment and Part/Supply in the inventory, service history on any Equipment item, tracking information on any Equipment, and Equipment and Parts & Supplies in their custody. Equipment Photographs, Owners Manuals, Standard Operating Procedures (SOP), and Equipment Guides are some of the types of documents available in the system to review general information on any type of Equipment. These documents can be captured and maintained in the system.

In addition the system offers features for Warehouse Managers to maintain inventory information on Equipment and Parts & Supplies in Regional Warehouses under their responsibility, track Equipment and Parts & Supplies which are routinely checked out from their warehouse, capture service information on Equipment, transfer Equipment and Parts & Supplies to other Warehouses, receive Equipment and Parts & Supplies from other warehouses, maintain Warehouse and associated Personnel information, and maintain information on Vendors/Companies.

The system also provides the feature to use the Equipment module as a standalone application on a Desktop/Laptop where an Internet connection is not available.



## **2.0 CONCEPTS**

### **2.1 Concepts**

This section explains concepts on terminology used in this Online Help. Links to concepts are provided in the Online Help Topics where the first instance of a key term/concept is used.

### **2.2 Nomenclature**

Emergency Response personnel in EPA use a variety of equipment and parts to respond to emergencies. The pieces of equipment and parts maintained by various EPA regions are named differently in different regions making it difficult to communicate and share equipment across regions. The Special Teams group (ERT/NDT Cincinnati) formed a Nomenclature Committee that developed a standard taxonomy for classifying equipment and parts and supplies used by EPA. The Nomenclature consists of the following four levels of classification:

1. Level 1 or Purpose – The purpose for which a piece of equipment is used (e.g., Detection)
2. Level 2 or Category – The category of a piece of equipment (e.g., Chemical)
3. Level 3 or Type – The type of equipment (e.g., Calibration)
4. Level 4 or Characteristic – The characteristics of the equipment (e.g., Regulator)

All pieces of equipment are required to be classified according to Equipment Nomenclature while parts and supplies need not necessarily be classified. The four levels of nomenclature are described in detail below

### **2.3 Purpose**

This is the first/top level of Nomenclature which classifies a piece of equipment or parts and supplies based on the purpose for which it is used such as Analytical, Communication, Decontamination, Detection, Diving, Sampling, and Transportation.

### **2.4 Category**

This is the second level of Nomenclature which represents categories under which Equipment and/or Parts & Supplies are classified. Every top level classification can have one or more categories. For example, for the top level classification of Detection, the categories defined are Meteorological, Chemical, Radiological, etc.

### **2.5 Type**

This is the third level of Nomenclature which represents types under which Equipment and/or Parts & Supplies are classified. For every Purpose and Category there can be one or more types. For example, (Purpose) Health & Safety, and (Category) Fire Safety, the types can be Fire Blanket, Fire Extinguisher, etc. Level 3, Type, is an optional classification level, hence some of the nomenclatures may not have this level defined.

### **2.6 Characteristics**

This is the 4th level of Nomenclature which represents characteristics with which Equipment and/or Parts & Supplies are classified. For every Purpose, Category, and Type there can be one or more Characteristics. For example, (for Purpose) Communications, (Category) Radio, and (Type) Accessory, Characteristics can be Amplifier, Charger, Headset, Microphone, etc.

### **2.7 Equipment Model**

A Model is a particular version applicable to manufactured Equipment. Models represent Equipment of the same kind providing their general information such as Name/Number, Description, and manufacturer, Principal of Operation, Size/Dimension, Capacity, Concentration, Source of Power, Hours of Operation and Shelf Life. These models are classified by four levels of Nomenclature. For example, 'UV DOAS AR 500S' is a model of multi-gas monitoring instruments, which is classified under the Purpose: Detection, Category: Chemical, Type: Multi-gas monitor, and the Characteristics: Instrument.

## **2.8 Equipment**

Equipment is an apparatus, device, machine or instrument used for analyses, communication, detection, diving, sample collection, transportation, etc.. Examples: Flow Controller, Water Purifying Unit, Thermocouple, Photometer, Projector, Escape Breathing Device, Automobile Battery Charger, Box Truck, and Cargo Van.

Every piece of Equipment is classified by four levels of Nomenclature via its Model and is identified by the Serial Number and/or Barcode Number assigned to it. It can also have other information such as EPA property number, usage, manufacturer's name, purchase date and cost, manufactured date, receipt date, retirement date, ownership, latest calibration and repair dates, latest status and condition, and its home Warehouse.

## **2.9 Equipment Kit**

These are containers (for example, a box or case) comprising Equipment, Parts/Supplies/Expendables, and/or other equipment Kits for specific field use and considered as one Equipment item.

Examples:

- (i) Astro XTS Vehicular Adapter (XTVA) kit: Contains Mounting Bracket for XTVA, Mini UHF Cable kit, Microphone Hand Held Control Head, Audio PA Speaker w/Cable, Power Amp VHF RFPA (136-174MHz) 35W.
- (ii) Radiation Response Kit: Contains Alpha Probe, Beta/Gamma Probe, GM A/B/Gamma Probe, Alpha/Beta Probe, Gamma Probe, Ion Chamber Probe.
- (iii) BTR Tier 2 Kit: Contains Tva-1000 Photo/Flame Ionizer, Drager CMS, Pump, Detector Tube Drager
- (iv) Single Gas Monitor Kit: Contains ToxiRAE-H<sub>2</sub>S, MSTOX 8600 COC12M, ToxiRAE-Cl<sub>2</sub>, ToxiRAE-NO<sub>2</sub>, ToxiRAE-HCN.

## **2.10 Recommended Equipment**

These are types of Equipment (Equipment Models) recommended to be used along with a particular Equipment (Model) for its effective operation and use in the field during emergency response activities. For example, Equipment items recommended for a Rapid Deployment Kit are Multi-gas Monitor, Amplifier, Repeater, Antenna, Band Pass Filter, Modem, and Laptop Computer.

## **2.11 Parts & Supplies**

Virtual list of Parts/Supplies/Expendables/Accessories which represents inventoried items in Regional Warehouses such as Halogen Bulb, Air Filter, Oil, Battery Pack, Gloves, etc. Parts & Supplies can be classified by four levels of Nomenclature. For example Oxygen Calibration Gas can be classified under the Purpose: Detection, Category: Chemical, Type: Calibration, and the Characteristics: Gas.

## **2.12 Parts & Supplies Types**

These are categories under which Parts & Supplies are grouped, which are not classified by the Nomenclature. Examples: Adapter, Battery, Cartridge, Detector Tubes, Filter, Gloves, Miscellaneous Supplies, Respiratory Protection, Sensors, Test Kits.

## **2.13 Recommended Parts & Supplies**

These are the Parts/Supplies/Accessories that are recommended to be used with a particular Equipment (Model) for its effective operation and use in the field during emergency response activities. For example, Parts and Supplies recommended for a Multi-gas Monitor are: Battery Adapter, Calibration Adapter, Inlet Probe, H<sub>2</sub>S Sensor, CO Sensor, O<sub>2</sub> Sensor, LEL Sensor, Shoulder Strap, and PID Lamp.

## **2.14 On-Scene Coordinator (OSC) Assigned Equipment**

These are pieces of Equipment assigned to an On-Scene Coordinator (OSC), required/reserved for response activities coordinated by that particular OSC, thereby preventing them from being checked-out by others or transferred to other Warehouse.

## **2.15 Transfer**

Process of transferring Equipment and/or Parts & Supplies temporarily or permanently from one Warehouse to another Warehouse in small quantities or in bulk.

## **2.16 Scheduled Maintenance**

Scheduled maintenance is the periodically prescribed inspection and/or servicing of equipment accomplished on a calendar, mileage, or hours of operation basis. This care and servicing by personnel maintains Equipment in satisfactory operating condition and prevents them from random failures or developing major defects.

## **2.17 Unscheduled Maintenance**

Unscheduled maintenance is the ad hoc maintenance or repair of equipment involving disassembly, cleaning, or replacement of components, which is not included in a Maintenance Schedule and which is performed to correct an unanticipated malfunction or failure of the equipment.

## **2.18 Maintenance Logs**

Information about maintenance activities performed on a specific piece of Equipment during scheduled and/or ad hoc maintenance.

## **2.19 Warehouse Types**

These are types of Warehouses such as Emergency Response and Non - Emergency Response. Warehouses defined as Emergency Response store Equipment used for Emergency Response Activities. Warehouses of type Non - Emergency Response store Equipment used for Non - Emergency Response Activities.





## 3.0 WAREHOUSE MANAGER

### 3.1 Equipment


#### 3.1.1 Equipment Search - Warehouse Manager

1. Upon logging into the Equipment Module of the Emergency Management Portal Warehouse Managers are presented with the [Equipment Search](#) page by default.
2. The **Equipment Search** page is also displayed when Warehouse Managers select **Equipment Search** from the **Equipment** tab.

3. Select a Region from the **Region** drop-down list.
4. Select a Warehouse Type from the **Warehouse Type** drop-down list.
5. Select a Warehouse from the **Warehouse** drop-down list.

Note: Selections from these drop-down lists are mandatory to perform an Equipment Search.

6. To narrow your search, enter the following optional **Equipment Information**:
  - **Equipment Barcode Number**: Unique bar code that identifies the equipment. Manually enter the barcode number or part thereof in this field.
  - **Equipment Status**: The current status of the equipment. Select an option from the list; more than one option maybe selected. (Multiple statuses can be selected by pressing the **CTRL** on your keyboard while making selections.) Two statuses **Available** and **Available in Kit** are selected by default.
  - **EPA Property Number**: EPA property number for the equipment. Manually enter information an EPA Property Number or part thereof in this field.
  - **Serial Number**: The serial number assigned to the Equipment. Manually enter a Serial Number of part thereof in this field.
  - **Manufacturer**: Manufacturer of the equipment.
    - a. To populate this field the user must click the **Pick** link to the right of the text field.
    - b. An **Organization Search** pop-up window displays.
    - c. Enter at least one character of the Manufacturer/Organization's name.
    - d. A list of manufacturers/organizations displays.
    - e. Select a manufacturer/organization by clicking the **Pick** link to the left of the organization name.

- f. The manufacturer/organization name populates the **Manufacturer** field in the **Equipment Search** page.
    - g. Click **Clear** to clear all information from this field.
  - **Equipment Ownership**: Identifies the owner of the equipment. Select an option from the drop-down list.
  - **Received between**: Provides a range of dates the equipment was received by the Warehouse.
    - a. To populate these fields click the calendar icons  to the right of the fields.
    - b. A **Calendar** pop-up window displays.
    - c. Select a date from the **Calendar** pop-up window.
    - d. The date selected populates the date field.
  - **OSC Assigned**: Indicator that signifies the Equipment is assigned to an On-Scene Coordinator.
7. To narrow your search, enter the following optional **Equipment Model Information**:
  - **Model Name/Number**: The Model Name/Number that identifies a particular equipment model. Manually enter a Model Name/Number or part thereof in this field.
  - **Model Manufacturer**: Equipment Model manufacturer.
    - a. To populate this field the user must click the **Pick** link to right of the text field.
    - b. An **Organization Search** pop-up window displays
    - c. Enter at least one character of the Manufacturer/Organization's name.
    - d. A list of manufacturers/organizations displays.
    - e. Select a manufacturer/organization by clicking the **Pick** link to the left of the organization name.
    - f. The manufacturer/organization name populates the **Model Manufacturer** field in the **Equipment Search** page.
    - g. Click **Clear** to clear all information from this field.
  - **Special Handling**: Instructions for the special handling of particular Equipment. Select an option from the drop-down list.
  - **Keyword (classification)**: Any word (or part of a word) or words that are used in the classification of a particular Equipment Model. Manually enter information in this field.
8. Click **Search**.
9. The **Equipment Search Results** page displays a list of all Equipment that meets the search criteria.

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U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Search Results >

Region: Special Teams War

New Search Add to Field CheckOut Cart Add to Transfer Cart Add to Service CheckOut Cart

Equipment Search Results: "Status: Available" "Status: Available in Kit" "Warehouse Type: ER"

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

440 items found, displaying 1 to 40.

	Model Name/Number	BarCode	Serial Number	Model Manufacturer	Eq. Manufacturer	Owner	Calibration Date	Repair Date	Receipt Date	Maintenance	Kit
<input type="checkbox"/>	20878 Mercury Decontamination Kit	ERT-429-0	4555	Lab Safety Supply	Lab Safety Supply, Inc.	EPA				<a href="#">View Schedule</a> <a href="#">Special Handling</a>	Complete Kit
<input type="checkbox"/>	41002	31441							05-13-2009	<a href="#">View Schedule</a> <a href="#">Special Handling</a>	Incomplete Kit
<input type="checkbox"/>	5th Wheel Truck (no model number)	4321	9766						05-13-2009	<a href="#">View Schedule</a> <a href="#">Special Handling</a>	
<input type="checkbox"/>	804723-01 Cylinder	ERT-225-0	OP 131899	Scott Health & Safety	Scott Health and Safety Products	EPA			09-01-2004	<a href="#">View Schedule</a> <a href="#">Special Handling</a>	kit compone
<input type="checkbox"/>	804723-01 Cylinder	ERT-226-0	OP 132001	Scott Health & Safety	Scott Health and Safety Products	EPA			09-01-2004	<a href="#">View Schedule</a> <a href="#">Special Handling</a>	kit compone

Export options: [CSV](#) [Excel](#) [PDF](#)

New Search Add to Field CheckOut Cart Add to Transfer Cart Add to Service CheckOut Cart

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10. From the Equipment Search Results page Warehouse Managers can:

- [Perform a New Equipment Search](#)
- [Add Equipment to the Field CheckOut Cart](#)
- [Add Equipment to the Transfer Cart](#)
- [Add Equipment to the Service CheckOut Cart](#)

### Perform a New Equipment Search

1. Click **New Search** in the **Equipment Search Results** page.
2. The user is returned to the **Equipment Search** page

### Add Equipment to the Field CheckOut Cart

Equipment must have a status of Available to be added to the Field CheckOut Cart.

1. Select one or more Equipment from the **Search Results** page to add to the Field CheckOut Cart.
2. Click **Add to Field CheckOut Cart**.
3. The **Check Out** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Check Out >](#)

Equipment Parts and Supplies

Search by Equipment Barcode Number:

Enter Barcode Number:

Selected Equipment for Check out:

Model	Barcode	Status	Warehouse	Kit
<input checked="" type="checkbox"/> 20876 Mercury Decontamination Kit	ERT-429-0	Available	ERT-KY	Equipment Components : (Complete Kit) Parts and Supplies Components :

Name	Number	Type	Barcode	Qty.
Gloves		Clean Up Kit		2
Mercury Vapor Adsorbent Powder	52713	Clean Up Kit		1
Mercury Indicator	50905	Clean Up Kit		1
Hg Absorb Jar	20895	Clean Up Kit		4
Hg Absorb (500 g)	26395	Clean Up Kit		1
Safety Glasses		Clean Up Kit		1
Disposal Bags	35876	Clean Up Kit		2
Scoop		Clean Up Kit		1

Check Out information:

Site Activity Location: LaMars Coal Gas - LaMars Coal Gas [Pick Site Activity Location](#) [Create Site](#) \*

Borrower: Smith John [Pick Person](#) [Clear](#) \*

Check Out To: Smith John [Pick Person](#) [Clear](#) \*



Check Out Date: 05-27-2009  \*

Check Out Type: Field CheckOut  \*

Expected Return Date:

\* Indicates Req

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4. Enter the following information in the **Check Out Information** section:
  - **Site Activity Location:** Location of an Incident Activity where the Equipment will be used. Click the [Pick Site Activity Location](#) to pick a Site Activity Location from a list of existing locations, or click the [Create Site](#) to create a new Site Activity location.
  - **Borrower:** The person responsible for checking-out the Equipment from the Warehouse. Click the [Pick Person](#) link to search and select a person. Click [Clear](#) to clear all information from this field. (This field is mandatory)
  - **Check Out To:** The custodian of item, i.e. who physically takes possession of the item from the Warehouse. The custodian of the item can be different from the Borrower. Click the [Pick Person](#) link to search and select a person. Click [Clear](#) to clear all information from this field. (This field is mandatory)
  - **Check Out Date:** The date the Equipment was checked out. To populate this field, click the calendar icon  to the right of the field. Select a date from the **Calendar** pop-up window. (This field is mandatory)
  - **Check Out Type:** The purpose for which the Equipment is checked out, for example: Demo, Training, Field Check out, etc. Select an option from the **Check-Out Type** drop-down list. (This field is mandatory)
  - **Expected Return Date:** The date the Equipment is expected to be returned to the Warehouse. To choose a date, click the calendar icon  to the right of the field.
5. Select one or more Equipment and click **Check Out**.
6. The **Check Out** page displays with a message at the top of the page indicating the Check Out was successful.

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U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Check Out >](#)

**Check Out is Successful.**

Equipment List:

Model	Barcode	Status	Warehouse	Kit
20876 Mercury Decontamination Kit	ERT-429-0	Checked out	ERT-KY	

Equipment Components : (Complete Kit)

Model	Barcode	Serial Number
Nothing found to display.		

Parts and Supplies Components :

Name	Number	Type	Barcode
Gloves		Clean Up Kit	
Mercury Vapor Adsorbent Powder	52713	Clean Up Kit	
Mercury Indicator	50905	Clean Up Kit	
Hg Absorb Jar	20895	Clean Up Kit	
Hg Absorb (500 g)	26395	Clean Up Kit	
Safety Glasses		Clean Up Kit	
Disposal Bags	35876	Clean Up Kit	
Scoop		Clean Up Kit	

Parts And Supplies List:

Check Out Information:

Site Activity Location : LaMars Coal Gas  
Borrower : Smith, John  
Check Out To : Smith, John  
Check Out Date : 05-27-2009  
Check Out Type : Field CheckOut  
Expected Return Date :

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### Add Equipment to [Transfer Cart](#)

Equipment must have a status of Available to be added to the Transfer Cart.

1. Select one or more Equipment from the **Search Results** page to add to the Transfer Cart.
2. Click **Add to Transfer Cart**.
3. The **Transfer Equipment and Parts** page displays. See [Transfer Equipment & Parts](#) for more information on Transferring Equipment.

### Check Out Equipment for Service

Equipment must have a status of Available to be checked-out for maintenance.

1. Select one or more Equipment from the **Search Results** page to add to the CheckOut Cart.
2. Click **Add to Service CheckOut Cart**.
3. The **Service Check Out** page displays. See [Service Check Out](#) for more information on Checking Out Equipment for Service.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Service Check Out >](#)

Search by Equipment Barcode Number:

Enter Barcode Number :  [Search](#) [Equipment Search](#)

Selected Equipment for Service Check Out:

☐ Select All [Check Out](#)

	Model Name/Number	Warehouse	Barcode	Serial Number	Status	Kit
<input type="checkbox"/>	5th Wheel Truck (no model number)	ERT-KY	4321	9766	Available	<a href="#">Remove</a>

☐ Select All [Check Out](#)

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### View/Edit Equipment Information

1. Users can view the following Equipment Information from the **Equipment Search Results** page:

- **Model Name/Number:** Model Name/Number of the Equipment. Users can click the Model Name/Number, and the Equipment Model Information pop-up window displays. This pop-up window provides the Equipment Model Name/Number, Classification, Manufacturer, and Model Description.
  - **Bar Code:** Unique bar code that identifies the equipment. Users can click the Bar Code and the [Equipment Info](#) page displays.
  - **Serial Number:** The serial number assigned to the Equipment.
  - **Model Manufacturer:** Equipment Model manufacturer. Users can click the Model Manufacturer Name listed and the Model Manufacturer Information pop-up window displays.
  - **Equipment Manufacturer:** Equipment manufacturer. Users can click the Equipment Manufacturer Name listed and the Equipment Manufacturer Information pop-up window displays.
  - **Owner:** Owner of the Equipment.
  - **Calibration Date:** Date the Equipment was last calibrated.
  - **Repair Date:** Date the Equipment was last repaired.
  - **Receipt Date:** The date the Equipment was received by an EPA Regional Warehouse.
  - **Maintenance:** Users can click the [View Schedule](#) link, and the Equipment Maintenance Schedule Information pop-up window displays. Users can also click the [Special Handling](#) link to view, and the Equipment Model - Special Handling Information pop-up window displays.
  - **Kit:** This column indicates whether the Equipment is a Kit. If the Equipment is a Kit this column is populated with one of two links: [Complete Kit](#) or [Incomplete Kit](#). Users can click the [Complete Kit](#) or [Incomplete Kit](#) link, and the **Equipment Kit Components** pop-up window displays. The **Equipment Kit Components** pop-up window lists both the Equipment and/or [Parts & Supplies](#) in the Kit and information for each component.
  - **Classification:** Classification of the Equipment.
  - **Warehouse:** The name of the Warehouse where the Equipment is housed. Users can click the Warehouse Name, and the Warehouse Information pop-window displays.
  - **Warehouse Type:** The Type of Warehouse where the Equipment is housed.
  - **Status:** The current status of the Equipment, for example: Available, Checked-In, Checked-Out, etc.
2. Users can view more in depth information by clicking the Bar Code of the Equipment.
  3. The **Equipment Info** page displays.

## Equipment Module Version 6.0 User Manual






The screenshot displays the EPA Equipment Module interface. On the left is a vertical navigation menu with links such as 'EPA Portal Home', 'EMP Home Page', 'Reports', 'Help', 'Version', 'Downloads', 'Edit Equipment', 'Company Info', 'Equipment Condition Info', 'Maintenance Schedule Info', 'Equipment Tracking', 'View Scheduled Maintenance/Repair Log', and 'Add Scheduled Maintenance/Repair Log'. The main header area includes the EPA logo, the title 'Equipment Module', and the user's name 'John Smith' with a 'Function' dropdown set to 'Warehouse Manager'. Below the header is a breadcrumb trail: 'Equipment Search > Search Results > Equipment Info >'. The main content area is titled 'Equipment Model Information:' and shows details for a '20876 Mercury Decontamination Kit' by 'Lab Safety Supply'. It includes fields for 'Serial Number' (4555), 'Barcode Number' (ERT-429-0), 'Calibration Date', 'Purchase Cost Amount' (147), 'Size' (dropdown), 'Usage Type' (Field Use), 'Manufactured Date', 'Estimated Value Date', 'Retirement Date', 'Other Id Information', 'National Equipment Sort Order', 'Last Inventory Date', 'Receipt Date', 'OSC Assigned' (Powell Greg), 'Ownership' (EPA), and 'Special Information'. There are also links for 'Change Equipment Model', 'Build/View Equipment kit', 'Pick Person', and 'Pick Clear'. The 'Equipment Condition Information:' section includes 'Condition' (dropdown), 'Inspection Date' (05-26-2009), 'Mileage', and 'Comments on Condition'. At the bottom, there are 'Legacy Name' and 'Legacy Description' fields, and a 'Save' button. A footer bar contains links for 'EPA Home', 'Privacy and Security Notice', and 'Contact Us'.

#### 4. Users can view and edit the following information:



- **Serial Number:** The serial number of the Equipment. Manually enter/edit information in this field.
- **Parent Kit:** The barcode number of the Parent Kit. If the Equipment is kitted, the barcode number of its Kit displays with a link, which when clicked will display the **Equipment Info** page with details of the Kit.
- **Kit Indicator:** An indicator (Y/N), which signifies whether or not the Equipment is a Kit. Select **Y** from the **Kit Indicator** drop-down list to mark the Equipment as a Kit. Select **N** from the **Kit Indicator** drop-down list to mark the Equipment as not a Kit. (This field is mandatory)
- **Manufacturer:** Manufacturer of the Equipment. Click the **Pick** link to display the **Organization** search pop-up window. Enter at least one character of the Organization name. An Organization pick-list displays. Click **Pick** to the left of the Organization name to populate the **Manufacturer** field with the desired Organization. Click **Clear** to clear all information from this field.
- **Barcode Number:** The bar code number assigned to a piece of Equipment. This information can be entered manually or generated by the system. For further explanation about system generated Barcode Numbers see the help topic ([Warehouse Manager >](#)



[Administration > My Warehouse\(s\) > View/Edit Warehouse Information.](#)) (This field is mandatory)

- **EPA Property Number:** EPA assigned unique identifier of an Equipment. Manually enter this information.
- **Calibration Date:** Date the Equipment was last calibrated. This field is automatically populated by the system.
- **Repair Date:** Date the Equipment was last repaired. This field is automatically populated by the system.
- **Purchase Cost Amount:** The dollar cost of Equipment when purchased. Manually enter/edit information in this field.
- **Warehouse:** Warehouse where the Equipment is to be housed. Select an option from the **Warehouse** drop-down list. **Note:** Please ensure the Barcode Number reflects preferences set in your [My Warehouse\(s\)](#) page, after you have selected a Warehouse.
- **Size:** Size of the Equipment (if applicable). For example: Small, Large, Gallon. Select an option from the **Size** drop-down list.
- **Location in Warehouse:** The location of Equipment within the selected Warehouse (sub-location). For example: Shelf, Warehouse Bay, Office, etc. Select an option from the **Location in Warehouse** drop-down list. (This field is mandatory)
- **Usage Type:** The manner in which Equipment is expected to be used. For example: Field Use, Training, Demo. Select an option from the **Usage Type** drop-down list.
- **Status:** Current status of the Equipment. For example: Checked-In, Available, Destroyed, etc. This field is automatically populated by the system. (This field is mandatory)
- **Manufactured Date:** The date the Equipment was manufactured. To choose a date, click the calendar icon  to the right of the field.
- **Status Date:** Date the current status was determined/selected. This field is automatically populated by the system.
- **Estimated Value Date:** The date the value of Equipment was estimated. To choose a date, click the calendar icon  to the right of the field.
- **Estimated Value Amount:** The estimated dollar value of the Equipment. Manually enter information in this field.
- **Retirement Date:** The date after which the Equipment may not be effectively used. To choose a date, click the calendar icon  to the right of the field.
- **High Cost:** An indicator (Y/N), which signifies whether or not the Equipment is High Cost. Select **Y/N** from the **High Cost Indicator** drop-down list.
- **Other ID Information:** Other number with which the Equipment can be identified. Manually enter information in this field.
- **National Equipment List Number:** Homeland Security/National Equipment List number. Manually enter information in this field.
- **National Equipment Sort Order:** The sort order for the report on the Homeland Security funded Equipment. Manually enter information in this field.
- **Expendable:** An indicator (Y/N), which signifies whether or not the Equipment is Expendable. Select **Y/N** from the **Expendable** drop-down list.
- **Last Inventory Date:** The date of last inventory done on the Equipment. To choose a date, click the calendar icon  to the right of the field.
- **Expiration Date:** The date from which the Equipment may not be used. To choose a date, click the calendar icon  to the right of the field.



- **Receipt Date:** The date the Equipment was received by an EPA Regional Warehouse. To choose a date, click the calendar icon  to the right of the field.
  - **Blanket Purchase Agreement Number:** The blanket purchase agreement number through which the Equipment was purchased. A Blanket Purchase Agreement (BPA) is a simplified method of filling anticipated repetitive needs for services and products. BPAs are "charge accounts" that EPA establishes with contractors to provide themselves with an easy ordering tool. Manually enter information in this field.
  - **OSC Assigned:** If the Equipment is assigned to an On Scene Coordinator (OSC), click the [Pick Person](#) link to display the Search Person pop-up window. Search and select the desired person. Click [Clear](#) to clear all information from this field.
  - **Ownership:** The Agency/Company/Organization which has ownership of the Equipment. Click the [Pick](#) link to display the **Search Organization** pop-up window. Search and select the desired person. Click [Clear](#) to clear all information from this field.
  - **Special Information:** Special information about the Equipment. Manually enter information in this field. Special Information is limited to 4000 characters.
  - **Comments:** Comments about the Equipment. Manually enter information in this field. Comments are limited to 4000 characters.
  - **Legacy Name:** The name of a piece of Equipment in the inventory as defined by EPA Regions. This name facilitates Regions to identify inventory records migrated from their database into the new Emergency Management Portal database. This field is automatically populated by the system.
  - **Legacy Description:** The description of Equipment in the inventory as defined by EPA Regions in their databases. This description facilitates Regions to identify their migrated inventory records in the target Emergency Management Portal database. This field is automatically populated by the system.
5. Populate the Equipment Condition Information fields. If a user captures Equipment Condition Information, full details must be provided. The fields are explained below:
- **Condition:** The current condition of the Equipment. For example: Damaged, Operational, Service Required, Scrap, Unknown. Select an option from the **Condition** drop-down list.
  - **Inspection Date:** The date the Equipment was inspected to determine its condition. To choose a date, click the calendar icon  to the right of the field.
  - **Mileage:** The mileage on the Equipment on the date it was inspected. Manually enter information in this field.
  - **Comments on Condition:** Comments about the Condition of the Equipment. Manually enter information in this field. Comments are limited to 4000 characters.
6. Click **Save**.
7. The **Equipment Info** page displays with a message indicating the edits were successful.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Equipment Search](#) > [Search Results](#) > [Equipment Info](#) >

**Save Successful.**

**Equipment Model Information:**

Model Name/Number: 20876 Mercury Decontamination Kit [Change Equipment Model](#)

Model Manufacturer: Lab Safety Supply

Classification: Decontamination > Spill Control > Mercury > Kit

**Equipment Information:** \* Indicates Rec

Serial Number: 4555

Manufacturer: Lab Safety Supply, Inc. [Pick](#) [Clear](#)

Barcode Number: ERT-429-0 \*

Calibration Date:

Purchase Cost Amount: 147

Size: ----- Select -----

Usage Type: Field Use

Manufactured Date: [mm/dd/yyyy]

Estimated Value Date: 05-21-2009 [mm/dd/yyyy]

Retirement Date: [mm/dd/yyyy]

Other Id Information:

National Equipment Sort Order:

Last Inventory Date: [mm/dd/yyyy]

Receipt Date: [mm/dd/yyyy]

OSC Assigned: Powell Greg [Pick Person](#) [Clear](#)

Ownership: EPA [Pick](#) [Clear](#)

Remaining Characters: 4000

Special Information:

Remaining Characters: 4000

Comments:

Legacy Name: Mercury Cleanup System

Legacy Description: Mercury Cleanup Supplies

[Save](#)

Parent Kit:

Kit Indicator: ☒ Complete Kit [Build/View Equipment kit](#)

EPA Property Number: 7897987

Repair Date:

Warehouse: ERT-KY

Location in Warehouse: 214 -- Shelf D [Add New](#)

Status: Available

Status Date: 05-26-2009

Estimated Value Amount:

High Cost: ☒ Y

National Equipment List Number:

Expendable: ☒ N

Expiration Date: [mm/dd/yyyy]

Blanket Purchase Agreement Number:

**Equipment Condition Information:**

Condition: ----- Select -----

Inspection Date: 05-26-2009 [mm/dd/yyyy]

Mileage:

Remaining Characters: 4000

Comments on Condition:

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

From the **Equipment Info** page users can also:

- [Change Equipment Model of Equipment](#)
- [Copy Equipment Information](#)

From the **Equipment Info** page side tab bar, users can also:

- [View Company Information and Associate a Company](#)
- [View Equipment Condition Information](#)
- [View, Add, Edit, and Delete a Maintenance Schedule](#)
- [View Equipment Tracking Information](#)
- [View/Edit Maintenance/Repair Log](#)
- [Add a Maintenance/Repair Log](#)

### Change Equipment Model of Equipment

1. Click the **Change Equipment Model** link on the **Equipment Info** page.
2. The **Change Equipment Model** page displays.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Search Results > Equipment Info > Change Equipment Model >

Equipment Information:

Model Name/Number: 20876 Mercury Decontamination Kit Serial Number: 4555  
Barcode Number: ERT-429-0 Warehouse: [ERT-KY](#)  
Classification: Decontamination > Spill Control > Mercury > Kit

Equipment Model Search (Please enter one or more search criteria):

Model Name/Number:   
Keyword(classification):

Search Cancel

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3. Search for the new Equipment Model by entering the Model Name/Number (or part thereof) or a Classification keyword.
4. Click **Search**.
5. The **Equipment Model Search Results** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Search Results > Equipment Info > Change Equipment Model >

Equipment Information:

Model Name/Number: 20876 Mercury Decontamination Kit Serial Number: 4555  
Barcode Number: ERT-429-0 Warehouse: [ERT-KY](#)  
Classification: Decontamination > Spill Control > Mercury > Kit

Search results of Equipment Model: "Keyword: car"

New Search Select Cancel

Model Name/Number	Approved?	Classification
<input type="radio"/> <a href="#">TRC-1 Air Cart</a>	Y	Personal Protective Equipment > Respiratory Protection > Mobile Breathing Air System > Cart
<input type="radio"/> <a href="#">Hand Cart (no model number)</a>	Y	General > Tools > Cart > Hand
<input type="radio"/> <a href="#">PetroFlag</a>	Y	Detection > Soil/Sediment > Test Kit > Hydrocarbons
<input type="radio"/> <a href="#">Car (no model number)</a>	Y	Transportation > Other Vehicle > Car > n/a

New Search Select Cancel

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6. Select the new Equipment Model and click **Select**.
7. The Equipment Info page for the Equipment displays with a message indicating the Equipment Model change was saved successfully.

### Copy Equipment Information

1. The general information of a piece of Equipment can be copied when new Equipment Information for the same kind of Equipment needs to be recorded in the system by clicking the **Copy Equipment** link on the **Equipment Info** page.
2. The **Copy Equipment** page displays the Equipment Model Information, Company Information, and Maintenance Schedules of the Source Equipment which is being copied. This is followed by the Target (new) Equipment Information with the Manufacturer, Barcode Number, Size, Warehouse, Current Status, and Status Date fields pre-populated.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

[Home](#) [Equipment](#) [Equipment Service](#) [Parts & Supplies](#) [Transfers](#) [Field Check In/Out](#) [Administration](#)

[Equipment Search](#) > [Search Results](#) > [Equipment Info](#) > [Copy Equipment](#) >

**Source Equipment Model Information:**

Model Name/Number: Gillan HFATR-5 5-Station Charger  
Model Manufacturer: Sensidyne  
Classification: Sampling > Air Sampling > Pump > Charger

**Source Equipment Company Information:**

Company Name	Company Type	Website Address	Contact Name	GS#
Pine Environmental Services, Inc.	Supplying	http://www.pine-environmental.com		N

**Source Equipment Maintenance Schedule Information:**

Maint. Type	Maint. Frequency	Service Organization	Description
Quick Start-up Operations Check	Monthly		

**Target Equipment Information:** \* Indicates Required

Serial Number:   
Manufacturer: Sensidyne Co. [Pick](#) [Clear](#)  
Barcode Number:   
Calibration Date:   
Purchase Cost Amount:   
Size:   
Usage Type:   
Manufactured Date:   
Estimated Value Date:   
Retirement Date:   
Other Id Information:   
National Equipment Sort Order:   
Last Inventory Date:   
Receipt Date: 05-27-2009   
Ownership: --- not picked --- [Pick](#) [Clear](#)  
OSC Assigned: --- not picked --- [Pick Person](#) [Clear](#)  
Special Information:   
Comments:   
Legacy Name:   
Legacy Description:   
[Save](#)

Kit Indicator:   
EPA Property Number:   
Repair Date:   
Warehouse: ERT-KY   
Location in Warehouse:  [Add New](#)  
Status:   
Status Date: 05-27-2009  
Estimated Value Amount:   
High Cost:   
National Equipment List Number:   
Expendable:   
Expiration Date:   
National Asset?:   
Blanket Purchase Agreement Number:   
Equipment Condition Information:  
Condition:   
Inspection Date: 05-27-2009   
Mileage:   
Comments on Condition:

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3. Users can edit information applicable to the Target (new) Equipment on this page.
4. Click **Save**.
5. The **Equipment Info** page for the newly added Equipment displays with a message indicating that the add was successful.

### View Company Info and Associate a Company

1. Users can view Company Information associated with the Equipment or Associate a Company with the Equipment. Associated companies may have several different roles, for example: manufacturer, maintenance performer, etc.
2. Click the **Company Info** link in the left side bar menu on the **Equipment Info** page.
3. The **Equipment and Company** page displays. This page displays the Current Company information associated to the Equipment as Supplier, Service Provider, or Shipper.

## Equipment Module Version 6.0 User Manual

The screenshot shows the EPA Equipment Module interface. The user is John Smith, a Warehouse Manager. The breadcrumb trail is: Equipment Search > Search Results > Equipment Info > Equipment And Company >. The 'Equipment Information' section displays: Model Name/Number: 20876 Mercury Decontamination Kit, Barcode Number: ERT-429-0, Manufacturer: Lab Safety Supply, Inc., Classification: (blank), Serial Number: 4555, and EPA Property Number: 7897987. The 'Current Company Information' section has an 'Associate Company' button. Below it is a table with columns: Company Name, Company Type, Website Address, Contact Name, GSA (Y/N), and a blank column. The table contains one row for 'Lab Safety Supply, Inc.' with type 'Supplying' and website 'http://www.labsafety.com'. A second 'Associate Company' button is at the bottom.

4. To Associate a Company click **Associate Company**.
5. The **Equipment Company Info** page displays.

The screenshot shows the 'Equipment Company Info' page. The breadcrumb trail is: Equipment Search > Search Results > Equipment Info > Equipment And Company > Equipment Company Info >. The 'Equipment information' section is identical to the previous page. The 'Company Association information' section has a 'Pick' link and a 'Clear' link. Below are fields for 'Company Name' (a dropdown menu) and 'Company Type' (a dropdown menu). 'Save' and 'Cancel' buttons are at the bottom.

6. Identify a Company Name in the **Company Name** field.
  - a. To populate this field the user must click the **Pick** link to right of the text field.
  - b. An **Organization Search** pop-up window displays
  - c. Enter at least one character of the Organization's name.
  - d. A list of organizations displays.
  - e. Select an organization by clicking the **Pick** link to the left of the organization name.
  - f. The organization name populates the **Company Name** field in the **Equipment Company Info** page.
  - g. Click **Clear** to clear all information from this field.
7. The **Equipment Company Info** page displays with the newly associated company in the **Company Association Information** section.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Search Results > Equipment Info > Equipment And Company > Equipment Company Info >

Equipment information:

Model Name/Number: 20876 Mercury Decontamination Kit Serial Number: 4555  
Barcode Number: ERT-429-0 EPA Property Number: 78979  
Manufacturer: Lab Safety Supply, Inc.  
Classification: Decontamination > Spill Control > Mercury > Kit

Company Association information: \* Indicates Required

Company Name: Alpha Spectra Pick Clear Add New Company  
Company Type: select

Save Cancel

EPA Home Privacy and Security Notice Contact Us

8. Select the Company Type from the **Company Type** drop-down list. (For example: Shipping, Service/Maintenance, Supplying, Special Shipping)
9. Click **Add**.
10. The **Equipment and Company** page displays, with a message indicating the company was associated successfully.

### View Equipment Condition Information

1. Users can view Equipment Condition Information by clicking the **Equipment Condition Info** link in the left side bar menu on the **Equipment Info** page.
2. The **Equipment and Condition Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Search Results > Equipment Info > Equipment And Condition Info >

Equipment information:

Model Name/Number: Hand Cart (no model number) Serial Number: OP 131348  
Barcode Number: ERT-223-0 EPA Property Number:  
Manufacturer: Scott Health and Safety Products  
Classification: General > Tools > Cart > Hand

Equipment Condition History:

Inspection Date	Mileage	Condition	Comments
08-31-2008		Unknown	

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### View, Add, Edit, and Delete a Maintenance Schedule

#### View a Maintenance Schedule

1. Users can view and add a Maintenance Schedule by clicking the **Maintenance Schedule Info** link in the left side bar menu on the **Equipment Info** page.
2. The **Equipment Maintenance Schedule Info** page displays.


## Equipment Module Version 6.0 User Manual

The screenshot shows the 'Equipment Maintenance Schedule Info' page. The left sidebar contains navigation links: EPA Portal Home, EMP Home Page, Reports, Help, Version, Downloads, Edit Maintenance Schedule, and Maintenance Schedule History. The top header includes the EPA logo and 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. The main content area has a breadcrumb trail: 'Equipment Search > Search Results > Equipment Info > Equipment Maintenance Schedule Info >'. Below this, the 'Equipment Information' section displays details for a 'Hand Cart' (Model Name/Number: Hand Cart (no model number), Barcode Number: ERT-223-0, Manufacturer: Scott Health and Safety Products, Classification: General > Tools > Cart > Hand). The 'Current Maintenance Schedule Information' section shows a table with one entry: '05-25-2008' (Due Date), '04-25-2008' (Last Performed Date), 'Inspection' (Maint. Type), and 'Monthly' (Maint. Frequency). The table has columns for 'Due Date', 'Last Performed Date', 'Maint. Type', 'Maint. Frequency', 'Description', and 'Delete'. An 'Add Maintenance Schedule' button is located below the table.

3. Users can add a Maintenance Schedule by clicking **Add Maintenance Schedule**.
4. The **Maintenance Schedule Info** page displays.

The screenshot shows the 'Add Maintenance Schedule' page. The left sidebar is the same as the previous screenshot. The top header is also the same. The main content area has a breadcrumb trail: 'Equipment Search > Search Results > Equipment Info > Equipment Maintenance Schedule Info > Maintenance Schedule Info >'. Below this, the 'Equipment Information' section displays details for a 'Hand Cart'. The 'Maintenance Schedule Information' section contains the following fields: 'Due Date' (with a calendar icon), 'Current Indicator' (a dropdown menu with 'Y' selected), 'Maintenance Type' (a dropdown menu with 'select' selected), 'Maintenance Frequency' (a dropdown menu with 'Alternant Month' selected), 'Remaining Characters' (a text box showing '255'), 'Description' (a text box), 'Remaining Characters' (a text box showing '4000'), and 'Comments' (a text box). There are 'Add' and 'Cancel' buttons at the bottom left of the form.

### Add a Maintenance Schedule

1. Populate the **Maintenance Schedule Information** fields. The fields are explained below:
  - **Due Date:** The date the Equipment is due for maintenance. To choose a date, click the calendar icon  to the right of the field. Due Date is mandatory for Scheduled Maintenance at regular frequencies. This date is not required for frequencies such as As Needed, Each use, First 50 Hours, Every 100 Hours, or Every 50 Hours. The system will prompt users to enter this date based on the selected frequency.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not a Maintenance Schedule is applicable to equipment. Select **Y/N** from the **Current Indicator** drop-down list.
  - **Maintenance Type:** The type of maintenance to be performed, for example: Calibration, Certification, Diesel Generator Oil Change, etc. Select an option from the **Maintenance Type** drop-down list. If a Maintenance Type is not in the drop-down list users can click

the **Add New Maintenance Type** link to add it to the **Maintenance Type List**. (This field is mandatory)

- **Maintenance Frequency:** Frequency the maintenance is to be performed, for example: Alternate month, Annual, As Needed, etc. Select an option from the **Maintenance Frequency** drop-down list. If a Maintenance Type is not in the drop-down list users can click the **Add New Maintenance Frequency Type** link to add it to the **Maintenance Frequency List**. (This field is mandatory)
  - **Description:** Description of the maintenance to be performed. Manually enter this information. Description is limited to 255 characters.
  - **Comments:** Any additional comments about the maintenance to be performed. Manually enter this information. Comments are limited to 4000 characters.
2. Click **Add**.
  3. The **Equipment Maintenance Schedule Info** page displays, with a message indicating the schedule was added successfully.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Search Results > Equipment Info > Equipment Maintenance Schedule Info >

**Add Successful.**

Equipment Information:

Model Name/Number : Hand Cart (no model number) Serial Number : OP 131348  
Barcode Number : ERT-223-0 EPA Property Number :  
Manufacturer : Scott Health and Safety Products  
Classification : General > Tools > Cart > Hand

Current Maintenance Schedule Information : [Copy Maintenance Schedule](#)

[Add Maintenance Schedule](#)

	Due Date	Last Performed Date	Maint. Type	Maint. Frequency	Description	
<a href="#">Edit</a>	05-25-2008	04-25-2008	Inspection	Monthly		<a href="#">Delete</a>
<a href="#">Edit</a>	05-29-2010		Battery Cycle	Three Years		<a href="#">Delete</a>

[Add Maintenance Schedule](#)

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

### Edit a Maintenance Schedule

1. Maintenance Schedules can be edited by clicking the **Edit** link to the left of the particular Maintenance Schedule in the **Current Maintenance Schedule** section of the **Equipment Maintenance Schedule Info** page.
2. The **Equipment Maintenance Schedule Info** page displays.
3. Edit fields as necessary, and click **Save**.
4. The **Equipment Maintenance Schedule Info** page displays, with a message indicating the schedule was saved/edited successfully.

### Delete a Maintenance Schedule

1. Maintenance Schedules can be deleted by clicking the **Delete** link to the right of the particular Maintenance Schedule in the **Current Maintenance Schedule** section of the **Equipment Maintenance Schedule Info** page.
2. A dialog box displays asking the user to confirm deletion of the Maintenance Schedule.
3. Click **OK**.
4. The **Equipment Maintenance Schedule Info** page displays and the deleted Maintenance Schedule is removed.
5. If a Maintenance Log was created for the Scheduled Maintenance, (meaning the maintenance has been performed on the Equipment at some point in the life of the Equipment) the deleted Maintenance Schedule will be marked as non-current (archived) by the system. The archived Maintenance Schedules can be viewed in the **Maintenance Schedule History**.



## View Maintenance Schedule History

1. From the **Equipment Maintenance Schedule Info** page users can view the Maintenance Schedule History by clicking the **Maintenance Schedule History** link in the left side bar menu.
2. The **Equipment Maintenance Schedule History** page displays. This page shows the history of Maintenance Schedules which are non-current (archived).

The screenshot shows the 'Equipment Maintenance Schedule History' page. The left sidebar contains a menu with options: EPA Portal Home, EMP Home Page, Reports, Help, Version, Downloads, Edit Maintenance Schedule, and Maintenance Schedule History (which is highlighted). The main content area has a header 'Equipment Module' and a user profile for 'John Smith' with the function 'Warehouse Manager'. Below this are navigation tabs: Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The breadcrumb trail is: Equipment Search > Search Results > Equipment Info > Equipment Maintenance Schedule Info > Equipment Maintenance Schedule History >. The 'Equipment Information' section displays: Model Name/Number: 804723-01 Cylinder, Barcode Number: ERT-226-0, Manufacturer: Scott Health and Safety Products, Classification: Personal Protective Equipment > Respiratory Protection > Cylinder > n/a, Serial Number: OP 132001, and EPA Property Number. Below this is the 'Inactive Maintenance Schedule Information' table:

Due Date	Last Performed Date	Maint. Type	Maint. Frequency	Service Organization	Description
06-02-2009	05-03-2009	Inspection	Monthly		

At the bottom, there are links for EPA Home, Privacy and Security Notice, and Contact Us.

## Copy a Maintenance Schedule

1. The Maintenance Schedule of another piece of Equipment can be copied to the selected Equipment (Equipment that you are viewing the **Equipment Maintenance Schedule Info** of) by clicking the **Copy Maintenance Schedule** link on the **Equipment Maintenance Schedule Info** page.
2. The **Copy Maintenance Schedule** page displays with the **Target Equipment Information** section and a **Search for Source Equipment to Copy Maintenance Schedule From** section.

The screenshot shows the 'Copy Maintenance Schedule' page. The left sidebar is the same as the previous page, but with 'Copy Maintenance Schedule' highlighted. The main content area has the same header and navigation tabs. The breadcrumb trail is: Equipment Search > Search Results > Equipment Info > Equipment Maintenance Schedule Info > Copy Maintenance Schedule >. The 'Target Equipment Information' section displays: Model Name/Number: 804723-01 Cylinder, Barcode Number: ERT-226-0, Serial Number: OP 132001, and Warehouse: ERT-KY. Below this is the 'Search for Source Equipment to Copy Maintenance Schedule From' section with input fields for Model Name/Number, Barcode Number, Serial Number, and Keyword(classification). There are 'Search' and 'Cancel' buttons at the bottom. Links for EPA Home, Privacy and Security Notice, and Contact Us are at the very bottom.

3. Search for a Source Equipment to copy a Maintenance Schedule from by searching by any of the following criteria:
  - Model Name/Number
  - Barcode Number
  - Serial Number
  - Keyword (classification)
4. The **Copy Maintenance Schedule** page displays with the **Select the equipment to copy maintenance schedules from** list with Equipment matching the selected criteria.
5. Select an Equipment to copy a Maintenance Schedule from.
6. Click **Next**.

- The **Copy Maintenance Schedule** page displays with the selected Equipment in the **Source Equipment Information** section.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Search Results > Equipment Info > Equipment Maintenance Schedule Info > Copy Maintenance Schedule >

**Target Equipment Information:**

Model Name/Number: 804723-01 Cylinder Serial Number: OP 132001  
Barcode Number: ERT-226-0 Warehouse: ERT-KY

New Search Copy Maintenance Schedules Cancel

Due Date	Performed Date	Maint. Type	Maint. Frequency	Service Organization	Description
05-20-2009		Air Sampling	Alternant Month		
06-10-2009		Quick Start-up Operations Check	Monthly		

**Source Equipment Information:**

Model Name/Number: Pick-up Truck (no model number) Serial Number: 1GCHK23UX6F162294  
Barcode Number: ERT-519-0 Warehouse: ERT-KY

Select the maintenance schedules to copy from the list below. Choose appropriate due date(s)

Due Date	Performed Date	Maint. Type	Maint. Frequency	Service Organization	Description
<input type="checkbox"/> 06-03-2009	08-18-2008	Quick Start-up Operations Check	Weekly		
<input type="checkbox"/> 08-25-2009		Vehicle Maintenance	Quarterly		Oil change, fluid

New Search Copy Maintenance Schedules Cancel

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- Select the Maintenance Schedules to copy. The system will not allow copying of Maintenance Schedules with the same Maintenance Type and Frequency.
- Modify the Due Date of the Maintenance Schedule to be copied as needed by clicking the icon. The system automatically sets the Due Date based on the Maintenance Frequency and today's date.
- Click **Copy Maintenance Schedules**.
- The **Equipment Maintenance Schedule Info** page displays with a message indicating the Maintenance Schedule of the Source Equipment was added successfully.

## View Equipment Tracking Information

- Users can view the Tracking Information for the Equipment, by clicking the **Equipment Tracking** link in the left side bar menu on the **Equipment Info** page.
- The **Equipment Tracking** page displays. This page displays the complete history of activities of the Equipment.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Search Results > Equipment Info > Equipment Tracking >

**Equipment Information:**

Model Name/Number: 804723-01 Cylinder Serial Number: OP 132001  
Barcode Number: ERT-226-0 EPA Property Number:  
Manufacturer: Scott Health and Safety Products  
Classification: Personal Protective Equipment > Respiratory Protection > Cylinder > n/a

**Equipment Tracking History:**

Begin Date	End Date	Status	CheckIn/CheckOut Date	CheckOut Type	Borrower	CheckOut By	CheckIn By	Comments
08-31-2008		Available in Kit						
08-31-2008	08-31-2008	Available						

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- Users can view information for the following columns:
  - Begin Date:** The beginning date for the status indicated for this log entry.


## Equipment Module Version 6.0 User Manual

- **End Date:** The end date for the status indicated for this log entry. A blank End Date indicates this status is the current status of the Equipment.
- **Status:** The status of the Equipment.
- **CheckIn/CheckOut Date:** The date the Equipment was Checked In or Checked Out.
- **Checkout Type:** The type of check-out performed for this log entry.
- **Borrower:** The person responsible for checking-out the Equipment from the Warehouse.
- **Check Out By:** The person who is the custodian of item, i.e. who physically takes possession of the item from the Warehouse. The custodian of the item can be different from the Borrower.
- **Check In By:** The person responsible for checking-in the Equipment from the Warehouse.
- **Comments:** Any additional comments about this log entry.

### View/Edit a Maintenance/Repair Log

1. Users can view/edit both [Scheduled Maintenance](#) Logs and [Unscheduled Maintenance/Repair](#) Logs by clicking the **View Scheduled Maintenance/Repair Log** link in the left side bar menu of the **Equipment Info** page.
2. The **View Maintenance/Repair Logs** page displays.

The screenshot displays the 'View Maintenance/Repair Logs' page within the EPA Equipment Module. The top navigation bar includes 'Home', 'Equipment', 'Equipment Service', 'Parts & Supplies', 'Transfers', 'Field Check In/Out', and 'Administration'. The user is logged in as John Smith, with the function 'Warehouse Manager'. The breadcrumb trail is 'Equipment Search > Search Results > Equipment Info > View Maintenance/Repair Logs >'. The equipment information section shows details for a cylinder, including Model Name/Number, Barcode Number, Manufacturer, and Classification. The search section allows filtering by 'Performed between' dates and selecting between 'Scheduled maintenance Log only', 'Repair Log only', or 'Both'. Below the search filters is a table titled 'Scheduled Maintenance and Repair Log' with columns for Log Type, Performed Date, Cost, Service Organization, Service Organization Location, and Maint. Freq. The table contains one entry for an 'Inspection' performed on '05-03-2009' with a cost of '300.0' and service organization 'Magellan'. At the bottom, there are links for 'Edit', 'CSV', 'Excel', and 'PDF' export options, and a button to 'Add Scheduled Maintenance/Repair Log'.

3. Users can search for particular Equipment Maintenance or Unscheduled Maintenance/Repair through the following **Search by** fields:
  - **Performed between:** Provides a range of dates the equipment received Maintenance or Repair.
    - a. To populate these fields click the calendar icons  to the right of the fields.
    - b. A **Calendar** pop-up window displays.
    - c. Select a date from the **Calendar** pop-up window.
    - d. The date selected populates the date field.
  - **Scheduled maintenance Log only:** Select this radio button to search by Scheduled Maintenances only.
  - **Repair Log only:** Select this radio button to search by Unscheduled Maintenance or Repairs only.

- **Both:** Select this radio button to search by both Scheduled Maintenances and Unscheduled Maintenance/Repairs.
  - **Include Log entries with no Performance Date:** Checkbox facilitating users to search for scheduled maintenances or unscheduled maintenances/repairs even if no service performance date was documented.
4. Click **Search**.
  5. The **View Maintenance/Repair Logs** page displays with the results of the search.
  6. Users can view Log information in the following columns:
    - **Maint. Type/Repair Type:** The type of maintenance or repair performed.
    - **Performed Date:** The date the maintenance or repair was performed.
    - **Cost:** Cost of the maintenance or repair performed.
    - **Service Invoice:** Number assigned to the Service Invoice by the servicing vendor/organization.
    - **Service Organization:** The Organization providing the maintenance or repair.
    - **Service Organization Location:** Address information of Service Organization where maintenance was performed.
    - **Maint. Frequency:** The Maintenance Frequency applicable to Scheduled Maintenance.
  7. Users can edit a Scheduled Maintenance/Repair Log and add a Service Invoice by clicking **Edit** to the left of the **Log** in the **Scheduled Maintenance/Repair Log** list.
  8. The **Maintenance Log** page displays. Note that this example shows the **Maintenance Log** page for a Scheduled Maintenance. The **Maintenance Log** page for an Unscheduled Maintenance/Repair will display the Repair Type instead of Maintenance Type and Maintenance Frequency. The editable fields, however, will be the same.

The screenshot shows the 'Equipment Module' interface for the U.S. Environmental Protection Agency. The user is John Smith, with the function of Warehouse Manager. The breadcrumb trail is: Equipment Search > Search Results > Equipment Info > View Maintenance/Repair Log > Maintenance Log >. The page is divided into two main sections: 'Equipment Information' and 'Scheduled Maintenance Log Information'.


**Equipment Information:**

- Model Name/Number: 804723-01 Cylinder
- Barcode Number: ERT-228-0
- Manufacturer: Scott Health and Safety Products
- Classification: Personal Protective Equipment > Respiratory Protection > Cylinder > n/a
- Serial Number: OP 132001
- EPA Property Number:

**Scheduled Maintenance Log Information:**

- Maintenance Type: Inspection
- Maintenance Frequency: Monthly
- Performed Date: 05-03-2009 (with a calendar icon)
- Service Invoice Number: 5555 (with links: Pick Service Invoice, Clear, Add Service Invoice)
- Service Organization: Magellan (with links: Pick Organization, Clear, Add Address)
- Service Organization Location: NA
- Individual Maintenance Cost: 300
- Serviced By: Smith John (with links: Pick Person, Clear)
- Remaining Characters: 4000
- Comments: (text area)

At the bottom left are 'Save' and 'Cancel' buttons. At the bottom right are links for 'EPA Home', 'Privacy and Security Notice', and 'Contact Us'.

9. Users can edit information for the following fields:
  - **Performed Date:** The date the maintenance was performed. To choose a date, click the calendar icon  to the right of the field. (This field is mandatory)
  - **Service Invoice Number:** Number assigned to the Service Invoice by the servicing vendor/organization.

- a. To populate this field, click the [Pick Service Invoice](#) link.
- b. A **Select a Service Invoice** pop-up window displays.
- c. Users can search by either Service Organization or Service Invoice Number. Enter at least one character of the Service Organization name or Service Invoice Number. A pick-list displays. Click [Pick](#) to the left of the Service Organization name or Service Invoice Number to populate the **Service Invoice Number** field. Click [Clear](#) to clear all information from this field.
- d. To add a new Service Invoice Number, click the [Add Service Invoice](#) link. (In order to add a new Service Invoice, the Service Organization field has to be populated)
  - **Service Organization:** Vendor/organization providing the Equipment maintenance/repair.
    - a. To populate this field, click the [Pick Organization](#) link.
    - b. An **Organization** pop-up window displays.
    - c. Enter at least one character of the Service Organization name. A pick-list displays. Click [Pick](#) to the left of the Service Organization name to populate the **Service Organization** field. Click [Clear](#) to clear all information from this field.
  - **Service Organization Location:** Location of the vendor/organization where the Equipment maintenance/repair was performed. To populate this field, select an option from the **Service Organization Location** drop-down list. The values of the drop-down list are locations previously associated with the selected Service Organization. To add a new location, click the [Add New Address](#) link. (In order to add a new Address, the Service Organization field has to be populated.) Leave this field blank if the Service was performed in the warehouse.
  - **Individual Maintenance Cost:** Cost applicable to particular maintenance/repair activity as specified in the maintenance log.
  - **Serviced By:** The person who performed the maintenance/repair. Click the [Pick Person](#) link to display the **Search Person** pop-up window. Search and select the desired person. Click [Clear](#) to clear all information from this field. (This field is mandatory)
  - **Comments:** Enter any comments related to the maintenance in the **Comments** field. Manually enter information in this field. Comments are limited to 4000 characters.

### Add Service Invoice

Users can add a Service Invoice Number to Equipment scheduled for maintenance or repair in the **Edit Scheduled Maintenance/Repair Log** window.

1. Click the [Add Service Invoice](#) link to the right of the **Service Invoice Number** field. Users must select a Service Organization from the **Service Organization** field before adding a Service Invoice.
2. A **Service Invoice Information** section appears on the **Maintenance Log** page.

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U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Search Results > Equipment Info > View Maintenance/Repair Logs > Maintenance Log >

**Equipment Information:**

Model Name/Number : 804723-01 Cylinder Serial Number : OP 132001  
Barcode Number : ERT-226-0 EPA Property Number :  
Manufacturer : Scott Health and Safety Products  
Classification : Personal Protective Equipment > Respiratory Protection > Cylinder > n/a

**Scheduled Maintenance Log Information:**

**Service Invoice Information:**

Service Invoice Number : 0  
Service Invoice Date :  
Service Cost :  
Total Parts Cost :  
Other Cost :  
Payment Type : --- Select ---  
Credit Card Type : --- Select ---  
Remaining Characters : 255  
Comments :  
Pick Existing Service Invoice


Maintenance Type : Inspection  
Maintenance Frequency : Monthly  
Performed Date : 05-03-2009  
Service Organization : Magellan  
Service Organization Location : NA  
Individual Maintenance Cost : 300  
Serviced By : Smith John  
Remaining Characters : 4000  
Comments :  
Save Cancel

[Add Address](#)

[Pick Organization](#) [Clear](#) [Pick Person](#) [Clear](#)

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### 3. Populate the following **Service Invoice Information** fields:

- **Service Invoice Number:** The number assigned to the Service Invoice by the servicing vendor/organization. Manually enter this information. (This field is mandatory)
- **Service Invoice Date:** The date the Service Invoice was prepared. (This field is mandatory)
  - a. To populate this field, click the Calendar Icon  to the right of the field.
  - b. A **Calendar** pop-up window displays.
  - c. Select a date from the **Calendar** pop-up window.
  - d. The date selected populates the date field.
- **Service Cost:** The dollar amount of the service cost. Manually enter this information. (This field is mandatory)
- **Total Parts Cost:** The dollar amount spent on spare parts required for servicing the equipment. Manually enter this information.
- **Other Cost:** The dollar amount of other service costs. Manually enter this information.
- **Payment Type:** The mechanism used to make a payment against an invoice. Select an option from the **Payment Type** drop-down list.
- **Credit Card Type:** The bank-issued card type that allows EPA consumers to purchase goods or services from a merchant on credit, which bears an account number assigned to a cardholder with a credit limit. The cardholder is subsequently billed by the issuing bank for repayment of the credit extended at once or on an installment basis. Select an option from the **Credit Card Type** drop-down list.

- **Comments:** Any additional comments about service invoice. Comments are limited to 255 characters.
4. Click **Save**. To cancel adding a new Service Invoice, click the **Pick Existing Service Invoice** button. Users return to the **Scheduled Maintenance Log** or **Repair Log Information** section of the **Maintenance Log** page, where they can select a Service Invoice Number through the [Pick Service Invoice](#) link.

### Add New Address

Users can add a new Address for the vendor/organization providing the Equipment maintenance or repair in the **Edit Scheduled Maintenance/Repair Log** window.

1. Click the [Add New Address](#) link to the right of the **Organization Location** field. Users must select a Service Organization from the **Service Organization** field before adding a new Address.
2. A **Location Information** section appears on the **Maintenance Log** page.

3. Populate the following **Location Information** fields:
  - **Address Type:** The type of address for the vendor/organization providing the Equipment maintenance. (Example: Mailing, Physical, and Other) Select an option from the **Address Type** drop-down list. (This field is mandatory)
  - **Address Line 1:** The primary address for the vendor/organization providing the Equipment maintenance. Manually enter this information. (This field is mandatory)
  - **Address Line 2:** The secondary address information for the vendor/organization providing the Equipment maintenance. Manually enter this information.
  - **City:** The city of where the vendor/organization providing the Equipment maintenance is located. Manually enter this information. (This field is mandatory)
  - **State:** The state of where the vendor/organization providing the Equipment maintenance is located. Select an option from the State drop-down list. (This field is mandatory)



- **Zip Code:** The zip code of where the vendor/organization providing the Equipment maintenance is located. Manually enter this information. (This field is mandatory)
4. Click **Save**. To cancel adding a new Address, click the **Pick Existing Location** button. Users return to the Service Log Information section of the **Equipment Maintenance Schedules** page, where they can select an Organization Location from the **Organization Location** drop-down list.

### Add Maintenance/Repair Log

1. Users can add both [Scheduled Maintenance](#) Logs and [Unscheduled Maintenance/Repair](#) Logs by clicking the **Add Scheduled Maintenance/Repair Log** link in the left side bar menu of the **Equipment Info** page or by clicking **Add Scheduled Maintenance/Repair Log** on the **View Maintenance/Repair Logs** page.
2. The **Add Scheduled Maintenance Log** page displays, defaulting to the **Scheduled Maintenance** tab. (The Equipment must first have Maintenance Schedule(s) defined. On the **Equipment Info** page for the Equipment, on the right hand menu, click **Maintenance Schedule Info** and add maintenance schedules applicable to the Equipment. Then you can return to the Scheduled Maintenance tab where the schedules will display.)

**Equipment Module** U.S. ENVIRONMENTAL PROTECTION AGENCY

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Search Results > Equipment Info > Add Scheduled Maintenance Log >

**Equipment Information:**

Model Name/Number: 804723-01 Cylinder Serial Number: OP 132001  
Barcode Number: ERT-225-0 EPA Property Number:  
Manufacturer: Scott Health and Safety Products  
Classification: Personal Protective Equipment > Respiratory Protection > Cylinder > n/a

Select one or more repair type(s):

**Scheduled Maintenance** **Unscheduled Maintenance and Repairs**

**Selected Maintenance Schedule List:** \* Indicates Require

☒ Select All

<input checked="" type="checkbox"/>	Model Name/Number	Maintenance Type	Maintenance Frequency	Due Date	Last Performed Date	Cost
<input checked="" type="checkbox"/>	<a href="#">804723-01 Cylinder</a>	Air Sampling	Alternant Month	05-20-2009		\$ 0
<input checked="" type="checkbox"/>	<a href="#">804723-01 Cylinder</a>	Quick Start-up Operations Check	Monthly	06-10-2009		\$ 0

☒ Select All

**Service Log Information:**

Performed Date:

Service Invoice Number:  [Pick Service Invoice](#) [Clear](#) [Add Service Invoice](#)

Service Organization:  [Pick Organization](#) [Clear](#)

Organization Location:  [Add New Address](#)

Serviced By:  [Pick Person](#) [Clear](#)

Remaining Characters: 4000

Comments:

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3. Users can add **Service Log Information** for scheduled maintenance, as well as unscheduled maintenance and repairs.

### Scheduled Maintenance and Repairs

1. Select one or more Maintenance Schedules and populate the fields for each selected Maintenance Schedule::
  - **Cost:** The dollar amount of the service cost. Manually enter this information. Click the **Same Cost for all** checkbox in the column header to duplicate the Cost entered for the first selected Maintenance Schedule to the other selected Maintenance Schedules. Click the Clear link to set all Costs to 0.



### 2. Populate the fields in the Service Log Information

- **Performed Date:** The date of last performed maintenance for an Equipment. This date must be the current date or a prior date. (This field is mandatory)
  - a. To populate this field, click the **Calendar Icon**  to the right of the field.
  - b. A **Calendar** pop-up window displays.
  - c. Select a date from the **Calendar** pop-up window.
  - d. The date selected populates the date field.
- **Service Invoice Number:** Number assigned to the Service Invoice by the servicing vendor/organization.
  - a. To populate this field, click the [Pick Service Invoice](#) link.
  - b. A **Select a Service Invoice** pop-up window displays.
  - c. Users can search by either Service Organization or Service Invoice Number. Enter at least one character of the Service Organization name or Service Invoice Number. A pick-list displays. Click [Pick](#) to the left of the Service Organization name or Service Invoice Number to populate the **Service Invoice Number** field. Click [Clear](#) to clear all information from this field.
  - d. To add a new Service Invoice Number, click the [Add Service Invoice](#) link. (In order to add a new Service Invoice, the Service Organization field has to be populated.)
- **Service Organization:** Vendor/organization providing the Equipment maintenance.
  - a. To populate this field, click the [Pick Organization](#) link.
  - b. An **Organization** pop-up window displays.
  - c. Enter at least one character of the Service Organization name. A pick-list displays. Click [Pick](#) to the left of the Service Organization name to populate the **Service Organization** field. Click [Clear](#) to clear all information from this field.
  - d. **Organization Location:** Location of the vendor/organization where the Equipment maintenance is being performed. The values of the drop-down list are locations previously associated with the selected Service Organization. To add a new location, click the [Add New Address](#) link. (In order to add a new Address, the Service Organization field has to be populated.) Leave this field blank if the Service was performed in the warehouse
  - e. **Serviced By:** The person who performed maintenance on the Equipment. Click the [Pick Person](#) link to select a person from the Person pick-list. (This field is mandatory)
  - f. **Comments:** Enter any comments related to the maintenance in the **Comments** field. Manually enter information in this field. Users are limited to 4000 characters.

### 3. Click **Save**.

4. Users return to the **View Maintenance/Repair Logs** page, indicating that add was successful. Note that a Maintenance Log will have been created for *each* selected Maintenance Schedule.

## Unscheduled Maintenance and Repairs

In addition to Scheduled Maintenance, users can also add/update **Service Log Information** for unscheduled maintenance and repairs by clicking **Unscheduled Maintenance and Repairs** tab.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Search Results > Equipment Info > Add Scheduled Maintenance Log >

Equipment Information:

Model Name/Number: 804723-01 Cylinder Serial Number: OP 132001  
Barcode Number: ERT-226-0 EPA Property Number:  
Manufacturer: Scott Health and Safety Products  
Classification: Personal Protective Equipment > Respiratory Protection > Cylinder > n/a

Select one or more repair type(s):

Scheduled Maintenance Unscheduled Maintenance and Repairs

Selected Equipment List:

Model Name/Number	Warehouse	Barcode	Serial Number	Status	Repair Type	Cost
804723-01 Cylinder	ERT-KY	ERT-226-0	OP 132001	Available in Kit	--- Select ---	\$ 0

Service Log Information:

Performed Date:

Service Invoice Number:  [Pick Service Invoice](#) [Clear](#) [Add Service Invoice](#)

Service Organization:  [Pick Organization](#) [Clear](#)

Organization Location:  [Add New Address](#)

Serviced By:  [Pick Person](#) [Clear](#)

Remaining Characters: 4000

Comments:

[Save](#) [cancel](#)

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## 1. Add one or more Repairs:

- **Repair Type:** The type of repair performed. To populate this field, select an option from the **Repair Type** drop-down list
- **Cost:** The dollar amount of the service cost. Manually enter this information.

Keep clicking the **Add** link, which will add a blank row, to add additional repairs as described above. Click the Delete link to remove a row.

## 2. Populate the fields in the **Service Log Information**:

- **Performed Date:** The date of last performed repair for an Equipment. This date must be the current date or a prior date. (This field is mandatory)
  - To populate this field, click the **Calendar Icon** to the right of the field.
  - A **Calendar** pop-up window displays.
  - Select a date from the **Calendar** pop-up window.
  - The date selected populates the date field.
- **Service Invoice Number:** Number assigned to the Service Invoice by the servicing vendor/organization.
  - To populate this field, click the [Pick Service Invoice](#) link. (In order to add a new Service Invoice, the Service Organization field has to be populated.)
  - A **Select a Service Invoice** pop-up window displays.
  - Users can search by either Service Organization or Service Invoice Number. Enter at least one character of the Service Organization name or Service Invoice Number. A pick-list displays. Click [Pick](#) to the left of the Service Organization name or Service Invoice Number to populate the **Service Invoice Number** field. Click [Clear](#) to clear all information from this field.
  - To add a new Service Invoice Number, click the [Add Service Invoice](#) link.
- **Service Organization:** Vendor/organization providing the Equipment repair.
  - To populate this field, click the [Pick Organization](#) link.
  - A **Select an Organization** pop-up window displays.

c. Enter at least one character of the Service Organization name. A pick-list displays. Click **Pick** to the left of the Service Organization name to populate the **Service Organization** field. Click **Clear** to clear all information from this field.

d. **Organization Location:** Location of the vendor/organization where the Equipment repair is being performed. To populate this field, select an option from the Organization Location drop-down list. The values of the drop-down list are locations previously associated with the selected Service Organization. To add a new location, click the [Add New Address](#) link. (In order to add a new Address, the Service Organization field has to be populated.) Leave this field blank if the Service was performed in the warehouse.

e. **Serviced By:** The person who performed the repair on the Equipment. Click the [Pick Person](#) link to select a person from the Person pick-list. (This field is mandatory)

f. **Comments:** Enter any comments related to the maintenance in the **Comments** field. Manually enter information in this field. Users are limited to 4000 characters.

3. Click **Save**.

4. Users return to the **View Maintenance/Repair Logs** page, indicating the add was successful. Note that Repair Log will have been created for *each* listed Repair.

### Pick Person

Certain fields within the Equipment Module may require users to Pick additional Persons already defined within the Equipment Module. These fields include: Supervisor, HR Responsible Person, OSC Assigned, and Borrower fields.

To populate one of these fields, do the following:

1. Click the **Pick Person** link to the right of the field to populate.
2. The **Person Search** page pop-up window displays.

Emergency Management Portal

Search by Person Name:

Last Name:  First Name:

Last Name	First Name	Title	Phone	Mobile	Email	Employee Number	Region
Nothing found to display.							

3. Enter the last name of part of the last name in the **Last Name** field and (optionally) enter the first name of part of the first name in the **First Name** field (**First Name** field will narrow results).
4. Click **Search**.
5. The **Person Pick List** pop-up window displays.

**Emergency Management Portal**

Search by Person Name:

Last Name:  First Name:

	Last Name	First Name	Title	Phone	Mobile	Email	Employee Number	Region
<input type="radio"/>	Smith	Barb						Region 8
<input type="radio"/>	Smith	Cory						
<input type="radio"/>	Smith	Craig						
<input type="radio"/>	Smith	Heath						Region 7
<input type="radio"/>	Smith	John				john_smith1@lmco.com		Special Teams
<input type="radio"/>	Smith	Kelly				Ksmith@dynamac.com		Special Teams
<input type="radio"/>	Smith	WG				smith.wg@epa.gov	00013955	Region 4

6. Select the radio button to the left of the desired person.
7. Click **Select**.
8. Users return to the original page with the Person field populated.

### Pick Person and Add Person

Certain fields within the Equipment Module may require users to Pick additional Persons already defined within the Equipment Module. However, in some cases users are allowed to Add additional persons not yet defined within the Equipment Module, as well. These fields include: Point of Contact, Check Out To, Check In Person, and Serviced By fields.

To populate one of these fields, do the following:

1. Click the **Pick Person** link to the right of the field to populate.
2. The **Person Search** page pop-up window displays.

**Emergency Management Portal**

Search by Person Name:

Last Name:  First Name:

	Last Name	First Name	Title	Phone	Mobile	Email	Employee Number	Region
Nothing found to display.								

3. To populate an existing Person, see Pick Person.
4. Click **Add New Person**.
5. The **Enter Person Information** pop-up window displays.

The screenshot shows a web form titled "Emergency Management Portal" with a sub-header "Enter Person Information:". A legend indicates that an asterisk (\*) denotes a required field. The form contains the following fields: First Name (required), Last Name (required), Middle Name, Employee Number, Email (required, with a placeholder "(email@domainname.com)"), Title, EPA Region (a dropdown menu currently showing "FMSB"), Office Phone, Mobile Phone, and Hotline Phone. At the bottom of the form are three buttons: "Next", "Start Over", and "Cancel".

6. Populate the Person Information fields:

- **First Name:** First name of the person. Manually enter information in this field. (This field is mandatory)
- **Last Name:** Last name of the person. Manually enter information in this field. (This field is mandatory)
- **Middle Name:** Middle name of the person. Manually enter information in this field.
- **Employee Number:** Employee number assigned to the person. Manually enter information in this field.
- **Email:** Email address of the person. Manually enter information in this field. (This field is mandatory)
- **Title:** Professional Title of the person. Manually enter information in this field.
- **EPA Region:** EPA Region the person represents or is employed by. Select an option from the drop-down list.
- **Office Phone:** The office phone number of the person. Manually enter information in this field.
- **Mobile Phone:** The cell/mobile phone number of the person. Manually enter information in this field.
- **Hotline Phone:** The number through which the Person or his/her Organization/Company could be contacted in an emergency. Manually enter information in this field.

7. Click **Next**.

8. The **Location Information** page displays.

Emergency Management Portal

Person Information:

Name : Harvey, Robert

Location Information:

\* Indicates Required Field

Location Name :

Address Line 1 :

Address Line 2 :

Telephone Number :

Fax Number :

Email Address :

City :

State :

Alabama

▼

Zip Code :

Address Type :

Mailing

▼

Remaining Characters :

400

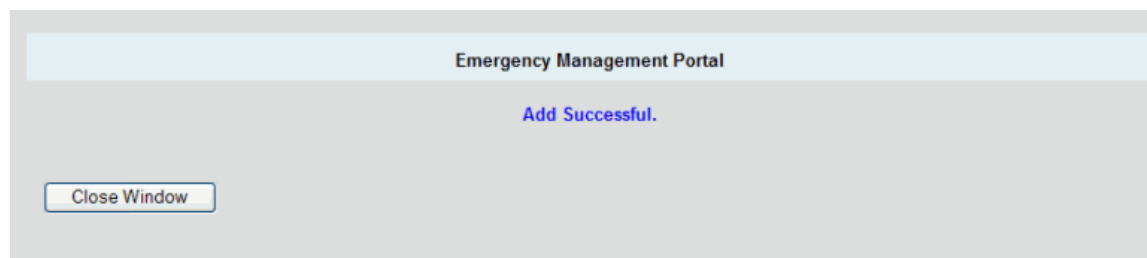
Description :

9. Populate the Person Location fields:

- **Location Name:** Descriptive label for the Location. Manually enter information in this field. (This field is mandatory)
- **Address Line 1:** The address that describes the physical (geographic) location comprising of urban-style street address, rural route, and P.O. Box. Manually enter information in this field. (This field is mandatory)
- **Address Line 2:** Additional information about the place, including a building name, with its secondary unit and number or descriptive text where no formal address is available. Manually enter information in this field.
- **Telephone Number:** Telephone number for the Location listed. Manually enter information in this field. (This field is mandatory)
- **Fax Number:** Fax number for the Location listed. Manually enter information in this field.
- **Email Address:** Email address for the Location. Manually enter information in this field.
- **City:** City of the Location. Manually enter information in this field.
- **State:** State of the Location. Manually enter information in this field.
- **Zip Code:** Zip Code of the Location. Manually enter information in this field. (This field is mandatory)
- **Address Type:** The type of address for the Location, for example, Mailing, Physical or Other. Select an option from the drop-down list.
- **Description:** Provide any additional information in this text field. Manually enter information in this field. Description is limited to 400 characters.

10. Click **Add**:

11. The Person Information page displays indicating the add was successful.



12. Click **Close Window**. Users return to the original page where the Person field was to be populated.
13. From there, users must click the **Pick Person** link to the right of the field in order to search for and select the newly added Person. See Pick Person for more information.

## 3.1.2 Equipment Model Search - Warehouse Manager

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Equipment Model Search** from the **Equipment** tab.
2. The **Equipment Model Search** page displays.

The screenshot shows the 'Equipment Module' page for a user named John Smith with the function 'Warehouse Manager'. The page has a blue sidebar with links: EPA Portal Home, EMP Home Page, Reports, Help, Version, Downloads, Equipment Model Search, Parts And Supplies, and Model Search. The main content area has a header 'Equipment Module' and a navigation bar with tabs: Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The 'Equipment Model Search' section is active, showing a 'Select Region and Warehouse (mandatory):' section with 'Region: Special Teams' and 'Warehouse: ERT-KY'. Below this are three search methods: 'Search by Equipment Model' (with fields for Model Name/Number, Model Manufacturer, and Special Handling), 'Search by Keyword in Classification' (with a Keyword field), and 'Search by Equipment Classification' (with four dropdown menus for Purpose Level1, Category Level2, Type Level3, and Characteristics Level4). Each search method has a corresponding 'Search' button. At the bottom, there are links for EPA Home, Privacy and Security Notice, and Contact Us.

3. Select the Region the user represents in the **Region** drop-down list in the **Select Region and Warehouse** section.
4. Select a Warehouse from the **Warehouse** drop-down list in the **Select Region and Warehouse** section.  
Note: Selections from both these drop-down lists are mandatory to perform an Equipment Model Search.
5. The **Equipment Model Search** page offers several ways to narrow your search for an Equipment Model:
  - [Search by Equipment Model](#)
  - [Search by Keyword in Classification](#)
  - [Search by Equipment Classification](#)

## Search by Equipment Model

- To narrow your search enter the following optional **Equipment Model** information in the **Search by Equipment Model** section:
  - Model Name/Number:** The Model Name/Number that identifies a particular equipment model. Manually enter information in this field.
  - Model Manufacturer:** Equipment Model manufacturer.
    - To populate this field the user must click the **Pick** link to the right of the text field. Select **Clear** to clear all information from this field.
    - An **Organization Search** pop-up window displays
    - Enter at least one character of the Manufacturer/Organization's name.
    - A list of manufacturers/organizations displays.
    - Select a manufacturer/organization by clicking **Pick** to the left of the organization name.
    - The manufacturer/organization name populates the **Manufacturer** field in the **Equipment Model Search** page.
  - Special Handling:** Special instructions for the handling of a particular Equipment Model. Select an option from the **Special Handling** drop-down list.
- Click **Search by Model Info**.
- The **Search Results** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Model Search > Search Results >

Region: Special Teams Warehouse: ERT-KY

New Search Add Equipment Add Equipment Model

Matching Equipment Models for "Manufacturer: Alpha Spectra"

Model Name/Number	Manufacturer	Qty Avail	Qty Total	Nationwide	Maintenance	Classification
<a href="#">FIDLER X-Ray Detector</a>	Alpha Spectra	0	2	None Available	<a href="#">Special Handling</a>	Detection > Radiological > Probe > X-ray Detector

Export options: [CSV](#) [Excel](#) [PDF](#)

New Search Add Equipment Add Equipment Model

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### Search by Keyword in Classification

- To narrow your search enter any word (or part of a word) or words that are used in the classification of a particular Equipment Model in the **Search by Keyword in Classification** section. To populate this field, manually enter this information.
- Click **Search by Keyword**.
- The **Equipment Model Search** page displays.



## Equipment Module Version 6.0 User Manual

The screenshot shows the EPA Equipment Module interface. The user is John Smith, with the function Warehouse Manager. The search results for the keyword "truck" are displayed under the heading "Matching Equipment Classification : Keyword: 'truck'". The results are organized into a table with columns for Select, Classification, and a list of equipment models. The classification path is Level1>Level2>Level3>Level4. The equipment models listed are:

Select	Classification
<input type="checkbox"/>	Sampling > Soil/Sediment Sampling > Direct Push Technology (DPT) > Truck Mounted
<input type="checkbox"/>	Transportation > Truck > 5th Wheel > n/a
<input type="checkbox"/>	Transportation > Truck > Box Truck > n/a
<input type="checkbox"/>	Transportation > Truck > Equipment > n/a
<input type="checkbox"/>	Transportation > Truck > Pick-up Truck > n/a
<input type="checkbox"/>	Transportation > Truck > Response Truck > n/a
<input type="checkbox"/>	Transportation > Truck > Semi-Tractor > n/a
<input type="checkbox"/>	Transportation > Truck > Semi-Tractor > n/a
<input type="checkbox"/>	General > Tools > Hand Truck > n/a

At the bottom of the table, there are buttons for "Select All", "New Search", "Display Equipment Models", and "Cancel".

4. Select the desired **Equipment Model Classification**.
5. Click **Display Equipment Models**.
6. The **Search Results** page displays.

The screenshot shows the EPA Equipment Module interface. The user is John Smith, with the function Warehouse Manager. The search results for the keyword "truck" are displayed under the heading "Matching Equipment Models for Keyword: 'truck'". The results are organized into a table with columns for Model Name/Number, Manufacturer, Qty Avail, Qty Total, Nationwide, Maintenance, and Classification. The equipment models listed are:

Model Name/Number	Manufacturer	Qty Avail	Qty Total	Nationwide	Maintenance	Classification
5th Wheel Truck (no model number)		1	1	3/3 Available	Special Handling	Transportation > Truck > 5th Wheel > n/a
Truck Mounted Geoprobe (no model number)	Geoprobe	0	0	None Available	Special Handling	Sampling > Soil/Sediment Sampling > Direct Push Technology (DPT) > Mounted

At the bottom of the table, there are buttons for "New Search", "Add Equipment", and "Add Equipment Model".

### Search by Equipment Classification

1. To narrow your search select a different option from the following drop-down lists in the **Search by Equipment Classification** section:
  - **Purpose Level 1:** Select desired option from the drop-down list.
  - **Category Level 2:** Select desired option from the drop-down list.
  - **Type Level 3:** Select desired option from the drop-down list.
  - **Characteristics Level 4:** Select desired option from the drop-down list.
2. Click **Search by Classification**.
3. The **Equipment Model Search** page displays.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Model Search >

Region: Special Teams Warehouse: ERT-KY

Matching Equipment Classification: Purpose: "Health and Safety" Category: "Personnel Safety" Type: "Noise Dosimeter" Characteristics: "Acoustical Calibrator"

☐ Select All

Select Classification: Level1>Level2>Level3>Level4

☐ Health and Safety > Personnel Safety > Noise Dosimeter > Acoustical Calibrator

☐ Select All

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4. Select the desired **Equipment Model Classification**.
5. Click **Display Equipment Models**.
6. The **Search Results** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Model Search > Search Results >

Region: Special Teams Warehouse: ERT-KY

Matching Equipment Models for: Purpose: "Health and Safety" Category: "Personnel Safety" Type: "Noise Dosimeter" Characteristics: "Acoustical Calibrator"

Model Name/Number	Manufacturer	Qty Avail	Qty Total	Nationwide	Maintenance	Classification
<input type="radio"/> CEL-282 Noise Dosimeter	Casella	0	0	None Available	<a href="#">Special Handling</a>	Health and Safety > Personnel Safety > Noise Dosimeter > Acoustical Cali
<input type="radio"/> QC10 Acoustical Calibrator	Quest Technologies	0	0	None Available	<a href="#">Special Handling</a>	Health and Safety > Personnel Safety > Noise Dosimeter > Acoustical Cali
<input type="radio"/> QC20 Acoustical Calibrator	Quest Technologies	0	0	None Available	<a href="#">Special Handling</a>	Health and Safety > Personnel Safety > Noise Dosimeter > Acoustical Cali

Export options: [CSV](#) [Excel](#) [PDF](#)

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### Equipment Model Search Results Page Options

From the Equipment Model Search Results Warehouse Managers can:

- **Perform a New Search:** Clicking **New Search** at the bottom of the **Search Results** page returns the user to the main **Equipment Model Search** page.
- **Add Equipment:** The Add New Equipment process is explained in [Add New Equipment](#).
- **Add Equipment Model:** The Add New Equipment Model process is explained in [Add New Equipment Model](#).
- View the following information for an Equipment:
  - **Model Name/Number:** Model Name/Number of the Equipment. Users can click the **Model Name/Number**, and the **Equipment Model Information** window displays.
  - **Manufacturer:** Equipment Model manufacturer. Users can click the **Model Manufacturer Name** listed and the **Company Information** pop-up window displays.
  - **Qty Available:** Displays the quantity available at the selected Warehouse.
  - **Qty Total:** Displays the total quantity housed at the selected Warehouse
  - **Nationwide:** Displays the total quantity and available in all Warehouses nationwide. Users can click the **Nationwide** listing, and the **Availability By Region/Warehouse** pop-up window displays.
  - **Maintenance:** Users can click the **Special Handling** link to view, and the **Equipment Model - Special Handling Information** pop-up window displays.

- **Classification:** Displays the hierarchy of classification for the Equipment Model.

### 3.1.3 Add New Equipment

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Add New Equipment** from the [Equipment](#) menu.
2. The [Equipment Model Search](#) page displays.
3. Perform an [Equipment Model Search](#). (Select the link for detailed instructions for performing an Equipment Model Search.)
4. The **Search Results** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Model Search > Search Results >

Region: Special Teams Warehouse: ERT-KY

New Search Add Equipment Add Equipment Model

Matching Equipment Models for Keyword: "car"


Model Name/Number	Manufacturer	Qty Avail	Qty Total	Nationwide	Maintenance	Classification
<a href="#">Bottle Carrier Rack, 2-Slot (no model number)</a>		0	0	None Available	<a href="#">Special Handling</a>	Personal Protective Equipment > Respiratory Protection > Bottle Car > n/a
<a href="#">Bottle Carrier Rack, 6-Slot (no model number)</a>		0	0	None Available	<a href="#">Special Handling</a>	Personal Protective Equipment > Respiratory Protection > Bottle Car > n/a
<a href="#">Car (no model number)</a>		0	0	None Available	<a href="#">Special Handling</a>	Transportation > Other Vehicle > Car > n/a
<a href="#">Cargo Van (no model number)</a>		0	0	None Available	<a href="#">Special Handling</a>	Transportation > Van > Cargo Van > n/a
<a href="#">PetroFlag</a>	Dexall	0	0	2/2 Available	<a href="#">Special Handling</a>	Detection > Soil/Sediment > Test Kit > Hydrocarbons

Export options: [CSV](#) [Excel](#) [PDF](#)

New Search Add Equipment Add Equipment Model

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5. Select an Equipment Model and click **Add Equipment**.
6. The **Equipment Info** page displays.



EPA Portal Home  
EMP Home Page  
Reports  
Help  
Version  
Downloads  
Add Equipment

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith

Function: Warehouse Manager

Home
Equipment
Equipment Service
Parts & Supplies
Transfers
Field Check In/Out
Administration

[Equipment Model Search](#) > [Search Results](#) > [Equipment Info](#) >

**Equipment Model Information:**

Model Name/Number : Bottle Carrier Rack, 2-Slot (no model number)

Model Manufacturer :

Classification : Personal Protective Equipment > Respiratory Protection > Bottle Carrier Rack > n/a

**Equipment Information:** \* Indicates Req

Serial Number :

Manufacturer :  [Pick](#) [Clear](#)

Barcode Number :

Calibration Date :

Purchase Cost Amount :

Size :

Usage Type :

Manufactured Date :

Estimated Value Date :

Retirement Date :

Other Id Information :

National Equipment Sort Order :

Last Inventory Date :

Receipt Date :

OSC Assigned :  [Pick Person](#) [Clear](#)

Ownership :  [Pick](#) [Clear](#)

Remaining Characters : 4000

Special Information :

Remaining Characters : 4000

Comments :

Legacy Name :

Legacy Description :

Parent Kit :

Kit Indicator :

EPA Property Number :

Repair Date :

Warehouse :

Location in Warehouse :  [Add New](#)

Status :

Status Date : 05-27-2009

Estimated Value Amount :

High Cost :

National Equipment List Number :

Expendable :

Expiration Date :

Blanket Purchase Agreement Number :

**Equipment Condition Information:**

Condition :

Inspection Date :

Mileage :

Remaining Characters : 4000






Comments on Condition :



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## 7. Populate the **Equipment Information** fields. The fields are explained below:

- **Serial Number:** The serial number of the Equipment. Manually enter information in this field.
- **Parent Kit:** The barcode number of the Parent Kit. If the Equipment is kitted, the barcode number of its Kit displays with a link, which when clicked will display the **Equipment Info** page with details of the Kit.
- **Kit Indicator:** An indicator (Y/N), which signifies whether or not the Equipment is a Kit. Select **Y** from the **Kit Indicator** drop-down list to mark the Equipment as a Kit. Select **N** from the **Kit Indicator** drop-down list to mark the Equipment as not a Kit. (This field is mandatory)
- **Manufacturer:** Manufacturer of the Equipment. Click the **Pick** link to display the **Organization** search pop-up window. Enter at least on character of the Organization name. An Organization pick-list displays. Click **Pick** to the left of the Organization name to populate the **Manufacturer** field with the desired Organization. Click **Clear** to clear all information from this field.
- **Barcode Number:** The bar code number assigned to a piece of Equipment. This information can be entered manually or generated by the system. For further explanation about system generated Barcode Numbers see the help topic ([Warehouse Manager >](#)

[Administration > My Warehouse\(s\) > View/Edit Warehouse Information.](#)) (This field is mandatory)

- **EPA Property Number:** EPA assigned unique identifier of an Equipment. Manually enter information in this field.
- **Calibration Date:** Date the Equipment was last calibrated. This field is automatically populated by the system.
- **Repair Date:** Date the Equipment was last repaired. This field is automatically populated by the system.
- **Purchase Cost Amount:** The dollar cost of Equipment when purchased. Manually enter information in this field.
- **Warehouse:** Warehouse where the Equipment is to be housed. Select an option from the **Warehouse** drop-down list. **Note:** Please ensure the Barcode Number reflects preferences set in your [My Warehouse\(s\)](#) page, after you have selected a Warehouse.
- **Size:** Size of the Equipment (if applicable). For example: Small, Large, Gallon. Select an option from the **Size** drop-down list.
- **Location in Warehouse:** The location of Equipment within the selected Warehouse (sub-location). For example: Shelf, Warehouse Bay, Office, etc. Select an option from the **Location in Warehouse** drop-down list. (This field is mandatory)
- **Usage Type:** The manner in which Equipment is expected to be used. For example: Field Use, Training, Demo. Select an option from the **Usage Type** drop-down list.
- **Status:** Current status of the Equipment. For example: Checked-In, Available, Destroyed, etc. This field is automatically populated by the system.
- **Manufactured Date:** The date the Equipment was manufactured. To choose a date, click the calendar icon  to the right of the field.
- **Status Date:** Date the current status was determined/selected. This field is automatically populated by the system.
- **Estimated Value Date:** The date the value of Equipment was estimated. To choose a date, click the calendar icon  to the right of the field.
- **Estimated Value Amount:** The estimated dollar value of the Equipment. Manually enter information in this field.
- **Retirement Date:** The date after which the Equipment may not be effectively used. To choose a date, click the calendar icon  to the right of the field.
- **High Cost:** An indicator (Y/N), which signifies whether or not the Equipment is High Cost. Select **Y/N** from the **High Cost Indicator** drop-down list.
- **Other ID Information:** Other number with which the Equipment can be identified. Manually enter information in this field.
- **National Equipment List Number:** Homeland Security/National Equipment List number. Manually enter information in this field.
- **National Equipment Sort Order:** The sort order for the report on the Homeland Security funded Equipment. Manually enter information in this field.
- **Expendable:** An indicator (Y/N), which signifies whether or not the Equipment is Expendable. Select **Y/N** from the **Expendable** drop-down list.
- **Last Inventory Date:** The date of last inventory done on the Equipment. To choose a date, click the calendar icon  to the right of the field.
- **Expiration Date:** The date from which the Equipment may not be used. To choose a date, click the calendar icon  to the right of the field.

- **Receipt Date:** The date the Equipment was received by an EPA Regional Warehouse. To choose a date, click the calendar icon  to the right of the field.
  - **Blanket Purchase Agreement Number:** The blanket purchase agreement number through which the Equipment was purchased. A Blanket Purchase Agreement (BPA) is a simplified method of filling anticipated repetitive needs for services and products. BPAs are "charge accounts" that EPA establishes with contractors to provide themselves with an easy ordering tool. Manually enter information in this field.
  - **OSC Assigned:** If the Equipment is assigned to an On Scene Coordinator (OSC), click the [Pick Person](#) link to display the Search Person pop-up window. Search and select the desired person. Click [Clear](#) to clear all information from this field.
  - **Ownership:** The Agency/Company/Organization which has ownership of the Equipment. Click the [Pick](#) link to display the **Search Organization** pop-up window. Search and select the desired person. Click [Clear](#) to clear all information from this field.
  - **Special Information:** Special information about the Equipment. Manually enter information in this field. Special Information is limited to 4000 characters.
  - **Comments:** Comments about the Equipment. Manually enter information in this field. Comments are limited to 4000 characters.
  - **Legacy Name:** The name of a piece of Equipment in the inventory as defined by EPA Regions. This name facilitates Regions to identify inventory records migrated from their database into the new Emergency Management Portal database. This field is automatically populated by the system.
  - **Legacy Description:** The description of Equipment in the inventory as defined by EPA Regions in their databases. This description facilitates Regions to identify their migrated inventory records in the target Emergency Management Portal database. This field is automatically populated by the system.
8. Populate the Equipment Condition Information fields. If a user captures Equipment Condition Information, full details must be provided. The fields are explained below:
- **Condition:** The current condition of the Equipment. For example: Damaged, operational, unknown, etc. Select an option from the **Condition** drop-down list.
  - **Inspection Date:** The date the Equipment was inspected to determine its condition. To choose a date, click the calendar icon  to the right of the field.
  - **Mileage:** The mileage on the Equipment on the date it was inspected. Manually enter information in this field.
  - **Comments on Condition:** Comments about the Condition of the Equipment. Manually enter information in this field. Comments are limited to 4000 characters.
9. Click **Add**.
10. The **Equipment Info** page for the newly added Equipment displays with a message indicating that the add was successful.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Equipment Model Search](#) > [Search Results](#) > [Equipment Info](#) >

**Add Successful.**

**Equipment Model Information:**

Model Name/Number : Bottle Carrier Rack; 2-Slot (no model number) [Change Equipment Model](#)

Model Manufacturer :

Classification : Personal Protective Equipment > Respiratory Protection > Bottle Carrier Rack > n/a

**Equipment Information:** \* Indicates Rec

[Copy Equipment](#)

Serial Number :

Manufacturer : --- not picked --- [Pick](#) [Clear](#)

Barcode Number : 410014 \*

Calibration Date :

Purchase Cost Amount :

Size : 3 lb

Usage Type : ----- Select -----

Manufactured Date :

Estimated Value Date : 05-18-2009

Retirement Date :

Other Id Information :

National Equipment Sort Order :

Last Inventory Date :

Receipt Date : 05-27-2009

OSC Assigned : --- not picked --- [Pick Person](#) [Clear](#)

Ownership : --- not picked --- [Pick](#) [Clear](#)

Remaining Characters : 4000

Special Information :

Remaining Characters : 4000

Comments :

Legacy Name :

Legacy Description :

Parent Kit :

Kit Indicator : N \*

EPA Property Number :

Repair Date :

Warehouse : ERT-KY

Location in Warehouse : 302 -- Shelf A [Add New](#)

Status : Scrap \*

Status Date : 05-27-2009

Estimated Value Amount :

High Cost : N \*

National Equipment List Number :

Expendable : N

Expiration Date :

Blanket Purchase Agreement Number :

**Equipment Condition Information:**

Condition : ----- Select -----

Inspection Date : 05-27-2009

Mileage :

Remaining Characters : 4000

Comments on Condition :

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From the **Equipment Info** page users can also:

- [Change Equipment Model of Equipment](#)
- [Copy Equipment Information](#)

From the **Equipment Info** page side bar users can also:

- [View Company Information and Associate a Company](#)
- [View Equipment Condition Information](#)
- [View, Add, Edit, and Delete a Maintenance Schedule](#)
- [View Equipment Tracking Information](#)
- [View/Edit a Maintenance/Repair Log](#)
- [Add a Maintenance/Repair Log](#)

### Change Equipment Model of Equipment

1. Click the **Change Equipment Model** link on the **Equipment Info** page.
2. The **Change Equipment Model** page displays.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Model Search > Search Results > Equipment Info > Change Equipment Model >

Equipment Information:

Model Name/Number: Bottle Carrier Rack, 2-Slot (no model number) Serial Number:   
Barcode Number: 410014 Warehouse: [ERT-KY](#)   
Classification: Personal Protective Equipment > Respiratory Protection > Bottle Carrier Rack > n/a

Equipment Model Search (Please enter one or more search criteria):

Model Name/Number:   
Keyword(classification):   
Search Cancel

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

- Search for the new Equipment Model by entering the Model Name/Number (or part thereof) or a Classification keyword.
- Click **Search**.
- The **Change Equipment Model** page displays, showing the results of the search.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Model Search > Search Results > Equipment Info > Change Equipment Model >

Equipment Information:

Model Name/Number: Bottle Carrier Rack, 2-Slot (no model number) Serial Number:   
Barcode Number: 410014 Warehouse: [ERT-KY](#)   
Classification: Personal Protective Equipment > Respiratory Protection > Bottle Carrier Rack > n/a

Search results of Equipment Model: "Keyword: truck"

New Search Select Cancel

Model Name/Number	Approved?	Classification
<a href="#">5th Wheel Truck (no model number)</a>	Y	Transportation > Truck > 5th Wheel > n/a
<a href="#">Box Truck (no model number)</a>	Y	Transportation > Truck > Box Truck > n/a
<a href="#">Equipment Truck (no model number)</a>	Y	Transportation > Truck > Equipment > n/a
<a href="#">Pick-up Truck (no model number)</a>	Y	Transportation > Truck > Pick-up Truck > n/a
<a href="#">F-550 Truck</a>	Y	Transportation > Truck > Pick-up Truck > n/a
<a href="#">Response Truck (no model number)</a>	Y	Transportation > Truck > Response Truck > n/a
<a href="#">Semi-Tractor (no model number)</a>	Y	Transportation > Truck > Semi-Tractor > n/a
<a href="#">Hand Truck, &lt;200 lb (no model number)</a>	Y	General > Tools > Hand Truck > n/a
<a href="#">Hand Truck, 200-400 lb (no model number)</a>	Y	General > Tools > Hand Truck > n/a
<a href="#">Hand Truck, 400-500 lb (no model number)</a>	Y	General > Tools > Hand Truck > n/a
<a href="#">Hand Truck, &gt;500 lb (no model number)</a>	Y	General > Tools > Hand Truck > n/a
<a href="#">Truck Mounted Geoprobe (no model number)</a>	Y	Sampling > Soil/Sediment Sampling > Direct Push Technology (DPT) > Truck Mounted

New Search Select Cancel

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- Select the new Equipment Model and click **Select**.
- The Equipment Info page for the Equipment displays with a message indicating the Equipment Model change was saved successfully.

### Copy Equipment Information

- The general information of a piece of Equipment can be copied when new Equipment Information for the same kind of Equipment needs to be recorded in the system by clicking the **Copy Equipment** link on the **Equipment Info** page. Please note that information of Equipment defined as Kit cannot be copied and therefore if you selected such Equipment, the Copy Equipment link will not be visible on the page.
- The **Copy Equipment** page displays the Equipment Model Information, Company Information, and Maintenance Schedules of the Source Equipment which is being copied. This is followed by the Target (new) Equipment Information with the Manufacturer, Size, Receipt date, Warehouse, Current Status, Date, and Inspection Date fields pre-populated.



## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

[Home](#) [Equipment](#) [Equipment Service](#) [Parts & Supplies](#) [Transfers](#) [Field Check In/Out](#) [Administration](#)

[Equipment Model Search](#) > [Search Results](#) > [Equipment Info](#) > [Copy Equipment](#) >

**Source Equipment Model Information:**

Model Name/Number: Bottle Carrier Rack, 2-Slot (no model number)  
Model Manufacturer:  
Classification: Personal Protective Equipment > Respiratory Protection > Bottle Carrier Rack > n/a

**Source Equipment Company Information:**

Company Name	Company Type	Website Address	Contact Name	GSA (Y/N)
Nothing found to display.				

**Source Equipment Maintenance Schedule Information:**

Maint. Type	Maint. Frequency	Service Organization	Description
Nothing found to display.			

**Target Equipment Information:** \* Indicates Required

Serial Number:   
Manufacturer:  [Pick](#) [Clear](#)  
Barcode Number:   
Calibration Date:   
Purchase Cost Amount:   
Size:   
Usage Type:   
Manufactured Date:   
Estimated Value Date:   
Retirement Date:   
Other Id Information:   
National Equipment Sort Order:   
Last Inventory Date:   
Receipt Date:   
Ownership:  [Pick](#) [Clear](#)  
OSC Assigned:  [Pick Person](#) [Clear](#)  
Remaining Characters: 4000  
Special Information:   
Remaining Characters: 4000  
Comments:   
Legacy Name:   
Legacy Description:

Kit Indicator:   
EPA Property Number:   
Repair Date:   
Warehouse:   
Location in Warehouse:  [Add New](#)  
Status:   
Status Date: 05-27-2009  
Estimated Value Amount:   
High Cost:   
National Equipment List Number:   
Expendable:   
Expiration Date:   
National Asset?:   
Blanket Purchase Agreement Number:   
**Equipment Condition Information:**  
Condition:   
Inspection Date:   
Mileage:   
Remaining Characters: 4000  
Comments on Condition:

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3. Users can edit information applicable to the Target (new) Equipment on this page.
4. Click **Save**.
5. The **Equipment Info** page for the newly added Equipment displays with a message indicating that the add was successful.

### View Company Info and Associate a Company

1. Users can view Company Information associated with the Equipment or Associate a Company with the Equipment. Associated companies may have several different roles, for example: manufacturer, maintenance performer, etc.
2. Click the **Company Info** link in the left side bar menu on the **Equipment Info** page.
3. The **Equipment And Company** page displays. This page displays the Current Company information associated to the Equipment as Supplier, Service Provider, or Shipper.

## Equipment Module Version 6.0 User Manual

The screenshot shows the 'Equipment Module' interface for John Smith, a Warehouse Manager. The left sidebar contains links: EPA Portal Home, EMP Home Page, Reports, Help, Version, Downloads, Equipment Company List. The top navigation bar includes: Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The breadcrumb trail is: Equipment Model Search > Search Results > Equipment Info > Equipment And Company >. The 'Equipment Information' section displays: Model Name/Number: Bottle Carrier Rack, 2-Slot (no model number); Barcode Number: 410014; Manufacturer: (blank); Classification: (blank). To the right, 'Serial Number' and 'EPA Property Number' are partially visible. Below this is the 'Current Company Information' section with an 'Associate Company' button. A table with headers 'Company Name', 'Company Type', 'Website Address', 'Contact Name', 'GSA (Y/N)', and 'D' is shown, with the message 'Nothing found to display.' and another 'Associate Company' button below it. At the bottom are links for EPA Home, Privacy and Security Notice, and Contact Us.

4. To Associate a Company click **Associate Company**.
5. The **Equipment Company Info** page displays.

The screenshot shows the 'Equipment Company Info' page. The left sidebar is the same as the previous page, but with additional links: Edit Equipment, Associate Equipment, and And Company. The top navigation bar is identical. The breadcrumb trail is: Equipment Model Search > Search Results > Equipment Info > Equipment And Company > Equipment Company Info >. The 'Equipment information' section is identical to the previous page. The 'Company Association information' section contains: 'Company Name' with a dropdown menu showing '--- not picked ---', a 'Pick' link, and a 'Clear' link; 'Company Type' with a dropdown menu showing '----- select -----'; and an 'Add New Company' link. 'Save' and 'Cancel' buttons are at the bottom left. A note '\* Indicates Required' is on the right. The bottom links are the same.

6. Identify a Company Name in the **Company Name** field.
  - a. To populate this field the user must click the **Pick** link to right of the text field.
  - b. An **Organization Search** pop-up window displays
  - c. Enter at least one character of the Organization's name.
  - d. A list of organizations displays.
  - e. Select an organization by clicking the **Pick** link to the left of the organization name.
  - f. The organization name populates the **Company Name** field in the **Equipment Company Info** page.
  - g. Click **Clear** to clear all information from this field.
7. The **Equipment Company Info** page displays with the newly associated company in the **Company Association Information** section.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Model Search > Search Results > Equipment Info > Equipment And Company > Equipment Company Info >

Equipment information:

Model Name/Number: Bottle Carrier Rack, 2-Slot (no model number) Serial Number:

Barcode Number: 410014 EPA Property Number:

Manufacturer:

Classification: Personal Protective Equipment > Respiratory Protection > Bottle Carrier Rack > n/a

Company Association Information:

Company Name: Alpha Spectra Pick Clear Add New Company

Company Type: select

Save Cancel

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8. Select the Company Type from the **Company Type** drop-down list. (For example: Supplying, Shipping, Service/Maintenance, Special Shipping.)
9. Click **Save**.
10. The **Equipment and Company** page displays, with a message indicating the company was associated successfully.

## View Equipment Condition Information

1. Users can view Equipment Condition Information by clicking the **Equipment Condition Info** link in the left side bar menu on the **Equipment Info** page.
2. The **Equipment and Condition Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Model Search > Search Results > Equipment Info > Equipment And Condition Info >

Equipment information:

Model Name/Number: DFU 1000 Serial Number:

Barcode Number: 741 EPA Property Number:

Manufacturer:

Classification: Sampling > Biological Sampling > Collection Device > n/a

Equipment Condition History:

Inspection Date	Mileage	Condition	Comments
05-27-2009		Damaged	

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## View, Add, Edit, and Delete a Maintenance Schedule

### View a Maintenance Schedule

1. Users can view and add a Maintenance Schedule by clicking the **Maintenance Schedule Info** link in the left side bar menu on the **Equipment Info** page.
2. The **Equipment Maintenance Schedule Info** page displays.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Model Search > Search Results > Equipment Info > Equipment Maintenance Schedule Info >

Equipment Information:

Model Name/Number : DFU 1000 Serial Number :  
Barcode Number : 741 EPA Property Number :  
Manufacturer :  
Classification : Sampling > Biological Sampling > Collection Device > n/a

Current Maintenance Schedule Information : [Copy Maintenance Schedule](#)

[Add Maintenance Schedule](#)

Due Date	Last Performed Date	Maint. Type	Maint. Frequency	Description	D
Nothing found to display.					

[Add Maintenance Schedule](#)

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3. Users can add a Maintenance Schedule by clicking **Add Maintenance Schedule**.
4. The **Maintenance Schedule Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Model Search > Search Results > Equipment Info > Equipment Maintenance Schedule Info > Maintenance Schedule Info >

Equipment Information:

Model Name/Number : DFU 1000 Serial #  
Barcode Number : 741 EPA Property #  
Manufacturer :  
Classification : Sampling > Biological Sampling > Collection Device > n/a

Maintenance Schedule Information: \* Indicates Req

Due Date Required

Due Date :

Current Indicator : Y

Maintenance Type : ----- select ----- [Add New Maintenance Type](#)

Maintenance Frequency : Alternant Month [Add New Maintenance Frequency Type](#)

Remaining Characters : 255

Description :


Remaining Characters : 4000

Comments :

[Add](#) [Cancel](#)

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### Add a Maintenance Schedule

1. Populate the **Maintenance Schedule Information** fields. The fields are explained below:
  - **Due Date:** The date the Equipment is due for maintenance. To choose a date, click the calendar icon  to the right of the field. Due Date is mandatory for Scheduled Maintenance at regular frequencies. This date is not required for frequencies such as As Needed, Each use, First 50 Hours, Every 100 Hours, or Every 50 Hours. The system will prompt users to enter this date based on the selected frequency.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not a Maintenance Schedule is applicable to equipment. Select **Y/N** from the **Current Indicator** drop-down list.
  - **Maintenance Type:** The type of maintenance to be performed, for example: Calibration, Certification, Diesel Generator Oil Change, etc. Select an option from the **Maintenance Type** drop-down list. If a Maintenance Type is not in the drop-down list users can click

the **Add New Maintenance Type** link to add it to the **Maintenance Type List**. (This field is mandatory)

- **Maintenance Frequency:** Frequency the maintenance is to be performed, for example: Alternate month, Annual, As Needed, etc. Select an option from the **Maintenance Frequency** drop-down list. If a Maintenance Type is not in the drop-down list users can click the **Add New Maintenance Frequency Type** link to add it to the **Maintenance Frequency List**. (This field is mandatory)
  - **Description:** Description of the maintenance to be performed. Manually enter this information. Description is limited to 255 characters.
  - **Comments:** Any additional comments about the maintenance to be performed. Manually enter this information. Comments are limited to 4000 characters.
2. Click **Add**.
  3. The **Equipment Maintenance Schedule Info** page displays, with a message indicating the schedule was added successfully.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Model Search > Search Results > Equipment Info > Equipment Maintenance Schedule Info >

**Add Successful.**

Equipment Information:

Model Name/Number: DFU 1000 Serial Number:

Barcode Number: 741 EPA Property Number:

Manufacturer:

Classification: Sampling > Biological Sampling > Collection Device > n/a

Current Maintenance Schedule Information: [Copy Maintenance Schedule](#)

[Add Maintenance Schedule](#)

	Due Date	Last Performed Date	Maint. Type	Maint. Frequency	Description	D
<a href="#">Edit</a>	10-29-2009		Air Sampling	Quarterly		<a href="#">Delete</a>

[Add Maintenance Schedule](#)

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

### Edit a Maintenance Schedule

1. Maintenance Schedules can be edited by clicking the **Edit** link to the left of the particular Maintenance Schedule in the **Current Maintenance Schedule** section of the **Equipment Maintenance Schedule Info** page.
2. The **Equipment Maintenance Schedule Info** page displays.
3. Edit fields as necessary, and click **Save**.
4. The **Equipment Maintenance Schedule Info** page displays, with a message indicating the schedule was saved/edited successfully.

### Delete a Maintenance Schedule

1. Maintenance Schedules can be deleted by clicking the **Delete** link to the right of the particular Maintenance Schedule in the **Current Maintenance Schedule** section of the **Equipment Maintenance Schedule Info** page.
2. A dialog box displays asking the user to confirm deletion of the Maintenance Schedule.
3. Click **OK**.
4. The **Equipment Maintenance Schedule Info** page displays and the deleted Maintenance Schedule is removed.
5. If a Maintenance Log was created for the Scheduled Maintenance, (meaning the maintenance has been performed on the Equipment at some point in the life of the Equipment) the deleted Maintenance Schedule will be marked as non-current (archived) by the system. The archived Maintenance Schedules can be viewed in the **Maintenance Schedule History**.

## View Maintenance Schedule History

1. From the **Equipment Maintenance Schedule Info** page users can view the Maintenance Schedule History by clicking the **Maintenance Schedule History** link in the left side bar menu.
2. The **Equipment Maintenance Schedule History** page displays. This page shows the history of Maintenance Schedules which are non-current (archived).

The screenshot shows the 'Equipment Maintenance Schedule History' page. The left sidebar contains a menu with options: EPA Portal Home, EMP Home Page, Reports, Help, Version, Downloads, Edit Maintenance Schedule, and Maintenance Schedule History (which is highlighted). The main content area has a header 'Equipment Module' and a user profile for 'John Smith' with the function 'Warehouse Manager'. Below this is a navigation bar with tabs: Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The breadcrumb trail is: Equipment Model Search > Search Results > Equipment Info > Equipment Maintenance Schedule Info > Equipment Maintenance Schedule History >. The page displays 'Equipment Information' for Model Name/Number: DFU 1000, Barcode Number: 741, Manufacturer: , and Classification: Sampling > Biological Sampling > Collection Device > n/a. It also shows 'Inactive Maintenance Schedule Information' with a table:

Due Date	Last Performed Date	Maint. Type	Maint. Frequency	Service Organization	Description
06-02-2009	06-02-2008	Inspection	Yearly		

At the bottom, there are links for EPA Home, Privacy and Security Notice, and Contact Us.

## Copy a Maintenance Schedule

1. The Maintenance Schedule of another piece of Equipment can be copied to the selected Equipment (Equipment that you are viewing the **Equipment Maintenance Schedule Info** of) by clicking the **Copy Maintenance Schedule** link on the **Equipment Maintenance Schedule Info** page.
2. The **Copy Maintenance Schedule** page displays with the **Target Equipment Information** section and a **Search for Source Equipment to Copy Maintenance Schedule From** section.

The screenshot shows the 'Copy Maintenance Schedule' page. The left sidebar is the same as the previous screenshot, with 'Copy Maintenance Schedule' highlighted. The main content area has the same header and navigation bar. The breadcrumb trail is: Equipment Model Search > Search Results > Equipment Info > Equipment Maintenance Schedule Info > Copy Maintenance Schedule >. The page displays 'Target Equipment Information' for Model Name/Number: DFU 1000, Barcode Number: 741, Serial Number: , and Warehouse: ERT-KY. Below this is a section titled 'Search for Source Equipment to Copy Maintenance Schedule From:' with input fields for Model Name/Number, Barcode Number, Serial Number, and Keyword(classification). There are 'Search' and 'Cancel' buttons at the bottom. At the bottom of the page, there are links for EPA Home, Privacy and Security Notice, and Contact Us.

3. Search for a Source Equipment to copy a Maintenance Schedule from by searching by any of the following criteria:
  - Model Name/Number
  - Barcode Number
  - Serial Number
  - Keyword (classification)
4. The **Copy Maintenance Schedule** page displays with the **Select the equipment to copy maintenance schedules from** list with Equipment matching the selected criteria.
5. Select an Equipment to copy a Maintenance Schedule from.
6. Click **Next**.

## Equipment Module Version 6.0 User Manual

- The **Copy Maintenance Schedule** page displays with the selected Equipment in the **Source Equipment Information** section.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Model Search > Search Results > Equipment Info > Equipment Maintenance Schedule Info > Copy Maintenance Schedule >

Target Equipment Information:

Model Name/Number: DFU 1000 Serial Number: 741  
Barcode Number: 741 Warehouse: ERT-KY

New Search Copy Maintenance Schedules Cancel

Due Date	Performed Date	Maint. Type	Maint. Frequency	Service Organization	Description
10-29-2009		Air Sampling	Quarterly		

Source Equipment Information:

Model Name/Number: H-810 Pump Serial Number: 0880  
Barcode Number: ERT-146-0 Warehouse: ERT-KY

Select the maintenance schedules to copy from the list below. Choose appropriate due date(s)

Due Date	Performed Date	Maint. Type	Maint. Frequency	Service Organization	Description
<input type="checkbox"/> 06-26-2009	08-21-2008	Calibration	Monthly		

New Search Copy Maintenance Schedules Cancel

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- Select one or more Maintenance Schedules to copy. The system will not allow copying of Maintenance Schedules with the same Maintenance Type and Frequency.
- Modify the Due Date of the Maintenance Schedule to be copied as needed by clicking the **Calendar** icon. The system automatically sets the Due Date based on the Maintenance Frequency and today's date.
- Click **Copy Maintenance Schedules**.
- The **Equipment Maintenance Schedule Info** page displays with a message indicating the Maintenance Schedule of the Source Equipment was added successfully.

### View Equipment Tracking Information

- Users can view the Tracking Information for the Equipment, by clicking the **Equipment Tracking** link in the left side bar menu on the **Equipment Info** page.
- The **Equipment Tracking** page displays. This page displays the complete history of activities of the Equipment.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Model Search > Search Results > Equipment Info > Equipment Tracking >

Equipment Information:

Model Name/Number: DFU 1000 Serial Number: 741  
Barcode Number: 741 EPA Property Number: 741  
Manufacturer: Manufacturer  
Classification: Sampling > Biological Sampling > Collection Device > n/a

Equipment Tracking History:

Begin Date	End Date	Status	Checkin/CheckOut Date	CheckOut Type	Borrower	Checkout By	Checkin By	Comments
05-27-2009		Checked in						

Back


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- Users can view information for the following columns:
  - Begin Date:** The beginning date for the status indicated for this log entry.
  - End Date:** The end date for the status indicated for this log entry. A blank End Date indicates this status is the current status of the Equipment.

- **Status:** The status of the Equipment.
- **CheckIn/CheckOut Date:** The date the Equipment was Checked In or Checked Out.
- **Checkout Type:** The type of check-out performed for this log entry.
- **Borrower:** The person responsible for checking-out the Equipment from the Warehouse.
- **Check Out By:** The person who is the custodian of item, i.e. who physically takes possession of the item from the Warehouse. The custodian of the item can be different from the Borrower.
- **Check In By:** The person responsible for checking-in the Equipment from the Warehouse.
- **Comments:** Any additional comments about this log entry.

### View/Edit Maintenance/Repair Log

1. Users can view/edit both [Scheduled Maintenance](#) Logs and [Unscheduled Maintenance/Repair](#) Logs by clicking the **View Scheduled Maintenance/Repair Log** link in the left side bar menu of the **Equipment Info** page.
2. The **View Maintenance/Repair Logs** page displays.

3. Users can search for particular Equipment Maintenance or Unscheduled Maintenance/Repair through the following **Search by** fields:
  - **Performed between:** Provides a range of dates the equipment received Maintenance or Repair.
    - a. To populate these fields click the calendar icons  to the right of the fields.
    - b. A **Calendar** pop-up window displays.
    - c. Select a date from the **Calendar** pop-up window.
    - d. The date selected populates the date field.
  - **Scheduled maintenance Log only:** Select this radio button to search by Scheduled Maintenances only.
  - **Repair Log only:** Select this radio button to search by Unscheduled Maintenance or Repairs only.



- **Both:** Select this radio button to search by both Scheduled Maintenances and Unscheduled Maintenance/Repairs.
  - **Include Log entries with no Performance Date:** Checkbox allowing users to search for Scheduled Maintenance logs or Unscheduled Maintenance/Repair logs even if no service performance date was documented.
4. Click **Search**.
  5. The **View Maintenance/Repair Logs** page displays with the results of the search.
  6. Users can view Log information in the following columns:
    - **Maint. Type/Repair Type:** The type of maintenance or repair performed.
    - **Performed Date:** The date the maintenance or repair was performed.
    - **Cost:** Cost of the maintenance or repair performed.
    - **Service Invoice:** The Service Invoice number.
    - **Service Organization:** The Organization providing the maintenance or repair.
    - **Service Organization Location:** Address information of Service Organization where maintenance was performed.
    - **Maint. Frequency:** The Maintenance Frequency applicable to Scheduled Maintenance.
  7. Users can edit a Scheduled Maintenance/Repair Log and add a Service Invoice by clicking **Edit** to the left of the **Log** in the **Scheduled Maintenance/Repair Log** list.
  8. The **Maintenance Log** page displays. Note that this example shows the **Maintenance Log** page for a Scheduled Maintenance. The **Maintenance Log** page for an Unscheduled Maintenance/Repair will display the Repair Type instead of Maintenance Type and Maintenance Frequency. The editable fields, however, will be the same.

The screenshot shows the 'Equipment Module' interface for the U.S. Environmental Protection Agency. The user is John Smith, with the function 'Warehouse Manager'. The breadcrumb trail is: Equipment Model Search > Search Results > Equipment Info > View Maintenance/Repair Logs > Maintenance Log >.

**Equipment Information:**


- Model Name/Number: DFU 1000
- Barcode Number: 741
- Manufacturer:
- Classification: Sampling > Biological Sampling > Collection Device > n/a
- Serial Number:
- EPA Property Number:

**Scheduled Maintenance Log Information:**

- Maintenance Type: Air Sampling
- Maintenance Frequency: Quarterly
- Performed Date: 02-01-2009
- Service Invoice Number: --- not picked --- (Links: [Pick Service Invoice](#), [Clear](#), [Add Service Invoice](#))
- Service Organization: --- Select --- (Links: [Pick Organization](#), [Clear](#))
- Service Organization Location: --- Select --- (Link: [Add Address](#))
- Individual Maintenance Cost: 12,000
- Serviced By: Smith John (Links: [Pick Person](#), [Clear](#))
- Remaining Characters: 4000
- Comments: (Text area)

Buttons: [Save](#), [Cancel](#)

Footer: [EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

9. Users can edit information for the following fields:
  - **Performed Date:** The date the maintenance was performed. To choose a date, click the calendar icon  to the right of the field. (This field is mandatory)
  - **Service Invoice Number:** Number designated by the servicing vendor/organization of the Equipment maintenance/repair.
    - a. To populate this field, click the [Pick Service Invoice](#) link.

- b. A **Select a Service Invoice** pop-up window displays.
  - c. Users can search by either Service Organization or Service Invoice Number. Enter at least one character of the Service Organization name or Service Invoice Number. A pick-list displays. Click Pick to the left of the Service Organization name or Service Invoice Number to populate the **Service Invoice Number** field. Click Clear to clear all information from this field.
  - d. To add a new Service Invoice Number, click the [Add Service Invoice](#) link. (In order to add a new Service Invoice, the Service Organization field has to be populated.)
- **Service Organization:** Vendor/organization where the Equipment maintenance/repair.
  - b. To populate this field, click the Pick Organization link.
  - c. An **Organization** pop-up window displays.
  - d. Enter at least one character of the Service Organization name. A pick-list displays. Click Pick to the left of the Service Organization name to populate the **Service Organization** field. Click Clear to clear all information from this field.
- **Service Organization Location:** Location of the vendor/organization where the Equipment maintenance/repair is being performed. To populate this field, select an option from the **Service Organization Location** drop-down list. The values of the drop-down list are locations previously associated with the selected Service Organization. To add a new location, click the [Add New Address](#) link. (In order to add a new Address, the Service Organization field has to be populated.) Leave this field blank if the Service was performed in the warehouse.
- **Individual Maintenance Cost:** Cost of the maintenance or repair performed. Manually enter information in this field.
- **Serviced By:** The person who performed the maintenance/repair. Click the [Pick Person](#) link to display the **Search Person** pop-up window. Search and select the desired person. Click Clear to clear all information from this field. (This field is mandatory.)
- **Comments:** Enter any comments related to the maintenance in the **Comments** field. Manually enter information in this field. Comments are limited to 4000 characters.

### Add Service Invoice


Users can add a Service Invoice Number to Equipment scheduled for maintenance or repair.

1. Click the [Add Service Invoice](#) link to the right of the **Service Invoice Number** field. Users must select a Service Organization from the **Service Organization** field before adding a Service Invoice.
2. A **Service Invoice Information** section appears on the **Maintenance Log** page.

The screenshot displays the EPA Equipment Module web application interface. At the top, the U.S. Environmental Protection Agency logo is on the left, and the text "U.S. ENVIRONMENTAL PROTECTION AGENCY" is on the right. Below the logo is a vertical navigation menu with links: EPA Portal Home, EMP Home Page, Reports, Help, Version, Downloads, Edit Scheduled Maintenance/Repair Log, Maintenance Documents, and Documents. The main header area shows "Equipment Module" and "John Smith" with a "Function: Warehouse Manager" dropdown. A navigation bar contains buttons: Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. Below this is a breadcrumb trail: "Equipment Model Search > Search Results > Equipment Info > View Maintenance/Repair Logs > Maintenance Log >". The main content area is titled "Equipment Information:" and contains fields for Model Name/Number (DFU 1000), Barcode Number (741), Manufacturer, Classification (Sampling > Biological Sampling > Collection Device > n/a), Serial Number, and EPA Property Number. Below this is the "Scheduled Maintenance Log Information:" section, which includes the "Service Invoice Information:" form. This form has fields for Service Invoice Number (0), Service Invoice Date (with a calendar icon), Service Cost, Total Parts Cost, Other Cost, Payment Type (dropdown), Credit Card Type (dropdown), and Remaining Characters (255). There is a "Comments:" text area and a "Pick Existing Service Invoice" button. Below the form are fields for Maintenance Type (Air Sampling), Maintenance Frequency (Quarterly), Performed Date (02-01-2009 with a calendar icon), Service Organization (Narda with a dropdown and "Pick Organization" link), Service Organization Location (dropdown with "Add Address" link), Individual Maintenance Cost (12,000), Serviced By (Smith John with a "Pick Person" link), and another Remaining Characters field (4000). At the bottom of the form are "Save" and "Cancel" buttons. The footer of the page includes links for "EPA Home", "Privacy and Security Notice", and "Contact Us".

### 3. Populate the following **Service Invoice Information** fields:

- **Service Invoice Number:** The number designated by the servicing vendor/organization of the Equipment maintenance. Manually enter this information. (This field is mandatory)
- **Service Invoice Date:** The date the Service Invoice was prepared. (This field is mandatory)

- To populate this field, click the Calendar Icon  to the right of the field.
- A **Calendar** pop-up window displays.
- Select a date from the **Calendar** pop-up window.
- The date selected populates the date field.

- **Service Cost:** The dollar amount of the service cost. Manually enter this information. (This field is mandatory)
- **Total Parts Cost:** The dollar amount spent on spare parts required for servicing the equipment. Manually enter this information.
- **Other Cost:** The dollar amount of other service costs. Manually enter this information.
- **Payment Type:** The mechanism used to make a payment against an invoice. Select an option from the **Payment Type** drop-down list.
- **Credit Card Type:** The bank-issued card type that allows EPA consumers to purchase goods or services from a merchant on credit, which bears an account number assigned to a cardholder with a credit limit. The cardholder is subsequently billed by the issuing bank for repayment of the credit extended at once or on an installment basis. Select an option from the **Credit Card Type** drop-down list.

- **Comments:** Any additional comments about service invoice. Comments are limited to 255 characters.
4. Click **Save**. To cancel adding a new Service Invoice, click the **Pick Existing Service Invoice** button. Users return to the **Scheduled Maintenance** or **Repair Log Information** section of the **Maintenance Log** page, where they can select a Service Invoice Number through the [Pick Service Invoice](#) link.

### Add New Address

Users can add a new Address for the vendor/organization providing the Equipment maintenance or repair.

1. Click the [Add New Address](#) link to the right of the **Organization Location** field. Users must select a Service Organization from the **Service Organization** field before adding a new Address.
2. A **Location Information** section appears on the **Equipment Maintenance Schedules** page.

3. Populate the following **Location Information** fields:
  - **Address Type:** The type of address for the vendor/organization providing the Equipment maintenance. (Example: Mailing, Physical) Select an option from the **Address Type** drop-down list. (This field is mandatory.)
  - **Address Line 1:** The primary address for the vendor/organization providing the Equipment maintenance. Manually enter information in this field. (This field is mandatory.)
  - **Address Line 2:** The secondary address information for the vendor/organization providing the Equipment maintenance. Manually enter information in this field.
  - **City:** The city of where the vendor/organization providing the Equipment maintenance is located. Manually enter this information. (This field is mandatory.)

- **State:** The state of where the vendor/organization providing the Equipment maintenance is located. Select an option from the **State** drop-down list. (This field is mandatory.)
  - **Zip Code:** The zip code of where the vendor/organization providing the Equipment maintenance is located. Manually enter information in this field. (This field is mandatory.)
4. Click **Save**. To cancel adding a new Address, click the **Pick Existing Location** button. Users return to the Service Log Information section of the **Equipment Maintenance Schedules** page, where they can select an Organization Location from the **Organization Location** drop-down list.

### Add Maintenance/Repair Log

1. Users can add both [Scheduled Maintenance](#) Logs and [Unscheduled Maintenance/Repair](#) Logs by clicking the **Add Scheduled Maintenance/Repair Log** link in the left side bar menu of the **Equipment Info** page or by clicking **Add Scheduled Maintenance/Repair Log** on the **View Maintenance/Repair Logs** page.
2. The **Add Scheduled Maintenance Log** page displays, defaulting to the **Scheduled Maintenance** tab. (The user must first have a Maintenance Schedule. On the **Equipment Info** page for the Equipment, on the right hand menu, click **Maintenance Schedule Info** and add two or three schedules (must be >1). Then you can return to the Scheduled Maintenance tab where the schedules will display.)

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Model Search > Search Results > Equipment Info > Add Scheduled Maintenance Log >

**Equipment Information:**

Model Name/Number : DFU 1000 Serial Number :  
Barcode Number : 741 EPA Property Number :  
Manufacturer :  
Classification : Sampling > Biological Sampling > Collection Device > n/a

Select one or more repair type(s):

**Scheduled Maintenance** **Unscheduled Maintenance and Repairs**

**Selected Maintenance Schedule List:** \* Indicates Require

☒ Select All

	Model Name/Number	Maintenance Type	Maintenance Frequency	Due Date	Last Performed Date	Cost
<input checked="" type="checkbox"/>	DFU 1000	Air Sampling	Quarterly	05-02-2009	02-01-2009	\$ 0 <input type="checkbox"/> Same Cost for all <a href="#">Update</a>

☒ Select All

**Service Log Information:**

Performed Date:

Service Invoice Number:  [Pick Service Invoice](#) [Clear](#) [Add Service Invoice](#)

Service Organization:  [Pick Organization](#) [Clear](#)

Organization Location:  [Add New Address](#)

Serviced By:  [Pick Person](#) [Clear](#)

Remaining Characters : 4000

Comments:

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)


3. Users can add **Service Log Information** for scheduled maintenances, as well as unscheduled maintenances and repairs.

### Scheduled Maintenance and Repairs

1. Select one or more Maintenance Schedules and populate the fields for each selected Maintenance Schedule:
  - **Cost:** The dollar amount of the service cost. Manually enter this information. Click the **Same Cost for all** indicator in the column header to duplicate the Cost entered for the

first selected Maintenance Schedule to the other selected Maintenance Schedules. Click the Clear link to set all Costs to 0.

2. Populate the fields in the **Service Log Information**:

- **Performed Date:** The date of last performed maintenance for an Equipment. This date must be the current date or a prior date. (This field is mandatory)
  - a. To populate this field, click the **Calendar Icon**  to the right of the field.
  - b. A **Calendar** pop-up window displays.
  - c. Select a date from the **Calendar** pop-up window.
  - d. The date selected populates the date field.
- **Service Invoice Number:** Number designated by the servicing vendor/organization of the Equipment maintenance.
  - a. To populate this field, click the [Pick Service Invoice](#) link.
  - b. A **Select a Service Invoice** pop-up window displays.
  - c. Users can search by either Service Organization or Service Invoice Number. Enter at least one character of the Service Organization name or Service Invoice Number. A pick-list displays. Click [Pick](#) to the left of the Service Organization name or Service Invoice Number to populate the **Service Invoice Number** field. Click [Clear](#) to clear all information from this field.
  - d. To add a new Service Invoice Number, click the [Add Service Invoice](#) link. (In order to add a new Service Invoice, the Service Organization field has to be populated.)
- **Service Organization:** Vendor/organization providing the Equipment maintenance.
  - b. To populate this field, click the [Pick Organization](#) link.
  - c. An **Organization** pop-up window displays.
  - d. Enter at least one character of the Service Organization name. A pick-list displays. Click [Pick](#) to the left of the Service Organization name to populate the **Service Organization** field. Click [Clear](#) to clear all information from this field.
- **Organization Location:** Location of the vendor/organization where the Equipment maintenance is being performed. To populate this field, select an option from the **Organization Location** drop-down list. The values of the drop-down list are locations previously associated with the selected Service Organization. To add a new location, click the [Add New Address](#) link. (In order to add a new Address, the Service Organization field has to be populated.) Leave this field blank if the Service was performed in the warehouse.
- **Serviced By:** The person who performed maintenance on the Equipment. Click the [Pick Person](#) link to select a person from the Person pick-list. (This field is mandatory.)
- **Comments:** Enter any comments related to the maintenance in the **Comments** field. Manually enter information in this field. Users are limited to 4000 characters.


3. Click **Save**.

4. Users return to the **View Maintenance/Repair Logs** page, indicating the add was successful. Note that a Scheduled Maintenance Log will have been created for *each* selected Maintenance Schedule.

### Unscheduled Maintenance and Repairs

In addition to Scheduled Maintenances, users can also update **Service Log Information** for unscheduled maintenances and repairs.

# Equipment Module Version 6.0 User Manual

1. Add one or more Repairs:
  - **Repair Type:** The type of repair performed. To populate this field, select an option from the **Repair Type** drop-down list
  - **Cost:** The dollar amount of the service cost. Manually enter this information.
2. Keep clicking the **Add** link, which will add a blank row, to add additional repairs as described above.
3. Populate the fields in the Service Log Information:
  - **Performed Date:** The date of last performed maintenance for an Equipment. This date must be the current date or a prior date. (This field is mandatory)
    - a. To populate this field, click the **Calendar Icon**  to the right of the field.
    - b. A **Calendar** pop-up window displays.
    - c. Select a date from the **Calendar** pop-up window.
    - d. The date selected populates the date field.
  - **Service Invoice Number:** Number designated by the servicing vendor/organization of the Equipment repair.
    - b. To populate this field, click the Pick Service Invoice link.
    - c. A **Select a Service Invoice** pop-up window displays.
    - d. Users can search by either Service Organization or Service Invoice Number. Enter at least one character of the Service Organization name or Service Invoice Number. A pick-list displays. Click Pick to the left of the Service Organization name or Service Invoice Number to populate the **Service Invoice Number** field. Click Clear to clear all information from this field.
    - e. To add a new Service Invoice Number, click the Add Service Invoice link. (In order to add a new Service Invoice, the Service Organization field has to be populated.)
      - **Service Organization:** Vendor/organization providing the Equipment repair.
        - a. To populate this field, click the Pick Organization link.
        - b. A **Select an Organization** pop-up window displays.



- c. Enter at least one character of the Service Organization name. A pick-list displays. Click [Pick](#) to the left of the Service Organization name to populate the **Service Organization** field. Click [Clear](#) to clear all information from this field.
  - **Organization Location:** Location of the vendor/organization where the Equipment repair is being performed. To populate this field, select an option from the **Organization Location** drop-down list. The values of this drop-down list are locations previously associated with the selected Service Organization. To add a new location, click the [Add New Address](#) link. (In order to add a new Address, the Service Organization field has to be populated.) Leave this field blank if the Service was performed in the warehouse.
  - **Serviced By:** The person who performed the repair on the Equipment. Click the [Pick Person](#) link to select a person from the Person pick-list. (This field is mandatory)
  - **Comments:** Enter any comments related to the maintenance in the **Comments** field. Manually enter information in this field. Users are limited to 4000 characters.
4. Click **Save**.
5. Users return to the **View Maintenance/Repair Logs** page, indicating the add was successful. Note that a Repair Log will have been created for *each* listed Repair.

### 3.1.4 Add New Equipment Model

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Add New [Equipment Model](#)** from the [Equipment](#) tab.
2. The **Equipment Model And Classification Info** page displays.

3. Select options from the following drop-down lists to classify the Equipment Model:
  - **[Purpose](#) Level 1:** Term that represents the purpose of Equipment and [Parts and Supplies](#). Examples: Analytical, Communications, Decontamination, Detection, Diving, Sampling, Transportation. (This field is mandatory.)
  - **[Category](#) Level 2:** Term that represents a category under which Equipment and Parts and Supplies can be grouped. Examples: Equipment, Instrumentation, Tool. (This field is mandatory.)
  - **[Type](#) Level 3:** Term that represents Equipment types. Examples: Autoclave, Balance, Blender, Centrifuge, Desiccators, Fume Hood, Hot Plate, Gas Chromatograph, Photometer, Stirrer, Incubator. (This field is mandatory.)
  - **[Characteristics](#) Level 4:** Term that represents Characteristics with which Equipment and/or Parts and Supplies can be classified. Examples: Sensor, Detector tubes, Chips, Strip, Alpha detector, Chem-Cassette. (This field is mandatory.)
4. Click **Next**.
5. The **Equipment Model and Classification Info** page displays.



## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Equipment Search](#) > [Equipment Model And Classification Info](#) >

**Equipment Model Classification:**

Classification: Health and Safety > Medical Equipment > First Aid Kit > n/a

**Equipment Model Information:** \* Indicates Required

Model Name/Number:  Remaining Characters: 4000

Model Description:  Remaining Characters: 255

Source Of Power:

Hours Of Operation:

Shelf Life:

Required Decontamination:

Size, Capacity, and Concentration:

Visual Alarm: ☐

Audio Alarm: ☐

Equipment Mobility:

Model Manufacturer:  [Pick](#) [Clear](#)

Material Type:

Size:  Remaining Characters: 4000

Principles of Operation:

Model Current: ☐

Special Handling: 

Name	Description
Nothing found to display.	

Sensor Technology: 

Name	Description
Nothing found to display.	

Model Aspect: 

Name	Value	Description
Nothing found to display.		

Media: 

Name	Value	Description
Nothing found to display.		


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### 6. Enter information for the following fields:

- **Model Name/Number:** The name/number assigned to a Model of Equipment by the manufacturer consisting of characters, and/or numbers. Examples: SD2-TZB08-GZ, HS-X-P, TR-MA1, or MiniRAE. Manually enter information in this field. (This field is mandatory)
- **Model Description:** Textual description of a Model of Equipment. Manually enter information in this field. Model Description is limited to 4000 characters.
- **Source of Power:** The source of power for the Model of Equipment. Manually enter information in this field. Source of Power is limited to 255 characters.
- **Hours of Operation:** The number of hours a model of Equipment can be operated between the start and the stop. Manually enter information in this field.
- **Shelf Life:** The duration of storage at the end of which a Model of Equipment still retains the ability to perform. Manually enter information in this field.
- **Required Decontamination:** The textual information about the decontamination required on a model of Equipment before it is stored after a field use. Manually enter information in this field.

- **Size, Capacity, and Concentration:** The Size, capacity, or concentration of a Model of Equipment. Manually enter information in this field.
  - **Visual Alarm:** An indicator (Y/N), which signifies whether or not a model of detection equipment presents visual display when it discovers presence of a Contaminant in the Environment. Select **Y** or **N** from the **Visual Alarm** drop-down list.
  - **Audio Alarm:** An indicator (Y/N), which signifies whether or not a model of detection equipment triggers audible alarm when it discovers presence of a Contaminant in the Environment. Select **Y** or **N** from the **Audio Alarm** drop-down list.
  - **Equipment Mobility:** List of values representing the manner in which Equipment is physically handled or moved around when at use. (Examples: Hand-held, Mobile laboratory, Mobile.) Select an option from the **Equipment Mobility** drop-down list.
  - **Model Manufacturer:** The Equipment Model manufacturer. Select an Organization by clicking the **Pick** link.
  - **Material Type:** Type of material with which the Model of Equipment is manufactured. Examples: Glass, Plastic, Fiberglass, Rubber, Steel. Select an option from the **Material Type** drop-down list. Select an option from the **Material Type** drop-down list.
  - **Size:** The Size, capacity, or concentration of an Equipment Model. Select an option from the **Size** drop-down list.
  - **Principles of Operation:** Textual description of the principle of operation of Equipment Model. Manually enter this information.
  - **Model Current:** An indicator (Y/N), which signifies whether or not the Equipment Model is currently available to represent Equipment, manufacturer, vendor, etc. Select **Y** or **N** from the **Model Current** drop-down list.
7. Click **Add**.
  8. The **Equipment Model Info** page displays with a message indicating the Equipment Model was added successfully.

# Equipment Module Version 6.0 User Manual



EPA Portal Home  
EMP Home Page  
Reports  
Help  
Version  
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Edit Equipment Model  
Company Info.  
Associate Parts and Supplies  
Associate Equipment Model  
Document

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John SmithFunction: Warehouse Manager

HomeEquipmentEquipment ServiceParts & SuppliesTransfersField Check In/OutAdministration

Equipment Search > Equipment Model And Classification Info > Equipment Model Info >

Add Successful.

Equipment Model Classification :

Classification : Health and Safety > Medical Equipment > First Aid Kit > n/a

Equipment Model Information :

Model Name/Number : Model 21  
Remaining Characters : 4000

Model Description :

Nomenclature Number :  
Remaining Characters : 4000

Source Of Power :

Hours Of Operation :

Shelf Life :

Required Decontamination :

Size, Capacity, and Concentration :

Visual Alarm : Y

Audio Alarm : Y

Equipment Mobility : Mobile

Model Manufacturer : --- not picked ---  
Pick

Material Type : ----- select -----

Size : ----- select -----  
Remaining Characters : 4000

Principles of Operation :

Model Current : Y

Special Handling : [Add](#)

Name	Description	Delete
Nothing found to display.		

Sensor Technology : [Add](#)

Name	Description	Delete
Nothing found to display.		

Model Aspect : [Add](#)

Name	Value	Description	Delete
Nothing found to display.			

Media : [Add](#)

Name	Description	Delete
Nothing found to display.		

SaveAdd Equipment

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Once the Equipment Model is successfully added, users can:

- [Add Special Handling Information](#)
- [Add Sensor Technology Information](#)
- [Add Model Aspect Information](#)
- [Add Media Information](#)

From the side bar menu, users can:

- [View Company Info and Associate a Company](#)
- [View and Associate Parts & Supplies](#)
- [View and Associate an Equipment Model\(s\)](#)
- [View, Delete, and Add Documents](#)

## Add Special Handling Information

## Equipment Module Version 6.0 User Manual

1. Users can associate Special Handling Information with the New Equipment Model.
2. Click the **Add** link to the right of **Special Handling** at the bottom of the **Equipment Model Info** page.
3. The **Model Special Handling Association** page displays with the **Available Special Handling Types** list.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Equipment Model And Classification Info > Equipment Model Info > Model Special Handling Association >

Equipment Model Information:

Model Name/Number: Model 21

Model Description:

Add Special Handling Type

Available Special Handling Types:

Associate Cancel

	Name	Description
<input type="checkbox"/>	Care	
<input type="checkbox"/>	Fridge Storage Container	Fridge Storage information
<input type="checkbox"/>	Leave Batteries on Charge	Leave batteries on charge to ensure power.
<input type="checkbox"/>	Leave Batteries On Charge	Leave Batteries on Charge
<input type="checkbox"/>	Leave Batteries On Storage	Leave battery on the equipment on storage

Associate Cancel

Add Special Handling Type

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4. Select one or more Special Handling Types from the **Available Special Handling Types** list. (For example: Fridge Storage, Leave Batteries on Charge, etc.)
  - a. If a Special Handling Type is not available in the **Available Special Handling Types** list, one can be added by clicking the **Add Special Handling Type** link.
  - b. The **Special Handling Type Info** page displays.

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Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Equipment Model And Classification Info > Equipment Model Info > Model Special Handling Association > Special Handling Type Info >

Special Handling Information: \* Indicates Required

Name:

Remaining Characters: 255

Description:

Add Cancel

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- c. Enter the name of the Special Handling Type in the **Name** field. Manually enter this information. (This field is mandatory)
  - d. Enter a description of the Special Handling Type in the **Description** field. Manually enter information in this field. Description is limited to 255 characters.
  - e. Click **Add**.
  - f. The Special Handling Type is added to the **Special Handling Type** list.
5. Select the Special Handling Type and click **Associate**.
  6. The **Equipment Model Info** page displays with a message indicating the Special handling Information was added successfully, and the Special Handling Type populates the **Special Handling** Section at the bottom of the **Equipment Model Info** page.

### Add Sensor Technology Information

## Equipment Module Version 6.0 User Manual

1. Users can associate Sensor Technology Information with the New Equipment Model.
2. Click the **Add** link to the right of **Sensor Technology** at the bottom of the **Equipment Model Info** page.
3. The **Model Sensor Technology Association** page displays with the **Available Sensor Technology Types** list.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Equipment Model And Classification Info > Equipment Model Info > Model Sensor Technology Association >

Equipment Model Information:

Model Name/Number : A211

Model Description :

[Add Sensor Technology Type](#)

Available Sensor Technology Types:

Associate Cancel

	Name	Description
<input type="checkbox"/>	Air Proportional	
<input type="checkbox"/>	Alpha/Beta Scintillator Detector	
<input type="checkbox"/>	BioMass Readout (BMR)	
<input type="checkbox"/>	Bismuth Germinate (BGO) Scintillator	
<input type="checkbox"/>	BR-Range 52	
<input type="checkbox"/>	Break (test)	
<input type="checkbox"/>	Cadmium Zinc Telluride (CZT)	
<input type="checkbox"/>	Catalytic Bead	
<input type="checkbox"/>	Cst (TI) Scintillator	
<input type="checkbox"/>	Data Logger	

Associate Cancel

[Add Sensor Technology Type](#)

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4. Select one or more Sensor Technology Types from the **Available Sensor Technology Types** list. (For example: BioMass Readout (BMR), Data Logger, etc.)
  - a. If a Sensor Technology Type is not available in the **Available Sensor Technology Types** list, one can be added by clicking the **Add Sensor Technology Type** link.
  - b. The **Sensor Tech Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Equipment Model And Classification Info > Equipment Model Info > Model Sensor Technology Association > Sensor Tech Info >

Sensor Tech Type Information: \* Indicates Required

Name :

Remaining Characters : 255

Description :

Current Indicator :

Add Cancel

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- c. Enter the name of the Sensor Technology Type in the **Name** field. Manually enter information in this field. (This field is mandatory)
- d. Enter a description of the Sensor Technology in the **Description** field. Manually enter information in this field. Description is limited to 255 characters.
- e. Click **Add**.
- f. The Sensor Technology is added to the **Available Sensor Technology Type** list.

## Equipment Module Version 6.0 User Manual

5. Select the Sensor Technology Type and click **Associate**.
6. The **Equipment Model Info** page displays with a message indicating the Sensor Technology Information was added successfully, and the Sensor Technology Type populates the **Sensor Technology** Section at the bottom of the **Equipment Model Info** page.

### Add Model Aspect Information

1. Users can associate Model Aspect Information with the New Equipment Model.
2. Click the **Add** link to the right of **Model Aspect** at the bottom of the **Equipment Model Info** page.
3. The **Model Aspect Association** page displays with the **Available Aspect Types** list.

The screenshot shows the 'Equipment Module' interface for John Smith, with the function set to 'Warehouse Manager'. The breadcrumb trail is: Equipment Search > Equipment Model And Classification Info > Equipment Model Info > Model Aspect Association >. The 'Equipment Model Information' section shows Model Name/Number: A211 and Model Description: . Below this is the 'Available Aspect Types' section, which includes an 'Add Aspect Type' link and a table of available types. The table has columns for Name, Value, and Description. The available types are: Duration of Run, Height, Height, Relative Humidity Range, Response Time, Storage Temperature Range, Temperature Range, and Weight. Each type has a checkbox and a value field. At the bottom of the table are 'Associate' and 'Cancel' buttons, and an 'Add Aspect Type' link.

Name	Value	Description
<input type="checkbox"/> Duration of Run		
<input type="checkbox"/> Height		
<input type="checkbox"/> Height		The height, in inches, of the piece of Equipment.
<input type="checkbox"/> Relative Humidity Range		
<input type="checkbox"/> Response Time		
<input type="checkbox"/> Storage Temperature Range		
<input type="checkbox"/> Temperature Range		
<input type="checkbox"/> Weight		

4. Select one or more Model Aspect Types from the **Available Model Aspect Types** list. (For example: Alarm Range, Dimension, etc. )
  - a. If a Model Aspect Type is not available in the **Available Model Aspect Types** list, one can be added by clicking the **Add Aspect Type** link.
  - b. The **Aspect Type Info** page displays.

The screenshot shows the 'Equipment Module' interface for John Smith, with the function set to 'Warehouse Manager'. The breadcrumb trail is: Equipment Search > Equipment Model And Classification Info > Equipment Model Info > Model Aspect Association > Aspect Type Info >. The 'Aspect Type Information' section includes fields for Name, Remaining Characters (255), Description, and Current Indicator (Y). At the bottom are 'Add' and 'Cancel' buttons.

- c. Enter the name of the Model Aspect Type in the **Name** field. Manually enter information in this field. (This field is mandatory)
- d. Enter a description of the Model Aspect in the **Description** field. Manually enter information in this field. Description is limited to 255 characters.

- e. Click **Add**.
- f. The Model Aspect is added to the **Model Aspect Type** list.
5. Select the Model Aspect Type.
6. Manually enter Aspect Value information for the value of the aspect in the Value column for each selected Model Aspect Type. (This field is mandatory)
7. Click **Associate**.
8. The **Equipment Model Info** page displays with a message indicating the Model Aspect Information was added successfully, and the Model Aspect Type populates the **Model Aspect** Section at the bottom of the **Equipment Model Info** page.

## Add Media Information

1. Users can associate Media Information with the New Equipment Model.
2. Click the **Add** link to the right of **Media** at the bottom of the **Equipment Model Info** page.
3. The **Model Media Association** page displays with the **Available Media Types** list.

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Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Equipment Model And Classification Info > Equipment Model Info > Model Media Association >

Equipment Model Information:

Model Name/Number: A211  
Model Description:

Add Media Type

Available Media Types:

Associate Cancel

	Name	Description
<input type="checkbox"/>	Aerosols	
<input type="checkbox"/>	Air	
<input type="checkbox"/>	Air Pressure	
<input type="checkbox"/>	Air Quality	
<input type="checkbox"/>	Air Sampler Filters	

Associate Cancel

Add Media Type

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4. Select one or more Media Types from the **Available Media Types** list. (For example: Aerosols, Air, Dust, etc.)
  - a. If a Media Type is not available in the **Available Media Types** list, one can be added by clicking the **Add Media Type** link.
  - b. The **Media Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Equipment Model And Classification Info > Equipment Model Info > Model Media Association > Media Type Info >

Media Type Information: \* Indicates Required

Name: \*

Remaining Characters: 255

Description:

Current Indicator: Y

Add Cancel

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- c. Enter the name of the Media Type in the **Name** field. Manually enter information in this field. (This field is mandatory)

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- d. Enter a description of the Media in the **Description** field. Manually enter information in this field. Description is limited to 255 characters.
  - e. Click **Add**.
  - f. The Media is added to the **Media Type** list.
5. Select the Media Type and click **Associate**.
  6. The **Equipment Model Info** page displays with a message indicating the Media Information was added successfully, and the Media Type populates the **Media** section at the bottom of the **Equipment Model Info** page.

### View Company Info and Associate a Company

1. Users can view Companies associated to the Equipment Model or Associate a Company to it. Associated companies may have several different roles, for example Supplier, Service Provider, and Shipper.
2. Click the **Company Info** link in the left side bar menu on the **Equipment Model Info** page.
3. The **Equipment Model Company** page displays, showing the **Current Company List**.

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Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Equipment Model And Classification Info > Equipment Model Info > Equipment Model Company >

Equipment Model Information:

Model Name/Number: A211  
Model Manufacturer: Amtek  
Classification: Health and Safety > Medical Equipment > Medical Monitoring Kit > n/a

Current Company List:

Associate Company

Company Name	Company Type	Website Address	Contact Name	GSA (Y/N)	D
Nothing found to display.					

Associate Company

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4. To Associate a Company click **Associate Company**.
5. The **Model Company Info** page displays.

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Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Equipment Model And Classification Info > Equipment Model Info > Equipment Model Company > Model Company Info >

Equipment Model Information:

Model Name/Number: A211  
Model Manufacturer: Amtek  
Classification: Health and Safety > Medical Equipment > Medical Monitoring Kit > n/a

Company Association Information:

Company Name: --- not picked --- Pick Clear  
Company Type: ----- select -----

Add Cancel

[Add New Company](#)

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6. Select the **Pick** link to select a Company Name.
7. On the Company Search pop-up, enter at least one character of the Company name.
8. Select a company by clicking **Pick** to the left of the name.
9. The **Model Company Info** page displays with the newly associated company in the **Company Name** field. (This field is mandatory)



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U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Equipment Model And Classification Info > Equipment Model Info > Equipment Model Company > Model Company Info >

Equipment Model Information:

Model Name/Number: A211  
Model Manufacturer: Amtek  
Classification: Health and Safety > Medical Equipment > Medical Monitoring Kit > n/a

Company Association Information:

Company Name: Bauer Pick Clear \* Indicates Required  
Company Type: Supplying \* Add New Company

Add Cancel

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10. Select the Company Type from the **Company Type** drop-down list. (For example: Supplying, Shipping, Service/Maintenance, Special Shipping) (This field is mandatory)
11. Click **Add**.
12. The **Equipment Model Company** page displays the newly added company in the **Current Company List**.

### View and Associate Parts & Supplies

Associating Parts & Supplies adds [Recommended Parts & Supplies](#) for an Equipment Model. Recommended Parts & Supplies are Parts & Supplies that are recommended for check out with Equipment. Recommended Parts & Supplies are also used to build [Kits](#).

1. Click the **Associate Parts and Supplies** link in the left side bar menu of the **Equipment Model Info** page.
2. The **Model Recommended Parts** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Equipment Model And Classification Info > Equipment Model Info > Model Recommended Parts >

Equipment Model Information:

Model Name/Number: A211  
Model Manufacturer: Amtek  
Classification: Health and Safety > Medical Equipment > Medical Monitoring Kit > n/a

Current Model Recommended Parts Information:

Associate Parts Warehouse: ERT-KY Region: Special Teams

Part Model Name	Part type	Recommended Qty	Required?(Y/N)	Description	Inventory
Nothing found to display.					

Associate Parts

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3. Select a Warehouse from the **Warehouse** drop-down list.
4. Click **Associate Parts**.
5. The **Recommended Parts Info** page displays.

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**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Equipment Search](#) > [Equipment Model And Classification Info](#) > [Equipment Model Info](#) > [Model Recommended Parts](#) > [Recommended Parts Info](#) >

**Equipment Model Information:**

Model Name/Number: A211  
Model Manufacturer: Amtek  
Classification: Health and Safety > Medical Equipment > Medical Monitoring Kit > n/a

Search by Part: Warehouse: ERT-KY

Part Model Name:   
Part Type: -- ALL --

Search Cancel

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6. Enter a **Part Model Name** or select an option from the **Part Type** drop-down list.
7. Click **Search**.
8. The **Recommended Parts Info** page displays a list of Parts & Supplies matching the search criteria.

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**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Equipment Search](#) > [Equipment Model And Classification Info](#) > [Equipment Model Info](#) > [Model Recommended Parts](#) > [Recommended Parts Info](#) >

**Equipment Model Information:**

Model Name/Number: A211  
Model Manufacturer: Amtek  
Classification: Health and Safety > Medical Equipment > Medical Monitoring Kit > n/a

Following Parts And Supplies were found for the search criteria: Warehouse: ERT-KY

New Search Select Cancel

<input type="checkbox"/>	Part Model Name	Part Type	Description
<input type="checkbox"/>	1/8 to 1/4 Tube Adapter	Adapter	Tube Adapter
<input type="checkbox"/>	1/8 to 3/16 Tube Adapter	Adapter	Tube Adapter
<input type="checkbox"/>	12 v transformer--power adapter-- for camera	Adapter	2" x 2 1/2" x 1" black 12 v transformer w/ 10&apos; power cord and male connection
<input type="checkbox"/>	15 V 1A Wall Adapter	Adapter	Adapter
<input type="checkbox"/>	3.5mm Jack Adapter w/quick disconnect	Adapter	3.5mm Jack Adapter w/quick disconnect

New Search Select Cancel

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

9. Select one or more Parts & Supplies to associate and click **Select**.
10. The **Recommended Parts Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Equipment Search](#) > [Equipment Model And Classification Info](#) > [Equipment Model Info](#) > [Model Recommended Parts](#) > [Recommended Parts Info](#) >

**Equipment Model Information:**

Model Name/Number: A211  
Model Manufacturer: Amtek  
Classification: Health and Safety > Medical Equipment > Medical Monitoring Kit > n/a

**Parts And Supplies Information:** Warehouse: ERT-KY

Part Model Name	Part Type	Quantity	Required Indicator
1/8 to 3/16 Tube Adapter	Adapter	<input type="text" value="0"/>	<input type="button" value="Y"/>
15 V 1A Wall Adapter	Adapter	<input type="text" value="0"/>	<input type="button" value="Y"/>

Add Cancel

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11. Enter the recommended quantity. This must be a positive number.

## Equipment Module Version 6.0 User Manual

12. Select **Y** or **N** in the **Required Indicator** drop-down list. This indicates if the Parts & Supplies item is required for check-out with the Equipment.
13. Click **Add**.
14. The user is returned to the **Model Recommended Parts** page with selected items included in the **Current Model Recommended Parts** list.

### View and Associate Equipment Model(s)

Associating an Equipment Model adds [Recommended Equipment](#) for an Equipment Model. Recommended Equipment are Equipment that are recommended for check out with Equipment. Recommended Equipment are also used to build Kits.

1. Click the **Associate Equipment Model** link in the left side bar menu of the **Equipment Model Info** page.
2. The **Recommended Model** page displays.

The screenshot shows the EPA Equipment Module interface. The top navigation bar includes the EPA logo, user name 'John Smith', function 'Warehouse Manager', and a series of tabs: Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The breadcrumb trail is: Equipment Search > Equipment Model And Classification Info > Equipment Model Info > Recommended Model >. The main content area is titled 'Equipment Model Information:' and displays details for Model Name/Number: A211, Model Manufacturer: Amtek, and Classification: Health and Safety > Medical Equipment > Medical Monitoring Kit > n/a. Below this is the 'Current Model Recommended Model Information:' section, which includes a table with columns: Name/Number, Description, Recommended Quantity, Manufacturer, Inventory, and D. The table is currently empty, displaying 'Nothing found to display.' There are 'Associate Models' buttons on either side of the table. At the bottom, there are links for EPA Home, Privacy and Security Notice, and Contact Us.

3. Select a Warehouse from the **Warehouse** drop-down list.
4. Click **Associate Models**.
5. The **Recommended Equipment Model Info** page displays.

The screenshot shows the EPA Equipment Module interface for the 'Recommended Equipment Model Info' page. The top navigation bar is identical to the previous screenshot. The breadcrumb trail is: Equipment Search > Equipment Model And Classification Info > Equipment Model Info > Recommended Model > Recommended Equipment Model Info >. The main content area is titled 'Equipment Model Information:' and displays the same details as the previous screenshot. Below this is the 'Search by Equipment Model:' section, which includes a 'Warehouse' dropdown menu set to 'ERT-KY'. There are input fields for 'Model Name/Number' and 'Keyword', and 'Search' and 'Cancel' buttons. At the bottom, there are links for EPA Home, Privacy and Security Notice, and Contact Us.

6. Enter a **Model Name/Number** or enter a **Keyword** to search for Equipment Models.
7. Click **Search**.
8. The **Recommended Equipment Model Info** page displays a list of Equipment Models matching the search criteria.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Equipment Model And Classification Info > Equipment Model Info > Recommended Model > Recommended Equipment Model Info >

Equipment Model Information:

Model Name/Number: A211  
Model Manufacturer: Amtek  
Classification: Health and Safety > Medical Equipment > Medical Monitoring Kit > n/a

Following Equipment Models were found for the search criteria:

New Search Select Cancel Warehouse: ERT-KY

Model Name/Number	Classification
<input type="checkbox"/> 804057-01 Facepiece	Personal Protective Equipment > Respiratory Protection > Facepiece > Adapter
<input type="checkbox"/> USB Serial Adapter (no model number)	Information Technology > Accessory > USB Serial Adapter > n/a
<input type="checkbox"/> Gated Y Hose Adapter 1611	Health and Safety > Fire Safety > Hose Adapter > n/a
<input type="checkbox"/> Astro XTS Vehicular Adapter (XTVA) kit	Communications > Radio > Accessory > Vehicle Adapter

New Search Select Cancel

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9. Select one or more Equipment Models to associate and click **Select**.
10. The **Recommended Equipment Model Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Equipment Model And Classification Info > Equipment Model Info > Recommended Model > Recommended Equipment Model Info >

Equipment Model Information:

Model Name/Number: A211  
Model Manufacturer: Amtek  
Classification: Health and Safety > Medical Equipment > Medical Monitoring Kit > n/a

Recommended Equipment Models information:

ModelName/Number	Quantity
804057-01 Facepiece	40
USB Serial Adapter (no model number)	15

Add Cancel

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

11. Enter the recommended quantity. This must be a positive number.
12. Click **Add**.
13. The user is returned to the **Recommended Model** page with selected Equipment Models included in the **Current Recommended Model** list.

### View, Delete, and Add Documents

1. Select the **Document** link in the left side bar menu of the **Equipment Model Info** page.
2. The **Model Documents** page displays. This page displays a list of documents associated with the Equipment Model.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Equipment Model And Classification Info > Equipment Model Info > Model Documents >

Equipment Model Information:

Model Name/Number: A211  
Model Manufacturer: Amtek  
Classification: Health and Safety > Medical Equipment > Medical Monitoring Kit > n/a

Documents Associated with the Model:

Add Document

No items found.

Title	Description	Type	View	Delete
Nothing found to display.				

Add Document

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

- To view a particular document click the **View** link for that document in the list.
- A File Download dialog box displays.
- Users can choose to Open and Save the document, or Cancel the request.
- To delete a document from an Equipment Model, click the **Delete** link for a particular document.
- To Associate a Document click **Add Document**.
- The **Document Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Equipment Model And Classification Info > Equipment Model Info > Model Documents > Document Info >

Equipment Model Information:

Model Name/Number: A211  
Model Manufacturer: Amtek  
Classification: Health and Safety > Medical Equipment > Medical Monitoring Kit > n/a

Document Information:

Title:

Remaining Characters: 255

Description:

Document Type:

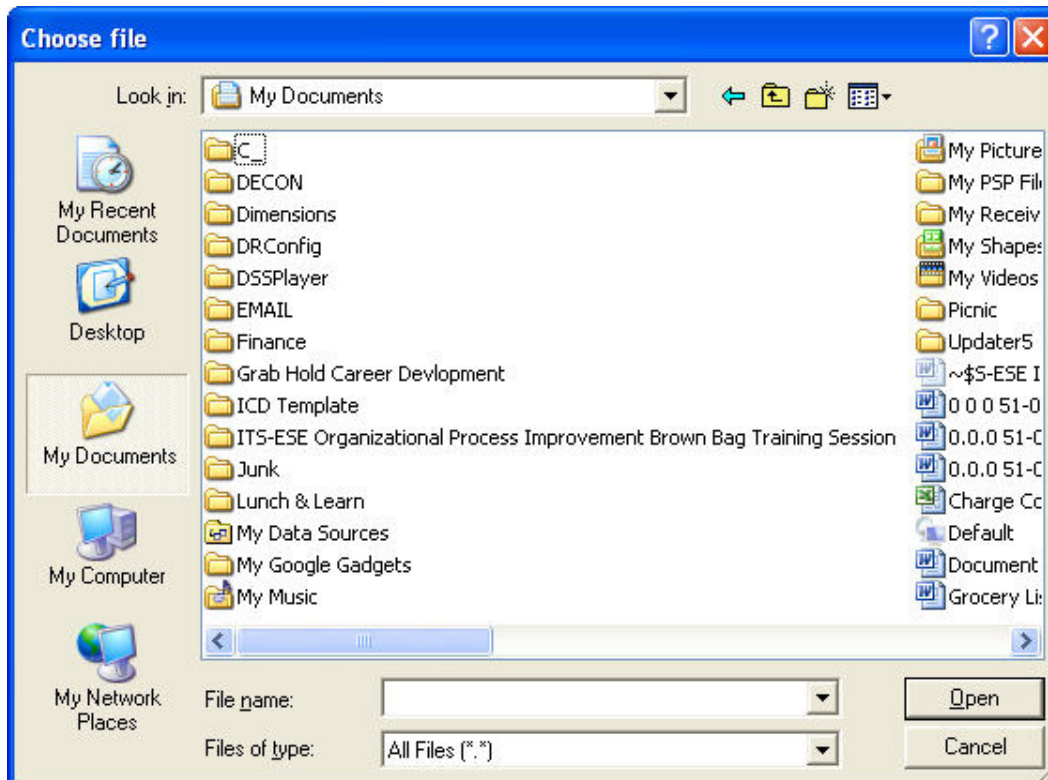
File Format:

File Name:

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

- Populate the following fields:
  - Title:** Title of the Document. Manually enter information in this field. (This field is mandatory)
  - Description:** A description of the Document. Manually enter information in this field. Description is limited to 255 characters.
  - Document Type:** These are types of documents pertinent to Equipment such as User Manuals, Instruction Sheets for Maintenance, Photos, Standard Operating Procedures, etc. Select an option from the **Document Type** drop-down list. (This field is mandatory)
  - File Format:** The file format such as Graphics Interchange Image (GIF) File Format, Tagged Image File Format (TIFF), Microsoft Word Document Format, Plain Text File Format, etc. Select an option from the **File Format** drop-down list. (This field is mandatory)

10. Upload a document by clicking **Browse**.
11. The **Browsing** dialog window displays.



12. Find and select the document you wish to upload from your computer.
13. Click **Open**.
14. The **File** field is populated with location information of the document to be uploaded.
15. Click **Add**.
16. The user is returned to the **Model Documents** page, the newly added document is listed.

### 3.1.5 Kits

Warehouse Managers can:

- [Develop Kits](#)
- [Manage Kits](#)

### 3.1.6 Develop Kits


Warehouse Managers can develop [Kits](#). Kits can be developed as new [Equipment](#) or defined from existing Equipment.

- [Developing a Kit as New Equipment](#)
- [Define Existing Equipment as a Kit](#)

#### Developing a Kit as New Equipment

1. Upon logging in to the Equipment Module of the Emergency Management Portal. Warehouse Managers select **Add New Equipment** from the **Equipment** tab.
2. Follow steps 2-7 for adding New Equipment in [Add New Equipment](#).
3. The **Equipment Info** page displays.

## Equipment Module Version 6.0 User Manual



EPA Portal Home  
EMP Home Page  
Reports  
Help  
Version  
Downloads  
Add Equipment

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith

Function: Warehouse Manager

Home
Equipment
Equipment Service
Parts & Supplies
Transfers
Field Check In/Out
Administration

[Equipment Model Search](#) > [Search Results](#) > [Equipment Info](#) >

**Equipment Model Information:**

Model Name/Number : Bottle Carrier Rack, 2-Slot (no model number)

Model Manufacturer :

Classification : Personal Protective Equipment > Respiratory Protection > Bottle Carrier Rack > n/a

**Equipment Information:** \* Indicates Req

Serial Number :

Manufacturer : --- not picked --- [Pick](#) [Clear](#)

Barcode Number :  \*

Calibration Date :

Purchase Cost Amount :

Size :

Usage Type :

Manufactured Date :

Estimated Value Date :

Retirement Date :

Other Id Information :

National Equipment Sort Order :

Last Inventory Date :

Receipt Date :

OSC Assigned : --- not picked --- [Pick Person](#) [Clear](#)

Ownership : --- not picked --- [Pick](#) [Clear](#)

Remaining Characters : 4000

Special Information :

Remaining Characters : 4000

Comments :

Legacy Name :

Legacy Description :

Parent Kit :

Kit Indicator :  \*

EPA Property Number :

Repair Date :

Warehouse :

Location in Warehouse :  [Add New](#)

Status :  \*

Status Date : 05-27-2009

Estimated Value Amount :

High Cost :  \*

National Equipment List Number :

Expendable :

Expiration Date :

Blanket Purchase Agreement Number :

**Equipment Condition Information:**

Condition :

Inspection Date :

Mileage :

Remaining Characters : 4000

Comments on Condition :

4. Enter information for all the required fields.
5. Ensure the **Status** of the Equipment is set to **Available**.
6. Select **Y** in the **Kit Indicator** drop-down list.
7. Enter a Barcode Number in the **Barcode Number** field. This Barcode Number is the Barcode for the Kit.
8. Select the **Add** button.
9. The **Equipment Info** page displays, with a red indicator of an **Incomplete Kit** next to the Kit Indicator drop-down list, and the **Build/View Equipment Kit** button.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

[Home](#) [Equipment](#) [Equipment Service](#) [Parts & Supplies](#) [Transfers](#) [Field Check In/Out](#) [Administration](#)

[Equipment Model Search](#) > [Search Results](#) > [Equipment Info](#) >

**Add Successful.**

**Equipment Model Information:**

Model Name/Number: Signature Core Series, 2.5 inches x 6 inches [Change Equipment Model](#)  
Model Manufacturer: AMS  
Classification: Sampling > Soil/Sediment Sampling > Collection Device > Core Sampler

**Equipment Information:** \* Indicates Rec

Serial Number:   
Manufacturer: --- not picked --- [Pick](#) [Clear](#)  
Barcode Number: 87454 \*  
Calibration Date:   
Purchase Cost Amount:   
Size: --- Select ---  
Usage Type: --- Select ---  
Manufactured Date:   
Estimated Value Date:   
Retirement Date:   
Other Id Information:   
National Equipment Sort Order:   
Last Inventory Date:   
Receipt Date: 05-27-2009  
OSC Assigned: --- not picked --- [Pick Person](#) [Clear](#)  
Ownership: --- not picked --- [Pick](#) [Clear](#)  
Remaining Characters: 4000  
Special Information:   
Remaining Characters: 4000  
Comments:   
Legacy Name:   
Legacy Description:

Parent Kit:  
Kit Indicator:    
EPA Property Number:   
Repair Date:   
Warehouse: ERT-KY  
Location in Warehouse: 213 [Add New](#)  
Status: Available  
Status Date: 05-27-2009  
Estimated Value Amount:   
High Cost: N  
National Equipment List Number:   
Expendable: N  
Expiration Date:   
Blanket Purchase Agreement Number:

**Equipment Condition Information:**

Condition: Unknown  
Inspection Date: 05-27-2009  
Mileage:   
Remaining Characters: 4000  
Comments on Condition:

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

10. Click the [Incomplete Kit](#) link.

11. The **Equipment Kit Components** pop-up window displays. The **Equipment Kit Components** pop-up window displays all Equipment and [Parts & Supplies](#) contained in the Kit.

**Equipment Kit Components**

**Equipment Components**

Model Name/Num	Barcode	Serial Number	Kit?
No Equipment Component Found.			

**Parts and Supplies Components**

Part Name	Part Type	Barcode	Part Number	Quantity
No Parts and Supplies Component Found.				



## Equipment Module Version 6.0 User Manual

12. Select the **Build/View Equipment Kit** button on the **Equipment Info** page to add Equipment and Parts & Supplies to the newly developed Kit.
13. The **Equipment Kit Info** page displays.

The screenshot shows the 'Equipment Kit Info' page. At the top, it says 'U.S. ENVIRONMENTAL PROTECTION AGENCY' and 'Equipment Module'. Below this, the user 'John Smith' is logged in with the function 'Warehouse Manager'. A navigation bar includes links for Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The breadcrumb trail is 'Equipment Model Search > Search Results > Equipment Info > Equipment Kit Info >'. The main section is titled 'Equipment Kit Information:' and contains fields for Model Name/Number (Signature Core Series, 2.5 inches x 6 inches), Barcode Number (87454), EPA Property Number, Kit Complete (N), and Classification (Sampling > Soil/Sediment Sampling > Collection Device > Core Sampler). It also shows Serial Number, Warehouse (ERT-KY), and Manufacturer (AMS). Below this is the 'Kit Components:' section with buttons for Save, Add Equipment, and Add Parts and Supplies. Under 'Equipment:', it states 'There are no equipment components in this kit. Click on Add Equipment button to add equipment components.' Under 'Parts and Supplies:', it states 'There are no parts and supplies components in this kit. Click on Add Parts and Supplies button to add parts and supplies components.' At the bottom, there are expandable sections for 'Recommended Equipment Model' and 'Recommended Parts and Supplies'. A footer contains links for EPA Home, Privacy and Security Notice, and Contact Us.

14. From this page users can:
  - View Equipment and Parts & Supplies of an existing Kit.
  - View [Recommended Equipment](#) and [Recommended Parts & Supplies](#) for the Kit.
  - [Add Equipment to a Kit.](#)
  - [Add Parts & Supplies to a Kit.](#)
  - [Add Recommended Equipment to a Kit](#)
  - [Add Recommended Parts & Supplies to a Kit.](#)

### Adding Equipment to a Kit

1. To add Equipment click **Add Equipment** on the **Equipment Kit Info** page.
2. The **Add Equipment to Kit** page displays.

The screenshot shows the 'Add Equipment to Kit' page. It has the same header and navigation as the previous page. The breadcrumb trail is 'Equipment Model Search > Search Results > Equipment Info > Equipment Kit Info > Add Equipment to Kit >'. The main section is titled 'Equipment(Kit) Information:' and contains the same fields as the previous page. Below this is the 'Equipment Search (Please enter one or more search criteria):' section with a note 'Will only bring in Equipment in the warehouse ERT-KY'. It includes input fields for Model Name/Number, Barcode Number, Serial Number, and Keyword(classification), along with Search and Cancel buttons. A footer contains links for EPA Home, Privacy and Security Notice, and Contact Us.

## Equipment Module Version 6.0 User Manual

- Search for Equipment to add by entering information in the following fields.
  - Model Name/Number**
  - Barcode Number**
  - Serial Number**
  - Keyword (classification)**
- Click **Search**.
- The **Add Equipment to Kit** page lists Equipment matching the search criteria.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Model Search > Search Results > Equipment Info > Equipment Kit Info > Add Equipment to Kit >

Equipment(Kit) Information:

Model Name/Number : Signature Core Series, 2.5 inches x 6 inches Serial Number :  
Barcode Number : 87454 Warehouse : [ERT-KY](#)  
EPA Property Number : Manufacturer : AMS  
Kit Complete : N  
Classification : Sampling > Soil/Sediment Sampling > Collection Device > Core Sampler

Search results of Equipment from the warehouse ERT-KY : "[Keyword: pump](#)"

New Search Add Equipment to Kit Cancel

	Model Name/Number	Barcode	Serial Number	Kit	Status
<input type="checkbox"/>	<a href="#">Pump Tripod</a>	2342342	2342342	<a href="#">Complete Kit</a>	Available
<input type="checkbox"/>	<a href="#">H-810 Pump</a>	<a href="#">ERT-146-0</a>	0880	<a href="#">Complete Kit</a>	Available
<input type="checkbox"/>	<a href="#">H-810 Pump</a>	<a href="#">ERT-147-0</a>	0881	<a href="#">Complete Kit</a>	Available
<input type="checkbox"/>	<a href="#">H-810 Pump</a>	<a href="#">ERT-148-0</a>	0882	<a href="#">Complete Kit</a>	Available
<input type="checkbox"/>	<a href="#">H-810 Pump</a>	<a href="#">ERT-149-0</a>	0883	<a href="#">Complete Kit</a>	Available
<input type="checkbox"/>	<a href="#">H-810 Pump</a>	<a href="#">ERT-150-0</a>	0884	<a href="#">Complete Kit</a>	Available
<input type="checkbox"/>	<a href="#">Gillan HFATR-S 5-Station Charger</a>	<a href="#">ERT-190-0</a>	307127		Available

New Search Add Equipment to Kit Cancel

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

- Select one or more Equipment to add.
- Select the **Add Equipment to Kit** button.
- The user is returned to the **Equipment Kit Info** page with a message indicating the Equipment was added to the Kit. The **Equipment** list displays the selected Equipment.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Equipment Model Search](#) > [Search Results](#) > [Equipment Info](#) > [Equipment Kit Info](#) >

**Add Successful.**

**Equipment Kit Information:**

Model Name/Number: Signature Core Series, 2.5 inches x 6 inches  
Barcode Number: 87454  
EPA Property Number:  
Kit Complete: N  
Classification: Sampling > Soil/Sediment Sampling > Collection Device > Core Sampler

Serial Number:  
Warehouse: [ERT-KY](#)  
Manufacturer: AMS

**Kit Components:**

Save Add Equipment Add Parts and Supplies

**Equipment:**

☐ Select All

Remove	Model Name/Number	Barcode	Serial Number	Kit	Manufacturer	Status
<input type="checkbox"/>	H-810 Pump	<a href="#">ERT-150-0</a>	0884	<a href="#">Complete Kit</a>	RadeCo	Available in Kit
<input type="checkbox"/>	Gilian HFATR-5 S-Station Charger	<a href="#">ERT-190-0</a>	307127		Sensidyne	Available in Kit

**Parts and Supplies:**

There are no parts and supplies components in this kit. Click on **Add Parts and Supplies** button to add parts and supplies components

Save Add Equipment Add Parts and Supplies

► Recommended Equipment Model (Click on the arrow on left to open/close this section):

► Recommended Parts and Supplies (Click on the arrow on left to open/close this section):

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**Note:** Kits can be added to a Kit. In the screen shot above, in the **Kit Components: Equipment** section, notice the Equipment "H-810 Pump" "Complete Kit" indicated in the Kit column. This means that the Equipment "H-810 Pump" is a Kit itself, contained in the "Signature Core Series, 2.5 inches x 6 inches".

### Adding Parts & Supplies to a Kit

1. To add Parts & Supplies click **Add Parts and Supplies** on the **Equipment Kit Info** page.
2. The **Add Parts to Kit** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Equipment Model Search](#) > [Search Results](#) > [Equipment Info](#) > [Equipment Kit Info](#) > [Add Parts to Kit](#) >

**Equipment (Kit) Information:**

Model Name/Number: Signature Core Series, 2.5 inches x 6 inches  
Barcode Number: 87454  
EPA Property Number:  
Kit Complete: N  
Classification: Sampling > Soil/Sediment Sampling > Collection Device > Core Sampler

Serial Number:  
Warehouse: [ERT-KY](#)  
Manufacturer: AMS

**Parts and Supplies Inventory Search (Please enter one or more search criteria):**

Will only bring in Part and Supplies in the warehouse [ERT-KY](#)

Part Model Name:   
Barcode Number:   
Part Number:   
Part Type:   
Keyword(classification):

Search Cancel

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

3. Search for Parts & Supplies to add by entering information in the following fields:
  - **Part Name**
  - **Barcode Number**

## Equipment Module Version 6.0 User Manual

- **Part Number**
  - **Part Type**
  - **Keyword (classification)**
4. Click **Search**.
  5. The **Add Parts to Kit** page lists Parts & Supplies matching the search criteria.

**Equipment Module** U.S. ENVIRONMENTAL PROTECTION AGENCY

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Model Search > Search Results > Equipment Info > Equipment Kit Info > Add Parts to Kit >

**Equipment(Kit) Information:**

Model Name/Number: Signature Core Series, 2.5 inches x 6 inches  
Barcode Number: 87454  
Serial Number:  
Warehouse: [ERT-KY](#)  
EPA Property Number:  
Kit Complete: N  
Manufacturer: AMS  
Classification: Sampling > Soil/Sediment Sampling > Collection Device > Core Sampler

Search results of Parts And Supplies from the warehouse ERT-KY: "Keyword: cartridge"

New Search Add Parts and Supplies to Kit Cancel

	Part Model Name	Barcode	Warehouse Part Number	Part Type	Expiration Date	Location in Warehouse	Available Qty.	Reqd.
<input type="checkbox"/>	805557 Cartridge	ERT-EXP-014-6711	805557-01		2008-08-01 00:00:00.0	Not Assigned	15	<input type="text" value="0"/>
<input type="checkbox"/>	805557 Cartridge	ERT-EXP-014-6712	805557-01		2008-08-01 00:00:00.0	Unspecified Sublocation	8	<input type="text" value="0"/>
<input type="checkbox"/>	805557 Cartridge	ERT-EXP-014-6713	805557-01		2006-11-01 00:00:00.0	Not Assigned	88	<input type="text" value="0"/>
<input type="checkbox"/>	805557 Cartridge	ERT-EXP-014-6769	805557-01		2007-02-01 00:00:00.0	Not Assigned	3	<input type="text" value="0"/>
<input type="checkbox"/>	805557 Cartridge	ERT-EXP-014-6770	805557-01		2008-07-01 00:00:00.0	Not Assigned	1	<input type="text" value="0"/>
<input type="checkbox"/>	815180 Cartridge	ERT-EXP-014-6786	815180			Not Assigned	0	<input type="text" value="0"/>
<input type="checkbox"/>	466204 Cartridge	ERT-EXP-014-6787	466204			Not Assigned	0	<input type="text" value="0"/>
<input type="checkbox"/>	815182 Cartridge	ERT-EXP-014-6792	815182			Not Assigned	0	<input type="text" value="0"/>
<input type="checkbox"/>	045122 Cartridge	sss345				217 -- Shelf D	0	<input type="text" value="0"/>

New Search Add Parts and Supplies to Kit Cancel

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

6. Select one or more Parts & Supplies to add.
7. Manually enter the Required Quantity of the particular Parts & Supplies in the **Required Qty.** column. This number cannot exceed the Available Quantity listed in the **Available Qty.** column.
8. Select the **Add Parts and Supplies to Kit** button.
9. The user is returned to the **Equipment Kit Info** page with a message indicating the Parts & Supplies were added to the Kit. The **Parts & Supplies** list displays the selected Parts & Supplies.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Equipment Model Search](#) > [Search Results](#) > [Equipment Info](#) > [Equipment Kit Info](#)

**Add Successful.**

**Equipment Kit Information:**

Model Name/Number: Signature Core Series, 2.5 inches x 6 inches  
Barcode Number: 87454  
EPA Property Number:  
Kit Complete: ☐ N  
Classification: Sampling > Soil/Sediment Sampling > Collection Device > Core Sampler

Serial Number:  
Warehouse: [ERT-KY](#)  
Manufacturer: AMS

**Kit Components:**

Save Add Equipment Add Parts and Supplies

**Equipment:**

☐ Select All

Remove	Model Name/Number	Barcode	Serial Number	Kit	Manufacturer	Status
<input type="checkbox"/>	H-810 Pump	<a href="#">ERT-150-0</a>	0884	<a href="#">Complete Kit</a>	RadeCo	Available in Kit
<input type="checkbox"/>	Giljan HFATR-5 S-Station Charger	<a href="#">ERT-190-0</a>	307127		Sensidyne	Available in Kit

**Parts and Supplies:**

☐ Select All

Remove	Part Model Name	Part Number	Part Type	Barcode	Quantity	Quantity in Warehouse	Expira Dat
<input type="checkbox"/>	805557 Cartridge	805557-01		ERT-EXP-014-6711	2	13	08-01-2008
<input type="checkbox"/>	805557 Cartridge	805557-01		ERT-EXP-014-6712	2	6	08-01-2008

Save Add Equipment Add Parts and Supplies

► Recommended Equipment Model (Click on the arrow on left to open/close this section):

► Recommended Parts and Supplies (Click on the arrow on left to open/close this section):

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### Adding Recommended Equipment to a Kit

1. Recommended Equipment must have a Status of **Available** to be added to a Kit.

► Recommended Equipment Model (Click on the arrow on left to open/close this section):

Add Recommended Equipment to Kit

ModelName/Number	Manufacturer	Recommended Quantity	Inventory					
			Select Option	Barcode	Serial Number	Location in Warehouse	Kit	Status
Pump Tripod	RadeCo	1	<input type="checkbox"/>	2342342	2342342	214 -- Shelf B	<a href="#">Complete Kit</a>	Available
BC6U Pump Charger	Bios International	1	No available inventory					
RediFlo2 Controller	Grundfos	1	No available inventory					

Add Recommended Equipment to Kit

2. To add Recommended Equipment from the **Recommended Equipment List**, select the Equipment by checking the check box of the part in the **Inventory** column.
3. Click **Add Recommended Equipment to Kit** on the **Equipment Kit Info** page.
4. The **Equipment Kit Info** page displays a message indicating the Recommended Equipment was added to the Kit. The **Kit Components: Equipment** list displays selected items from **Recommended Equipment** list.

### Adding Recommended Parts & Supplies to a Kit

1. Recommended Parts & Supplies must have a stocked quantity greater than zero to be added to a Kit.

▼ Recommended Parts and Supplies (Click on the arrow on left to open/close this section) :

[Add Recommended Part to Kit](#)

Part Model Name	Part Type	Recommended Qty.	Required Y/N?	Inventory					
				Part Number	Barcode	Exp. Date	Location in Warehouse	Avail. Qty.	Reqd. Qty.
AC battery charger	Battery Charger	1	Y	<input type="checkbox"/>	345435		301 -- Shelf B	10	<input type="text" value="0"/>
Battery	Battery	2	Y	No available inventory					
Alkaline battery adapter	Accessory	1	N	No available inventory					

[Add Recommended Part to Kit](#)

- To add Recommended Parts & Supplies from the **Recommended Parts & Supplies List**, select the Part by checking the check box of the part in the **Inventory** column.
- Manually enter the Required Quantity of the particular Parts & Supplies in the **Required Qty.** column. This number cannot exceed the Available Quantity listed in the **Available Qty.** column.
- Click **Add Recommended Part to Kit** on the **Equipment Kit Info** page.
- The **Equipment Kit Info** page displays a message indicating the Recommended Part was added to the Kit. The **Kit Components: Parts and Supplies** list displays selected items from **Recommended Parts and Supplies** list.

### Defining Existing Equipment as a Kit

- Perform an [Equipment Search](#).
- In the **Equipment Search Results** page select the Barcode of the desired Equipment.
- The **Equipment Info** page displays.
- Follow steps 4-14 of [Developing a Kit as new Equipment](#).

### 3.1.7 Manage Kits

Warehouse Managers can:

- Add Equipment and Parts & Supplies from a Kit.
  - Remove Equipment and Parts & Supplies to a Kit.
- Upon logging in to the Equipment Module of the Emergency Management Portal. Warehouse Managers select **Equipment Search** from the **Equipment** tab.
  - The **Equipment Search** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Equipment Search](#) >

Region and Warehouse (mandatory):

Region: Special Teams Warehouse Type: ER Warehouse: ERT-KY

Equipment Information:

Equipment Barcode Number:

Equipment Status: Available Available in Kit Checked in Checked out

EPA Property Number:

Serial Number:

Manufacturer: --- not picked --- [Pick Clear](#)

Equipment Ownership: --- all ---

Received between  and  ☐ OSC Assigned

Equipment Model Information:

Model Name/Number:

Special Handling: --- all ---

Model Manufacturer: --- not picked --- [Pick Clear](#)

Keyword(classification):

[Search](#) [Reset](#)

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

- Enter the Equipment Barcode of the Kit to which you wish to add Equipment or Parts & Supplies.
- The **Equipment Search Results** Page displays, with the Kit the user searched for.
- Select the Barcode in the **Equipment Search Results List**.
- The Equipment Info page displays.
- Select the **Build/View Equipment Kit** button.
- Follow steps 11-14 in the [Developing a Kit as New Equipment](#) section.
- Equipment and Parts & Supplies can be added or removed from the **Equipment Kit Info** page.

## 3.2 Equipment Service

### 3.2.1 Maintenance Schedule Search


- Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Maintenance Schedule Search** from the **Equipment Service** tab.
- The **Equipment Maintenance Schedules** page allows users to search for all Equipment items in the Warehouse for which maintenance schedules have been defined in the system.

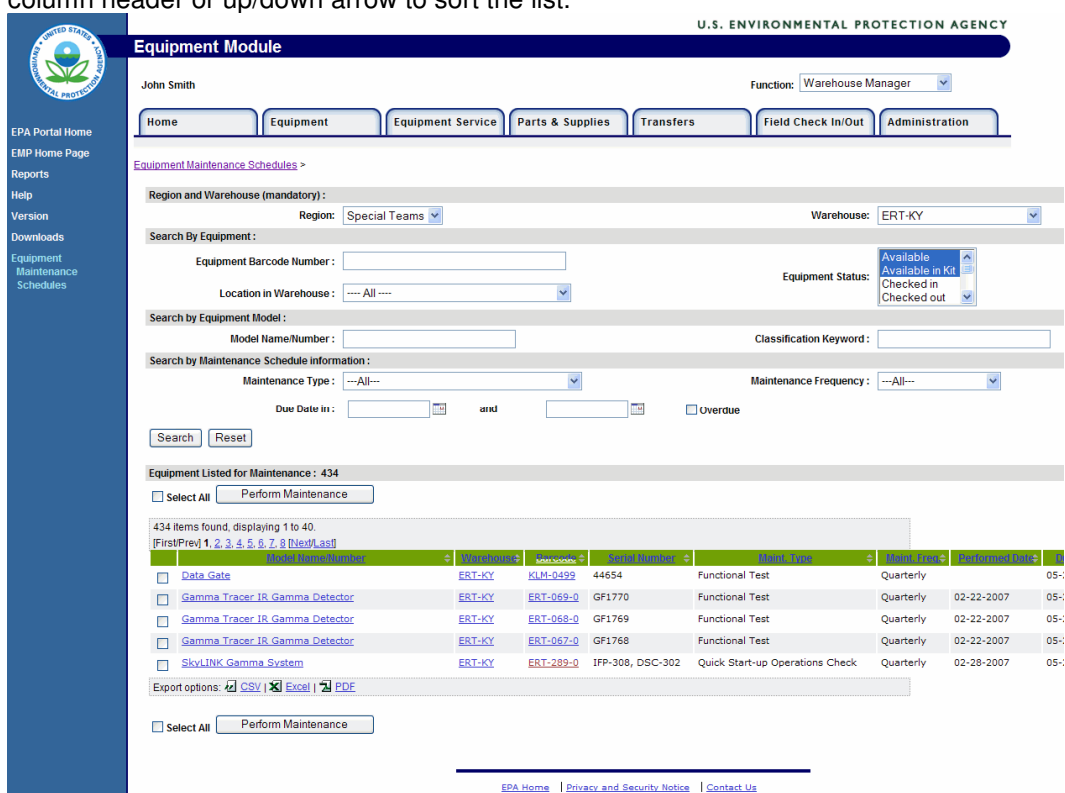
The screenshot shows the 'Equipment Maintenance Schedules' search interface. At the top, it identifies the user as John Smith with the function of Warehouse Manager. A navigation bar includes links for Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The main search area is titled 'Equipment Maintenance Schedules >' and contains several filter sections:

- Region and Warehouse (mandatory):** Region is set to 'Special Teams' and Warehouse is 'ERT-KY'.
- Search By Equipment:** Fields for Equipment Barcode Number, Location in Warehouse (set to 'All'), and Equipment Status (with a multi-select dropdown showing 'Available', 'Available in Kit', 'Checked in', and 'Checked out').
- Search by Equipment Model:** Fields for Model Name/Number and Classification Keyword.
- Search by Maintenance Schedule information:** Fields for Maintenance Type (set to 'All'), Maintenance Frequency (set to 'All'), and Due Date (with a date range selector and an 'Overdue' checkbox).

Buttons for 'Search' and 'Reset' are located below the filters. The results section, titled 'Equipment Listed for Maintenance: 0', shows 'No items found.' and a table header with columns: Model Name/Number, Warehouse, Barcode, Serial Number, Brand Type, Stock Type, and Performed Date. The footer includes links for EPA Home, Privacy and Security Notice, and Contact Us.

- Select a Region from the **Region** drop-down list.
- Select a Warehouse from the **Warehouse** drop-down list.  
Note: Selections from both these drop-down lists are mandatory to perform a Maintenance Schedule Search.
- To narrow your search, enter the following optional **Search by Equipment**:
  - Equipment Barcode Number:** Unique bar code that identifies the equipment. To populate this field, manually enter this information.
  - Location in Warehouse:** The Warehouse location where the Equipment is housed. Select an option from the **Location in Warehouse** drop-down list.
  - Equipment Status:** The current status of the equipment. To populate this field, select an option from the list, more than one option may be selected. (Multiple statuses can be selected by pressing the **CTRL** on your keyboard while making selections.) Two statuses **Available** and **Available in Kit** are selected by default.
- To narrow your search, enter the following optional **Equipment Model Information**:
  - Model Name:** The Model Name that identifies a particular equipment model. To populate this field, manually enter this information.

- **Classification Keyword:** Any word or (or part of a word) words that are used in the classification of a particular Equipment Model. To populate this field, manually enter this information.
7. To narrow your search, enter the following optional **Maintenance Schedule Information:**
- **Maintenance Type:** Types of maintenance applicable to Equipment. (Example: Functional Test, Inspection, Filter Change, and Performance Check) To populate this field, select an option from the **Maintenance Type** drop-down list.
  - **Due Date in:** Provides a range of dates the Equipment is due for its next scheduled maintenance.
    - To populate these fields click the **Calendar Icons**  to the right of the fields.
    - A **Calendar** pop-up window displays.
    - Select a date from the **Calendar** pop-up window.
    - The date selected populates the date field.
  - **Maintenance Frequency:** Frequency of the [scheduled maintenance](#). To populate this field, select an option from the **Maintenance Frequency** drop-down list.
  - **Overdue:** Indicates the Equipment is overdue for maintenance.
8. Click **Search**.
9. An **Equipment Listed for Maintenance** list displays at the bottom of the **Equipment Maintenance Schedules** page. Sort option is available on all of the columns. Click the link on the column header or up/down arrow to sort the list.



The screenshot shows the EPA Equipment Module interface. The top navigation bar includes the EPA logo, user name 'John Smith', function 'Warehouse Manager', and a set of tabs: Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The main content area is titled 'Equipment Maintenance Schedules' and contains several search filters: Region (Special Teams), Warehouse (ERT-KY), Search By Equipment (Barcode Number, Location in Warehouse, Equipment Status), Search by Equipment Model (Model Name/Number, Classification Keyword), Search by Maintenance Schedule Information (Maintenance Type, Maintenance Frequency, Due Date in, Overdue checkbox), and buttons for Search and Reset. Below the filters, it states 'Equipment Listed for Maintenance : 434' and provides a 'Select All' checkbox and a 'Perform Maintenance' button. A table displays the first 40 items, showing columns for Model Name/Number, Warehouse, Equipment Number, Serial Number, Blank Type, Blank Type, Blank Type, and Blank Type. The table lists several equipment items, including 'Data Gate', 'Gamma Tracer IR Gamma Detector', and 'SkyLINK Gamma System'. At the bottom, there are export options for CSV, Excel, and PDF, and another 'Select All' checkbox and 'Perform Maintenance' button.

10. Select Equipment for maintenance and click **Perform Maintenance**.
11. The list of Equipment selected for maintenance displays, defaulting to the [Scheduled Maintenance](#) tab.



U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Equipment Maintenance Schedules >](#)

Region and Warehouse (mandatory):  
 Region: Special Teams Warehouse: ERT-KY

Search By Equipment:  
 Equipment Barcode Number:   
 Location in Warehouse: All  
 Equipment Status: Available Available in Kit Checked in Checked out

Search by Equipment Model:  
 Model Name/Number:  Classification Keyword:

Search by Maintenance Schedule information:  
 Maintenance Type: All Maintenance Frequency: All  
 Due Date In:  and  ☐ Overdue

Scheduled Maintenance **Unscheduled Maintenance and Repairs**

Selected Maintenance Schedule List: \* Indicates Req

☒ Select All

	Model Name/Number	Barcode	Serial Number	Warehouse	Maintenance Type	Maintenance Frequency	Cost
<input checked="" type="checkbox"/>	Data Gate	KLM-0492	44654	ERT-KY	Functional Test	Quarterly	\$ 0
<input checked="" type="checkbox"/>	Gamma Tracer IR Gamma Detector	ERT-068-0	GF1769	ERT-KY	Functional Test	Quarterly	\$ 0
<input checked="" type="checkbox"/>	Skylark Gamma System	ERT-289-0	IFP-308, DSC-302	ERT-KY	Quick Start-up Operations Check	Quarterly	\$ 0

☒ Select All

Service Log Information:

Performed Date:

Service Invoice Number: not picked   [Add Service Invoice](#)

Service Organization: Select

Organization Location: Select

Serviced By: Smith John


Remaining Characters: 4000

Comments:

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

## Scheduled Maintenance

Users can add **Service Log Information** for scheduled maintenances, as well as [unscheduled maintenances and repairs](#).


- Select one or more Maintenance Schedules and populate the fields for each selected Maintenance Schedule:
  - Cost:** The dollar amount of the service cost. Manually enter this information. Click the **Same Cost for all** indicator in the column header to duplicate the Cost entered for the first selected Maintenance Schedule to the other selected Maintenance Schedules. Click the Clear link to set all Costs to 0.
- Populate the fields in the **Service Log Information**:
  - Performed Date:** The date of last performed maintenance for an Equipment. This date must be the current date or a prior date. (This field is mandatory)
    - To populate this field, click the **Calendar Icon**  to the right of the field.
    - A **Calendar** pop-up window displays.
    - Select a date from the **Calendar** pop-up window.
    - The date selected populates the date field.
  - Service Invoice Number:** Number associated to the Service Invoice by the servicing vendor/organization.

- a. To populate this field, click the [Pick Service Invoice](#) link.
  - b. A **Select a Service Invoice** pop-up window displays.
  - c. Users can search by either Service Organization or Service Invoice Number. Enter at least one character of the Service Organization name or Service Invoice Number. A pick-list displays. Click [Pick](#) to the left of the Service Organization name or Service Invoice Number to populate the **Service Invoice Number** field. Click [Clear](#) to clear all information from this field.
  - d. To add a new Service Invoice Number, click the [Add Service Invoice](#) link. (In order to add a new Service Invoice, the Service Organization field has to be populated.)
- **Service Organization:** Vendor/organization providing the Equipment maintenance.
  - a. To populate this field, click the [Pick Organization](#) link.
  - b. An **Organization** pop-up window displays.
  - c. Enter at least one character of the Service Organization name. A pick-list displays. Click [Pick](#) to the left of the Service Organization name to populate the **Service Organization** field. Click [Clear](#) to clear all information from this field.
  - d. **Organization Location:** Location of the vendor/organization where the Equipment maintenance was performed. To populate this field, select an option from the **Organization Location** drop-down list. The values of the drop-down list are locations previously associated with the selected Service Organization. To add a new location, click the [Add New Address](#) link. (In order to add a new Address, the Service Organization field has to be populated.) Leave this field blank if the Service was performed in the warehouse.
  - e. **Serviced By:** The person who performed maintenance on the Equipment. Click the [Pick Person](#) link to select a person from the Person pick-list. (This field is mandatory)
  - f. **Comments:** Enter any comments related to the maintenance in the **Comments** field. Manually enter information in this field. Comments are limited to 4000 characters.
3. Click **Save**.
4. Users return to the **Equipment Listed for Maintenance** list.

### Unscheduled Maintenance and Repairs

In addition to Scheduled Maintenances, users can also update **Service Log Information** for Unscheduled maintenance and repairs.

The screenshot displays the EPA Equipment Module interface. At the top, the header includes the EPA logo, the text 'U.S. ENVIRONMENTAL PROTECTION AGENCY', and the title 'Equipment Module'. Below the header, the user 'John Smith' is logged in with the function 'Warehouse Manager'. A navigation bar contains links for Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The main content area is titled 'Equipment Maintenance Schedules' and contains several search filters: Region (Special Teams), Warehouse (ERT-KY), Search By Equipment (Barcode, Location, Status), Search by Equipment Model (Model Name/Number, Classification Keyword), and Search by Maintenance Schedule information (Maintenance Type, Frequency, Due Date). Below these filters are 'Search' and 'Reset' buttons. A section for 'Scheduled Maintenance' and 'Unscheduled Maintenance and Repairs' is visible. The 'Selected Equipment List' table shows three items: Data Gate, Gamma Tracer IR Gamma Detector, and SkyLINK Gamma System. The 'Service Log Information' section includes fields for Performed Date, Service Invoice Number, Service Organization, Organization Location, Serviced By, and a Comments text area. At the bottom, there are 'Save' and 'cancel' buttons, and a footer with links to EPA Home, Privacy and Security Notice, and Contact Us.

1. Add one or more Repair logs for each piece of Equipment selected for Unscheduled maintenance:
  - **Repair Type:** The type of repair performed. To populate this field, select an option from the **Repair Type** drop-down list
  - **Cost:** The dollar amount of the service cost. Manually enter information in this field.
2. Keep clicking the **Add** link, which will add a blank row, to add additional repair logs as described above.
3. Populate the fields in the **Service Log Information**:
  - **Performed Date:** The date of last performed maintenance for an Equipment. This date must be the current date or a prior date. (This field is mandatory)
    - a. To populate this field, click the **Calendar Icon**  to the right of the field.
    - b. A **Calendar** pop-up window displays.
    - c. Select a date from the **Calendar** pop-up window.
    - d. The date selected populates the date field.
  - **Service Invoice Number:** Number associated to the Service Invoice by the servicing vendor/organization
    - a. To populate this field, click the Pick Service Invoice link.
    - b. A **Select a Service Invoice** pop-up window displays.
    - c. Users can search by either Service Organization or Service Invoice Number. Enter at least one character of the Service Organization name or

Service Invoice Number. A pick-list displays. Click [Pick](#) to the left of the Service Organization name or Service Invoice Number to populate the **Service Invoice Number** field. Click [Clear](#) to clear all information from this field.

d. To add a new Service Invoice Number, click the [Add Service Invoice](#) link. (In order to add a new Service Invoice, the Service Organization field has to be populated.)

- **Service Organization:** Vendor/organization providing the Equipment maintenance.
  - a. To populate this field, click the [Pick Organization](#) link.
  - b. A **Select an Organization** pop-up window displays.
  - c. Enter at least one character of the Service Organization name. A pick-list displays. Click [Pick](#) to the left of the Service Organization name to populate the **Service Organization** field. Click [Clear](#) to clear all information from this field.
  - d. **Organization Location:** Location of the vendor/organization where the Equipment maintenance was performed. To populate this field, select an option from the **Organization Location** drop-down list. The values of the drop-down list are locations previously associated with the selected Service Organization. To add a new location, click the [Add New Address](#) link. (In order to add a new Address, the Service Organization field has to be populated.) Leave this field blank if the Service was performed in the warehouse.
  - e. **Serviced By:** The person who performed maintenance on the Equipment. Click the [Pick Person](#) link to select a person from the Person pick-list. (This field is mandatory)
  - f. **Comments:** Enter any comments related to the maintenance in the **Comments** field. Manually enter information in this field. Comments are limited to 4000 characters.

4. Click **Save**.


5. Users return to the **Equipment Listed for Maintenance** list.

### Add Service Invoice

Users can add a Service Invoice Number to Equipment scheduled for maintenance.

1. Click the [Add Service Invoice](#) link to the right of the **Service Invoice Number** field. Users must select a Service Organization from the **Service Organization** field before adding a Service Invoice.
2. A **Service Invoice Information** section appears on the **Equipment Maintenance Schedules** page.

# Equipment Module Version 6.0 User Manual



EPA Portal Home  
EMP Home Page  
Reports  
Help  
Version  
Downloads  
Equipment Maintenance Schedules

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith
Function: Warehouse Manager

Home
Equipment
Equipment Service
Parts & Supplies
Transfers
Field Check In/Out
Administration

[Equipment Maintenance Schedules >](#)

**Region and Warehouse (mandatory):**

Region: Special Teams
Warehouse: ERT-KY

**Search By Equipment:**

Equipment Barcode Number: 
Equipment Status: Available

Location in Warehouse: All
Equipment Status: Checked in

**Search by Equipment Model:**

Model Name/Number: 
Classification Keyword:

**Search by Maintenance Schedule information:**

Maintenance Type: All
Maintenance Frequency: All

Due Date in:  and 
☐ Overdue

Search
Reset

Scheduled Maintenance
Unscheduled Maintenance and Repairs

**Selected Maintenance Schedule List:** \* Indicates Req

☒ Select All

	Model Name/Number	Barcode	Serial Number	Warehouse	Maintenance Type	Maintenance Frequency	Cost
<input checked="" type="checkbox"/>	<a href="#">Data Gate</a>	<a href="#">KLM-0499</a>	44654	ERT-KY	Functional Test	Quarterly	\$ 0
<input checked="" type="checkbox"/>	<a href="#">Gamma Tracer IR Gamma Detector</a>	<a href="#">ERT-068-0</a>	GF1769	ERT-KY	Functional Test	Quarterly	\$ 0
<input checked="" type="checkbox"/>	<a href="#">SkyLINK Gamma System</a>	<a href="#">ERT-289-0</a>	IFP-308, DSC-302	ERT-KY	Quick Start-up Operations Check	Quarterly	\$ 0

☒ Select All

**Service Invoice Information:**

Service Invoice Number:

Service Invoice Date:

Service Cost:

Total Parts Cost:

Other Cost:

Payment Type: Select

Credit Card Type: Select

Remaining Characters: 255

Comments:

Pick Existing Service Invoice

**Service Log Information:**

Performed Date:

Service Organization: Narda [Pick Organization](#) [Clear](#)

Organization Location: Select [Add New Address](#)

Serviced By: Smith John [Pick Person](#) [Clear](#)


Remaining Characters: 4000

Comments:

Save cancel

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

## 3. Populate the following **Service Invoice Information** fields:

- **Service Invoice Number:** Number associated to the Service Invoice by the servicing vendor/organization. Manually enter this information. (This field is mandatory)
- **Service Invoice Date:** The date the Service Invoice was prepared. (This field is mandatory)
  - a. To populate this field, click the Calendar Icon  to the right of the field.
  - b. A **Calendar** pop-up window displays.
  - c. Select a date from the **Calendar** pop-up window.
  - d. The date selected populates the date field.

- **Service Cost:** The dollar amount of the service cost. Manually enter this information. (This field is mandatory)
  - **Total Parts Cost:** The dollar amount spent on spare parts required for servicing the equipment. Manually enter this information.
  - **Other Cost:** The dollar amount of other service costs. Manually enter this information.
  - **Payment Type:** The mechanism used to make a payment against an invoice. Select an option from the **Payment Type** drop-down list.
  - **Credit Card Type:** The bank-issued card type that allows EPA consumers to purchase goods or services from a merchant on credit, which bears an account number assigned to a cardholder with a credit limit. The cardholder is subsequently billed by the issuing bank for repayment of the credit extended at once or on an installment basis. Select an option from the **Credit Card Type** drop-down list.
  - **Comments:** Any additional comments about service invoice. Users are limited to 255 characters.
4. Click **Save**. To cancel adding a new Service Invoice, click the **Pick Existing Service Invoice** button. Users return to the **Service Log Information** section of the **Equipment Maintenance Schedules** page, where they can select a Service Invoice Number through the [Pick Service Invoice](#) link.

### Add New Address

Users can add a new Address for the vendor/organization providing the Equipment maintenance.

1. Click the [Add New Address](#) link to the right of the **Organization Location** field. Users must select a Service Organization from the **Service Organization** field before adding a new Address.
2. A **Location Information** section appears on the **Equipment Maintenance Schedules** page.

U.S. ENVIRONMENTAL PROTECTION AGENCY

### Equipment Module

John Smith Function: Warehouse Manager

[Home](#)
[Equipment](#)
[Equipment Service](#)
[Parts & Supplies](#)
[Transfers](#)
[Field Check In/Out](#)
[Administration](#)

[Equipment Maintenance Schedules >](#)

Region and Warehouse (mandatory):

Region: Special Teams Warehouse: ERT-KY

Search By Equipment:

Equipment Barcode Number:

Location in Warehouse: --- All ---

Equipment Status: Available Available in Kit Checked in Checked out

Search by Equipment Model:

Model Name/Number:  Classification Keyword:

Search by Maintenance Schedule information:

Maintenance Type: ---All--- Maintenance Frequency: ---All---

Due Date in:  and  ☐ Overdue

Selected Maintenance Schedule List: \* Indicates Req

☒ Select All

	Model Name/Number	Barcode	Serial Number	Warehouse	Maintenance Type	Maintenance Frequency	Cost
<input checked="" type="checkbox"/>	<a href="#">Data Gate</a>	<a href="#">KLM-0499</a>	44654	ERT-KY	Functional Test	Quarterly	\$ 0
<input checked="" type="checkbox"/>	<a href="#">Gamma Tracer IR Gamma Detector</a>	<a href="#">ERT-068-0</a>	GF1769	ERT-KY	Functional Test	Quarterly	\$ 0
<input checked="" type="checkbox"/>	<a href="#">SkyLink Gamma System</a>	<a href="#">ERT-289-0</a>	IFP-308, DSC-302	ERT-KY	Quick Start-up Operations Check	Quarterly	\$ 0

☒ Select All

Location Information:

Address Type: --- Select ---

Address Line 1:

Address Line 2:

City:

State: --- Select ---

Zip code:

Service Log Information:

Performed Date:

Service Invoice Number:  [Pick Service Invoice](#) [Clear](#) [Add Service Invoice](#)

Service Organization: Nairda [Pick Organization](#) [Clear](#)

Serviced By: Smith John [Pick Person](#) [Clear](#)

Remaining Characters: 4000

Comments:

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

3. Populate the following **Location Information** fields:

- **Address Type:** The type of address for the vendor/organization providing the Equipment maintenance. (Example: Mailing, Physical, and Stationary) Select an option from the Address Type drop-down list. (This field is mandatory)
- **Address Line 1:** The primary address for the vendor/organization providing the Equipment maintenance. Manually enter this information. (This field is mandatory)
- **Address Line 2:** The secondary address information for the vendor/organization providing the Equipment maintenance. Manually enter this information.
- **City:** The city of where the vendor/organization providing the Equipment maintenance is located. Manually enter this information. (This field is mandatory)
- **State:** The state of where the vendor/organization providing the Equipment maintenance is located. Select an option from the State drop-down list. (This field is mandatory)
- **Zip Code:** The zip code of where the vendor/organization providing the Equipment maintenance is located. Manually enter this information. (This field is mandatory)

- Click **Save**. To cancel adding a new Address, click the **Pick Existing Location** button. Users return to the Service Log Information section of the **Equipment Maintenance Schedules** page, where they can select an Organization Location from the **Organization Location** drop-down list.

### 3.2.2 Maintenance/Repair Log Search

- Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Maintenance/Repair Log Search** from the **Equipment Service** tab.
- The Equipment **Maintenance/Repair Log Search** page displays.

The screenshot shows the 'Equipment Maintenance/Repair Log Search' page. The top navigation bar includes 'Home', 'Equipment', 'Equipment Service', 'Parts & Supplies', 'Transfers', 'Field Check In/Out', and 'Administration'. The 'Equipment Service' tab is selected. The search filters are as follows:

- Region and Warehouse (mandatory):** Region: Special Teams, Warehouse: ERT-KY
- Search by Equipment:** Equipment Barcode Number: [text box], Location in Warehouse: [dropdown], Equipment Status: [multi-select dropdown with 'Available' and 'Available in Kit' selected]
- Equipment Model Information:** Model Name/Number: [text box], Keyword(classification): [text box]
- Search by Log information:** Maintenance Type: [dropdown: All], Maintenance Frequency: [dropdown: All], Performed between: [date range], Include Log entries with no Performed Date: [checkbox]

Buttons for 'Search' and 'Reset' are present. Below the filters, a message states 'No items found.' and a table header is displayed:

Action	Model Name/Number	Warehouse	BarCode	Serial Number	Status	Maint./Repair Type	Performed Date	Cost	Service Invoice	Service Organization	Service Organization Location
--------	-------------------	-----------	---------	---------------	--------	--------------------	----------------	------	-----------------	----------------------	-------------------------------


At the bottom, there are links for 'EPA Home', 'Privacy and Security Notice', and 'Contact Us'.

- Select a Region from the **Region** drop-down list.
- Select a Warehouse from the **Warehouse** drop-down list.

Note: Selections from both these drop-down lists are mandatory to perform a Maintenance Schedule Search.

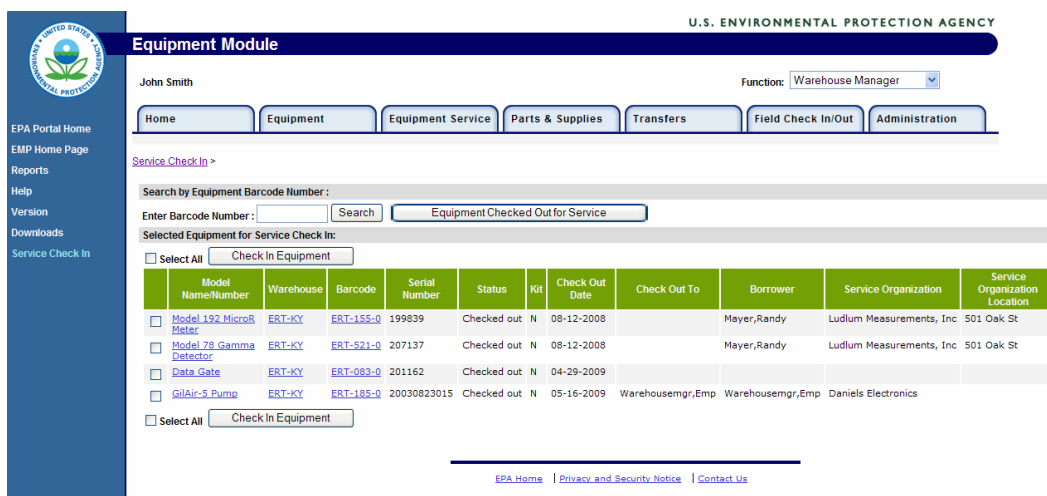
- To narrow your search, enter the following optional **Search by Equipment**:
  - Equipment Barcode Number**: Unique bar code that identifies the equipment. To populate this field, manually enter this information.
  - Location in Warehouse**: The Warehouse location where the Equipment is housed. Select an option from the **Location in Warehouse** drop-down list.
  - Equipment Status**: The current status of the equipment. To populate this field, select an option from the list, more than one option maybe selected. (Multiple statuses can be selected by pressing the **CTRL** on your keyboard while making selections.) Two statuses **Available** and **Available in Kit** are selected by default.
- To narrow your search, enter the following optional **Equipment Model Information**:
  - Model Name/Number**: The Model Name/Number that identifies a particular equipment model. To populate this field, manually enter this information.
  - Keyword (classification)**: Any word or words that are used in the classification of a particular Equipment Model. To populate this field, manually enter this information.
- To narrow your search, enter the following optional **Log Information**:



- **Maintenance Type:** Types of maintenance applicable to Equipment. (Example: Functional Test, Inspection, Filter Change, and Performance Check) To populate this field, select an option from the **Maintenance Type** drop-down list.
  - **Performed Between:** Provides a range of dates the Equipment received scheduled maintenance.
    - a. To populate these fields click the **Calendar Icons**  to the right of the fields.
    - b. A **Calendar** pop-up window displays.
    - c. Select a date from the **Calendar** pop-up window.
    - d. The date selected populates the date field.
  - **Maintenance Frequency:** Frequency of the [scheduled maintenance](#). To populate this field, select an option from the **Maintenance Frequency** drop-down list.
  - **Include Log entries with no Performed Date:** Allows users to search for Equipment that do not have a Performed Date listed in the Log.
8. Click **Search**.
  9. An **Equipment Maintenance/Repair Search Log Results** list displays at the bottom of the **Equipment Maintenance/Repair Log Search** page.

### 3.2.3 Service Check In

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Service Check In** from the **Equipment Service** menu.
2. The **Service Check In** page displays, showing the **Selected Equipment for Service Check In** list.



The screenshot shows the 'Service Check In' page within the EPA Equipment Module. The page header includes the EPA logo and the text 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. Below the header, there is a navigation bar with links: Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The 'Equipment Service' link is highlighted. The main content area is titled 'Service Check In' and contains a search bar for equipment by barcode number. Below the search bar, there is a table of 'Selected Equipment for Service Check In'. The table has columns: Model Name/Number, Warehouse, Barcode, Serial Number, Status, Kit, Check Out Date, Check Out To, Borrower, Service Organization, and Service Organization Location. The table lists four items: Model 192 MicroB Meter, Model 78 Gamma Detector, Data Gate, and GilAir-S Pump. Each item has a checkbox in the first column. Below the table, there are links for 'EPA Home', 'Privacy and Security Notice', and 'Contact Us'.

Model Name/Number	Warehouse	Barcode	Serial Number	Status	Kit	Check Out Date	Check Out To	Borrower	Service Organization	Service Organization Location
<input type="checkbox"/> Model 192 MicroB Meter	ERT-KY	ERT-155-0	199839	Checked out	N	08-12-2008		Mayer,Randy	Ludlum Measurements, Inc	501 Oak St
<input type="checkbox"/> Model 78 Gamma Detector	ERT-KY	ERT-521-0	207137	Checked out	N	08-12-2008		Mayer,Randy	Ludlum Measurements, Inc	501 Oak St
<input type="checkbox"/> Data Gate	ERT-KY	ERT-083-0	201162	Checked out	N	04-29-2009				
<input type="checkbox"/> GilAir-S Pump	ERT-KY	ERT-185-0	20030823015	Checked out	N	05-16-2009	Warehousemgr,Emp	Warehousemgr,Emp	Daniels Electronics	

3. Equipment must be added to the Service Check In cart before an item can be checked in.
  - To add items for Service Check In, click **Equipment Checked Out for Service**. See [Checked Out for Service](#) for instructions on adding Equipment for Service Check In.
  - Users can also search for Equipment to Check In by searching for an Equipment Barcode Number.
4. Select one or more Equipment to Check In and click **Add to Equipment CheckIn Cart**.
5. Select Equipment and click **Check In Equipment**.
6. The **Service Check In** page displays, defaulting to the **Scheduled Maintenance** tab.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Service Check In >](#)

Scheduled Maintenance **Unscheduled Maintenance and Repairs**

**Selected Maintenance Schedule List:**

☒ Select All

	Model Name/Number	Barcode	Serial Number	Warehouse	Location in Warehouse	Kit Components	Maintenance Type	Maintenance Frequency	Due Date
<input checked="" type="checkbox"/>	Data Gate	ERT-083-0	201162	ERT-KY	202 -- Shelf C	N	Functional Test	Quarterly	05-22-2007
<input checked="" type="checkbox"/>	GilAir-S Pump	ERT-185-0	20030823015	ERT-KY	214 -- Shelf B	N	Quick Start-up Operations Check	Monthly	09-20-2008

☒ Select All

**Service Log Information:**

Performed Date: 05-27-2009

Service Invoice Number: --- not picked --- [Pick Service Invoice](#) [Clear](#) [Add Service Invoice](#)

Service Organization: --- Select --- [Pick Organization](#) [Clear](#)

Organization Location: --- Select --- [Add New Address](#)

Remaining Characters: 4000

Comments:

**Check In Information:**

Checking In Person: Smith John [Pick Person](#) [Clear](#)

Check In Date: 05-27-2009

Status: Checked in


[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)


- The user can specify the details for one or both of the following service types that were performed on the selected Equipment:

- [Scheduled Maintenance](#)
- [Unscheduled Maintenance and Repairs](#)

### Scheduled Maintenance

- Ensure only those Maintenance Schedules for which service was actually performed are selected and populate the fields for each selected Maintenance Schedule:
  - Cost:** The dollar amount of the service cost. Manually enter this information. Click the **Same Cost for all** indicator in the column header to duplicate the Cost entered for the first selected Maintenance Schedule to the other selected Maintenance Schedules. Click the Clear link to set all Costs to 0.
  - Location in Warehouse:** The location in the warehouse where the Equipment is housed. Select an option from the **Location in Warehouse** drop-down list. (This field is mandatory)
- Populate the fields in the **Service Log Information** section of the **Scheduled Maintenance** tab:
  - Performed Date:** The date of last performed service for an Equipment. This date must be the current date or a prior date. (This field is mandatory)
    - To populate this field, click the **Calendar Icon** to the right of the field.
    - A **Calendar** pop-up window displays.
    - Select a date from the **Calendar** pop-up window.
    - The date selected populates the date field.
  - Service Invoice Number:** Number assigned to the Service Invoice by the servicing vendor/organization. (This field is mandatory)
    - To populate this field, click the [Pick Service Invoice](#) link.
    - A **Select a Service Invoice** pop-up window displays.

- c. Users can search by either Service Organization or Service Invoice Number. Enter at least one character of the Service Organization name or Service Invoice Number. A pick-list displays. Click [Pick](#) to the left of the Service Organization name or Service Invoice Number to populate the **Service Invoice Number** field. Click [Clear](#) to clear all information from this field.
    - d. To add a new Service Invoice Number, click the [Add Service Invoice](#) link. (In order to add a new Service Invoice, the Service Organization field has to be populated.)
  - **Service Organization:** Vendor/organization providing the Equipment service. (This field is mandatory)
    - a. To populate this field, click the [Pick Organization](#) link.
    - b. An **Organization** pop-up window displays.
    - c. Enter at least one character of the Service Organization name. A pick-list displays. Click [Pick](#) to the left of the Service Organization name to populate the **Service Organization** field. Click [Clear](#) to clear all information from this field.
  - **Organization Location:** Location of the vendor/organization where the Equipment service was performed. To populate this field, select an option from the **Organization Location** drop-down list. The values of the drop-down list are locations previously associated with the selected Service Organization. To add a new location, click the [Add New Address](#) link. (In order to add a new Address, the Service Organization field has to be populated.) Leave this field blank if the Service was performed in the warehouse.
  - **Comments:** Enter any comments related to the service in the **Comments** field. Manually enter information in this field. Comments are limited to 4000 characters.
3. Enter the following information in the **Check In Information** section of the **Service Check In** page.
- **Checking In Person:** The Person responsible for Checking In Equipment from service. To populate this field, click the [Pick Person](#) link. (This field is mandatory)
- **Check In Date:** The date the Equipment was checked back into the Warehouse from service. To populate this field, click the Calendar Icon  to the right of the field. Select a date from the Calendar pop-up window. (This field is mandatory)
- **Status:** The Status of the Equipment. This field defaults to **Checked In**. (This field is mandatory)
4. Add any [Unscheduled Maintenance or Repairs](#) that were performed on the same Equipment.
5. Click **Save**.
6. The **Service Check In** page displays with a message indicating the Equipment was Checked In successfully.



The screenshot shows the EPA Equipment Module interface. At the top, it says "U.S. ENVIRONMENTAL PROTECTION AGENCY" and "Equipment Module". Below this, there's a navigation bar with tabs: Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The "Field Check In/Out" tab is selected. The page displays a message: "Check In is Successful." Below this is a table titled "Check In Equipment List:".

Model	Barcode	Status	Warehouse
Data Gate	ERT-083-0	Checked in	ERT-KY
GilAir-5 Pump	ERT-185-0	Checked in	ERT-KY

At the bottom of the table, there is a "Back" button. The footer of the page includes links for "EPA Home", "Privacy and Security Notice", and "Contact Us".

## Unscheduled Maintenance and Repairs

1. From the **Service Check In** page, select the **Unscheduled Maintenance and Repairs** tab.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Service Check In >

Scheduled Maintenance Unscheduled Maintenance and Repairs

Selected Equipment List:

Model Name/Number	Warehouse	Barcode	Serial Number	Repair Type	Cost
Model 192 MicroB Meter	ERT-KY	ERT-155-0	199839	--- Select ---	\$ 0
Model 78 Gamma Detector	ERT-KY	ERT-521-0	207137	--- Select ---	\$ 0

Service Log Information:

Performed Date: 05-27-2009

Service Invoice Number: --- not picked --- [Pick Service Invoice](#) [Clear](#) [Add Service Invoice](#)

Service Organization: --- Select --- [Pick Organization](#) [Clear](#)

Organization Location: --- Select --- [Add New Address](#)

Remaining Characters: 4000

Comments:

Check In Information:


Checking In Person: Smith John [Pick Person](#) [Clear](#)


Check In Date: 05-27-2009

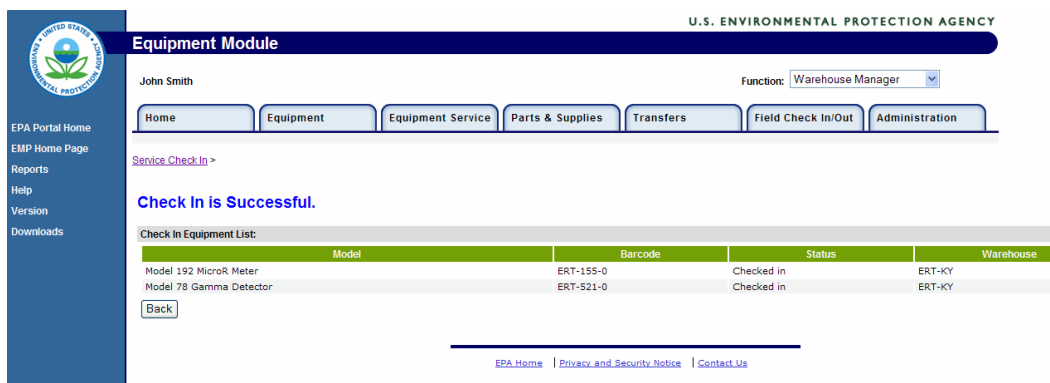
Status: Checked in

[Save](#) [cancel](#)

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

2. Ensure only Scheduled Maintenance that were performed on the same Equipment are selected and add 0 or more Repairs for each piece of Equipment selected for scheduled maintenance:
  - **Repair Type:** The type of repair performed. To populate this field, select an option from the **Repair Type** drop-down list
  - **Cost:** The dollar amount of the service cost. Manually enter information in this field.
3. Keep clicking the **Add** link, which will add a blank row, to add additional repairs as described above.
4. Populate the fields in the **Service Log Information** of the **Unscheduled Maintenance and Repairs** tab.
  - **Performed Date:** The date of last performed service for an Equipment. This date must be the current date or a prior date. (This field is mandatory)
    - a. To populate this field, click the **Calendar Icon**  to the right of the field.
    - b. A **Calendar** pop-up window displays.
    - c. Select a date from the **Calendar** pop-up window.
    - d. The date selected populates the date field.
  - **Service Invoice Number:** Number assigned to the Service Invoice by the servicing vendor/organization. (This field is mandatory)
    - a. To populate this field, click the [Pick Service Invoice](#) link.
    - b. A **Select a Service Invoice** pop-up window displays.
    - c. Users can search by either Service Organization or Service Invoice Number. Enter at least one character of the Service Organization name or Service Invoice Number. A pick-list displays. Click [Pick](#) to the left of the Service Organization name or Service Invoice Number to populate the **Service Invoice Number** field. Click [Clear](#) to clear all information from this field.
    - d. To add a new Service Invoice Number, click the [Add Service Invoice](#) link. (In order to add a new Service Invoice, the Service Organization field has to be populated.)

- **Service Organization:** Vendor/organization providing the Equipment service. (This field is mandatory)
    - a. To populate this field, click the [Pick Organization](#) link.
    - b. An **Organization** pop-up window displays.
    - c. Enter at least one character of the Service Organization name. A pick-list displays. Click [Pick](#) to the left of the Service Organization name to populate the **Service Organization** field. Click [Clear](#) to clear all information from this field.
  - **Organization Location:** Location of the vendor/organization where the Equipment service was performed. To populate this field, select an option from the **Organization Location** drop-down list. The values of the drop-down list are locations previously associated with the selected Service Organization. To add a new location, click the [Add New Address](#) link. (In order to add a new Address, the Service Organization field has to be populated.) Leave this field blank if the Service was performed in the warehouse.
  - **Comments:** Enter any comments related to the service in the **Comments** field. Manually enter information in this field. Comments are limited to 4000 characters.
5. Enter the following information in the **Check In Information** section of the **Service Check In** page.
    - **Checking In Person:** The Person responsible for Checking In Equipment from service. To populate this field, click the [Pick Person](#) link. (This field is mandatory)
    - **Check In Date:** The date the Equipment was checked back into the Warehouse from service. To populate this field, click the Calendar Icon  to the right of the field. Select a date from the Calendar pop-up window. (This field is mandatory)
    - **Status:** The Status of the Equipment. This field defaults to **Checked In**. (This field is mandatory)
  6. Click **Save**.
  7. The **Service Check In** page displays with a message indicating the Equipment Check In was successful.



The screenshot shows the 'Service Check In' page in the EPA Equipment Module. The page header includes the EPA logo and the text 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. The user is logged in as John Smith, with the function 'Warehouse Manager'. The page has several tabs: Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The 'Service Check In' page displays a message 'Check In is Successful.' and a table titled 'Check In Equipment List:'.

Model	Barcode	Status	Warehouse
Model 192 MicroR Meter	ERT-155-0	Checked in	ERT-KY
Model 78 Gamma Detector	ERT-521-0	Checked in	ERT-KY

At the bottom of the table, there is a 'Back' button. The footer of the page includes links for 'EPA Home', 'Privacy and Security Notice', and 'Contact Us'.

### 3.2.4 Service Check Out

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Service Check Out** from the **Equipment Service** tab.
2. The **Service Check Out** page displays, showing the **Selected Equipment for Service Check Out** list.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Service Check Out >

Search by Equipment Barcode Number:

Enter Barcode Number: Search Equipment Search

Selected Equipment for Service Check Out:

☐ Select All

	Model Name/Number	Warehouse	Barcode	Serial Number	Status	Kit	
<input type="checkbox"/>	5th Wheel Truck (no model number)	ERT-KY	4321	9766	Available		<a href="#">Rec</a>
<input type="checkbox"/>	950S Satellite Phone	ERT-KY	ERT-316-0	88-163-154-9160	Available	Complete Kit	<a href="#">Rec</a>
<input type="checkbox"/>	Air Cart (no model number)	ERT-KY	ERT-567-0	X290477088711	Available	Complete Kit	<a href="#">Rec</a>

☐ Select All

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- Equipment must be added for Service Check Out before an item can be checked out.
  - To add items for Service Check Out, click **Equipment Search**. See [Check Out Equipment for Service](#) for instructions on adding Equipment for Service Check Out.
  - Users can also search for Equipment to Check Out by searching for an Equipment Barcode Number.
- Select one or more Equipment to Check Out and click **Check Out**.
- The **Service Check Out** page displays, defaulting to the **Scheduled Maintenance** tab.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Service Check Out >

Selected Maintenance Schedule List: \* Indicates R

☒ Select All

	Model Name/Number	Barcode	Serial Number	Status	Warehouse	Kit	Maintenance Type	Maintenance Frequency	Due Date	Last Per
<input checked="" type="checkbox"/>	950S Satellite Phone	ERT-316-0	88-163-154-9160	Available	ERT-KY	Complete Kit	Quick Start-up Operations Check	Monthly	09-13-2008	08-13-200

☒ Select All

Service Log Information:

Expected Return Date:

Service Organization:  [Pick Organization](#) [Clear](#)

Organization Location:  [Add New Address](#)

Borrower:  [Pick Person](#) [Clear](#)

Check Out To:  [Pick Person](#) [Clear](#)

Check Out Date:

Remaining Characters: 4000


Comments:

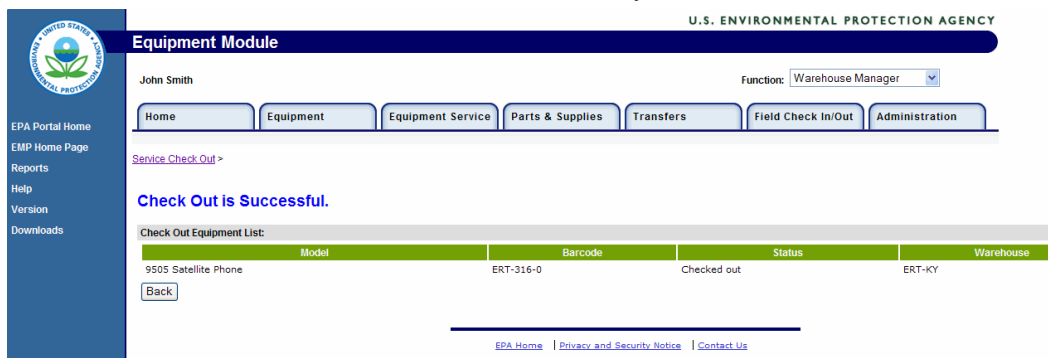
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

- The user can specify the details for one or both of the following service types to be performed on the selected Equipment:
  - [Scheduled Maintenance](#)
  - [Unscheduled Maintenance and Repairs](#)

### Scheduled Maintenance

- Select one or more Maintenance Schedules for each listed piece of Equipment for which Service Check Out is requested.
- Enter the following information in the **Service Log Information** section of the **Scheduled Maintenance** tab:

- **Expected Return Date:** The date the Equipment is expected to be returned to the Warehouse. To choose a date, click the calendar icon  to the right of the field.
  - **Service Organization:** Vendor/organization providing the Equipment service.
    - a. To populate this field, click the [Pick Organization](#) link.
    - b. An **Organization** pop-up window displays.
    - c. Enter at least one character of the Service Organization name. A pick-list displays. Click [Pick](#) to the left of the Service Organization name to populate the **Service Organization** field. Click [Clear](#) to clear all information from this field.
  - **Organization Location:** Location of the vendor/organization where the Equipment service will be performed. To populate this field, select an option from the Organization Location drop-down list. The values of the drop-down list are locations previously associated with the selected Service Organization. To add a new location, click the [Add New Address](#) link. (In order to add a new Address, the Service Organization field has to be populated.) Leave this field blank if the Service was performed in the warehouse.
  - **Borrower:** The person responsible for checking-out the Equipment from the Warehouse. Click the [Pick Person](#) link to search and select a person. (This field is mandatory)
  - **Check Out To:** The custodian of item, i.e. who physically takes possession of the item from the Warehouse. The custodian of the item can be different from the Borrower. Click the [Pick Person](#) link to search and select a person.
  - **Check Out Date:** The date the Equipment was Checked Out for service.
  - **Comments:** Enter any comments related to the service in the Comments field. Manually enter information in this field. Comments are limited to 4000 characters.
3. Add [Unscheduled Maintenance or Repairs](#) that might be required on the selected Equipment. (The user will be given the opportunity to correct the list of Repairs upon Check In of the Equipment to accurately reflect the type(s) of Repairs performed.)
  4. Click **Save**.
  5. The **Service Check Out** page displays, with a message indicating the Equipment has been Checked Out for Scheduled Maintenance successfully.



U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Service Check Out >](#)

**Check Out is Successful.**

Check Out Equipment List:

Model	Barcode	Status	Warehouse
9505 Satellite Phone	ERT-316-0	Checked out	ERT-KY

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### Unscheduled Maintenance and Repairs

1. From the **Service Check Out** page, click the **Unscheduled Maintenance and Repairs** tab.



U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Service Check Out >

Scheduled Maintenance Unscheduled Maintenance and Repairs

Selected Equipment List:

Model Name/Number	Warehouse	Barcode	Serial Number	Status	Kit Indicator	Repair Type
5th Wheel Truck (no model number)	ERT-KY	5321	9766	Available		--- Select --- add
Air Card (no model number)	ERT-KY	ERT-567-0	X290477088711	Available	Complete Kit	--- Select --- add

Service Log Information:

Expected Return Date:

Service Organization:  [Pick Organization](#) [Clear](#)

Organization Location:  [Add New Address](#)

Borrower:  [Pick Person](#) [Clear](#)

Check Out To:  [Pick Person](#) [Clear](#)

Check Out Date:

Remaining Characters: 4000

Comments:

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2. Add one or more Repairs for each listed piece of Equipment: (The user will be given the opportunity to correct the list of Repairs upon Check In of the Equipment to accurately reflect the type(s) of Repairs performed.)
  - **Repair Type:** The type of repair performed. To populate this field, select an option from the **Repair Type** drop-down list.
3. Keep clicking the **Add** link, which will add a blank row, to add additional repairs as described above.
4. Enter the following information in the **Service Log Information** section of the **Unscheduled Maintenance and Repairs** tab:
  - **Expected Return Date:** The date the Equipment is expected to be returned to the Warehouse. To
  - **Service Organization:** Vendor/organization providing the Equipment maintenance.
    - a. To populate this field, click the [Pick Organization](#) link.
    - b. An **Organization** pop-up window displays.
    - c. Enter at least one character of the Service Organization name. A pick-list displays. Click [Pick](#) to the left of the Service Organization name to populate the **Service Organization** field. Click [Clear](#) to clear all information from this field.
      - **Organization Location:** Location of the vendor/organization where the Equipment service will be performed. To populate this field, select an option from the Organization Location drop-down list. The values of the drop-down list are locations previously associated with the selected Service Organization. To add a new location, click the [Add New Address](#) link. (In order to add a new Address, the Service Organization field has to be populated.) Leave this field blank if the Service was performed in the warehouse.
      - **Borrower:** The person responsible for checking-out the Equipment from the Warehouse. Click the [Pick Person](#) link to search and select a person. (This field is mandatory)
      - **Check Out To:** The custodian of item, i.e. who physically takes possession of the item from the Warehouse. The custodian of the item can be different from the Borrower. Click the [Pick Person](#) link to search and select a person.
      - **Check Out Date:** The date the Equipment was Checked Out for service.



## Equipment Module Version 6.0 User Manual

- **Comments:** Enter any comments related to the service in the Comments field. Manually enter information in this field. Comments are limited to 4000 characters.
5. Ensure only [Maintenance Schedules](#) for which service is to be performed are selected.
  6. Click **Save**.
  7. The **Service Check Out** page displays with a message indicating the Equipment Check Out was successful.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Service Check Out >](#)

**Check Out is Successful.**

Check Out Equipment List:

Model	Barcode	Status	Warehouse
5th Wheel Truck (no model number)	4321	Available	ERT-KY

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### 3.2.5 Checked Out for Service

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Checked Out for Service** from the **Equipment Service** tab.
2. The **Equipment Checked Out for Service** page displays, showing the **Checked Out Equipment For Service** list.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Equipment Checked Out for Service >](#)

Warehouse: All Borrower (or) Checked Out To: All Check Out Type: All

Checked Out Equipment For Service: 27

[Add to Equipment Checkin Cart](#)

27 items found, displaying all items.

Model Name/Number	Warehouse	Barcode	Kit	Serial Number	Status	Check Out Type	Checked Out Date	Checked Out To	Borrower
<input type="checkbox"/> Model 2241-2 Digital Scalar/Ratemeter	NDT	NDT-356-0	Complete Kit	226538	Checked out	Shipment for Service	08-12-2008		Mayer, F
<input type="checkbox"/> Model 2241-2 Digital Scalar/Ratemeter	NDT	NDT-355-0	Complete Kit	226446	Checked out	Shipment for Service	08-12-2008		Mayer, F
<input type="checkbox"/> Model 192 MicroR Meter	ERT-KY	ERT-154-0		199826	Checked out	Shipment for Service	08-12-2008		Mayer, F
<input type="checkbox"/> Model 2350-1 Data Logger	NDT	NDT-459-0	Complete Kit	232915	Checked out	Shipment for Service	08-13-2008		Mayer, F

Export options: [CSV](#) | [Excel](#) | [PDF](#)

[Add to Equipment Checkin Cart](#)

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3. Users can filter the Equipment Checked Out for Service list by the following information:
  - **Warehouse:** Select an option from the Warehouse drop-down list.
  - **Borrower (or) Checked Out To:** Select an option from the Borrower (or) Checked Out To drop-down list.
  - **Check Out Type:** Select an option from the Check Out Type drop-down list.
4. Users can view the following Equipment information in the list:
  - **Model Name/Number:** Name and Number of the Equipment. Users can click on the Equipment Name/Number and Equipment Model Information pop-up page displays.
  - **Warehouse:** Warehouse where the particular Equipment is housed. Users can click on the Warehouse and the Warehouse Information pop-up page displays.

- **Barcode:** The bar code number of Equipment. Users can click on the **Barcode** and the Equipment Information pop-up page displays.
  - **Kit:** Indicates (Y or N) if the Equipment is a Kit.
  - **Serial Number:** Lists the Serial Number of the Equipment.
  - **Status:** Lists the current status of the Equipment.
  - **Check Out Type:** Lists the type of Service Check Out. (Examples: Service Check Out, In House Service. Equipment from previous versions or migrated from other applications might have additional types of Service Check Out, for example, Local Delivery – Service or Shipment for Service)
  - **Checked Out Date:** Lists the date the Equipment was checked out for service.
  - **Checked Out To:** Lists the Person responsible for checking out the item from the Warehouse.
  - **Borrower:** Lists the Person who is the custodian of the Equipment, i.e. who physically takes possession of the item from the Warehouse. The custodian of the item can be different from the Checked Out To person.
  - **Service Organization:** The servicing organization/company that performs a maintenance activity on the Equipment. Users can click on the **Service Organization** and the Company Information pop-up page displays.
  - **Service Organization Location:** The location of the servicing organization/company that performs a maintenance activity on the Equipment.
  - **Expected Return Date:** The date the Equipment is expected to be returned to the Warehouse.
5. Select one or more Equipment Checked Out for Service and click **Add to Equipment CheckIn Cart**.
  6. The **Service Check In** page displays, showing the **Selected Equipment for Service Check In**.

U.S. ENVIRONMENTAL PROTECTION AGENCY

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Service Check In >

Search by Equipment Barcode Number:

Enter Barcode Number: Search Equipment Checked Out for Service

Selected Equipment for Service Check In:

☐ Select All

Model Name/Number	Warehouse	Barcode	Serial Number	Status	Kit	Check Out Date	Check Out To	Borrower	Service Organization	Service Organization Location
<input type="checkbox"/> Model 192 MicroA Meter	ERT-KY	ERT-154-3	199826	Checked out	N	08-12-2008		Mayer,Randy	Ludlum Measurements, Inc.	501 Oak St
<input type="checkbox"/> GammaTracer Converter	ERT-KY	ERT-078-0	1013	Checked out	N	04-29-2009				
<input type="checkbox"/> 9505 Satellite Phone	ERT-KY	ERT-316-0	88-163-154-9160	Checked out	Y	05-27-2009	Smith,John	Smith,John		

☐ Select All

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7. For more information about Checking In Equipment from Service, view [Service Check In](#).

### 3.3 Parts & Supplies

#### 3.3.1 Parts & Supplies Inventory Search

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Warehouse Managers select [Parts & Supplies Inventory Search](#) from the **Parts and Supplies** menu.
2. The **Parts & Supplies Inventory Search** page displays.

- Narrow your search by entering information in the following fields:

**Region, Warehouse Type, and Warehouse:** Select the Region, Warehouse Type, and Warehouse you would like to search, these fields are mandatory.

- Region:** Select an option from the **Region** drop-down list. (This field is mandatory)
- Warehouse Type:** Select an option from the **Warehouse Type** drop-down list. (This field is mandatory)
- Warehouse:** Select an option from the **Warehouse** drop-down list. (This field is mandatory)




### Parts & Supplies Inventory Information

- Barcode Number:** The number assigned to a Part or Supply. Manually enter information in this field.
- Part Manufacturer:** Manufacturer of the Parts & Supplies. Click the **Pick** link to display the **Organization** search pop-up window. Enter at least one character of the Organization name. An Organization pick-list displays. Click **Pick** to the left of the Organization name to populate the **Part Manufacturer** field with the desired Organization. Click **Clear** to clear all information from this field.
- Expendable:** Indicates the Part or Supply is expendable.
- Non-Expendable:** Indicates the Part or Supply is not expendable.
- Warehouse Part Number:** The number assigned to a particular item of Part or Supply by the Warehouse. Manually enter information in this field

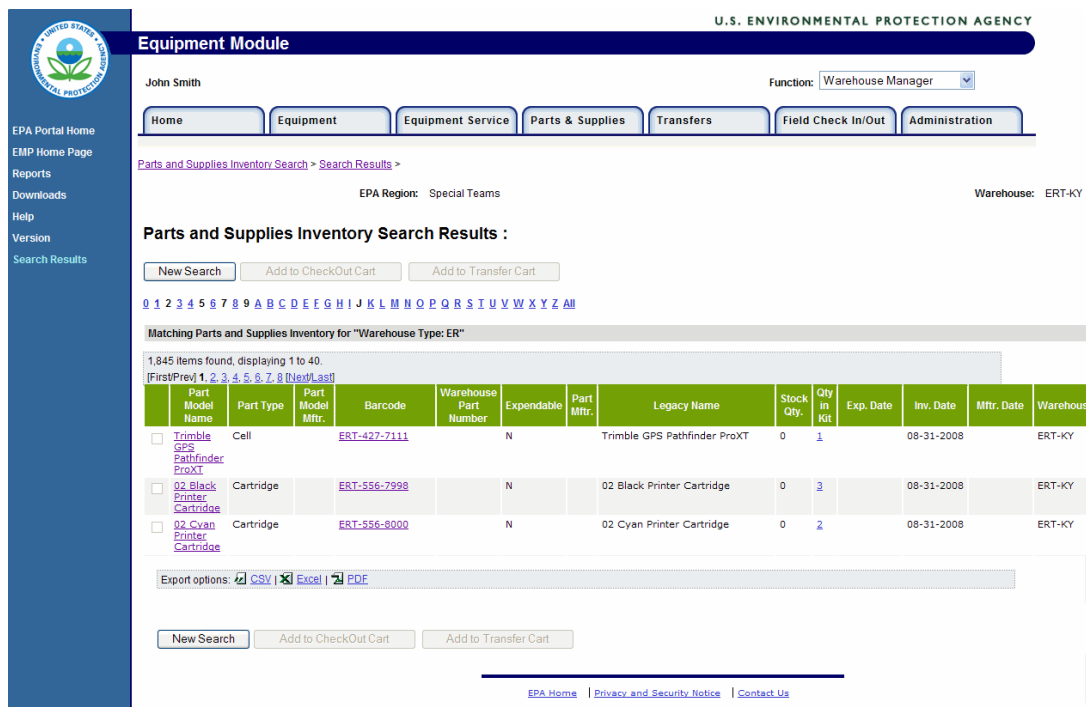
### Parts and Supplies Model Information

- Part Model Name:** Name of the Parts & Supplies item. Manually enter information in this field.
- Model Manufacturer:** Manufacturer of the model of the Parts & Supplies. Click the **Pick** link to display the **Organization** search pop-up window. Enter at least one character of the Organization name. An Organization pick-list displays. Click **Pick** to the left of the Organization name to populate the **Model Manufacturer** field with the desired Organization. Click **Clear** to clear all information from this field.
- Keyword (Limited to Parts and Supplies with nomenclature classification):** Keyword associated with the classification of the Parts and Supplies. Manually enter one word or part of a word.
- Part Type:** Terms that represents categories of Parts and Supplies. (Examples: Adapter, Battery, Cell, Detector, Power Cord) Select an option from the **Part Type** drop-down list.

### Parts and Supplies Inventory Dates

- **Expiring between:** The date range within which Parts & Supplies may have expired for usage. To choose dates, click the calendar icon  to the right of the fields.
- **Inventory between:** The date range the inventory was performed on particular Parts & Supplies. To choose dates, click the calendar icon  to the right of the fields.
- **Manufactured between:** The date range the Parts & Supplies was manufactured. To choose dates, click the calendar icon  to the right of the fields.

#### 4. Click **Search**.



U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Parts and Supplies Inventory Search > Search Results >

EPA Region: Special Teams Warehouse: ERT-KY

Parts and Supplies Inventory Search Results :

New Search Add to CheckOut Cart Add to Transfer Cart

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Matching Parts and Supplies Inventory for "Warehouse Type: ER"

1,845 items found, displaying 1 to 40.

[First] [Prev] 1 2 3 4 5 6 7 8 [Next] [Last]

	Part Model Name	Part Type	Part Model Mfr.	Barcode	Warehouse Part Number	Expendable	Part Mfr.	Legacy Name	Stock Qty.	Qty in Kit	Exp. Date	Inv. Date	Mfr. Date	Warehouse
<input type="checkbox"/>	<a href="#">Trimble GPS Pathfinder ProXT</a>	Cell		<a href="#">ERT-427-7111</a>		N		Trimble GPS Pathfinder ProXT	0	1	08-31-2008			ERT-KY
<input type="checkbox"/>	<a href="#">02 Black Printer Cartridge</a>	Cartridge		<a href="#">ERT-556-7998</a>		N		02 Black Printer Cartridge	0	2	08-31-2008			ERT-KY
<input type="checkbox"/>	<a href="#">02 Cyan Printer Cartridge</a>	Cartridge		<a href="#">ERT-556-8000</a>		N		02 Cyan Printer Cartridge	0	2	08-31-2008			ERT-KY

Export options: [CSV](#) [Excel](#) [PDF](#)

New Search Add to CheckOut Cart Add to Transfer Cart

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#### 5. The **Search Results** page displays with a list of Parts & Supplies matching the specified search criteria. Each Parts & Supplies item has columns providing information about the Parts & Supplies item. These columns are explained below:

- **Part Model Name:** Name of the Parts & Supplies item. Users can click on the **Part Model Name** and the [Parts & Supplies Inventory Info](#) page displays. The **Parts & Supplies Info** page is editable by Warehouse Managers only.
- **Part Type:** Terms that represents categories of Parts and Supplies. (Examples: Adapter, Battery, Cell, Detector, Power Cord)
- **Part Model Manufacturer:** Manufacturer of the model of the Parts & Supplies.
- **Barcode:** The bar code number of a Part or Supply. Users can click on the **Parts & Supplies Barcode** and the [Parts & Supplies Inventory Info](#) page displays. The **Parts & Supplies Info** page is editable for Warehouse Managers only.
- **Warehouse Part Number:** The number assigned to a particular item of Part or Supply.
- **Expendable:** Indicates whether or not the Part or Supply is expendable.
- **Part Mfr:** Manufacturer of the Parts & Supplies
- **Legacy Name:** The name of a Part or Supply in the inventory as defined by EPA Regions. This name facilitates Regions to identify inventory records migrated from their database into the new Emergency Management Portal database.
- **Stock Qty.:** The number of a particular Parts & Supplies item in stock at a given warehouse.

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- **Qty in Kit:** The number of a particular Parts & Supplies item in Kit(s). Users can click on the quantity and the **Parts in Kits** page displays. See [Kits](#) for more information about managing Kits.
  - **Exp. Date:** The date from which the particular item of Part or Supply may not be used.
  - **Inv. Date:** The date last inventory was done on an item of Part or Supply in a Warehouse.
  - **Mftr. Date:** The date the particular item of Part or Supply was manufactured.
  - **Warehouse:** Warehouse where the particular Parts & Supplies item is housed.
  - **Warehouse Type:** Code assigned to a Warehouse Type. (ER for Emergency Response or NON-ER for Non - Emergency Response).
  - **Location in Warehouse:** Sub-Location within the warehouse where the particular Parts & Supplies item is housed.
6. Warehouse Managers **only** can Check-Out or [Transfer](#) Parts & Supplies from this screen if the stock quantity is greater than zero.

The screenshot shows the EPA Equipment Module interface. At the top, it says "U.S. ENVIRONMENTAL PROTECTION AGENCY" and "Equipment Module". Below this, there's a navigation bar with buttons: Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The user is logged in as John Smith, with the function set to Warehouse Manager. The page title is "Parts and Supplies Inventory Search > Search Results >". Below the title, it shows "EPA Region: Special Teams" and "Warehouse: ERT-KY". The main heading is "Parts and Supplies Inventory Search Results :". There are three buttons: "New Search", "Add to CheckOut Cart", and "Add to Transfer Cart". Below these is a search filter "Matching Parts and Supplies Inventory for 'Warehouse Type: ER'". It shows "1,845 items found, displaying 1 to 40." and a link "[First] [Prev] 1 2 3 4 5 6 7 8 [Next] [Last]". A table of results is displayed with columns: Part Model Name, Part Type, Part Model Mfr., Barcode, Warehouse Part Number, Expendable, Part Mfr., Legacy Name, Stock Qty., Qty in Kit, Exp. Date, Inv. Date, Mftr. Date, and Warehouse. The table lists several items, including a Trimble GPS Pathfinder ProXT, a 02 Black Printer Cartridge, a 02 sensor, a 02 Yellow Printer Cartridge, and a 045122 Cartridge. At the bottom, there are "Export options: CSV, Excel, PDF" and the same three buttons as before.

Part Model Name	Part Type	Part Model Mfr.	Barcode	Warehouse Part Number	Expendable	Part Mfr.	Legacy Name	Stock Qty.	Qty in Kit	Exp. Date	Inv. Date	Mftr. Date	Warehouse
<input type="checkbox"/> Trimble GPS Pathfinder ProXT	Cell		ERT-427-7111		N		Trimble GPS Pathfinder ProXT	0	1		08-31-2008		ERT-KY
<input type="checkbox"/> 02 Black Printer Cartridge	Cartridge		ERT-556-7998		N		02 Black Printer Cartridge	0	3		08-31-2008		ERT-KY
<input type="checkbox"/> 02 sensor	Cell/Sensor		ERT-193-7419	008-1112-000	N		02 sensor	0	1	04-01-2007	08-31-2008		ERT-KY
<input type="checkbox"/> 02 Yellow Printer Cartridge	Cartridge		ERT-556-8001		N		02 Yellow Printer Cartridge	0	2		08-31-2008		ERT-KY
<input checked="" type="checkbox"/> 045122 Cartridge		Scott Health & Safety	sss345		Y			1	0		04-22-2009		ERT-KY

### Add Parts & Supplies Items to the Check Out Cart

- Select one or more Parts & Supplies Inventory items.
- Click **Add to CheckOut Cart**.
- Follow the instructions in the [Check-Out \(Equipment & Parts\)](#) to finish the Parts & Supplies check-out process.

### Add Parts & Supplies Items to the Transfer Cart

- Select one or more Parts & Supplies Inventory items.
- Click **Add to Transfer Cart**.
- Follow the instructions in the [Transfers Equipment & Parts](#) to finish the Parts & Supplies transfer process.

## Equipment Module Version 6.0 User Manual

- Users can view the **Parts And Supplies Inventory Info** page by clicking the **Parts & Supplies Name** or **Barcode** link in the **Parts & Supplies Search Results List**.
- The **Parts And Supplies Inventory Info** page displays.

The screenshot shows the 'Equipment Module' interface for the U.S. Environmental Protection Agency. The user is logged in as John Smith with the role of Warehouse Manager. The left sidebar contains navigation links: EPA Portal Home, EMP Home Page, Reports, Downloads, Help, Version, Edit Parts And Supplies Inventory, Parts And Supplies Inventory Search, Parts And Supplies Inventory Tracking History, and Parts And Supplies Inventory Info. The main content area is titled 'Parts And Supplies Inventory Information' and contains the following fields:

- Part Model Name: Trimble GPS Pathfinder ProXT
- Part Type: Cell
- Manufacturer:
- Classification:
- Warehouse: ERT-KY
- Serial Number:
- Warehouse Part Number:
- Manufacturer: --- not picked --- (with 'Pick Clear' link)
- Barcode Number: ERT-427-7111 (marked with a red asterisk)
- Lot Number:
- Part Size: ----select----
- Stock Quantity: (marked with a red asterisk)
- Manufacture Date:
- Inventory Date: 08-31-2008 (marked with a red asterisk)
- Unit Cost: 0
- Expiration Date:
- Current Value Amount:
- Expendable Indicator: N
- Location in Warehouse: Unspecified Sublocation (marked with a red asterisk)
- Legacy Name: Trimble GPS Pathfinder ProXT
- Legacy Description: Trimble GPS Pathfinder ProXT
- Remaining Characters: 4000
- Comments:

At the bottom of the form are 'Save' and 'Cancel' buttons. A footer bar contains links to EPA Home, Privacy and Security Notice, and Contact Us.

- Users can perform a new Parts & Inventory Search by clicking the **Parts And Supplies Inventory Search** link in the left side bar menu of the **Parts & Supplies Inventory Info** page.
- Users can view the **Parts & Supplies Inventory Tracking History** page by clicking the **Parts & Supplies Inventory Tracking History** link in the left side bar menu of the **Parts & Supplies Inventory Info** page.
- The **Parts & Supplies Inventory Tracking History** page displays. This page displays the complete history of activities of the particular Parts & Supplies item.

## Equipment Module Version 6.0 User Manual

The screenshot shows the Equipment Module interface for a Warehouse Manager. The left sidebar contains links for EPA Portal Home, EMP Home Page, Reports, Downloads, Help, Version, Edit Parts and Supplies Inventory, Parts and Supplies Inventory Tracking History, and Parts And Supplies Model Search. The main content area displays the 'Parts And Supplies Model Information' and 'Parts And Supplies Inventory Tracking History'.

**Parts And Supplies Model Information:**

Part Model Name:	Trimble GPS Pathfinder ProXT	Part Type:	Cell
Manufacturer:			
Classification:			

**Parts And Supplies Inventory Information:**

Barcode Number:	ERT-427-7111	Warehouse:	ERT-KY
Serial Number:		Warehouse Part Number:	
Stock Quantity:	0	Manufacture Date:	
Inventory Date:	08-31-2008	Expiration Date:	

**Parts and Supplies Inventory Tracking History:**

Site Activity	Checkout Type	Checkout Date	Checkout Qty.	Checkin Date	Checkin Qty.	Consumed Qty.	Destroyed Qty.	Received By	Borrower	Checkin By	C
Kit Development		08-31-2008	1		0	0	0				

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### 3.3.2 Parts & Supplies Model Search - Warehouse Manager

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Warehouse Managers select [Parts & Supplies](#) Model Search from the **Parts & Supplies** menu.
2. The **Parts & Supplies Model Search** page displays.

The screenshot shows the Equipment Module interface for a Warehouse Manager. The left sidebar contains links for EPA Portal Home, EMP Home Page, Reports, Downloads, Help, Version, Equipment Model Search, and Parts And Supplies Model Search. The main content area displays the 'Parts And Supplies Model Search' page.

**Parts And Supplies Model Search**

Select Region and Warehouse (mandatory):

EPA Region:  Warehouse:

Search by Parts & Supplies Model:

Name:  Type:

Manufacturer:  [Pick Clear](#)

[Search By Model Info](#)

Search by Keyword in Classification:

Keyword (Limited to Parts and Supplies with nomenclature classification):

[Search By Keyword](#)

Search by Parts & Supplies Classification: (Not all Parts & Supplies Classified)

Purpose Level1:

Category Level2:

Type Level3:

Characteristics Level4:

[Search By Classification](#)

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3. Select a Region in the **EPA Region** drop-down list in the **Select Region and Warehouse** options section.
4. Select a Warehouse in the **Warehouse** drop-down list in the **Select Region and Warehouse** options section.

Note: Selections from both these drop-down lists are mandatory to perform a Parts & Supplies Model search.

5. The **Parts & Supplies Model Search** page offers several ways to narrow your search for a Parts & Supplies Model:

- [Search by Parts & Supplies Model](#)



- [Search by Keyword in Classification](#)
- [Search by Parts & Supplies Classification](#)

The different search methods are explained below:

### Search by Parts & Supplies Model

- To narrow your search enter the following optional **Parts & Supplies Model** information in the **Search by Parts & Supplies Model** section:
  - **Name:** The name or part of the name of the Parts & Supplies Model. Manually enter information in this field.
  - **Manufacturer:** Parts & Supplies Model manufacturer.
    - To populate this field the user must click the **Pick** link to right of the text field.
    - An **Organization Search** pop-up window displays
    - A list of manufacturers/organizations displays.
    - Enter at least one character of the Manufacturer/Organization's name.
    - Select a manufacturer/organization by clicking **Pick** to the left of the organization name.
    - The manufacturer/organization name populates the **Manufacturer** field in the **Parts & Supplies Model Search** page.
    - Select **Clear** to clear all information from this field.
  - **Type:** The Type of Parts & Supplies Model. Select an option from the drop-down list.
- Click **Search by Model Info**.
- The **Search Results** page lists Parts & Supply items matching the specified search criteria.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Parts And Supplies Model Search > Search Results >

EPA Region: Special Teams Warehouse: ERT-KY

New Search Add Part And Supplies Inventory Add Part & Supplies Model

Matching Parts and Supplies Models for "Name Contains: lamp"

	Name	Type	Manufacturer	Qty Avail	Nationwide	Classification
<input type="radio"/>	Test Tube Clamp	Accessory		0	None Available	
<input type="radio"/>	VOC Lamp		Drager Safety	0	None Available	Detection > Chemical > Multi-gas Monitor > Sens
<input type="radio"/>	PID Lamp, 10.6 eV	Lamp		25	25 Available	
<input type="radio"/>	PID Lamp, 11.7 eV	Lamp		5	5 Available	
<input type="radio"/>	PID Lamp, 9.8 eV	Lamp		5	5 Available	
<input type="radio"/>	PID Lamp	Sensor		0	None Available	

Export options: [CSV](#) [Excel](#) [PDF](#)

New Search Add Part And Supplies Inventory Add Part & Supplies Model

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Several Options are available to the user on this page; these options are explained at the bottom of this help topic in the [Parts & Supplies Model Search Results Options](#) section.

### Search by Keyword in Classification

- To narrow your search enter any word (or part of a word) or words that are used in the classification of a particular Parts & Supplies Model in the **Search by Keyword in Classification** section. To populate this field, manually enter this information. Note that not all Parts & Supplies have nomenclature classification.



- Click **Search by Keyword**.
- The **Parts And Supplies Model Search** page displays the classification for the specified keyword.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service **Parts & Supplies** Transfers Field Check In/Out Administration

Parts And Supplies Model Search >

EPA Region: Special Teams Warehouse: ERT-KY

Matching Parts and Supplies Classification : Keyword: "cable"

☐ Select All

Select	Classification: Level1>Level2>Level3>Level4
<input type="checkbox"/>	Transportation > Accessory > Jumper Cables > n/a
<input type="checkbox"/>	Communications > Radio > Accessory > Coaxial Cable
<input type="checkbox"/>	Communications > Radio > Accessory > Cloning Cable
<input type="checkbox"/>	Communications > Radio > Accessory > Programming cable
<input type="checkbox"/>	Detection > Geophysical > Pipe & Cable Locator (metal detector) > n/a
<input type="checkbox"/>	Information Technology > Accessory > RS-232 Cable > n/a

☐ Select All

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- Select the desired classification from the list.
- Click **Display Parts and Supplies Models**.
- The **Search Results** page lists Parts & Supply items matching the selected classification.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service **Parts & Supplies** Transfers Field Check In/Out Administration

Parts And Supplies Model Search > Search Results >

EPA Region: Special Teams Warehouse: ERT-KY

Matching Parts and Supplies Models:

Name	Type	Manufacturer	Qty Avail	Nationwide	Classification
<a href="#">Jumper Cables (no model number)</a>			0	<a href="#">4 Available</a>	Transportation > Accessory > Jumper Cables > n/a
<a href="#">Radio Cloning Cable (no model number)</a>			0	None Available	Communications > Radio > Accessory > Cloning Cable

Export options: [CSV](#) | [Excel](#) | [PDF](#)

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Several Options are available to the user on this page, these options are explained at the bottom of this help topic in the [Parts & Supplies Model Search Results Options](#) section.

## Search by Parts & Supplies Classification

- To narrow your search select a different option from the following drop-down lists in the **Search by Parts & Supplies Classification** section:
  - [Purpose](#) **Level 1**: Select desired option from the drop-down list.
  - [Category](#) **Level 2**: Select desired option from the drop-down list.
  - [Type](#) **Level 3**: Select desired option from the drop-down list.
  - [Characteristics](#) **Level 4**: Select desired option from the drop-down list.
- Click **Search by Classification**.

- The **Parts And Supplies Model Search** page displays the classification for the specified Purpose, Category, Type and Characteristics.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Parts And Supplies Model Search >

EPA Region: Special Teams Warehouse: ERT-KY

Matching Parts and Supplies Classification : Purpose: "Communications" Category: "Phone" Type: "Desktop Phone" Characteristics: "Accessory"

☐ Select All

Select Classification: Level1>Level2>Level3>Level4

☐ Communications > Phone > Desktop Phone > Accessory

☐ Select All

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- Select the desired classification from the list.
- Click **Display Parts and Supplies Models**.
- The **Search Results** page lists Parts & Supply items matching the selected classification.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Parts And Supplies Model Search > Search Results >

EPA Region: Special Teams Warehouse: ERT-KY

Matching Parts and Supplies Models:

Name	Type	Manufacturer	Qty Avail	Nationwide	Classification
<input type="radio"/> SMPartModel0502	Adapter	Proengin USA	0	None Available	Communications > Phone > Desktop Phone > Accessory

Export options: [CSV](#) | [Excel](#) | [PDF](#)

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Several Options are available to the user on this page, these options are explained at the bottom of this help topic in the [Parts & Supplies Model Search Results Options](#) section.

### Parts & Supplies Model Search Results Options

From this **Search Results** page Warehouse Managers can:

- Perform a New Search:** Clicking **New Search** at the top or bottom of the **Parts & Supplies Model Search Results** page returns the user to the main [Parts & Supplies Model Search](#) page.
- Add Parts & Supplies Inventory:** Add an item from this list into Warehouse inventory.
  - Select an item from the **Parts & Supplies Model Search Results List**.
  - Click **Add Part And Supplies Inventory**.
  - Follow the instructions provided in [Add New Parts & Supplies Inventory](#)
- Add a New Parts & Supplies Model:** Add a New Parts & Supplies Model.
  - Click **Add Part And Supplies Model**.
  - Follow the instructions provided in [Add New Parts & Supplies Model](#)

- **Edit Parts & Supplies Model Information:** Clicking the **Model Name** link displays the **Parts & Supplies Model Info** page in Edit mode. For an explanation of the editable fields, see [Add New Parts & Supplies Model](#).
- **View the following information for a Parts & Supplies Model:**
  - **Name:** Name of the Parts & Supplies Model. Users can click the **Model Name** link, and the **Parts & Supplies Model Information** page displays in Edit mode.
  - **Type:** The [Parts & Supplies Model Type](#). Users can click the **Type**, and the **Parts And Supplies Model Info** page displays.
  - **Manufacturer:** Parts & Supplies Model manufacturer.
  - **Qty Available:** Displays the quantity available at the selected Warehouse.
  - **Nationwide:** Displays the available quantity in all Warehouses nationwide. Users can click the **Nationwide** listing, and the **Availability By Region/Warehouse** pop-up window displays.
  - **Classification:** Displays the hierarchy of classification for the Parts & Supplies Model.

### 3.3.3 Add New Parts & Supplies Inventory

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Warehouse Managers select **Add New Parts & Supplies Inventory** from the **Parts & Supplies** tab.
2. The **Parts & Supplies Model Search** page displays.
3. Perform a [Parts And Supplies Model Search](#). (Select the link for detailed instructions for performing a Parts and Supplies Model Search.)
4. The **Parts And Supplies Model Search Results** page displays.

The screenshot displays the 'Equipment Module' interface for the U.S. Environmental Protection Agency. The user is logged in as John Smith with the function of Warehouse Manager. The 'Parts & Supplies' tab is selected. The page shows search results for 'Parts And Supplies Model Search' with the EPA Region set to 'Special Teams' and Warehouse set to 'ERT-KY'. A table lists three matching models: 'Chemical Barrier Gloves (no model number)', 'Latex Gloves (no model number)', and 'Butyl Gloves (no model number)'. Each model has a 'Qty Avail' of 0 and a 'Nationwide' quantity of 10, 43, and 89 respectively. The classification for all is 'Personal Protective Equipment > Hand Protection > Gloves > Chemical Barrier', 'Personal Protective Equipment > Hand Protection > Gloves > Latex', and 'Personal Protective Equipment > Hand Protection > Gloves > Butyl'. The page also includes a sidebar with links like 'EPA Portal Home', 'EMP Home Page', 'Reports', 'Help', 'Version', 'Downloads', and 'Search Results'. At the bottom, there are links for 'EPA Home', 'Privacy and Security Notice', and 'Contact Us'.

Name	Type	Manufacturer	Qty Avail	Nationwide	Classification
<a href="#">Chemical Barrier Gloves (no model number)</a>			0	<a href="#">10 Available</a>	Personal Protective Equipment > Hand Protection > Gloves > Chemical Barrier
<a href="#">Latex Gloves (no model number)</a>			0	<a href="#">43 Available</a>	Personal Protective Equipment > Hand Protection > Gloves > Latex
<a href="#">Butyl Gloves (no model number)</a>			0	<a href="#">89 Available</a>	Personal Protective Equipment > Hand Protection > Gloves > Butyl

5. Select the item from the list you would like to add to the inventory.
6. Click the **Add Parts And Supplies Inventory** button.
7. The **Parts And Supplies Inventory Info** page displays.

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U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Parts And Supplies Model Search > Search Results > Parts And Supplies Inventory Info >

Parts And Supplies Model Information:

Part Model Name : Latex Gloves (no model number)

Part Type :

Manufacturer :

Classification : Personal Protective Equipment > Hand Protection > Gloves > Latex

Parts And Supplies Inventory Information: \* Indicates Required

Warehouse : -----select----- \*

Next Cancel

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8. Select the Warehouse to add new Parts And Supplies Inventory to, from the **Warehouse** drop-down list. (This field is mandatory)
9. Click **Next**.
10. An expanded **Parts And Supplies Inventory Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Parts And Supplies Model Search > Search Results > Parts And Supplies Inventory Info >

Parts And Supplies Model Information:

Part Model Name : Latex Gloves (no model number)

Part Type :

Manufacturer :

Classification : Personal Protective Equipment > Hand Protection > Gloves > Latex

Parts And Supplies Inventory Information: \* Indicates Required

Region : Special Teams

Warehouse : ERT-KY

Serial Number :

Warehouse Part Number :

Manufacturer : --- not picked --- [Pick Clear](#)

Barcode Number :  \*

Lot Number :

Part Size : -----select-----

Stock Quantity :  \*

Manufacture Date :

Inventory Date : 05-28-2009 \*

Unit Cost :

Expiration Date :

Current Value Amount :

Expendable Indicator : Y

Location in Warehouse : -----select----- \*

Legacy Name :

Legacy Description :




Remaining Characters : 4000

Comments :

Add Cancel

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11. Enter information for all the fields.
  - **Serial Number:** Serial Number assigned by the Manufacturer. Manually enter information in this field.
  - **Warehouse Part Number:** Number assigned to a particular item of Part or Supply by the Warehouse. Manually enter information in this field

- **Manufacturer:** Parts & Supplies Model manufacturer.
  - a. To populate this field the user must click the **Pick** link to right of the text field.
  - b. An **Organization Search** pop-up window displays
  - c. Enter at least one character of the Manufacturer/Organization's name.
  - d. A list of manufacturers/organizations displays.
  - e. Select a manufacturer/organization by clicking **Pick** to the left of the organization name.
  - f. The manufacturer/organization name populates the **Manufacturer** field in the **Parts & Supplies Model Search** page.
  - g. Select **Clear** to clear all information from this field.
- **Barcode Number:** The barcode number assigned to a Parts & Supplies Inventory item. This information can be entered manually or generated by the Equipment Module. The Equipment Module defaults to the system generated barcode number. For further explanation about system generated Barcode Numbers see the help topic ([Warehouse Manager > Administration > My Warehouse\(s\) > Barcode Prefix/Suffix Information.](#)) (This field is mandatory)
- **Lot Number:** The number assigned by the manufacturer to a discrete batch of Parts and Supplies. Manually enter this information.
- **Part Size:** The size of one unit of the Parts & Supplies Model. Select an option from the drop-down list.
- **Stock Quantity:** The quantity to be added to the Warehouse of this particular Parts & Supplies item. Manually enter information in this field. (This field is mandatory)
- **Manufacture Date:** The date the Parts & Supplies item was manufactured. To choose a date, click the calendar icon  to the right of the field.
- **Inventory Date:** The date of last inventory. To choose a date, click the calendar icon  to the right of the field. (This field is mandatory)
- **Unit Cost:** Cost per unit of Parts & Supplies Item. Manually enter information in this field.
- **Expiration Date:** The date the Parts & Supplies expires/should not be used. To choose a date, click the calendar icon  to the right of the field.
- **Current Value Amount:** The value of the Parts & Supplies inventory item. Manually enter information in this field.
- **Expendable Indicator:** Indicates the Parts & Supplies is expendable. Select an option from the drop-down list.
- **Location in Warehouse:** The location in the warehouse where this Parts & Supplies item will be stored. Select an option from the drop-down list. (This field is mandatory)
- **Comments:** Comments about the Parts & Supplies. Manually enter information in this field. Comments are limited to 4000 characters.

12. Click **Add**.

13. The **Parts And Supplies Inventory** page for the newly added Parts And Supplies displays with a message indicating the add was successful.

### 3.3.4 Add New Parts & Supplies Model

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Warehouse Managers select **Add New [Parts & Supplies](#) Model** from the **Parts & Supplies** menu.
2. The **Parts & Supplies Info** page displays.


3. Select options from the following drop-down lists to classify the Parts & Supplies Model:
  - **Purpose Level 1:** Term that represents the purpose of Parts & Supplies. Examples: Analytical, Communications, Decontamination, Detection, Diving, Sampling, Transportation.
  - **Category Level 2:** Term that represents a category under which Parts & Supplies can be grouped. Examples: Parts & Supplies, Instrumentation, Tool.
  - **Type Level 3:** Term that represents [Parts & Supplies types](#). Examples: Autoclave, Balance, Blender, Centrifuge, Desiccators, Fume Hood, Hot Plate, Gas Chromatograph, Photometer, Stirrer, Incubator.
  - **Characteristics Level 4:** Term that represents Characteristics with which Parts & Supplies can be classified. Examples: Sensor, Detector tubes, Chips, Strip, Alpha detector, Chem-Cassette.
4. Enter information for the following fields:
  - **Part Model Name:** Name of the Parts & Supplies Model. Manually enter information in this field. (This field is mandatory)
  - **Part Type:** The Parts & Supplies Model type. Examples: Accessory, Battery, Chip, etc. Select an option from the drop-down list.
  - **Part Manufacturer:** Parts & Supplies Model manufacturer. Click the **Pick** link to choose a Parts & Supplies Model Manufacturer. Click **Clear** to clear all information from this field.
  - **Part Unit Type:** The type of one unit of the Parts & Supplies Model. Select an option from the drop-down list.
  - **Part Size:** The size of one unit of the parts & Supplies Model. Select an option from the drop-down list.

- **Part Description:** A textual description of the Parts & Supplies Model. Manually enter information in this field. Part Description is limited to 4000 characters.
- **Part Comments:** Any additional comments about the Parts & Supplies Model. Manually enter information in this field. Part Comments are limited to 255 characters.
- **Shelf Life:** The duration of storage at the end of which a Part or a Supply still retains the ability to perform. Manually enter information in this field.
- **Required Decontamination:** The text describing the required decontamination of a Part or Supply before it is stored after field use. Manually enter information in this field.
- **Size, Capacity, and Concentration:** The Size, capacity, or concentration of the Part or Supply. Manually enter information in this field.
- **Visual Alarm:** An indicator (Y/N), which signifies whether or not the Part or Supply triggers audible alarm when it discovers presence of a Contaminant in the Environment. Select **Y** or **N** from the **Visual Alarm** drop-down list.
- **Audio Alarm:** An indicator (Y/N), which signifies whether or not the Part or Supply triggers audible alarm when it discovers presence of a Contaminant in the Environment. Select **Y** or **N** from the **Audio Alarm** drop-down list.

5. Click **Add**.

6. The **Parts & Supplies Model Info** page displays with a message indicating the Parts & Supplies Model was added successfully.

# Equipment Module Version 6.0 User Manual



EPA Portal Home  
EMP Home Page  
Reports  
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Edit Parts And Supplies Model  
Company Info  
Parts And Supplies Document

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John SmithFunction: Warehouse Manager

HomeEquipmentEquipment ServiceParts & SuppliesTransfersField Check In/OutAdministration

Equipment Search > Parts And Supplies Info > Parts And Supplies Model Info >

Add Successful.

Parts And Supplies Classification (Optional):  
Purpose: Health and SafetyCategory: Personnel SafetyType: Eye Wash StationCharacteristic: n/a

Parts And Supplies Model Information: \* Indicates Re  
Part Model Name: H13-A  
Part Type: Battery  
Nomenclature Number:  
Part Manufacturer: --- not picked --- Pick Clear  
Part Unit Type: Each  
Part Size: 2 oz.  
Remaining Characters: 4000  
Part Description:  
Remaining Characters: 255  
Part Comments:  
Shelf Life:  
Required Decontamination:  
Size, Capacity, and Concentration:  
Visual Alarm: N  
Audio Alarm: N

Sensor Technology:  

Name	Description	Delete
Nothing found to display.		

[Add Sensor Technology](#)

Media:  

Name	Description	Delete
Nothing found to display.		

[Add Media](#)

Model Aspect:  

Name	Value	Description	Delete
Nothing found to display.			

[Add Model Aspect](#)

SaveAdd Part And Supplies Inventory

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From this screen users have several options:

- [Add Sensor Technology Information](#)
- [Add Media Type Information](#)
- [Add Model Aspect Information](#)

From the side bar, users can also:

- [View and Associate Company Information](#)
- [Add Parts & Supplies Inventory](#)
- [View, Delete and Add Documents](#)

## Add Sensor Technology Information

1. Users can associate Sensor Technology Information with the New Parts & Supplies Model.
2. Click the **Add** to the right of **Sensor Technology** at the bottom of the **Parts & Supplies Model Info** page.



3. The **Parts And Supplies Model Sensor Technology Association** page displays, showing the **Available Sensor Technology Type** list.

4. Select one or more Sensor Technology Type from the **Available Sensor Technology Types** list. (For example: BioMass Readout (BMR), Data Logger, etc.)
  - a. If a Sensor Technology Type is not available in the **Available Sensor Technology Types** list, one can be added by clicking the **Add Sensor Technology Type** link.
  - b. The **Sensor Tech Info** page displays.

- c. Enter the name of the Sensor Technology Type in the **Name** field. Manually enter information in this field. (This field is mandatory)
  - d. Enter a description of the Sensor Technology in the **Description** field. Manually enter information in this field. Description is limited to 255 characters.
  - e. Select **Y** or **N** from the **Current Indicator** drop-down list.
  - f. Click **Add**.
  - g. The Sensor Technology is added to the **Available Sensor Technology Types** list.
5. Select the Sensor Technology Type and click **Associate**.
6. The **Parts & Supplies Model Info** page displays with a message indicating the Sensor Technology Information was added successfully, and the Sensor Technology Type populates the **Sensor Technology** Section at the bottom of the **Equipment Info** page.

## Add Media Type Information

1. Users can associate Media Type Information with the Parts & Supplies Model.
2. Click the **Add** to the right of **Media** at the bottom of the **Parts & Supplies Model Info** page.
3. The **Parts & Supplies Association** page displays with the **Available Media Types** list.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Parts And Supplies Info > Parts And Supplies Model Info > Parts and Supplies Association >

Parts And Supplies Model Information:

Name: H13-A  
Type: Battery  
Manufacturer:  
Classification: Health and Safety > Personnel Safety > Eye Wash Station > n/a

Add Media Type

Available Media Types:

Associate Cancel

	Name	Description
<input type="checkbox"/>	Aerosols	
<input type="checkbox"/>	Air	
<input type="checkbox"/>	Air Pressure	
<input type="checkbox"/>	Air Quality	
<input type="checkbox"/>	Air Sampler Filters	
<input type="checkbox"/>	Air Temp	

Associate Cancel

Add Media Type

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4. Select one or more Media Type from the **Available Media Types** list. (For example: Aerosols, Fibers, etc.)
  - a. If a Model Aspect Type is not available in the **Available Media Type** list, one can be added by clicking the **Add Media Type** link.
  - b. The **Media Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Parts And Supplies Info > Parts And Supplies Model Info > Parts and Supplies Association > Media Type Info >

Media Type Information: \* Indicates Required

Name:

Remaining Characters: 255

Description:

Current Indicator: Y

Add Cancel

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- c. Enter the name of the Media Type in the **Name** field. Manually enter information in this field. (This field is mandatory)
  - d. Enter a description of the Model Aspect in the **Description** field. Manually enter information in this field. Description is limited to 255 characters.
  - e. Select **Y** or **N** from the **Current Indicator** drop-down list.
  - f. Click **Add**.
  - g. The Media Type is added to the **Available Media Types** list.
5. Select the Media Type and click **Associate**.

- The **Parts & Supplies Model Info** page displays with a message indicating the Media Type Information was added successfully, and the Media Type populates the **Media** Section at the bottom of the **Parts & Supplies Model Info** page.

## Add Model Aspect Information

- Users can associate Model Aspect Information with the Parts & Supplies Model.
- Click the **Add** to the right of **Model Aspect** at the bottom of the **Parts & Supplies Model Info** page.
- The **Parts & Supplies Association** page displays with the **Available Aspect Types** list.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Parts And Supplies Info > Parts And Supplies Model Info > Parts And Supplies Association >

Parts And Supplies Information:

Name: H13-A  
Type: Battery  
Manufacturer:   
Classification: Health and Safety > Personnel Safety > Eye Wash Station > n/a

Add Aspect Type

Available Aspect Types: \* Indicates Rec

Associate Cancel

Name	Value	Description
<input type="checkbox"/> Alarm Range		The Alarm Range is optional.
<input type="checkbox"/> Height		The height, in inches, of the piece of Equipment.
<input type="checkbox"/> Storage Temperature Range		
<input type="checkbox"/> Temperature Range		
<input type="checkbox"/> Weight		

Associate Cancel

Add Aspect Type

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- Select one or more Model Aspect Type from the **Model Aspect Types** list from the **Available Model Aspect Types**. (For example: Alarm Range, Dimension, etc.)
  - If a Model Aspect Type is not available in the **Available Model Aspect Type** list, one can be added by clicking the **Add Aspect Type** link.
  - The **Aspect Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Parts And Supplies Info > Parts And Supplies Model Info > Parts And Supplies Association > Aspect Type Info >

Aspect Type Information: \* Indicates Rec

Name:

Remaining Characters: 255

Description:

Current Indicator: Y

Add Cancel

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- Enter the name of the Model Aspect Type in the **Name** field. Manually enter information in this field. (This field is mandatory)
- Enter a description of the Model Aspect in the **Description** field. Manually enter information in this field. Description is limited to 255 characters.
- Select **Y** or **N** from the **Current Indicator** drop-down list.
- Click **Add**.

- g. The Model Aspect is added to the **Available Aspect Types** list.
5. Select the Aspect Type.
6. Manually enter a value for the Model Aspect Type selected.
7. Click **Associate**.
8. The **Parts & Supplies Model Info** page displays with a message indicating the Model Aspect Information was added successfully, and the Model Aspect Type populates the **Model Aspect** Section at the bottom of the **Parts & Supplies Model Info** page.

## View Company Info and Associate a Company

1. Users can view Companies associated to the Parts & Supplies Model or Associate a Company to it. Associated companies may have several different roles, for example Supplier, Service Provider, and Shipper.
2. Click the **Company Info** link in the left side bar menu of the **Parts & Supplies Model Info** page.
3. The **Parts & Supplies and Company** page displays. This page displays the Current Company information associated to the Parts & Supplies Model.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Parts And Supplies Info > Parts And Supplies Model Info > Parts And Supplies And Company >

Parts And Supplies Information:

Name: H13-A  
Type: Battery  
Manufacturer:  
Classification: Health and Safety > Personnel Safety > Eye Wash Station > n/a

Current Company Information:

Associate Company

Company Name	Company Type	Website Address	Contact Name	GSA (Y/N)	Unit Cost
Nothing found to display.					

Associate Company

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4. Click **Associate Company**.
5. The **Parts & Supplies Company Info** page displays.

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Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Parts And Supplies Info > Parts And Supplies Model Info > Parts And Supplies And Company > Parts And Supplies Company Info >

Parts And Supplies Model Information:

Name: H13-A  
Type: Battery  
Manufacturer:  
Classification: Health and Safety > Personnel Safety > Eye Wash Station > n/a

Company Association information:

Company Name: --- not picked --- [Pick](#) [Clear](#) [Add New Company](#)

Unit Cost:

Company Type: ----- select -----

Add Cancel

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6. Select the **Pick** link to populate the **Company Name** field.
7. On the Organization pop-up screen, enter at least one character of the company's name.
8. Select **Pick** to the left of the company name.
9. The **Parts & Supplies Company Info** page displays with the newly associated company in the **Company Name** field. (This field is mandatory)

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Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Parts And Supplies Info > Parts And Supplies Model Info > Parts And Supplies And Company > Parts And Supplies Company Info >

Parts And Supplies Model Information:

Name: H13-A  
Type: Battery  
Manufacturer:  
Classification: Health and Safety > Personnel Safety > Eye Wash Station > n/a

Company Association Information: \* Indicates Required

Company Name: Lakeland [Pick](#) [Clear](#) [Add New Company](#)  
Unit Cost:  
Company Type: -----select-----

[Add](#) [Cancel](#)

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10. Manually enter the Unit Cost.
11. Select the Company Type from the **Company Type** drop-down list. (For example: Owner, Shipping, Service/Maintenance, etc.)
12. Click **Add**.
13. The **Parts & Supplies and Company** page displays, with a message indicating the company was associated successfully.

### Add Parts & Supplies Inventory

1. Items for the newly defined Part or Supply can be added to a Warehouse as follows:
  - a. Click **Add Parts And Supplies Inventory** on the **Parts and Supplies Model Info** page and then follow the instructions provided in [Add New Parts & Supplies Inventory](#) Step 7.

### View, Delete, and Add Documents

1. Select the **Parts And Supplies Document** link in the left side bar menu of the **Parts & Supplies Model Info** page.
2. The **Parts And Supplies Documents** page displays. This page displays the documents associated with the Part or Supply.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Parts And Supplies Info > Parts And Supplies Model Info > Parts And Supplies Documents >

Parts And Supplies Model Information:

Name: H13-A  
Type: Battery  
Manufacturer:  
Classification: Health and Safety > Personnel Safety > Eye Wash Station > n/a

Documents Associated with the Parts and Supplies:

[Add Document](#)

No items found.

Title	Description	Type	View	Delete
Nothing found to display.				

[Add Document](#)

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3. To view a document, click the **View** link for a particular document.
4. A File Download dialog box displays.
5. Users can choose to Open and Save the document, or Cancel the request.

## Equipment Module Version 6.0 User Manual

6. To delete a document or un-associate a document from a Parts & Supplies Model, click the **Delete** link for a particular document.
7. The document is removed/un-associated with the Parts & Supplies Model.
8. To Associate a Document click **Add Document**.
9. The **Document Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Search > Parts And Supplies Info > Parts And Supplies Model Info > Parts And Supplies Documents > Document Info >

Parts and Supplies Information:

Name: H13-A Type:

Manufacturer:

Classification: Health and Safety > Personnel Safety > Eye Wash Station > n/a

Document Information:

Title: \*

Remaining Characters: 255

Description:

Document Type: select \*

File Format: select \*

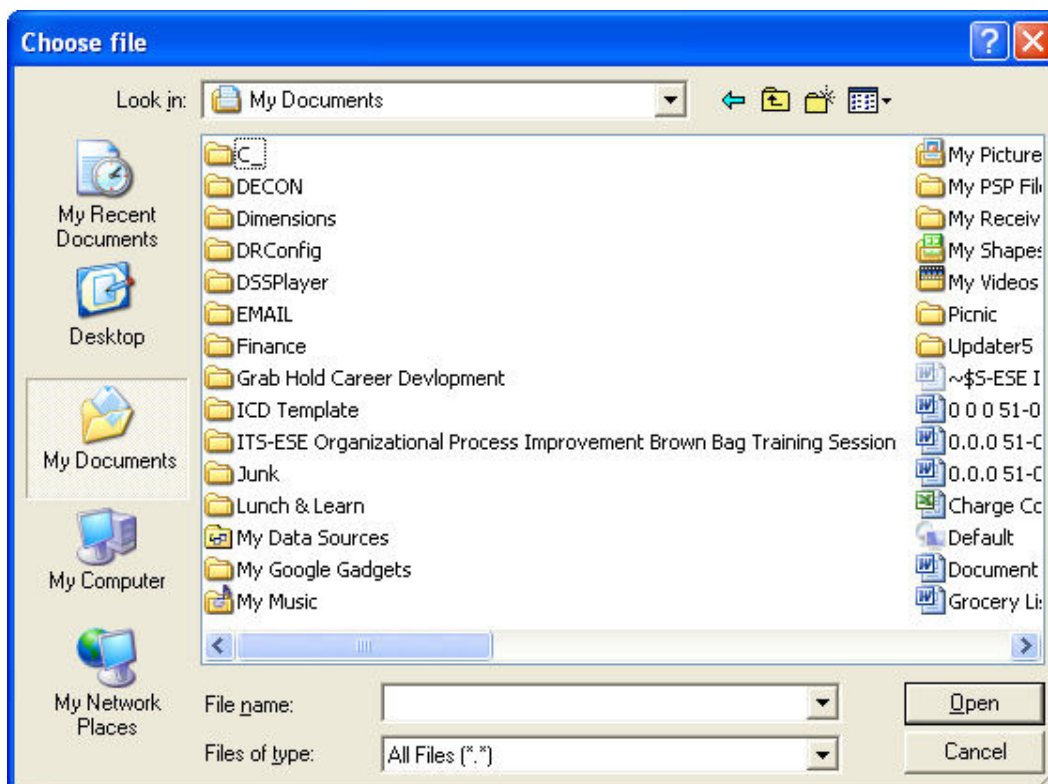
File Name:

File: Browse... \*

Add Cancel

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10. Populate the following fields:
  - **Title:** Title of the Document. Manually enter information in this field. (This field is mandatory)
  - **Description:** A description of the Document. Manually enter information in this field. Description is limited to 255 characters.
  - **Document Type:** The type of document, for example, Instruction Sheets, Maintenance Manual, Photos, etc. Select an option from the **Document Type** drop-down list. (This field is mandatory)
  - **File Format:** The file format such as Graphics Interchange Image (GIF) File Format, Tagged Image File Format (TIFF), Microsoft Word Document Format, Plain Text File Format, etc. Select an option from the **File Format** drop-down list. (This field is mandatory)
11. Upload a document by clicking **Browse**.
12. The **Browsing** dialog window displays.



13. Find and select the document you wish to upload from your computer.
14. Click **Open**.
15. The **File** field is populated with location information of the document to be uploaded.
16. Click **Add**.
17. The user is returned to the **Parts And Supplies Documents** page, the newly added document is listed.

### 3.4 Transfers

#### 3.4.1 Transfer Equipment & Parts

The [Transfer](#) of [Equipment](#) and [Parts & Supplies](#) feature is not currently available for the [Offline Equipment Module](#).

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Transfer Equipment & Parts** from the **Transfers** tab.
2. The **Transfer Equipment & Parts** page displays with the **Equipment** tab activated by default.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Transfer Equipment and Parts >](#)

Equipment Parts and Supplies

Search by Equipment Barcode Number:

Enter Barcode Number:  Search Equipment Search

Selected Equipment for Transfer:

There are no items in your Check Out Cart. Please select items for Check Out.

Transfer Warehouse information: \* Indicates Req

To EPA Region: Special Teams

To Warehouse: select

Transfer To:

Check Out To: Smith John [Pick Person](#) [Clear](#)

Transfer Date: 06-01-2009

Transfer Cancel

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- Users can select the **Equipment** Tab or **Parts and Supplies** Tab, depending on the type of item to be transferred.
- Equipment or Parts & Supplies must be added to the Transfer Cart before an item can be transferred.

- To add items to the Transfer Cart users can perform an Equipment Search or Parts & Supplies Inventory Search from this page by clicking **Equipment Search** or **Parts & Supplies Inventory Search**. See the [Equipment Search](#) or [Parts & Supplies Inventory Search](#) Help Topics for instructions for adding items to the Transfer Cart.

- Select items in the **Transfer** list.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Transfer Equipment and Parts >](#)

Equipment Parts and Supplies

Search by Equipment Barcode Number:

Enter Barcode Number: ERT-567-0 Search Equipment Search

Selected Equipment for Transfer:

	Model	Barcode	Status	Warehouse	Kit
<input checked="" type="checkbox"/>	<a href="#">Air Card (no model number)</a>	ERT-567-0	Available	ERT-KY	

Equipment Components : (Complete Kit)

Parts and Supplies Components :

Name	Number	Type	Barcode	Qty.
Cingular Communication Manager v. 5.4		Software		1

Transfer Warehouse information: \* Indicates Req

To EPA Region: Special Teams

To Warehouse: select

Transfer To:

Check Out To: Smith John [Pick Person](#) [Clear](#)

Transfer Date: 06-01-2009

Transfer Cancel

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- Enter the following information in the **Transfer Warehouse Information** section of the **Transfer Equipment & Parts** page:



- **To EPA Region:** The EPA Region the Equipment or Part is being transferred to. Select an option from the drop-down list. (This field is mandatory)
  - **To Warehouse:** The Warehouse the Equipment or Part is being transferred to. Select an option from the drop-down list. (This field is mandatory)
  - **Transfer To:** The responsible party receiving the transferred Equipment or Part. Select an option from the drop-down list. The **Transfer To** drop-down list will automatically provide a list of names of available responsible parties at the selected Warehouse. (This field is mandatory)
  - **Check Out To:** The custodian of item, i.e. who physically takes possession of the item under transfer from the Warehouse. Click the [Pick Person](#) link to search and select a person. Click **Clear** to clear all information from this field. (This field is mandatory)
  - **Transfer Date:** The date the transfer will occur. To populate this field click the calendar icons to the right of the fields, and select a date from the Calendar pop-up window. (This field is mandatory)
  - **Check Out Qty.:** The quantity of each Parts & Supplies Inventory item to be transferred. Manually enter information in this field. (This field is mandatory and the value must be less than or equal to the inventory at the warehouse) This applies to Parts & Supplies Transfers **only**.
7. Click **Transfer**.
  8. The **Transfer Equipment and Parts** page displays, with a message indicating the Equipment or Part has been transferred to the new Warehouse.

The screenshot shows the 'Equipment Module' interface for John Smith, a Warehouse Manager. The 'Transfers' menu is active, and a message states 'Transfer is Successful.' Below this, there are two tables: 'Equipment List' and 'Parts And Supplies List'. The 'Equipment List' table shows two items: a Laptop Computer and an LFS-113 Pump, both checked out to ERT-KY. The 'Parts And Supplies List' table is empty. Below the tables, 'Transfer information' is displayed, showing details like 'To EPA Region: Special Teams', 'To Warehouse: NDT', 'Transfer To: Gilbert, John', 'Checkout Person: Smith, John', 'Check Out Type: Transfer to Another Warehouse', and 'Transfer Date: 05-28-2009'. A 'Back' button is at the bottom left.

Model	Barcode	Status	Warehouse
Laptop Computer (no model number)	ERT-483-0	Checked out	ERT-KY
LFS-113 Pump	ERT-327-0	Checked out	ERT-KY

**Transfer information:**

To EPA Region: Special Teams  
 To Warehouse: NDT  
 Transfer To: Gilbert, John  
 Checkout Person: Smith, John  
 Check Out Type: Transfer to Another Warehouse  
 Transfer Date: 05-28-2009

### 3.4.2 Receive Equipment & Parts

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Warehouse Managers select **Receive Equipment & Parts** from the [Transfers](#) menu.
2. The **Receive Equipment and Parts** page displays the **Equipment** tab activated by default, with a list of Equipment transferred to all the Warehouses under the responsibility of the logged on user.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Receive Equipment and Parts >

Transit Status: In Transit Receiving Warehouse: All Transferred To: All

Equipment Parts and Supplies

Receive Equipment:

Save

	Model Name/Number	Barcode	Serial Number	From Warehouse	To Warehouse	Transferred Date	Current Status	Transfer Status	Location in Warehouse	Transferee
<input type="checkbox"/>	9505 Satellite Phone	ERT-318-0	88-163-154-9158	ERT-KY	NDT	05-04-2009	In Transit	Receive	Unspecified Sublocation	Mattora
<input type="checkbox"/>	740 Pocket Dosimeter	ERT-461-0	140945	ERT-KY	NDT	05-04-2009	In Transit	Receive	Unspecified Sublocation	Martinez
<input type="checkbox"/>	750-5 Dosimeter Charger	ERT-175-0	47147	ERT-KY	NDT	05-04-2009	In Transit	Receive	Unspecified Sublocation	Mattora
<input type="checkbox"/>	742 Pocket Dosimeter	ERT-181-0	061823	ERT-KY	NDT	05-04-2009	In Transit	Receive	Unspecified Sublocation	Smith, J
<input type="checkbox"/>	742 Pocket Dosimeter	ERT-183-0	061825	ERT-KY	NDT	05-04-2009	In Transit	Receive	Unspecified Sublocation	Smith, J
<input type="checkbox"/>	556 MPS Water Quality Meter	ERT-207-0	04D8023 AL	ERT-KY	NDT	05-04-2009	In Transit	Receive	Unspecified Sublocation	Powell, J
<input type="checkbox"/>	750-5 Dosimeter Charger	ERT-174-0	47146	ERT-KY	NDT	05-04-2009	In Transit	Receive	Unspecified Sublocation	Powell, J
<input type="checkbox"/>	Model 2241-2 Digital Scalar/Ratemeter	ERT-018-0	198308	ERT-KY	NDT	05-04-2009	In Transit	Receive	Unspecified Sublocation	Powell, J
<input type="checkbox"/>	Model 2241-2 Digital Scalar/Ratemeter	ERT-017-0	198269	ERT-KY	NDT	05-04-2009	In Transit	Receive	Unspecified Sublocation	Gilbert, J
<input type="checkbox"/>	Air Compressor, 5-10 HP (no model number)	ERT-340-0	L10/20/04-78789	ERT-KY	NDT	05-12-2009	In Transit	Receive	Unspecified Sublocation	Powell, J
<input type="checkbox"/>	Laptop Computer (no model number)	ERT-483-0	78KTGND	ERT-KY	NDT	05-28-2009	In Transit	Receive	Unspecified Sublocation	Gilbert, J
<input type="checkbox"/>	LFS-113 Pump	ERT-327-0	6725	ERT-KY	NDT	05-28-2009	In Transit	Receive	Unspecified Sublocation	Gilbert, J

Export options: CSV Excel PDF

Save

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- Users can view the **Receive Equipment** or **Receive Parts & Supplies** lists by selecting either the **Equipment** tab or **Parts and Supplies** tab. When the **Parts and Supplies** tab is clicked, the page lists Parts and Supplies transferred to all the Warehouses under the responsibility of the logged on user.
- These lists can be sorted to narrow down options by making the following selections:
  - Transit Status:** Current Transfer Status of Equipment or Parts & Supplies. Select **In Transit** or **Reject - In Transit** from the **Transit Status** drop-down list.
  - Receiving Warehouse:** The Warehouse the Equipment or Parts & Supplies are being transferred to. Select a Warehouse from the **Receiving Warehouse** drop-down list.
  - Transferred To:** The responsible party receiving the Equipment or Parts & Supplies. Select a Receiving Warehouse, then select a person from the **Transferred To** drop-down list.
- Select one or more items to be received.
- For each selected item, select a Transfer Status from the **Transfer Status** drop-down list. (**Receive** or **Reject**)
- For each selected item, select a location in the warehouse the item will be stored from the **Location in Warehouse** drop-down list.
- Click **Save**.
- The item(s) are transferred or rejected and the user is returned to the **Receive Equipment and Parts** page.
- Received Equipment items are checked-in to the Warehouse with the status 'Checked In'. Warehouse managers can update the status of these items to 'Available' from **Equipment Info** page. Received Parts and Supply items are checked-in to the Warehouse as new inventory items.
- Rejected items will be set with the status of 'Rejected – In Transit' by the system. Warehouse managers at the transferring Warehouse can review these items by selecting the status 'Rejected – In Transit' from the Transit Status list box on this page. The following screen shot shows Equipment with 'Rejected – In Transit' status. (These are the items they transferred from their

## Equipment Module Version 6.0 User Manual

Warehouse, which were then rejected by the Receiving Warehouse for some reason and sent back to them. They must receive these items and resolve transfer issues later.)

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Receive Equipment and Parts >

Transit Status: Rejected - In Transit Receiving Warehouse: All Transferred To: All

Equipment Parts and Supplies

Receive Equipment:

Save

	Model Name/Number	Barcode	Serial Number	From Warehouse	To Warehouse	Transferred Date	Current Status	Transfer Status	Location in Warehouse	Transferred To
<input type="checkbox"/>	450P Ion Chamber	ERT-125-0	680	NDT	ERT-KY	05-04-2009	Rejected - In Transit	Receive	214 -- Shelf C	Smith
<input type="checkbox"/>	950S Satellite Phone	ERT-312-0	88-163-154-9157	NDT	ERT-KY	05-04-2009	Rejected - In Transit	Receive	Source Cabinet -- Case 12	Mattor
<input type="checkbox"/>	950S Satellite Phone	ERT-312-0	88-163-154-9159	NDT	ERT-KY	05-04-2009	Rejected - In Transit	Receive	Unspecified Sublocation	Mattor
<input type="checkbox"/>	750-S Dosimeter Charger	ERT-175-0	47147	NDT	ERT-KY		Rejected - In Transit	Receive	Calibration Room -- Shelf 13	Mattor

Export options: CSV Excel PDF

Save

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12. The Transfer Status for these rejected items in the list is set to 'Receive'.
13. Select a Location in the Warehouse for the Rejected in Transit Item.
14. Click **Save**.
15. The item is removed from the 'Rejected – In Transit' status list, and the user is returned to the **Receive Equipment and Parts** page.

### 3.5 Field Check In/Out

#### 3.5.1 Check-In Equipment and Parts & Supplies

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Warehouse Managers select **Check In (Equipment & Parts)** from the **Field Check In/Out** tab.
2. The **Check In** page displays with the **Equipment** tab activated by default.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Check In >

Equipment Parts and Supplies

Search by Equipment Barcode Number:

Enter Barcode Number: Search CheckedOut Equipment

Selected Equipment for Check In:

There are no items in your Check In Cart. Please select items for Check In.

Check In information:

Check In Date: 06-01-2009

Checking In Person: Smith John Pick Person Clear

Status: Checked in

Cancel

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### Check-In Equipment

1. Users can search for items to be checked-in in two different ways:
  - Barcode Search
  - Checked Out Equipment Search

## Equipment Module Version 6.0 User Manual

### Barcode Search:

- Enter the full and exact Barcode of the Equipment to check-in.
- Click **Search**.
- The **Check In** page displays, with the Equipment item matching the Barcode listed.

The screenshot shows the 'Equipment Module' interface for John Smith, a Warehouse Manager. The 'Equipment' tab is selected. The 'Search by Equipment Barcode Number' section has 'NDT-253-0' entered. Below, the 'Selected Equipment for Check In' table shows one item: '804723-01 Cylinder' with barcode 'NDT-253-0', status 'Checked out', and location '203 -- Shelf A'. The 'Check In information' section shows a date of '06-01-2009', a person of 'Smith John', and a status of 'Checked in'. Buttons for 'Check In' and 'Cancel' are at the bottom.

Model	Barcode	Status	Warehouse	Location in Warehouse	Kit
804723-01 Cylinder	NDT-253-0	Checked out	NDT	203 -- Shelf A	

### All Checked Out Equipment Search

- Click **CheckedOut Equipment**, the **Checked Out Equipment** page displays with a list of all Equipment checked-out from Warehouse(s) for which the Warehouse Manager is responsible.

The screenshot shows the 'Checked Out Equipment' page for John Smith, a Warehouse Manager. The 'Checked Out Equipment' tab is selected. The 'Warehouse' is set to 'All', 'Borrower (or) Checked Out To' is 'All', and 'Check Out Type' is 'All'. The 'Checked out Equipment : 12' section shows a table with 12 items. The table columns are: Model Name/Number, Warehouse, Barcode, Kit, Serial Number, Status, Check Out Type, Checked Out Date, Checked Out To, and Borrower.

Model Name/Number	Warehouse	Barcode	Kit	Serial Number	Status	Check Out Type	Checked Out Date	Checked Out To	Borrower
804723-01 Cylinder	NDT	NDT-253-0		OP145824	Checked out	Field CheckOut	08-14-2008	Kudarauskas, Paul	Roody, Dave
Laptop Computer (no model number)	ERT-KY	ERT-370-0		11160124417	Checked out	Field CheckOut	08-25-2008	Vonbusch, Dale	Lam, Shelly
Gamma Tracer IR Gamma Detector	ERT-KY	ERT-057-0		GF1756	Checked out	Disposal	05-07-2009	Warehousemgr, Emp	Warehousemgr, Emp
Am-241 Source (no model number)	ERT-KY	ERT-470-0		SD-2-04	Checked out	Demo	05-12-2009	Smith, John	Smith, John
Am-241 Source (no model number)	ERT-KY	ERT-471-0		SD-2-05	Checked out	Field CheckOut	05-12-2009	Smith, John	Smith, John
Am-241 Source (no model number)	ERT-KY	ERT-469-0		SD-2-03	Checked out	Field CheckOut	05-12-2009	Smith, John	Smith, John
GLAIR-S Pump	ERT-KY	ERT-188-0		20030902003	Checked out	Other	05-26-2009	Mullin, Edward	Martinez, Jeanelle
GLAIR-S Pump	ERT-KY	ERT-189-0		20030902004	Checked out	Other	05-26-2009	Mullin, Edward	Martinez, Jeanelle
Gilian HFATR-S S-Station Charger	ERT-KY	ERT-342-0			Checked out	Other	05-26-2009	Mullin, Edward	Martinez, Jeanelle
41002	ERT-KY	31441	Incomplete Kit		Checked out	Field CheckOut	05-27-2009	Smith, John	Smith, John
Acoura 2000 Pump	ERT-KY	11	Incomplete Kit		Checked out	Field CheckOut	05-27-2009	Smith, John	Smith, John
20876 Mercury Decontamination Kit	ERT-KY	ERT-429-0	Complete Kit	4555	Checked out	Field CheckOut	05-27-2009	Smith, John	Smith, John

- This list can be filtered by **Warehouse**, the **Borrower (or) Checked Out To** (person who took the items), and **Check Out Type**.
- Each Equipment item is listed, with several informational columns. These columns are:

- **Model Name/Number:** Lists the Model Name/Number of the item. Click on the **Model Name/Number**, and the **Equipment Model Information** pop-up window displays.
  - **Warehouse:** Lists the Warehouse where the item is housed. Click on the **Warehouse**, and the **Warehouse Information** pop-up window displays.
  - **Barcode:** Lists the Bar Code of the item. Click on the **Bar Code**, and the **Equipment Information** pop-up window displays.
  - **Kit:** Indicates (Y or N) if the item is a Kit.
  - **Serial Number:** Lists the Serial Number of the item.
  - **Status:** Lists the current status of the item.
  - **Check Out Type:** Lists the type of Check Out. (Examples: Field Check Out, Shipment to Field, Temporary Storage, Training, Transfer to other Agency)
  - **Checked Out Date:** Lists the date the item was Checked-Out.
  - **Checked Out To:** Lists the person who is the custodian of item, i.e. who physically takes possession of the item from the Warehouse. The custodian of the item can be different from the Borrower.
  - **Borrower:** Lists the Person responsible for checking-out the item from the Warehouse.
  - **Site Activity Location:** List the location of the incident where the item was used.
- d. Select the Equipment you wish to check-in.
  - e. Click **Add to Equipment CheckIn Cart**.
  - f. The **Check-In** page displays, with the selected Equipment items.

The screenshot shows the 'Equipment Module' interface for the U.S. Environmental Protection Agency. The user is John Smith, with the function of Warehouse Manager. The 'Check In' page displays a table of selected equipment for check-in. The table has columns for Model, Barcode, Status, Warehouse, Location in Warehouse, and Kit. Below the table is a form to enter check-in information, including a date field (06-01-2009), a person field (Smith John), and a status field (Checked in). There are also buttons for 'Check In' and 'Cancel'.

Model	Barcode	Status	Warehouse	Location in Warehouse	Kit
804723-01 Cylinder	NDT-253-0	Checked out	NDT	203 -- Shelf A	Be
Laptop Computer (no model number)	ERT-370-0	Checked out	ERT-KY	201 -- Shelf A	Be
Gamma Tracer IR Gamma Detector	ERT-057-0	Checked out	ERT-KY	201 -- Shelf A	Be
GLAIR-5 Pump	ERT-188-0	Checked out	ERT-KY	201 -- Shelf A	Be

Check In information:

Check In Date: 06-01-2009

Checking In Person: Smith John

Status: Checked in

Buttons: Check In, Cancel

3. Select a **Check In Date**. To chose a date, click the calendar icon to the right of the field. Users cannot select a future date. (This field is mandatory)
4. Select the **Checking In Person** by clicking the **Pick Person** link to search and select a person. Click **Clear** to clear all information from this field. (This field is mandatory)
5. Select an option from the **Status** drop-down list. The default value is **Checked in**. (This field is mandatory)
6. Select the items to Check-In.
7. Select a Location in Warehouse for each selected Equipment item from the **Location in Warehouse** drop-down list.

## Equipment Module Version 6.0 User Manual

8. Where the Equipment item is a Kit, that contains Parts & Supplies, the user has to enter the **Qty Checked In**, **Qty Destroyed** and **Qty Expended** for each item of Parts & Supplies that is part of the Kit. (The sum of **Qty Checked In**, **Qty Destroyed** and **Qty Expended** should be equal to **Qty Checked Out**).

**U.S. ENVIRONMENTAL PROTECTION AGENCY**

**Equipment Module**

John Smith      Function: Warehouse Manager

Home   Equipment   Equipment Service   Parts & Supplies   Transfers   Field Check In/Out   Administration

[Check In >](#)

Equipment   Parts and Supplies

Search by Equipment Barcode Number :

Enter Barcode Number:  Search  

Selected Equipment for Check in:

	Model	Barcode	Status	Warehouse	Location in Warehouse	Kit
<input checked="" type="checkbox"/>	<a href="#">Am-241 Source (no model number)</a>	ERT-471-0	Checked out	ERT-KY	201 -- Shelf A	
<input checked="" type="checkbox"/>	<a href="#">20876 Mercury Decontamination Kit</a>	ERT-429-0	Checked out	ERT-KY	201 -- Shelf A	

**Equipment Components : (Complete Kit)**

**Parts and Supplies Components :**

Name	Number	Type	Barcode	Qty Checked Out	Qty Check In
Gloves		Clean Up Kit	ERT-429-6743	2	2
Mercury Vapor Adsorbent Powder	52713	Clean Up Kit	ERT-429-6739	1	1
Mercury Indicator	50905	Clean Up Kit	ERT-429-6738	1	1
Hg Absorb Jer	20895	Clean Up Kit	ERT-429-6740	4	4
Hg Absorb (500 g)	26395	Clean Up Kit	ERT-429-6741	1	1
Safety Glasses		Clean Up Kit	ERT-429-6742	1	1
Disposal Bags	35876	Clean Up Kit	ERT-429-6744	2	2
Scoop		Clean Up Kit	ERT-429-6745	1	1

Check In information :

Check In Date: 06-01-2009

Checking In Person: Smith John [Pick Person](#) [Clear](#)

Status:

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9. Users can remove items from the Check-In Cart by clicking the **Remove** link.
10. Users can also cancel any Check-In activity by clicking **Cancel**.
11. Click **Check In**.
12. The **Check-In Confirmation** page displays, with a message indicating the Equipment Check-In was successful.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Check In >

Check In is Successful.

Equipment List:

Model	Barcode	Status	Warehouse	Location in Warehouse	Kit
Am-241 Source (no model number)	ERT-469-0	Checked in	ERT-KY	202 -- Shelf 8	
GAIAir-S Pump	ERT-189-0	Checked in	ERT-KY	Calibration Room -- Shelf 11C	
Accuro 2000 Pump	11	Checked in	ERT-KY	201 -- Shelf A	

Equipment Components : (Incomplete Kit)

Model	Barcode	Serial Number
Nothing found to display.		

Parts and Supplies Components :

Name	Number	Type	Barcode	Checked Out Qty	Checked In Qty	Destroyed Qty	E
Nothing found to display.							

Parts And Supplies List:

Check In information:

Check In Date : 06-01-2009  
Checking in Person : Smith, John  
Status : Checked in

Back

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### Check-In Parts & Supplies

1. Select the **Parts and Supplies** tab.
2. Users can search for items to be checked-in two different ways:
  - Barcode Search
  - Checked Out Parts and Supplies Search

#### Barcode Search:

- a. Enter the full and exact Barcode of the Parts & Supplies to check-in.
- b. Click **Search**.
- c. The **Check-In** page displays, with the Parts & Supplies item(s) matching the Barcode listed. (Continue to Step #3)

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Check In >

Equipment Parts and Supplies

Search by Parts And Supplies Barcode Number:

Enter Barcode Number : ERT-127-7214 Search Checked Out Parts and Supplies

Selected Parts And Supplies for Check in :

Part Model Name	Part Number	Part Type	Expiration Date	Barcode	Warehouse	Location in Warehouse	Checked Out To	Checked Out Qty	Check In Qty	Consumed Qty	Destroyed Qty
6-inch Pole Extension	31166	Accessory		ERT-127-7214	ERT-KY	Source Cabinet -- Case 13		3	0	0	0

Check In information:

Check In Date : 06-01-2009  
Checking in Person : Smith John Pick Person Clear

Check In Cancel

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### All Checked Out Parts & Supplies Search

- a. Click **Checked Out Parts & Supplies**, the **Checked Out Parts & Supplies** page displays with a list of all Parts & Supplies checked-out from Warehouse(s) to which the Warehouse Manager is responsible.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Checked Out Parts and Supplies >

Warehouse: All Borrower (or) Checked Out To: All

Checked Out Parts and Supplies: 3

Add to Parts and Supplies Check-In Cart

3 items found, displaying all items.

	Name	Number	Type	Barcode	Warehouse	Checked Out Qty.	Checked Out Date	Borrower	Checked Out To
<input type="checkbox"/>	045122 Cartridge			sss345	<a href="#">ERT-KY</a>	2	05-26-2009	Mullin, Edward	Mullin, Edward
<input type="checkbox"/>	6-inch Pole Extension	31166	Accessory	ERT-127-7214	<a href="#">ERT-KY</a>	2	05-29-2009	Warehousemgr, Emp	Warehousemgr
<input type="checkbox"/>	805557 Cartridge	805557-01		ERT-EXP-014-6711	<a href="#">ERT-KY</a>	3	05-29-2009	Warehousemgr, Emp	Warehousemgr

Export options: CSV Excel PDF

Add to Parts and Supplies Check-In Cart

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- This list can be filtered by **Warehouse** or the **Borrower (or) Checked Out To** (person who checked the items out).
- Each Parts & Supplies item is listed, with several informational columns. These columns are:
  - Name:** Parts & Supplies Model Name.
  - Number:** Number of the item.
  - Type:** Type of Parts & supplies item.
  - Barcode:** Lists the Bar Code of the item.
  - Warehouse:** Lists the Warehouse where the item is housed. Click on the **Warehouse**, and the **Warehouse Information** pop-up window displays.
  - Checked Out Qty.:** Quantity of Parts & Supplies items checked out.
  - Checked Out Date:** Lists the date the item was Checked-Out.
  - Borrower:** Lists the person who is the custodian of item, i.e. who physically takes possession of the item from the Warehouse. The custodian of the item can be different from the Checked Out To person.
  - Checked Out To:** Lists the Person responsible for checking-out the item from the Warehouse.
- Select the Parts & Supplies you wish to check-in.
- Click **Add to Parts and Supplies Check-In Cart**.
- The **Check-In** page displays, with the editable fields for Checked In Quantity, Consumed Quantity, and Destroyed Quantity.



## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Check In >

Equipment Parts and Supplies

Search by Parts And Supplies Barcode Number:

Enter Barcode Number: Search Checked Out Parts and Supplies

Selected Parts And Supplies for Check in:

Part Model Name	Part Number	Part Type	Expiration Date	Barcode	Warehouse	Location in Warehouse	Checked Out To	Checked Out Qty.	Check In Qty.	Consumed Qty.	Destroyed Qty.
6-inch Pole Extension	31166	Accessory		ERT-127-7214	ERT-KY	Source Cabinet -- Case 13	-	3	0	0	0
045122 Cartridge				sss345	ERT-KY	217 -- Shelf D	Mullin, Edward	2	0	0	0
6-inch Pole Extension	31166	Accessory		ERT-127-7214	ERT-KY	Source Cabinet -- Case 13	Warehousemgr, Emp	2	0	0	0

Check In information:

Check In Date: 06-01-2009 \* Indicates Required

Checking In Person: Smith John Pick Person Clear \*

Check In Cancel

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- Enter information for all applicable fields:
  - Check In Qty.:** The quantity of Parts & Supplies items being checked in to the Warehouse. Manually enter information in this field.
  - Consumed Qty.:** The quantity of Parts & Supplies items consumed, which cannot be checked in to the Warehouse. Manually enter information in this field.
  - Destroyed Qty.:** The quantity of Parts & Supplies items destroyed, which cannot be checked in to the Warehouse. Manually enter information in this field.
- Select the **Check In Date**. To choose a date, click the calendar icon to the right of the field. Users cannot select a future date. (This field is mandatory)
- Select the **Checking In Person** by clicking the [Pick Person](#) link to search and select a person. Click **Clear** to clear all information from this field. (This field is mandatory)
- Click **Check In**.
- The **Check-In** page displays with a message indicating the parts & Supplies Check-In was successful.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Check In >

Check In is Successful.

Equipment List:

Model	Barcode	Status	Warehouse	Location in Warehouse
Am-241 Source (no model number)	ERT-470-0	Checked in	ERT-KY	201 -- Shelf A

Parts And Supplies List:

Part Model Name	Part Number	Part Type	Expiration Date	Barcode	Location in Warehouse	Checked In Qty.	Consumed Qty.	Destroyed Qty.
6-inch Pole Extension	31166	Accessory		ERT-127-7214	Source Cabinet -- Case 13	2	1	0
045122 Cartridge				sss345	217 -- Shelf D	1	1	0

Check In information:

Check In Date: 06-01-2009

Checking In Person: Smith, John

Status: Checked in

Back

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### 3.5.2 Check-Out Equipment and Parts & Supplies

- Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Warehouse Managers select **Check Out (Equipment & Parts)** from the **Field Check In/Out** tab.

## Equipment Module Version 6.0 User Manual

2. The **Check Out** page displays with the **Equipment** tab activated by default.

Warehouse Managers can [Check Out Equipment](#) or [Check Out Parts & Supplies](#) from this page.

The screenshot shows the 'Equipment Module' interface for a 'Warehouse Manager' (John Smith). The left sidebar contains links: EPA Portal Home, EMP Home Page, Reports, Downloads, Help, Version, and Check Out. The top navigation bar includes tabs: Home, Equipment (selected), Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. Below the tabs, there's a 'Check Out >' link. The main content area has two sub-tabs: 'Equipment' (selected) and 'Parts and Supplies'. A search section titled 'Search by Equipment Barcode Number:' contains an 'Enter Barcode Number:' field, a 'Search' button, and an 'Equipment Search' button. Below this is a 'Selected Equipment for Check out:' section with a message: 'There are no items in your Check Out Cart. Please select items for Check Out.' The 'Check Out information:' section includes fields for 'Site Activity Location' (with a dropdown and links to 'Pick Site Activity Location' and 'Create Site'), 'Borrower' (Smith John, with 'Pick Person' and 'Clear' links), 'Check Out To' (Smith John, with 'Pick Person' and 'Clear' links), 'Check Out Date' (06-01-2009), 'Check Out Type' (a dropdown menu), and 'Expected Return Date'. At the bottom of this section are 'Check Out' and 'Cancel' buttons. The footer contains links: EPA Home, Privacy and Security Notice, and Contact Us.

### Check-Out Equipment

1. If there are items in the Check-Out Cart skip to Step 4.
2. Users can search for Equipment to check out in two different ways:
  - Barcode Search
  - All Equipment Search

#### Barcode Search

- a. Enter the full and exact Barcode of the Equipment.
- b. Click **Search**
- c. The **Check Out** page displays the matching Equipment item for the Barcode entered in the **Selected Equipment for Check out** list.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Check Out >

Equipment Parts and Supplies

Search by Equipment Barcode Number:

Enter Barcode Number : 874154 Search Equipment Search

Selected Equipment for Check out:

	Model	Barcode	Status	Warehouse	Kit
<input checked="" type="checkbox"/>	225-S204 Filter, PVC, 5.0 um, 37 mm	874154	Available	ERT-KY	Remove

Check Out information: \* Indicates Required

Site Activity Location: Hazmat Continuing Challenge - Hazmat Cont [Pick Site Activity Location](#) [Create Site](#)

Borrower: Smith John [Pick Person](#) [Clear](#)

Check Out To: Nancy Jones [Pick Person](#) [Clear](#)

Check Out Date: 06-01-2009 [Calendar](#)



Check Out Type: Disposal

Expected Return Date: [Calendar](#)

Check Out Cancel

[EPA Home](#) [Privacy and Security Notice](#) [Contact Us](#)

## All Equipment Search

- a. Click **Equipment Search**.
  - b. The **Equipment Search** page displays. Search for the desired piece of Equipment to Check-Out. To view the **Equipment Search** page and process go to the [Equipment Search Help Topic](#).
  - c. Select the desired piece(s) of Equipment in the **Equipment Search Results** page, and select the **Add to Field CheckOut Cart** button.
3. The selected Equipment items are included in the **Selected Equipment for Check out** list on the **Check Out** page.
4. Enter the following information in the **Check-Out Information** section:
  - **Site Activity Location:** Location of an Incident Activity where the Equipment will be used. Click the [Pick Site Activity Location](#) to pick a Site Activity Location from a list of existing locations, or click the [Create Site](#) to create a new Site Activity location.
  - **Borrower:** The person responsible for checking-out the Equipment from the Warehouse. Click the [Pick Person](#) link to search and select a person. Click [Clear](#) to clear all information from this field. (This field is mandatory)
  - **Check Out To:** The custodian of item, i.e. who physically takes possession of the item from the Warehouse. The custodian of the item can be different from the responsible person. Click the [Pick Person](#) link to search and select a person. Click [Clear](#) to clear all information from this field. (This field is mandatory)
  - **Check Out Date:** The date the item is to be checked out. To choose a date, click the calendar icon  to the right of the field. (This field is mandatory)
  - **Check Out Type:** How the Equipment will be used, for example: Demo, Training, Field Check out, etc. Select an option from the **Check-Out Type** drop-down list. (This field is mandatory)
  - **Expected Return Date:** The date the Equipment is expected to be returned to the Warehouse. To choose a date, click the calendar icon  to right left of the field.
5. Click **Check Out**.

## Equipment Module Version 6.0 User Manual

- The **Equipment Check Out Confirmation** page displays with a message at the top of the page indicating the Check-Out was successful.

The screenshot shows the 'Equipment Check Out Confirmation' page. At the top, it says 'U.S. ENVIRONMENTAL PROTECTION AGENCY' and 'Equipment Module'. The user is John Smith, with the function 'Warehouse Manager'. The page has tabs for Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. A message at the top says 'Check Out is Successful.' Below this, there is an 'Equipment List' table with columns: Model, Barcode, Status, and Warehouse. The table contains one row: '225-8204 Filter, PVC, 5.0 um, 37 mm', '874154', 'Checked out', and 'ERT-KY'. Below the table, there is a 'Parts And Supplies List' section with 'Check Out information:' details: Site Activity Location, Borrower: Smith, John, Check Out To: Jones, Nancy, Check Out Date: 06-01-2009, Check Out Type: Disposal, and Expected Return Date. A 'Back' button is at the bottom left. At the bottom right, there are links for EPA Home, Privacy and Security Notice, and Contact Us.

### Check-Out Parts & Supplies



- Select the **Parts and Supplies** tab.
- If there are items in the Check-Out skip to Step 4.
- Users can search for Parts & Supplies to check out two different ways:
  - Bar Code Search
  - Parts & Supplies Inventory Search

#### Barcode Search

- Enter the full and exact Barcode of the Parts & Supplies.
- Click **Search**
- The **Check Out** page displays, with the Parts & Supplies item matching the Barcode listed.

The screenshot shows the 'Equipment Check Out' page. At the top, it says 'U.S. ENVIRONMENTAL PROTECTION AGENCY' and 'Equipment Module'. The user is John Smith, with the function 'Warehouse Manager'. The page has tabs for Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The 'Parts and Supplies' tab is selected. Below the tabs, there is a 'Search by Parts And Supplies Barcode Number:' section with an input field for 'Enter Barcode Number:' containing 'ERT-EXP-014' and a 'Search' button. To the right of the input field is a button labeled 'Parts and Supplies Inventory Search'. Below this, there is a 'Selected Parts And Supplies for Check Out:' table with columns: Part Model Name, Part Number, Part Type, Barcode, Exp. Date, Location in Warehouse, Available Qty., and Check Out Qty. The table contains one row: '805557 Cartridge', '805557-01', 'ERT-EXP-014-6712', '2008-08-01 00:00:00.0', 'Unspecified Sublocation', '6', and '0'. Below the table, there is a 'Check Out information:' section with fields for Site Activity Location, Borrower (Smith John), Check Out To (Smith John), Check Out Date (06-01-2009), Check Out Type (select), and Expected Return Date. There are 'Check Out' and 'Cancel' buttons at the bottom left. At the bottom right, there are links for EPA Home, Privacy and Security Notice, and Contact Us.

### Parts & Supplies Inventory Search

- a. Click **Parts & Supplies Inventory Search**.
- b. The **Parts & Supplies Inventory Search** page displays. Search for the desired piece of Parts & Supplies to Check-Out. To view the **Parts & Supplies Search** page and process see [Parts & Supplies Inventory Search](#).
- c. Select the desired piece of Parts & Supplies in the **Parts & Supplies Inventory Search Results** page, and select the **Add to CheckOut Cart** button. The Parts & Supplies Inventory item must have a stocked quantity greater than zero to be available for check-out.
- d. The **Check Out** page displays with the selected Parts & Supplies inventory items included in the **Selected Parts And Supplies for Check Out** list.
- e. Select the Parts & Supplies you wish to Check-Out from the **Check-Out Cart**.
- f. Enter the quantity of each Parts & Supplies Inventory item to be checked out in the **Check Out Qty.** field.
- g. Enter the following information in the **Check-Out Information** section:
  - **Site Activity Location:** Location of an Incident Activity where the Parts & Supplies will be used. Click the [Pick Site Activity Location](#) to pick a Site Activity Location from a list of existing locations, or click the [Create Site](#) to create a new Site Activity location.
  - **Borrower:** The person responsible for checking-out the Parts & Supplies from the Warehouse. Click the [Pick Person](#) link to search and select a person. Click [Clear](#) to clear all information from this field. (This field is mandatory)
  - **Check Out To:** The custodian of item, i.e. who physically takes possession of the item from the Warehouse. The custodian of the item can be different from the responsible person. Click the [Pick Person](#) link to search and select a person. Click [Clear](#) to clear all information from this field. (This field is mandatory)
  - **Check Out Date:** The date the item is to be checked out. To choose a date, click the calendar icon  to the right of the field. (This field is mandatory)
  - **Check Out Type:** How the Parts & Supplies will be used, for example: Demo, Training, Field Check out, etc. Select an option from the **Check-Out Type** drop-down list. (This field is mandatory)
  - **Expected Return Date:** The date the Parts & Supplies Inventory item is expected to be returned to the Warehouse. To choose a date, click the calendar icon  to the right of the field.
8. Click **Check Out**.
9. The **Parts & Supplies Check Out Confirmation** page displays with a message at the top of the page indicating the Check-Out was successful.



**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Check Out](#)

**Check Out is Successful.**

Equipment List:

Name	Number	Type	Barcode	Exp. Date	Checked Out Qty.	Location in Warehouse
805557 Cartridge	805557-01		ERT-EXP-014-6712	2008-08-01 00:00:00.0	5	Unspecified Sublocation

Check Out information:

Site Activity Location: Mid American Tanning  
 Borrower: Smith, John  
 Check Out To: Harvey, Robert  
 Check Out Date: 06-01-2009  
 Check Out Type: Other  
 Expected Return Date:

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### 3.5.3 Checked Out Equipment

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Warehouse Managers select **Checked Out Equipment** from the **Field Check In/Out** tab.
2. The **Checked Out Equipment** page displays.  
From this page Warehouse Managers can
  - View all Equipment checked-out from warehouses under their responsibility.
    - The **Checked Out Equipment** list can be filtered by **Warehouse**, **Borrower (or) Checked Out To**, and **Check Out Type**.
    - Select Equipment items from the **Checked Out Equipment** list and Add to the Equipment Check-In Cart. This process is further explained in [Check In Equipment and Parts & Supplies](#).

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Checked Out Equipment >

Warehouse: All Borrower (or) Checked Out To: All Check Out Type: All

Checked out Equipment: 5

Add to Equipment CheckIn Cart

5 items found, displaying all items.

	Model Name/Number	Warehouse	Barcode	Kit	Serial Number	Status	Check Out Type	Checked Out Date	Checked Out To	Borrower	Site Location
<input type="checkbox"/>	Am-241 Source (no model number)	ERT-KY	ERT-471-0		SD-2-05	Checked out	Field CheckOut	05-12-2009	Smith, John	Smith, John	Sam F
<input checked="" type="checkbox"/>	Gilian HFATR-S 5-Station Charger	ERT-KY	ERT-342-0			Checked out	Other	05-26-2009	Mullin, Edward	Martinez, Jeanelle	Acme
<input type="checkbox"/>	41002	ERT-KY	21441	Incomplete Kit		Checked out	Field CheckOut	05-27-2009	Smith, John	Smith, John	Acme
<input type="checkbox"/>	20876 Mercury Decontamination Kit	ERT-KY	ERT-429-0	Complete Kit	4555	Checked out	Field CheckOut	05-27-2009	Smith, John	Smith, John	LaMar Gas
<input type="checkbox"/>	225-5204 Filter, PVC, 5.0 um, 37 mm	ERT-KY	974154			Checked out	Disposal	06-01-2009	Jones, Nancy	Smith, John	

Export options: CSV Excel PDF

Add to Equipment CheckIn Cart

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### 3.5.4 Checked In Equipment

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Warehouse Managers select **Checked In Equipment** from the **Field Check In/Out** tab.
2. The **Checked In Equipment** page displays.  
From this page Warehouse Managers can
  - View all Equipment checked-in to warehouses under their responsibility.
    - The **Checked In Equipment List** can be filtered by **Warehouse** and whom the Equipment was **Checked In By**.
    - Change the Status and Condition of Equipment items in the **Checked In** list. (See below)

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Checked In Equipment >

Warehouse: All Checkin By: All

Checked in Equipment : 69

Change Status

	Model Name/Number	Warehouse	Barcode	Kit	Serial Number	Status	Checkin Date	Checkin
<input type="checkbox"/>	Model 192 MicroR Meter	ERT-KY	3333			Checked in	04-30-2009	
<input type="checkbox"/>	804723-01 Cylinder	NDT	NDT-243-0		OP145947	Checked in	04-30-2009	Warehousemgr
<input type="checkbox"/>	ProXT GPS	NDT	NDT-441-0	Complete Kit	4733483590	Checked in	04-30-2009	Warehousemgr
<input type="checkbox"/>	450P Ion Chamber	NDT	ERT-124-0		674	Checked in	04-30-2009	Powell, Greg
<input type="checkbox"/>	C420 PAPS	NDT	NDT-205-0	Complete Kit	08685	Checked in	05-03-2009	Warehousemgr

Change Status

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## Change the Status of Equipment in the Check-In Cart

1. Select one or more items from the Checked In Equipment list.
2. Click Change Status.
3. The Equipment For Status Change page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Checked In Equipment > Equipment For Status Change >

Selected Equipment for Status Change:

	Model Name/Number	Warehouse	Barcode	Kit	Serial Number	Status	Checkin Date	Checkin By	Location in Warehouse
<input checked="" type="checkbox"/>	ProXT GPS	NDT	NDT-441-0	Y	4733483590	Checked in	04-30-2009	Warehousemgr, Emp	203 -- Shelf A
<input checked="" type="checkbox"/>	Responder CSM	NDT	NDT-067-0	N	013296597	Checked in	05-04-2009	Smith, John	203 -- Shelf A

Equipment Status Change information: \* Indicates Required

Condition: Select

Inspection Date: 06-01-2009

Mileage:

Status: Select

Remaining Characters: 4000

Comments:

Finish Cancel

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4. Users can click the **Remove** link to remove this item from the **Equipment for Status Change** list.
5. Details of Equipment condition can be added/updated in Equipment Status Change Information section:
  - **Condition:** The current condition of the Equipment. Examples: Damaged, Operational, Service Required, etc. Select an option from the **Condition** drop-down list.
  - **Inspection Date:** The date the Equipment was last inspected. To choose a date, click the calendar icon to the right of the field.
  - **Mileage:** The current mileage reading of the Equipment (if applicable). Manually enter information in this field.
  - **Status:** The current status of the Equipment. Examples: Available, Checked-In, Checked-Out, Lost, etc. Select an option from the **Status** drop-down list.

- **Comments:** Comments about the Condition of the Equipment can be entered in this field. Comments are limited to 4000 characters.
6. Click **Finish**.
  7. The status and condition of the selected Equipment is updated. (For Example if the status was changed to Available, the Equipment is made Available in the Warehouse.)
  8. The **Checked In Equipment** page displays.

### 3.5.5 Checked Out Parts & Supplies

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Warehouse Managers select **Checked Out Parts & Supplies** from the **Field Check In/Out** tab.
2. The **Checked Out Parts & Supplies** page displays.

From this page Warehouse Managers can

- View all Parts & Supplies checked-out from warehouses under their responsibility.
  - The **Checked Out Parts & Supplies** list can be filtered by **Warehouse** and the **Borrower (or) Checked Out To** of the Parts & Supplies.
  - Select Parts & Supplies items from the **Checked Out Parts & Supplies** list and add to the Add Parts & Supplies Check-In Cart. This process is further explained in [Check-In Equipment and Parts & Supplies](#).

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

**Checked Out Parts and Supplies >**

Warehouse: All Borrower (or) Checked Out To: All

Checked Out Parts and Supplies : 3

Add to Parts and Supplies Check-In Cart

3 items found, displaying all items.

	Name	Number	Type	Barcode	Warehouse	Checked Out Qty	Checked Out Date	Borrower	Checked Out To
<input type="checkbox"/>	6-inch Pole Extension	31166	Accessory	ERT-127-7214	ERT-KY	2	05-29-2009	Warehousemgr, Emp	Warehousemgr
<input type="checkbox"/>	805557 Cartridge	805557-01		ERT-EXP-014-6711	ERT-KY	3	05-29-2009	Warehousemgr, Emp	Warehousemgr
<input type="checkbox"/>	805557 Cartridge	805557-01		ERT-EXP-014-6712	ERT-KY	5	06-01-2009	Smith, John	Harvey, Robert

Export options: CSV Excel PDF

Add to Parts and Supplies Check-In Cart

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## 3.6 Administration

### 3.6.1 My Profile - Warehouse Manager

The **My Profile** feature facilitates Warehouse Managers to review their information brought from Emergency Management Portal (EMP) into [Equipment](#) module.

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **My Profile** from the **Administration** tab.
2. The **Person Info** page for the user displays.



U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

[Home](#)
[Equipment](#)
[Equipment Service](#)
[Parts & Supplies](#)
[Transfers](#)
[Field Check In/Out](#)
[Administration](#)

[Person Info >](#)

**Person Information:** \* Indicates Required

Portal User Id: john\_smith1

First Name:  \*

Last Name:  \*

Employee Number:

Current:

Email:  \*

Title:

Region:

Supervisor:  [Pick Person](#) [Clear](#)

HR Responsible Person:  [Pick Person](#) [Clear](#)

Office Phone:

Mobile Phone:

Remaining Characters: 255

Description:

**Role**

Warehouse Manager

**Current Roles:**

Data Administrator

Equipment Borrower

General User - Read Only

**Responsible for warehouses:**

Name	Region	Manager?	Location
NDT	Special Teams	Y	4900 Olympic Blvd Erlanger KY 41018
ERT-KY	Special Teams	Y	4900 Olympic Blvd Erlanger KY 41018

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3. From this page, Warehouse Managers can:

- [View and edit their own information](#)
- [View and Edit Person information for other Persons](#)
- [View, Edit, and Add Locations for Persons](#)
- [View Person Warehouse History](#)

#### View and Edit Own Information

- **First Name:** First name of the person. Manually enter/edit information in this field. (This field is mandatory)
- **Last Name:** Last name of the person. Manually enter/edit information in this field. (This field is mandatory)
- **Email:** Email address of the person. Manually enter/edit information in this field. (This field is mandatory)
- **Title:** Professional Title of the person. Manually enter/edit information in this field.
- **Region:** EPA Region the person represents or is employed by. Select an option from the **Region** drop-down list.
- **Supervisor:** Supervisor of the person. Click the [Pick Person](#) link to search and select a person. Click **Clear** to clear all information from this field.
- **HR Responsible Person:** The HR employee responsible for the person. Click the [Pick Person](#) link to search and select a person. Click **Clear** to clear all information from this field.
- **Office Phone:** The office phone number of the person. Manually enter/edit this information.
- **Mobile Phone:** The cell/mobile phone number of the person. Manually enter/edit this information.

## Equipment Module Version 6.0 User Manual

- **Description:** This field is provided for additional information about the person. Manually enter information in this field. Description is limited to 255 characters.
4. Users can also perform the following functions from the **Person Info** page:
- View Current Roles: Functional Roles in the Equipment Module assigned to the person. This information is displayed in the Current Roles section of the Person Info page.
  - View Responsible for Warehouses: List of Warehouses under the person's responsibility. This information is displayed in the Responsible for Warehouses section of the Person Info page.
  - [View and Edit Person Info for all persons \(Others\) in the Equipment Module.](#)
  - [View, Edit, and Add Locations associated with a user's own profile.](#)
  - [View Person Warehouse Histories](#)

### View and Edit Person Info of Others

1. Select the **Person List** link in the left side bar menu of the **My Profile** page.
2. The **Person Admin** page displays a list of Persons in the system.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Person Admin >

Search by Person Name:

Last Name: First Name: Search Clear

Index by Person Last Name:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

All Person List:

Add Person

13 items found, displaying all items.

First Name	Last Name	Userid	Title	Phone	Mobile	Email	Current	Employee Number	
Ackerman	Jocelyn	N/A	Test title	3038284927	5555555555	test@imco.com	Y	123456	Regio
Adair	Tim	N/A					N		Regio
Alexander	Kent	N/A	123	3036968207		akent@epa.gov	N		Regio
Amick	Neal	N/A					N		Regio
Anderson	John	N/A					Y		
Anderson	Jeffrey	N/A		7852184231			N		Regio
Andrews	Gina	N/A					N		Regio
Andrews	Franklin	N/A					N		Regio
Asher	Audrey	N/A				test@man.com	Y		FMSB
Atencio	Kathie	N/A					Y		Regio
Augustyn	J	N/A					Y		Regio
Augustyn	James	N/A					Y		Regio
Augustyn	Jim	N/A					N		

Add Person

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3. From this screen Warehouse Managers can:
- Search and View person information
  - Edit person information
  - Add a new person to the **Person List**.

Refer to [Warehouse Manager Person](#) for further instruction on how to complete these functions.

### View, Edit, and Add Associated Locations

1. Select the **Person Location** link in the left side bar menu of the **My Profile** page.
2. The **Locations** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Person Info > Locations >

Person Information:

Name: Smith, John  
Phone:  
Job Title:

Enter a Zip Code to search available locations:

Next

Current Locations:

Name	Address Line 1	Address Line 2	City	State	Zip Code	Address Type
City Warehouse	55 Equipment Road			ID	12141	Mailing
State Location	88 Technology Ave			AL	31411	Mailing

Add New Location

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3. From this page users can search for locations to associate with the person by entering the ZIP code of the location, or Add New Locations.

## ZIP Code Search

- a. Enter a valid ZIP Code in the **ZIP Code Search** box, and click **Next**.
- b. The **Edit Locations** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Person Info > Locations >

Person Information:

Name: Smith, John  
Phone:  
Job Title:

Locations:

Available Locations

State Location 88 Technology Ave 31411
--

Move Down Move Up

Current Locations

City Warehouse 55 Equipment Road 12141
--

Back Save Cancel

- c. Locations are listed in the **Available Locations** and **Current Locations** boxes. Users can move locations from one box to the other using the **Move Down** and **Move Up** buttons.
- d. Once locations have been moved as desired click **Save**.
- e. The **Person Info** page displays with a message indicating the update was successful.

## Add New Locations

1. Click **Add New Location** on the **Person Location** page.
2. The **Location Info** page displays.

The screenshot shows the 'Location Information' form within the EPA Equipment Module. The form is titled 'Location Information:' and includes the following fields:

- Location Name: [Text Field]
- Address Line 1: [Text Field]
- Address Line 2: [Text Field]
- Telephone Number: [Text Field]
- Fax Number: [Text Field]
- Email Address: [Text Field]
- City: [Text Field]
- State: [Dropdown Menu (Alabama selected)]
- Zip Code: [Text Field]
- Address Type: [Dropdown Menu (Mailing selected)]
- Remaining Characters: 400
- Description: [Text Area]

At the bottom left of the form are 'Add' and 'Cancel' buttons. The top navigation bar shows 'Equipment Module' and 'Warehouse Manager' function. The left sidebar contains links like 'EPA Portal Home', 'EMP Home Page', 'Reports', 'Downloads', 'Help', 'Version', and 'Add Location'.

### 3. Enter Information for the following fields:

- **Location Name:** Descriptive label for the Location. Manually enter information in this field. (This information is mandatory)
- **Address Line 1:** Address of the Location. Manually enter information in this field (This information is mandatory)
- **Address Line 2:** Address of the Location. Manually enter information in this field.
- **Telephone Number:** Telephone number for the Location listed. Manually enter information in this field. (This information is mandatory)
- **Fax Number:** Fax number of the Location. Manually enter information in this field.
- **Email Address:** E-mail address for the Location. Manually enter information in this field.
- **City:** City of the Location. Manually enter information in this field.
- **State:** State of the Location. Select an option from the **State** drop-down field.
- **Zip Code:** ZIP Code of the Location. Manually enter information in this field. (This information is mandatory)
- **Address Type:** The type of address for the location, for example Mailing, Physical or Other. Select an option from the **Address Type** drop-down list.
- **Description:** Provide any additional information in this text field. Manually enter information in this field. Description is limited to 255 characters.

### 4. Click **Add**.

### 5. The **Person Info** page displays with a message indicating the update was successful.

## View Person Warehouse History

The **Person Warehouse History** page displays all Warehouses associated with a person, now and in the past.

1. Click the **Person Warehouse History** link in the left side bar menu of the **My Profile** page.
2. The **Person Warehouse History** page displays.

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The screenshot displays the EPA Equipment Module interface. At the top, the header reads "U.S. ENVIRONMENTAL PROTECTION AGENCY" and "Equipment Module". The user is logged in as "John Smith" with the function "Warehouse Manager". A navigation bar includes links for Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The left sidebar contains links for EPA Portal Home, EMP Home Page, Reports, Downloads, Help, Version, Person Warehouse History, and Edit Person. The main content area shows "Person Info > Person Warehouse History >". Under "Person Information:", the details for John Smith are listed: Name: Smith, John; Phone: ; Current Region: Special Teams; Employee Number: . Below this, the "Warehouse History:" section contains a table with two entries.

Region	Warehouse	Manager?	Start Date	End Date	Location
Special Teams	ERT-KY	Y	2009-04-21 14:55:06.0		4900 Olympic Blvd Erlanger, KY 41018
Special Teams	NDT	Y	2009-04-21 14:55:35.0		4900 Olympic Blvd Erlanger, KY 41018


At the bottom of the page, there are links for EPA Home, Privacy and Security Notice, and Contact Us.

Person Warehouse History can be viewed for any user in the Equipment Module. Find and select a person from the **Person List**, and click the **Person Warehouse History** link in the left side bar menu of their **Person Info** page.

### 3.6.2 My Warehouse(s)

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Warehouse Managers select **My Warehouse(s)** from the **Administration** tab.
2. The **Warehouse Info** page displays.

# Equipment Module Version 6.0 User Manual



[EPA Portal Home](#)  
[EMP Home Page](#)  
[Reports](#)  
[Downloads](#)  
[Help](#)  
[Version](#)  
[Edit Warehouse](#)  
[Warehouse Manager](#)  
[History](#)

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John SmithFunction: Warehouse Manager

[Home](#)[Equipment](#)[Equipment Service](#)[Parts & Supplies](#)[Transfers](#)[Field Check In/Out](#)[Administration](#)

[Warehouse Info >](#)

Select Warehouse for Update:

My Warehouses: NDTAdd New Warehouse

Warehouse Information:

Region: Special Teams

Name: NDT

Warehouse Type: ER

Remaining Characters: 255

Description:

Location:

Address Line 1: 4900 Olympic Blvd

Address Line 2:

City: Erlanger

State: Kentucky

Zip Code: 41018

Address Type: Physical

Contact Information:

Telephone Number: 5134872424

Fax Number:

Email Address:

Barcode Prefix/Suffix Information:

Should System Generate Equipment Barcode? N

Equipment Barcode Prefix:

Barcode Suffix:

Should System Generate Parts and Supplies Barcode? N

Parts Barcode Prefix:

Barcode Suffix:

SaveCancel

Warehouse Responsible Persons: Add Person

Delete	Name	Userid	Region	Employee Number	Title	Email	Phone	Mo
Delete	Emp Warehousemgr	emp_warehousemgr	Special Teams		test sc	emp_warehousemgr@lmco.com		
Delete	Sheena (test) cornor		FMSB	2121212	test	test@gmail.com	55555	4444
Delete	John Smith	john_smith1	Special Teams			john_smith1@lmco.com		
Delete	Emp Dataadmin	emp_dataadmin	Special Teams		test	emp_dataadmin@lmco.com		
Delete	Kelly Smith	Kelly_Smith	Special Teams			Ksmith@dynamac.com		
Delete	Edward Mullin	Edward_Mullin	Special Teams			emullin@dynamac.com		
Delete	Shelly Lam	slam	Special Teams			Shelly.Lam@ttemi.com		
Delete	Randy Mayer	randy_mayer	Special Teams			Randy.Mayer@epa.gov		
Delete	John Gilbert	jgilbert	Special Teams	00013581		gilbert.john@epa.gov		
Delete	Jeanelle Martinez	jmarti03	Special Teams	00025011		Martinez.Jeanelle@epa.gov		
Delete	Greg Powell	gpowell02	Special Teams	00013570		Powell.Greg@epa.gov		
Delete	Dino Mattorano	dmattora	Special Teams			Mattorano.Dino@epa.gov		

Current Location(s) in Warehouse: Add New Location in Warehouse

Name	Side	Aisle Number	Shelf Number	Partition	Description
203 -- Shelf A					
208 -- Shelf A					
208 -- Shelf B					
208 -- Shelf C					

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3. From this screen, Warehouse Managers can:

- [View/Edit Warehouse Information](#)
- [Add New Warehouses](#)

## View/Edit Warehouse Information

1. Select a Warehouse from the **My Warehouses** drop-down list in the **Select Warehouse for Update** section. Only Warehouses the user is responsible for are available in this drop-down list.
2. The **Warehouse Info** page resets displaying information for the selected Warehouse.
3. Warehouse Managers can edit the following fields on the **Warehouse Info** page:

## Warehouse Information Section

Document No.: 49-OEM-MAN-0370  
Filename: 3.3.5 49-0370 (Equipment Module v6.0 User Manual) 2009-0605.doc

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- **Warehouse Name:** Name of the Warehouse. Manually enter/edit information in this field. (This field is mandatory)
- **Warehouse Type:** Code identifying the warehouse type. (ER or non-ER, for example) Select an option from the **Warehouse Type** drop-down list.
- **Warehouse Description:** Textual description of the Warehouse. Manually enter/edit information in this field. Description is limited to 255 characters.

#### Location Section

- **Address Line 1:** The street address of the Warehouse (Physical or Mailing address). Manually enter/edit information in this field. (This information is mandatory)
- **Address Line 2:** The street address of the Warehouse (Physical or Mailing address). Manually enter/edit information in this field.
- **City:** City of the Warehouse (Physical or Mailing address). Manually enter/edit information in this field.
- **State:** State of the Warehouse (Physical or Mailing address). Select an option from the **State** drop-down list.
- **Zip Code:** ZIP Code of the Warehouse (Physical or Mailing address). Manually enter/edit information in this field. (This information is mandatory)
- **Address Type:** Type of address provided in the above section (Physical, Mailing, or Other). Select an option from the **Address Type** drop-down list.

#### Contact Information Section

- **Telephone Number:** Telephone number of the Warehouse Contact Person. Manually enter/edit information in this field.
- **Fax Number:** Fax number of the Warehouse. Manually enter/edit information in this field.
- **Email Address:** Email address of the Warehouse Contact Person. Manually enter/edit information in this field.

#### Barcode Prefix/Suffix Information Section

Settings in the **Barcode Prefix/Suffix Information** section can be set to allow the Equipment Module to generate barcodes for [Equipment](#) and [Parts & Supplies](#). Information provided in this section is used for automatic system-generated Equipment and Parts & Supplies Barcodes. When new Equipment or Parts & Supplies are added a system-generated barcode pre-populates the Equipment or Parts & Supplies Information page.

Barcode Prefix/Suffix Information :	
Should System Generate Equipment Barcode?	<input type="button" value="N"/> ▼
Should System Generate Parts and Supplies Barcode?	<input type="button" value="N"/> ▼
	Equipment Barcode Prefix: <input type="text"/>
	Barcode Suffix: <input type="text"/>
	Parts Barcode Prefix: <input type="text"/>
	Barcode Suffix: <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- **Should System Generate Equipment Barcode:** An indicator (Y/N), which signifies whether or not the Equipment system should automatically generate a barcode for Equipment. Select **Y/N** from the **Should System Generate Equipment Barcode** drop-down list.
- **Should System Generate Parts and Supplies Barcode:** An indicator (Y/N), which signifies whether or not the Equipment system should automatically generate a barcode for Parts & Supplies. Select **Y/N** from the **Should System Generate Parts and Supplies Barcode** drop-down list.

- **Equipment Barcode Prefix:** Prefix for Equipment Barcode. Manually enter/edit information in this field. Prefix is limited to 6 characters. (Usually an abbreviation for the Warehouse)
  - **Barcode Suffix:** Suffix for Equipment Barcode. Manually enter/edit information in this field. Suffix is limited to 6 characters. (Usually an abbreviation for Equipment such as EQP)
  - **Parts Barcode Prefix:** Prefix for Parts & Supplies Barcode. Manually enter/edit information in this field. Prefix is limited to 6 characters. (Usually an abbreviation for the Warehouse)
  - **Barcode Suffix:** Suffix for Parts & Supplies Barcode. Manually enter/edit information in this field. Suffix is limited to 6 characters. (Usually an abbreviation for Parts & Supplies such as PAS)
4. Click **Save**.
  5. The **Warehouse Info** page displays with a message at the top indicating the edited information was saved successfully.

### Warehouse Responsible Persons

The **Warehouse Responsible Persons** section lists all Responsible Persons associated with a Warehouse.

Users can delete responsible persons:

1. Click the **Delete** link to the left of the existing responsible party's name.
2. The responsible party is deleted from the **Warehouse Responsible Persons** list, and the user returns to the **Warehouse Info** page.

Users can add/associate responsible persons:

1. Click the **Add Person** link in the **Warehouse Responsible Persons** section of the **My Warehouse(s)** page.
2. The **WarehousePerson Info** page displays.

The screenshot shows the EPA Equipment Module interface. On the left is a blue sidebar with the EPA logo and links: EPA Portal Home, EMP Home Page, Reports, Downloads, Help, Version, and Edit Warehouse. The main header is 'U.S. ENVIRONMENTAL PROTECTION AGENCY' and 'Equipment Module'. Below the header, the user 'John Smith' is logged in with the function 'Warehouse Manager'. A navigation bar contains buttons for Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The breadcrumb trail is 'Warehouse Info > WarehousePerson Info >'. The main content area has a search section with the prompt 'Please enter one or more search criteria:'. It includes two text input fields: 'Person Last Name : ' and 'Person First Name : '. Below these are 'Search' and 'Cancel' buttons. At the bottom of the page, there are links for 'EPA Home', 'Privacy and Security Notice', and 'Contact Us'.

3. Enter the last name, first name, both last name and first name, portion of a last name, or leave fields blank.
4. Click **Search**.
5. The **WarehousePerson Info** page displays with all Persons meeting the search criteria.



## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Warehouse Info](#) > [WarehousePerson Info](#)

Following Persons were found for the search criteria:

	Last Name	First Name	Userid	Region	Employee Number	Title	Email	Phone	Mo
<input type="radio"/>	Smith	Kelly		Region 10	09809	Sr Techwriter	ksmith@epa.gov	523-963-9541	551-965-61

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

6. Select the desired person to add to the **Warehouse Responsible Persons** list by selecting the radio button to the left of their name.
7. Click **Select**.
8. The **WarehousePerson Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Warehouse Info](#) > [WarehousePerson Info](#)

Add New Warehouse Manager for:

Warehouse Name:

Region: Special Teams

Description:

Will this person have full manager privileges for the warehouse?

Manager?:

Verify Person Information:

Portal User Id:

Last Name: Smith

First Name: Kelly

Employee Number: 09809

Email: ksmith@epa.gov

Title: Sr Techwriter

Supervisor: .

HR Responsible Person: .

Office Phone: 523-963-9541

Mobile Phone: 551-965-6321

Description:

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9. Select **Y** or **N** in the **Manager?** drop-down list. **Y** indicates this person will have full manager privileges for this warehouse. **N** indicates all privilege less than full manager privileges.
10. Click **Add**.
11. The user is returned to the **Warehouse Info** page. A message at the top of the page indicates the addition of the selected person was successful.

### Current Location(s) in Warehouse Section

Warehouse Managers can edit Location(s) in Warehouse.

1. Select the **Name** of any Location in Warehouse.
2. The **Location in Warehouse Info** page displays.

The screenshot displays the 'Location in Warehouse Info' page within the EPA Equipment Module. The page is titled 'Equipment Module' and shows the user 'John Smith' with the function 'Warehouse Manager'. The left sidebar contains navigation links: EPA Portal Home, EMP Home Page, Reports, Downloads, Help, Version, and Edit Location in Warehouse. The top navigation bar includes Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The main content area is titled 'Location in Warehouse Information' and contains the following fields: Warehouse Name (NDT), Location in Warehouse (208 -- Shelf B), Side, Aisle Number, Shelf, Partition, and Other Description. A 'Remaining Characters' indicator shows 255. The 'Other Description' field is a text area. Below the fields, the location is listed as 4900 Olympic Blvd, Erlanger KY 41018, and the EPA Region is Special Teams. A 'Save' button is located at the bottom left of the form. The page footer includes links to EPA Home, Privacy and Security Notice, and Contact Us.

3. The following fields can be edited:

- **Location in Warehouse:** The name of Location in Warehouse. Manually enter/edit information in this field. (This information is mandatory)
- **Side:** The side of the Warehouse designated to the Location in Warehouse. Examples: North, South. Manually enter/edit information in this field.
- **Aisle Number:** The aisle number of the Location in Warehouse. Examples: 1, 5, 7, 10. Manually enter/edit information in this field. (Numbers only)
- **Shelf:** The shelf number of the Location in Warehouse. Manually enter/edit information in this field.
- **Partition:** The partition within a Warehouse where the Location in Warehouse is situated. Manually enter/edit information in this field.
- **Other Description:** Other description about the Location in Warehouse. Manually enter/edit information in this field.

4. Click **Save**.

5. The user is returned to the **Warehouse Info** page. A message at the top of the page indicates the save was successful.

## Add Location in Warehouse

**Definition:** Locations in Warehouse are storage locations designated for Equipment and Parts & Supplies within a Warehouse.

Users can add a new Location in Warehouse for the Warehouse.

1. Click the **Add New Location in Warehouse** link.
2. The **Location in Warehouse Info** page displays with all fields blank.

The screenshot shows the 'Equipment Module' interface for a 'Warehouse Manager'. The main heading is 'Equipment Module'. Below it, the user is identified as 'John Smith'. The function is set to 'Warehouse Manager'. The navigation bar includes links for Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The left sidebar contains links for EPA Portal Home, EMP Home Page, Reports, Downloads, Help, Version, and Add Location in Warehouse. The main content area is titled 'Location in Warehouse Information' and includes a breadcrumb trail: 'Warehouse Info > Location in Warehouse Info >'. The form fields are as follows:

- Warehouse Name: NDT
- Location in Warehouse: (text input field)
- Side: (text input field)
- Aisle Number: (text input field)
- Shelf: (text input field)
- Partition: (text input field)
- Remaining Characters: 255
- Other Description: (text area)
- Location: 4900 Olympic Blvd, Erlanger KY 41018
- EPA Region: Special Teams

Buttons for 'Add' and 'Cancel' are at the bottom left. A footer bar contains links for EPA Home, Privacy and Security Notice, and Contact Us.

3. Enter information for the following fields:
  - **Location in Warehouse:** The name of Location in Warehouse. Manually enter/edit information in this field. (This information is mandatory)
  - **Side:** The side of the Warehouse designated to the Location in Warehouse. Examples: North, South. Manually enter/edit information in this field.
  - **Aisle Number:** The aisle number of the Location in Warehouse. Examples: 1, 5, 7, 10. Manually enter/edit information in this field. (Numbers only)
  - **Shelf:** The shelf number of the Location in Warehouse. Manually enter/edit information in this field.
  - **Partition:** The partition within a Warehouse where the Location in Warehouse is situated. Manually enter/edit information in this field.
  - **Other Description:** Other description about the Location in Warehouse. Manually enter/edit information in this field.
4. Click **Add**.
5. The user is returned to the **Warehouse Info** page. A message at the top of the page indicates the addition of the Location in Warehouse was successful. The new Location appears in the **Current Location(s) in Warehouse** section

## View Warehouse Manager History

The **Warehouse Manager History** page displays all Warehouse managers for a selected Warehouse, and dates of tenure.

1. Click the **Warehouse Manager History** link in the left side bar menu of the **Warehouse Info** page.
2. The **Warehouse Manager History** page displays.

## Equipment Module Version 6.0 User Manual

The screenshot shows the 'Warehouse Manager History' page in the Equipment Module. The left sidebar contains navigation links: EPA Portal Home, EMP Home Page, Reports, Downloads, Help, Version, Warehouse Manager, and History. The top header displays the U.S. Environmental Protection Agency logo and the text 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. Below the header, the user 'John Smith' is logged in with the function 'Warehouse Manager'. A navigation bar includes links for Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The main content area shows the 'Warehouse Information' section with details for a warehouse named 'NDT' in the 'Special Teams' region, located at '4900 Olympic Blvd, Erlanger, Kentucky 41018'. Below this is a 'Warehouse Manager History' table with columns for Last Name, First Name, Start Date, and End Date. The table lists various users and their tenure dates.

Last Name	First Name	Start Date	End Date
Mattorano	Dino	04-09-2009	
Powell	Greg	04-09-2009	
Warehousemgr	Emp	04-20-2009	
connor	Sheena (test)	05-08-2009	
Martinez	Jeanette	04-09-2009	
Gilbert	John	04-09-2009	
Mayer	Randy	04-09-2009	
Lam	Shelly	04-09-2009	
Mullin	Edward	04-09-2009	
Smith	Kelly	04-09-2009	
Dataadmin	Emp	05-15-2009	
Smith	John	04-21-2009	
Dataadmin	Emp	05-08-2009	05-13-2009
General	EMP	05-11-2009	05-11-2009
Warehousemgr	Emp	04-20-2009	04-20-2009

### Add New Warehouse

1. On the **Warehouse Info** page, click **Add New Warehouse**.
2. The **Add Warehouse** page displays.

The screenshot shows the 'Add Warehouse' page in the Equipment Module. The left sidebar contains navigation links: EPA Portal Home, EMP Home Page, Reports, Downloads, Help, Version, Add Warehouse, and History. The top header displays the U.S. Environmental Protection Agency logo and the text 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. Below the header, the user 'John Smith' is logged in with the function 'Warehouse Manager'. A navigation bar includes links for Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The main content area shows the 'Add Warehouse' form. The 'Warehouse Information' section includes fields for Region (Special Teams), Name (mandatory), Warehouse Type (ER), and Description (with a character count of 255). The 'Location' section includes fields for Address Line 1, Address Line 2, City, State (Alabama), and Zip Code (mandatory). The 'Contact Information' section includes fields for Telephone Number, Fax Number, and Email Address. An 'Add' button is located at the bottom left of the form.

3. Enter information for the following fields:

### Warehouse Information Section

- **Name:** Name of the Warehouse. Manually enter this information. (This information is mandatory)

- **Warehouse Type:** Code identifying the warehouse type. (ER or non-ER, for example) Select an option from the **Warehouse Type** drop-down list.
- **Description:** Description of the Warehouse. Manually enter this information. Description is limited to 255 characters.

#### Location Section

- **Address Line 1:** The street address of the Warehouse (Physical or Mailing address). Manually enter this information. (This information is mandatory)
- **Address Line 2:** The street address of the Warehouse (Physical or Mailing address). Manually enter this information.
- **City:** City of the Warehouse (Physical or Mailing address). Manually enter this information. (This information is mandatory)
- **State:** State of the Warehouse (Physical or Mailing address). Select an option from the **State** drop-down list.
- **Zip Code:** ZIP Code of the Warehouse (Physical or Mailing address). Manually enter this information. (This information is mandatory)
- **Address Type:** Type of address provided in the above sections (Physical, Mailing, or Other). Select an option from the **Address Type** drop-down list.

#### Contact Information Section

- **Telephone Number:** Telephone number of the Warehouse Contact Person. Manually enter this information.
- **Fax Number:** Fax number of the Warehouse. Manually enter this information.
- **Email Address:** Email address of the Warehouse Contact Person. Manually enter this information.

4. Click **Add**.

5. The **Warehouse Info** page displays with a message indicating the Warehouse was added successfully. The Warehouse Info page also provides a text box for additional comments. Click **Save** to save any additional comment made.

### 3.6.3 Address Types

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Warehouse Managers select **Address Types** from the **Administration** tab.
2. The **Address Types** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Address Types >

Add Address Type

All AddressType List:

16 items found, displaying all items.

Name	Description
Mailing	Mailing Address
Other	Other Address Type
Physical	Physical Address

Add Address Type

EPA Home Privacy and Security Notice Contact Us

3. From this screen Warehouse Managers can:

- [View/Edit Address Types Information](#)

- [Add New Address Types](#), which will be added to the **Address Type List**.

### View/Edit Address Types Information

1. Find the Address Type for the Address Type Information you wish to view.
2. Click the **Address Type Name** in the **Name** column of the **Address Type List**.
3. The **Address Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Address Type Info >](#)

Address Type Information: \* Indicates Required

Name: Mailing

Remaining Characters: 255

Description: Mailing Address

Current Indicator: Y

Save Cancel

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

4. The following fields are editable:
  - **Name:** Term that represents a type of address. Manually enter/edit information in this field. (This information is mandatory)
  - **Description:** The text describing the type of address. Manually enter/edit information in this field. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not the address type is currently available to describe addresses in the application. Select **Y** or **N** from the **Current Indicator** drop-down list.
5. Click **Save**.
6. The edited Address Type Information is updated. The user is returned to the **Address Types** page.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Address Types >](#)

[Add Address Type](#)

All Address Type List:

16 items found, displaying all items.

Name	Description
<a href="#">Mailing</a>	Mailing Address
<a href="#">Other</a>	Other Address Type
<a href="#">Physical</a>	Physical Address

[Add Address Type](#)

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

### Add an Address Type

1. Data Administrators can add Address Types to the Emergency Management Portal Address Type List by clicking the **Add Address Type** link in the **Address Types** page.
2. The **Address Type Info** page displays, with all fields blank.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Address Type Info >](#)

Address Type Information: \* Indicates Required

Name:

Remaining Characters: 255

Description:

Current Indicator:

Add Cancel

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

- Enter information for the following fields:
  - Name:** Term that represents a type of address. Manually enter this information. (This information is mandatory)
  - Description:** The text describing the type of address. Manually enter this information. Description is limited to 255 characters. (This information is mandatory)
  - Current Indicator:** An indicator (Y/N), which signifies whether or not the address type is currently available to describe addresses. Select **Y** or **N** from the **Current Indicator** drop-down list.
- Click **Save**.
- The New Address Type is added to the **Address Type List**. The user is returned to the **Address Types** page.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Address Types >](#)

[Add Address Type](#)

All AddressType List:

16 items found, displaying all items.

Name	Description
Mailing	Mailing Address
Other	Other Address Type
Physical	Physical Address

[Add Address Type](#)

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## 3.6.4 Aspect Types

**Definition:** Physical and Functional aspects of a piece of [Equipment](#) or [Parts & Supplies](#). Examples: Dimension, Weight, Response Time, Ready Time, Temperature Range, Relative Humidity Range.

**Usage:** The application provides features to capture these on a model of Equipment or Parts & Supplies and provides this information on the Equipment Model Info page and the Parts And Supplies Model Info page. The physical and functional aspects of a model can be added/updated/deleted via the Add link provided on these pages.

- Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Aspect Types** from the **Administration** tab.
- The **Aspect Types Admin** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Aspect Type Admin >](#)

[Add Aspect Type](#)

All Aspect Types List: \* Indicates Re

28 items found, displaying 1 to 20.  
[FirstPrev] 1 2 [NextLast]

	Name	Description	Current Indicator	
<a href="#">edit</a>	Height *	The height in inches, of	<input checked="" type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	Ready Time *		<input checked="" type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	Relative Humidity Rang *		<input checked="" type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	Response Time *		<input checked="" type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	Temperature Range *		<input checked="" type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	Weight *	Weight, in pounds of the	<input type="checkbox"/>	<a href="#">Update</a>

[Add Aspect Type](#)

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

3. From this screen Warehouse Managers can:

- [Update Aspect Types](#)
- [Add Aspect Types](#), which will be added to the **Aspect Type List**.

## Update Aspect Types

Users can Update an Aspect Type in two different ways.

### Update Aspect Types on the Aspect Type Admin page - Method 1

Aspect Type Name and Aspect Type Description can be updated from the **Aspect Type Admin** page.

1. To update Aspect Types enter or amend existing information in the **Aspect Type Name** and/or **Aspect Type Description** text boxes.
2. Check or un-check the **Current Indicator** box.
3. Click **Update**.
4. The **Aspect Type List** is displayed in the **Aspect Type Admin** page with the amended Aspect Type updated.

### Edit Aspect Types on the Aspect Type Info page - Method 2

1. To edit Aspect Types click the [edit](#) link to the left of an **Aspect Type Name**.
2. The **Aspect Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Aspect Type Admin >](#) [Aspect Type Info >](#)

Aspect Type Information: \* Indicates Re

Name: Height \*

Remaining Characters: 255

Description: The height, in inches, of the piece of Equipment.

Current Indicator: Y

[Save](#) [Cancel](#)

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

3. Users can edit the following fields:



- **Name:** Terms that represents a physical or functional aspect of a [model of equipment](#) or parts and supplies. Examples: Dimension, Weight, Response Time, Ready Time, Temperature Range, Relative Humidity Range. Manually enter/edit information in this field. (This field is mandatory)
  - **Description:** Textual description of a physical or functional aspect of a model of equipment or Parts and Supplies. Manually enter/edit information in this field.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or the Aspect Type is currently available to describe a physical or functional aspect of an Equipment Model or Parts and Supplies Model.
4. Click **Save**.
  5. Updates to the Aspect Type Info are saved and the user is returned to the **Aspect Type Admin** page.

### Add Aspect Types

Users can Add an Aspect Type in two different ways.

#### Add Aspect Type Method 1:

1. Find the last row in the **Aspect Type** list in the **Aspect Type Admin** page - it will be on the last page of the list.
2. This row displays blank **Name, Description, and Current Indicator** fields.
3. Populate the blank fields:
  - **Name:** Terms that represents a physical or functional aspect of a model of equipment or parts and supplies. Examples: Dimension, Weight, Response Time, Ready Time, Temperature range, Relative humidity range. Manually enter information in this field. (This field is mandatory)
  - **Description:** Textual description of a physical or functional aspect of a model of equipment or Parts and Supplies. Manually enter information in this field.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or the Aspect Type is currently available to describe a physical or functional aspects of a Equipment Model or Parts and Supplies Model.
4. Click **Add** in the last column of the new Aspect Type.
5. The **Aspect Type Admin** page displays with the new Aspect Type (sorted alphabetically by Name).

#### Add Aspect Type Method 2:

1. In the **Aspect Type Admin** page, click the [Add Aspect Type](#) link at the bottom of the page.
2. The **Aspect Type Info** page displays, with all fields blank.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Aspect Type Admin > Aspect Type Info >

Aspect Type Information: \* Indicates Required

Name:  Remaining Characters: 255

Description:

Current Indicator:

Add Cancel

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

## 3. Populate the following fields:

- **Name:** Terms that represents a physical or functional aspect of a model of equipment or parts and supplies. Examples: Dimension, Weight, Response Time, Ready Time, Temperature range, Relative humidity range. Manually enter information in this field. (This field is mandatory)
- **Description:** Textual description of a physical or functional aspect of a model of equipment or Parts and Supplies. Manually enter information in this field
- **Current Indicator:** An indicator (Y/N), which signifies whether or the Aspect Type is currently available to describe a physical or functional aspects of a Equipment Model or Parts and Supplies Model.

## 4. Click **Add**.

## 5. The new Aspect Type is added and the user is returned to the **Aspect Type Admin** page.

### 3.6.5 Company/Organizations

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Warehouse Managers select **Company/Organizations** from the **Administration** tab.
2. The **Organizations List** page displays all the Companies/Organizations in the system.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Organization List >

Add Organization

Search By Name:

Organization Name:

Search

Organizations:

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

1,505 items found, displaying 1 to 20.

[First] [Prev] 1 2 3 4 5 6 7 8 [Next] [Last]

Name	Organization Type	Point of Contact	Phone Number	Website Address	GSA Vendor	Manufacturer	Description
20/20 GeneSystems Inc.	Private				N	Y	
3M	Private	Kelly Smith			N	Y	
3M Microbiology	Private				N	Y	
5 Star Manuf.	Private				N	Y	

Add Organization

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

3. Users can search for a specific Company/Organization by entering some or all of its name in the **Organization Name** field and clicking on the **Search** button. The resulting Organization list will contain all companies/organizations containing the search term in its name.

4. Users can also search for a Company/Organization by selecting the first letter or number in the name of the company in the alpha/numeric list above the Organization List. Users may also select **All** to display a list of all Companies/Organizations.
5. From this screen Warehouse Managers can:
  - [View/Edit Company/Organization Information](#)
  - [Add a Company/Organization](#), which will be added to the **Organization List**.

### View/Edit Company/Organization Information

1. Click the link provided on the Name of any Company/Organization in the list.
2. The **Organization Info** page displays.

The screenshot displays the 'Organization Information' page within the EPA Equipment Module. The interface includes a sidebar on the left with links like 'EPA Portal Home', 'EMP Home Page', 'Reports', 'Downloads', 'Help', 'Version', 'Edit Organization', and 'Organization List'. The top header features the EPA logo and the text 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. Below the header, there's a navigation bar with buttons for 'Home', 'Equipment', 'Equipment Service', 'Parts & Supplies', 'Transfers', 'Field Check In/Out', and 'Administration'. The main content area is titled 'Organization Information' and contains several sections: 'Organization Information' with fields for 'Name' (containing '3M') and 'Acronym'; 'Location' with a table for address entries (including 'Address Type', 'Address Line 1\*', 'Address Line 2', 'City\*', 'State/Province', and 'Country'); 'Contact' with fields for 'Point of Contact', 'Telephone Number', 'Fax Number', 'Email Address', and 'Website Address'; 'Type' with a dropdown menu set to 'Private'; 'Private Vendor/Company Information' with checkboxes for 'Duns Number', 'GSA Vendor', 'Manufacturer', 'Supplier', and 'Shipper'; and 'Additional Information' with a 'Current' dropdown set to 'Y' and a 'Description' text area. At the bottom, there are 'Save' and 'Cancel' buttons, and a footer with links to 'EPA Home', 'Privacy and Security Notice', and 'Contact Us'.

3. The following fields can be edited:

#### Organization Information

- **Name:** Name of the Company/Organization. Manually enter/edit information in this field. (This field is mandatory)
- **Acronym:** Acronym of the Company/organization. Manually enter/edit information in this field.

#### Location

- a. Locations can be deleted by clicking the **Delete** link to the left of the Address.
- b. A new Location can be added by clicking **Add Location** to the right of the Location line after entering the information detailed below.

- c. To save any changed information for an existing Location, click Save Location to the right of the Location line.

### Editable Fields:

- **Address Type:** The type of address for the Company/Organization, for example Mailing, Physical or Other. Select an option from the **Address Type** drop-down list.
- **Address Line 1:** Address for the Company/Organization. Manually enter/edit information in this field. (This field is mandatory)
- **Address Line 2:** Address for the Company/Organization. Manually enter/edit information in this field.
- **City:** City where the Company/Organization is located. Manually enter/edit information in this field. (This field is mandatory)
- **State/Province:** State/Province where the Company/Organization is located. Select an option from the **State/Province** drop-down list for United States. For other Countries, manually enter/edit information in this field.
- **Country:** Country where the Company/Organization is located. Select an option from the **Country** drop-down list.
- **Zip Code:** ZIP Code of the Company/Organization. Manually enter/edit information in this field. (This field is mandatory)

### Contact

- **Point of Contact:** Name of the Point of Contact for this Company/Organization. Click the [Pick Person](#) link to the right of the **Point of Contact** field to select a person. Click **Clear** to clear all information from this field.
- **Telephone Number:** The telephone number of the Point of Contact for the Company/Organization. Manually enter/edit information in this field.
- **Fax Number:** The Fax number of the Point of Contact for the Company/Organization. Manually enter/edit information in this field.
- **Email Address:** The e-mail address of the Point of Contact for the Company/Organization. Manually enter/edit information in this field.
- **Website Address:** The Web site address for the Company/Organization. Manually enter/edit information in this field.

### Type

Type is not an editable field once it is defined while adding an Organization/Company in the system.

### Private Vendor/Company Information

This section is only viewable if the **Type** field is set to **Private**.

- **Duns Number:** The Data Universal Numbering System (DUNS) number assigned by Dun and Bradstreet to identify unique business establishments. Manually enter/edit this information.
- **GSA Vendor:** Is this Company/Organization a GSA approved vendor? Select **Y/N** from the **GSA Vendor** drop-down list.
- **Manufacturer:** Is this Company/Organization a Manufacturer? Select **Y/N** from the **Manufacturer** drop-down list.
- **Supplier:** Is this Company/Organization a Supplier? Select **Y/N** from the **Supplier** drop-down list.
- **Shipper:** Is this Company/Organization a Shipper? Select **Y/N** from the **Shipper** drop-down list.

### Additional Information

- **Current:** Y or N indicator to signal if the Company/Organization is active. Select an option from the **Current** drop-down list.
  - **Description:** Additional information or description of the Company/Organization. Description is limited to 255 characters.
4. Click **Save**.
  5. The Company/Organization information is updated and the user is returned to the **Organization Admin** page.

### Add a Company/Organization

1. In the **Organization List** page, click the **Add Organization** link, at the bottom of the page.
2. The **Organization Info** page displays, with all fields blank.

The screenshot shows the 'Add Organization' form in the EPA Equipment Module. The form is titled 'Equipment Module' and 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. It shows a user 'John Smith' with the function 'Warehouse Manager'. The form has tabs for Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The 'Organization List' and 'Organization Info' links are visible. The form fields include: Organization Information (Name, Acronym), Location (Address Type, Address Line 1, Address Line 2, City, State/Province, Country), Contact (Point of Contact, Telephone Number, Fax Number, Email Address, Website Address), Type (Private), Private Vendor/Company Information (Duns Number, GSA Vendor, Manufacturer, Supplier, Shipper), and Additional Information (Current, Remaining Characters, Description). The 'Add' and 'Cancel' buttons are at the bottom.

3. Populate the following fields:

### Organization Information

- **Name:** Name of the Company/Organization. Manually enter information in this field. (This field is mandatory)
- **Acronym:** Acronym of the Company/organization. Manually enter information in this field.

### Location

- **Address Type:** The type of address for the Company/Organization, for example Mailing, Physical or Other. Select an option from the **Address Type** drop-down list.

- **Address Line 1:** Address for the Company/Organization. Manually enter information in this field. (This field is mandatory)
- **Address Line 2:** Address for the Company/Organization. Manually enter information in this field. (This field is optional)
- **City:** City where the Company/Organization is located. Manually enter information in this field. (This field is mandatory)
- **State/Province:** State/Province where the Company/Organization is located. Select an option from the **State/Province** drop-down list for United States. For other Countries, manually enter information in this field.
- **Country:** Country where the Company/Organization is located. Select an option from the Country drop-down list.
- **ZIP Code:** ZIP Code of the Company/Organization. Manually enter information in this field. (This field is mandatory)

### Contact

- **Point of Contact:** Name of the Point of Contact for this Company/Organization. Click the [Pick Person](#) link to the right of the **Point of Contact** field to select a person. Click **Clear** to clear all information from this field.
- **Telephone Number:** The telephone number of the Point of Contact for the Company/Organization. Manually enter information in this field.
- **Fax Number:** The Fax number of the Point of Contact for the Company/Organization. Manually enter information in this field.
- **Email Address:** The e-mail address of the Point of Contact for the Company/Organization. Manually enter information in this field.
- **Web Site Address:** The Web site address for the Company/Organization. Manually enter information in this field.

### Type

- **Type:** Type of Company/Organization. Select **Federal, Local, Private, or State** from the **Type** drop-down list.

### Private Vendor/Company Information

This section is only viewable if the **Type** field is set to **Private**.

- **Duns Number:** The Data Universal Numbering System (DUNS) number assigned by Dun and Bradstreet to identify unique business establishments. Manually enter this information.
- **GSA Vendor:** Is this Company/Organization a GSA approved vendor? Select **Y/N** from the **GSA Vendor** drop-down list.
- **Manufacturer:** Is this Company/Organization a Manufacturer? Select **Y/N** from the **Manufacturer** drop-down list.
- **Supplier:** Is this Company/Organization a Supplier? Select **Y/N** from the **Supplier** drop-down list.
- **Shipper:** Is this Company/Organization a Shipper? Select **Y/N** from the **Shipper** drop-down list.

### Additional Information

- **Current:** Y or N indicator to signal if the Company/Organization is active. Select an option from the **Current** drop-down list.
- **Description:** Additional information or description of the Company/Organization. Description is limited to 255 characters.

4. Click **Add**.
5. The new Company/Organization is added to the Company/Organization list and the user is returned to the **Organizations Info** page.

## 3.6.6 Document Types

**Definition:** Types of documents pertinent to [Equipment](#) such as User Manual, Instruction Sheets for Maintenance, Photos, Standard Operating Procedures, Maintenance Logs, etc.

**Usage:** The type has to be specified while capturing documents for [Equipment Model](#), [Parts & Supplies](#), and [Maintenance Logs](#). The Add Document feature for Equipment Model, Parts & Supplies, and Maintenance Logs within the application presents list values of Document Types for selection.

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Document Types** from the **Administration** tab.
2. The **Document Types** page displays.

The screenshot shows the 'Equipment Module' interface for John Smith, with the 'Administration' tab selected. The 'Document Types' section displays a list of 12 items. The following table represents the data shown in the screenshot:

Name	Description
<a href="#">Instruction Sheets</a>	For equipment
<a href="#">Maintenance Manual</a>	For equipment maintenance
<a href="#">Owners Manual</a>	For owners manuals.
<a href="#">Photos</a>	For equipment and parts pictures

3. From this screen Warehouse Managers can:
  - [View/Edit Document Types](#)
  - [Add Document Types](#), which will be added to the **Document Type List**.

### View/Edit Document Types

1. To view/edit Document Types click the **Document Type Name** link, listed in the **Name Column** in the **Document Type Admin** page.
2. The **Document Type Info** page displays.

The screenshot shows the 'Document Type Info' page for 'Maintenance Manual'. The form contains the following fields:

- Name:** Maintenance Manual
- Remaining Characters:** 255
- Description:** For equipment maintenance
- Current Indicator:** Y

Buttons for 'Save' and 'Cancel' are visible at the bottom of the form.

3. Warehouse Managers can edit the following fields:

- **Name:** Name of the Document Type. Manually enter/edit information in this field. (This field is mandatory)
  - **Description:** A description of the Document Type. Manually enter/edit information in this field. Users are limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is currently available to describe Documents.
4. Click **Save**.
  5. Updates to the Document Type Info are saved and the user is returned to the **Document Type Admin** page.

### Add Document Types

1. In the **Document Type Admin** page, click the **Add Document Type** link.
2. The **Document Type Info** page displays, with all fields blank.

The screenshot shows the 'Document Type Info' page in the EPA Equipment Module. The page header includes the EPA logo and the text 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. Below the header, the user 'John Smith' is logged in with the function 'Warehouse Manager'. The page has a navigation bar with tabs: Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The 'Document Type Info' tab is selected, showing a form with the following fields: 'Name' (mandatory), 'Description' (limited to 255 characters), and 'Current Indicator' (Y/N). There are 'Add' and 'Cancel' buttons at the bottom left of the form area. A footer at the bottom of the page contains links for 'EPA Home', 'Privacy and Security Notice', and 'Contact Us'.

3. Populate the following fields:
  - **Name: Name of the Document Type.** Manually enter information in this field. (This field is mandatory)
  - **Description:** A description of the Document Type. Manually enter information in this field. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is currently available to describe Documents.
4. Click **Add**.
5. The new Document Type is added and the user is returned to the **Document Type Admin** page.

### 3.6.7 Equipment Usage Types

**Definition:** The manner in which [Equipment](#) may be used for example Field Use, Training, Demo etc.

**Usage:** The Add/Edit Equipment feature presents list of Usage types for selection on Equipment Info page.

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Equipment Usage Types** from the **Administration** tab.
2. The **Equipment Usage Type Admin** page displays.



U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment/UsageType Admin >

Add Equipment Usage Type

All Equipment Usage Type List:

7 items found, displaying all items.

Name	Description	Current Indicator
Any		Y
Demo	Equipment used for Demo purpose	Y
Field Use	Equipment used for Fields use purpose	Y
Other	Other Uses	Y
Training	Equipment used for Training purpose	Y

Add Equipment Usage Type

EPA Home | Privacy and Security Notice | Contact Us

3. From this screen Warehouse Managers can:

- [View/Edit Equipment Usage Types](#)
- [Add Equipment Usage Types](#), which will be added to the **Equipment Usage Type List**.

## View/Edit Equipment Usage Types

1. To edit Usage Types click the **Usage Type Name**, listed in the **Name Column** in the **Equipment Usage Type Admin** page.
2. The **Equipment Usage Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment/UsageType Admin > Equipment Usage Type Info >

Equipment Usage Type Information: \* Indicates Required

Name: Demo

Remaining Characters: 255

Description: Equipment used for Demo purpose

Current Indicator: Y

Save Cancel

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3. Users can edit the following fields:

- **Name:** Name of the Equipment Usage Type. Manually enter/edit information in this field. (This field is mandatory)
- **Description:** A description of the Equipment Usage Type. Manually enter/edit information in this field. Description is limited to 255 characters.
- **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is currently available to describe the manner in which Equipment would be used.

4. After populating the Equipment Usage Type Info fields click **Save**.

5. Updates to the Equipment Usage Type Info are saved and the user is returned to the **Equipment Usage Type Admin** page.

## Add Equipment Usage Type

1. In the **Equipment Usage Type Admin** page, click the **Add Equipment Usage Type** link.
2. The **Equipment Usage Type Info** page displays, with all fields blank.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Usage Type Admin > Equipment Usage Type Info >

Equipment Usage Type Information: \* Indicates Required

Name:

Remaining Characters: 255

Description:

Current Indicator: ☐ Y ☐ N

Add Cancel

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3. Populate the following fields:

- **Name:** Name of the Equipment Usage Type. Manually enter information in this field. (This field is mandatory)
- **Description:** A description of the Equipment Usage Type. Manually enter information in this field. Description is limited to 255 characters.
- **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is currently available to describe the manner in which Equipment would be used.

4. After populating the Equipment Usage Type Info fields click **Add**.

5. The new Equipment Usage Type is added and the user is returned to the **Equipment Usage Type Admin** page.

### 3.6.8 Media Types

**Definition:** Media present in the environment such as Air, Dust, Leachate, Oil, Sediment, Water, Sludge, Soil etc.

**Usage:** The application provides features to specify the medium for a model of [Equipment](#) or [Parts & Supplies](#) and provides this information on the [Equipment Model](#) Info page and the Parts & Supplies Model Info page. Any media for a model can be added/deleted via the Add link provided in Media section on these pages. Warehouse managers and field personnel can use this information to determine whether Equipment is suitable to detect a contaminant in any particular media.

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Media Types** from the **Administration** tab.
2. The **Media Type Admin** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Media Type Admin >

[Add Media Type](#)

All Media Types List: \* Indicates Required

88 items found, displaying 1 to 20.  
[First] [Prev] 1 2 3 4 5 (Next) [Last]

	Name	Description	Current Indicator	
<a href="#">edit</a>	Aerosols		<input checked="" type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	Air		<input checked="" type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	Air Pressure		<input checked="" type="checkbox"/>	<a href="#">Update</a>

[Add Media Type](#)

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

3. From this screen Warehouse Managers can:

- [Update Media Types](#)
- [Add Media Types](#), which will be added to the **Media Type List**.

### Update Media Types

Users can Update a Media Type in two different ways.

#### Update Media Types on the Media Type Admin page - Method 1

Media Type Name, Media Type Description, and Current Indicator can be updated from the **Media Type Admin** page. The Current Indicator signifies whether or not a Media is available to describe the Venue of a location. For updating in the **Media Type List** displayed in the **Media Type Admin** page a checked box signifies the term is available, while an unchecked box signifies the term is **not** available.

1. To update Media Types enter or amend existing information in the **Media Type Name** and/or **Media Type Description** text boxes. Check or un-check the **Current Indicator** box.
2. Click **Update**.
3. The **Media Type List** is displayed in the **Media Type Admin** page with the amended Media Type updated.

#### Edit a Media Type on the Media Type Info page - Method 2

1. Click the **edit** link to the left of the Media Type listed in the **Name Column** of the **Media Type Admin** page.
2. The **Media Type Info** page displays.

The screenshot shows the 'Media Type Info' page within the EPA Equipment Module. The page has a blue header with the EPA logo and the text 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. Below the header, there is a navigation bar with links: Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The user is logged in as John Smith, with the function 'Warehouse Manager'. The main content area is titled 'Media Type Information' and contains a form with the following fields: Name (Air Quality), Remaining Characters (255), Description (a large text area), and Current Indicator (Y). There are 'Save' and 'Cancel' buttons at the bottom of the form. A footer link 'EPA Home' is visible at the bottom of the page.

3. Users can edit the following fields:
  - **Name:** Name of the Media Type. Manually enter/edit information in this field. (This field is mandatory)
  - **Description:** A description of the Media Type. Manually enter/edit information in this field. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not a Media is available to describe the Venue of a location.
4. Click **Save**.
5. Updates to the Media Type Info are saved and the user is returned to the **Media Type Admin** page.

### Add Media Types

Users can Add a Media Type in two different ways.

#### Add Media Type Method 1:

1. Find the last row in the **Media Type** list in the **Media Type Admin** page - this will be on the last page of the list.

- This row should display blank **Name**, **Description**, and **Current Indicator** fields.
- Populate the blank fields:
  - Name:** Name of the Media Type. Manually enter information in this field. (This field is mandatory)
  - Description:** A description of the Media Type. Manually enter information in this field. Description is limited to 255 characters.
  - Current Indicator:** An indicator (Y/N), which signifies whether or not a Media is available to describe the Venue of a location.
- Click **Add** in the last column, for the new Media Type.
- The **Media Type Admin** page displays with the new Media Type.

### Add Media Type Method 2:

- In the **Media Type Admin** page, click the **Add Media Type** link.
- The **Media Type Info** page displays, with all fields blank.

The screenshot shows the 'Media Type Info' page within the EPA Equipment Module. The page has a blue header with the EPA logo and 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. Below the header is a navigation bar with tabs: Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The 'Equipment' tab is selected. The page title is 'Media Type Info'. The form contains three fields: 'Name' (mandatory), 'Description' (limited to 255 characters), and 'Current Indicator' (Y/N). There are 'Add' and 'Cancel' buttons at the bottom. A footer bar contains links to EPA Home, Privacy and Security Notice, and Contact Us.

- Populate the following fields:
  - Name:** Name of the Media Type. Manually enter information in this field. (This field is mandatory)
  - Description:** A description of the Media Type. Manually enter information in this field. Description is limited to 255 characters.
  - Current Indicator:** An indicator (Y/N), which signifies whether or not a Media is available to describe the Venue of a location.
- Click **Add**.
- The new Media Type is added and the user is returned to the **Media Type Admin** page.

### 3.6.9 Maintenance Frequency Types

**Definition:** Intervals at which prescribed services are to be performed on [Equipment](#) as appropriate. Examples: Weekly, Monthly, Quarterly, Bi-Annually, Annually, Three Years, Every 100 hours.

**Usage:** The Maintenance Schedule Info page presents list values of Maintenance Frequencies for selection while defining details of a service applicable to a particular piece of Equipment.

- Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Maintenance Frequency Types** from the **Administration** tab.
- The **Maintenance Frequency Type Admin** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Maintenance Frequency Type Admin >

Add Maintenance Frequency Type

All Maintenance Frequency Types List:

43 items found, displaying 1 to 20.  
 (First|Prev|1, 2, 3|Next|Last)

Name	Description	Due Date Required	Current Indicator	Duration (days)
Alternant Month		Y	Y	60
Annual		Y	Y	365
As Needed		N	Y	0
Bi-Yearly-0927	test description	Y	Y	10
Bi-Annual		Y	Y	180
Bi-Monthly		Y	Y	60

Add Maintenance Frequency Type

EPA Home | Privacy and Security Notice | Contact Us

3. From this screen, Warehouse Managers can:

- [View/Edit Maintenance Frequency Types](#)
- [Add Maintenance Frequency Types](#), which will be added to the **Maintenance Frequency List**.

### View/Edit Maintenance Frequency Types

1. To view/edit Maintenance Frequency Types click the **Maintenance Frequency Type Name** link, listed in the **Name Column** in the **Maintenance Frequency Type Admin** page.
2. The **Maintenance Frequency Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Maintenance Frequency Type Admin > Maintenance Frequency Type Info >

Maintenance Frequency Type Information: \* Indicates Required

Name: As Needed

Remaining Characters: 182

Description: Maintenance and Repairs of Equipment and Parts is per an As Needed basis.

Duration (days): 182

Due Date Required?: N

Current Indicator: Y

Save Cancel

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3. Users can edit the following fields:

- **Name:** Name of the Maintenance Frequency Type. Manually enter/edit information in this field. (This field is mandatory)
- **Description:** A description of the Maintenance Frequency Type. Manually enter/edit information in this field. Description is limited to 255 characters.
- **Duration (days):** The duration of maintenance frequency in days. Manually enter/edit information in this field.
- **Due Date Required?:** Indicates if a due date is required for the frequency. Select **Y** or **N** from the **Due Date Required?** drop-down list.
- **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is currently available to describe the frequency of Maintenance Schedule for Equipment.

4. Click **Save**.

5. Updates to the Maintenance Frequency Type Info are saved and the user is returned to the **Maintenance Frequency Type Admin** page.

### Add Maintenance Frequency Types

1. In the **Maintenance Frequency Type Admin** page, click the **Add Maintenance Frequency Type** link.
2. The **Maintenance Frequency Type Info** page displays, with all fields blank.

The screenshot displays the 'Maintenance Frequency Type Info' page within the EPA Equipment Module. The page is titled 'Maintenance Frequency Type Information' and includes a red asterisk indicating required fields. The form contains the following fields:

- Name:** A text input field with a red asterisk indicating it is required.
- Remaining Characters:** A text input field showing '255'.
- Description:** A large text area for entering a description.
- Duration (days):** A text input field.
- Due Date Required?:** A dropdown menu with 'Y' selected.
- Current Indicator:** A dropdown menu with 'Y' selected.

At the bottom left of the form are 'Add' and 'Cancel' buttons. The page footer includes links for 'EPA Home', 'Privacy and Security Notice', and 'Contact Us'.

3. Populate the following fields:

- **Name:** Name of the Maintenance Frequency Type. Manually enter information in this field. (This field is mandatory)
- **Description:** A description of the Maintenance Frequency Type. Manually enter information in this field. Description is limited to 255 characters.
- **Duration (days):** The duration of maintenance frequency in days. Manually enter information in this field.
- **Due Date Required?:** Indicates if a due date is required for the frequency. Select **Y/N** from the **Due Date Required?** drop-down list.
- **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is currently available to describe the frequency of Maintenance Schedule for Equipment.

4. Click **Add**.

5. The new Maintenance Frequency Type is added and the user is returned to the **Maintenance Frequency Type Admin** page.

### 3.6.10 Maintenance Types

**Definition:** Service types to be performed on [Equipment](#) as appropriate to prevent random failures and improve its performance. Examples: Functional Test, Inspection, Calibration, Filter Change, Performance Check, Pressure Testing, Sensor Change, Battery Charge.

**Usage:** The Maintenance Schedule Info page presents list values of these types for selection while defining details of service applicable to a particular piece of Equipment. Other service-related pages, like Service Check-Out page, Scheduled Maintenance page and Service Log page present list values of these types for selection while defining details of a Repair applicable to a particular piece of Equipment.

## Equipment Module Version 6.0 User Manual

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Maintenance Types** from the **Administration** tab.
2. The **Maintenance Type Admin** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Maintenance Type Admin >

[Add Maintenance Type](#)

All Maintenance Types List:

97 items found, displaying 1 to 20. (FirstPrev12345NextLast)

Name	Description	Maintenance Type Group	Current Index
<a href="#">Air Quality Inspection</a>	This is a required inspection.	Inspection	N
<a href="#">Air Quality Test</a>		Testing	Y
<a href="#">Air Sampling</a>	Air sampling is not required.	Testing	Y
<a href="#">Annual Certification/Maintenance</a>	Maint. type	Certification	Y
<a href="#">Annual Factory Certification</a>		Certification	Y
<a href="#">Clean Equipment</a>	Clean tools for safety precautions	Checking	Y
<a href="#">Cleaning</a>	Maint. type	Servicing	Y
<a href="#">Confidence Test</a>		Testing	Y

[Add Maintenance Type](#)

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

3. From this screen Warehouse Managers can:
  - [View/Edit Maintenance Types](#)
  - [Add Maintenance Types](#), which will be added to the **Maintenance Type List**.

### View/Edit Maintenance Types

Warehouse Managers cannot edit Maintenance Type information.

1. To view/edit Maintenance Type information, click the **Maintenance Type Name** link, listed in the **Name Column** in the **Maintenance Type Admin** page.
2. The **Maintenance Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Maintenance Type Admin > Maintenance Type Info >

Maintenance Type Information: \* Indicates Required

Name: Clean Equipment

Description: Clean tools for safety precautions

Maintenance Type Group: Checking

[Back](#)

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

3. Users can view the following fields:
  - **Name:** Name of the Maintenance Type. Manually enter/edit information in this field. (This field is mandatory)
  - **Description:** A description of the Maintenance Type. Manually enter/edit information in this field. Description is limited to 255 characters.
  - **Maintenance Type Group:** The type of Maintenance, such as Certification, Inspection, Replacement, Servicing, etc. To populate this field select the appropriate option from the **Maintenance Type Group** drop-down list.
4. Click **Back**.
5. The user is returned to the **Maintenance Type Admin** page.

### Add Maintenance Types

## Equipment Module Version 6.0 User Manual

1. In the **Maintenance Type Admin** page, click the **Add Maintenance Type** link.
2. The **Maintenance Type Info** page displays, with all fields blank.

The screenshot shows the 'Equipment Module' interface for a 'Warehouse Manager' user. The left sidebar contains links: EPA Portal Home, EMP Home Page, Reports, Downloads, Help, Version, Add Maintenance Type, and Maintenance Type List. The main content area is titled 'Maintenance Type Information' and includes a breadcrumb trail 'Maintenance Type Admin > Maintenance Type Info >'. It features three input fields: 'Name' (mandatory), 'Description' (limited to 255 characters), and 'Maintenance Type Group' (a dropdown menu). 'Add' and 'Cancel' buttons are at the bottom left. A footer bar contains links to EPA Home, Privacy and Security Notice, and Contact Us.

3. Populate the following fields:
  - **Name: Name of the Maintenance Type.** Manually enter information in this field. (This field is mandatory)
  - **Description:** A description of the Maintenance Type. Manually enter information in this field. Description is limited to 255 characters.
  - **Maintenance Type Group:** The type of Maintenance, such as Certification, Inspection, Replacement, Servicing, etc. To populate this field select the appropriate option from the **Maintenance Type Group** drop-down list. (This field is mandatory)
4. Click **Add**.
5. The new Maintenance Type is added and the user is returned to the **Maintenance Type Admin** page.

### 3.6.11 Material Types

**Definition:** Types of materials with which [Equipment](#) is manufactured such as Glass, Plastic, Fiberglass, Rubber, Steel etc.

**Usage:** The Add/Edit [Equipment Model](#) feature presents list of material for selection on Equipment Model Info page.

This information will help field personnel to use extra care while handling Equipment made out of fragile material.

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Material Types** from the **Administration** tab.
2. The **Equipment Material Type Admin** page displays.



U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Material Type Admin >

Add Equipment Material Type

All Equipment Material Type List:

15 items found, displaying all items.

Name	Description	Current Indicator
Bronze	Equipment made of bronze material.	Y
Chromium	Equipment made of Chromium Sorbate	Y
Glass	Equipment made of Glass	Y

Add Equipment Material Type

EPA Home Privacy and Security Notice Contact Us

- From this screen Warehouse Managers can:
  - [View/Edit Equipment Material Types](#)
  - [Add Equipment Material Types](#), which will be added to the **Equipment Material Type List**.

## View/Edit Equipment Material Types

- To edit Material Types click the **Material Type Name** link, listed in the **Name Column** in the **Equipment Material Type Admin** page.
- The **Equipment Material Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Material Type Admin > Equipment Material Type Info >

Equipment Material Type Information: \*Indicates Required

Name: Glass

Remaining Characters: 255

Description: Equipment made of Glass

Current Indicator: Y

Save Cancel

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- Users can edit the following fields:
  - Name:** Name of the Material Type. Manually enter/edit information in this field. (This field is mandatory)
  - Description:** A description of the Material Type. Manually enter/edit information in this field. Description is limited to 255 characters.
  - Current Indicator:** An indicator (Y/N), which signifies whether or not a list value is currently available to describe the material used to manufacture Equipment.
- After populating the Equipment Material Type Info fields click **Save**.
- Updates to the Equipment Material Type Info are saved and the user is returned to the **Equipment Material Type Admin** page.

## Add Equipment Material Type

- In the **Equipment Material Type Admin** page, click the **Add Equipment Material Type** link.
- The **Equipment Material Type Info** page displays, with all fields empty.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Material Type Admin > Equipment Material Type Info >

Equipment Material Type Information: \*Indicates Required

Name:

Remaining Characters: 255

Description:

Current Indicator: ☐ Y ☐ N

Add Cancel

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3. Populate the following fields:

- **Name: Name of the Material Type.** Manually enter information in this field. (This field is mandatory)
- **Description:** A description of the Material Type. Manually enter information in this field. Description is limited to 255 characters.
- **Current Indicator:** An indicator (Y/N), which signifies whether or not a list value is currently available to describe the material used to manufacture Equipment.

4. After populating the Equipment Material Type Info fields click **Add**.

5. The new Equipment Material Type is added and the user is returned to the **Equipment Material Type Admin** page.

### 3.6.12 Mobility Types

**Definition:** The manner in which [Equipment](#) needs to be physically handled or moved around.

Examples: Hand-held, Mobile laboratory, Mobile.

**Usage:** The Add/Edit [Equipment Model](#) feature within the application presents a list of possible types of mobility for selection on the Equipment Model Info page. Warehouse managers and field personnel can use this information to determine transportation needs of Equipment.

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Mobility Types** from the **Administration** tab.
2. The **Mobility Type Admin** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Mobility Type Admin >

Add Mobility Type

All Mobility Types List: \*Indicates Required

12 Items found, displaying all items.

	Name	Description	Current Indicator	
<a href="#">edit</a>	Hand Held	Equipment must be han	<input type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	Hand-held 643		<input checked="" type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	Mobile		<input type="checkbox"/>	<a href="#">Update</a>

[Add Mobility Type](#)

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3. From this screen Warehouse Managers can:

- [Update Mobility Types](#)

- [Add Mobility Types](#), which will be added to the **Mobility Type List**.

### Update Mobility Types

Users can Update a Mobility Type in two different ways.

#### Update Mobility Types on the Mobility Type Admin page - Method 1

Mobility Type Name, Mobility Type Description, and Current Indicator can be updated from the **Mobility Type Admin** page. The Current Indicator signifies whether or not a term is available to describe the manner in which Equipment can be physically handled or moved around. For updating in the **Mobility Type List** displayed in the **Mobility Type Admin** page a checked box signifies that the term is available, while an unchecked box signifies that the term is **not** available.

1. To update Mobility Types enter or amend existing information in the **Mobility Type Name** and/or **Mobility Type Description** text boxes. Check or un-check the **Current Indicator** box.
2. Click **Update**.
3. The **Mobility Type List** is displayed in the **Mobility Type Admin** page with the amended Mobility Type updated.

#### Edit Mobility Types on the Mobility Type Info page - Method 2

1. To edit Mobility Types click the **edit** link to the left of the Mobility Type listed in the **Name Column** of the **Mobility Type Admin** page.
2. The **Mobility Type Info** page displays.

The screenshot shows the 'Equipment Module' interface for the U.S. Environmental Protection Agency. The user is logged in as John Smith with the function of Warehouse Manager. The main navigation bar includes tabs for Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The left sidebar contains links for EPA Portal Home, EMP Home Page, Reports, Downloads, Help, Version, Add Mobility Type, and Mobility Type List. The main content area is titled 'Mobility Type Information' and contains a form for editing a Mobility Type. The form has three fields: Name (Hand Held), Description (empty), and Current Indicator (N). The Name field has a remaining character count of 255. The Description field has a character limit of 255. The Current Indicator is a dropdown menu. There are Save and Cancel buttons at the bottom of the form. A footer link for EPA Home is also visible.

3. Users can edit the following fields:
  - **Name:** Name of the Mobility Type. Manually enter/edit information in this field. (This field is mandatory)
  - **Description:** A description of the Mobility Type. Manually enter/edit information in this field. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is available to describe the manner in which Equipment can be physically handled or moved around.
4. Click **Save**.
5. Updates to the Mobility Type Info are saved and the user is returned to the **Mobility Type Admin** page.

### Add Mobility Type

Users can Add a Mobility Type two different ways:

#### Add Mobility Type Method 1:

1. Find the last row in the **Mobility Type** list in the **Mobility Type Admin** page - this will be on the last page of the list.

2. This row should display blank **Name**, **Description**, and **Current Indicator** fields.
3. Populate the blank fields:
  - **Name:** Name of the Mobility Type. Manually enter information in this field. (This field is mandatory)
  - **Description:** A description of the Mobility Type. Manually enter information in this field. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is available to describe the manner in which Equipment can be physically handled or moved around.
4. Click **Add** in the last column, for the new Mobility Type.
5. The **Mobility Type Admin** page displays with the new Mobility Type.

### Add Mobility Type Method 2:

1. In the **Mobility Type Admin** page, click the **Add Mobility Type** link at the bottom of the page.
2. The **Mobility Type Info** page displays, with all fields blank.

3. Populate the following fields:
  - **Name:** Name of the Mobility Type. Manually enter information in this field. (This field is mandatory)
  - **Description:** A description of the Mobility Type. Manually enter information in this field. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is available to describe the manner in which Equipment can be physically handled or moved around.
4. Click **Add**.
5. The new Mobility Type is added and the user is returned to the **Mobility Type Admin** page.

### 3.6.13 Equipment Nomenclature

**Definition:** Standard taxonomy for classifying [Equipment](#) used by EPA.

All pieces of equipment are required to be classified according to [Equipment Nomenclature](#) while parts and supplies need not necessarily be classified.

The Nomenclature consists of the following four levels of classification:

- **Purpose Level 1:** Term that represents the purpose of Equipment. Examples: Analytical, Communications, Decontamination, Detection, Diving, Sampling, Transportation.
- **Category Level 2:** Term that represents a category under which Equipment can be grouped. Examples: Instrumentation, Radio, Phone, Respiratory Protection.

- **Type Level 3:** Term that represents Equipment types. Examples: Autoclave, Balance, Blender, Centrifuge, Desiccators, Fume Hood, Hot Plate, Gas Chromatograph, Photometer, Stirrer, Incubator.
  - **Characteristics Level 4:** Term that represents Characteristics with which Equipment can be classified. Examples: Sensor, Detector tubes, Chips, Strip, Alpha detector, Chem-Cassette.
1. Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Equipment Nomenclature** from the **Administration** tab.
  2. The **Equipment Nomenclature** page displays a list of Classifications in the system. Sort feature is available on all columns of the list. To sort the list, click the link or up/down arrow on the column headers.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Nomenclature >

Search By Status: ☐ Approved ☐ Unapproved

Search by Keyword in Classification: Keyword:  Search Keyword

Search by Equipment Classification:

Purpose:  select Category:  select Type:  select Characteristic:  select

Available Equipment Classification:

1,991 items found, displaying 1 to 50.

[First] [Prev] 1 2 3 4 5 6 7 8 [Next] [Last]

Nomenclature Number	Purpose (Level 1)	Category (Level 2)	Type (Level 3)	Characteristic (Level 4)	Equipment Model	Manufacturer	Stock Availability/Concentration	U
12417	Analytical	Equipment	Auto Sampler/Injector	n/a	Ultra TO Autosampler	Markes		Equip
10025	Analytical	Equipment	Auto Sampler/Injector	n/a	Auto Sampler/Injector (no model number)			Equip
12411	Analytical	Equipment	Auto Sampler/Injector	n/a	7032A-L Minican Autosampler	Entech		Equip
12415	Analytical	Equipment	Auto Sampler/Injector	n/a	MPS2 Autosampler	Gerstel		Equip

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3. From this page Warehouse Managers can view the hierarchy and structure of Nomenclature Classification.
4. Users can search for Classifications using several methods:
  - **Status:** Select **Approved** or **Unapproved**.
  - **Keyword:** Enter a keyword then click **Search Keyword**.
  - **Classification:** Select as many options as possible from the **Search by Equipment Classification** drop-down lists.
5. Click **Refresh** to display results based on the criteria in Step 4.
6. From this screen, Warehouse Managers can:
  - [View Classifications](#)

### View Classifications

1. Click the desired classification level in the **Classification List**.
2. The **Purpose Info** page displays.

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Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Nomenclature > Purpose Info >

Purpose Information:

Purpose (Level 1): Analytical  
Description:  
Approved: Y  
Current: Y

Category (Level 2)	Approved	Description
<a href="#">Instrumentation</a>	Y	
<a href="#">Sample</a>	Y	
<a href="#">Air</a>	Y	
<a href="#">Equipment</a>	Y	

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- To view additional classification levels, select a Category (Level 2) classification.
- The **Category Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Nomenclature > Purpose Info > Category Info >

Category Information:

Purpose (Level 1): Analytical  
Category (Level 2): Instrumentation  
Description:  
Approved: Y  
Current: Y

Type (Level 3)	Approved	Description
<a href="#">Atomic Absorption Furnace</a>	Y	
<a href="#">Colorimeter</a>	Y	
<a href="#">Flash Point Tester</a>	Y	
<a href="#">Gas Chromatograph</a>	Y	
<a href="#">High Pressure Liquid Chromatography (HPLC)</a>	Y	
<a href="#">Liquid Chromatography (LC)</a>	Y	
<a href="#">Photometer</a>	Y	
<a href="#">Spectrometer</a>	Y	
<a href="#">Tool</a>	Y	

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- To view additional classification levels, select a Type (Level 3) classification.
- The **Equipment Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Nomenclature > Purpose Info > Category Info > Type Info >

Type Information:

Category (Level 2): Analytical > Instrumentation  
 Type (Level 3): Photometer  
 Description:  
 Approved: Y  
 Current: Y

Characteristic (Level 4)	Approved	Description
Fluorescence	Y	
Inductively Coupled Plasma (ICP)	Y	
Infrared (IR)	Y	
n/a	Y	
Nuclear Magnetic Resonance (NMR)	Y	
Ultraviolet (UV)	Y	
Visible	Y	

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7. To view additional classification levels, select a Characteristic (Level 4) classification.
8. The **Characteristic Info** page displays.

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Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Equipment Nomenclature > Purpose Info > Category Info > Type Info > Characteristic Info >

Characteristic Information:

Type (Level 3): Analytical > Instrumentation > Photometer  
 Characteristic (Level 4): Fluorescence  
 Description:  
 Approved: Y  
 Current: Y

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## 3.6.14 Parts & Supplies Nomenclature

**Definition:** Standard taxonomy for classifying [Parts & Supplies](#) used by EPA.

All parts and supplies need not necessarily be classified according to [Nomenclature](#).

The Nomenclature consists of the following four levels of classification:

- **Purpose Level 1:** Term that represents the purpose of Parts & Supplies. Examples: Analytical, Communications, Decontamination, Detection, Diving, Sampling, Transportation.
  - **Category Level 2:** Term that represents a category under which Parts & Supplies can be grouped. Examples: Instrumentation, Radio, Phone, Respiratory Protection.
  - **Type Level 3:** Term that represents Parts & Supplies types. Examples: Autoclave, Balance, Blender, Centrifuge, Desiccators, Fume Hood, Hot Plate, Gas Chromatograph, Photometer, Stirrer, Incubator.
  - **Characteristics Level 4:** Term that represents Characteristics with which Parts & Supplies can be classified. Examples: Sensor, Detector tubes, Chips, Strip, Alpha detector, Chem-Cassette.
1. Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Parts & Supplies Nomenclature** from the **Administration** tab.

## Equipment Module Version 6.0 User Manual

- The **Parts Nomenclature** page displays a list of Classifications in the system. Sort feature is available on all columns of the list. To sort the list, click the link or up/down arrow on the column headers.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Parts Nomenclature >

Search By Status: ☐ Approved ☐ Unapproved Search by Keyword in Classification: Keyword: Search Keyword

Search by Parts and Supplies Classification: Purpose: select Category: select Type: select Characteristic: select

Available Part and Supplies Classification:

1,246 items found, displaying 1 to 50. (First|Prev|1|2|3|4|5|6|7|8|Next|Last)

Nomenclature Number	Purpose (Level 1)	Category (Level 2)	Type (Level 3)	Characteristics (Level 4)	Parts Model	Manufacture	Sort
10029	Analytical	Equipment	Blender	n/a	Blender (no model number)		Equip
10031	Analytical	Equipment	Dessicator	n/a	Dessicator (no model number)		Equip
12290	Analytical	Equipment	Flowmeter	n/a	Flowmeter (no model number)		Equip
	Analytical	Equipment	Nitrogen Evaporation System	n/a			
	Analytical	Equipment	Regulator	n/a			

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- From this page users can view the hierarchy and structure of Nomenclature Classification.
- Users can search for Classifications using several methods:
  - Status:** Select **Approved** or **Unapproved**.
  - Keyword:** Enter a keyword then click **Search Keyword**.
  - Classification:** Select as many options as possible from the **Search by Parts & Supplies Classification** drop-down lists.
- Click **Refresh** to display results based on the criteria in Step 4.
- From this screen, Warehouse Managers can:
  - [View Classifications](#)

### View Classifications

- Click the desired classification level in the **Classification List**.
- The **Purpose Info** page displays.



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The screenshot shows the 'Equipment Module' interface for John Smith, with the role of Warehouse Manager. The left sidebar contains links to EPA Portal Home, EMP Home Page, Reports, Downloads, Help, Version, and Edit Purpose. The top navigation bar includes Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The breadcrumb trail is 'Parts Nomenclature > Purpose Info >'. The 'Purpose Information' section displays: Purpose (Level 1): Communications, Description: ff, Approved: Y, and Current: Y. Below this is a table with columns 'Category (Level 2)', 'Approved', and 'Description'. The table lists various categories like Noise Reduction, Megaphone/Bullhorn, Public Announcement System, Pager, Radio, Siren, Audio System, Supplies, and Phone, all marked as 'Approved' (Y). A 'Back' button is at the bottom left. At the bottom of the page are links for EPA Home, Privacy and Security Notice, and Contact Us.

Category (Level 2)	Approved	Description
Noise Reduction	Y	
Megaphone/Bullhorn	Y	
Public Announcement System	Y	
Pager	Y	
Radio	Y	
Siren	Y	
Audio System	Y	
Supplies	Y	
Phone	Y	d

- To view additional classification levels, select a Category (Level 2) classification.
- The **Category Info** page displays.

The screenshot shows the 'Equipment Module' interface for John Smith, with the role of Warehouse Manager. The left sidebar contains links to EPA Portal Home, EMP Home Page, Reports, Downloads, Help, Version, and Edit Category. The top navigation bar includes Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The breadcrumb trail is 'Parts Nomenclature > Purpose Info > Category Info >'. The 'Category Information' section displays: Purpose (Level 1): Communications, Category (Level 2): Radio, Description: , Approved: Y, and Current: Y. Below this is a table with columns 'Type (Level 3)', 'Approved', and 'Description'. The table lists various types like Accessory, Antenna, Base, Portable, and Walkie Talkie, all marked as 'Approved' (Y). A 'Back' button is at the bottom left. At the bottom of the page are links for EPA Home, Privacy and Security Notice, and Contact Us.

Type (Level 3)	Approved	Description
Accessory	Y	
Antenna	Y	
Base	Y	
Portable	Y	
Walkie Talkie	Y	

- To view additional classification levels, select a Type (Level 3) classification.
- The **Type Info** page displays.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Parts Nomenclature > Purpose Info > Category Info > Type Info >

Type Information:

Category (Level 2): Communications > Radio  
Type (Level 3): Accessory  
Description:  
Approved: Y  
Current: Y

Characteristic (Level 4)	Approved	Description
<a href="#">Amplifier</a>	Y	
<a href="#">Amplifier</a>	Y	
<a href="#">Band Pass Filter</a>	Y	
<a href="#">Base Station</a>	Y	
<a href="#">Batteries</a>	Y	

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7. To view additional classification levels, select a Characteristic (Level 4) classification.
8. The **Characteristic Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Parts Nomenclature > Purpose Info > Category Info > Type Info > Characteristic Info >

Characteristic Information: \* Indicates Rec

Type (Level 3): Communications > Radio > Accessory  
Characteristic (Level 4): Cloning Cable  
Description:  
Approved: Y  
Current: Y

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### 3.6.15 Part Types

**Definition:** Terms that represents categories of Parts and Supplies such as Adapter, Battery, Cartridge, Detector Tubes etc.

**Usage:** The Add/Edit Parts & Supplies Model feature within the application presents list of Types for selection on the Parts & Supplies Model And Classification page. The application provides a search feature on the Parts And Supplies Model Search page where a type can be selected to list matching Part & Supplies.

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Warehouse Managers select [Part Types](#) from the **Administration** tab.
2. The **Part Type** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Part Type >

Add Part Type

All Part Type List:

113 items found, displaying 1 to 20.  
[\(First/Prev\)](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [Next/Last](#)

Name	Description	Current Indicator
AC Adapter		Y
AC/DC Adapter		Y
Accessory		Y
Acids		Y

Add Part Type

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3. From this screen Warehouse Managers can:

- [View/Edit Part Types](#)
- [Add Part Types](#), which will be added to the **All Part Type List**.

## View/Edit Part Types

1. To edit Part Types, select the **Part Type Name** link, listed in the **Name Column** in the **Part Type** page.
2. The **Part Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Part Type > Part Type Info >

Part Type Information: \* Indicates Required

Name: AC/DC Adapter

Remaining Characters: 255

Description:

Current Indicator: Y

Save Cancel

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3. Users can edit the following fields:

- **Name:** Name of the Part Type. Manually enter/edit information in this field. (This field is mandatory)
- **Description:** A description of the Part Type. Manually enter/edit information in this field. Description is limited to 255 characters.
- **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is currently available to describe the type of Part.

4. After populating the Part Type Info fields select the **Save** button.
5. Updates to the Part Type Info are saved and the user is returned to the **Part Type** page.

## Add Parts & Supplies Type

1. In the **Part Type** page, select the **Add Part Type** link.
2. The **Part Type Info** page displays, with all fields empty.

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Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Part Type > Part Type Info >

Part Type Information: \* Indicates Required

Name:

Remaining Characters: 255

Description:

Current Indicator: Y

Add Cancel

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### 3. Populate the following fields:

- **Name:** Name of the Part Type. Manually enter information in this field. (This field is mandatory)
- **Description:** A description of the Parts Type. Manually enter information in this field. Description is limited to 255 characters.
- **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is currently available to describe the type of Part.

4. After populating the Part Type Info fields select the **Add** button.

5. The new Part Type is added and the user is returned to the **Part Type** page.

### 3.6.16 Person(s)

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Warehouse Managers select **Person(s)** from the **Administration** tab.
2. The **Person Admin** page displays a list of Personnel in the system.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Person Admin >

Search by Person Name:

Last Name:  First Name:  Search Clear

Index by Person Last Name:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

All Person List:

Add Person

13 items found, displaying all items.

Last Name	First Name	Userid	Title	Phone	Mobile	Email	Current	Employee Number
Ackerman	Joyce T	N/A	Test title	3038284927	5555555555	test@lmc.com	Y	123456
Adair	Tim	N/A					N	
Alexander	Kent	N/A	123	3036968207		akent@epa.gov	N	
Amick	Neal	N/A					N	
Anderson	John	N/A					Y	
Anderson	Jeffrey	N/A		7852184231			N	
Andrews	Gina	N/A					N	
Andrews	Franklin	N/A					N	
Asher	Audrey	N/A				test@msn.com	Y	
Atencio	Kathie	N/A					Y	
Augustyn	J	N/A					Y	
Augustyn	James	N/A					Y	
Augustyn	Jim	N/A					N	

Add Person

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3. From this screen Warehouse Managers can:

- [Search Person information](#)
- [View/Update Person information](#)
- [Add a new person](#) to the **Person List**.

## Search Person Information

1. Users can search for a person in the Emergency Management Portal in two different ways: by **Search** function, or browsing the **Person Index**.
2. To perform a search using the **Search** function:
  - a. In the **Search by Person Name** section of the **Person Admin** page, enter either the person's last name in the **Last Name** text field, the person's first name in the **First Name** text field, or both.
  - b. Click **Search**.
  - c. The **Person List** displays, populated with the persons that meet the search criteria.

The screenshot shows the EPA Equipment Module interface. At the top, it says 'U.S. ENVIRONMENTAL PROTECTION AGENCY' and 'Equipment Module'. Below this, there's a user profile for 'John Smith' with a 'Function' dropdown set to 'Warehouse Manager'. A navigation bar includes links for Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. The main content area is titled 'Person Admin' and contains a 'Search by Person Name' section with 'Last Name' and 'First Name' input fields. The 'Last Name' field contains 'Alex'. Below this is an 'Index by Person Last Name' section with a list of letters from A to Z. The 'All Person List' section shows 'One item found' and a table with one row of data.

1	Last Name	First Name	Userid	Title	Phone	Mobile	Email	Current	Employee Number	Regis
	Alexander	Kent	N/A	123	3036968207		akent@epa.gov	N		

3. To search by browsing the **Person Index**:
  - a. Click the letter that the person's last name starts with from the list of letters in the **Index by Person Last Name** section of the **Person Admin** page.
  - b. The **Person List** displays, populated with all persons with last names starting with the selected letter.

## View/Update Person Information

1. A Warehouse Manager can view or edit a person's information by selecting either the last or first name of the desired person from the Person List.
2. The selected Person's **Person Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Person Info >](#)

**Person Information:** \* Indicates Required

Portal User Id: Not a System user

First Name:  \*

Last Name:  \*

Employee Number:

Current:

Email:  \*

Title:

Region:

Supervisor:  [Pick Person](#) [Clear](#)

HR Responsible Person:  [Pick Person](#) [Clear](#)

Office Phone:

Mobile Phone:

Remaining Characters: 255

Description:

Delete	Name	Region	Manager?	Location
<input type="checkbox"/>	Ft. Meade Warehouse	Region 3	N	Environmental Science Center 701 Mapes Road Fort Meade MD 20755-5350
<input type="checkbox"/>	Ft. Meade Health & Safety Warehouse AA	Region 3	N	Environmental Science Center 701 Mapes Road Fort Meade MD 20755-5350
<input type="checkbox"/>		FMSB	N	88 Elmede Baltimore MD 22222

Add	Name	Region	Manager?	Location
<input type="checkbox"/>	NDT	Special Teams	<input type="checkbox"/>	4900 Olympic Blvd Erlanger KY 41018
<input type="checkbox"/>	ERT-KY	Special Teams	<input type="checkbox"/>	4900 Olympic Blvd Erlanger KY 41018

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3. The following fields are editable:

- **First Name:** First name of the person. Manually enter/edit this information. (This information is required)
- **Last Name:** Last name of the person. Manually enter/edit this information. (This information is required)
- **Email:** Email address of the person. Manually enter/edit this information. (This information is required)
- **Title:** Professional Title of the person. Manually enter/edit this information.
- **Region:** EPA Region the person represents or is employed by. Select the correct EPA Region from the **Region** drop-down list.
- **Supervisor:** Supervisor of the person. Select a person from the **Pick Person List** by clicking the [Pick Person](#) link to the right of the text field to select the Supervisor's name from a list.
- **HR Responsible Person:** HR person responsible for person. Select a person from the **Pick Person List** by clicking the [Pick Person](#) link to the right of the text field to select the HR Responsible Person's name from a list..
- **Office Phone:** Office phone number of the person. Manually enter/edit this information.
- **Mobile Phone:** Cell phone number of the person. Manually enter/edit this information.
- **Description:** Provide any additional information in this text field. Manually enter/edit this information. Description is limited to 255 characters.
- **Add Warehouses:** Warehouses under the responsibility of logged user. Select the checkbox to the left of the Warehouse to include it in selected person's responsibility.

4. Click **Save**.

- The selected personnel's Person Information is updated. The user is returned to the **Person Admin** page, which displays a save success message.

### Add Person Information

- To add a new Person to the **Person List**, click the **Add Person** link on the **Person Admin** page.
- The **Person Info** page displays.

- Users can search by the Person's Last Name or First Name. Enter a name in the **Last Name** and/or the **First Name** fields and click **Search**.
- The list of possible Names to add to the **Person List** displays.

- Select the Name to add and click **Select**.
- Users return to the **Person Admin** page.

### 3.6.17 Sensor Tech Types

**Definition:** Technologies within [Equipment](#) enabling them to sense/measure temperature, pressure, flow rate, pH, intensity of light, sound, radio waves, etc. and convert their absolute value or change into a useful input signal for an information-gathering system. Examples: Air-Filled Ion Chamber, BioMass Readout (BMR), Flame Spectrophotometer, High Pressure Ionization Chamber, Pancake Geiger Mueller, Silicon Pin Diode.

**Usage:** The [Equipment Model](#) Info page facilitates users to provide this information for an Equipment Model via an Add link provided in Sensor Technology section of this page.

- Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Sensor Tech Types** from the **Administration** tab.
- The **Sensor Tech Admin** page displays the **Sensor Tech Type** list.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Sensor Tech Admin >](#)

[Add Sensor Tech Type](#)

All Maintenance Sensor Types List: \* Indicates Re

94 items found, displaying 1 to 20.  
[First]Prev 1 2 3 4 5 (Next)Last

	Name	Description	Current Indicator	
<a href="#">edit</a>	Air Proportional *		<input checked="" type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	Air-Filled Ion Chamber 2 *		<input type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	Alpha/Beta Scintillator *		<input checked="" type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	BioMass Readout (BMF) *		<input checked="" type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	Bismuth Germinate (BGI) *		<input checked="" type="checkbox"/>	<a href="#">Update</a>

[Add Sensor Tech Type](#)

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3. From this screen Warehouse Managers can:

- [Update Sensor Tech Types](#)
- [Add Sensor Tech Types](#), which will be added to the **Sensor Tech Type List**.

### Update Sensor Tech Types

Users can Update Sensor Tech Type in two different ways.

#### Update Sensor Tech Types on the Sensor Tech Admin page - Method 1

Sensor Tech Type Name, Sensor Tech Type Description, and Current Indicator can be updated from the **Sensor Tech Admin** page. The Current Indicator signifies whether or not a term (Name and/or Description) that describes a sensor technology is currently available for reference by a newly defined model of detection equipment or [Parts & Supplies](#). For updating in the **Sensor Tech Type List** displayed in the **Sensor Tech Admin** page, a checked box signifies the term is available, while an unchecked box signifies the term is **not** available.

1. To update Sensor Tech Types enter or amend existing information in the **Sensor Tech Type Name** and/or **Sensor Tech Type Description** text boxes. Check or un-check the **Current Indicator** box.
2. Click **Update**.
3. The **Sensor Tech Type List** is displayed in the **Sensor Tech Admin** page with the amended Sensor Tech Type updated.

#### Edit Sensor Tech Types on the Sensor Tech Info - Method 2

1. To edit Sensor Tech Types click the [edit](#) link to the left of a **Sensor Tech Type Name**.
2. The **Sensor Tech Info** page displays.



3. Users can edit the following fields:
  - **Name:** Term that represents a Sensor Technology Type. Examples: Lateral flow Immuno-chromatography, Real Time PCR, Fluorometry, BioMass Readout (BMR). Manually enter/edit this information in this field. (This field is mandatory)
  - **Description:** Textual description of a Sensor Technology Type. Manually enter/edit this information in this field.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not term that describes a Sensor Technology Type is currently available for reference by a newly defined model of detection Equipment or Parts & Supplies.
4. Click **Save**.
5. Updates to the Sensor Tech Type Info are saved and the user is returned to the **Sensor Tech Admin** page.

## Add Sensor Tech Types

Users can Add a Sensor tech Type two different ways.

### Add Sensor Tech Type Method 1:

1. Find the last row in the **Sensor Tech Type** list in the **Sensor Tech Info** page - this will be on the last page of the list.
2. This row displays blank **Name**, **Description**, and **Current Indicator** fields.
3. Populate the blank fields:
  - **Name:** Term that represents a Sensor Technology Type. Examples: Lateral flow Immuno-chromatography, Real Time PCR, Fluorometry, BioMass Readout (BMR). Manually enter this information. (This field is mandatory)
  - **Description:** Textual description of a Sensor Technology Type. Manually enter this information.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not term that describes a Sensor Technology Type is currently available for reference by a newly defined model of detection Equipment or Parts & Supplies.
4. Click **Add** in the last column, for the new Sensor Tech Type.
5. The **Sensor Tech Admin** page displays with the new Sensor Tech Type.

### Add Sensor Tech Type Method 2:

1. In the **Sensor Tech Admin** page, click the **Add Sensor Tech Type** link at the bottom of the page.
2. The **Sensor Tech Info** page displays, with all fields blank.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

Sensor Tech Admin > Sensor Tech Info >

Sensor Tech Type Information: \* Indicates Required

Name:  Remaining Characters: 255

Description:

Current Indicator: Y

Add Cancel

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3. Populate the following fields:

- **Name:** Term that represents a Sensor Technology Type. Examples: Lateral flow Immuno-chromatography, Real Time PCR, Fluorometry, BioMass Readout (BMR). Manually enter this information. (This field is mandatory)
- **Description:** Textual description of a Sensor Technology Type. Manually enter this information.
- **Current Indicator:** An indicator (Y/N), which signifies whether or not term that describes a Sensor Technology Type is currently available for reference by a newly defined model of detection Equipment or Parts & Supplies.

4. Click **Add**.

5. The new Sensor Tech Type is added and the user is returned to the **Sensor Tech Admin** page.

## 3.6.18 Special Handling Types

**Definition:** Recommended storage and handling criteria for [Equipment](#) in the Warehouse when not in use, such as Remove Battery on Storage, Leave Batteries on Storage, and Leave Batteries on Charge, etc.

**Usage:** The [Equipment Model](#) Info page facilitates users to specify this criterion for an Equipment Model via an Add link provided in Special Handling section of this page. This information will assist Warehouse Managers to store Equipment items appropriately for better operational and maintenance reasons.

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Warehouse Managers select **Special Handling Types** from the **Administration** tab.
2. The **Special Handling Types** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Special Handling Types >](#)

[Add Special Handling Type](#)

**All Special Handling Types :**

16 items found, displaying all items.

Name	Description
Care	
Care	
Fridge Storage Container	Fridge Storage information
Leave Batteries on Charge	Leave batteries on charge to ensure power.
Leave Batteries On Charge	Leave Batteries on Charge
Leave Batteries On Storage	Leave battery on the equipment on storage
Prepare Belt (test)	
Remove Battery On Storage	Remove the battery from the equipment on storage
Remove from Ignition	
SC test 10/02 updated	

[Add Special Handling Type](#)

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- From this screen Warehouse Managers can:
  - [View/Update Special Handling Types](#)
  - [Add Special Handling Types](#), which will be added to the **Special Handling Types List**.

## View/Update Special Handling Types

- To view or update Special Handling Types click the **Special Handling Type Name** link, listed in the **Name Column** in the **Special Handling Types** page.
- The **Special Handling Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

John Smith Function: Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check In/Out Administration

[Special Handling Types > Special Handling Type Info >](#)

**Special Handling Information:** \* Indicates Required

Name:  \* Remaining Characters: 255

Description:

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- Users can edit the following fields:
  - Name:** Name of the Special Handling Type. Manually enter/edit information in this field. (This field is mandatory)
  - Description:** A description of the Special Handling Type. Manually enter/edit information in this field. Description is limited to 255 characters.
- Click **Save**.
- Updates to the Special Handling Type Info are saved and the user is returned to the **Special Handling Type Admin** page.

## Add Special Handling Type

- In the **Special Handling Types** page, click the **Add Special Handling Type** link.
- The **Special Handling Type Info** page displays, with all fields blank.

## Equipment Module Version 6.0 User Manual

The screenshot shows the EPA Equipment Module interface. At the top, it says 'U.S. ENVIRONMENTAL PROTECTION AGENCY' and 'Equipment Module'. Below this, the user 'John Smith' is logged in with the function 'Warehouse Manager'. A navigation bar contains links: Home, Equipment, Equipment Service, Parts & Supplies, Transfers, Field Check In/Out, and Administration. A left sidebar lists various links including EPA Portal Home, EMP Home Page, Reports, Downloads, Help, Version, Add Special Handling Type, and Special Handling Type List. The main content area is titled 'Special Handling Information' and includes a breadcrumb trail: 'Special Handling Types > Special Handling Type Info >'. The form has two main input fields: 'Name' (with a red asterisk indicating it is mandatory) and 'Description' (with a character count of 255 remaining). Below these fields are 'Add' and 'Cancel' buttons. At the bottom of the page, there are links for 'EPA Home', 'Privacy and Security Notice', and 'Contact Us'.

3. Populate the following fields:
  - **Name:** Name of the Special Handling Type. Manually enter information in this field. (This field is mandatory)
  - **Description:** A description of the Special Handling Type. Manually enter information in this field. Description is limited to 255 characters.
4. Click **Add**.
5. The new Special Handling Type is added and the user is returned to the **Special Handling Types** page.

## 4.0 DATA ADMINISTRATOR

### 4.1 Equipment

#### 4.1.1 Equipment Model Search - Data Administrator

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Data Administrators are presented with the [Equipment Model Search](#) page by default.
2. The **Equipment Model Search** page also displays when Data Administrators select **Equipment Model Search** from the **Equipment** tab.

3. Select the Region in the **Region** drop-down list in the **Select Region and Warehouse** section.
4. Select the Warehouse in the **Warehouse** drop-down list in the **Select Region and Warehouse** section.

Note: Selections from both these drop-down lists are mandatory to perform an Equipment search.

5. Select one of the following search criteria options from the **Search by Equipment Model Status** options:
  - **Approved**
  - **Unapproved**
6. The **Equipment Model Search** page offers several ways to narrow your search for an Equipment Model:
  - [Search by Equipment Model](#)
  - [Search by Keyword in Classification](#)
  - [Search by Equipment Classification](#)

Options in the **Equipment Model Search Results** page differ depending on the assigned role of the user. These options are explained in [Equipment Model Search Results Page Options](#).

The different search methods are explained below:

### Search by Equipment Model

- To narrow your search enter the following optional **Equipment Model** information in the **Search by Equipment Model** section:
  - Model Name/Number:** The Name/Number that identifies a particular equipment model. Manually enter information in this field.
  - Model Manufacturer:** Equipment Model manufacturer.
    - To populate this field the user must click the **Pick** link to the right of the text field.
    - An **Organization Search** pop-up window displays.
    - Enter at least one character of the Manufacturer/Organization's name.
    - A list of manufacturers/organizations displays.
    - Select a manufacturer/organization by clicking **Pick** to the left of the organization name.
    - The manufacturer/organization name populates the **Manufacturer** field in the **Equipment Model Search** page.
  - Special Handling:** Special instructions for the handling of a particular Equipment Model. Select an option from the **Special Handling** drop-down list.
- Click **Search by Model Info**.
- The **Search Results** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Model Search > Search Results >

Region: Special Teams Warehouse: ERT-KY

New Search Add Equipment Model

Matching Equipment Models for "Manufacturer:Ford"

Model Name/Number	Manufacturer	Qty Avail	Qty Total	Nationwide	Maintenance	Classification	Approved
F-550 Truck	Ford	0	0	None Available	Special Handling	Transportation > Truck > Pick-up Truck > n/a	Y

Export options: CSV Excel PDF

New Search Add Equipment Model

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### Search by Keyword in Classification

- To narrow your search, enter any word (or part of a word) or words that are used in the classification of a particular Equipment Model in the **Search by Keyword in Classification** section. To populate this field, manually enter this information.
- Click **Search by Keyword**.
- The **Equipment Model Search** page displays.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Model Search >

Region: Special Teams Warehouse: ERT-KY

Matching Equipment Classification: Keyword: "SUV"

Select All New Search Display Equipment Models Cancel

Select Classification: Level1>Level2>Level3>Level4

Transportation > Sport Utility Vehicle (SUV) > n/a > n/a

Select All New Search Display Equipment Models Cancel

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4. Select the desired **Equipment Model Classification**.
5. Click **Display Equipment Models**.
6. The **Search Results** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Model Search > Search Results >

Region: Special Teams Warehouse: ERT-KY

New Search Add Equipment Model

Matching Equipment Models for Keyword: "suv"

Model Name	Manufacturer	Qty Avail	Qty Total	Nationwide	Maintenance	Classification	Approved
Sport Utility Vehicle (SUV) (no model number)		1	1	2/2 Available	Special Handling	Transportation > Sport Utility Vehicle (SUV) > n/a > n/a	Y

Export options: | CSV | Excel | PDF

New Search Add Equipment Model

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### Search by Equipment Classification

1. To narrow your search select a different option from the following drop-down lists in the **Search by Equipment Classification** section:
  - **Purpose Level 1:** Select desired option from the drop-down list.
  - **Category Level 2:** Select desired option from the drop-down list.
  - **Type Level 3:** Select desired option from the drop-down list.
  - **Characteristics Level 4:** Select desired option from the drop-down list.
2. Click **Search by Classification**.
3. The **Equipment Model Search** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Model Search >

Region: Special Teams Warehouse: ERT-KY

Matching Equipment Classification: Purpose: "Transportation" Category: "Sport Utility Vehicle (SUV)" Type: "na" Characteristics: "na"

☐ Select All

Select	Classification: Level1>Level2>Level3>Level4
<input type="checkbox"/>	Transportation > Sport Utility Vehicle (SUV) > n/a > n/a

☐ Select All

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4. Select the desired **Equipment Model Classification**.
5. Click **Display Equipment Models**.
6. The **Search Results** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Model Search > Search Results >

Region: Special Teams Warehouse: ERT-KY

Matching Equipment Models for Purpose: "Transportation" Category: "Sport Utility Vehicle (SUV)" Type: "na" Characteristics: "na"

Model Name/Number	Manufacturer	Qty Avail	Qty Total	Nationwide	Maintenance	Classification	Approved
<a href="#">Sport Utility Vehicle (SUV) (no model number)</a>		1	1	2/2 Available	Special Handling	Transportation > Sport Utility Vehicle (SUV) > n/a > n/a	Y

Export options: [CSV](#) [Excel](#) [PDF](#)

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## Equipment Model Search Results Page Options

From the **Search Results** page Data Administrators can:

- **Perform a New Search:** Clicking **New Search** at the top or bottom of the **Search Results** page returns the user to the main **Equipment Model Search** page.
- **View/Edit Equipment Model Information:** Clicking the **Model Name/Number** link displays the **Equipment Model Info** page in edit mode. For further information about editing the Equipment Model Information see: [Equipment Model Info Page Fields](#).
- **Add Equipment Model:** The Add New Equipment Model process is explained in the [Add New Equipment Model](#).
- **View Equipment Model Information:** Users can view further information in the **Search Results** page. The following describes the information provided in the columns of the **Search Results** page.
  - **Model Name/Number:** Model Name/Number of the Equipment. Users can click the **Model Name/Number**, and the **Equipment Model Information** page displays in edit mode.
  - **Manufacturer:** Equipment Model manufacturer. Users can click the **Model Manufacturer Name** listed and the **Company Information** pop-up window displays.
  - **Qty Available:** Displays the quantity available at the selected Warehouse.
  - **Qty Total:** Displays the total quantity available at the selected Warehouse.




- **Nationwide:** Displays the total quantity and available in all Warehouses nationwide. Users can click the **Nationwide** listing, and the **Availability By Region/Warehouse** pop-up window displays.
- **Maintenance:** Users can click the **Special Handling** link to view Special Handling Information.
- **Classification:** Classification of the Equipment Model.
- **Approved:** Displays Y/N if the Equipment Model is approved or unapproved.

### 4.1.2 Add New Equipment Model

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Data Administrators select [Add New Equipment Model](#) from the [Equipment](#) tab.
2. The **Equipment Model And Classification Info** page displays.

The screenshot displays the 'Equipment Module' interface. On the left is a blue sidebar with the EPA logo and navigation links: EPA Portal Home, EMP Home Page, Reports, Help, Version, Downloads, and Add Equipment Model. The top navigation bar includes 'Home', 'Equipment', 'Parts & Supplies', and 'Administration'. The 'Equipment' tab is active. Below the tabs, a breadcrumb trail reads 'Person Admin > Person Info > Equipment Model And Classification Info >'. The main section is titled 'Classify Equipment Model:' and contains four dropdown menus labeled 'Purpose Level1:', 'Category Level2:', 'Type Level3:', and 'Characteristics Level4:'. Each dropdown has a 'select' option visible. A 'Next' button is located below the dropdowns. At the bottom right, there are links for 'EPA Home Privacy and Security Notice' and 'Contact Us'.

3. Select options from the following drop-down lists to classify the Equipment Model:
  - **Purpose Level 1:** Term that represents the purpose of Equipment and [Parts and Supplies](#). Examples: Analytical, Communications, Decontamination, Detection, Diving, Sampling, Transportation. (This field is mandatory)
  - **Category Level 2:** Term that represents a category under which Equipment and Parts and Supplies can be grouped. Examples: Equipment, Instrumentation, Tool. (This field is mandatory)
  - **Type Level 3:** Term that represents Equipment types. Examples: Autoclave, Balance, Blender, Centrifuge, Desiccators, Fume Hood, Hot Plate, Gas Chromatograph, Photometer, Stirrer, Incubator. (This field is mandatory)
  - **Characteristics Level 4:** Term that represents Characteristics with which Equipment and/or Parts and Supplies can be classified. Examples: Sensor, Detector tubes, Chips, Strip, Alpha detector, Chem-Cassette. (This page is mandatory)
4. Click **Next**.
5. The **Equipment Model and Classification Info** page displays.



U.S. ENVIRONMENTAL PROTECTION AGENCY

## Equipment Module

Data Administrator

EPA Portal Home

EMP Home Page

Reports

Help

Version

Downloads

Add Equipment Model

Home

Equipment

Parts & Supplies

Administration

[Equipment Model Search](#) > [Equipment Model And Classification Info](#) >

**Equipment Model Classification:**

Classification: Health and Safety > Personnel Safety > Eye Wash Station > n/a

**Equipment Model Information:** \* Indicates Required Field

Model Name/Number:

Remaining Characters: 4000

Model Description:

Nomenclature Number:

Remaining Characters: 255

Source Of Power:

Hours Of Operation:

Shelf Life:

Required Decontamination:

Size, Capacity, and Concentration:

Visual Alarm: ☐

Audio Alarm: ☐

Equipment Mobility:

Model Manufacturer:  [Pick](#) [Clear](#)

Material Type:

Size:

Principles of Operation:

Model Approved: ☐

Model Current: ☐

Special Handling: 

Name	Description
Nothing found to display.	

Sensor Technology: 

Name	Description
Nothing found to display.	

Model Aspect: 

Name	Value	Description
Nothing found to display.		

Media: 

Name	Value	Description
Nothing found to display.		

Back
Add
Cancel


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6. Enter information for the following fields:

- **Model Name/Number:** The name/number assigned to a Model of Equipment by the manufacturer consisting of characters, and/or numbers. Examples: SD2-TZB08-GZ, HS-X-P, TR-MA1, or MiniRAE. Manually enter this information. (This field is mandatory)
- **Model Description:** Textual description of a Model of Equipment. Manually enter information in this field. Description is limited to 4000 characters.
- **Nomenclature Number:** Number assigned to a Model of Equipment by the Nomenclature Committee.

- **Source of Power:** The source of power for the Model of Equipment. Manually enter information in this field. Source of Power is limited to 255 characters.
  - **Hours of Operation:** The number of hours a model of Equipment can be operated between the start and the stop. Manually enter information in this field.
  - **Shelf Life:** The duration of storage at the end of which a Model of Equipment still retains the ability to perform. Manually enter information in this field.
  - **Required Decontamination:** The textual information about the decontamination required on a model of Equipment before it is stored after a field use. Manually enter information in this field.
  - **Size, Capacity, and Concentration:** The Size, capacity, or concentration of a Model of Equipment. Manually enter information in this field.
  - **Visual Alarm:** An indicator (Y/N), which signifies whether or not a model of detection equipment presents visual display when it discovers presence of a Contaminant in the Environment. Select **Y** or **N** from the **Visual Alarm** drop-down list.
  - **Audio Alarm:** An indicator (Y/N), which signifies whether or not a model of detection equipment triggers audible alarm when it discovers presence of a Contaminant in the Environment. Select **Y** or **N** from the **Audio Alarm** drop-down list.
  - **Equipment Mobility:** List of values representing the manner in which Equipment is physically handled or moved around when at use. (Examples: Hand-held, Mobile laboratory, Mobile.) Select an option from the **Equipment Mobility** drop-down list.
  - **Model Manufacturer:** The Equipment Model manufacturer. Select an Organization by clicking the **Pick** link.
  - **Material Type:** Type of material with which the Model of Equipment is manufactured. Examples: Glass, Plastic, Fiberglass, Rubber, Steel. Select an option from the **Material Type** drop-down list. Select an option from the **Material Type** drop-down list.
  - **Size:** The Size, capacity, or concentration of an Equipment Model. Select an option from the **Size** drop-down list.
  - **Principles of Operation:** Textual description of the principle of operation of Equipment Model. Manually enter this information.
  - **Model Approved:** The indicator, which signifies whether or not the Equipment Model is approved. This is defaulted to **N** for Warehouse Managers, and is not editable. For Data Administrators this is defaulted to **Y**, and is editable. Select **Y** or **N** from the **Model Approved** drop-down list.
  - **Model Current:** An indicator (Y/N), which signifies whether or not the Equipment Model is currently available to represent Equipment, manufacturer, vendor, etc. Select **Y** or **N** from the **Model Current** drop-down list.
7. Click **Add**.
  8. The **Equipment Model Info** page displays with a message indicating the Equipment Model was added successfully.

## Equipment Module Version 6.0 User Manual



U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Date Administrator

HomeEquipmentParts & SuppliesAdministration

Equipment Model Search > Equipment Model And Classification Info > Equipment Model Info >

Add Successful.

Equipment Model Classification:  
Classification: Communications > Radio > Accessory > Microphone

Equipment Model Information: \* Indicates Required Field

Model Name/Number: Model C  
Remaining Characters: 4000

Model Description:

Nomenclature Number: 12819  
Remaining Characters: 4000

Source Of Power:

Hours Of Operation:

Shelf Life:

Required Decontamination:

Size, Capacity, and Concentration:

Visual Alarm: Y

Audio Alarm: Y

Equipment Mobility: select

Model Manufacturer: not picked Pick

Material Type: select

Size: select  
Remaining Characters: 4000

Principles of Operation:

Model Created By: Smith, John

Model Approved: Y

Model Current: Y

Special Handling: Add

Name	Description	Delete
Nothing found to display.		

Sensor Technology: Add

Name	Description	Delete
Nothing found to display.		

Model Aspect: Add

Name	Value	Description	Delete
Nothing found to display.			

Media: Add

Name	Description	Delete
Nothing found to display.		

Save

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Once the Equipment Model is successfully added a user can:

- [Add Special Handling Information](#)
- [Add Sensor Technology Information](#)
- [Add Model Aspect Information](#)
- [Add Media Information](#)

From the side bar, users can:

- [View Company Information and Associate a Company](#)
- [View and Associate Parts & Supplies](#)
- [View and Associate an Equipment Model\(s\)](#)
- [View, Delete, and Add Documents](#)

## Add Special Handling Information

1. Users can associate Special Handling Information with the New Equipment Model.
2. Click the **Add** link to the right of **Special Handling** at the bottom of the **Equipment Model Info** page.
3. The **Model Special Handling Association** page displays with the **Available Special Handling Types List**.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Model Search > Equipment Model And Classification Info > Equipment Model Info > Model Special Handling Association >

Equipment Model Information:

Model Name/Number: Model AAA

Model Description:

[Add Special Handling Type](#)

Available Special Handling Types:

Associate Cancel

	Name	Description
<input type="checkbox"/>	Fridge Storage Container	Fridge Storage information
<input type="checkbox"/>	Leave Batteries On Charge	Leave Batteries on Charge
<input type="checkbox"/>	Leave Batteries on Charge	Leave batteries on charge to ensure power.

Associate Cancel

[Add Special Handling Type](#)

[EPA Home](#) [Privacy and Security Notice](#) | [Contact Us](#)

4. Select one or more **Special Handling Types** from the **Available Special Handling Types** list. (For example: Fridge Storage, Leave Batteries on Charge, etc.)
  - a. If a Special Handling Type is not available in the **Available Special Handling Types** list, one can be added by clicking the **Add Special Handling Type** link.
  - b. The **Special Handling Type Info** page displays.

The screenshot shows the EPA Equipment Module interface. On the left is a blue sidebar with the EPA logo and a list of links: EPA Portal Home, EMP Home Page, Reports, Help, Version, Downloads, Add Special Handling Type, Special Handling Type List, and Special Handling Type List. The main header is dark blue with 'U.S. ENVIRONMENTAL PROTECTION AGENCY' and 'Equipment Module'. Below the header is a navigation bar with 'Home', 'Equipment', 'Parts & Supplies', and 'Administration'. A 'Data Administrator' dropdown menu is on the right. The breadcrumb trail reads: Equipment Model Search > Equipment Model And Classification Info > Equipment Model Info > Model Special Handling Association > Special Handling Type Info >. The form title is 'Special Handling Information:' with a red asterisk indicating a required field. It contains a 'Name:' text box with a red asterisk, a 'Remaining Characters: 255' indicator, and a 'Description:' text area. At the bottom are 'Add' and 'Cancel' buttons. A footer bar contains links for 'EPA Home', 'Privacy and Security Notice', and 'Contact Us'.

- c. Enter the name of the Special Handling Type in the **Name** field. Manually enter this information. (This field is mandatory)
  - d. Enter a description of the Special Handling Type in the **Description** field. Manually enter information in this field. Description is limited to 255 characters.
  - e. Click **Add**.
  - f. The Special Handling Type is added to the **Special Handling Types** list.
5. Select the Special Handling Type and click **Associate**.
  6. The **Equipment Model Info** page displays with a message indicating the Special handling Information was added successfully, and the Special Handling Type populates the **Special Handling** Section at the bottom of the **Equipment Model Info** page.

## Add Sensor Technology Information

1. Users can associate Sensor Technology Information with the New Equipment Model.
2. Click the **Add** link to the right of **Sensor Technology** at the bottom of the **Equipment Model Info** page.
3. The **Model Sensor Technology Association** page displays with the **Available Sensor Technology Types** list.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Model Search > Search Results > Equipment Model Info > Model Sensor Technology Association >

Equipment Model Information:

Model Name/Number: ModelAAA

Model Description:

[Add Sensor Technology Type](#)

Available Sensor Technology Types:

Associate Cancel

	Name	Description
<input type="checkbox"/>	Air Proportional	Test descr
<input type="checkbox"/>	Alpha/Beta Scintillator Detector	
<input type="checkbox"/>	BioMass Readout (BMR)	
<input type="checkbox"/>	Bismuth Germinate (BGO) Scintillator	
<input type="checkbox"/>	BR-Range 52	Test tech type

Associate Cancel

[Add Sensor Technology Type](#)

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4. Select one or more Sensor Technology Types from the **Available Sensor Technology Types** list. (For example: BioMass Readout (BMR), Data Logger, etc.)
  - a. If a Sensor Technology Type is not available in the **Available Sensor Technology Types** list, one can be added by clicking the **Add Sensor Technology Type** link.
  - b. The **Sensor Tech Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Model Search > Search Results > Equipment Model Info > Model Sensor Technology Association > Sensor Tech Info >

Sensor Tech Type Information: \* Indicates Required Field

Name:

Remaining Characters: 255

Description:

Current Indicator: Y

Add Cancel

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- c. Enter the name of the Sensor Technology Type in the **Name** field. Manually enter this information. (This field is mandatory)
  - d. Enter a description of the Sensor Technology in the **Description** field. Manually enter information in this field. Description is limited to 255 characters.
  - e. Click **Add**.
  - f. The Sensor Technology is added to the **Sensor Technology Type** list.
5. Select the Sensor Technology Type and click **Associate**.

6. The **Equipment Model Info** page displays with a message indicating the Sensor Technology Information was added successfully, and the Sensor Technology Type populates the **Sensor Technology** Section at the bottom of the **Equipment Model Info** page.

#### Add Model Aspect Information

1. Users can associate Model Aspect Information with the New Equipment Model.
2. Click the **Add** link to the right of **Model Aspect** at the bottom of the **Equipment Model Info** page.
3. The **Model Aspect Association** page displays with the **Available Aspect Types** list.

The screenshot shows the 'Model Aspect Association' page in the EPA Equipment Module. The page header includes the EPA logo and the text 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. The main navigation bar has links for 'Home', 'Equipment', 'Parts & Supplies', and 'Administration'. The 'Equipment' link is selected. The page title is 'Equipment Model Association'. The 'Equipment Model Information' section shows 'Model Name/Number: Model AAA' and 'Model Description:'. The 'Available Aspect Types' section lists various aspects with checkboxes and input fields for their values and descriptions. The 'Add Aspect Type' link is visible at the bottom of the list.

Name	Value	Description
<input type="checkbox"/> Alarm Range		The Alarm Range is optional.
<input type="checkbox"/> aspect		
<input type="checkbox"/> Aspect		
<input type="checkbox"/> AspectType1		Description for Aspect Type
<input type="checkbox"/> Duration of Run		
<input type="checkbox"/> Height		Height aspect type (test)
<input type="checkbox"/> Height		
<input type="checkbox"/> Ready Time		
<input type="checkbox"/> Relative Humidity Range		
<input type="checkbox"/> Response Time		

4. Select one or more Model Aspect Types from the **Available Model Aspect Types** list. (For example: Alarm Range, Dimension, etc. )
  - a. If a Model Aspect Type is not available in the **Available Model Aspect Types** list, one can be added by clicking the **Add Aspect Type** link.
  - b. The **Aspect Type Info** page displays.
  - c. Enter the name of the Model Aspect Type in the **Name** field. Manually enter this information. (This field is mandatory)
  - d. Enter a description of the Model Aspect in the **Description** field. Manually enter information in this field. Description is limited to 255 characters.
  - e. Click **Add**.
  - f. The Model Aspect is added to the **Model Aspect Type** list.
5. Select the Model Aspect Type.
6. Manually enter Aspect Value information for the value of the aspect in the **Value** column for each selected Model Aspect Type. (This field is mandatory)
7. Click **Associate**.
8. The **Equipment Model Info** page displays with a message indicating the Model Aspect Information was added successfully, and the Model Aspect Type populates the **Model Aspect** Section at the bottom of the **Equipment Model Info** page.



### Add Media Information

1. Users can associate Media Information with the New Equipment Model.
2. Click the **Add** link to the right of **Media** at the bottom of the **Equipment Model Info** page.
3. The **Model Media Association** page displays with the **Available Media Types** list.

The screenshot shows the 'Model Media Association' page in the EPA Equipment Module. The page has a blue header with the EPA logo and 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. Below the header is a navigation bar with 'Home', 'Equipment', 'Parts & Supplies', and 'Administration'. A 'Data Administrator' dropdown menu is on the right. The main content area shows the breadcrumb trail: 'Equipment Model Search > Search Results > Equipment Model Info > Model Media Association >'. Below this is the 'Equipment Model Information' section with 'Model Name/Number: Model AAA' and 'Model Description:'. There is an 'Add Media Type' link. The 'Available Media Types' section has a table with columns 'Name' and 'Description'. The table lists five media types: Aerosols, Air, Air Pressure, Air Quality, and Air Sampler Filters, each with a checkbox. There are 'Associate' and 'Cancel' buttons. At the bottom, there is an 'Add Media Type' link and a footer with 'EPA Home Privacy and Security Notice' and 'Contact Us'.

4. Select one or more Media Types from the **Available Media Types** list. (For example: Aerosols, Air, Dust, etc.)
  - a. If a Media Type is not available in the **Available Media Types** list, one can be added by clicking the **Add Media Type** link.
  - b. The **Media Type Info** page displays.
  - c. Enter the name of the Media Type in the **Name** field. Manually enter this information. (This field is mandatory)
  - d. Enter a description of the Media in the **Description** field. Manually enter information in this field. Description is limited to 255 characters.
  - e. Click **Add**.
  - f. The Media is added to the **Media Type** list.
5. Select Media Types and click **Associate**.
6. The **Equipment Model Info** page displays with a message indicating the Media Information was added successfully, and the Media Type populates the **Media** section at the bottom of the **Equipment Model Info** page.

### View Company Information and Associate a Company

1. Users can view Companies associated to the Equipment Model or Associate a Company to it. Associated companies may have several different roles, for example Supplier, Service Provider, and Shipper.
2. Click the **Company Info** link in the left side bar menu of the **Equipment Model Info** page.
3. The **Equipment Model Company** page displays. This page displays the Current Company information associated to the Equipment.

## Equipment Module Version 6.0 User Manual

The screenshot shows the 'Equipment Model Company' page in the EPA Equipment Module. The left sidebar contains links: EPA Portal Home, EMP Home Page, Reports, Help, Version, Downloads, and Model Company List. The top navigation bar includes Home, Equipment, Parts & Supplies, and Administration. The main content area shows 'Equipment Model Information' for 'Model AAA' with classification 'Health and Safety > Personnel Safety > Eye Wash Station > n/a'. Below this is a 'Current Company List' table with one entry: 'Associate Company'. At the bottom, there is an 'Associate Company' button and links for 'EPA Home Privacy and Security Notice' and 'Contact Us'.

- To Associate a Company, click **Associate Company**.
- The **Model Company Info** page displays.

The screenshot shows the 'Model Company Info' page. The left sidebar is the same as the previous page, but it includes 'Associate Company' at the bottom. The top navigation bar is also the same. The main content area shows 'Equipment Model Information' for 'Model AAA'. Below this is the 'Company Association information' section, which includes a 'Company Name' field with a 'Pick' button and a 'Company Type' drop-down menu. There are 'Add' and 'Cancel' buttons at the bottom of this section. At the bottom of the page, there are links for 'EPA Home Privacy and Security Notice' and 'Contact Us'.

- Select **Pick** next to the **Company Name** field.
- On the pop-up screen, type in the organization name or the first few characters of the organization name, and then **Pick** a Company Name.
- The **Model Company Info** page displays.
- Select an option from the **Company Type** drop-down list. (For example: Supplying, Shipping, Service/Maintenance, Special Shipping) (This field is mandatory)
- Click Add.
- The **Equipment Model Company** page displays with the newly added company in the Current Company List.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

[Equipment Model Search](#) > [Search Results](#) > [Equipment Model Info](#) > [Equipment Model Company](#) >

**Equipment Model Information:**

Model Name/Number: Model AAA

Model Manufacturer:

Classification: Health and Safety > Personnel Safety > Eye Wash Station > n/a

**Current Company List:**

Associate Company

Company Name	Company Type	Website Address	Contact Name	GSA (Y/N)	Delete
<a href="#">ACS</a>	<a href="#">Shipping</a>			N	<a href="#">Delete</a>

Associate Company

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## View and Associate Parts & Supplies

Associating Parts & Supplies adds [Recommended Parts & Supplies](#) for an Equipment Model. Recommended Parts & Supplies are Parts & Supplies that are recommended for check out with Equipment. Recommended Parts & Supplies are also used to build [Kits](#).

1. Click the **Associate Parts and Supplies** link in the left side bar menu of the **Equipment Model Info** page.
2. The **Model Recommended Parts** page displays. For Data Administrators, this page is Read-Only. Data Administrators can select a Warehouse from the **Warehouse** drop-down menu and view Parts & Supplies associated with the selected equipment model.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

[Equipment Model Search](#) > [Search Results](#) > [Equipment Model Info](#) > [Model Recommended Parts](#) >

**Equipment Model Information:**

Model Name/Number: MultiRAE Plus  
PGM-50

Model Manufacturer: RAE Systems

Classification: Detection > Chemical > Multi-gas Monitor > Instrument

**Current Model Recommended Parts Information:**

Associate Parts Warehouse: ERT-KY  
Region: Special Teams

Part Model Name	Part type	Recommended Qty.	Required?(Y/N)	Description	Inventory
Carbon Monoxide Sensor		1	N		No Inventory Available
Combustible Gas Sensor		1	N		No Inventory Available
Oxygen Sensor		1	N		No Inventory Available
Hydrogen Sulfide Sensor		1	N		No Inventory Available
VOC Lamp		1	N		No Inventory Available
Belt Clip	Accessory	1	N		No Inventory Available
Rubber boot	Accessory	1	N		No Inventory Available
Training CD	Accessory	1	N		No Inventory Available
Battery Adapter	Adapter	1	N		No Inventory Available
Computer Interface Cable	Cable	2	N		No Inventory Available
O2 sensor	Cell/Sensor	1	N	Sensor	No Inventory Available
C-filter	Filter	4	N		No Inventory Available
Water trap filter	Filter	5	N		No Inventory Available
Operation & Maintenance Manual	Instruction Manual	1	N		No Inventory Available
Tool Kit	Tool	1	N		No Inventory Available
Tygon tubing	Tubing	1	N		No Inventory Available

Export options: | [CSV](#) | [Excel](#) | [PDF](#)

Associate Parts

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## View and Associate Equipment Model(s)

Associating with an Equipment Model adds [Recommended Equipment](#) for an Equipment Model. Recommended Equipment are Equipment that are recommended for check out with Equipment. Recommended Equipment are also used to build Kits.

1. Click the **Associate Equipment Model** link in the left side bar menu of the **Equipment Model Info** page.
2. The **Recommended Model** page displays. For Data Administrators, this page is Read-Only. Data Administrators can select a Warehouse from the **Warehouse** drop-down menu and view equipment associated with the selected equipment model.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Model Search > Search Results > Equipment Model Info > Recommended Model >

Equipment Model Information:

Model Name/Number: MultRAE Plus PGM-50

Model Manufacturer: RAE Systems

Classification: Detection > Chemical > Multi-gas Monitor > Instrument

Current Model Recommended Model Information:

Associate Models

Warehouse: ERT-KY

Region: Special Teams

Name/Number	Description	Recommended Quantity	Manufacturer	Inventory	Delete
AreaRAE Gamma		2	RAE Systems	No Inventory Available	<a href="#">Delete</a>
AreaRAE PGM-5020		2	RAE Systems	No Inventory Available	<a href="#">Delete</a>
AreaRAE Rapid Deployment Kit		2	RAE Systems	No Inventory Available	<a href="#">Delete</a>

Export options: | [CSV](#) | [Excel](#) | [PDF](#)

Associate Models

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

### View, Delete, and Add Documents

1. Select the **Document** link in the left side bar menu of the **Equipment Model Info** page.
2. The **Model Documents** page displays. This page displays a list of documents associated to the Equipment Model.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Model Search > Search Results > Equipment Model Info > Model Documents >

Equipment Model Information:

Model Name/Number: Model AAA

Model Manufacturer:

Classification: Health and Safety > Personnel Safety > Eye Wash Station > n/a

Documents Associated with the Model:

Add Document

No items found.

Title	Description	Type	View	Delete
Nothing found to display.				

Add Document

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3. To view a particular document click the **View** link for that document in the list.
4. A File Download dialog box displays.
5. Users can choose to Open and Save the document, or Cancel the request.
6. To delete a document from an Equipment Model, click the **Delete** link for a particular document.
7. To Associate a Document click **Add Document**.
8. The **Document Info** page displays.

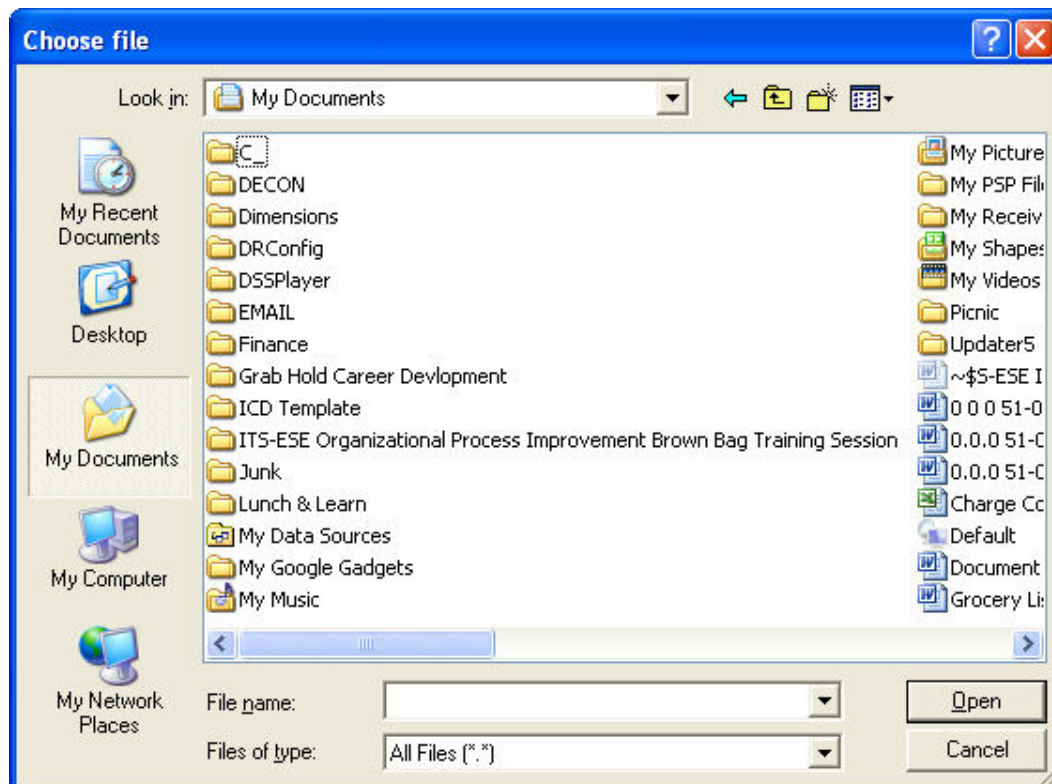
The screenshot displays the EPA Equipment Module web interface. At the top, the U.S. Environmental Protection Agency logo is on the left, and the text 'U.S. ENVIRONMENTAL PROTECTION AGENCY' is on the right. Below the logo is a vertical navigation menu with links: EPA Portal Home, EMP Home Page, Reports, Help, Version, Downloads, and Add Document. The main header area contains the 'Equipment Module' title and a 'Data Administrator' dropdown menu. Below this is a navigation bar with buttons for Home, Equipment, Parts & Supplies, and Administration. The main content area shows a breadcrumb trail: Equipment Model Search > Search Results > Equipment Model Info > Model Documents > Document Info >. The 'Equipment Model Information' section displays 'Model Name/Number: ModelAAA' and 'Model Manufacturer:'. Below this, the 'Classification' is listed as 'Health and Safety > Personnel Safety > Eye Wash Station > n/a'. The 'Document Information' section contains several fields: 'Title' (a text input field with a red asterisk indicating it is required), 'Remaining Characters: 255', 'Description' (a large text area), 'Document Type' (a dropdown menu with a red asterisk), 'File Format' (a dropdown menu with a red asterisk), 'File Name' (a text input field), and 'File' (a text input field with a 'Browse...' button and a red asterisk). At the bottom of the form are 'Add' and 'Cancel' buttons. A footer link for 'EPA Home Privacy and Security Notice' is also visible.

9. Populate the following fields:

- **Title:** Title of the Document. Manually enter information in this field. (This field is mandatory)
- **Description:** A description of the Document. Manually enter information in this field. Description is limited to 255 characters.
- **Document Type:** These are types of documents pertinent to Equipment such as User Manuals, Instruction Sheets for Maintenance, Photos, Standard Operating Procedures, etc. Select an option from the **Document Type** drop-down list. (This field is mandatory)
- **File Format:** The file format such as Graphics Interchange Image (GIF) File Format, Tagged Image File Format (TIFF), Microsoft Word Document Format, Plain Text File Format, etc. Select an option from the **File Format** drop-down list. (This field is mandatory)

10. Upload a document by clicking **Browse**. (This field is mandatory)

11. The **Browsing** dialog window displays.



12. Find and select the document you wish to upload from your computer.
13. Click **Open**.
14. The **File** field is populated with location information of the document to be uploaded.
15. Click **Add**.
16. The user is returned to the **Model Documents** page, the newly added document is listed.

## 4.2 Parts & Supplies

### 4.2.1 Parts & Supplies Model Search - Data Administrator

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Data Administrators select [Parts & Supplies Model Search](#) from the **Parts & Supplies** tab.
2. The **Parts & Supplies Model Search** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Function: Data Administrator

Home Equipment Parts & Supplies Administration

[Parts And Supplies Model Search >](#)

Select Region and Warehouse (mandatory):

EPA Region: Special Teams Warehouse: ERT-KY

Search by Parts & Supplies Model:

Name: Type: --- ALL ---

Manufacturer: --- not picked --- [Pick](#) [Clear](#)

[Search By Model Info](#)

Search by Keyword in Classification:

Keyword (Limited to Parts and Supplies with nomenclature classification):

[Search By Keyword](#)

Search by Parts & Supplies Classification: (Not all Parts & Supplies Classified)

Purpose Level1: ----- select -----

Category Level2: ----- select -----

Type Level3: ----- select -----

Characteristics Level4: ----- select -----

[Search By Classification](#)

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3. Select a Region in the EPA **Region** drop-down list in the **Select Region and Warehouse** options section.
4. Select a Warehouse in the **Warehouse** drop-down list in the **Select Region and Warehouse** options section.

Note: Selections from both these drop-down lists are mandatory to perform a Parts & Supplies items search.

5. The **Parts & Supplies Model Search** page offers several ways to narrow your search for a Parts & Supplies Model:
  - [Search by Parts & Supplies Model](#)
  - [Search by Keyword in Classification](#)
  - [Search by Parts & Supplies Classification](#)

Options from the **Parts & Supplies Model Search Results** page differ depending on the assigned role of the user. These options are explained in [Parts & Supplies Search Results Page Options](#).

The different search methods are explained below:

## Search by Parts & Supplies Model

1. To narrow your search enter the following optional **Parts & Supplies Model** information in the **Search by Parts & Supplies Model** section:
  - **Name:** The name or part of the name of the Parts & Supplies Model. To populate this field, manually enter this information.
  - **Manufacturer:** Parts & Supplies Model manufacturer.
    - a. To populate this field the user must click the **Pick** link to right of the text field.
    - b. An **Organization Search** pop-up window displays



- c. Enter at least one character of the Manufacturer/Organization's name.
  - d. A list of manufacturers/organizations displays.
  - e. Select a manufacturer/organization by clicking **Pick** to the left of the organization name.
  - f. The manufacturer/organization name populates the **Manufacturer** field in the **Parts & Supplies Model Search** page.
- **Type:** The Type of Parts & Supplies Model. To populate this field, select an option from the drop-down list.
2. Click **Search by Model Info**.
  3. The **Search Results** page displays.

**Equipment Module**

U.S. ENVIRONMENTAL PROTECTION AGENCY

Data Administrator

Home Equipment Parts & Supplies Administration

Parts And Supplies Model Search > Search Results >

EPA Region: Special Teams Warehouse: ERT-KY

New Search Add Part & Supplies Model

Matching Parts and Supplies Models for "Type: Clean Up Kit"

Name	Type	Manufacturer	Qty Avail	Nationwide	Classification
<a href="#">Boom, Oil Sorbent</a>	Clean Up Kit		4	<a href="#">4 Available</a>	
<a href="#">Respirator Cleaning Wipe</a>	Clean Up Kit		0	None Available	
<a href="#">Gloves</a>	Clean Up Kit		0	None Available	
<a href="#">Hg Absorb (500 g)</a>	Clean Up Kit		0	None Available	
<a href="#">Hg Absorb Jar</a>	Clean Up Kit		0	None Available	
<a href="#">Kimmipes, Economizer</a>	Clean Up Kit		4	<a href="#">4 Available</a>	
<a href="#">Kimmipes, Large</a>	Clean Up Kit		4	<a href="#">4 Available</a>	
<a href="#">Mercury Indicator</a>	Clean Up Kit		0	None Available	
<a href="#">Hg Absorb Jar</a>	Clean Up Kit		0	None Available	
<a href="#">Disposal Bags</a>	Clean Up Kit		0	None Available	

Export options: [CSV](#) [Excel](#) [PDF](#)

New Search Add Part & Supplies Model

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## Search by Keyword in Classification

1. To narrow your search, enter any word (or part of a word) or words that are used in the classification of a particular Parts & Supplies Model in the **Search by Keyword in Classification** section. To populate this field, manually enter this information. Note that not all Parts & Supplies have nomenclature classification.
2. Click **Search by Keyword**.
3. The **Parts And Supplies Model Search** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Parts And Supplies Model Search >

EPA Region: Special Teams Warehouse: ERT-KY

Matching Parts and Supplies Classification: Keyword: "Charger"

☐ Select All

Select	Classification: Level1>Level2>Level3>Level4
<input type="checkbox"/>	Sampling > Air Sampling > Pump > Charger
<input type="checkbox"/>	Transportation > Accessory > Automobile Battery Charger > n/a
<input type="checkbox"/>	Communications > Radio > Accessory > Charger
<input type="checkbox"/>	Detection > Radiological > Dosimeter > Charger
<input type="checkbox"/>	General > Electrical > Battery > Charger

☐ Select All

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4. Select the desired **Parts & Supplies Model Classification**.
5. Click **Display Parts and Supplies Models**.
6. The **Search Results** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Parts And Supplies Model Search > Search Results >

EPA Region: Special Teams Warehouse: ERT-KY

Matching Parts and Supplies Models:

Name	Type	Manufacturer	Qty Avail	Nationwide	Classification
Automobile Battery Charger (no model number)			0	2 Available	Transportation > Accessory > Automobile Battery Charger > n/a

Export options: [CSV](#) [Excel](#) [PDF](#)

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## Search by Parts & Supplies Classification

1. To narrow your search select a different option from the following drop-down lists in the **Search by Parts & Supplies Classification** section:
  - **Purpose Level 1:** Select desired option from the drop-down list.
  - **Category Level 2:** Select desired option from the drop-down list.
  - **Type Level 3:** Select desired option from the drop-down list.
  - **Characteristics Level 4:** Select desired option from the drop-down list.
2. Click **Search by Classification**.
3. The **Parts And Supplies Model Search** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

Parts And Supplies Model Search >

EPA Region: Special Teams Warehouse: ERT-KY

Matching Parts and Supplies Classification: Purpose: "Detection" Category: "Radiological" Type: "Analyzer"

☐ Select All

Select	Classification: Level1>Level2>Level3>Level4
<input type="checkbox"/>	Detection > Radiological > Analyzer > Beta/Gamma
<input type="checkbox"/>	Detection > Radiological > Analyzer > Gamma Spectrometer
<input type="checkbox"/>	Detection > Radiological > Analyzer > Multi-Purpose Survey Meter
<input type="checkbox"/>	Detection > Radiological > Analyzer > Radon Detector

☐ Select All

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4. Select the desired **Parts & Supplies Model Classification**.
5. Click **Display Parts and Supplies Models**.
6. The **Search Results** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

Parts And Supplies Model Search > Search Results >

EPA Region: Special Teams Warehouse: ERT-KY

Matching Parts and Supplies Models:

Name	Type	Manufacturer	Qty Avail	Nationwide	Classification
<a href="#">RAD Radon H2O Accessory</a>		Durridge	0	None Available	Detection > Radiological > Analyzer > Radon Detector

Export options: ☐ CSV ☐ Excel ☐ PDF

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## Parts & Supplies Model Search Results Page Options


From the **Search Results** page Data Administrators can:

- **Perform a New Search:** Clicking **New Search** at the top or bottom of the **Search Results** page returns the user to the main **Parts & Supplies Model Search** page.
- **Add Parts & Supplies Model:** The Add Parts & Supplies Model process is explained in [Add New Parts & Supplies Model](#).
- **Edit Parts & Supplies Model Information:** Clicking the **Model Name** link displays the **Parts & Supplies Model Info** page, in edit mode. To view more information about the editable fields on the Parts & Supplies Model Info page see: [Parts & Supplies Model Info Fields](#).
- **View the following information for Parts & Supplies:**
  - **Name:** Name of the Parts & Supplies Model. Users can click the **Model Name** link, and the **Parts & Supplies Model Info** page displays.

- **Type:** The Parts & Supplies Model Type. Users can click the **Type**, and the **Parts And Supplies Model Information** page displays.
- **Manufacturer:** Parts & Supplies Model manufacturer.
- **Qty Available:** Displays the quantity of Parts and Supply items available at the selected Warehouse.
- **Nationwide:** Displays the available quantity of Parts and Supply items in all Warehouses nationwide. Users can click the **Nationwide** listing, and the **Availability By Region/Warehouse** pop-up window displays.
- **Classification:** Displays the hierarchy of classification for the Parts & Supplies Model.

#### 4.2.2 Add New Parts & Supplies Model

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Data Administrators select [Add New Parts & Supplies Model](#) from the **Parts & Supplies** tab.
2. The **Parts & Supplies Info** page displays.



U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Data Administrator ▼

Home
Equipment
Parts & Supplies
Administration

[Parts And Supplies Model Search](#) > [Parts And Supplies Info](#) >

**Parts And Supplies Classification (Optional):**

Purpose: <span style="border: 1px solid #ccc; padding: 2px 10px;">--select--</span> <span style="float: right;">▼</span>	Category: <span style="border: 1px solid #ccc; padding: 2px 10px;">--select--</span> <span style="float: right;">▼</span>	Type: <span style="border: 1px solid #ccc; padding: 2px 10px;">--select--</span> <span style="float: right;">▼</span>	Characteristic: <span style="border: 1px solid #ccc; padding: 2px 10px;">--select--</span> <span style="float: right;">▼</span>
--	---	---	---

**Parts and Supplies Model Information:** \* Indicates Required

Part Model Name:   \*

Part Type: --select-- ▼

Nomenclature Number: 12826

Part Manufacturer: --not picked-- Pick Clear

Part Unit Type: --select-- ▼

Part Size: --select-- ▼

Remaining Characters: 4000

Part Description:

Remaining Characters: 255

Part Comments:

Shelf Life:  

Required Decontamination:  

Size, Capacity, and Concentration:  

Visual Alarm: N ▼

Audio Alarm: N ▼

Add


[EPA Home](#) [Privacy and Security Notice](#) | [Contact Us](#)

3. Select options from the following drop-down lists to classify the Parts & Supplies Model which is optional:
  - **Purpose Level 1:** Term that represents the purpose of Parts & Supplies. Examples: Analytical, Communications, Decontamination, Detection, Diving, Sampling, Transportation.
  - **Category Level 2:** Term that represents a category under which Parts & Supplies can be grouped. Examples: Parts & Supplies, Instrumentation, Tool.
  - **Type Level 3:** Term that represents [Parts & Supplies types](#). Examples: Autoclave, Balance, Blender, Centrifuge, Desiccators, Fume Hood, Hot Plate, Gas Chromatograph, Photometer, Stirrer, Incubator.
  - **Characteristics Level 4:** Term that represents Characteristics with which Parts & Supplies can be classified. Examples: Sensor, Detector tubes, Chips, Strip, Alpha detector, Chem-Cassette.
4. Enter information for the following fields:

- **Part Model Name:** Name of the Parts & Supplies Model. Manually enter this information. (This field is mandatory)
- **Part Type:** The Parts & Supplies Model type. Examples: Accessory, Battery, Chip, etc. Select an option from the **Part Type** drop-down list.
- **Nomenclature Number:** Number assigned by the Nomenclature Committee to a Part or a Supply.
- **Part Manufacturer:** Parts & Supplies Model manufacturer. Click the **Pick** link to choose a Parts & Supplies Model Manufacturer. Click **Clear** to clear all information from this field.
- **Part Unit Type:** The type of one unit of the Parts & Supplies Model. Select an option from the **Part Unit Type** drop-down list.
- **Part Size:** The size of one unit of the parts & Supplies Model. Select an option from the **Part Size** drop-down list.
- **Part Description:** A textual description of the Parts & Supplies Model. Enter this information manually. (Limit 4000 characters)
- **Part Comments:** Any additional comments about the Parts & Supplies Model. Enter this information manually. (Limit 255 characters)
- **Shelf Life:** The duration of storage at the end of which a Part or a Supply still retains the ability to perform. Enter this information manually.
- **Required Decontamination:** The text describing the required decontamination of a Part or Supply before it is stored after field use. Enter this information manually.
- **Size, Capacity, and Concentration:** The Size, capacity, or concentration of the Part or Supply. Manually enter information in this field.
- **Visual Alarm:** An indicator (Y/N), which signifies whether or not the Part or Supply triggers audible alarm when it discovers presence of a Contaminant in the Environment. Select **Y** or **N** from the **Visual Alarm** drop-down list.
- **Audio Alarm:** An indicator (Y/N), which signifies whether or not the Part or Supply triggers audible alarm when it discovers presence of a Contaminant in the Environment. Select **Y** or **N** from the **Audio Alarm** drop-down list.

5. Click **Add**.

6. The **Parts & Supplies Model Info** page displays with a message indicating the Parts & Supplies Model was added successfully.



**Equipment Module**

U.S. ENVIRONMENTAL PROTECTION AGENCY

Function: Data Administrator

Home

Equipment

Parts & Supplies

Administration

[Parts And Supplies Model Search](#) > [Search Results](#) > [Parts And Supplies Model Info](#) >

**Add Successful.**

**Parts And Supplies Classification (Optional) :**

Purpose : — select —

Category : — select —

Type : — select —

Characteristic : — select —

**Parts and Supplies Model Information :** \* Indicates Required

Part Model Name :

Part Type : — select —

Nomenclature Number :

Part Manufacturer : — not picked — [Pick](#) [Clear](#)

Part Unit Type : — select —

Part Size : — select —

Remaining Characters : 4000

Part Description :

Remaining Characters : 255

Part Comments :

Shelf Life :

Required Decontamination :

Size, Capacity, and Concentration :

Visual Alarm : N

Audio Alarm : N

**Sensor Technology :**

Name	Description	Delete
Nothing found to display.		

[Add Sensor Technology](#)

**Media :**

Name	Description	Delete
Nothing found to display.		

[Add Media](#)

**Model Aspect :**

Name	Value	Description	Delete
Nothing found to display.			

[Add Model Aspect](#)

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From this screen users have several options:

- [Add Sensor Technology Information](#)
- [Add Model Aspect Information](#)
- [Add Media Information](#)

From the side bar, users can:

- [View and Associate Company Information](#)
- [View and Add Documents](#)

## Add Sensor Technology Information

1. Users can associate Sensor Technology Information with the New Parts & Supplies Model.
2. Click **Add Sensor Technology** at the bottom of the **Parts & Supplies Model Info** page.

3. The **Parts And Supplies Model Sensor Technology Association** page displays, showing the **Available Sensor Technology Type** list.

4. Select one or more Sensor Technology Types from the **Available Sensor Technology Types** list. (For example: BioMass Readout (BMR), Data Logger, etc.)
  - a. If a Sensor Technology Type is not available in the **Available Sensor Technology Types** list, one can be added by clicking the **Add Sensor Technology Type** link.
  - b. The **Sensor Tech Info** page displays.

- c. Enter the name of the Sensor Technology Type in the **Name** field. Manually enter this information. (This field is mandatory)
- d. Enter a description of the Sensor Technology in the **Description** field. Manually enter information in this field. Description is limited to 255 characters.
- e. Select **Y** or **N** from the **Current Indicator** drop-down list.
- f. Click **Add**.



- g. The Sensor Technology is added to the **Available Sensor Technology Types** list.
5. Select the Sensor Technology Type and click **Associate**.
6. The **Parts & Supplies Model Info** page displays with a message indicating the Sensor Technology Information was added successfully, and the Sensor Technology Type(s) populate the **Sensor Technology** Section at the bottom of the **Equipment Info** page.

## Add Model Aspect Information

1. Users can associate Model Aspect Information with the Parts & Supplies Model.
2. Click **Add Model Aspect** at the bottom of the **Parts & Supplies Model Info** page.
3. The Parts & Supplies Association page displays with the **Available Aspect Types** list.

**Equipment Module**

U.S. ENVIRONMENTAL PROTECTION AGENCY

Data Administrator

Home Equipment Parts & Supplies Administration

Parts And Supplies Model Search > Search Results > Parts And Supplies Model Info > Parts and Supplies Association >

**Parts And Supplies Information:**

Name: Claw Hammer (no model number)

Type:

Manufacturer:

Classification: General > Tools > Hammer > Claw

[Add Aspect Type](#)

**Available Aspect Types:** \* Indicates Required Field

Associate Cancel

Name	Value	Description
<input type="checkbox"/> Alarm Range		The Alarm Range is optional.
<input type="checkbox"/> aspect		
<input type="checkbox"/> Aspect		
<input type="checkbox"/> Aspect Type1		Description for Aspect Type

Associate Cancel

[Add Aspect Type](#)

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4. Select one or more Model Aspect Types from the **Available Aspect Types** list. (For example: Alarm Range, Dimension, etc.)
  - a. If a Model Aspect Type is not available in the **Available Aspect Types** list, one can be added by clicking the **Add Aspect Type** link.
  - b. The **Aspect Type Info** page displays.

The screenshot shows the EPA Equipment Module web interface. At the top, there is a header with the EPA logo and the text 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. Below the header, there is a navigation bar with tabs for 'Home', 'Equipment', 'Parts & Supplies', and 'Administration'. The 'Equipment' tab is selected. On the left side, there is a vertical menu with links: 'EPA Portal Home', 'EMP Home Page', 'Reports', 'Help', 'Version', 'Downloads', 'Add Aspect Type', and 'Aspect Type List'. The main content area displays the 'Aspect Type Information' form. The form has a title bar that says 'Aspect Type Information:'. Below the title bar, there are three main fields: 'Name', 'Description', and 'Current Indicator'. The 'Name' field is a text input with a red asterisk indicating it is required. The 'Description' field is a text area with a 'Remaining Characters: 255' indicator. The 'Current Indicator' field is a drop-down menu with 'Y' selected. At the bottom of the form, there are 'Add' and 'Cancel' buttons. A small red asterisk and the text 'Indicates Required Field' are located to the right of the form title bar. At the bottom of the page, there are links for 'EPA Home Privacy and Security Notice' and 'Contact Us'.

- c. Enter the name of the Model Aspect Type in the **Name** field. Manually enter this information. (This field is mandatory)
  - d. Enter a description of the Model Aspect in the **Description** field. Manually enter information in this field. Description is limited to 255 characters.
  - e. Select **Y** or **N** from the **Current Indicator** drop-down list.
  - f. Click **Add**.
  - g. The Model Aspect is added to the **Available Aspect Types** list.
5. Select the Aspect Type and click **Associate**.
  6. The **Parts & Supplies Model Info** page displays with a message indicating the Model Aspect Information was added successfully, and the Model Aspect Types populate the **Model Aspect** Section at the bottom of the **Parts & Supplies Model Info** page.

## Add Media Type Information

1. Users can associate Media Type Information with the Parts & Supplies Model.
2. Click **Add Media** at the bottom of the **Parts & Supplies Model Info** page.
3. The **Parts & Supplies Association** page displays with the **Available Media Types** list.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

Parts And Supplies Model Search > Search Results > Parts And Supplies Model Info > Parts and Supplies Association >

**Parts And Supplies Model Information:**

Name: Claw Hammer (no model number)  
 Type:  
 Manufacturer:  
 Classification: General > Tools > Hammer > Claw

[Add Media Type](#)

**Available Media Types:**

Associate Cancel

	Name	Description
<input type="checkbox"/>	Aerosols	
<input type="checkbox"/>	Air	
<input type="checkbox"/>	Air Pressure	
<input type="checkbox"/>	Air Quality	

Associate Cancel

[Add Media Type](#)

[EPA Home](#) [Privacy and Security Notice](#) | [Contact Us](#)

4. Select one of more Media Types from the **Media Type** list. (For example: Aerosols, Fibers, etc.)
  - a. If a Model Aspect Type is not available in the **Media Type** list, one can be added by clicking the **Add Media Type** link.
  - b. The **Media Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

Parts And Supplies Model Search > Search Results > Parts And Supplies Model Info > Parts and Supplies Association > Media Type Info >

**Media Type Information:** \* Indicates Required Field

Name: \*

Remaining Characters: 255

Description:

Current Indicator: Y

Add Cancel

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- c. Enter the name of the Media Type in the **Name** field. Manually enter this information. (This field is mandatory)
  - d. Enter a description of the Model Aspect in the **Description** field. Manually enter information in this field. Description is limited to 255 characters.
  - e. Select **Y** or **N** from the **Current Indicator** drop-down list.
  - f. Click **Add**.
  - g. The Media Type is added to the **Available Media Types** list.
5. Select the Media Type and click **Associate**.

- The **Parts & Supplies Model Info** page displays with a message indicating the Media Type Information was added successfully, and the Media Type populates the **Media** Section at the bottom of the **Parts & Supplies Model Info** page.

### View Company Info and Associate a Company

- Users can view Companies associated to the Parts & Supplies Model or Associate a Company to it. Associated companies may have several different roles, for example Supplier, Service Provider, and Shipper.
- Click the **Company Info** link in the left side bar menu of the **Parts & Supplies Model Info** page.
- The **Parts & Supplies and Company** page displays. This page displays the Current Company information associated to the Parts & Supplies Model.

**Equipment Module** U.S. ENVIRONMENTAL PROTECTION AGENCY

Data Administrator

Home Equipment Parts & Supplies Administration

Parts And Supplies Model Search > Search Results > Parts And Supplies Model Info > Parts And Supplies And Company >

**Parts And Supplies Information:**

Name: Claw Hammer (no model number)

Type:

Manufacturer:

Classification: General > Tools > Hammer > Claw

**Current Company Information:**

Associate Company

Company Name	Company Type	Website Address	Contact Name	GSA (Y/N)	Unit Cost	Delete
Nothing found to display.						

Associate Company

[EPA Home](#) [Privacy and Security Notice](#) [Contact Us](#)

- Click **Associate Company**.
- The **Parts & Supplies Company Info** page displays.

**Equipment Module** U.S. ENVIRONMENTAL PROTECTION AGENCY

Data Administrator

Home Equipment Parts & Supplies Administration

Parts And Supplies Model Search > Search Results > Parts And Supplies Model Info > Parts And Supplies And Company > Parts And Supplies Company Info >

**Parts And Supplies Model Information:**

Name: Claw Hammer (no model number)

Type:

Manufacturer:

Classification: General > Tools > Hammer > Claw

**Company Association information:** \* Indicates Required Field

Company Name:  [Pick](#) [Clear](#) \* [Add New Company](#)

Unit Cost:

Company Type:  \*

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- Select **Pick** next to the **Company Name** field.
- On the pop-up screen, type in the organization name, or the first few characters of the organization name, and select **Pick** a Company Name.
- Manually enter the **Unit Cost**.

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9. Select the Company Type from the **Company Type** drop-down list. (For example: Owner, Shipping, Service/Maintenance, etc.)
10. Click **Add**.
11. The **Parts & Supplies and Company** page displays, with a message indicating the company was associated successfully.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Parts And Supplies Model Search > Search Results > Parts And Supplies Model Info > Parts And Supplies And Company >

**Add Successful.**

Parts And Supplies Information:

Name: Claw Hammer (no model number)

Type:

Manufacturer:

Classification: General > Tools > Hammer > Claw

Current Company Information:

Associate Company

Company Name	Company Type	Website Address	Contact Name	GSA (Y/N)	Unit Cost	Delete
CIM	Supplying			N		Delete

Associate Company

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### View, Delete, and Add Documents

1. Select the **Parts And Supplies Document** link in the left side bar menu of the **Parts & Supplies Model Info** page.
2. The **Parts And Supplies Documents** page displays. This page displays the documents associated with the Part or Supply.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Parts And Supplies Model Search > Search Results > Parts And Supplies Model Info > Parts And Supplies Documents >

Parts And Supplies Model Information:

Name: Claw Hammer (no model number)

Type:

Manufacturer:

Classification: General > Tools > Hammer > Claw

Documents Associated with the Parts and Supplies:

Add Document

No items found.

Title	Description	Type	View	Delete
Nothing found to display.				

Add Document

[EPA Home](#) [Privacy and Security Notice](#) [Contact Us](#)

3. To view a document click the **View** link for a particular document.
4. A File Download dialog box displays.
5. Users can choose to Open and Save the document, or Cancel the request.

6. To delete a document or un-associate a document from a Parts & Supplies Model, click the **Delete** link for a particular document.
7. The document is removed/un-associated with the Parts & Supplies Model.
8. To Associate a Document click **Add Document**.
9. The **Document Info** page displays.

**U.S. ENVIRONMENTAL PROTECTION AGENCY**

**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

Parts And Supplies Model Search > Search Results > Parts And Supplies Model Info > Parts And Supplies Documents > Document Info >

**Parts and Supplies Information:**

Name: Claw Hammer (no model number) Type:

Manufacturer:

Classification: General > Tools > Hammer > Claw

**Document Information:** \* Indicates Required Field

Title: \*

Remaining Characters: 255

Description:

Document Type: select \*

File Format: select \*

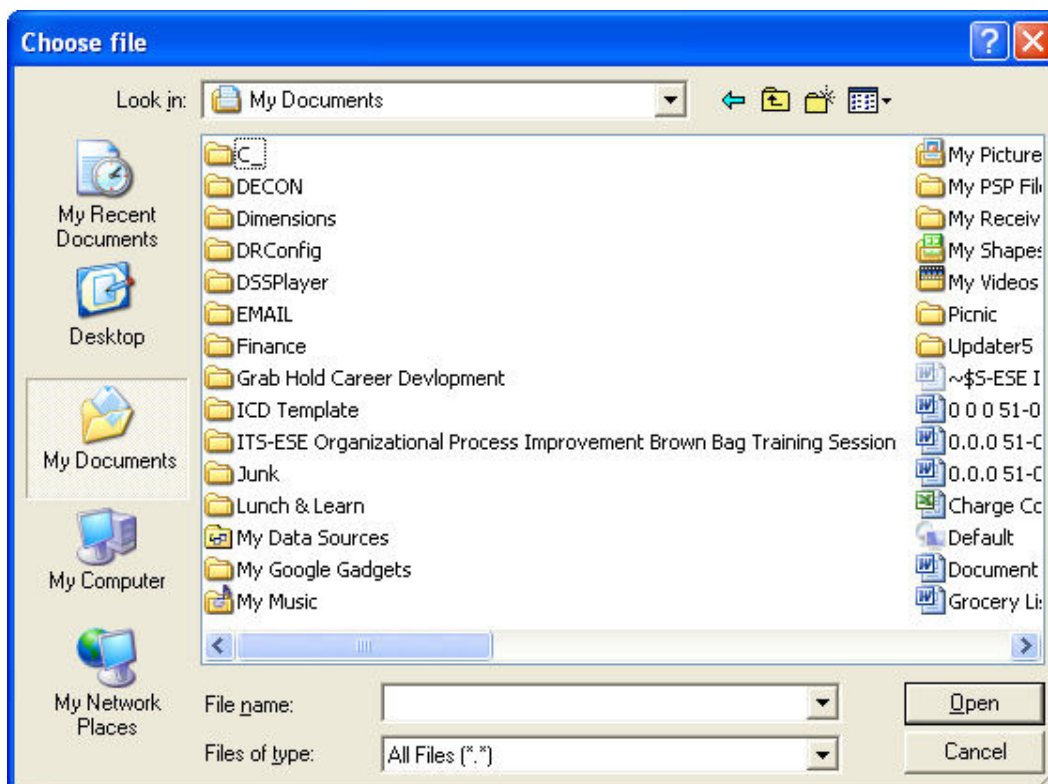
File Name:

File: Browse... \*

Add Cancel

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10. Populate the following fields:
  - **Title:** Title of the Document. Manually enter information in this field. (This field is mandatory)
  - **Description:** A description of the Document. Manually enter information in this field. Description is limited to 255 characters.
  - **Document Type:** The type of document, for example, Instruction Sheets, Maintenance Manual, Photos, etc. Select an option from the **Document Type** drop-down list. (This field is mandatory)
  - **File Format:** The file format such as Graphics Interchange Image (GIF) File Format, Tagged Image File Format (TIFF), Microsoft Word Document Format, Plain Text File Format, etc. Select an option from the **File Format** drop-down list. (This field is mandatory)
11. Upload a document by clicking **Browse**. (This field is mandatory)
12. The **Browsing** dialog window displays.



13. Find and select the document you wish to upload from your computer.
14. Click **Open**.
15. The **File** field is populated with location information of the document to be uploaded.
16. Click **Add**.
17. The user is returned to the **Parts And Supplies Documents** page, the newly added document is listed.

## 4.3 Administration

### 4.3.1 My Profile - Data Administrator

The My Profile feature facilitates Data Administrators to review their information brought from Emergency Management Portal (EMP) into the [Equipment](#) Module.

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Data Administrators select **My Profile** from the **Administration** tab.
2. The **Person Info** page for the user displays.

**Equipment Module**

U.S. ENVIRONMENTAL PROTECTION AGENCY

Data Administrator

Home Equipment Parts & Supplies Administration

[Equipment Model Search](#) > [Person Info](#)

**Person Information:** \* Indicates Req

Portal User Id: john\_smith1

First Name: John \*

Last Name: Smith \*

Employee Number:

Current: Y

Email: john\_smith1@lmco.com \*

Title:

Region: Special Teams

Supervisor: --not picked-- [Pick Person](#) [Clear](#)

HR Responsible Person: --not picked-- [Pick Person](#) [Clear](#)

Office Phone:

Mobile Phone:

Remaining Characters: 255

Description:

**Current Roles:**

Role
Warehouse Manager
Data Administrator
Equipment Borrower
General User - Read Only

**Responsible for warehouses:**

Name	Region	Manager?	Location
NDT	Special Teams	Y	4900 Olympic Blvd Erlanger KY 41018
ERT-KY	Special Teams	Y	4900 Olympic Blvd Erlanger KY 41018

Save Cancel

[EPA Home](#) [Privacy and Security Notice](#) | [Contact Us](#)

3. From this page users can:

- [View and Edit Own Information](#)
- [View and Edit Person Information of Other Persons](#)
- [View, Edit and Add Locations for Persons](#)
- [View Person Warehouse History](#)

## View and Edit Own Information

- **First Name:** First name of the person. Manually enter/edit this information. (This information is mandatory)
- **Last Name:** Last name of the person. Manually enter/edit this information. (This information is mandatory)
- **Employee Number:** Employee Number of the person. Manually enter/edit this information.
- **Current Indicator:** An indicator (Y/N), which signifies whether or not the Person is currently available in the application. Select **Y** or **N** from the **Current Indicator** drop-down list.
- **Email:** Email address of the person. Manually enter/edit this information. (This information is mandatory)
- **Title:** Professional Title of the person. Manually enter/edit this information.



- **Region:** EPA Region the person represents or is employed by. Select an option from the **Region** drop-down list.
  - **Supervisor:** Supervisor of the person. Click the [Pick Person](#) link to search and select a person. Click **Clear** to clear all information from this field.
  - **HR Responsible Person:** The HR employee responsible for the person. Click the [Pick Person](#) link to search and select a person. Click **Clear** to clear all information from this field.
  - **Office Phone:** The office phone number of the person. Manually enter/edit this information.
  - **Mobile Phone:** The cell/mobile phone number of the person. Manually enter/edit this information.
  - **Description:** This field is provided for additional information about the person. Manually enter information in this field. Description is limited to 255 characters.
4. Users can also perform the following functions from the Person Info page: :
- View Current Roles: Functional Roles in the Equipment Module assigned to the person. This information is displayed in the Current Roles section of the Person Info page.
  - View Responsible for Warehouses: List of Warehouses under the person's responsibility. This information is displayed in the Responsible for Warehouses section of the Person Info page.
  - [View and Edit Person Info for all persons \(Others\) in the Equipment Module.](#)
  - [View, Edit, and Add Locations associated with a user's own profile.](#)
  - [View Person Warehouse Histories](#)

### View and Edit Person Info of Others

1. Select the **Person List** link in the left side bar menu of the **My Profile** page.
2. The **Person Admin** page displays a list of Persons in the system.

The screenshot displays the 'Person Admin' page within the EPA Equipment Module. The page header includes the EPA logo and the text 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. The main navigation bar shows 'Equipment Module' and a 'Data Administrator' dropdown. The left sidebar contains links for 'EPA Portal Home', 'EMP Home Page', 'Reports', 'Help', 'Version', 'Downloads', and 'Person List'. The main content area has tabs for 'Home', 'Equipment', 'Parts & Supplies', and 'Administration'. Below the tabs, there is a 'Person Admin >' link and a search section with 'Search by Person Name:' and 'Index by Person Last Name:'. The search section includes input fields for 'Last Name' and 'First Name', and 'Search' and 'Clear' buttons. Below the search section, there is an 'All Person List:' section with an 'Add Person' link. A table displays the list of persons, with 13 items found and 1 item displayed. The table has columns for Last Name, First Name, Userid, Title, Phone, Mobile, Email, Current, Employee Number, and Region.

Last Name	First Name	Userid	Title	Phone	Mobile	Email	Current	Employee Number	Region
Ackerman	Joyce	N/A		3038284927			Y		Region 8
Adair	Tim	N/A					N		Region 10
Alexander	Kent	N/A		3036968207			N		Region 8
Amick	Neal	N/A					N		Region 10
Anderson	Jeffrey	N/A		7852184231			N		Region 7

At the bottom of the page, there are links for 'EPA Home', 'Privacy and Security', and 'Notice Contact Us'.

3. From this screen Data Administrators can:
  - Search and View person information
  - Edit person information

- Add a new person to the **Person List**.

Refer to [Data Administrator Person\(s\)](#) for further instruction on how to complete these functions.

### View, Edit, and Add Associated Locations

1. Select the **Person Location** link in the left side bar menu of the **My Profile** page.
2. The **Locations** page displays.

The screenshot shows the EPA Equipment Module interface. The top navigation bar includes 'Home', 'Equipment', 'Parts & Supplies', and 'Administration'. The sidebar on the left contains links such as 'EPA Portal Home', 'EMP Home Page', 'Reports', 'Help', 'Version', 'Downloads', 'Edit Person', and 'Person Location'. The main content area is titled 'Equipment Module' and includes a 'Data Administrator' dropdown menu. Below this, there is a breadcrumb trail: 'Equipment Model Search > Person Info > Locations >'. The 'Person Information' section displays fields for 'Name: Smith, John', 'Phone:', and 'Job Title:'. Below this is a section for 'Enter a Zip Code to search available locations:' with a text input box and a 'Next' button. The 'Current Locations' section contains a table with columns: Name, Address Line 1, Address Line 2, City, State, Zip Code, and Address Type. The table lists two locations: 'City Warehouse' and 'State Wide'. Below the table is an 'Add New Location' button. At the bottom of the page, there are links for 'EPA Home Privacy and Security Notice' and 'Contact Us'.

Name	Address Line 1	Address Line 2	City	State	Zip Code	Address Type
<a href="#">City Warehouse</a>	55 Equipment Road			ID	12141	Mailing
<a href="#">State Wide</a>	9823 Technogy Road			AL	33333	Mailing

3. From this page users can search for locations to associate with the Person by entering the ZIP code of the location, or Add New Locations.

### ZIP Code Search

1. Enter a valid ZIP Code in the **ZIP Code Search** box, and click **Search**.
2. The **Locations** page displays.

The screenshot shows the EPA Equipment Module web interface. The header includes the EPA logo and the text 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. The main title is 'Equipment Module'. A dropdown menu shows 'Data Administrator'. The navigation bar has tabs for 'Home', 'Equipment', 'Parts & Supplies', and 'Administration'. The left sidebar contains links: 'EPA Portal Home', 'EMP Home Page', 'Reports', 'Help', 'Version', 'Downloads', 'Edit Person', and 'Person Location'. The main content area shows the breadcrumb 'Equipment Model Search > Person Info > Locations >'. Under 'Person Information:', fields for 'Name: Smith, John', 'Phone:', and 'Job Title:' are visible. Under 'Locations:', there are two boxes: 'Available Locations' and 'Current Locations'. The 'Available Locations' box contains one entry: 'State Location 88 Technology Ave 31411'. The 'Current Locations' box contains one entry: 'City Warehouse 55 Equipment Road 12141'. Between the boxes are 'Move Down' and 'Move Up' buttons. At the bottom are 'Back', 'Save', and 'Cancel' buttons. A footer link reads 'EPA Home Privacy and Security Notice | Contact Us'.

3. Locations are listed in the **Available Locations** and **Current Locations** boxes. Users can move locations from one box to the other using the **Move Down** and **Move Up** buttons.
4. Once locations have been moved as desired click **Save**.
5. The **Person Info** page displays with a message indicating the update was successful.

## Add New Locations

1. Click **Add New Location** on the **Locations** page.
2. The **Location Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Model Search > Person Info > Locations > Location Info >

Location Information: \* Indicates Required Fields

Location Name: \*

Address Line 1: \*

Address Line 2:

Telephone Number: \*

Fax Number:

Email Address:

City:

State: Alabama

Zip Code: \*

Address Type: Mailing

Remaining Characters: 400

Description:

Add Cancel

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### 3. Enter Information for the following fields:

- **Location Name:** Descriptive label for the Location. Manually enter information in this field. (This information is mandatory)
- **Address Line 1:** Address for the Location. Manually enter information in this field. (This information is mandatory)
- **Address Line 2:** Additional Address information for the Location. Manually enter information in this field.
- **Telephone Number:** Telephone number for the Location listed. Manually enter information in this field. (This information is mandatory)
- **Fax Number:** Fax number for the Location listed. Manually enter information in this field.
- **Email Address:** Email address for the Location. Manually enter information in this field.
- **City:** City of the Location. Manually enter information in this field.
- **State:** State of the Location. Select an option from the **State** drop-down field.
- **Zip Code:** ZIP Code of the Location. Manually enter information in this field. (This information is mandatory)
- **Address Type:** The type of address for the Location, for example Mailing, Physical or Other. Select an option from the **Address Type** drop-down list.
- **Description:** Provide any additional information in this text field. Manually enter this information. Description is limited to 400 characters.

### 4. The **Person Info** page displays with a message indicating the update was successful.

#### View Person Warehouse History

The **Person Warehouse History** page displays all Warehouses associated with a person, now and in the past.

1. Click the **Person Warehouse History** link in the left side bar menu of the **My Profile** page.
2. The **Person Warehouse History** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Model Search > Person Info > Person Warehouse History >

Person Information:

Name: Smith, John  
Phone:  
Current Region: Special Teams  
Employee Number:

Warehouse History:

Region	Warehouse	Manager?	Start Date	End Date	Location
Special Teams	ERT-KY	Y	2009-04-21 14:55:06.0		4900 Olympic Blvd Erlanger, KY 41018
Special Teams	NDT	Y	2009-04-21 14:55:35.0		4900 Olympic Blvd Erlanger, KY 41018

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Person Warehouse History can be viewed for any user in the Equipment Module. Find and select a person from the **Person List**, and click the **Person Warehouse History** link in the left side bar menu of their **Person Info** page.

#### 4.3.2 Warehouses

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Data Administrators select **Warehouses** from the **Administration** tab.
2. The **Warehouse List** page displays all Warehouses nationwide.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

[Warehouse List](#) >

[Add Warehouse](#)

Warehouse List:

Filter by Warehouse Type: all

27 items found, displaying 1 to 20.

[FirstPrev](#) 1, 2 [NextLast](#)

Name	Type	Location	Description	Region
<a href="#">Anchorage Warehouse</a>	ER	5761 Silverado Way Unit M Anchorage, AK 99518-1657		Region 10
<a href="#">Argonne National Laboratory - EPARS Warehouse Annex</a>	ER	9700 S. Cass Avenue Argonne, IL 60439		Region 5
<a href="#">Boise Warehouse</a>	ER	5889 Opohoga Street Boise, ID 83704	Storage Locker	Region 10
<a href="#">Boothwyn Warehouse</a>	ER	EPA Region 3 Boothwyn Field Office 7 Chelsea Parkway, Suite 707		Region 3

[Add Warehouse](#)

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3. The list of Warehouse can be further filtered by choosing an option from the **Warehouse Type** drop-down.
4. From this screen Data Administrators can:
  - [View/Edit Warehouse Information](#)
  - [Add Warehouses](#) to the **Warehouse List**.

#### View/Edit Warehouse Information

1. To view/edit Warehouses click the **Warehouse Name** link, for a particular Warehouse, listed in the **Name Column** of the Warehouse List.
2. The **Warehouse Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

[Warehouse List](#) > [Warehouse Info](#) >

**Warehouse Information:** \* Indicates Required Field

Region: Region 10

Name:  \*

Warehouse Type:

Remaining Characters:

Description:

**Location:**

Address Line 1:  \*

Address Line 2:

City:  \*

State:

Zip Code:  \*

Address Type:

**Contact Information:**

Telephone Number:

Fax Number:

Email Address:

**Barcode Prefix/Suffix Information:**

Should System Generate Equipment Barcode?

Equipment Barcode Prefix:

Barcode Suffix:

Should System Generate Parts and Supplies Barcode?

Parts Barcode Prefix:

Barcode Suffix:

**Warehouse Responsible Persons:** [Add Person](#)

Delete	Name	Userid	Region	Employee Number	Title	Email	Phone	Mobi
<a href="#">Delete</a>	Michele Sherwood		Region 10					
<a href="#">Delete</a>	Alan Jensen	alan_jensen	Region 10			alan_jensen@epa.gov		
<a href="#">Delete</a>	Bryce Robbert	bryce_robbert	Region 10			bryce_robbert@epa.gov		
<a href="#">Delete</a>	Calvin Terada	cterada	Region 10	00017214		Terada.calvin@epa.gov		
<a href="#">Delete</a>	Michele Sherwood		Region 10					
<a href="#">Delete</a>	Alan Jensen	alan_jensen	Region 10			alan_jensen@epa.gov		

**Current Location(s) in Warehouse:** [Add New Location in Warehouse](#)

Name	Side	Aisle Number	Shelf Number	Partition	Description
<a href="#">A417Z</a>	North	9	41	left	
<a href="#">ER Truck -- ERT</a>					
<a href="#">FR Van -- FRV</a>					

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- Users can view information for the selected Warehouse.
- Users can edit the following fields on **Warehouse Info** page:

#### Warehouse Information Section

- Name:** Name of the Warehouse. Manually enter/edit information in this field. (This field is mandatory)
- Warehouse Type:** The Type of Warehouse where the Equipment is housed.
- Description:** A description of the Warehouse. Manually enter/edit information in this field. Description is limited to 255 characters.

#### Location Section

- **Address Lines 1:** The street address of the Warehouse (Physical or Mailing address). Manually enter/edit information in this field. (This information is mandatory)
- **Address Line 2:** The street address of the Warehouse (Physical or Mailing address). Manually enter/edit information in this field.
- **City:** City of the Warehouse (Physical or Mailing address). Manually enter/edit information in this field. (This information is mandatory)
- **State:** State of the Warehouse (Physical or Mailing address). Select an option from the **State** drop-down list.
- **Zip Code:** ZIP Code of the Warehouse (Physical or Mailing address). Enter this information manually. (This information is mandatory)
- **Address Type:** Type of address provided in the above sections (Physical, Mailing, or Other). Select an option from the **Address Type** drop-down list.

### Contact Information Section

- **Telephone Number:** Telephone number of the Warehouse Contact Person. Manually enter/edit information in this field.
- **Fax Number:** Fax number of the Warehouse. Manually enter/edit information in this field.
- **Email Address:** Email address of the Warehouse Contact Person. Manually enter/edit information in this field.

### Barcode Prefix/Suffix Information

Settings in the Barcode Prefix/Suffix Information section can be set to allow the Equipment Module to generate barcodes for [Equipment](#) and [Parts & Supplies](#). Information provided in this section is used for automatic system-generated Equipment and Parts & Supplies Barcodes. When new Equipment or Parts & Supplies are added a system-generated barcode pre-populates the Equipment or Parts & Supplies Information page.

Barcode Prefix/Suffix Information:	
Should System Generate Equipment Barcode	<input type="button" value="Y"/> <input type="button" value="N"/>
Should System Generate Parts and Supplies Barcode?	<input type="button" value="Y"/> <input type="button" value="N"/>
Equipment Barcode Prefix:	<input type="text" value="NDT"/>
Barcode Suffix:	<input type="text" value="EQP"/>
Parts Barcode Prefix:	<input type="text" value="NDT"/>
Barcode Suffix:	<input type="text" value="PAS"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- **Should System Generate Equipment Barcode:** An indicator (Y/N), which signifies whether or not the Equipment system should automatically generate a barcode for Equipment. Select Y/N from the **Should System Generate Equipment Barcode** drop-down list.
- **Should System Generate Parts and Supplies Barcode:** An indicator (Y/N), which signifies whether or not the Equipment system should automatically generate a barcode for Parts & Supplies. Select Y/N from the **Should System Generate Parts and Supplies Barcode** drop-down list.
- **Equipment Barcode Prefix:** Prefix for Equipment Barcode. Manually enter/edit information in this field. Prefix is limited to 6 characters. (Usually an abbreviation for the Warehouse)
- **Barcode Suffix:** Suffix for Equipment Barcode. Manually enter/edit information in this field. Suffix is limited to 6 characters. (Usually an abbreviation for Equipment such as EQP)
- **Parts Barcode Prefix:** Prefix for Parts & Supplies Barcode. Manually enter/edit information in this field. Prefix is limited to 6 characters. (Usually an abbreviation for the Warehouse)
- **Barcode Suffix:** Suffix for Parts & Supplies Barcode. Manually enter/edit information in this field. Suffix is limited to 6 characters. (Usually an abbreviation for Parts & Supplies such as PAS)

## Warehouse Responsible Persons Section

The **Warehouse Responsible Persons** section lists all Responsible Persons associated with a Warehouse.

Users can delete responsible persons:

1. Click the **Delete** link to the left of the existing responsible party's name.
2. The responsible party is deleted from the **Warehouse Responsible Persons** list, and the user returns to the **Warehouse Info** page.

Users can add/associate responsible persons:

1. Click the **Add Person** link in the **Warehouse Responsible Persons** section.
2. The **WarehousePerson Info** page displays.

3. Enter a person's last name, first name or both.
4. Click **Search**.
5. The **WarehousePerson Info** page displays.

	Last Name	First Name	Userid	Region	Employee Number	Title	Email	Phone	Mobile
<input type="radio"/>	Smith	WG	wsmith2	Region 4	00013955		smithwg@epa.gov		
<input type="radio"/>	Smith	John	john_smith1	Special Teams			john_smith1@imco.com		
<input type="radio"/>	Smith	Kelly	Kelly_Smith	Special Teams			Ksmith@dynamac.com		
<input type="radio"/>	Smith	Craig							

6. Select the person you wish to add as a Responsible Person for the Warehouse by selecting the radio button to the left of the person's name
7. Click **Select**.
8. The **Warehouse Person Info** page displays.



U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

[Warehouse List](#) > [Warehouse Info](#) > [WarehousePerson Info](#) >

**Add New Warehouse Manager for:**

Warehouse Name: [Anchorage Warehouse](#)

Region: Region 10

Description:

Will this person have full manager privileges for the warehouse?

Manager?:

**Verify Person Information:**

Portal User Id: wsmith2

Last Name: Smith

First Name: WG

Employee Number: 00013955

Email: smith.wg@epa.gov

Title:

Supervisor:

HR Responsible Person:

Office Phone:

Mobile Phone:

Description:

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9. Select **Y** or **N** in the **Manager?** drop-down list. **Y** indicates this person will have full manager privileges for this warehouse. **N** indicates all privilege less than full manager privileges.
10. Click **Add**.
11. The user is returned to the **Warehouse Info** page. A message at the top of the page indicates the successful addition of the **Warehouse Responsible Person**.

## Current Location(s) in Warehouse Section

Data Administrators can edit Location(s) in Warehouse.

1. Select the **Name** of a Location in Warehouse.
2. The **Location in Warehouse Info** page displays.

3. The following fields can be edited:
  - **Location in Warehouse:** The name of the Location in Warehouse. Manually enter/edit information in this field. (This information is mandatory)
  - **Side:** The side of the Warehouse designated to the Location in Warehouse. Examples: North, South. Manually enter/edit information in this field.
  - **Aisle Number:** The aisle number of the Location in Warehouse. Examples: 1, 5, 7, 10. Manually enter/edit information in this field.
  - **Shelf:** The shelf number of the Location in Warehouse. Manually enter/edit information in this field.
  - **Partition:** The partition with in a Warehouse where the Location in Warehouse is situated. Manually enter/edit information in this field.
  - **Other Description:** Other description about the Location in Warehouse. Manually enter/edit information in this field.
4. Click **Save**.
5. The user is returned to the **Warehouse Info** page. A message at the top of the page indicates the update was successful.

## Add Location in Warehouse

Users can add a new Location in Warehouse for the Warehouse.

1. Click the **Add New Location in Warehouse** link.
2. The **Location in Warehouse Info** page displays with all fields blank.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Warehouse List > Warehouse Info > Location in Warehouse Info >

Location in Warehouse Information: \* Indicates Required Field

Warehouse Name: Anchorage Warehouse

Location in Warehouse: \*

Side:

Aisle Number:

Shelf:

Partition:

Remaining Characters: 255

Other Description:

5761 Silverado Way  
Unit M  
Anchorage AK 99518-1657

EPA Region: Region 10

Add Cancel

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3. Enter information for the following fields:

- **Location in Warehouse Name:** The name of Location in Warehouse. Manually enter this information. (This information is mandatory)
- **Side:** The side of the Warehouse designated to the Location in Warehouse. Examples: North, South. Manually enter this information.
- **Aisle Number:** The aisle number of the Location in Warehouse. Examples: 1, 5, 7, 10. Manually enter this information. (Numbers only)
- **Shelf:** The shelf number of the Location in Warehouse. Manually enter this information.
- **Partition:** The partition with in a Warehouse where the Location in Warehouse is situated. Manually enter this information.
- **Other Description:** Other description about the Location in Warehouse. Manually enter this information.

4. Click **Add**.

5. The user is returned to the **Warehouse Info** page. A message at the top of the page indicates the addition of the Location in Warehouse was successful.

6. Click **Save**.

7. The user is returned to the **Warehouse List** page.

## View Warehouse Manager History

Users can view Warehouse Manager History for the Warehouse.

1. Click the **Warehouse Manager History** link in the left side bar menu of the **Warehouse Info** page.
2. The **Warehouse Manager History** page displays.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

[Warehouse List](#) > [Warehouse Info](#) > [Warehouse Manager History](#) >

**Warehouse Information:**

Name: Anchorage Warehouse  
Region: Region 10  
Location: 5761 Silverado Way  
Unit M  
Anchorage, Alaska  
99518-1657

**Warehouse Manager History:**

Last Name	First Name	Start Date	End Date
StJohn	Ron	04-09-2009	
Fowlow	Joseph	04-09-2009	
Park	Joon	04-09-2009	

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### Add a Warehouse

1. In the **Warehouse List** page, click the **Add Warehouse** link.
2. The **Warehouse Info** page displays, with all fields blank.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

[Warehouse List](#) > [Warehouse Info](#) >

**Warehouse Information:** \* Indicates Required Field

Region: FMSB  
Name: \*  
Warehouse Type: ER  
Remaining Characters: 255  
Description:   
  
**Location:**  
Address Line 1: \*  
Address Line 2: \*  
City: \*  
State: Alabama  
Zip Code: \*  
Address Type: 5555 Main Street  
  
**Contact Information:**  
Telephone Number:   
Fax Number:   
Email Address:   
  
**Barcode Prefix/Suffix Information:**  
Should System Generate Equipment Barcode: Y  
Equipment Barcode Prefix:   
Barcode Suffix:   
Should System Generate Parts and Supplies Barcode?: Y  
Parts Barcode Prefix:   
Barcode Suffix:   
  
Add Cancel

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3. Enter information for in the following fields:  
**Warehouse Information Section**

- **Region:** Region of Warehouse location. Select an option from the **Region** drop-down list.
- **Name:** Name of the Warehouse. Manually enter information in this field. (This field is mandatory)
- **Description:** A description of the Warehouse. Manually enter information in this field. Description is limited to 255 characters.
- **Warehouse Type:** Code representing the Warehouse type. Select an option from the **Warehouse Type** drop-down list.

### Location Section

- **Address Lines 1:** The street address of the Warehouse (Physical or Mailing address). Enter this information manually. (This information is mandatory)
- **Address Line 2:** The street address of the Warehouse (Physical or Mailing address). Enter this information manually.
- **City:** City of the Warehouse. (Physical or Mailing address) Enter this information manually.
- **State:** State of the Warehouse. (Physical or Mailing address) Select an option from the **State** drop-down list.
- **Zip Code:** ZIP Code of the Warehouse (Physical or Mailing address). Enter this information manually. (This information is mandatory)
- **Address Type:** Type of address provided in the above sections. (Physical, Mailing, or Other) Select an option from the **Address Type** drop-down list.

### Contact Information Section

- **Telephone Number:** Telephone number of the Warehouse Contact Person. Enter this information manually.
- **Fax Number:** Fax number of the Warehouse. Enter this information manually.
- **Email Address:** Email address of the Warehouse Contact Person. Enter this information manually.

### Barcode Prefix/Suffix Information

Settings in the **Barcode Prefix/Suffix Information** section can be set to allow the Equipment Module to generate barcodes for Equipment and Parts & Supplies. Information provided in this section is used for automatic system-generated Equipment and Parts & Supplies Barcodes. When new Equipment or Parts & Supplies are added a system-generated barcode pre-populates the Equipment or Parts & Supplies Information page.

Barcode Prefix/Suffix Information :

Should System Generate Equipment Barcode?	<input type="button" value="Y"/>	Equipment Barcode Prefix:	<input type="text" value="NDT"/>
		Barcode Suffix:	<input type="text" value="EQP"/>
Should System Generate Parts and Supplies Barcode?	<input type="button" value="Y"/>	Parts Barcode Prefix:	<input type="text" value="NDT"/>
		Barcode Suffix:	<input type="text" value="PAS"/>

- **Should System Generate Equipment Barcode:** An indicator (Y/N), which signifies whether or not the Equipment system should automatically generate a barcode for Equipment. Select **Y/N** from the **Should System Generate Equipment Barcode** drop-down list.
- **Should System Generate Parts and Supplies Barcode:** An indicator (Y/N), which signifies whether or not the Equipment system should automatically generate a barcode for Parts & Supplies. Select **Y/N** from the **Should System Generate Parts and Supplies Barcode** drop-down list.
- **Equipment Barcode Prefix:** Prefix for Equipment Barcode. Manually enter this information. Prefix is limited to 6 characters. (Usually an abbreviation for the Warehouse)

- **Barcode Suffix:** Suffix for Equipment Barcode. Manually enter this information. Suffix is limited to 6 characters. (Usually an abbreviation for Equipment such as EQP)
- **Parts Barcode Prefix:** Prefix for Parts & Supplies Barcode. Manually enter this information. Prefix is limited to 6 characters. (Usually an abbreviation for the Warehouse)
- **Barcode Suffix:** Suffix for Parts & Supplies Barcode. Manually enter this information. Suffix is limited to 6 characters. (Usually an abbreviation for Parts & Supplies such as PAS)

4. Click **Add**.

5. The **Warehouse Info** page displays. A message at the top of the page indicates the addition of the Warehouse was successful. The **Warehouse Info** page that displays now has options to **Add Responsible Persons** and **Add New Location in Warehouse**. To add a Responsible Persons or a New Location in Warehouse follow the steps described in the [Edit Warehouse Information](#) section of this Help Topic.

### 4.3.3 Address Types

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Data Administrators select **Address Types** from the **Administration** tab.
2. The **Address Types** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

[Address Types >](#)

[Add Address Type](#)

**All AddressType List**

16 items found, displaying all items.

Name	Description
Mailing	Mailing Address
Physical	Physical Address
Legal	Legal Address
Other	Other Address

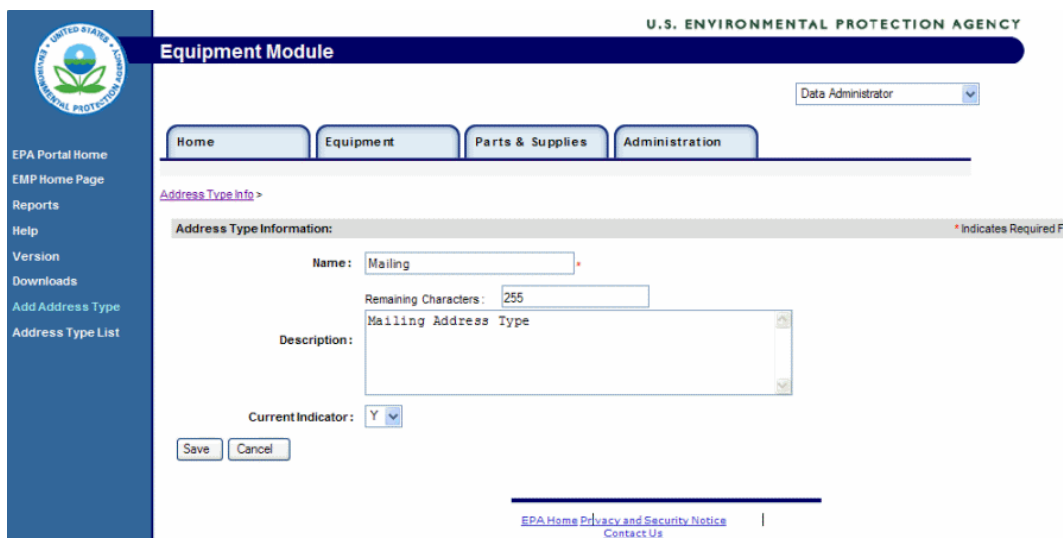
[Add Address Type](#)

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3. From this screen Data Administrators can:
  - [View/Edit Address Types Information](#)
  - [Add New Address Types](#), which will be added to the **Address Type List**.

### View/Edit Address Types Information

1. Find the Address Type for the Address Type Information you wish to view.
2. Click the **Address Type Name** in the **Name** column of the **Address Type List**.
3. The **Address Type Info** page displays.



U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

[Address Type Info >](#)

Address Type Information: \* Indicates Required F

Name: Mailing \*

Remaining Characters: 255

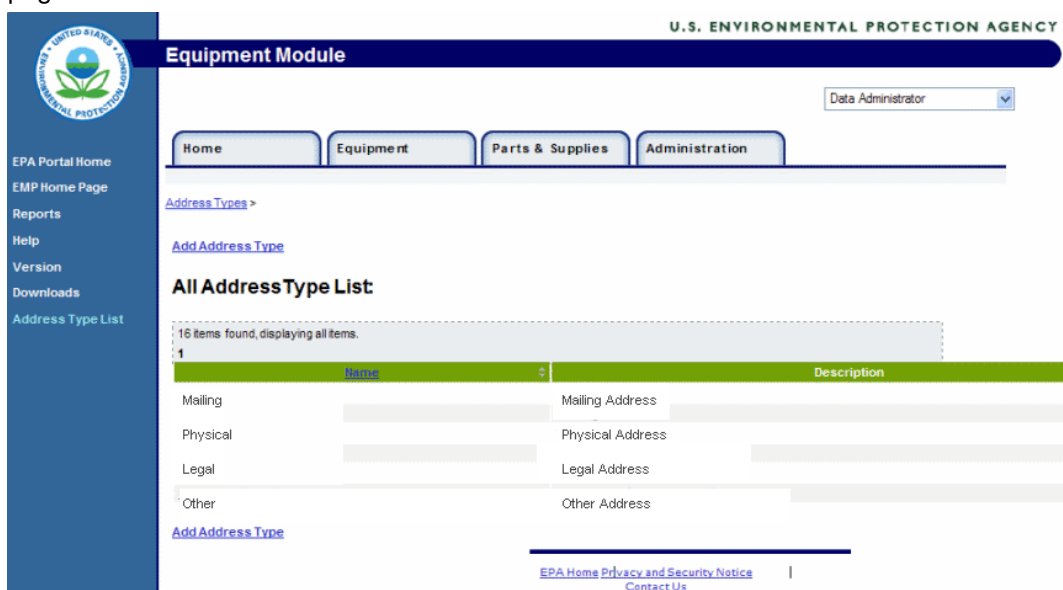
Description: Mailing Address Type

Current Indicator: Y

Save Cancel

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4. The following fields are editable:
  - **Name:** Term that represents a type of address. Manually enter/edit information in this field. (This information is mandatory)
  - **Description:** The text describing the type of address. Manually enter/edit information in this field. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not the address type is currently available to describe addresses in the application. Select **Y** or **N** from the **Current Indicator** drop-down list.
5. Click **Save**.
6. The edited Address Type Information is updated. The user is returned to the **Address Types** page.



U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

[Address Types >](#)

[Add Address Type](#)

**All AddressType List**

16 items found, displaying all items.

Name	Description
Mailing	Mailing Address
Physical	Physical Address
Legal	Legal Address
Other	Other Address

[Add Address Type](#)

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## Add an Address Type

1. Data Administrators can add Address Types to the Emergency Management Portal Address Type List by clicking the **Add Address Type** link in the **Address Types** page.
2. The **Address Type Info** page displays, with all fields blank.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

[Address Type Info >](#)

Address Type Information: \* Indicates Required Field

Name:

Remaining Characters: 255

Description:

Current Indicator: Y

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3. Enter information for the following fields:
  - **Name:** Term that represents a type of address. Manually enter this information. (This information is mandatory)
  - **Description:** The text describing the type of address. Manually enter this information. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not the address type is currently available to describe addresses. Select **Y** or **N** from the **Current Indicator** drop-down list.
4. Click **Save**.
5. The New Address Type is added to the **Address Type List**. The user is returned to the **Address Types** page.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Warehouse Manager

Home Equipment Equipment Service Parts & Supplies Transfers Field Check Init

[Address Types >](#)

[Add Address Type](#)

**All Address Type List**

16 items found, displaying all items.

Name	Description
Mailing	Mailing Address
Physical	Physical Address
Legal	Legal Address
Other	Other Address

[Add Address Type](#)

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## 4.3.4 Aspect Types

**Definition:** Physical and Functional aspects of a piece of [Equipment](#) or [Parts & Supplies](#). Examples: Dimension, Weight, Response Time, Ready Time, Temperature Range, Relative Humidity Range.

**Usage:** The application provides features to capture these on a model of Equipment or Parts & Supplies and provides this information on the Equipment Model Info page and the Parts And Supplies Model Info



page. The physical and functional aspects of a model can be added/updated/deleted via the Add link provided on these pages.

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Data Administrators select **Aspect Types** from the **Administration** tab.
2. The **Aspect Types Admin** page displays.

The screenshot shows the 'Aspect Types Admin' page in the EPA Equipment Module. The page has a blue sidebar on the left with links like 'EPA Portal Home', 'EMP Home Page', 'Reports', 'Help', 'Version', 'Downloads', and 'Aspect Type List'. The top navigation bar has tabs for 'Home', 'Equipment', 'Parts & Supplies', and 'Administration'. The main content area shows a table titled 'All Aspect Types List' with 25 items found, displaying 21 to 25. The table has columns for 'Name', 'Description', and 'Current Indicator'. The rows are: Height (checked), Temperature Range (unchecked), Volume (checked), and Weight (unchecked). Each row has an 'edit' link and an 'Update' button. The 'Current Indicator' column has checkboxes, some of which are checked. The page also includes a sidebar with navigation links and a top navigation bar with tabs for Home, Equipment, Parts & Supplies, and Administration.

Name	Description	Current Indicator	Update
Height	Height, in inches, of the i	<input checked="" type="checkbox"/>	Update
Temperature Range	Temperature the Equipn	<input type="checkbox"/>	Update
Volume	The amount of three-dim	<input checked="" type="checkbox"/>	Update
Weight	Weight, in pounds, of the	<input type="checkbox"/>	Update
		<input type="checkbox"/>	Add

3. From this screen Data Administrators can:
  - [Update Aspect Types](#)
  - [Add New Aspect Types](#), which will be added to the **Aspect Type List**.

### Update Aspect Type

Users can Update an Aspect Type in two different ways.

#### Update Aspect Types on the Aspect Type Admin page - Method 1

Aspect Type Name and Aspect Type Description can be updated from the **Aspect Type Admin** page.

1. To update Aspect Types enter or amend existing information in the **Aspect Type Name** and/or **Aspect Type Description** text boxes.
2. Check or un-check the **Current Indicator** box.
3. Click **Update**.
4. The **Aspect Type List** is displayed in the **Aspect Type Admin** page with the amended Aspect Type updated.

#### Edit Aspect Types on the Aspect Type Info page - Method 2

1. To edit Aspect Types click the **edit** link to the left of an **Aspect Type Name**.
2. The **Aspect Type Info** page displays.

The screenshot shows the 'Aspect Type Info' page in the EPA Equipment Module. The page has a blue sidebar on the left with links: EPA Portal Home, EMP Home Page, Reports, Help, Version, Downloads, Add Aspect Type, and Aspect Type List. The top navigation bar is dark blue with 'Equipment Module' and a 'Data Administrator' dropdown. Below the navigation bar are four tabs: Home, Equipment, Parts & Supplies, and Administration. The main content area is titled 'Aspect Type Admin > Aspect Type Info >'. It contains a form for editing an Aspect Type. The form has a title bar 'Aspect Type Information:' with a red asterisk indicating required fields. The 'Name' field is 'Alarm Range' with a red asterisk. The 'Description' field is a large text area. The 'Current Indicator' is a dropdown menu set to 'Y'. The 'Remaining Characters' for the description is 255. At the bottom of the form are 'Save' and 'Cancel' buttons. At the bottom of the page are links for 'EPA Home Privacy and Security Notice' and 'Contact Us'.

3. Users can edit the following fields:

- **Name:** Terms that represents a physical or functional aspect of a [model of equipment](#) or parts and supplies. Examples: Dimension, Weight, Response Time, Ready Time, Temperature Range, Relative Humidity Range. Manually enter/edit information in this field. (This field is mandatory)
- **Description:** Textual description of a physical or functional aspect of a model of equipment or Parts and Supplies. Manually enter/edit information in this field. Description is limited to 255 characters.
- **Current Indicator:** An indicator (Y/N), which signifies whether or the Aspect Type is currently available to describe a physical or functional aspect of an Equipment Model or Parts and Supplies Model.

4. Click **Save**.

5. Updates to the Aspect Type Info are saved and the user is returned to the **Aspect Type Admin** page.

## Add Aspect Types

Users can Add an Aspect Type two different ways:

### Add Aspect Type Method 1:

1. Find the last row in the **Aspect Type** list in the **Aspect Type Admin** page - it will be on the last page of the list.
2. This row displays blank **Name**, **Description**, and **Current Indicator** fields.
3. Populate the blank fields:
  - **Name:** Terms that represents a physical or functional aspect of a model of equipment or parts and supplies. Examples: Dimension, Weight, Response Time, Ready Time, Temperature range, Relative humidity range. Manually enter information in this field. (This field is mandatory)
  - **Description:** Textual description of a physical or functional aspect of a model of equipment or Parts and Supplies. Manually enter information in this field. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or the Aspect Type is currently available to describe a physical or functional aspects of a Equipment Model or Parts and Supplies Model.
4. Click **Add** in the last column for the new Aspect Type.
5. The **Aspect Type Admin** page displays with the new Aspect Type (sorted alphabetically by Name).

### Add Aspect Type Method 2:

1. In the **Aspect Type Admin** page, click the **Add Aspect Type** link at the bottom of the page.
2. The **Aspect Type Info** page displays, with all fields blank.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Aspect Type Admin > Aspect Type Info >

Aspect Type Information: \* Indicates Required

Name: \*

Remaining Characters: 255

Description:

Current Indicator: Y

Add Cancel

EPA Home Privacy and Security Notice Contact Us

3. Populate the following fields:
  - **Name:** Terms that represents a physical or functional aspect of a model of equipment or parts and supplies. Examples: Dimension, Weight, Response Time, Ready Time, Temperature range, Relative humidity range. Manually enter information in this field. (This field is mandatory)
  - **Description:** Textual description of a physical or functional aspect of a model of equipment or Parts and Supplies. Manually enter information in this field. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or the Aspect Type is currently available to describe a physical or functional aspects of a Equipment Model or Parts and Supplies Model.
4. Click **Add**.
5. The new Aspect Type is added and the user is returned to the **Aspect Type Admin** page.

### 4.3.5 Company/Organizations

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Data Administrators select **Company/Organizations** from the **Administration** tab.
2. The **Organizations List** page displays all the Companies/Organizations in the system.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Organization List >

Add Organization

▼ Search By Name:

Organization Name:

Search

Organizations:

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

1,493 items found, displaying 1 to 20.

First Prev 1 2 3 4 5 6 7 8 Next Last

Name	Organization Type	Point of Contact	Phone Number	Website Address	GSA Vendor	Manufacturer	Description
<a href="#">20/20 GeneSystems Inc.</a>	Private				N	Y	
<a href="#">3M</a>	Private	Kelly Smith			N	Y	
<a href="#">3M Microbiology</a>	Private				N	Y	
<a href="#">5 Star Manuf.</a>	Private				N	Y	
<a href="#">A&amp;D Weighing</a>	Private				N	Y	
<a href="#">A.P. Buck</a>	Private				N	Y	
<a href="#">A.P. Buck Inc.</a>	Private				N	Y	
<a href="#">ABC Inc.</a>	Private	Paul White			Y	N	This is a new company.
<a href="#">ABS Support</a>	Private	Art Still		<a href="http://www.abssupport.com/">http://www.abssupport.com/</a>	N	N	Safety supplies, i.e. PPE, booms cleaning supplies, etc.

Add Organization

[EPA Home](#) [Privacy and Security Notice](#) [Contact Us](#)

- Users can search for a specific Company/Organization by entering some or all of its name in the **Organization Name** field and clicking on the **Search** button. The resulting Organization list will contain all companies/organizations containing the search term in its name.
- Users can also search for a Company/Organization by selecting the first letter or number in the name of the company in the alpha/numeric list above the **Organization List**. Users may also select **All** to display a list of all Companies/Organizations.
- From this screen Data Administrators can:
  - [View/Edit Company/Organization Information.](#)
  - [Add New Company/Organization](#), which will be added to the **Organization List**.

#### View/Edit Company/Organization Information

- Click the link provided on the Name of any Company/Organization in the list.
- The **Organization Info** page displays.

3. The following fields can be edited:

## Organization Information

- **Name:** Name of the Company/Organization. Manually enter/edit information in this field. (This field is mandatory)
- **Acronym:** Acronym of the Company/organization. Manually enter/edit information in this field.

## Location

- Locations can be deleted by clicking the **Delete** link to the left of the Address.
- A new Location can be added by clicking **Add Location** to the right of the Location line after entering the information detailed below.
- To save any changed information for an existing Location, click **Save Location** to the right of the Location line.

## Editable Fields:

- **Address Type:** The type of address for the Company/Organization, for example Mailing, Physical or Other. Select an option from the **Address Type** drop-down list.
- **Address Line 1:** Address for the Company/Organization. Manually enter/edit information in this field. (This field is mandatory)
- **Address Line 2:** Address for the Company/Organization. Manually enter/edit information in this field.
- **City:** City where the Company/Organization is located. Manually enter/edit information in this field. (This field is mandatory)
- **State/Province:** State/Province where the Company/Organization is located. Select an option from the **State/Province** drop-down list for United States. For other Countries, manually enter/edit information in this field.
- **Country:** Country where the Company/Organization is located. Select an option from the **Country** drop-down list.

- **Zip Code:** ZIP Code of the Company/Organization. Manually enter/edit information in this field. (This field is mandatory)

### Contact

- **Point of Contact:** Name of the Point of Contact for this Company/Organization. Click the [Pick Person](#) link to the right of the **Point of Contact** field to select a person. Click **Clear** to clear all information from this field.
- **Telephone Number:** The telephone number of the Point of Contact for the Company/Organization. Manually enter/edit information in this field.
- **Fax Number:** The Fax number of the Point of Contact for the Company/Organization. Manually enter/edit information in this field.
- **Email Address:** The e-mail address of the Point of Contact for the Company/Organization. Manually enter/edit information in this field.
- **Website Address:** The Web site address for the Company/Organization. Manually enter/edit information in this field.

### Type

Type is not an editable field once it is defined while adding an Organization/Company in the system.

### Private Vendor/Company Information

This section is only viewable if the **Type** field is set to **Private**.

- **Duns Number:** The Data Universal Numbering System (DUNS) number assigned by Dun and Bradstreet to identify unique business establishments. Manually enter/edit information in this field.
- **GSA Vendor:** Is this Company/Organization a GSA approved vendor? Select **Y/N** from the **GSA Vendor** drop-down list.
- **Manufacturer:** Is this Company/Organization a Manufacturer? Select **Y/N** from the **Manufacturer** drop-down list.
- **Supplier:** Is this Company/Organization a Supplier? Select **Y/N** from the **Supplier** drop-down list.
- **Shipper:** Is this Company/Organization a Shipper? Select **Y/N** from the **Shipper** drop-down list.

### Additional Information

- **Current:** Y or N indicator to signal if the Company/Organization is active. Select an option from the **Current** drop-down list.
- **Description:** Additional information or description of the Company/Organization. Manually enter/edit information in this field. Description is limited to 255 characters.

4. Click **Save**.
5. The Company/Organization information is updated and the user is returned to the **Organization Admin** page.

### Add Organization

1. In the **Organization List** page, click the [Add Organization](#) link, at the bottom of the page.
2. The **Organization Info** page displays, with all fields blank.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Model Search > Organization List > Organization Info >

Organization Information: \* Indicates Required Field

Name: \*  
Acronym:

Location:

Address Type	Address Line 1*	Address Line 2	City	State/Province	Country	Zip Code
Mailing				Alabama	United States	

Contact:

Point of Contact: -- not picked --- [Pick Person](#) [Clear](#)

Telephone Number:  
Fax Number:  
Email Address:  
Website Address:

Type:

Type: Private

Private Vendor/Company Information:

Duns Number:  
GSA Vendor: ☒  
Manufacturer: ☐  
Supplier: ☐  
Shipper: ☐

Additional Information:

Current: ☒  
Remaining Characters: 255  
Description:

Add Cancel

3. Populate the following fields:

### Organization Information

- **Name:** Name of the Company/Organization. Manually enter information in this field. (This field is mandatory)
- **Acronym:** Acronym of the Company/organization. Manually enter information in this field.

### Location

- **Address Type:** The type of address for the Company/Organization, for example Mailing, Physical or Other. Select an option from the **Address Type** drop-down list.
- **Address Line 1:** Address for the Company/Organization. Manually enter information in this field. (This field is mandatory)
- **Address Line 2:** Address for the Company/Organization. Manually enter information in this field. (This field is optional)
- **City:** City where the Company/Organization is located. Manually enter information in this field. (This field is mandatory)
- **State/Province:** State/Province where the Company/Organization is located. Select an option from the **State/Province** drop-down list for United States. For other Countries, manually enter information in this field.
- **Country:** Country where the Company/Organization is located. Select an option from the Country drop-down list.
- **ZIP Code:** ZIP Code of the Company/Organization. Manually enter information in this field. (This field is mandatory)

### Contact

- **Point of Contact:** Name of the Point of Contact for this Company/Organization. Click the [Pick Person](#) link to the right of the **Point of Contact** field to select a person. Click **Clear** to clear all information from this field.
- **Telephone Number:** The telephone number of the Point of Contact for the Company/Organization. Manually enter information in this field.
- **Fax Number:** The Fax number of the Point of Contact for the Company/Organization. Manually enter information in this field.
- **Email Address:** The e-mail address of the Point of Contact for the Company/Organization. Manually enter information in this field.
- **Web Site Address:** The Web site address for the Company/Organization. Manually enter information in this field.

### Type

- **Type:** Type of Company/Organization. Select **Federal, Local, Private, or State** from the **Type** drop-down list.

### Private Vendor/Company Information

This section is only viewable if the **Type** field is set to **Private**.

- **Duns Number:** The Data Universal Numbering System (DUNS) number assigned by Dun and Bradstreet to identify unique business establishments. Manually enter this information.
- **GSA Vendor:** Is this Company/Organization a GSA approved vendor? Select **Y/N** from the **GSA Vendor** drop-down list.
- **Manufacturer:** Is this Company/Organization a Manufacturer? Select **Y/N** from the **Manufacturer** drop-down list.
- **Supplier:** Is this Company/Organization a Supplier? Select **Y/N** from the **Supplier** drop-down list.
- **Shipper:** Is this Company/Organization a Shipper? Select **Y/N** from the **Shipper** drop-down list.

### Additional Information

- **Current:** Y or N indicator to signal if the Company/Organization is active. Select an option from the **Current** drop-down list.
- **Description:** Additional information or description of the Company/Organization. Description is limited to 255 characters.

4. Click **Add**.

5. The new Company/Organization is added to the Company/Organization list and the user is returned to the **Organizations Info** page.

#### 4.3.6 Document Types

**Definition:** Types of documents pertinent to [Equipment](#) such as User Manual, Instruction Sheets for Maintenance, Photos, Standard Operating Procedures, Maintenance Logs, etc.

**Usage:** The type has to be specified while capturing documents for [Equipment Model](#), [Parts & Supplies](#), and [Maintenance Logs](#). The Add Document feature for Equipment Model, Parts & Supplies, and Maintenance Logs within the application presents list values of Document Types for selection.

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Data Administrators select **Document Types** from the **Administration** tab.
2. The **Document Types** page displays.



U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Document Types >

Add Document Type

All Document Type List: \* Indicates Required Field

10 items found, displaying all items.

Name	Description
<a href="#">Instruction Sheets</a>	For equipment
<a href="#">Maintenance Manual</a>	For equipment maintenance
<a href="#">Owners Manual</a>	For owners manuals.
<a href="#">Photos</a>	For equipment and parts pictures
<a href="#">Rtf file</a>	Files in RTF format

Add Document Type

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3. From this screen Data Administrators can:

- [View/Edit Document Types](#)
- [Add Document Types](#), which will be added to the **Document Type List**.

## View/Edit Document Types

1. To view/edit Document Types click the **Document Type Name** link, listed in the **Name Column** in the **Document Type Admin** page.
2. The **Document Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Document Type Info >

Document Type Information: \* Indicates Required Field

Name:  \*

Remaining Characters: 222

Description:

Current Indicator:

Save Cancel

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3. Users can edit the following fields:

- **Name:** Name of the Document Type. Manually enter/edit information in this field. (This field is mandatory)
- **Description:** A description of the Document Type. Manually enter/edit information in this field. Description is limited to 255 characters.
- **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is currently available to describe Documents.

4. Click **Save**.

5. Updates to the Document Type Info are saved and the user is returned to the **Document Type Admin** page.

### Add Document Type

1. In the **Document Type Admin** page, click the **Add Document Type** link.
2. The **Document Type Info** page displays, with all fields blank.

3. Populate the following fields:
  - **Name: Name of the Document Type.** Manually enter information in this field. (This field is mandatory)
  - **Description:** A description of the Document Type. Manually enter information in this field. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is currently available to describe Documents.
4. Click **Add**.
5. The new Document Type is added and the user is returned to the **Document Type Admin** page.

#### 4.3.7 Equipment Usage Types

**Definition:** The manner in which [Equipment](#) may be used for example Field Use, Training, Demo etc.

**Usage:** The Add/Edit Equipment feature presents list of Usage types for selection on Equipment Info page.

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Data Administrators select **Equipment Usage Types** from the **Administration** tab.
2. The **Equipment Usage Type Admin** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment/UsageType Admin >

Add Equipment Usage Type

All Equipment Usage Type List:

4 items found, displaying all items.

Name	Description	Current Indicator
Demo	Equipment used for Demo purpose	Y
Field Use	Equipment used for Fields use purpose	Y
Other	Other Uses	Y
Training	Equipment used for Training purpose	Y

Add Equipment Usage Type

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3. From this screen Data Administrators can:

- [View/Edit Equipment Usage Types](#)
- [Add Equipment Usage Types](#), which will be added to the **Equipment Usage Type List**.

## View/Edit Equipment Usage Types

1. To view/edit Usage Types click the **Usage Type Name**, listed in the **Name Column** in the **Equipment Usage Type Admin** page.
2. The **Equipment Usage Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment/UsageType Admin > Equipment Usage Type Info >

Equipment Usage Type Information: \* Indicates Required Field

Name: Demo

Remaining Characters: 255

Description: Equipment used for Demo purpose

Current Indicator: Y

Save Cancel

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3. Data Administrators can edit the following fields:

- **Name:** Name of the Equipment Usage Type. Manually enter/edit information in this field. (This field is mandatory)
- **Description:** A description of the Equipment Usage Type. Manually enter/edit information in this field. Description is limited to 255 characters.
- **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is currently available to describe the manner in which Equipment would be used.

4. After populating the Equipment Usage Type Info fields click **Save**.

5. Updates to the Equipment Usage Type Info are saved and the user is returned to the **Equipment Usage Type Admin** page.

## Add Equipment Usage Types

1. In the **Equipment Usage Type Admin** page, click the **Add Equipment Usage Type** link.
2. The **Equipment Usage Type Info** page displays, with all fields blank.

3. Populate the following fields:

- **Name:** Name of the Equipment Usage Type. Manually enter information in this field. (This field is mandatory)
- **Description:** A description of the Equipment Usage Type. Manually enter information in this field. Description is limited to 255 characters.
- **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is currently available to describe the manner in which Equipment would be used.

4. After populating the Equipment Usage Type Info fields click **Add**.

5. The new Equipment Usage Type is added and the user is returned to the **Equipment Usage Type Admin** page.

## 4.3.8 Media Types

**Definition:** Media present in the environment such as Air, Dust, Leachate, Oil, Sediment, Water, Sludge, Soil etc.

**Usage:** The application provides features to specify the medium for a model of [Equipment](#) or [Parts & Supplies](#) and provides this information on the [Equipment Model](#) Info page and the Parts & Supplies Model Info page. Any media for a model can be added/deleted via the Add link provided in Media section on these pages. Warehouse managers and field personnel can use this information to determine whether Equipment is suitable to detect a contaminant in any particular media.

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Data Administrators select **Media Types** from the **Administration** tab.
2. The **Media Type Admin** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

[Media Type Admin >](#)

[Add Media Type](#)

All Media Types List: \* Indicates Required Field

84 items found, displaying 1 to 20.

[First](#) [Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#) [Last](#)

	Name	Description	Current Indicator	
<a href="#">edit</a>	Aerosols *		<input checked="" type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	Air *		<input checked="" type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	Air Pressure *		<input checked="" type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	Air Quality *		<input checked="" type="checkbox"/>	<a href="#">Update</a>

[Add Media Type](#)

[EPA Home](#) [Privacy and Security Notice](#) | [Contact Us](#)

3. From this screen Data Administrators can:

- [Update Media Types](#)
- [Add Media Types](#), which will be added to the **Media Type List**.

### Update Media Types

Users can Update a Media Type in two different ways.

#### Update Media Types on the Media Type Admin page - Method 1

Media Type Name, Media Type Description, and Current Indicator can be updated from the **Media Type Admin** page. The Current Indicator signifies whether or not a Media is available to describe the Venue of a location. For updating in the **Media Type List** displayed in the **Media Type Admin** page a checked box signifies the term is available, while an unchecked box signifies the term is **not** available.

1. To update Media Types enter or amend existing information in the **Media Type Name** and/or **Media Type Description** text boxes. Check or un-check the **Current Indicator** box.
2. Click **Update**.
3. The **Media Type List** is displayed in the **Media Type Admin** page with the amended Media Type updated.

#### Edit a Media Type on the Media Type Info page - Method 2

1. Click the [edit](#) link to the left of the Media Type listed in the **Name Column** of the **Media Type Admin** page.
2. The **Media Type Info** page displays.

3. Users can edit the following fields:

- **Name:** Name of the Media Type. Manually enter/edit information in this field. (This field is mandatory)
- **Description:** A description of the Media Type. Manually enter/edit information in this field. Description is limited to 255 characters.
- **Current Indicator:** An indicator (Y/N), which signifies whether or not a Media is available to describe the Venue of a location.

4. Click **Save**.

5. Updates to the Media Type Info are saved and the user is returned to the **Media Type Admin** page.

## Add Media Types

Users can Add a Media Type in two different ways:

### Add Media Type Method 1:

1. Find the last row in the **Media Type** list in the **Media Type Admin** page - this will be on the last page of the list.
2. This row should display blank **Name**, **Description**, and **Current Indicator** fields.
3. Populate the blank fields:
  - **Name:** Name of the Media Type. Manually enter information in this field. (This field is mandatory)
  - **Description:** A description of the Media Type. Manually enter information in this field. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not a Media is available to describe the Venue of a location.
4. Click **Add** in the last column, for the new Media Type.
5. The **Media Type Admin** page displays with the new Media Type.

### Add Media Type Method 2:

1. In the **Media Type Admin** page, click the **Add Media Type** link.
2. The **Media Type Info** page displays, with all fields blank.

The screenshot displays the 'Media Type Admin' page within the EPA Equipment Module. The page has a blue sidebar on the left with links like 'EPA Portal Home', 'EMP Home Page', 'Reports', 'Help', 'Version', 'Downloads', 'Add Media Type', and 'Media Type List'. The top header is dark blue with the EPA logo and 'U.S. ENVIRONMENTAL PROTECTION AGENCY' text. Below the header, there's a 'Data Administrator' dropdown menu. The main content area has tabs for 'Home', 'Equipment', 'Parts & Supplies', and 'Administration'. The 'Equipment' tab is active, showing the 'Media Type Admin' page. The page title is 'Media Type Admin > Media Type Info >'. The form is titled 'Media Type Information:' and includes a red asterisk indicating required fields. It has three main fields: 'Name' (a text box with a red asterisk), 'Description' (a text area with a 'Remaining Characters: 255' indicator), and 'Current Indicator' (a dropdown menu with 'Y' selected). There are 'Add' and 'Cancel' buttons at the bottom left of the form. At the bottom right, there are links for 'EPA Home Privacy and Security Notice' and 'Contact Us'.

3. Populate the following fields:

- **Name:** Name of the Media Type. Manually enter information in this field. (This field is mandatory)
- **Description:** A description of the Media Type. Manually enter information in this field. Description is limited to 255 characters.
- **Current Indicator:** An indicator (Y/N), which signifies whether or not a Media is available to describe the Venue of a location.

4. Click **Add**.

5. The new Media Type is added and the user is returned to the **Media Type Admin** page.

## 4.3.9 Maintenance Frequency Types

**Definition:** Intervals at which prescribed services are to be performed on [Equipment](#) as appropriate. Examples: Weekly, Monthly, Quarterly, Bi-Annually, Annually, Three Years, Every 100 hours.

**Usage:** The Maintenance Schedule Info page presents list values of Maintenance Frequencies for selection while defining details of a service applicable to a particular piece of Equipment.

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Data Administrators select **Maintenance Frequency Types** from the **Administration** tab.
2. The **Maintenance Frequency Type Admin** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Maintenance Frequency Type Admin >

Add Maintenance Frequency Type

**All Maintenance Frequency Types List**

40 items found, displaying 1 to 20.

[First] [Prev] 1 2 [Next] [Last]

Name	Description	Due Date Required	Current Indicator	Duration (days)
<a href="#">Alternant Month</a>		Y	Y	60
<a href="#">Annual</a>		Y	Y	365
<a href="#">As Needed</a>		N	Y	0
<a href="#">Bi-Yearly-0927</a>	test description	Y	Y	10
<a href="#">Bi-Annual</a>		Y	Y	180
<a href="#">Bi-Monthly</a>		Y	Y	60
<a href="#">Bi-Weekly</a>		Y	Y	14
<a href="#">Change</a>	Management	N	Y	0
<a href="#">Continuously</a>		N	Y	0

Add Maintenance Frequency Type

[EPA Home](#) [Privacy and Security Notice](#) | [Contact Us](#)

3. From this screen Data Administrators can:

- [View/Edit Maintenance Frequency Types](#)
- [Add Maintenance Frequency Types](#), which will be added to the Maintenance Frequency List.

#### View/Edit Maintenance Frequency Types

1. To view/edit Maintenance Frequency Types click the **Maintenance Frequency Type Name** link, listed in the **Name Column** in the **Maintenance Frequency Type Admin** page.
2. The **Maintenance Frequency Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Maintenance Frequency Type Admin > Maintenance Frequency Type Info >

Maintenance Frequency Type Information: \* Indicates Required Field

Name:

Remaining Characters: 255

Description:

Duration (days):

Due Date Required?:

Current Indicator:

Save Cancel

[EPA Home](#) [Privacy and Security Notice](#) | [Contact Us](#)

3. Users can edit the following fields:

- **Name:** Name of the Maintenance Frequency Type. Manually enter/edit information in this field. (This field is mandatory)
- **Description:** A description of the Maintenance Frequency Type. Manually enter/edit information in this field. Description is limited to 255 characters.



- **Duration (days):** The duration of maintenance frequency in days. Manually enter/edit information in this field.
  - **Due Date Required?:** Indicates if a due date is required for the frequency. Select **Y** or **N** from the **Due Date Required?** drop-down list.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is currently available to describe the frequency of Maintenance Schedule for Equipment.
4. Click **Save**.
  5. Updates to the Maintenance Frequency Type Info are saved and the user is returned to the **Maintenance Frequency Type Admin** page.

### Add Maintenance Frequency Types

1. In the **Maintenance Frequency Type Admin** page, click the **Add Maintenance Frequency Type** link.
2. The **Maintenance Frequency Type Info** page displays, with all fields blank.

The screenshot shows the 'Maintenance Frequency Type Info' page in the EPA Equipment Module. The page layout includes a top navigation bar with 'Home', 'Equipment', 'Parts & Supplies', and 'Administration'. The main content area is titled 'Maintenance Frequency Type Information:' and contains the following fields:

- Name:** A text input field with a red asterisk indicating it is mandatory. Below it, a 'Remaining Characters: 255' indicator is shown.
- Description:** A large text area for entering a description.
- Duration (days):** A text input field.
- Due Date Required?:** A dropdown menu with 'Y' selected.
- Current Indicator:** A dropdown menu with 'Y' selected.

At the bottom left of the form are 'Add' and 'Cancel' buttons. At the bottom right, there is a link for 'EPA Home Privacy and Security Notice'.

3. Populate the following fields:
  - **Name:** Name of the Maintenance Frequency Type. Manually enter information in this field. (This field is mandatory)
  - **Description:** A description of the Maintenance Frequency Type. Manually enter information in this field. Description is limited to 255 characters.
  - **Duration (days):** The duration of maintenance frequency in days. Manually enter information in this field.
  - **Due Date Required?:** Indicates if a due date is required for the frequency. Select **Y/N** from the **Due Date Required?** drop-down list.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is currently available to describe the frequency of Maintenance Schedule for Equipment.
4. Click **Add**.
5. The new Maintenance Frequency Type is added and the user is returned to the **Maintenance Frequency Type Admin** page.

### 4.3.10 Maintenance Types

**Definition:** Service types to be performed on [Equipment](#) as appropriate to prevent random failures and improve its performance. Examples: Functional Test, Inspection, Calibration, Filter Change, Performance Check, Pressure Testing, Sensor Change, Battery Charge.

**Usage:** The Maintenance Schedule Info page presents list values of these types for selection while defining details of service applicable to a particular piece of Equipment. Other service-related pages, like Service Check-Out page, Scheduled Maintenance page and Service Log page present list values of these types for selection while defining details of a Repair applicable to a particular piece of Equipment

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Data Administrators select **Maintenance Types** from the **Administration** tab.
2. The **Maintenance Type Admin** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

[Maintenance Type Admin >](#)

[Add Maintenance Type](#)

**All Maintenance Types List:**

88 items found, displaying 1 to 20.  
[First](#) [Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#) [Last](#)

Name	Description	Maintenance Type Group	Current Indicator
<a href="#">1A Main Type</a>	Description for Main type	Calibration	Y
<a href="#">Abrasion test</a>	test	Calibration	Y
<a href="#">Add New Type</a>	test	Calibration	Y
<a href="#">Air Quality Test</a>		Testing	Y
<a href="#">Air Sampling</a>		Testing	Y
<a href="#">Annual Certification/Maintenance</a>	Maint.type	Certification	Y
<a href="#">Battery Charge/Bump Test</a>	Maint.type	Testing	Y
<a href="#">Battery Charge/Check</a>	Maint.type	Checking	Y
<a href="#">Battery Charge/Check/Cal Gas Check</a>	Maint.type	Checking	Y

[Add Maintenance Type](#)

[EPA Home](#) [Privacy and Security](#)  
[Notice](#) [Contact Us](#)

3. From this screen Data Administrators can:
  - [View/Edit Maintenance Types](#)
  - [Add Maintenance Types](#), which will be added to the **Maintenance Type List**.

## View/Edit Maintenance Types

1. To view/edit Maintenance Types click the **Maintenance Type Name** link, listed in the **Name Column** in the **Maintenance Type Admin** page.
2. The **Maintenance Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

[Maintenance Type Admin >](#) [Maintenance Type Info >](#)

**Maintenance Type Information:** \* Indicates Required Field

Name:  \*

Remaining Characters: 255

Description:

Maintenance Type Group:  \*

Current Indicator:

Approved Indicator:

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[Notice](#) [Contact Us](#)

3. Users can edit the following fields:

- **Name:** Name of the Maintenance Type. Manually enter/edit information in this field. (This field is mandatory)
- **Description:** A description of the Maintenance Type. Manually enter/edit information in this field. Description is limited to 255 characters.
- **Maintenance Type Group:** The type of Maintenance, such as Certification, Inspection, Replacement, Servicing, etc. To populate this field select the appropriate option from the **Maintenance Type Group** drop-down list. (This field is mandatory)
- **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is currently available to describe a maintenance type for a maintenance schedule of Equipment.
- **Approved Indicator:** Choose an indicator (Y/N) from the **Approved Indicator** drop-down list.

4. Click **Save**.

5. Updates to the Maintenance Type Info are saved and the user is returned to the **Maintenance Type Admin** page.

### Add Maintenance Types

1. In the **Maintenance Type Admin** page, click the **Add Maintenance Type** link.
2. The **Maintenance Type Info** page displays, with all fields blank.

The screenshot shows the 'U.S. ENVIRONMENTAL PROTECTION AGENCY' logo at the top right. Below it is a blue header bar with 'Equipment Module' in white. To the left is a vertical blue sidebar with the EPA logo and links: 'EPA Portal Home', 'EMP Home Page', 'Reports', 'Help', 'Version', 'Downloads', 'Add Maintenance Type', and 'Maintenance Type List'. The main content area has a breadcrumb trail 'Maintenance Type Admin > Maintenance Type Info >'. Below this is a form titled 'Maintenance Type Information:' with a red asterisk indicating required fields. The form contains: a 'Name:' text box with a red asterisk; a 'Remaining Characters: 255' label; a 'Description:' text area; a 'Maintenance Type Group:' dropdown menu with a red asterisk; a 'Current Indicator:' dropdown menu with 'Y' selected; an 'Approved Indicator:' dropdown menu with 'N' selected; and 'Add' and 'Cancel' buttons at the bottom. A footer link reads 'EPA Home Privacy and Security Notice Contact Us'.

3. Populate the following fields:

- **Name: Name of the Maintenance Type.** Manually enter information in this field. (This field is mandatory)
- **Description:** A description of the Maintenance Type. Manually enter information in this field. Description is limited to 255 characters.
- **Maintenance Group Type:** The type of Maintenance, such as Certification, Inspection, Replacement, Servicing, etc. To populate this field select the appropriate option from the **Maintenance Type Group** drop-down list.
- **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is currently available to describe a maintenance type for a maintenance schedule of Equipment.
- **Approved Indicator:** Choose an indicator (Y/N) from the **Approved Indicator** drop-down list.

4. Click **Add**.

- The new Maintenance Type is added and the user is returned to the **Maintenance Type Admin** page.

## 4.3.11 Material Types

**Definition:** Types of materials with which [Equipment](#) is manufactured such as Glass, Plastic, Fiberglass, Rubber, Steel etc.

**Usage:** The Add/Edit [Equipment Model](#) feature presents list of material for selection on Equipment Model Info page.

This information will help field personnel to use extra care while handling Equipment made out of fragile material.

- Upon logging in to the Equipment Module of the Emergency Management Portal, Data Administrators select **Material Types** from the **Administration** tab.
- The **Equipment Material Type Admin** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Material Type Admin >

Add Equipment Material Type

All Equipment Material Type List:

12 items found, displaying all items.

Name	Description	Current Indicator
Brand (test)	testing description	Y
Chromium	Equipment made of Chromium Sorbate	Y
Glass	Equipment made of Glass	Y
Iron	Equipment made of Iron	Y

Add Equipment Material Type

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- From this screen Data Administrators can:
  - [View/Edit Equipment Material Types](#)
  - [Add Equipment Material Types](#), which will be added to the **Equipment Material Type List**.

## View/Edit Equipment Material Types

- To view/edit Material Types click the **Material Type Name** link, listed in the **Name Column** in the **Equipment Material Type Admin** page.
- The **Equipment Material Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Material Type Admin > Equipment Material Type Info >

Equipment Material Type Information: \*Indicates Required Field

Name: Bronze

Remaining Characters: 221

Description: Equipment made of bronze material.

Current Indicator: Y

Save Cancel

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- Users can edit the following fields:

- **Name:** Name of the Material Type. Manually enter/edit information in this field. (This field is mandatory)
  - **Description:** A description of the Material Type. Manually enter/edit information in this field. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not a list value is currently available to describe the material used to manufacture Equipment.
4. After populating the Equipment Material Type Info fields click **Save**.
  5. Updates to the Equipment Material Type Info are saved and the user is returned to the **Equipment Material Type Admin** page.

### Add Equipment Material Types

1. In the **Equipment Material Type Admin** page, click the **Add Equipment Material Type** link.
2. The **Equipment Material Type Info** page displays, with all fields empty.
3. Populate the following fields:
  - **Name: Name of the Material Type.** Manually enter information in this field. (This field is mandatory)
  - **Description:** A description of the Material Type. Manually enter information in this field. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not a list value is currently available to describe the material used to manufacture Equipment.
4. After populating the Equipment Material Type Info fields click **Add**.
5. The new Equipment Material Type is added and the user is returned to the **Equipment Material Type Admin** page.

### 4.3.12 Mobility Types

**Definition:** The manner in which [Equipment](#) needs to be physically handled or moved around.  
Examples: Hand-held, Mobile laboratory, Mobile.

**Usage:** The Add/Edit [Equipment Model](#) feature within the application presents a list of possible types of mobility for selection on the Equipment Model Info page. Warehouse managers and field personnel can use this information to determine transportation needs of Equipment.

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Data Administrators select **Mobility Types** from the **Administration** tab.
2. The **Mobility Type Admin** page displays.

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Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

[Mobility Type Admin](#)

[Add Mobility Type](#)

All Mobility Types List: \* Indicates Required Field

10 items found, displaying all items.

	Name	Description	Current Indicator	
<a href="#">edit</a>	Hand Held *		<input checked="" type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	Hand-held 643 *		<input checked="" type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	Mobile *		<input checked="" type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	Mobile *		<input checked="" type="checkbox"/>	<a href="#">Update</a>
			<input type="checkbox"/>	<a href="#">Add</a>

[Add Mobility Type](#)

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3. From this screen Data Administrators can:

- [Update Mobility Types](#)
- [Add Mobility Types](#), which will be added to the **Mobility Type List**.

### Update Mobility Types

Users can Update a Mobility Type in two different ways.

#### Update Mobility Types on the Mobility Type Admin page - Method 1

Mobility Type Name, Mobility Type Description, and Current Indicator can be updated from the **Mobility Type Admin** page. The Current Indicator signifies whether or not a term is available to describe the manner in which Equipment can be physically handled or moved around. For updating in the **Mobility Type List** displayed in the **Mobility Type Admin** page a checked box signifies that the term is available, while an unchecked box signifies that the term is **not** available.

1. To update Mobility Types enter or amend existing information in the **Mobility Type Name** and/or **Mobility Type Description** text boxes. Check or un-check the **Current Indicator** box.
2. Click **Update**.
3. The **Mobility Type List** is displayed in the **Mobility Type Admin** page with the amended Mobility Type updated.

#### Edit Mobility Types on the Mobility Type Info page - Method 2

1. To edit Mobility Types click the [edit](#) link to the left of the Mobility Type listed in the **Name Column** of the **Mobility Type Admin** page.
2. The **Mobility Type Info** page displays.

3. Users can edit the following fields:
  - **Name:** Name of the Mobility Type. Manually enter/edit information in this field. (This field is mandatory)
  - **Description:** A description of the Mobility Type. Manually enter/edit information in this field. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is available to describe the manner in which Equipment can be physically handled or moved around.
4. Click **Save**.
5. Updates to the Mobility Type Info are saved and the user is returned to the **Mobility Type Admin** page.

## Add Mobility Types

Users can Add a Mobility Type two different ways:

### Add Mobility Type Method 1:

1. Find the last row in the **Mobility Type** list in the **Mobility Type Admin** page -this will be on the last page of the list.
2. This row should display blank **Name**, **Description**, and **Current Indicator** fields.
3. Populate the blank fields:
  - **Name:** Name of the Mobility Type. Manually enter information in this field. (This field is mandatory)
  - **Description:** A description of the Mobility Type. Manually enter information in this field. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is available to describe the manner in which Equipment can be physically handled or moved around.
4. Click **Add** in the last column, for the new Mobility Type.
5. The **Mobility Type Admin** page displays with the new Mobility Type.

### Add Mobility Type Method 2:

1. In the **Mobility Type Admin** page, click the **Add Mobility Type** link at the bottom of the page.
2. The **Mobility Type Info** page displays, with all fields blank.



3. Populate the following fields:
  - **Name:** Name of the Mobility Type. Manually enter information in this field. (This field is mandatory)
  - **Description:** A description of the Mobility Type. Manually enter information in this field. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is available to describe the manner in which Equipment can be physically handled or moved around.
4. Click **Add**.
5. The new Mobility Type is added and the user is returned to the **Mobility Type Admin** page.

## 4.3.13 Equipment Nomenclature

**Definition:** Standard taxonomy for classifying [Equipment](#) used by EPA.

All pieces of equipment are required to be classified according to [Equipment Nomenclature](#) while parts and supplies need not necessarily be classified.

The Nomenclature consists of the following four levels of classification:

- **Purpose Level 1:** Term that represents the purpose of Equipment. Examples: Analytical, Communications, Decontamination, Detection, Diving, Sampling, Transportation.
  - **Category Level 2:** Term that represents a category under which can be grouped. Examples: Instrumentation, Radio, Phone, Respiratory Protection.
  - **Type Level 3:** Term that represents Equipment types. Examples: Autoclave, Balance, Blender, Centrifuge, Desiccators, Fume Hood, Hot Plate, Gas Chromatograph, Photometer, Stirrer, Incubator.
  - **Characteristics Level 4:** Term that represents Characteristics with which Equipment can be classified. Examples: Sensor, Detector tubes, Chips, Strip, Alpha detector, Chem-Cassette.
1. Upon logging in to the Equipment Module of the Emergency Management Portal, Data Administrators select **Equipment Nomenclature** from the **Administration** tab.
  2. The **Equipment Nomenclature** page displays a list of Classifications in the system. Sort feature is available on all columns of the list. To sort the list, click the link or up/down arrow on the column headers.



U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Nomenclature >

Search By Status: ☐ Approved ☐ Unapproved

Search by Keyword in Classification: Keyword:  Search Keyword

Search by Equipment Classification:

Purpose:  Category:  Type:  Characteristic:

Add Purpose (Level 1)

Available Equipment Classification:

1,901 items found, displaying 1 to 50.

First Prev 1 2 3 4 5 6 7 8 Next Last

Nomenclature Number	Purpose (Level 1)	Category (Level 2)	Type (Level 3)	Manufacturer (Level 4)	Equipment Model	Manufacturer	Size/Capacity/Concentration
12417	Analytical	Any	n/a	n/a	Ultra TD Autosampler	Markes	
12415	Analytical	Equipment	Auto Sampler/Injector	n/a	MPS2	Gerstel	
12445	Analytical	Equipment	Auto Sampler/Injector	n/a	Sample Manager Autosampler	Waters	

Export options: [CSV](#) [Excel](#) [PDF](#)

Add Purpose (Level 1)

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3. From this page users can view the hierarchy and structure of Nomenclature Classification.
4. Users can search for Classifications using several methods:
  - **Status:** Select **Approved** or **Unapproved**.
  - **Keyword:** Enter a keyword then click **Search Keyword**.
  - **Classification:** Select as many options as possible from the **Search by Equipment Classification** drop-down lists.
5. Click **Refresh** to display results based on the criteria in Step 4.
6. From this screen Data Administrators can:
  - [View/Update Classifications](#)
  - [Add Additional Levels of Classification](#), which will be added to the **Equipment Classification List**.
  - [Add New Classification](#), which will be added to the **Equipment Classification List**.

## View/Update Classifications

1. To view/edit classifications, click the desired classification level in the **Classification List**. Click a Purpose (Level 1) link on any list item.
2. The **Purpose Info** page displays.

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Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

[Equipment Nomenclature](#) > [Purpose Info](#) >

**Purpose Information:**

Purpose (Level 1):  \*

Remaining Characters:

Description:

Approved:

Current:

Category (Level 2)	Approved	Description
<a href="#">Noise Reduction</a>	Y	
<a href="#">Megaphone/Bullhorn</a>	Y	
<a href="#">Public Announcement System</a>	Y	
<a href="#">Pager</a>	Y	
<a href="#">Supplies</a>	Y	
<a href="#">Radio</a>	Y	
<a href="#">Siren</a>	Y	
<a href="#">Audio System</a>	Y	
<a href="#">Phone</a>	Y	

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3. Users can edit the following fields:
  - **Purpose (Level 1):** Term that represents the Purpose of the Equipment. Manually enter/edit information in this field. (This field is mandatory)
  - **Description:** Textual description about the Purpose of the Equipment. Manually enter/edit information in this field. Description is limited to 255 characters.
  - **Approved:** An indicator (Y/N), which signifies whether or not the term describing the Purpose of the Equipment is approved by the Nomenclature Committee. Select an option from the **Approved** drop-down list.
  - **Current:** An indicator (Y/N), which signifies whether or not the term describing the Purpose of the Equipment is currently available to Categorize Equipment. Select an option from the **Current** drop-down list.
4. Click **Save**. The **Purpose Info** page displays notifying the user the save was successful.
5. To view/edit the next classification level, select a Category (Level 2) classification by clicking the link of the listed item.
6. The **Category Info** page displays.

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Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Nomenclature > Purpose Info > Category Info >

Category Information:

Purpose (Level 1): Communications

Category (Level 2): Phone

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Type (Level 3)	Approved	Description
<a href="#">Cellular Phone</a>	Y	
<a href="#">Desktop Phone</a>	Y	
<a href="#">Satellite Phone</a>	Y	
<a href="#">Secure</a>	Y	
<a href="#">Speaker Phone</a>	Y	
<a href="#">Tri-Mode Phone</a>	Y	
<a href="#">Video Conference</a>	Y	

Save Cancel Add Type (Level 3)

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7. Users can edit the following fields:
  - **Category (Level 2):** Term that represents the Category under which Equipment can be grouped. Manually enter/edit information in this field. (This field is mandatory)
  - **Description:** Textual description about a Category of Equipment. Manually enter/edit information in this field.
  - **Approved:** An indicator (Y/N), which signifies whether or not the term used to Categorize Equipment is approved by the Nomenclature Committee. Select an option from the **Approved** drop-down list.
  - **Current:** An indicator (Y/N), which signifies whether or not the term is currently available to Categorize the Equipment. Select an option from the **Current** drop-down list.
8. Click **Save**. The **Category Info** page displays notifying the user the save was successful.
9. To view/edit additional classification levels, select a Type (Level 3) classification by clicking the link of the listed item.
10. The **Type Info** page displays.

The screenshot displays the EPA Equipment Module web interface. The header includes the EPA logo and the text 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. The main title is 'Equipment Module'. A navigation bar contains links for 'Home', 'Equipment', 'Parts & Supplies', and 'Administration'. A 'Data Administrator' dropdown menu is visible. The left sidebar lists various links: 'EPA Portal Home', 'EMP Home Page', 'Reports', 'Help', 'Version', 'Downloads', and 'Edit Equipment Type'. The main content area shows the 'Type Information' form, which includes fields for 'Category (Level 2)', 'Type (Level 3)', 'Remaining Characters', 'Description', 'Approved', and 'Current'. Below the form is a table with columns 'Characteristic (Level 4)', 'Approved', and 'Description'. The table contains one row with the value 'Accessory' and 'n/a'. At the bottom of the form are buttons for 'Save', 'Cancel', and 'Add Characteristic (Level 4)'. A footer link reads 'EPA Home Privacy and Security Notice Contact Us'.

**Equipment Module**

U.S. ENVIRONMENTAL PROTECTION AGENCY

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Nomenclature > Purpose Info > Category Info > Type Info >

**Type Information:**

Category (Level 2): Communications > Phone

Type (Level 3): Satellite Phone

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Characteristic (Level 4)	Approved	Description
Accessory	Y	
n/a	Y	

Save Cancel Add Characteristic (Level 4)

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11. Users can edit the following fields:

- **Type (Level 3):** Term that represents a Type of Equipment. (Example: Autoclave, Balance, Photometer) Manually enter/edit this information. (This field is mandatory)
- **Description:** Textual description of the Type of Equipment. Manually enter/edit this information. Description is limited to 255 characters.
- **Approved:** An indicator (Y/N), which signifies whether or not the term describing the Type of Equipment is approved by the Nomenclature Committee. Select an option from the **Approved** drop-down list.
- **Current:** An indicator (Y/N), which signifies whether or not the Type is currently available to classify the Equipment. Select an option from the **Current** drop-down list.

12. Click **Save**. The **Type Info** page displays notifying the user the save was successful.

13. To view additional classification levels, select a Characteristic (Level 4) classification.

14. The **Characteristic Info** page displays.

15. Users can edit the following fields:

- **Characteristic (Level 4):** Term that represents Characteristics with which Equipment can be classified. (Example: Sensor, Detector tubes, Chips, Strip) Manually enter/edit information in this field. (This field is mandatory)
- **Description:** Textual description about the Characteristics of the Equipment. Manually enter/edit information in this field. Description is limited to 255 characters.
- **Approved:** An indicator (Y/N), which signifies whether or not the Characteristic is approved by the Nomenclature Committee. Select an option from the **Approved** drop-down list.
- **Current:** An indicator (Y/N), which signifies whether or not the Characteristic is currently available to classify the Equipment. Select an option from the **Current** drop-down list.

16. Click **Save**. The **Characteristic Info** page displays notifying the user the save was successful.

## Add Additional Levels of Classification

1. Additional levels of classifications can be added to any existing classification in the **Classification List** by the Data Administrator.
2. Click the desired classification level in the **Classification List**.
3. The corresponding classification level page displays. (The screen example below shows the **Purpose Info** page (Classification Level 1))

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Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Nomenclature > Purpose Info >

Equipment Purpose Information:

Purpose (Level 1): Analytical

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Category (Level 2)	Approved	Description
<a href="#">Equipment</a>	Y	
<a href="#">Instrumentation</a>	Y	

Save Cancel Add Category (Level 2)

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- To add an additional classification level click **Add Category (Level 2)**. Additional Classifications Levels cannot be approved unless the previous level is approved. Only Data Administrators can approve classifications.
- The **Category Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Nomenclature > Purpose Info > Category Info >

Category Information:

Purpose (Level 1): Communications

Category (Level 2): Phone

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Type (Level 3)	Approved	Description
<a href="#">Cellular Phone</a>	Y	
<a href="#">Desktop Phone</a>	Y	
<a href="#">Satellite Phone</a>	Y	
<a href="#">Secure</a>	Y	
<a href="#">Speaker Phone</a>	Y	
<a href="#">Tri-Mode Phone</a>	Y	
<a href="#">Video Conference</a>	Y	

Save Cancel Add Type (Level 3)

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- Enter the category name in the **Category (Level 2)** text box. (This field is mandatory)
- Enter a description of the category in the **Description** text box. Description is limited to 255 characters.

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8. Select **Y** or **N** from the **Current** drop-down list. Data Administrators only can approve or disapprove a classification by selecting **Y** or **N** from the **Approved** drop-down list.
9. Select the **Add** button.
10. The **Purpose Info** page displays with a message indicating the classification addition was successful, and the newly added Category Classification Level 2 in the **Category Classification List**.

The screenshot shows the 'Equipment Module' interface for the U.S. Environmental Protection Agency. The left sidebar contains links: EPA Portal Home, EMP Home Page, Reports, Help, Version, Downloads, Edit Equipment Purpose, and Purpose. The top navigation bar includes Home, Equipment, Parts & Supplies, and Administration. The 'Equipment Nomenclature > Purpose Info' breadcrumb is visible. A message 'Add Successful.' is displayed. Below it, the 'Equipment Purpose Information' section shows 'Purpose (Level 1): Analytical' with a remaining character count of 255. The 'Description' field is empty. 'Approved' and 'Current' are both set to 'Y'. A table titled 'Category (Level 2)' lists three items: 'Instrumentation', 'Any', and 'Equipment', all with 'Y' in the 'Approved' column. At the bottom, there are 'Save', 'Cancel', and 'Add Category (Level 2)' buttons. A footer link reads 'EPA Home Privacy and Security Notice Contact Us'.

Category (Level 2)	Approved	Description
<a href="#">Instrumentation</a>	Y	
<a href="#">Any</a>	Y	
<a href="#">Equipment</a>	Y	

11. To add an additional classification level (Classification Level 3: Type) click the desired **Level 2** link in the **Category Classification List**.
12. The **Category Info** page displays.

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U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Nomenclature > Purpose Info > Category Info >

Equipment Category Information:

Purpose (Level 1): Analytical

Category (Level 2): Instrumentation

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Type (Level 3)	Approved	Description
<a href="#">Atomic Absorption Furnace</a>	Y	
<a href="#">Colorimeter</a>	Y	
<a href="#">Flash Point Tester</a>	Y	
<a href="#">Gas Chromatograph</a>	Y	
<a href="#">High Pressure Liquid Chromatography (HPLC)</a>	Y	
<a href="#">Liquid Chromatography (LC)</a>	Y	
<a href="#">Photometer</a>	Y	
<a href="#">Spectrometer</a>	Y	

Save Cancel Add Type (Level 3)

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13. Click **Add Type (Level 3)**.

14. The **Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Nomenclature > Purpose Info > Category Info > Type Info >

Type Information:

Category (Level 2): Communications > Phone

Type (Level 3): Satellite Phone

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Characteristic (Level 4)	Approved	Description
<a href="#">Accessory</a>	Y	
<a href="#">n/a</a>	Y	

Save Cancel Add Characteristic (Level 4)

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15. Enter the type name in the **Type (Level 3)** text box. (This field is mandatory)

16. Enter a description of the type in the **Description** text box. Description is limited to 255 characters.



17. Select **Y or N from the Current** drop-down list. Data Administrators only can approve or disapprove a classification by selecting **Y** or **N** from the **Approved** drop-down list.
18. Select the **Add** button.
19. The **Category Info** page displays with a message indicating the classification addition was successful, and the newly added Type Classification Level 3 in the **Type Classification List**.

The screenshot shows the EPA Equipment Module interface. The top navigation bar includes 'Home', 'Equipment', 'Parts & Supplies', and 'Administration'. The left sidebar contains links for 'EPA Portal Home', 'EMP Home Page', 'Reports', 'Help', 'Version', 'Downloads', and 'Edit Category'. The main content area displays a message 'Add Successful.' and 'Equipment Category Information:'. Below this, there are fields for 'Purpose (Level 1): Analytical', 'Category (Level 2): Instrumentation', and 'Remaining Characters: 255'. There are also 'Approved' and 'Current' dropdown menus, both set to 'Y'. At the bottom, there is a table titled 'Type (Level 3)' with columns for 'Type (Level 3)', 'Approved', and 'Description'.

Type (Level 3)	Approved	Description
<a href="#">Atomic Absorption Furnace</a>	Y	
<a href="#">Colorimeter</a>	Y	
<a href="#">Flash Point Tester</a>	Y	

At the bottom of the form, there are buttons for 'Save', 'Cancel', and 'Add Type (Level 3)'.

20. To add an additional classification level (Classification Level 4: Characteristic) click the desired **Level 3** link in the **Type Classification List**.
21. The **Type Info** page displays.

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**Equipment Module**

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Home Equipment Parts & Supplies Administration

Equipment Nomenclature > Purpose Info > Category Info > Type Info >

**Equipment Type Information:**

Category (Level 2): Analytical > Instrumentation

Type (Level 3): Tool

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Characteristic (Level 4)	Approved	Description
n/a	N	None Type added for Type of Tool

Save Cancel Add Characteristic (Level 4)

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22. Click **Add Characteristic (Level 4)**.
23. The **Characteristic Info** page displays.

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**Equipment Module**

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Home Equipment Parts & Supplies Administration

Equipment Nomenclature > Purpose Info > Category Info > Type Info > Characteristic Info >

**Characteristic Information:** \* Indicates Required

Type (Level 3): Communications > Phone > Satellite Phone

Characteristic (Level 4): Accessory

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Save Cancel

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24. Enter the type name in the **Characteristic (Level 4)** text box. (This field is mandatory)
25. Enter a description of the type in the **Description** text box. Description is limited to 255 characters.
26. Select **Y or N** from the **Current** drop-down list. Data Administrators only can approve or disapprove a classification by selecting **Y** or **N** from the **Approved** drop-down list.
27. Select the **Add** button.
28. The **Type Info** page displays with a message indicating the classification addition was successful, and the newly added Type Classification Level 4 in the **Characteristic Classification List**.

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Home Equipment Parts & Supplies Administration

[Equipment Nomenclature](#) > [Purpose Info](#) > [Category Info](#) > [Type Info](#) >

**Add Successful.**

**Equipment Type Information:**

Category (Level 2): Analytical > Instrumentation

Type (Level 3): Tool

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Characteristic (Level 4)	Approved	Description
Microscope	Y	
n/a	N	None Type added for Type of Tool

Save Cancel Add Characteristic (Level 4)

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## Add New Classification

1. New classifications can be added to a **Classification List** by the Data Administrator.
2. From the **Equipment Nomenclature** page, select the **Add Purpose Level 1** button.
3. The **Add Purpose And Category Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

[Equipment Nomenclature](#) > [Add Purpose And Category Info](#) >

**Equipment Purpose Information:** \*Indicates Required

Purpose (Level 1):

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Next Cancel

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4. Enter the purpose name in the **Purpose (Level 1)** text box. (This field is mandatory)
5. Enter a description of the purpose in the **Description** text box. Data Administrators only can approve or disapprove a classification by selecting **Y** or **N** from the **Approved** drop-down list. Select **Y** or **N** from the **Current** drop-down list.
6. Click **Next**.

7. The **Add Purpose And Category Info** page displays.

The screenshot displays the 'Add Purpose And Category Info' page within the EPA Equipment Module. The page features a sidebar on the left with links to EPA Portal Home, EMP Home Page, Reports, Help, Version, Downloads, and Add Purpose And Category. The top navigation bar includes Home, Equipment, Parts & Supplies, and Administration. The main form area is titled 'Equipment Category Information' and contains the following fields:

- Purpose (Level 1):** Machine
- Category (Level 2):** A text box with a red asterisk indicating it is a required field.
- Remaining Characters:** 255
- Description:** A large text area.
- Approved:** A drop-down menu with 'Y' selected.
- Current:** A drop-down menu with 'Y' selected.
- Buttons:** Add and Cancel

At the bottom of the page, there are links for EPA Home, Privacy and Security Notice, and Contact Us.

8. Enter the category name in the **Category (Level 2)** text box. (This field is mandatory)
9. Enter a description of the category in the **Description** text box.
10. **Data Administrators only** can approve or disapprove a classification by selecting **Y** or **N** from the **Approved** drop-down list. Select **Y** or **N** from the **Current** drop-down list
11. Select the **Add** button.
12. The **Purpose Info** page displays with a message indicating the classification addition was successful, and the newly added Category Classification Level 2 in the **Category Classification List**.

**NOTE:** A Level 1 Classification: Purpose cannot be added without linking at least one Level 2 Classification: Category.

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**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Nomenclature > Add Purpose And Category Info > Purpose Info >

**Add Successful.**

Equipment Purpose Information:

Purpose (Level 1): Machine

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Category (Level 2)	Approved	Description
Engine	Y	

Save Cancel Add Category (Level 2)

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13. To add additional levels of classification, see [Add Additional Levels of Classification](#) section.

## 4.3.14 Parts & Supplies Nomenclature

**Definition:** Standard taxonomy for classifying [Parts & Supplies](#) used by EPA. All parts and supplies need not necessarily be classified according to Parts & Supplies [Nomenclature](#).

The Nomenclature consists of the following four levels of classification:

- **Purpose Level 1:** Term that represents the purpose of Parts & Supplies. Examples: Analytical, Communications, Decontamination, Detection, Diving, Sampling, Transportation.
  - **Category Level 2:** Term that represents a category under which Parts & Supplies can be grouped. Examples: Instrumentation, Radio, Phone, Respiratory Protection.
  - **Type Level 3:** Term that represent Parts & Supplies types. Examples: Autoclave, Balance, Blender, Centrifuge, Desiccators, Fume Hood, Hot Plate, Gas Chromatograph, Photometer, Stirrer, Incubator.
  - **Characteristics Level 4:** Term that represents Characteristics with which Parts & Supplies can be classified. Examples: Sensor, Detector tubes, Chips, Strip, Alpha detector, Chem-Cassette.
1. Upon logging in to the Equipment Module of the Emergency Management Portal, Data Administrators select **Parts & Supplies Nomenclature** from the **Administration** tab.
  2. The **Parts Nomenclature** page displays a list of Classifications in the system. Sort feature is available on all columns of the list. To sort the list, click the link or up/down arrow on the column headers.

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Home Equipment Parts & Supplies Administration

[Parts Nomenclature >](#)

Search By Status: ☐ Approved ☐ Unapproved

Search by Keyword in Classification: Keyword:  Search Keyword

Search by Parts and Supplies Classification:

Purpose:  Category:  Type:  Characteristic:

[Add Purpose \(Level 1\)](#)

Available Part and Supplies Classification:

1226 items found, displaying 1 to 50.

[First](#) [Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [Next](#) [Last](#)

Nomenclature Number	Purpose (Level 1)	Category (Level 2)	Type (Level 3)	Characteristic (Level 4)	Part Model	Manufacturer	Status
10029	Analytical	Any	n/a	n/a	Blender (no model number)		
10031	Analytical	Equipment	Dessicator	n/a	Dessicator (no model number)		
12290	Analytical	Equipment	Flowmeter	n/a	Flowmeter (no model number)		
10043	Analytical	Equipment	Titrator	n/a	Titrator (no model number)		
	Analytical	Instrumentation	Tool	Microscope			

Export options: [CSV](#) [Excel](#) [PDF](#)

[Add Purpose \(Level 1\)](#)

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- From this page Data Administrators can view the hierarchy and structure of Nomenclature Classification.
- Users can search for Classifications using several methods:
  - Status:** Select **Approved** or **Unapproved**.
  - Keyword:** Enter a keyword then click **Search Keyword**.
  - Classification:** Select as many options as possible from the **Search by Parts & Supplies Classification** drop-down lists.
- Click **Refresh** to display results based on the criteria in Step 4.
- From this screen, Data Administrators can:
  - [View/Update Classifications](#)
  - [Add Additional Levels Classification](#), which will be added to the **Parts & Supplies Classification List**.
  - [Add New Classification](#), which will be added to the **Parts & Supplies Classification List**.

## View/Update Classifications

- Click the desired classification level in the **Classification List**.
- The Parts and Supplies **Purpose Info** page displays.

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Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

[Parts Nomenclature](#) > [Purpose Info](#) >

**Purpose Information:**

Purpose (Level 1):  \*

Remaining Characters:

Description:

Approved:

Current:

Category (Level 2)	Approved	Description
<a href="#">Noise Reduction</a>	Y	
<a href="#">Megaphone/Bullhorn</a>	Y	
<a href="#">Public Announcement System</a>	Y	
<a href="#">Pager</a>	Y	
<a href="#">Supplies</a>	Y	
<a href="#">Radio</a>	Y	
<a href="#">Siren</a>	Y	
<a href="#">Audio System</a>	Y	
<a href="#">Phone</a>	Y	

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3. Users can edit the following fields:
  - **Purpose (Level 1):** Term that represents the Purpose of the Parts and Supplies. Manually enter/edit information in this field. (This field is mandatory)
  - **Description:** Textual description about the Purpose of the Parts and Supplies. Manually enter/edit information in this field. Description is limited to 255 characters.
  - **Approved:** An indicator (Y/N), which signifies whether or not the term describing the Purpose of the Parts and Supplies is approved by the Nomenclature Committee. Select an option from the **Approved** drop-down list.
  - **Current:** An indicator (Y/N), which signifies whether or not the term describing the Purpose of the Parts and Supplies is currently available to Categorize Parts and Supplies. Select an option from the **Current** drop-down list.
4. Click **Save**. The **Purpose Info** page displays notifying the user the save was successful.
5. To view/edit the next classification level, select a Category (Level 2) classification.
6. The **Category Info** page displays.

The screenshot shows the EPA Equipment Module web interface. The header includes the EPA logo and the text "U.S. ENVIRONMENTAL PROTECTION AGENCY". The main title is "Equipment Module". A user role dropdown is set to "Data Administrator". The navigation menu includes "Home", "Equipment", "Parts & Supplies", and "Administration". The breadcrumb trail is "Parts Nomenclature > Purpose Info > Category Info >".

**Category Information:**

Purpose (Level 1): Communications

Category (Level 2): Phone

Remaining Characters: 255

Description: [Text area]

Approved: Y

Current: Y

Type (Level 3)	Approved	Description
<a href="#">Cellular Phone</a>	Y	
<a href="#">Desktop Phone</a>	Y	
<a href="#">Satellite Phone</a>	Y	
<a href="#">Secure</a>	Y	
<a href="#">Speaker Phone</a>	Y	
<a href="#">Tri-Mode Phone</a>	Y	
<a href="#">Video Conference</a>	Y	

Buttons: Save, Cancel, Add Type (Level 3)

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7. Users can edit the following fields:
  - **Category (Level 2):** Term that represents the Category under which Parts and Supplies can be grouped. Manually enter/edit information in this field. (This field is mandatory)
  - **Description:** Textual description about a Category of Parts and Supplies. Manually enter/edit information in this field. Description is limited to 255 characters.
  - **Approved:** An indicator (Y/N), which signifies whether or not the term used to Categorize Parts and Supplies is approved by the Nomenclature Committee. Select an option from the **Approved** drop-down list.
  - **Current:** An indicator (Y/N), which signifies whether or not the term is currently available to Categorize the Parts and Supplies. Select an option from the **Current** drop-down list.
8. Click **Save**. The **Category Info** page displays notifying the user the save was successful.
9. To view/edit additional classification levels, select a Type (Level 3) classification.
10. The **Type Info** page displays.



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Home Equipment Parts & Supplies Administration

[Parts Nomenclature](#) > [Purpose Info](#) > [Category Info](#) > [Type Info](#) >

Type Information:

Category (Level 2): Communications > Phone

Type (Level 3): Video Conference

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Characteristic (Level 4)	Approved	Description
System	Y	

Save Cancel Add Characteristic (Level 4)

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11. Users can edit the following fields:

- **Type (Level 3):** Term that represents a Type of Parts and Supplies. (Example: Autoclave, Balance, Photometer) Manually enter/edit this information. (This field is mandatory)
- **Description:** Textual description of the Type of Parts and Supplies. Manually enter/edit this information. Description is limited to 255 characters.
- **Approved:** An indicator (Y/N), which signifies whether or not the term describing the Type of Parts and Supplies is approved by the Nomenclature Committee. Select an option from the **Approved** drop-down list.
- **Current:** An indicator (Y/N), which signifies whether or not the Type is currently available to classify the Parts and Supplies. Select an option from the **Current** drop-down list.

12. Click **Save**. The **Type Info** page displays notifying the user the save was successful.

13. To view additional classification levels, select a Characteristic (Level 4) classification.

14. The **Characteristic Info** page displays.

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Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Parts Nomenclature > Purpose Info > Category Info > Type Info > Characteristic Info >

Characteristic Information: \* Indicates Required

Type (Level 3): Communications > Phone > Video Conference

Characteristic (Level 4): System \*

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Save Cancel

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15. Users can edit the following fields:

- **Characteristic (Level 4):** Term that represents Characteristics with which Parts and Supplies can be classified. (Example: Sensor, Detector tubes, Chips, Strip) Manually enter/edit information in this field. (This field is mandatory)
- **Description:** Textual description about the Characteristics of the Parts and Supplies. Manually enter/edit information in this field. Description is limited to 255 characters.
- **Approved:** An indicator (Y/N), which signifies whether or not the Characteristic is approved by the Nomenclature Committee. Select an option from the **Approved** drop-down list.
- **Current:** An indicator (Y/N), which signifies whether or not the Characteristic is currently available to classify the Parts and Supplies. Select an option from the **Current** drop-down list.

16. Click **Save**. The **Characteristic Info** page displays notifying the user the save was successful.

## Add Additional Levels of Classification

1. Additional levels of classifications can be added to any existing classification in the **Classification List** by the Data Administrator.
2. Click the desired classification level in the **Classification List**.
3. The corresponding classification level page displays. (The screen example below shows the **Purpose Info** page (Classification Level 1)).

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**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

Parts Nomenclature > Purpose Info >

**Purpose Information:**

Purpose (Level 1): Communications

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Category (Level 2)	Approved	Description
Noise Reduction	Y	
Megaphone/Bullhorn	Y	
Public Announcement System	Y	
Pager	Y	
Supplies	Y	
Radio	Y	
Siren	Y	
Audio System	Y	
Phone	Y	

Save Cancel Add Category (Level 2)

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- To add an additional classification level click **Add Category (Level 2)**. Additional Classifications Levels cannot be approved unless the previous level is approved. Only Data Administrators can approve classifications.
- The **Category Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

Parts Nomenclature > Purpose Info > Category Info >

**Category Information:**

Purpose (Level 1): Communications

Category (Level 2):

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Add Cancel

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- Enter the category name in the **Category (Level 2)** text box. (This field is mandatory)
- Enter a description of the category in the **Description** text box. Description is limited to 255 characters.
- Select **Y or N** from the **Current** drop-down list. Data Administrators only can approve or disapprove a classification by selecting **Y** or **N** from the **Approved** drop-down list.

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9. Select the **Add** button.
10. The **Purpose Info** page displays with a message indicating the classification addition was successful, and the newly added Category Classification Level 2 in the **Category Classification List**.

The screenshot shows the 'Equipment Module' interface for the U.S. Environmental Protection Agency. The left sidebar contains links: EPA Portal Home, EMP Home Page, Reports, Help, Version, Downloads, and Edit Purpose. The top navigation bar includes 'Home', 'Equipment', 'Parts & Supplies', and 'Administration'. A 'Data Administrator' dropdown is visible. The main content area displays 'Add Successful.' and 'Purpose Information:'. The 'Purpose (Level 1)' is set to 'Communications' with a 'Remaining Characters' of 255. A 'Description' text area is present. Below, 'Approved' and 'Current' are both set to 'Y'. A table lists Category (Level 2) items with their 'Approved' status and 'Description'.

Category (Level 2)	Approved	Description
Noise Reduction	Y	
Megaphone/Bullhorn	Y	
Public Announcement System	Y	
Pager	Y	
Radio	Y	
Radio	Y	
Siren	Y	
Audio System	Y	
Supplies	Y	
Phone	Y	

Buttons at the bottom: Save, Cancel, Add Category (Level 2).

11. To add an additional classification level (Classification Level 3: Type) click the desired **Level 2** link in the **Category Classification List**.
12. The **Category Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Parts Nomenclature > Purpose Info > Category Info >

Category Information:

Purpose (Level 1): Communications

Category (Level 2): Radio

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Type (Level 3)	Approved	Description
Accessory	Y	
Antenna	Y	
Base	Y	
Portable	Y	
Walkie Talkie	Y	

Save Cancel Add Type (Level 3)

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13. Click **Add Type (Level 3)**.
14. The **Type Info** page displays.

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Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Parts Nomenclature > Purpose Info > Category Info > Type Info >

Type Information:

Category (Level 2): Communications > Radio

Type (Level 3):

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Add Cancel

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15. Enter the type name in the **Type (Level 3)** text box. (This field is mandatory)
16. Enter a description of the type in the **Description** text box. Description is limited to 255 characters.
17. Select **Y or N from the Current** drop-down list. Data Administrators only can approve or disapprove a classification by selecting **Y** or **N** from the **Approved** drop-down list.
18. Select the **Add** button.
19. The **Category Info** page displays with a message indicating the classification addition was successful, and the newly added Type Classification Level 3 in the **Type Classification List**.

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**Equipment Module**

Data Administrator

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[Parts Nomenclature](#) > [Purpose Info](#) > [Category Info](#) >

**Add Successful.**

**Category Information:**

Purpose (Level 1): Communications

Category (Level 2): Radio

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Type (Level 3)	Approved	Description
<a href="#">Accessory</a>	Y	
<a href="#">Antenna</a>	Y	
<a href="#">Base</a>	Y	
<a href="#">Portable</a>	Y	
<a href="#">Walkie Talkie</a>	Y	

Save Cancel Add Type (Level 3)

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20. To add an additional classification level (Classification Level 4: Characteristic) click the desired **Level 3** link in the **Type Classification List**.
21. The **Type Info** page displays.

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Home Equipment Parts & Supplies Administration

[Parts Nomenclature](#) > [Purpose Info](#) > [Category Info](#) > [Type Info](#) >

**Type Information:**

Category (Level 2): Communications > Radio

Type (Level 3): Walkie Talkie

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Characteristic (Level 4)	Approved	Description
<a href="#">n/a</a>	N	None Type added for Type of Walkie Talkie
<a href="#">Portable</a>	Y	

Save Cancel Add Characteristic (Level 4)

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22. Click **Add Characteristic (Level 4)**.
23. The **Characteristic Info** page displays.

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**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

Parts Nomenclature > Purpose Info > Category Info > Type Info > Characteristic Info >

**Characteristic Information:** \* Indicates Required

Type (Level 3): Communications > Radio > Walkie Talkie

Characteristic (Level 4):

Remaining Characters: 255

Description:

Approved:

Current:

Add Cancel

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24. Enter the type name in the **Characteristic (Level 4)** text box.
25. Enter a description of the type in the **Description** text box. Description is limited to 255 characters.
26. Select **Y or N** from the **Current** drop-down list. Data Administrators only can approve or disapprove a classification by selecting **Y** or **N** from the **Approved** drop-down list.
27. Select the **Add** button.
28. The **Parts Type Info** page displays with a message indicating the classification addition was successful, and the newly added Type Classification Level 4 in the **Characteristic Classification List**.

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**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

Parts Nomenclature > Purpose Info > Category Info > Type Info >

**Add Successful.**

**Type Information:**

Category (Level 2): Communications > Radio

Type (Level 3): Walkie Talkie

Remaining Characters: 255

Description:

Approved:

Current:

Characteristic (Level 4)	Approved	Description
<a href="#">hand held</a>	Y	
<a href="#">n/a</a>	N	None Type added for Type of Walkie Talkie
<a href="#">Portable</a>	Y	

Save Cancel Add Characteristic (Level 4)

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### Add New Classification

1. New classifications can be added to the **Classification List** by the Data Administrator.
2. From the **Parts Nomenclature** page, select the **Add Purpose Level 1** link.
3. The **Add Purpose And Category Info** page displays.

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Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Parts Nomenclature > Add Purpose And Category Info >

Equipment Purpose Information: \* Indicates Required Field

Purpose (Level 1): \*

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Next Cancel

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4. Enter the purpose name in the **Purpose (Level 1)** text box. (This field is mandatory)
5. Enter a description of the purpose in the **Description** text box. Description is limited to 255 characters.
6. Data Administrators only can approve or disapprove a classification by selecting **Y** or **N** from the **Approved** drop-down list. Select **Y** or **N** from the **Current** drop-down list. Select **Y** or **N** from the **Current** drop-down list
7. Click **Next**.
8. The **Add Purpose And Category Info** page displays.

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Data Administrator

Home Equipment Parts & Supplies Administration

Parts Nomenclature > Add Purpose And Category Info >

Equipment Category Information: \* Indicates Required Field

Purpose (Level 1): Mechanical

Category (Level 2): \*

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Add Cancel

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9. Enter the category name in the **Category (Level 2)** text box. (This field is mandatory)
10. Enter a description of the category in the **Description** text box. Description is limited to 255 characters.



11. **Data Administrators only** can approve or disapprove a classification by selecting **Y** or **N** from the **Approved** drop-down list. Select **Y** or **N** from the **Current** drop-down list.
12. Select the **Add** button.
13. The Parts **Purpose Info** page displays with a message indicating the classification addition was successful, and the newly added Category Classification Level 2 in the **Category Classification List**.

**NOTE:** A Level 1 Classification: Purpose cannot be added without linking at least one Level 2 Classification: Category.

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Data Administrator

Home Equipment Parts & Supplies Administration

Equipment Nomenclature > Add Purpose And Category Info > Purpose Info >

**Add Successful.**

Purpose Information:

Purpose (Level 1): Communications

Remaining Characters: 255

Description:

Approved: Y

Current: Y

Category (Level 2)	Approved	Description
Telephone	Y	

Save Cancel Add Category (Level 2)

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14. To add additional levels of classification see the [Add Additional Levels of Classification](#) section.

### 4.3.15 Part Types

**Definition:** Terms that represents categories of Parts such as Adapter, Battery, Cartridge, Detector Tubes etc.

**Usage:** The Add/Edit Parts & Supplies Model feature within the application presents list of Types for selection on the Parts & Supplies Model And Classification page. The application provides a search feature on the Parts And Supplies Model Search page where a type can be selected to list matching Part & Supplies.

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Data Administrators select [Part Types](#) from the **Administration** tab.
2. The **Part Type** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

[Part Type >](#)

[Add Part Type](#)

**All Part Type List:**

111 items found, displaying 1 to 20.

[First](#) [Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [Next](#) [Last](#)

Name	Description	Current Indicator
<a href="#">AC Adapter</a>		Y
<a href="#">AC/DC Adapter</a>		Y
<a href="#">Accessory</a>		Y
<a href="#">Acids</a>		Y
<a href="#">Adapter</a>		Y
<a href="#">Adapter--12V DC</a>		Y
<a href="#">Adapter--AC</a>		Y
<a href="#">Adapter--General</a>		Y
<a href="#">Air Sample Media</a>		Y
<a href="#">Analog meter</a>	This is used to measure the analog display	Y
<a href="#">Battery</a>		Y
<a href="#">Battery Charger</a>		Y
<a href="#">Bio Sampling</a>		Y
<a href="#">Bio Test Strips</a>		Y
<a href="#">Blender</a>		Y
<a href="#">Boots</a>		Y
<a href="#">Boots/Boaties</a>		Y
<a href="#">Brake fusion (test)</a>		Y
<a href="#">Cable</a>		Y
<a href="#">Calib Gas</a>		Y

[Add Part Type](#)

3. From this screen Data Administrators can:

- [View/Edit Part Types](#)
- [Add Part Types](#), which will be added to the **All Part Type List**.

### View/Edit Part Types

1. To view/edit Part Types, select the **Part Type Name** link, listed in the **Name Column** in the **Part Type** page.
2. The **Part Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

[Part Type >](#) [Part Type Info >](#)

**Part Type Information:** \* Indicates Required Field

Name:

Remaining Characters: 255

Description:

Current Indicator:

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3. Users can edit the following fields:

- **Name:** Name of the Part Type. Manually enter/edit information in this field. (This field is mandatory)
- **Description:** A description of the Part Type. Manually enter/edit information in this field. Description is limited to 255 characters.
- **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is currently available to describe the type of Part.

4. After populating the Part Type Info fields select the **Save** button.
5. Updates to the Part Type Info are saved and the user is returned to the **Part Type** page.

### Add Part Types

1. In the **Part Type** page, select the **Add Part Type** link.
2. The **Part Type Info** page displays, with all fields empty.

3. Populate the following fields:
  - **Name:** Name of the Part Type. Manually enter information in this field. (This field is mandatory)
  - **Description:** A description of the Part Type. Manually enter information in this field. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not a term is currently available to describe the type of Part.
4. After populating the Part Type Info fields select the **Add** button.
5. The new Part Type is added and the user is returned to the **Part Type** page.

#### 4.3.16 Person(s)

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Data Administrators select **Person(s)** from the **Administration** tab.
2. The **Person Admin** page displays a list of Personnel in the system.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Data Administrator

Home Equipment Parts & Supplies Administration

[Person Admin >](#)

Search by Person Name:

Last Name:  First Name:

Index by Person Last Name:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

All Person List:

[Add Person](#)

13 items found, displaying all items.

Last Name	First Name	Userid	Title	Phone	Mobile	Email	Current	Employee Number	Region
<a href="#">Ackerman</a>	<a href="#">Joyce T</a>	N/A	Testtitle	3038284927	5555555555	<a href="#">test@lmco.com</a>	Y	123456	Region 5
<a href="#">Adair</a>	<a href="#">Tim</a>	N/A					N		Region 10
<a href="#">Alexander</a>	<a href="#">Kent</a>	N/A		3036968207			N		Region 8
<a href="#">Amick</a>	<a href="#">Neal</a>	N/A					N		Region 10

[Add Person](#)

[EPA Home](#) [Privacy and Security](#) [Notice](#) [Contact Us](#)

3. From this screen Data Administrators can:
  - [Search Person Information](#)
  - [View/Update Person information](#)
  - [Add New Person](#), which will be added to the **Person List**.

## Search Person Information

1. Users can search for a person in the Emergency Management Portal in two different ways: by **Search** function, or browsing the **Person Index**.
2. To perform a search using the **Search** function:
  - a. In the **Search by Person Name** section of the **Person Admin** page, enter either the person's last name in the **Last Name** text field, the person's first name in the **First Name** text field, or both.
  - b. Click **Search**.
  - c. The **Person List** displays, populated with the persons that meet the search criteria.

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Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Person Admin >

Search by Person Name:

Last Name:  First Name:

Search Clear

Index by Person Last Name:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

All Person List:

Add Person

11 items found, displaying all items.

Last Name	First Name	Userid	Title	Phone	Mobile	Email	Current	Employee Number	Region
Smith	Art	N/A					N		
Smith	Craig	N/A					Y		
Smith	Heath	N/A		9137899652			N		

Add Person

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3. To search by browsing the **Person Index**:
  - a. Click the letter that the person's last name starts with from the list of letters in the **Index by Person Last Name** section of the **Person Admin** page.
  - b. The **Person List** displays, populated with all persons with last names starting with the selected letter.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Person Admin >

Search by Person Name:

Last Name:  First Name:

Search Clear

Index by Person Last Name:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

All Person List:

Add Person

82 items found, displaying 1 to 20.

[First Prev] 1 2 3 4 5 [Next Last]

Last Name	First Name	Userid	Title	Phone	Mobile	Email	Current	Employee Number	Region
Saccone	Jennifer	N/A					Y		Region 1
Saenz	Armando	N/A					Y		Region 8
Sanden	Liza	N/A					N		Region 10
Sandoval	Joni	N/A		3039369547			Y		Region 8
Savage	Ellyer	N/A					N		Special Teams

Add Person

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### View/Update Person Information

1. Data Administrators can view or edit a person's information by selecting either the last or first name of the desired person from the Person List.
2. The selected person's **Person Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

## Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Person Admin > Person Info >

**Person Information:** \* Indicates Required Fields

Portal User Id: wsmth2

First Name: WG \*

Last Name: Smith \*

Employee Number: 00013955

Current: Y

Email: smith.wg@epa.gov \*

Title:

Region: Region 4

Supervisor: ---not picked--- [Pick Person](#) [Clear](#)

HR Responsible Person: ---not picked--- [Pick Person](#) [Clear](#)

Office Phone:

Mobile Phone:

Remaining Characters: 255

Description:

Delete	Name	Region	Manager?	Location
<input type="checkbox"/>	US EPA Region 4 Warehouse	Region 4	Y	US EPA Region 4 Warehouse 2999 Pacific Drive Suite F Norcross GA 30071
<input type="checkbox"/>	Anchorage Warehouse	Region 10	Y	5761 Silverado Way Unit M Anchorage AK 99518-1657

Warehouses by Region: FMSB

Add	Name	Manager?	Location
<input type="checkbox"/>	Warehouse AA	<input type="checkbox"/>	88 Elmede Baltimore MD 22222

Save Cancel

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3. The following fields are editable:

- **First Name:** First name of the person. Manually enter/edit information in this field. (This information is mandatory)
- **Last Name:** Last name of the person. Manually enter/edit information in this field. (This information is mandatory)
- **Employee Number:** Number assigned to an EPA employee. Manually enter/edit information in this field.
- **Current:** An indicator (Y/N), which signifies whether or not the Person is current in the system. Select **Y** or **N** from the Current drop-down list.
- **Email:** Email address of the person. Manually enter/edit information in this field. (This information is mandatory)
- **Title:** Professional Title of the person. Manually enter/edit information in this field.
- **Region:** EPA Region the person represents or is employed by. Select the correct EPA Region from the **Region** drop-down list.
- **Supervisor:** Supervisor of the person. Click the [Pick Person](#) link to the right of the text field to select the Supervisor's name from a list.
- **HR Responsible Person:** HR person responsible for person. Click the [Pick Person](#) link to the right of the text field to select the HR Responsible Person's name from a list.
- **Office Phone:** Office phone number of the person. Manually enter/edit information in this field

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- **Mobile Phone:** Cell phone number of the person. Manually enter/edit information in this field.
  - **Description:** Provide any additional information in this text field. Manually enter/edit information in this field. Description is limited to 255 characters.
4. If the Person is responsible for any Warehouses select those Warehouses in the **Responsible for Warehouses** section.
  5. Click **Save**.
  6. The selected personnel's Person Information is updated and the **Person Info** page displays a message indicating the update was successful.

### Add New Person

1. To add a new Person to the **Person List**, click the **Add Person** link on the **Person Admin** page.
2. The **Person Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Person Admin > Person Info >

Search by Person Name:

Last Name: First Name: Search Cancel

Select

Last Name	First Name	Title	Phone	Mobile	Email	Employee Number	Region
Nothing found to display.							

Select

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3. Users can search by the Person's Last Name or First Name. Enter a name in the **Last Name** and/or the **First Name** fields and click **Search**.
4. The list of possible Names to add to the **Person List** displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Person Admin > Person Info >

Search by Person Name:

Last Name: jones First Name: Search Cancel

Select

Last Name	First Name	Title	Phone	Mobile	Email	Employee Number	Region
Jones	Nancy				jones.nancy@epa.gov	00014633	Region 6

Select

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5. Select the Name to add and click **Select**.
6. Users return to the **Person Admin** page.

### 4.3.17 Sensor Tech Types

**Definition:** Technologies within [Equipment](#) enabling them to sense/measure temperature, pressure, flow rate, pH, intensity of light, sound, radio waves, etc. and convert their absolute value or change into a useful input signal for an information-gathering system. Examples: Air-Filled Ion Chamber, BioMass Readout (BMR), Flame Spectrophotometer, High Pressure Ionization Chamber, Pancake Geiger Mueller, Silicon Pin Diode.

**Usage:** The [Equipment Model](#) Info page facilitates users to provide this information for an Equipment Model via an Add link provided in Sensor Technology section of this page.

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Data Administrators select **Sensor Tech Types** from the **Administration** tab.
2. The **Sensor Tech Admin** page displays the **Sensor Tech Type** list.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Sensor Tech Admin

Add Sensor Tech Type

All Maintenance Sensor Types List: \* Indicates Required Field

89 items found, displaying 81 to 89.

[First] [Prev] 1 2 3 4 5 [Next] [Last]

	Name	Description	Current Indicator	
<a href="#">edit</a>	Sodium Iodide Scintillator *		<input checked="" type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	Standard NaI (Tl) Scint *		<input checked="" type="checkbox"/>	<a href="#">Update</a>
<a href="#">edit</a>	Surface Acoustic Wave *		<input checked="" type="checkbox"/>	<a href="#">Update</a>
			<input type="checkbox"/>	<a href="#">Add</a>

Add Sensor Tech Type

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3. From this screen, Data Administrators can:
  - [Update Sensor Tech Types](#)
  - [Add Sensor Tech Types](#), which will be added to the **Maintenance Sensor Tech Type List**.

### Update Sensor Tech Types

Users can Update Sensor Tech Types in two different ways.

#### Update Sensor Tech Types on the Sensor Tech Admin page - Method 1

Sensor Tech Type Name, Sensor Tech Type Description, and Current Indicator can be updated from the **Sensor Tech Admin** page. The Current Indicator signifies whether or not a term (Name and/or Description) that describes a sensor technology is currently available for reference by a newly defined model of detection equipment or [Parts & Supplies](#). For updating in the **Sensor Tech Type List** displayed in the **Sensor Tech Admin** page a checked box signifies the term is available, while an unchecked box signifies the term is **not** available.

1. To update Sensor Tech Types enter or amend existing information in the **Sensor Tech Type Name** and/or **Sensor Tech Type Description** text boxes. Check or un-check the **Current Indicator** box.
2. Click **Update**.



3. The **Sensor Tech Type List** is displayed in the **Sensor Tech Admin** page with the amended Sensor Tech Type updated.

### Edit Sensor Tech Types on the Sensor Tech Info page - Method 2

1. To edit Sensor Tech Types click the **edit** link to the left of a **Sensor Tech Type Name**.
2. The **Sensor Tech Info** page displays.

The screenshot shows the EPA Equipment Module interface. The top navigation bar includes the EPA logo and the text 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. Below this is a blue bar with the text 'Equipment Module'. A dropdown menu shows 'Data Administrator'. The main navigation bar has tabs for 'Home', 'Equipment', 'Parts & Supplies', and 'Administration'. The 'Equipment' tab is selected. The left sidebar contains links: 'EPA Portal Home', 'EMP Home Page', 'Reports', 'Help', 'Version', 'Downloads', 'Add Maintenance Sensor Type', and 'Sensor Tech List'. The main content area is titled 'Sensor Tech Admin > Sensor Tech Info'. It contains a form for 'Sensor Tech Type Information:'. The form has three fields: 'Name' (with a red asterisk indicating it is required), 'Description', and 'Current Indicator'. The 'Name' field contains 'Air Proportional' and has a 'Remaining Characters: 206' indicator. The 'Description' field contains 'Certain technologies require air proportionality.' The 'Current Indicator' is a dropdown menu set to 'Y'. There are 'Save' and 'Cancel' buttons at the bottom of the form. A footer link reads 'EPA Home Privacy and Security Notice | Contact Us'.

3. Users can edit the following fields:
  - **Name:** Term that represents a Sensor Technology Type. Examples: Lateral flow Immuno-chromatography, Real Time PCR, Fluorometry, BioMass Readout (BMR). Manually enter/edit information in this field. (This field is mandatory)
  - **Description:** Textual description of a Sensor Technology Type. Manually enter/edit information in this field. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not term that describes a Sensor Technology Type is currently available for reference by a newly defined model of detection Equipment or Parts & Supplies.
4. Click **Save**.
5. Updates to the Sensor Tech Type Info are saved and the user is returned to the **Sensor Tech Admin** page.

### Add Sensor Tech Type

Users can Add a Sensor tech Type two different ways.

#### Add Sensor Tech Type Method 1:

1. Find the last row in the **Sensor Tech Type** list in the **Sensor Tech Info** page - this will be on the last page of the list.
2. This row displays blank **Name**, **Description**, and **Current Indicator** fields.
3. Populate the blank fields:
  - **Name:** Term that represents a Sensor Technology Type. Examples: Lateral flow Immuno-chromatography, Real Time PCR, Fluorometry, BioMass Readout (BMR). Manually enter this information. (This field is mandatory)
  - **Description:** Textual description of a Sensor Technology Type. Manually enter this information. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not term that describes a Sensor Technology Type is currently available for reference by a newly defined model of detection Equipment or Parts & Supplies.

4. Click **Add** in the last column, for the new Sensor Tech Type.
5. The **Sensor Tech Admin** page displays with the new Sensor Tech Type.

### Add Sensor Tech Type Method 2:

1. In the **Sensor Tech Admin** page, click the **Add Sensor Tech Type** link at the bottom of the page.
2. The **Sensor Tech Info** page displays, with all fields blank.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

Sensor Tech Admin > Sensor Tech Info

Sensor Tech Type Information: \* Indicates Required Field

Name: \*

Remaining Characters: 255

Description:

Current Indicator: Y

Add Cancel

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3. Populate the following fields:
  - **Name:** Term that represents a Sensor Technology Type. Examples: Lateral flow Immuno-chromatography, Real Time PCR, Fluorometry, BioMass Readout (BMR). Manually enter this information. (This field is mandatory)
  - **Description:** Textual description of a Sensor Technology Type. Manually enter this information. Description is limited to 255 characters.
  - **Current Indicator:** An indicator (Y/N), which signifies whether or not term that describes a Sensor Technology Type is currently available for reference by a newly defined model of detection Equipment or Parts & Supplies.
4. Click **Add**.
5. The new Sensor Tech Type is added and the user is returned to the **Sensor Tech Admin** page.

### 4.3.18 Special Handling Types

**Definition:** Recommended storage and handling criteria for [Equipment](#) in the Warehouse when not in use, such as Remove Battery on Storage, Leave Batteries on Storage, and Leave Batteries on Charge, etc.

**Usage:** The [Equipment Model](#) Info page facilitates users to specify this criterion for an Equipment Model via an Add link provided in Special Handling section of this page. This information will assist Warehouse Managers to store Equipment items appropriately for better operational and maintenance reasons.

1. Upon logging in to the Equipment Module of the Emergency Management Portal, Data Administrators select **Special Handling Types** from the **Administration** tab.
2. The **Special Handling Types** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

[Special Handling Types >](#)

[Add Special Handling Type](#)

All Special Handling Types :

9 items found, displaying all items.

Name	Description
<a href="#">Fridge Storage Container</a>	Fridge Storage
<a href="#">Leave Batteries On Charge</a>	Leave Batteries on Charge
<a href="#">Leave Batteries On Storage</a>	Leave battery on the equipment on storage
<a href="#">Prepare Belt (test)</a>	test

[Add Special Handling Type](#)

[EPA Home](#) [Privacy and Security Notice](#) [Contact Us](#)

3. From this screen, Data Administrators can:

- [View/Update Special Handling Types](#)
- [Add Special Handling Types](#), which will be added to the **Special Handling Type List**.

## View/Update Special Handling Types

1. To view or update Special Handling Types click the **Special Handling Type Name** link, listed in the **Name Column** in the **Special Handling Types** page.
2. The **Special Handling Type Info** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Data Administrator

Home Equipment Parts & Supplies Administration

[Special Handling Types >](#) [Special Handling Type Info >](#)

Special Handling Information: \* Indicates Required Field

Name:

Remaining Characters:

Description:

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3. Users can edit the following fields:

- **Name:** Name of the Special Handling Type. Manually enter/edit information in this field. (This field is mandatory)
- **Description:** A description of the Special Handling Type. Manually enter/edit information in this field. Description is limited to 255 characters.

4. Click **Save**.

5. Updates to the Special Handling Type Info are saved and the user is returned to the **Special Handling Type Admin** page.

## Add Special Handling Types

1. In the **Special Handling Types** page, click the **Add Special Handling Type** link.
2. The **Special Handling Type Info** page displays, with all fields blank.

The screenshot shows the EPA Equipment Module interface. At the top, the U.S. Environmental Protection Agency logo is on the left, and the text 'U.S. ENVIRONMENTAL PROTECTION AGENCY' is on the right. Below the logo is a vertical navigation menu with links: EPA Portal Home, EMP Home Page, Reports, Help, Version, Downloads, Add Special Handling Type, and Special Handling Type List. The main header is 'Equipment Module' in a blue bar. To the right of the header is a dropdown menu showing 'Data Administrator'. Below the header is a navigation bar with buttons: Home, Equipment, Parts & Supplies, and Administration. The main content area is titled 'Special Handling Information:' and contains a form with two fields: 'Name:' and 'Description:'. The 'Name:' field is a text box with a red asterisk indicating it is required. The 'Description:' field is a larger text box with a 'Remaining Characters: 255' indicator. Below the form are 'Add' and 'Cancel' buttons. At the bottom right, there is a link: 'EPA Home Privacy and Security Notice Contact Us'.

3. Populate the following fields:

- **Name:** Name of the Special Handling Type. Manually enter this information. (This field is mandatory)
- **Description:** A description of the Special Handling Type. Manually enter this information. Description is limited to 255 characters.

4. Click **Add**.

5. The new Special Handling Type is added and the user is returned to the **Special Handling Types** page.

## 5.0 EQUIPMENT BORROWER

### 5.1 Equipment

#### 5.1.1 My Equipment

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Equipment Borrowers select **My Equipment** from the **Equipment** tab.
2. The **My Equipment** page displays the list of **Equipment in My Custody**.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Equipment Borrower

Home Equipment Parts & Supplies Administration

My Equipment >

My Equipment Requests:

Status: New 30 day

Model Name/Num	Warehouse	Equipment	Serial Number	Kit	Status	Status Date
Nothing found to display.						
Equipment in My Custody:						
Model Name/Num	Warehouse	Equipment	Serial Number	Kit	Status	Status Date
<a href="#">450P Ion Chamber</a>	<a href="#">ERT-KY</a>	<a href="#">ERT-125-0</a>	680		Checked out	2009-05-02 11:3
<a href="#">740 Pocket Dosimeter</a>	<a href="#">ERT-KY</a>	<a href="#">ERT-462-0</a>	140946		Checked out	2009-04-30 16:5
<a href="#">740 Pocket Dosimeter</a>	<a href="#">ERT-KY</a>	<a href="#">ERT-459-0</a>	140943		Checked out	2009-04-30 17:0
<a href="#">556 MPS Water Quality Meter</a>	<a href="#">ERT-KY</a>	<a href="#">ERT-208-2</a>	04D8023 AK		Checked out	2009-04-30 17:0
<a href="#">740 Pocket Dosimeter</a>	<a href="#">ERT-KY</a>	<a href="#">ERT-460-0</a>	140944		Checked out	2009-04-30 17:0

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The **Equipment in My Custody** list displays all equipment in the user's custody. The list is divided in the following columns:

- **Model Name/Num:** Model Name/Number of that particular piece of equipment. Users can click the Model Name/Number link to view the details of the [Equipment Model](#) in a pop-up window.
- **Warehouse:** The Warehouse the particular piece of equipment is housed. Users can click the Warehouse link to view the details of the Warehouse in a pop-up window.
- **Equipment:** The Bar Code of the particular piece of Equipment. Users can click the Equipment link to view the details of the Equipment.
- **Serial Number:** The serial number of the particular piece of Equipment
- **Kit:** If a piece of Equipment is a Kit, this column lists whether it is a Complete or Incomplete Kit, as well as all [Parts & Supplies](#) Components included in the Kit.
- **Status:** The current status of that particular piece of Equipment.
- **Status Date:** The current status date of the piece of Equipment.


An Equipment Borrower can also access the **My Parts & Supplies** page by clicking the **My Parts & Supplies** link in the left side bar menu of the **My Equipment** page. (For an explanation of the **My Parts & Supplies** page click the following link: [My Parts & Supplies](#))

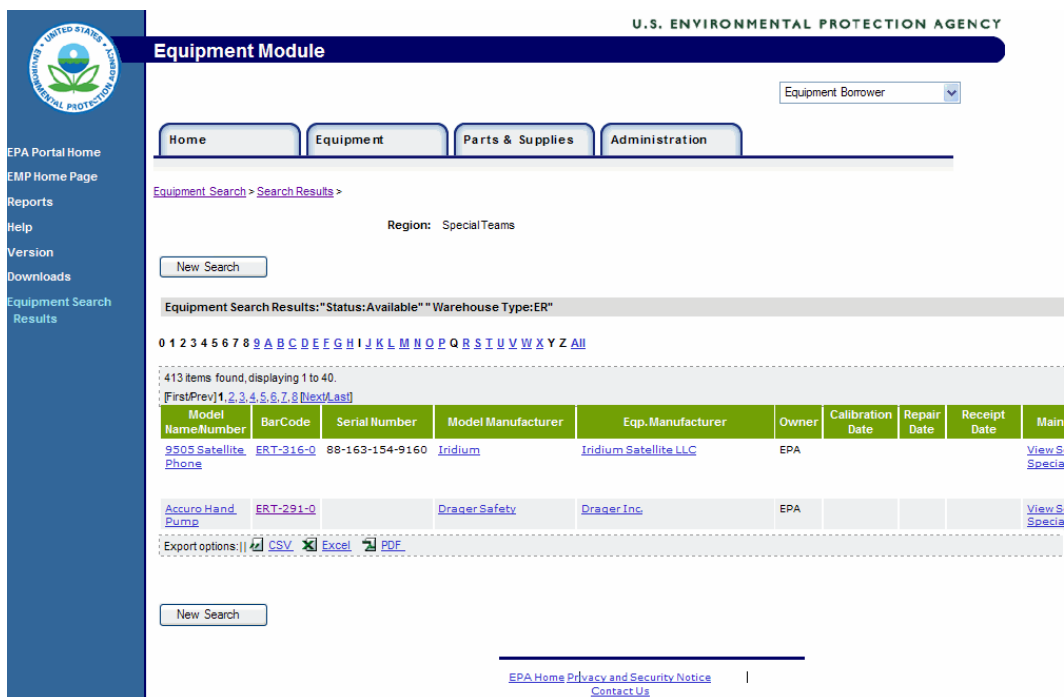
#### 5.1.2 Equipment Search - Equipment Borrower

1. Upon logging into the [Equipment](#) Module of the Emergency Management Portal, Equipment Borrowers are presented with the **Equipment Search** page by default.
2. Equipment Borrowers can also select **Equipment Search** from the **Equipment** tab.

## 3. The **Equipment Search** page displays.

4. Select a Region from the **Region** drop-down list in the **Region and Warehouse** section.
  5. Select a Warehouse Type from the **Warehouse Type** drop-down list in the **Region and Warehouse** section.
  6. Select a Warehouse from the **Warehouse** drop-down list in the **Region and Warehouse** section.
- Note: Selections from these drop-down lists are mandatory to perform an Equipment search.
7. To narrow your search, enter the following optional **Equipment Information**:
    - **Equipment Barcode Number**: Unique bar code that identifies the equipment. Manually enter the barcode number or part thereof in this field.
    - **Equipment Status**: The current status of the equipment. To populate this field, select an option from the list, more than one option maybe selected. (Multiple statuses can be selected by pressing the **CTRL** on your keyboard while making selections.)
    - **EPA Property Number**: EPA property number for the equipment. Manually enter information in this field.
    - **Serial Number**: The serial number assigned to the Equipment. Manually enter information in this field.
    - **Manufacturer**: Manufacturer of the equipment.
      - a. To populate this field the user must click the **Pick** link to right of the text field.
      - b. An **Organization Search** pop-up window displays
      - c. Enter at least one character of the Manufacturer/Organization's name.
      - d. A list of manufacturers/organizations displays.
      - e. Select an manufacturer/organization by clicking the **Pick** link to the left of the organization name. Click **Clear** to clear all information form this field.
      - f. The manufacturer/organization name populates the **Manufacturer** field in the **Equipment Search** page.
    - **Equipment Ownership**: Identifies the owner of the equipment. Select an option from the drop-down list.

- **Received between:** Provides a range of dates the equipment was received by the Warehouse.
    - a. To populate these fields click the calendar icons  to the right of the fields.
    - b. A **Calendar** pop-up window displays.
    - c. Select a date from the **Calendar** pop-up window.
    - d. The date selected populates the date field.
  - **OSC Assigned:** Indicates that the piece of Equipment has been assigned to an On-Scene Coordinator.
8. To narrow your search, enter the following optional **Equipment Model Information**:
- **Model Name/Number:** The Model Name/Number that identifies a particular equipment model. Manually enter information in this field.
  - **Special Handling:** Special instructions for the handling of particular Equipment Model. Select an option from the drop-down list.
  - **Model Manufacturer:** Equipment Model manufacturer.
    - a. To populate this field the user must click the **Pick** link to right of the text field.
    - b. An **Organization Search** pop-up window displays
    - c. Enter at least one character of the Manufacturer/Organization's name.
    - d. A list of manufacturers/organizations displays.
    - e. Select an manufacturer/organization by clicking the **Pick** link to the left of the organization name.
    - f. The manufacturer/organization name populates the **Manufacturer** field in the **Equipment Search** page.
    - g. Click **Clear** to clear all information form this field.
  - **Keyword (classification):** Any word (or part of a word) or words that are used in the classification of a particular Equipment Model. Manually enter information in this field.
9. Click **Search**.
10. The **Search Results** page displays with a list of Equipment that meets the search criteria.



U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Equipment Borrower

Home Equipment Parts & Supplies Administration

Equipment Search > Search Results >

Region: Special Teams

New Search

Equipment Search Results: "Status: Available" "Warehouse Type: ER"

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

413 items found, displaying 1 to 40.

First Prev 1 2 3 4 5 6 7 8 Next Last

Model Name/Number	Bar Code	Serial Number	Model Manufacturer	Eqp. Manufacturer	Owner	Calibration Date	Repair Date	Receipt Date	Main
9505 Satellite Phone	ERT-316-Q	88-163-154-9160	Iridium	Iridium Satellite LLC	EPA				<a href="#">View S</a> <a href="#">Specia</a>
Accuro Hand Pump	ERT-291-Q		Drager Safety	Drager Inc.	EPA				<a href="#">View S</a> <a href="#">Specia</a>

Export options: [CSV](#) [Excel](#) [PDF](#)

New Search

[EPA Home](#) [Privacy and Security Notice](#) [Contact Us](#)



11. From this screen Equipment Borrowers can:

- Perform a new Equipment Search by clicking **New Search**.
- View the following information for an Equipment:
  - **Model Name/Number:** Model Name/Number of the Equipment. Users can click the **Model Name/Number**, and the **Equipment Model Information** pop-up window displays. This pop-up window provides the Equipment: Model Name/Number, Classification, Manufacturer, and Model Description.
  - **Bar Code:** Unique bar code that identifies the equipment. Users can click the **Bar Code**, and the **Equipment Info** page displays.
  - **Serial Number:** The serial number assigned to the Equipment.
  - **Model Manufacturer:** Equipment Model manufacturer. Users can click the **Model Manufacturer Name** listed and the **Model Manufacturer Information** pop-up window displays.
  - **Equipment Manufacturer:** Equipment manufacturer. Users can click the **Equipment Manufacturer Name** listed and the **Equipment Manufacturer Information** pop-up window displays.
  - **Owner:** Owner of the Equipment.
  - **Calibration Date:** Date the Equipment was last calibrated.
  - **Repair Date:** Date the Equipment was last repaired.
  - **Receipt Date:** The date the Equipment was received by an EPA Regional Warehouse.
  - **Maintenance:** Users can click the [View Schedule](#) link, and the **Equipment Maintenance Schedule Information** pop-up window displays. Users can also click the [Special Handling](#) link to view, and the **Equipment Model - Special Handling Information** pop-up window displays.
  - **Kit:** This column indicates whether the Equipment is a Kit. If the Equipment is a Kit, this column is populated with one of two links: [Complete Kit](#) or [Incomplete Kit](#). Users can click the [Complete Kit](#) or [Incomplete Kit](#) link, and the **Equipment Kit Components** pop-up window displays. The **Equipment Kit Components** pop-up window lists both the Kit Equipment and [Parts & Supplies](#) Components and essential information for each component.
  - **Classification:** Classification of the Equipment.
  - **Warehouse:** Lists the Warehouse where the Equipment is housed. Users can click the **Warehouse Name**, and the **Warehouse Information** pop-window displays.
  - **Warehouse Type:** Lists the Warehouse Type where the Equipment is housed.
  - **Status:** The current status of the Equipment, for example: Available, Checked-In, Checked-Out, etc.

### 5.1.3 Equipment Model Search - Equipment Borrower

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Equipment Borrowers select [Equipment Model](#) Search from the **Equipment** tab.
2. The **Equipment Model Search** page displays.



3. Select a Region from the **Region** drop-down list in the **Select Region and Warehouse** section.
4. Select a Warehouse from the **Warehouse** drop-down list in the **Select Region and Warehouse** section.

Note: Selections from both these drop-down lists are mandatory to perform an Equipment search.

5. The **Equipment Model Search** page offers several ways to narrow your search for an Equipment Model:
  - [Search by Equipment Model](#)
  - [Search by Keyword in Classification](#)
  - [Search by Equipment Classification](#)

The different search methods are explained below:

## Search by Equipment Model

1. To narrow your search enter the following optional **Equipment Model** information in the **Search by Equipment Model** section:
  - **Model Name/Number:** The Model Name/Number that identifies a particular equipment model. Manually enter information in this field.
  - **Model Manufacturer:** Equipment Model manufacturer.
    - a. To populate this field the user must click the **Pick** link to the right of the text field.
    - b. An **Organization Search** pop-up window displays
    - c. Enter at least one character of the Manufacturer/Organization's name.
    - d. A list of manufacturers/organizations displays.
    - e. Select a manufacturer/organization by clicking **Pick** to the left of the organization name.

- f. The manufacturer/organization name populates the **Manufacturer** field in the **Equipment Model Search** page.
  - **Special Handling:** Special instructions for the handling of a particular Equipment Model. Select an option from the **Special Handling** drop-down list.
2. Click **Search by Model Info**.
3. The **Search Results** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Equipment Borrower

Home Equipment Parts & Supplies Administration

Equipment Model Search > Search Results >

Region: Special Teams Warehouse: ERT-KY

New Search

Matching Equipment Models for "Special handling: Leave Batteries On Charge"

Model Name/Number	Manufacturer	Qty Avail	Qty Total	Nationwide	Maintenance	Classification
Accuro 2000 Pump	Drager Safety	0	0	10/13 Available	Special Handling	Detection > Chemical > Colorimetric Detector > Pump, Electric
C420 PAPER	Scott Health & Safety	7	8	194/200 Available	Special Handling	Personal Protective Equipment > Respiratory Protection > PAPER > n/a
EMP-SQ	MSA	0	0	2/2 Available	Special Handling	Detection > Chemical > Multi-gas Monitor > Instrument
Five Star	MSA	0	0	1/1 Available	Special Handling	Detection > Chemical > Multi-gas Monitor > Instrument

Export options: CSV Excel PDF

New Search

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## Search by Keyword in Classification

1. To narrow your search enter any word (or part of a word) or words that are used in the classification of a particular Equipment Model in the **Search by Keyword in Classification** section. To populate this field, manually enter this information.
2. Click **Search by Keyword**.
3. The **Equipment Model Search** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Equipment Borrower

Home Equipment Parts & Supplies Administration

Equipment Model Search >

Region: Special Teams Warehouse: ERT-KY

Matching Equipment Classification: Keyword: "boat"

☐ Select All New Search Display Equipment Models Cancel

Select	Classification: Level1>Level2>Level3>Level4
<input type="checkbox"/>	Mobile Asset > Trailer > Boat > n/a
<input type="checkbox"/>	Transportation > Boat > Canoe > n/a
<input type="checkbox"/>	Transportation > Boat > Inflatable > n/a
<input type="checkbox"/>	Transportation > Boat > John Boat > n/a
<input type="checkbox"/>	Transportation > Boat > Kayak > n/a

☐ Select All New Search Display Equipment Models Cancel

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4. Select the desired **Equipment Model Classification**.

## Equipment Module Version 6.0 User Manual

- Click **Display Equipment Models**.
- The **Search Results** page displays.

The screenshot shows the EPA Equipment Module interface. The top header is "U.S. ENVIRONMENTAL PROTECTION AGENCY" and "Equipment Module". A sidebar on the left contains links: EPA Portal Home, EMP Home Page, Reports, Help, Version, Downloads, and Search Results. The main content area has a navigation bar with "Home", "Equipment", "Parts & Supplies", and "Administration". Below this, there's a "Equipment Model Search > Search Results >" section. It shows "Region: Special Teams" and "Warehouse: ERT-KY". A "New Search" button is present. The search results are for the keyword "boat". A table displays the results:

Model Name/Number	Manufacturer	Qty Avail	Qty Total	Nationwide	Maintenance	Classification
Canoe (no model number)		0	0	None Available	Special Handling	Transportation > Boat > Canoe > n/a

Below the table, there are "Export options" for CSV, Excel, and PDF. A "New Search" button is at the bottom.

### Search by Equipment Classification

- To narrow your search select a different option from the following drop-down lists in the **Search by Equipment Classification** section:
  - Purpose Level 1:** Select desired option from the drop-down list.
  - Category Level 2:** Select desired option from the drop-down list.
  - Type Level 3:** Select desired option from the drop-down list.
  - Characteristics Level 4:** Select desired option from the drop-down list.
- Click **Search by Classification**.
- The **Equipment Model Search** page displays.

The screenshot shows the EPA Equipment Module interface for searching by classification. The top header is "U.S. ENVIRONMENTAL PROTECTION AGENCY" and "Equipment Module". The sidebar on the left is the same as the previous screenshot. The main content area has a navigation bar with "Home", "Equipment", "Parts & Supplies", and "Administration". Below this, there's a "Equipment Model Search >" section. It shows "Region: Special Teams" and "Warehouse: ERT-KY". The search criteria are: "Matching Equipment Classification: Purpose: 'Diving' Category: 'Suits' Type: 'Wet suit' Characteristics: 'Gloves'". There are buttons for "Select All", "New Search", "Display Equipment Models", and "Cancel". Below this, there's a table with a single row:

Select	Classification: Level1>Level2>Level3>Level4
<input type="checkbox"/>	Diving > Suits > Wet suit > Gloves

Below the table, there are buttons for "Select All", "New Search", "Display Equipment Models", and "Cancel".

- Select the desired **Equipment Model Classification**.
- Click **Display Equipment Models**.
- The **Search Results** page displays.



## Equipment Model Search Results Page Options

From the **Search Results** page Equipment Borrowers can:

- **Perform a New Search:** Clicking **New Search** at the bottom of the **Equipment Model Search Results** page returns the user to the main **Equipment Model Search** page.
- **View Equipment Model Information:** Users can view further information in the **Search Results** page. The following describes the information provided in the columns of the **Search Results** page.
  - **Model Name/Number:** Model Name/Number of the Equipment. Users can click the **Model Name/Number**, and the **Equipment Model Information** page displays. The **Equipment Model Information** page provides the Equipment: Model Name/Number, Classification, Manufacturer, and Model Description.
  - **Manufacturer:** Equipment Model manufacturer. Users can click the **Model Manufacturer Name** listed and the **Model Manufacturer Information** pop-up window displays.
  - **Qty Available:** Displays the quantity available at the selected Warehouse.
  - **Qty Total:** Displays the total quantity housed at the selected Warehouse
  - **Nationwide:** Displays the total quantity and available in all Warehouses nationwide. Users can click the **Nationwide** listing, and the **Availability By Region/Warehouse** pop-up window displays.
  - **Maintenance:** Users can click the **Special Handling** link to view, and the **Equipment Model - Special Handling Information** pop-up window displays.
  - **Classification:** Displays the hierarchy of classification for the Equipment Model.

## 5.2 Parts & Supplies

### 5.2.1 My Parts & Supplies

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Equipment Borrowers select **My [Parts & Supplies](#)** from the **Parts & Supplies** tab.
2. The **My Parts & Supplies** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Equipment Borrower

Home Equipment Parts & Supplies Administration

[My Parts and Supplies >](#)

My Parts and Supplies Requests:

Status: New 30 day

Parts and Supplies Name	Expected Date	Quantity	Warehouse	Requested By	Ac
Nothing found to display.					

Parts and Supplies in My Custody:

Parts and Supplies Name	Parts and Supplies Number	Warehouse	Quantity	Checkout Date	Checkout By
Battery		NDT	1	2009-05-01	Smith, John

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The **My Parts & Supplies** page displays the list of **Parts & Supplies in My Custody**.

The **Parts & Supplies in My Custody** list displays Parts & Supplies items. The list is divided by the following columns:

- **Parts and Supplies Name:** Name of that particular Parts & Supplies item.
- **Parts and Supplies Number:** Number of that particular Parts & Supplies item.
- **Warehouse:** The home Warehouse of that particular Parts & Supplies item. Users can click the **Warehouse** link and the **Warehouse Information** pop-up window displays, providing additional information about the warehouse.
- **Quantity:** The quantity of that particular Parts & Supplies item(s) in the user's custody.
- **Checkout Date:** The date the Parts & Supplies item(s) was checked out by the user.
- **Checkout By:** The name of the person who checked out the particular Parts & Supplies item(s).

An Equipment Borrower can also access the **My Equipment** page by clicking the **My Equipment** link in the left side bar menu of the **My Parts and Supplies** page. (For an explanation of the **My Equipment** page click the following link: [My Equipment](#).)

### 5.2.2 Parts & Supplies Inventory Search

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, General Users select [Parts & Supplies Inventory Search](#) from the **Parts & Supplies** tab.
2. The **Parts & Supplies Inventory Search** page displays.

The screenshot displays the EPA Equipment Module web interface. At the top, the EPA logo and 'U.S. ENVIRONMENTAL PROTECTION AGENCY' are visible. The 'Equipment Module' title is prominently displayed. A navigation bar includes links for 'Home', 'Equipment', 'Parts & Supplies', and 'Administration'. A dropdown menu for 'Equipment Borrower' is also present. The main content area is titled 'Parts and Supplies Inventory Search' and contains several sections for data entry:




- Region and Warehouse (mandatory):** Includes dropdowns for 'Region' (set to 'Special Teams'), 'Warehouse Type' (set to 'ER'), and 'Warehouse' (set to 'ERT-KY').
- Parts and Supplies Inventory Information:** Includes a 'Barcode Number' field, checkboxes for 'Expendable' and 'Non-Expendable', a 'Part Manufacturer' dropdown (set to '---not picked---'), and a 'Warehouse Part Number' field.
- Parts and Supplies Model Information:** Includes a 'Part Model Name' field, a 'Model Manufacturer' dropdown (set to '---not picked---'), a 'Keyword (Limited to Parts and Supplies with nomenclature classification)' field, and a 'Part Type' dropdown (set to '--- ALL ---').
- Parts and Supplies Inventory Dates:** Includes date pickers for 'Expiring between', 'Inventory between', and 'Manufactured between'.

At the bottom of the form are 'Search' and 'Reset' buttons. A footer link for 'EPA Home Privacy and Security Notice' is also visible.

3. Select a Region from the **Region** drop-down list.
4. Select a Warehouse Type from **Warehouse Type** drop-down list.
5. Select a Warehouse from the **Warehouse** drop-down list.

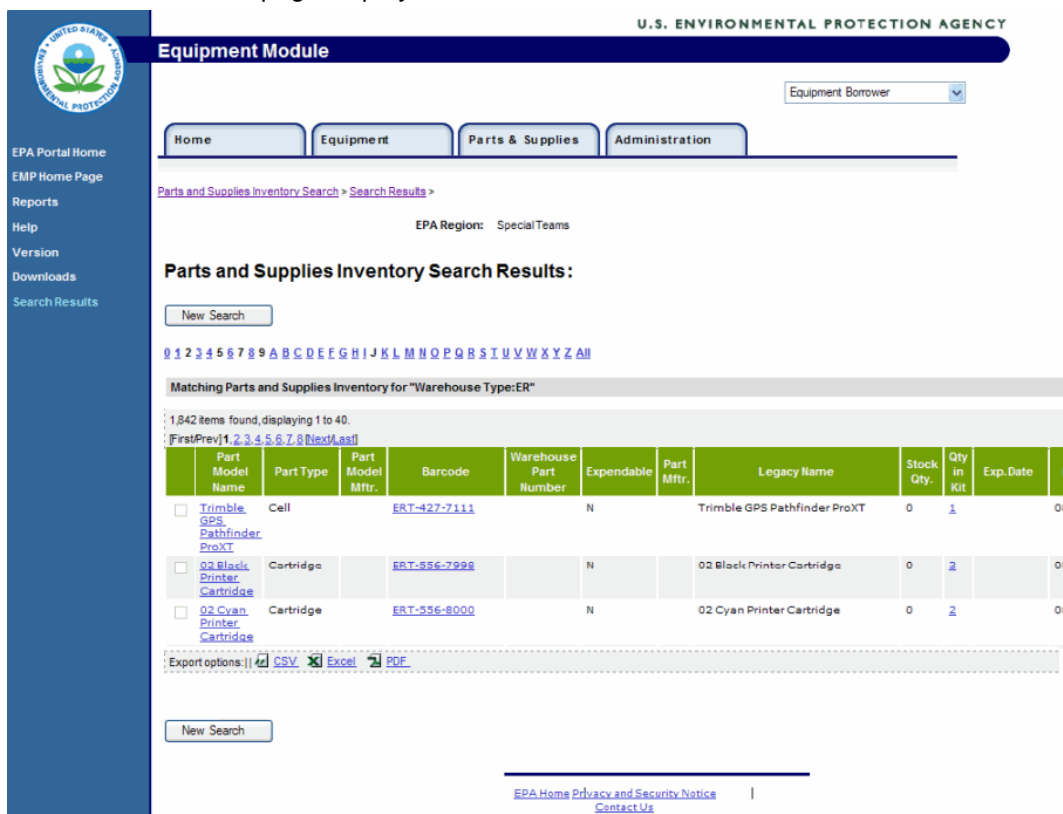
Note: Selections from these drop-down lists are mandatory to perform a Parts & Supplies search.

6. To narrow your search, enter the following optional **Parts and Supplies Inventory Information**:
  - **Barcode Number:** The number assigned to a Part or Supply. Manually enter this information.
  - **Part Manufacturer:** Manufacturer of the Parts & Supplies. Click the **Pick** link to display the **Organization** search pop-up window. Enter at least one character of the Organization name. An Organization pick-list displays. Click **Pick** to the left of the Organization name to populate the **Manufacturer** field with the desired Organization. Click **Clear** to clear all information from this field.
  - **Expendable:** An indicator signifying the Parts or Supply is expendable.
  - **Non-Expendable:** An indicator signifying the Parts or Supply is not expendable.
  - **Warehouse Part Number:** The number assigned to a particular item of Part or Supply by the Warehouse.
7. To narrow your search, enter the following optional **Parts and Supplies Model Information**:
  - **Part Model Name:** Name of the Parts & Supplies Model. Manually enter this information.
  - **Model Manufacturer:** Parts and Supplies Model manufacturer. Click the **Pick** link to display the **Organization** search pop-up window. Enter at least one character of the Organization name. An Organization pick-list displays. Click **Pick** to the left of the Organization name to populate the **Manufacturer** field with the desired Organization. Click **Clear** to clear all information from this field.
  - **Keyword:** Keyword associated with the classification of the Parts & Supplies. Manually enter this information.
  - **Part Type:** The Parts & Supplies Model type. Select an option from the **Part Type** drop-down list.
8. To narrow your search, enter the following optional **Parts and Supplies Inventory Dates**:

- **Expiring between:** The date range within which Parts & Supplies may have expired for usage. To choose dates, click the calendar icon  to the right of the fields.
- **Inventory between:** The date range the last inventory was performed on the Parts & Supplies. To choose dates, click the calendar icon  to the right of the fields.
- **Manufactured between:** The date range the Parts & Supplies was manufactured. To choose dates, click the calendar icon  to the right of the fields.

9. Click **Search**.

10. The **Search Results** page displays.



U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Equipment Borrower

Home Equipment Parts & Supplies Administration

Parts and Supplies Inventory Search > Search Results >

EPA Region: Special Teams

**Parts and Supplies Inventory Search Results:**

New Search

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Matching Parts and Supplies Inventory for "Warehouse Type:ER"

1,842 items found, displaying 1 to 40.

First Prev 1 2 3 4 5 6 7 8 Next Last

	Part Model Name	Part Type	Part Model Mfr.	Barcode	Warehouse Part Number	Expendable	Part Mfr.	Legacy Name	Stock Qty.	Qty in Kit	Exp. Date
<input type="checkbox"/>	<a href="#">Trimble GPS Pathfinder ProXT</a>	Cell		<a href="#">ERT-427-7111</a>		N		Trimble GPS Pathfinder ProXT	0	1	01
<input type="checkbox"/>	<a href="#">02 Black Printer Cartridge</a>	Cartridge		<a href="#">ERT-556-7998</a>		N		02 Black Printer Cartridge	0	2	01
<input type="checkbox"/>	<a href="#">02 Cyan Printer Cartridge</a>	Cartridge		<a href="#">ERT-556-8000</a>		N		02 Cyan Printer Cartridge	0	2	01

Export options: [CSV](#) [Excel](#) [PDF](#)

New Search

[EPA Home](#) [Privacy and Security Notice](#) [Contact Us](#)

11. Each Parts & Supplies item has columns providing information about the Parts & Supplies item. These columns are explained below:

- **Part Model Name:** Name of the Parts & Supplies item. Users can click on the **Part Model Name** and the **Parts & Supplies Inventory Info** page displays. The Parts & Supplies Info page is editable for Warehouse Managers only.
- **Part Type:** Terms that represent categories of Parts & Supplies. (Examples: Adapter, Battery, Cell, Detector, Power Cord)
- **Part Model Manufacturer:** Manufacturer of the model of the Parts & Supplies.
- **Barcode:** The bar code number of a Part or Supply. Users can click on the **Parts & Supplies Barcode** and the **Parts & Supplies Inventory Info** page displays. The **Parts & Supplies Info** page is editable for Warehouse Managers only.
- **Warehouse Part Number:** The number assigned to a particular item of Part or Supply.
- **Expendable:** Indicates whether or not the Part or Supply is expendable.
- **Part Manufacturer:** Manufacturer of the Parts & Supplies.

- **Legacy Name:** The name of a Part or Supply in the inventory as defined by EPA Regions. This name facilitates Regions to identify inventory records migrated from their database into the new Emergency Management Portal database.
  - **Stock Qty.:** The number of a particular Parts & Supplies item in stock at a given warehouse.
  - **Qty in Kit:** The number of a particular Parts & Supplies item in the kit.
  - **Exp. Date:** The date from which the particular item of Part or Supply may not be used.
  - **Inv. Date:** The date last inventory was done on an item of Part or Supply in a Warehouse.
  - **Mftr. Date:** The date the particular item of Part or Supply was manufactured.
  - **Warehouse:** Warehouse where the particular Parts & Supplies item is housed.
  - **Warehouse Type:** Warehouse Type where the particular Parts & Supplies item is housed.
  - **Location in Warehouse:** Sub-Location within the warehouse where the particular Parts & Supplies item is housed.
12. Users can view the **Parts And Supplies Inventory Info** page by clicking the **Parts Model Name** or **Barcode** link in the **Parts & Supplies Search Results List**.
13. The **Parts And Supplies Inventory Info** page displays.



The screenshot displays the EPA Equipment Module web interface. The top navigation bar includes the EPA logo, the text 'U.S. ENVIRONMENTAL PROTECTION AGENCY', and the title 'Equipment Module'. A dropdown menu for 'Equipment Borrower' is visible. The left sidebar contains a menu with links: EPA Portal Home, EMP Home Page, Reports, Help, Version, Downloads, Edit Parts And Supplies Inventory, Parts And Supplies Inventory Search, Parts And Supplies Inventory Tracking History, and History. The main content area shows the 'Parts And Supplies Inventory Search' page. It includes a breadcrumb trail: 'Parts And Supplies Inventory Search > Search Results > Parts And Supplies Inventory Info >'. Below this, there are two sections: 'Parts And Supplies Model Information' and 'Parts And Supplies Inventory Information'. The 'Parts And Supplies Model Information' section lists: Part Model Name: Trimble GPS Pathfinder ProXT, Part Type: Cell, Manufacturer: , and Classification: . The 'Parts And Supplies Inventory Information' section lists: Warehouse: ERT-KY, Serial Number: , Warehouse Part Number: , Manufacturer: , Barcode Number: ERT-427-7111, Warehouse Part Number: , Manufacturer: , Barcode Number: ERT-427-7111, Lot Number: , Part Size: , Stock Quantity: 0, Manufacture Date: , Inventory Date: 2008-08-31 15:58:31.0, Unit Cost: 0.0, Expiration Date: , Part Size: , Stock Quantity: 0, Manufacture Date: , Inventory Date: 2008-08-31 15:58:31.0, Unit Cost: 0.0, Expiration Date: , Current Value Amount: , Expendable Indicator: N, Location in Warehouse: Unspecified Sublocation, Legacy Name: Trimble GPS Pathfinder ProXT, Legacy Description: Trimble GPS Pathfinder ProXT, and Comments: . A note '\* Indicates Required Field' is present. At the bottom, there are links for 'EPA Home Privacy and Security Notice' and 'Contact Us'.

14. Users can perform a new Parts & Inventory Search by clicking the **Parts And Supplies Inventory Search** link in the left side bar menu of the **Parts & Supplies Inventory Info** page. Users return to the **Parts and Supplies Inventory Search** page.
15. Users can view the **Parts & Supplies Inventory Tracking History** page by clicking the **Parts & Supplies Inventory Tracking History** link in the left side bar menu of the **Parts & Supplies Inventory Info** page.
16. The **Parts & Supplies Inventory Tracking History** page displays. This page displays the complete history of activities of the particular Parts & Supplies item.

**U.S. ENVIRONMENTAL PROTECTION AGENCY**

**Equipment Module**

Equipment Borrower

Home Equipment Parts & Supplies Administration

[Parts and Supplies Inventory Search](#) > [Parts and Supplies Inventory Info](#) > [Parts and Supplies Inventory Tracking History](#) >

**Parts and Supplies Model Information:**

Part Model Name: Trimble GPS Pathfinder ProXT Part Type: Cell  
 Manufacturer:  
 Classification:

**Parts and Supplies Inventory Information:**

Barcode Number: ERT-427-7111 Warehouse: ERT-KY  
 Serial Number: Warehouse Part Number:  
 Stock Quantity: 0 Manufacture Date:  
 Inventory Date: 08-31-2008 Expiration Date:

**Parts and Supplies Inventory Tracking History:**

Site Activity	Checkout Type	Checkout Date	Checkout Qty.	Checkin Date	Checkin Qty.	Consumed Qty.	Destroyed Qty.	Received By	Borrower	Checkin By	Comments
Kit Development		08-31-2008	1		0	0	0				

Back

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### 5.2.3 Parts & Supplies Model Search - Equipment Borrower

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Equipment Borrowers select [Parts & Supplies Model Search](#) from the **Parts & Supplies** tab.
2. The **Parts & Supplies Model Search** page displays.

**U.S. ENVIRONMENTAL PROTECTION AGENCY**

**Equipment Module**

Equipment Borrower

Home Equipment Parts & Supplies Administration

[Parts and Supplies Model Search](#) >

**Select Region and Warehouse (mandatory):**

EPA Region: Special Teams Warehouse: ERT-KY

**Search by Parts & Supplies Model:**

Name: Type: --ALL--  
 Manufacturer: --not picked-- [Pick Clear](#)  
[Search By Model Info](#)

**Search by Keyword in Classification:**

Keyword (Limited to Parts and Supplies with nomenclature classification):  
[Search By Keyword](#)

**Search by Parts & Supplies Classification: (Not all Parts & Supplies Classified)**

Purpose Level1: --select--  
 Category Level2: --select--  
 Type Level3: --select--  
 Characteristics Level4: --select--  
[Search By Classification](#)

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3. Select a Region in the **EPA Region** drop-down list in the **Select Region and Warehouse** section.

4. Select a Warehouse from the **Warehouse** drop-down list in the **Select Region and Warehouse** section.

Note: Selections from both these drop-down lists are mandatory to perform a Parts & Supplies Model search.

5. The **Parts & Supplies Model Search** page offers several ways to narrow your search for a Parts & Supplies Model:

- [Search by Parts & Supplies Model](#)
- [Search by Keyword in Classification](#)
- [Search by Parts & Supplies Classification](#)

Options from the **Parts & Supplies Model Search Results** page differ depending on the assigned role of the user. These options are explained in [Parts & Supplies Search Results Page Options](#).

The different search methods are explained below:

### Search by Parts & Supplies Model

1. To narrow your search enter the following optional **Parts & Supplies Model** information in the **Search by Parts & Supplies Model** section:
  - **Name:** The name or part of the name of the Parts & Supplies Model. Manually enter information in this field.
  - **Manufacturer:** Parts & Supplies Model manufacturer.
    - a. To populate this field the user must click the **Pick** link to right of the text field.
    - b. An **Organization Search** pop-up window displays
    - c. Enter at least one character of the Manufacturer/Organization's name.
    - d. A list of manufacturers/organizations displays.
    - e. Select a manufacturer/organization by clicking **Pick** to the left of the organization name.
    - f. The manufacturer/organization name populates the **Manufacturer** field in the **Parts & Supplies Model Search** page.
  - **Type:** The Type of Parts & Supplies Model. Select an option from the drop-down list.
2. Click **Search by Model Info**.
3. The **Search Results** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Equipment Borrower

Home Equipment Parts & Supplies Administration

Parts And Supplies Model Search > Search Results >

EPA Region: Special Teams Warehouse: ERT-KY

New Search

Matching Parts and Supplies Models for "Type:Case"

Name	Type	Manufacturer	Qty. Available	Nationwide	Classificati
<a href="#">Wooden Case</a>	Case		0	None Available	
<a href="#">Carrying Case</a>	Case		0	None Available	
<a href="#">Instrument case</a>	Case		0	None Available	
<a href="#">Case for Calibration Kit</a>	Case		0	None Available	

Export options: | CSV | Excel | PDF

New Search

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### Search by Keyword in Classification

## Equipment Module Version 6.0 User Manual

1. To narrow your search, enter any word (or part of a word) or words that are used in the classification of a particular Parts & Supplies Model in the **Search by Keyword in Classification** section. To populate this field, manually enter this information. Note that not all Parts and Supplies have nomenclature classifications.
2. Click **Search by Keyword**.
3. The **Part And Supplies Model Search** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Equipment Borrower

Home Equipment Parts & Supplies Administration

Parts And Supplies Model Search >

EPA Region: SpecialTeams Warehouse: ERT-KY

Matching Parts and Supplies Classification: Keyword: "cable"

Select All New Search Display Parts and Supplies Models Cancel

Select	Classification: Level1>Level2>Level3>Level4
<input type="checkbox"/>	Transportation > Accessory > Jumper Cables > n/a
<input type="checkbox"/>	Communications > Radio > Accessory > Coaxial Cable
<input type="checkbox"/>	Communications > Radio > Accessory > Cloning Cable
<input type="checkbox"/>	Communications > Radio > Accessory > Programming cable
<input type="checkbox"/>	Detection > Geophysical > Pipe & Cable Locator (metal detector) > n/a
<input type="checkbox"/>	Information Technology > Accessory > RS-232 Cable > n/a

Select All New Search Display Parts and Supplies Models Cancel

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4. Select the desired **Parts & Supplies Model Classification**.
5. Click **Display Parts and Supplies Models**.
6. The **Search Results** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Equipment Borrower

Parts And Supplies Model Search > Search Results >

EPA Region: SpecialTeams Warehouse: ERT-KY

New Search

Matching Parts and Supplies Models:

Name	Type	Manufacturer	Qty. Available	Nationwide	Classification
<a href="#">Radio Cloning Cable (no model number)</a>			0	None Available	Communications > Radio > Accessory > Cloning Cable

Export options: [CSV](#) [Excel](#) [PDF](#)

New Search

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### Search by Parts & Supplies Classification

1. To narrow your search select a different option from the following drop-down lists in the **Search by Parts & Supplies Classification** section:
  - **Purpose Level 1:** Select desired option from the drop-down list.
  - **Category Level 2:** Select desired option from the drop-down list.
  - **Type Level 3:** Select desired option from the drop-down list.
  - **Characteristics Level 4:** Select desired option from the drop-down list.

2. Click **Search by Classification**.
3. The **Parts And Supplies Model Search** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Equipment Borrower: [Dropdown]

Home | Equipment | **Parts & Supplies** | Administration

[Parts And Supplies Model Search >](#)

EPA Region: Special Teams Warehouse: ERT-KY

Matching Parts and Supplies Classification: Purpose: "Detection" Category: "Chemical" Type: "Calibration" Characteristics: "Gas"

☐ Select All

**Select** Classification: Level1>Level2>Level3>Level4

☐ Detection > Chemical > Calibration > Gas

☐ Select All

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4. Select the desired **Parts & Supplies Model Classification**.
5. Click **Display Parts and Supplies Models**.
6. The **Search Results** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

Equipment Borrower: [Dropdown]

Home | Equipment | **Parts & Supplies** | Administration

[Parts And Supplies Model Search >](#) [Search Results >](#)

EPA Region: Special Teams Warehouse: ERT-KY

Matching Parts and Supplies Models:

Name	Type	Manufacturer	Qty. Available	Nationwide	Classification
<a href="#">P-10 Calibration Gas (no model number)</a>			0	None Available	Detection > Chemical > Calibration > Gas
<a href="#">Nitrogen Dioxide Calibration Gas</a>			0	None Available	Detection > Chemical > Calibration > Gas
<a href="#">Nitrogen Calibration Gas (no model number)</a>			0	None Available	Detection > Chemical > Calibration > Gas
<a href="#">Hydrogen Calibration Gas (no model number)</a>			0	None Available	Detection > Chemical > Calibration > Gas
<a href="#">Methyl Mercaptan Calibration Gas (no model number)</a>			0	None Available	Detection > Chemical > Calibration > Gas
<a href="#">Ammonia Calibration Gas (no model number)</a>			0	9 Available	Detection > Chemical > Calibration > Gas

Export options: [CSV](#) [Excel](#) [PDF](#)

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## Parts & Supplies Model Search Results Page Options

From the **Search Results** page Equipment Borrowers can:

- **Perform a New Search:** Clicking **New Search** at the top or bottom of the **Parts & Supplies Model Search Results** page returns the user to the main **Parts & Supplies Model Search** page.
- **View the following information for a Parts & Supplies:**
  - **Name:** Name of the Parts & Supplies Model. Users can click the **Model Name**, and the **Parts & Supplies Model Information** pop-up window displays.
  - **Type:** The Parts & Supplies Model Type. Users can click the **Type**, and the **Parts And Supplies Model Info** page displays.
  - **Manufacturer:** Parts & Supplies Model manufacturer.
  - **Qty Available:** Displays the quantity available at the selected Warehouse.

- **Nationwide:** Displays the available quantity in all Warehouses nationwide. Users can click the **Nationwide** listing, and the **Availability By Region/Warehouse** pop-up window displays.
- **Classification:** Displays the hierarchy of classification for the Parts & Supplies Model.

## 5.3 Administration

### 5.3.1 My Profile - Equipment Borrower

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, Equipment Borrowers select **My Profile** from the **Administration** tab.
2. The **Person Info** page for the user displays.

**U.S. ENVIRONMENTAL PROTECTION AGENCY**

**Equipment Module**

Equipment Borrower

Home Equipment Parts & Supplies Administration

[Person Info >](#)

**Person Information:** \*Indicates Required

Portal User Id: john\_smith1

First Name: John

Last Name: Smith

Employee Number:

Current: Y

Email: john\_smith1@lmco.com

Title:

Region: Special Teams

Supervisor: --not picked -- [Pick Person](#) [Clear](#)

HR Responsible Person: --not picked -- [Pick Person](#) [Clear](#)

Office Phone:

Mobile Phone:

Remaining Characters: 255

Description:

**Current Roles:**

Role
Warehouse Manager
Data Administrator
Equipment Borrower
General User - Read Only

**Responsible for warehouses:**

Name	Region	Manager?	Location
ERT-KY	Special Teams	Y	4900 Olympic Blvd Erlanger KY 41018
NDT	Special Teams	Y	4900 Olympic Blvd Erlanger KY 41018

Save Cancel

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3. From this page Equipment Borrowers can:

- [View and Edit Own Information](#)
- [View Person Information of Other Persons](#)
- [View Associated Locations](#)
- [View Person Warehouse History](#)

#### View and Edit Own Information

- **First Name:** First name of the person. Manually enter/edit this information. (This field is mandatory)

- **Last Name:** Last name of the person. Manually enter/edit this information. (This field is mandatory)
  - **Email:** Email address of the person. Manually enter/edit this information. (This field is mandatory)
  - **Title:** Professional Title of the person. Manually enter/edit this information.
  - **Region:** EPA Region the person represents or is employed by. Select an option from the **Region** drop-down list.
  - **Supervisor:** Supervisor of the person. Click the [Pick Person](#) link to search and select a person. Click **Clear** to clear all information from this field.
  - **HR Responsible Person:** The HR employee responsible for the person. The Click the [Pick Person](#) link to search and select a person. Click **Clear** to clear all information from this field.
  - **Office Phone:** The office phone number of the person. Manually enter/edit this information.
  - **Mobile Phone:** The cell/mobile phone number of the person. Manually enter/edit this information.
  - **Description:** This field is provided for additional information about the person. Manually enter information in this field. Description is limited to 255 characters.
4. Users can also perform the following functions from the **Person Info** page.
- **View Current Roles:** Functional Roles in the Equipment Module assigned to the person. This information is displayed in the **Current Roles** section of the **Person Info** page.
  - **View Responsible for Warehouses:** List of Warehouses under the person's responsibility. This information is displayed in the **Responsible for Warehouses** section of the **Person Info** page.
  - [View Person Info for all Persons \(Others\) in the Equipment Module.](#)
  - [View Locations associated with a user's own profile.](#)
  - [View Person Warehouse History.](#)

### View Person Info of Others

1. Select the **Person List** link in the left side bar menu of the **My Profile** page.
2. The **Person Admin** page displays.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Equipment Borrower

Home Equipment Parts & Supplies Administration

Person Admin >

Search by Person Name:

Last Name: First Name: Search Clear

Index by Person Last Name:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

All Person List:

13 items found, displaying all items.

Last Name	First Name	Userid	Title	Phone	Mobile	Email	Current	Employee Number	Region
Ackerman	Joyce T	N/A	Testtitle	3038284927			Y	123456	Region
Adair	Tim	N/A					N		Region
Alexander	Kent	N/A		3036968207		akent@epa.gov	N		Region
Amick	Neal	N/A					N		Region
Anderson	John	N/A					Y		Region
Anderson	Jeffrey	N/A		7852184231			N		Region
Andrews	Sina	N/A					N		Region
Andrews	Franklin	N/A					N		Region
Asher	Audrey	N/A					Y		Region
Atencio	Kathie	N/A					Y		Region
Augustyn	Il	N/A					Y		Region
Augustyn	James	N/A					Y		Region
Augustyn	Jim	N/A					N		Region

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3. From this screen users can search and view person information.
4. To view the **Person Info** page of a person, click on their Last name, First name or Email.

### View Associated Locations

1. Select the **Person Location** link in the left side bar menu of the **My Profile** page.
2. The **Locations** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

Equipment Borrower

Home Equipment Parts & Supplies Administration

Person Info > Locations >

Person Information:

Name: Smith, John

Phone:

Job Title:

Current Locations:

Name	Address Line 1	Address Line 2	City	State	Zip Code	Address Type
City Warehouse	55 Equipment Road		ID	12141		Mailing
State Location	88 Technology Ave		AL	31411		Mailing

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### View Person Warehouse History

1. Click the **Person Warehouse History** link in the left side bar menu of the **My Profile** page.



- The **Person Warehouse History** page displays.

The screenshot shows the EPA Equipment Module interface. On the left is a blue sidebar with the EPA logo and navigation links: EPA Portal Home, EMP Home Page, Reports, Help, Version, Downloads, Person Warehouse History, and Edit Person. The top header is dark blue with the EPA logo and 'Equipment Module' title. Below the header is a navigation bar with buttons for Home, Equipment, Parts & Supplies, and Administration. A dropdown menu for 'Equipment Borrower' is visible. The main content area shows a breadcrumb trail: Person Info > Person Warehouse History >. Below this is a section for 'Person Information' with fields for Name (Smith, John), Phone, Current Region (Special Teams), and Employee Number. A 'Warehouse History' table follows, showing two entries for Special Teams at the 4900 Olympic Blvd Erlanger, KY 41018 location. At the bottom, there are links for EPA Home, Privacy and Security Notice, and Contact Us.

Region	Warehouse	Manager?	Start Date	End Date	Location
Special Teams	ERT-KY	Y	2009-04-21 14:55:06.0		4900 Olympic Blvd Erlanger, KY 41018
Special Teams	NDT	Y	2009-04-21 14:55:35.0		4900 Olympic Blvd Erlanger, KY 41018

Person Warehouse History can be viewed for any user in the Equipment Module. Find and select a person from the **Person List**, and click the **Person Warehouse History** link in the left side bar menu of their **Person Info** page.



## 6.0 GENERAL USER

### 6.1 Equipment


#### 6.1.1 Equipment Search - General User

1. Upon logging into the [Equipment](#) Module of the Emergency Management Portal General Users are presented with the **Equipment Search** page by default.
2. General Users can also select **Equipment Search** from the **Equipment** tab.
3. The **Equipment Search** page displays.

4. Select a Region from the **Region** drop-down list in the **Region and Warehouse** section.
5. Select a Warehouse Type from **Warehouse Type** drop-down list in the **Region and Warehouse** section.
6. Select a Warehouse from the **Warehouse** drop-down list in the **Region and Warehouse** section.

Note: Selections from these drop-down lists are mandatory to perform an Equipment search.

7. To narrow your search, enter the following optional **Equipment Information**:
  - **Equipment Barcode Number**: Unique bar code that identifies the equipment. Manually enter the barcode number or part thereof in this field.
  - **Equipment Status**: The current status of the equipment. To populate this field, select an option from the list, more than one option maybe selected. (Multiple statuses can be selected by pressing the **CTRL** on your keyboard while making selections.)
  - **EPA Property Number**: EPA property number for the equipment. Manually enter information in this field.
  - **Serial Number**: The serial number assigned to the Equipment. Manually enter information in this field.
  - **Manufacturer**: Manufacturer of the equipment.
    - a. To populate this field the user must click the **Pick** link to right of the text field.
    - b. An **Organization Search** pop-up window displays
    - c. Enter at least one character of the Manufacturer/Organization's name.

- d. A list of manufacturers/organizations displays.
  - e. Select an manufacturer/organization by clicking the **Pick** link to the left of the organization name. Click **Clear** to clear all information form this field.
  - f. The manufacturer/organization name populates the **Manufacturer** field in the **Equipment Search** page.
- **Equipment Ownership:** Identifies the owner of the equipment. Select an option from the drop-down list.
- **Received between:** Provides a range of dates the equipment was received by the Warehouse.
- a. To populate these fields click the calendar icons  to the right of the fields.
- b. A **Calendar** pop-up window displays.
- c. Select a date from the **Calendar** pop-up window.
- d. The date selected populates the date field.
  - **OSC Assigned:** Indicates that the piece of Equipment has been assigned to an On-Scene Coordinator.
8. To narrow your search, enter the following optional **Equipment Model Information**
  - **Model Name/Number:** The Model Name/Number that identifies a particular equipment model. Manually enter information in this field.
  - **Model Manufacturer:** Equipment Model manufacturer.
    - a. To populate this field the user must click the **Pick** link to right of the text field.
    - b. An **Organization Search** pop-up window displays
    - c. Enter at least one character of the Manufacturer/Organization's name.
    - d. A list of manufacturers/organizations displays.
    - e. Select an manufacturer/organization by clicking the **Pick** link to the left of the organization name.
    - f. The manufacturer/organization name populates the **Manufacturer** field in the **Equipment Search** page.
  - **Special Handling:** Special instructions for the handling of particular Equipment. Select an option from the drop-down list.
  - **Keyword (classification):** Any word (or part of a word) or words that are used in the classification of a particular Equipment Model. To populate this field, manually enter this information.
9. Click **Search**.
10. The **Search Results** page displays with a list of Equipment that meets the search criteria.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

General User - Read Only

Home Equipment Parts & Supplies Administration

Equipment Search > Search Results >

Region: Special Teams

New Search

Equipment Search Results: "Status: Available" "Status: Available in Kit" "Warehouse Type: ER"

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

453 items found, displaying 1 to 40.

First Prev 1 2 3 4 5 6 7 8 Next Last

Model Name/Number	Bar Code	Serial Number	Model Manufacturer	Eqp. Manufacturer	Owner	Calibration Date	Repair Date	Receipt Date	Maint
<a href="#">804723-01 Cylinder</a>	<a href="#">ERT-223-0</a>	OP 131348	<a href="#">Scott Health &amp; Safety</a>	<a href="#">Scott Health and Safety Products</a>	EPA			09-01-2004	<a href="#">View Sc Special</a>
<a href="#">804723-01 Cylinder</a>	<a href="#">ERT-225-0</a>	OP 131899	<a href="#">Scott Health &amp; Safety</a>	<a href="#">Scott Health and Safety Products</a>	EPA			09-01-2004	<a href="#">View Sc Special</a>
<a href="#">804723-01 Cylinder</a>	<a href="#">ERT-224-0</a>	OP 131431	<a href="#">Scott Health &amp; Safety</a>	<a href="#">Scott Health and Safety Products</a>	EPA			09-01-2004	<a href="#">View Sc Special</a>

Export options: [CSV](#) [Excel](#) [PDF](#)

New Search

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11. From this screen General Users can:

- Perform a new Equipment Search by clicking **New Search**.
- View the following information for an Equipment:
  - **Model Name/Number:** Model Name/Number of the Equipment. Users can click the **Model Name/Number**, and the **Equipment Model Information** pop-up window displays. This pop-up window provides the Equipment: Model Name/Number, Classification, Manufacturer, and Model Description.
  - **Bar Code:** Unique bar code that identifies the equipment. Users can click the **Bar Code**, and the **Equipment Info** page displays.
  - **Serial Number:** The serial number assigned to the Equipment.
  - **Model Manufacturer:** Equipment Model manufacturer. Users can click the **Model Manufacturer Name** listed and the **Model Manufacturer Info** page displays.
  - **Equipment Manufacturer:** Equipment manufacturer. Users can click the **Equipment Manufacturer Name** listed and the **Equipment Manufacturer Information** pop-up window displays.
  - **Owner:** Equipment Owner.
  - **Calibration Date:** Date the Equipment was last calibrated.
  - **Repair Date:** Date the Equipment was last repaired.
  - **Receipt Date:** The date the Equipment was received by an EPA Regional Warehouse.
  - **Maintenance:** Users can click the [View Schedule](#) link, and the **Equipment Maintenance Schedule Information** pop-up window displays. Users can also click the [Special Handling](#) link to view, and the **Equipment Model - Special Handling Information** pop-up window displays.
  - **Kit:** This column indicates whether the Equipment is a Kit. If the Equipment is a Kit, this column is populated with one of two links: [Complete Kit](#) or [Incomplete Kit](#). Users can click the [Complete Kit](#) or [Incomplete Kit](#) link, and the **Equipment Kit Components**

pop-up window displays. The **Equipment Kit Components** pop-up window lists both the Kit Equipment and [Parts & Supplies](#) Components and essential information for each component.

- **Classification:** Classification of the Equipment.
- **Warehouse:** Lists the Warehouse where the Equipment is housed. Users can click the **Warehouse Name**, and the **Warehouse Information** pop-window displays.
- **Warehouse Type:** Lists the Type of Warehouse where the Equipment is housed.
- **Status:** The current status of the Equipment, for example: Available, Checked-In, Checked-Out, etc.

### 6.1.2 Equipment Model Search - General User

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, General Users select [Equipment Model Search](#) from the **Equipment** tab.
2. The **Equipment Model Search** page displays.

3. Select a Region from the **Region** drop-down list in the **Select Region and Warehouse** section.
4. Select a Warehouse from the **Warehouse** drop-down list in the **Select Region and Warehouse** section.

Note: Selections from both these drop-down lists are mandatory to perform an Equipment search.

5. The **Equipment Model Search** page offers several ways to narrow your search for an Equipment Model:
  - [Search by Equipment Model](#)
  - [Search by Keyword in Classification](#)
  - [Search by Equipment Classification](#)

Options in the **Equipment Model Search Results** page differ depending on the assigned role of the user. These options are explained in [Equipment Model Search Results Page Options](#).

The different search methods are explained below:

## Search by Equipment Model

- To narrow your search enter the following optional **Equipment Model** information in the **Search by Equipment Model** section:
  - Model Name/Number:** The Model Name/Number that identifies a particular equipment model. Manually enter information.
  - Model Manufacturer:** Equipment Model manufacturer.
    - To populate this field the user must click the **Pick** link to the right of the text field.
    - An **Organization Search** pop-up window displays
    - Enter at least one character of the Manufacturer/Organization's name.
    - A list of manufacturers/organizations displays.
    - Select a manufacturer/organization by clicking **Pick** to the left of the organization name.
    - The manufacturer/organization name populates the **Manufacturer** field in the **Equipment Model Search** page.
  - Special Handling:** Special instructions for the handling of a particular Equipment Model. Select an option from the **Special Handling** drop-down list.
- Click **Search by Model Info**.
- The **Search Results** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

General User - Read Only

Home Equipment Parts & Supplies Administration

Equipment Model Search > Search Results >

Region: Special Teams Warehouse: ERT-KY

New Search

Matching Equipment Models for "Special handling: Fridge Storage Container"

Model Name/Number	Manufacturer	Qty Avail	Qty Total	Nationwide	Maintenance	Classification
<a href="#">31 Hand Pump</a>	<a href="#">Drager Safety</a>	0	0	<a href="#">9/9 Available</a>	<a href="#">Special Handling</a>	Detection > Chemical > Colorimetric Detector > Pump, Hand
<a href="#">Clorox Oil PCB Test Kit, 50 ppm</a>	<a href="#">Dexsil</a>	0	0	<a href="#">2/2 Available</a>	<a href="#">Special Handling</a>	Detection > Water > Test Kit > PCB
<a href="#">HazCat Kit KT</a>	<a href="#">HazTech</a>	0	0	<a href="#">4/4 Available</a>	<a href="#">Special Handling</a>	Detection > Chemical > Chemical Identification > Kit

Export options: [CSV](#) [Excel](#) [PDF](#)

New Search

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## Search by Keyword in Classification

- To narrow your search enter any word (or part of a word) or words that are used in the classification of a particular Equipment Model in the **Search by Keyword in Classification** section. To populate this field, manually enter this information.
- Click **Search by Keyword**.
- The **Equipment Model Search** page displays.

## Equipment Module Version 6.0 User Manual

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

General User - Read Only

Home Equipment Parts & Supplies Administration

Equipment Model Search >

Region: Special Teams Warehouse: ERT-KY

Matching Equipment Classification: Keyword: "car"

Select All New Search Display Equipment Models Cancel

Select	Classification: Level1>Level2>Level3>Level4
<input type="checkbox"/>	Analytical > Equipment > Carbon Filter Unit > n/a
<input type="checkbox"/>	Mobile Asset > Trailer > Cargo > n/a
<input type="checkbox"/>	Mobile Asset > Trailer > Cargo > n/a
<input type="checkbox"/>	Mobile Asset > Trailer > Cargo > n/a
<input type="checkbox"/>	Mobile Asset > Trailer > Cargo > n/a
<input type="checkbox"/>	Mobile Asset > Trailer > Cargo > n/a
<input type="checkbox"/>	Personal Protective Equipment > Respiratory Protection > Bottle Carrier Rack > n/a

Select All New Search Display Equipment Models Cancel

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4. Select the desired **Equipment Model Classification**.
5. Click **Display Equipment Models**.
6. The **Search Results** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

General User - Read Only

Home Equipment Parts & Supplies Administration

Equipment Model Search > Search Results >

Region: Special Teams Warehouse: ERT-KY

New Search

Matching Equipment Models for Keyword: "car"

Model Name/Number	Manufacturer	Qty Avail	Qty Total	Nationwide	Maintenance	Classification
<a href="#">Bottle Carrier Rack, 2-Slot (no model number)</a>		0	0	None Available	<a href="#">Special Handling</a>	Personal Protective Equipment > Respiratory Protection > Bottle Carrier Rack
<a href="#">Bottle Carrier Rack, 6-Slot (no model number)</a>		0	0	None Available	<a href="#">Special Handling</a>	Personal Protective Equipment > Respiratory Protection > Bottle Carrier Rack

Export options: [CSV](#) [Excel](#) [PDF](#)

New Search

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### Search by Equipment Classification

1. To narrow your search select a different option from the following drop-down lists in the **Search by Equipment Classification** section:
  - **Purpose Level 1:** Select desired option from the drop-down list.
  - **Category Level 2:** Select desired option from the drop-down list.
  - **Type Level 3:** Select desired option from the drop-down list.
  - **Characteristics Level 4:** Select desired option from the drop-down list.
2. Click **Search by Classification**.
3. The **Equipment Model Search** page displays.



U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

General User - Read Only

Home Equipment Parts & Supplies Administration

Equipment Model Search >

Region: Special Teams Warehouse: ERT-KY

Matching Equipment Classification: Purpose: "Personal Protective Equipment" Category: "Foot Protection" Type: "Overboots" Characteristics: "n/a"

☐ Select All

**Select** Classification: Level1>Level2>Level3>Level4

☐ Personal Protective Equipment > Foot Protection > Overboots > n/a

☐ Select All

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4. Select the desired **Equipment Model Classification**.
5. Click **Display Equipment Models**.
6. The **Search Results** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

General User - Read Only

Home Equipment Parts & Supplies Administration

Equipment Model Search > Search Results >

Region: Special Teams Warehouse: ERT-KY

Matching Equipment Models for Purpose: "Personal Protective Equipment" Category: "Foot Protection" Type: "Overboots" Characteristics: "n/a"

Model Name/Number	Manufacturer	Qty Avail	Qty Total	Nationwide	Maintenance	Classification
<a href="#">Overboots (no model number)</a>		0	0	None Available	<a href="#">Special Handling</a>	Personal Protective Equipment > Foot Protection > Overboots > n/a

Export options:

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## Equipment Model Search Results Page Options

From the **Search Results** page General Users can:

- **Perform a New Search:** Clicking **New Search** at the bottom of the **Equipment Model Search Results** page returns the user to the main **Equipment Model Search** page.
- **View Equipment Model Information:** Users can view further information in the **Search Results** page. The following describes the information provided in the columns of the **Search Results** page.
  - **Model Name/Number:** Model Name/Number of the Equipment. Users can click the **Model Name/Number**, and the **Equipment Model Information** page displays. This page provides the Equipment: Model Name/Number, Classification, Manufacturer, and Model Description.
  - **Manufacturer:** Equipment Model manufacturer. Users can click the **Model Manufacturer Name** listed and the **Model Manufacturer Info** page displays.
  - **Qty Available:** Displays the quantity available at the selected Warehouse.
  - **Qty Total:** Displays the total quantity housed at the selected Warehouse

- **Nationwide:** Displays the total quantity and available in all Warehouses nationwide. Users can click the **Nationwide** listing, and the **Availability By Region/Warehouse** pop-up window displays.
- **Maintenance:** Users can click the **Special Handling** link to view, and the **Equipment Model - Special Handling Information** pop-up window displays.
- **Classification:** Classification of the Equipment Model.

## 6.2 Parts & Supplies

### 6.2.1 Parts & Supplies Inventory Search

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, General Users select [Parts & Supplies Inventory Search](#) from the **Parts & Supplies** tab.
2. The **Parts & Supplies Inventory Search** page displays.




The screenshot shows the 'Parts & Supplies Inventory Search' page within the EPA Equipment Module. The page has a blue header with the EPA logo and 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. Below the header is a navigation bar with tabs: Home, Equipment, Parts & Supplies (selected), and Administration. A user role dropdown shows 'General User - Read Only'. The main content area is titled 'Parts and Supplies Inventory Search >'. It contains several sections: 'Region and Warehouse (mandatory):' with dropdowns for Region (Special Teams), Warehouse Type (ER), and Warehouse (ERT-KY); 'Parts and Supplies Inventory Information:' with fields for Barcode Number, Part Manufacturer (with a 'Pick Clear' link), Warehouse Part Number, and checkboxes for 'Expendable' and 'Non-Expendable'; 'Parts and Supplies Model Information:' with fields for Part Model Name, Model Manufacturer (with a 'Pick Clear' link), Keyword (Limited to Parts and Supplies with nomenclature classification), and Part Type (set to 'ALL'); and 'Parts and Supplies Inventory Dates:' with date pickers for 'Expiring between', 'Inventory between', and 'Manufactured between'. At the bottom are 'Search' and 'Reset' buttons. A footer link reads 'EPA Home Privacy and Security Notice | Contact Us'.

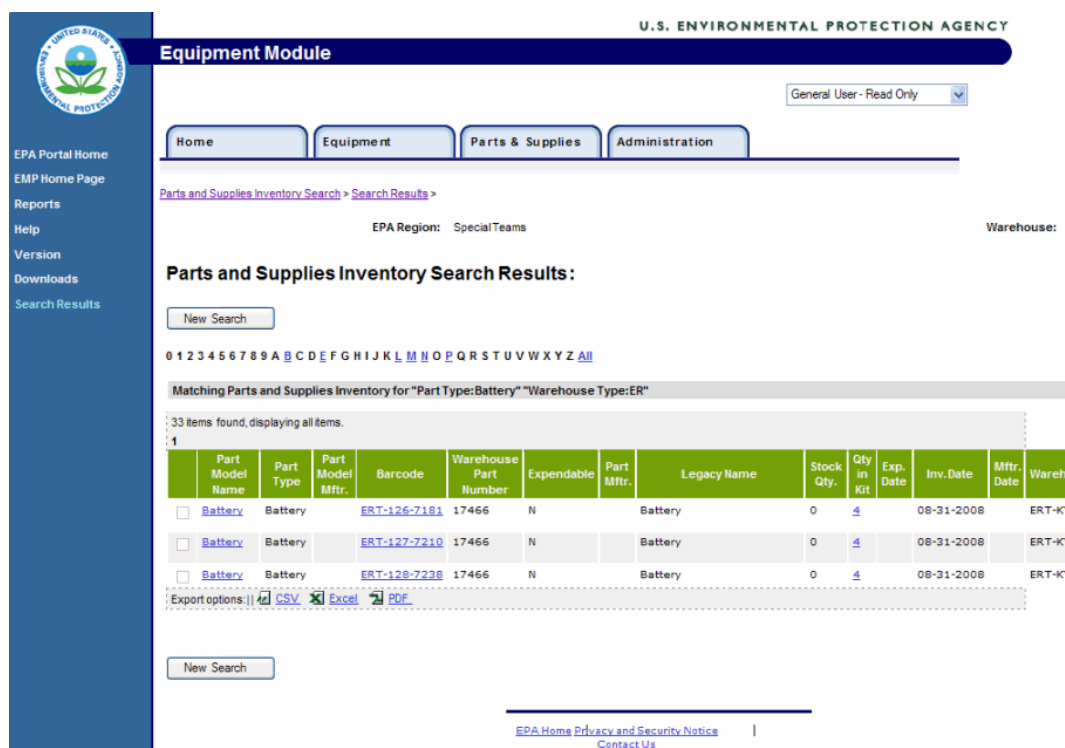
3. Select a Region from the **Region** drop-down list.
4. Select a Warehouse Type from **Warehouse Type** drop-down list.
5. Select a Warehouse from the **Warehouse** drop-down list.

Note: Selections from these drop-down lists are mandatory to perform a Parts & Supplies search.

6. The Parts & Supplies Inventory Search page offers several ways to narrow your search for a Parts & Supplies Model:
  - Search by Parts & Supplies Inventory Information
  - Search by Keyword in Parts & Supplies Model Information
  - Search by Parts & Supplies Inventory Dates
7. To narrow your search, enter the following optional **Parts and Supplies Inventory Information**:
  - **Barcode Number:** The number assigned to a Part or Supply. Manually enter this information.
  - **Part Manufacturer:** Manufacturer of the Parts & Supplies. Click the **Pick** link to display the **Organization** search pop-up window. Enter at least one character of the Organization

name. An Organization pick-list displays. Click **Pick** to the left of the Organization name to populate the **Manufacturer** field with the desired Organization. Click **Clear** to clear all information from this field.

- **Expendable:** An indicator signifying the Parts or Supply is expendable.
  - **Non-Expendable:** An indicator signifying the Parts or Supply is not expendable.
  - **Warehouse Part Number:** The number assigned to a particular item of Part or Supply by the Warehouse.
8. To narrow your search, enter the following optional **Parts and Supplies Model Information**:
- **Part Model Name:** Name of the Parts & Supplies Model. Manually enter this information.
  - **Model Manufacturer:** Parts and Supplies Model manufacturer. Click the **Pick** link to display the **Organization** search pop-up window. Enter at least one character of the Organization name. An Organization pick-list displays. Click **Pick** to the left of the Organization name to populate the **Manufacturer** field with the desired Organization. Click **Clear** to clear all information from this field.
  - **Keyword:** Keyword associated with the classification of the Parts & Supplies. Manually enter this information.
  - **Part Type:** Terms that represent categories of Parts and Supplies. (Examples: Adapter, Battery, Cell, Detector, Power Cord) Select an option from the **Part Type** drop-down list.
9. To narrow your search, enter the following optional **Parts and Supplies Inventory Dates**:
- **Expiring between:** The date range within which Parts & Supplies may have expired for usage. To choose dates, click the calendar icon  to the right of the fields. 3
  - **Inventory between:** The date range the last inventory was performed on the Parts & Supplies. To choose dates, click the calendar icon  to the right of the fields.
  - **Manufactured between:** The date range the Parts & Supplies was manufactured. To choose dates, click the calendar icon  to the right of the fields.
10. Click **Search**.
11. The **Search Results** page lists Parts & Supplies matching the specified search criteria.



U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

General User - Read Only

Home Equipment Parts & Supplies Administration

Parts and Supplies Inventory Search > Search Results >

EPA Region: Special Teams Warehouse:

**Parts and Supplies Inventory Search Results:**

New Search

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Matching Parts and Supplies Inventory for "Part Type:Battery" "Warehouse Type:ER"

33 items found, displaying all items.

	Part Model Name	Part Type	Part Model Mfr.	Barcode	Warehouse Part Number	Expendable	Part Mfr.	Legacy Name	Stock Qty.	Qty in Kit	Exp. Date	Inv. Date	Mfr. Date	Wareh
<input type="checkbox"/>	<a href="#">Battery</a>	Battery		<a href="#">ERT-126-7181</a>	17466	N		Battery	0	4		08-31-2008		ERT-K
<input type="checkbox"/>	<a href="#">Battery</a>	Battery		<a href="#">ERT-127-7210</a>	17466	N		Battery	0	4		08-31-2008		ERT-K
<input type="checkbox"/>	<a href="#">Battery</a>	Battery		<a href="#">ERT-128-7238</a>	17466	N		Battery	0	4		08-31-2008		ERT-K

Export options: [CSV](#) [Excel](#) [PDF](#)

New Search

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12. Each Parts & Supplies item has columns providing information about the Parts & Supplies item. These columns are explained below:

- **Part Model Name:** Name of the Parts & Supplies Model. Users can click on the **Part Model Name** and the **Parts & Supplies Inventory Info** page displays. The **Parts & Supplies Info** page is editable for Warehouse Managers only.
- **Part Type:** The Parts & Supplies Model type.
- **Part Model Manufacturer:** Parts & Supplies Model manufacturer.
- **Barcode:** The bar code number of a Part or Supply. Users can click on the **Parts & Supplies Barcode** and the **Parts & Supplies Inventory Info** page displays. The **Parts & Supplies Info** page is editable for Warehouse Managers only.
- **Warehouse Part Number:** The number assigned to a particular item of Part or Supply.
- **Expendable:** Indicates whether or not the Part or Supply is expendable.
- **Part Manufacturer:** Manufacturer of the Parts & Supplies.
- **Legacy Name:** The name of a Part or Supply in the inventory as defined by EPA Regions. This name facilitates Regions to identify inventory records migrated from their database into the new Emergency Management Portal database.
- **Stock Qty.:** The number of a particular Parts & Supplies item in stock at a given warehouse.
- **Qty in Kit:** The number of a particular Parts & Supplies item in the kit.
- **Exp. Date:** The date from which the particular item of Part or Supply may not be used.
- **Inv. Date:** The date last inventory was done on an item of Part or Supply in a Warehouse.
- **Mfr. Date:** The date the particular item of Part or Supply was manufactured.
- **Warehouse:** Warehouse where the particular Parts & Supplies item is housed.
- **Warehouse Type:** Warehouse Type where the particular Parts & Supplies item is housed.

- **Location in Warehouse:** Sub-Location within the warehouse where the particular Parts & Supplies item is housed.
13. Users can view the **Parts And Supplies Inventory Info** page by clicking the **Parts Model Name** or **Barcode** link in the **Parts & Supplies Search Results List**.
  14. The **Parts And Supplies Inventory Info** page displays.

The screenshot displays the 'Parts And Supplies Inventory Info' page within the EPA Equipment Module. The page is titled 'Equipment Module' and 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. It features a navigation bar with links to Home, Equipment, Parts & Supplies, and Administration. A dropdown menu shows 'General User - Read Only'. The left sidebar contains links to EPA Portal Home, EMP Home Page, Reports, Help, Version, Downloads, Edit Parts And Supplies Inventory, Parts And Supplies Inventory Search, Parts And Supplies Inventory Tracking History, and History.

The main content area displays the following information:

- Parts And Supplies Model Information:**
  - Part Model Name: Trimble GPS Pathfinder ProXT
  - Part Type: Cell
  - Manufacturer:
  - Classification:
- Parts And Supplies Inventory Information:**
  - Warehouse: ERT-KY
  - Serial Number:
  - Warehouse Part Number:
  - Manufacturer:
  - Barcode Number: ERT-427-7111
  - Warehouse Part Number:
  - Manufacturer:
  - Barcode Number: ERT-427-7111
  - Lot Number:
  - Part Size:
  - Stock Quantity: 0
  - Manufacture Date:
  - Inventory Date: 2008-08-31 15:58:31.0
  - Unit Cost: 0.0
  - Expiration Date:
  - Part Size:
  - Stock Quantity: 0
  - Manufacture Date:
  - Inventory Date: 2008-08-31 15:58:31.0
  - Unit Cost: 0.0
  - Expiration Date:
  - Current Value Amount:
  - Expendable Indicator: N
  - Location in Warehouse: Unspecified Sublocation
  - Legacy Name: Trimble GPS Pathfinder ProXT
  - Legacy Description: Trimble GPS Pathfinder ProXT
  - Comments:

At the bottom of the page, there are links for 'EPA Home Privacy and Security Notice' and 'Contact Us'.

15. Users can perform a new Parts & Inventory Search by clicking the **Parts And Supplies Inventory Search** link in the left side bar menu of the **Parts & Supplies Inventory Info** page. Users return to the **Parts & Supplies Inventory Search** page.
16. Users can view the **Parts & Supplies Inventory Tracking History** page by clicking the **Parts & Supplies Inventory Tracking History** link in the left side bar menu of the **Parts & Supplies Inventory Info** page.
17. The **Parts & Supplies Inventory Tracking History** page displays. This page displays the complete history of activities of the particular Parts & Supplies item.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

General User - Read Only

Home Equipment Parts & Supplies Administration

[Parts and Supplies Inventory Search](#) > [Search Results](#) > [Parts And Supplies Inventory Info](#) > [Parts And Supplies Inventory Tracking History](#) >

**Parts And Supplies Model Information:**

Part Model Name: Trimble GPS Pathfinder ProXT Part Type: Cell  
 Manufacturer:  
 Classification:

**Parts And Supplies Inventory Information:**

Barcode Number: ERT-427-7111 Warehouse: ERT-KY  
 Serial Number: Warehouse Part Number:  
 Stock Quantity: 0 Manufacture Date:  
 Inventory Date: 08-31-2008 Expiration Date:

**Parts and Supplies Inventory Tracking History:**

Site Activity	Checkout Type	Checkout Date	Checkout Qty.	Checkin Date	Checkin Qty.	Consumed Qty.	Destroyed Qty.	Received By	Borrower	Checkin By	Comments
Kit Development		08-31-2008	1		0	0	0				

Back

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## 6.2.2 Parts & Supplies Model Search - General User

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, General Users select [Parts & Supplies](#) Model Search from the **Parts & Supplies** tab.
2. The **Parts & Supplies Model Search** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

General User - Read Only

Home Equipment Parts & Supplies Administration

[Parts And Supplies Model Search](#) >

**Select Region and Warehouse (mandatory):**

EPA Region: Special Teams Warehouse: ERT-KY

**Search by Parts & Supplies Model:**

Name: Type: --ALL--  
 Manufacturer: --not picked-- [Pick Clear](#)  
[Search By Model Info](#)

**Search by Keyword in Classification:**

Keyword (Limited to Parts and Supplies with nomenclature classification):  
[Search By Keyword](#)

**Search by Parts & Supplies Classification: (Not all Parts & Supplies Classified)**

Purpose Level1: --select--  
 Category Level2: --select--  
 Type Level3: --select--  
 Characteristics Level4: --select--  
[Search By Classification](#)

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3. Select a Region in the **EPA Region** drop-down list in the **Select Region and Warehouse** options section.

4. Select a Warehouse from the **Warehouse** drop-down list in the **Select Region and Warehouse** options section.

Note: Selections from both these drop-down lists are mandatory to perform search on Parts & Supplies items in a Warehouse.

5. The **Parts & Supplies Model Search** page offers several ways to narrow your search for a Parts & Supplies Model:
  - [Search by Parts & Supplies Model](#)
  - [Search by Keyword in Classification](#)
  - [Search by Parts & Supplies Classification](#)

Options from the **Parts & Supplies Model Search Results** page differ depending on the assigned role of the user. These options are explained in [Parts & Supplies Search Results Page Options](#).

The different search methods are explained below:

### Search by Parts & Supplies Model

1. To narrow your search enter the following optional **Parts & Supplies Model** information in the **Search by Parts & Supplies Model** section:
  - **Name:** The name or part of the name of the Parts & Supplies Model. Manually enter information in this field.
  - **Manufacturer:** Parts & Supplies Model manufacturer.
    - a. To populate this field the user must click the **Pick** link to right of the text field.
    - b. A **Manufacturer/Organization Search** pop-up window displays
    - c. Enter at least one character of the Manufacturer/Organization's name.
    - d. A list of manufacturers/organizations displays.
    - e. Select a manufacturer/organization by clicking **Pick** to the left of the organization name.
    - f. The manufacturer/organization name populates the **Manufacturer** field in the **Parts & Supplies Model Search** page.
  - **Type:** The Type of Parts & Supplies Model. Select an option from the drop-down list.
2. Click **Search by Model Info**.
3. The **Search Results** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

General User - Read Only

Home Equipment Parts & Supplies Administration

Parts And Supplies Model Search > Search Results >

EPA Region: Special Teams Warehouse: ERT-KY

New Search

Matching Parts and Supplies Models for "Type:Detector"

Name	Type	Manufacturer	Qty. Available	Nationwide	Classification
<a href="#">Radalect 50</a>	Detector		0	None Available	
<a href="#">Tube Detector (Scintillator)</a>	Detector		0	None Available	
<a href="#">Replacement Sensor for main unit</a>	Detector		0	None Available	

Export options: [CSV](#) [Excel](#) [PDF](#)

New Search

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## Search by Keyword in Classification

1. To narrow your search, enter any word (or part of a word) or words that are used in the classification of a particular Parts & Supplies Model in the **Search by Keyword in Classification** section. To populate this field, manually enter this information. Note that not all Parts and Supplies have nomenclature classification.
2. Click **Search by Keyword**.
3. The **Parts And Supplies Model Search** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

General User - Read Only

Home Equipment Parts & Supplies Administration

Parts And Supplies Model Search >

EPA Region: SpecialTeams Warehouse: ERT-KY

Matching Parts and Supplies Classification:Keyword:"tool"

☐ Select All

Select	Classification:Level1>Level2>Level3>Level4
<input type="checkbox"/>	Analytical > Instrumentation > Tool > n/a
<input type="checkbox"/>	Analytical > Instrumentation > Tool > Microscope
<input type="checkbox"/>	Mechanical > Tool > n/a > n/a
<input type="checkbox"/>	General > Tools > Air Compressor > n/a

☐ Select All

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4. Select the desired **Parts & Supplies Model Classification**.
5. Click **Display Parts and Supplies Models**.
6. The **Search Results** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

**Equipment Module**

General User - Read Only

Home Equipment Parts & Supplies Administration

Parts And Supplies Model Search > Search Results >

EPA Region: SpecialTeams Warehouse: ERT-KY

Matching Parts and Supplies Models:

Name	Type	Manufacturer	Qty. Available	Nationwide	Classification
Bolt Cutter (no model number)			0	10 Available	General > Tools > Bolt Cutter > n/a

Export options: [CSV](#) [Excel](#) [PDF](#)

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## Search by Parts & Supplies Classification

1. To narrow your search select a different option from the following drop-down lists in the **Search by Parts & Supplies Classification** section:
  - **Purpose Level 1:** Select desired option from the drop-down list.
  - **Category Level 2:** Select desired option from the drop-down list.
  - **Type Level 3:** Select desired option from the drop-down list.



## Equipment Module Version 6.0 User Manual

- **Characteristics Level 4:** Select desired option from the drop-down list.
2. Click **Search by Classification**.
  3. The **Parts And Supplies Model Search** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

General User - Read Only

Home Equipment Parts & Supplies Administration

Parts And Supplies Model Search >

EPA Region: Special Teams Warehouse: ERT-KY

Matching Parts and Supplies Classification: Purpose: "Communications" Category: "Radio" Type: "Accessory"

☐ Select All

Select	Classification: Level1 > Level2 > Level3 > Level4
<input type="checkbox"/>	Communications > Radio > Accessory > Voice Amplifier
<input type="checkbox"/>	Communications > Radio > Accessory > Coaxial Cable
<input type="checkbox"/>	Communications > Radio > Accessory > Base Station
<input type="checkbox"/>	Communications > Radio > Accessory > Batteries
<input type="checkbox"/>	Communications > Radio > Accessory > Battery Maintenance System

☐ Select All

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4. Select the desired **Parts & Supplies Model Classification**.
5. Click **Display Parts and Supplies Models**.
6. The **Search Results** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

General User - Read Only

Home Equipment Parts & Supplies Administration

Parts And Supplies Model Search > Search Results >

EPA Region: Special Teams Warehouse: ERT-KY

Matching Parts and Supplies Models:

Name	Type	Manufacturer	Qty. Available	Nationwide	Classification
<a href="#">Amplifier 10 Watt (no model number)</a>			0	None Available	Communications > Radio > Accessory > Amplifier
<a href="#">Radio Speaker (no model number)</a>			0	None Available	Communications > Radio > Accessory > Speaker
<a href="#">RTU-292 Radio/Telephone Interface</a>		JPS Communications	0	None Available	Communications > Radio > Accessory > Radio/Telephone Interface Un

Export options:

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### Parts & Supplies Model Search Results Page Options

From the **Search Results** page General Users can:

- **Perform a New Search:** Clicking **New Search** at the top or bottom of the **Parts & Supplies Model Search Results** page returns the user to the main **Parts & Supplies Model Search** page.
- **View the following information for a Parts & Supplies:**
  - **Name:** Name of the Parts & Supplies Model. Users can click the **Model Name**, and the **Parts & Supplies Model Information** pop-up window displays.

- **Type:** The Parts & Supplies Model Type. Users can click the **Type**, and the **Parts And Supplies Model Info** page displays.
- **Manufacturer:** Parts & Supplies Model manufacturer.
- **Qty Available:** Displays the quantity available at the selected Warehouse.
- **Nationwide:** Displays the available quantity in all Warehouses nationwide. Users can click the **Nationwide** listing, and the **Availability By Region/Warehouse** pop-up window displays.
- **Classification:** Displays the hierarchy of classification for the Parts & Supplies Model.

## 6.3 Administration

### 6.3.1 My Profile - General User - Read Only

1. Upon logging in to the [Equipment](#) Module of the Emergency Management Portal, General Users select **My Profile** from the **Administration** tab.
2. The **Person Info** page for the user displays.

**U.S. ENVIRONMENTAL PROTECTION AGENCY**

**Equipment Module**

General User - Read Only

Home | Equipment | Parts & Supplies | Administration

[Person Info >](#)

**Person Information:** \* Indicates Required Field

Portal User Id: john\_smith1

First Name: John \*

Last Name: Smith \*

Employee Number:

Current: Y

Email: john\_smith1@lmco.com \*

Title:

Region: Special Teams

Supervisor: ---not picked --- [Pick Person](#) [Clear](#)

HR Responsible Person: ---not picked --- [Pick Person](#) [Clear](#)

Office Phone:

Mobile Phone:

Remaining Characters: 255

Description:

**Current Roles:**

Role
Warehouse Manager
Data Administrator
Equipment Borrower
General User - Read Only

**Responsible for warehouses:**

Name	Region	Manager?	Location
ERT-KY	Special Teams	Y	4900 Olympic Blvd Erlanger KY 41018
NDT	Special Teams	Y	4900 Olympic Blvd Erlanger KY 41018

[Save](#) [Cancel](#)

[EPA Home](#) [Privacy and Security Notice](#) [Contact Us](#)

3. From this page General Users can:
  - [View and Edit Own Information](#)
  - [View Person Information of Other Persons](#)
  - [View Associated Locations](#)
  - [View Person Warehouse History](#)

### View and Edit Own Information

- **First Name:** First name of the person. Manually enter/edit this information. (This field is mandatory)
  - **Last Name:** Last name of the person. Manually enter/edit this information. (This field is mandatory)
  - **Email:** Email address of the person. Manually enter/edit this information. (This field is mandatory)
  - **Title:** Professional Title of the person. Manually enter/edit this information.
  - **Region:** EPA Region the person represents or is employed by. Select an option from the **Region** drop-down list.
  - **Supervisor:** Supervisor of the person. Click the [Pick Person](#) link to search and select a person. Click **Clear** to clear all information from this field.
  - **HR Responsible Person:** The HR employee responsible for the person. The Click the [Pick Person](#) link to search and select a person. Click **Clear** to clear all information from this field.
  - **Office Phone:** The office phone number of the person. Manually enter/edit this information.
  - **Mobile Phone:** The cell/mobile phone number of the person. Manually enter/edit this information.
  - **Description:** This field is provided for additional information about the person. Manually enter information in this field. Description is limited to 255 characters.
4. Users can also perform the following functions from the Person Info page.
- **View Current Roles:** Functional Roles in the Equipment Module assigned to the person. This information is displayed in the **Current Roles** section of the **Person Info** page.
  - **View Responsible for Warehouses:** List of Warehouses under the person's responsibility. This information is displayed in the **Responsible for Warehouses** section of the **Person Info** page.
  - [View Person Info for all persons \(Others\) in the Equipment Module.](#)
  - [View Locations associated with a user's own profile.](#)
  - [View Person Warehouse History](#)

### View Person Info of Others

1. Select the [Person List](#) link in the left side bar menu of **My Profile** page.
2. The **Person Admin** page displays a list of Persons in the system.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

General User - Read Only

Home Equipment Parts & Supplies Administration

Person Admin >

Search by Person Name:

Last Name:  First Name:  Search Clear

Index by Person Last Name:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

All Person List:

13 items found, displaying all items.

Last Name	First Name	Userid	Title	Phone	Mobile	Email	Current	Employee Number	Region
Ackerman	Joyce T	N/A	Testtitle	3038284927		test@lmco.com	Y	123456	Region 5
Adair	Tim	N/A					N		Region 1
Alexander	Kent	N/A		3036968207		akent@epa.gov	N		Region 8
Amick	Nearl	N/A					N		Region 1
Anderson	John	N/A					Y		
									Region 7
									Region 8
									Region 1

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- From this screen users can search and view personnel information.
- To view the **Person Info** page of a person, click on their Last name, First name or Email.

### View Associated Locations

- To view locations associated with the user, select the **Person Location** link in the left side bar menu of the **My Profile** page.
- The **Locations** page displays.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

General User - Read Only

Home Equipment Parts & Supplies Administration

Person Info > Locations >

Person Information:

Name: Smith, John

Phone:

Job Title:

Current Locations:

Name	Address Line 1	Address Line 2	City	State	Zip Code	Address Type
City Warehouse	55 Equipment Road		ID	12141		Mailing
State Location	88 Technology Ave		AL	31411		Mailing

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### View Person Warehouse History

- Click the **Person Warehouse History** link in the left side bar menu of the **My Profile** page.
- The **Person Warehouse History** page displays.

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The screenshot displays the EPA Equipment Module interface. At the top, the U.S. Environmental Protection Agency logo is on the left, and the text 'U.S. ENVIRONMENTAL PROTECTION AGENCY' is on the right. Below the logo is a vertical sidebar menu with links: EPA Portal Home, EMP Home Page, Reports, Help, Version, Downloads, Person Warehouse History, and Edit Person. The main header area is dark blue with 'Equipment Module' in white. To the right of the header is a dropdown menu showing 'General User - Read Only'. Below the header is a navigation bar with buttons for Home, Equipment, Parts & Supplies, and Administration. The main content area shows a breadcrumb trail: 'Person Info > Person Warehouse History >'. Below this is a section titled 'Person Information:' containing fields for Name (Smith, John), Phone, Current Region (Special Teams), and Employee Number. Below that is a section titled 'Warehouse History:' followed by a table with columns: Region, Warehouse, Manager?, Start Date, End Date, and Location. The table contains two rows of data for 'Special Teams' in the 'ERT-KY' and 'NDT' warehouses. At the bottom of the page, there are links for 'EPA Home', 'Privacy and Security Notice', and 'Contact Us'.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Equipment Module

General User - Read Only

Home Equipment Parts & Supplies Administration

Person Info > Person Warehouse History >

Person Information:

Name: Smith, John

Phone:

Current Region: Special Teams

Employee Number:

Warehouse History:

Region	Warehouse	Manager?	Start Date	End Date	Location
Special Teams	ERT-KY	Y	2009-04-21 14:55:06.0		4900 Olympic Blvd Erlanger, KY 41018
Special Teams	NDT	Y	2009-04-21 14:55:35.0		4900 Olympic Blvd Erlanger, KY 41018

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Person Warehouse History can be viewed for any user in the Equipment Module. Find and select a person from the **Person List**, and click the **Person Warehouse History** link in the left side bar menu of their **Person Info** page.



## 7.0 EXPORTING DATA

### 7.1 Exporting Data

Many Search Results pages have a Data Export feature available. For example, below are the results of an [Equipment Model](#) Search:

The screenshot shows the EPA Equipment Module interface. The header includes the EPA logo and the text 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. The main navigation bar has tabs for 'Home', 'Equipment', 'Parts & Supplies', and 'Administration'. The 'Equipment' tab is selected. Below the navigation bar, there is a search bar with 'Region: Special Teams' and 'Warehouse: ERT-KY'. The search results are displayed in a table with columns: Model Name, Number, Manufacturer, Qty Avail, Qty Total, Nationwide, Maintenance, Classification, and Approved. The results show 'F-350 Truck' by 'Ford' with 0 available and 0 total quantity. Below the table, there are export options for CSV, Excel, and PDF.

Model Name	Number	Manufacturer	Qty Avail	Qty Total	Nationwide	Maintenance	Classification	Approved
F-350 Truck		Ford	0	0	None Available	Special Handling	Transportation > Truck > Pick-up Truck > n/a	Y

Export options: [CSV](#) [Excel](#) [PDF](#)

Below the Results of a Search, are the **Export Options**:

Export options: [CSV](#) [Excel](#) [PDF](#)

Users can click the following options to export data:

- **CSV:** Clicking [CSV](#) will export data to a comma-separated value (CSV) file.
- **Excel:** Clicking [Excel](#) will export data to a Microsoft Excel file.
- **PDF:** Clicking [PDF](#) will export data to a portable document format (PDF) file.





## 8.0 REPORTS

### 8.1 Reports

A variety of detailed, sortable reports can be run, which provide specific data in several distinct categories. The categories and reports that can be run include:


- **Equipment Reports**
  - Equipment Inventory Lists
  - Equipment Maintenance Data
  - Equipment by Custodian
  - Equipment Location
- **Parts and Supplies Reports**
  - Parts and Supplies Inventory List
- **Special Inventory Reports**
  - Homeland Security Equipment List
  - Equipment Out in Field
  - Equipment Out for Service
  - Excessed Equipment

Equipment Reports can be accessed from the Equipment Module Home page or from within the Equipment Module:

#### **Accessing Reports from the Equipment Module Home Page**

1. Upon logging in to the **Emergency Management Portal (EMP) Equipment Module** users are presented with the following screen.

## Equipment Module Version 6.0 User Manual

**Emergency Management Portal**

Logout  
Back to Enterprise Portal

EMP Home

EMP Home

Response

Site and Data Management

Equipment

Contaminant

Health and Safety

Response Technologies

.....Decon Methods

.....Containment Solutions

.....Field Detection Tools

.....Dispersion Models

Risk and Toxicology

Forms & Boilerplate Docs

Environmental Response Laboratory Network

Special Teams

WebEOC

Preparedness

My Profile

Training & Exercises

Response Support Corps

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Environmental Response Laboratory Network

Equipment

Area Planning

Prevention

Risk Management Plans

References/Resources

Contracting and Procurement

Forms & Boilerplate Docs

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Travel

Document Library

Home

Equipment Reports

### Equipment Module

[Equipment Module](#)

### Equipment Information

#### 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.

[EPA Headquarters Emergency Response Equipment Blanket Purchase Agreement \(BPA\) List](#)

#### Personal Protective Equipment Vendors

[Scott Health and Safety](#)  
[Mine Safety Appliances Company \(MSA\)](#)  
[Lakeland PPE](#)  
[Kappler PPE](#)  
[Lab Safety Supply](#)  
[Dupont](#)

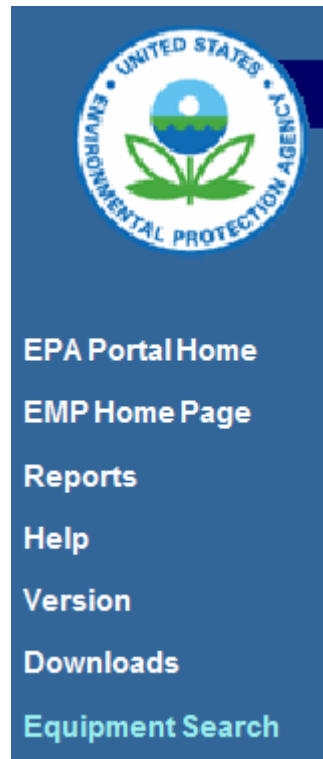
2. Select the **Equipment Reports** tab.
3. The **Reports Home** page displays.

The screenshot displays the Emergency Management Portal (EMP) interface. At the top, the header includes the EMP logo, the text "Emergency Management Portal", and links for "Logout" and "Back to Enterprise Portal". Below the header, a navigation bar shows "Home" and "Equipment Reports". A left sidebar menu is expanded, showing categories like "EMP Home", "Response", "Preparedness", "Prevention", and "References/Resources". The main content area is titled "Equipment Module Reports - Main Menu" and contains three sections: "Equipment Reports" (with links to Inventory Lists, Maintenance Data, By Custodian, and Location), "Parts and Supplies Reports" (with a link to Inventory List), and "Special Inventory Reports" (with links to Homeland Security Equipment List, Out in Field, Out for Service, and Excessed Equipment).

4. Any of the following reports can be run by clicking on the report type/name. Individual reports are explained in their own Equipment Module Help Topics.

## Accessing Reports from within the Equipment Module

1. The Reports Home page can be accessed from within the Equipment Module by clicking **Reports** in the left side bar menu of the application.



2. The **Reports Home** page displays.
3. Any of the following reports can be run by clicking on the report type/name. Individual reports are explained in their own Equipment Module Help Topics

## 8.2 Equipment Reports

### 8.2.1 Equipment Inventory Lists

1. Click **Equipment Inventory Lists** on the **Reports Home** page.

## Equipment Module Version 6.0 User Manual

The screenshot displays the Emergency Management Portal (EMP) interface. At the top, the header includes the EMP logo, the text "Emergency Management Portal", and links for "Logout" and "Back to Enterprise Portal". Below the header, a navigation bar shows "Home" and "Equipment Reports". A sidebar on the left contains a tree view of the portal's structure, including sections like "EMP Home", "Response", "Preparedness", "Prevention", and "References/Resources". The main content area is titled "Equipment Module Reports - Main Menu" and features three columns of links. The first column, "Equipment Reports", includes links for "Equipment Inventory Lists", "Equipment Maintenance Data", "Equipment By Custodian", and "Equipment Location". The second column, "Parts and Supplies Reports", includes a link for "Parts and Supplies Inventory List". The third column, "Special Inventory Reports", includes links for "Homeland Security Equipment List", "Equipment Out in Field", "Equipment Out for Service", and "Excessed Equipment".

**Emergency Management Portal** Logout  
Back to Enterprise Portal

Home Equipment Reports

Reports Home

### Equipment Module Reports - Main Menu

**Equipment Reports**

- [Equipment Inventory Lists](#)
- [Equipment Maintenance Data](#)
- [Equipment By Custodian](#)
- [Equipment Location](#)

**Parts and Supplies Reports**

- [Parts and Supplies Inventory List](#)

**Special Inventory Reports**

- [Homeland Security Equipment List](#)
- [Equipment Out in Field](#)
- [Equipment Out for Service](#)
- [Excessed Equipment](#)

**EMP Home**

[EMP Home](#)

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2. The **Equipment Inventory Lists** page displays.

**Emergency Management Portal** Logout  
Back to Enterprise Portal

Home **Equipment Reports**

Reports Home **Equipment Inventory Lists**

**Selection Criteria:**

Region:

Warehouse:

Purpose:

Format: ☐ Excel ☐ HTML ☒ PDF ☐ XML

**Equipment Status:**

- ☒ Available
- ☐ Available in Kit
- ☐ Checked in
- ☐ Checked out
- ☐ Condemned
- ☐ Decommissioned
- ☐ Deleted - data input error
- ☐ Destroyed
- ☐ Excessed
- ☐ Lost
- ☐ Needs Service
- ☐ Plant Clearance
- ☐ Requested
- ☐ Reserved
- ☐ Scrap
- ☐ Staged
- ☐ Under Service

3. Select the following Selection Criteria to customize the report:

## Selection Criteria

- **Region:** Select an option from the **Region** drop-down list.
- **Warehouse:** Select an option from the **Warehouse** drop-down list.
- **Purpose:** Select an option from the **Purpose** drop-down list.
- **Format:** The output format of the report. Select an output format by clicking the radio button to the left of the format option. Output options include: Excel Spreadsheet, HTML document, PDF file, and XML document. (Only one option may be selected.)

## Equipment Status

Select an Equipment Status by clicking the radio button to the left of the status. (Only one option may be selected.)

4. Click **Run Report**.
5. The report is run and generated in the output format specified.

## 8.2.2 Equipment Maintenance Data

1. Click **Equipment Maintenance Data** on the **Reports Home** page.

The screenshot displays the Emergency Management Portal (EMP) interface. At the top, the header includes the EMP logo, the text "Emergency Management Portal", and links for "Logout" and "Back to Enterprise Portal". Below the header, a navigation bar shows "Home" and "Equipment Reports". The left sidebar contains a tree view with categories: EMP Home, Response (with sub-links like Site and Data Management, Equipment, Contaminant, Health and Safety, Response Technologies, etc.), Preparedness (with sub-links like My Profile, Training & Exercises, etc.), Prevention (with sub-links like Risk Management Plans), and References/Resources (with sub-links like Contracting and Procurement, etc.). The main content area is titled "Equipment Module Reports - Main Menu" and features three sections: "Equipment Reports" (with links to Equipment Inventory Lists, Equipment Maintenance Data, Equipment By Custodian, and Equipment Location), "Parts and Supplies Reports" (with a link to Parts and Supplies Inventory List), and "Special Inventory Reports" (with links to Homeland Security Equipment List, Equipment Out in Field, Equipment Out for Service, and Excessed Equipment).

2. The **Equipment Maintenance Data** page displays.

The screenshot displays the Emergency Management Portal (EMP) interface. The top header includes the portal logo, the title "Emergency Management Portal", and links for "Logout" and "Back to Enterprise Portal". The left sidebar contains a navigation menu with categories: EMP Home, Response, Preparedness, Prevention, and References/Resources. The main content area is titled "Equipment Reports" and "Equipment Maintenance Data". It features "Selection Criteria" with dropdown menus for Region (FMSB), Warehouse (---All---), and Purpose (---All---), and radio buttons for Format (Excel, HTML, PDF, XML). The "Maintenance Data" section has radio buttons for Due Next Month Or OverDue, Due Next Quarter Or OverDue, Field Checkout Overdue, and Service Checkout Overdue. A "Run Report" button is located at the bottom of the selection criteria section.

3. Select the following Selection Criteria to customize the report:

## Selection Criteria

- **Region:** Select an option from the **Region** drop-down list.
- **Warehouse:** Select an option from the **Warehouse** drop-down list.
- **Purpose:** Select an option from the **Purpose** drop-down list.
- **Format:** The output format of the report. Select an output format by clicking the radio button to the left of the format option. Output options include: Excel Spreadsheet, HTML document, PDF file, and XML document. (Only one option may be selected.)

## Maintenance Data

Select a Maintenance Data by clicking the radio button to the left of the maintenance data. (Only one option may be selected.)

4. Click **Run Report**.
5. The report is run and generated in the output format specified.

### 8.2.3 Equipment By Custodian

1. Click **Equipment By Custodian** on the **Reports Home** page.



## Equipment Module Version 6.0 User Manual

The screenshot displays the Emergency Management Portal (EMP) interface. At the top, the header includes the EMP logo, the text "Emergency Management Portal", and links for "Logout" and "Back to Enterprise Portal". Below the header, a navigation bar shows "Home" and "Equipment Reports". A sidebar on the left contains a tree view of the portal's structure, including sections like "Response", "Preparedness", "Prevention", and "References/Resources". The main content area is titled "Equipment Module Reports - Main Menu" and features three columns of links. The first column, "Equipment Reports", includes links for "Equipment Inventory Lists", "Equipment Maintenance Data", "Equipment By Custodian", and "Equipment Location". The second column, "Parts and Supplies Reports", includes a link for "Parts and Supplies Inventory List". The third column, "Special Inventory Reports", includes links for "Homeland Security Equipment List", "Equipment Out in Field", "Equipment Out for Service", and "Excessed Equipment".

**Emergency Management Portal** Logout  
Back to Enterprise Portal

Home Equipment Reports

Reports Home

### Equipment Module Reports - Main Menu

**Equipment Reports**

- [Equipment Inventory Lists](#)
- [Equipment Maintenance Data](#)
- [Equipment By Custodian](#)
- [Equipment Location](#)

**Parts and Supplies Reports**

- [Parts and Supplies Inventory List](#)

**Special Inventory Reports**

- [Homeland Security Equipment List](#)
- [Equipment Out in Field](#)
- [Equipment Out for Service](#)
- [Excessed Equipment](#)

**EMP Home**

**Response**

- [Site and Data Management](#)
- [Equipment](#)
- [Contaminant](#)
- [Health and Safety](#)
- [Response Technologies](#)
- .....Decon Methods
- .....Containment Solutions
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**Prevention**

- [Risk Management Plans](#)

**References/Resources**

- [Contracting and Procurement](#)
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2. The **Equipment By Custodian** page displays.

The screenshot displays the Emergency Management Portal (EMP) interface. The top header includes the portal logo, the title "Emergency Management Portal", and links for "Logout" and "Back to Enterprise Portal". The left sidebar contains a navigation menu with categories: EMP Home, Response (including Site and Data Management, Equipment, Contaminant, Health and Safety, Response Technologies, Decon Methods, Containment Solutions, Field Detection Tools, Dispersion Models, Risk and Toxicology, Forms & Boilerplate Docs, Environmental Response Laboratory Network, Special Teams, and WebEOC), Preparedness (including My Profile, Training & Exercises, Response Support Corps, On-Scene Coordinator, Environmental Response Laboratory Network, Equipment, and Area Planning), Prevention (including Risk Management Plans), and References/Resources (including Contracting and Procurement, Forms & Boilerplate Docs, Maps & Weather, Regulations & Guidance, Travel, and Document Library). The main content area is titled "Equipment Reports" and shows "Reports Home" and "Equipment By Custodian". Under "Selection Criteria", there are dropdown menus for "Region" (set to FMSB) and "Custodian name" (set to ---All---). There are radio buttons for "Format" with options: Excel, HTML, PDF (selected), and XML. A "Run Report" button is located at the bottom of the criteria section.

3. Select the following Selection Criteria to customize the report:

## Selection Criteria

- **Region:** Select an option from the **Region** drop-down list.
  - **Custodian name:** Name of Equipment Custodian. Select an option from the **Custodian name** drop-down list.
  - **Format:** The output format of the report. Select an output format by clicking the radio button to the left of the format option. Output options include: Excel Spreadsheet, HTML document, PDF file, and XML document. (Only one option may be selected.)
4. Click **Run Report**.
  5. The report is run and generated in the output format specified.

## 8.2.4 Equipment Location

1. Click **Equipment Location** on the **Reports Home** page.

The screenshot displays the Emergency Management Portal (EMP) interface. At the top, the header includes the EMP logo, the text "Emergency Management Portal", and links for "Logout" and "Back to Enterprise Portal". Below the header, a navigation bar shows "Home" and "Equipment Reports". A sidebar on the left contains a tree view of the portal's structure, including sections like "EMP Home", "Response", "Preparedness", "Prevention", and "References/Resources". The main content area is titled "Equipment Module Reports - Main Menu" and features three columns of links: "Equipment Reports" (with links to Inventory Lists, Maintenance Data, By Custodian, and Location), "Parts and Supplies Reports" (with a link to Inventory List), and "Special Inventory Reports" (with links to Homeland Security Equipment List, Out in Field, Out for Service, and Excessed Equipment).

**Emergency Management Portal** Logout  
Back to Enterprise Portal

Home Equipment Reports

Reports Home

### Equipment Module Reports - Main Menu

**Equipment Reports**

- [Equipment Inventory Lists](#)
- [Equipment Maintenance Data](#)
- [Equipment By Custodian](#)
- [Equipment Location](#)

**Parts and Supplies Reports**

- [Parts and Supplies Inventory List](#)

**Special Inventory Reports**

- [Homeland Security Equipment List](#)
- [Equipment Out in Field](#)
- [Equipment Out for Service](#)
- [Excessed Equipment](#)

**EMP Home**

[EMP Home](#)

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2. The **Equipment Location** page displays.

The screenshot displays the Emergency Management Portal (EMP) interface. The top header includes the EPA logo, the title 'Emergency Management Portal', and links for 'Logout' and 'Back to Enterprise Portal'. The left sidebar contains a navigation menu with categories: EMP Home, Response (including Site and Data Management, Equipment, Contaminant, Health and Safety, Response Technologies, Decon Methods, Containment Solutions, Field Detection Tools, Dispersion Models, Risk and Toxicology, Forms & Boilerplate Docs, Environmental Response, Laboratory Network, Special Teams, and WebEOC), Preparedness (including My Profile, Training & Exercises, Response Support Corps, On-Scene Coordinator, Environmental Response, Laboratory Network, Equipment, and Area Planning), Prevention (including Risk Management Plans), and References/Resources (including Contracting and Procurement, Forms & Boilerplate Docs, Maps & Weather, Regulations & Guidance, Travel, and Document Library). The main content area shows the 'Equipment Reports' page with 'Selection Criteria' for Region (FMSB), Warehouse (All), Incident (2008 Missouri Flooding), Incident Activity Location (2008 Missouri Flooding), and Format (Excel, HTML, PDF, XML). A 'Run Report' button is visible.

3. Select the following Selection Criteria to customize the report:

## Selection Criteria

- **Region:** Select an option from the **Region** drop-down list.
  - **Warehouse:** Select an option from the **Warehouse** drop-down list.
  - **Incident:** A project or Incident (event) to which EPA staff and materiel resources must be provided. Select an option from the **Incident** drop-down list.
  - **Incident Activity Location:** Location of the Incident (sub-incident) where Emergency Response Activities are under taken by EPA. Select an option from the **Incident Activity Location** drop-down list.
  - **Format:** The output format of the report. Select an output format by clicking the radio button to the left of the format option. Output options include: Excel Spreadsheet, HTML document, PDF file, and XML document. (Only one option may be selected.)
4. Click **Run Report**.
  5. The report is run and generated in the output format specified.

## 8.3 Parts and Supplies Reports

### 8.3.1 Parts and Supplies Inventory List

1. Click **Parts and Supplies Inventory List** on the **Reports Home** page.

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The screenshot displays the Emergency Management Portal (EMP) interface. At the top, there is a dark blue header with the EMP logo on the left, the text "Emergency Management Portal" in the center, and "Logout" and "Back to Enterprise Portal" on the right. Below the header, a navigation bar shows "Home" and "Equipment Reports" tabs. A "Reports Home" button is located below the "Equipment Reports" tab. The main content area is titled "Equipment Module Reports - Main Menu" and is divided into three sections: "Equipment Reports", "Parts and Supplies Reports", and "Special Inventory Reports".

**Equipment Reports**

- [Equipment Inventory Lists](#)
- [Equipment Maintenance Data](#)
- [Equipment By Custodian](#)
- [Equipment Location](#)

**Parts and Supplies Reports**

- [Parts and Supplies Inventory List](#)

**Special Inventory Reports**

- [Homeland Security Equipment List](#)
- [Equipment Out in Field](#)
- [Equipment Out for Service](#)
- [Excessed Equipment](#)

**Left Sidebar Navigation:**

- EMP Home**
  - [EMP Home](#)
- Response**
  - [Site and Data Management](#)
  - [Equipment](#)
  - [Contaminant](#)
  - [Health and Safety](#)
  - [Response Technologies](#)
    - .....Decon Methods
    - .....Containment Solutions
    - .....Field Detection Tools
    - .....Dispersion Models
  - [Risk and Toxicology](#)
  - [Forms & Boilerplate Docs](#)
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  - [Maps & Weather](#)
  - [Regulations & Guidance](#)
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2. The **Parts and Supplies Inventory List** page displays.

3. Select the following Selection Criteria to customize the report:

## Selection Criteria

- **Region:** Select an option from the **Region** drop-down list.
  - **Warehouse:** Select an option from the **Warehouse** drop-down list.
  - **Purpose:** Select an option from the **Purpose** drop-down list.
  - **Format:** The output format of the report. Select an output format by clicking the radio button to the left of the format option. Output options include: Excel Spreadsheet, HTML document, PDF file, and XML document. (Only one option may be selected.)
4. Click **Run Report**.
  5. The report is run and generated in the output format specified.

## 8.4 Special Inventory Reports

### 8.4.1 Homeland Security Equipment List

1. Click **Homeland Security Equipment List** on the **Reports Home** page.

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The screenshot displays the Emergency Management Portal (EMP) interface. At the top, the header includes the EMP logo, the text "Emergency Management Portal", and links for "Logout" and "Back to Enterprise Portal". Below the header, a navigation bar shows "Home" and "Equipment Reports". A sidebar on the left contains a tree view of the portal's structure, including sections like "EMP Home", "Response", "Preparedness", "Prevention", and "References/Resources". The main content area is titled "Equipment Module Reports - Main Menu" and features three columns of links. The first column, "Equipment Reports", includes links for "Equipment Inventory Lists", "Equipment Maintenance Data", "Equipment By Custodian", and "Equipment Location". The second column, "Parts and Supplies Reports", includes a link for "Parts and Supplies Inventory List". The third column, "Special Inventory Reports", includes links for "Homeland Security Equipment List", "Equipment Out in Field", "Equipment Out for Service", and "Excessed Equipment".

**Emergency Management Portal** Logout  
Back to Enterprise Portal

Home Equipment Reports

Reports Home

### Equipment Module Reports - Main Menu

**Equipment Reports**

- [Equipment Inventory Lists](#)
- [Equipment Maintenance Data](#)
- [Equipment By Custodian](#)
- [Equipment Location](#)

**Parts and Supplies Reports**

- [Parts and Supplies Inventory List](#)

**Special Inventory Reports**

- [Homeland Security Equipment List](#)
- [Equipment Out in Field](#)
- [Equipment Out for Service](#)
- [Excessed Equipment](#)

**EMP Home**

[EMP Home](#)

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2. The **Homeland Security Equipment List** page displays.

**Emergency Management Portal** Logout  
Back to Enterprise Portal

Home Equipment Reports

Reports Home Homeland Security Equipment List

**Selection Criteria:**

Region: FMSB

Format: ☐ Excel ☐ HTML ☒ PDF ☐ XML

Run Report

**EMP Home**

EMP Home

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3. Select the following Selection Criteria to customize the report:

## Selection Criteria

- **Region:** Select an option from the **Region** drop-down list.
- **Format:** The output format of the report. Select an output format by clicking the radio button to the left of the format option. Output options include: Excel Spreadsheet, HTML document, PDF file, and XML document. (Only one option may be selected.)

4. Click **Run Report**.
5. The report is run and generated in the output format specified.

## 8.4.2 Equipment Out in Field

1. Click **Equipment Out in Field** on the **Reports Home** page.



## Equipment Module Version 6.0 User Manual

The screenshot displays the Emergency Management Portal (EMP) interface. At the top, the header includes the EMP logo, the text "Emergency Management Portal", and links for "Logout" and "Back to Enterprise Portal". Below the header, a navigation bar shows "Home" and "Equipment Reports". A sidebar on the left contains a tree view of the portal's structure, including sections like "EMP Home", "Response", "Preparedness", "Prevention", and "References/Resources". The main content area is titled "Equipment Module Reports - Main Menu" and features three columns of links. The first column, "Equipment Reports", includes links for "Equipment Inventory Lists", "Equipment Maintenance Data", "Equipment By Custodian", and "Equipment Location". The second column, "Parts and Supplies Reports", includes a link for "Parts and Supplies Inventory List". The third column, "Special Inventory Reports", includes links for "Homeland Security Equipment List", "Equipment Out in Field", "Equipment Out for Service", and "Excessed Equipment".

**Emergency Management Portal** Logout  
Back to Enterprise Portal

Home Equipment Reports

Reports Home

### Equipment Module Reports - Main Menu

**Equipment Reports**

- [Equipment Inventory Lists](#)
- [Equipment Maintenance Data](#)
- [Equipment By Custodian](#)
- [Equipment Location](#)

**Parts and Supplies Reports**

- [Parts and Supplies Inventory List](#)

**Special Inventory Reports**

- [Homeland Security Equipment List](#)
- [Equipment Out in Field](#)
- [Equipment Out for Service](#)
- [Excessed Equipment](#)

**EMP Home**

[EMP Home](#)

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[Document Library](#)

2. The **Equipment Out in Field** page displays.

The screenshot displays the Emergency Management Portal (EMP) interface. At the top, there is a header bar with the portal logo on the left, the title "Emergency Management Portal" in the center, and "Logout" and "Back to Enterprise Portal" links on the right. Below the header, a navigation menu on the left lists various sections: EMP Home, Response, Site and Data Management, Equipment, Contaminant, Health and Safety, Response Technologies, Preparedness, Prevention, and References/Resources. The main content area is titled "Equipment Reports" and contains a "Selection Criteria" section. This section includes a "Region" dropdown menu set to "FMSB", a "Warehouse" dropdown menu set to "---All---", and a "Format" section with radio buttons for Excel, HTML, PDF (selected), and XML. A "Run Report" button is located at the bottom of the criteria section.

3. Select the following Selection Criteria to customize the report:

## Selection Criteria

- **Region:** Select an option from the **Region** drop-down list.
  - **Warehouse:** Select an option from the **Warehouse** drop-down list.
  - **Format:** The output format of the report. Select an output format by clicking the radio button to the left of the format option. Output options include: Excel Spreadsheet, HTML document, PDF file, and XML document. (Only one option may be selected.)
4. Click **Run Report**.
  5. The report is run and generated in the output format specified.

### 8.4.3 Equipment Out for Service

1. Click **Equipment Out for Service** on the **Reports Home** page.

The screenshot displays the Emergency Management Portal (EMP) interface. At the top, the header includes the EMP logo, the text "Emergency Management Portal", and links for "Logout" and "Back to Enterprise Portal". Below the header, a navigation bar shows "Home" and "Equipment Reports". A sidebar on the left contains a tree view of the portal's structure, including sections like "Response", "Preparedness", "Prevention", and "References/Resources". The main content area is titled "Equipment Module Reports - Main Menu" and features three columns of links. The first column, "Equipment Reports", includes links for "Equipment Inventory Lists", "Equipment Maintenance Data", "Equipment By Custodian", and "Equipment Location". The second column, "Parts and Supplies Reports", includes a link for "Parts and Supplies Inventory List". The third column, "Special Inventory Reports", includes links for "Homeland Security Equipment List", "Equipment Out in Field", "Equipment Out for Service", and "Excessed Equipment".

**Emergency Management Portal** Logout  
Back to Enterprise Portal

Home Equipment Reports

Reports Home

### Equipment Module Reports - Main Menu

**Equipment Reports**

- [Equipment Inventory Lists](#)
- [Equipment Maintenance Data](#)
- [Equipment By Custodian](#)
- [Equipment Location](#)

**Parts and Supplies Reports**

- [Parts and Supplies Inventory List](#)

**Special Inventory Reports**

- [Homeland Security Equipment List](#)
- [Equipment Out in Field](#)
- [Equipment Out for Service](#)
- [Excessed Equipment](#)

**EMP Home**

**Response**

- [Site and Data Management](#)
- [Equipment](#)
- [Contaminant](#)
- [Health and Safety](#)
- [Response Technologies](#)
- [.....Decon Methods](#)
- [.....Containment Solutions](#)
- [.....Field Detection Tools](#)
- [.....Dispersion Models](#)
- [Risk and Toxicology](#)
- [Forms & Boilerplate Docs](#)
- [Environmental Response Laboratory Network](#)
- [Special Teams](#)
- [WebEOC](#)

**Preparedness**

- [My Profile](#)
- [Training & Exercises](#)
- [Response Support Corps](#)
- [On-Scene Coordinator](#)
- [Environmental Response Laboratory Network](#)
- [Equipment](#)
- [Area Planning](#)

**Prevention**

- [Risk Management Plans](#)

**References/Resources**

- [Contracting and Procurement](#)
- [Forms & Boilerplate Docs](#)
- [Maps & Weather](#)
- [Regulations & Guidance](#)
- [Travel](#)
- [Document Library](#)

2. The **Equipment Out for Service** page displays.

The screenshot displays the Emergency Management Portal (EMP) interface. The top header includes the EMP logo, the title "Emergency Management Portal", and links for "Logout" and "Back to Enterprise Portal". The left sidebar contains a navigation menu with categories: EMP Home, Response (including Site and Data Management, Equipment, Contaminant, Health and Safety, Response Technologies, Decon Methods, Containment Solutions, Field Detection Tools, Dispersion Models, Risk and Toxicology, Forms & Boilerplate Docs, Environmental Response Laboratory Network, Special Teams, and WebEOC), Preparedness (including My Profile, Training & Exercises, Response Support Corps, On-Scene Coordinator, Environmental Response Laboratory Network, Equipment, and Area Planning), Prevention (including Risk Management Plans), and References/Resources (including Contracting and Procurement, Forms & Boilerplate Docs, Maps & Weather, Regulations & Guidance, Travel, and Document Library). The main content area is titled "Equipment Reports" and shows "Reports Home" and "Equipment Out for Service". Under "Selection Criteria", there are dropdown menus for "Region" (set to "FMSB") and "Warehouse" (set to "---All---"). Below these are radio buttons for "Format" with options: Excel, HTML, PDF (selected), and XML. A "Run Report" button is at the bottom of the criteria section.

3. Select the following Selection Criteria to customize the report:

### Selection Criteria

- **Region:** Select an option from the **Region** drop-down list.
  - **Warehouse:** Select an option from the **Warehouse** drop-down list.
  - **Format:** The output format of the report. Select an output format by clicking the radio button to the left of the format option. Output options include: Excel Spreadsheet, HTML document, PDF file, and XML document. (Only one option may be selected.)
4. Click **Run Report**.
  5. The report is run and generated in the output format specified.

### 8.4.4 Excessed Equipment

1. Click **Excessed Equipment** on the **Reports Home** page.

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The screenshot displays the Emergency Management Portal (EMP) interface. At the top, the header includes the EMP logo, the text "Emergency Management Portal", and links for "Logout" and "Back to Enterprise Portal". Below the header, a navigation bar shows "Home" and "Equipment Reports". A sidebar on the left contains a tree view of the portal's structure, including sections like "EMP Home", "Response", "Preparedness", "Prevention", and "References/Resources". The main content area is titled "Equipment Module Reports - Main Menu" and features three columns of links. The first column, "Equipment Reports", includes links for "Equipment Inventory Lists", "Equipment Maintenance Data", "Equipment By Custodian", and "Equipment Location". The second column, "Parts and Supplies Reports", includes a link for "Parts and Supplies Inventory List". The third column, "Special Inventory Reports", includes links for "Homeland Security Equipment List", "Equipment Out in Field", "Equipment Out for Service", and "Excessed Equipment".

**Emergency Management Portal** Logout  
Back to Enterprise Portal

Home Equipment Reports

Reports Home

### Equipment Module Reports - Main Menu

**Equipment Reports**

- [Equipment Inventory Lists](#)
- [Equipment Maintenance Data](#)
- [Equipment By Custodian](#)
- [Equipment Location](#)

**Parts and Supplies Reports**

- [Parts and Supplies Inventory List](#)

**Special Inventory Reports**

- [Homeland Security Equipment List](#)
- [Equipment Out in Field](#)
- [Equipment Out for Service](#)
- [Excessed Equipment](#)

**EMP Home**

[EMP Home](#)

**Response**

[Site and Data Management](#)

[Equipment](#)

[Contaminant](#)

[Health and Safety](#)

[Response Technologies](#)

.....Decon Methods

.....Containment Solutions

.....Field Detection Tools

.....Dispersion Models

[Risk and Toxicology](#)

[Forms & Boilerplate Docs](#)

[Environmental Response Laboratory Network](#)

[Special Teams](#)

[WebEOC](#)

**Preparedness**

[My Profile](#)

[Training & Exercises](#)

[Response Support Corps](#)

[On-Scene Coordinator](#)

[Environmental Response Laboratory Network](#)

[Equipment](#)

[Area Planning](#)

**Prevention**

[Risk Management Plans](#)

**References/Resources**

[Contracting and Procurement](#)

[Forms & Boilerplate Docs](#)

[Maps & Weather](#)

[Regulations & Guidance](#)

[Travel](#)

[Document Library](#)

2. The **Excessed Equipment** page displays.

The screenshot displays the Emergency Management Portal (EMP) interface. The top header includes the portal logo, the title "Emergency Management Portal", and links for "Logout" and "Back to Enterprise Portal". The main navigation bar shows "Home" and "Equipment Reports". Below this, a sub-navigation bar highlights "Reports Home" and "Excessed Equipment". The left sidebar contains a tree view of the portal's structure, including sections like "EMP Home", "Response", "Preparedness", "Prevention", and "References/Resources". The main content area, titled "Selection Criteria:", features a "Region" dropdown menu set to "FMSB", a "Format" section with radio buttons for "Excel", "HTML", "PDF" (selected), and "XML", and a "Run Report" button.

3. Select the following Selection Criteria to customize the report:

### Selection Criteria

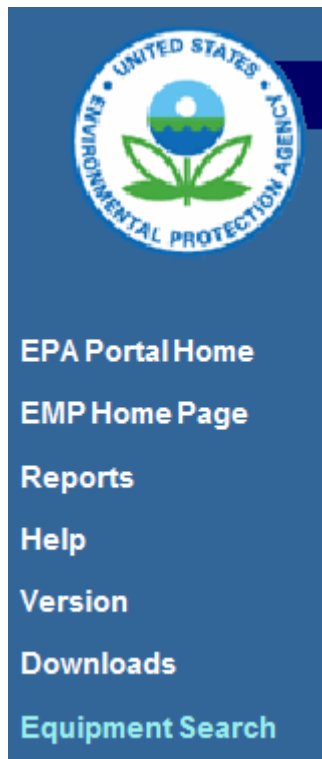
- **Region:** Select an option from the **Region** drop-down list.
  - **Format:** The output format of the report. Select an output format by clicking the radio button to the left of the format option. Output options include: Excel Spreadsheet, HTML document, PDF file, and XML document. (Only one option may be selected.)
4. Click **Run Report**.
  5. The report is run and generated in the output format specified.

## 9.0 DOWNLOADS

### 9.1 Downloads

The Equipment Module is available for download to user's desktop/laptop. The application is made available in an Offline Version so Warehouse Managers can manage inventory and tracking information for their Warehouses where an internet connection is not available.

1. To Download the Offline application and Equipment Module (Offline) Installation Instructions click **Download** in the left side bar menu of the Equipment Module.



2. The **Available Downloads** page displays in a new window.

#### Available Downloads

Name	Description	Date	Size	
Equipment Module (Offline)	Offline application for managing equipment tracking data in disconnected mode. (Should be a EPA Portal user with Warehouse Manager Role and associated to responsible warehouse(s)).	10/06/2008	364 MB	<a href="#">Download</a>
Installation Instructions	Equipment Module (Offline) Installation Instructions	10/06/2008	408 KB	<a href="#">Download</a>

3. To download the **Equipment Module (Offline)** click **Download** to the right of the **Equipment Module (Offline)** Information. (Further information is provided in the Installation Instructions, which can be downloaded as a Microsoft Word document, or provided below.)
4. To download the **Equipment Module (Offline) Installation Instructions** click **Download** to the right of the **Equipment Module (Offline) Installation Instructions** Information.
5. The Installation Instructions, are downloaded as an MS Word document to the user's desktop. For convenience the Installation Instructions are also provided below.)

## Equipment Module (Offline) Installation Instructions

### What does the Equipment Module Offline Package contain?

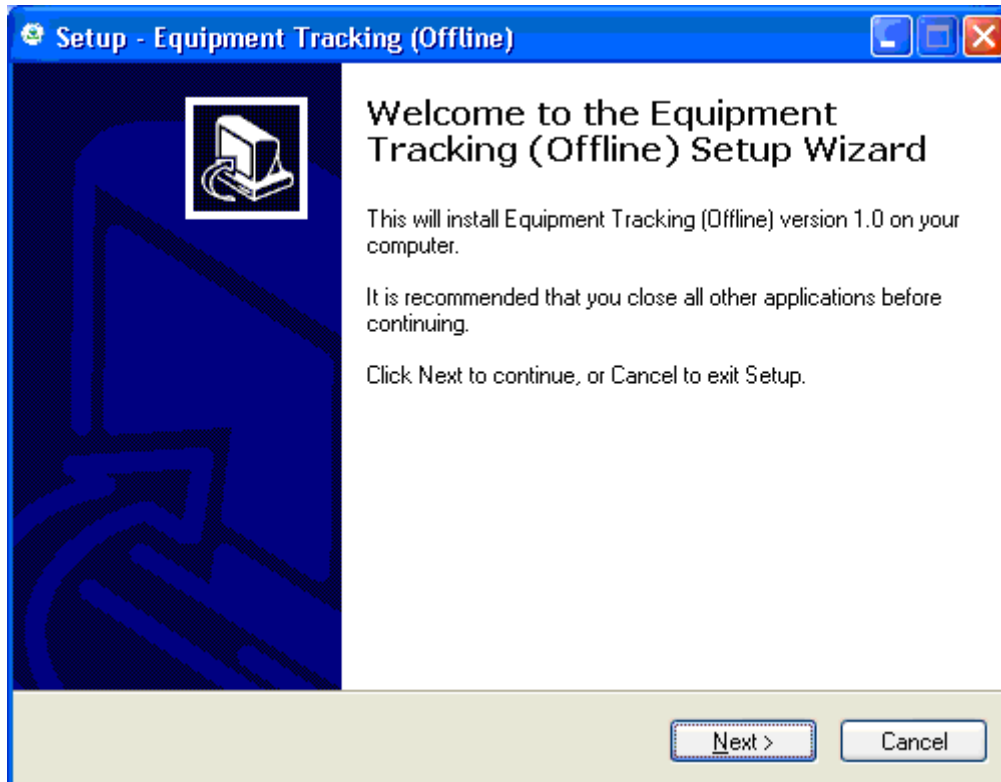
- Required Software components to host the application and database
- Equipment Module (Offline)
- Equipment Data

### System Requirements:

- Desktop or a Laptop
- Windows XP Pro O/S
- 1 GB RAM (Minimum)
- 7 GB Hard Disk space

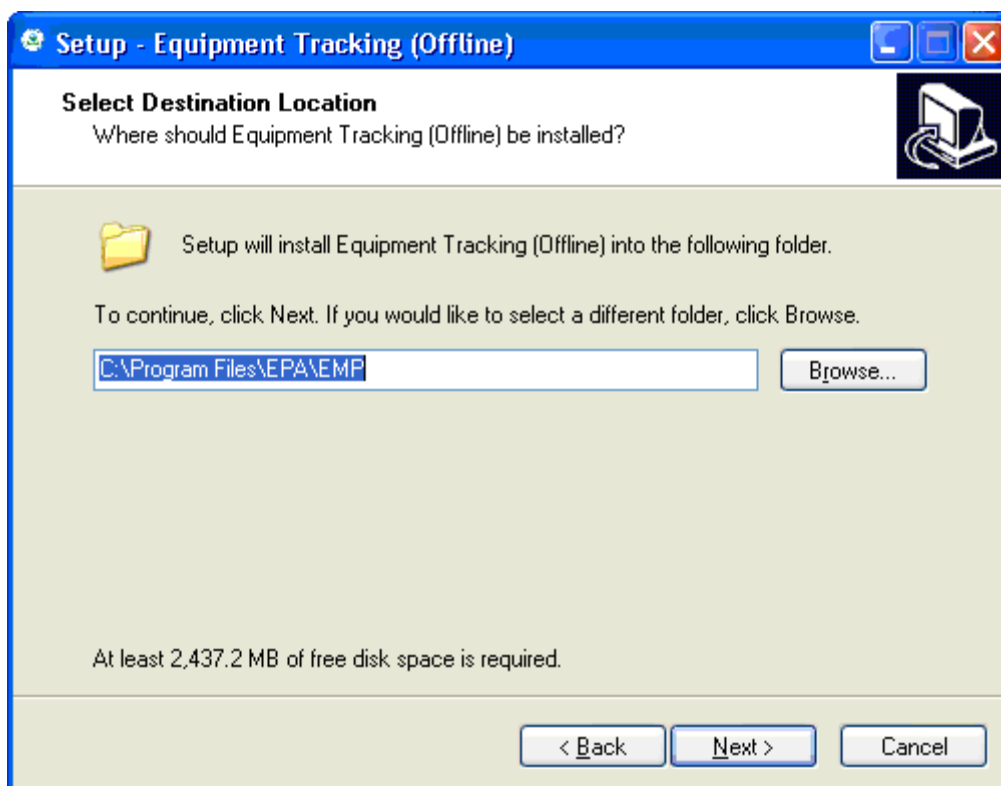
### Installation Instructions

1. Download/Copy the Equipment Module (Offline) Package to your desktop.
2. Double click the etdesktop\_setup.exe file
3. The **Equipment Tracking (Offline) Setup Welcome** screen displays.

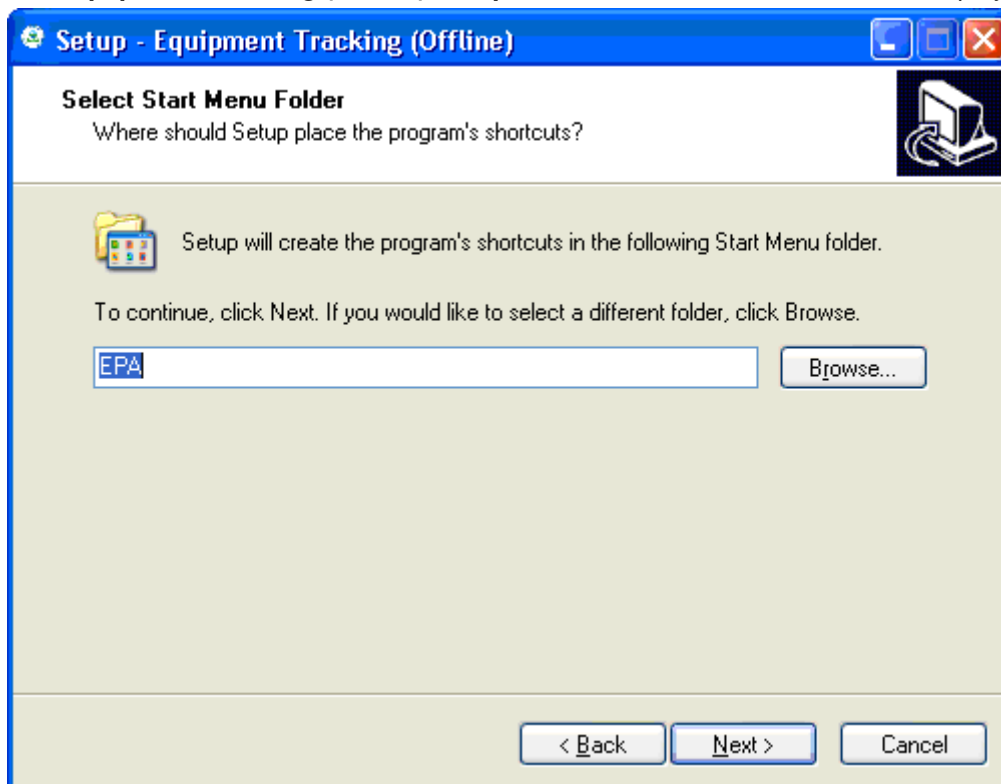


4. Click **Next**.
5. The **Equipment Tracking (Offline) Setup Select Destination Location** screen displays.

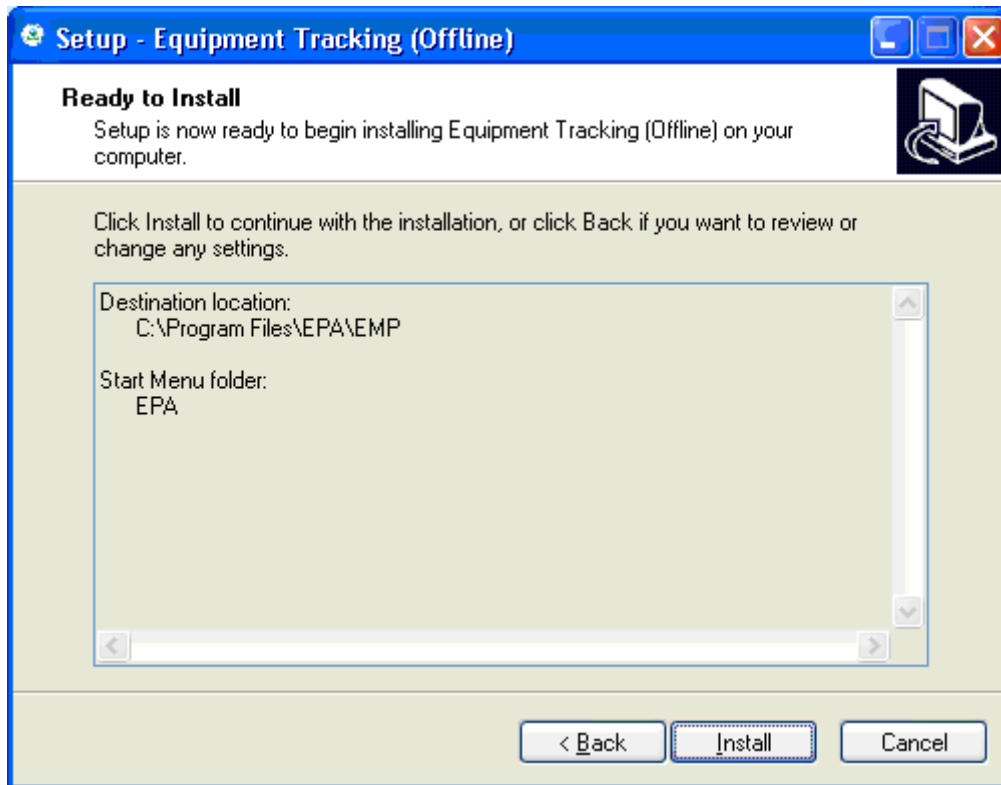




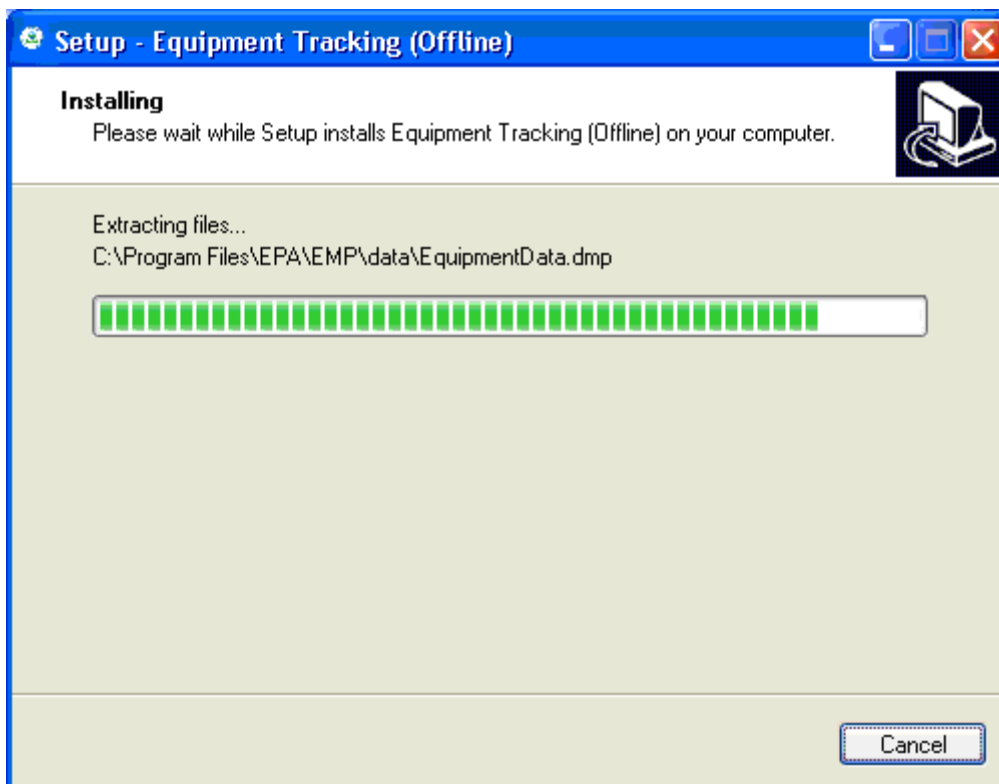
6. Manually enter or browse for a location to install the application.
7. Click **Next**.
8. The **Equipment Tracking (Offline) Setup Select Start Menu Folder** screen displays.



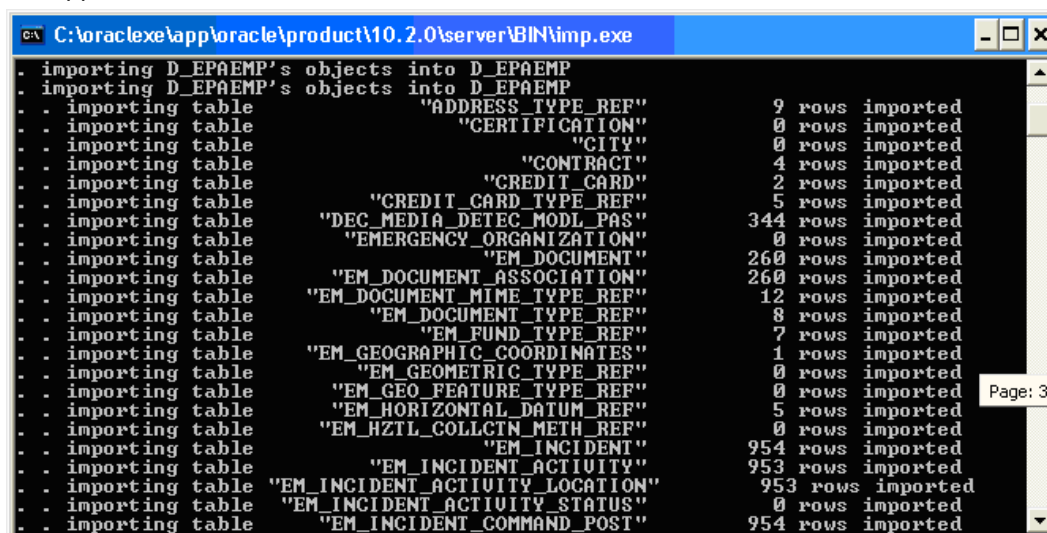
9. Manually enter or browse for a location to create a Short Cut for the application.
10. Click **Next**.
11. The Equipment Tracking (Offline) Setup Ready to Install screen displays.



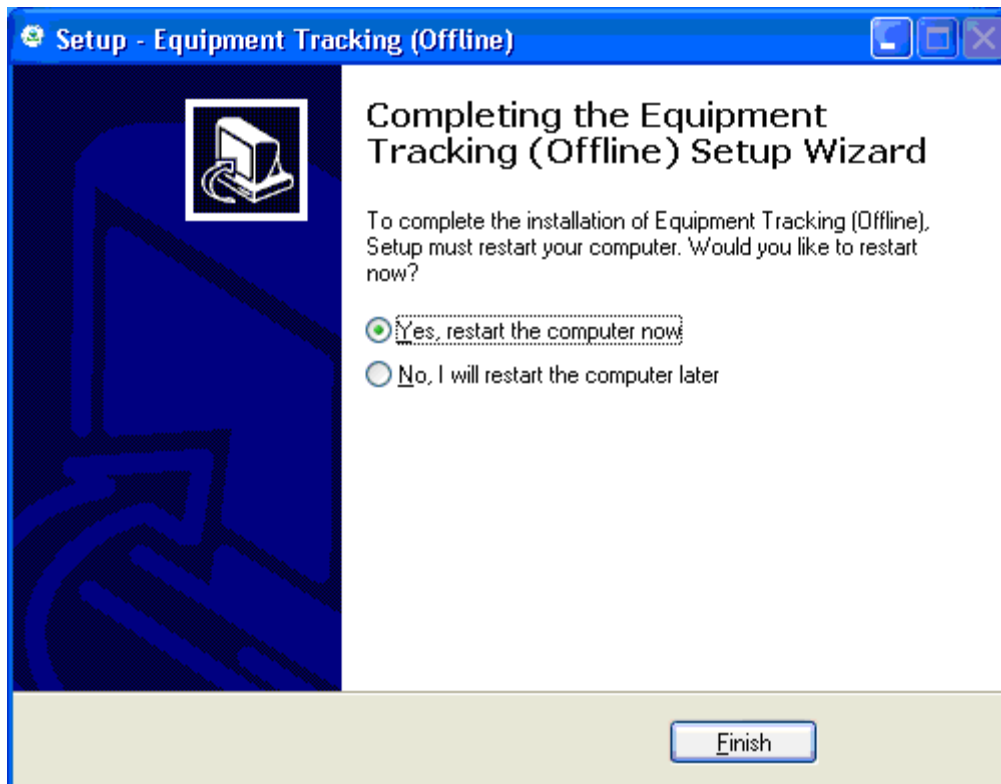
12. Review the information in the Equipment Tracking (Offline) Setup Ready to Install screen. (Click **Back** to make any changes)
13. Click **Install**.
14. The **Equipment Tracking (Offline) Setup Installing** screen displays.



15. Wait for the installation to complete. During the installation process, a **Database Setup** screen will appear.



16. Upon completion of the Equipment Tracking Offline setup, the Setup Wizard will prompt you to restart your computer.



17. Select **Yes, restart the computer now**.
18. Click **Finish**.
19. Once your computer has rebooted, log on to the computer.
20. Click **Start**.
21. Find and launch the Equipment Tracking (Offline) application.
22. The Equipment Tracking (Offline) application prompts you to create a user profile.

**Equipment Module (Offline)**

**Login Information:** \* indicates Required Field

User Name:

Password:

Confirm Password:

Role:

**User Information:**

First Name:

Last Name:

Portal User ID:

Email:

Title:

Cell Phone:

Home Phone:

Remaining Characters: 255

Description:

**Additional Information:**

What is your mother's Maiden Name?

Which high school did you attend?

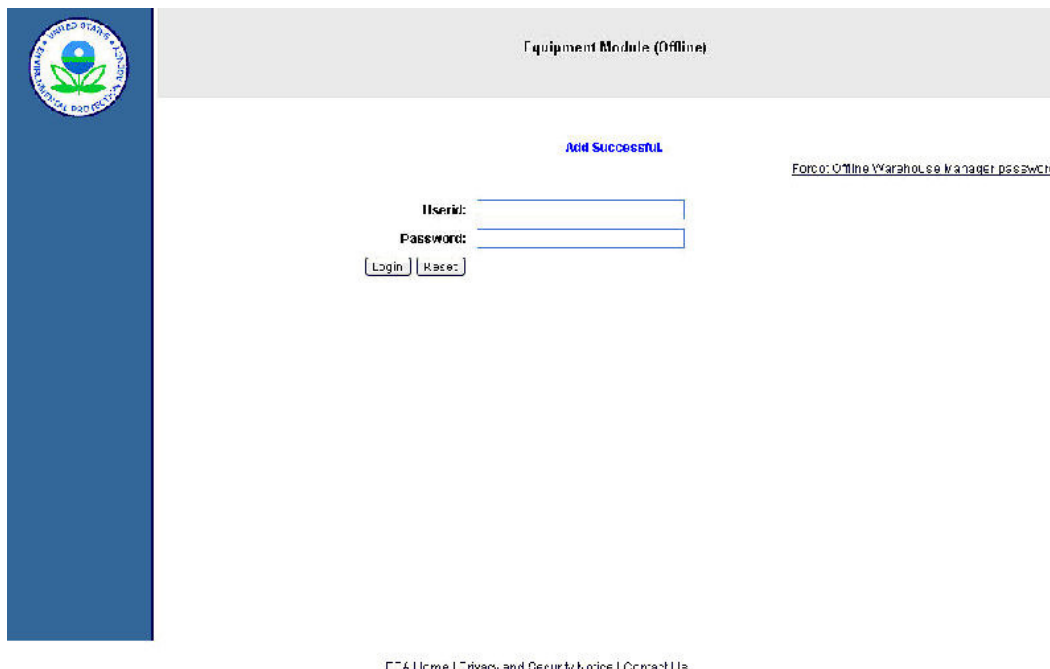
What was the model name of your first car?

23. Enter information for the following fields:

- **User Name:** Your EPA Portal user name. This must match your EPA Portal User ID. (This field is mandatory and case sensitive)
- **Password:** Password for the Offline application. The Password must be at least eight (8) characters long, and contain at least one (1) uppercase case character and be a combination of letters and numbers. No special characters can be used and the entry is case sensitive. (This field is mandatory)
- **Confirm Password:** Reenter your password to confirm. (This field is mandatory)
- **First Name:** Enter your first name. (This field is mandatory)
- **Last Name:** Enter your last name. (This field is mandatory)
- **Portal User ID:** Enter your EPA Portal User ID. This must match your User Name. (This field is mandatory)
- **Email:** Enter your e-mail address.
- **Title:** Enter your title.
- **Cell Phone:** Enter your cell phone number.
- **Home Phone:** Enter your home phone number.
- **Description:** Provide any additional information in this text field. Manually update this information. Description is limited to 255 characters.
- **What is your mother's Maiden Name?:** Enter your mother's last name. This question is used for password reset purposes and is case sensitive. (This field is mandatory)
- **Which high school did you attend?:** Enter the high school you attended. This question is used for password reset purposes and is case sensitive. (This field is mandatory)
- **What was the model name of your first car?:** Enter the model name of the first car you owned. This question is used for password reset purposes and is case sensitive. (This field is mandatory)

24. Click **Add**.

25. The **Equipment Module (Offline) Login** screen displays with a message indicating your profile was added successfully.



Equipment Module (Offline)

Add Successful

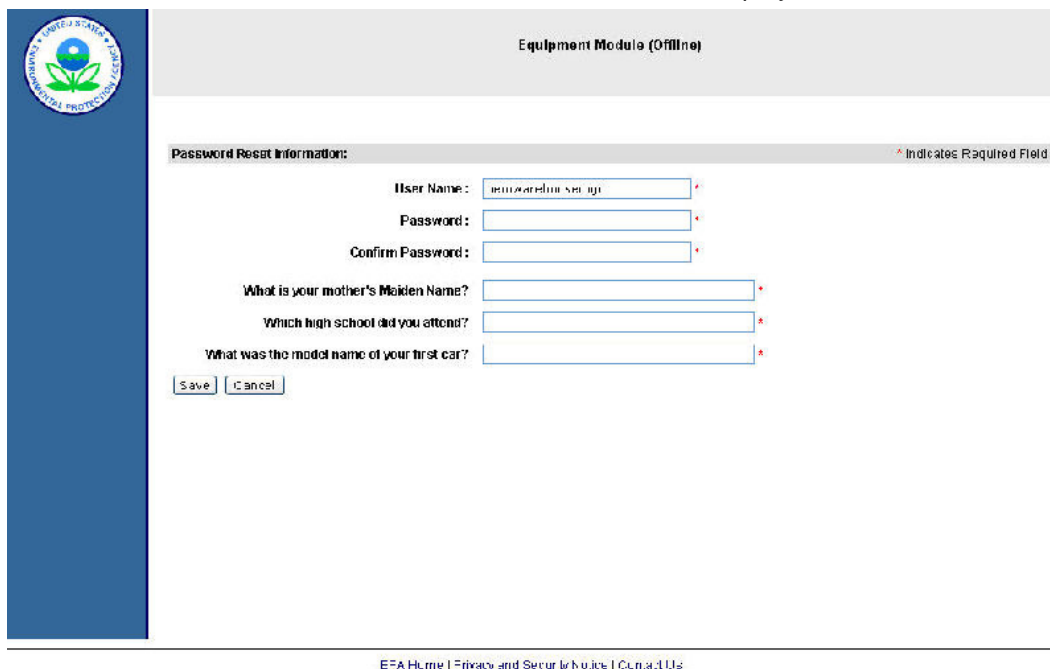
[Forgot Offline Warehouse Manager password](#)

Username:

Password:

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26. Enter the User Name and Password you entered when you created your profile.
- If you forgot your password, click **Forgot Offline Warehouse Manager password**.
  - The **Password Reset Information** screen displays.



Equipment Module (Offline)

Password Reset Information: \* Indicates Required Field

User Name:  \*

Password:  \*

Confirm Password:  \*

What is your mother's Maiden Name?  \*

Which high school did you attend?  \*

What was the model name of your first car?  \*

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- Enter the required information (all fields are mandatory).
- Click **Save**.
- Your Password has been reset successfully.

27. Upon logging in successfully the Equipment Module (Offline) application displays the **Equipment Search** screen by default.

Equipment Module (Offline)  
OEM Warehouse Manager

Home Equipment Parts & Supplies Check In/Out Administration

Equipment Search

Region and Warehouse (mandatory):  
Region: Special Teams Warehouse: NDT

Equipment Information:  
Equipment Datecode Number: Equipment Status: Available Available in Kit Checked in Checked out  
EPA Property Number: Serial Number:  
Manufacturer: --- not picked --- Click Clear Equipment Ownership: -----  
Received between and

Equipment Model Information:  
Model Name Number: Special Handling: --- select ---  
Model Manufacturer: --- not picked --- Click Clear Keyword/classification:

Equipment Repair Details:  
Maintenance Type: ----- All -----  
Due between and Performed between and  
Search Reset

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