

Production RMP*Review User Manual

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**PRODUCTION RMP*REVIEW
USER MANUAL**

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TASK ORDER NO. 008**

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1.0 INTRODUCTION

An estimated 35,000 facilities nationwide handle, manufacture, use, or store toxic and flammable substances in quantities above Environmental Protection Agency (EPA)-regulated thresholds. Each facility is required, by law, to implement a risk management program that details the toxics/flammables it has onsite, its accident history, prevention program, and emergency response program. Every 5 years, or sooner if changes occur, each facility must submit to EPA a summary of this information, known as a Risk Management Plan (RMP). Given the number of regulated facilities, a vast amount of RMP data is generated.

The Chemical Safety Information, Site Security and Fuels Regulatory Relief Act limits access to the Off-site Consequence Analysis portion of RMPs, the portion of EPA's database drawn from those sections and certain other related materials. Federal, state and local "covered persons" may obtain access to this information for official use only (defined in EPA's "Security Notice." The law specifies penalties for unauthorized release of the data. These officials are prohibited from publicly releasing OCA data and should observe proper security precautions.

The Systems for Risk Management Plans (SRMP) Program was established by EPA to manage the submission, processing, and storing of the data, as well as provide for the secure dissemination of the data to the EPA regions; local, state, and federal officials; and the public.

The RMP*Review System is a major component of SRMP. With the RMP*Review System, users can easily and efficiently review, analyze, and query the enormous amount of facility data contained in the thousands of RMPs submitted to EPA.

1.1 RMP*Review System Overview

The RMP*Review System consists of two Microsoft (MS) Access 97 run-time applications: RMP*ReviewAdmin and RMP*Review. The RMP*ReviewAdmin application is used **only** by the RMP*Review Database Administrator (DBA) (**NOTE:** At a single-user site, the DBA would be the user as well) to:

Download compressed data files off the Web that contain all RMPs for a particular state (or states); expand the compressed state RMP data files and import them into an MS Access database as dBase files and graphic files; and periodically download more compressed data files as user requirements warrant.

Manage and maintain Lookup Tables. Lookup Tables contain descriptions of audit/inspection personnel, audit status, and audit types that the users need when creating audit records for facilities.

Stipulate (and later modify or add, if necessary) User-Defined field names to which RMP*Review users will assign data values prior to running queries.

Define numerical parameters that will allow the users to rank and score facilities based on those parameters. For example, a facility storing more than 10,000 lb of Chemical X might be assigned a score of 10, a facility storing more than 5,000 lb but less than or equal to 10,000 lb of Chemical X might have a score of 5, etc.

With the RMP*Review application, the covered persons at EPA Headquarters (HQ), or in the regions, states, and Local Emergency Planning Committees (LEPC) (and qualified researchers once they have been legally defined) can:

Display RMPs and review them.

Display tracking information with regards to RMPs that could not be processed by EPA.

Define simple or complex query statements and run them against stored RMPs.

Enter facility audit information.

Score or rank facilities.

Modify, query, and apply user-defined fields.

Generate reports.

Export query results and other RMP data to foreign formats, such as a Lotus spreadsheet or Hypertext Markup Language (HTML) for Web use.

1.2 RMP*Review System Requirements

The RMP*Review System software installation programs are supplied on one compact disk (CD) and installed by the DBA. To install and run RMP*Review, you will need a minimum of 16 MB of Random Access Memory (RAM) (32 MB of RAM is recommended) and the following disk space requirements for the separate components of the RMP*Review System:

Installation Disk Space Required for Individual Components of RMP*Review System			
<i>Application Name</i>	<i>Space for Application</i>	<i>Space for Setup Directory</i>	<i>Space for MS Access Run-Time Version</i>
RMP*Review Admin	1,748 KB ¹	1,613 KB	4,566 KB ²
RMP*Review	3,772 KB	1,613 KB	4,566 KB ²
RMP*Review Data (empty—i.e., template minus state dbase files and graphics files)	1,082 KB	1,613 KB	N/A

¹Kilobytes.

²Unless already installed.

NOTE: Refer to Appendix E for a listing of estimated disk space requirements for individual state dBase files.

Listed below are the minimum computer hardware and software requirements for installing and running RMP*Review.

Hardware:

Personal Computer (PC): IBM-compatible with a 486 DX2 or higher central processing unit (CPU); Pentium or higher is recommended.

Monitor: Super VGA (SVGA) (600 x 800 pixels) is recommended as a minimum requirement.

Printer: Hewlett-Packard (HP) LaserJet or compatible printer is recommended.

Mouse: MS-compatible mouse or other compatible pointing device.

Software:

Operating Environment: Windows 95.

(NOTE: The Repair and Compact option of RMP*Review, which lessens disk space requirements, will be discussed in the Production version of this User Manual.)

1.3 RMP*Review System Roles and Responsibilities

Two distinct personnel functions are identified in this User Manual: “DBA” and “user.” (NOTE: At a single-user site, the DBA would be the user as well.) The DBA is the technical person who installs all the software components of the RMP*Review System and is responsible for the job functions listed in Section 1.1. The typical user is the on-site person who requires the functionality of the RMP*Review System to carry out the job functions listed in Section 1.1.

The RMP*Review System can be used in both single-user and multi-user environments. At a single-user site where the DBA is also the user, all the software is installed on the DBA’s PC. In a multi-user environment, the DBA installs the RMP*ReviewAdmin software on his/her own PC; installs the RMP*Review Data folder on a local area network (LAN), making it accessible to all users; and installs the RMP*Review software on each user’s PC. (See Section 3.0 for more information on the installation of the RMP*Review System.)

1.4 Organization of This Manual

This RMP*Review User Manual comprises the following sections:

Section 1.0 Introduction: A brief introduction to the RMP*Review System and this User Manual.

Section 2.0 - Functionality of RMP*Review System: An overview of how the RMP*Review System operates and how its components interrelate.

Section 3.0 - RMP*ReviewAdmin Procedures: Procedural steps for all the functions of the RMP*ReviewAdmin application, which includes installation of the RMP*Review System. These functions are the responsibility of the RMP*Review DBA.

Section 4.0 - RMP*Review Procedures: Procedural steps for all the functions of RMP*Review. These functions are the responsibility of the typical user.

Section 5.0 - Troubleshooting: (This section will be expanded in the Production version of this User Manual.)

1.5 Document Conventions

The conventions used in this manual are as follows:

Computer commands are bolded (e.g., select **Print**).

Exact titles appearing on RMP*Review System screens and screen elements (tabs, column headings, button names, etc.) are bolded.

Keystrokes to be entered are bolded and enclosed within less than (<) and greater than (>) symbols (e.g., press <**F1**>).

Two keystrokes joined by a plus sign (+) indicates that the two keys should be pressed simultaneously (e.g., <**Alt+C**>).

All exhibits that support the procedural steps in Sections 3.0 and 4.0 are in Appendices A and B and designated in text as A-1, B-1, etc.

1.6 Help Resources

Help is always available from any screen in the RMP*Review System. From the menu, the fastest way to get help is to select **Help, Contents and Index**. Click **Index**. This will bring you to an automated index with hundreds of keywords and extensive cross-referencing. Follow the directions in the dialog box to search for the information you need.

Press <**F1**> to get context-sensitive help for the field in which your cursor is located. From the menu, select **Help, Contents and Index**. Click **Contents**.

Normally the **Help** window disappears when you click outside it. However, you can choose **Always on Top** as the default from the **Help** window's **Options** menu to keep the **Help** window in view while you work. Choose **Always on Top** again to turn the option off.

2.0 FUNCTIONALITY OF THE RMP*REVIEW SYSTEM

This section provides a functional overview of the RMP*Review System, which comprises the RMP*Review and RMP*ReviewAdmin applications and five MS Access 97 databases.

2.1 RMP*Review System

The RMP*Review System consists of the following two MS Access 97 run-time applications (with filename and extension):

RMP*ReviewAdmin (RMPReviewAdmin.mde).
RMP*Review (RMPReview.mde).

The functions provided by RMP*ReviewAdmin and RMP*Review are described in Section 2.2 and 2.3, respectively. In addition, the RMP*Review System comprises the following five MS Access databases (with filename and extension) that are described in more detail in Section 2.4:

Facility (RMPFac.mdb).
RMP (RMPData.mdb).
Audit (RMPAudit.mdb).
User-Defined Fields (RMPUser.mdb).
Rank and Scoring (RMPRS.mdb).

(NOTE #1: These files include Off-site Consequence Analysis (OCA) data. Access to this material is limited by law; see introduction, p.1-1. Both files with and without OCA data will be available in the Production version of RMP*Review.)

(NOTE #2: These five databases are installed in a common folder during RMP*Review Data installation (see Section 3.3). The common folder resides on a LAN in a multi-user environment or on a PC in a single-user environment. These databases should always reside in the same folder.)

2.2 RMP*ReviewAdmin Application

The RMP*ReviewAdmin application provides the administrative functions of the RMP*Review System that are handled by the DBA. The administrative functions are accessible through the application's Main Menu. At the Main Menu, DBAs can select the following functions:

Import.
Lookup Tables.

User-Defined Fields. Rank and Scoring.

2.2.1 Import

The Import function provides the DBA with the capability to download (from the Web) compressed files containing the latest state RMP data; expand the compressed state RMP data files and import them into an MS Access database as dBase files and graphic files, and refresh the entire RMP database as required.

2.2.1.1 Download RMP Data from the Web

After entering a userid and Network password, the DBA links to a state Universal Resource Locator (URL) to download one or more compressed state RMP data files, depending on the privileges granted to the DBA by EPA. The URL requires the entry of a userid and password before downloading the compressed files. (**NOTE:** All userids and passwords are mailed to users by EPA.)

2.2.1.2 Import RMP Data into Access

The Import function expands the compressed state RMP data files and imports them into an MS Access database as dBase files and graphic files. The dBase files and graphics files associated with each RMP are “packaged” and made ready prior to refreshing the RMP database. Each compressed state RMP data file requires a password to expand and decrypt it. (**NOTE:** This password is mailed to you by EPA.)

2.2.1.3 Refresh RMP Database

The updated MS Access database and associated graphics files are copied to the RMP database location during Refresh. The Refresh function completely reloads the RMP database and updates the Facility database but does not overwrite or reload the Audit, Rank and Scoring, and User-Defined databases. In a multi-user configuration, these five files will be located on a LAN.

2.2.2 Lookup Tables

Using the Lookup Tables function, the DBA can directly add, delete, and modify the values and descriptions stored in the RMP*Review Audit Tables. The DBA must have exclusive use of the database (i.e., no other users on it) before the tables can be updated.

2.2.3 RMP Rank and Scoring

The Rank and Scoring function lets the DBA define and customize criteria for ranking RMPs. The Rank and Scoring definitions are saved in a separate database (RMPRS.mdb) and can be modified by the DBA at a later time.

2.2.4 User-Defined Fields

With the User-Defined Fields function, the DBA is able to define the usage of 13 definable fields. One or more definable fields are provided for each of the following data types: check box, date, text, number, and memo. The DBA requires exclusive use of the User-Defined database (i.e., no other users on it) to perform these functions.

2.3 RMP*Review Application

The RMP*Review application provides EPA HQ, regions, states, and the LEPCs with the ability to evaluate and analyze RMPs. RMP*Review functions are accessed through the application's Main Menu where the user finds the following options:

- Facility List.**
- Attach Database.**
- RMP Tracking.**
- Advanced Query by Example (QBE).**
- Perform Ranking.**

2.3.1 Facility List

The Facility List function allows the user to search for RMPs by address, display ranking data as aggregate scores or numerical (ordinal) ranking values, create queries, choose to view either the most current RMPs or all RMPs, enter facility audit data, enter user-defined data, generate reports, display online help, and print the Facility List. The Facility List screen displays the EPA-assigned Facility ID, facility name, date of the last audit (if any), the number of RMPs submitted, and either the facilities' ordinal rank or aggregate score. In addition, the user can change the sort order or display format of the listed facilities.

2.3.1.1 RMP Facility Search

From the Facility List screen, the user can search for facilities by name or location through the **Click Here to Find a Facility** bar. The results of the search will naturally limit the number of facilities displayed on the screen. The Facility List screen can be reset to display all facilities

by right-clicking the mouse button, bringing up a shortcut menu, and clicking **Reset Facility List**.

2.3.1.2 RMP Ranking and Scoring

The facilities' ordinal ranks or aggregate scores can be displayed on the Facility List screen by selecting one of the two onscreen radio buttons (**Score** or **Numerical Ranking**). Only the DBA can define and establish the different rank and score definitions.

2.3.1.3 View RMPs

The user can choose among several options to view RMPs. The user can view all RMPs submitted (historical record) or only the most current RMPs submitted. One section of an RMP can be viewed by itself, or two or more sections can be viewed simultaneously using Window's tile and cascade options.

The user can also view RMPs in **Data Sheet View** or **Form View**. **Form View** is the default view that displays the RMP sections as submitted. The user can generate RMP Reports from **Form View** (see Section 2.3.1.6). **Data Sheet View** displays RMPs in rows and columns like a spreadsheet. The **Data Sheet View** can be customized, and columns may also be reordered and resized. Also, from any RMP section, the user can use QBF (see Section 2.3.3) to narrow the number of RMPs being viewed.

2.3.1.4 Audit

The Audit function lets the user enter facility audit data: audit type, audit date, audit status, audit personnel, and audit comments. Audit types, status, and audit personnel are established by the DBA. The last audit date (if any) for a facility is displayed on the Facility List screen.

2.3.1.5 User-Defined Fields

The user can enter values for the User-Defined data on each facility. The User-Defined fields are defined by the RMP*Review System DBA using the RMP*ReviewAdmin Application. One or more definable fields are provided for each of the following data types: check box, date, text, number, and memo.

2.3.1.6 Reports

With the RMP*Review application, the user can generate the following three standard reports:

RMP Detail: Contains only those sections of an RMP chosen by the user.

RMP List: Contains all the fields displayed on the Facility List screen.

RMP Audit: Lists all the audit data described in Section 2.3.1.4.

2.3.2 Attach Databases

The user has the option of selecting and attaching to the following MS Access Databases: Facility, RMP, Audit, User-Defined, and Rank and Scoring. The Attach function always attaches to all of the databases in the RMP*Review Data folder. This function provides both the DBA and the users with the capability of retaining multiple databases and archives. The DBA and users will have to set up database maintenance operations, procedures, and directory-naming conventions.

2.3.3 Query By Form (QBF)

The RMP*Review application allows the user to query the RMP database for particular RMPs that suit the user's requirements. The RMP query user interface has two-fold functionality: QBF and Advanced QBE. The QBF user interface is a blank screen that matches the RMP section being queried. With this function, users can create simple queries by entering specific values and boolean operators within fields.

For example, to query the RMP database for RMPs from facilities in Maryland that use the process chemical "ammonia," the user brings up **Query by Form** from the menu and enters <MD> in the facility state field and <ammonia> in the process chemical field. When the user executes the query, the RMPs displayed will fit the criteria entered by the user.

The Advanced QBE function allows the user to create and execute more complex multi-table queries. The user constructs the Structured Query Language (SQL) by selecting the tables, fields, joins, and sort orders. The user can view and edit the SQL generated by this function. Query file operations are available to open, close, save, save as, delete, and execute the entered queries. In addition, the user can generate RMP Reports (see Section 2.3.1.6).

2.3.4 RMP Tracking

When a facility submits an RMP that is unprocessable, it is logged by EPA's Reporting Center into the Tracking System. The problems with the RMP (e.g., unreadable files on the diskette) are documented. RMP*Review users can view this tracking information through the Main Menu.

3.0 RMP*REVIEWADMIN PROCEDURES

NOTE: RMP*ReviewAdmin procedures are performed only by the DBA. All exhibits in Section 3.0 are referenced in Appendix A.

This section contains the procedural steps for using the RMP*ReviewAdmin application. RMP*ReviewAdmin procedures, which are performed only by the DBA, include installation of the complete RMP*Review System.

The DBA installs RMP*ReviewAdmin on his or her PC only. The application is not installed on the PCs of all users because the DBA has sole responsibility for setting up common RMP data and definitions.

The RMP*ReviewAdmin application allows the DBA to:

Download compressed data files from the Web that contain all RMPs for a particular state (or states).

Expand the compressed state RMP data files and import them into an MS Access database as dBase files and graphic files.

Customize Lookup Tables, User-Defined Fields, and Rank and Scoring definitions.

NOTE: After installation of each of the three components of the RMP*Review System (RMP*ReviewAdmin, RMP*Review Data, and RMP*Review), you may receive a screen message telling you to restart Windows. If you receive this message, only restart Windows after you have finished installing all three components of RMP*Review.

3.1 Standard RMP*ReviewAdmin Installation

The DBA installs RMP*ReviewAdmin on his/her own PC as follows:

1. Insert the installation CD into your CD-ROM drive.
2. Open **Windows Explorer**.
3. Click on **[CD-ROM drive]:\Review Admin** and double-click **setup.exe**.
4. At the RMP*ReviewAdmin welcome screen (Exhibit A-1), click **Continue** to go on with the install or click **Exit Setup** to end the install.

5. At the destination folder screen (Exhibit A-2), click **OK** to install the application in the default folder specified on the screen or click **Change Folder** to install the application in a folder of your choosing. If you click **Change Folder**, choose the destination folder filepath at the **Change Folder** screen (Exhibit A-3) that appears and click **OK**. (NOTE: You have another chance to change the destination folder in Step 6.)
6. At the choose installation screen (Exhibit A-4), click the **Typical** icon to install RMP*ReviewAdmin's most commonly used options. (NOTE: The **Custom** and **Compact** options will be discussed in the Production version of this User Manual.) This screen also gives you the option to change the destination folder (if you did not already do so in Step 5) or **Exit Setup**.
7. If RMP*ReviewAdmin setup is successful, you will receive a screen message saying so. If setup was unsuccessful, you will receive an error message. (NOTE: Resolution of error messages will be discussed in the Production version of this User Manual.)

3.2 RMP*ReviewAdmin Add/Remove Options

The DBA can reinstall RMP*ReviewAdmin at a later date and add options to, or remove options from, the original installation. (NOTE: This will be discussed further in the Production version of this User Manual.)

3.3 RMP*Review Data Installation

1. Insert the installation CD into your CD-ROM drive.
2. Open **Windows Explorer**.
3. Click on **[CD-ROM drive]:\Review Data** and double-click on **setup.exe**.
4. At the welcome screen (Exhibit A-5), click **Continue**.
5. At the destination folder screen (Exhibit A-6), you are told that setup will install RMP*Review Data on your hard drive in **C:\Program Files\RMP Review Data**. If you are in a single-user environment and this is acceptable, click **OK**.

In most situations, you will be installing RMP*Review Data in a multi-user environment where RMP*Review Data will reside on a LAN. In this case, click **Change Folder** and enter the LAN filepath at the **Change Folder** screen (Exhibit A-7.)

NOTE: You must designate the destination for the RMP*Review data at this time. (Changing the destination folder at a later time will be discussed in the Production version of this User Manual.)

6. At the start installation screen (Exhibit A-8), click **Install**.
7. If Review Data setup is successful, you will receive a screen message saying so. If setup was unsuccessful, you will receive an error message. (**NOTE:** Resolution of error messages will be discussed in the Production version of this User Manual.)

3.4 RMP*Review Installation

At a single-user site, the DBA installs both RMP*Review and RMP*ReviewAdmin on his/her own PC. At a multi-user site, the DBA installs RMP*Review on the PC of each person who will be using the application.

3.5 Standard RMP*Review Installation

The DBA installs the RMP*Review software application on each user's PC as follows:

1. Insert the installation CD into your CD-ROM drive.
2. Open **Windows Explorer**.
3. Click on **[CD-ROM drive]:\Review Client** and double-click on **setup.exe**.
4. At the welcome screen (Exhibit A-9), click **Continue** or click **Exit Setup** to end the install.
5. At the destination folder screen (Exhibit A-10) click **OK** to install the application in the default folder specified on the screen or click **Change Folder** to install the application to a folder of your choosing. If you click **Change Folder**, choose the destination folder filepath at the screen (Exhibit A-11) that appears and click **OK**. (**NOTE:** You will have another chance to change the destination folder in Step 5.)
6. At the choose installation screen (Exhibit A-12), click the **Typical** icon to install RMP*Review's most commonly used options. (**NOTE:** The **Custom** and **Compact** options will be discussed in the Production version of this User Manual.) This screen also gives you the option to change the destination folder (if you did not already do so in Step 4) or **Exit Setup**.

7. If RMP*Review setup is successful, you receive a screen message saying so. If setup was unsuccessful, you will receive an error message. (**NOTE:** Resolution of error messages will be discussed in the Production version of this User Manual.)

3.6 RMP*Review Add/Remove Options

The DBA can reinstall RMP*Review at a later date and add options to, or remove options from, the original installation. (**NOTE:** This will be discussed further in the Production version of this User Manual.)

3.7 Using RMP*ReviewAdmin

The following sections provide the DBA of the RMP*Review System with step-by-step procedures to download compressed RMP data files from the Web, expand the compressed state RMP data files and import them into an MS Access database as dBase files and graphic files, refresh the RMP database with updates, maintain the Lookup Tables, and provide Rank and Scoring definitions.

3.7.1 Import Function

Facility data by state is downloaded from the Web, imported into an RMP*Review template file, and made available to the users. Perform the following steps to import RMP*Review Data:

1. Click **Start** at the bottom of your computer screen and point to **Programs** for a list of your installed programs.
2. Point to **RMP Review Admin**, release the mouse button, and the **RMP*ReviewAdmin Main Menu** (Exhibit X-X) appears.
3. Click **Import**.
4. The **Download, Import, and Refresh a RMP Database** screen (Exhibit X-X) appears.
5. Three tabs are available at the top of the screen:

Download Data from the Web - Provides the capability to download compressed state RMP data files from the Web.

Import RMP Data Into Access - Provides the capability to expand the compressed state RMP data files and import them into an MS Access database as dBase files and graphic files.

Refresh a RMP Database - Provides the capability to update the RMP database.

NOTE: Be sure to observe security measures when files are unzipped during a refresh.

3.7.1.1 Download Data from the Web

Facility RMP data, by state, resides on the Web in compressed data files. You must download these files to a destination you specify. A LAN destination is appropriate for a multi-user environment while a hard-drive destination is appropriate for a single user scenario.

Perform the following steps to download state RMP dBase files from the Web:

1. Using your Internet Browser, go to the following URL:
[http://intranet.epa.gov:9966/srmp_dwn/owa/rmp_login\\$.startup](http://intranet.epa.gov:9966/srmp_dwn/owa/rmp_login$.startup)
2. The **Enter Network Password** screen (Exhibit X-X) appears. Enter **User name** and **Password** in their respective fields to obtain access to EPA's Intranet. (**NOTE:** The user name and password should have been mailed to you by EPA.) Click **OK**.
3. The **RMP*Info State Download** screen (Exhibit X-X) appears. Enter your individual **Userid** and **Password** in their respective windows to obtain access to the dBase files. (**NOTE:** The userid and password should have been mailed to you by EPA and are only good for the PC from which you are working. If your IP address changes at some future date, email either Lisa Jenkins (Jenkins.Lisa@epa.gov or (202-260-7951)) or Peter Gattuso (Gattuso.Peter@epa.gov or (202-260-4064)) and request that your registered IP address be re-set.) Click **Login**.
4. Once you have logged in, a screen (Exhibit X-X) appears with selectable buttons for all the states for which you may download data.
5. Click the button of the state whose data you want to download. You will receive a message similar to the following:

The state file you have requested should be available for you to download in approximately 1 minute. At that time your internet browser will display a dialogue box so you can save the requested file. You can work through the dialog box to identify where you want the file saved.

If there is a problem, a "requested URL is not available" message will be displayed and you will be sent an e-mail message explaining the cause of the problem.

*This is only a sample URL for the illustrative purposes of this User Manual.

6. When the "Save as" dialogue box opens, check to be sure the file will be saved where you want it to be saved, and that the file name is as follows: (state abbreviation)dbase.zip (e.g., **MDdbase.zip**). Always use the two-digit United States Postal Service code for the state abbreviation.
7. If you need to download more state data files, repeat Steps 1-7.

3.7.1.2 Import RMP Data Into Access

Once the compressed state RMP data files are downloaded from the Web (steps 3.7.1 and 3.7.1.1 above), they must be expanded and imported into an MS Access template. Perform the following steps to expand and import the compressed state RMP data files:

1. Click the **Import RMP Data Into Access** tab at the top of the **Download, Import, and Refresh a RMP Database** screen (Exhibit X-X).
2. When the import and unzip screen (Exhibit X-X) appears, you will see the state (or states) whose compressed data files you have downloaded to the zip directory specified in the download procedure (see Section 3.7.1.1). (**NOTE:** If no states are listed on the import and unzip screen, or some states are missing, check the directory you entered as **/[state name]dbase.zip** during the download procedure in Section 3.7.1.1 and ensure that the state's data files are renamed correctly.)
3. Select the state whose data files you want by clicking once on the state name.
4. Click **Unzip**. This process expands the compressed data files so that they can be imported into an MS Access database as dBase files and graphics files.

5. The **Enter [State Name's]* Password** dialog box (Exhibit X-X) appears. **(NOTE:** This password should have been mailed to you by EPA.) Enter the password and click **OK**.

*The dialog box title will change depending on the state dBase file you are unzipping. For example for Alaska, the box will be titled **Enter AK's Password**.

6. Once the unzipping process is complete, you will be returned to the import and unzip screen.
7. Click the check box next to the **Append into the previously Imported database** statement. A check mark () appears. **NOTE:** Leaving the box unchecked overwrites or clears the existing template file.
8. The **Complete Import** dialog box (Exhibit X-X) appears if the import is successful. If the import is not successful, you will receive an error message.

3.7.1.3 Refresh an RMP Database

The refresh procedure updates the RMP database. Perform the following steps to refresh the RMP database:

1. Click the **Refresh a RMP Database** tab at the top of the **Download, Import, and Refresh a RMP Database** Screen (Exhibit X-X).
2. Click the ellipses button (...) next to the **Select the location of the RMP Database to refresh** window (Exhibit X-X) and the **Please Select Location Of Your RMP Database** dialog box (Exhibit X-X) appears. This allows you to browse the files for the RMP database location. **(NOTE:** If you have previously linked to RMP*Review Data, the filepath you designated at that time will appear in the window. If this filepath is still correct, click **Refresh RMP** and proceed to Step 4.)

NOTE: During this procedure, observe measures to protect the data from unauthorized dissemination. Off-site consequence analysis data is restricted by law.

3. Once the filepath is entered, click **Refresh RMP**.
4. A dialog box will appear (Exhibit X-X) telling you that the RMP database at the filepath you entered will be replaced and asking if the process should continue. To continue, click **OK**. To stop the refresh, click **Cancel**.

5. A dialog box will appear (Exhibit X-X) asking you if you want to delete the RMP template. Click **No** to leave the template so you can import additional states into it at a later time. (**NOTE:** Clicking **Yes** will delete the RMP template and you can never append another state into it.)

NOTE: To observe appropriate security measures to protect OCA data from unauthorized disclosure or vulnerability during transport, first import all states at once; refresh and indicate **Yes**.

6. The **RMP Database Refreshed** box (Exhibit X-X) will appear when the refresh is completed. Click **OK**.

3.7.2 Lookup Tables

Using the Lookup Table function, the DBA can directly add, delete, and modify the values and descriptions stored in the RMP*Review Lookup Tables. The DBA must have exclusive use of the database (i.e., no other users on it) before the tables can be updated.

1. At the **RMP*ReviewAdmin Main Menu** (Exhibit X-X), click **Lookup Tables**, and the **Select the path to the RMP database:** dialog box appears (Exhibit X-X). (**NOTE:** If you have previously linked to RMP*Review Data, the filepath you designated then will appear in the window. If this filepath is still correct, click **Attach to Database** and proceed to Step 5.)
2. Click the ellipses button (...) and the **Please Select Location Of Your RMP Database** dialog box (Exhibit X-X) appears, which allows you to browse the files for the RMP database location. (**NOTE:** The file will have an “.mdb” extension.)
3. Select the filename and click **Open**.
4. You are returned to the **Select the path to the RMP database:** dialog box (Exhibit X-X) with the filepath to the RMP database now entered. Click **Attach to Database**.
5. The **Lookup Table Maintenance** box (Exhibit X-X) appears with the following fields:
 - a. **Personnel** field:
 - Add a new person by clicking on the **Name:** field, entering the name, and clicking **Add**.

- Change existing personnel by selecting the name. Correct the name in the **Name:** field. Change auditor/inspector status by selecting or deselecting the appropriate box. After all corrections are made, click **Change**.
 - Delete a person by selecting the name and clicking **Delete**.
- b. **Audit Status** field:
- Add a new audit status category by clicking on the **Status ID:** field and entering a single-letter descriptor, such as “L” for “Late.” Click **Add**.
 - Change an existing audit status description by clicking in the audit status field. Make corrections in the **Audit Status Description:** box. After all corrections are made, click **Change**.
 - Delete an audit status by selecting the status and clicking **Delete**.
- c. **Audit Type** field:
- Add a new audit status category by clicking on the **Type ID:** field and entering up to three numbers as a descriptor, such as “111” for “Combination Inspect/Audit.” Click **Add**.
 - Change an existing audit type by selecting the type. Make corrections in the **Type ID:** and **Audit Type Description:** boxes. After all corrections are made, click **Change**.
 - Delete an audit type by selecting the status and clicking **Delete**.

3.7.3 User-Defined Fields

With the User-Defined Fields function, the DBA can define the usage of the 13 definable fields. One or more definable fields are provided for each of the following data types: text, date, check box, number, and memo. The DBA requires exclusive use of the User-Defined database (i.e., no other users on it) to perform these functions.

Assign the User-Defined Fields by performing the following steps:

1. At the **RMP*ReviewAdmin Main Menu** (Exhibit X-X), click **User-Defined Fields**, and the **Select the path to the RMP database:** box appears (Exhibit X-X). (**NOTE:** If you have previously linked to RMP*Review Data, the filepath you originally designated then will appear in the window. If this filepath is still correct, you only have to click **Attach to Database** and proceed to Step 5.)
2. Click the ellipses button (...) and the **Please Select Location Of Your RMP Database** dialog box (Exhibit X-X) appears, which allows you to browse the files for the RMP database location. (**NOTE:** The file will have the extension “.mdb”.)
3. Select the filename and click **Open**.
4. You are returned to the **Select the path to the RMP database:** dialog box (Exhibit X-X) with the filepath to the RMP database now entered. Click **Attach to Database**.
5. The **Database Opened In EXCLUSIVE Mode** message appears (Exhibit X-X). You **MUST** ensure that all users are off the RMP*Review System before continuing. Click **OK**.
6. The **User-Defined Fields** screen (Exhibit X-X) appears. You must define each entry in the **Database Fieldname** column to fit your needs (single-user environment) or those of your users (multi-user environment).
 - a. Go to the **Change Description To** box to make changes to the database fieldnames.
 - b. Since the cursor is already flashing in the **Change Description To** box, begin typing.
 - c. To go to the next field, press <**Enter**> or click with the left mouse button in the next field. Complete all applicable entries.

3.7.4 Rank and Scoring

The RMP*ReviewAdmin Rank and Scoring function allows the DBA to define and customize scores and ranks (sets of scores) that will be available to RMP*Review users when they bring up the Facility List (see Section 4.0). Both the scores and ranks can be saved and modified later by the DBA, if desired. The rank and scoring definitions are stored in a separate MS Access database.

3.7.4.1 Setup

Perform the following steps to begin the scoring and ranking process:

1. At the **RMP*ReviewAdmin Main Menu** (Exhibit X-X), click **Rank and Scoring**. The **Select the path to the RMP database:** dialog box appears (Exhibit X-X). (**NOTE:** If you have previously linked to RMP*Review Data, the filepath you originally designated then will appear in the window. If this filepath is still correct, click **Attach to Database** and proceed to Step 5.)
2. Click the ellipses button (...) and the **Please Select Location Of Your RMP Database** dialog box (Exhibit X-X) appears, which allows you to browse the files for the RMP database location. (**NOTE:** The file will have an “.mdb” extension.)
3. Select the filename and click **Open**.
4. You are returned to the **Select the path to the RMP database:** dialog box (Exhibit X-X) with the filepath to the RMP database now entered. Click **Attach to Database**.
5. The **Create Ranking Criteria** dialog box appears (Exhibit X-X), which allows the creation of scoring/ranking criteria and a means to group sets of criteria and create ranking plans. Two tabs are available: **Scoring** and **Ranking**.

3.7.4.2 Scoring Tab

The **Scoring** tab (Exhibit X-X) is the DBA's interface for defining and assigning weighting factors to ranking criteria.

Perform the following steps to create scoring criteria:

NOTE: If this is an initial access, the **Create Ranking Criteria** windows will be blank and the navigation buttons (**First**, **Previous**, **Next**, and **Last**) at the bottom of the box will be disabled (grayed-out). If you have previously entered data, however, the navigation buttons will be enabled so existing data may be viewed and edited. Click **New** at the bottom right of the screen to clear the windows.

1. In the **Score Name** window, enter a unique name for the criterion that will be scored.

NOTE: **Table Name** and **Field Name** entries are pre-set and cannot be altered by you.

2. The **Table Name** drop-down combo window contains the name of each section of the RMP for which ranking and scoring is available (i.e., has numerical data). Choose the RMP section you want by clicking on it.
3. The **Field Name** drop-down combo window contains the data element description for each numerical data element in the section.
4. Enter up to four **Thresholds** in the boxes numbered 1–4 based on the following:
 - a. You are provided with four pairs of text boxes for assigning weighting factors to the criteria.
 - b. You may enter from one to four **Thresholds**.
 - c. If the values of the selected numerical data items **exceed** the **Thresholds**, they are assigned the **Scores** you enter in the text boxes next to the **Thresholds**.
 - d. In all instances, it is expected that the higher the **Threshold** exceeded, the greater the assigned **Scores**. Thus, the highest aggregate score displayed in RMP*Review would be the likeliest candidate for audit and inspection. Conversely, when the user elects to display the numerical ranking in RMP*Review, the higher aggregate scores would translate into lower numerical rank values.
5. Choose the method to score multiple records as follows:
 - a. Facilities may enter multiple records for some sections of an RMP. To provide you with flexibility in scoring, an option group labeled **Choose method to score multiple records** is available to the right of the **Thresholds/Scores** boxes.
 - b. Select one of the two radio buttons—**Highest value** or **All values**. **Highest value** is the default. **Highest value** means that only the highest data value for all submitted records by the facility is scored.
 - c. Override the default by selecting **All values**. This will cause the application to tally aggregate scores for all submitted records by the facility.
 - d. The **Ranking and Scoring** application provides a method for selecting one “special” scoring criteria. Note that the **Threshold/Score** boxes and the **Choose method to score multiple records** option are dimmed if you select

“Maximum quantity of each regulated substance divided by threshold quantity” (**Field Name**) from the “Process: Chemicals” (**Table Name**). This criteria will result in the integer ratio (up to a maximum on 10) of the reported quantity of the process chemical divided by the reporting threshold of the process chemical being aggregated for all process chemicals reported in the RMP.

- e. Use the command buttons at the bottom left of the screen—**First**, **Previous**, **Next**, **Last**—to view and edit previously stored criteria.
- f. Use the command buttons at the bottom right of the screen—**Save**, **New**, and **Delete**—to save changes, create new criteria, and delete existing criteria.

3.7.4.3 Ranking Tab

The **Ranking Tab** (Exhibit X-X) lets you establish sets of criteria as ranking plans (i.e., definitions). RMP*Review users may select any stored ranking plan(s), and the **Ranking and Scoring** function will calculate the aggregate scores for the current list of RMPs.

Perform the following steps to create ranking criteria:

1. The **Rank Name** combo box allows you to enter and save a new rank or display a list of previously saved definitions.
 - a. Enter a description for a new ranking plan by clicking **New Rank**. You will be prompted whether you wish to save the new rank to the list of Rank Names. Click **Yes**.
 - b. Click the down arrow () to the right of the **Rank Name** window or press **<F4>** to display a list of previously saved ranking plan descriptions.
2. The **Score Name** combo box displays the description for all criteria entered in the Scoring tab. You may select one or more criteria names and add them to the list box labeled **Select scoring criteria to use with the current Rank Name** by clicking **Add to List**. If the description for an existing ranking plan has criteria previously associated with it, the list box will be populated with the descriptive names of these criteria. Other command buttons available are **Delete Rank** (without deleting any criteria), add a **New Rank**, and **Remove Criteria** from the list box.

4.0 RMP*REVIEW PROCEDURES

NOTE: All exhibits in Section 4.0 are referenced to Appendix B.

This section contains the procedural steps for using the RMP*Review application. RMP*Review provides EPA HQ, regions, states, and LEPCs with the ability to evaluate and analyze RMPs. RMP*Review procedures are accessed through the **RMP*Review Main Menu**.

4.1 Facility List

The Facility List function allows you to search for RMPs by address, display ranking data on scores or numerical ranks, create queries, review the most current RMPs or all RMPs (historical record), enter facility audit data, enter user-defined data, generate reports, export data, display online help, and print the Facility List.

Perform the following steps to start RMP*Review and enter the Facility List:

1. Click **Start** at the bottom of your computer screen and point to **Programs** for a list of your installed programs.
2. Point to **RMP Review**.
3. Point to **RMP Review**, release the mouse button, and the **RMP*Review Main Menu** (Exhibit X-X) appears.
4. Click **Facility List** and the **List of Facilities** screen (Exhibit X-X) appears.

The **List of Facilities** screen displays:

Facility Name – The name of the facility that was entered and registered into the database.

EPA Facility ID – An EPA-assigned, numerical facility identifier.

Score/Ranking – When the **Score** radio button is selected, the facility aggregate score is displayed. When the **Numerical Ranking** radio button is selected, the ordinal rank is displayed.

Last Audit – The Date of the Last Audit, if any, performed on the facility.

Number of RMP's – The number of RMPs on record for the facility.

4.1.1 Display Scores or Numerical Ranks

Under **Display the Facilities:**, clicking on either the **Score** or **Numerical Ranking** radio button allow you to display either aggregate scores or ordinal rankings for the facilities in the list.

4.1.2 Choose All RMPs or Current RMPs

You double-click on a **Facility Name** to bring up its RMP(s) in the **Registration Information** screen (Exhibit X-X). Before doing this, however, under **After selecting a Facility display:** (Exhibit X-X), click **All RMPs** if you want to display all RMPs, both current and historical, in the **Registration Information** screen. Click **Current RMPs Only** if you only want to view the most recent RMPs in the **Registration Information** screen.

4.1.3 Search for a Facility

You can search for a facility by clicking the **Click Here to Find a Facility** bar (Exhibit X-X). Enter as much information as you know about the facility for which you are searching and click **Go**. If multiple RMPs match the entered criteria, each facility will be displayed in the **List of Facilities** screen. To reset the list, click the right mouse button, ensuring the cursor is on the list, and click **Reset Facility List** from the shortcut menu.

4.1.4 Generate Reports

To generate customized reports based on the **List of Facilities** RMP information, choose from the following options by going to **File, Reports:**

RMP Detail: Brings up an **RMP Report Options** dialog box (Exhibit X-X), which allows you to customize a report for printing by clicking the appropriate check boxes corresponding to a facility's RMP sections. Clicking the **Entire RMP** check box means all sections of the RMP will appear in the report. Review the report prior to printing by clicking **Preview**. Print the report by clicking **Print**.

RMP Audit: Brings up a facility's Audit Reports for viewing purposes only.

RMP Facility List: Brings up the entire **List of Facilities** in a document format. Click the left mouse button once to zoom in. Click again to zoom out.

4.1.5 View Options

You can view the Facility List and RMPs one of two ways by going to **View** and choosing one of the following:

Form View: This default view is a standard vertical screen format.

Datasheet View: This optional view arranges the screen into horizontal rows and columns like a spreadsheet. The **Data Sheet View** can be customized, and columns may also be reordered and resized.

4.1.6 Synchronized Viewing of Multiple RMP Sections

Selecting **Window, Tile Horizontally** from the menu allows you to view two or more sections of an RMP simultaneously. This is a powerful feature when used in conjunction with QBF filtered records. You can use the navigation control on any of the displayed sections, and all other sections will be updated to the current RMP. **NOTE:** Minimizing the **Main Menu** and **List of Facilities** screen before tiling will maximize the viewing area for displaying RMP sections.

4.1.7 Sort Data

Go to **Records, Sort** to either sort records or sort the columnar information in the **List of Facilities** table. Choose either of the following:

Sort Ascending: Sorts in ascending order (from lowest to highest).

Sort Descending: Sorts in descending order (highest to lowest).

To undo a sort, from the menu go to **Records, Filter, Remove Filter**.

4.1.8 Navigating RMP*Review Records

At the menu, **Records, Go To** allows you to quickly navigate through RMP*Review records. Choose from the following:

First: Moves you to the first record.

Previous: Moves you one record back.

Next: Moves you one record forward.

Last: Moves you to the last record.

4.1.9 RMP Errors

When a facility submits an RMP that contains errors, EPA's Reporting Center generates an Error Report. This report details the error(s) and requests a resubmittal of the RMP. To view the Error Report generated for a facility, select **Tools, RMP Errors** from the menu. A **No Errors** message box will appear if the facility has not received an Error Report.

4.1.10 Audit

From the menu, select **Tools, Audit** to brings up any audit records for the selected facility. If no audit records exist for the facility, the **Create an Audit Record?** dialog box (Exhibit X-X) appears and you can create an audit record.

4.1.11 User Fields

You can add additional user-defined data at the facility level only with the **User Fields** function. From the menu, select **Tools, User Fields**. The **Additional User-Defined Data** screen (Exhibit X-X) appears. The DBA will have previously defined the fields to be used in RMP*ReviewAdmin.

4.2 Attach Database

You must attach (point to) the RMP*Review Data, as downloaded by the DBA, by designating the filepath where the data resides. Perform the following steps to attach the RMP*Review Data.

1. At the **RMP*Review Main Menu** (Exhibit X-X), click **Attach Database**.
2. The **Attachment Manager** dialog box (Exhibit X-X) appears. (**NOTE:** If you have previously linked to RMP*Review Data, the filepath you originally designated at that time will appear in the window. If this filepath is still correct, click **Reattach**. If the filepath has changed and you remember it, enter it in the window. If the filepath has changed and you don't remember it, or this is an initial access, proceed to Step 3.)
3. To search for the location of the RMP*Review Data, click the ellipses (...) next to the **Enter path to the RMP*Review database** window.
4. The **Please Select Location of Your RMP Data** dialog box (Exhibit X-X) appears. This allows you to browse the files for the RMP database location. For example, in a single-user environment, the location will likely be your hard drive:

C:\Program Files\RMP Review Data\RMPData.mdb.

In a LAN (i.e., multi-user) environment, the location will be similar to:

[LAN drive]:\Program Files\RMP Review Data\RMPData.mdb.

4.3 RMP Tracking

For the states downloaded by the DBA, you can check RMP tracking information, as logged by EPA's Reporting Center, to see if any facilities' RMPs have been rejected by the Center. Perform the following steps to check RMP tracking information:

1. Click on **RMP Tracking** at the **RMP*Review Main Menu**.
2. The first facility's tracking record will come up (Exhibit X-X). Click on the keys next to **Record:** at the bottom of the screen to scroll through the records.

4.4 Query by Form (QBF)

The QBF capability is one of several decision support tools provided within RMP*Review. QBF offers you an easy graphical interface for limiting the number of RMPs displayed at any time. You can think of QBF as a filtering tool for "drilling down" through RMPs based on criteria that you specify.

4.4.1 Background

RMPs are initially filtered using one function of RMP*ReviewAdmin and one of RMP*Review. First, the Import function in RMP*ReviewAdmin allows the DBA to include data for one or more states in the RMP*Review database. Second, with RMP*Review you can view all RMPs submitted by a facility or only the most current RMP. You see the data in a format similar to the facility's actual RMP*Submit data entry forms, except that the data here is read-only. A third method of filtering is available with the QBF tool. That is, you can use the QBF tool to individually tailor the set of RMPs you are working on at your PC.

4.4.2 User Interface

You can start a QBF session while viewing any section of an RMP by selecting **Records, Filter, Query By Form** from the menu. Alternately, you can select **Query By Form** from the shortcut menu that is displayed by clicking the right mouse button while the cursor is on the

displayed section. **NOTE:** The shortcut menu displayed when you click on a sub-screen embedded within a section's main screen does not contain the **Query By Form** option.

The QBF screen is a duplicate of the currently displayed section's screen with all fields blanked out. You may enter search criteria in one or more fields and click **OK** to return all records for that section based on the search criteria. More importantly, the results of the search change the list of viewable RMPs. The results of entering search criteria in one or more QBF screens for multiple sections of an RMP will likely decrease the number of RMPs that may be "viewable" without returning to the **List of Facilities** screen.

4.4.3 Filtered Records vs. QBF Returned Records

At this point it is important to understand that there is also an inherent filtering going on behind the scenes in RMP*Review. When you initially select an RMP from the **List of Facilities** screen, the Registration Information data for all RMPs is loaded for viewing. The selected RMP is initially displayed, regardless of its placement within the set of RMP Registration Information records. Other sections of the currently displayed RMP may be viewed by clicking on the desired section number (**Section 1**, **Section 2**, etc.) from the toolbar that is available at the top of the screen when viewing any section of an RMP. When the desired section is displayed, you will note that next to the navigation control (in the lower left-hand portion of the window) is the word "**Filtered.**" This means that if you selected Section 2, Toxics Worst Case Scenarios, while viewing the Registration Information for facility XYZ, only the Toxics Worst Case Scenarios for XYZ's RMP are available for viewing.

If XYZ did not report any Toxics Worst Case Scenarios, the screen will be blank (gray). This background "filtering" may be removed by selecting **Records**, **Filter**, **Remove Filter** from the menu. The capability to remove the filter is also available by right-clicking for the shortcut menu.

Once a section's filter is removed, you may bring up the section's QBF screen as described earlier. If the filter is not removed, the QBF capability can only act on the displayed records—**not** the entire set of records for that section. When QBF filtering has been applied, the text "**QBF is On**" is displayed in red in the right-hand portion of the footer at the bottom of the window. QBF filtering can be removed by selecting **Records**, **Filter**, **Reset Query** from the menu. This step will remove QBF filtering for all RMP sections.

4.4.4 Specifying QBF Search Criteria

You can search for four data types within QBF: **Text**, **Numeric**, **Date**, and **Yes/No** (check boxes).

Text fields: Text field searches support the standard Windows wildcard characters '*' for one or more characters and '?' for a single character. Regular expressions are also supported. The topic of using regular expressions in text searches is beyond the scope of this document but using square brackets ([]) will be discussed because they are necessary for successfully using QBF. If the text you are searching for contains the wildcard characters '*', '?', or '#', the character must be enclosed in square brackets. The list that follows describes the use of square brackets.

Characters in Pattern	Matches in String
?	Any single character
*	Zero or more characters
#	Any single digit (0-9)
[charlist]	Any single character in charlist
[!charlist]	Any single character not in charlist

A group of one or more characters (charlist) enclosed in square brackets ([]) can be used to match any single character in a string (at the position in the string where the brackets are located) and can include almost any character code, including digits.

NOTE: To match the special characters left bracket ([), question mark (?), number sign (#), and asterisk (*), enclose them in brackets. The right bracket (]) cannot be used within a group to match itself, but it can be used outside a group as an individual character.

By using a hyphen (-) to separate the upper and lower bounds of the range, charlist can specify a range of characters. For example, [A-Z] results in a match if the corresponding character position in a string contains any uppercase letters in the range A-Z. Multiple ranges may be included within the brackets without delimiters.

To search for string "xyz," starting at the leftmost position enter "xyz" without the quotation marks in the field. This will return all records starting with xyz (either the whole word or the beginning of the word). To search for "xyz" embedded within the text, enter "*xyz" without the quotation marks in the field. QBF always assumes there is an asterisk (*) after the text unless the user prefaces the text with an equal sign (=). The equal sign is used to search for exact matches of the **entire** field. The syntax is ='xyz' where the tic marks (single quotation

marks) are required. If the user is searching for text that has embedded tic marks, use double quotation marks (“ ”) to surround the text string. **NOTE:** QBF always performs embedded searches for Executive Summary text.

Certain numerical data, such as latitude and longitude measured in degrees, minutes, and seconds, are stored in the database as text fields. You can still construct boolean-type searches by enclosing the value in single quotation marks. For example, to return all facilities whose latitude is greater than 40 degrees, enter >‘40’. **NOTE:** QBF performs a character-by-character comparison, from the left-most character, for text searches.

Numeric fields: Numeric field searches support any legal combination of the boolean operators >, <, =, and NOT. The keywords ‘IN’ and ‘Between...And’ are also supported. It is assumed that you are familiar with constructing numeric search criteria. **NOTE:** The ‘Between...And’ key words may also be used in the previous text example (i.e., the one with a latitude of 40 degrees). Between ‘40’ and ‘415’ would return all facilities who latitudes are between 40 degrees and 40 degrees 50 minutes.

Date fields: Date parts separated by slash marks (/). For example, January 3, 1999, is represented as 1/3/1999. Date field searches support any legal combination of the boolean operators >, <, and =. ‘Between...And’ is also supported. When using boolean operators or the ‘Between...And’ keywords, the date(s) must be enclosed in hash marks (#). The proper syntax for ‘Between...And’ using dates is as follows:

BETWEEN #01/01/1997# AND #04/15/1998#

NOTE: The beginning and ending values are included in the search.

The NOT operator is not supported in ‘Between...And’ date searches.

Because wildcard characters, such as *, are treated as literals, you cannot use them with the ‘Between...And’ operator. For example, you cannot use 980* and 989* to find all postal codes that start with 980 to 989. Instead, use one of the following two alternatives. One, you can add an expression to the query that takes the left three characters of the text field and uses ‘Between...And’ on them. Two, you can pad the high and low values with extra characters—in this case, 98000 to 98999, or 98000 to 98999 – 9999 if using extended postal codes. (You must omit the – 0000 from the low values; otherwise, 98000 is dropped if some postal codes have extended sections and others do not.)

Yes/No Fields: Yes/No data types are represented by check boxes in QBF screens. The check boxes may have one of three states: checked, not checked, or Null. The

check box is grayed-out when it is in the Null state. Thus, to search for conditions where a check box is **not** checked, proceed as follows:

- Click the grayed-out box to select it (checked).
- Click again to de-select it (not checked).

4.4.5 Compound Searches

QBF allows you to enter compound search criteria in a field if the criteria specify the field's internal database name. This is not practical since the actual field names are not readily available to the user. It is recommended that you use the Advanced Query By Example (QBE) (see Section 4.4) tool included with RMP*Review to construct multi-table joins with compound "where" clauses. Furthermore, the QBE tool allows you to export subsets of data to foreign formats that may be used by other computer programs and provide advanced capabilities not supported by RMP*Review.

4.5 Advanced QBE

Advanced QBE is a tool for designing complex, custom queries for reports or for export to a foreign format. Use the procedures in the sections that follow to operate the Advanced QBE function.

4.5.1 Getting Started

1. Access the Advanced QBE function either by clicking **Advanced QBE** on the **RMP*Review Main Menu** or, if you are already in the **Registration Information** screen, by selecting **Tools, Advanced QBE** from the menu.
2. The **Advanced Query By Example (QBE)** screen (Exhibit X-X) appears.
3. Two tabs are available: **Design a Query by Example** and **Write a Custom SQL Query**. (Section 4.4.2 covers **Design a Query by Example**, and Section 4.4.3 covers **Write a Custom SQL Query**.)
4. Regardless of which tab is chosen, there are action buttons on the menu bar in the screen's footer that allow you to perform the following:

View: Runs your query and allows you to view the query results.

Load: Allows you to load your previously created and saved QBE queries.
Within **Load**, you can choose:

- **Delete:** Deletes the selected query.
- **Rename:** Renames the selected query.
- **OK:** Brings up the selected query.
- **Cancel:** Takes you out of load without loading a saved query.

Save: Saves the current query. **NOTE:** The screen is saved automatically every time you leave it.

Export: Allows you to export your query results to one of the following foreign filetypes:

- Lotus (WKS, WK1).
- MS Excel (XLS).
- Text (TXT).
- MS Access Table.
- Hypertext Markup Language (HTML).

SQL: Allows you to view the SQL statement created by the QBE tool.

New: Brings up an empty screen at the point you are currently located.

Cancel: Exits the **Advanced QBE** function.

4.5.2 Design a QBE

Perform the following steps to design a QBE:

1. Click the down arrow () to the right of the **Table** selection box to reveal a drop-down combo box (Exhibit X-X) of data table descriptions.
2. Once you select a data table description from the combo box, a list of all data fields belonging to that table appears in the **Available - 0 Entries** list (Exhibit X-X).
(**NOTE:** The 0 will change to the number of data fields available.)
3. Below the **Available - 0 Entries** list are two check boxes: **Sort List** and **Table_x**.

Sort List: If you check this box, the list of fields is alphabetized to help you look for a given field. If the box is not checked, the list of fields is in the default order of the table itself.

Table_x: Once you have selected a field for a table, **Table_x** allows you create a copy of the table so that you can use the same table twice. For example, you may want to form a query that identifies RMPs that were assigned two EPA facility identifiers. The problem is that you would need to join **tblS1Facilities** to itself so you create a duplicate of **tblS1Facilities**, which will be referred to as **tblS1Facilities_1**.

4. Once you have selected the field or fields that you want in your query results, double-click on the field(s) to move it into the **Selected - 0 Entries** list (Exhibit X-X). (NOTE: The 0 will change to reflect the number of data fields selected.) The blue single arrows () move the selected field in the appropriate direction. The blue double arrows () move all fields in the appropriate direction.

The **Selected** list box contains the following three columns of information:

Field - holds the field name.

Table - holds the name of the table from which the field was drawn.

Show - features a small "x" to indicate whether or not you want the value of that field to be visible when the query is run. Usually, you will want to see all values but not always. To not show a field, use your right mouse button to toggle the x off (x not visible). To make the field visible again in the query, use your right mouse button to toggle the x on.

If you selected a field that you do not want in your query results, you can double-click on the field to move it from the **Selected** to the **Available** list box or use the arrow command buttons.

5. The **Sort List** check box is below the **Selected** list box. (See Step 3 above for an explanation of this option.)
6. The **Table Joins** button is located below the **Selected** list box and is used to show you the table joins that Advanced QBE has attempted to make. Table joins are how different tables are related to each other. The joins that Advanced QBE tries to make may not always be right. You may edit the table joins after pressing the **Table Joins** button.

(NOTE: The following example is code reuse that has a known problem. The problem will be fixed in the Production version of RMP*Review.)

Example: If you want address information and flammable mixtures, you form the query by selecting the **tblS1FlammableMixtureChemicals**, **tblS1ProcessChemicals**, **tblS1Processes**, and **tblS1Facilities**. The default joins created are incorrect. To remedy this, click on **Default Joins** from within **Table Joins** or delete the duplicate join to get the proper table join.

There are three types of joins. They are as follows:

Inner Join (or equijoin): Pulls up records only when there is a match on both sides of the join.

Left Outer Join: Pulls up all values from the left table and any associated values from the right table. A left join physically means that you want all values from the table that is on the left.

Right Outer Join: Pulls up all values from the right table and any associated values from the left table. A right join physically means that you want all values from the table that is on the right.

The default join is always an inner join. To change to an outer join, click on the down arrow to the right of **Join Type** and change to the appropriate join.

7. Beneath the **Sort List** and **Table Joins** options is the **Where** box. A Where Clause specifies any conditions (if any) that must be met by the query. For example, if you want to see only RMPs that have a facility name beginning with "AL," you have to specify this condition in the Where Clause.
 - a. Click the applicable entry in the **Selected** list box and click the **Where** button.
 - b. The table and field names appear in the **Where** text box, enclosed in square brackets and separated by a period. It should look like as follows:

[tblS1Facilities].[FacilityName]=x

- c. You have to specify the condition (i.e., = x). It should look as follows:

[tblS1Facilities].[FacilityName] Like "AL*"

You can change the equal sign in Where Clauses to other operators and expressions, such as <, >, <>, and Like.

You can have a very involved Where Clause with compound conditions, such as the following example:

```
([tblS1Facilities_1].[FacilityID] <> [tblS1Facilities].[FacilityID] AND  
[tblS1Facilities].[FacilityName] = [tblS1Facilities_1].[FacilityName] AND  
[tblS1Facilities].[FacilityStr1] = [tblS1Facilities_1].[FacilityStr1] AND  
[tblS1Facilities].[FacilityStr2] = [tblS1Facilities_1].[FacilityStr2] AND  
[tblS1Facilities].[FacilityCity] = [tblS1Facilities_1].[FacilityCity] AND  
[tblS1Facilities].[FacilityState] = [tblS1Facilities_1].[FacilityState] AND  
[tblS1Facilities].[FacilityZipCode] = [tblS1Facilities_1].[FacilityZipCode] AND  
[tblS1Facilities].[EPAFacilityID] <> [tblS1Facilities_1].[EPAFacilityID])
```

Another example would be to show all RMPs in Maryland that process the chemical ammonia. To do this, fill out your first condition, go back to the **Selected** list box, select the other field, and click **Where** again. Your new field will be added to the text box and joined to the first condition by the word AND (the default). You can change the AND to an OR if necessary.

You can also use the **Where** box to set up a parameter query. For example, you may want to run a query but only change the chemical stored each time. (You can do this for any field selected). To do this, set up the Where Clause to look like this:

```
[tlkpChemicals].[ChemicalName]=[Enter the Chemical]
```

Running the query will prompt you to enter the chemical. You can enter anything you want to say in the parameter query. You could have said **[Enter Chemical]** or **[what is the Chemical?]**. This type of query can come in handy when asking the same information for different facilities or RMPs. Also, you are not limited to just one parameter in the Where Clause.

8. Below **Where** is the **Order By** box, which is used to sort your query results in a manner that is useable by you. Use of it is similar to the **Where** box above. Use the **Order By** box as follows:
 - a. Select a field from the **Selected** list box.

- b. Click the **Order By** button. Additional fields can be added to the sort by repeating these two steps.
- c. The order in which the fields are added to the **Order By** box determines the order of the sorts. For example, if the order box looks like this:

[tblS1Facilities].[FacilityState],[tblS1Facilities].[FacilityName]

the order would be first by facility state and then by facility name.

- d. By default, sorts are in ascending order. To sort in descending order, add DESC after your ordering list. For example, if you want to sort by descending Chemical Quantity size, the **Order By** box would be:

[tblS1ProcessChemicals].[Quantity] DESC

- 9. After you have provided the basic criteria for your query, you have up to four ways to limit the selection of records that meet your general selection criteria specified in the **Where** box. They are:

All: If you do not choose one of the other options, All is assumed and Advanced QBE selects any and all records that meet the conditions in the query statement. Keep in mind that using the All predicate may return duplicate information that you do not want to see.

Top: Clicking on the **Top** button allows you to pull up a certain number of records that fall at the top or the bottom of a range specified by an **Order By** clause. When you click on the **Top** button, the adjacent text box becomes activated so you can enter the number of records you want returned.

To get the top 10 of something, simply choose **Top** and enter 10 in the adjacent text box. **NOTE:** If there is no field in the **Order By** box, the query will return an arbitrary set of records, based on the number you chose to return, that satisfy the conditions entered in the Where Clause.

Distinct: Use the **Distinct** button when you want to omit records that contain duplicate data in your selected data fields. To be included in the results of the query, the values for each field listed in the **Selected** list box must be unique.

DistinctRow: Use the **DistinctRow** button when you want to omit data based on entire duplicate records, not just duplicate fields.

By using **Distinct**, **DistinctRow**, or **Top**, your query output is filtered after all other clauses in the query statement.

4.5.3 Write a Custom SQL Query

This topic will be discussed at length in the Production version of this User Manual.

4.6 Perform Ranking

Ranking data will be missing when RMP*Review is initially installed. Initialize the ranking data as follows:

1. Click on **Perform Ranking** at the **RMP*Review Main Menu**.
2. The **Perform Ranking** box (Exhibit X-X) appears.
3. Click the down arrow () of the **Ranking Plans** drop-down combo box. You see a list of DBA-defined ranking definitions that were entered through the RMP*ReviewAdmin application. Select a plan from those displayed.
4. Once a plan is selected, click on **Calculate Scores**. The **Analyzing Data** (Exhibit X-X) window comes up. A box (Exhibit X-X) appears with the message “Local Ranking data updated”. Click **OK**. The calculated scores are returned to RMP*Review and stored. They are viewable when you bring up the **List of Facilities** screen (Section 4.1).

NOTE: If you wish to display the results of a different ranking plan, repeat Steps 3 and 4 above.

5.0 TROUBLESHOOTING

While using the RMP*Review System, you may experience an abnormal situation (e.g., you receive an error message) for which you need an immediate remedy. The purpose of this section is to present as many troubleshooting scenarios as possible along with suggested solutions to get you back on track. If the suggested solutions are not the answer to your situation, contact EPA’s Reporting Center at (703) 816-4434.

To use this table efficiently, go to the table section whose heading matches the RMP*Review System component in which you are experiencing difficulty (RMP*ReviewAdmin, RMP*Review Data, or RMP*Review). (This section will be expanded in the Production version of this User Manual.)

Troubleshooting RMP*ReviewAdmin	
<i>Situation</i>	<i>Suggested Solution</i>
1. When renaming the compressed state RMP data files during the state download to the required naming convention (statename)dBase.zip (e.g., MDdBase.zip), the download process appends “.inf” to the end of the filename (e.g., MDdBase.zip.inf).	From the Windows Explorer menu, click View, Options, File Types . Scroll through the file types until you find Setup Information . Select it and click the Edit button. Uncheck the Always Show Extension check box.
2. During the Import step, I receive an error message that the “.dbf” files cannot be found.	Most likely, the unzip step failed. Check the following: <p style="margin-left: 40px;">The pkunzip.exe file should be in the folder where the application was installed (e.g., c:\Program Files\RMP Review Admin).</p> <p style="margin-left: 40px;">You are entering the correct unzip password during the unzip step.</p> <p style="margin-left: 40px;">The destination drive has enough space available for the expanded state data files you want.</p>

Troubleshooting RMP* Review Data	
<i>Situation</i>	<i>Suggested Solution</i>

Troubleshooting RMP¹ Review	
<i>Situation</i>	<i>Suggested Solution</i>

APPENDIX A

RMP*ReviewAdmin Screens

(This appendix will be complete in the Production version of this User Manual.)



Exhibit A-1. RMP*ReviewAdmin Welcome Screen

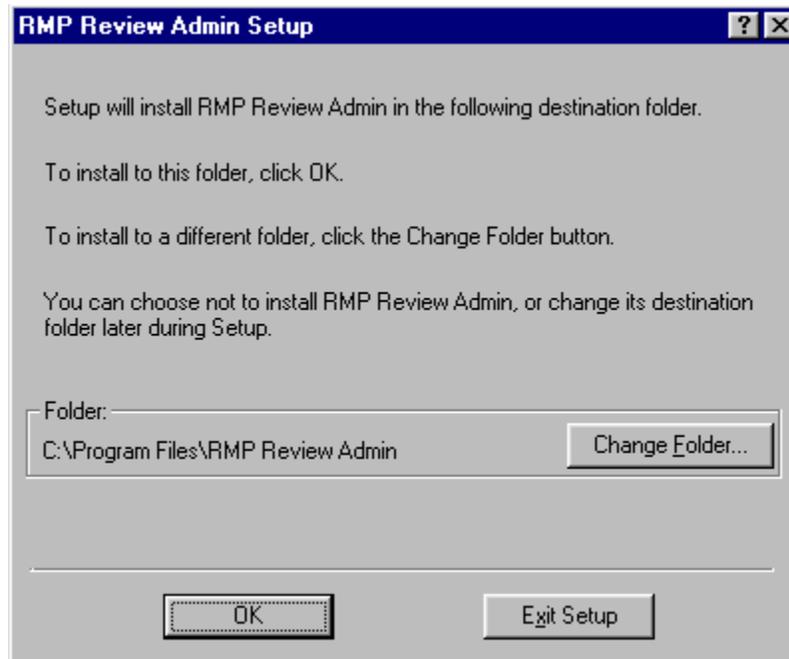


Exhibit A-2. RMP*ReviewAdmin Destination Folder Screen

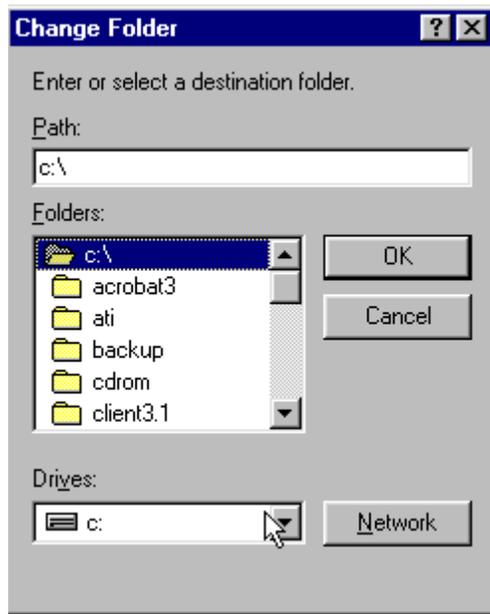


Exhibit A-3. RMP*ReviewAdmin Change Folder Screen

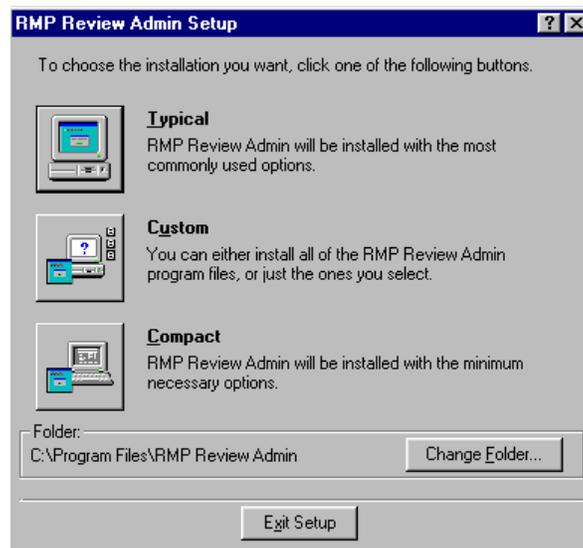


Exhibit A-4. RMP*ReviewAdmin Choose Installation Screen

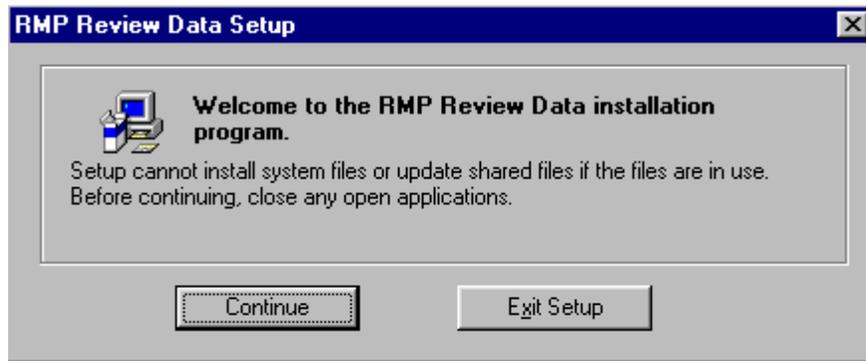


Exhibit A-5. RMP*Review Data Welcome Screen



Exhibit A-6. RMP*Review Data Destination Folder Screen

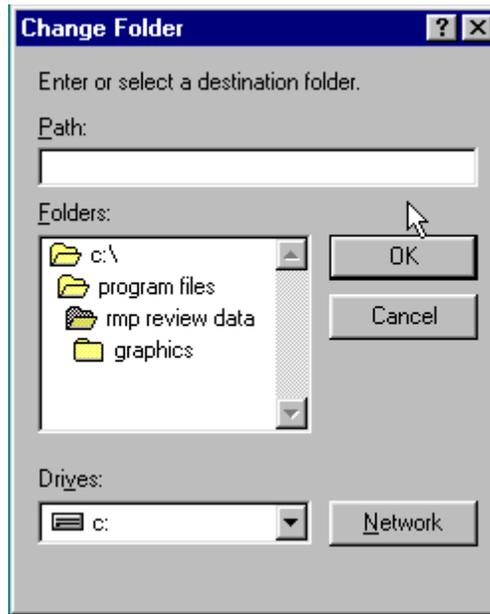


Exhibit A-7. RMP*Review Data Change Folder Screen

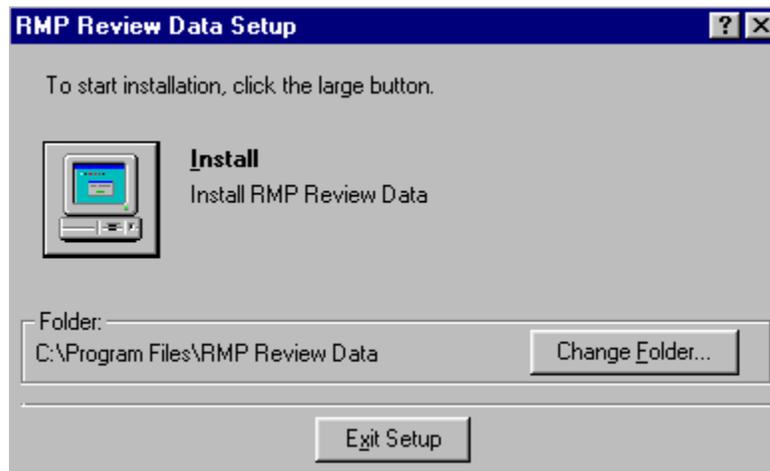


Exhibit A-8. RMP*Review Start Installation Screen



Exhibit A-9. RMP*Review Welcome Screen

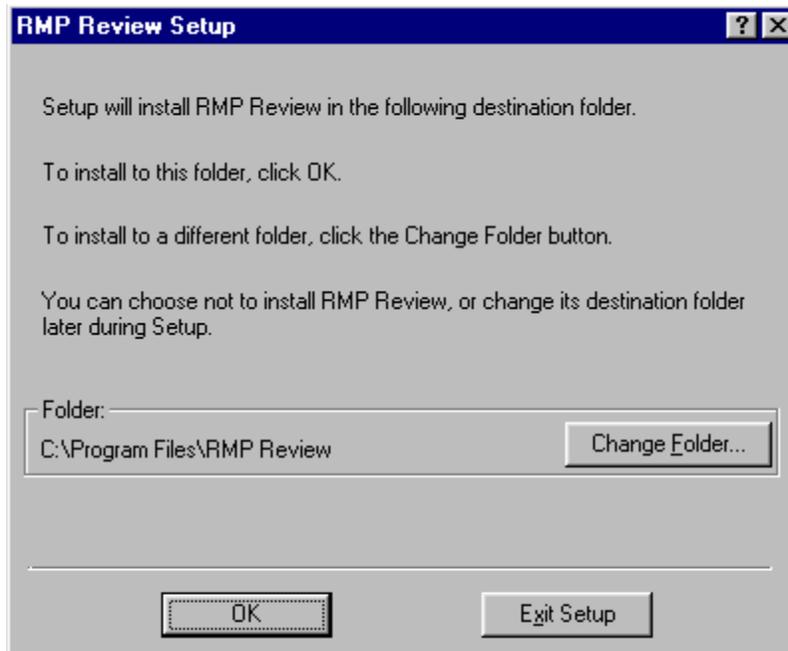


Exhibit A-10. RMP*Review Destination Folder Screen

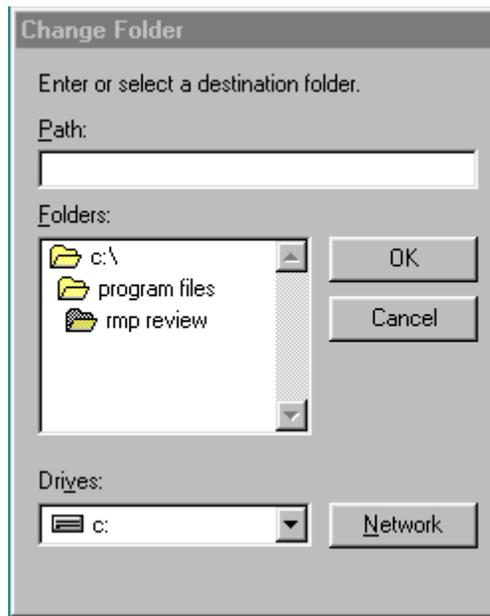


Exhibit A-11. RMP*Review Change Folder Screen



Exhibit A-12. RMP*Review Install Screen

APPENDIX B

RMP*Review Screens

(This appendix will be complete in the Production version of this User Manual.)

APPENDIX C

Navigation Shortcut Keys

The following list describes keys used to navigate within RMP*Review System screens and sub-screens.

To navigate between sections of a screen:

Press	To
F6	Cycle forward through the header, detail section, and footer of a screen. For computers attached to Novell servers, this key may be disabled.
Shift+F6	Cycle back through the footer, detail section, and header of a screen.

To navigate in screens with more than one page:

Press	To
Page Down	Move down one page. At end of record, moves to top of next record.
Page Up	Move up one page. At top of record, moves to top of previous record.

To switch between modes:

Press	To
F2	Switch between editing mode (with insertion point displayed) and navigation mode

To navigate between fields and records (in navigation mode):

Press	To
Tab, Right Arrow, or Enter	Move to the next field. NOTE: The Enter key will behave differently if you have changed the default using the View menu Options command.

Ctrl+Tab	Exit the sub-screen and move to the next field in the master screen; if not in a sub-screen, move to the next field.
Shift+Tab	Move to the previous field.
Ctrl+Shift+Tab	Exit the sub-screen and move to the previous field in the Master screen; if not in a sub-screen, move to the previous field.
Ctrl+Shift+Home	Move to the first field in the master screen.
End	Move to the last field in the current record.
Ctrl+End	Move to the last field in the last record.
Home	Move to the first field in the current record.
Ctrl+Home	Move to the first field in the first record.
Ctrl+Page Down	Move to the current field in the next record.
Ctrl+Page Up	Move to the current field in the previous record.

To navigate in a combo box or list box:

Press	To
F4 or Alt+Down Arrow	Open a combo box or list box.
Down Arrow	Move down one line.
Page Down	Move down one set of values.
Up Arrow	Move up one line.
Page Up	Move up one set of values.
Tab	To exit the box.

To navigate in a text box:

Press	To
Down Arrow	Move down one line.
Up Arrow	Move up one line.
End	Move to the end of the current line.
Ctrl+End	Move to the end of the last line.
Home	Move to the beginning of the current line.
Ctrl+Home	Move to the beginning of the first line.

APPENDIX D

Acronyms

CPU	Central Processing Unit
CD	Compact Disk
DBA	Database Administrator
EPA	Environmental Protection Agency
HQ	Headquarters
HP	Hewlett Packard
HTML	Hypertext Markup Language
IP	Internet Protocol
LAN	Local Area Network
LEPC	Local Emergency Planning Committees
MB	Megabytes
MS	Microsoft
NAICS	North American Industrial Classification System
OCA	Off-Site Consequence Analysis
PC	Personal Computer
QBE	Query By Example
QBF	Query By Form
RAM	Random Access Memory
RMP	Risk Management Plan
SQL	Structured Query Language
SRMP	Systems for Risk Management Plans
SVGA	Super Video Graphics Adapter
URL	Universal Resource Locator

APPENDIX E

Disk Space Requirements for Individual State Database Files

The following table provides the DBA with the estimated disk space required for downloading the individual state RMP dBases from the Web. (These figures are for the Beta delivery only. Disk space requirements could change

State Code	dbf files Zipped	dbf files Unzipped	Access Database	Graphics files
AK	132 KB	1,560 KB	1,316 KB	0 KB
AL	1,620 KB	6,286 KB	5,754 KB	912 KB
AR	570 KB	4,497 KB	4,750 KB	0 KB
AS	72 KB	1,170 KB	946 KB	0 KB
AZ	2,797 KB	5,401 KB	2,762 KB	2.46 MB
CA	4,359 KB	20,501 KB	22,648 KB	1.58 MB
CO	708 KB	4,785 KB	5,158 KB	104 KB
CT	1,883 KB	3,876 KB	2,054 KB	1.69 MB
DC	81 KB	1,223 KB	980 KB	0 KB
DE	195 KB	1,867 KB	1,734 KB	0 KB
FL	1,277 KB	10,209 KB	11,376 KB	0 KB
GA	1,882 KB	7,708 KB	7,028 KB	991 KB
GU	74 KB	1,177 KB	946 KB	0 KB
HI	138 KB	1,652 KB	1,378 KB	0 KB
IA	1,158 KB	12,657 KB	12,830 KB	0 KB
ID	437 KB	2,483 KB	2,296 KB	188 KB
IL	4,114 KB	17,157 KB	14,190 KB	2.65 MB
IN	4,122 KB	12,066 KB	8,546 KB	3.47 MB
KS	1,682 KB	10,911 KB	8,808 KB	770 KB
KY	2,514 KB	7,049 KB	5,364 KB	1.89 MB
LA	2,538 KB	10,828 KB	10,470 KB	1.23 MB

State Code	dbf files Zipped	dbf files Unzipped	Access Database	Graphics files
MA	291 KB	2,559 KB	2,304 KB	0 KB
MD	368 KB	3,085 KB	3,054 KB	0 KB
ME	166 KB	1,739 KB	1,588 KB	0 KB
MI	3,596 KB	8,612 KB	5,834 KB	2.94 MB
MN	1,226 KB	9,105 KB	9,044 KB	305 KB
MO	1,180 KB	6,623 KB	6,096 KB	500 KB
MS	496 KB	4,146 KB	4,396 KB	3.94 KB
MT	262 KB	2,828 KB	2,648 KB	0 KB
NC	1,260 KB	6,692 KB	6,322 KB	488 KB
ND	450 KB	5,027 KB	4,610 KB	0 KB
NE	830 KB	9,100 KB	9,802 KB	0 KB
NH	119 KB	1,459 KB	1,218 KB	0 KB
NJ	437 KB	3,220 KB	3,300 KB	0 KB
NM	308 KB	2,632 KB	2,834 KB	0 KB
NV	190 KB	1,791 KB	1,698 KB	0 KB
NY	609 KB	4,743 KB	4,932 KB	0 KB
OH	4,698 KB	12,942 KB	9,928 KB	3.51 MB
OK	5,156 KB	11,437 KB	7,824 KB	4.32 MB
OR	699 KB	3,630 KB	3,378 KB	290 KB
PA	1,640 KB	8,364 KB	8,376 KB	536 KB
PR	1,255 KB	4,090 KB	2,886 KB	1.07 MB
RI	357 KB	1,934 KB	1,424 KB	337 KB
SC	954 KB	5,420 KB	5,268 KB	413 KB

State Code	dbf files Zipped	dbf files Unzipped	Access Database	Graphics files
SD	1,204 KB	3,765 KB	2,236 KB	1.06 MB
TN	1,507 KB	5,961 KB	5,242 KB	948 KB
TX	10,114 KB	33,696 KB	30,970 KB	6.80 MB
UT	308 KB	2,509 KB	2,552 KB	16.3 KB
VA	499 KB	3,925 KB	3,874 KB	0 KB
VI	86 KB	1,305 KB	988 KB	0 KB
VT	98 KB	1,295 KB	1,118 KB	0 KB
WA	2,168 KB	6,662 KB	5,128 KB	1.56 MB
WI	810 KB	5,682 KB	5,248 KB	154 KB
WV	520 KB	3,242 KB	2,908 KB	117 KB
WY	301 KB	2,832 KB	3,466 KB	0 KB

APPENDIX F

RMP*ReviewAdmin Rank and Scoring Example

(This appendix will be complete in the Production version of this User Manual.)

The following paragraphs describe how the scoring system from Appendix F, Table 2, of the *Audit Draft Guidance* document would be implemented using the Rank and Scoring functionality of RMP*ReviewAdmin. Please note that the RMP*ReviewAdmin Rank and Scoring function has limitations because users may only specify numerical criteria. As a result, filtering of the data point specified for Criterion 1 in Table 2 is not possible so the example given here is a substitute that **does not** produce the desired score.

Table 2 from the *Audit Draft Guidance* document is reproduced in the following table:

Criterion	Data Point	Score
(1) Accident history of the source	Chemical release, overpressure, or radiant heat incident within the last 5 years at the stationary source resulting in off-site fatality	10
	Accident within the last 5 years resulting in worker death or injury to off-site person due to chemical exposure, overpressure, or radiant heat in the wake of the release	8
	Accident within the last 5 years resulting in injury of worker(s) due to chemical exposure, radiant heat or overpressure	6
	Accident within the last 5 years resulting in substantial damage to an environmental receptor	4
(2) Quantity of regulated substance(s) present at the source—each regulated substance should contribute to the overall score	Maximum quantity of each regulated substance (should be divided by threshold quantity for resulting score rounded to the closest integer)	Maximum score = 10 for each substance
(3) Impact area	The greatest distance to an endpoint: > 10 miles	10
	5– 10 miles	8
	1 – 5 miles	6
	0.5–1 mile	4
	< 0.5 mile	0
(4) Affected residential population	Residential population within the greatest distance to an endpoint: > 1,000 people	8
	100 -- 1,000 people	6
	< 100 people	4

“Note: If submitted or revised RMP does not contain substantial data necessary to use any of these criteria, the RMP incompleteness may indicate hazard underestimation, and the maximal score should be designated to that criterion.”

Criterion (1): The RMP*ReviewAdmin user must create four (4) criteria to implement the [substitute] criterion as illustrated in the following four figures:

Create Ranking Criteria

Scoring | Ranking

Score Name: Criterion (1) 1 of 4 off-site death

Table Name: Accident History

Field Name: 6.10.a Known off-site impacts: Deaths

Enter from 1 to 4 thresholds and the score to assign if the threshold is exceeded.
IMPORTANT: Enter thresholds/scores from the highest to the lowest values.

	THRESHOLDS	SCORES
1:	0	10
2:		
3:		
4:		

Choose method to score multiple records

Highest value

All values

First Previous Next Last Save New Delete

Create Ranking Criteria

Scoring | Ranking

Score Name: Criterion (1) 2 of 4 off-site hospitalization

Table Name: Accident History

Field Name: 6.10.b Known off-site impacts: Hospitalizations

Enter from 1 to 4 thresholds and the score to assign if the threshold is exceeded.
IMPORTANT: Enter thresholds/scores from the highest to the lowest values.

	THRESHOLDS	SCORES
1:	0	8
2:		
3:		
4:		

Choose method to score multiple records

Highest value

All values

First Previous Next Last Save New Delete

Create Ranking Criteria

Scoring | Ranking

Score Name: Criterion (1) 3 of 4 injury of worker

Table Name: Accident History

Field Name: 6.9.b.i On-site impacts: Injuries: Employees or contractors

Enter from 1 to 4 thresholds and the score to assign if the threshold is exceeded.
IMPORTANT: Enter thresholds/scores from the highest to the lowest values.

	<u>THRESHOLDS</u>	<u>SCORES</u>
1:	0	6
2:		
3:		
4:		

Choose method to score multiple records

Highest value

All values

First Previous Next Last Save New Delete

Create Ranking Criteria

Scoring | Ranking

Score Name: Criterion (1) 4 of 4 (differs from guidance)

Table Name: Accident History

Field Name: 6.10.f Known off-site impacts: Property damage (\$)

Enter from 1 to 4 thresholds and the score to assign if the threshold is exceeded.
IMPORTANT: Enter thresholds/scores from the highest to the lowest values.

	<u>THRESHOLDS</u>	<u>SCORES</u>
1:	0	4
2:		
3:		
4:		

Choose method to score multiple records

Highest value

All values

First Previous Next Last Save New Delete

Criterion (2): This criterion is implemented as a special case in Rank and Scoring as illustrated in the following figure:

Create Ranking Criteria

Scoring | **Ranking**

Score Name Criterion (2) Qty of reg. Substance at the sourcec

Table Name Process: Chemicals

Field Name Maximum quantity of each regulated substance divided by threshold quantity.

**Enter from 1 to 4 thresholds and the score to assign if the threshold is exceeded.
IMPORTANT: Enter thresholds/scores from the highest to the lowest values.**

	THRESHOLDS	SCORES
1:		
2:		
3:		
4:		

Choose method to score multiple records

Highest value

All values

First Previous Next Last Save New Delete

Note that the Thresholds/Scores text boxes and method to score multiple records option group are disabled when you select the special field name “Maximum quantity of each regulated substance divided by threshold quantity.”

Criterion (3): Impact area scoring was implemented by scoring the worst case scenarios for toxic chemicals and flammable substances in the prototype demonstrated in Atlanta. Thus, you should create two criteria to implement Criterion (3) scoring. Only the criteria for toxic chemicals will be provided in this example. The criteria for flammable substances would be the same except for the selected table (and the name of the criteria.)

Note that the five pairs of Thresholds/Scores listed in Table 2 of the draft guidance may be implemented in Ranking and Scoring as four pairs as illustrated in the following figure.

Create Ranking Criteria

Scoring | **Ranking**

Score Name

Table Name

Field Name

Enter from 1 to 4 thresholds and the score to assign if the threshold is exceeded.
IMPORTANT: Enter thresholds/scores from the highest to the lowest values.

	<u>THRESHOLDS</u>	<u>SCORES</u>
1:	<input type="text" value="10"/>	<input type="text" value="10"/>
2:	<input type="text" value="5"/>	<input type="text" value="8"/>
3:	<input type="text" value="1"/>	<input type="text" value="6"/>
4:	<input type="text" value="0.49"/>	<input type="text" value="4"/>

Choose method to score multiple records

Highest value
 All values

Criterion (4): Affected residential population scoring was implemented by scoring the worst case scenarios for toxic chemicals and flammable substances in the prototype demonstrated in Atlanta. Thus, you should create two criteria to implement Criterion (4) scoring. Only the criteria for toxic chemicals will be provided in this example. The criteria for flammable substances would be the same except for the selected table (and the name of the criteria.)

Create Ranking Criteria

Scoring | Ranking

Score Name Criterion (4) Affected residential population

Table Name Toxics: Worst Case Scenarios

Field Name 2.12 Residential population within distance to endpoint

**Enter from 1 to 4 thresholds and the score to assign if the threshold is exceeded.
IMPORTANT: Enter thresholds/scores from the highest to the lowest values.**

	<u>THRESHOLDS</u>	<u>SCORES</u>
1:	1000	8
2:	99	6
3:	0	4
4:		

Choose method to score multiple records

Highest value

All values

First Previous Next Last Save New Delete

Once all criteria have been created, you may move to the Ranking tab of the Ranking and Scoring tabbed dialog to “gather” the multiple criteria into a ranking definition (plan.) The following figure illustrates a ranking definition named “Appendix F, Table 2” containing the criteria created previously.

