U.S. Department of the Interior
Office of the Chief Information Officer

User Guide

Version 3.0

DOI Environmental And Disposal Liability (EDL) Reporting System

Developed by OCIO
Service Delivery Division

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EXECUTIVE SUMMARY

The Department of the Interior (Department) – composed of multiple Bureaus and Offices, must identify, address, and respond to Environmental and Disposal Liability issues on a diverse landscape of real property Sites and properties. Accurate financial reporting and effective managerial controls are imperative. The **Environmental and Disposal Liability (EDL) System** was designed to help the Office of Policy, Management, and Budget's (PMB's) Office of Environmental Policy and Compliance (OEPC) and Office of Financial Management (PFM) comply with federal laws and regulations in the areas of management and financial responsibility.

The Environmental and Disposal Liability (EDL) System is an element of the Department's annual financial report. This web-based database application will permit the DOI to identify its environmental liabilities and to record changes in those liabilities. Tracking EDLs to address environmental needs at the Departmental, bureau and field office levels is integral to the effective implementation of the Department's Environmental Management System. The flexibility, defined forms and distributed nature of this system will enhance consistency and management oversight of EDL data. Additionally, this application will allow the Department to address in part the two areas of concern involving environmental liabilities identified by the Department's auditors, KPMG in the Department's FY 2003 PAR: 1) controls and 2) training.

APPLICATION OVERVIEW

The **Environmental and Disposal Liability (EDL) System** services DOI bureaus, offices and field personnel (as permitted by law and court order) involved in evaluating, reviewing, and tracking EDLs. The **EDL System** allows DOI bureaus to consistently apply and document environmental liability policies.

Application features of the **EDL Reporting System** are as follows:

- The system allows authorized users to add and update EDL data from a web browser and allows for data review and approval by authorized personnel.
- The system allows authorized users to provide estimated cleanup costs and shared liability estimates (if applicable) for each EDL Site.
- The system requires authorized users to specify the governing laws or regulations that support identifying the Site as an EDL.
- The system allows authorized users to remove a Site that was previously identified as an EDL if that liability has been addressed.
- The system allows authorized users to restore a Site that was previously removed from the inventory of EDLs.
- The system allows the ability to Search for EDL Sites by bureau, fiscal year, state, region, Site code, shared liability, total estimated costs, by law or regulation, Site name, and (or) incurrence of future cleanup cost.
- The system allows authorized designated System and Super Administrator users to add and update all associated reference table data.
- The system requires a valid username and password for entry. Also the system must encrypt all application data transferred between web pages using Secure Socket Layer (SSL).
- The system allows role assignment for users to restrict and to permit data access to information.
- The system provides on-line user registration.
- The system routes EDL information for review and approval.

- The system allows for reviewers and the approver to unroute Sites that require additional edits, and provides email notification to the originator, reviewers, and the Bureau Administrator when a Site is unrouted.
- The system provides audit trails and status reports of EDL information.
- The system provides an on-line help utility.
- The system provides the ability to execute and view on-line standard reports.

APPLICATION FEATURES

The Department of the Interior's benefits of using the **EDL System** are:

- Increase cooperative and inclusive efforts across DOI bureaus and offices,
- Provide a consolidated central repository for the EDL Reporting System,
- Reduce the cycle time to delivery,
- Implement common processes and best practices for the tracking and control of editing Sites, Reviews and Approvals/Denials,
- Maintain a clear history of each Site,
- Distribute the burden of data collection among responsible parties, increase the reuse of data and reduce the overall effort required by staff to maintain system data,
- Document Site information and cleanup progress,
- Record cost estimates, and
- Document liability information.

APPLICATION PLATFORM

The **EDL System** application runs on the following platform:

- Oracle 12c
- MS Windows 2008
- Apache Tomcat
- ColdFusion 10

USER ACCESS

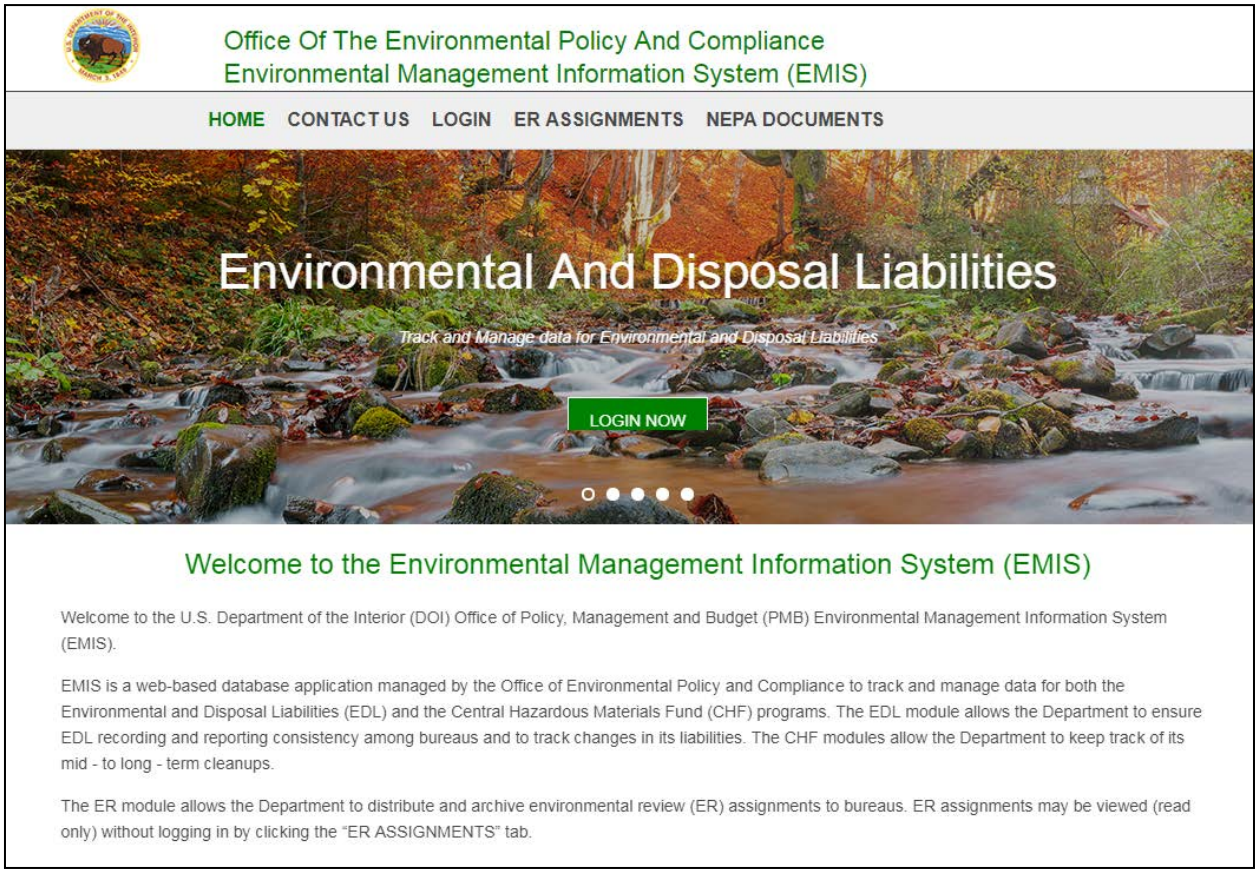
To access the **EDL System** the user must have access to DOI's Intranet server. Many offices do not have direct access to the Intranet server but can access it through the World Wide Web with an Internet Service Provider (ISP) and Internet client software (a browser) with valid login information. The user should contact his office's Information Technology (IT) personnel if he is not able to access the DOI Intranet server. Once on-line, the user inputs the **EDL Reporting System** Universal Resource Locator (URL) http://ecl.doi.gov into the browser to access the application. A valid User Name and password are required. Additionally, all transmissions between the user and the system use additional security layers that protect the information from third party tampering.

User privileges are designed around EDL Reporting System processing rules.
"Privileged" user categories include basic users and the System Administrator.

This portion of the **EDL System User Guide** will walk you through all the features of the system including how to:

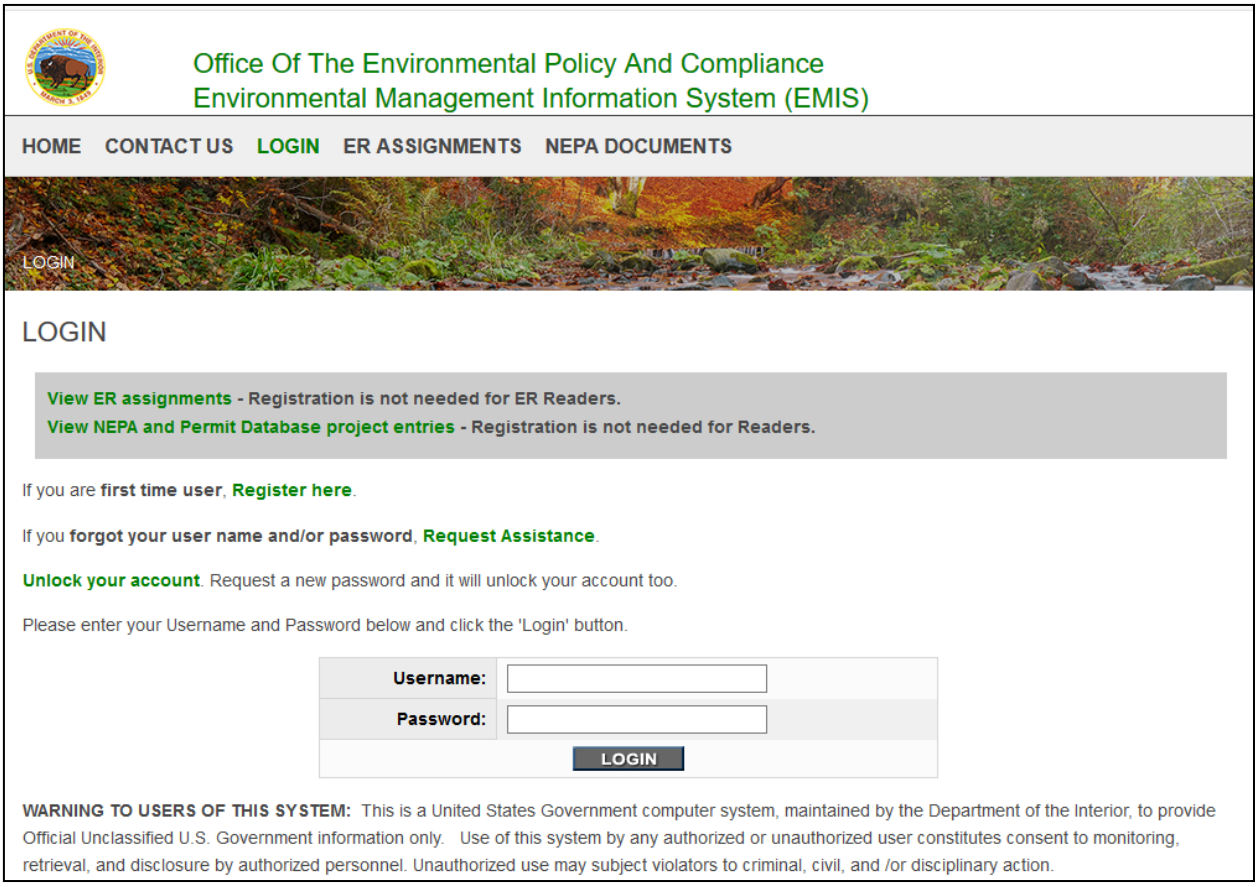
- Register, set up a username and password, and login to the application;
- Create, edit, route, and review EDL Sites;
- Approve or Reject;
- Generate, view and print reports; and
- If you are a System Administrator (Sys Admin), you can learn how to administer this application.

Specifically, this guide will help you complete the required fields as well as help you understand the processes employed in the EDL System. You should be familiar with web-based applications and know how to use a web browser. Upon entry to the website, the HOME page will be displayed (the opening URL is: http://ecl.doi.gov). The HOME page is informative only. To enter the system, click on the LOGIN tab.



LOGIN

After clicking the LOGIN NOW tab, enter your Username and Password, and then click on the LOGIN button. If you do not have a Username and Password, please click on the Register Here link and follow the instructions. If you have forgotten your user name or password or your account is locked, please click on the Request Assistance link.

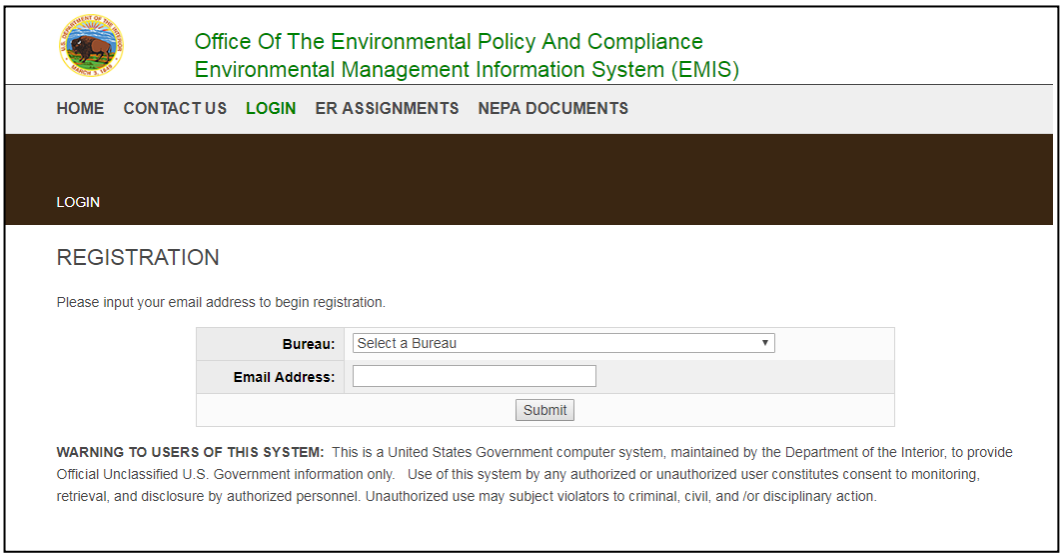


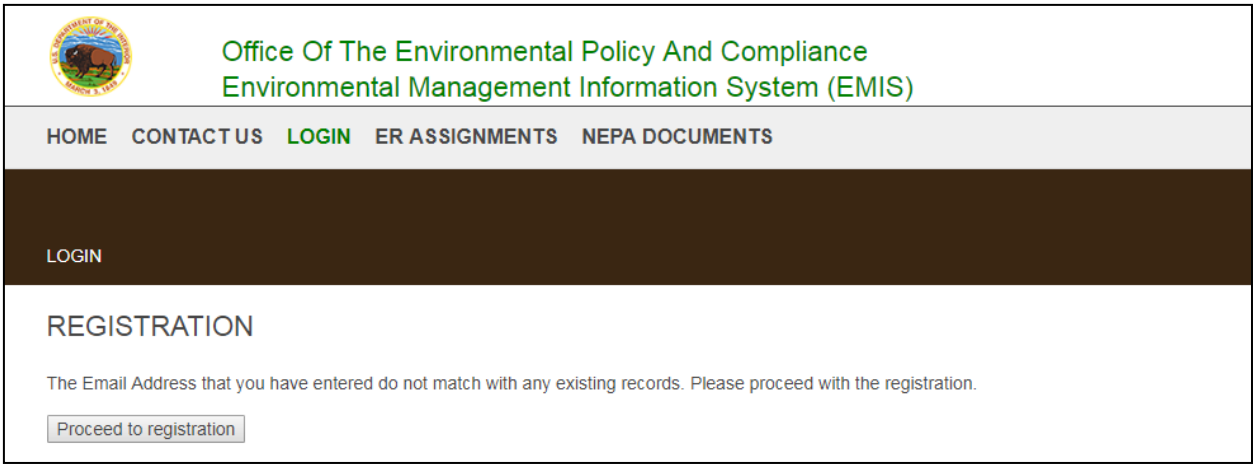
USER REGISTRATION

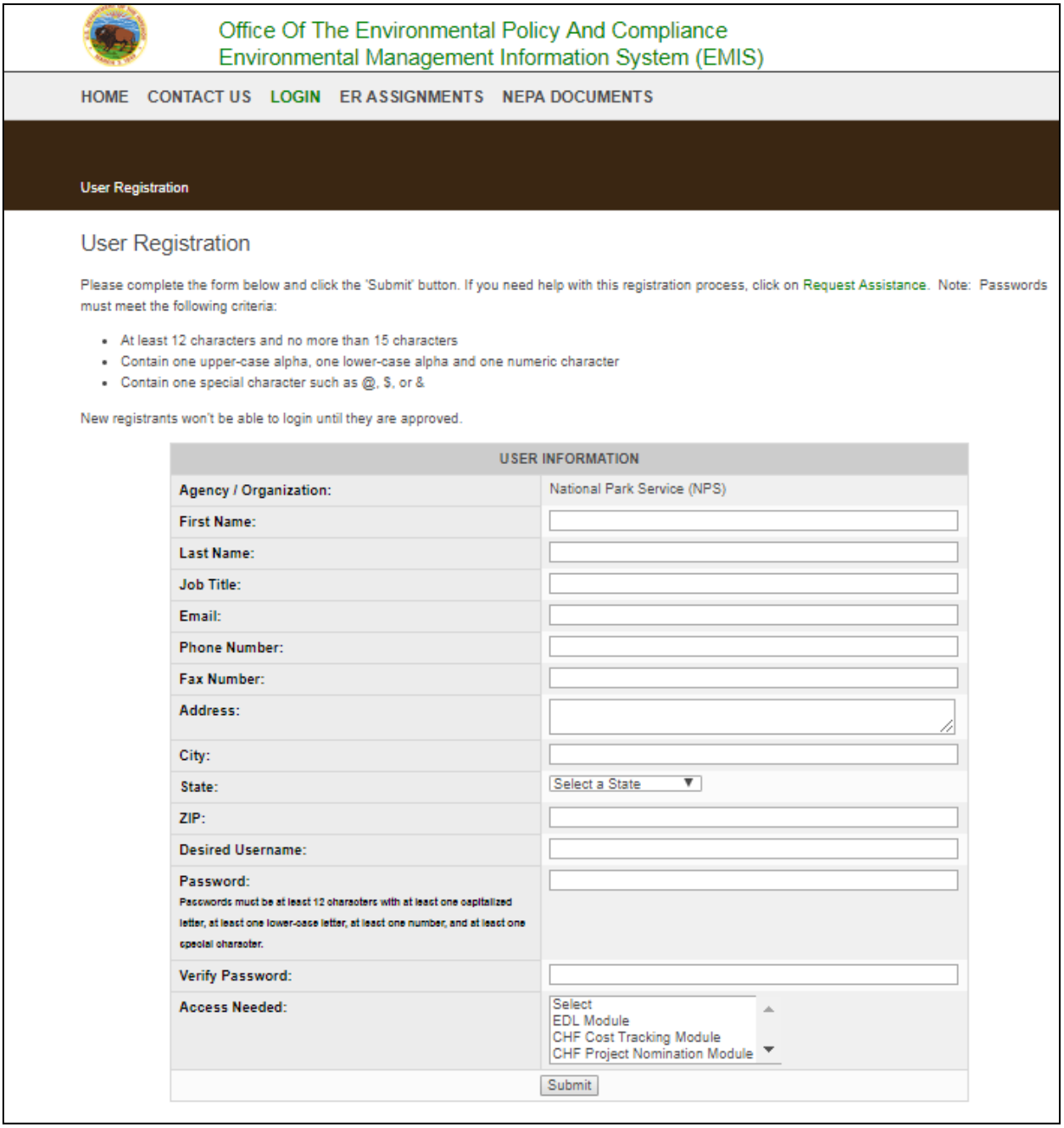
If you are a first-time user and do not have a Username and Password, please click on the Register Here link from the LOGIN page. The user registration form will be displayed with all required fields. Select your Bureau from the drop-down list and input your email address. System will check if user already has an account in the system. If the account does not exist, user will be directed to the registration page. Provide your first name, last name, job title, email, phone number, fax number, address, city, state and zip. Enter your desired Username and your password twice for verification. Be sure your password meets the required criteria. Select the type of access needed from the drop-down menu. Click on the Submit button.

Based on the Access needed, user will be required to select region, facility and project information on the following page. Select your region from the Bureau drop down list. You can select All Regions if you want access to all the regions. Click on the Submit button. Select regional if you want access at the region level and bureau if you want access at the bureau level. Users with regional access can edit data only for the region selected and users with bureau access can edit data for the whole bureau.

Once the registration is complete, the user will receive an email confirming receipt of their registration request. However, the user will not be able to login until the registration is approved by the Bureau Administrator or Super Administrator. Once the registration is approved, the user will again receive an email notifying of their access approval.

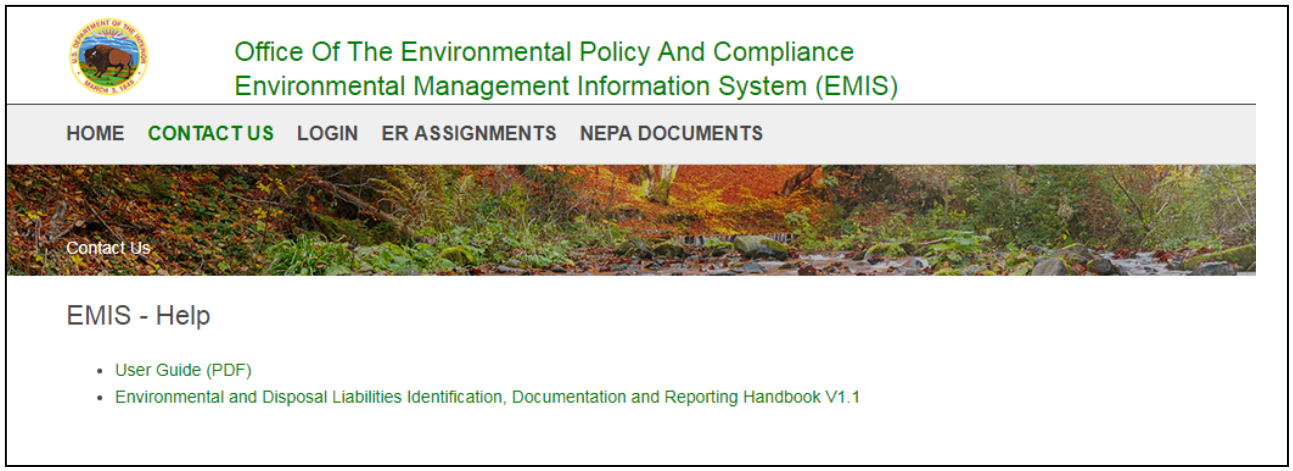



Office Of The Environmental Policy And Compliance
Environmental Management Information System (EMIS)
HOME CONTACT US LOGIN ER ASSIGNMENTS NEPA DOCUMENTS
LOGIN
REGISTRATION
The Email Address that you have entered do not match with any existing records. Please proceed with the registration.
Proceed to registration


Office Of The Environmental Policy And Compliance
Environmental Management Information System (EMIS)
HOME CONTACT US LOGIN ER ASSIGNMENTS NEPA DOCUMENTS
User Registration
User Registration
Please complete the form below and click the 'Submit' button. If you need help with this registration process, click on Request Assistance. Note: Passwords must meet the following criteria:
At least 12 characters and no more than 15 characters
Contain one upper-case alpha, one lower-case alpha and one numeric character
Contain one special character such as @, $, or &
New registrants won't be able to login until they are approved.
USER INFORMATION
Agency / Organization:
National Park Service (NPS)
First Name:
Last Name:
Job Title:
Email:
Phone Number:
Fax Number:
Address:
City:
State:
Select a State
ZIP:
Desired Username:
Password:
Passwords must be at least 12 characters with at least one capitalized letter, at least one lower-case letter, at least one number, and at least one special character.
Verify Password:
Access Needed:
Select
EDL Module
CHF Cost Tracking Module
CHF Project Nomination Module
Submit

GETTING HELP

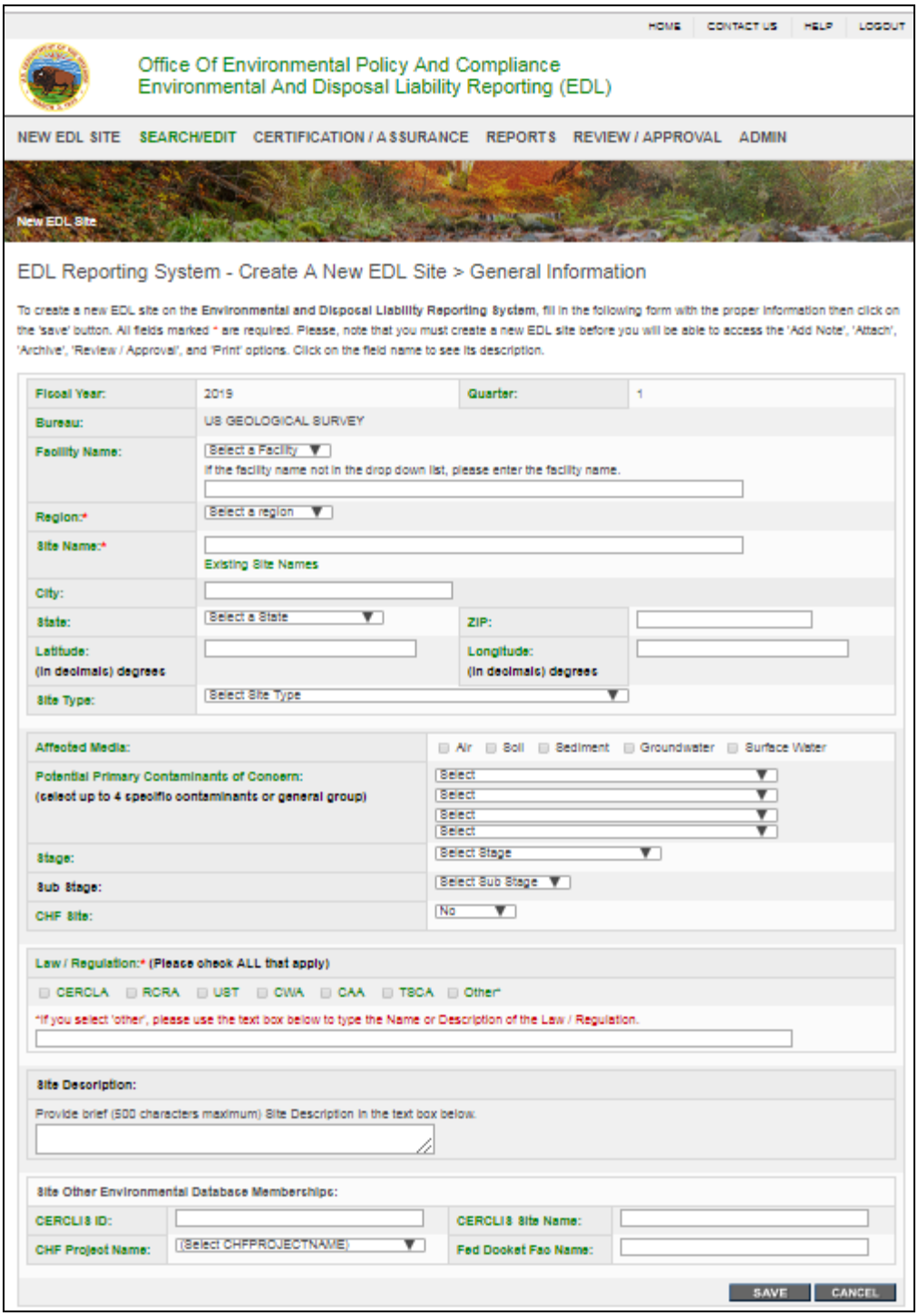
Help is always available online by clicking on the HELP tab at the top of the page. Help has links to the User Guide (PDF) and the Environmental and Disposal Liabilities Identification, Documentation and Reporting Handbook V1.1.



CREATING A NEW EDL SITE

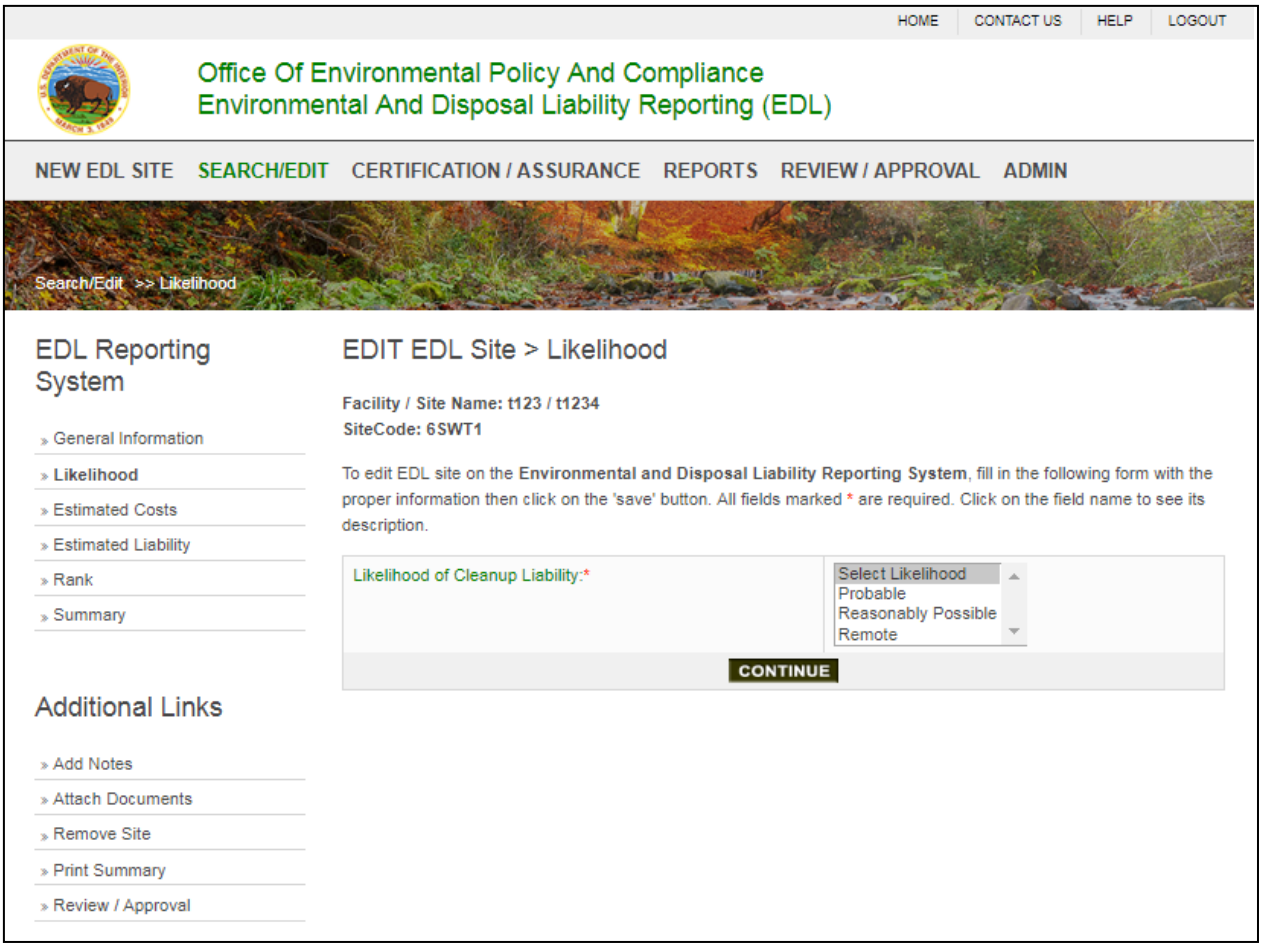
To create a new EDL Site, click the NEW EDL SITE tab and complete the fields listed. Click the SAVE button. All fields marked * are required. Please, note that you must create a new EDL site before you will be able to access the 'Add Note', 'Attach', 'Archive', 'Review / Approval', and 'Print' options. Click on the field name to see its description. To view a detailed description of each data entry field, click on the field name; the definition will be displayed in a separate window. The Bureau is identified by the system as the user logs in. The Fiscal Year and Qtr are also identified by the system. Choose the Facility Name (if applicable) from the drop down menu. When the user selects a facility from the drop down menu, the appropriate Region and State will be automatically set to avoid errors. The user will document site information pertinent to the cleanup, such as Site Type (e.g., Landfill), a brief Site Description, the Potential Primary Contaminants of Concern and the Affected Media, and the Stage of the cleanup to document the cleanup progress.

The complete list of the data entry fields and definitions can also be found at the Definitions Help Document in Appendix A of this User Guide.

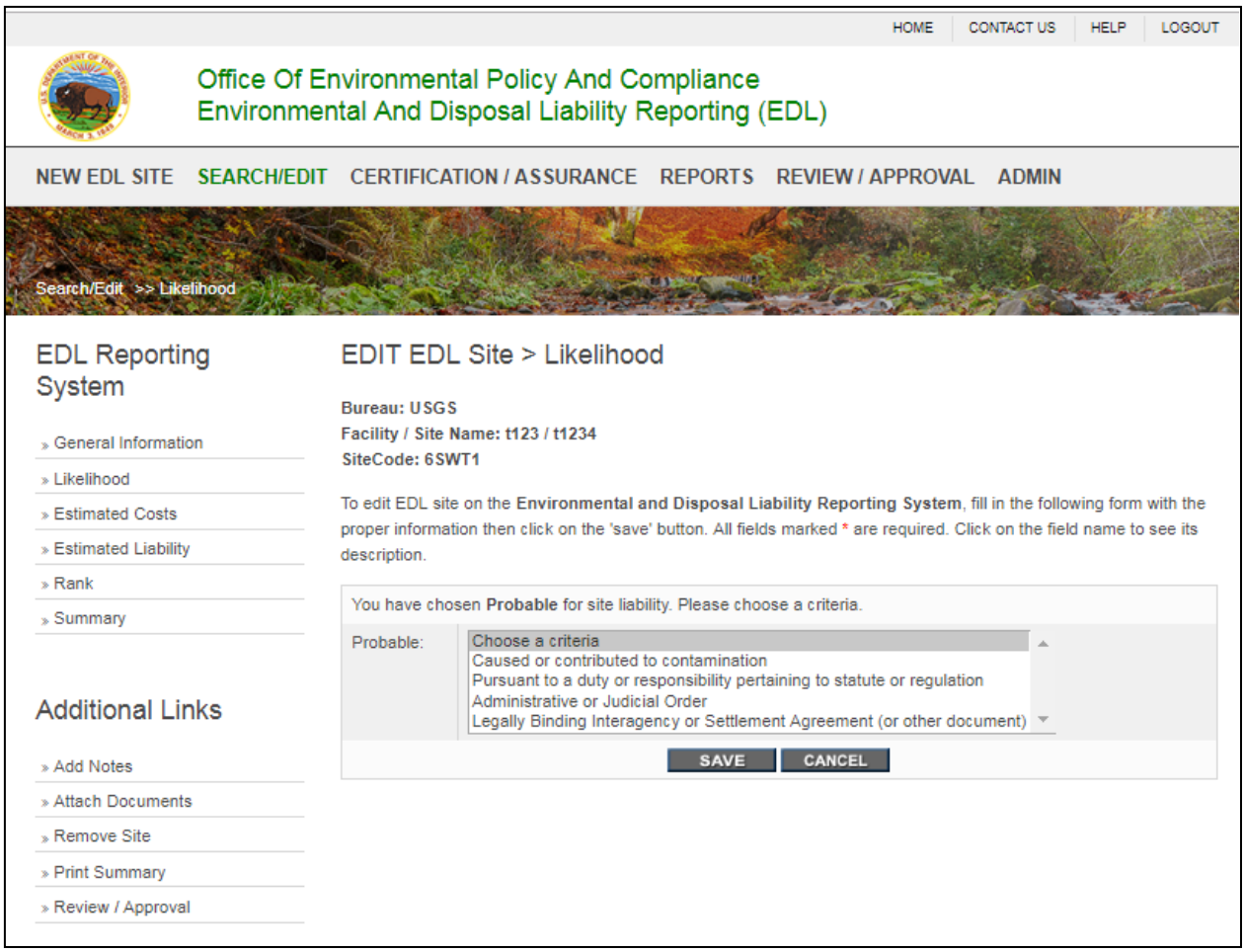

HOME
CONTACT US
HELP
LOGOUT
Office Of Environmental Policy And Compliance
Environmental And Disposal Liability Reporting (EDL)
NEW EDL SITE
SEARCH/EDIT
CERTIFICATION / ASSURANCE
REPORTS
REVIEW / APPROVAL
ADMIN
New EDL Site
EDL Reporting System - Create A New EDL Site > General Information
To create a new EDL site on the Environmental and Disposal Liability Reporting System, fill in the following form with the proper information then click on the 'save' button. All fields marked * are required. Please, note that you must create a new EDL site before you will be able to access the 'Add Note', 'Attach', 'Archive', 'Review / Approval', and 'Print' options. Click on the field name to see its description.
Fiscal Year:
2019
Quarter:
1
Bureau:
US GEOLOGICAL SURVEY
Facility Name:
Select a Facility
If the facility name not in the drop down list, please enter the facility name.
Region:*
Select a region
Site Name:*
Existing Site Names
City:
State:
Select a State
ZIP:
Latitude:
(in decimals) degrees
Longitude:
(in decimals) degrees
Site Type:
Select Site Type
Affected Media:
Air
Soil
Sediment
Groundwater
Surface Water
Potential Primary Contaminants of Concern:
(select up to 4 specific contaminants or general group)
Select
Stage:
Select Stage
Sub Stage:
Select Sub Stage
CHF Site:
No
Law / Regulation:* (Please check ALL that apply)
CERCLA
RCRA
UST
CWA
CAA
TSCA
Other*
*If you select 'other', please use the text box below to type the Name or Description of the Law / Regulation.
Site Description:
Provide brief (500 characters maximum) Site Description in the text box below:
Site Other Environmental Database Memberships:
CERCLIS ID:
CERCLIS Site Name:
CHF Project Name:
(Select CHFPROJECTNAME)
Fed Docket Fac Name:
SAVE
CANCEL

ADDING LIKELIHOOD

The user must select the likelihood of cleanup liability from the drop down menu. The user must click on the CONTINUE button to complete the likelihood.

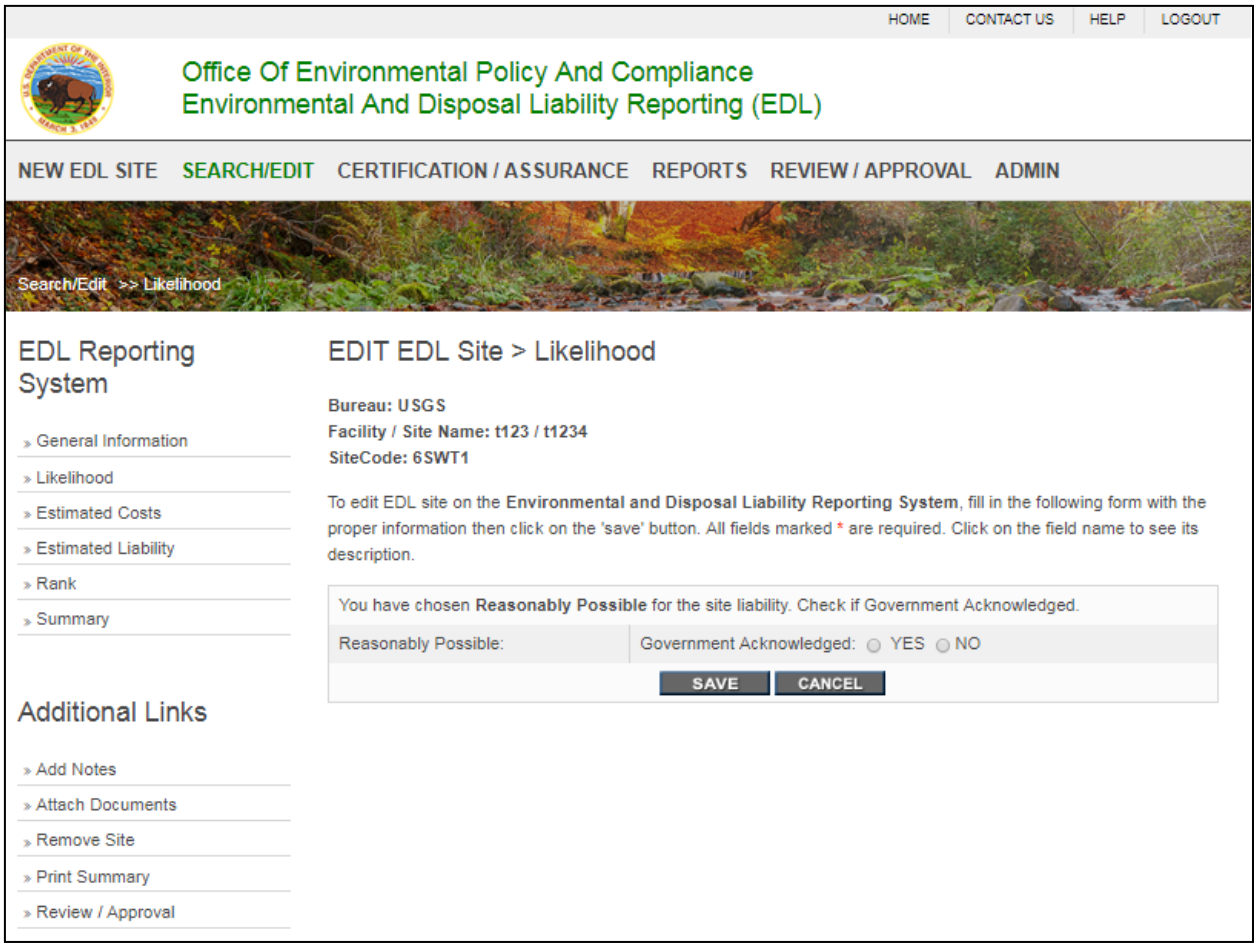


If the likelihood is Probable, the user must select criteria from the drop-down list.



If the likelihood is Reasonably Possible or Remote, the user must select if the site is Government Acknowledged.

The user can click on the SAVE button at the bottom or any other tab to save data. If user chooses Save, the user will be directed to the next tab (Estimated costs).



ADDING ESTIMATED COSTS

After creating the new Site, you can add the Estimated Costs to cleanup this Site. When you have completed the fields below, please click the SAVE button. To view a detailed description of each data entry field, click on the field name; the definition will be displayed in a separate window. If the costs are not estimable at this time, user must check the box for Costs Not Estimable. The user will be required to select a reason why the Costs are Not Estimable.

If a cost estimate has been developed, user will be asked to document the date (in month and year) the estimate was developed and document the cost estimate as the total cleanup cost (cleanup) or as cleanup sub-activities (i.e., costs for study, cleanup, LTM or other).

User can check the box to apply inflation to the estimated costs. System will automatically calculate the new costs by using the inflation factor provided by the department. Inflation must be applied by end of QTR1. Once the inflation I applied, system will display the message that inflation has been applied.

If the costs for study, cleanup, LTM & other are estimated as a single amount (not a range of potential costs), then the upper costs will be recorded the same as lower costs. If a range of potential costs is developed, both lower and upper costs are recorded, and the upper costs should be more than lower costs. If other costs are estimated, the user will be asked to give an explanation of the other costs. The user will also document the Planned and Actual completion date (in fiscal year [FY]) of the cleanup action.

The user will be asked to provide a Source of the Cost Estimate (the cost estimating method used to develop the cost estimate). If 'other' is selected for the source, the user will be asked to give explanation. Previous cost estimates for the site are displayed at the bottom of the page. All the cost estimates can be viewed by clicking the All Cost Estimates link.

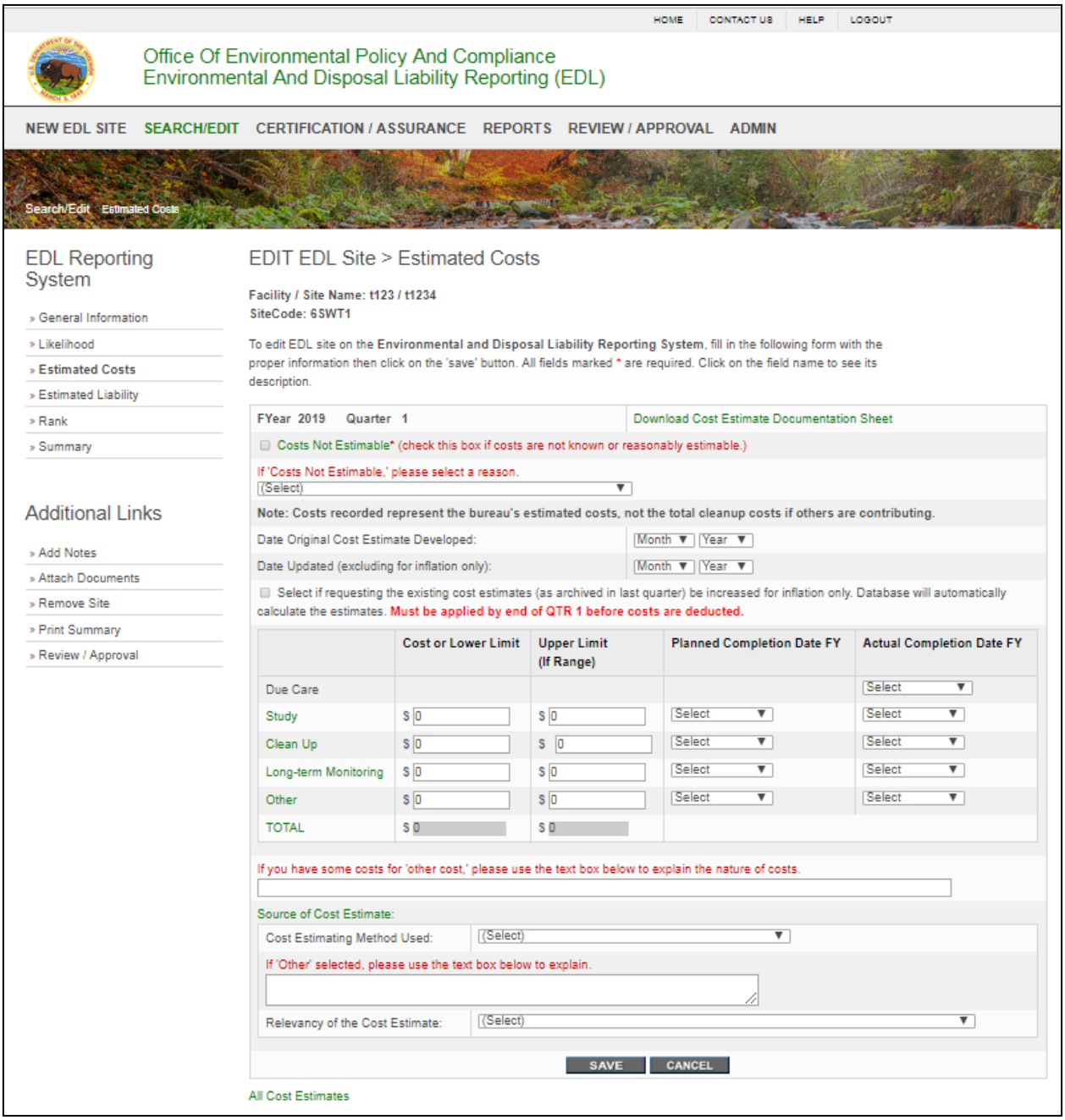
The user can download a cost estimate documentation sheet by clicking the Download Cost Estimate Documentation Sheet link. The sheet, in Excel format, will open on the

user's computer, and can be saved for use when developing a cost estimate for cleanup at the EDL Site.

The User can click on the SAVE button at the bottom to save data.

The Amount Recognized, the lower limit of the Amount Estimated Loss and upper limit of the Amount Estimated Loss are calculated as follows:

Likelihood	Amount Recognized =	Amount Estimated Loss LL =	Amount Estimated Loss UL =
Remote	**0**	**0**	**0**
Reasonably Possible	**0**	**Total LL +**	**Total UL +**
Probable	**Total LL**	**Total LL**	**Total UL**


HOME
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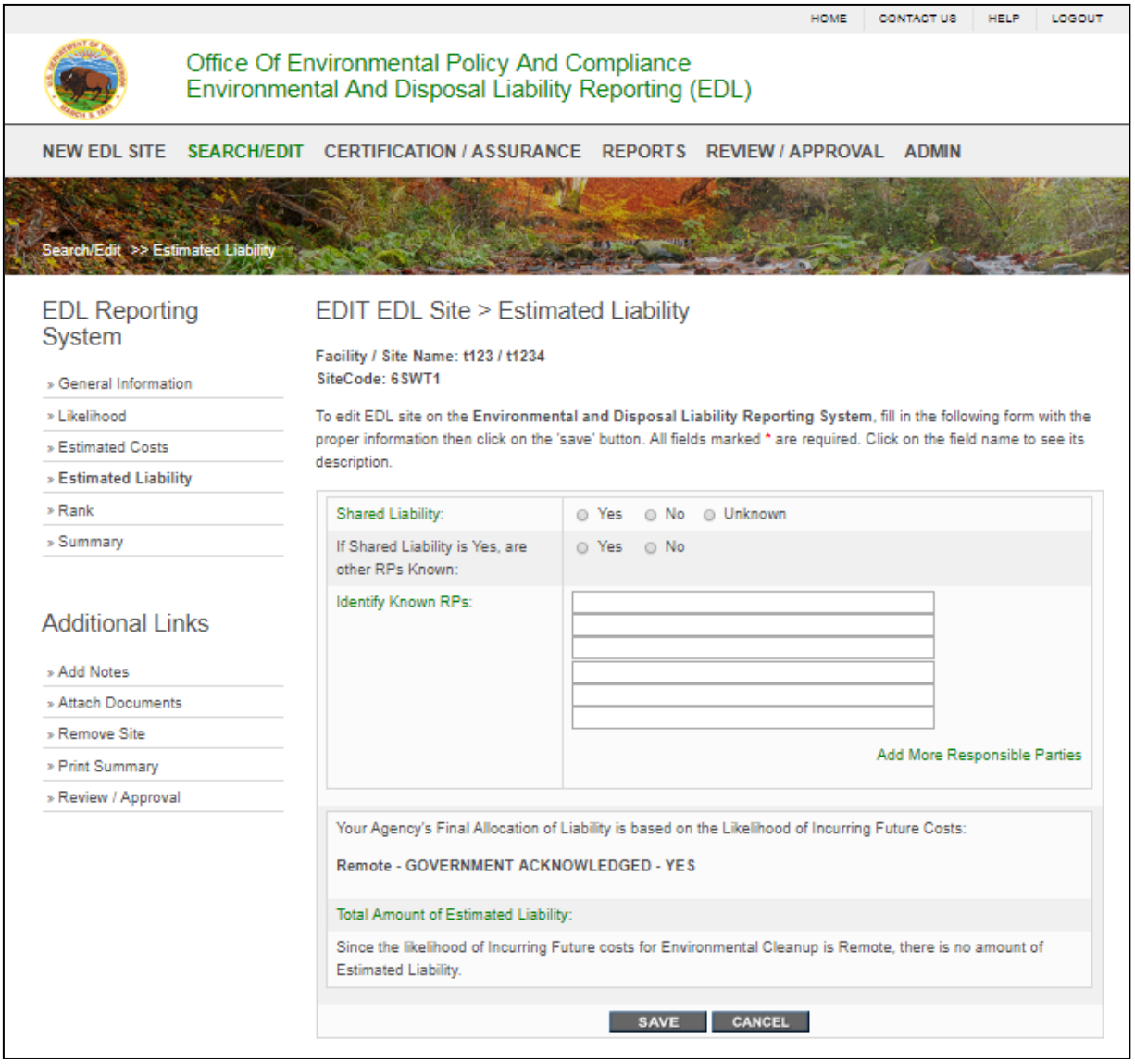
Office Of Environmental Policy And Compliance
Environmental And Disposal Liability Reporting (EDL)
NEW EDL SITE
SEARCH/EDIT
CERTIFICATION / ASSURANCE
REPORTS
REVIEW / APPROVAL
ADMIN
Search/Edit Estimated Costs
EDL Reporting System
» General Information
» Likelihood
» Estimated Costs
» Estimated Liability
» Rank
» Summary
Additional Links
» Add Notes
» Attach Documents
» Remove Site
» Print Summary
» Review / Approval
EDIT EDL Site > Estimated Costs
Facility / Site Name: t123 / t1234
SiteCode: 6SWT1
To edit EDL site on the Environmental and Disposal Liability Reporting System, fill in the following form with the proper information then click on the 'save' button. All fields marked * are required. Click on the field name to see its description.
FYear 2019 Quarter 1
Download Cost Estimate Documentation Sheet
Costs Not Estimable* (check this box if costs are not known or reasonably estimable.)
If 'Costs Not Estimable,' please select a reason.
(Select)
Note: Costs recorded represent the bureau's estimated costs, not the total cleanup costs if others are contributing.
Date Original Cost Estimate Developed:
Month Year
Date Updated (excluding for inflation only):
Month Year
Select if requesting the existing cost estimates (as archived in last quarter) be increased for inflation only. Database will automatically calculate the estimates. Must be applied by end of QTR 1 before costs are deducted.
Cost or Lower Limit
Upper Limit (If Range)
Planned Completion Date FY
Actual Completion Date FY
Due Care
Study
Clean Up
Long-term Monitoring
Other
TOTAL
Select
If you have some costs for 'other cost,' please use the text box below to explain the nature of costs.
Source of Cost Estimate:
Cost Estimating Method Used:
If 'Other' selected, please use the text box below to explain.
Relevancy of the Cost Estimate:
SAVE
CANCEL
All Cost Estimates

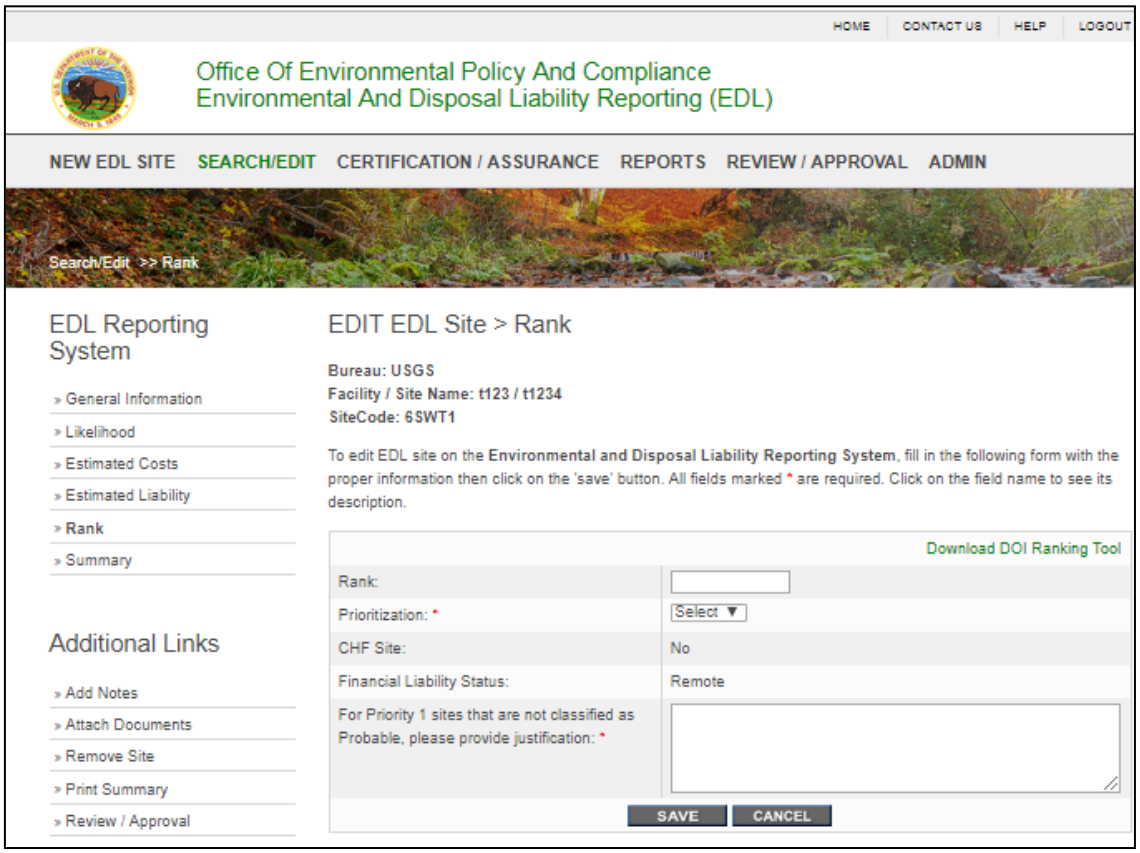
ADDING ESTIMATED LIABILITY

After documenting the Estimated Costs for this Site, you can insert the liability information by clicking on the ESTIMATED LIABILITY link. When you have completed the fields below, please click the SAVE button. To view a detailed description of each data entry field, click on the field name; the definition will be displayed in a separate window. The user will be asked to complete the shared liability (if applicable). If it is YES, user can list the known Responsible Parties. If there are more than six Responsible Parties, the user can click on Add More Responsible Parties to add more. The user can click on the SAVE button at the bottom to save data.



RANK

On the Rank page, the Bureau, Facility/Site Name and SiteCode of the Site will be displayed and the user can enter the Rank and Prioritization (1, 2 or 3). For Priority 1 sites that are not classified as Probable, the justification should be provided. The DOI Ranking Tool can also be downloaded from this page by clicking on "Download DOI Ranking Tool". Click the SAVE button at the bottom to save the data and the User will be directed to the Summary page.

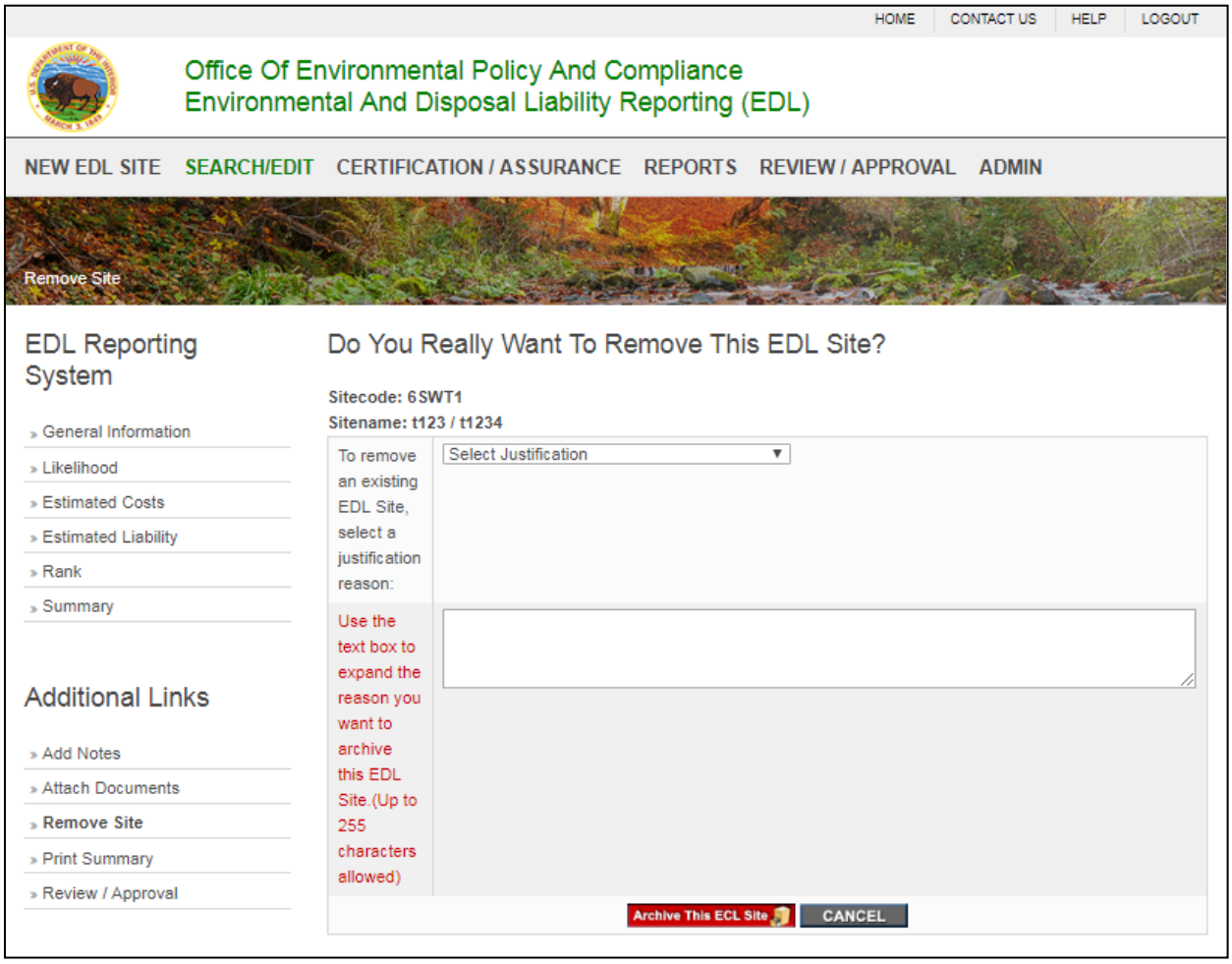


SUMMARY

On the SUMMARY page, the specifications of the Site will be displayed and the user can print the Summary Page by using the PRINT button.

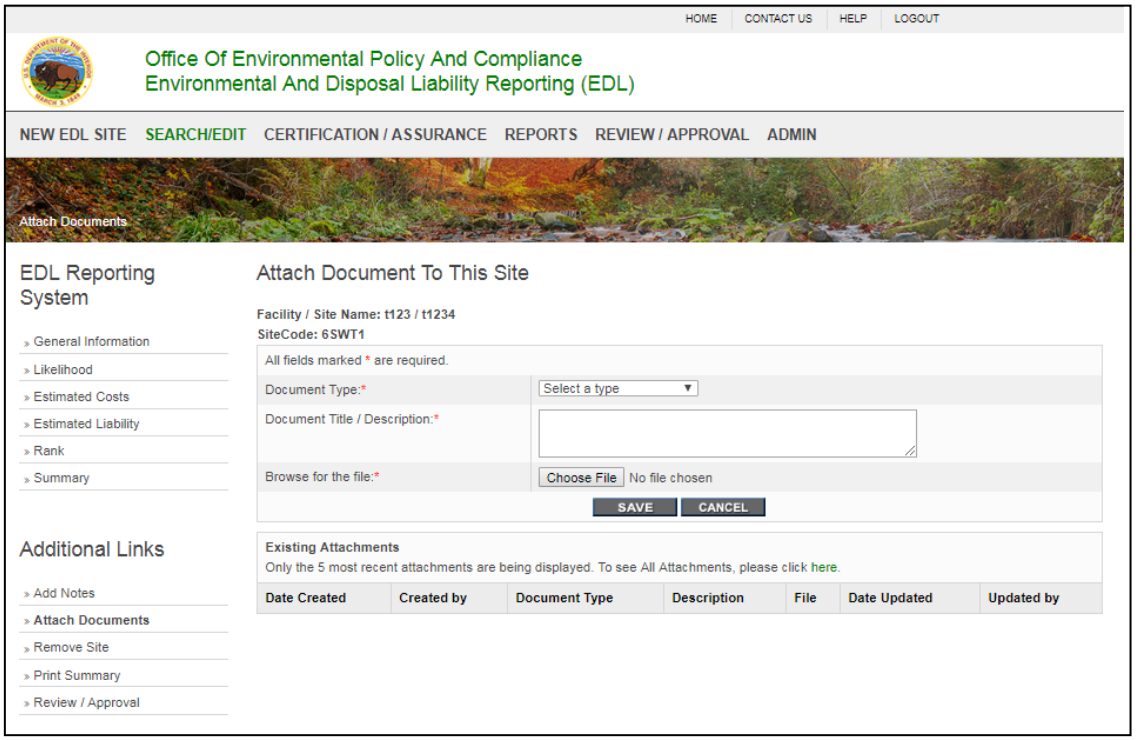
REMOVE AN EXISTING SITE

To remove an existing Site from the list of active Sites, click the "Remove site" link. The user will be asked to select a removal justification from the drop down list. If other is selected, then they will be asked to provide details. The Site will be marked for removal and will be routed for review and approval.

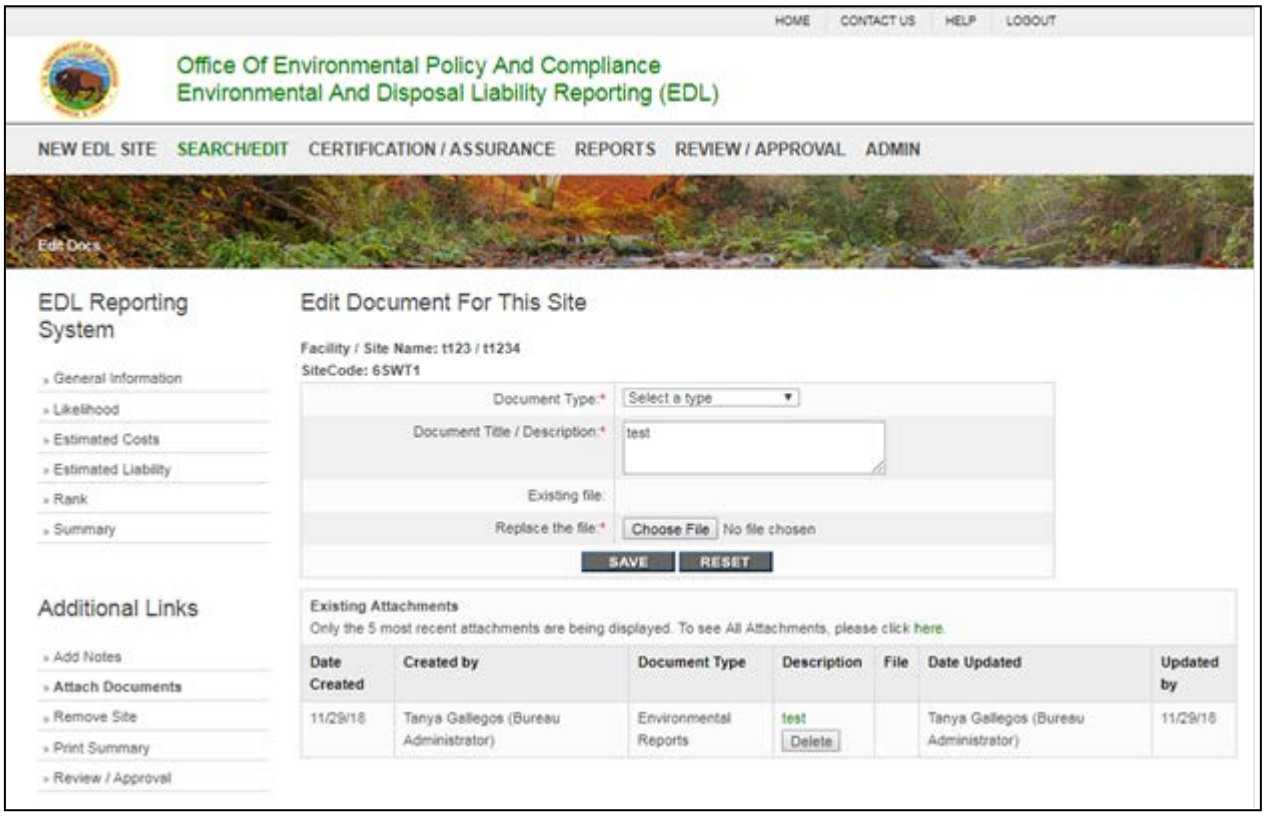


ATTACHING FILES TO AN EDL SITE

To attach files to an EDL Site, click the Attach Documents link Below is the Attach Documents dialog box showing the EDL Site Name and Site code and any files already attached to this Site. Select the document type (Environmental, Cost, Legal, or Other) from the drop-down list and type in the Title / description and then select the file (located on the user's accessible drives) you would like to attach by clicking the "Choose File" button in the "Browse for file" section. The required fields are marked with a red asterisk (*). To upload the attached file to the database, the user must click the SAVE button. The five most recent Existing Attachments related to the site (if any) will be displayed at the bottom of the screen. The user has the option to see All Attachments by clicking the green text "here" in the Existing Attachments section. If the file was attached during the current quarter and fiscal year, the user has the option of deleting the file or update other fields. If the user wants to update the file, the user should click the description link.

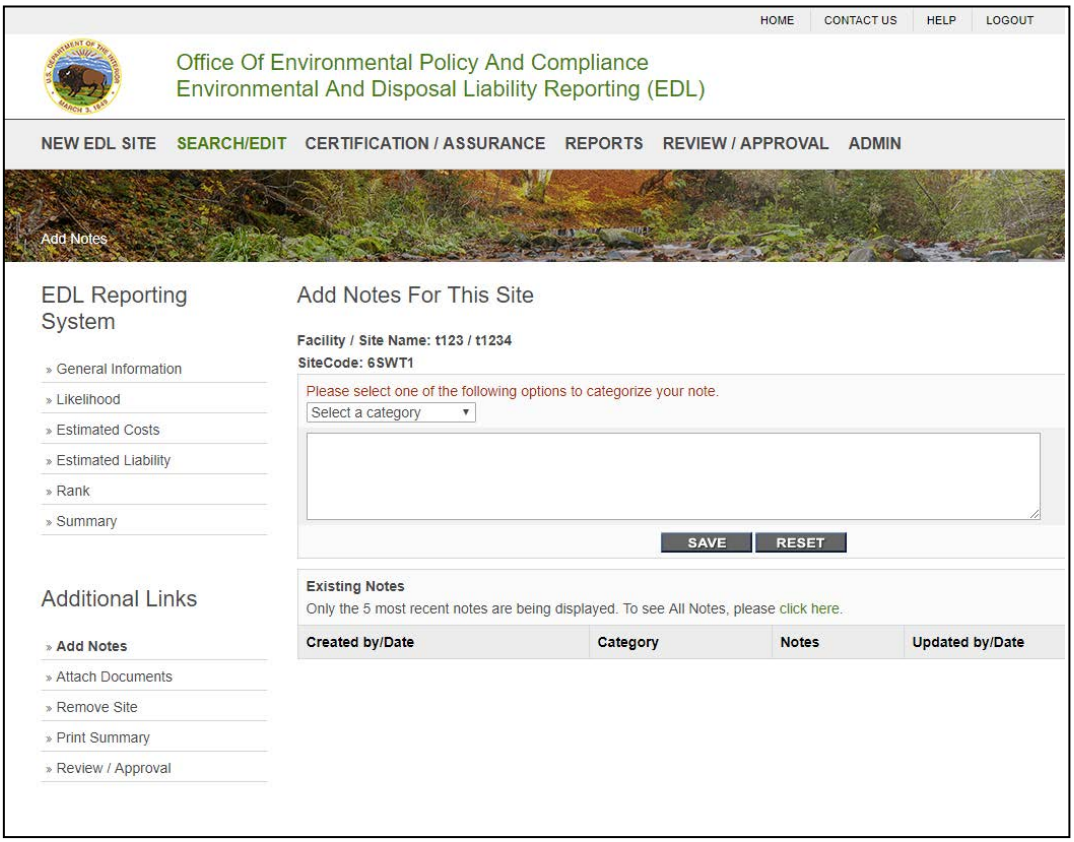


The screen will show all the fields pre-filled with the original data. The user can change any of the fields. If user wants to replace the existing file, he should browse for the new file. If the user just wants to delete the existing file (while in editing mode prior to archiving the quarterly data), he should leave the Replace the file field blank and click on the SAVE button. The new changes will be displayed at the bottom of the page.

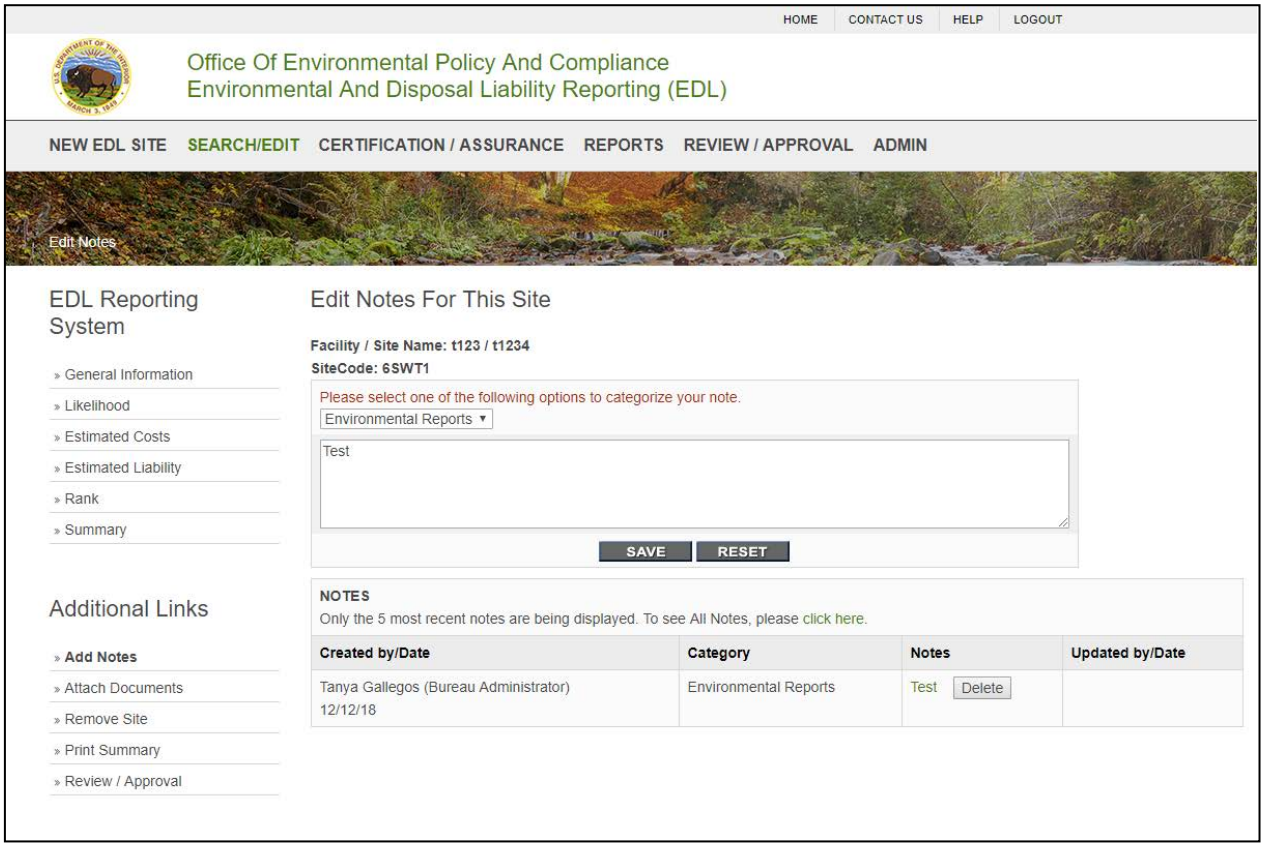


ADDING NOTES TO AN EDL SITE

To add notes to an EDL Site, click the ADD NOTES link under "Additional Links". Below is the Add Notes dialog box showing the EDL Facility/Site name, Site code and any notes already attached to this Site. Select a category from the drop-down list and type the note in the box provided, then click the SAVE button. The Existing notes related to the site (if any) will be displayed at the bottom of the screen.

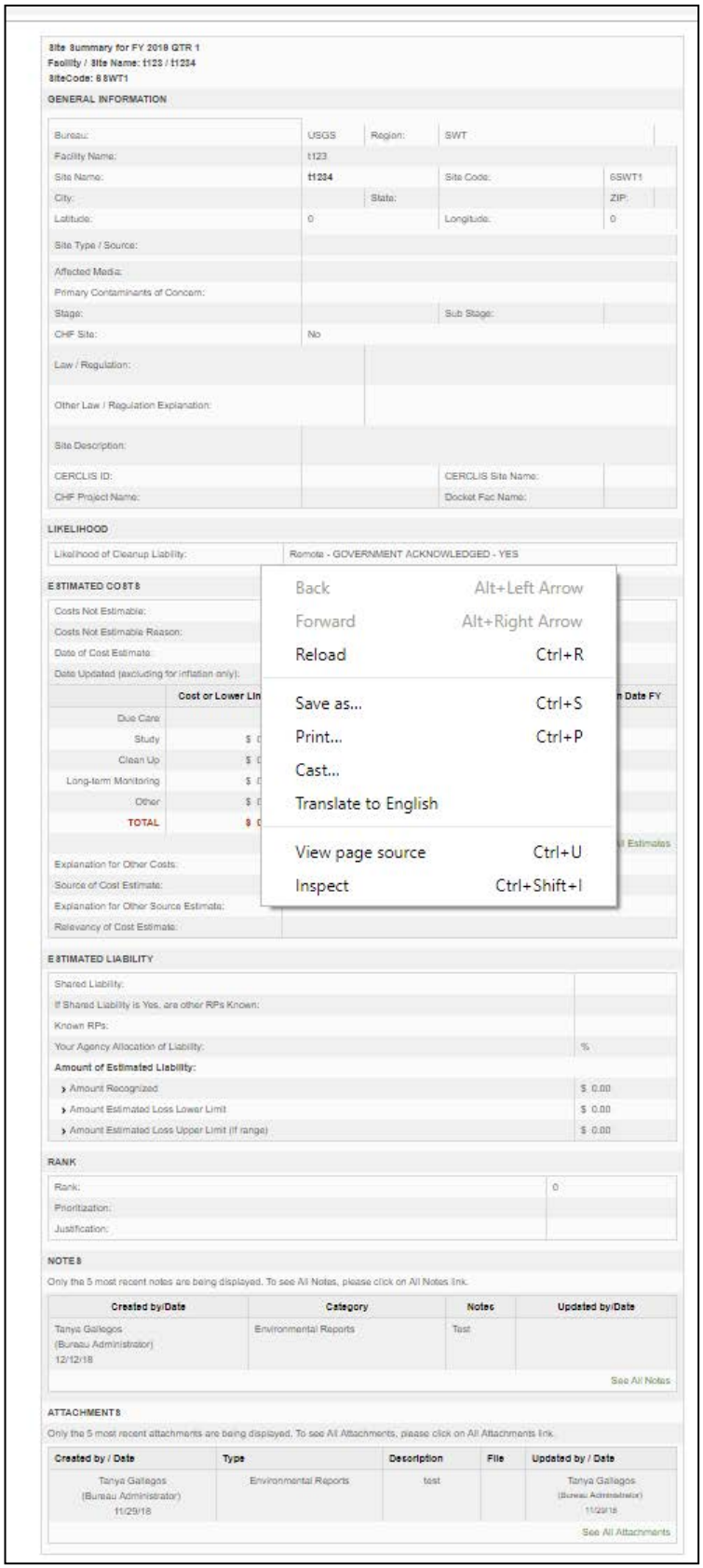


If the note was added during the current qtr and fiscal year, the user has the option of updating/editing the note. If the user wants to update/edit the note, the user should click the note link. The screen will show all the fields pre-filled with the original data. The user can change any of the information and click on the SAVE button. The new changes will be displayed at the bottom of the page.



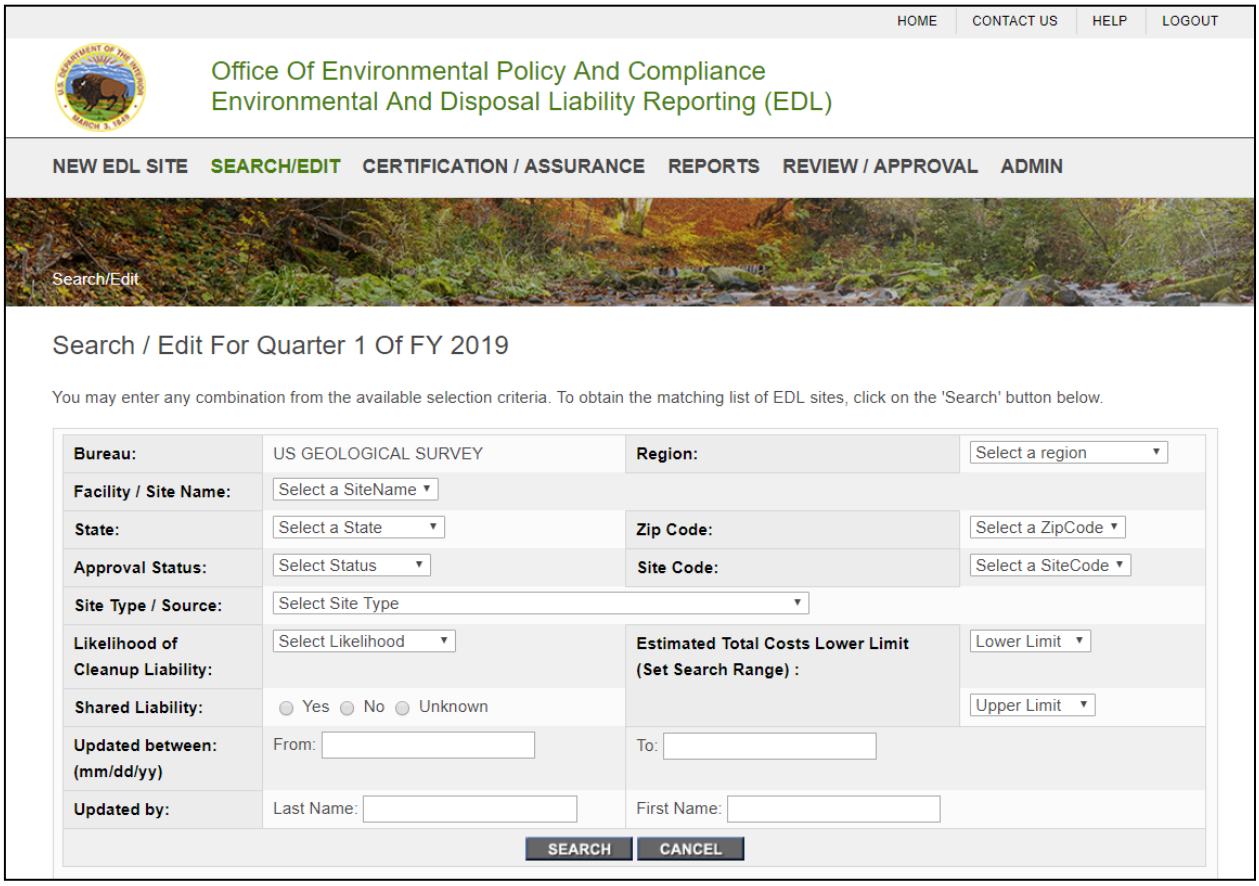
PRINTING EDL SITE INFORMATION

To print the EDL Site information, click the Print Summary link under "Additional Links". A summary of the Site will be displayed. The user has the option to right-click on the mouse to display a printer dialogue box. The user should select their local area printer, but before printing, the user should preview the page. The page format (portrait versus landscape or the margins) may need adjustment for the user's printer.


Site Summary for FY 2018 QTR 1
Facility / Site Name: t123 / t1234
SiteCode: 6SWT1
GENERAL INFORMATION
Bureau: USGS Region: SWT
Facility Name: t123
Site Name: t1234 Site Code: 6SWT1
City: State: ZIP:
Latitude: 0 Longitude: 0
Site Type / Source:
Affected Media:
Primary Contaminants of Concern:
Stage: Sub Stage:
CHF Site: No
Law / Regulation:
Other Law / Regulation Explanation:
Site Description:
CERCLIS ID: CERCLIS Site Name:
CHF Project Name: Docket Fac Name:
LIKELIHOOD
Likelihood of Cleanup Liability: Remote - GOVERNMENT ACKNOWLEDGED - YES
ESTIMATED COSTS
Costs Not Estimable:
Costs Not Estimable Reason:
Date of Cost Estimate:
Date Updated (excluding for inflation only):
Cost or Lower Lin
Date FY
Due Care
Study $ 0
Clean Up $ 0
Long-term Monitoring $ 0
Other $ 0
TOTAL $ 0
Explanation for Other Costs:
Source of Cost Estimate:
Explanation for Other Source Estimate:
Relevancy of Cost Estimate:
ESTIMATED LIABILITY
Shared Liability:
If Shared Liability is Yes, are other RPs Known:
Known RPs:
Your Agency Allocation of Liability: %
Amount of Estimated Liability:
Amount Recognized $ 0.00
Amount Estimated Loss Lower Limit $ 0.00
Amount Estimated Loss Upper Limit (if range) $ 0.00
RANK
Rank: 0
Prioritization:
Justification:
NOTES
Only the 5 most recent notes are being displayed. To see All Notes, please click on All Notes link.
Created by/Date
Category
Notes
Updated by/Date
Tanya Gallegos (Bureau Administrator) 12/12/18
Environmental Reports
Test
See All Notes
ATTACHMENTS
Only the 5 most recent attachments are being displayed. To see All Attachments, please click on All Attachments link.
Created by / Date
Type
Description
File
Updated by / Date
Tanya Gallegos (Bureau Administrator) 11/29/18
Environmental Reports
test
Tanya Gallegos (Bureau Administrator) 11/29/18
See All Attachments
Back Alt+Left Arrow
Forward Alt+Right Arrow
Reload Ctrl+R
Save as... Ctrl+S
Print... Ctrl+P
Cast...
Translate to English
View page source Ctrl+U
Inspect Ctrl+Shift+I

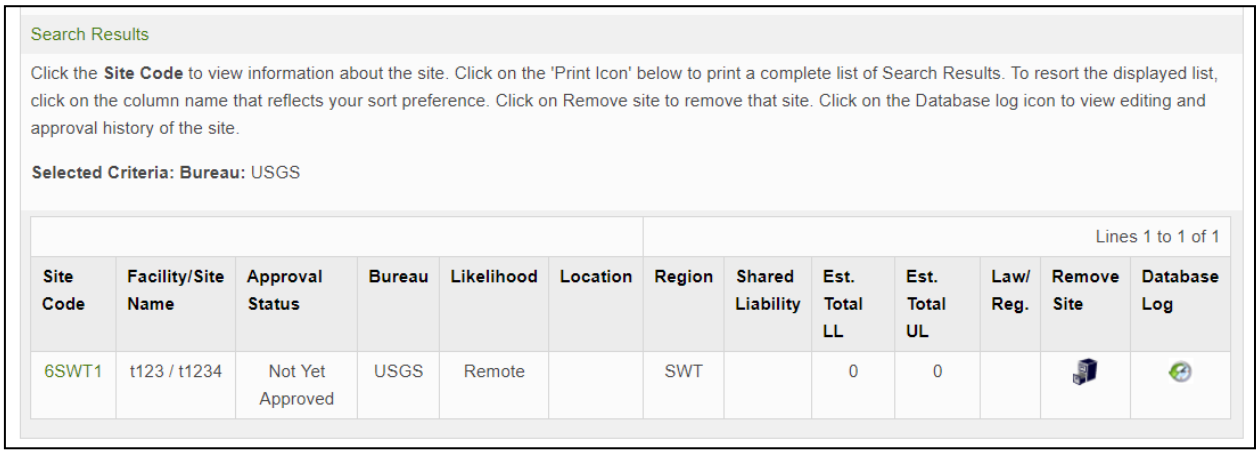
SEARCH / EDIT – SEARCHING EXISTING EDL SITES

Finding existing EDL Sites is easy by using the Search form (shown below). You may quickly find Sites by choosing one or more search constraints and then clicking the SEARCH button. Sites will be displayed in the Search Results section at the bottom of the screen. The user will have to scroll down the page to view the Search Results.



SEARCH / EDIT – EXAMINING SEARCH RESULTS

Based on your search criteria, your results will be displayed at the bottom of the Search / Edit page. To view an EDL Site, simply click on its Site code. If more than fifty results are found, you can click on the arrow to the right of the screen to view the next fifty Sites. You can also print the search results by clicking the Print icon. By clicking on the Remove icon, the user can remove the EDL Site from the active Site inventory. To view the history of the Site, the user should click on the database log icon.



Search Results

Click the **Site Code** to view information about the site. Click on the 'Print Icon' below to print a complete list of Search Results. To resort the displayed list, click on the column name that reflects your sort preference. Click on Remove site to remove that site. Click on the Database log icon to view editing and approval history of the site.

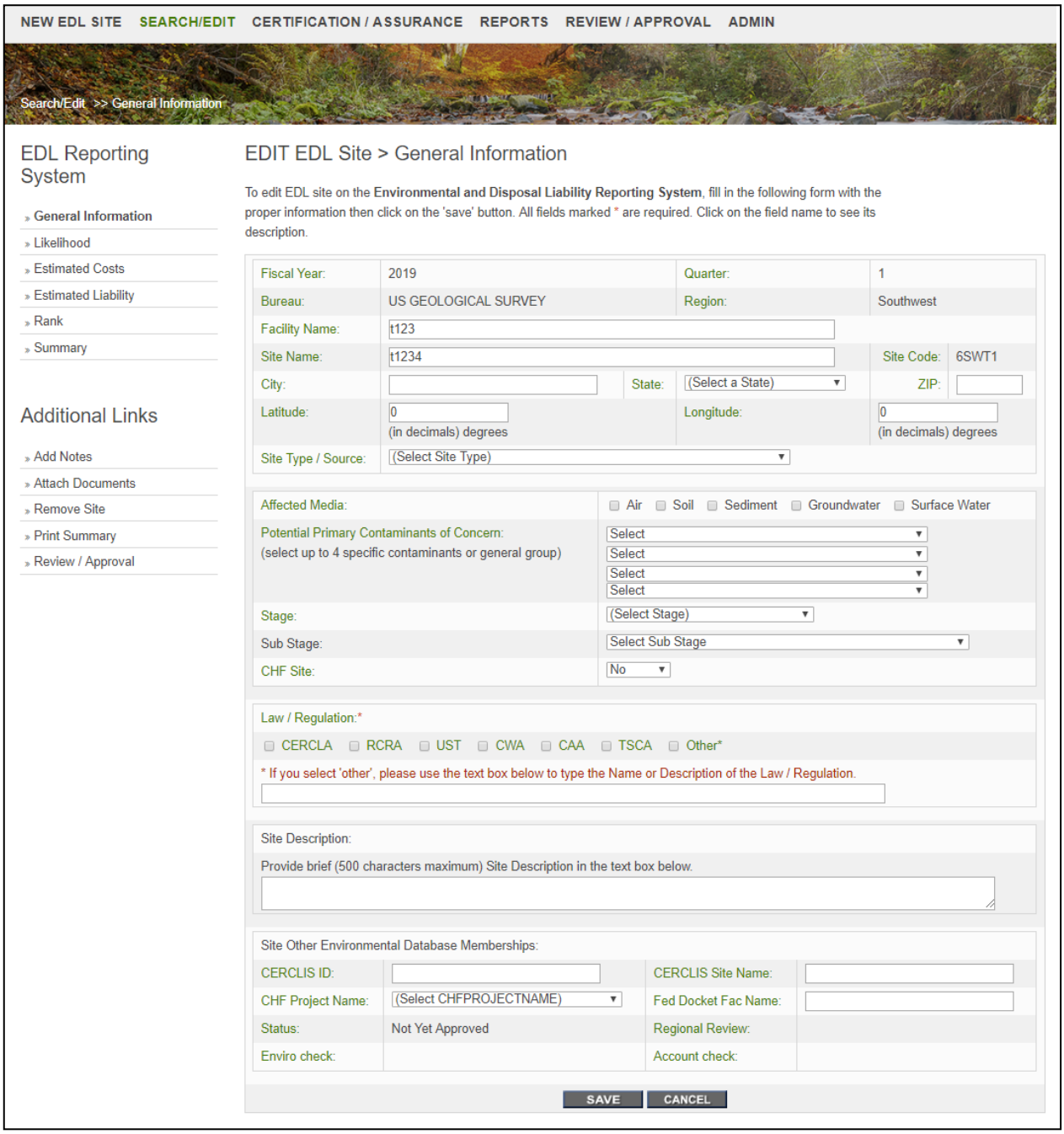
Selected Criteria: Bureau: USGS

Lines 1 to 1 of 1

Site Code	Facility/Site Name	Approval Status	Bureau	Likelihood	Location	Region	Shared Liability	Est. Total LL	Est. Total UL	Law/ Reg.	Remove Site	Database Log
6SWT1	t123 / t1234	Not Yet Approved	USGS	Remote		SWT		0	0			

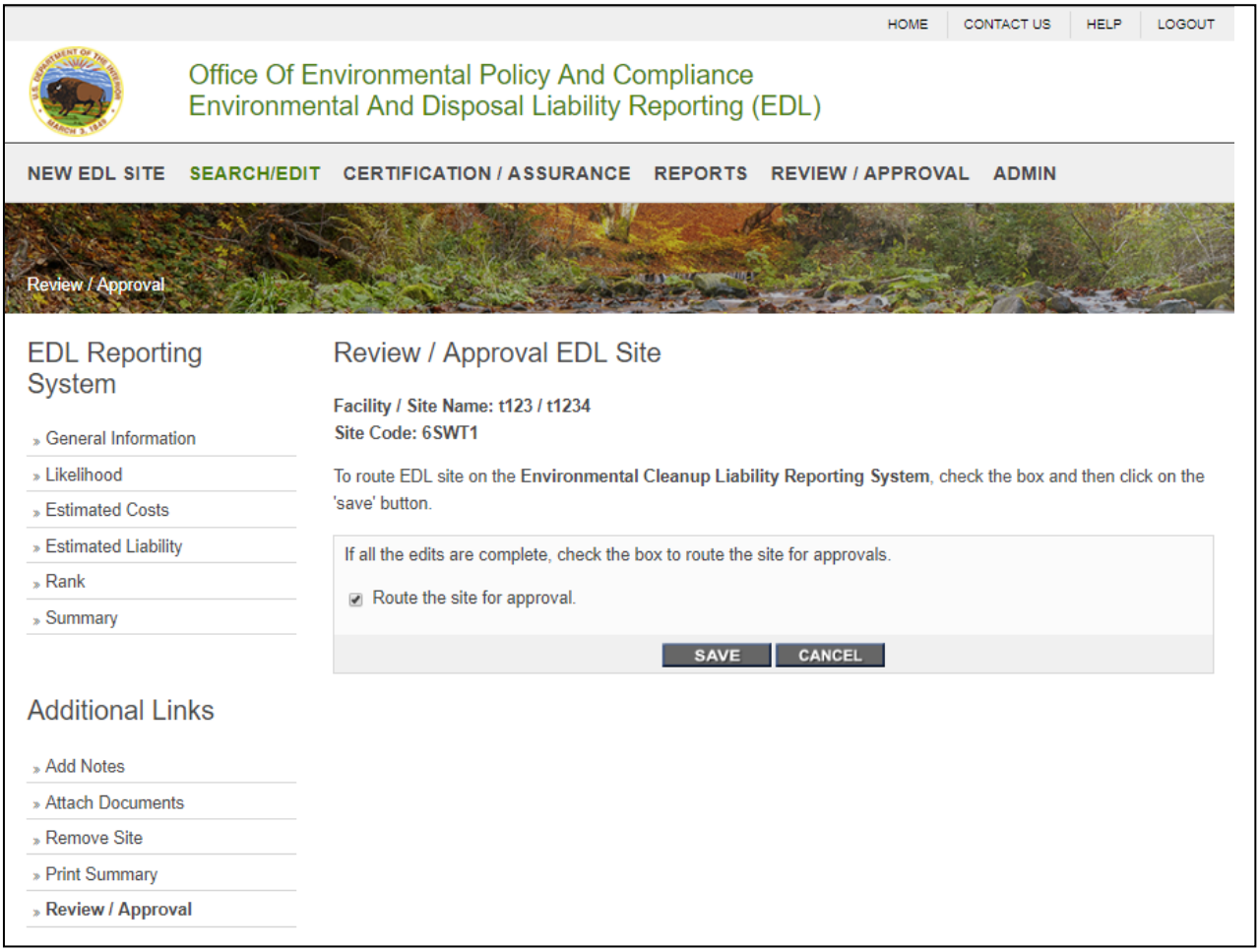
SEARCH / EDIT – EDITING EXISTING EDL SITES

You can edit an existing Site by clicking on the Site code from the Search page results. You will then see the Site as shown below. You will see the General Information, Likelihood, Estimated Costs, Estimated Liability, Rank and Summary links on the left navigation. You can also change any information on General Information page and add the appropriate data on the next pages. When finished with each page, click SAVE. If you want to go to next page without saving data, click on that link.



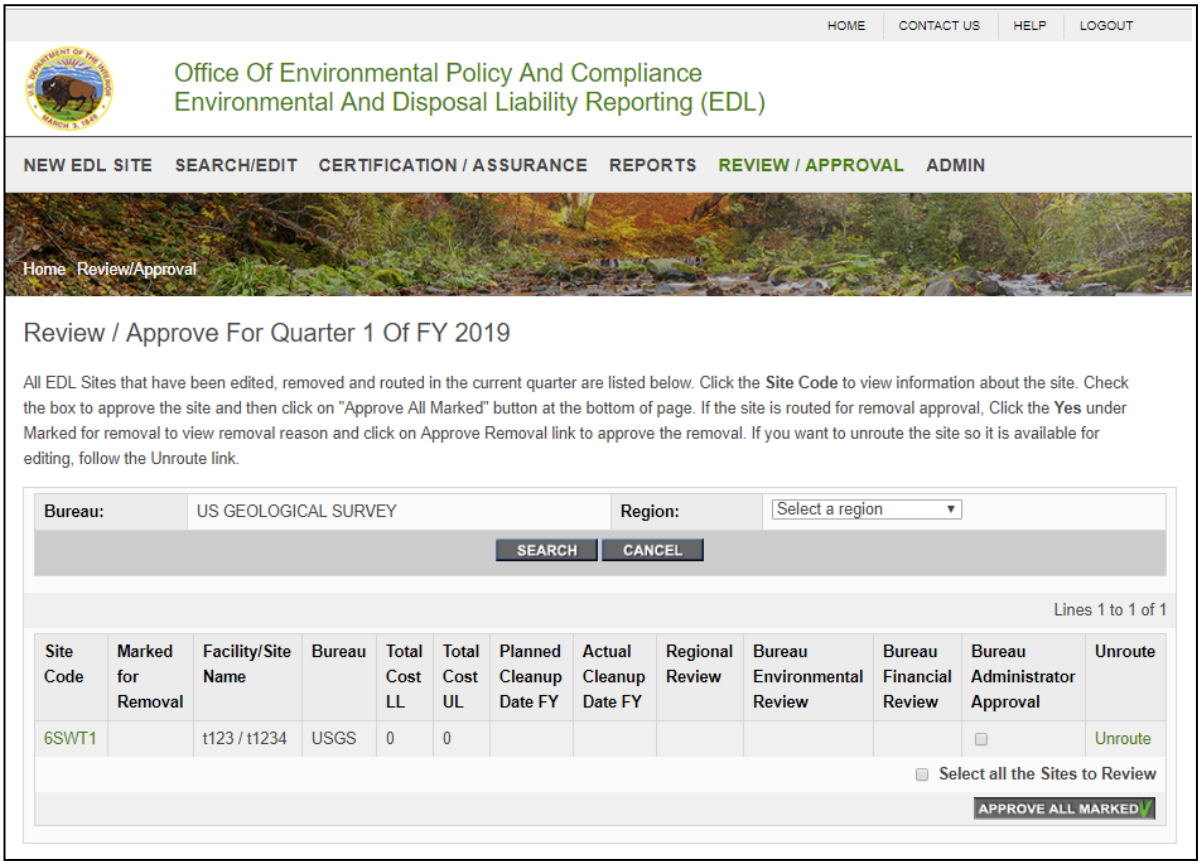
ROUTE SITE

When all the updates/edits to an EDL site are complete, the user can route the site for review / approval by the Regional, bureau Financial, bureau Legal, bureau Environmental Reviewers and the Bureau Administrator. Click on the "Review/Approval" link under "Addition Links" to pull up the Review/Approval EDL site page. Check the box to route the site for review and approval and click the Save button. The status of the site will change to Draft and the site will appear in the list of sites under Review/Approval. When the site is in Draft, the user will not be able to edit the site anymore but can see the summary of the site.



REVIEW / APPROVAL

If the user is the Regional reviewer, Bureau Financial Reviewer, Bureau Environmental Reviewer or Bureau Administrator, he or she can click on the Review/Approval tab toward the top of the page and see the list of sites to be reviewed and approved. The user can click on the site code to see the summary of the site. This will assist the review and approval process. Depending on the access level (responsibility role), the user will see a check box under their level. If the user wants to complete the review or approval process for all sites at once, the user can check the "Select all sites to review". All the sites will be checked, and user can click on "Approve All Marked" button at the bottom. If the site is routed for removal approval, Click the Yes under Marked for removal to view removal reason and click on Approve Removal link to approve the removal. If user sees a problem and does not want to approve the site, the User can click the link "Unroute" and follow the link. The site will be unrouted and will be available for editing. A text box below to type an email message. The email message will be automatically sent to the applicable regional user, all the reviewers and the Bureau Administrator alerting them that the specific site was unrouted. The review/approval process must be reinitiated.



VIEWING EDL REPORTS

On the REPORTS tab, the EDL Reporting System displays the standard reports available. These can be accessed by clicking on the Report Name. A customized report is available for the user to design their own report (Custom EDL Site Report). Each report will open in a separate window. For most reports, the user will be prompted to select the quarter of interest. The user can generate data reports for past quarters that have been archived in the database. The next page shows how the list of available reports.

Reports

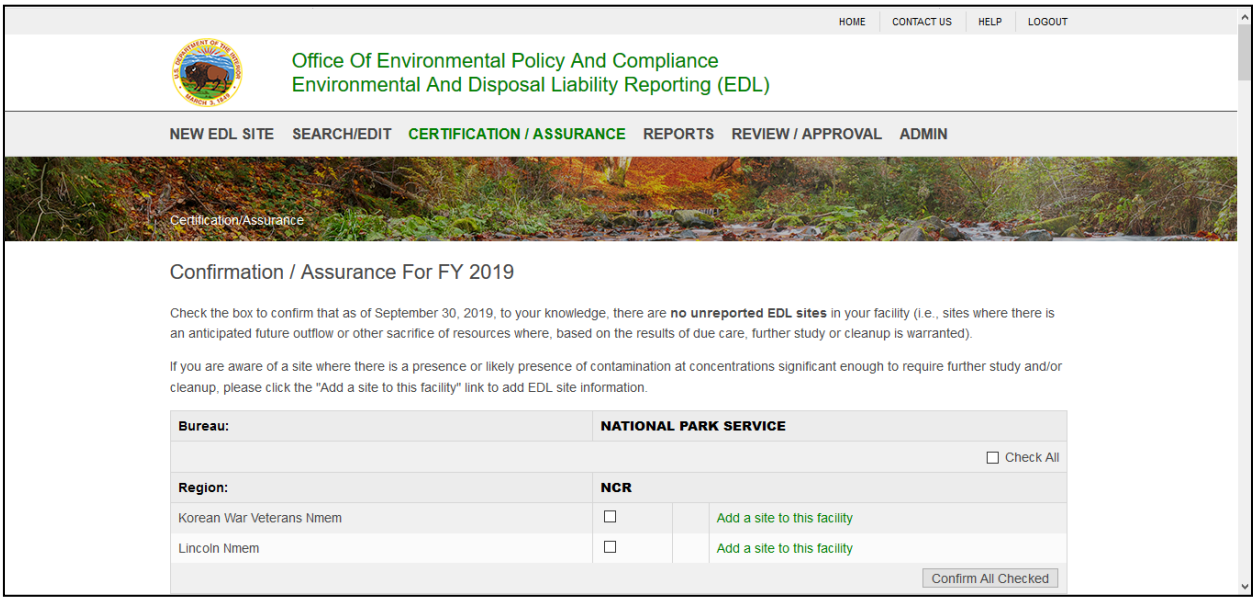
To view any of the following standard reports, click on the report name. Reports will open in a new window. To return to this Reports Selection menu, click on the 'close' button. If you want to request that a new report is added to the system, please contact the system administrator.

Printing Instructions

Report Name	Report Description
EDL Site Details	
Custom EDL Site Report	Specify your Criteria
List of EDL Sites	Quarterly Report by Site with totals
Alphabetical List of EDL Sites	Quarterly Report by Site Alphabetically
Case Summary Pages	Case Summary
EDL Sites by State	Quarterly Report by State
EDL Sites by Bureau / Region	Quarterly Report by Regions
EDL Sites by Site Type / Source	Quarterly Report by Site Type / Source
EDL Sites with CHF Funding	EDL Sites with CHF Funding
New EDL Sites	New EDL Sites by Quarter
Database Log	Database Log of EDL Site Changes
Removed EDL Sites	Removed EDL Sites
Rank Report	EDL Site Rank Report
EDL Sites Changed from Selected Quarters / Review Tracking	List of EDL Sites that were changed in Likelihood, Total Costs LL and Total CostsUL
EDL Sites Changed from Previous Quarter	List of EDL Sites that were changed in Stage, Likelihood, Total Costs LL and Total CostsUL
EDL Sites NOT Changed from Previous Quarter	List of EDL Sites that were not changed in Stage, Likelihood, Total Costs LL and Total CostsUL
Quarter Variance Report	List of EDL Sites that were changed in Stage, Likelihood, Total Costs LL and Total CostsUL
Sites Reviewed Report	List of EDL Sites that were reviewed by Regional, Financial, Environmental and Administrator
No Unreported Sites Report - Facility Level Assurance	List of facilities with No Unreported Sites that were reviewed by Regional and/or Bureau Administrator.
No Unreported Sites Report - Regional/Bureau Level Assurance	List of regions with No Unreported Sites that were reviewed by Regional and/or Bureau Administrator.
No Unreported Sites Report - Bureau Level Assurance	No Unreported Sites that were reviewed by Bureau Administrator.
Recognized Amount Relative % of Total Change	Recognized Amount Relative % of Total Change from (previous Q) to (current Q)
Recognized Amount Change Report - Probable	Recognized Amount Change from (previous Q) to (current Q)
Disclosed Amount Change Report - Reasonably Possible	Recognized Amount Change from (previous Q) to (current Q)
Disclosed Amount Change Report - Remote	Recognized Amount Change from (previous Q) to (current Q)
List of Facilities	List of Facilities
EDL Cost Summaries	
Cost Summary	Number of Sites, Quarterly Cost Summary
Cost Summary by Bureau and Region	Number of Sites, Quarterly Cost Summary
Cost Summary by State	Number of Sites, Quarterly Cost Summary
Cost Summary by Source Type	Number of Sites, Quarterly Cost Summary by Site Type / Source
Cost Summary by Likelihood	Number of Sites, Quarterly Cost Summary by Likelihood
Cost Range Summary	Number of Sites, Cost Summary by likelihood
EDL Site Statistics	
Shared Liability	Number of Yes, No Responses for Shared Liability
Future Likelihood of Cleanup Liability	Summary of the Future Likelihood of Cleanup Liability
Applicable Law/Regulations	Number of Sites Affected by Selected Law / Regulations
Future Cleanup Liability with no cost estimates	Number of Sites that do not include any total cost estimates although not listed as Not Estimable Sites
EDL Sites Not listed in CERCLIS	EDL Sites listed as CERCLA without a corresponding CERCLIS database match
EDL Sites listed in FAHWCD	EDL Sites found on the Federal Agency Hazardous Waste Compliance Docket

CERTIFICATION/ASSURANCE FOR THE NO UNREPORTED SITES

This section provides information on certification/assurance for the No Unreported Sites. In the fourth quarter each fiscal year, bureaus must certify that they have no unreported sites as part of the completeness test. The certification states "…that to your knowledge, there are no unreported sites where there is a presence or likely presence of contamination at concentrations significant enough to require further study and/or cleanup for your region." It is up to the bureau's discretion to determine the level this certification is completed. The certification can be completed at either the facility level or the regional bureau level. The certifier will select the facility or region that they are verifying and then select the "Confirm All Checked".



USER ROLES

This section provides information on the different **User** roles with different levels of access to the **Environmental Disposal Liability (EDL) System**:

REGIONAL USER:

The **Regional User** can edit, remove and/or add a new EDL site in their bureau/region. Once the new or revised information has been input into the system, the Regional User will route the site for review and approval. The Regional User has read only access to reports in their bureau.

REGIONAL REVIEWER:

The **Regional Reviewer** has review authority for EDL sites that belong to their region. Once a site has been routed for review and approval, the Regional Reviewer will review the new, removed or revised site information and will document their review by checking the Regional Review box associated with each site routed for review and approval. If the new or revised information requires additional edits, or the removed Site should not be removed from the active inventory of EDL Sites, the Regional Reviewer will select the unroute link to allow additional edits or restore the Site.

BUREAU READ ONLY:

The **Bureau Read Only User** has a read only access to the sites in the user's bureau. Bureau Read Only User can access reports for his bureau.

BUREAU ENVIRONMENTAL REVIEWER:

The bureau **Environmental Reviewer** can add, remove, and edit EDL sites in their bureau. This user also has review authority for the additions, removals, or edits made by the Regional User or Reviewer. The bureau Environmental Reviewer will document their review by checking the Environmental Review box associated with each site routed for review and approval. If the new or revised information requires additional edits, the Environmental Reviewer will select the unroute box to allow additional edits, or to restore the Site.

BUREAU LEGAL REVIEWER:

The bureau **Legal Reviewer** can edit, remove, restore and/or add a new EDL Site in any region in their bureau. This user also has review authority for the additions, removals, or edits made by the Regional User or Reviewer. The bureau Legal Reviewer will document their review by checking the Legal Review box associated with each Site routed for review and approval. If the new or revised information requires additional edits, the Legal Reviewer will select the unroute box to allow additional edits, or to restore a Site.

BUREAU FINANCIAL REVIEWER:

The bureau **Financial Reviewer** can edit, remove, restore and/or add a new EDL Site in any region in their bureau. This user also has review authority for the additions, removals, or edits made by the Regional User, Regional Reviewer, or Environmental Reviewer. The bureau Financial Reviewer will document their review by checking the Financial Review box associated with each site routed for review and approval. If the new or revised information requires additional edits, the Financial Reviewer will select the unroute box to allow additional edits, or to restore a removed Site.

BUREAU ADMINISTRATOR:

The **Bureau Administer** can edit, remove, restore and/or add a new EDL site in any region in their bureau. This user also has approval authority for the additions, removals, or edits made by the Regional User, and the Regional, Legal, Environmental, and Financial Reviewers. The Bureau Administrator will document their approval by checking the Approval box associated with each site routed for review and approval. If the new or revised information requires additional edits, the Bureau Administrator will select the unroute box to allow additional edits, or to restore a Site.

SUPER ADMINISTRATOR:

Only users from the DOI Office of the Secretary (OS) have **Super Administration** roles. The **Super Admin User** can search, edit, remove, and/or restore any EDL Site for any bureau. This user also has access to all the users' information. The **Super Admin User**

can add/edit bureaus, stages, site types, justifications, comment types, regions and freeze the quarter.

USER GUIDE – APPENDIX A – FIELDS DEFINITIONS

This **Appendix A** for the **EDL System User Guide** will walk the user through all the fields definitions for reference while completing the necessary forms.

FIELDS DEFINITIONS FOR GENERAL INFORMATION

GENERAL INFORMATION SECTION FIELD REQUIREMENTS				
Field Name	**Field Description**	**Type of Field**	**Validation**	**Condition**
Fiscal Year	Current Fiscal Year	Already filled	Required	
Quarter	Current Quarter	Already filled	Required	
Bureau	Bureau name	Already filled	Required	If a user has bureau level privileges, the user's bureau will default.
Facility Name	Facility Name	Drop down list		The drop down list will show existing facilities for the bureau. If it exists, then select it from the list. The State and Region information will automatically populate. If it is not there, enter a new Facility Name, if applicable.
Region	Region	Drop down list	Required	
Site Name	A clearly distinguishable place that that will uniquely identify the Site	Free-form text field	Required	Site name should be unique. Check the Existing Site Names to make sure the site name does not exist already.
City	The city or town in which the EDL Site is located. It should match the entry in CERCLA or the Federal Docket.	Free-form text field	Required	
State	The state in which the EDL Site is located.	Drop down list	Required	
ZIP	The zip code in which the EDL Site is located.	Free-form text field (number)	Required	
Site Number	The number of the EDL Site.	Will be automatically generated	Required	
Site Code	The Site code of the EDL Site.	Will be automatically generated	Required	It will be calculated as the concatenation of the Bureau ID, Region code and the Site Number entry. For BIA,ID =1, BLM =2, BOR=3, FWS=4, NPS=5 and USGS = 6. So all the Site codes for BIA will start with 1 and for BLM start with 2 and so on.
Latitude	Latitude of the Site	Free-form text field (number)	Optional	Convert Degrees, Minutes, Seconds to Decimal Degrees by dividing the minutes by 60 and the seconds by 3600 and adding to the degrees (e.g. 40 + 12'/60 + 50"/3600 = 40.2138889DD)
Longitude	[West] Longitude of the Site (no negative)	Free-form text field (number)	Optional	Convert Degrees, Minutes, Seconds to Decimal Degrees by dividing the minutes by 60 and the seconds by 3600 and adding to the degrees

<table>
<tr><th colspan="5">GENERAL INFORMATION SECTION FIELD REQUIREMENTS</th></tr>
<tr><th>Field Name</th><th>Field Description</th><th>Type of Field</th><th>Validation</th><th>Condition</th></tr>
<tr><td></td><td>necessary)</td><td></td><td></td><td>(e.g. 40 + 12'/60 + 50"/3600 = 40.2138889DD)</td></tr>
<tr><td>Site Type</td><td>Type of Site</td><td>Drop down list</td><td>Required</td><td>
<table>
<tr><th>Type</th><th>Name</th><th>Description</th></tr>
<tr><td>AGRI</td><td>Agricultural</td><td>dip vats or other agricultural chemical uses</td></tr>
<tr><td>HAZDUMPING</td><td>Illegal Dumping of Hazardous Substances</td><td></td></tr>
<tr><td>LANDFILL</td><td>Landfill/Dump</td><td></td></tr>
<tr><td>ACMINEMILL</td><td>Active Mine/Mineral Processing Mill</td><td></td></tr>
<tr><td>ABMINEMILL</td><td>Abandoned Mine/Mineral Processing Mill</td><td></td></tr>
<tr><td>AST</td><td>Above Ground Storage Tanks</td><td></td></tr>
<tr><td>UST</td><td>Underground Storage Tanks</td><td></td></tr>
<tr><td>SPILL</td><td>Spills</td><td>releases of hazardous substances other than pipelines</td></tr>
<tr><td>LINELEAK</td><td>Pipeline Leaks / Spills</td><td>includes pumping and compressor stations</td></tr>
<tr><td>SCHOOL</td><td>School</td><td></td></tr>
<tr><td>DOIFAC</td><td>DOI Facility</td><td>DOI-owned and operated; includes multiple source types, e.g., ASTs, USTs, spills, etc.</td></tr>
<tr><td>ACOG&WELL</td><td>Active Oil and Gas Well</td><td>includes reserve pit, produced water pond and other energy and petroleum waste</td></tr>
<tr><td>ABOG&WELL</td><td>Abandoned Oil and Gas Well</td><td>includes reserve pit, produced water pond and other energy and</td></tr>
</table>
</td></tr>
</table>

GENERAL INFORMATION SECTION FIELD REQUIREMENTS				
Field Name	**Field Description**	**Type of Field**	**Validation**	**Condition**
				<table><tr><td></td><td></td><td>petroleum waste</td></tr><tr><td>MIXEDINDFAC</td><td>Mixed Federal Industrial Facility</td><td>Mixed Federal and industrial/commercial operations; includes multiple source types, e.g., AST, USTs, spills, landfills, etc.</td></tr><tr><td>OTHER</td><td>Other</td><td>explain</td></tr><tr><td>INDFAC</td><td>Industrial Facility</td><td>Industrial/commercial operations. May include multiple source types, e.g., AST, UST, spills, etc</td></tr><tr><td>ACQFEDFAC</td><td>Acquired Federal Facility</td><td>Previously owned and operated by non-DOI Federal agency such as DOE, DOD, etc.; includes multiple source types, e.g., ASTs, USTs, spills, etc.</td></tr></table>
P-638	P-638	Drop down list	Optional	This field is only for BIA.
Affected Media	Choices are: Air, Soil, Sediment, Groundwater, Surface Water	Check box	Optional	Check the media that are affected by contamination.
Potential Primary Contaminants of Concern	User may select up to 4 specific contaminants or general groups.	Drop Down List	Optional	
Stage	Choices: Due Care Only, Study, Cleanup, Remediation/Removal, LTM, and O&M	Drop Down List	Required	
Sub Stage	Based on the stage selected, sub-stage dropdown will be populated.			
CHF Site	Yes, No	Drop Down List	Optional	
Law/ Regulation	Choices: RCRA, CERCLA, UST, CWA, CAA,	Check box	Required	If other is chosen, user will be required to enter a name or description.

GENERAL INFORMATION SECTION FIELD REQUIREMENTS				
Field Name	**Field Description**	**Type of Field**	**Validation**	**Condition**
	TSCA, Other			
Site Description	Site Description	Free-form text field	Optional	
Status	Status of the Site	Will be automatically generated		When the site is routed for approval, status changes to 'Draft'. When the site is approved by bureau Administrator, the status changes to 'Approved'.
Envirocheck	Environmental Review Status of the Site	Will be automatically generated		When the site is approved by Environmental approver, it changes to 'Reviewed'.
Accountcheck	Financial Review Status of the Site	Will be automatically generated		When the site is approved by Financial approver, it changes to 'Reviewed'.
LegalCheck	Legal Review Status of the Site	Will be automatically generated		When the site is approved by legal approver, it changes to 'Reviewed'.
CERCLIS ID	CERCLISID Number of the Site	Free-form text field	Optional	CERCLISID Number of the Site if it is listed in the CERCLIS database
CERCLIS Site Name	CERCLIS Site Name of the Site	Free-form text field	Optional	CERCLIS Site Name of the Site if it is listed in the CERCLIS database
CHF Project Name	CHF Project Name of the Site	Drop down list	Optional	
Fed Docket Fac Name	Federal Docket Facility Name of the Site	Free-form text field	Optional	

FIELDS DEFINITIONS FOR LIKELIHOOD

LIKELIHOOD SECTION FIELD REQUIREMENTS				
Field Name	**Field Description**	**Type of Field**	**Validation**	**Condition**
Likelihood of Cleanup Liability	Probable, Reasonably Possible, Remote	Drop down list	Required	User must click on Continue button at the bottom.
	Probable	Drop down list	Required	If the likelihood is Probable, user must choose one of the criteria from the list.
	Reasonably Possible	Radio button	Required	If the likelihood is Reasonably Possible, user must choose Govt. Acknowledged.
	Remote	Radio button	Required	If the likelihood is Remote, user must choose Govt. Acknowledged.

FIELDS DEFINITIONS FOR ESTIMATED COSTS

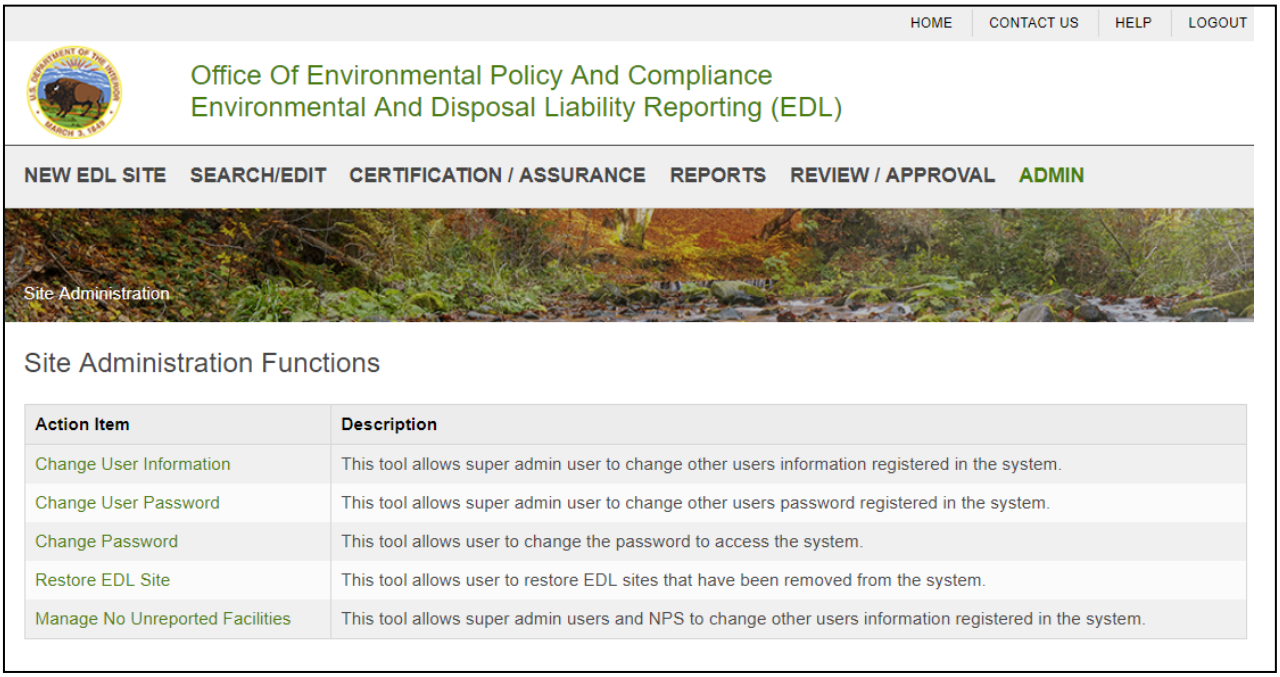
ESTIMATED COSTS SECTION				
Field Name	**Field Description**	**Type of Field**	**Validation**	**Condition**
Costs Not Estimable	Indicate that no portion of the costs are estimable at this time	Check box		If the cost data exists when the Costs Not Estimable box is checked, the user will be asked to confirm. If user confirms, all existing cost data will not be saved. User will be asked to give a reason.
Date Cost Estimate Developed	Month & Year of Cost Estimate Developed	Drop down		
Due Care				Choose the Actual Completion Date
Study	Estimated cost of study or investigation.	Free-form text field (number)	Required if all other cost fields are 0 and the Not Estimable unchecked	The Upper Limit has to be higher than the Lower Limit. Choose the Planned & Actual Completion Date.
Cleanup	Estimated total cleanup costs.	Free-form text field (number)	Not required	The Upper Limit has to be higher than the Lower Limit. Choose the Planned & Actual Completion Date.
Long-term Monitoring	Estimated cost of Long-term monitoring. (Ist 10 years of water cleanup system)	Free-form text field (number)	Not required	The Upper Limit has to be higher than the Lower Limit. Choose the Planned & Actual Completion Date.
Other	Other costs	Free-form text field (number)	Not required	The Upper Limit has to be higher than the Lower Limit. If the user reports some costs in the “Other” part, user will be required to give an explanation and Source of Cost Estimate. Choose the Planned & Actual Completion Date.
Total	Total costs	Calculated field (number)		Total costs are calculated by adding Study, Monitor, Cleanup and other costs. For any costs, if there is a lower limit cost but no upper limit cost, lower limit costs will be saved as upper limit costs.
Source of Cost Estimate		Drop down list	Required for all cost estimates.	Provide the method used to estimate the cost. If other selected, give explanation.
Relevancy of Cost Estimate		Drop down list		

FIELDS DEFINITIONS FOR LIABILITY INFORMATION

ESTIMATED LIABILITY SECTION				
Field Name	**Field Description**	**Type of Field**	**Validation**	**Condition**
Shared Liability	Indicates whether the EDL Site is shared with other Parties	Radio buttons	Required	Yes, No, Unknown
Responsible Parties	Indicates the parties in which the EDL Site is shared.	Radio buttons		If Liability is shared. Are the responsible parties known. If there are more than six parties involved, more parties can be added by clicking the “Add more Parties”.
Agency Allocation of Liability	Indicates the percentage of shared liability	Free form text field (numeric)		If likelihood is Probable, provide the percent liability of total cleanup costs if shared and known. If Shared Liability is No or Unknown, default to 100%. If likelihood is Reasonably Possible, default is 100%.
Amount of Estimated Liability (Display Only)	Shows the total estimated liability based on the costs	Read only display		Costs Not Estimable: Whether the Site is Probable, Reasonably Possible or Remote, if the “Costs not estimable” option is checked, there will be no Amount of Estimated Liability. Remote Sites – If the likelihood is Remote, there will be no Amount of Estimated Liability. Probable Sites – If the likelihood is Probable, then the total lower limit recorded will be “Amount Recognized. The Amount Estimated Loss Lower limit” will be Total lower limit, and “Amount Estimated Loss upper limit” will be the total upper limit. Reasonably Possible Sites – If the Likelihood is Reasonably Possible, Amount Estimated Loss Lower limit” will be Total lower limit, and “Amount Estimated Loss upper limit” will be the total upper limit. Amount Recognized will be zero.

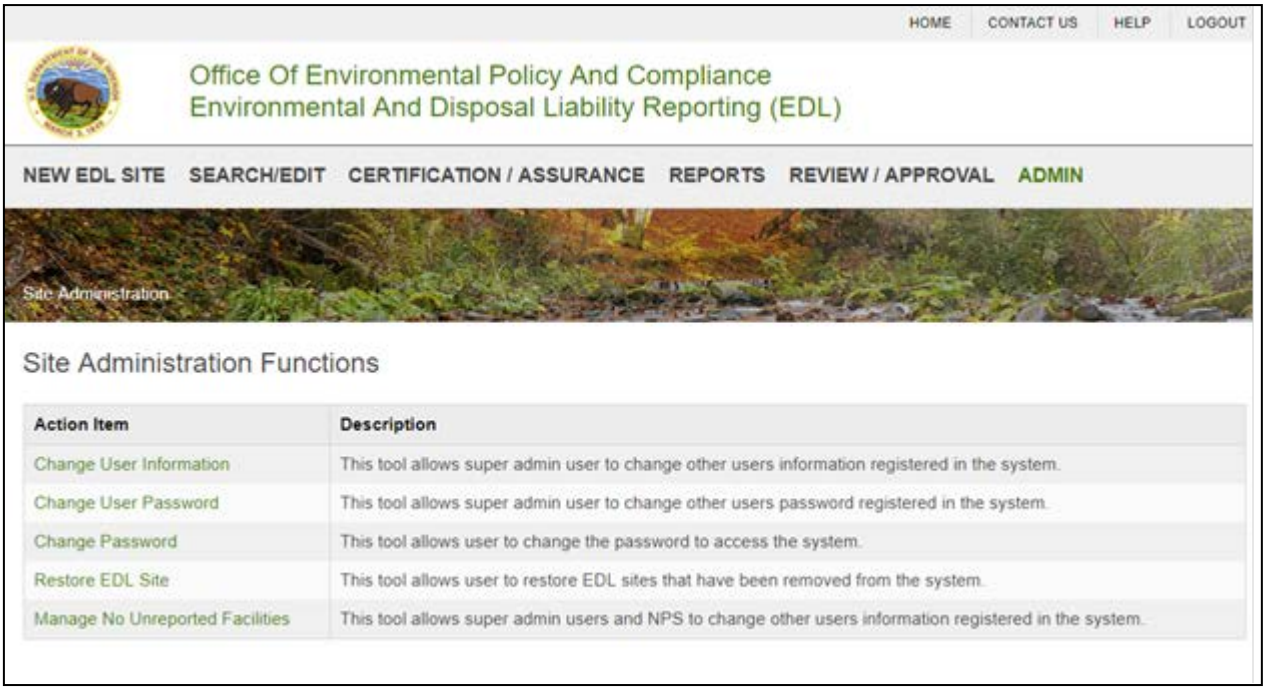
USER GUIDE – APPENDIX B - SITE ADMINISTRATION FUNCTIONS

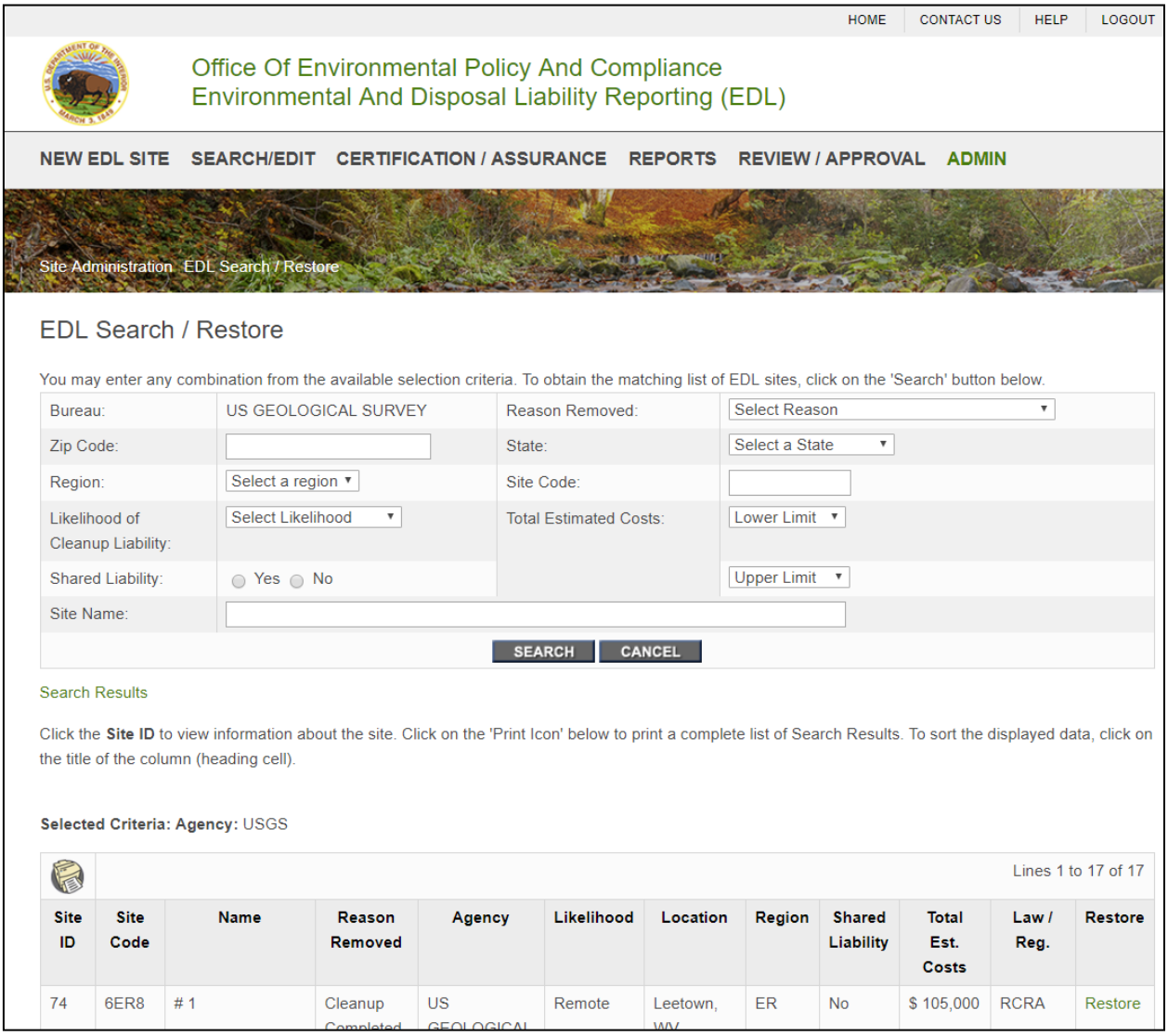
This portion of this **EDL Reporting System User Guide** will walk you through how to administer this application. Below are the available System Administrator options. Allowing a System Administrator to edit these tables gives the customer control and flexibility over the data entered.

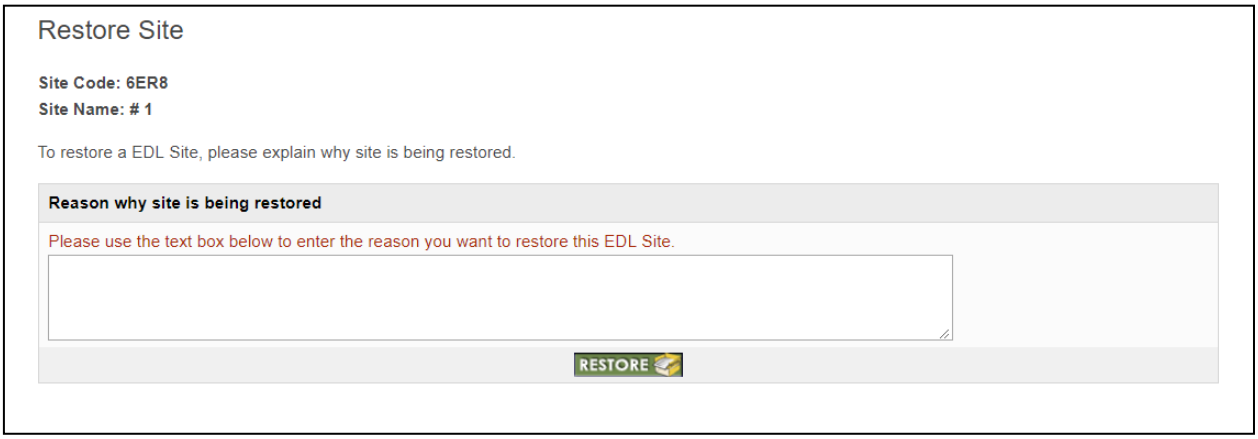


RESTORE AN EDL SITE

A Bureau Administrator can restore a Site that was previously removed from the active list of EDL Sites. From the options dropdown, choose restore. If this option is selected, user confirmation will be requested. If the user selects yes, then user will be asked to provide an explanation. The Site will be added to the Current Site list.



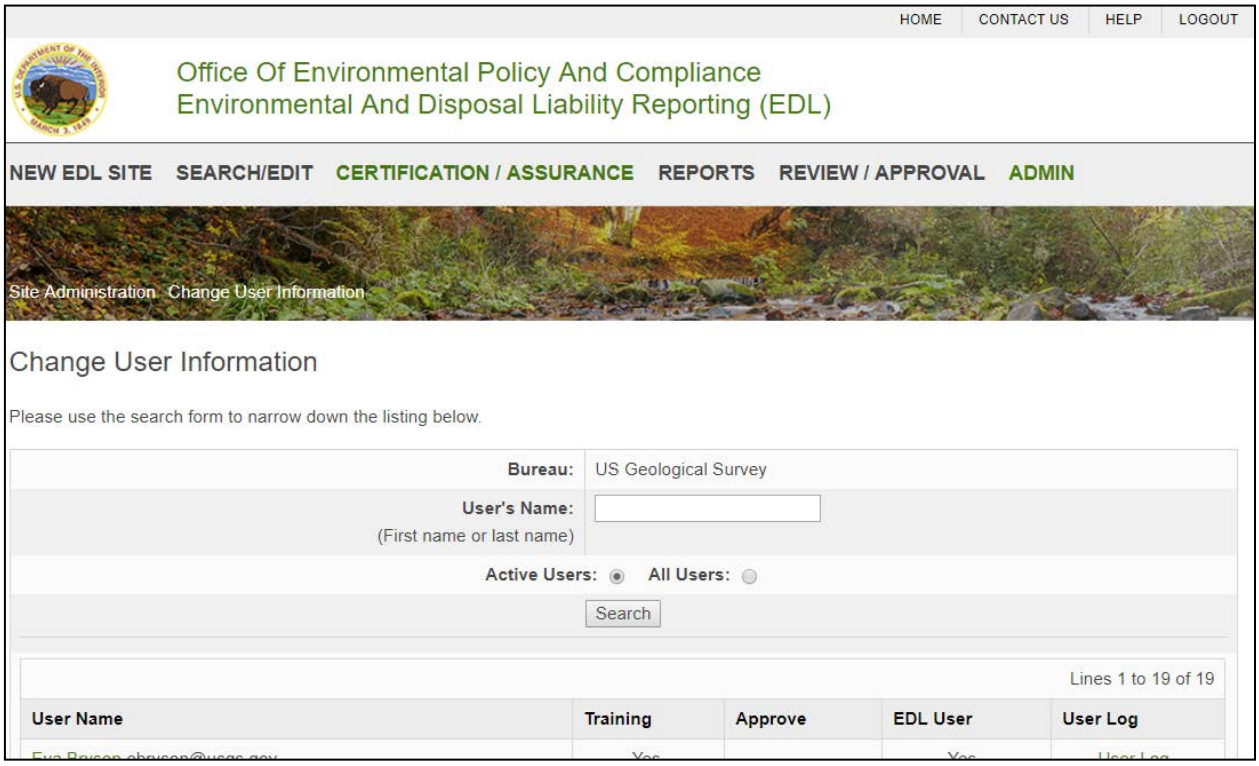

HOME
CONTACT US
HELP
LOGOUT
Office Of Environmental Policy And Compliance
Environmental And Disposal Liability Reporting (EDL)
NEW EDL SITE
SEARCH/EDIT
CERTIFICATION / ASSURANCE
REPORTS
REVIEW / APPROVAL
ADMIN
Site Administration EDL Search / Restore
EDL Search / Restore
You may enter any combination from the available selection criteria. To obtain the matching list of EDL sites, click on the 'Search' button below.
Bureau:
US GEOLOGICAL SURVEY
Reason Removed:
Select Reason
Zip Code:
State:
Select a State
Region:
Select a region
Site Code:
Likelihood of Cleanup Liability:
Select Likelihood
Total Estimated Costs:
Lower Limit
Shared Liability:
Yes
No
Upper Limit
Site Name:
SEARCH
CANCEL
Search Results
Click the Site ID to view information about the site. Click on the 'Print Icon' below to print a complete list of Search Results. To sort the displayed data, click on the title of the column (heading cell).
Selected Criteria: Agency: USGS
Lines 1 to 17 of 17
Site ID
Site Code
Name
Reason Removed
Agency
Likelihood
Location
Region
Shared Liability
Total Est. Costs
Law / Reg.
Restore
74
6ER8
1
Cleanup
US
Remote
Leetown,
ER
No
$ 105,000
RCRA
Restore


Restore Site
Site Code: 6ER8
Site Name: # 1
To restore a EDL Site, please explain why site is being restored.
Reason why site is being restored
Please use the text box below to enter the reason you want to restore this EDL Site.
RESTORE

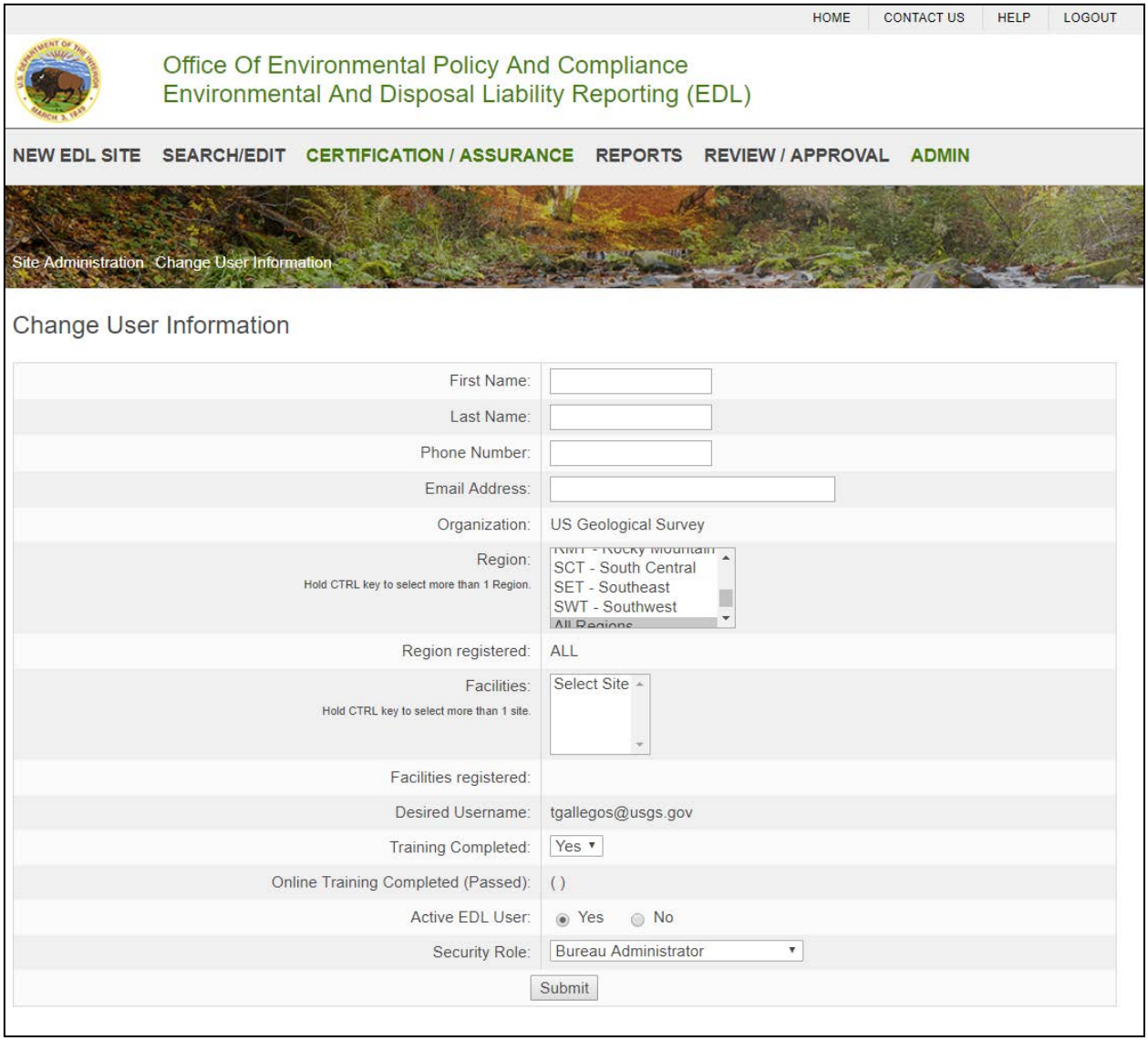
USERS LIST

The Users list is populated after new Users have registered for access to the **EDL System,** and they have received approval by their Bureau Administrator. However, occasionally people may need to be added or removed manually. Because there are many users, the System Administer should use the Search Form below to be sure that the person does not already exist in the system. When a new user registers, after verifying the details, the Bureau Administrator should check the box and click on Approve All Marked at the bottom of the screen. New users will then be able to login.

To change user information, click on the link under the username.

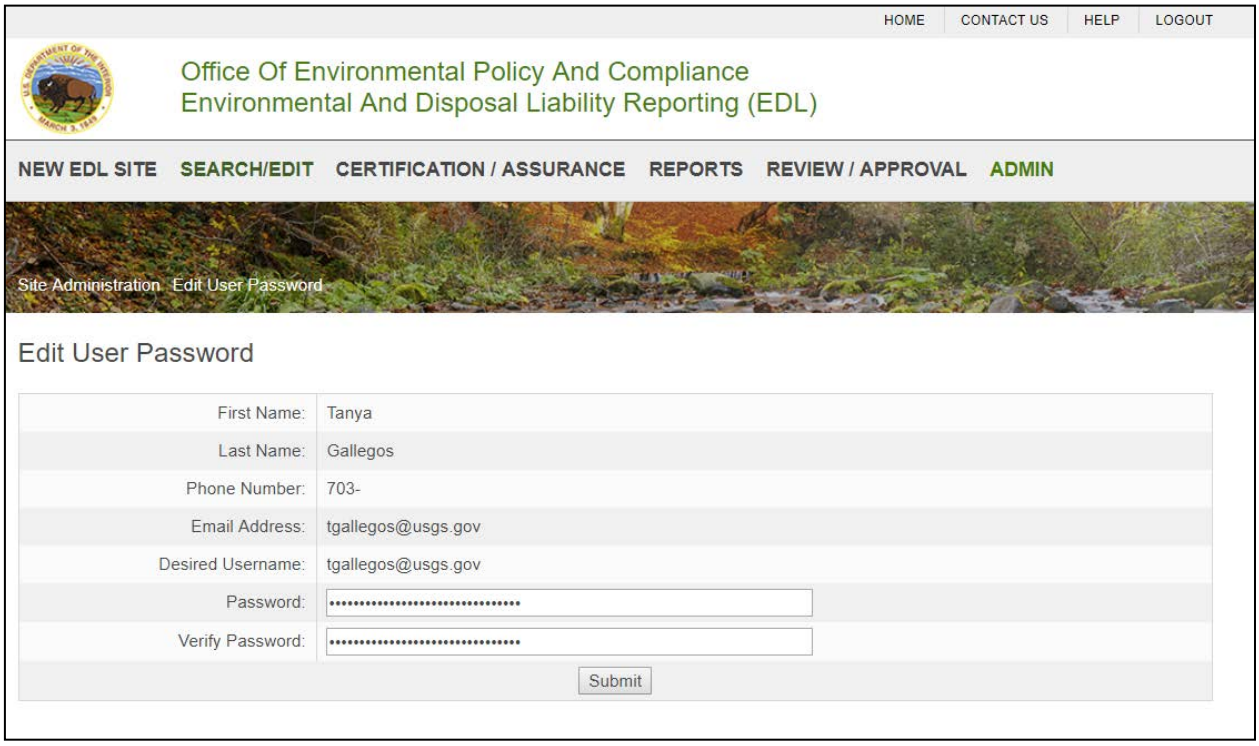


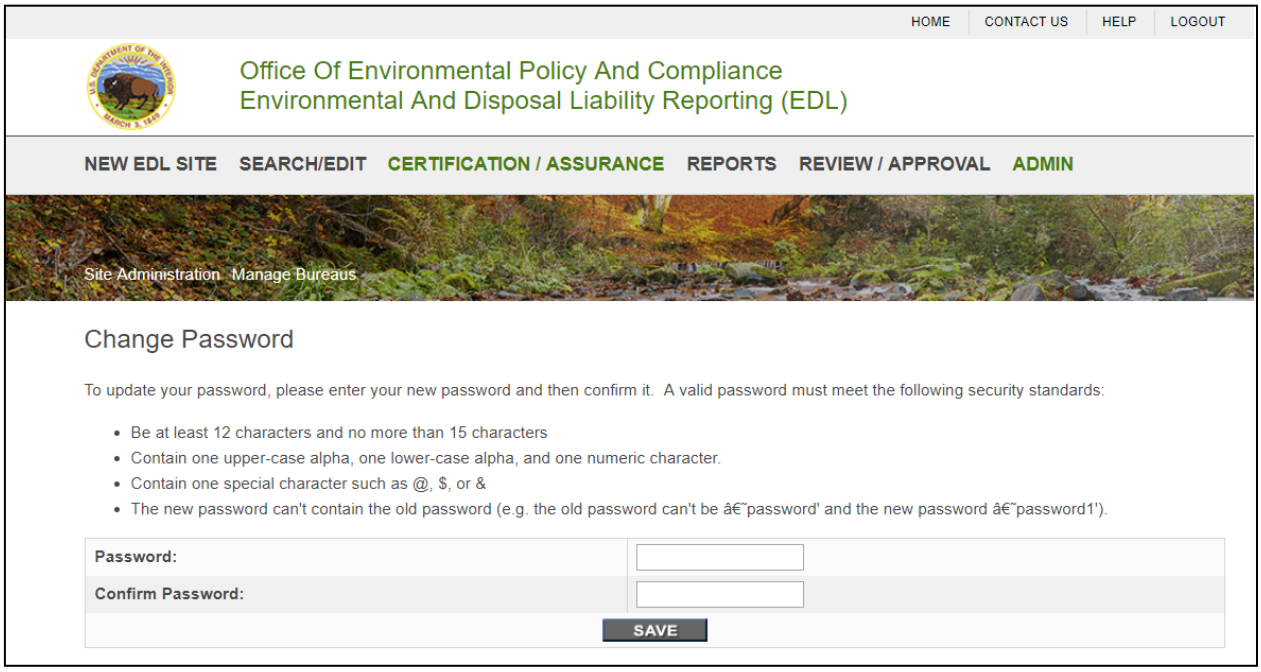
To change a user's information, simply edit the applicable cell. To change the user's access to the system, select Security Role from the drop down and click on Submit button at the bottom. Click the "Submit" button.



CHANGE USER PASSWORD

Sometimes users need to have their passwords reset manually for various reasons in the EDL Reporting System. This allows the System Administrator to update other users passwords. Because there are many users, the System Administrator should use the Search Form below to find the user. Click on the user's name. The screen shown below will show up. Enter the new password twice and click on the Submit button.



CHANGE PASSWORD

Sometimes users need to have their passwords reset manually for various reasons in the EDL Reporting System. Under the Admin tab, select "Change Password" link. Type in the new password and confirm. Press the Save button.