PROGRAM ACCESS

Q: How do I get an account for DOEHRS-IH?

A: Requesting an Account in DOEHRS-IH:

(1) CAC Card is necessary
(2) Go to https://doehrs-ih.csd.disa.mil
(3) Choose the Request Account link
(4) Accept Privacy Act and HIPAA Warning Logon and DoD Notice and Consent Banners
(5) Use CAC card
(6) Fill out the requested required information

- User Identification
  - Required data fields – First Name, Last Name, SSN, Mother's Maiden Name, Email Address
- Personnel Information
  - Required data fields – Work Address, City, State/APO, Zip Code, Country, Organization, Office/Department, Job Title/Function, Grade/Rank, Installation Name, Commercial Phone, DSN, Current Privacy Act Training Date, Current HIPAA Certification Date, Current Information Awareness Training Date, Security Clearance, Security Manager Name, Security Manager Phone, Supervisor Name, Supervisor Phone
- Account Information
  - Required data fields
    - Service Branch – Choose Navy
    - Program Office (often referred to as Industrial Hygiene Program Office (IHPO)) – Choose Appropriate Program Office
    - Permissions – Choose Appropriate Permissions based on User Role
      - Most roles are approved by the Program Office's User Security Administrator (USA). There are a few global or restricted roles that are approved by the Service Level Administrator (SLA). Checking those roles will prevent the USA from seeing the access request. The USA should approve access to the Program Office as they should be familiar with all users in their Program Office and the SLA will not be.
        - Please request basic roles initially so that the program Office access can be seen and approved by the USA. These industrial hygiene (IH) roles include: Create/edit IH samples and surveys/Manage IH data; QA IH samples and surveys; Create/edit SEG Analysis; Maintain data, lab information and notifications; Maintain PO Equipment and Equipment vendors; Administer shops.
        - Other global or restricted roles that require SLA approval can be requested as a role update after initial access to the Program Office. These IH roles include: Deletion (Delete IH Data; Delete PO Equipment Data) and System Administration (Administer local Program Office users (USA role); Administer mobile device

security for a site (Site System Administrator)) permissions, and Mobile Synchronization accounts.

    - Quality Assurance (QA) – Only Program Office personal performing QA approval functions in DOEHRS should have this permission. Contract industrial hygienists (IHs) should not have this permission.
    - Deletion – The Program Office should decide who will have Deletion permissions. Deletion Roles are restricted roles that are granted by the SLAs rather than the USA, but when a request is received the SLA will usually contact the USA.
    - System Administration Permissions should only be requested by personnel assigned USA or Tablet Security Administrator (TSA) roles. Each Program Office should have one or more USAs. Once tablets are deployed, each Program Office should have one or more TSAs.
    - Environmental Health (EH), Food Protection and Facilities permissions are typically only for EH users and not IH users
    - Permissions Generally Not Used by Navy IH or EH -
        - Import/Export IH Lab Data
        - Incident Reporting
        - Radiation
        - Registry
        - Global
- Enter Justification – Must be 30 characters long

(7) Submit account request

- You will receive an email when the Program Office USA approves or denies your request.

Other Account Types – Often requested separately

- Oracle Discoverer® (no longer available)
- Data Warehouse (discussed more in the document below)
    - Standard/View roles at the Program Office level - Most civilian or military Navy IH or EH personnel have Standard/View roles at the Program Office level
    - Power/Create roles at the Program Office level – Often one or two users at an Program Office, that are knowledgeable of DOEHRS-IH and computer databases, have Power/Create roles at the Program Office level. The Power/Create role is required to create reports and is limited because it requires some knowledge of Business Objects® reporting tool and also requires knowledge of the DOEHRS-IH data structure and relationships. Any reports created by Power Users need to be validated prior to sharing out the reports.
    - Standard/View or Power/Create roles at the Region level – only a few users, designated by the Region Head, have roles at the Region level.
    - Standard/View or Power/Create roles at the Service level – only the SLAs or others working with them have roles at the Service level.
- Transactional Reporting (discussed more in the document below)
    - Does not restrict access based on level (Program Office, Region or Service). (i.e. – All users have access to all levels of data) Contract IHs should not have access to Transactional Reporting
        - Standard/View roles - Most civilian or military Navy IH or EH personnel have Standard/View roles

        - Power/Create roles – Only a few users, designated by the Region Head and knowledgeable of DOEHRS-IH and computer databases, have Power/Create roles. The Power/Create role is required to create reports and is limited because it requires some knowledge of Business Objects® reporting tool and also requires knowledge of the DOEHRS-IH data structure and relationships. Any reports created by Power Users need to be validated prior to sharing out the reports.
    - Mobile Synchronization
        - This account type is only needed by Navy IH or EH or information technology (IT) personnel involved in synchronizing DOEHRS-IH Mobile tablets

Q: How do I get the required HIPAA, Privacy Act, Exposure Assessment, and Information Awareness training to request a DOEHRS-IH account?

A: Training required in order to request an account

- HIPAA and Privacy Act- available at Joint Knowledge Online (JKO) - DHA-US001 - https://jkodirect.jten.mil/
- DOEHRS - DoD Industrial Hygiene Exposure Assessment Model – available at JKO – DHA-US050 - https://jkodirect.jten.mil/
- Information Awareness – available at http://iase.disa.mil/eta/cyberchallenge/launchPage.htm

Q: How do I get an account in another Program Office? I have an account at my previously assigned Program Office, but I moved, and need an account in my newly assigned Program Office.

A: The user can log in DOEHRS-IH and request access to a new Program Office.

(1) Log into DOEHRS-IH production application.

(2) Open My Profile in the left navigation menu under Resources

(3) Scroll to the bottom of your profile and open the hyperlink Request Access to New Program Office.

(4) Complete the request form and submit.

(5) The Program Office USA at the new Program Office will be prompted by system e-mail to approve the new account request. In small and remote Program Offices, you may need to notify the Help Desk for account approval. Help Desk contacts are located within the application under the Resources in the left navigation menu.

(6) After you have a new account, you should open your profile My Profile and set the new Program Office (under Preferences in your profile) as your default Program Office and click SAVE. (Failing to perform step (6) may result in your entry of data into the wrong Program Office.)

(7) Remind your previous Program Office USA to Stop Date your account as a user after you are reassigned

- Program Offices and USAs: It is important to remove employees who have left (reassigned, retired, etc…) from your Program Office promptly.
- Users: If you are Stop Dated in your only DOEHRS-IH Program Office before you have access to a new one, your DOEHRS-IH account will be Stop Dated and you will have to apply for a new DOEHRS-IH account.

Q: How often do I need to update My Profile in DOEHRS-IH?

A: All your My Profile information should be periodically checked and updated both in DOEHRS-IH production https://doehrs-ih.csd.disa.mil and DOEHRS-IH demo https://doehrs-ih-demo.csd.disa.mil. If your email or other contact information changes, that should be updated immediately. Your HIPAA, Privacy Act, and Information Awareness (HIPAA, PII, and CyberAwareness) training should be updated each year as you complete them.

Q: Who are all these people in my Program Office? I am the USA and I didn't approve them.

A: The Program Office's USA should approve all access to their Program Office, even for contract IHs. However, you may see a few people as part of your Program Office that a USA did not approve, who were granted access to your Program Office by the SLA. These individuals include the Navy SLAs, and also a few contractors working for BUMED, NAVMED EAST, NAVMED WEST and NMCPHC, that deal at a higher level to provide DOEHRS-IH training, over the shoulder help, troubleshooting and report writing services for Navy IH/EH. You might see these people in your Program Offices or making requests, as they need to often be in multiple Program Offices to perform their tasks. They are OK, and listed at the bottom of this document under DOEHRS-IH POCs.

Q: What is a USA for DOEHRS-IH?

A: A USA is a DOEHRS-IH User Security Administrator. The USA is the gate keeper to the Program Office. The USA Approves, Locks, Unlocks, Stop Dates personnel accounts in the Program Office, and ensures the profiles for the Program Office personnel are kept up to date. (Please keep in mind that if someone's account is locked due to inactivity, the USA or even the SLA cannot unlock it; a Help Desk Ticket must be submitted.)

As a USA, DO verify that the roles a person requests are valid and appropriate for their duties in the Program Office.

- Navy IHs do not currently use the Environmental Health, Food Protection, Facilities, Incident Reporting, Radiation, and Registry roles.
- Only civilian and military IH personnel should typically be given Data Warehouse or Transactional Reporting permissions.
- Only certain civilian and military IH personnel should be given QA permissions.

As a USA, DO periodically check your Program Office Personnel (under Administration on your left navigation menu). Check the personnel with access to your IHPO - their Status, and User Roles and ensure they are appropriate.

- You should recognize the personnel in your Program Office, with perhaps the exception of the BUMED, NAVMED EAST, NAVMED WEST and NMCPHC personnel mentioned in the previous question. If individuals are in your Program Office that you do not know, you need to check with NMCPHC or your Region to find out who they are, their purpose, etc...
- Remind the personnel in your Program Office to check and update their profiles (in My Profile, under Resources on the left navigation menu) for their current information, email address, and training dates.
- If personnel have erroneous roles/permissions, there are some permissions you can update by pulling up their record in Program Office Personnel (under Administration on your left navigation menu), and checking or unchecking boxes.

- Generally, it is better for personnel to Request Permission Updates (in My Profile, under Resources on the left navigation menu) if their work has changed and they need different roles/permissions.
- Some roles/permission changes (such as Global System Administration permissions, or Data Warehouse or Transactional Reporting accounts) can only be made by either that person requesting a permission or account update (in My Profile, under Resources on the left navigation menu), or by the Program Office submitting a Help Desk Ticket for a Maintenance Change Request (MCR).

As a USA, DO stop date Program Office personnel no longer active in current Program Office.

- If the individual is moving to another Program Office, have the person apply for the new Program Office BEFORE stop dating the individual in current Program Office. If individuals are Stop Dated in their only DOEHRS-IH Program Office before they have access to a new one, their DOEHRS-IH accounts will be Stop Dated and they will have to apply for new DOEHRS-IH accounts.

- DO NOT lock the account of an individual no longer active in your Program Office I. Locking an individual's DOEHRS-IH account will prevent the person from accessing DOEHRS-IH at their future Program Office. If the individual has left the Program Office and will not be using DOEHRS-IH at their next location, the person’s account should be Stop Dated rather than locked.
- When you, as a USA leaves (retires/separates from service/moves to new Program Office), notify another USA in your Program Office or a Navy SLA at the Navy and Marine Corps Public Health Center (NMCPHC) so they can Stop Date you in that Program Office. Also, let the other USA or SLA know who any new replacement USA will be.

GENERAL DATA NOMENCLATURE

Q: Throughout DOEHRS-IH there is a lot of data that can be Stop Dated or Close Dated. What is the difference?

A: Typically, data items that were once there and are now gone or obsolete and ready to archive are Stop Dated. This applies to many data items in DOEHRS-IH. (e.g. – DOEHRS-IH accounts and Program Office access, Program Office Equipment, Shops, Personnel (at all levels), Processes, Hazards, Shop Equipment, Controls, Similar Exposure Groups (SEGs), Assessments, etc…) However, Master Schedule tasks which are performed and completed do not get Stop Dated but are instead Close Dated. (i.e. – The scheduling tasks may be one time or reoccurring, but it is not that they have gone away or become obsolete, it is more that they are a snapshot in time and get completed, and so the completed scheduling task record is Close Dated rather than Stop Dated. The Close Dating archives the Master Schedule task, but not any actual data associated. (e.g. – When the actual Sampling Task is completed, the Master Schedule Sampling Task entry needs to be Close Dated. Close Dating the Master Schedule Sampling Task entry, archives the completed Master Schedule Sampling Task, but DOES NOT archive or Outdate the completed Samples or Results that were part of the actual Sampling Task data.))

Please keep in mind that when you enter Stop Dates or Close Dates (or even other dates) in DOEHRS-IH, please make sure that you are entering in the actual dates for the item you want to use. Some dates default to "today's date". So make sure the date entered is reflective of when (or the closest estimate of when) the event actually occurred. (e.g. - the date the item actually stopped or became closed, etc... - as opposed to just using the date that the data entry was done)

Q: Throughout DOEHRS-IH there is data that can be marked Invalid or Outdated. What is the difference?

A: Some data items in DOEHRS-IH can be marked Invalid or Outdated. This is not a date, like Stop Date or Close Date, but just a flag on the data item so that it does not show up on lists of current data for use. However, Invalidating or Outdating an item does not really delete an item. Outdated denotes that the item was correct, but now obsolete, and archives the item. (In that fashion it is rather like a Stop Date, except that it is just a flag on the data rather than an actual date denoted for when the data was no longer current.) Invalid denotes that the item was somehow nullified. (e.g. – A Sample was submitted to the laboratory, but something happened to it that invalidated the Sample's Results.) Truly erroneous or duplicate data is probably best deleted. DOEHRS-IH has recently expanded the deletion capability. Users with deletion permissions, can now delete many erroneous or duplicate data items, as long as the items do not have dependent data associated and are not Approved by QA. (If they do have dependent data, you might need to delete the dependent data first). If there is erroneous or duplicate data that still cannot be deleted, a Maintenance Change Request (MCR) can be put in through the Help Desk to delete an item. Help Desk contacts are located within the application under the Resources in the left navigation menu.

However, some areas only have Invalid as a choice, and some areas only have Outdated as a choice. (e.g. – Sampling Tasks can be Outdated from the appropriate Sample Form screen, and all the associated individual Samples and their results would then be Outdated. Time Weighted Averages (TWAs) on appropriate TWA tab can be marked Outdated. Sample Results at the Measurement Information tile on Individual Sample ID Information screen can be marked Invalid, and if all the result measurements for an individual Sample are marked Invalid, the individual Sample will be Invalid.) So, at times, a person might use Invalid or Outdated when they really need to use the other. Also, if you have erroneous or duplicate data, and Outdated is the only choice (e.g. – Same Samples entered twice as separate, duplicate, Sampling Tasks, or multiple duplicate or erroneous TWAs being calculated for a Sample or Sample set), it would be better to delete the items, so that later, when you want to include Outdated archived data in a report, it does not seem like it was correct data that just became obsolete. DOEHRS-IH has recently expanded the deletion capability. Users with deletion permissions, can now delete many erroneous or duplicate data items, as long as the items do not have dependent data associated and are not Approved by QA. (If they do have dependent data, you might need to delete the dependent data first). If there is erroneous or duplicate data that still cannot be deleted, a Maintenance Change Request (MCR) can be put in through the Help Desk to delete an item. Help Desk contacts are located within the application under the Resources in the left navigation menu.

Though it does not appear on the active lists, Outdated sampling data or TWAs can be queried in DOEHRS-IH from the Other Actions Samples drop down, under Search for Samples or Search for TWAs, with Include Outdated Samples. When the Outdated Sampling Task or Outdated TWAs are retrieved, they can be "un-Outdated" by removing the Outdated mark on the appropriate Sample Form screen or TWA tab.

Invalid data, though still in the database, cannot be retrieved like Outdated data. However, Invalid data can show up in reports of DOEHRS-IH production using Transactional Reporting or in reports of DOEHRS-IH Data Warehouse.

There is a System Change Request (SCR) being worked on to give greater functionality and more flexibility in marking various records as Invalid or Outdated, with business rules regarding the effects on child data. Also, there is an SCR being worked on to allow the user more capability in deleting some erroneous or duplicate data so that MCRs will not need to be submitted as often.

Q: When I let the Help Desk know that there is a problem in DOEHRS-IH, I get emails from the Help Desk saying the problem is resolved, but when I check the problem is still there. This is not helpful. What is going on?

A: Often when someone enters a Help Desk Ticket that ends up requiring:
1) a data maintenance request/maintenance change request (MCR) (e.g. -please delete this sample, etc...), or
2) a system change request (SCR) (e.g. - please add this functionality to DOEHRS-IH), or
3) fixing a defect/system incident report (SIR) (e.g. – DOEHRS-IH is supposed to do this but doesn't'),
the user will get an email back saying something to the effect that the incident was resolved or the ticket is closed in the system.

This does not mean it was already fixed, nor does it mean that it is just being dropped. These are system messages from the Help Desk's Remedy system. What it really means is that the issue is being sent on as an MCR, SCR, or SIR to be approved by the services and queued for fixing. It is only being closed out of the Help Desk Remedy system, and has been added to the DOEHRS Tier III internal defect tracking system.

Existing defects change requests or data maintenance requests are evaluated and corrected based on their severity and available resources. You will be notified via email when the correction is completed. Additionally, for system changes from SCRs or SIRs that are corrected in future DOEHRS-IH releases, the DOEHRS-IH release notes (published with each software release) are available within the DOEHRS-IH application under the Release Information link in the left navigation. The release notes provide the status of all defects or change requests corrected/included in the release.

UIC, COMMAND, SHOP, PROCESSES

Q: One of our commands was deactivated. Should I remove this command from the system?

A: The Supported Organization section of DOEHRS-IH is only used to build your Organization Tree View of the Shops in your Program Office. The Supported Organization section is built manually and maintained manually by IHs in the Program Office. This means that when you set up your Program Office, you should build your Supported Organizations section to cover all of the Organizations (Commands) that your Program Office supports. This will allow the Program Office to use the Organization Tree View to help navigate their Shops. The IHs will have to maintain this list manually as well. If all the Shops under an Organization are Stop Dated, the Organization will not be removed from the Supported Organization list automatically but must be removed manually by IHs in the Program Office. The Supported Organization section also allows you to keep track of the Safety Contact personnel for each Organization.

In the past, training classes have taught that if a Shop is added to the Program Office from the Supported Organization Detail page, removing that Organization from the Supported Organization list would remove the Shop from the Program Office. However, according to the Help Desk, this is no longer the case (apparently resolved by a previous DOEHRS-IH release) and you can safely add and remove Organizations from the Supported Organizations list without any repercussions to your Shop list.

The Supported Organization functionality only serves one purpose, and that is to build your Organization Tree view list, and thus giving you another method of navigating your Shops in your Program Office. It must be built and maintained manually and has no other effect on your DOEHRS-IH data.

When to Stop Date affected Shops and SEGs and Remove closed Organizations. - When an Organization closes, you should first Stop Date the child SEG Processes and SEG Personnel for the particular Shops of the closed Organization, individually, for each affected SEG. If an affected SEG is comprised solely of

Shop/Processes from that closed Organization, you should also Stop Date the SEG itself, after closing those child SEG records. (There is no cascade effect to Stop Date child records when Stop Dating a SEG, so you have to do it manually.) If an affected SEG is comprised of Shop/Processes from multiple Organizations, not all of which are closing, only Stop Date the child SEG Processes and SEG Personnel for the particular Shops of the closed Organization, but do not Stop Date the SEG itself if it is still active for Other Organizations' Shop/Processes.

Next, when an Organization closes, you should Stop Date all the Shops for that Organization. (Note: Stop Dating a Shop will cascade and Stop Date all the child Locations, Shop Personnel, Processes, Process Personnel, Process Hazards, Process Controls, Ventilation Components, and Observations & Notes. It also removes the Shop and any child Locations from the Organization Tree View. So, make sure you verify that all child entries in the Shop/Location tree for Shops in the Organization are ones to be stopped before setting a Stop Date.)

Then, you should remove that closed Organization from the Supported Organization list. (Removing the Organization from Supported Organizations section earlier just would make it so that you could not use the Organization Tree View to help find your Shops and their SEGs for that command.)

Please keep in mind that if an Organization realigns, reorganizes, or moves, you might not want to just Stop Date the affected Shops and SEGs (and their child records) or remove the closed Organizations as done above for closed Organizations. Each particular situation might vary depending on how you want to handle the data. In those cases, please discuss the individual situation and outcome desired with the SLA and you might need to submit a Help Desk Ticket for an MCR. Help Desk contacts are located within the application under the Resources in the left navigation menu.

Q: What if the command now comes under another Program Office?

A: If both Program Offices agree, request an MCR through a Help Desk Ticket to move the Organization and all of its Shops, Processes, Samples, etc… (Unless there is a Memorandum of Agreement to share the Organization and the IH responsibilities by joining the other Program Office). Help Desk contacts are located within the application under the Resources in the left navigation menu.

Q: As we understand it, IH Periodic Survey frequency is set for the command. Now, in DOEHRS-IH, can we set sections (Shops) of a command to a different periodicity - such as some of the Shops at 1 or 2 years and other administrative ones at 4 years?

A: Yes. Reassessment frequency based on hazard categories per OPNAVINST 5100.23 Series is based on command types. However, DOEHRS-IH was built on a shop-centric basis. Therefore, the priority values will be associated to individual Shops (e.g. - Administrative spaces in a shipyard would be a Priority 3 and the welding shop a Priority 1).

The Industrial Hygiene Field Operations Manual (IHFOM) Chapter 2, Appendix 2-D, discusses IH surveys and Shop Priorities in DOEHRS-IH. IHFOM - http://www.med.navy.mil/sites/nmcphc/industrial-hygiene/industrial-hygiene-field-operations-manual/Pages/default.aspx.

Shop Priorities are set and can be changed in the Shop Detail screen.

Q: I have long Shop and Process names currently in the system, but I can no longer enter a name of equal length. What happened?

A: For DOEHRS-IH Navy legacy (Navy Industrial Hygiene Information System (IHIMS)) data migration data, since the default algorithms were created before DOEHRS-IH went online and since the data went in behind the scenes, they accommodated having Shop Names and SEG Names greater than 50 characters. Entering new Shop Names or SEG Names, normally through DOEHRS-IH, only allows 50 characters to be entered. The actual Shop Name and SEG Name data field sizes are larger (155 and 150 characters, respectively), but DOEHRS-IH restricts the data entry of Shop Names and SEG Names to just 50 characters to support readability in the left navigation menu.

Currently, the only issue, with the migrated Shop Names or SEG Names over 50 characters in length, is when the users want to edit these Shops or SEGs (e.g. - to add Personnel, etc…) , the system then complains of the name length and makes the user change it in order to save any changes to the Shop or SEG.

It has also been asked if having the longer Shop Names or SEG Names from data migration will create a problem when the DOEHRS-IH production data is sent over to the DOEHRS-IH Data Warehouse. Since the data field sizes are greater (155 and 150 characters, respectively), the Shop Names and SEG Names will be transferred over to the DOEHRS-IH Data Warehouse as is, without the 50 character size restriction imposed for data entry.

Q: I have Stop Dated Shops, Equipment, Processes, etc..., and they disappeared. Did they get Stop Dated? What happened?

A: When you put in a Stop Date, the item will no longer appear on the screen. If you want to see Stop Dated Shops, Equipment, Processes, Personnel, etc..., you need to check the Include Archived Records check box on the particular search screens.

Please do not reenter the Stop Dated data thinking that it has disappeared. That just creates duplicate entries in the system. Such duplicate entries would need to be deleted from the system. DOEHRS-IH has recently expanded the deletion capability. Users with deletion permissions, can now delete many erroneous or duplicate data items, as long as the items do not have dependent data associated and are not Approved by QA. (If they do have dependent data, you might need to delete the dependent data first). If there is erroneous or duplicate data that still cannot be deleted, a Maintenance Change Request (MCR) can be put in through the Help Desk to delete an item. Help Desk contacts are located within the application under the Resources in the left navigation menu.

Overall, please remember to use the Include Archived Records check box when searching for Stop Dated Shops, Equipment, Processes, Personnel, etc…, and avoid creating duplicate entries in the first place.

Q: I need some Processes moved to different Shops in DOEHRS-IH. Is a Help Desk Ticket the only way to do this? Do you have any advice on how to best make this happen?

A: Yes. Moving Processes to another Shop would be a Help Desk Ticket for an MCR request. Help Desk contacts are located within the application under the Resources in the left navigation menu.

However, exactly what you do may depend on the situation. For example:

- Do you really want to move the data, or do you want to Stop Date the Processes in the old Shops and duplicate them in the other Shops with a new Start Date? Stop Dating the Processes in the old Shops and Start Dating the Processes in the other Shops archives and preserves the history of data and change. (The moving or duplication (adding and Start Dating them in the other Shops and Stop Dating them in the old Shops) of the Processes can also be done with an MCR.)

- What about child data under the Process – Hazards, Process Personnel, Samples, etc..? If you are Start Dating an existing Process under a different Shop, you need to decide whether you want to start fresh with new data for the "new" Shop/Process, or whether you want the data from the old Shop/Process duplicated and added in.
- What about SEGs? If a Process is Stop Dated in a Shop, that old Shop/Process should also be Stop Dated in any existing associated SEGs. If you are Start Dating an existing Process under a different Shop, you need to decide whether you want to add the "new" Shop/Process to the same existing SEGs as the old Shop/Process, or whether you want to create a new SEG.

Essentially, how the data it is handled and what you describe in the Help Desk Ticket, all depends on what you are trying to do in the particular situation, as illustrated above.

Q: Where are the OPCODEs?

A: Operations Codes (OPCODEs) were originally developed as a picklist for the Navy legacy IHIMS. DOEHRS-IH does not use OPCODEs, but a user defined Process Name and a series of Process picklists - DOEHRS-IH Process Category, Common Process and Process Method. The Process Name is user defined and is what the user typically sees. Since Process Name is user defined, care must be taken to use a business practice that ensures accurate and consistent Process Names are created. The DOEHRS-IH Process Category/Common Process/Process Method picklists are in the form of a three tiered Process pull-down picklist. The DOEHRS-IH Process Methods from the picklist are the equivalent of the old OPCODEs. It is very important that proper selections are made from these DOEHRS-IH picklists and they are accurate and consistent for the Process under consideration in order to facilitate future data mining.

The IHFOM Chapter 3, Appendix 3-A, discusses OPCODEs and DOEHRS-IH Processes and provides an updated table with suggestions on which DOEHRS-IH Process Category/Common Process/Process Method choices match up closest with the old OPCODEs. IHFOM - http://www.med.navy.mil/sites/nmcphc/industrial-hygiene/industrial-hygiene-field-operations-manual/Pages/default.aspx.

MASTER SCHEDULE TASKS and IH SURVEYS

Q: We have been told that we need to put in our IH Survey Start and Close Dates into DOEHRS-IH, even though we create the survey outside of DOEHRS. Why are we doing this, and is this going to be a reoccurring tasker?

A: DOD and BUMED are following the use of DOEHRS-IH. One of the metrics is the percent of DOD high risk workplaces (Priority 1 Shops) with an annual characterization within the past 12 months. This metric is used as an indicator to ensure the appropriate workplaces are being assessed. (Similar metrics are also starting to be used for Priority 2 and 3 Shops.)

In order to improve on this metric for the Navy, Program Offices must ensure Priority 1 Shops have a Survey Task (Baseline or Periodic Survey) in the Master Schedule, complete the survey and then enter a Close Date. This will need to be done as the Priority 1 Shop surveys are completed annually. (This also needs to be done for Priority 2 and 3 Shops for their 2 and 4 year periodicities.)

Please keep in mind, when Survey Tasks are created, a Survey Task frequency is required to be entered. If Survey Tasks were previously created and then closed for a Shop (even for a previous year), a Survey Task for this year may already be present for the Shop in Master Schedule, depending on the Survey Task frequency entered the previous time. Therefore, first, you will want to check Master Schedule and/or Work Basket for any Survey Tasks already present. The easiest way to do that is to go into Master Schedule and do a search on all Shops with a Projected Start Date range of the current year (e.g. – 2015/01/01 through 2015/12/31). For Survey Tasks already present, if the survey for that Shop has already been completed (even if done not using DOEHRS-IH), enter a Close Date for that Survey Task.

If a Survey Task for a Shop has never been created (or the Survey Task frequency entered the previous time was One Time), a Master Schedule Survey Task will need to be created and a Close Date for the completed survey entered.

Some important points to remember about Master Schedule are that any reoccurring Master Schedule tasks work in the following manner:

- Enter an appropriate periodic task frequency.
- The next periodic task does not get scheduled until the first task is closed (Close Date entered).
- When the first task is closed, it will only show up if Include Archived Records is checked on the Master Schedule search screen.
- Regulations and task Equipment should be carried forward to the new periodic task; Assigned Program Office Personnel should not. Please be aware that tasks that are set up with a reoccurring frequency will automatically generate a new task but will not carry forward the Assigned Program Office Personnel. It will be up to the Responsible Program Office Personnel (identified in the Program Office Personnel tile at the bottom of the task Master Schedule Detail screen) to assign a IH or IH Tech to the task.
- Please keep in mind that when creating a new Master Schedule periodic task, entering in Projected Start Date, and Actual Start Date and Close Date, all at the same time when creating a new Master Schedule task, will not create a reoccurring task, regardless of if the task frequency is set properly (to something other than One Time depending on the required periodicity). You need to initially create the Master Schedule periodic task, enter the Projected Start Date, and ensure the task frequency is set correctly. Later when the task is actually started, go into that Master Schedule periodic task entry and enter the Actual Start Date. Once the task is completed, go into the Master Schedule periodic task entry and enter the Close Date. This ensures that a new Master Schedule periodic task is automatically generated for a reoccurring task.

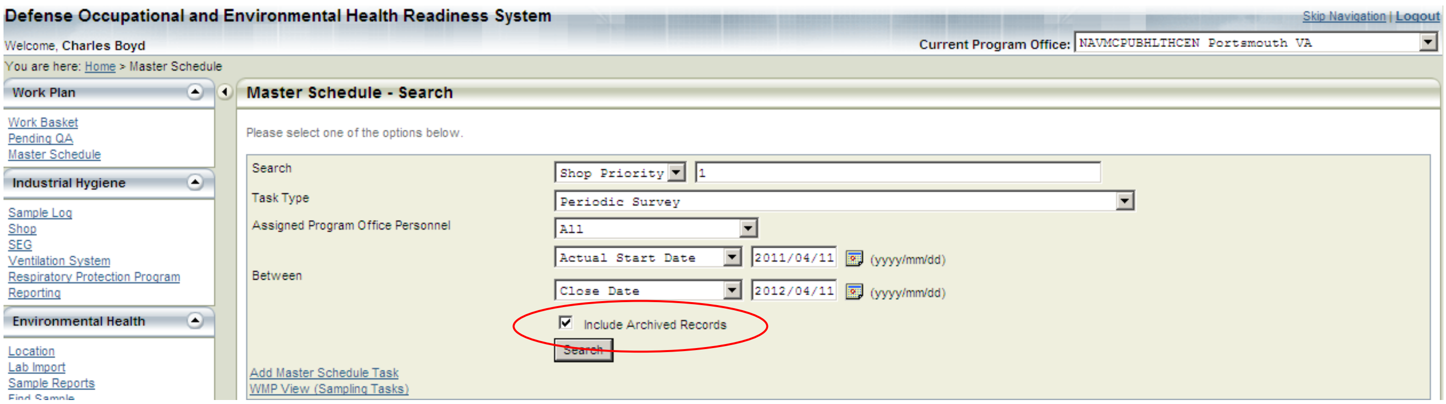
Master Schedule task creation is a part of DOEHRS-IH training. IH users can review this training as follows:

- Review Master Schedule Shop Periodic Survey Tutorial on the NMCPHC website.
- Review automated scenario to Add Master Schedule Periodic Survey (located in the DOEHRS-IH applications in Classroom Training Presentations under DOEHRS Documentation in the left navigation menu.)
- Review Chapter 14 in the Student Guide (located in the DOEHRS-IH applications under DOEHRS Documentation in the left navigation menu.)
- Review the Computer Based Training (CBT) DOEHRS CBT 09-Master Schedule Guide (located in the DOEHRS-IH applications under DOEHRS Documentation in the left navigation menu.) (Note: To run CBT, please ensure that you are saving the CBT file to your desktop prior to running it, by right clicking on the link and selecting Save Target As option.)

Q: I have Close Dated Baseline and Periodic Survey Tasks in the Master Schedule and they disappeared. Did they get Close Dated? What happened? Should I reenter it?

A: When you put in a Close Date, the item will no longer appear on the screen. If you want to see Close Dated surveys or other closed Master Schedule tasks, you need to check the Include Archived Records check box on the search screens. (See example screen shot below.)

<u>Example of a Search for Closed Periodic Surveys within the Last 12 Months (4/11/2011-4/11/2012)</u>



Please do not reenter the Close Dated data thinking that it has disappeared (e.g. – Do not recreate and reclose a Periodic Survey in the Master Schedule). That just creates duplicate entries in the system. Such duplicate entries would need to be deleted from the system. DOEHRS-IH has recently expanded the deletion capability. Users with deletion permissions, can now delete many erroneous or duplicate data items, as long as the items do not have dependent data associated and are not Approved by QA. (If they do have dependent data, you might need to delete the dependent data first). If there is erroneous or duplicate data that still cannot be deleted, a Maintenance Change Request (MCR) can be put in through the Help Desk to delete an item. Help Desk contacts are located within the application under the Resources in the left navigation menu.

Overall, please remember to use the Include Archived Records check box when searching for Close Dated Master Schedule tasks, and avoid creating duplicate entries in the first place.

Q: I have Close Dated Baseline and Periodic Survey Tasks in the Master Schedule, but the survey status does not change from In Progress to Closed in the Survey section under Shop. How can I get my surveys marked Closed? Does this affect my metrics? Also, I have seen some surveys with statuses of Approved by QA, but I don't see where you can QA a Baseline and Periodic Survey in the Survey section under Shop.

A: When a Baseline or Periodic Survey Task is created in in the Master Schedule, a Baseline or Periodic Survey entry is automatically created in the Survey section under Shop. At this Survey entry, you can Create or Import a Survey Report. However, please keep in mind that it is not a form; you are not entering any information for "doing the Shop survey". It does allow you to generate a report in DOEHRS-IH, by picking and choosing current information for a date range for that Shop (data that has already been entered into DOEHRS-IH from all the other data entry areas for that Shop) covering Shop, Process, Hazard, Sampling, Assessment, Recommendations, etc…information. Choosing Import allows you to upload a survey report file written outside of DOEHRS-IH to attach to that Survey entry.

Creating or Importing a report does not close the Survey entry.

Entering a Close Date in the associated Master Schedule Survey Task did not usually close the Survey entry in the Survey section under Shop. This was a known defect. However, it was just recently fixed. Entering a Close Date in the associated Master Schedule Survey Task now changes the survey status from In Progress to Closed in the Survey section under Shop.

There is no way to mark Survey entries in the Survey section under Shop as QA Approved. The Survey entry is just a place to generate or import a report. The data was entered and QAed in the other data entry areas in DOEHRS-IH. You will see some Survey entries marked as Approved by QA. However, that is a side effect of business rules to cover past data that had Close Dates in their Master Schedule Survey Tasks that were developed when QA functionality was added to DOEHRS-IH in 2011.

The survey status for the Survey entries in the Survey section under Shop, do not affect you metrics. The metrics on Shop Survey completion are calculated based on Close Dates in the Master Schedule Survey Tasks.

Q: Why are all these Master Schedule Sampling Tasks listed in my Master Schedule?

A: Master Schedule Sampling Tasks can be entered into Master Schedule in a few ways. These scheduled tasks may be one time or reoccurring. Master Schedule Sampling Tasks can be entered directly into Master Schedule to schedule Sampling Tasks in advance. When sampling data is entered into DOEHRS-IH, a Master Schedule Sampling Task is automatically created. When workplace monitoring (WPM)/exposure monitoring is designated in the IH Assessment section (Create WPM Sampling Task), a Master Schedule Sampling Task is automatically created. However, these Master Schedule Sampling Tasks are not automatically closed when sampling data is entered or sampling is Approved by QA. When the actual Sampling Task is completed, the Master Schedule Sampling Task entry needs to be Close Dated. Close Dating the Master Schedule Sampling Task entry, archives the completed Master Schedule Sampling Task, but DOES NOT archive or Outdate the completed Samples or Results that were part of the actual Sampling Task data.)) These Master Schedule Sampling Tasks need to be closed. It is best to keep up with them on a regular basis as sampling is completed. (These Master Schedule Sampling Tasks being closed does affect certain annual metrics.)

Q: How do I close Master Schedule Ventilation Survey Tasks? I cannot enter a Close Date in the Master Schedule entry.

A: Unlike other Master Schedule Tasks (e.g. - Master Schedule Survey Tasks, Master Schedule Sampling Tasks, etc…), for Ventilation Survey Master Schedule Tasks, the Close Date cannot be manually entered but is automatically entered when the actual Ventilation Survey is marked as Approved by QA. Once this happens, the Ventilation Survey Master Schedule Task will show a Close Date of the Approved by QA Date. (For reoccurring Ventilation Survey Master Schedule Tasks, the next Ventilation Survey Master Schedule Task entry is triggered and generated automatically when the current Ventilation Survey is marked Ready for QA.)

SAMPLING and STATISTICS

Q: DOEHRS-IH does not display the worksite Location for individual Samples. How do you suggest that we capture the Sample's site Location?

A: All Locations need to be loaded before they can be associated to sampling information. Then, they will be available for selection in the Air Breathing Zone Sample Form or Noise Dosimetry Sample Form, etc... Locations can be added by using the Location link in the left navigation menu. Sample Location Type and

Location Name for Shops, buildings, etc..., as entered under Locations in the Administrative tile, can be associated with the Samples on the various Sample Forms.

All Sample Types (Air Breathing Zone, Noise Dosimetry, Direct Reading Dosimetry, General Area Air, Direct Reading, Bulk, Wipe, etc...) now have a Location Information tile for individual Samples on their Sample Form Individual Sample ID Information screens. (This was a change that was made in DOEHRS-IH, in response to previous user requests.)

Q: What is Inspirability in DOEHRS-IH for air sampling?

A: Particulate or aerosol Samples may represent the total, or the respirable, thoracic, or inhalable fractions of the particulate or aerosol Hazard. Each particulate or aerosol fraction requires a different sampling device. (e.g. – cyclones and filters for respirable or inhalable samplers for inhalable, etc…) The Inspirability (total, respirable, thoracic, or inhalable) in DOEHRS-IH for a Sample reflects the specific fraction for which the Sample was collected. (For non-particulate or non-aerosol sampling in DOEHRS-IH, usually the "empty" value should be chosen from the picklist.) Occupational Exposure Limits (OELs) for these types of particulate or aerosol Hazards are specific to the Inspirability of the Hazard being sampled. Care should be taken to determine which particulate or aerosol Inspirability an OEL refers and to ensure that the correct sampling device is used. Please keep in mind that the Inspirability of a Sample needs to match the Inspirability of the OEL to which it is being compared.

Please do not mistake the Inspirability (total, respirable, thoracic, or inhalable) designated for a particulate or aerosol Hazard Sample or OEL, with the Exposure Route (inhalation, ingestion, skin absorption, or skin and/or eye contact) associated with a Hazard.

Q: How do I enter Media and Blank Samples that are associated with Breathing Zone Air Samples?

A: Blank or Media Samples do not necessarily need to be entered into the system. Blank or Media Samples entered into DOEHRS-IH will receive a Sample Number (Sample Barcode ID). They will be reported as Samples for possible selection in an IH Assessment, **UNLESS** you change the Sample Blank Category under the Individual Sample ID Information screen of the particular Sample Form. If Blank or Media Samples are entered into DOEHRS-IH, you need to ensure that this Sample Blank Category is changed to Field Blank or Lab Blank or Trip Blank.

However, regardless of whether Blank or Media Samples are entered into DOEHRS-IH, actual Sample Results should be blank corrected and entered in the Measurement Information tile on Individual Sample ID Information screen as necessary.

Additionally, Blank or Media Sample Results can be imported and associated with a Breathing Zone Air Sample as a scanned attachment.

Q: How do I enter Passive Dosimetry air sampling? Should I enter Passive Dosimeters as Equipment? What Flow Rate and Volume do I use?

A: Passive dosimetry should be entered as Air Breathing Zone (for personal) or General Area Air sampling, as the case may be. However, passive dosimeters are typically used for personal air sampling. They should not be entered as Direct Reading Dosimetry.

Do not enter passive dosimeters as equipment, as they are consumables. Also, on the air sampling forms, if equipment is entered in the Program Office Equipment Information tile, calibration equipment is also required to be entered. For air sampling using passive dosimeters, no equipment would be entered on the air sampling form.

For pertinent Hazards, Sampling Methods with passive dosimeter as Sampling Media are available choices when the Air Sample is created in DOEHRS-IH. When these Sampling Methods are chosen, passive dosimeter then shows up as the Sampling Media on the Sample Form. If there is no listing for the appropriate Sampling Method with passive dosimeter as Sampling Media for the needed Hazard, please enter a picklist request for the addition.

The passive dosimeters have a set sampling rate based on the particular model of dosimeter and the chemical being sampled. This sampling rate (sometimes included as part of a calculation constant), along with the recovery coefficient, contaminant weight, and sampling time, is used by the laboratory to calculate the concentration. Therefore, you would not have a flow rate or volume to enter.

If the lab does not calculate the concentration for you, they should be able to give the sampling rate (or any calculation constants), and recovery coefficient, which you can use, in conjunction with the sampling time and contaminant weight, to calculate the concentration in accordance with the manufacturer's instructions for the particular model of passive dosimeter.

Q: For my Noise Dosimetry Samples what do I enter into DOEHRS–IH Measurement Information tile on Individual Sample ID Information screen from my dosimeter – L_{avg}, Dose%, $L_{8hour - TWA}$, projected Dose%?

A: In DOEHRS-IH for the Noise Dosimetry Sample Result, you can enter L_{avg} and/or $Dose_{avg}$ %. If you enter one you can calculate the other with the calculator icon in DOEHRS-IH, or you can enter both.

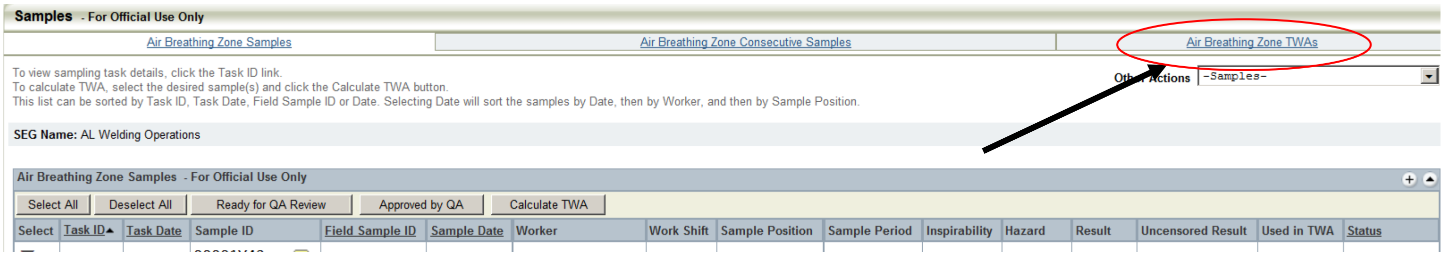
Be careful not to enter the TWA adjusted values from the dosimeter into the DOEHRS–IH Measurement Information tile on Individual Sample ID Information screen as a result. TWAs, in dBA and Dose %, are calculated in DOHERS-IH by choosing a Sample from the Noise Dosimetry Samples search screen under the SEG and choosing to “Calculate TWA”. Please ensure that you calculate or enter the noise dosimetry TWA using the “Calculate TWA”, because Noise Dosimetry TWAs need to be entered in those data fields in order to perform IH Assessments comparing Noise Dosimetry to TWA OELs.

Q: How can I delete a Sample entered in DOEHRS-IH?
4366262

A: DOEHRS-IH has recently expanded the deletion capability. Users with deletion permissions, can now delete many erroneous or duplicate data items, as long as the items do not have dependent data associated and are not Approved by QA. (If they do have dependent data, you might need to delete the dependent data first). If there is erroneous or duplicate data that still cannot be deleted, a Maintenance Change Request (MCR) can be put in through the Help Desk to delete an item. Help Desk contacts are located within the application under the Resources in the left navigation menu.

Q: Where are my Time Weighted Average (TWA) values for my Breathing Zone Air and Noise Dosimetry Samples? I searched down to the individual Sample and just see the raw Results. Can you please tell me where to see the TWA values for my Samples?

A: For personal sampling, such as Breathing Zone Air and Noise Dosimetry, in DOEHRS-IH, you need to go into the SEG, then to Samples, then to Air Breathing Zone. The TWAs for the Samples can be viewed by clicking the Air Breathing Zone TWAs tab hyperlink. (See example screen shot below.)



Q: Why is the TWA Time Period sometimes prefilled and sometimes not when I calculate a TWA. Also, when a TWA Time Period is not prefilled, why does the TWA calculation sometimes not produce the expected values if I choose Unsampled Period = 0?

A: During TWA calculations, DOEHRS-IH also calculates an Upper Confidence Limit (UCL) for the TWA, as well as calculating the TWA itself. This TWA UCL is only used for compliance. (Navy practice looks at statistics for population data sets (95th percentiles, UCL 95/95, etc...), not for just one TWA, so Navy IHs are not really even utilizing the individual TWA UCLs.) In order to calculate the TWA UCL, DOEHRS-IH requires you to choose a particular OEL (or No OEL) for the TWA.

- If you choose an 8 hour TWA OEL, DOEHRS-IH prefills the TWA Time Period with 8.0 hours and uses that time (480 minutes) as the denominator of the TWA calculation, to calculate an 8 hour TWA.
- Similarly, if you choose an OEL with another time frame, DOEHRS-IH prefills the TWA Time Period with that time and uses that time as the denominator of the TWA calculation.
- If you choose No OEL, though DOEHRS-IH defaults the TWA Time Period entry to the Sample Duration, it does allow you to overwrite it and enter a TWA Time Period.
    - In this case, if you want to calculate an 8 hour TWA, you need to enter 8.0 hours or 480 minutes as the TWA Time Period.
    - Also, in this case, if you want to calculate an 8 hour TWA, but mistakenly leave the TWA Time Period defaulted to the Sample Duration, it will use the Sample Duration as the denominator of the TWA calculation. So, if you choose Unsampled Period = 0, it will be the same as choosing Unsampled Period = Sampled Period and not what you expect. (i.e. – To calculate an 8 hour TWA in DOEHRS-IH, always make sure that the TWA Time Period is 8 hours or 480 minutes.)

Q: What do I put in for SAE/ CVt when calculating TWAs?

A: **What it is.** - Standard Analytical Error (SAE) is calculated from Coefficient of Variation (CV or CV_T) or Precision Relative Standard Deviation (Sr or Sr_T). According to National Institute of Occupational Safety and Health (NIOSH): Sr was previously CV - "Estimate of the relative standard deviation, equal to S divided by the mean of a series of measurements. A measure of precision. Previously called CV (coefficient of variation)." Sr_T was previously CV_T - "Estimate of overall precision including pump error. Formerly CV_T." Sr or CV relates to analytical precision, and lab and analyst error. Sr_T and CV_T relates to overall precision, and lab and analyst error and additionally to sampling error and other biases.

Where it is found. - The NIOSH sampling and analytical methods list them as Sr and Sr_T. The Occupational Safety and Health Administration (OSHA) sampling and analytical methods still have them listed as CV and CV_T. The Comprehensive Industrial Hygiene Laboratory (CIHL) Guide spreadsheet also lists CVs. Those CVs reportedly come from the published methods or the laboratories' precision for that particular analysis at the time they were included in the guide. However, please keep in mind that Srs or CVs can also vary by individual lab and also vary over time. So, the actual current CIHL CVs may be different than those for the published methods or those listed in the CIHL Guide. The CIHL Guide discusses their policy for reporting CV. http://www.med.navy.mil/sites/nmcphc/Documents/comprehensive-industrial-hygiene-labs/cihl-sampling-guide.pdf

Why it is being requested to be entered at times. - SAE or CV_T/Sr_T or CV/Sr is a required data field in DOEHRS-IH when calculating TWAs. There are times DOEHRS-IH does not ask for one because a SAE or CV_T/Sr_T or CV/Sr is already associated to the Hazard. When a SAE or CV_T/Sr_T or CV/Sr is not already associated, DOEHRS-IH will require that one be entered for that Hazard during the TWA calculation. So, if DOEHRS-IH asks you for it, look up the information or call the laboratory doing the analysis; if you have a CV or Sr, choose the Sr radio button; and if you have a published CV_T or Sr_T, choose the Sr_T radio button. (Note: DOEHRS-IH has recently fixed the issue where a SAE or CV_T/Sr_T or CV/Sr was erroneously being required for noise dosimetry TWA calculations. This data field no longer appears during noise dosimetry TWA calculations.

How it is used. - Please keep in mind, though required in DOEHRS-IH when calculating TWAs, the SAE or CV_T/Sr_T or CV/Sr does not affect the actual TWA calculation. It only affects the individual TWA UCL (making it broader or narrower depending on the precision), which is only used for compliance. Navy practice looks at statistics for population data sets (95th percentiles, UCL 95/95, etc...), not for just one TWA. Therefore, Navy IHs are not really even utilizing the individual TWA UCLs that are being calculated using the SAE or CV_T/Sr_T or CV/Sr.

Q: Why are exposure limits incorporated in the TWA calculations?

A: The OEL and the SAE/CV_T/Sr_T /Sr input at the time of TWA calculation are used to calculate the individual TWA UCL and to compare against the OEL input at the time of TWA calculation. This individual TWA UCL and OEL are only used for evaluation of compliance, which is not what we typically do in Navy IH. Navy practice looks at statistics for SEG population data sets (95th percentiles, UCL 95/95, etc...), not for just one TWA. Therefore, Navy IHs are not really even utilizing the individual TWA OEL and UCL.

However, one thing to note, there is a known defect that has been reported to the developer for correction, where the OEL input at the time of TWA calculation for the TWA UCL calculation affects the running of statistics later for SEG population data sets in the IH Assessments section of DOEHRS-IH. If you define the IH Assessment choosing a TWA OEL or No OEL, quantitative assessment statistics will not run for the chosen TWAs unless all the selected TWAs have the same (as each other) OEL (or No OEL) chosen at the time of TWA calculation. (If all these TWA UCL Calculation OELs do match for all the TWAs chosen for use in the SEG population dataset for IH Assessment, the statistics will run even if the IH Assessment definition TWA OEL is different.

Q: It is more critical to evaluate group (i.e. - SEG) exposures so that exposure histories and protection strategies are developed for all workers exposed similarly to workers who are sampled. What tools exist in DOEHRS-IH to help select measurements for SEG evaluations? What statistical models are used in DOEHRS-IH for SEG exposure assessments?

A: Regarding SEG statistics and DOEHRS-IH modeling, DOEHRS-IH provides a variety of modeling tools at the Shop and SEG level and also an entire picklist of statistical calculations/tools from which to choose for Exposure Evaluation Rationale during IH Assessment. The decision as to which calculations/tools should be used is generally based on the situation, and business practice of the Program Office or Service. (Navy IH typically uses 95^{th} percentiles and UCL 95/95 for SEG IH exposure assessments).

IH ASSESSMENTS

Q: I am trying to do a quantitative IH Assessment for a Hazard in a SEG with multiple Shops/Processes. However, all my Processes and their Samples for this Hazard are not showing up to pick from for the assessment. All these Processes are named the same but are from different Shops. What is the problem?

A: This was a known defect. However, it was just recently fixed. You should now be able to include multiple processes with the same Process Name in a SEG and perform an IH Assessment and have all the valid samples available for use in the assessment as long as they meet the assessment definition, including matching the OEL type chosen.

Q: I am trying to do a quantitative IH Assessments for a Hazard in a SEG. There is only one Shop/Process in the SEG. However, all my Samples for this Hazard are not always showing up to pick from for the assessment. The number of Samples that show up sometimes differs, depending on which OEL I choose when defining the assessment. Also, whether the Sample Results or TWAs show up differs depending on which OEL I choose when defining the assessment. Finally, sometimes when I choose 6+ different Samples to do a quantitative assessment, I get an error message when I "Calculate All Statistics" – "Validation Error: The selected TWAs must have the same OEL." How does all this work?

A: In IH Assessments, for a SEG with at least 6 different Samples associated, where you can do a quantitative assessment:
If you defined the assessment choosing a STEL/Ceiling OEL, DOEHRS-IH:

- Will display and allow you to choose only from the actual Sample Results for the Samples to use in the assessment.

If you defined the assessment choosing an 8 hour TWA OEL, DOEHRS-IH:

- Will display and allow you to choose only from the TWAs for the Samples where the TWA was calculated using a TWA time of 8 hours or 480 minutes, or the Sample Results but only if the Sample had a Sample Duration of exactly 480 minutes and no TWA was calculated for the Sample. (If you chose an adjusted TWA OEL (like an adjusted 12 hour TWA OEL), it would similarly only display and allow you to choose TWAs that had been calculated using a matching TWA time or Sample Results with a matching Sample Duration and no TWA.)
    - Additionally, to be able to actually run the quantitative assessment on multiple Samples, the selected Sample IDs must be unique (i.e. – if you calculated multiple TWAs for a particular Sample, and if you then select multiple TWAs with the same Sample ID for the assessment data set, you will get an error message when you try to run the quantitative assessment statistics.)

- Also, to be able to actually run the quantitative assessment on multiple Samples, all the selected TWAs must have had the same OEL (or No OEL) chosen at the TWA calculation. (i.e. – Even though the assessment displays and allows you to select TWAs where different OELs were chosen at TWA calculation, you will get an error message when you try to run the quantitative assessment statistics.) This is a known defect that has been reported to the developer for correction.
- However, it is OK if the OEL chosen for the IH Assessment is different than the OELs chosen for the Samples at the TWA calculation, as long as all the OELs chosen for the Samples at the TWA calculation match each other (or are No OEL).

If you defined the assessment choosing No OEL, DOEHRS-IH:

- Will display and allow you to choose the TWA values for the all Samples where a TWA was calculated using any TWA time.
    - Additionally, to be able to actually run the quantitative assessment on multiple Samples, the selected Sample IDs must be unique (i.e. – if you calculated multiple TWAs for a particular Sample, and if you then select multiple TWAs with the same Sample ID for the assessment data set, you will get an error message when you try to run the quantitative assessment statistics.)
    - Also, to be able to actually run the quantitative assessment on multiple Samples, all the selected TWAs must have had the same OEL (or No OEL) chosen at the TWA calculation. (i.e. – Even though the assessment displays and allows you to select TWAs where different OELs were chosen at TWA calculation, you will get an error message when you try to run the quantitative assessment statistics.) This is a known defect that has been reported to the developer for correction.
    - However, it is OK if the No OEL chosen for the IH Assessment is different than the OELs chosen for the Samples at the TWA calculation, as long as all the OELs chosen for the Samples at the TWA calculation match each other (or are No OEL).
    - This is the only situation that you could conceivably do a quantitative assessment using 15 minute TWAs. However, some of the statistics that are dependent on comparison to an OEL will not be valid since there is No OEL chosen for the assessment.

WORK BASKET MANAGEMENT, NOTIFICATIONS, AND QUALITY ASSURANCE (QA)

Q: Is there a way to remove entries from Work Basket?

A: Depending on what type of notifications you want to remove from your Work Basket, there are various procedures (below). Updates made in the Work Basket are refreshed every 24 hours and will be reflected the next day.

If you have Work Basket notifications for past due personnel fit test records, you may utilize any of the following options to remove these notifications:

- Have the person take the fit test and enter results
- Change the fit test Due Date to a date in the future
- Archive the record if no longer needed

To remove Master Schedule Sampling Task notifications from your Work Basket, enter a Close Date in the Master Schedule Sampling Task. Notifications resulting from other Master Schedule Tasks should be able to be handled similarly.

For Ventilation Survey Master Schedule Tasks, the Close Date cannot be manually entered but is automatically entered when the actual Ventilation Survey is marked as Approved by QA. Once this happens, the Ventilation Survey Master Schedule Task notification should drop off your Work Basket.

Personnel appear in the Work Basket when they are added to a Shop but not assigned to a Process. If you have Personnel that you would like to remove from your Work Basket, you may utilize any of the following options to remove these notifications:

- Assign the person to a Process
- Remove the person (if no longer needed) from the Shop by adding a Stop Date to the person's Shop Personnel Detail screen.
- Disable those types of notifications altogether by selecting the Notification link in the Administration section of the left navigation menu. At the bottom of the Timeframe column on the Notifications screen, insert a 0 (zero) next to the Shop Personnel added to Shop by Shop Supervisor item and uncheck the notifications for Work Basket. This will not have any impact on the current entries in the Work Basket, but it will prevent future entries.

To remove past due Program Office Equipment Calibration notifications from your Work Basket, you may utilize any of the following options:

- If it is Equipment that you no longer have, select the Program Office Equipment link in the Administration section of the left navigation menu and perform a search to bring up the Equipment in question. Select the link for the piece of Equipment and make it Unavailable on the Program Office Equipment Information tile of the Program Office Equipment Detail screen. Then, enter a Stop Date for the piece of Equipment on the Cost Summary tile of the Program Office Equipment Detail screen.
- If it is current Equipment, have the Equipment calibrated and enter the Actual Calibration Date in the Calibration and Maintenance History tile of the Program Office Equipment Detail screen. Then, enter the Next Calibration Date in the Calibration Summary tile of the Program Office Equipment Detail screen.
- Disable those types of notifications altogether by selecting the Notification link in the Administration section of the left navigation menu. At the bottom of the Timeframe column on the Notifications screen, insert a 0 (zero) next to the Program Office Equipment Due for Manufacturer Calibration item and uncheck the notifications for Work Basket. This will not have any impact on the current entries in the Work Basket, but it will prevent future entries.

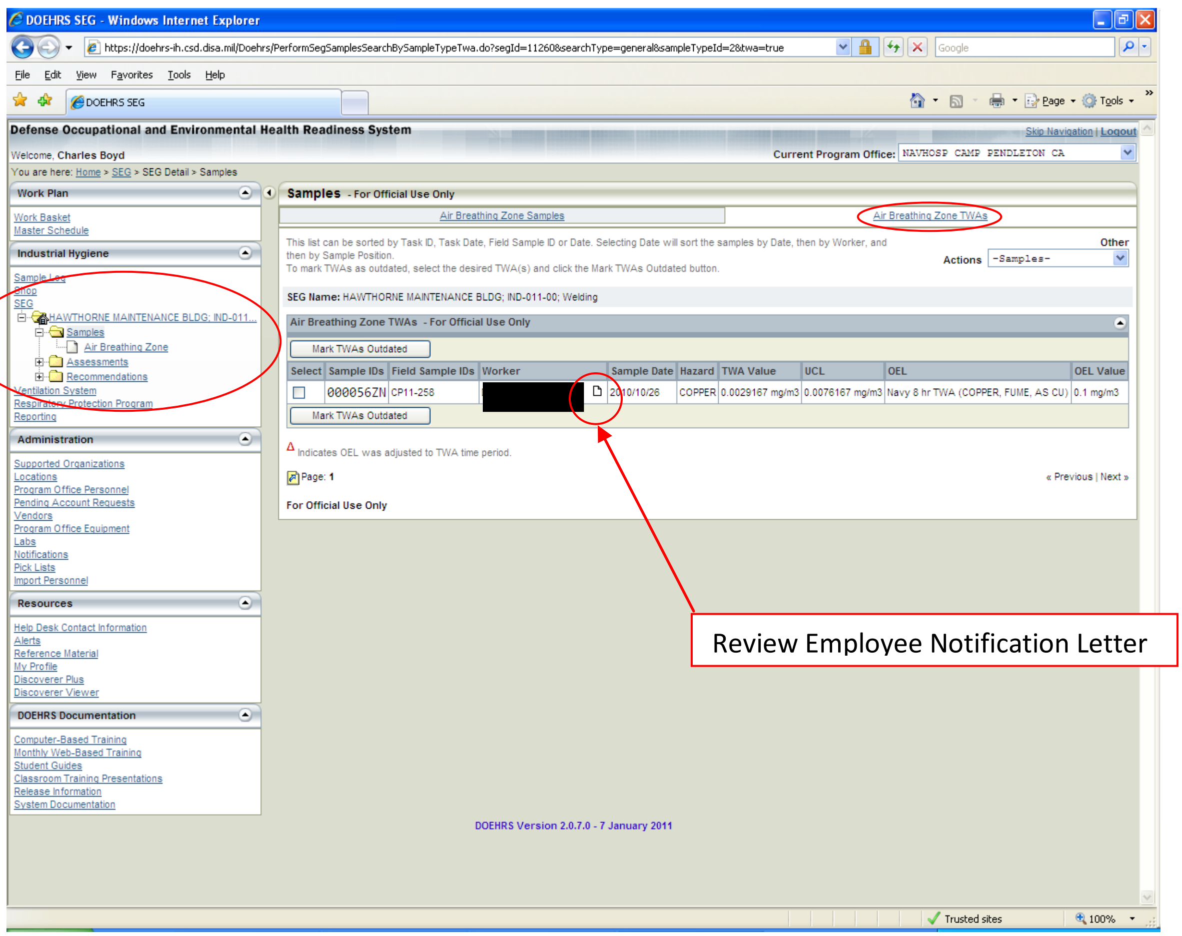
Other types of Program Office notifications (Samples not returned from the lab; Survey Tasks not closed on time; Program Office Equipment not returned from manufacturer calibration; Program Office Personnel training due, Program Office Personnel fit test due, etc…) also can be managed or prevented. Select the Notification link in the Administration section of the left navigation menu. Parameters can be adjusted on the Notifications screen for the various Notifications. Typically, to prevent these particular Notifications, insert a 0 (zero) in the Notification item’s Timeframe and uncheck the Notifications for Work Basket. This will not have any impact on the current entries in the Work Basket, but it will prevent future entries.

Q: When a Periodic Survey for a Shop is added to the Master Schedule with a frequency of yearly and after the current Survey Task is closed, when will the following year's Shop Survey Task re-populate in the Work Basket (e.g. - 8 months, 9 months, 10 months, 11 months, 12 months, etc…)? Will it re-populate in the Assigned Program Office Personnel Work Basket annually with enough advance warning to allow completion of the survey on time? Or, will it repopulate when the annual survey is overdue?

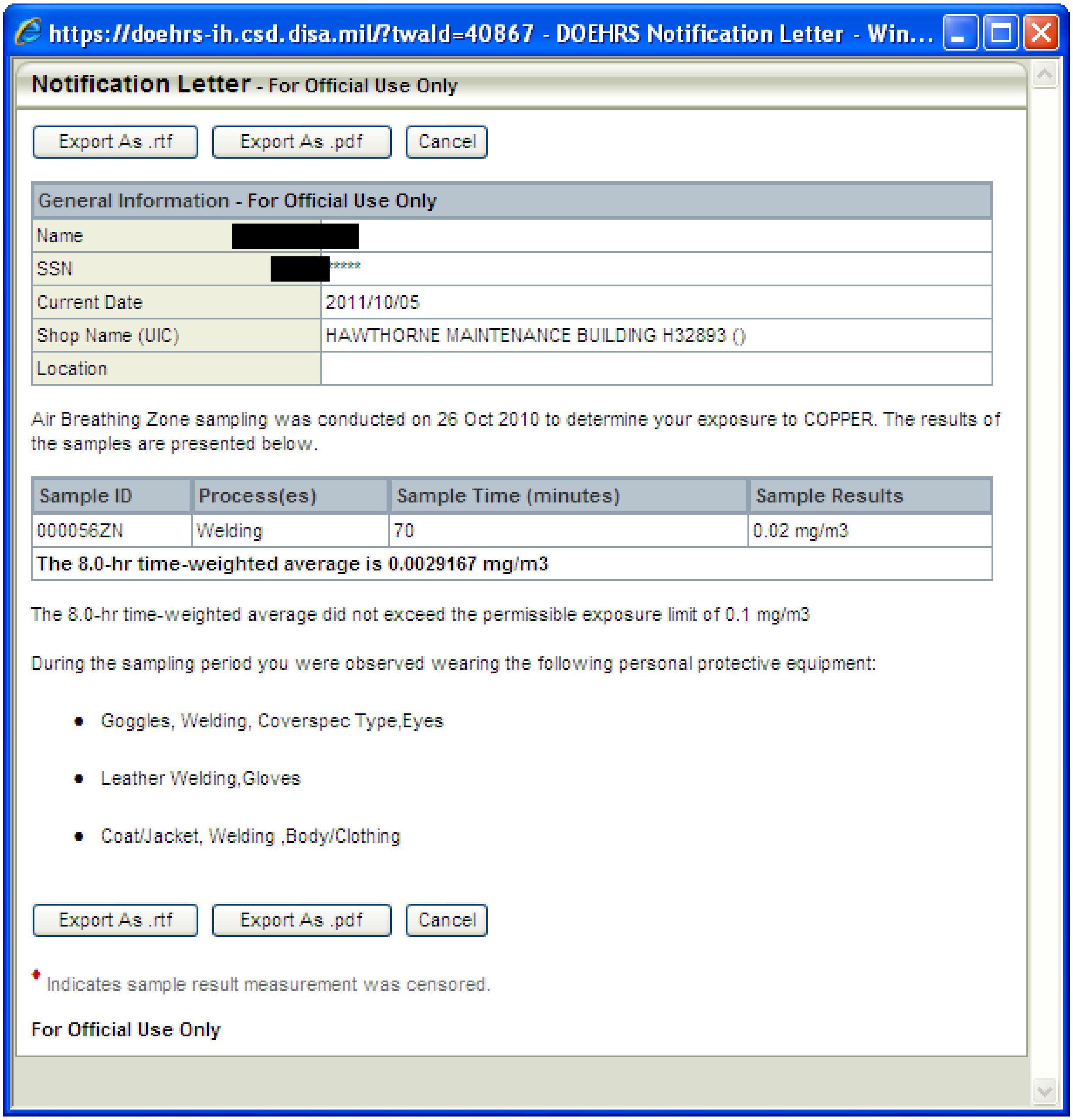
A: The Work Basket is designed to notify the Assigned Program Office Personnel of associated Master Schedule tasks. Typically, the Notification will populate the Work Basket when the task is within 30-days of the scheduled Start Date.

Q: How can I print out an Employee Exposure Notification Letter?

A: Employee Notification Letters can be printed from the DOEHRS-IH application from the IH section, SEG, Samples, Air Breathing Zone, Air Breathing Zone TWA tab. (See example screen shot below.)



Below is an example Notification Letter pulled from the DOEHRS-IH. It is recommended that the font be increased from 7 to 10 after exporting the letter in rich text format (rtf). The letter can also be exported as .pdf.


https://doehrs-ih.csd.disa.mil/?twald=40867 - DOEHRS Notification Letter - Win...

Notification Letter - For Official Use Only

Export As .rtf | Export As .pdf | Cancel

General Information - For Official Use Only	
Name	[redacted]
SSN	[redacted]*****
Current Date	2011/10/05
Shop Name (UIC)	HAWTHORNE MAINTENANCE BUILDING H32893 ()
Location	

Air Breathing Zone sampling was conducted on 26 Oct 2010 to determine your exposure to COPPER. The results of the samples are presented below.

Sample ID	Process(es)	Sample Time (minutes)	Sample Results
000056ZN	Welding	70	0.02 mg/m3
The 8.0-hr time-weighted average is 0.0029167 mg/m3			

The 8.0-hr time-weighted average did not exceed the permissible exposure limit of 0.1 mg/m3

During the sampling period you were observed wearing the following personal protective equipment:

- Goggles, Welding, Coverspec Type,Eyes
- Leather Welding,Gloves
- Coat/Jacket, Welding ,Body/Clothing

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* Indicates sample result measurement was censored.

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Currently, the exported Employee Notification Letter only lists the first two Controls in the system. Additional Controls can be added to the exported file by the user. This is a known defect that has been reported to the developer for correction.

Q: Are there differing QA functions within DOEHRS-IH (i.e. - one for exposure monitoring and another for SEGs or another sub category of data? If I recall, there is only one QA function that is assigned by UIC or command???

A: QA is a role based permission in DOEHRS-IH. There are various QA roles in EH, Food Protection, Incident Reports, Radiation, and Registry, etc…. However, for DOEHRS-IH Surveys and Sampling, there is only one QA role. A Program Office can assign multiple people with that role. However, once someone QAs the item, it cannot be QAed again by others. Once a user marks an item as Ready for QA, if it requires editing, it has to be either fixed by the QA person or the QA person must mark the item Return to In Progress. Once the QA person marks the item as Approved by QA, it cannot be edited or marked Return to In Progress.

PICKLISTS – OEL

Q: Why do adjusted OEL's show up in the picklist request?

A: For a picklist administration Hazard update request, the OEL tile is populated with all OELs for the Hazard, without any filtering. OELs that are adjusted cannot be modified or deleted, and do not have a hyperlink to make modifications. They are being shown on the Hazard picklist page for completeness, and are not being modified as part of the picklist request.

In the picklist administration OEL area, there is filtering being done to prevent editing of user adjusted OELs.

Q: While DOEHRS-IH does not make policy for individual military services, it is clear that the DoD policy for implementing a hearing conservation program and managing workers' noise exposures is based on an 8 hour TWA OEL of 85 dBA with a 3 dB exchange rate (reference DoD Instruction 6055.12, dated 3 December 2010). I would expect DOEHRS-IH to reflect this DoD policy.

A: As far as Noise OELs, DOEHRS-IH originally made provisions for the Navy's 8 hour TWA OEL of 84 dBA with 4dB doubling, as well as the DOD 8 hour TWA OEL of 85 dBA with 3dB doubling. Now that BUMED is using the DOD Noise OEL, the old Navy Noise OEL is there just for historic legacy sampling data.

Q: What is Inspirability in DOEHRS-IH for the OEL and in the OEL picklist request screen?

A: OELs for certain particulate or aerosol Hazards are specific to the total, or the respirable, thoracic, or inhalable fractions of the particulate or aerosol Hazard. The Inspirability (total, respirable, thoracic, or inhalable) in DOEHRS-IH for an OEL reflects the specific fraction for which the OEL was set. (For non-particulate or non-aerosol OELs in DOEHRS-IH, usually the "empty" value should be chosen from the picklist.) Care should be taken to determine which particulate or aerosol Inspirability an OEL refers and to ensure that the correct sampling device is used. Each particulate or aerosol fraction requires a different sampling device. (e.g. – cyclones and filters for respirable or inhalable samplers for inhalable, etc…) Please keep in mind that the Inspirability of a Sample needs to match the Inspirability of the OEL to which it is being compared.

Please do not mistake the Inspirability (total, respirable, thoracic, or inhalable) designated for a particulate or aerosol Hazard OEL or Sample, with the Exposure Route (inhalation, ingestion, skin absorption, or skin and/or eye contact) associated with a Hazard.

Q: How do you choose existing OELs or request OELs for Hazards where the Analyte is different from (a component of) the Hazard, and the Analyte is what is actually being compared to the OEL (e.g. - Metal compounds like Hazard - Antimony Trichloride, Analyte – Antimony, OEL - Antimony (Antimony and Compounds as Sb - American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Value (TLV) or Antimony and Compounds as Sb OSHA)?

A: Key points to remember:

- Hazards should be defined with all applicable Analytes
    - Metal compound Hazards should include all component metal Analytes:

        - e.g. - LEAD CHROMATE (Hazard):
            - LEAD (Analyte)
            - CHROMIUM METAL (Analyte)
            - CHROMIUM(VI) (Analyte)
- OELs created directly on such components as Hazards will be available for those other Hazards (compounds) that define that component as an Analyte; create OELs on the Hazards that are also Analytes of other Hazards (compounds):
    - e.g. - LEAD CHROMATE:
        - LEAD (Hazard) (but also an Analyte of LEAD CHROMATE and other compounds):
            - OEL - OSHA 8 hr TWA (LEAD AND INORGANIC COMPOUNDS AS PB) 0.05 mg/m3
        - CHROMIUM METAL(Hazard) (but also an Analyte of LEAD CHROMATE and other compounds):
            - OEL - ACGIH 8 hr TWA (CHROMIUM METAL) 0.5 mg/m3
        - CHROMIUM(VI) (Hazard) (but also an Analyte of LEAD CHROMATE and other compounds):
            - OEL - OSHA 8 hr TWA (CHROMIUM(VI) COMPOUNDS, AS CR) 0.005 mg/m3
- OELs for Hazard/Analyte pairs (Hazards with other associated Analytes) should **ONLY** be created **IF** the OEL is different and specific for that Hazard/Analyte pair:
    - e.g. - LEAD CHROMATE:
        - LEAD CHROMATE (Hazard) as CHROMIUM (CHROMIUM(VI) defined as the Analyte):
            - OEL - ACGIH 8 hr TWA (LEAD CHROMATE (AS CR)) 0.012 mg/m3
            - This LEAD CHROMATE as CHROMIUM OEL is specific for the Hazard with that Analyte, rather than just being the OEL for the actual Analyte.
- OELs for Hazard/Analyte pairs should not be created **IF** the OEL is actually the OEL for the Analyte
    - e.g. - ANTIMONY TRICHLORIDE:
        - ANTIMONY TRICHLORIDE (Hazard) (ANTIMONY defined as an Analyte):
            - No OELs specific to ANTIMONY TRICHLORIDE
            - OELs should only be created directly on ANTIMONY, and not on ANTIMONY TRICHLORIDE:
                - ANTIMONY (Hazard) (but also an Analyte of ANTIMONY TRICHLORIDE and other compounds)
                    - OEL – OSHA 8 hr TWA (ANTIMONY) 0.5 mg/m3
                    - OEL – ACGIH 8 hr TWA (ANTIMONY) 0.5 mg/m3
                    - Because these OELs are on ANTIMONY and ANTIMONY is an Analyte for ANTIMONY TRICHLORIDE, these OELs will be available for ANTIMONY TRICHLORIDE.
            - There is no need to create an OEL on ANTIMONY TRICHLORIDE if it is just restating the OEL on ANTIMONY:
                - Such as erroneously creating an OEL for ANTIMONY TRICHLORIDE (Hazard) as ANTIMONY (ANTIMONY defined as Analyte)
                    - OEL - OSHA 8 hr TWA (ANTIMONY TRICHLORIDE) 0.5 mg/m3

        - This OEL is really the same OSHA 8 hr TWA OEL on ANTIMONY, expressed in a different way.
    - So, if such an ANTIMONY TRICHLORIDE OEL is created/found, it should be removed from the system and replaced with the ANTIMONY OEL wherever it is used.
- In real life, multiple different Hazards might share the same OEL. (e.g. - Different ANTIMONY Hazard compounds share the same OSHA 8 hr TWA ANTIMONY OEL)
- In DOEHRS-IH, you cannot associate multiple different Hazards with the same OEL; it will create a new individual OEL named for the particular Hazard. In DOEHRS-IH that real life relationship is satisfied only through the specification of Analytes on the Hazard. (e.g. - If you create an OEL for ANTIMONY, anything that uses the Analyte ANTIMONY has access to that OEL. There is no need to recreate that OEL for every Hazard compound that includes ANTIMONY. – Those Hazard compounds are already associated by virtue of having the Analyte ANTIMONY specified.)

TRAINING

Q: I have not had any follow-up training after the original training I completed several years ago. I am now just getting started, but keep getting stuck in many places. Is there any follow-up training available?

A: There is some on-line help in the DOEHRS-IH production and demo applications.

Both the DOEHRS-IH production and demo applications have training presentations, under Computer Based Training, Student Guides, and Classroom Training Presentations, under DOEHRS Documentation in the left navigation menu.

Additionally in the DOEHRS-IH production application, under DOEHRS Documentation in the left navigation menu, under Classroom Training Presentations, are Automated Scenarios that may be very helpful to you. (Direct links are also provided below, but you must be already logged into DOEHRS-IH production application.) These include:

1 - Automated Scenario to Add Shop to Program Office
2 - Automated Scenario to Add Process to Shop
3 - Automated Scenario to Add SEG
4 - Automated Scenario to Add Master Schedule Periodic Survey
5 - Automated Scenario to Add Sample to Process
6 - Automated Scenario to Add Personal Sample to SEG
7 - Automated Scenario to Calculate TWA
8 - Automated Scenario to Conduct IH Qualitative Assessment
9 - Automated Scenario to Conduct IH Quantitative Assessment

(1) Log into DOEHRS-IH production application
(2) Click on the above Document names,
(3) Click on RUN, the file will load,
(4) Click on RUN and the presentation will start.
(5) You can control the presentation by using the buttons (similar to video player) at the bottom of the screen.

Also in the DOEHRS-IH production application, under DOEHRS Documentation in the left navigation menu, under Classroom Training Presentations, is the Student Exercise Scenarios document. (To use the hyperlink, you must be already logged into DOEHRS-IH production application.) Reviewing and using the Student Exercise Scenarios can help you to practice in the DOEHRS-IH demo application.

The DOEHRS-IH Refresher Training power point presentations are available in the DOEHRS-IH production application, under DOEHRS Documentation in the left navigation menu, under Monthly Web-Based Training.

The NMCPHC DOEHRS-IH website has Information and Resources such as Frequently Asked Questions, Dos and Don'ts, Process Picklist, Ventilation Guidance, DOEHRS-IH Metrics Document, and Master Schedule Shop Periodic Survey Tutorial. http://www.med.navy.mil/sites/nmcphc/industrial-hygiene/defense-occupational-environmental-and-health-readiness-system/Pages/default.aspx

DATA QUERIES/REPORTS, SUMMARIES, AND ANALYSIS PROGRAMS

Q: Where can we get Oracle Discoverer® for DOEHRS?

A: DOEHRS-IH Oracle Discoverer® is no longer operations and that reporting functionality has transitioned to DOEHRS-IH Transactional Reporting (TR) using Business Objects®.

Q: What is Business Objects®? What is DOEHRS-IH Data Warehouse (DW)? What is DOEHRS-IH Transactional Reporting (TR)? How do they fit in with DOEHRS-IH?

A: Business Objects® is a reporting tool for querying data and creating reports. DOEHRS-IH Business Objects® Reporting Users Guide is available under the Student Guides under DOEHRS Documentation in the left navigation menu. It explains in detail about DOEHRS-IH DW and TR.

DOEHRS-IH is the term used typically for the actual application and production database.

DOEHRS-IH DW is a separate database where some data from DOEHRS-IH production database is stored. It is only accessed from within the DOEHRS-IH application by existing DOEHRS-IH users who have additional DOEHRS-IH DW user levels and roles (Standard and Power User for IH Program Office, Region, or Service level access for IH and/or EH). DOEHRS-IH DW uses the Business Objects® reporting tool.

- DOEHRS-IH DW was created with a different data structure and a subset of DOEHRS-IH production database data fields to make it more easily queriable using Business Objects®. (Ad-Hoc queries of DOEHRS-IH production database directly, at that time, could only be done using Oracle Discoverer® and was extremely difficult unless you were a seasoned Oracle® user. DOEHRS-IH DW was created to help with that.) DOEHRS-IH DW has some prebuilt reports; custom reports can also be created using Business Objects® by DOEHRS-IH DW Power Users. There are a few caveats. - DOEHRS-IH DW only contains QAed data (for particular data fields that go through the QA process in DOEHRS-IH). Also, unfortunately as we discovered after the fact, because DOEHRS-IH was mandated to store actual deleted data from DOEHRS-IH production database somewhere, the designers stored it in DOEHRS-IH DW. - However, the invalid deleted data stored in DOEHRS-IH DW is indistinguishable to queries from the good but Stop Dated/Outdated data; so this can cause problems with data retrieval for queries that involve historic data. (This is a known defect in DOEHRS-IH that has been reported to the developer for correction. A request has been put in so that the flags for this deleted data are available to include as filters for reports in Business Objects®.) Also, with DOEHRS-IH DW, you need to be careful that the prebuilt reports may be missing the proper filters and parameters for what you really want to search, and you may need additional filters or customization.

DOEHRS-IH TR is not a separate database. It uses the Business Objects® reporting tool to create reports from the actual DOEHRS-IH production database. It is only accessed from within the DOEHRS-IH application by existing DOEHRS-IH users who have additional DOEHRS-IH TR user roles (Standard and Power User). It replaced the previous Oracle Discoverer® functionality

- With the sunsetting of Oracle Discoverer®, DOEHRS-IH reworked the DOEHRS-IH capability so that we are now able to use Business Objects® to query DOEHRS-IH production database directly using DOEHRS-IH TR. This is more user friendly than Oracle Discoverer® for Power Users to create adhoc reports and to share validated reports to Standard Users. DOEHRS-IH TR also does not have caveats listed for DOEHRS-IH DW.
- We are developing DOEHRS-IH TR reports, in Business Objects®, as transactional reports for DOEHRS-IH, to benefit BUMED and the field IHs. If there are desired reports that will benefit Navy IH as a whole, please provide a desired format (specific data elements and parameters) that the user wants to be pulled that would be useful for the Program Offices. Any report developed will have to be validated by the end user to ensure the correct elements are pulled from the DOEHRS-IH production database (Program Office to validate).
- Reports can easily be exported as an Excel® spreadsheet for data manipulation. Standard Users can utilize established reports and customize them using input prompt and filters, but cannot develop them. Power users can develop reports in Business Objects®.
- In DOEHRS-IH TR, some Navy reports have already be shared - Go to the DOEHRS-IH left Navigation menu under Resources under Business Objects - Reporting - Document List - Public Folders - Transactional Reports - TR-Shared IH - TR Navy folders. These include the BUMED and OMB DOEHRS Data Entry Metrics, IH Supported Organizations and Shops by Program Office, and basic Breathing Zone Air Sampling and Noise Dosimetry. We are also currently working to share an Equipment Inventory report.
- Any reports created by Power Users need to be validated prior to sharing out the reports.
- If you see a report marked "Detail", it is subordinate to another report. If you run the main report (that the detail report is paired with), the main report will have a count or another data field that is hyperlinked. When you click the hyperlink, it will automatically run the detail report, giving more information. (If you try to run the detail report separately, it might ask you to input IDs for prompts or other information you might not readily have. This is why it is run automatically from the main report hyperlinks.)
- When running a report, always click the Refresh Data button on the toolbar. Some reports automatically refresh but some will "run" and display the data from the last time the report was refreshed. Clicking the Refresh Data button ensures that the report is displaying current data.
- Points of contact for requests for reports or information are:
  Leslie Crowder, CIH
  Industrial Hygiene
  757-953-0724
  DSN 377-0724
  leslie.d.crowder.civ@mail.mil
  Or
  David Koch
  Industrial Hygiene
  757-953-0752
  DSN 377-0752
  david.r.koch4.civ@mail.mil

Q: How does DOEHRS-IH Data Warehouse (DW) handle Sample Blanks?

A: The Sample Blanks are stored in the DOEHRS-IH DW. However, the Sample Blanks are excluded from all the IH Samples standard reports. Sample Blanks are not included in the sampling result count or in the displayed results in the standard reports. (Note: In order to be recognized as Blanks, the Sample Blank Category of Field Blank or Lab Blank or Trip Blank for the individual Sample would need to have been chosen on the Individual Sample ID Information screen of the particular Sample Form.)

Q: I have had problems with DOEHRS-IH Data Warehouse (DW) reports not matching what I see in DOEHRS-IH production. Why is that?

A: DOEHRS-IH DW and DOEHRS-IH production are actually separate databases.

DOEHRS-IH DW is updated multiple times a day with data from DOEHRS-IH production. So if data has just been entered, it may take a little while to show up in DOEHRS-IH DW.

Also, DOEHRS- IH DW only contains QAed Sample Results, TWAs, assessments, models, surveys, etc…; so if those items have not been QAed, they will show up in DOEHRS-IH production but not DOEHRS-IH DW.

Additionally, we found that DOEHRS-IH DW has been used to store information deleted from DOEHRS-IH production. The storage of that deleted data was mandated, and the designers decided to store that data in DOEHRS-IH DW. Currently in DOEHRS-IH DW reports, this deleted data is not differentiated from Outdated archived data for reports written to include Stop Dated information. Therefore, for reports including historic data, you cannot tell if the Stop Dated information is duplicate or erroneous deleted data or valid but Outdated archived data. As mentioned above, this is a known defect in DOEHRS-IH that has been reported to the developer for correction.

The prebuilt /reports may be missing the proper filters and parameters for what you really want to search.

DOEHRS-IH POCs FOR QUESTIONS/PROBLEMS

DOEHRS-IH Help Desk
DHA Remedy Global Service Center dhagsc@mail.mil
800-600-9332
Hotline for users who may experience account/access issues with the new Remedy system: 210-338-3336
(Note: The old e-mail address (servicecenter@dha.mil) will not work for creating new incidents. It will work for updating existing incidents if the incident number is in the subject line. Please use the new e-mail address for any new incident requests.)

Navy and Marine Corps Public Health Center (NMCPHC)

IH
Leslie Crowder, CIH
Industrial Hygiene
757-953-0724
DSN 377-0724
leslie.d.crowder.civ@mail.mil

David Koch
Industrial Hygiene
757-953-0752
DSN 377-0752
david.r.koch4.civ@mail.mil

EH and Food Protection
Anthony Carotenuto
Programs and Policy Support
757-953-0712
DSN 377-0712
anthony.j.carotenuto.civ@mail.mil

Michael McIlroy
Industrial Hygiene
757-953-1610
DSN 377-1610
michael.b.mcilroy.ctr@mail.mil

Training
Nicole DuBeck
Industrial Hygiene
757-953-0723
DSN 377- 0723
nicole.s.dubeck.ctr@mail.mil

NAVMEDEAST
Kori Jowhar
Industrial Hygiene
757-953-1904
DSN 377- 1904
kori.j.jowhar.ctr@mail.mil

NAVMEDWEST
Glorille Jackson
Industrial Hygiene
619 556-0141
glorille.e.jackson.ctr@mail.mil