

## BUMED Shop Metric

### Shop Count

#### Agency Parameters

- Agency = Navy

#### IHPO Parameters

- IHPO currently active (i.e. – IHPO not stop dated)
- IHPO for IH and not EH (i.e. – IHPO Name not like “EH”)

#### Shop Parameters

- Shop currently active (i.e. - Shop not stop dated)

#### Metric Numerator

Count of shops that are currently active (displayed by region and IHPO and shop priority), and totals by shop priority for each region. (This could also be run taking into account shop visit frequency (e.g. - to separate out Priority 2 shops for shore or ship.)

#### Metric Denominator

No denominator – from DOEHS-IH.

The IHPO’s annual Self-Reported count of shops (displayed by region and IHPO and shop priority) from the previous fiscal year is used as a denominator.

#### Metric Calculated

Percentage of shops currently active in the DOEHS-IH system as compared to the number of annually self-reported shops (displayed by region and IHPO and shop priority), and totals by shop priority for each region.

#### Considerations

The BUMED Shop Count metric will not match the corresponding Shop Survey Completion (aka “Delinquent” Shop) report’s total shop count for the same designated shop priority, since the BUMED Shop Count metric only counts currently active shops as of metric run date. Unlike the Shop Survey Completion (aka “Delinquent” Shop) report, the BUMED Shop Count metric does not count shops that were active at some point during the designated shop visit frequency timeframe but stop dated as of the metric run date.

The BUMED Shop Count metric will not match the corresponding DOD IPR Fiscal Year Workplace Hazard Characterization metric’s total shop count for the same designated shop priority, since the BUMED Shop Count metric only counts currently active shops as of metric run date. Unlike the Workplace Hazard Characterization metric, the BUMED Shop Count metric does not count shops that were active at some point during the designated shop visit frequency timeframe but stop dated as of the metric run date.

Running the metric on different dates or times could cause a difference in numbers as people are entering and archiving (stop dating) shops in DOEHS-IH. Also, people could be deleting erroneous or duplicate shops from DOEHS-IH.

Comparing the BUMED Shop Count metric from DOEHS-IH monthly to the annual Self-Reported Shop Count from the previous fiscal year does not take into account changes that occur after the Self-Reported metrics are submitted.

# BUMED Shop Survey Metric

## Shop Survey % Completion

### Agency Parameters

- Agency = Navy

### IHPO Parameters

- IHPO currently active (i.e. – IHPO not stop dated)
- IHPO for IH and not EH (i.e. – IHPO Name not like “EH”)

### Shop Parameters

- Shop currently active (i.e. - Shop not stop dated)
- Only designated priority shops counted (i.e. - Run separately for Priority 1, 2 , or 3 shops)

### Survey Parameters

- Designated timeframe - Based on shop visit frequency (For Navy, the typical shop visit frequency entry is 12 months for Priority 1 shops, 24 or 36 months for Priority 2 (shore or ship) shops, or 48 months for Priority 3 shops) counting from the metric run date.
- Master Schedule tasks - Only baseline or periodic IH surveys counted
- Baseline or periodic IH surveys close dated during the designated shop visit frequency timeframe

### Metric Numerator

Count of designated priority shops (that are currently active) with a completed (close dated) baseline or periodic IH survey task in Master Schedule during the appropriate designated shop visit frequency timeframe (displayed by region and IHPO for each shop priority report), and totals by shop priority for each region.

### Metric Denominator

Count of total number designated priority shops that are currently active (displayed by region and IHPO for each shop priority report), and totals by shop priority for each region.

### Metric Calculated

Percentage of designated priority shops (that are currently active) with a completed (close dated) baseline or periodic IH survey task in Master Schedule during the appropriate designated shop visit frequency timeframe (displayed by region and IHPO for each shop priority report), and totals by shop priority for each region.

### Considerations

The BUMED Shop Survey Completion metric will not match the corresponding Shop Survey Completion (aka “Delinquent” Shop) report counts and survey completion percentages for the same designated shop priority, since the BUMED Shop Survey Completion metric only counts currently active shops as of metric run date. Unlike the Shop Survey Completion (aka “Delinquent” Shop) report, the BUMED Shop Count metric does not count shops that were active at some point during the designated shop visit frequency timeframe but stop dated as of the metric run date.

The BUMED Shop Survey Completion metric will not match the corresponding DOD IPR Fiscal Year Workplace Hazard Characterization metric for the same designated shop priority, since the BUMED Shop Survey Completion metric counts currently active shops as of metric run date. Unlike the Workplace Hazard Characterization metric, the BUMED Shop Count metric does not count shops that were active at some point during the designated shop visit frequency timeframe but stop dated as of the metric run date.

Duplicate Master Schedule entries do not count against you. However, it is good standard practice to clean up your Master Schedule. <http://www.med.navy.mil/sites/nmcphc/Documents/industrial-hygiene/Master-Schedule-Usage-Tutorial-including-Periodic-Shop-Survey-Tasks.pdf> is a link to a tutorial on cleaning up survey tasks in Master Schedule.

Since many metric results are based on the day they are run, running the metric on different dates or times will cause a difference in numbers for which the designated timeframe is run. Additionally, people are entering and archiving (stop dating) shops and entering and archiving (close dating) baseline or periodic IH surveys Master Schedule tasks in DOEHRs-IH, and are potentially backdating items. Also, people could be deleting erroneous or duplicate shops or baseline or periodic IH surveys Master Schedule tasks from DOEHRs-IH.

# Metrics Tool for Shops and Shop Survey Completion

## Shop Survey Completion Shop Report (formerly known as “Delinquent Shop” Reports)

To help identify changes or information needed for Shops, Shop Priorities Shop Visit Frequencies, Master Schedule IH Survey Tasks, Master Schedule IH Survey Tasks Close Dates.

### Agency Parameters

- Agency = Navy

### Shop Parameters

- Designated timeframe - Based on shop visit frequency counting from the metric run date. (For Navy, the typical shop visit frequency entry is 12 months for Priority 1 shops, 24 or 36 months for Priority 2 (shore or ship) shops, or 48 months for Priority 3 shops)
- Shop currently active or active at some point during designated shop visit frequency timeframe (i.e. - Shop not stop dated, or stop dated during the shop visit frequency timeframe)

### Survey Parameters

- Designated timeframe - Based on shop visit frequency counting from the metric run date. (For Navy, the typical shop visit frequency entry is 12 months for Priority 1 shops, 24 or 36 months for Priority 2 (shore or ship) shops, or 48 months for Priority 3 shops)
- Master Schedule tasks - Only baseline or periodic IH surveys counted
- Baseline or periodic IH surveys close dated during the designated shop visit frequency timeframe

### Report Displays All Shops (Color coded based on whether survey is overdue for the shop)

- Columns - Region Name, Shop Priority ID, IHPO Name, UIC, Command Name, Shop ID, Shop Stop Date, Shop Name, Shop Visit Frequency, Last Close Date, Is Delinquent?, Survey Due Date, Due in 30 Days, and Due in 60 Days
- Grouped by region and IHPO

### Considerations

The Shop Survey Completion (aka “Delinquent” Shop) report total shop count will not match the corresponding BUMED Shop Count metric shop count for the same designated shop priority, since the BUMED Shop Count metric only counts currently active shops as of metric run date. Unlike the Shop Survey Completion (aka “Delinquent” Shop) report, the BUMED Shop Count metric does not count shops that were active at some point during the designated shop visit frequency timeframe but stop dated as of the metric run date.

The Shop Survey Completion (aka “Delinquent” Shop) report counts and survey completion percentages will not match the corresponding BUMED Shop Survey Completion metric for the same designated shop priority, since the BUMED Shop Survey Completion metric only counts currently active shops as of metric run date. Unlike the Shop Survey Completion (aka “Delinquent” Shop) report, the BUMED Shop Count metric does not count shops that were active at some point during the designated shop visit frequency timeframe but stop dated as of the metric run date.

The Shop Survey Completion (aka “Delinquent” Shop) report counts and survey completion percentages should match the corresponding DOD IPR Fiscal Year Workplace Hazard Characterization metric for the same designated shop priority, when run at the same time.

Duplicate Master Schedule entries do not count against you. However, shops with stop dates during the designated shop visit frequency timeframe that were not surveyed do count against you. (To help with this, always make sure any stop dates on the actual shops that go away are as close as possible to when they actually stopped, as opposed to just using the current date when you are in DOEHS-IH stop dating the shop. To help keep these stop dated shops from counting against you, the Master Schedule tasks for these stop dated shops should be close dated and a Reason Not Completed and Comments entered if you were not able to complete the task before the shop stopped. <http://www.med.navy.mil/sites/nmcphc/Documents/Industrial-Hygiene/Master-Schedule-Usage-Tutorial—including-Periodic-Shop-Survey-Tasks.pdf> is a link to a tutorial on cleaning up survey tasks in Master Schedule.

Also, having shops where sampling tasks have been entered but no baseline or periodic IH survey task has ever been entered complicates providing this report. However, they are taken into account. Once an IH survey task is entered into Master Schedule for these shops, it is no longer an issue and simplifies the providing the report.

Since many metric results are based on the day they are run, running the report on different dates or times will cause a difference in numbers for which the designated timeframe is run. Additionally, people are entering and archiving (stop dating)

shops and entering and archiving (close dating) baseline or periodic IH surveys Master Schedule tasks in DOEHS-IH, and are potentially backdating items. Also, people could be deleting erroneous or duplicate shops or baseline or periodic IH surveys Master Schedule tasks from DOEHS-IH.

# DOD IPR Fiscal Year Workplace Hazard Characterization Metric

## Workplace Hazard Characterizations % Completed (i.e. - Shop Survey % Completion (This is a simplified explanation))

### Assumptions

- Workplace = Shop
- Hazard characterizations were done by virtue of a baseline or periodic IH Survey having been completed and baseline or periodic IH Survey task having been closed in Master Schedule
- Fiscal year timeframe - Based on shop visit frequency (For Navy, the typical shop visit frequency entry is 12 months for Priority 1 shops, 24 or 36 months for Priority 2 (shore or ship) shops, or 48 months for Priority 3 shops) counting from 01 October 0000 of the current fiscal year.
- Metric will be run 90 days after fiscal year timeframe end date (e.g. - 01 January) to give time for data entry completion but will use the fiscal year timeframe

### Agency Parameters

Agency = Run tri-service but broken out by service

### IHPO Parameters

- IHPOs specifically designated by service

### Shop Parameters

- Designated timeframe - Based on shop visit frequency (For Navy, the typical shop visit frequency entry is 12 months for Priority 1 shops, 24 or 36 months for Priority 2 (shore or ship) shops, or 48 months for Priority 3 shops) counting from 1 October 0000 of the current fiscal year
- Shop started before or during the designated shop visit frequency timeframe
- Shop active at some point during designated shop visit frequency timeframe (i.e. - Shop not stop dated, or stop dated during the shop visit frequency timeframe)

### Survey Parameters

- Designated timeframe - Based on shop visit frequency (For Navy, the typical shop visit frequency entry is 12 months for Priority 1 shops, 24 or 36 months for Priority 2 (shore or ship) shops, or 48 months for Priority 3 shops) counting from 1 October 0000 of the current fiscal year
- Master Schedule tasks - Only baseline or periodic IH survey tasks
- Baseline or periodic IH survey tasks close dated during the designated shop visit frequency timeframe

### Metric Numerator

Count of designated priority shops (active in the DOEHS-IH system some point during the appropriate designated shop visit frequency timeframe) with a completed (close dated) baseline or periodic IH survey task in Master Schedule during the appropriate designated shop visit frequency timeframe. (Displayed by service and shop priority, service and shop priority and shop visit frequency, or by service and region and IHPO and shop priority and shop visit frequency.)

### Metric Denominator

Count of total number designated priority Shops active in the DOEHS-IH system some point during the appropriate designated shop visit frequency timeframe. (Displayed by service and shop priority, service and shop priority and shop visit frequency, or by service and region and IHPO and shop priority and shop visit frequency.)

### Metric Calculated

Percentage of designated priority shops (active in the DOEHS-IH system some point during the appropriate designated shop visit frequency timeframe) with a completed (close dated) baseline or periodic IH survey task in Master Schedule during the appropriate designated shop visit frequency timeframe. (Displayed by service and shop priority, service and shop priority and shop visit frequency, or by service and region and IHPO and shop priority and shop visit frequency.)

### Considerations

The DOD IPR Fiscal Year Workplace Hazard Characterization metric counts and survey completion percentages should match the corresponding Shop Survey Completion (aka "Delinquent" Shop) report for the same designated shop priority, when run at the same time.

Duplicate Master Schedule entries do not count against you. However, shops with stop dates during the designated shop visit frequency timeframe that were not surveyed do count against you. (To help with this, always make sure any stop dates on the

actual shops that go away are as close as possible to when they actually stopped, as opposed to just using the current date when you are in DOEHS-IH stop dating the shop. To help keep these stop dated shops from counting against you, the Master Schedule tasks for these stop dated shops should be close dated and a Reason Not Completed and Comments entered if you were not able to complete the task before the shop stopped. <http://www.med.navy.mil/sites/nmcphc/Documents/industrial-hygiene/Master-Schedule-Usage-Tutorial-including-Periodic-Shop-Survey-Tasks.pdf> is a link to a tutorial on cleaning up survey tasks in Master Schedule.

Running the metric on different dates or times, even counting from 1 October 0000 of the current fiscal year, could cause a difference in numbers as people are entering and archiving (stop dating) shops and entering and archiving (close dating) baseline or periodic IH surveys Master Schedule tasks in DOEHS-IH, and are potentially backdating items. Also, people could be deleting erroneous or duplicate shops or baseline or periodic IH surveys Master Schedule tasks from DOEHS-IH.

# BUMED Command Metric

## Command Count

### Agency Parameters

- Agency = Navy

### IHPO Parameters

- IHPO for IH and not EH (i.e. – IHPO Name not like “EH”)
- IHPO currently active (i.e. – IHPO not stop dated)

### Command Parameters

- Command (Organization) currently active (i.e. – Command (Organization) not stop dated)

### Metric Numerator

Count of currently active commands (i.e. – Organizations) (displayed by region and IHPO), and totals for each region.

### Metric Denominator

No denominator – from DOEHRS-IH.

The IHPO’s annual Self-Reported count of commands (displayed by region and IHPO) from the previous fiscal year is used as a denominator.

### Metric Calculated

Percentage of commands currently active in the DOEHRS-IH system as compared to the number of annually self-reported commands (displayed by region and IHPO and shop priority), and totals for each region.

### Considerations

Running the metric on different dates or times could cause a difference in numbers as people are entering and archiving (stop dating) commands in DOEHRS-IH. Also, people could be deleting erroneous or duplicate commands from DOEHRS-IH.

Comparing the BUMED Command Count metric from DOEHRS-IH to the annual Self-Reported Command Count from the previous fiscal year does not take into account changes that occur after the Self-Reported metrics are submitted.

# BUMED Process Metric

## Process Count

### Agency Parameters

- Agency = Navy

### IHPO Parameters

- IHPO for IH and not EH (i.e. – IHPO Name not like “EH”)
- IHPO currently active (i.e. – IHPO not stop dated)

### Shop Parameters

- Shop currently active (i.e. - Shop not stop dated)

### Process Parameters

- Process currently active (i.e. - Process not stop dated)

### Metric Numerator

Count of processes that are currently active (displayed by region and IHPO and shop priority), and totals by shop priority for each region.

### Metric Denominator

No denominator – from DOEHRS-IH.

The IHPO’s annual Self-Reported count of processes (displayed by region and IHPO and shop priority) from the previous fiscal year is used as a denominator.

### Metric Calculated

Percentage of processes currently active in the DOEHRS-IH system as compared to the number of annually self-reported processes (displayed by region and IHPO and shop priority), and totals by shop priority for each region.

### Considerations

Running the metric on different dates or times could cause a difference in numbers as people are entering and archiving (stop dating) processes or shops in DOEHRS-IH. Also, people could be deleting erroneous or processes or shops from DOEHRS-IH.

Comparing the BUMED Process Count from DOEHRS-IH to the annual Self-Reported Process Count from the previous fiscal year does not take into account changes that occur after the Self-Reported metrics are submitted.

## **BUMED Shops with SEG Metrics**

### **Shops with any SEGs Defined % Completion Metric**

#### **Agency Parameters**

- Agency = Navy

#### **Shop Parameters**

- Shop currently active (i.e. - Shop not stop dated)
- Only designated priority shops counted (i.e. - Run separately for Priority 1, 2 , or 3 shops)

#### **SEG Parameters**

- SEG currently active (i.e. - SEG not stop dated)

#### **Metric Numerator**

Count of designated priority shops (that are currently active with at least one currently active associated SEG defined (displayed by region and IHPO for each priority), **and totals by shop priority for each region.**

#### **Metric Denominator**

Count of total number designated priority shops that are currently active, (displayed by region and IHPO for each shop priority report), **and totals by shop priority for each region.**

#### **Metric Calculated**

Percentage of designated priority shops (that are currently active with at least one currently active associated SEG defined (displayed by region and IHPO for each priority), **and totals by shop priority for each region.**

#### **Considerations**

**The BUMED Shops with any SEGs Defined Completion metric total shop count should match the corresponding Shops with any SEGs Defined report total shop count, for the same designated shop priority, when run at the same time.**

Running the metric on different dates or times could cause a difference in numbers as people are entering and archiving (stop dating) SEGs or shops in DOEHS-IH. Also, people could be deleting erroneous or duplicate SEGs or shops from DOEHS-IH.

## **Shops with any SEGs Assessed % Completion Metric**

### **Agency Parameters**

- Agency = Navy

### **IHPO Parameters**

- IHPO currently active (i.e. – IHPO not stop dated)

### **Shop Parameters**

- Shop currently active (i.e. - Shop not stop dated)
- Only designated priority shops counted (i.e. - Run separately for Priority 1, 2 , or 3 shops)

### **SEG Parameters**

- SEG currently active (i.e. - SEG not stop dated)

### **Assessment Parameters**

- IH Assessment currently active (i.e. – IH Assessment not stop dated)

### **Metric Numerator**

Count of designated priority shops (that are currently active) that have had at least one of their Processes included in at least one currently active assessment in at least one currently active associated SEG (displayed by region and IHPO for each priority), and totals by shop priority for each region.

### **Metric Denominator**

Count of total number designated priority shops that are currently active, (displayed by region and IHPO for each shop priority report), and totals by shop priority for each region.

### **Metric Calculated**

Percentage of designated priority shops (that are currently active) that have had at least one of their Processes included in at least one currently active assessment in at least one currently active associated SEG (displayed by region and IHPO for each priority), and totals by shop priority for each region.

### **Considerations**

Shops are counted as having a SEG assessment only if a Shop's Process(es) has been included in the assessment. SEGs can be comprised of multiple Shops and Processes. Particular Process(es) and Hazard(s) can be chosen for different assessments within the SEG. If a Shop in a SEG has not had any Process(es) included in an assessment, that Shop does not get marked as having that SEG assessed (even if there are assessments in the SEG that include another Shop's Process(es)).

Assessment in DOEHS-IH can be considered a two-step process - defining the assessment and then completing an assessment (going in using the Assess link after the assessment definition on the assessment screen and completing the assessment). Just defining the assessment does not count as having the assessment done.

The BUMED Shops with any SEGs Assessed Completion metric total shop count should match the corresponding Shops with any SEGs Defined report total shop count, for the same designated shop priority, when run at the same time.

Running the metric on different dates or times could cause a difference in numbers as people are entering and archiving (stop dating) Assessments, SEGs or shops in DOEHS-IH. Also, people could be deleting erroneous or duplicate SEGs or shops from DOEHS-IH.

## Metrics Tools for Shops with SEGs

### Shops with any SEGs Defined Shop Report

This report identifies Shops and whether they have had any SEGs defined or any SEGs assessed. This report helps pinpoint Shops where no SEGs have been defined so that SEGs can be created. (An additional report will be created to help pinpoint SEGs where no assessments have been performed.)

#### Agency Parameters

- Agency = Navy

#### IHPO Parameters

- IHPO currently active (i.e. – IHPO not stop dated)

#### Shop Parameters

- Shop currently active (i.e. - Shop not stop dated)
- Only designated priority shops counted (i.e. - Run separately for Priority 1, 2 , or 3 shops)

#### SEG Parameters

- SEG currently active (i.e. - SEG not stop dated)

#### Assessment Parameters

- IH Assessment currently active (i.e. – IH Assessment not stop dated)

#### Report Displays All Shops

- Columns - Region Name, IHPO Name, UIC, Command Name, Shop ID, Shop Name, At Least One SEG Defined?, At Least One Assessment Performed?

#### Considerations

The Shops with any SEGs Defined report total shop count should match the corresponding BUMED Shops with any SEGs Defined Completion and Shops with any SEGs Assessed Completion metrics shop count for the same designated shop priority, when run at the same time.

Running the metric on different dates or times could cause a difference in results as people are entering and archiving (stop dating) Assessments, SEGs or shops in DOEHS-IH. Also, people could be deleting erroneous or duplicate SEGs or shops from DOEHS-IH.

# BUMED Sample Metric

## Personal Sample Count

### Agency Parameters

- Agency = Navy

### Sample Parameters

- Designated timeframe – Fiscal Year - 01 October through 30 September (i.e. - 01 October (0000)start fiscal year – 01 October (0000) next fiscal year
- Sample date during designated timeframe
- Blank sample categories excluded
- Samples counted by sample type (Only Air Breathing Zone and Noise Dosimetry counted) (This includes outdated samples and samples with all invalid results as well.)

### Metric Numerator

Count of Air Breathing Zone and Noise Dosimetry samples for the month (Fiscal Year 12 months displayed by region and IHPO and sample type) and totals for each region.

### Metric Denominator

No denominator – from DOEHRS-IH.

The IHPO's annual fiscal year Self-Reported Count of Air Breathing Zone and Noise Dosimetry samples is used as a denominator.

### Metric Calculated

Percentage of Air Breathing Zone and Noise Dosimetry samples for the fiscal year as compared to the number of annually (fiscal year) self-reported Air Breathing Zone and Noise Dosimetry samples (displayed by region and IHPO) and totals for each region.

While the Personal Sample Count numerator is run monthly during the fiscal year, the denominator is only reported annually after the end of the fiscal year. This metric is only run and calculated once per fiscal year, usually a few months after the end of the fiscal year, to allow the IHPOs annual Self-Reported metrics and all the samples to have been entered. That way the numerator and denominator information is pulled from the same timeframe.

### Considerations

Current sampling metrics are counting all samples regardless of review status. It needs to be decided whether to count all samples or only "Approved by QA" samples.

Current sampling metrics are counting all samples collected during the fiscal year, including those marked as outdated on the Sample table and those with all invalid sample results on the Sample Results table. Invalid samples (where all result measurements are marked invalid) should likely not be counted. It is probably appropriate to count outdated samples if they are good archived samples. However, under the current DOEHRS-IH, users often outdate sampling tasks as a means of quickly removing duplicate and erroneous samples, since there are currently no quick options for deletion. So, including outdated samples in the metric, at this time, might, unfortunately, include duplicate or erroneous samples in the counts. System Change Requests (SCRs), recently enacted, have expanded the deletion options, and may, in the future, help solve the inappropriate use of outdating sampling tasks.

Current personal air sampling metrics are only counting samples with Air Breathing Zone sample type. It needs to be decided whether to count all personal air samples which would be both Air Breathing Zone and Direct Reading Dosimetry sample types.

Running the metric on different dates, even using the designated fiscal year timeframe, could cause a difference in numbers as people are entering samples, and archiving (outdating) samples. Also, people could be deleting erroneous or duplicate samples from DOEHRS-IH.

# DOD IPR Workplace Monitoring Metric

## DOD Workplace Monitoring/Sampling Completion Metric (This is a simplified explanation)

### Assumptions

- Monitoring = Sampling
- Fiscal year timeframe - 365 days counting from 01 October 0000 of the current fiscal year.
- Metric will be run 90 days after fiscal year timeframe end date (e.g. – 01 January) to give time for data entry completion but will use the fiscal year timeframe

### Agency Parameters

Agency = Run tri-service but broken out by service

### IHPO Parameters

- IHPOs specifically designated by service

### Monitoring Parameters

- Designated timeframe – Fiscal year timeframe - 365 days counting from 01 October 0000 of the current fiscal year.
- Master Schedule tasks - Only IH sampling and ventilation survey tasks
- Master Schedule IH sampling tasks that include only blank samples are excluded.
- Master Schedule ventilation survey tasks without ventilation measurement type information are excluded.
- Master Schedule IH sampling and ventilation survey tasks entered (projected start dated in Master Schedule) during the designated timeframe (fiscal year)
- Master Schedule IH sampling and ventilation survey tasks completed (close dated in Master Schedule) during the designated timeframe (fiscal year)

### Metric Numerator

Count of designated Master Schedule IH sampling and ventilation survey tasks that have been completed (closed dated in Master Schedule) during the designated timeframe (fiscal year). (Displayed by service and shop priority, service and shop priority and Master Schedule task types, or by service and region and IHPO and shop priority and Master Schedule task types.)

### Metric Denominator

Count of designated Master Schedule IH sampling and ventilation survey tasks that have been entered (projected start dated in Master Schedule) during the designated timeframe (fiscal year). (Displayed by service and shop priority, service and shop priority and Master Schedule task types, or by service and region and IHPO and shop priority and Master Schedule task types.)

### Metric Calculated

Percentage of designated Master Schedule IH sampling and ventilation survey tasks that have been completed (closed dated in Master Schedule) during the designated timeframe (fiscal year). (Displayed by service and shop priority, service and shop priority and Master Schedule task types, or by service and region and IHPO and shop priority and Master Schedule task types.)

### Considerations

Counts Master Schedule IH sampling and ventilation survey tasks entered into DOEHS-IH. IHs might not be entering all sampling and ventilation measurements into DOEHS-IH yet.

Master Schedule IH sampling and ventilation survey tasks in DOEHS-IH captures all sampling and ventilation surveys, not just required sampling and ventilation surveys as reported in the IH survey's workplace exposure monitoring (WPM) plan. (i.e. - Master Schedule IH sampling and ventilation survey tasks are created when an IH intentionally (manually) creates a desired future Master Schedule sampling task (in IH assessments or in Master Schedule directly) like for a real WPM plan. However, Master Schedule IH sampling tasks are also created automatically anytime anyone just enters a sample directly in DOEHS-IH sampling. So, the Master Schedule IH sampling tasks include any sampling not just sampling designated to satisfy required IH survey's WPM plan.)

Using just Master Schedule IH sampling and ventilation survey tasks counts, you do not know if those particular tasks, entered or completed in DOEHS-IH, are those tasks designated for the particular Shops/Processes/SEGs that were actually needed to satisfy the IH survey's WPM plan.

Shop priority is associated to Master Schedule IH sampling and ventilation survey tasks. In DOEHS-IH, each Master Schedule IH sampling task is assigned to one shop and so can be linked back to exactly one shop priority. Master Schedule ventilation survey tasks, however, do not necessarily have a one-to-one relationship to a shop priority. A Master Schedule ventilation survey task can be independent of any shop (e.g.- general ventilation for a building not built to control a specific hazard), and thus cannot be

linked back to a shop priority. Additionally, a Master Schedule ventilation survey task can be linked with more than one shop. Shops linked together by a ventilation system may have different shop priorities assigned. Thus, when categorizing Master Schedule ventilation survey task by shop priorities, some ventilation surveys may not be assigned a shop priority or are counted multiple times depending on with how many shops the ventilation system is associated. Furthermore, one Master Schedule ventilation survey task could be counted in in different priorities because its associated shops have different shop priorities.

Running the metric on different dates or times, **even counting from 1 October 0000 of the current fiscal year**, could cause a difference in numbers as people are entering and archiving (close dating) Master Schedule IH sampling and ventilation survey tasks in DOEHS-IH, and are potentially backdating items. Also, people could be deleting erroneous or duplicate Master Schedule IH sampling and ventilation survey tasks from DOEHS-IH.

#### **Additional Information on Close Dating Master Schedule IH Sampling Tasks**

Master Schedule IH sampling tasks are not automatically closed when sampling data is entered. A Master Schedule sampling task is automatically closed only when the actual sampling task has been Approved by QA. Otherwise, the Master Schedule sampling task would have to be closed manually by entering a Close Date in the actual Master Schedule sampling task entry. However, please keep in mind that manually closing a Master Schedule sampling task does not mark the actual sampling task as Ready for QA or Approved by QA.

- Program offices might not be QAing all sampling into DOEHS-IH.
- Please Note: For reoccurring Master Schedule IH sampling tasks, the next Master Schedule sampling task entry should be triggered and generated automatically when the sampling task is marked Ready for QA or closed manually. However, there is a known defect that has been reported to the developer for correction - where marking a sampling task Ready for QA or even Approved by QA (which will close the current Master Schedule sampling task) does not generate the next reoccurring Master Schedule sampling task entry.
- Currently, for non-scheduled sampling tasks (Master Schedule sampling task created automatically as one-time task when the sample is input) or scheduled one-time sampling tasks (scheduled manually in Master Schedule or automatically through Workplace Monitoring in IH Assessments), it is suggested you close out the Master Schedule IH sampling tasks automatically using the QA approval process on the actual sampling tasks. However, for reoccurring sampling tasks (most likely scheduled manually in Master Schedule or automatically through Workplace Monitoring in IH Assessments), Master Schedule IH sampling tasks should be closed manually in Master Schedule (before the actual sampling task is Approved by QA), so that the next reoccurring Master Schedule sampling task entry is generated.
- This metric should improve after program offices routinely implement the QA approval procedures discussed above.