

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 to calculate and see the TWAs for the samples.

Q: Where are the OPCODEs?

A: Operations Codes (OPCODEs) were originally developed as a picklist the Navy Industrial Hygiene Information System (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 pick-lists and that they are accurate and consistent for the process under consideration in order to facilitate future data mining.

The Industrial Hygiene Field Operations Manual (IHFOM) Chapter 3, Appendix A, discusses OPCODEs and DOEHRs-IH processes and provides a table with suggestions on which DOEHRs-IH Process Category/Common Process/Process Method choices match up closest with the old OPCODEs.

http://www.nmcpbc.med.navy.mil/Occupational_Health/Industrial_Hygiene/ih_fieldops_manual.aspx

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

A: SAE/ CVt is a required field in DOEHRs-IH. However, there is no SAE/CVt for noise. So, a placeholder value of 0.01 may be used. Even for the air samples, the only use for the SAE/CVt field is to calculate the upper confidence limit (UCL) for the individual sample as if you were an OSHA inspector. Generally, Navy industrial hygienists should not be doing "compliance" sampling. (That is, needing the UCL of a single sample to cite the employer.) Nevertheless, DOEHRs-IH requires that we put in a SAE/CVt. If you have the actual CVt (NIOSH calls Sr) from the laboratory sampling guide, you can enter it.

Q: How do I enter media and blank samples that are associated with Breathing Zone Air samples?

A: Blank and media samples should not be entered into the system. If you enter these samples, the system will assign a sample number and they will be reported as samples for possible selection in an assessment.

Corrected Results for blank samples, if necessary, should be entered in the sample Measurement Information tile.

You can import media and blank sample results associated with a Breathing Zone Air sample as a scanned attachment.

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

A: No, if you do this, all data under that organization (Shops, Processes, Hazards) will be removed and can never to be recovered as historical data.

If a command goes away, stop date all shops. Sorry, this may be time consuming. An Organization should not be deleted and should remain in the system as historical records.

Q: What if the command now comes under another Industrial Hygiene Program Office (IHPO)?

A: For now, request a Maintenance Change Request (MCR) through the Help Desk available in the left navigation tree to move the organization and all of its Shops, Processes and Samples unless there is a Memorandum of Agreement to share the organization and the industrial hygiene (IH) responsibilities.

Q: I am entering and editing workplace characterization metric data in DOEHRS-IH following the guidance in BUMED ltr 6260 Ser M4/11UM44108 dtd 16 Feb 2011. After entering the closed date, the Shop Survey goes away. How do I know it was entered? Should I re-enter?

A: Do NOT re-enter the survey close date. You will then have two instances of that data in the system. To review your data entry, use the search function in the Master Schedule and click the Archive box. Your entry will appear.

Q: We are working on the Priority/Date tasker and have come up with a question. As we understand it Priority is set for the command, now in the master schedule can we set sections of a Command to a different periodicity - such as some of the shops at 2 years and administration at 4 years?

A: Yes - As you know, 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 following is a suggestion in assigning Shop Priorities:

Assigning Shop Priorities in DOEHS-IH for Shore Activities

NOTES: Shop Priorities for all Afloat activities are considered to be Priority 2.

| Minimum Assessment Frequency ¹ | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Priority 1 - Annual | Priority 2 – Every two years | Priority 3 – Every four years |
| GENERAL DESCRIPTION² - Shops requiring complex IH assessment or significant monitoring | GENERAL DESCRIPTION² –Shops where work is of moderate hazard | GENERAL DESCRIPTION² - Shops where work is low hazard and primarily in an administrative environment |
| Hazards are poorly defined or controlled – work environment or processes unstable (e.g., exposure assessment acceptable but has high level of uncertainty, 95th percentile < OEL but UTL 95,95 >>> OEL (100 times greater than OEL)) | Hazards well defined and controlled. Work environment and processes stable | No hazards, work environment and processes stable |
| Except as noted below, a requirement for exposure–based occupational health exams for all chemical and physical stressors, all mixed exposures and when IH recommends respirator use. <u>Exceptions:</u> Noise 503 or 512; Blood and/or Body Fluids – 178 Radiation-Ionizing 505; Radiation - Laser 506; Animal Associated Disease 207; Hazardous Drugs 110; and Specialty exams ³ | No exposure-driven occupational health exam requirements, other than annual audiograms | No occupational health exam requirements |
| SEG(s) in shop have a Health Risk Rating (HRR) ⁴ of 8 or greater or there are unacceptable exposures (e.g., 95th percentile > OEL), other than noise. | SEG(s) in shop have an HRR less than 8 and exposure assessment is acceptable with moderate uncertainty (e.g., 95th percentile < OEL but UTL 95,95 > OEL) | Exposure assessment is acceptable with low uncertainty (e.g., 95th percentile & UTL 95, 95 < OEL, or no measurements made because exposures judged to be < 10% of the 95th percentile.) |
| OSHA regulatory exposure assessment or monitoring requirements (OSH Act Section 6b rulemaking) | Minimal potential for hazards to go out of control or create significant risk | |

¹ The required routine assessment frequency establishes a minimum requirement. Shops should be assessed as frequently as necessary to adequately identify, evaluate, and control the occupational health hazards present.
² Shop Complexity Categories (A, B, C) established for the 2009 NMAT IH staffing study in Data Call1A may be used as a starting point for revalidating Shop Priority (1, 2, 3) codes as outlined in this appendix for DOEHS-IH.
³ Per Navy and Marine Corps Public Health Center Technical Manual NMCPHC-TM OM 6260 Medical Surveillance Procedures Manual and Medical Matrix (Edition 11)
⁴ HRR for a SEG is calculated by multiplying the Exposure Rating (ER) by times the Health Effects Rating (HER), as noted in Table 1. The ERs are determined quantitatively or qualitatively per Table 2. The HERs are determined per Table 3

Table 1-Health Risk Rating Calculation

| Health Risk Ratings per AIHA Exposure Assessment Strategy | | | | | |
|-----------------------------------------------------------|---|---------------------------------------------|--------------|-------------|----------------|
| | | Exposure Rating/Working Exposure Assessment | | | |
| | | 1/Acceptable | 2/Acceptable | 3/Uncertain | 4/Unacceptable |
| Health Effect Rating | 4 | 4 | 8 | 12 | 16 |
| | 3 | 3 | 6 | 9 | 12 |
| | 2 | 2 | 4 | 6 | 8 |
| | 1 | 1 | 2 | 3 | 4 |
| | 0 | 0 | 0 | 0 | 0 |

Table 2-Exposure Rating Categorization

| Exposure Rating Categories | | | |
|----------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| | Quantitative Exposure Ratings- Based on an Estimate of the 95th Percentile Exposure | Qualitative Exposure Ratings | |
| Exposure Rating | 4 | 95th percentile > OEL; or a more restrictive upper point estimate for special case stressors | Unacceptable exposures |
| | 3 | 95th percentile < OEL; UTL 95%/95% >>> OEL (When UTL 95%/95% is > 100 times the OEL, there is less certainty or confidence. This usually occurs when n < 6 or a GSD > 10.) | Acceptable, but high uncertainty |
| | 2 | 95th percentile < OEL; UTL 95%/95% > OEL (When the UTL 95%/95% is < 100 times the OEL, there is less uncertainty. GSD is usually lower (e.g., < 5)) | Acceptable, moderate uncertainty |
| | 1 | 95th percentile & UTL 95%/95% < OEL | Acceptable, little to no uncertainty |

Table 3-Health Ratings for Stressors

| Health Effects Rating | Health Effect |
|-----------------------|---------------------------------------------------------------------------------------------|
| 4 | Life-threatening or disabling injury or illness |
| 3 | Irreversible health effects |
| 2 | Severe, reversible health effects |
| 1 | Reversible health effects of concern |
| 0 | Reversible health effects of little concern or no known or suspected adverse health effects |

Q: DOEHS-IH does not display the worksite location for individual samples. How do you suggest that we capture the sample site location?

A: First, all locations need to be loaded before the sampling information is entered. Otherwise, they will not be available for selection in the Air Breathing Zone Sample Form or Noise Dosimetry Sample Form, etc... This is done through the Location link in the left navigation tree. 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 breathing air sample from.

The non-personal sample types (bulk, wipe, general area, etc...) have a Location Information tile for individual samples on the particular Sampling Form - Individual Sample Information screen. However, personal sample types (Breathing zone air, noise dosimetry, and direct reading dosimetry) do not have a Location Information tile for individual samples on the particular Sample Form - Individual Sample ID Information screen.

So, for newly entered samples worksite information at the individual sample level can be added/edited for non-personal samples, but not for personal samples.

However, with legacy data migration, worksite information at the individual sample level was migrated over for all sample types. However, it can only be edited at the individual sample level for non-personal samples. For personal samples, the worksite information is in the database but can only be seen on the Location tree as a sub-location under the Shop, since there is no Location Information tile for individual samples on the particular Sample Form - Individual Sample ID Information screen for personal sample types.

The issues of not being able to add/edit worksite information and not having Location Information tile for individual samples on the particular Sample Form - Individual Sample ID Information screen for personal sample types is a concern that has been noted by several users.

CURRENT PRACTICE: For samples, the sample location should be associated to the lowest level possible in DOEHRS-IH. For personal samples, the lowest level possible is the Parent Location under the Location Information tile on the Air Breathing Zone Sample Form or Noise Dosimetry Sample Form or Direct Reading Sample Form screens. A free text field is also provided on the Location Information tile to provide additional information.

If an individual sample location feature is desirable for each measurement for your program office of any sample type, you should submit a system change request (SCR), requesting to add this feature into DOEHRS-IH for personal samples. SCRs are reviewed by the Services (Army, Air Force, and Navy) Functional Working Group (SFWG) for prioritization of funding the developer to make this change.

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

A: Once a sample is added to DOEHRS-IH, it cannot be deleted by the IHPO. Individual Samples can be marked as Invalid on the Sample Form under the Measurement Information tile. To delete a sample completely from DOEHRS-IH, you must send a MCR to the Help Desk. Help Desk contacts are located within the application under the Resources tile.

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 Student Guides and Classroom Training Presentations, on the DOEHRS Documentation tile.

Additionally in the DOEHRS-IH [production](#) application, on the DOEHRS Documentation tile, 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, on the DOEHRS Documentation tile, 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 Refresher Training power point presentations are available in the DOEHRS-IH [production](#) application, on the DOEHRS Documentation tile, under Monthly Web-Based Training. DOEHRS also has recorded sessions of the monthly Refresher Training in [DCO](#). The links for the individual recordings can be found within the Refresher Training power point presentations. You will need a DCO account to access the recorded sessions. (A DCO account is not needed to view just the power point files).

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

A: Depending on what type of notifications you want to remove from your Work Basket, there are various procedures.

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

- Have the worker 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 Sampling Task notifications from your Work Basket, enter a Close Date in the Sampling Task.

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 worker to a Process
- Remove the worker (if no longer needed) from the Shop by adding a Stop Date to the worker's Shop Personnel
- 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 IHPO Equipment Calibration notifications from your Work Basket, you may utilize any of the following options:

- If it is equipment, 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 IHPO notifications (samples not returned from the lab; survey not closed on time; program office equipment not returned from manufacturer calibration; IHPO personnel training due, IHPO personnel fit test due) 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.

The Work Basket is refreshed every 24 hours so any updates will be seen within the next day.

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 Industrial Hygiene section, SEG, Samples, Air Breathing Zone, Air Breathing Zone TWA TAB.

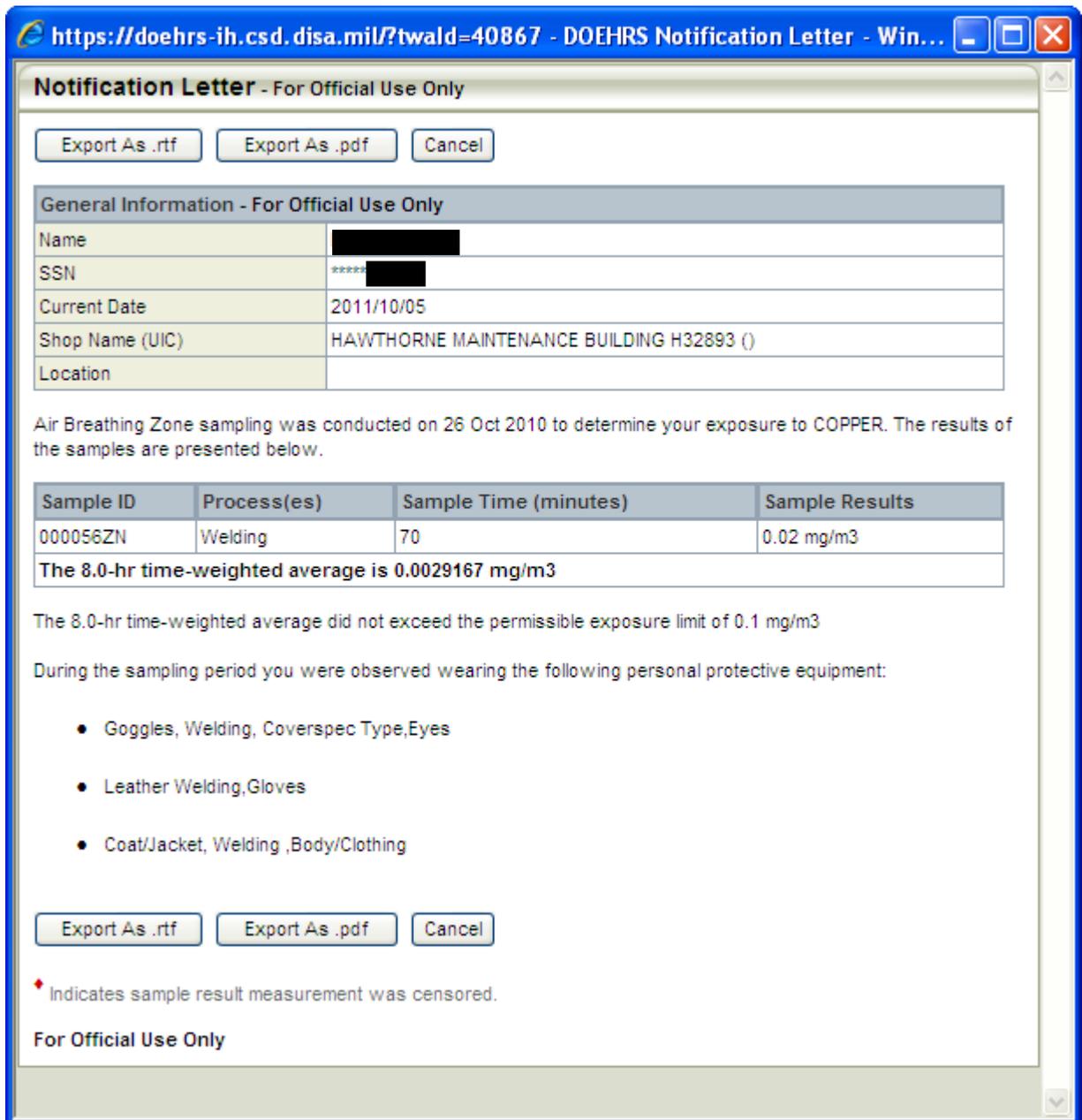
The screenshot shows the DOEHRs-IH application interface. The left sidebar contains a navigation tree with the following sections:

- Work Plan
 - Work Basket
 - Master Schedule
- Industrial Hygiene
 - Sample Log
 - Shop
 - SEG
 - HAWTHORNE MAINTENANCE BLDG; IND-011
 - Samples
 - Air Breathing Zone
 - Assessments
 - Recommendations
 - Ventilation System
 - Respiratory Protection Program
 - Reporting
- Administration
 - Supported Organizations
 - Locations
 - Program Office Personnel
 - Pending Account Requests
 - Vendors
 - Program Office Equipment
 - Labs
 - Notifications
 - Pick Lists
 - Import Personnel
- Resources
 - Help Desk Contact Information
 - Alerts
 - Reference Material
 - My Profile
 - Discoverer Plus
 - Discoverer Viewer
- DOEHRs Documentation
 - Computer-Based Training
 - Monthly Web-Based Training
 - Student Guides
 - Classroom Training Presentations
 - Release Information
 - System Documentation

The main content area displays the 'Air Breathing Zone TWA' table for the 'HAWTHORNE MAINTENANCE BLDG; IND-011-00; Welding' SEG. The table has the following columns: Select, Sample IDs, Field Sample IDs, Worker, Sample Date, Hazard, TWA Value, UCL, OEL, and OEL Value. A red box highlights the 'Air Breathing Zone TWAs' tab, and another red box highlights the 'Review Employee Notification Letter' button. A red arrow points from the 'Review Employee Notification Letter' button to the 'Sample Date' column of the table.

| Select | Sample IDs | Field Sample IDs | Worker | Sample Date | Hazard | TWA Value | UCL | OEL | OEL Value |
|--------------------------|------------|------------------|------------|-------------|--------|-----------------|-----------------|-------------------------------------|-----------|
| <input type="checkbox"/> | 000056ZNI | CP11-258 | [REDACTED] | 2010/10/26 | COPPER | 0.0028167 mg/m3 | 0.0076167 mg/m3 | Navy 8 hr TWA (COPPER, FUME, AS CU) | 0.1 mg/m3 |

Below is an example notification letter pulled from the production system. 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.



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: Where can we get Oracle Discoverer® for DOEHRS?

A: On the left Navigation menu under Resources, choose My Profile. At the bottom of the DOEHRS My Profile screen under Other Tools is a link to Request Oracle Discoverer Account. Oracle Discoverer Viewer access can be requested and the User Agreement read and checked. (Please make sure you choose Oracle Discoverer Viewer access as the Account Type. Oracle Discoverer Plus accounts generally are not being granted, as there is potential for putting the database at risk.)

Oracle Discover Viewer reports for the Navy are not fully developed. We would like to develop reports, called “Workbooks”, which would benefit the majority of users. Therefore, we are requesting a desired format (specific data elements) that the user would want to be pulled that would be useful for the IHPOs. Any Workbook developed would have to be validated by the end user to ensure the correct elements are pulled from the DOEHRS transactional database (IHPO to validate). There are already some Workbooks built, and they can be provided to IHPOs if a user has an active Oracle Discover Viewer account. Workbooks can easily be converted into an Excel spreadsheet for data manipulation. IHPO users can utilize established Workbooks, but cannot develop them, as there is potential for putting the database at risk. As these Navy Workbooks mature for this application in DOEHRS, NMCPHC will release information and report capabilities available, to all IHPOs that have accounts.

Points of contact for requests for reports or information are:

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Q: We have been told that we need to put in our IH Survey Start and Stop Dates into DOEHRS-IH, even though we create the survey outside of DOEHRS. This came up last year. 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 (shop priority 1) with an annual characterization within the past 12 months. This metric is used as an indicator to ensure the appropriate workplaces are being assessed.

In order to improve on this metric for the Navy, IHPOs must ensure priority 1 shops have a survey task 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.

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 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 Workbasket 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. – 2012/01/01 through 2012/12/31). 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.

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. Master Schedule task creation is a part of DOEHRS training and is covered in the Student Guide, Chapter 14. IH users can review this training as follows:

- (1) Review automated scenario to [Add Master Schedule Periodic Survey](#), also discussed in a question earlier in this document. . (To use the hyperlink, you must be already logged into DOEHRS-IH [production](#) application.)
- (2) Review Chapter 14 in the Student Guide (located in the DOEHRS-IH applications under “DOEHRS Documentation” in the left hand navigation screen.
- (3) Review the Computer Based Training (CBT) “DOEHRS CBT 09-Master Schedule” under DOEHRS Documentation” in the left hand navigation screen. (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 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 (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 > 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 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 tree.

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...) , where 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 production DOEHRS-IH data is sent over to the DOEHRS-IH Data Warehouse. Since the 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 close dated periodic surveys in the Master Schedule, and stop dated shops, equipment, processes, etc. , and they disappeared. Did they get close dated or stop dated? What happened?

A: When you put in a stop or closed date, the item will no longer appear on the screen. If you want to see closed surveys or other closed Master Schedule tasks, or stop dated shops, equipment, processes, personnel, etc., you need to mark the “Include Archived Records” check box on the search screens. (See example screen shot below.)

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

The screenshot shows a web browser window titled "DOEHS Master Schedule - Search" with the URL <https://doehrs-ih.csd.disa.mil/Doehrs/DisplayMasterScheduleSearch.do>. The page header identifies the user as Charles Boyd and the current program office as NAVMCPUBLIHCEN Portsmouth VA. The main content area is titled "Master Schedule - Search" and contains the following search criteria:

- Search: Shop Priority 1
- Task Type: Periodic Survey
- Assigned Program Office Personnel: All
- Actual Start Date: 2011/04/11
- Close Date: 2012/04/11
- Include Archived Records

A red circle highlights the "Include Archived Records" checkbox. Below the search criteria is a "Search" button and two links: "Add Master Schedule Task" and "WMP View (Sampling Tasks)". The left sidebar contains navigation menus for Work Plan, Industrial Hygiene, Environmental Health, Radiation, Incident Reporting, Administration, and Resources.

Please do not reenter the stop or closed 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 cannot be deleted from the system by the user. Deletion of duplicate Master Schedule tasks, shops, equipment, processes, personnel, etc., require a MCR to the help desk. However, there is a workaround to eliminate a small number of some duplicates without putting in a MCR, if you have other such data to enter. You can simply open up one of the archived duplicate records of the same type, change the editable information, change the dates (even remove the stop or close date), and save it. However, some data in these records is not editable. So, to use this workaround for Master Schedule tasks, the replacement must also be the same Task Type; and to use this workaround for program office equipment, the replacement must also have the same Program Office Equipment Name; and to use this workaround for shop process equipment, the replacement must also have the same Equipment Type. This workaround, of course, does not work for duplicate personnel entries.

Overall, please remember to use the “Include Archived Records” check box when searching for closed surveys, or stop dated shops, equipment, processes, personnel, etc., and avoid creating duplicate entries in the first place.

Q: When a periodic shop survey is added to the Master Schedule with a frequency of "Yearly" and after the current survey is closed, when will the following year's shop survey re-populate in the workbasket (e.g. 8 months, 9 months, 10 months, 11 months, 12 months, etc...)? Will it re-populate in the assigned program office personnel workbasket 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 workbasket is designed to notify the assigned program office personal of associated Master Schedule tasks. Typically, the notification will populate the workbasket when the task is within 30-days of the scheduled start date.

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

- 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 personnel should not. Please be aware that tasks that are set up with a recurring frequency will automatically generate a new task but will not carry forward the assigned 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 worker to the task.

For more information on Master Schedule tasks, consult the DOEHRs-IH Student Guide, Chapter 14. IH users can review this training as follows:

- (1) Review automated scenario to [Add Master Schedule Periodic Survey](#), also discussed in a question earlier in this document. . (To use the hyperlink, you must be already logged into DOEHRs-IH [production](#) application.)
- (2) Review Chapter 14 in the Student Guide (located in the DOEHRs-IH applications under “DOEHRs Documentation” in the left hand navigation screen.
- (3) Review the Computer Based Training (CBT) “DOEHRs CBT 09-Master Schedule” under DOEHRs Documentation” in the left hand navigation screen. (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: How do I get an account in another IHPO? I have an account at my previously assigned IHPO, but I moved, and need an account in my newly assigned IHPO.

A: The user can log in DOEHRIS and request access to a new program office.

(1) Log into DOEHRIS <https://doehrs-ih.csd.disa.mil>

(2) Open "My Profile" in the left hand navigation screen 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 IHPO User Security Administrator (USA) at the new program office will be prompted by system e-mail to approve the new account request. In small and remote IHPOs, you may need to notify the help desk for account approval.

(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 IHPO.)

(7) Remind your previous IHPO USA to stop date your account as a user after you are reassigned

(Note to IHPOs and USAs: It is important to remove employees who have left (reassigned, retired, etc...), from your IHPO promptly.)