

Environmental Reporting System

Oracle9iAS Discoverer Viewer

USER Manual

Workbook	Description
PUB.AA Reports	AA 4 Character HIN Summary Report & Grand Total Report
PUB.AC Reports	AC Generator DoDAAC/UM Summary Report & Grand Total Report
PUB.AE Reports	AE Generator DoDAAC, HIN, Pickup DoDAAC Summary Report & Grand Total Report
PUB.AF Reports	AF Hazardous Item Number Detail Report & Grand Total Report
PUB.AI Reports	AI Generator DoDAAC/HIN/UM Summary Report & Grand Total Report
PUB.AM Report	AM Region/Directed Payment Summary & Grand Total Report
PUB.AT Report	AT Contract Number Summary & Grand Total Report
PUB.Audit Tracking	Audit Trail Tracking Summary Report & Grand Total Report
PUB.AW Reports	AW Contract Number/Generator DoDAAC Detail Report
PUB.BA Reports	BA 6 Character HIN Summary Report & Grand Total Report
PUB.BZ Report	BZ Manifest Summary Report & Grand Total Report

Defense Reutilization & Marketing Service
DRMS-CA
January 2004

Table of Contents

Section	Page/Pages
Overview	3
General Procedures	4
First Time Users	4
Logoff Procedures	5
Screen Button Information	5
Selecting a Workbook	6
Available Workbooks	6-7
Inputting Parameters	7
Tips on Parameters	7-8
Workbook Formats	9-27
4 Character HIN Summary	9
Grand Total	10
Generator DoDAAC/UM Summary	11
Generator DoDAAC/HIN, Pickup DoDAAC Summary	12
Hazardous Item Number Detail Report	13
Generator DoDAAC/HIN/UM Summary	13
Region/Directed Payment Summary	14
Contract Number Summary	15
Audit Trail Tracking Summary	16
Contract Number/Generator DoDAAC Detail Report	17
6 Character HIN Summary	18
Manifest Summary Report	19
Waste Number Summary by EPA Waste ID	20
Waste Code Analysis Summary – Pickup Manifest Only	21
Cost Summary by Contract	22
Audit – Overage Hazardous Delivery Orders	23
Delivery Order Detail Report	24
Contract/Delivery Order Overage Summary	25
MLI Analysis/Ranking Report – Disposal	26
MLI analysis/Ranking Report – Generator	27
Screen Information	28-30
Data Export	30
Formatting EXCEL Data	31
Print	32
Timed Out Message	33
Acronyms	34/35

ENVIRONMENTAL REPORTING SYSTEM (ERS) – AN OVERVIEW

The Environmental Reporting System (from here on referred to as ERS) is the data warehouse for the Base Operations Supply System (BOSS) Hazardous Contracting, Finance and Manifest Tracking data.

ERS data comes from two main areas of BOSS - the Hazardous Line Item (HLI) and the Manifest Line Item (MLI). This data is extracted on a daily basis from BOSS and updated in ERS.

The data is stored in an ORACLE database. DISCOVERER VIEWER formatted reports are set up to run against the database, replacing the old Oracle Report format. Once the report has been run, users now have the option of exporting the data into an Excel spreadsheet and having the data available to use in reports, charts or to load into another database.

A limited number of personnel have use of an ad hoc tool, DISCOVERER PLUS, to design individual reports.

If you are having problems using ERS DISCOVERER VIEWER or if you need additional data not available in DISCOVERER VIEWER, please contact the DRMS Help Desk:

HELP DESK

DSN - 932-4999

Commercial - 1-800-691-4999

E-Mail – helpdesk@mail.drms.dla.mil

GENERAL PROCEDURES

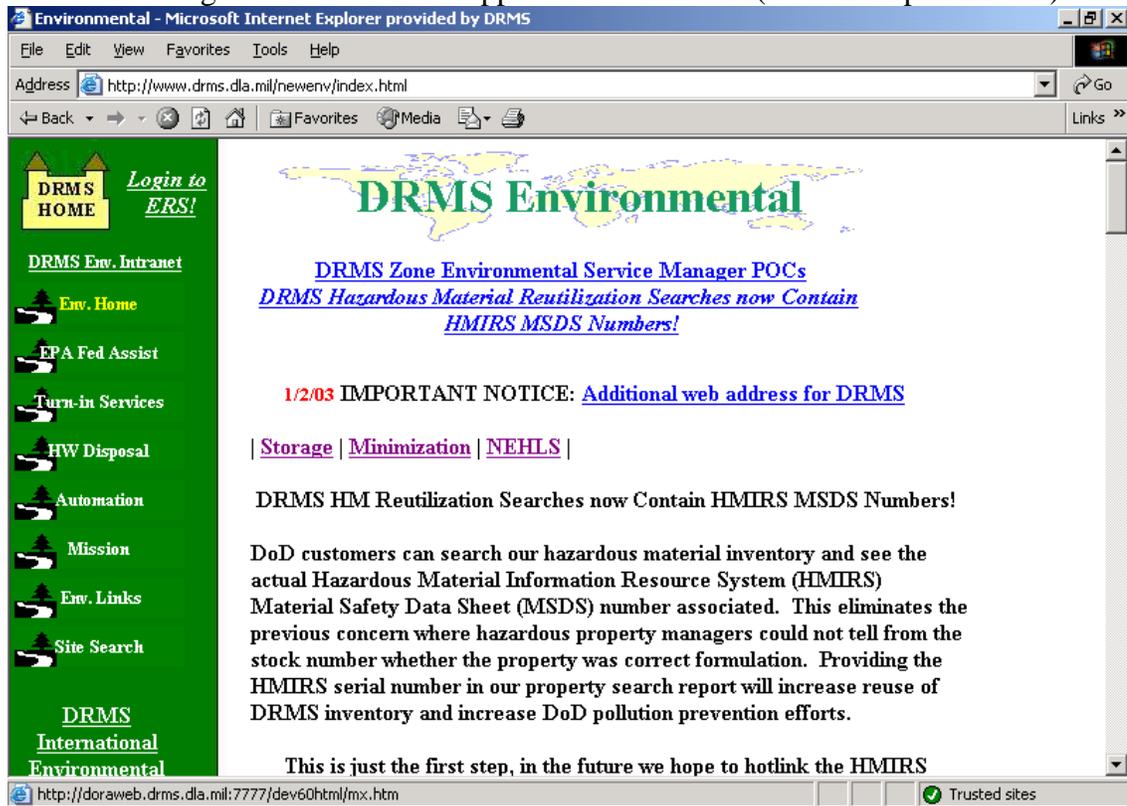
ERS DISCOVERER VIEWER can be accessed via the web. It will run in either Netscape or Internet Explorer. It is not necessary to download any software to access the application. All software runs on the server.

FIRST TIME USERS

1. Access the DRMS home page using either Netscape or Internet Explorer:
<http://www.drms.dla.mil/>

NOTE: Either Netscape or Internet Explorer can be used to access ERS DISCOVERER VIEWER, however, instructions are specific to Internet Explorer.

2. From the DRMS Home page, select – **Environmental**
3. Select – Login to ERS from the upper left hand corner (see screen print below):



4. No User ID or Password is required. You will go directly to the list of VIEWER workbooks. Additional Viewer Reports will be added as developed.
5. Add DISCOVERER VIEWER to your favorites, to allow you to access Viewer directly, without having to go through the DRMS Home Page & Environmental Page:
 - a. Click Favorites from the top line menu
 - b. Click Add to Favorites
 - c. Name the link (ERS Viewer)
 - d. Click Ok

- Next time access ERS Viewer by bringing up your browser and selecting ERS Viewer from the menu of favorites.

LOGOFF

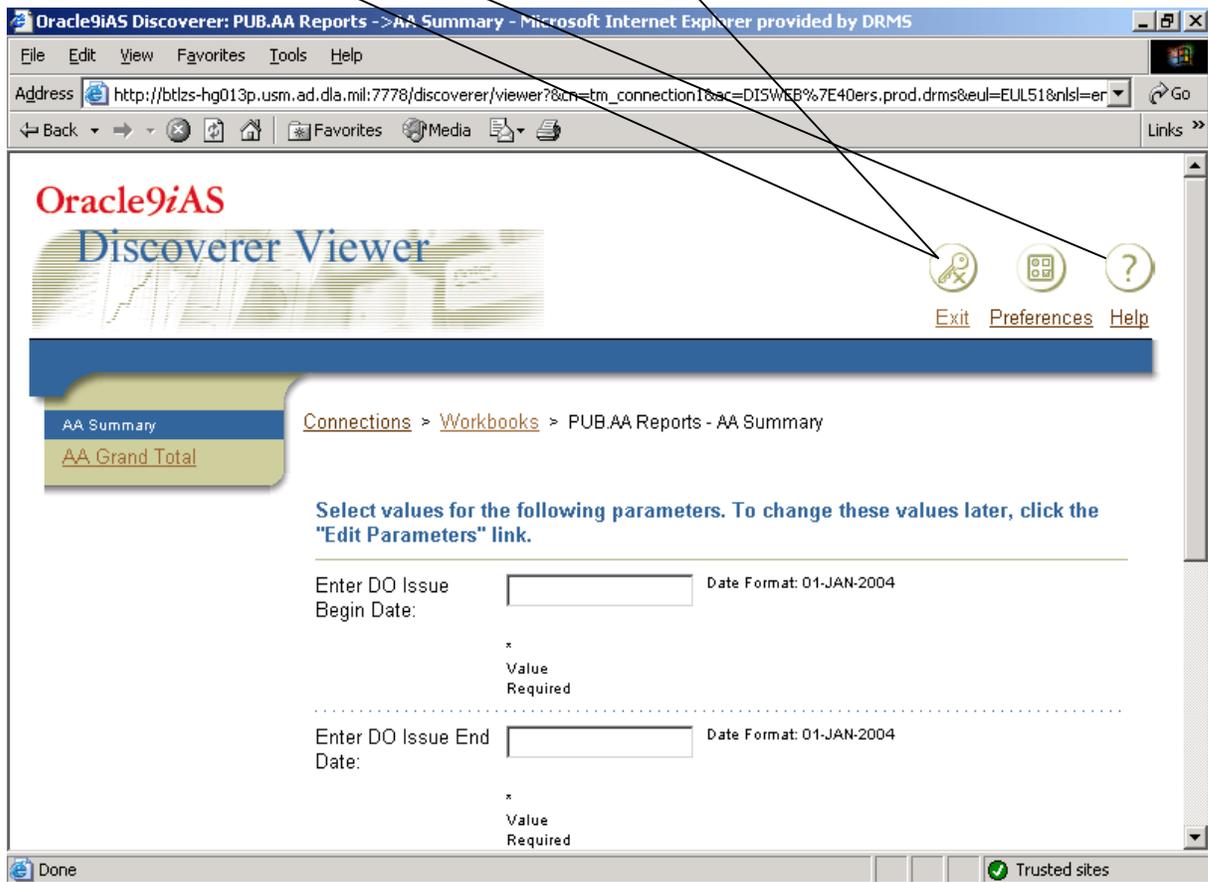
When exiting, first click the exit button, which closes your connection to ERS. Then close your browser (just click the X in the upper right corner). This is the preferred method to exit.

SCREEN BUTTONS/INFORMATION

In the upper right hand corner are two icons – EXIT & HELP.

EXIT – Click this button to close your connection to ERS, Then use the X to shut the browser or if you are an ad hoc user, you can go into DISCOVERER PLUS from this window.

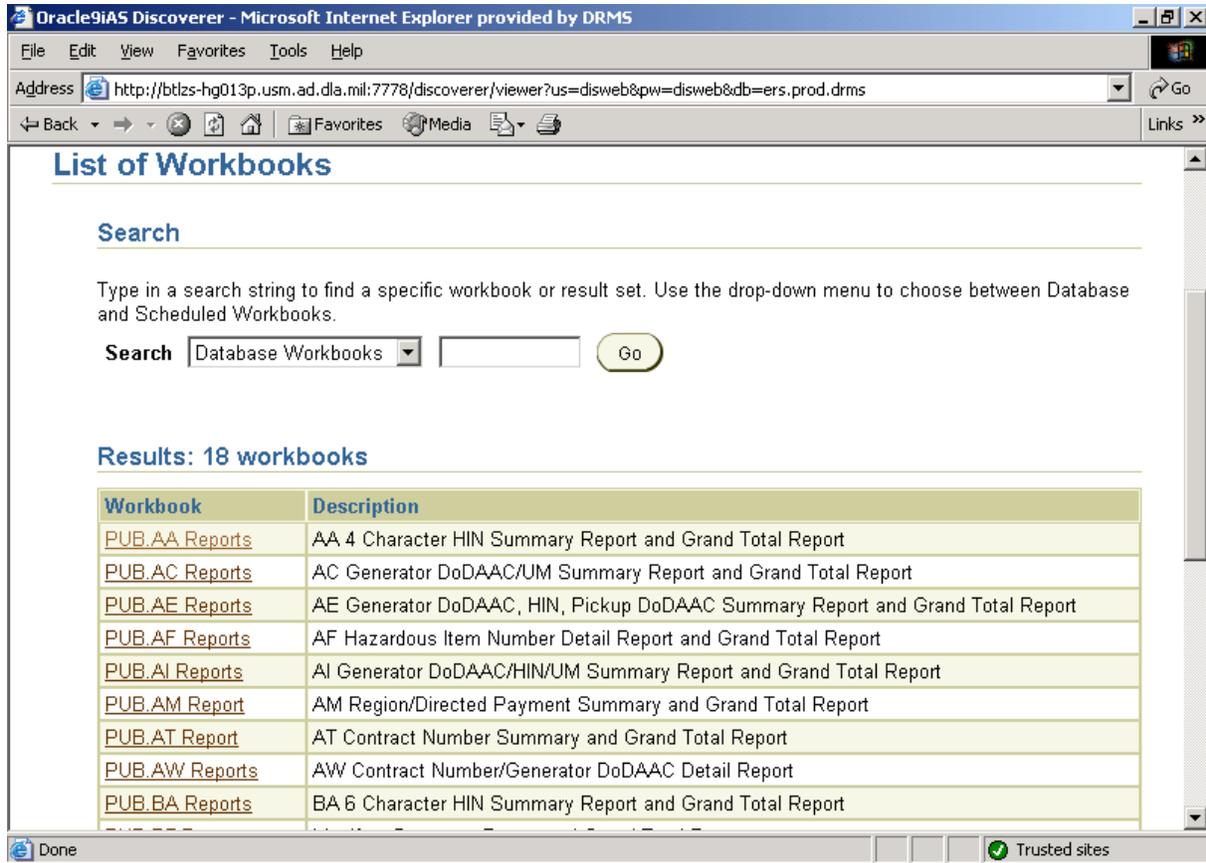
HELP – brings up help screens.



WORKBOOK SELECTION/PARAMETER INPUT

When DISCOVERER VIEWER comes up, the screen includes a workbook list (shown below), which allows you to select a report.

The Workbook List includes a column with the workbook name and a short description of the workbook. Workbooks can contain more than 1 report. An example, PUB.AA REPORTS includes a Summary Report and a Grand Total Report.



SELECTING A WORKBOOK

To select a workbook, simply click the workbook name. If there are multiple reports in the workbook, you will get a 2nd menu; just click the report you want. You will be presented with a parameter screen. See section 3.3 for additional information on parameters.

AVAILABLE WORKBOOKS

Additional workbooks will be added to ERS as developed. Additional workbooks not listed here, may be available, check the workbook list.

Here is a list of the workbooks available at writing:

Workbook	Description
PUB.AA Reports	AA 4 Character HIN Summary Report & Grand Total Report
PUB.AC Reports	AC Generator DoDAAC/UM Summary Report & Grand Total Report
PUB.AE Reports	AE Generator DoDAAC, HIN, Pickup DoDAAC Summary Report & Grand Total Report
PUB.AF Reports	AF Hazardous Item Number Detail Report & Grand Total Report
PUB.AI Reports	AI Generator DoDAAC/HIN/UM Summary Report & Grand Total Report
PUB.AM Report	AM Region/Directed Payment Summary & Grand Total Report
PUB.AT Report	AT Contract Number Summary & Grand Total Report
PUB.Audit Tracking	Audit Trail Tracking Summary Report & Grand Total Report
PUB.AW Reports	AW Contract Number/Generator DoDAAC Detail Report
PUB.BA Reports	BA 6 Character HIN Summary Report & Grand Total Report
PUB.BZ Report	BZ Manifest Summary Report & Grand Total Report
PUB.CA Reports	CA Waste # Summary by EPA ID w/Manifest Code Summary Report & Grand Total Report
PUB.CM Reports	CM Waste Code Analysis Summary Report - Pickup Manifest Only
PUB.CV Reports	CV Cost Summary by Contract
PUB.OC Reports	OC Audit - Overage Hazardous Delivery Orders Summary Report & Grand Total Report
PUB.PL Report	Delivery Order Detail Report
PUB.PN Report	PN Contract/Delivery Order Overage Summary & Grand Total Report
PUB.Ranking MLIs Analysis Reports - Disposal Facilities	MLI Analysis/Ranking Reports - Disposal Facilities
PUB.Ranking MLIs Analysis Reports - Generating Facilities	MLI Analysis/Ranking Reports - Generating Facilities

INPUTTING PARAMETERS

When you select a workbook, a parameter screen comes up. Input the parameters and click the Apply Parameters button.

Note: The percent sign (%) is a wildcard in ORACLE. Some fields automatically default to the % sign.

Note: Some parameter screens have a lookup table (example: the MLI Analysis Reports by MLI Count.) Click the flashlight to bring up the tables. Use the arrows to move your selection to the right side. When finished. Click the APPLY button.

TIPS ON PARAMETERS

1. DISCOVERER VIEWER allows the use of the mouse and the tab key.
2. Dates must be in correct format. DD-MMM-YYYY or as appropriate D-MMM-YY. Example 01-OCT-2003 or 1-OCT-03 is acceptable.
3. DISCOVERER Viewer is not case sensitive – you can use either upper or lower case.
4. If you use bad parameters you may get an empty report or a report that never finishes.

5. Just because you receive an empty report, does not mean that DISCOVERER VIEWER is not working, or that your parameters are bad. Perhaps there was no data for the parameters, or the parameters were entered incorrectly.
6. Data produced is limited by the query parameters. Double-check the parameters prior to submitting the workbook. (You get what you requested, even if it's not what you wanted.)
7. Not all the parameter fields must be populated. However, you must input the Begin Date and the End Date.

Note: The Begin Date and the End Date are based on the Delivery Order Issue Date.

WORKBOOK FORMATS

A brief description of each workbook and the associated data fields is given in this section. Remember that additional workbooks are under development; refer to the workbook list for the most up to date information.

AA – 4 Character Hazardous Item Number (HIN) Summary

This uses HLI data.

DESCRIPTION: A summary of ultimate disposal costs sorted by HIN and Unit of Measure for a **given set of query parameters**. Total costs for all HINs are summarized by quantity and unit of measure.

COLUMN LABEL

ASSOCIATED FIELD

HIN

Hazardous Item Number

Quantity

Sum of all Obligated Quantities for that HIN

UM

Unit of Measure for the HIN

COST

Sum of all Obligated Prices

AVG Cost Unit

Derived (Obligated Quantity * Unit Price/ {Sum of all Obligated Quantities}).

PARAMETER FIELDS: Begin Date, End Date, Contract Number and HIN

PRINTER ORIENTATION : Portrait

HIN	QUANTITY	UM	COST	AVG COST/UNIT
6311	12	EA	\$342.00	\$28.50
6316	3	EA	\$342.00	\$114.00
6321	7	EA	\$813.96	\$116.28
6350	3	EA	\$2,633.40	\$877.80
6360	5	HR	\$285.00	\$57.00
6361	4	HR	\$205.20	\$51.30
6401	4	EA	\$175.12	\$43.78

Grand Total (AA, AC, AE, AF, AI, AM, AT, AW, BA, BZ, CA, CV, OC)

This uses HLI data.

DESCRIPTION: The Grand Total Summary provides the total cost, the total number of records and a breakdown of the grand total by unit of issue, showing the disposal quantity and the cost for the parameters, which were selected.

COLUMN LABEL

ASSOCIATED FIELD

UM
Quantity
Cost
of Records

Unit of Measure
Sum of all Obligated
Sum of all Obligated Prices
of Records per line

PRINTER ORIENTATION : Portrait

UM	QUANTITY	COST	# OF RECORDS
EA	48	\$6,060.86	24
HR	13	\$741.00	5
LB	650,563	\$184,368.94	1,639
	Sum:650,624	Sum:\$191,170.80	Sum:1,668

NOTE: All the Grand Totals are in the same format.

AC – Generator-DODAAC/Unit of Measure Summary

This uses HLI data and data from the DODAAC Address Table.
 (The DODAAC name and address comes from a separate table).

DESCRIPTION: AC generates a list of all the Generator DODAACs related to the query parameters. It lists the cost and quantity for units of measure for each DODAAC.

<u>COLUMN LABEL</u>	<u>ASSOCIATED FIELD</u>
Generator DODAAC	Generator DODAAC
Quantity	Sum of Obligated Quantity
UM	Unit of Measure
COST	Sum of all Obligated Prices
DODAAC Description	Address/Description

PARAMETER FIELDS: Begin Date, End Date, Contract Number and Generator DoDAAC

PRINTER ORIENTATION : Portrait

GENERATOR DODAAC	QUANTITY	UM	COST	GENERATOR DODAAC DESCRIPTION
FB4479	105,792	LB	\$21,555.43	62 SUPS LGS
				BUILDING 1197
				A ST
				MCCHORD AFB WA 98438-1312
FB4620	3,028	LB	\$1,519.01	92 SUPS LGS
				BLDG 2447 STE 148
				610 N DEPOT AVE
				FAIRCHILD AFB WA 99011-9402
FB6371	8,845	LB	\$3,238.68	ANG ASST USPFO FOR PROP
				6801 NE CORNFOT RD
				PORTLAND OR 97218-2797

AE – Generator DoDAAC/HIN, Pickup DoDAAC Summary

AE uses HLI data and data from the DoDAAC Address Table. (The DoDAAC name comes from a separate table).

DESCRIPTION: A summary of the ultimate disposal costs for HINs within a Generator DODAAC.

<u>COLUMN LABEL</u>	<u>ASSOCIATED FIELD</u>
HIN	Hazardous Item Number
Quantity	Sum of all Obligated Quantities for the HIN
UM	Unit of Measure for the HIN
COST	Sum of all Obligated Prices

PARAMETER FIELDS: Begin Date, End Date, Contract Number, Generator DoDAAC, Pickup DoDAAC and HIN.

PRINTER ORIENTATION: Landscape

GENERATOR DODAAC	QUANTITY	UM	COST	GENERATOR DODAAC DESCRIPTION
FB4479	105,792	LB	\$21,555.43	62 SUPS LGS
				BUILDING 1197
				A ST
				MCCHORD AFB WA 98438-1312
FB4620	3,028	LB	\$1,519.01	92 SUPS LGS
				BLDG 2447 STE 148
				610 N DEPOT AVE
				FAIRCHILD AFB WA 99011-9402
FB6371	8,845	LB	\$3,238.68	ANG ASST USPFO FOR PROP
				6801 NE CORNFOT RD
				PORTLAND OR 97218-2797
FB6372	4,559	LB	\$2,382.14	114 FS LGS
				303 VANDENBERG DR STE 47
				KLAMATH FALLS OR 97603-1942

AF – Hazardous Item Number Detail Report

This Reports uses HLI data and Hazardous Item table. (HIN description comes from the Hazardous Item table).

DESCRIPTION: A wide detailed line item report.

<u>COLUMN LABEL</u>	<u>ASSOCIATED FIELD</u>
Contract Number	Contract Number
Delivery Order	Delivery Order Number
RAC	Region Activity Code
HIN	Hazardous Item Number
FSC	Federal Stock Class
DTID	Disposal Turn In Document
DOCNO	BOSS Document Number
UM	Unit of Measure
Quantity	Obligated Quantity
Total Cost	Total Obligated Price
Issue Date	Delivery Order Issue Date
Noun	HIN Description

PARAMETER FIELDS: Begin Date, End Date, Contract Number, Delivery Order Number and HIN

PRINTER ORIENTATION: Landscape (requires legal paper)

Due to size constraints, sample data is not provided.

AI Generator DoDAAC/HIN/UM Summary

AI uses HLI data and data from the Hazardous Item Table and the DODAAC Address Table.

DESCRIPTION: A summary of HINs displaying unit of measure, quantity, and cost, sub-totaled by Generator DODAAC within a contract

<u>COLUMN LABEL</u>	<u>ASSOCIATED FIELD</u>
HIN	Hazardous Item Number
Quantity	Sum of Obligated Quantities for that HIN
UM	Unit of Measure for the HIN
COST	Sum of all Obligated Prices

PARAMETER FIELDS: Begin Date, End Date, Contract Number, Generator DoDAAC and HIN

PRINTER ORIENTATION: Landscape

Due to size constraints, sample data is not provided.

AM – Region Directed Payment Summary

This Report uses HLI and Text from the Directed Payment Table.

DESCRIPTION: A summary of directed payment costs and quantities by Service/Agency. The summary is sub-totaled by Region/Operations Office with an overall total cost for all Region/Operation Offices.

<u>COLUMN LABEL</u>	<u>ASSOCIATED FIELD</u>
Directed Payment	Directed Payment Code
Quantity	Sum of Obligated Quantities
UM	Unit of Measure
COST	Sum of all Obligated Prices

PARAMETER FIELDS: Begin Date, End Date, Contract Number and PMT Code

PRINTER ORIENTATION: Portrait

REGION	DIRECTED PAYMENT	QUANTITY	UM	COST	AVG. COST/UNIT
DRMS	A - Army	23	EA	\$3,903.36	\$169.71
		9	HR	\$490.20	\$54.47
		182,588	LB	\$56,874.70	\$0.31
				Sub Total:\$61,268.26	
	C - Coast Guard	8	EA	\$917.48	\$114.69
		3	HR	\$188.10	\$62.70
		21,006	LB	\$6,725.57	\$0.32
				Sub Total:\$7,831.15	
	D - DLA	237	LB	\$66.36	\$0.28
				Sub Total:\$66.36	
	F - Air Force	123,635	LB	\$29,333.17	\$0.24
				Sub Total:\$29,333.17	
	N - Navy	17	EA	\$1,240.02	\$72.94
		1	HR	\$62.70	\$62.70
		323,084	LB	\$91,359.26	\$0.28
				Sub Total:\$92,661.98	
	R - N.A.	13	LB	\$9.88	\$0.76
				Sub Total:\$9.88	
				Sum:\$191,170.80	

AT – Contract Number Summary

AT uses HLI and names from the Venders Table.

DESCRIPTION: A summary of the ultimate disposal costs for each delivery order number on a specified contract number. Vendor Name, Cost and Number of Records for each delivery order line are included data fields.

<u>COLUMN LABEL</u>	<u>ASSOCIATED FIELD</u>
Contract Number	Contract Number
Vendor Name	Name from the Venders Table
COST	Sum of all the Obligated Prices
Number Records	Count of Rows for that Contract & Vender

PARAMETER FIELDS: Begin Date, End Date and Contract Number

PRINTER ORIENTATION: Portrait

CONTRACT #	VENDER NAME	COST	# OF RECORDS
SP440000D0001	APPLIED TECHNOLOGY INC	\$27,449.19	137
SP440000D0002	Not Available	\$455,017.59	3,677
SP440000D0003	ASBURY ENVIRONMENTAL SERVICE	\$192,864.10	1,171
SP440000D0004	AMERICAN ENVIRNMNTL SVCS INC	\$861,934.90	1,468
SP440000D0005	DALLAS OIL SERVICE	\$2,329.02	1
SP440000D0006	ENVIROKLEEN	\$82,961.28	10
SP440000D0007	NICKCO RECYCLING, INC.	\$3,092.50	3
SP440000D0011	WORLD ENVIRONMENTAL INC	\$52,328.44	123
SP440000D0012	Not Available	\$2,340.00	2
SP440000D0015	Not Available	\$304,713.78	1,096
SP440000D0017	TRI-STATE GOVERMENT SERVICES	\$139,072.84	753
SP440000D0018	ASBURY ENVIRONMENTAL SERVICE	\$121,166.59	936
SP440000D0019	MIDWEST ENV SVCS	\$84,257.19	377
SP440000D0020	ISLAND ENVIRONMENTAL SVC INC	\$105,904.21	15
SP440000D0021	WORLD ENVIRONMENTAL INC	\$228,368.39	336
SP440000D0022	Not Available	\$564,669.44	3,375
SP440000D0023	APPLIED TECHNOLOGY INC	\$27,225.56	26

Audit Trail Tracking Summary Report

The audit trail tracking summary uses MLI data.

DESCRIPTION: A detailed summary tracking report, broken down by Contract Number and Issue Date. Data fields included are Contract Number, Delivery Order Number, Issue Date, BOSS Document Number, HIN, DTID, Order Quantity, Pickup Quantity, Manifest Type, Designated Facility, Generator Facility, Manifest Number, State Manifest Number, Unit of Measure and Cost.

<u>COLUMN LABEL</u>	<u>ASSOCIATED FIELD</u>
Contract Number	Contract Number
Delivery Order	Delivery Order Number
DO Issue Date	Delivery Order Issue Date
BOSS Document	BOSS Document Number
HIN	Hazardous Item Number
DTID	Disposal Turn In Document
UM	Unit of Measure
Order QTY	Obligated Quantity
Pickup Qty	Pickup Quantity
Pickup DODAAC	Pickup DODAAC
Manifest Type	Manifest Type: P, I, D, R
Designated Facility	Designated TSDF
Generator Facility	Generator ID Number
Manifest Number	Manifest Number
State Manifest Number	State Manifest Number
Amount	Obligated Price

PARAMETER FIELDS: Begin Date, End Date, Contract Number, Boss Document Number and Manifest Type

PRINTER ORIENTATION: Landscape

Space constraints prevent displaying sample data.

AW Contract Number/Generator DoDAAC Detail Report

AW uses HLI data.

DESCRIPTION: A detailed line item summary of ultimate disposal costs, broken down by Contract Number, Generator DODAAC, Delivery Order, Unit of Measure and BOSS Document Number. Data fields included are Issue Date, Delivery Order Number, BOSS Document Number, Quantity, Unit of Measure, Cost and Average Cost per Unit.

COLUMN LABEL

ASSOCIATED FIELD

Issue Date	Delivery Order Issue Date
BOSS Document	BOSS Document Number
Quantity	Sum of the Obligated Quantity
UM	Unit of Measure
COST	Sum of all Obligated Prices
AVG Cost Unit	Derived (Obligated Quantity * Unit Price/ {Sum of all Obligated Quantities}).

PARAMETER FIELDS: Begin Date, End Date, Contract Number, Delivery Order Number and Generator DoDAAC

PRINTER ORIENTATION: Landscape

CONTRACT NUMBER	GENERATOR DODAAC	ISSUE DATE	DO NUMBER	BOSS DOCUMENT	QUANTITY	UM	COST	AVG. COST/UNIT
SP440003D0001	FB4479	07-Oct-2003	0178	32796589	7	LB	\$2.52	\$0.36
		07-Oct-2003	0178	32796591	113	LB	\$44.07	\$0.39
		07-Oct-2003	0178	32796593	583	LB	\$239.03	\$0.41
		07-Oct-2003	0178	32796595	3	LB	\$4.08	\$1.36
		07-Oct-2003	0178	32796596	155	LB	\$51.15	\$0.33
		07-Oct-2003	0178	32796597	9	LB	\$5.40	\$0.60
		07-Oct-2003	0178	32796598	211	LB	\$65.41	\$0.31
		07-Oct-2003	0178	32796600	49	LB	\$15.19	\$0.31
		07-Oct-2003	0178	32796604	95	LB	\$77.90	\$0.82
		07-Oct-2003	0178	32796605	338	LB	\$277.16	\$0.82
		07-Oct-2003	0178	32796606	146	LB	\$87.60	\$0.60
		07-Oct-2003	0178	32796607	1,278	LB	\$498.42	\$0.39
		07-Oct-2003	0178	32796608	19	LB	\$7.41	\$0.39
		07-Oct-2003	0178	32796609	224	LB	\$87.36	\$0.39
		07-Oct-2003	0178	32796610	7	LB	\$2.52	\$0.36

BA – 6 Character HIN Summary Report

BA uses HLI data and the HIN Name from the Hazardous Item Table.

DESCRIPTION: The 4 Character/6 Character HIN Summary provides a summary of ultimate disposal costs by HIN (6 Character field, listing each suffixed HIN) unit of measure and subtotaled by the 4 character HIN.

<u>COLUMN LABEL</u>	<u>ASSOCIATED FIELD</u>
HIN	Hazardous Item Number
Quantity	Sum of all Obligated Quantities for that HIN
UM	Unit of Measure for the HIN
COST	Sum of all Obligated Prices
AVG Cost Unit	Derived (Obligated Quantity * Unit Price/ {Sum of all Obligated Quantities}).

PARAMETER FIELDS: Begin Date, End Date, Contract Number and Generator DoDAAC

PRINTER ORIENTATION: Portrait

HIN	QUANTITY	UM	COST	AVG. COST/UNIT	DESCRIPTION
631600		2 EA	\$228.00	\$114.00	SEE NOUN DESCRIPTION
635000		2 EA	\$1,755.60	\$877.80	TANK CLEANING/SERVICES - (ABOVE GROUND) MOBILIZATION COST
636000		4 HR	\$228.00	\$57.00	PERSONNEL FOR CLEANING/SERVICING OF TANKS, TOTES, OIL/WATER SEPARATORS - TEAM LEADER
636100		4 HR	\$205.20	\$51.30	PERSONNEL FOR CLEANING/SERVICING OF TANKS, TOTES, OIL/WATER SEPARATORS - TECHNICIAN
640100		2 EA	\$87.56	\$43.78	PERFORM HAZARDOUS WASTE CHARACTERISTICS ANALYSIS TO DETERMINE IGNITABILITY (D001), CORROSIVITY (D002), REACTIVITY (D003)
640300		3 EA	\$451.44	\$150.48	PERFORM TCLP METALS ANALYSIS TO DETERMINE 8 TCLP METALS (D004-D011)
6500MM		213 LB	\$1,062.87	\$4.99	SURCHARGE FOR DISPOSAL OF HIGH LEVEL MERCURY
668100		1 EA	\$39.90	\$39.90	PROVIDE A MANIFEST TRACKING/DELIVERY ORDER SUMMARY REPORT (SEE CLAUSE C.75)

BZ – Manifest Summary Report

This Report pulls using both HLI and MLI data.

DESCRIPTION: This report is a detailed contract audit report. The report provides all current manifest data within the specified parameters. This report is sorted by HIN within a contract number.

<u>COLUMN LABEL</u>	<u>ASSOCIATED FIELD</u>
DRMO Name	DRMO Name
Contract #	Contract Number
Delivery Order #	Delivery Order Number
Issue Date	Delivery Order Issue Date
BOSS Document	BOSS Document Number
DTID	Disposal Turn In Document
HIN	Hazardous Item Number
Pickup DODAAC	Pickup DODAAC
Order QTY	Sum of Obligated Quantity
Amount	Sum of Obligated Unit Price
Manifest Type	Manifest Type: P, I, D, R
Generator ID Number	Generator ID Number
Manifest Number	Manifest Number
Manifest Designated Facility	Designated TSDF
Manifest QTY	Manifest Quantity
UM	Unit of Measure
Number of Containers	Number of Containers
Container Type	Container Type
State MFST #	State Manifest Number
Transporter Facility	Transporter
Receipt Date	Transporter Receipt Date
Noun	Noun Description
Waste (1-6)*	EPA Waste Code
Handling (1-4)*	Handling Code

PARAMETER FIELDS: Begin Date, End Date, Contract Number and BOSS Document Number

PRINTER ORIENTATION: Landscape (requires legal paper and 3 sheets per row.)

Due to the size constraints a sample copy of the report is not provided.

* - Report Limitations – Due to space constraints:

Field	Limitation
Waste Codes	6
Handling Codes	4

CA – Waste # Summary by EPA ID

CA uses data from the HLI and the TSDF Table.

DESCRIPTION: This report shows the number of manifests generated by Waste ID and Generator Facility.

<u>COLUMN LABEL</u>	<u>ASSOCIATED FIELD</u>
Waste ID	EPA Waste Number
Generator Facility	EPA Facility ID for Generation
Facility Name	Name associated with Facility ID
Address	Facility Address
City	Facility City
State	Facility State
Manifest Type	Manifest Type
Num Manifests	Number of Manifests

PARAMETER FIELDS: Begin Date, End Date, Contract Number and Generator DoDAAC

PRINTER ORIENTATION: Landscape (requires legal size paper)

Due to size constraints a sample copy of the output is not provided.

CM – Waste Code Analysis Summary Report (Pickup Manifest Only)

CM uses MLI data only.

DESCRIPTION: summary report is broken down by DRMS ID (CONUS, OCONUS) and EPA waste code.

<u>COLUMN LABEL</u>	<u>ASSOCIATED FIELD</u>
Location	CONUS/OCONUS
Waste ID	EPA Waste Code
Description	Description of the waste code
UM	Unit of Measure
Quantity	Sum of Obligated Quantities
Cost	Sum of Obligated Prices
AVG/COST	Derived (Obligated Quantity * Unit Price/ {Sum of all Obligated Quantities})

PARAMETER FIELDS: Begin Date, End Date, Contract Number and Generator DoDAAC

PRINTER ORIENTATION: Landscape

Due to size constraints a sample copy of the output is not provided.

CV – Cost Summary by Contract

CV uses HLI data.

DESCRIPTION: A summary of obligated and disbursed costs and quantities.

<u>COLUMN LABEL</u>	<u>ASSOCIATED FIELD</u>
Contract Number	Contract Number
Delivery Order	Delivery Order Number
RAC	Region Activity Code
DTID	Disposal Turn In Document
UM	Unit of Measure
Obligated Quantity	Obligated Quantity
Obligated COST	Sum of Obligated Prices
Disbursed Quantity	Disbursed Quantity
Disbursed Cost	Sum of Disbursed Prices

PARAMETER FIELDS: Begin Date, End Date, Contract Number, Delivery Order Number, Generator DoDAAC and HIN

PRINTER ORIENTATION: Portrait

CONTRACT #	DELIVERY ORDER #	RAC	DTID	UM	OBLIGATED QUANTITY	OBLIGATED COST	DISBURSED QUANTITY	DISBURSED COST
SP440003D0001	0172	BA	W90Y5432665000	LB	50	\$14.00	50	\$14.00
			W90Y5432665001	LB	184	\$51.52	184	\$51.52
			W90Y5432665002	LB	85	\$23.80	85	\$23.80
			W90Y5432665003	LB	69	\$18.63	69	\$18.63
			W90Y5432665006	LB	84	\$23.52	84	\$23.52
			W90Y5432665007	LB	222	\$59.94	222	\$59.94
			W90Y5432665008	LB	149	\$41.72	149	\$41.72
			W90Y5432665010	LB	306	\$85.68	306	\$85.68
			W90Y5432665011	LB	6	\$1.98	6	\$1.98
			W90Y5432665012	LB	50	\$14.00	50	\$14.00
			W90Y5432665013	LB	107	\$29.96	107	\$29.96
			W90Y5432665014	LB	348	\$97.44	348	\$97.44
			W90Y5432665015	LB	747	\$209.16	747	\$209.16
			W90Y5432665017	LB	241	\$67.48	241	\$67.48

OC – Overage Hazardous Delivery Orders

OC uses HLI data and the HIN description from the Hazardous Item Table.

DESCRIPTION: This report provides the delivery order lines that are still open.

<u>COLUMN LABEL</u>	<u>ASSOCIATED FIELD</u>
HIN	Hazardous Item Number
Delivery Order	Delivery Order Number
DTID	Disposal Turn In Document
BOSS Document	BOSS Document Number
AGE	System Date – DO Issue Date
QTY	Disposal Quantity
UM	Unit of Measure
LIC	Like Item Code
Contract Number	Contract Number
Description	HIN Description from the Hazardous Item Table

PARAMETER FIELDS: Begin Date, End Date, Contract Number and Delivery Order Number

PRINTER ORIENTATION: Portrait

Due to size constraints, a sample copy of the output is not provided.

PL – Delivery Order Detail Report

PL uses both HLI and MLI data.

DESCRIPTION: This report was designed by contracting to show detail data against a specific contract and delivery order number. Report is designed to show only Pickup and Disposal Manifests. This report pulls the 2,000 character noun description, so care should be used to keep query parameters small. Use a specific contract number and do not pull over a year’s worth of data.

<u>COLUMN LABEL</u>	<u>ASSOCIATED FIELD</u>
Contract Number	Contract Number
Delivery Ord Num	Delivery Order Number
Issue Date	Delivery Order Issue Date
REQ Date	Required Delivery Date from HLI
CLIN	Contract Line Item Number
HIN	Hazardous Item Number
UM	Unit of Measure
OBL QTY	Obligated Quantity from HLI
MFST TYPE	Manifest Type (P, I, D, R)
MFST QTY	Pickup Qty for P Manifests Disposal Qty for D Manifests
MFST NUM	Manifest Number
DSG TSDF	Designated TSDF
DSPL TNSP	Disposal Transporter
Disposal Waste ID	EPA Waste Code
Pickup DoDAAC	Pickup DoDAAC
Pickup DoDAAC Address	Address for Pickup DoDAAC
Noun Description	2,000 character noun description

PARAMETER FIELDS: Begin Date, End Date, Contract Number, Manifest Type and Delivery Order Number

PRINTER ORIENTATION: Landscape (with adjustment of the columns in EXCEL and taking the percentage down to 90% this data can be printed on legal paper).

Due to size constraints, a sample copy of the output is not provided.

NOTE: Keep data range small, or when downloaded to EXCEL, your PC may lockup due to memory constraints.

PN - Contract/Delivery Order Overage Report

This Report uses HLI data.

DESCRIPTION: This report is used to audit overage delivery orders.

<u>COLUMN LABEL</u>	<u>ASSOCIATED FIELD</u>
Delivery Order	Delivery Order Number
BOSS Document	Boss Document Number
HIN	Hazardous Item Number
Obligated Quantity	Sum of the Obligated Quantity for the BOSS Document Number
UM	Unit of Measure
Unit Price	Unit Price for the Boss Document Number
Dollars Obligated	Sum of the Obligated Quantity * Unit Price
Quantity Picked Up	Quantity picked up from the HLI
Qty Not Picked Up	Derived (Obligated Quantity – Quantity Picked Up)
Dollars Disbursed	Picked up from Disbursed \$ Value in the HLI
Dollars Not Disbursed	Derived (Dollars Obligated – Dollars Disbursed.)

PARAMETER FIELDS: Begin Date, End Date, Contract Number, Delivery Order Number and HIN

PRINTER ORIENTATION: Landscape

Due to size constraints, a sample copy of the output is not provided.

Ranking MLI Analysis Reports – Disposal Facilities

This report uses HLI & MLI data.

DESCRIPTION: This workbook includes two worksheets; one ranks facilities by the Manifest Line Item Count, the other by the Manifest Quantity. You can select a specific unit of measure, multiple units of measure or move all the units of measure over. To select the unit of measure parameters, click on the flashlight, it will bring up a list of values. Use the arrows to move the value to the right hand column. When finished making your selection, click the APPLY button, which takes you back to the initial parameter screen. Click the apply parameters button.

Note: If you are using the manifest quantity report, mixing units of measure produces bad data.

<u>COLUMN LABEL</u>	<u>ASSOCIATED FIELD</u>
Rank by %	Cumulative of the % of Total Quantity
Facility ID	EPA ID Number
MFST Type	Manifest Type from the Manifest
Quantity	Sum of the MLI Quantity
% of Total Quantity	Cumulative Quantity / Total Quantity * 100
Cumulative Quantity	Cumulative of the MLI
Cumulative # MLIs	Cumulative of the MLI Count
% of Total Count	% of the MLI
# MLIs	# of MLI matching the criteria
QTY/MLI	Sum of the MLI Quantity / # MLIs
Facility Name	Facility Name from the Transporter Disposal Table

PARAMETER FIELDS: Begin Date, End Date, Contract Number and Unit of Measure

PRINTER ORIENTATION: Landscape

Due to size constraints, a sample copy of the output is not provided.

Ranking MLI Analysis Reports – Generating Facilities

This report uses HLI & MLI data.

DESCRIPTION: This workbook includes two worksheets; one ranks facilities by the Manifest Line Item Count, the other by the Manifest Quantity. You can select a specific unit of measure, multiple units of measure or move all the units of measure over. To select the unit of measure parameters, click on the flashlight, it will bring up a list of values. Use the arrows to move the value to the right hand column. When finished making your selection, click the APPLY button, which takes you back to the initial parameter screen. Click the apply parameters button.

Note: If you are using the manifest quantity report, mixing units of measure produces bad data.

<u>COLUMN LABEL</u>	<u>ASSOCIATED FIELD</u>
Rank by %	Cumulative of the % of Total Quantity
Facility ID	EPA ID Number
MFST Type	Manifest Type from the Manifest
Quantity	Sum of the MLI Quantity
% of Total Quantity	Cumulative Quantity / Total Quantity * 100
Cumulative Quantity	Cumulative of the MLI
Cumulative # MLIs	Cumulative of the MLI Count
% of Total Count	% of the MLI
# MLIs	# of MLI matching the criteria
QTY/MLI	Sum of the MLI Quantity / # MLIs
Facility Name	Facility Name from the Transporter Disposal Table

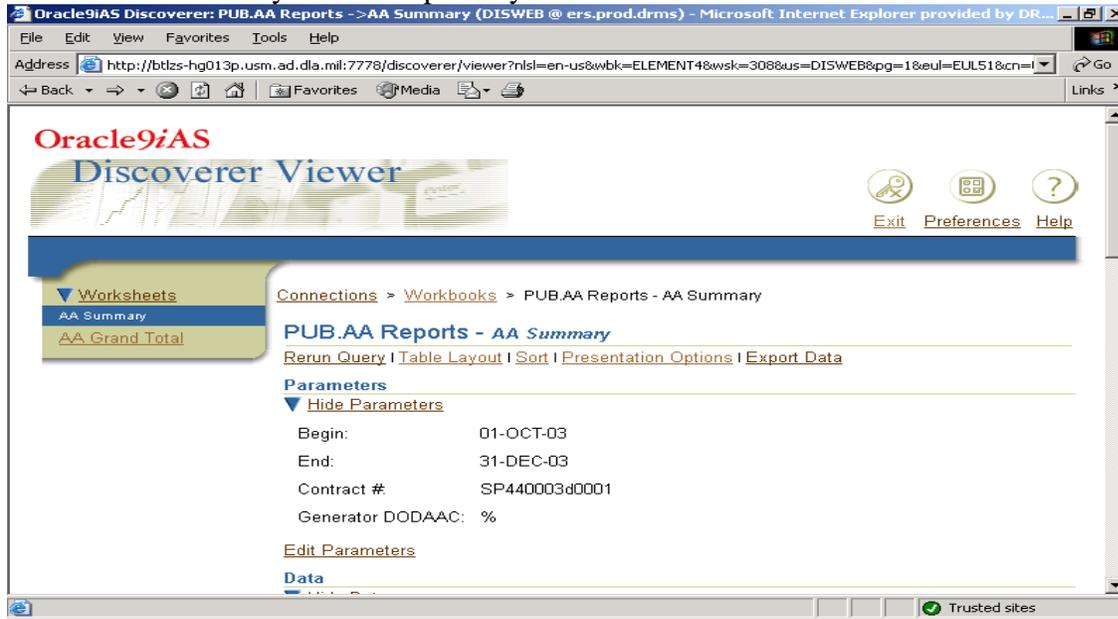
PARAMETER FIELDS: Begin Date, End Date, Contract Number and Unit of Measure

PRINTER ORIENTATION: Landscape

Due to size constraints, a sample copy of the output is not provided.

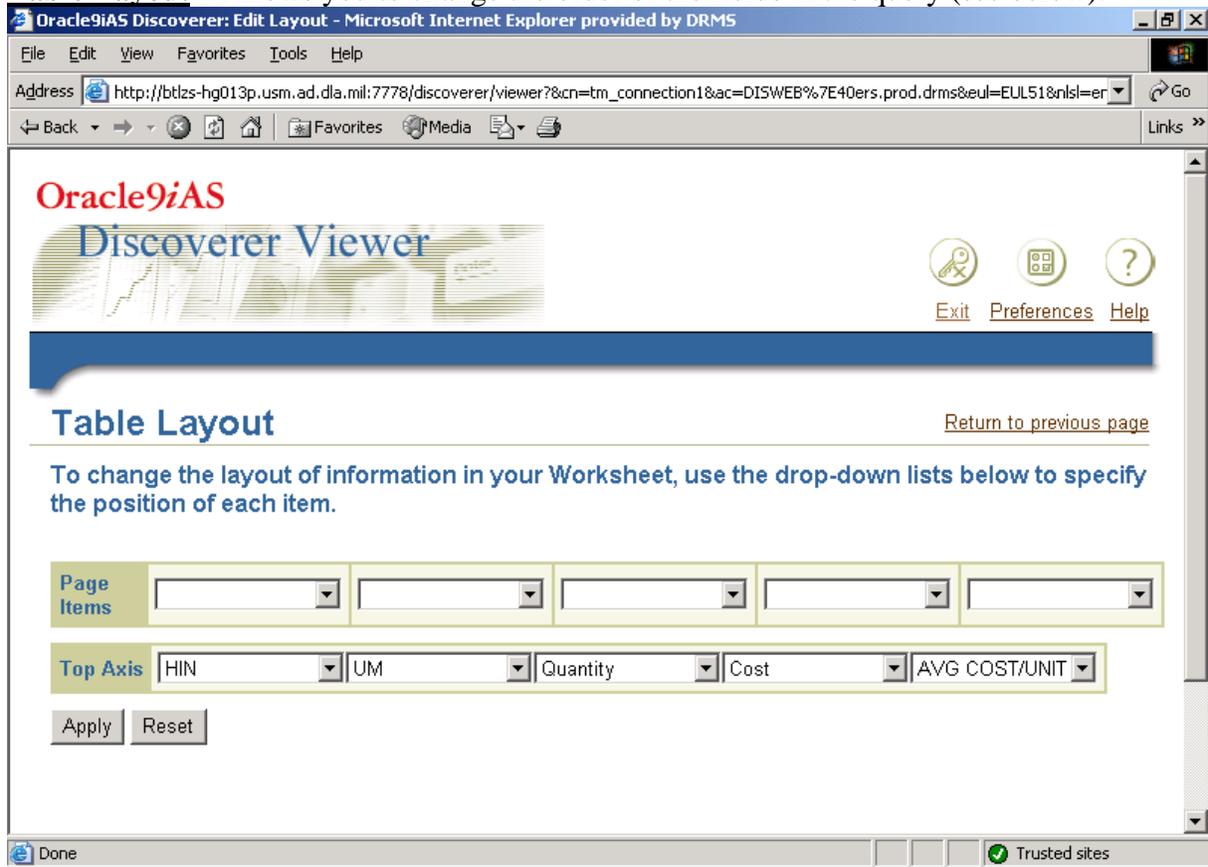
REPORT SCREEN INFORMATION

Below the name of the report on the screen are selections of menu buttons (see screen print). These buttons allow you to manipulate your data.



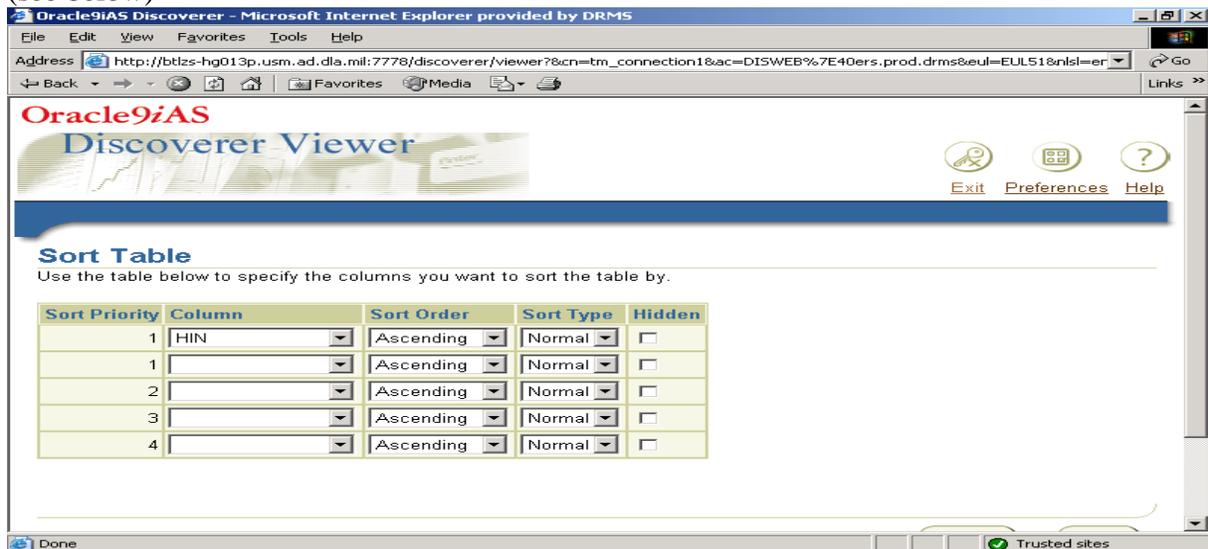
Rerun Query – Allows you to rerun the query. Clicking the rerun query button automatically reruns the query with the original parameters.

Table Layout – Allows you to change the order of the fields in the query (see below):



Example: click the arrow next the fields you want to change and select the field name for that position. When finished changing the fields, click APPLY. The report will display in the order you selected.

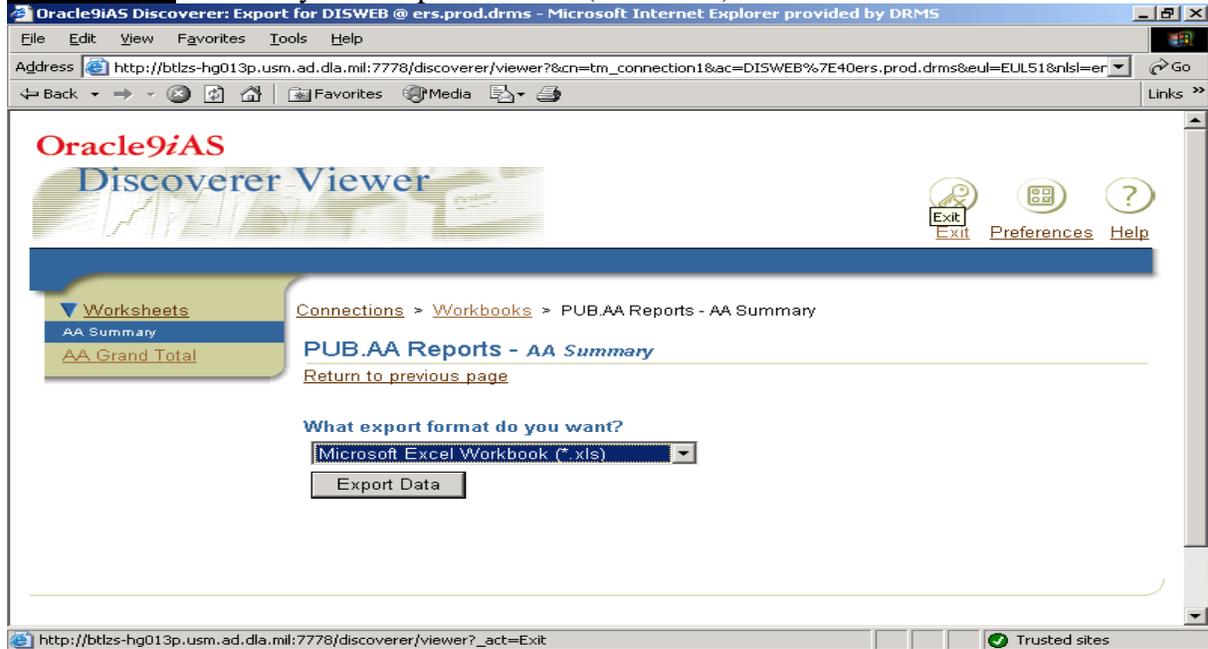
Sort – Allows you to change the sort order by clicking the arrows and changing the sort order (see below)



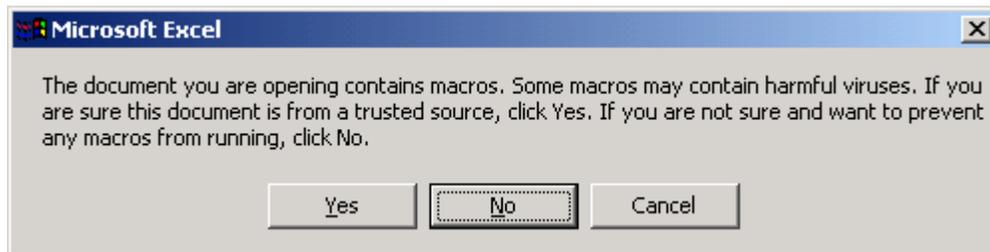
You can change the fields for the sort and the order (ascending or descending). You can also hide the field.

Presentation Options – unless you are familiar with DISCOVERER, we do not recommend that you change the presentation options.

Export Data – allows you to export the data (see below):



Select the format for the export from the drop down. For this example, we are using EXCEL. Click the EXPORT DATA button. EXCEL sends you a message that the document contains macros – click yes. Data will display in EXCEL.



Note: you must have your security options set to medium within EXCEL to be able to successfully export the data. To check/change your options - Start EXCEL, select tools, macro, security. Change the security level to medium. Click Okay. Exit EXCEL.

Formatting Data in EXCEL

When the data is exported, the title and the conditions, end up in the first column, which makes the first column BIG. If we delete the title and conditions prior to the export, both would also be missing from the printable copy of the report, which is unacceptable. So, we are providing a work around:

Option 1 – Spreading the title & conditions across several columns

With Cursor in the first column, select format

Select column width

Size column as appropriate

Use print preview to see if title & conditions will display – if not

Highlight multiple columns

Click the merge & center icon

Select Format

Cells

Alignment

Wrap text

Slide height of row to display entire title & conditions.

Option 2 – Delete the title & conditions/resize column

With Cursor in the first column - first row, select Edit

Select Delete

Select Entire Row

Format

Column Width

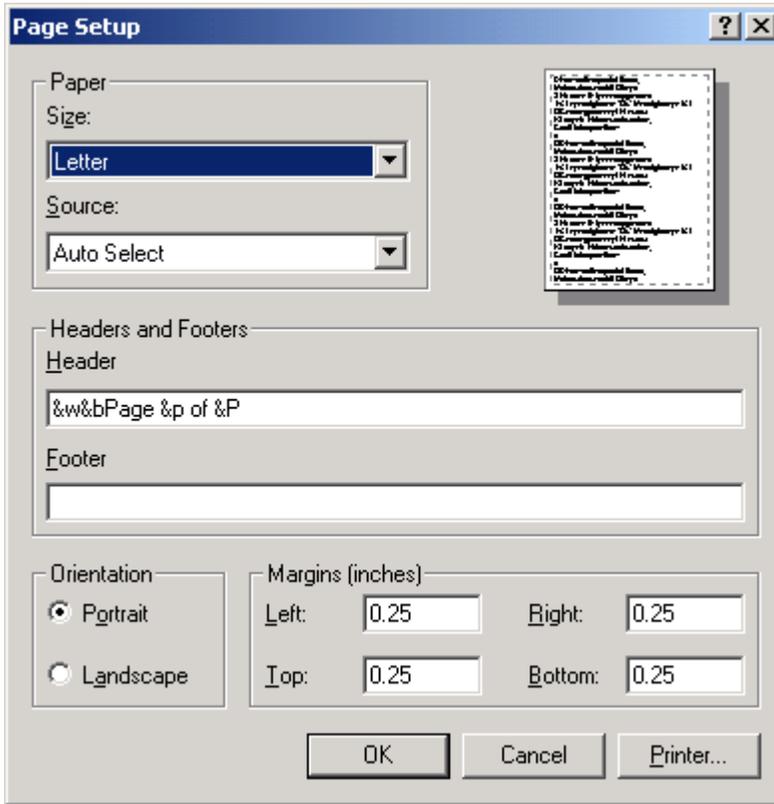
Size as appropriate.

Hide Parameters – Clicking allows you to hide the parameters.

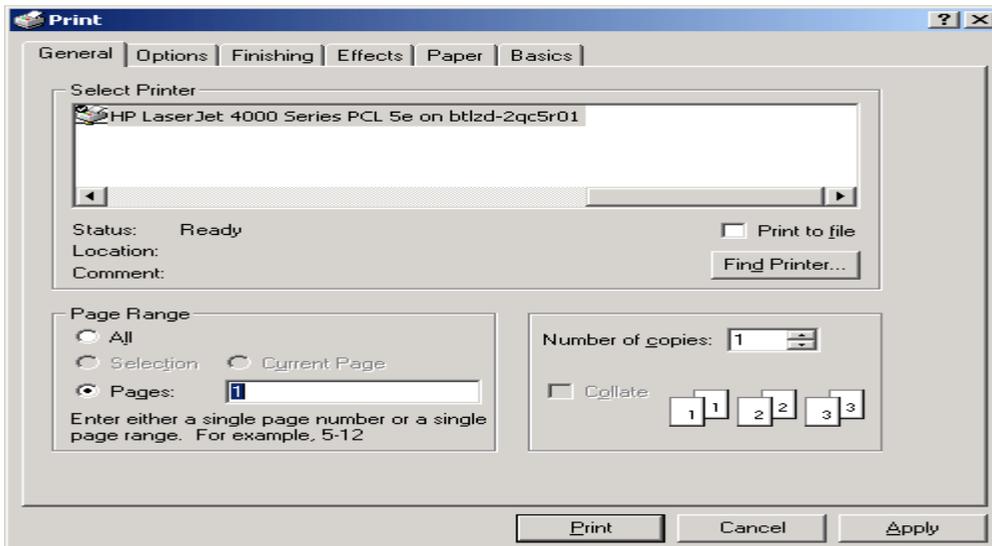
Hide Data – Clicking allows you to hide the data.

Printable Page – Brings up the report in a printable format.

Click PRINTABLE PAGE button, select file, page setup from the top line menu. Check your margins and printer orientation. Then click okay.

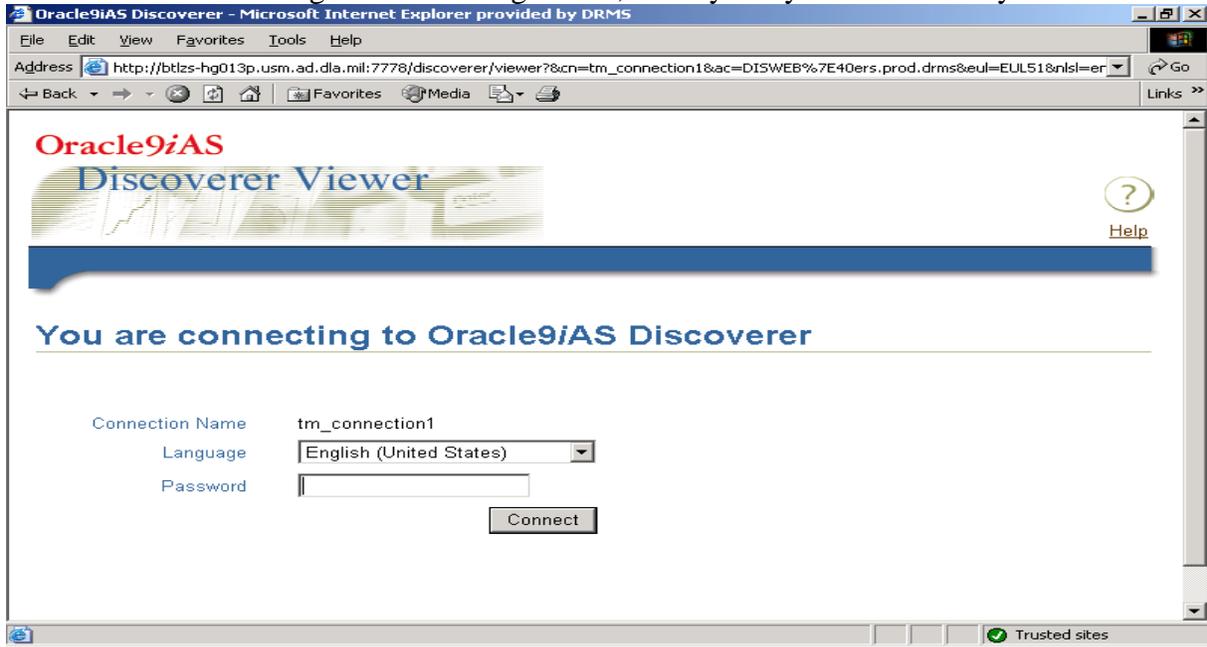


PRINTING - Either click the printer on the top line menu, or if you only want to print several pages of the report, click file, print, select the range and click OKAY.



TIME OUT

If your DISCOVERER VIEWER session is idle for more than 15 minutes, your session will be timed out. You will get the following screen, when you try and execute any commands:



You must initiate a new session.

DATA FIELDS ON THE PARAMETER SCREENS

And

ACRONYMS

Arranged Alphabetically

BOSS - Base Operations Support System

BOSS Doc # - The Base Operations Support System Number - Assigned by the system at the time of input into BOSS (8 character numeric field; i.e. 73466645) The 1st character is the last digit of the calendar year, the next three are the Julian date of input and the last 4 are a sequential number assigned by the system within a range of 6000-9999.

Contract # - The Hazardous Contract Number (13 character alpha/numeric field; i.e. SP440098D0001)

Date Range - Two fields Begin Date and End Date

Del Ord - Delivery Order Number (4 character alpha/numeric field; i.e. JA01 or 0023)

DTID Number - Disposal Turn-In Document Number

DODAAC - Department of Defense Activity Address Code - refer to DTID Number

ERS - Environmental Reporting System - a data warehouse storing Hazardous Disposal historical information.

Fund Code - Fund Code assigned to the Generating Activity (2 character alpha/numeric field; i.e. 2C)

Gen DOD – Generator DoDAAC

Generator Number - EPA Identification Number assigned to the installation. (12 character alpha/numeric field)

Hand Cd - Waste Handling Code (3 character alpha/numeric field; i.e. S01)

HIN - Hazardous Identification Number (6 character alpha/numeric field; i.e. 920200)

HLI - Hazardous Line Item

LIC - DRMO Like Item Code, assigned by DRMS-CCI. Use only the assigned code for your DRMO. (2 character alpha/numeric field; i.e. DRMO Anchorage = 7B)

Manifest Numbers (State) - Self Explanatory (8 character alpha/numeric field)

Manifest Numbers (MLI) - Self Explanatory (5 character alpha/numeric field)

MLI - Manifest Line Item

PIIN - Procurement Instrument Identification Number (the Contract Number, a dash, then the Delivery Order Number; i.e. SP440098D0001-0027).

PMT - Funding Agency Payment Code (1 character alpha field) A = Army, N = Navy, D = DLA, C = Coast Guard, F = Air Force, O = Other.

PU-DODAAC - DoDAAC of the pickup site

QTY - Quantity (numeric field - length varies)

RAC - Region Activity Code (3 character alpha field; i.e. DRMO Lewis = WLC)

RAID - Rapid Access to Information in DLA Hazardous Systems (obsolete, replaced by ERS)

Transporter Number - Identification Number assigned to Transporter (12 character alpha/numeric; i.e. TXD074196338)

TSDF Number - Identification Number assigned to the Treatment, Storage, Disposal Facility [TSDF] (12 character alpha/numeric; i.e. ARD069748192)

Type Cd- Manifest Type Code; P = Pickup, I = Interim, D = Final, R = Return to DRMO (1 character alpha field; i.e. P)

UM - Unit of Measure (2 character alpha field; i.e. EA)

Vendor – CAGE Code assigned to Contractor (5 character alpha/numeric field; i.e. 0CZ32)

Waste Num - Waste Code (4 character alpha/numeric field; i.e. D001)