Appendix F
Database Instructions

O&M Tracking Database Instructions

1. Open O&M Tracking Database
2. Enter the date and click Run Start of Day Work Order
3. Click Print & Save Work Order. This screen and printout will give you the items that are scheduled to be completed. The items identified as daily are required daily. Those identified as weekly are to be completed sometime during the week, so if you are not able to complete them on Monday they will reappear again on Tuesday and so on until they are completed. If the weekly activity is completed for example on Monday it will not appear again in the work order until the following Monday.
4. At the end of the day to record your O&M activities, click Run End of Day Work Order. Scroll to the right and initial the columns labeled Completed By and add Comments regarding what was done for the day as necessary. Fill in the columns labeled Completed By and Comments. Use your first initial and last name in the Completed By column if you completed that task today. Add in any comments that would provide additional details for the activity in the Comments column. Hit "Save and Close".
5. If any subcontractor were onsite today, click View Subcontractor Activity. Highlight the name of the subcontractor that was onsite. Add in any comments about the activity to document was they did. Add in the quantity if applicable. For example, if DE was delivered, add "2 pallets" or what is applicable. Add in your first initial and last name in the Completed By: box. Then click Add Activity to Today's Subcontractor Activities. Repeat process if multiple subcontractors were onsite. When finished, click Close.
6. If you have completed activities that are only done on an As-Needed basis, these activities are recorded using the Add an "As Needed" Item. Click the Add an "As Needed" Item. Highlight the activity that was performed and click Add Activity. Click Yes and Ok. Repeat process if multiple as needed activities were completed. When finished, click Close.
7. You should return to the End of Day Work Order form and the subcontractor activities should appear at the bottom of the list and your initials and last name shown. Your first initial and last name and comments will need to be added to the As Needed activities just added. Once you have completed the form to document the activities, click Save and Close.
8. To input a new waste generated (anytime a bin of filtercake is started by running the RDVF), open the O&M tracking tool. Type in the start date (date the bin starts filling) and click "Create a Waste Stream" (see Figure 1). Click the type of waste stream (Carbon, Filter Cake, Misc. Waste), fill in the Comments ("Bin #"), the Quantity (1 bin), and your initials (see Figure 2). Click Create Waste Stream when complete. When the waste gets picked up and removed from the site, click "Mark a Waste Stream as Removed" (see Figure 1) and add the date it was picked up.

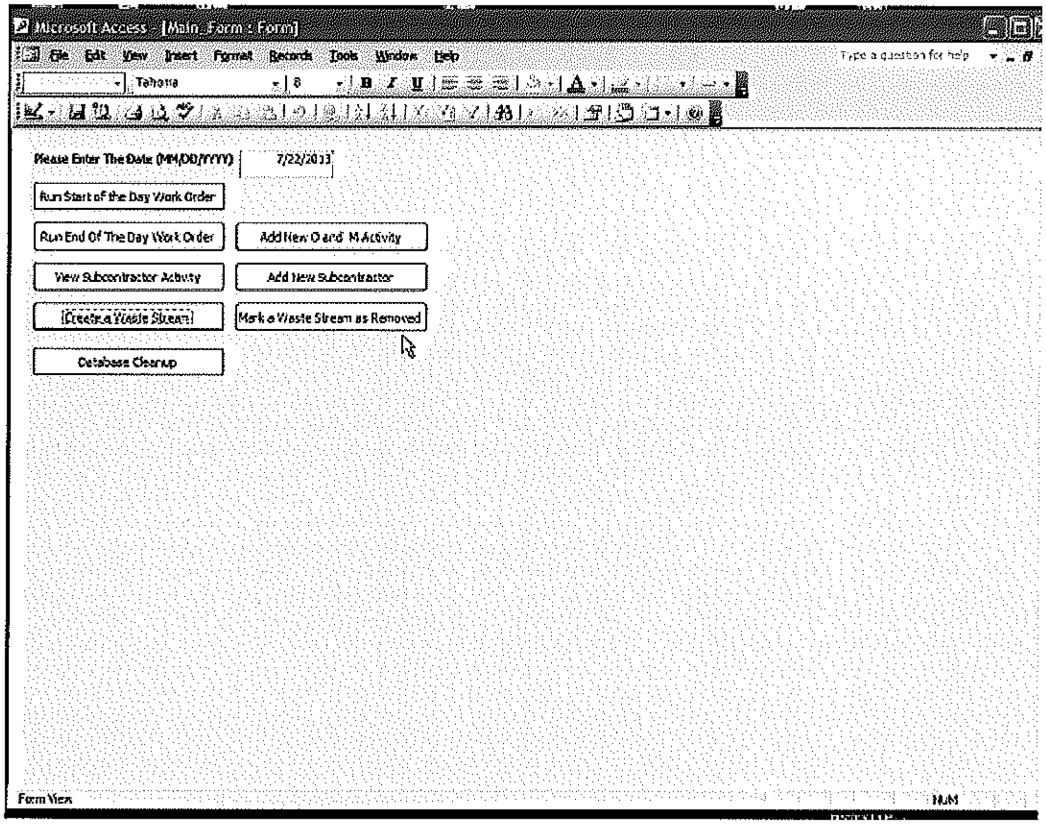

Figure 1. Main Screen in O&M Tracking Tool

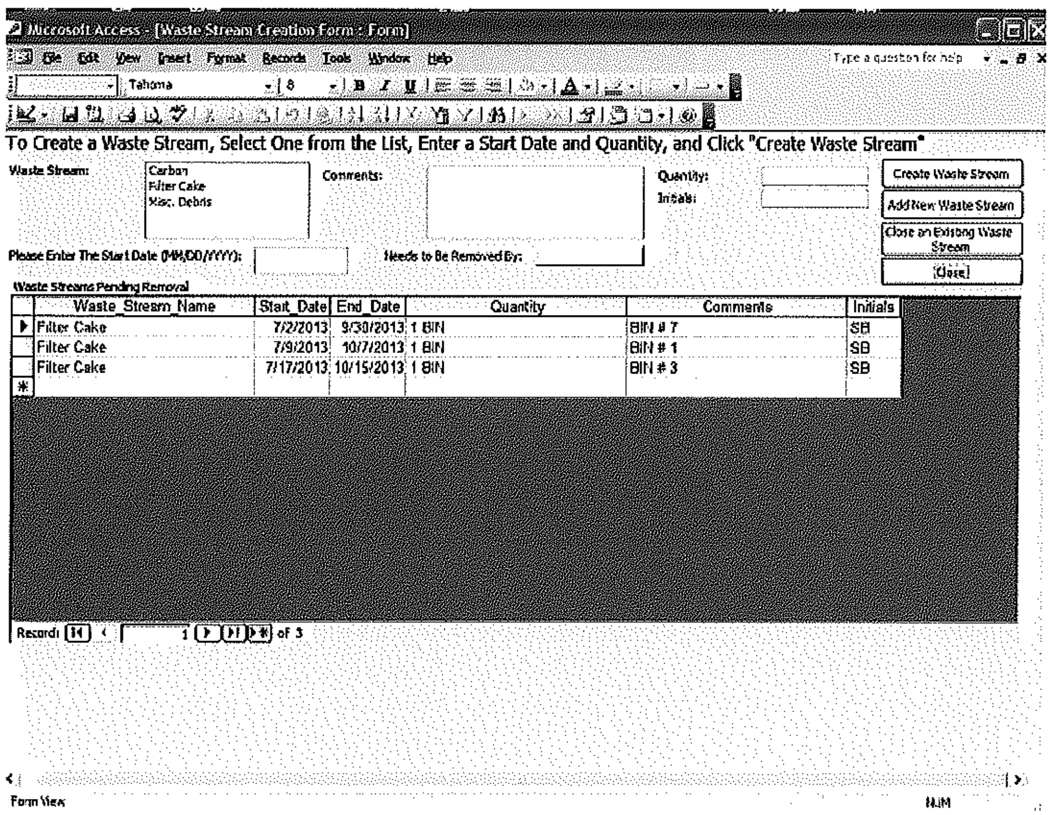

Figure 2. Waste Stream Screen in O&M Tracking Tool