

# Beginning an OEHSA

[1] Access your Location (a) by clicking on the (+) icons in the Navigation Bar. Avoid clicking on the actual words until you get to the OEHSA link (b). Click the OEHSA link to view and/or add an OEHSA (c).

The screenshot shows the DOEHRHS interface. On the left is a navigation bar with a tree view under 'Environmental Health'. Callout 'a' points to 'Base Camp SHUAIBA PORT'. Callout 'b' points to 'OEHSA'. The main area is titled 'OEHSA Surveys' and shows a table with columns: Survey\_ID, Location, Survey\_Type, Start Date, Close Date, Responsible PO Person, Survey Report, and Status. Callout 'c' points to the '+' icon in the top right of the table header.

[2] All surveys in DOEHRHS by default have a scheduling mechanism built in. A schedule is not required and The Master Schedule - Detail page can be *by-passed* by clicking Save and Begin Survey. This is the recommended way to do OEHSAs. **Do not click just "Save."** Technically, the survey is being scheduled as One-Time. None of the fields on this page need to be filled out.

The screenshot shows the 'Master Schedule - Detail - OEHSA Survey (EH)' form. At the top, there are buttons for 'Save', 'Save and Begin Survey', and 'Cancel'. The 'Schedule Information' section contains fields for Location (Base Camp SHUAIBA PORT), Task Frequency (One Time, circled), Projected Start Date (2013/03/12), Previous Close Date, Projected Due Date, Required by Federal Standard (checkbox), Comments, Actual Start Date, Close Date, External Due Date, Reason Task not Completed, and Status. Below this are sections for Regulation Information, Personnel Assignments, Task Resource and Cost Information, and Program Office Information. At the bottom, there are buttons for 'Save', 'Save and Begin Survey', and 'Cancel', with 'Save and Begin Survey' highlighted by a red box.

[3] Once the OEHSA Survey has been accessed, click the Save and Continue Working button to get an ID. This survey has no *initial* required fields, but will need LOTS of data to advance the Status. The Save and Continue Working works as a save *and refresh*, while the Save functions as a save *and exit* and will take a user back to the page in Step 1.

**OEHSA Survey**

\* Indicates Required Field

Other Actions -OEHSA Survey-

Location: Base Camp SHUAIBA PORT  
 Survey ID: (new)

Save Save And Continue Working Cancel

**General Survey Information**

Survey Start Date/Time*	2013/03/12 (yyyy/mm/dd) 1749 (1500)	Status	In Progress
Survey Completion Date/Time	(yyyy/mm/dd) (1500)		
Surveyor Selection			
Surveyor's Name		Surveyor's Email	
Surveyor's Phone Number		Surveyor's Unit	

[4] Once the ID is obtained, the survey can be begun by whoever created it, therefore only users who created the survey initially can edit it unless they have the QA role. The "owner" of a survey can be changed in the last tile by the owner *or* a QA user.

**OEHSA Survey**

\* Indicates Required Field

Other Actions -OEHSA Survey-

Location: Base Camp SHUAIBA PORT  
 Survey ID: 33746

Save Save And Continue Working Cancel

**General Survey Information**

Survey Start Date/Time*	2013/03/12 (yyyy/mm/dd) 1749 (1500)	Status	In Progress
Survey Completion Date/Time	(yyyy/mm/dd) (1500)		
Surveyor Selection			
Surveyor's Name		Surveyor's Email	
Surveyor's Phone Number		Surveyor's Unit	

**8. Physical Hazards**

**9. Air Quality**

**10. Water**

**11. General Sanitation**

**12. Food Sanitation**

**13. Personnel Contacted**

**14. Other Environmental Health Concerns**

**15. Conceptual Site Models**

**16. On-Site Screening Results**

Program Office Information

Last Edited By

Last Edited Date

Responsible Program Office Personnel

Save Save And Continue Working Cancel

If the owner is changed the survey must still be Saved after being changed to take effect.