



# **USER'S MANUAL**

*SPILLS Database Application*

**Alaska Department of Environmental Conservation**

Division of Spill Prevention and Response

*Version 2.0*

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## Revision Sheet

Version No.	Date	Revision Description
0.1	3/18/13	User's Manual created
0.1	3/18/13	First Iteration functionality added
0.2	4/8/13	Second Iteration functionality added
0.3	4/29/13	Third Iteration functionality added
0.4	5/20/13	Fourth Iteration functionality added
0.5	6/17/13	Fifth Iteration functionality added
1.0	6/28/13	New functionality and revisions added
2.0	6/1/15	New functionality and revisions added

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## **1.0 GENERAL INFORMATION**

### **1.1 System Overview**

The Prevention, Preparedness, and Response Program Application (SPILLS) is used to record key information about oil and hazardous substance releases reported to the Department of Environmental Conservation (DEC). Data from the application is used by the department for program management, budgeting and performance measures, Spill response planning and prevention, responding to public information requests, gauging the effectiveness of regulatory information, and identifying the need for new or strengthened prevention measures.

### **1.2 System Configuration**

SPILLS is a Web-based application that connects to a central database. It allows DEC employees to manage Spill data using Internet Explorer 9 or later on any Windows computer connected to the DEC intranet.

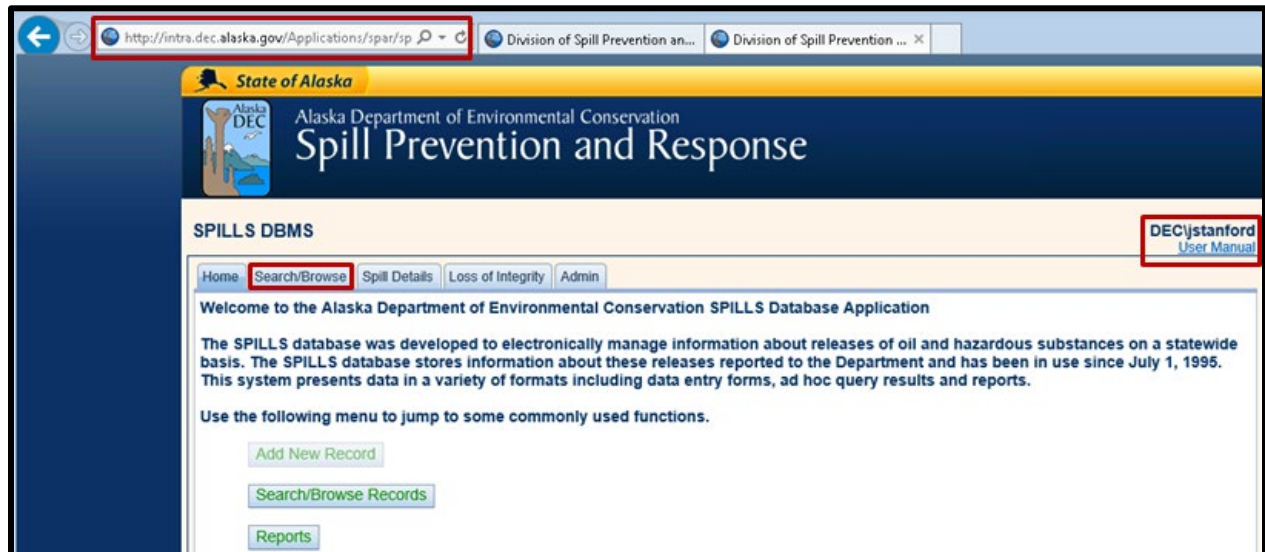
### **1.3 User Access Levels**

User access levels are provided through a combination of authentication through the Division's Windows Active Directory environment and a role management application (SPAR SEC) that was developed to manage roles in the SPILLS application. Once users log on to the Division's Windows environment no additional logon prompt will be necessary to open the SPILLS application. The following roles have been defined in SPAR SEC:

- Admin – Provides the ability to view/add/edit everything in the application
- Editor – Allows a user to add spill records, edit all of the data (with the exception of some of the IPP Facilities data and enter/update loss of integrity (LOI) data
- IPP Reviewer – Allows a user the ability to view any information in the application but can only edit the IPP Facilities information on the Cause/Source pane, and enter/update LOI data
- A user with no assigned role will be able to view all of the application data and run reports but will not be able to edit anything

## 2.0 GETTING STARTED

This section provides an overview of the application's components and mechanics of key features used throughout the application. For best results, SPILLS should be run on Internet Explorer 9. The URL to run the application is displayed in a standard browser window. The application name is illustrated near the top, left of the screen. The user name shows at the top, right of the screen. A link to the SPILLS User Manual is located under the user name.

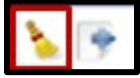


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## 2.1 Common Icons

### 2.1.1 Clear Screen

The “sweep” icon in the upper, right corner will clear the data in the fields that appear on the screen.



### 2.1.2 Export

The export icon in the upper right-hand corner of the application allows you to export records from the application and save them to your computer.



### 2.1.3. Refresh

The refresh icon appears at the top, right side of the screen. This enables you to refresh values from the database at any time.



### 2.1.4 Add/View

The add icon allows you to add new records to the different sections of the application.



### 2.1.5 Delete

The delete icon allows you to delete records from different sections of the application.



## 2.2 Data Fields

The drop-down menus and text fields have descriptions inside them indicating the function of each field. Tool tips also appear while hovering over each field, displaying these same descriptions.

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**SPILLS DBMS** **Tool tips** [DEC\jstanford User Manual](#)

Home Search/Browse Spill Details Loss of Integrity Admin

**Enter Spill Search Criteria** Search More Options

Spill Name Spill Number Staff Name: ALL Response: ALL  
Ledger Code ☐ Null File Number shley Field Visit/s  
Phone Follow-up  
Took Report  
Spill Date From ... Spill Date To  
Case Closed From ... Case Closed To ☐ Null

## 2.3 Entering Dates

Dates are entered by clicking on the drop-down menu, then selecting a date on the calendar provided. To navigate to a prior month or the next month, click the arrows that appear on the top of the calendar next to the name of the current month. To select a day, click on any day displayed on the calendar. To change the year, click the desired year at the bottom of the calendar. Dates can also be manually entered in the format mm/dd/yy.

The screenshot displays the 'SPILLS DBMS' application interface. At the top, the header includes the 'State of Alaska' logo and 'Alaska Department of Environmental Conservation Spill Prevention and Response'. Below this is a navigation bar with tabs: 'Home', 'Search/Browse', 'Spill Details', 'Loss of Integrity', and 'Admin'. The 'Search/Browse' tab is active, leading to the 'Enter Spill Search Criteria' form. This form contains several input fields: 'Spill Name', 'Spill Number', 'Ledger Code', 'File Number', 'Staff Name' (a dropdown menu with 'ALL' selected), and 'Response' (a dropdown menu with 'ALL' selected). To the right of these fields is a date selection interface. It features a calendar for the month of May 2015. The calendar shows days from 26 to 31. Red arrows point to specific elements: one points to the 'May' dropdown menu with the text 'Click to change the month'; another points to the date '15' with the text 'Click on a day'; and a third points to the year '2015' at the bottom of the calendar with the text 'Click to change the year'. The year '2015' is highlighted in blue. The interface also includes 'Search' and 'More Options' buttons, and a 'Spill Date To' dropdown menu.



## 2.4 Making a Selection from a Drop-Down Menu

Drop-down menus are used to quickly and efficiently enter data. The fields that display a downward-facing arrow indicate a drop-down menu. To make a selection, click the arrow inside the field, and then click on the desired selection from the list that displays.

Drop-down menus include a filtering feature that restricts the list to all records that contain the text you type. For example, typing the letter “a” restricts the list to all records that contain the letter “a”.

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Home Search/Browse Spill Details Loss of Integrity Admin

Spill Details Add

Spill Name: Spill Number:

Spill Management

Spill  
Spill Number: [Spill Number] Spill Date: [Spill Date] Spill Time: [Spill Time]  
Spill Name: [Spill Name]

DEC Response  
[DEC Staff] [Response]  
Adamczak, Ashley  
Brown, John  
DeRuyter, Tom  
Ebel, John  
Engles, John  
Feller, Gary

Clean Up: ☐ Case Closed Date: [Case Closed Date]

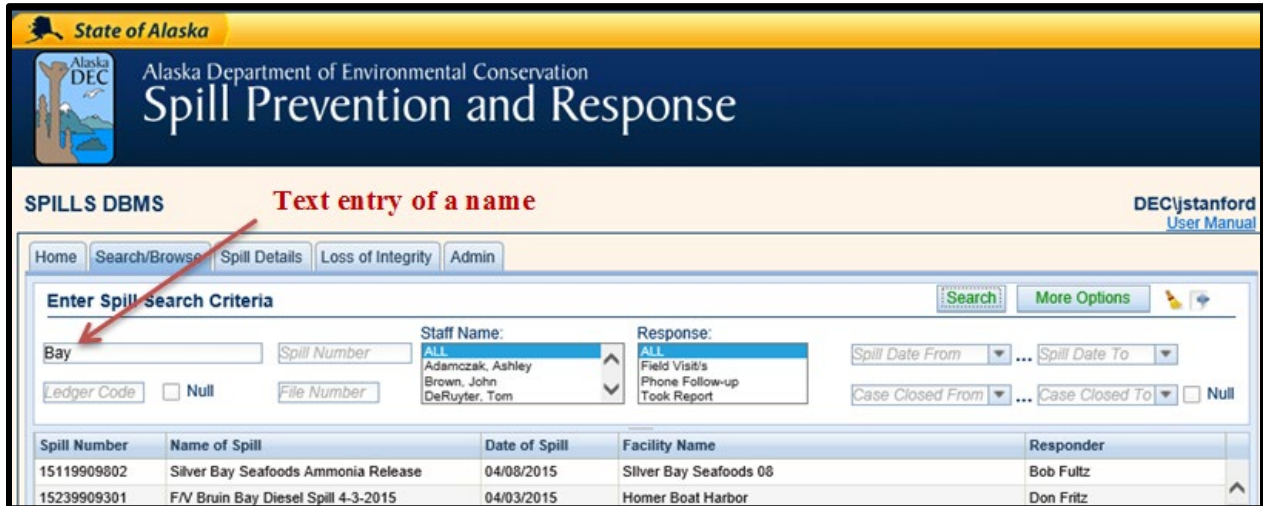
Other  
Report Date: [Report Date] Report Time: [Report Time]  
File Number: [File Number]

Media Impacted  
Primary Media: [Primary Media]  
☐ Air  
☐ Containment  
☐ Freshwater  
☐ Land  
☐ Marine

**Drop-down menus provide pre-populated data to select from**

## 2.5 Entering Data in a Text Box

Fields that do not contain an arrow are text boxes. To populate these fields, type the desired data directly into the text box.



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**SPILLS DBMS** **Text entry of a name** DEC\jstanford  
User Manual

Home Search/Browse Spill Details Loss of Integrity Admin

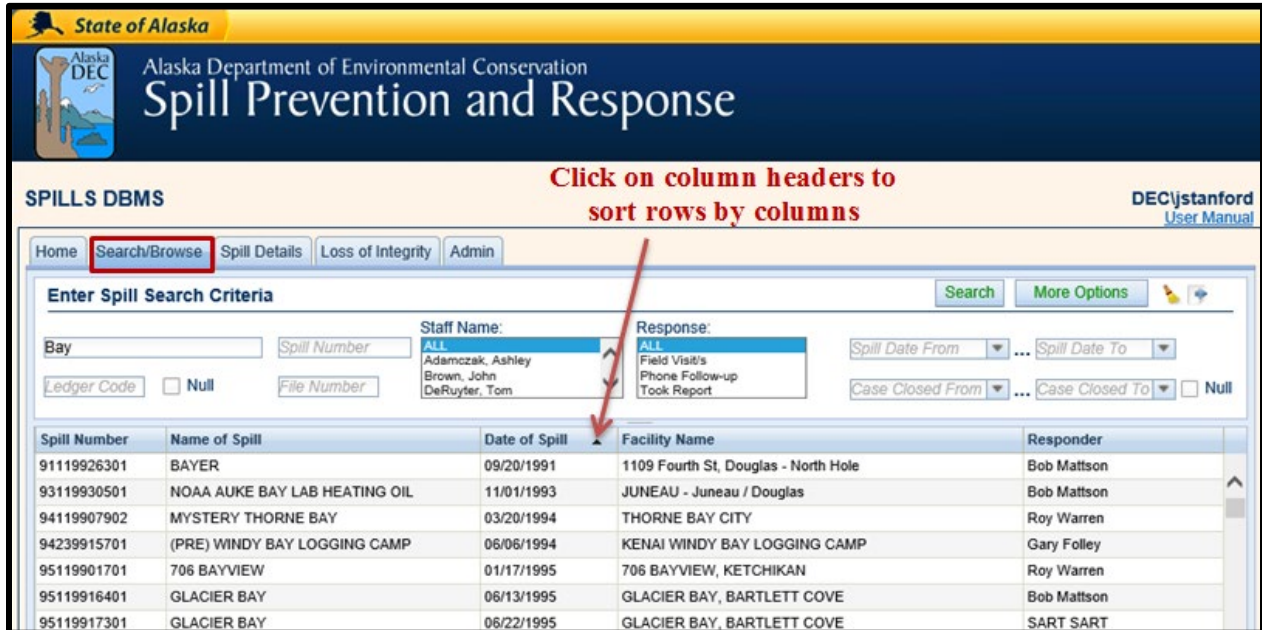
**Enter Spill Search Criteria** Search More Options

Bay Spill Number Staff Name: Response: Spill Date From Spill Date To  
Ledger Code ☐ Null File Number Adamczak, Ashley ALL Field Visit/s  
Brown, John Phone Follow-up  
DeRuyter, Tom Tool Report Case Closed From Case Closed To ☐ Null

Spill Number	Name of Spill	Date of Spill	Facility Name	Responder
15119909802	Silver Bay Seafoods Ammonia Release	04/08/2015	Silver Bay Seafoods 08	Bob Fultz
15239909301	F/V Bruin Bay Diesel Spill 4-3-2015	04/03/2015	Homer Boat Harbor	Don Fritz

## 2.6 Sorting Columns

The small triangles at the right of each column heading within the search results grid indicate whether the sequence is listed in ascending or descending order. Clicking on these columns will display the triangles and change the order.



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**SPILLS DBMS** DEC\jstanford  
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Home **Search/Browse** Spill Details Loss of Integrity Admin

**Enter Spill Search Criteria** Search More Options

Bay:  Spill Number:  Staff Name:  Response:   
Ledger Code:  ☐ Null File Number:  Adamczak, Ashley Field Visit's  
Brown, John Phone Follow-up  
DeRuyter, Tom Took Report

Spill Date From:  ... Spill Date To:   
Case Closed From:  ... Case Closed To:  ☐ Null

Spill Number	Name of Spill	Date of Spill	Facility Name	Responder
91119926301	BAYER	09/20/1991	1109 Fourth St, Douglas - North Hole	Bob Mattson
93119930501	NOAA AUKE BAY LAB HEATING OIL	11/01/1993	JUNEAU - Juneau / Douglas	Bob Mattson
94119907902	MYSTERY THORNE BAY	03/20/1994	THORNE BAY CITY	Roy Warren
94239915701	(PRE) WINDY BAY LOGGING CAMP	06/06/1994	KENAI WINDY BAY LOGGING CAMP	Gary Folley
95119901701	706 BAYVIEW	01/17/1995	706 BAYVIEW, KETCHIKAN	Roy Warren
95119916401	GLACIER BAY	06/13/1995	GLACIER BAY, BARTLETT COVE	Bob Mattson
95119917301	GLACIER BAY	06/22/1995	GLACIER BAY, BARTLETT COVE	SART SART

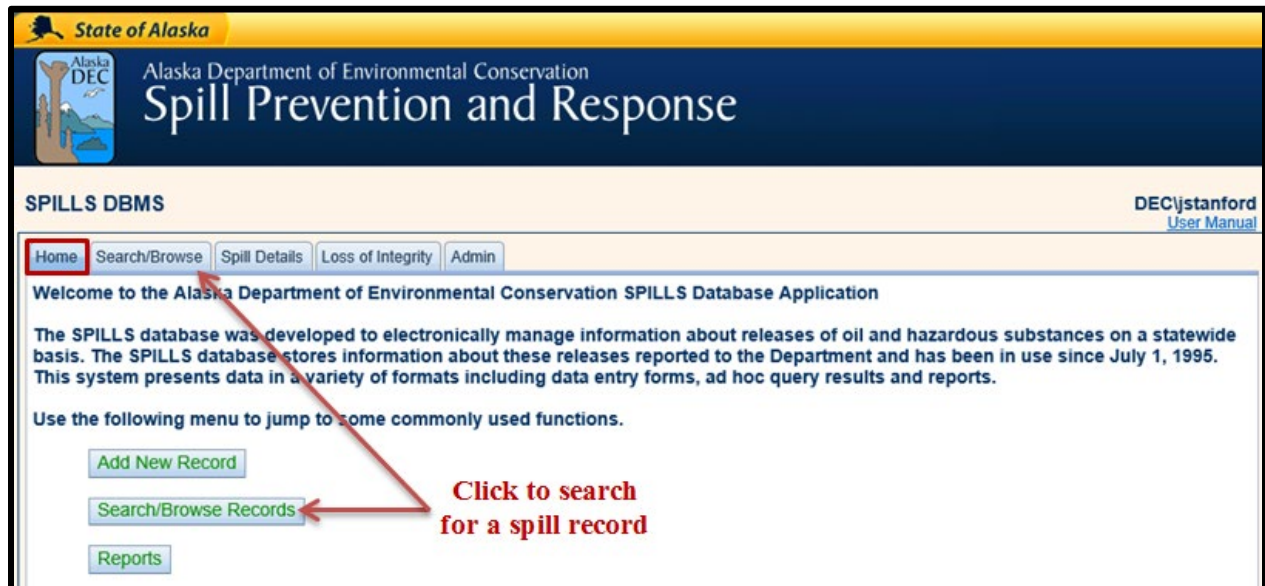
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## 3.0 SYSTEM FUNCTIONALITY

This section describes the system functions and provides instructions on how to use these functions.

### 3.1 Perform a Search for Spill Records

From the “Home” tab, either click the “Search/Browse Records” button or click the “Search/Browse” tab at the top of the screen.



A search can be executed by selecting and/or entering criteria in one or more of the fields on the “Search/Browse” tab, or all records can be retrieved by leaving all fields blank and clicking Search.

The “Search/Browse” screen will default to show fewer search options. Click the “More Options” button to expand additional search fields. When all desired search criteria have been entered, click the “Search” button at the top, right side of the screen, or hit the Enter key on your keyboard. Please note that you may highlight more than one value in the search fields. Click on the “sweep” icon to reset your search criteria.

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Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

**SPILLS DBMS** [Home](#) [Search/Browse](#) [Spill Details](#) [Loss of Integrity](#) [Admin](#) [DEC\jstanford User Manual](#)

**Enter Spill Search Criteria**

☐ Null

**Staff Name:**  
ALL  
Adamczak, Ashley  
Brown, John  
DeRuyter, Tom

**Response:**  
ALL  
Field Visit/s  
Phone Follow-up  
Took Report

...   
 ...  ☐ Null

Spill Number	Name of Spill	Date of Spill	Facility Name	Responder
--------------	---------------	---------------	---------------	-----------

The number of results displays at the bottom of the screen, below the search results grid. Records are dynamically loaded as you scroll through them, so as you page down in the grid, the system will load additional records and display a loading animation until they are returned.

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**SPILLS DBMS**

Home **Search/Browse** Spill Details Loss of Integrity Admin

**All search options have been expanded**

**Enter Spill Search Criteria**

Spill Name:

Spill Number:

Ledger Code:  ☐ Null

File Number:

Staff Name:

ALL  
Adamczak, Ashley  
Brown, John  
DeRuyter, Tom

Response:

ALL  
Field Visits  
Phone Follow-up  
Took Report

Spill Date From:  ... Spill Date To:

Case Closed From:  ... Case Closed To:  ☐ Null

Facility Type:

ALL  
Air Transportation  
Cannery/Seafood Processing  
Chemical Manufacturing/Storage

Facility Subtype:

ALL  
Aircraft  
Airport/Airfield  
Camp Grounds

Source Type:

ALL  
Battery  
Blige  
Coiled Tubing Unit

Substance Type:

ALL  
Crude Oil  
Noncrude Oil

Cause Type:

ALL  
Accident  
Human Factors

Facility Name:

Address Line 1:

Address Line 2:

City:  Zip Code:

Substance Subtype:

ALL  
Crude  
Asphalt

Unit:

ALL  
Gallons  
Pounds

Qty Released:

Qty Potential:

Cause Sub Type:

ALL  
Collision/Allision  
Derailment

Affiliate:  ☐ PRP Only

Area Name:

ALL  
Central Alaska  
Northern Alaska  
Southeast Alaska

Subarea Name:

ALL  
Southeast Alaska  
Aleutian  
Bristol Bay

Region Name:

ALL  
Land - Admiralty Island  
Land - Baranof / Chichagof  
Land - Glacier Bay National Park

Location Name:

ALL  
Admiralty Island NOS  
Angoon  
HOOD BAY

Spill Number	Name of Spill	Date of Spill	Facility Name	Responder
15269913301	test	05/13/2015	Crowley Tank Farm	Ashley Adamczak
15249913201		05/12/2015	Muskomee Bay Lodge	Jade Gamble
15119913001	M/V Matanuska lube oil release	05/10/2015	NTH 7559	Bob Fultz
15399912901	BPXA Pt McIntyre LPC outside of 4921 crude...	05/09/2015	Pt McIntyre LPC outside of 4921 (4919)	Wes Ghormley
15309912801	Ryan Middle School historic contamination	05/08/2015	Ryan Middle School	John Ebel
15119912702	Tongass Narrows unknown 04	05/07/2015	Tongass Ave 1621	Bob Fultz
15119912701	Tongass Narrows unknown drum	05/07/2015	Tongass Narrows 07	Bob Fultz

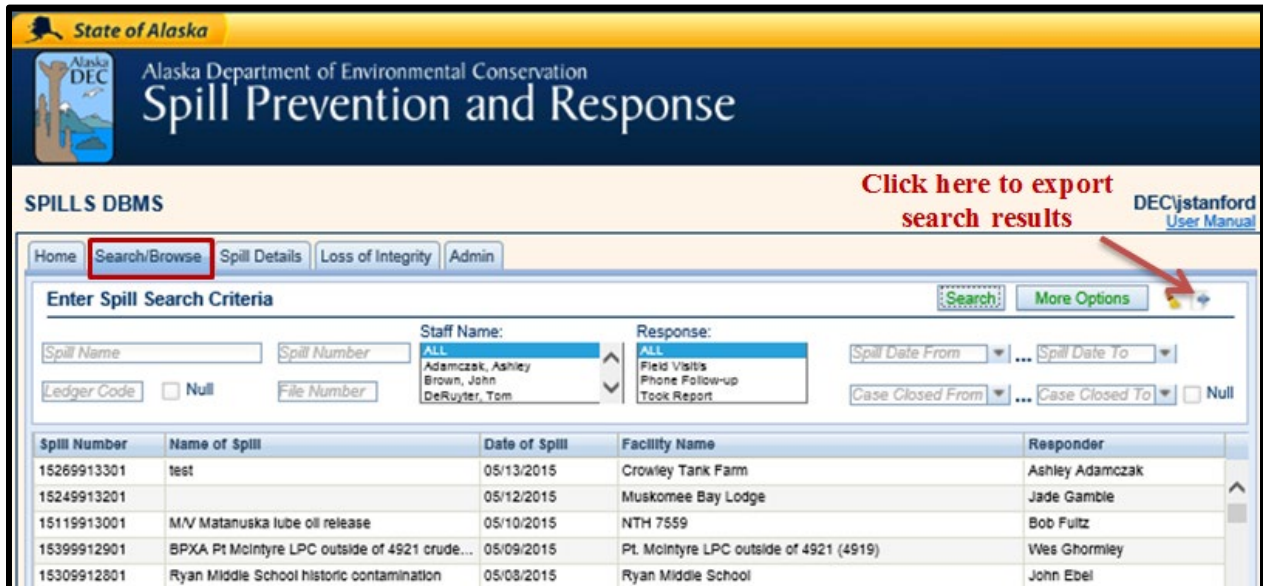
Results Returned: **44015**



## 3.2 Export Spill Search Results

Perform a search for Spills. For information on searching Spill records, see section 3.1.

In the top, right corner of the screen, click the export icon. This will export the search results list to Microsoft Excel, or a similar application.



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Home Search/Browse Spill Details Loss of Integrity Admin

Enter Spill Search Criteria

Search More Options

Spill Name Spill Number Staff Name: Response: Spill Date From Spill Date To  
Ledger Code ☐ Null File Number Adamczak, Ashley ALL Field Visits  
Brown, John Phone Follow-up  
DeRuyter, Tom Took Report Case Closed From Case Closed To ☐ Null

Spill Number	Name of Spill	Date of Spill	Facility Name	Responder
15269913301	test	05/13/2015	Crowley Tank Farm	Ashley Adamczak
15249913201		05/12/2015	Muskomee Bay Lodge	Jade Gamble
15119913001	M/V Matanuska lube oil release	05/10/2015	NTH 7559	Bob Fultz
15399912901	BPXA Pt McIntyre LPC outside of 4921 crude...	05/09/2015	Pt. McIntyre LPC outside of 4921 (4919)	Wes Ghormley
15309912801	Ryan Middle School historic contamination	05/08/2015	Ryan Middle School	John Ebel

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A pop-up window appears giving you the option to either open or save the file. To open the list of search results, click the “Open” button and the list will open and display on the screen. To save the list of search results, click the “Save” button on the pop-up window.



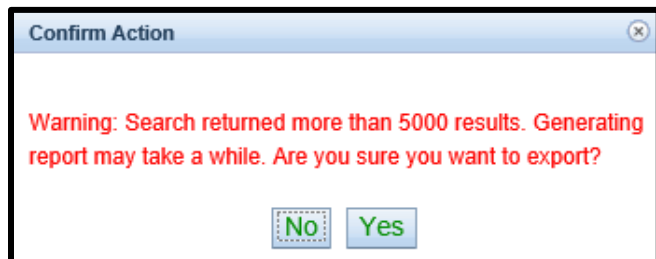
After you click Save, new buttons appear on the pop-up window giving you the option to either open the file or open the folder containing the file.



NOTE: For more saving options, click the downward-facing arrow next to the “Save” button on the pop-up window.



NOTE: Exporting a large number of search records can take several minutes, therefore if more than 5,000 search records are returned, you will receive a warning message indicating that it may take several minutes to export a full list of records that meet the search criteria. Please note that spills with multiple primary responsible parties, contributing causes, or substances may occur more than once in the export.





### 3.3 View Spill Details from Search Results

In the search results grid, double-click anywhere on the row containing the Spill that you want to view.

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Home Search/Browse Spill Details Loss of Integrity Admin

Enter Spill Search Criteria

Search More Options

Spill Name Spill Number Staff Name: ALL Response: ALL Spill Date From Spill Date To  
Ledger Code Null File Number Adamczek, Ashley Field Visits  
Brown, John Phone Follow-up  
DeRuyter, Tom Took Report Case Closed From Case Closed To Null

Spill Number	Name of Spill	Date of Spill	Facility Name	Responder
01309927603		10/03/2001	3001 PEGER ROAD	Amanda Stark
10119918502	Arrow Refuse Aquatic Center Hydraulic Oil Spill	07/07/2010	3001 Riverside Dr - Aquatic Center	Cheyenne Sanchez
14309934402	3011 Springs Blvd, NP HHOT overfill	12/10/2014	3011 Springs Blvd	Jessica Starsman
11249924901	HHO Release, 3017 Raven Circle	09/06/2011	3017 Ravin Circle Road	John Brown
13239912601	302 North Tinker	05/06/2013	302 North Tinker Ln kenal	Jade Gamble
14229924801	Old Valdez Townsite - HF acid drum discovery	09/05/2014	3020 Dewey Ave.	John Engles
05119923604	Gastineau Channel mystery sheen 25Aug05	08/24/2005	3020 South Douglas Highway, Juneau	Becky Marjerison
04119915503	Bayliner AK 4237 E/BL	06/03/2004	3020 South Douglas Highway, Juneau	Scot Tiernan
97119918301	GASTINEAU CHANNEL MYS 97-183	07/02/1997	3020 South Douglas Highway, Juneau	Bob Mattson
97119916301	GASTINEAU CHANNEL MYSTERY	06/12/1997	3020 South Douglas Highway, Juneau	Roy Warren
01119901001	MYSTERY SHEEN IN UNKNOWN CREEK	01/10/2001	3020 South Douglas Highway, Juneau	Jan Mays
01119905501	Smuglers Cove Mystery	02/24/2001	3020 South Douglas Highway, Juneau	Jan Mays
99119901101	TARRAPIN STATION SPILL	01/11/1999	3020 South Douglas Highway, Juneau	Lester Leatherberry
99119908202	JUNEAU HARBOR MYSTERY DRUM	03/23/1999	3020 South Douglas Highway, Juneau	Lester Leatherberry
99119928501	GASTINEAU CHANNEL MYS. SPILL	10/12/1999	3020 South Douglas Highway, Juneau	Lester Leatherberry
98119918701	BINDY B	07/06/1998	3020 South Douglas Highway, Juneau	Bob Mattson
98119911901	AMERICAN EAGLE BJK 595	04/29/1998	3020 South Douglas Highway, Juneau	Bob Mattson
98119916501	P/C HIGHLANDER, JUNEAU	06/14/1998	3020 South Douglas Highway, Juneau	Lester Leatherberry
98119931301	LANDING CRAFT KRD	11/09/1998	3020 South Douglas Highway, Juneau	Bob Mattson
98119926501	GASTINEAU CHANAL MYSTERY SPILL	09/22/1998	3020 South Douglas Highway, Juneau	Lester Leatherberry

Results Returned: 44015

The “Spill Details” screen appears, displaying details of the selected Spill. To view the facility location and cause/source information of the Spill, click on the blue title bars labeled “Facility Location” and “Cause/Source” respectively.

NOTE: By default, the Spill details will be read-only and cannot be modified. To edit a Spill record, click Edit in the upper right-hand corner of the record, or see section 3.6.

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Home Search/Browse **Spill Details** Loss of Integrity Admin

**Spill Details** Print Record Edit

Spill Name: BP GTL Process Water Spill Number: 03239931901

**Spill Management**

Spill  
Spill Number: 03239931901 11/15/2003 Spill Time  
BP GTL Process Water

Other  
11/15/2003 Report Time  
File Number

**DEC Response**

Brown, John Phone Follow-up  
Ledger Code Clean Up: 11/15/2003  
Awaiting final report

**Media Impacted**

Land  
☐ Air  
☐ Containment  
☐ Freshwater  
☒ Land  
☐ Marine

**Affiliates** Substances Clean-up Spill Site

Lisa

Role	Contact - Company: Name	Type	SubType
Primary Responsible Party	BP: NO ENTRY, NO ENTRY	Private	Industrial/Commercial

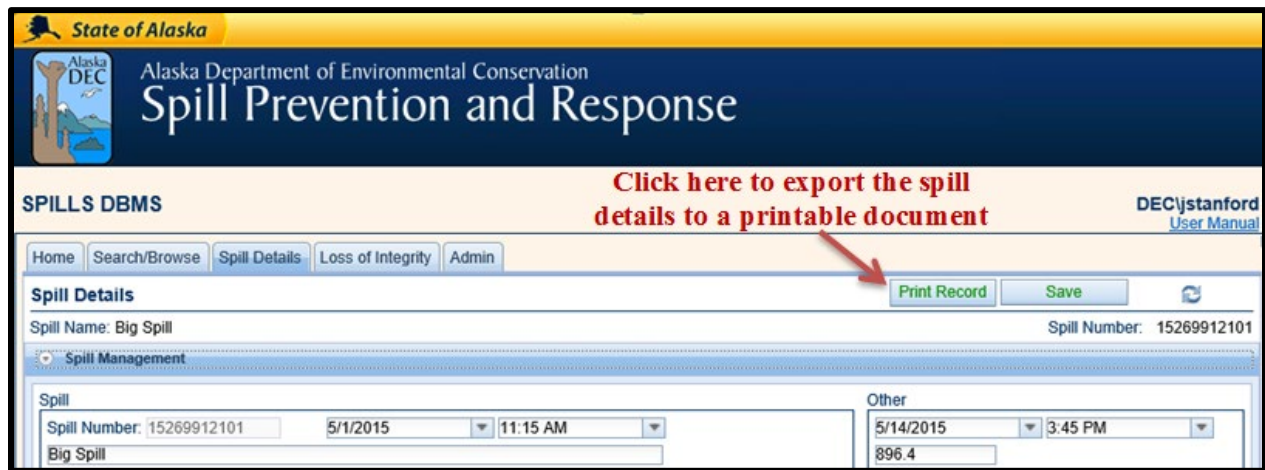
**Facility Location**  
**Cause/Source**

Click to view and expand Facility Location information

Click to view and expand Cause/Source information

### 3.4 Print a Spill Record

From the “Spill Details” screen on the “Spill Details” tab, click the “Print Record” button at the top, right corner of the screen.



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Click here to export the spill details to a printable document

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Home Search/Browse Spill Details Loss of Integrity Admin

Spill Details

Spill Name: Big Spill Spill Number: 15269912101

Print Record Save

Spill Management

Spill	Other
Spill Number: 15269912101	5/14/2015 3:45 PM
Big Spill	896.4

A new tab opens with a printable version of the record. To save the report, click on the save icon and select the type of file that you wish to save the record as. Click on the print icon to print the record.

1 of 2
100%
Find | Next

**Spill Summary Report**
12389935101

**Spill Number:** 12389935101  
**Spill Date/Time:** 12/16/2012 23:20  
**Case Closed Date:** 01/07/2013  
**File Number:**  
**Ledger Code:**  
**Comment:** Email sent to mine about spill.

**Spill Name:** Red Dog Mine Monthly - Mine Site  
**Primary Responsible Party:** TECK RESOURCES, INC.  
**Reporter:** Chris Menefee  
**Response Type:** Took Report  
**Staff Name:** Ghormley, Wes

**Facility/Site Location**

**Facility/Site Name:** Mine Site  
**Address Line #1:** Mine Site  
**Address Line #2:**  
**City/State/ZIP Code:** Kotzebue, AK 99752  
**FacilityType:** Mining Operation  
**Facility Note:**

**Area:** Northern Alaska  
**Sub-Area:** Northwest Arctic  
**Region:** West Coast  
**Location:** Red Dog Mine  
**Facility Subtype:**

**Product Released**

Substance	Subtype Name	Qty Released	Qty Unit	Disposal Description	Disposal Note
Mil Slurry		1,500.000	Gallons	RECYCLED	
<b>Substance Note:</b>					

**Cause/Source**

**Contributing Cause**  
Human Error, Human Factors (Primary)  
**Cause Note:** Failure to oversee water line flow  
**Source Note:**

**Spill Cleanup Actions**

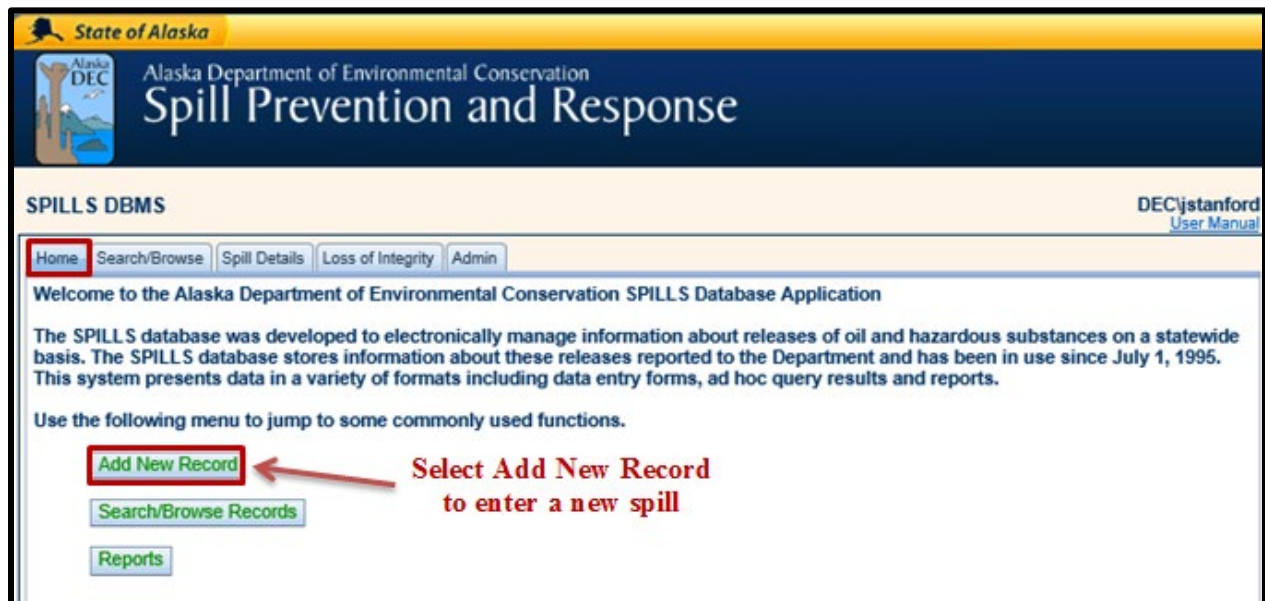
Action Description	Staff Name	Action Date	Action Due Date	Completed	Action Note
Case Closed, No Further Action	Ghormley, Wes	01/07/2013		Yes	Monthly

Department of Environmental Conservation  
Spill Prevention and Response Division / Prevention & Emergency Response Program

Page 1 of 2  
Report Date/Time: 05/23/2015 06:58

### 3.5 Add a New Spill Record

From the “Home” tab, click the “Add New Record” button.





The “Spill Details” tab opens, displaying a blank form on the “Spill Details” screen. Enter the new Spill information in the fields provided.

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**Spill Prevention and Response**

**SPILLS DBMS** **Enter the spill detail information** **Click Add to save the spill to the database** **DEC\jstanford User Manual**

Home Search/Browse **Spill Details** Loss of Integrity Admin

**Spill Details** **Add**

Spill Name: Spill Number: Spill Number: Spill Date: Spill Time: Spill Name: Spill Number: Report Date: Report Time: File Number: Media Impacted: Air Containment Freshwater Land Marine Primary Media: Add Contact: + -

**Spill Management**

**Spill**  
Spill Number: Spill Date: Spill Time: Spill Name:

**DEC Response**  
DEC Staff: DEC Response: Ledger Code: Clean Up: Case Closed Date:

**Other**  
Report Date: Report Time: File Number: Media Impacted: Air Containment Freshwater Land Marine Primary Media:

**Affiliates** **Substances** **Clean-up** **Spill Site**

Reporter: Add Contact: + -

Role	Contact - Company: Name	Type	SubType
Primary Responsible Party			

**Click to expand and enter Facility Location information** **Click to expand and enter Cause/Source information**

Facility Location Cause/Source

NOTE: Because the “Spill Date”, “DEC Staff” and “Facility Name” and “Location” (located under the “Facility Location” pane of Spill Details) are mandatory fields, the application prohibits you from adding the Spill to the database without this information.

State of Alaska

Alaska DEC

Alaska Department of Environmental Conservation

# Spill Prevention and Response

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## SPILLS DBMS

Home Search/Browse Spill Details Loss of Integrity Admin

### Spill Details

Add

Spill Name: Spill Number:

Spill Management

Spill

Spill Number: Spill Date Spill Time

Spill Name

Other

Report Date Report Time

File Number

DEC Response

DEC Staff DEC Response

Ledger Code

Media Impacted

Air

Containment

Freshwater

Land

Marine

Attention

Please address the following errors:

- Spill Management form has validation errors
- Location form has validation errors

Affiliates Substances Clean-up

Reporter

Add Contact

---

### 3.5.1 Enter Spill Management Data

The “Spill Details” tab will open with the “Spill Management” section expanded. Use the drop-down menus and text boxes to enter data associated with the Spill in the following fields:

- Spill Number
  - This field will automatically be populated with a unique numerical value once the “Add” button has been selected.
- Spill Name
  - Enter a descriptive name for the Spill in this text field.
- Spill Date
  - Select the date the Spill occurred in this calendar drop-down menu.
- Spill Time
  - Select the time the Spill occurred. The menu options in this drop-down menu list times in 15-minute increments and are clearly labeled with either an “AM” or “PM” suffix. This drop-down menu also allows you to type in the time as a 24-hour format (e.g. typing 17:15 will automatically convert to 5:15 PM upon tabbing or clicking out of the field).
- Report Date
  - Select the date the Spill was reported in this drop-down calendar.
- Report Time
  - Select the time the Spill was reported. The menu options in this drop-down menu list times in 15-minute increments and are clearly labeled with either an “AM” or “PM” suffix. This drop-down menu also allows you to type in the time as a 24-hour format (e.g. typing 17:15 will automatically convert to 5:15 PM upon tabbing or clicking out of the field).
- File Number
  - This is the file number associated with the spill. It is a formatted numeric field, and it converts entries to the format of xxx.xx.xx. The File Number is used by the Northern Response Team.
- DEC Staff
  - Select the name of the DEC staff project manager for the Spill from the list of names provided in the drop-down menu.
- DEC Response
  - Select the “maximum” level of response conducted by the DEC (e.g. Took Report) from the list of options in this drop-down menu.
- Ledger Code
  - Enter the ledger code associated with the Spill in this text field. This field must either be an eight-digit numeric entry, or left blank.
- Clean Up
  - This checkbox indicates whether or not the Spill has been cleaned up. Clicking directly inside the box makes the checkmark appear and disappear with each click.
- Case Closed Date
  - If the case is closed, select the date it was closed from the drop-down calendar provided. This field only appears if the Clean Up field is checked; this field becomes greyed out if the Clean Up field is not checked.
- Comments
  - Enter any comments pertaining to the Spill in this text box.
- Primary Media
  - Select the primary media in this drop-down menu. Use the checkboxes in the adjacent field to indicate any secondary media that was affected.



### 3.5.1.1 Enter Affiliate Data

With the “Affiliates” sub-tab on the “Spill Details” screen selected, click the green “+” on the right side of the section.

The screenshot displays the 'Spill Details' screen in the Alaska DEC Spill Prevention and Response application. The 'Affiliates' sub-tab is selected and highlighted with a red box. The 'Add Contact' button is visible with a green '+' icon next to it, which is also highlighted by a red arrow. The text 'Click here to add an affiliate' is written in red below the arrow.

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Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

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Home Search/Browse **Spill Details** Loss of Integrity Admin

**Spill Details** Add

Spill Name: Spill Number:

**Spill Management**

**Spill**  
Spill Number:    
Big Spill

**Other**

**DEC Response**  
Engles, John   
Ledger Code

Enter comments about spill here...

**Media Impacted**  
☐ Air  
☐ Containment  
☐ Freshwater  
☐ Land  
☐ Marine

**Affiliates** Substances Clean-up Spill Site

Reporter

Role	Contact - Company: Name	Type	SubType
Primary Responsible Party			

Click here to add an affiliate

Facility Location  
Cause/Source

A new row will appear in the “Affiliates” section. Double-click on the Role and Contact field to make a selection from the drop-down menus provided. After entering a value for the Role and Contact fields, the Type and Subtype field will auto-populate, as long as the pre-existing contact has a Type or SubType pre-defined. The first row of the Affiliates section is assigned as the one and only Primary Responsible Party. A specific role may only be assigned to only one contact, per spill.

**Affiliates** Substances Clean-up Spill Site

Reporter

Add Contact + X

Role	Contact - Company: Name	Type	SubType
Primary Responsible Party			
Land Owner			
Facility Owner			
Contractor			
Other			
Pot Resp Party			

Double-click under each column to select data from drop-down menus

Facility Location

Cause/Source

### 3.5.1.1.1 Add a New Contact to Affiliate Data

Under the “Affiliates” sub-tab, select the affiliate entry you want to add the contact to. Then, click the “Add Contact” button on the right side of the section.

The screenshot shows the 'Affiliates' sub-tab selected. Below the tabs is a search bar labeled 'Reporter'. A table displays affiliate data with the following columns: Role, Contact - Company: Name, Type, and SubType. The first row shows 'Primary Responsible Party' with 'Unknown' as the contact name, 'Private' as the type, and 'Individual' as the subtype. A red arrow points from the text 'Click here to add a new contact' to the 'Add Contact' button in the top right corner of the table area.

Role	Contact - Company: Name	Type	SubType
Primary Responsible Party	Unknown	Private	Individual

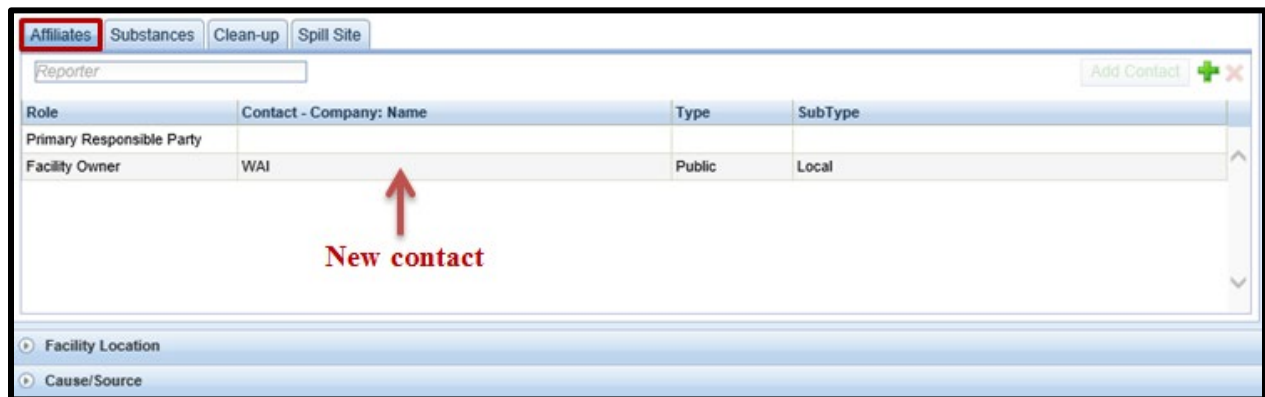
The “Add Contact” pop-up window appears. Enter the details of the new contact, and then click the “Add Contact” button at the bottom, left side of the pop-up window. The only field that you are required to enter is either Last Name or Company. Clicking the “Exit” button will erase all previously-entered contact data and redirect you back to the “Spill Details” screen in edit mode.

The 'Add Contact' pop-up window is shown. It contains the following fields: First Name, Middle Initial, Last Name, Company, Affiliate Type (dropdown), and Affiliate SubType (dropdown). A red arrow points from the text 'Enter contact details, and then click Add Contact' to the 'Add Contact' button at the bottom left. Another red arrow points from the text 'Click here to add a new contact' to the 'Add Contact' button in the main application window.

Upon clicking “Add Contact”, a confirmation pop-up window appears indicating that the contact was successfully added.

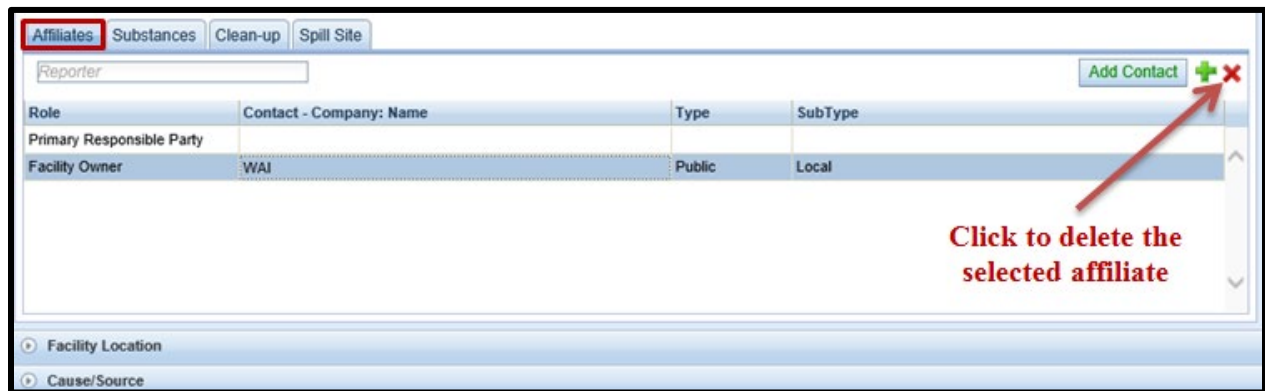


The new contact now appears under the contact column in the selected affiliate.



### 3.5.1.2 Delete Affiliate Data

With the “Affiliates” sub-tab on the “Spill Details” screen selected, click on the row containing the affiliate you want to delete. Then, click the red “X” on the right side of the section.



The row is then removed from the Affiliates sub-grid.

### 3.5.1.3 Enter Substances Data

With the “Substances” sub-tab on the “Spill Details” screen selected, click the green “+” on the right side of the section.

The screenshot displays the 'Spill Prevention and Response' application interface. The top navigation bar includes 'Home', 'Search/Browse', 'Spill Details' (highlighted with a red box), 'Loss of Integrity', and 'Admin'. The 'Spill Details' section contains various input fields for spill information, including 'Spill Number', 'Spill Name', 'DEC Response', and 'Media Impacted'. Below this, there are tabs for 'Affiliates', 'Substances' (highlighted with a red box), 'Clean-up', and 'Spill Site'. The 'Substances' tab shows a table with columns: 'Pm', 'Substance Type', 'SubType', 'Unit', 'Pot', 'Rel', 'Cont', 'Rec', 'Disposal Method', and 'Disposal Note'. A red arrow points to a green '+' icon in the top right corner of the table, with the text 'Click here to add a substance'.

A new row will appear in the “Substances” section. Double-click on the field under each column to select data from the drop-down menus provided and enter values into the text fields. By default, the first substance entered will be designated the primary substance for the Spill record. To change the primary substance, click inside the checkbox under the “Pm” column of the row containing the substance you want to designate as primary.

NOTE: Business rules dictate that a “Substance” and a “Unit” must be specified, and only one substance may be designated as primary. The “Rel” column represents the Quantity Released and, by default, will be set to zero unless you change it. The “Pot” column represents a quantity that could potentially be released. According to business rules, the quantity released or the potential must be greater than zero. The “Cont” column represents the quantity that is contained, and “Rec” represents the quantity recovered. The same Substance Type and SubType combination is not allowed to be entered more than once in this section.

The screenshot displays the 'Substances' tab within the ADEC SPILLS Database Application. The main area contains a table with the following columns: Pm, Substance Type, SubType, Unit, Pot, Rel, Cont, Rec, Disposal Method, and Disposal Note. The first row is highlighted in blue and contains a checked checkbox in the Pm column, the text 'Extremely Hazardous Substa...' in the Substance Type column, and a dropdown arrow in the SubType column. A red arrow points to the SubType dropdown with the text 'Double-click under each column to select data from the drop-down menus'. Below the table are sections for 'Facility Location' and 'Cause/Source'.

Pm	Substance Type	SubType	Unit	Pot	Rel	Cont	Rec	Disposal Method	Disposal Note
<input checked="" type="checkbox"/>	Extremely Hazardous Substa...				0				

### 3.5.1.4 Delete Substances Data

With the “Substances” sub-tab on the “Spill Details” screen selected, click on the row containing the substance you want to delete. Then, click the red “X” on the right side of the section. Please note that you will receive an error message if you attempt to delete a row that is designated as the primary substance; a row must be marked as non-primary before it can be deleted.

Pm	Substance Type	SubType	Unit	Pot	Rel	Cont	Rec	Disposal Method	Disposal Note
<input checked="" type="checkbox"/>	Extremely Hazardous Substa...	Sulfur (Dioxide)	Gallons	100	0	54	3		
<input type="checkbox"/>	Process Water	Seawater		0					Enter notes here

Click to delete the selected substance



### 3.5.1.5 Enter Clean-Up Data

With the “Clean-up” sub-tab on the “Spill Details” screen selected, click the green “+” on the right side of the section.

The screenshot shows the 'Clean-up' sub-tab selected. The table has columns: Action, Staff Name, Clean-Up Date, Due Date, Complete, and Note. A red arrow points to a green '+' icon in the top right corner of the table area, with the text 'Click here to add a clean-up entry'.

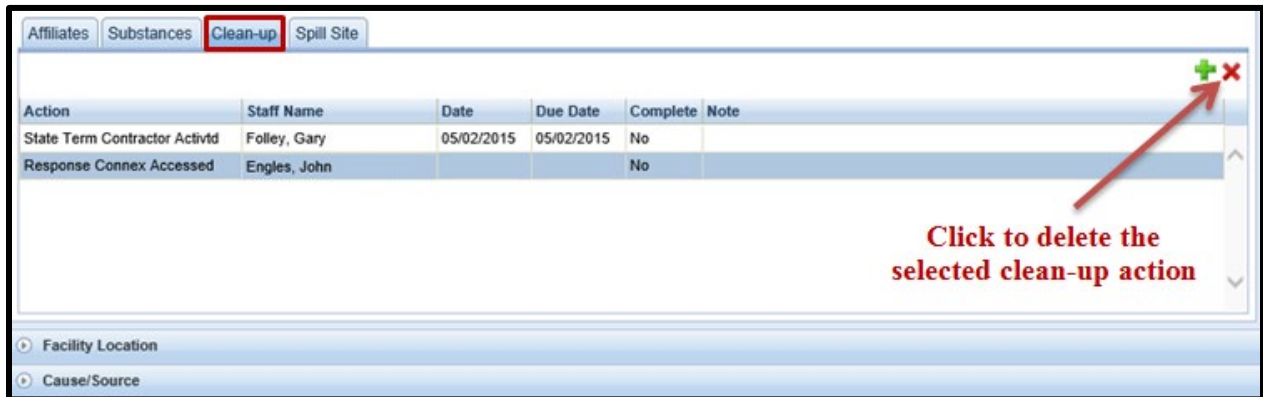
A new row will appear in the “Clean-up” section. Double-click on the field under each column to select data from the drop-down menus provided, and enter data into the text field.

NOTE: Business rules dictate that an “Action” and a “Staff Name” and a “Clean-Up Date” must be specified. In addition, a “Clean-Up Date” and “Due Date” cannot be before the Spill date specified at the top of the Spill Management section, and a “Clean-Up Date” and “Due Date” cannot be after the “Case Closed Date,” which is also located at the top of the Spill Management section.

The screenshot shows the 'Clean-up' sub-tab with a new row added to the table. A red arrow points to the 'Action' column of the new row, with the text 'Double-click under each column to select data from drop-down menus'.

### 3.5.1.6 Delete Clean-Up Data

With the “Clean-up” sub-tab on the “Spill Details” screen selected, click the row containing the action you want to delete. Then, click the red “X” on the right side of the section.



The screenshot shows the 'Clean-up' sub-tab selected in the 'Spill Details' screen. The 'Clean-up' tab is highlighted with a red box. Below the tabs is a table with the following data:

Action	Staff Name	Date	Due Date	Complete	Note
State Term Contractor Activtd	Folley, Gary	05/02/2015	05/02/2015	No	
Response Connex Accessed	Engles, John			No	

A red arrow points to a red 'X' icon in the top right corner of the table, indicating the delete action. Below the table, there are two expandable sections: 'Facility Location' and 'Cause/Source'.

**Click to delete the selected clean-up action**

### 3.5.1.7

#### Enter Spill Site Data

On the Spill Site tab, you can enter the specific location information about the spill site, including latitude, longitude, collection date, accuracy, datum, scale, and collection method **for the spill**. A Spill Site Description field allows you to enter specific information about the spill. If information is not manually entered in this Spill Site tab, the location of the spill will default to the location of the facility. Spill-level location information can be edited later, without altering facility-specific location information.

The screenshot shows a software interface with four tabs at the top: "Affiliates", "Substances", "Clean-up", and "Spill Site". The "Spill Site" tab is selected and highlighted with a red border. Below the tabs, the form is organized into several sections:

- Decimal Degrees:** Includes input fields for "Latitude:" and "Longitude:", a "Collection Date:" dropdown menu, and "Horizontal Datum:" and "H. Accuracy Unit:" dropdown menus.
- Degrees and Decimal Minutes:** Includes input fields for "Latitude:" (with "deg" and "dec min" sub-fields) and "Longitude:" (with "deg" and "dec min" sub-fields), an "H. Description:" dropdown menu, an "H. Method:" dropdown menu, and a "Source Scale:" dropdown menu.
- Spill Site Description:** A large, empty text area for entering specific information about the spill.

At the bottom of the form, there are two expandable sections: "Facility Location" and "Cause/Source", each with a right-pointing arrow icon.

### 3.5.2 Enter Facility Location Data

To enter the location information of a Spill, click on the blue title bar labeled “Facility Location” and the section expands. Use the drop-down menus and text boxes to enter the location data associated with the Spill entries in the following fields:

- Area
- SubArea
- Region
- Location
- Facility Name

Many fields, including the GIS Information fields, will auto-fill based on the Facility Name selected (if the facility has GIS data associated with it). After entering all of the data, click the “Add” button at the top, right side of the Spill Details section to save the Spill record to the database.

NOTE: A Facility Name must be specified to successfully add and save a Spill record.

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Click Add at any time to save the new spill record

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Home Search/Browse Spill Details Loss of Integrity Admin

Spill Details

Spill Name: Spill Number:

Spill Management

Facility Location

Area: Central Alaska Facility Name: TOGIAK

SubArea: Bristol Bay Address Line #1: Utilities project Water Treatment Plant Add Facility Edit Facility

Region: Bristol Bay Borough Address Line #2:

Location: TOGIAK CITY City/State/ZIP Code: Togiak AK

Location Notes: ☒ Is the facility more than 10 miles from the City Center?

TOGIAK

GIS Information

Decimal Degrees

Latitude: 59.0847806 Collection Date: 5/28/2008 Horizontal Datum: NAD27

Longitude: -160.4 H. Accuracy: 80.000 H. Accuracy Unit: Feet

Does this facility represent a mobile source?

Degrees and Decimal Minutes

Latitude: 59 deg 3.88884 dec min H. Description: Center Of Facility

Longitude: -160 deg 24 dec min H. Method: GPS Code Measurements Standard Positioning Service, SA Off

Source Scale: Source Scale

Comments:

Cause/Source

### 3.5.2.1 Add a Facility

Under the “Facility Location” section, click the “Add Facility” button at the right side of the screen.

The screenshot displays the 'SPILLS DBMS' interface for the Alaska Department of Environmental Conservation (DEC). The page is titled 'Spill Prevention and Response' and includes a navigation bar with links for Home, Search/Browse, Spill Details, Loss of Integrity, and Admin. The 'Spill Details' section is active, showing a form for adding a new facility. The form includes fields for Spill Name, Spill Number, Facility Name (highlighted in yellow), Address Line #1, Address Line #2, City/State/ZIP Code, and a checkbox for 'Is the facility more than 10 miles from the City Center?'. A red arrow points to the 'Add Facility' button, with a red text overlay stating 'Click here to add a new facility'.

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Home Search/Browse Spill Details Loss of Integrity Admin

Spill Details  
Add

Spill Name: Spill Number:

Spill Management  
Facility Location

Area: Central Alaska Facility Name: 2 miles off Anchor Drive  
SubArea: Bristol Bay Address Line #1:  
Region: Bristol Bay Borough Address Line #2:  
Location: TOGIAK CITY City/State/ZIP Code: AK  
Location Notes: ☐ Is the facility more than 10 miles from the City Center?

Add Facility Edit Facility  
Unknown Facility

Click here to add a new facility

The “Add/Edit Facility Information” pop-up window appears. Enter the details of the new facility in the text boxes and make selections from the drop-down menus provided. Then, click the “Save” button at the bottom, left side of the pop-up window. If editing, follow the same procedures as Add Facility, except click on Edit Facility.

NOTE: “Facility Name” is a required field. If “Latitude” or “Longitude” is entered, then “Horizontal Datum” must be provided. The Latitude must be a positive number between (and including) 50 and 74. The Longitude must be a negative number between (and including) -180 and -130, or a positive number between (and including) 173 and 180. If Latitude is entered, Longitude must also be entered. When you enter values in either the Decimal Degrees fields or the Degrees and Decimal Minutes fields, values will automatically populate the other respective fields.

**Add/Edit Facility Information**

Facility Name:

Address Line #1:

Address Line #2:

City/State/ZIP Code:

Location Notes: ☐ Is the facility more than 10 miles from the City Center?

Enter notes about the location here...

**GIS Information**

**Decimal Degrees**

Latitude:  Longitude:

**Degrees and Decimal Minutes**

Latitude:  deg  dec min Longitude:  deg  dec min

Collection Date:  Horizontal Datum:

H. Accuracy:  Horizontal Accuracy Unit:

H. Description:  H. Method:

Source Scale:

☐ Does this facility represent a mobile source?

Comments: Enter comments about the GIS location here...

**Enter the details of the facility, and then click Save**

Upon clicking “Save”, a confirmation pop-up window briefly appears indicating that the facility was successfully added.

**Attention**

Facility was added successfully

### 3.5.2.2 *Edit a Facility*

Under the “Facility Location” section, click the “Edit Facility” button at the right side of the screen.

The screenshot displays the 'SPILLS DBMS' interface for the 'State of Alaska' and 'Alaska Department of Environmental Conservation'. The 'Spill Prevention and Response' section is active. The 'Spill Details' tab is selected, and the 'Facility Location' sub-tab is highlighted with a red box. The form contains the following fields and controls:

- Spill Name:** (text input)
- Spill Number:** (text input)
- Area:** Central Alaska (dropdown)
- SubArea:** Bristol Bay (dropdown)
- Region:** Bristol Bay Borough (dropdown)
- Location:** TOGIAK CITY (dropdown)
- Facility Name:** New Site (dropdown)
- Address Line #1:** 12345 Alaskan Way (text input)
- Address Line #2:** (text input)
- City/State/ZIP Code:** Anchorage AK (dropdowns)
- Location Notes:** (text area with placeholder 'Enter notes about the location here...')
- Is the facility more than 10 miles from the City Center?** (checkbox)
- GIS Information:**
  - Decimal Degrees:**
    - Latitude: 60 (text input)
    - Longitude: 174 (text input)
  - Degrees and Decimal Minutes:**
    - Latitude: 60 deg 0 dec min (text inputs)
    - Longitude: 174 deg 0 dec min (text inputs)
  - Comments:** (text area with placeholder 'Enter comments about the GIS location here...')
- Does this facility represent a mobile source?** (checkbox)
- Horizontal Datum:** WGS84 (dropdown)
- H. Accuracy:** 32.000 (text input)
- H. Accuracy Unit:** Degrees (dropdown)
- H. Description:** Process Unit (dropdown)
- H. Method:** Interpolation - Map (dropdown)
- Source Scale:** >=1:500 (dropdown)

At the bottom right of the form, there are two buttons: 'Add Facility' and 'Edit Facility'. A red arrow points to the 'Edit Facility' button, with a red text box next to it that says 'Click here to edit the facility'.



The “Add/Edit Facility Information” pop-up window appears. Modify the details of the facility in any of the editable text boxes or using any of the drop-down menus provided. Then, click the “Save” button at the bottom, left side of the pop-up window.

NOTE: A red “Modified” notification appears at the top of the screen indicating that you are in edit mode and have modified the corresponding section.

**Add/Edit Facility Information**

Facility Name:  Modified

Address Line #1:

Address Line #2:

City/State/ZIP Code:

Location Notes: ☐ Is the facility more than 10 miles from the City Center?

Adding a note here...

**GIS Information**

**Decimal Degrees**

Latitude:  Longitude:

**Degrees and Decimal Minutes**

Latitude:  deg  dec min Longitude:  deg  dec min

☐ Does this facility represent a mobile source?

Collection Date:  Horizontal Datum:

H. Accuracy:  Horizontal Accuracy Unit:

H. Description:  H. Method:

Source Scale:

Comments:

**Edit any editable field, and then click Save**

Upon clicking “Save”, a confirmation pop-up window briefly appears indicating that the facility was successfully updated.

**Attention**

Facility was updated successfully

Please note that if you do not click Save after making changes to any sections of the record, you will receive a warning if you attempt to click onto another tab. Click No to return to the Spill Details tab and save any changes made. Clicking Yes will discard any unsaved changes made on the Spill Details tab.

**Confirm Action**

The Spill Details tab has unsaved changes. Are you sure you want to leave this tab?



### 3.5.3 Enter Cause/Source Data

To enter the cause/source information, click on the blue title bar labeled “Cause/Source” and the section expands. Click the green “+” icon in the middle of the screen in the “Cause” section.

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Home Search/Browse Spill Details Loss of Integrity Admin

**Spill Details** Add

Spill Name: \_\_\_\_\_ Spill Number: \_\_\_\_\_

- Spill Management
- Facility Location
- Cause/Source**

**Cause**  
Primary Cause: \_\_\_\_\_ Make Primary + X  
Cause Type Cause  
Cause Note

**Facility/Source**  
Facility Type: \_\_\_\_\_  
Facility Subtype: \_\_\_\_\_  
Facility Note: \_\_\_\_\_  
Source Type: \_\_\_\_\_  
Source Note: \_\_\_\_\_

**Click here to enter a cause**

**IPP Facilities**

☐ Submit for IP Review ☐ Regulated Facility ☐ Regulated Component  
☐ Spill Reviewed by IP IPP Facility Type: \_\_\_\_\_  
IPP Facility Name: \_\_\_\_\_

A new row will appear in the “Cause” section. Double-click on the fields under each column to select data from the drop-down menus provided. Under the drop-down menus, a Cause Note may be entered in the text field for each cause listed in this section.

The screenshot displays the ADEC SPILLS Database Application interface. The top section is titled "Cause" and contains a table with columns for "Cause Type", "Cause Note", and "Human Factors". A red box highlights the "Cause" tab, and a red arrow points to a drop-down menu in the "Human Factors" column. A red text overlay reads: "Double-click under each column to select data from the drop-down menus". To the right of the table is a "Facility/Source" section with fields for "Facility Type", "Facility Subtype", "Facility Note", "Source Type", and "Source Note". Below the table is an "IPP Facilities" section with checkboxes for "Submit for IP Review", "Spill Reviewed by IP", "Regulated Facility", and "Regulated Component", and fields for "IPP Facility Type" and "IPP Facility Name".

By default, the first cause entered will be designated as the primary cause of the Spill record. To make a subsequent entry the primary cause, select the desired entry, and then click the “Make Primary” button at the top, right side of the “Cause” section. The Cause field must be specified before a cause may be assigned as a Primary Cause. The Primary Cause field will be updated after a new cause that has been assigned as Primary Cause.

NOTE: Business rules dictate that one cause must always be marked as the primary cause if there are any causes entered.

Enter the Facility/Source data for the Spill on the right side of the screen by making selections from the drop-down menus provided and entering information in the text fields provided. Please note that Facility Subtype is a mandatory field if the Facility Type has any Subtypes associated with it; the Facility Subtype field will be blank and non-selectable if the Facility Type selected does not have any Subtypes associated with it.

Please refer to the Enter IPP Facilities Data subsection of this manual for more information about entering data in the IPP Facilities section.

The screenshot displays the ADEC SPILLS Database Application User's Manual interface. The top section is titled "Cause" and includes a "Primary Cause" field, a "Make Primary" button, and a table with columns "Cause Type" and "Cause". Below the table is a "Cause Note" field. The bottom section is titled "Facility/Source" and includes a "Facility Type" dropdown menu, a "Facility Subtype" dropdown menu, a "Facility Note" field, a "Source Type" dropdown menu, and a "Source Note" field. A red arrow points to the "Facility Subtype" dropdown menu, and a red text box says "Make selections from drop-down menus". The bottom section is titled "IPP Facilities" and includes checkboxes for "Submit for IP Review", "Regulated Facility", and "Regulated Component", as well as "Spill Reviewed by IP", "IPP Facility Type", and "IPP Facility Name" fields.

### 3.5.4 Delete a Cause Type

To delete a Cause Type, highlight the row containing the record you wish to delete, and then click on the delete icon.

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Home Search/Browse Spill Details Loss of Integrity Admin

Spill Details Add

Spill Name: Spill Number:

Spill Management  
Facility Location  
Cause/Source

Cause

Primary Cause: Equipment Failure Make Primary + x

Cause Type	Cause
Human Factors	Cargo Not Secured
Structural/Mechanical	Equipment Failure

Facility/Source

Facility Type: Air Transportation  
Facility Subtype: Airport/Airfield  
Facility Note:  
Source Type: Pipe or Line  
Source Note: Enter notes about the source here...

IPP Facilities

☐ Submit for IP Review ☐ Regulated Facility ☐ Regulated Component  
☐ Spill Reviewed by IP IPP Facility Type:   
IPP Facility Name:

The deleted record will be removed from the Cause sub-grid.

### 3.5.5 Enter IPP Facilities Data

Enter the IPP Facilities data for the Spill at the bottom of the screen by clicking inside the checkboxes and making selections from the drop-down menus provided. Use this section if you know or suspect that a spill has occurred at a regulated facility.

The behavior of this section is directly related to the assigned role of the user (see section 1.3) who is currently logged in.

- A user with just the “Editor” role can edit all of the data except the “Spill Reviewed by IP” checkbox. Once the “Spill Reviewed by IP” checkbox becomes checked, then the entire “IPP Facilities” section becomes disabled for Editors.
- A user with just the “IPP Reviewer” role can edit all of the data except the “Submit for IP Review” checkbox. The fields that the IPP Reviewer can edit never become permanently disabled (just disabled when in “View” mode).
- Users with the “Administrator” role always have the ability to edit all of the IPP Facilities data.
- When a user is logged in with only IPP Reviewer credentials (i.e. not Editor or Administrator as well), then the “Save” button for the Spill record is labeled “Submit Review”.
- When a user checks the “Submit for IP Review” checkbox, the “Regulated Facility” checkbox is automatically checked as well. A review can be triggered by checking “Submit for IP Review.” In addition, a subset of some Facility Types, Facility Subtypes, and Facility Locations also automatically trigger a review.
- When a user unchecks the “Submit for IP Review” checkbox, all of the other “IPP Facilities” fields are reset (with the exception of the “Spill Reviewed by IP” checkbox).
- When a user with the “IPP Reviewer” role unchecks the “Regulated Facility” checkbox, the “IPP Facility Type”, “IPP Facility Name”, and “Regulated Component” fields are all reset.
- If a user enters a value for “IPP Facility Type”, the “IPP Facility Name” becomes required and an error message appears when trying to save if the “IPP Facility Name” field is blank.

The screenshot displays the ADEC SPILLS Database Application interface. The top section is divided into two main areas: 'Cause' on the left and 'Facility/Source' on the right. The 'Cause' section includes a 'Primary Cause' field, a 'Cause Type' dropdown, a 'Cause Note' text area, and a 'Human Factors' section. The 'Facility/Source' section includes a 'Facility Type' dropdown (set to 'Air Transportation'), a 'Facility Subtype' dropdown (set to 'Aircraft'), a 'Facility Note' text area, a 'Source Type' dropdown (set to 'Pipe or Line'), and a 'Source Note' text area. A red arrow points from the text 'Field behavior is dependent on the assigned user's role' to the 'IPP Facilities' section at the bottom. The 'IPP Facilities' section includes checkboxes for 'Submit for IP Review', 'Spill Reviewed by IP', 'Regulated Facility', and 'Regulated Component'. It also features dropdown menus for 'IPP Facility Type' and 'IPP Facility Name'.

### 3.5.6 Adding the New Record

After entering all of the data, click the “Add” button at the top, right side of the screen to save the Spill record to the database.

State of Alaska  
Alaska Department of Environmental Conservation  
Spill Prevention and Response

SPILLS DBMS

Click Add at any time to save the new spill record

DEC\jstanford  
User Manual

Home Search/Browse Spill Details Loss of Integrity Admin

Spill Details

Spill Name: Spill Number:

Spill Management

Facility Location

Cause/source

Cause

Primary Cause: Equipment Failure Make Primary

Cause Type Cause

Cause Note

Structural/Mechanical Equipment Failure

Facility/Source

Facility Type: Air Transportation

Facility Subtype: Airport/Airfield

Facility Note:

Source Type: Pipe or Line

Source Note: Enter notes about the source here...

IPP Facilities

☐ Submit for IP Review ☐ Regulated Facility ☐ Regulated Component

☐ Spill Reviewed by IP IPP Facility Type: IPP Facility Name:

You will receive a confirmation when the spill record has been successfully added.

Attention

Spill record was added successfully

Save the record by clicking Save.

State of Alaska  
Alaska Department of Environmental Conservation  
Spill Prevention and Response

SPILLS DBMS

Click here to save the new spill record

DEC\jstanford  
User Manual

Home Search/Browse Spill Details Loss of Integrity Admin

Spill Details

Print Record Save

Spill Name: Big Spill Spill Number: 15209912101

Spill Management

Facility Location

Cause/Source

Cause

Primary Cause: Equipment Failure Make Primary

Cause Type	Cause
Structural/Mechanical	Equipment Failure

Facility/Source

Facility Type: Air Transportation

Facility Subtype: Airport/Airfield

Coordinates copied from Facility

Facility Note:

Source Type: Pipe or Line

Enter notes about the source here...

Source Note:

IPP Facilities

☐ Submit for IP Review ☐ Regulated Facility ☐ Regulated Component

☐ Spill Reviewed by IP IPP Facility Type: IPP Facility Name:

You will receive a confirmation when the save is successful.

Attention

Spill record was updated successfully

### 3.6 Edit a Spill Record

Locate the desired Spill record to update. For instructions on searching and viewing Spill records, see sections 3.1 and 3.3. Click the “Edit” button at the top, right side of the “Spill Details” screen.

NOTE: Only authorized personnel have the ability to edit and update Spill records and will see an “Edit” button.



**State of Alaska**  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

**SPILLS DBMS** Click Edit DEC\jstanford  
User Manual

Home Search/Browse **Spill Details** Loss of Integrity Admin

**Spill Details** Print Record Edit

Spill Name: Big Spill Spill Number: 15269912101

**Spill Management**

**Spill**

Spill Number: 15269912101 5/1/2015 11:15 AM

Big Spill

**DEC Response**

Engles, John Took Report

Ledger Code Clean Up: ☐ Case Closed Date

**Other**

5/14/2015 3:45 PM

896.4

**Media Impacted**

Primary Media

☐ Air  
☐ Containment  
☐ Freshwater  
☐ Land  
☐ Marine



Upon clicking the “Edit” button, “+” icons appear throughout the screen and many fields change from read-only to editable. Update any editable field, and then click the “Save” button at the top, right side of the screen.

NOTE: Once a change occurs, a red “Modified” notification appears at the top of the section.

State of Alaska  
Alaska Department of Environmental Conservation  
Spill Prevention and Response

SPILLS DBMS

Home Search/Browse **Spill Details** Loss of Integrity Admin

Spill Details **Modified** Print Record Save

Spill Name: Big Spill Spill Number: 15209912101

Spill Management

Spill  
Spill Number: 15209912101 5/1/2015 11:15 AM  
Big Spill

Other  
5/14/2015 3:45 PM  
898.4

DEC Response  
Engles, John Took Report  
Ledger Code Clean Up: Case Closed Date  
Enter comment here...

Media Impacted  
Primary Media  
☐ Air  
☐ Containment  
☐ Freshwater  
☐ Land  
☐ Marine

Affiliates Substances Clean-up Spill Site

Reporter

Add Contact

Role	Contact - Company: Name	Type	SubType
Primary Responsible Party			

Facility Location  
Cause/Source

You will receive confirmation when the save is successful.

Attention

Spill record was updated successfully

## 3.7 Loss of Integrity

This section enables users to enter and edit loss of integrity data for Spills that are currently in the system. Users that are assigned the “Editor”, “IPP Reviewer” and “Administrator” roles are all permitted to enter and edit loss of integrity data.

### 3.7.1 Entering Loss of Integrity Data

To enter loss of integrity data, the Spill must already be added to the system. For more information on searching Spill records or adding a new Spill, see sections 3.1 and 3.3.

With the desired Spill selected (see section 3.2), click the “Loss of Integrity” tab at the top of the screen. By default, this tab will yield empty fields. To enter loss of integrity data, click the “Enter Data” button at the top, right side of the screen.

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Alaska Department of Environmental Conservation  
Spill Prevention and Response

SPILLS DBMS

Click to enter loss of integrity data to the selected spill record

DEC\jstanford User Manual

Home Search/Browse Spill Details **Loss of Integrity** Admin

**Loss of Integrity** Enter Data

**Case Information**

ADEC Case Number:  
ADEC File Number:  
Spill Date:  
Time:  
Spill Name:  
Responsible Party:  
Operator Spill Number:

**Facility Information**

Facility Operator:  
Regulatory Category:  
Oil Field:  
Facility Name:  
Component:  
Operator Equipment ID:

Upon clicking “Enter Data”, the details of the selected Spill automatically populate some read-only fields in the “Case Information” section, and many fields change from read-only to editable.

Enter the loss of integrity data using the text fields and drop-down menus provided. Then, click the “Add” button at the top, right side of the screen.

**State of Alaska**  
**Alaska DEC**  
**Alaska Department of Environmental Conservation**  
**Spill Prevention and Response**

**SPILLS DBMS** Enter data, and then click Add [DEC User Manual](#)

Home Search/Browse Spill Details **Loss of Integrity** Admin

**Loss of Integrity**

**Case Information**

ADEC Case Number: 15269912101  
ADEC File Number: 898.4  
Spill Date: 5/1/2015  
Time: 11:15 AM  
Spill Name: Big Spill  
Responsible Party:  
Operator Spill Number:

**Facility Information**

Facility Operator:  
Regulatory Category:  
Oil Field:  
Facility Name:  
Component:  
Operator Equipment ID:

**Spilled Material and Volumes**

1# Fluid Spilled:  
1# Initial Report/Estimated Volume Spilled: (gals)  
1# Final Report/Estimated Volume Spilled: (gals)  
2# Fluid Spilled:  
2# Initial Report/Estimated Volume Spilled: (gals)  
2# Final Report/Estimated Volume Spilled: (gals)

**Pipeline Information**

Nominal Wall Thickness: (inches)  
Line Diameter: (inches)  
Line In-Service Date:  
Measure of wall loss after spill: (inches)  
Operating Pressure: (psi)  
Maximum Operating Pressure: (psi)  
Pipeline Material and Grade:  
Piping Location at Release:  
Is the pipeline insulated? ☐ Type of Insulation:

**Leak Detection**

How was the leak detected?:  
How long was it leaking? (decimal day(s))

**Root Cause Analysis**

Type of root cause analysis:  
Who conducted the analysis?:

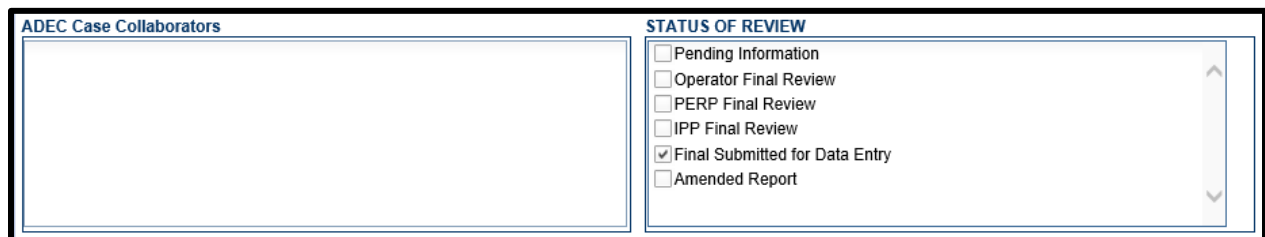
**Initial Causes (may be multiple)**

- ☐ Corrosion, general
- ☐ External Corrosion, general
- ☐ External Corrosion, at or near weld joints
- ☐ External Corrosion, at or near saddle
- ☐ Internal Corrosion
- ☐ Erosion, general
- ☐ External Erosion
- ☐ Internal Erosion

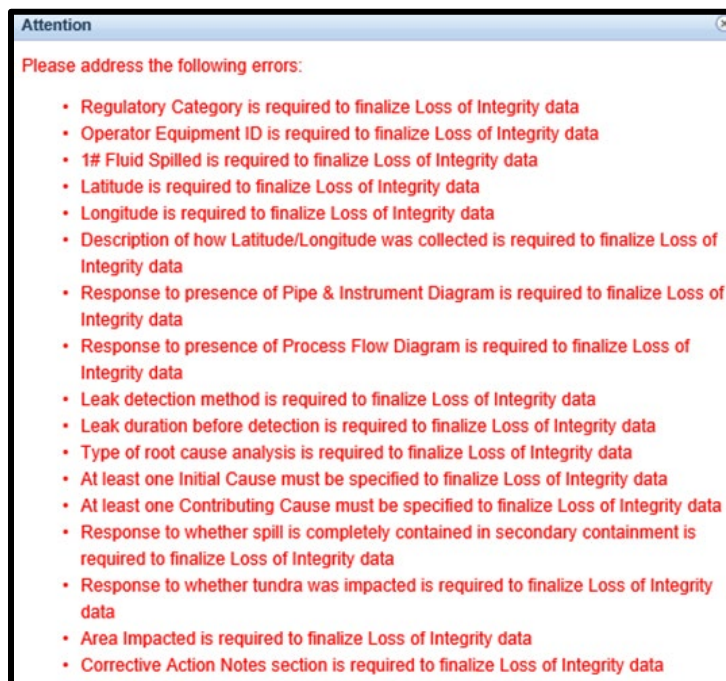
Upon clicking “Add”, a pop-up window appears, confirming that the loss of integrity data was successfully added.



NOTE: When selecting “Final Submitted for Data Entry” under the “Status of Review” section at the bottom of the Loss of Integrity tab, a number of additional business rules are triggered before the data can be finalized and several validation errors occur if required fields have not been specified.



To successfully close the loss of integrity data, review and correct any validation errors listed in the error message.



### 3.7.2 Editing Loss of Integrity Data

To edit the loss of integrity data of a Spill record, select the Spill containing the loss of integrity data you want to edit. For more information on searching and viewing Spill records, view sections 3.1 and 3.2.

Click the “Loss of Integrity” tab at the top of the screen. The loss of integrity Spill data will be displayed on the screen in the text fields and drop-down menus. Update any editable field, then click the “Save” button at the top, right side of the screen.

NOTE: Once a change occurs, a red “Modified” notification appears at the top of the section.

**State of Alaska**  
Alaska Department of Environmental Conservation  
**Spill Prevention and Response**

**SPILLS DBMS** | Home | Search/Browse | Spill Details | **Loss of Integrity** | Admin

**Loss of Integrity** Modified Save

**Case Information**  
ADEC Case Number: 15209912101  
ADEC File Number: 896.4  
Spill Date: 5/1/2015  
Time: 11:15 AM  
Spill Name: Big Spill  
Responsible Party:  
Operator Spill Number:

**Facility Information**  
Facility Operator:  
Regulatory Category: Process Piping  
Oil Field:  
Facility Name:  
Component:  
Operator Equipment ID:

**Spilled Material and Volumes**  
1# Fluid Spilled: (gals)  
1# Initial Report/Estimated Volume Spilled: (gals)  
1# Final Report/Estimated Volume Spilled: (gals)  
2# Fluid Spilled: (gals)  
2# Initial Report/Estimated Volume Spilled: (gals)  
2# Final Report/Estimated Volume Spilled: (gals)

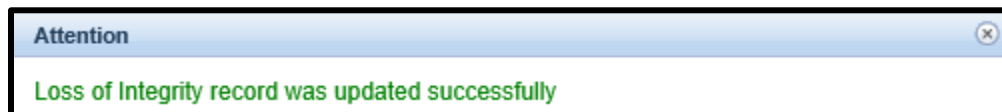
**Pipeline Information**  
Nominal Wall Thickness: (inches)  
Line Diameter: (inches)  
Line In-Service Date:  
Measure of wall loss after spill: (inches)  
Operating Pressure: (psi)  
Maximum Operating Pressure: (psi)  
Pipeline Material and Grade:  
Piping Location at Release:  
Is the pipeline insulated? ☐ Type of Insulation:

**Leak Detection**  
How was the leak detected?:  
How long was it leaking? (decimal day(s))

**Root Cause Analysis**  
Type of root cause analysis:  
Who conducted the analysis?:

**Initial Causes (may be multiple)**  
☐ Corrosion, general  
☐ External Corrosion, general  
☐ External Corrosion, at or near weld joints  
☐ External Corrosion, at or near saddle  
☐ Internal Corrosion  
☐ Erosion, general  
☐ External Erosion  
☐ Internal Erosion

Upon clicking “Save”, a pop-up window appears, confirming the Loss of Integrity record was successfully updated.




### 3.8 Admin

This section allows users with the assigned privileges to delete Spill records within the database. Click the “Admin” tab at the top of the screen.

---

State of Alaska



Alaska Department of Environmental Conservation  
Spill Prevention and Response

SPILLS DBMS

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[User Manual](#)

Home

Search/Browse

Spill Details

Loss of Integrity

Admin

Administrative Tools

Delete a Spill

Spill Number:

Delete Spill



### 3.8.1 Delete a Spill

To delete a Spill record from the database, enter the Spill Number of the Spill you want to delete in the field provided on the “Admin” tab. Then, click the “Delete Spill” button. The Spill Number is a required field.

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Spill Prevention and Response

SPILLS DBMS DEC\jstanford  
User Manual

Home Search/Browse Spill Details Loss of Integrity **Admin**

**Administrative Tools**

Delete a Spill

Spill Number: 15269912101 x

**Enter a spill number, and then click Delete Spill**

Delete Spill

Upon clicking “Delete Spill”, a confirmation pop-up window appears, displaying some of the details of the Spill. To delete the previously-entered Spill, click the “Yes” button at the bottom of the pop-up window. Otherwise, clicking “No” will redirect you back to the “Admin” tab and the Spill will not be deleted.

Confirm Action

Are you sure you want to delete the following spill record?

Spill Number: 15269912101

Spill Name: Big Spill

Spill Date: 05/01/2015

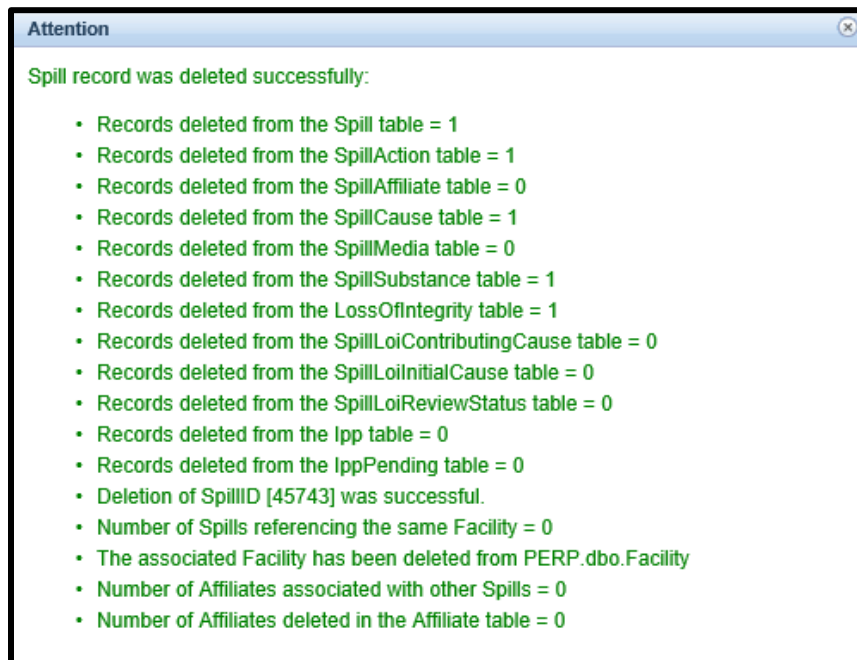
Facility Name: New Site

DEC Staff: John Engles

No Yes

---

Clicking “Yes” will yield a new pop-up window, confirming that the Spill record was successfully deleted.



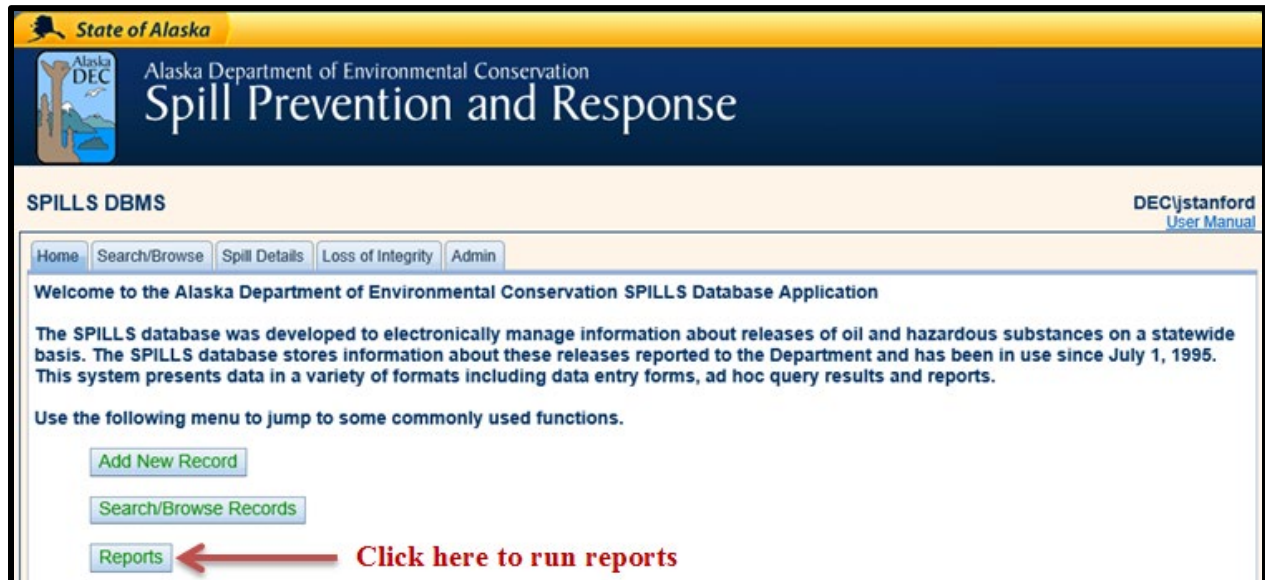
NOTE: Users without administrator privileges will not have the authority to delete a Spill and will see the “Delete Spill” button disabled.



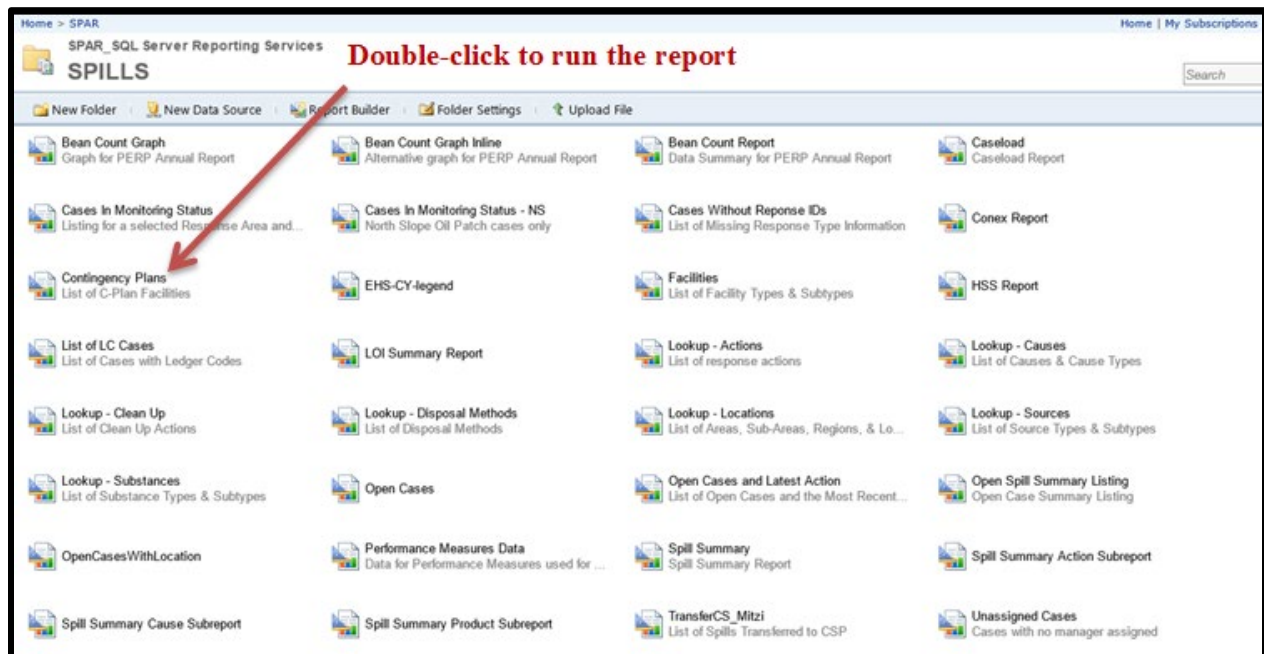
---

## 3.9 Reports

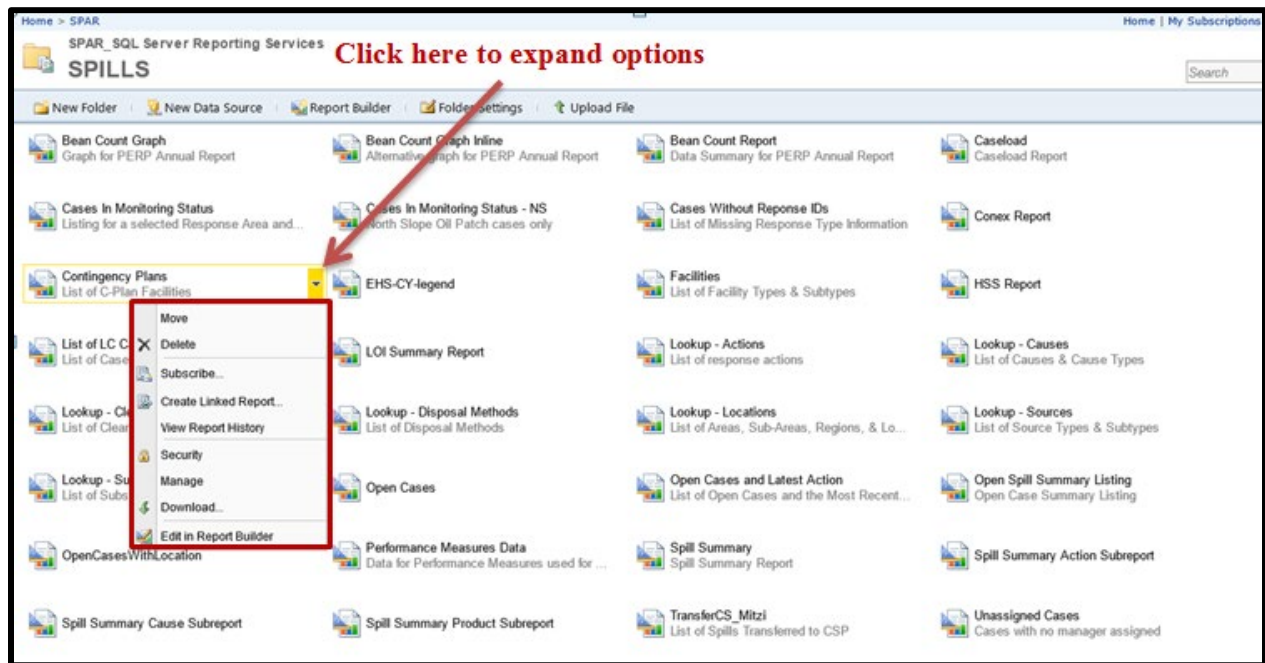
The Reports section on the “Home” tab enables users to run available reports on the SPAR\_SQL Server Reporting Services (SSRS) server. From the “Home” tab on the main menu, click the “Reports” button.



Upon clicking “Reports” you will be redirected to the SPAR\_SQL Server Reporting Services, which displays a list of links to available reports. Click on the icon or title of the desired report you want to run.



NOTE: For more options, click on the black downward-facing arrow that appears when hovering over each report link.



Upon clicking the link, the selected report will open in the browser window with various exporting and printing options available.

The screenshot shows a web application interface. At the top, there is a breadcrumb trail: Home > SPAR > SPILLS > Contingency Plans. Below this is a navigation bar with a search box containing '1 of 2 ?' and a 'Find | Next' button. To the right of the search bar is a red rectangular box containing four icons: a download icon, a refresh icon, a printer icon, and a document icon. A red arrow points from the text 'Exporting and printing options' to this box. Below the navigation bar is the title 'List of C-Plan Facilities' in large blue font. Underneath the title is a table with two columns: 'Facility Type' and 'Location'. The table contains the following data:

Facility Type	Location
Crude Tanker Vessel	California Voyager -
	Eagle Bay -
	Florida Voyager -
	Jurkalne -
	Liberty Bay -
	Mississippi Voyager -
	New Facility - Alaska North Slope
	Oregon Voyager -

Some reports (e.g. bean count reports) may require data parameters to be entered before a report can be viewed and the screen will yield empty data fields. When this occurs, enter the parameters using the text fields and/or drop-down menus provided, and then click the “View Report” button at the top, far right side of the screen.

The screenshot shows a web application interface for a 'Bean Count Graph'. At the top, there is a breadcrumb trail: Home > SPAR > SPILLS > Bean Count Graph. Below this is a navigation bar with a 'BeginDate' field containing '5/1/2015' and an 'EndDate' field. To the right of the 'EndDate' field is a red rectangular box containing a calendar icon. A red arrow points from the text 'Enter parameters, and then click View Report' to this box. Below the navigation bar is a calendar for May 2015. The calendar shows the days of the week (S, M, T, W, T, F, S) and the dates (1 through 31). The date '16' is highlighted. Below the calendar is the text 'Today is Saturday, May 16, 2015'. To the right of the calendar is a 'View Report' button.