

OCULUS hints, tips & tricks

Donna Antolchick

Petroleum Cleanup Section 2

(850) 245-7619

Donna.Antolchick@dep.state.fl.us

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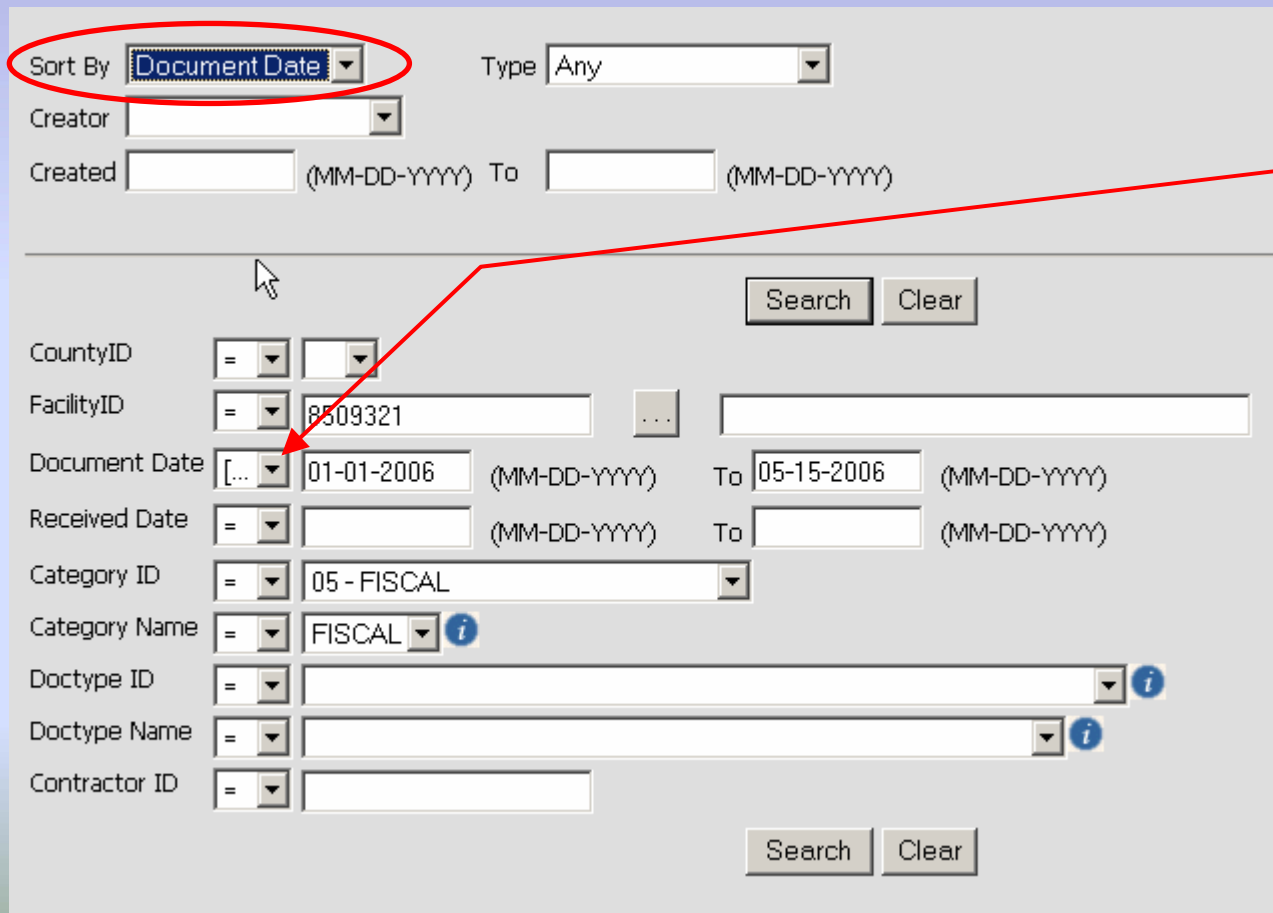
Netuser vs. User Accounts

All Tallahassee staff, District staff and Local Program staff should be using their user account to logon to OCULUS.

Not all operations are available to those using Netuser to logon to OCULUS.

Searching

Below is how a search would look to retrieve all fiscal documents with a document date of January 1, 2006 to May 15, 2006 for Facility ID number 8509321. The search results will be in document date order.



The screenshot shows a search interface with two sections. The top section contains filters for 'Sort By' (set to 'Document Date'), 'Type' (set to 'Any'), 'Creator', and a date range for 'Created' (MM-DD-YYYY). The bottom section contains filters for 'CountyID', 'FacilityID' (set to 8509321), 'Document Date' (range from 01-01-2006 to 05-15-2006), 'Received Date', 'Category ID' (set to 05 - FISCAL), 'Category Name' (set to FISCAL), 'Doctype ID', 'Doctype Name', and 'Contractor ID'. A red circle highlights the 'Sort By' dropdown, and a red arrow points from the 'Document Date' range to the 'FacilityID' field.

Sort By **Document Date** Type Any

Creator

Created (MM-DD-YYYY) To (MM-DD-YYYY)

Search Clear

CountyID =

FacilityID = 8509321

Document Date [...] 01-01-2006 (MM-DD-YYYY) To 05-15-2006 (MM-DD-YYYY)

Received Date = (MM-DD-YYYY) To (MM-DD-YYYY)

Category ID = 05 - FISCAL

Category Name = FISCAL

Doctype ID =

Doctype Name =

Contractor ID =

Search Clear

When searching a date range, remember to change the '=' to '['...' and use the date format MM-DD-YYYY.

Search Results

The BPSS tab indicates the number of documents in the search. If this tab indicates 1000, the search has reached its maximum. Refine the search and try again.

OCULUS™ Contractor Lookup search insert workspace ? help logout

Search Results

BPSS
1000 total

Result/Page: 15 Sort: Document Date Refresh Add to Favorites Showing Result(s) 1 to 15

Operations: View Select Turn Previewer on Pages: 1 2 3 4 5 6 7 8 9 10 Next

	Profile	<u>Document Date</u>	<u>Received Date</u>	<u>CountyID</u>	<u>FacilityID</u>	<u>Category ID</u>	<u>Category Name</u>	<u>Doctype ID</u>	<u>Doctype Name</u>	<u>Contractor ID</u>	File Size	Version	Master	<u>Created</u>
☐	Petroleum	12-20-2005	01-03-2006	17	8842325	05	FISCAL	503	INVOICE PACKET		2782 KB	1.0	Y	01-27-2006
☐	Petroleum	12-29-2005	01-03-2006	39	8510631	05	FISCAL	503	INVOICE PACKET		116 KB	1.0	Y	01-26-2006
☐	Petroleum	02-13-2006	02-16-2006	3	8944912	05	FISCAL	503	INVOICE PACKET		2543 KB	1.0	Y	03-06-2006
☐	Petroleum	02-08-2006	02-14-2006	48	8627617	05	FISCAL	503	INVOICE PACKET		1523 KB	1.0	Y	03-06-2006
☐	Petroleum	02-13-2006	02-15-2006	48	8521886	05	FISCAL	503	INVOICE PACKET		1965 KB	1.0	Y	03-06-2006

Documents can be sorted by clicking any of the blue column names.

Previewer Turned On

OCULUS™ Contractor Lookup Search Insert workspace help logout

Search Results

BPSS
33 total

Result/Page: 5 Sort: Document Date Refresh Add to Favorites Showing Result(s) 1 to 5
Operations: View Select Turn Previewer off Pages: 1 2 3 4 5 6 7 Next

	Profile	Document Date	Received Date	CountyID	FacilityID	Category ID	Category Name	Doctype ID	Doctype Name	Contractor ID	File S
☐	Petroleum	09-06-2005	09-12-2005	31	8509321	05	FISCAL	503	INVOICE PACKET		1826
☒	Petroleum	10-13-1995	10-13-1995	31	8509321	05	FISCAL	520	PETROLEUM CLEANUP EQUIPMENT/PROPERTY FORM		62 K
☐	Petroleum	06-29-1995	06-29-1995	31	8509321	05	FISCAL	520	PETROLEUM CLEANUP EQUIPMENT/PROPERTY FORM		62 K
☐	Petroleum	06-10-1994	07-12-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00000	116
☐	Petroleum	06-13-1994	07-12-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00000	191

With the previewer on, click the 'paper' icon to use the bottom of the screen to view the document.

First Last Prev Next

Memorandum

Florida Department of Environmental Protection

October 13, 1995

Image 1 Image 2 Image 3 Image 4 Image 5

To flip through the pages, click on the up and down arrows.

Previewer Turned OFF

OCULUS™ Contractor Lookup search insert workspace ? help logout

Search Results

BPSS
33 total

Result/Page 5 Sort Document Date Refresh Add to Favorites Showing Result(s) 1 to 33

Operations View Select Turn Previewer on Pages: 1

	Profile	Document Date	Received Date	CountyID	FacilityID	Category ID	Category Name	Doctype ID	Doctype Name	Contractor ID	File
☐	Petroleum	08-23-1990	08-23-1990	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00000	97 k
☐	Petroleum	05-30-1991	05-30-1991	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00074	173
☐	Petroleum	01-12-1994	01-13-1995	31	8509321	05	FISCAL	501	PREAPPROVAL/STATE CLEANUP PROPOSAL RELATED	00236	206
☐	Petroleum	01-18-1994	01-18-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	281
☐	Petroleum	01-18-1994	01-18-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	71 k
☐	Petroleum	03-16-1994	04-08-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	78 k
☐	Petroleum	03-16-1994	03-23-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	75 k
☐	Petroleum	05-18-1994	05-23-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	61 k
☐	Petroleum	05-26-1994	05-27-1994	31	8509321	05	FISCAL	501	PREAPPROVAL/STATE CLEANUP PROPOSAL RELATED	00236	135
☐	Petroleum	06-10-1994	07-12-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00000	116
☐	Petroleum	06-10-1994	07-12-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	144
☐	Petroleum	06-10-1994	06-23-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	72 k
☐	Petroleum	06-13-1994	07-12-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00000	191
☐	Petroleum	06-13-1994	07-12-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	218
☐	Petroleum	06-13-1994	06-23-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	76 k
☐	Petroleum	04-03-1995	04-03-1995	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	76 k
☐	Petroleum	04-03-1995	04-03-1995	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	77 k

To view documents using the previewer, hold down the SHIFT key and click on the 'paper' icon of the document to be opened.

View Document with Previewer Turned Off

First Last Prev Next

MAY 25 2005 ³⁴

Florida Department of Environmental Protection-Division of Waste Management-Bureau of Petroleum Storage Systems

Petroleum Preapproval Program Work Order

Work Order Number:	<u>2005-31-W08511</u>	Cost Center #:	<u>37450404555</u>	Category:	<u>087888 FY 04-05</u>
FDEP Facility Id #:	<u>31/8509321</u>	Score:	<u>56</u>	Contract #:	<u>N/A</u>
Site Name:	<u>ADDISON OIL CO</u>				
Address (Street, City):	<u>1230 16TH ST, VERO BEACH</u>				
Contractor Name:	<u>FLORIDA REMEDIATION SERVICES, INC.</u>				
Contractor Address:	<u>120 E Mlk Blvd, Tampa, FL 33603</u>				
Contractor Representative:	<u>James Bettencourt</u>				
FDEP Site Manager:	<u>Douglas Divers</u>				
Cleanup Phase:	<u>Site Assessment</u>				
Cleanup Activity:	<u>SUPPLEMENTAL SITE ASSESSMENT</u>				
Work Order Description:	<u>(Per attached proposal and noted changes)</u>				

Copy
Print...

Show Full Screen
Size
Rotation
Zoom
Dither

Options

Priorit
Indian
00848
59-33
813/6
321/6

Complete Streamlined Site Assessment (SSA) activities as outlined in your cost proposal dated December 13, 2004 (received December 20, 2004) and supplemental information received May 5, 2005, the FDEP Local Program Site Manager's (LP-SM) comments, Chapter 62-770 F.A.C., and the relevant FDEP guidance documents (i.e., SOP, Field SOP's, etc.) for the VERO BEACH "Cluster" site (FL Coast Oil Co.-ID#8629970, Addison Oil Co.(see above), and COMO Oil Co.-Bulk Plant ID#8837606). First Event: Obtain a detailed property survey for the three (3) site(s) "Cluster" by a licensed Professional Land Surveyor (PLS) and update figures, tables, and graphs. Provide as one (1) exhibit reflecting all three (3) sites. Prepare a site Health & Safety plan (HASP). In addition, collect groundwater samples from selected wells and analyze by EPA Test Method 8260 and 8270 for BTEX, MTBE, PAH's, and FL-PRO. Submit baseline sampling results and PLS as first deliverable. Second Event: Complete up to (60) soil borings to a depth 1-2 feet below the water table (approximately (8) feet BLS). Screen soil samples utilizing an organic vapor analyzer (OVA). Based on the OVA data, collect three soil samples from each "site" representing high, medium, and low for laboratory analysis by EPA Methods 8260 (BTEX w/ MTBE), 8270 (PAH's), and FL-PRO (TRPH). In addition, collect (15) groundwater samples from the GeoProbe rig during soil assessment. Third Event: Install (30) shallow monitor wells to ~ (13) feet below land surface (BLS) based on Geoprobe data & LP-SM approval. Based on the analytical results from the newly installed wells and the site manager's (LP-SM) approval, install up to three (3) deep wells to approximately (20) feet BLS and (10) shallow wells to thirteen feet BLS.

Image 1 Image 2 Image 3 Image 4 Image 5 Image 6 Image 7 Image 8 Image 9 Image 10 Image 11 Image 12 Image 13 Image 14 Image 15 Image 16 Image 17

To print, zoom, etc. right click anywhere in the document and the screen pops up.

To flip through the pages, click on the up and down arrows.

Operations

OCULUS™ Contractor Lookup search insert workspace ? help logout

Search Results

BPSS
33 total

Result/Page 35 Sort Document Date Refresh Add to Favorites Showing Result(s) 1 to 33
Operations View Select Turn Previewer on Pages: 1

	Profile	Created Date	CountyID	FacilityID	Category ID	Category Name	Doctype ID	Doctype Name	Contractor ID	File
☐	Petroleum	03-16-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00000	97 k
☐	Petroleum	05-18-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00074	173
☐	Petroleum	05-26-1994	31	8509321	05	FISCAL	501	PREAPPROVAL/STATE CLEANUP PROPOSAL RELATED	00236	206
☐	Petroleum	06-10-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	281
☐	Petroleum	06-10-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	71 k
☐	Petroleum	06-10-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	78 k
☐	Petroleum	06-13-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	75 k
☐	Petroleum	06-13-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	61 k
☐	Petroleum	06-13-1994	31	8509321	05	FISCAL	501	PREAPPROVAL/STATE CLEANUP PROPOSAL RELATED	00236	135
☐	Petroleum	06-13-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00000	116
☐	Petroleum	06-13-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	144
☐	Petroleum	06-13-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	72 k
☐	Petroleum	06-13-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00000	191
☐	Petroleum	06-13-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	218
☐	Petroleum	06-13-1994	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	76 k
☐	Petroleum	04-03-1995	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	76 k
☐	Petroleum	04-03-1995	31	8509321	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00236	77 k

Other options are available by click the down arrow by 'Operations'.

Operations - Printable Hitlist

OCULUS - Search Results - Microsoft Internet Explorer

 [Print Page](#) NOTE: For best results please use landscape. [close](#)

Search Fields

CountyID	
FacilityID	8509321
Document Date	01-01-1990 through 05-15-2006
Received Date	
Category ID	05
Category Name	
Doctype ID	
Doctype Name	
Contractor ID	

BPSS
33 total

	Profile	Document Date	Received Date	CountyID	FacilityID	Category ID	Category Name	Doctype ID	Doctype Name
	Petroleum	09-06-2005	09-12-2005	31	8509321	05	FISCAL	503	INVOICE PACKET
	Petroleum	10-13-1995	10-13-1995	31	8509321	05	FISCAL	520	PETROLEUM CLEAI
	Petroleum	06-29-1995	06-29-1995	31	8509321	05	FISCAL	520	PETROLEUM CLEAI
	Petroleum	06-10-1994	07-13-1994	31	8509321	05	FISCAL	503	WORK ORDER/CH
	Petroleum	06-13-1994							
	Petroleum	07-13-1994							
	Petroleum	06-10-1994							
	Petroleum	06-13-1994							
	Petroleum	04-03-1994							
	Petroleum	05-26-1994							
	Petroleum	08-23-1994							
	Petroleum	10-18-2005	10-18-2005	31	8509321	05	FISCAL	502	WORK ORDER/CH
	Petroleum	01-04-2006	01-09-2006	31	8509321	05	FISCAL	503	INVOICE PACKET

Click close to shut down this screen.

Warning, popup blockers might cause the printable hitlist screen to not open.

The blue column names are functional to allow sorting.

The previewer is functional by hold down the shift key and click on the paper icon.

Operations - Export to Excel

Allows the search results to be displayed and saved in spreadsheet format.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1																		
2																		
3	Print Page	NOTE: For best results please use landscape. close																
4																		
5	Search Fields																	
6	CountyID	-																
7	FacilityID	-																
8	Document Date	-	1/1/1990															
9	Received Date	-																
10	Category ID	-	5															
11	Category Name	-																
12	Ddoctype ID	-																
13	Ddoctype Name	-																
14	Contractor ID	-																
15																		
16	BPSS																	
17	33 total																	
18																		
19																		
20																		
21																		
22																		
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40																		
41																		

Profile	Document Date	Received Date	CountyID	FacilityID	Category ID	Category Name	Ddoctype ID	Ddoctype Name	Contractor ID	File Size	Version	Master	Created
Petroleum	9/6/2005	9/12/2005	31	8509321	5	FISCAL	503	INVOICE PACKET		1826 KB	1	Y	9/26/2005
Petroleum	10/13/1995	10/13/1995	31	8509321	5	FISCAL	520	PETROLEUM CLEANUP EQUIPMENT/PROPERTY FORM		62 KB	1	Y	10/13/1995
Petroleum	6/29/1995	6/29/1995	31	8509321	5	FISCAL	520	PETROLEUM CLEANUP EQUIPMENT/PROPERTY FORM		62 KB	1	Y	6/29/1995
Petroleum	6/10/1994	7/12/1994	31	8509321	5	FISCAL	502	WORK ORDER/CHANGE ORDER	0	116 KB	1	Y	8/18/2004
Petroleum	6/13/1994	7/12/1994	31	8509321	5	FISCAL	502	WORK ORDER/CHANGE ORDER	0	191 KB	1	Y	8/18/2004
Petroleum	7/13/1995	7/13/1995	31	8509321	5	FISCAL	502	WORK ORDER/CHANGE ORDER	236	77 KB	1	Y	8/19/2004
Petroleum	6/10/1994	7/12/1994	31	8509321	5	FISCAL	502	WORK ORDER/CHANGE ORDER	236	144 KB	1	Y	8/19/2004
Petroleum	6/13/1994	7/12/1994	31	8509321	5	FISCAL	502	WORK ORDER/CHANGE ORDER	236	218 KB	1	Y	8/19/2004
Petroleum	4/3/1995	4/3/1995	31	8509321	5	FISCAL	502	WORK ORDER/CHANGE ORDER	236	76 KB	1	Y	8/19/2004
Petroleum	5/26/1994	5/27/1994	31	8509321	5	FISCAL	501	PREAPPROVAL/STATE CLEANUP PROPC	236	135 KB	1	Y	8/19/2004
Petroleum	8/23/1990	8/23/1990	31	8509321	5	FISCAL	502	WORK ORDER/CHANGE ORDER	0	97 KB	1	Y	8/30/2004
Petroleum	10/18/2005	10/18/2005	31	8509321	5	FISCAL	502	WORK ORDER/CHANGE ORDER	1147	589 KB	1	Y	4/3/2006
Petroleum	1/4/2006	1/9/2006	31	8509321	5	FISCAL	503	INVOICE PACKET		2280 KB	1	Y	1/12/2006
Petroleum	6/27/1995	6/28/1995	31	8509321	5	FISCAL	501	PREAPPROVAL/STATE CLEANUP PROPC	236	62 KB	1	Y	6/27/1995
Petroleum	5/18/1994	5/23/1994	31	8509321	5	FISCAL	502	WORK ORDER/CHANGE ORDER	236	61 KB	1	Y	8/13/2004
Petroleum	1/18/1994	1/18/1994	31	8509321	5	FISCAL	502	WORK ORDER/CHANGE ORDER	236	281 KB	1	Y	8/13/2004
Petroleum	1/12/1994	1/13/1995	31	8509321	5	FISCAL	501	PREAPPROVAL/STATE CLEANUP PROPC	236	206 KB	1	Y	8/13/2004
Petroleum	5/30/1991	5/30/1991	31	8509321	5	FISCAL	502	WORK ORDER/CHANGE ORDER	74	173 KB	1	Y	8/13/2004
Petroleum	9/15/1995	10/3/1995	31	8509321	5	FISCAL	503	INVOICE PACKET		90 KB	1	Y	8/13/2004
Petroleum	3/16/1994	4/8/1994	31	8509321	5	FISCAL	502	WORK ORDER/CHANGE ORDER	236	78 KB	1	Y	8/13/2004
Petroleum	5/12/2005	5/12/2005	31	8509321	5	FISCAL	502	WORK ORDER/CHANGE ORDER	848	646 KB	1	Y	6/9/2005

Operations - Send Document

Allows the user to e-mail a document from OCULUS.

Send Document

From: *

(Your full email address)

To: *

(Recipient's full email address)

Subject:

Attachment:

Message:

Send

Back

Operations - Send Link

Send Search Results

From: * (Your full email address)

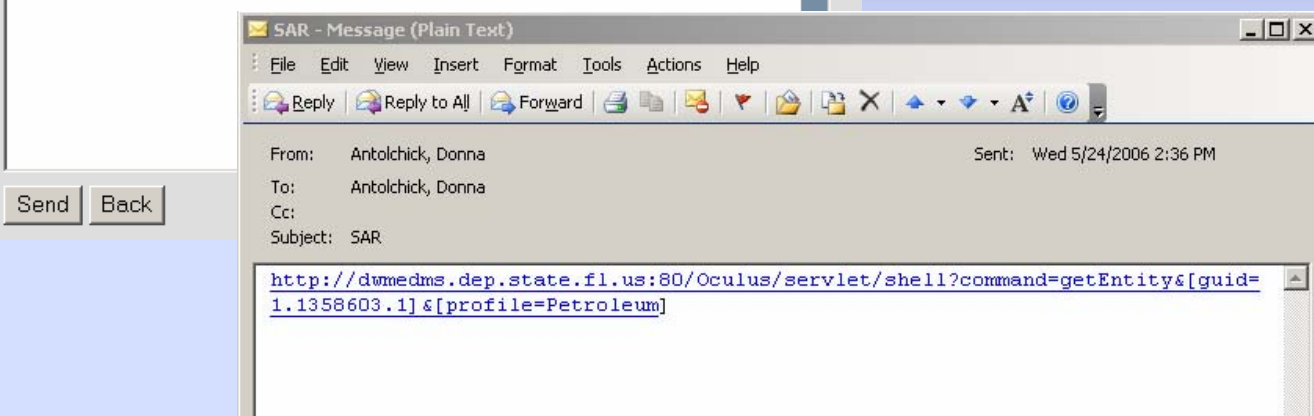
To: * (Recipient's full email address)

Subject:

Message:

`http://dwmedms.dep.state.fl.us:80/Oculus/servlet/shell?command=getEntity&[guid=1.1395742.1] &[profile=Petroleum]`

Send link creates a clickable link that will open the search results screen with the document selected.



E-mail showing clickable link.

Search results from clicking on e-mail link.

Search Results

BPSS
1 total

Add to Favorites

Turn Previewer on

Operations View Select Refresh

		Document Date	Received Date	CountyID	FacilityID	Category ID	Category Name	Doctype ID	Doctype Name
		07-13-2005	08-10-2005	64	8517429	03	CLEANUP	303	SA/CA REPORT

A couple other tips:

Keep your preferences throughout the day

Because some of the options are not 'sticky', every time a new internet explorer window is opened you have to select your preferences. The first time OCULUS is opened for the day, select these preferences but do not close the internet explorer window all day. OCULUS will automatically log off after 30 minutes but your preferences will be remembered. Simply log back into OCULUS.

Search Results

BPSS

11 total

Result/Page

15

 Sort

Document Date

 Refresh

Add to Favorites

 Showing Result(s) 1 to 11

Operations

Send Document

 Select

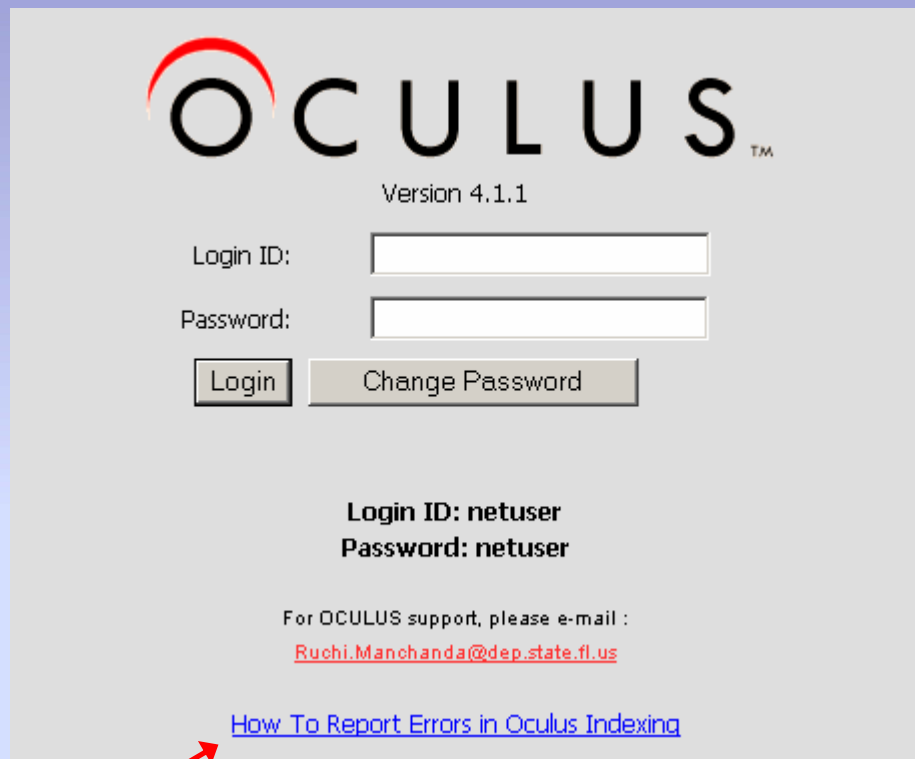
Turn Previewer on

 Pages: 1

	Profile	Document Date	Received Date	CountyID	FacilityID	Category ID	Category Name	Doctype ID	Doctype Name	Contractor ID	File
☒	Petroleum	04-24-2002	05-28-2002	3	8732861	05	FISCAL	502	WORK ORDER/CHANGE ORDER	00156	228
☐	Petroleum	10-24-2002	10-25-2002	3	8732861	05	FISCAL	503	INVOICE PACKET		43 k

Results per page . . . can not be changed from the default if using the 'Netuser' account. If you have your own account, change the results per page the first time to the maximum allowed based on the search result (or whatever is your preference). All future sorting should be accomplished by clicking the blue header title. This way the number of results per page stays the same.

Reporting OCULUS Errors



The screenshot shows the OCULUS login interface. At the top is the OCULUS logo with a red arc over the 'O' and the text 'OCULUS™'. Below the logo is 'Version 4.1.1'. There are two input fields: 'Login ID:' and 'Password:'. Below these are two buttons: 'Login' and 'Change Password'. Further down, it says 'Login ID: netuser' and 'Password: netuser'. Below that, it says 'For OCULUS support, please e-mail :' followed by the email address 'Ruchi.Manchanda@dep.state.fl.us' in red. At the bottom, there is a blue hyperlink 'How To Report Errors in Oculus Indexing' with a red arrow pointing to it from the text below the screenshot.

OCULUS™
Version 4.1.1

Login ID:
Password:

Login Change Password

Login ID: netuser
Password: netuser

For OCULUS support, please e-mail :
Ruchi.Manchanda@dep.state.fl.us

[How To Report Errors in Oculus Indexing](#)

Instructions for reporting OCULUS errors are found on the logon screen. If you find an error in OCULUS, please take the time to report the error.

What information needs to be sent to scanning?

EVERYTHING WRONG!!!!

The obvious

- Proposals
- Executed Work Orders
- Invoices
- Deliverable Reports
- VCO's with backup
- Letters - Review/Approval/Requests, etc.
- Site Specific Correspondence to and from the Department, Contractor, Owners, etc.
- E-mail and Phone Logs with Pertinent Site Specific Information
- Site Visit/Inspection Forms

What information DOES NOT need to go to scanning?

Documents/pages printed from OCULUS.

Phone logs/e-mails with no site specific information.

Program guidance memos.

Duplicate copies of a document.

Most 'draft' documents.

Use common sense and ask your supervisor if unsure.

Site manager working files/documents need to be evaluated. Check to see if document has already been scanned.

TIPS: Post-it notes . . . If there is applicable information, the post it needs to be taped in a blank area on the page. Do not cover up any information on the page.

Tape smaller notes/documents to a sheet of paper. It is less likely to get lost or separated from the original document.