Tribal Portal – Open Dump Module

User’s Guide

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[www.open-environment.org](http://www.open-environment.org)

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# Introduction

Open Dump Data Management is a module of the Tribal Services Portal, and allows tribes to manage open dumps. Some high-level features of the Open Dump Module are:

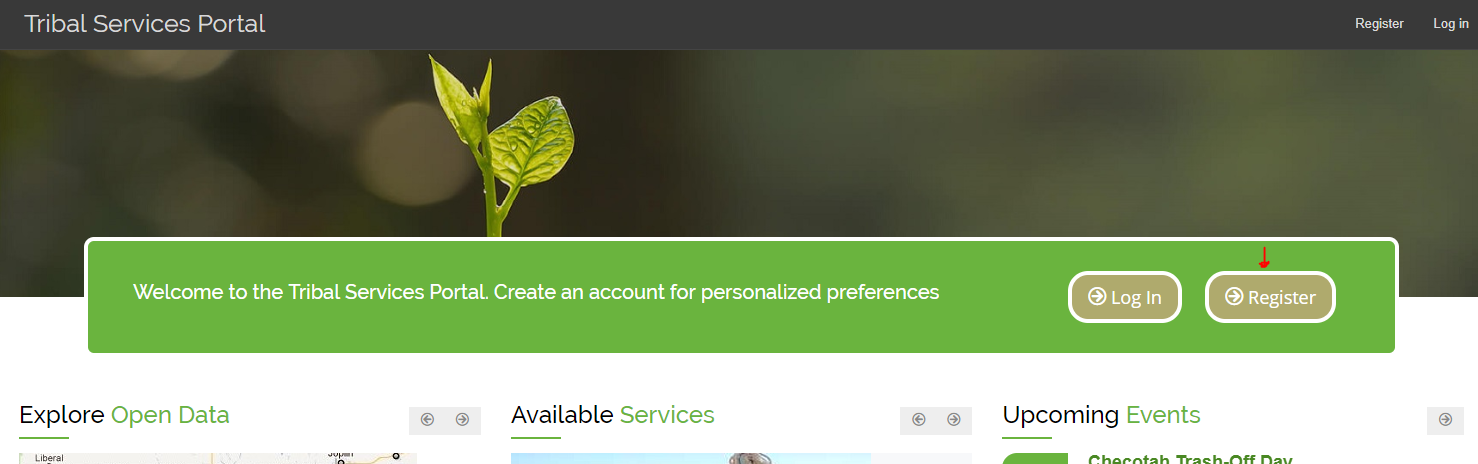
* **Site Management:** Maintain a list of Open Dump sites
* **Site Assessments:** Keep track of a history of assessments conducted at each open dump site, including the ability to attach files or photos for each assessment
* **Site Cleanup Estimation Modeling:** by inputting a set of characteristics of the open dump site (including proximity factors, waste contents, disposal distance), the system will calculate estimated cleanup costs, based on EPA’s Illegal Dumping Economic Assessment (IDEA) model [(link)](https://nepis.epa.gov/Exe/ZyNET.exe/P100A9QS.TXT?ZyActionD=ZyDocument&Client=EPA&Index=2000+Thru+2005&Docs=&Query=&Time=&EndTime=&SearchMethod=1&TocRestrict=n&Toc=&TocEntry=&QField=&QFieldYear=&QFieldMonth=&QFieldDay=&IntQFieldOp=0&ExtQFieldOp=0&XmlQuery=&File=D%3A%5Czyfiles%5CIndex%20Data%5C00thru05%5CTxt%5C00000027%5CP100A9QS.txt&User=ANONYMOUS&Password=anonymous&SortMethod=h%7C-&MaximumDocuments=1&FuzzyDegree=0&ImageQuality=r75g8/r75g8/x150y150g16/i425&Display=hpfr&DefSeekPage=x&SearchBack=ZyActionL&Back=ZyActionS&BackDesc=Results%20page&MaximumPages=1&ZyEntry=1&SeekPage=x&ZyPURL)
* **Track Actual Cleanup Projects:** Track actual cleanup projects and associated costs

# Using the Open Dump Module

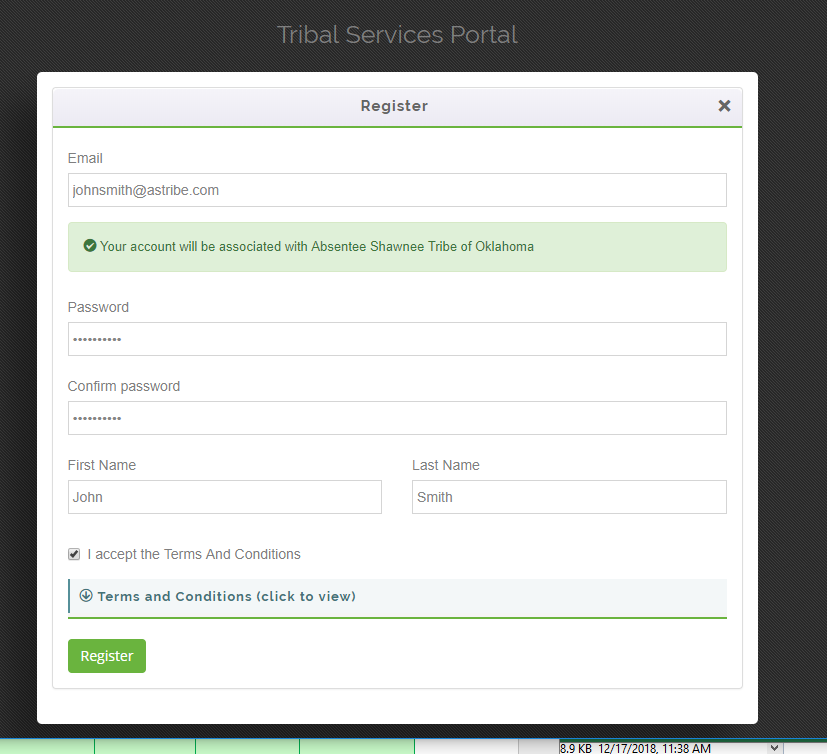
## Getting Started

**Register**

To begin using the Open Dump Module, first create a Tribal Portal account:



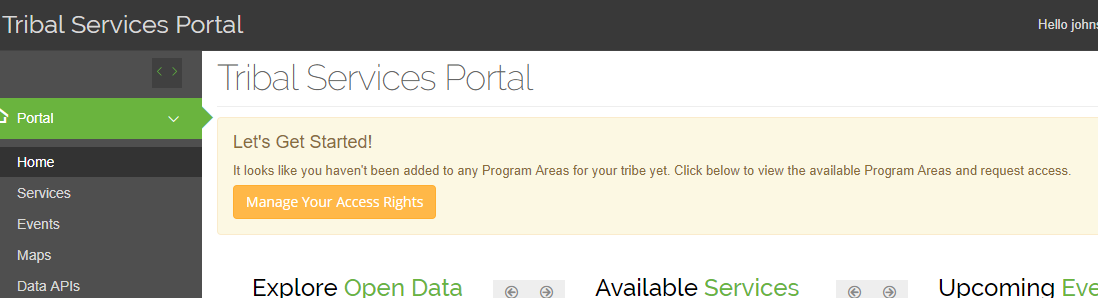
Click on the Register link on the Tribal Portal home page.



Enter in your email address and provide a password. The system will send you a verification email that you must click to verify your account.

**Get Granted Access to the Open Dump Module**

When you log into the Tribal Portal for the first time, you will not yet have access to the Open Dump module. On the Dashboard you will see the following warning:

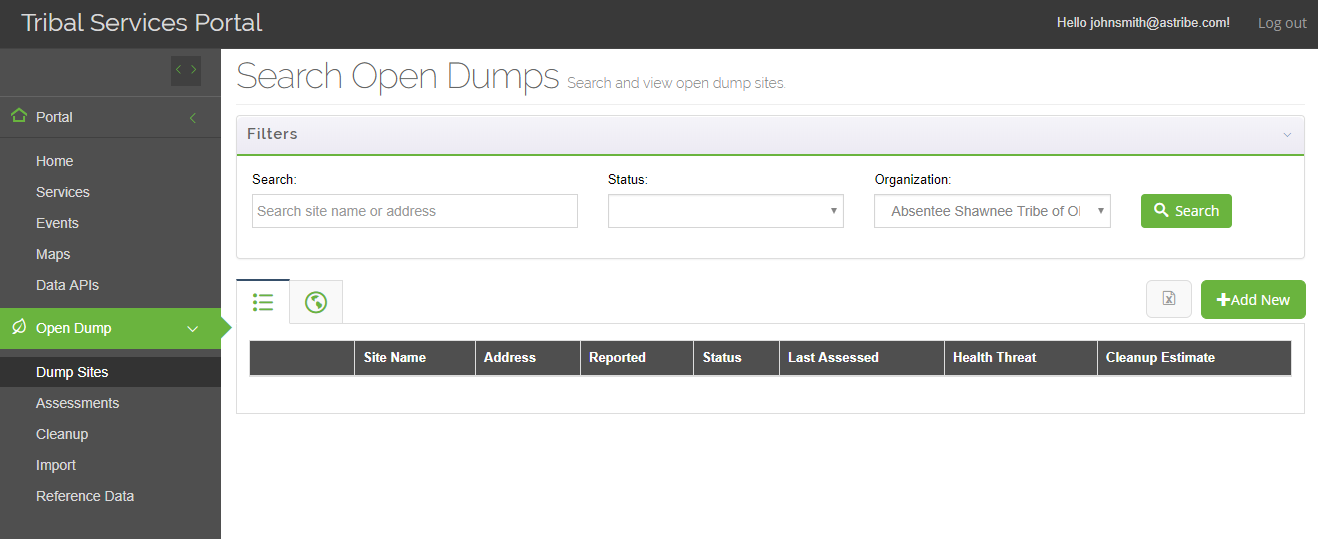


Click the **Manage Your Access Rights** button and then the button for the Open Dump Module.

An Administrator will receive a notification of your request and will approve or reject your access rights request.

**Gain Access to Open Dump Module**

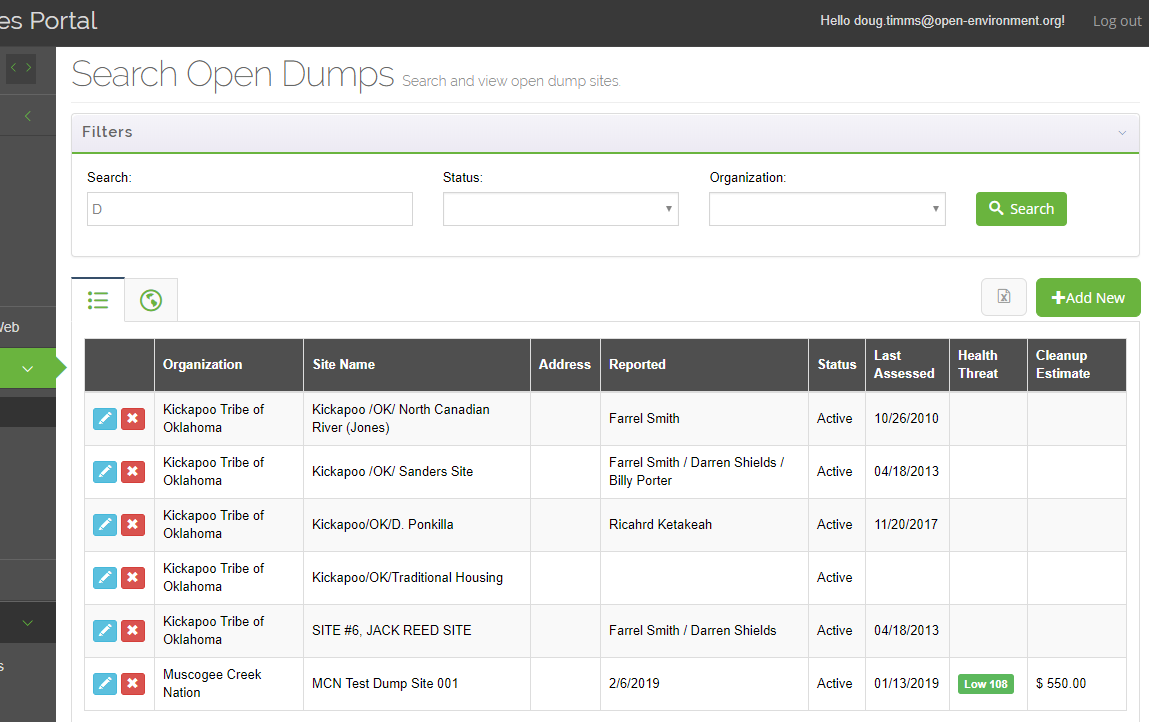
After you have been granted rights to the Open Dump module, when you log into the Tribal Service Portal, you will see the Open Dump menu options on the left, as shown here:



## Sites

### Sites Master List

To manage your open dump sites, click on the  left menu option. Here you can search dump sites by Tribal Organization, current status, or search by site name or address.

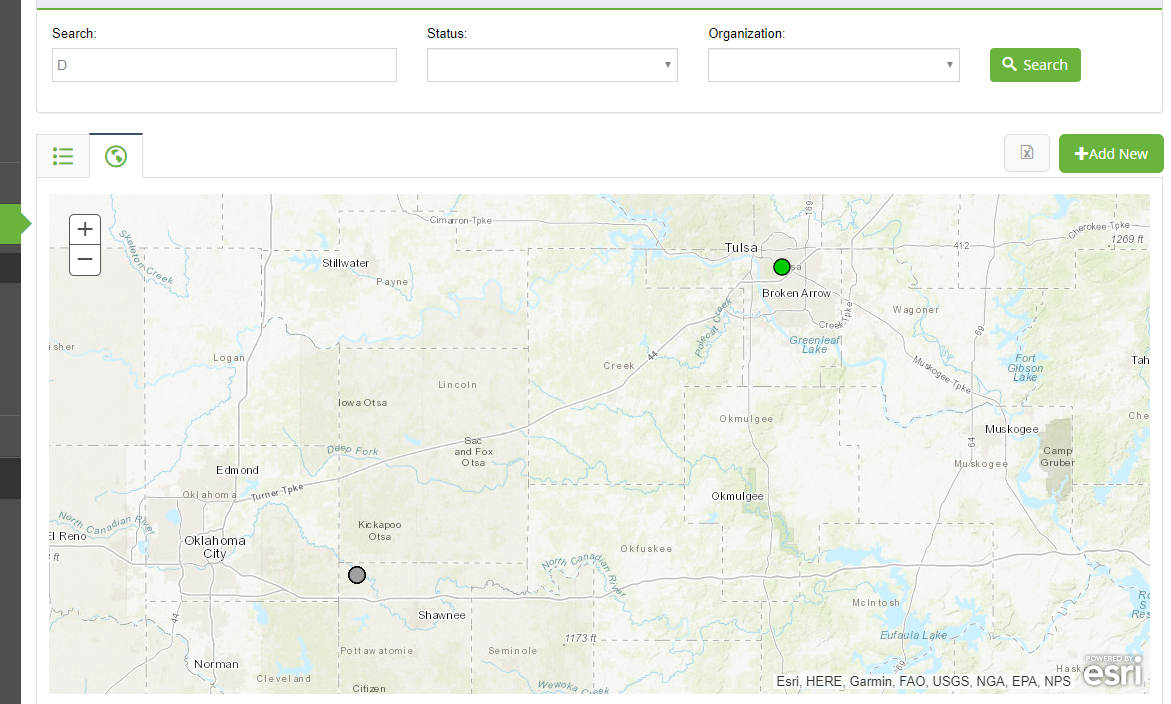


A listing of sites matching your search criteria will be displayed. The system lists the site, latest site status, last assessment date, most recent Health Threat score (if any), and cleanup estimate (based on most recent assessment).

Click the  button to add a new site, or click on the  button to edit an existing site.

Click the  button to export the site list to Excel.

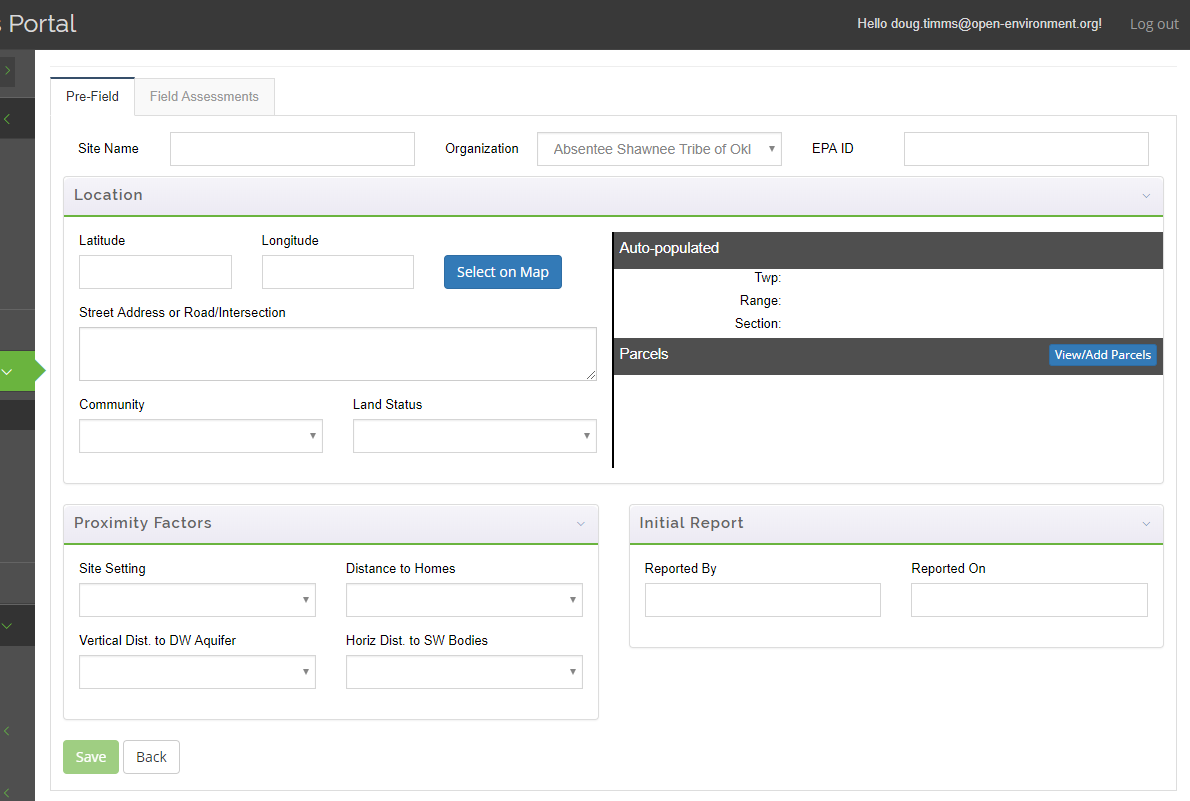
Click the map tab  to view the sites on a map.



As you can see in the picture above, the sites are color-coded. They are color-coded according to the site’s Health Threat Score, with grey meaning that the site has no health threat score calculated yet.

### Adding / Editing a Site

When adding a site, general site information is contained in the “PreField” tab, as shown here:



General site information includes:

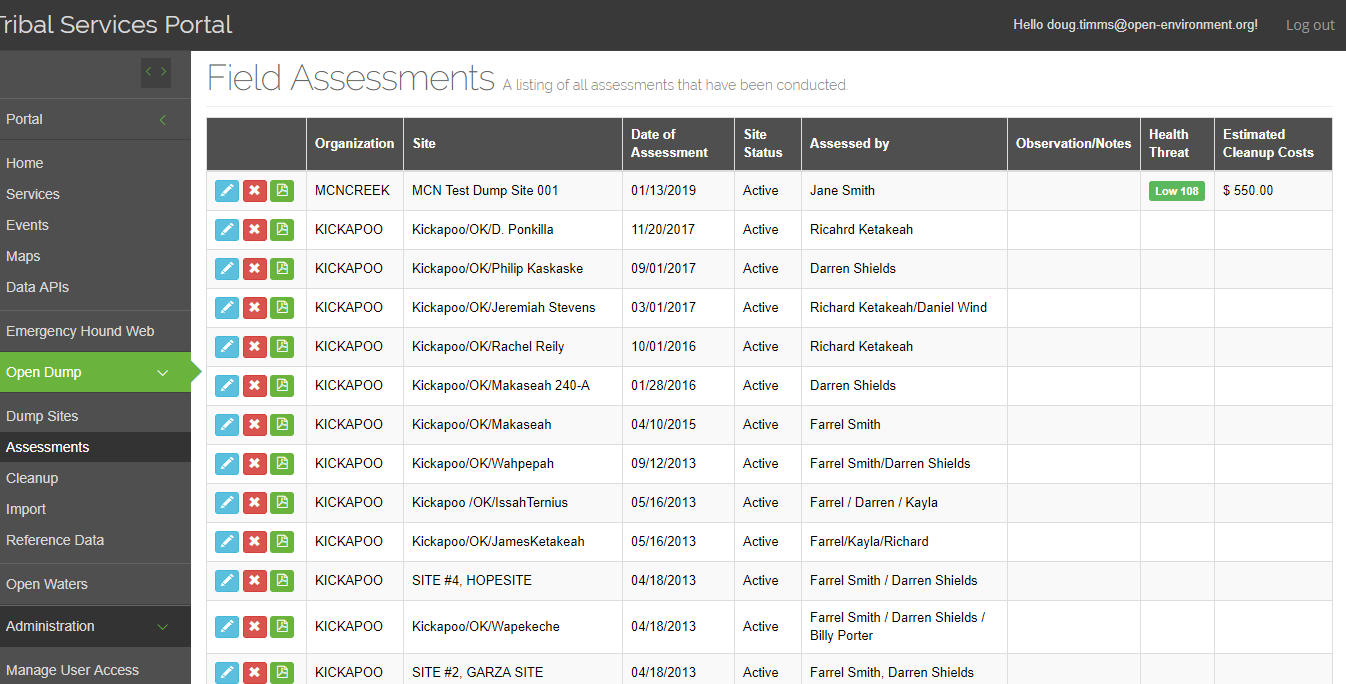
* **Site Name**
* **EPA IDs**
* **Location:**
  + You can either type in the latitude/longitude or select from a map
  + **PLSS:** If latitude/longitude for the site are supplied, the page will display the Township/Range/Section of the site’s location when the site record is saved
  + **Parcels:** If a parcel service is available for the dump location, the parcel number, owner, and acreage will also be automatically populated when the site record is saved.
* **Proximity Factors:** In order to accurately calculate a Health Threat Score for the site, these proximity factors must be filled in
* **Initial Report:** indicate who initially reported the dump site

## Assessments

### Assessments List

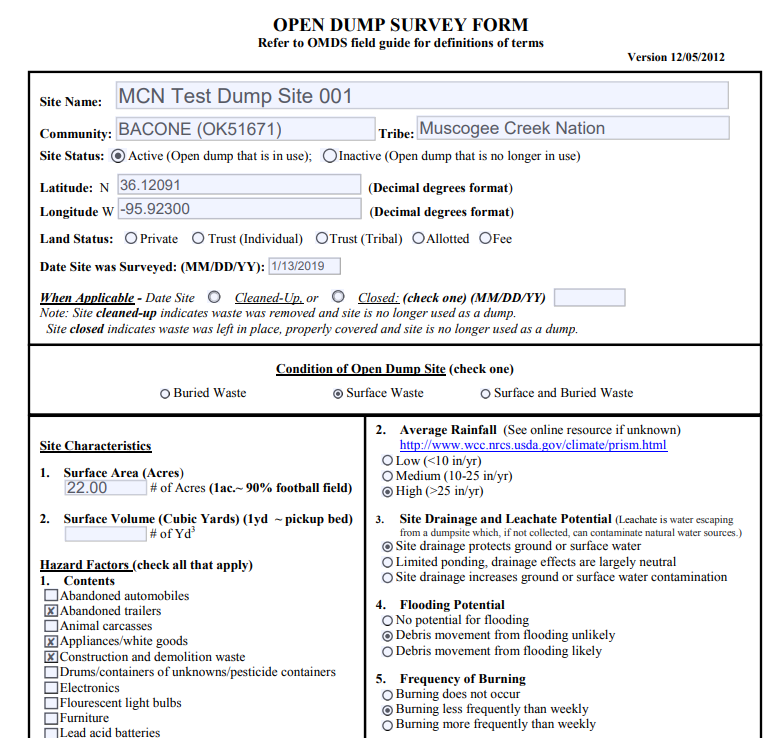
Existing assessments can be accessed either by clicking on the  link on the left menu, or by viewing the details of a site record, and clicking on the  tab.

This will display all assessments that have been conducted, as shown here:



### Open Dump Survey Form

When viewing the list of assessments, click on the report button () to generate an HIS Open Dump Survey Form for that particular assessment. An example snippet of the report is shown here, automatically generated from the system:



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## Cleanup Estimation Modeling and Actual Cleanup Projects

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## Importing Data

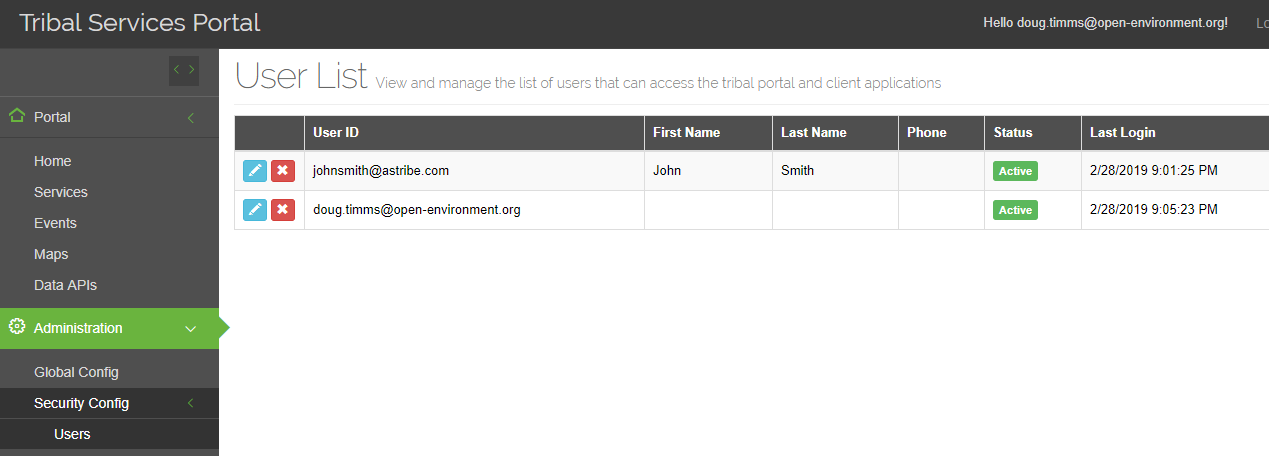
dd

# Administering the Open Dump Module

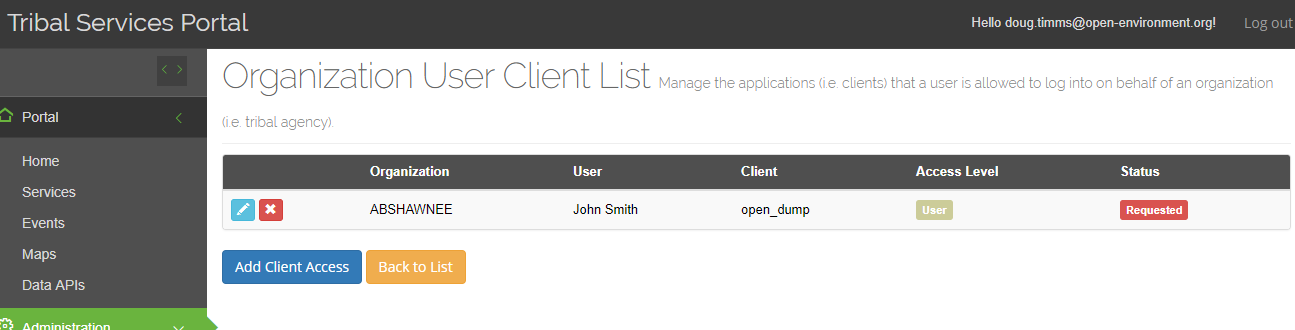
## Approving Access Requests

When a user requests access to the Open Dump module, an administrator will receive an email. To approve or reject an access request, follow these steps:

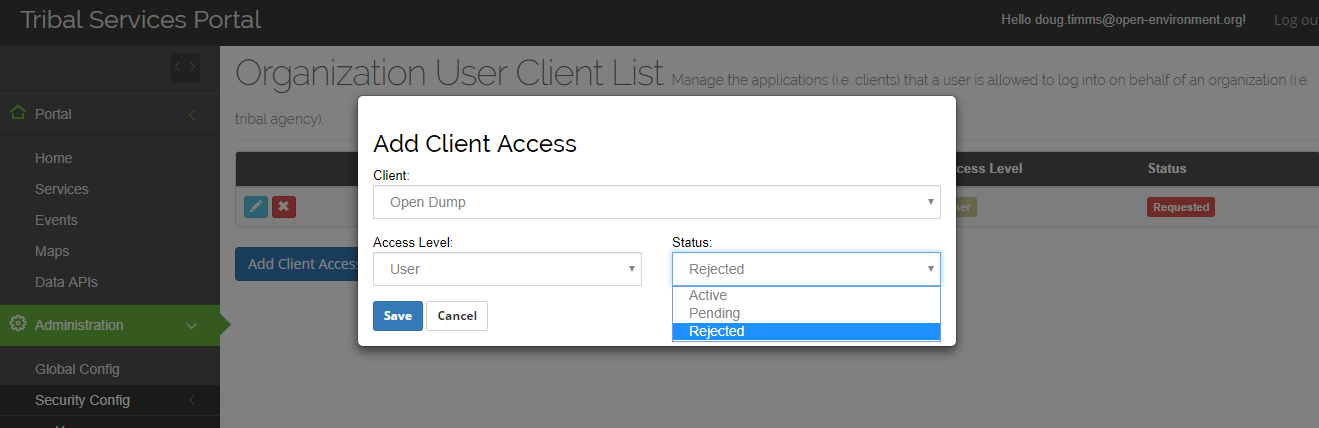
* Navigate to the Administration 🡪 Security Config 🡪 Users screen
* Click on the Blue edit icon, as shown here:



* Scroll to the bottom of the User Details page, and click the **Edit Clients** button for the tribe your wish to manage rights for. This will display the different client applications that are available for the user for the particular tribe, as shown here:



* If you see an entry for “open\_dump” then click the blue edit icon to edit that record, otherwise click the **Add Client Access** button to add new access rights.
* To **approve** the user, change the drop-down from Requested/Rejected to **Active:**



There are two levels of administration for the Open Dump Module. They are:

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