



## Work Instruction (WI)

DIRECTIVE NO. [Code-WI-XXXX.Y.Z] APPROVED BY Signature: \_\_\_\_\_  
EFFECTIVE DATE: DRAFT NAME: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_ TITLE: \_\_\_\_\_

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### COMPLIANCE IS MANDATORY

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Responsible Office: 250/Medical and Environmental Management Division

Title: EPIMS Data Management

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## PREFACE

### P.1 PURPOSE

This Work Instruction (WI) provides detailed steps to extract and import consistent and accurate data into EPIMS.

### P.2 APPLICABILITY

- a. This work instruction is applicable to Code 250 Medical and Environmental Management Division (MEMD) personnel.
- b. In this document, all document citations are assumed to be the latest version unless otherwise noted.
- c. In this document, all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.

### P.3 APPLICABLE DOCUMENTS AND FORMS

- a. GPR 8500.4 Air Quality Management Program
- b. 250-WI-8500.3.2 Hazardous Waste Data Entry and Validation
- c. Current version of the Environmental Program Information Management System (EPIMS) user’s guides

### P.4 CANCELLATION

None.

### P.5 TOOLS, EQUIPMENT, AND MATERIALS

Access to the NASA GSFC network, Hazardous Waste Management System (HMMS) and EPIMS with the rights to modify records will be needed to successfully enter and export data.

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Instructions

1.0 HMMS Monthly reports

- 1.1 Reports are due the 5<sup>th</sup> day of the month from HMMS. They are located in the Adhoc reporting tool repository. Navigate to the Adhoc reporting tool, from the main HMMS screen by clicking on “**reporting and analytics**” then click “**Adhoc Reports**”. Navigate to the repository from the Adhoc menu bar by clicking “**view**” then “**repository**”.
- 1.2 Reports listed below can be found in the following directory “Information Sources”>”Adhoc Reports”>”NASA Goddard”>”Reports”>”EPIMS”. For each of the following reports you will need to select the correct parameters listed below. From the report menu bar click “**options**”. The options dialog box will appear and you can enter the correct report parameters. Once entered click “**ok**” the report will populate. Once the report is complete, from the report menu bar select “**export**”>”**Excel**”. You will be prompted to save the file. All reports will be saved to the **following directory: E-7.4 Reports\Air Data Management\YYYY Air Data\HMMS Reports\MM**. Each file should be saved as YYYYMM followed by the default file name (e.g., 201901 EPIMS\_Monthly\_Report.xls).
- 1.3 **EPIMS Monthly Report** – List of all products issued for a reporting period (standard is one month) (assume consumed on issue) to the issue points (IPs) listed.

B004-195	B005-E014D	B005-E014N	B005A-020D
B004-195A	B005-E014F	B005-E014P	B030-003
B004-195B	B005-E014H	B005A-005	B030-003A
B004-195C	B005-E014J	B005A-010	Vapor
B005-E014	B005-E014K	B005A-020A	Degreaser
B005-E014B	B005-E014L	B005A-020B	(Dave
B005-E014C	B005-E014M	B005A-020C	Hughes)

1.4 **EPIMS New SDS Report** – List of all new Safety Data Sheets (SDS) entered that have inventory issued to the above locations for the reporting month.

- 1.4.1. **Based on the EPIMS New SDS Report** – For any new SDSs entered into HMMS for the above locations during that month the following data will be required;
  - i. **EPIMS SDS Chem Report** – Material product information and content
  - ii. **EPIMS SDS Cont Report** – Material chemical constituent data
- 1.4.2 We will need to periodically validate the IPs have no changes to make sure we capture all materials used in these processes.

1.5 For **each of the above reports** the “\*.XLS” file will be saved to the network directory **E-7.4 Reports\Air Data Management\YYYY Air Data\HMMS Reports\MM**. Once validated, a new file used to upload data into EPIMS will be created. The new file will need the following modifications:

- a) All date format will be YYYY/MM/DD.
- b) Remove unwanted fields from file (e.g., S/N, IP).
- c) Find and replace “,” with “a space”.
- d) All number formats (e.g., Serial Number) should have no “,” separation and no decimal value.

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- e) The modified excel file will be saved as \*.CSV to the network directory E-7.4 Reports\Air Data Management\YYYY Air Data\HMMS Reports\MM.

1.6 Table 1 below lists the data points and description for each report generated and Figure 1 shows the HMMS data generation flow diagram.

Table 1 Data Points

HMMS Data Point Label	Report Name			
	EPIMS Monthly Use Report	EPIMS New SDS Report*	EPIMS SDS Chem Report	EPIMS SDS Cont Report
MSDS Creation Date		HMMS	HMMS	HMMS
Date Out	EPIMS	HMMS	HMMS	HMMS
Issue Point Code	EPIMS	HMMS	HMMS	HMMS
NSN	EPIMS	HMMS	EPIMS	EPIMS
MSDS Prep Date	EPIMS	HMMS	EPIMS	EPIMS
Issue QTY Out	EPIMS		HMMS	
UoM	EPIMS		HMMS	
Serial Number	EPIMS		HMMS	
Product/MSDS Number	EPIMS	HMMS	EPIMS	EPIMS
Trade Name	EPIMS	HMMS	EPIMS	EPIMS
Company Name			EPIMS	EPIMS
Calc Specific Gravity			EPIMS	
VOC QTY in pounds per gallon			EPIMS	
CAS Number				EPIMS
Chemical Name				EPIMS
Calc Percent				EPIMS
Percent High				EPIMS

HMMS - Data is only needed from HMMS to validate and filter reports. This data is NOT needed in EPIMS and will be removed prior to saving the "\*.CSV" file.

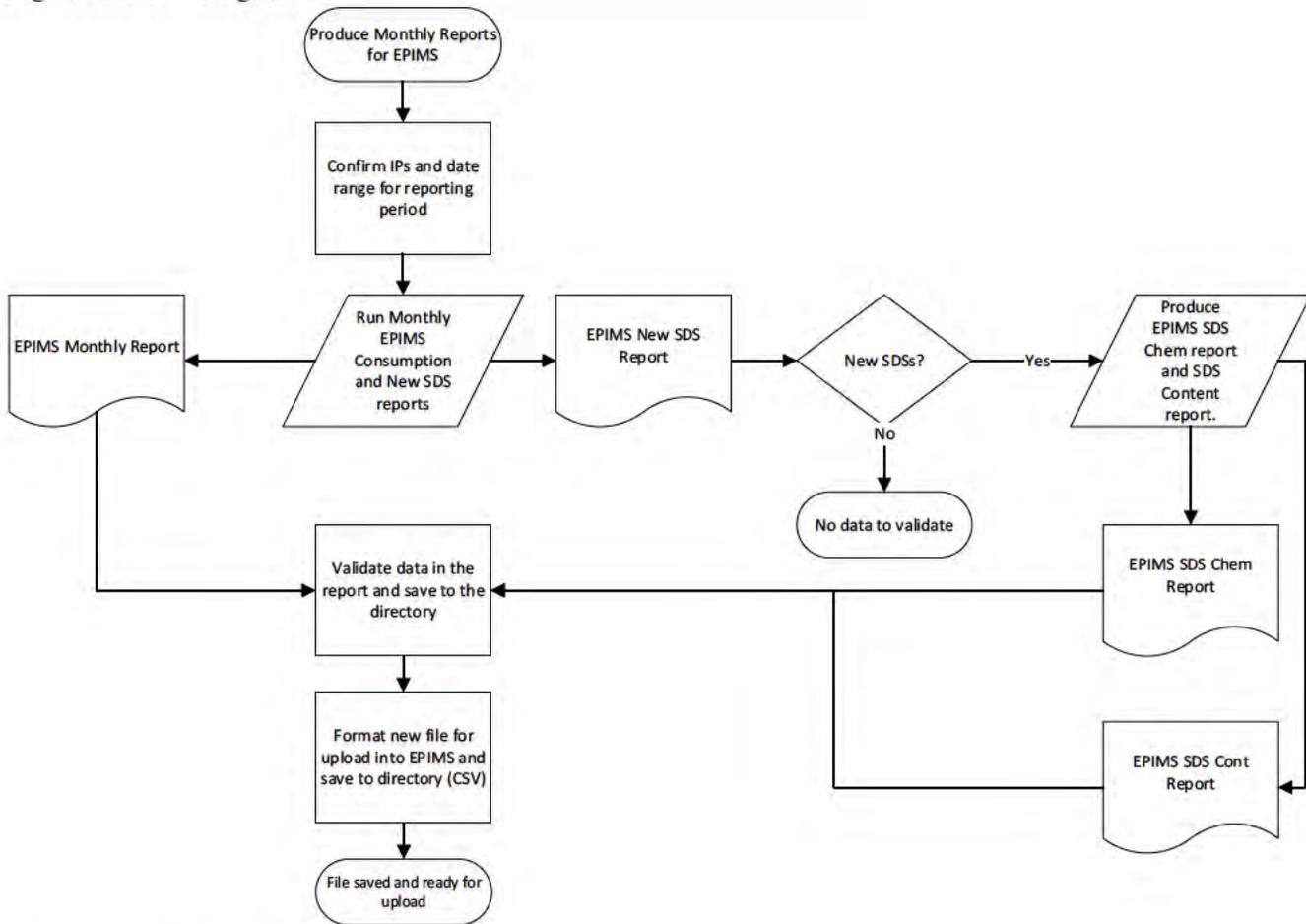
\* – You will need to run EPIMS SDS Content and Chem Reports for all records generated by this report

**EPIMS** – Data is needed in EPIMS and will be mapped to the correct field in the EPIMS upload (\*.CSV" file).

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Figure 1 Flow Diagram



## 1.7 Upload the HMMS data into EPIMS

The above reports will be uploaded into EPIMS monthly. The following steps instruct how to perform this task.

### 1.7.1 Upload the EPIMS\_SDS\_Chem\_Report

- Go to the API Interface.
- Search on the already-created “HMMS SDS Chemical Report” API job.
- Click the Edit/View icon. On the Job Definition tab, you will see the API Job Name, the database Insert Table (Material\_Product) and Delimiter (comma).
- Upload the EPIMS\_SDS\_Chem\_Report.csv file and click Save.
- On the Search Results page, click the Refresh button until the API Job Status says Staging Complete.
- Click the Edit/View icon again.
- Navigate to the Source Data tab, verify the data is in the correct columns and looks as expected.

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2.2.1 From the Central Power Plant monthly reports, the High Voltage Shop reports, and the Code 549 generator inspection sheets, create a file of the monthly generator data consisting of the unique identification of the process (e.g., diesel fuel for EU24C-1), generator serial and model numbers, start and end dates, type of operation (e.g., maintenance/test), material NSN (e.g., or diesel fuel), and usage (hours of operation). The file should be saved as EPIMS Generator Data\_MMYYYY in the network directory **E-7 Air Prog\E-7.4 Reports\Air Data Management\YYYY Air Data\Monthly Reports**.

2.2.2 Once the created Excel file is validated, a new file used to upload data into EPIMS will be created. The new file will need the following modifications as described in paragraph 1.5.

2.2.3 Save the modified excel file as \*.CSV to the network directory **E-7 Air Prog\E-7.4 Reports\Air Data Management\YYYY Air Data\Monthly Reports**. This file will be used to upload data into EPIMS.

### 2.3 Upload Facility Management Division Data

#### 2.3.1 Boiler Data

- a) Go to the API Interface.
- b) Search on the already-created “Boilers Data” API job.
- c) Click the Edit/View icon. On the Job Definition tab, you will see the API Job Name, the database Insert Table (Consumption) and Delimiter (comma).
- d) Upload the EPIMS Boiler Data\_MMYYYY.csv file and click Save.
- e) Repeat 1.7.1. e) to l).

#### 2.3.2 Generator Data

- a) Go to the API Interface.
- b) Search on the already-created “Generators Data” API job.
- c) Click the Edit/View icon. On the Job Definition tab, you will see the API Job Name, the database Insert Table (IC\_Engine\_Log) and Delimiter (comma).
- d) Upload the EPIMS Generator Data\_MMYYY.csv file and click Save.
- e) Repeat 1.7.1. e) to l).

### 3 Tanks Data (STAR)

The tank data are entered as directed in the User’s Manual “Storage Tank Management.pdf”, located in the Help and System Documentation of EPIMS, with no preliminary manipulation of the data. The equipment naming follows the standard format for GOMAR equipment numbering (e.g. 028-GEN001), as explained in <T:\E-7 Air Prog\E-7.4 Reports\Air Data Management\Air Databases\EPIMS\EPIMS Implementation\Configuration\Gomars.xls>.

### 4 Refrigerant Data

The refrigerant data are entered as directed in the User’s Manual “Refrigerant Compliance.pdf”, located in the Help and System Documentation of EPIMS, with no preliminary manipulation of the data. The equipment naming follows the standard format for GOMAR equipment numbering (e.g. 001-ACS001), as explained in <T:\E-7>

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## **Appendix A – Definitions**

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### **Appendix B – Acronyms**

CAS – Chemical Abstract Number

EPIMS – Environmental Program Information Management System

HMMS – Hazardous Materials Management System

IP – Issue Point

MEMD – Medical and Environmental Management Division

NSN – National Stock Number

QTY - Quantity

SDS – Safety Data Sheet

UoM – Unit of Measure

VOC – Volatile Organic Compound

WI – Work Instruction

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**CHANGE HISTORY LOG**

<b>Revision</b>	<b>Effective Date</b>	<b>Description of Changes</b>
Baseline		Initial Release
A [if this is the baseline version, leave this and the remaining Revision blocks blank]		

For Best Practices refer to:  
<https://gs279gdmsias.gsfc.nasa.gov/GDMSv2/downloadFile.htm?docId=28819>

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