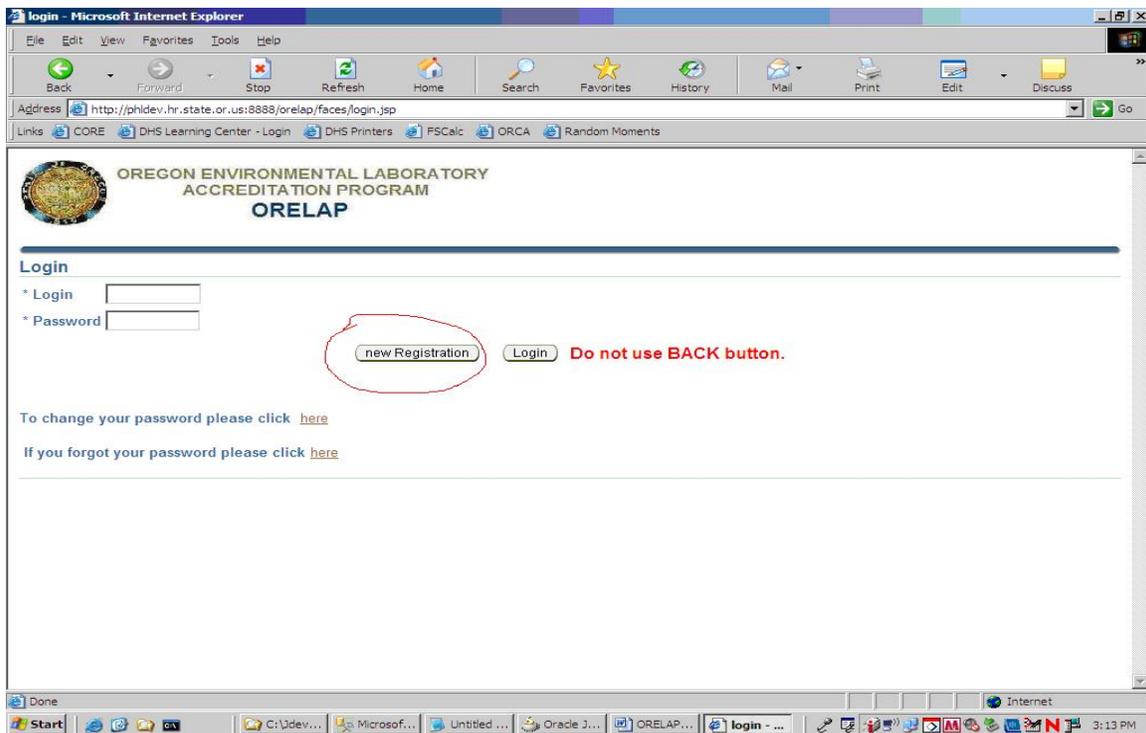
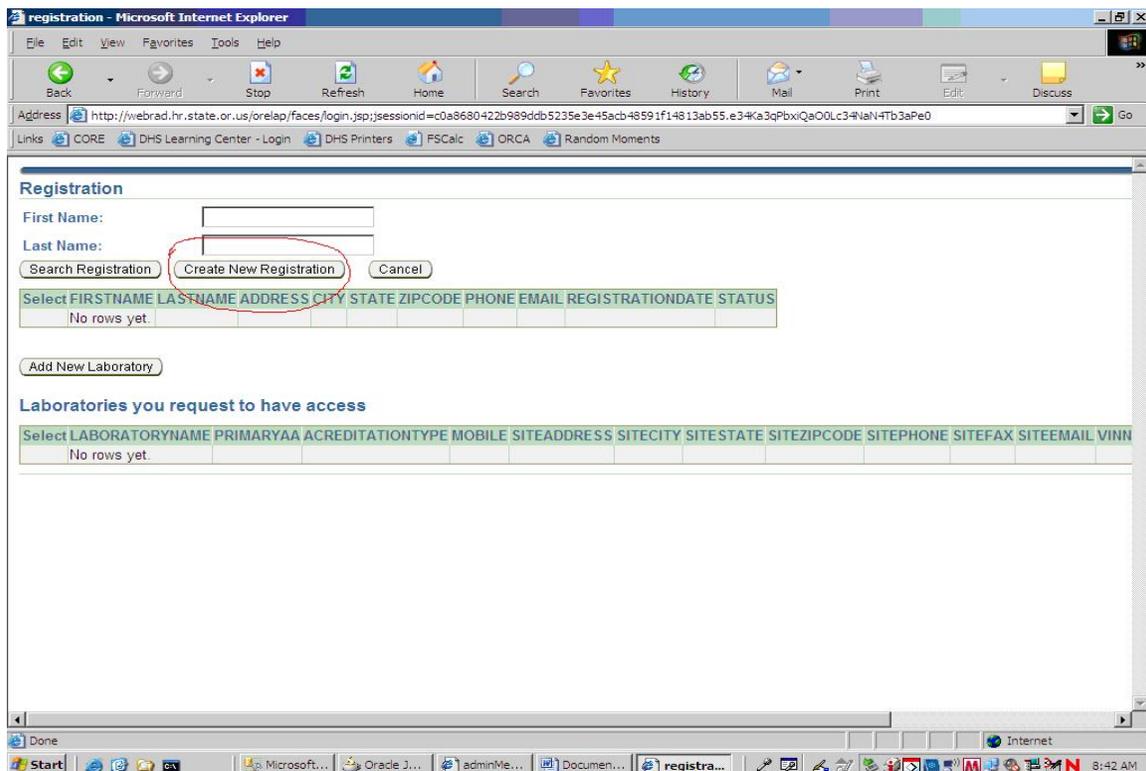


How to Create a New Registration Using ODIE

1. Click the **New Registration** Button



2. Click the **Create New Registration** button if you have never had access to the ORELAP Data Input & Edit (ODIE) application before. **OR** you can search if your registration already exists by entering your first or/and last name and click the **Search Registration** button.



3. Enter the information on the screen:

All required fields are marked with '*'.

Important: the email address must be correct. This email address will be used by the Administrator to send you your login and password.

Click the **Add New Laboratory** button.

The screenshot shows a Microsoft Internet Explorer browser window displaying a registration page. The address bar shows the URL: <http://phldev.hr.state.or.us:8888/orelap/faces/pages/registration.jsp>. The page title is "Registration".

The registration form contains the following fields:

- * First Name:
- * Last Name:
- * Address:
- * City:
- * State:
- * Zip Code:
- * Phone:
000-000-0000
- * Email:
Email address that will be used to send login and password information.

Buttons: Search Registration, Create New Registration, Cancel.

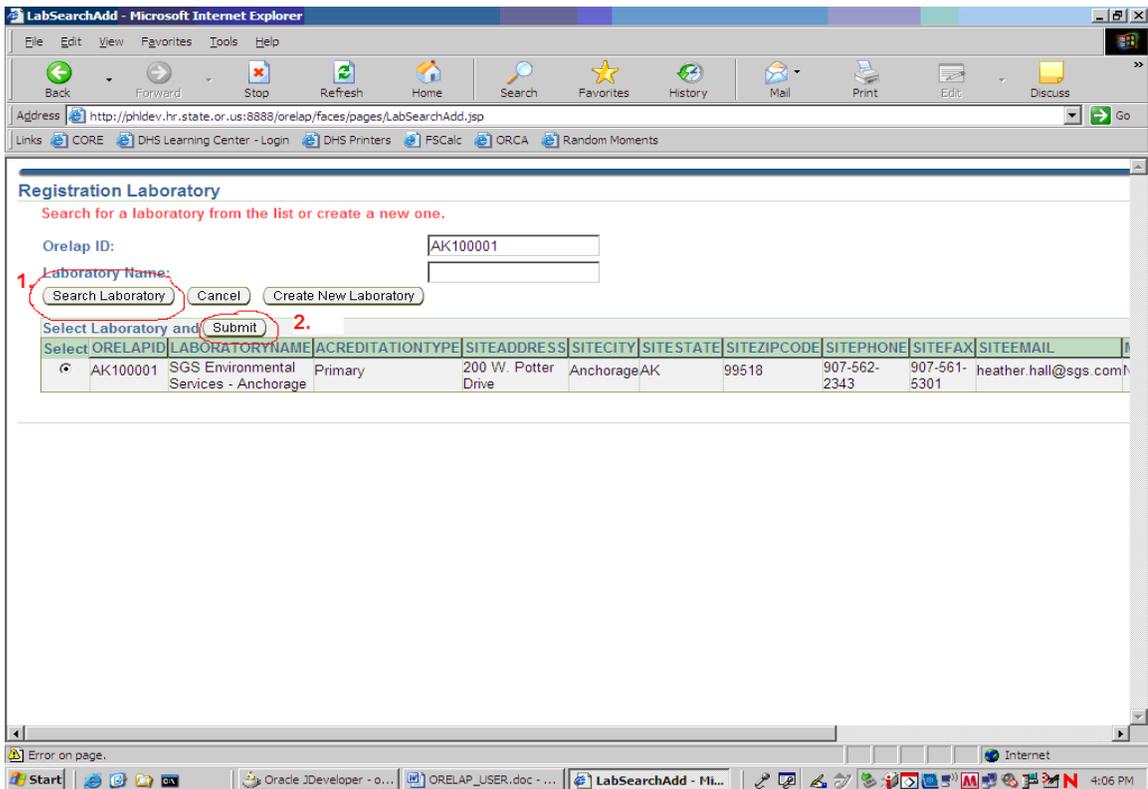
Table: Select FIRSTNAME LASTNAME ADDRESS CITY STATE ZIPCODE PHONE EMAIL REGISTRATIONDATE STATUS
No rows yet.

Buttons: Add New Laboratory (circled in red).

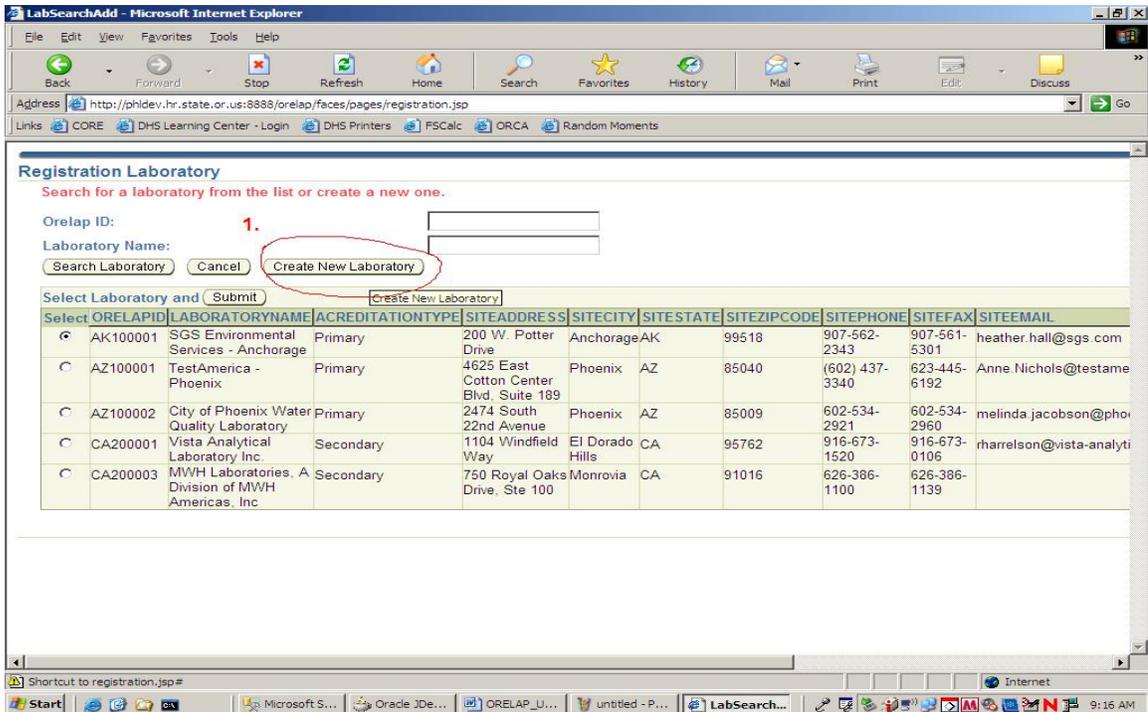
Section: Laboratories you request to have access

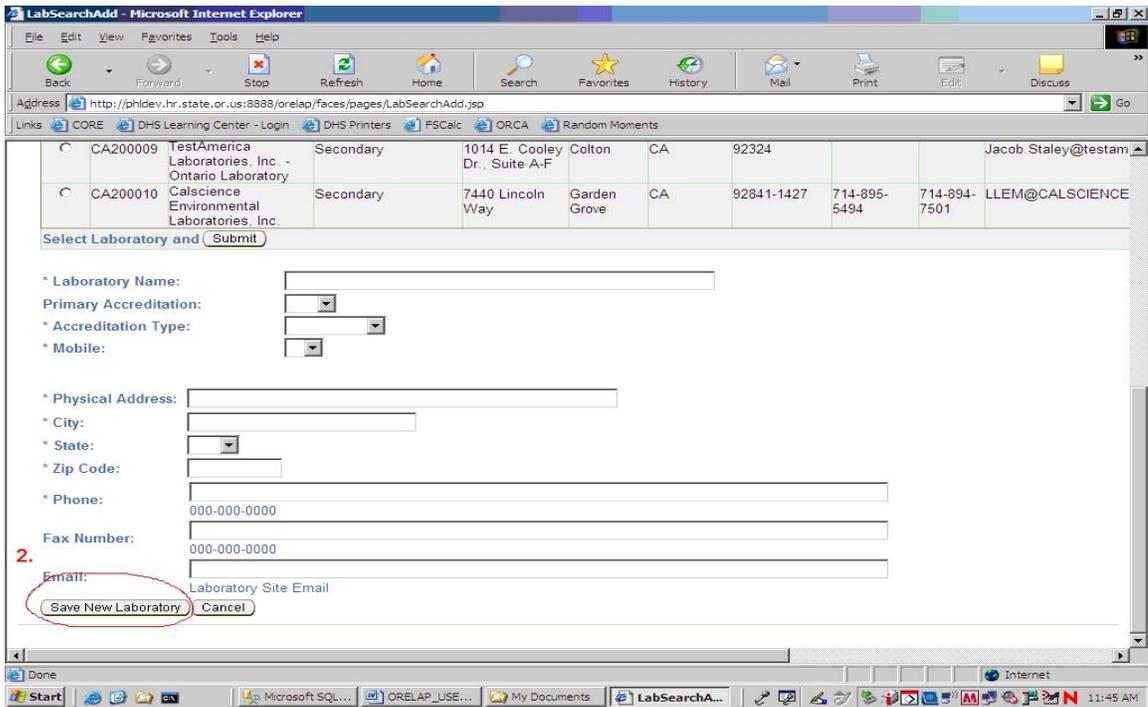
Table: Select LABORATORYNAME PRIMARYAA ACREDITATIONTYPE MOBILE SITEADDRESS SITECITY SITESTATE SITEZIPCODE SITEPHONE SITEFAX SITEEMAIL VINN
No rows yet.

4. Search for a specific laboratory entering the ORELAP ID or laboratory name and click the **Search Laboratory** button. If the laboratory is listed on the table, select it and click the **submit** button.



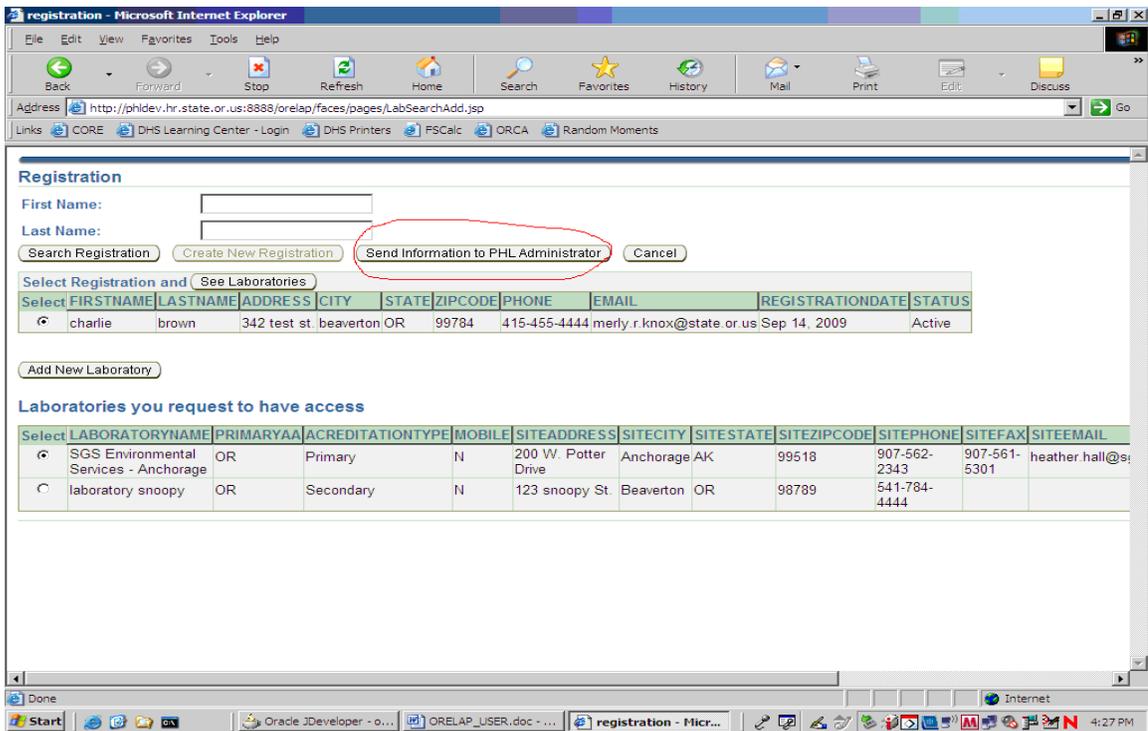
If the laboratory does not exist in the database, click on the **Create New Laboratory** button. The laboratory screen will open in the bottom part of the screen. Enter all fields marked with a '*':



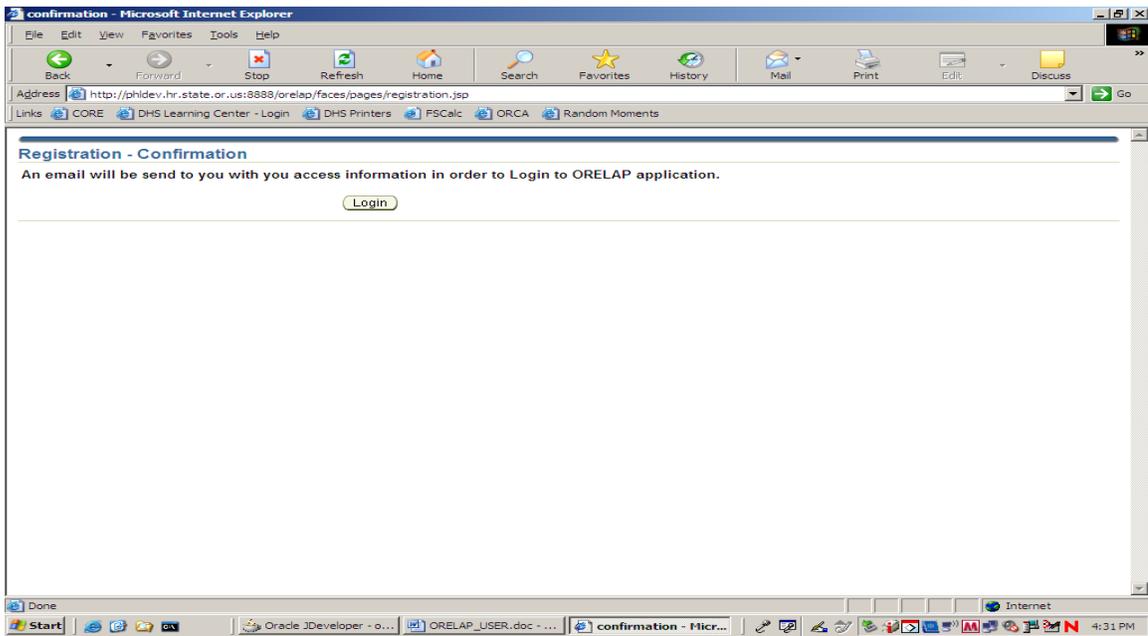


After all fields have been entered, click the **Save New Laboratory** button.

- You will be back on the initial registration screen. Notice that the lab created or selected will display in the bottom part of the 'laboratories' section. To send your information to the ORELAP Administrator, click the **Send Information to PHL Administrator** button.

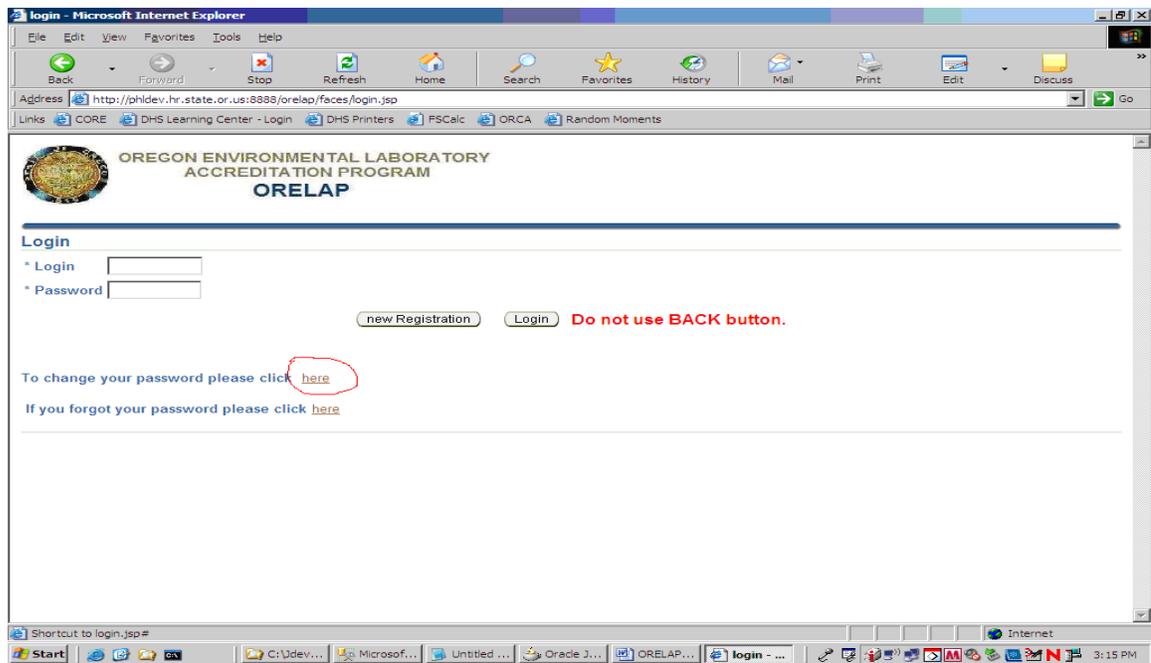


A confirmation screen will be displayed.



How to Change your Password

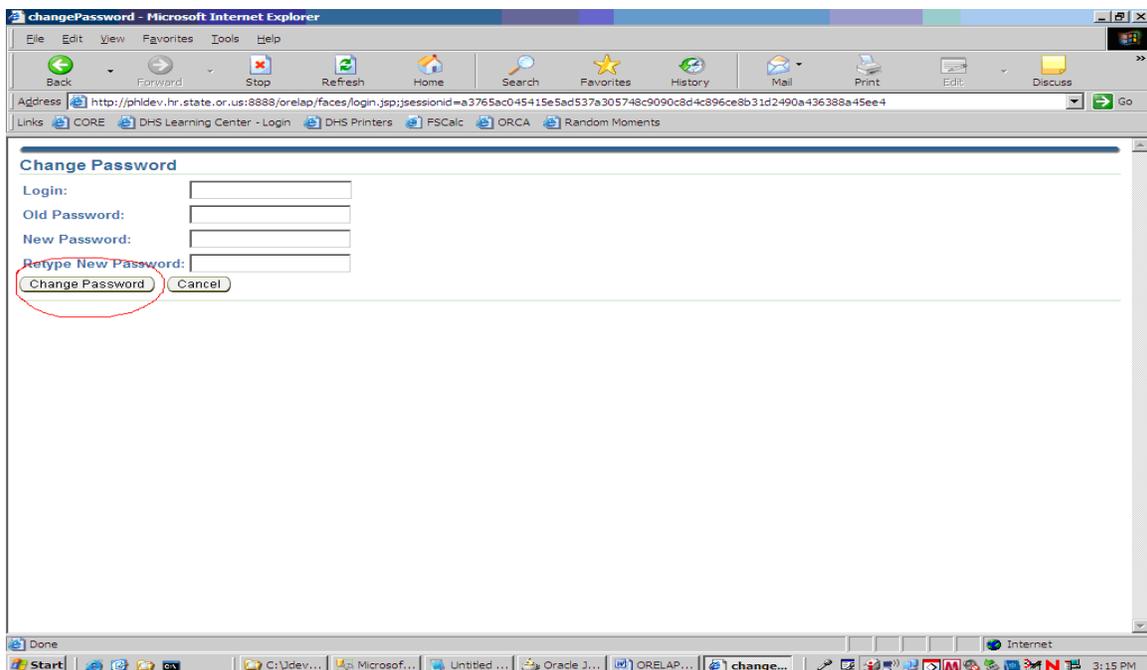
1. In the Login page click the link [to change your password please click here.](#)



2. The Change Password page will open. Enter all information and click the **Change Password** button.

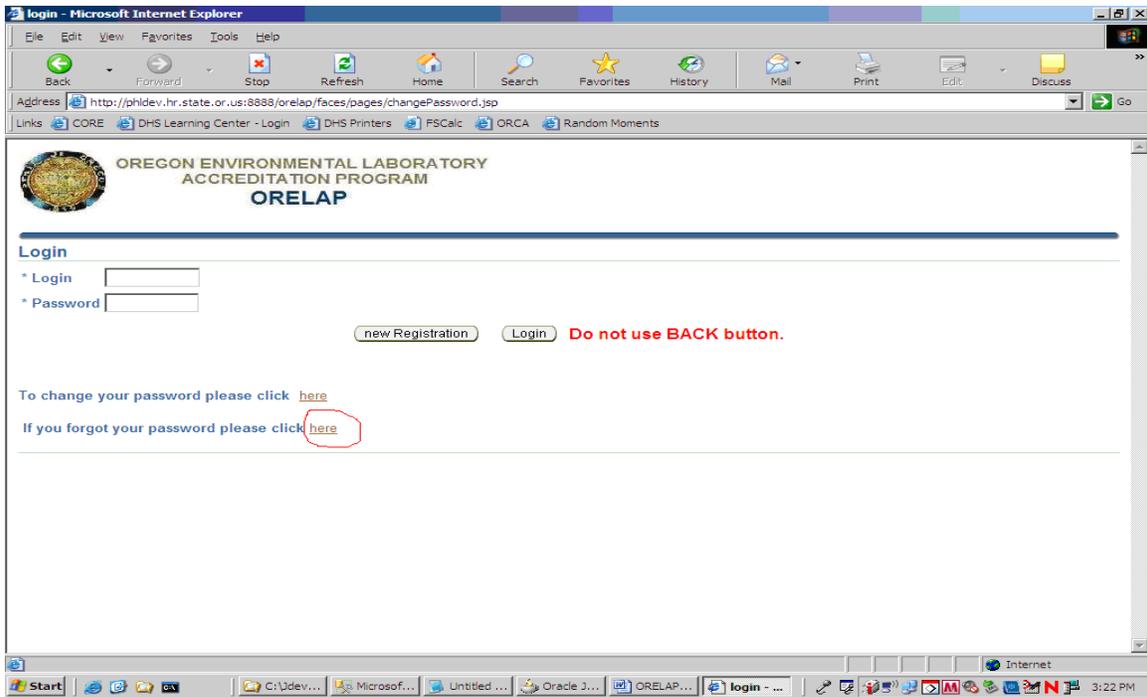
Important :

- All fields are required.
- New Password and Retype New Password must be the same.
- New Password should be different from old Password.

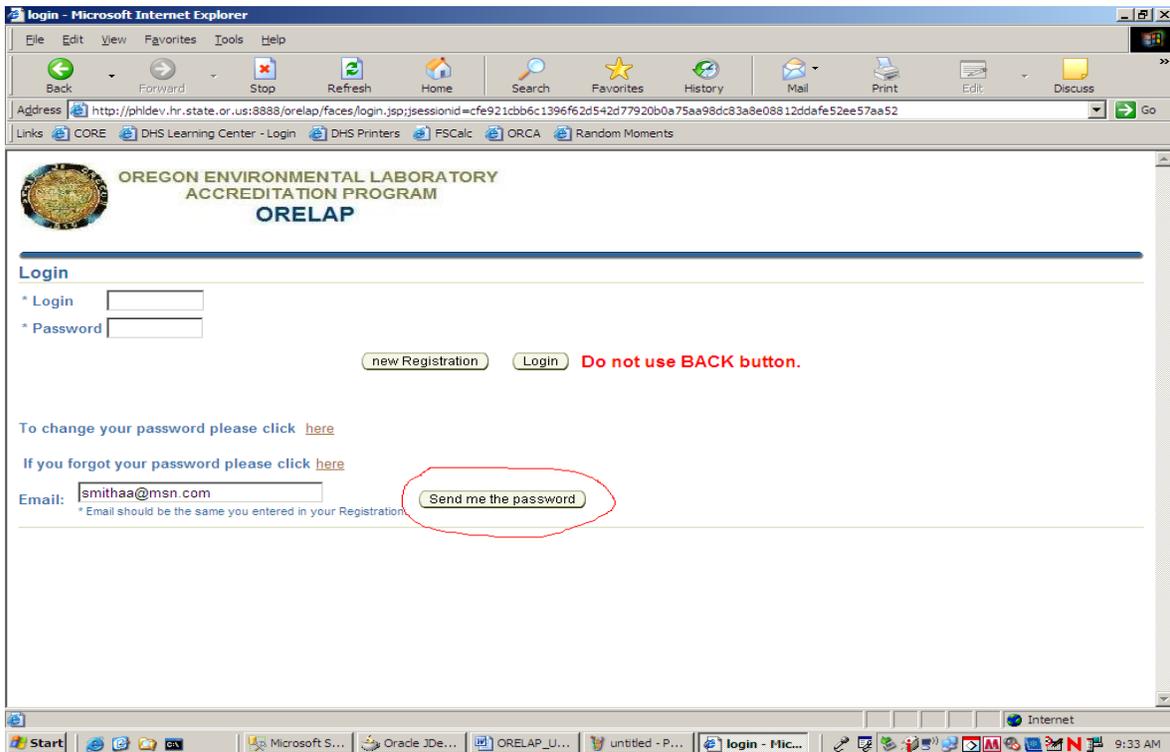


How to resend your password

1. In the Login page click the link **if you forgot your password please click here.**

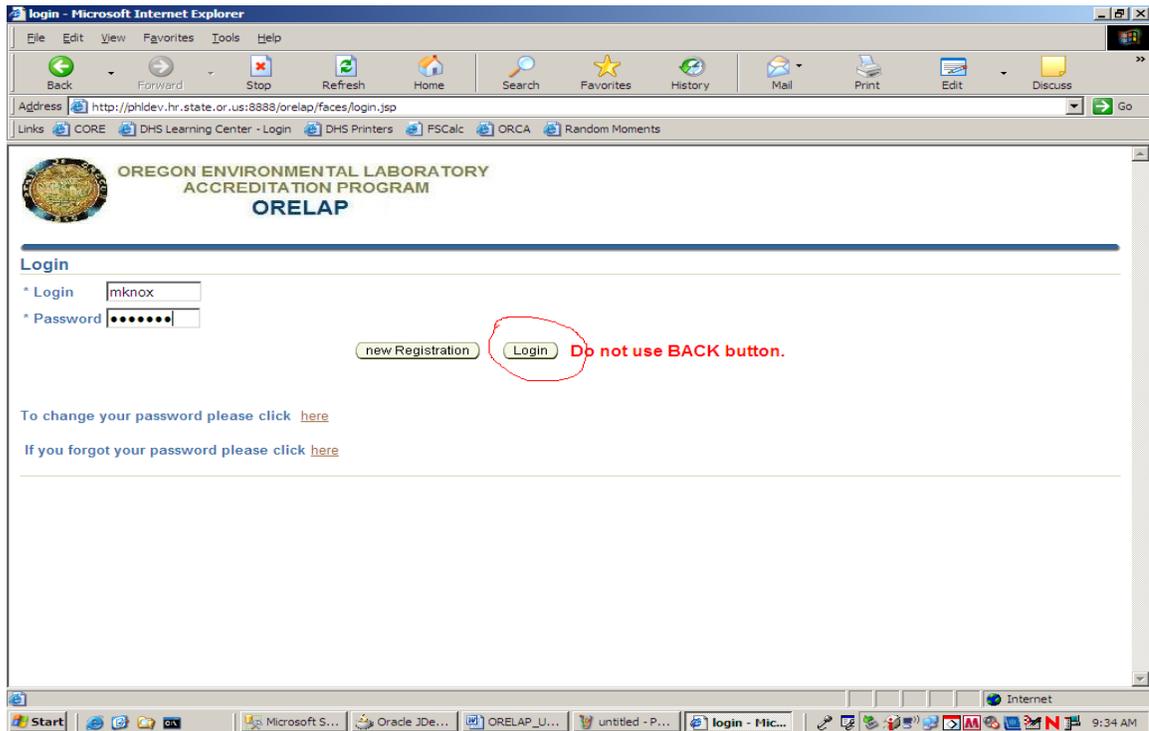


2. Enter the Email and click the **send me the password** button.

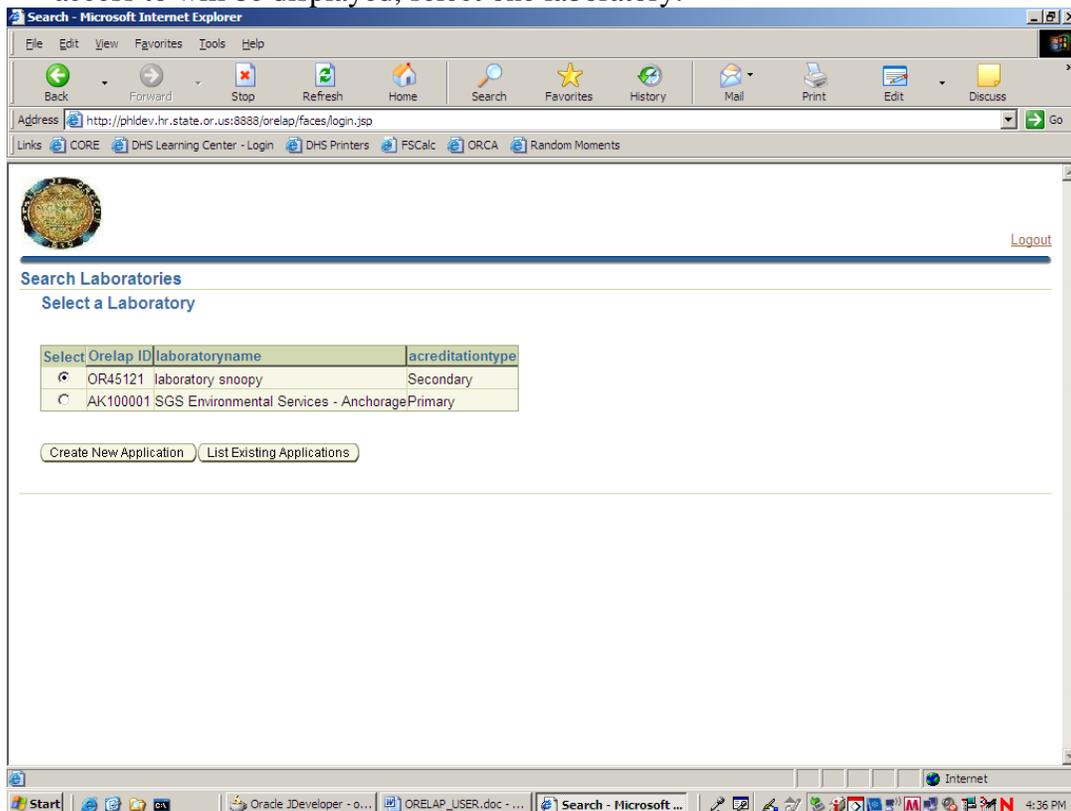


How to Create a New Application

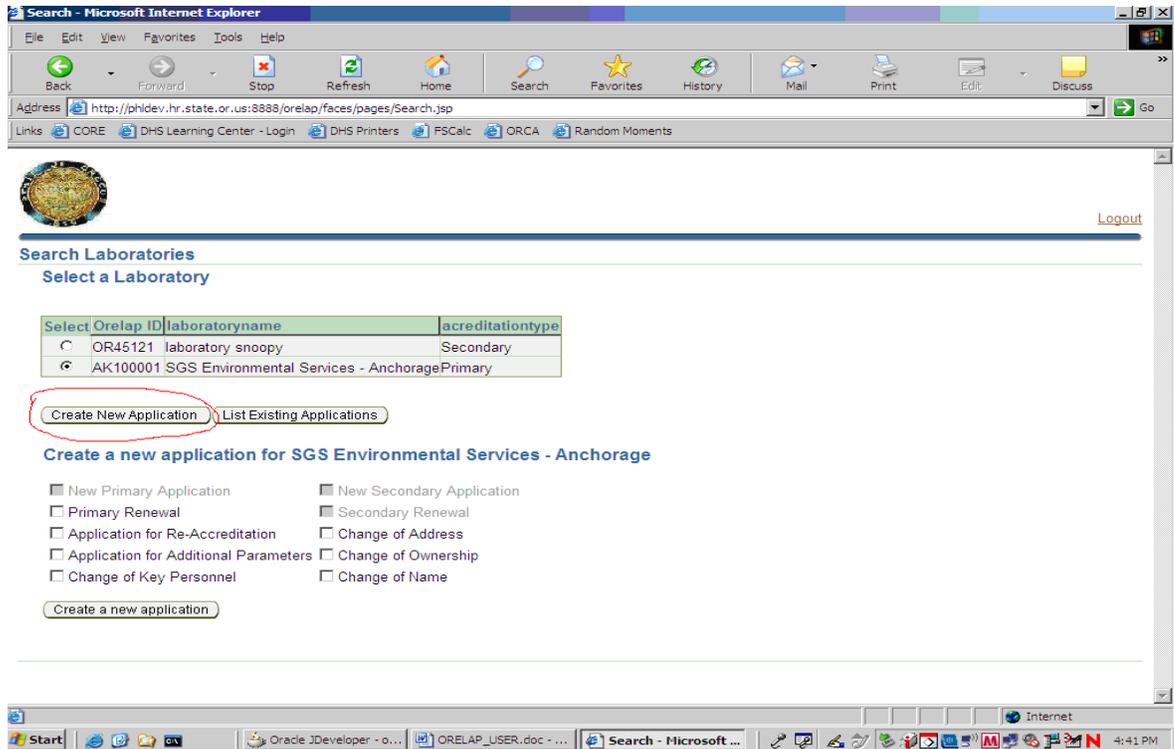
1. Login into ODIE with the login and password you received in the email from the Administrator, click on **Login** button.



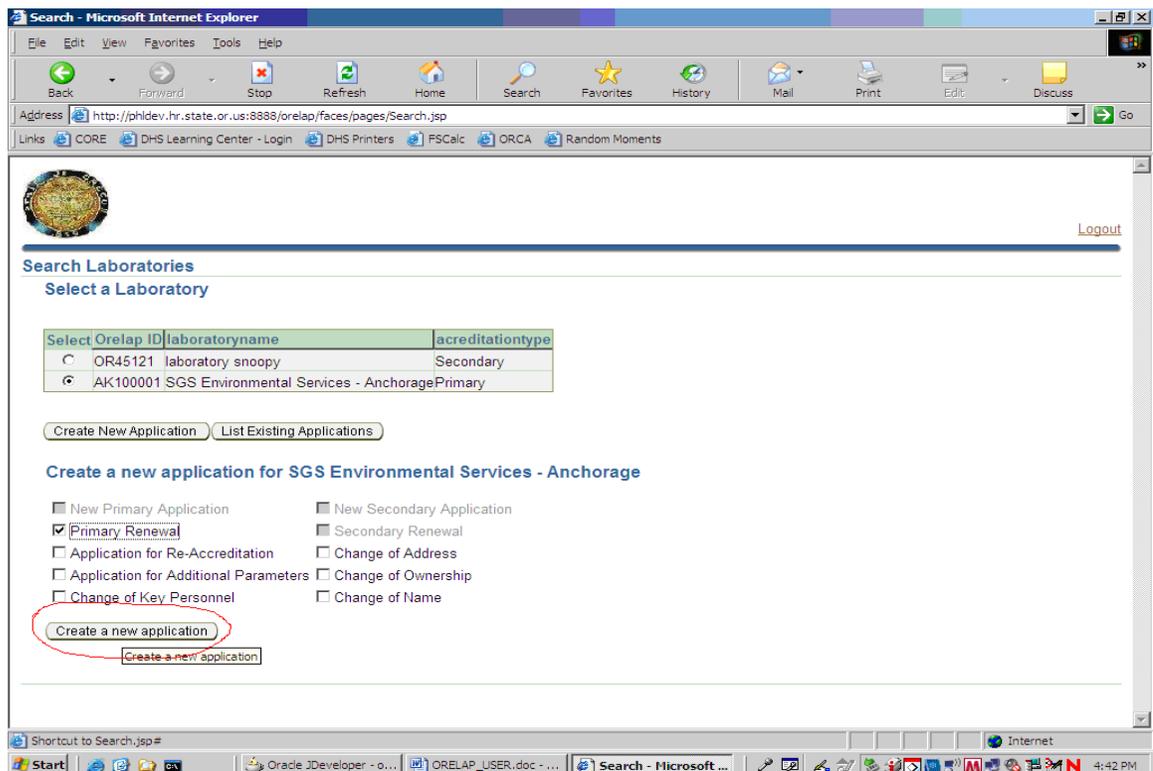
2. Once logged into the application, the list of laboratories that your account has access to will be displayed, select one laboratory.



3. In order to create a new application click the **Create a New Application** button .



4. In case you've selected Create New Application before, the following options will display on the screen. Select the application type to be created (ex. Primary Renewal) and click the **Create a New Application** button.

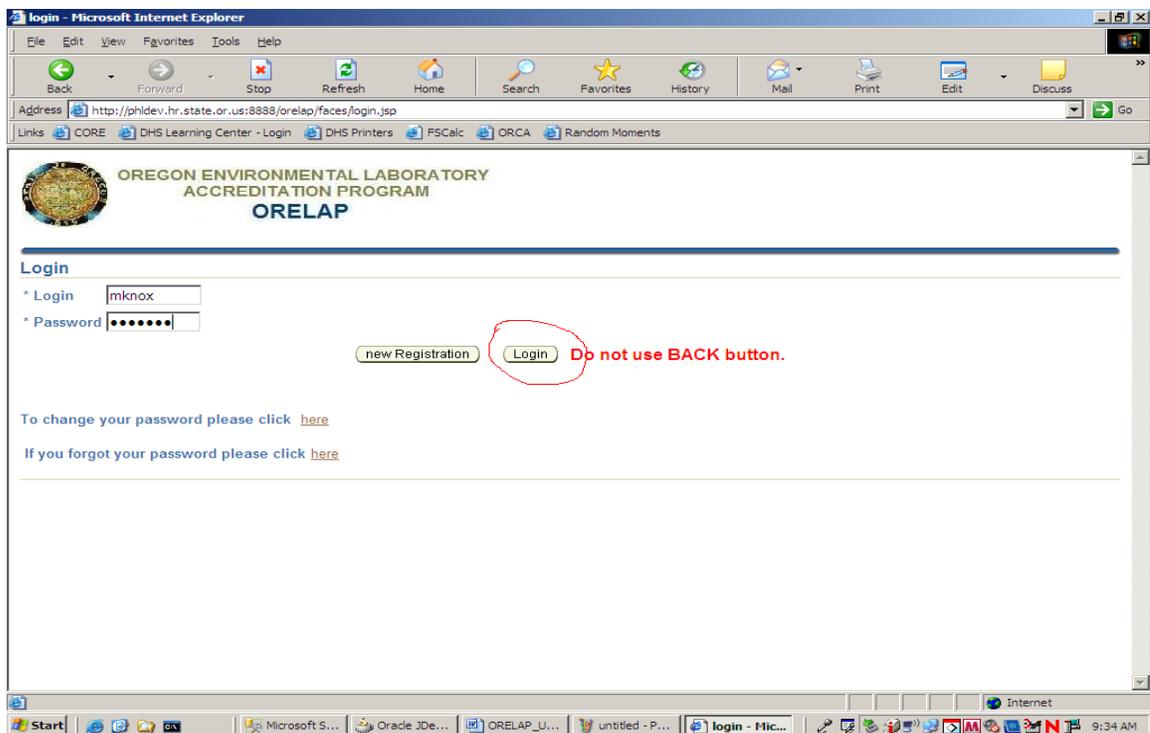


***Important:** Some options will be grayed out due to one of the following reasons:

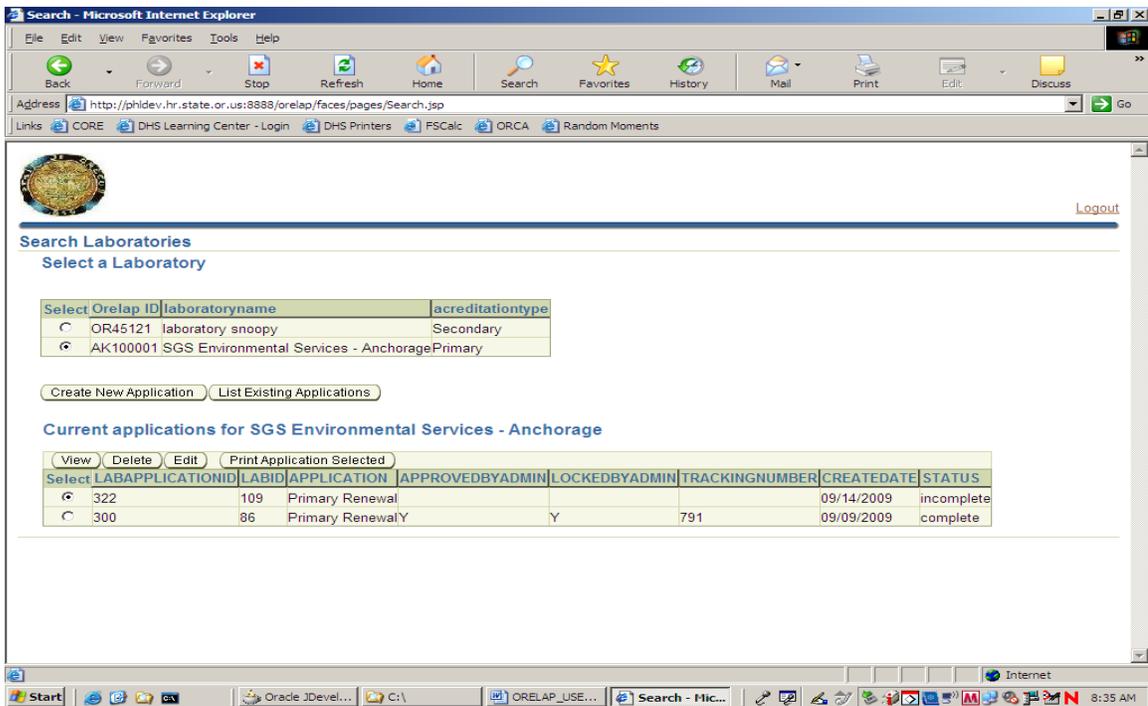
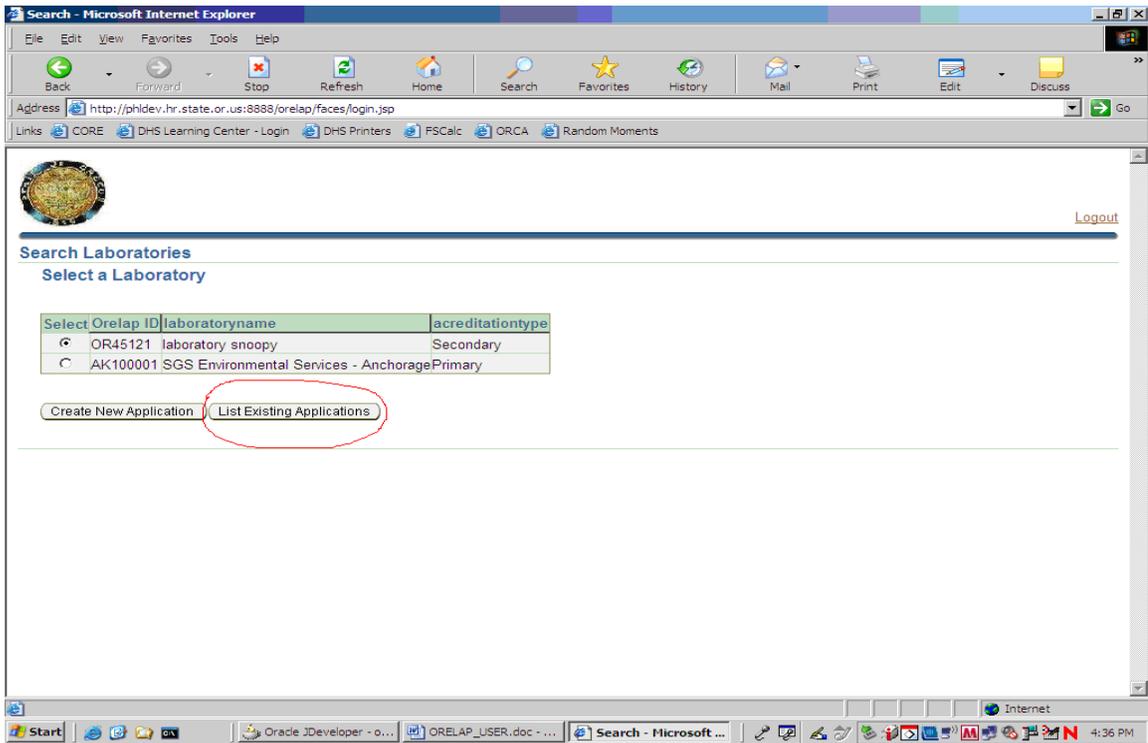
- The Laboratory already has an application of the same type which is incomplete.
- The Laboratory already has an application of the same type which is complete but has not been approved yet by the Administrator.
- The Laboratory already has an initial Application, so no more initials can be created.

How to Edit or List existing applications

1. Login into ODIE with the login and password you received in the email from the Administrator, click the **Login** button.



2. Once logged into the application, the list of laboratories that your account has access to will be displayed, select one laboratory. To see all applications this laboratory has access to, click the **List Existing Applications** button.



The options available for an existing application are:

- **View** - no modifications allowed on application if is locked by Administrator. (LOCKEDBYADMIN = Y)
- **Edit** - modifications are allowed on the application if it has not been locked by the Administrator. In you have a partially entered application, Edit and Complete the application using this option.

- **Delete** - this option is available only if the application has not been locked by the Administrator.
- **Print Application Selected** - will open the application report.

An application is locked automatically following submission to the ORELAP Administrator after entering the method-analytes and fees calculation.

To modify an application that is locked, contact the ORELAP Administrator and request an application unlock.

Demographics

Laboratory Identification

It is required to enter all fields marked with '*'. Options available:

- **Save/Continue:** save data and continue to address tab.
- **Save/Exit:** save data and goes back to main screen.
- **Back to Main Menu:** does not save and only goes back to main screen.

The screenshot shows a web browser window titled "identification - Microsoft Internet Explorer". The address bar shows the URL: http://phldev.hr.state.or.us:8888/orelap/faces/pages/Search.jsp. The browser's navigation bar includes Back, Forward, Stop, Refresh, Home, Search, Favorites, History, Mail, Print, Edit, and Discuss. Below the browser window, the "Laboratory Identification" form is displayed. The form has a navigation bar with tabs: Identification, address, ownership, personnel, hours Operation, description, driving Directions, methods & analytes, and a Logout link. The form fields are as follows:

- * Orelap ID: AK100001
- * EPA ID: AK 00971
- TNI ID: TNI00053
- * Laboratory Name: SGS Environmental Services - Anchorage
Laboratory Name that will display on Certificate.
- * Fed Tax ID: 22-3334380
- * Primary State Accreditation: OR
- * Accreditation Type: Primary
- * Is Mobile?: No

At the bottom of the form, there are three buttons: "Save/Continue" (circled in red), "Save/Exit", and "Back to Main Menu". Below the buttons is a breadcrumb trail: identification | address | ownership | personnel | hours Operation | description | driving Directions | methods & analytes. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 8:41 AM.

Address Information

It is required to enter all fields marked with '*'. Options available:

- **Copy Physical Address:** copy physical address into mailing address.
- **Copy Mailing Address:** copy physical address into billing address.
- **Save/Continue:** save data and continue to ownership tab.
- **Save/Exit:** save data and goes back to main screen.
- **Back to Main Menu:** does not save and only goes back to main screen.

address - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://phidev.hr.state.or.us:8888/orelap/faces/pages/identification.jsp

Links CORE DHS Learning Center - Login DHS Printers FSCalc ORCA Random Moments

identification address ownership personnel hours Operation description driving Directions methods & analy

Address Information

SGS Environmental Services - Anchorage

Physical Address

* Site Address: 200 W. Potter Drive

* City: Anchorage

* State: AK

* Zip Code: 99518

* Phone: 907-562-2343
000-000-0000

* Fax : 907-561-5301
000-000-0000

* Email: heather.hall@sgs.com

Latitude: 61.169831

Longitude: -149.8842

Mailing Address

1. copy physical address as Mailing address

* Attention: Ms. Heather Hall

* P.O.Box: 200 W. Potter Drive

* City: Anchorage

* State: AK

* Zip Code: 99518

Billing Address

2. copy physical address as Billing address

Name: SGS Environmental Services - Anchorage

* P.O.Box: 200 W. Potter Drive

* City: Anchorage

* State: AK

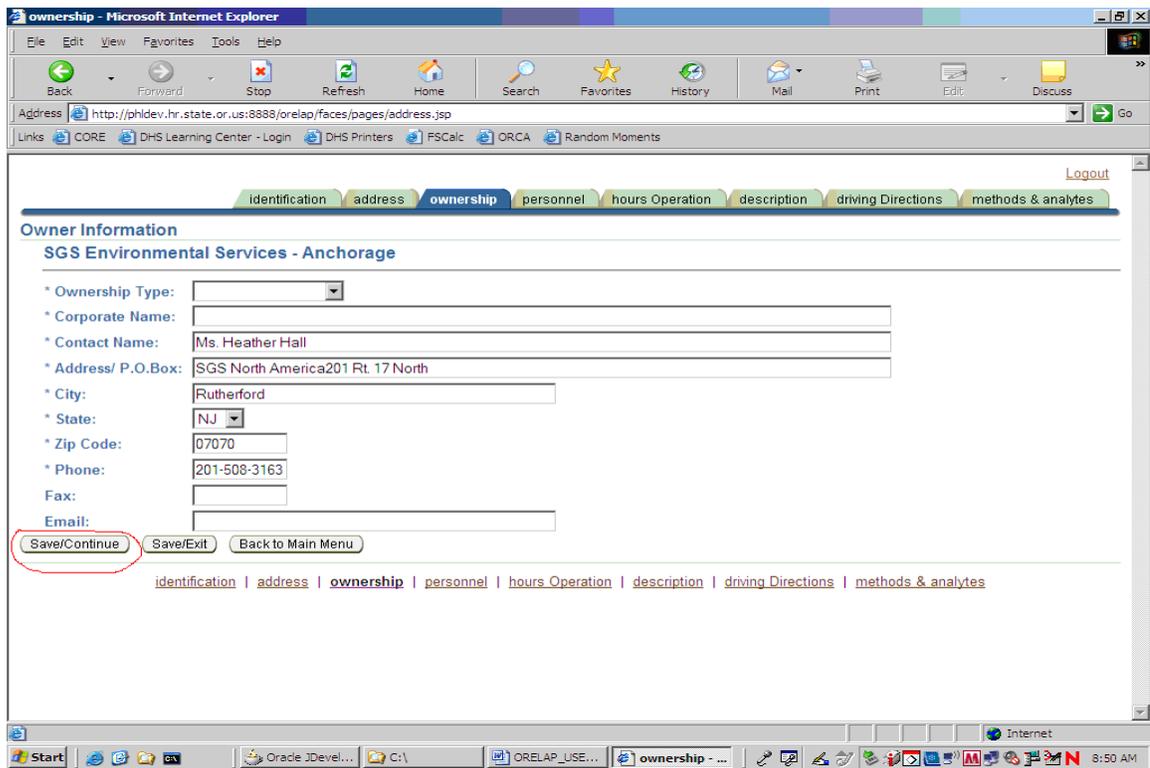
* Zip Code: 99518

3. Comment:

Owner Information

It is required to enter all fields marked with '*'. Options available:

- **Save/Continue:** save data and continue to personnel tab.
- **Save/Exit:** save data and goes back to main screen.
- **Back to Main Menu:** does not save and only goes back to main screen.

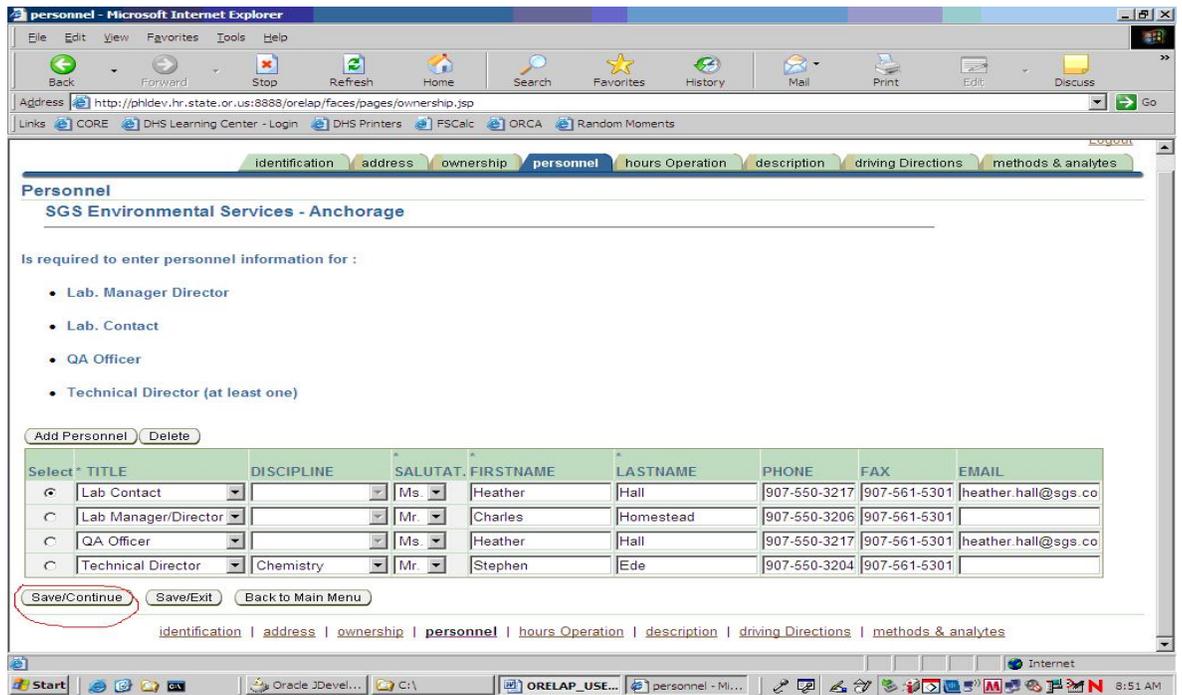


Personnel Information

It is required to enter all fields marked with '*'. Options available:

- **Add Personnel:** creates a new line on the list to enter personnel data.
- **Delete:** delete a personnel line from the list.
- **Save/Continue:** save data and continue to hours operation tab.
- **Save/Exit:** save data and goes back to main screen.
- **Back to Main Menu:** does not save and only goes back to main screen.

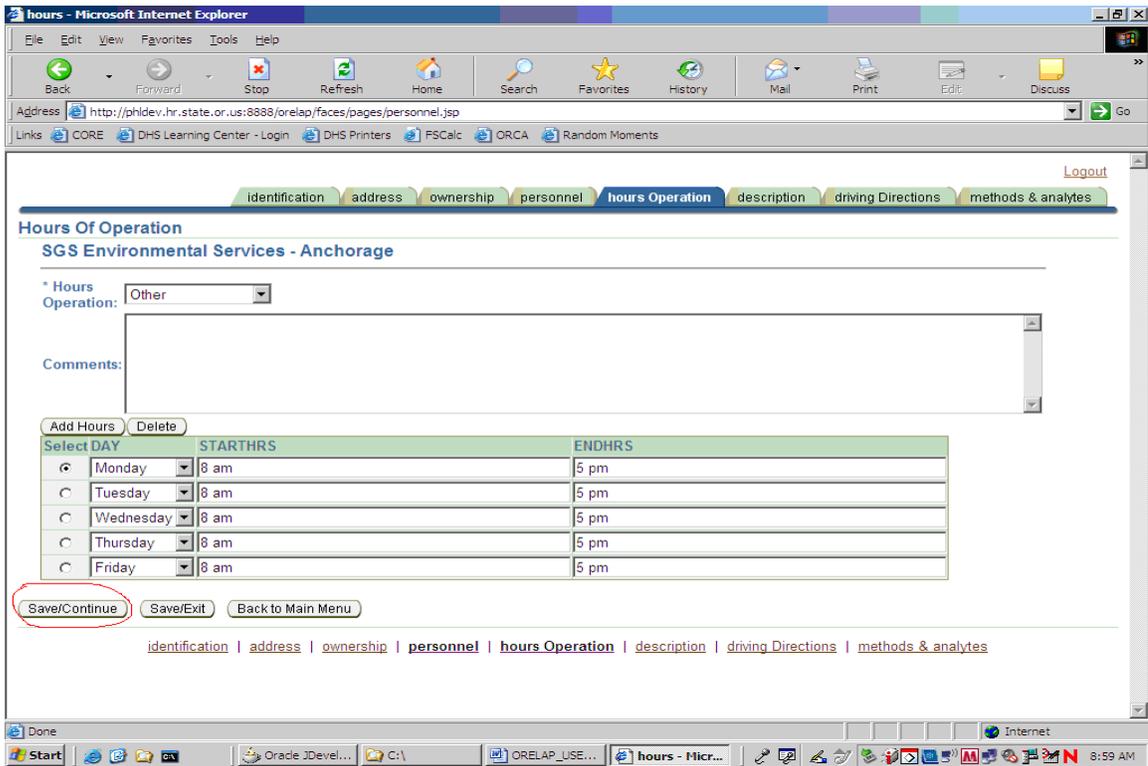
Important Required fields: Lab Manager Director, Lab Contact, QA Officer, and at least one Technical Director.



Hours of Operation

It is required to enter all fields marked with '*'. Options available:

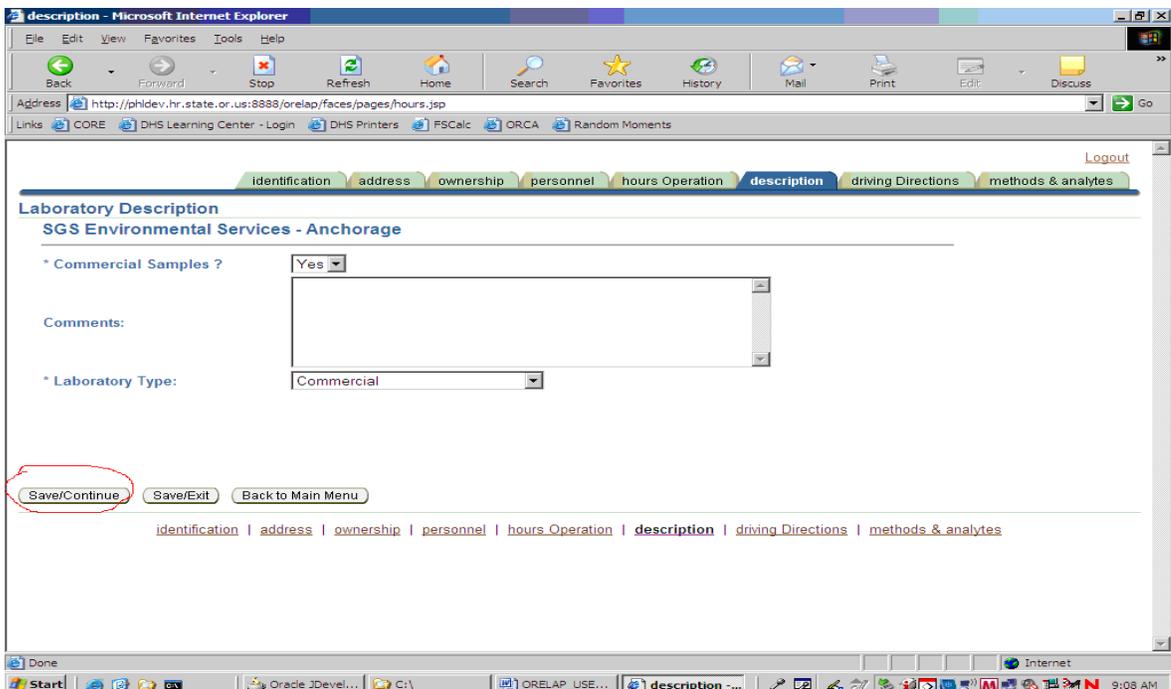
- **Add Hours:** creates a new line on the list so you can enter the hours of operation. **This option is available ONLY if 'Other' is selected from the drop down list.**
- **Delete:** deletes a line of hours of operation from the list. **This option is available ONLY if 'Other' is selected from the drop down list.**
- **Save/Continue:** save data and continue to description tab.
- **Save/Exit:** save data and goes back to main screen.
- **Back to Main Menu:** does not save and only goes back to main screen.



Description Information

It is required to enter all fields marked with '*'. Options available:

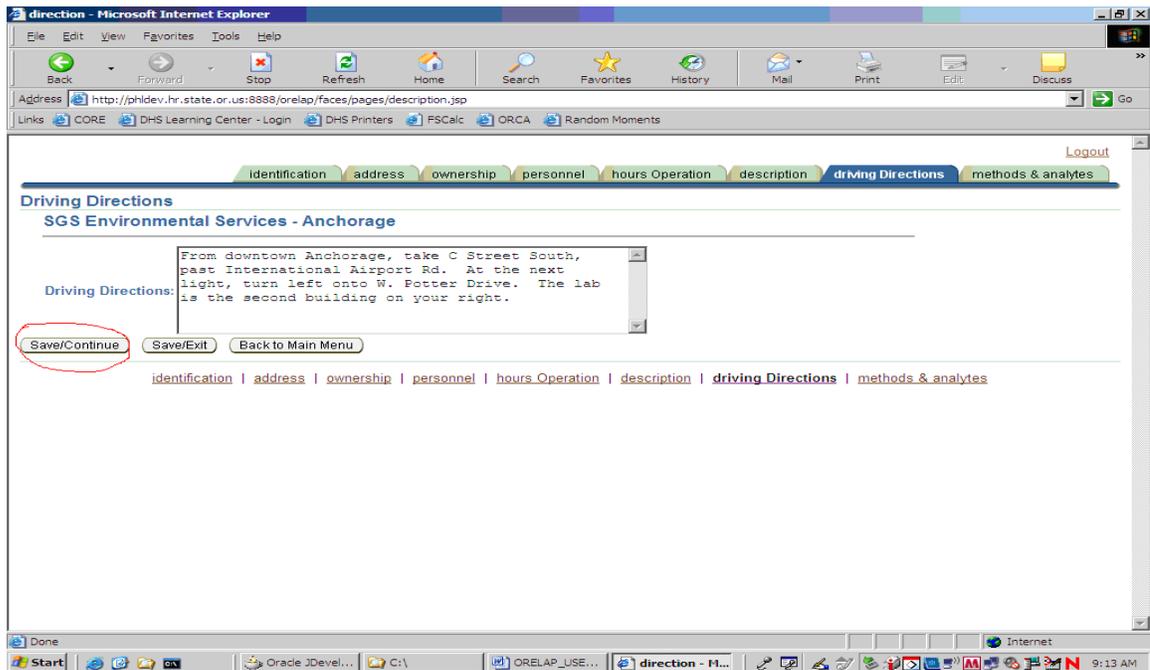
- **Save/Continue:** save data and continue to Driving Directions tab if Primary accreditation. If Secondary accreditation, continue to method-analyte tab.
- **Save/Exit:** save data and goes back to the main screen.
- **Back to Main Menu:** does not save and only goes back to main screen.



Driving Direction

This tab is available only for laboratories with Primary Accreditation.
It is required to enter the driving direction information. Options available:

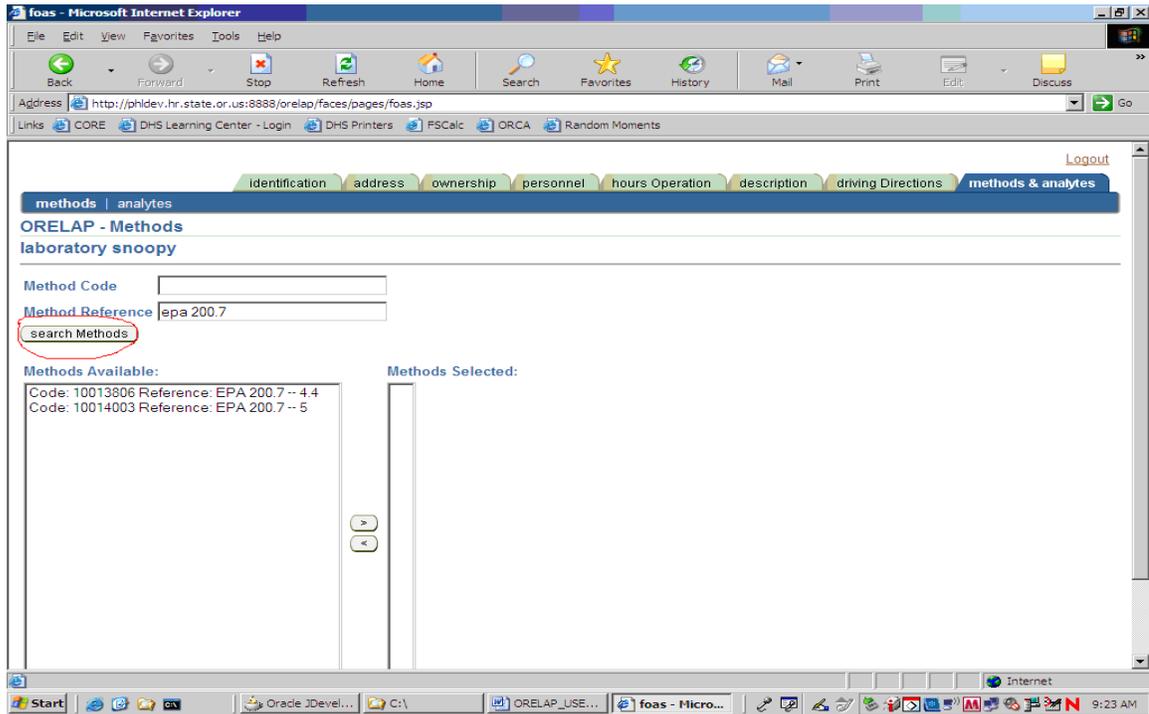
- **Save/Continue:** saves the data and continues to the method-analyte tab.
- **Save/Exit:** saves data and goes back to the main screen.
- **Back to Main Menu:** does not save and only goes back to main screen.



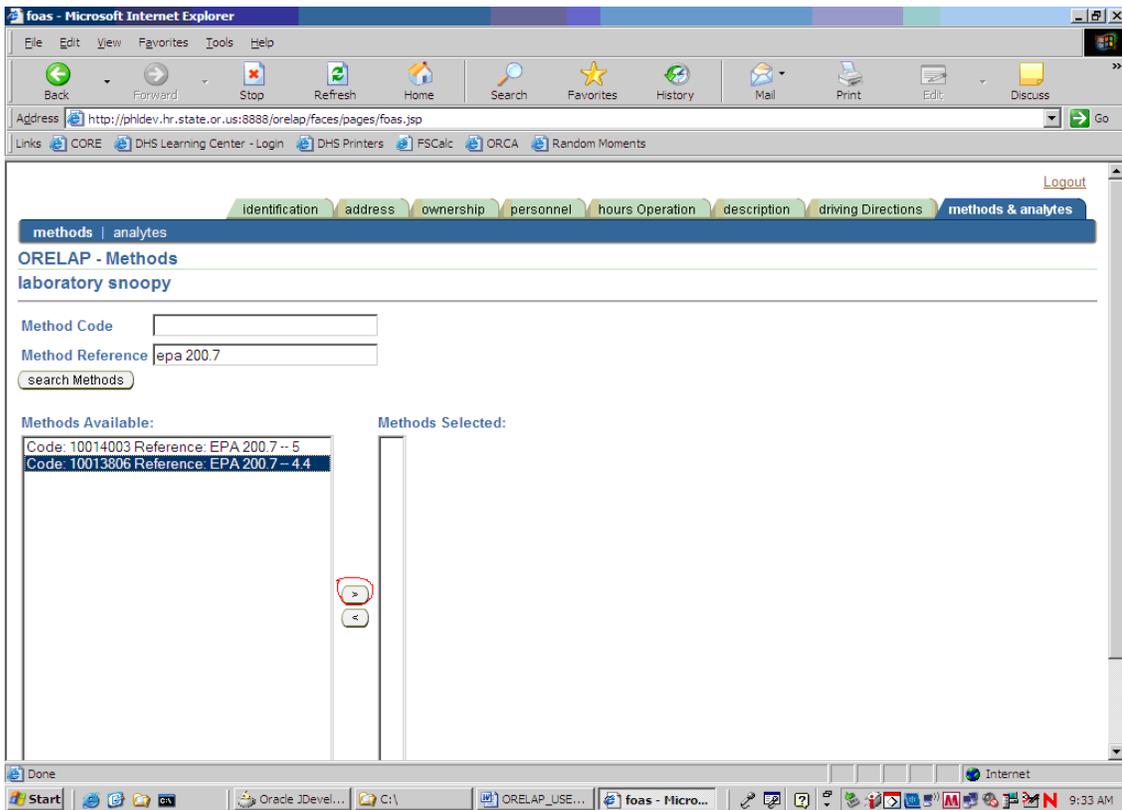
Method- Analytes

How to add new Methods

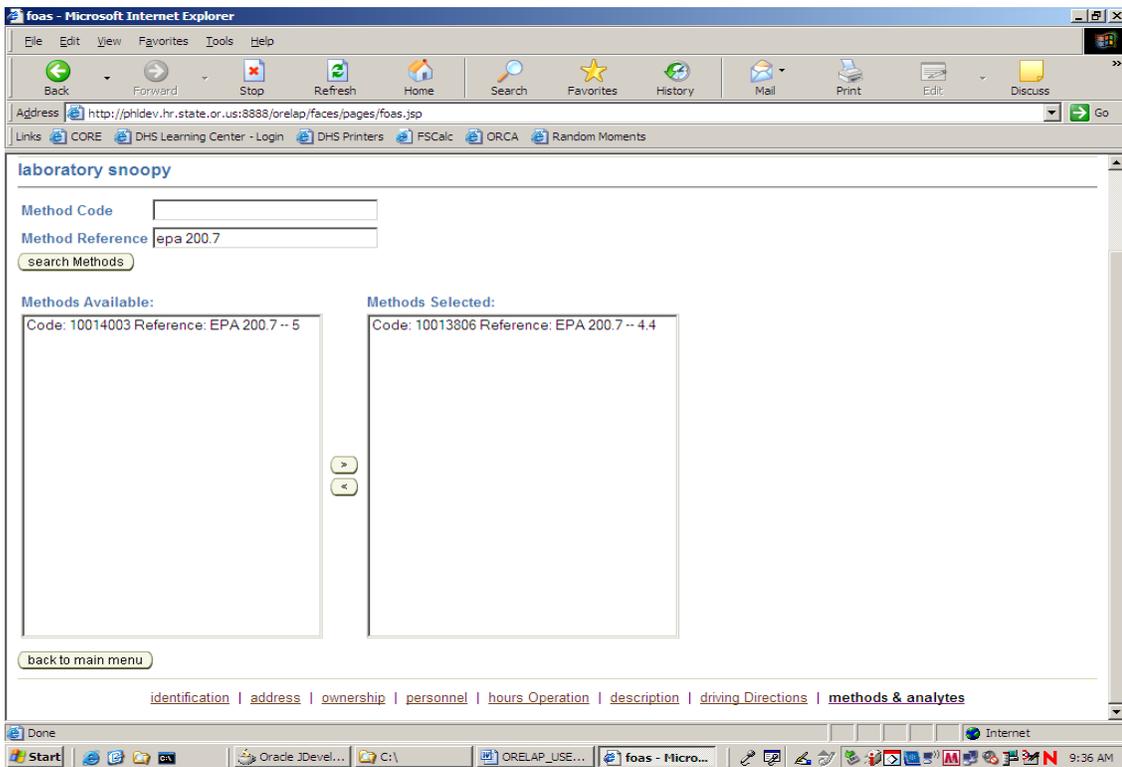
To search by Method Code or Method Reference, click the **search Methods** button. In the example, we are searching for method EPA 200.7. After clicking on the **search Methods** button all the methods available that have EPA 200.7 as reference will display under the **Methods Available list**.



In the example, we want to select the method EPA 200.7 with version 4.4. Select the method (blue highlighted) or methods and click on the **≥** button.
* To select more than 1 method at the time, use the CTRL key.



The method EPA 200.7 version 4.4 was selected, and it will display under the **Methods Selected** list.



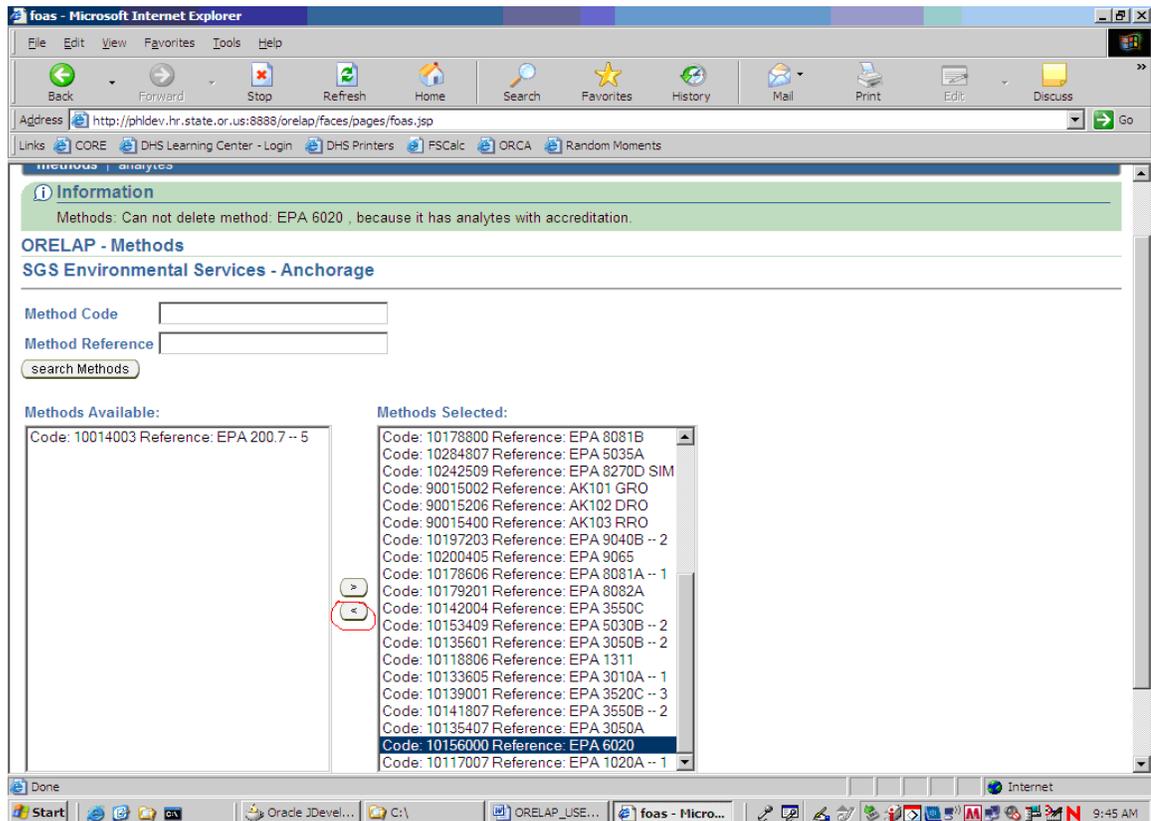
How to delete existing methods

If you do not want to use a method that is under the **method selected list**, select the method(s) and click on the **<** button. Users then re-direct back to **the methods available list**.

Important: ODIE allows a method to delete only if

- there are no accredited analytes associated with the method, or
- there are no administrative actions/status issues associated with that method.

A typical error message is displayed below:



Analytes

In the analytes screen, we have 3 lists in the top part of the screen and a matrix table in the bottom part of the screen.

Method Selected list - displays all methods selected on the previous page.

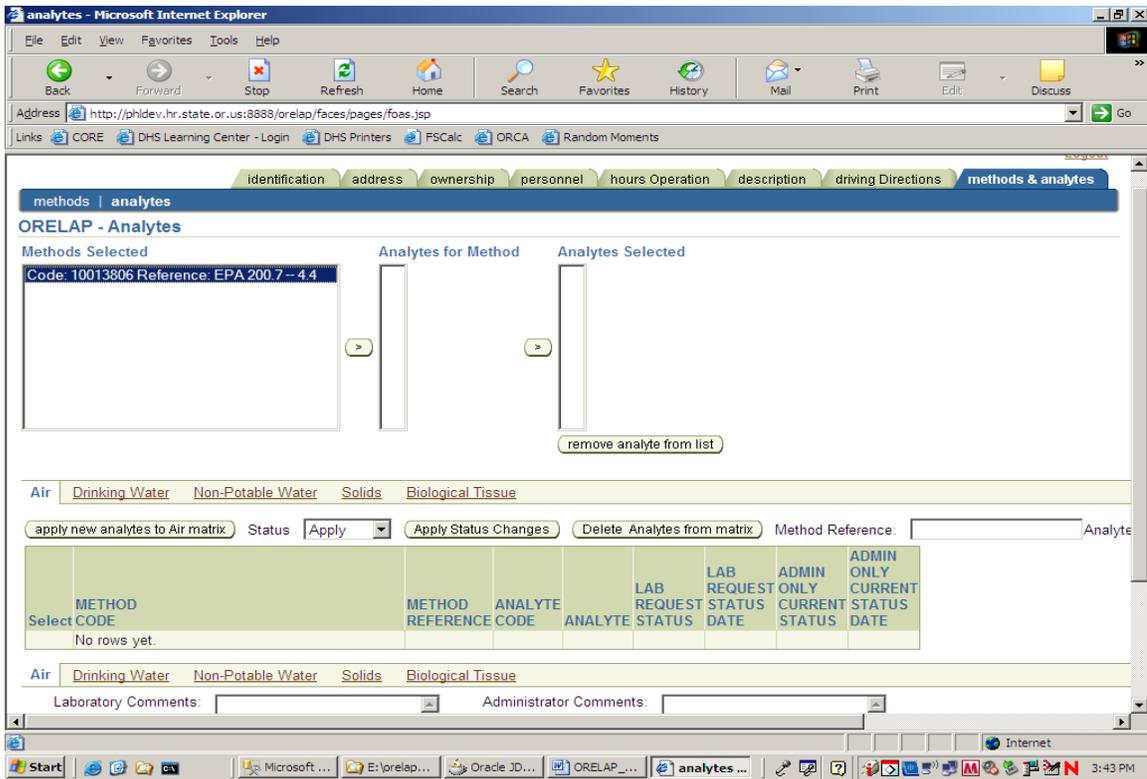
Analytes for Method list - displays all analytes for each method selected.

Analytes Selected list - displays all analytes selected to apply to each matrix.

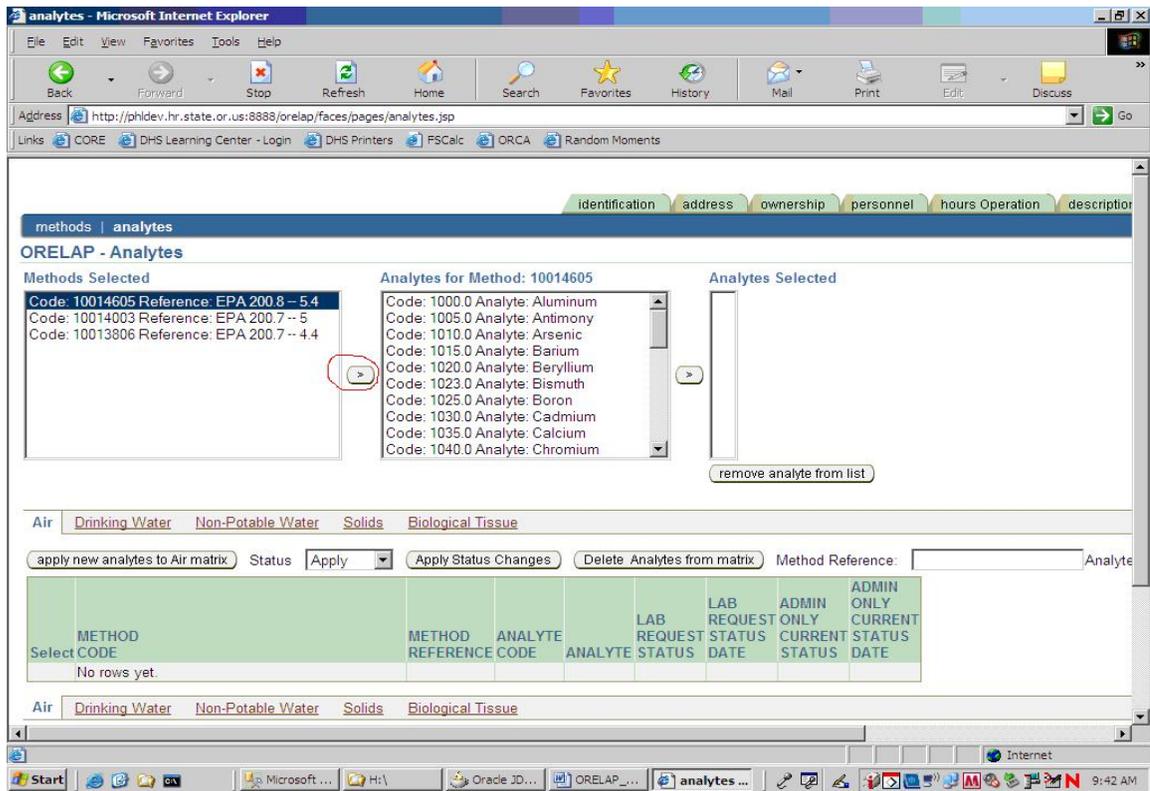
The screenshot shows the 'ORELAP - Analytes' web application interface. At the top, there are navigation tabs: 'identification', 'address', 'ownership', 'personnel', 'hours Operation', 'description', 'driving Directions', and 'methods & analytes'. Below the tabs, the page title is 'ORELAP - Analytes'. There are three main sections: 'Methods Selected', 'Analytes for Method', and 'Analytes Selected'. The 'Methods Selected' section contains a list with one entry: 'Code: 10013806 Reference: EPA 2007 - 4.4'. The 'Analytes for Method' and 'Analytes Selected' sections are currently empty. There are arrows between the lists and a 'remove analyte from list' button. Below these sections, there are tabs for 'Air', 'Drinking Water', 'Non-Potable Water', 'Solids', and 'Biological Tissue'. There are also buttons for 'apply new analytes to Air matrix', 'Status', 'Apply', 'Apply Status Changes', and 'Delete Analytes from matrix'. A 'Method Reference' field is present. Below this is a table with the following columns: 'METHOD Select CODE', 'METHOD REFERENCE', 'ANALYTE CODE', 'ANALYTE ANALYTE', 'LAB REQUEST STATUS', 'LAB REQUEST STATUS DATE', 'ADMIN ONLY CURRENT STATUS', and 'ADMIN ONLY CURRENT STATUS DATE'. The table currently shows 'No rows yet.' At the bottom, there are 'Laboratory Comments' and 'Administrator Comments' fields. The browser's address bar shows 'http://phldev.hr.state.or.us:8888/orelap/faces/pages/foas.jsp'.

How to add new analytes to the matrix

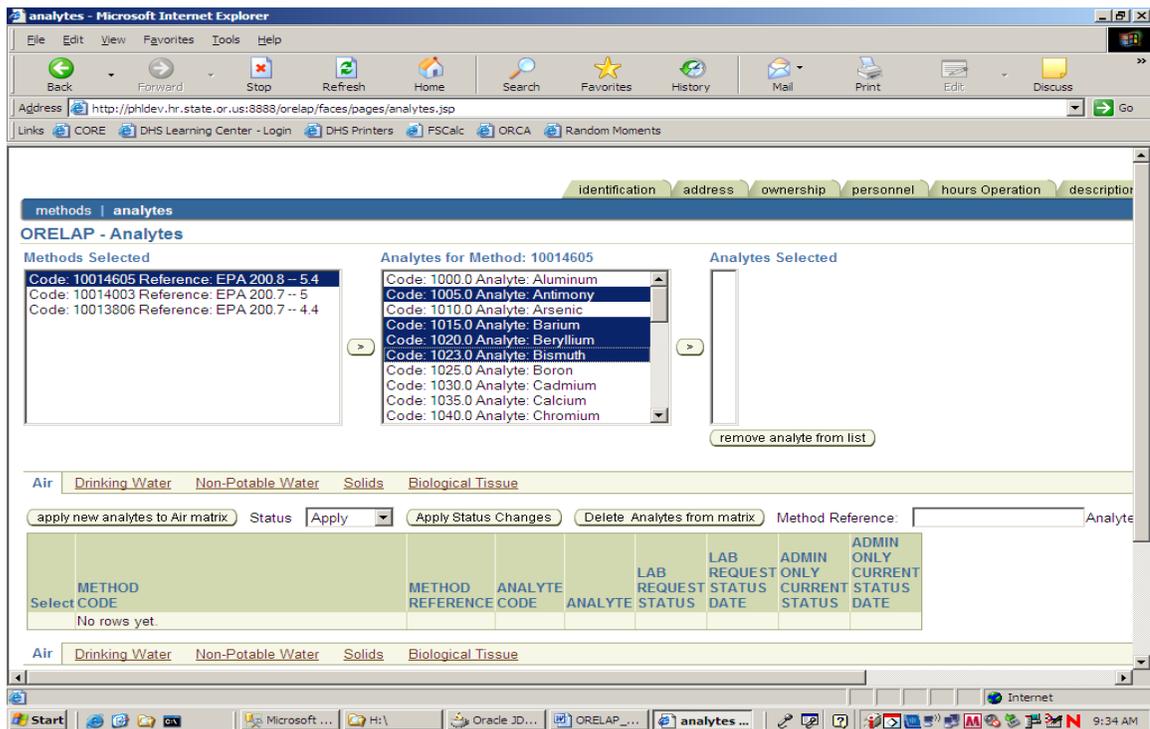
1. Select the method(s) from the **Method Selected list**. (list on the left)



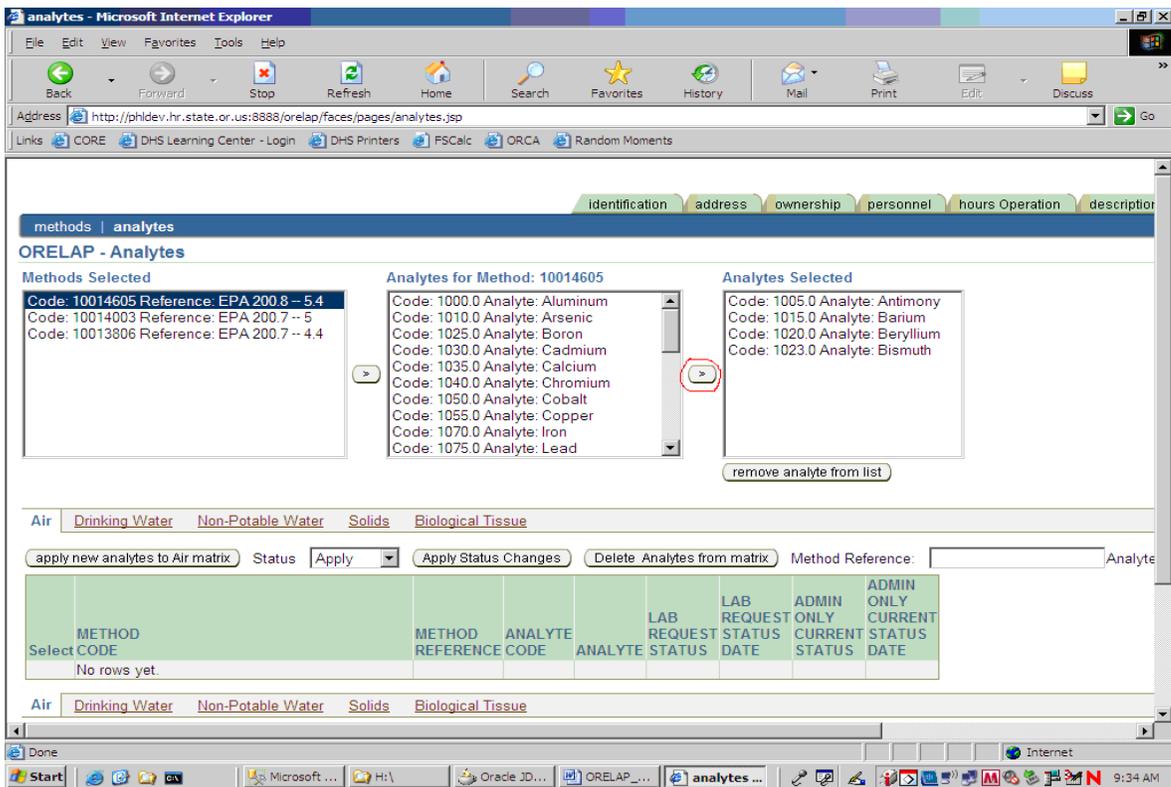
2. Click on the \geq button located on the right side of the Method Selected list. A list of analytes related to the method will be displayed on the **Analytes for Method list**. (list in the middle).



3. Select the analyte(s) from the **Analytes for Methods** list (list in the middle).

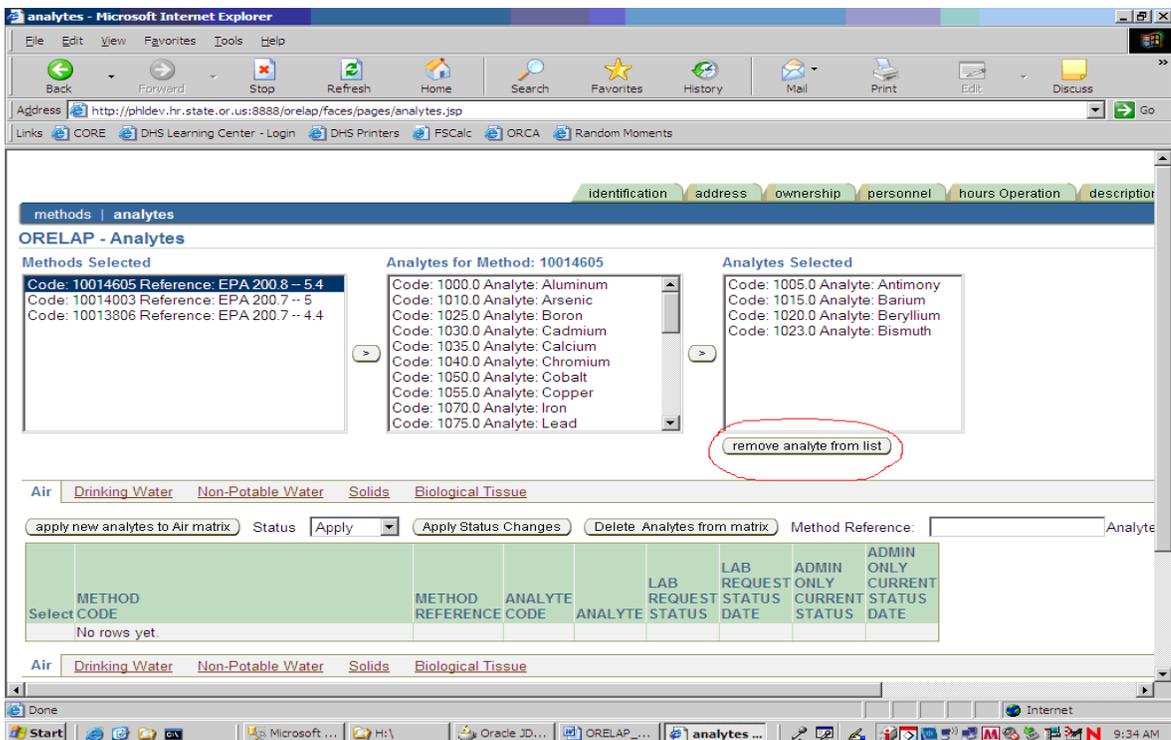


4. Copy the analytes selected to the **Analytes Selected** list using the \geq button (list on the right).

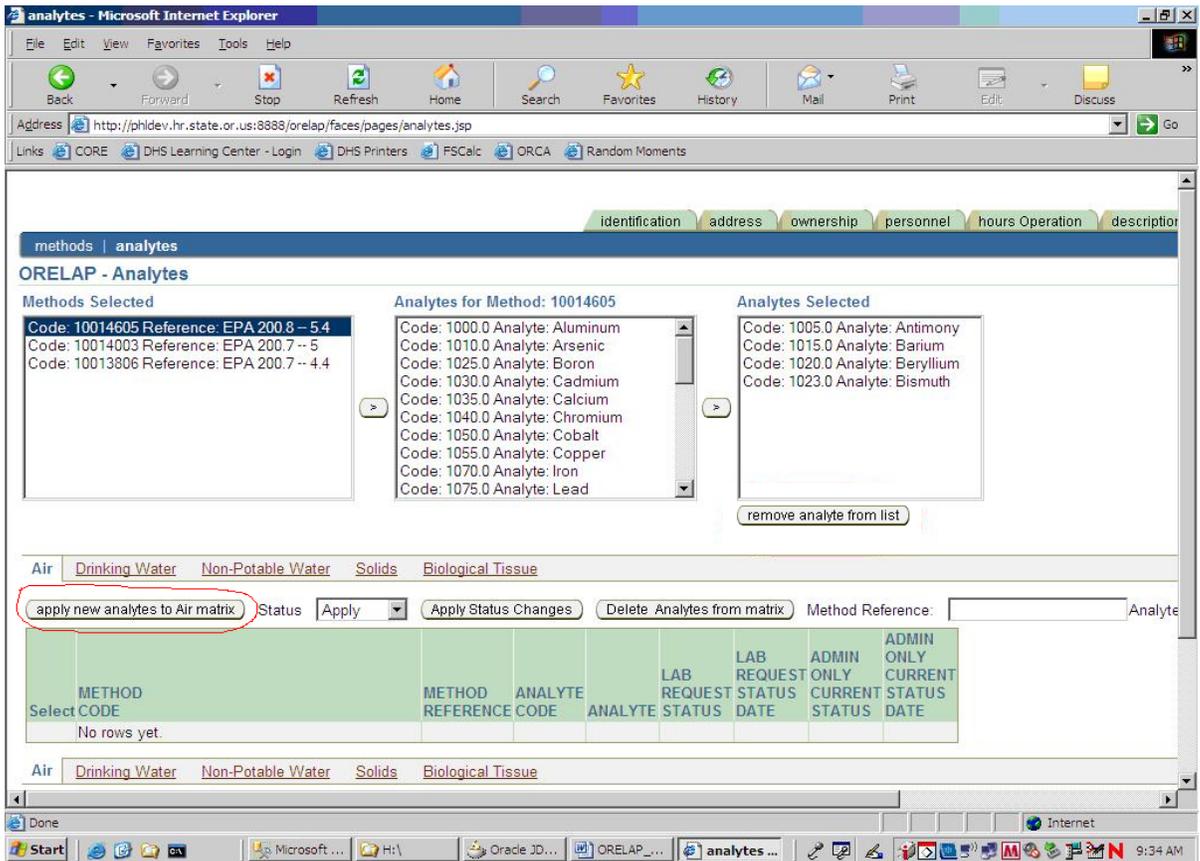


* To select more than 1 method or analyte at the time, use the CTRL key.

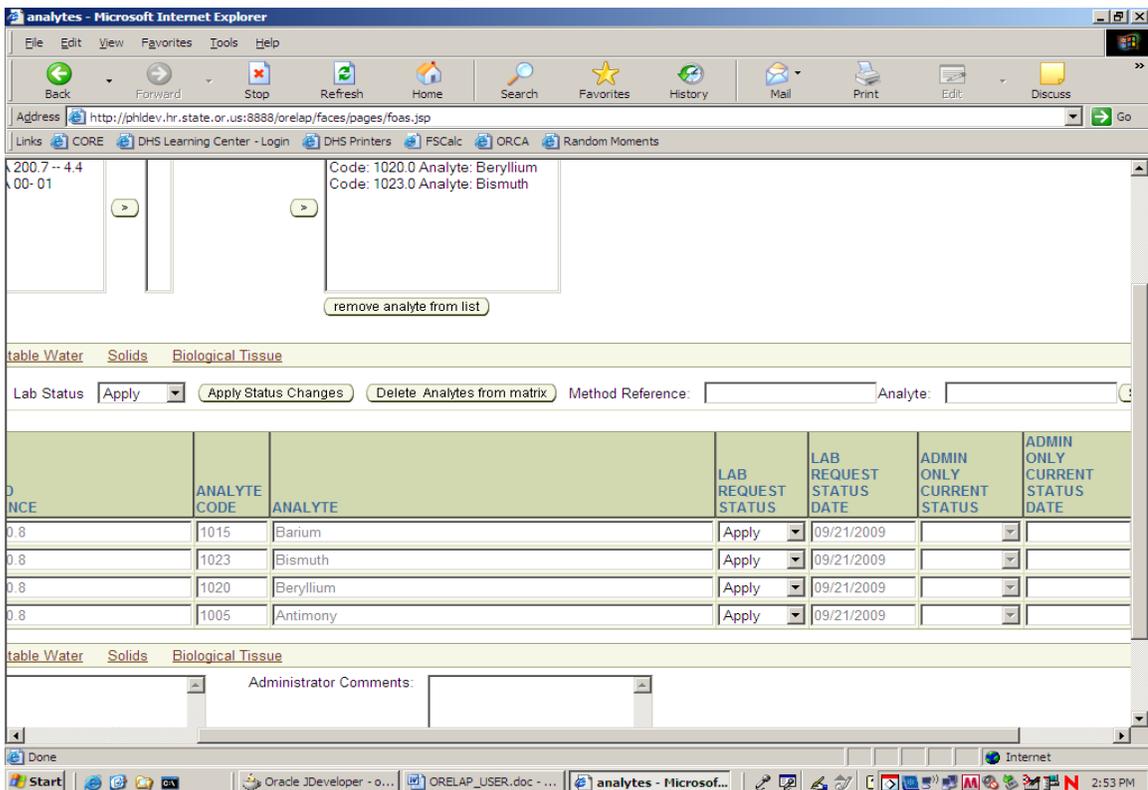
Important: To remove the analytes from the Selected list, click the **Remove Analyte from List** button.



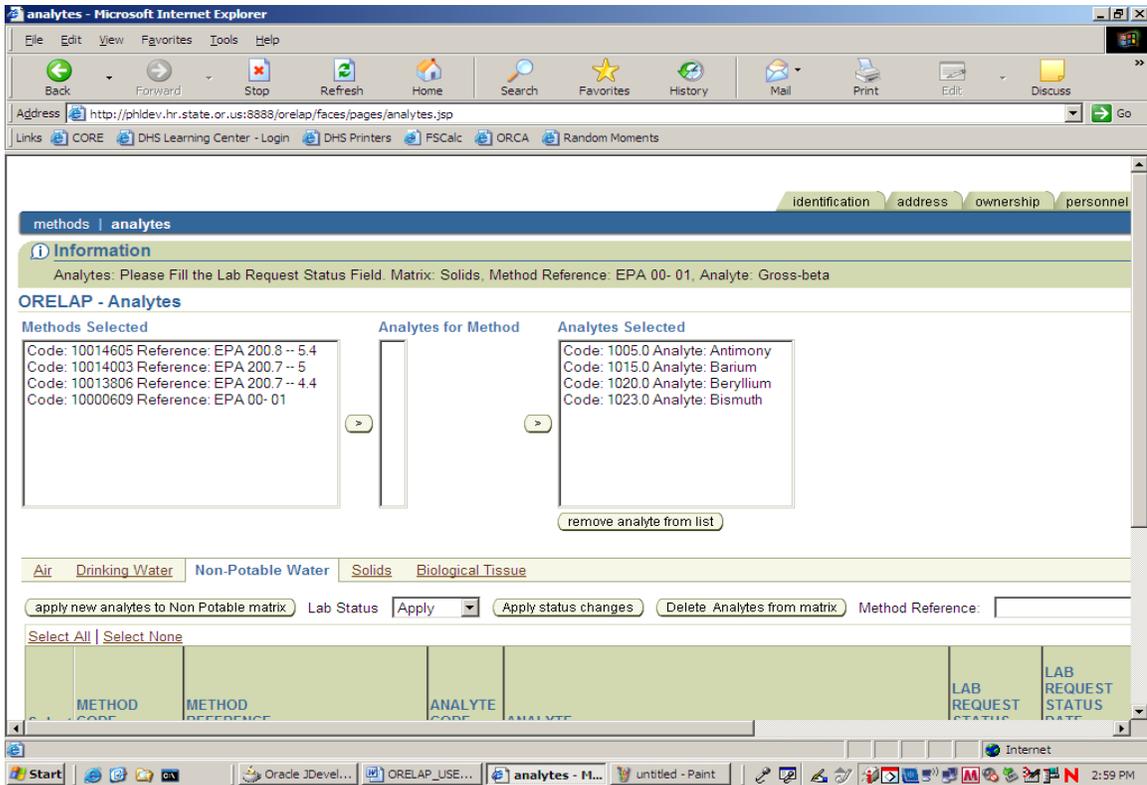
5. To add the new analytes selected to the matrix, select the matrix tab (Air, Drinking Water, Non-Potable Water, Solids or Biological Tissue) and click the **Apply New Analytes to Matrix** button.



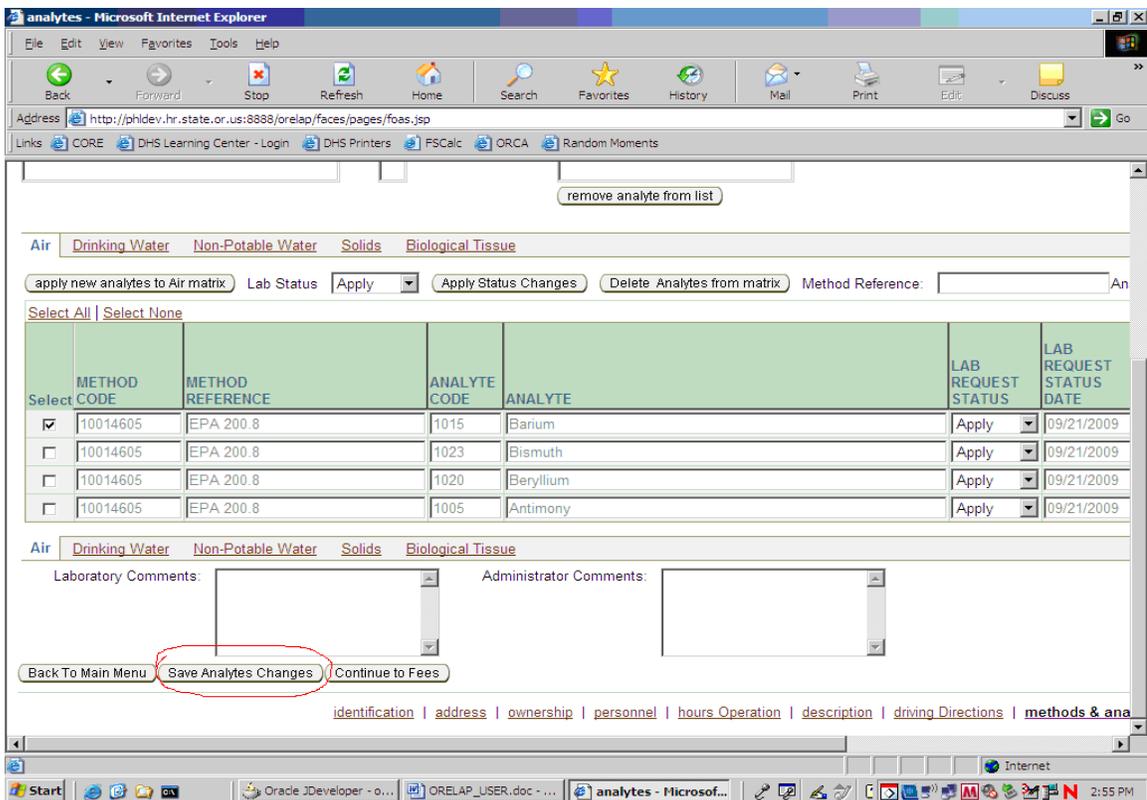
The analytes will display in the matrix with Lab Request Status as **APPLY** and the Lab Request Status Date will be set automatically by the system.



Important: The Lab Request Status values must be entered for ALL analytes in ALL matrices, or an error message will display on the screen:



6. Save the application clicking the **Save Analytes Changes** button.



How to delete an analyte from the matrix

To delete an analyte from the matrix :

- Select the matrix you want to delete the analyte(s) from.
- Select the analyte(s) to be deleted (check the rows from the table).
- Click on the **Delete Analytes from matrix** button.

The screenshot shows a web application interface for managing analytes. The browser window title is "analytes - Microsoft Internet Explorer". The address bar shows "http://phldev.hr.state.or.us:8888/orelap/faces/pages/foas.jsp". The interface includes a navigation menu with tabs for "Air", "Drinking Water", "Non-Potable Water", "Solids", and "Biological Tissue". Below the navigation menu, there are buttons for "remove analyte from list", "apply new analytes to Air matrix", "Lab Status", "Apply", "Apply Status Changes", and "Delete Analytes from matrix" (circled in red). A table of analytes is displayed with columns for "Select", "METHOD CODE", "METHOD REFERENCE", "ANALYTE CODE", "ANALYTE", "LAB REQUEST STATUS", and "LAB REQUEST STATUS DATE". The table contains four rows of data, with the first row selected. Below the table, there are "Laboratory Comments" and "Administrator Comments" text areas, and buttons for "Back To Main Menu", "Save Analytes Changes", and "Continue to Fees". The footer of the page includes links for "identification", "address", "ownership", "personnel", "hours Operation", "description", "driving Directions", and "methods & ana".

Select	METHOD CODE	METHOD REFERENCE	ANALYTE CODE	ANALYTE	LAB REQUEST STATUS	LAB REQUEST STATUS DATE
<input checked="" type="checkbox"/>	10014605	EPA 200.8	1015	Barium	Apply	09/21/2009
<input type="checkbox"/>	10014605	EPA 200.8	1023	Bismuth	Apply	09/21/2009
<input type="checkbox"/>	10014605	EPA 200.8	1020	Beryllium	Apply	09/21/2009
<input type="checkbox"/>	10014605	EPA 200.8	1005	Antimony	Apply	09/21/2009

***Important:** Delete analytes only if they do **not** have any status set by the Administrator. Check status in the **Admin Only Current Status** column.

How to Sort and Search analytes from the matrix

How to Search in the matrix:

- Select the matrix you want to search the analyte(s) from.
- Enter the Analyte Name or/and the Method Reference on the Search fields. If the Search fields are empty, it will display all the information for the matrix.
- Click on the **Search Methods** button.

ds Biological Tissue

Apply Status Changes Delete Analytes from matrix Method Reference: Analyte: Bism **Search Methods**

ANALYTE CODE	ANALYTE	LAB REQUEST STATUS	LAB REQUEST DATE	ADMIN ONLY CURRENT STATUS	ADMIN ONLY CURRENT STATUS DATE
1023	Bismuth	Apply	09/21/2009		

ds Biological Tissue

Administrator Comments:

How to Sort in the matrix:

- Select the matrix you want to sort the analyte(s) from.
- Click on any column header on the table and it will sort the column in ascending order.
- Click the column header on the table again if you prefer to order it in descending order.

analytes - Microsoft Internet Explorer

Address: http://phidev.hr.state.or.us:8888/orelap/faces/pages/analytes.jsp

remove analyte from list

Air Drinking Water Non-Potable Water Solids Biological Tissue

apply new analytes to Air matrix Lab Status Apply Apply Status Changes Delete Analytes from matrix Method Reference: _____ An

Select All | Select None

Select	METHOD CODE	METHOD REFERENCE	ANALYTE CODE	ANALYTE	LAB REQUEST STATUS	LAB REQUEST STATUS DATE
<input checked="" type="checkbox"/>	10014605	EPA 200.8	1005	Antimony	Apply	09/21/2009
<input type="checkbox"/>	10014605	EPA 200.8	1015	Barium	Apply	09/21/2009
<input type="checkbox"/>	10014605	EPA 200.8	1020	Beryllium	Apply	09/21/2009
<input type="checkbox"/>	10014605	EPA 200.8	1023	Bismuth	Apply	09/21/2009

Air Drinking Water Non-Potable Water Solids Biological Tissue

Laboratory Comments: _____ Administrator Comments: _____

Back To Main Menu Save Analytes Changes Continue to Fees

Done Oracle JDevel... ORELAP_USE... untitled - Paint analytes - M... 3:24 PM

How to set a status to a group of analytes from the matrix

In order to set the new status to a group of analytes:

- Select the matrix.
- Click on the **Select All** link located in the upper left corner of the matrix table.
- Select **Lab Request Status** from the **Lab Status** dropdown list.
- Click on the **Apply Status Changes** button.

Code: 20231407 Reference: SM 9223 B (Colisure®) -- 20th ED
Code: 20214204 Reference: SM 9223 B (Colilert®-18) -- 20th ED
Code: 20211205 Reference: SM 9223 B (Colilert® Quanti-Tray®) -- 20th ED

Code: 1035.0 Analyte: Calcium
Code: 1040.0 Analyte: Chromium

remove analyte from list

Air Drinking Water Non-Potable Water Solids Biological Tissue

apply new analytes to Air matrix Lab Status Apply Apply Status Changes Delete Analytes from matrix Method Reference: An

Select All Select None

Select	METHOD CODE	METHOD REFERENCE	ANALYTE CODE	ANALYTE	LAB REQUEST STATUS	LAB REQUEST STATUS DATE
<input checked="" type="checkbox"/>	10013806	EPA 200.7	1010	Arsenic		
<input checked="" type="checkbox"/>	10013806	EPA 200.7	1030	Cadmium		
<input checked="" type="checkbox"/>	10013806	EPA 200.7	1040	Chromium		
<input checked="" type="checkbox"/>	10013806	EPA 200.7	1035	Calcium		

Air Drinking Water Non-Potable Water Solids Biological Tissue

Laboratory Comments: Administrator Comments:

After clicking on Apply status Changes button, the matrix will be updated with the status selected and the current date.

remove analyte from list

Air Drinking Water Non-Potable Water Solids Biological Tissue

apply new analytes to Air matrix Lab Status Apply Apply Status Changes Delete Analytes from matrix Method Reference: An

Select All Select None

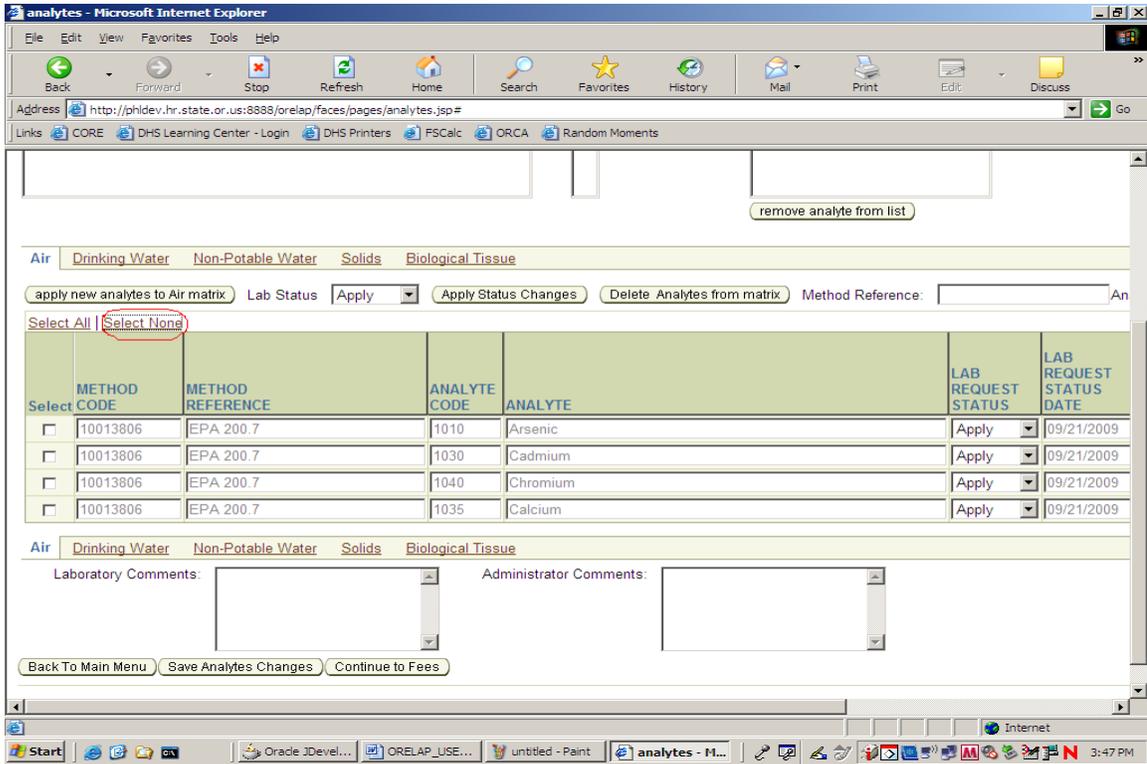
Select	METHOD CODE	METHOD REFERENCE	ANALYTE CODE	ANALYTE	LAB REQUEST STATUS	LAB REQUEST STATUS DATE
<input checked="" type="checkbox"/>	10013806	EPA 200.7	1010	Arsenic	Apply	09/21/2009
<input checked="" type="checkbox"/>	10013806	EPA 200.7	1030	Cadmium	Apply	09/21/2009
<input checked="" type="checkbox"/>	10013806	EPA 200.7	1040	Chromium	Apply	09/21/2009
<input checked="" type="checkbox"/>	10013806	EPA 200.7	1035	Calcium	Apply	09/21/2009

Air Drinking Water Non-Potable Water Solids Biological Tissue

Laboratory Comments: Administrator Comments:

Back To Main Menu Save Analytes Changes Continue to Fees

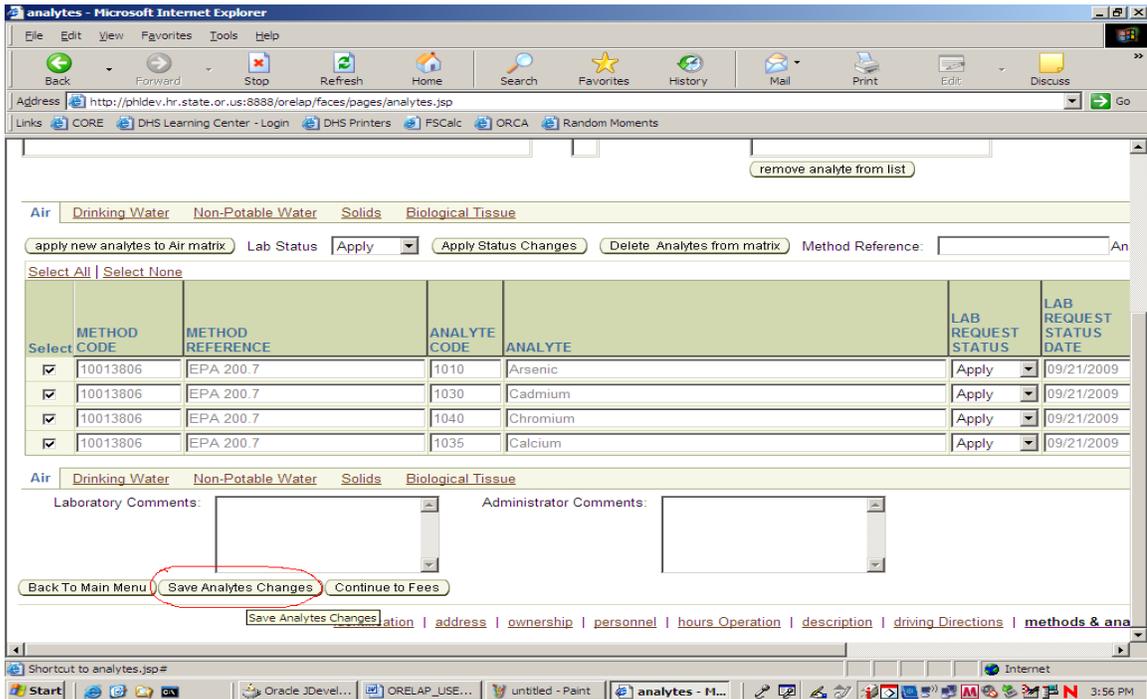
In order to clear the selection, click on **Select None** link located in the upper left corner of the matrix table.



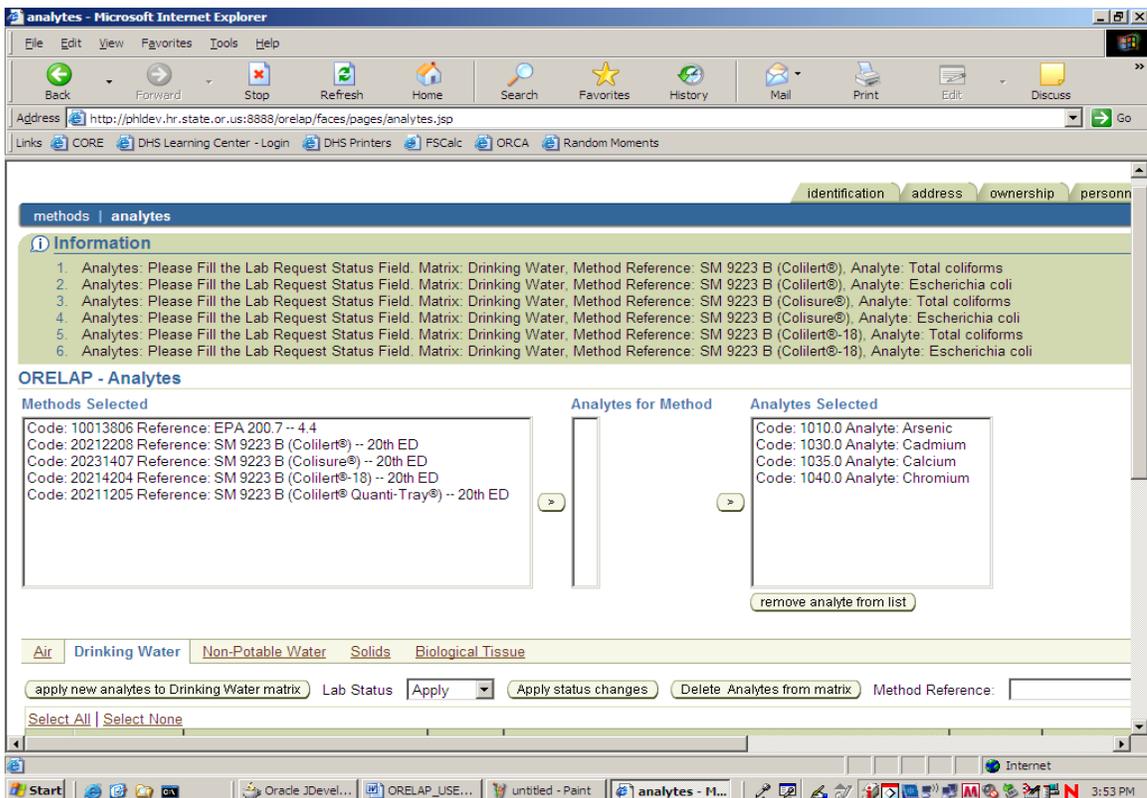
***Important:** The columns **Admin Only Current Status** and **Admin Only Current Status Date** are available ONLY to the ORELAP Administrator.

Saving the Matrix Changes

In order to save any changes on the matrices, click the **Save Analytes Changes** button.

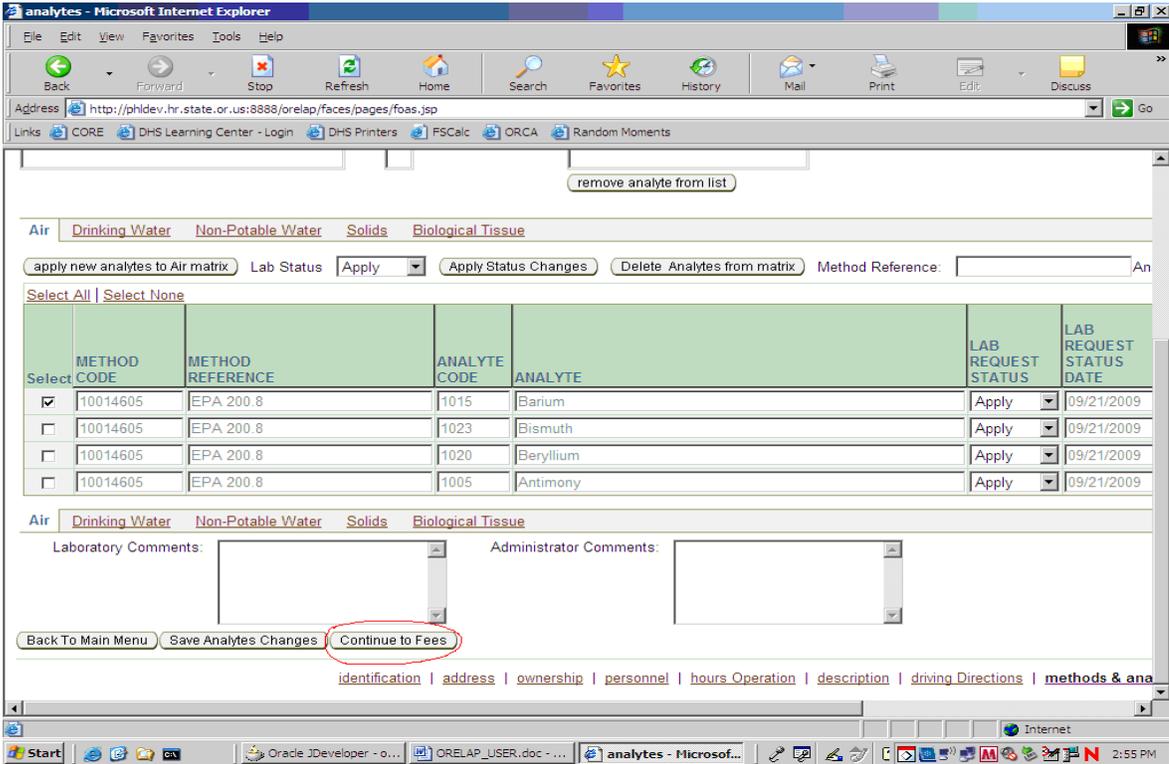


All the analytes must have a Lab Request Status. If not, it will display an error as below.

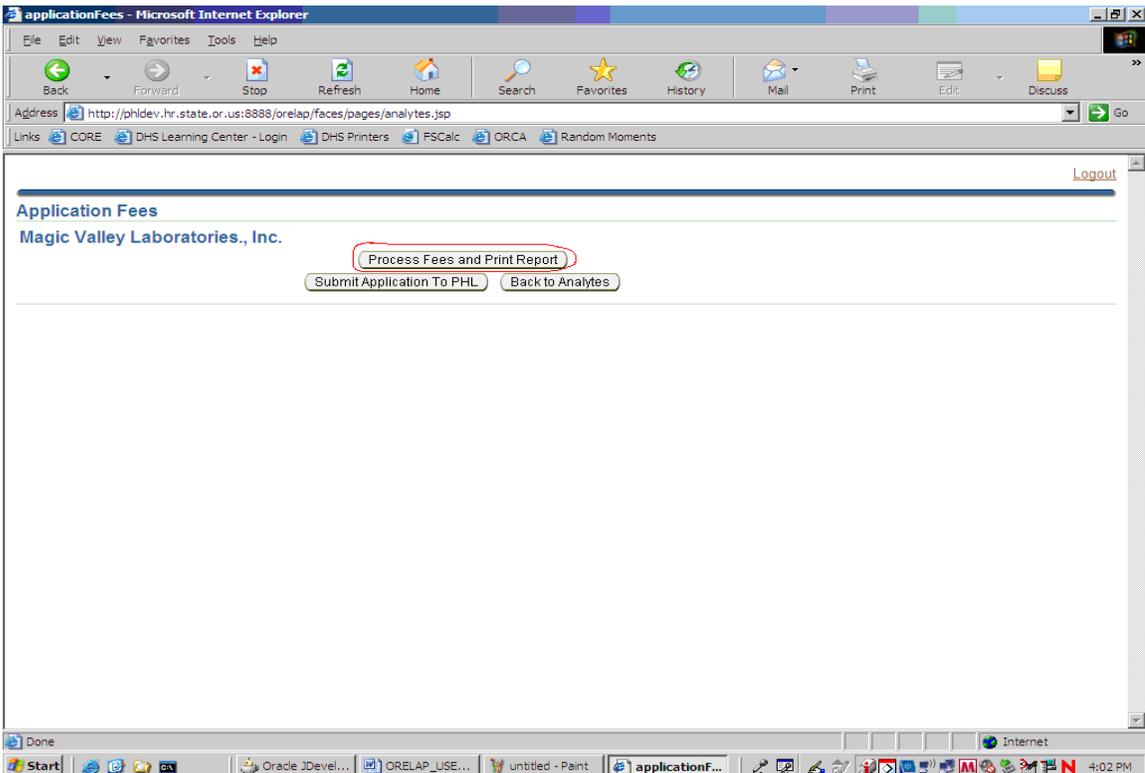


Processing Fees

1. In order to process the Fees for the current application, click the **Continue to Fees** button.

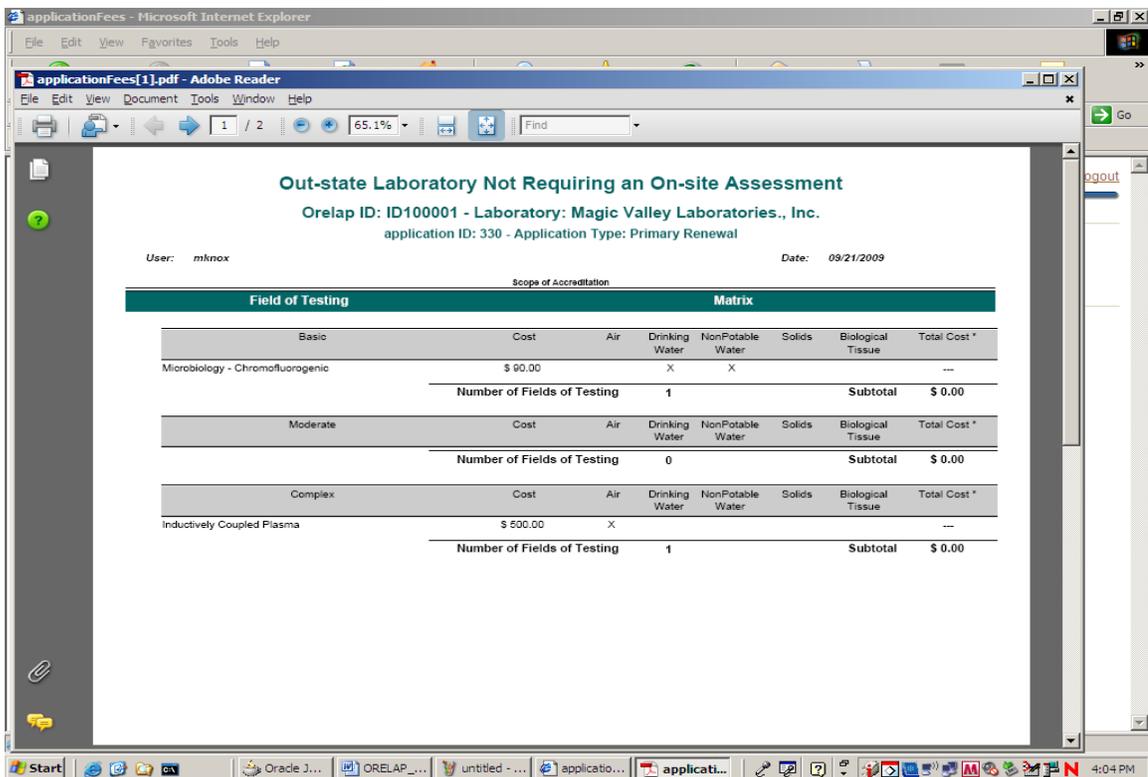
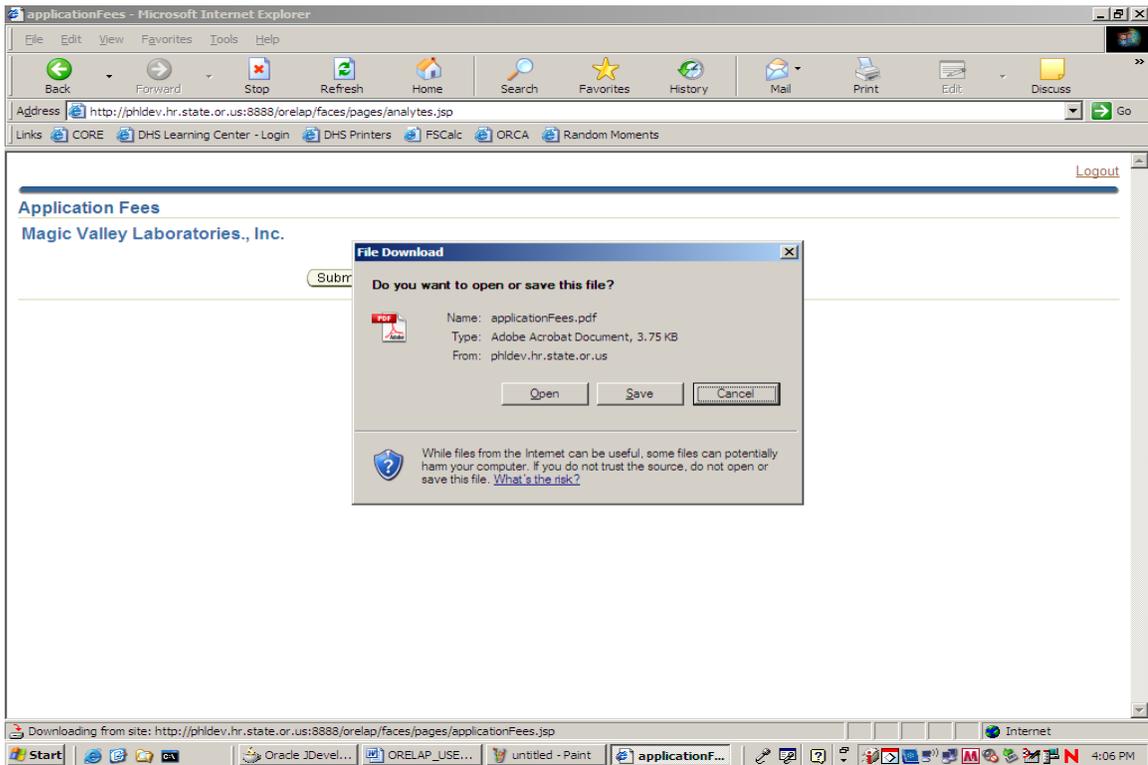


2. Continuing to the next page, click the **Process Fees and Print Report** button.

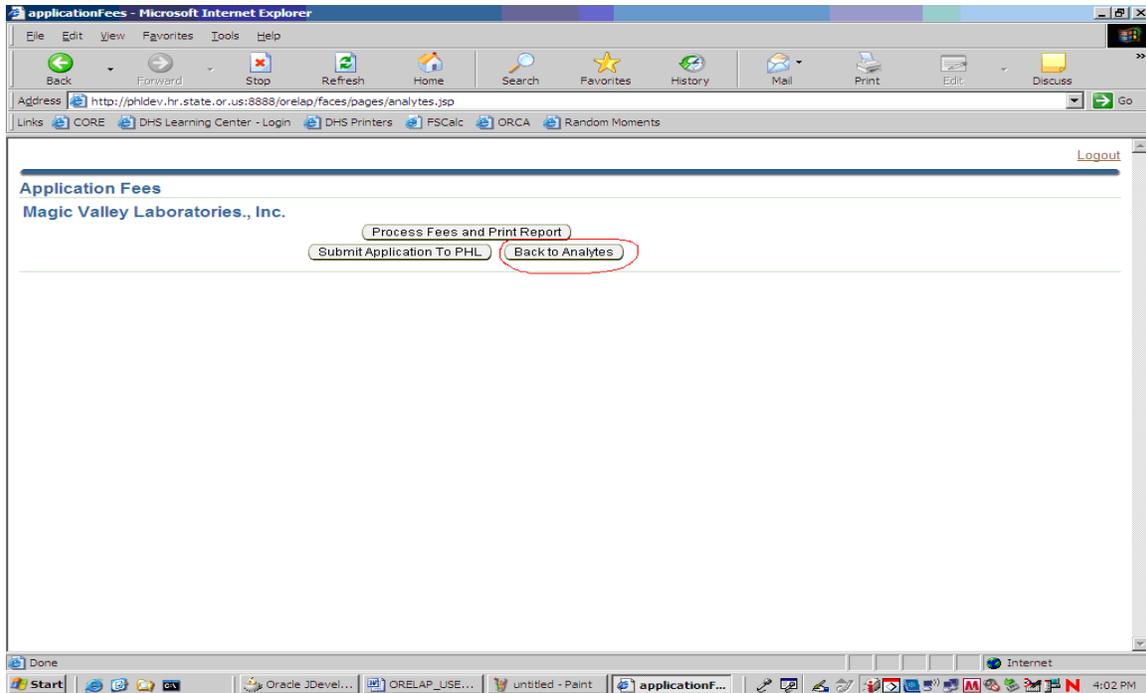


3. The Fees Report will display, click the **open** button.

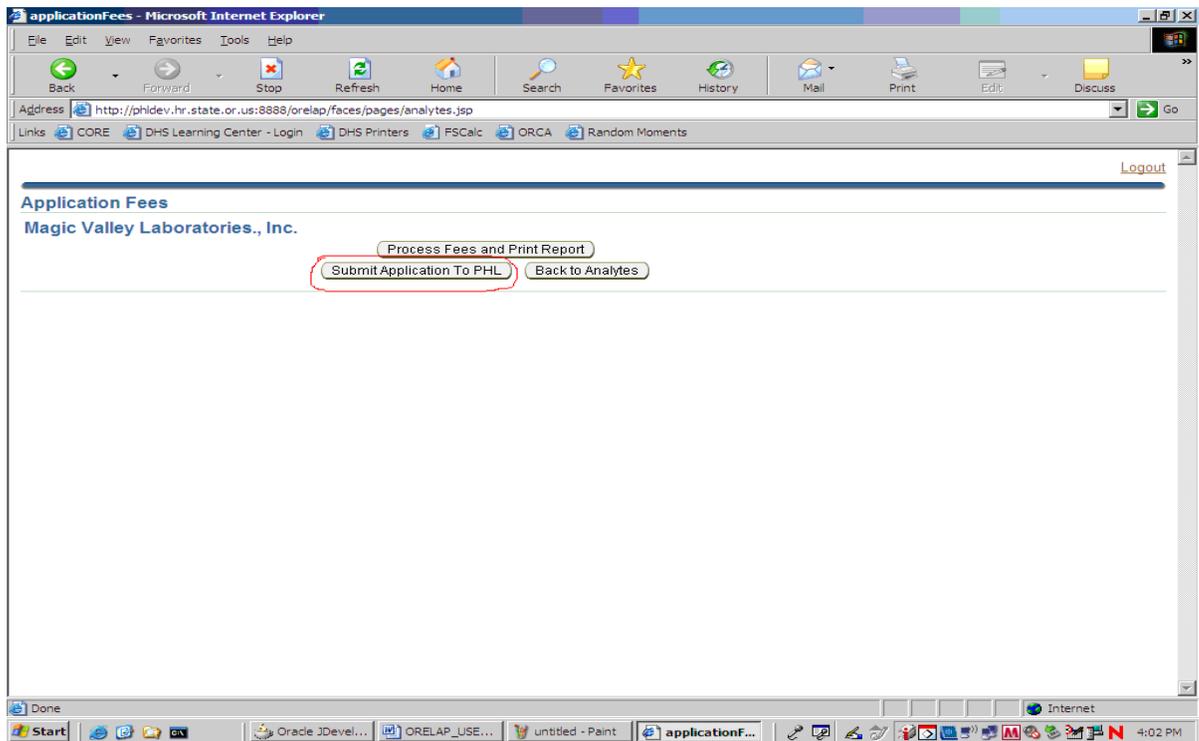
Important: The fees shown in this view are an estimate only and intended for informational purposes only. Your lab will receive a fee coupon in the mail upon completion of the application process. Please do not submit any payment without the appropriate fee coupon.



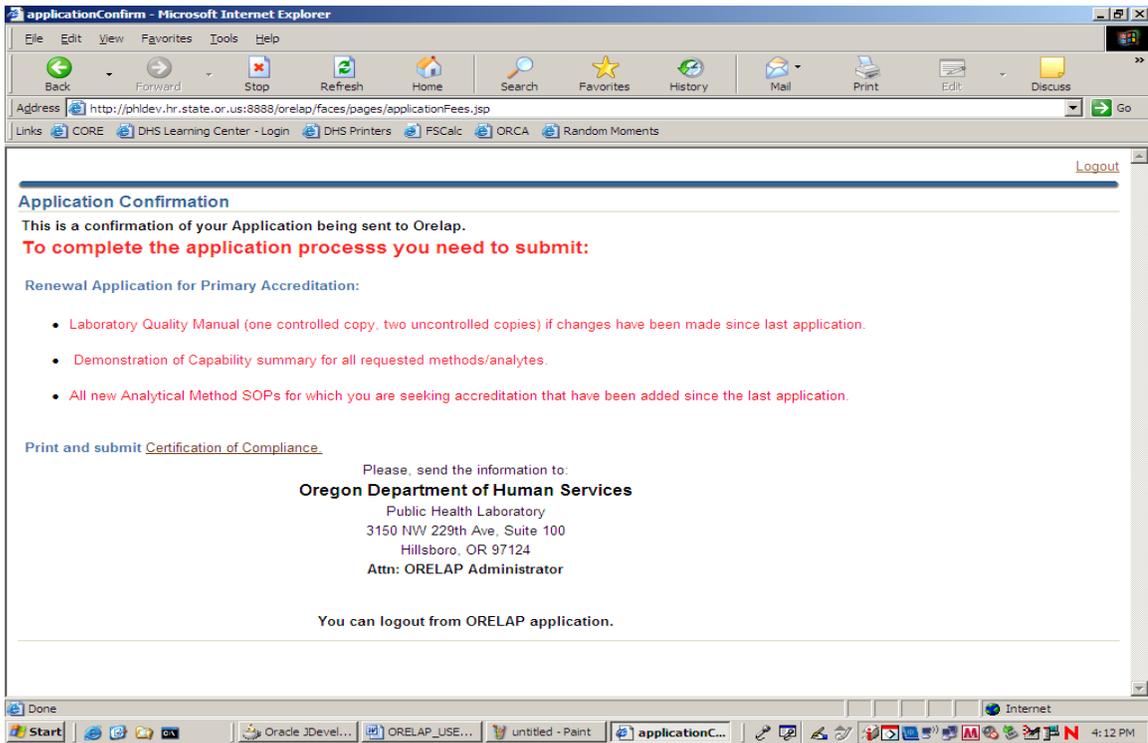
4. If you want to modify the matrix, you can go back clicking the **Back To Analytes** button. Save your modifications and reprocess the Fees again.



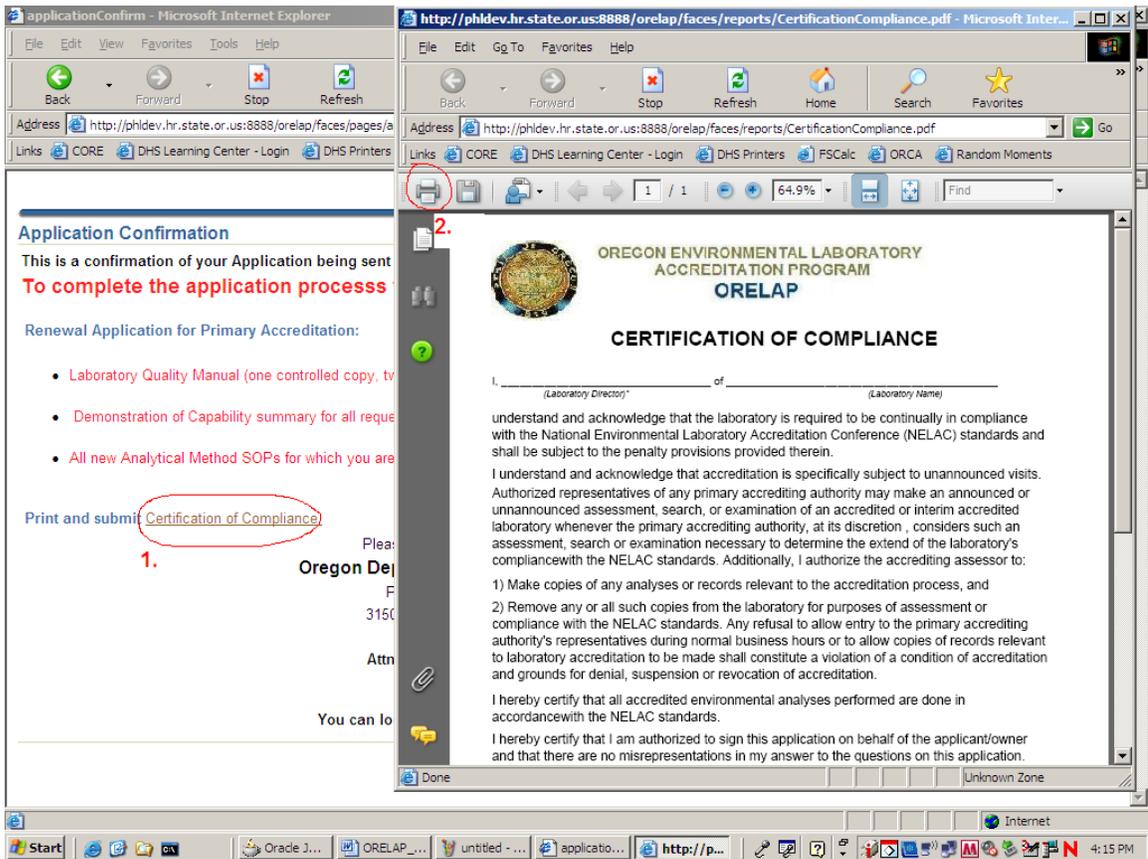
5. To submit your application to the ORELAP Administrator, click the **Submit Application to PHL** button. An email is sent automatically to the Administrator.



6. A confirmation page will open, please read carefully. This page indicates the documents you need to send to the Administrator.

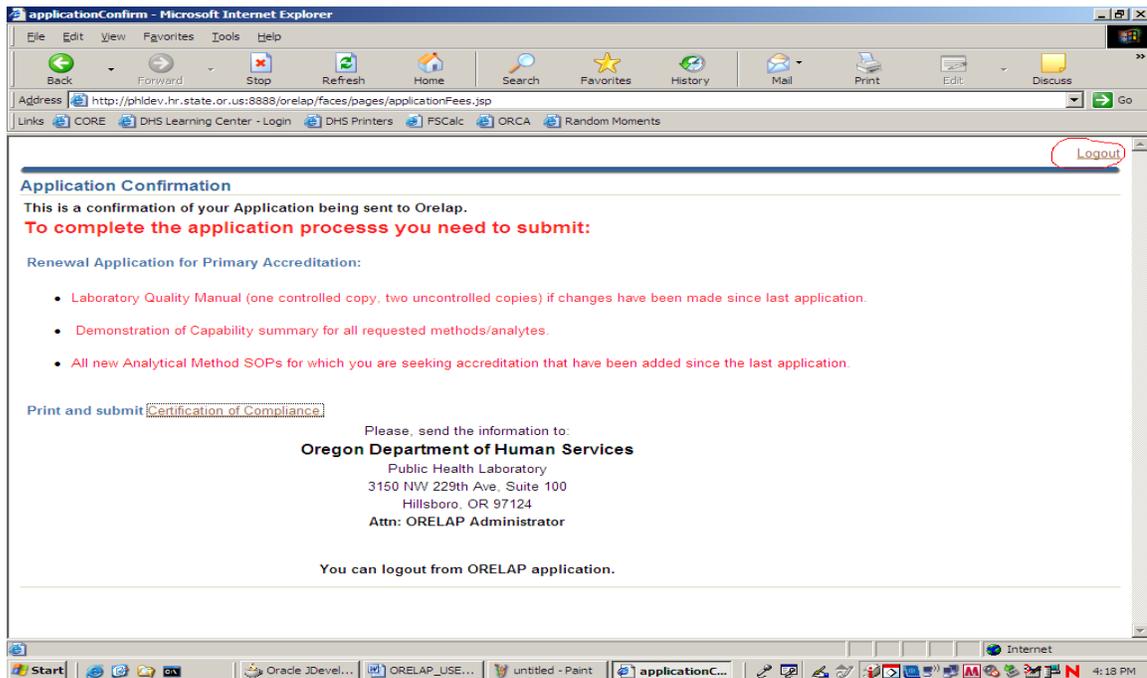


7. Print the Certification of Compliance document. Click the **Print and submit Certification of Compliance** link.

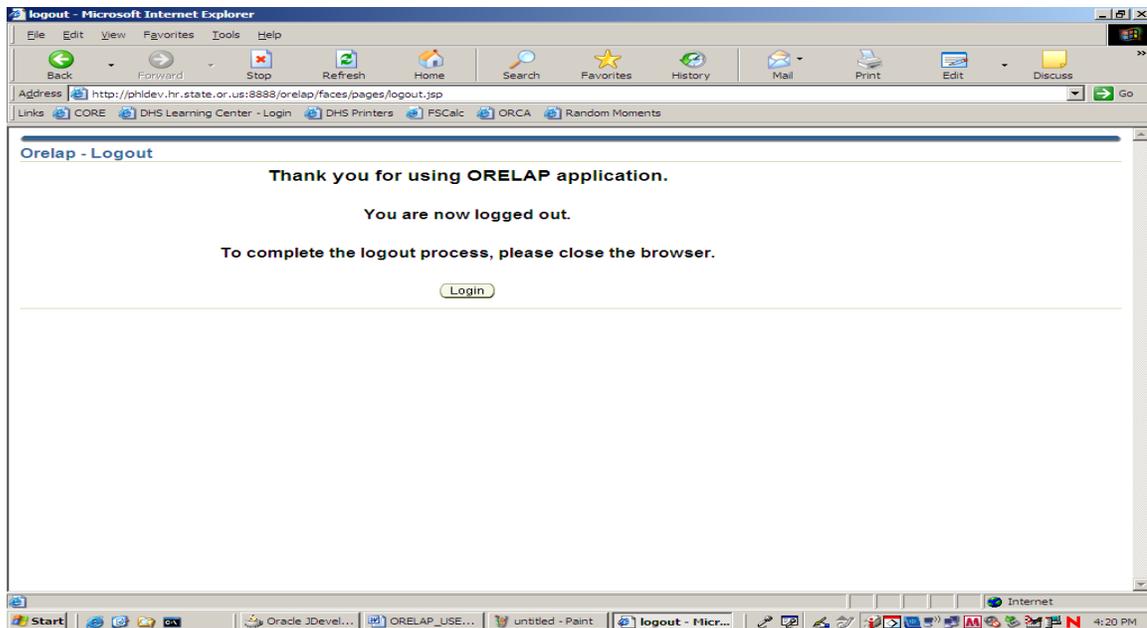


Logging out from the ODIE Application

All ODIE Application pages have a **Logout** link located in the upper right corner of the page.



Logout confirmation page:



- **Important:** You can logout at any time and your application will be saved, so that next time you login to ODIE you can finish and submit.
- **Important:** Once the application has been submitted, it will be **LOCKED**, meaning no more modifications or edits can be made. In the rare case that you must modify the application, contact the ORELAP Administrator and request an **UNLOCK** to edit the application.