



User Manual

CTS041: Sample and Results Upload

Last Edited: 24 October 2022

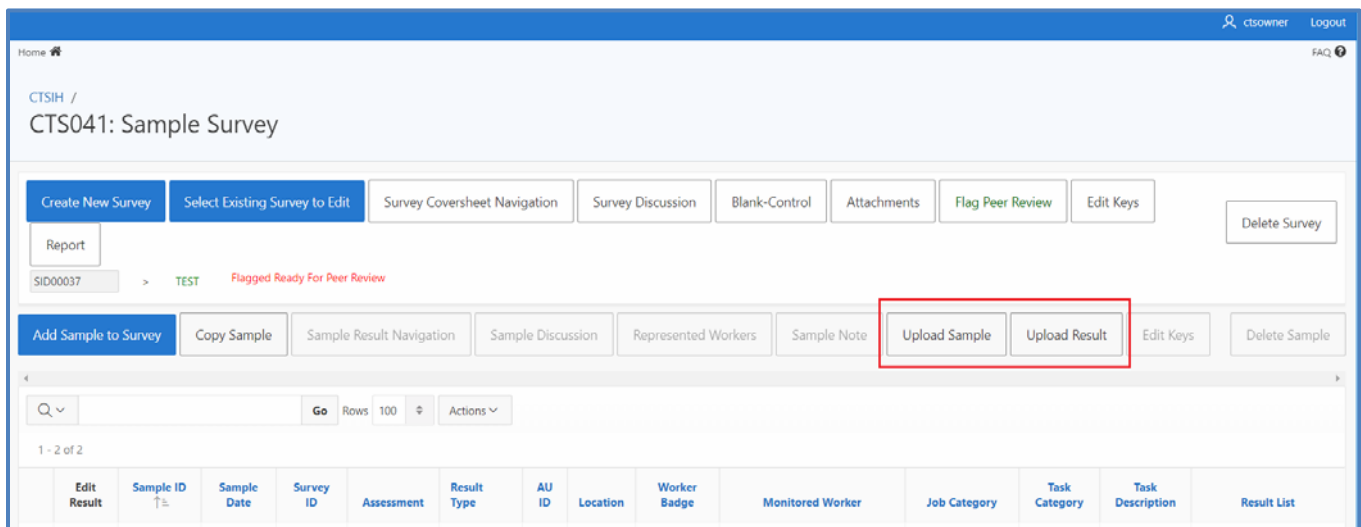
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Introduction

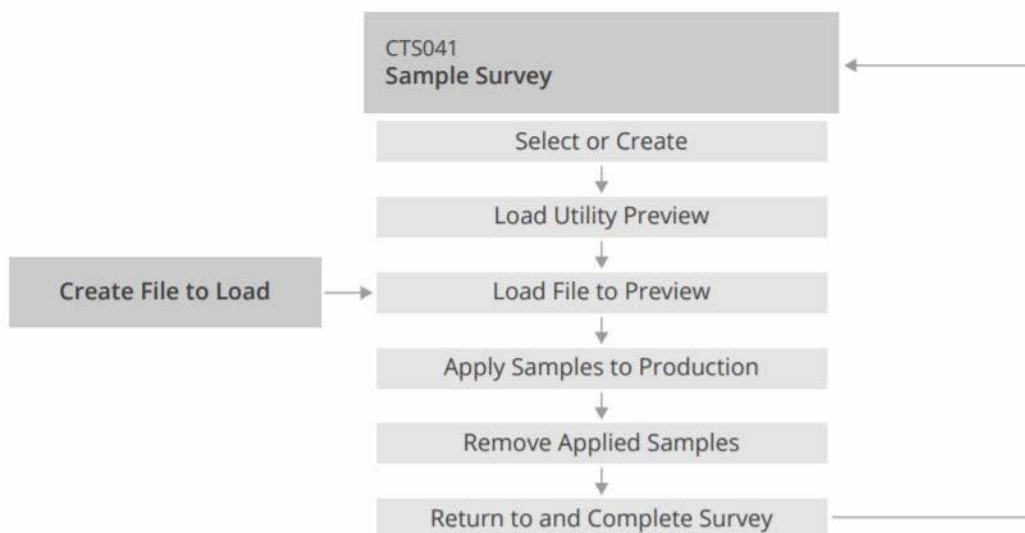
What is CTS041: Upload Sample and Upload Result?

The Sample file upload works as part of CTS041 sampling survey. Once you select a sampling survey you click the upload sample button and load samples, results and/or sample with results from a comma delimited file (*.csv).



Note: This import method is not intended for large legacy data migration. It is intended for a current sampling survey. For legacy data migration, please work with Open Range to explore the review and load utilities.

Steps in the CTS041: Sample and Result Upload Process



Creating The File To Load

Discussion

The CTS041: Sample and Result upload requires you first create and/or select a sample survey. There are minimum mandatory fields (indicated in **Red**) that you must load to make a valid sample and/or result. There are also many optional fields you may use to save data entry time.

Below you will find a listing of the required minimum fields for a personal air sample and result. Other sample types will typically require less. For example, an area sample does not require a person's badge.

The most common method to create a *.csv file to load is using a spreadsheet tool such as Microsoft Excel or notepad, then saving the file formatted as a *.csv.

Alternatively, you can create a file in notepad by using commas as the column separator. Where the column content contains a comma, such as a last name SMITH, JR you must add double quotes on either side of the words "SMITH, JR".

The mandatory column titles must be the first row and must match exactly the naming convention provided in the tables. You may move a column to any position in the file layout, but you must keep the column title exact.

Assumption

You are familiar with sample entry and can log in, navigate to, and access **CTS041**.

Below are the guidelines for the fields needed for your .csv file.

Minimum Required Fields To Make A sample

Column Title	Comments
GRP_ID	Survey ID. If this field is used in the load file, it must exactly match the selected survey ID number or line will be ignored. Normally this column is not used, However if your load file contains results from multiple surveys you must include it or all sample results will be loaded to the survey you are working. Max 11
SAMP_NO	Sample ID. Must be unique within the survey. Max 11
ASMT_DATE	Sample Date. Column will be pulled from survey if not in load file. If used, must be in format DD-MON-YYYY (example 01-JAN-2019)
ASMT_TYPE	Assessment Type. Required – Must match available type Max 20 (ex. PERSONAL AIR)
RSLT_TYPE	Result Type. Required – Must match valid type for ASMT_TYPE (ex. 8 HOUR TWA)
IH_BADGE	IH-Safety Officer Badge must match record in CTS403: Master Personnel List. Column will be pulled from survey if not in load list
BL_TRANS1	Location. Column will be pulled from survey if not in load list. Max 50
BL_TRANS2	Loc-2 (sub location) Max 50
BL_TRANS3	Loc-3 (sub location) Max 50
COMPANY_ID	Company. Column will be pulled from survey if not in load list. Must match master list. Max 7
SITE	Site. Column will be pulled from survey if not in load list. Must match master list. Max 7
BADGE_NO	Badge for Person Sampled. Must match record on Badge in CTS403: Master Personnel List. *Not required for area samples.

Minimum Required Fields To Add A Result To A Sample

Column Title	Comments
SAMP_NO	Sample ID. Must exactly match the sample unique ID that the results will be added to. Max 11
AGENT	Agent. Can use a RECID or CAS in this field. CAS must match single value in CTS402: Master Hazard List or have a default set. Max 100 Note: Must match exactly. If you have a RECID of 00060 your load file must read the full 5 characters, not 60.
RESULT	Result. Consider this the reporting result. For air samples this means a concentration. For wipe it means a mass/area unit. Max 10
UNIT	Max 10. Must match value in CTS404: Master Unit List

Note: If the lab reports back raw values use LABRSLT and LABUNIT in place of RESULT and UNIT. Or you can use both.

Optional Fields

Free text description fields

Column Title	Comments
LOCDESC	Location Description. (For *.csv files, text fields have a Max of 250)
TASK_DESC	Task Description. Max 250

Common additional fields for personal samples

Column Title	Comments
JOB_TRANS1	Job Title. Must match pulldown as set up in the CTS405: Master Code Table
ORG_IDL1	Organization ID. Must match pulldown as set up in the CTS407: Master Org ID
ORG_IDL2	"
ORG_IDL3	"
ORG_IDL4	"
ORG_IDL5	"
ORG_IDL6	"
ORG_TRANS1	Org Category. Must match pulldown as set up in the CTS405: Master Code Table
SUP_BADGE	Supervisor Badge. Must match badge in the CTS403: Master Personnel List

PPE Y/N (Y = Yes - this type of PPE was worn. N=No)

Column Title	Comments
EAR_WORN	Y = Yes - this type of PPE was worn. N=No, it was not.
BODY_WORN	"
CART_WORN	"
EYE_WORN	"
GLOV_WORN	"
HEAD_WORN	"
FOOT_WORN	"
RESP_WORN	"
PPE_RESP	Must match pulldown as set up in the CTS405
PPE_CART	"
PPE_EAR	"
PPE_HEAD	"
PPE_BODY	"
PPE_FOOT	"
PPE_EYE	"
PPE_GLOV	"

Engineering and Other Control Categories (Y = Yes - control exists. N=No)

Column Title	Comments
GENERALEX	General Ventilation
GLOVEBOX	Glove Box
LABHOOD	Lab Hood
LOCALEXH	Local Exhaust
ENCLOSURE	Closed Process
WALKINHOOD	Walk-In-Hood
WETMETH	Wet Methods
ECBIOSAF CAB	Biosafety Cabinet
ECCANOPYHOOD	Canopy Hood
ECENCHOOD	Enclosing Hood
ECSNORKEL	Snorkel

Controls and Usage Description (free text)

Column Title	Comments
CONTROLS	Controls Description
PECOMM	PPE Description

Sample and Device Detail

Column Title	Comments
PUMP_ID	Sample Device. Must match ID in the IH Equipment list
CAL_EQP_ID	Calibration Equipment ID. Must match ID in the IH Equipment list
START_MT	Start Time (military format)
STOP_MT	Stop Time (military format)
START_FLOW	Pre flow rate (unit is liters/minute)
STOP_FLOW	Post flow rate (unit is liters/minute)
AVGFLOW	Average Flow Rate (unit is liters/minute)
TOTALTIME	Total Sample Time (unit is minutes)
ESTEXPTI	Estimated Exposure Time (unit is minutes)
AIRVOLUME	Air Volume (unit is liters)

Categories and Sort Groups

Column Title	Comments
AU_CEV	AU. Must match value in CTS108: Assessment Unit
OCC_CAT	Job Category. Must match pulldown as set up in the CTS405
OP_TRANS1	Task Category. Must match pulldown as set up in the CTS405
EG_ITEM_ID	Exposure Group Category ID. Must match entry in CTS083
EG_SUB_ID	Exposure Group Category Sub ID

Agent and Results

Column Title	Comments
LABRSLT	Raw lab result
LABUNIT	Raw lab result unit (UG, PPM, Fibers-Field type values)
JOBCONC	Job Concentration (for personal air only)

OEL Comparison

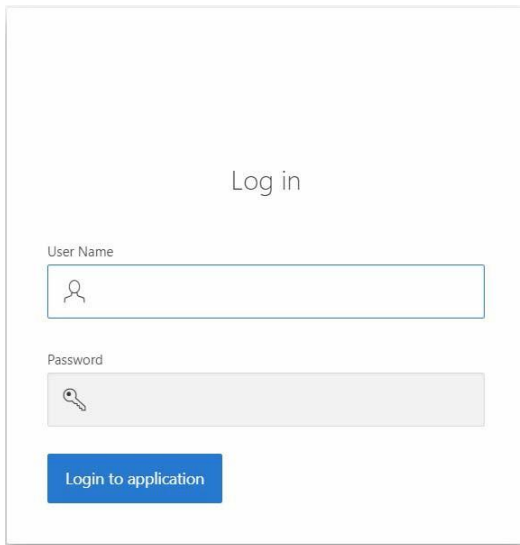
Column Title	Comments
ACTION	If entered, must be represented by the same unit as for the result. Use for the Action Limit
MAXLIM	If entered, must be represented by the same unit as for the result. Use for the OEL
DRIVER	Must match pulldown as set up in the CTS405. Example OSHA or ACGIH

General Fields

Column Title	Comments
COMMENTS	Text for comments related to that record (For *.csv files, text fields have a Max of 250 characters)

Upload The File

Log into the application.



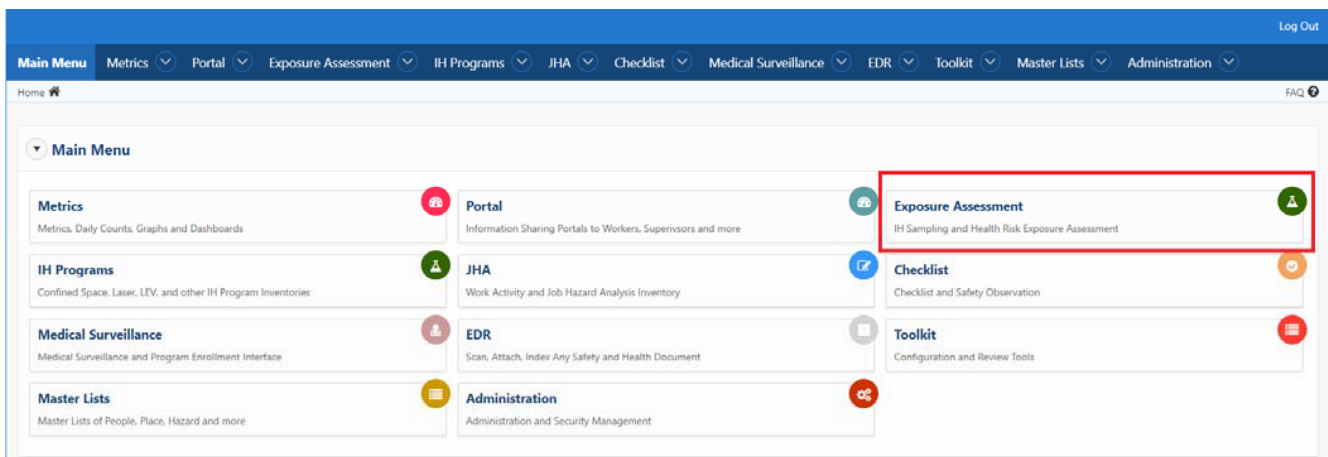
Log in

User Name

Password

Login to application

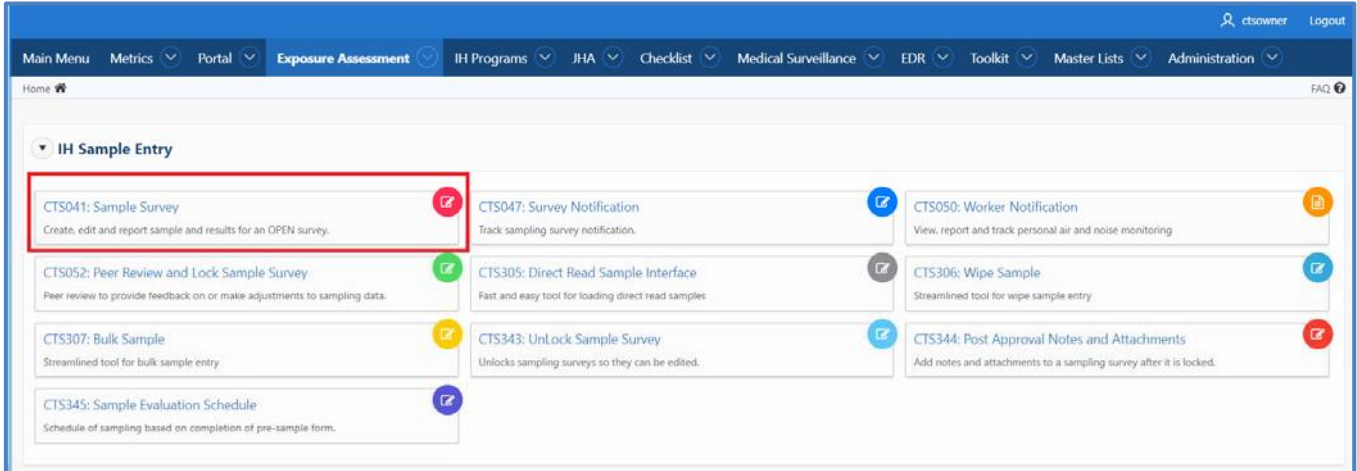
From the Main Menu → Click on the Exposure Assessment button.



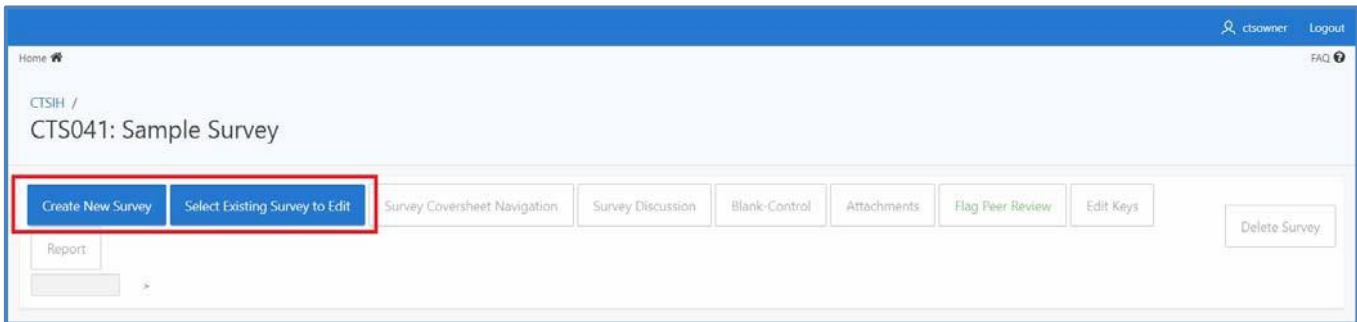
The screenshot shows the application's main menu. At the top, there is a navigation bar with the following items: Main Menu, Metrics, Portal, Exposure Assessment, IH Programs, JHA, Checklist, Medical Surveillance, EDR, Toolkit, Master Lists, and Administration. Below this, the main menu is displayed with several categories:

- Metrics**: Metrics, Daily Counts, Graphs and Dashboards
- IH Programs**: Confined Space, Laser, LEV, and other IH Program Inventories
- Medical Surveillance**: Medical Surveillance and Program Enrollment Interface
- Master Lists**: Master Lists of People, Place, Hazard and more
- Portal**: Information Sharing Portals to Workers, Supervisors and more
- JHA**: Work Activity and Job Hazard Analysis Inventory
- EDR**: Scan, Attach, Index Any Safety and Health Document
- Administration**: Administration and Security Management
- Exposure Assessment**: IH Sampling and Health Risk Exposure Assessment (highlighted with a red box)
- Checklist**: Checklist and Safety Observation
- Toolkit**: Configuration and Review Tools

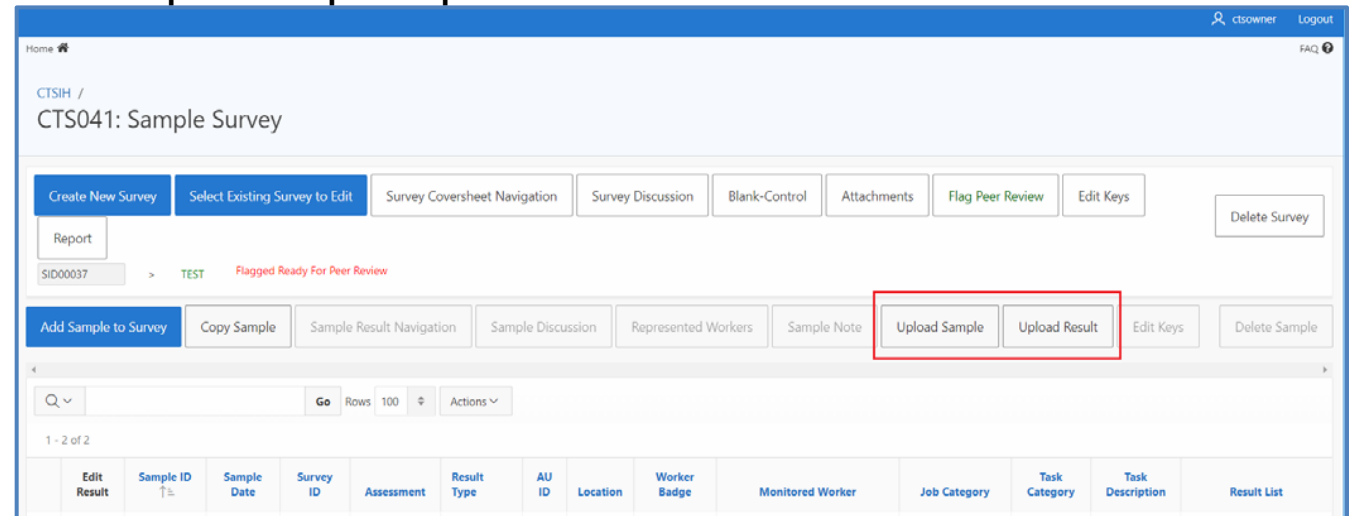
Click the **CTS041: Sample Survey** button.



You can choose to create a new survey in which to pull your results data or choose an existing survey. For this example, click the **Select Existing Survey to Edit** button.



Click the **Upload Sample** or **Upload Result** button.



Load a properly formatted .csv file by clicking the upload file button. Entry will not show up if not formatted correctly. Once the file appears in the box, you must check the box in the Apply column, then click Apply Checked.

All other buttons are related to cleaning up issues (if any are found) or for removing applied files.

You will know a file is properly applied when the Status column has a green “A” (for applied).

The Status column will display a red “E” if errors are identified. Look at the issues column for the issue found during the apply process.

The Status column will display a black “N” if the entry is considered as new – or has been reset for processing.

CTSIH / CTS041: Sample Survey /
CTS041: Upload Sample

Upload Sample to Survey: SID00009 NON-ROUTINE AIR SAMPLING

Upload Samples From File Apply Checked Remove Applied Samples Clear Sample List Delete Single Sample

Edit Sample Detail Set Sample Type Reset A to N (select item)

Go Rows 100 Actions

1 - 1 of 1

Edit-Del	Apply	Status	Issues	Survey	Sample ID	Sample Date	Assessment	Result Type	Wkr Badge	Wkr Last Name	Location	Location Description
<input type="checkbox"/>	<input type="checkbox"/>	A	-	SID00009	SID01234567	01-JAN-2019	PERSONAL AIR	8 HOUR TWA	001WORKER1	WORKER1LAST	AREA BUILDING ROOM	-

CTSIH / CTS041: Sample Survey /
CTS041: Upload Result

CTS041: Upload Result For: SID00006 TEST

Upload Result File Apply Checked Results Reset A to N (select item) Remove Applied Results Clear Result List Delete Result

Go Rows 100 Actions