

SEMS Quick Reference Guide

Party Details, Site Association & Party Search

May 2017

1 PURPOSE

The purpose of this quick reference guide is to provide instructions to users for managing party information and party associations to sites in SEMS. Party information includes party name, address, party involvement, party type, and liability information for a specific site. Sites the party is currently associated with are also managed on these screens.

1.1 Accessing Party Information & Site Associations

Users can access party information and site associations in the following ways:

- By selecting a site on the SEMS site schedule and then selecting the **Party Association/Search** drop-down from the **Site Schedule** menu navigation (Figure 1).

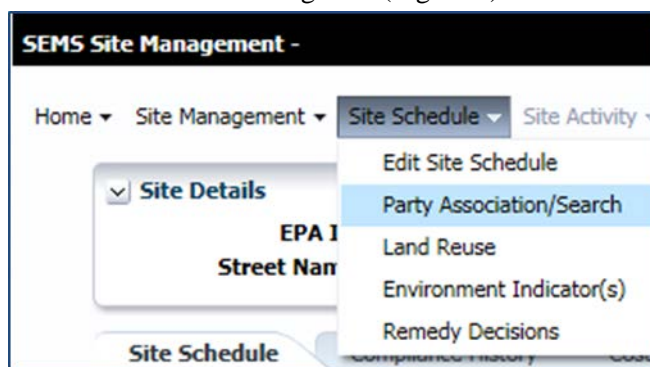


Figure 1. Party Association/Search Menu Item

- By selecting the **Manage Party Information** drop-down from the **Site Management** menu navigation (Figure 2) and using the various search filters to search for a party among all parties entered in SEMS.

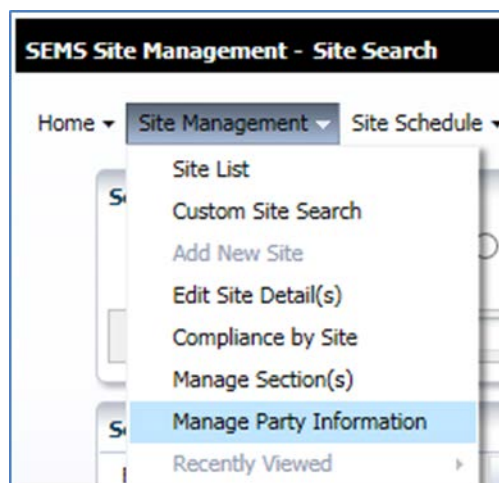


Figure 2. Navigation Menu for Manage Party Information

2 PARTY ASSOCIATION/SEARCH SCREEN

The **Party Association/Search** screen allows SEMS users to view and manage party information for the selected site. There are two tabs (Figure 3):

1. Parties Currently Associated to the Site
 - Note that users can access the Manage Party Information module from this tab
2. Additional Parties

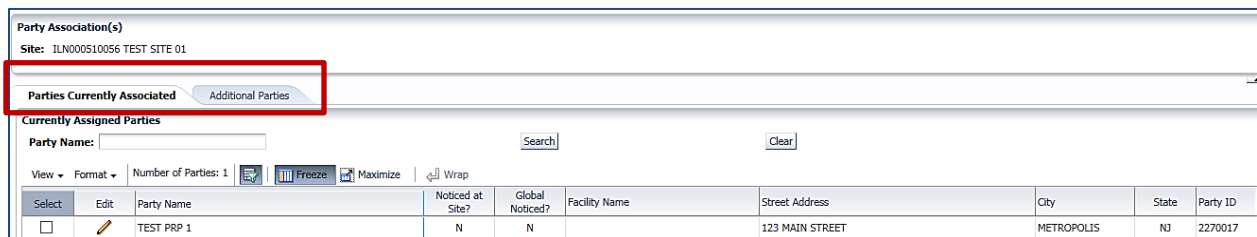


Figure 3. Party Association(s) Screen

2.1.1 Parties Currently Associated Tab

The **Parties Currently Associated** tab (Figure 3) allows users to view and search on all parties currently associated to the selected site; to disassociate the Party from the selected site, if not noticed at site; and select a party to edit.

- To disassociate a party from the site, select or highlight the party, and select the **Disassociate Party from Site** button
- To edit the Party details, select the edit button to access the **Manage Party Information** Module

2.1.1.1 Manage Party Information

After selecting the edit button next to a Party Name, users see the Manage Party Information screen with four tabs: Summary, Party Details, Associated Sites, and Contacts.

- **Summary** tab allows users to view a summary of all the Party information for the associated site as well as view the list of sites currently associated with the selected party
- **Party Details** tab allows users to edit the information for the selected party
- **Associated Sites** tab allows users to view the sites associated to the selected Party, and associate a site to the selected Party
- **Contacts** tab allows users to view Contacts associated to the Party and add a new Contact
- Two buttons are also available at the top of each tab to navigate to Site Associations and Party Search


2.1.1.1.1 Summary Tab

On the **Summary Tab**, Users see a summary of the data in the Manage Party Information module: summary of the selected Party Information, including Party Name, Address, and Party Type; Associated Sites; Contacts; and Activities.

The screenshot shows the 'Manage Party Information' interface. At the top, there are two columns of information: 'Site Name: ILN000510056 TEST SITE 01' and 'Site ID: 0510056', and 'Party Name: TEST PRP 1' and 'Party ID: 2270017'. To the right of this header are two icons: 'Site Associations' and 'Party Search'. Below the header is a tabbed interface with four tabs: 'Summary' (selected), 'Party Details', 'Associated Sites', and 'Contacts'. The 'Summary' tab displays the following information: 'Name: TEST PRP 1', 'Address: 123 MAIN STREET', 'City/State/Zip: METROPOLIS NJ 08612', 'Facility Name:', 'County:', and 'Party Type: Federal Agency'. Below this information are three expandable sections: 'Associated Sites', 'Contacts', and 'Activities', each with a right-pointing arrow icon.

Figure 4. Manage Party Information, Summary Tab

2.1.1.1.2 Party Details Tab

On the **Party Details** tabs, users are able to enter and edit the Party Name, address, and contact information; Involvement Type; Liability Indicator; and Party Type. Users select the Save button  after entering the required data.

SEMS QRG Manage Party Information

The screenshot shows the 'Manage Party Information' web application interface. At the top, it displays 'Site Name: ILN000510056 TEST SITE 01' and 'Party Name: TEST PRP 1'. Below this are tabs for 'Summary', 'Party Details', 'Associated Sites', and 'Contacts'. The 'Party Details' tab is active, showing a form with fields for Party Name, Alias, Address, Phone, Facility, Email, City, State, Zip Code, County, and Country. Below the form is a section for 'Please select one or more Involvement Types:' with a list of roles and checkboxes. The 'Owner' role is checked. Below that is a section for 'Please select a Liability indicator:' with radio buttons for 'Liable Party', 'Non-Liable Party', 'Not PRP Determination Made', and 'Undetermined'. A list of party types is shown with checkboxes, and 'Federal Agency' is checked. 'Save' and 'Cancel' buttons are at the bottom.

Manage Party Information Site Associations Party Search

Site Name: ILN000510056 TEST SITE 01 Site ID: 0510056
Party Name: TEST PRP 1 Party ID: 2270017

Summary Party Details Associated Sites Contacts

Party Details

* Party Name: TEST PRP 1 Email:
Alias: TEST * City: METROPOLIS
* Address: 123 MAIN STREET * State: New Jersey
Phone: * Zip Code: 08612
Facility: County: Select One
Country: Select One

Please select one or more Involvement Types:

* Involvement Type(s)	Select
Owner	<input checked="" type="checkbox"/>
Operator	<input type="checkbox"/>
Transporter	<input type="checkbox"/>
Generator	<input type="checkbox"/>
104e Info. Request	<input type="checkbox"/>
Noticed/Enf. Action	<input type="checkbox"/>
Non-Settlor	<input type="checkbox"/>
Adjacent (Contiguous) Property Owner	<input type="checkbox"/>
Arranger	<input type="checkbox"/>
Attorney - federal government	<input type="checkbox"/>
Attorney - municipal government	<input type="checkbox"/>

Please select a Liability indicator:

Liable Party Non-Liable Party Not PRP Determination Made Undetermined

Party Type(s)	Select
County/Parish Agency	<input type="checkbox"/>
Federal Agency	<input checked="" type="checkbox"/>
Financial Institution	<input type="checkbox"/>
Individual	<input type="checkbox"/>
Municipality	<input type="checkbox"/>
Non-Profit Organization	<input type="checkbox"/>
Private Company	<input type="checkbox"/>
Public Utility	<input type="checkbox"/>
School	<input type="checkbox"/>
State Agency	<input type="checkbox"/>
Unknown	<input type="checkbox"/>

Save Cancel

Figure 5. Manage Party Information, Party Details Tab

2.1.1.1.3 Associated Sites Tab

There are three features on the Associated Sites tab that allow users to:

- View the list of sites currently associated with the selected Party
- View a list of available sites that may be associated with the selected Party
- Select an available site to associate to a Party and enter the required association information

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Manage Party Information

Site Name: ILN000510056 TEST SITE 01 Site ID: 0510056
 Party Name: TEST PRP 1 Party ID: 2270017

[Site Associations](#) [Party Search](#)

Summary

Party Details

Associated Sites

Contacts

Site Association

Sites Currently Associated to Party:

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Site Name	Region	State	Spill ID	County	EPA ID	Site ID
COSDEN CHEMICAL COATINGS CORP.	Region 2	New Jersey	02P8	BURLINGTON	NJD000565531	0200022
TEST	Region 5				TMP000001380	0521537
TEST SITE	Region 1			MIDDLESEX	TST123456789	0120015
TEST SITE 01	Region 5	Illinois		COOK	ILN000510056	0510056

Available Sites:

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Select	Site Name	Region	State	Spill ID	County	EPA ID	Site ID
<input checked="" type="radio"/>	"M" MOUNTAIN SLAVE STATION	Region 6	New Mexico		SOCORRO	NM0000605987	0605987
<input type="radio"/>	"NEW" ARMY AVIATION SUPPORT	Region 2	Puerto Rico			PRSFN0204194	0204194
<input type="radio"/>	#1 BRUNSWICK QUADRANGLE	Region 4	Tennessee		SHELBY	TND980726616	0403911
<input type="radio"/>	#1 CLEANERS	Region 9	California		LOS ANGELES	CAN000909554	0909554
<input type="radio"/>	#1 OLD SANITARY LANDFILL TILLMAN ROAD	Region 5	Indiana		ALLEN	IND980897862	0501828
<input type="radio"/>	#1 RAVINE UNDER LAKE MONROE	Region 5	Indiana		MONROE	IND980825657	0501825
<input type="radio"/>	#16 RED OPEN FIELD SES-16	Region 4	Tennessee		SHELBY	TND980726608	0403910
<input type="radio"/>	#2 BRUNSWICK QUADRANGLE	Region 4	Tennessee		SHELBY	TND980726665	0403912
<input type="radio"/>	#2 FELGER ROAD DUMP	Region 5	Indiana		ALLEN	IND980897870	0501829
<input type="radio"/>	#2 MULE HOLE AT BENNETT QUARRY	Region 5	Indiana		MONROE	IND980825608	0501824

Please select one or more Involvement Types:

* Involvement Type(s)	Select
Owner	<input type="checkbox"/>
Operator	<input type="checkbox"/>
Transporter	<input type="checkbox"/>
Generator	<input type="checkbox"/>
104e Info. Request	<input type="checkbox"/>
Noticed/Enf. Action	<input type="checkbox"/>
Non-Settlor	<input type="checkbox"/>
Adjacent (Contiguous) Property Owner	<input type="checkbox"/>
Arranger	<input type="checkbox"/>
Attorney - federal government	<input type="checkbox"/>
Attorney - municipal government	<input type="checkbox"/>

Please select a Liability indicator:

Liable Party Non-Liable Party Not PRP Determination Made Undetermined

Save
Cancel

Figure 6: Manage Party Information, Associated Sites Tab

2.1.1.1.4 Contacts Tab

The Contacts tab (Figure 7) allows users to add a new contact for the party or edit information about existing contacts.

Existing contacts appear in the table. When users select the row of the contact, the information appears on the form below where they may edit the information.

To add a new contact, users select the Add Contact button and complete the fields. The following fields are required: First Name, Last Name, Address, City, State, Zip Code and Role.

Users select the Save button when complete.

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Figure 7. Contacts Tab

2.1.2 Additional Parties

The **Additional Parties** tab is available for users to search for and select an existing party to associate to the selected site or to access the **Manage Party Information** screen to add a new party that may then be associated to the site.

2.1.2.1 Associate Additional Parties to a Site

Users can search for and select additional parties to associate with a site. To find a party, users can navigate through the list of parties in two ways:

- By searching on Party Name, Party Alias, City, State, and the Global Notice indicator (Figure 8)

- By selecting the pagination buttons: First, Previous, Next, Last

Users select the radio button in the Select column next to the relevant Party Name; and select an Involvement Type and Liability Indicator to describe the party's association with the site (Figure 8).

Users select the Save and Associate to Site button to save the Party to the Site or select the Reset button to revert the values back to their original value.

Figure 8. Additional Parties Tab

2.1.2.2 Add a New Party




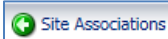
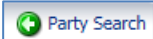
The **Party Details** tab within the **Manage Party Information** module is displayed when users select the **Add New Party** button  from the **Additional Parties** tab located at the bottom right-hand corner of the screen. Users can enter information about a new party to be associated to the site (Figure 9), including Party Details (Party Name, Address City, State, and Zip Code are required), Involvement Type, and Liability Indicator.

Figure 9. Manage Party Information, Party Details Tab

Users select the **Save** button  to add the new party or select the **Cancel** button  to exit the screen. User can navigate to the **Site Associations** screen by selecting the **Site Association** button ; and the **Party Search** screens by selecting the Party Search button .

3 MANAGE PARTY INFORMATION BY SEARCHING FOR A PARTY AMONG ALL PARTIES

After selecting the **Manage Party Information** option from the **Site Management** top navigation menu, users can view the list of all parties in the SEMS Site Management application, filter the list, and select to edit the **Party Details** (Figure 10).


Select	Party Name	Facility Name	Street Address	Alias Name	City	State	Global Noticed?
	TEST PRP 1		123 MAIN STREET	TEST	METROPOLIS	NJ	No

Figure 10. All Parties, Search for Parties Screen

3.1 View & Filter All Parties

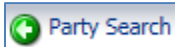
All Parties in the Site Management application are listed by default. Users can filter the list of Parties by typing in the **Party Name**, **Alias**, and **City**; selecting the **Global Noticed** flag; and selecting a **State**. The filters are inclusive: the Party must meet all the criteria entered in order to be displayed in the **Search Results** table. Users can change the columns displayed in the **Search Results** table using the **Manage Columns** feature.

3.2 Party Information

Users can edit the details for the Party by selecting the edit button  next to the **Party Name** in the **Search Results** table. The application displays the **Party Details** screen for the selected Party. In addition, users can disassociate an existing site on this screen, or select to associate a Site to the selected Party.

3.2.1 Edit Party Details

Users can edit the **Party Name**, **Alias**, **Address**, **City**, **State**, **Zip Code**, and **Party Type** on the screen (Figure 11). In addition, users can navigate to the **Party Search** by selecting the **Party Search** button



Party Details

* **Party Name:** TEST PRP 1
Alias: TEST
* **Address:** 123 MAIN STREET
Phone:
Facility:
Email:
* **City:** METROPOLIS
* **State:** New Jersey
* **Zip Code:** 08612
County: --- Select One ---
Country: --- Select One ---

Party Types

Party Types	Select
County/Parish Agency	<input type="checkbox"/>
Federal Agency	<input checked="" type="checkbox"/>
Financial Institution	<input type="checkbox"/>
Individual	<input type="checkbox"/>
Municipality	<input type="checkbox"/>
Non-Profit Organization	<input type="checkbox"/>
Private Company	<input type="checkbox"/>
Public Utility	<input type="checkbox"/>
School	<input type="checkbox"/>
State Agency	<input type="checkbox"/>
Unknown	<input type="checkbox"/>

Party Site Associations

	Site Name	EPA ID	Region	State	Site Spill ID	NPL Status	Non NPL Status	Noticed at Site?
<input type="checkbox"/>	COSDEN CHEMICAL COATINGS CORP.	NJD000565531	02	NJ	02P8	Currently on the F...		No
<input type="checkbox"/>	TEST	TMP000001380	05			Not Valid Site or I...		No
<input type="checkbox"/>	TEST SITE	TST123456789	01			Not Valid Site or I...	Status Not Specified	No
<input type="checkbox"/>	TEST SITE 01	ILN000510056	05	IL		Not Valid Site or I...	Not a valid site or...	No

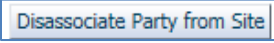

Disassociate Party from Site

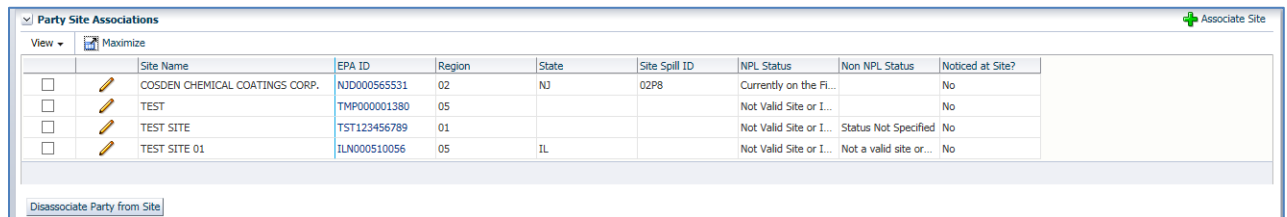
Figure 11. Party Details Screen

3.2.2 Party Site Associations

In the Party Site Associations table, users can disassociate a Party from the selected site and select to edit the Party Information for the site.

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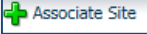

- To disassociate an existing site from the selected Party, users select the checkbox next to the **Party Name** (Figure 12) and then select the **Disassociate Party from Site** button .
- To edit the Party Information for a site, users select the edit button  next to the **Site Name**. This navigates users to the **Manage Party Information** module for the selected site.

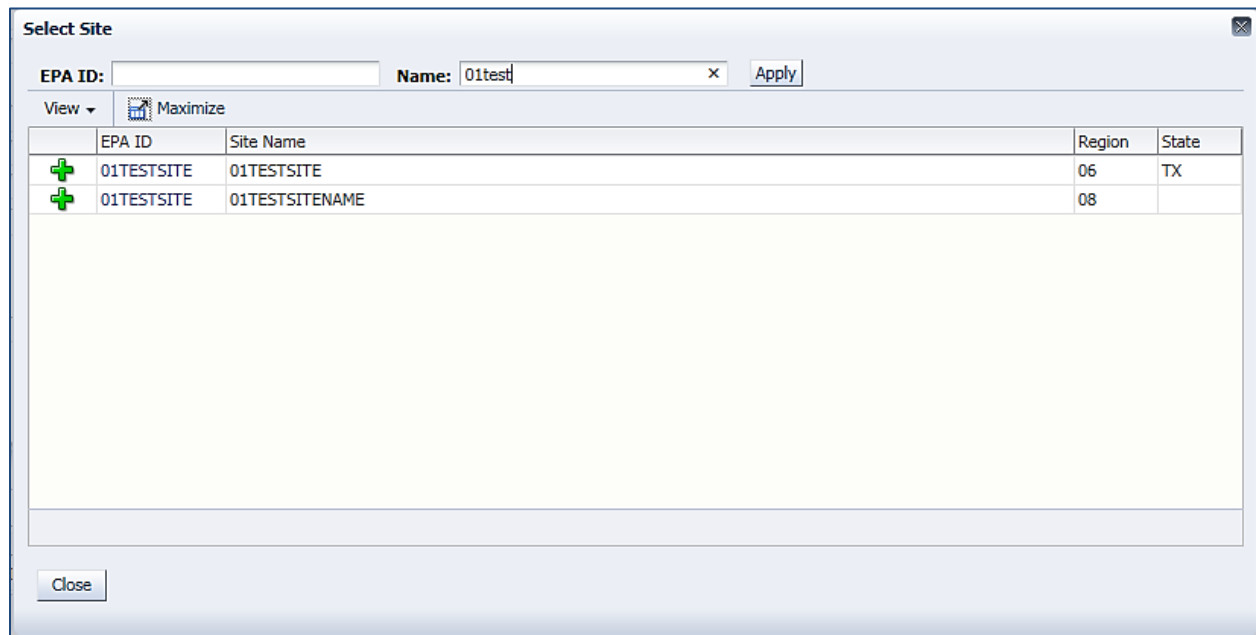


	Site Name	EPA ID	Region	State	Site Spill ID	NPL Status	Non NPL Status	Noticed at Site?
<input type="checkbox"/>	CODSEN CHEMICAL COATINGS CORP.	NJD000565531	02	NJ	02P8	Currently on the Fl...		No
<input type="checkbox"/>	TEST	TMP000001380	05			Not Valid Site or I...		No
<input type="checkbox"/>	TEST SITE	TST123456789	01			Not Valid Site or I...	Status Not Specified	No
<input type="checkbox"/>	TEST SITE 01	ILN000510056	05	IL		Not Valid Site or I...	Not a valid site or...	No

Figure 12. Party Site Associations Section

3.2.3 Associate Site to Party

To associate a site to the selected Party, users select the **Associate Site** button . The application displays a pop-up window that allows users to search for a site to associate to the Party (Figure 13). Users select the green plus sign  next to the EPA ID to associate the Site.



EPA ID: Name: 01test




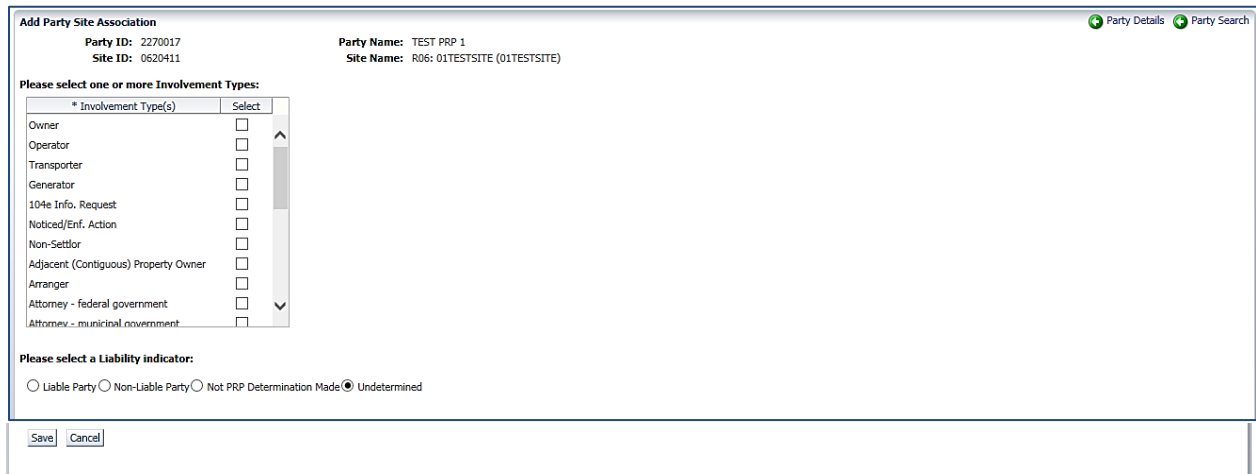
	EPA ID	Site Name	Region	State
	01TESTSITE	01TESTSITE	06	TX
	01TESTSITE	01TESTSITENAME	08	

Figure 13. Select Site to Associate Pop-up

After users select to associate the Site, the application displays the **Add Party Site Association** screen (Figure 14). On this screen, users select one or more **Involvement Types**, and one **Liability Indicator**. The default **Liability Indicator** is 'Undetermined' However users should always select the appropriate

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liability indicator i.e., Liable Party, Non-Liable Party, Not PRP Determination Made or Undetermined. Users select the **Save** button  to save the association.



Add Party Site Association [Party Details](#) [Party Search](#)

Party ID: 2270017 Party Name: TEST PRP 1
Site ID: 0620411 Site Name: R06: 01TESTSITE (01TESTSITE)

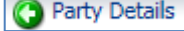
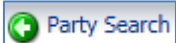
Please select one or more Involvement Types:

* Involvement Type(s)	Select
Owner	<input type="checkbox"/>
Operator	<input type="checkbox"/>
Transporter	<input type="checkbox"/>
Generator	<input type="checkbox"/>
104e Info. Request	<input type="checkbox"/>
Noticed/Enf. Action	<input type="checkbox"/>
Non-Settlor	<input type="checkbox"/>
Adjacent (Contiguous) Property Owner	<input type="checkbox"/>
Arranger	<input type="checkbox"/>
Attorney - federal government	<input type="checkbox"/>
Attorney - municipal government	<input type="checkbox"/>

Please select a Liability indicator:

Liable Party Non-Liable Party Not PRP Determination Made Undetermined

Figure 14. Add Party Site Associations

Users can select the **Party Details** button  to navigate to the screen to edit the information about the Party and the **Party Search** button  to find another Party to associate with the selected Site.