Chemical Facility Information System for Hawaii (CFISH) Operator’s Manual

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to:
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Chapter 1:
Read Me First
Introduction
This manual is written for people who are familiar with the Macintosh computer, HyperCard 2.1, and the Computer-Aided Management of Emergency Operations (CAMEO) 3.0. This chapter provides information that you need to run CFISH. Please refer to the CFISH User's Manual for detailed information on using the system. If you are the one to maintain and update the data in CFISH, we recommend that you read the entire Operator's Manual.

In Chapter 2, the entire system flow is represented by 10 diagrams to give you an idea on how CFISH works. In Chapter 3, all programs files are listed. In Chapter 4, all data elements used in CFISH are listed. In Chapter 5, it provides step by step instructions on how to update the information in CFISH.

Hardware and Software Requirements
CFISH runs only on certain Macintosh computers. Make sure yours has all the features listed here:

- at least 2 megabytes of RAM
- system software 6.0.5 or higher
- a SuperDrive disk drive
- a hard disk (at least 15 megabytes of hard disk space available to load all program files)
- HyperCard 2.1 (HyperCard and the Home programs only)

Fonts
You need the following fonts in your system in order to run CFISH properly. These fonts are in addition to the requirements set by the HyperCard program.

Chicago 9, 14
Geneva 9, 10, 11, 12, 13, 14, 16, 18, 20
Times 11, 12, 13, 14, 16, 18, 20, 24
Installing CFISH
Use the set of 8 diskettes that are labeled for public use for this installation.
1. Turn on the computer. Make sure the computer and its monitor are on.
2. Create a new folder name CFISH.
3. Insert the disk labeled Disk 1 of 8 into the drive.
4. Copy files to the CFISH folder.
5. Eject Disk 1 of 8 when done.
6. Insert the disk labeled Disk 2 of 8 into the drive.
7. Copy files to the CFISH folder.
8. Eject Disk 2 of 8 when done.
10. Double-click on HDBackup icon.
11. Click on Restore a single file.
12. Click OK.
13. Insert Disk 3 of 8 into the drive.
14. Eject Disk 3 of 8 when done.
15. Repeat steps 13 and 14 for Disk 4, Disk 5, Disk 6, Disk 7, and Disk 8.
16. Move the CFISH Call Program from the CFISH folder to the Startup Items in the System Folder.

Note: CFISH will be loaded automatically when the user turns on the computer or click Restart from the Special menu.
Chapter 2:
System Flow Diagrams
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CFISH Call Program

About CFISH

Do you know how to use the mouse?

Yes → CFISH Main Menu

No → Basic Mouse Skills

A
A

SARA Title III

CFISH Help

Facility Related Information

Chemical Information

Report Chemical Spills Contact Numbers

Quit CFISH

B

C

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Chapter 3:
Program Files
CFISH contained 25 stacks or modules. The following discusses what information is included in each of the stacks.

1. **CFISH** -- All the sort, search, and link screens in CFISH except those screens for the City and County of Honolulu.

2. **CFISH Call Program** -- Start up program for CFISH.

3. **CFISH Help** -- Help screens in CFISH.

4. **CFISH Logo** -- The system logo.

5. **CFISH Main** -- The disclaimer, about CFISH, and mouse skills screens.

6. **Chemical Database** -- The Chemical Database stack.

7. **EHS** -- The Extremely Hazardous Substances stack.

8. **Emergency Numbers** -- The Emergency Numbers stack.


11. **Hawaii Stored Chemical** -- Chemical Inventory stack for Hawaii county.


13. **Kauai Facility** -- Facility Information stack for Kauai county.


15. **Kauai Stored Chemical** -- Chemical Inventory stack for Kauai county.

17. **Maui Facility** -- Facility Information stack for Maui county.


19. **Maui Stored Chemical** -- Chemical Inventory stack for Maui county.


21. **Oahu CFISH** -- The sort, search, and link screens for the City and County of Honolulu.

22. **Oahu Facility** -- Facility Information stack for the City and County of Honolulu.

23. **Oahu Spill Report** -- Spill Report stack for the City and County of Honolulu.

24. **Oahu Stored Chemical** -- Chemical Inventory stack for the City and County of Honolulu.


■ **Note:** *For more information about these stacks, refer to the CFISH User’s Manual.*
Chapter 4:
Data Elements
Data elements are the actual field names used in CFISH. The following provides brief descriptions for each of the fields used in the Facility Information stack, Chemical Inventory stack, Toxic Release Annual Report stack, Spill Report stack, Chemical Database stack, Extremely Hazardous Substances stack, and the Emergency Numbers stack.

Data Elements Used in the Facility Information Stack

*Card No* -- The number of the current card that you are in and the total number of cards in the stack.

*City* -- Part of the address.

*Facility ID* -- Identification number unique to the facility.

*Facility Name* -- Name of facility.

*Island* -- Name of the island where the facility is located.

*Search Collection* -- After the searching or linking subroutines, it shows the number of the current card that you are in and the total number of cards found.

*State* -- Part of the address.

*Street* -- Part of the address.

*Zip Code* -- Part of the address.

Data Elements Used in the Chemical Inventory Stack

*Card No* -- The number of the current card that you are in and the total number of cards in the stack.

*CAS Number* -- Chemical Abstract Service registry number.

*Chemical Name* -- The name of chemical stored at a facility.

*City* -- Part of the address.

*Delayed Health Hazard* -- Chemical hazard category.

*EHS* -- The answer is “Yes” if the chemical is one of the 360 extremely hazardous substances.

*Facility ID* -- Identification number unique to the facility.
Facility Name -- Name of facility.
Fire Hazard -- Chemical hazard category.
Immediate Health Hazard -- Chemical hazard category.
Island -- Name of the island where the facility is located.
Max. Daily Amount -- The maximum amount of chemical being stored at a facility.
Max. Daily Amount Units -- The quantity unit.
Reactive Hazard -- Chemical hazard category.
Report Year -- The year for which the facility must make a report.
Search Collection -- After the searching or linking subroutines, it shows the number of the current card that you are in and the total number of cards found.
State -- Part of the address.
Street -- Part of the address.
Sudden Pressure Hazard -- Chemical hazard category.
Zip Code -- Part of the address.

Data Elements Used in the Toxic Release Annual Report Stack
Card No -- The number of the current card that you are in and the total number of cards in the stack.
CAS Number -- Chemical Abstract Service registry number.
Chemical Name -- Name of the chemical.
City -- Part of the address.
Facility ID -- Identification number unique to the facility.
Facility Name -- Name of facility.
Island -- Name of the island where the facility is located.
Non-Point Air -- Annual quantity of chemical releases (in pounds) from fugitive or non-point sources.
**Other Than PTW** -- Annual quantity of chemical transferred to other than a public treatment works.

**Point Air** -- Annual quantity of chemical releases (in pounds) from stack or point sources to the air.

**Public Treatment Works** -- Annual quantity of offsite transfers of the chemical to a public treatment works.

**Releases to Land** -- Annual quantity of chemical releases (in pounds) to the ground.

**Releases to Water** -- Annual quantity of chemical releases (in pounds) to water.

**Report Year** -- Year for which records are being kept.

**Search Collection** -- After the searching or linking subroutines, it shows the number of the current card that you are in and the total number of cards found.

**State** -- Part of the address.

**Street** -- Part of the address.

**Underground Injection** -- Annual quantity of chemical releases (in pounds) from underground injection wells.

**Zip Code** -- Part of the address.

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**Data Elements Used in the Spill Report Stack**

**Accident Date** -- Date that the accident occurred.

**Accident Description** -- General description of the accident.

**Card No** -- The number of the current card that you are in and the total number of cards in the stack.

**CAS Number** -- Chemical Abstract Service registry number.

**Causes of Release** -- Cause of release.

**Chemical Name** -- Name of the chemical.

**City** -- Part of the address.

**Facility ID** -- Identification number unique to the facility.

**Facility Name** -- Name of facility.

**Island** -- Name of the island where the facility is located.
Notes -- General comment on release.

Quantity Released -- The amount released and its unit.

Release Media -- Release medium.

RQ -- "Yes", if the release quantity exceeds the measure set by EPA.

Search Collection -- After the searching or linking subroutines, it shows the number of the current card that you are in and the total number of cards found.

State -- Part of the address.

Street -- Part of the address.

Year -- Year for which records are being kept.

Zip Code -- Part of the address.

Data Elements Used in the Chemical Database Stack

Card No -- The number of the current card that you are in and the total number of cards in the stack.

CAS Number -- Chemical Abstract Service registry number.

Chemical Name -- Name of chemical.

Fire Fighting -- Recommendations for responding to a fire involving the chemical.

Fire Hazard -- Explanation of fire hazard posed by the chemical.

First Aid -- Recommendations for dispensing first aid in an incident involving the chemical.

General Description -- General discussion of the hazards posed by the chemical.

Label -- Hazard label identification, as regulated by Title 49 of the Code of Federal Regulations (CFR).

NOAA # -- National Oceanic and Atmospheric Administration number.

Non-Fire Response -- Recommendations for responding to a non-fire incident involving the chemical.

Properties -- List of the chemical's physical properties.

Health Hazards -- Explanation of human health hazards posed by the chemical.
Protective Clothing -- Recommendations for personal protective gear to be worn when responding to an incident involving the chemical.

Search Collection -- After the searching or linking subroutines, it shows the number of the current card that you are in and the total number of cards found.

Data Elements Used in the Extremely Hazardous Substances Stack

Card No -- The number of the current card that you are in and the total number of cards in the stack.

CAS Number -- Chemical Abstract Service registry number.

Chemical Name -- Name of chemical.

Level of Concern -- The concentration of the extremely hazardous substance in air above which there may be serious irreversible health effects or death as a result of a single exposure for a relatively short period of time.

NOAA # -- National Oceanic and Atmospheric Administration number.

Physical State -- The chemical’s normal state.

Reportable Quantity -- Facilities storing a chemical above this quantity (designated for each chemical on the list of Extremely Hazardous Substances) are subject to emergency planning under Title III of SARA.

Search Collection -- After the searching or linking subroutines, it shows the number of the current card that you are in and the total number of cards found.

Threshold Planning Quantity -- The first entry is if the chemical particle size is less than 100 microns, or is a liquid or gas. The second entry is if the chemical particle size is greater than 100 microns, or is a solid.

Data Elements Used in the Emergency Numbers Stack

Card No -- The number of the current card that you are in and the total number of cards in the stack.

City -- Part of the address.

Contact Name -- Name of contact.

Organization -- Contact’s affiliation.

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Phone 1 -- Phone number for reporting chemical or oil spill.

Phone 2 -- Phone number for reporting chemical or oil spill.

Position -- Position held by contact.

State -- Part of the address.

Street -- Part of the address.

Zip Code -- Part of the address.
Chapter 5:
Updating Information
This chapter shows you how to update the data in the Facility Information stack, Chemical Inventory stack, Toxic Release Annual Report stack, and the Spill Report stack.

**Updating the Facility Information Stack**

Use the Import/Export function in CAMEO to update the information in CFISH. Let’s use Hawaii county as example.

1. Open the CAMEO folder.
2. Double-click on Facility Information stack.
3. Highlight the Import/Export function in the Search menu.
4. Click the Export button.
5. Click the Open... button.
6. Click on Hawaii Facility.
7. Click the Open button.
8. Link fields in the source file to fields in the target file.
9. Highlight Prefs... under Settings.
10. Click the Update: button.
11. Highlight Facility ID as Key Field.
12. Click the Add button.
13. Click OK.
14. Click OK to execute the action.

Note: Repeat these steps for Oahu Facility, Kauai Facility, and Maui Facility.
Updating the Chemical Inventory Stack
Use the Import/Export function in CAMEO to update the information in CFISH. Let's use Hawaii county as example.

1. Open the CAMEO folder.
2. Double-click on Chemical Inventory stack.
3. Highlight the Import/Export function in the Search menu.
4. Click the Export button.
5. Click the Open... button.
6. Click on Hawaii Stored Chemical.
7. Click the Open button.
8. Link fields in the source file to fields in the target file.
9. Highlight Prefs... under Settings.
10. Click the Update: button.
11. Highlight Facility ID as Key Field.
12. Click the Add button.
13. Click OK.
14. Click OK to execute the action.

Note: Repeat these steps for Oahu Stored Chemical, Kauai Stored Chemical, and Maui Stored Chemical.
Updating the Toxic Release Annual Report Stack

Use the Import/Export function in CAMEO to update the information in CFISH. Let's use Hawaii county as example.

1. Open the CAMEO folder.
3. Highlight the Import/Export function in the Search menu.
4. Click the Export button.
5. Click the Open... button.
6. Click on Hawaii TR Report.
7. Click the Open button.
8. Link fields in the source file to fields in the target file.
9. Highlight Prefs... under Settings.
10. Click the Update: button.
11. Highlight Facility ID as Key Field.
12. Click the Add button.
13. Click OK.
14. Click OK to execute the action.

Note: Repeat these steps for Oahu TR Report, Kauai TR Report, and Maui TR Report.
Updating the Spill Report Stack
Use the Import/Export function in CAMEO to update the information in CFISH. Let’s use Hawaii county as example.

1. Open the CAMEO folder.
3. Highlight the Import/Export function in the Search menu.
4. Click the Export button.
5. Click the Open... button.
6. Click on Hawaii Spill Report.
7. Click the Open button.
8. Link fields in the source file to fields in the target file.
9. Highlight Prefs... under Settings.
10. Click the Update: button.
11. Highlight Facility ID as Key Field.
12. Click the Add button.
13. Click OK.
14. Click OK to execute the action.

■ Note: Repeat these steps for Oahu Spill Report, Kauai Spill Report, and Maui Spill Report.

■ Note: For more information about the Import/Export function, refer to your CAMEO User’s Manual.

■ Important: If you have added or deleted any information from any stack, please remember to update its corresponding pop-up list in the search screen. For example, the facility names list, the chemical names list, the zip codes list etc.