

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDEBOOK April 2018

To insure compliance for its EPA Coastal Beach Monitoring and Notification Grant Requirements, the Office of Epidemiology/Division of Environmental Epidemiology (OEPI/DEE), has replaced their technologically obsolete 2006 BEACH MONITORING & NOTIFICATION (BMAN) system with a newly redesigned version developed by VDH'S Office of Information Management & Health IT (OIM).

To provide a bit of an overview, this new BEACH MONITORING & NOTIFICATION [BMAN] application was built with functionalities that enable both DISTRICT USERS and BMAN ADMINISTRATORS with the ability to see improved utility of BMAN through an updated version of XML that will be compatible with VDH's current (and future) versions of Internet Explorer. The DEE will have increased ability to access, manipulate and submit BMAN data via SEARCH and EXPORT functionality.

- BMAN ADMINISTRATORS and DISTRICT USERS have new functionality that will permit them to search for and generate "filterable" REPORTS directly from BMAN.
 - Moreover, BMAN ADMINISTRATORS will have the capability to generate reports for "USERS" and "BEACHES" sortable by Districts, including "CENTRAL OFFICE."
- DISTRICT USERS will now have more flexibility with their own beaches, consistent with their own District's business needs so as to facilitate faster data entry (avoid human errors).
 - DISTRICT USERS can now enter both TRIP and STATION data in single minute increments vs. the previously confining 15 minutes to allow the capture of more accurate data.

This document provides information describing how DISTRICT USERS will perform tasks and activities in this new BMAN application and contains simple, step-by-step instructions detailing how to CREATE and/or ADD to a TRIP RECORD, CREATE BEACH NOTIFICATIONS and BEACH WARNINGS. It also describes how to use the new and revised REPORTS features – including exporting them to EXCEL to conduct data analysis and generate statistical reports.

INTRODUCTION	3
IMPORTANT FEATURES	3
NAVIGATION HEADER BAR.....	5
NAVIGATION BUTTONS: TRIPS, BEACH NOTIFICATION & BEACH WARNING	5
NAVIGATION HEADER BAR – STEP-BY-STEP INSTRUCTIONS	7
HOME.....	7
ADD TRIP	7
CREATING & ISSUING A BEACH ADVISORY/NOTIFICATION	12
LIFTING A BEACH ADVISORY/NOTIFICATION	15
RULES & HINTS	23
TAB SHORTCUTS	23
FOR TRIPS	24
FOR BEACH NOTIFICATIONS	25
ADD BEACH WARNING.....	26
HOME/QUICK SEARCH/EDIT NAVIGATION BUTTONS & PAGES	30
HOME/QUICK SEARCH/EDIT BUTTONS.....	31
SEARCH, EXPORT EXCEL and RESET BUTTONS.....	31
TRIPS	32
BEACH NOTIFICATION	37
BEACH WARNING.....	41
REPORTS.....	42
GEOMETRIC MEAN REPORT	43
MONITORING REPORT	45
NOTIFICATION REPORT	47
SUMMARY DATA REPORT	49
CONTACT US	51

Click on one of the preceding LINKS in the TABLE OF CONTENTS to directly access
a specific section in this document.

To return to the TOC, click on the “Return to the Table of Contents” link found at the end of each section.

INTRODUCTION

The old BEACH MONITORING & NOTIFICATION [BMAN] application has been replaced with a new, robust and streamlined version that changes not only the flow of how you enter data, but also the way you input information in a way that is meaningful and, with practice, is easy to access and use.

Here are just some of the enhanced capabilities you will find in BMAN that will allow you to work efficiently and with greater accuracy in the new system. These and all the other features and enhancements are explained in detail in this guidebook.

- You are now able to SEARCH for ALL of your SAVED records for TRIPS, BEACH NOTIFICATIONS and BEACH WARNINGS on their own, easily filtered page allowing you to narrow your search when you enter specific parameters.
- Not only can you ADD TRIPS and BEACH WARNINGS, you are now able to EDIT each of these records individually, as needed.
- You are now able to EXPORT EXCEL Reports directly from BMAN.
- In addition, four new reports have been designed to allow for more detailed and dynamic analysis:
 - GEOMETRIC MEAN REPORT
 - MONITORING REPORT
 - NOTIFICATION REPORT
 - SUMMARY DATA REPORT

In the immediate pages, we will take a tour of the new BMAN application, provide insight into some of the major changes you will see and introduce you to some of the important features that you now have available at your fingertips.

[Return to the Table of Contents](#)

IMPORTANT FEATURES

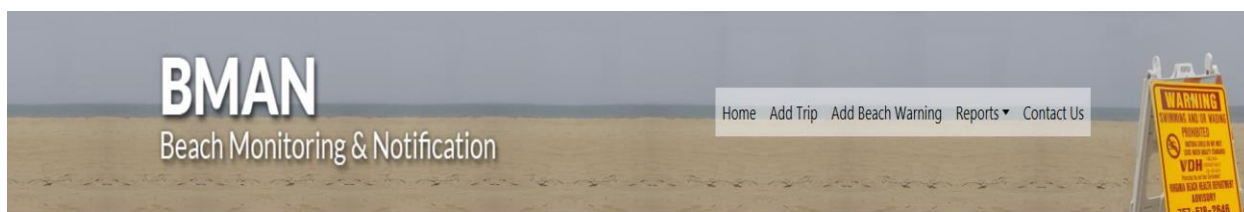
You are no longer required to login to BMAN as the system has “SINGLE SIGN-ON” capabilities based on your VDH COV USER ID/PASSWORD and your ROLE.

Just copy and paste this URL into your browser and then SAVE it as a “favorite” to insure you can easily retrieve it when needed:

<http://vdheis/BMAN> **CORRECT URL will display at time of PRODUCTION RELEASE!**

When first accessing BMAN you will arrive on the HOME/QUICK SEARCH/EDIT page, which also features the TRIPS Home page. Some important things to note:

- Your assigned DISTRICT will DEFAULT in the “District” field.
- The “Month/Year” will default to the current month and year.
- Any saved TRIP detail records for your DISTRICT shall appear listed beneath in the TRIPS section of the page.
 - At the outset, of course, no Trip records will display until you create them.



Home/Quick Search/Edit

Trips Beach Notification Beach Warning

Trips

District Eastern Shore Beach Select...

Month/Year 3 2018 Advisory Status All

Search Export Excel Reset

Beach	Sample Date	Time	Site Result 1	Site Result 2	Site Result 3	Site Result 4	Average	Advisory Status			
No records											



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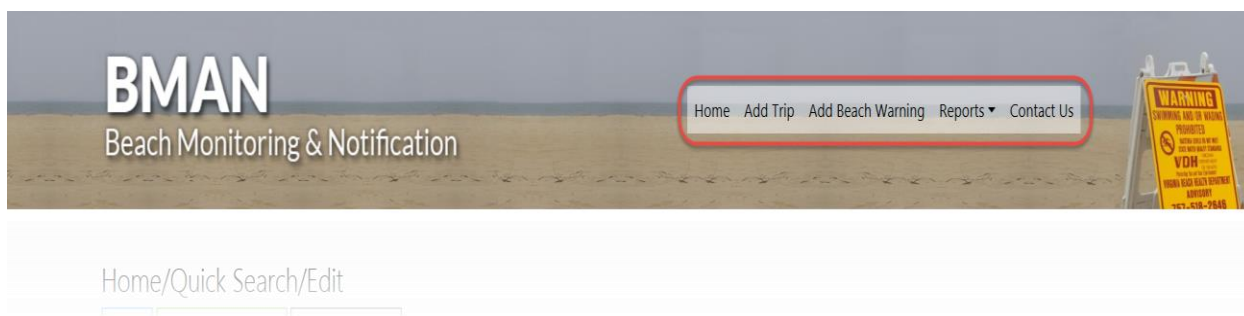
We will come back to this TRIPS Home page later on in this document.

Instead, for the moment...let's take a look at the important NAVIGATION features on this HOME/QUICK SEARCH/EDIT landing page that allow you to move swiftly throughout BMAN.

NAVIGATION HEADER BAR

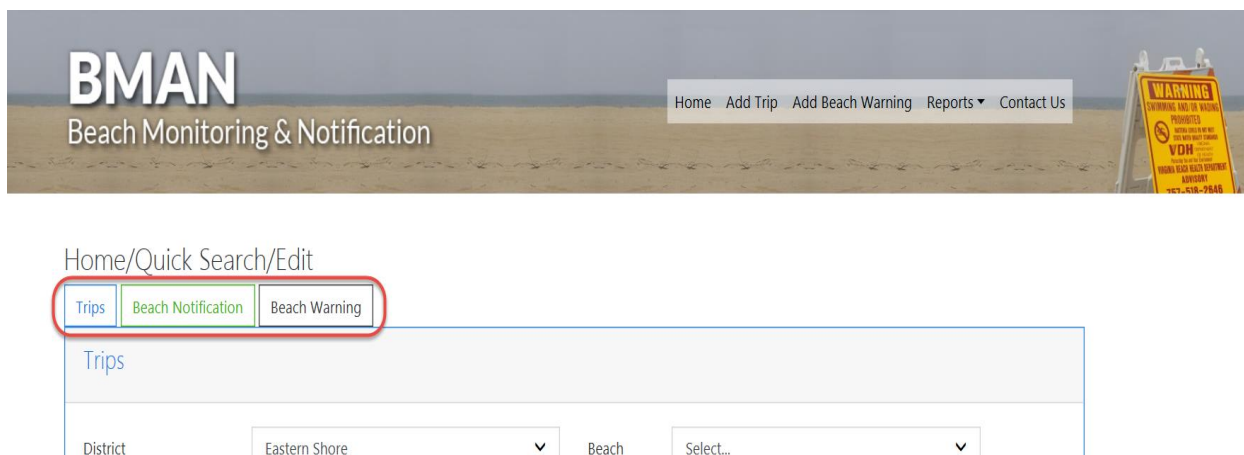
These five NAVIGATION TABS will provide you with quick access to the following features when working in BMAN:

- HOME
- ADD TRIP
- ADD BEACH WARNING
- REPORTS
- CONTACT US



NAVIGATION BUTTONS: TRIPS, BEACH NOTIFICATION & BEACH WARNING

These three NAVIGATION BUTTONS allow you to perform a QUICK SEARCH of any TRIPS, BEACH NOTIFICATIONS or BEACH WARNINGS that are created in your District to either simply view them, or to make any necessary EDITS.



These BUTTONS will be always be visible when you are on their respective HOME/QUICK SEARCH/EDIT screen (i.e. for either Trips, Beach Notifications, or Beach Warnings).

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

The fields and table directly below these navigation buttons **will display the parameters selected and all of your saved records** for TRIPS, BEACH NOTIFICATIONS and BEACH WARNINGS (depending on which button was selected), if they exist as part of your search.

Home/Quick Search/Edit

Trips

Beach Notification

Beach Warning

Trips

District

Eastern Shore

▼

Beach

Select...

▼

Month/Year

3

▼

2018

▼

Advisory Status

All

▼

Search

Export Excel

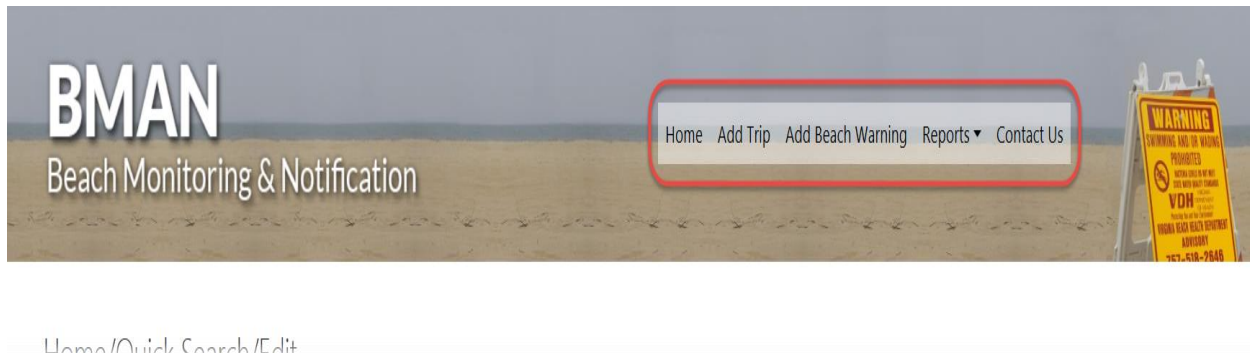
Reset

Beach	Sample Date	Time	Site Result 1	Site Result 2	Site Result 3	Site Result 4	Average	Advisory Status			
No records											

[Return to the Table of Contents](#)

NAVIGATION HEADER BAR – STEP-BY-STEP INSTRUCTIONS

This NAVIGATION HEADER BAR at the top of the page provides quick access to the various activities you will do within BMAN. It will always be visible no matter what page you are working on in the application.



HOME

- Click on the **HOME** link to retrieve the HOME/QUICK SEARCH/EDIT landing page.

[Return to the Table of Contents](#)

ADD TRIP

Previously, you were able to CREATE a trip record on either the TRIP ENTRY or STATION ENTRY page.

In BMAN, you are now only able to CREATE a new trip record using the TRIP page described next.

Follow these steps to create a NEW TRIP RECORD.

- Click on the **ADD TRIP** link in the NAVIGATION HEADER BAR to reveal the TRIP page seen next:

The screenshot shows a web form titled "Trip" with a "Details" tab selected. The form is divided into two main sections. The top section contains a "District" dropdown menu with "Eastern Shore" selected and a "Comments" text area. The bottom section, under the "Details" tab, contains a "Beaches" dropdown menu with "Select..." selected. Below this are four rows for "Site Result" (1-4). Each row has a text input field for the result value, followed by two radio button options: "< 10" and "TNTC". To the right of the "Site Result" labels, there are three "Time" dropdown menus, each with "Select..." selected. At the bottom of the form are three buttons: "Add Another Beach's Information" (green), "Save" (blue), and "Reset" (orange).

- **DISTRICT:** YOUR assigned DISTRICT will default in this field.
- **COMMENTS:** Use this field to enter any additional comments regarding this trip.

DETAILS:

- **BEACHES:**
 - Only those BEACHES assigned to YOUR DISTRICT will be available for selection.
 - Use the down arrow to indicate the BEACH visited for a trip record.
- **SAMPLE DATE:**
 - Click in the field to select a date from the pop-up calendar to auto-fill this field.
- **TIME:**
 - Use the down arrows in the adjacent fields to select the HOUR, MINUTE and AM/PM values indicating sample(s) collection time(s).
- **SITE RESULT 1-4 (rows):**
 - If the lab result is a number, enter the actual numerical value of the sample result without units, e.g. 66 in the SITE RESULT 1 field **OR...**
 - If the sample result is <10 cfu/100 ml or below the detection level, click the <10 circle to indicate that the value was less than 10.
 - If the sample result is too numerous to count, click the TNTC circle.
 - If the beach has more than one sample site and there were additional collections, enter those sample results the same way in the remaining SITE RESULT 2, 3 and 4 rows.

Here is a view of a completed TRIP record:

Trip

District

Eastern Shore

▼

Comments

Details

Beaches

ASSATEAGUE ISLAND NATIONAL SEASHORE

▼

Sample Date

04/09/2018

Time

6

▼

00

▼

AM

▼

Site Result 1

☐ < 10

☒ TNTC

Site Result 2

66

☐ < 10

☐ TNTC

Site Result 3

☐ < 10

☒ TNTC

Site Result 4

☒ < 10

☐ TNTC

Add Another Beach's Information

Save

Reset

At this point, you can:

- Press the SAVE button if you are done, OR...
 - You may enter a TRIP record for another BEACH in your district.
 - You do this by pressing the green **ADD ANOTHER BEACH'S INFORMATION** button.
 - If you choose to SAVE your TRIP record **without** creating **any additional** TRIP records, you CANNOT add any other BEACHES to that TRIP!

IMPORTANT NOTE!

If you change your mind when adding any subsequent beach's information using the ADD ANOTHER BEACH'S INFORMATION button, you will need to DESELECT the beach from the partially created record to assure it is NOT saved! This is very easy to do....

- ***Choose "Select" from the list of values in the BEACHES field.***
- ***When you press the SAVE button, this data will be eliminated.***

See the example on the next page....

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

Trip

District: Eastern Shore

Comments:

Details

Beaches: ASSATEAGUE ISLAND NATIONAL SEASHORE

Sample Date: 04/09/2018 Time: 6:00 AM

Site Result 1: ☐ < 10 ☒ TNTC

Site Result 2: 66 ☐ < 10 ☐ TNTC

Site Result 3: ☐ < 10 ☒ TNTC

Site Result 4: ☒ < 10 ☐ TNTC

Beaches: ASSATEAGUE ISLAND NATIONAL SEASHORE

Sample Date: 04/09/2018 Time: 7:15 AM

Site Result 1: ☐ < 10 ☐ TNTC

Site Result 2: ☐ < 10 ☐ TNTC

Site Result 3: ☐ < 10 ☐ TNTC

Site Result 4: ☐ < 10 ☐ TNTC

This second record will be eliminated from this TRIP record.

The BEACH'S NAME must be removed to permit this to occur.

[Add Another Beach's Information](#) [Save](#) [Reset](#)

Do this to eliminate the unwanted record:

Site Result 3:

Site Result 4: ☒ < 10 ☐ TNTC

Beaches: **Select...**

ASSATEAGUE ISLAND NATIONAL SEASHORE

ASSATEAGUE ISLAND, TOM'S COVE NORTH

ASSATEAGUE ISLAND, TOM'S COVE SOUTH

GUARD SHORE

KIPTOPEKE STATE PARK

TOWN OF CAPE CHARLES PUBLIC BEACH

Sample Date: AM

Site Result 1:

Replace the BEACH'S NAME with "Select" to eliminate this data before it is saved.

For now...let's assume we've pressed the SAVE button to save the single TRIP record we created.

Upon SAVING...


If ANY of your sample results exceeded the Water Quality Standard (WQS) of 104 cfu/100 ml, BMAN will alert you that a NOTIFICATION RECORD must be entered for the trip.

This is different from what occurred in the old application!

- *When a TRIP record contains elevated results as ours did, upon saving the TRIP RECORD, you will now see a TRIPS REQUIRING NOTIFICATION RECORDS page that must be completed before moving forward.*
- *Consequently, an ADVISORY STATUS is assigned “behind the scenes” to such records.*

This is what happened when we pressed the SAVE button for our record.

- If any TRIP SITE RESULT exceeds the WQS of 104 cfu/100 ml (as two of our results did), you will see the **TRIPS REQUIRING NOTIFICATION RECORDS** page above. Take a moment to review this page.

Trips Requiring Notification Records								
Beach	Sample Date	Time	Site Result 1	Site Result 2	Site Result 3	Site Result 4	Average	Advisory Status
Trip Number: BMT_2028 - District: Eastern Shore								
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/09/2018	06:00 AM	TNTC	66	TNTC	<10	12112	Create Notification 

- Off to the far right of the screen is a PENCIL ICON. Click on it if you need to EDIT the saved TRIP record; otherwise, continue working.
- The **ADVISORY STATUS** column displays a **CREATE NOTIFICATION** link.
 - **At this point, you MUST create a NOTIFICATION, as you cannot create or view your TRIPS until you do so.**

[Return to the Table of Contents](#)

CREATING & ISSUING A BEACH ADVISORY/NOTIFICATION

- Click on the **CREATE NOTIFICATION** link in the “Advisory Status” column to reveal the **BEACH NOTIFICATION** summary page.
 - Notice that it has been DEFAULTED to display the TRIP information for the BEACH record we created as well as other important data:

Sample Date	Average	Advisory Status
04/09/2018	12112	Create Notification

Beach Notification

District

Eastern Shore

Beaches

ASSATEAGUE ISLAND NATIONAL SEASHORE

Start Date

04/10/2018

End Date

Activity

Activity Type

CONTAM_ADV

Activity Reason

ELEV_BACT

Activity Indicator

ENTERO

Indicator Name

ENTEROCOCCI

Water Type Name

MARINE

Measure Value

104

Measure Type Name

SSM

Measure Unit Code

cfu/100ml

Criterion Comments

<http://www.vdh.virginia.gov/content/uploads/sites/12/2016/04/FAQs-VDH-Swimming-Advisories-2016.pdf>

Comments

Save

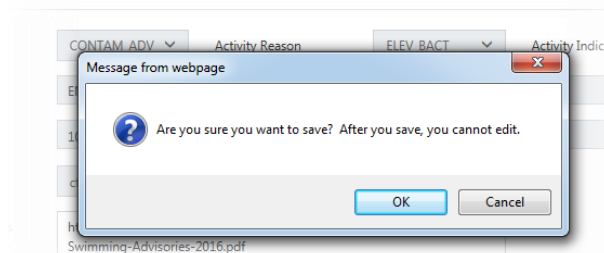
Reset

Sample Date	Average
04/09/2018	12112

- You **CANNOT** edit this **BEACH NOTIFICATION** record!
 - **HOWEVER**, although the **START DATE** is defaulted, you can change it.
 - The **START DATE** = the **SAMPLE DATE** + 1.
 - When you **CREATE** a new notification, the **START DATE** must be **GREATER** than the **SAMPLE DATE** and on/or before **TODAY’S DATE**!
 - If you need to change the **START DATE**, click in the field to select a date from the pop-up calendar to auto-fill the date.
 - You can enter **COMMENTS**, if needed.
 - The **END DATE** field is disabled until the **LAST RESULT** entered is less than **104 cfu/100 ml**. (For future reference, note that the **START DATE** and **END DATE** cannot be the same.)
 - After the **END DATE** is entered/saved, the record will be in “**LIFTED**” status.

These fields are DEFAULTED and cannot be altered!

- **DISTRICT:**
 - YOUR assigned DISTRICT will default in this field.
- **BEACHES:**
 - Displays the BEACH in your DISTRICT where the sampling occurred.
- **SAMPLE DATE:**
 - Indicates the DATE the SAMPLE was collected.
 - Will only display results up to and including the last five Sample Dates.
- **AVERAGE:**
 - Displays the AVERAGE of all of the RESULTS that were collected on the SAMPLE DATE.
 - Will only display results up to and including the last five Averages.
- **ACTIVITY – this is a CHANGE! You no longer need to select these values for common exceedances of the WSQ! Each is DEFAULTED as indicated:**
 - **ACTIVITY TYPE:** CONTAM_ADV
 - **ACTIVITY REASON:** ELEV_BACT
 - **ACTIVITY INDICATOR:** ENTERO
 - **INDICATOR NAME:** ENTEROCOCCI
 - **WATER TYPE NAME:** MARINE
 - **MEASURE VALUE:** 104
 - **MEASURE TYPE:** SSM
 - **MEASURE UNIT CODE:** cfu/100 ml
 - **CRITERION COMMENTS** – link to “Frequently Asked Questions – Virginia Department of Health (VDH)-Issued Swimming Advisories”
<http://www.vdh.virginia.gov/content/uploads/sites/12/2016/04/FAQs-VDH-Swimming-Advisories-2016.pdf>
- **If the NOTIFICATION is correct, press the SAVE button.**
 - The following pop-up message will display asking if you are sure you want to save the record and advising that after saving it, no changes are permitted:



- **Press the OK button to SAVE and ISSUE the NOTIFICATION.**

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

- The HOME/QUICK SEARCH/EDIT – BEACH NOTIFICATION page will appear.
 - Press the SEARCH button to view this record.
- The ADVISORY STATUS = ISSUED.

Home/Quick Search/Edit

Trips Beach Notification Beach Warning

Beach Notification

DistrictEastern Shore

BeachSelect...

Month/Year42018

Advisory StatusSelect

Search

Export Excel

Reset

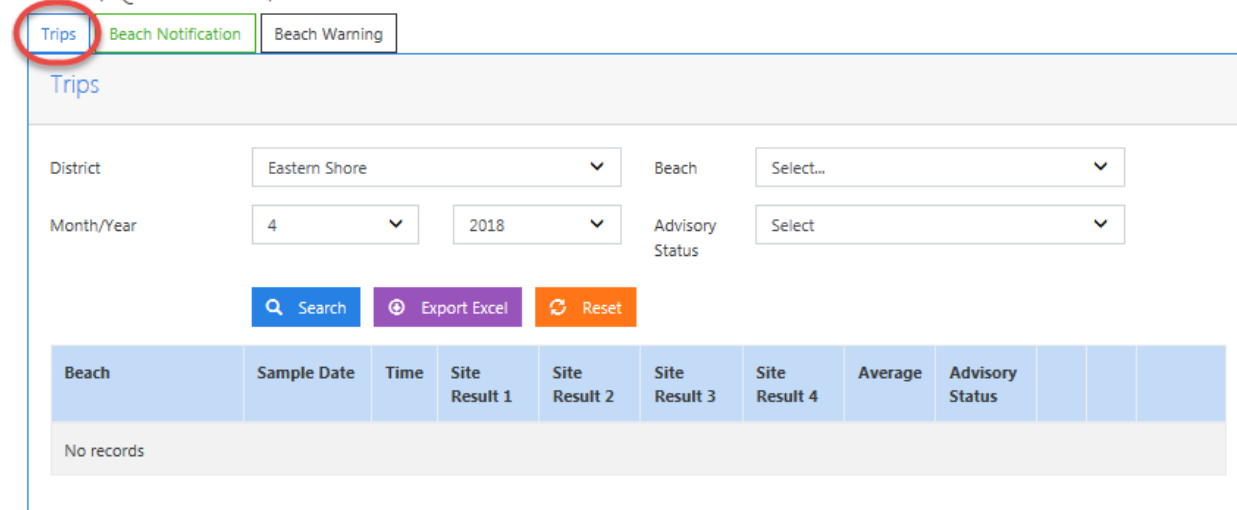
Beach Name	Start Date	End Date	Measure Value	Activity Type	Activity Reason	Activity Indicator	Advisory Status	
Trip Number: BMT_2024 - District: Eastern Shore								
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/07/2018	04/12/2018	104	CONTAM_ADV	ELEV_BACT	ENTERO	Lifted	
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/10/2018		104	CONTAM_ADV	ELEV_BACT	ENTERO	Issued	
ASSATEAGUE ISLAND, TOM'S COVE NORTH	04/03/2018		104	CONTAM_ADV	ELEV_BACT	ENTERO	Issued	
GUARD SHORE	04/04/2018		104	CONTAM_ADV	ELEV_BACT	ENTERO	Issued	
GUARD SHORE	04/03/2018		104	CONTAM_ADV	ELEV_BACT	ENTERO	Issued	
GUARD SHORE	04/04/2018		104	CONTAM_ADV	ELEV_BACT	ENTERO	Issued	
GUARD SHORE	04/05/2018		104	CONTAM_ADV	ELEV_BACT	ENTERO	Issued	
GUARD SHORE	04/06/2018		104	CONTAM_ADV	ELEV_BACT	ENTERO	Issued	
KIPTOPEKE STATE PARK	04/10/2018		104	CONTAM_ADV	ELEV_BACT	ENTERO	Issued	
TOWN OF CAPE CHARLES PUBLIC BEACH	04/11/2018		104	CONTAM_ADV	ELEV_BACT	ENTERO	Issued	

[Return to the Table of Contents](#)

LIFTING A BEACH ADVISORY/NOTIFICATION

- Press the TRIPS button on the HOME/QUICK SEARCH/EDIT page to reveal the TRIPS page.

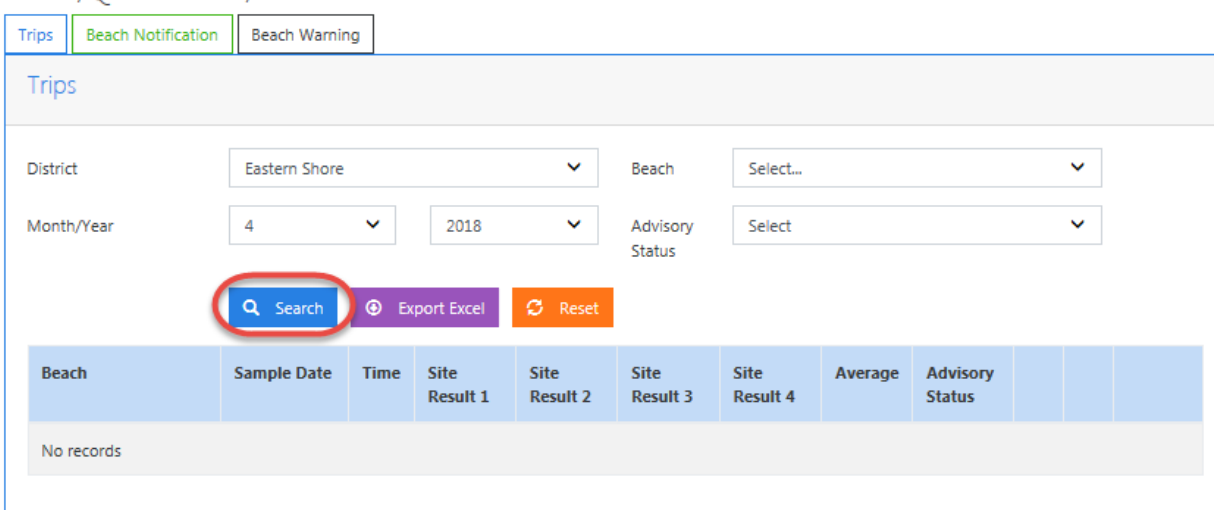
Home/Quick Search/Edit



The screenshot shows the 'Home/Quick Search/Edit' page. At the top, there are three tabs: 'Trips' (highlighted with a red circle), 'Beach Notification', and 'Beach Warning'. Below the tabs, the 'Trips' section is active. It contains a form with the following fields: 'District' (set to 'Eastern Shore'), 'Beach' (set to 'Select...'), 'Month/Year' (set to '4' and '2018'), and 'Advisory Status' (set to 'Select'). Below these fields are three buttons: 'Search' (blue), 'Export Excel' (purple), and 'Reset' (orange). At the bottom, there is a table with the following headers: 'Beach', 'Sample Date', 'Time', 'Site Result 1', 'Site Result 2', 'Site Result 3', 'Site Result 4', 'Average', 'Advisory Status', and two empty columns. The table currently displays 'No records'.

- It is defaulted to your DISTRICT.
- You can select a specific BEACH in your district, or leave the field BLANK.
- The MONTH and YEAR are also defaulted, but can be changed, if needed.
- The ADVISORY STATUS is defaulted to ALL.
 - You can select “ISSUED” from the list of values and press the SAVE button to narrow your search.
- Press the blue SEARCH button.

Home/Quick Search/Edit



This screenshot is identical to the one above, showing the 'Home/Quick Search/Edit' page with the 'Trips' tab selected. However, in this version, the 'Search' button (blue) is circled in red, indicating the next step in the process.

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

- Next, click the ISSUED link for the NOTIFICATION to be LIFTED.

Home/Quick Search/Edit

[Trips](#) [Beach Notification](#) [Beach Warning](#)

Trips

District: Eastern Shore ▼ Beach: Select... ▼
Month/Year: 4 ▼ 2018 ▼ Advisory Status: Select ▼
[Search](#) [Export Excel](#) [Reset](#)

Beach	Sample Date	Time	Site Result 1	Site Result 2	Site Result 3	Site Result 4	Average	Advisory Status		
Trip Number: BMT_10 - District: Eastern Shore										
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/07/2018	06:00 AM	<10	TNTC	TNTC	<10	12096	Lifted	🔴	View All Sample Dates
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/08/2018	06:00 AM	<10	<10	TNTC	TNTC	12096	Issued	🔴	Add Another Sample Date
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/09/2018	06:00 AM	<10	<10	<10	TNTC	6048	Issued	🔴	Add Another Sample Date
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/10/2018	06:00 AM	<10	<10	<10	TNTC	6048	Issued	🔴	Add Another Sample Date

The BEACH NOTIFICATION page will display next.

- NO changes can be made to this record
- Notice the SAMPLE DATE/AVERAGE box near the right margin.
 - You cannot LIFT a notification unless the “AVERAGE” RESULT or LAST RESULT is below 104 cfu/100 ml.

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

Beach Notification

District

Eastern Shore

Beaches

ASSATEAGUE ISLAND NATIONAL SEASHORE

Start Date

04/09/2018

End Date

Activity

Activity Type

CONTAM_ADV

Activity Reason

ELEV_BACT

Activity Indicator

ENTERO

Indicator Name

ENTEROCOCCI

Water Type Name

MARINE

Measure Value

104

Measure Type Name

SSM

Measure Unit Code

cfu/100ml

Criterion Comments

<http://www.vdh.virginia.gov/content/uploads/sites/12/2016/04/FAQs-VDH-Swimming-Advisories-2016.pdf>

Comments

Save

Reset

Sample Date	Average
04/08/2018	12096
04/09/2018	12096

Add Another Sample Date

- **Press the blue ADD ANOTHER SAMPLE DATE button if you need to enter additional sample results for this BEACH.**
 - **The following PREVIOUS SAMPLE DATE page is almost identical to the ADD TRIP page where you originally entered the SITE RESULT SAMPLES:**

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

Previous Sample Date

Beach	Sample Date	Time	Site Result 1	Site Result 2	Site Result 3	Site Result 4	Average	Advisory Status
Trip Number: BMT_10 - District: Eastern Shore								
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/08/2018	06:00 AM	<10	<10	TNTC	TNTC	12096	Issued
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/09/2018	04:06 PM	<10	TNTC	TNTC	<10	12096	

Add Another Sample Date

District Eastern Shore ▼

Comments

Details

Beaches ASSATEAGUE ISLAND NATIONAL SEASHORE ▼

Sample Date

Time

Select... ▼

Select... ▼

Select... ▼

Site Result 1

☐ < 10

☐ TNTC

Site Result 2

☐ < 10

☐ TNTC

Site Result 3

☐ < 10

☐ TNTC

Site Result 4

☐ < 10

☐ TNTC

Save

Reset

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

- Whenever **ADDITIONAL SAMPLES** are taken, always enter their results in the lower portion of this page:

Previous Sample Date

Beach	Sample Date	Time	Site Result 1	Site Result 2	Site Result 3	Site Result 4	Average	Advisory Status
Trip Number: BMT_10 - District: Eastern Shore								
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/08/2018	06:00 AM	<10	<10	TNTC	TNTC	12096	Issued
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/09/2018	04:06 PM	<10	TNTC	TNTC	<10	12096	

Add Another Sample Date

District: Eastern Shore

Comments

Details

Beaches: ASSATEAGUE ISLAND NATIONAL SEASHORE

Sample Date: 04/10/2018 Time: 4:15 PM

Site Result 1: ☒ < 10 ☐ TNTC

Site Result 2: ☒ < 10 ☐ TNTC

Site Result 3: ☒ < 10 ☐ TNTC

Site Result 4: ☒ < 10 ☐ TNTC

Save Reset

- Press the **SAVE** button.

- Press the **BEACH NOTIFICATION** button on the **HOME/QUICK SEARCH/EDIT** page.

Home/Quick Search/Edit

Trips **Beach Notification** Beach Warning

Trips

District: Eastern Shore Beach: Select...

- Then, press the blue **SEARCH** button.

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

- When the BEACH NOTIFICATION page displays, locate the NOTIFICATION record where you entered additional SAMPLE data.
 - Click on the PENCIL ICON for the BEACH NOTIFICATION record.

Home/Quick Search/Edit

Trips Beach Notification Beach Warning

Beach Notification

DistrictEastern Shore

BeachSelect...





Month/Year42018

Advisory StatusSelect

Search

Export Excel

Reset

Beach Name	Start Date	End Date	Measure Value	Activity Type	Activity Reason	Activity Indicator	Advisory Status	
Trip Number: BMT_10 - District: Eastern Shore								
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/08/2018	04/14/2018	104	CONTAM_ADV	ELEV_BACT	ENTERO	Lifted	
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/09/2018		104	CONTAM_ADV	ELEV_BACT	ENTERO	Issued	
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/10/2018		104	CONTAM_ADV	ELEV_BACT	ENTERO	Issued	
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/11/2018		104	CONTAM_ADV	ELEV_BACT	ENTERO	Issued	

- When the BEACH NOTIFICATION summary page displays, **enter the END DATE** by clicking in the field to select a date from the pop-up calendar to auto-fill the date.
 - **This NOTIFICATION can be LIFTED because the last recorded “AVERAGE” RESULT is less than 104 cfu/100 ml as seen in the SAMPLE DATE/AVERAGE box on the right:**

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

Beach Notification

District: Eastern Shore Beaches: ASSATEAGUE ISLAND NATIONAL SEASHORE

Start Date: 04/09/2018 End Date: 04/13/2018

Activity

Activity Type: CONTAM_ADV Activity Reason: ELEV_BACT Activity Indicator: ENTERO

Indicator Name: ENTEROCOCCI Water Type Name: MARINE

Measure Value: 104 Measure Type Name: SSM

Measure Unit Code: cfu/100ml

Criterion Comments: <http://www.vdh.virginia.gov/content/uploads/sites/12/2016/04/FAQs-VDH-Swimming-Advisories-2016.pdf>

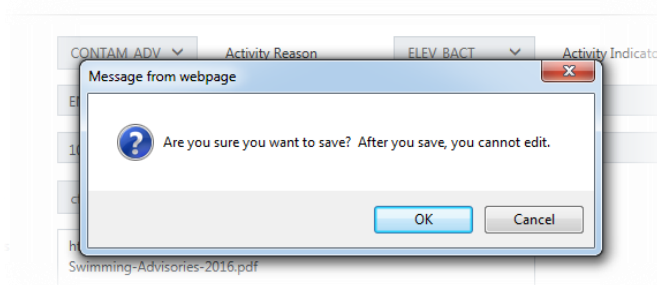
Comments:

Save Reset

Sample Date	Average
04/08/2018	12096
04/09/2018	12096
04/10/2018	1

- **Press the SAVE button.**

- The following pop-up message will display asking if you are sure you want to save the record:



- **Press the OK button to SAVE and LIFT the NOTIFICATION.**

- You can check for this record on the HOME/QUICK SEARCH/EDIT page if you perform a search of BEACH NOTIFICATIONS.
- **The ADVISORY STATUS = LIFTED.**
- Click on the EYEBALL icon to view the NOTIFICATION record.

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

Home/Quick Search/Edit

Trips **Beach Notification** Beach Warning

Beach Notification

DistrictEastern Shore▼

BeachSelect...▼

Month/Year4▼2018▼

Advisory StatusSelect▼

Search Export Excel Reset

Beach Name	Start Date	End Date	Measure Value	Activity Type	Activity Reason	Activity Indicator	Advisory Status	
Trip Number: BMT_10 - District: Eastern Shore								
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/08/2018	04/14/2018	104	CONTAM_ADV	ELEV_BACT	ENTERO	Lifted	
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/09/2018	04/13/2018	104	CONTAM_ADV	ELEV_BACT	ENTERO	Lifted	
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/10/2018		104	CONTAM_ADV	ELEV_BACT	ENTERO	Issued	
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/11/2018		104	CONTAM_ADV	ELEV_BACT	ENTERO	Issued	
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/10/2018		104	CONTAM_ADV	ELEV_BACT	ENTERO	Issued	

[Return to the Table of Contents](#)

RULES & HINTS

TAB SHORTCUTS

You can easily navigate through the various fields using the TAB key on your keyboard. For instance on the ADD TRIP page you can do the following:

If you need to enter remarks into the “Comment” field, do so and press the TAB key....OR just press the TAB key.

When you get to the DETAILS section, press the TAB key to highlight the “Beaches” field.

- *Press a number or letter key that corresponds to the first number or letter of your beach’s name to locate it.*
- *OR, use the down arrow (or up arrow to ascend to the top of the list) to find your beach.*

TAB to the “Sample Date” field and press the ENTER key to insert TODAY’S Date into that field.

TAB to the “Time” field and press the number corresponding to the HOUR.

TAB to the next field and press the number corresponding to the MINUTE.

TAB to the next field and press the “A” key for AM or the “P” key for PM.

TAB to the “Site Result” field and enter the actual cfu/100m value OR use the KEYBOARD ARROWS to navigate back and forth between the <10 or TNTC radio buttons.

[Return to the Table of Contents](#)

RULES & HINTS

FOR TRIPS

You can only create a TRIP record on the TRIP page.

- *Your DISTRICT will default in the “District” field.*
- *You can only see BEACHES in your DISTRICT.*
- *If you create a TRIP record that has elevated results over 104 cfu/100 ml an ADVISORY STATUS will be assigned to the TRIP and you will be prompted to enter/create a NOTIFICATION.*
- *When you do this, the ADVISORY STATUS = “ISSUED”*
- *TRIP records that do NOT have elevated results have ADVISORY STATUS = “OPEN”*

Once a TRIP has been SAVED – whether the results are elevated or not – you cannot add another BEACH to the TRIP.

Once a TRIP has been SAVED in and is in “ISSUED” status you can add sample details, but only for that SAME beach.

- *To ADD more samples to an existing beach in “ISSUED” status, click on the “ADD ANOTHER SAMPLE DATE” link.*
- *THIS IS DIFFERENT from what you are used to doing!*
 - *ADDITIONAL SAMPLES are now associated to the SAME NOTIFICATION until the sample result is BELOW 104 cfu/100 ml.*
 - *If your TRIP is in “LIFTED” status, you can only VIEW the trip record.*

[Return to the Table of Contents](#)

RULES & HINTS

FOR BEACH NOTIFICATIONS

ALL NOTIFICATIONS must now be associated with a TRIP.

- ***You cannot CREATE a NOTIFICATION without first entering a TRIP.***

On the BEACH NOTIFICATION page, ALL of the data from the TRIP will be DEFAULTED!

- ***The START DATE will be defaulted to the SAMPLE DATE + 1 (it can be updated).***
- ***All related SAMPLE DATES and AVERAGES – up to and including the last five records – will be displayed on the far right of the page.***
- ***When you SAVE a NOTIFICATION, the ADVISORY STATUS will be updated automatically to “ISSUED”***
 - ***The STATUS will remain as “ISSUED” until an END DATE is entered.***
 - ***START DATE and END DATE cannot be the same.***
 - ***When STATUS = “ISSUED” the START DATE cannot be updated.***
 - ***When STATUS = “CREATE” the START DATE can be updated, but must be GREATER than the SAMPLE DATE and on/or before TODAY’S DATE.***
- ***You cannot END DATE or LIFT a NOTIFICATION unless the sample result and/or last sample result is BELOW 104 cfu/100 ml.***
 - ***The END DATE must be on/or before TODAY’S DATE.***
 - ***When the END DATE is saved – meaning that the NOTIFICATION is closed, the ADVISORY STATUS = “LIFTED”***

[Return to the Table of Contents](#)

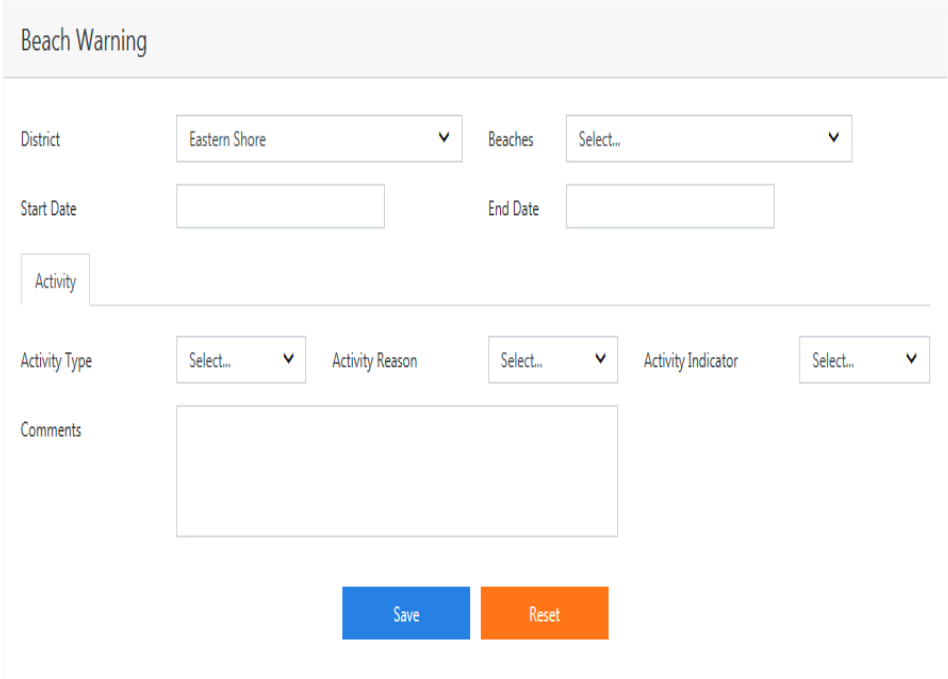
ADD BEACH WARNING

BEACH WARNINGS do NOT require TRIPS nor actual water sampling to occur!

END DATED BEACH WARNING records are VIEW ONLY! They cannot be updated or modified in any way!

In BMAN, the functionality to create a stand-alone BEACH WARNING IS very easy to do. Just follow the steps described next to ADD A BEACH WARNING.

- Click on the **ADD BEACH WARNING** link in the NAVIGATION HEADER BAR to reveal the BEACH WARNING page seen next:



The screenshot shows the 'Beach Warning' form in the BMAN system. The form is titled 'Beach Warning' and contains several input fields and buttons. At the top, there is a 'District' dropdown menu with 'Eastern Shore' selected, and a 'Beaches' dropdown menu with 'Select...' selected. Below these are 'Start Date' and 'End Date' text input fields. A tab labeled 'Activity' is visible. Under the 'Activity' tab, there are three dropdown menus: 'Activity Type' with 'Select...' selected, 'Activity Reason' with 'Select...' selected, and 'Activity Indicator' with 'Select...' selected. Below these is a large 'Comments' text area. At the bottom of the form are two buttons: a blue 'Save' button and an orange 'Reset' button.

- Once again, **your DISTRICT is automatically populated**; just enter the following information:
 - **BEACHES:** Use the down arrow to select the specific beach where the BEACH WARNING will occur.
 - **START DATE:** Enter the initial DATE the BEACH WARNING is to begin by clicking in the field to select a date from the pop-up calendar to auto-fill this field.
 - **END DATE:** Leave this field BLANK until the BEACH WARNING is in “LIFTED” status. At that time, enter the last DATE that the BEACH WARNING was valid

in MM/DD/YYYY format - OR - click in the field to select a date from the pop-up calendar to auto-fill this field. *(END DATE must be on or before TODAY'S DATE!)*

- **ACTIVITY SECTION:**
 - **Activity Type:** Select using the down arrow (CLOSURE, PERM_CLOSURE, or RAIN_ADV).
 - **Activity Reason:** Select using the down arrow (CHEM_OIL, OTHER, RAINFALL or SEWAGE).
 - **Activity Indicator:** Select using the down arrow (ECOLI, FECAL_COL, OTHER, PREEMPT, RATIO or TOTAL_COL).
 - **Comments:** Enter any comments, if needed.
- **Press the SAVE button.**
 - This action will return you to the HOME/QUICK SEARCH/EDIT page so you can search for your newly created BEACH WARNING record.

Home/Quick Search/Edit

Trips
Beach Notification
Beach Warning

Beach Warning

District: All Beach: Select...

Month/Year: 3 2018

Search
Export Excel
Reset

Start Date	End Date	Measure Value	Activity Type	Activity Reason	Activity Indicator	Advisory Status		
No records								

- **Press the SEARCH button if you want to retrieve the BEACH WARNING records that have been created in your DISTRICT:**

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

Home/Quick Search/Edit

Trips Beach Notification Beach Warning

Beach Warning

District Beach

Month/Year

Beach Name	Start Date	End Date	Measure Value	Activity Type	Activity Reason	Activity Indicator	
District: Eastern Shore							
ASSATEAGUE ISLAND NATIONAL SEASHORE	03/07/2018			CLOSURE	CHEM_OIL	OTHER	
GUARD SHORE	03/07/2018	03/20/2018		CLOSURE	CHEM_OIL	FECAL_COL	
KIPTOPEKE STATE PARK	03/05/2018			CLOSURE	CHEM_OIL	FECAL_COL	
TOWN OF CAPE CHARLES PUBLIC BEACH	03/09/2018			CLOSURE	CHEM_OIL	FECAL_COL	

- Press the PENCIL ICON if you need to VIEW and/or EDIT a BEACH WARNING RECORD before you save it.
 - You can only make changes to records that have not been END DATED.

Beach Warning

District Beaches

Start Date End Date

Activity

Activity Type Activity Reason Activity Indicator

Comments

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

After a BEACH WARNING has been END DATED, it will become a VIEW-ONLY record!

Home/Quick Search/Edit

Trips **Beach Notification** Beach Warning

Beach Warning

District Eastern Shore Beach Select...

Month/Year 3 2018

Search Export Excel Reset

Beach Name	Start Date	End Date	Measure Value	Activity Type	Activity Reason	Activity Indicator	
District: Eastern Shore							
ASSATEAGUE ISLAND NATIONAL SEASHORE	03/07/2018			CLOSURE	CHEM_OIL	OTHER	
GUARD SHORE	03/07/2018	03/20/2018		CLOSURE	CHEM_OIL	FECAL_COL	
TOWN OF CAPE CHARLES PUBLIC BEACH	03/09/2018			CLOSURE	CHEM_OIL	FECAL_COL	

View Beach Warning

District Eastern Shore Beaches GUARD SHORE

Start Date 03/07/2018 End Date 03/20/2018

Activity

Activity Type CLOSURE Activity Reason RAINFALL Activity Indicator FECAL_COL

Comments

Save Reset

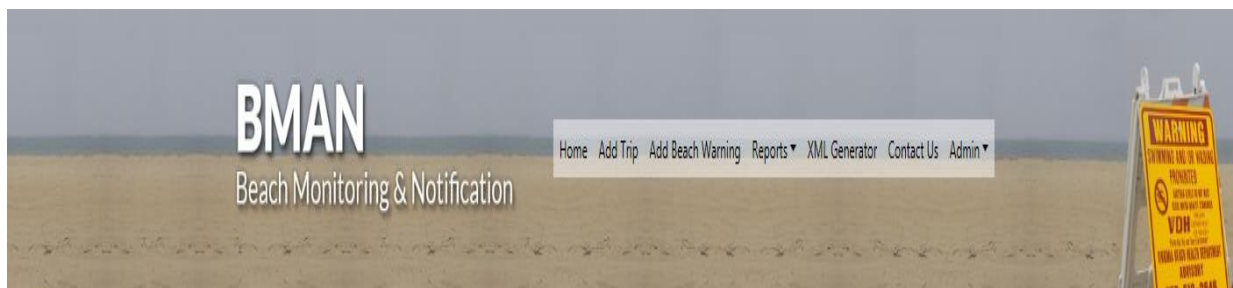
[Return to the Table of Contents](#)

HOME/QUICK SEARCH/EDIT NAVIGATION BUTTONS & PAGES

This HOME page is designed to allow for QUICK SEARCHES of BEACH NOTIFICATIONS and BEACH WARNINGS that have been created and saved in the BMAN application.

Once you have located a specific BEACH NOTIFICATION or BEACH WARNING, you will have the option to EDIT some of these records.

Additionally, you are able to either OPEN/VIEW/PRINT and/or SAVE a copy of the retrieved data to an EXCEL file on your computer.



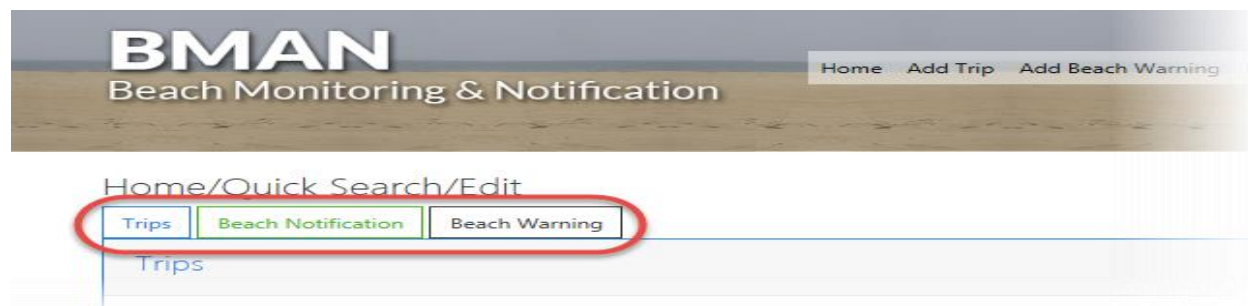
Home/Quick Search/Edit

Start Date	End Date	Measure	Activity Type	Activity	Activity	Advisory
		Value		Duration	Indicator	Color

HOME/QUICK SEARCH/EDIT BUTTONS

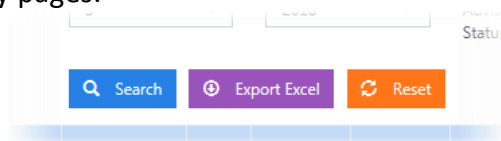
Use these three BUTTONS to navigate to any saved TRIP, BEACH NOTIFICATION or BEACH WARNING records in the BMAN database. They display and are immediately available when you first access BMAN.

- Click on the TRIPS, BEACH NOTIFICATION or BEACH WARNING buttons when you need to:
 - Perform a search for one or more records in each specific category or
 - Export an EXCEL file.



SEARCH, EXPORT EXCEL and RESET BUTTONS

These three BUTTONS will always display on the TRIPS, BEACH NOTIFICATIONS and BEACH WARNINGS search/summary pages.



- Search** – Press the SEARCH button to perform a query of your specified parameters to locate a TRIP, BEACH NOTIFICATION or BEACH WARNING record.
- Export Excel** – Press the EXPORT EXCEL button to either OPEN/VIEW/PRINT and/or SAVE a copy of the retrieved listing to an EXCEL file on your computer. Here is a sample view of what the EXCEL report might look like:

ID	Parent ID	Beach Name	Sample Date	Site Result 1	Site Result 2	Site Result 3	Site Result 4	Average	Advisory Status
2	5	ASSATEAGUE ISLAND NATIONAL SEASHORE	3/15/2018 14:10	TNTC	66	TNTC	<10	12112	Lifted
3	7.5	ASSATEAGUE ISLAND NATIONAL SEASHORE	3/19/2018 22:17	<10	<10	<10	<10	1	
4	6	ASSATEAGUE ISLAND, TOM'S COVE NORTH	3/15/2018 13:08	<10	TNTC	TNTC	<10	12096	Issued

- Reset** – Press the RESET button to clear all of the parameter search fields on the page.

[Return to the Table of Contents](#)

TRIPS

Press the TRIPS button on the HOME/QUICK SEARCH/EDIT page.

This TRIPS summary/search page allows you to SEARCH for one or more TRIP records in your DISTRICT.

Home/Quick Search/Edit

The screenshot shows the 'Home/Quick Search/Edit' page with three tabs: 'Trips' (highlighted with a red circle), 'Beach Notification', and 'Beach Warning'. Below the tabs is a search form with the following fields:

- District: Eastern Shore (dropdown)
- Beach: Select... (dropdown)
- Month/Year: 3 (dropdown) and 2018 (dropdown)
- Advisory Status: Select (dropdown)

Below the form are three buttons: 'Search' (blue), 'Export Excel' (purple), and 'Reset' (orange). Below the buttons is a table with the following headers: Beach, Sample Date, Time, Site Result 1, Site Result 2, Site Result 3, Site Result 4, Average, Advisory Status, and two empty columns. The table currently displays 'No records'.

- Your **DISTRICT** is automatically populated.
- The MONTH and YEAR are also defaulted, but you can change them.
- You can select a BEACH and/or an ADVISORY STATUS to narrow your search, or
 - Just leave these fields BLANK to select all of the TRIP records occurring in the MONTH/YEAR indicated.

Home/Quick Search/Edit

This screenshot is similar to the previous one, but with a red circle highlighting the 'Search' button. The search form fields are the same: District (Eastern Shore), Beach (Select...), Month/Year (3, 2018), and Advisory Status (Select). The table below the buttons now displays a single record:

Beach	Sample Date	Time	Site Result 1	Site Result 2	Site Result 3	Site Result 4	Average	Advisory Status		
Trip Number: BMT_2 - District: Eastern Shore										

- Press the blue **SEARCH** button to retrieve ALL saved TRIP records.

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

Home/Quick Search/Edit

[Trips](#)
[Beach Notification](#)
[Beach Warning](#)

Trips

District

Eastern Shore

Beach

Select...

Month/Year

3

2018

Advisory Status

Select

Search

Export Excel

Reset

Beach	Sample Date	Time	Site Result 1	Site Result 2	Site Result 3	Site Result 4	Average	Advisory Status			
Trip Number: BMT_2 - District: Eastern Shore											
ASSATEAGUE ISLAND NATIONAL SEASHORE	03/15/2018	02:10 PM	TNTC	66	TNTC	<10	12112	Lifted			View All Sample Dates
ASSATEAGUE ISLAND NATIONAL SEASHORE	03/19/2018	10:17 PM	<10	<10	<10	<10	1				
Trip Number: BMT_3 - District: Eastern Shore											
ASSATEAGUE ISLAND, TOM'S COVE NORTH	03/15/2018	01:08 PM	<10	TNTC	TNTC	<10	12096	Issued			Add Another Sample Date
Trip Number: BMT_5 - District: Eastern Shore											
GUARD SHORE	03/19/2018	05:05 AM	<10		<10	<10	1	Open			

- TRIPS are SORTED and GROUPED by TRIP NUMBER.
- Each TRIP provides these details:
 - **BEACH**
 - **SAMPLE DATE**
 - **TIME**
 - **SITE RESULTS 1 – 4** (when performed)

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

- **AVERAGE**
- **ADVISORY STATUS** – will be one of the following:
 - **LIFTED link** – click to VIEW an END DATED Beach Notification record – NO changes can be made to these records.

View Notification

District: Eastern Shore Beaches: ASSATEAGUE ISLAND NATIONAL SEASHORE

Start Date: 04/08/2018 End Date: 04/14/2018

Activity

Activity Type: CONTAM_ADV Activity Reason: ELEV_BACT Activity Indicator: ENTERD

Indicator Name: ENTEROCOCCI Water Type Name: MARINE

Measure Value: 104 Measure Type Name: SSM

Measure Unit Code: cfu/100ml

Criterion Comments: <http://www.vdh.virginia.gov/content/uploads/sites/12/2016/04/FAQs-VDH-Swimming-Advisories-2016.pdf>

Comments:


Save Reset

Sample Date	Average
04/07/2018	12096
04/08/2018	12096
04/10/2018	1

- **ISSUED link** – click to VIEW the BEACH NOTIFICATION associated with this TRIP.
- **OPEN (no link)** – click the PENCIL icon to VIEW and/or EDIT the adjacent TRIP record.


- **EYEBALL** – used to view a record

Trip Number: BMT_2 - District: Eastern Shore

ASSATEAGUE ISLAND NATIONAL SEASHORE	03/15/2018	02:10 PM	TNTC	66	TNTC	<10	12112	Lifted		View All Sample Dates
-------------------------------------	------------	----------	------	----	------	-----	-------	--------	---	---------------------------------------

- **PENCIL icon** – used to edit a record

Trip Number: BMT_5 - District: Eastern Shore

GUARD SHORE	03/19/2018	05:05 AM	<10		<10	<10	1	Open		
-------------	------------	----------	-----	--	-----	-----	---	------	---	--

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

- Might contain one of these links:
 - “VIEW ALL SAMPLE DATES” link

Trip Number: BMT_2 - District: Eastern Shore									
ASSATEAGUE ISLAND NATIONAL SEASHORE	03/15/2018	02:10 PM	TNTC	66	TNTC	<10	12112	Lifted	View All Sample Dates

Click it to VIEW the **PREVIOUS SAMPLE DATE** page where you can review a listing of ALL Sample Dates associated with this TRIP record:

Previous Sample Date

Beach	Sample Date	Time	Site Result 1	Site Result 2	Site Result 3	Site Result 4	Average	Advisory Status
Trip Number: BMT_2 - District: Eastern Shore								
ASSATEAGUE ISLAND NATIONAL SEASHORE	03/15/2018	02:10 PM	TNTC	66	TNTC	<10	12112	Lifted
ASSATEAGUE ISLAND NATIONAL SEASHORE	03/19/2018	10:17 PM	<10	<10	<10	<10	1	

- “ADD ANOTHER SAMPLE DATE” link

Trip Number: BMT_3 - District: Eastern Shore									
ASSATEAGUE ISLAND, TOM'S COVE NORTH	03/15/2018	01:08 PM	<10	TNTC	TNTC	<10	12096	Issued	Add Another Sample Date

Click it to retrieve the **PREVIOUS SAMPLE DATE / ADD ANOTHER SAMPLE DATE** page where you can enter an additional SAMPLE DATE record for this TRIP:

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

Previous Sample Date

Beach	Sample Date	Time	Site Result 1	Site Result 2	Site Result 3	Site Result 4	Average	Advisory Status
Trip Number: BMT_3 - District: Eastern Shore								
ASSATEAGUE ISLAND, TOM'S COVE NORTH	03/15/2018	01:08 PM	<10	TNTC	TNTC	<10	12096	Issued

Add Another Sample Date

District Eastern Shore ▼

Comments

Details

Beaches ASSATEAGUE ISLAND, TOM'S COVE NORTH ▼

Sample Date Time Select... ▼ Select... ▼ Select... ▼

Site Result 1 ☐ < 10 ☐ TNTC

Site Result 2 ☐ < 10 ☐ TNTC

Site Result 3 ☐ < 10 ☐ TNTC

Site Result 4 ☐ < 10 ☐ TNTC

Save

Reset

[Return to the Table of Contents](#)

BEACH NOTIFICATION

Press the BEACH NOTIFICATION button on the HOME/QUICK SEARCH/EDIT page.

This BEACH NOTIFICATION summary/search page allows you to SEARCH for one or more BEACH NOTIFICATION records in your DISTRICT.

Home/Quick Search/Edit

Trips **Beach Notification** Beach Warning

Beach Notification

District: Eastern Shore ▼ Beach: Select... ▼

Month/Year: 4 ▼ 2018 ▼ Advisory Status: Select ▼

Search **Export Excel** **Reset**

Beach Name	Start Date	End Date	Measure Value	Activity Type	Activity Reason	Activity Indicator	Advisory Status
No records							

- Your **DISTRICT** is automatically populated.
- The MONTH and YEAR are also defaulted, but you can change them.
- You can select a BEACH and/or an ADVISORY STATUS to narrow your search, or
 - Just leave these fields BLANK to select all of the BEACH NOTIFICATION records occurring in the MONTH/YEAR indicated.
- Press the blue **SEARCH** button to retrieve ALL saved BEACH NOTIFICATION records:

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

Home/Quick Search/Edit

Trips Beach Notification Beach Warning

Beach Notification

District Eastern Shore Beach Select...
 Month/Year 4 2018 Advisory Status Select

Search Export Excel Reset

Beach Name	Start Date	End Date	Measure Value	Activity Type	Activity Reason	Activity Indicator	Advisory Status	
Trip Number: BMT_10 - District: Eastern Shore								
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/08/2018	04/14/2018	104	CONTAM_ADV	ELEV_BACT	ENTERO	Lifted	
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/09/2018	04/13/2018	104	CONTAM_ADV	ELEV_BACT	ENTERO	Lifted	
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/10/2018		104	CONTAM_ADV	ELEV_BACT	ENTERO	Issued	
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/11/2018		104	CONTAM_ADV	ELEV_BACT	ENTERO	Issued	
ASSATEAGUE ISLAND, TOM'S COVE SOUTH	04/10/2018		104	CONTAM_ADV	ELEV_BACT	ENTERO	Issued	
KIPTOPEKE STATE PARK	04/10/2018		104	CONTAM_ADV	ELEV_BACT	ENTERO	Issued	
TOWN OF CAPE CHARLES PUBLIC BEACH	04/14/2018		104	CONTAM_ADV	ELEV_BACT	ENTERO	Issued	

- BEACH NOTIFICATIONS are SORTED and GROUPED by TRIP NUMBER.
- Each TRIP provides these details:
 - **START DATE**
 - **END DATE**
 - **MEASURE VALUE**

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

- **ACTIVITY TYPE**
- **ACTIVITY REASON**
- **ACTIVITY INDICATOR**
- **ADVISORY STATUS** – will be one of the following:
 - **LIFTED** – click the EYEBALL icon to retrieve a VIEW-ONLY END DATED Beach Notification record. You cannot change a LIFTED record.

View Notification

DistrictEastern ShoreBeachesASSATEAGUE ISLAND NATIONAL SEASHORE

Start Date04/09/2018End Date04/13/2018

Activity

Activity TypeCONTAM_ADVActivity ReasonELEV_BACTActivity IndicatorENTERO

Indicator NameENTEROCOCCIWater Type NameMARINE

Measure Value104Measure Type NameSSM

Measure Unit Codecfu/100ml

Criterion Commentshttp://www.vdh.virginia.gov/content/uploads/sites/12/2016/04/FAQs-VDH-Swimming-Advisories-2016.pdf

Comments

SaveReset

Sample Date	Average
04/08/2018	12096
04/09/2018	12096
04/10/2018	1

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

- **ISSUED** – click the PENCIL icon to VIEW a Beach Notification record.
 - All of the fields are disabled.
 - You cannot enter an END DATE to LIFT a BEACH NOTIFICATION unless the last SAMPLE DATE/AVERAGE is less than 104 cfu/100 ml.
 - You can press the blue ADD ANOTHER SAMPLE DATE button to retrieve the PREVIOUS SAMPLE DATE / ADD ANOTHER SAMPLE DATE page where you can enter an additional SAMPLE DATE record for this TRIP as described in another part of this Guidebook.

Beach Notification

District

Eastern Shore

Beaches

ASSATEAGUE ISLAND, TOM'S COVE NORTH

Start Date

04/03/2018

End Date

Activity

Activity Type

CONTAM_ADV

Activity Reason

ELEV_BACT

Activity Indicator

ENTERO

Indicator Name

ENTEROCOCCI

Water Type Name

MARINE

Measure Value

104

Measure Type Name

SSM

Measure Unit Code

cfu/100ml

Criterion Comments

<https://www.vdh.virginia.gov/content/uploads/sites/12/2016/04/FAQs-VDH-Swimming-Advisories-2016.pdf>

Comments

Save

Reset

Sample Date	Average
04/02/2018	12096
<div>Add Another Sample Date</div>	

[Return to the Table of Contents](#)

BEACH WARNING

Press the BEACH WARNING button on the HOME/QUICK SEARCH/EDIT page.

This BEACH WARNING summary/search page allows you to SEARCH for one or more BEACH WARNING records in your DISTRICT.

Home/Quick Search/Edit

Trips | Beach Notification | **Beach Warning**

Beach Warning

District: Eastern Shore Beach: Select...

Month/Year: 3 2018

Search Export Excel Reset

Start Date	End Date	Measure Value	Activity Type	Activity Reason	Activity Indicator
No records					

- Your **DISTRICT** is automatically populated.
- The MONTH and YEAR are also defaulted, but you can change them.
- You can select a BEACH and/or an ADVISORY STATUS to narrow your search, or
 - Just leave these fields BLANK to select all of the BEACH WARNING records occurring in the MONTH/YEAR indicated.
- Press the blue **SEARCH** button to initiate a search for ANY saved BEACH WARNING records.

Home/Quick Search/Edit

Trips | Beach Notification | Beach Warning

Beach Warning

District: Eastern Shore Beach: Select...

Month/Year: 3 2018

Search Export Excel Reset

Beach Name	Start Date	End Date	Measure Value	Activity Type	Activity Reason	Activity Indicator
District: Eastern Shore						
ASSATEAGUE ISLAND NATIONAL SEASHORE	03/07/2018			CLOSURE	CHEM_OIL	OTHER
GUARD SHORE	03/07/2018	03/20/2018		CLOSURE	CHEM_OIL	FECAL_COL
TOWN OF CAPE CHARLES PUBLIC BEACH	03/09/2018			CLOSURE	CHEM_OIL	FECAL_COL

[Return to the Table of Contents](#)

REPORTS

Click on the **REPORTS** down arrow in the **NAVIGATION HEADER BAR** to access the **REPORTS MENU** to display the following choices:

- **GEOMETRIC MEAN REPORT**
- **MONITORING REPORT**
- **NOTIFICATION REPORT**
- **SUMMARY DATA REPORT**

All REPORTS – with the exception of the SUMMARY DATA REPORT – are exportable to EXCEL.

- Press the purple **EXPORT EXCEL** button on any **REPORT** page to generate in this format.

BMAN
Beach Monitoring & Notification

Home Add Trip Add Beach Warning Reports Contact Us

Geometric Mean Report
Monitoring Report
Notification Report
Summary Data Report

Home/Quick Search/Edit

Trips Beach Notification Beach Warning

Trips

District Eastern Shore Beach Select...

Month/Year 4 2018 Advisory Status Select

Search Export Excel Reset

Beach	Sample Date	Time	Site Result 1	Site Result 2	Site Result 3	Site Result 4	Average	Advisory Status
No records								

GEOMETRIC MEAN REPORT

IMPORTANT NOTE!

GEOMETRIC MEAN will only calculate and display when the following requirements are met:

- **Samples must be from the SAME beach.**
- **A MINIMUM of FOUR samples must be collected in the same calendar month.**

Click the **GEOMETRIC MEAN REPORT** link to access the **GEOMETRIC MEAN REPORT** parameter page:

Geometric Mean Report

District

Eastern Shore

Beach

Select...

From Month/Year

4

2018

To Month/Year

4

2018

Search

Export Excel

Reset

Beach Name	Month/Year	Geometric Mean
No records		

- **DISTRICT** – defaulted to your District.
- **BEACH** – use the down arrow to select a beach or leave BLANK.
- **FROM MONTH/YEAR and TO MONTH/YEAR** – are defaulted to the current month/year.
 - You can click in either of these fields to change the MONTH/YEAR if you need to create an alternate date range for generated results.
- Press the **SUBMIT** button.

ALTERNATIVELY, just press the blue **SUBMIT** button to generate all-inclusive results for the current month as seen next:

Geometric Mean Report

District

Eastern Shore



Beach

Select...



From Month/Year

4



2018



To Month/Year

4



2018



Search



Export Excel



Reset

Beach Name	Month/Year	Geometric Mean
ASSATEAGUE ISLAND NATIONAL SEASHORE	4/2018	12.47
GUARD SHORE	4/2018	58.3

[Return to the Table of Contents](#)

MONITORING REPORT

Click the **MONITORING REPORT** link to access the **MONITORING REPORT** parameter page:

Monitoring Report

District

Eastern Shore

▼

Beach

Select...

▼

Date From

Date To

Advisory Status

Select

▼

Search

Export Excel

Reset

Beach Name	Sample Date	Site Result 1	Site Result 2	Site Result 3	Site Result 4	Average	Advisory Status
No records							

- **DISTRICT** – defaulted to your District.
- **BEACH** – use the down arrow to select a beach or leave BLANK.
- **DATE FROM and DATE TO** – are BLANK.
 - You can use the CALENDAR icon to select either a DATE FROM or to fill the DATE FROM and DATE TO fields in order to set a range of dates for the period's results.
- **ADVISORY STATUS** – use the down arrow to select a status or leave BLANK.
- Press the **SUBMIT** button.

ON THE OTHER HAND, you can simply press the blue SUBMIT button to generate all-inclusive results as seen next:

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

Monitoring Report

District Beach

Date From Date To

Advisory Status

Beach Name	Sample Date	Site Result 1	Site Result 2	Site Result 3	Site Result 4	Average	Advisory Status
Eastern Shore							
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/02/2018	<10	TNTC	TNTC	<10	12096	Lifted
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/04/2018	<10	TNTC	<10	TNTC	12096	
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/06/2018	<10	<10	<10	<10	1	
ASSATEAGUE ISLAND, TOM'S COVE NORTH	04/02/2018	<10	<10	TNTC	TNTC	12096	Issued
GUARD SHORE	04/03/2018	TNTC	TNTC	<10		16128	Issued
KIPTOPEKE STATE PARK	04/09/2018	TNTC	TNTC	TNTC	TNTC	24191	Issued
TOWN OF CAPE CHARLES PUBLIC BEACH	04/10/2018	<10	<10	TNTC	<10	6048	Issued
ASSATEAGUE ISLAND NATIONAL SEASHORE	04/10/2018	<10	<10	<10	<10	1	Open
GUARD SHORE	04/02/2018	<10	TNTC	TNTC	TNTC	18144	Issued
GUARD SHORE	04/03/2018	<10	<10	TNTC	TNTC	12096	Issued
GUARD SHORE	04/04/2018	<10	<10	<10	TNTC	6048	Issued

[Return to the Table of Contents](#)

NOTIFICATION REPORT

Click the NOTIFICATION REPORT link to access the NOTIFICATION REPORT parameter page:

Notification Report

District
Eastern Shore
Beach
Select...
Advisory Status
Select...
Date From
Date To
Submit
Export Excel
Reset

EPA ID	Beach Name	District	Start Date	End Date	Days Under Advisory
No records					
Total: 0 Rows					

- **DISTRICT** – defaulted to your District.
- **BEACH** – use the down arrow to select a beach or leave BLANK.
- **ADVISORY STATUS** – defaulted to ALL.
 - You can change this to narrow your search.
- **DATE FROM and DATE TO** – are BLANK.
 - You can use the CALENDAR icon to select either a DATE FROM or to fill the DATE FROM and DATE TO fields in order to set a range of dates for the period's results.
- **Press the SUBMIT button.**

ALTERNATIVELY, just press the blue SUBMIT button to generate all-inclusive results as seen next:

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

Notification Report

District	<input type="text" value="Eastern Shore"/>		
Beach	<input type="text" value="Select..."/>	Advisory Status	<input type="text" value="Select..."/>
Date From	<input type="text"/>	Date To	<input type="text"/>
<div><input type="button" value="Submit"/> <input type="button" value="Export Excel"/> <input type="button" value="Reset"/></div>			

EPA ID	Beach Name	District	Start Date	End Date	Days Under Advisory
VA017488	KIPTOPEKE STATE PARK	Northampton	4/10/2018		
VA153278	GUARD SHORE	Accomack	4/3/2018		
		Accomack	4/4/2018		
		Accomack	4/5/2018		
		Accomack	4/6/2018		
		Accomack	4/4/2018		
VA800662	ASSATEAGUE ISLAND NATIONAL SEASHORE	Accomack	4/7/2018	04/12/2018	5
VA963844	TOWN OF CAPE CHARLES PUBLIC BEACH	Northampton	4/11/2018		
X	ASSATEAGUE ISLAND, TOM'S COVE NORTH	Accomack	4/3/2018		
Total: 9 Rows					

[Return to the Table of Contents](#)

SUMMARY DATA REPORT

Click the SUMMARY DATA REPORT link to access the view-only SUMMARY DATA REPORT:

Summary Data Report		
Print		
# OF SAMPLES > 104		
District Name	Current Week	Season to Date
Eastern Shore	2	9
# OF NOTIFICATIONS ISSUED		
District Name	Current Week	Season to Date
Eastern Shore	2	5
# OF BEACHES WHICH HAD NOTIFICATIONS ISSUED		
District Name	Current Week	Season to Date
Eastern Shore	2	4
# OF BEACHES WHICH HAD NO (0) NOTIFICATIONS ISSUED		
District Name	Current Week	Season to Date
Eastern Shore	4	2
# OF BEACHES WITH NOTIFICATIONS LASTING > 1 DAY		
District Name	Current Week	Season to Date
Eastern Shore		2
# OF BEACHES WITH NOTIFICATIONS LASTING > 5 DAYS		
District Name	Current Week	Season to Date
Eastern Shore		2
TOTAL # OF DAYS UNDER ADVISORY		
District Name	Current Week	Season to Date
Eastern Shore		2
Print		

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

This REPORT gives you an immediate view of the following criteria for your District, sorted by **CURRENT WEEK** and **SEASON TO DATE**:

- # OF SAMPLES >104
- # OF NOTIFICATIONS ISSUED
- # OF BEACHES WHICH HAD NOTIFICATIONS ISSUED
- # OF BEACHES WHICH HAD NO (0) NOTIFICATIONS ISSUED
- # OF BEACHES WITH NOTIFICATIONS LASTING >1 DAY
- # OF BEACHES WITH NOTIFICATIONS LASTING >5 DAYS
- TOTAL # OF DAYS UNDER ADVISORY

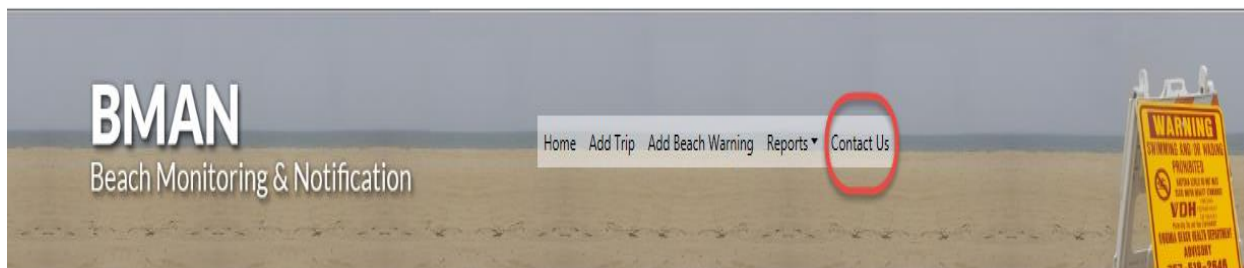
Press the **PRINT** button to generate a printable .pdf copy of this report that looks like this:

BMAN v1.0		Page 1 of 2
# OF SAMPLES > 104		
District Name	Current Week	Season to Date
Eastern Shore	2	9
# OF NOTIFICATIONS ISSUED		
District Name	Current Week	Season to Date
Eastern Shore	2	5
# OF BEACHES WHICH HAD NOTIFICATIONS ISSUED		
District Name	Current Week	Season to Date
Eastern Shore	2	4
# OF BEACHES WHICH HAD NO (0) NOTIFICATIONS ISSUED		
District Name	Current Week	Season to Date
Eastern Shore	4	2
# OF BEACHES WITH NOTIFICATIONS LASTING >1 DAY		
District Name	Current Week	Season to Date
Eastern Shore		2
BMAN v1.0		Page 2 of 2
# OF BEACHES WITH NOTIFICATIONS LASTING > 5 DAYS		
District Name	Current Week	Season to Date
Eastern Shore		2
TOTAL # OF DAYS UNDER ADVISORY		
District Name	Current Week	Season to Date
Eastern Shore		2

[Return to the Table of Contents](#)

CONTACT US

Click the **CONTACT US** link in the **NAVIGATION HEADER BAR** at the top of the page whenever you need assistance either from the **BMAN Administrators** or from the **OIM Help Desk**. This action will retrieve the **CONTACT US** page:

A screenshot of the "Contact Us" form. The form has a light gray header with the text "Contact Us". Below the header, there are three main sections: "Subject", "Attachment", and "Content". The "Subject" section has a dropdown menu with "Select" and a down arrow. The "Attachment" section has a text input field and a "Browse..." button. The "Content" section has a large text area. At the bottom of the form, there are two buttons: "Submit" (blue) and "Reset" (orange).

- **SUBJECT:** Click on the down arrow to select either:
 - **Questions/Comments about BMAN** – Use this option reach a BMAN Administrator when you have business related questions/comments of a non-technical nature regarding things like beach sampling data explanations, issues with sampling results, notification requirements and calculations, etc.
 - **Technical Issues** – Use this option to send messages to the OIM Help Desk to assist you with things such as network connectivity to BMAN/inability to access BMAN, pages not loading, unexplained error messages, etc.

A close-up screenshot of the "Contact Us" form, specifically the "Subject" dropdown menu. The dropdown is open, showing three options: "Select", "Questions/Comments about BMAN", and "Technical Issues". The "Questions/Comments about BMAN" option is highlighted in blue. A red circle is drawn around the dropdown menu and its options.

BEACH MONITORING & NOTIFICATION: DISTRICT TRAINING GUIDE

- **ATTACHMENT/Browse Button:** You can select a file from your hard drive if you need to include an attachment with your message.
- **CONTENT:** Please provide the REASON you are requesting assistance, and try to include as much information about what you were doing and where you were working in the application to allow for quick analysis and troubleshooting.
 - Be sure to include your TELEPHONE NUMBER(S) in your message!

[Return to the Table of Contents](#)