Party Information

*This Quick Reference Guide will provide information on how to access, view, and enter information into the **Party Information** screens in the Enforcement module of WasteLAN. The **Party Information** screen contains relevant data pertaining to a Party at a site. There are eight tabs in the **Party Information** section which contain general party information, the sites at which each party is involved, their involvement, contacts, and other pertinent information.*

User Access Roles for Party Information Screen

Read Only: Headquarters Manager, Read Only, Community Involvement Coordinator, Headquarters Staff, Headquarters Budget/SCAP Coordinator.

Delete/Edit Rights: Regional Manager, Site Manager, Administrative Support/Data Entry, Superuser/All, Remedial Project Manager, Regional Attorney, Site Assessment Manager, On-Scene Coordinator, Civil Investigator, Cost Recovery Specialist/ Data Entry, Office of Regional Council (ORC) Data Entry Staff, IMC/IMC Staff/Budget Coordinator, Regional Manager Reviewer, Cost Recovery Coordinator, Brownfields Coordinator.

Accessing and Viewing the Party Information Screens

1. To access the **Party Information** screens from the Views menu, select Enforcement, Party Search/Information, and then Party Search. The **Party Search/ Information** screen is displayed.

2. You can also access the Party Information screen by highlighting (click once) a party in either the 'Parties in Search Results' or 'Parties Associated With Current Site' boxes on the **Party Search** screen and clicking the *Info* button, or by clicking the *Add Party* button on any ***Parties*** tab within the Enforcement module.

    NOTE: *For more information on searching for a party on the **Party Search/Information** screen, please see the Party Search/Information Screen Quick Reference Guide.*

Party Information Tabs

The Party Information screens contain data pertaining to a party at a site, including the party name, address, the sites at which they're involved, their involvement, and contacts. There are eight tabs in the Party Information section: ***Summary***, ***Party Details, Associated Sites, Involvement, Substance, Enforcement History, Contacts, and Comments***.

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Summary Tab

The *Summary* tab gives you an overview of the **Party Information** section. The **Party Information** screen defaults to the **Summary** tab when accessed by clicking on the *Info* button on the **Party Search/Information** screen. These fields are uneditable. Information on the *Summary* tab includes Party Name, Address, Party Type and Sites and Actions associated with the party. To enter information, double-click on the field and you will be brought to the tab that contains the data entry screen for that field. For example, if you click on the Party Name field, you will be brought to the *Party Details* tab.

Some fields look like a dropdown list. These are all the fields where it is possible to select multiple values on the data entry screen. On this screen, the dropdowns display all sites with which the party is associated, the contacts related to the party, the Actions associated with the party, and the party type.

You will always have to return to the *Summary* tab to save the information you entered on each of the other tabs.

Party Details Tab

The *Party Details* tab is where you will add the basic information about the party. The **Party Search/Information** screen defaults to the **Party Details** tab when accessed by clicking the *Add Party* button on the **Party Search/Information** screen. All fields on this tab are editable unless the party has been sent a General or Special Notice letter or is associated with an Enforcement action.

1. To access the Party Details, click on the *Party Details* tab or double-click on the Name, Facility Name, Address, City, ST, Zip, Country, Bradstreet #, or Type fields on the *Summary* tab.

2. Type in information in the appropriate field for the Party Name, Alias, Address, City, State, Zip Code, Phone Number, Fax Number, Facility Name, Internet Address, Country, Date and State in which the party was incorporated, if appropriate, and Dunn & Bradstreet number. The system only requires that you enter the Party Name. A 1999 OSRE memo, however, requires additional information be entered for the party, for example the Party Address. Entering the address will increase the usability of the data; help reduce the number of duplicate parties in the system; eliminate data quality issues; and allow you to create and print mailing labels. If a user selects a country from the Country dropdown box and picks something other than "United States", the "Phone", "Fax", and "Zip Code" will be replaced with "Int'l Phone", "Int'l Fax", and "Postal Code." The "State" field will be deactivated and the new International fields will lack the formatting of the US codes.

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3. Identify the party type using the drag and drop box. Multiple values are allowed.

Fields to enter party address information

Use this dropdown box to identify the country for the party you are entering. If the Country field is blank, or is populated with "United States", the Phone, Fax, and Zip Code fields will appear.

Use these fields to indicate the party type

When the Country is selected and set to something other than Blank or "United States", the Phone, Fax, and Zip Code fields are replaced by "Intl Phone", "Intl Fax", and "Postal Code." The "State" field will be deactivated.

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Associated Sites Tab

The *Associated Sites* tab displays the sites at which the PRP is involved. This tab is used to associate a party to a number of sites or a site other than your "global" site without going back to the **Site List**. If you are associating parties with the "global" site, you don't need to go to this tab. Just go back to the *Summary* tab to save your data and associate the party to the site.

1. To access the *Associated Sites* tab, double-click on the Sites field on the *Summary* tab, or click on the *Associated Sites* tab.

2. To see if a site has already been associated with the party, click in the Find field at the top of the 'Sites Party is Already Associated With' box. The closest alphabetical match will be displayed.

3. To search for a site with which you wish to associate the party, click in the Find field at the top of the 'All Sites in Current Region' field. The closest alphabetical match will be displayed.

4. To associate the party, highlight (click once) the desired site in the 'Associate Party with Additional Sites' field and click the *Associate* button. The *Involvement* tab is displayed.

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*T*he Involvement Tab

The *Involvement* tab allows the user to enter information on how the party is involved with the site.

1. To access the *Involvement* Tab, double-click on the Sites dropdown list on the *Summary* tab, click the *Associate* button on the *Associated Sites* tab, or click on the *Involvement* tab.

2. You are required to choose at least one Involvement Type. To select the Involvement Type, click in the appropriate box. A check mark will be displayed. If you choose "Other Involvement Type," the system requires you to select an "Other Involvement Type" from the drag and drop box on the right. To do this, highlight (click once) the desired "Other Involvement Type" on the left side of the screen and click the right arrow button or drag and drop the value into the Selected Types box. If you try to save your changes without indicating an "Other Involvement Type," a message will appear reminding you to select this field.

Check one of the Involvement Types

Type the beginning and ending involvement dates in these fields

Select an identification source from the dropdown list

Other Involvement Type drag and drop field

Financial Viability drag and drop box

Basis of Liability drag and drop box

3. Below the Involvement Types are three check boxes: Non-Settlor, Noticed/Enforcement Action and Not PRP Determination Made. The Noticed/ Enforcement Action box indicates that the party has been sent a general or special notice letter or has been associated with an enforcement instrument or litigation action. If you associate the party with a General or Special Notice Letter, Litigation action, or Enforcement Instrument, WasteLAN will automatically check the Noticed/Enforcement Action box.

    NOTE: Users cannot uncheck the Noticed/Enf Action box after it has been system generated or has been saved. Parties where the Noticed/Enf Action box has been checked are snapshot to the national database and the other regions.

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4. The Not PRP Determination Made checkbox indicates that determination has been made that the party is not a PRP. Similar to the Noticed/Enf Action checkbox, the Not PRP Determination Made checkbox can be manually entered or system generated. WasteLAN will automatically check in the Not PRP Determination Made box if you check "Other"as the only Involvement and select "Prospective Purchaser" as the only Other Involvement Type. If the checkbox is system generated, a message will pop up alerting you that the box has been checked. You can uncheck the Not PRP Determination Made box at anytime.

   NOTE: *Once a party has been snapshot it will always be available in the National database even if you later decide a party should not have received a notice letter or you make a determination that a party is not a PRP and check the Not PRP Determination Made checkbox.*

5. The *Involvement* tab also contains data fields to indicate the Basis of Liability and the Financial Viability of the party. These fields are drag and drop fields so that several selections may be made. To select a value in any of these drag and drop boxes, highlight the desired item in the 'Financial Viability' box or the 'Basis of Liability' box and click the right arrow button or drag and drop it from the left box to the right box.

*T*he Substance Tab

The *Substance* tab allows you to associate the party with the wastes at a site.

1. To access the *Substance tab* click on the *Substance* tab.

2. To add a substance, click the *Add* button. You can enter a waste by selecting a Waste ID or Waste Name from the dropdown lists, or typing the substance name in the Substance Name field. If you select a Waste ID the system will display the Waste Name and vice versa.

Select a WasteID or Waste Name from the appropriate dropdown list

Click this button to add a substance
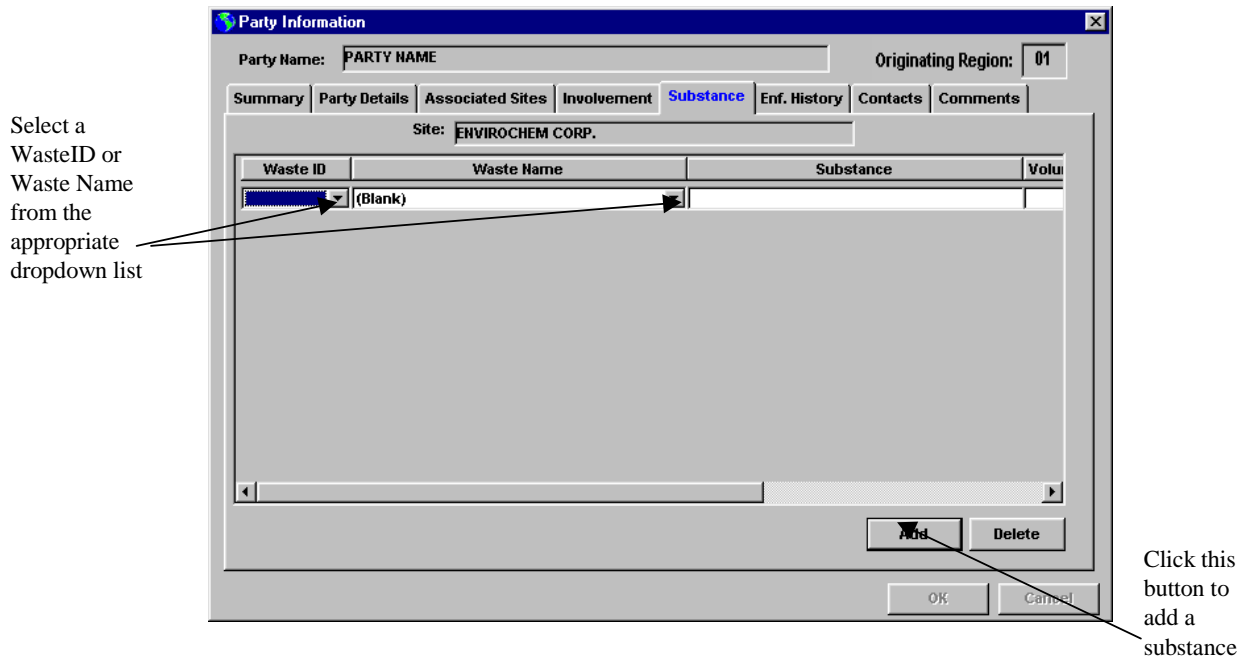
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*U*sing the Enforcement History Tab

The purpose of the ***Enforcement History*** tab is to enter confidential information on your enforcement experiences with a party.

1. To access the ***Enf History*** tab click on this tab.

2. The information on the top of the tab is automatically filled based on your User information. The arrow keys on the bottom right of the screen allow you to scroll through multiple entries. The History Records field shows how many entries there are for the party. The enforcement history is shared with all regions.

3. To enter comments on your experiences with the party, click in the Confidential Enforcement History field and begin typing.

4. To add a new record, click the *Add* button and enter the appropriate information. To delete an existing record, click the *Delete* button.

WasteLAN User information

Enter Enforcement History Information in this free form text field

Use scroll bars to scroll through records

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Contacts Tab

On the *Contacts* tab, you can enter information about people related to a party, for example, the party's attorney. The tab is the same as the Name List screen in WasteLAN. However, the only roles you will see are those related to a party. You must select a role for the contact by choosing one from the dropdown list.

1. To access the *Contacts* tab, double-click in the Contacts field on the *Summary* tab, or select the *Contacts* tab.

2. Enter the contact's name and address information and select a role. To see all the contacts for the party, use the arrows at the bottom of the screen.

3. To add a new contract click the *Add* button and enter the appropriate information. To delete an existing contact, click the *delete* button.

Use the scroll bars to scroll through the Contacts

Click the Add or Delete buttons to add or delete a Contact

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*C*omments Tab

The *Comments* tab allows you to enter comments about the party. The comments are not site specific and can only be viewed in your region. If you wish to make comments about a party that are specific to a site, you can do that on the **Involvement** tab.

1. To access the *Comments* tab click on the *Comments* tab.

2. To enter comments about the party click in the Party Comments field and begin typing.

Enter Comments here
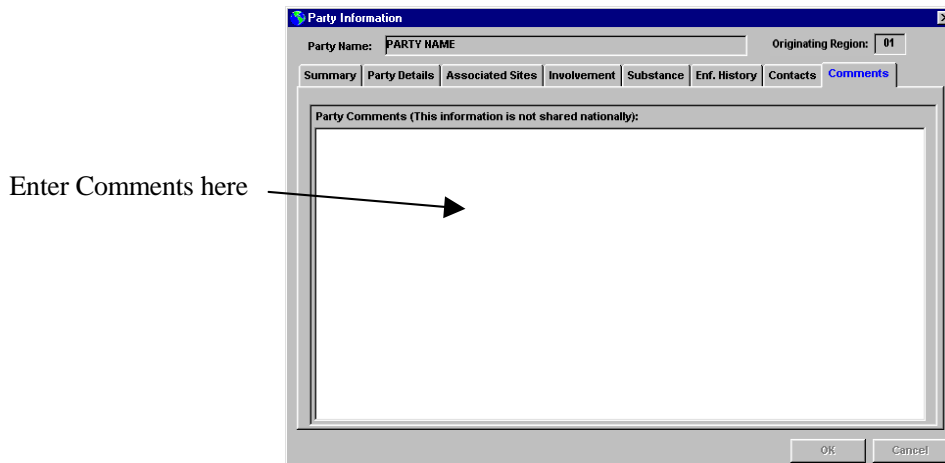
*E*xiting the Party Information Screens

To exit the **Party Information** screens and save the site association and the information on the party, you must go back to the *Summary* tab. Clicking the *OK* button will bring up a message asking if you want to save your changes. Click *Yes* to save your changes and exit the **Party Information** screens.