

## **Uploading to and Importing from EPAOSC.net SOP**

**December 2016**

## Uploading Photos to EPA OSC

1. Go to the website [www.epaosc.net](http://www.epaosc.net) and click the “login” button on the top right and sign in with your credentials
2. Locate and open the page of the site you plan to upload photos to
3. Click on “Images” on the top of the site
4. Scroll down to the Upload Image(s) box at the bottom of the page.
5. Click the “Browse” button and select all of the photos you wish to upload and click OK
6. Click on the “Process Image(s) button and you will be brought to a screen to edit the photo information.
7. Enter to appropriate information into the boxes listed. Any information needed can be found in the excel sheet that is exported from the Photo Extract Utility.
8. Click next to move to the next photo, and repeat the previous step until information has been entered for all photos. Click Finish to save photos to the website.

## Import into Response Manager from EPAOSC

1. Launch and sign in to Response Manager, make sure you are working under the correct event and incident
2. Navigate to the Response Module
3. Click on ER Photos tab

The screenshot shows the EPA Response Manager interface, Version 6.3.6. The top navigation bar includes the EPA logo, the text "EPA Response Manager", and a dropdown menu currently set to "Response". Below this, the "Current Incident" is identified as "EPA 06 - Response Manager Demo Event - Response Manager Demo Incident". A red circle highlights this incident name. The "Modules" sidebar on the left lists various options, with "Response" checked. The main content area has tabs for "Basic Info", "Timeline Log", "ER Photos" (which is selected and circled in red), "Evacuations", "Source", "Cause", and "Weather". Below the tabs is an "Action..." dropdown menu and a "Go" button. A table with columns "Date/Time", "Photo ID", "Type", "Photograher", "Witness", and "Description" is visible below the "ER Photos" tab.

4. Select "Bulk import from EPAOSC" in the Actionlist, and click Go

A close-up of the "Action..." dropdown menu. The selected option is "Bulk Import From EPAOSC". A "Go" button is located to the right of the dropdown.

5. Determine you SiteID of the EPA OSC site. This is the number in the URL of the site at the very end



Profile | Notice

## WPX NAGEEZI FIRE



### NAGEEZI, NM - REGION VI



Site Contact:  
**Mike McAteer**  
**OSC**

6. Enter that number into the SiteID field in Response Manager

The screenshot shows a software interface with a dialog box titled "ODataImport". At the top, there is a menu bar with "Action..." and a dropdown menu showing "Bulk Import From EPAQSC" next to a "Go" button. Below the menu bar, the dialog box contains three input fields: "Site ID" with the value "11703" (highlighted in yellow and circled in red), "Username" with the value "TEDD", and "Password" with masked characters. To the right of these fields is a "Grab" button. The main area of the dialog box is a large, empty gray rectangle. At the bottom center, there is a button labeled "Import to RM".

7. Click the Grab button – this will query the epasc site and show you all the photo data

The screenshot shows the ODataImport application window. At the top, there is a dropdown menu set to "Bulk Import From EPAOSC" and a "Go" button. Below this, the "ODataImport" window title is visible. The interface includes input fields for "Site ID" (11703), "Username" (TEDD), and "Password" (masked with asterisks), along with a "Grab" button. A table displays the following data:

ID	SiteID	FileName	Description	DateTaken	Category	Tags
272023	11703	P7130005.JPG	Tanks on well pa...	2016-07-13T00:0...	Site Photo	
272022	11703	P7130003.JPG	Overview of tank...	2016-07-13T00:0...	Site Photo	
272021	11703	P7130002.JPG	Overview of tank...	2016-07-13T00:0...	Site Photo	
272020	11703	P7130012.JPG	View of tanks on ...	2016-07-13T00:0...	Site Photo	
272019	11703	P7130009.JPG	View of tanks on ...	2016-07-13T00:0...	Site Photo	
271940	11703	iPad-Weston-DT...	Air monitoring at ...	2016-07-12T00:0...	Site Photo	
271939	11703	iPad-Weston-DT...	Air monitoring at ...	2016-07-12T00:0...	Site Photo	
271938	11703	iPad-Weston-DT...	Air monitoring stat...	2016-07-12T00:0...	Site Photo	
271937	11703	iPad-Weston-DT...	Overview of fire a...	2016-07-12T00:0...	Site Photo	
271936	11703	iPad-Weston-DT...	Air monitoring loc...	2016-07-12T00:0...	Site Photo	
271935	11703	iPad-Weston-DT...	Monitoring equip...	2016-07-12T00:0...	Site Photo	
271934	11703	iPad-Weston-DT...	Downwind monit...	2016-07-12T00:0...	Site Photo	
271933	11703	iPad-Weston-DT...	Incident site.	2016-07-12T00:0...	Site Photo	
271932	11703	iPad-Weston-DT...	Incident site.	2016-07-12T00:0...	Site Photo	POLREP27309

At the bottom of the window, there is a scroll bar and an "Import to RM" button.

8. Click Import to RM

9. After the process completes, check your data in Response Manager

The screenshot shows the EPA Response Manager interface. The title bar reads "EPA Response Manager, Version 6.3.6". The main header includes the EPA logo, "EPA Response Manager", and "Current Incident". A dropdown menu shows "EPA 06 - Response Manager Demo Event - Response Manager Demo Incident". Below the header are tabs for "Basic Info", "Timeline Log", "ER Photos", "Evacuations", "Source", "Cause", "Weather", and "Hazard". The "ER Photos" tab is active, displaying a table of incident photos. The table has columns for "Date/Time", "Photo ID", "Type", "Photographer", "Witness", and "Description". The first row is highlighted in yellow. The status bar at the bottom shows "Today is : 07/22/2016", "Current User Fuller, Kris (EPA 6, 7, 1, 2, 3, 4, 5, 8, 9, 10)", and "Last synced successfully on 07/19/2016 3:35:32 PM".

	Date/Time	Photo ID	Type	Photographer	Witness	Description
1	07/13/2016 12:00:00 AM	<a href="#">P7130002.JPG</a>		11703	TEDD	Overview of tanks on well pad 7/13/16 after...
2	07/13/2016 12:00:00 AM	<a href="#">P7130003.JPG</a>		11703	TEDD	Overview of tanks on fire 7/13/16 afternoon.
3	07/13/2016 12:00:00 AM	<a href="#">P7130005.JPG</a>		11703	TEDD	Tanks on well pad 7/13/16 afternoon.
4	07/13/2016 12:00:00 AM	<a href="#">P7130009.JPG</a>		11703	TEDD	View of tanks on fire 7/13/16 afternoon.
5	07/13/2016 12:00:00 AM	<a href="#">P7130012.JPG</a>		11703	TEDD	View of tanks on well pad, smoke from fire vi...
6	07/12/2016 12:00:00 AM	<a href="#">iPad-Weston-DTX-BlueK...</a>		11703	TEDD	Incident site.
7	07/12/2016 12:00:00 AM	<a href="#">iPad-Weston-DTX-BlueK...</a>		11703	TEDD	Incident site.
8	07/12/2016 12:00:00 AM	<a href="#">iPad-Weston-DTX-BlueK...</a>		11703	TEDD	Downwind monitoring location at nearest re...
9	07/12/2016 12:00:00 AM	<a href="#">iPad-Weston-DTX-BlueK...</a>		11703	TEDD	Monitoring equipment atfirstdownwind mo...
10	07/12/2016 12:00:00 AM	<a href="#">iPad-Weston-DTX-BlueK...</a>		11703	TEDD	Air monitoring location downwind of fire.
11	07/12/2016 12:00:00 AM	<a href="#">iPad-Weston-DTX-BlueK...</a>		11703	TEDD	Overview of fire and surrounding area.
12	07/12/2016 12:00:00 AM	<a href="#">iPad-Weston-DTX-BlueK...</a>		11703	TEDD	Air monitoring station ML4located south of...
13	07/12/2016 12:00:00 AM	<a href="#">iPad-Weston-DTX-BlueK...</a>		11703	TEDD	Air monitoring at ML5 at U.S. 550 downwind...
14	07/12/2016 12:00:00 AM	<a href="#">iPad-Weston-DTX-BlueK...</a>		11703	TEDD	Air monitoring at ML6 downwind of incident.

10. The “Photographer” and “Witness” fields will be filled in with the site ID and TEDD, respectively. Double click each row to change these fields and save.

11. Sync Response Manager