To enter Environmental Compliance Findings into OMBIL:

- Access https://ombil.usace.army.mil
- Select "Business" top center of page
- Select "Environmental Compliance" in left column
- Select "Business Functions Data Input (password required)"
- Enter username, oracle password and database (ombil) in login box
- Switchboard appears when connected
- Hat dropdown box, select Environmental Compliance
- Division, District, and Project Site (your project name) boxes should automatically populate with your specific location when connected, if not, manually select.
- Under Business Function at left, select on Environmental Compliance
- Ignore Project Site Area (PSA is a specific location e.g. Overlook Park)
- Ignore Facility
- Select "Data Input Forms"
- Select "Assessment Teams" if need to create new team, Select Launch
- Select "Assessment (Findings and Corrective Actions)", Select Launch
- Create new assessment by clicking on green + icon
- Double click in "Assessment Team" box to select assessing team
- Describe Assessment, e.g. NWK FY03 Truman Lake, MO External ERGO Assessment
- Enter start and end dates either manually, or by double clicking in boxes (DD-MON-YEAR) format
- Select Assessment type (Internal, External, NOV)
- Click on manuals to select manuals used, Double click within blue shaded area to bring up list of manuals
- Click findings to enter all findings for that assessment. Do not create a new assessment for each finding
- If form opens blank, enter findings data, save often
- When returning later to add more findings after exiting, when accessing this page, previous data will be shown. DO NOT type over this data as it will be overwritten and lost, even though it was saved. To clear the page and enter new findings, always click on the green + icon.
- Assessment field populates automatically
- Project Site Area – double click to select from a List of Values (LOV) list. If appropriate PSA is not listed, contact your District ECC to create them for you
- Prepared By - double click to select yourself off list. You must be on the Assessment team to find your name
- Rating – dropdown box to choose Significant, Major, Minor, and Management Practice
- Short Title – create each finding with its <u>own unique short title</u>, e.g. Unlabeled black 55-gallon drum
- Location – enter site specific location info where finding occurred, e.g. Lake Wilson boat storage yard east side

- Finding Replaced box – rarely used, for replacing previous findings needing changing
- Conditions box – state what was wrong
- Suggested Solutions – optional for entering solution offerings
- Comments – any comments necessary to explain findings, solutions, etc
- Check List boxes on right side – select as appropriate. Only lock finding after you are completely finished and satisfied with finding. If unlocking is needed for changes, contact your District ECC who can do so
- Administratively Closed – used to closed completed findings after certain date
- Business Function dropdown – optional use
- Select Manuals box
    o Select pre-loaded criteria if finding is from TEAM or ERGO manuals
    o Double click in Manual for choices
    o Double click in Section to select protocol
    o Double click in Question Number to select paragraph referenced
    o Remainder of boxes then populate with basis for finding
    o Or
    o Select User Entered Criteria if State manual was used
    o Double click in Manual Name
    o Type is rest of information in boxes below
    o Select Close to return to Finding page
- Hit Save
- Similar Findings box – a tool to assist you to see how other Districts wrote findings and rated them
- Corrective Action Box
    o Established By – double click and select from LOV list
    o Completed By – double click and select from LOV list
    o Corrective Description – enter what was done or will be done to correct the deficiency
    o Completed Status box – check when finding is completely corrected
    o Completion date – enter date when corrective action was completed (note: box will not light for entry until completed status box is checked.
    o Cost fields – optional, enter if info is available
    o Remainder of boxes on page - optional
    o Lock
    o Save
    o Exit through blue door to return to Findings page
- To enter next finding, do not type over info on this page, hit green + icon to clear fields for a new finding
- After multiple findings are entered, use blue arrow icons to navigate between findings.
- Always exit through the blue door icon to reverse your path and to exit the system. Never use the "X" in upper right corner to close pages or exit.