

Using the Online Database

If you ever have a question about a section of the online database, please click on the red question mark [?] next to that section. If that does not answer your question, please ask your Regional Coordinator or Regional Director in New York.

Database URL: www.XX.dbisa.org (XX= country prefix). For example, in Vietnam the database URL is www.nv.dbisa.org. In Mexico, the database is www.mx.dbisa.org. Ask your Country Coordinator for your country prefix.

Language: You are free to enter the site screening information in your local language or English. If you enter your screening in your local language, we will translate it and paste in English text above or below to your original text.

ISS Approval: For the data of your investigation to be approved, those database fields marked with an “*” are required to be completed according to the instructions below.

Part I. Screening Risk Screening

ISS Complete: Please click this box when you believe your screening is complete and you would like the New York staff to review your screening. The New York staff will not review your site screening until this box is checked. This does not necessarily mean your job is finished. The New York staff might review the site and label it “needs more information.” If that happens, please look at the “ISS Status/Notes” box to see what information is missing. Please be aware that an ISS is considered complete when the on-site assessment is finished and all necessary information has been entered into the online database according to the indications of the manual.

***Site Name:** Please select a name that identifies the source of pollution AND the location (city and state). For example: “John’s Lead Smelter, New York City, New York State.” If the site is a whole village with many sources or no clear source, please use the village name. For example: “Bati Village, Thumen Country, Trivoli State.”

***Country:** Please select the appropriate country.

Province: Please select the appropriate province. If the province is not available, please contact your Regional Coordinator or Regional Director in New York.

***Issue:** Please select if the issue is an isolated site or if it is a regional problem. Regional problem is defined as: one source impacting different locations (for example several villages) or several small sources (for example several small mining operations) affecting a whole region.

For instance, Artisanal gold mining commonly occurs across regions. It is not necessary for our purposes to assess every village where artisanal and small-scale gold mining is occurring. Rather, assess the health exposures in one of the affected villages, and estimate the population for the region; In this case, mark the “regional problem” check box. Similarly contaminated river basins occur in many major cities around the world, and can impact millions of people. The pollution is diffuse and the sources are often disparate. In these cases, mark “regional problem” and estimate the population affected. By contrast local site is categorized as having a well-defined population and clear pollution source. Several small-scale battery recyclers in a **single** village would compose a “local” site.

***Abstract:** Please enter a 2-4 sentence description of the problem. Clearly identify the source, the pollutant, the migration route and the pathway. For example: “A leather tannery in the town of Smithville dumped chromium waste behind the facility. The waste is not protected by walls or covered from rain or wind. The waste is leaching chromium into the local surface waters and groundwater. The local community uses wells dug into the contaminated groundwater aquifer as a potable water source.”

***ISS Date:** date when you conducted your screening.

***Key Pollutant:** Please select the key pollutant for the site from the drop down menu. The “Key Pollutant” is the pollutant that is most above the public health guideline level. If the pollutant is a “Poly Aromatic Hydrocarbon” or a “Pesticide” or a “Volatile Organic Compound”, please select the specific pollutant from the specific drop down menus. If the pollutant is a “Radionuclide” enter details in the free text field. If the pollutant is not listed, please select “other” and enter the pollutant name in the free text field.

***Sample Matrix:** After you have selected the “key pollutant” please enter the following information in the matrix for each sample you have taken (please refer to the “Guidelines for Taking Samples” for further information). A maximum of 10 samples per site should be taken.

- Sample sector: Please indicate the sector this sample was obtained from.
- *Sample type: Please indicate if the sample is a composite or a targeted sample (see sample guidelines for definitions).
- ***Media:** please select **the type of substance that was sampled (air, soil, water, urine, hair, blood, etc.)**

- *Pathway: please select how **the population enters in contact with the pollutant.**
- *Population: Please enter the number of people that could be exposed to the key pollutant in the sector where the sample was taken. However DO NOT double count. For example, if sector one is a school and sector two is a residential area, the children that get exposed in the school should not be counted again when reporting the number of people exposed in the residential area. See “estimated population at risk” below for more details.
- *Significant Test Results: **Please enter the pollution concentration from each sample. The measurement units will be automatically entered once you select a “media”.** Please make sure the sampling data you enter uses the same units that are automatically generated. **Please consult with your Country Coordinator for help converting units.**

Estimated Additional Population at Risk: This is your estimate of the number of people that could be exposed to this pollution at a level (dose) that could impair their health. The ISS should identify both the likely number of people impacted and the total number that might be impacted in a worst case. For example the likely population at risk could be:

- the local residential in a neighborhood with contaminated soil; or
- the number of school children and residents in the immediate vicinity of a lead smelter or other toxic air pollution source; or
- the population drinking contaminated groundwater;

A worst case impacted population at risk estimate would include a larger number the number of people who could be exposed to the toxic pollution. Examples might be:

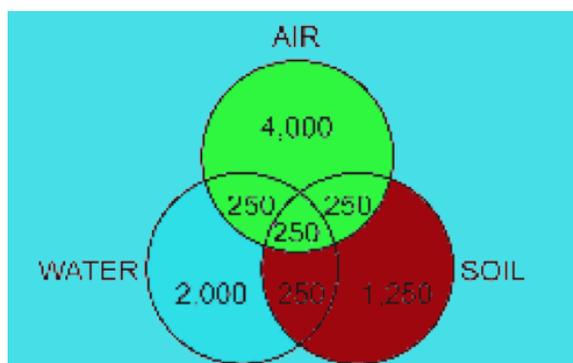
- the total population in a ½ kilometer radius of a lead smelter or other air pollution source; or
- the entire population of a town in which a large industrial estate is located; or
- the entire population of an area relying on a contaminated aquifer or surface water source (as opposed to just the population relying on wells sampled and found to be contaminated).

Good professional judgment should be used in developing population estimates, using available information from maps, government sources (regarding such things as town population and water sources) and your own observations. An approximate estimate of the Population At Risk is OK. You may round to the nearest thousand. For example, if 750 people are exposed, then round-up to 1,000. Keep in mind that it is not uncommon to have exposed populations in the 10's of thousands.

Please note that contaminant migration and pathways define the population at risk. Once a pollutant has been shown to be above the standard, consider the aerial extent of the contamination and how it gets inside of humans. Are people absorbing it by drinking it, breathing the air, inhaling or accidentally ingesting dust, eating food? This pathway will help you ask the right questions and determine the population at risk.

There are often multiple pathways at a given site. Soil that contains lead can contaminate barefoot children through dermal contact or ingestion, though it can also be inhaled as dust by local community members. Similarly, dust containing arsenic can be inhaled or ingested, and can also migrate to drinking water supplies and be ingested. Multiple pathways must be considered when reviewing a site. The total Population At Risk is therefore the total number of people considering all pathways at a site.

Consider the chart below:



DO NOT DOUBLE COUNT POPULATIONS
Air: 4,750 (4,000 + 250 + 250 + 250)
Soil: 1,500 (1250 + 250)
Water: 2,000

Note that a single person may be put at risk by more than one pathway, though they can only be counted once in the total Population At Risk. The box above illustrates that while multiple pathways can impact the same group, each group can only be counted once.

Finally, remember that you are only expected to estimate Population At Risk to within reasonable range. Make an educated guess by using your screening information and tools such as local maps or census data, or Google Earth to estimate the number of nearby housing units.

***Data Source Type:** Please select the type of source used to get the sample results (for example: investigator sampling, government report, etc)

***Data Source Description/citation:** Please include a detailed description or citation of your data source. Please remember to upload in PART 5 any available source documents. If you took samples, please describe the

sample types, dates, and locations, and upload a scan of the laboratory results.

*** Test Data Certainty:** Please use your judgment to indicate the reliability of the data source. For example, if you took samples that were analyzed in a certified lab, the certainty should be high. If the data is old, or comes from a local advocacy group, the certainty may be low.

Save: Please remember to save your information every time you make a change in the database. If you do not click “Save” before you move to another page, your changes will be lost.

Part II. Physical Description

***Location & Site Description:** Please write at least 4 detailed paragraphs that include:

- 1) Location and geographical description of the site (size, topography, distance from town, nearby rivers, lakes, mountains, etc.)
- 2) Detailed description of the pollution source (for example: is it a factory? Is it abandoned? What did it make? How many people worked there? What kinds of wastes did it produce? Where were they dumped?)
- 3) Description of the contaminant migration route (for example fugitive dust carried off-site from a lead smelter to the neighboring community; contaminated soil dumped in the open next to a school; or a surface stream contaminated by storm runoff from a sludge pile)
- 4) Description of the pathway into the body (for example, dust inhalation/ingestion, surface water ingestion, contaminated food ingestion, etc.)
- 5) Description of the population that is affected (for example: Where do they live? Where do they get their drinking water? What kind of houses do they have? Are their many kids? Do the kids have direct contact with the pollution? Are they downwind from the pollution source? Do they pass the source on their way to work/school?)

This site description should be easy to understand for a non-local and non-expert. Please also upload a map of the site as an attachment.

***Population estimate explanation:** Explain in two or three sentences how the population affected was estimated. For example, “only people living within 300m² around the source were included, national census data from 2009 was used”.

***GPS Coordinates:** GPS coordinates should be entered as decimals, not degrees. To convert degrees to decimals go to:

www.fcc.gov/mb/audio/bickel/DDDMSS-decimal.html

If you are converting degrees to decimals, you might have to add a minus (-) sign in front of the decimal to get the correct coordinate. Once you enter the GPS coordinates and save the page, please look at the map to see if it shows the correct location.

***Size of Contaminated Areas:** Please select if the area affected is large (over 6 hectares), medium (1-6 hectares) or small (less than 10,000 square meters)

Area of site: If the contaminated area is a land area, please describe the size of the site in hectares (1 km² = 100 ha).

***Land use:** If the contaminated area is a land area, please select the category that better describe use given to land: 1) Residential/School, 2) Industrial, 3) Agriculture, 4) Dumpsite, 5) Natural Area, 6) Mixed

***Type of water body:** If the contaminated site affects a water body, please select the category that best describes this water body: 1) Not Applicable, 2) pond, 3) small lake, 4) large lake, 5) estuaries, 6) ocean, 7) small river/stream, 8) large river, 9) wetland, 10) ground water

***Source Industry:** This section is very important. Please choose the *primary* industry that is the source of the pollution. Please read the full list of industries. Some industries are very similar, for example “mining and ore processing” and “artisanal mining.” Please choose carefully.

***Active, Legacy, or Both:** An “active” site is one where the industrial process or facility is open and active. A “legacy” site is one where the facility or process has ended or is closed. A “Both” site is one where the facility or process is open and active, but where soil or groundwater pollution exist from years of past industrial activities. For example, an active facility that is the source of years of heavy metal pollution in soil and sediments is a “both.”

Other Pollutants: List all known pollutants,.

Chemical Group 2 and Chemical group 3: if more than one pollutant is present at the site, please select the two other major pollutants.

Test data available for other pollutants: check this box if sample data is available for other pollutant 2 and 3. This will bring another “Sample matrix” please fill the sample matrix according to the instructions give above under “Part 1”.

Other pollutant sample notes: If you took samples for other pollutants (besides the key pollutant reported on “Part 1”, please describe the type of sample, the number of samples, the location of each sample, the date and time that you took the samples. Please describe the exposure pathway that you took the samples from. If you sent the samples to a laboratory, please list the name and address of the laboratory as well.

If test data comes from an outside source like a government report or peer-reviewed study, please cite that report (i.e. author, title, date...) and *briefly* describe its sampling method and test data, including quality assurance/quality control (QA/QC) data. Additionally, upload any previous tests by other credible agencies, and add their test results and QA/QC data. Please upload test results from field sampling as soon as they are available.

Documented Health Effects: Please select from the menu (yes/no) if there are documented health effects caused by the pollutant to the population at risk.

Describe credible health impact of pollutant: Please describe the health impact of the pollutant and its particular pathway to the population at risk. Anecdotal, peer-reviewed, or media accounts of any health effects on local pollution are accepted. Attach any existing studies (scan and pdf).

Additional notes: Any information that does not fall into one of the above categories may be placed here.

Part IV. Site Stakeholders – Meeting Details

Please identify all relevant government agencies, non-profit organizations and business that have any authority or interest in the site. If any government official accompanied you to the site visit, please document his/her name and title in this section.

Part V. Expected Intervention Description

Estimated Volume of Contaminant: Please enter an estimate in cubic meters of the amount of material contaminated.

Estimated Weight of Hazardous Material: Please enter an estimate in tons of the amount of hazardous material.

Describe short-term strategy required to initiate site remediation: If you have experience in site remediation, please describe the initial steps required to begin remediation.

Initial Intervention Type: If you have experience in site remediation, please identify all of the remediation methods that are needed at the site.

Describe expected likely final remediation plan

Note any physical, political, or social barriers to remediation efforts

Who is Local Champion: Please provide information about any person, organization or agency that is interested in cleaning up the site and that might be a good partner or advisor for a cleanup project.

Remediation Activities Carried out to Date: Please describe any past cleanup activities (For example: Who designed it? Who was in charge? Did they finish? What was the budget? Why did they stop?)

Part VI. Linked Reports and Images

Please collect and upload the following key information:

1. At least 10 photos of the site, source, pollution, exposure pathways and affected population (ask permission before taking photos of people)
2. A site map (copied or drawn) showing the boundaries of the site, location of the source of pollution, the location of the affected population, the pathway to people and the most contaminated areas (scan and pdf)
3. Studies of health impacts (scan and pdf)
4. Other reports or articles with relevant information (scan and pdf)
5. Any internet links to source of data, media information, etc.

Contact your Regional Coordinator and Director when finished