Government of **Western Australia**
Department of **Mines and Petroleum**
Resources Safety

Guide to electronic submission of CONTAM system sample record sheet

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Introduction

The electronic (PDF) version of the CONTAM Sample Record Sheet provides a more convenient way to complete and submit this form using Adobe Acrobat.

A useful feature of the new form is the in-built error checking, which will help in correct completion of the form and maintain the quality of the data. With earlier versions of the sample record sheet, it was relatively easy for people to overlook filling in items of essential information. It should eliminate many follow-up queries from Resources Safety.

This guide will assist you in using the enhanced PDF form, which is available from Resources Safety website at www.dmp.wa.gov.au/ResourcesSafety in the mining forms section.

Full instructions on the type of information to enter in the Sample Record Sheet can be found in Resources Safety's *CONTAM System Procedures*, available from the website.

Software requirements and terminology

Adobe Acrobat Reader

The forms utilise the free Adobe Acrobat Reader software. If your computer does not already have this installed, it can be downloaded from the internet at http://www.adobe.com/acrobat. Check with your company's IT section regarding installation.

Acrobat Reader version 8 or higher is recommended.

Note: Acrobat Reader versions 7.0.5 or earlier will not work.

Form 'field'

The term 'field' is used in this guide. Fields are places in the form where you enter data. They include lines of text, check boxes and list of choices. To highlight fields on the form that need to be completed, click on the 'Highlight Fields' button at the top of the form.

'Tool tips' – on-screen help

When you place your mouse pointer over a field on the form, a small box appears with a brief description of what should be entered there. In some cases, this tip will be the same as the prompt on the form. However, for many others, the tip will provide additional information about what to enter and what format to use.

Backing up form

Make a back-up copy of your blank form before you first use it, always use a blank form to begin each session.

If you wish, you can fill in your contact details at the top of the form before saving it. These details will then appear every time you use the form.

Saving a back-up copy covers you if you accidentally save a filled-in form over your working area's original copy.

Customising Adobe Acrobat

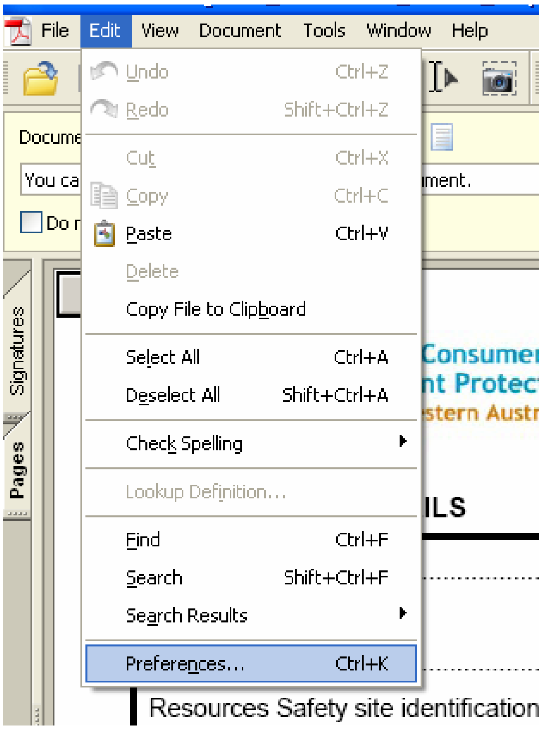
With its standard settings Adobe Acrobat will occasionally display items in ways that can be useful for some jobs but may be distracting for filling in the sample record sheets.

If you are using Version 7, it will show a pale yellow panel across the top of the viewing area telling you that you may add comments to documents, a feature you can't use on this form. To remove this panel right-click anywhere in the yellow strip and then left-click on 'Hide document message bar'.

Another distracting but otherwise helpful feature present in all versions is 'auto-complete'. Adobe comes pre-set to suggest possible endings to what you have just begun to type, based on the words or numbers used in previous sessions.

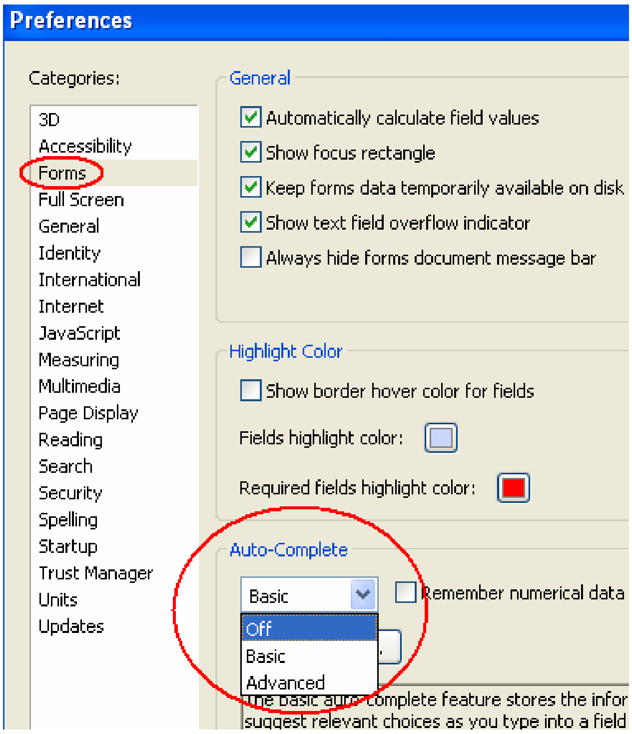
If you wish to turn off auto-complete, you or an IT staff member will need to do the following:

1.



- Single left-click 'Edit'
- In the drop down Edit menu, single left-click 'Preferences'
- The 'Preferences' menu screen will appear.

2.



- In the 'Categories' list to the left of the Preferences screen, single left-click 'Forms'
- In the Auto-complete section, single left-click the 'V'-shaped down arrow
- In the drop down list that appears, single left-click 'Off'
- Single left-click 'OK'

Using the eForm

As an eForm, there are some fields that are compulsory or have limits (e.g. date field cannot be set to a future date), and the form will not submit if fields do not comply with the preset parameters.

The form can be printed at any stage and may be saved – the latter is a particularly useful feature as it reduces data entry if sending in multiple forms or notification is a common activity.

Guide on completing the fields is given below in line with the numbers on the form (refer to Appendix 1).

Getting started

Open the *blank* form with Adobe Acrobat.

Moving around the form

You have the choice of using your mouse or keyboard to move about the form.

Using the mouse

Left-click in the relevant 'greyed out information box' where you wish to type (a vertical line text cursor will appear ready for you to begin typing). Start with 'Company Name'.

Using the keyboard

Press the 'Tab' key on your keyboard and the cursor will appear next to the 'Company Name' prompt. After that, each press of the 'Tab' key will move you to the next field. To go back to the previous field, press 'Shift' and 'Tab' together.

Check boxes

Using the mouse

You can select a 'check box' by simply left-clicking on the box with your mouse.

Using the keyboard

Press the 'Tab' key until the required 'check box' is selected (not greyed out) then press 'enter'.

Changing your choice of check box

Where the boxes offer a choice (e.g. Mining/Exploration, Male/Female, Sample Purpose, Sample Type, Confined Work Space, Respirator & Workplace Exposure Conditions), you can change your choice by either left-clicking with your mouse on the other box or using the keyboard's left or right 'arrow' keys to move between them. The tick will move to your new choice.

Error checking

Data entered on the forms are checked in two ways. Most fields are checked when you press 'Tab' or left-click your mouse to move to the next field. If you do not correct an error found at this stage, the form may allow you to go on but will then show an error message when you click on the 'Submit By Email' button.

Reporting details

Company details

Company

Enter the name of the company operating the site or, for an exploratory drilling project, the exploration company responsible.

Site ID no.

Enter the unique six-digit number (previously beginning with the letter S now replaced with zero), located on the CONTAM quota allocation sheet.

Site

Name of actual mining site.

Operation type

‘Mining’ will not allow the ‘Drilling Details’ field to be completed. ‘Exploration’ will not require ‘Site ID’ or ‘Site’ fields (but they can be added) and will open ‘Drilling Details’ field.

Sample collected by

Name of registered CONTAM Sampler. Samples are invalid unless submitted by a registered sampler with current registration.

Site phone no. and email

This is necessary in case clarification of results is required.

Vent. tech/officer phone no. and email

This is necessary in case clarification of results is required.

Drilling details (if applicable)

If sampling is conducted on people involved with exploration drilling, then ‘Exploration’ must be marked in the company details section. Mark the ‘mining’ box for drilling that occurs in normal mining operations such as jumbo drilling and in-pit drilling.

Name of drilling company

Enter the name of the company that employs the drilling employee.

Mining tenement ID

There are three types of tenement identification allocated by the Department of Mines and Petroleum, based on whether the lease is for exploration (E), prospecting (P) or mining (M) purposes (e.g. E68/001, P60/003, M60/002).

Drilling location

Enter the geographical location of the drilling. If exploration drilling is not associated with a mine site, record the latitude and longitude.

Type of drill rig

The amount of dust generated by drill rigs varies depending on the drilling method. Indicate the type of drill rig and technique used. If the type of drill rig is not listed in the drop down menu, select ‘other’ and fill in the details in the ‘other’ text box.

Note: Codes for the more common drilling methods are listed in Appendix 7 of the *CONTAM System Procedures*.

Employee details

Health surveillance number

Enter the MINEHEALTH number of the employee. *If not known then put N/A.*

Surname

Enter the surname of the employee as recorded on his or her MINEHEALTH card.

Given name

Enter the given name of the employee as recorded on his or her MINEHEALTH card. Do not use nicknames.

Date of birth

Enter the date (i.e. day, month, and year – DD/MM/YYYY) on which the employee was born.

Gender

Mark the appropriate box.

Occupation code

Enter the code (Appendix 5 in CONTAM system procedures) for permanent or normal occupation of the employee. Where a person is multiskilled, enter the occupation code that best describes most of the tasks completed during the day.

Name of contracting company

Enter the *full name* of the contracting company if a contract employee is sampled.

Sample collection details

Sample purpose

Distinguish between samples to satisfy the quota and samples requested by an inspector. Additional samples taken by the company, independent of the quota, should be classified as 'Other' (e.g. samples collected during exploration on or near existing mining operations).

Sample date

Enter the date (DD/MM/YYYY) that sampling commenced.

Start and finish times

Enter times using a 24-hour clock (e.g. 05:55 for 5:55am, 17:55 for 5:55pm).

Sample type

Mark the appropriate box for time-weighted average (TWA), short-term exposure limit (STEL) or peak limitation (Peak). If an electronic device is used and TWA, STEL and Peak results are obtained, record the TWA and put additional results in the comments section.

Sampling equipment code

Enter the appropriate code from Appendix 8 of *CONTAM System Procedures*. If multiple pumps and sampling heads are worn on the same person, then a separate form is required for each pump or sample head.

Flow rate

Enter the average flow rate used to calculate the total volume of air sampled. For valid sampling, the start and end rates must not deviate more then 5% (or 10% for asbestos fibre and inhalable dust sampling). Note that the flow rate is not applicable for some equipment – Appendix 8 of the *CONTAM System Procedures* lists acceptable flow rates for specific contaminants.

Shift length and pattern

Enter the shift length and pattern for the employee.

Location Code

Enter the location code (Appendix 9 of *CONTAM System Procedures*) where most of the exposure occurred during the sampling duration.

Confined space work

Mark the appropriate box. If yes, an explanation is mandatory in the comments section at the bottom of the sheet.

Respirator

Mark the appropriate box to indicate whether a respirator was worn for the majority of the sampling duration.

Workplace exposure conditions

Mark the appropriate box. If exposure conditions were unusual, an explanation is mandatory in the comments section at the bottom of the sheet.

Sample results details

Contaminant code

Enter the contaminant codes (Appendix 6 of *CONTAM System Procedures*), this will automatically fill the 'unit' area with the correct unit for the contaminant (mg/m^3, ppm or f/ml).

Less than detection limit?

The detection limit is the lowest measurable concentration for analysis of the given contaminant. It is controlled by the flow rate, the sampling accuracy of equipment and analytical technique. Always verify the detection limit with the analytical laboratory, record this value and mark the 'Less that detection limit' box if the calculated result is less than the detection limit for the contaminant. If 'less than detection limit' is 'Yes' then the concentration amount is automatically entered as the minimum value (for that contaminant) and the field becomes read only.

Concentration

Enter the correct unit of measurement in accordance with Appendix 6 of the CONTAM system procedures.

A conversion formula is provided in Appendix 10 of the CONTAM system procedures to convert airborne solvents and gasses from mg/m^3 to ppm.

‘Reset Form’, ‘Delete Form’ and ‘New Sample’ buttons

‘New Sample’ button

If you have a number of CONTAM sample forms to submit, you can clear all the fields in the body of the form but leave the information in the ‘Company Details’ section by clicking on the ‘New Sample’ button at the bottom left of the form after you have finished each sample form. This will automatically create a new form with the reporting details completed.

‘Delete Form’ button

The ‘Delete Form’ button only appears if you have filled in more than one form in this session. If you have started a new form then realise that it is not required, you can delete that form by clicking the button. The other forms remain untouched.

‘Reset Forms’ button

Clicking the ‘Reset Forms’ button will delete the details of the form currently being filled in while leaving the site and contact details in the top ‘Company’ section displayed. It is useful when an error has been made. The other forms remain untouched.

Submission of form and final checking

‘Submit By Email’ button

The completed form can be submitted electronically to Resources Safety by clicking on the ‘Submit by Email’ button located at the bottom of the last filled form.

Before an email is created to submit the information to Resources Safety, the form’s error checking function will validate the data.

If you encounter any problems in the submission process, contact minehealthreporting@dmp.wa.gov.au

Anything left blank?

Firstly, the form will look for any compulsory fields that have been left blank.

If there are no empty mandatory fields the form will go straight on to the second check. However, if it does find any blanks then it will display a message listing the blanks and return you to the form with the missed fields highlighted with red boxes to help you find them.

When you have filled in the missed empty fields, click on the ‘Submit by Email’ button again.

The form will then restart its validation.

Any ‘odd’ entries?

Once the form has confirmed that all mandatory fields have been filled in, it will perform its next check, looking for fields containing unacceptable values or incorrectly formatted data.

If it encounters a problem, it will display a message identifying where the error has occurred and return you to the form to correct it.

Emailing the form

When you have made any necessary corrections, left-click on the ‘Submit by Email’ button again.

If no problems are encountered, Acrobat will open an email with the appropriate Resources Safety address already filled in.

Note: The error checking function will not allow a form to be submitted until all errors are corrected.

The email’s subject line will automatically contain details about the form being submitted, and will have the completed and checked form as an attachment. You have the option to add any explanatory notes to the email or attach further documents before clicking on ‘Send’.

Saving a copy of the completed form

Wait until the ‘Submit by email’ checking process is complete and the email has been sent before saving a form. This will guarantee that the copy you are making is the same as the report sent to Resources Safety.

Note: Ensure that you do not save the filled-in forms over your blank form template.

When the email has been sent, you will be returned to Adobe Acrobat. Use ‘Save as’ and give your saved file a new name.

Printing a copy of the form

If you wish to have a paper copy of the completed form, wait until the ‘Submit by email’ process is done (including sending the email) and you have returned to the form. Click on the ‘Print Form’ button located on the top right hand side.

This process is the same as saving an electronic copy. You need to wait until the submission and the validation process is complete to ensure the form that you are printing is the final checked version and you have a copy of the form that you have supplied to Resources Safety.

Finishing up and shutting down

Do not agree to save the document when Acrobat asks as this will over-write your template.

Appendix 1 – CONTAM sample record sheet [sample only]

Reset Form

Print Form

Government of **Western Australia**
Department of **Mines and Petroleum**
Resources Safety

Resources Safety
303 Sevenoaks Street
Cannington WA 6107

CONTAM sample record sheet

www.dmp.wa.gov.au/ResourcesSafety
contammanager@dmp.wa.gov.au

Company details

Company | **Site ID no.** | **Site**

Operation type ☐ Mining ☐ Exploration | **Sample collected by**

Site phone no. | **Site email**

Vent. tech./officer phone no. | **Vent.tech./officer email**

Drilling details

Name of drilling company | **Mining Tenement ID**

Drilling location | **Type of drill rig** | **Other**

Employee details

Health surveillance number

Surname | **Given name**

Date of birth / / | **Gender** ☐ Male ☐ Female | **Occupation code** 000

Name of contracting company *(if applicable)*

Sample collection details

Sample purpose ☐ Quota ☐ Requested by Inspector ☐ Other

Sample date / / | **Start time** hrs | **Finish time** hrs

Sample type ☐ TWA ☐ STEL ☐ Peak

Sampling equipment code | **Flow rate** . L/min

Shift length hrs mins | **Shift pattern** days on / days off

Location code *(where predominant exposure occurs)* | **Confined space work** ☐ Yes ☐ No

Respirator ☐ Worn ☐ Not worn | **Workplace exposure conditions** ☐ Normal ☐ Unusual

Sample result details

Contaminant code	Less than detection limit ?	Concentration	Unit
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		.	
		.	
		.	
		.	
		.	
		.	
		.	

Comments

SRSv1.1Feb09

New Sample

Submit By Email