National Outbreak Reporting System (NORS)

User Training Document – Other and Unknown Water Section

Table of Contents

1. INTRODUCTION – OTHER/UNKNOWN SECTION 2

2. INTENT FOR USE TAB 3

2.1 INTENT FOR USE SECTION 3

2.2 WATER DESCRIPTION SECTION 4

3. CONTRIBUTING FACTORS TAB 5

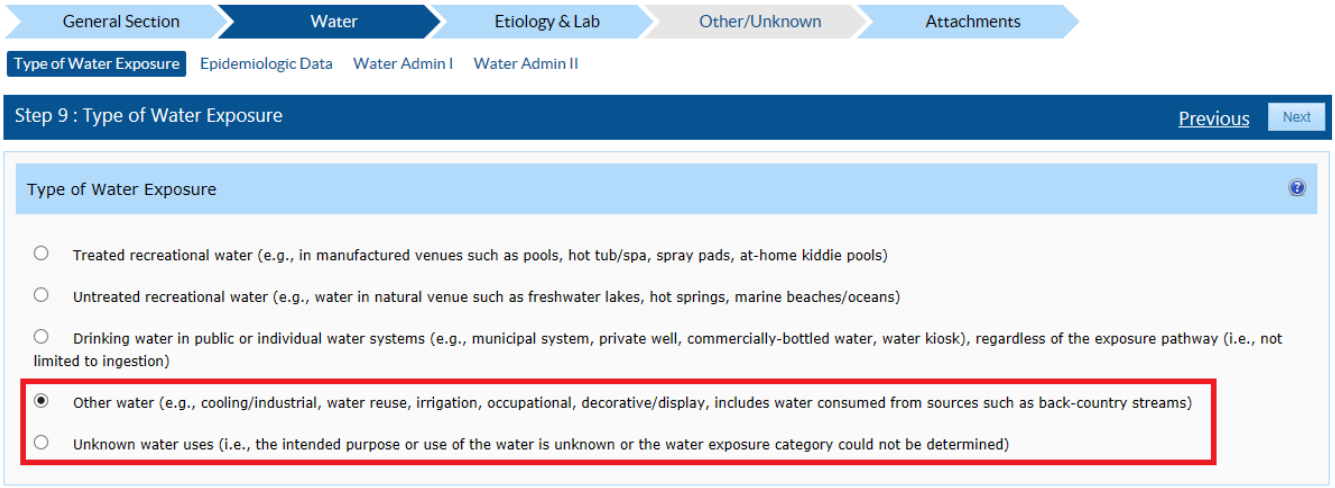
4. REMARKS TAB 6

5. ATTACHMENTS SECTION 7

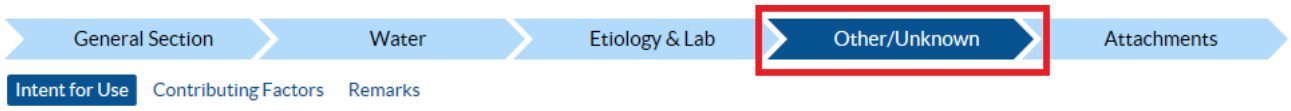
1. INTRODUCTION – OTHER/UNKNOWN SECTION

This is a National Outbreak Reporting System (NORS) training guide for waterborne disease outbreak reports. The document provides a brief overview of how to complete the Other/Unknown water section in NORS. Training guides for the other types of water sections are available in separate training documents.

In the Water section, after you have selected "Other water" or "Unknown water uses" as the "Type of Water Exposure" and completed the tabs in that section, go to the Other/Unknown section.



In the Other/Unknown Section, you can to enter data about the intended use of the water, any contributing factors for water implicated, and any remarks from the outbreak investigation.



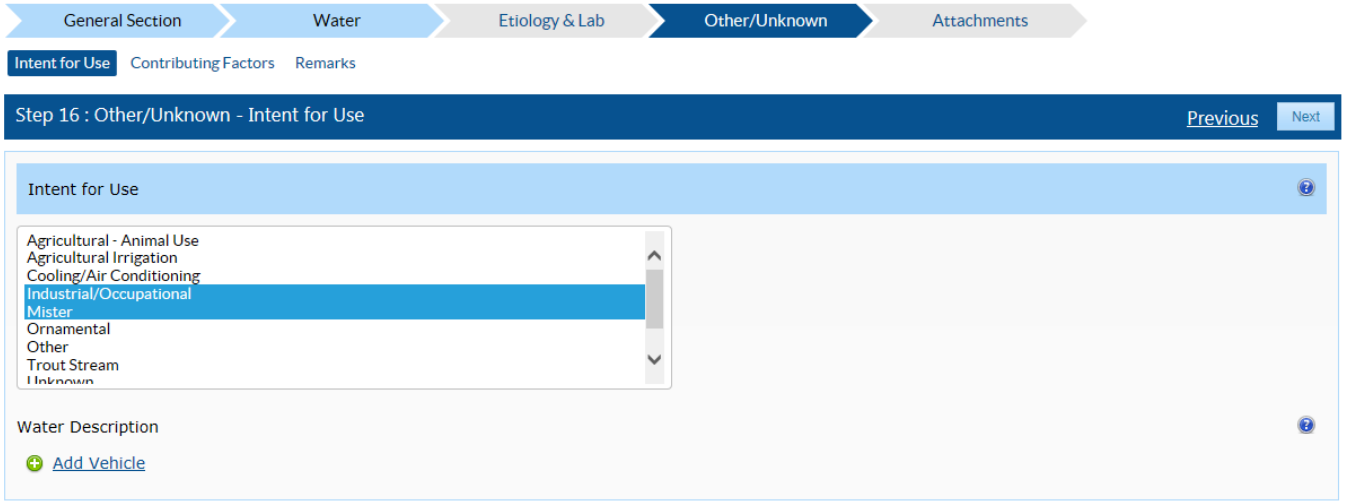
If you need additional guidance or have other report questions, click on the Quick Help icon, a blue button with the question mark near the top of each question box within the NORS interface, or see the NORS-Water Guidance Document at http://www.cdc.gov/nors/forms.html.

2. INTENT FOR USE TAB

Begin with the Intent for Use Tab. The Intent for Use Tab collects information about the intended or proposed use of water in the Intent for Use Section and any description of the water implicated in the outbreak investigation in the Water Description Section.

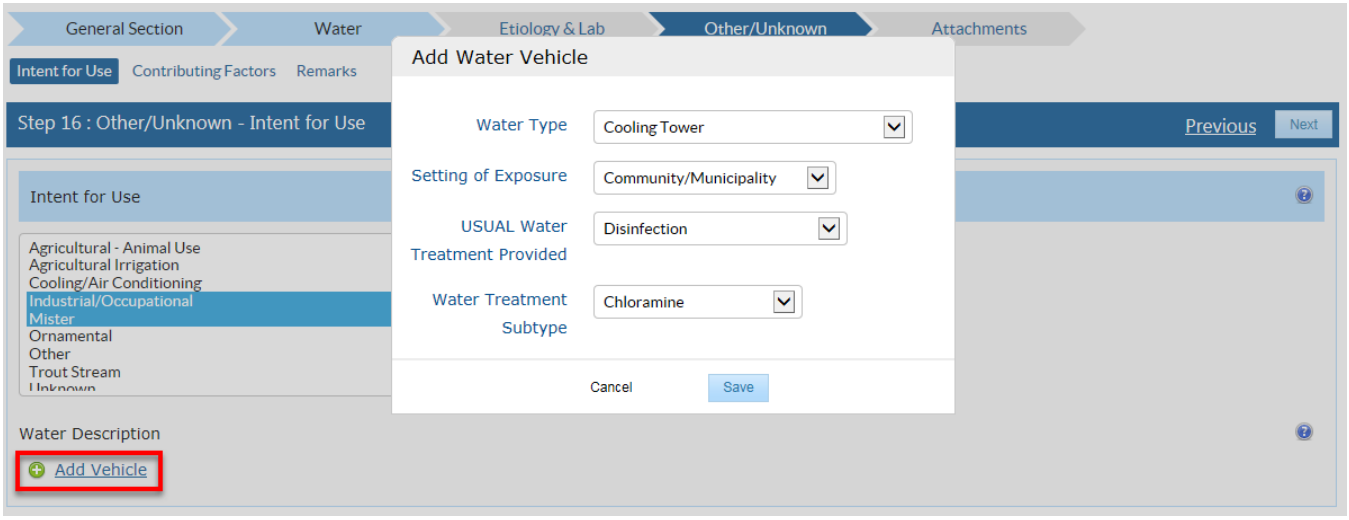
2.1 INTENT FOR USE SECTION

In the "Intent for Use" picklist, select all options that best describe the intended use of the implicated water source by selecting one or multiple intended water uses from the picklist. More than one option can be selected by pressing "Ctrl" on the keyboard as you click multiple options in the "Intent for Use" picklist. If the response includes "Other," describe the other intended use in the Remarks Tab.



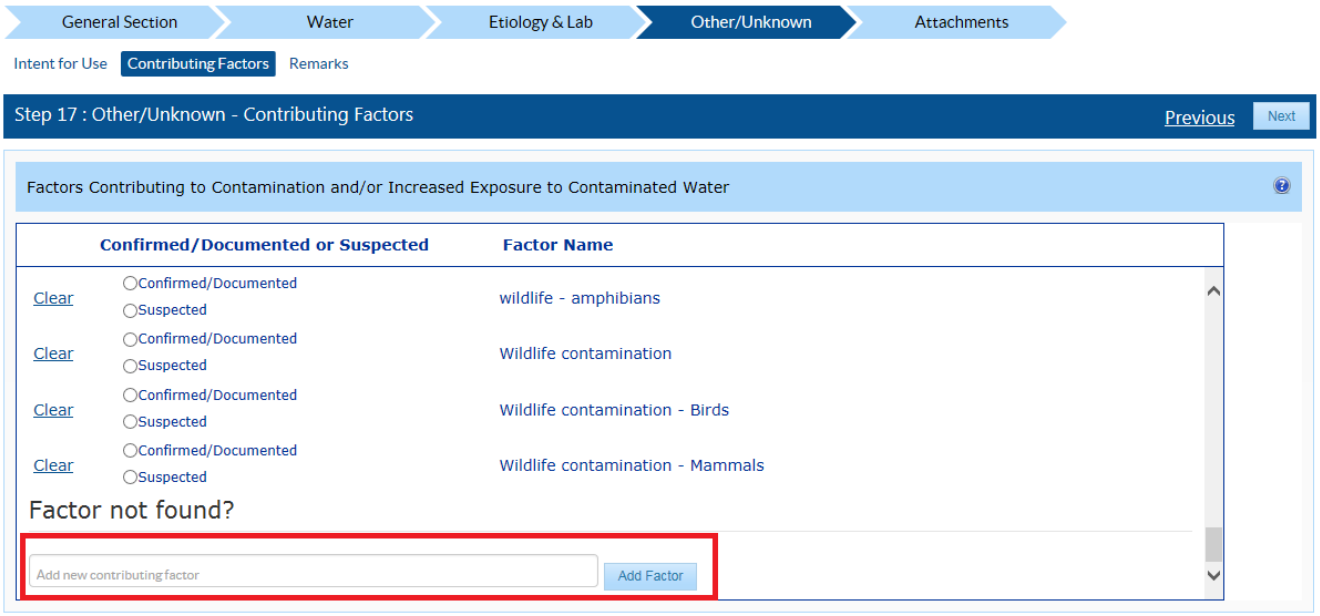
2.2 WATER DESCRIPTION SECTION

The Water Description Section collects information about the type of Other/Unknown water implicated in the outbreak in a table. To add a water description, click on the "Add Vehicle" link and enter information into the pop-up window. Report the "Water Type" that best describes the water, the "Setting of Exposure", and if applicable the "USUAL Water Treatment Provided". If the "USUAL Water Treatment Provided" is "Disinfection" or "Filtration", please select the "Water Treatment Subtype" that best describes the type of disinfection or filtration method. Click on the "Save" button complete the entry and close the pop-up box. If there is more than one description of the "Water Type", "Setting of Exposure", or "USUAL Water Treatment Provided", click on the "Add Vehicle" link and complete the process listed above.



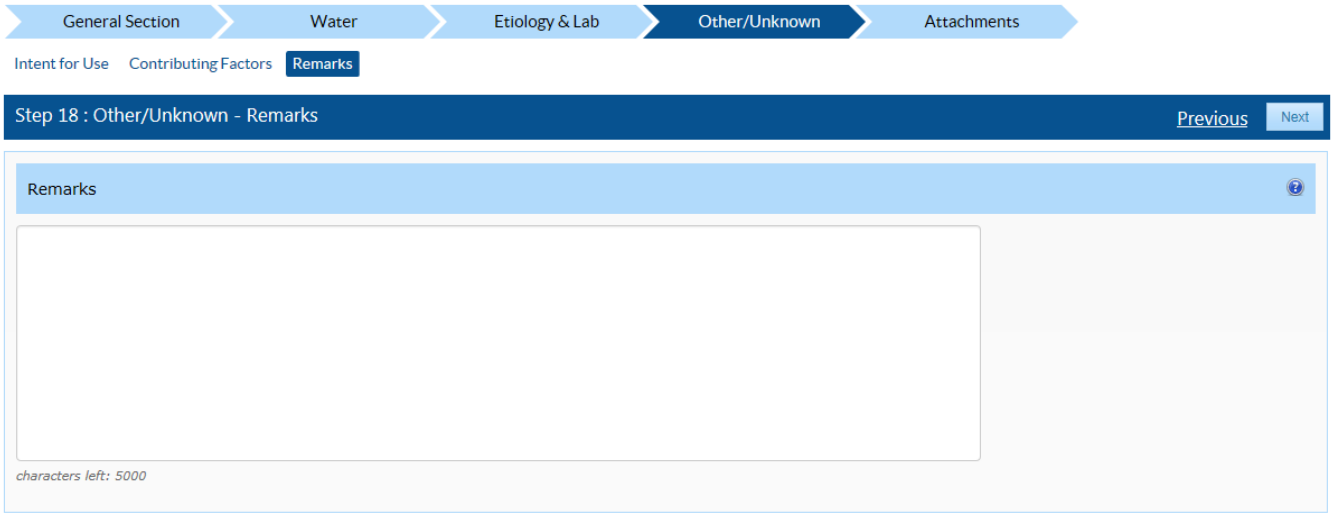
3. CONTRIBUTING FACTORS TAB

The Contributing Factors Tab collects information about any factors identified that contributed to the outbreak (e.g., that increased water contamination or the likelihood of exposure). Select a factor by clicking on the corresponding radio button to label a factor as "Confirmed/Documented" or "Suspected." To undo a selection, click on the "Clear" link at the beginning of the row. If a contributing factor is not displayed in this list, it can be manually added. To manually add a contributing factor, scroll to the end of the list and write the contributing factor in the "Factor not found?" field. Click on "Add Factor" button to add the factor to the list. Once a new value has been added, it will be included in list of options available to all NORS users.



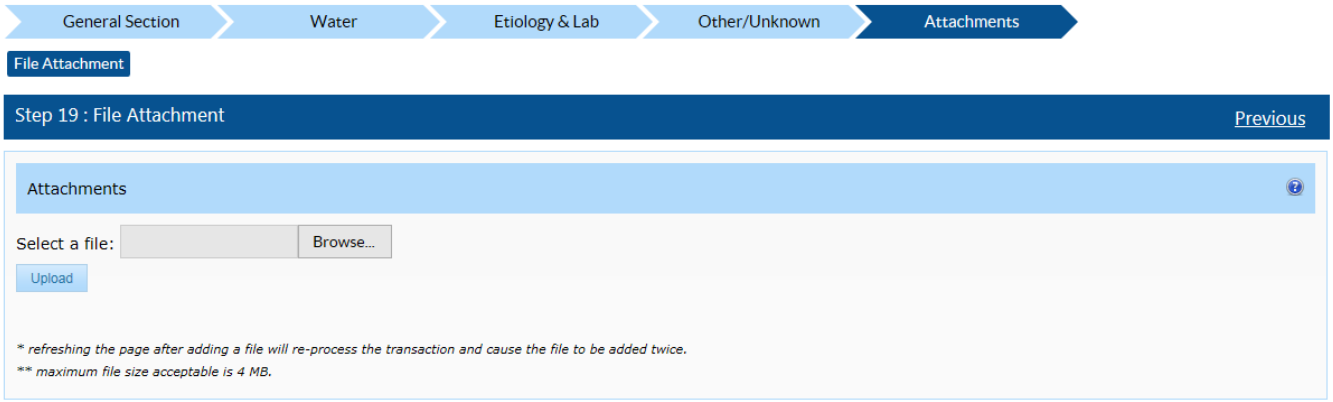
4. REMARKS TAB

The Remarks tab contains a single text field for any additional comments about the waterborne disease outbreak investigation. Add remarks up to 5000 characters in the box provided. Note that descriptions of water intended for other uses can be added to the remarks.



5. ATTACHMENTS SECTION

Attach any relevant information to the NORS report in the Attachments Section. Do not include any personally identifiable information (e.g., private property's address). The maximum file size acceptable is 4 MB. File types that can be attached include images (e.g., jpeg, png), documents (e.g., Word, PDF), or other file types with information (e.g., Excel). To attach a file, click on the "Browse" button to locate the file, and click the "Upload" button to upload the attachment to the NORS report.



The attached file will appear in a summary table if the file was uploaded successfully.

Document Name	Document Length (bytes)	Document Type	Upload Date
Test.docx	12,717	application/vnd.openxmlformats-officedocument.wordprocessingml.document	09/04/2014

You have now finished reviewing the Other/Unknown Section of a waterborne disease outbreak report. Make sure to click the "*Save Report*" button near the top of the screen before exiting the report.

If you need assistance in completing other sections of NORS, please refer to the online technical and guidance documents located at

http://www.cdc.gov/nors/.

For further assistance or for questions or comments, please email NORSWater@cdc.gov.