National Outbreak Reporting System (NORS)
User Training Document – Recreational Treated Water Section
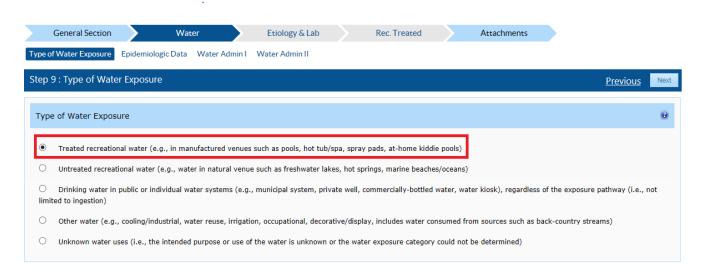
Table of Contents

1. INTRODUCTION – REC. TREATED 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 Recreational Treated (Rec. Treated) 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 "Treated recreational water" as the "Type of Water Exposure" and completed the tabs in that section, go to the Rec. Treated Section.
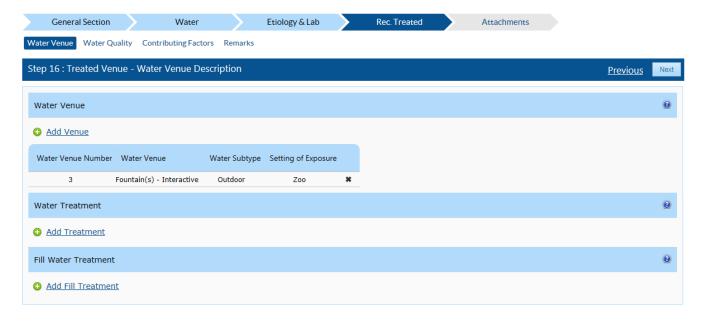

In the Rec. Treated Section, you can to enter data about the type of water venue, the water quality, any contributing factors, and remarks from the outbreak investigation.

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, the NORS-Water Guidance Document at www.cdc.gov/nors/forms.html.
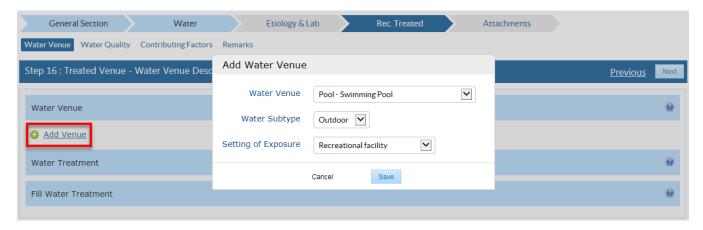
2. WATER VENUE TAB

Begin with the Water Venue Tab. The Water Venue Tab collects information about the type of water venue, any water treatment methods, and any fill water treatment methods for water venue(s) implicated in the outbreak investigation. There are three sections in the Water Venue Tab: the Water Venue Section, the Water Treatment Section, and the Fill Water Treatment Section. In the Water Venue tab, the three sections are linked together by the "Water Venue Number", an automatically-assigned number when a "Water Venue" is added to the Water Venue Section.

General Section	Water	Etiology & Lab	Rec. Treated	Attachments

Water Venue   Water Quality   Contributing Factors   Remarks

Step 16 : Treated Venue - Water Venue Description   Previous   Next

Water Venue   ❓

⊕ Add Venue

Water Venue Number	Water Venue	Water Subtype	Setting of Exposure	
3	Fountain(s) - Interactive	Outdoor	Zoo	✖

Water Treatment   ❓

⊕ Add Treatment

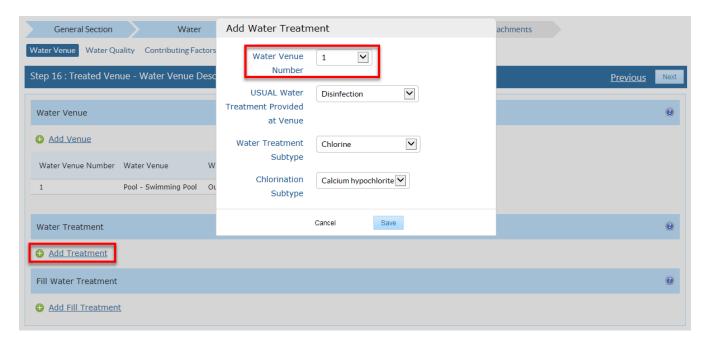**Fill Water Treatment**   ❓

⊕ Add Fill Treatment

2.1 WATER VENUE SECTION

The Water Venue Section collects information about the water venue in a table. To add a "Water Venue", click on the "Add Venue" link and enter information into the pop-up window. Report the "Water Venue" (e.g., waterpark, swimming pool), the "Water Subtype" (e.g., indoor, outdoor), and the "Setting of Exposure". Click the "Save" button to complete the entry and close the pop-up window. If multiple venues were implicated, add the subsequent venues by clicking on the "Add Venue" link and repeating the process.
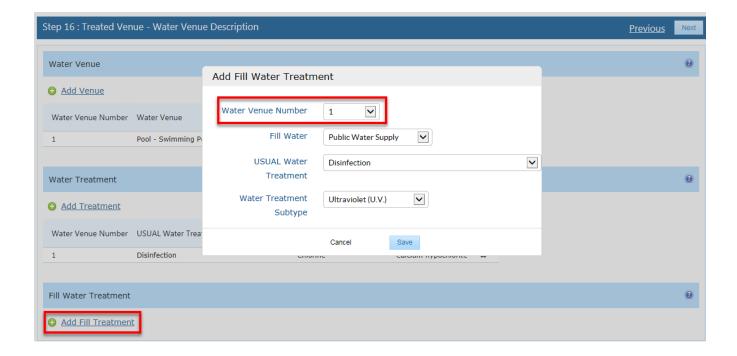
2.2 WATER TREATMENT SECTION

The Water Treatment Section collects information about any water treatment methods for one or more water venues in a table. At least one "Water Venue" needs to be reported in the Water Venue Section in order to report water treatment information. To add water treatment information, click on the "Add Treatment" link and enter information into the pop-up window. For each "Water Venue" in the Water Venue Section, select the appropriate "Water Venue Number" to report "Water Treatment" information in the pop-up window.

For "Water Venue(s)" reported in the Water Venue Section, select the "USUAL Water Treatment Provided at the Venue" (e.g., coagulation, disinfection) from the drop down list. If the "USUAL Water Treatment Provided at the Venue" is "Disinfection", select the "Water Treatment Subtype". If the "Water Treatment Subtype" is "Chlorine", select the "Chlorination Subtype". Click the "Save" button to complete the entry and close the pop-up window. Repeat the process for all the Water Venue(s) and the corresponding water treatments by clicking on the "Add Treatment" link and repeat the process above.

2.3 FILL WATER TREATMENT SECTION

The Fill Water Treatment Section collects information about water used to fill the venue and water treatment methods for the "Water Venue(s)" reported in the Water Venue Section. At least one "Water Venue" needs to be reported in the Water Venue Section in order to report fill water treatment information. To add fill water treatment information, click on the "Add Fill Treatment" link and enter information into the pop-up window. Indicate the appropriate "Water Venue Number" to link fill water treatment information to the "Water Venue" in the Water Venue Section. Identify the source of the fill water in the second question. The last two questions are available only if the fill water is "Public Water Supply". If the "USUAL Water Treatment" type is "Disinfection" or "Filtration at Treatment Plant", provide the "Water Treatment Subtype". Click the "Save" button to complete the entry and close the pop-up window. Repeat the process for all the Water Venue(s) and the corresponding fill water treatments by clicking on the "Add Fill Treatment" link and repeat the process above.
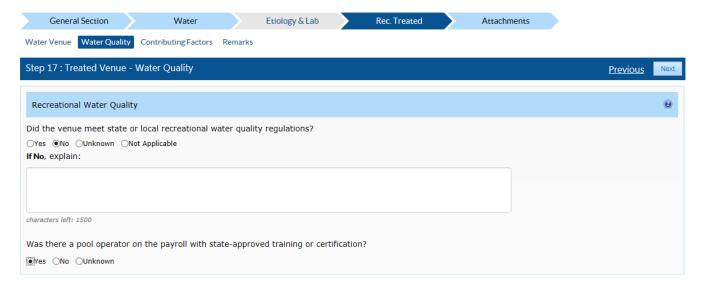
3. WATER QUALITY TAB

The Water Quality Tab collects information about whether a water venue met state or local water quality regulations and (if applicable) if there was a pool operator on payroll who received state-approved training or certification.
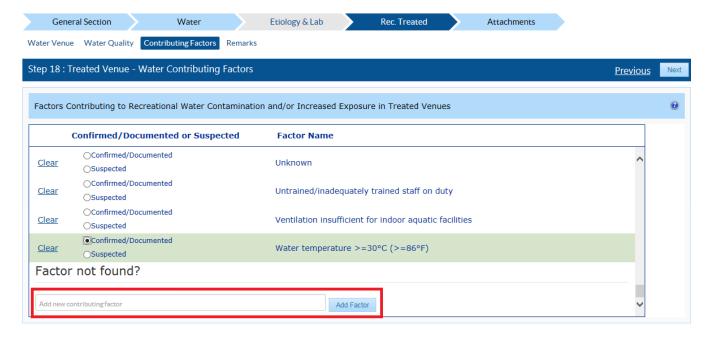
Click on the appropriate radio button to answer whether the venue met the state or local recreational water quality regulations. If the answer is "No", explain the circumstances in the text window below the question. The text window is unavailable for responses other than "No".

Click on the appropriate radio button for the second question to answer whether or not there was a pool operator on payroll who received state-approved training or certification.
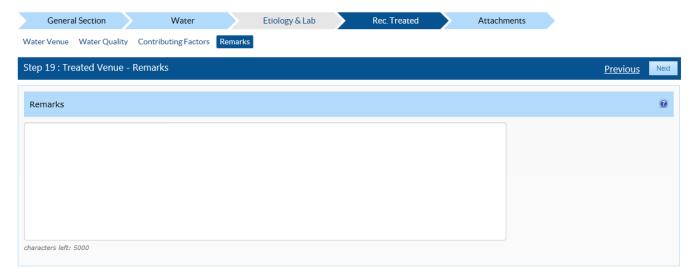
4. CONTRIBUTING FACTORS TAB

The Contributing Factors Tab is used to report any factors that contributed to the outbreak (e.g., that increased treated water contamination or the likelihood of exposure). Select a factor by clicking on the corresponding radio button to label it 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 the "Add Factor" button to add the factor to the list. Once a new value has been added, it will be included in the drop down list of options available to all NORS users.

5. 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 window provided.

6. 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.

General Section	Water	Etiology & Lab	Rec. Treated	Attachments

File Attachment

Step 20 : File Attachment	Previous

Attachments

Select a file: [   ] Browse...

Upload

* refreshing the page after adding a file will re-process the transaction and cause the file to be added twice.
** maximum file size acceptable is 4 MB.

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 Rec. Treated 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 www.cdc.gov/nors/.

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