

# **National Outbreak Reporting System (NORS)**

## **User Training Document – Recreational Untreated Water Section**

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## 1. INTRODUCTION – REC. UNTREATED 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 Untreated (Rec. Untreated) water section for untreated in NORS. Training guides for the other types of water exposure are available in separate training documents.

In the Water Section, after you have selected “Untreated recreational water” as the “Type of Water Exposure” and completed the tabs in that section, go to the Rec. Untreated Section.

General Section Water Etiology & Lab Rec. Untreated Attachments

Type of Water Exposure Epidemiologic Data Water Admin I Water Admin II

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Type of Water Exposure

- ☐ Treated recreational water (e.g., in manufactured venues such as pools, hot tub/spa, spray pads, at-home kiddie pools)
- ☒ Untreated recreational water (e.g., water in natural venue such as freshwater lakes, hot springs, marine beaches/oceans)
- ☐ Drinking water in public or individual water systems (e.g., municipal system, private well, commercially-bottled water, water kiosk), regardless of the exposure pathway (i.e., not limited to ingestion)
- ☐ Other water (e.g., cooling/industrial, water reuse, irrigation, occupational, decorative/display, includes water consumed from sources such as back-country streams)
- ☐ Unknown water uses (i.e., the intended purpose or use of the water is unknown or the water exposure category could not be determined)

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

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Water Venue Water Quality Contributing Factors Remarks

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  or see interface, the NORS-Water Guidance Document at [www.cdc.gov/nors/forms.html](http://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 and the setting of exposure for water implicated in the outbreak investigation in the Water Venue Section.

To add a “Water Venue” to the Water Venue Section, click on the “Add Venue” link and enter information into the pop-up window. Report the “Water Venue”, the “Water Subtype” (if applicable), and the “Setting of Exposure” in the pop-up window. If the type of “Water Venue” is a “Spring” or “Hot Spring”, report the “Water Subtype” (e.g., indoor, outdoor). Click the “Save” button to complete the entry and close the pop-up window. If multiple venues were implicated in an outbreak, add the subsequent venues by clicking on the “Add Venue” link and repeating the process.

### 3. WATER QUALITY TAB

The Water Quality Tab asks whether the venue met recreational water quality regulations and standards.

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 the water venue met Environmental Protection Agency (EPA) recreational water quality standards. 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”.

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Water Venue
Water Quality
Contributing Factors
Remarks

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Recreational Water Quality ⓘ

Did the venue meet state or local recreational water quality regulations?  
☒ Yes ☐ No ☐ Unknown ☐ Not Applicable  
If No, explain:  
  
characters left: 1500

Did the venue meet Environmental Protection Agency (EPA) recreational water quality standards?  
☐ Yes ☒ No ☐ Unknown ☐ Not Applicable  
If No, explain:  
  
characters left: 1500

## 4. CONTRIBUTING FACTORS TAB

The Contributing Factors Tab is used to report any factors that contributed to the outbreak (e.g., that increased recreational 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.

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Factors Contributing to Recreational Water Contamination and/or Increased Exposure in Untreated Venues

Confirmed/Documented or Suspected	Factor Name
<a href="#">Clear</a> <input type="radio"/> Confirmed/Documented <input type="radio"/> Suspected	Water temperature >=30°C (>=86°F)
<a href="#">Clear</a> <input type="radio"/> Confirmed/Documented <input type="radio"/> Suspected	Wildlife contamination - Birds
<a href="#">Clear</a> <input checked="" type="radio"/> Confirmed/Documented <input type="radio"/> Suspected	Wildlife contamination - Fish kill
<a href="#">Clear</a> <input type="radio"/> Confirmed/Documented <input type="radio"/> Suspected	Wildlife contamination - Mammals
Factor not found?	
<input type="text"/> <input type="button" value="Add Factor"/>	

## 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.

The screenshot shows the NORS web application interface. At the top, there is a navigation bar with five tabs: "General Section", "Water", "Etiology & Lab", "Rec. Untreated" (which is highlighted in dark blue), and "Attachments". Below this, a sub-navigation bar shows "Water Venue", "Water Quality", "Contributing Factors", and "Remarks" (which is highlighted in dark blue). The main content area has a header "Step 19 : Untreated Venue - Remarks" on the left and "Previous" and "Next" buttons on the right. Below the header is a large text input field labeled "Remarks" with a question mark icon in the top right corner. At the bottom left of the text field, it says "characters left: 5000".

## 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.

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. Untreated 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/](http://www.cdc.gov/nors/)

For further assistance or for questions or comments, please email [NORSWater@cdc.gov](mailto:NORSWater@cdc.gov).