



US Environmental Protection Agency

Long Island Sound Study  
Comprehensive Conservation and Management Plan

## **eSound User's Guide**

December 5, 2013

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## 1.0 INTRODUCTION

This section provides basic information about this document and how to use it.

### 1.1 Purpose of this Document

The purpose of this document is to provide an overview of the eSound web site and how it is used to record information about the implementation of the Long Island Sound Study's *Comprehensive Conservation and Management Plan* (CCMP).

For information about the LISS, its mission or the CCMP, please refer to <http://longislandsoundstudy.net/>.

### 1.2 Document Overview

This document consists of six main sections as follows:

- Section 1.0, Introduction
- Section 2.0, Overview - A descriptive overview of LISS, the CCMP, and topics generally applicable to the eSound website.
- Section 3.0, How to Access the System - Specific information about how to access the eSound website, including getting credentials, logging in, and logging out.
- Section 4.0, Ecosystem Problem Areas - Ecosystem Problem Areas- Specific information about how to use the eSound website to view and record information about the implementation of the CCMP. This section describes all of the core functionality of the system.
- Section 5.0, Administrative Functions- Specific information about system functions that may only be utilized by an Administrator.
- Section 6.0, Additional Resources- Additional resources and information found on the eSound website.
- Section 7.0, Abbreviations – A list of abbreviations, including acronyms, used in this document.

### 1.3 How to use this Document

Users who are completely new to the system should read the entire document, with focus on section 4.0, Ecosystem Problem Areas.

Experienced users may be interested in a particular topic and should use the Table of Contents to locate and navigate to the section of interest. The entries in the Table of Contents, List of Figures, and List of Tables are hyperlinked and may be used to navigate to the associated section.

### 1.4 Getting Help

For additional programmatic questions, please contact the following:

Joseph Salata, [salata.joseph@epa.gov](mailto:salata.joseph@epa.gov); 203 977-1541  
Leah O'Neill, [oneill.leah@epa.gov](mailto:oneill.leah@epa.gov); 617 918-1633  
Mark Tedesco, [tedesco.mark@epa.gov](mailto:tedesco.mark@epa.gov); 203-977-1541

## 2.0 OVERVIEW

This section presents general information about the system.

### 2.1 LISS and the CCMP

LISS CCMP was developed in accordance with Clean Water Act (CWA) Section 320. The LISS CCMP was approved in 1994 by the States of New York (NY) and Connecticut (CT) and by the United States Environmental Protection Agency (EPA). The CCMP identified the following primary action areas that continue to require coordinated and sustained action by the Management Conference:

- 1) Hypoxia, or the lack of dissolved oxygen in the water column
- 2) Toxic substances pollution
- 3) Pathogen contamination
- 4) Floatable debris pollution
- 5) Management and conservation of living resources and their habitats
- 6) Land use and development
- 7) Public involvement and education

The Management Conference was identified as an important, unifying component to support implementation – federal, state, and local government partners, academia, industry, and citizens. Under the Management Conference, the CCMP established a broad-based and integrated approach to addressing the primary environmental and management problem areas identified. This approach required significant and sustained Management Conference coordination, involvement and funding – at all levels.

Under CWA Section 320 (b)(6), monitoring the effectiveness of the CCMP is a responsibility of the Management Conference. The eSound supports the partners in reporting on their actions to implement the CCMP and restore and protect the Sound.

### 2.2 eSound Website

The purpose of the eSound website is to assist the EPA / LISS with assembling the information for the CCMP Implementation Tracking Report. It contains information from the CCMP about the problem areas that need to be addressed to maintain a healthy Long Island Sound, and it enables a user to document specific actions that were taken towards this goal.

The eSound website collects and stores the information from the various reporting organizations, including non-textual information such as images. It is capable of assembling a “rough draft” textual version of the CCMP Implementation Tracking Report (by problem area), which the EPA / LISS may use as a starting point for creating the final report.

### 2.3 User Roles

The eSound website implements “user roles” to assign permissions for access to pages and data. A “user role” effectively defines the job that a user is expected to perform within the system and the tasks within the system which are associated with the job.

The eSound website supports two user roles:

- Submitter
- Administrator

A **Submitter** is a person who is able to add information to or edit information in the eSound website about planned and / or performed actions, either directly via an online page or by uploading a file. A Submitter may add or edit information for any problem area related to any registered organization. See section 4.0 below, Ecosystem Problem Areas, for more information regarding how a Submitter may view and manipulate data in the system.

An **Administrator** has all of the permissions of a Submitter. In addition, an Administrator may edit more general information such as descriptive information about problems or goals (e.g., the descriptive Key Element text that is associated with a CCMP Action Area). See section 5.0 below, Administrative Functions, for more information about the functionality that is unique to an Administrator. Only an Administrator may add users to the system (see section 5.1 below, Adding a User).

## 2.4 Required Computer Configuration

This section describes the restrictions and limitations on the configuration of the computer used to access the eSound website.

### 2.4.1 Browsers

The eSound web site is designed to work with the following browsers:

- Microsoft's Internet Explorer 6 or a later version
- Mozilla's Firefox 3 or a later version
- Google's Chrome

In theory, any browser or browser version may be used with any computer to access the eSound website; however, every browser and version of a browser is a little different, which may affect how the eSound website's pages are displayed and how they function. We recommend using one of the following browsers / browser versions with the eSound website: Internet Explorer 8 (IE8), Firefox 6 (FF6), or Chrome.

### 2.4.2 Other Applications

To view the formatted document for a problem area, users must have an application installed that supports viewing Portable Document Format (PDF) documents. Such applications are widely and freely available, for example Adobe® Reader®.

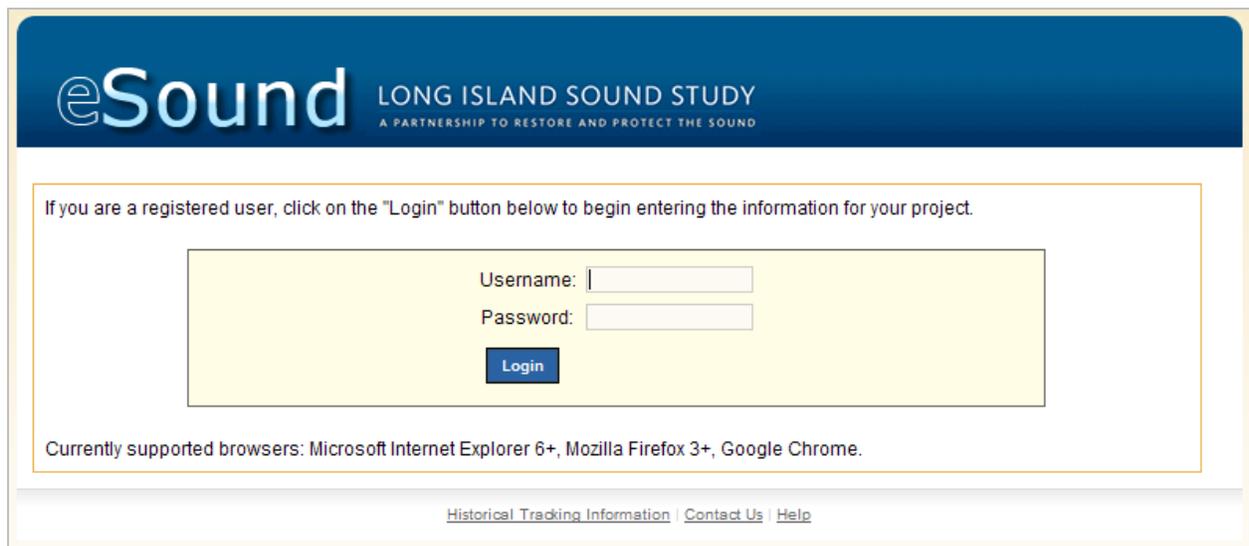
To view an uploaded (i.e., "associated") file, users must have an application installed on their computer that supports viewing the appropriate file format. The application required is based upon file type; see Table 2 below for a list of the file types supported by the eSound website.

## 3.0 HOW TO ACCESS THE SYSTEM

This section describes functionality related to accessing the eSound website. In order to use the eSound website, users must have credentials (username and password) to log in.

### 3.1 Log In

To access the eSound website, bring up the browser and connect to the eSound website Uniform Resource Locator (URL). The **Login** page is displayed.



If you are a registered user, click on the "Login" button below to begin entering the information for your project.

Username:

Password:

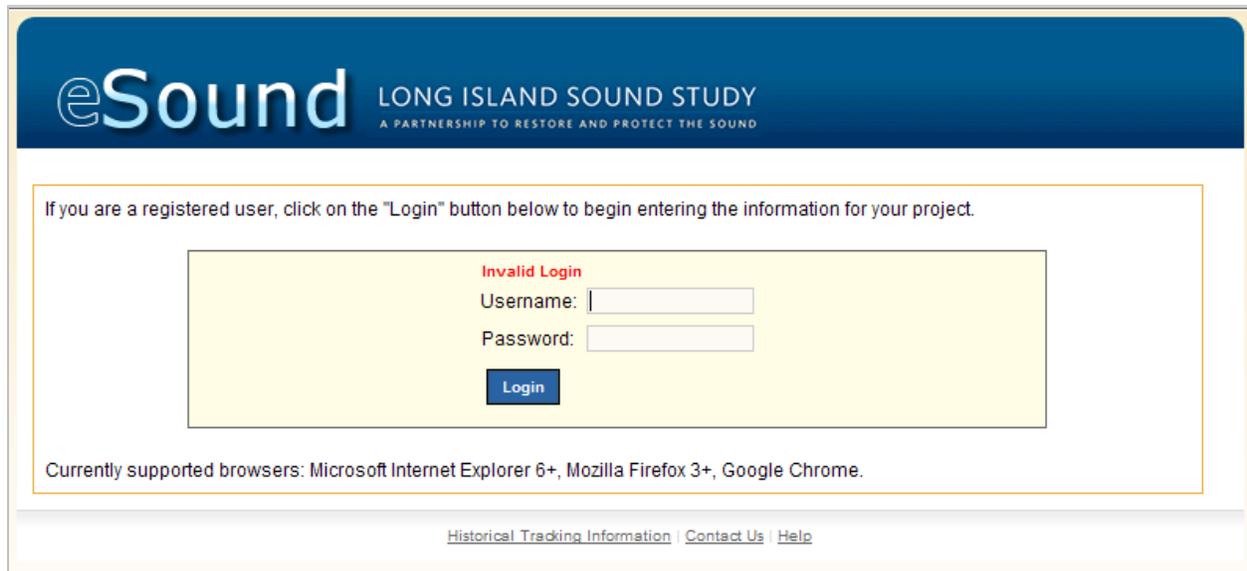
Currently supported browsers: Microsoft Internet Explorer 6+, Mozilla Firefox 3+, Google Chrome.

[Historical Tracking Information](#) | [Contact Us](#) | [Help](#)

**Figure 1: Login Page**

To log in, type the username and password in the provided text boxes and click the **Login** button. Both usernames and passwords are not case-sensitive (i.e., it does not matter if you type them in upper, lower, or mixed case).

If the system could not authenticate a user's credentials, an "Invalid Login" message is displayed above the **Username** text box.



**Figure 2: Invalid Login**

If the system was able to authenticate the credentials, the **Ecosystem Problem Areas** page is displayed. (Refer to section 4.0 below, Ecosystem Problem Areas, for more information about this page.)

### 3.2 Getting Credentials

Only an Administrator has the ability to add new users to the system. To get credentials, please contact an Administrator listed below and provide the required information listed on the following pages:

Joseph Salata, [salata.joseph@epa.gov](mailto:salata.joseph@epa.gov); 203 977-1541  
Leah O'Neill, [oneill.leah@epa.gov](mailto:oneill.leah@epa.gov); 617 918-1633

If you are an Administrator, please refer to section 5.1, Adding a User, which describes the functionality for adding a new user to the system.

### 3.3 Edit Profile

If a user wishes to edit user information, such as first and last names, organization, telephone number, e-mail address, or password, click on the **Edit Profile** link in the upper right corner of the top banner image.



**Figure 3: Edit Profile Link**

**Edit Profile**

\*First Name

\*Last Name

\*Organization  
EPA

\*Contact telephone number:

The Contact telephone number must be entered in XXX-XXX-XXXX format

\*Contact e-mail address:

Save Cancel

**Change Password**

\*Password:

\*Re-enter Password:

Change Password Cancel

[Historical Tracking Information](#) | [Contact Us](#) | [Help](#)

**Figure 4: Edit Profile Page**

### 3.4 Log Out

It is recommended that you log out to terminate your session with the eSound web site in a methodical way, avoiding any problems that might be caused by abruptly closing the session. To log out, click the **Logout** link in the upper right of the **Ecosystem Problem Areas** page.



**Figure 5: Logout Link**

After logging out, the **Login** page is displayed.

For security reasons, close the browser window after logging out of the eSound website. If the browser window open and someone else is able to access it, they can gain access to the eSound website under another user's credentials.

## 4.0 ECOSYSTEM PROBLEM AREAS

This section describes how a user may view and manipulate eSound website information.

After logging in, the **Ecosystem Problem Areas** page is displayed. This page consists of some lead-in information followed by the primary text in an “accordion” format. The “accordion” consists of a set of expandable/collapsible panels where each panel represents a problem area in the CCMP. The **Ecosystem Problem Areas** page is initially displayed with the “Continuing the Management Conference” problem area expanded as in Figure 10 below.

Click on an expanded problem area panel header to collapse it; click on a collapsed problem area panel header to expand it. Only one panel may be expanded at a time, but all of them may be collapsed at the same time. Figure 11 below shows all of the panels collapsed.

**Welcome EPA user!**

Below, you will find a list of Ecosystem Problem Areas and corresponding CCMP Action Areas. To view information for a Problem Area select it from the accordion.

To view Action information, click on the CCMP Action Areas tab, and use the accordions to view/edit the appropriate information.

**View/Modify a CCMP Action Area**

Continuing the Management Conference {1 CCMP Action Area}

Management Conference Overview | **CCMP Action Area** | Associated Files

[View Report](#) 

**Abstract:**

Implementing the CCMP is the combined responsibility of the management conference partners. Through their ongoing programs and day-to-day operations, and through federal, state, local, and private LIS funding initiatives and activities, CCMP priorities are assessed, implemented, and reported.

**CCMP Strategy:**

An essential element of the Long Island Sound Study strategy to implement the CCMP was to continue the Management Conference partnership in carrying out the plan to restore and protect the Sound. The states and EPA signed LIS Agreements in 1994, 1996, and 2003, formally committing EPA and the states to the Management Conference partnership as the primary means of implementing the CCMP. Most of the original thirteen actions in this section of the CCMP continue to be key to the viability of the LISS partnership. Federal legislation in 1990 created the EPA Long Island Sound Office to bridge the bi-state, multi-agency, public/private efforts to restore and protect the Sound.

**LIS 2003 Agreement Goal:**

**Environmental Indicators/Results/Trends:**

**2010 Highlights:**

- Long Island Sound is included in EPA's Strategic Plan for 2006-2011 under Goal 4, Healthy Communities and Ecosystems. The Plan includes four key sub-objectives and may be viewed, ordered or downloaded at EPA's website: [www.epa.gov/ocfopage/plan/plan.htm](http://www.epa.gov/ocfopage/plan/plan.htm). EPA will be revising its strategic plan beginning in FY2011 covering a new six year period.
- Congress appropriated \$3.5 million for the LISS in 2009 under the Omnibus Appropriations Act in the Environmental Programs and Management appropriation.
- The STAC met in April, July and November 2009. Progress continued on developing the Long Island Sound synthesis document, which will provide a sweeping overview of scientific research in the Sound.
- The CAC met in March, June, September, and December. In light of Federal Stimulus legislation, the CAC compiled a Long Island Sound Economic Recovery Package outlining the funding needs for LIS including a NY Bond Act, increased loans and funding and the creation of jobs. The package was distributed to Representatives of the LIS Congressional Caucus, CT Governor Rell, and NY Governor Paterson.

Controlling Major Sources of Pathogens {7 CCMP Action Areas}

Eliminating Adverse Impacts of Low Dissolved Oxygen in the Sound {5 CCMP Action Areas}

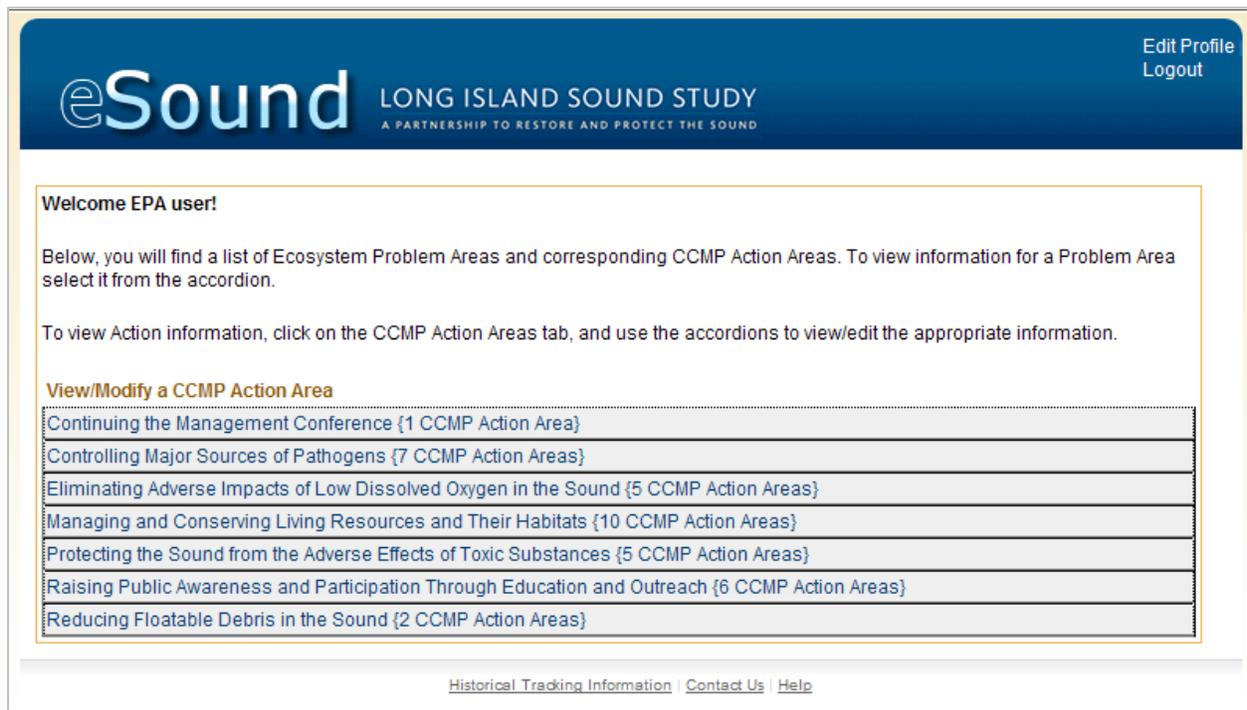
Managing and Conserving Living Resources and Their Habitats {10 CCMP Action Areas}

Protecting the Sound from the Adverse Effects of Toxic Substances {5 CCMP Action Areas}

Raising Public Awareness and Participation Through Education and Outreach {6 CCMP Action Areas}

Reducing Floatable Debris in the Sound {2 CCMP Action Areas}

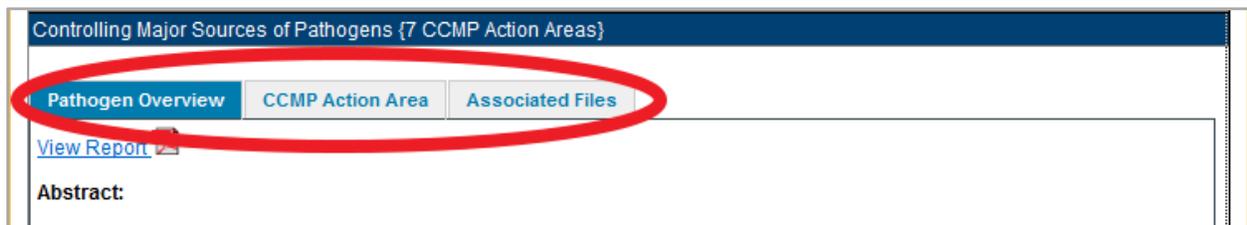
**Figure 6: Ecosystem Problem Areas Page – Initial View**



**Figure 7: Ecosystem Problem Areas Page – All Panels Collapsed**

Each Problem Area consists of three tabs which are displayed when the panel is expanded:

- Overview
- CCMP Action Area
- Associated Files



**Figure 8: Problem Area Tabs**

The **Overview** tab presents high-level information about the Problem Area as a whole, including an abstract and the strategy in the CCMP for addressing the problem. This tab label is prefaced by the problem area, for example, "Pathogen Overview".

The **CCMP Action Area** tab presents the areas within the larger problem area where specific action may be taken. This tab consists of an "accordion" for the action areas (i.e., it is an accordion within a panel of the Problem Area accordion).

The **Associated Files** tab enables a user to view a list of documents that are related to the Action Area. It also provides a way for a user to upload a related document to the system or delete it from the system.

The contents and use of each tab are discussed in the following sections.

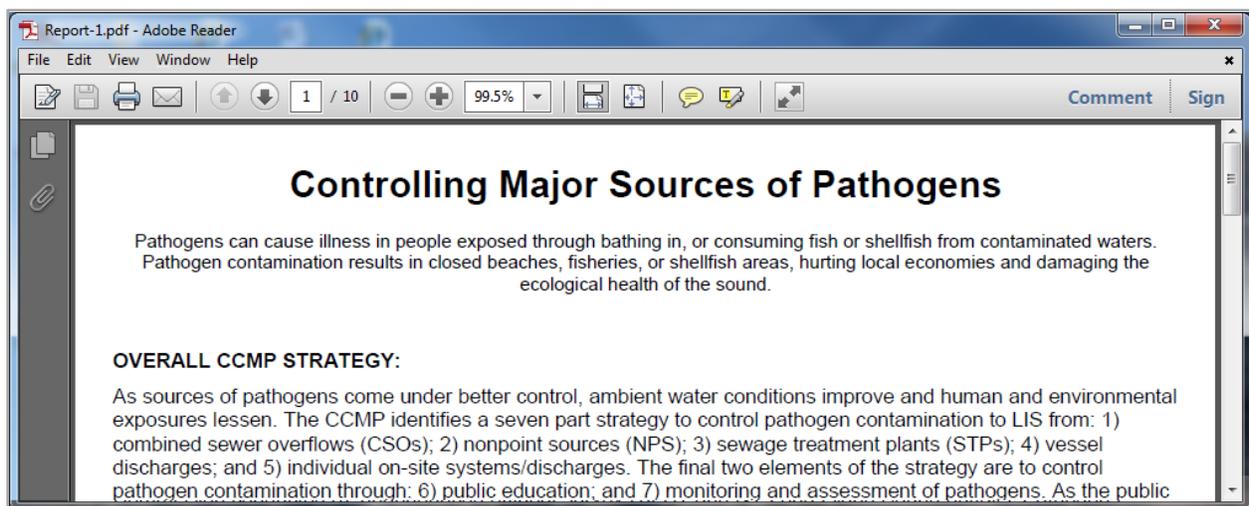
#### 4.1 Overview Tab

The **Overview** tab is initially presented when a Problem Area panel is expanded. It presents a textual overview of the problem area, including the following sections:

- Abstract
- CCMP Strategy
- LIS 2003 Agreement Goal
- Environment Indicators / Results / Trends
- [Current Reporting Year] Highlights

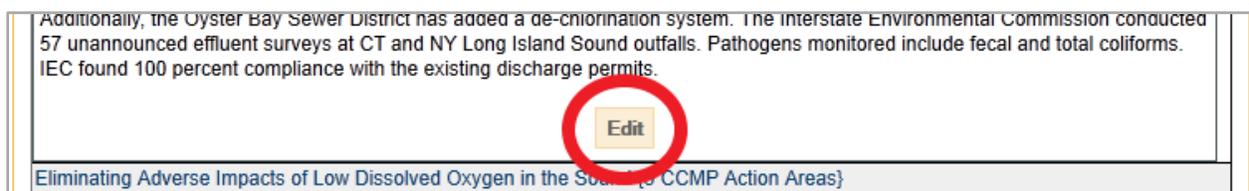
Navigate to the **Overview** tab from another tab by clicking its tab label. Its tab label is highlighted (i.e., changes to a dark background with light text)

A **View Report** link appears at the top of the tab above the textual sections. After clicking this link, the panel content is displayed in a pop-up window or tab in PDF format. (See Figure 13 below for an example.) From the pop-up, users can save the document to their local computer, print the document, or send it to someone via e-mail. Close the pop-up when finished.



**Figure 9: Problem Area Report**

An **Edit** button is displayed at the bottom of the tab. Click this button to edit the tab's text.



**Figure 10: Problem Area – Overview Tab – Edit Button**



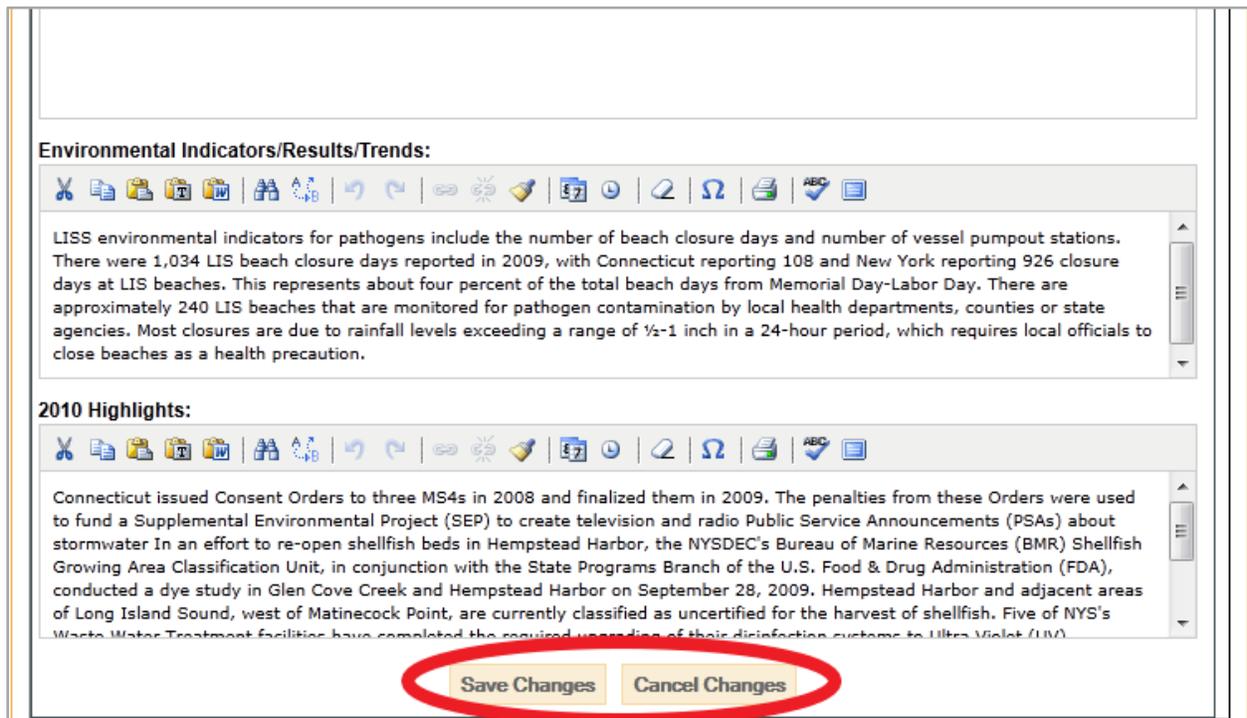


Figure 12: Edit Overview Text - Bottom

If a user decides not to save the changes, he or she can click the **Cancel Changes** button at the bottom of the tab. The changes are discarded and the **Overview** tab is presented in display-only mode.

#### 4.1.1 Editing Toolbar

Whenever text, such as the overview text, is presented for editing by the eSound website, it is presented in “sections” where each section consists of a scrollable text box with an editing toolbar.

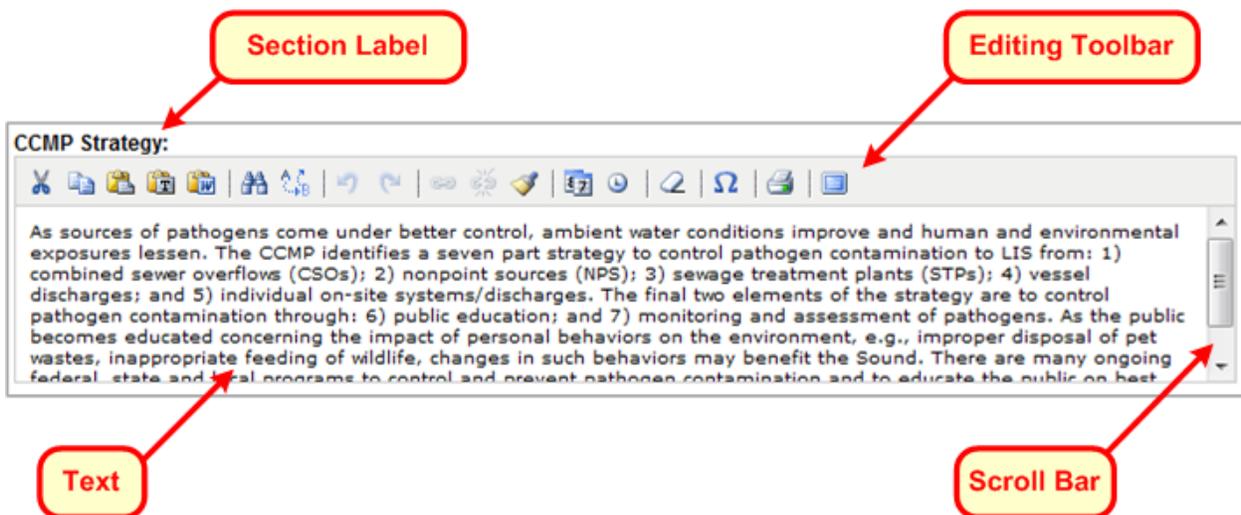
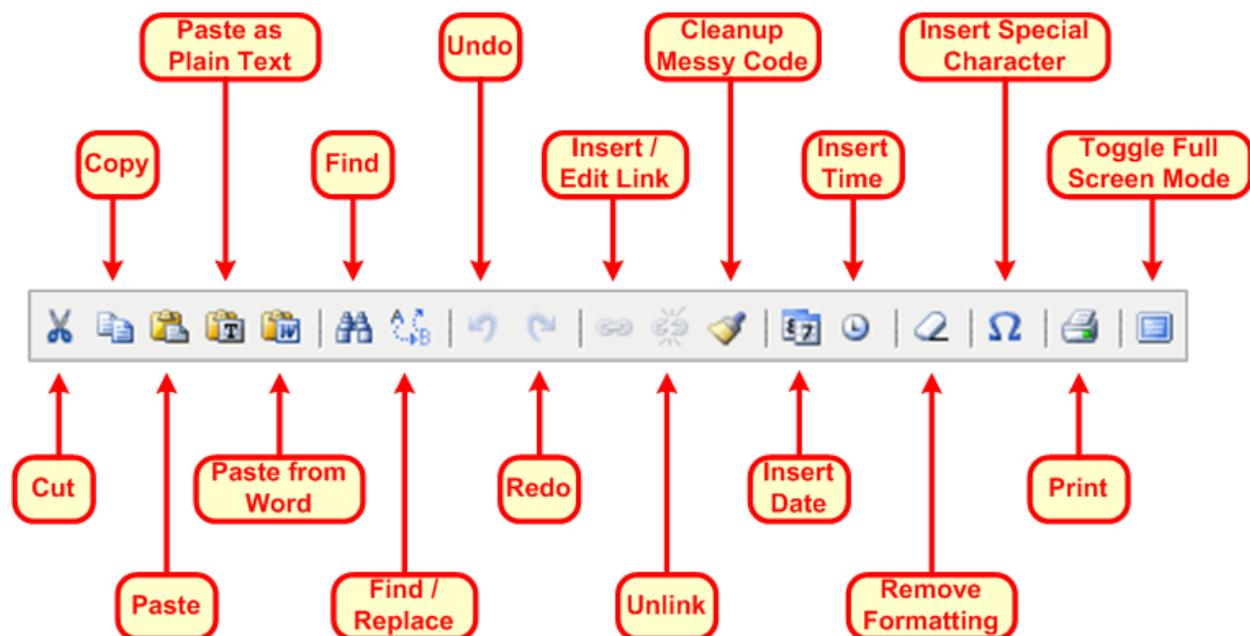


Figure 13: Editing Section

Manipulating text will be familiar to those who have edited text on a computer, especially in Microsoft® Word:

- To add text, click in the text box where new text will be added and type
- To replace text, select the text to be replaced (double-click a word and / or drag the cursor over the text to be replaced – the selected text will be highlighted) and type
- To delete text, select the text to be deleted and press the **Delete** key, or press the **Backspace** key to delete the character immediately before the cursor
- To move the cursor, use the mouse or the “arrow” keys

The editing toolbar consists of a number of icons that represent tools for manipulating the text. Figure 19 below identifies the tools available on the editing toolbar. Note that placing the cursor over an icon in the editing toolbar displays the tool's function.



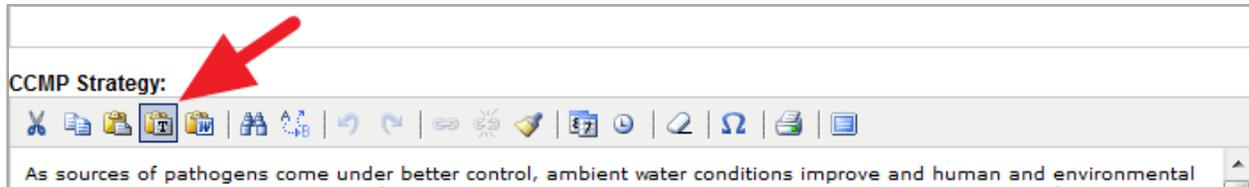
**Figure 14: Editing Toolbar**

Icons that are “grayed out” in the editing toolbar (such as the “Undo” icon in Figure 19 above) are unavailable/disabled because the tool's function is inappropriate at that time. For example, if no changes have been made in the text, there is nothing to “undo”, so the “Undo” tool is not applicable. A disabled icon is enabled as soon as its tool's function is appropriate. For example, the “Undo” icon is enabled after a word is deleted in the text.

Some of the tools perform an action based upon the location of the cursor in the text (e.g., “Paste” inserts text from the Clipboard at the current location of the cursor); some of the tools perform an action upon the currently-selected text (e.g., “Copy” copies the currently-selected text to the Clipboard); and some of the tools are “toggles”, meaning they turn on (enable) a function that stays on until it is turned off (disabled) (e.g., “Toggle Full Screen Mode” expands the editing window to the full size of the monitor and leaves it at that size until clicked again).

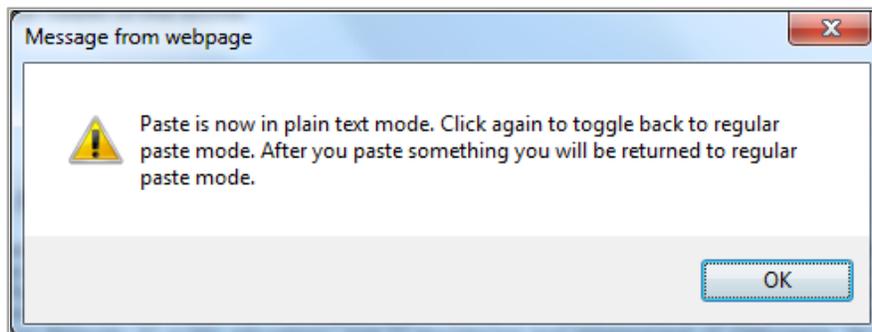
Non-toggle tools perform their function once when their icon is clicked. Their icon is highlighted when the cursor is placed over them. Non-toggle tools perform their function when clicked and then their icon is

un-highlighted. A toggle reverses its action each time that its icon is clicked; its icon is highlighted when it is enabled (“on”) and un-highlighted when it is disabled (“off”). See Figure 19 below for an example.



**Figure 15: Editing Toolbar – Toggle Enabled**

Some of the less commonly used tools are described below. **Paste as Plain Text** is a function that is also available in Microsoft Word and may not be known to everyone. It inserts just the text from the Clipboard at the location of the cursor, without any of the source formatting or font attributes (such as underscoring). It is a toggle, so once it is turned on it stays in effect until turned off. When it is first turned on, an informative message is displayed in a dialog box:



**Figure 16: “Paste as Plain Text” Dialog**

Click the **OK** button in the message dialog box when finished reading.

**Paste from Word** is a function that allows text from a Microsoft Word document to be inserted into a section, removing any extraneous formatting characters. After this tool's icon is clicked, a special dialog box appears as a pop-up (see Figure 21 below). To insert text from a Word document, copy it to the Clipboard, paste it into the dialog box window, then click the **Insert** button. The text from the Clipboard (including the font, font attributes, and formatting) will be maintained; however, non-text objects such as drawing shapes, pictures, and hyperlinks will not be copied.

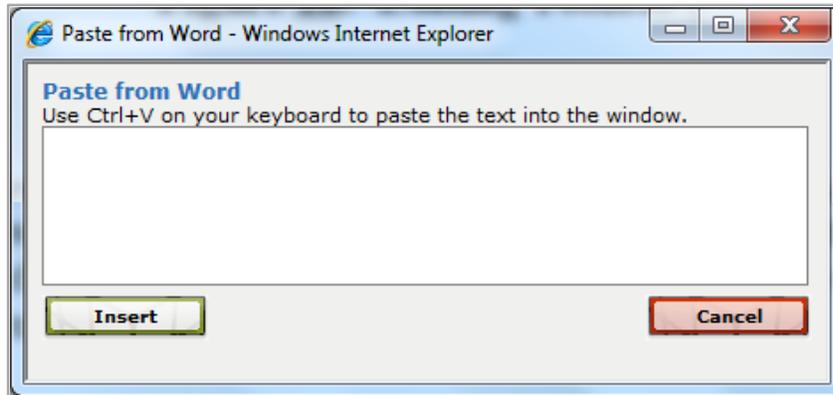


Figure 17: "Paste From Word" Dialog

By contrast, the "Paste" function copies the text with the formatting (e.g., underscoring), but does not keep the source font or font attributes, and the "Paste As Plain Text" function copies the text only without the font, font attributes or formatting.

The **Find/Replace** tool is very similar to the equivalent Microsoft Word functionality but with limited options. When the tool's icon is clicked, a pop-up dialog box for the search criteria is displayed:

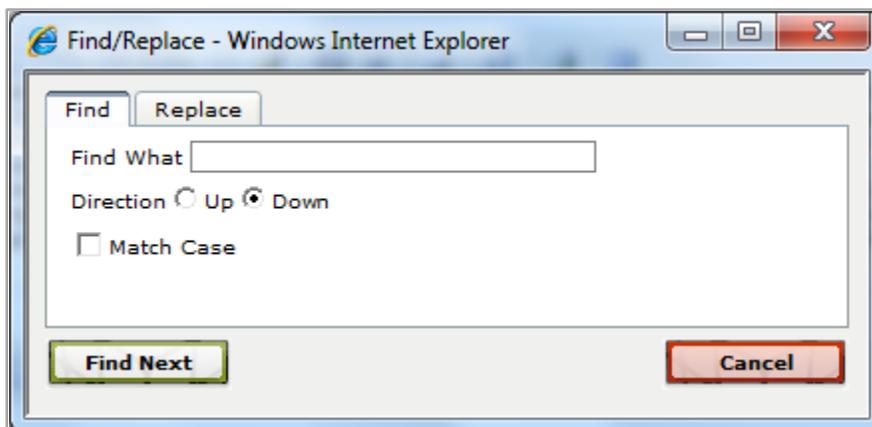


Figure 18: "Find/Replace" Dialog – Find

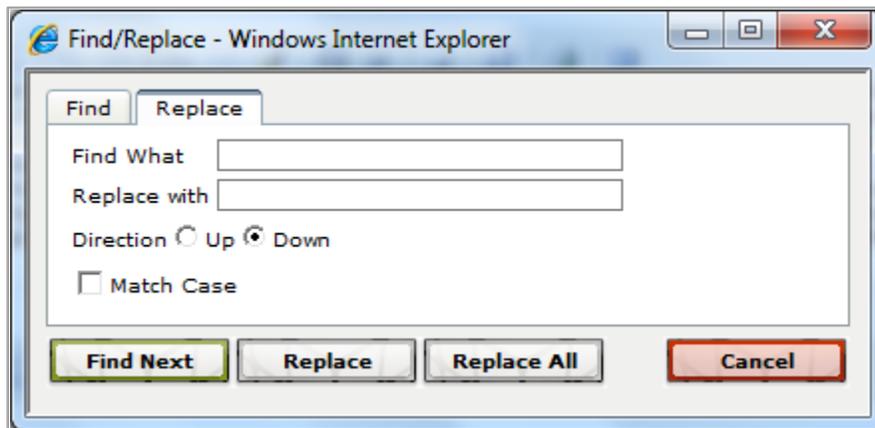


Figure 19: “Find/Replace” Dialog – Replace

The same dialog box is used for both tools with tabs for “Find” and “Replace”. The tab that is appropriate to the tool is initially displayed (e.g., the “find” tab when the “Find” tool’s icon is clicked), but either tab may be used for either tool. The **Find/Replace** dialog box is displayed and may continue to be used until the **Cancel** button is clicked.

Both “Find” and “Replace” search for text within the *section* only. To find text across sections, use the browser’s “find” functionality.

The **Insert/Edit Link** function supports inserting or editing a hyperlink in the text. To insert a hyperlink, select the text that is to be hyperlinked (required) and click the tool. The **Insert/Edit Link** dialog box is displayed:

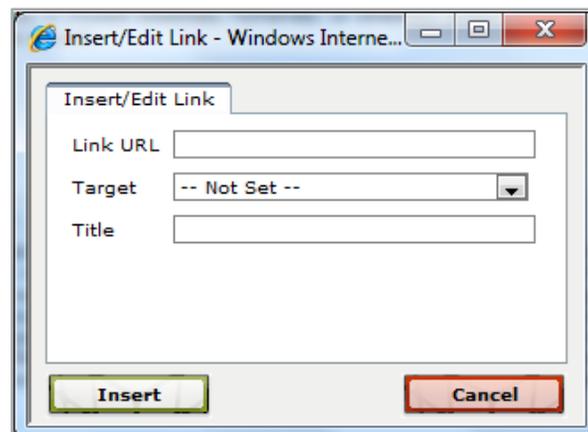


Figure 20: “Insert/Edit Link” Dialog

Enter the desired URL in the **Link URL** text box, select “Open Link in the Same Window” or “Open Link in a New Window” from the **Target** drop-down list, enter the desired **Title** and click the **Insert** button. None of the elements is required, but a hyperlink is inserted only if a URL is provided. The selected text is hyperlinked and appears in the “display-mode” view as underscored blue text; clicking it displays the website defined by the URL.

To edit an existing link, select the hyperlinked text and click the **Insert/Edit Link** tool’s icon. The same dialog box as in Figure 24 above is displayed, but pre-filled with the information previously supplied for

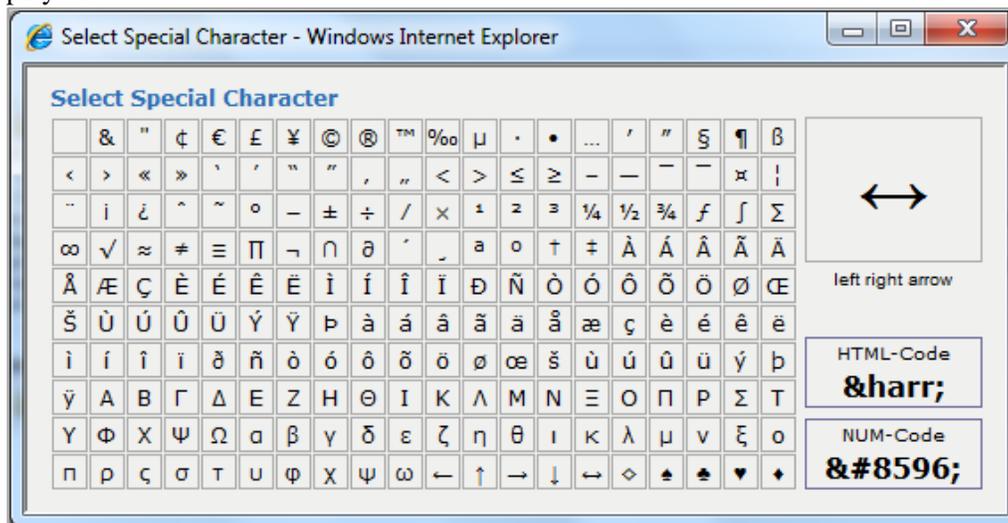
the hyperlink and with the **Insert** button changed to **Update**. Make the desired changes then click the **Update** button.

To remove a link, select the hyperlinked text and click the **Unlink** tool's icon. The hyperlink is removed and the selected text remains.

The **Cleanup Messy Code** tool removes the Hypertext Markup Language (HTML) tags that may come along with the text when it is copied from a website. To use it, select the target text then click the tool's icon.

The **Remove Formatting** tool reverts the selected text to plain text: it changes the font to the default font and it removes any font attributes or formatting. To use it, select the desired text and then click the **Remove Formatting** tool's icon.

The **Insert Special Character** tool supports the insertion of characters into the text that are not easily available via the keyboard. To use it, place the cursor in the location in the text where the special character is to be inserted and click the **Insert Special Character** tool's icon. The **Select Special Character** dialog box is displayed:



**Figure 21: Select Special Character Dialog**

Click the character to be inserted in the table provided by the dialog box. The dialog box disappears and the character is inserted into the text.

**Toggle Full Screen Mode** expands the *section* to use all of the monitor's space, or reduces it to its nominal size (depending upon its current setting). The editing tools work the same in the full screen and nominal display modes.

Some keyboard shortcuts used in Microsoft Word work within a section. The following shortcut types work:

- Navigation (e.g., **HOME**, **END**, arrows)
- Selection (e.g., double-click text, **Shift** plus cursor movement)
- Deletion (e.g., **DELETE**, **BACKSPACE**)

Examples of some keyboard shortcuts that are functional when editing a section are provided in Table 1 Keyboard Shortcuts.

| Shortcut         | Action   |
|------------------|--|
| Backspace        | delete one character to the left of the cursor if no text is selected                                |
| Ctrl + a         | select all text in the section   |
| Ctrl + b         | bold the selected text   |
| Ctrl + Backspace | delete one word to the left of the cursor  |
| Ctrl + c         | copy the selected text to the Clipboard  |
| Ctrl + Delete    | delete one word to the right of the cursor   |
| Ctrl + End       | go to the end of the current section   |
| Ctrl + Home      | go to the beginning of the current section   |
| Ctrl + i         | italicize the selected text  |
| Ctrl + u         | underscore the selected text   |
| Ctrl + v         | paste the selected text from the Clipboard   |
| Ctrl + x         | cut the selected text to the Clipboard   |
| Ctrl + y         | redo an action   |
| Ctrl + z         | undo an action   |
| Delete           | delete the selected text –or- delete one character to the right of the cursor if no text is selected |
| End              | go to the end (right-most character) of the current sentence   |
| Home             | go to the beginning (left-most character) of the current sentence                                    |

**Table 1:Keyboard Shortcuts**

## 4.2 CCMP Action Area Tab

Navigate to the **CCMP Action Area** tab from another tab by clicking its tab label. Its tab label is highlighted (i.e., changes to a dark background with light text).

The **CCMP Action Area** tab presents information about action areas associated with the problem area (e.g., pathogen contamination), and it documents specific actions that have been completed to help prevent the problem. This tab consists of an “accordion” for the action areas. When the tab is initially displayed, the first action area/panel is expanded.

Each problem area must have at least one defined action area. There is no programmatic limit on the number of action areas that may be defined for a problem area.

Controlling Major Sources of Pathogens (7 CCMP Action Areas)

Pathogen Overview **CCMP Action Area** Associated Files

**P-1. Controlling Pathogen Contamination From Combined Sewer Overflows (CCMP Table 31, P. 83) (9 Actions)**

**Key Elements:**

Many municipalities with older sewerage facilities have combined storm water and sanitary systems. These systems overflow during rainfalls, causing untreated sewage to reach the sound. Abatement of combined sewer overflows (CSOS) will reduce a major source of pathogens to the sound. CSO abatement programs are underway in New York and Connecticut.

**2010 Management Actions**

**View/Edit** The Greater New Haven Water Pollution Control Authority is continuing to implement its approved Combined Sewer Overflow Long Term Control Plan for the containment of a 2-year frequency storm. Recently completed projects include the following: sewer separation projects in the area of Lombard Stree...

**View/Edit** In August 2008 the City of Bridgeport, was Issued an Administrative Order to revise its LTCP with report due by 9/30/2010. An Order requiring development and resubmission of a Long-Term Control Plan (LTCP) was issued 8/18/2008. A Consent Order was issued on March 20, 2009 requiring Bridgeport to ...

**Add an Abstract for this Topic**

**P-2. Controlling Pathogen Contamination From Nonpoint Sources (CCMP Table 32, P. 84R) (8 Actions)**

**P-3. Controlling Pathogen Contamination From Sewage Treatment Plants (CCMP Table 33, P. 85) (3 Actions)**

**P-4. Controlling Pathogen Contamination From Vessel Discharges (CCMP Table 34, P. 86) (4 Actions)**

**P-5. Controlling Pathogen Contamination From Individual On-Site Systems/Discharges (CCMP Table 35, P. 87) (2 Actions)**

**P-6. Controlling Pathogen Contamination Through Public Education (CCMP Table 36, P. 88) (4 Actions)**

**P-7. Monitoring and Assessment of Pathogens (CCMP Table 37, P. 89) (6 Actions)**

**Figure 22: Problem Area – CCMP Action Area Tab**

Click on a collapsed action area panel header to expand it. One action area panel must always be expanded and only one action area panel may be expanded at a time.

Each action area panel includes the following sections:

- Key Elements
- Management Actions

**Key Elements** is a description of the primary concerns related to the action area and how they might be prevented or diminished.

**Management Actions** is a scrollable list of the specific actions that were performed in the reporting year.

#### **4.2.1 Viewing / Editing a Management Action**

The text displayed for each management action is only a portion of the available description (as is often indicated by the presence of an ellipsis). To view the complete text or to edit the text, click the **View/Edit** button to the left of the management action of interest.

| 2010 Management Actions   |   |
|---------------------------|---|
| <a href="#">View/Edit</a> | The Greater New Haven Water Pollution Control Authority is continuing to implement its approved Combined Sewer Overflow Long Term Control Plan for the containment of a 2-year frequency storm. Recently completed projects include the following: sewer separation projects in the area of Lombard Street...   |
| <a href="#">View/Edit</a> | In August 2008 the City of Bridgeport, was Issued an Administrative Order to revise its LTCP with report due by 9/30/2010. An Order requiring development and resubmission of a Long-Term Control Plan (LTCP) was issued 8/18/2008. A Consent Order was issued on March 20, 2009 requiring Bridgeport to ...    |
| <a href="#">View/Edit</a> | The NYCDEP has proposed and the NYSDEC has accepted that the wastewater treatment plants that are undergoing construction to upgrade to BNR will achieve nitrogen reduction levels that include reductions equivalent to the nitrogen load from the CSOs in Zones 8 & 9. These upgrades began in 2003 and co... |
|                           | The Flushing CSO Retention Facility was operational in May 2007 at a cost of \$330M. The 43 million gallon (MG)   |

[Add an Abstract for this Topic](#)

Figure 23: CCMP Action Area Tab – Management Actions

The complete text for the management actions is displayed in an “edit” window. To edit a section of text, click in the text and use its editing toolbar to format and manipulate the text (see section 4.1.1 above, Editing Toolbar). All of the text is optional.

**CONTROLLING MAJOR SOURCES OF PATHOGENS**  
**P-1. CONTROLLING PATHOGEN CONTAMINATION FROM COMBINED SEWER OVERFLOWS (CCMP TABLE 31, P. 83)**

Title for Action:   
Reporting Organization:

2010 Description:

The Greater New Haven Water Pollution Control Authority is continuing to implement its approved Combined Sewer Overflow Long Term Control Plan for the containment of a 2-year frequency storm. Recently completed projects include the following: sewer separation projects in the area of Lombard Street and the construction of a 5.5 million gallon CSO storage tank on Ella Grasso Boulevard (Truman School Tank). Future projects include: treatment plant upgrade to remove nitrogen and to expand the hydraulic capacity for treatment of higher CSO flows

2011 Action:

Ongoing projects include: Reconstruction of the tide gates to prevent LIS from entering the sanitary sewer collection system sewer separation projects in the area of Yale University infiltration and inflow removal projects in Hamden and East Haven which will result in lower flows into the combined sewer system in New Haven.

[Save Changes](#) [Delete](#) [Previous Page](#)

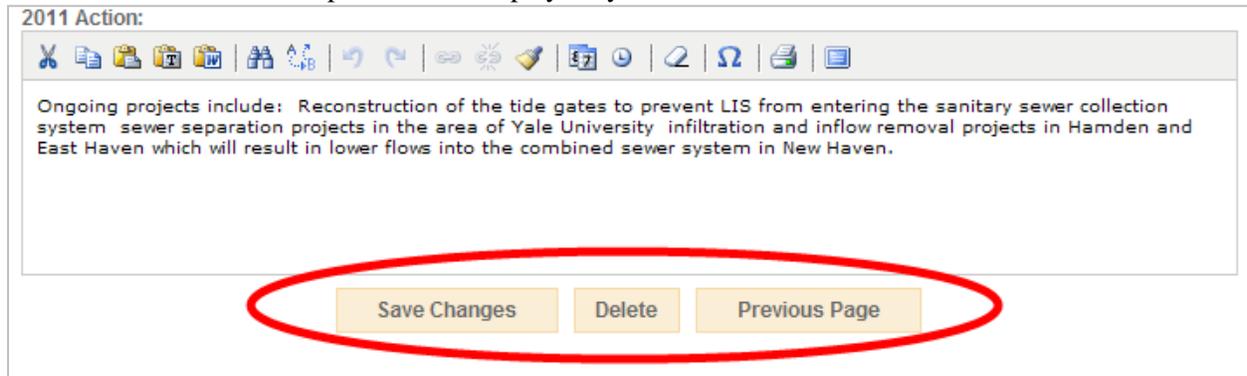
Figure 24: Management Action - Edit

The complete text for a management action consists of a **Description** and an **Action**. The **Description** describes the management action that was planned in the reporting year; the **Action** describes the specific actions/projects that were performed for the planned effort.

The **Title for Action** is optional and associates a title with the descriptive text. Type the text of the title in the text box provided.

The **Reporting Organization** text box is optional and associates a registered organization with the descriptive text. Select an organization from the drop-down list.

After editing the text, click the **Save Changes** button at the bottom of the tab. The changes are saved and the **CCMP Action Area** is presented in display-only mode.



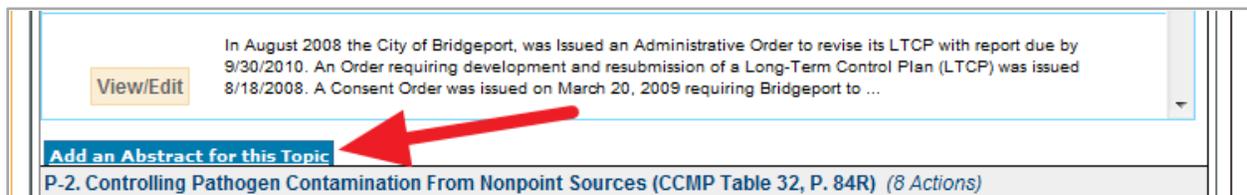
**Figure 25: Management Action – Edit - Buttons**

If a user is just viewing the information or decides not to save the changes, click the **Previous Page** button at the bottom of the tab. Changes are discarded and the **CCMP Action Area** is presented in display-only mode.

If a user wishes to delete a management action, click the **Delete** button and the entire action will be discarded.

#### 4.2.2 Adding a Management Action

To add a new management action for this action area, click the **Add an Abstract for this Topic** link at the bottom of an action area panel.



**Figure 26: CCMP Action Area – Add**

A page similar to the “edit” page is displayed.

**CONTROLLING MAJOR SOURCES OF PATHOGENS**  
**P-1. CONTROLLING PATHOGEN CONTAMINATION FROM COMBINED SEWER OVERFLOWS (CCMP TABLE 31, P. 83)**

Title for Action:  Reporting Organization:

2010 Description:

2011 Action:

Save Changes Previous Page

**Figure 27: Management Action - Add**

To add a section of text, click in an empty text box and use the editing toolbar to format and manipulate the text (see section 4.1.1 above, Editing Toolbar).

After adding text, click the **Save Changes** button at the bottom of the tab. Changes are saved and the **CCMP Action Area** is presented in display-only mode.

2011 Action:

Ongoing projects include: Reconstruction of the tide gates to prevent LIS from entering the sanitary sewer collection system sewer separation projects in the area of Yale University infiltration and inflow removal projects in Hamden and East Haven which will result in lower flows into the combined sewer system in New Haven.

Save Changes Previous Page

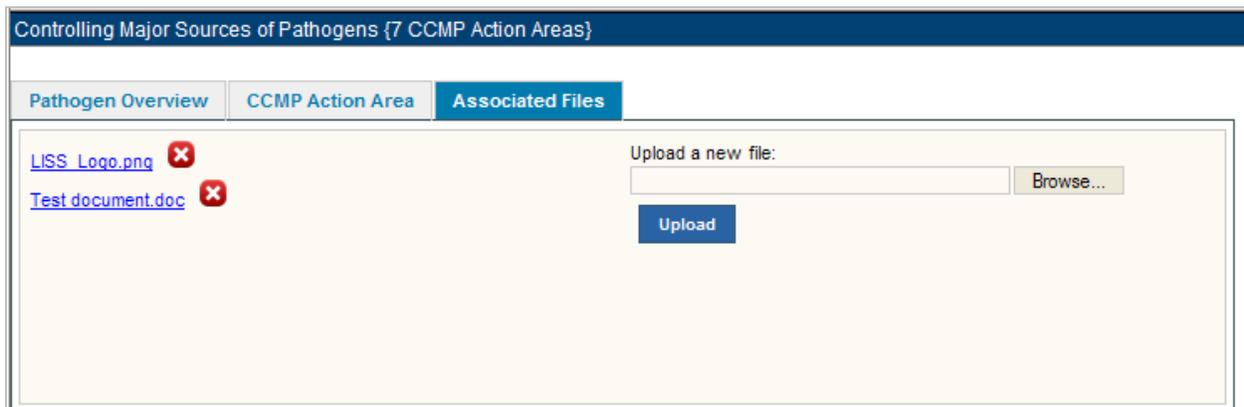
**Figure 28: Management Action – Add - Buttons**

If a user does not want to save the changes, he or she will click the **Previous Page** button at the bottom of the tab. Changes are discarded and the **CCMP Action Area** is presented in display-only mode.

### 4.3 Associated Files Tab

Navigate to the **Associated Files** tab from another tab by clicking its tab label. Its tab label is highlighted (i.e., changes to a dark background with light text)

The **Associated Files** tab presents a list of files that are associated with the problem area that has been previously uploaded to the eSound website and it enables a user to upload new files.



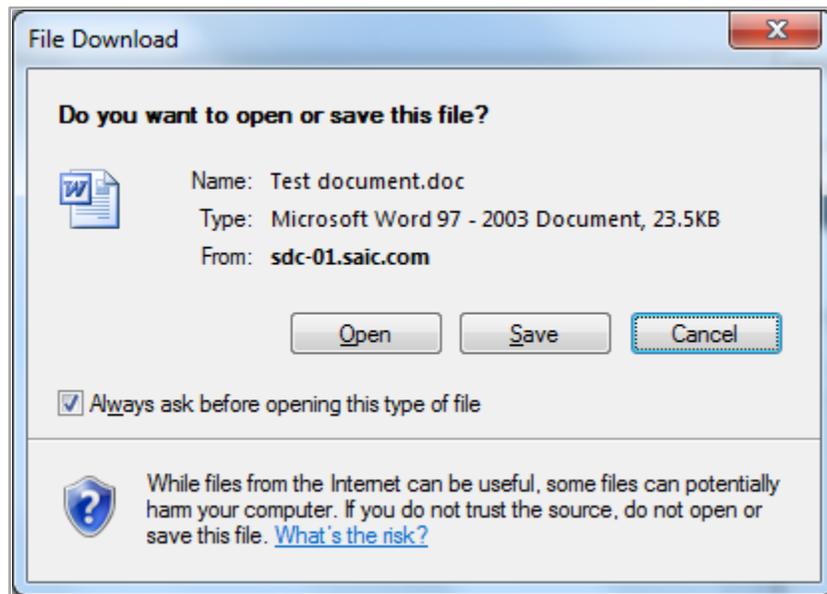
**Figure 29: Problem Area – Associated Files Tab**

The list of available (i.e., previously-uploaded) files is displayed in the left-hand portion of the tab. The controls for uploading a new file are displayed in the right-hand portion of the tab.

#### 4.3.1 Available File List

To view a file in the available file list, click on it. A pop-up displays with the file in the appropriate application. In this window, users can manipulate the file as appropriate to the file type and as supported by the application, typically including the ability to print it.

Before the file is displayed in the pop-up window, a dialog box may be displayed asking if whether or not the user wants to display or save the file. Whether or not such a dialog box is displayed depends upon the operating system (e.g., Microsoft Windows® 7) of the local computer, the browser, and how the browser is configured. Figure 34 below is an example of a dialog box displayed on a Windows 7 computer under IE8.

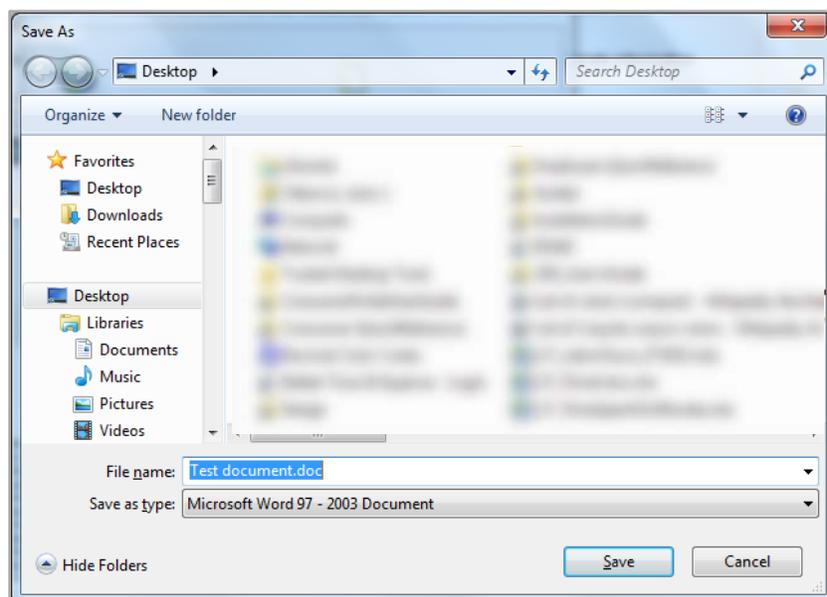


**Figure 30: File Download Dialog**

Respond to the dialog box as desired. For example, to view the file with the dialog box in Figure 34, click the **Open** button - the file is displayed in a Microsoft Word window.

If an appropriate application is not installed on the computer, a dialog box may be displayed indicating there is a problem and asking if the user would like to search for an appropriate application.

To save a file to a local computer from the list of available files under Windows 7 and IE8, right-click an item in the list. A shortcut menu is displayed. Select "Save Target As..." from the menu. The **Save As** dialog box is displayed as in Figure 35 below. Specify the location on the local computer where the file is to be saved and the file name to be used, then click the **Save** button – the file is saved. If the user does not wish to save, click the **Cancel** button instead.



**Figure 31: Save As Dialog**

It may be possible to save a file from the available file list under other operating systems and/or other browsers, but exactly how this works varies.

### 4.3.2 Delete an Existing File

To delete an existing file, click on the small red square with the white “x.” A dialog box will appear to ensure whether or not a user wishes to delete the file. Click on **OK** to continue with the deletion. Click **Cancel** to keep the file.

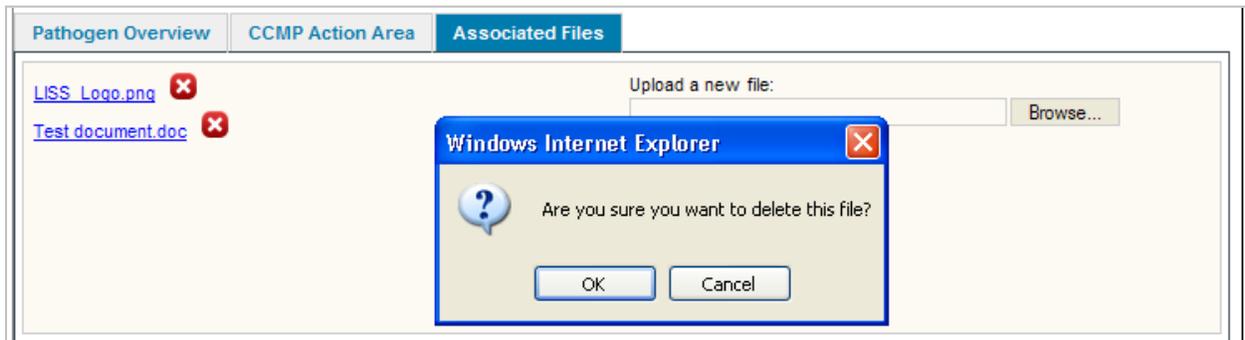


Figure 32: Delete a File Dialog

### 4.3.3 Upload a New File

To begin uploading a new file, click the **Browse** button (users cannot type the file's path in the text box). The **Choose File to Upload** dialog box is displayed in Figure 37 below is an example using Windows 7 and IE8.

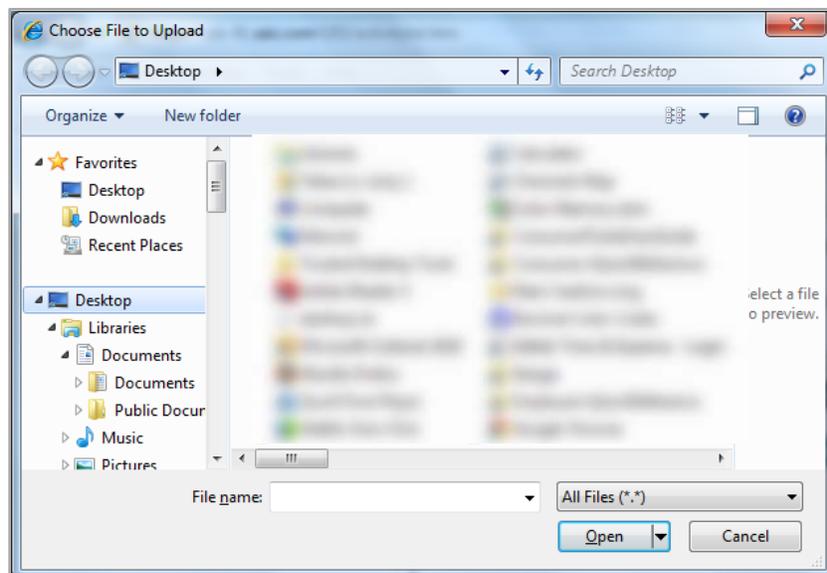


Figure 33: Choose File to Upload Dialog

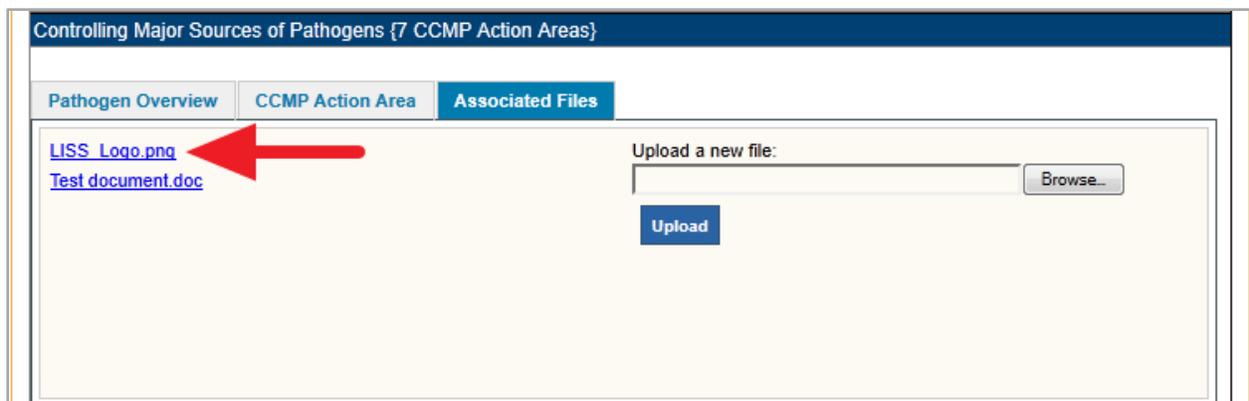
Locate and select the desired file then click the **Open** button. The path to the selected file is displayed in the text box to the left of the **Browse** button (this text cannot be edited; it can only be deleted).

Click the **Upload** button. The text “Uploading...” is displayed under the **Upload** button.



**Figure 34: Associated Files - Uploading**

When the file finishes uploading, the file name appears in the list of available files.



**Figure 35: Associated Files – New File**

Clicking the **Browse** button without selecting a file will display an informative error.



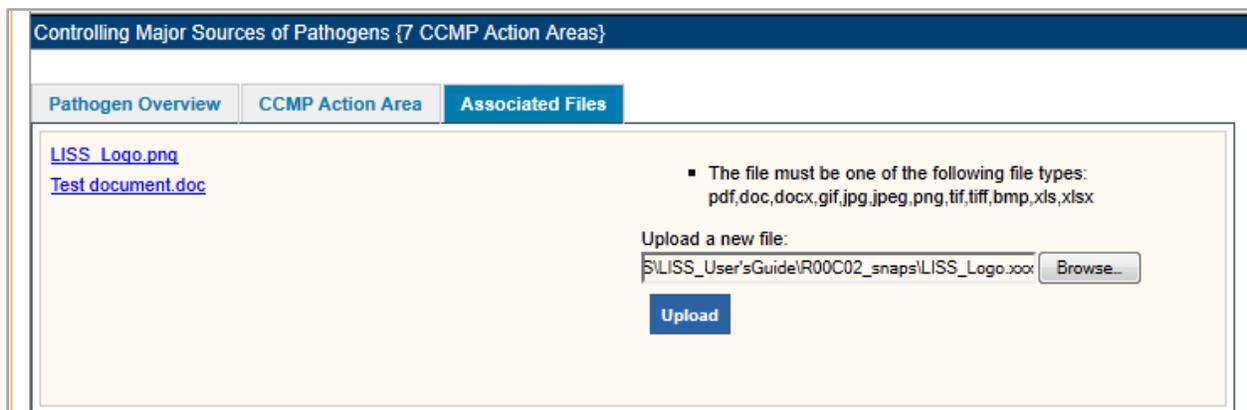
**Figure 36: Associated Files – File Not Selected**

The eSound website limits the types of files that may be uploaded. Table 2 below lists the supported file types by extension.

| File Extension | Description                             | Contents    |
|----------------|---|-------------|
| .bmp           | Bitmap Image File                       | image       |
| .doc           | Microsoft Office Word 97-2003 Document  | text        |
| .docx          | Microsoft Office Word Document          | text        |
| .gif           | Graphics Interchange Format (GIF)       | image       |
| .jpeg          | Joint Photographic Experts Group (JPEG) | image       |
| .jpg           | Joint Photographic Experts Group (JPEG) | image       |
| .pdf           | Adobe Portable Document Format (PDF)    | text        |
| .png           | Portable Network Graphics (PNG)         | image       |
| .tif           | Tagged Image File Format (TIFF)         | image       |
| .tiff          | Tagged Image File Format (TIFF)         | image       |
| .xls           | Microsoft Office Excel 97-2003 Workbook | spreadsheet |
| .xlsx          | Microsoft Office Excel Workbook         | spreadsheet |

**Table 2: Supported File Types**

Attempting to upload a file with an extension other than one of those in Table 2 above displays an informative error message.



**Figure 37: Associated Files – Unsupported File Type**

## 5.0 ADMINISTRATIVE FUNCTIONS

This section describes the eSound web site functionality available only for an Administrator.

### 5.1 Adding a User

Administrators can add users by clicking the **Add User** link in the footer.

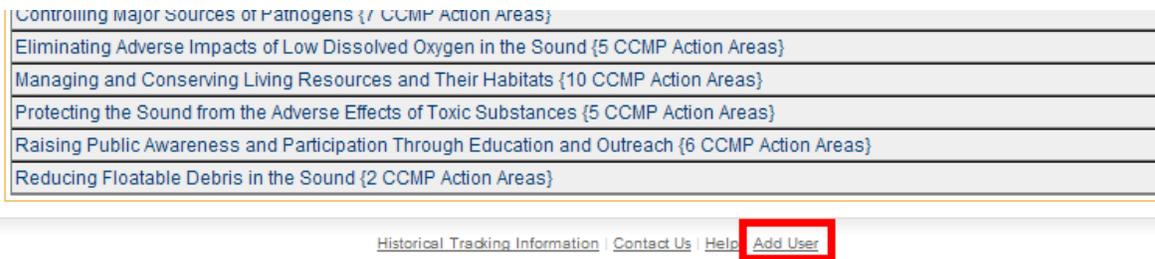


Figure 38: Add User Link

The **Add User** page is displayed.

The image shows the "Add User" page of the eSound website. At the top is a blue header with the eSound logo and the text "LONG ISLAND SOUND STUDY A PARTNERSHIP TO RESTORE AND PROTECT THE SOUND". On the right side of the header are links for "Edit Profile" and "Logout". Below the header is a yellow bar with the text "\* = Required Information". The main content area is titled "CREATE USER" and contains a form with the following fields: "First Name", "Last Name", "Organization" (a dropdown menu with "Connecticut Department of Energy and Environmental Protection" selected), "Contact telephone number:" (with a note: "The Contact telephone number must be entered in XXX-XXX-XXXX format"), "Contact e-mail address:", "User Name:", "Password:", and "Re-enter Password:". At the bottom of the form are two buttons: "Add" and "Cancel". At the very bottom of the page is a horizontal navigation bar with links: "Historical Tracking Information", "Contact Us", "Help", and "Add User".

**eSound** LONG ISLAND SOUND STUDY  
A PARTNERSHIP TO RESTORE AND PROTECT THE SOUND

Edit Profile  
Logout

\* = Required Information

**CREATE USER**

\*First Name

\*Last Name

\*Organization  
Connecticut Department of Energy and Environmental Protection

\*Contact telephone number:  
  
The Contact telephone number must be entered in XXX-XXX-XXXX format

\*Contact e-mail address:

\*User Name:

\*Password:

\*Re-enter Password:

[Historical Tracking Information](#) | [Contact Us](#) | [Help](#) | [Add User](#)

Figure 39: Add User Page

All of the information on this page is required.

- **First Name**
- **Last Name**
- **Name of Organization.** A pre-populated list of organizations registered with eSound is available from the drop-down list.
- **Contact telephone number** must be in the format “AAA-PPP-NNNN” where “AAA” is the area code, “PPP” is the prefix, and “NNNN” is the user’s number. A United States telephone number is presumed.
- **Contact e-mail address** must be in the format “x@y” where “x” is the user’s e-mail account name and “y” is the user’s e-mail provider (e.g., “verizon.net”).
- **User Name** is required. The user’s user name must be unique across all users of the system.
- **Password**
- **Re-enter Password-** The value typed into this field must exactly match the value provided for **Password**.

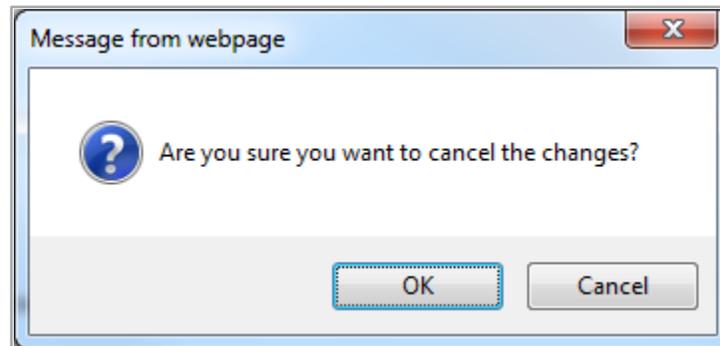
Click the **Add** button to submit the new user information. If the system was able to validate this request, an Administrator will provide the user with the login credentials as in section 3.1 above, Log In.

If the required information is incomplete or there is otherwise a problem with this information, an informative message for each identified problem is displayed. Figure 40 below depicts what happens when no information has been entered before clicking the **Add** button.

The screenshot shows a web form titled "CREATE USER" with a yellow header bar containing the text "\* = Required Information". Below the header, several error messages are listed in red text: "Please enter first name.", "Please enter last name.", "Please enter login name.", "Please enter a phone number.", "Please enter a valid email address.", and "Password doesnt match.Please re-enter the passwords.". The form fields are as follows: "First Name" (empty text box), "Last Name" (empty text box), "Organization" (dropdown menu showing "Connecticut Department of Energy and Environmental Protection"), "Contact telephone number:" (empty text box with a note below: "The Contact telephone number must be entered in XXX-XXX-XXXX format"), "Contact e-mail address:" (empty text box), "User Name:" (empty text box), "Password:" (empty text box), and "Re-enter Password:" (empty text box). At the bottom of the form are two buttons: "Add" and "Cancel".

Figure 40: Add User Page - Errors

Click the **Cancel** button to return to the **Login** page without submitting the request. An “are you sure?” dialog box like the following is displayed:

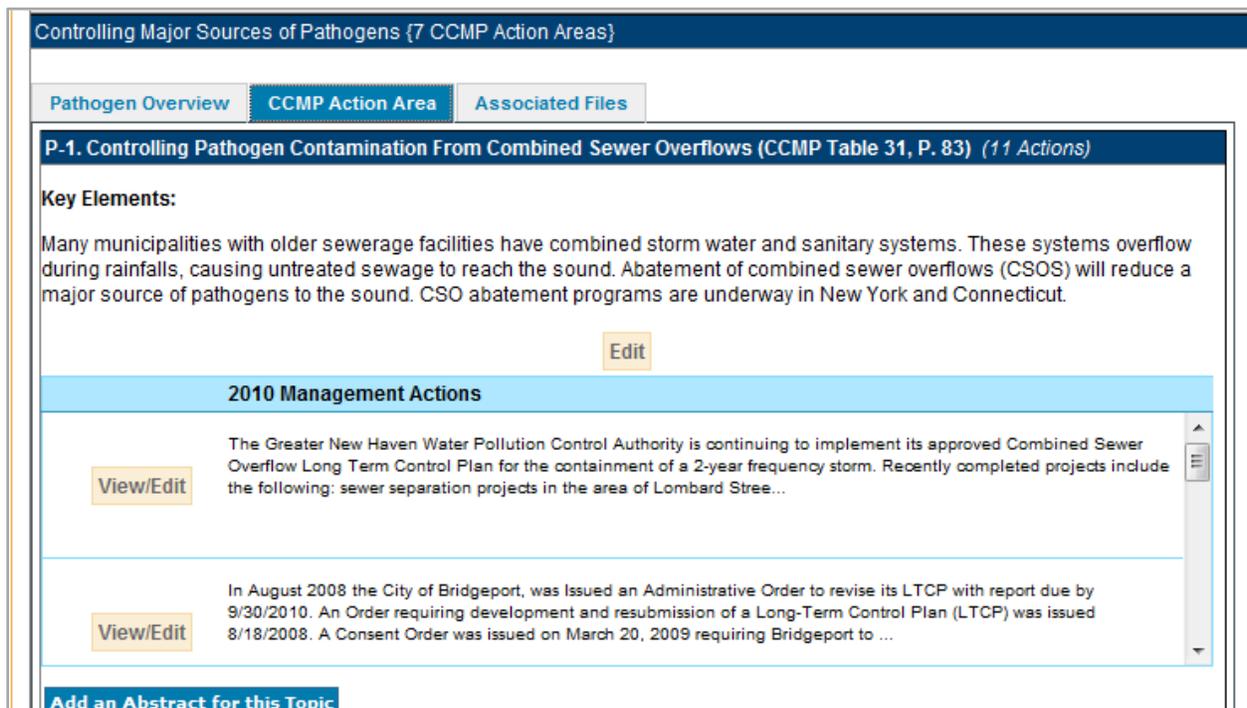


**Figure 41: Add User Page - Close Confirmation Dialog**

Click the **OK** button to return to the **Login** page (the information that was entered on the page is lost); click the **Cancel** button to stay on the **Add User** page (the information that was entered on the page remains).

## 5.2 CCMP Action Area – Key Elements

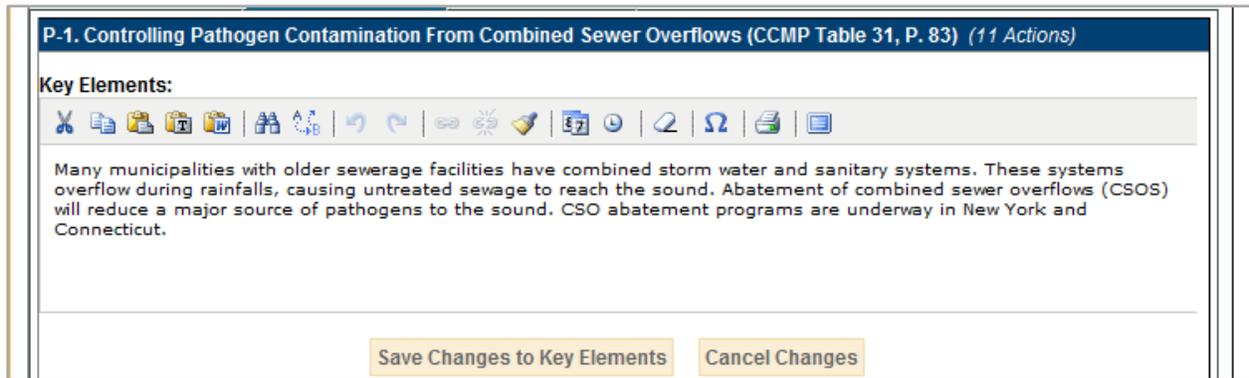
The Key Elements text for a CCMP Action Area may be modified (edited) by an Administrator only. The **Edit** button does not appear for a Submitter. Compare Figure 42 below (**Edit** button is displayed) with Figure 27 above (**Edit** button is not displayed).



**Figure 42: CCMP Action Area – Key Elements – Edit Button**

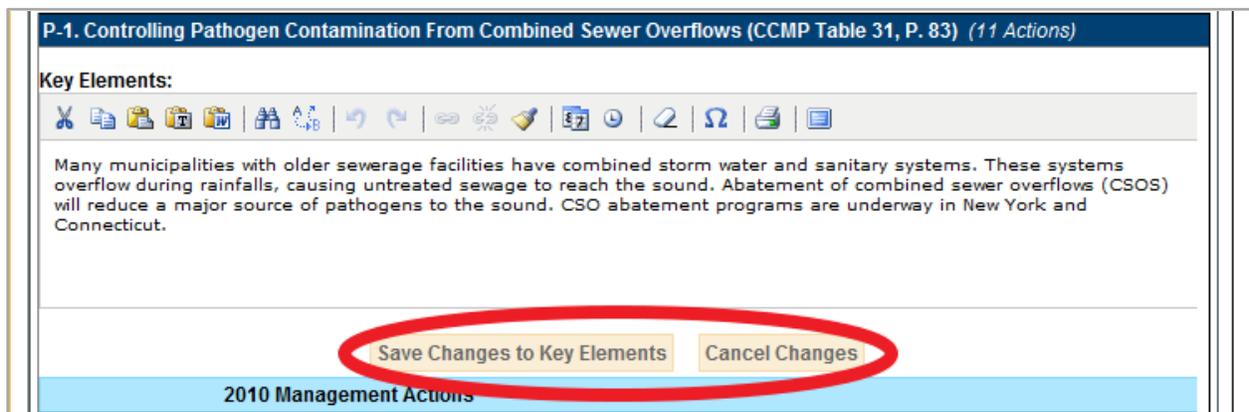
To modify the Key Elements text, click the **Edit** button beneath the text.

The Key Elements text is displayed in an “edit” window. To edit the text, click in the text and use the editing toolbar to format and otherwise manipulate the text (see section 4.1.1 above, Editing Toolbar). All of the text is optional.



**Figure 43: Key Elements - Edit**

After editing the text, click the **Save Changes to Key Elements** button at the bottom of the tab. The changes are saved and the CCMP Action Area is presented in display-only mode.



**Figure 44: Key Elements – Edit - Buttons**

If a user is only viewing the information or decides not to save the changes, click the **Cancel Changes** button at the bottom of the tab. The changes are discarded and the CCMP Action Area is presented in display-only.

### 5.3 Selecting or Adding a Reporting Year

Before the next reporting year begins, the Administrator must perform a process to add the new reporting year to the eSound system. Performing this action will freeze the prior year's data, making it available to the public as well as pre-populating the new reporting year's data with the previous year's data.

### 5.3.1 Admin Link and Admin screen

Once the Administrator has logged into the eSound system, a new **Admin** link is presented in the header toolbar.

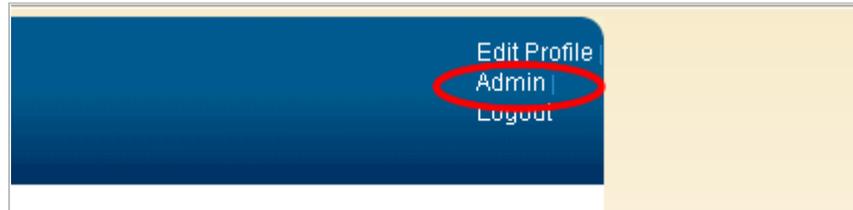


Figure 45: Admin Link

Clicking on the **Admin** link will present the Administrator with the Admin screen shown in Figure 46 below.

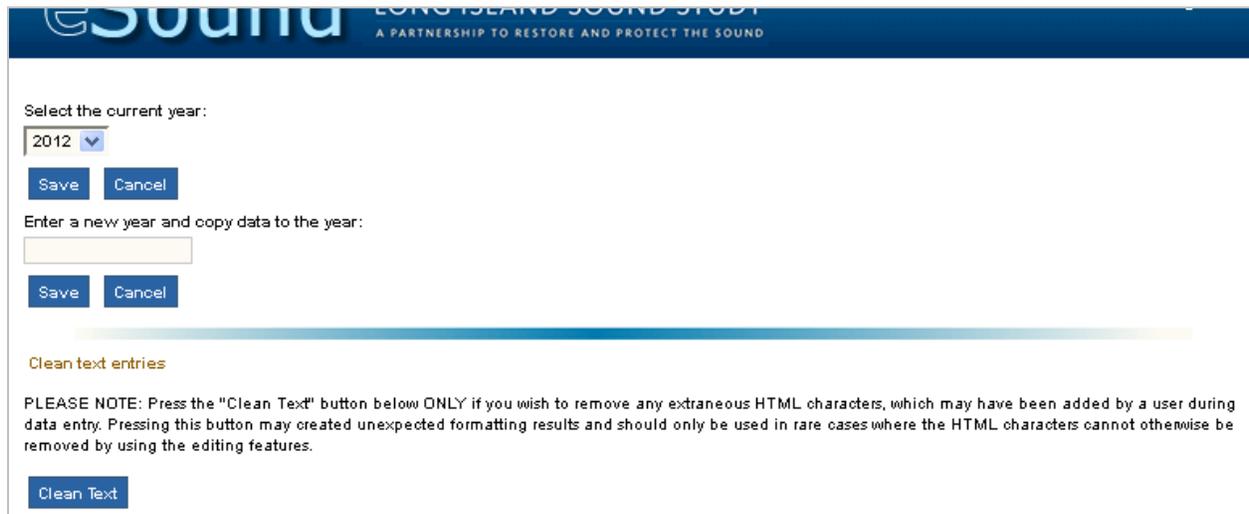


Figure 46: Admin Screen

### 5.3.2 Selecting a Reporting Year

The current reporting year is displayed in the drop-down list below the label, "Select the current year," as displayed in Figure 47 below. The current or "active" reporting year is available to data entry personnel to edit and make changes. To change the current reporting year to another year, thereby making it available to data entry personnel, select the desired year from the drop-down box, and click the **Save** button.



## Figure 47: Current Reporting Year

### 5.3.3 Adding a Reporting Year

If the desired reporting year is not shown in the drop-down box, it must be added. To add a new reporting year, enter a new year in the box labeled “Enter a new year and copy data to year” and then click the **Save** button.



The screenshot shows a dialog box with a title bar. Inside the dialog, the text "Enter a new year and copy data to the year:" is displayed above a text input field. Below the input field are two buttons: "Save" and "Cancel".

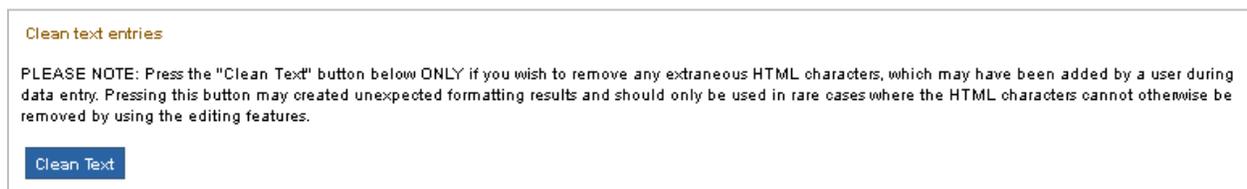
Figure 48: Adding a New Reporting Year

The new reporting year will now be available from the “Select the current year” drop-down list. To make the new reporting year the current or “active” year, select it from the drop-down list and click the **Save** button.

### 5.3.4 Clean Text Entries

Occasionally, during the data entry process, HTML characters are inadvertently copied into the data entry boxes thus creating extraneous characters in the resulting reports. Ideally, when these extra characters are discovered, the data entry personnel should be contacted to remove the characters from their data.

In rare cases where removing these extra characters through the data entry interface is not possible, the Administrator can remove them by clicking on the **Clean Text** button. Pressing this button may create unexpected formatting results, so this task should only be completed when necessary.



The screenshot shows a dialog box titled "Clean text entries". Below the title is a "PLEASE NOTE:" section with the following text: "Press the 'Clean Text' button below ONLY if you wish to remove any extraneous HTML characters, which may have been added by a user during data entry. Pressing this button may create unexpected formatting results and should only be used in rare cases where the HTML characters cannot otherwise be removed by using the editing features." Below the note is a "Clean Text" button.

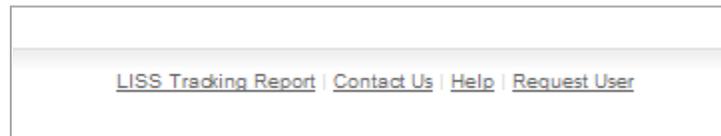
Figure 49: Clean Text Entries

## 6.0 ADDITIONAL RESOURCES

This section describes additional resources and information that can be found on the eSound web site.

### 6.1 Footer Links

Four links are provided at the bottom of each page, providing additional information to the user. These include **Historical Tracking Information**, **Contact Us** page, **Help** page, and **Add User** link.



**Figure 50: Footer Links**

#### 6.1.1 Historical Tracking Information

The **Historical Tracking Information** link directs the user to the CCMP Implementation Tracking Report which is located on the LISS website.

#### 6.1.2 Contact Us

The **Contact Us** link provides the user with an official list of contact names, emails, and phone numbers should the user have any questions about eSound.

#### 6.1.3 Help

The **Help** link directs the user to download a copy of the eSound User's Guide.

#### 6.1.4 Add User

The **Add User** page (described under section 5.1, Adding a User) is only available for an Administrator.

## 7.0 ABBREVIATIONS

|             |   |  |
|-------------|---|--|
| <b>CCMP</b> | Comprehensive Conservation and Management Plan  |  |
| <b>EPA</b>  | [United States] Environmental Protection Agency |  |
| <b>FF</b>   | Firefox   | Internet browser created by Mozilla Foundation   |
| <b>FF6</b>  | Firefox [release] 6                             |  |
| <b>GIF</b>  | graphics interchange format                     | an image file format   |
| <b>IE</b>   | Internet Explorer                               | Internet browser marketed by Microsoft with their Windows operating system   |
| <b>IE8</b>  | Internet Explorer [version] 8                   |  |
| <b>JPEG</b> | Joint Photographic Experts Group                | an image file format   |
| <b>LISS</b> | Long Island Sound Study                         |  |
| <b>PDF</b>  | portable document format                        | document format invented by Adobe: "...the global standard for capturing and reviewing rich information from almost any application on any computer system and sharing it with virtually anyone, anywhere" |
| <b>PNG</b>  | portable network graphics                       | an image file format   |
| <b>SAIC</b> | Science Applications International Corporation  | developer of this document   |
| <b>TBS</b>  | to be supplied                                  | placeholder text used in this document when the specific text is forthcoming at a future date  |
| <b>TIF</b>  | tagged image file format                        | an image file format   |
| <b>URL</b>  | Uniform Resource Locator                        | shows where a resource is located and how to retrieve it, i.e., a web site's address   |
| <b>US</b>   | United States of America                        |  |