



NMIS

NASA MISHAP INFORMATION SYSTEM

U S E R G U I D E

DATE	UPDATE
9/2014	Clarification of the NMIS roles that can submit events for closure and close events.
9/2014	Change to Step 7 to clarify which NMIS roles are able to view attachments.
3/2015	Descriptions of new Reports that were released in 2/2015.
6/2015	Explanation of the use of * to indicate a field that's required to complete and save a screen.
6/2015	Identification of the NMIS role which can delete attachments.
6/2015	Clarification of the NMIS roles which can run reports.
6/2015	Descriptions of the seven event status types which may be shown on a user's Events Dashboard screen.
6/2015	New or expanded definitions of several fields on the Add New Event – General Information screens.
6/2015	Updated explanation of Legacy Data.
6/2015	Explanations of selected fields of the Add Findings / Corrective Actions to an Event screen.
6/2015	Explanation of work hours to be entered in NMIS by contractors.
6/2015	Explanation of notifications of quick reports of events and how quick reports are reconciled.
6/2015	Explanation of notifications of quick reports of hazards and how quick reports are reconciled.
6/2015	Explanations of automatic notifications.
6/2015	Explanation of notifications when events are submitted for closure.
6/2015	Added the steps for reopening closed events and closed hazards.

The following specific updates reflect changes made to this guide to correspond with the release of NMIS 2.0. In addition, the steps for completing a number of functions were updated to reflect changes to screen layouts.

DATE	UPDATE
6/2016	Changes to the functions, which can be performed by NMIS roles, and the addition of a Global Read Only role.
6/2016	Explanations of expanded options for email notifications to individuals when certain entries or changes are made to events and hazards.
6/2016	Addition of Appendix A: NMIS Data Elements Quick Reference.
6/2016	Addition of Appendix B: NMIS Data Elements by Function.

DATE	UPDATE
4/2022	Added information about new Review Required feature and instructions.

DATE	UPDATE
2/2023	All Full review and updates made throughout document.
11/2024	All Quick Reference section removed. Full review and updates made throughout document.

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AO	Appointing Official
CAP	Corrective Action Plan
ECO	Export Control Officer
ER	Emergency Room
HFACS	Human Factors Analysis and Classification System
HIPAA	Health Insurance Portability and Accountability Act
HQ	Headquarters (NASA HQ)
IRIS	Incident Reporting Information System
ITAR	International Traffic in Arms Regulations
MIB	Mishap Investigation Board
NMIS	NASA Mishap Information System
NED	NASA Enterprise Directory
NSC	NASA Safety Center
OCE	Office of the Chief Engineer
OCHMO	Office of the Chief Health and Medical Officer
OSHA	Occupational Safety and Health Administration
OSMA	Office of Safety and Mission Assurance
PAO	Public Affairs Officer
PII	Personally Identifiable Information
SBU	Sensitive but Unclassified
SMA	Safety and Mission Assurance

NPR 8621.1D Classification Levels

The severity of the personnel injury and the direct cost of the mishap or close call (property damage or mission failure) determine the classification level of the mishap or close call.

CLASSIFICATION LEVEL	PROPERTY DAMAGE	INJURY
Type A Mishap	Total direct cost of mission failure and property damage of \$2,000,000 or more, or Crewed aircraft or spacecraft hull loss, or Unexpected aircraft or spacecraft departure from controlled flight for all aircraft except when departure from controlled flight has been pre-briefed (e.g., upset recovery training, high AOA envelope testing, aerobatics, or OCF for training) or mitigated through the flight test process inherent at each Center.	Occupational injury or illness resulting in A fatality or A permanent total disability.
Type B Mishap	Total direct cost of mission failure and property damage of at least \$500,000, but less than \$2,000,000.	Occupational injury or illness resulting in A permanent partial disability or Hospitalization for inpatient care of three or more people within 30 workdays of the mishap.
Type C Mishap	Total direct cost of mission failure and property damage of at least \$50,000, but less than \$500,000.	Nonfatal OSHA-recordable occupational injury or illness resulting in days away from work, or restricted duty, or transfer to another job beyond the day or shift on which it occurred. or Hospitalization for inpatient care of one or two people within 30 workdays of the mishap.
Type D Mishap	Total direct cost of mission failure and property damage of at least \$25,000, but less than \$50,000.	Nonfatal OSHA-recordable occupational injury or illness that does not meet the definition of a Type C mishap.
Close Call	Total direct cost of mission failure and property damage of less than \$25,000, but event has the mishap potential using a worst-case estimate.	Injury requiring first aid or less, but event has the mishap potential using a worst-case estimate.

ALL USERS

This guide provides step-by-step instructions, screenshots, help for selected fields, and other notes for completing all the functions of the NASA Mishap Information System (NMIS).

Your NMIS role(s) determine(s) which functions are available to you. You do not need a NMIS account to view the Daily Summary. Please refer to the table below for the functions that are associated with your role(s) and where to find instructions for those functions in this guide.

FUNCTION	ROLES										
	CENTER DATA MANAGER	CENTER SAFETY REP	CONTRACTOR SAFETY REP Associated with a Contract at Center	CONTRACT MANAGER Associated with Contractors across one or more centers	LOCAL ADMIN	GLOBAL READ	CENTER READ	MEDICAL	NSC ANALYST	HFACS ANALYST	GLOBAL ADMIN
Add a New Event Record – General Information	X	X	X	X							X
Add an Injury/Illness Record to an Event	X	X	X	X				X			X
Add a Property Damage Record to an Event	X	X	X	X							X
Add Findings/Corrective Actions to an Event	X	X	X	X							X
Add Investigations Tracking Information to an Event	X	X	X	X							X
Upload and Edit Attachments	X	X	X	X	X						X
View Attachments	X	X	X	X	X	X	X				X
Add and Edit Work Hours	X	X	X	X							X
View Work Hours	X	X	X	X	X	X	X		X	X	X
Review and Reconcile Quick Reports of Events	X										X
Review Their Center Events in the Review Required Queue	X										X
Review Events Created by a Review Required User	X										X
Notifications	X				X						X
Search and View Events	X	X	X	X	X	X	X	X	X	X	X
Submit Events for Closure (Ready for Closure)		X	X	X							X
Close or Drop an Event	X				X						X
Add a New Hazard Record	X	X	X	X							X
Review and Reconcile Quick Reports of Hazards	X										X
Search and View Hazards	X	X	X	X	X	X	X	X	X	X	X
Convert an Existing Hazard to an Event	X										X
Close or Drop Hazards	X				X						X
Run Reports	X	X	X	X	X	X	X	X	X	X	X
Update Local Admin Tables					X						X
NSC Coding and Analysis (Code Events for Trending and Data Analysis)									X		X
HFACS Coding and Analysis (Code Events with HFACS Data)								X		X	X
Add a New Event with Limited Data								X			
Report an Event (Quick Entry Event)	X	X	X	X	X	X	X	X	X	X	X
Report a Hazard (Quick Entry Hazard)	X	X	X	X	X	X	X	X	X	X	X
Request Access	X	X	X	X	X	X	X	X	X	X	X
View the At a Glance Dashboard	X	X	X	X	X	X	X	X	X	X	X
View the Daily Summary	X	X	X	X	X	X	X	X	X	X	X
View All Areas of the Events for All Centers						X			X	X	X

Note: The Global Admin Role is reserved for the Help Desk

In addition to the roles listed on page 3, there are two indicators that may be assigned to an account, as needed. These indicators, Personally Identifiable Information (PII) and Restricted Attachments, need to be combined with a role.

PII

By default, PII in NMIS cannot be viewed or edited. For individuals who need to enter, view, or edit PII, a PII indicator can be applied with other NMIS roles. The PII indicator will allow users to view the injured party's supervisor. PII includes the injured party's:

- Name
- Home address
- Date of birth
- Sex
- Physician
- Start time and time zone

Restricted Attachments

By default, Restricted Attachments cannot be viewed or edited. For individuals who need to enter, view, or edit Restricted Attachments, a Restricted Attachments indicator can be applied with other NMIS roles.

This guide does not incorporate NPR 8621.1D **NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping**, or 29 CFR 1904 **Recording and Reporting Occupational Injuries and Illnesses** guidance. Please check globally for the latest NPR 8621.1 version. Please refer to those policy documents for NASA and other Federal reporting requirements, such as NASA mishap classification or Occupational Safety and Health Administration (OSHA) lost-time reporting.

In the instructions for completing NMIS functions, a number of steps in this guide include a note that fields marked with * are required. More specifically, an * indicates that the field is required to complete the current screen and to save it. Other information that's required to close an event is listed in the Closure Checklist.

This guide also includes two appendices:

- **Appendix A:** NMIS Data Elements Quick Reference contains a list of NMIS data fields and brief explanations of their contents.
- **Appendix B:** NMIS Data Elements by Function provides complete descriptions of NMIS data field contents, organized by function

A SPECIAL NOTE ABOUT THIS NMIS USER GUIDE

Due to ongoing enhancements made to the NMIS application, some of the screenshots and descriptions in this version of the guide might not match exactly with what you see on your screen.

ALL USERS

Depending on your NMIS user role(s), you may not see all the same elements on your Events Dashboard screen, but the layout and functionality of the elements which are available to you will match what's shown below.

Click these options to filter the events listing by status. The default view is Open events, listed by created date.

Click these options to change the type of information that's listed on this screen.

The events displayed on this dashboard are specific to NMIS user roles. For example, Contractor Safety Reps see only the events that pertain to their specific contracts.

Enter a keyword in the search field and click the search icon to search event or hazard number, date, or description, including the narrative description of events, which is not displayed on the dashboard page. To clear the search, empty the field and click the search icon.

Use these fields to filter the list by event date/time. Enter start and end dates in mm/dd/yyyy format and click the filter icon. To remove the filter, click the x.

To open an event to view or edit the information recorded about it, click its Event Id.

Click on any of the column headings to reverse the sorting of what's listed below it. Click a second time to return to the original sorting.

Use the arrows or page numbers at the bottom of the screen to scroll through the pages of records listings. Each page displays 50 records.

The screenshot shows the NMIS Events Dashboard interface. At the top, there's a navigation bar with links: Events, Hazards, Quick Entries, Reports, Admin, Search, Work Hours, and Help. Below this is the 'Events Dashboard' header. The main area contains a search bar with 'Enter Search Text Here' and a search icon. To the right of the search bar are filters for 'Start Date' and 'End Date' with a filter icon. Below the search bar is a status filter bar with buttons: All, Open, Closed, Dropped, Ready For Closure, and Review Required. The main table lists events with columns: Event Id, Event Date, Description, Center, Directorate, Contractor/Vendor, Created Date, Closed Date, and Status. The table shows several rows of event data. At the bottom, there's a pagination bar with arrows and page numbers (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, ..., 44, 45, 46, 47, 48, 49, 50). The text '2266 items in 442 pages' is visible on the right side of the pagination bar.

Up to eight event status types may be shown on your Events Dashboard, depending on your NMIS assigned role(s).

All – Events of all status types that are accessible to you, based on your Center, your role(s), and whether you are a civil servant or contractor. Center roles see only events that occurred at their Centers, and contractors see only events that pertain to their individual contractor organizations.

Open – Events that are active, for which complete information has not yet been gathered, actions have not been taken, and/or required documentation has not been completed.

Closed – Events for which all required information was gathered, appropriate actions were taken, and all documentation was completed.

Dropped – Events which are made unavailable to the system.

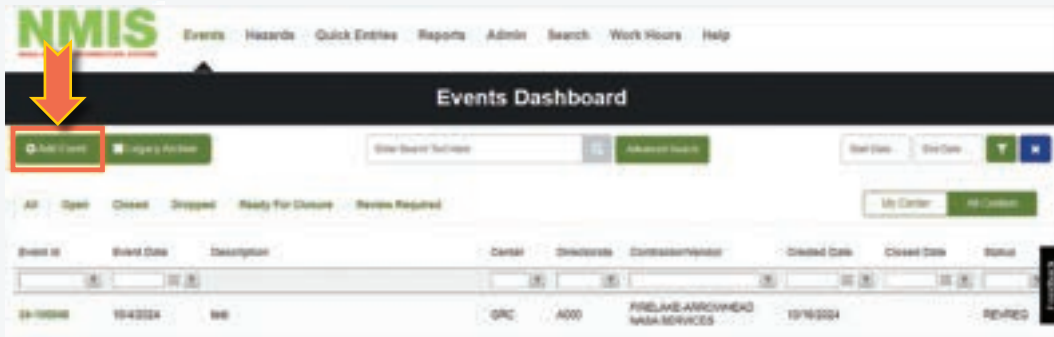
New – Only those events that were entered as Quick Entries or Hazards via the logon screen. After a Center Data Manager has reviewed the event and taken action, its status changes to Reconciled.

Ready For Closure – Events for which all the required information was recorded in NMIS, was submitted for closure, and are ready for review and closure by an appropriate Center representative.

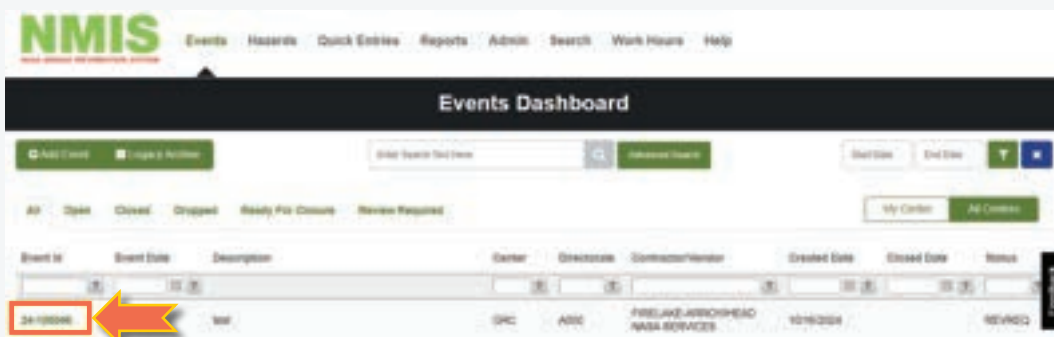
Reconciled – Events or hazards that were initially entered in NMIS as Quick Entries or Hazards via the logon screen, and which a Center Data Manager has reviewed and taken action.

Review Required – Events created by a user go into the Review Required queue and will automatically have the status of Review Required. They are ready to be reviewed by the Center Data Manager before being transitioned into Open events.

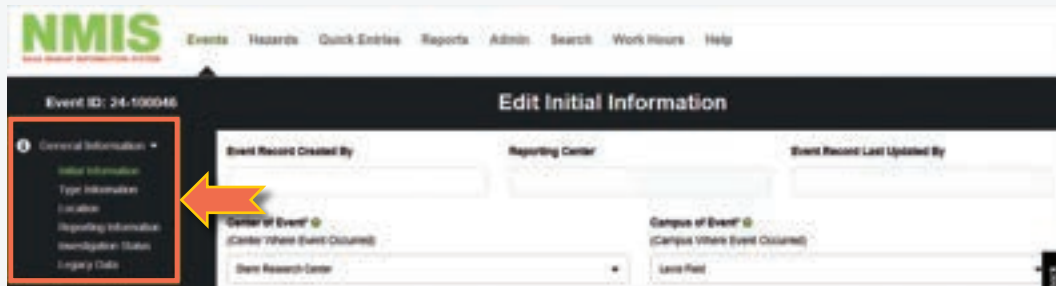
1. Log on to NMIS.
2. Click the **Add Event** button that appears above the list of events on the Events Dashboard screen.



3. **Complete the fields** on the Add Event screen. Fields marked with an * are required. See the appendices in this guide for help with fields.
4. **Click Save.** After saving an event, a notification that the event was added is automatically sent to designated individuals. Or click Cancel to exit the screen without saving your entries.
Note: The record will appear in the Review Required queue until reviewed. Once reviewed, it will appear in the Open queue.
5. **Click the Event ID of the new event** on the Events Dashboard screen to view or continue adding information to it.



6. Click the appropriate General Information screen name in the left menu of the Edit Initial Information screen. The screens listed can be completed in any order. Note that Legacy Data is information that was migrated from the NASA Incident Reporting Information System (IRIS) as well as any quick reports associated with events. Center legacy numbers may be edited.



- 7. Complete the fields** on each screen. Fields marked with an * are required to save an event. In text fields, do not enter PII, Sensitive but Unclassified (SBU) data, International Traffic in Arms regulations (ITAR), or proprietary information. Use complete sentences in text fields to ensure accurate and thorough communication.
- 8. Click Save** as you complete each screen. Or click Cancel to return to the Initial Information screen without saving your entries.

EDIT AN EVENT RECORD – GENERAL INFORMATION

- 1. Click the Event ID on the Events Dashboard** to open the event.
- 2. Click the screen name in the left menu** for which you wish to add or edit information. The selected screen appears.
- 3. Add to or edit the information** in the fields as appropriate. Refer to the appendices in this document for guidance.
- 4. Click Save** as you complete your edits and/or additions. Or click Cancel to return to the Edit Initial Information screen without saving your entries.

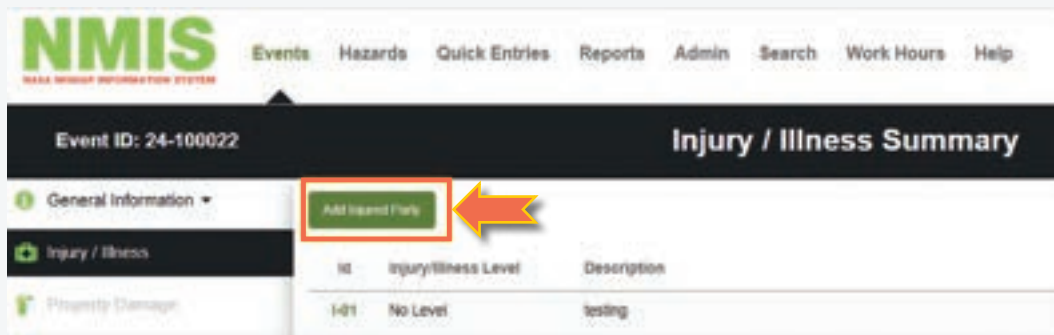
Note that only NMIS account holders who are granted additional permissions can see or enter PII. If you need the PII role, please contact your Center's NMIS Point of Contact before requesting it through **IdMax**.

If the event is not open, click Events at the top of the screen and then click the Event ID of the event to which you wish to add information.

If the Injury/Illness option in the left menu is grayed-out and not available to you, it means that the occurrence of an injury/illness was not recorded when the event was created. If an injury/illness did occur, **click Initial Information** in the left menu and **click the Yes button** below "Did Injury or Illness Occur?" on the Edit Initial Information screen and then **click Save**.

1. Click Injury/Illness in the left menu.

2. Click the Add Injured Party button on the Injury/Illness Summary screen.



3. Complete the fields on the Add Injured Party Information screen. Fields marked with an * are required. See the appendices in this document for guidance.

Note that the screen will expand to display additional fields when certain selections are made. See the appendices in this document for guidance. Any fields that are grayed-out are read-only.

4. Click Save and Continue to go to the Details screen. **Click Save and Edit** to save and return to the Summary screen. **Click Cancel** to go to the Summary screen without saving.

- Open the new sections that appear by clicking on the green arrows. Complete the fields.

The screenshot shows the 'Edit Injury / Illness' form in the NMIS system. The form is titled 'Edit Injury / Illness' and displays 'Event ID: 34-100022'. The left sidebar contains a menu with 'Injury / Illness' selected. The main form area has sections for 'Injury/Illness ID', 'Injury/Illness Level', 'Injured Party Type', 'Injured Party', 'Injury/Illness Description', and a summary section. The summary section is highlighted with a red box and contains four expandable sections: 'Injured Party Information', 'Injury Details', 'Medical Facility Details', and 'Treatment/OSHA/NASA Classification'. A yellow arrow points to the 'Injury Details' section.

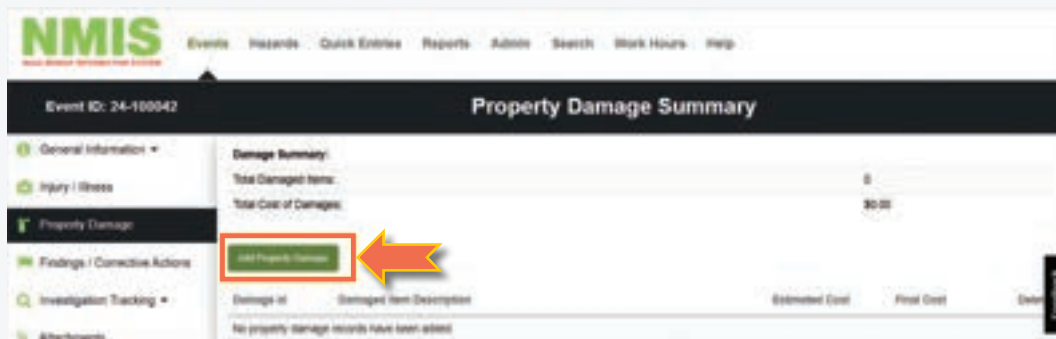
- Click **Save**.
- To add another injured party to a record, **click Add Injured Party** on the Injury/Illness Summary screen.
- To add further information about an injured party, **click the Record ID** number on the Injury/Illness Summary screen.

Note: Proper documentation in the “Treatment/OSHA/NASA Classification” section is critical for accurate OSHA reporting.

If the event is not open, click **Events** at the top of the screen and then **click the Event ID** of the event to which you wish to add information.

If the Property Damage option in the left menu is grayed-out and not available to you, it means that the occurrence of property damage was not recorded when the event was created. If property damage did occur, **click Initial Information** in the left menu. **Click the Yes button** below “Did Property Damage Occur?” on the Edit Initial Information screen, and then **click Save**.

1. **Click Property Damage** in the left menu.
2. **Click the Add New Property Damage Record button** on the Property Damage Summary screen.



3. **Complete the fields** as appropriate on the Add Property Damage screen. Depending on the information entered, the screen may expand to include additional fields. Use complete sentences in text fields to ensure accurate and thorough communication. See the appendices in this document for guidance.
4. **Click Save.** The Property Damage Summary screen appears with a notification that the property damage record was created successfully, and the new property damage record is listed.

EDIT PROPERTY DAMAGE INFORMATION

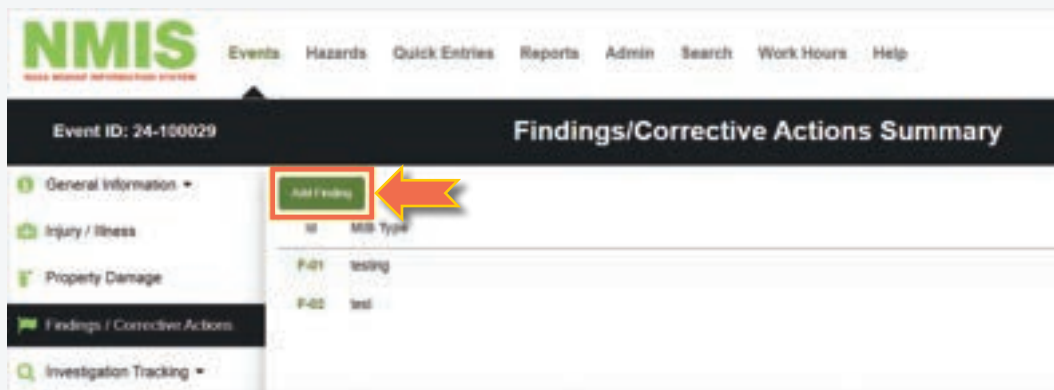
1. **Click the Event ID** on the Events Dashboard to open the event.
 2. **Click Property Damage** in the left menu. The Property Damage Summary screen appears.
 3. To add a new damage record to the event, **click Add New Property Damage Record**. The Add Property Damage screen appears. Complete the fields as appropriate. Enter the best known damage cost estimate.
- Note:** Property Class and Estimated Cost or Final Cost are critical for NASA property damage cost reporting purposes. In the absence of a damage cost, assumptions will be made based on event classification and the Property Class.
4. To edit an existing record, **click the Damage ID**. The Edit Property Damage screen appears. Edit the fields as appropriate.
 5. **Click Save** after you complete your edits and/or additions. Or click Cancel to return to the Events Dashboard screen without saving your entries.

The screens and fields for adding findings, recommendations, and corrective actions differ based on the classification type of the event. Immediately below are the steps for adding this information for Type A/B/High-Visibility events. Steps for adding the information for Type C/D/Close Call events follow this section.

ADD FINDINGS/CORRECTIVE ACTIONS TO TYPE A/B/HIGH-VISIBILITY EVENTS

If the event is not open, click **Events** at the top of the screen and then **click the Event ID** of the event to which you wish to add information.

1. Click **Findings/Corrective Actions** in the left menu.
2. Click the **Add Finding** button on the Finding screen.



3. Select a Finding Type, which is required on the Add New Findings screen, and complete the other fields as appropriate. In MIB Finding, write the finding as a complete sentence. Add supporting facts as needed. See the appendices in this document for guidance on completing any field.

Note: If selecting “Finding Type: Other,” then describe the type of Finding in the MIB Finding text box.

The screenshot shows the 'Add Findings' interface in the NMIS system. At the top, the event ID is 24-100029. The main heading is 'Add Findings'. On the left, there is a sidebar with navigation links: General Information, Injury / Illness, Property Damage, Findings / Corrective Actions (which is currently selected), Investigation Tracking, Attachments, Closure Checklist, NSC Coding & Analysis, and HFACS Coding & Analysis. The main content area has a 'Finding Type' dropdown menu, which is highlighted with a red box and a yellow arrow. Below this, there is a checkbox for 'Behavior Based Finding'. The 'MIB Finding' section contains a large text box for entering the finding details, with a note that 4000 characters are remaining. At the bottom of the form, there are three buttons: 'Save and Continue', 'Save and Exit', and 'Cancel'.

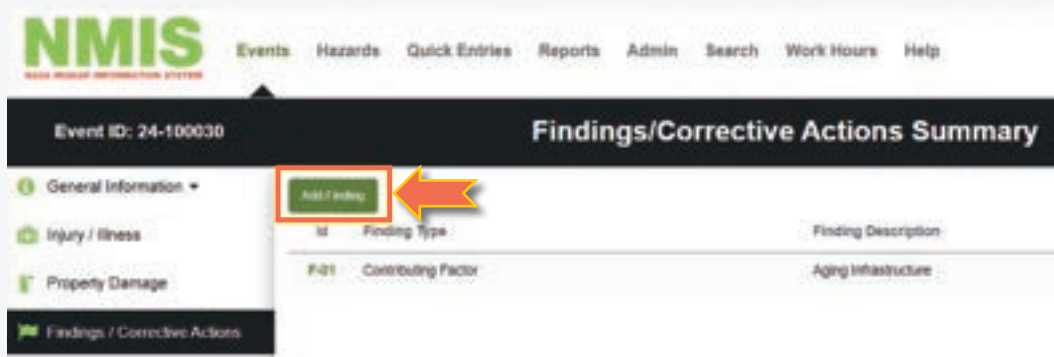
4. Click **Save and Continue** or **Save and Exit** as appropriate. To continue, click the green arrows to open the Recommendations and Corrective Actions sections and complete the fields. Use complete sentences in text fields to ensure accurate and thorough communication. See the appendices in this document for guidance on completing any field.

5. Click **Save**.

ADD FINDINGS/CORRECTIVE ACTIONS TO TYPE C/D/CLOSE CALL EVENTS

If the event is not open, click **Events** at the top of the screen and then **click the Event ID** of the event to which you wish to add information.

1. Click **Findings/Corrective Actions** in the left menu.
2. Click the **Add Finding** button on the Finding screen.



- 3. Complete the fields** on the Add Finding screen as appropriate. Fields marked with an * are required. Use complete sentences in text fields to ensure accurate and thorough communication. See the appendices in this document for guidance on completing any field.

- 4. Click Save.** The Finding screen appears with the new finding displayed.

The screens and fields for adding investigations tracking information differ based on the classification type of the event. Immediately below are the steps for adding investigation tracking information for Type A/B/High-Visibility events. Steps for adding investigation tracking information for Type C/D/close call events follows this section.

ADD INVESTIGATION TRACKING INFORMATION FOR TYPE A/B/HIGH-VISIBILITY EVENTS

If the event is not open, click **Events** at the top of the screen and then **click the Event ID** of the event to which you wish to add information.

1. Click **Investigation Tracking** in the left menu.
2. Click the name of the screen in the left menu of the Edit Initial Information screen for which you have information to add or edit.

The screenshot shows the NMIS 'Edit Initial Information' screen for Event ID: 24-100029. The left sidebar contains a menu with the following items: General Information, Initial Information, Type Information, Location, Reporting Information, Investigation Status, Legacy Data, Injury / Illness, Property Damage, Findings / Corrective Actions, and Investigation Tracking. The 'Investigation Tracking' item is highlighted with a red box, and an arrow points to the 'Investigating Authority' sub-item. The main form area contains the following fields: Event Record Created By (INCHON, INCHD - 11/03/2014 1:30:34 PM EDT), Reporting Center (Not Entered), Event Record Last Updated By (INCHON, INCHD - 11/03/2014 1:30:34 PM EDT), Center of Event (Center where Event Occurred) (Glen Research Center), Campus of Event (Campus where Event Occurred) (Lans-Park), Event Date (11/03/2014), Event Time (12:00 PM), Event Time Zone (UTC-05:00 Central Time (ST & CD)), and Brief Description of Event (Type A/B Incident). A red box highlights the 'Investigating Authority' sub-item in the left sidebar, and an arrow points to the 'Investigating Authority' field in the main form area.

3. Complete the fields as appropriate. Fields marked with an * are required.
4. Click **Save** after completing each screen. Or click **Cancel** to return to the Initial Information screen without saving your entries.

ADD INVESTIGATION TRACKING INFORMATION FOR TYPE C/D AND CLOSE CALL EVENTS

If the event is not open, click **Events** at the top of the screen and then **click the Event ID** of the event to which you wish to add information.

1. Click **Investigation Tracking** in the left menu.
2. **Complete the three fields** in which you can add entries on the Notifications screen. Click the calendar icon to the right of each date field to select the appropriate date. To manually enter dates, use a mm/dd/yyyy format. Note that the Local Closure Date field is read-only. It is automatically populated with the date on which the event was closed.

The screenshot shows the 'Edit Notifications' interface for Event ID: 24-100038. The left sidebar contains a menu with 'Investigation Tracking' selected. The main content area includes several date fields, each with a calendar icon. Three fields are highlighted with red boxes and yellow arrows pointing to them: 'Local Report Complete Date', 'Local Endorsement Complete Date', and 'Local CRP Actions Complete Date'. The 'Local Closure Date' field is read-only and populated with a date. The 'Local Report Days to Complete' field is also visible.

3. Click **Save**. The Notifications screen appears and elapsed days between entered milestone dates automatically appear in the remaining fields.

- Local Report Days to Complete = Local Report Complete - Event Date
- Local Endorsement Days to Complete = Local Endorsement Complete Date - Local Report Complete Date
- Local Days to Close = Local Closure Date - Event Date

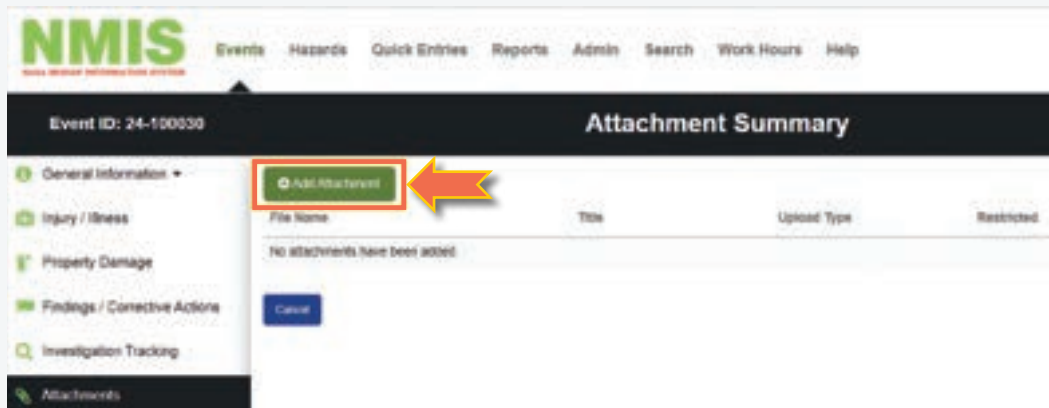
UPLOAD AND EDIT ATTACHMENTS: CENTER DATA MANAGER, CENTER SAFETY REP, CONTRACTOR SAFETY REP, LOCAL ADMIN, GLOBAL ADMIN
VIEW ATTACHMENTS: CENTER DATA MANAGER, CENTER SAFETY REP, CONTRACTOR SAFETY REP, LOCAL ADMIN, GLOBAL READ ONLY, GLOBAL ADMIN

It's important for users to have the ability to upload documents that may be created during the course of a mishap investigation. It's also important for the NASA Safety Center (NSC) and other Agency users of NMIS to have the ability to data mine the information provided in NMIS text fields to answer queries from multiple sources. For that reason, it's important for all users to complete all applicable text fields in NMIS and not simply refer to attachments.

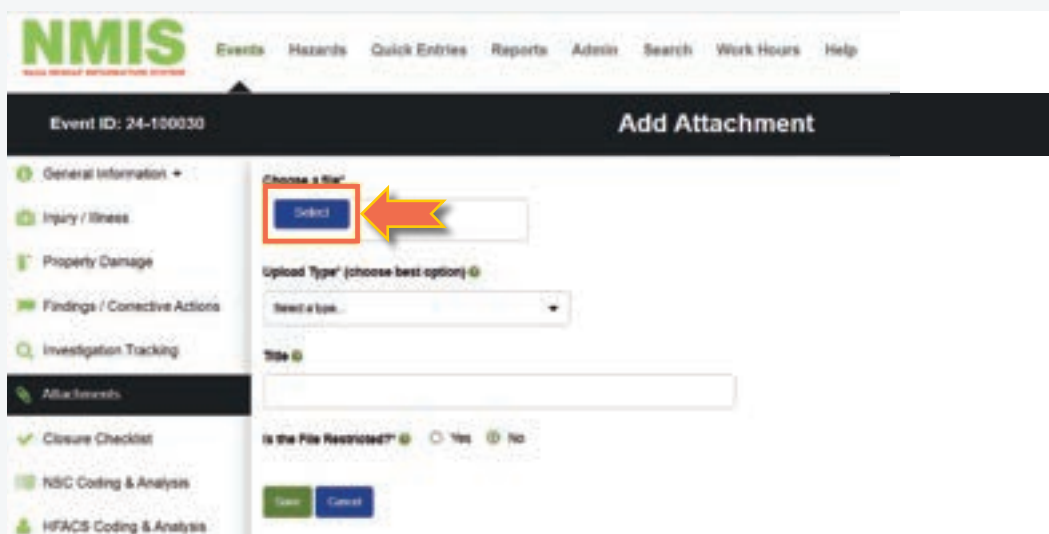
If the event is not open, click Events at the top of the screen and then **click the Event ID** of the event to which you wish to add information.

1. Click Attachments in the left menu.

2. Click the Add Attachment button on the View Attachments screen.



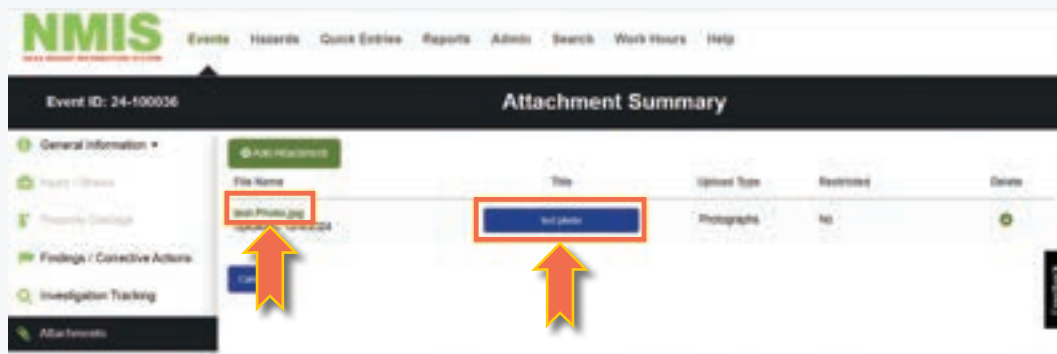
3. Click the Select button on the Add New Attachment screen to find and select the document to attach to the event. Then complete the other fields.



4. Click Save.

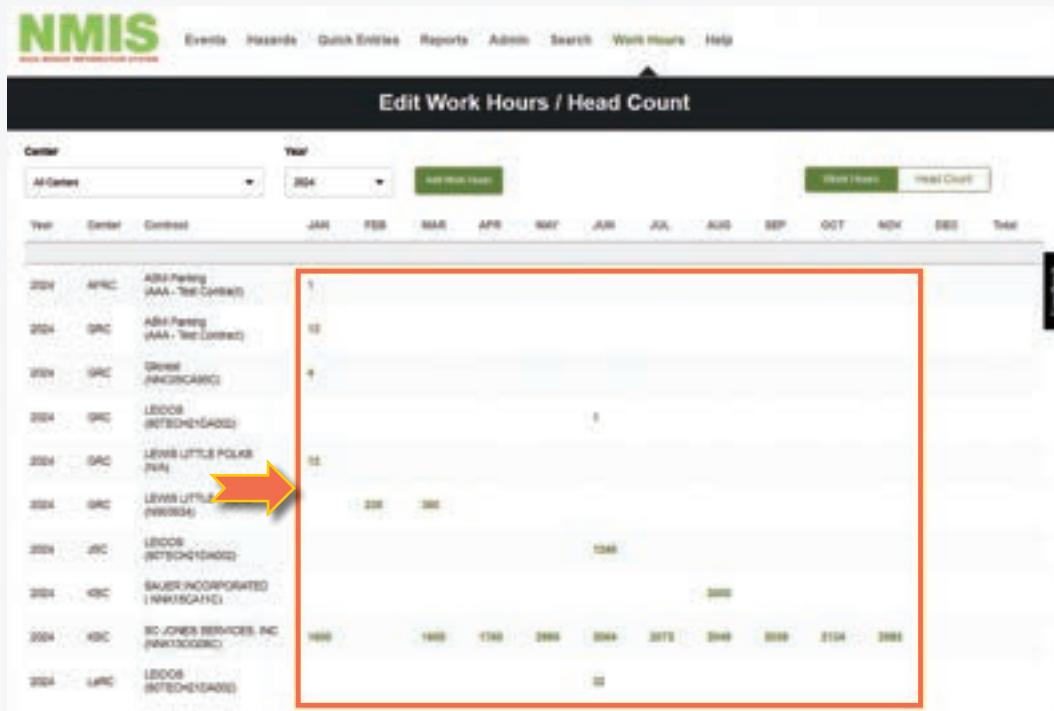
5. Click the file name of an attachment on the Edit Attachments screen to edit the information about it.

6. Click the title of an attachment on the Edit Attachments screen to view it.



EDIT WORK HOURS/HEAD COUNT INFORMATION

1. Click the value to be changed on the Work Hours screen.



2. Choose Work Hours or Head Count from the selector.

3. **Edit the fields** on the Add/Edit Work Hours or Head Count screen. Fields marked with * are required to save the entry.

4. Click **Save**.

ADD WORK HOURS OR HEAD COUNT INFORMATION

5. Click **Add Work Hours** or **Add Head Count**, depending on which was selected.

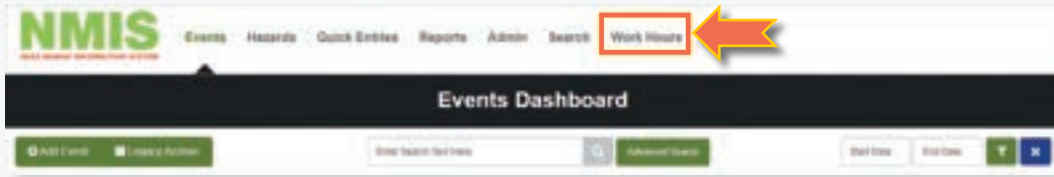
Complete the fields on the Work Hours/Head Count screen. Fields marked with an * are required to save the entry. In general, contractors should only enter on-site (on NASA property) work hours/head count in NMIS based on NASA's obligation per 29 CFR 1960 to provide a hazard-free workplace.

NASA mishap prevention trending requires not only the tracking of NASA mishaps and close calls, but also the exposure of civil service and contractor employees to NASA workplace-dwelling hazards.

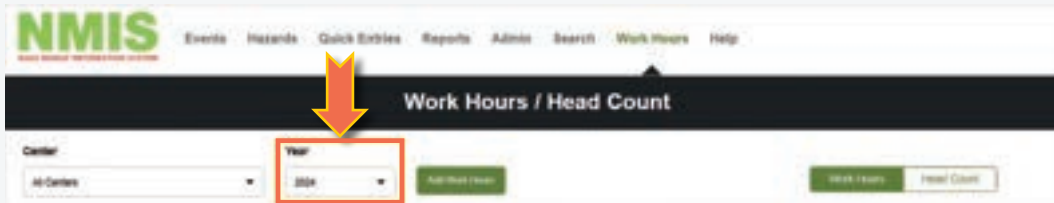
Some off-site "NASA workplaces" exist, such as the International Space Station, the NASA Extreme Environment Mission Operations undersea laboratory, and NASA aircraft. Technically, contractor work hour exposures to such unique off-site locations should be entered in NMIS; however, practical exposure in these situations is so rare that it is impractical to track at the Agency level at this time.

6. Click **Save**.

1. Log on to NMIS.
2. Click **Work Hours** in the upper navigation panel.



3. If you wish to filter the list on the Work Hours screen by year, **select the year in the Year field** and the listing will update automatically.

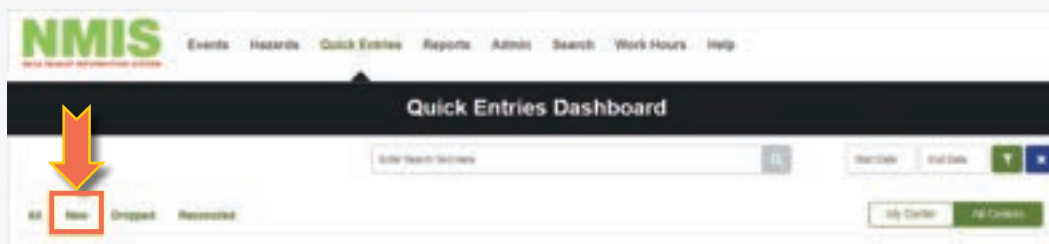


Any NASA employee can enter a report into NMIS using the Report an Event/Hazard button on the NMIS home page. When a report is entered using this button, by default, notifications are automatically sent to Center Data Managers. Local Admins can add other recipients at their Centers, including those who do not hold NMIS accounts. Report an Event/Hazard entries, also known as Quick Entries, are listed as New on the Quick Entries Dashboard screen and must be reviewed, reconciled, and classified in the system so the appropriate next steps can be taken.

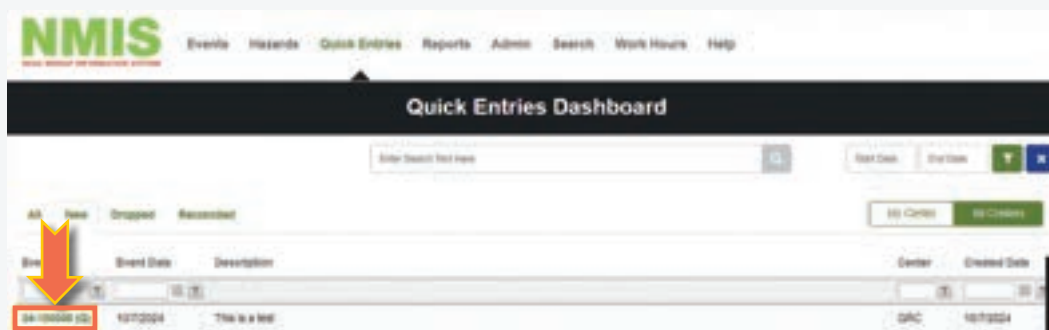
1. Log on to NMIS.

2. Click on the Quick Entries option at the top of the screen.

3. Click New at the top of the listing of events on the Quick Entries Dashboard screen to filter the list to show only Quick Entries with a status of New.

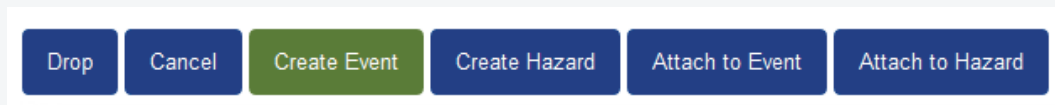


4. Click the ID of the new Quick Entry you wish to view.



5. Review the information on the View Quick Entry screen, all of which is read-only.

5. **Scroll down and select the appropriate option** for reconciling the reported event from those shown at the bottom of the View Quick Entry screen.

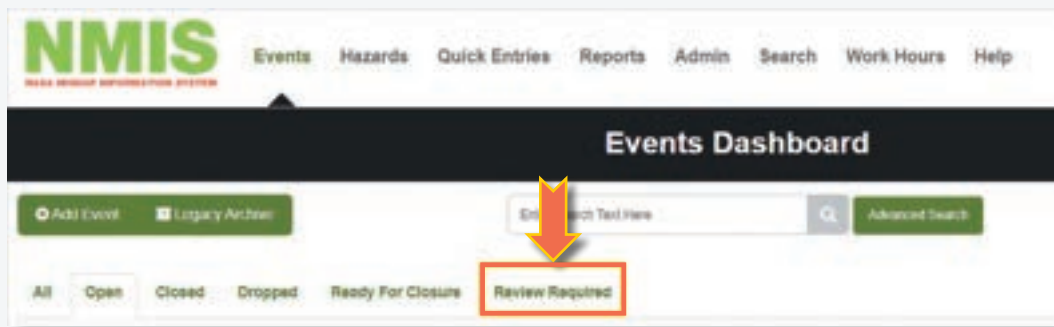


- **Drop** – Drop the Quick Entry record. A dropped record is made unavailable to the system. It is not deleted from the database but is unavailable for editing. It cannot be retrieved via the system search or included in any reports.
- **Cancel** – Do nothing at this time and return to the Events Dashboard screen.
- **Create Event** – Create a new event record from the Quick Entry. The Create Event Success screen appears with a notification that the report was made into an event. The event then goes into the Review Required queue. All applicable field values are transferred to the newly created event.
- **Create Hazard** – Create a new hazard from the Quick Entry. The Create Hazard Success screen appears with a notification that the report was made into a hazard. All applicable field values are transferred to the newly created hazard.
- **Attach to Event** – Associate the Quick Entry to an existing event record. The Attach Quick Entry screen appears. Select the event to which to attach the Quick Entry and click Attach at the bottom of the screen. The Attach to Event Success screen appears with a notification that the Quick Entry was successfully attached to the selected event record. The Quick Entry can be viewed by clicking Legacy Data for the event to which it was attached. The system redirects the user to the screen of the event to which the Quick Entry was attached.
- **Attach to Hazard** – Associate the Quick Entry to an existing hazard record. The Attach Quick Entry screen appears. Select the hazard to which to attach the Quick Entry and click Attach at the bottom of the screen. The system redirects the user to the screen of the hazard to which the Quick Entry was attached.

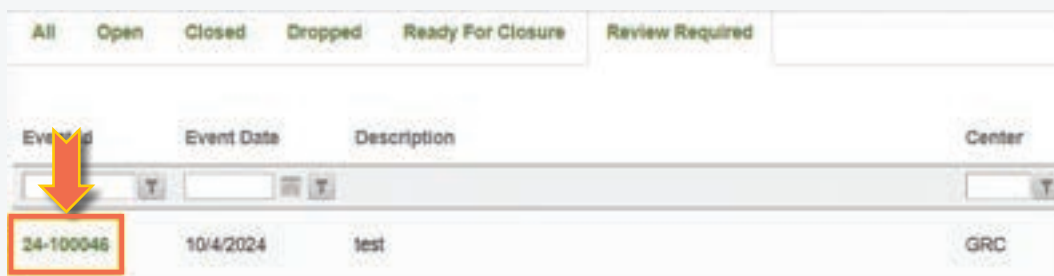
DETAILED INSTRUCTIONS:

The Review Required functionality allows a review of the new event before it is considered a full event. When a user in NMIS creates a new event, the event goes into the Review Required queue instead of the Open queue. A Center Data Manager can then review the event to confirm that it is valid, its contents are accurate, and it does not contain incorrect information or PII. An event will appear in the Open queue after it is reviewed.

- 1. Log on to NMIS.** The Events Dashboard screen appears.
- 2. Click Review Required** in the menu at the top of the listing of events. All new events will appear in this queue until these are made into a full event.



- 3. Click the Event ID** of the event you wish to review. The Event Initial Information screen appears. Review the contents of the event and make changes, if necessary.



4. **Navigate to the Closure Checklist** to finalize your review of the event.

5. **Review or Drop Event.** On the Closure Checklist, click the Review button to submit this event to the Open queue. This event will now show up in reports, including the Daily Summary. Alternatively, click the Drop Event button to drop the event record and remove it from the queue..

Email notifications to pre-determined individuals are automatically triggered when entries and/or changes are saved in some NMIS data fields, such as a change in an event classification. Users can add email recipients to notifications, including individuals who are not NMIS users. In addition, some notifications allow NMIS users to include additional comments and/or questions to recipients. The table below provides details on the Notification function.

NMIS Notifications

CENTER DATA MANAGER, LOCAL ADMIN				
NOTIFICATION	EVENT TRIGGER	DEFAULT RECIPIENTS	EMAIL SUBJECT TEXT	EMAIL BODY TEXT
Report an Event/ Hazard	Quick Entry added to system	- Center Data Manager - Additional recipients can be assigned by Global Admin/call to NSC Help Desk	NMIS Quick Entry Number {EntryNumber} has been submitted	NMIS Quick Entry Number {EntryNumber} has been submitted. The record can be accessed at {EntryLink} Thank you.
Add New Event	Event added to system	- Center Data Manager - Local Admin - Additional recipients can be assigned by Global Admin/call to NSC Help Desk	NMIS Event Number {EventNumber} has been recorded.	NMIS Event Number {EventNumber} has been recorded. {OwningTitle} {EventOwningEntity} The record can be accessed at {EventLink}. Thank you.
NNotify Human Factors Analysis and Classification System (HFACS) Role of Updated Event	Varies; see HFACS User Guide			
Assigned Employee (C/D/CC Events only) - Hazard and Event	New or Changed NASA Enterprise Directory (NED)/ employee name field = "Assigned to"	- Assigned employee - Center Data Manager - Local Admin	NMIS Number {EventNumber} has been assigned to you	NMIS Number {EventNumber} has been assigned to you. {OwningTitle} {EventOwningEntity} {ClassificationTitle} {EventClassification} The record can be accessed at {EventLink}. If you have questions regarding this NMIS assignment, please contact your Center NMIS Site Administrator. Thank you. User Optional Comment: {UserComment}
Edit Event Visibility	User indicates that event is Agency High Visibility	- Center Data Manager - Local Admin	NMIS Event Number {EventNumber} is now designated as Agency High Visibility	NMIS Event Number {EventNumber} is now designated as Agency High Visibility. {OwningTitle} {EventOwningEntity} The record can be accessed at {EventLink}. Thank you. User Optional Comment: {UserComment}
Edit Event Classification In addition, If the Event was a previously HFACS Coded Event	User changes event classification	- Center Data Manager - Local Admin If this was a previously HFACS coded event, then. - HFACS Event Coder - HFACS Program Manager - Few other HFACS users	Event Number {EventNumber} has been reclassified	Event Number {EventNumber} has been reclassified. {OwningTitle} {EventOwningEntity} Previous Event Classification: {EventClassification Original} New Event Classification: {EventClassification} The record can be accessed at {EventLink} Thank you. User Optional Comment: {UserComment}

continued

CENTER DATA MANAGER, LOCAL ADMIN, GLOBAL ADMIN

NMIS Notifications *cont.*

CENTER DATA MANAGER, LOCAL ADMIN				
NOTIFICATION	EVENT TRIGGER	DEFAULT RECIPIENTS	EMAIL SUBJECT TEXT	EMAIL BODY TEXT
Add a new Finding for a previously HFACS Coded Event	New Finding Added	• HFACS Event Coder • HFACS Program Manager • A few other HFACS users	NMIS Event Number {Event Number} has a new Finding	NMIS Event Number {Event Number} has had a new Finding added to it. The new Finding number is # {Finding number}. You're being notified because there is HFACS data associated with this event that may require review. Log into the NASA Mishap Information System (NMIS) at {url} to review these changes. Please contact the NASA Safety Center Help Desk at NASA-NSC-Help@mail.nasa.gov or 216.433.9672 if you need assistance.
Edit Property Damage Cost for a previously HFACS Coded event	Edit the Estimated or Final Cost	• HFACS Event Coder • HFACS Program Manager • A few other HFACS users	NMIS Event Number {Event Number} Property Damage Cost Change	NMIS Event Number {Event Number} has had a Property Damage estimated or final cost change. Property Damage number # {Finding Number} estimated cost was {previous cost/(not entered)} and is now {cost/(not entered)}. The final cost was {previous cost/(not entered)} and now is {Cost (not entered)}. You're being notified because there is HFACS data associated with this event that may require review. Log into the NASA Mishap Information System (NMIS) at {url} to review these changes. Please contact the NASA Safety Center Help Desk at NASA-NSC-Help@mail.nasa.gov or 216.433.9672 if you need assistance.
Property Damage Record added with Cost for a previously HFACS Coded Event	Add a Property Damage Record with Cost	• HFACS Event Coder • HFACS Program Manager • A few other HFACS users	NMIS Event {Event Number} Property Damage with Cost Added	NMIS Event Number {Event Number} has had a new Property Damage with an estimated or final cost added. The new Property Damage is number # {Property Damage number} with an estimated cost of {cost} and a final cost of {Cost}. You're being notified because there is HFACS data associated with this event that may require review. Log into the NASA Mishap Information System (NMIS) at {url} to review these changes. Please contact the NASA Safety Center Help Desk at NASA-NSC-Help@mail.nasa.gov or 216.433.9672 if you need assistance.
Add a new Attachment for a previously HFACS Coded Event	Add a new Attachment	• HFACS Event Coder • HFACS Program Manager • A few other HFACS users	NMIS Event Number {Event Number} has a new Attachment	NMIS Event Number {Event Number} has had a new Attachment added to it. You're being notified because there is HFACS data associated with this event that may require review. Log into the NASA Mishap Information System (NMIS) at {url} to review these changes. Please contact the NASA Safety Center Help Desk at NASA-NSC-Help@mail.nasa.gov or 216.433.9672 if you need assistance.
A Closed Event is Re-Opened with a previously HFACS Coded Event	Re-Open an Event	• HFACS Event Coder • HFACS Program Manager • A few other HFACS users	NMIS Event Number {Event Number} has been reopened	NMIS Event Number {Event Number} has been reopened on {Date} at {Time} by {NMIS User}. You're being notified because there is HFACS data associated with this event that may require review. Log into the NASA Mishap Information System (NMIS) at {url} to review these changes. Please contact the NASA Safety Center Help Desk at NASA-NSC-Help@mail.nasa.gov or 216.433.9672 if you need assistance.

continued

CENTER DATA MANAGER, LOCAL ADMIN, GLOBAL ADMIN

NMIS Notifications *cont.*

CENTER DATA MANAGER, LOCAL ADMIN				
NOTIFICATION	EVENT TRIGGER	DEFAULT RECIPIENTS	EMAIL SUBJECT TEXT	EMAIL BODY TEXT
Corrective Action Assigned (Option to include or exclude the Corrective Action Assignee)	Corrective action assignee field is populated/ changed	- Action item assignee - Center Data Manager - Local Admin	NMIS Corrective Action has been assigned to you	NA NMIS Corrective Action has been assigned to you. Event Number: {Event Number} {Owning Title} {EventOwningEntity} Classification: {EventClassification} Corrective Action Details: {Corrective ActionDetails} The record can be accessed at {SubLink} Thank you.
Request Closure	User submits event for closure	- Center Data Manager - Closure submitter - Local Admin	Event Number {Event Number} {EventOwningEntity} has been submitted for closure	Event Number {Event Number} {Event OwningEntity} has been submitted for closure {Owning Title} {EventOwningEntity} The record can be accessed at {EventLink} Thank you. User Optional Comment: {UserComment}
Add New Hazard	Hazard is added to system	- Center Data Manager - Local Admin	NMIS Hazard Number {EventNumber} has been recorded	NMIS Hazard Number {EventNumber} has been recorded. Hazard Owner Center Responsible Organization Campus: General Location Specific Location: The record can be accessed at {EventLink} Thank you. User Optional Comment:

Below is the pop-up message that appears for notifications that allow users to add comments. Note that email notifications from NMIS cannot be encrypted. Do not enter SBU, PII, ITAR, classified, or proprietary information into notification text fields.

An automatic email is being sent to designated Center representatives notifying them of this action (Event Classification Changed). If you wish to send additional information to these representatives or add additional content to the message, please do so here.

To...

Additional Comment

1000 characters are remaining.

Send Optional Comment

No Optional Comment

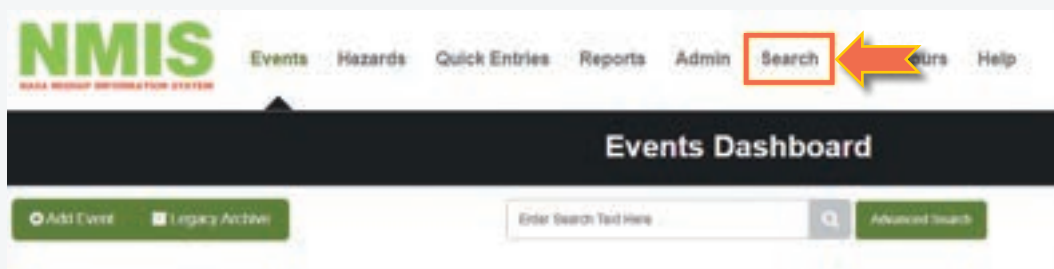
Case management workflow can be optimized when notification emails are used to gather evidence, have other users complete data fields, and verify that closure requirements are met.

CENTER DATA MANAGER, CENTER SAFETY REP, CONTRACTOR SAFETY REP, LOCAL ADMIN, GLOBAL READ ONLY, MEDICAL, NSC ANALYST, HFACS ANALYST, GLOBAL ADMIN

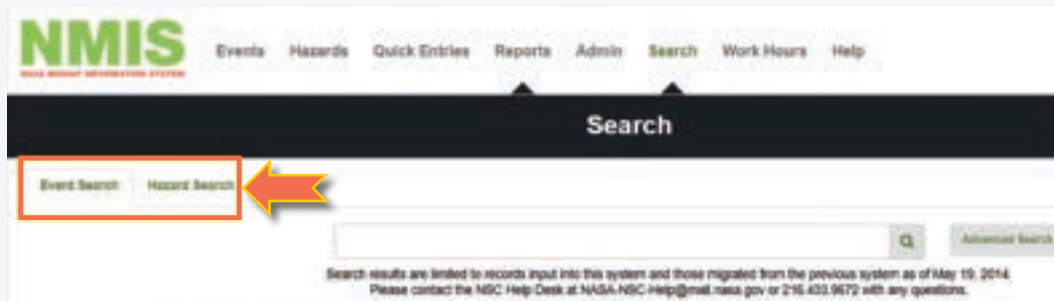
The information that you're able to search for and view depends on your NMIS role(s). For example, Center Safety Reps can only search for and view events that are associated with their own Centers. Also note that the steps below allow you to search for and view events and hazards that were originally recorded in NMIS. To search for or download legacy data that was migrated to NMIS, click the Legacy Data Archive button on the Events Dashboard screen.

1. Log on to NMIS.

2. Click **Search** in the upper navigation bar on the Events Dashboard screen.

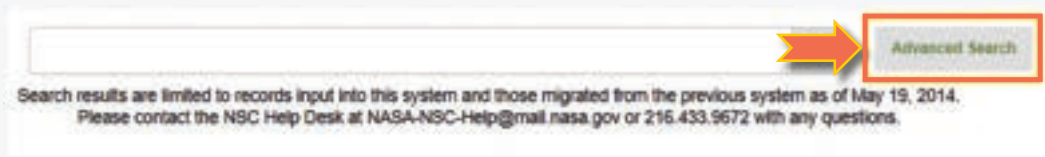


3. Select **Event or Hazard** on the Search screen, as appropriate for the type of information you wish to search and view.



CENTER DATA MANAGER, CENTER SAFETY REP, CONTRACTOR SAFETY REP, LOCAL ADMIN, GLOBAL READ ONLY, MEDICAL, NSC ANALYST, HFACS ANALYST, GLOBAL ADMIN

4. Enter search criteria and click **Search** to perform a keyword search of events or hazards.
 5. Click **Advanced Search** to perform an advanced search. Enter search criteria and click **Search**.
- Note:** Advanced Search can also be performed directly from the Event or Hazard dashboards.



Search

Event Search | Hazard Search

Center of Event: None [Search] [Cancel] [Reset]

Events - General Information [icon]

Events - Additional Information [icon]

Incidents [icon]

Property Damage [icon]

Ecological sensitive Areas [icon]

[Search] [Cancel] [Reset]

CENTER DATA MANAGER, CENTER SAFETY REP, CONTRACTOR SAFETY REP, LOCAL ADMIN, GLOBAL READ ONLY, MEDICAL, NSC ANALYST, HFACS ANALYST, GLOBAL ADMIN

Events - General Information

Keywords

Event ID

Center of Event

Event Type

Event Sub Type

Start Date

End Date

Record Status

Event Classification

Owner

Responsible NASA Directorate

Responsible Contractor/Vendor Name

Responsible NASA Contract Number

IRIS Legacy Number

Center Legacy Number

Events - Additional Information

Injury/Illness?

Event on NASA Property?

What is the Visibility Level?

Specific Location of Event

Brief Description of Event

Property Damage?

Mission Failure?

Is the Event High Visibility?

What Happened?

Event Record Created By

Injury/Illness

Injured Party Company

Injured Party Directorate

Injured Party Contractor/Vendor

Injured Party Contract Number

Injury/Illness Description

First Aid Given?

Restricted Data/Link Transfer?

Hospitalization?

Injured Party Type

Injury Severity Level

Injury Body Part

Nature of Injury

Other Reportable Cases

Days Away?

Fatality?

Property Damage

Property Damage Classification

Contractor/Vendor

Contract

Estimated Cost - From

Estimated Cost - To

Final Cost - From

Final Cost - To

Damaged Item Identifying Number

Damage Description

Findings/Corrective Actions

Finding Type

Finding Description

Recommendation

SUBMIT EVENTS FOR CLOSURE: CENTER SAFETY REP, CONTRACTOR SAFETY REP, GLOBAL ADMIN

1. Click **Closure Checklist** in the left menu of the Edit Initial Information screen.

The screenshot shows the NMIS 'Edit Initial Information' screen for Event ID 24-190535. The left sidebar menu is visible, with 'Closure Checklist' highlighted by a red box and an orange arrow. The main form area contains the following fields:

- Event Record Created By:** [Dropdown menu]
- Reporting Center:** [Dropdown menu]
- Event Record Last Updated By:** [Dropdown menu]
- Center of Event:** [Dropdown menu]
- Campus of Event:** [Dropdown menu]
- Event Date:** [Date picker]
- Event Time:** [Time picker]
- Event Time Zone:** [Dropdown menu]
- Brief Description of Event:** [Text area]
- What Happened?:** [Text area]

SUBMIT EVENTS FOR CLOSURE: CENTER SAFETY REP, CONTRACTOR SAFETY REP, GLOBAL ADMIN

2. Review the Closure Checklist. Items that are complete are indicated by green checkmarks. Incomplete items appear with red warning symbols and are linked to the sections in NMIS where further information is required. If you wish, **click View Event Details** at the top of the screen to view and/or print an Event Details Report as a PDF document.

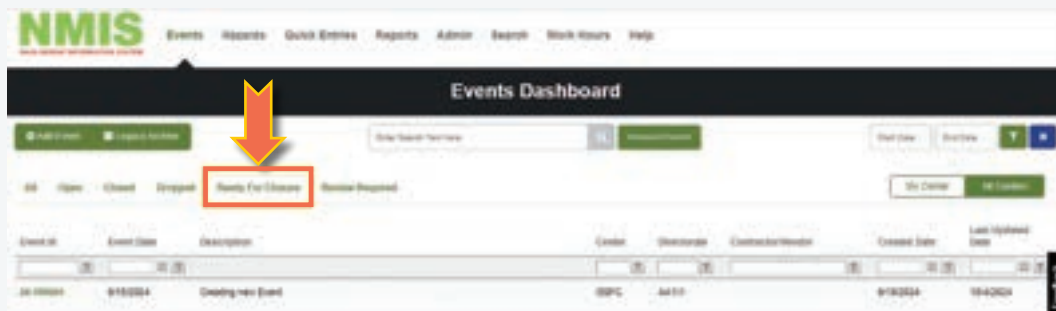
3. Click Submit for Closure at the bottom of the Closure Checklist if all items are complete and you do not have a Center Data Manager role. An email notification will be sent to designated users at your Center, notifying them that the record is complete and ready to be closed. Click Close if all items are complete and you have the NMIS role of Center Data Manager.

CLOSE OR DROP AN EVENT: CENTER DATA MANAGER, LOCAL ADMIN, GLOBAL ADMIN

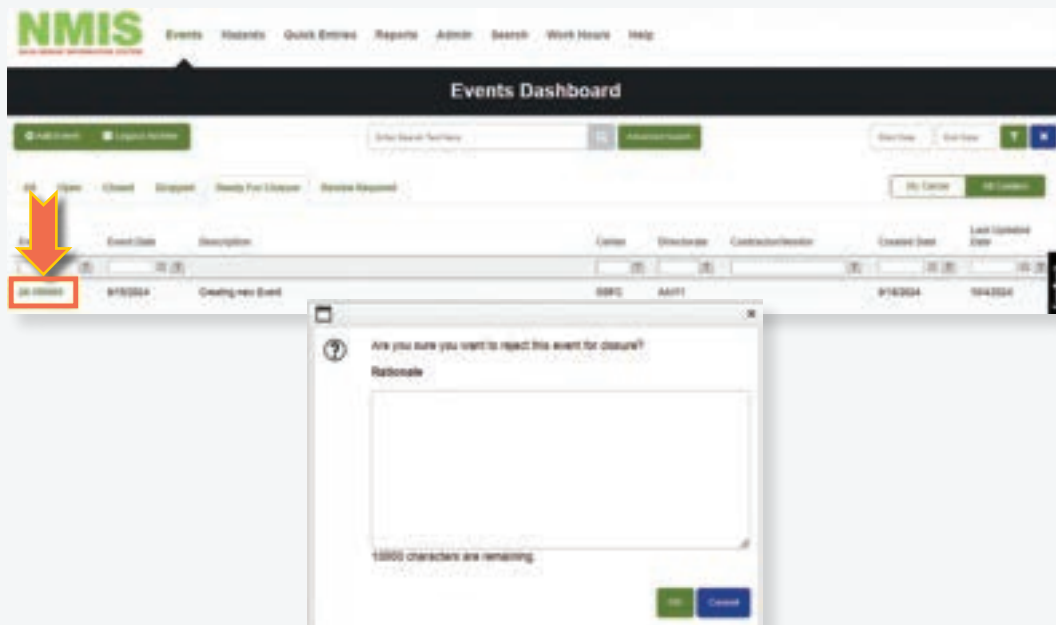
By default, a notification is automatically sent to Center Data Managers when an event is submitted for closure. Local Admins can add other recipients at their Centers, including those who do not hold NMIS accounts.

1. Log on to NMIS.

2. Click Ready For Closure on the Events Dashboard screen to filter the event list to those which are ready to be closed. Or remain on the default view of the screen to check the status of an open event relative to its readiness for closure.



3. Click the Event ID of the event you wish to close.



4. Click Closure Checklist in the left menu of the Edit Initial Information screen.

CLOSE OR DROP AN EVENT: CENTER DATA MANAGER, LOCAL ADMIN, GLOBAL ADMIN
REOPEN A CLOSED EVENT: CENTER DATA MANAGER, LOCAL ADMIN, GLOBAL ADMIN

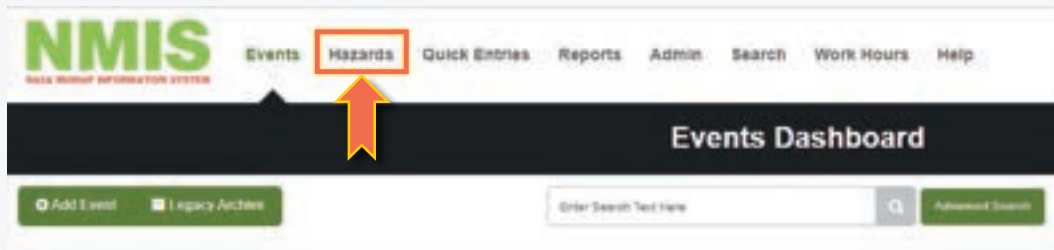
5. **Review the Event** as needed. If you wish, **click View Event Details** at the top of the screen to view and/or print an Event Details Report as a PDF document.
6. **Close Event, Reject Closure, or Drop Event.** On the Closure Checklist, click the Close Event button to fully close out the event in NMIS and add it to the Closed queue. Click the Drop Event button to drop the event record and add it to the Dropped queue. Click the Reject Closure button to send the event back into the Open queue. Provide the rationale for rejecting the event. A notification will be sent to the designated Center/contractor representative.

REOPEN A CLOSED EVENT OR A READY-FOR-CLOSURE EVENT

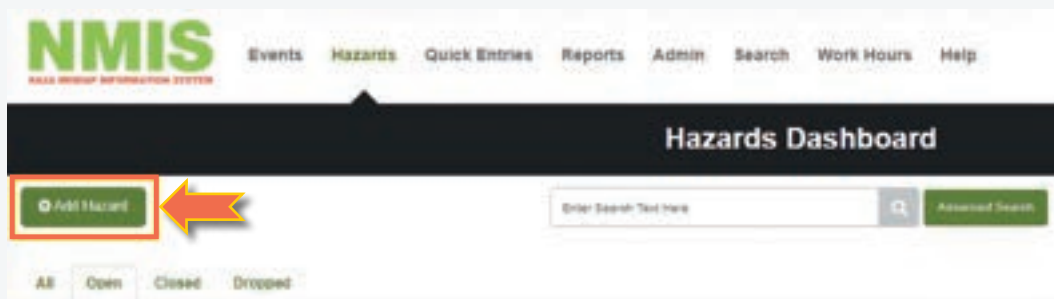
Once an event record is closed, only those with Local Admin or Center Data Manager roles can reopen it.

1. **Click Closed** on the Events Dashboard screen.
2. **Click on the Event ID** of the event you wish to reopen.
3. **Click Closure Checklist** in the left menu of the View Initial Information screen.
4. **Click Reopen Event** at the bottom of the Closure Checklist screen.
5. **Click OK** in the pop-up window to confirm that you want to reopen the event. The Events Dashboard screen appears and the reopened event is listed with a status of Open.

1. Log on to NMIS.
2. Click **Hazards** in the top navigation bar of the Events Dashboard screen.



3. Click the **Add New Hazard button** at the top of the list of hazards on the Hazards Dashboard screen.



4. **Complete fields as appropriate** on the Add Hazard screen. Fields marked with * are required. Use complete sentences in text fields to ensure accurate and thorough communication. See the appendices in this document for guidance on completing any field.
5. **Click Save.** The Hazards Dashboard screen appears with a notification that the hazard was successfully created and the new hazard appears in the list with a status of Open.

EDIT A HAZARD RECORD

1. **Click the Hazard ID on the Hazards Dashboard** to open the hazard.
2. **Add to or edit the information** in the fields as appropriate.
3. **Click Save.** Or click Cancel to return to the Hazards Dashboard screen without saving your entries.

If you wish, **click View Hazard Details** at the top of the screen to view and/or print a Hazard Details Report as a PDF document.

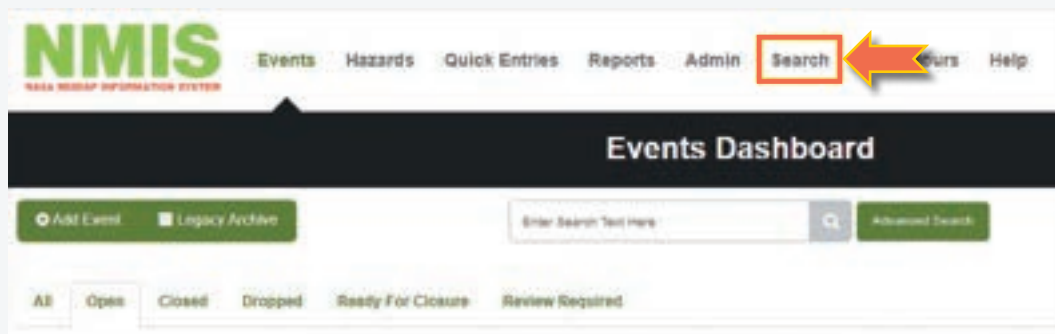
For information about the options at the bottom of the Edit Hazard screen, see the instructions to Review and Reconcile Quick Reports of Hazards following this section.

CENTER DATA MANAGER, CENTER SAFETY REP, CONTRACTOR SAFETY REP, LOCAL ADMIN, GLOBAL READ ONLY, MEDICAL NSC ANALYSIS, HFACS ANALYST, GLOBAL ADMIN

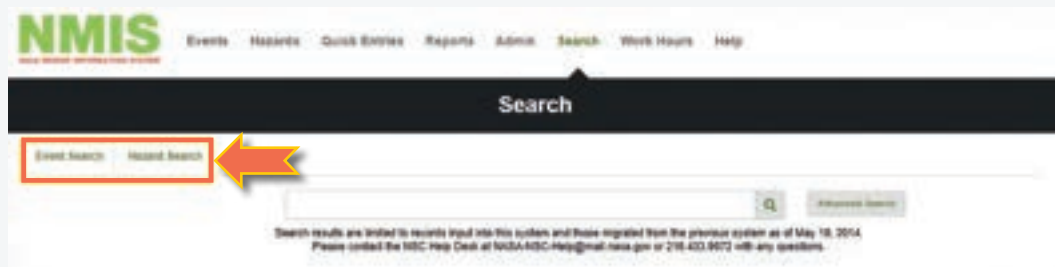
The information that you're able to search for and view depends on your NMIS role(s). For example, Center Safety Reps can only search for and view events that associated with their own Centers. Also note that the steps below allow you to search for and view events and hazards that were originally recorded in NMIS. To search for or download legacy data that was migrated to NMIS, click the Legacy Data Archive button on the Events Dashboard screen.

1. Log on to NMIS.

2. Click Search in the upper navigation bar on the Events Dashboard screen.



3. Select Hazard on the Search screen, as appropriate to the type of information you wish to search and view.



4. Enter search criteria and click Search to perform a keyword search of events or hazards.

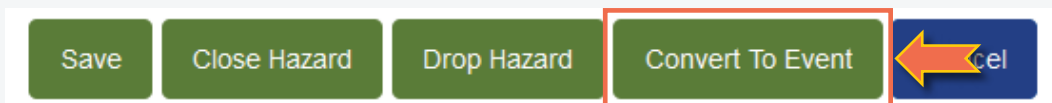
5. Click Advanced Search to perform an advanced search. **Enter search criteria and click Search.**

Note: Advanced Search can also be performed directly from the Event or Hazard dashboards.

1. Log on to NMIS.

2. Click **Convert to Event** on the hazard record. Converting a hazard to an event will give it a new event number.

Note: The new event number will not be the same as the Hazard number you converted to an Event.



3. A prompt for additional information will appear. This information is required to save an event in NMIS.

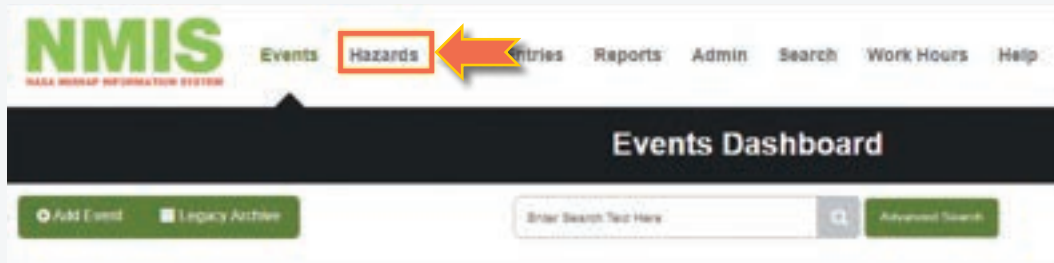
A dialog box titled 'Convert to Event' with a close button (X) in the top right corner. It contains three sections: 'Did Property Damage Occur?' with radio buttons for 'Yes' and 'No / Don't Know' (selected); 'Did Injury or Illness Occur?' with radio buttons for 'Yes' and 'No / Don't Know' (selected); and 'Event Classification*' with a dropdown menu showing 'Select a Classification...'. A red box highlights these three sections, and a yellow arrow points to the 'Did Injury or Illness Occur?' section. At the bottom are 'Save and Convert to Event' and 'Cancel' buttons.

4. After supplying the information, **click Save and Convert to Event**. This will save any existing changes to the hazard, and then migrate all of the data to a new event. After the save completes, you will be navigated to the newly created event.

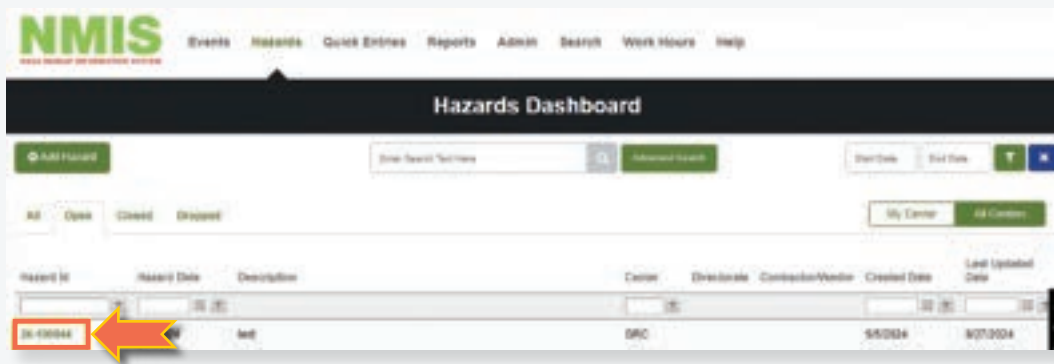
Note that there is some hazard data that does not exist in an event record. Those fields are copied as text to the "What Happened" field in the new event.

A text input field labeled 'What Happened?' with a red box around the label and a yellow arrow pointing to it. Below the label is a placeholder text: '(Please be as complete and descriptive as possible, without using names or gender)'. The field contains a text area with the following content: 'Hazard Id: 23-100003', 'Is the Problem Fixed? : No', 'Hazard Record Last Updated By: WIRKUS, IRENE', 'Suggested Action:', 'Hazard Report Notes: |', 'Action Taken: Action taken', 'Action Taken Date: 01/04/2023', 'Hazard Report Closed By:', 'Hazard Report Closed Date:', 'Verified or Accepted Date: 01/04/2023', 'Days To Complete Action: 0', 'Originally created by: Quick Entry 1/4/2023 8:23:37 AM'. At the bottom, it says '3636 characters are remaining.'.

1. Log on to NMIS.
2. Click **Hazards** at the top of the Events Dashboard screen.



3. Click the **Hazard ID** of the hazard you wish to close or drop.



4. Scroll to the bottom of the Edit Hazard screen and **click Close Hazard or Drop Hazard** as applicable. A dropped record is made unavailable to the system. It is not deleted from the database but is unavailable for editing unless reopened. It can be retrieved via the system search, but is not included in the Hazard Data Extract Report. A pop-up window will appear, asking if you're sure you want to close or drop the hazard record. **Click OK.**

REOPEN A CLOSED HAZARD

Once a hazard record has been closed, only those with Local Admin or Center Data Manager roles can reopen it.

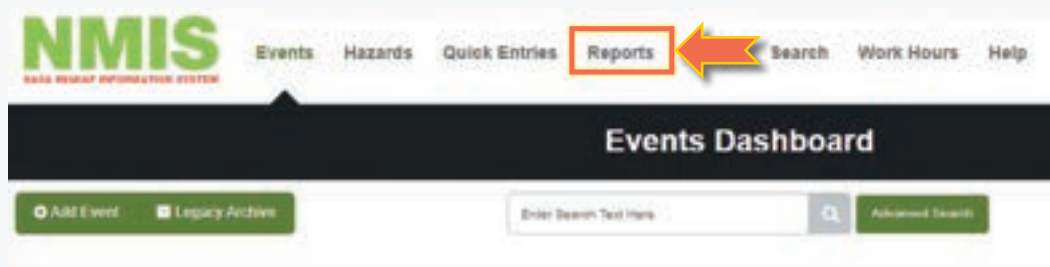
1. **Click Closed** on the Hazards Dashboard screen.
2. **Click on the Hazard ID** of the hazard you wish to reopen.
3. **Click Reopen Hazard** at the bottom of the View Hazard screen. The Hazards Dashboard screen appears and the reopened hazard is listed with a status of Open.

CENTER DATA MANAGER, CENTER SAFETY REP, CONTRACTOR SAFETY REP, LOCAL ADMIN, GLOBAL READ ONLY, MEDICAL, NSC ANALYST, HFACS ANALYST, GLOBAL ADMIN

The reports that can be run and the information contained in the reports depend on your NMIS role(s). For example, only Center Data Managers and Global Read-Only roles can run Agency-level reports.

1. Log on to NMIS.

2. Click **Reports** in the upper navigation bar of the Events Dashboard screen.



3. Click on the name of the report you wish to run on the NMIS Reports Menu screen. The available reports are:

REPORT	CONTENTS	NOTES
EVENTS		
DATA ENTRY AND MANAGEMENT		
Summary Report	Event counts and NASA classifications for event records within a specified date range. Include elapsed times from incident time to recording time and elapsed time since last update.	Useful for managing records and monitoring mandatory case updates.
Detailed Report	Statistics in the Summary Report and also a table of events for a specified date range showing key fields from the Event records.	
EVENT LISTINGS		
Daily Summary	Information on what was reported in NMIS during a specified date range.	Default dates are for prior workday, or you can change the start and/or end dates.
Data Extract Report	All the events information contained in NMIS, filtered by date range and status.	
Events – By Date and Status	All events, filtered by date range and status.	
Open Events	All Events with a status of Open.	
OSHA INJURY/ILLNESS CALCULATIONS		
Calculations are made from head count estimations provided to the NSC from the NASA Shared Services Center.		
Summary Chart	A summary of injury rate counts and calculations, filtered by date range.	Date ranges are restricted to a single calendar year, because the report provides the current and prior years' totals.

continued

CENTER DATA MANAGER, CENTER SAFETY REP, CONTRACTOR SAFETY REP, LOCAL ADMIN, GLOBAL READ ONLY, MEDICAL, NSC ANALYST, HFACS ANALYST, GLOBAL ADMIN

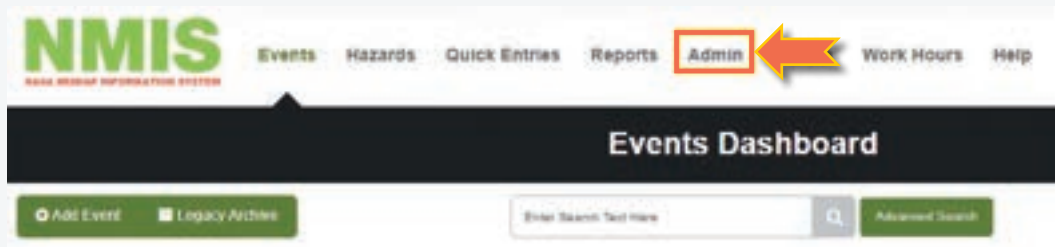
REPORT	CONTENTS	NOTES
Source Data	The source data for the calculations in the TCR/DAFWII Summary Chart, filtered by date range.	
Contract Summary Chart	OSHA injury/illness rates for a specified date range by contractor/vendor and contract number.	
NASA Organization Summary Chart	OSHA injury/illness rates for a specified date range by responsible NASA organization.	
TYPE A-D MISHAP RATES		
Calculations are made from head count estimations provided to the NSC from the NASA Shared Services Center.		
Summary Chart	Type A-D mishap rates for a specified date range.	
Source Data	The source data for the calculations in the Type A-D mishap Summary Chart.	
HAZARDS		
Data Extract Report	All the hazard information contained in NMIS during a specified date range.	
ADMINISTRATION		
User Role Report	All NMIS users at a Center, their NMIS role(s), email addresses, contract numbers (if applicable), and other contact information.	Available to NMIS users with the role of Center Data Manager.
OSHA		
OSHA300 & 300A	Log of Work-Related Injuries and Illnesses (300), along with the Summary (300A)	Compiles one-to-many NMIS event records into two Excel worksheets for use in completing OSHA forms. Totals calculate at download and are NOT updated if you change them in the report. Adjust formatting when printing this log. Switch to landscape orientation and fit sheet to one page. Example: https:// www.osha.gov/sites/default/files/OSHA-RK-Forms-Package.pdf
OSHA301	OSHA 301 – Injuries and Illnesses Incident Report	Worksheet report is run for all employees meeting the report criteria. Microsoft Excel provides a delete sheet capability that enables users to delete any unnecessary worksheets. Adjust formatting when printing this report. Switch to landscape orientation and fit sheet to one page. Example: https://www.osha.gov/sites/default/files/OSHA-RK-Forms-Package.pdf
MISHAP CODING DATA		
Mishap Coding Data	NSC Coding Events	All NMIS Event Coding for selected time period extracted to an Excel workbook
DYNAMIC REPORT		
Dynamic Reports	Dynamic Search of Events	Dynamic means to extract desired NMIS data to an Excel workbook

Two additional reports are available on other NMIS screens:

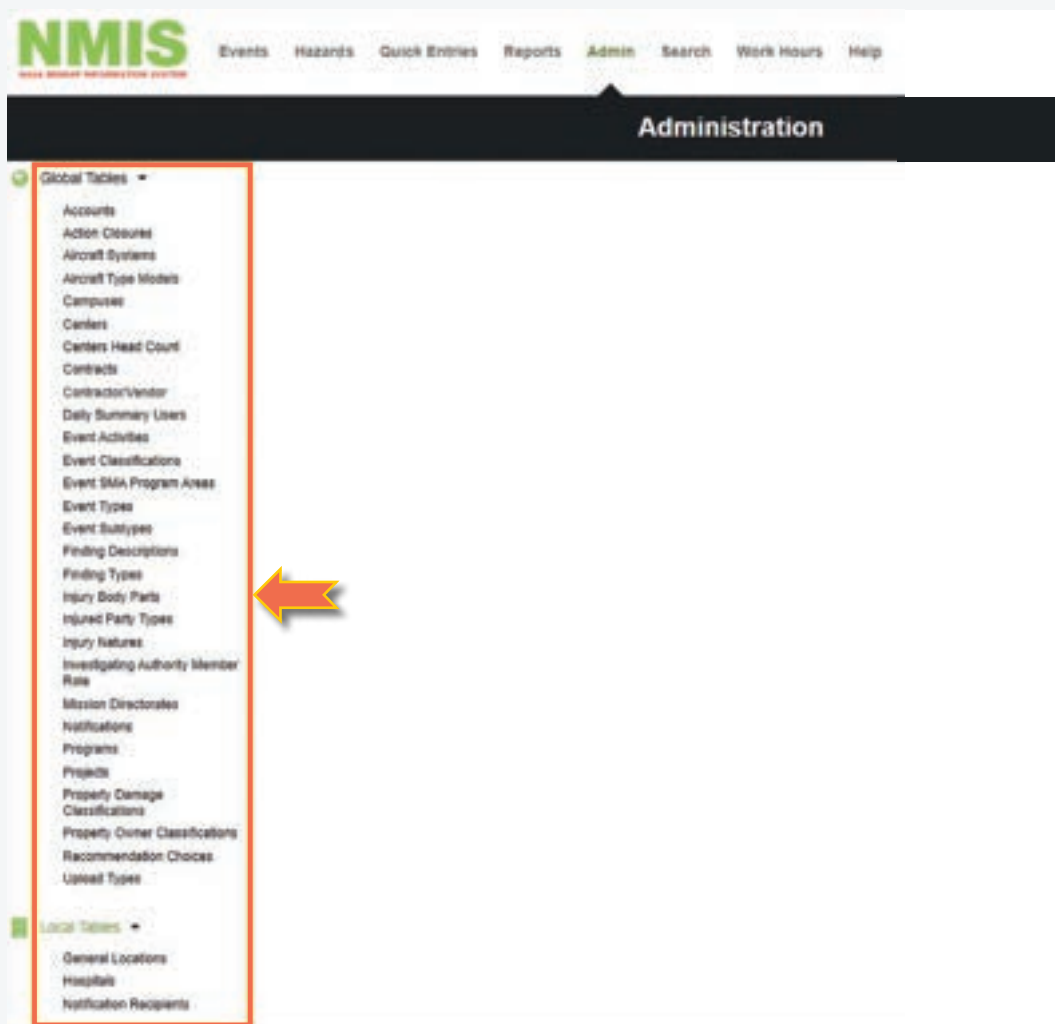
Event Details Report – Available via the **View Event Details** button on the Closure Checklist screen. Provides a PDF document of all event-related data.

Hazard Details Report – Available via the **View Hazard Details** button on the Edit Hazard screen. Provides a PDF document of all hazard-related data.

1. Log on to NMIS. The Events Dashboard screen appears.
2. Click **Admin** at the top of the Events Dashboard screen.



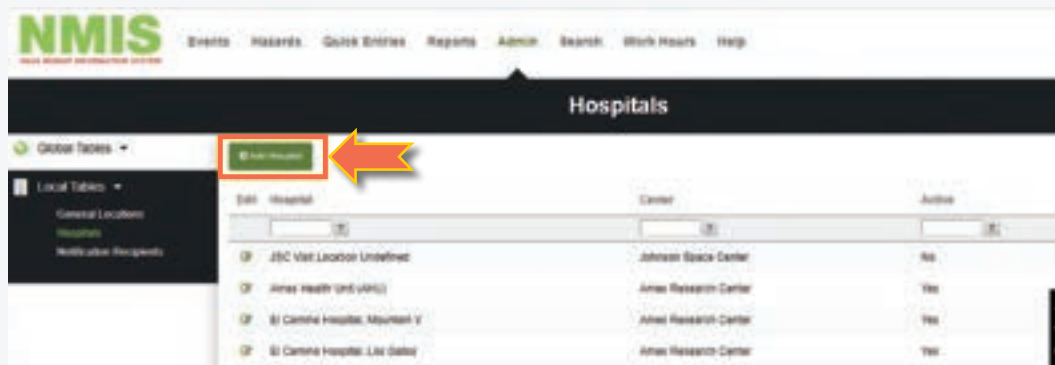
3. Click on the name of the table in the left menu for which you wish to make changes or additions. Note that NMIS 2.0 includes a Notifications table. A Global Administrator can enable or disable a user's ability to edit a Notification.



ADD A NEW ITEM TO A TABLE

Once an item has been added to a Center Table, it cannot be deleted. It can only be made inactive. Inactive values will continue to appear in legacy records, but cannot be used when creating new records.

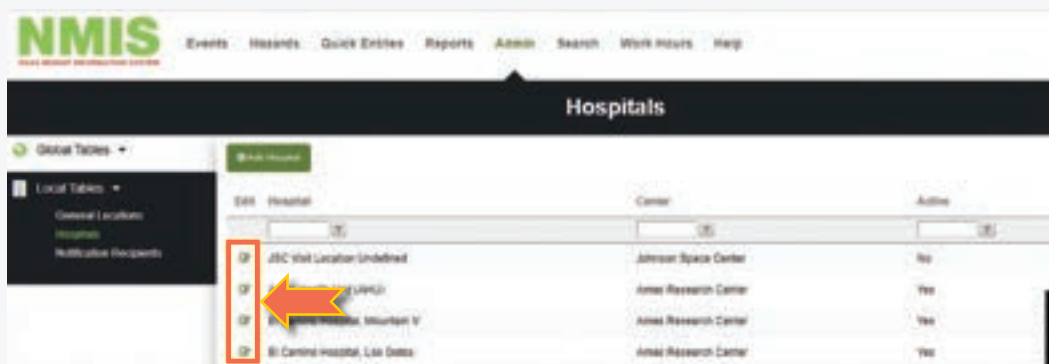
1. Click the **Add New...** button for the selected table. The screenshot below shows the Hospital table. The steps for adding to or editing other tables are the same.



2. Complete the fields as appropriate on the Create screen. Fields marked with * are required.
3. Click **Add**. The screen will refresh with a notification that the new item was successfully created. Note that the table values only sort in alphabetical order.

EDIT AN EXISTING ITEM IN A TABLE

1. Click the Edit icon next to the name of the item you wish to edit.



2. Edit the fields as appropriate on the Edit screen. Fields marked with * are required.

3. Check or uncheck the Active box at the top of the screen as appropriate.

- Only Active items are available for selection by NMIS users.
- Inactive items will be displayed when they are associated with an event record.
- Dates on which an item is made active and inactive will be displayed under the Active box on the screen the next time the item is viewed.

4. Click Update. The screen will refresh with a notification that the item was successfully updated. If the Active box was checked or unchecked, its status also will be updated in the Active column of the screen.

Some sections can only be edited by users with specific roles. Only NMIS users with the NSC Analyst role may add data to this section. The data in this section is used for role NMIS data analysis and trending purposes.

The screenshot displays the 'Edit NSC Coding and Analysis' interface within the NMIS system. The left-hand navigation menu includes several sections, with 'NSC Coding & Analysis' highlighted by a red rectangular box and an orange arrow pointing towards the main form area. The main form area is titled 'Edit NSC Coding and Analysis' and contains various input fields and checkboxes for coding the event. The fields include: Event Date, Center of Event, Brief Description of Event, Initial Response, NSC Coded Event Injury/Illness or Damage (with radio buttons for Injury or Illness, Damage, and N/A), NSC Coded Event Activity (a dropdown menu), NSC Coded Event BSA Program Area - Primary (a dropdown menu), NSC Coded Event BSA Program Area - Secondary (a dropdown menu), NSC Coded Mission Failure (with radio buttons for Yes and No), NSC Coded High Risk Event (with radio buttons for Yes and No), NSC Coded Initiating Event Type (a dropdown menu), NSC Coded Initiating Event Subtype (a dropdown menu), NSC Coded By (a text input field), and NSC Coded Verified By (a text input field). At the bottom of the form are 'Save' and 'Cancel' buttons.

Once coding has been verified, the NSC analyst must click Re-Open. After changes have been made, click Save. The event will need to be reverified.

Note: The NSC analyst who coded the event may not be the same NSC analyst who verifies the event.

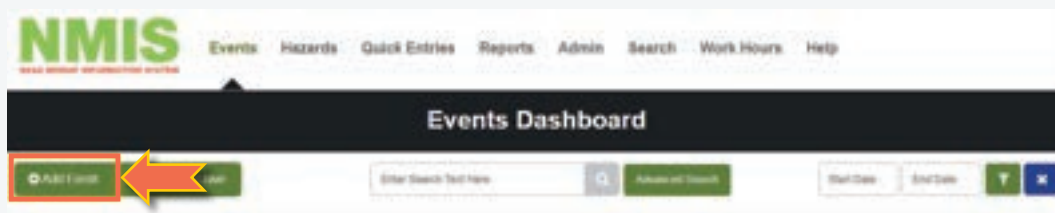
Some sections can only be edited by users with specific roles. Only NMIS users with the HFACS Analyst role may add data to this section. The data in this section is used for NASA Human Factors coding.

The screenshot displays the 'Add HFACS' form in the NMIS system. The left sidebar contains a menu with the following items: General Information, Event Overview, Properties & Settings, Findings / Corrective Actions, Investigation Tracking, Attachments, Closure Checklist, NRC Coding & Analysis, and HFACS Coding & Analysis. The 'HFACS Coding & Analysis' item is highlighted with a red box and an orange arrow. The main form area is titled 'Add HFACS' and contains the following fields:

- Event ID: 24 100024
- Event Date: [Text Field]
- Event Name: [Text Field]
- Location Name: [Text Field]
- Brief Description of Event: [Text Area]
- Classification: [Text Field]
- Is the Event High Priority?: [Radio Buttons: Yes, No]
- Did Property Damage Occur?: [Radio Buttons: Yes, No - Self Report]
- Estimated Cost: [Text Field]
- Final Cost: [Text Field]
- Light: [Radio Buttons: Red, Green]
- HFACS Team: [Text Field]
- Rationale/Explanation: [Text Area]
- HFACS Workshop Label: [Text Field]
- Weight: [Text Field]

This function is used only when injury/illness information needs to be recorded for an event that has not already been created in NMIS and the instructions are specific to users with the Medical role. If an event already exists in NMIS, refer to the instructions to Add Injury/Illness Information to an Event Record following this section.

1. **Log on to NMIS.** The Events Dashboard screen appears.
2. **Click the Add New Event button** near the top of the Events Dashboard screen.



3. **Complete the fields** on the Add New Event screen, each of which is marked with * indicating that it is required.

4. **Click Save.** The new event will be moved to the Review Required queue. (See Review Required section.)

HELP For Selected Fields

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
Action Closed By	The name of the authority closing out all corrective action for the mishap.
Action Closed Date	The calendar year, month, and local day when a post-mishap corrective action was closed out.
Action Closure	For A/B/High-Visibility corrective actions, a title of 2,000 characters for the action. For Type C/D/CC corrective actions, all applicable action closure types.
Action Taken	A description of 2,000 characters or less of the action performed to mitigate the reported hazard. Exclude PII and proper names of companies or products involved.
Action Taken Date	The calendar year, month, and local day when corrective action was taken.
Action Taken to Close	For a NASA Type A/B/High-Visibility Corrective Action Plan (CAP), a description of 2,000 characters or less of the action taken. May be copied from the CAP as long as the action was somehow known to be performed.
Action Verified By	The name of the NASA employee responsible to verify post-mishap corrective action.
Action Verified Date	The calendar year, month, and local day when a post-mishap corrective action was verified.
Agency ECO Name	For NASA Type A/B/High-Visibility investigations, the name of the NASA HQ Export Control Officer (ECO), when applicable.
Agency ECO Release Date	For NASA Type A/B/High-Visibility investigations, the calendar year, month, and local day that the NASA ECO approved the endorsed mishap report for release.
Agency Legal Name	For NASA Type A/B/High-Visibility investigations, the name of the NASA HQ Office of General Counsel advisor.
Agency Legal Release Date	For NASA Type A/B/High-Visibility investigations, the calendar year, month, and local day that the NASA HQ Office of General Counsel approved the endorsed mishap report for release.
Agency Medical Name	For NASA Type A/B/High-Visibility investigations, the name of the NASA HQ Office of the Chief Health and Medical Officer (OCHMO) advisor, when applicable.
Agency Medical Release Date	For NASA Type A/B/High-Visibility investigations, the calendar year, month, and local day that the NASA Chief Medical Officer approved the endorsed mishap report for release.
Agency PAO Name	For NASA Type A/B/High-Visibility investigations, the name of the NASA HQ Public Affairs advisor.
Agency PAO Release Date	For NASA Type A/B/High-Visibility investigations, the calendar year, month, and local day that the NASA HQ Public Affairs Office released the endorsed mishap report or some version of the report to Congress and the general public.
Aircraft Description	When property class is aircraft hardware/software, a description of 400 characters or less of the type and model of that aircraft. Exclude PII.
Aircraft Owner	The organization that owns the aircraft.
Aircraft System	All affected aircraft systems when NASA aircraft property damage is reportable under NPR 8621.1.
Aircraft Type Model	The type and model of an aircraft for which NASA is the aircraft owner.
Anonymous Report?	Applicable to the reporter of an event or hazard. An anonymous reporter cannot be contacted for further information.
AO CAP Approval Date	For NASA Type A/B/High-Visibility investigations, the calendar year, month, and local day that the Appointing Official approved the CAP for the mishap.
AO Closure Date	For NASA Type A/B/High-Visibility investigations, the calendar year, month, and local day that the Appointing Official signed the CAP closure statement for the mishap.
AO Endorsement Date	For NASA Type A/B/High-Visibility investigations, the calendar year, month, and local day that the Appointing Official signed the AO endorsement of the mishap report.
Appointing Official Briefing Date	For NASA Type A/B/High-Visibility investigations, the mishap report outbriefing date (date signed by the Investigating Authority).
Appointing Official Briefing Waived?	Indicates whether or not the Safety and Mission Assurance (SMA) Mishap Investigation Program Manager waived the requirement for an Appointing Official outbrief.
Appointment Letter Date	For NASA Type A/B/High-Visibility investigations, the calendar year, month, and local day of appointment letter signature.
Appointing Official (AO)	For Type A/B/High-Visibility incidents requiring a NASA safety investigation per NPR 8621.1, the position of the NASA Appointing Official.
Assigned Employee Name	The NASA employee responsible for post-mishap corrective action.
Assigned To	The party responsible for mitigating the reported hazard.
Behavior-Based Finding	Applicable when a finding relates to employee behaviors in the same-day timeframe leading up to the event. Used for trending purposes.

continued

HELP For Selected Fields *cont.*

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
Brief Description of Event	A description of 2,000 characters or less that summarizes how energy transferred from a source to a target resulted in an undesired outcome, and the nature of the outcome in terms of injury, illness, damage, or Mission impact. Exclude PII, medical diagnoses or treatments, facts from prior to the energy transfer, and facts following the undesired outcome, the nature of injury, and proper names of companies or products involved.
Campus	The component facility, if applicable, where the event occurred or hazard existed at the time of report.
CAP Actions Complete Date	For NASA Type A/B/High-Visibility investigations, the calendar year, month, and local day when final corrective action was verified complete for the mishap.
Center	The NASA Center, component facility, real property, or international zone where the event occurred or hazard existed at the time of report.
Center ECO Name	For NASA Type A/B/High-Visibility investigations, the name of the Center Export Control advisor , if applicable.
Center ECO Release Date	For NASA Type A/B/High-Visibility investigations, the calendar year, month, and local day when the Export Control Advisor to the Investigating Authority approved the mishap report for signature.
Center Legacy Number	The number for an event as recorded in a local Center database. Leave blank if no data about an event was entered in a local database.
Center Legal Name	For NASA Type A/B/High-Visibility investigations, the name of the Center Legal Advisor.
Center Legal Release Date	For NASA Type A/B/High-Visibility investigations, the calendar year, month, and local day when the Legal Advisor to the Investigating Authority approved the mishap report for signature.
Center Medical Name	For NASA Type A/B/High-Visibility investigations, the name of the Center Medical Advisor, if applicable.
Center Medical Release Date	For NASA Type A/B/High-Visibility investigations, the calendar year, month, and local day when the Medical Advisor to the Investigating Authority approved the mishap report for signature.
Center of Record	The NASA Center, component facility, real property, or international zone where the event occurred or hazard existed at the time of report.
Center PAO Name	For NASA Type A/B/High-Visibility investigations, the name of the Center Public Affairs Advisor .
Center PAO Release Date	For NASA Type A/B/High-Visibility investigations, the calendar year, month, and local day that the Center Public Affairs Office locally released the endorsed mishap report or some version of the report.
Contract	The NASA contract number when property damage is reportable under NPR 8621.1 and NASA contractor activity is involved, or when an injured employee is a contractor.
Corrective Action Details	A description of 4,000 characters or less that provides enough information about named corrective actions that an independent verifier could locate and identify what changed as a result of the actions. Exclude PII and proper names of companies and products involved.
Damage Description	A description of 2,000 characters or less of the nature and extent of property damage (other than damage to aircraft) at a whole-system function level.
Damaged Item Description	A description of 400 characters or less of the nature and extent of damage to each affected area or component when there is property damage (other than aircraft) reportable under NPR 8621.1.
Damaged Item Identifying Number	The component-level nomenclature of property when there is property damage (other than aircraft) reportable under NPR 8621.1. Exclude PII.
Date Hazard Was Noted	The calendar year, month, and local day when the hazard was discovered by the reporter.
Days Away	Applicable if an employee is unable to perform any work for at least one workday beyond the day the injury or illness event occurred and the injury or illness was work-related.
Description - Restricted Duty	The restriction(s) to work that was imposed. Exclude PII and proper names of companies or products involved.
Did an Injury Occur?	Applicable when an injury or illness requires at least first aid treatment (OSHA definition).
Did Injury or Illness Occur?	Applicable when an injury or illness requires at least first aid treatment (OSHA definition).
Did Property Damage Occur?	Applicable when reportable damage to NASA property or to other property as a result of NASA activity occurs, as defined in NPR 8621.1. If damage to a reportable direct cost level is believed to occur but property owner or activity funding is unknown, answer Yes and classify as a NASA incident (A/B/C/D/Close Call) or Non-NPR 8621.1 as desired. Change the field entry as appropriate facts are known.
Did the Event Occur Indoors or Outdoors?	Outdoors also refers to underground or underwater events (unless the events occurred inside fixed structures) and to inside vehicles that are outside any fixed structures.

continued

HELP For Selected Fields *cont.*

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
Did the Event Occur on NASA Property?	Refers to NASA-owned real property. Also known as on-site.
Disciplinary Action Taken	Applies to Type C/D/CC when the CAP or action taken in absence of a CAP includes this control.
Do You Wish to Report Anonymously?	If Yes is selected, the reporter cannot be contacted for further information.
Employee Instructed	Applies to Type C/D/CC when the CAP or action taken in absence of a CAP includes this control.
Employee Trained	Applies to Type C/D/CC when the CAP or action taken in absence of a CAP includes this control.
End Date (if Observation or Inpatient checked)	The calendar year, month, and local day of the last hospitalized day.
Endorsement Request Date	For NASA Type A/B/High-Visibility investigations, the calendar year, month, and local day that the Appointing Official requested endorsements from endorsers.
Estimated Cost	The estimated direct cost for damaged or lost property from when the event occurred until the mishap investigation report is signed, per the NPR 8621.1 calculation method. After 24 hours and before mishap report signature, estimate should be updated if new information changes mishap classification criteria.
Estimated Completion Date	The calendar year, month, and local day when a post-mishap corrective action was planned for completion.
Evaluation Only	Applicable when employee is seen by a medical professional only for a medical evaluation, scheduled or unscheduled (OSHA requirement).
Event Activity	Based on data in other NMIS fields, the Activity ongoing at the time of the event (NMIS Analyst role only).
Event Classification	The NASA mishap or close call classification per NPR 8621.1. Non-8621.1 Reportable applies when a Center requires that a non-NPR 8621.1 event be tracked in NMIS or an event is downgraded to non-NPR 8621.1 reportable.
Event Classification Based On	The basis for classification according to most serious loss per NPR 8621.1 Table A.
Event Date	The calendar year, month, and local day when the event was discovered by the reporter.
Event SMA Program Area	The relevant Program able to mitigate risks relevant to the event. (NMIS Analyst role only.)
Event Subtype	The energy transfer subtype that best describes the event after the Event Type field is completed, according to the hierarchy of event types when multiple transfers of energy occur.
Event Time	The local time when the event was discovered by the reporter.
Event Time Zone	The time zone where the event took place. Greenwich Mean Time (Zulu Time) is applicable for aviation and spaceflight events if it's most relevant to other event data.
Event Time, if known	The local time when the event occurred.
Event Time, time zone	The time zone where the event took place. Greenwich Mean Time (Zulu Time) is applicable for aviation and spaceflight events if it's most relevant to other event data.
Event Type	The energy transfer type that best describes the event, and according to the hierarchy of event types when multiple transfers of energy occur.
Fatality	Applicable if an employee suffered a fatal injury or illness at an on-site NASA workplace.
Fatality Date	The calendar year, month, and local day of the fatality.
Fatality Location	The address or GPS coordinates of the location of the fatality.
Final Cost	The direct cost, according to the NPR 8621.1 calculation method for damaged or lost property as is best known at the time of mishap investigation report signature.
Finding Description	Applicable to Type C/D/CC investigations. When selection is Other, describe finding in the Finding Details field.
Finding Details	A description of 4,000 characters or less of a single investigation finding. Exclude PII and proper names of companies or products.
Finding Type	The applicable type for each investigation finding.
First Aid Given	Applicable when first aid is given due to the event. OSHA requirement.
First Aid Treatment Date	The calendar year, month, and local day when first aid was given.

continued

HELP For Selected Fields *cont.*

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
First Aid Treatment Description	The type of first aid treatment(s) provided.
First Aid ID Treatment Provider	The name of the first aid provider.
Further Study Required	Applicable to Type C/D/CC when the CAP or action taken in absence of a CAP includes this control.
Hazard Description	A description of 2,000 characters or less of a hazard's physical appearance or behavior and how it can contribute to or cause a mishap. When possible, include sufficient information to develop effective corrective action. Exclude PII, medical diagnoses or treatments, facts irrelevant to the hazard itself or to whatever event sequence created the hazard, the nature of any injury, and proper names of companies or products.
Hazard Report Notes	A description of 2,000 characters or less of relevant information on a hazard report that's not addressed by other NMIS fields. Exclude PII and proper names of companies or products.
Hazard Time Zone	The time zone where the hazard is located. Greenwich Mean Time (Zulu Time) is applicable for aviation and spaceflight hazards if it's most relevant to other event data.
Injured Party	The name of the injured employee.
Injured Party Address 1	Work address.
Injured Party Address 2	Work address.
Injured Party Birth Date	Used for demographic trending.
Injured Party Campus	The Center campus where the injured NASA employee works.
Injured Party City	City of work location.
Injured Party Directorate	The Center directorate code or name where the injured NASA employee works.
Injured Party Sex	Used for demographic trending.
Injured Party Phone	Work phone number.
Injured Party Physician	The treating physician's full name and title (OSHA requirement).
Injured Party Start Time	Time when injured party began work shift on the day of the event (OSHA requirement).
Injured Party State	State of work location.
Injured Party Taken to a Medical Facility?	Applicable when an employee was transported or went on his/her own to a medical treatment facility.
Injured Party Type	Type of employee who was injured. If Other, describe in Other Injured Party Type Description field.
Injured Party Zip Code	Work location.
Injury Body Part	Location of an injury.
Injury Body Part Parent	General location of an injury.
Injury/Illness Description	A description of 2,000 characters or less of how an injury took place in the work environment or how exposure to an illness-causing stressor occurred. If applicable, include how rapid treatment or delayed treatment affected the seriousness of an injury/illness. Exclude PII, diagnoses and actual treatments provided, and proper names of companies or products.
Inpatient	Applicable when an injured employee is hospitalized as an inpatient, as determined by the hospital.
Investigating Authority Type	The type of Investigating Authority for a Type A/B/High-Visibility incident.
Investigation Due Date	The completion due date from the appointment letter for Type A/B/High-Visibility investigations, if different from the 75-day default prescribed by NPR 8621.1.
Is Center Owned	Applicable when a NASA Center is accountable for the real property, structure, hardware, software, or equipment.
Is Mission Directorate Owned	Applicable when a NASA Mission directorate is accountable for the real property, structure, hardware, software, or equipment.
Is the Event High-Visibility?	Applicable when a NASA event has received High-Visibility designation by the Appointing Official.
Is the File Restricted?	Applicable to file content which is subject to Privacy Act, SBU, ITAR, or proprietary restrictions
Is the Problem Fixed?	Indicates if corrective action is complete, or if a hazard is mitigated or otherwise reduced to an acceptable level.

continued

HELP For Selected Fields *cont.*

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
Local CAP Actions Complete Date	The calendar year, month, and local day when all corrective actions were completed for Type C/D/CC investigations.
Local Endorsement Complete Date	The calendar year, month, and local day when an endorsement was completed for Type C/D/CC investigations.
Local Report Complete Date	The calendar year, month, and local day when a report was completed for Type C/D/CC investigations.
Location	Location of hospital where an injured party was hospitalized.
Loss of Consciousness	Applicable when an injured party suffers a complete loss of consciousness for any length of time (OSHA requirement).
Lost Work End Date	The calendar year, month, and local day of the last lost workday when an injured employee was on restricted duty.
Lost Work Start Date	The calendar year, month, and local day of an injured employee's first lost workday.
Maintenance/Engineering Action Completed	Applicable to Type C/D/CC events when a CAP or action taken in absence of a CAP includes this control.
Medical Treatment	Applicable when an employee receives treatment beyond first aid from a medical professional.
Medical Treatment Date	The calendar year, month, and local day when medical treatment was provided to an injured employee.
Medical Treatment Description	The type of medical treatment given to an injured employee.
Medical Treatment Facility	The name of the medical facility at which an injured employee was treated.
Member Mail Code	Mail codes for Investigating Authority members for Type A/B/High-Visibility investigations.
Member Name	Names of Investigating Authority members for Type A/B/High-Visibility investigations.
Member Phone Number	Phone numbers for Investigating Authority members for Type A/B/High-Visibility investigations.
Member Role	Roles of Investigating Authority members for Type A/B/High-Visibility investigations.
Member Role Modifier	Further descriptions of roles of Investigating Authority members for Type A/B/High-Visibility investigations.
MIB Finding	A single finding description of 4,000 characters or less for Type A/B/High-Visibility events, which indicates some effect concluded from facts. Exclude PII and proper names of companies or products.
Mishap Report Date	The date on which the mishap report for a Type A/B/High-Visibility investigation was signed by the Investigating Authority.
Moved to Hazard Abatement Tracking System	Applicable to Type C/D/CC events when a CAP or action taken in absence of a CAP includes this control.
NASA Center	The NASA Center, component facility, real property, or international zone where a hazard existed at the time of report.
Nature of Injury	The nature of an employee's injury. If Other is selected, provide a description in the Injury/Illness Description field.
Property Damaged by Contractor - No	Applicable when NASA action or inaction directly led to NASA property damage.
No Action Required	Applicable when no other option will be selected for Type C/D/CC events.
Notes - Injury Details	A description of 4,000 characters or less that provides information about an injury or illness that's not covered in other NMIS fields or attached files. Exclude PII, medical diagnoses or treatments, facts from prior to the energy transfer and facts following the undesired outcome, the nature of an injury and body part injured, and proper names of companies or products.
Notes - Property Damage to Aircraft Hardware/Software	A description of 2,000 characters or less that provides additional details about property damage of aircraft hardware/software that's not covered in other NMIS fields or attached files. Exclude PII and proprietary, classified, and ITAR data.
Notes - Corrective Action for Type A/B/High-Visibility Events	A description of 4,000 characters or less for Type A/B/High-Visibility corrective actions. Exclude PII.
Notes - Investigation Tracking for Type A/B/High-Visibility Events	Further notes about the outbrief, endorsement, release processes, or other information about Type A/B/High-Visibility investigations. Exclude PII.
NSC Coded By	The name of the employee coding Activity and Program for an event (NMIS Analyst role only).

continued

HELP For Selected Fields *cont.*

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
NSC Verified By	The name of the employee verifying the coding of Activity and Program for an event (NMIS Analyst role only).
Observation	Applicable when an employee was hospitalized (admitted) in observation status versus inpatient status.
OCE Endorsement Date	The calendar year, month, and local day that the NASA Chief Engineer signed the Office of the Chief Engineer (OCE) endorsement of the mishap report for a Type A/B/High-Visibility investigation.
OCHMO Endorsement Date	The calendar year, month, and local day that the Chief Medical Officer signed the OCHMO endorsement of the mishap report for a Type A/B/High-Visibility investigation.
OSMA Endorsement Date	The calendar year, month, and local day that the Chief of OSMA signed the OSMA endorsement of the mishap report for a Type A/B/High-Visibility investigation.
OSMA Name Notified	The name of the OSMA staff person who received notification as required per NPR 8621.1.
OSMA Notified By	The name of the person who notified OSMA as required per NPR 8621.1.
OSMA Phone Notification Date	The calendar year, month, and local day when OSMA notification was made.
OSMA Phone Notification Time	The local time when phone notification was made to OSMA.
Other Administrative Control Applied	Applicable to Type C/D/CC events when a CAP or action taken in absence of a CAP includes this control.
Owner	The type of employee who owns the event or hazard.
Owner Description	A description of 400 characters or less describing the owning organization when an incident involves aircraft and the aircraft owner is non-NASA.
Owner Directorate	The owning Center directorate for events with NASA property damage, which is reportable under NPR 8621.1.
Owning Campus	The owning campus for events with NASA property damage, which is reportable under NPR 8621.1.
Owning Center	The owning Center for events with NASA property damage, which is reportable under NPR 8621.1.
Owning Contractor/Contract Number	The number of the contract that funded the activity ongoing at the time and place of an event or hazard.
Owning Directorate	The responsible Center directorate at the time an actual or potential injury, illness, Mission impact, and/or property damage occurred during a NASA-funded activity.
Permanent Partial Disability	Applicable when a physician who is qualified to make a determination of permanent partial disability has done so and the determination is due to the event (OSHA requirement).
Permanent Total Disability	Applicable when a physician who is qualified to make a determination of permanent total disability has done so and the determination is due to the event (OSHA requirement).
Personal Protective Equipment Issued	Applicable to Type C/D/CC events when a CAP or action taken in absence of a CAP includes this control.
Pest Control Activity Performed	Applicable to Type C/D/CC events when a CAP or action taken in absence of a CAP includes this control.
Pre-existing Injury	Applicable according to OSHA requirement to determine work-relatedness of an injury/illness event.
Primary Aircraft System	The aircraft system that suffered the most damage or posed the most damage risk as the result of an event.
Program	The owning Program for events with NASA property damage, which is reportable under NPR 8621.1.
Project	The owning Project for events with NASA property damage, which is reportable under NPR 8621.1.
Property Class	The value that best describes the damaged property when there is property damage reportable under NPR 8621.1.
Property Damaged by Contractor	Indicates if contractor action or inaction directly led to NASA property damage.
Property Owner	The owning organization for damaged property when the damage is reportable under NPR 8621.1.
Recommendation – Type A/B/HV Event	A recommendation description of 2,000 characters or less for a Type A/B/High-Visibility event that addresses a finding in a clear, verifiable, practical manner and mitigates risk to a level acceptable to the Appointing Official. Exclude PII and proper names of companies or products.
Recommendation – Type C/D/CC Event	The most appropriate recommendation of those provided. None is applicable if a hazard cannot be controlled by NASA.

continued

HELP For Selected Fields *cont.*

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
Regulation/Standard/ Procedure Modified	Applicable to Type C/D/CC events when a CAP or action taken in absence of a CAP includes this control.
Related Recommendation(s)	Recommendation(s) that should be traced to a Type A/B/High-Visibility corrective action.
Reported Date/Time	The calendar year, month, local day, and time when the event occurred.
Reported Time Zone	The local time zone where the event occurred.
Reporter	The name of the eyewitness to the event or hazard relaying the initial report of facts to the submitter. The reporter and submitter can be the same person.
Reporter Center Affiliation	NASA Center of the person reporting an event or hazard, or visitor.
Reporter Org Code	NASA organizational code of the person reporting an event or hazard for NMIS submission. Not applicable for non-NASA NMIS users.
Reporter Phone Number	The work phone number of a person reporting an event or hazard for NMIS submission.
Responsible Mission Directorate	The owning Mission directorate when there is property damage reportable under NPR 8621.1.
Restricted Duty End Date	The calendar year, month, and local day of the last restricted duty workday.
Restricted Duty Start Date	The calendar year, month, and local day of the first restricted duty workday.
Restricted Duty/Job Transfer	Applicable when restricted work occurs when an employer keeps the employee from one or more routine functions of his/her job for at least one workday beyond the day that an injury/illness occurred (OSHA requirement).
Safety Briefing Conducted	Applicable to Type C/D/CC events when a CAP or action taken in absence of a CAP includes this control.
Specific Location	A description of 200 characters or less of the location of an event that's sufficient to identify relevant physical hazards present.
Specific Location of Event	A description of 200 characters or less of the location of an event that's sufficient to identify relevant physical hazards present.
Start Date	The calendar year, month, and local day of the first day of hospitalization.
Suggested Action	A statement of 2,000 characters or less that recommends action to prevent a mishap related to an event or hazard. Exclude PII and proper names of companies or products.
Supervisor Name	The name of the injured employee's supervisor.
Tail ID Number	The NASA tail number of an aircraft when there is NASA aircraft property damage reportable under NPR 8621.1.
Time Hazard Was Noted	The local time when a hazard was discovered by the reporter.
Time Zone	The time zone for the location where the injured party worked on the day of the event.
Title	File name.
Training, Counseling, or Awareness Performed	Applicable to Type C/D/CC events when a CAP or action taken in absence of a CAP includes this control.
Treated in Emergency Room	Applicable when an employee is treated in an Emergency Room (ER). Formal admission to the ER is not required (OSHA requirement).
Treatment Refused by Injured Party	Applicable when an employee refuses treatment and receives no medical treatment as a result of the event.
Unsafe Condition Corrected	Applicable to Type C/D/CC events when a CAP or action taken in absence of a CAP includes this control.
Upload Type	Type of file attachment.
Was There Mission Failure?	Indicates if there was impact to completion of critical NASA Mission milestones, flight hardware, or software.
Were Emergency Services Notified?	Indicates if a call was made to any on-site or off-site emergency services.
What Happened?	A description of 4,000 characters or less that summarizes what happened and how at the scene of an event. Describes the energy source, energy transfer, and undesired outcome for each loss or potential loss during the event. Exclude PII, medical diagnoses or treatments, facts from prior to the energy transfer and facts following the undesired outcome, the nature of injury and body part injured, and proper names of companies or products.

continued

HELP For Selected Fields *cont.*

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
What Is the Visibility Level?	Indicates whether a NASA High-Visibility event is visible at the Agency or Center Director level.
What Object/Substance Directly Harmed Employee?	A description of the source(s) responsible for an injury or illness, or source(s) that precipitated the event or exposure (OSHA 301 requirement).
What Was the Employee Doing Just Before the Incident Occurred?	A description of the activity and the tools, equipment, or material the employee was using just prior to an incident (OSHA 301 requirement).

HELP For Selected Fields

FIELD NAME		NASA DATA ELEMENT INSTRUCTIONS
REPORT AN EVENT/HAZARD - QUICK ENTRY		
Date Noted		WHEN: Enter the calendar year, month, and local day WHEN the event occurred, or hazard was discovered by the reporter.
Time Noted		WHEN: Enter the local time WHEN the event occurred, or hazard was discovered by the reporter.
Time Zone (required to create record)		WHEN: Enter the time zone where the event occurred or hazardous condition existed. For aviation and spaceflight hazards, Greenwich Mean Time (also called Zulu Time) may be entered if that time zone is most relevant to other data.
Center		WHERE: Enter the NASA Center, component facility, real property, or international zone (e.g., ocean, sea, airspace designation, orbit ground track, or ballistic path) WHERE the event occurred, or hazard existed at the time of report.
Campus		WHERE: Enter the component facility, if applicable, WHERE the event occurred or hazard existed at the time of report. (Examples: Plum Brook Station, IV&V, NASA OIG, Ellington Field.)
General Location		WHERE: Enter the NASA or non-NASA facility structure or area WHERE the event occurred or hazard existed at the time of report. (Examples: Building 2, Shuttle Landing Facility, Rocket Garden.)
Specific Location		WHERE: A description of 200 characters or less to describe WHERE the specific location is. Provide sufficient details to identify relevant physical hazards present. Examples: Room B1012; NE corner of Columbia Blvd. and Avenue A; 38 degrees 43 minutes 7 seconds north, 122 degrees 6 minutes 33 seconds east at 38,000 MSL (aircraft) or 256 miles (spacecraft).
What Happened or What was Observed.		WHAT: Describe in 2,000 characters or less WHAT and HOW the event occurred or how the hazard could lead to a mishap or close call and any suggested action. Exclude PII and medical diagnoses or treatments. Exclude facts irrelevant to the hazard itself or to whatever event sequence created the hazard. Exclude the nature of any injury (e.g., laceration, bruise) or body part injured. Exclude proper names of companies or products involved.
Is the Problem Fixed?		Answer the question: Is corrective action complete?
Did Injury/Illness Occur?		Yes or no/don't know: Did an injury or illness occur that would need at least first aid treatment as defined by OSHA?
Did Property Damage Occur?		Yes or no/don't know: Did damage occur as a result of a NASA-funded activity, or to NASA property as a result of any activity?
Do You Wish to Report Anonymously?		Answer the question: May you be contacted for more information?
Reporter		WHO: Enter the last name, comma, first name of the eyewitness to the event or hazard relaying the initial report of facts to the submitter. The reporter and submitter can be the same person. Select the correct NED name supplied.
ADD/EDIT HAZARD		
Date Hazard Was Noted		WHEN: Enter the calendar year, month, and local day WHEN the hazard was discovered by the reporter.
Time Hazard Was Noted		WHEN: Enter the local time WHEN the hazard was discovered by the reporter.
Hazard Time Zone		WHEN: Enter the time zone where the hazardous condition existed. For aviation and spaceflight hazards, Greenwich Mean Time (also called Zulu Time) may be entered if that time zone is most relevant to other data.
Center		WHERE: Enter the NASA Center, component facility, real property, or international zone (e.g., ocean, sea, airspace designation, orbit type, or ballistic path) WHERE the event occurred or hazard existed at the time of report.
Campus		WHERE: Enter the component facility, if applicable, WHERE the hazard existed at the time of report. (Examples: Plum Brook Station, IV&V, NASA OIG, Ellington Field.)
General Location		WHERE: Enter the NASA or non-NASA facility structure or area WHERE the event occurred or hazard existed at the time of report. (Examples: Building 2, Shuttle Landing Facility, Rocket Garden.)
Specific Location		WHERE: Describe the location in 200 characters or less. to describe WHERE the specific location is. Provide sufficient details to identify relevant physical hazards present. Examples: Room B1012; NE corner of Columbia Blvd. and Avenue A; 38 degrees 43 minutes 7 seconds north, 122 degrees 6 minutes 33 seconds east at 38,000 MSL (aircraft) or 256 miles (spacecraft)..

continued

HELP For Selected Fields *cont.*

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
Hazard Description	WHAT: Describe in 2,000 characters or less WHAT the hazard's physical or behavioral appearance is and how it can contribute to or cause a mishap. Include enough information, if possible, to develop effective corrective action. Examples: • Driver was driving too fast for the icy road conditions. • Pressure vessel exterior had severe intergranular corrosion surrounding the emergency relief valve. Exclude PII, medical diagnoses or treatments. Exclude facts irrelevant to the hazard itself, or irrelevant to whatever event sequence created the hazard. Exclude the nature of any injury (e.g., laceration, bruise) or body part injured. Exclude proper names of companies or products involved.
Center (required to create record)	WHAT: Enter the NASA Center responsible for the injured/ill person or responsible for damage to NASA property.
Employer (required to create record)	WHAT: Enter the employer (Civil Servant, Contractor, Non-Appropriated Funds Employee) responsible for the injured/ill person or responsible for damage to NASA property.
NASA Directorate	WHAT: Enter the NASA directorate responsible for the injured/ill person or responsible for damage to NASA property.
NASA Organization	WHAT: Enter the NASA organization responsible for the injured/ill person or responsible for damage to NASA property.
Contractor/ Vendor	WHAT: Enter the contractor/vendor responsible for the injured/ill person or responsible for damage to NASA property.
Contract Number	WHAT: Enter the contract number for the injured/ill person or responsible for damage to NASA property.
Suggested Action	WHAT: Enter 2,000 characters or less for the corrective action you recommend to mitigate the hazard and/or prevent a potential mishap. Examples: Apply nonskid material to steps at (location), correct the (name) procedure to perform (process) to read (content here), conduct a hazard assessment for (system or process) prior to (critical date). Exclude PII and proper names of companies or products involved.
Is the Problem Fixed?	Answer the question: Is the hazard mitigated or risk otherwise reduced to an acceptable level?
Anonymous Report?	WHO: Answer the question: Does the reporter wish to remain anonymous?
Reporter	WHO: Enter the name of the eyewitness to the hazard relaying the initial report of facts to the submitter. The reporter and submitter can be the same person. If not supplied by NED or supplied incorrectly, enter the last name directly.
Assigned To	WHO: Enter the last name of the responsible party to mitigate the reported hazard. If not supplied by NED or supplied incorrectly, enter the last name directly.
Action Taken	WHAT: Enter 2000 characters or less for action that was performed to mitigate the reported hazard. Examples: Applied nonskid material to steps at (location), corrected the (name) procedure to perform (process) to read (content here), conducted a hazard assessment for (system or process); see attachment for findings and specific corrective actions. Exclude PII and proper names of companies or products involved.
Action Taken Date	WHEN: Enter the calendar year, month, and local day WHEN corrective action was taken.
Hazard Report Notes	WHAT: Enter a description of 2,000 characters or less for any other relevant information on the hazard report not addressed by other NMIS hazard report fields. Exclude PII and proper names of companies or products involved.
ADD/EDIT EVENT	
Center of Event	WHERE: Enter the NASA Center, Component Facility, Real Property, or International Zone WHERE the event occurred. For situations where the event occurs offsite, the "Responsible Center" is selected as the "Center of Event." To change the Center of Event, please contact the NSC Help Desk.
Campus of Event	WHERE: Enter the NASA Center Campus/Component Facility WHERE the event occurred. For situations where the event occurs offsite, select the NASA Center's main Campus/Component Facility as the "Campus of Event."
Event Date (required to create record)	WHEN: Enter the calendar year, month, and local day WHEN the event was discovered by the reporter.
Event Time (required to create record)	WHEN: Enter the local time WHEN the event was discovered by the reporter.

continued

HELP For Selected Fields *cont.*

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
Event Time Zone (required to create record)	WHEN: Enter the time zone where the event took place. For aviation and spaceflight events, Greenwich Mean Time (also called Zulu Time) may be entered if that time zone is most relevant to other event data.
Brief Description of Event (required to create record)	HOW and WHAT: Enter a description of 2,000 characters or less that summarizes HOW energy transferred from a source to a target resulted in an undesired outcome (explosion, fire, collision, fall, etc.). The description should also include WHAT kind of activity was ongoing just prior to the undesired outcome and WHAT the outcome was in terms of injury, illness, damage, or Mission impact. Examples: • Employee was injured in fall while climbing stairs. • Government sedan was damaged after backing into post. • Guard shack was damaged from electrical fire. • Communication was lost with PROJECT NAME probe in Mars orbit, resulting in data loss and Mission failure. Exclude PII and medical diagnoses or treatments. Exclude facts from prior to the energy transfer and facts following the undesired outcome. Exclude the nature of injury (e.g., laceration, bruise) and body part injured. Exclude proper names of companies or products involved.
What Happened? (required to create record)	WHAT and HOW: Enter a description of 4,000 characters or less that summarizes WHAT happened and HOW at the scene of the event. Describe the energy source (define), energy transfer (define), and undesired outcome (define) for each loss or potential loss during that event. For example, a NASA government vehicle carrying a NASA flight payload is struck by an oncoming vehicle. The source is the oncoming vehicle; the energy transfer mechanism is the collision. There are three kinds of undesired outcomes: multiple employee injuries, damage to vehicles and payload, and Program/Project impact from payload damage. All three outcomes meet the NPR 8621.1 criteria for reporting and investigation. The single loss classified as most serious will define the classification of the event in NMIS, but all three losses should be described in the Detailed Description field to provide sufficient context answering WHAT happened at the scene of the event and HOW. The detailed description of this event could read: "While driving south on Galaxy Avenue to deliver the ABC payload vehicle to Building 100, a GOV was struck head-on by a northbound POV that crossed the centerline. Both vehicles veered off the east side into a drainage ditch and overturned. Both drivers were injured and transported by Emergency Medical Services (EMS) to the local hospital. Both vehicles and the ABC payload were damaged." Exclude PII and medical diagnoses or treatments. Exclude facts from prior to the energy transfer and facts following the undesired outcome. Exclude the nature of injury (e.g., laceration, bruise) and body part injured. Exclude proper names of companies or products involved.
Is this event related to a NASA Program?	WHAT: Yes or No whether the event involved a program.
Related Mission Directorate	WHO: Related Mission directorate name
Related Program	WHO: Related Program name
Project	WHO: Related Project name
Center (required to create record)	WHAT: Enter the NASA Center responsible for the injured/ill person or responsible for damage to NASA property.
Employer (required to create record)	WHAT: Enter the employer (Civil Servant, Contractor, Non-Appropriated Funds Employee) responsible for the injured/ill person or responsible for damage to NASA property.
NASA Directorate	WHAT: Enter the NASA directorate responsible for the injured/ill person or responsible for damage to NASA property.
NASA Organization	WHAT: Enter the NASA organization responsible for the injured/ill person or responsible for damage to NASA property.
Contractor/ Vendor	WHAT: Enter the contractor/vendor responsible for the injured/ill person or responsible for damage to NASA property.
Contract Number	WHAT: Enter the contract number for the injured/ill person or responsible for damage to NASA property.
Did Injury or Illness Occur?	WHAT: Answer the question: Did an OSHA-recordable injury or illness occur as a result of the event? For details on determination of work-related occupational injuries and illnesses, see 29 CFR 1904. If an injury or illness was known to occur but not enough facts are known to determine work-relatedness, answer Yes and classify as a NASA incident or Non-NPR 8621.1 as desired. If later determined to be non-work-related, either classify as Non-NPR 8621.1 or delete the event as desired. If facts discovered later change a "No/Don't Know" answer to "Yes," this field must be updated so the Injury/Illness screen can be completed.

continued

HELP For Selected Fields *cont.*

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
Did Property Damage Occur?	WHAT: Answer the question: Did NPR 8621.1-reportable damage occur to NASA property, or other property as a result of NASA activity? If so, answer Yes. If damage to a reportable direct cost level is believed to occur but property owner or activity funding is unknown, answer Yes and classify as a NASA incident (A/B/C/D/Close Call) or Non-NPR 8621.1 as desired. If later found to be non-NASA property or not NASA-funded activity, either classify as Non-NPR 8621.1 or delete event as desired. If facts discovered later change a “No/ Don’t Know” answer to “Yes,” this field must be updated so the Property Damage screen can be completed.
Event Classification Based On (required to create record)	When both Injury and Damage are Yes, this field appears. Select Injury or Property based on most severe loss per NPR 8621.1 Table A.
Event Classification (required to create record)	WHAT: Enter the NASA mishap or close call classification per NPR 8621.1. If the Center requires a non-NPR 8621.1 event be tracked in NMIS or an event is downgraded to non-NPR 8621.1 reportable, enter Non-NPR 8621.1 Reportable. If sufficient facts to determine NASA or non-NASA reportability, enter To Be Determined. For NMIS data accuracy, any TBD classification is expected to be changed as soon as sufficient facts are known to NASA personnel.
EDIT EVENT RECORDS - GENERAL INFORMATION	
Event Type Information Screen	
Were Emergency Services Notified?	WHO: Answer the question: Was a call made to any on-site or off-site emergency services (fire, police, medical)?
Was There Mission Failure?	Answer the question: Was there impact to completion of critical NASA Mission milestones, flight hardware, or software?
Is the Event High-Visibility?	Answer the question: If this is a NASA event, has it received High-Visibility designation by the Appointing Official? The Event High-Visibility needs to be updated by the NMIS Center Manager.
Is the Event a High Risk?	Answer the question: Did this event likely escape a severe mishap outcome due to intervention of a single control? Was there potential for a serious injury, fatality, or severe damage?
SMA Program Area - Primary	WHAT: What was the most likely safety or health program area or specific area of emphasis that could provide applicable mishap prevention options for this event?
SMA Program Area - Secondary	WHAT: What was another likely safety or health program area or specific area of emphasis that could provide applicable mishap prevention options for this event?
Activity at Time of Mishap	WHAT: What was the most relevant task or ongoing process when the event occurred?
Event Type	HOW: When an event occurs, there is a transfer of energy from a source to a target. For example: Oxygen, fire is one heat energy transfer path. Explosion is a kinetic energy transfer path. Collision is another kinetic path. Choose the energy transfer type that best describes the event, given the Event Type definitions provided. Note: There is a hierarchy of Event Types where multiple paths may exist. For example, if explosion and fire occurred, choose the Explosion event type.
Event Subtype	HOW: When an event occurs, there is a transfer of energy from a source to a target. For example: Oxygen, fire is one heat energy transfer path. Explosion is a kinetic energy transfer path. Collision is another kinetic path. Choose the energy transfer (Event Subtype) that best describes the event, given the Event Subtype definitions provided and the Event Type already chosen. Note: There is a hierarchy of Event Types where multiple paths may exist. For example, if explosion and fire occurred, choose the Explosion event type.
Were Human Factors Associated with this Event?	Answer the question: Did this event involve human factors which take into account human capabilities and limitations in the design of systems, equipment, jobs, and environments with the goal of identifying human contributions to mishaps and close calls?
Did this Event Involve Aging Infrastructure?	Answer the question: Could a factor in this event have been related to aging, declining, or deteriorating infrastructure such as facilities, systems, or equipment over time?
Did this Event Involve Deferred Maintenance?	Answer the question: Could a factor in this event have been related to maintenance or upkeep that is deferred, postponed, cancelled, or not prioritized for whatever reason (e.g., limitations in available resources such as time, staffing, or funds)?
Location Screen	
Center	WHERE: Enter the NASA Center, component facility, real property, or international zone (e.g., ocean, sea, airspace designation, orbit type, or ballistic path) WHERE the event occurred or hazard existed at the time of report.

continued

HELP For Selected Fields *cont.*

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
Campus	WHERE: Enter the component facility, if applicable, WHERE the event occurred at the time of report (Examples: Plum Brook Station, IV&V, NASA OIG, Ellington Field.)
General Location	WHERE: Select the NASA or non-NASA facility structure or area WHERE the event occurred at the time of the incident.
Did the Event Occur Indoors or Outdoors?	Answer the question: Did the event occur indoors or outdoors?
Directorate Responsible for Event Location	WHAT: For events on NASA property, the responsible Center directorate at the time actual or potential injury, illness, Mission impact, and/or property damage occurs during a NASA-funded activity.
Organization Responsible for Event Location	WHAT: Enter the name of the responsible Center directorate for the event.
Specific Location of Event	WHERE: Enter a description in 200 characters or less sufficient to identify the physical perimeter of the scene affected by the event. Examples: Room B1012; NE corner of Columbia BLVD and Avenue A; 38 degrees 43 minutes 7 seconds North, 122 degrees 6 minutes 33 seconds East at 38,000 MSL (aircraft) or 256 miles (spacecraft).
Reporting Information Screen	
Reported Date/Time	WHEN: Enter the calendar year, month, local day, and time WHEN the event occurred.
Reported Time Zone	WHERE and WHEN: Enter the local time zone WHERE and WHEN the event occurred.
Anonymous Report?	WHO: Answer the question: Does the reporter wish to remain anonymous?
Reporter (NASA Directory Search) Required unless Anonymous Report	WHO: Enter the correct name of the eyewitness to the event or hazard relaying the initial report of facts to the submitter. The reporter and submitter can be the same person. Data source is the NED; if displayed incorrectly, enter the name manually.
(Manual Reporter entry) First Name	WHO: Enter the first name of the eyewitness to the event or hazard relaying the initial report of facts to the submitter. The reporter and submitter can be the same person. If not supplied by NED or supplied incorrectly, enter the first name directly.
(Manual Reporter entry) Last Name	WHO: Enter the last name of the eyewitness to the event or hazard relaying the initial report of facts to the submitter. The reporter and submitter can be the same person. If not supplied by NED or supplied incorrectly, enter the last name directly.
Reporter Center Affiliation	WHAT: For employees listed in the NED, verify the correct NASA Center appears. If incorrect or the person is not affiliated with a NASA Center, enter the correct organization. If the reporter is a visitor, enter Visitor.
Reporter Phone Number	WHAT: Enter the work phone number of a person reporting an event or hazard for NMIS submission. If not supplied by NED or supplied incorrectly, enter the telephone number directly. Format: (NNN)NNN-NNNN.
Reporter Org Code	WHAT: For NASA employees, enter the NASA organizational code of the person reporting an event or hazard for NMIS submission. Not applicable for non-NASA NMIS users.
Edit Legacy Data Screen	
Center Legacy Number	WHAT: If a record was created in a local Center database for this event, enter 15 characters or less for the unique local database number in the local format. If no data about this event were entered in a local Center database, leave this field blank.
INJURY/ILLNESS SUMMARY SCREEN*	
Injured Party Type	WHAT: For Type A/B/C/D/Close Calls, enter what type of employee the injured party is from the list of employers and sectors. If the choice is Other, amplify in the Other Injured Party Type Description text field that appears when Other is selected.
Injured Party	WHO: For Type A/B/C/D/Close Calls, enter the first and last name of the injured employee. If not supplied by NED or supplied incorrectly, enter the last name directly.
Injured Party Phone	WHAT: Enter the work phone number of the injured person. If not supplied by NED or supplied incorrectly, enter the telephone number directly. Format: (NNN)NNN-NNNN.
Injury/Illness Description	HOW: For Type A/B/C/D/Close Calls, describe in 2,000 characters or less HOW the injury took place in a work-related environment (use of tools or equipment can be included), or HOW exposure to an illness-causing stressor occurred. If post-event emergency response, rapid treatment or delay of treatment affected the seriousness of the injury/illness outcome, include a description of how this took place. Exclude PII and diagnoses and actual treatments provided. Exclude proper names of companies or products involved.

*Injury/Illness Records (Required fields are required only if Injury? = Yes)

HELP For Selected Fields *cont.*

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
Injured Party Information Expandable Section	
Injured Party Directorate	WHAT: For Type A/B/C/D/Close Calls with an injured NASA badged-employee, enter the Center directorate code or name where the injured NASA employee works.
Injured Party Campus	WHAT: For Type A/B/C/D/Close Calls with an injured NASA badged-employee, enter the Center campus where the injured NASA employee works.
Contractor (if NASA contractor)	WHAT: If the injured employee was a contractor, enter the NASA contractor.
Contract (if NASA contractor)	WHAT: If the injured employee was a contractor, enter the NASA contract number.
Supervisor Name	WHO: For Type A/B/C/D/Close Calls with an injured NASA-badged employee, enter the first and last name of the injured employee's supervisor. If not supplied by NED or supplied incorrectly, enter the name directly.
Injured Party Address 1	WHERE: Work location to indicate OSHA establishment per 29 CFR 1904.
Injured Party Address 2	WHERE: Work location to indicate OSHA establishment per 29 CFR 1904.
Injured Party City	WHERE: Work location to indicate OSHA establishment per 29 CFR 1904.
Injured Party State	WHERE: Work location to indicate OSHA establishment per 29 CFR 1904.
Injured Party Zip Code	WHERE: Work location to indicate OSHA establishment per 29 CFR 1904.
Injured Party Birth Date	Used for demographic trending.
Injured Party Sex	Used for demographic trending.
Injured Party Physician	OSHA requirement. Enter the treating physician's full name and title, e.g., MD, DO.
Injured Party Start Time	OSHA requirement. Enter time when injured party began work shift on the day of the event.
Time Zone	Enter the time zone for the location where the injured party work took place on the day of the event.
Injury Details Expandable Section	
What Was the Employee Doing Just Before the Incident Occurred?	OSHA 301 requirement. Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. Examples: climbing a ladder while carrying roofing materials, spraying chlorine from hand sprayer, daily computer key-entry.
What Object/Substance Directly Harmed Employee?	OSHA 301 requirement. Describe the source(s) responsible for the injury or illness or source that precipitated the event or exposure. Examples: concrete floor, chlorine, radial arm saw.
Notes	WHAT, WHEN, HOW: Enter in 4,000 characters or less any amplifying information about the injury or illness not covered in other Injury/Illness screen fields or attached files. Exclude PII and medical diagnoses or treatments. Exclude facts from prior to the energy transfer and facts following the undesired outcome. Exclude the nature of injury (e.g., laceration, bruise) and body part injured. Exclude proper names of companies or products involved. Note: Personal employee statements entered in NMIS data fields cannot be protected under the NPR 8621.1 Concept of Privilege.
Body Parts Expandable Section	
Injury Body Part Parent	WHERE: For Type A/B/C/D/Close Calls, select the body part parent from the list; e.g., abdomen.
Injury Body Part	WHERE: For Type A/B/C/D/Close Calls, select the body part from the list; e.g., abdomen, surface and tissue.
Nature of Injury	WHERE: For Type A/B/C/D/Close Calls, select the nature of injury from the list; e.g., laceration. If the choice is Other, provide more details in the Injury/Illness Description text.
Medical Facility Details Expandable Section	
Injured Party Taken to a Medical Facility?	If employee was transported or went on his/her own to a medical treatment facility, answer Yes.
Medical Treatment Facility	WHO: If "Injured Party Taken to a Medical Facility?" is Yes, select the name of the provider.

continued

HELP For Selected Fields *cont.*

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
Treatment/OSHA/NASA/Classification Expandable Section	
COSHA INJURY/ILLNESS OUTCOME (Must select one to close an event that involves injury/illness. Multiple can be selected.): Every single injury/illness must be one of these, per OSHA. The first two are not OSHA recordables, but the next four are OSHA recordables	
N/A	Answer the question: Is this injury/illness Not Applicable to OSHA?
First Aid Given	Answer the question: Was first aid administered due to the event? Note: The OSHA definition of first aid applies.
First Aid Treatment Date (If First Aid Given = Yes)	WHEN: If "First Aid Given" is Yes, enter the calendar year, month, and local day.
First Aid Treatment Provider (If First Aid Given = Yes)	WHO: If "First Aid Given" is Yes, enter the first and last name of the provider.
First Aid Treatment Description (If First Aid Given = Yes)	WHAT: If "First Aid Given" is Yes, check all treatment(s) provided.
Other Recordable Cases	Other Recordable Cases are injuries and illnesses that meet the recording criteria but do not involve death, Days Away from work, or job transfer/restriction. These are primarily cases involving medical treatment beyond first aid, but can also include, for example, cases involving loss of consciousness, occupational hearing loss, or potentially contaminated needlesticks.
Other Recordable Date (If Other Recordable Cases = Yes)	WHEN: If "Other Recordable Cases?" is Yes, enter the calendar year/month/local day.
Other Recordable Provider (If Other Recordable Cases = Yes)	WHO: If "Other Recordable Cases?" is Yes, enter the first and last name of the provider.
Other Recordable Description (If Other Recordable Cases = Yes)	WHAT: If "Other Recordable Cases?" is Yes ...
Restricted Duty/Job Transfer	Answer the question: Did injury/illness from the event result in one or more restricted work days?
Start Date (If Restricted Duty/Job Transfer = Yes)	WHEN: If the answer to "Restricted Duty/Job Transfer" is Yes, enter the calendar year/month/local day of the first restricted duty/job transfer workday.
End Date (If Restricted Duty/Job Transfer = Yes)	WHEN: If the answer to "Restricted Duty/Job Transfer" is Yes, enter the calendar year/month/local day of the last restricted duty/job transfer workday.
Description (If Restricted Duty/Job Transfer = Yes)	WHAT: If the answer to "Restricted Duty/Job Transfer" is Yes, enter 200 characters or less to describe the imposed restriction(s) to work/job transfer. Example: Must not lift over 10 pounds. Exclude PII and, proper names of companies or products involved.
Days Away	Answer the question: Did injury/illness from the event result in one or more days away from work?
Days Away From Work	If the employee was unable to perform any work for at least one work day beyond the day the injury or illness event occurred AND the injury or illness was work-related, enter the number of days away from work. See 29 CFR 104.5 for work-related determination.
Days Away Start Date (if Days Away From Work = Yes)	WHEN: If the answer to "Days Away From Work" is Yes, enter the calendar year/month/local day of the first day away.
Days Away End Date (if Days Away From Work = Yes)	WHEN: If the answer to "Days Away From Work" is Yes, enter the calendar year/month/local day of the last day away.
Fatality/Death	Answer the question: Did the employee suffer fatal injury or illness in an on-site NASA workplace? Determination of work-relatedness is not relevant for this question.
Fatality Date (If Fatality/Death = Yes)	WHEN: If the answer to "Fatality/Death" is Yes, enter the calendar year/month/local day of the fatality.
Fatality Location (If Fatality/Death = Yes)	WHERE: If the answer to "Fatality/Death" is Yes, enter 200 characters or less describing the location of the fatality (address or GPS coordinates).

continued

HELP For Selected Fields *cont.*

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
TREATMENTS	
Treated in Emergency Room	Employee received First Aid and/or Medical Treatment as defined by 29 CFR 1904.7. Selecting "Yes" will check the "Was employee treated in an emergency room?" field on the OSHA 301 report.
Hospitalization	Answer the question: Was the injured/ill employee hospitalized for observation or as an inpatient?
Hospitalization Start Date (If Hospitalization = Yes)	WHEN: If the answer to "Hospitalization" is Yes, enter the calendar year/month/local day of the first hospitalized day.
Hospitalization End Date (If Hospitalization = Yes)	WHEN: If the answer to "Hospitalization" is Yes, enter the calendar year/month/local day of the last hospitalized day.
Hospitalization Location (If Hospitalization = Yes)	WHERE: If the answer to "Hospitalization" is Yes, enter the location from the list.
OTHER TREATMENTS/OUTCOMES (Select all that apply.):	
Informational factors used to help determine mishap, per the NPR. The Loss of Consciousness and the Hospitalization Inpatient information is displayed on the OSHA reports for any of the OSHA recordable events	
Treatment Refused by Injured Party	Answer the question: Did the injured or ill employee refuse treatment?
Observation/Evaluation/ Diagnostic Only	Answer the question: If the employee was hospitalized, was this done for evaluation only?
Pre-existing Injury/Illness	Answer the question: Was the injury or illness a pre-existing condition?
Loss of Consciousness	Answer the question: Did the injured or ill employee lose consciousness due to the event?
Permanent Partial Disability	Answer the question: Was there a finding by competent medical authority of permanent partial disability?
Permanent Total Disability	Answer the question: Was there a finding by competent medical authority of permanent total disability?
PROPERTY DAMAGE SCREEN (except if Property Class = Aircraft Hardware/Software Damage)*	
Damaged Item Description	WHAT: When there is property damage (other than aircraft) reportable under NPR 8621.1, enter text of 400 characters or less to describe the nature and extent of damage to each of the specific areas or components of the property. Example: Three ABC circuit cards suffered impact damage from shipping container crushing.
Property Class	WHAT: When there is property damage reportable under NPR 8621.1, select a value from the list that best describes the damaged property. Note: When Property Class = Aircraft Hardware/ Software, see additional fields below.
Property Owner	WHO: When there is property damage reportable under NPR 8621.1, select a value from the list that describes the owning organization for the damaged property.
Property Damaged by Contractor/Yes	Check Yes if contractor action or inaction directly led to NASA property damage.
Contract Property Damaged by Contractor/No	WHAT: If Property Damaged by Contractor is checked Yes, enter the contract number when there is property damage reportable under NPR 8621.1, and NASA contractor activity is involved,
Property Damaged by Contractor/No	Check No if NASA action or inaction directly led to NASA property damage.
Is Center Owned	Check if NASA Center is accountable for the real property, structure, hardware, software, or equipment.
Owning Center	WHO: When Center or Mission directorate Owned = Center, and there is NASA property damage reportable under NPR 8621.1, enter the owning Center from the list.
Owning Campus	WHO: When Center or Mission directorate Owned = Center, and there is NASA property damage reportable under NPR 8621.1, enter the owning Campus from the list.
Owner Directorate	WHO: When there is NASA property damage reportable under NPR 8621.1, enter the owning Center directorate from the list.
Is Mission Directorate Owned	Check if NASA Mission directorate is accountable for the real property, structure, hardware, software, or equipment.

*Create/Edit Property Damage Records (Required fields are required only if Property Damage value is Yes)

HELP For Selected Fields *cont.*

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
Estimated Cost	WHAT: Per the NPR 8621.1 calculation method for direct cost, enter the estimated direct cost for damaged or lost property at any time from event occurrence until mishap investigation report signature. After 24 hours and before mishap report signature, estimate should be updated if new information changes mishap classification criteria.
Final Cost	WHAT: Per the NPR 8621.1 calculation method for direct cost, enter the direct cost for damaged or lost property as is best known at the time of mishap investigation report signature.
Damaged Item Identifying Number	WHAT: When there is property damage (other than aircraft) reportable under NPR 8621.1, enter the component-level nomenclature of the property. Exclude PII.
Damage Description	WHAT: When there is property damage (other than aircraft) reportable under NPR 8621.1, enter text of 2000 characters or less to describe the nature and extent of damage to the property at a whole-system function level. Example: All three damaged ABC circuit cards are non-functional and no flight-rated replacements exist; therefore the XYZ onboard computer requiring an ABC circuit card and 123 weather satellite are inoperable. Exclude PII.
PROPERTY DAMAGE SCREEN (additional fields for Property Class = Aircraft Hardware/Software Damage)	
Aircraft System	WHAT: When there is NASA aircraft property damage reportable under NPR 8621.1, enter all affected aircraft systems from the list.
Primary Aircraft System	WHAT: When there is NASA aircraft property damage reportable under NPR 8621.1, enter the primary affected aircraft systems from the list. The primary system affected either suffered the most damage or posed the most damage risk as a result of the event.
Aircraft Description	WHAT: When Property Class is Aircraft Hardware/Software, enter 400 characters or less for the type and model of that aircraft. Exclude PII.
Aircraft Owner	WHO: Enter the organization that owns the aircraft.
Aircraft Type Model	WHAT: When Aircraft Owner is NASA, enter the type and model of the aircraft from the list.
Tail ID Number	WHERE: When there is NASA aircraft property damage reportable under NPR 8621.1, enter the NASA tail number for that aircraft; e.g., N817.
Owner Description	WHAT: When Aircraft Owner is Non-NASA, enter 400 characters or less for the owning organization of that aircraft (e.g., University of California at Berkeley, C3UV Project).
Notes	WHAT or HOW: When Aircraft Owner is NASA and Aircraft Type Model is Other, enter 2000 characters or less for additional information describing the aircraft (e.g., Quadcopter Firefly ALTA UAV) and property damage details not entered in other fields. Do not enter personal identifying information, proprietary, classified, or ITAR data.
FINDINGS AND CORRECTIVE ACTION INFORMATION (Enter for each finding)	
Finding Type	WHY: For each investigation finding, select the one applicable Finding Type.
MIB Finding	WHY: For Type A/B High-Visibility events, provide a separate MIB finding entry description in in 4,000 characters or less for each investigation finding. Do not enter more than one finding in the text field. See NASA Root Cause Analysis course for specifics in developing findings (conclusions) from facts. At minimum, a conclusion is a complete sentence in which the subject indicates some effect concluded from facts. Example of fact: The coefficient of friction was 0.3. Example of conclusion: The floor was too slippery for the employee to walk upon safely. Therefore, enter conclusions based on fact(s). Exclude PII and proper names of companies or products involved.
Behavior Based Finding	WHY: For trending purposes, check if finding relates to employee behaviors in the same-day timeframe leading up to the event. Examples: eyes not on path, improper body alignment, improper footing, improper tool use, in the line of fire, inattention to activity, poor housekeeping, repetitive motion.
Finding Description	WHY: For Type C/D/Close Call investigations, select the choice applicable to each investigation finding. If choice is Other, describe in Finding Details text field.

continued

HELP For Selected Fields *cont.*

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
Finding Details	For Type C/D/Close Call events, provide a separate MIB finding entry description in 4,000 characters or less for each investigation finding. Do not enter more than one finding in the text field. See NASA Root Cause Analysis course for specifics in developing findings (conclusions) from facts. At minimum, a conclusion is a complete sentence in which the subject indicates some effect concluded from facts. Example of fact: The coefficient of friction was 0.3. Example of conclusion: The floor was too slippery for the employee to walk upon safely. Therefore, enter conclusions based on fact(s). Exclude PII and proper names of companies or products involved\.
RECOMMENDATION EXPANDABLE SECTION FOR TYPE A/B/HIGH VIS EVENTS	
Recommendation	For Type A/B/High-Visibility events, provide a recommendation in 2,000 characters or less that addresses the finding in a way that is clear, verifiable and practical. The recommendation should be able to mitigate risk posed by the hazard described in the finding to a level acceptable to the Appointing Official. Exclude PII and proper names of companies or products involved. For Type C/D/Close Call events, choose from the list. If the hazard cannot be controlled by NASA (such as a traffic hazard off-site), a choice of None is available.
Action Closure	WHAT: For A/B/High Visibility corrective actions, enter 2,000 characters or less for a short title for the action, such as Modified hardware assembly procedure. For Type C/D/Close Call corrective actions, select all applicable action closure types.
Action Closure(s) (Select all that apply) for Type C/D/Close Call events	
Disciplinary Action Taken	For Type C/D/Close Call, check when the CAP or action taken in absence of a CAP includes this control.
Employee Instructed	For Type C/D/Close Call, check when the CAP or action taken in absence of a CAP includes this control.
Employee Trained	For Type C/D/Close Call, check when the CAP or action taken in absence of a CAP includes this control.
Further Study Required	For Type C/D/Close Call, check when the CAP or action taken in absence of a CAP includes this control.
Maintenance/ Engineering Action Completed	For Type C/D/Close Call, check when the CAP or action taken in absence of a CAP includes this control.
Moved to Hazard Abatement Tracking System	For Type C/D/Close Call, check when the CAP or action taken in absence of a CAP includes this control.
No Action Required	For Type C/D/Close Call, check only if no other option will be checked.
Other Administrative Control Applied	For Type C/D/Close Call, check when the CAP or action taken in absence of a CAP includes this control.
Personal Protective Equipment Issued	For Type C/D/Close Call, check when the CAP or action taken in absence of a CAP includes this control.
Pest Control Activity Performed	For Type C/D/Close Call, check when the CAP or action taken in absence of a CAP includes this control.
Regulation/ Standard/ Procedure Modified	For Type C/D/Close Call, check when the CAP or action taken in absence of a CAP includes this control.
Safety Briefing Conducted	For Type C/D/Close Call, check when the CAP or action taken in absence of a CAP includes this control.
Training, Counseling, or Awareness Performed	For Type C/D/Close Call, check when the CAP or action taken in absence of a CAP includes this control.
Unsafe Condition Corrected	For Type C/D/Close Call, check when the CAP or action taken in absence of a CAP includes this control.
CORRECTIVE ACTION EXPANDABLE SECTION FOR TYPE A/B/HIGH-VISIBILITY EVENTS	
Action Taken to Close	WHAT: For a NASA Type A/B/High-Visibility CAP, enter text in 2000 characters or less describing the action taken; may be copied from the CAP as long as the action was somehow known to be performed.
Notes	WHAT: For Type A/B/High-Visibility corrective actions, enter relevant text notes in 4000 characters or less as desired. Exclude PII. Notes may include risk mitigation details or options presented to the Appointing Official concerning where or how barriers and/or controls could be applied, recommended priority order for recommendations, etc.
Related Recommendation(s) (select all that apply)	For A/B/High-Visibility corrective actions, select and save each recommendation on the list that should be traced to this corrective action.

HELP For Selected Fields *cont.*

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
CORRECTIVE ACTION TRACKING THAT APPLIES TO ALL CLASSIFICATIONS	
Corrective Action Details	For the named corrective actions in Action Closure, enter 4000 characters or less to specify the actual kind of training, name the procedure, or otherwise describe enough about the action that an independent verifier could locate and identify what changed as a result of the action. Exclude PII and proper names of companies or products involved.
Estimated Completion Date	WHEN: Enter the calendar year, month, and local day WHEN a post-mishap corrective action was planned for completion.
Assigned Employee Name	WHO: For NASA employees responsible for post-mishap corrective action, enter the first and last name of the assigned employee. If not supplied by NED or supplied incorrectly, enter the last name directly.
Action Closed By	WHO: For Type A/B/C/D/Close Calls, enter the first and last name of the authority closing out all corrective action for the mishap. If not supplied by NED or supplied incorrectly, enter the last name directly.
Action Closed Date	WHEN: Enter the calendar year, month, and local day WHEN a post-mishap corrective action was closed out.
Action Verified By	WHO: For NASA employees responsible to verify post-mishap corrective action, enter the first and last name of the verifying employee. If not supplied by NED or supplied incorrectly, enter the last name directly.
Action Verified Date	WHEN: Enter the calendar year, month, and local day WHEN a post-mishap corrective action was verified.
INVESTIGATION TRACKING	
Investigating Authority Screen	
Investigating Authority Type	WHO: Answer the question: For NASA Type A/B/High-Visibility investigation, was the Investigating Authority a board, a team or an individual investigator?
Member Name	WHO: For a NASA Type A/B/High-Visibility investigation, search for and find Investigating Authority names and save each to this list. If not supplied by NED or supplied incorrectly, enter the name directly..
Member Mail Code	WHERE: For a NASA Type A/B/High-Visibility investigation, search for and find Investigating Authority mail codes and save each to this list. If not supplied by NED or supplied incorrectly, enter the code directly.
Member Phone Number	WHO: For a NASA Type A/B/High-Visibility investigation, search for and find Investigating Authority work telephone numbers and save each to this list. If not supplied by NED or supplied incorrectly, enter the telephone number directly. Format: (NNN)NNN-NNNN.
Member Role	WHAT: For a NASA Type A/B/High-Visibility investigation, search for and find Investigating Authority member roles and save each to this list.
Member Role Modifier	WHO: For a NASA Type A/B/High-Visibility investigation, enter a text modifier as desired for one or more Investigating Authority members and save to this list. Examples: Flight Surgeon, Propulsion Engineer, Human Factors Investigator.
Investigating Authority Screen	
OSMA Phone Notification Date	WHEN: For incidents requiring OSMA notification per NPR 8621.1, enter the calendar year, month, and local day when the notification was made.
OSMA Phone Notification Time	WHEN: For incidents requiring OSMA notification per NPR 8621.1, enter the local time when the notification was made.
OSMA Name Notified	WHO: For incidents requiring OSMA notification per NPR 8621.1, enter the first and last name of OSMA staff person who was notified. If not supplied by NED or supplied incorrectly, enter the last name directly.
OSMA Notified By	WHO: For incidents requiring OSMA notification per NPR 8621.1, enter the first and last name of person who notified OSMA. If not supplied by NED or supplied incorrectly, enter the last name directly.

continued

HELP For Selected Fields *cont.*

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
Appointing Official	WHO: For Type A/B/High-Visibility incidents requiring a NASA safety investigation per NPR 8621.1, enter the position of the NASA Appointing Official.
Appointment Letter Date	WHEN: For NASA Type A/B/High-Visibility investigations, enter the calendar year, month, and local day of appointment letter signature.
Investigation Due Date	WHEN: For NASA Type A/B/High-Visibility investigations, enter the completion due date from the appointment letter if different from the 75-day default prescribed by NPR 8621.1.
Mishap Report Date	WHEN: For NASA Type A/B/High-Visibility investigations, enter the mishap report signature date (date signed by the Investigating Authority).
Appointing Official Briefing Date	WHEN: For NASA Type A/B/High-Visibility investigations, enter the mishap report outbriefing date (date signed by the Investigating Authority).
Appointing Official Briefing Waived?	Answer the question: Did the OSMA Mishap Investigation Program Manager waive the requirement for an Appointing Official outbrief?
Endorsement Request Date	WHEN: For NASA Type A/B/High-Visibility investigations, enter the calendar year, month, and local day that the Appointing Official requested endorsements from endorsers.
AO Endorsement Date	WHEN: For NASA Type A/B/High-Visibility investigations, enter the calendar year, month, and local day that the Appointing Official signed the AO endorsement of the mishap report.
OCE Endorsement Date	WHEN: For NASA Type A/B/High-Visibility investigations, enter the calendar year, month, and local day that the NASA Chief Engineer signed the OCE endorsement of the mishap report.
OSMA Endorsement Date	WHEN: For NASA Type A/B/High-Visibility investigations, enter the calendar year, month, and local day that the Chief of OSMA signed the OSMA endorsement of the mishap report.
OCHMO Endorsement Date	WHEN: For NASA Type A/B/High-Visibility investigations, enter the calendar year, month, and local day that the Chief Medical Officer signed the OCHMO endorsement of the mishap report.
AO CAP Approval Date	WHEN: For NASA Type A/B/High-Visibility investigations, enter the calendar year, month, and local day that the Appointing Official approved the CAP for the mishap.
CAP Actions Complete Date	WHEN: For NASA Type A/B/High-Visibility investigations, enter the calendar year, month, and local day that final corrective action was verified complete for the mishap.
AO Closure Date	WHEN: For NASA Type A/B/High-Visibility investigations, enter the calendar year, month, and local day that the Appointing Official signed the CAP closure statement for the mishap.
Release Screen	
Center PAO Name	WHO: For a NASA Type A/B/High-Visibility investigation, enter the first and last name of the Center Public Affairs advisor. If not supplied by NED or supplied incorrectly, enter the last name directly.
Center PAO Release Date	WHEN: For NASA Type A/B/High-Visibility investigations, enter the calendar year, month, and local day that the Center Public Affairs Office locally released the endorsed mishap report or some version of the report.
Center Medical Name	WHO: For a NASA Type A/B/High-Visibility investigation, enter the first and last name of the Center medical advisor, if applicable. If not supplied by NED or supplied incorrectly, enter the last name directly.
Center Medical Release Date	WHEN: For NASA Type A/B/High-Visibility investigations, enter the calendar year, month, and local day that the Medical Advisor to the Investigating Authority approved the mishap report for signature.
Center ECO Name	WHO: For a NASA Type A/B/High-Visibility investigation, enter the first and last name of the Center Export Control advisor, if applicable. If not supplied by NED or supplied incorrectly, enter the last name directly.
Center ECO Release Date	WHEN: For NASA Type A/B/High-Visibility investigations, enter the calendar year, month, and local day that the Export Control Advisor to the Investigating Authority approved the mishap report for signature.
Center Legal Name	WHO: For a NASA Type A/B/High-Visibility investigation, enter the first and last name of the Center Legal advisor. If not supplied by NED or supplied incorrectly, enter the last name directly.
Center Legal Release Date	WHEN: For NASA Type A/B/High-Visibility investigations, enter the calendar year, month, and local day that the Legal Advisor to the Investigating Authority approved the mishap report for signature.

continued

HELP For Selected Fields *cont.*

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
Agency PAO Name	WHO: For a NASA Type A/B/High-Visibility investigation, enter the first and last name of the NASA HQ Public Affairs advisor. If not supplied by NED or supplied incorrectly, enter the last name directly.
Agency PAO Release Date	WHEN: For NASA Type A/B/High-Visibility investigations, enter the calendar year, month, and local day that the NASA HQ Public Affairs Office released the endorsed mishap report or some version of the report to Congress and the general public.
Agency Medical Name	WHO: For a NASA Type A/B/High-Visibility investigation, enter the first and last name of the NASA HQ OCHMO advisor when applicable. If not supplied by NED or supplied incorrectly, enter the last name directly.
Agency Medical Release Date	WHEN: For NASA Type A/B/High-Visibility investigations, enter the calendar year, month, and local day that the NASA Chief Medical Officer approved the endorsed mishap report for release.
Agency ECO Name	WHO: For a NASA Type A/B/High-Visibility investigation, enter the first and last name of the NASA HQ Export Control advisor when applicable. If not supplied by NED or supplied incorrectly, enter the last name directly.
Agency ECO Release Date	WHEN: For NASA Type A/B/High-Visibility investigations, enter the calendar year, month, and local day that the NASA Export Control Officer approved the endorsed mishap report for release.
Agency Legal Name	WHO: For a NASA Type A/B/High-Visibility investigation, enter the first and last name of the NASA HQ Office of General Counsel advisor. If not supplied by NED or supplied incorrectly, enter the last name directly.
Agency Legal Release Date	WHEN: For NASA Type A/B/High-Visibility investigations, enter the calendar year, month, and local day that the NASA HQ Office of General Counsel approved the endorsed mishap report for release.
Tracking Notes Screen for Type A/B/High-Visibility	
Notes	WHAT: For a NASA Type A/B/High-Visibility investigation, enter notes concerning the outbrief, endorsement, and release processes as desired. Exclude PII.
Investigation Tracking Screen for Type C/D/Close Calls	
Local Report Complete Date	WHEN: For Type C/D/Close Call investigation reports, enter the calendar year, month, and local day WHEN the report was completed.
Local Endorsement Complete Date	WHEN: For Type C/D/Close Call investigation reports, enter the calendar year, month, and local day WHEN the endorsement was completed.
Local CAP Actions Complete Date	WHEN: For Type C/D/Close Call investigation reports, enter the calendar year, month, and local day WHEN all corrective actions were completed.
Lessons Learned Required	WHAT: Does the event require development of a lesson learned?
Lessons Learned Completed	WHAT: Was the lesson learned completed for this event?
Lessons Learned Additional Details	WHAT: Provide any other details on the lessons learned and how it was shared
ATTACHMENTS SCREEN	
Upload Type	Select the value that best matches the file content.
Title	Enter the name of the file.
Is the File Restricted?	Check Yes if the file content is subject to any of the following policies: Privacy Act of 1974, Health Insurance Portability and Accountability Act (HIPAA) of 1996, ITAR or NPR 1600.1A SBU data. Note: Do not attached classified files.
NSC CODING AND ANALYSIS SCREEN	
NSC Coded Event Injury/Illness or Damage	WHAT: (NMIS Analyst role only) Injury/Illness or Damage, the outcome that drove the Classification.
NSC Coded Event Activity	WHAT: (NMIS Analyst role only) From data in other NMIS fields, determine and enter the Activity ongoing at the time of the event from the list.
NSC Coded Event SMA Program Area - Primary	WHAT: (NMIS Analyst role only) From data in other NMIS fields, determine and enter the relevant Program able to mitigate risks relevant to the event from the list.
NSC Coded Event SMA Program Area -Secondary	WHAT: (NMIS Analyst role only) From data in other NMIS fields, determine and enter the second most relevant Program able to mitigate risks relevant to the event from the list.
NSC Coded Mission Failure	WHAT: (NMIS Analyst role only) Is it a mission failure? Answer yes/no.

continued

HELP For Selected Fields *cont.*

FIELD NAME	NASA DATA ELEMENT INSTRUCTIONS
NSC Coded High Risk Event	WHAT: (NMIS Analyst role only) Events that likely escaped severe mishap outcome due to intervention of one single control. Can also describe as, events that are only one control failure away from a severe mishap.
NSC Coded High Risk Event Justification	WHY: (NMIS Analyst role only) Only provided when NSC Coded High Risk Event is marked "Yes."
NSC Coded Initiating Event	WHAT: (NMIS Analyst role only) When event occurs, there is a transfer of energy from source to target.
NSC Coded Initiating Event Subtype	WHAT: (NMIS Analyst role only) When event occurs, there is a transfer of energy from source to target (detail).
NSC Coded By	WHO: (NMIS Analyst role only) Enter the name of the employee coding Activity and Program for the event.
NSC Verified By	WHO: (NMIS Analyst role only) Enter the name of the employee verifying the coding of Activity and Program for the event.
HFACS ID	WHAT: Assigned to each HFACS entered into NMIS.
HFACS Light	WHAT: Assign red light or green light to HFACS. If green, a nanocode is not required. If red, a nanocode is required.
HFACS Tier	WHAT: (HFACS Analyst role only) Tiers describe three latent (Organizational, Supervision, Preconditions) and one active (Acts) layers of the HFACS model.
HFACS Category	WHAT: (HFACS Analyst role only) Further defines the tiers into specific subcategories. Sometimes referred to as "HFACS buckets."
HFACS Nanocode	WHAT: (HFACS Analyst role only) Final descriptor / definition of the of the human factor identified.
Rationale/Description	WHY: (HFACS Analyst role only) Provides written conclusion of the human factor determination.
HFACS Mishap Label	WHAT: (HFACS Analyst role only)) Defines the NMIS event as injury, damage, or both.
Weight	WHAT: (HFACS Analyst role only) See NMIS Tool Tip
HFACS Coded By	WHO: (HFACS Analyst role only) Enter the name of the employee doing HFACS coding.
HFACS Last Updated By	WHEN: (HFACS Analyst role only) Enter the date the HFACS coding was last updated
HFACS Verified By	WHO: (HFACS Analyst role only)) Enter the name of the employee verifying HFACS coding
HFACS Verified Date	WHEN: (HFACS Analyst role only)) Enter the date the HFACS coding was verified.

National Aeronautics and Space Administration

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