STEP 1: Accessing the Random Number function

- Open your spreadsheet with the universe of facilities
  
  (If your list is in word, just cut and paste the list into a spreadsheet)
  
- Add a column heading for random number
  
- Click on <Tools> to open the Tools menu,
  
- Click on <Data Analysis>
STEP 2 Accessing the Random Number function cont.

Click on <Random Number Generation>
**STEP 3 Setting up the random number generator**

- Open the Distribution drop down menu
- Click on <Uniform> (This selects the distribution for random numbers)
- Click on the <Output Range> button under Output options
- Click on the range selection box
### STEP 4 Generate the Random Numbers

1. Highlight the Random Number column from the first through the last facility on your universe list.
2. Hit enter.
3. You will return to the last screen.
4. Click on the <OK> bar and the random number column will be filled in.

<table>
<thead>
<tr>
<th>RCRA ID</th>
<th>FAC ID</th>
<th>FACILITY NAME</th>
<th>ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA50000019</td>
<td>252308</td>
<td>MILFORD INFO SVC</td>
<td>423 FORTUNE BLVD</td>
<td>MILFORD</td>
<td>CE</td>
<td></td>
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<tr>
<td>MAD982193</td>
<td>131713</td>
<td>RANOR INC</td>
<td>1 BELLA DR</td>
<td>WESTMINSTER</td>
<td>CE</td>
<td></td>
</tr>
<tr>
<td>MA50000038</td>
<td>283763</td>
<td>SOUTHBRIDGE SHEET</td>
<td>441 MAIN STREET</td>
<td>STURBRIDGE</td>
<td>CE</td>
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<td>MA90000017</td>
<td>365135</td>
<td>VISTA CONTROLS</td>
<td>24 PORTER ROAD</td>
<td>LITTLETON</td>
<td>CE</td>
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</tr>
<tr>
<td>MAD0766165</td>
<td>413264</td>
<td>NASHOBA VALLEY MED</td>
<td>201 GROTON RD</td>
<td>LAYERT</td>
<td>CE</td>
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</tr>
<tr>
<td>MA50000011</td>
<td>399210</td>
<td>C C EASTERN INC</td>
<td>201 MEMORIAL DRIVE</td>
<td>SHREWSBURY</td>
<td>CE</td>
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</tr>
<tr>
<td>MA985280</td>
<td>332508</td>
<td>TEXACO SERVICE STA</td>
<td>340 GROVE STREET</td>
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<td>CE</td>
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<tr>
<td>MA981212</td>
<td>132615</td>
<td>N CENTRAL CORRECTION INSTITUTE</td>
<td>500 COLONY ROAD</td>
<td>GARDNER</td>
<td>CE</td>
<td></td>
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<tr>
<td>MA985296</td>
<td>390509</td>
<td>GULF OIL LP 5045</td>
<td>527 TURNPIKE W MM63</td>
<td>CHARLTON</td>
<td>CE</td>
<td></td>
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<tr>
<td>MA0006956</td>
<td>51217</td>
<td>ALLMERICA FINANCIAL</td>
<td>440 LINCOLN STREET</td>
<td>WORCESTER</td>
<td>CE</td>
<td></td>
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<tr>
<td>MA985294</td>
<td>207407</td>
<td>STAINLESS STEEL COATINGS INC</td>
<td>835 STERLING ROAD</td>
<td>SOUTH LANCASTER</td>
<td>CE</td>
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<tr>
<td>MAR000504</td>
<td>132553</td>
<td>BARTLETT HIGH SCHOOL</td>
<td>52 LAKE PARKWAY</td>
<td>WEBSTER</td>
<td>CE</td>
<td></td>
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</tbody>
</table>
### STEP 5 Accessing the Sort Function to order the facilities by random number

- Click on the `<Data>` bar to open the Data drop down menu
- Click on `<Sort>` to open the sort function

<table>
<thead>
<tr>
<th>RCRA ID</th>
<th>FAC ID</th>
<th>Facility Name</th>
<th>REGION</th>
<th>Random Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA0000001</td>
<td>190</td>
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<td>CE</td>
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<td>MAD082193</td>
<td>13J394</td>
<td>BAY STATE CIRCUITS</td>
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<td></td>
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<tr>
<td>MA500000038</td>
<td>283763</td>
<td>SOUTHBRIDGE SHEET METAL WORKS INC</td>
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</tr>
<tr>
<td>MAD0095956</td>
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<td>RANOR INC</td>
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<td></td>
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<tr>
<td>MAR000007</td>
<td>56</td>
<td>VISTA CONTROLS</td>
<td></td>
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<tr>
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<td>NASHOBA VALLEY MEDICAL</td>
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<td></td>
</tr>
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<td>MA0000011</td>
<td>64</td>
<td>C C EASTERN INC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAD085280</td>
<td>262</td>
<td>TEXACO SERVICE STA (MOTIVA ENT)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAD081212</td>
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<td>IN CENTRAL CORRECTION INSTITUTE</td>
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<td>241</td>
<td>BARTLETT HIGH SCHOOL</td>
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</tbody>
</table>
### Step 6: Order the facilities from lowest to highest random number

1. Select the entire spreadsheet by clicking on the blank box in the upper left-hand corner.
2. Click on the n <Header Row> button under <My list has>.
3. Open the <Sort by> drop down menu.
4. Click on the <Ascending> button.
5. Click on <Random Number> (this picks the column to sort by).
6. Click on the <OK> bar to sort the facilities from lowest to highest random number.
**STEP 7 USE YOUR LIST!**

- Save the file
- Pick the top 56 facilities for inspection
- If facilities are found to be closed or found upon inspection to have a RCRA hazardous waste generation rate outside the RCRA SQG thresholds, select the next facility on the list.

<table>
<thead>
<tr>
<th>RCRA ID</th>
<th>FAC ID</th>
<th>Facility Name</th>
<th>Street</th>
<th>Town</th>
<th>REGION</th>
<th>Random Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA50000011</td>
<td>399210</td>
<td>C C EASTERN INC</td>
<td>201 MEMORIAL DRIVE</td>
<td>SHREWSBURY</td>
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<td>52 LAKE PARKWAY</td>
<td>WEBSTER</td>
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<td>STAINLESS STEEL COATINGS INC</td>
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<td>SOUTH LANCASTER</td>
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<td>130394</td>
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<td>WESTMINSTER</td>
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<td>200 GROTON ROYAYER</td>
<td>AYER</td>
<td>CE</td>
<td>0.958464</td>
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</tbody>
</table>