



North Carolina Department of Health and Human Services
Division of Public Health

Pat McCrory
Governor

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Ambassador (Ret.)

Secretary
Secretary DHHS

Penelope Slade-Sawyer
Division Director

Date: 6 June 2011 (Revised Contacts/Addresses 10 October 2014)

To: Environmental Health Supervisors, Specialists, & Support Staff

Re: On-Site Monthly Activity Report Excel Version

The electronically submitted Excel version of our On-Site Activity Report is the only report format that can be accepted. Other than a few minor updates, this format has been the same since 2005.

This report should be submitted each month via email to OnSiteReports@dhhs.nc.gov

Contact Steven Berkowitz or Ishwar Devkota with questions at Steven.Berkowitz@dhhs.nc.gov; (919) 707-5876, or Ishwar.Devkota@dhhs.nc.gov; 919 707-5880, respectively.

Using the Excel Report Workbook

Before opening the report workbook, the Macros security level for Excel on any computer you are using must be set to medium or low. If you get a new computer or your Microsoft Office software is updated you will need to repeat this process.

To do this in Excel 1997 - 2003 --- *Open Excel*
Click "Tools"
Click "Macro"
Click "Security"
Set the security level to "Medium" or "Low"
Click "OK"
Close out and restart Excel.

For Excel 2007 --- *Click the Office button (upper left corner)*
Click "Excel Options"
Click "Trust Center"
Click "Trust Center Settings"
Click "Macro Settings"
Set security level either to "Enable Macros" or "Disable Macros with notification"

Open the On-Site Report file with Excel. As the file is opening you may be asked about Macros depending on the security level you chose.

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Tel 919-707-5874 • Fax 919-845-3973

Location: 5605 Six Forks Road • Raleigh, NC 27609

Mailing Address: 1642 Mail Service Center • Raleigh, NC 27699-1642

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For Excel 1997-2003 click "Enable Macros".

For Excel 2007, the report will open and you will see the message:
"Security Warning Some active content has been disabled
Click and then "Enable this content."

Once you click on "Enable" several screens will flash by. The Monthly Reports Totals worksheet that opens will have the heading "Monthly Report – On-Site Water Protection Program."

There are two worksheets in the workbook: "Monthly Report Totals" & "Malfunctioning Systems".

Please scroll down and review the "Monthly Report Totals" worksheet. Note the following:

- The only cells you enter information in are the "orange-tan" colored ones.
- Hold the cursor over the red triangle in the upper right corner of an activity cell for the explanation of that activity code or comments about the data to be entered into that row.
- As in the previous versions, LPP, Fill, Off-site, Dual Alternating Fields, Deep Installation, & >25% up to 35% reduction given are tallied under 'Additional System Features' at the bottom of the 'Operation Permits Issued' table. These are tallied in addition to the specific type nitrification field installed. It is not double counting to mark a specific system and to mark one of these Features.
- Pre-treatment installations and operation permits issued for non-ground absorption are tallied.
- A Private Water Supply Protection Well Activities table and a Tally for Initial Water Sample Results are located below the Wastewater tables.

Now click the "Malfunctioning Systems" worksheet tab:

- Enter information in the orange-tan colored cells. Use the drop-down menus for the "flesh colored" cells in the Malfunctioning Systems worksheet. You can type into these cells but make sure to only type codes from the dropdown menus if you do.
- An identifier that is unique for the current month must be entered in the first column. This can be the PIN, permit number, address, or any other entry as long as it is only used once each month. You can number the rows 1,2,3,4,5 ... if you wish.
- Only the system code, cause code, and remedy code are required for repair/replacement of components. For example, if a tank was crushed then the system code would be **TANK** and the Cause code would be **D**, and the Remedy Code would be **TANK**.
- The Age of the system should be a whole number and is in Years. 40+, for example, will be rejected as an entry. Enter "1" if the system was one year old or less.
- Only **one** Type of Failure code and **one** Primary Cause of Malfunction should be entered.

Notice in the top bar along with "File", "Edit", "Tools", etc., that there is a new option: "Wastewater Program". Clicking on this box will give you the choices of "Clear Spreadsheet", "Add Users", or "Update Master Database". Ignore the Update choice, as it will only work on a computer with access to the Activity Report database.

- Clicking on *Clear Spreadsheet* will delete all entries entered on the worksheet you are in except the County name. To clear all data from both worksheets you must clear each one individually.
- Clicking on "Add Users" allows the creation of multiple monthly report worksheets - should you wish for each staff member to have a page for their own totals. Use this option when you wish to have an individual's numbers shown on the Monthly Report Totals worksheet. Each time you click this option will add a sheet to the workbook titled with the "User's Name" you specify. When Users

are added, the first workbook, "Monthly Report Totals", will be cleared and locked. Only the county name, month and year should be entered on that totals worksheet. The "Monthly Report Totals" Worksheet will then show the sums of the individual Users workbooks.

- When you "Add Users" no individual "Malfunctioning Systems" Worksheet are created. Entries for all staff must still be entered on the single "Malfunctioning Systems" Worksheet.

Please name your files according to the following convention:

YYYYMM_<YourCountyName>

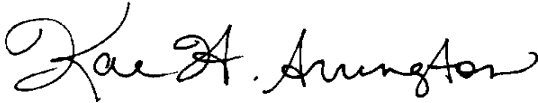
For example: Davidson County's report for July 2011 would be:

201107_Davidson

Feel free to call or email with questions. This memo will be posted to the On-Site web page. The most recently updated version of the report is 4/1/2011. It is also located on our site.

<http://ehs.ncpublichealth.com/oswp/resources.htm>

I have enjoyed working with you all.



Kae Arrington, M.S., R.S.
Program Improvement Team
On-Site Wastewater Branch
DEH/DENR