

Onsite Water Protection Monthly Report
Code Descriptions and Instructions for Template Use (Revised May, 2016)

Submit reports to OnSiteReports@dhhs.nc.gov. Contact Monique.Talton@dhhsnc.gov or 919-707-5864 with questions.

Notes on entering data:

Hover over a cell to see possible code descriptions for that cell. Click on the cell and use the drop-down box to select a code when appropriate.

*Click "SaveWorkbook" on the "Monthly Report Totals" worksheet after entering data on **any** worksheet.*

Monthly Report Totals Worksheet (Tab 1):

Table 1: (Activity Code totals, On-site Wastewater)

- S-1 Site Visits**
Number of **field visits** for any purpose **not** counted elsewhere. *Codes marked with an "*" should be used only once per event; code subsequent visits for the same event/site/application/complaint as "S-1".*
- S-1E Sites Evaluated***
Number of sites evaluated for any purpose including new, revision, relocation, repair of malfunction, or expansion. Code 1 per application; subsequent visits are "site visits".
- S-3 Improvement Permits (IP) Issued –w/ PLAT**
Number of non-expiring IPs issued.
- S-4 Improvement Permits Issued – New or Revision w/SITE PLAN**
Number of IPs issued that expire in 60 months.
- S-4A Improvement Permits Issued – Relocation w/SITE PLAN**
Number of IPs issued valid for 60 months that were approved for changes requiring the relocation of part or all of the existing septic system.
- S-5 Improvement Permits Issued – Expansion of Existing System**
Number of IPs issued approving a site to enlarge or alter an existing system due to a change in design wastewater flow or wastewater characteristics.
- S-6 IP Repair-this Code deleted - Only a Construction Authorization is issued for repair of a malfunctioning system.**
- S-7 Improvement Permits Denied**
Number of applications that are denied an Improvement Permit.
- S-8 Construction Authorizations – New, Revision, or Relocation**
Number of CAs issued on an approved site with a valid IP for the installation of a new, revised, or relocated system.
- S-9 Construction Authorizations – Expansion**
Number of CAs issued on an approved site with a valid IP for the installation of an altered or enlarged system due to a design flow increase.
- S 10 Construction Authorizations – Repair or Replacement of Malfunctioning System**
Number of CAs issued for the replacement/repair a malfunctioning system.
- S-11 Construction Authorizations – Denied**
Number of CAs denied.
- S-12 Authorizations – Mobile Home Parks***
Number of system inspections that result in written authorizations to locate a manufactured home in a mobile home park.
- S-13 Authorizations Existing System Reuse***
Number of system inspections that result in a written authorization to reuse an existing system or allow a building to be located on a site with an existing system.
- S-13D Authorizations for System Reuse – Denied***
Number of system inspections that result in denial to reuse an existing system.
- S-14A Table V Inspections w/Inspection Report Prepared***
Number of inspections w/reports on system performance as required by Table V in Rule .1961.
- S-14B Migrant Housing Inspections w/Inspection Report Prepared ***
Number of inspections/reports on performance of systems serving Migrant Housing as required by various agencies.
- S-15 Notices of Violations (NOV) Issued**
Number of NOV's issued for a violation of laws and rules governing on-site wastewater systems.
- S-16 Legal Remedies Issued – (Injunctions, criminal misdemeanor, administrative penalties)**
Number of criminal or administrative penalties prepared and served (Rule .1967 or .1968); also includes injunctions.
- S-17 Permits Revoked Notice**
Number of notices prepared and served to revoke a permit.
- S-18 Permits Suspended Notice**
Number of notices prepared and served to suspend a permit.
- S-19 Operation Permits Issued***
Number of operation permits issued for systems entered in Table 3 or non-ground absorption systems/system components entered in Table 5.
S-19 in Table 1 includes all OPs issued.
To double check your totals:
S-19 in Table 1 equals: Total Rows 39 through 42 (Table 2)+Rows 184 and 185 (Table 5).
S-19 also equals: Rows 50 through 104 (Table 3)+Rows 180 through 186 (Table 5)+ Row 42 (Table 2).

S-25 Sewage Complaints Investigated*

Number of sewage complaint investigations initiated. Log subsequent visits to investigate as 'site visits' (S-1)

S-26 Tank Yard Inspections Performed*

Number of visits made to inspect septic tank manufacturing plants.

S-27 On-Site Consultative Contacts

Number of non-field contacts made such as phone calls, emails, office visits, presentations or talks, etc.

Table 2: Enter # of OPs issued based on system Types from Rule .1961 Table V(a).

Table 3: For each system installation, enter the Ground Absorption System as well as any Additional System Features (LPP distribution, off-sites, etc). You may have multiple entries in Table 3 for each system.

Table 4: Enter OPs issued for Advanced Pre-treatment installation when applicable.

Table 5: Enter OPs issued for Non-Ground Absorption Systems or System Components Only

Table 6: Enter Private Water Supply Well Activities (see attached for activity code explanations). Note new activity codes for:

- W-22 Variance Request,
- W-23 Health Risk Evaluation completed.

Table 7: Enter Number of Initial Sample Results Above Recommended Limits or Out of Compliance. Note new entry for Radionuclides.

Malfunctioning Systems Worksheet (Tab 2):

- Enter a unique identifier in column 1 (PIN, permit number, address, etc.). Each identifier is used only once per month.
- Use the drop down menus to enter information about each system repair.
- When coding a replacement tank only, only the *Failing System Code*, *Primary Cause Code*, and *Replacement System or Remedy codes are required*. For example, a crushed/damaged tank would be *System Code "Tank"*, *Cause Code "D"*, *Remedy Code "TANK"*.
- Age of system is in Years. For example, 40+ will be rejected as an entry. Estimate this when documentation is unavailable. Enter "1" for a year old or less.
- Only one *Type of Failure* code and one *Primary Cause* code can be entered.
- Return to **Monthly Report Totals Worksheet (Tab 1)** and click "SaveWorkbook" to save data.

UIC Systems Worksheet (Tab 3):

- Provide updated information for any permitting, inspection, or enforcement activities related to large (>3000 gpd) or IPWW systems during the report month.
- Enter the Project/Facility/System Name. *If a State reviewed/approved project, use the name assigned on our review/approval letter.*
- The Project/Facility/System Name can be used only once per month. If additional entries for the same project are needed, add a unique number at the end of the name of each entry.
- Enter project as new, "N", or existing, "E".
- Enter the OSWP File Number (e.g. 2015-38) that appears on the project specific state correspondence/approval.
- Enter the Health Department permit/file number for the project.
- Enter additional information, as applicable, using the drop-down menus.
- Return to **Monthly Report Totals Worksheet (Tab 1)** and click "SaveWorkbook" to save data.

For first time users:

- Create a new folder, "Monthly reports 2016" in a preferred location on your computer.
- Right click on the attachment "Template to enter data 2018 v 10.24.xslm" and save to the folder you created.
- Navigate to the template you just saved and double click to open.
- If you see a security warning in a yellow bar at the top of the worksheet, click "Enable Content".
- Select your county and the month of the report. Click the "SaveWorkbook" button. This will automatically create and save as a new file, YearMo_County. Verify that your file is saved in the correct format.
- Use the "SaveWorkbook" button once data entry is complete.

Add-Ins: There is an additional tab at the top of the worksheet to access additional functions. These include:

- *Clear current sheet:* delete all entries in the worksheet displayed. .
- *Clear All Sheets in Workbook:* delete all data in all worksheets.
- *Add users:* create multiple **Monthly Report Totals** worksheets/Tabs for each staff to enter their own data. When using the Add Users option, data in the first **Monthly Report Totals** worksheet is cleared and locked. Only enter the county name and month on the first worksheet (Tab 1). As each user's information is logged, the first worksheet will display a summation of all user data. Click the "SaveWorkbook" button on the Monthly Report Totals Worksheet (Tab 1) once data entry is complete.
 - *The add users option does not create individual "Malfunctioning Systems" or "UIC Systems" worksheets. This data must be compiled and entered for all staff.*
 - *Create tabs for all users prior to any data entry. To change/eliminate users, you must begin with a new template.*

Table 6 (Private Water Supply Protection Activity Codes)

W-1	Well Sites Evaluated* Number of sites evaluated for determining suitability for construction or repair of a well
W-2	Well Grout Inspections* Number of inspections of placement, repair, or addition of grout
W-3	Well Site Consultative Visit Number of field visits for any purpose relating to on-site water protection not counted elsewhere
W-4	Well Head Inspection* Number of inspections of well heads (includes all inspected wells)
W-4A	Well Heads Approved Number of approved well heads as determined by field inspection
W-4D	Well Heads Disapproved Number of disapproved well heads as determined by field inspection
W-5	Well Abandonment Observed* Number of well abandonment procedures observed
W-6	Well Construction Permit Issued – New Number of permits issued for the construction of a well
W-7	Well Repair Permits Issued Number of permits issued for the repair of an existing well
W-8	Well Abandonment Permit Issued Number of permits issued for the abandonment of a well
W-9	Well Permit Denied Number of sites that are denied a permit to construct or repair a well
W-10	Well Certificate of Completion Issued – New Number of certificates issued for the successful completion of a well
W-10D	Well Certificate of Completion Denied – New Number of new wells not approved as successfully completed
W-11	Well Certificate of Completion Issued – Repair Number of certificates issued for the successful repair of an existing well
W-11D	Well Certificate of Completion Denied – Repair Number of repair wells not approved as successfully completed
W-12	Well Abandoned Based on Permit Conditions Number of certificates issued for the successful abandonment of a well
W-13	Bacteriological Water Samples Collected* Number of water samples collected from a well for testing for bacteriological contamination
W-14	Other Samples Collected* Number of water samples collected from a well for testing for contamination other than bacteriological. Count one per bottle or container
W-15	Well Complaints Investigated* Number of complaints investigated (Count one per complaint; subsequent visits are ‘site visits’)
W-16	Well Consultative Contacts Number of non-field contacts made such as phone calls, office visits, presentations or talks, etc.
W-18	Legal Remedies Taken – (Injunctions, criminal misdemeanor, administrative penalties) Number of criminal or administrative penalties prepared and served; also includes injunctions.
W-19	Permits Revoked Notice Number of notices prepared and served to revoke a well permit
W-20	Permits Suspended Notice Number of notices prepared and served to suspend a well permit
W-21	Well Camera or Geophysical Inspections Number of down-hole camera or geophysical surveys performed.
W-22	Variance Requests (documented) Number of variance requests referred to your regional specialist.
W-23	Health Risk Evaluation (required for all well samples) Number of HREs sent to homeowners due to water samples being collected.