

Onsite Water Protection Monthly Activity Report
Instructions for Template Use and Code Descriptions (Revised January 2021)

Submit reports to OnSiteReports@dhhs.nc.gov.

Contact Teresa Davis (teresal.davis@dhhs.nc.gov) or Steven Berkowitz (steven.berkowitz@dhhs.nc.gov) with questions.

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.

Be sure to “Enable Macros” in EXCEL when using this template.

For first time users:

- Create a new folder, “Monthly reports 2021” in a preferred location on your computer.
- Right click on the attachment “Template_to_enter_data_2021_v10.41.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, and keeps the original template file intact for future use. Verify that your file is saved in the correct format.
- Use the “SaveWorkbook” button once data entry is complete.

Please submit the renamed file created by the SaveWorkbook button as is (do not additionally rename it)

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.*

**Standard Submittal: Send EXCEL spreadsheet Report as Attachment in email to OnSiteReports@dhhs.nc.gov
Do Not Copy Email to Anyone Else (this will sometimes result in no-one receiving!).**

NEW WEB-BASED SUBMITTAL OPTION

Initial Set-Up:

- Inform us of your intention to utilize this Option (email CJ, at cleven.dunn@dhhs.nc.gov and cc teresal.davis@dhhs.nc.gov)
- You will be assigned USERNAME and initial (temporary) PASSWORD by email.
- Log In to <https://dphfx.ncpublichealth.com> with assigned USERNAME and PASSWORD. Change Password via “User Options”
- Recommend one person per County to request an account, if this submittal option is desired. Email submittals can still be made.

Use to Upload Report:

- Log In to <https://dphfx.ncpublichealth.com> with assigned USERNAME and your PASSWORD.
- Directly upload one or more reports, using Drop and Drag feature, or Add Files to Browse to file(s) to be uploaded.
- Successful Upload will be indicated. Logout when uploads are completed. No need to provide any other notifications.

Monthly Report Totals Worksheet (Tab 1):

**A site visit is assumed to have occurred when an activity with an (*) is reported. There is no need to count a separate S-1 or W-3 visit when coding.*

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

S-1	Site Visits Number of field visits for any purpose not counted elsewhere.
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-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 NOVs 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 sites evaluated, permitted, and inspected solely by the LHD.
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.

New Codes for 2021 Template:

- S-30A Engineered Option Permit (EOP) Notice of Intent (NOI) Complete**
Number of NOIs found to be “COMPLETE” during reporting period, with Standard Form signed by LHD.
- S-30B Engineered Option Permit (EOP) Notice of Intent (NOI) Deemed Incomplete**
Number of NOIs found to be “INCOMPLETE” during reporting period, with Engineer/Owner notified on Standard Form.
- S-31 Engineered Option Permit (EOP) Authorization to Operate (ATO)**
Number of ATOs issued for EOP Projects, with Engineer/Owner notified on Standard Form.
- S-35A Authorized On-Site Wastewater Evaluator (AOWE) Notice of Intent (NOI) Complete**
Number of NOIs found to be “COMPLETE” during reporting period, with Evaluator/Owner notified on Standard Form
- S-35B Authorized On-Site Wastewater Evaluator (AOWE) Notice of Intent (NOI) Deemed Incomplete**
Number of NOIs Found to be “INCOMPLETE” during reporting period, with Evaluator/Owner notified on Standard Form
- S-36 Authorized On-Site Wastewater Evaluator (AOWE) Authorization to Operate (ATO)**
Number of ATOs issued for AOWE Projects, with Engineer/Owner notified on Standard Form.
- S-40 Improvement Permit issued pursuant to Session Law 2018-114 (LHD Permit per Licensed Soil Scientist Submission)**
Number of IPs issued for new system or expansion by LHD based upon LSS submission.
- S-41 Construction Authorization issued per to Session Law 2018-114 (LHD Permit per Licensed Soil Scientist Submission)**
Number of CAs issued for new system, expansion, or repair by LHD based upon LSS submission.
- S-42 Operation Permit issued per Session Law 2018-114 (LDH Permit per Licensed Soil Scientist Submission)**
Number of OPs issued for by LHD for projects approved based upon LSS submission.

NOTE: Each IP, CA and OP are counted only once. Permits issued pursuant to Session Law 2018-114 are tabulated using codes S-40 through 42 only and are not included in the LHD coding above. EOP and AOWE permits are only coded S30A-S36. Site visits related to these permits are coded as “S-1”. These systems are included in Tables 2 and 3.

Table 2: Enter # of OPs and EOP/AOWE ATOs 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 (fill, groundwater lowering, pump systems excluding LPP and drip, off-sites, etc). You may have multiple entries in Table 3 for each system. Include for all OPs and EOP/AOWE ATOs. See the attached list of system codes and their new classification if needed.

Table 4: Enter OPs and EOP/AOWE ATOs issued for Advanced Pre-treatment installation by system type when applicable.

Table 5: DELETED IN 2021 TEMPLATE

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

Table 7: DELETED IN 2021 TEMPLATE

Malfunctioning Systems Worksheet (Tab 2):

- Enter a unique identifier in column 1 (Physical “911” Address Preferred; **Use OP No. only if no physical “911” address not yet assigned**). Each identifier is used only once per month.
- Use the drop-down menus to enter information about each system repair.
- **Do Not Enter Tank-Only Repairs on this Worksheet.** These are Coded in Worksheet No. 1 Table 3 (Non-Ground Absorption System Type or System Component Only)
- 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.

Large/Industrial Process (IPWW) Systems Worksheet [Also Called Underground Injection Control or “UIC” Systems] (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. 2019-38) 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.

Table 6 (Private Water Supply Protection Activity Codes)

**A site visit is assumed to have occurred when an activity with an (*) is reported. There is no need to count a separate S-1 or W-3 visit when coding.*

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-13	New Well Kit (Bacteriological and/or Inorganic Water Samples Collected)* Number of new wells sampled using a sampling kit. Count one per well kit.
W-14	Other Samples Collected Number of water samples collected from a well for testing for contamination other than sampling kits for new wells. Count one per bottle or container. <i>A W-3 “Consultative Visit” is counted for each well visited.</i>
W-15	Well Complaints Investigation* 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-17	Notices of Violation Issued Number of NOVs issued for a violation of laws and rules governing on-site wells.
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.