

Solid Waste

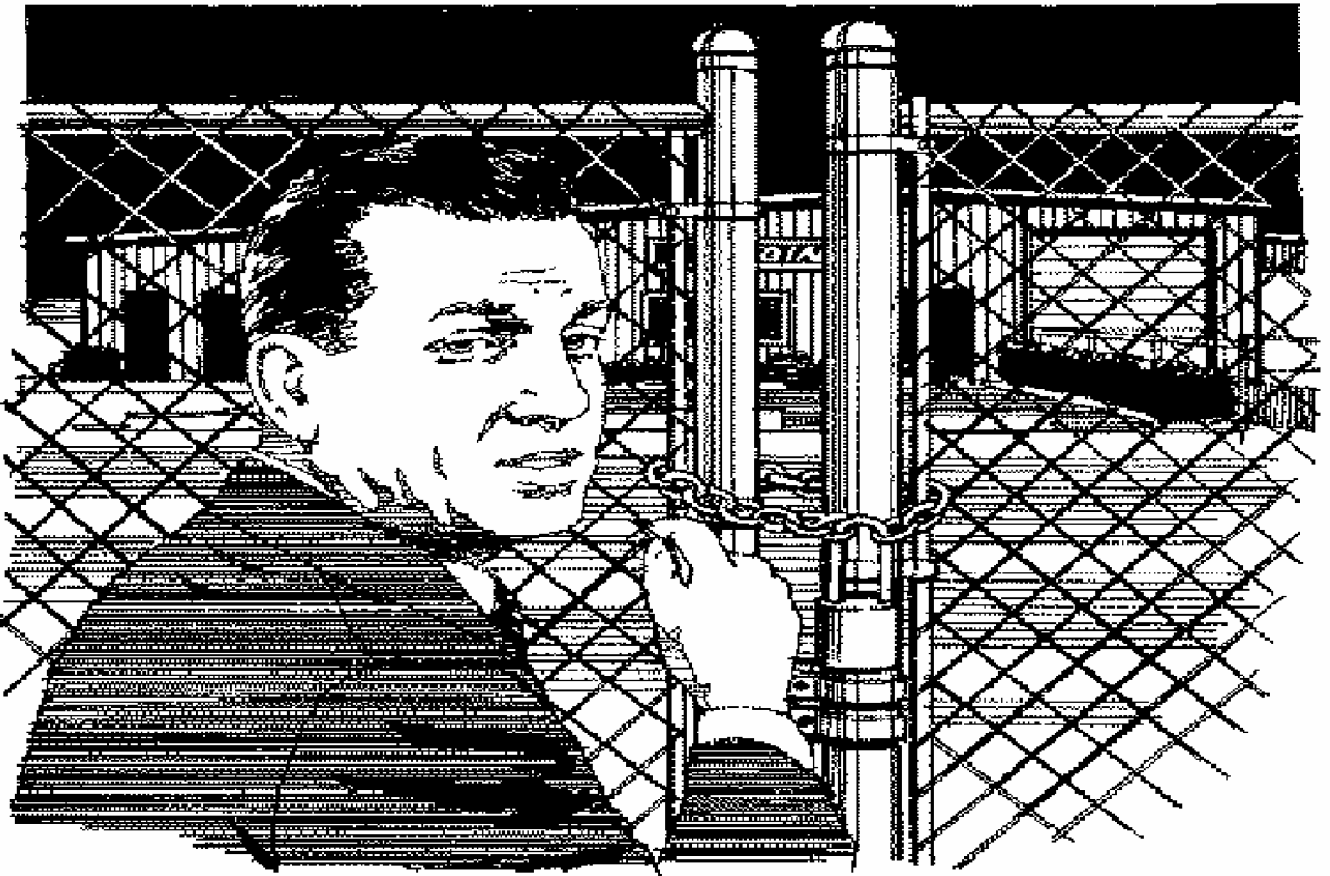


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Introduction

This program is designed to assist you in organizing a systematic approach to entering Solid Waste programs, which include Compost Facilities, Construction, demolition & Debris, Solid Waste Haulers, Scrap Tires, Infectious Waste and Landfills and provide accurate up-to-date records within your county.

Please review the manual carefully to obtain the maximum benefits. Little or no prior computer experience is necessary to operate this program.

Set up process is located on page ____ of this manual.

About This Manual

Solid Waste program is simple to use. ***The maximum benefit with the least time spent will be obtained if you start at the first page of this manual and follow the directions exactly as you enter the first record in your computer.***

Square boxes in this manual, surround the key that you are to press on your keyboard. As an example, when you read

ENTER

you are to press the enter key on your keyboard.

The word

TYPE is followed by bracketed [] instructions of what to type into a field.

Note: For Technical Support, (440) 235-1199



Navigation

Whenever you see one  click the left side of your mouse once.

Whenever you see two  click the left side of your mouse twice.

Navigation Keys For Entering Information

Tab or **ENTER** to move to next field

Shift **Tab** or **Up** to go back one field

Editing Keys

Backspace delete one character left of cursor **Delete** delete one character

Insert inserting & overwriting modes

When you see a pull-down field, click the arrow to the right to view all your choices.



Starting HDIS

Windows '95/'98 Users

Start

Programs

Health District Info Systems

HDIS

Health District Information System Menu Bar

HDIS (Health District Information System) has several different modules designed to assist your health district in its day to day operations. To access the Environmental Health Solid Waste program select the



Environmental Health



Solid Waste



Solid Waste Menu Bar

This is the main Solid Waste window. It is necessary to return to this window when you make a new program selection. Let's get started by entering a Composting Facilities.





Solid Waste



Compost Facilities



Add

Health District Information System
 Solid Waste Reports Browser/List/Export Query/Graph Maintenance Return

Composting Facilities - BERBAKOS LANDSCAPING

Find Information Licensing/Registration Information Comments GIS/GPS

Application to Operate a Composting Facility

License # 9 EPA # 43-3-0459 Facility Name BERBAKOS LANDSCAPING

Street NARROWS ROAD City PAINESVILLE State OH Zip code 44077

Phone 1-440-352-9779 Political subdivision 23 PAINESVILLE TOWNSHIP Government Captive

Name of Owner/Operator Owner

Name of Contact D. BENTLEY Contact's Street

Contact's City Contact's State Contact's Zip Code

Previous Next Delete Add Modify

FIELD NAME	DESCRIPTION/USAGE
ID #	HDIS will assign the next available ID # or you may use your own.
EPA #	
FACILITY NAME	
STREET	
CITY, STATE, ZIP	
PHONE	
POLITICAL SUBDIVISION	
GOVERNMENT	Check this box if it is Government owned
CAPTIVE	Check this box if it is Captive
NAME OF OWNER/OPERATOR	
OWNER (CHECK BOX)	Check this box if the name is also the owner, leave blank if not
CONTACT NAME	
ADDRESS	
CITY, STATE, ZIP	
BUTTONS	
PREVIOUS BUTTON	Displays previous record
NEXT BUTTON	Displays next record
DELETE BUTTON	Deletes a record
ADD BUTTON	Adds a new record to the data base
MODIFY BUTTON	If you are not adding a record, click this to modify a record.

Compost Facilities Licensing & Registration Tab

You may advance to the next window by clicking the tab at the top. You also will advance to the next window when you leave the last field on the previous window. This feature is very handy when entering a new record. You can leave your hands on the keyboard, rather than going back and forth from keyboard to mouse and mouse to keyboard.

FIELD NAME	DESCRIPTION/USAGE
CLASS	
MONTH/YEAR OPEN	
REGISTRATION PTI/PTO	
DATE ISSUED	
DATE EXPIRED	
INSPECTION INTERVAL	By entering an inspection interval, will allow for reports of inspections due to be created.
LAST THREE INSPECTION DATES	Updates from daily worksheets (if user utilizes this module)
SERVICE CODE	
INSPECTOR	
OUT OF BUSINESS (check box)	Out of Business indicator
OUT OF BUSINESS DATE	Out of Business date
BUTTON	
PRINT APPLICATION/APPROVAL	NOT UTILIZED BY HEALTH DISTRICTS
MODIFY BUTTON	If you are not adding a record, click this to modify a record.

These facilities are registered through the Ohio EPA. This data base helps Health Districts manage their composting facilities in their District. If this program is used with the Daily Worksheet module reports can be generated to show when facilities are due for inspection.

Construction & Demolition Debris

Construction & Demolition Debris are registered through Ohio EPA. This data base helps Health District manage the Construction & Demolition Debris facilities in their jurisdiction. If utilized in conjunction with the Daily Worksheet module, the Construction, Demolition & Debris program can automatically update from the inspector's daily worksheet. A report can be generated to notify of next inspections due.



Solid Waste



Construction & Demolition Debris



Add Button

The screenshot shows a software window titled "Health District Information System" with a sub-window "Construction and Demolition Debris". The interface includes a menu bar (Solid Waste, Reports, Browse/Log/Export, Com/Map/Graph, Maintenance, Return) and a toolbar (Find, Information, Licensing/Registration Information, Comments, GIS/GPS). The main form is titled "Application to Operate a Construction and Demolition Debris" and contains the following fields and options:

- License # (text box with '0')
- EPA # (text box)
- Facility Name (text box)
- Street (text box)
- City (text box)
- State (dropdown menu)
- Zip code (text box)
- Phone (text box)
- Political subdivision (text box)
- Government Captive
- Name of Owner/Operator (text box)
- Owner
- Name of Contact (text box)
- Contact's Street (text box)
- Contact's City (text box)
- Contact's State (dropdown menu)
- Contact's Zip Code (text box)

At the bottom of the form are buttons for "Previous", "Next", "Delete", "Add", and "Modify".

FIELD NAME	DESCRIPTION/USAGE
ID #	HDIS will assign the next available ID # or you may use your own.
EPA #	
FACILITY NAME	
STREET	
CITY, STATE, ZIP	
PHONE	
POLITICAL SUBDIVISION	
GOVERNMENT	Check this box if it is Government owned
CAPTIVE	Check this box if it is Captive
NAME OF OWNER/OPERATOR	
OWNER (CHECK BOX)	Check this box if the name is also the owner, leave blank if not
CONTACT NAME	
ADDRESS	
CITY, STATE, ZIP	
BUTTONS	
PREVIOUS BUTTON	Displays previous record
NEXT BUTTON	Displays next record
DELETE BUTTON	Deletes a record
ADD BUTTON	Adds a new record to the data base
MODIFY BUTTON	If you are not adding a record, click this to modify a record.

Construction & Demolition Debris Licensing/Registration Tab

Click the
Licensing/Registration tab to
move here.

The screenshot shows a software window titled "Health District Information System" with a sub-window "Construction and Demolition Debris". The "Licensing/Registration Information" tab is active. The form contains the following fields and controls:

- AMDWR Limit Per Day: []
- (T)ons/(C)ubic Yards: []
- Month/Year Opened: []
- Registration/PTI/PTO: [//]
- Inspection interval: []
- Last three inspection dates: [//] [//] [//]
- Service: []
- Inspector: []
- Code: []
- Description: []
- Local fee: []
- State fee: []
- Total: []
- Date issued: [//]
- Date expired: [//]
- Date paid: [//]
- Receipt#: []
- Out of business
- OOB date: [//]

Buttons at the bottom right: "Print Application/Approval" and "Modify".

FIELD NAME	DESCRIPTION/USEAGE
AMDWR LIMIT PER DAY	
TONS CUBIC YARDS	Use a "T" for tons and a "C" for Cubic Yards
MONTH/YEAR OPENED	
REGISTRATION PTI/PTO	
INSPECTION INTERVAL	
LAST THREE INSPECTIONS	Records last 3 inspections. Updates from daily worksheets
INSPECTOR	
SERVICE	If service codes are utilized, this field is updated through the daily worksheet based on type of inspection done.
FIELDS NOT UTILIZED BY HEALTH DISTRICTS	
CODE	
DESCRIPTION	
LOCAL FEE	
STATE FEE	
TOTAL	
*DATE ISSUED	Date EPA issues registration
*DATE EXPIRES	Date Expires through EPA
DATE PAID	
RECEIPT NUMBER	
BUTTON	
PRINT APPLICATION/APPROVAL	NOT UTILIZED BY HEALTH DISTRICTS

*This data can be taken from the data sheets EPA sends to local Health Districts.



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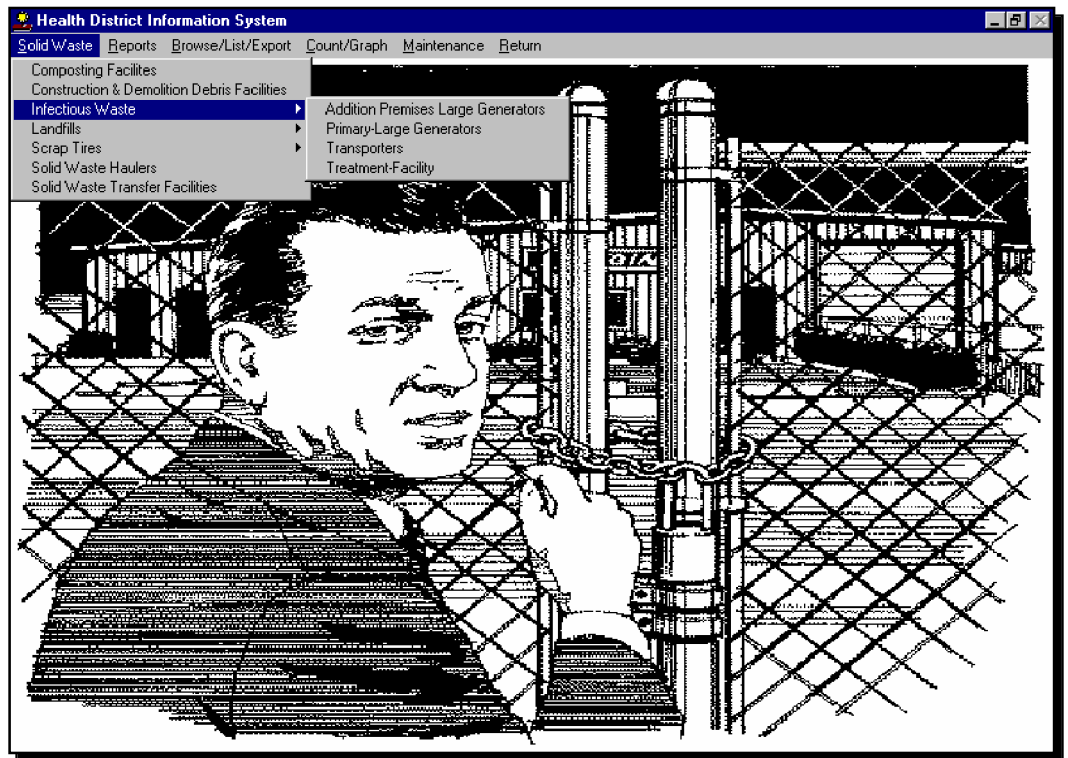


Solid Waste



Infectious Waste

- **Additional Premises Large Generators**
- **Primary Large Generators**
- **Transporters**
- **Treatment Facility**



The above programs are all included in the Infectious Waste program. Some Health Departments may utilize all of these programs and others may not. Lets get start, by entering data in the Additional Premises Large Generators. Again, these programs are designed to manage the data and information from facilities that are registered by EPA. This program updates records and helps utilize specific information as needed.



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Solid Waste



Infectious Waste



Additional Premises Large Generators



Add

Health District Information System

Solid Waste Reports Show/Hide/Export Download/Graph Maintenance Return

Infectious Waste - Additional Premises Large Generators - ALLERGY DIAGNOSTIC

Find Information Licensing/Registration Information Comments GIS/GPS

Application to Operate an Infectious Waste - Additional Premises Large Generators

License # EPA # Facility Name

Street City State Zip code

Phone Political subdivision Government

Name of Owner/Operator Owner

Name of Contact Contact's Street

Contact's City Contact's State Contact's Zip Code

Previous Next Delete Add Modify

FIELD NAME	DESCRIPTION/USAGE
ID #	HDIS will assign the next available ID # or you may use your own.
EPA #	
FACILITY NAME	
STREET	
CITY, STATE, ZIP	
PHONE	
POLITICAL SUBDIVISION	
GOVERNMENT	Check this box if it is Government owned
NAME OF OWNER/OPERATOR	
OWNER (CHECK BOX)	Check this box if the name is also the owner, leave blank if not
CONTACT NAME	
ADDRESS	
CITY, STATE, ZIP	
BUTTONS	
PREVIOUS BUTTON	Displays previous record
NEXT BUTTON	Displays next record
DELETE BUTTON	Deletes a record
ADD BUTTON	Adds a new record to the data base
MODIFY BUTTON	If you are not adding a record, click this to modify a record.

Additional Premises Large Generators Registration/Licensing Tab

FIELD NAME	DESCRIPTION/USAGE
AMDWR LIMIT	
TONS / CUBIC YARDS	"T" - Tons or "C" - Cubic Yards
TREATMENT	"Y" - Yes or "N" - No
INCINERATOR	"Y" - Yes or "N" - No
AUTOCLAVE	"Y" - Yes or "N" - No
CHEMICAL	"Y" - Yes or "N" - No
INSPECTION INTERVAL	
LAST THREE INSPECTIONS	Updates from daily work sheet if user utilizes this module
SERVICE CODE	
INSPECTOR	
OUT OF BUSINESS	Out of Business indicator
OUT OF BUSINESS DATE	Out of business date
BUTTONS	
PRINT APPLICATION/APPROVAL	Not Utilized By Health Districts
MODIFY	If you are not adding a record, click this to modify information

Primary Large Generators Information Tab



EH



Solid Waste



Infectious Waste



Primary Large Generators



Add

Health District Information System
 Solid Waste Reports Browse/List/Export Count/Graph Maintenance Return

Infectious Waste - Primary/Large Generators - ARMIN J. GREEN M.D.

Find Information Licensing/Registration Information Comments GIS/GPS

Application to Operate an Infectious Waste - Primary/Large Generators

License # 1 EPA # 43-G-00635 Facility Name ARMIN J. GREEN M.D.

Street 9485 MENTOR AVENUE City MENTOR State OH Zip code 44060

Phone 1-440-205-5791 Political subdivision 07 MENTOR CITY WEST Government

Name of Owner/Operator Owner

Name of Contact CAROL CORSARO Contact's Street

Contact's City Contact's State Contact's Zip Code

Previous Next Delete Add Modify

FIELD NAME	DESCRIPTION/USAGE
ID #	HDIS will assign the next available ID # or you may use your own.
EPA #	
FACILITY NAME	
STREET	
CITY, STATE, ZIP	
PHONE	
POLITICAL SUBDIVISION	
GOVERNMENT	Check this box if it is Government owned
NAME OF OWNER/OPERATOR	
OWNER (CHECK BOX)	Check this box if the name is also the owner, leave blank if not
CONTACT NAME	
ADDRESS	
CITY, STATE, ZIP	
BUTTONS	
PREVIOUS BUTTON	Displays previous record
NEXT BUTTON	Displays next record
DELETE BUTTON	Deletes a record
ADD BUTTON	Adds a new record to the data base
MODIFY BUTTON	If you are not adding a record, click this to modify a record.

Primary Large Generators Licensing/Registration Information

FIELD NAME	DESCRIPTION/USAGE
# OF ADDITIONAL PREMISES	
TRANSPORTERS	"Y" - Yes or "N" - No
TREATMENT	"Y" - Yes or "N" - No
INCINERATOR	"Y" - Yes or "N" - No
AUTOCLAVE	"Y" - Yes or "N" - No
CHEMICAL	"Y" - Yes or "N" - No
INSPECTION INTERVAL	
LAST THREE INSPECTIONS	Updates from daily work sheet if user utilizes this module
SERVICE CODE	
INSPECTOR	
OUT OF BUSINESS	Out of Business indicator
OUT OF BUSINESS DATE	Out of business date
FIELDS NOT UTILIZED BY HEALTH DISTRICTS	
CODE	
DESCRIPTION	
LOCAL FEE	Can be utilized when EPA submits money
STATE FEE	
TOTAL	
*DATE ISSUED	Date EPA issues registration
*DATE EXPIRES	Date Expires through EPA
DATE PAID	
RECEIPT NUMBER	
BUTTON	
PRINT APPLICATION/APPROVAL	Not Utilized By Health Districts
MODIFY	If you are not adding a record, click this to modify information

*This data can be taken from the data sheets EPA sends to local Health Districts.

Transporters Information Tab



EH



Solid Waste



Infectious Waste



Transporters



Add

Health District Information System
 Solid Waste Reports Browse/List/Export Count/Graph Maintenance Return

Infectious Waste - Transporters - BROADFIELD SERVICES INC.

Find Information Licensing/Registration Information Comments GIS/GPS

Application to Operate a Transporter

License # 1 EPA # 43-T-00140 Facility Name BROADFIELD SERVICES INC.

Street 7927 MIDDLE RIDGE ROAD City MADISON State OH Zip code 44057

Phone 1-440-466-2522 Political subdivision 22 MADISON TOWNSHIP

Name of Owner/Operator Owner

Name of Contact MELISSA HOWELL Contact's Street

Contact's City Contact's State Contact's Zip Code

Previous Next Delete Add Modify

FIELD NAME	DESCRIPTION/USAGE
ID #	HDIS will assign the next available ID # or you may use your own.
EPA #	
FACILITY NAME	
STREET	
CITY, STATE, ZIP	
PHONE	
POLITICAL SUBDIVISION	
NAME OF OWNER/OPERATOR	
OWNER (CHECK BOX)	Check this box if the name is also the owner, leave blank if not
CONTACT NAME	
ADDRESS	
CITY, STATE, ZIP	
BUTTONS	
PREVIOUS BUTTON	Displays previous record
NEXT BUTTON	Displays next record
DELETE BUTTON	Deletes a record
ADD BUTTON	Adds a new record to the data base
MODIFY BUTTON	If you are not adding a record, click this to modify a record.

Transporters Licensing/Registration Tab

FIELD NAME	DESCRIPTION/USAGE
VEHICLES	
INSPECTION INTERVAL	
LAST THREE INSPECTIONS	Updates from daily work sheet if user utilizes this module
SERVICE CODE	
INSPECTOR	
FIELDS NOT UTILIZED BY HEALTH DISTRICTS	
CODE	
DESCRIPTION	
LOCAL FEE	
STATE FEE	
TOTAL	
*DATE ISSUED	Date EPA issues registration
*DATE EXPIRED	Date expires through EPA
DATE PAID	
RECEIPT	
OUT OF BUSINESS	Out of Business indicator
OUT OF BUSINESS DATE	Out of business date
BUTTON	
PRINT APPLICATION/APPROVAL	Not Utilized By Health Districts
MODIFY	If you are not adding a record, click this to modify information

*This data can be taken from the data sheets EPA sends to local Health Districts.



EH

Solid Waste

Infectious Waste

Treatment Facilities

Add

Health District Information System
 Solid Waste Reports Browse/List/Export Count/Graph Maintenance Return

Infectious Waste - Treatment Facility

Find Information Licensing/Registration Information Comments GIS/GPS

Application to Operate an Infectious Waste - Treatment Facility

License # EPA # Facility Name

Street City State Zip code

Phone Political subdivision

Name of Owner/Operator Owner

Name of Contact Contact's Street

Contact's City Contact's State Contact's Zip Code

Previous Next Delete Add Modify

FIELD NAME	DESCRIPTION/USAGE
ID #	HDIS will assign the next available ID # or you may use your own.
EPA #	
FACILITY NAME	
STREET	
CITY, STATE, ZIP	
PHONE	
POLITICAL SUBDIVISION	
NAME OF OWNER/OPERATOR	
OWNER (CHECK BOX)	Check this box if the name is also the owner, leave blank if not
CONTACT NAME	
ADDRESS	
CITY, STATE, ZIP	
BUTTONS	
PREVIOUS BUTTON	Displays previous record
NEXT BUTTON	Displays next record
DELETE BUTTON	Deletes a record
ADD BUTTON	Adds a new record to the data base
MODIFY BUTTON	If you are not adding a record, click this to modify a record.

Transporters Licensing/Registration Information

Click the Licensing/Registration Tab to move to this tab.

FIELD NAME	DESCRIPTION/USAGE
VEHICLES	
INSPECTION INTERVAL	
LAST THREE INSPECTIONS	Updates from daily work sheet if user utilizes this module
SERVICE CODE	
INSPECTOR	
FIELDS NOT UTILIZED BY HEALTH DISTRICTS	
CODE	
DESCRIPTION	
LOCAL FEE	
STATE FEE	
TOTAL	
*DATE ISSUED	Date EPA issues registration
*DATE EXPIRES	Date Expires through EPA
DATE PAID	
RECEIPT NUMBER	
OUT OF BUSINESS	Out of Business indicator
OUT OF BUSINESS DATE	Out of Business date
BUTTON	
PRINT APPLICATION/APPROVAL	
MODIFY	If you are not adding a record, click this to modify information

*This data can be taken from the data sheets EPA sends to local Health Districts.



EH



Solid Waste



Landfill (open & closed)



Add

Health District Information System
Solid Waste Reports Browse/Edit/Export Query/Graph Maintenance Return

Landfills - LAKE COUNTY SOLID WASTE FACILI

Find Information Licensing/Registration Information Comments GIS/GPS

Application to Operate a Landfill

License # EPA # Facility Name

Street City State Zip code

Phone Political subdivision Government Captive

Name of Owner/Operator Owner

Name of Contact Contact's Street

Contact's City Contact's State Contact's Zip Code

Previous Next Delete Add Modify

FIELD NAME	DESCRIPTION/USAGE
ID #	HDIS will assign the next available ID # or you may use your own.
EPA #	
FACILITY NAME	
STREET	
CITY, STATE, ZIP	
PHONE	
POLITICAL SUBDIVISION	
GOVERNMENT	Check this box if it is Government owned
CAPTIVE	Check this box if it is Captive
NAME OF OWNER/OPERATOR	
OWNER (CHECK BOX)	Check this box if the name is also the owner, leave blank if not
CONTACT NAME	
ADDRESS	
CITY, STATE, ZIP	
BUTTONS	
PREVIOUS BUTTON	Displays previous record
NEXT BUTTON	Displays next record
DELETE BUTTON	Deletes a record
ADD BUTTON	Adds a new record to the data base
MODIFY BUTTON	If you are not adding a record, click this to modify a record.

Landfills (Open & Closed) Licensing & Registration Tab

FIELD NAME	DESCRIPTION/USAGE
AMDWR LIMIT PER DAY	
TONS CUBIC YARDS	Use a "T" for tons and a "C" for Cubic Yards
ACCEPT ASBESTOS	"Y" es OR "N"o
MONTH/YEAR OPENED	
MONTH/YEAR CLOSED	
REGISTRATION PTI/PTO	
INSPECTION INTERVAL	
LAST THREE INSPECTIONS	Records last 3 inspections. Updates from daily worksheets
SERVICE	If service codes are utilized, this field is updated through the daily worksheet based on type of inspection done.
FIELDS NOT UTILIZED BY HEALTH DISTRICTS	
CODE	
DESCRIPTION	
LOCAL FEE	
STATE FEE	
TOTAL	
*DATE ISSUED	Date EPA issues registration
*DATE EXPIRES	Date Expires through EPA
DATE PAID	
RECEIPT NUMBER	
OUT OF BUSINESS	
OUT OF BUSINESS DATE	
BUTTONS	
PRINT APPLICATION/APPROVAL	
MODIFY	If you are not adding a record, click this to modify a record



EH



Solid Waste



Solid Waste Haulers



Add (button)

Health District Information System
 Solid Waste Hauler - ACCURATE ROLL-OFF ENVIRONMENTAL SERVICES

Find Information Licensing/Registration Information

Application for License to Haul Liquid/Solid Waste

Hauler ID# Business Name # of Trucks

Street address City

State Zip code Operator Name Phone

Bond Company Bond Expires Test Date Score

Truck Information

Year Make Body License

Truck ID # Solid Liquid Capacity ublic Feet

FIELD NAME	DESCRIPTION / USAGE
HAULER ID #	HDIS will assign the next available Hauler ID # or you may use your own
BUSINESS NAME	
# OF TRUCKS	Read Only Field (HDIS will compute number of trucks)
STREET	
CITY, STATE, ZIP	
CONTACT	
PHONE	
BOND COMPANY	
BOND EXPIRES	
TEST DATE	
SCORE	
YEAR	Year of truck
MAKE	
BODY	
LICENSE	License plate number
TRUCK ID #	HDIS will assign the next available Truck ID # or you may use your own
SOLID	Enter "Y" for solid hauler
LIQUID	Enter "Y" for liquid hauler
CAPACITY	
GALLONS or CUBIC FEET	Enter "G" for gallons or "C" for cubic feet
Buttons	
NEXT HAULER ID #	Click to get next available hauler Id #
PREVIOUS	Displays previous record
NEXT	Display next record
DELETE	Deletes a record
ADD	Adds a new record to the data base
MODIFY	If you are not adding a record, click this to modify a record.

Solid Waste Haulers Licensing/Registration Tab

You may advance to the next window by clicking the tab at the top. You also will advance to the next window when you leave the last field on the previous window. This feature is very handy when entering a new record. You can leave your hands on the keyboard, rather than going back and forth from keyboard to mouse and mouse to keyboard.

FIELD NAME	DESCRIPTION / USAGE
DRY WEATHER SITE #1	
DRY WEATHER SITE #2	
WET WEATHER SITE #1	
WET WEATHER SITE #2	
CODE	Fee table is under MAINTENANCE-Add/Delete/Modify Tables Option1: For counties that have the same fee for each truck, enter one fee code in the fee table under Maintenance. Option2: For counties that have an initial fee (for the business and first truck) and then a fee per each additional truck, enter two fee codes in the fee table under Maintenance.
DESCRIPTION	Fee description
LOCAL FEE	
DATE ISSUED	
POLITICAL SUBDIVISION	
NOTE	
OOB	Out of Business indicator
OOB DATE	Out of Business date
Buttons	
PRINT APPLICATION/PERMIT	Application Hauler's Permit
MODIFY	If you are not adding a record, click this to modify a record.

Haulers

Applications
Envelopes
Labels
Letters-Application
Letters-Delinquent
Licenses
List

Applications

Set a from and to date issued or leave blank. This will generate applications for each commercial facility that meets the criteria. Enter the Application Year. Click **OK** to generate applications.

Envelopes

Set a from and to date issued or leave blank. For information about the **Filters** button, refer to the **Filters** section in this manual. Click **OK** to generate envelopes.

Labels

Set a from and to date issued or leave blank. Click the radio button for the type of labels you will be using. For information about the **Filters** button, refer to the **Filters** section in this manual. Click **OK** to generate mailing labels.

Letters-Applications

Set a from and to date issued or leave blank. This will generate personalized application letters for each hauler.

Letters-Delinquent

Set a from and to date issued or leave blank. This will generate personalized delinquent letters for each Hauler.

Licenses

Set a from and to date issued or leave blank. Change the next **Audit#** if necessary. Click **OK** to generate licenses for each hauler that meets the filter criteria.

List

Set a from and to date issued or leave blank. For information about the **Filters** button, refer to the **Filters** section in this manual. Click **OK** to generate permits

Column	Output
1.00	ID #
2.00	Business / Operator's Name / Phone
3.00	Address
4.00	Waste (type of)
5.00	Truck Year / Make / Body / License # / Disposal Location
6.00	Political Subdivision



EH

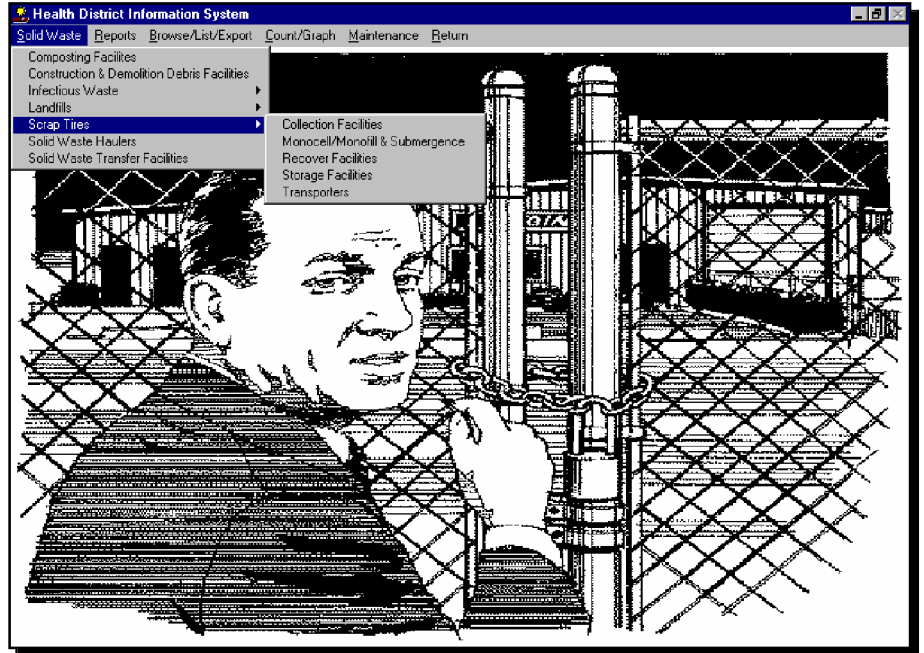


Solid Waste



Scrap Tires

- **Collection Facilities**
- **Monocell/Monofill & Submergence**
- **Recovery Facilities**
- **Storage Facilities**
- **Transporters**



The above programs are all included in the Scrap Tire program. Some Health Departments may utilize all of these programs and others may not. Lets get start, by entering data in the Collection Facilities . Again, these programs are designed to manage the data and information from facilities that are registered by EPA. This program updates records and helps utilize specific information as needed.



Solid Waste

Scrap Tires

Collection Facility

Add

Health District Information System
Solid Waste Reports Browse/List/Export Count/Graph Maintenance Return

Scrap Tires - Collection Facility - RUMPKE BROWN COUNTY LANDFILL

Find Information Licensing/Registration Information Comments GIS/GPS

Application to Operate a Scrap Tire Collection Facility

ID # EPA # Facility Name

Street City State Zip code

Phone Political subdivision Government Captive

Name of Owner/Operator Owner

Name of Contact Contact's Street

Contact's City Contact's State Contact's Zip Code

Previous Next Delete Add Modify

FIELD NAME	DESCRIPTION/USAGE
ID #	HDIS will assign the next available ID # or you may use your own.
EPA #	
FACILITY NAME	
STREET	
CITY, STATE, ZIP	
PHONE	
POLITICAL SUBDIVISION	
GOVERNMENT	'Y' ES OR "N"O
CAPTIVE	'Y' ES OR "N"O
NAME OF OWNER/OPERATOR	
OWNER (CHECK BOX)	Check this box if the name is also the owner, leave blank if not
CONTACT NAME	
ADDRESS	
CITY, STATE, ZIP	
BUTTONS	
PREVIOUS BUTTON	Displays previous record
NEXT BUTTON	Displays next record
DELETE BUTTON	Deletes a record
ADD BUTTON	Adds a new record to the data base
MODIFY BUTTON	If you are not adding a record, click this to modify a record.

Scrap Tire - Collection Facilities Licensing/Registration Tab

Use your mouse and click to this licensing/registration tab.

FIELD NAME	DESCRIPTION/USAGE
# OF TIRES	
TONS CUBIC YARDS	Use a "T" for tons and a "C" for Cubic Yards
ACRES	
MONTH/YEAR OPENED	
REGISTRATION PTI/PTO	
INSPECTION INTERVAL	
LAST THREE INSPECTIONS	Records last 3 inspections. Updates from daily worksheets
SERVICE	If service codes are utilized, this field is updated through the daily worksheet based on type of inspection done.
FIELDS NOT UTILIZED BY HEALTH DISTRICTS	
CODE	
DESCRIPTION	
LOCAL FEE	
STATE FEE	
TOTAL	
*DATE ISSUED	Date EPA issues registration
*DATE EXPIRES	Date Expires through EPA
DATE PAID	
RECEIPT NUMBER	

*This data can be taken from the data sheets EPA sends to local Health Districts.



Solid Waste



Scrap Tires



**Monocell/Monofill
& Submergence
Facilities**



Add

Health District Information System
Solid Waste Reports Browse/List/Export Count/Graph Maintenance Return

Scrap Tires - Monocell/Monofill & Submergence Facility

Find Information Licensing/Registration Information Comments GIS/GPS

Application to Operate a Scrap Tire Monocell/Monofill & Submergence Facility

License # EPA # Facility Name

Street City State Zip code

Phone Political subdivision Government Captive

Name of Owner/Operator Owner

Name of Contact Contact's Street

Contact's City Contact's State Contact's Zip Code

Previous Next Delete Add Modify

FIELD NAME	DESCRIPTION/USAGE
ID #	HDIS will assign the next available ID # or you may use your own.
EPA #	
FACILITY NAME	
STREET	
CITY, STATE, ZIP	
PHONE	
POLITICAL SUBDIVISION	
GOVERNMENT	'Y' ES OR "N"O
CAPTIVE	'Y' ES OR "N"O
NAME OF OWNER/OPERATOR	
OWNER (CHECK BOX)	Check this box if the name is also the owner, leave blank if not
CONTACT NAME	
ADDRESS	
CITY, STATE, ZIP	
BUTTONS	
PREVIOUS BUTTON	Displays previous record
NEXT BUTTON	Displays next record
DELETE BUTTON	Deletes a record
ADD BUTTON	Adds a new record to the data base
MODIFY BUTTON	If you are not adding a record, click this to modify a record.

Scrap Tire Monocell/Monofill & Submergence Tab

The screenshot shows a software window titled "Health District Information System" with a sub-tab "Scrap Tires - Monocell/Monofill & Submergence Facility". The interface includes several input fields and a table. The top section has tabs for "Find", "Information", "Licensing/Registration Information", "Comments", and "GIS/GPS". Below these are fields for "AMDWR Limit Per Day", "Tons/Cubic Yards", "# of Tires Last Year", "Monofill? (Y) or (N)", "Monocell? (Y) or (N)", "Submergence? (Y) or (N)", "Acres", "Inspection interval", "Last three inspection dates", "Month/Year Opened", "Reg./PTI/PTO", "Service", and "Inspector". A table below these fields has columns for "Code", "Description", "Local fee", "State fee", and "Total", with rows for "Date issued", "Date expired", "Date paid", and "Receipt#". At the bottom, there is a checkbox for "Out of business" and an "OOB date" field. Buttons for "Print Application/Approval" and "Modify" are located in the bottom right corner.

FIELD NAME	DESCRIPTION/USAGE
AMDWR LIMIT PER DAY	
TONS/CUBIC YARDS	Use a "T" for tons and a "C" for Cubic Yards
# OF TIRES	
TONS CUBIC YARDS	Use a "T" for tons and a "C" for Cubic Yards
MONOFILL	"Y" - Yes or "N" - No
MONOCELL	"Y" - Yes or "N" - No
SUBMERGENCE	"Y" - Yes or "N" - No
ACRES	
INSPECTION INTERVAL	
LAST THREE INSPECTIONS	Records last 3 inspections. Updates from daily worksheets
MONTH/YEAR OPENED	
REGISTRATION PTI/PTO	
SERVICE	If service codes are utilized, this field is updated through the daily worksheet based on type of inspection done.
FIELDS NOT UTILIZED BY HEALTH DISTRICTS	
CODE	
DESCRIPTION	
LOCAL FEE	
STATE FEE	
TOTAL	
*DATE ISSUED	Date EPA issues registration
*DATE EXPIRES	Date Expires through EPA
DATE PAID	
RECEIPT NUMBER	

*This data can be taken from the data sheets EPA sends to local Health Districts.



Solid Waste

Scrap Tire

Recovery Facility

Add

FIELD NAME	DESCRIPTION/USAGE
ID #	HDIS will assign the next available ID # or you may use your own.
EPA #	
FACILITY NAME	
STREET	
CITY, STATE, ZIP	
PHONE	
POLITICAL SUBDIVISION	
GOVERNMENT	'Y' ES OR "N"O
CAPTIVE	'Y' ES OR "N"O
NAME OF OWNER/OPERATOR	
OWNER (CHECK BOX)	Check this box if the name is also the owner, leave blank if not
CONTACT NAME	
ADDRESS	
CITY, STATE, ZIP	
BUTTONS	
PREVIOUS BUTTON	Displays previous record
NEXT BUTTON	Displays next record
DELETE BUTTON	Deletes a record
ADD BUTTON	Adds a new record to the data base
MODIFY BUTTON	If you are not adding a record, click this to modify a record.

Recovery Facility License/Registration Tab

FIELD NAME	DESCRIPTION/USAGE
# OF TIRES LAST YEAR	
TONS/CUBIC YARDS	Use a "T" for tons and a "C" for Cubic Yards
CAPACITY	
CLASS	
MONTH/YEAR OPENED	
REGISTRATION PTI/PTO	
INSPECTION INTERVAL	
LAST THREE INSPECTIONS	Records last 3 inspections. Updates from daily worksheets
SERVICE	If service codes are utilized, this field is updated through the daily worksheet based on type of inspection done.
FIELDS NOT UTILIZED BY HEALTH DISTRICTS	
CODE	
DESCRIPTION	
LOCAL FEE	
STATE FEE	
TOTAL	
*DATE ISSUED	Date EPA issues registration
*DATE EXPIRES	Date Expires through EPA
DATE PAID	
RECEIPT NUMBER	

*This data can be taken from the data sheets EPA sends to local Health Districts.



EH



Solid Waste



Scrap Tires



Storage Facility



Add

FIELD NAME	DESCRIPTION/USAGE
ID #	HDIS will assign the next available ID # or you may use your own.
EPA #	
FACILITY NAME	
STREET	
CITY, STATE, ZIP	
PHONE	
POLITICAL SUBDIVISION	
GOVERNMENT	'Y' ES OR "N"O
CAPTIVE	'Y' ES OR "N"O
NAME OF OWNER/OPERATOR	
OWNER (CHECK BOX)	Check this box if the name is also the owner, leave blank if not
CONTACT NAME	
ADDRESS	
CITY, STATE, ZIP	
BUTTONS	
PREVIOUS BUTTON	Displays previous record
NEXT BUTTON	Displays next record
DELETE BUTTON	Deletes a record
ADD BUTTON	Adds a new record to the data base
MODIFY BUTTON	If you are not adding a record, click this to modify a record.

Scrap Tire - Storage Facility Licensing/Registration Tab

FIELD NAME	DESCRIPTION/USAGE
# OF TIRES LAST YEAR	
TONS/CUBIC YARDS	Use a "T" for tons and a "C" for Cubic Yards
ACRES	
CLASS	
MONTH/YEAR OPENED	
REGISTRATION PTI/PTO	
INSPECTION INTERVAL	
LAST THREE INSPECTIONS	Records last 3 inspections. Updates from daily worksheets
SERVICE	If service codes are utilized, this field is updated through the daily worksheet based on type of inspection done.
INSPECTOR	
FIELDS NOT UTILIZED BY HEALTH DISTRICTS	
CODE	
DESCRIPTION	
LOCAL FEE	
STATE FEE	
TOTAL	
*DATE ISSUED	Date EPA issues registration
*DATE EXPIRES	Date Expires through EPA
DATE PAID	
RECEIPT NUMBER	



EH

Solid Waste

Scrap Tires

Transporters

Add

FIELD NAME	DESCRIPTION/USAGE
ID #	HDIS will assign the next available ID # or you may use your own.
EPA #	
FACILITY NAME	
STREET	
CITY, STATE, ZIP	
PHONE	
POLITICAL SUBDIVISION	
GOVERNMENT	'Y' ES OR "N"O
CAPTIVE	'Y' ES OR "N"O
NAME OF OWNER/OPERATOR	
OWNER (CHECK BOX)	Check this box if the name is also the owner, leave blank if not
CONTACT NAME	
ADDRESS	
CITY, STATE, ZIP	
BUTTONS	
PREVIOUS BUTTON	Displays previous record
NEXT BUTTON	Displays next record
DELETE BUTTON	Deletes a record
ADD BUTTON	Adds a new record to the data base
MODIFY BUTTON	If you are not adding a record, click this to modify a record.

Scrap Tires - Transporters Licensing/Registration Tab

FIELD NAME	DESCRIPTION/USAGE
VEHICLES	
# OF TIRES LAST YEAR	
TONS/CUBIC YARDS	Use a "T" for tons and a "C" for Cubic Yards
TEMPORARY/ PERMANENT	"T" - TEMPORARY OR "P" - PERMANENT
INSPECTION INTERVAL	
LAST THREE INSPECTIONS	Records last 3 inspections. Updates from daily worksheets
SERVICE	If service codes are utilized, this field is updated through the daily worksheet based on type of inspection done.
INSPECTOR	
OOB	Check box for Out of Business
OOB DATE	Out of Business date



EH

Solid Waste

Transfer Facilities

Add

FIELD NAME	DESCRIPTION/USAGE
ID #	HDIS will assign the next available ID # or you may use your own.
EPA #	
FACILITY NAME	
STREET	
CITY, STATE, ZIP	
PHONE	
POLITICAL SUBDIVISION	
GOVERNMENT	'Y' ES OR "N"O
CAPTIVE	'Y' ES OR "N"O
NAME OF OWNER/OPERATOR	
OWNER (CHECK BOX)	Check this box if the name is also the owner, leave blank if not
CONTACT NAME	
ADDRESS	
CITY, STATE, ZIP	
BUTTONS	
PREVIOUS BUTTON	Displays previous record
NEXT BUTTON	Displays next record
DELETE BUTTON	Deletes a record
ADD BUTTON	Adds a new record to the data base
MODIFY BUTTON	If you are not adding a record, click this to modify a record.

Solid Waste Transfer Facilities Licensing/Registration Tab

The screenshot shows a software window titled "Health District Information System" with a menu bar (Solid Waste, Reports, Browse/List/Export, Count/Graph, Maintenance, Return) and a sub-window "Solid Waste Transfer Facilities -". The "Licensing/Registration Information" tab is active. The form contains the following fields:

- AMDWR Limit Per Day: []
- (T)ons/(C)ubic Yards: []
- Month/Year Opened: []
- Registration/PTI/PTO: [//]
- Inspection interval: []
- Last three inspection dates: [//] [//] [//]
- Service: []
- Inspector: []
- Code: []
- Description: []
- Local fee: []
- State fee: []
- Total: []
- Date issued: [//]
- Date expired: [//]
- Date paid: [//]
- Receipt#: []
- Out of business OOB date: [//]

Buttons at the bottom right: "Print Application/Approval" and "Modify".

FIELD NAME	DESCRIPTION/USAGE
AMDWR LIMIT PER DAY	
TONS/CUBIC YARDS	Use a "T" for tons and a "C" for Cubic Yards
MONTH/YEAR OPENED	
REGISTRATION PTI/PTO	
INSPECTION INTERVAL	
LAST THREE INSPECTIONS	Records last 3 inspections. Updates from daily worksheets
SERVICE	If service codes are utilized, this field is updated through the daily worksheet based on type of inspection done.
FIELDS NOT UTILIZED BY HEALTH DISTRICTS	
CODE	
DESCRIPTION	
LOCAL FEE	
STATE FEE	
TOTAL	
*DATE ISSUED	Date EPA issues registration
*DATE EXPIRES	Date Expires through EPA
DATE PAID	
RECEIPT NUMBER	
OOB	Check box for Out of Business
OOB DATE	Out of Business date

Helpful Hints

After entering data into each field, you can advance to the next field by pressing, or You can advance to the next folder at any time by clicking the appropriate tab.

Certain fields have tables associated with them. You can use the pull-down to select data or just type information into that field and it will be verified. For the City and Zip Code pull-downs, if the information entered is not found, you will be asked if you want to add it to the table or return to re-type the information.

Find

Once all records have been entered, use the Find window to locate a record. Type the name in the "Enter" box and press enter. This will highlight a record in the grid below or position you to the closest match. Use your mouse or up arrow and down arrow to select the correct one if necessary.

Modifying Information

Initially, all fields are read-only. Once a Name is selected, click the modify button in the lower right hand corner of any window. This will give you the capability to modify fields. Should you position to another record (by clicking **Next**, **Prev** or the **Find** folder), the record chosen is in read only.

Deleting a Contractor

Select the name to be deleted. Click the Information tab. Click the **Delete** button. A window will appear asking you to verify that you want to delete this record. Click **Delete** or **Cancel**.

Check Boxes

Not all fields give you the capability to type information into or pull-down a window to select from. **Check Boxes** require that you click the box or tab to that field and press

Print Buttons

At the bottom of the screen are print buttons which are labeled. Once you've clicked the **Print** button, a window of options will appear for you to select. Click the correct radio button you wish to print. You may preview any form by clicking the **Preview** radio button. Once all your selections have been made, click the **OK** button. If you click the **Print** radio button, another print dialog window will appear asking you to verify that you have selected the correct printer. If the correct printer is selected, click **OK**. If you want to change to another printer, click the printer name pull-down to select another printer.

Count/Graph

Count/Graph

Count/Graph is a two part feature. You can count data or graph data.

Selecting Data

In the large **Field List Box**, click the name of the field you wish to Count/Graph. The name of the field will automatically appear in the **Report Title** field.

Report Title

You may edit this field to customize the title of your report.

Ledger Heading

You may add a heading to the ledger of your pie or bar graphs.

Footer

You may add a footer to your pie or bar graphs.

Output to

If you want to preview data on your PC, click the **preview** radio button. If you want to print information, check the **print** radio button. You may also export data to a DBF, SDF or Delimited file. This enables you to pass information to other programs.

Output

This enables you to output all data fields or output only the top ten.

Type

Click **count** for a report that will count data and compute percentages.

Click **pie graph** for a report that will produce a colored chart graph.

Click **bar graph** for a report that will produce a colored bar chart graph.

Note: When you select a graph, it will automatically output the top ten most used data, with the tenth piece of information being **Other** (a collection of the remaining information).

Sort by

Select the order of your output.

Filters

You may limit the data desired by using filters. When you create a filter, only records that match the filter expression are available for display, print or access.

From **Reports**

**Browse/List/Export or
Count/Graph**

you can click the **Filters** button. This window will display 5 columns.

Column 1: Name of a field:

There is a name for every field stored for sewage disposal records.

Column 2: From expression pull-down:

valid expressions are

= equal to
> greater than
< less than
=> equal to or greater than
=< equal to or less than
<> not equal to

Column 3: Data to compare:

Type the data you want to compare

Column 4: To expression pull-down:

valid expressions are

= equal to
> greater than
< less than
=> equal to or greater than
=< equal to or less than
<> not equal to

Column 5: Data to compare:

Type the data you want to compare

The filters for Sewage Disposal automatically have a "N" in the data field for OOB(out of business). For check box fields use "T" or "Y" for true or "F" or "N" for false.

Examples:

Date permit issued =>01/01/98 =<01/31/98
Political Subdivision Code=03
City=Painesville

There is another column added on the left of the Browse/List filters screen. It is called **Output** check box. Browse/List will output all fields. By putting a check in the box to the left of selected fields, you will limit your output to just those fields.

Maintenance Menu

Add/Delete/Modify Fee Tables

Maintenance

Add/Delete/Modify Tables

(a table)

Click **ADD** to add another record to the table

or

Click **Delete** to delete a record from the table

or

use the thumb nail to the right of the window to locate information. Once located, modify the contents of any field.

Letters

Maintenance

LETTERS

Click the tab of the letter you want to enter or modify. Type the letter as if you were using a word processor. When you get to the end of a line, it will automatically wrap to the next line. Be careful, for there are no spell check capabilities.

Forms

Maintenance

Forms

Click the tab of the form you want to enter or modify. Type the letter as if you were using a word processor. When you get to the end of a line, it will automatically wrap to the next line. Be careful, for there are no spell check capabilities.

Printer Set-Up

Your printer for Receipts is automatically setup to print to the default printer defined in Windows 95' print controls. You may change the printer by clicking the pull-down at the top of this window. This selection will stay for the duration of your session with Manufactured Home Parks. You also have the opportunity to select another printer at the time of printing.