

HDIS

Health Department Information System

Helping You...Help Others

**Solid Waste
User Manual**

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Helping You...Help Others

**Solid Waste
User Manual**



The Baldwin Group, Inc.

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Suite 306

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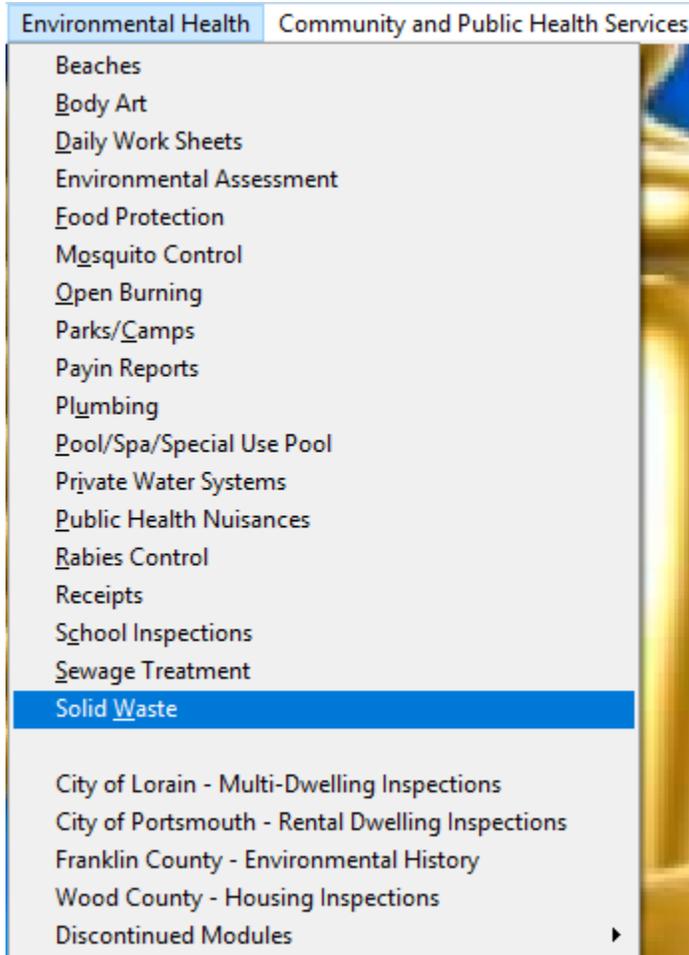
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Chapter 1: Getting Started

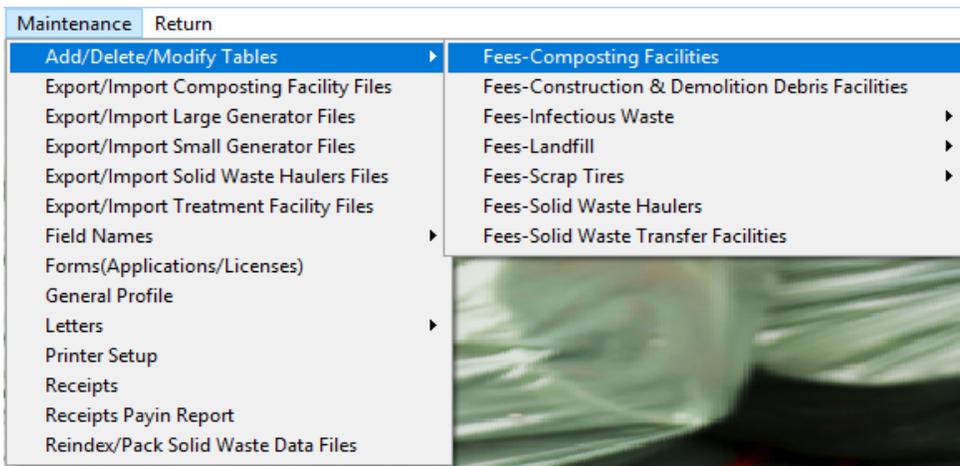
Once the Solid Waste Module has been installed, it can be accessed by going to:

Environmental Health >Solid Waste

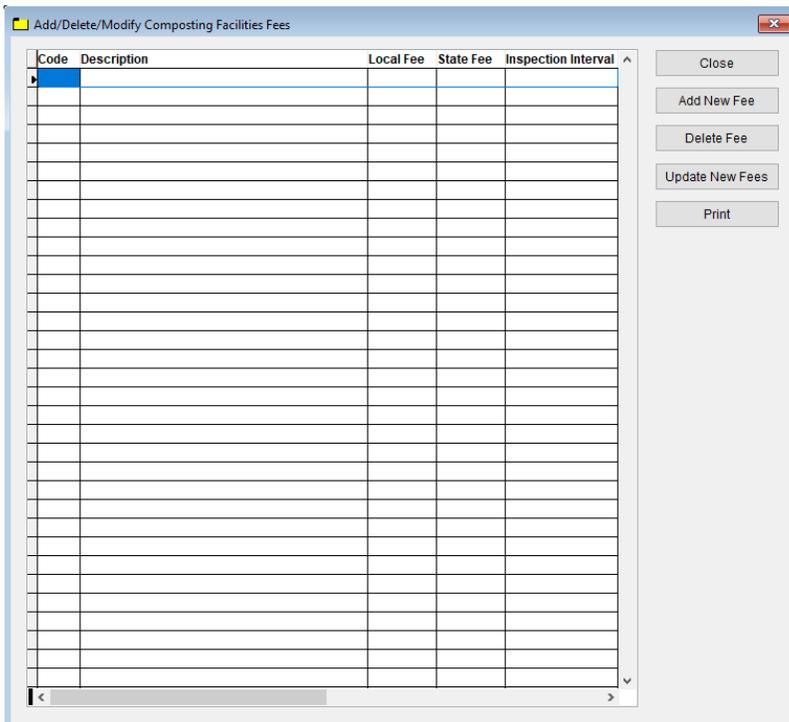


Fees – Composting Facilities

To start off, complete the control files that drive this module. After going into the Solid Waste Module, these files can be found by going to: **Maintenance > Add/Delete/Modify Tables.**



After clicking on “Fees – Composting Facilities” you will see a screen that looks like:



The information entered in this table populates the fee code dropdown box in the module.

To enter Composting Facilities Fees, follow these steps (use the tab key to advance to each field):

1. Click **Add New Fee** and enter a **Code** to identify this fee. It can be up to four characters long.
2. Enter a **Description** for this fee code.
3. Enter the amount of the **Local Fee** for this fee code.
4. Enter the amount of the **State Fee** for this fee code.
5. Enter the **Inspection** Interval in days.
6. Repeat steps 1-7 as many times as necessary.
7. Click **Close** to exit the table.

Additional information:

1. Other buttons will be outlined later, as needed.
2. **Delete Fee:** Use to delete the record where your cursor is positioned.
3. **Print:** Use to print the list.

If you plan on using other types of fees generated in the “**Add/Delete/Modify Tables**” list under “**Maintenance**,” you can edit them the same as “**Composting Facilities**.”

For more information on the other options under the “**Maintenance**” section refer to the “**Maintenance**” Chapter.

Attention:

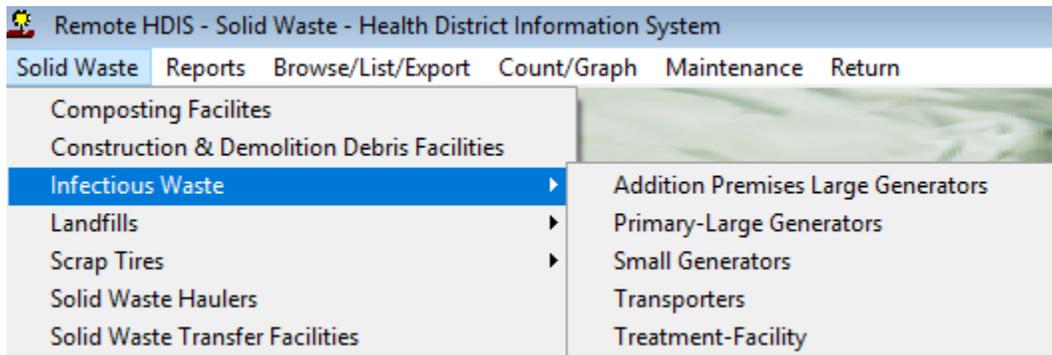
This manual shows step-by-step explanations for Composting Facilities and Construction & Demolition Debris Facilities.

See Composting Facilities and Construction & Demolition Debris Facilities for any of the following:

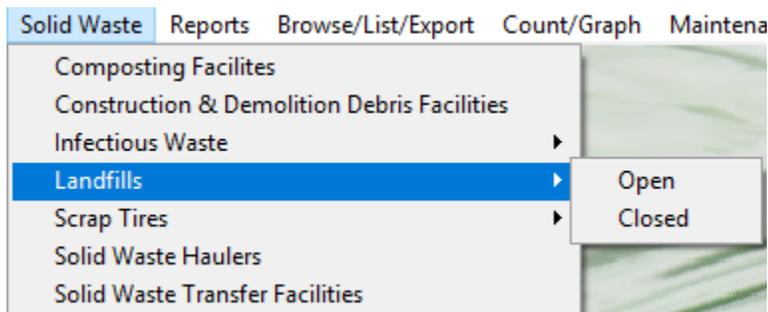
[Dropdown lists can be edited in **Maintenance** and affect the same areas]

The following are set up similarly:

Infections Waste [Addition Premises Large Generators, Primary-Large Generators, Small Generators, Transporters, Treatment-Facility]

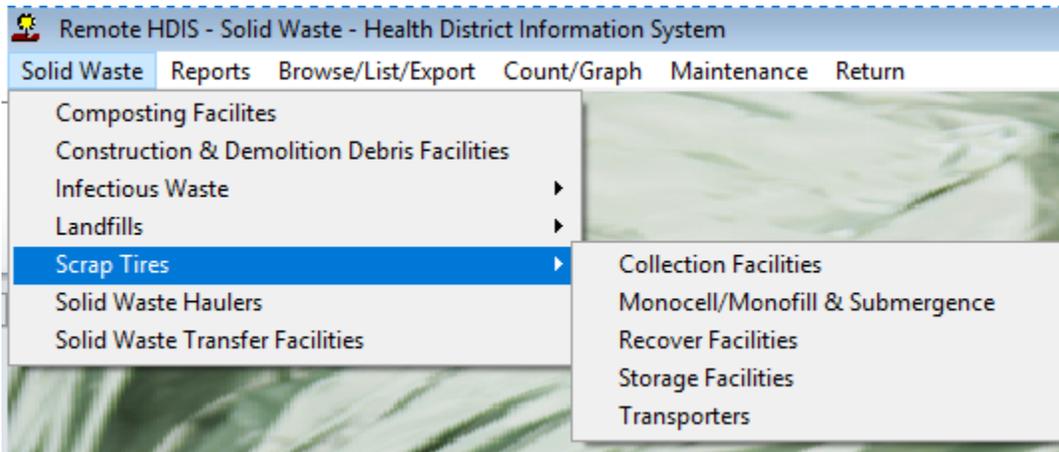


Landfills [Open, Closed]



Attention Continued:

Scrap Tires [Collection Facilities, Monocell/Monofill & Submergence, Recover Facilities, Storage Facilities, Transporters]



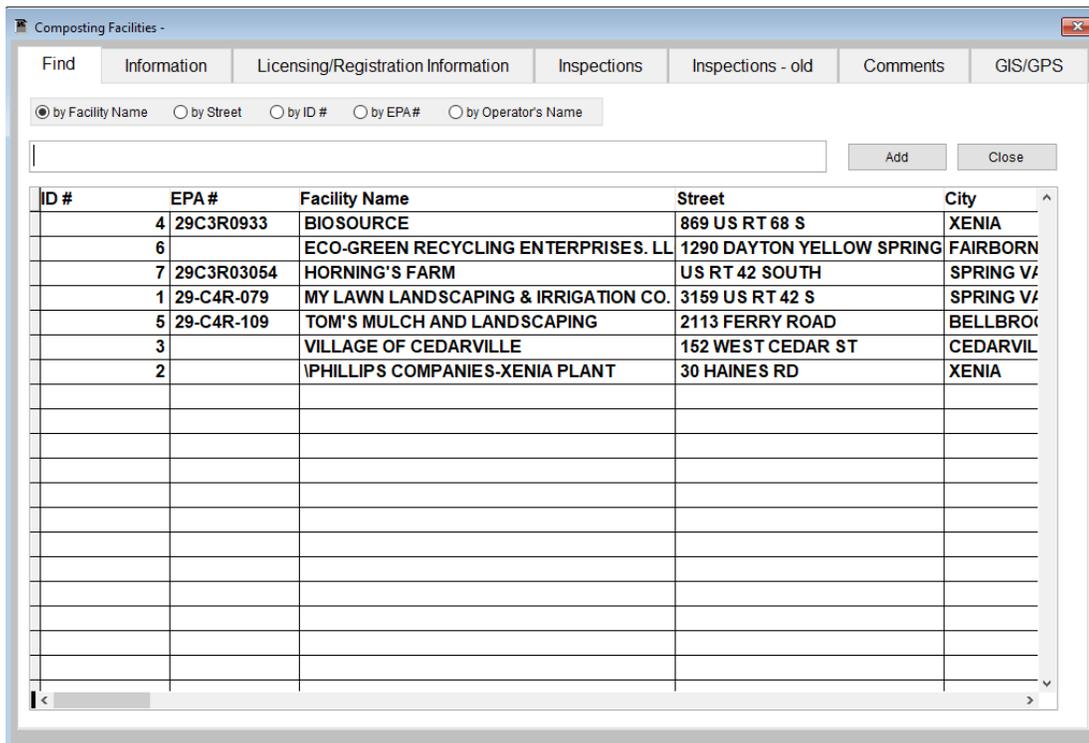
Solid Waste Haulers and Solid Waste Transfer Facilities



Composting Facilities

Find Tab

Select **“Solid Waste”** and click on **“Composting Facilities”**



The **FIND** tab will be selected automatically in the **Composting Facilities** window.

You can browse through the grid to find a name or type the name in blank search field.

Select what you would like to search by selecting either the **Facility Name, Street, ID #, Operator's Name** radio buttons.

Type the corresponding information based on the selected radio button and press the enter key on your keyboard.

To **ADD** a new record, click the **“Add”** button. Automatically the tabs should switch from **“Find”** to **“Information.”**

Information Tab

You may now begin to enter information into the fields. Remember, you can use the “Tab” or the “Enter” key to advance from field to field.

Enter the information for the Application to Operate a Composting Facility.

** Note: All phone numbers must begin with a “1”

Field/Button	Description
Previous	Click to view the previous operation
Next	Click to view the next operation
Delete	Click to delete the record
Add	Click to add a record
Modify	Click to modify the record

Licensing/Registration Information Tab

Enter information for Licensing/Registration by clicking “**Modify.**”

If there are dropdown boxes select a choice that is given.

To modify the choices such as “**Inspectors**” you can access this by going to the **Maintenance** section inside other modules such as Sewage Treatment or Public Health Nuisances.

If you need more information regarding the Maintenance section refer to **Chapter 3: Maintenance.**

Inspections Tab

To enter an inspection, click the **“Modify”** and **“Add Inspection”** button and enter the inspection date, time, and weather.

Click the check box to input what type of Inspection you are entering. When finished checking the appropriate boxes on **Page 1**, you have the option to go through subtabs: **Page 2, Violations/Comments, Class I, Class II, Class III, and Class IV.**

Field/Button	Description
Previous Inspection	Click to view the previous inspection
Next Inspection	Click to view the next inspection
Add Inspection	Click to add an inspection
Delete Inspection*	Right-click to delete an inspection record
Print	Click to open the print window
Modify	Click to modify the record

Inspections – old Tab

Similar to the **Inspections Tab** click the **“Modify”** and **“Add Inspection”** button and enter the inspection date.

Fill in appropriate check boxes.

There are also subtabs: **Violations – Page 2, Violations – Page 3, Violations/Comments.**

Fill in the appropriate information related to old Inspections.

Comments Tab

The screenshot shows a web application window titled "Composting Facilities -". The window has a tabbed interface with the following tabs: "Find", "Information", "Licensing/Registration Information", "Inspections", "Inspections - old", "Comments", and "GIS/GPS". The "Comments" tab is currently selected. The main content area is a large, empty rectangular box with a vertical scrollbar on the right side. At the bottom right of the window, there are two buttons: "Print" and "Modify".

This section is to enter comments relating to the Composting Facilities' information.

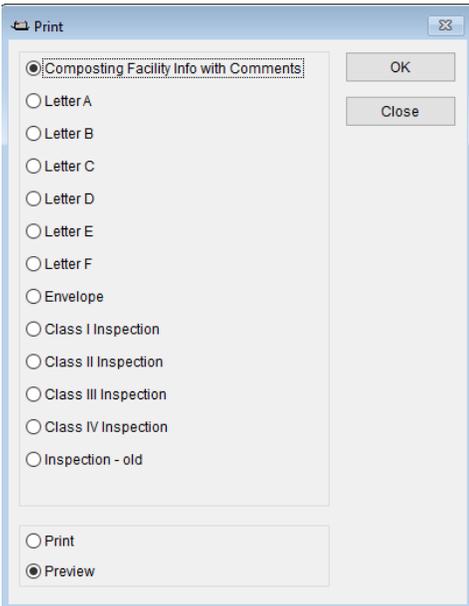
Click "**Modify**" to enter/update a comment or click "**Print**" to print off the comment.

GIS/GPS Tab

The “GIS/GPS” tab allows you to enter your GPS coordinates for mapping purposes.

Field/Button	Description
Street #	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Prefix Type	(automatically filled out when you enter the address)
Street Name	(automatically filled out when you enter the address)
Street Suffix	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Latitude Decimal Value	Enter the latitude DECIMAL value of the location.
Longitude Decimal Value	Enter the longitude DECIMAL value of the location.
Modify	Click to modify the information on the page.

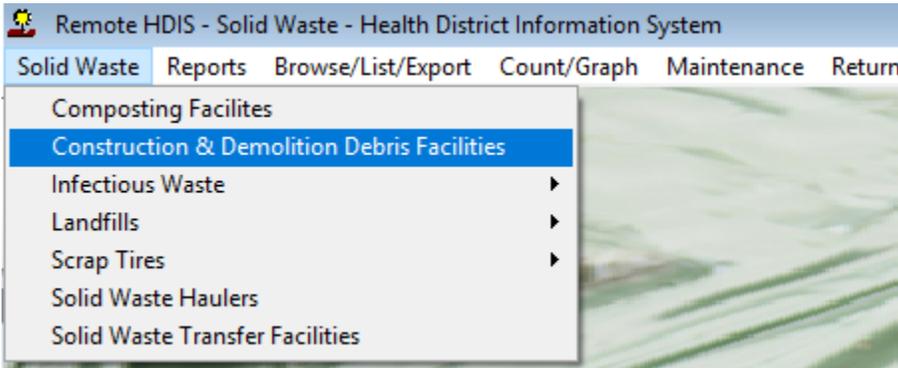
Print Button



Print: The “Print” button is available on all the tabs.

Field/Button	Description
Application	Prints an application.
Application year	Specify the year you want the application printed.
Approval/Registration/Permit	Prints the approval registration/permit for the operation.
Approval year	Specify the year you want the approval printed.
Tattoo and/or Solid Waste Solid Waste	Prints the operation inspection.
Preview	Previews the printout.
Print	Prints the form.
OK	Prints/previews the form.
Close	Closes the print menu.
Update Record	After printing an approval, this button will appear. Click to update the date issued field.

Construction & Demolition Debris Facilities



Select **Solid Waste** -> **Construction & Demolition Debris Facilities**

A window should pop up and the "Find" tab should be displayed.

Construction and Demolition Debris – Information Tab

The screenshot shows a web-based form with the following fields and options:

- Find** (tab)
- Information** (active tab)
- Licensing/Reg** (tab)
- Tipping History** (tab)
- GW History** (tab)
- Comments** (tab)
- GIS/GPS** (tab)
- Application to Operate a Construction and Demolition Debris** (title)
- ID #**: Text input field with value '2'
- EPA #**: Text input field
- Facility Name**: Text input field
- Street**: Text input field
- City**: Text input field
- State**: Dropdown menu
- Zip code**: Text input field
- Phone**: Text input field
- Political subdivision**: Text input field
- Government**
- Captive**
- Name of Owner/Operator**: Text input field
- Owner**
- Name of Contact**: Text input field
- Contact's Street**: Text input field
- Contact's City**: Text input field
- Contact's State**: Dropdown menu
- Contact's Zip Code**: Text input field
- Buttons**: Previous, Next, Delete, Add, Modify

You may now begin to enter information into the fields.

Remember, you can use the “Tab” or the “Enter” key to advance from field to field.

Enter the information for the Application to Operate a Construction and Demolition Debris.

**** Note:** All phone numbers must begin with a “1”

Field/Button	Description
Previous	Click to view the previous operation
Next	Click to view the next operation
Delete	Click to delete the record
Add	Click to add a record
Modify	Click to modify the record

Construction and Demolition Debris – Licensing/Reg Tab

Construction and Demolition Debris -

Find Information **Licensing/Reg** Tipping History GW History Comments GIS/GPS

AMDWR Limit Per Day (T)ons/(C)ubic Yards Month/Year Opened Registration/PTI/PTO
 | //

Inspection interval Last three inspection dates
 // // //

Service Inspector

Code	Descript	Local fee	State fee	Total
<input type="text"/>				

Date issued Date expired Date paid Receipt#
 // // //

Out of business OOB date //

Print Modify

To add information; click “**Modify.**”

Enter the appropriate information inside the given fields. Select information from dropdown lists.

If further explanation is needed about the dropdown lists, refer to **Chapter 3: Maintenance.**

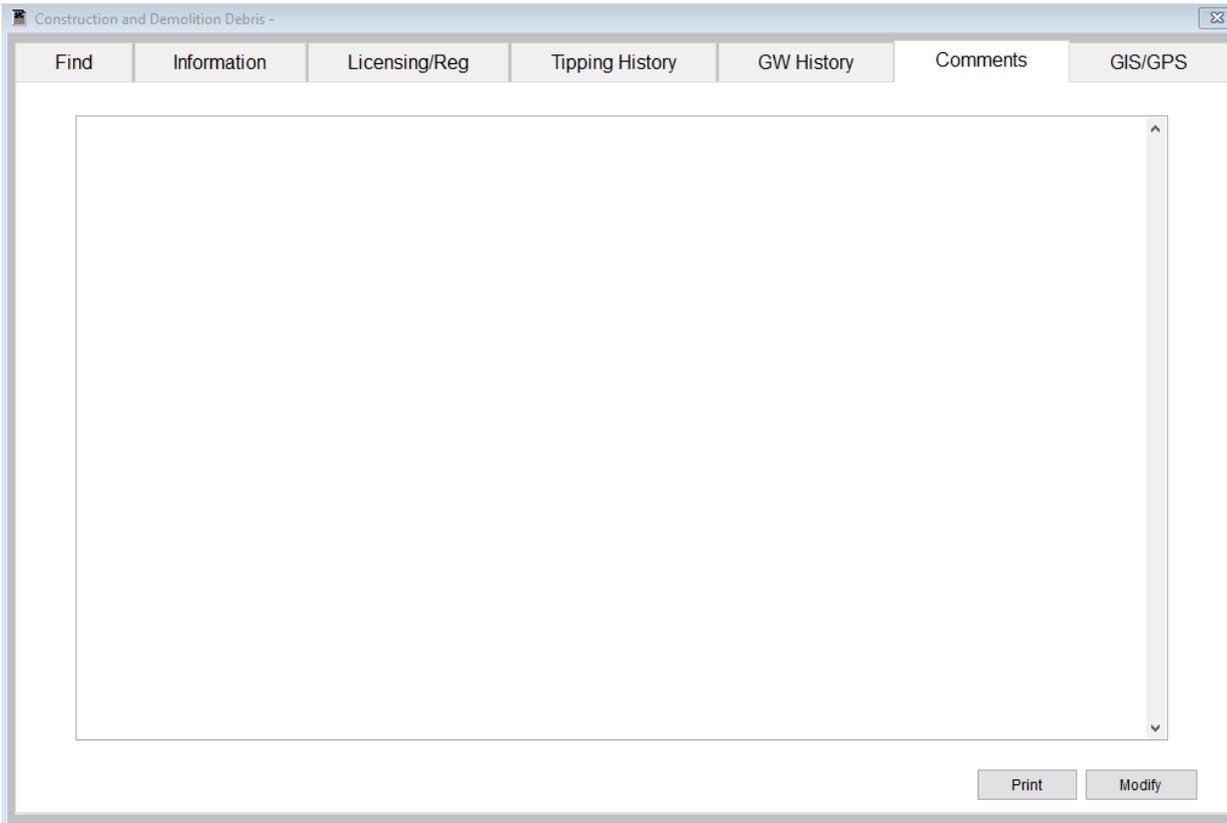
Construction and Demolition Debris – Tipping History Tab

To add Tipping History; click “**Modify**” then fill in **Date issued**, **Cubic Yards**, and **Tonnage**.

Right-click “**Delete Date***” to delete a date.

Next, click **Add Date** to add the information.

Construction and Demolition Debris – Comments Tab



Similar to the Composting Facilities Comment's Tab, This section is to enter comments relating to the **Construction and Demolition Debris information**.

Click "**Modify**" to enter/update a comment or click "**Print**" to print off the comment.

Construction and Demolition Debris – GIS/GPS Tab

Similar to the Composting Facilities GIS/GPS tab, The “**GIS/GPS**” tab allows you to enter your GPS coordinates for mapping purposes.

Field/Button	Description
Street #	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Prefix Type	(automatically filled out when you enter the address)
Street Name	(automatically filled out when you enter the address)
Street Suffix	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Latitude Decimal Value	Enter the latitude DECIMAL value of the location.
Longitude Decimal Value	Enter the longitude DECIMAL value of the location.
Modify	Click to modify the information on the page.

Chapter 2: Reports

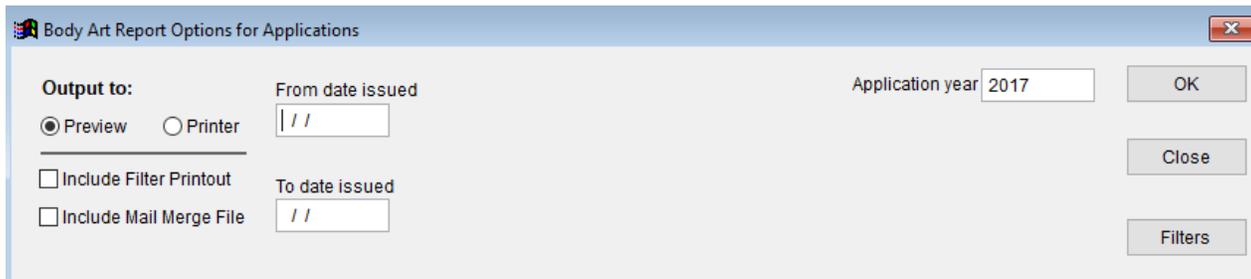
Reports

Click on “**Reports**” to get to the Reports section. There will be a drop down menu for different types of reports you can create/modify.

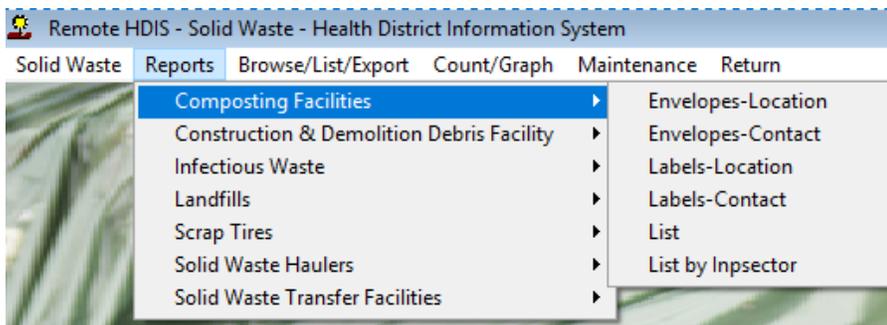


The **Solid Waste Module** has a set of pre-defined reports from which to choose. Each report will ask for: From date issued and To date issued.

Click the check box to either Include Filter Printout or Include Mail Merge File.

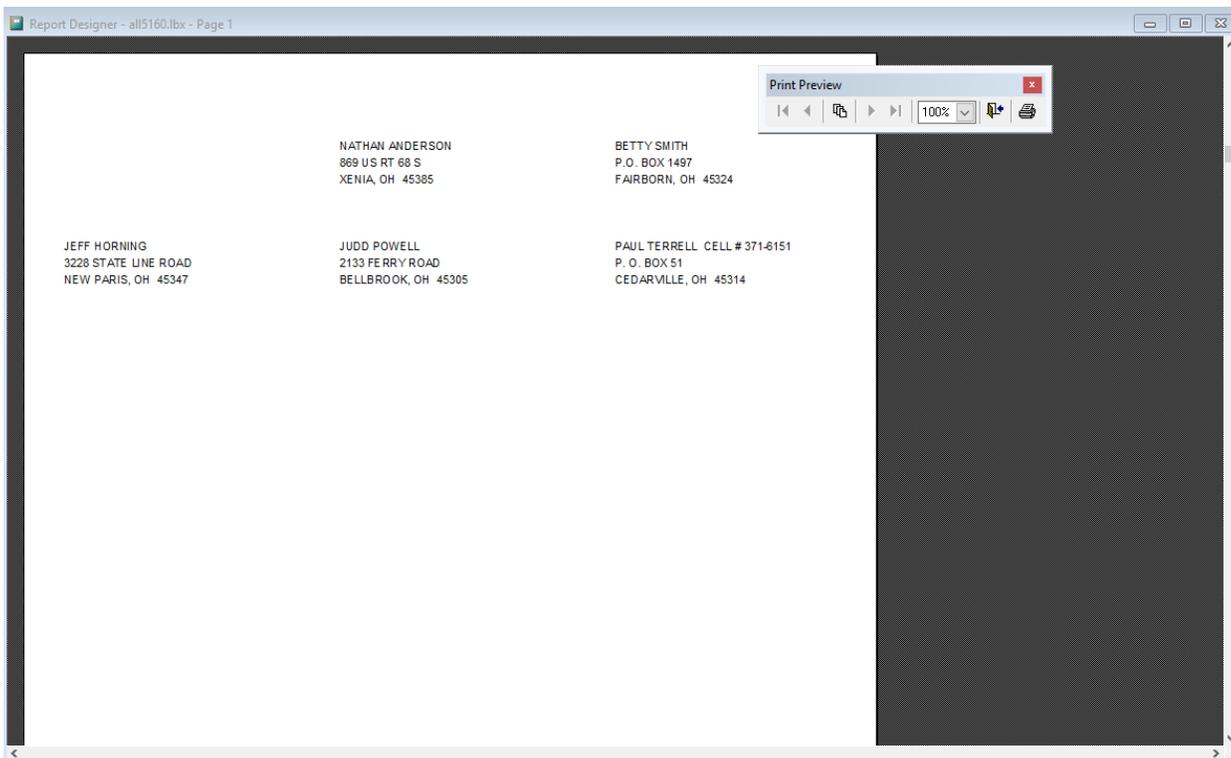


Each section has **Envelopes – Location, Envelopes – Contact, Labels – Location, Labels – Contact, List, and List by Inspector.**



You may preview the report before printing. Also, you have the ability to use filters to build a query.

Report	Description
Applications	Generates Tattoo Parlor applications in bulk
Envelopes-Location	Generates envelopes addressed to the operation location
Envelopes-Mail To	Generates envelopes addressed to the individual filled out in the “mail to” fields
List	Generates your Tattoo Parlors list
Labels-Location	Generates filing labels by location for your operations
Labels-Mail To	Generates filing labels by the “mail to” fields for your operations



Also, you have the ability to use filters to build a query. See **Chapter 4** for more information about **Filters**.

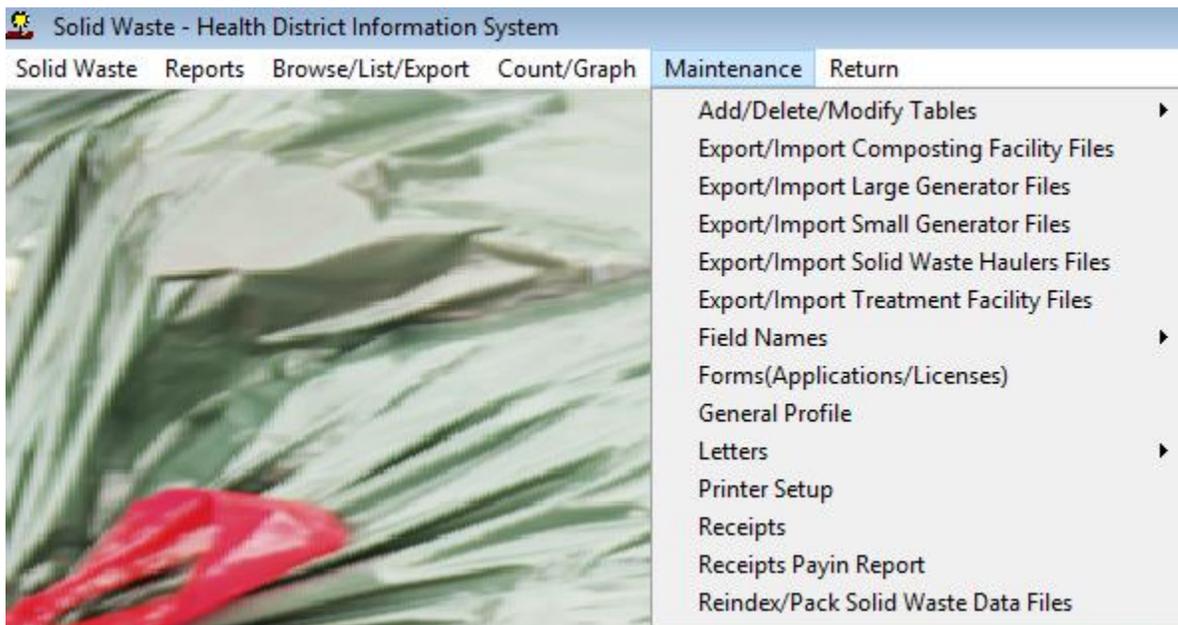
Composting Facilities Filter Options - Envelopes-Location

Field Name	Data	Data	1st sort	2nd sort	3rd sort
2ND LAST INSPECTION	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3RD LAST INSPECTION	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAPTIVE?	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CITY	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLASS	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTACT'S CITY	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTACT'S NAME	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTACT'S PHONE	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTACT'S STATE	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTACT'S STREET	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTACT'S ZIP	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DATE EXPIRED	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DATE ISSUED	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DATE PAID	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EPA #	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FACILITY NAME	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FEE CODE	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FEE DESCRIPTION	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GIS/PREFIX DIRECTION	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GIS/PREFIX TYPE	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GIS/STREET	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GIS/STREET #	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GIS/STREET DIRECTION	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GIS/STREET SUFFIX	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GPS/LAT-DECIMAL	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GPS/LON-DECIMAL	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chapter 3: Maintenance

Maintenance

Click on the “**Maintenance**” tab



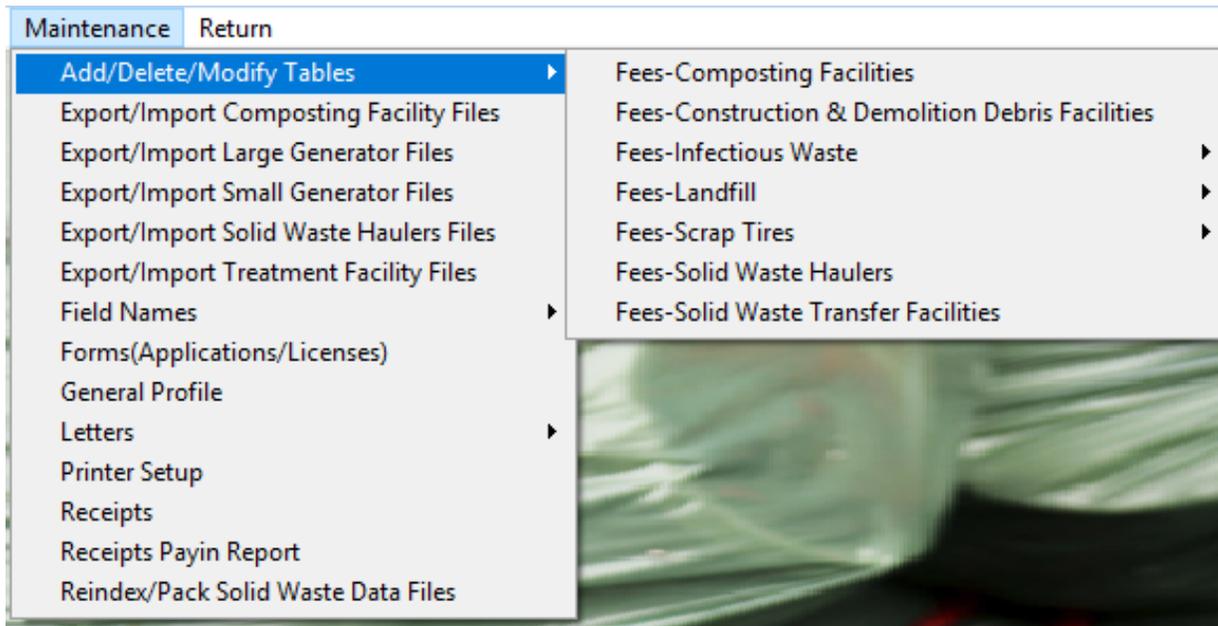
The **Maintenance Menu** contains a list of the tables that you can modify for your program.

Fees

Based on the **Solid Waste** section you work with, there are many different types of Fee lists that you can edit.

These lists of fees make it easier and faster to enter information in the **Solid Waste tab**.

Refer to **Chapter 1** for details on how to enter information in the **Solid Waste tab**.



Types of Fees capable of editing:

Fees – Composting Facilities

Fees – Construction & Demolition Debris Facilities

Fees – Infections Waste: Fees – Primary-Large Generators, Fees – Small Generators, Fees – Transporters, Fees – Treatment Facility

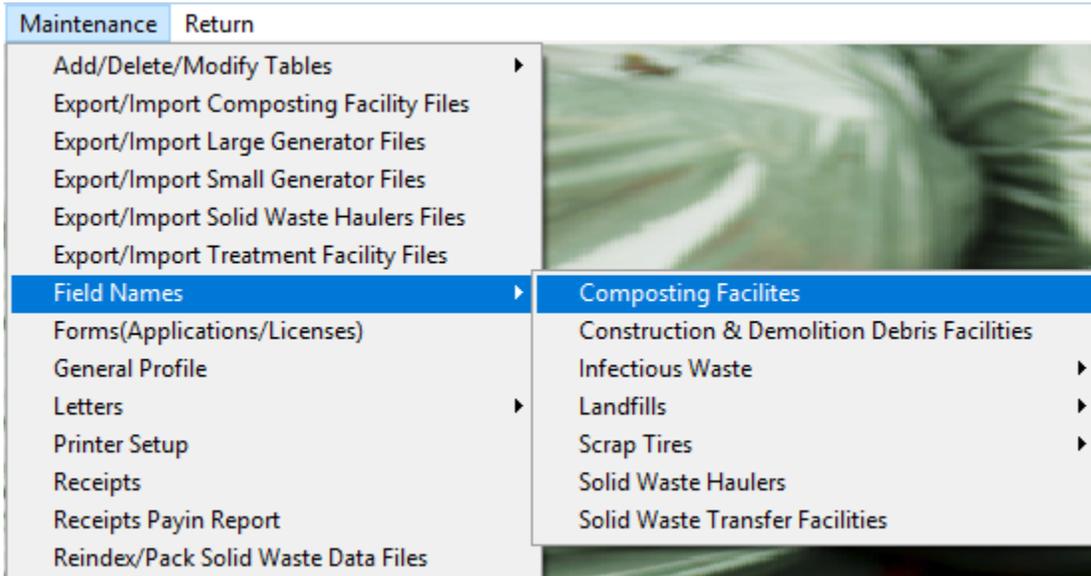
Fees – Landfill: Open, Closed

Fees – Scrap Tires: Fees – Collection Facilities, Fees – Monocell/Monofill & Submergence, Fees – Recover Facilities, Fees – Storage Facilities

Fees – Solid Waste Haulers

Fees – Solid Waste Transfer Facilities

Field Names



The **field names** listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating ad hoc reports. The **Field Name** column is used to merge data into letters.

Enter the field name in capital letters in the body of the letter surrounded by asterisks (no spaces between asterisks and field name).

Data Base Field Names for Composting Facilities

Field Name	Data Base Field Name
2ND LAST INSPECTION	SWO.LST_2ND_IN
3RD LAST INSPECTION	SWO.LST_3RD_IN
CAPTIVE?	SWO.CAPTIVE
CITY	SWO.CITY
CLASS	SWO.CLASS
CONTACT'S CITY	SWO.CON_CITY
CONTACT'S NAME	SWO.CONTACT
CONTACT'S PHONE	SWO.CON_PHONE
CONTACT'S STATE	SWO.CON_STATE
CONTACT'S STREET	SWO.CON_ST
CONTACT'S ZIP	SWO.CON_ZIP
DATE EXPIRED	SWO.DATE_EXP
DATE ISSUED	SWO.DATE_ISS
DATE PAID	SWO.DATE_PAID
EPA #	SWO.EPA
FACILITY NAME	SWO.NAME
FEE CODE	SWO.FEECC
FEE DESCRIPTION	SWO.DESCRPT
GIS/PREFIX DIRECTION	SWO.GIS_PRE_DIR
GIS/PREFIX TYPE	SWO.GIS_PRE_TYPE
GIS/STREET	SWO.GIS_STRT
GIS/STREET #	SWO.GIS_STRT_NO
GIS/STREET DIRECTION	SWO.GIS_STRT_DIR
GIS/STREET SUFFIX	SWO.GIS_STRT_SUF
GPS/LAT-DECIMAL	SWO.GPS_LAT_DEC
GPS/LON-DECIMAL	SWO.GPS_LON_DEC
GOVERNMENT?	SWO.GOVERNMENT
INSPECTION CODE	SWO.I_CODE
INSPECTION INTERVAL	SWO.INSP_INT
INSPECTOR'S NAME	SWO.INSPECTOR
LAST INSPECTION	SWO.LST_RTN_IN
LICENSE #	SWO.ID
LOCAL FEE	SWO.FEE_LOCAL

Close

Print

Forms

Maintenance Return

- Add/Delete/Modify Tables
- Export/Import Composting Facility Files
- Export/Import Large Generator Files
- Export/Import Small Generator Files
- Export/Import Solid Waste Haulers Files
- Export/Import Treatment Facility Files
- Field Names
- Forms(Applications/Licenses)**
- General Profile
- Letters
- Printer Setup
- Receipts
- Receipts Payin Report
- Reindex/Pack Solid Waste Data Files

Enter/Modify Solid Waste Haulers Form Paragraphs

Application License / Permit / Registration

PLEASE VERIFY THAT ALL VEHICLES IN USE ARE LISTED. PLEASE FILL IN ANY MISSING VEHICLE INFORMATION. INDICATE ON THE APPLICATION WHICH VEHICLES WILL NO LONGER BE REGISTERED. USE THE BLANK VEHICLE INVENTORY FORM TO REGISTER ANY NEW OR ADDITIONAL VEHICLES. PLEASE VERIFY THAT ALL NAMES, ADDRESSSES, PHONE NUMBERS AND REGISTRATION INFORMATION IS CORRECT. COST PER VEHICLE IS \$50.00.

MAKE CHECKS PAYABLE TO: GREENE COUNTY COMBINED HEALTH DISTRICT
ATTN: ENVIRONMENTAL HEALTH DIVISION
360 WILSON DRIVE
XENIA, OH 45385-1810

I/We hereby apply for a permit to Haul SOLID WASTE in Greene County during the year of 2014.

I/We hereby agree to comply with all rules and regulations of the Board of Health of the Greene County Combined Health District in effect during the period of time for which this registration is issued. I/We further agree to dispose of garbage or rubbish at approved disposal areas or facilities only.

NOTE: FORM MUST BE COMPLETELY FILLED OUT BEFORE REGISTRATIONS WILL BE ISSUED.

Close

Enter information pertinent to your county’s rules and regulations for Solid Waste Haulers.

This information will print on the application and license/permit/registration.

General Profile

Maintenance Return

- Add/Delete/Modify Tables ▶
- Export/Import Composting Facility Files
- Export/Import Large Generator Files
- Export/Import Small Generator Files
- Export/Import Solid Waste Haulers Files
- Export/Import Treatment Facility Files
- Field Names ▶
- Forms(Applications/Licenses)
- General Profile**
- Letters ▶
- Printer Setup
- Receipts
- Receipts Payin Report
- Reindex/Pack Solid Waste Data Files

General Profile

Demographics **General** Management Environmental Community & Public Health Services Vital

Activate Pull-Downs

Default to Profile Area Code

Amount Per Mile

Display Odometer Readings for Daily Work Sheets

Name of Signature File

Export / Import Server Location

This is a Lap Top for Export / Import Function

Options for Printing Letters

Letters-14 inches from top

Letters - 1" left margin

Letters - 2" left margin

Letters - 2 1/4" left margin

Letters - 2 1/2" left margin

Print Return Address on Envelopes

Use HDIS Letterhead (jpg)

Use HDIS Letterhead (bmp)

NPI # - Used for Receipts

Environmental

Use Street Name Table (STRNAMES)

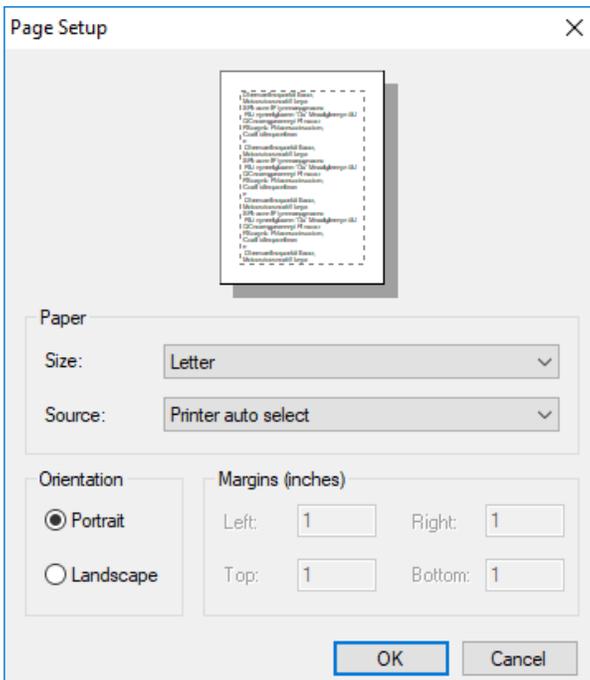
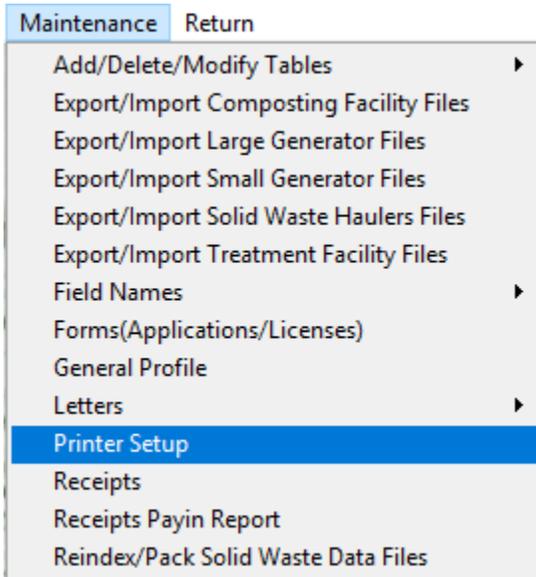
Use Street Number & Name Table (STRNN)

Use Street#, Name, Table-City of Cleveland (STREETs)

Use Street#, Name, PS Table (STRNNPS)

The **General Profile** allows you to fill out the basic information regarding to Solid Waste.

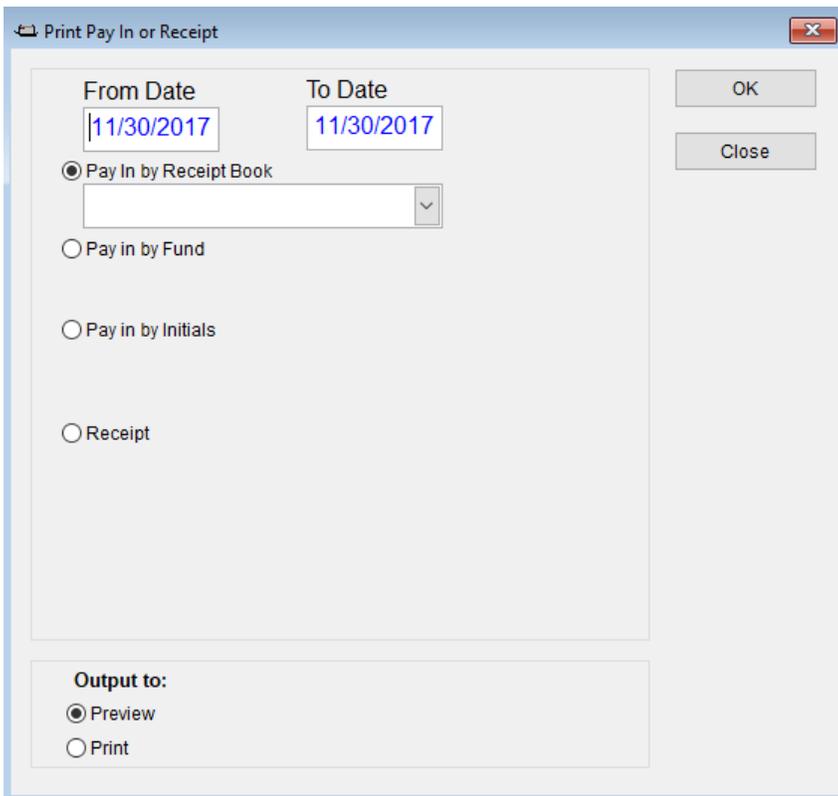
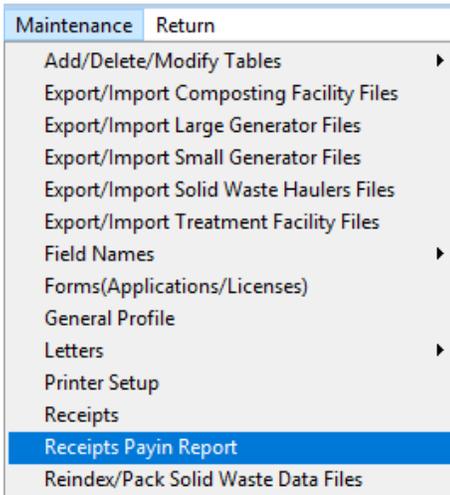
Printer Setup



The print setup allows you to choose from what printer you would like to print.

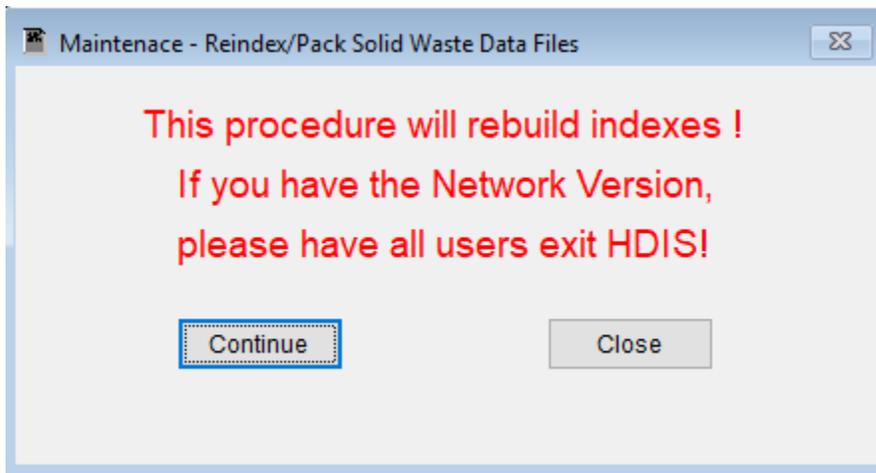
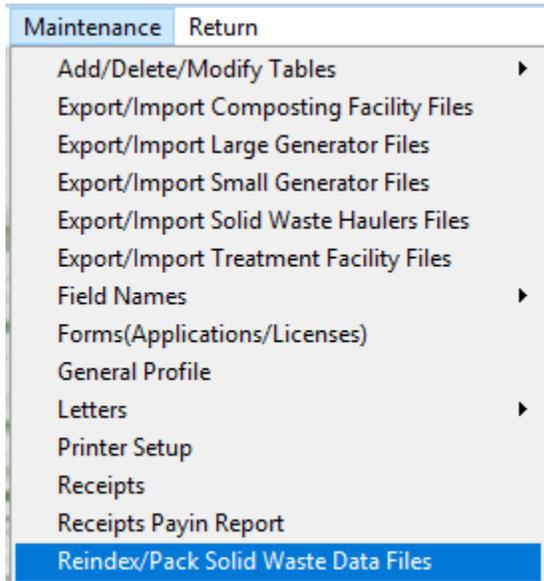
Select the printer in the name dropdown and click "OK".

Receipts Pay In Report



If you have the “**Receipts**” module, you have the ability to print your pay in reports through the “**Maintenance**” tab.

Reindex/Pack Solid Waste Data Files



This function is only needed should your data be corrupt due to a power failure.

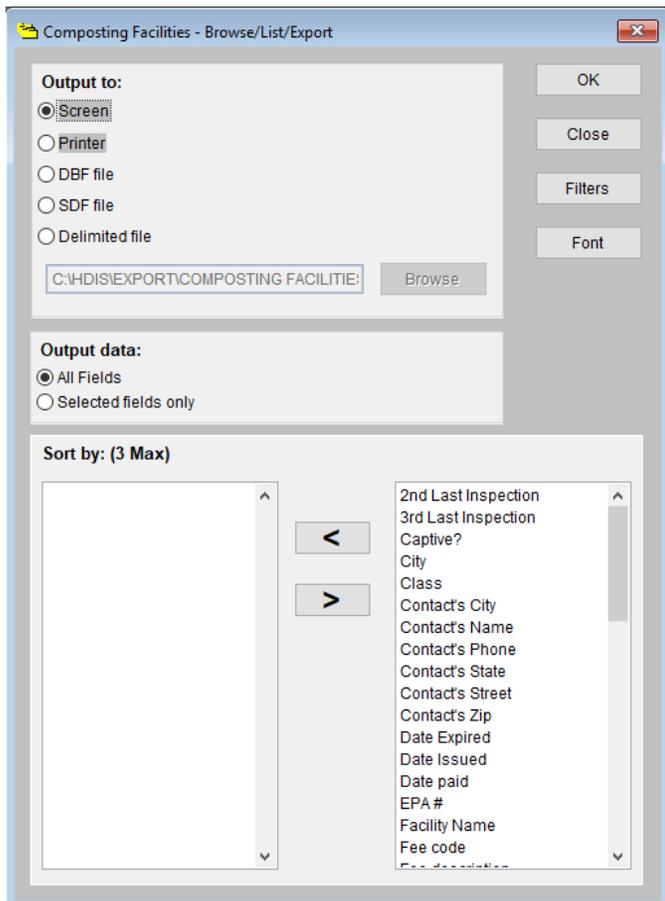
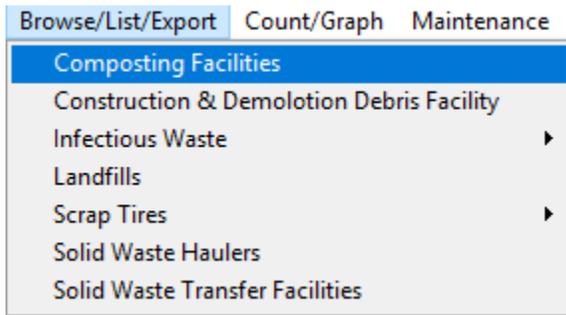
Please contact BGI if you have any questions or concerns.

Chapter 4: Browse/List/Export

Inside the Solid Waste module navigate to the “**Browse/List/Export.**”

This section allows the exportation of data, also allowing the user to use **Filters.**

There are also multiple ways for you to output the data: Screen, Printer, DBF file, SDF file, and Delimited file. If you pick DBF file, SDF file, or Delimited file make sure you select the appropriate path. Select “Browse” to find the needed path.

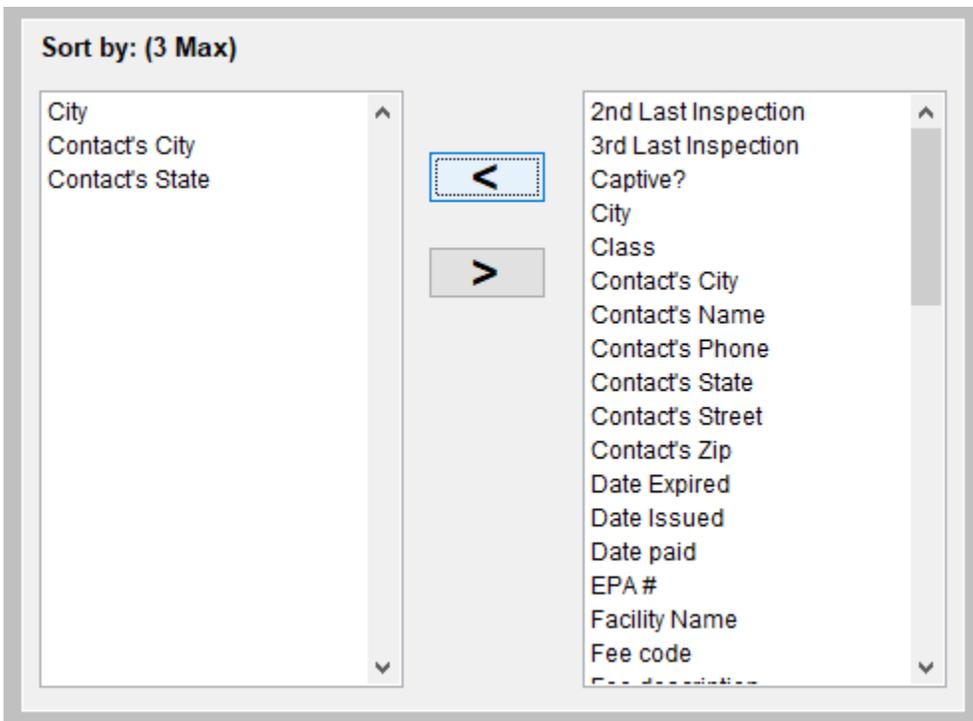


Sort by

Sorting by Field Names (3 Max) is an option.

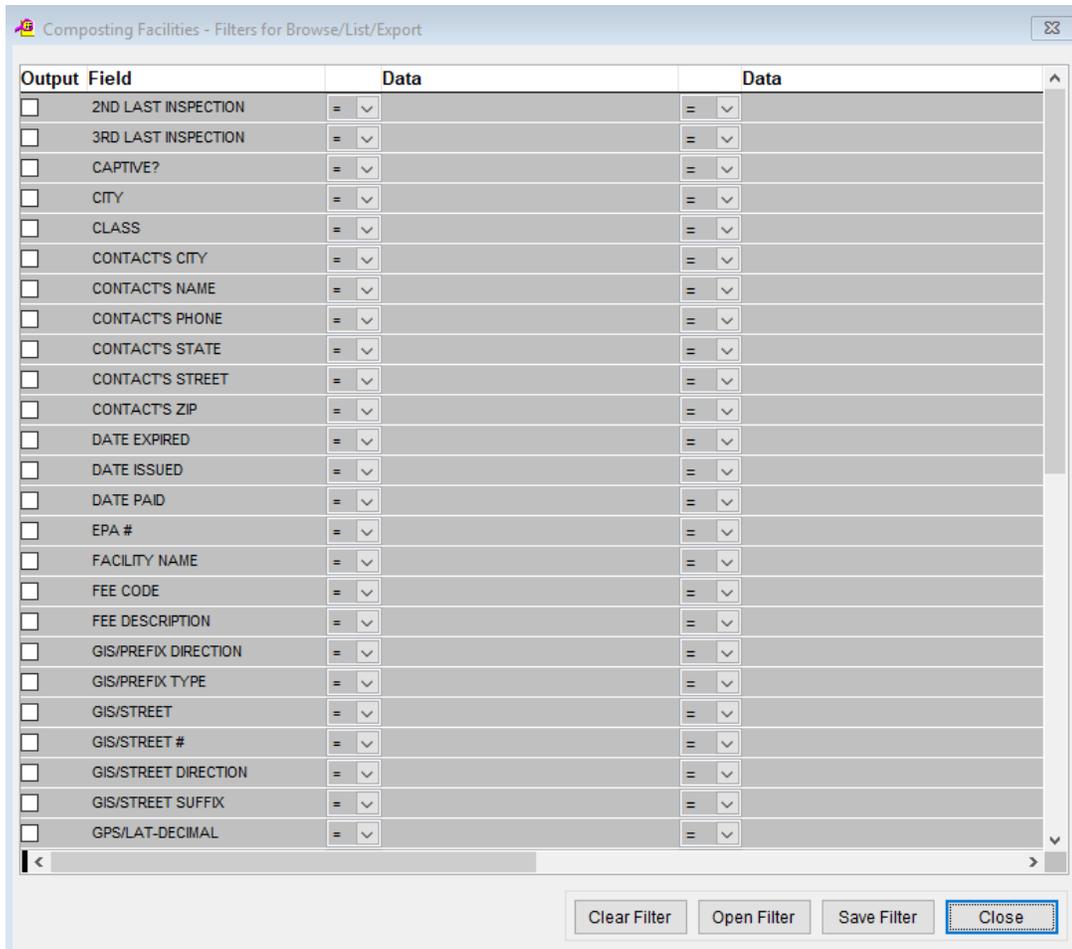
Click on the Field Name you want to sort by and press the “<” symbol to move the Field Name to the empty box.

If you want to remove a Field Name, click the Field Name and press the “>” symbol.



Filters

From the “Browse/List/Export,” click on the “Filters” button. This section allows you to set filters based on the “Output Field.”



**** Note **** If you are attempting to create a filter to search for *only* blank data use: “(Blank).”

“(Blank)” is appropriate when you are searching for an unspecified name, date, or Boolean (True/False – Yes/No).

**** Note **** If you want to search for a string with some spacing after the characters use: “AB(B)”.

Example for characters with a space:

Desired Search Result: “Monkey Inc”

Appropriate Search: “Monkey(B)”

Chapter 5: Count/Graph

Inside the Solid Waste module navigate to the “**Count/Graph.**” Select the section you would like to access.

This section allows you to create a Count, Pie graph, or bar graph of the data. There is a **Report Title**, **Legend Title**, **List of Field Names**, and **Footer**.

Under the “**Output:**” there is an option to show the **top ten** or **all** results.

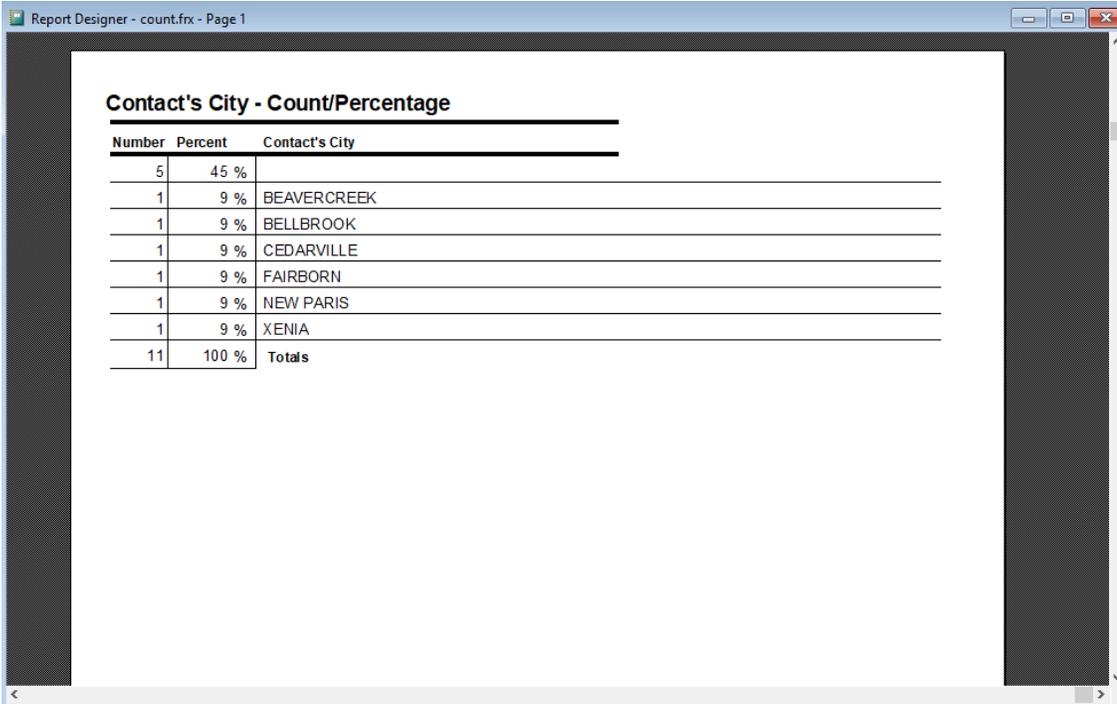
There is a “**Filters**” button which is identical to the “Filters” in the “**Browse/List/Export.**” section. [See Page 43 for a recap on “Filters”]

There is a “**Sort by**” section where you can organize your results from *High to low*, *Low to high*, and by *data*.

Count

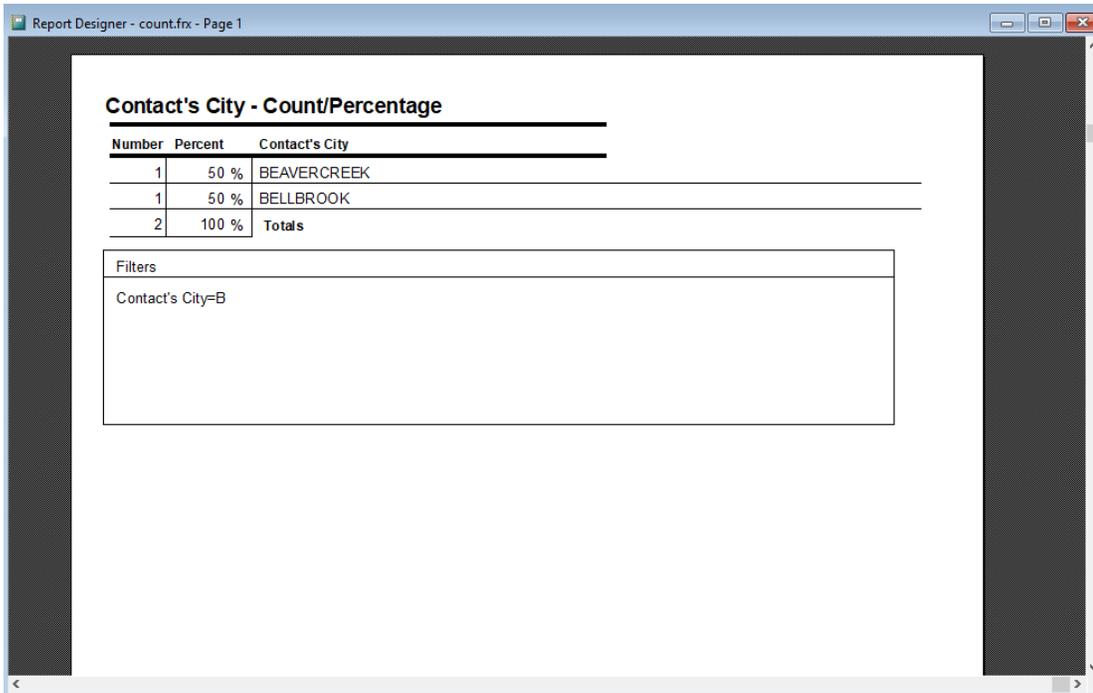
Here is an example of what the “**Count**” type would look like.

There are percentages and totals on the side and bottom of the page.

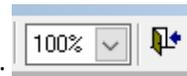


Number	Percent	Contact's City
5	45 %	
1	9 %	BEAVERCREEK
1	9 %	BELLBROOK
1	9 %	CEDARVILLE
1	9 %	FAIRBORN
1	9 %	NEW PARIS
1	9 %	XENIA
11	100 %	Totals

If you choose to add filters, those will also be shown at the bottom of the page.



Click on the door icon next to the percent to return to the menu:



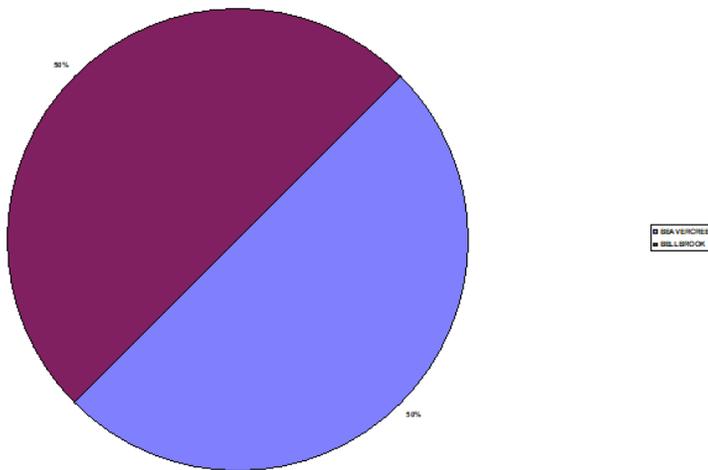
Pie Graph

Here is an example of what the “Pie Graph” type would look like.

Depending on the data chosen, the percentages are altered to reflect it.

There is a legend displaying the data chosen and the color representation.

Contact's City



Filters
Contact's City=B

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11/30/2017

100% [dropdown] [door icon]

Click on the door icon next to the percent to return to the menu:

Print Preview [close]

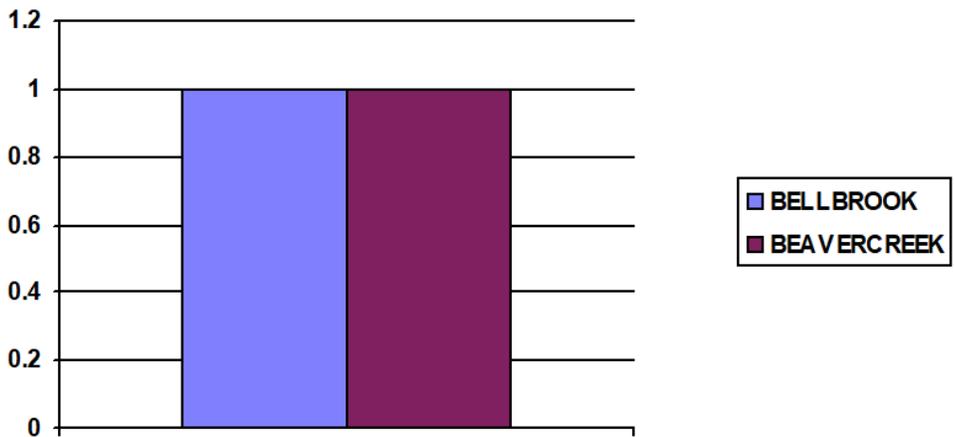
[back] [forward] [copy] [100% dropdown] [door icon] [print]

Bar Graph

Here is an example of what the “**Bar Graph**” type would look like.

Depending on the data chosen, there will be a specific color to represent the data’s bar.

Contact's City



Filters

Contact's City=B

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100% v

Click on the door icon next to the percent to return to the menu:

Print Preview x

100% v

