



Solid Waste User Manual



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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

Environmental Health	Community and Public Health Services
Beaches	
<u>B</u> ody Art	
Daily Work Sheets	-
Environmental Asse	ssment 📃
Food Protection	
Mosquito Control	
Open Burning	-
Parks/ <u>C</u> amps	
Payin Reports	
Pl <u>u</u> mbing	
<u>P</u> ool/Spa/Special Us	e Pool
Pr <u>i</u> vate Water System	ns
<u>P</u> ublic Health Nuisa	nces
<u>R</u> abies Control	
Receipts	
School Inspections	
Sewage Treatment	
Solid <u>W</u> aste	
City of Lorain - Mult	i-Dwelling Inspections
City of Portsmouth	- Rental Dwelling Inspections
Franklin County - Er	wironmental History
Wood County - Hou	using Inspections
Discontinued Modu	les 🕨 🕨





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**.

Maintenance Return			
Add/Delete/Modify Tables	×	Fees-Composting Facilities	
Export/Import Composting Facility Files		Fees-Construction & Demolition Debris Facilities	
Export/Import Large Generator Files		Fees-Infectious Waste	•
Export/Import Small Generator Files		Fees-Landfill	•
Export/Import Solid Waste Haulers Files		Fees-Scrap Tires	•
Export/Import Treatment Facility Files		Fees-Solid Waste Haulers	
Field Names	×	Fees-Solid Waste Transfer Facilities	
Forms(Applications/Licenses)	l		
General Profile			
Letters	۲		-
Printer Setup			
Receipts			
Receipts Payin Report			
Reindex/Pack Solid Waste Data Files			

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

Code	Description	Local Fee	State Fee	Inspection Interval	^	Close
						0,036
						Add New Fee
						Delete Fee
						Update New Fees
						Print
			+	+		
			+	-		
			+			
			+			
			-			





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]

🙎 Remote H	IDIS - Solid	Waste - Health Distri	ict Infor	mation S	System	
Solid Waste	Reports	Browse/List/Export	Count/	Graph	Maintenance	Return
Composti	ing Facilite	s				
Construct	ion & Den	nolition Debris Faciliti	es			-1
Infectious	Waste		•	Add	dition Premises I	Large Generators
Landfills			•	Prir	mary-Large Gen	erators
Scrap Tire	s		•	Sm	all Generators	
Solid Was	te Haulers			Tra	nsporters	
Solid Was	te Transfer	Facilities		Tre	atment-Facility	

Landfills [Open, Closed]

Solid Waste	Reports	Browse/List/Export	Count/	Graph	Maintena
Composti	ing Facilite	5		1	
Construct	ion & Den	nolition Debris Faciliti	es		
Infectious	Waste				
Landfills			×.	Оре	en 🔰
Scrap Tire	s		•	Clo	sed
Solid Was	te Haulers		L	100	
Solid Was	te Transfei	r Facilities		1	-





Attention Continued:

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



Solid Waste Haulers and Solid Waste Transfer Facilities

🚨 Remote I	HDIS - Solid	d Waste - Health Distr	ict Information S	System	
Solid Waste	Reports	Browse/List/Export	Count/Graph	Maintenance	Return
Compost	ing Facilite	s			
Construct	tion & Den	nolition Debris Faciliti	es		
Infectious	s Waste		•		1
Landfills			P and		
Scrap Tire	es			-	-
Solid Was	ste Haulers		-		
Solid Was	ste Transfe	r Facilities			-





Composting Facilities

Find Tab

Select "Solid Waste" and click on "Composting Facilities"

Composting	g Facilities -								(
Find	Inform	nation	Licer	nsing/Registration Information	Inspections	Inspections - old	Comments	GIS/G	PS
by Facili	ity Name) by Street	t Ob	y ID # O by EPA# O by Operator	's Name				
							Add	Close	
ID #		EPA #		Facility Name		Street		City	^
	4	29C3R0	933	BIOSOURCE		869 US RT 68 S		XENIA	
	6			ECO-GREEN RECYCLING EI	NTERPRISES. LL	1290 DAYTON YELL	OW SPRING	FAIRBORN	
	7	29C3R0	3054	HORNING'S FARM		US RT 42 SOUTH		SPRING V/	
	1	29-C4R-	100	TOM'S MULCH AND LANDS	CAPING	2113 FERRY ROAD		SPRING VA	
	3	23-041(-	105	VILLAGE OF CEDARVILLE		152 WEST CEDAR S	т	CEDARVIL	
	2			PHILLIPS COMPANIES-XEN	IA PLANT	30 HAINES RD		XENIA	
	_								¥

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

Find Information Licensing/Registration Information Inspections Inspections - old Comments GIS/GPS Application to Operate a Composting Facility ID # EPA# Facility Name	Composting	Facilities -					X
Application to Operate a Composting Facility ID # EPA # 10	Find	Information	Licensing/Registration Information	Inspections	Inspections - old	Comments	GIS/GPS
Name of Owner/Operator Owner Name of Contact Contact's Street Contact's City Contact's State Contact's City Contact's State Contact's City Contact's Contact's Zip Code		ID # Street Phone	Application to Oper EPA # Facilit 10 City City Political subdivision	rate a Composting y Name	g Facility State	Zip code	
		Name of Ov Name of Co Contact's Ci	vner/Operator ontact ity		Owner Intact's Street	ntact's Zip Code	
Previous Next Delete Add Modify				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 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

Composting	Facilities - BIOSOURCE					×
Find	Information Licensing	Registration Information	Inspections	Inspections - old	Comments	GIS/GPS
	Class Month/Y 3 Inspection interval 3 Service R STAI	ear Opened Registration /// Last three inspection da 04/21/2009 02/17/ In NDARD	n/PTI/PTO ates 2011 11/15/20 Inspector	011 DNI A. CARMICHAEL		
	Code Descrip	Date expired	L Date paid	ocal fee State fee Receipta	Total #	
	11	11	11			
	☐ Out of busines	s OOB date //				
					Print	Modify

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

ind	Information	Licensir	ng/Registration Inform	nation	In	spections	Inspection	ns - old	Commen	its GIS/GF
Class I Class II		Class II		Class III			Class IV			
Page1				Page2				Violation	ns/Comments	
Inspec	tion date Update	Time	Weather			Com	prehensive uired	Focused Re-Inspec	_ Othe	۶r
YES 3745-50	NO N/A)1-05 License			YES	NO	N/A	orized material	manageme	nt	
3745-50	60-110 Operational	cense Requirement	s			(G) Con	tainers manager	ment		
(A) Comply with authorizing documents			izing documents			(1)(1) C	rol vectors	st, and odor:	,	
	(B) Accept	only authori	zed materials			(3) Prev	ent fires			
	(C)(1) Proh	ibited mater	ial:	(4)Collect and dispose of scattered litter						
	(a) Unauth	orized feeds	tock	(5) Prevent water pollution						
	(b) Commi	ngled yard v	vaste			6) Prev	ent air pollution	1		
		except clean	untreated wood)			(I)(1) Lii	nit access			
	(d) Hazard	ous waste		(2) Maintain placement areas and access roads						
	(f) Asbesto	s				(J) Ade	uute equipmen	t for operati	ons	
	(g) Batterie	es				(K) Fac	lity signage			
	(h) Heat sta	abile toxin				(L)(1) P	ocess wood and	d remove for	reign materia	a
	(i) Other pr	rohibited ma	terial			(2) Proc	ess wood at lea	st annually		
	(2) If prohi	bited materi	al detected:							
	(a) Remove	e material fr	om placement area			-				
	(c) Record	e material a incidents in	propriately			Prev	ious Inspection	Next Inspe	ection A	dd Inspection
	(D) Approv	ed composti	ng methods			Del	ete Inspection*	Print		Modify

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

🖀 Compostin	ng Facilities -					×
Find	Information	Licensing/Registration Information	Inspections	Inspections - old	Comments	GIS/GPS
Find	rg Facilities - Information Violations Inspection date Facility Class YES NO N/A 3745-27-05 Proh 0 (B) 0 (C) 3745-27-45 Com 0 (A)((C) 0 (C) 0 (Licensing/Registration Information Violations - Page 2 /// Update Compre Class I Class I Class II Clas	Inspections Violations - Parti class IV YES NO N/A YES NO N/A BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	(g) Bulk liquids (g) Bulk liquids (h) Other prohibited m (5) Manage non-biodegm (6) Contingency plan) Facility preparations (1)(a) Control of noise, d (b) Control of noise, d (b) Control of nisects, (c) Fire prevention (d) Collect scattered li (e) No water pollution (2) If prohibited material	Comments Naterials adable containers ust, & odors birds, & other vectors tter detected:	GIS/GPS
		(b) Hazardous waste (c) Infectious waste (d) Asbestos		(e) No water pollution (2) If prohibited material	detected:	
		(e) Batteries		(a) Removal from place	cement area	
		(f) Wastes that include stabile toxins		(b) Note incident in da	ily log	
		Previous Inspection	Next Inspection Add I	nspection Delete Inspecti	on* Print	Modify

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

🖺 Compo	osting Facilities -					23
Find	Information	Licensing/Registration Information	Inspections	Inspections - old	Comments	GIS/GPS
	1					
						^
						¥
					Print	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.

🖀 Composting	g Facilities -							×
Find	Information	Licensi	ng/Registrat	on Information	Inspections	Inspections - old	Comments	GIS/GPS
	Street #	Prefix Direction	Prefix Type	Global Infor Street name	mation Syster	m Street Suffix	Prefix Direction	
				Global Posit	tioning Syster	n		
			Latitude	Decimal Value	Longitude De	cimal Value		
							Print	Modify

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	83
Composting Facility Info with Comments	ОК
◯ Letter A	Close
O Letter B	
O Letter C	
O Letter D	
O Letter E	
O Letter F	
⊖ Envelope	
O Class I Inspection	
O Class II Inspection	
○ Class III Inspection	
○ Class IV Inspection	
O Inspection - old	
() Print	
Preview	

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	Prints the operation inspection.
Solid Waste	
Preview	Previews the printout.
Print	Prints the form.
ОК	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

2	Remote HDIS - Solid Waste - Health District Information System						
So	Solid Waste Reports Browse/List/Export Count/Graph Maintenance Return						
Composting Facilites							
	Construct	tion & Den	es				
	Infectious	Waste	•				
	Landfills		-				
	Scrap Tire	es -		-	-		
	Solid Was	te Haulers	-		-		
	Solid Was	te Transfe	r Facilities				

Select Solid Waste -> Construction & Demolition Debris Facilities

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





Construction and Demolition Debris - Find Tab

Construction and Demolition Debris -			×
Find Information	Licensing/Reg Tipping History	GW History Comments	GIS/GPS
by Facility Name by Street	by ID # O by EPA# O by Operator's Name		
		Add	Close
ID # EPA #	Facility Name	Street	City ^
1	XENIA SAND AND GRAVEL	588 DAYTON-XENIA	XENIA
<	•	•	>

The **FIND** tab will be selected automatically in the **Construction and Demolition Debris** 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 the Facility Name, Street, ID #, EPA#, or 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."





Construction and Demolition Debris – Information Tab

Construction an	d Demolition Debris -					X
Find	Information	Licensing/Reg	Tipping History	GW History	Comments	GIS/GPS
		Application to Ope	erate a Construction ar	nd Demolition Debris	8	
	ID #	EPA#	Facility Name			,
	2					
	Street		City	~	State Zip code	
	Phone	Political subdivis	sion	Gove	ernment 🗌 Captive	,
	Name of Owner/C	Operator		□ Owner		-
	Name of Contact			Contact's Street		1
	Contact's City	~		Contact's State	Contact's Zip Code	
			Previous	Next De	lete 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 L Inspection Service	imit Per Day (T)ons/(C)ubic Yards Month/Ye	ear Opened Regis	tration/PTI/PTO	
	Code	Descript	airod Data	Local fee State	fee Total	-
	/ /				eceipi#	
	□ Out of b	ousiness OOB date	11			
					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 -					×
Find Information	Licensing/Reg	Tipping History	GW History	Comments	GIS/GPS
Find Information	Licensing/Reg	Tipping History Cubic Yards To Cubic Yards Tonna	GW History	Comments	GIS/GPS
	-		Print D	elete Date* Add Date	Modify

<u>Construction and Demolition Debris – Tipping History Tab</u>

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 – GW History Tab

Construction ar	nd Demolition Debris -					23
Find	Information	Licensing/Reg	Tipping History	GW History	Comments	GIS/GPS
Find	Information	Licensing/Reg	Tipping History Cubic Yards To ubic Yards Tonna	GW History	Comments	GIS/GPS
				Print D	elete Date* Add Date	Modify

Similar to the Tipping History Tab; 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

Construction an	d Demolition Debris -					X
Find	Information	Licensing/Reg	Tipping History	GW History	Comments	GIS/GPS
						^
						~
					Print	Modify

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

Find	Information	Licensing/Reg	Tipping History	GW History	Comments	GIS/GPS
	Street # Direc	Glc x Prefix ction Type Stree	bbal Information Sy	Street Suffix	Prefix Direction	
		Glo	bal Positioning Sy	stem		
		Latitude Decir	mal Value Longitude	e Decimal Value		
					Drint	Madifi

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.

Body Art Report Options for	Applications		×
Output to:	From date issued	Application year 2017	ОК
Include Filter Printout	To date issued		Close
🗌 Include Mail Merge File	11		Filters

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**.

eld Name	Data	Data	1st sort 2nd sort 3rd sort 🧭
ND LAST INSPECTION	= 🗸	= 🗸	
RD LAST INSPECTION	= 🗸	= 🗸	
APTIVE?	= 🗸	= 🗸	
ΠY	= 🗸	= 🗸	
LASS	= 🗸	= ~	
ONTACT'S CITY	= 🗸	= 🗸	
ONTACT'S NAME	= 🗸	= 🗸	
ONTACT'S PHONE	= 🗸	= 🗸	
ONTACT'S STATE	= 🗸	= 🗸	
ONTACT'S STREET	= 🗸	= 🗸	
ONTACT'S ZIP	= 🗸	= 🗸	
ATE EXPIRED	= 🗸	= ~	
ATE ISSUED	= 🗸	= ~	
ATE PAID	= 🗸	= 🗸	
PA #	= 🗸	= 🗸	
ACILITY NAME	= 🗸	= 🗸	
EE CODE	= 🗸	= 🗸	
EE DESCRIPTION	= 🗸	= ~	
IS/PREFIX DIRECTION	= 🗸	= ~	
IS/PREFIX TYPE	= 🗸	= ~	
IS/STREET	= 🗸	= 🗸	
IS/STREET #	= 🗸	= 🗸	
IS/STREET DIRECTION	= 🗸	= ~	
IS/STREET SUFFIX	= 🗸	= ~	
PS/LAT-DECIMAL	= 🗸	= ~	
	- ••		





Chapter 3: Maintenance

Maintenance

Click on the "Maintenance" tab

😟 Solid Wa	ste - Health	h District Information	System			
Solid Waste	Reports	Browse/List/Export	Count/Graph	Maintenance	Return	
		F		Add/Delete Export/Imp Export/Imp Export/Imp Export/Imp Field Name Forms(App General Pro Letters Printer Setu Receipts Pa Receipts Pa Reindex/Pa	e/Modify Tables ort Composting Facility Files ort Large Generator Files ort Small Generator Files ort Solid Waste Haulers Files ort Treatment Facility Files es dications/Licenses) offile up	•

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**.

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

Fees-Composting Faciliti	es
Fees-Construction & Der	molition Debris Facilities
Fees-Infectious Waste	•
Fees-Landfill	•
Fees-Scrap Tires	•
Fees-Solid Waste Haulers	;
Fees-Solid Waste Transfe	er Facilities
	And the second s





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





Add/De	ete/Modify Construction & Demolition Debris Facili	ties Fees				×
Code	Description	Local Fee	State Fee	Inspection Interval	^	Close
► U2	CADD FEES					Add New Fee
						Delete Fee
						Lindate New Fees
						Print
-						
					~	
<				>		

Field/Button	Description
Code	Enter the code of the fee
Description	Enter the description of the code.
Local Fee	Enter your local fee.
State Fee	Enter your state's fee.
Inspection Interval	Enter the inspection interval.
Close	Closes the table
Add New Fee	Adds a new fee to the table.
Delete Fee	Deletes the highlighted fee.
Update New Fees	Updates all operations based on the fees in the fee table.
Print	Prints a list of fee codes.





Field Names

Maintenance Return		_
Add/Delete/Modify Tables	۲	
Export/Import Composting Facility Files		Contraction of the second
Export/Import Large Generator Files		
Export/Import Small Generator Files		ALCONT AND A DESCRIPTION OF
Export/Import Solid Waste Haulers Files		
Export/Import Treatment Facility Files		
Field Names	Þ	Composting Facilites
Forms(Applications/Licenses)		Construction & Demolition Debris Facilities
General Profile		Infectious Waste
Letters	×	Landfills •
Printer Setup		Scrap Tires
Receipts		Solid Waste Haulers
Receipts Receipts Payin Report		Solid Waste Haulers Solid Waste Transfer Facilities

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).





· · · · · · · · · · · · · · · · · · ·	-	
ield Name	Data Base Field Name	Close
2ND LAST INSPECTION	SWO.LST_2ND_IN	
3RD LAST INSPECTION	SWO.LST_3RD_IN	Print
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.DESCRIPT	
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	
NSPECTOR'S NAME	SWO.INSPECTOR	
LAST INSPECTION	SWO.LST_RTN_IN	
LICENSE #	SWO.ID	
LOCAL FEE	SWO.FEE_LOCAL	¥





Forms

Maintenance	Return				
Add/Delete	/Modify Tables	•			
Export/Imp	Export/Import Composting Facility Files				
Export/Imp	Export/Import Large Generator Files				
Export/Imp	Export/Import Small Generator Files				
Export/Imp	ort Solid Waste Haulers Files				
Export/Imp	ort Treatment Facility Files				
Field Name	s	- ►			
Forms(App	lications/Licenses)				
General Pro	file				
Letters		- - -			
Printer Setu	ıp				
Receipts					
Receipts Pa	yin Report				
Reindex/Pa	ck Solid Waste Data Files				

Application		Line of the second to the second seco
הושאכש נוסד שער חענא או		License / Permit / Registration
INFORMATION. INDICATE O JSE THE BLANK VEHICLE I JERIFY THAT ALL NAMES, CORRECT.	L VEHICLES IN US N THE APPLICATIO NVENTORY FORM TO ADDRESSESS, PHON COST PER VEHI	E ARE LISTED. PLEASE FILL IN ANY MISSING VEHICLE N WHICH VEHICLES WILL NO LONGER BE REGISTERED. REGISTER ANY NEW OR ADDITIONAL VEHICLES. PLEASE E NUMBERS AND REGISTRATION INFORMATION IS CLE IS \$50.00.
MAKE CHECKS PAYABLE TO	: GREENE COUNTY ATTN: ENVIRONM 360 WILSON DRI XENIA, OH 4538 a permit to Hau	COMBINED HEALTH DISTRICT ENTAL HEALTH DIVISION VE 5-1810 1 SOLID WASTE in Greene County during the year
of 2014. I/We hereby agree to the Greene County Combi which this registration at approved disposal ar NOTE: FORM MUS	comply with all ned Health Distr is issued. I/W eas or facilitie T BE COMPLETELY	rules and regulations of the Board of Health of ict in effect during the period of time for e further agree to dispose of garbage or rubbish s only. FILLED OUT BEFORE REGISTRATIONS WILL BE ISSUED.

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/Imp	ort Composting Facility Files	
Export/Imp	ort Large Generator Files	
Export/Imp	ort Small Generator Files	
Export/Imp	ort Solid Waste Haulers Files	
Export/Imp	ort Treatment Facility Files	
Field Name	s	•
Forms(App	lications/Licenses)	
General Pro	file	
Letters		•
Printer Setu	p	
Receipts		
Receipts Pa	yin Report	
Reindex/Pa	ck Solid Waste Data Files	

🙎 General Profile					X
Demographics	General	Management	Environmental	Community & Public Health Services	Vital
	Activate Pull-Down Default to Profile A Amount Per Mile Display Odometer Name of Signature Fi Export / Import Server M:HDISIDATA This is a Lap Top 1	s rea Code Readings for Daily Work S le Location or Export / Import Function	Coptions for ○ Letter □ Letters - 1" le □ Letters - 2" le Letters - 2 1/ □ Letters - 2 1/ □ Letters - 2 1/ □ Letters - 2 1/ □ Vse HDIS Le □ Use HDIS Le NPI # - Used for	r Printing Letters rs-1/4 inches from top eft margin eft margin /4" left margin /2" left margin Address on Envelopes efterhead (jpg) Print Test efterhead (bmp) Print Test r Receipts	
	Use Street Name	Table (STRNAMES) ir & Name Table (STRNN) e, Table-City of Cleveland e, PS Table (STRNNPS)	Environmental (STREETS)		

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





Printer Setup

Maintenance	Return			
Add/Delete	e/Modify Tables			
Export/Imp	oort Composting Facility Files			
Export/Imp	oort Large Generator Files			
Export/Imp	oort Small Generator Files			
Export/Imp	oort Solid Waste Haulers Files			
Export/Import Treatment Facility Files				
Field Name	es 🕨			
Forms(App	olications/Licenses)			
General Pro	ofile			
Letters	•			
Printer Set	up			
Receipts				
Receipts Pa	ayin Report			
Reindex/Pa	ack Solid Waste Data Files			
Page Setup	X			
2 1				
	All-standard and Standard High and Standard Standard Construction of Standard Construction of Standard Construction o			
Paper				
Size:	Letter ~			
Source:	Printer auto select \checkmark			
Orientation	Margins (inches)			
Portrait	Left: 1 Right: 1			
◯ Landscape	Top: 1 Bottom: 1			
	OK Cancel			

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

Maintenance	Return	
Add/Delete	/Modify Tables	•
Export/Imp	ort Composting Facility Files	
Export/Imp	ort Large Generator Files	
Export/Imp	ort Small Generator Files	
Export/Imp	ort Solid Waste Haulers Files	
Export/Imp	ort Treatment Facility Files	
Field Name	5	•
Forms(App	lications/Licenses)	
General Pro	ofile	
Letters		•
Printer Setu	р	
Receipts		
Receipts Pa	iyin Report	
Reindex/Pa	ck Solid Waste Data Files	

🖰 Receipts		23
	Date Received by 11/30/2017	Print Close
	Fee Code Fee Description	Quantity Amount Check #/Cash 1 0.00
	Per. # / Lic.# / ID# Company Name or Client - Last Name First	Address/Comment
		Add Fee Delete Fee
Code	Description Quan Amount Check# Name	Address/Comment Per#/Lic#/ID# Received of
-		
-		v
	Totals 0 0.00	Receipt# 0

If you have the "**Receipts**" module, you have the capability to print any receipt through the "**Maintenance**" tab. You may also print a receipt from the data entry windows by pressing the **ALT-R** keys.





Receipts Pay In Report

Numeerance Netani	
Add/Delete/Modify Tables	
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	
C Print Pay In or Receipt	
From Date To Date	ОК
11/30/2017 11/30/2017	
Pay In by Receipt Book	Close
O Bavia by Fund	
O Pay in by Fund	
O Pay in by Fund	
O Pay in by Fund	
O Pay in by Fund	
O Pay in by Fund	
 Pay in by Fund Pay in by Initials Receipt 	
 Pay in by Fund Pay in by Initials Receipt 	
 Pay in by Fund Pay in by Initials Receipt 	
 Pay in by Fund Pay in by Initials Receipt 	
 Pay in by Fund Pay in by Initials Receipt 	
 Pay in by Fund Pay in by Initials Receipt 	
 Pay in by Fund Pay in by Initials Receipt 	
 Pay in by Fund Pay in by Initials Receipt 	
 Pay in by Fund Pay in by Initials Receipt Output to: Image: A state of the	
 Pay in by Fund Pay in by Initials Receipt Output to: Preview Print 	

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

Maintenance	Return	
Add/Delete	e/Modify Tables	
Export/Imp	oort Composting Facility Files	
Export/Imp	oort Large Generator Files	
Export/Imp	oort Small Generator Files	
Export/Imp	oort Solid Waste Haulers Files	
Export/Imp	oort Treatment Facility Files	
Field Name	es 🕨	
Forms(App	lications/Licenses)	
General Pro	ofile	
Letters	*	
Printer Setu	qu	
Receipts		
Receipts Pa	ayin Report	
Reindex/Pa	ack Solid Waste Data Files	
Maintenac	e - Reindex/Pack Solid Waste Data Files	3
	his was solves will vehicle indexes 1	
	his procedure will rebuild indexes !	
	If you have the Network Version,	
	nlease have all users exit HDISI	
	Continue Close	

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.





Scrap Tires

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.

Browse/List/Export	Count/Graph	Maintenance
Composting Faci	ilities	
Construction & [Demolotion Deb	ris Facility
Infectious Waste		•
Landfills		

Solid Waste Haulers Solid Waste Transfer Facilities × 📩 Composting Facilities - Browse/List/Export ок Output to: Screen Close OPrinter O DBF file Filters O SDF file O Delimited file Font Browse C:\HDIS\EXPORT\COMPOSTING FACILITIE: Output data: All Fields O Selected fields only Sort by: (3 Max) 2nd Last Inspection ^ 3rd Last Inspection < Captive? City Class > Contact's City Contact's Name Contact's Phone Contact's State Contact's Street Contact's Zip Date Expired Date Issued Date paid EPA# Facility Name Fee code ----





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."

utput Field	Data	Data	
2ND LAST INSPECTION	N = 🗸	= 🗸	
3RD LAST INSPECTIO	N = 🗸	= ~	
CAPTIVE?	= ~	= 🗸	
CITY	= ~	= ~	
CLASS	= ~	= ~	
CONTACT'S CITY	= ~	= ~	
CONTACT'S NAME	= ~	= ~	
CONTACT'S PHONE	= ~	= ~	
CONTACT'S STATE	= ~	= ~	
CONTACT'S STREET	= ~	= ~	
CONTACT'S ZIP	= ~	= ~	
DATE EXPIRED	= ~	= ~	
DATE ISSUED	= ~	= ~	
DATE PAID	= ~	= ~	
EPA #	= ~	= ~	
FACILITY NAME	= ~	= ~	
FEE CODE	= ~	= ~	
FEE DESCRIPTION	= ~	= ~	
GIS/PREFIX DIRECTIO	N = ~	= ~	
GIS/PREFIX TYPE	= ~	= ~	
GIS/STREET	= ~	= ~	
GIS/STREET #	= ~	= 🗸	
GIS/STREET DIRECTIO	DN = ✓	= ~	
GIS/STREET SUFFIX	= ~	= ~	
GPS/LAT-DECIMAL	= ~	= ~	
<			2

**** 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*.

Report Title				
2nd Last Inspection			Filters C	lose OK
egend Title				
		Output to:		
		Screen	○ Print	
2nd Last Inspection	^	O DBF file	⊖ SDF file ⊖ Delim	nited file
3rd Last Inspection				
Captive?		C:\HDIS\EXP	PORT	Browse
City				
Class				
Contact's City		Output:		
Contact's Name		(a) top top	Opt	
Contact's Phone		top ten		
Contact's State				
Contact's Street		Туре		Sort by
Contact's Zip		0	O Tabala	
Date Expired		Count	O lotais	High to low
Date Issued		🔘 pie graph	🔘 pie graph (full page)	Cow to high
Date paid		🔿 bar graph	O bar graph (full page)	O by data
EPA#				O by data
Facility Name				
ree code		Level 1 Group	2nd Last Inspection	~
ree description			3rd Last Inspection	Clea
GIS/prefix direction			Captive?	
Gio/prenz type			City	¥
GIO/Street		Level 2 Group	2nd Last Inspection	~
CIS/streat direction			3rd Last Inspection	
			Captive?	Clea
	¥		City	v
ooter				
0000				





<u>Count</u>

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.

5 45 % 1 9 % BEAVERCREEK 1 9 % CEDARVILLE 1 9 % FAIRBORN 1 9 % NEW PARIS 1 9 % XENIA 11 100 % Totals	5 45 % 1 9 % BEAVERCREEK 1 9 % CEDARVILLE 1 9 % FAIRBORN 1 9 % NEW PARIS 1 9 % XENIA 1 9 % XENIA 11 100 % Totals	Number	Percent	Contact's City
1 9 % BEAVERCREEK 1 9 % BELLBROOK 1 9 % CEDARVILLE 1 9 % FAIRBORN 1 9 % NEW PARIS 1 9 % XENIA 11 100 % Totals	1 9 % BEAVERCREEK 1 9 % BELLBROOK 1 9 % CEDARVILLE 1 9 % FAIRBORN 1 9 % NEW PARIS 1 9 % XENIA 11 100 % Totals	5	45 %	
1 9 % BELLBROOK 1 9 % CEDARVILLE 1 9 % FAIRBORN 1 9 % NEW PARIS 1 9 % XENIA 11 100 % Totals	1 9 % BELLBROOK 1 9 % CEDARVILLE 1 9 % FAIRBORN 1 9 % NEW PARIS 1 9 % XENIA 11 100 % Totals	1	9 %	BEAVERCREEK
1 9 % CEDARVILLE 1 9 % FAIRBORN 1 9 % NEW PARIS 1 9 % XENIA 11 100 % Totals	1 9 % CEDARVILLE 1 9 % FAIRBORN 1 9 % NEW PARIS 1 9 % XENIA 11 100 % Totals	1	9 %	BELLBROOK
1 9 % FAIRBORN 1 9 % NEW PARIS 1 9 % XENIA 11 100 % Totals	1 9 % FAIRBORN 1 9 % NEW PARIS 1 9 % XENIA 11 100 % Totals	1	9 %	CEDARVILLE
1 9 % NEW PARIS 1 9 % XENIA 11 100 % Totals	1 9 % NEW PARIS 1 9 % XENIA 11 100 % Totals	1	9 %	FAIRBORN
1 9 % XENIA 11 100 % Totals	1 9 % XENIA 11 100 % Totals	1	9 %	NEW PARIS
11100 %Totals	11 100 % Totals	1	9 %	XENIA
		11	100 %	Totals





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

gner - coun	t.frx - Page 1		
Conta	ct's City	Count/Percentage	
Number	Percent	Contact's City	
1	50 %	BEAVERCREEK	
1	50 %	BELLBROOK	
2	100 %	Totals	
Filters			7
Contact	la Cita - P		
Contact	s City=B		

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	
3GI HD	11/30/2017

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





Į.

100% 🗸



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



11/30/2017
-

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





100% 🗸

₽