



Private Water Systems User Manual



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Chapter 1: Getting Started

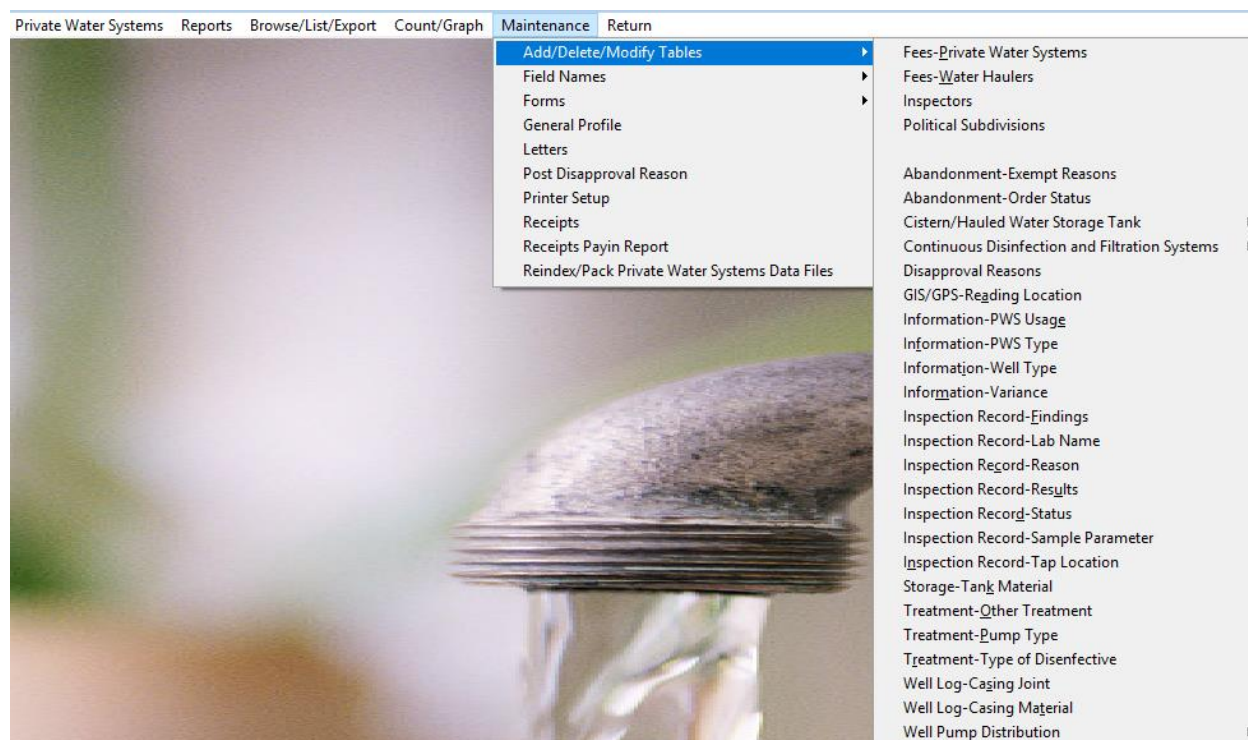
Once the Private Water Systems module has been installed, it can be accessed by going to:

Environmental Health > Private Water Systems

Management Services	Environmental Health	Community and Public Health Services
	Beaches	
	Body Art	
	Daily Work Sheets	
	Environmental Assessment	
	Food Protection	
	Mosquito Control	
	Open Burning	
	Parks/Camps	
	Payin Reports	
	Plumbing	
	Pool/Spa/Special Use Pool	
	Private Water Systems	
	Public Health Nuisances	
	Rabies Control	
	Receipts	
	School Inspections	
	Sewage Treatment	
	Solid Waste	
	City of Lorain - Multi-Dwelling Inspections	
	City of Portsmouth - Rental Dwelling Inspections	
Franklin County - Environmental History		
Wood County - Housing Inspections		
Discontinued Modules		

Once inside **Private Water Systems**, navigate to:

Maintenance > Add/Delete/Modify Tables



This section holds the control files that will drive the module.

When entering data into **Private Water Systems**, there will sometimes be drop-down boxes for quick data entry.

The tables in the **Maintenance > Add/Delete/Modify Tables** section hold the data that fill those drop-down boxes.

Entering the frequently used, fixed data ahead of time will make things a lot easier.

[illegible]

- Click on the **Add New Fee** button and begin filling in the appropriate requirements
- Enter the **Code, Description, Local fee, State Fee, and ODNR Fee**

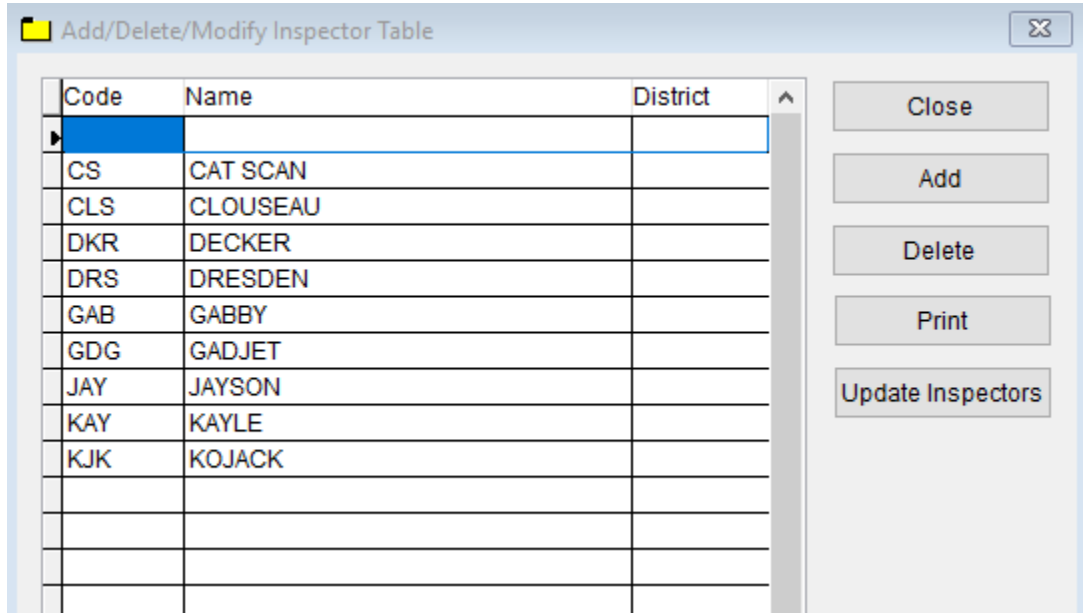
- **Print** button will open printing option's window.
- **Edit Button** allows you to edit a fee
- **Delete button** allows you to delete a fee that is selected
- Click **Close** to exit the table.

[illegible]

- Click **Add New Fee** and enter a **Code, Description, and Local Fee**
- Click on the Fee you want to Delete and click the **Delete Fee** button
- Update New Fees button will update a newly added fee in the system

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Inspectors



Code	Name	District
CS	CAT SCAN	
CLS	CLOUSEAU	
DKR	DECKER	
DRS	DRESDEN	
GAB	GABBY	
GDG	GADJET	
JAY	JAYSON	
KAY	KAYLE	
KJK	KOJACK	

Buttons: Close, Add, Delete, Print, Update Inspectors

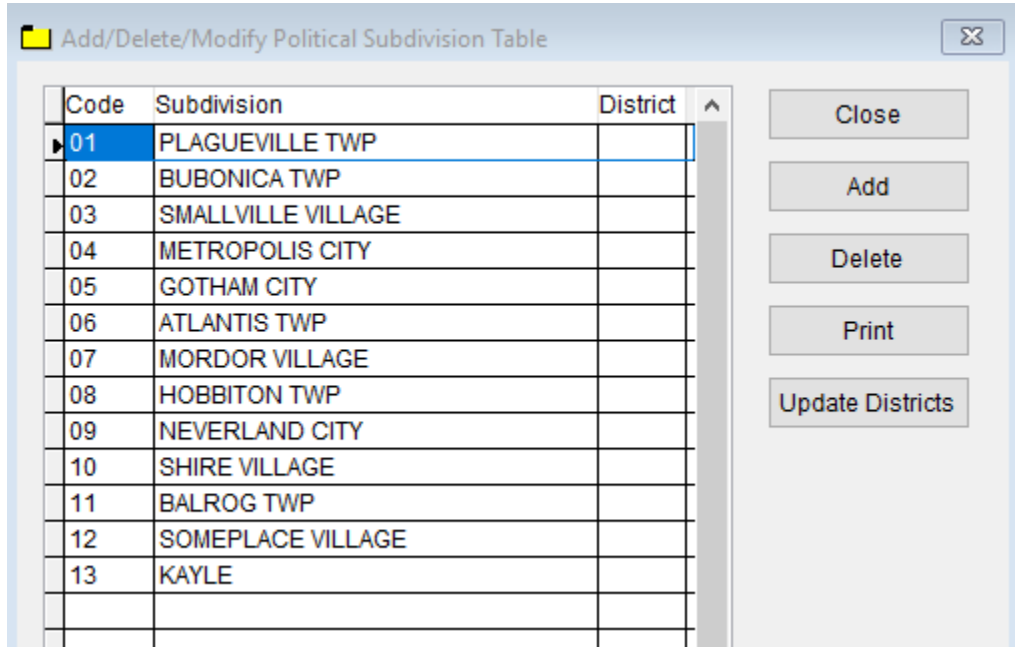
To enter **Inspectors**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Code, Name, and District**
- **Update Inspectors** button allows you to update the newest Inspectors entered
- Click on the Inspector you want to Delete and click the **Delete** button

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Political Subdivision



Code	Subdivision	District
01	PLAGUEVILLE TWP	
02	BUBONICA TWP	
03	SMALLVILLE VILLAGE	
04	METROPOLIS CITY	
05	GOTHAM CITY	
06	ATLANTIS TWP	
07	MORDOR VILLAGE	
08	HOBBITON TWP	
09	NEVERLAND CITY	
10	SHIRE VILLAGE	
11	BALROG TWP	
12	SOMEPLACE VILLAGE	
13	KAYLE	

Buttons: Close, Add, Delete, Print, Update Districts

To enter **Political Subdivisions**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Code, Subdivision, and District**
- **Update Districts** button allows you to update the newest Inspectors entered
- Click on the Subdivision you want to Delete and click the **Delete** button

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Abandonment – Exempt Reasons

The screenshot shows a software window titled "Add/Delete/Modify Abandonment-Exempt Reasons". The window contains a table with a single column header "Name". Below the header is a scrollable list of approximately 20 empty rows. To the right of the table, there are four buttons: "Close", "Add", "Delete", and "Print".

To enter **Abandonment – Exempt Reason s**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Abandonment – Exempt Reasons**.
- Click on **Abandonment – Exempt Reasons**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Abandonment – Order Status

Name
10-DAY LETTER
BOARD OF HEALTH
INITIAL ORDERS 30 DAY
NOT NOTIFIED
OFFICE HEARING
PENDING
PENDING BLOCK GRANT
REMINDER 45 DAY EXTENSION

Buttons: Close, Add, Delete, Print

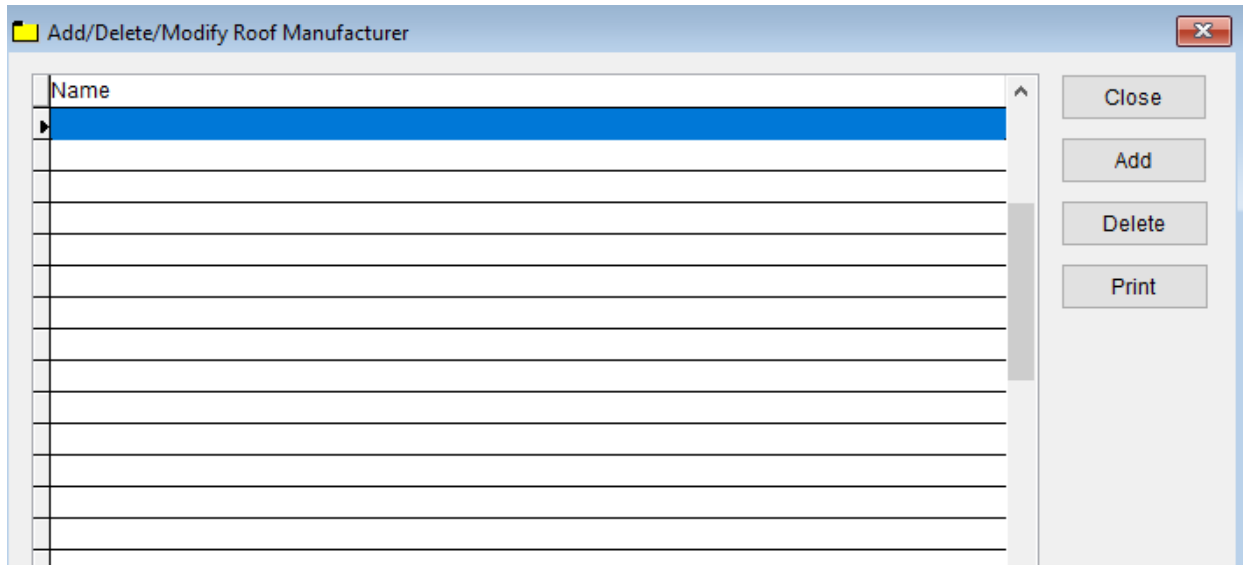
To enter **Abandonment – Order Status**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Abandonment – Order Status**.
- Click on **Abandonment – Order Status**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Cistern/Hauled Water Storage Tank – Roof Manufacturer



The screenshot shows a software window titled "Add/Delete/Modify Roof Manufacturer". It contains a table with a single column header "Name". The first row of the table is highlighted in blue. To the right of the table, there are four buttons: "Close", "Add", "Delete", and "Print".

To enter **Roof Manufacturer**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Roof Manufacturer**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Cistern/Hauled Water Storage Tank – Tank Manufacturer

Name
BUCKEYEZ
JACKET

Buttons: Close, Add, Delete, Print

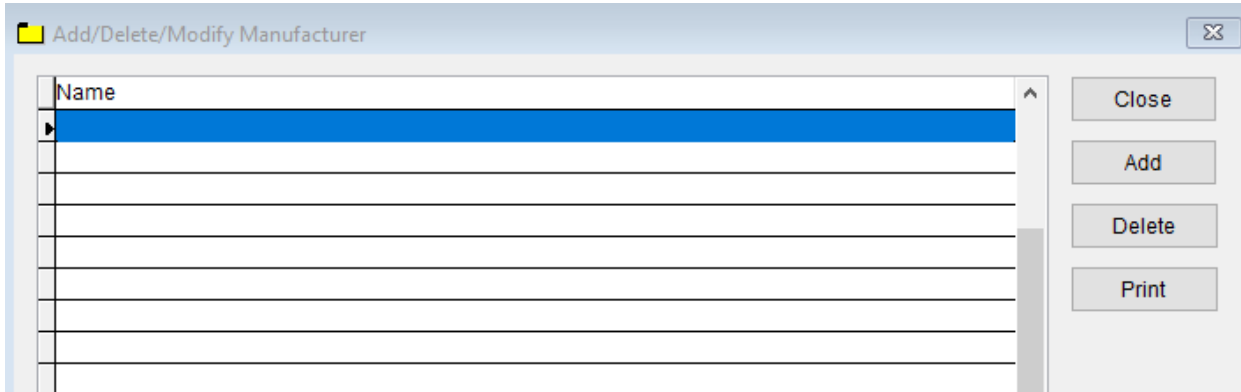
To enter **Tank Manufacturer**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Tank Manufacturer**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Continuance Disinfection and Filtration Systems – Manufacturer



The screenshot shows a software window titled "Add/Delete/Modify Manufacturer". Inside the window, there is a table with a single column header "Name". The first row of the table is highlighted in blue. To the right of the table, there are four buttons: "Close", "Add", "Delete", and "Print".

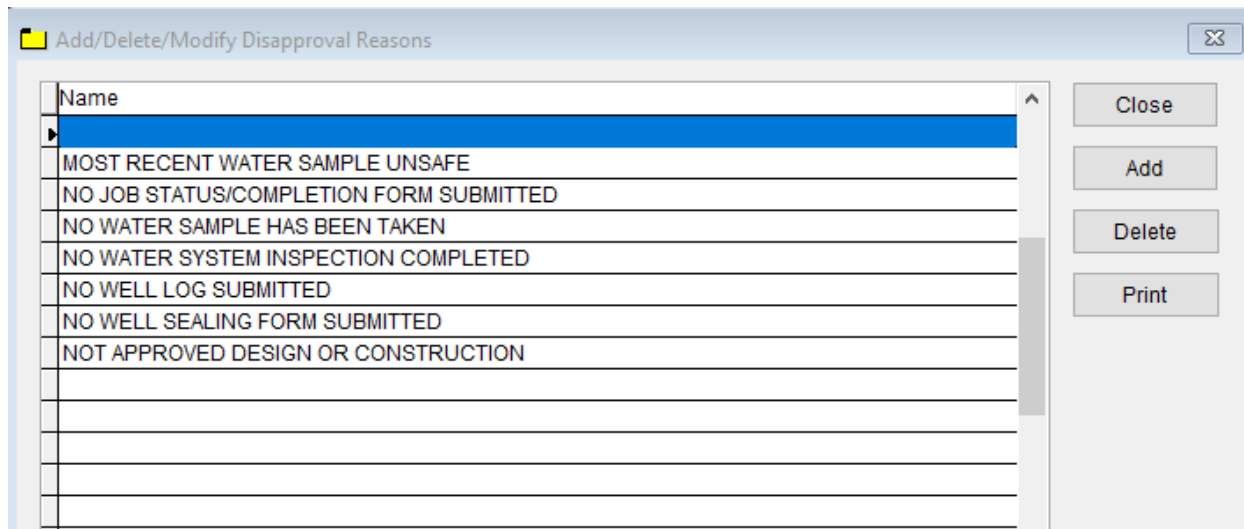
To enter **Manufacturer**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Manufacturer**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Disapproval Reasons



Name
MOST RECENT WATER SAMPLE UNSAFE
NO JOB STATUS/COMPLETION FORM SUBMITTED
NO WATER SAMPLE HAS BEEN TAKEN
NO WATER SYSTEM INSPECTION COMPLETED
NO WELL LOG SUBMITTED
NO WELL SEALING FORM SUBMITTED
NOT APPROVED DESIGN OR CONSTRUCTION

Close
Add
Delete
Print

To enter **Disapproval Reasons**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Disapproval Reasons**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

GIS/GPS – Reading Location

Name
HAULED WATER STORAGE TANK RISER
WELL HEAD

To enter **GIS/GPS – Reading Location**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Reading Location**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Information – PWS Usage

Name
DRINKING WATER
GEOTHERMAL SYSTEM
IRRIGATION
MONITORING WELL

Buttons: Close, Add, Delete, Print

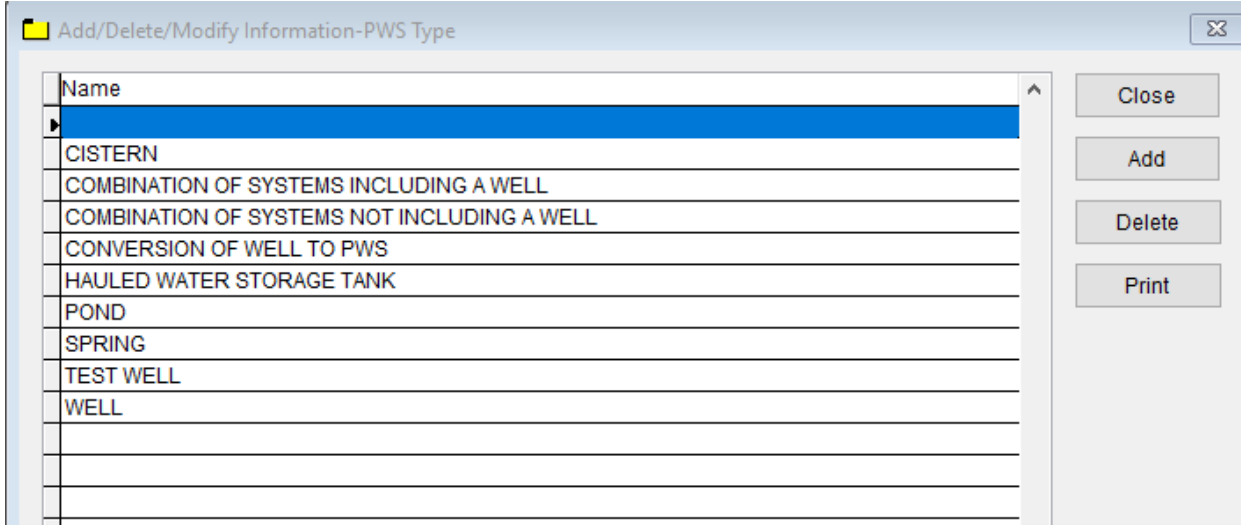
To enter **Information – PWS Usage**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **PWS Usage**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Information – PWS Type



Name
CISTERN
COMBINATION OF SYSTEMS INCLUDING A WELL
COMBINATION OF SYSTEMS NOT INCLUDING A WELL
CONVERSION OF WELL TO PWS
HAULED WATER STORAGE TANK
POND
SPRING
TEST WELL
WELL

Buttons: Close, Add, Delete, Print

To enter **Information – PWS Type**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **PWS Type**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Information – Well Type

Name
DRILLED
DUG
MINNIX WELL
POINT

Buttons: Close, Add, Delete, Print

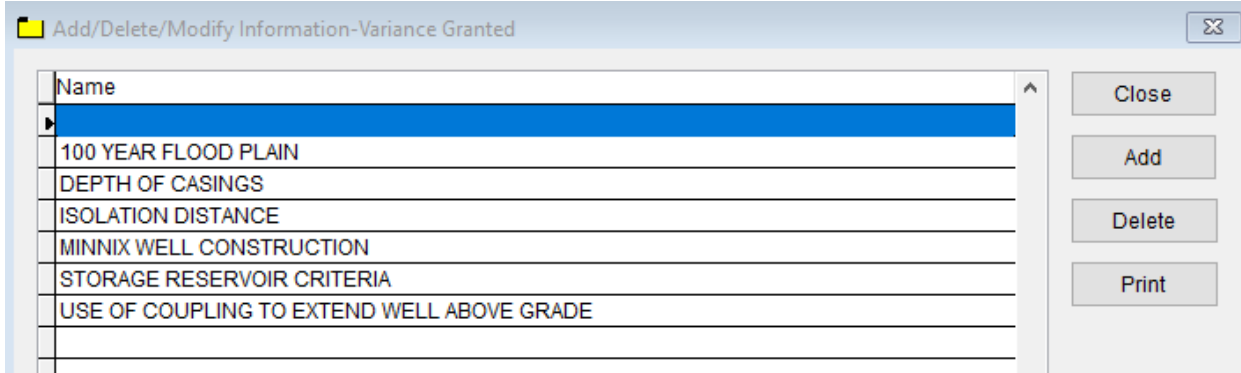
To enter **Information – Well Type**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Well Type**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Information – Variance Granted



Name
100 YEAR FLOOD PLAIN
DEPTH OF CASINGS
ISOLATION DISTANCE
MINNIX WELL CONSTRUCTION
STORAGE RESERVOIR CRITERIA
USE OF COUPLING TO EXTEND WELL ABOVE GRADE

Buttons: Close, Add, Delete, Print

To enter **Information – Variance Granted**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Variance Granted**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Inspection Record - Findings

Name
CANCELLED
LAB ACCIDENT
LAB EXCEEDENCE
NO WATER SAMPLE REQUIRED
SAFE
SAFE-RESAMPLE REQUIRED
SCREENING - REQUIRES LAB SAMPLE
UNSAFE
UNSAFE-DISINFECTION REQUIRED

Buttons: Close, Add, Delete, Print

To enter **Inspection Record - Findings**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Findings**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Inspection Record – Lab Name

Name
CITY OF HIDDEN LEAF - WATER PLANT
SAND COUNTY SANITARY ENGINEERING LABORATORY
SOUND LABORATORY
OHIO DEPARTMENT NINJAS
OHIO DEPARTMENT OF TOYS
TEST AMERICA
UNKNOWN

Buttons: Close, Add, Delete, Print

To enter **Inspection Record – Lab Name**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Lab Name**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Inspection Record – Reason

Name
CONSTRUCTION INSPECTION
ILLNESS
NUISANCE
OPEN LINE INSPECTION
SALE OR REFINANCE
SAMPLE REQUEST
SELF HELP
SURVEY
VARIANCE REQUEST
WELL CERTIFICATION

Buttons: Close, Add, Delete, Print

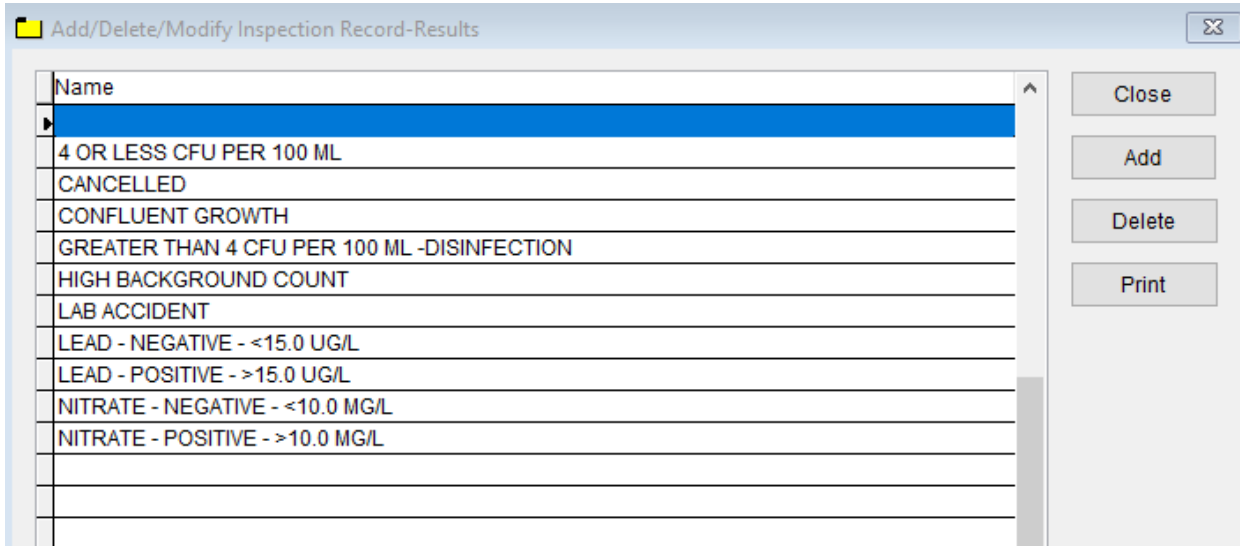
To enter **Inspection Record –Reason**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Reason**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Inspection Record – Results



Name
4 OR LESS CFU PER 100 ML
CANCELLED
CONFLUENT GROWTH
GREATER THAN 4 CFU PER 100 ML -DISINFECTION
HIGH BACKGROUND COUNT
LAB ACCIDENT
LEAD - NEGATIVE - <15.0 UG/L
LEAD - POSITIVE - >15.0 UG/L
NITRATE - NEGATIVE - <10.0 MG/L
NITRATE - POSITIVE - >10.0 MG/L

Buttons: Close, Add, Delete, Print

To enter **Inspection Record –Results**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Results**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Inspection Record – Status

Name
CANCELLED
CHLORINE IN WATER
COMPLIANCE-NO RECOMMENDATIONS
COMPLIANCE-RECOMMENDATIONS
EXCEEDENCE - RECOMMENDATIONS
NON-COMPLIANCE-ORDERS TO CORRECT
NON-COMPLIANCE-RECOMMENDATIONS

Buttons: Close, Add, Delete, Print

To enter **Inspection Record –Status**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Status**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Inspection Record – Sample Parameter

Name
ARSENIC
COLILERT
COLISURE
COPPER
HARDNESS
IRON
LEAD
MEMBRANE FILTER
NITRATE
NITRITE
OTHER
QUANTI-TRAY
VOC

Buttons: Close, Add, Delete, Print

To enter **Inspection Record –Sample Parameter**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Sample Parameter**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Inspection Record – Tap Location

Name
AUXILIARY FAUCET
BATHROOM SINK
BATHTUB
CLOSEST POINT TO WELL
KITCHEN SINK
LAUNDRY SINK
OUTSIDE FAUCET
PITLESS ADAPTOR
PRESSURE TANK
SAMPLING FAUCET
UNKNOWN
UTILITY OR BAR SINK

Buttons: Close, Add, Delete, Print

To enter **Inspection Record –Tap Location**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Tap Location**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Storage – Tank Material

Name
CONCRETE
FIBERGLASS
GALVANIZED
PLASTIC

Buttons: Close, Add, Delete, Print

To enter **Storage – Tank Material**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Tank Material**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Add/Delete/Modify Treatment-Other Treatment

Name

▶ PELLET CHLORINATOR

Close

Add

Delete

Print

- Click **Add** and enter a **Name** to identify the **Other Treatment**.
- Click on **Name**, Click **Delete** to delete the entry.

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Treatment – Pump Type

Name
JET
SUBMERSIBLE

Close
Add
Delete
Print

To enter **Treatment – Pump Type**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Pump Type**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Treatment – Type of Disinfection

Name
CHLORINATION
IODINATION
IZONATION
UV

Buttons: Close, Add, Delete, Print

To enter **Treatment – Type of Disinfection**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Type of Disinfection**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Well Log – Casting Joint

Name
CERTALOC
CONCRETE
SOLVENT
THREADED
TONGUE & GROOVE
WELDED

Buttons: Close, Add, Delete, Print

To enter **Well Log – Casting Joint**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Well Log – Casting Joint**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Well Log – Casting Material

Name
CONCRETE
GALVANIZED
PVC
STEEL

Buttons: Close, Add, Delete, Print

To enter **Well Log – Casting Material**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Well Log – Casting Material**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Well Pump Distribution – Pitless Manufacturer

Name
DUCK
ROBIN
MIDWESTERN
SIMPLE

Buttons: Close, Add, Delete, Print

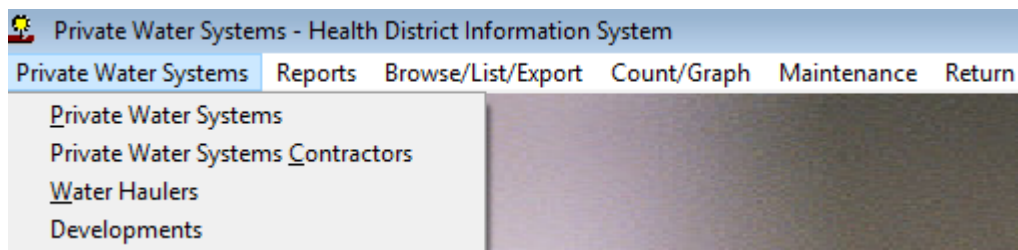
To enter **Well Log – Pitless Manufacturer**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Well Log – Pitless Manufacturer**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Chapter 2: Entering in Private Water Systems



Private Water Systems Find Tab

Navigate to: **Private Water Systems > Private Water Systems**

Number	Name	Suffix	S	W	P	Sub Lot #	Parcel #
			Y	N	Y		
			N	N	N		
			Y	N	N		
			N	N	N		
			Y	N	N		
			N	N	N		
			N	N	N		

Under the **Find** tab there are options to search **Private Water Systems** entries. Search options consist of: **by Street number, Street name, Sub lot number, Parcel number, Directions, Permit number, Record number, and by applicant**

Click which type of search you would like to perform and type the text in the textbox.

Hit **Enter** to perform the search.

To add new records click the **Add** button.

Click on a record and click **Modify/Delete Address** button to make changes to an existing address.

Private Water Systems – Application Tab

From the **Find** tab, go to **Application Tab**. Click **Add** to enter a new record.

Private Water System - 4400 OCTOPUS CIRCLE

Inspection Records Abandonment Comments GIS/GPS

Find Application Permit Job Status/Completion Information Well Log Completion/Disapproval Treatment Storage

Well Location

Street City State Zip
4400 OCTOPUS CIRCLE SHIRE VILLAGE OH 80808

Census Political Subdivision Development Parcel #

Permit # Record #
6785

Owner Applicant / Mail To

Owner's Name Street
City State Zip Phone
Cell Phone Work Phone Fax
email

Next Available Permit # Previous Next Link to Another Address Delete Add Modify

Type the appropriate information or use the drop down boxes to accurately fill in the record.

Click **Modify** to change an existing record, **Previous** to see the previous record, **Next** to see the next record, and **Delete** to delete current record.

Next Available Permit # will automatically add a permit number to the record.

Link to Another Address button will link this record to another address.

Private Water Systems – Permit Tab

Private Water System - 4400 OCTOPUS CIRCLE

Inspection Records			Abandonment		Comments		GIS/GPS	
Find	Application	Permit	Job Status/Completion	Information	Well Log	Completion/Disapproval	Treatment	Storage
Permit		Permit Type/System			Contamination Sources			
PWS Audit # <input type="text" value="1994155944"/>			Date Issued <input type="text" value="//"/>		Permit Expiration Date <input type="text" value="//"/>			
Code <input type="text"/>	PWS Permit Fee <input type="text"/>		Local Fee <input type="text"/>	State fee <input type="text"/>	ODNR Fee <input type="text"/>	25% Penalty Fee <input type="text"/>	Total Fees <input type="text"/>	
Permit Type: <input type="checkbox"/> (I)nstallation (A)lteration <input type="checkbox"/> (S)ealing (V)oid			Emergency Work Done: <input type="checkbox"/> (Y)es (N)o		Date paid <input type="text" value="//"/>		Receipt# <input type="text"/>	
Inspector <input type="text"/>								
PWS Contractor <input type="text"/>			Phone <input type="text" value="- - -"/>		Registration # <input type="text"/>			
PWS Contractor <input type="text"/>			Phone <input type="text" value="- - -"/>		Registration # <input type="text"/>			
PWS Contractor <input type="text"/>			Phone <input type="text" value="- - -"/>		Registration # <input type="text"/>			
<input type="button" value="Next Available PWS Audit #"/> <input type="button" value="Drawing"/> <input type="button" value="Print"/> <input type="button" value="Modify"/>								

Permit Sub Tab

Type the appropriate information or use the drop down boxes to accurately fill in the record.

Click **Modify** to change an existing record, **Previous** to see the previous record, **Next** to see the next record, and **Delete** to delete current record.

Next Available PWS Audit # will automatically add a PWS Audit number to the record.

Drawing allows you to add a file to this record.

Print button opens a window with printing options.

Permit Type/System Sub Tab

Private Water System - 4400 OCTOPUS CIRCLE

Inspection Records		Abandonment		Comments		GIS/GPS	
Find	Application	Permit	Job Status/Completion	Information	Well Log	Completion/Disapproval	Treatment
Permit		Permit Type/System		Contamination Sources			
Type of Work <input type="checkbox"/> New Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Emergency Construction <input type="checkbox"/> Sealing Only <input type="checkbox"/> Test Well <input type="checkbox"/> Replacement System <input type="checkbox"/> Emergency Alteration <input type="checkbox"/> Conversion to a PWS		System will Serve <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Two or Three Family Dwelling <input type="checkbox"/> Multiple Dwelling Units <input type="checkbox"/> Building		Type of PWS or Component <input type="checkbox"/> Well <input type="checkbox"/> Pond <input type="checkbox"/> Hauled Water Tank <input type="checkbox"/> Continuous Disinfection <input type="checkbox"/> Spring <input type="checkbox"/> Cistern <input type="checkbox"/> Other		System being Sealed <input type="checkbox"/> Well <input type="checkbox"/> Cistern <input type="checkbox"/> Hauled Water Tank <input type="checkbox"/> Pond <input type="checkbox"/> Spring	
<input type="checkbox"/> Public Water Supply is being connected to the residence <input type="checkbox"/> Geothermal System							
Next Available PWS Audit #		Drawing		Print		Modify	

Checkmark the appropriate information related to the record.

Click **Modify** to change an existing record, **Previous** to see the previous record, **Next** to see the next record, and **Delete** to delete current record.

Next Available PWS Audit # will automatically add a PWS Audit number to the record that will be shown on Permit Sub Tab.

Drawing allows you to add a file to this record.

Print button opens a window with printing options.

Contamination Sources Sub Tab

Private Water System - 4400 OCTOPUS CIRCLE

Inspection Records		Abandonment		Comments		GIS/GPS	
Find	Application	Permit	Job Status/Completion	Information	Well Log	Completion/Disapproval	Treatment
Permit		Permit Type/System		Contamination Sources			
<p>Write the distance from the proposed private water system location to the source listed below, if applicable. The minimum distance requirements are indicated in the () to the right of the source.</p>							
House Building (10ft)		Sewage tanks, sewage absorption fields and watertight vault privies (50ft)		Storm water and other ditches with intermittent water flow (15ft)		Agricultural manure ponds, lagoons, or piles (50-300ft)	
Property lines (10ft)						Other	
Existing or properly sealed wells (10ft)		Leaching privies, pits, dry wells, or drainage wells (100ft)		Natural gas or propane tanks (20ft)		(ft)	
Road right-of-ways and road utility easements (10ft)				Fuel oil, diesel, chemical, gasoline and other petroleum liquid tanks (50ft)			
Public Roadways (25ft)		Unregulated constructed wells or boreholes (50ft)					
Driveway or parking lot (5ft)				Oil and gas wells (100ft)			
Sewer - watertight (10ft)		Geothermal systems (50ft)		Landfills (1000ft)			
		Streams, lakes, ponds (25ft)		Construction and demolition debris facility (500ft)			

Next Available PWS Audit # Drawing Print Modify

Type the appropriate distance from the private water system location to the source in the list. The minimum distance requirements are shown to the right of the source.

Click **Modify** to change an existing record, **Previous** to see the previous record, **Next** to see the next record, and **Delete** to delete current record.

Next Available PWS Audit # will automatically add a PWS Audit number to the record that will be shown on Permit Sub Tab.

Drawing allows you to add a file to this record.

Print button opens a window with printing options.

Job Status/Completion

Cistern/Hauled Water Storage Tank Sub Tab

Private Water System - 4400 OCTOPUS CIRCLE

Inspection Records Abandonment Comments GIS/GPS

Find Application Permit Job Status/Completion Information Well Log Completion/Disapproval Treatment Storage

Cistern/Hauled Water Storage Tank Continuous Disinfection and Filtration Systems Pond Water Supply Spring Water Supply Well-Pump Distribution

Date Completed: / / ☐ Cistern ☐ Hauled Water Storage Tank

Construction Type

☐ Cistern ☐ Hauled Water Storage Tank Roof Area Roof Manufacturer

Roof Location: Roof Length: Roof Width: Roof Height:

Tank Manufacturer: Tank Length: Tank Capacity: Tank Width: Tank Height: Size of Manhole:

Method of Water Intake

☐ Flotation Device ☐ Submersible Pump ☐ Other Specify:

Filter Type: Filter Location: Filter Size:

Pump Location: Pump Capacity: **Continuous Disinfection** ☐ Yes ☐ No

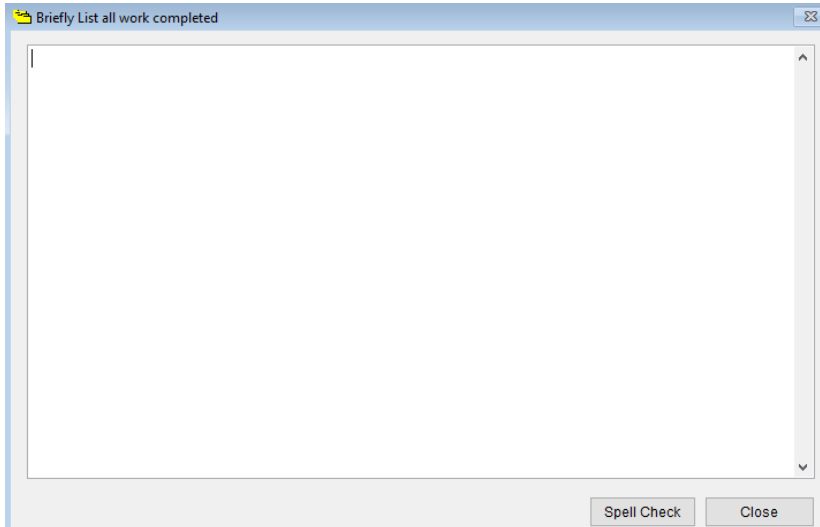
Type/checkmark the appropriate information or use the drop down boxes to accurately fill in the record.

Click **Modify** to change an existing record, **Previous** to see the previous record, **Next** to see the next record, and right-click **Delete** to delete current record.

Add Status button allows you to add a new status to a record.

(Continued on next page)

List Work Completed, Materials, Other Water Treatment Components buttons will open text windows for you to type in information.



Print button opens a window with printing options.

Continuous Disinfection and Filtration Systems

On Page 1 and Page 2 fill in the information related to continuous disinfection and filtration systems. When appropriate, choose information from drop down boxes. Buttons are explained in table below.

Field/Button	Description
List Work Completed	Opens window to record list work completed
Print	Opens window with printing options
Previous Status	Takes to previous status
Next Status	Takes to next status
Delete Status*	Right click to delete a status
Add Status	Click to add a new status
Modify	Allows user to make changes to a status
Additional Filters	Allows user to type additional filters
Comments	Allows user to write comments related to record

Page 1

Private Water System - 4400 OCTOPUS CIRCLE

Inspection Records	Abandonment	Comments	GIS/GPS
Find	Application	Permit	
Job Status/Completion	Information	Well Log	Completion/Disapproval
Treatment	Storage		

Cistern/Hauled Water Storage Tank Continuous Disinfection and Filtration Systems Pond Water Supply Spring Water Supply Well-Pump Distribution

Page1

Date Completed: / / ☐ New Construction ☐ Alteration

Type of Design of Disinfection System

☐ Chlorine ☐ Iodine ☐ Ozone ☐ UV (Ultraviolet Light) - NSF Standard 55 Class A

Required Minimum Disinfectant Residual **Appropriate Test Kit on Site**

☐ Chlorine (0.4 mg/l) ☐ Iodine (0.5 mg/l) ☐ Ozone (0.1 mg/l) ☐ Chlorine when supplementing... ☐ Yes ☐ No

Manufacturer and Model of each Disinfection System Component

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Intakes Specify

☐ Floating Filters ☐ Suspended Filters ☐ Submersible Pump ☐ Other

Page 2

Private Water System - 4400 OCTOPUS CIRCLE

Inspection Records			Abandonment		Comments		GIS/GPS	
Find	Application	Permit	Job Status/Completion	Information	Well Log	Completion/Disapproval	Treatment	Storage
Cistern/Hauled Water Storage Tank			Continuous Disinfection and Filtration Systems		Pond Water Supply	Spring Water Supply	Well-Pump Distribution	

Page1

Page2

Continuous Filtration Type (ponds)

☐ Slow Sand Filter
 ☐ Pressurized Rapid Sand Filter
 ☐ Precoat Filter
 ☐ Other
 Specify

Cyst and other Cartridge Filters

Type	Micron Size Rating	Flow Rate of Filters
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Mixing Tank Make	Model	Capacity
<input type="text"/>	<input type="text"/>	<input type="text"/>

Pond Water Subtab

Private Water System - 4400 OCTOPUS CIRCLE

Inspection Records			Abandonment		Comments		GIS/GPS	
Find	Application	Permit	Job Status/Completion	Information	Well Log	Completion/Disapproval	Treatment	Storage
Cistern/Hauled Water Storage Tank			Continuous Disinfection and Filtration Systems		Pond Water Supply		Spring Water Supply	
Well-Pump Distribution								
Date Completed			Does the completed pond conform to the submitted plans?					
<input type="text"/> / <input type="text"/> / <input type="text"/>			<input type="button" value="List Work Completed"/> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="button" value="If yes, Explain Changes"/>					
Pond Surface Area			Depth of Deepest Portion		Approximate Watershed Size			
<input type="text"/>			<input type="text"/>		<input type="text"/>			
Are drainage swales or ditches being used to ensure owner control of watershed? <input type="checkbox"/> Yes <input type="checkbox"/> No								
Intake								
<input type="checkbox"/> Flotation Device Intake <input type="checkbox"/> Submersible Pump with Cased Pond Intake								
Location of Intake			Intake Depth					
<input type="text"/>			<input type="text"/>					
Backflow Protection Devices Installed								
<input type="checkbox"/> 1013 <input type="checkbox"/> 1015 <input type="checkbox"/> 1024								
Continuous Filtration Type (ponds)								
<input type="checkbox"/> Slow Sand Filter <input type="checkbox"/> Pressurized Rapid Sand Filter <input type="checkbox"/> Pre-coat <input type="checkbox"/> Other			Specify <input type="text"/>					
<input type="button" value="Other Water Treatment"/>								
<input type="button" value="Print"/> <input type="button" value="Previous Status"/> <input type="button" value="Next Status"/> <input type="button" value="Delete Status*"/> <input type="button" value="Add Status"/> <input type="button" value="Modify"/>								

Enter Date Completed first.

Fill in and check mark appropriate information.

Buttons: **List work Completed**, **If yes, Explain Changes**, and **Other Water Treatment** all open text boxes to write information.

Print opens a window with printing options, **Previous Status** changes page to a previous status entered, **Next Status** changes page to next status entered, Right-click **Delete Status*** will remove record, **Add Status** creates a new status, and **Modify** button allows user to make changes.

Spring Water Supply Subtab

Private Water System - 4400 OCTOPUS CIRCLE

Inspection Records			Abandonment		Comments		GIS/GPS	
Find	Application	Permit	Job Status/Completion	Information	Well Log	Completion/Disapproval	Treatment	Storage

Cistern/Hauled Water Storage Tank Continuous Disinfection and Filtration Systems Pond Water Supply **Spring Water Supply** Well-Pump Distribution

Date Completed
 / /

Construction Type

Diversion Ditch Length Distance From Spring Discharge to

Capacity **Secured Cover** ☐ Yes ☐ No Springbox Overflow to **Air Gap** ☐ Yes ☐ No **Gravity Drain** ☐ Yes ☐ No **Sump** ☐ Yes ☐ No

Inlet Pipe Diameter Screen **Supply Pipe** Diameter Screen

Pump Location Pump Type Capacity

Water Storage Tank Location Capacity **Continuous Disinfection** ☐ Yes ☐ No

Enter Date Completed first.

Fill in and check mark appropriate information.

Buttons: **List Work Completed**, **Other Water Treatment Components**, and **Materials** all open text boxes to write information.

Print opens a window with printing options, **Previous Status** changes page to a previous status entered, **Next Status** changes page to next status entered, Right-click **Delete Status*** will remove record, **Add Status** creates a new status, and **Modify** button allows user to make changes.

Well – Pump Distribution Subtab

Enter Date Completed first.

Fill in and check mark appropriate information.

Buttons: **List work Completed** opens text box to write information.

Print opens a window with printing options, **Previous Status** changes page to a previous status entered, **Next Status** changes page to next status entered, Right-click **Delete Status*** will remove record, **Add Status** creates a new status, and **Modify** button allows user to make changes.

Page 1

Private Water System - 4400 OCTOPUS CIRCLE

Inspection Records		Abandonment		Comments		GIS/GPS	
Find	Application	Permit	Job Status/Completion	Information	Well Log	Completion/Disapproval	Treatment
Cistern/Hauled Water Storage Tank		Continuous Disinfection and Filtration Systems		Pond Water Supply		Spring Water Supply	
						Well-Pump Distribution	

Page1

Date Completed
 / /
☐ New Construction
 ☐ Alteration
 ☐ Sealing

Pitless Adapter or Unit Pitless Manufacturer
☐ Pitless Adapter ☐ Pitless Unit

Style Specify Depth Below Grade **Pitless Attached to**
☐ Clear-way ☐ Pull-through ☐ Other ☐ Original ☐ Extension

Method of cutting hole in casing Method of attachment to casing

Type of Original (Existing) Well Casing Thickness **Casing Type used for Extension** Thickness Final casing height...
☐ PVC ☐ Steel ☐ PVC ☐ Steel

Method of attaching casing extension Make and model of coupling device (if applicable)

Pump Type Specify Depth of pump setting or intake
☐ Submersible ☐ Jet ☐ Hand Pump ☐ Other

Page2

Information Tab

Private Water System - 4400 OCTOPUS CIRCLE

Inspection Records			Abandonment		Comments		GIS/GPS	
Find	Application	Permit	Job Status/Completion	Information	Well Log	Completion/Disapproval	Treatment	Storage
<div> <div> PWS Will Serve: <input type="checkbox"/> (S)ingle (M)ultiple (O)ther </div> <div> Acreage <input type="text"/> </div> <div> PWS Usage <input type="text"/> </div> </div> <div> <div> PWS Type (Source Code) <input type="text"/> </div> <div> Type of Well <input type="text"/> </div> </div> <div> <div> Low Yield Form: <input type="checkbox"/> (Y)es (N)o </div> <div> Location: <input type="checkbox"/> (F)ront (S)ide (R)ear Location </div> </div> <div> <div> Variance Granted <input type="text"/> </div> <div> Variance Approved <input type="text"/> </div> <div> Variance Disapproved <input type="text"/> </div> </div> <div> Final Approval Date <input type="text"/> </div>								

Print

Modify

Fill in and select appropriate information relating to Private Water Systems

Print button will open a window with printing options.

Modify button will allow user to make changes to existing record.

Well Log Tab

Private Water System - 4400 OCTOPUS CIRCLE

Inspection Records			Abandonment		Comments		GIS/GPS	
Find	Application	Permit	Job Status/Completion	Information	Well Log	Completion/Disapproval	Treatment	Storage
ODNR Well Log #		Date of PWS Completion		Date of Well Log Submitted				
<input type="text"/>		<input type="text"/>		<input type="text"/>				
Static Level(ft.)		Test Rate(gpm)		Test Duration(hrs.)		Draw Down(ft.)		
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		
Construction Detail								
Depth of Bore Hole(ft.)			Depth of Casing(ft.)			Casing Diameters(in.)		
<input type="text"/>			<input type="text"/>			<input type="text"/>		
Casing Material				Casing Joint				
<input type="text"/>				<input type="text"/>				
<input type="button" value="Print"/> <input type="button" value="Modify"/>								

Fill in and select appropriate information relating to Private Water Systems

Print button will open a window with printing options.

Modify button will allow user to make changes to existing record.

Completion/Disapproval Tab

Private Water System - 4400 OCTOPUS CIRCLE

Inspection Records		Abandonment		Comments		GIS/GPS	
Find	Application	Permit	Job Status/Completion	Information	Well Log	Completion/Disapproval	Storage
PWS Contractor				Name(if not using PWS Contractor)			
<div> <div></div> </div>				<input type="text"/>			
Pump Type		Date Completion Form Submitted		Disapproval Date			
<div> <div></div> </div>		<input type="text"/> / <input type="text"/> / <input type="text"/>		<input type="text"/> / <input type="text"/> / <input type="text"/>			
<hr/>							
Disapproval Reason 1				<div> <div></div> </div>			
Disapproval Reason 2				<div> <div></div> </div>			
Disapproval Reason 3				<div> <div></div> </div>			
Disapproval Reason 4				<div> <div></div> </div>			
Disapproval Reason 5				<div> <div></div> </div>			
Disapproval Reason 6				<div> <div></div> </div>			
						<div>Print</div> <div>Modify</div>	

Fill in and select appropriate information relating to Private Water Systems

Print button will open a window with printing options.

Modify button will allow user to make changes to existing record.

Treatment Tab

Private Water System - 4400 OCTOPUS CIRCLE

Inspection Records			Abandonment		Comments		GIS/GPS	
Find	Application	Permit	Job Status/Completion	Information	Well Log	Completion/Disapproval	Treatment	Storage
<p>Disinfection: <input type="text" value="Y (Yes) (N) o"/> Type of Disinfection <input type="text" value="UV"/></p> <p>Other Treatment <input type="text" value="PELLET CHLORINATOR"/></p>								
							Print	Modify

Fill in and select appropriate information relating to Private Water Systems

Print button will open a window with printing options.

Modify button will allow user to make changes to existing record.

Storage Tab

Private Water System - 4400 OCTOPUS CIRCLE

Inspection Records			Abandonment		Comments		GIS/GPS	
Find	Application	Permit	Job Status/Completion	Information	Well Log	Completion/Disapproval	Treatment	Storage
Storage Tank Construction:			Storage Tank Material					
<input type="checkbox"/> (B)urial (A)bove Ground			GALVANIZED					
Storage Tank Capacity(gal.)			Casing Storage Capacity(gal.)					
<input type="text"/>			<input type="text"/>					
Pressure Tank Storage Capacity(gal.)			Total Storage(gal.)					
<input type="text"/>			<input type="text"/>					
Existing Home Storage Tank Waiver:								
<input type="checkbox"/> (Y)es (N)o								
						<input type="button" value="Print"/> <input type="button" value="Modify"/>		

Fill in and select appropriate information relating to Private Water Systems

Print button will open a window with printing options.

Modify button will allow user to make changes to existing record.

Inspection Records Tab

Private Water System - 4400 OCTOPUS CIRCLE

Find	Application	Permit	Job Status/Completion	Information	Well Log	Completion/Disapproval	Treatment	Storage
Inspection Records			Abandonment		Comments		GIS/GPS	
Visit date /			Inspector CS CAT SCAN		Owner			
Reason SURVEY			Status CHLORINE IN WATER		Sample #			
Sample: Order <input type="checkbox"/> (Y/N) <input type="checkbox"/> (F)irst/(S)ub (P)ivate			Lab Name OHIO DEPARTMENT NINJAS		Sample #			
Code Descript			Local fee Date paid Receipt#		Lab Results			
Tap Location BATHROOM SINK			Sample Parameter COPPER		4 OR LESS CFU PER 100 ML			
Value			Findings LAB ACCIDENT		Memo			
Parameter Value			Total Coliform Count E. coli Count					
Nitrate + Nitrite								
Nitrite								
Lead								

Next Previous Delete Add Print Modify

Enter Visit date first.

Fill in and check mark appropriate information.

Buttons: **Memo** opens text box to write information.

Print opens a window with printing options, **Previous Status** changes page to a previous status entered, **Next Status** changes page to next status entered, Right-click **Delete Status*** will remove record, **Add Status** creates a new status, and **Modify** button allows user to make changes.

Abandonment Tab

Private Water System - 4400 OCTOPUS CIRCLE

Find	Application	Permit	Job Status/Completion	Information	Well Log	Completion/Disapproval	Treatment	Storage
Inspection Records			Abandonment		Comments		GIS/GPS	

Orders Issued //	Due Date //	Abandonment/Sealing Permit # 	Maintaining Well ? <input type="checkbox"/> (Y/N)	Inspection Date //
Accessible to Public Water ? <input type="checkbox"/> (Y)es (N)o (U)known		Exempt Reason 	Mail Certified Number 	
Order Status PENDING		Office Hearing //	Office Hearing Time 	
Code 03	Site Evaluation Fee SEALING/ABANDONMENT	Local fee 150.00	Date Submitted //	Date Well Abandoned //
Abandoned Inspection Approval Date //		Abandonment Contractor 		

Fill in and select appropriate information relating to Private Water Systems

Print button will open a window with printing options.

Modify button will allow user to make changes to existing record.

Comments Tab

The screenshot shows a software window titled "Private Water System - 4400 OCTOPUS CIRCLE". The window has a menu bar with the following options: Find, Application, Permit, Job Status/Completion, Information, Well Log, Completion/Disapproval, Treatment, and Storage. Below the menu bar, there are four tabs: Inspection Records, Abandonment, Comments (which is currently selected), and GIS/GPS. The main area of the window is a large text box with the placeholder text "This is where you can type your comments." At the bottom right of the window, there are three buttons: Spell Check, Print, and Modify.

Type comments related to record in this tab.

Print button will open a window with printing options.

Modify button will allow user to make changes to existing record.

Spell Check button will go through the comments and look for spelling errors.

GIS/GPS Tab

This 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.
Reading Location	Choose option from drop-down list

Print Button:

Print Button

The print menu is the same for all tabs stated and you can print any of the options.

Field/Button	Description
Work Sheet	Generates a work sheet with data entered in the module
Envelope(Owner)	Generates an envelope based on the Owner
Envelope(Applicant/Mail to)	Generates an envelope based on application/mail to
Envelope(Installer)	Generates an envelope based on installer
Water Sample Route Sheet	Generates a water sample route sheet
Comments	Generates a report with comments
Water Sample Invoice	Generates an invoice with water samples
Water Sample Coliform Negative	Generates a report of water sample coliform negative
Private WS Coliform positive	Generates a private water sample coliform positive
Permit WS 1 st Coliform Pos	Generates a permit based on WS 1 st Coliform pos

Permit WS 2 nd Coliform pos	Generates a permit WS 2 nd coliform pos
Water Sample Lead Negative	Generates a report of water sample lead negative
Water Sample Lead Positive	Generates a report of water sample lead positive
PWS Permit-missing paperwork	Generates a PWS permit-missing paperwork report
PWS Letter for late paperwork	Generates a PWS letter for late paperwork report
Water Sample Nitrate Negative	Generates a water sample nitrate negative report
Water Sample Nitrate Positive	Generates a water sample nitrate positive report
Water Sample Work Order	Generates a water sample work order
Microbiological water sample sheet	Generates a microbiological water sample sheet
Application/Permit 2011	Generates an application/permit 2011
Private Water System Site Plan – Additional Plans	Generates a private water system site plan with additional plans
Administrative summary	Generates an administrative summary report
Address Letters to Owner	Generates letters addressed to owner
Address letters to mail to	Generates letters addressed to mail to
Address Letters to Installer	Generates letters addressed to installer

[illegible]

Click on the Address that is entered and click on the **Information Tab**.

Private Water Systems Contractors - Information Tab

Application for Private Water Systems Contractor -

Find Information

Application for Private Water Systems Contractor

Registration # Contractor's Name

Street City

State Zip code Phone Contact

Cell Fax County

☐ Drilling and Work on Wells
 ☐ Construct Springs
 ☐ Seal Wells
☐ Pump Installer
 ☐ Water Treatment/Conditioning Installer
☐ Cistern Installer
 ☐ Pond Installer

Last three inspection dates

☐ Out of business

Note

Print Previous Next Delete Add Modify

Fill in/check mark appropriate information.

Buttons: **Print** will open a window with printing options, **Previous** will go to previous record, **Next** will go to next record, **Delete** will remove a record, **Add** will add a new record, and **Modify** will allow user to make changes to existing record.

[illegible]

Hit **Enter** to perform the search.

Click on the Address that is entered and click on the **Information Tab**.

Water Haulers Information Tab

Private Water Hauler - HAULERZ LLC - TRUCK #424

Find Information Vehicle Registration

Application for Water Haulers

Registration # Hauler's Name

Street City

State Zip code Phone Contact

Code	Descript	Local fee
<input type="text"/>	WATER HAULING VEHICLE REGISTRATION FEE	200.00

Date issued Date paid Receipt#

Note

☐ Out of business

OOB date

Print Previous Next Delete Add Modify

Fill in/check mark appropriate information.

Buttons: **Print** will open a window with printing options, **Previous** will go to previous record, **Next** will go to next record, **Delete** will remove a record, **Add** will add a new record, and **Modify** will allow user to make changes to existing record.

[illegible]

Click which type of search you would like to perform and type the text in the textbox.

To add new records click the **Add** button.

66

Development - YELLOW FLOWER

Find Information Criteria Home Owner's Association

☐ Approved ☐ Not Approved

ID # Development Name

Developer # of Lots

BOH Approval Date OEPA Letter Date Engineer

Print Delete Previous Next Add Development Modify

Street	Parcel #

Add Street
Delete Street*

Add Development button will add information to system.

Add Street button will open the table so you can add a street to record.



Developments Criteria Tab

Development - YELLOW FLOWER

Find Information **Criteria** Home Owner's Association

Acreage

Soil Work Needed?

Private Water supply?

Deed Restrictions?

Soil Types

Sewage System Types Approved

Other Special Criteria

Fill in appropriate information.

Print button will open a window with printing options.

Modify button will allow user to make changes to existing record.

Developments Home Owner's Association Tab

Development - YELLOW FLOWER

Find	Information	Criteria	Home Owner's Association
Home Owners Association		Name of Contact	
Street		City	
State	Zip code	Phone	Political subdivision
<hr/>			
Code	Descript	Local fee	Total
Date Issued	Date paid	Receipt#	
Note			
<div>Print</div> <div>Modify</div>			

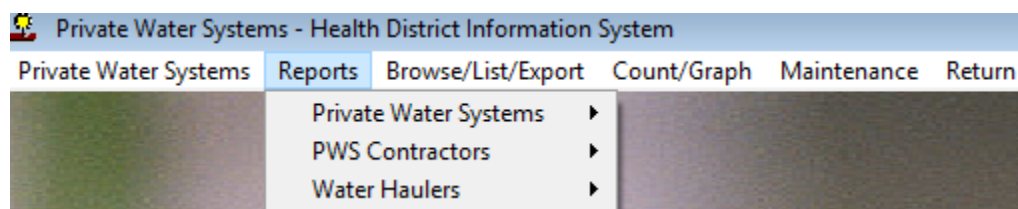
Fill in appropriate information.

Print button will open a window with printing options.

Modify button will allow user to make changes to existing record.

Chapter 3: Reports

Navigate to: **Environmental Health > Private Water Systems > Reports**. There will be a drop down menu for different types of reports you can create/modify.



Reports can be filtered. [See Page on Filters for more detail \(Click this link\).](#)

Report	Description
Private Water Systems	
Dates/Numbers/Contractors	Generates a report with dates, numbers, and contractors
Dates/Numbers/Contractors – Last Water Sample	Generates a report with dates, numbers, and contractors with last water sample included
Disapproval Letters	Generates disapproval letters
Envelopes for Disapproval letters	Generates the envelopes for the disapproval letters
Envelopes – Owner	Generates envelopes addressed to the owner
Filing Labels	Generates filing labels
Labels – Owner	Generates labels with owner
Letters A-J	Generates letters created in A-J
Permit Expiration	Generates report with permit expiration
ODH-Permit Transmittal	Generates an ODH permit transmittal
ODH-Permit Report	Generates an ODH permit report
Sealing – Date Orders Issued	Generates a sealing date orders issued report
Sealing – Abandoned Approval Date	Generates a sealing abandoned approval date report
Water Samples	Generates report with water samples
ODH – Old Transmittals	Holds all of the old transmittal forms to ODH

ODH – Old Permit Reports	Generates the old ODH permit reports
PWS Contractors	
Envelopes	Generates envelopes for PWS contractors
Labels	Generates labels for PWS contractors
List	Generates a list of PWS contractors
Water haulers	
Applications	Generates applications for water haulers
Envelopes	Generates envelopes for water haulers
Labels	Generates labels for water haulers
List	Generates a list of water haulers

Most Reports will have a date range you can enter before the report is generated:

PWS Contractors Report Options for Envelopes

Output to:
☒ Preview ☐ Printer
☐ Include Filter Printout
☐ Include Mail Merge File

From date issued

To date issued

OK
Close
Filters

Chapter 4: Browse/List/Export

Inside the **Private Water Systems** 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.

Private Water Systems - Browse/List/Export

Output to:

☒ Screen

☐ Printer

☐ DBF file

☐ SDF file

☐ Delimited file

C:\HDIS\EXPORT\PRIVATE WATER SYSTEM

Browse

Output data:

☒ All Fields

☐ Selected fields only

Sort by: (3 Max)

Aban. Contractor

Aban. Description

Aban. Fee Code

Aban. Local Fee

Aban. State Fee

Aban. Total Fee

Aban.-Exemption reason

Aban.-certified mail

Aban.-due date

Aban.-inspection date

Aban.-maintaining well

Aban.-office hearing

Aban.-office hearing time

Aban.-order status

Aban.-orders issued

Aban./Sealing Per#

Abandoned Insp. Approval

OK

Close

Filters

Font

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.

Sort by: (3 Max)

	<div style="border: 1px solid gray; width: 40px; height: 20px; margin: 5px auto; background-color: #ccc;"><</div> <div style="border: 1px solid gray; width: 40px; height: 20px; margin: 5px auto; background-color: #ccc;">></div>	<div style="border: 1px solid gray; padding: 5px;"> Aban. Contractor Aban. Description Aban. Fee Code Aban. Local Fee Aban. State Fee Aban. Total Fee Aban.-Exemption reason Aban.-certified mail Aban.-due date Aban.-inspection date Aban.-maintaining well Aban.-office hearing Aban.-office hearing time Aban.-order status Aban.-orders issued Aban./Sealing Per# Abandoned Insp. Approval Aban. Date Submitted </div>
--	---	--

Filters

From the **Browse/List/Export** click on the **Filters** button

This section allows you to set filters based on the **Output Field**

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"/>
CELL PHONE	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CISTERN INSTALLER	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CITY	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONSTRUCT SPRINGS	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTACT	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTRACTOR'S NAME	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COUNTY	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRILLING & WORK ON WELLS	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FAX	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAST INSPECTION	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NOTE	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OOB	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OOB DATE	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHONE	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
POND INSTALLER	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUMP INSTALLER	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REGISTRATION #	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SEAL WELLS	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STATE	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STREET	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WATER TREATMENT/COND.	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZIP	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Clear Filter Open Filter Save Filter Close

**** 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 **Private Water Systems** module navigate to the **Count/Graph**.

Create the title you would like as the **Report Title**.

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**, **Footer**, and **Output to** section. The **Output to** gives you options on how you want to display or store your results.

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. The purpose of the filters section is so you can manipulate the type of results. For example: Let's say you wanted to see results from a certain date range. If you go into filters you can create a date range and the results will only display those records.

There is a **Sort by** section where you can organize your results from *High to low (Greatest value to lowest value)*, *Low to high (Lowest value to greatest value)*, and by *data* (results will be displayed organized based on the data. Example: If it is based on ID numbers, the numbers will be organized in order).

In the **Type** area, if you select Totals: **Level 1 Group** and **Level 2 Group** options will display. Select the best options dependent on your search type.

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.

Report Designer - count.frx - Page 1

1st contact date - Count/Percentage		
Number	Percent	Location city
2419	89 %	/ /
6	0 %	02/23/2016
5	0 %	03/17/2016
5	0 %	04/26/2016
5	0 %	06/03/2016
5	0 %	09/01/2016
4	0 %	04/25/2016
4	0 %	09/09/2016
4	0 %	12/28/2015
266	10 %	OTHER
2723	100 %	Totals

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

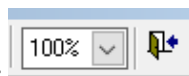
Report Designer - count.frx - Page 1

Contact's City - Count/Percentage		
Number	Percent	Contact's City
1	50 %	BEAVERCREEK
1	50 %	BELLBROOK
2	100 %	Totals

Filters

Contact's City=B

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



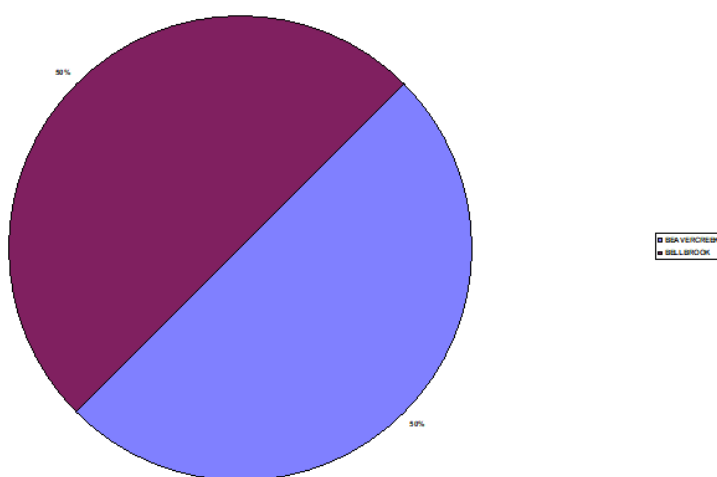
Pie Graph

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

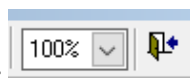


Filters
Contact's City=B

BGI HD

11/30/2017

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

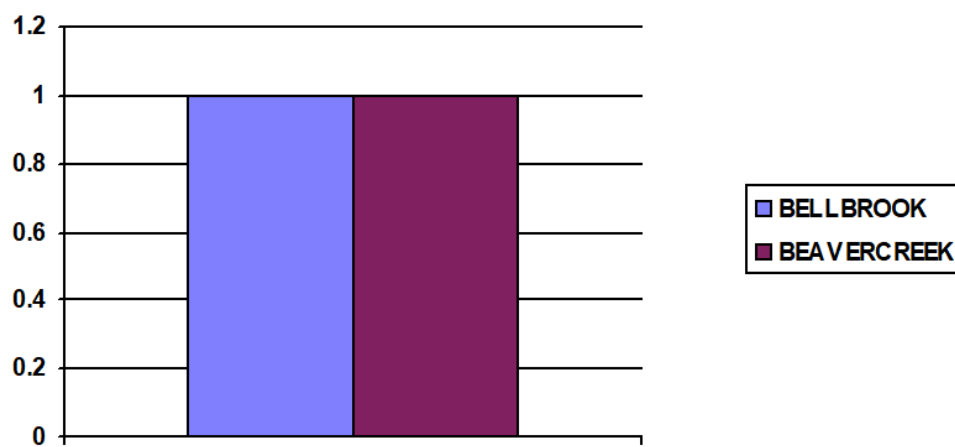


Bar Graph

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



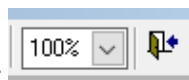
Filters

Contact's City=B

BGI HD

11/30/2017

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

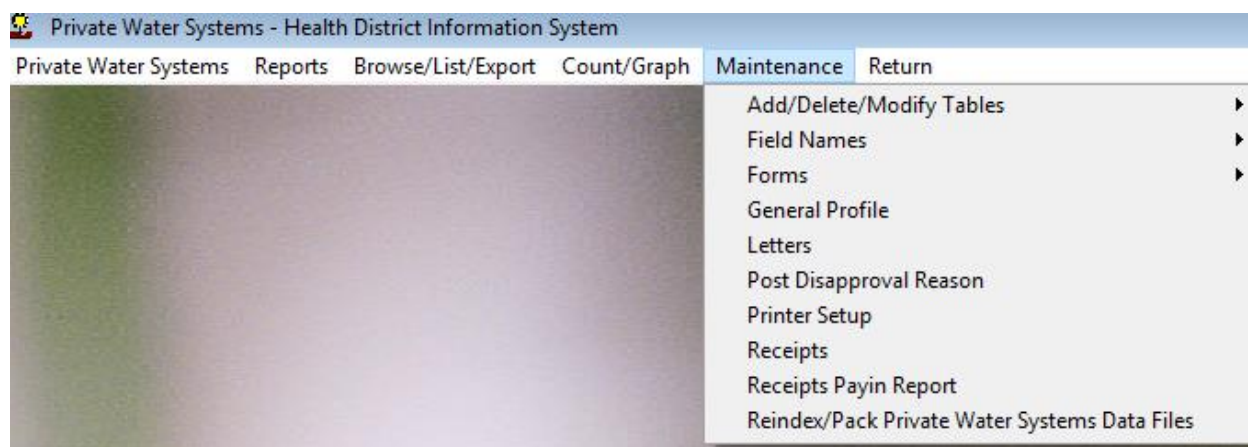


Chapter 6: Maintenance

Navigate to: **Environmental Health > Private Water Systems > Maintenance**

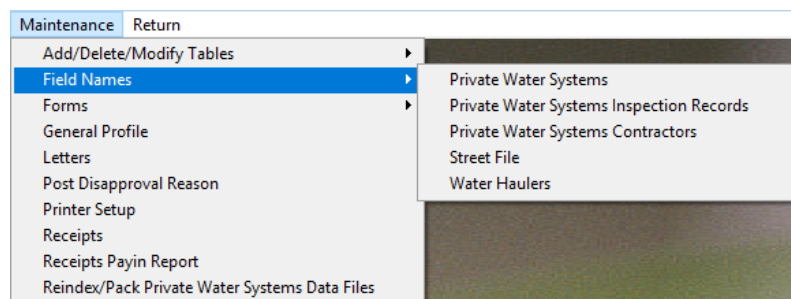
The **Maintenance** section holds a lot of the mechanics behind the module.

This area is where you can [Add/Delete/Modify](#) tables along with other actions you use in the **Private Water Systems data entry windows**.



Field Names

Navigate to: **Maintenance > 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).

Example: *FIELDNAME*

[See Letters for more information on Letters.](#)

Data Base Field Names for Private Water Systems		
Field Name	Data Base Field Name	
ABAN. CONTRACTOR	PWS.A_CONTRACTOR	
ABAN. DESCRIPTION	PWS.A_DESCRIPTOR	
ABAN. FEE CODE	PWS.A_FEECC	
ABAN. LOCAL FEE	PWS.A_FEE_LOCAL	
ABAN. STATE FEE	PWS.A_FEE_STATE	
ABAN. TOTAL FEE	PWS.A_FEE_COST	
ABAN.-EXEMPTION REASON	PWS.A_EX	
ABAN.-CERTIFIED MAIL	PWS.A_CERT	
ABAN.-DUE DATE	PWS.A_DD	
ABAN.-INSPECTION DATE	PWS.A_ID	
ABAN.-MAINTAINING WELL	PWS.A_MW	
ABAN.-OFFICE HEARING	PWS.A_OH	
ABAN.-OFFICE HEARING TIME	PWS.A_OHT	
ABAN.-ORDER STATUS	PWS.A_OS	
ABAN.-ORDERS ISSUED	PWS.A_OI	
ABAN./SEALING PER#	PWS.A_ASP	
ABANDONED INSP. APPROVAL	PWS.A_AIAD	
ABON. DATE SUBMITTED	PWS.A_DS	
ABON. DATE WELL ABANDONED	PWS.A_DWA	
ACCESS TO PUBLIC WATER	PWS.A_APW	
ACREAGE	PWS.I_ACREAGE	
ALTERATION	PWS.ALTER	
BOREHOLES	PWS.BOREHOLES	
BUILDING	PWS.BUILD	
CASING DIAMETERS	PWS.W_CD	
CASING JOINT	PWS.W_CJ	
CASING MATERIAL	PWS.W_CM	
CASING STORAGE CAPACITY	PWS.S_CSC	
CENSUS	PWS.CENSUS	
CISTERN	PWS.CISTERN	
CITY	PWS.CITY	
CLOSED LOOP	PWS.LOOP	
CONTINUOUS DIS.	PWS.DIS	

Forms – Water Haulers

Enter/Modify Water Haulers Form Paragraphs

Application	License / Permit / Registration
<p>Fax Number: _____ E-mail Address: _____</p> <p>Update all of the information requested on this application. Return the completed form, along with the current fee, \$200.00, to the Health District no later than December 31, 2016. A penalty fee of 25% of the registration fee must be charged for any application or fee postmarked or hand delivered to the Health District after December 31, 2016. Make checks payable to: GREENE COUNTY PUBLIC HEALTH.</p> <p>The Health District will contact you to set up an appointment to inspect the water hauling vehicle(s) after the application has been processed.</p> <p>Inspection Information Pass Fail Re-Inspection Date: _____</p> <p>Water Source: _____ Water Tank Material: _____</p> <p>Condition of: Tank _____ Hoses _____ Fittings _____</p> <p>Hose caps in place: Y N NSF 61: Y N Type of pump: _____</p> <p>Test Kit on Vehicle: Y N Chlorine Residual: _____ mg/l Proper Signage: Y N</p> <p>Violations/Corrections: _____</p> <p>_____</p> <p>All water received from transportation equipment shall be potable and shall be from an approved public water system. Each tank of water shall have a sufficient amount of chlorine to produce a free chlorine residual of 0.2 parts per million (ppm) at the time of delivery. Each tank of water must be checked at the time of delivery by the water hauler in a manner acceptable to the Health Commissioner.</p>	

Close

Each of these screens will allow you to enter in the forms you want to use in the module.

Enter in the form and you will be able to use it for the specified records.

General Profile

Navigate to: **Maintenance > General Profile**

The **General Profile** allows you to fill out the basic information regarding **Private Water Systems**.

Check marking a year next to **View Archives** will give you access to previous data from the selected years.

On the **General** Tab there are options to edit the margins in letters and letter heads.

General Profile

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

* Health Department: BGI HD

City: Middleburg Heights

Division:

* State: OH

* Address1: 7550 Lucerne Drive

* Zip: 44130

Address2:

* County: Kayle

* Phone #s: 1-440-891-9100

* FAX #: 1-440-891-9458

Federal Tax ID: ADFA

Commissioner: Doc Darrell

Client/Server Location: M:\HDIS\DATA

Email: ADFASD

Make Checks Payable to: ADSF

View Archives: ☐ 2017 ☐ 2016 ☐ 2015 ☐ 2014 ☐ 2013 ☐ 2012 ☐ 2011 ☐ 2010 ☐ 2009 ☐ 2008
☐ 2007 ☐ 2006 ☐ 2005 ☐ 2004 ☐ 2003 ☐ 2002 ☐ 2001 ☐ 2000 ☐ 1999 ☐ 1998

* - Required Fields

Cancel Close

Letters

Navigate to: **Maintenance > Letters**

If you click on **Letters** under the **Maintenance** tab, a window will pop up. Here you can create letters relating to a specific area under **Private Water Systems**. [After reading this page, click this link to see more information on field names.](#)

Enter/Modify Private Water Systems Letters

Letter A Letter B Letter C Letter D Letter E Letter F Letter G Letter H Letter I Letter J

RE: Water Sample taken at *STREET*, Private Water System Permit Number *PERMIT #*

On *DATE*, a water sample was taken at the above referenced location by the undersigned. The purpose of the water sample was to detect the presence or absence of E. Coli bacteria and to determine the number of coliform bacteria colony forming units (CFU) per 100 ml water sample.

The results of this test showed that there were *COLIFORM <*> *COLIFORM VALUE* coliform bacteria CFU and *ECOLI <*> *ECOLI VALUE* E. Coli bacteria CFU present in the sample. The water is considered UNSAFE to drink. Your water may be used for non-consumptive purposes, such as washing, flushing and showering. If you wish to drink your water, you must first boil it for one minute.

Water from a private water system is considered safe to drink when there are 4 OR LESS coliform bacteria CFU and ZERO E. Coli bacteria CFU per 100 ml.

Your water system must be disinfected and then re-sampled to determine the number of coliform bacteria CFU present in the water. The private water system permit cannot be approved unless a safe water sample result is obtained.

Disinfection instructions are enclosed. During the disinfection process make sure that the disinfected water is run through all of the faucets and all of the water using devices in the house. Be sure to flush the outside faucets or hose bibbs and the sample valve on the pressure tank. Contact the private water system contractor that worked on your water system if you need help with the disinfection process.

Since the first water sample for permit number *PERMIT #* came back positive a second water sample will be required after the disinfection. No additional fees are required at this time.

Spell Check Close

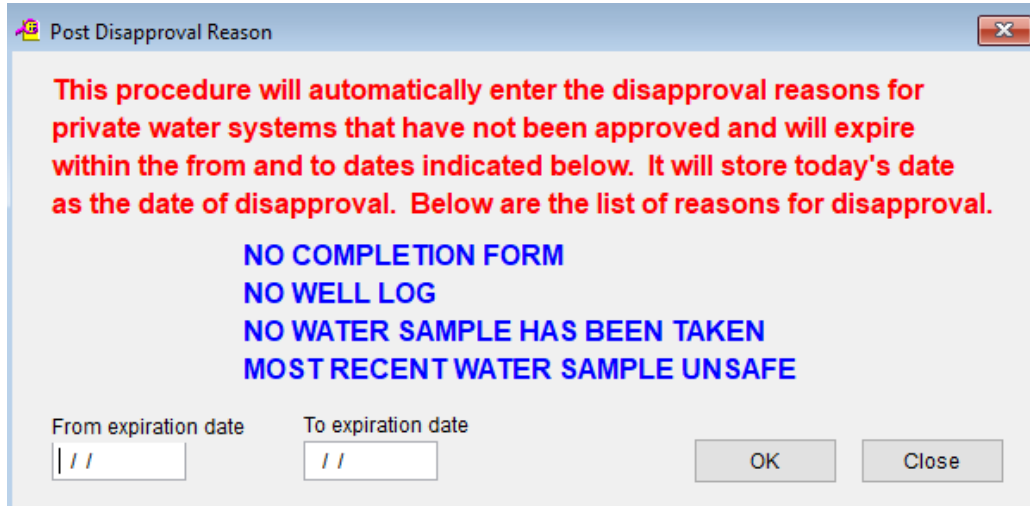
The HDIS system provides you the flexibility to write standard letters that can be sent to clients. These letters will pull data through use of the *. The * is placed on each end of the field name that you want to pull into the letter.

Merge fields:

All upper case:	*OWNER*	JOHN DOE
Only first letter uppercase	*Owner*	John Doe
All lower case	*type of animal*	dog

Examples: *OWNER* = JOHN DOE
 Owner = John Doe
 type of animal = dog

Post Disapproval Reason



This procedure will automatically enter the disapproval reasons for private water systems that have not been approved and will expire within the from and to dates indicated below. It will store today's date as the date of disapproval. Below are the list of reasons for disapproval.

NO COMPLETION FORM
NO WELL LOG
NO WATER SAMPLE HAS BEEN TAKEN
MOST RECENT WATER SAMPLE UNSAFE

From expiration date To expiration date

/ / / /

OK Close

Enter the **from** and **to** dates to automatically enter the disapproval reasons for private water systems that have not been approved and will expire. The current date will be stored as the date for the disapproval.

Receipts Pay – In Report

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

Select **From** and **To** date, **Receipt Book/Pay in by Fund/Pay in by Initials/Receipt**, and either **Preview** or **Print**.

The screenshot shows a Windows-style dialog box titled "Print Pay In or Receipt". It contains the following elements:

- From Date:** A text box containing "03/29/2018".
- To Date:** A text box containing "03/29/2018".
- Buttons:** "OK" and "Close" buttons are located on the right side.
- Radio Buttons:**
 - ☒ Pay In by Receipt Book: Below this is a dropdown menu.
 - ☐ Pay in by Fund
 - ☐ Pay in by Initials
 - ☐ Receipt
- Output to:**
 - ☒ Preview
 - ☐ Print

Reindex/Pack Private Water Systems Data Files

Navigate to: **Maintenance > Reindex/Pack Private Water Systems 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.

