

# Onsite Water Protection Monthly Activity Report

## Instructions for Template Use and Code Descriptions (Revised September 2022)

Submit reports to [OnSiteReports@dhhs.nc.gov](mailto:OnSiteReports@dhhs.nc.gov).

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

*Hover over a cell to see possible code descriptions for that cell. Click on the cell and use the drop-down box to select a code when appropriate.*

**Click “SaveWorkbook” on the “Monthly Report Totals” worksheet after entering data on any worksheet.**

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

### **For first time users:**

- Create a new folder, “Monthly reports 2022” in a preferred location on your computer.
- Right click on the attachment “Template to enter data 2022 v10.43 \_UseThis.xslm” and save to the folder you created.
- Navigate to the template you just saved and double click to open.
- If you see a security warning in a yellow bar at the top of the worksheet, click “Enable Content”.
- Select your county and the month of the report. Click the “SaveWorkbook” button. This will automatically create and save as a new file, YearMo\_County, and keeps the original template file intact for future use. Verify that your file is saved in the correct format.
- Use the “SaveWorkbook” button once data entry is complete.

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

**Add-Ins:** There is an additional tab at the top of the worksheet to access additional functions. These include:

- *Clear current sheet:* delete all entries in the worksheet displayed.
- *Clear All Sheets in Workbook:* delete all data in all worksheets.
- *Add users:* create multiple **Monthly Report Totals** worksheets/Tabs for each staff to enter their own data. When using the Add Users option, data in the first **Monthly Report Totals** worksheet is cleared and locked. Only enter the county name and month on the first worksheet (Tab 1). As each user’s information is logged, the first worksheet will display a summation of all user data. Click the “SaveWorkbook” button on the Monthly Report Totals Worksheet (Tab 1) once data entry is complete.
  - The Add Users option does not create individual “Malfunctioning Systems” or “UIC Systems” worksheets. This data must be compiled and entered for all staff.*
- *The Add Users option does not create individual “Malfunctioning Systems” or “UIC Systems” worksheets. This data must be compiled and entered for all staff.*
- *Create tabs for all users prior to any data entry. To change/eliminate users, you must begin with a new template.*

**MAR Submittal: Send EXCEL spreadsheet Report as Attachment in email to**  
[OnSiteReports@dhhs.nc.gov](mailto:OnSiteReports@dhhs.nc.gov)

**Do Not Copy Email to Anyone Else (this will sometimes result in no-one receiving!).**

**See Instructions for Each Tab and Worksheets on Following Pages**

## Monthly Report Totals Worksheet (Tab 1):

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

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

<b>S-1</b>	<b>Site Visits</b> Number of <b>field visits</b> for any purpose <b>not</b> counted elsewhere.
<b>S-1E</b>	<b>Sites Evaluated*</b> Number of sites evaluated for any purpose including new, revision, relocation, repair of malfunction, or expansion. Code 1 per application; subsequent visits are “site visits”.
<b>S-3</b>	<b>Improvement Permits (IP) Issued –w/ PLAT</b> Number of non-expiring IPs issued.
<b>S-4</b>	<b>Improvement Permits Issued – New or Revision w/SITE PLAN</b> Number of IPs issued that expire in 60 months.
<b>S-4A</b>	<b>Improvement Permits Issued – Relocation w/SITE PLAN</b> Number of IPs issued valid for 60 months that were approved for changes requiring the relocation of part or all of the existing septic system.
<b>S-5</b>	<b>Improvement Permits Issued – Expansion of Existing System</b> Number of IPs issued approving a site to enlarge or alter an existing system due to a change in design wastewater flow or wastewater characteristics.
<b>S-7</b>	<b>Improvement Permits Denied</b> Number of applications that are denied an Improvement Permit.
<b>S-8</b>	<b>Construction Authorizations – New, Revision, or Relocation</b> Number of CAs issued on an approved site with a valid IP for the installation of a new, revised, or relocated system.
<b>S-9</b>	<b>Construction Authorizations – Expansion</b> Number of CAs issued on an approved site with a valid IP for the installation of an altered or enlarged system due to a design flow increase.
<b>S 10</b>	<b>Construction Authorizations – Repair or Replacement of Malfunctioning System</b> Number of CAs issued for the replacement/repair a malfunctioning system.
<b>S-11</b>	<b>Construction Authorizations – Denied</b> Number of CAs denied.
<b>S-12</b>	<b>Authorizations – Mobile Home Parks*</b> Number of system inspections that result in written authorizations to locate a manufactured home in a mobile home park.
<b>S-13</b>	<b>Authorizations Existing System Reuse*</b> Number of system inspections that result in a written authorization to reuse an existing system or allow a building to be located on a site with an existing system.
<b>S-13D</b>	<b>Authorizations for System Reuse – Denied*</b> Number of system inspections that result in denial to reuse an existing system.
<b>S-14A</b>	<b>Table V Inspections w/Inspection Report Prepared*</b> Number of inspections w/reports on system performance as required by Table V in Rule .1961.
<b>S-14B</b>	<b>Migrant Housing Inspections w/Inspection Report Prepared *</b> Number of inspections/reports on performance of systems serving Migrant Housing as required by various agencies.
<b>S-15</b>	<b>Notices of Violations (NOV) Issued</b> Number of NOVs issued for a violation of laws and rules governing on-site wastewater systems.
<b>S-16</b>	<b>Legal Remedies Issued – (Injunctions, criminal misdemeanor, administrative penalties)</b> Number of criminal or administrative penalties prepared and served (Rule .1967 or .1968); also includes injunctions.
<b>S-17</b>	<b>Permits Revoked Notice</b> Number of notices prepared and served to revoke a permit.
<b>S-18</b>	<b>Permits Suspended Notice</b> Number of notices prepared and served to suspend a permit.
<b>S-19</b>	<b>Operation Permits Issued*</b> Number of operation permits issued for sites evaluated, permitted, and inspected solely by the LHD.
<b>S-25</b>	<b>Sewage Complaints Investigated*</b> Number of sewage complaint investigations initiated. Log subsequent visits to investigate as ‘site visits’ (S-1)
<b>S-26</b>	<b>Tank Yard Inspections Performed*</b> Number of visits made to inspect septic tank manufacturing plants.
<b>S-27</b>	<b>On-Site Consultative Contacts</b> Number of non-field contacts made such as phone calls, emails, office visits, presentations or talks, etc.

## New Codes for 2022 Template:

- S-30A Engineered Option Permit (EOP) Notice of Intent (NOI) Complete**  
Number of NOIs found to be “COMPLETE” during reporting period, with Standard Form signed by LHD.
- S-30B Engineered Option Permit (EOP) Notice of Intent (NOI) Deemed Incomplete**  
Number of NOIs found to be “INCOMPLETE” during reporting period, with Engineer/Owner notified on Standard Form.
- S-31 Engineered Option Permit (EOP) Authorization to Operate (ATO)**  
Number of ATOs issued for EOP Projects, with Engineer/Owner notified on Standard Form.
- S-35A Authorized On-Site Wastewater Evaluator (AOWE) Notice of Intent (NOI) Complete**  
Number of NOIs found to be “COMPLETE” during reporting period, with Evaluator/Owner notified on Standard Form
- S-35B Authorized On-Site Wastewater Evaluator (AOWE) Notice of Intent (NOI) Deemed Incomplete**  
Number of NOIs Found to be “INCOMPLETE” during reporting period, with Evaluator/Owner notified on Standard Form
- S-36 Authorized On-Site Wastewater Evaluator (AOWE) Authorization to Operate (ATO)**  
Number of ATOs issued for AOWE Projects, with Engineer/Owner notified on Standard Form.
- S-40 Improvement Permit issued pursuant to GS 130A-335(a2) (LHD Permit per Licensed Soil Scientist/AOWE Submission)**  
Number of IPs issued for new system or expansion by LHD based upon LSS/AOWE (a2) submission.
- S-41 Construction Authorization issued per GS 130A-335(a2) (LHD Permit per LSS Submission, design by AOWE/PE)**  
Number of CAs issued for new system, expansion, or repair by LHD based upon LSS (a2) submission, including when designed by AOWE/PE.
- S-42 Operation Permit issued per GS 130A-335(a2) (LDH Permit per LSS Submission)**  
Number of OPs issued for by LHD for all projects approved based upon LSS (a2) submission.

**NOTE: Each IP, CA and OP are counted only once. Permits issued pursuant to GS 130A-335(a2) (formerly S.L. 2018-114) are tabulated using codes S-40 through 42 only and not included in the LHD coding above. EOP and AOWE permits are only coded S30A-S36. Site visits related to these permits are coded as “S-1”, and are all to be included in Tables 2 and 3.**

**Table 2:** Enter # of OPs including OPs for (a2’s) and EOP/AOWE ATOs issued based on system Types from Rule .1961 Table V(a).

**Table 3:** For each system installation, enter the Ground Absorption System as well as any Additional System Features (fill, groundwater lowering, pump systems excluding LPP and drip, off-sites, etc). You may have multiple entries in Table 3 for each system. Include for all OPs including OPs for (a2’s) and EOP/AOWE ATOs. See the attached list of system codes and their classification if needed.

**Table 4:** Enter OPs including OPs for (a2’s) and EOP/AOWE ATOs issued for Advanced Pre-treatment installation by system type.

**Table 5: DELETED IN 2021 and 2022 TEMPLATE**

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

**Table 7: DELETED IN 2021 and 2022 TEMPLATE**

### Malfunctioning Systems Worksheet (Tab 2):

- Enter a unique identifier in column 1 (Physical “911” Address Preferred; **Use OP No. only if no physical “911” address not yet assigned**). Each identifier is used only once per month.
- Use the drop-down menus to enter information about each system repair.
- **Do Not Enter Tank-Only Repairs on this Worksheet.** These are Coded in Worksheet No. 1 Table 3 (Non-Ground Absorption System Type or System Component Only)
- Age of system is in Years. For example, 40+ will be rejected as an entry. Estimate this when documentation is unavailable. Enter “1” for a year old or less.
- Only one *Type of Failure* code and one *Primary Cause* code can be entered.
- Return to **Monthly Report Totals Worksheet (Tab 1)** and click “SaveWorkbook” to save data.

### Large/Industrial Process (IPWW) Systems Worksheet [Also Called Underground Injection Control or “UIC” Systems] (Tab 3):

- Provide updated information for any permitting, inspection, or enforcement activities related to large (>3000 gpd) or IPWW systems during the report month.
- Enter the Project/Facility/System Name. **If a State reviewed/approved project, use the name assigned on our review/approval letter.**
- The Project/Facility/System Name can be used only once per month. If additional entries for the same project are needed, add a unique number at the end of the name of each entry.
- Enter project as new, “N”, or existing, “E”.
- Enter the OSWP File Number (e.g. 2019-38) that appears on the project specific state correspondence/approval.
- Enter the Health Department permit/file number for the project.
- Enter additional information, as applicable, using the drop-down menus.
- Return to **Monthly Report Totals Worksheet (Tab 1)** and click “SaveWorkbook” to save data.

**Table 6** (Private Water Supply Protection Activity Codes)

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

<b>W-1</b>	<b>Well Sites Evaluated*</b> Number of sites evaluated for determining suitability for construction or repair of a well
<b>W-2</b>	<b>Well Grout Inspections*</b> Number of inspections of placement, repair, or addition of grout
<b>W-3</b>	<b>Well Site Consultative Visit</b> Number of field visits for any purpose relating to on-site water protection <b>not</b> counted elsewhere
<b>W-4</b>	<b>Well Head Inspection*</b> Number of inspections of well heads (includes all inspected wells)
<b>W-4A</b>	<b>Well Heads Approved*</b> Number of approved well heads as determined by field inspection
<b>W-4D</b>	<b>Well Heads Disapproved*</b> Number of disapproved well heads as determined by field inspection
<b>W-5</b>	<b>Well Abandonment Observed*</b> Number of well abandonment procedures observed
<b>W-6</b>	<b>Well Construction Permit Issued – New</b> Number of permits issued for the construction of a well
<b>W-7</b>	<b>Well Repair Permits Issued</b> Number of permits issued for the repair of an existing well
<b>W-8</b>	<b>Well Abandonment Permit Issued</b> Number of permits issued for the abandonment of a well
<b>W-9</b>	<b>Well Permit Denied</b> Number of sites that are denied a permit to construct or repair a well
<b>W-10</b>	<b>Well Certificate of Completion Issued – New</b> Number of certificates issued for the successful completion of a well
<b>W-10D</b>	<b>Well Certificate of Completion Denied – New</b> Number of new wells not approved as successfully completed
<b>W-11</b>	<b>Well Certificate of Completion Issued – Repair</b> Number of certificates issued for the successful repair of an existing well
<b>W-11D</b>	<b>Well Certificate of Completion Denied – Repair</b> Number of repair wells not approved as successfully completed
<b>W-13</b>	<b>New Well Kit (Bacteriological and/or Inorganic Water Samples Collected)*</b> Number of new wells sampled using a sampling kit. Count one per well kit.
<b>W-14</b>	<b>Other Samples Collected</b> Number of water samples collected from a well for testing for contamination other than sampling kits for new wells. Count one per bottle or container. <i>A W-3 “Consultative Visit” is counted for each well visited.</i>
<b>W-15</b>	<b>Well Complaints Investigation*</b> Number of complaints investigated (Count one per complaint; subsequent visits are ‘site visits’)
<b>W-16</b>	<b>Well Consultative Contacts</b> Number of non-field contacts made such as phone calls, office visits, presentations or talks, etc.
<b>W-17</b>	<b>Notices of Violation Issued</b> Number of NOVs issued for a violation of laws and rules governing on-site wells.
<b>W-18</b>	<b>Legal Remedies Taken – (Injunctions, criminal misdemeanor, administrative penalties)</b> Number of criminal or administrative penalties prepared and served; also includes injunctions.
<b>W-19</b>	<b>Permits Revoked Notice</b> Number of notices prepared and served to revoke a well permit
<b>W-20</b>	<b>Permits Suspended Notice</b> Number of notices prepared and served to suspend a well permit
<b>W-21</b>	<b>Well Camera or Geophysical Inspections</b> Number of down-hole camera or geophysical surveys performed.
<b>W-22</b>	<b>Variance Requests (documented)</b> Number of variance requests referred to your regional specialist.
<b>W-23</b>	<b>Health Risk Evaluation (required for all well samples)</b> Number of HREs sent to homeowners due to water samples being collected.