

Using the O and M Service Provider Database

The Excel Database was created so that service being conducted on sewage treatment systems can be tracked and recorded by the service provider, printed for the homeowner, and made available to the Stark County Health Department as a hard copy or electronically. The inspection pages in the excel document shall also serve as the approved report form, per Section (G) of Resolution #2-2006 which states:

(G) STS SERVICE PROVIDER REPORTING

Each STS or component thereof, required to maintain a service contract with a registered service provider, shall be serviced in accordance with the Ohio Department of Health's approval under O.A.C. 3701-29. The registered service provider shall report quarterly the systems that have been routinely serviced within the Health District, ***on a report form approved by the Board of Health***. A fee established by the Board per STS serviced with an Operation Permit shall accompany the quarterly report submission. The report and fee shall be due no later than thirty (30) days after a given quarter. Quarter ending dates for the purpose of these regulations are March 31st, June 30th, September 30th, and December 31st.

SAVING THE EXCEL DOCUMENT

To use the excel document, first save an original copy that can be re-used as needed and renamed by using "Save As" under "File". Upon filling up all of the inspection pages (or earlier), it is recommended that the document is named as the time period it represents, for example: 1-1-2007 to 1-31-2007. This is recommended for ease of reporting and scheduling service follow-up. *Remember, a form for each system service must be submitted quarterly.*

FILLING OUT THE INSPECTION FORM

Due to the number of technologies that are on the market, the inspection form is not specific to any device. Most of the form is self explanatory. Just place an "X" where appropriate, and enter comments as needed. When submitting the report, copies of any analytical testing should be attached to the respective report.

INDEX

You will find that each page of the Excel Workbook is protected to prevent deletion of information and formulas. The same holds true for the index page. It will serve as a table of contents for each workbook. Each time an inspection form is updated, the index page is also updated. Unfortunately, due to the protection on the index page, it cannot be sorted using the "Sort" function. However, the page can be copied and pasted into a blank workbook and sorted. This can also be done to create a master customer list.

SEARCHING

Basic searching can be done by sorting as mentioned above or by using the "Find" function. Under "Edit" choose "Find", then open the options tab. Change the "Look In" draw-down to "Values", then enter the information you are searching for.

PERSONALIZING THE INSPECTION FORM

When printing the form, you will find that it prints a header with the Stark County Health Department contact information at the top. The footer can be used to input your own company data, for example:

For Service Call: Joe's Septic Service at (330)555-5555...

To input information into the footer, under the "View" tab, choose "Header and Footer". Then pick "Custom Footer" and enter your company information. This information will need to be entered on each inspection form.

If you have any questions feel free to contact us at (330)493-9904.