

**Final Report: Michigan Environmental Results Program (ERP) for the
Dry Cleaning Sector**

Appendix B

Overview of ERP Data Management System

Michigan Environmental Results Program Dry Cleaning Data Collection and Management Tool

In 2005 the MDEQ was awarded a \$199,200.00 State Innovation Grant (SIG) from USEPA to develop and implement its dry cleaning ERP. Approximately \$125,870 of the funding was allocated to the development of an electronic data collection tool that could be used to manage data collect from the ERP. As required by the SIG, this tool is transferrable to other interested states.



The MDEQ developed a video tutorial that provides an overview of the system. The video is approximately 12 minutes. View the video by going to <http://www.screencast.com/t/ujjEkUnUvt9> or click [HERE](#).

Note: Headphones or speakers should be used to hear the audio. If you experience problems please contact James Ostrowski at ostrowskij2@michigan.gov or 517.241.8057

The Dry Cleaner System consists of two components: A web-based administrative component and a field inspection program.

The web-based application fully supports the data tracking and management for the Dry Cleaning sector. The web-based application is divided into four modules:

1. Establishment: In this module the program admin/staff can track and manage all establishment related activities including facility information, related inspections, related equipment, billing/invoice/payment information and license issuance and printing.
2. Billing and Licensing: In this module program admin/staff can centrally manage all billing related information for all facilities
3. Reports: From this module program admin/staff can generate various summary reports
4. System Manager: this will be primarily used by program staff at MDEQ to centrally manage the Dry Cleaning program data.

The screenshot displays the 'Establishment General Information' form within the DEQ Dry Cleaning Program web application. The form includes fields for: Establishment Number, Establishment Name, Establishment Status, Federal ID, Duty Manager, Establishment Type, Building Type, Number of D.C. Machines, a question 'Do any dry cleaning machines have a capacity of over 100 lbs. of clothes?' with a 'No' button, MDEQ AGD Permit to install for Dry Cleaning Machines?, NESHAP Source Type, Waste ID #, Waste Storage Location, Ventilation Location, Vent Fan Size (Square Inches), and Vent Exhaust Capacity (cfm).

The Field Inspection Program, a subset of the Dry Cleaner application, is dedicated for field inspection activities and used only by field inspectors. The Field Inspection Program is implemented and installed on a tablet PC, with which an inspector can both conduct activities and record inspection results in the field.

The Field Inspection Program application requires a server for synchronizing information to and from the main system.

Key values of Field Inspection Program are the following:

- Increase in field staff work efficiency
- Elimination of duplicate data entry
- Elimination of paper forms
- Motivated staff

Capabilities of Field Inspection Program include:

- Field data capture
- Establishment Inquiry and History



The user guides for each of these programs is contained on the following pages of this appendix.



Department of Environmental Quality

USERS GUIDE

Michigan Environmental Results Program for Dry Cleaning Sector

Prepared for
MERP – Dry Cleaning Sector

APRIL 24, 2007

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Introduction

Overview of the Dry Cleaner System:

The Dry Cleaner System is a Web-based application that fully supports the data tracking and management for the Dry Cleaning sector.

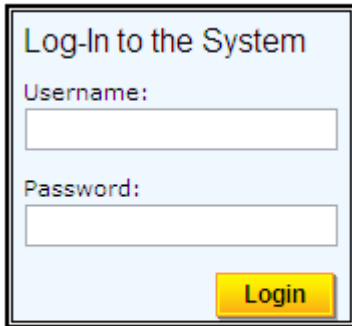
The web-based application is divided into four modules:

5. Establishment: In this module the program admin/staff can track and manage all establishment related activities including facility information, related inspections, related equipment, billing/invoice/payment information and license issuance and printing.
6. Billing and Licensing: In this module program admin/staff can centrally manage all billing related information for all facilities
7. Reports: From this module program admin/staff can generate various summary reports
8. System Manager: this will be primarily used by program staff at MDEQ to centrally manage the Dry Cleaning program data.

Using the Dry Cleaning System:

User Registration

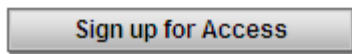
To create a new user account, click Sign Up for Access button:



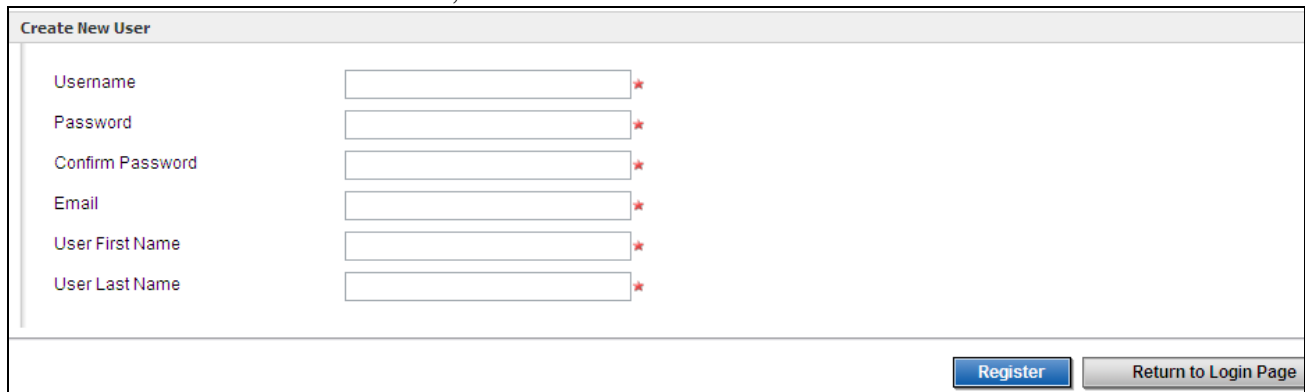
Log-In to the System

Username:

Password:



In the user account creation screen, fill in all fields:



Create New User

Username	<input type="text"/>	*
Password	<input type="password"/>	*
Confirm Password	<input type="password"/>	*
Email	<input type="text"/>	*
User First Name	<input type="text"/>	*
User Last Name	<input type="text"/>	*

By clicking Register button, an account will be created if all information is provided correctly; otherwise, the error message will be shown on the top of the page.

Password rules: the password must be at least 7 characters long, must contain at least one special character (., *, @, %, &, etc). Password is case sensitive.

Michigan Website Login

After a user is successfully logged into the system, the following Home page is displayed.



Establishment

The Program administrator can track detailed information for each establishment in the Establishment module. A user can perform the following actions:

- Search for a desired establishment
- View and edit general establishment details
- View and edit equipment associated with each establishment
- View and edit inspections related to each establishment
- Generate bills and invoices for each establishment
- View and edit billing information for each establishment
- Process received payment
- Issue and print license to a plant

When entering the Establishment module, the user can search for the desired Establishment. The user can specify various search criteria to locate the record.

Program Admin

- Establishment
- Billing & Licensing
- Reports
- System Manager

Logout

Search Establishment

Search

Establishment Number

Establishment Type

Plant Name

County

District

Owner Name

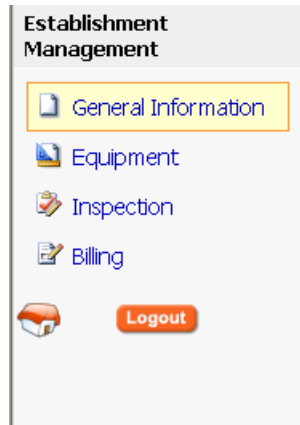
Equipment Type

From the returned results, the user can select one establishment and view details by clicking on the icon next to the desired establishment.

Edit	Est. Number	Est. Type	Plant Name	County Name	Owner Name
	0100001	Commercial	MARY'S DRY CLEANERS	ALCONA	JANE DOE
	0100002	Commercial	KARENS PLACE	ALCONA	KAREN DOE
	0300003	Commercial	MAPLEWOOD DRYCLEANERS	ALLEGAN	VERN HOUTING
	0300007	Commercial	WASH OUT CENTER	ALLEGAN	SOAP OP LLC
	0300008	Commercial	WAYLAND DRY CLEANERS	ALLEGAN	SARALEE STORA & THOMAS M STORA
	0400002	Commercial	WERTH CLEANERS & LAUNDRY, INC. *	ALPENA	DONALD WERTH
	0400003	Commercial	ALPENA NSI CLEANERS, INC. *	ALPENA	JAMES ABNEY
	0400004	Commercial	EXPRESS DRY CLEANING & LAUNDRY	ALPENA	RANDY AND KATHY SHUPERT
	0600001	Commercial	STANDISH LAUNDRY + DRYCLEANERS*	ARENAC	MIKE AND LISA HINKLEY

After selecting an Establishment, the left side panel will display four sub-menus:

- General Information
- Equipment
- Inspection
- Billing



After selecting a sub-menu, the user can view the detailed information for the selected Establishment. Detailed requirements are further depicted in the following sections.

Search for an Establishment

To begin, the user can search for a desired establishment. The search options provided are:

- Establishment Number
 - Free Text Box
- Establishment Type
 - Dropdown menu
 - Available values are:
 - Industrial
 - Commercial
- Plant Name
 - Text box
- County
 - Dropdown menu
- District
 - Dropdown menu
- Owner Name
 - Text box
- Equipment Type
 - Dropdown menu
 - Available values:
 - Perc
 - Petro
 - Other

The user can specify all search criteria to narrow the number of results or leave all fields blank to retrieve all data from the database.

The screen below is an example of the Establishment Search screen.

Search

Establishment Number

Establishment Type

Plant Name

County

District

Owner Name

Equipment Type

After clicking the Search button, the results will be displayed in the result grid underneath the search option area, as shown below.

Search

Establishment Number

Establishment Type



Plant Name

County

District

Owner Name


Equipment Type

Edit	Est. Number	Est. Type	Plant Name	County Name	Owner Name
	0100001	Commercial	MARY'S DRY CLEANERS	ALCONA	JANE DOE
	0100002	Commercial	KARENS PLACE	ALCONA	KAREN DOE

The search result grid will display an overview of the searched record. To view more detailed information for a selected establishment, click the Edit icon in the first column. The user will be brought to the General Information page.

Establishment Management


- General Information
- Equipment
- Inspection
- Billing




Establishment General Information

General Information

Establishment Number	0100001
Establishment Name	MARY'S DRY CLEANERS
Establishment Status	Open
Federal ID	
Duty Manager	MARY SMITH
Establishment Type	Commercial
Building Type	
Number of D.C. Machines	2
Type of Machines	<input type="checkbox"/> Perc <input type="checkbox"/> Petro <input type="checkbox"/> Other
Do any dry cleaning machines have a capacity of over 100 lbs of clothes?	No

To create a new Establishment, the user can click the  button at the bottom right of the Search screen.

Create a New Establishment

A user can create a new establishment by selecting the  button on the Establishment Search screen.

Search Establishment

Search

Establishment Number	<input type="text"/>
Establishment Type	<input type="text" value="v"/>
Plant Name	<input type="text"/>
County	<input type="text" value="v"/>
District	<input type="text" value="v"/>
Owner Name	<input type="text"/>
Equipment Type	<input type="text" value="v"/>

This will bring the user to the Establishment General Information screen to fill in the details, as shown below.

Establishment General Information

General Information

Establishment Number	<input type="text"/>
Establishment Name	<input type="text"/>
Establishment Status	<input type="text" value="v"/> *
Federal ID	<input type="text"/> *
Duty Manager	<input type="text"/>
Establishment Type	<input type="text" value="v"/> *
Building Type	<input type="text" value="v"/> *
Number of D.C. Machines	<input type="text"/> *
Type of Machines	<input type="checkbox"/> Perc <input type="checkbox"/> Petro <input type="checkbox"/> Other
Do any dry cleaning machines have a capacity of over 100 lbs of clothes?	<input type="text" value="No"/> *
NESHAP Source Type	<input type="text" value="v"/> *

The user needs to fill in the following sections:

- General Information:

- Establishment ID will be automatically assigned by the system using an increasing sequential number.
- Location Address
- Owner Address:
 - If a user checks “Same as Location Address”, the address will be copied automatically from Location Address to Owner Address.
- Mailing Address:
 - If a user checks “Same as Location Address”, the address will be copied automatically from Location Address to Owner Address.
 - If a user checks “Same as Owner Address”, the address will be copied automatically from Owner Address to Owner Address.

All required fields are marked with red asterisks at the beginning of the fields. If a required field is not provided, a user cannot successfully create an establishment. A reminder message will be displayed to fill in the missing field.

When all required fields are provided, an establishment record will be created once the Create button is clicked. Once this step is processed successfully, a user will be brought to the View/Edit Establishment page (see section 4.2.3 for more information).

To add equipment to this establishment, a user can click the Equipment link under Establishment menu. See Section 4.2.4 for a detailed description on how to add equipment to an establishment.

View/Edit General Information

After a user enters the Establishment Details page, Establishment General Information is the default page to for a selected facility. Four sub-menus are available:

- General Information: contains the selected facility’s general information
- Equipment: contains the details of the equipment that are associated with the selected facility
- Inspection: contains related inspection activities and results that are associated with the selected facility.
- Billing: contains the selected facility’s billing, payment and license information

In the Facility General Information page, the user can perform the following actions:

- View and Edit facility general information, which includes:
 - Facility General Information
 - Location Address
 - Owner Address
 - Mailing Address

View/Edit/Add Equipment

The second sub-menu under Establishment is Equipment. From this page, a user can view a list of equipment associated with the selected facility (as shown below). In the Equipment Summary View table, the following columns are included:

- Edit: a link to detailed equipment page is provided.
- Machine ID
- Type
- Status

Equipment List (+)

- q123 Type: Perc (Active)
- p-1 Type: Other (Active)
- 666 Type: Other ()
- 123 Type: Petro (Active)
- 789 Type: Petro (Active)
- ST901 Type: Storage Tank (Active)
- q123 Type: Perc (Active)
- q456 Type: Perc (Active)
- 23 Type: Other (Active)
- ww0001 Type: Perc (Active)

Equipment Details

Machine ID: *

Machine Status: *

Facility Connected to public sewer system? Yes No *

Does facility use an evaporator device to dispose of wastewater? Yes No *

Does any wastewater from facility to a septic system? Yes No *

Floor drains? Yes No *

Floor drains empty to sewer system or holding tank? Yes No *

Have the drains been plugged with concrete or a locked down cement cap so that they are inaccessible and unusable? Yes No *

Comment:

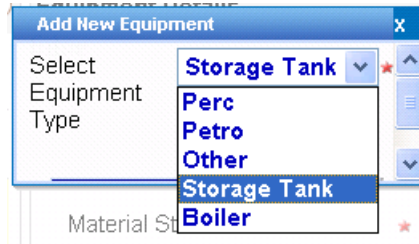
The Equipment details page can be viewed and edited. Click the Save button to save any changes or click the Cancel button to discard the changes. On the left side of the screen is a list of all of the equipment for the selected establishment. If you want to see a different one displayed, click the blue link preceding the Type.

To add new equipment to an existing establishment, click the plus sign next to the Equipment List heading. (see below).

Equipment List (+)

- 1 Type: Perc (Active)
- 2 Type: Perc (Active)
- Type: Storage Tank ()

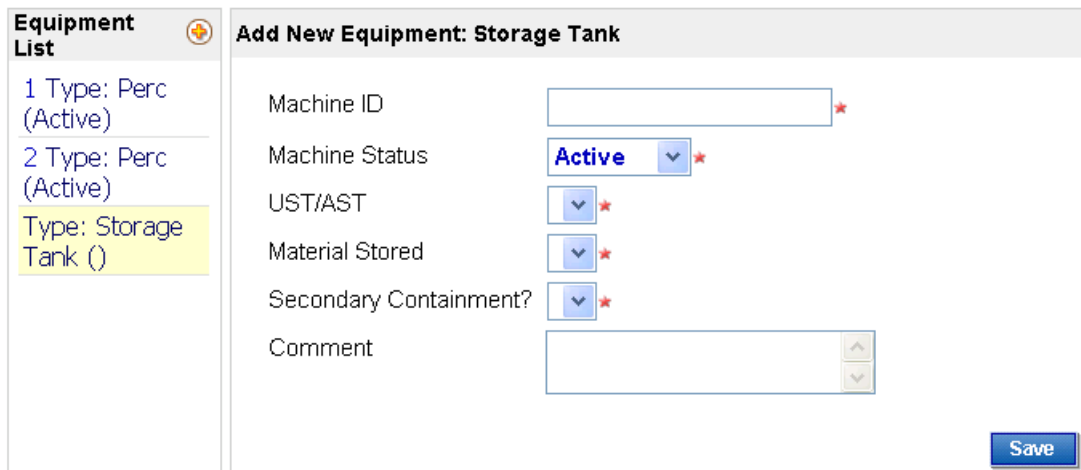
When you click the plus sign, a new equipment box opens up.




Select the Equipment type from the drop down menu. Scroll down to the bottom of the box and click Create New Equipment.



The new equipment will be added to the Equipment list and the screen to the right will allow the user to add additional information. Click the Save button to save any changes.




View/Edit Inspections Related to an Existing Establishment


When you click the Inspection link on the left hand side of the page, a list of inspections related to the selected establishment will be displayed. Click the Edit  icon to view inspection details. The following columns are available in the Inspection Summary screen.

- Edit: This is a link to the inspection details page.
- Inspection ID: this is a unique ID that identifies an inspection in the system. It is automatically created by the system when an inspection record is created.
- Status: Inspection status

- Type: Inspection type: Possible values are: Follow-up, Full Targeted, MERP, Modify Past and View Past
- Inspection Date: Date that the inspection was performed
- Inspector: responsible inspector's name
-

Inspection Summary					
Edit	Inspection ID	Status	Type	Inspection Date	Inspector
	ede56760-1fef-4e8e-9d16-23cc85f28144	Compliance	full targeted	12/21/2006 12:00:00 AM	saraliu

The Inspection details will be displayed below the Inspection summary. You can edit the information on the screen. Click the Save button to save any changes you make. Click the Cancel button to disregard any changes you've made.

Inspection Summary					
Edit	Inspection ID	Status	Type	Inspection Date	Inspector
	ede56760-1fef-4e8e-9d16-23cc85f28144	Compliance	full targeted	12/21/2006 12:00:00 AM	saraliu

Inspection Detail	
Inspection ID	<input type="text" value="ede56760-1fef-4e8e-9d16-23cc85f28144"/>
Inspection Type	<input type="text" value="full targeted"/> *
Inspection Status	<input type="text" value="Compliance"/> *
Inspection Date	<input type="text" value="3/16/2007"/>
Inspector	<input type="text" value="test5 5test"/> *
Inspected Areas	PERC(23) PERC(123) SAFETY WASTE
Notes	<input type="text" value="123"/>

Billing

Under the Establishment menu, if a user clicks the Billing link, the billing page for the current establishment will be displayed. On this page, a user can view/edit the following information for the selected establishment at the current license year:

- Billing information
- Dry Cleaning License information
- Category III Annual Air Quality Fee Payment

Three tabs are available for each page. The Billing tab is selected by default.

Billing Information (Est. No.: 0900013)

Billing License Category III

Billing Summary

License Year: 2007

Delete	Edit	License Year	Date Check Received	Check Number	Check Amount	Validation Number
<input type="checkbox"/>		2007	11/8/2006	10619	228.63	40f4e7cc-93e5-4539-811a-ce6a15d01b42

Billing Information

Validation Number: 40f4e7cc-93e5-4539-811a-ce6a15d01b42

License Year: 2007 *

Date Check Received: 11/8/2006

Check Number: 10619

The user can view or edit billings from previous years by using the License Year drop down list. By default, the current year is displayed. To view all license years, leave the dropdown blank. The results will be displayed in the table grid.

In the Result Table grid, the following columns are included (as in the figure above):

- Delete checkbox: by checking this box, and clicking the Delete button, the selected record will be permanently deleted from the system.
- Edit link: by clicking this link the detailed information for the selected billing will be displayed on the bottom of the page.
- Date Check received
- Check Number
- Check Amount
- Validation No

By default, all records are sorted by Date Check Received in descending order. You can click the column header to sort in other orders.

To create a new billing record, click the Create New button which is located in the top right of the screen on the Billing Summary page. The Validation number will be automatically generated by the system.

Billing Summary

License Year:

Delete	Edit	License Year	Date Check Received	Check Number	Check Amount	Validation Number
<input type="checkbox"/>		2007	11/8/2006	10619	228.63	40f4e7cc-93e5-4539-811a-ce6a15d01b42

Billing Information

Validation Number:

License Year: *

Date Check Received:

Check Number:

Check Amount (\$):

View/Edit License Information

License information for the selected establishment is displayed under the License tab. Similar to the Billing page, a summary table is shown on the top of the screen. The user can switch the license year to view more information or click Edit to view or modify an existing record. See below:

License Information(Est. No.: 0100001)

Summary

License Year:

Delete	Edit	License Year	License Number	Status	Outstanding Balance
<input type="checkbox"/>		2006	142978ef-4b0c-4a19-a255-bedbefae298e	Compliance	0.00
<input type="checkbox"/>			3b34d79c-d30f-4550-a77a-cca03673d078	Compliance	0.00
<input type="checkbox"/>		2004	8d7212ed-1d13-46b3-88f4-473191fc2a11	Compliance	0.00
<input type="checkbox"/>		2005	473108cf-6e9e-4c17-8590-3ae27a991286	Compliance	268.70
<input type="checkbox"/>		2005	6c6dde52-8417-4cf3-b5c3-812616e69fca	Compliance	175.80

Create New License

To create a new license, click the Create New button at the top of the screen. The license number will be automatically generated by the system using a sequential number.


License Details

License Number	<input type="text"/>
License Year	<input type="text" value="2007"/> *
Status	<input type="text" value="Active"/> *
Active Machines	<input type="text" value="4"/>
Active Poundage	<input type="text" value="0"/>
Base Fee	<input type="text" value="0.00"/>
Poundage Fee	<input type="text"/>
Annual Fee	<input type="text"/>
Outstanding Balance	<input type="text"/>
Notes	<input type="text"/>

Fill in the new license information on the screen and click the Save button to save the new license.

View/Edit/Create Category III Payment

By clicking the Category III tab, the user can view Category III payment information. Similar to the Billing and License pages, the License year dropdown is shown on the top of the page so that the user can switch to other license years to view historical data.


 **Category III(Est. No.: 8200378)**

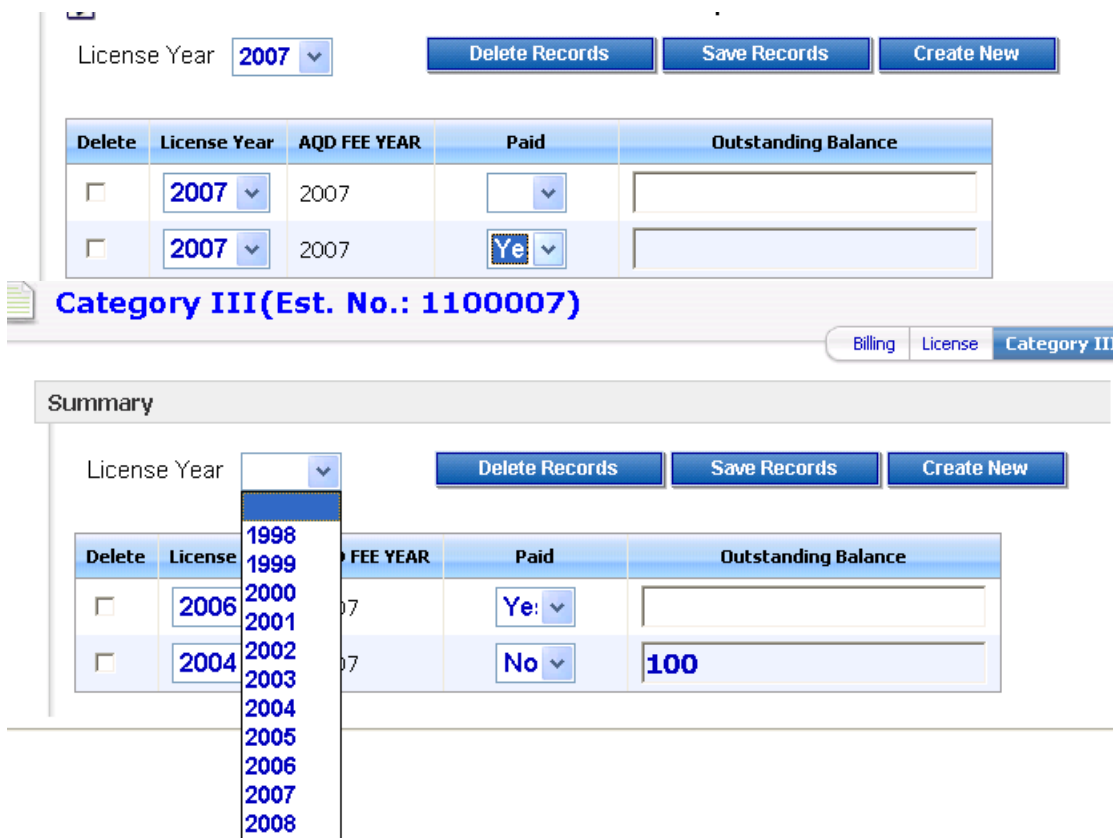
Summary




License Year

Delete	License Year	AQD FEE YEAR	Paid	Outstanding Balance
<input type="checkbox"/>	<input type="text" value="2007"/>	2007	<input type="text"/>	<input type="text"/>

To create a new record, click the link. Use the drop-down menu to select whether the fee has been paid or not and record any outstanding balance, if applicable. Click to save any changes you make.

To delete a record, check the corresponding box and click the  button to update the page.






License Year **2007**   

Delete	License Year	AQD FEE YEAR	Paid	Outstanding Balance
<input type="checkbox"/>	2007	2007	<input type="checkbox"/>	
<input type="checkbox"/>	2007	2007	Yes	

Category III(Est. No.: 1100007)

Billing License **Category III**


Summary


License Year   

Delete	License	AQD FEE YEAR	Paid	Outstanding Balance
<input type="checkbox"/>	2006	07	Yes	
<input type="checkbox"/>	2004	07	No	100

To create a new record, click the Create New button at the top right of the screen.

Delete	License Year	AQD FEE YEAR	Paid	Outstanding Balance
<input type="checkbox"/>	2007	2007	<input type="checkbox"/>	


A new record will be displayed, as shown above. Select a license year from the dropdown menu. Under the paid heading, select Yes or No from the dropdown menu. If there is an outstanding balance, enter it in the respective field. Click the  button when you are ready to save.

To delete a record, click the respective box under the Delete heading and click the  button.


Billing and License


The Billing and License module allows the program staff to search for billing and license information for all establishments. This provides a different view for the program staff to manage the billing and license information


Similar to the other modules, the Billing and License module begins with a Search.


 **Search Licence Information**

Search Option

License Year 

County 

License Status 


Billing Status 


Check Number


Search


The search results grid will be displayed below the search option screen, as shown below.

Search Option









License Year 


County 

License Status 

Billing Status 

Check Number

 Edit	Est. Number	License Year	County Name	License Status	Outstanding Balance
	8200378	2002	WAYNE	Compliance	7.24
	0200001	1900	ALGER	Compliance	0.00
	8100024	2002	WASHTENAW	Compliance	240.58
	5000011	2006	MACOMB	Compliance	0.00
	6300151	2005	OAKLAND	Compliance	0.00
	5800011	2006	MONROE	Compliance	0.00
	-----	----	-----	-----	---

Click the  Edit link to view details of a specific Billing/License record.



Billing Summary

License Year 2007

Delete Records

Create New

Delete	Edit	License Year	Date Check Received	Check Number	Check Amount	Validation Number
<input type="checkbox"/>		2007	11/28/2006	5346	349.23	4394e3de-09eb-4bd5-8ab2-158c9cbb377b

Create New License

To create a new license, click the Create New button at the top of the screen. The license number will be automatically generated by the system using a sequential number.

License Details

License Number

License Year *

Status *

Active Machines

Active Poundage

Base Fee

Poundage Fee

Annual Fee

Outstanding Balance

Notes

Save

Cancel

Fill in the new license information on the screen and click the Save button to save the new license.

View/Edit/Create Category III Payment

By clicking the Category III tab, the user can view Category III payment information. Similar to the Billing and License pages, the License year dropdown is shown on the top of the page so that the user can switch to other license years to view historical data.

 **Category III(Est. No.: 8200378)**

Billing License **Category III**

Summary

License Year **2007**

Delete	License Year	AQD FEE YEAR	Paid	Outstanding Balance
<input type="checkbox"/>	2007 <input type="button" value="v"/>	2007	<input type="button" value="v"/>	

To create a new record, click the link. Use the drop-down menu to select whether the fee has been paid or not and record any outstanding balance, if applicable. Click to save any changes you make.

To delete a record, check the corresponding box and click the button to update the page.

License Year **2007**

Delete	License Year	AQD FEE YEAR	Paid	Outstanding Balance
<input type="checkbox"/>	2007 <input type="button" value="v"/>	2007	<input type="button" value="v"/>	
<input type="checkbox"/>	2007 <input type="button" value="v"/>	2007	Yes <input type="button" value="v"/>	

 **Category III(Est. No.: 1100007)**

Billing License **Category III**

Summary

License Year

Delete	License	FEE YEAR	Paid	Outstanding Balance
<input type="checkbox"/>	2006	07	Yes <input type="button" value="v"/>	
<input type="checkbox"/>	2004	07	No <input type="button" value="v"/>	100

1998

1999

2000

2001

2002

2003

2004

2005

2006

2007

2008

To create a new record, click the Create New button at the top right of the screen.


Delete	License Year	AQD FEE YEAR	Paid	Outstanding Balance
<input type="checkbox"/>	2007	2007	<input type="checkbox"/>	

A new record will be displayed, as shown above. Select a license year from the dropdown menu. Under the paid heading, select Yes or No from the dropdown menu. If there is an outstanding balance, enter it in the respective field. Click the **Save Records** button when you are ready to save.

To delete a record, click the respective box under the Delete heading and click the **Save Records** button.

Reports

From the Reports module, the user can select a desired report name from the dropdown menu and specify the query to get the report. See the dropdown selection of reports below.



Crystal Reports

Select Report

Report Name Master Ledger

Select Criteria

District

County

City

Master Ledger

Inspector Details Re

Billing License Repo

Building Equipment I

Compliance Report

Establishment List

Invoice Summary

View Report

Depending on the report you select, the selection criterion will differ. See an example of the Master Ledger report and the Billing License Report criteria below:

Select Report	
Report Name	Master Ledger ▼
Select Criteria	
District	▼
County	▼
City	▼

Master Ledger

Select Report	
Report Name	Billing License R ▼
Select Criteria	
District	District 1 ▼
County	ALCONA ▼
Current Year License Fee Amount Due	
Outstanding License Fee Balance Due	
Time Period	~
Control Number	

View Report

Billing License

Click the **View Report** button to see the report.

System Manager

The System Manager module provides a central place for the program administrator or the system administrator to configure the global system settings, which include home page contents, email server, calculation constant, etc.

In the System Manager, each configurable item is a separate tab. The user can click an appropriate tab to set up the configuration values.

The following tabs are provided in this module:

Page Content

This is to customize the web page contents. The user first selects a page from the dropdown list and then enters the desired page contents in the provided section. The Configurable pages are:

- Home page before logging in
- Home page after logging in
- Error page

There are two buttons provided on the bottom of the page.

- **Preview:** This allows the user to preview the page before saving it to the system
- **Save:** This allows the user to save the changes to the system

The screenshot shows a web interface for configuring page content. It is divided into three main sections: 'Page to Modify', 'HTML Content', and 'Preview'.
1. **Page to Modify:** A dropdown menu labeled 'Content Type' is open, showing three options: 'Home Page before logging in' (selected), 'Home Page after logging in', and 'Error Page'.
2. **HTML Content:** A text area containing the following text: 'The Dry Cleaning Program licenses, inspects and regulates Type I, II, III or IV establishments annually to protect workers, the general public and the environment from overexposure to dry cleaning solvents. Approval from the Dry Cleaning Program must be obtained prior to constructing or opening a new dry cleaning establishment, installation of new equipment or modifications at an existing establishment.'
3. **Preview:** A preview window showing the rendered HTML content from the text area above.

Email

This is to set up email server (IP address, port number, Login name, authentication password), sender email address, cc and bcc email addresses).

Email Configuration	
Host Name	<input type="text" value="e2.enfotech.com"/>
Port Number	<input type="text" value="25"/>
Account Login	<input type="text" value="e2test"/>
Account Password	<input type="text" value="123"/>
Sender Email	<input type="text" value="angela_chang@enfotech.cor"/>
CC	<input type="text" value="sara_liu@enfotech.com"/>
BCC	<input type="text"/>

Calculation Values

The License Fee calculation-related constants can be configured.

- The user is able to add a CPI for a new license year on this page
- CPI values from previous license years are listed for the user's reference.

CPI Values		
License Year	CPI Value	Poundage Fee
<input type="text" value="2005"/>	<input type="text" value="1"/>	<input type="text" value="100"/>
<input type="text" value="2006"/>	<input type="text" value="2"/>	<input type="text" value="110"/>
<input type="text" value="2004"/>	<input type="text" value="3"/>	<input type="text" value="120"/>
<input type="text" value="2003"/>	<input type="text" value="5"/>	<input type="text" value="201"/>

Reference Values

The administrator can maintain the reference data. They can add, remove, modify the reference data as well as change the status to active/inactive. The following data are maintained from this page:

Building_type
 contact_method_cd
 Current_Lic_Year
 ENTITY_TYPE_CD
 Est_Mach_Type
 Estab_Status
 Estab_type
 EstabClass
 FireControl
 Fuel
 insp_report_status
 insp_type_cd
 InspStatus
 LicenseStatus
 MachineStatus
 MachineType
 MakeupAirLoc
 MaterialStored
 NESHAP_Source_Type
 PercMachinetype
 SecondaryContainment
 self_audit_insparea
 SolventType
 Stack
 VentLoc
 Waste_storage_loc

Code Group

Reference Code Group

Detail Values

Code Value	Description	Sort Order	Status
L	Location Address	1	A
M	Mailing Address	2	A
O	Owner Address	3	A
B	Billing Address	4	A
S	Inspection Address	5	A

Users

Users tab allows the system administrator to delete a user account from the front end. To delete a user, simply click the Delete icon in the first column, and the user will be permanently removed from the system.

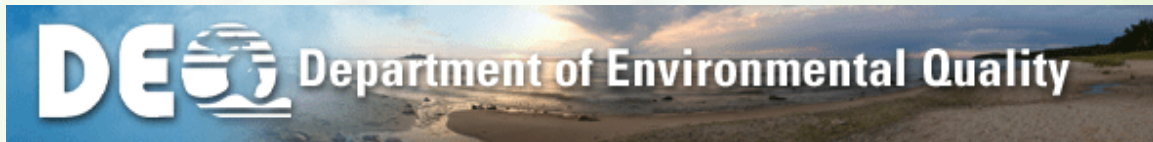


Log-In User Management

[Page Content](#)[Email](#)[Calculation Values](#)[Reference Values](#)[Users](#)

User List

Delete	Username	Email	Creation Date
	angelachang	angela_chang@enfotech.com	3/18/2007 10:22:33 PM
	saraliu	sara_liu@enfotech.com	3/18/2007 10:23:12 PM
	test123	test@enfotech.com	5/7/2007 5:32:57 PM
	testadd	testadd@enfotech.com	6/4/2007 2:22:34 PM
	testid	testid@enfotech.com	5/29/2007 7:10:07 PM



USERS GUIDE

Field Inspection Program for Dry Cleaner Sector

Prepared for

MERP – Dry Cleaning Sector

April 24, 2007

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Introduction to Field Inspection Program

The Field Inspection Program, a subset of the Dry Cleaner application, is dedicated for field inspection activities and used only by field inspectors. The Field Inspection Program will be implemented and installed on a tablet PC, with which an inspector can both conduct activities and record inspection results in the field.

The Field Inspection Program application requires a server for synchronizing information to and from the main system.

Key values of Field Inspection Program are the following:

- Increase in field staff work efficiency
- Elimination of duplicate data entry
- Elimination of paper forms
- Motivated staff

Capabilities of Field Inspection Program include:

- Field data capture
- Establishment Inquiry and History

Currently MDEQ Dry Cleaner Section inspectors are using an Access-based Field Inspection Program. The Field Inspection Program system is developed using Microsoft .NET framework 2.0. MDEQ has selected to use Fujitsu Stylistic ST5000D Tablet PC (http://www.computers.us.fujitsu.com/www/products_pentablets.shtml?products/pentablets/st3d_series_features_benefits).

Field Inspection Program Goals and Benefits

With the Field Inspection Program, an inspector can perform the following tasks on the field:

- Download establishments from main system.
- Download inspection history from main system
- Upload inspection results to the main system
- Search and view establishment information
- Edit establishment data
- Create a new establishment
- Create a new inspection
- View and edit existing inspection data and reports

Overview of the Field Inspection Program

The Field Inspection Program is designed to assist field personnel to improve data access and data collection processes, thus becoming more efficient in performing field work. By

improving data quality and reducing data entry effort, the Field Inspection Program improves productivity.

Inspectors may



Download existing data from main system	
Upload inspections to main system	
	Create new inspections
Search and view establishments →	Edit establishments
	Create new establishments
	View inspection report
Search for inspection →	View/edit inspection record
	Reactivate completed inspection

Field Inspection Program Description

With an internet connection, the Field Inspection Program can communicate with the main system to synchronize data. After the synchronization is completed, task running status will be written in the log file, and is available for an inspector to track by searching, viewing, editing, creating, and re-activating records.

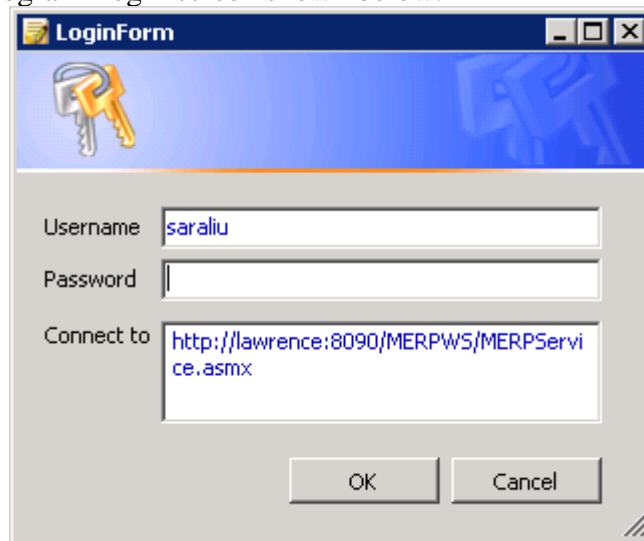
Synchronize data with main system	<ol style="list-style-type: none"> 1. Download establishment, inspection and user data from the main Dry Cleaner system to the filed inspection program. 2. Upload establishment data and inspection data collected on the field to the main system.
Search and view existing establishment	<ol style="list-style-type: none"> 1. Search existing establishment by using various search criteria. 2. Select one record and view detailed establishment data
Edit existing establishment	Edit existing establishment data on the field.
Create a new establishment	Create a new establishment record on the field, and complete all required fields.

Create a new inspection	Create a new inspection for a selected establishment.
Search for an existing inspection data	<ol style="list-style-type: none"> 1. Search existing inspections by using various search criteria. 2. Select one record and view detailed inspection data
View an existing inspection report	View inspection related reports (inspection report or activity report)
View and Edit an existing inspection record	<ol style="list-style-type: none"> 1. View an inspection 2. Edit an existing active inspection data
Re-activate a completed inspection	Re-activate a completed inspection and complete the new inspection.

Using the Field Inspection Program

The Field Inspection Program login

Using an Intranet connection, an inspector may log into the Field Inspection Program website. After entering the MerpWebService URL, the user is greeted by the login screen. To enter the System, the inspector will enter a valid user ID and password on the Field Inspection Program Login screen shown below.




After a valid user ID and password is entered, the user is brought to the Field Inspection module home page shown below.




Data Synchronization Module



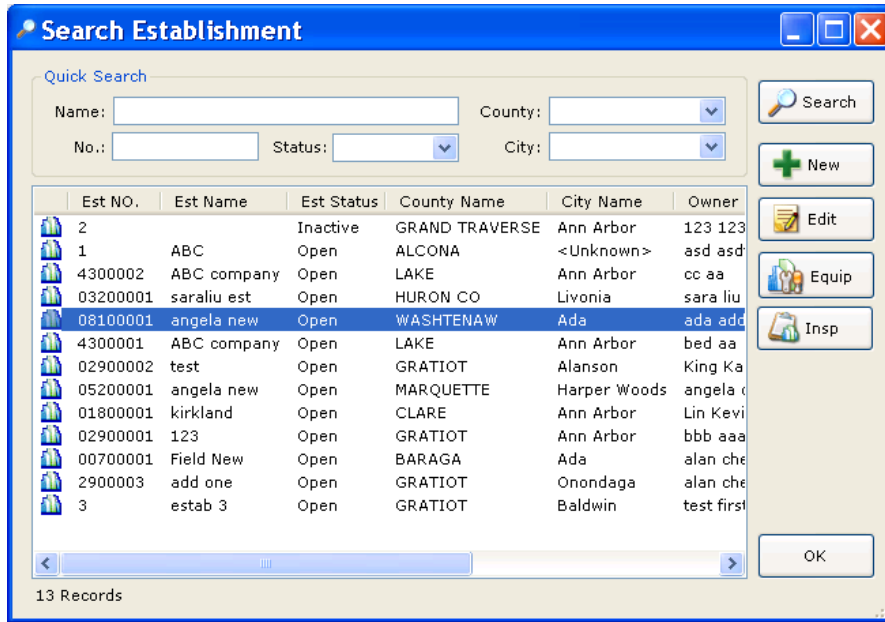
By clicking on the  icon, the system will download all the establishment, equipment and inspection data from the main system to the field inspection, and upload all completed inspections to the main system.


Manage Establishment Module

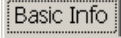
Search and View Existing Establishment

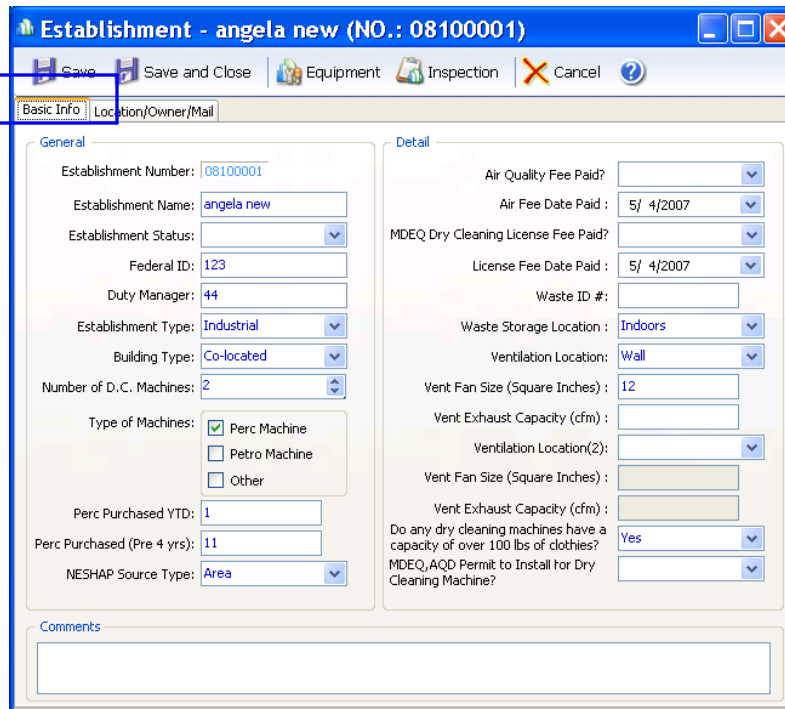
An inspector is able to search for an existing establishment and view detailed information for the selected data. From the home page, click on .


From the following screen, an inspector can select, search for, and view an existing establishment.

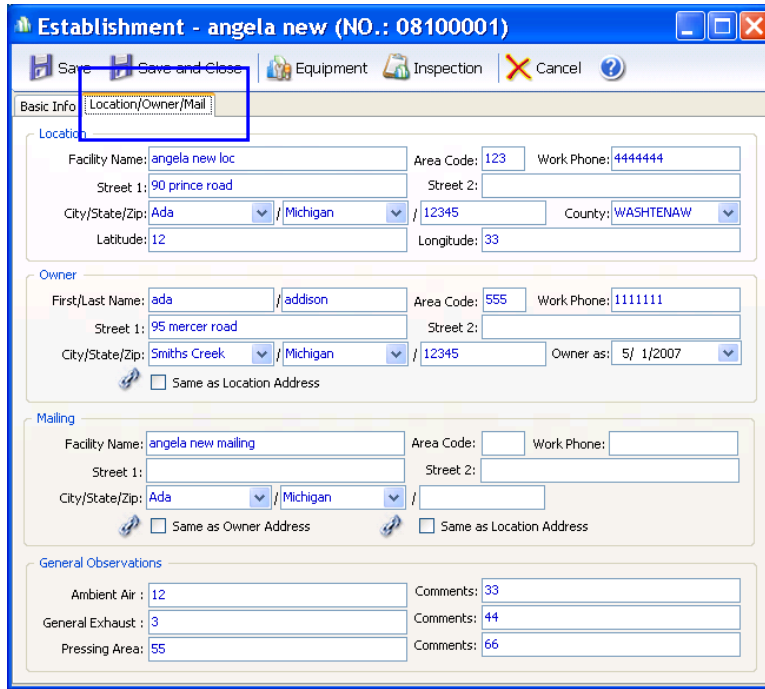


An inspector may specify search criteria and perform a search for an establishment by clicking on the  icon. Search options include selecting criteria from dropdown menus to search by county, city, or status. An inspector may also enter the name and/or ID number to search for an establishment. A list of results is returned and an inspector may select one establishment to view details by clicking the desired record.

Click on the  tab to view the selected establishment's data.



Click on the  tab to view specific contact details.

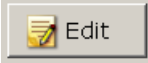


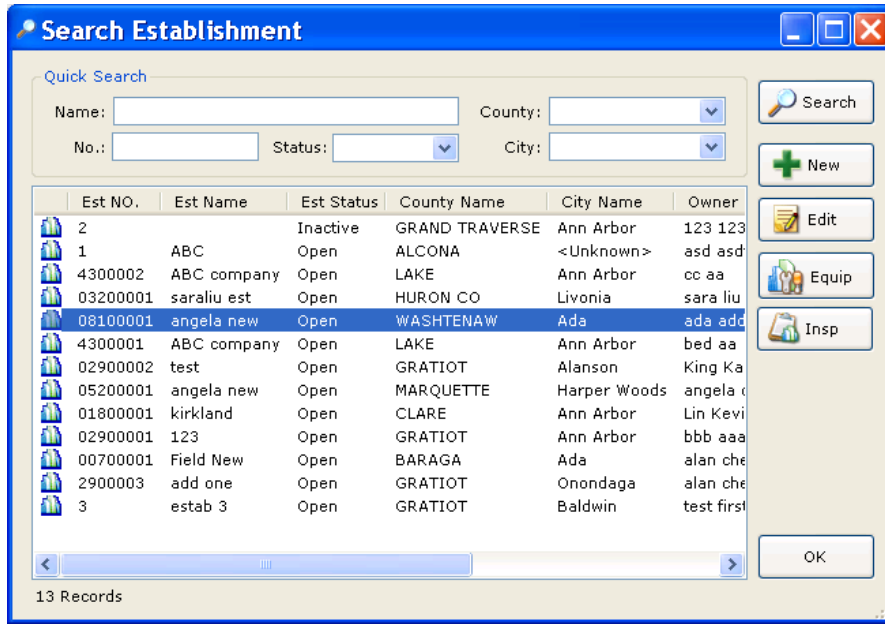
The screenshot shows a software window titled "Establishment - angela new (NO.: 08100001)". The window has a menu bar with "Save", "Save and Close", "Equipment", "Inspection", "Cancel", and a help icon. Below the menu bar is a tabbed interface with "Basic Info", "Location/Owner/Mail", and "Equipment" tabs. The "Location/Owner/Mail" tab is active and highlighted with a blue border. The form is divided into several sections:


- Location:** Facility Name: angela new loc; Area Code: 123; Work Phone: 4444444; Street 1: 90 prince road; Street 2: ; City/State/Zip: Ada, Michigan, 12345; County: WASHTENAW; Latitude: 12; Longitude: 33.
- Owner:** First/Last Name: ada / addison; Area Code: 555; Work Phone: 1111111; Street 1: 95 mercer road; Street 2: ; City/State/Zip: Smiths Creek, Michigan, 12345; Owner as: 5/ 1/2007; Same as Location Address.
- Mailing:** Facility Name: angela new mailing; Area Code: ; Work Phone: ; Street 1: ; Street 2: ; City/State/Zip: Ada, Michigan, ; Same as Owner Address; Same as Location Address.
- General Observations:** Ambient Air: 12; Comments: 33; General Exhaust: 3; Comments: 44; Pressing Area: 55; Comments: 66.

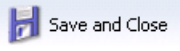

Edit an Existing Establishment

An inspector can modify establishment records when in the field.

Click on the  icon to modify information for a selected existing establishment. Or double click the record to open it and edit.



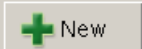
Make any changes to the Basic Info information and click the  Save icon to save changes. To close the record and return to the Establishment Search results page, click

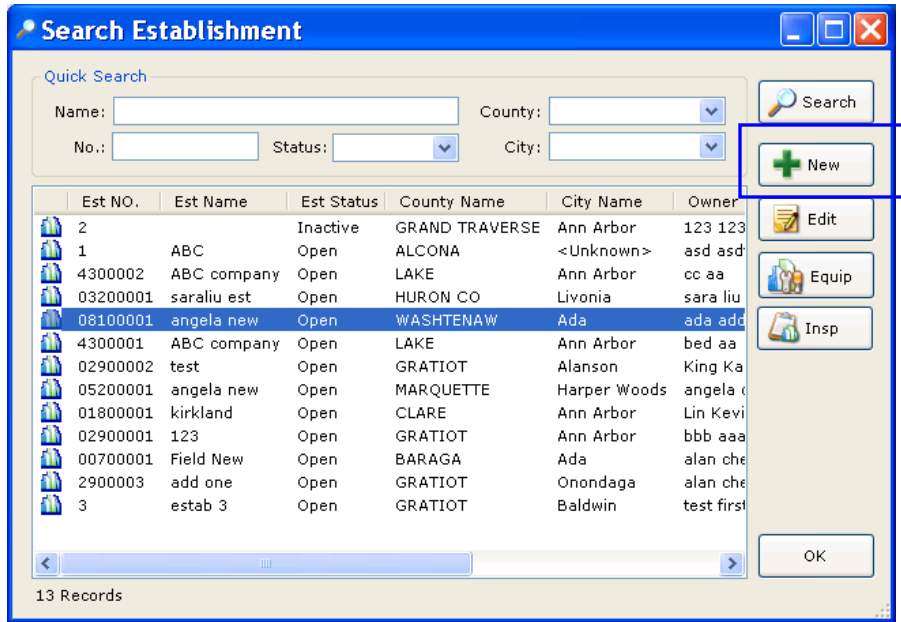
the  Save and Close icon. If the  Cancel button is clicked, all the changes will be discarded.

The Location/Owner/Mail screen can be edited similarly to the Basic Info screen.

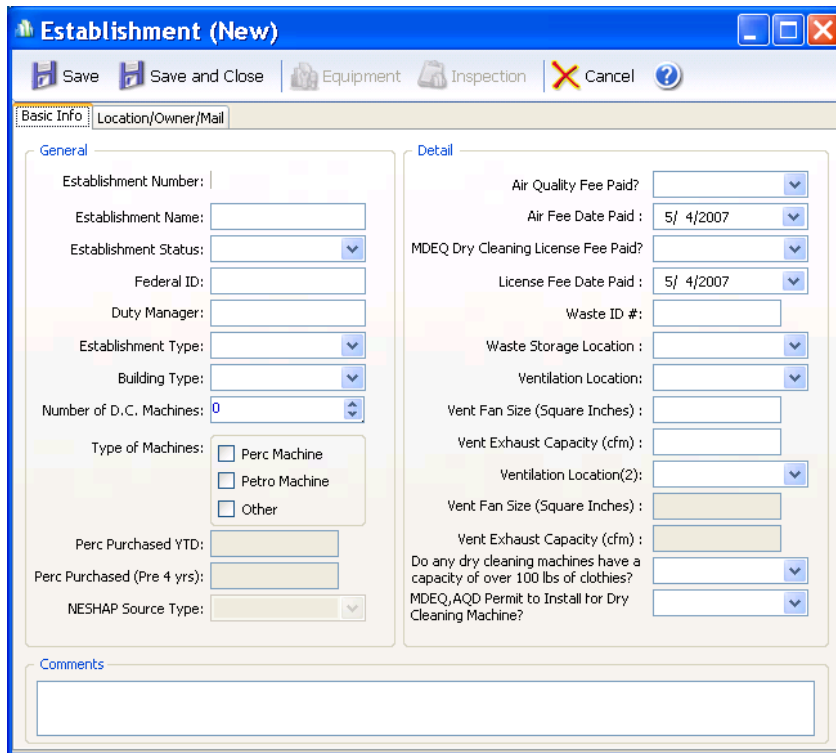
Create a New Establishment

An inspector is able to create a new establishment record from the Field Inspection

Program. Click on the  icon located on the Search Establishment results grid to create a new establishment.


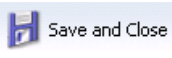


The Establishment creation process is similar to Establishment editing, except that the inspector fills in the blank data fields. Use the dropdown menus when available.

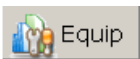


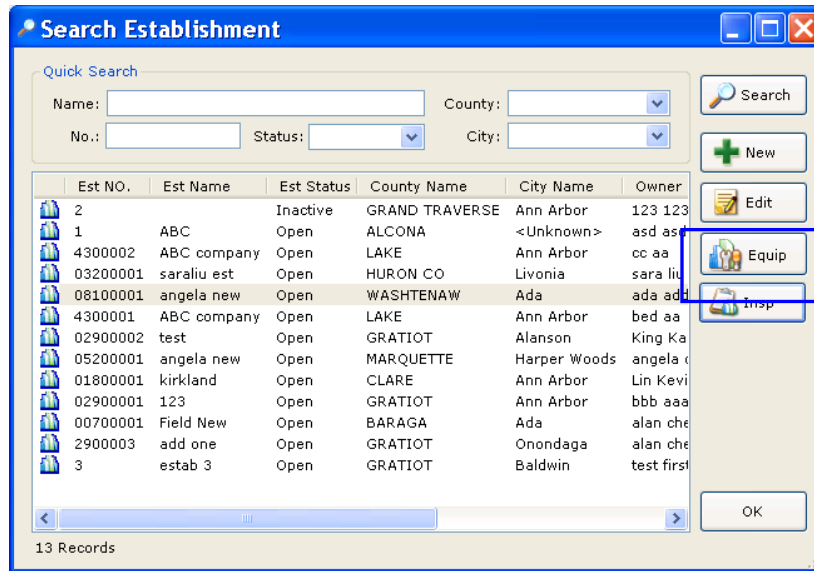
Click the Location/Owner/Mail tab to enter contact information for the new establishment.

When an inspector clicks the  Save button, the data will be saved in the system. If

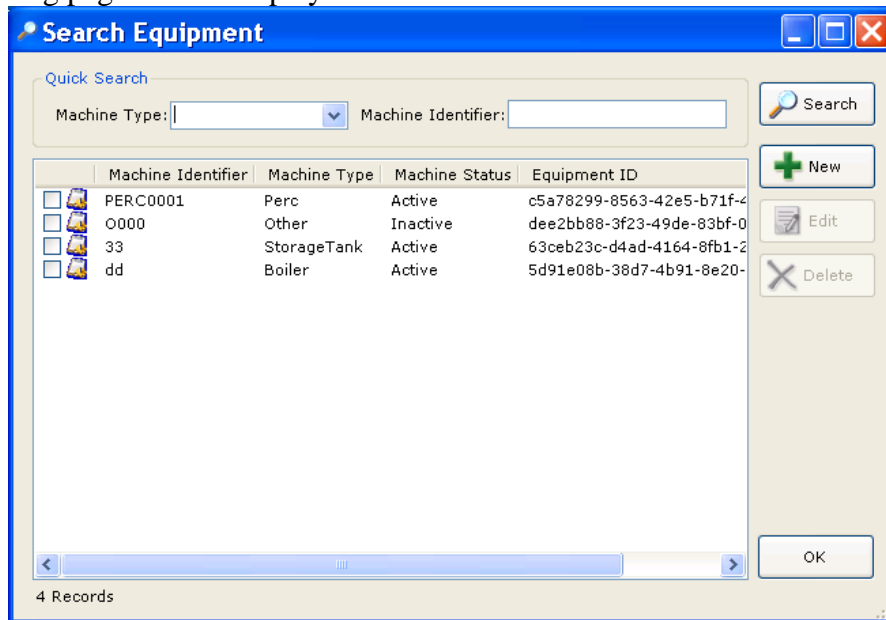
the  Cancel button is clicked, all the changes will be discarded. The  Save and Close button will save changes and return you to the Search Establishment results page.

View/Edit Existing Equipment

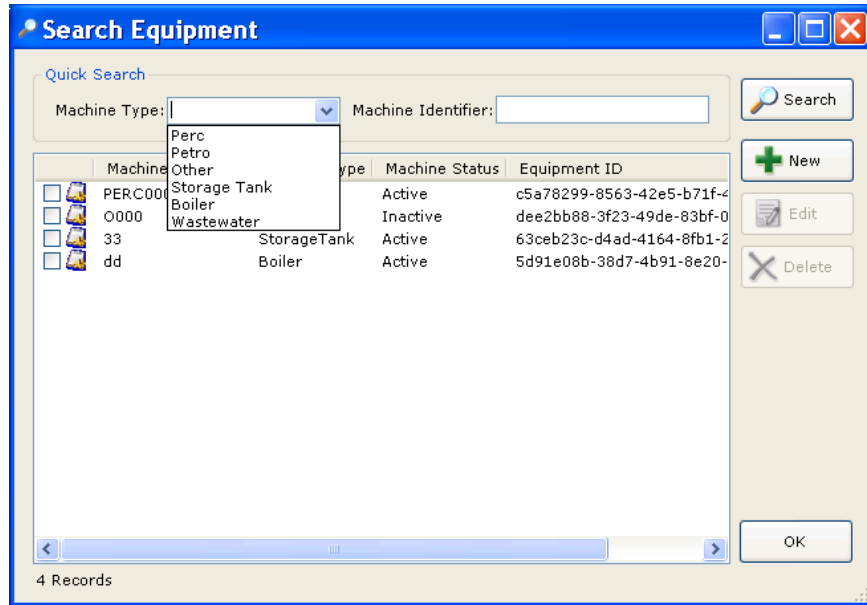
Click on the  Equip icon from the Search Establishment results page to view machine ID, type, and status.




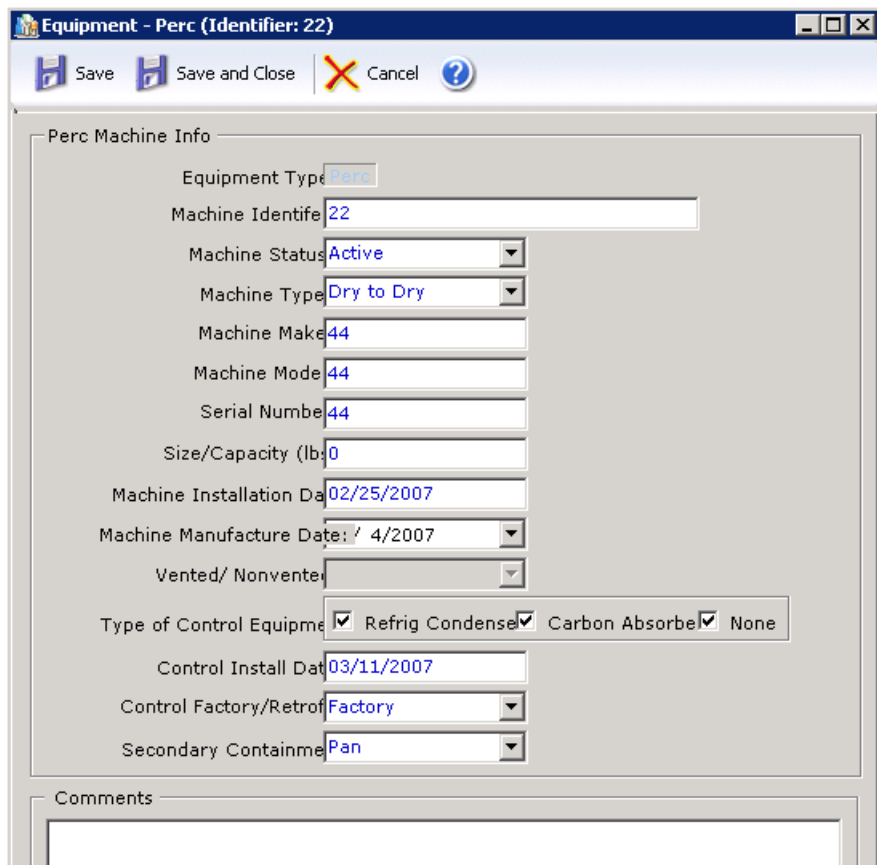
The following page will be displayed.


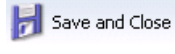



Select a record to view Equipment or do a search by machine type or machine identifier by using the dropdown menus.

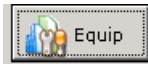


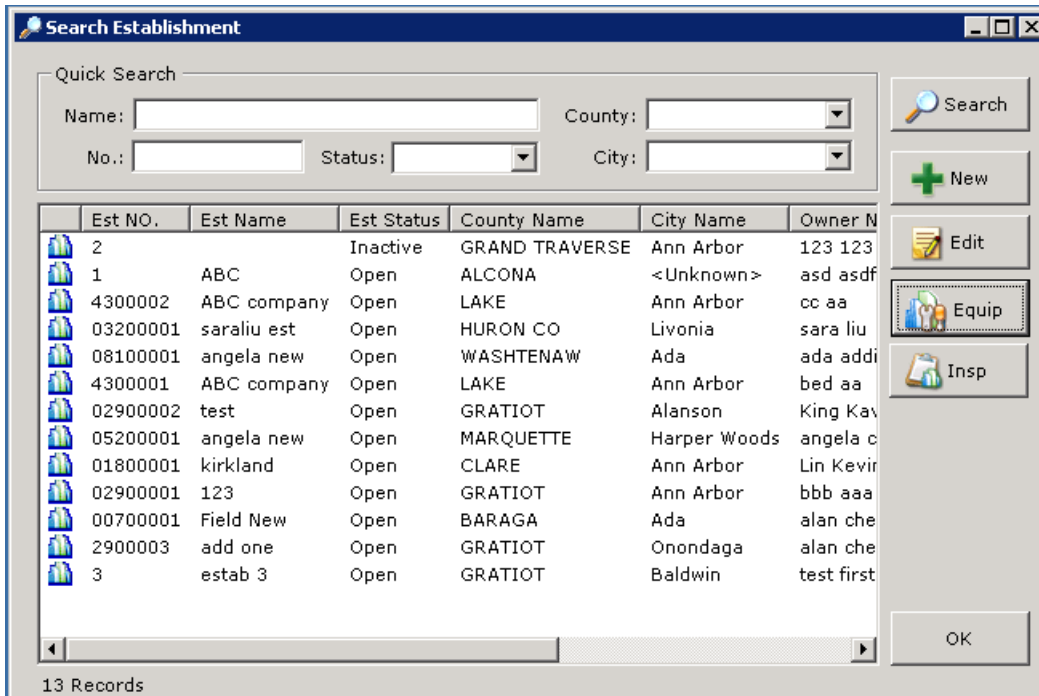
Select a record to view by clicking on the record or highlighting the record and clicking the  Edit button.




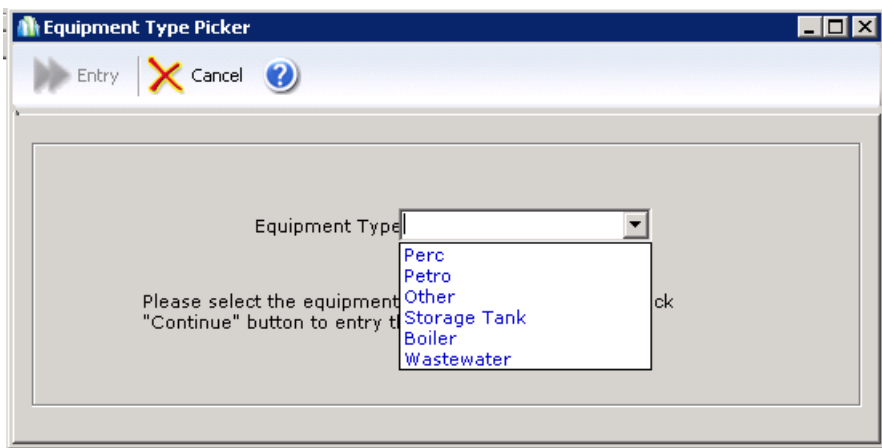
An inspector can modify the data. Click the  Save button to save changes, the  Save and Close button to save changes and close the record or the  Cancel button to discard any changes.

Create New Equipment

From the Search Establishment page, click the  Equip button.



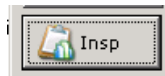
To add new equipment, click the  New button (above). The following screen will be displayed. Select an equipment type from the dropdown menu. Then click the Continue button to add the new entry.

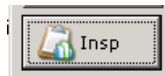


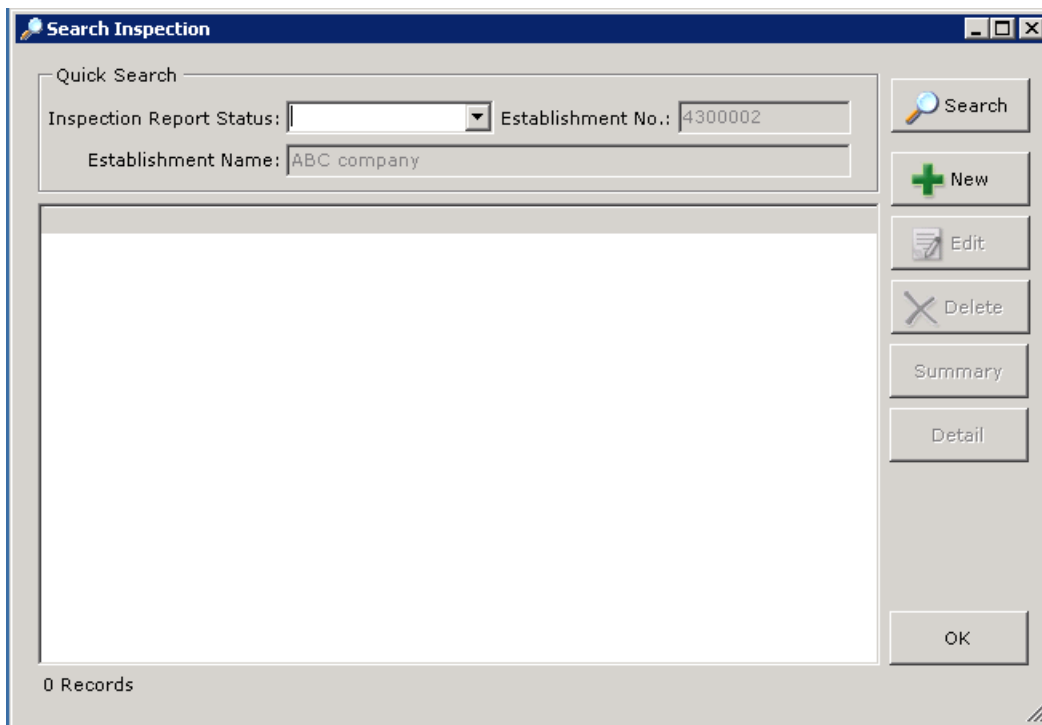
Create a New Inspection

From the Establishment module, an inspector can create a new inspection when viewing or editing an establishment screen.

- In the New Inspection report, the system will load the most recent inspection data into the new form to reduce an inspector's data entry load. An inspector can modify the data based on the new observation.
- Major sections for an inspection form are:
 - General inspection information
 - Equipment: includes machines, boilers, ventilation
 - Storage Tank
 - Boiler
 - Wastewater
 - Waste
 - Safety



From the Search Establishment screen, click the  icon. The following screen will be displayed.



Click the  button to begin.

The General Info screen is shown below. All of the information is entered with dropdown menus.

The screenshot shows a software window titled "Inspection (New)" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a menu bar with "Save", "Save and Close", "Cancel", and a help icon. A tabbed interface is visible, with "General Info" selected and other tabs including "Safety", "Waste", "WasteWater", "Perc Machine", "Petro Machine", "Other Machine", "Storage Tanks", and "Boiler".

The "General Info" tab contains a "Basic Info" section with the following fields:

- Inspection Start Date: 5/ 4/2007 (dropdown)
- Inspection End Date: 5/ 4/2007 (dropdown)
- Inspector: Sara Liu (text)
- Inspection Status: (dropdown)
- Inspection Report Status: Active (dropdown)
- Inspection Type: (dropdown)
- Last Updated Date: 5/ 4/2007 (dropdown)
- Establishment Name: angela new (text)
- Establishment Number: 08100001 (text)

Below the "Basic Info" section is a "Comments" section with a large empty text area for entering notes.

The Safety tab includes safety-related questions. The questions can be answered by checking the Yes or No boxes. To enter comments, click the Yes box next to the comments and enter text in the Comments field.

Question	Yes	No	D	Include Comment?
Are there at least two portable fire extinguishers (or one extinguisher for perc dry cleaning facilities) with at least a 2a,10bc rating at the facility and is one of those fire extinguishers mounted near the Dry Cleaner machine? (R 325.17713)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does facility have an approved organic vapor respirator? (325.17714)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
fff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Eye wash?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
First aid kit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use the Waste tab to answer Waste-related questions. See screen below. Make sure to scroll down and answer all of the relevant questions.

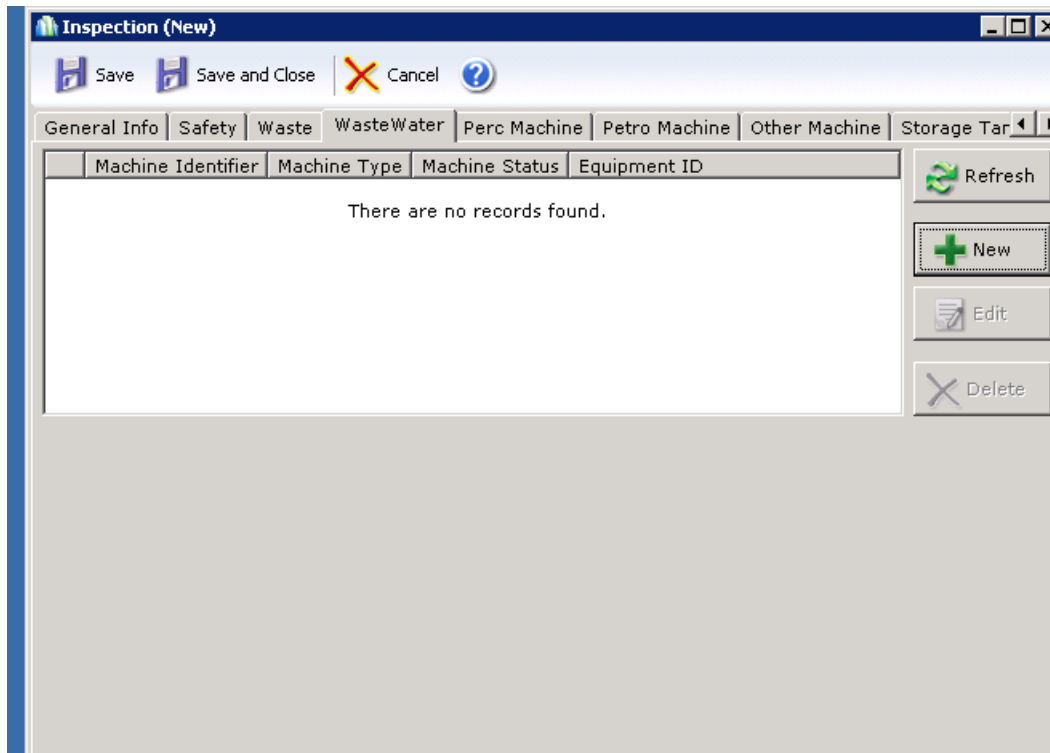
Inspection (New)


Save Save and Close Cancel ?

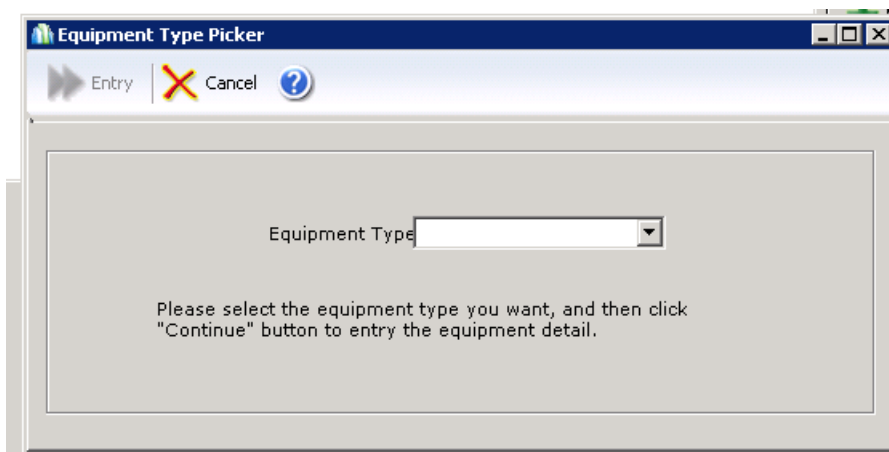
General Info Safety Waste WasteWater Perc Machine Petro Machine Other Machine Storage Tar

Does facility generate less than 220 pounds of hazardous waste per month?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> D
<input type="text"/>	<input type="checkbox"/> Include Comment?	
Does facility generate only liquid industrial waste?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> D
<input type="text"/>	<input type="checkbox"/> Include Comment?	
Does facility have a site identification number? The Site ID number should appear on all Uniform Hazardous Waste Manifests. Site ID will begin with MIK, MIR, MID MIT, MIE, MIO, MIG, MIH, or MIP prefix.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> D
<input type="text"/>	<input type="checkbox"/> Include Comment?	
Does each shipment of hazardous waste or liquid industrial waste have a manifest or receipt from the waste hauler that identifies manifest number and the type and quantity of waste shipped?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> D
<input type="text"/>	<input type="checkbox"/> Include Comment?	
Is the waste properly listed on the manifest form (e.g., F-002) and is the quantity shipped entered on the manifest form?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> D
<input type="text"/>	<input type="checkbox"/> Include Comment?	
Has a copy of each manifest been signed by the waste hauler and submitted to the MDEQ WHMD?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> D
<input type="text"/>	<input type="checkbox"/> Include Comment?	
Are all copies of the manifest that are signed by the hauler and disposal facility kept on file for at least 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> D

Enter Waste Water equipment information in the Waste Water tab. The screen below shows no Waste water equipment listed.



Click the  button to add new equipment. Select the Equipment Type from the dropdown menu.




Answer Perc Machine questions on the Perc Machine tab. See screen below.

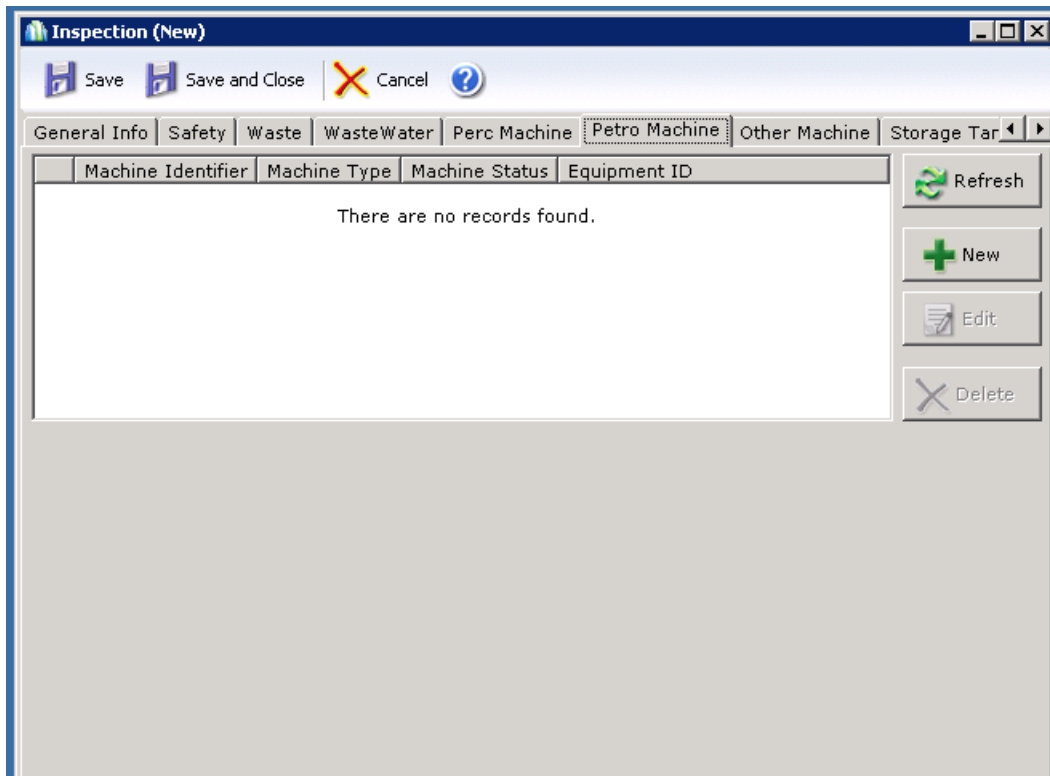
The screenshot shows a software window titled "Inspection (New)" with a menu bar containing "Save", "Save and Close", "Cancel", and a help icon. Below the menu bar are tabs for "General Info", "Safety", "Waste", "WasteWater", "Perc Machine", "Petro Machine", "Other Machine", and "Storage Tar". The main area contains a table with the following data:

	Machine Identifier	Machine Type	Machine Status	Equipment ID
<input type="checkbox"/>	22	Perc	Active	6e811190-8bf8-41b9-bba4-3b851c
<input type="checkbox"/>	22	Perc	Active	2c739563-1087-41f2-9435-a41687


To the right of the table are buttons for "Refresh", "New", "Edit", and "Delete". Below the table is a list of compliance questions, each with "Yes", "No", and "D" options and an "Include Comment?" checkbox:

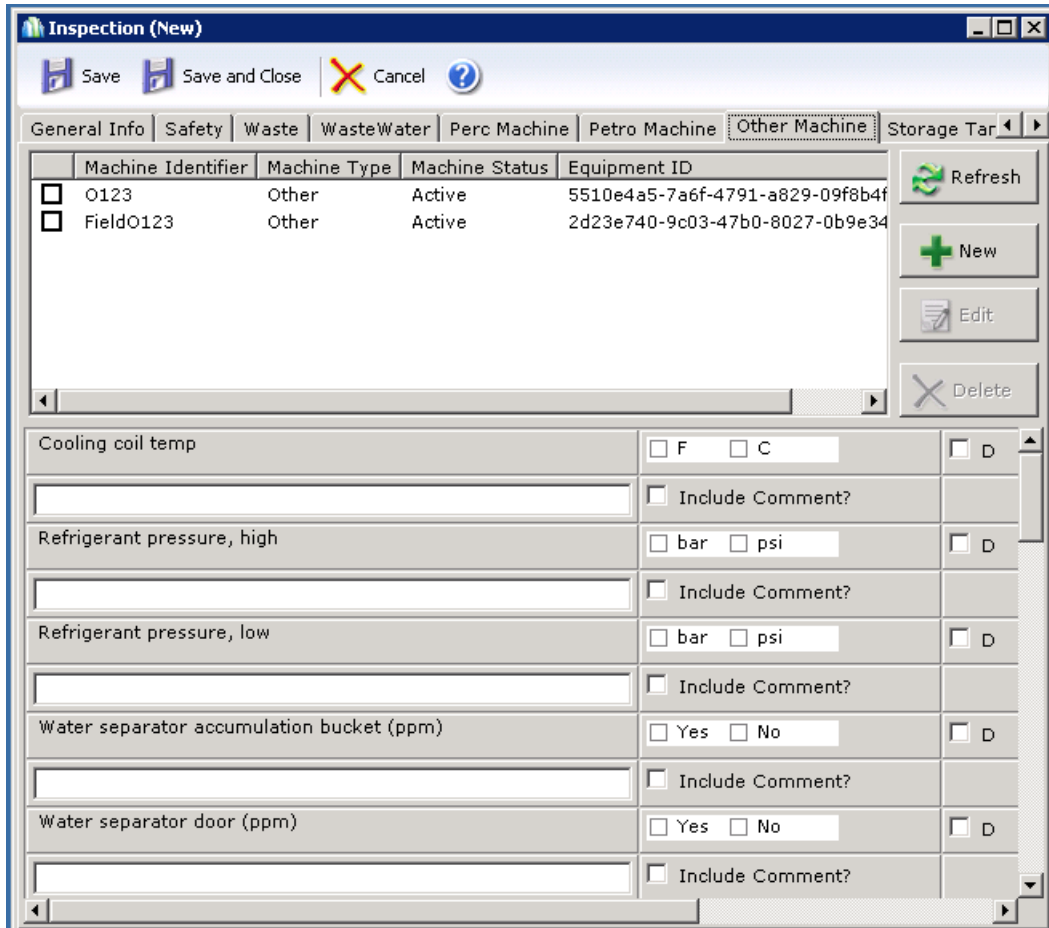
- Is the Machine operated according to manufacturers specifications?(40 CFR 63.322(d))
- Are machine operating manuals kept on site? (40 CFR 63.324(e))
- Is the Dry Cleaner machine door kept closed, except for loading and unloading? (40 CFR 63.322 (c))
- Does facility keep a log of the gallons of perc purchased each month?(40 CFR 63.324(d))
- Are all perc purchase logs kept on file for five years? (40 CFR 63.324 (d))

Enter Petro Machine information in the screen below. You can add new records by clicking the  button.



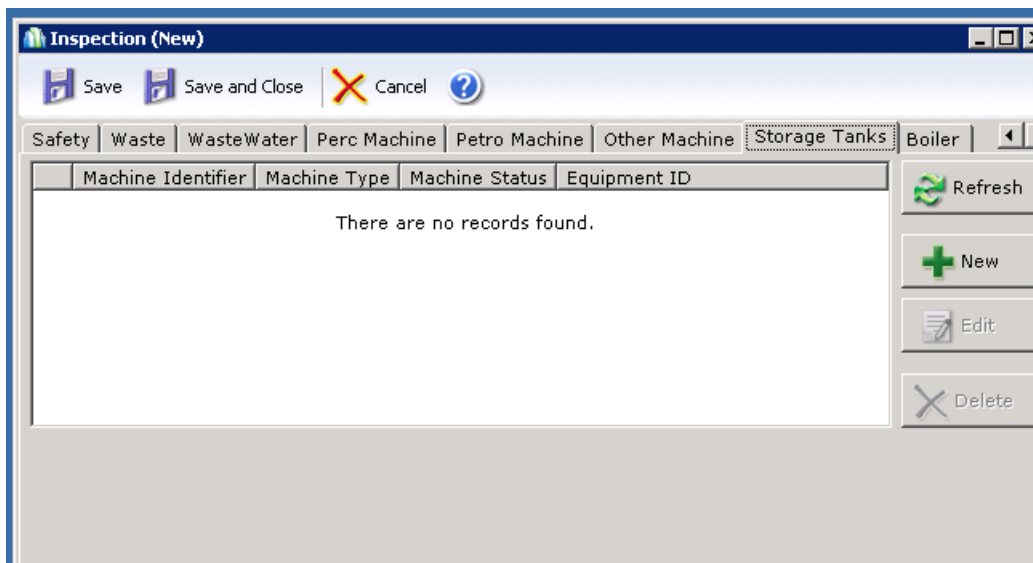
Questions about Other machines are answered in the Other Machine tab, as shown below.

You can also add new records by clicking the  button.



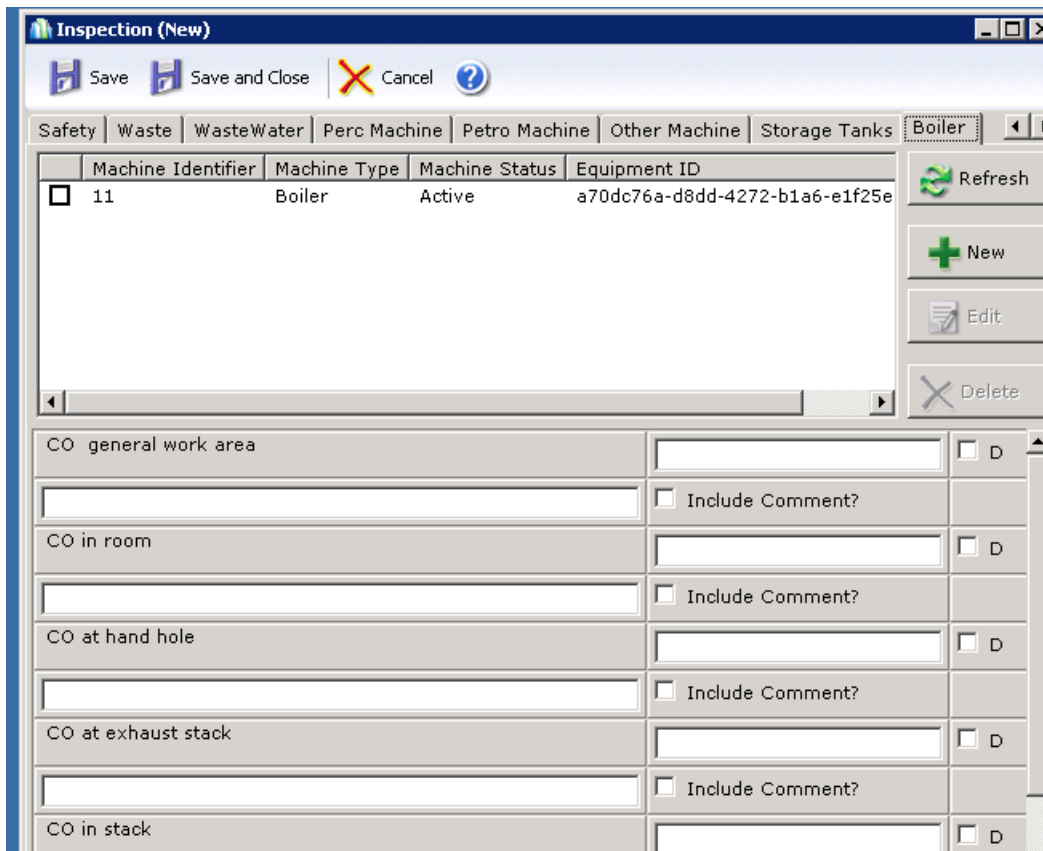
Use the Storage tank tab to enter data about storage tanks. Enter new storage tanks by


clicking the  button.



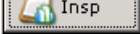
Enter Boiler information in the Boiler tab. Enter new boiler information by clicking the

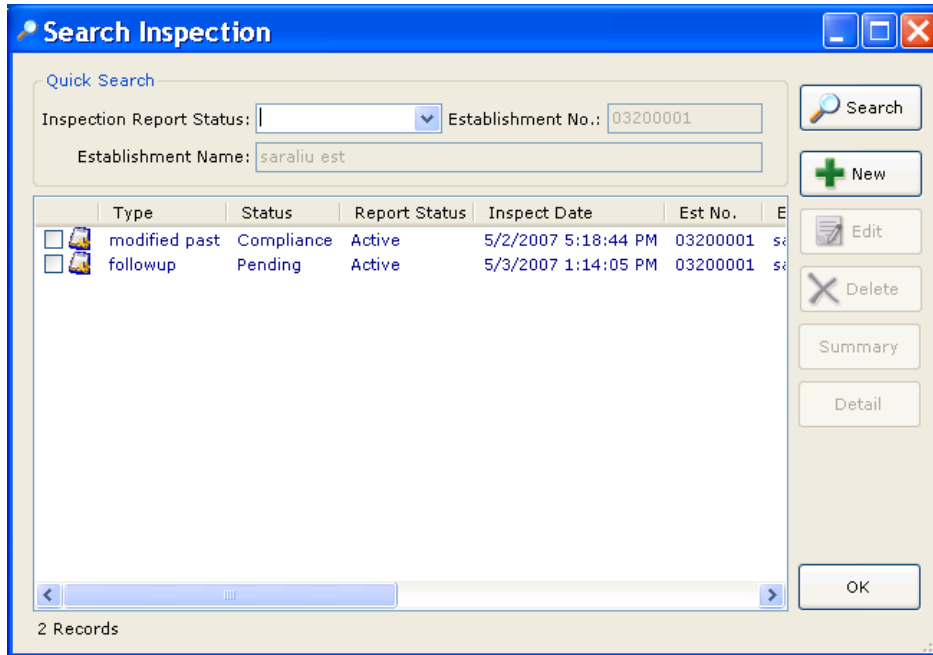
 button.



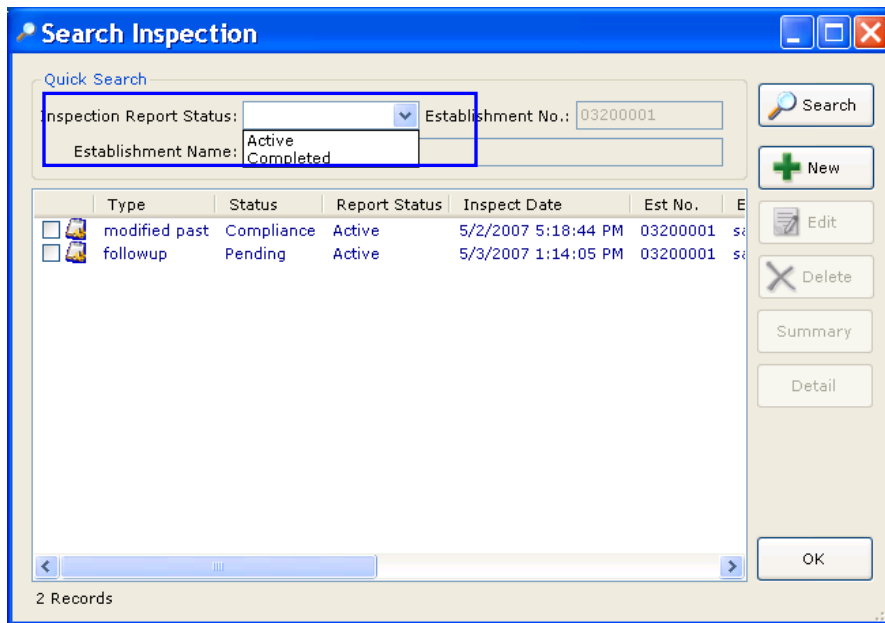
When an inspector clicks the  button, a new inspection will be created and the initial inspection report status will be Active. When an inspector completes the inspection, he will manually change the report status to *Completed*.

View and Edit an Existing Inspection

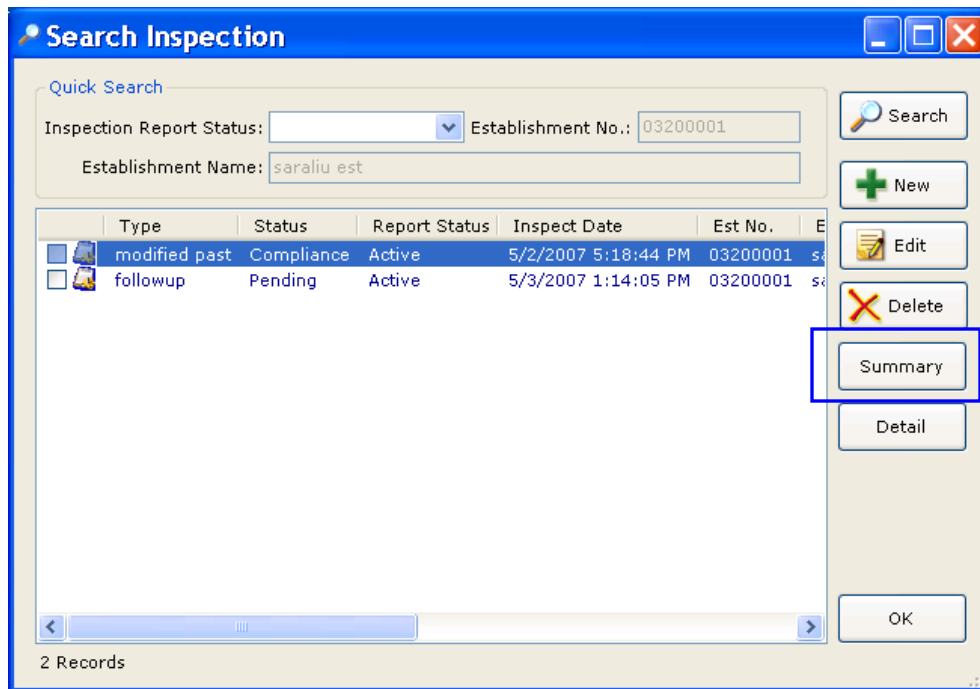
To locate an existing inspection, click the  button from the Search Establishment page. By default, all inspections related to the current establishment will be displayed on the screen.



If an inspector would like to further filter the result by inspection report status, he/she can do so by selecting it from Inspection Report Status dropdown.



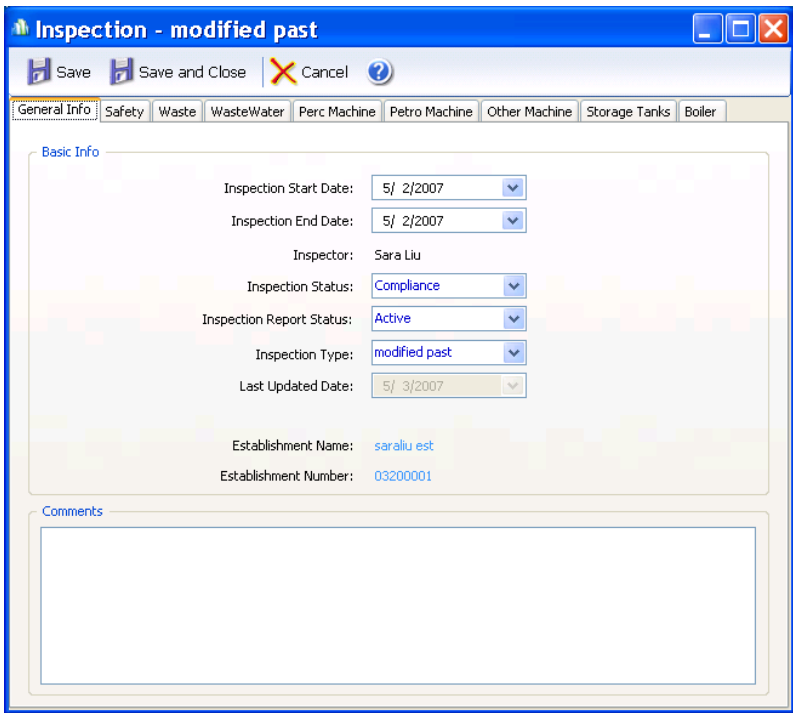
To view an inspection report or inspection data, an inspector highlights the desired inspection record, and clicks the Summary button to view Inspection Summary report and click Detail button to view Inspection Details report.




Whether the data fields are locked from further modification is determined by the inspection report status. If the inspection report status is Active, all fields are open for an inspector to make modifications; otherwise, all fields will be locked for view only. The following tabs are available for viewing and editing:

- General Info
- Safety
- Waste
- Waste Water
- Perc Machine
- Petro Machine
- Other Machine
- Storage Tanks
- Boiler

See section 3.3.4 for more detail about these tabs. The General Info tab is shown below.



When data is modified, click the Save button to update information.

To discard changes, click  .

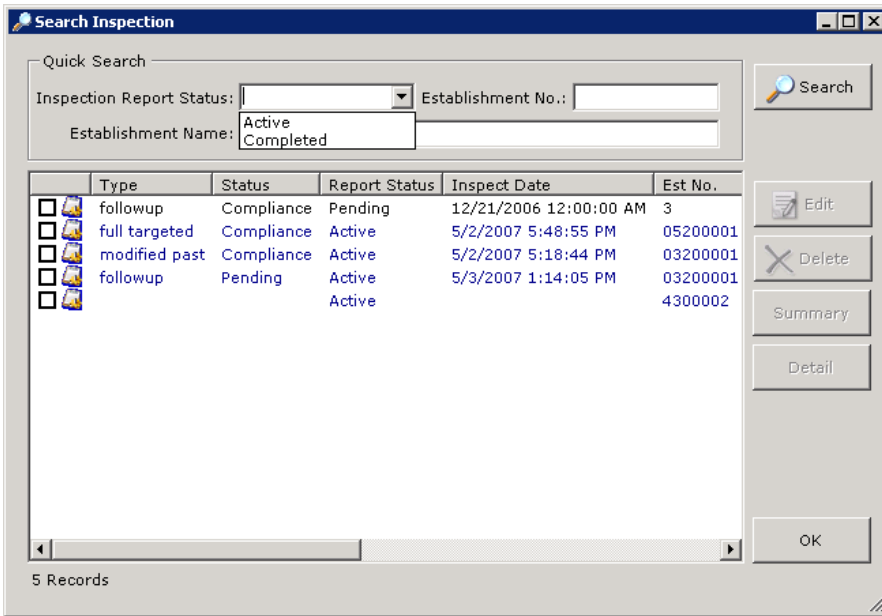
Manage Inspection Module

From the Inspection Module, an inspector can search, view, edit, and edit an existing inspection, or create a new inspection.




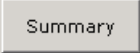
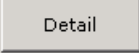
**Manage
Inspection**

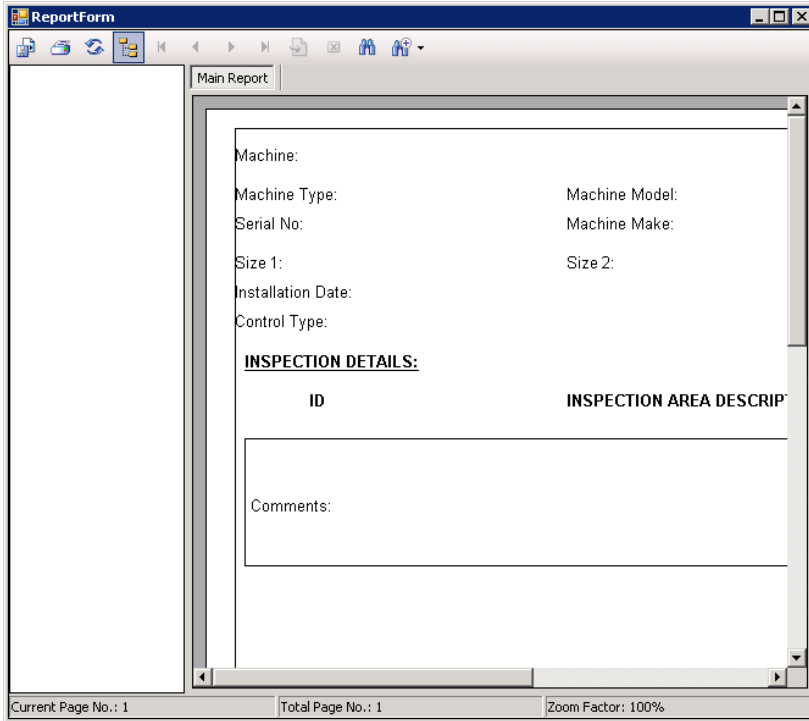
Click on **Manage Inspection** to see the following screen.



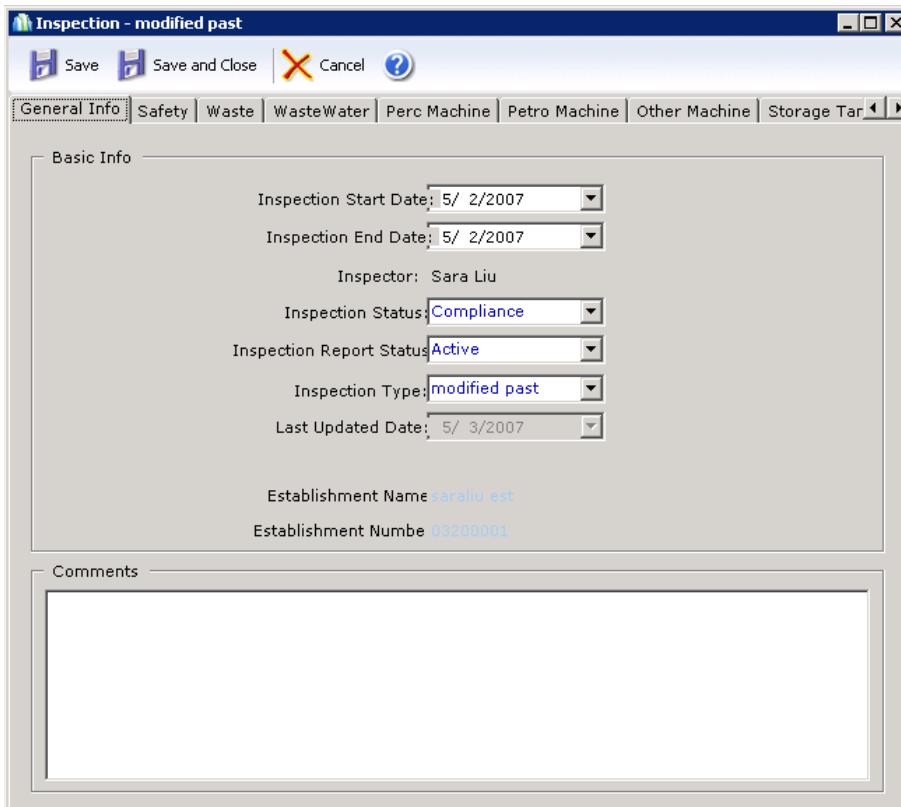
Search and View Existing Inspection

An inspector may specify search criteria and perform a search for an existing inspection by clicking on  icon. A dropdown menu allows searches by inspection report status, or an inspector may enter an establishment number or name.

An inspector may highlight the desired inspection record and click on  icon or  icon to view inspection reports and data.



Highlighting and double-clicking a desired inspection record will allow an inspector to view the following screen.



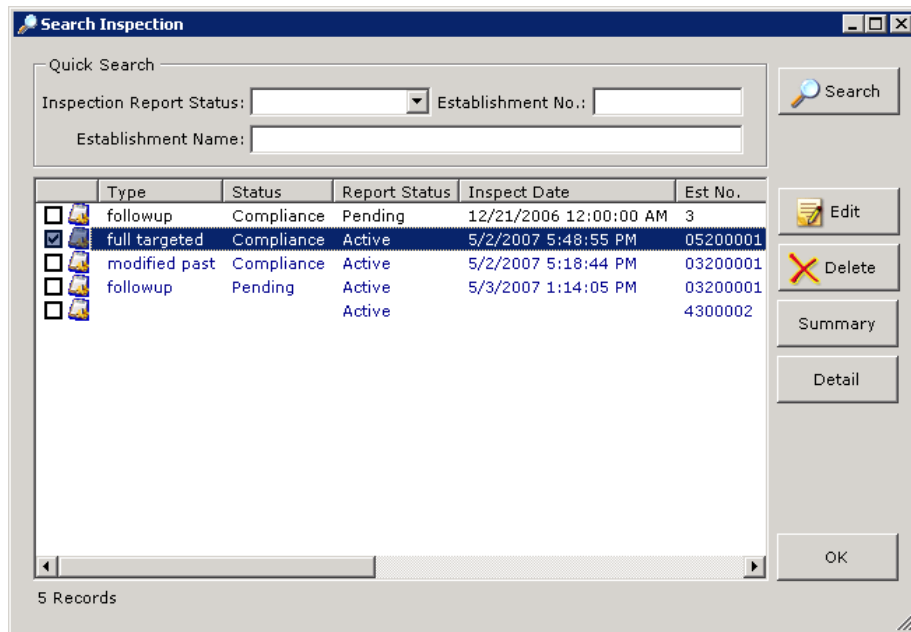
The following tabs are available for viewing as well as editing:

- General Info
- Safety
- Waste
- Waste Water
- Perc Machine
- Petro Machine
- Other Machine
- Storage Tanks
- Boiler
-

See section 3.3.4 for more detail about these tabs.

Edit an Existing Inspection

An inspector may edit an existing inspection by clicking on the  icon.



Inspectors can modify information with the dropdown menus on the General Info screen. Whether the data fields are locked from further modification is determined by the inspection report status. If the Inspection report status is Active, all fields are open for an inspector to make modifications; otherwise, all fields will be locked for view only.

Inspection - full targeted

Save Save and Close Cancel ?

General Info Safety Waste WasteWater Perc Machine Petro Machine Other Machine Storage Tar

Basic Info

Inspection Start Date: 3/ 2/2007

Inspection End Date: 5/ 5/2007

Inspector: Sara Liu

Inspection Status: Compliance

Inspection Report Status: Active

Inspection Type: full targeted

Last Updated Date: 5/ 2/2007

Establishment Name: angela new

Establishment Number: 05200001

Comments



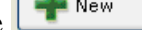
When data is modified, click the  icon to update information. To discard

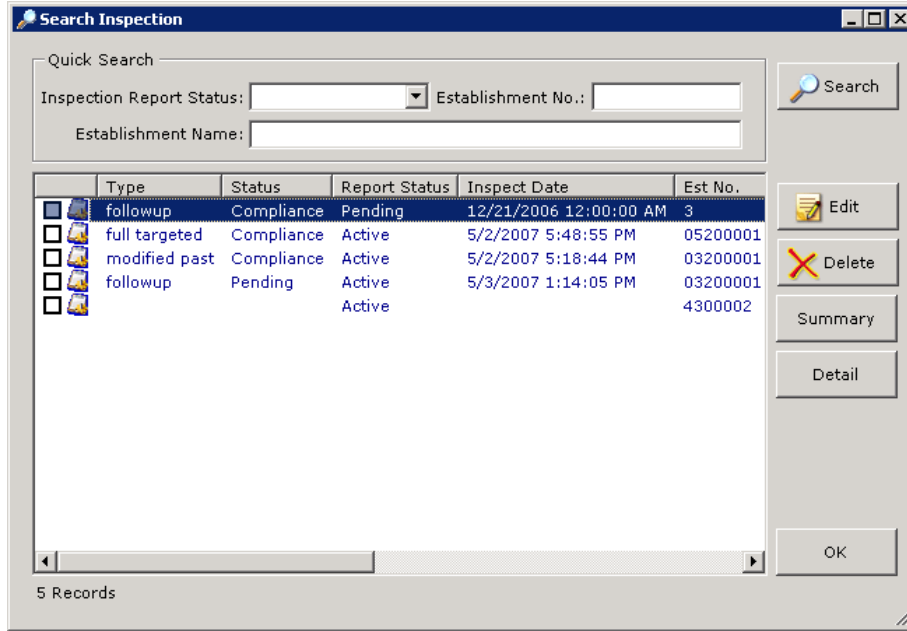


changes, click .

Create an New Inspection

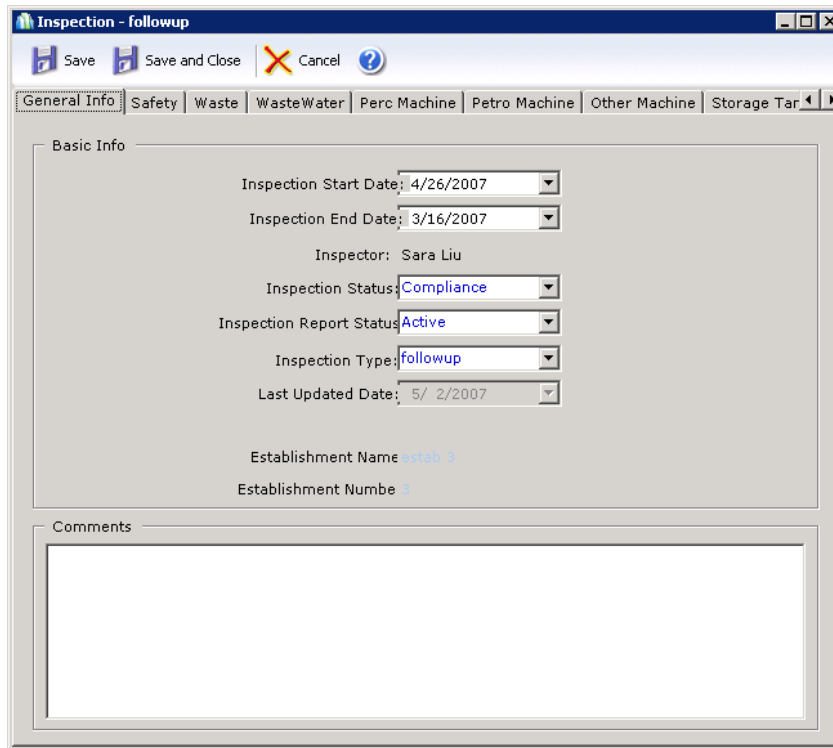


An inspector may create a new inspection by clicking on the  icon. The system will load the most recent inspection data into the new form to reduce an inspector's data entry load. An inspector can modify the data based on the new observation.



See section 3.3.6 for further details on creating a new inspection.

When an inspector clicks the  icon, a new inspection will be created.



Glossary

Term	Description
Field Inspection Program (FIELD INSPECTION PROGRAM)	A subset of the Dry Cleaner application dedicated for field inspection activities
Main System	Main Dry Cleaner System which is hosted at MDEQ.
Transient data	Any piece of data that is modifiable in the field
Static data	Data that is read-only on FIELD INSPECTION PROGRAM in disconnected mode
Synchronization	The act of uploading and downloading information to and from the main Dry Cleaning Program system to FIELD INSPECTION PROGRAM (so that the data match up)