

US EPA ARCHIVE DOCUMENT

**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](mailto: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 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

## Table of Contents

<b>1</b>	<b>Introduction.....</b>	<b>3</b>
1.1	Overview of the Dry Cleaner System: .....	3
<b>2</b>	<b>Using the Dry Cleaning System:.....</b>	<b>5</b>
2.1	User Registration.....	5
2.2	Michigan Website Login .....	5
2.3	Establishment .....	6
2.3.1	Search for an Establishment.....	8
2.3.2	Create a New Establishment .....	10
2.3.3	View/Edit General Information.....	12
2.3.4	View/Edit/Add Equipment.....	12
2.3.5	View/Edit Inspections Related to an Existing Establishment.....	14
2.3.6	Billing.....	15
2.4	Billing and License.....	19
2.5	Reports .....	23
2.6	System Manager.....	24
2.6.1	Page Content .....	25
2.6.2	Email .....	25
2.6.3	Calculation Values .....	26
2.6.4	Reference Values .....	26
2.6.5	Users.....	27

## 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.

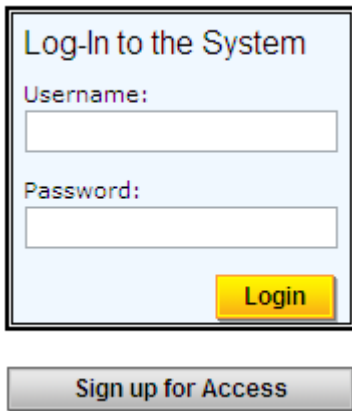




## Using the Dry Cleaning System:

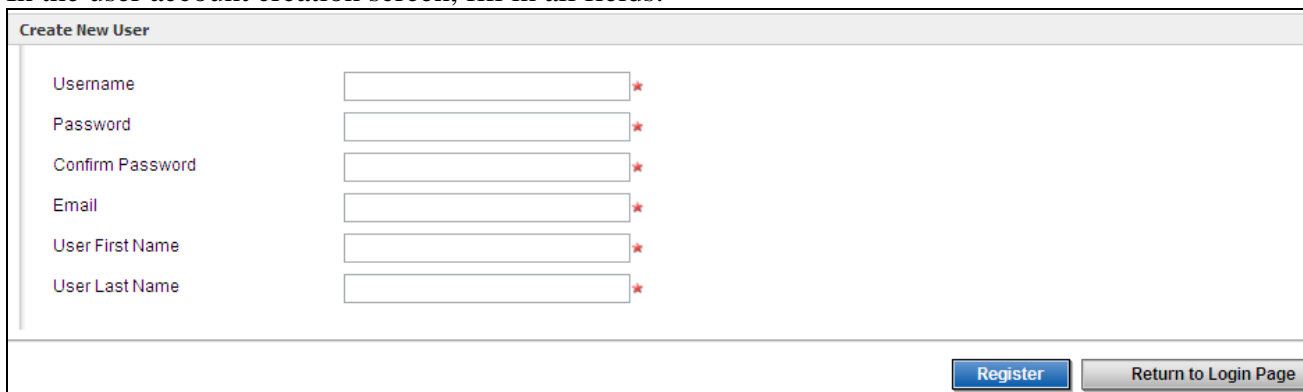
### User Registration

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



The image shows a login form titled "Log-In to the System" with fields for "Username:" and "Password:". Below the password field is a yellow "Login" button. Below the login form is a grey button labeled "Sign up for Access".

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



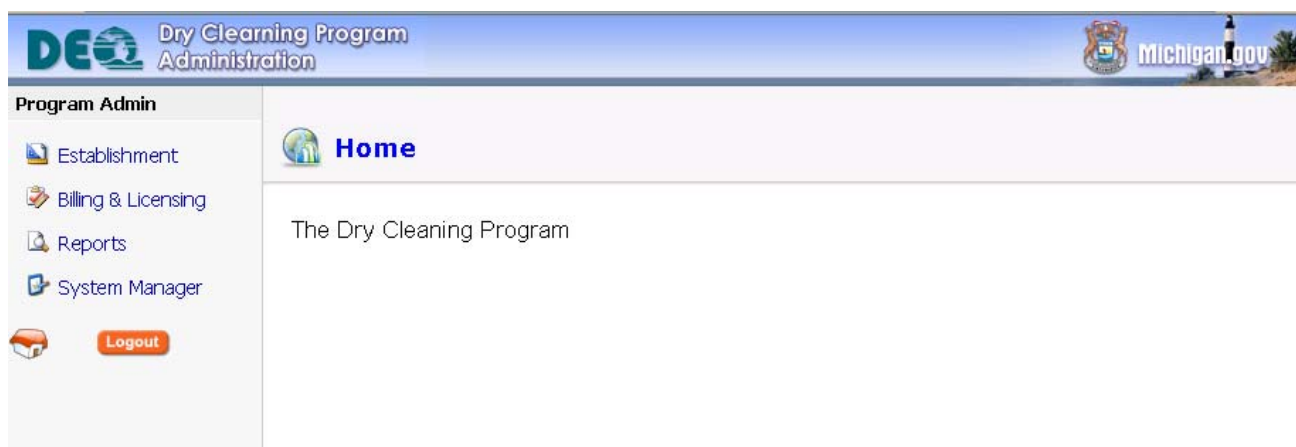
The image shows a "Create New User" form with the following fields: Username, Password, Confirm Password, Email, User First Name, and User Last Name. Each field has a red asterisk indicating it is required. At the bottom right of the form are two buttons: "Register" and "Return to Login Page".

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

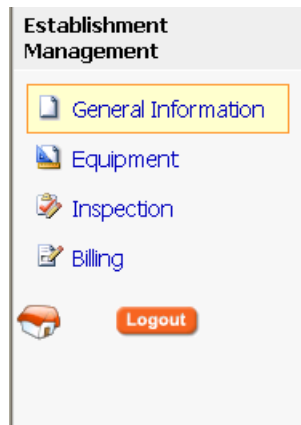
Equipment Type

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	<input type="text"/>
Establishment Type	<input type="text"/>
Plant Name	<input type="text"/>
County	ALCONA <input type="text"/>
District	<input type="text"/>
Owner Name	<input type="text"/>
Equipment Type	Perc <input type="text"/>

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	<input type="text"/>				
Establishment Type	<input type="text"/>				
Plant Name	<input type="text"/>				
County	ALCONA <input type="text"/>				
District	<input type="text"/>				
Owner Name	<input type="text"/>				
Equipment Type	Perc <input type="text"/>				

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

 Logout

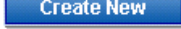
 **Establishment General Information**


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

Establishment Type

Plant Name

County

District


Owner Name

Equipment Type

Search

Create New

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

Establishment Name

Establishment Status

Federal ID

Duty Manager

Establishment Type

Building Type

Number of D.C. Machines

Type of Machines

☐ Perc ☐ Petro ☐ Other

Do any dry cleaning machines have a capacity of over 100 lbs of clothes?

No

NESHAP Source Type

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:

**Equipment Details**

Machine ID  
Machine Status  
Facility Connected to public sewer system?   
Does facility use an evaporator device to dispose of wastewater?   
Does any wastewater from facility to to a septic system?   
Floor drains?   
Floor drains empty to sewer system or holding tank?   
Have the drains been plugged with concrete or a locked down cement cap so that they are inaccessible and unusable?   
Comment

WW0001  
Active  
☒ Yes ☐ No  
☐ Yes ☒ No  
☐ Yes ☒ No  
☐ Yes ☒ No  
☒ Yes ☐ No  
☒ Yes ☐ No

Save

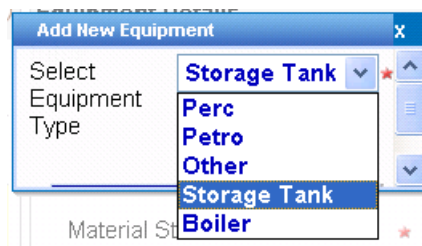
The Equipment details page can be viewed and edited. Click the Save button to save any changes or click the Cancel button to discard the changes. On the left side of the screen is a list of all of the equipment for the selected establishment. If you want to see a different one displayed, click the blue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

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

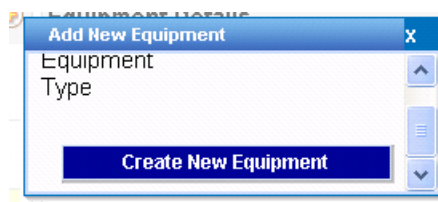
**Equipment List**

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.


Equipment List	Add New Equipment: Storage Tank
1 Type: Perc (Active)	Machine ID <input type="text"/>
2 Type: Perc (Active)	Machine Status <b>Active</b> ▼
Type: Storage Tank ()	UST/AST ▼
	Material Stored ▼
	Secondary Containment? ▼
	Comment <input type="text"/>
	<b>Save</b>

### *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 Records Create New

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		2007	<a href="#">Delete Records</a> <a href="#">Create New</a>			
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
Check Amount (\$)	228.63

## 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)						
		<a href="#">Billing</a> <a href="#">License</a> <a href="#">Category III</a>				
Summary						
License Year			<a href="#">Delete Records</a> <a href="#">Create New</a>			
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 style="width: 90%;" type="text"/>
License Year	<div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <span style="font-size: 0.8em;">▼</span> <span style="margin-left: 5px; color: red;">*</span> </div>
Status	<div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <span style="font-size: 0.8em;">▼</span> <span style="margin-left: 5px; color: red;">*</span> </div>
Active Machines	<div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <span style="color: blue; font-weight: bold;">4</span> </div>
Active Poundage	<div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <span style="color: blue; font-weight: bold;">0</span> </div>
Base Fee	<div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <span style="color: blue; font-weight: bold;">0.00</span> </div>
Poundage Fee	<div style="border: 1px solid gray; padding: 2px; height: 20px;"></div>
Annual Fee	<div style="border: 1px solid gray; padding: 2px; height: 20px;"></div>
Outstanding Balance	<div style="border: 1px solid gray; padding: 2px; height: 20px;"></div>
Notes	<div style="border: 1px solid gray; padding: 2px; height: 30px; position: relative;"> <span style="position: absolute; top: -10px; right: 0; border-left: 1px solid gray; border-right: 1px solid gray; padding: 0 5px;"> <span style="font-size: 0.8em;">▲</span>  <span style="font-size: 0.8em;">▼</span> </span> </div>

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 Records

Save Records

Create New

Delete	License Year	AQD FEE YEAR	Paid	Outstanding Balance
<input type="checkbox"/>	<div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <span style="font-size: 0.8em;">▼</span> <span style="margin-left: 5px; color: blue; font-weight: bold;">2007</span> </div>	2007	<div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <span style="font-size: 0.8em;">▼</span> </div>	


To create a new record, click the 





Create New





 link. Use the drop-down menu to select whether the fee has been paid or not and record any outstanding balance, if applicable. Click 


Save Records




 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"/>	<b>2007</b> 	2007		
<input type="checkbox"/>	<b>2007</b> 	2007	<b>Yes</b> 	

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



**Summary**


License Year    


Delete	License	AQD FEE YEAR	Paid	Outstanding Balance
<input type="checkbox"/>	<b>2006</b> 	2007	<b>Yes</b> 	
<input type="checkbox"/>	<b>2004</b> 	2007	<b>No</b> 	<b>100</b>

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"/>	<b>2007</b> 	2007		

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"/>	<b>2007</b>	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.

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


Billing License **Category III**

---

**Summary**

License Year **2007**

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

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

Billing License **Category III**

---

**Summary**

License Year

Delete	License	AQD FEE YEAR	Paid	Outstanding Balance
<input type="checkbox"/>	<b>2006</b>	2007	<b>Yes</b> <input type="button" value="v"/>	
<input type="checkbox"/>	<b>2004</b>	2007	<b>No</b> <input type="button" value="v"/>	<b>100</b>

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
Master Ledger
Inspector Details Re
Billing License Repo
Building Equipment I
Compliance Report
Establishment List
Invoice Summary

Select Criteria

District
County
City

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	<b>Master Ledger</b> ▼
Select Criteria	
District	▼
County	▼
City	▼

### Master Ledger

Select Report	
Report Name	<b>Billing License R</b> ▼
Select Criteria	
District	<b>District 1</b> ▼
County	<b>ALCONA</b> ▼
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

Page to Modify

Content Type

Home Page before logging in

Home Page before logging in

Home Page after logging in

Error Page

HTML Content

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.

Preview

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.

## 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.com"/>
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

ADDR\_TYPE\_CODE

#### 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

Add

Save

#### 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

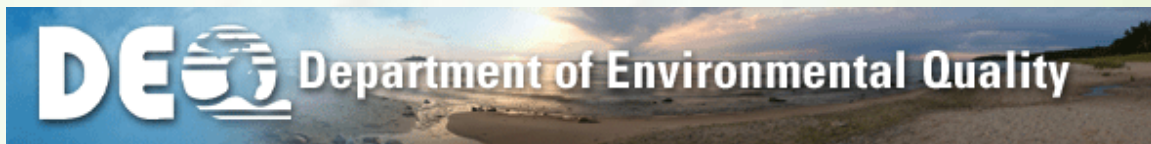
Calculation Values

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



## TABLE OF CONTENTS

<b>1. Introduction to Field Inspection Program.....</b>	<b>4</b>
1.1 Field Inspection Program Goals and Benefits .....	4
1.2 Overview of the Field Inspection Program.....	4
<b>2. Field Inspection Program Description.....</b>	<b>5</b>
<b>3. Using the Field Inspection Program.....</b>	<b>6</b>
3.1 The Field Inspection Program login .....	6
3.2 Data Synchronization Module .....	7
3.3 Manage Establishment Module .....	7
3.3.1 Search and View Existing Establishment .....	7
3.3.2 Edit an Existing Establishment.....	9
3.3.3 Create a New Establishment.....	11
3.3.4 View/Edit Existing Equipment.....	13
3.3.5 Create New Equipment.....	16
3.3.6 Create a New Inspection.....	17
3.3.7 View and Edit an Existing Inspection .....	25
3.4 Manage Inspection Module .....	28
3.4.1 Search and View Existing Inspection.....	29
3.4.2 Edit an Existing Inspection.....	32
3.4.3 Create an New Inspection.....	33
<b>4. Glossary.....</b>	<b>35</b>

## 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](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.

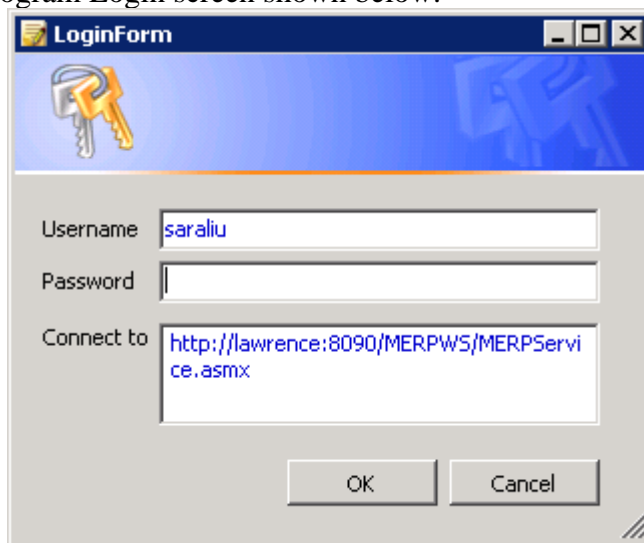
Synchronize data with main system	<ol style="list-style-type: none"> <li>1. Download establishment, inspection and user data from the main Dry Cleaner system to the filed inspection program.</li> <li>2. Upload establishment data and inspection data collected on the field to the main system.</li> </ol>
Search and view existing establishment	<ol style="list-style-type: none"> <li>1. Search existing establishment by using various search criteria.</li> <li>2. Select one record and view detailed establishment data</li> </ol>
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"><li>1. Search existing inspections by using various search criteria.</li><li>2. Select one record and view detailed inspection data</li></ol>
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"><li>1. View an inspection</li><li>2. Edit an existing active inspection data</li></ol>
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

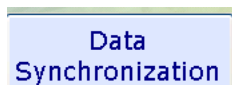
Using an Intranet connection, an inspector may log into the Field Inspection Program website. After entering the MerpWebService URL, the user is greeted by the login screen. To enter the System, the inspector will enter a valid user ID and password on the Field Inspection Program Login screen shown below.

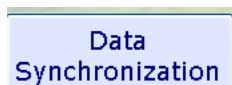


After a valid user ID and password is entered, the user is brought to the Field Inspection module home page shown below.




## 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.



**Search Establishment**

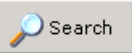
Quick Search

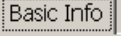
Name:  County:

No.:  Status:  City:

Est NO.	Est Name	Est Status	County Name	City Name	Owner
2		Inactive	GRAND TRAVERSE	Ann Arbor	123 123
1	ABC	Open	ALCONA	<Unknown>	asd asd
4300002	ABC company	Open	LAKE	Ann Arbor	cc aa
03200001	saraliu est	Open	HURON CO	Livonia	sara liu
08100001	angela new	Open	WASHTENAW	Ada	ada add
4300001	ABC company	Open	LAKE	Ann Arbor	bed aa
02900002	test	Open	GRATIOT	Alanson	King Ka
05200001	angela new	Open	MARQUETTE	Harper Woods	angela c
01800001	kirkland	Open	CLARE	Ann Arbor	Lin Kevi
02900001	123	Open	GRATIOT	Ann Arbor	bbb aaa
00700001	Field New	Open	BARAGA	Ada	alan che
2900003	add one	Open	GRATIOT	Onondaga	alan che
3	estab 3	Open	GRATIOT	Baldwin	test first

13 Records

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.

**Establishment - angela new (NO.: 08100001)**

Save Save and Close Equipment Inspection Cancel ?

**Basic Info** Location/Owner/Mail

**General**

Establishment Number: 08100001

Establishment Name: angela new

Establishment Status:

Federal ID: 123

Duty Manager: 44

Establishment Type: Industrial

Building Type: Co-located

Number of D.C. Machines: 2

Type of Machines: ☒ Perc Machine ☐ Petro Machine ☐ Other

Perc Purchased YTD: 1

Perc Purchased (Pre 4 yrs): 11

NESHA Source Type: Area

**Detail**

Air Quality Fee Paid:

Air Fee Date Paid: 5/ 4/2007

MDEQ Dry Cleaning License Fee Paid:

License Fee Date Paid: 5/ 4/2007

Waste ID #:

Waste Storage Location: Indoors

Ventilation Location: Wall

Vent Fan Size (Square Inches): 12

Vent Exhaust Capacity (cfm):

Ventilation Location(2):


Vent Fan Size (Square Inches):

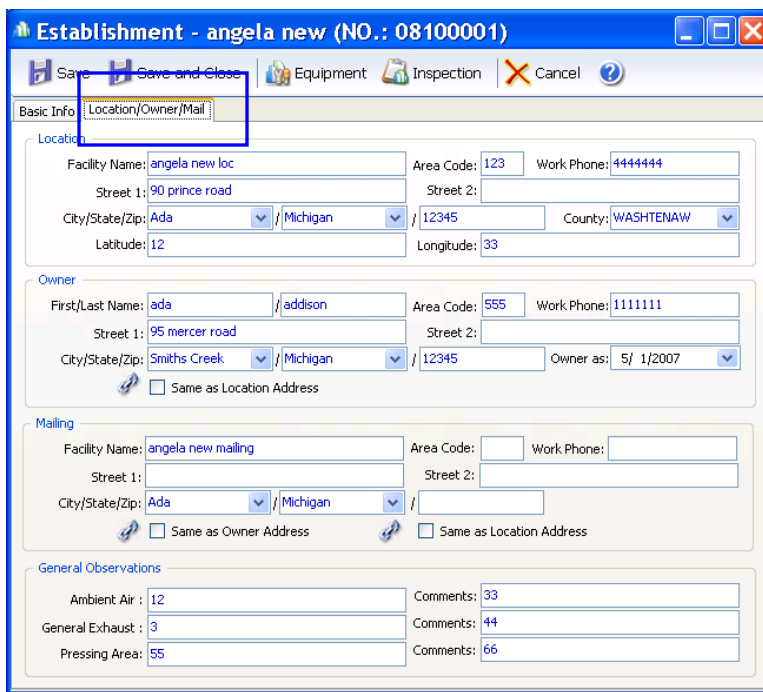
Vent Exhaust Capacity (cfm):

Do any dry cleaning machines have a capacity of over 100 lbs of clothes? Yes

MDEQ/AQD Permit to Install for Dry Cleaning Machine?

**Comments**

Click on the  tab to view specific contact details.



**Establishment - angela new (NO.: 08100001)**

Save Save and Close Equipment Inspection Cancel ?

Basic Info **Location/Owner/Mail**

**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**

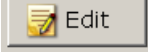
Facility Name: angela new mailing Area Code: Work Phone:  
Street 1: Street 2:  
City/State/Zip: Ada Michigan /  
☐ Same as Owner Address ☐ Same as Location Address

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

Est NO.	Est Name	Est Status	County Name	City Name	Owner
2		Inactive	GRAND TRAVERSE	Ann Arbor	123 123
1	ABC	Open	ALCONA	<Unknown>	asd asd
4300002	ABC company	Open	LAKE	Ann Arbor	cc aa
03200001	saraliu est	Open	HURON CO	Livonia	sara liu
08100001	angela new	Open	WASHTENAW	Ada	ada add
4300001	ABC company	Open	LAKE	Ann Arbor	bed aa
02900002	test	Open	GRATIOT	Alanson	King Ka
05200001	angela new	Open	MARQUETTE	Harper Woods	angela c
01800001	kirkland	Open	CLARE	Ann Arbor	Lin Kevi
02900001	123	Open	GRATIOT	Ann Arbor	bbb aaa
00700001	Field New	Open	BARAGA	Ada	alan che
2900003	add one	Open	GRATIOT	Onondaga	alan che
3	estab 3	Open	GRATIOT	Baldwin	test first

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.

**Establishment - angela new (NO.: 08100001)**

Save Save and Close Equipment Inspection Cancel ?

Basic Info Location/Owner/Mail

**General**

Establishment Number: 08100001

Establishment Name: angela new

Establishment Status: [dropdown]

Federal ID: 123

Duty Manager: 44

Establishment Type: Industrial [dropdown]

Building Type: Co-located [dropdown]

Number of D.C. Machines: 2

Type of Machines:

- ☒ Perc Machine
- ☐ Petro Machine
- ☐ Other

Perc Purchased YTD: 1

Perc Purchased (Pre 4 yrs): 11

NESHAP Source Type: Area [dropdown]

**Detail**

Air Quality Fee Paid: [dropdown]

Air Fee Date Paid: 5/ 4/2007 [dropdown]

MDEQ Dry Cleaning License Fee Paid: [dropdown]

License Fee Date Paid: 5/ 4/2007 [dropdown]

Waste ID #: [text]

Waste Storage Location: Indoors [dropdown]

Ventilation Location: Wall [dropdown]

Vent Fan Size (Square Inches): 12

Vent Exhaust Capacity (cfm): [text]

Ventilation Location(2): [dropdown]

Vent Fan Size (Square Inches): [text]

Vent Exhaust Capacity (cfm): [text]

Do any dry cleaning machines have a capacity of over 100 lbs of clothes? Yes [dropdown]


MDEQ, AQD Permit to Install for Dry Cleaning Machine? [dropdown]

Comments

[text area]

### 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.

**Search Establishment**

Quick Search

Name:  County:

No.:  Status:  City:

Est NO.	Est Name	Est Status	County Name	City Name	Owner
2		Inactive	GRAND TRAVERSE	Ann Arbor	123 123
1	ABC	Open	ALCONA	<Unknown>	asd asd
4300002	ABC company	Open	LAKE	Ann Arbor	cc aa
03200001	saraliu est	Open	HURON CO	Livonia	sara liu
08100001	angela new	Open	WASHTENAW	Ada	ada add
4300001	ABC company	Open	LAKE	Ann Arbor	bed aa
02900002	test	Open	GRATIOT	Alanson	King Ka
05200001	angela new	Open	MARQUETTE	Harper Woods	angela c
01800001	kirkland	Open	CLARE	Ann Arbor	Lin Kevi
02900001	123	Open	GRATIOT	Ann Arbor	bbb aaa
00700001	Field New	Open	BARAGA	Ada	alan che
2900003	add one	Open	GRATIOT	Onondaga	alan che
3	estab 3	Open	GRATIOT	Baldwin	test first

13 Records

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.

**Establishment (New)**

Save Save and Close Equipment Inspection Cancel ?

Basic Info Location/Owner/Mail

**General**

Establishment Number:

Establishment Name:

Establishment Status:

Federal ID:

Duty Manager:

Establishment Type:

Building Type:

Number of D.C. Machines:

Type of Machines: ☐ Perc Machine ☐ Petro Machine ☐ Other

Perc Purchased YTD:

Perc Purchased (Pre 4 yrs):

NESHAP Source Type:

**Detail**

Air Quality Fee Paid:

Air Fee Date Paid:

MDEQ Dry Cleaning License Fee Paid:

License Fee Date Paid:

Waste ID #:

Waste Storage Location:

Ventilation Location:

Vent Fan Size (Square Inches):

Vent Exhaust Capacity (cfm):

Ventilation Location(2):

Vent Fan Size (Square Inches):

Vent Exhaust Capacity (cfm):


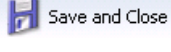
Do any dry cleaning machines have a capacity of over 100 lbs of clothes?:

MDEQ/AQD Permit to Install for Dry Cleaning Machine?:

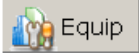
**Comments**

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.

**Search Establishment**

Quick Search

Name:  County:

No.:  Status:  City:

Search

New

Edit

Equip

Insp

OK

Est NO.	Est Name	Est Status	County Name	City Name	Owner
2		Inactive	GRAND TRAVERSE	Ann Arbor	123 123
1	ABC	Open	ALCONA	<Unknown>	asd as
4300002	ABC company	Open	LAKE	Ann Arbor	cc aa
03200001	saraliu est	Open	HURON CO	Livonia	sara liu
08100001	angela new	Open	WASHTENAW	Ada	ada ad
4300001	ABC company	Open	LAKE	Ann Arbor	bed aa
02900002	test	Open	GRATIOT	Alanson	King Ka
05200001	angela new	Open	MARQUETTE	Harper Woods	angela c
01800001	kirkland	Open	CLARE	Ann Arbor	Lin Kevi
02900001	123	Open	GRATIOT	Ann Arbor	bbb aaa
00700001	Field New	Open	BARAGA	Ada	alan che
2900003	add one	Open	GRATIOT	Onondaga	alan che
3	estab 3	Open	GRATIOT	Baldwin	test first

13 Records

The following page will be displayed.

**Search Equipment**

Quick Search

Machine Type:  Machine Identifier:

Search

New

Edit

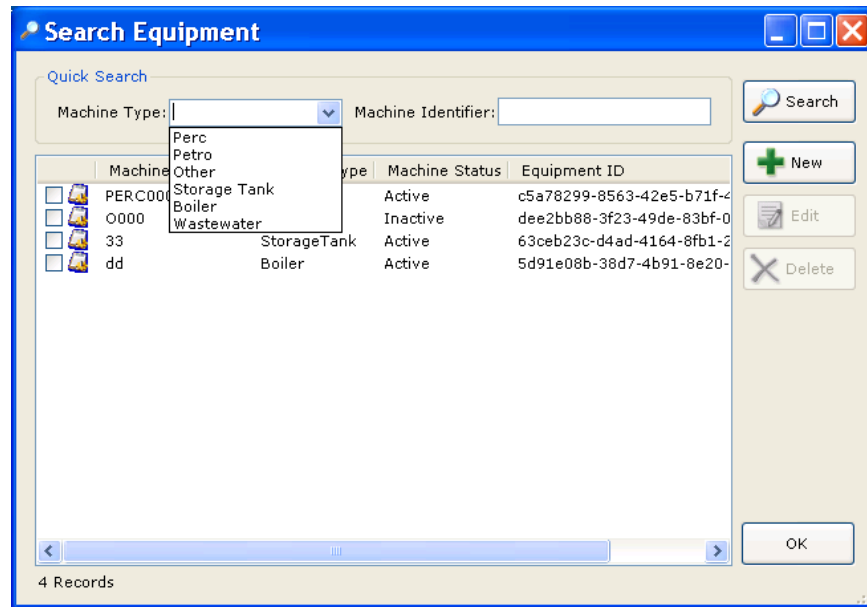
Delete


OK

Machine Identifier	Machine Type	Machine Status	Equipment ID
PERC0001	Perc	Active	c5a78299-8563-42e5-b71f-4
O000	Other	Inactive	dee2bb88-3f23-49de-83bf-0
33	StorageTank	Active	63ceb23c-d4ad-4164-8fb1-2
dd	Boiler	Active	5d91e08b-38d7-4b91-8e20-

4 Records

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




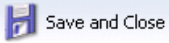

Select a record to view by clicking on the record or highlighting the record and clicking the  button.

The screenshot shows the 'Equipment - Perc (Identifier: 22)' window. It has a title bar with 'Save', 'Save and Close', 'Cancel', and a help icon. The main area is titled 'Perc Machine Info' and contains various fields for machine details. At the bottom is a 'Comments' section.

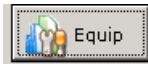
Equipment Type: Perc  
Machine Identifier: 22  
Machine Status: Active  
Machine Type: Dry to Dry  
Machine Make: 44  
Machine Model: 44  
Serial Number: 44  
Size/Capacity (lb): 0  
Machine Installation Date: 02/25/2007  
Machine Manufacture Date: 4/2007  
Vented/ Nonvented:  
Type of Control Equipment: ☒ Refrig Condense ☒ Carbon Absorber ☒ None  
Control Install Date: 03/11/2007  
Control Factory/Retrofit: Factory  
Secondary Containment: Pan

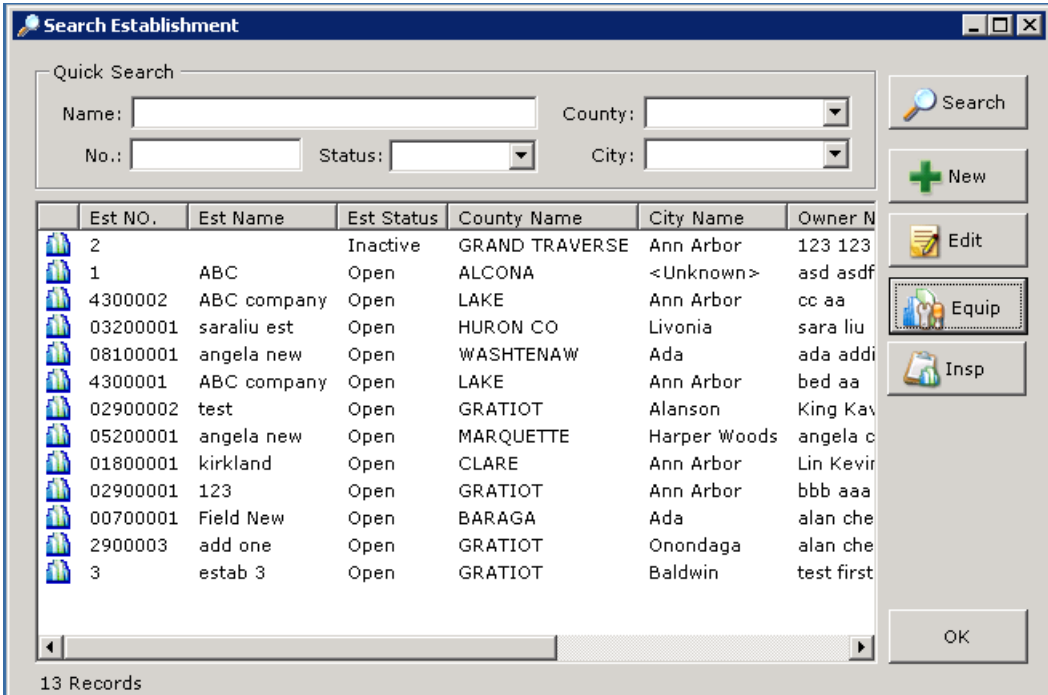
Comments




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.

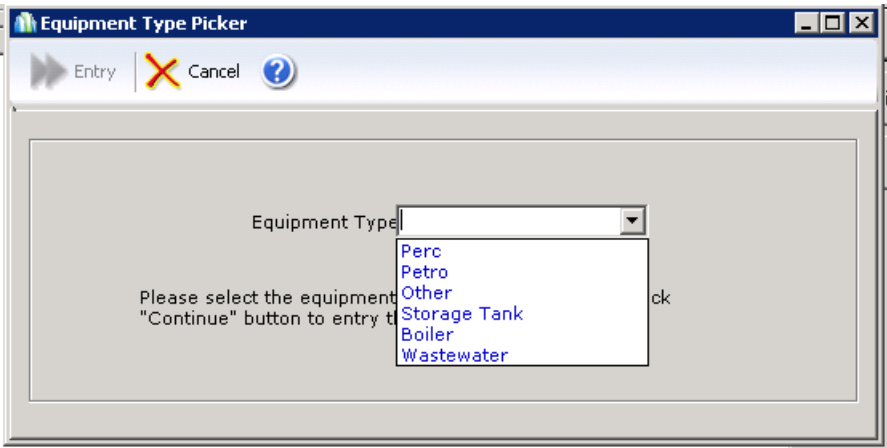
### Create New Equipment

From the Search Establishment page, click the  Equip button.



Est NO.	Est Name	Est Status	County Name	City Name	Owner N
2		Inactive	GRAND TRAVERSE	Ann Arbor	123 123
1	ABC	Open	ALCONA	<Unknown>	asd asdf
4300002	ABC company	Open	LAKE	Ann Arbor	cc aa
03200001	saraliu est	Open	HURON CO	Livonia	sara liu
08100001	angela new	Open	WASHTENAW	Ada	ada addi
4300001	ABC company	Open	LAKE	Ann Arbor	bed aa
02900002	test	Open	GRATIOT	Alanson	King Kav
05200001	angela new	Open	MARQUETTE	Harper Woods	angela c
01800001	kirkland	Open	CLARE	Ann Arbor	Lin Kevin
02900001	123	Open	GRATIOT	Ann Arbor	bbb aaa
00700001	Field New	Open	BARAGA	Ada	alan che
2900003	add one	Open	GRATIOT	Onondaga	alan che
3	estab 3	Open	GRATIOT	Baldwin	test first

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.



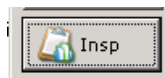
Equipment Type: Perc

Please select the equipment type from the dropdown menu. Click the "Continue" button to entry the new equipment.

### 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)". It has a menu bar with "Save", "Save and Close", "Cancel", and a help icon. Below the menu bar is a tabbed interface with tabs for "General Info", "Safety", "Waste", "WasteWater", "Perc Machine", "Petro Machine", "Other Machine", "Storage Tanks", and "Boiler". The "General Info" tab is selected and contains a "Basic Info" section with the following fields:

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

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

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.

Inspection (New)

Save Save and Close Cancel ?

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

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)

dd

Does facility have an approved organic vapor respirator? (325.17714)

fff

Eye wash?

First aid kit?

Include Comment?

Include Comment?

Include Comment?

Include Comment?

Include Comment?

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

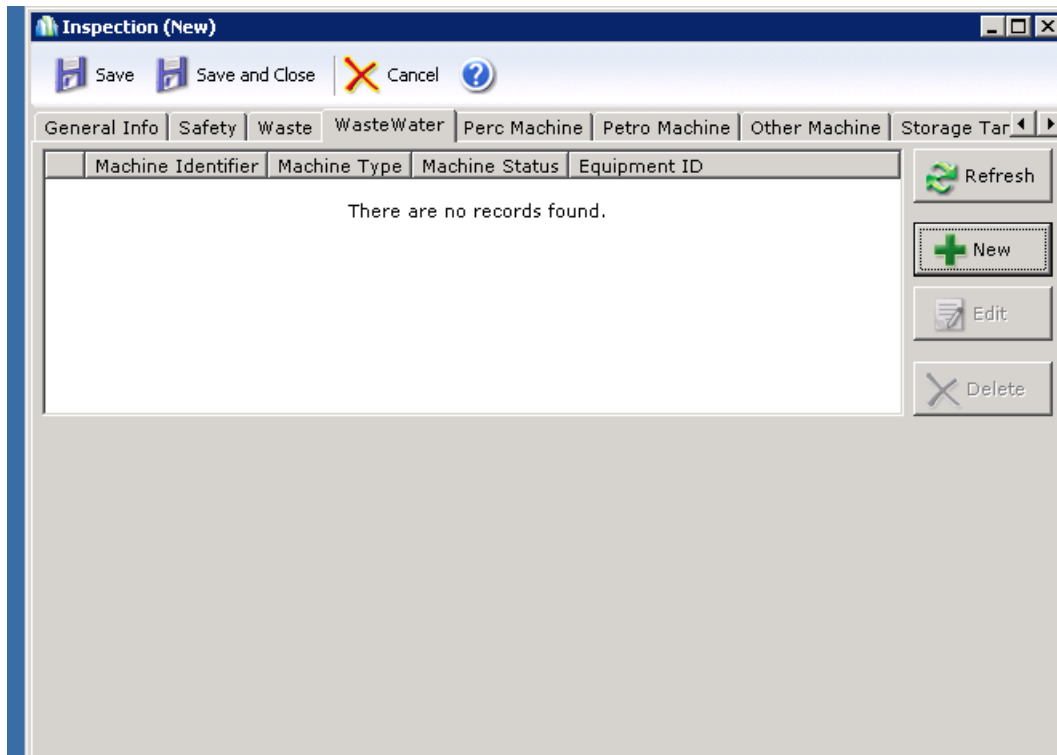
**Inspection (New)**


Save Save and Close Cancel ?

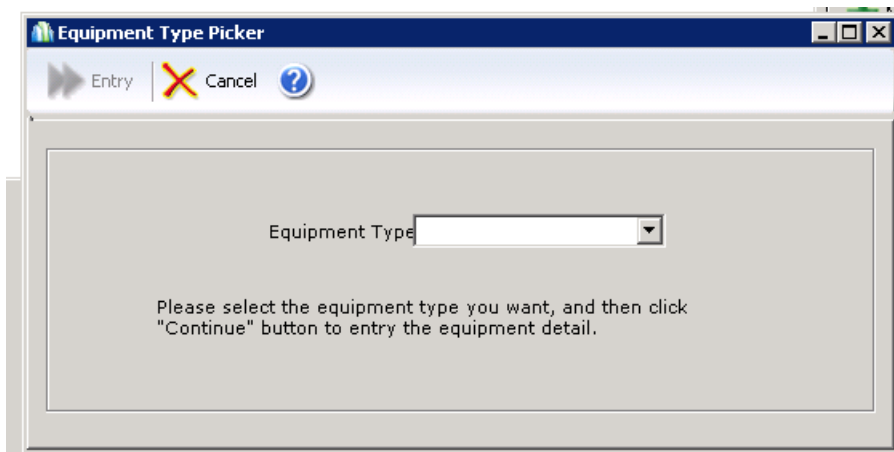
General Info Safety **Waste** WasteWater Perc Machine Petro Machine Other Machine Storage Tar

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.

**Inspection (New)**

Save Save and Close Cancel ?

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

	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

Refresh

+ New

Edit

Delete

Is the Machine operated according to manufacturers specifications?(40 CFR 63.322(d)) ☐ Yes ☐ No ☐ D

☐ Include Comment?

Are machine operating manuals kept on site? (40 CFR 63.324(e)) ☐ Yes ☐ No ☐ D

☐ Include Comment?


Is the Dry Cleaner machine door kept closed, except for loading and unloading? (40 CFR 63.322 (c)) ☐ Yes ☐ No ☐ D

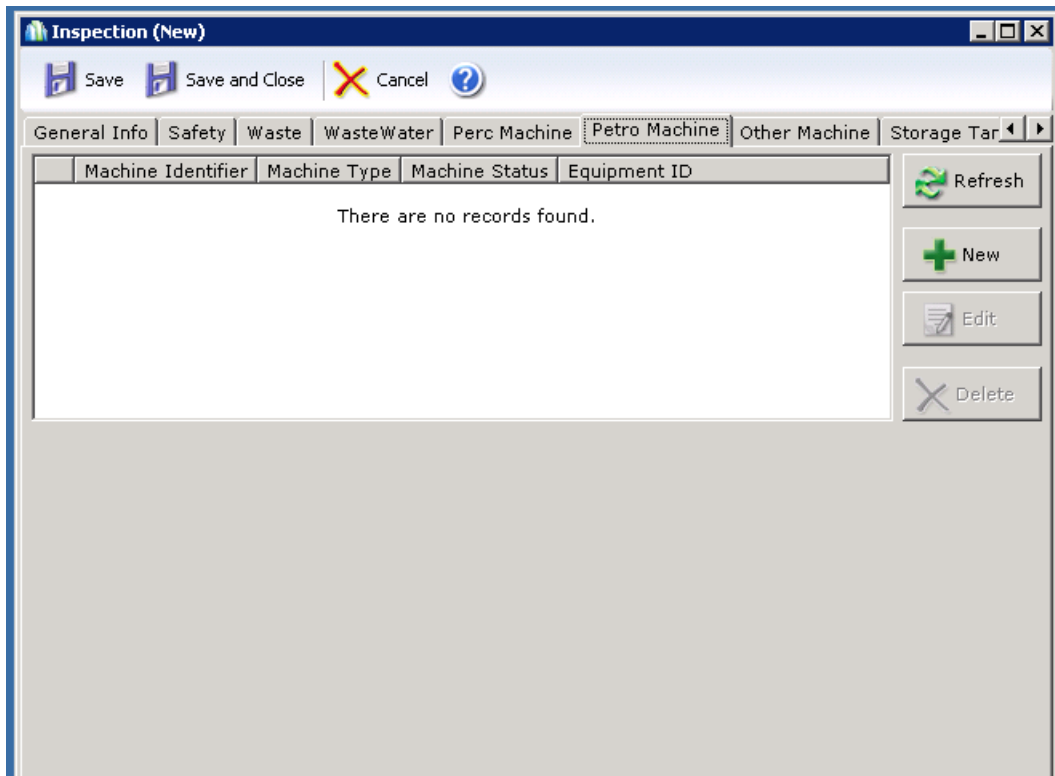
☐ Include Comment?

Does facility keep a log of the gallons of perc purchased each month?(40 CFR 63.324(d)) ☐ Yes ☐ No ☐ D

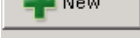
☐ Include Comment?

Are all perc purchase logs kept on file for five years? (40 CFR 63.324 (d)) ☐ Yes ☐ No ☐ 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.



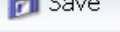
Use the Storage tank tab to enter data about storage tanks. Enter new storage tanks by

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.

The screenshot shows the 'Search Inspection' window. The 'Quick Search' section has 'Inspection Report Status' set to a dropdown, 'Establishment No.' set to '03200001', and 'Establishment Name' set to 'saraliu est'. The search results table shows two records:

Type	Status	Report Status	Inspect Date	Est No.
modified past	Compliance	Active	5/2/2007 5:18:44 PM	03200001
followup	Pending	Active	5/3/2007 1:14:05 PM	03200001

Buttons on the right include Search, New, Edit, Delete, Summary, Detail, and OK. The status bar at the bottom indicates '2 Records'.

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.

This screenshot shows the 'Search Inspection' window with the 'Inspection Report Status' dropdown menu open, displaying 'Active' and 'Completed' options. The search criteria and results table are the same as in the previous screenshot.

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.

**Search Inspection**

Quick Search

Inspection Report Status:  Establishment No.: 03200001

Establishment Name: saraliu est

Type	Status	Report Status	Inspect Date	Est No.
modified past	Compliance	Active	5/2/2007 5:18:44 PM	03200001
followup	Pending	Active	5/3/2007 1:14:05 PM	03200001

2 Records

Buttons: Search, New, Edit, Delete, Summary, Detail, OK

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.

**Inspection - modified past**

Save Save and Close Cancel ?

General Info Safety Waste WasteWater Perc Machine Petro Machine Other Machine Storage Tanks Boiler

**Basic Info**

Inspection Start Date: 5/ 2/2007

Inspection End Date: 5/ 2/2007

Inspector: Sara Liu

Inspection Status: Compliance

Inspection Report Status: Active

Inspection Type: modified past


Last Updated Date: 5/ 3/2007

Establishment Name: saraliu est

Establishment Number: 03200001

**Comments**

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

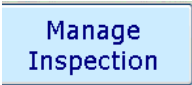
To discard changes, click  Cancel .

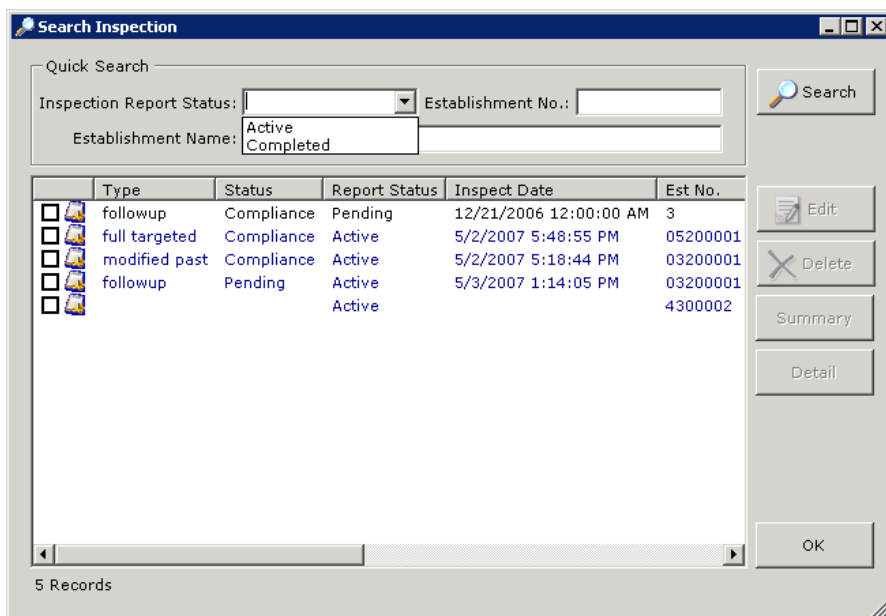
## Manage Inspection Module

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








Manage  
Inspection

Click on  to see the following screen.




The "Search Inspection" window displays a search interface with the following components:


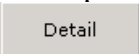
- Quick Search:** Includes a dropdown for "Inspection Report Status:" (with "Active" and "Completed" options) and a text field for "Establishment No.:". A "Search" button is located to the right.
- Table:** A table with 6 columns: Type, Status, Report Status, Inspect Date, and Est No. It contains 5 records.
- Buttons:** "Edit", "Delete", "Summary", "Detail", and "OK" are located on the right side of the window.
- Footer:** A status bar at the bottom left indicates "5 Records".

Type	Status	Report Status	Inspect Date	Est No.
<input type="checkbox"/>  followup	Compliance	Pending	12/21/2006 12:00:00 AM	3
<input type="checkbox"/>  full targeted	Compliance	Active	5/2/2007 5:48:55 PM	05200001
<input type="checkbox"/>  modified past	Compliance	Active	5/2/2007 5:18:44 PM	03200001
<input type="checkbox"/>  followup	Pending	Active	5/3/2007 1:14:05 PM	03200001
<input type="checkbox"/>  followup	Pending	Active		4300002

### *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.

**Search Inspection**

Quick Search

Inspection Report Status:  Establishment No.:

Establishment Name:

	Type	Status	Report Status	Inspect Date	Est No.
<input type="checkbox"/>	followup	Compliance	Pending	12/21/2006 12:00:00 AM	3
<input checked="" type="checkbox"/>	full targeted	Compliance	Active	5/2/2007 5:48:55 PM	05200001
<input type="checkbox"/>	modified past	Compliance	Active	5/2/2007 5:18:44 PM	03200001
<input type="checkbox"/>	followup	Pending	Active	5/3/2007 1:14:05 PM	03200001
<input type="checkbox"/>			Active		4300002

5 Records

### Summary Report

**ReportForm**

Main Report

Machine:

Machine Type: Machine Model:

Serial No: Machine Make:

Size 1: Size 2:

Installation Date:

Control Type:

**INSPECTION DETAILS:**

ID	INSPECTION AREA DESCR
Comments:	

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

### Detail Report

The screenshot shows a window titled "ReportForm" with a menu bar and a toolbar. The main area is a form titled "Main Report". It contains the following fields:

- Machine:
- Machine Type:
- Machine Model:
- Serial No:
- Machine Make:
- Size 1:
- Size 2:
- Installation Date:
- Control Type:

Below these fields is a section titled "INSPECTION DETAILS:" which contains a table with two columns: "ID" and "INSPECTION AREA DESCRIPTION". Below the table is a large text area labeled "Comments:". At the bottom of the window, there is a status bar showing "Current Page No.: 1", "Total Page No.: 1", and "Zoom Factor: 100%".

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

The screenshot shows a window titled "Inspection - modified past" with a menu bar (Save, Save and Close, Cancel, ?) and a tabbed interface. The "General Info" tab is selected. The form contains the following fields:

- Inspection Start Date: 5/ 2/2007
- Inspection End Date: 5/ 2/2007
- Inspector: Sara Liu
- Inspection Status: Compliance
- Inspection Report Status: Active
- Inspection Type: modified past
- Last Updated Date: 5/ 3/2007
- Establishment Name: carallu est
- Establishment Number: 032000001

Below the form is a large text area labeled "Comments:". The window also has tabs for Safety, Waste, WasteWater, Perc Machine, Petro Machine, Other Machine, and Storage Tar.



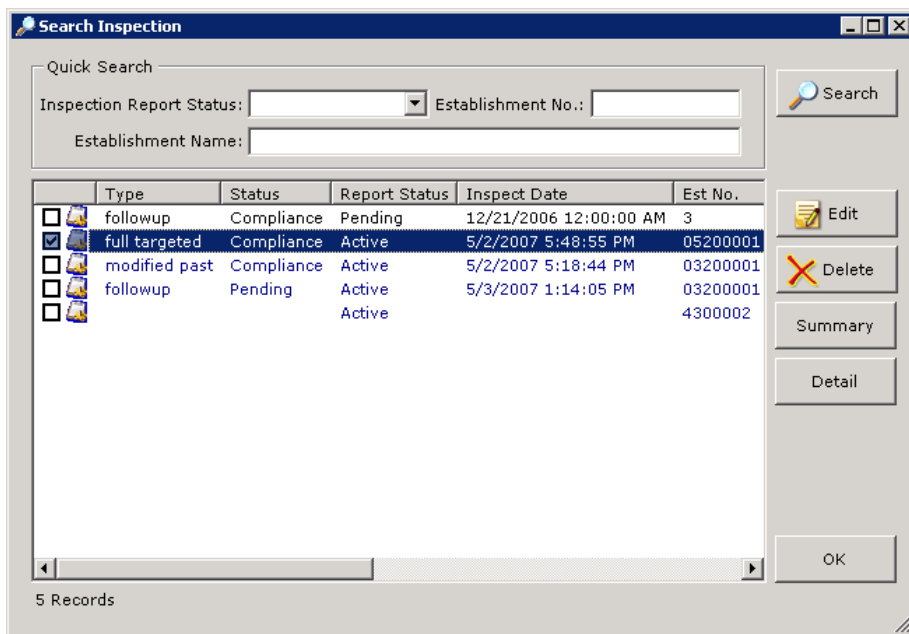
The following tabs are available for viewing as well as editing:

- 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.



The screenshot shows the 'Search Inspection' window. It has a 'Quick Search' section with fields for 'Inspection Report Status', 'Establishment No.', and 'Establishment Name'. Below this is a table with columns: Type, Status, Report Status, Inspect Date, and Est No. The table contains five records. The second record, 'full targeted', is selected. To the right of the table are buttons for 'Search', 'Edit', 'Delete', 'Summary', 'Detail', and 'OK'. The status bar at the bottom indicates '5 Records'.

Type	Status	Report Status	Inspect Date	Est No.
<input type="checkbox"/>  followup	Compliance	Pending	12/21/2006 12:00:00 AM	3
<input checked="" type="checkbox"/>  full targeted	Compliance	Active	5/2/2007 5:48:55 PM	05200001
<input type="checkbox"/>  modified past	Compliance	Active	5/2/2007 5:18:44 PM	03200001
<input type="checkbox"/>  followup	Pending	Active	5/3/2007 1:14:05 PM	03200001
<input type="checkbox"/> 		Active		4300002

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


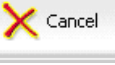
Inspection Type: full targeted

Last Updated Date: 5/ 2/2007

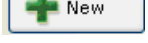
Establishment Name: angela new

Establishment Number: 08200001

Comments

When data is modified, click the  Save 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.

**Search Inspection**

Quick Search

Inspection Report Status:  Establishment No.:

Establishment Name:

Type	Status	Report Status	Inspect Date	Est No.
<input checked="" type="checkbox"/> followup	Compliance	Pending	12/21/2006 12:00:00 AM	3
<input type="checkbox"/> full targeted	Compliance	Active	5/2/2007 5:48:55 PM	05200001
<input type="checkbox"/> modified past	Compliance	Active	5/2/2007 5:18:44 PM	03200001
<input type="checkbox"/> followup	Pending	Active	5/3/2007 1:14:05 PM	03200001
<input type="checkbox"/> followup		Active		4300002

5 Records

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.

**Inspection - followup**

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

Basic Info

Inspection Start Date:

Inspection End Date:

Inspector: Sara Liu

Inspection Status:

Inspection Report Status:

Inspection Type:

Last Updated Date:

Establishment Name:

Establishment Number:

Comments

**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)