



Toledo Metropolitan Area Council of Governments

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July 17, 2007

Mr. Chris Riddle
Ohio Lake Erie Commission
Lake Erie Protection Fund
One Maritime Plaza
Fourth Floor
Toledo, OH 43604-1866

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Dear Mr. Riddle:

Enclosed you will find the final financial reporting and final study report for the Lake Erie Protection Fund GIS: Upgrading Systems for Bacterial Elimination, SG 267-05.

I would like to take this time to thank you for your support and efforts during this project and look forward to work with you in future endeavors.

Should you have any questions, or need further information, please do not hesitate to contact me at 419.241.9155 ext. 123 or e-mail at Horvat@tmacog.org.

Sincerely;

Matthew J. Horvat
Maumee River Coordinator

MJH:jam

Enclosures

Cc William Best, TMACOG
Vice-President, Finance & Administration

GIS: Upgrading Systems for Bacterial Elimination

SG 267-05

Final Report to LEPP

June 16, 2007

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Submitted by:

Matthew Horvat, Maumee River Coordinator

Toledo Metropolitan Area Council of Governments

Abstract

Traditionally, home septic system records are kept in paper form in files drawers by the County Health Department. When it becomes necessary for a sanitarian to research an issue, the job becomes very time consuming and cumbersome. By converting the records to a digital format and incorporating the information in a GIS (Geographic Information System) a Sanitarian can easily and quickly access information about a particular system as well as any others in the area. When incorporated with the County Auditors GIS system and other available data, a home septic system can quickly and easily be investigated for potential pollution or maintenance issues. The Wood County Health Department has utilized an in-house scanner and staff to scan and index over 4,000 home sewage system records into a GIS database and their existing database format. This project has proven to be very valuable for the Wood County Health Department and will be widely used. With the passage of the new statewide sewage rules, it has become more imperative that resources such as this are available to help the health department do a more thorough job on new installation of sewage treatment systems and inspection of existing systems.

Project Outcome

The Lake Erie Protection Fund "Geographic Information System" Project was a greater challenge than anticipated, but extremely valuable for the Wood County Health Department. The challenge was the length of time to scan over 6,900 household sewage system files that often contained multiple documents that were imperative to be scanned. Due to the ages of some of the files and the transitional period that the department went through that often involved modifying documents, it created a challenge for those conducting the scan to determine which documents were necessary to be scanned. Each file contained approximately 4-5 documents that were scanned into the GIS which on average took about 6 minutes per file to scan. At this point, this department has scanned 4,115 files out of approximately 6,909 files (approximately 60%) with new files arriving daily. Files are being scanned by townships in alphabetical order.

Even though the time frame for the project has passed the goal of the department is to continue scanning documents until all files are incorporated. All new documents will be scanned as they come into the department which on average is around 150 per year. The department currently has an environmental summer intern who, on his down time, has been scanning documents. In addition, all of the clerical staff have been trained and have training documents instructing them on scanning documents. The supervisor as well as a couple of the sanitarians have also been trained and provided with documents outlining procedures to scan and utilize the GIS.

Lessons Learned

The benefit of scanning sewage system documents and having this information available on the GIS has proved to provide a tremendous asset to the department. Sanitarians now have access to these documents on their own computers where they can look up an area on a map and pull up information on types of septic systems, history, locations and any other pertinent information in regard to that particular area they are researching. The GIS also provides layers of flood plains, woods, soil types and other layers that provide useful information when conducting site reviews for new septic system installation

To date all objectives of the project have been met, short of scanning 100% of the documents. Scanning will continue so that the remaining 40% of the files are incorporated. This project has proven to be very valuable for the Wood County Health Department and will be widely used once 100% of the files are scanned. With the passage of the new statewide sewage rules, it has become more imperative that resources such as this are available to help the health department do a more thorough job on new installation of sewage treatment systems.

In summation, the most tedious part is preparing the records to be scanned. If the preparation can be done quickly and easily it may be more efficient to outsource the scanning and indexing to a firm with high speed capability.

Lake
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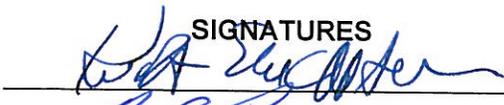
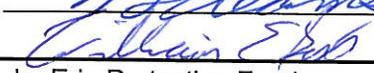
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Final Accounting

	Budgeted Amount	Amount Expended	Grant Funds Remaining	Matching Funds
A. Salaries and wages	\$ 700.00	\$ 401.74	\$ 298.26	\$ 0.00
B. Fringe benefits	\$ 300.00	\$ 169.61	\$ 130.39	\$ 0.00
C. Total personnel costs (A + B)	\$ 1,000.00	\$ 571.35	\$ 428.65	\$ 0.00
D. Permanent equipment				
Scanner for Health Department	\$ 365.00	\$ 349.99	\$ 15.01	\$ 0.00
GIS Software for Computer	\$ 1,000.00	\$ 1,000.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
E. Expendable supplies & equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
F. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
G. Publications & presentations	\$ 400.00	\$ 0.00	\$ 400.00	\$ 0.00
H. Other costs				
Intern	\$ 7,200.00	\$ 10,285.89	\$ -18.00	\$ 3,067.89
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
I. Total Direct Costs (C through H)	\$ 9,965.00	\$ 12,207.23	\$ 825.66	\$ 3,067.89
J. Indirect Costs	\$ 0.00	\$ 391.67	\$ 0.00	\$ 429.81
TOTAL COSTS (I+J)	\$ 9,965.00	\$ 12,598.90	\$ 825.66	\$ 3,497.70

CERTIFICATION

I certify that the grant expenditures listed and the description of the charges are true and accurate to the best of my knowledge. These expenditures represent approved grant costs that have been previously paid for and for which complete documentation is on file.

	SIGNATURES	DATE
PROJECT DIRECTOR		7/16/07
AUTHORIZING OFFICER		7/18/07
FISCAL AGENT		7/16/07

Mail to: Ohio Lake Erie Commission; Lake Erie Protection Fund
One Maritime Plaza, Fourth Floor; Toledo, OH 43604-1866

Wood County Health Department Home Sewage Treatment System Records Modernization Program

Parcels in Blue have been entered into
GIS program as of October 1, 2007.

4,117 records entered.

