



CALIFORNIA

Water Boards

STATE WATER RESOURCES CONTROL BOARD
REGIONAL WATER QUALITY CONTROL BOARDS



Pivot Tool

Excel 2010

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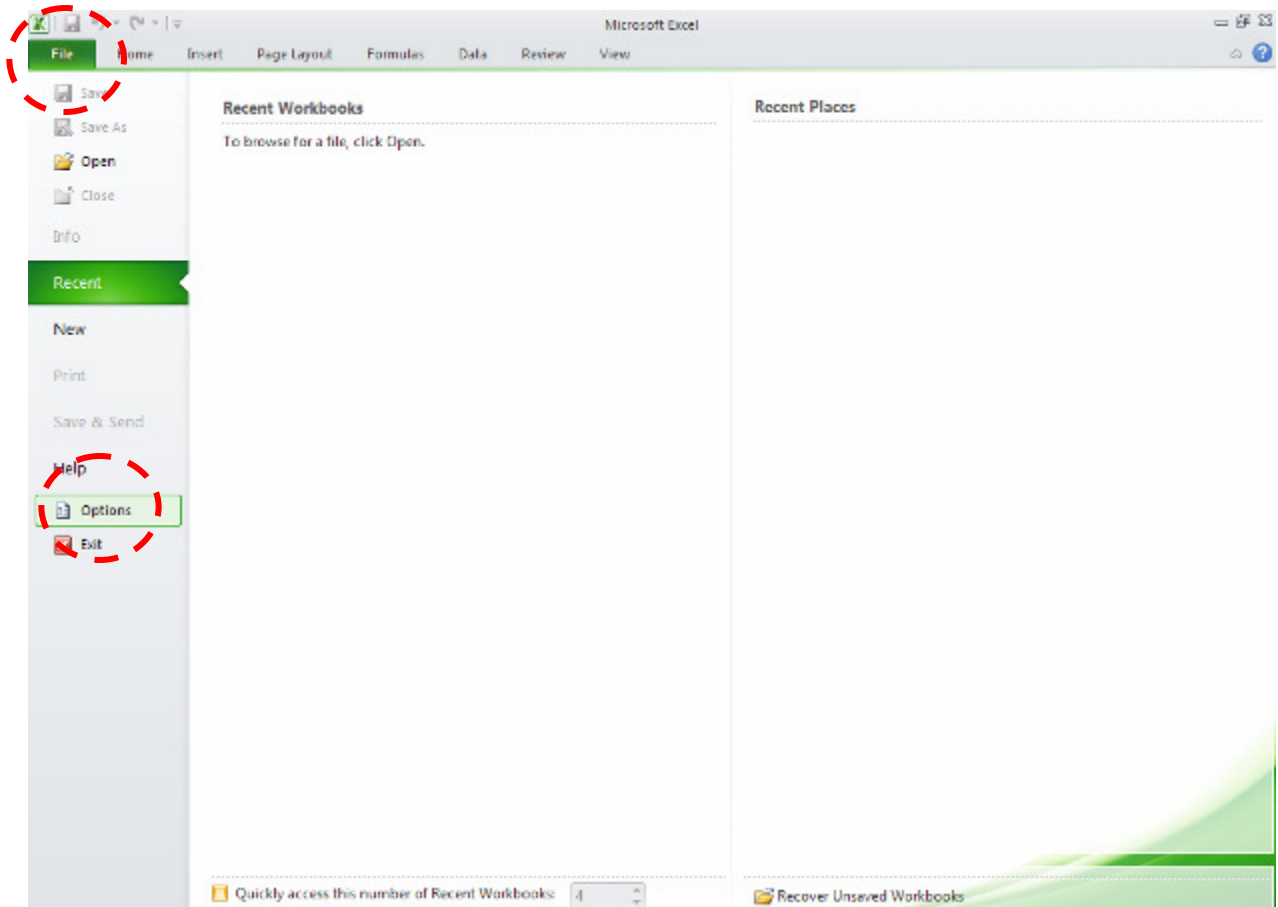
The Pivot Tool provides an easy to read table of data points submitted through eSMR. Dischargers use the tool to ensure their data is correct before final submission. When used in conjunction with the Limit Tool, instances of noncompliance are more readily identified.

Chapters 1 and 2 will guide you through the installation. Once installed, the Pivot Tool will be available through the excel toolbar.

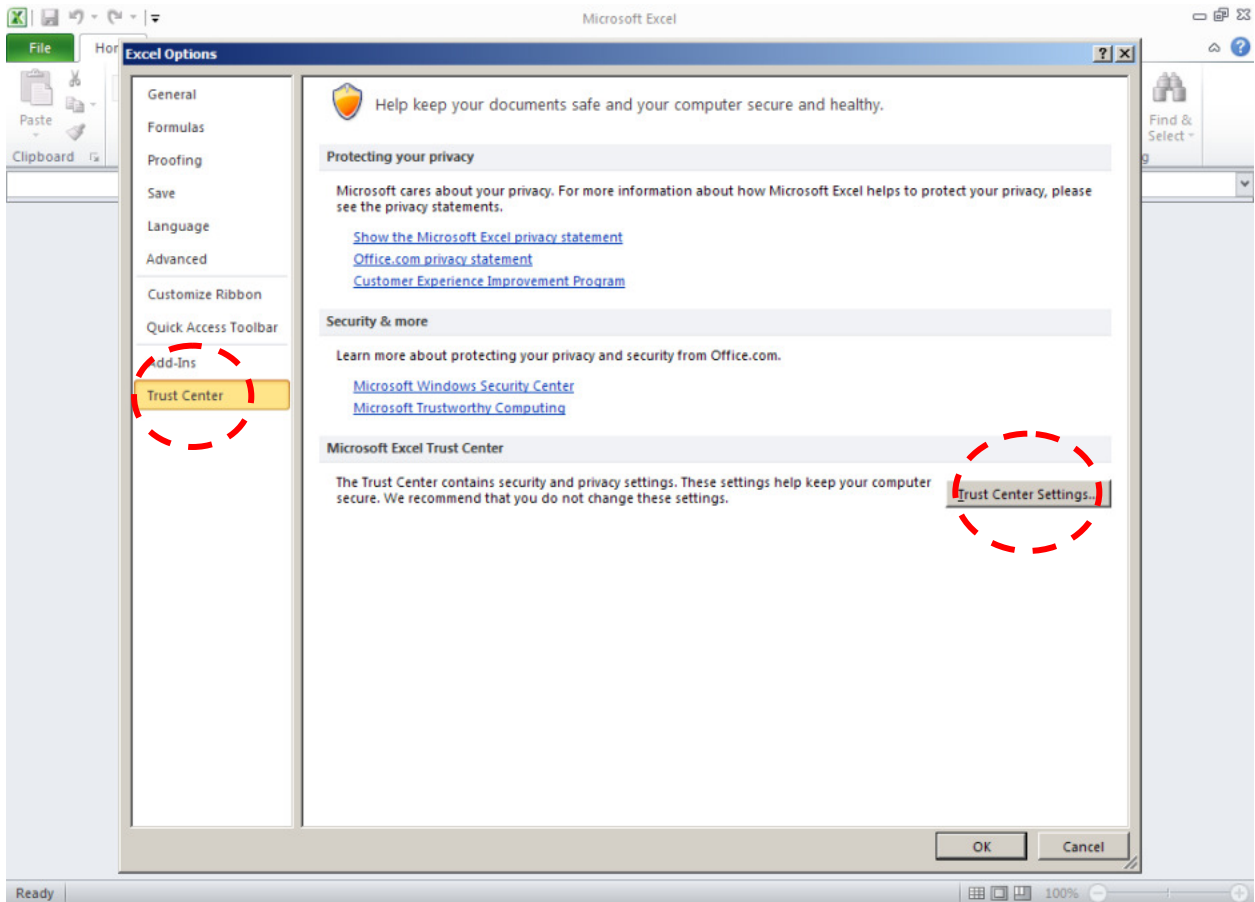
Chapter 1: Macro Security Settings

Instructions:

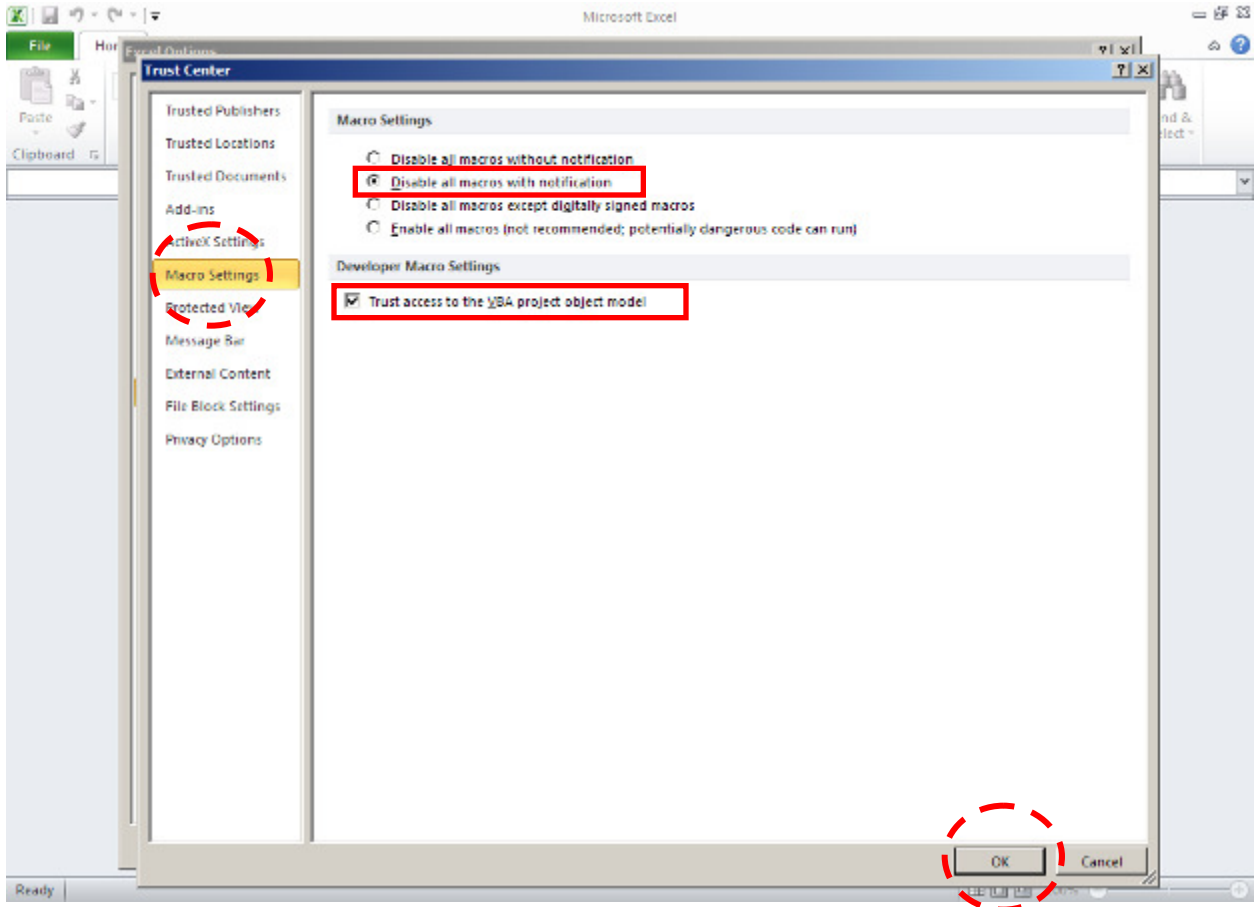
1. Open Microsoft Excel.
2. Click on “File” and then click on “Options.”



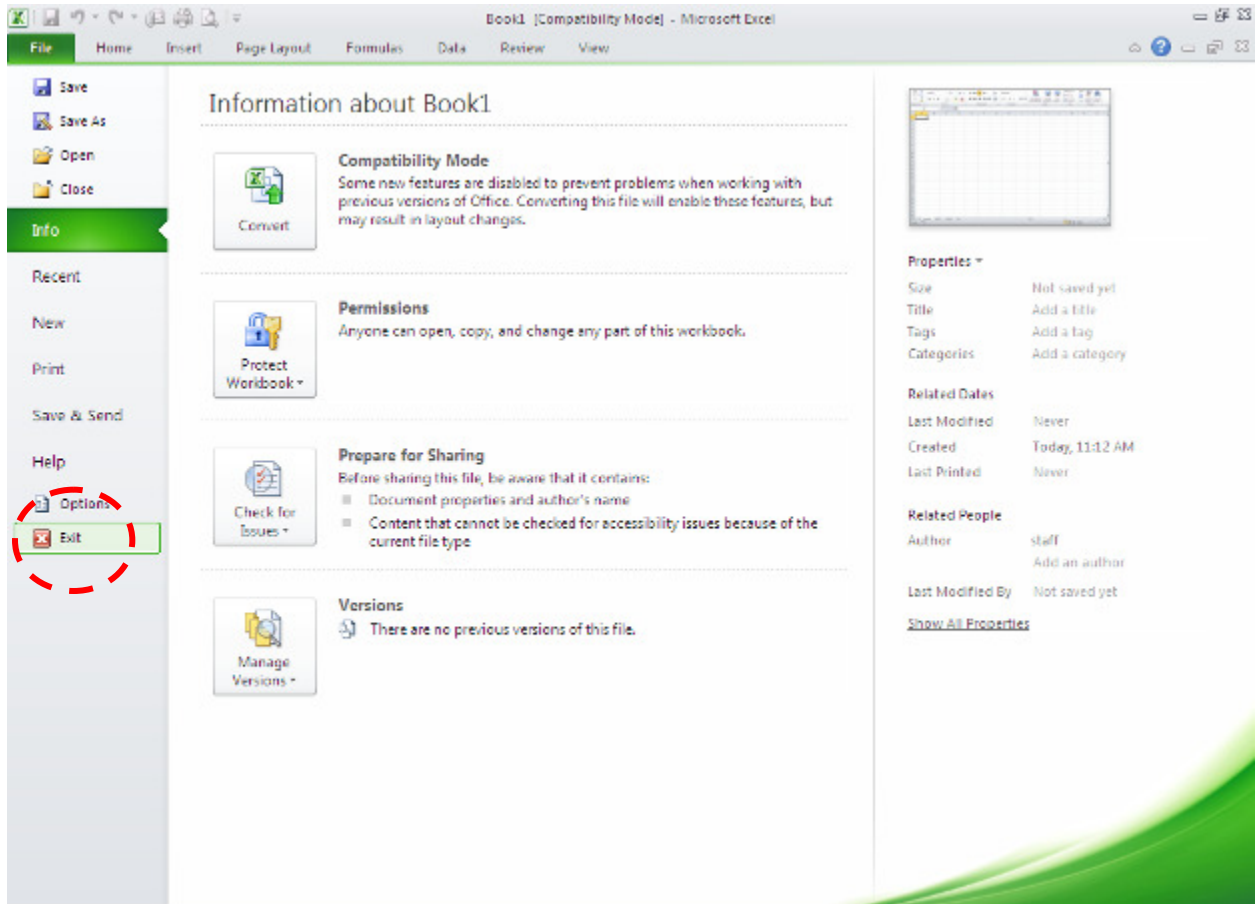
3. Click on the “Trust Center” and then click on the “Trust Center Settings” button.



4. Click on “Macro Settings.”
5. Check “Disable all macros with notification” and “Trust access to the VBA project”
6. Click the “OK” button.



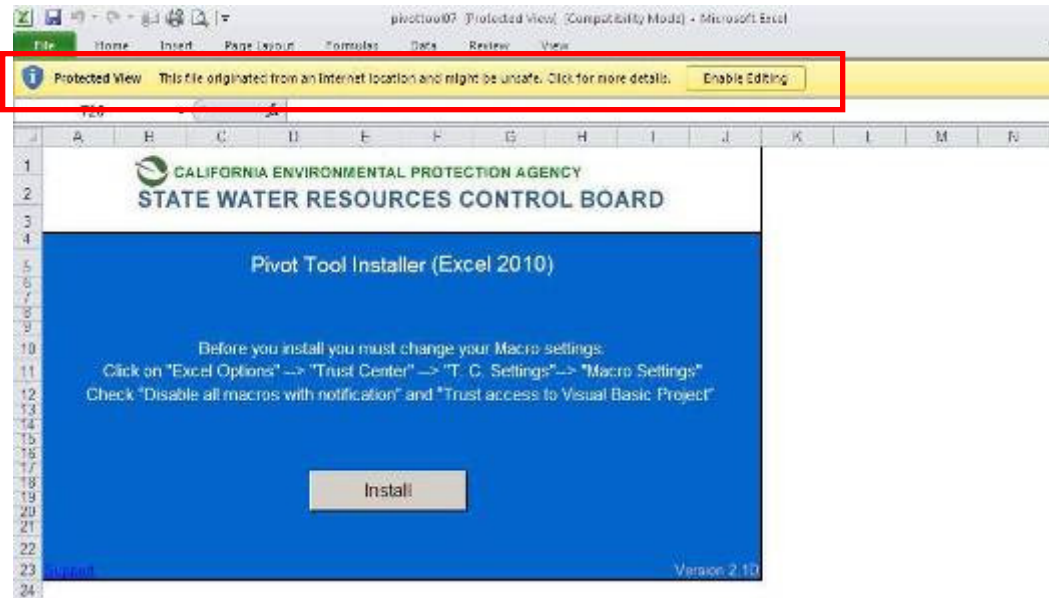
7. Exit Excel (your updated security setting will take effect once Excel reopens).



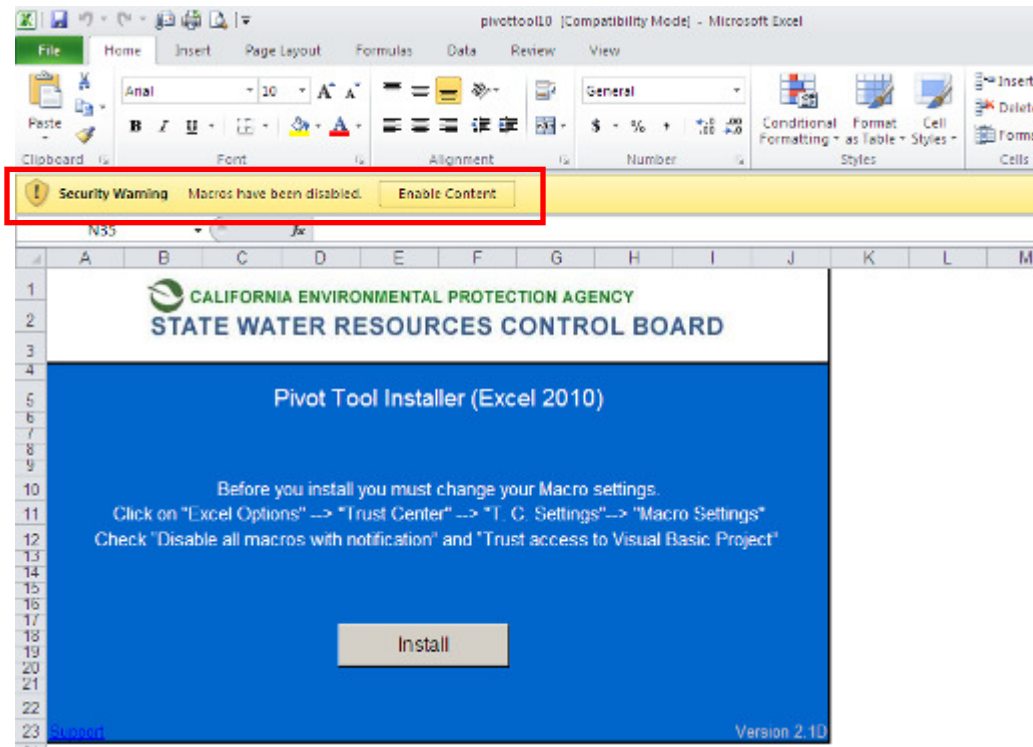
Chapter 2: Installation

Instructions:

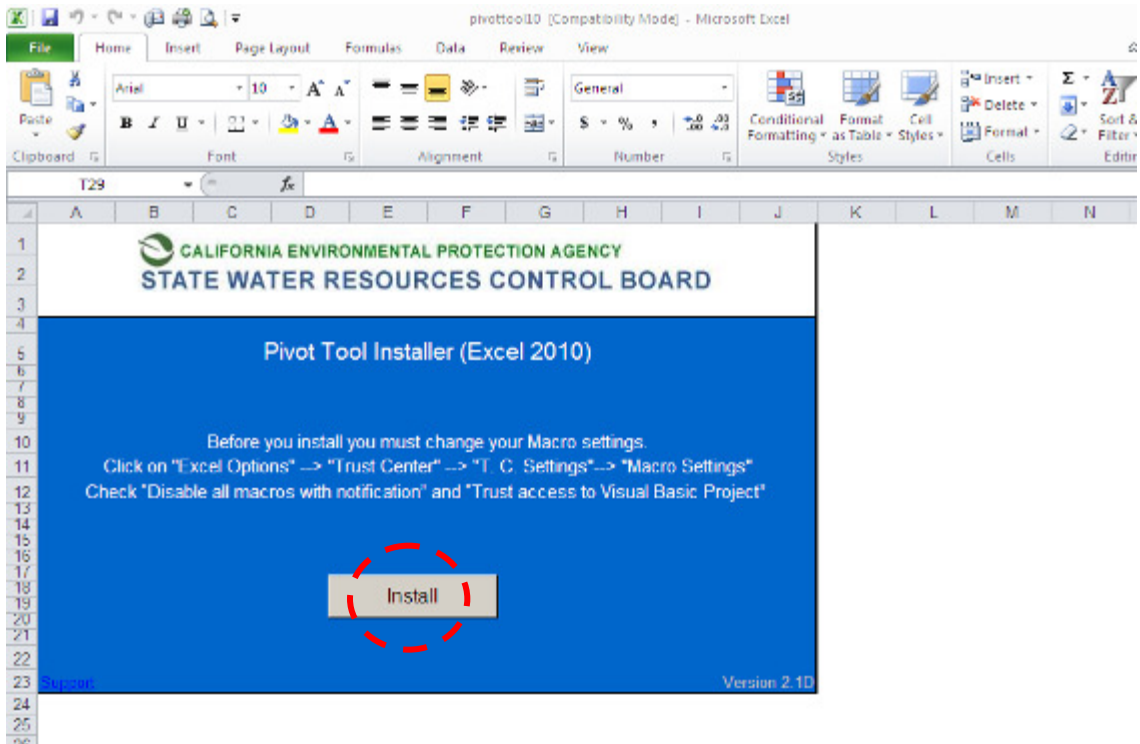
1. Open the Pivot Tool Installation Utility,
2. Notice the **Protected View**; click the “Enable Editing” button.



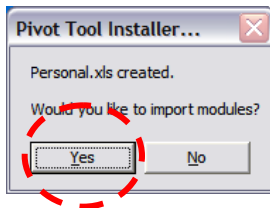
3. Notice the **Security Warning**; click the “Enable Content” button.



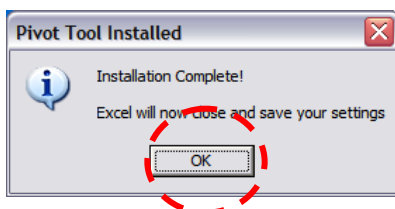
4. Click the “Install” button.



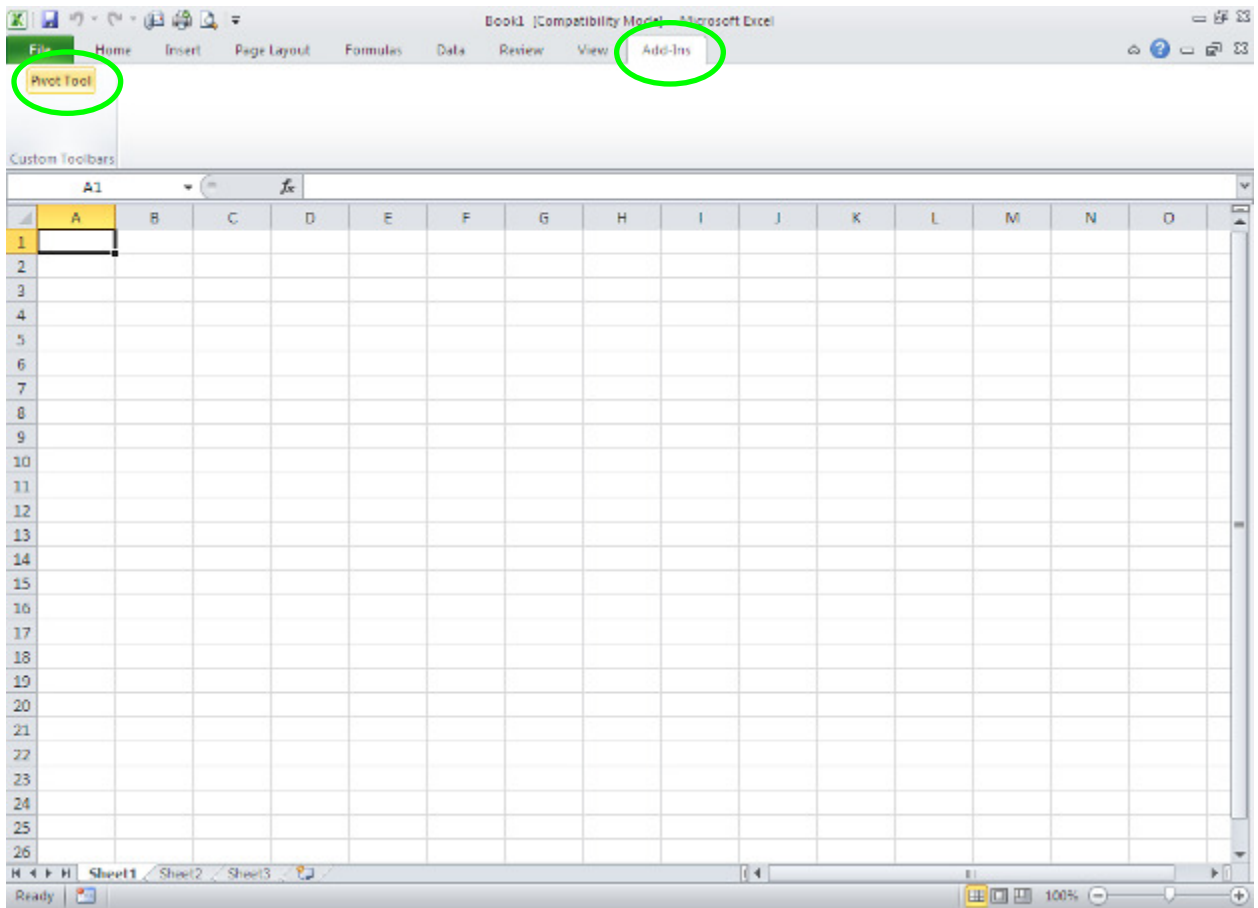
5. Click the “Yes” button.



6. Click the “OK” button.



In Excel 2010 the toolbar is now called Ribbon. If you scroll to the “Add-Ins” section of the Ribbon you will find the “Pivot Tool” icon.



Chapter 3: How to use

The Pivot Tool can be used on data points exported from the eSMR “Data Summary” tab.

Before we start let's go over the basics. Open internet explorer and navigate to CIWQS. (<http://ciwqs.waterboards.ca.gov/>). Enter your username and password then click the “Login” button. You are now at the Main Menu.

Water Boards **CIWQS** Menu | Help | Log out

Navigate to: [dropdown]

You are logged-in as: [username] If this account does not belong to you, please log out.

Main Menu

Important Message: 3/8/10 - Release 5.4 has been put into production. This release included the resolution of many report issues, including several reports that integrate data from CIWQS core and SMARTS. For a complete list of issues, please see the [status report](#) posted.

- [Submit/Review a Self Monitoring Report \(SMR\)](#)
- [Run Reports](#)
- [View/Change My Personal Information](#)

1. From the Main Menu click on “Submit/ Review a Self Monitoring Report”.

Water Boards **CIWQS** Menu | Help | Log out

Navigate to: [dropdown]

You are logged-in as: [username] If this account does not belong to you, please log out.

Main Menu

Important Message: 3/8/10 - Release 5.4 has been put into production. This release included the resolution of many report issues, including several reports that integrate data from CIWQS core and SMARTS. For a complete list of issues, please see the [status report](#) posted.

- [Submit/Review a Self Monitoring Report \(SMR\)](#)
- [Run Reports](#)
- [View/Change My Personal Information](#)

2. Click on the Order Number.

Water Boards **CIWQS** Menu | Help | Log out

Navigate to: [dropdown]

You are logged-in as: [username] If this account does not belong to you, please log out.

Self Monitoring Report (SMR)

Select the order that details the requirements for this Self Monitoring Report

Show Effective Show All

Order Number	Program	Effective Dates
R5-2004-0152	IPDES	10/15/2004 -

[View all Requirements for this Order](#)

3. Click on the Report name.

Water Boards **CIWQS** [Menu](#) [Help](#) [Log out](#)
 Navigate to:
 You are logged-in as: . If this account does not belong to you, please log out.

Self Monitoring Report (SMR)

To review or submit a report, select it from the list below. To change the list of reports, check the status types and/or enter start and end dates.

Show reports that meet these criteria

Status:

- Submitted - report was already submitted to water board
- In-Progress - report has been edited but not submitted
- Past Due - report deadline has passed and report has not been submitted
- Future - report due date is in the future

Show Report Due Between: and

Search results: [Previous](#) 1-2 of 2 [Next](#)

Report Name	Type	Frequency	Reporting Period	Due Date	Status	Date Submitted	Date Reviewed	Report	Withdrawal
December 2009	MONNPDES	Monthly	12/01/2009 - 12/31/2009	02/01/2010	Submitted	01/26/2010		Download Report	Withdraw Report
January 2010	MONNPDES	Monthly	01/01/2010 - 01/31/2010	03/01/2010	Submitted	03/01/2010	03/03/2010	Download Report	Withdraw Report

4. Click on the “Data Summary” tab

Water Boards **CIWQS** [Menu](#) [Help](#) [Log out](#)
 Navigate to:
 You are logged-in as: . If this account does not belong to you, please log out.

Self Monitoring Report (SMR)

Reporting Level: Level II

Facility Name: Quincy WWTP & Collection System Order Number: R5-2004-0152
 Water Board Office: Region 5R - Redding Case Worker: Jacqueline Matthews
 Monthly SMR (MONNPDES) report for January 2010 Report Effective Dates: 01/01/2010 - 01/31/2010
 Status: Submitted

5. Scroll to the bottom of the page, click “Export Results to Excel” [[or now you can do it at the top of the page!!]]

[No Discharge](#)
[EDF/CDF](#)
[Analytical Data](#)
[Calculated Data](#)
[Data Summary](#)
[Attachments](#)
[Violations](#)
[Submittal](#)
[Post Certified](#)
[Waterboard Notes](#)

This page contains a summary of all analytical and calculated data submitted manually and/or through file upload(s) for this report.

Sorting Order for Analytical and Calculated Results:

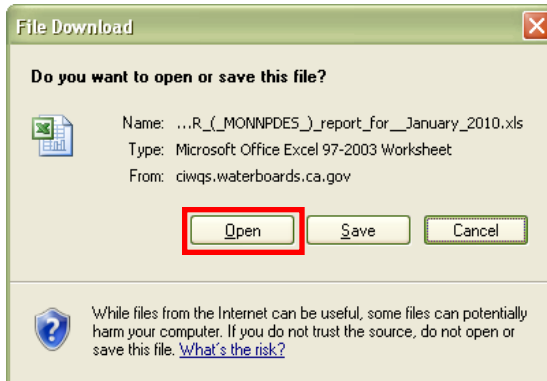
1.
2.
3.
4.
5.
6.

Analytical result ([go to Calculated Results](#))

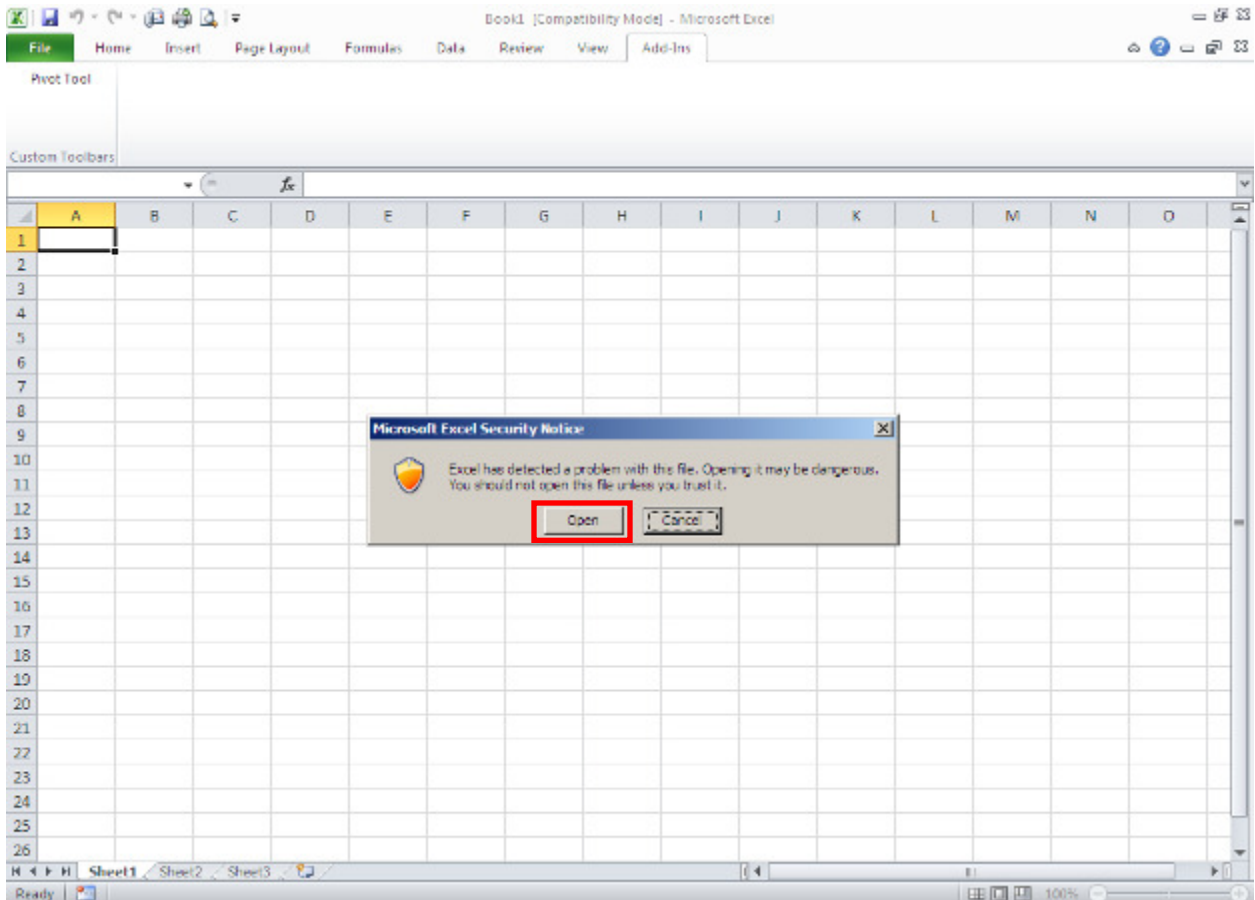
Location	Parameter	Analytical Method	Qual	Result	Units	MDL	ML	RL	Sampling Date/Time	Analysis Date	Review Priority Indicator	QA Codes	Comment
EFF-001	Ammonia, Total (as N)	Standard Method (19th) 4500-NH: Nitrogen (Ammonia)	=	5.4	mg/L	0		.1	01/19/2010 13:40:00	01/19/2010	No		Emergency Pond
EFF-001	Ammonia, Unionized (as N)	Standard Method (19th) 4500-NH: Nitrogen (Ammonia)	=	.074	mg/L	0		.00043	01/19/2010 13:40:00	01/19/2010	No		Emergency Pond
EFF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	Standard Method (18th & 19th) 5210 B: 5-Day BOD Test	=	6	mg/L	0	0		01/07/2010 07:46:00	01/07/2010	No	0	
INF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	Monthly Average (Mean)	=	143	mg/L				01/31/2010 12:00:00	01/31/2010	No		0
INF-001	Total Suspended Solids (TSS)	Monthly Average (Mean)	=	116	mg/L				01/31/2010 12:00:00	01/31/2010	No		0

Total Record Count: 6

6. Click the “Open” button.



7. A Security Notice will appear; click the “Open” button.

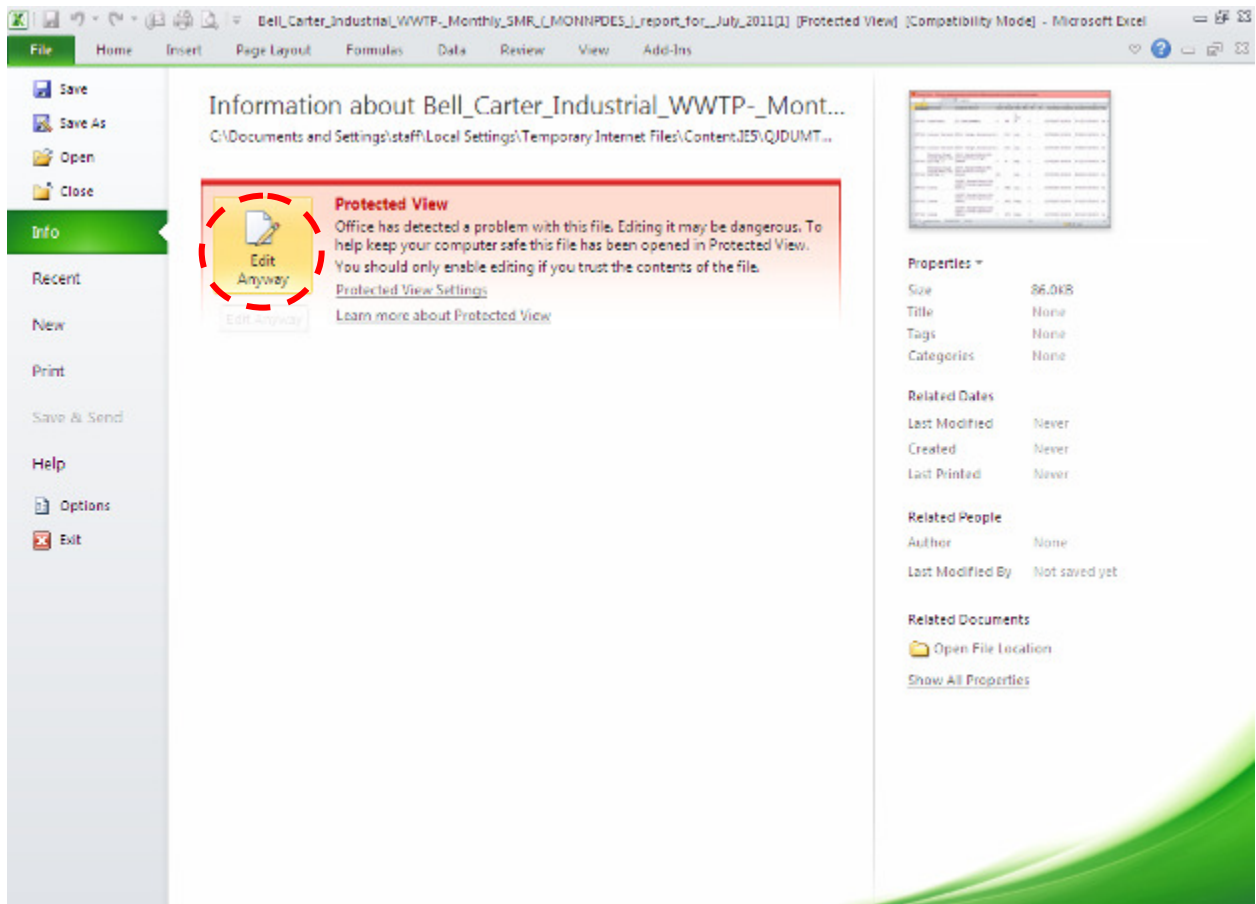


8. On the **Protected View** notification, click for more details.

The screenshot shows a Microsoft Excel window with a red notification bar at the top that reads: "Protected View Office has detected a problem with this file. Editing it may harm your computer. Click for more details." Below the notification is a data table with the following columns: Location, Parameter, Analytical Method, Qual, Result, Units, MDL, ML, RL, Sampling, Sampling, Analysis D, Analysis Ti, and Rev.

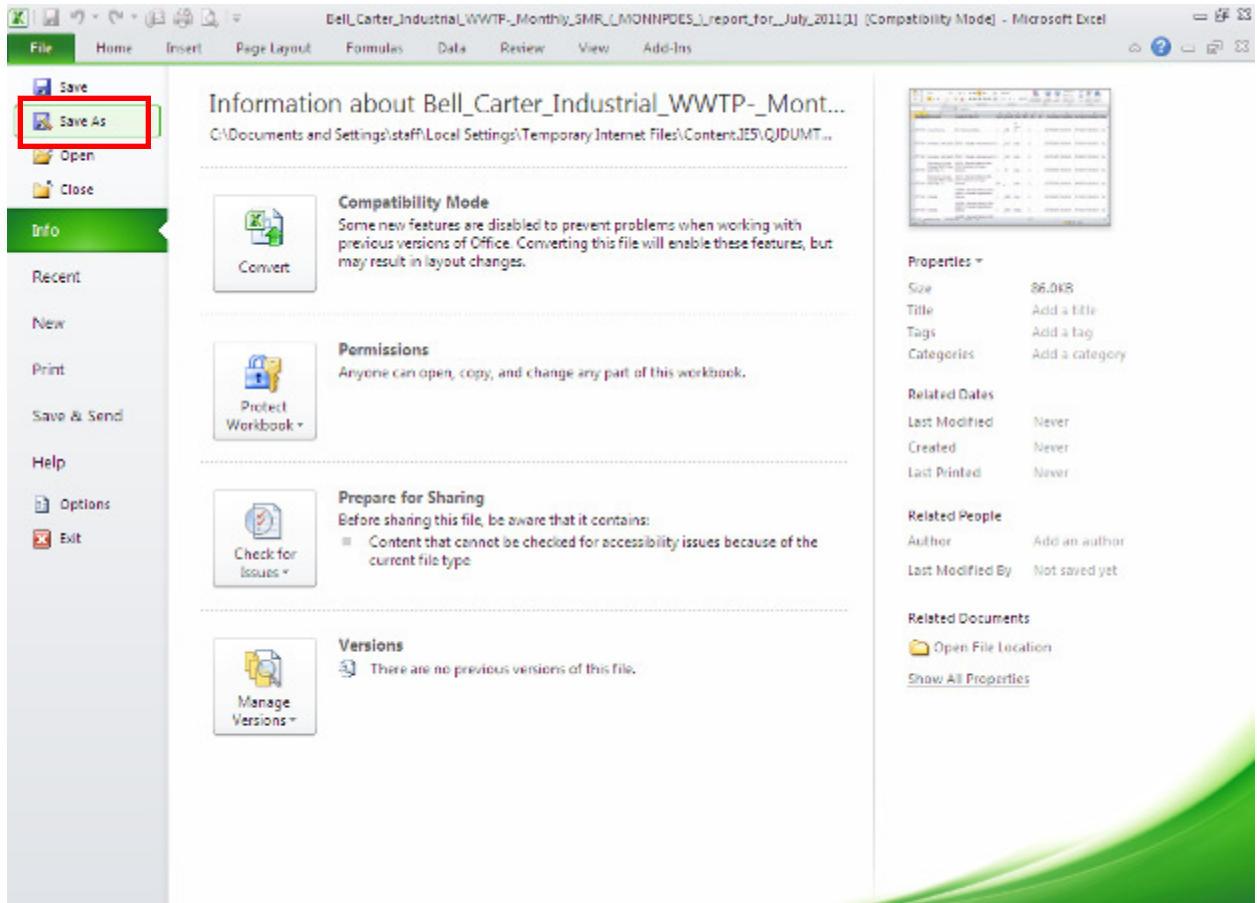
1	Location	Parameter	Analytical Method	Qual	Result	Units	MDL	ML	RL	Sampling	Sampling	Analysis D	Analysis Ti	Rev
2	EFF-001	Acute Toxicity	DU : Data Unavailable	=	100	% survival	0		0	07/06/2011	00:00:00	07/13/2011	00:00:00	No
3	EFF-001	Ammonia, Total (as N)	E350.1 : Nitrogen, Ammonia (as N)	=	0.23	mg/L	0		0	07/06/2011	00:00:00	07/06/2011	00:00:00	No
4	EFF-001	Ammonia, Total (as N)	E350.1 : Nitrogen, Ammonia (as N)	=	5.56	mg/L	0		0	07/27/2011	00:00:00	07/28/2011	00:00:00	No
5	EFF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	A5210 : Standard Method (18th) 5210: Biochemical Oxygen Demand	=	16	mg/L	0		0	07/06/2011	00:00:00	07/12/2011	00:00:00	No
6	EFF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	A5210 : Standard Method (18th) 5210: Biochemical Oxygen Demand	ND		mg/L	3		0	07/27/2011	00:00:00	08/02/2011	00:00:00	No
7	EFF-001	Chloride	A4500B : Standard Method (19th) 4500-Cl: Chloride (Argentometric Method)	=	1680	mg/L	0		0	07/06/2011	00:00:00	07/15/2011	00:00:00	No
8	EFF-001	Chloride	A4500B : Standard Method (19th) 4500-Cl: Chloride (Argentometric Method)	=	3959	lb/day	0		0	07/06/2011	00:00:00	07/15/2011	00:00:00	No
9	EFF-001	Chloride	A4500B : Standard Method (19th) 4500-Cl: Chloride (Argentometric Method)	=	1272	lb/day	0		0	07/27/2011	00:00:00	08/11/2011	00:00:00	No

9. On the Protected view details page, click on the “Edit Anyway” icon.



10. You must save the workbook to your computer (before running the Pivot Tool).

From the File menu, select “Save As.”



11. Click on the “All Data” worksheet (notice there are 3 worksheets).

1	Location	Parameter	Analytical Method	Qual	Result	Units	MDL	ML	RL	Sampling	Sampling	Analysis D	Analysis TI	Rev
2	EFF-001	Acute Toxicity	DU : Data Unavailable	=	100	% survival	0		0	07/06/2011	00:00:00	07/13/2011	00:00:00	No
3	EFF-001	Ammonia, Total (as N)	E350.1 : Nitrogen, Ammonia (as N)	=	0.23	mg/L	0		0	07/06/2011	00:00:00	07/06/2011	00:00:00	No
4	EFF-001	Ammonia, Total (as N)	E350.1 : Nitrogen, Ammonia (as N)	=	5.56	mg/L	0		0	07/27/2011	00:00:00	07/28/2011	00:00:00	No
5	EFF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	A5210 : Standard Method (18th) 5210: Biochemical Oxygen Demand	=	16	mg/L	0		0	07/06/2011	00:00:00	07/12/2011	00:00:00	No
6	EFF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	A5210 : Standard Method (18th) 5210: Biochemical Oxygen Demand	ND		mg/L	3		0	07/27/2011	00:00:00	08/02/2011	00:00:00	No
7	EFF-001	Chloride	A4500B : Standard Method (19th) 4500-Cl: Chloride (Argentometric Method)	=	1680	mg/L	0		0	07/06/2011	00:00:00	07/15/2011	00:00:00	No
8	EFF-001	Chloride	A4500B : Standard Method (19th) 4500-Cl: Chloride (Argentometric Method)	=	3959	lb/day	0		0	07/06/2011	00:00:00	07/15/2011	00:00:00	No

12. Scroll to the “Add-Ins” section of the Ribbon and then click on the “Pivot Tool” icon.

1	Location	Parameter	Analytical Method	Calculated Method	Qual	Result	Units	MDL	ML	RL	Sampling	San
2	EFF-001	Acute Toxicity	DU : Data Unavailable		=	100	% survival	0		0	07/06/2011	00:0
3	EFF-001	Ammonia, Total (as N)	E350.1 : Nitrogen, Ammonia (as N)		=	0.23	mg/L	0		0	07/06/2011	00:0
4	EFF-001	Ammonia, Total (as N)	E350.1 : Nitrogen, Ammonia (as N)		=	5.56	mg/L	0		0	07/27/2011	00:0
5	EFF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	A5210 : Standard Method (18th) 5210: Biochemical Oxygen Demand		=	16	mg/L	0		0	07/06/2011	00:0
6	EFF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	A5210 : Standard Method (18th) 5210: Biochemical Oxygen Demand		ND		mg/L	3		0	07/27/2011	00:0
7	EFF-001	Chloride	A4500B : Standard Method (19th) 4500-Cl: Chloride (Argentometric Method)		=	1680	mg/L	0		0	07/06/2011	00:0
8	EFF-001	Chloride	A4500B : Standard Method (19th) 4500-Cl: Chloride (Argentometric Method)		=	3959	lb/day	0		0	07/06/2011	00:0

13. Click on the “All Data” button

eSMR Pivot Table Tool
 CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
 STATE WATER RESOURCES CONTROL BOARD
 Create a Pivot Table --> **All Data**
 Cancel
 Version 1.50

Your pivot table is created! You may adjust the dropdown lists to narrow your results and further analyze the data.

The screenshot shows an Excel 2010 interface with a PivotTable and the PivotTable Field List task pane. The PivotTable is structured as follows:

Location	Parameter	Calculation	Units	Qual
	Acute Toxicity	Ammonia, Total (as N)	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	
	Single	Daily Maximum	Monthly Average	Single
	%	mg/L	lb/day	mg/L
07/01/2011	00:00:00	2.895	19	9.5
07/02/2011	00:00:00			
07/03/2011	00:00:00			
07/04/2011	00:00:00			
07/05/2011	00:00:00			
07/06/2011	00:00:00	100	0.23	25.33333
07/07/2011	00:00:00		16	16
07/08/2011	00:00:00			
07/09/2011	00:00:00			
07/10/2011	00:00:00			
07/11/2011	00:00:00			
07/12/2011	00:00:00			
07/13/2011	00:00:00			
07/14/2011	00:00:00			
07/15/2011	00:00:00			

The PivotTable Field List on the right shows the following configuration:

- Choose fields to add to report:
 - Location
 - Parameter
 - Analytical Method
 - Calculated Method
 - Calculation Type
 - Qual
 - Result
 - Result TXT
 - Units
 - MDL
 - ML
 - RL
 - Sampling Date
- Drag fields between areas below:
 - Report Filter: Location, Parameter, Calculation, Units
 - Row Labels: Sampling Date, Sampling Time
 - Column Labels: Average of R...