



# USAEC Pest Management Records Spreadsheet

U.S. Army Environmental Center  
Pest Management

Aberdeen Proving Ground, MD 21010

# OVERVIEW

- Provide background on the spreadsheet
- Create a folder and sub-folder to store programs and data
- Create a “Template” spreadsheet
- Enter data
- Save and locally archive data

# Background

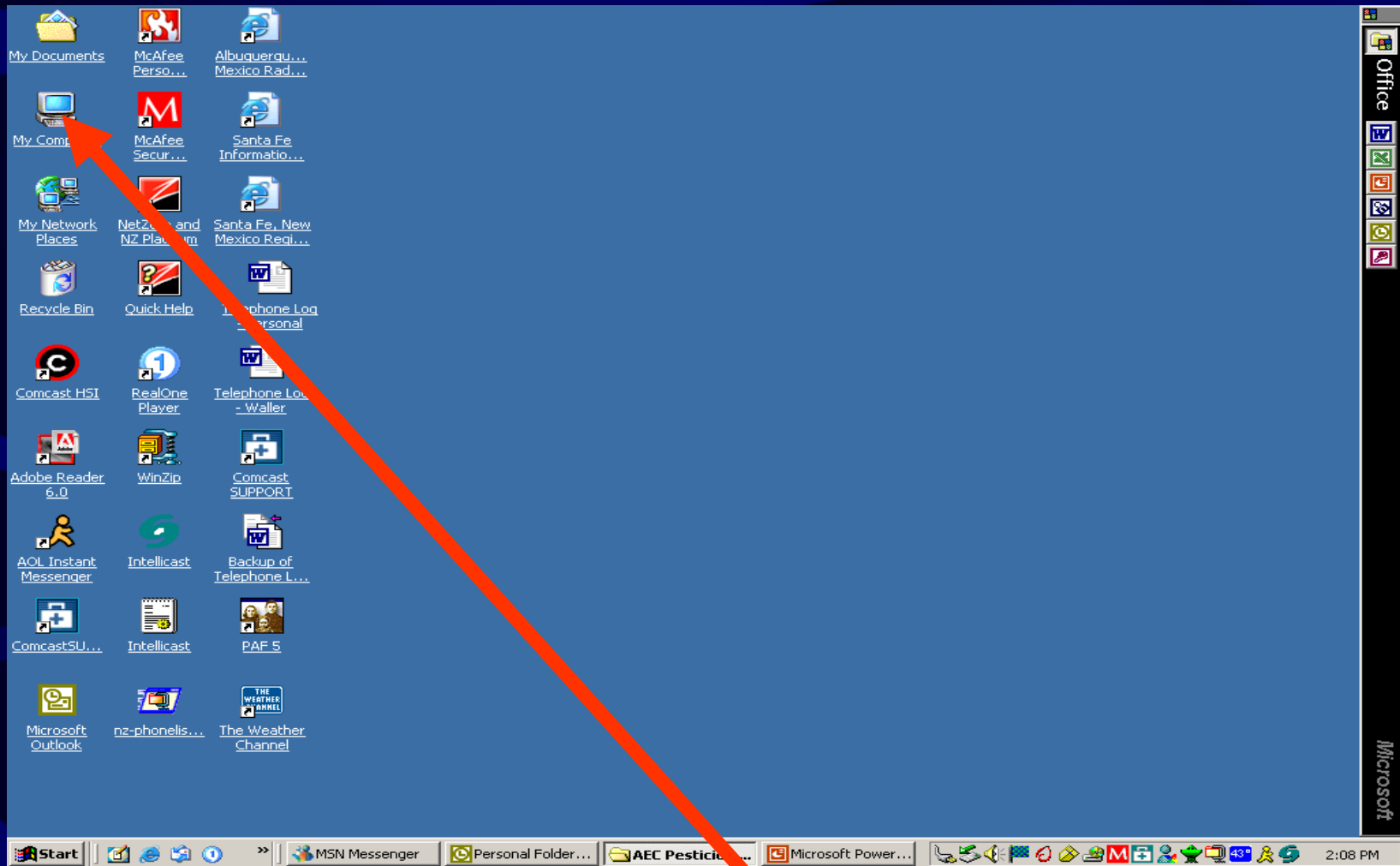
- Version 2.4 Developed in August 2002 by US Navy. Why?
  - Uncertain fate of IPMIS
  - Originally developed to act as a “bridge”
  - Straight-forward, single purpose tool

# Minimum System Requirements

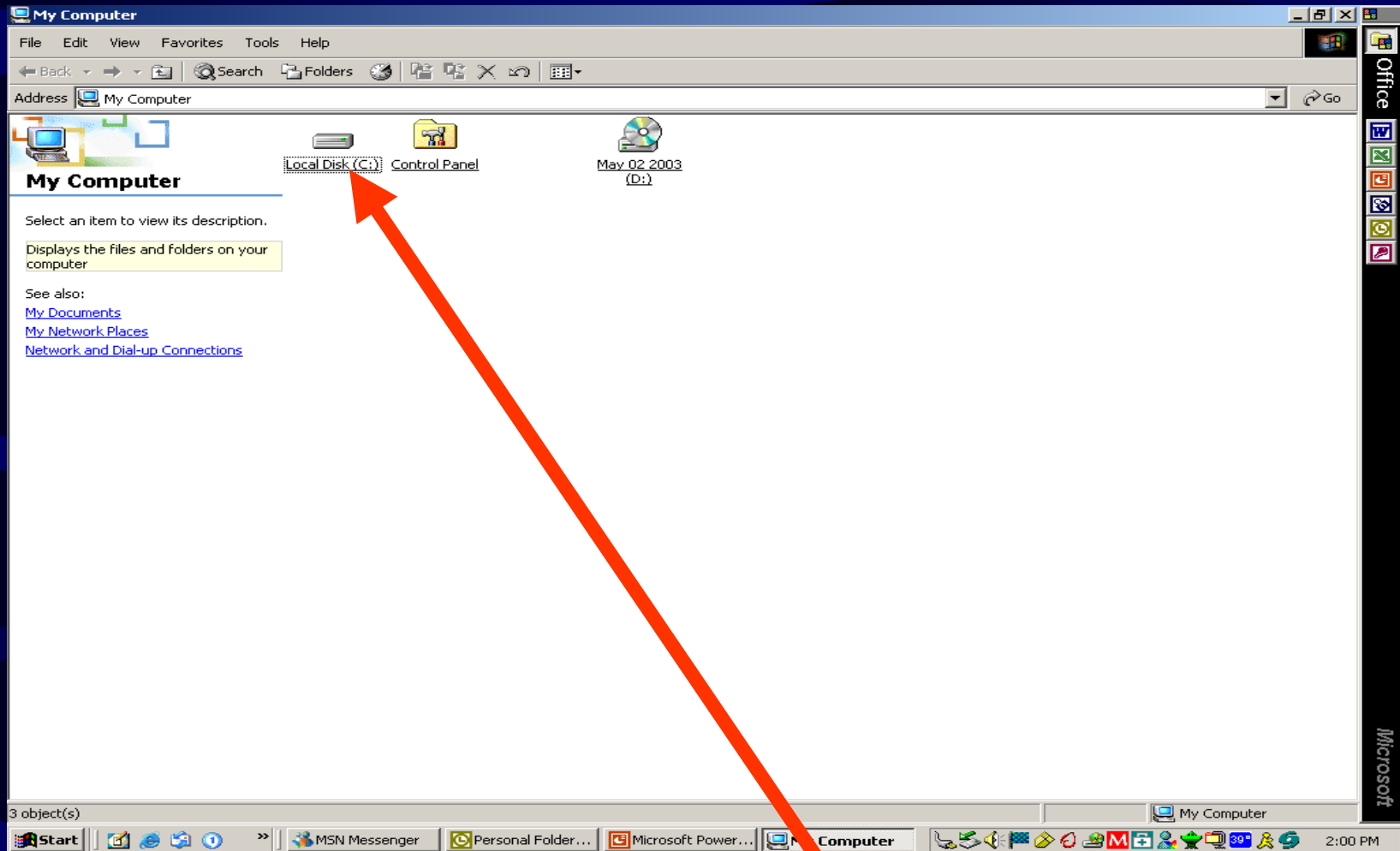
Specification	Windows 2000	Excel 2000
Processor	Pentium 133+	Pentium 166+
RAM	64 MB	4 MB
Hard Drive	2 GB, 650 MB Free	352 MB Free
CD/DVD-ROM	Required	Required
Display	VGA or higher	VGA or higher
Keyboard	Required	Required
Mouse	Required	Required

# Create a Folder and Sub-Folder

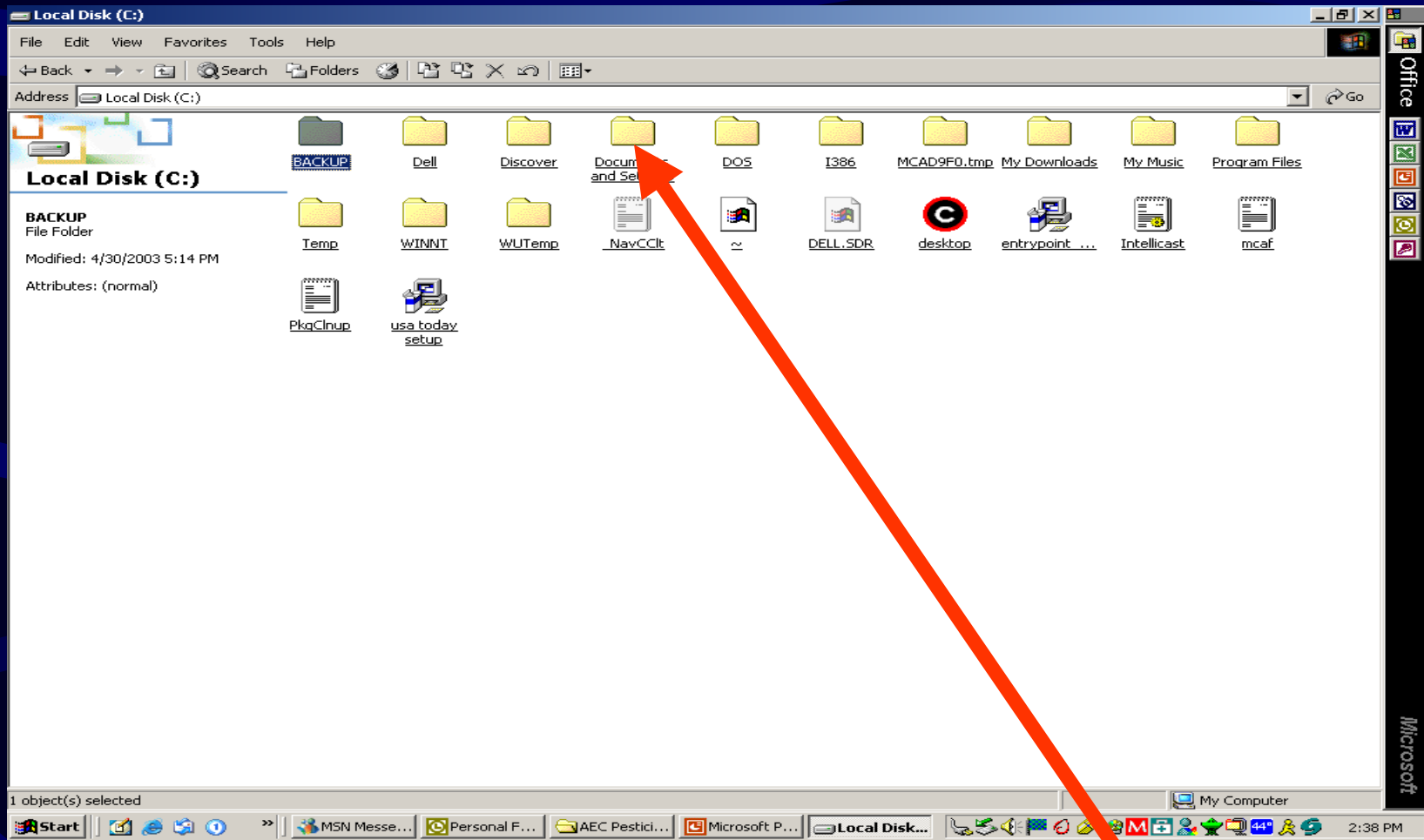
- Windows file management (organize)
  - Create folder for records/files
  - Subfolders in folder
  - Files go into folders/subfolders
- Good organization means files/folders easy to find, use, save, and backup
- Example: C:\Documents and Settings\All Users\Desktop\PMReports\FY2003\June2003.xls



- Click on “My Computer”

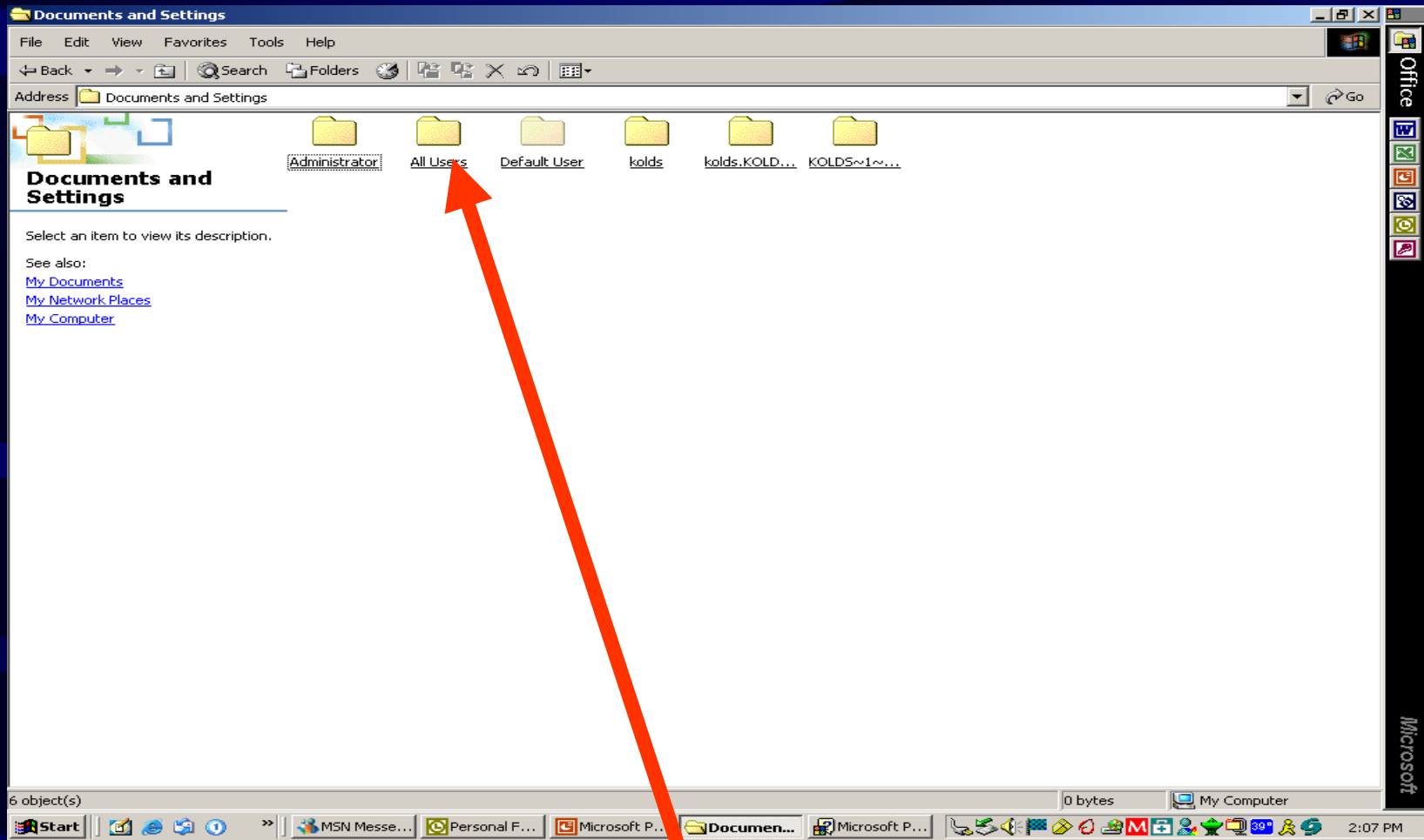


- Click on “Local Disk (C:)”

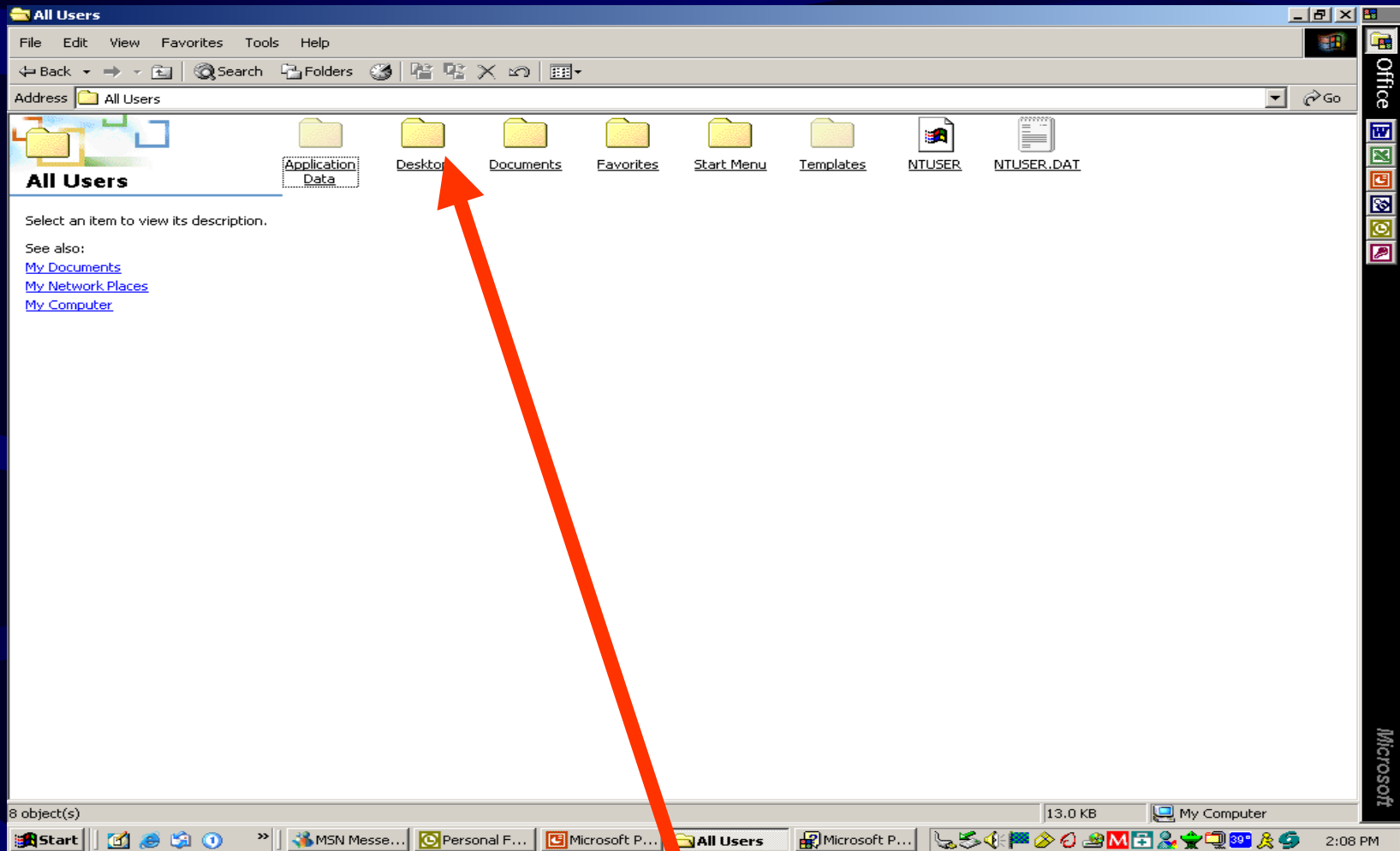


- Click on “Documents and Settings”

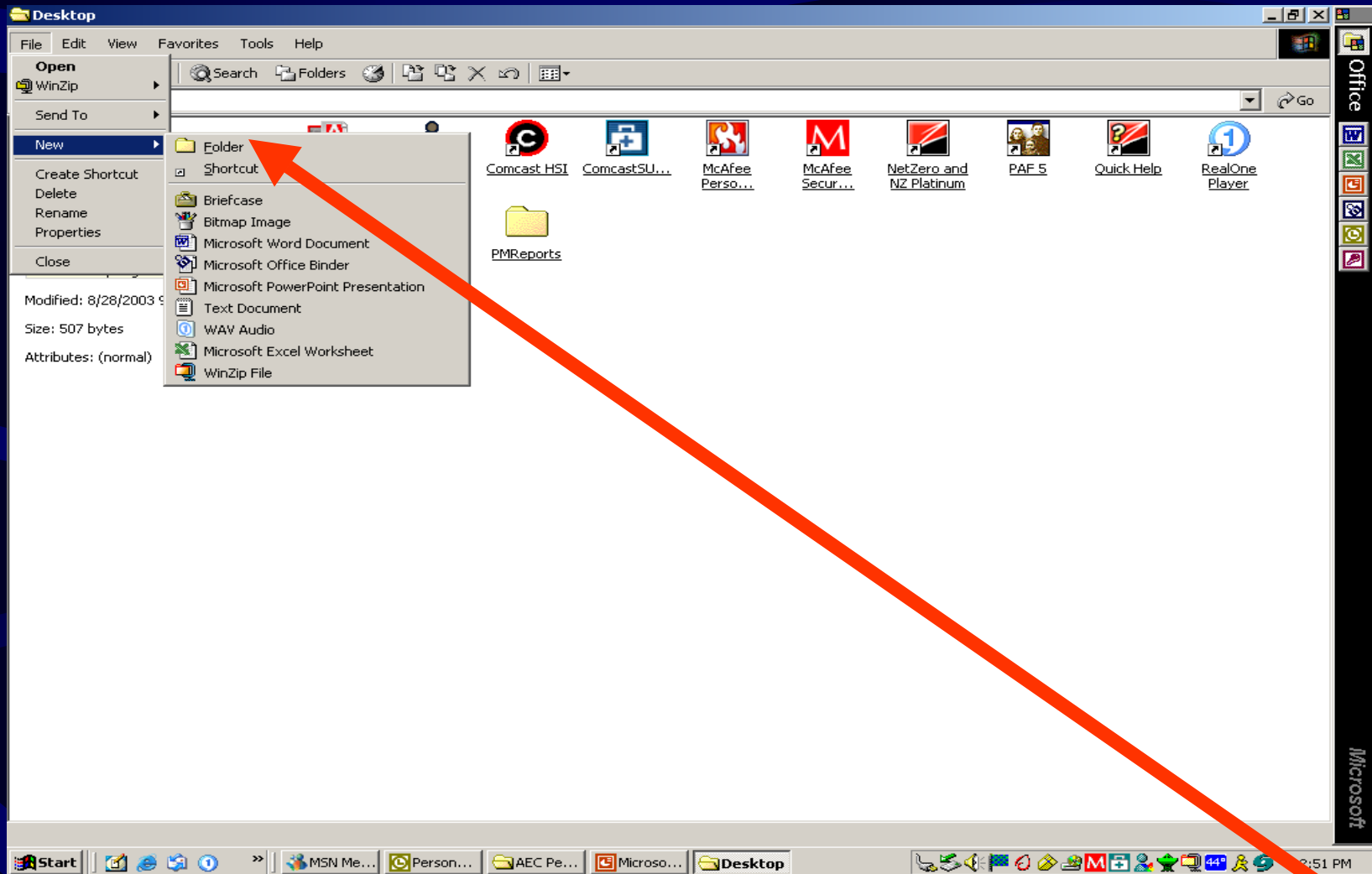




- Click on “All Users”



- Click on “Desktop”

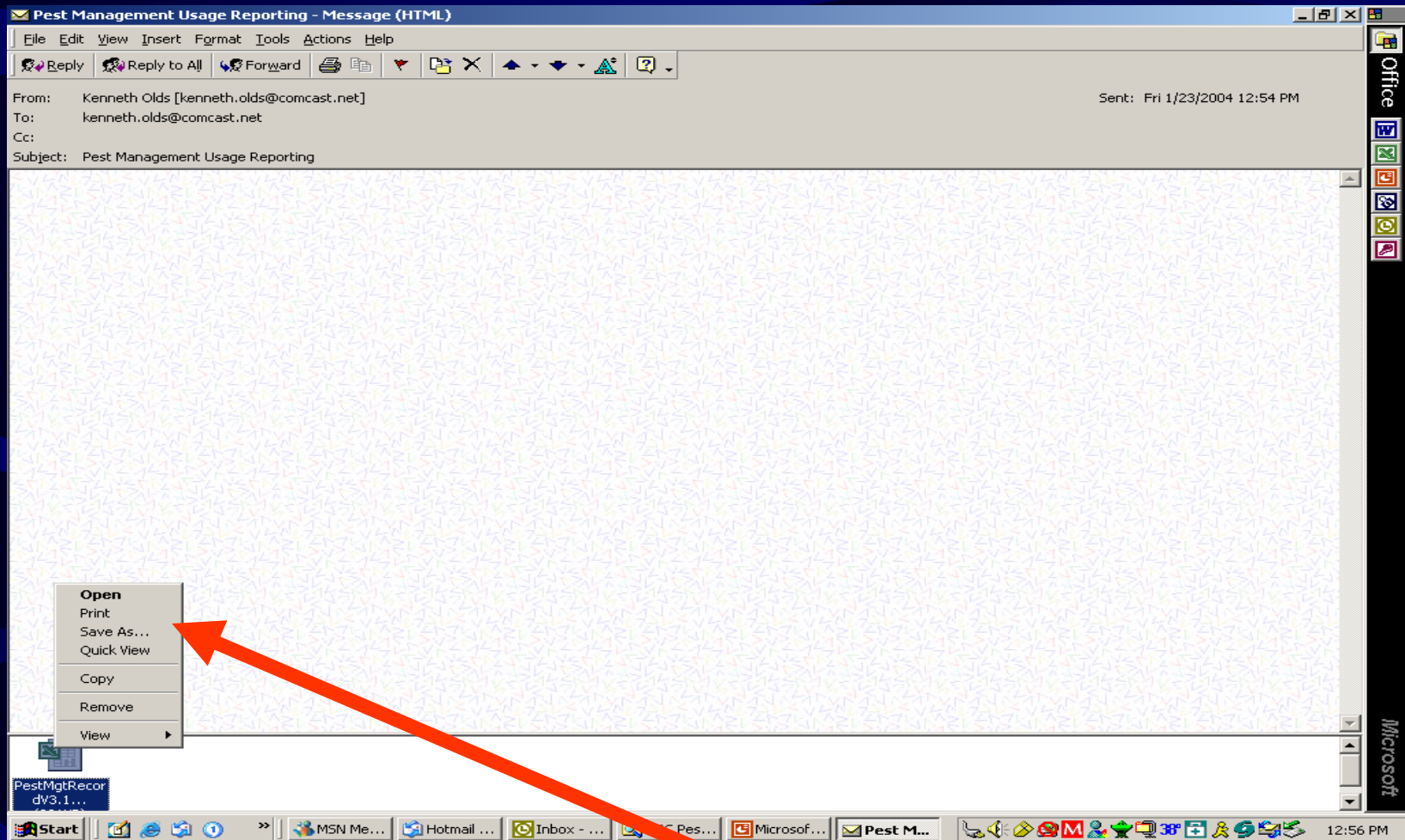


- Click on “File,” then “New,” then “Folder”

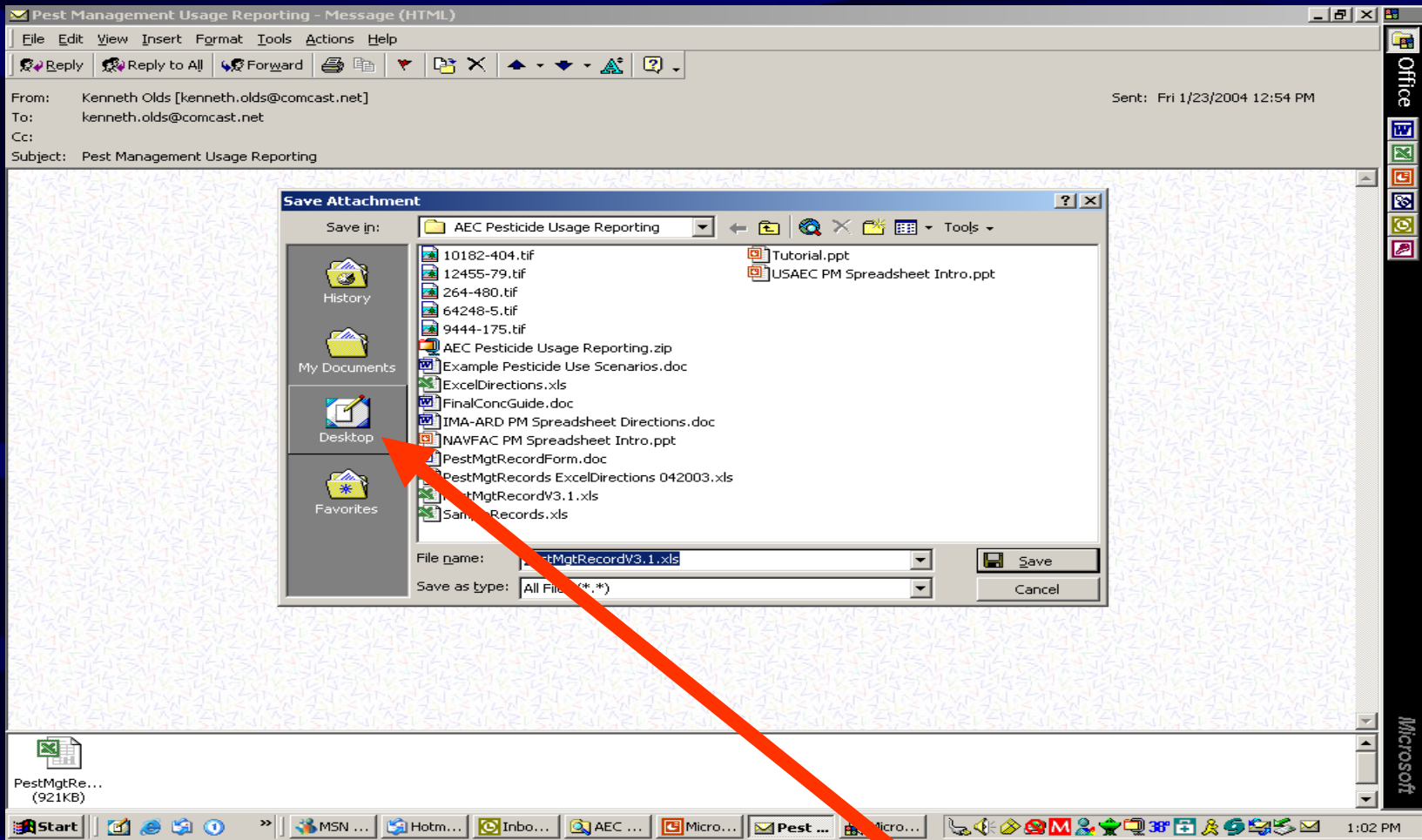
- Change the name of the new folder to  
PMReports
- Open the new folder PMReports (double  
click on the icon)
- Create a new sub-folder = FY2004

# Copy the spreadsheet into the PMReports Folder

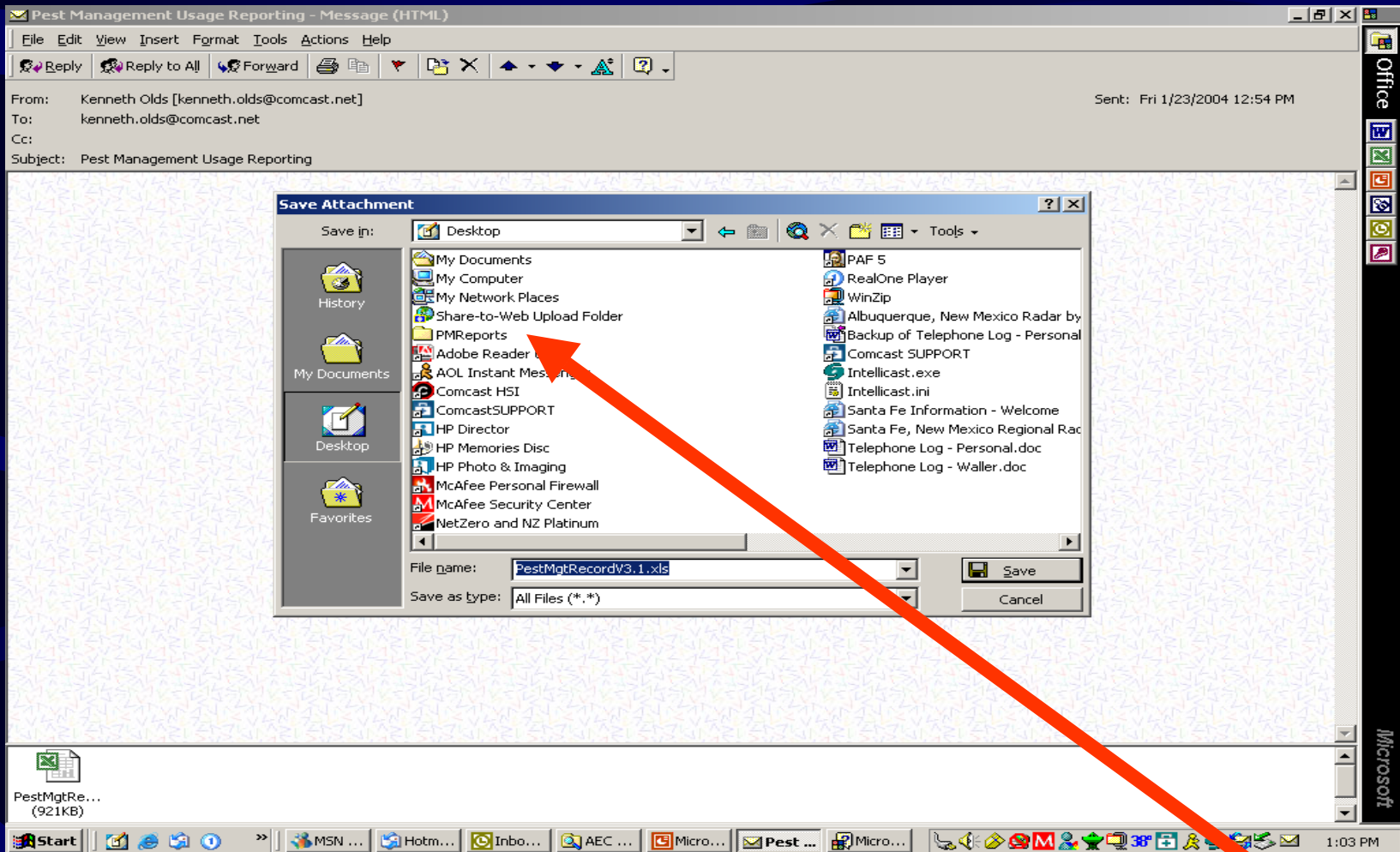
- Go to the e-mail where you received the spreadsheet.
- Right click on the spreadsheet icon



- Click on the “Save As...”

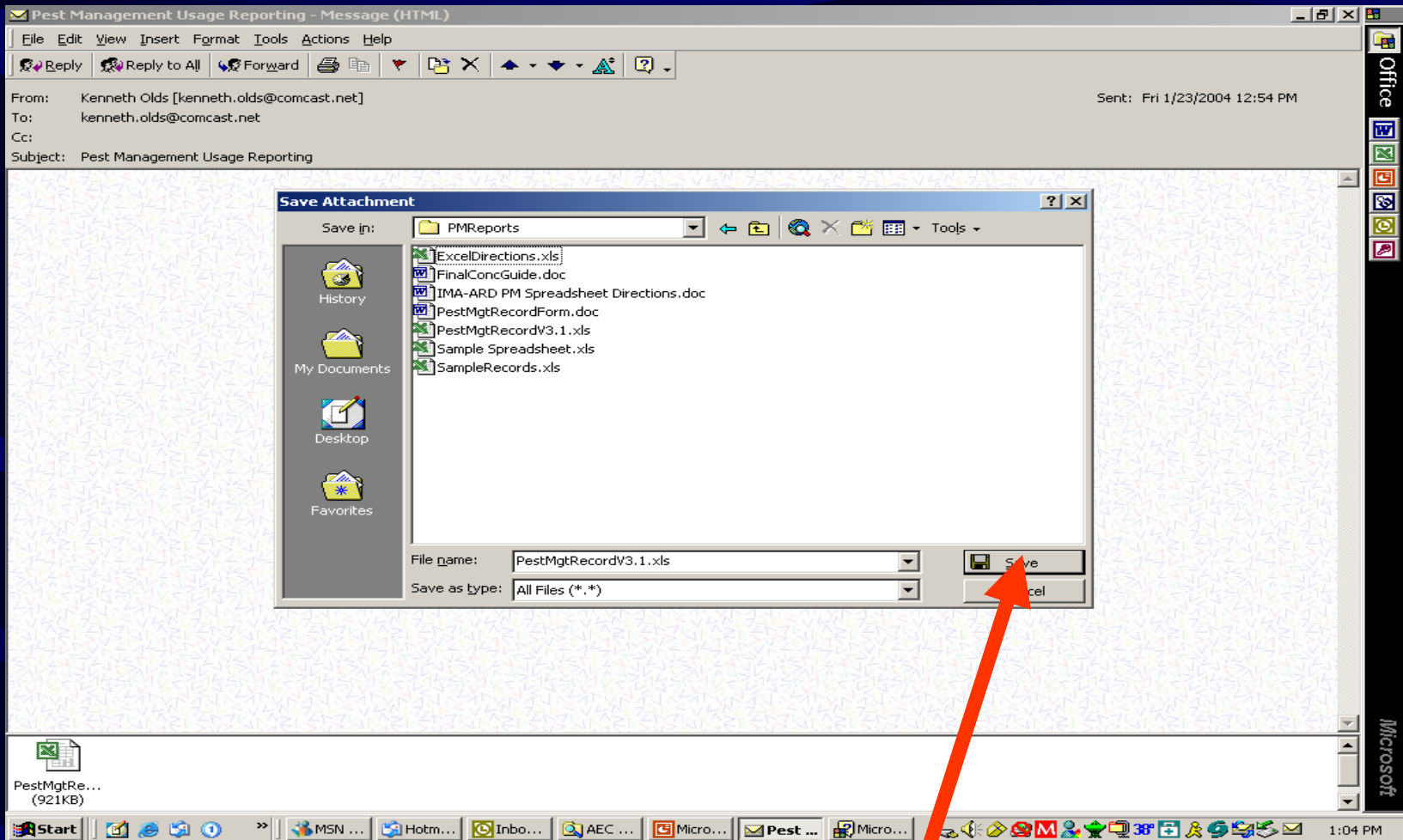


- Click on the “Desktop” icon



- Double click on the PMReports folder icon





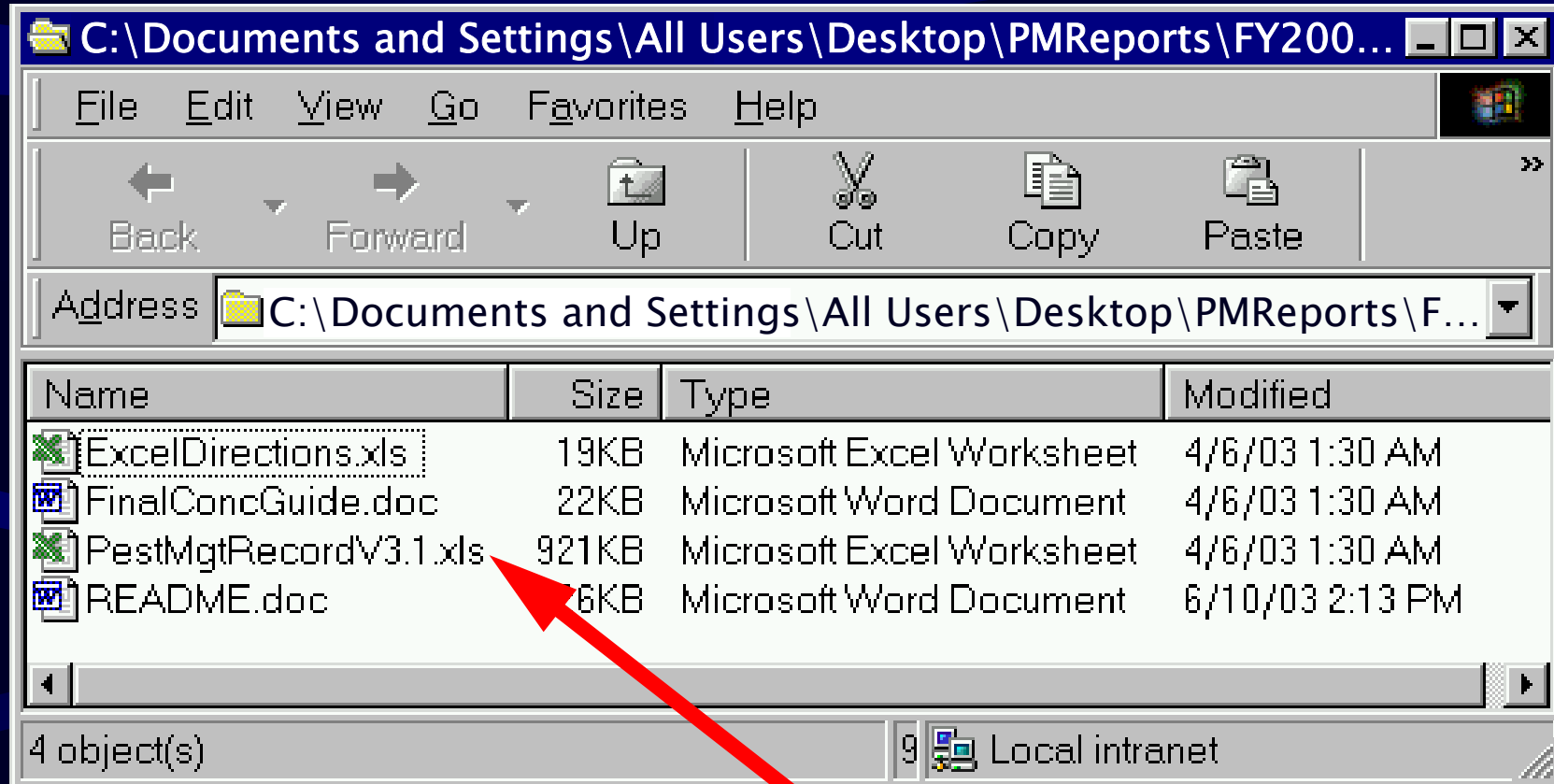
- Click on the “Save” button

## Save the other files

- Save the other files you received in the e-mail the same way.
- You may also want to print these files. They will be used while entering data into the spreadsheet.

# Using The Spreadsheet

- Directions: ExcelDirections.xls
- Opening the file
- Entering data into the records
  - Steps 1-6, setup and save template file
  - Steps 7-10, data entry and save monthly report file
- Saving, submitting, and archiving records



- Step 1 – Open spreadsheet

Microsoft Excel - PestMgtRecordV3.1

File Edit View Insert Format Tools Data Window Help

U14 =

# Pest Management Record

Directions: Fill in the installation name, department/office and UIC cells first. Next, fill in a separate row (start with Row 12) for each pest management operation. For pesticide applications, the pounds of active ingredient (PAI) will be calculated automatically based on the data you enter.

4	Installation Name						
5	Dept./Office Name						
6	UIC						
7	<b>Total PAI</b>						
8	Ver 3.1, 2/24/03						
9	Contract or In-House	Date of Application	Inside or Outside	Facility: Building # or Area	Operation	Site	Pest
10	Contract	05/30/2002	Inside	G-15	Manual Pesticide Application	Semi-Improved Grounds	Broad-leaved Weeds
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Pesticide List | Data Entry | Submittal

Draw | AutoShapes

Ready

Start | Inbox - Microsoft ... | Microsoft PowerP... | Microsoft Excel ... | 12:03 PM

- Step 2 – Fill out lines 4-6



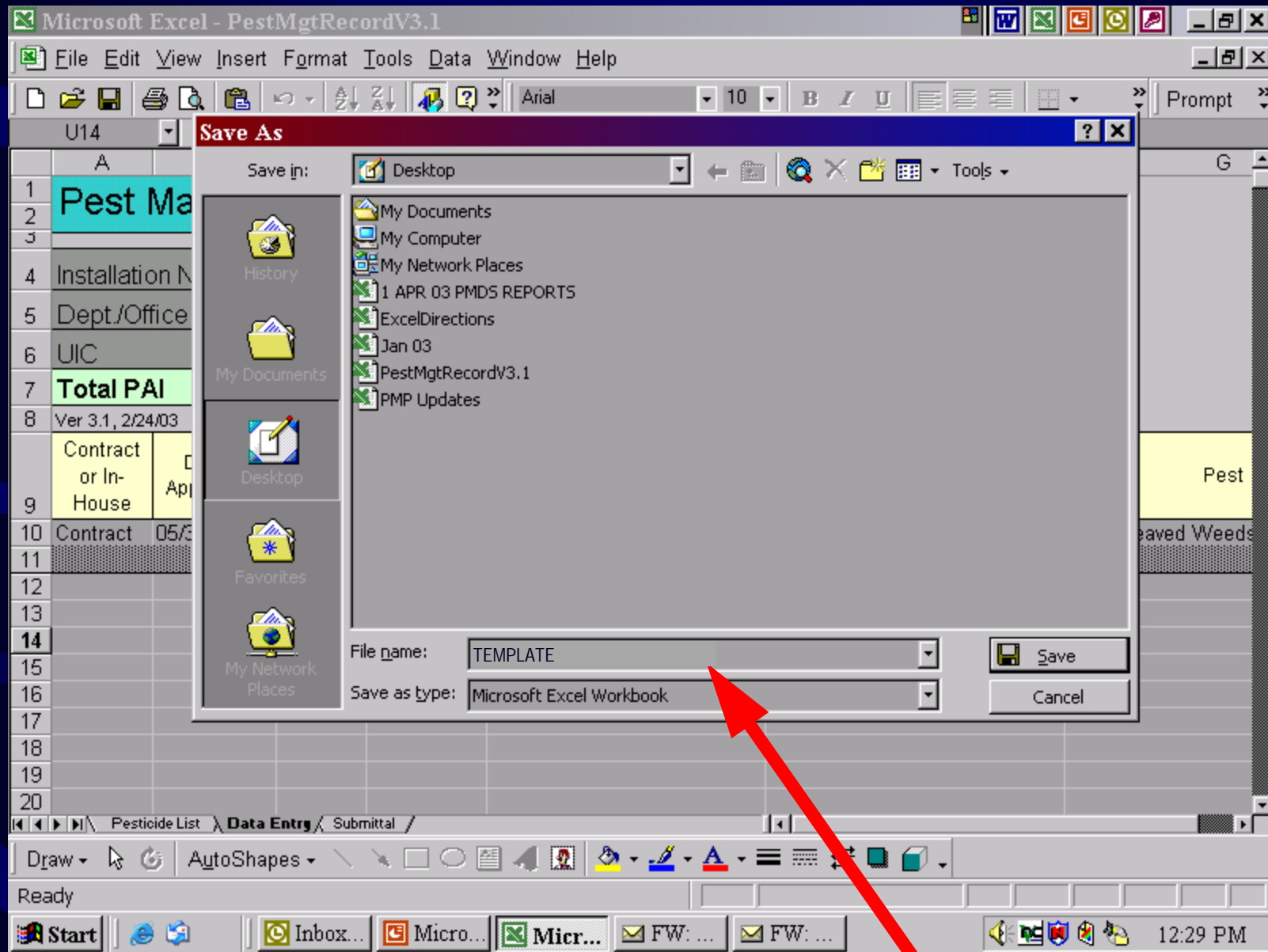
The screenshot shows the Microsoft Excel interface for 'PestMgtRecordV3.1'. The spreadsheet has columns A, B, C, and D. Row 1 contains a light blue instruction box: 'When the pesticide information is entered below it will automatically be placed in a drop-down menu on the Data Entry worksheet. This will save time, and will avoid re-typing information for each data entry. Click on the yellow cells below to find a description of what information is required.' Row 2 is a header row with yellow cells: 'Pesticide Trade Name' (A2), 'Pesticide Active Ingredient' (B2), 'EPA Registration # or Other #' (C2), and 'Formulation' (D2). Row 3 is shaded grey. Row 4 is the first data entry row, with cell A4 selected and a red arrow pointing to it. The status bar at the bottom shows 'Ready' and the taskbar includes 'Start', 'Inbox', 'Microsoft ...', 'Microsoft PowerP...', 'Microsoft Excel ...', and the time '12:10 PM'.

	A	B	C	D
1	When the pesticide information is entered below it will automatically be placed in a drop-down menu on the Data Entry worksheet. This will save time, and will avoid re-typing information for each data entry. Click on the yellow cells below to find a description of what information is required.			
2	Pesticide Trade Name	Pesticide Active Ingredient	EPA Registration # or Other #	Formulation
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
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16				
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22				

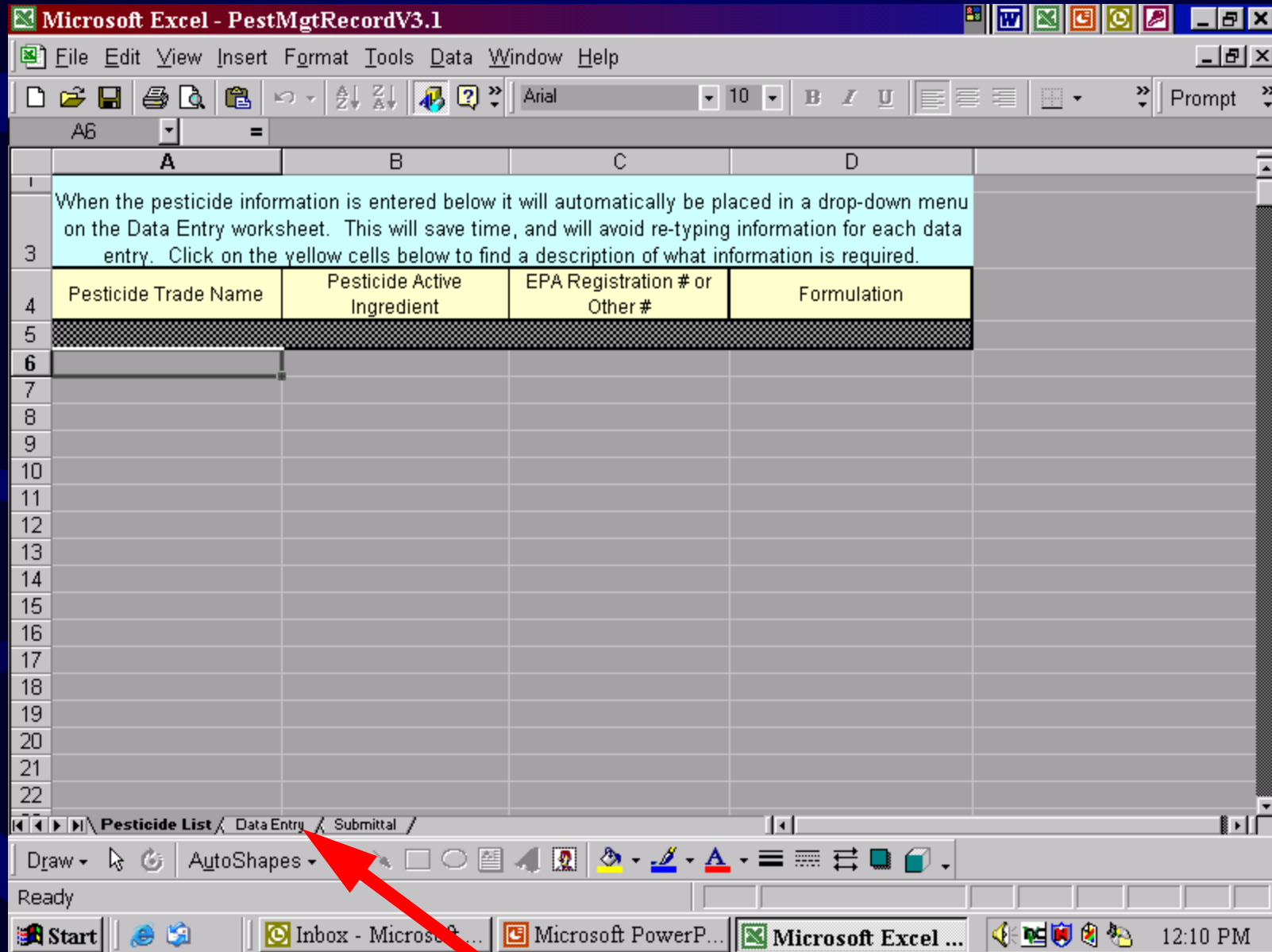
- Step 4 – Enter pesticides to be used. After you have entered the pesticides they will be in a dropdown menu on the Data Entry Page







- Step 6-- Save file as “TEMPLATE, click “save”



- Step 7 – Click on Data Entry Tab

Microsoft Excel - PestMgtRecordV3.1

File Edit View Insert Format Tools Data Window Help

U14 =

Pest Management Record							
4	Installation Name		Directions: Fill in the installation name, department/office and UIC cells first. Next, fill in a separate row (start with Row 12) for each pest management operation. For pesticide applications, the pounds of active ingredient (PAI) will be calculated automatically based on the data you enter.				
5	Dept./Office Name						
6	UIC						
7	<b>Total PAI</b>	<b>0</b>					
8	Ver 3.1, 2/24/03						
9	Contract or In-House	Date of Application	Inside or Outside	Facility: Building # or Area	Operation	Site	Pest
10	Contract	05/30/2002	Inside	G-15	Manual Pesticide Application	Semi-Improved Grounds	Broad-leaved Weeds
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Ready

Start | Inbox - Microsoft ... | Microsoft PowerP... | Microsoft Excel ... | 12:15 PM

- Step 8 – Enter pesticide application data beginning on line 12. Do not use the mouse to move the cursor. Press the tab key to move from field to field.



Microsoft Excel - 1 APR 03 PMDS REPORTS

File Edit View Insert Format Tools Data Window Help

Open... Ctrl+O

Save As...

1 N:\NEW FOLDER\BO... \APRIL FY2003  
 2 \Documents and Set... \APRIL FY2003  
 3 N:\NEW FOLDERS\BO... \11\A... \1 APR 03  
 4 A:\PMREC

Directions: Fill in the installation name, department/office and UIC cells first. Next, fill in a separate row (start with Row 12) for each pest management operation. For pesticide applications, the pounds of active ingredient (PAI) will be calculated automatically based on the data you enter.

7 **Total PAI** 1.748235

8 Ver 3.1, 2/24/03

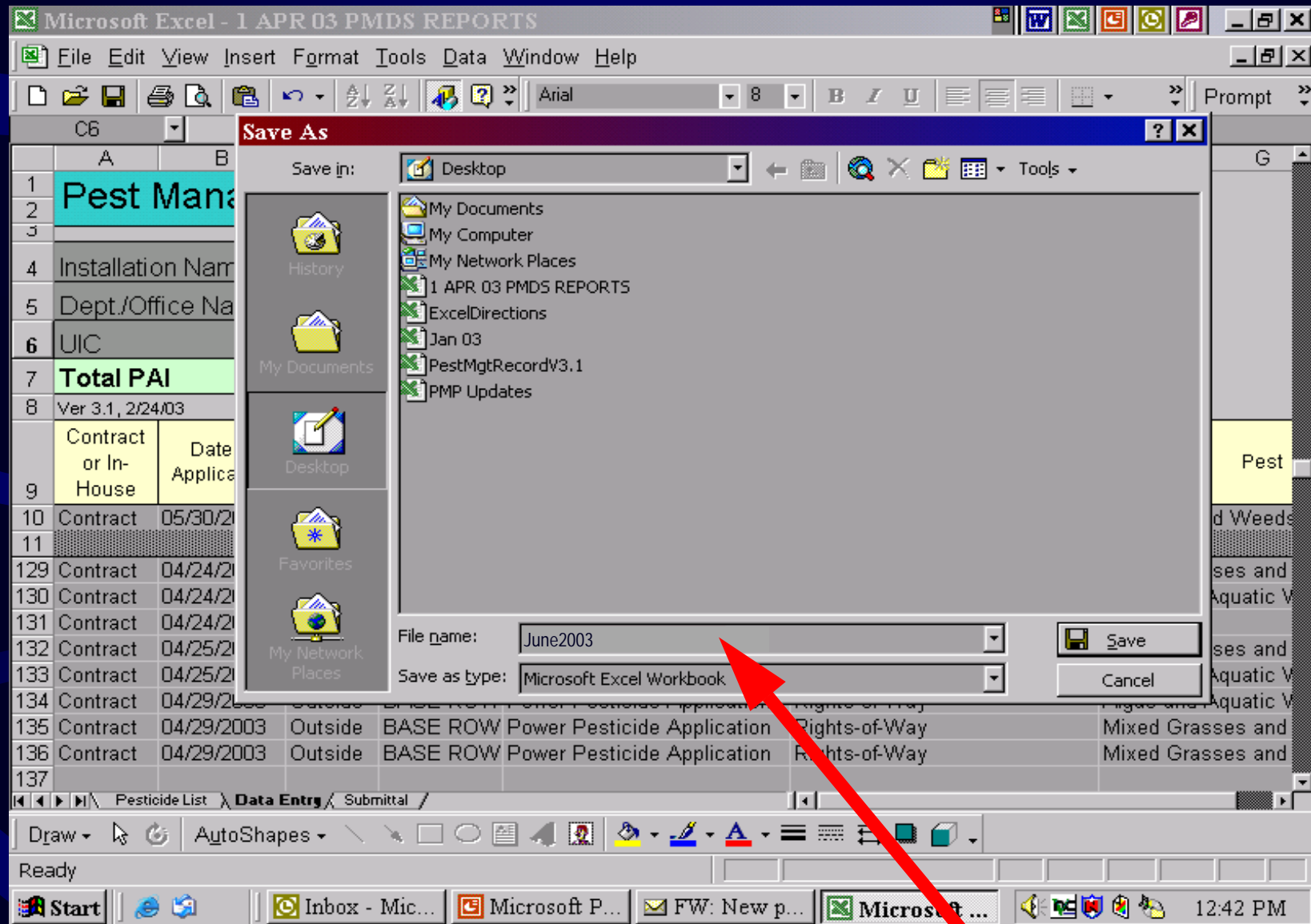
Contract or In-House	Date of Application	Inside or Outside	Facility: Building # or Area	Operation	Site	Pest
Contract	05/30/2002	Inside	G-15	Manual Pesticide Application	Semi-Improved Grounds	Broad-leaved Weeds
Contract	04/24/2003	Outside	BASE ROW	Power Pesticide Application	Rights-of-Way	Mixed Grasses and
Contract	04/24/2003	Outside	BASE ROW	Power Pesticide Application	Aquatic Sites	Algae and Aquatic V
Contract	04/24/2003	Outside	BASE ROW	Power Pesticide Application	Rights-of-Way	Grasses
Contract	04/25/2003	Outside	BASE ROW	Power Pesticide Application	Rights-of-Way	Mixed Grasses and
Contract	04/25/2003	Outside	BASE ROW	Power Pesticide Application	Rights-of-Way	Algae and Aquatic V
Contract	04/29/2003	Outside	BASE ROW	Power Pesticide Application	Rights-of-Way	Algae and Aquatic V
Contract	04/29/2003	Outside	BASE ROW	Power Pesticide Application	Rights-of-Way	Mixed Grasses and
Contract	04/29/2003	Outside	BASE ROW	Power Pesticide Application	Rights-of-Way	Mixed Grasses and

Pesticide List | Data Entry | Submittal

Ready

Start | Inbox - Mic... | Microsoft P... | FW: New p... | Microsoft ... | 12:40 PM

- Step 9 – When finished entering data, click on “File” then “Save As”



- Step 10 -- Save as the month

# Time-Saver Note

- To fill out next months report, just open the “Template” you saved in step 3 and enter the new data. Save the new data as the month. If you have a new pesticide, enter it on the “Template” spreadsheet.
- **NOTE – IF YOU USE THE TEMPLATE YOU WILL NOT HAVE TO RE-ENTER THE PESTICIDES!!!!!! THEY WILL APPEAR IN THE DROPDOWN MENU.**

# Saving The Record

- Save files in a predetermined folder and on removable media as a backup
- Save records as a file with month and year as filename, e.g.,
  - June2003.xls
- If you have more than 250 entries, start a new record with sequential filenames, e.g.,
  - June2003Part1.xls
  - June2003Part2.xls



# Submitting The Report

- If needed/requested, reports could be submitted in one of two ways:
  - 1. On removable media (floppy disk or CD)
  - or,
  - 2. Attach the file to an e-mail message and send to:

# Data Backup

- Data backup and safekeeping ensures
  - Confidentiality
  - Integrity
  - Availability
- Archive report data after 2 years for permanent retention (backup to CD-ROM, **NOT** diskettes)
- Necessary to document PM activity in case of data recall, e.g., for a legal issue

# *US Army Environmental Center*

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Pest Management Program  
Base Operations Support Division (SFIM-AEC-BDC)  
US Army Environmental Center  
5179 Hoadley Road  
Aberdeen Proving Ground, MD 21010-5401

(410) 436-7088

(410) 436-1587

(410) 436-1566

(410) 436-1574

(410) 436-1573

<http://aec.army.mil/usaec/pest/index.html>