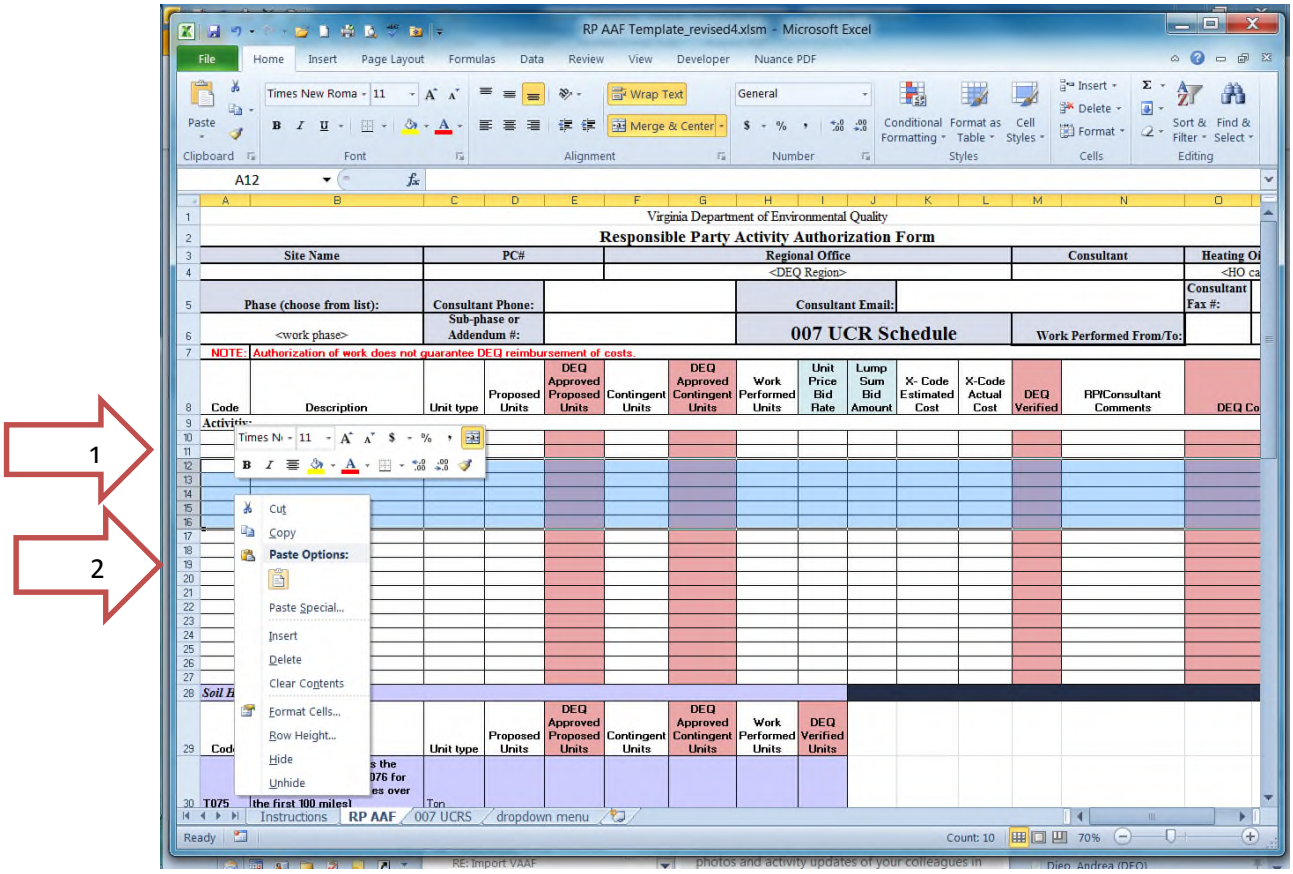
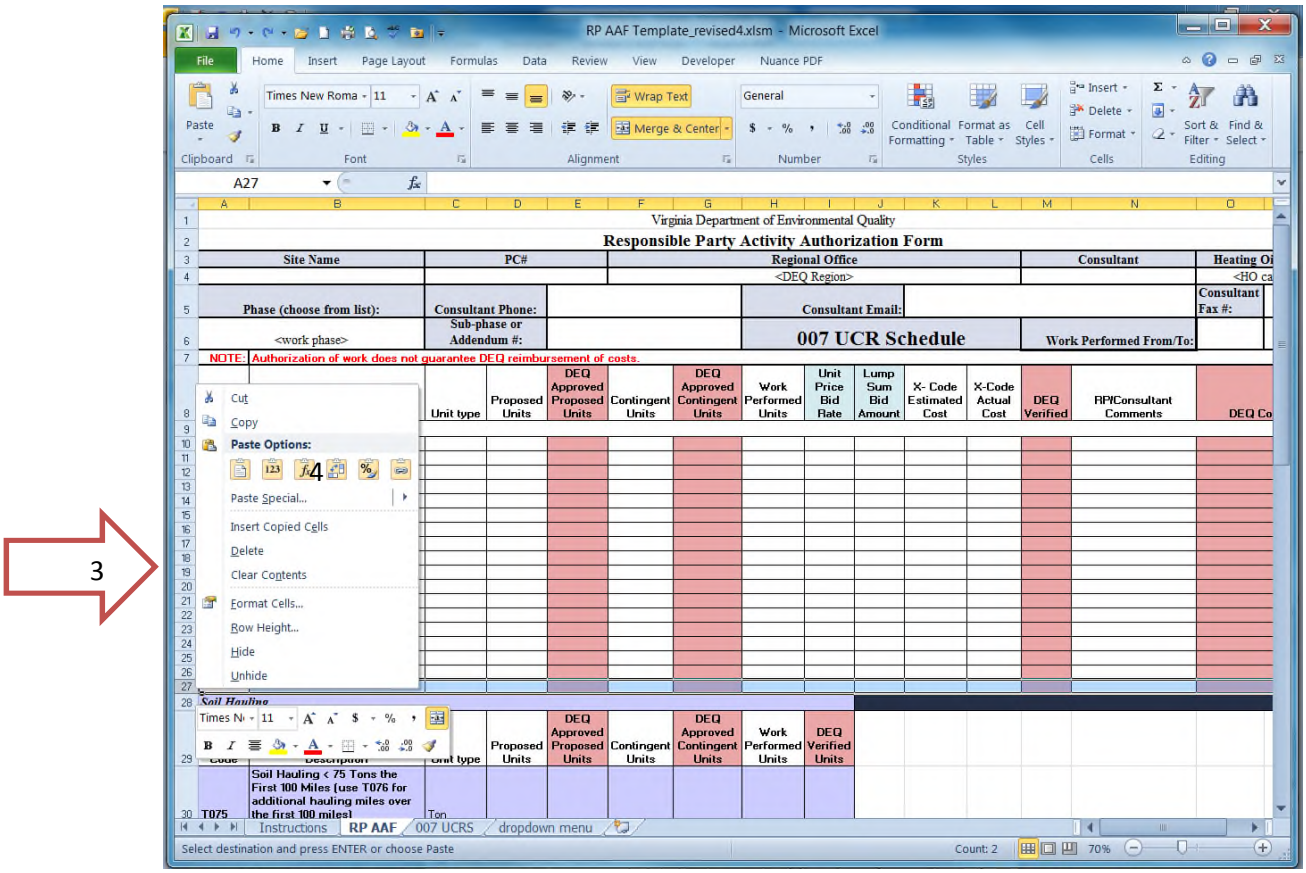
How to add additional lines under an Activity

It is important to follow these steps so that the imbedded formulas are included when you add additional lines.



1. Highlight the row numbers on the far left

2. Right click and select Copy

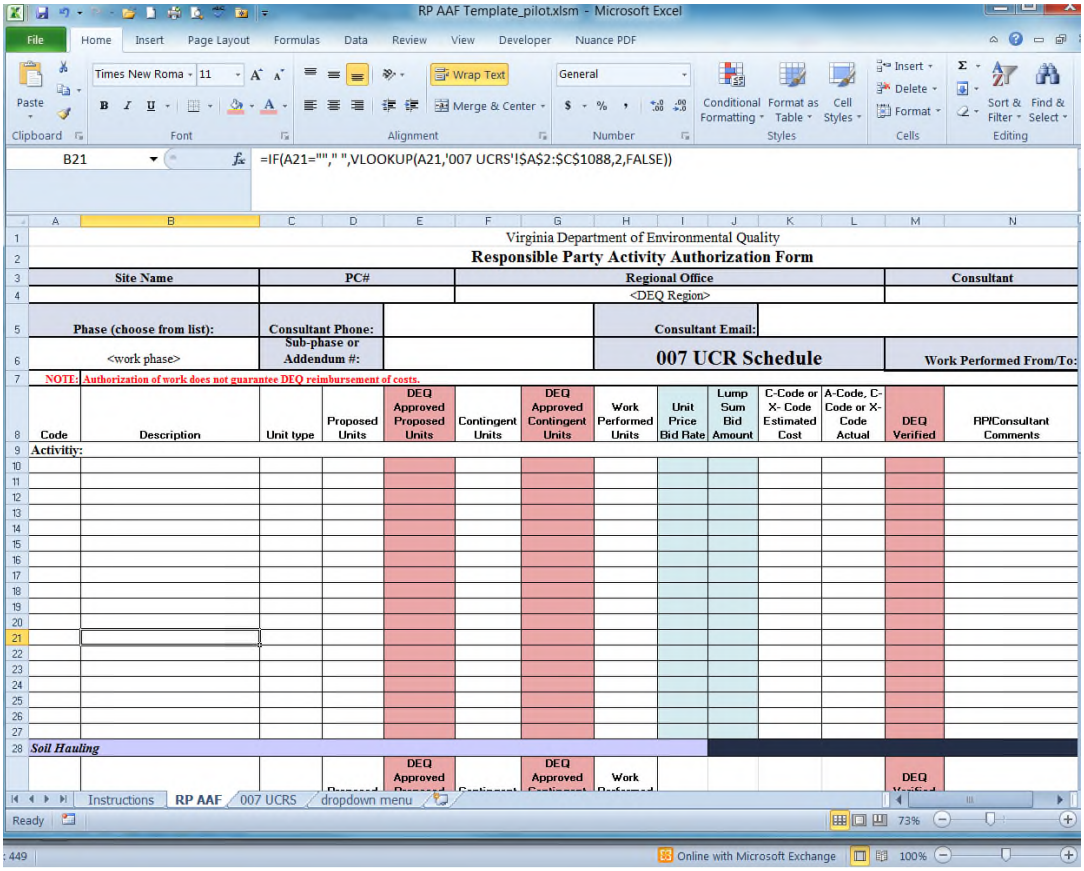


3. Highlight the row number on the far left where you want the lines added. Be sure to place it so that all new lines for the activity can be added without over lapping existing information. Consideration should be given to set-up the spreadsheet for the number of Activities and lines needed for the phase or sub-phase before entering UCR Codes.

4. Right Click and select Insert Copied Cells

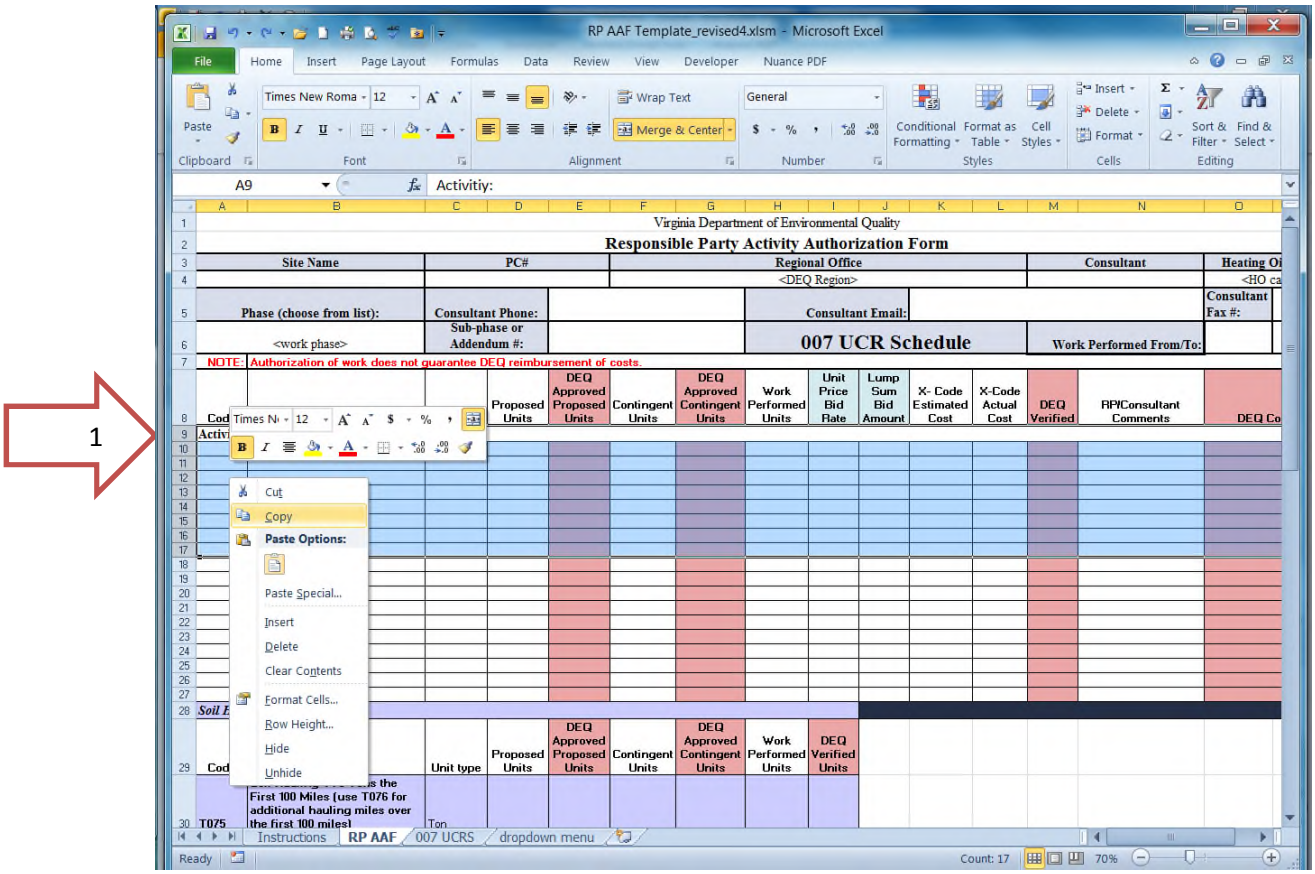
Results View

Now you have 27 total lines.



How to add an additional Activity to the spreadsheet

It is important to follow these steps so that the imbedded formulas are included when you add the additional Activity.



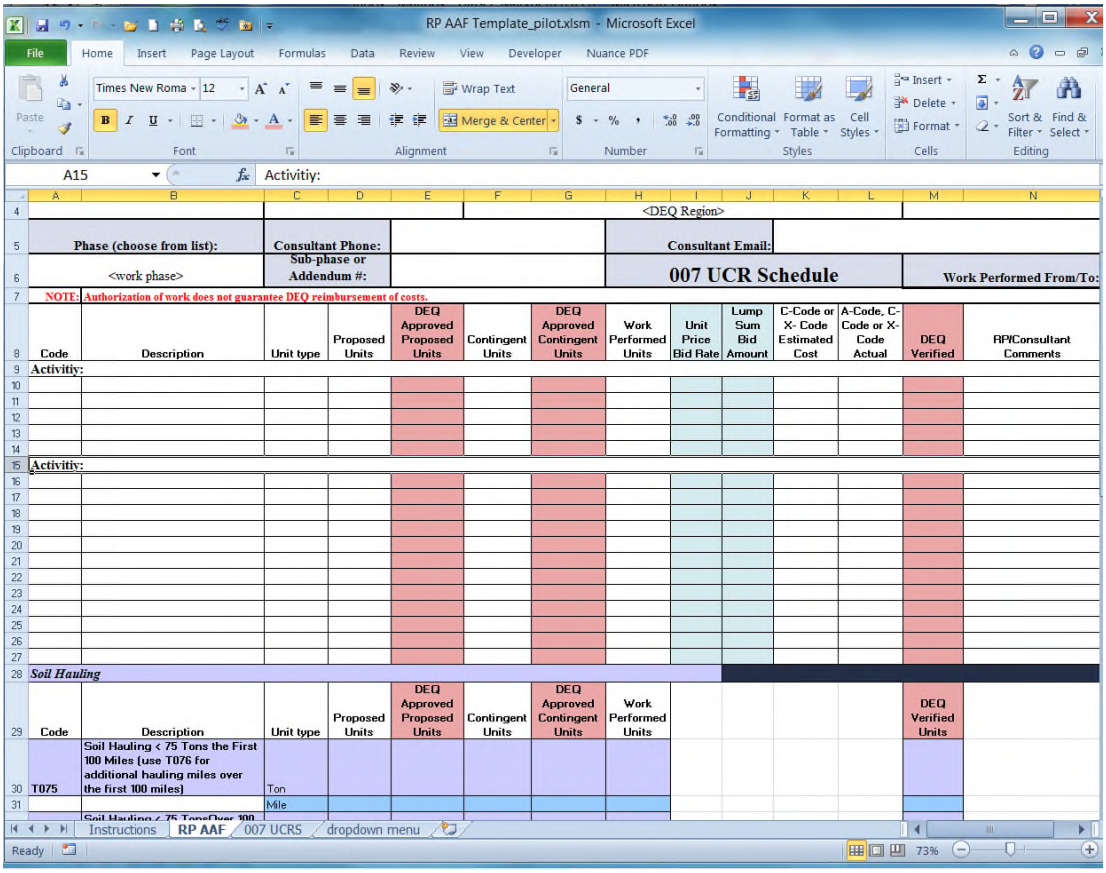
1. Begin by highlighting at the Activity line and continue for the number of lines needed for the additional activity.

2. Right click and select copy

3. Highlight the row number on the far left where you want the new Activity to begin. Be sure to place it so that all new lines for the activity can be added without over lapping existing information. Consideration should be given to set-up the spreadsheet for the number of Activities planned for the phase or sub-phase before entering UCR Codes.

4. Right click and select Insert Copied Cells

Results view with New Activity Section



RP AAF Template_pilot.xlsm - Microsoft Excel

A15 | Activitiy:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
4								<DEQ Region>						
5	Phase (choose from list):		Consultant Phone:						Consultant Email:					
6	<work phase>		Sub-phase or Addendum #:					007 UCR Schedule					Work Performed From/To:	
7	NOTE:	Authorization of work does not guarantee DEQ reimbursement of costs.												
8	Code	Description	Unit type	Proposed Units	DEQ Approved Proposed Units	Contingent Units	DEQ Approved Contingent Units	Work Performed Units	Unit Price Bid Rate	Lump Sum Bid Amount	C-Code or X- Code Estimated Cost	A-Code, C-Code or X-Code Actual	DEQ Verified	RP/Consultant Comments
9	Activitiy:													
10														
11														
12														
13														
14														
15	Activitiy:													
16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
26														
27														
28	*Soil Hauling*													
29	Code	Description	Unit type	Proposed Units	DEQ Approved Proposed Units	Contingent Units	DEQ Approved Contingent Units	Work Performed Units					DEQ Verified Units	
30	T075	Soil Hauling < 75 Tons the First 100 Miles (use T076 for additional hauling miles over the first 100 miles)	Ton											
31			Mile											
		Soil Hauling < 75 Tons Over 100												

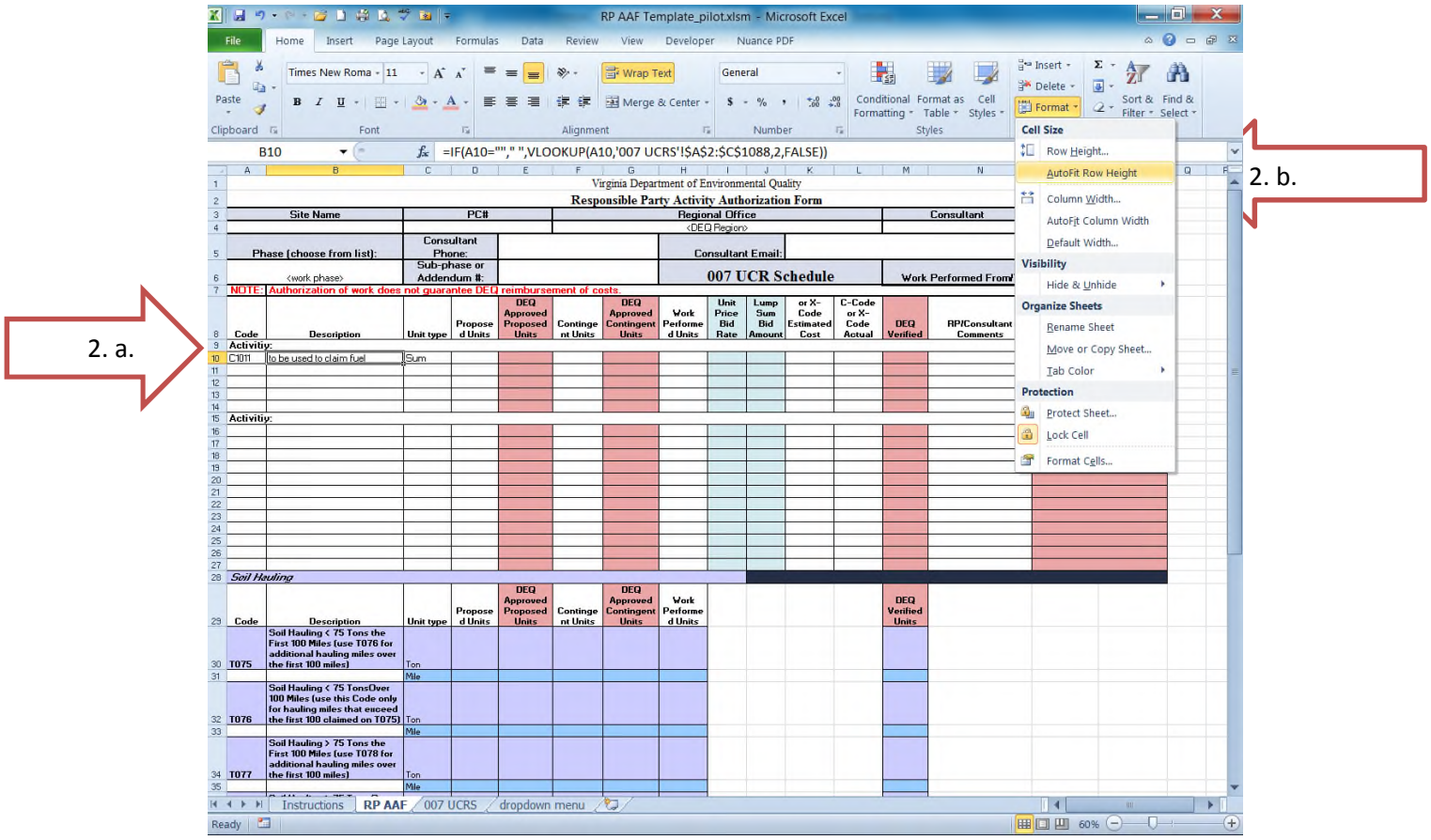
Instructions | RP AAF | 007 UCRS | dropdown menu

Ready | 73%

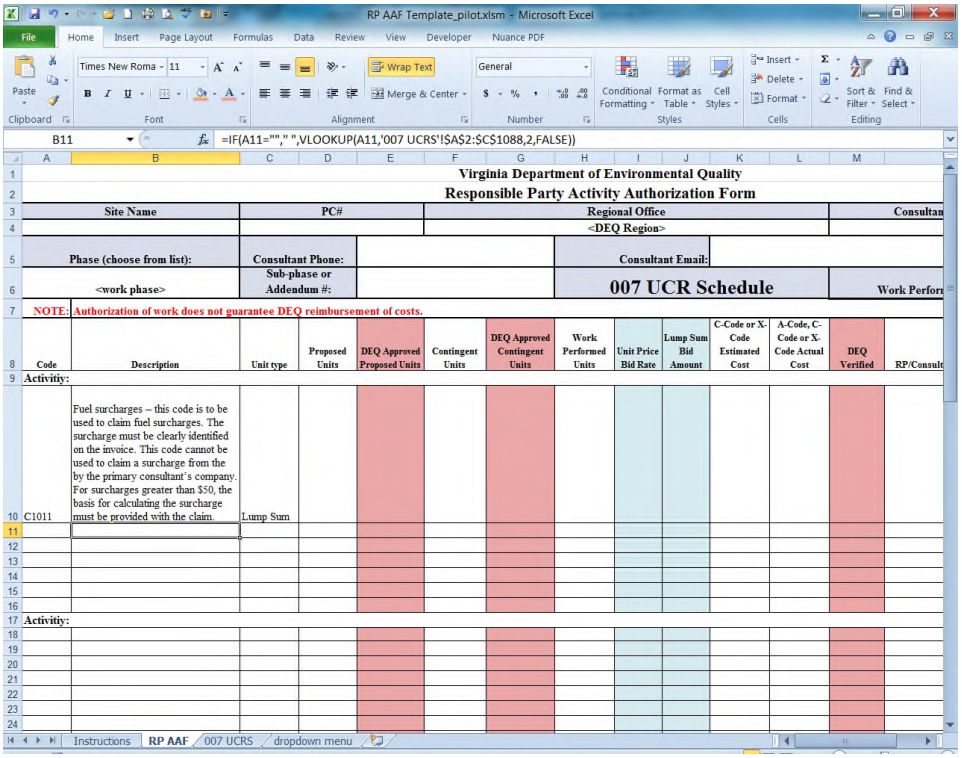
Entering UCR Codes and optional formatting

NOTE: It is recommended that you have your Caps Lock feature on although the code can be either upper or lower case.

1. Enter the desired UCR Code in Column A and press enter – the Description and Unit Type will auto populated.
2. To increase the row height to display the complete Description, RP/Consultant Comments, or DEQ Comments:
    a. Have your curser in the appropriate column/row that needs to increased,
    b. Select "Format -Autofit row height,
    c. Left click the mouse and the row will expand as necessary.



Results view with Expanded Row Height



RP AAF Template_pilot.xlsm - Microsoft Excel

B11 =IF(A11="","",VLOOKUP(A11,'007 UCRS'!$A$2:$C$1088,2,FALSE))

Virginia Department of Environmental Quality

Responsible Party Activity Authorization Form

Site Name	PC#	Regional Office	Consultan
		<DEQ Region>	

Phase (choose from list):	Consultant Phone:		Consultant Email:	
<work phase>	Sub-phase or Addendum #:		007 UCR Schedule	Work Perfor

NOTE: Authorization of work does not guarantee DEQ reimbursement of costs.

Code	Description	Unit type	Proposed Units	DEQ Approved Proposed Units	Contingent Units	DEQ Approved Contingent Units	Work Performed Units	Unit Price Bid Rate	Lump Sum Bid Amount	C-Code or X-Code Estimated Cost	A-Code, C-Code or X-Code Actual Cost	DEQ Verified	RP/Consult
Activitiy:													
C1011	Fuel surcharges – this code is to be used to claim fuel surcharges. The surcharge must be clearly identified on the invoice. This code cannot be used to claim a surcharge from the by the primary consultant's company. For surcharges greater than $50, the basis for calculating the surcharge must be provided with the claim.	Lump Sum											
Activitiy:													

Instructions | RP AAF | 007 UCRS | dropdown menu