

To: ENVIRONMENTAL SERVICES COMMITTEE	Subject: Year 2000 Compliance
From: DIRECTOR OF ENVIRONMENTAL SERVICES	
Date: 24th February, 1999    Ref: AD/MC	

## PROPOSED DECISION

To be noted by the committee.

## BACKGROUND

Within Environmental Services the Year 2000 programme has been split into four distinct areas.

1. Software Compliance
2. Hardware Compliance
3. Desktop Application
4. Embedded Chips

The Report covers each area.

### 1. Software Compliance

The software within Environmental Services is in the process of being checked for Year 2000 Compliance. The checks are split between pre year 2000 checks and past year 2000 checks. The Department is working in conjunction with Central IT with a monitoring group consisting of the Policy and Support Services Manager and the Project Manager (IT Services) ensuring that all software checks will be completed in the near future. The summarised position of the year 2000 pre and post year 2000 checks is included (Appendix I).

### 2. Hardware Compliance

This is split into two areas 1) PC's and 2) Operating Platforms.

#### PC's

An inventory of all PC's operating within the Department has been completed identifying whether each PC is year 2000 compliant. Any work required to make any of the PC's compliant is to be undertaken by Central IT at a date to be arranged. The inventory includes the model of the PC and the site at which it is located.

#### Operating Platforms

The operating platforms within the Department are being assessed by Central IT for compliance. At present all operating platforms are year 2000 compliant.

3./...

### 3. Desktop Applications

The Department have checked the year 2000 compliance status of all applications operating within the Department. This has been done in accordance with the instructions of the Year 2000 Desktop Working Group chaired by Central IT.

An appendix is enclosed detailing the position of all desktop applications within the Department (Appendix 2).

### 4. Embedded Chips

Embedded chips are located in a variety of areas in the Department such as -

Cleansing Vehicles  
Weighbridge  
Weights and Measures

At present an inventory is being prepared for submission to the Chief Executive's Department on 26th February, 1999. At this stage an action programme will be put in place to address the embedded chip year 2000 problem.

### RECOMMENDATIONS

That the Committee note the report.

*M'Kenzie L. Hutton*

## APPENDIX I

<b>System</b>	<b>Pre Year 2000</b>	<b>Post Year 2000</b>	<b>Target Completion Date</b>
SAVE	Complete	Ongoing	19th March, 1999
Pro Act	Ongoing	Ongoing	31st March, 1999
RTLTA	Complete	Complete	N/A
Fuel	Complete	Complete	N/A
Sabre	Ongoing	Ongoing	23rd February, 1999
CLLA	Ongoing	Ongoing	30th June, 1999
<b>BCMS</b>			
Recharge Module	Complete	Complete	N/A
PIMS Module	Ongoing	Ongoing	31st March, 1999
CLAS Module	Ongoing	Ongoing	31st March, 1999
Ops Module	Complete	Ongoing	31st March, 1999
CCMS	Complete	Complete	N/A

**APPENDIX 2**

**YEAR 2000 - DESKTOP APPLICATIONS**

**LOTUS APPLICATIONS**

<b>Manufacturer</b>	<b>Product</b>	<b>Version</b>	<b>Compliance Status</b>	<b>Description of Application Compliance Position</b>	<b>Recommended Course of Action</b>
Lotus	1-2-3	All Versions	Compliant	Year 2000 ready. When dates are entered in a cell, if only 2 digits are entered 1-2-3 assumes the year is in the current century, therefore, any old data in the format of 01/10/96 which currently means 1996, after the millenium 1-2-3 assumes the date to be 2096.	Always use 4-digit years when handling dates. This prevents any deviation between what the user expects and what the programme actually stores.  Change the default system date format to include a 4-digit year. This is done via the International Settings in Control Panel.
Lotus	AmiPro	All Versions	Compliant	Year 2000 ready.	Change the default system date format to include a 4-digit year.
Lotus	Wordpro	All Versions	Compliant	Year 2000 ready.	Change the default system date format to include a 4-digit year.
Lotus	Approach	All Versions	Compliant	Year 2000 ready. Releases 1.x & 2.x assume all 2-digit years fall into 20th century. Release 3.x assumes any 2-digit dates between 0 and 29 are in the 21st century and dates between 30 and 99 as 20th century.	Always use 4-digit years when handling dates.  Change the default system date format to include a 4-digit year.
Lotus	Freelance	All Versions	Compliant	Year 2000 ready. Doesn't manipulate dates internally in any way. Some dialogues display date information but no calculations performed on dates.	Change the default system date format to include a 4-digit year.
Lotus	Smartsuite	All Versions	Compliant	All versions of Smartsuite 3.1 and above, year 2000 ready. Refer to individual reports above for information.	See all of the above.

**YEAR 2000 - DESKTOP APPLICATIONS**

**MICROSOFT APPLICATIONS**

<b>Manufacturer</b>	<b>Product</b>	<b>Version</b>	<b>Compliance Status</b>	<b>Description of Application Compliance Position</b>	<b>Recommended Course of Action</b>
Microsoft	Word	6.x	Compliant with issues	<p>Word 6.xx assumes all 2-digit dates to be in the 20th century with the exception of 00, which is interpreted as the year 2000. This behaviour is exposed in table date sorting, quote fields, text form field date formatting, custom document properties, WordBasic date text to date conversions and Find File Advanced Search. It is not exposed by inserting a date from the menu, by date fields, or by any other date functionality in Word.</p> <p>The Find File Advanced Search dialogue time stamp tab converts all dates to 2-digit format by default, with Word assuming 20th century. This date format can be modified to use 4-digits for the year.</p>	<p>Always use 4-digit years when handling dates. This prevents any deviation between what the user expects and what the programme actually stores.</p> <p>Change the default system date format to include a 4-digit year.</p> <p>Modify the Default Date format used by the Find File Feature (procedure attached).</p>
Microsoft	Excel	5	Compliant with issues	<p>Excel 5.xx stores dates as numeric values e.g. 01/01/2000 is stored as value 36526, the 36526th day in the century. Excel recognises 01/01/1900 to 31/12/2078 as valid dates.</p> <p>Release 5.xx assumes any 2-digit dates between 0 and 99 are in the 21st century and dates between 20 and 99 as 20th century.</p> <p>MS Query accepts 2-digit year date formatting for your ODBC query, but will always assume a 20th century date.</p>	<p>Change the default system date format to include a 4-digit year.</p> <p>Always use 4-digit years when handling dates.</p> <p>Always enter full dates, using serial dates whenever possible.</p>

**YEAR 2000 - DESKTOP APPLICATIONS**

**MICROSOFT APPLICATIONS (Continued)**

<b>Manufacturer</b>	<b>Product</b>	<b>Version</b>	<b>Compliance Status</b>	<b>Description of Application Compliance Position</b>	<b>Recommended Course of Action</b>
Microsoft	Access	2.xx	Compliant with issues	<p>Microsoft say that Access 2.xx is not year 2000 compliant, however, testing shows that as long as files have been created in year 2000 format then it appears to be OK. For personnel system check with Personnel.</p> <p>Access 2.x interprets dates entered with an abbreviated year format to mean the 20th century. All 21st century dates must be entered using 4-digits.</p>	<p>Change the default system date format to include a 4-digit year.</p> <p>Always use 4-digit years when handling dates.</p> <p>Avoid using text fields to store date data.</p>
Microsoft	Powerpoint	4	Compliant with issues	Powerpoint stores all dates in a metacharacter placeholder which obtains and displays the current system time as a string when vieweing in slide show or printing.	Avoid using 2-digit year formats when selecting 'update automatically'.
Microsoft	Office	4.3	Compliant with issues	Refer to individual reports above for information. IT Services recommend upgrade to Office 97 if Departments feel that the work arounds do not suit their requirements.	See all of the above.
Microsoft	Windows	3.1x	Compliant with issues	<p>Microsoft Windows File Manager will display an incorrect date if the file is created with a date 01/01/2000 or later. A patch will be provided by IT Services, if required.</p> <p>IT Services recommend upgrade to Windows NT 4.0 if Departments feel that the work arounds do not suit their requirements.</p>	Change the default system date format to include a 4-digit year.
Microsoft	Outlook	3.1	Testing to be completed	No information is available from Microsoft. IT Services are currently testing for Year 2000 issues.	No actions recommended at present.