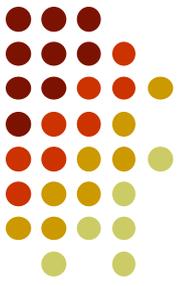


DWINSA

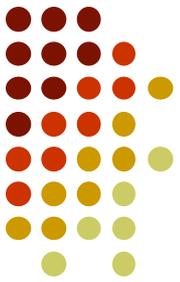
Website and Electronic Data Entry

Website Purpose



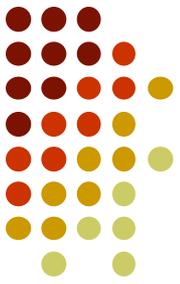
- Online resource
 - ▶ For water systems, states, EPA Regions, Navajo Nation
 - ▶ Questionnaire, instructions, training materials
 - ▶ Available without username and password
- Tracking and reviewing survey data
 - ▶ Allow users to track status of questionnaires
 - ▶ Provide information on project acceptance
 - Allowed
 - Allowed but modified
 - Deleted
- Electronic data entry of survey data
 - ▶ States/EPA Regions/Navajo Nation may enter data
 - ▶ Systems >100K may enter data if state opts for this
- Modifying projects
 - ▶ States/EPA Region/Navajo Nation can submit information for modification of projects

Website Users



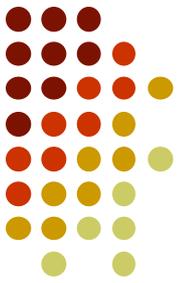
- Administrators – EPA Headquarters and Contractor
 - ▶ Full access with the ability to read and edit data and to input tracking information
- Regional – EPA Regional coordinators
 - ▶ Read-only access to all PWSIDs within their region
- State – State, EPA Regional American Indian or Alaskan Native, and Navajo Nation representatives
 - ▶ Access to all PWSIDs within their state/region/nation
 - ▶ Edit access to data uploaded until data is “submitted” to EPA
 - Data becomes read-only access
 - ▶ Modification access
- Water systems serving >100K
 - ▶ Access to their system only
 - ▶ Enter or upload and edit data until system data has been “submitted” to state

How to Access the Website



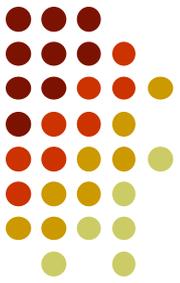
- Web address:

<https://www.dwnneeds.com>



Online Resource

DWNNeeds – Front Page



2011 Drinking Water Infrastructure Needs Survey and Assessment

Welcome to the **2011 Drinking Water Infrastructure Needs Survey and Assessment Website**.

The **1996 Safe Drinking Water Act Amendments** directed the EPA to conduct a survey of the infrastructure needs of public water systems every four years. The surveys collect data from water systems nationwide that are eligible to receive Drinking Water State Revolving Fund (SRF) monies regarding their 20-year capital improvement needs to ensure the continued provision of safe drinking water. Data from these surveys are used to develop formulas used by Congress to allot Drinking Water State Revolving Fund grants to each state based on their need. The first Report to Congress was published in 1997 and subsequent reports were published in 2001 and 2005.

For more information on past surveys, [click here](#).

Log In

User Name:

Password:

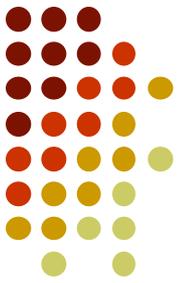
GO

[Forgot your password ?](#)

Downloads - Available Without Log-in

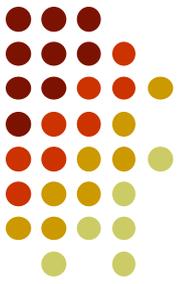
- [2007 Needs Survey Questionnaire 2-7-07 \(PDF\)](#)
- [2007 Needs Survey Questionnaire 2-7-07 \(Excel\)](#)
- [2007 Needs Survey Cover Letter 8-20-07 \(PDF\)](#)
- [Combined Project Table for Data Upload 4-24-07 \(Excel\)](#)
- [Needs Survey Instructions 2-9-07 \(PDF\)](#)
- [Lists of Codes 5-2-07 \(PDF\)](#)
- [Lists of Codes 5-2-07 Booklet \(PDF\)](#)
- [State Comment Codes 10-30-07 \(Excel\)](#)
- [Additional Project Tables 2-6-07 \(PDF\)](#)
- [Type of Need Dictionary \(PDF\)](#)
- [Needs Evaluation Guide \(PDF\)](#)
- [Upload Instructions 2-6-07 \(PDF\)](#)
- [Survey Return Instructions 2-9-07 \(PDF\)](#)
- [Small System Evaluation Guide \(Word\)](#)

Downloads available to any user – no password required



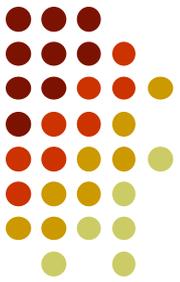
Tracking and Reviewing Survey Data

Login Page



- To access project data, a username and password are required
 - ▶ States/EPA Regions/Navajo Nation
 - Each state and regional coordinator will receive a user name and password to be entered into the Needs Assessment login page.
 - Let EPA/Cadmus know of others who should have access and whether they should have read/write capabilities or read only.
 - ▶ Systems >100K
 - One representative from each system serving >100K will receive a username and password, if requested by the state.

What Is On the Website



2011 Drinking Water Infrastructure Needs Survey and Assessment

Home | Projects | System Stats | Progress Meter | Contacts | Hot List | Unread Messages | Log Out

User: examplestatems.gov Role: State (Editor)

Home Page

Welcome to the **2011 Infrastructure Needs Survey Website**. Use **Quick Find** to go to a specific water system or project. (Leave project number blank to view all projects in that system.) **Current Filters** allow you to filter for certain types of projects and systems throughout the website.

Administrative Functions

[Change Password](#)
[Edit User](#)

Quick Find

PWSID

Project #

Current Filters

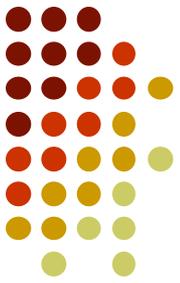
Project	System
<input type="radio"/> All Projects	<input type="radio"/> All Systems
<input type="radio"/> ? Not Processed	<input type="radio"/> Small
<input type="radio"/> X Deleted	<input type="radio"/> Medium
<input type="radio"/> \$ Accepted w/No Cost	<input type="radio"/> Large
<input type="radio"/> ! Accepted w/Adjusted Cost	
<input checked="" type="radio"/> Accepted w/Cost	

Area <-- Hit the apply button to save (and see) changes

Downloads - Available Without Log-in

- [2007 Needs Survey Questionnaire 2-7-07 \(PDF\)](#)
- [2007 Needs Survey Questionnaire 2-7-07 \(Excel\)](#)
- [2007 Needs Survey Cover Letter 8-20-07 \(PDF\)](#)
- [Combined Project Table for Data Upload 4-24-07 \(Excel\)](#)

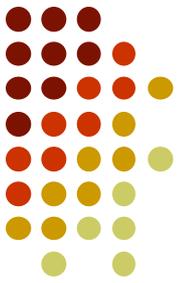
Website Symbols



- Many symbols used on the website

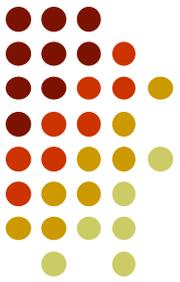
 Project not processed/reviewed	 Positive Status
 Accepted with Cost	 Negative Status
 Accepted with Adjusted Cost	 Cost Issue
 Accepted with No Cost	 Read/Reply To a Message
 Deleted	 Add to Hot List
 Mark a Message as Read	 Remove from Hot List
 Edit/Enter a State Comment	

Sorting and Selecting



- All underlined and blue entries are “clickable”
 - ▶ Column heading
 - Click to sort
 - ▶ Project number
 - Click to go to project view
 - ▶ PWSID or System Name
 - Click to go to system view

Projects Page



Projects

The **Projects** page shows all of the projects for each system based on your current filter settings. By default, the projects are sorted by water system and project number. You can resort by other columns by clicking on the column headers.

Current Filters

Project

- All Projects
- ? Not Processed
- X Deleted
- \$ Accepted w/No Cost
- ! Accepted w/Adjusted Cost
- Accepted w/Cost

System

- All Systems
- Small
- Medium
- Large

Area Mississippi ▼

[Apply](#)

Use filters to limit list

Click to go to System View

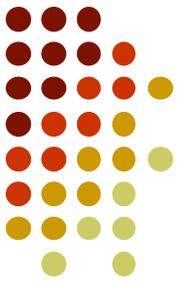
Click to go to Project Details

State Users can click to add notes

System Projects - Large Systems All Projects within Mississippi

<u>PWSID</u>	<u>Name</u>	<u>Project Number</u>	<u>Updated</u>	<u>Updated By</u>	<u>Unresolved Messages</u>	<u>Last EPA Response</u>	<u>Batch</u>	<u>State Notes</u>
MS0250008	CITY OF JACKSON	X 1000	2/15/2008	EPA	✉ 216	👉 216	126	NO DOCS AVAILABLE
MS0250008	CITY OF JACKSON	X 1001	2/15/2008	EPA	✉ 216	👉 216	126	NO DOCS AVAILABLE
MS0250008	CITY OF JACKSON	X 1002	2/15/2008	EPA	✉ 216	👉 216	126	NO DOCS AVAILABLE
MS0250008	CITY OF JACKSON	! 1004	2/15/2008	EPA	✉ \$ 340	\$ 340	126	
MS0250008	CITY OF JACKSON	✓ 1005	2/15/2008	EPA		👍 100	126	
MS0250008	CITY OF JACKSON	✓ 1006	2/15/2008	EPA		👍 100	126	

System Stats Page



System Status

The **System Status** page shows the statuses of all system surveys based on criteria specified in your current filter settings. Columns can be resorted by clicking on the column headers.

Current Filters

Project

Project Filter
Not Applicable

System

- All Systems
- Small
- Medium
- Large

Area Mississippi ▼

Apply

Apply filters to reduce list

View system status

Click to go to System View

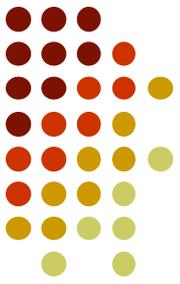
System Status - All Systems within Mississippi

Sort list by selecting column headers

Click to view projects

Status	PWSID	Name	Received By EPA	Initial Weight	Last Updated	Stratum	?	×	\$!	✓	Batch	Location
uploaded	MS0010015	ADAMS CO W/A #4-KAISER LAKE	6/12/2007	1.057143	6/12/2008	Medium	0	0	0	0	8	8	Helena MT
uploaded	MS0020003	FARMINGTON WATER ASSOCIATION	9/21/2007	1.057143	4/30/2008	Medium	0	9	0	5	22	67	Helena MT
uploaded	MS0020004	KOSSUTH W/A #1	8/28/2007	1.057143	11/6/2007	Medium	0	0	1	12	6	61	Helena MT
uploaded	MS0020006	ALCORN W/A #1-INDIAN SPRINGS	10/19/2007	1.057143	1/17/2008	Medium	0	6	0	2	8	92	Helena MT

Progress Meter Page – Response Rate



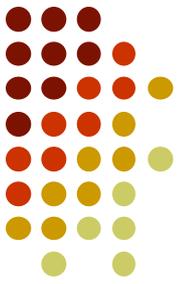
Survey Response Meter

Shows All Projects in All Systems within Mississippi

Shows % of all surveys received

% Received From Mississippi To Date	Received Responses	Sample Size	Percentage Received
 100%	171	171	100%
% Expected From Mississippi To Date	Projected Responses	Sample Size	Percentage Projected
 100%	171	171	100%

Progress Meter Page – Acceptance Rate



Accepted Projects Meter

Shows  and  Projects for All Systems within Mississippi

Shows % of all projects accepted

% Accepted From Mississippi To Date



Accepted Projects

2673

Total Projects

2990

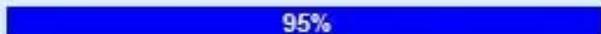
Percentage Accepted

89%

Adjusted Accepted Projects Meter

Shows  and  Projects (excluding duplicate projects) for All Systems within Mississippi

Adj. % Accepted From Mississippi To Date



Accepted Projects

2673

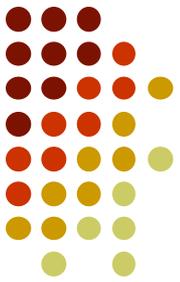
Adj. Total Projects

2828

Percentage Accepted

95%

Contacts Page



2011 Drinking Water Infrastructure Needs Survey and Assessment

Home | Projects | System Stats | Progress Meter | **Contacts** | Hot List | Unread Messages | Log Out

User: examplestatems.gov Role: State (Editor)

Contacts

For questions on how to use this website or general survey questions, please contact:

Donna Jensen The Cadmus Group, Inc. 2620 Colonial Drive Suite A Helena, MT 59601	Email: DJensen@cadmusgroup.com Phone: (406) 457-5226 - Monday through Friday, 11:00am to 7:00pm Eastern Time
Linda Hills The Cadmus Group, Inc. 2620 Colonial Drive Suite A Helena, MT 59601	Email: LHills@CadmusGroup.com Phone: (406) 457-5226 - Monday through Friday, 11:00am to 7:00pm Eastern Time

For questions on Statistics, system lists and logistics, please contact:

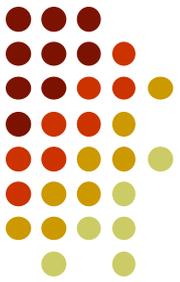
Michelle Young The Cadmus Group, Inc. 57 Water Street Watertown, MA 02472	Email: MYoung@CadmusGroup.com Phone: (617) 673-7183 - Monday through Friday, 9:00am to 5:00pm Eastern Time
--	---

To report problems with the website, please contact:

Web Master The Cadmus Group, Inc.	Email: webmaster@dwneeds.com Phone: (888) 766-3337 - Monday through Friday, 11:00am to 7:00pm Eastern Time
--------------------------------------	--

For a complete list of Drinking Water Infrastructure Needs Survey contacts, including state contacts, click [here](#) download the [DWINS Directory](#) (in PDF format.)
To view this PDF document, you may need to download the [Adobe Acrobat Reader](#).

Hot List Page



2011 Drinking Water Infrastructure Needs Survey and Assessment

Home | Projects | System Stats | Progress Meter | Contacts | **Hot List** | Unread Messages | Log Out

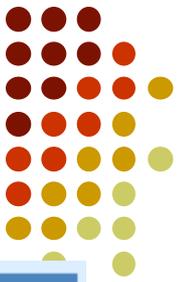
User: examplestatems.gov Role: State (Editor)

Project Hot List

The **Project Hot List** is a tool to allow you to flag projects that you are currently working on. When viewing the details of a project in a project view, you have the option to add the projects to your hot list. To remove projects from your hot list, click on the  image to the left of the PWSID.

Remove	PWSID	Name	Project Number	Updated	Updated By	Unresolved Messages	Last EPA Response	State Notes
	MS0020004	KOSSUTH W/A #1	 1003	11/6/2007	EPA	 \$ 312	324	

Unread Messages Page



Unread Messages

The **Unread Messages** section is used to alert you of outstanding project and Water System comments or modifications that have not been read by you. The unread messages are filtered based on on your current filter settings. To open an unread message, click on the envelope  to the left of the message. To remove an unread messages from the list without opening it, click on the clipboard  to the left of the message.

Current Filters

Project

System

Project Filter
Not Applicable

- All Systems
- Small
- Medium
- Large

Area

Apply

<-- Hit the apply button to save (and see) changes

Click here to open and read

Click here to remove from list without reading

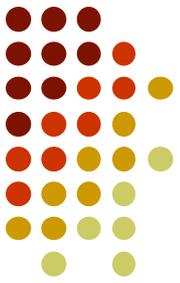
Projects

Systems

Unread Project Messages - All Systems within Mississippi

Open	Mark As Read	<u>PWSID</u>	<u>Project Number</u>	<u>Date</u> ▼	<u>Author</u>	<u>Subject</u>
	<input checked="" type="checkbox"/>	MS0160009	 2002	7/23/2008	Michelle Lee	\$ 336 - Cost Estimate Changed
	<input checked="" type="checkbox"/>	MS0160009	 2001	7/23/2008	Michelle Lee	\$ 336 - Cost Estimate Changed
	<input checked="" type="checkbox"/>	MS0150007	 2000	7/21/2008	Emily Wilson	\$ 336 - Cost Estimate Changed

Log Out Tab



- Clicking on the Log Out tab will log out the current user and return the browser to the Log In screen.

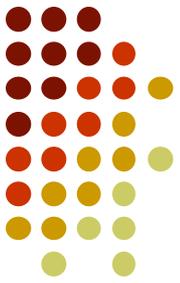
2011 Drinking Water Infrastructure Needs Survey and Assessment

Home Projects System Stats Progress Meter Contacts Hot List Unread Messages **Log Out**

User: mlee@cadmusgroup.com Role: Admin (Editor)

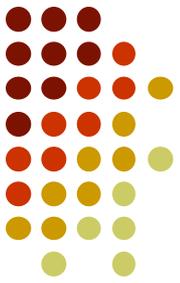
Click here to log out

System View



- Click on PWSID or System Name to access
- View data for a specific system
- Tabs
 - ▶ Projects
 - ▶ Details
 - ▶ Messages
 - ▶ Tracking
 - ▶ Projects Table
 - ▶ Upload
 - ▶ Submit Survey

System View – Projects Tab



Projects | Details | Messages | Tracking | Projects Table | Upload | Submit Survey

Click to see system details

Water System Name: KOSSUTH W/A #1
System Status:

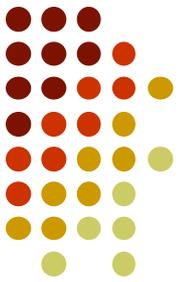
Click to send a reply message

Click to see acceptability issues

Project Number	Project Name	Updated	Updated By	Unresolved Messages	Last EPA Response	Batch	State Notes	<input type="checkbox"/> Comment Codes
1000	REHAB ELEV TANK #1	11/6/2007	EPA		100	61		<input type="checkbox"/> 100
1001	REHAB ELEV TANK #2	11/6/2007	EPA		100	61		<input type="checkbox"/> 100
1002	BOOSTER STATION REHAB	11/6/2007	EPA		100	61		<input type="checkbox"/> 100
1003	WELLS TO REPLACE EXISTING WELLS	11/6/2007	EPA	312	324	61		<input type="checkbox"/> 312,324

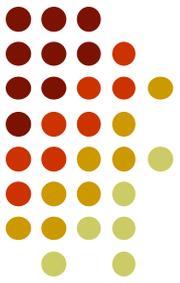
Click to see cost issues

System View – Details Tab



Projects	Details	Messages	Tracking	Projects Table	Upload	Submit Survey
<p> PWSID: MS0010015 </p> <p>Water System Name: ADAMS CO W/A #4-KAISER LAKE</p> <p>System Status:</p>						
<p>Approx. System Weight: 1.057143</p> <p>System Size: Medium</p> <p>Date Survey Received: <input type="text" value="6/12/2007"/> </p> <p>State Notes:</p>						
<p>Contact Person:</p> <p>Address:</p> <p>City:</p> <p>State: MISSISSIPPI</p> <p>ZIP Code:</p>						
<p>Source(s): <ul style="list-style-type: none">• Ground</p> <p>Ownership Type(s): <ul style="list-style-type: none">• Public• Investor-owned/Private</p>						
<p>Population Served: 8151</p> <p>Connections: 2721</p> <p>Capacity: 2.16</p> <p>Length of Pipe: 0 ft</p>						

System View – Messages Tab

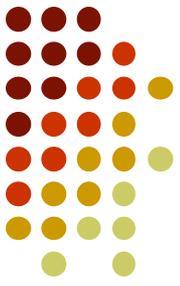


Projects Details **Messages** Tracking Projects Table Upload Submit Survey

PWSID: MS0250008 
Water System Name: CITY OF JACKSON
System Status: 999 - System submitted to state for review

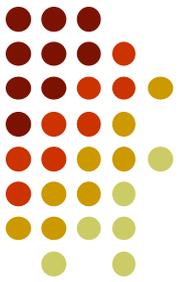
[18 - Water Survey System uploaded *city of jackson Lee* \(9/3/2010 8:24:44 AM\)](#)  

System View – Tracking Tab



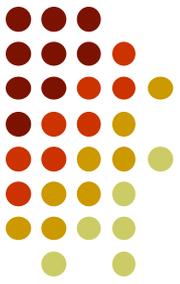
- Allows the user to see the entire “history” of a questionnaire
 - ▶ Received
 - ▶ Analyzed
 - ▶ Data Entry
 - ▶ Modifications

System View – Tracking Tab



Projects	Details	Messages	Tracking	Projects Table	Upload	Submit Survey
 PWSID: MS0290019 Water System Name: N. E. MS. REGIONAL W/S System Status:						
Delete	Date	Analyst	Location	Action		
	3/14/2007	Survey Submittals	Helena MT	Survey Sent To State User		
	9/4/2007	Survey Submission Address	Data Entry	Final Survey sent to Cadmus To Data Entry		
	9/4/2007	Vicki Steiner	Helena MT	Survey Received		
	9/17/2007	Vicki Steiner	Helena MT	Survey Sent To Watertown MA		
	9/18/2007	Hayley Farr	Watertown MA	Survey Received		
	10/3/2007	Charles Hernick	Watertown MA	Received by Analyst		
	10/5/2007	Charles Hernick	Watertown MA	Marked as Ready for QA		
	10/10/2007	Druanne Prescott	Watertown MA	Survey Sent To Helena MT		
	10/11/2007	Vicki Steiner	Helena MT	Received by QA		
	10/17/2007	Emily Wilson	Helena MT	Marked as Ready for Data Entry		
	10/22/2007	Emily Wilson	Helena MT	Survey Sent To Data Entry		
	10/30/2007	Emily Wilson	Helena MT	Survey Received		
	10/30/2007	Cadmus Data Entry	Helena MT	Data uploaded to website		
	2/26/2008	Laura Andersen	Helena MT	Modification(s) Received		

System View – Projects Table



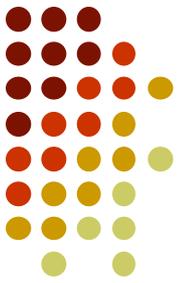
- Projects Table

- ▶ Users with edit access can add or modify data fields of projects by clicking on the ‘pencil’ in the 1st column to expose editing tools.

The screenshot shows a web application interface with a navigation bar containing 'Projects', 'Details', 'Messages', 'Tracking', 'Projects Table' (circled in red), 'Upload', and 'Submit Survey'. Below the navigation bar is a header section with a printer icon and the text 'Click to print projects list'. The main content area displays a table with the following columns: Add Edit, Project Number, Project Name, Type of Need, Reasons for Need, New, Replace, Rehabilitate or Expand, Current or Future, Regulation, Design Capacity, Diameter, Length, Number Needed, Cost Estimate, Date of Cost, Documentation, and Comment Codes. The table contains three rows of project data. Callouts indicate that clicking the pencil icon in the 'Add Edit' column allows editing a project, and clicking the 'X' icon allows deleting a project.

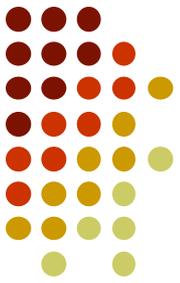
Add Edit	Project Number	Project Name	Type of Need	Reasons for Need	New, Replace, Rehabilitate or Expand	Current or Future	Regulation	Design Capacity	Diameter	Length	Number Needed	Cost Estimate	Date of Cost	Documentation	Comment Codes
add															
	<input checked="" type="checkbox"/>	1000	WELL REHABILITATIONS #1, #2, □	R2	A1	R	F	4A	0.72		3			10	216,,400
	<input checked="" type="checkbox"/>	1001	CHLORINATION REPLACE WELLS #1 & #2	T1	A1	R	F	4A	0.72 MGD		1			10	100
	<input checked="" type="checkbox"/>	1002	CHLORINATION REPLACE WELL #5				F	4A	0.72 MGD		1			10	100

Project View



- Click on Project Number to access
- View data for a specific project
- Tabs
 - ▶ Messages
 - ▶ Details

Project View – Messages Tab



Messages Details

PWSID: [MS0250008](#)
Water System Name: CITY OF JACKSON
Batch Number: 0
Project Status: ✘
Project Number: [3002](#)
Project Name: Security Fencing

[Add This Project To My Hot list](#)

Click to Add/Remove project from your Hot List

[216 - Weight of evidence not met Michelle Lee \(9/3/2010 8:36:43 AM\)](#)

Project View - Reply To Message



Messages Details

PWSID: [MS0250008](#)
Water System Name: CITY OF JACKSON
Batch Number: 0
Project Status: 
Project Number: [3002](#)
Project Name: Security Fencing

 [216 - Weight of evidence not met](#) *Michelle Lee* (9/3/2010 8:36:43 AM) 

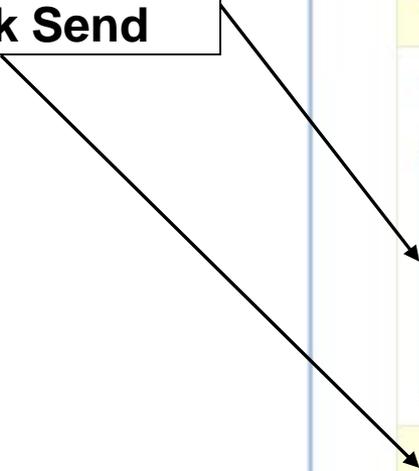
Message Text: Project is deleted because weight of evidence not met.

Reply here to submit electronic modifications for this project. Do not post questions or comments about this project here

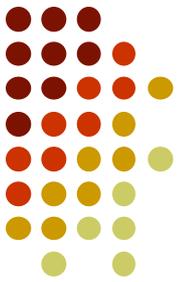
Reply Here:

Send

Enter your message and click Send



Project View – Details Tab



Messages | Details

 PWSID: MS0010015 OK

Water System Name: ADAMS CO W/A #4-KAISER LAKE

Batch Number: 0

Project Status:

Project Number:

Project Name:

Internal Codes:

Last Updated: 4/10/2008

State Notes:

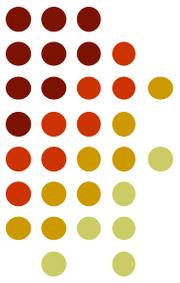
Unresolved Critical Comments:

Type of Need:
R2 - Well Pump

Reasons for Need:
A1 - Project is for existing infrastructure that is, or will be old or deteriorated by 12/31/2026.

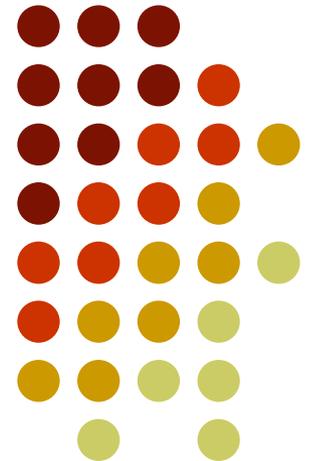
New, Rehabilitate, Replace or Expand: None New Rehabilitate Replacement Expand

Current Need or Future Need: None Current Future

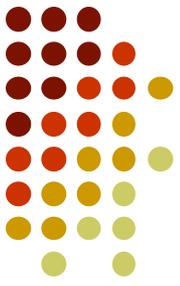


Completing and Submitting Questionnaire

Completing Questionnaire



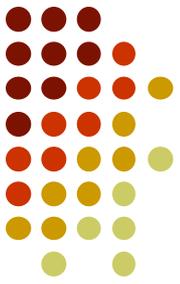
Completing the Questionnaire



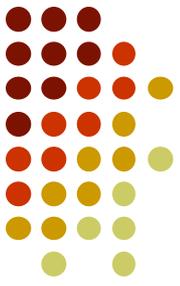
- All systems
 - Conventional paper copy method
 - Microsoft Excel spreadsheet
 - Combined project table (Excel)
- States, or systems serving more than 100,000
 - Electronic entry of data
 - Upload combined project table to the website
 - Enter one project at a time
 - Electronically submit documentation through website

Conventional Paper

- Same method as the previous survey
 - Benefit of being familiar
 - Fill out the survey projects by hand
 - Mail in with the documentation

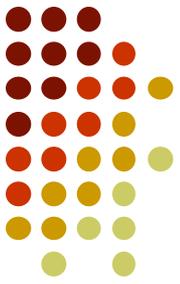


Excel Spreadsheet



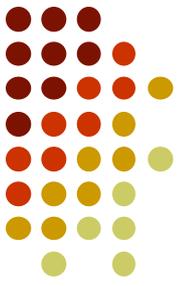
- Identical to paper copy
 - Contains 8 sheets
 - Download from website log in page
 - Fill out on computer
 - Print out the project tables and inventory pages
 - Mail in with the documentation
 - Electronic file can be e-mailed

Combined Project Table



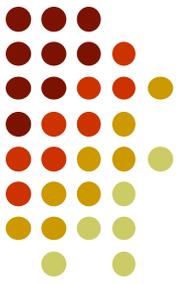
- Download from the website log in page (Excel)
- Project tables combined into one sheet
- Does not include inventory tables
- All parameters on one table
- Can be mailed in or uploaded to website
- Documentation - mail in or submit electronically on website

2007 Data



- For every PWSID in the 2011 Assessment that was also in the 2007 Assessment (medium and large systems)
 - ▶ Upon request by the state, the state will be provided with an electronic copy of a combined project table of 2007 projects.
 - ▶ Upon request by the state, the systems will be provided with a hard copy of a combined project table of 2007 projects.
- Includes all accepted projects data and portions of deleted projects data from the 2007 Assessment for that water system

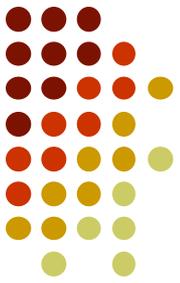
Example of 2007 Data



- Similar to the spreadsheet below
 - ▶ Project Numbers, Type of Need, C/F, Modeling Parameters, Cost (if available)
 - ▶ Still needs more information to be complete

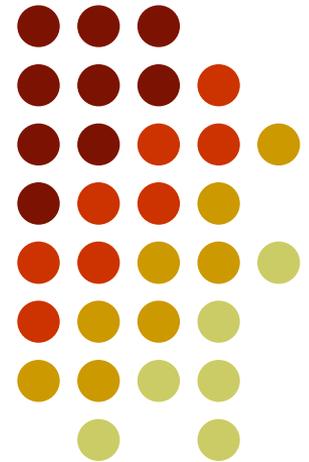
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Project Number	Project Name	Type of Need (List 1)	Reason for Need (List 2)	New, Replace, ReHab, Expand/upgrade	Current or Future	Regulation (List 3) (if applicable)	Design Capacity (MG, MGD, kW)	Diameter of Pipe or Size of Assembly/ Hydrant/ Valve/ Meter (Diameter in Inches)	Length of Pipe (Feet)	Number Needed (if Applicable)	Cost Estimate (if available)	Date of Cost Estimate (Month/ Year)	Documentation (List 4)
8														
9	1000	Tank 23 Rehabilitation	S2	A1	H	F	4A	0.6 MG			1			11
10	1001	Tank 19 Rehabilitation	S1	A1	H	C	4A	1.265 MG			1			11
11	1002	Tank 5 Rehabilitation	S2	A1	H	F	4A	5.0 MG			1			11
12	1003	New Iron Removal Plants	T46	A7										
13	1004	Well Pump and Well Screen Replacements	R1	A1	R	F	4A	2			20			11
14	1005	Finished Water Pump Replacements	P1	A1										
15	1006	Well House Rehabilitations	R3	A1	H	F	4A				22			11
16	2000	Main Replacement (8-inch)	M1	A1	R	F	4A		8"	31,855				11

2007 Data

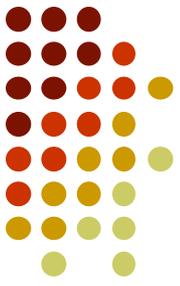


- This is not a finalized survey
 - Projects must be verified for necessity, feasibility and commitment
 - Documentation must be included
 - Projects may be added
- Systems serving less than 100,000
 - Make necessary changes to combined project table
 - Print out combined project table and mail in along with documentation
- Systems Serving more than 100,000
 - Make necessary changes to combined project table
 - May upload to the website for state review
 - Submit documentation via mail or electronically

Electronic Entry of Survey Data

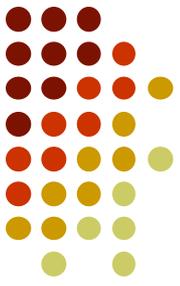


Electronic Data Entry



- Systems >100K
- States / EPA Regional American Indian Coordinators / Navajo Nation
- 2 options
 - ▶ Combined Project Table Upload
 - ▶ Single Project Entry

Upload – Combined Project Table



- 3 step process:
 - ▶ Upload
 - Select and upload the Excel file
 - Review data in web grid and correct any errors
 - ▶ Import
 - Moves acceptable data from web grid to online database
 - Data with error in red will not import
 - Will remain in web grid as “pending”
 - More data/projects can be imported until “submit” is selected
 - ▶ Submit
 - Once submitted, data changes to “read-only” mode

Upload – Combined Project Table



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Project Table													
2	Using the completed simple inventory, capital improvement plans, or other existing planning documents and resources, please identify and document projects on the table below.												OMB No.: 2040-0274	
3													Approval Expires: 02/28/10	
4	Source, Treatment, Storage, and Pumping Project numbers should start at 1000 .												Federal PWSID No.: NY2902830	
5	Transmission and Distribution Project numbers should start at 2000 .													
6	Backflow Prevention Devices/Assemblies, Hydrants, Service Lines, Valves, Water Meter, and Other Project numbers should start at 3000 .													
7														
8	Project Number	Project Name	Type of Need (List 1)	Reason for Need (List 2)	New, Replace, ReHab, Expand/upgrade	Current or Future	Reg or Secondary Purpose	Design Capacity (MG, MGD, kW)	Diameter of Pipe or Size of Assembly/ Hydrant/ Valve/ Meter (Diameter in Inches)	Length of Pipe (Feet)	Number Needed (If Applicable)	Cost Estimate (if available)	Date of Cost Estimate (Month/ Year)	Documentation (List 4)
9	1000	Tank 23 Rehabilitation	S2	A1	H	F	4A	0.6 MG			1			11
10	1001	Tank 19 Rehabilitation	S1	A1	H	C	4A	1.265 MG			1			11
11	1002	Tank 5 Rehabilitation	S2	A1	H	F	4A	5.0 MG			1			11
12	1003	New Iron Removal Plants	T46	A7	N	F	2A	2.4 MGD			4			7
13	1004	Well Pump and Well Screen Replacements	R1	A1	R	F	4A	2			20			11
14	1005	Finished Water Pump Replacements	P1	A1	R	F	4A	2			21			11



Upload – Combined Project Table

- Upload tab under System View
- Make sure you are in correct PWSID
- Select file
- Ensure correct data row

Projects | Details | Messages | Tracking | **Projects Table** | **Upload**

PWSID: MS0020004
Water System Name: KOSSUTH W/A #1
System Status:

To begin the process of uploading the standard spreadsheet to the web site, click the 'Browse' button to locate the Excel spreadsheet (*.xls extension) on your system to upload. If your spreadsheet is formatted differently from the standard Excel spreadsheet, click the 'Map Spreadsheet columns' link and you will be able to 'map' your spreadsheet columns for the upload process. The import operation will end when an empty row is detected.

Please make sure your projects are entered in your spreadsheet in the same format as the example table provided below. If you do not have applicable information for a cell, leave the cell blank (do not put an NA or unknown in the cell).

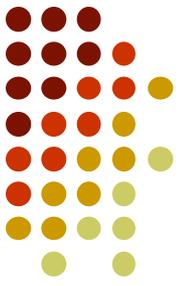
Example Table

Project Number	Project Name	Type of Need	Reason for Need	New, Expand/ Upgrade, Replace, or Rehabilitation	Current or Future	Regulation	Design Capacity	Diameter of Pipe or Size of Hydrant/ Valve/ Meter/ Backflow	Length of Pipe	Number Needed	Cost Estimate	Date of Cost Estimate	Documentation
Enter a unique 4 digit number	Provide short description of the project	Enter code (s) from List 1	Enter code (s) from List 2	Enter one: N, E, R, or H	Enter one: C or F	Enter code(s) from List 3 if applicable	Enter capacity in MG, MGD, or kW if applicable but do not include units	Enter diameter in inches if applicable but do not include units	Enter length of pipe in feet if applicable but do not include units	Enter number needed if applicable	Provide cost estimate if available	Indicate date of cost estimate in mm/yyyy format	Enter code(s) from List 4
1000	Replace Wells 3 and 8	R1	A1	R	C	4A	0.5			2			6, 10
2000	Replace deteriorated transmission main	X2	A1	R	C	4A		24	20,000		4,200,000	06/2005	1

If you have any questions or problems uploading your projects, please call the U.S. EPA toll-free Needs Survey Helpline at 1-888-766-3337.

Excel Sheet: 1
Starting Excel Data Row: 9
Excel File to Import: C:\Documents and Settings\mlee\Desktop\Needs { }

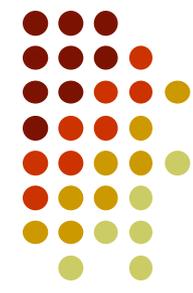
Click to initiate the upload



Upload – Combined Project Table

- Uploaded data and errors
 - ▶ Data are automatically checked and any errors detected are highlighted in red

		Active Import File: CombinedProjectTable 8-24-10 version 2.xls												
		Excel Sheet Name: combined project table												
		Import Data Status										Pending Upload Project Rows: 12		
												Error Rows: 4		
												Current Projects: 0		
												Project rows without errors: 8		
	Project Number	Project Name	Type of Need	Reasons for Need	New, Replace, Rehabilitate or Expand	Current or Future	Regulation	Design Capacity	Diameter	Length	Number Needed	Cost Estimate	Date of Cost	Documentation
		1001	Tank 19 Rehabilitation	S1	A1	H	C	4A	1.265 MG			1		11
		1002	Tank 5 Rehabilitation	S2	A1	H	F	4A	5.0 MG			1		11
		1003	New Iron Removal Plants	T46	A7	N	F	2A				4		7
		1004	Well Pump and Well Screen Replacements	R1	A1	R	F	4A				20		11
		1005	Finished Water Pump Replacements	P1	A1	R	F	4A				21		11
		1006	Well House Rehabilitations	R3	A1	H	F	4A				22		11



Upload – Combined Project Table

- Review and correct uploaded data
 - ▶ Click the ‘pencil’ in 1st column to enable editing tools.
 - ▶ Save row once highlighted errors are corrected

Active Import File:	2007CombinedProjectTable.xls	
Excel Sheet Name:	Sheet1	
Import Data Status	Pending Upload Project Rows:	9
	Error Rows:	3
	Current Projects	6
	Project rows without errors:	6

Click to save changes

Click to cancel changes

	Project Number	Project Name	Type of Need	Reasons for Need	New, Replace, Rehabilitate or Expand	Current or Future	Regulation	Diameter	Length	Design Capacity
	1000	Pigging Mains	M1, M4	A1	U	X		12 in diam.	18000 ft	
	1002	Replace Galvanized Pipe	M1, M4, M5	A1, B1	Replace	Current	1A, 1B	8 in diar	20000 ft	
	1003	Connect existing homes-	X2	A11	N	C				
	1004	Connect existing homes-	X2	A11	N	C				
			S1	A4	N	C				0.25 MGD
			S2	A1	U	F				0.5 MGD
			P2	A1	N	C				1 MGD

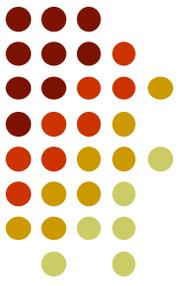
- No Regulations

1A - Surface Water Treatment Regulations (Surface Water Treatment Rule, Interim Enhanced Surface Water Treatment Rule, Filter Backwash REcycling Rule, Long Term 1 Enhanced Surface Water Treatment Rule, or costs associated with covering or treating uncovered finished water reservoirs required by

Removes project record from upload

Step 2: Correcting data errors in projects using the editing tools

Import – Combined Project Table



- Import data
 - ▶ Only projects without data errors (red highlight) will be added to database

	Project Number	Project Name	Type of Need	Reasons for Need	New, Replace, Rehabilitate or Expand	Current or Future	Regulation	Diameter	Length	Design Capacity	Number Needed	Cost Estimate	Date of Cost	Documentation
	1000	Pigging Mains	M1, M4	A1	U	X		12 in diam.	18000 ft					1, 10
	1002	Replace Galvanized Pipe	M1, M4, M5	A1, B1	R	C	1A, 1B	8 in diam.	20000 ft			1200000		1
	1003	Conn existing home												10
	1004	Conn existing home												10
	2000	Well Chlorinator												10
	2001	New Tank	S2	A1	U	F	1E	0.25 in diam.		0.5 MGD	10			10
	2002	Rehab. Main St. Tank	P2	A1	N	C	1A, 1D, 1E	1 in diam.		1 MGD	23			
	3000	Replace Valves	M4, M5	A1	N	F	1D	12 in diam.	25 ft	0.25 MGD	22			
	3001	Replace Lead Service Lines	M2	A7	N	C	1D		100 ft	0.1 MGD	11	100000		1

Windows Internet Explorer

?

This will add or update the 6 non-error pending upload records and remove them from the pending input. Are you ready to proceed. ?

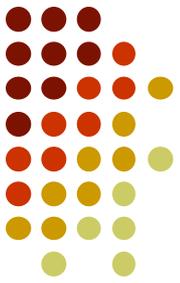
OK Cancel

Click to add projects to database

[View Errors](#) [Start Over](#) [Import](#)

Step 3: Click 'Import' to add project records to the database

Import – Combined Project Table



- Imported Data

- ▶ Example below shows 6 project records will be added to the database
- ▶ Project records with data errors (red highlight) may be corrected and imported at a later time
- ▶ Existing database projects will be overwritten if project number matches

Processing of the import has completed.

List of Errors	Uploaded Project Rows:	3
	Error Rows:	3
	Current Total Projects	6

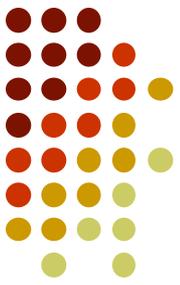
Project Number	Project Name	Type of Need	Reasons for Need	New, Replace, Rehabilitate or Expand	Current or Future	Regulation	Diameter	Length	Design Capacity	Number Needed	Cost Estimate	Date of Cost	Documentation
1000	Pigging Mains	M1, M4	A1	U	X		12 in diam.	18000 ft					1, 10
1002	Replace Galvanized Pipe	M1, M4, M5	A1, B1	R	C	1A, 1B	8 in diam.	20000 ft			1200000		1
2001	New Tank	S2	A1	U	F	1E	0.25 in diam.		0.5 MGD	10			10

[View Errors](#)

[Perform another upload](#)

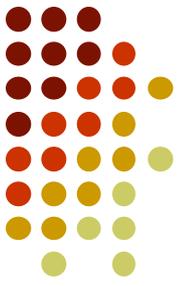
6 projects added/updated to database.

Import – Combined Project Table



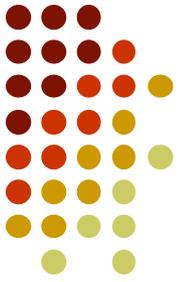
- Importing Data
 - ▶ The Web site will prompt user to verify correct PWSID
 - A box will pop-up after clicking import button
 - If PWSID correct, click OK in pop-up box to continue process
 - If PWSID incorrect, escape (Esc) and click “start over”
- After data is imported, edits can still be made until data is “submitted” to EPA

Single Project Entry



- Projects can be added one at a time under System View
 - ▶ On the Projects Tab
 - ▶ Project Table Tab (combined projects format)
- Very time consuming
- Useful for adding a few projects
- Suggest using the Combined Project Table Upload method for the bulk of the projects

Single Project Entry – Project Tab



Click on link

Type in information and select GO

Add New Project

PWSID: MS0250008
Water System Name: CITY OF JACKSON
System Status: 999 - System submitted to state for review

<u>Project Number</u>	<u>Project Name</u>	<u>Updated</u>
✓ 1001	Tank 19 Rehabilitation	9/3/2010

Add New Project

Project # **GO**

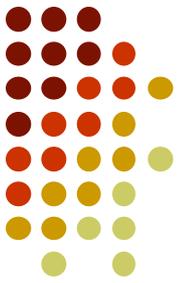
Project Name

Projects | Details | Messages | Tracking | Projects Table | Upload | Submit Survey

PWSID: MS0250008
Water System Name: CITY OF JACKSON
System Status: 999 - System submitted to state for review

<u>Project Number</u>	<u>Project Name</u>	<u>Updated</u>	<u>Updated By</u>	<u>Unresolved Messages</u>	<u>Last EPA Response</u>	<u>State Notes</u>
✓ 1001	Tank 19 Rehabilitation	9/3/2010	MS0250008			
✓ 1002	Tank 5 Rehabilitation	9/3/2010	MS0250008			

Single Project Entry – Projects Tab



- Takes you to Details tab under Project View
- Input project data with text and pull down menus

Messages **Details**

PWSID: MS0250008 (OK)
Water System Name: CITY OF JACKSON
Batch Number: 0
Project Status: ?
Project Number: 1007
Project Name: pump station rehab
Last Updated: 9/3/2010
State Notes:

Unresolved Critical Comments:

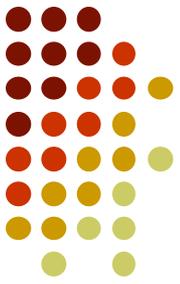
Type of Need: Select a Need Type ▼

Reasons for Need: Select a Need Reason ▼

New, Rehabilitate, Replace or Expand: None New Rehabilitate Replacement Expand
Current Need or Future Need: None Current Future

Regulations: Select a Regulation ▼

Single Project Entry – Projects Table



- Projects for a specific system are displayed in a table layout .
- All three tables combined into one table on website.

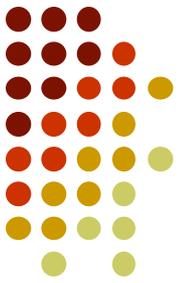
Click to add
single
projects

Click to
print
projects list

Projects Details Messages Tracking **Projects Table** Upload Submit Survey

PWSID: WA5305600
Water System Name: BELLINGHAM-WATER DIVISION, CITY OF
System Status:

Add Edit	Project Number	Project Name	Type of Need	Reasons for Need	New, Replace, Rehabilitate or Expand	Current or Future	Regulation	Diameter	Length	Design Capacity	Number Needed	Cost Estimate	Date of Cost	Documentation
add														
1003		Connect existing homes-8	X2	A11	N	C	1D, 1E	8 in diam.	2000 ft			\$0.00		10
1004		Connect existing homes-12	X2	A11	N	C	1A, 1D, 1E	12 in diam.	15200 ft			\$0.00		10
2000		Well 2 Chlorinator	S1	A4	N	C	1D	0.5 in diam.	0	0.25 MGD	5	\$43,000.00		10
2002		Rehab. Main St. Tank	P2	A1	N	C	1A, 1D, 1E	1 in diam.	0	1 MGD	23	\$0.00		10
3000		Replace Valves	M4, M5	A1	N	F	1D	12 in diam.	25 ft	0.25 MGD	22	\$0.00		10
3001		Replace Lead Service Lines	M2	A7	N	C	1D	0	100 ft	0.1 MGD	11	\$100,000.00		1



Single Project Entry

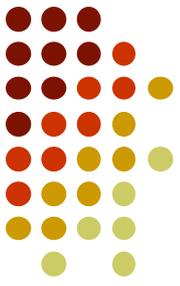
- Projects Table
 - ▶ Input project data with text and pull down menus.

Projects | Details | Tracking | **Projects Table** | Upload | Submit Survey

PWSID: MS0250008
Water System Name: CITY OF JACKSON
System Status: 999 - System submitted to state for review

Add Edit	Project Number	Project Name	Type of Need	Reasons for Need	New, Replace, Rehabilitate or Expand	Current or Future	Reg. or Sec. Purpose	Design Capacity	Diameter	Length	Number Needed	
	1008	treatment plant rehab	<input type="text"/>	<input type="text"/>	Blank	Blank	<input type="text"/>	0	<input type="text"/>	0	<input type="text"/>	0
	<input checked="" type="checkbox"/> 1001	Tank 19 Rehabilitation	S1	A1	H	C	4A	1.265 MG				1
	<input checked="" type="checkbox"/> 1002	Tank 5 Rehabilitation	S2	A1	H	F	4A	5 MG				1

Submit



- Large water system “submits” survey to the state
- State/EPA Region/Navajo Nation enter data and reviews and then “submits” it to EPA
- EPA does not review the survey until state/EPA Region/Navajo Nation has verified that it is ready and clicks the submit button

Survey Submission – Water System User



- System submits survey to state coordinator

Projects Details Tracking Projects Table Upload **Submit Survey**

PWSID: MS0250008
Water System Name: CITY OF JACKSON
System Status:

To submit the water system listed above, click on the submit button below. Additionally, add documentation information in the form of an email to send to the review personnel.

There are three methods to submit documentation to support this water system's projects. Please select an option below to indicate whether the supporting documentation will be emailed (with this mail as an attachment), mailed (as hardcopy) or both.

Survey will be accompanied with documentation attached to this email

Survey documentation is in hardcopy form and will be mailed

Survey documentation is composed of both hardcopy (to be mailed) and electronic form (attached to this email)

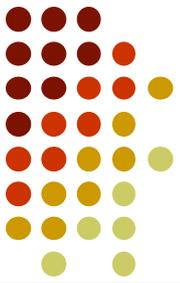
Estimate of the total length of pipe in the water system

This water system information and documentation will be submitted to your State EPA representative listed in the 'To' email address. A System Status will also be attached to this PWSID indicating that the system is ready to be reviewed. System project data may be changed or added until the time that the PWSID is submitted

Attach any electronic system and project documentation with this email. Hard copy documentation should be sent via Federal Express using the mailing label sent with your original package. EPA will pay the cost of this package, you will not be billed.

To : wmoody@msdh.state.ms.us
From :
Cc :
Subject :

Survey Submission – Water System User



- Includes email to send documentation as file attachments
- Sends internal message to state contact

This water system information and documentation will be submitted to your State EPA representative listed in the 'To' email address. A System Status will also be attached to this PWSID indicating that the system is ready to be reviewed. System project data may be changed or added until the time that the PWSID is submitted

Attach any electronic system and project documentation with this email. Hard copy documentation should be sent via Federal Express using the mailing label sent with your original package. EPA will pay the cost of this package, you will not be billed.

To : wmoody@msdh.state.ms.us

From :

Cc :

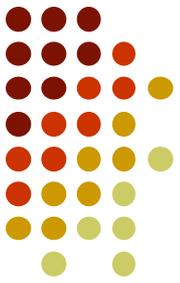
Subject :

Message :

C:\fakepath\CombinedP... Select

Attachments:

Survey Submission – Water System User



- Messages Tab for the submitted system will indicate a status of ‘submitted to state for review’

Projects Details **Messages** Tracking Projects Table Upload Submit Survey

PWSID: MS0250008
Water System Name: CITY OF JACKSON
System Status: 999 - System submitted to state for review

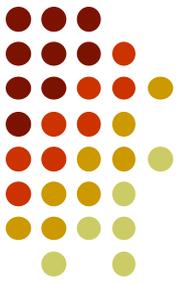
18 - Water Survey System uploaded *city of jackson Lee* (9/3/2010 8:24:44 AM)

System Status - All Systems within MS0250008

Status	PWSID▲	Name	Received By EPA	Initial Weight	Last Updated	Stratum	?	✖	⚠	✓	State
received	MS0250008	CITY OF JACKSON	11/13/2007	1	9/3/2010	Large	0	0	0	0	11

Survey submitted to State viewed from System Stats tab

Survey Submission – State User



- Submission by a state user to EPA will set the system/projects status to **Read-Only**
- Tracking message will be created for survey that can be viewed under Tracking Tab

This water system will be submitted to an EPA representative listed in the 'To' email address. A System Tracking message will also be created for this PWSID. Once submitted, the System project data may not be changed or added.

Attach any electronic system and project documentation with this email. Hard copy documentation should be sent to the EPA contractor at the following address:

The Cadmus Group
2620 Colonial Drive
Suite A
Helena, MT 59601
Attn: Linda Hills
(406) 443-9194

NOTE: The receipt date for hard copy documentation will be the date the EPA representative receives the

Message from webpage

?

This will set the Survey and Project data to Read-only. Are you sure you want to submit this survey: M50020004 - KOSSUTH W/A #1 ?

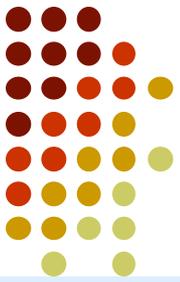
OK Cancel

Message :

Select Remove

Attachments:

Survey Submission – State User



- System is denoted as ‘Submitted’ by icon in the System Stats view

System Status - Medium Systems within Mississippi

Status	PWSID▲	Name	Received By EPA	Initial Weight	Last Updated	Stratum	?	✖
uploaded	MS0020003	FARMINGTON WATER ASSOCIATION	9/21/2007	1.057143	4/30/2008	Medium	0	9
received	MS0020004	KOSSUTH W/A #1	8/28/2007	1.057143	9/3/2010	Medium	11	0
uploaded	MS0020006	ALCORN W/A #1-INDIAN SPRINGS	10/19/2007	1.057143	1/17/2008	Medium	0	6
uploaded	MS0040004	CITY OF KOSCIUSKO	10/10/2007	1.057143	6/9/2008	Medium	0	5

- All projects within the PWSID are set to Read-Only status

Projects | Details | Messages | Tracking | **Projects Table**

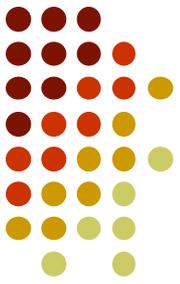
Water System Name: KOSSUTH W/A #1
System Status:

Project Number	Project Name	Type of Need	Reasons for Need	New, Replace, Rehabilitate or Expand	Current or Future	Reg. or Sec. Purpose	Design Capacity	Diameter	Length	Number Needed	Cost Estimate	Date of Cost	Documentation	Comment Codes
1001	Tank 19 Rehabilitation	S1	A1	H	C	4A	1.265 MG			1			11	
1002	Tank 5 Rehabilitation	S2	A1	H	F	4A	5 MG			1			11	
1004	Well Pump and Well Screen Replacements	R1	A1	R	F	4A	2 MGD			20			11	

Survey submitted to EPA

- Note: Upload and Submit Survey tabs are no longer available for ‘Submitted Systems’

Survey Submission – State User



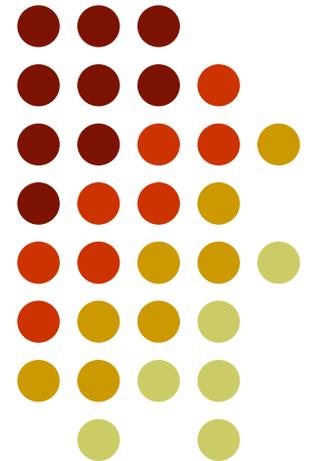
- When PWSID is submitted to EPA, a tracking message is created which displays status of survey

Date	Analyst Name	Location	Action
6/7/2007	Survey Submission Address	Data Entry	Final Survey sent to Cadmus To Data Entry

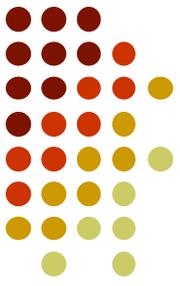
Tracking message for submitted system

 PWSID: MS0010015
Water System Name: ADAMS CO W/A #4-KAISER LAKE
System Status:

Modifying Projects

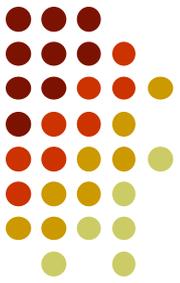


Modifications



- Once questionnaires are submitted and reviewed, the state will have the opportunity to see if/why a project was deleted or modified on the messages tab for each project
 - ▶ May submit “modifications” for the projects
 - ▶ Independent documentation will have to be mailed or e-mailed
 - ▶ Survey-generated documentation can be submitted via the website
 - Note: currently the website is still under construction, modification examples only

Modifications – State User



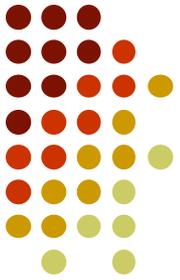
New Threads:

::: Threads :::

218 - Weight of evidence not met *Michelle Lee* (9/8/2010 8:31:07 AM) 

Message Text: Portion of project is deleted because weight of evidence not met.

Modifications – State User



Messages **Details**

 PWSID: [MS0020004](#)
Water System Name: KOSSUTH W/A #1
Batch Number: 0
Project Status: 
Project Number: [3002](#)
Project Name: Security Fencing

\$ 218 - Weight of evidence not met *Michelle Lee* (9/8/2010 8:31:07 AM) 

Message Text: Portion of project is deleted because weight of evidence not met.

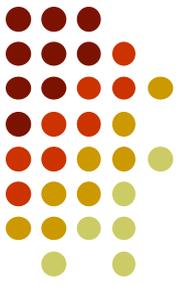
Reply here to submit electronic modifications for this project. Do not post questions or comments about this project here. Only post messages which will modify the project's problem.

Reply Here:

The fencing is needed to secure this 5 acre that includes a pump station and a storage tank. Both pieces of infrastructure have been vandalized many times. The system needs 2000 ft of fencing to secure the 5 acres site.

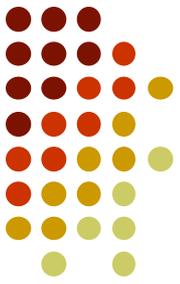
Send

Website Notes

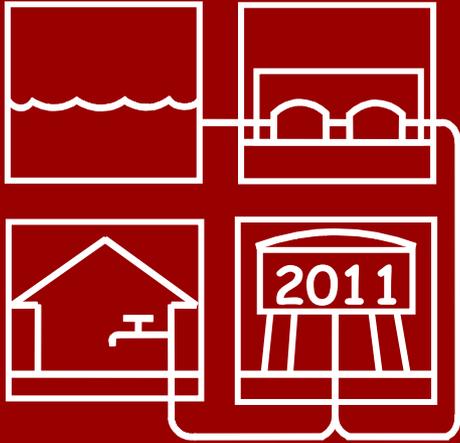


- 2011 DWINSA Website still under development
- Login to look around!
 - ▶ Try the upload
 - ▶ Add projects
 - All data will be deleted before the official start of the survey, so no harm in adding anything
- If you forget your password, there is a link on the login screen to get that information
- Please look around and give us all your feedback!
- Don't forget to log out!

Website Demo



- Available for perusing at the end of the day
- Speakers available for questions

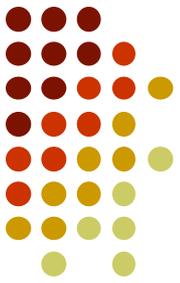


DWINSA

Assessment Timeline

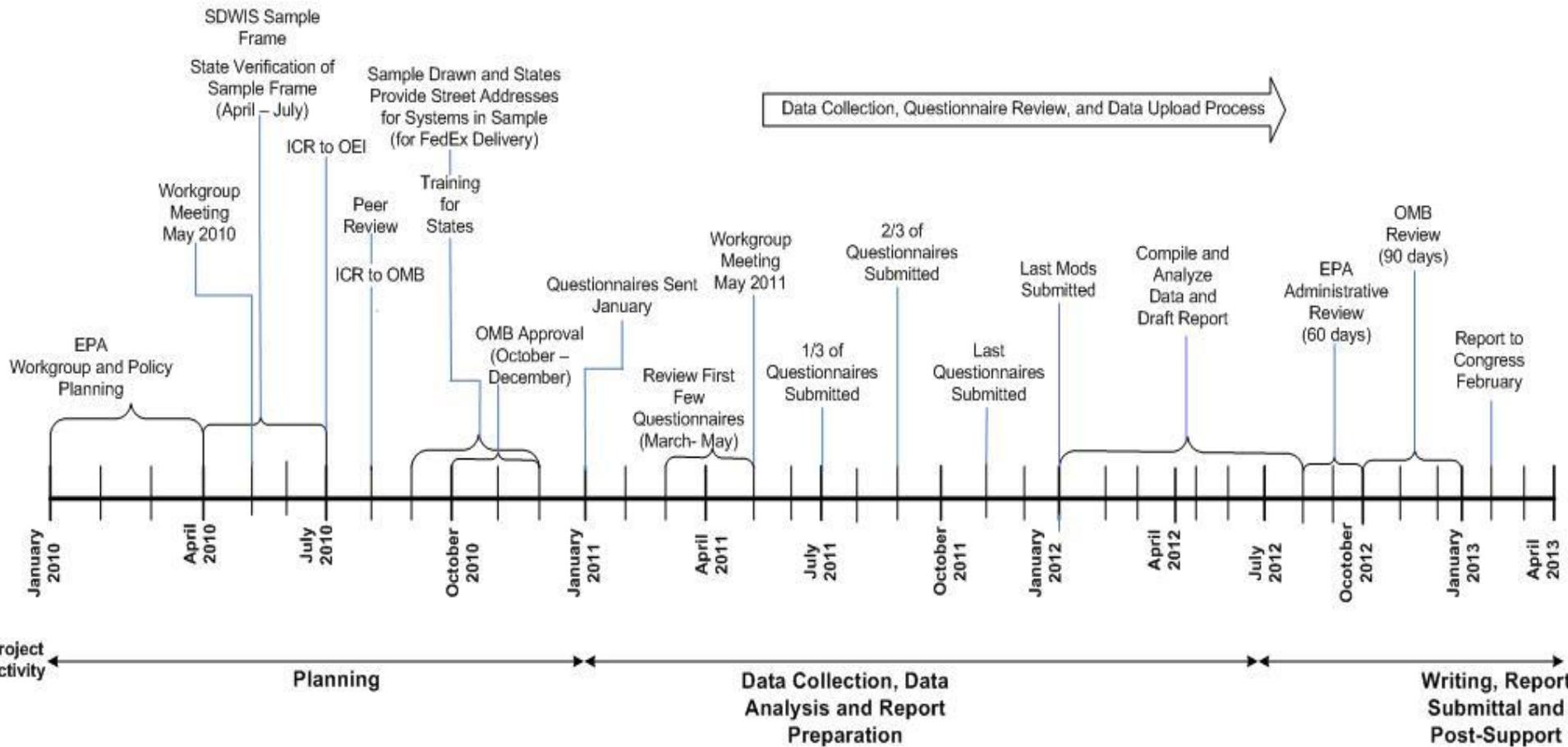
Project Schedule*

*[*subject to OMB approval]*



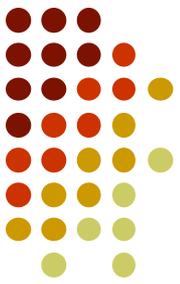
- Survey Design Jan. – June 2010
- State Inventory Verification May – July 2010
- ICR Reviewed by OMB Sept. – Dec. 2010
- Training Sessions Sept. – Nov. 2010
- Mail the Questionnaires January 2011
- Questionnaires Submitted to EPA Feb. – Nov. 2011
- Final Questionnaire Deadline November 2011
- Data Collection and Analysis Feb. 11 – March 12
- Modeling, Statistical Analysis, Report May – Aug. 2012
- OMB Review Report Sept. – Nov. 2012
- Report to Congress (Statutory Deadline) February 2013

2011 Drinking Water Infrastructure Needs Survey and Assessment Time Line



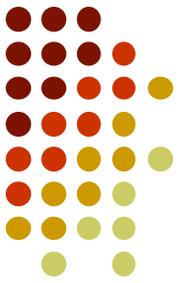
Data Collection Schedule*

*[*subject to OMB approval]*



- Mail the questionnaires January 2011
- Systems begin returning questionnaires to states February 2011
- States return first few questionnaires to EPA for review and comment March 2011
- Workgroup meeting to discuss progress May 2011
- 1/3 of all questionnaires returned to EPA July 2011
- 2/3 of all questionnaires returned to EPA September 2011
- All questionnaires submitted November 2011
- Last modifications to questionnaires January 2012

Contact Information



● Contractor

- ▶ Send questionnaires and documentation to:

The Cadmus Group, Inc.
2620 Colonial Drive
Suite A
Helena, MT 59601
Attention: Linda Hills
(406) 443-9194

- ▶ Helpline
 - TBD

● Web site

- ▶ Address:
www.dwneeds.com
- ▶ Questions regarding web access
 - Login and password
 - Excel upload issues
- E-mail:
webmaster@dwneeds.com