

Lead Service Line Inventory Submittals Quick Start Guide

Introduction:

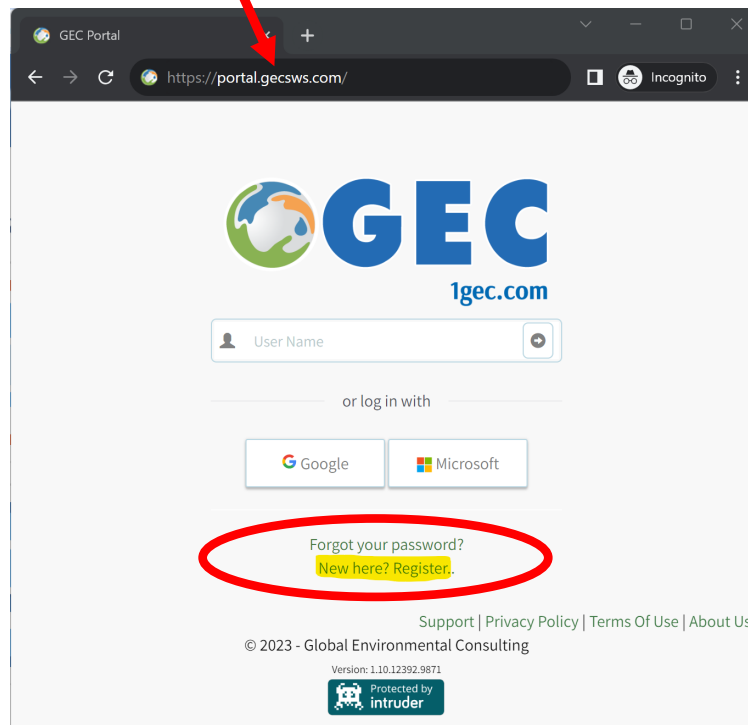
This document is intended for use by Community and Non-Transient Non-Community public water systems in Virginia and provides instruction on how to create a GEC account and submit the lead service line inventory and other required documentation using the SWIFT Submittals program.

How to Request SWIFT Submittals Access:

For New GEC Users:

Some waterworks owners and operators may already have a Global Environmental Consultants (GEC) account to use Drinking Water Viewer. All other waterworks personnel will need to start by requesting an account with GEC.

To begin, new users should visit <https://portal.gecsws.com> and click on “New Here? Register.”



For “Agency”, select Virginia Department of Health.

Agency

Select One...

Select One...

Arizona Department of Environmental Quality

California Waterboards Division of Drinking Water

Connecticut Department of Public Health

Indiana Department of Environmental Management

Kansas Department of Health and Environment

Louisiana Department of Health

Maine Drinking Water Program

Maryland Department of the Environment

Missouri Department of Natural Resources

Nebraska Department of Environment & Energy

Nevada Division of Environmental Protection

New Jersey Department of Environmental Protection

North Dakota Department of Environmental Quality

Ohio Environmental Protection Agency

Oklahoma Department of Environmental Quality

Rhode Island Department of Health

S.C. Department of Health and Environmental Control

Virginia Department of Health

West Virginia Department of Health and Human Resources

For “Application”, select SWIFT Submittals.

Application

Select an application

Select an application

SWIFT Surveys

RECAP

Drinking Water Viewer

Consulting Service

SWIFT Submittals

After you click “Register,” it will alert you that an email has been sent for you to confirm your request.



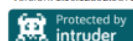
Confirm Email Address Sent.

You have submitted a request for access. Please monitor your submission.

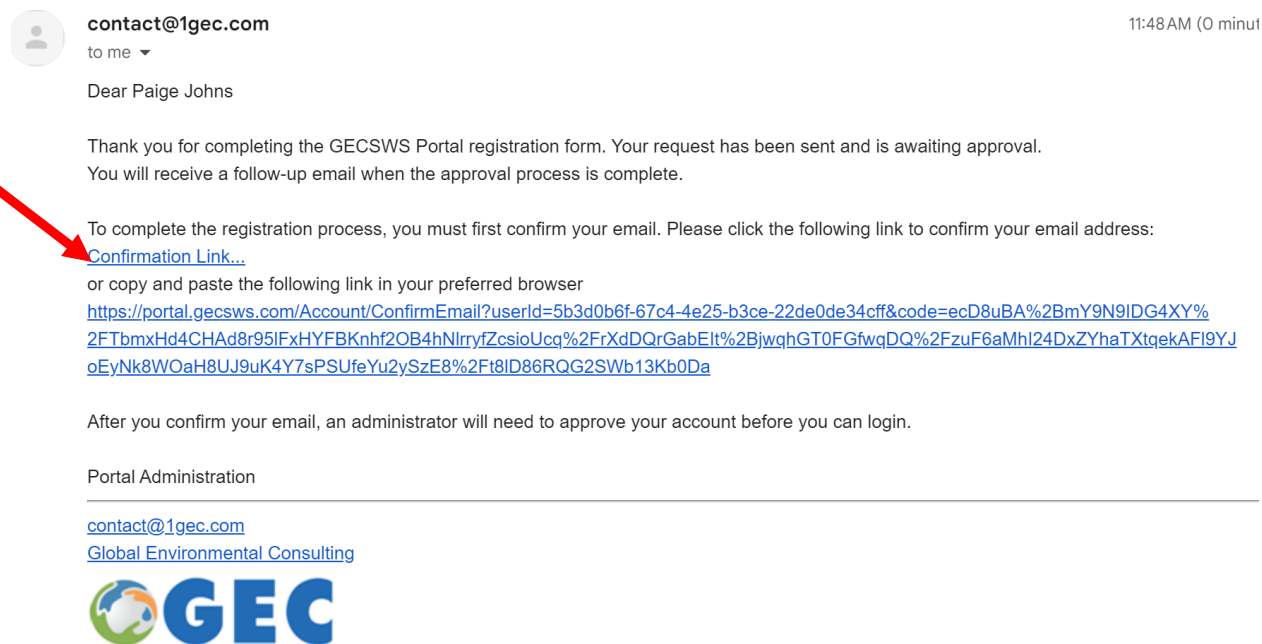
@gmail.com account for the confirmation of your

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Version: 1.10.12392.9871



Check for this email (including Junk Mail folder) and click on the Confirmation Link to confirm. If no email arrives within an hour, please send a message to contact@1gec.com.



Once confirmed, you will be taken to a page noting your request is awaiting approval. It may take 1-2 days for your account to be activated. Someone from the Office of Drinking Water (ODW) may contact you to confirm your waterworks association.



Confirm Email.

Thank you for confirming your email. Please wait for Admin to approve your account. An email will follow once your account is approved.

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Supp

Version: 1.10.12392.9871




For Current GEC Users:

If you already have a GEC account, you can add access to SWIFT Submittals by clicking on “Request Application,” then selecting Virginia Department of Health. This may also take 1-2 days to confirm.



My Applications



Drinking Water Viewer

Drinking Water Viewer (DWV) provides online information on the Inventory, Sample Results, Compliance Activities, and the water quality produced by public water supplies

Last Login: 12/8/2023, 10:08 AM

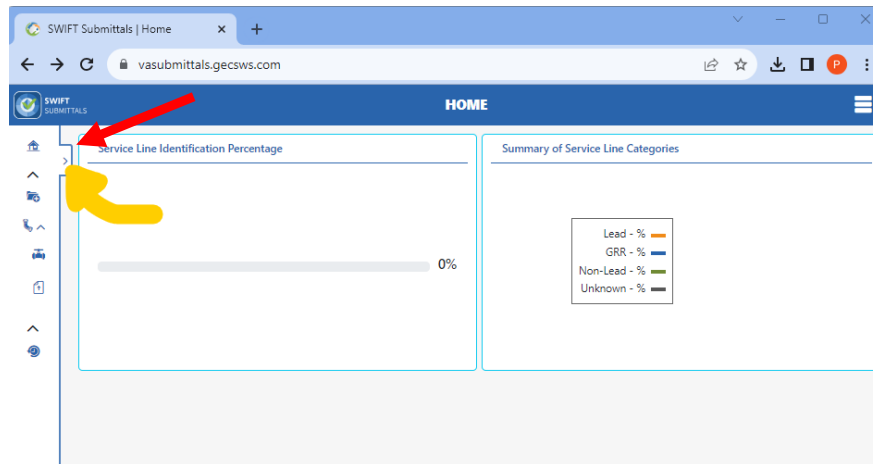
Application Request

Nebraska Department of Environment & Energy	Consulting Service
Nevada Division of Environmental Protection	SWIFT Submittals
New Jersey Department of Environmental Protection	
North Dakota Department of Environmental Quality	
Ohio Environmental Protection Agency	
Oklahoma Department of Environmental Quality	
Rhode Island Department of Health	
S.C. Department of Health and Environmental Control	
Virginia Department of Health	
West Virginia Department of Health and Human Resources	

CANCEL

SEND REQUEST

Once you are approved, you will login at the same page where you requested your account: <https://portal.gecsws.com> . This will take you to the SWIFT Submittals website. You may need to click on the “>” symbol to expand the sidebar on the left of the page.

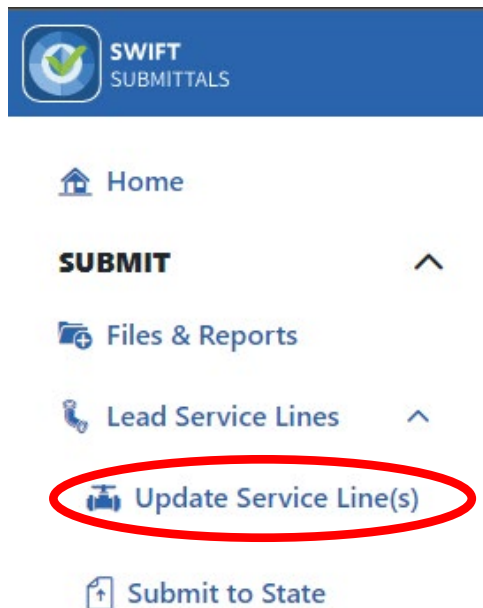


Navigating SWIFT Submittals

SWIFT Submittals is the portal where you submit all Lead Service Line Inventory documentation required by the due date of October 16, 2024.

Update Service Line(s)

This is where Lead Service Line Inventory information can be uploaded or updated.

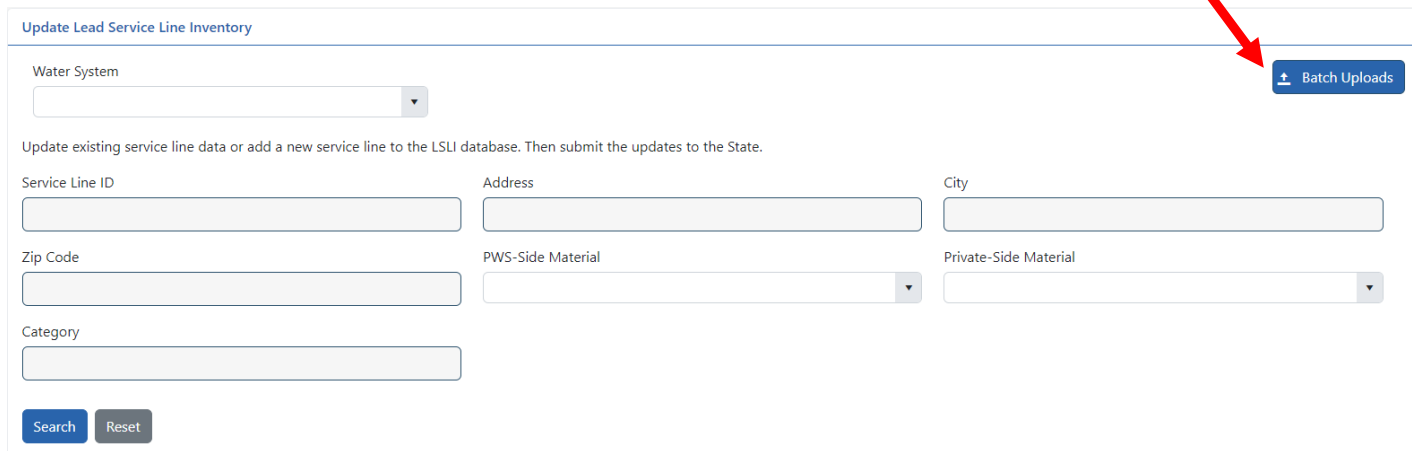


To Upload:

Option 1: Batch Upload

****You MUST use the ODW Community or NTNC Template(s) to successfully upload your Lead Service Line Inventory via Batch Upload. If you are using any other template (EPA, ASDWA) it will not work.****

Select Batch Uploads.



Update Lead Service Line Inventory

Water System
[Dropdown menu]

Update existing service line data or add a new service line to the LSLI database. Then submit the updates to the State.

Service Line ID [Text field] Address [Text field] City [Text field]

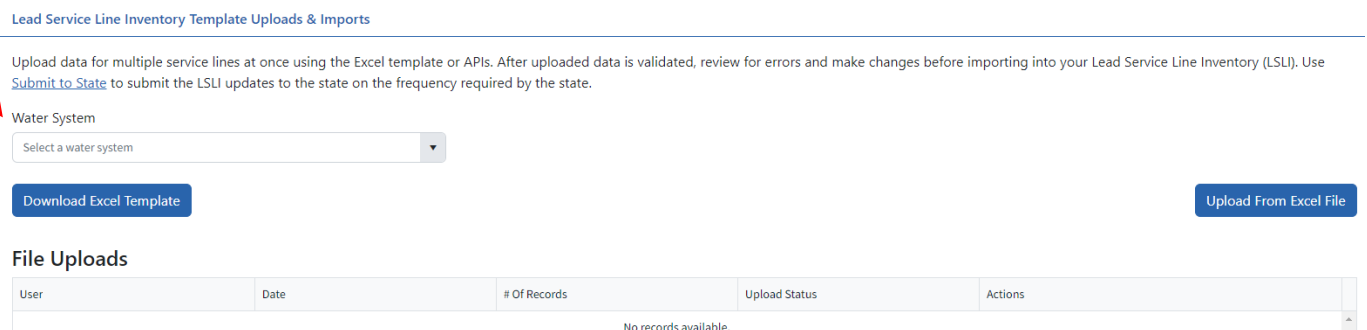
Zip Code [Text field] PWS-Side Material [Dropdown menu] Private-Side Material [Dropdown menu]

Category [Text field]

[Search] [Reset]

[Batch Uploads]

Select your system from the Water System drop-down menu.



Lead Service Line Inventory Template Uploads & Imports

Upload data for multiple service lines at once using the Excel template or APIs. After uploaded data is validated, review for errors and make changes before importing into your Lead Service Line Inventory (LSLI). Use [Submit to State](#) to submit the LSLI updates to the state on the frequency required by the state.


Water System
[Select a water system]

[Download Excel Template] [Upload From Excel File]

File Uploads

User	Date	# Of Records	Upload Status	Actions
No records available.				

Click “Select File” and select the completed LSL Inventory Excel file template from your computer and click “Upload File”.



Select LSLI Excel File

Select File

Select file...

Drop files here to select

Cancel

Upload File

A successful upload will show an Upload Status of “Ready for Review”.

If you are using an incorrect template, the Upload Status will be “Invalid File”.

Click “Review” under the Actions section.

File Uploads

User	Date	# Of Records	Upload Status	Actions
Rebecca Hunt	09/05/2023	27	Ready for Review	Review Download File

This will take you to a page where you can check the status of each service line that was uploaded. If the Status is “Valid”, no additional work needs to be done on that line item.

Uploaded By: Rebecca Hunt	Upload Date: 09/05/2023	Total File # Records: 28	Total # Records: 27
# of Records with Errors: 3	# of Records with Valid Changes: 24	# of Records with No Changes: 0	Status: Ready for review
Service Line ID	Service Line Address	Status	Actions
25	256 Bland Farm Rd	!! Invalid	Edit Delete
26	256 Bland Farm Rd	Valid	Edit View Changes Delete

If the Status is “Invalid”, click Edit under the Actions section. This will take you to that line item’s detailed information where you can make any necessary corrections in the sections pictured below.

LOCATION INFORMATION
SYSTEM-OWNED PORTION
CUSTOMER-OWNED PORTION
OTHER POTENTIAL SOURCES OF LEAD
ADDITIONAL INFORMATION TO ASSIGN TAP MONITORING TIERING
LEAD SERVICE LINE REPLACEMENT (LSLR)

Each of these sections has a drop-down arrow to the right, which will expand the section. Errors will be called out in red text (example below).

Was Service Line Material Field Verified? (System Side) *

This field is required

If changes are made to a field, click Save. Otherwise click “Go Back to Inventory”.

LOCATION INFORMATION	▼
SYSTEM-OWNED PORTION	▼
CUSTOMER-OWNED PORTION	▼
OTHER POTENTIAL SOURCES OF LEAD	▼
ADDITIONAL INFORMATION TO ASSIGN TAP MONITORING TIERING	▼
LEAD SERVICE LINE REPLACEMENT (LSLR)	▼
ATTACH FILES	▼

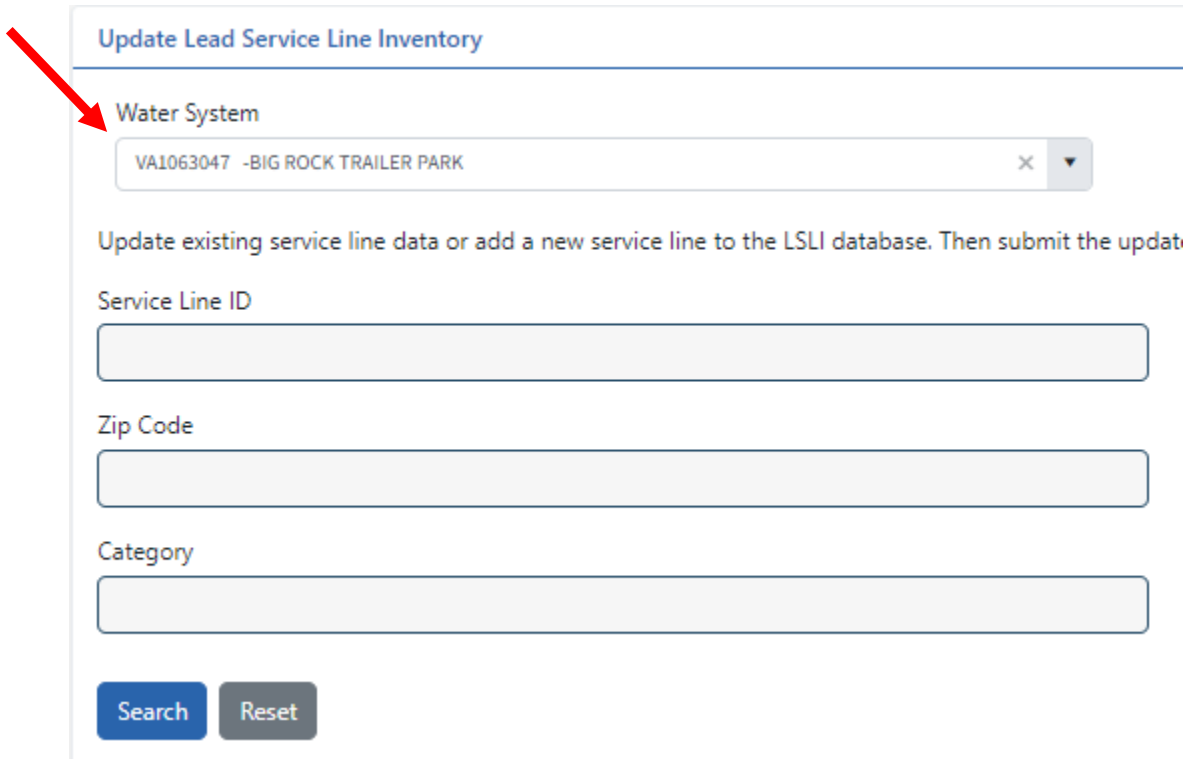
[Go Back to Inventory](#)
[Save](#)

Once the Lead Service Line Inventory has been submitted, the inventory can still be updated.

Option 2: Individual Service Line Entry

****This is best used for systems with few service lines to enter****

Select your water system from the drop-down menu. If you only have one water system you're associated with, it will be filled in already.



Update Lead Service Line Inventory

Water System
VA1063047 -BIG ROCK TRAILER PARK

Update existing service line data or add a new service line to the LSLI database. Then submit the updates.

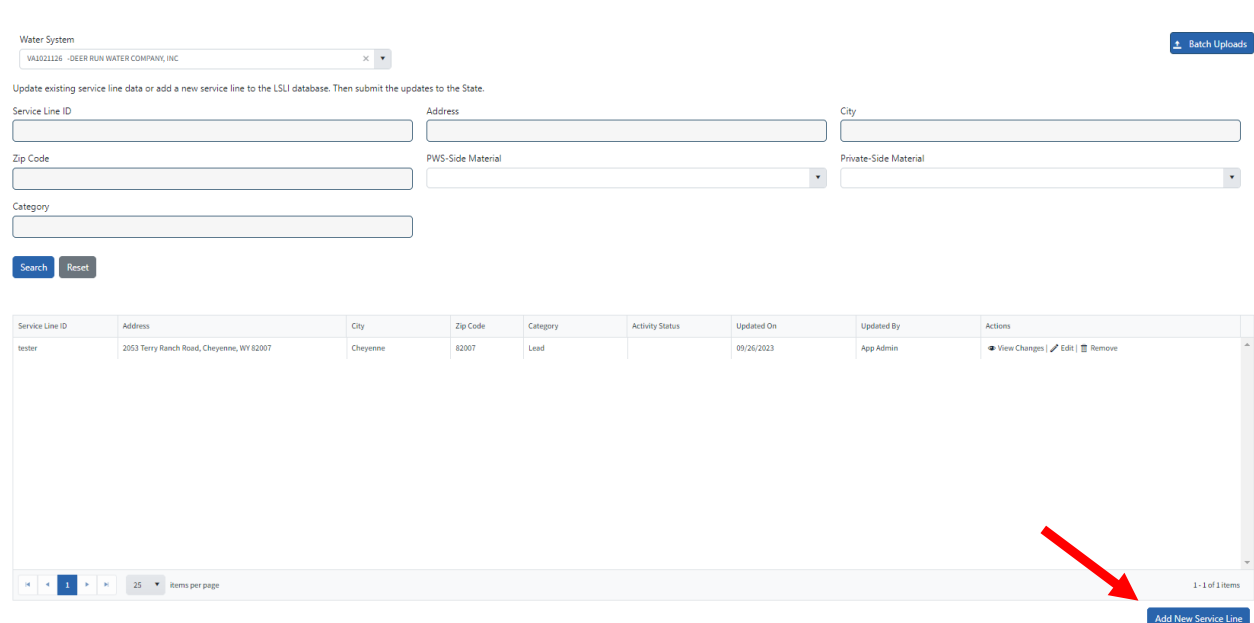
Service Line ID

Zip Code

Category

Search Reset

Select Add New Service Line.



Water System
VA1021126 -DEER RUN WATER COMPANY, INC

Batch Uploads

Update existing service line data or add a new service line to the LSLI database. Then submit the updates to the State.

Service Line ID
Address
City
Zip Code
PWS-Side Material
Private-Side Material
Category

Search Reset

Service Line ID	Address	City	Zip Code	Category	Activity Status	Updated On	Updated By	Actions
tester	2053 Terry Ranch Road, Cheyenne, WY 82007	Cheyenne	82007	Lead	Lead	09/26/2023	App Admin	View Changes Edit Remove


1 - 1 of 1 items


Add New Service Line

This brings up the following sections that must be completed.

LOCATION INFORMATION
SYSTEM-OWNED PORTION
CUSTOMER-OWNED PORTION
OTHER POTENTIAL SOURCES OF LEAD
ADDITIONAL INFORMATION TO ASSIGN TAP MONITORING TIERING
LEAD SERVICE LINE REPLACEMENT (LSLR)

Required information is denoted by a red asterisk (below).

Was Service Line Material Field Verified? (System Side) * 

Select an option 

This field is required

Once complete, hit Save. If any required information is missing, you will be unable to save the entry until the missing information is entered.

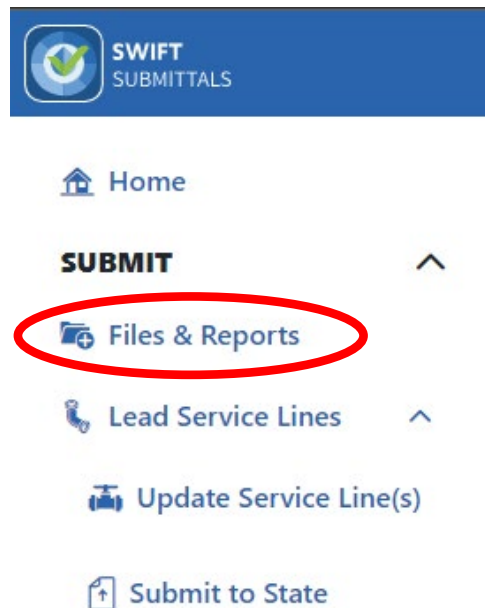
LOCATION INFORMATION	▼
SYSTEM-OWNED PORTION	▼
CUSTOMER-OWNED PORTION	▼
OTHER POTENTIAL SOURCES OF LEAD	▼
ADDITIONAL INFORMATION TO ASSIGN TAP MONITORING TIERING	▼
LEAD SERVICE LINE REPLACEMENT (LSLR)	▼
ATTACH FILES	▼

Go Back to Inventory

Save

Files & Reports

This section is where you will upload required files required in addition to the Lead Service Line Inventory (LSL) Template. The LSL Template is NOT uploaded here.



Select your Water System from the drop-down menu and then select the File/Report Type you want to upload.

A screenshot of the 'File & Report Types' form. The form has a title 'File & Report Types' at the top. Below the title, there are two drop-down menus: 'Water System' with the placeholder text 'Select a water system' and 'File/Report Type' with the placeholder text 'Select a File/Report Type'. Red arrows point to each of these menus. Below the menus is a 'Select File' section with a 'Select file...' button. At the bottom right of the form are two buttons: 'Cancel' and 'Upload File'.

File/Report Type

Select a File/Report Type ▼

Construction Permit Application
LCRR Tap Sampling Plan/Sample Pool
Lead Consumer Notice and Certification
Lead Public Education and Certification
Lead Service Line Replacement Plan
List of Schools & Childcare Centers

Cancel
Upload File

Click Select File and choose the document you want to upload. Click Upload File.

File & Report Types

Water System

Select a water system ▼

File/Report Type

Select a File/Report Type ▼

Select File

Select file...

Cancel
Upload File

The following screen will appear. Click the certification check box and provide the PIN you set up when you created your account. Click Certify & Submit.

Confirm Upload ×

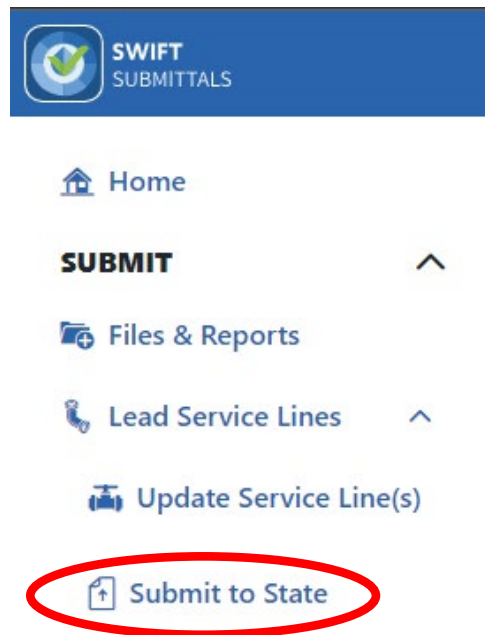
☐ I certify that, to the best of my knowledge, the information submitted is correct as of the date submitted: 12/08/23.

Please provide your PIN to upload file

Cancel
Certify & Submit

Submit to State:

Once your inventory is ready to submit, click Submit to State



Select your water system from the drop-down menu.

Instructions:

- Submit updated Lead Service Line information to the State yearly or as otherwise instructed by the State.
- Required fields in the Water System Information Section must be populated.
- Records are displayed for all service lines that have been updated since the last time data was submitted to the State.
- Review the summary of changes to the Lead Service Line Category counts.
- Certify and submit the inventory updates to the State.

All fields marked with * are required




















Water System

VA1063047 -BIG ROCK TRAILER PARK

WATER SYSTEM INFORMATION FOR LEAD & COPPER RULE


VA1063047 - BIG ROCK TRAILER PARK

Complete the questionnaire. Required fields are denoted with a red asterisk. Please note, a waterworks representative should be the one completing the questionnaire and submitting the inventory.

Customer Notification Date of Initial LSLI	
<input type="text" value="month/day/year"/>	
Is there a lead outreach program?	
<input type="text" value="Select an option"/>	
Primary way for making inventory publicly accessible	
<input type="text" value="Select an option"/>	
LSLI Preparer Title *	
<input type="text"/>	
Do multi-family residences comprise at least 20% of the structures you serve?	
<input type="text" value="Select an option"/>	
Is info maintained in your asset management program?	
<input type="text" value="Select an option"/>	
Additional way(s) for making inventory publicly accessible	
<input type="text" value="Select an option"/>	
LSLI Preparer Phone *	
<input type="text" value="() -"/>	
Is there a community outreach program?	
<input type="text" value="Select an option"/>	
Are you Eligible for LSL replacement and GRR funding?	
<input type="text" value="Select an option"/>	
LSLI Preparer Name *	
<input type="text"/>	
LSLI Preparer Email *	
<input type="text"/>	

Once completed, click Submit to State.

Service Line Lead Category	Old Value	New Value
Lead	1	1
GRR	0	0
Unknown	0	0
Non-Lead	0	0




Submit to State

A pop-up will appear that requires you to certify your information and entry of your PIN number. Click “Certify & Submit”.

Confirm Submit to State

☐ I certify that, to the best of my knowledge, the information submitted is correct as of the date submitted: 12/18/23.

Please provide your PIN to upload file



Cancel Certify & Submit

This will send your Lead Service Line (LSL) Inventory into the State Review Queue where it will be reviewed by Office of Drinking Water (ODW) Field Office Staff.