

Submitting a Service Line Inventory

Instructions for Waterworks

Getting Started with SWIFT Submittals



February 13, 2024

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Today's Agenda

- Where to find LSLI ODW templates and guidance documents
- How to use the GEC Submittals Portal
 - How to upload and edit inventory entries
 - How to submit inventories to the State
 - How to submit other documents to the State
- Getting Help
- Submitting other documents through the GEC Submittals Portal
- Next steps
- Question and Answer Session

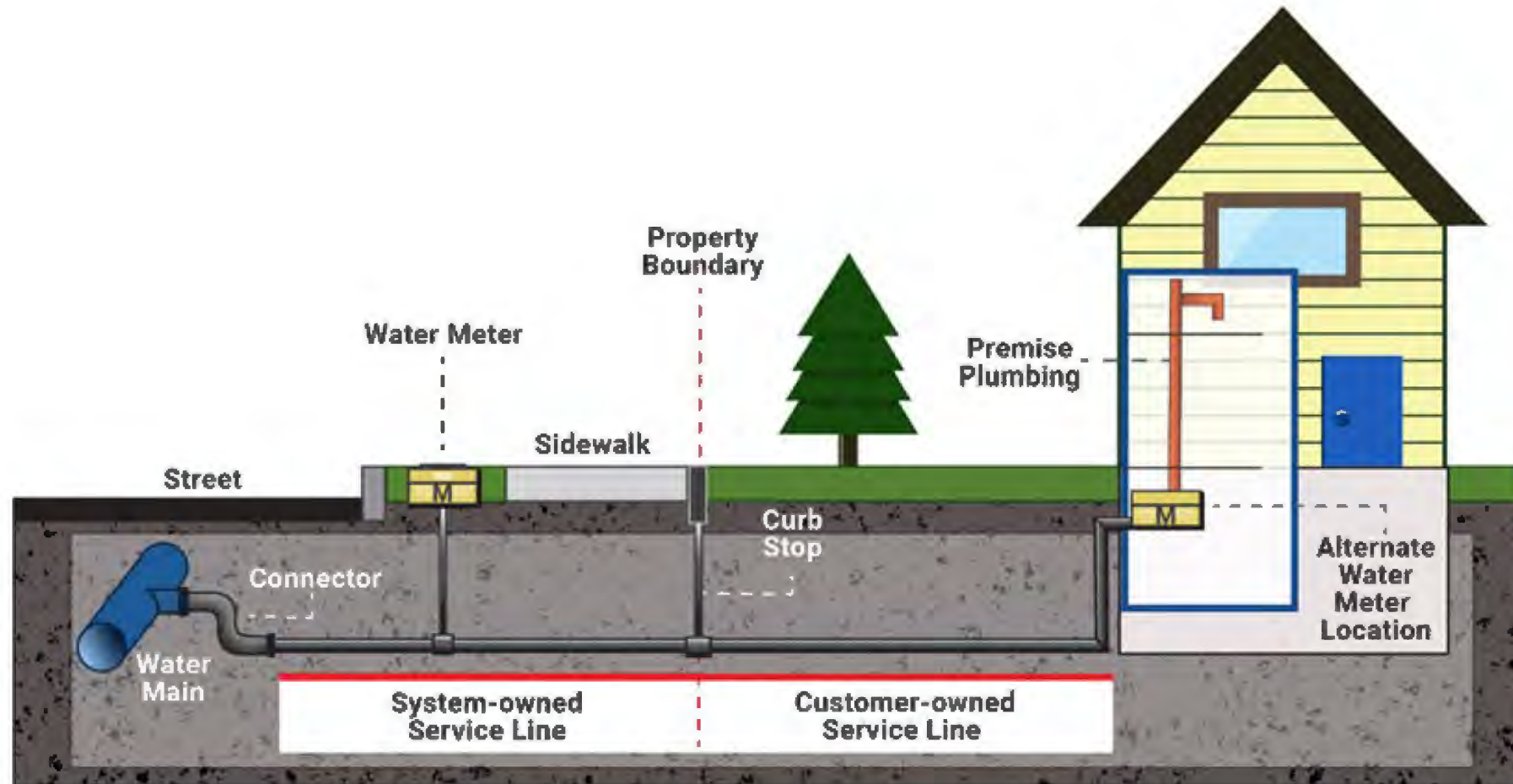
Training Scope

Intended Audience:

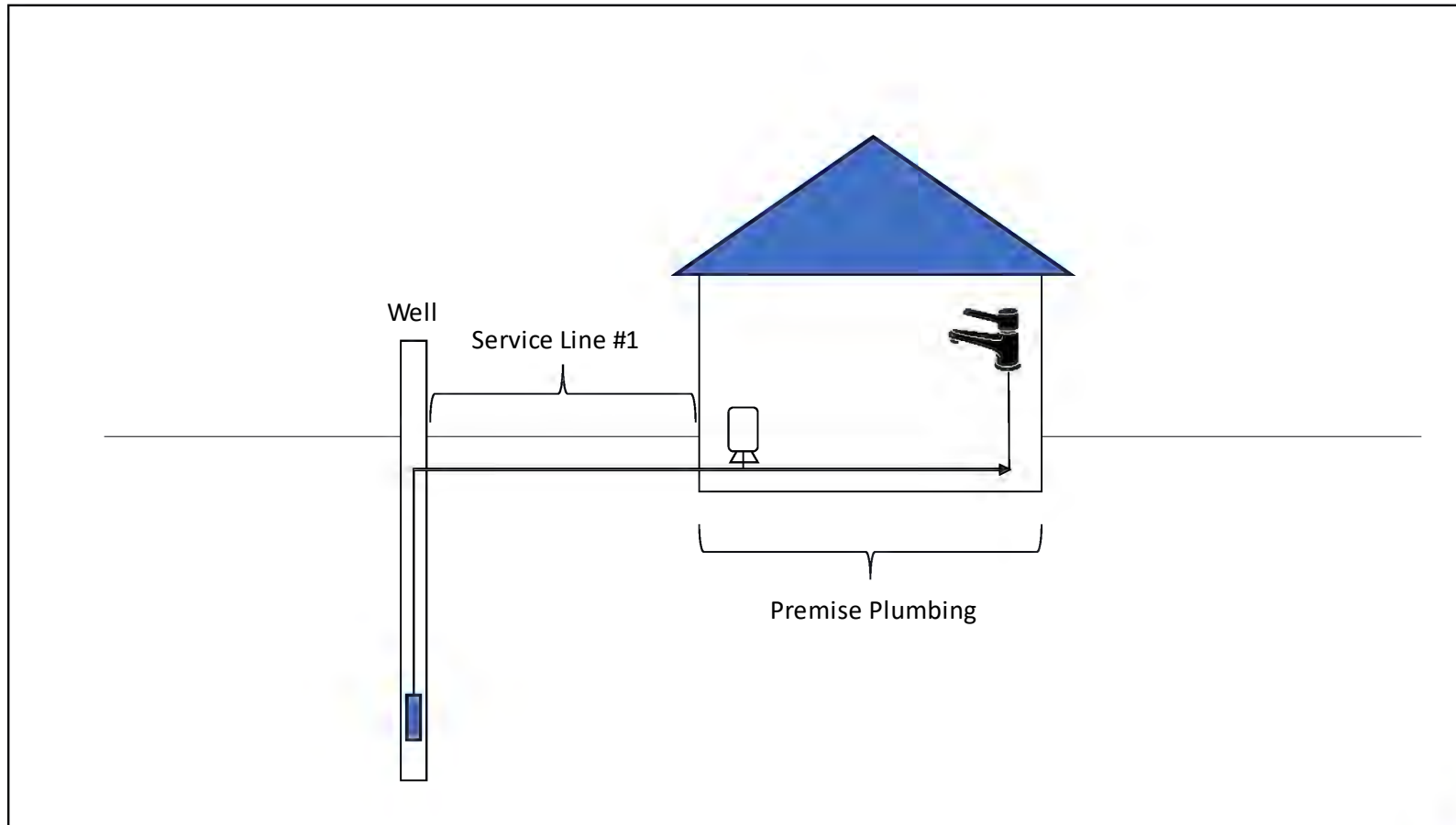
- NTNC Waterworks with 5 and fewer connections and NO shared ownership of service lines
- Related stakeholders and Technical Assistance Providers

How to use the GEC Submittals Portal

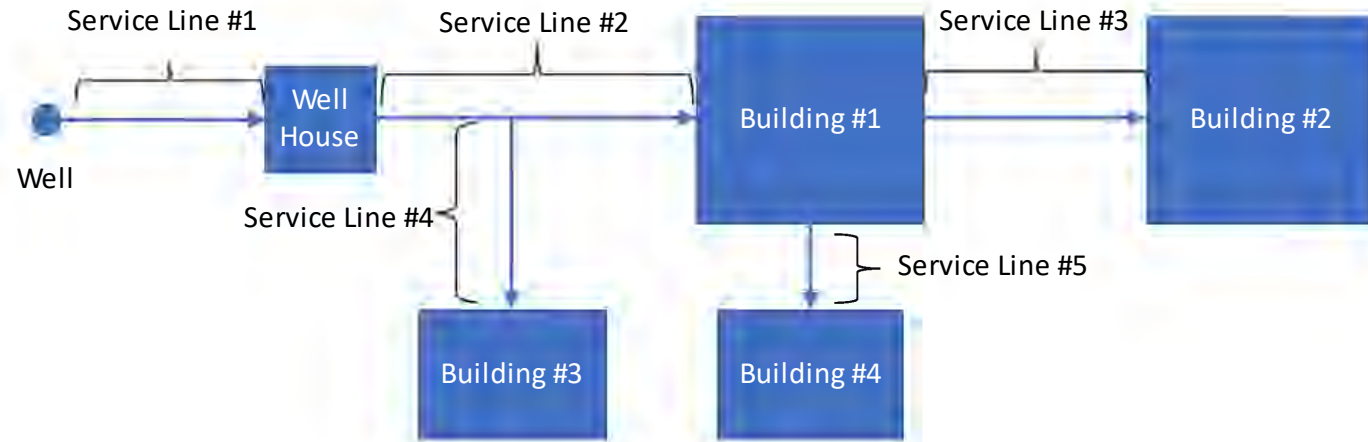
Shared Ownership of Service Lines



Service line versus premise plumbing



NTNC Service Lines



Need Help with Your LCRR Service Line Inventory?

The Lead and Copper Rule Revisions (LCRR) requires every waterworks to develop an inventory of their service line materials (public and private portions) by October 16th, 2024.

VDH ODW has contracted the engineering firm **TruePani** to offer free assistance to waterworks serving populations of 10,000 or fewer.

Scan the QR code or visit the link to schedule a one-on-one meeting to get started.

Questions?

(804) 409-6964, M-F between 9 AM to 5 PM

valcrr@truepani.com



bit.ly/LCRRInventoryScheduler










ODW Lead and Copper Rule Committee

Member	Representation
Bob Edelman (chair)	Division of Technical Services
Rebecca Hunt	Abingdon Field Office
Steve Kvech	Lexington Field Office
Dan Botdorf	Southeast Virginia Field Office
Rea Prillaman	Danville Field Office
Paige Johns	Culpeper Field Office
Randy Morrisette/Nyibe Smith	Richmond Field Office
Grant Kronenberg/Jane Nunn	Compliance and Enforcement
Kendall Scott/Jose Garcia	Lead Testing Program
Tamara Anderson	FCAP (DWSRF/LEAP)
Julie Floyd	CAPDEV

Where to find templates and instructions

<https://www.vdh.virginia.gov/drinking-water/lcrr-guidance/>

-  ODW Community SL Inventory Instructions
-  ODW Small NTNC SL Inventory Instructions - In Portal
-  SWIFT Submittals Quick Start Guide
-  ODW Community Service Line Inventory Template
- School Child Day Center List - Final
- Lead Service Line Replacement Plan - FAQ
- LCRR Fifth Liter Sampling Video
- Water Quality Sampling for LSL Identification
- Guidance for Statistical Methods and Predictive Modeling
-  ODW Small NTNC SL Inventory Instructions
-  ODW Community SL Inventory Instructions - In Portal
- NTNC LSL Inventory Guidance
-  ODW Small NTNC Service Line Inventory Template
- Lead Ban Guidance and Chronology
- Lead Service Line Inventory - FAQ
- Lead Service Line Inventory Methods
- Lead Service Line Replacement Plan Template
- Using Date of Construction to Classify Water Service Lines as Non-Lead

Expect updates to templates and instructions

Submitting a Service Line Inventory

Guidance for Waterworks Getting Started with SWIFT Submittals

February 13, 2024

Paige C. Johns, PE

paige.johns@vdh.virginia.gov



Inventory Submittal Process

Initial Service Line Inventories are due
October 16, 2024

Inventories are submitted to ODW via
SWIFT Submittals, an app from Global
Environmental Consulting (GEC)

All waterworks will need someone with a
GEC account to submit their inventory

This section will cover how to:

Create	Create a GEC account
Add	Add the SWIFT Submittals app to an existing GEC account
Input	Input individual service line data directly into the app
Download	Download an inventory template

Note:

Creating a new GEC account, or adding the SWIFT Submittals app, **can take 1-2 days** for approval and access.



Key Resources for Small NTNCs:

<https://www.vdh.virginia.gov/drinking-water/lcrr-guidance/>

Guidance from VDH-ODW

ODW has developed several documents to help water systems in Virginia navigate the Lead and Copper Rule Revisions. ODW will continue to update these documents and develop new guidance materials as the EPA continues to release new information.

-  ODW Community SL Inventory Instructions
-  ODW Small NTNC SL Inventory Instructions - In Portal
-  SWIFT Submittals Quick Start Guide

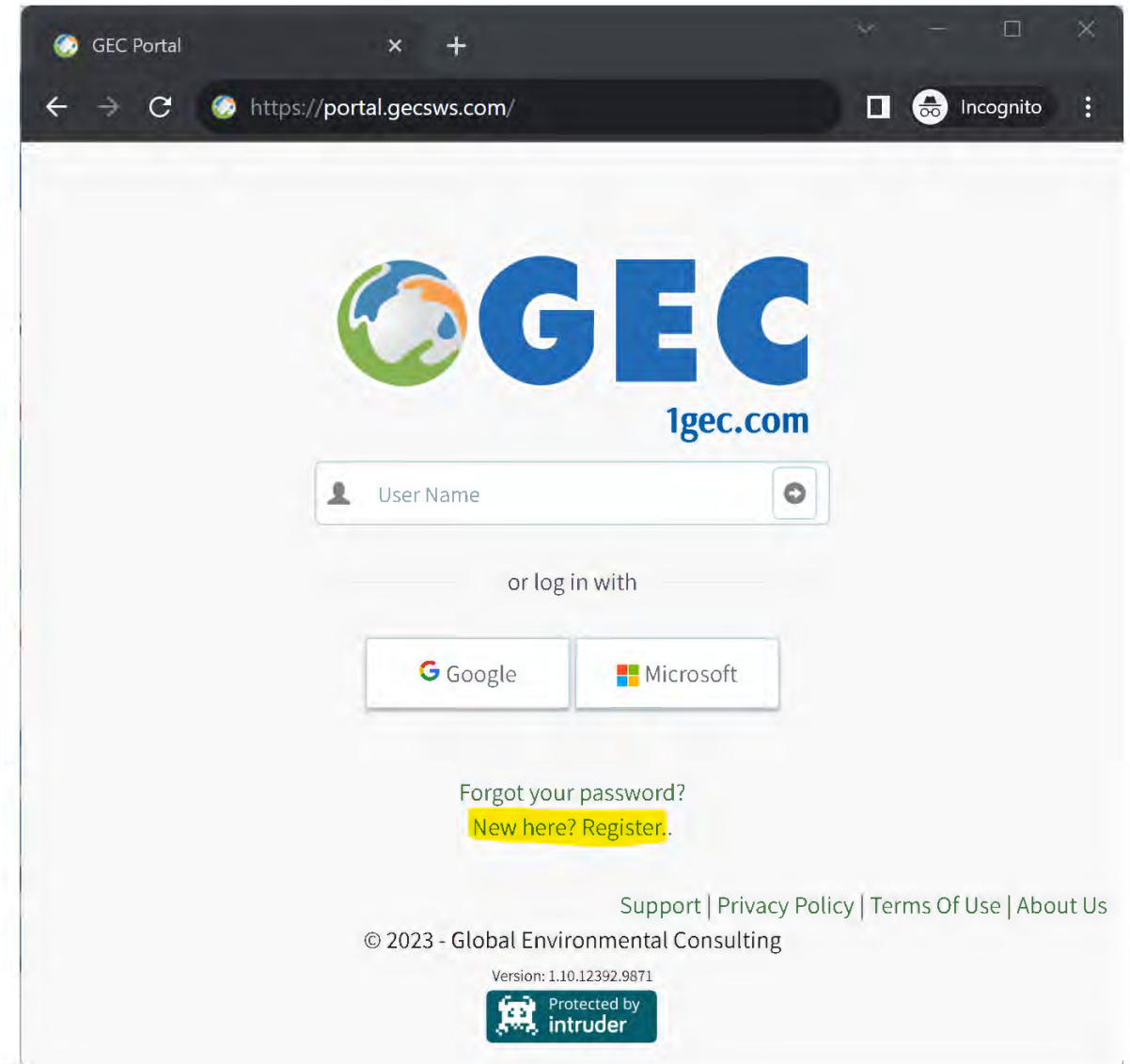
-  ODW Small NTNC SL Inventory Instructions
-  ODW Community SL Inventory Instructions - In Portal
- NTNC LSL Inventory Guidance

Getting an account, logging in, etc.

New Users

If you don't already have one, start by requesting an account with GEC.

- Visit <https://portal.gecsws.com>
- Click on “New Here? Register.”

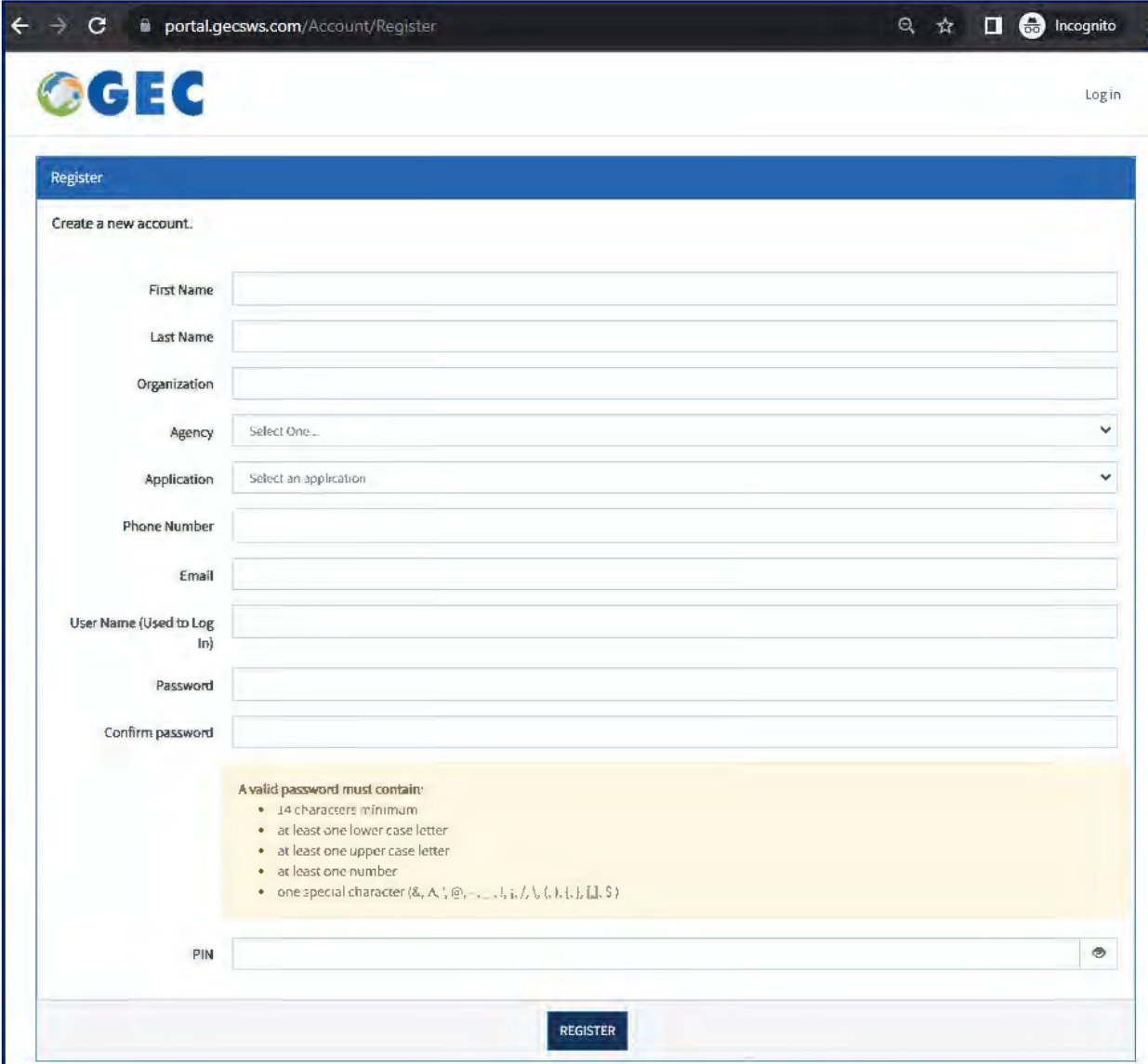


New Users

This will take you to the registration page.

For “Organization,” write the name and PWSID of your waterworks. If you need to submit for more than one system, write “Multiple Systems.”

Someone from VDH will reach out to request the complete list of waterworks you are associated with.



The screenshot shows a web browser window with the URL `portal.gecws.com/Account/Register`. The page features the GEC logo and a "Login" link. The main heading is "Register" with the subtext "Create a new account." The registration form includes the following fields: First Name, Last Name, Organization, Agency (a dropdown menu showing "Select One..."), Application (a dropdown menu showing "Select an application"), Phone Number, Email, User Name (Used to Log In), Password, and Confirm password. A yellow box provides password requirements: "A valid password must contain:" followed by a bulleted list: "14 characters minimum", "at least one lower case letter", "at least one upper case letter", "at least one number", and "one special character (&, ^, ', @, ~, -, _ , . , / , \ , (,) , [,] , \$)". Below this is a PIN field with a toggle for visibility. A blue "REGISTER" button is located at the bottom right of the form.

New Users

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 Agency, select Virginia Department of Health.
For Application, select SWIFT Submittals.

Application

Select an application

Select an application

SWIFT Surveys

RECAP

Drinking Water Viewer

Consulting Service

SWIFT Submittals

New Users

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



Confirm Email Address Sent.

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

@gmail.com account for the confirmation of your

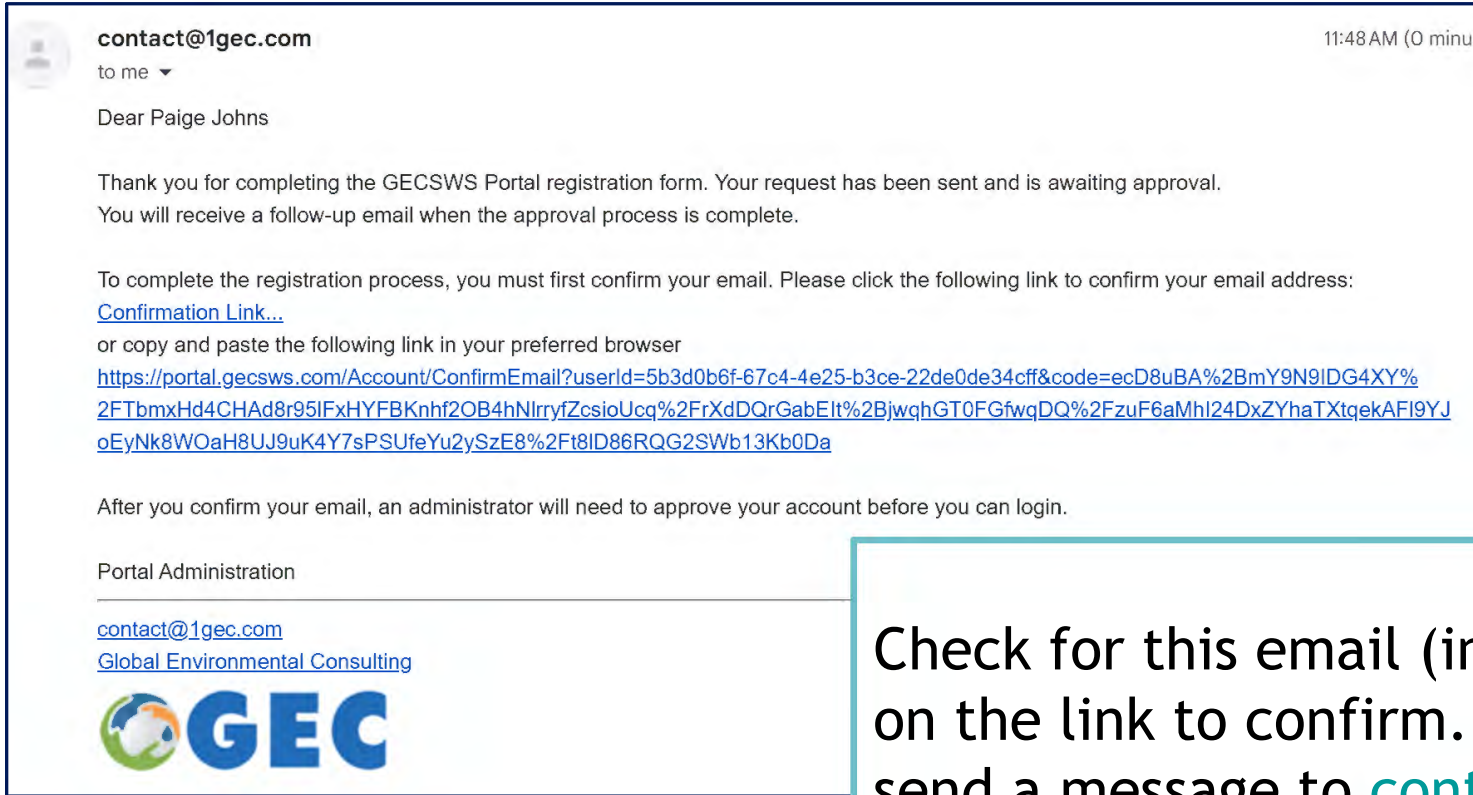
© 2023 - Global Environmental Consulting

Version: 1.10.12302.0871



Sup

New Users



Check for this email (including junk mail!) and click on the link to confirm. If no email arrives, please send a message to contact@1gec.com.

New Users



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

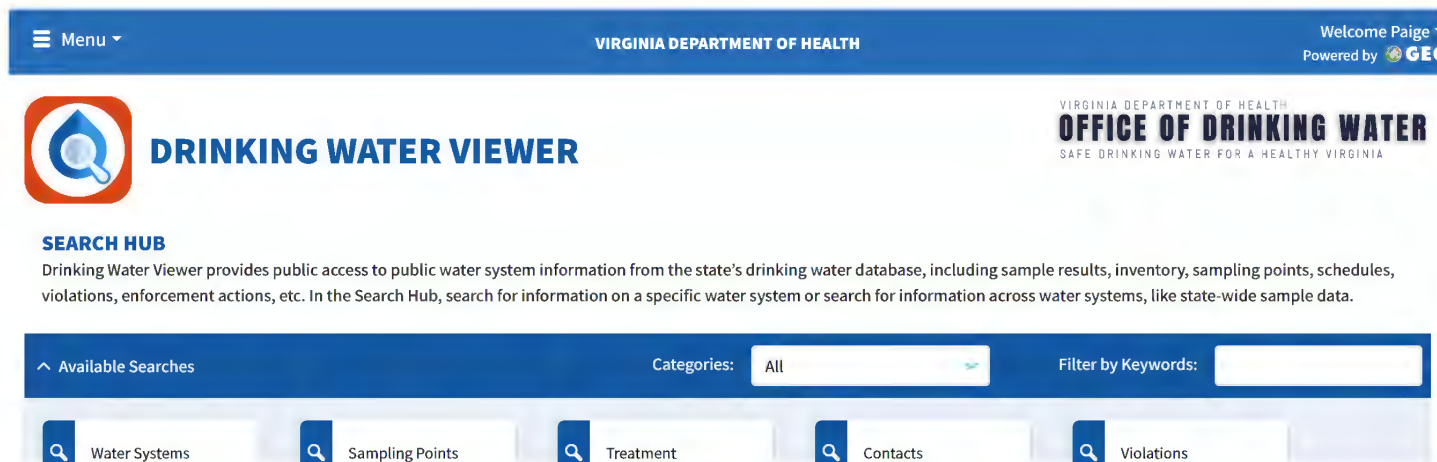


This goes to a page noting that the request is awaiting approval. It may take 1-2 days for your account to be activated. You may hear from someone at ODW to confirm your waterworks association(s).

Existing Users

If you already have a GEC account (to access Drinking Water Viewer), you will need to put in a request to add SWIFT Submittals.

When you log in to your existing account, it may take you straight to Drinking Water Viewer.



Click on the arrow next to “Welcome <NAME>” in the upper right-hand corner, then “Return to GEC Portal.”

Existing Users

From the GEC Portal, click on “Request Application,” then select Virginia Department of Health.

This may also take 1-2 days to confirm.

Once approved, log into the portal at <https://portal.gecsws.com>


or directly into SWIFT Submittals at <https://vasubmittals.gecsws.com>.

The screenshot displays the VDH website interface. At the top, the navigation bar includes the VDH logo, the text 'VIRGINIA DEPARTMENT OF HEALTH', and links for 'Home', 'Request Application' (highlighted with a yellow circle), and a user profile for 'Paige Johns'. Below the navigation bar, the 'My Applications' section features a 'Drinking Water Viewer' icon and a description: 'Drinking Water Viewer (DWV) provides online information on the Inventory, Sample Results, Compliance Activities, and the water quality produced by public water supplies'. The 'Application Request' section is shown below, containing two columns of department names. The 'Consulting Service' column lists 'SWIFT Submittals'. The 'Department' column lists various state departments, with 'Virginia Department of Health' highlighted. At the bottom right, there are 'CANCEL' and 'SEND REQUEST' buttons.

VDH VIRGINIA DEPARTMENT OF HEALTH

Home Request Application Paige Johns

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

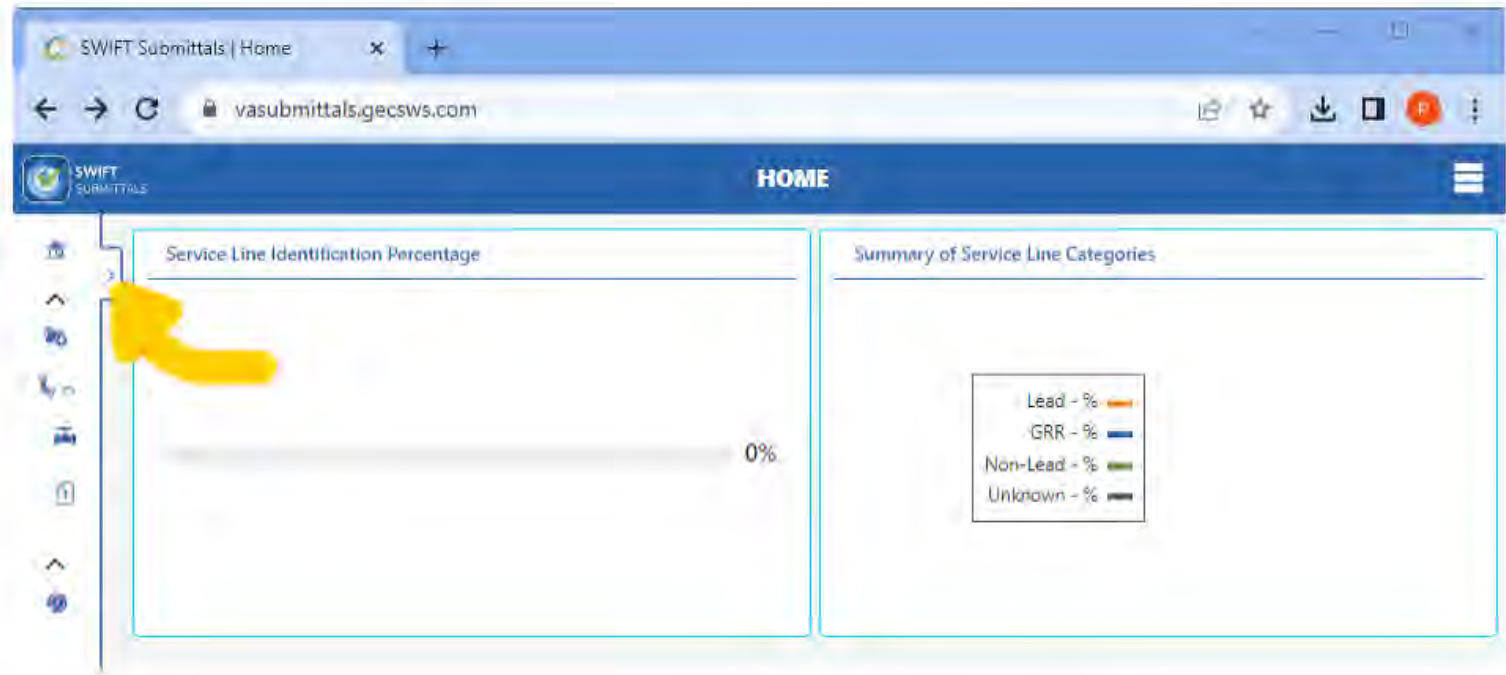
Application Request

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	

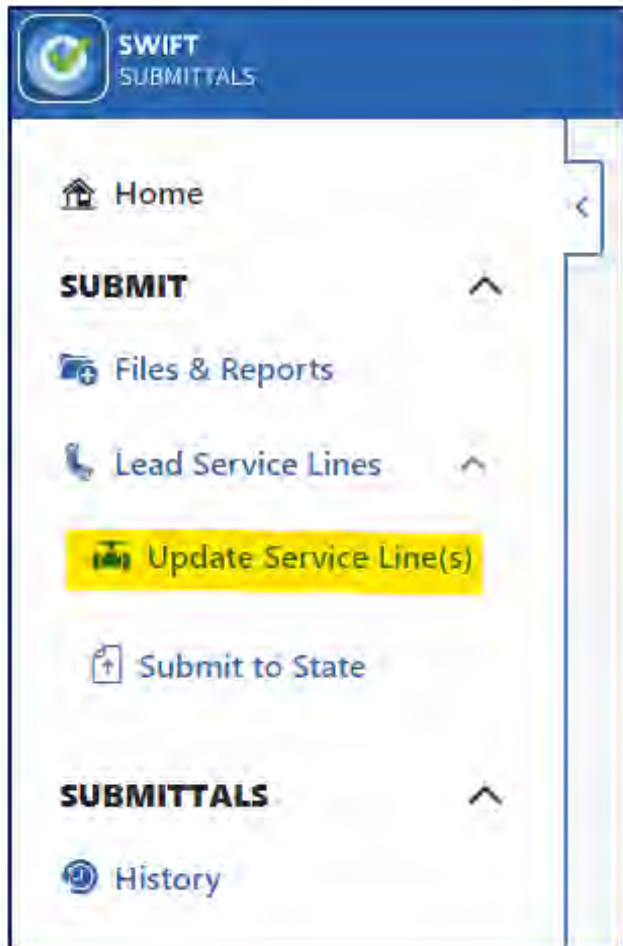
CANCEL SEND REQUEST

In the Submittals Portal (vasubmittals.gecsws.com)

After entering the SWIFT Submittals app, you may need to click on the “>” symbol to expand the sidebar along the left side of the page.



In the Submittals Portal (vasubmittals.gecsws.com)



With the left sidebar expanded, click on
“Update Service Lines.”

In the Submittals Portal (vasubmittals.gecsws.com)



Update Lead Service Line Inventory

Water System

VA##### - PCJ TEST WATERWORKS

Now, select which Water System you want to work on. If you are associated with only one system, it will appear in grey, and you won't be able to select anything else.

If you have multiple systems, the drop-down menu will allow you to make a selection.

Create a Service Line Inventory

There are two ways to create a Service Line Inventory

One line at a time:
“Add New Service Line” (lower right).

Using an Excel template:
“Batch Uploads” (upper right).

The middle sections can be disregarded for now. Later, you can use these to edit or view existing entries.

Update Lead Service Line Inventory

Water System

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	Updated By	Actions
No records available.					

0 - 0 of 0 items

Add New Service Line

Key Resources for Small NTNCs:


<https://www.vdh.virginia.gov/drinking-water/lcrr-guidance/>

Guidance from VDH-ODW

ODW has developed several documents to help water systems in Virginia navigate the Lead and Copper Rule Revisions. ODW will continue to update these documents and develop new guidance materials as the EPA continues to release new information.

If you want
to add lines
one at a time

-  ODW Community SL Inventory Instructions
-  ODW Small NTNC SL Inventory Instructions - In Portal
-  SWIFT Submittals Quick Start Guide

-  ODW Small NTNC SL Inventory Instructions
-  ODW Community SL Inventory Instructions - In Portal
- NTNC LSL Inventory Guidance

If you want to
upload multiple lines
in a spreadsheet

Create a Service Line Inventory: Line by Line

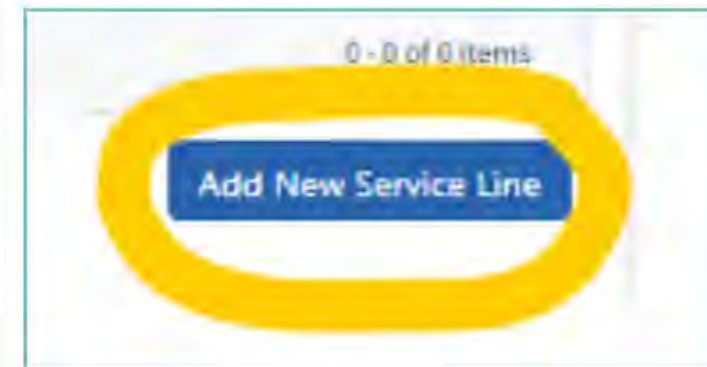
First Method to Create an Inventory:

Add lines one at a time by clicking “Add New Service Line.”

This takes you to a data entry portal to enter detailed information for a single line.

This will need to be done separately for each service line, regardless of use and status.

All questions marked with an asterisk need to be answered separately for every single line.



Create a Service Line Inventory: Line by Line

For detailed instructions for each section of data entry, visit:

<https://www.vdh.virginia.gov/drinking-water/lcrr-guidance/>

Download “ODW Community SL Inventory Instructions - In Portal.”

The screenshot shows a web portal titled "LEAD SERVICE LINE INVENTORY UPDATES" with a user greeting "Welcome Paige" and "Powered by GEC". The main heading is "Lead Service Line Inventory Updates".

Instructions:

- Purpose:** To provide an inventory template water systems can use to track materials for each service line in their distribution system.
- General Instructions:** Each row in this worksheet represents one service line connecting the water main to the customers plumbing. Columns with aqua shading are required by the LCRR. VDH ODW recommends that waterworks complete columns with navy blue shading to the extent data is available. Water systems should NOT customize this worksheet by adding or deleting columns, as this worksheet will be uploaded into ODW's data system.
- Detailed instruction for completing this service line inventory template can be found at: <https://www.vdh.virginia.gov/drinking-water/lcrr-guidance/>

All fields marked with * are required

The form contains several sections, each with a dropdown arrow:

- 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)

At the bottom right, there are two buttons: "Go Back to Inventory" and "Save".

Create a Service Line Inventory: Batch

Second Method to Create an Inventory:

Build the inventory outside of this portal, in an Excel spreadsheet template.

Information for multiple service lines is compiled in a single spreadsheet and then uploaded into the portal.



Create a Service Line Inventory: Batch

From here, you can download the ODW Inventory Template and upload your completed inventory spreadsheet.

For detailed instructions for each section and column of the template, visit <https://www.vdh.virginia.gov/drinking-water/lcrr-guidance/> and download “ODW Community SL Inventory Instructions.”



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

[Download Excel Template](#) [Upload From Excel File](#)

File Uploads

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

Demo: Data Entry Directly into Portal

Log into the portal at <https://portal.gecsws.com>

or directly into SWIFT Submittals at
<https://vasubmittals.gecsws.com>.

Which template to use?

Community:

- ODW Community Service Line Inventory Template

NTNC <= 5 Service connection

- ODW Small NTNC Service Line Inventory Template

All other NTNCs

- ODW Community Service Line Inventory Template

Look up Service Connections in SDWIS/DW Viewer

- <https://vadwv.gecsws.com/>

Which template to use?

Drinking Water Viewer:

WATER SYSTEM

[Back](#)

VA6107417 - LUCKETTS ELEMENTARY SCHOOL



Federal System Type

NTNC

Local Name

Alternate State Number

Operating Category

6

Principal County/Parish/City Served

LOUDOUN COUNTY/

Activity Status

A

Activity Date

04/11/1991

Population

269

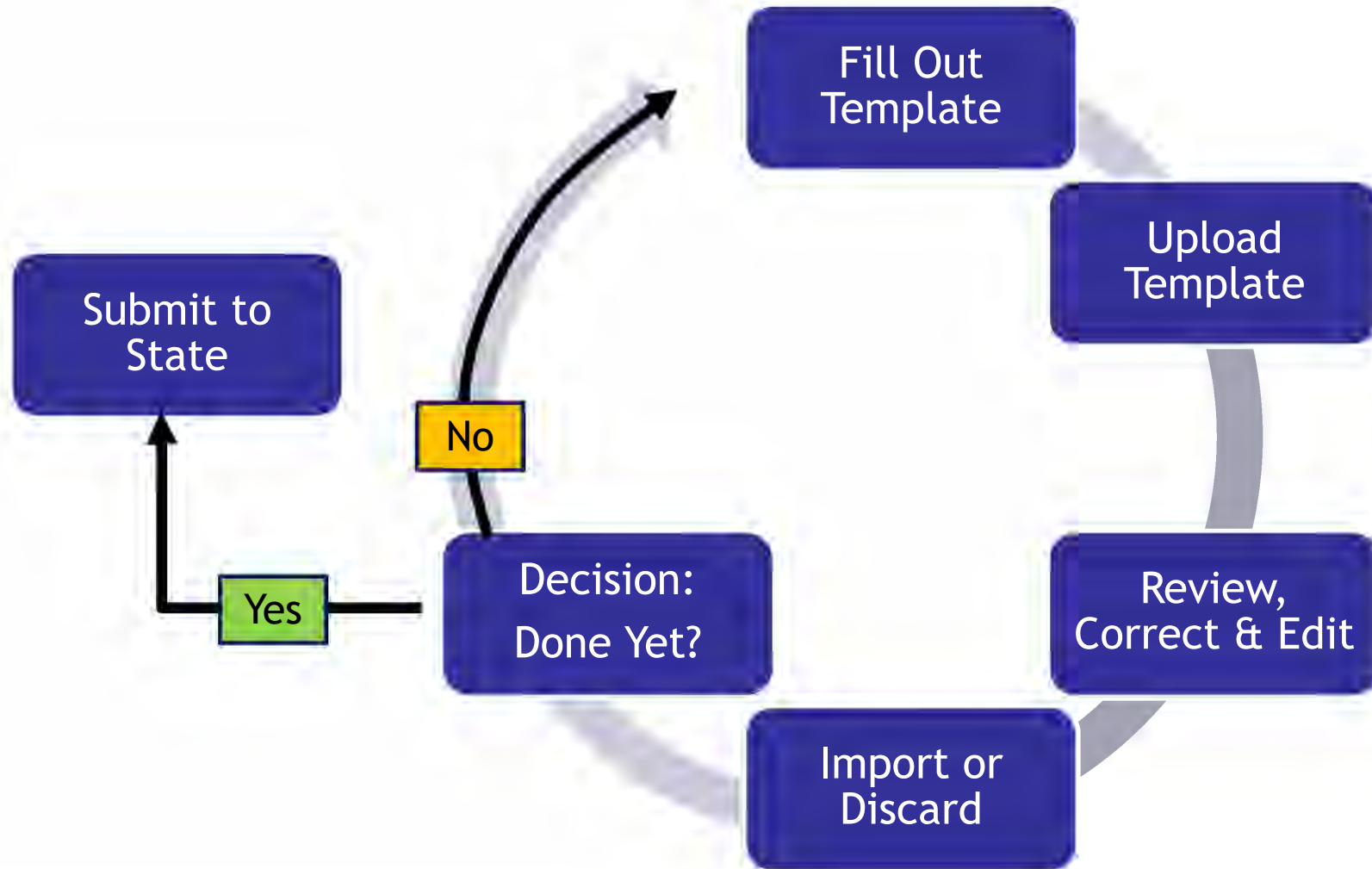
Federal Source Type

GW

Service Conections

2

Business Process



Getting Help

1. Check the LCRR Guidance web page for instructions and updates: <https://www.vdh.virginia.gov/drinking-water/lcrr-guidance/>
2. Your Field Office staff
3. TruePani - Technical Assistance Contractor 804-409-6964
bit.ly/LCRRInventoryScheduler

Submitting Other Files

SWIFT SUBMITTALS **SUBMIT FILE/REPORT** Welcome Sara
Powered by **GEC**

SUBMIT

- Home
- Files & Reports**
- Lead Service Lines
- Update Service Line(s)
- Submit to State

SUBMITTALS

- History

File & Report Types

Water System

VA. TOWN OF X ▼

File/Report Type

Select a File/Report Type ▼

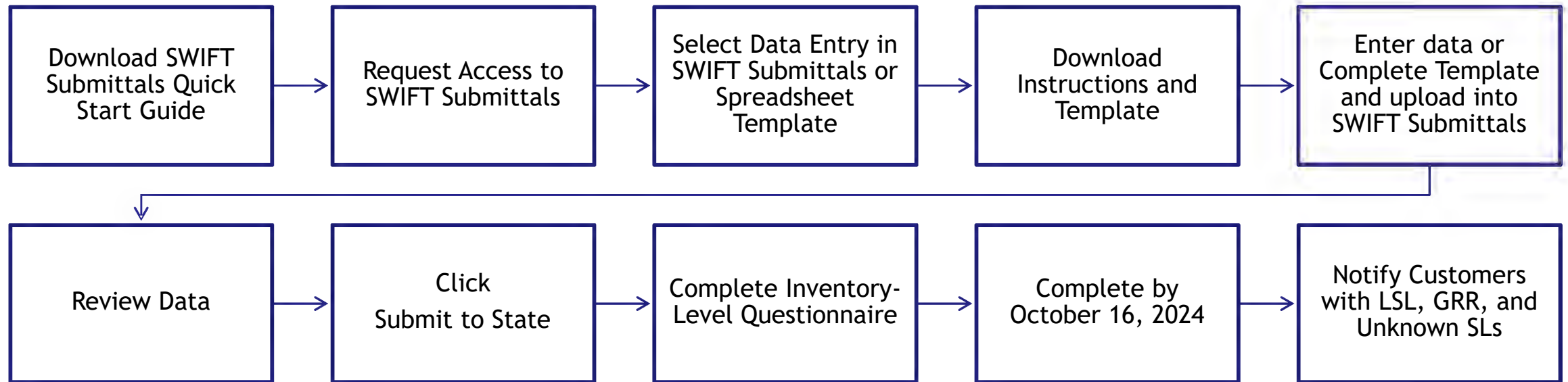
Select File

Select file...

Drop files here to select

Cancel Upload File

Next Steps



Questions

1. Check the LCRR Guidance web page for instructions and updates:
<https://www.vdh.virginia.gov/drinking-water/lcrr-guidance/>
2. Recording of this webinar, including slide deck will be posted within two weeks.
3. Look for updated FAQs
4. Your Field Office staff
5. TruePani - Technical Assistance Contractor 804-409-6964
bit.ly/LCRRInventoryScheduler