SWIFT Submittals Questions for Community Waterworks
2/8/24 Webinar

1. **I already have a GEC account for Drinking Water Viewer. What do I need to do to access SWIFT Submittals?** Please refer to the SWIFT Submittals Guide for setup instructions.

2. **Can a single GEC account be linked to multiple waterworks PWSIDs?** Yes, when creating your GEC account, you will automatically be linked to any PWSID that ODW has associated with your contact information. If you are not in ODW's database as a waterworks contact, you will receive an email from ODW's data management team confirming which systems you're requesting access to.

3. **Can multiple people have access to the SWIFT Submittals portal for the same waterworks?** Yes, however, since user licenses are limited, we ask that no more than two individual accounts are created for each waterworks/group of waterworks.

4. **Can I upload the EPA (or any other) template into the SWIFT Submittals Portal?** No. You must use the ODW template, or the data upload will not work. The ODW template can be found at https://www.vdh.virginia.gov/drinking-water/lcrr-guidance/

5. **Can columns for additional data be added or other modifications be made to the ODW template?** No. Adding columns or otherwise modifying the template will cause an error and the data upload will not work.

6. **If the ODW inventory template is updated, do I need to transfer information into the newest version of the template?** No, the updates are just for formatting, providing additional instruction, or adding more selections in drop-down menus.

7. **Is there a way to do a "test" upload of LSLI data into SWIFT Submittals?** Yes. We suggest that you upload LSLI data in sections, starting with a few rows of data (a dozen or less) to identify any potential problems before uploading large sections (or the entire data set).

8. **Does SWIFT Submittals check for logical consistency in the data, or does it only check for required fields and valid data entry?** SWIFT Submittals checks for required fields and validates certain data elements only.

9. **How should multiple PWSIDs be uploaded into the SWIFT Submittals portal?** Each PWSID's data should be submitted individually in separate spreadsheets. When uploading, the PWSID must be selected from a drop-down menu. Verify you're uploading the correct data set for the PWSID selected.

10. **Is the SWIFT Submittals portal the same for Non-Transient Non-Community and Community Systems?** Yes, the portal is the same. However, the inventory templates for small Non-Transient Non-Community and Community systems are different.

11. **Can the data entered into the SWIFT Submittals portal be downloaded?** You can download any file you've uploaded as a batch upload. To do this, select Update Service Line(s), click Batch Uploads, and the available downloads will show under File Uploads. Currently, there is not a way to download individually entered service line information or the final service line inventory. This feature will be added to GEC Submittals in the future.

12. **Is there a way to download an error report from the SWIFT Submittal Portal?** No, there is not a way to download an error report. Each service line showing as "!! Invalid" must be reviewed individually.

13. **Is there a maximum number of service lines that can be uploaded?** You will be able to upload all of your service line inventory data, no matter how many service lines you have.

14. **After the initial inventory upload is completed, how are updates added?** Updates can be batch uploaded or individually added, according to the user's preference. You may continue to use a single spreadsheet rather than using a new spreadsheet for each batch upload. There is no need to delete any previously uploaded information since the portal will log any updates to old information or simply add the newly included data. If there are any issues with the data uploaded, the portal will flag these items for correction.

15. **Who should complete the inventory submission process?** The inventory should be submitted by a waterworks representative familiar with the inventory, as the submittal process asks for information at the waterworks/inventory level. The waterworks owner can delegate this responsibility to a contractor.

16. **Can additional or supporting documentation be uploaded in the SWIFT Submittals Portal?** You can add supporting documentation to each service line. Once the service line has been added select Edit, select "Attach Files" at the bottom of the entry, select the file you want to upload, enter a description of the file, and select Upload File.

17. **Will VDH or EPA be auditing inventory data in the future?** VDH ODW staff will review the inventory submittals.

18. **What is the consequence of entering "Don't Know" in Column W, which indicates presence of lead connectors?** This information, if available, is required under the LCRI but not the LCRR. Waterworks should compile this information to the extent it's available now. If the waterworks simply enters "Don't Know" without checking records, there is no downside now, but the waterworks will need to go back and answer this question again later.

19. **What is the consequence of entering "Don't Know" in Column X, which indicates the presence of lead solder in the service line?** This information, if available, is potentially analogous to the lead connector and could become a future criterion for prioritizing replacements. If the waterworks enters "Unknown", the inventory is not impacted under the LCRR.

20. **What is the consequence of entering "Unknown" in Column AA, which indicates the presence of point of entry treatment at the building?** This information, if available, is useful for establishing LCR tap sample locations. If a waterworks enters "Unknown", the inventory is not impacted, but the information available to establish LCR tap sample locations is incomplete.

21. **What is the consequence of entering "Unknown" in Column AB, which indicates the presence of premise plumbing with lead solder?** This information, if available, is needed for establishing LCR tap sample locations. If the waterworks enters "Unknown", the inventory is not impacted, but information available to establish LCR tap sample locations is incomplete.

With the promulgation of the LCRI, waterworks will continue to sample in accordance with the current waterworks regulations until 2028, so waterworks will not be required to reevaluate tap sample locations until their first round of sampling under the LCRI. The one exception is if a waterworks discovers LSLs but previously had no LSLs in the sample pool, in which case a waterworks would need to reevaluate their sample pool now.