

Work Record Request Instructions

The Work Record Request Form was created using Excel™ 2007. For best results, use Excel™ 2007 or newer to view and edit this document. For older versions of Excel™, make sure the Office compatibility pack is installed - <http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=3>.

Alternatively, the form may be viewed and printed using the free Excel Viewer (<http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=10>). The form may be viewed and edited using the free program OpenOffice.org CALC™ (<http://www.openoffice.org/>).

Purpose

The purpose of the work record request form is to setup work record tracking in the Wastewater Engineering Section and to have a review engineer assigned. Once a complete work record request is submitted and received, the record will appear in the W/WISARD database with a review engineer, a brief work description, and owner information.

Submittal Form Description

The submittal form is laid out in seven major sections in a table. The first column in the table indicates the information that is requested, the second column provides cells to enter and submit information, and the third column is provided for the applicant or engineer to add notes.

The cells in the submittal section are color coded, and some have drop down menus. If a cell is red, the information for that cell is required. Once the information is entered, the cell should turn green indicating information has been provided. If the applicant or engineer decides information for a red cell is not available or inapplicable, this must be written into the cell with an explanation in the adjacent notes cell.

Yellow color coded cells are provided for the applicant to communicate optional information. Please note, when more optional information is submitted, the review assignment and facility planning process may be further streamlined.

Completing Submittal Form

Owner Information

Provide complete information for the owner including the owner's name (Name of the Municipality, Industry, Treatment System Authority, or otherwise). The second line should provide an authorized contact for the owner. This should be the official contact that will communicate and sign on behalf of the owner. Provide the mailing address including the street address, the City, State, and Zip. Provide a phone number and if available an email address.

Engineer Information

Provide complete information for the engineer, including the name of the engineering firm, the official contact acting on behalf of the engineering firm, mailing address information, a phone number, and an email address.

If the engineer is a direct employee of the owner, indicate same as above in all fields except the contact field, and as applicable, the phone and email fields. In these fields, input the appropriate contact information for the owner's directly employed engineer.

Work Categories

The dropdown menus in the proposed work category sections identify primary and secondary types as identified in the Self-Assessment Matrix for project submittals. Primary categories include:

- Minor Conveyance
- Major Conveyance
- Minor Treatment
- Major Treatment

After a primary category has been selected, the secondary category menu will become active. Select the appropriate subcategory within the secondary category menu. Three primary and three secondary category fields are provided for work that encompasses more than one category.

General Work Information

General work information provides a section to convey system details such as NPDES number, funding source(s), the use of standard specifications, enforcement activity and compliance issues such as consent decrees or administrative orders related to the work, the anticipated variances, and the anticipated use of new technology. Most importantly, a section is provided for the engineer to present the problem and detail the anticipated solution or proposed work. These cells will expand to fit the text.

Anticipated Work Schedule

The anticipated work schedule offers a section to provide information on the anticipated month and year for work submittals and milestones. Please provide as much information as available to help the DNR allocate resources to best match the work request.

Conveyance Planning Information

The Conveyance Planning Information section offers a place for applicants to provide the DNR with more specific information regarding conveyance system planning. The optional information from this section will help the DNR allocate resources to best match the work request. Please refer to the Iowa Wastewater Design Standards for clarification regarding specific definitions of requested information.

Treatment Planning Information

The Treatment Planning Information section offers a place for applicants to provide the DNR with more specific information regarding treatment system planning. The optional information from this section

will help the DNR allocate resources to best match the work request. Please refer to the Iowa Wastewater Design Standards for clarification regarding specific definitions of requested information.

Instructions for Submittal

Once the form is complete, please attach the work request and submit via email to wastewater-engineering@dnr.iowa.gov. The email subject line shall include Work Request – Facility – Work Title. An automated response will be sent to the requestor acknowledging DNR receipt of the work request. An email notification will be sent to the engineer and applicant upon project manager assignment.