# Service Line Inventory Submission
for the Iowa Drinking Water Data Portal

Quick Guide

1. Navigate to the IDWDP project website (link: https://programs.iowadnr.gov/iowadrinkingwater).
2. Click the Login button, on the center of the page.
3. Sign in with your Operator Certification credentials.
   a. If you do not have Operator Certification credentials due to submitting on behalf of a Water Supply Operator, please create an Okta account.
      i. Click the Sign Up link at the bottom of the page.
         1. Fill out the form.
         2. Confirm with the link or code sent to your email.
         3. Create a password.
         4. Optionally, add one or more security methods (multifactor authentication).
4. The Public Water Supply Dashboard will greet you after sign-in.
   a. Under the Public Water Supply Information Tab,
      i. If your email address was already found associated with a water supply in SDWIS, your Public Water Supply (PWS) should appear in the list below
      ii. If your PWS is missing, select the "Request Public Water Supply" button.
         1. Fill out the Request Public Water Supply form
         2. Once submitted, your PWS should appear in the Pending Public Water Supply Request List tab. Here, they are in queue to be reviewed for approval.
         3. After approval, confirmed PWS are found under the Public Water Supply Information tab as normal.
5. Optional: Sign up for reminder notifications by clicking the "Sign Up For Mobile/Email Alerts" button and filling out the form.
6. To upload a Service Line Inventory, first click on the "Upload Files" button from the PWS Dashboard.
   a. On the Upload Files screen, click the "Record Type" dropdown, and choose "Lead Service Line Inventory" or "Service Line Inventory" from the list.
   b. Click the "Choose File" button, then navigate to the location you have saved your Service Line Inventory. Select this file.
   c. Optionally, add a comment to the text box reading "Enter description" to describe the upload.
   d. Click the "Upload" button.

e. A successfully uploaded file will appear in the "History of Uploaded Documents" section below. Additionally, a small green pop-up message box will appear after upload has succeeded. The upload may take a few moments.

f. Additionally, for use of IDWDP's new features, you may export your Service Line Inventory to the XLSB format, and upload it.

g. You may re-upload the lead Service Line Inventory as often as needed.

h. You may navigate to the Service Line Manager tool for further update of your inventory, if you wish to no longer use the Excel templates.
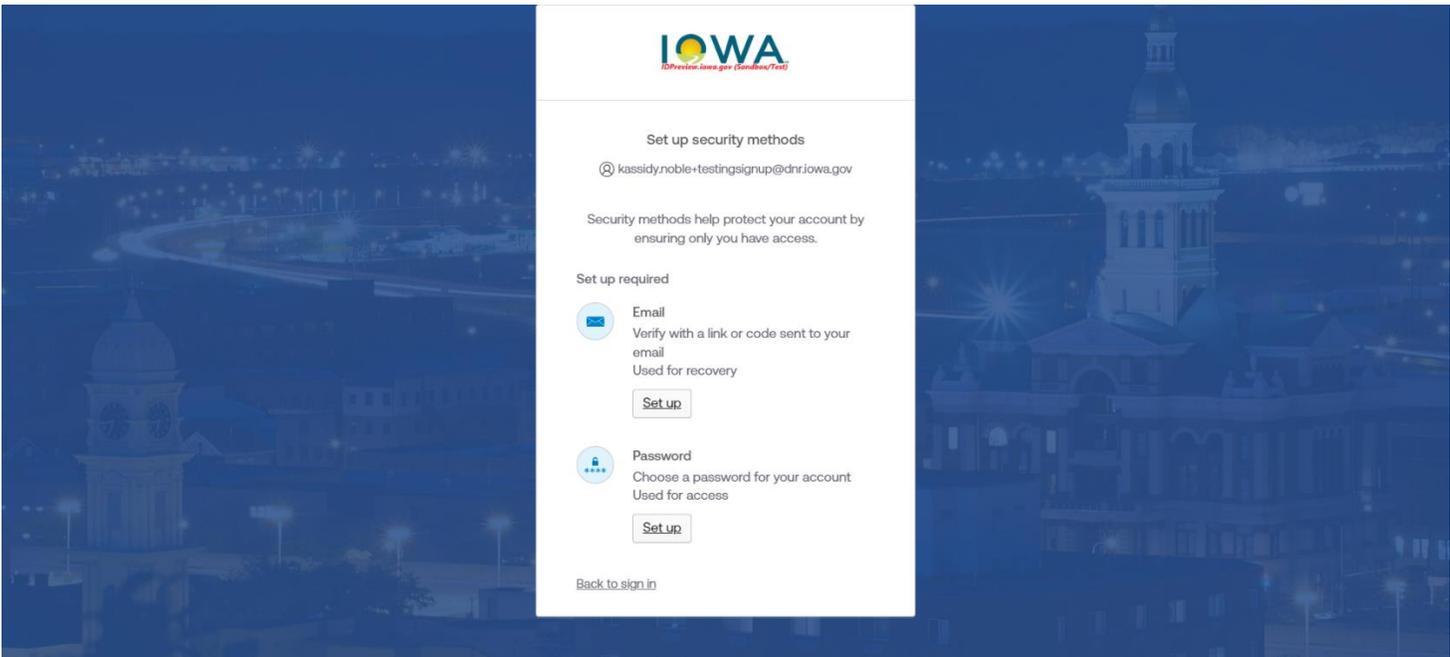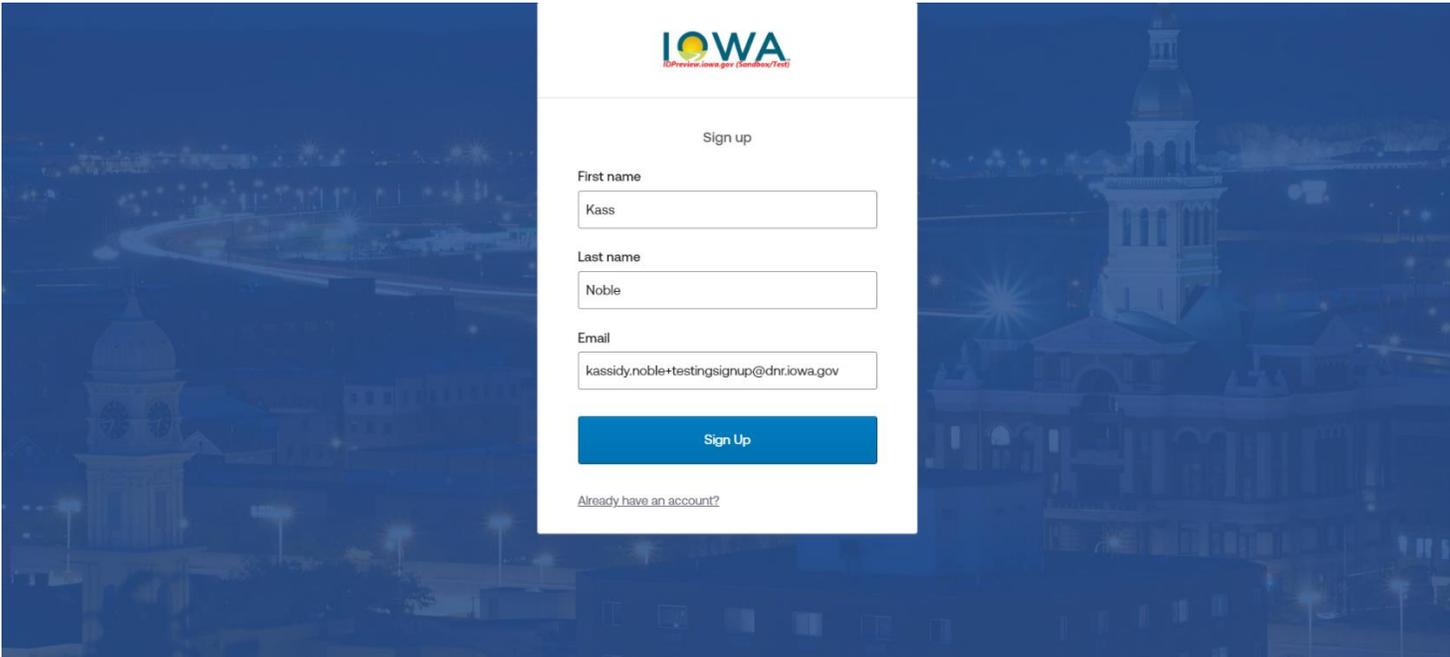
Extended Guide with Visual Detail
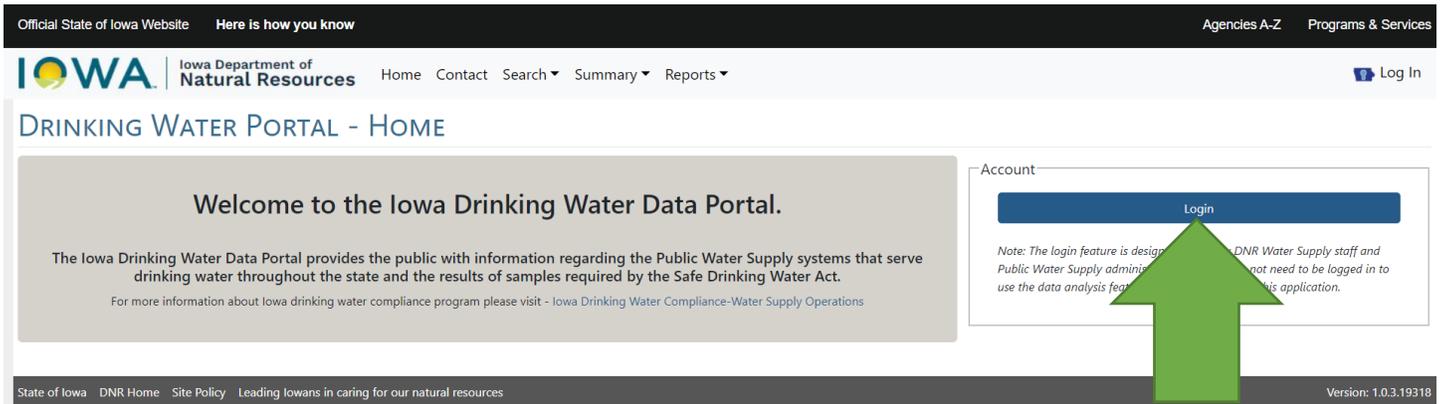
The [Iowa Drinking Water Data Portal](#) has implemented a new user login feature, which is now available on its homepage. This login feature is designed for use by water supply operators and other administrative staff responsible for submitting public water supply documentation. This feature may be used to upload lead Service Line Inventories to comply with the current iteration of the [LCRI (Lead and Copper Rule Improvements)](#) to meet its October 16, 2024 due date.

As a backup, inventories may still be submitted as attachments to the lcrr@dnr.iowa.gov email. They will be uploaded to this same portal for your ease of review.

When a public water supply user creates an account and logs in, and the Iowa Department of Natural Resources already has that email as a recorded water supply contact in SDWIS (Safe Drinking Water Information System), access to their public water supply dashboard will automatically be granted to the user. If access is not already available, it can be requested after creating the account and logging in.

To create an account and log in, enter the email that you intend to use, then fill out the required entries on the following forms (shown filled with an example account's information):

IOWA
IDPreview.iowa.gov (Sandbox/Test)

Sign up

First name

Kass

Last name

Noble

Email

kassidy.noble+testingsignup@dnr.iowa.gov

Sign Up

Already have an account?

IOWA
IDPreview.iowa.gov (Sandbox/Test)

Set up security methods

kassidy.noble+testingsignup@dnr.iowa.gov

Security methods help protect your account by ensuring only you have access.

Set up required

Email
Verify with a link or code sent to your email
Used for recovery

Set up

Password
Choose a password for your account
Used for access

Set up

Back to sign in

Once you choose a verification method, a link or code will be sent to your email to verify your account. (Please check your Spam folder if you do not see it within 10 minutes of reaching this stage.) The email will appear as the below images:
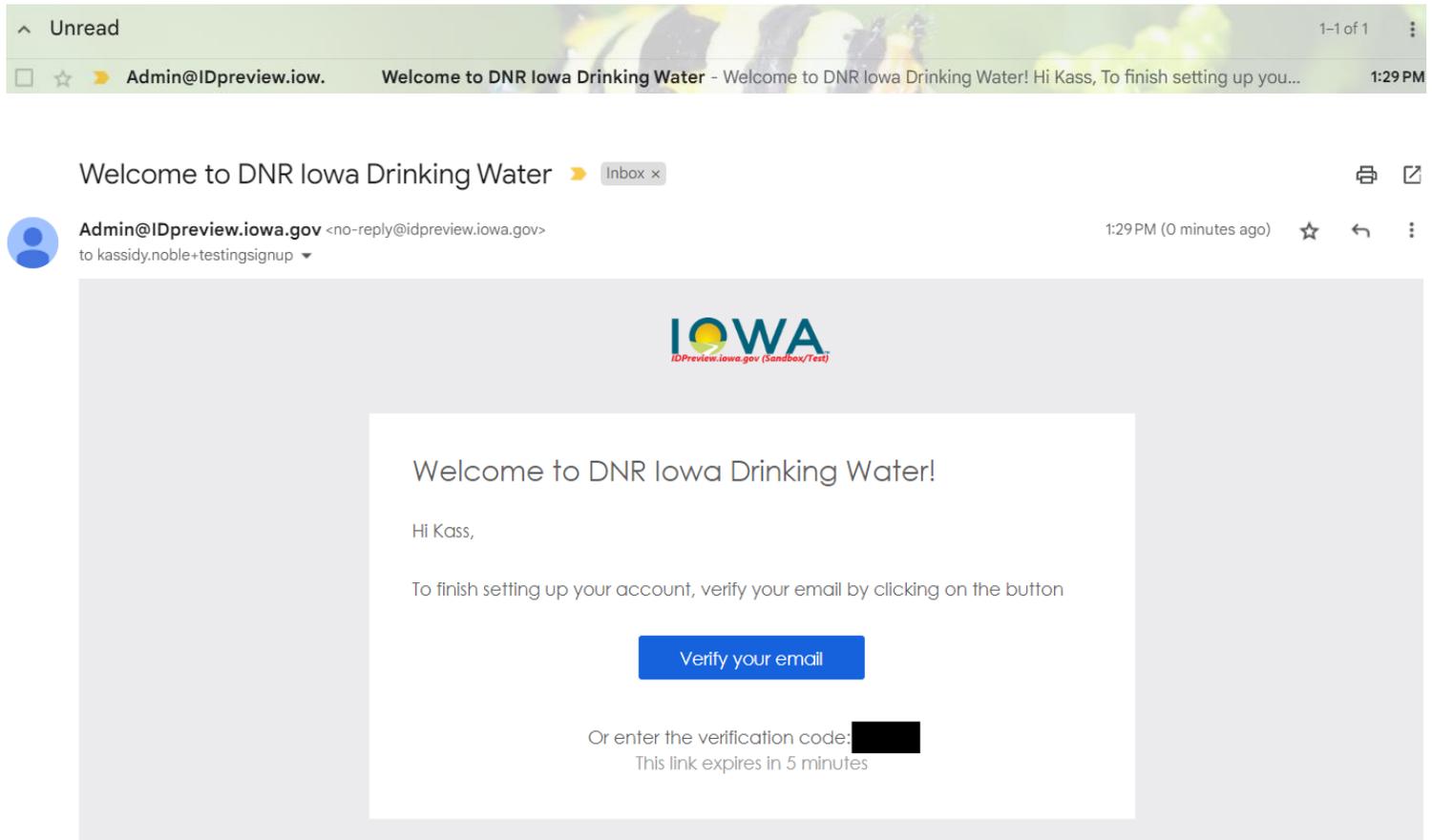
You will also be asked to create a password, as shown below. Choose a strong password according to the instructions. It is recommended not to share this password with others, as each user account should be connected to one person.

IOWA
IDPreview.iowa.gov (Sandbox/Test)

Set up security methods

kassidy.noble+testingsignup@dnr.iowa.gov

Security methods help protect your account by
ensuring only you have access.

Set up required

Password
Choose a password for your account
Used for access

Set up

Back to sign in

IOWA
IDPreview.iowa.gov (Sandbox/Test)

Set up password

kassidy.noble+testingsignup@dnr.iowa.gov

Password requirements:

- At least 12 characters
- No parts of your username
- Does not include your first name
- Does not include your last name
- Password can't be the same as your last 30
  passwords

Enter password

Re-enter password

Next

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After creating a password and verifying your email, you will be provided optional security methods to recover your account. It is recommended, albeit optional, to set up one or more security methods as desired by following the instructions provided on the page. This security set-up page is shown below.
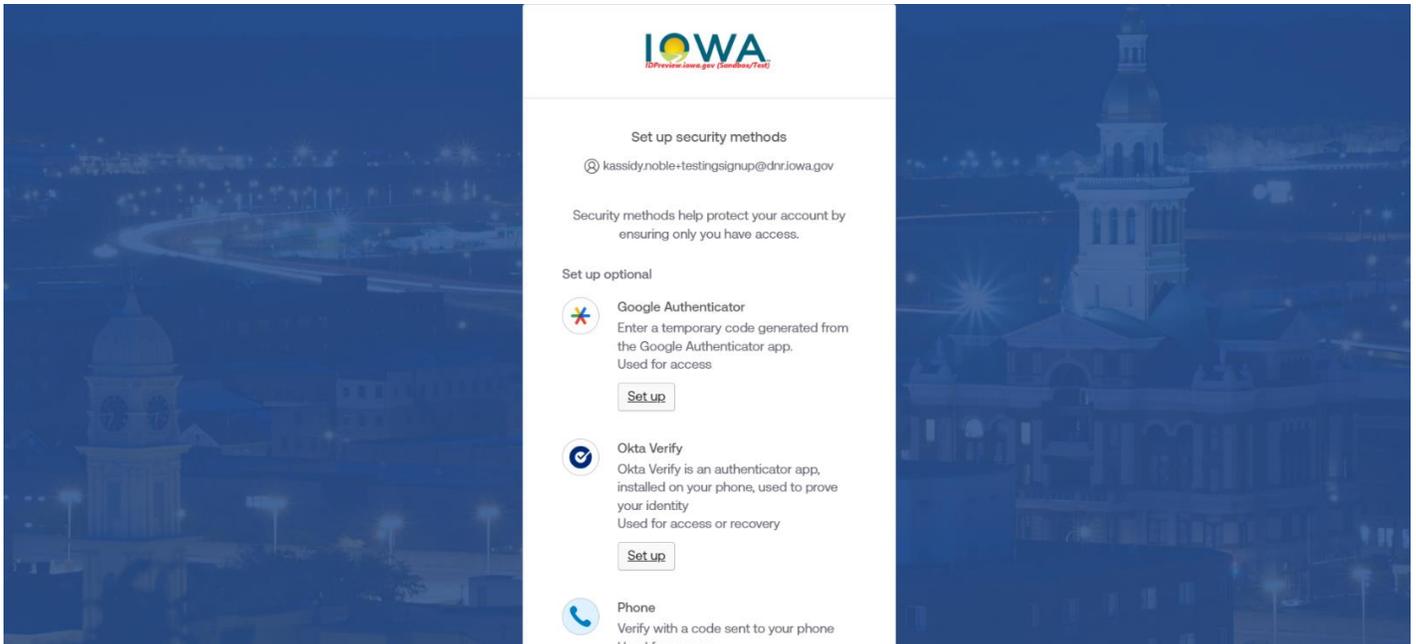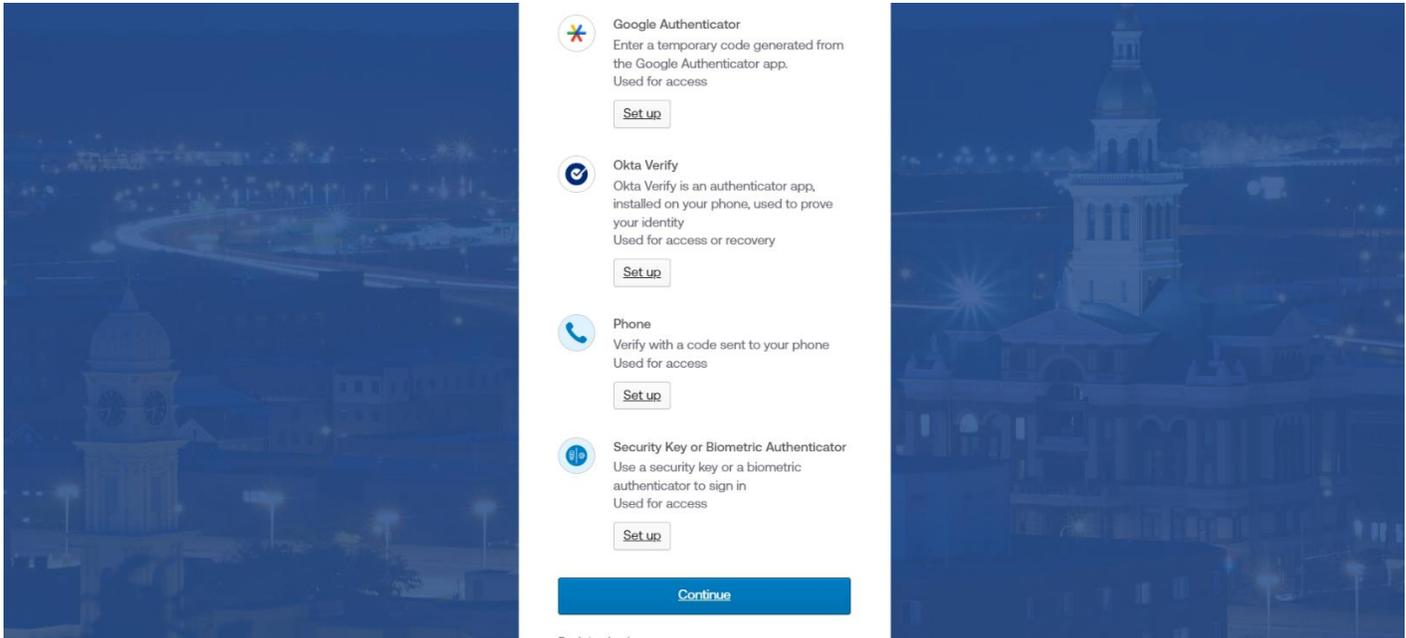
After completing creation of your account, you may log in with your new credentials. You will be brought to the public water supply dashboard page. If the email that you used to create your account is already within our SDWIS (Safe Drinking Water Information System) database, you may already be able to see all of the public water supplies you are responsible for.

If not, you must first request your Public Water Supply. Shown below is the appearance of the Dashboard with no Public Water Supplies available:

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GOVERNOR **KIM REYNOLDS**
LT. GOVERNOR **ADAM GREGG**

DIRECTOR **KAYLA LYON**

IOWA | Iowa Department of **Natural Resources**   Home   Contact   Search ▾   Summary ▾   Reports ▾   PWS Dashboard

Log out - kassaywq+testingsignup@gmail.com

DRINKING WATER PORTAL – PUBLIC WATER SUPPLY DASHBOARD

Download the LSLI Data Checker   Request Public Water Supply ❓   Sign Up For Mobile/Email Alerts ❓   Pay Fees

Public Water Supply Information	Pending Public Water Supply Request List

Count: **0**   Search [   ] Clear   Expand All

No public water supplies associations found

State of Iowa   DNR Home   Site Policy   Leading Iowans in caring for our natural resources

kassaywq+testingsignup@gmail.com   Version: 1.0.1.19048

Click on the grey "Request Public Water Supply" button, and fill out the form, shown below:

6200 PARK AVENUE STE 200 | DES MOINES, IA 50321 | 515-725-8200 | WWW.IOWADNR.GOV

IOWA | DNR
IOWA DEPARTMENT OF NATURAL RESOURCES

Agencies A-Z   Programs & Services

WS Dashboard   Log out - kassaywq+testingsignup@gmail.com

DARD

Download the LSLI Data Checker   Request Public Water Supply ?   Sign Up For Mobile/Email Alerts ?   Pay Fees

Request Public Water Supply   ✕

Email: kassaywq+testingsignup@gmail.com
* PWS ID/Name: [Select PWS ID/PWS Name ⬍]
* Affiliation: [▾]
* Your Name: [   ]
* Phone: [   ]
* Comments: [   ]

                                        [Submit] [Close]

                                                        Clear   Expand All

associations found

                                        kassaywq+testingsignup@gmail.com   Version: 1.0.1.19048

Agencies A-Z   Programs & Services

WS Dashboard   Log out - kassaywq+testingsignup@gmail.com

DARD

Download the LSLI Data Checker   Request Public Water Supply ?   Sign Up For Mobile/Email Alerts ?   Pay Fees

Request Public Water Supply   ✕

Email: kassaywq+testingsignup@gmail.com
* PWS ID/Name: [IA7709713 - DOT-1 (I-35 RA 017W ANKENY) ⬍]
* Affiliation: [City Clerk   ▾]
* Your Name: [Request Example   ]
* Phone: [555-555-5555   ]
* Comments: [This is an example of a filled Request Public
                       Water Supply menu.]

                                        [Submit] [Close]

                                                        Clear   Expand All

associations found

                                        kassaywq+testingsignup@gmail.com   Version: 1.0.1.19048

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Once completed, the Public Water Supply that you requested should appear in the "Pending Public Water Supply Request List" tab. Iowa Department of Natural Resources staff reviews these requests, and may reach out to confirm your relation to the requested supply. You will receive an email notification once you have been approved.

You should now be properly set up to use the document upload features of the Iowa Drinking Water Data Portal.

To upload a lead Service Line Inventory, login to the portal, and from the Public Water Supply Dashboard page, click the Upload Files button for the water supply that you wish to turn in an inventory for, and you will be brought to an Upload Files page as shown below:

6200 PARK AVENUE STE 200 | DES MOINES, IA 50321 | 515-725-8200 | WWW.IOWADNR.GOV

IOWA | Iowa Department of **Natural Resources**   Home   Contact   Search ▾   Summary ▾   Reports ▾   Admin ▾   TAP ▾   🔔   Log out - kassidy.noble@dnr.iowa.gov

DRINKING WATER PORTAL - FILES UPLOADED

Switch PWS ❓

Search by PWS ID/ PWS Name

Public Water Supply Information

|			
Name:	**TEST TIMBUCK TOO**	ID:	**0000004**
City:	**ACKWORTH**	Activity Status:	**Active**
PWS Type:	**Community**	Population:	**0**
Source Type:	**Ground Water**	Miles of Pipe:	**0**
Open:	**January 01 to December 31**	Field Office - Zone:	**FO5 - S**

Upload File

Record Type:

Select Record Type ▾

Choose File No file chosen

Enter description

On this page the top section has your public water supply's information, and the center section is where you can upload your file. Click on the record type drop-down menu and select "lead service line inventory" from the list as shown below.
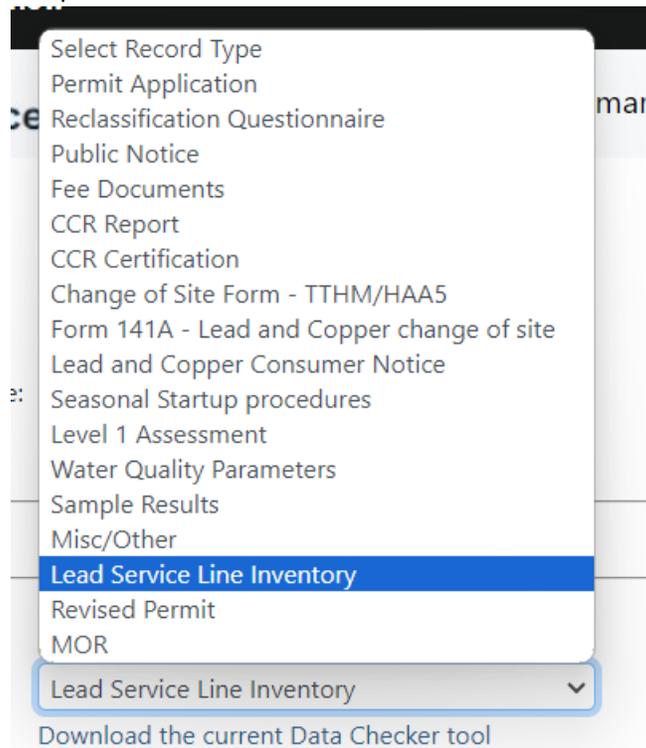
Then click the "Choose File" button, and navigate to the location where you saved your lead Service Line Inventory. Select it, and the file's name should now appear to the right of the button.

Finally, you may optionally enter information about the file in the text box below the Choose File button for your own use.

Finally, click the Upload button, and a moment a green message box should appear to show that the upload was successful. This message box displays the file's name as it appears in the Iowa DNR system. If you do not get this message check to see if your internet browser has popups disabled.

There is also a history of uploaded documents section at the bottom of this page. You should be able to see the file uploaded without needing to refresh the page.) Note that the files uploaded will have their names changed to reflect their name in the Iowa DNR's system, however the accompanying file information should still be valid for the file, including the description you gave it.

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Data Checker Information (Optional)

The Iowa DNR is also developing an optional tool that public water supply may use to check their lead service line inventory for potential errors. This data checker is the same tool that the Iowa DNR will use when all submitted lead Service Line Inventories are processed, on the lead and copper rule revisions compliance date of October 16th, 2024. This optional data checker is an Excel macro file with Visual Basic application code that allows it to review your lead service line inventory file.

To use it, download the file from the [Iowa DNR's LSLI information page](#), then open it (a video demonstrating its use may be found on the same page). You will be met with a large button and accompanying instructions on the data checker's use.

Click on the button, then navigate to, and select your lead Service Line Inventory. If your inventory has a data error, the data checker will process your file to try and find then list these errors for you. Using this information you can update your lead service line inventory to fix these errors. Be sure to save and close your inventory after making changes.

If errors are found and fixed, the inventory can easily be re-checked by navigating back to the Data Checker's Start Here tab and re-clicking the button.

If there are no errors you will receive the option to export your inventory as a CSV (comma-separated values file).

This doesn't change your original inventory, but it creates a portable version for upload to our site. You may optionally submit this instead of, or in addition to, the original lead service line inventory.

Submitting this portable inventory version should allow you to view your inventory's data in the Iowa DNR's database, as a new LSLI Manager button will appear for a Public Water Supply that you have submitted a CSV inventory for.

The data from all submitted lead service line inventories is intended to become available in the Iowa Drinking Water data portal Public Water Supply user dashboard for update in future years' inventories.