

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

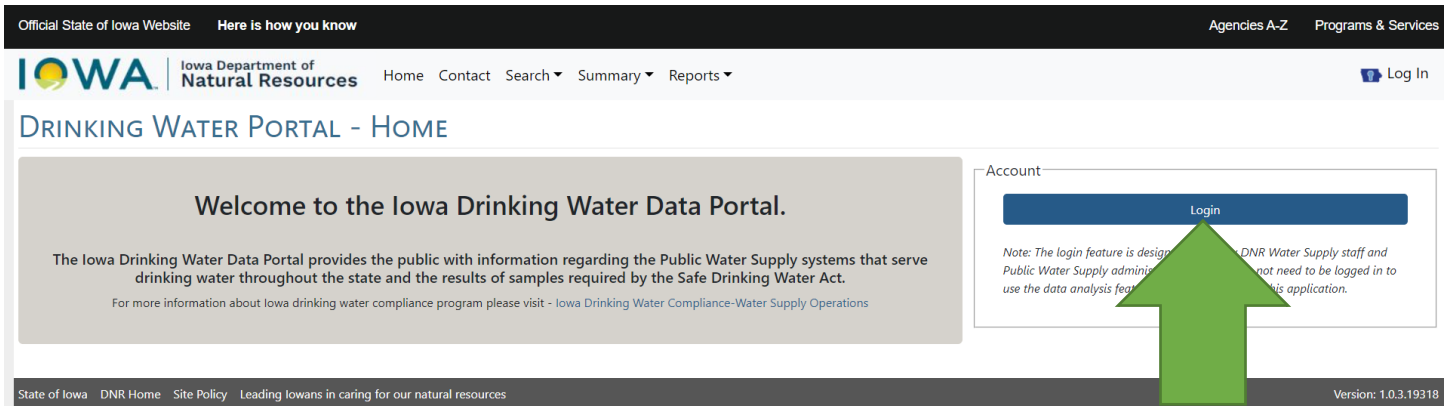
## Quick Guide

1. Navigate to the [IDWDP project website](https://programs.iowadnr.gov/iowadrinkingwater) (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.
7. To use IDWDP’s new features, you may export your Service Line Inventory to the XLSB format, and upload it.
  - a. To convert your inventory to XLSB format:
    - i. Open the inventory in Microsoft Excel.
    - ii. Click “File”
    - iii. Click “Export”
    - iv. Click “Change File Type”
    - v. Click “Binary Workbook (\*.xlsb)”
    - vi. Save the file.
    - vii. Upload the file to the Iowa Drinking Water Data Portal as described in step
  - b. You may re-upload the lead Service Line Inventory as often as needed.
  - c. 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.

The Service Line Inventory manager can be accessed by clicking the “PWS Dashboard” option from the ribbon at the top, then click “LSLI Manager” to view and see options for filtering and editing a service line inventory.

*Extended Guide with Visual Detail*

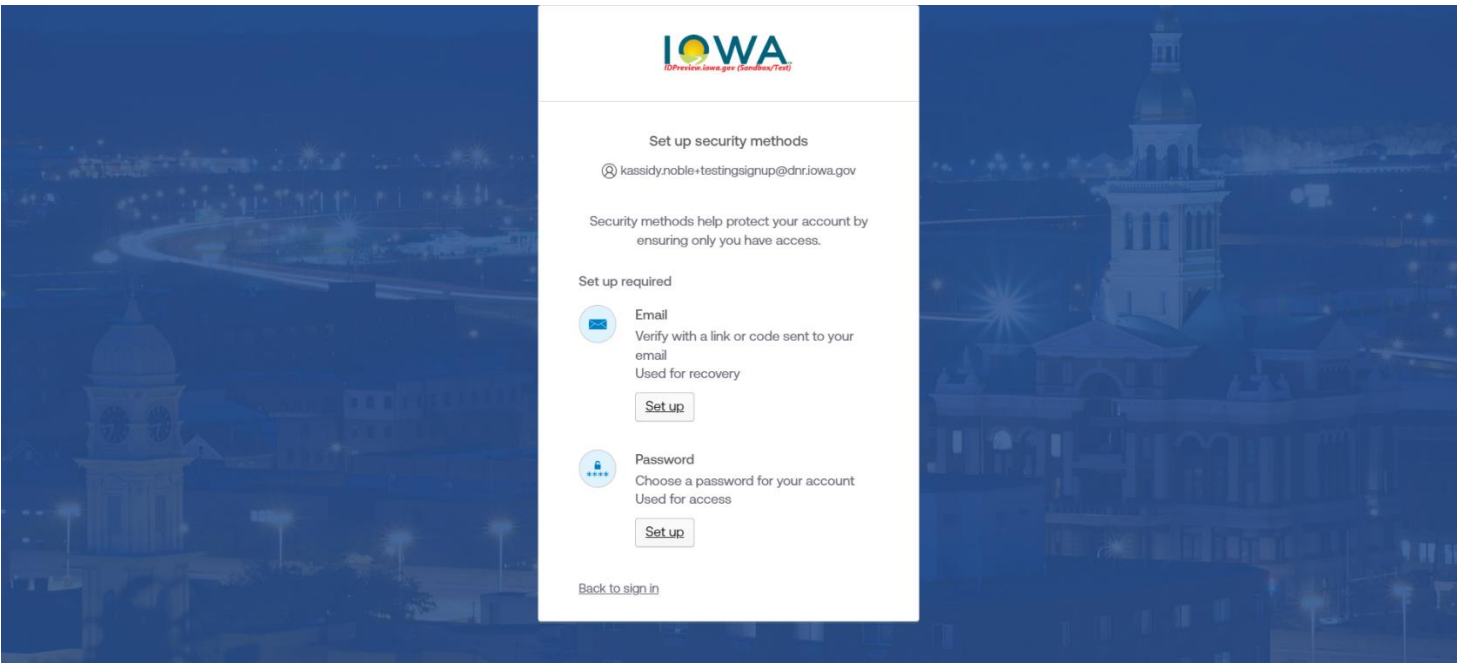
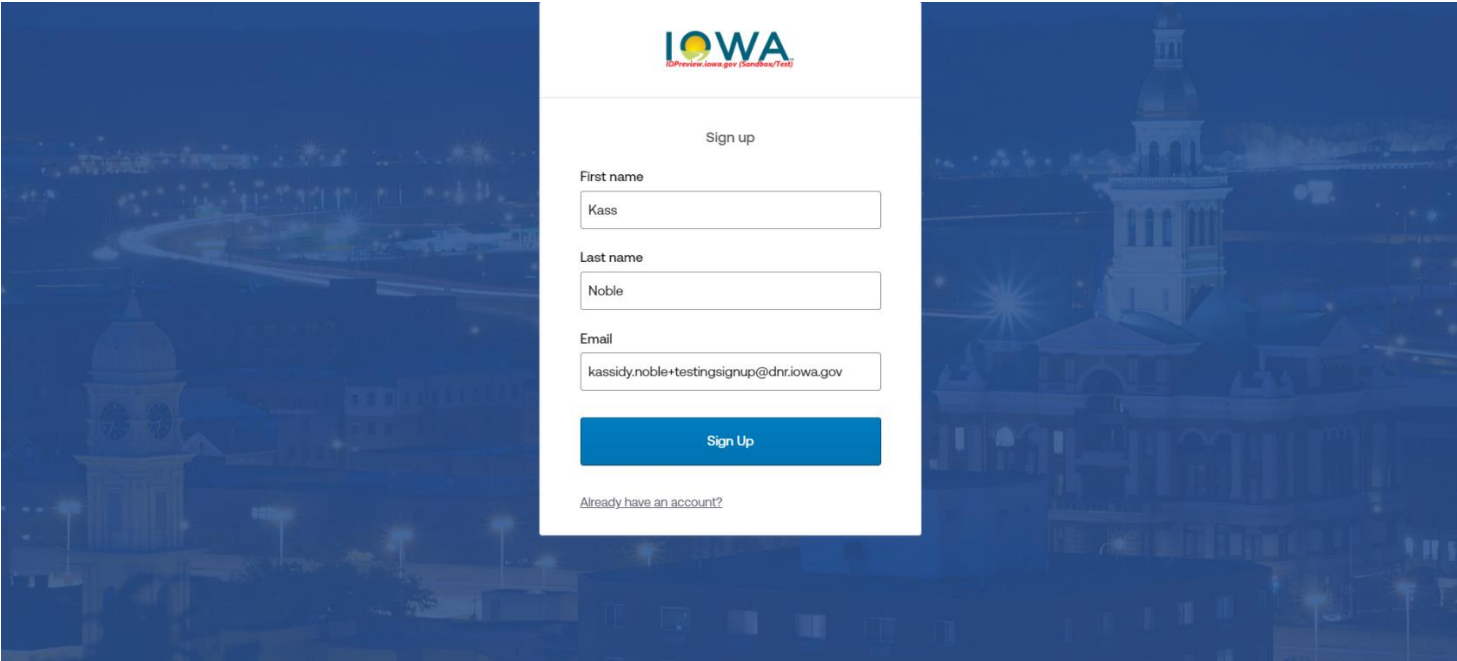


The [Iowa Drinking Water Data Portal](#) has implemented new user login features, which is now available on its homepage. This login feature is designed for use by water supply operators and other administrative staff responsible for submitting public water supply documentation. This feature may be used 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.

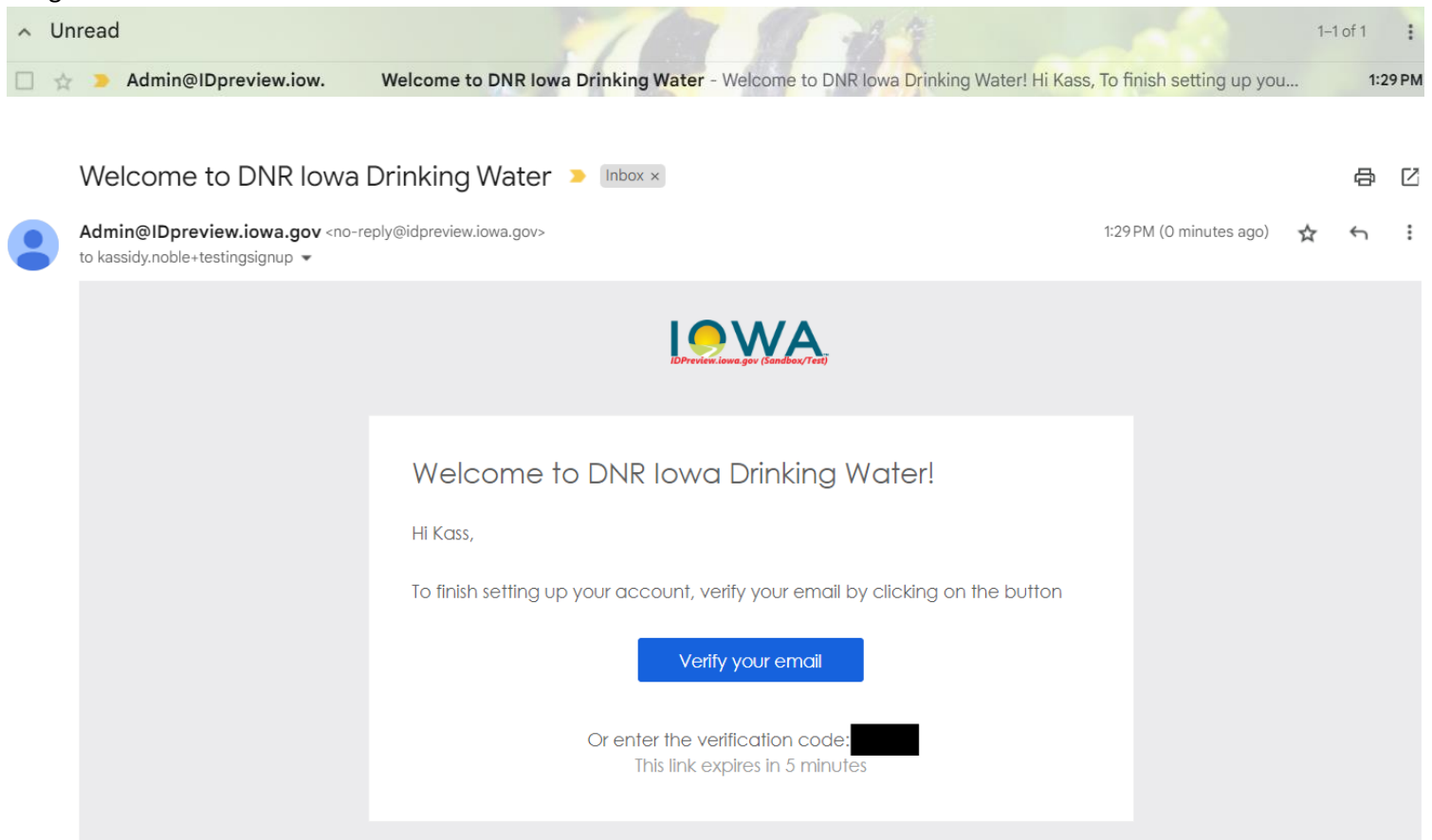
As a backup, inventories may still be submitted as attachments to the [lcr@dnr.iowa.gov](mailto:lcr@dnr.iowa.gov) email. They will be uploaded to this same portal for your ease of review.

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.

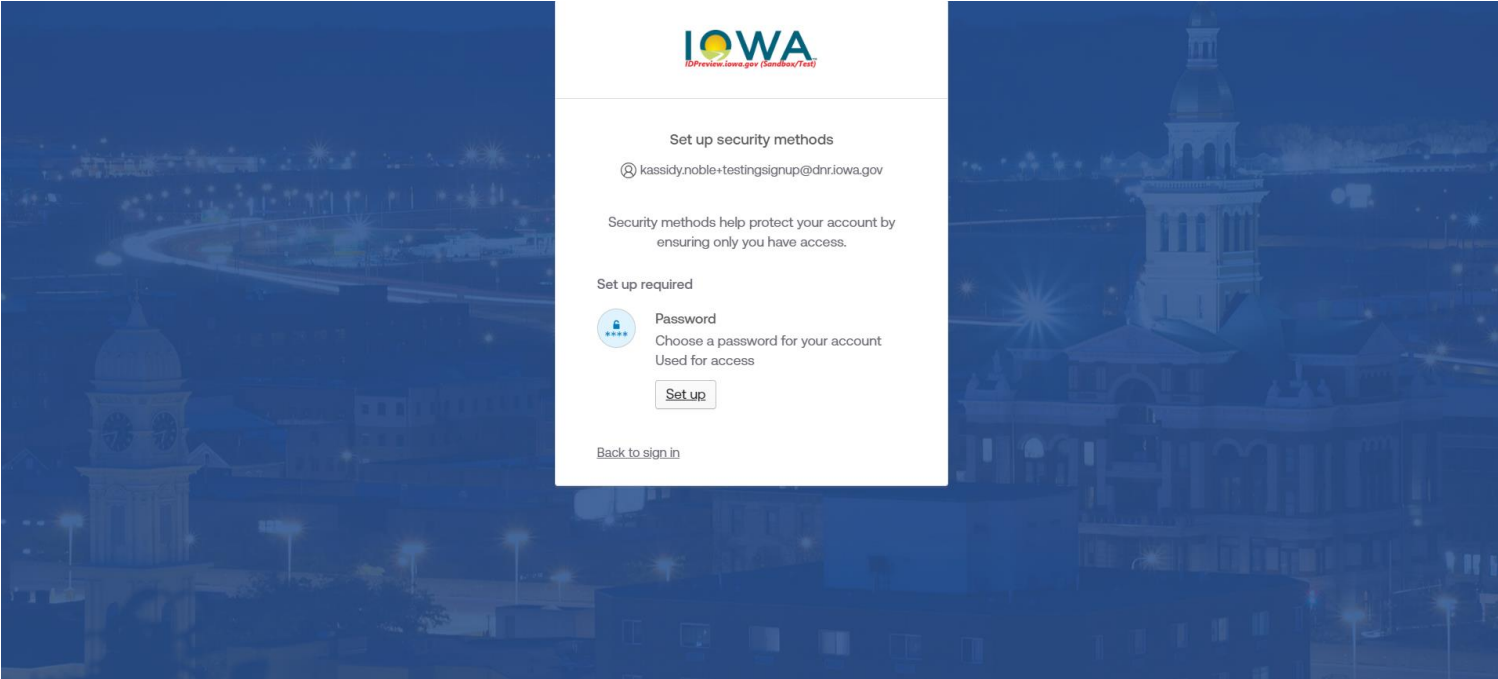
To create an account and log in, enter the email that you intend to use, then fill out the required entries on the following forms (shown filled with an example account's information):



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.



Set up security methods

@kassidy.noble+testingsignup@dnr.iowa.gov

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

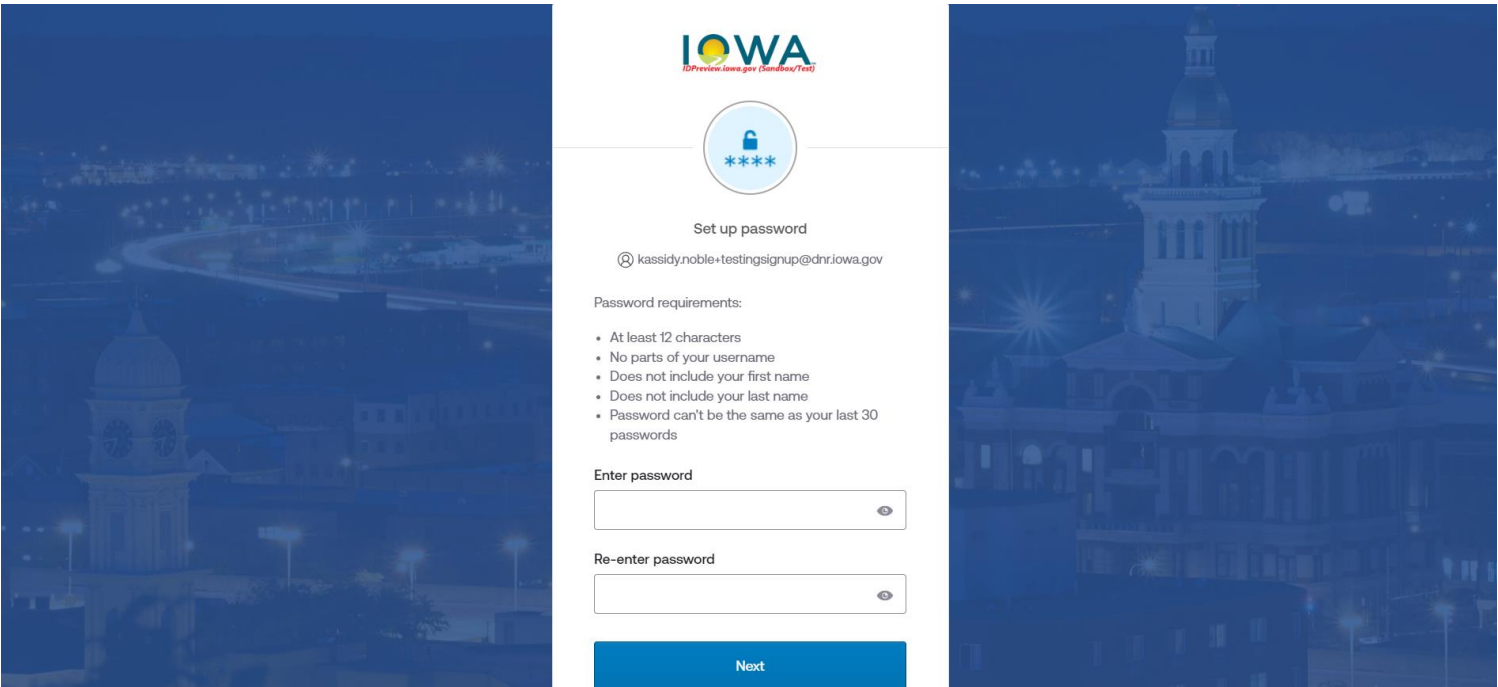
Set up required



Password  
Choose a password for your account  
Used for access

Set up

[Back to sign in](#)



Set up password

@kassidy.noble+testingsignup@dnr.iowa.gov

Password requirements:

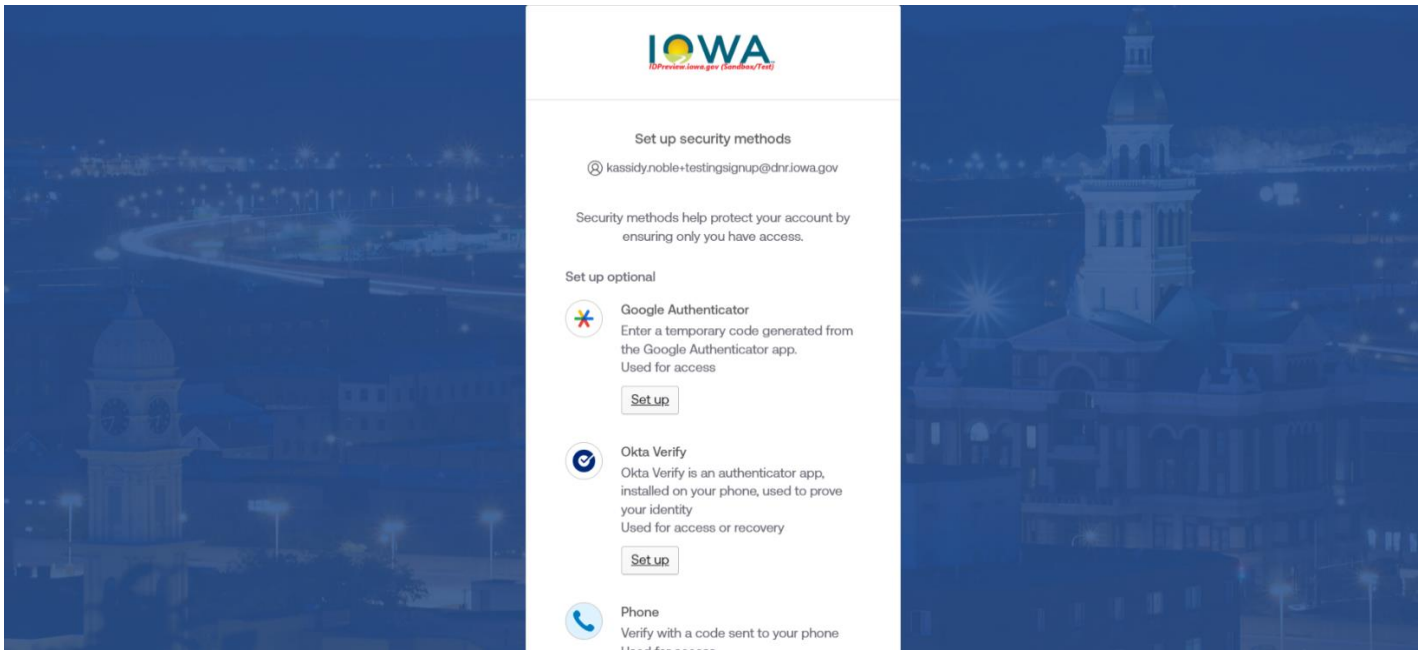
- At least 12 characters
- No parts of your username
- Does not include your first name
- Does not include your last name
- Password can't be the same as your last 30 passwords

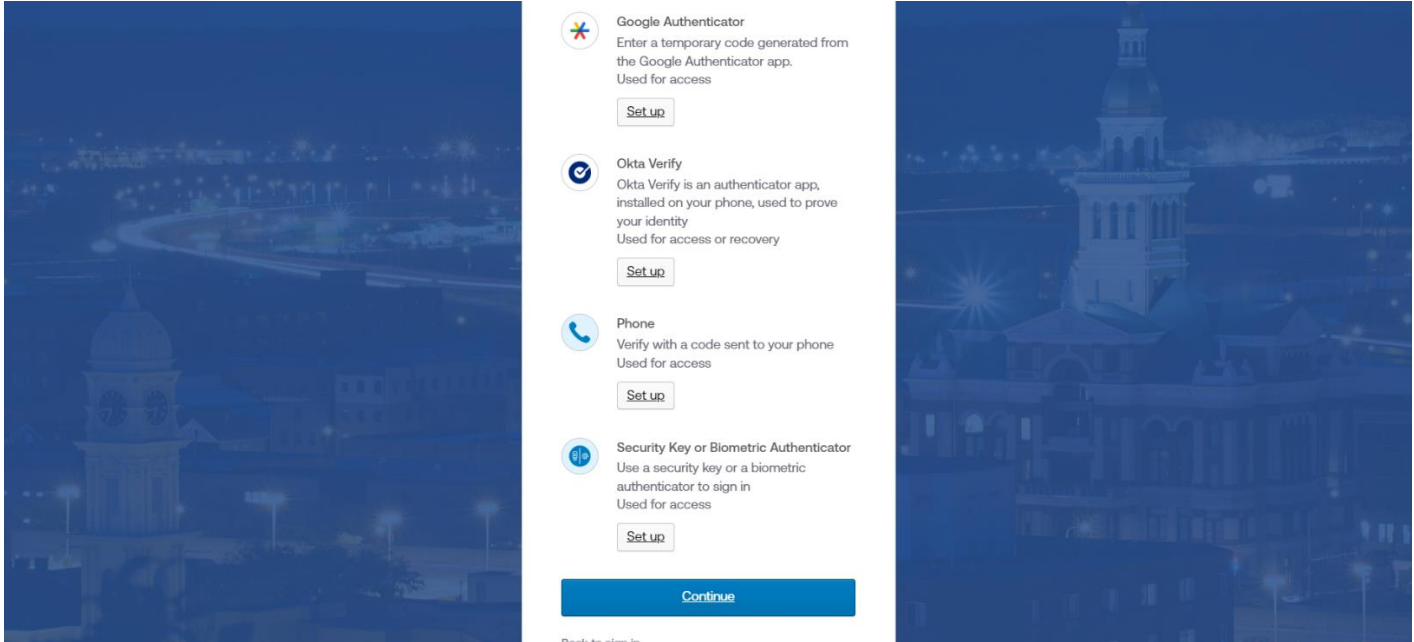
Enter password

Re-enter password

Next

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:

Official State of Iowa Website    Here is how you know    Agencies A-Z    Programs & Services

**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 LSI 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:

**Request Public Water Supply**

Email: kassaywq+testingsignup@gmail.com

\* PWS ID/Name: Select PWS ID/PWS Name

\* Affiliation: [Dropdown]

\* Your Name: [Text Field]

\* Phone: [Text Field]

\* Comments: [Text Area]

Submit Close

Agencies A-Z Programs & Services

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

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

Clear Expand All

associations found

kassaywq+testingsignup@gmail.com Version: 1.0.1.19048

**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

Agencies A-Z Programs & Services

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

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

Clear Expand All

associations found

kassaywq+testingsignup@gmail.com Version: 1.0.1.19048

Official State of Iowa Website | [Here is how you know](#) Agencies A-Z | [Programs & Services](#)

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## 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: **1** | Search:  [Clear](#) [Expand All](#)

PWS ID	PWS Name	Request Status	Request Date
IA7709713	DOT-1 (I-35 RA 017W ANKENY)	New Request	07/03/2024

<< < 1 > >> | Results per Page:

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State of Iowa | [DNR Home](#) | [Site Policy](#) | [Leading Iowans in caring for our natural resources](#) kassaywq+testingsignup@gmail.com | Version: 1.0.1.19048

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:

## DRINKING WATER PORTAL - FILES UPLOADED


Public Water Supply Information			
Name:	<b>TEST TIMBUCK TOO</b>	ID:	<b>QC000004</b>
City:	<b>ACKWORTH</b>	Activity Status:	<b>Active</b>
PWS Type:	<b>Community</b>	Population:	<b>999</b>
Source Type:	<b>Ground Water</b>	Miles of Pipe:	<b>0</b>
Open:	<b>January 01 to December 31</b>	Field Office - Zone:	<b>FO5 - S</b>

**Upload File**

\* Record Type:  Category:

\* Please Select a File:  No file chosen

Description:

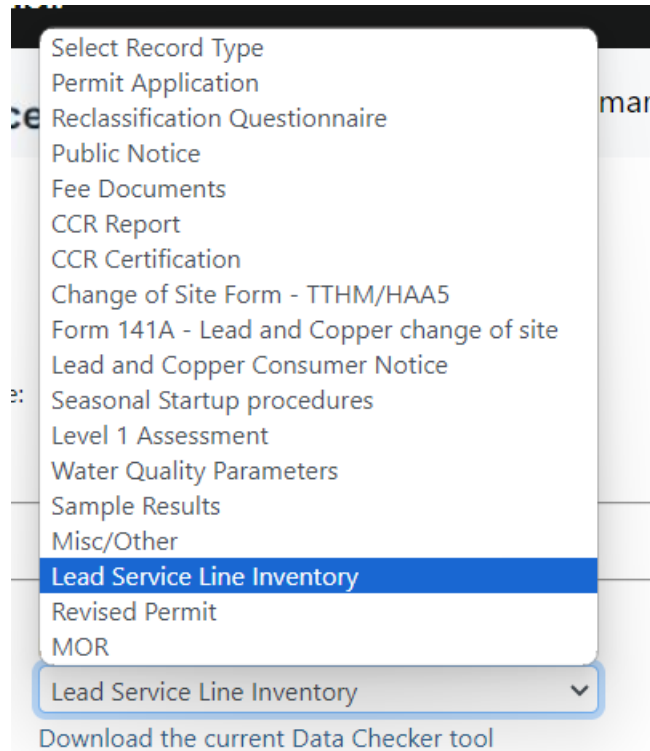


**History Of Uploaded Documents**

PWS Files List (0) [DNR Files List \(0\)](#)

File Name Search

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.

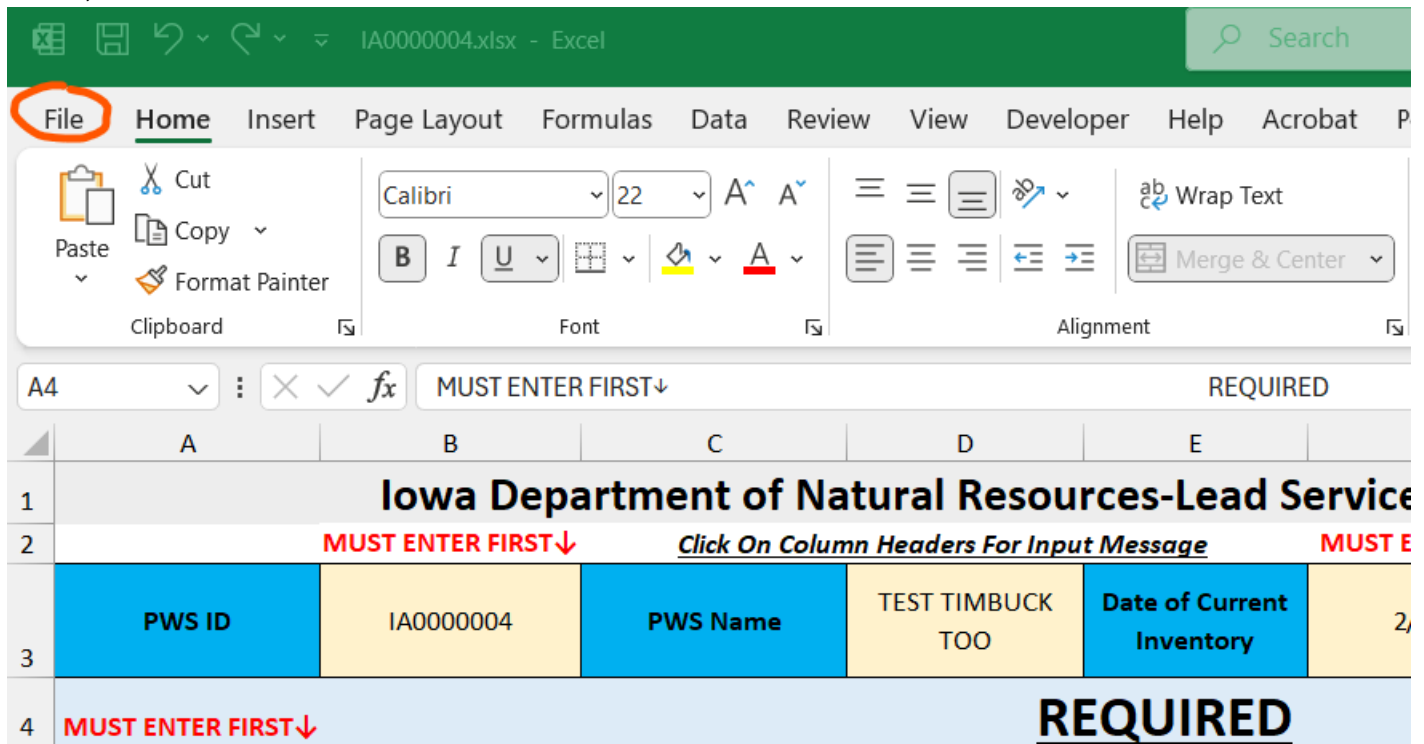
There is also a history of uploaded documents section at the bottom of this page. You should be able to see the file uploaded without needing to refresh the page.) Note that the files uploaded will have their names changed to reflect their name in the Iowa DNR's system, however the accompanying file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

*Service Line Inventory Manager Information*

The Iowa DNR has integrated data validation into the Service Line Inventory Manager so that public water supplies may check their service line inventories for any potential errors.

This tool can be used by uploading a service line inventory in the Excel Binary format (XLSB), or from previous CSV uploads from the Data Manager (now no longer needed). This may have already been done on your behalf.

To convert a service line inventory to XLSB format, open the file in Microsoft Excel. Then, in the top-left side of the screen, click “File”.



Then, from the left side of the screen, choose “Export”.

←

Home

New

Open

Get Add-ins

Info

Save

Save As

Save as Adobe PDF

History

Print

Share

**Export**

Close

Account

Feedback

## Good morning

▼ New

	A	B	C
1			
2			
3			
4			
5			
6			
7			

Blank workbook

Take a tour

Welcome to Excel

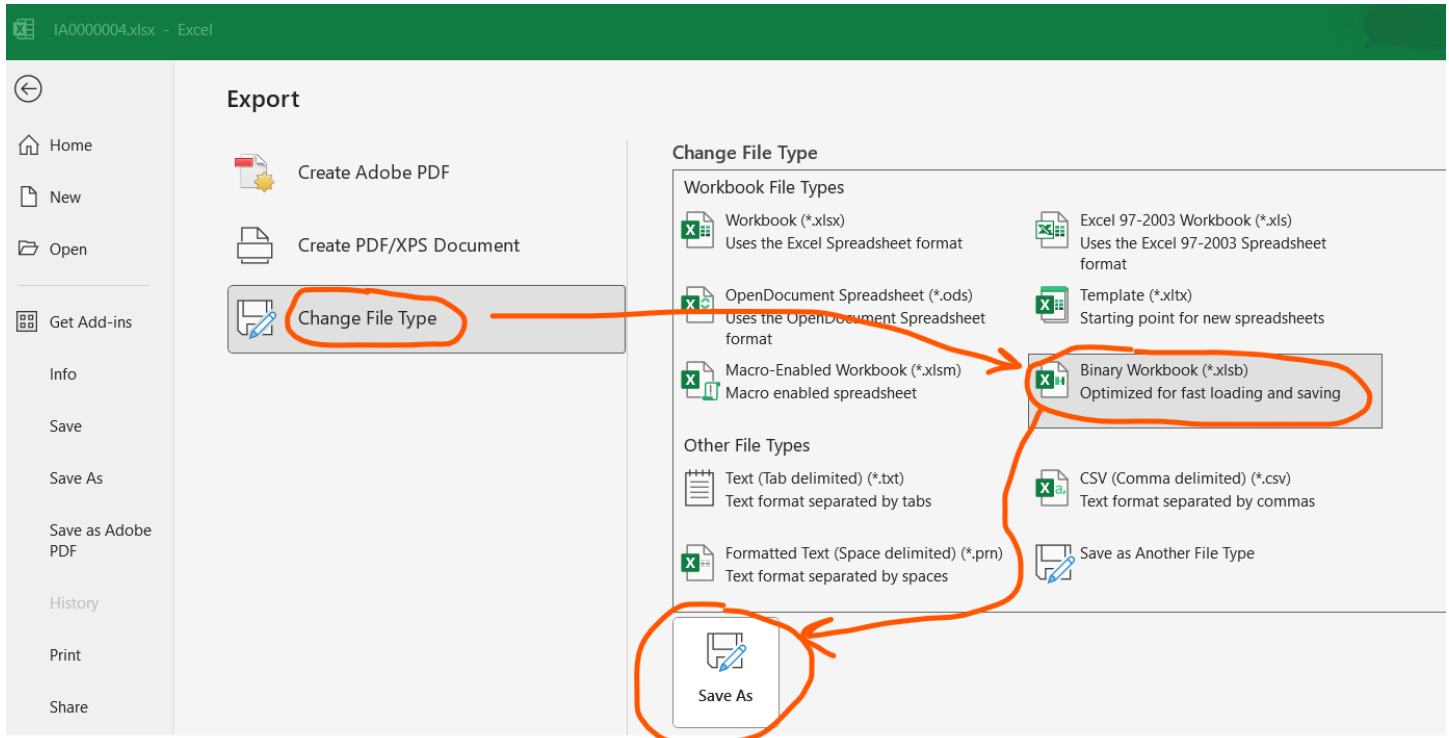
Get started with Formulas

Formula tu

Recent Pinned

Name
IA0000004.xlsx Desktop » Service Line Inventory Demonstration
IA0000004.xlsb Desktop » Service Line Inventory Demonstration

Click “Change File Type”, then choose “Binary Workbook (\*.xlsb)”, then click “Save As”.




Save the Excel Binary workbook file in your desired location.

Then, upload the inventory as you would normally.

Submitting this inventory version will allow you to view your inventory’s data in the Iowa DNR's database, as a LSLI Manager button will appear for a Public Water Supply that you have submitted this for. (This file conversion may already have been done on your behalf.)

If the inventory has invalid data, this data will be sorted to the top of the inventory when you click on the LSLI Manager button or are brought to the Service Line Manager page after uploading the file.

**IOWA** Iowa Department of Natural Resources Home Contact Search Summary Reports PWS Dashboard  Log out - kassayWQ@gmail.com

## DRINKING WATER PORTAL - LEAD SERVICE LINE INVENTORY MANAGER

Public Water Supply Information

Name:	<b>AKRON, CITY OF</b>	ID:	<b>7509008</b>
City:	<b>AKRON</b>	Activity Status:	<b>Active</b>
PWS Type:	<b>Community</b>	Population:	<b>1,558</b>
Source Type:	<b>Ground Water</b>	Miles of Pipe:	<b>0</b>
Open:	<b>January 01 to December 31</b>	Field Office - Zone:	<b>FO3 - NW</b>











Service Line Inventory [Inventory Summary](#)

Filter & Sort

LSLI ID:  Ownership of Service:  Service Address:  Service Line Classification:  Sort By (Asc/Desc): Invalid  ASC

[Filter & Sort](#) [Clear](#) [Switch To Edit Mode](#) [Add Service Line](#)

Total Results **12** [Expand All](#)

Action	LSLI Details	Location/Ownership	Lead Connections	Public Side Information	Private Side Information	Optional Premise Information	Notes
<a href="#">Edit</a>	LSLI ID <b>464386</b>	Location  Service Address	Lead Connections  Lead connector present? <b>No</b> Lead ever upstream? <b>No</b>	Public Side Information  Public side material? <b>Copper</b> Was line ever lead? <b>No</b> Public side install year? <b>2000</b>	Private Side Information  Private side material? <b>Copper</b> Private side install year? <b>2000</b> Verification Source  <b>Test Data</b>	Optional Premise Information  Building type <b>Other</b> Point-of-use treatment present? Install year date range <b>after 2014</b> Primary plumbing material? Lead/copper sample site?	General Notes 
<a href="#">Delete</a>	Service Line Classification  <b>Non Lead</b>	Site ID <b>1</b> Ownership of Service  <b>Public and Private</b>				Secondary plumbing material?	
<a href="#">Created Today</a>	Site Tier  <b>Tier 5</b>						

On this screen, updates can be made to the inventory data in the database. Please take the time to review your inventory data and update any service lines flagged as invalid.