Table of Contents

Acronyms and Abbreviations ..... **v**

1. Introduction **1-1**
1.1. Overview 1-1
1.2. 2008 Schedule and Milestones 1-1
1.3. Data Collection Procedures 1-1
1.3.1. Need Definition 1-2
1.3.2. CWNS 2008 Categories 1-2
1.3.3. Documentation Requirements 1-4
1.4. Resources Available 1-4
1.4.1. Key Contact Information 1-4
1.4.2. EPA CWNS Website 1-5
1.4.3. DEP Help Function 1-5

2. Local-State Interaction via the CWNS DEP **2-**1
2.1. Local User Roles and Responsibilities 2-1
2.1.1. Applying for a CWNS User Account 2-1
2.1.2. Providing Local Feedback 2-6
2.1.3. Updating Unit Process and Utility Management Information 2-7
2.2. EPA and State Roles and Responsibilities 2-7

3. Small Community Needs **3-1**
3.1. Small Community Definition 3-1
3.2. Documenting Small Community Needs 3-1
3.2.1. Simplified Methodology for Small Communities 3-1
3.2.2. EPA-Approved Small Community Needs Form 3-2

4. Navigating in the Data Entry Portal (DEP) **4-1**
4.1. Entering the DEP 4-1
4.2. CWNS 2008 Welcome Page 4-1
4.2.1. Facility/Project List 4-1
4.2.2. Facility/Project Search Portlet 4-4
4.2.3. Administration Portlet 4-4
4.3. Technical Data Area Pages 4-4
4.3.1. Tabs 4-5
4.3.2. Breadcrumbs 4-5
4.3.3. Summary Portlet 4-6
4.3.4. Review Status Portlet 4-8
4.3.5. Review Comments Portlet 4-9
4.4. Commonly Used Icons 4-9
4.4.1. Help 4-9
4.4.2. Save 4-9
4.4.3. Data Area Comments 4-10
4.4.4. Lookup 4-10
4.4.5. Search 4-10
4.4.6. Required Field 4-11

5. Facility/Project Tab 5-1
5.1. Facility/Project Menu 5-1
5.2. Facility/Project Information 5-1
5.3. Facility/Project Types 5-2
5.4. Permits 5-4
5.5. NPDES Permit Search 5-6
5.6. Point of Contact 5-7
5.7. Point of Contact Search 5-9

6. Location Tab 6-1
6.1. Address 6-1
6.2. Coordinates 6-2
6.2.1. From NPDES Permits 6-2
6.2.2. Manual Data Entry 6-3
6.2.3. WATERS Lite Viewer (WLV) 6-5
6.3. Areas Related to Needs 6-9
6.3.1. County 6-10
6.3.2. Congressional District 6-11
6.3.3. Watershed 6-11
6.3.4. Special Program Areas 6-12

7. Needs Tab 7-1
7.1. Capital Costs Sub-Tab 7-1
7.1.1. Needs by Document 7-1
7.1.2. Document Search 7-4
7.1.3. Document Submittal 7-6
7.1.4. Capital Costs 7-7
7.1.5. Cost Curves 7-9
7.2. Funding Sub-Tab 7-9
7.2.1. Funding Source 7-9
7.2.2. CWSRF Benefits Reporting (CBR) Search 7-11
7.3. Operation & Maintenance Sub-Tab 7-13

8. Population and Flow Tab 8-1
8.1. Population Information 8-1
8.2. Flow 8-4
8.3. NPDES Permit Flow Data 8-5

9. Discharge and Effluent Tab 9-1
9.1. Discharge Information 9-1
9.2. Effluent Information 9-3

10. Pollution Tab 10-1
10.1. Pollution Problems 10-1
10.2. Impaired Waters Search 10-3

11. Combined Sewer Overflow Tab 11-1

12. Sumbit Data for State Review 12-1

13. Unit Process & Utility Management Tabs 13-1
13.1. Unit Process 13-1
13.2. Utility Management 13-3

Appendix A. CWNS 2008 Needs Categories A-1
Appendix B. Pre-Approved Document Types B-1
Appendix C. Small Community Needs Form C-1
Appendix D. Facility/Project Type Information D-1
Appendix E. 301(h) Ocean Discharge Waivers E-1
Appendix F. Administration Functions F-1

Acronyms and Abbreviations

ATTAINS	Assessment, TMDL Tracking And ImplementatioN System
BMP	Best management practice
BOD	Biochemical oxygen demand
CAFO	Concentrated animal feeding operation
CBR	CWSRF Benefits Reported
CCMP	Comprehensive Conservation and Management Plan
CIP	Capital Improvement Plan
CSO	Combined sewer overflow
CWNS	Clean Watersheds Needs Survey
CWSRF	Clean Water State Revolving Fund
DEP	Data Entry Portal
EDMS	Electronic Document Management System
EPA	Environmental Protection Agency
FIPS	Federal information processing Standards
I/I	Infiltration and inflow
IUP	Intended Use Plan
MS4	Municipal Separated Storm Sewer System,
NEP	National Estuary Program
NPDES	National Polluant Discharge Elimination System
NPS	Non-Point Source
O&M	Operation and Maintenance
OWTS	Onsite Wastewater Treatment Systems
PCS	Permit Compliance System
POTW	Publicly-owned Treatment works
SI	Sustainable Infrastructure
SSO	Sanitary Sewer Overflow
TMDL	Total Maximum Daily Load
WLV	WATERS Lite Viewer