4. Navigating in the Data Entry Portal (DEP)

4.1. Entering the DEP

The Local User can enter the DEP through either the CWNS 2008 website (http://www.epa.gov/cwns/cwns2008.htm) or via the EPA Portal site (portal.epa.gov/CWNS). Before going to either site, close all open Internet browsers.

- *At either site, enter the CWNS user name and password to login.*

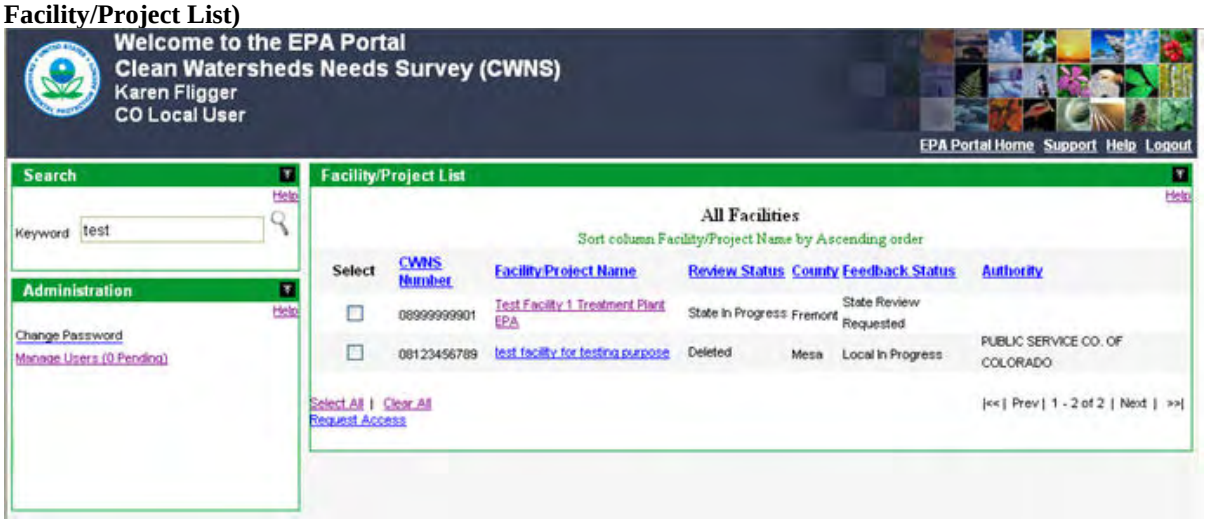
Note: Internet Explorer 7.0 or higher is recommended. Users with Internet Explorer 6.0 cannot launch the calendar function; they can enter dates manually.

4.2. CWNS 2008 Welcome Page

After logging in, the Local User is directed to the CWNS 2008 Welcome Page (Figure 4-1), which is the gateway to the DEP. From the Welcome Page, the Local User can:

- View assigned facilities and projects in the Facility/Project List
- Search for and open assigned facilities and projects
- Change his/her password

Figure 4- 1: CWNS 2008 Welcome Page (including Search portlet, Administration portlet, and Facility/Project List)



4.2.1. Facility/Project List

The Facility/Project List is a list of all of the facilities and projects in the user's state. When the Local User's is assigned specific facilities/projects, these assigned facilities/projects are the default view for the Local User (Figure 4-1). When the Local User is given access to all the facilities in the State, a list of all the facilities/projects with a Feedback Status of "Local Assigned" or "Local In Progress" in the State is the default view.

Remember: The term "facility" is used when the needs are for wastewater treatment, animal feeding operations, mining (point source), stormwater management activities, decentralized wastewater treatment, and plan development. The term "project" is used to describe NPS pollution control activities.

For each facility/project listed, the following information is displayed:

- **CWNS Number**: A unique 11-digit identification number assigned to the facility/project by the State. The first two digits are the Federal Information Processing Standards (FIPs) code for the State.
- **Facility/Project Name**: The State's unique name for the facility/project.
- **Review Status**: The review status of the facility/project (e.g., Federal Accepted, Federal Review Requested, State In Progress). Review Status focuses on the interaction between the State CWNS Coordinator and the EPA CWNS Review Team (see Table 4-1 for Review Status definitions).
- **County**: The County identified as the Primary County in which the facility/project is located.
- **Feedback Status**: The Feedback Status (e.g., Local Assigned, Local In Progress, State Review Requested, State Applied) for the facility/project. Feedback Status focuses on the interaction between the State CWNS Coordinator and Local Users (see Table 4-3 for Feedback Status definitions)
- **Authority:** Name of the system (group of facilities) to which the facility has been assigned.

The Facility/Project List provides the Local User with proper access levels to view and/or edit facility/project data.

- *Click on the hyperlinked facility/project name to open the facility/project.*

  Local Users with Facility Update- Feedback access level for the selected facility/project are able to edit facilities/projects with the Feedback Statuses Local Assigned and Local In Progress. Facilities/projects with the Feedback Statuses of State Review Requested and State Applied are in read-only format.

  Local Users with Facility Update- Partial access level for the selected facility/project are able to directly update Unit Process and Utility Management data areas (Chapter 12).

  All Local Users can view all data, except Needs, for all facilities in the state.

The Facility/Project List displays twenty facilities/projects at a time. The total number of facilities/projects is indicated at the bottom of the Facility/Project List (e.g., 1-2 of 2 in Figure 4-1). There are a number of ways to navigate the Facility/Project List to find a specific facility/project or set of facilities/projects.

- *Click Next to display the next twenty facilities/projects (if not at the end of the list) and click Prev to display the previous twenty facilities/projects (if not at the beginning of the list). Click >> to display the last page of facilities/projects and << to display the first page of facilities/projects.*

- *Sort the facilities/projects in the list by selecting any of the hyperlinked column headings.*

  For example, to group facilities/projects by county, click on the heading County and facility/projects are listed in ascending order by county. Click County again and the county list is listed in descending order.

The Local User can select a set of facilities/projects by checking the box of the desired projects in the select column. Links in the lower left corner of the Facility/Project List also allow the user to select and unselect facilities/projects.

- *Click Select All to check the box in the Select column for all facilities/projects on the current page of the Facility/Project List.*

- *Click Clear All to clear all the checks in the select column of the Facility/Project List. This link is only available if at least one facility/project has been selected.*

After selecting the desired the facilities/projects by checking the box in the select column:

- *Click Request Access in the lower left corner of the Facility/Project List to ask the State for access to provide feedback for the selected (checked) facilities/projects.*

Table 4- 1: Definitions of CWNS 2008 Review Statuses

CWNS 2008 Review Status	Definition
State Assigned	Facilities/projects migrated from the 2004 CWNS database begin with this Review Status. The facility/project is available to the State for editing.
State In Progress	The State User begins editing the facility/project. The Review Status will automatically change from State Assigned to State In Progress the first time the State User updates the facility/project.
State Deleted	The State User assigns this Review Status to prevent the facility/project's data from being changed and submitted to EPA for Review.
Federal Review Requested	The State User with appropriate Access Levels completes all the desired edits and is ready to submit the data for EPA review. The State User cannot assign this Review Status until there are no Data Entry Errors (i.e., there are no checkmarks in the Err column of the Summary portlet) (Chapter 5). Once this Review Status is assigned the State User cannot change any data associated with the facility/project until it is reviewed and assigned either State Correction Requested or Federal Accepted. Annotated documents associated with the facility/project must be submitted either electronically or by mail (Chapter 16).
State Correction Requested	EPA, or their designated contractor, reviews the data and finds that it does not meet all the CWNS eligibility and documentation criteria. The reviewer provides information about needed changes (see Review Comments portlet). The State User can now edit the data.
Federal Review Correction	The State User completes all the requested edits and is ready to submit the data for subsequent EPA review.
Federal Accepted	EPA, or their designated contractor, reviews the data and finds it acceptable.

4.2.2. Facility/Project Search Portlet

The Search portlet in the left column allows the Local User to perform a keyword search of all the state's existing Facilities/Projects. The Local User can search for text that is part of the Facility/Project Name, Description, CWNS Number, County, and Authority data fields (Figure 4-2).

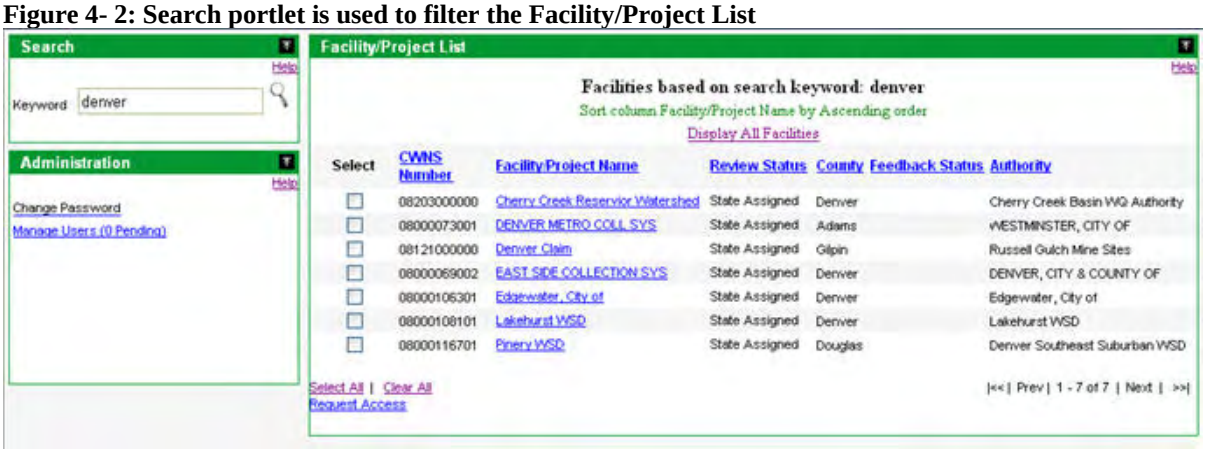
- *Type the keyword(s) in the text box and click . The first twenty facilities/projects that meet the search criteria are now listed in the Facility/Project List (Figure 4-2). The total number of Facilities/Projects that meet the search criteria is indicated at the bottom of the Facility/Project List (e.g. 1-7 of 7). The Facility/Project List indicates the terms of the search in its header with the sentence "Facilities based on search keyword: ENTERED KEYWORD (e.g. denver)."*

  This refined list can be navigated and sorted in the same way as the complete Facility/Project List.

- *Click the hyperlink Display All Facilities to return to the list of all facilities/projects with a Feedback Status.*

- *Leave the text box blank and click to see all the facilities/projects in the state.*

Figure 4- 2: Search portlet is used to filter the Facility/Project List



4.2.3. Administration Portlet

The Administration portlet on the CWNS Welcome Page provides the Local User a link to change his/her EPA Portal/CWNS DEP password (Figure 4-1).

- *Click Change Password to be redirected to the EPA Portal's login and password reset page.*

Local Users with Local User Management access level also see the link Manage Users. See Appendix F for details on Local User Management. Most Local Users do not see this link.

4.3. Technical Data Area Pages

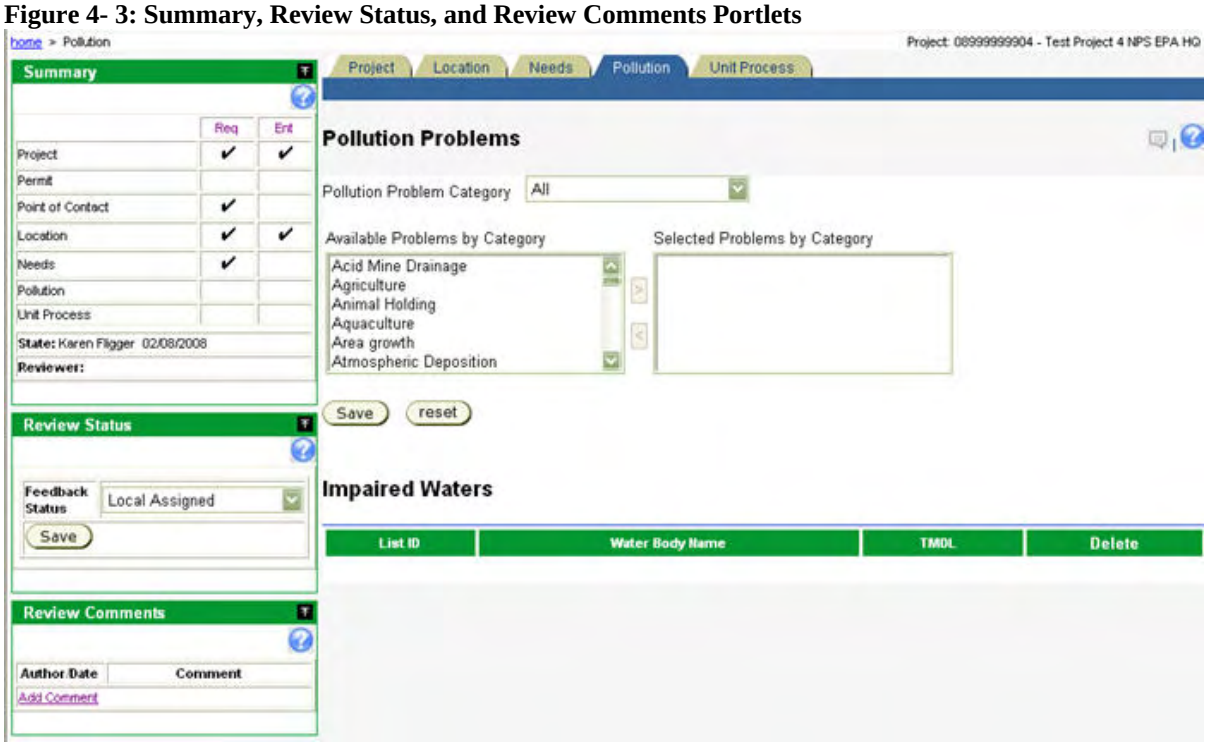
When the Local User opens a facility/project from the Facility/Project List, the Facility/Project data area is displayed. Tabs across the top of the screen allow the user to access other technical data area

pages relevant to the facility/project, and breadcrumbs allow the user to return to the Facility/Project List.

Each of the Technical Data Area Pages (Facility/Project, Location, Needs, Population & Flow, Discharge & Effluent, Pollution, Utility Process, and Utility Management) has these portlets on the left side of the page (Figure 4-3):

- Summary
- Review Status
- Review Comments

Figure 4- 3: Summary, Review Status, and Review Comments Portlets



4.3.1. Tabs

The tabs across the top of the page allow the Local User to navigate among the data areas that are relevant for the selected facility/project. Tabs that are not applicable to the facility/project are not shown. For example, NPS projects do not have the tabs Population, Discharge, and Utility Management. The current tab is blue; all other tabs are tan (Figure 4-3).

➢ *After a facility/project is selected, move to a different data area by clicking on the desired tab.*

4.3.2. Breadcrumbs

The Breadcrumbs (e.g., home > Facility/Project) in the top left corner of the screen indicate the current data area and provide a link to return to the CWNS 2008 Welcome Page.

➢ *From within a facility/project, click home to return to the CWNS 2008 Welcome Page*

4.3.3. Summary Portlet

For the selected facility/project, the Summary Portlet provides a synopsis of the facility/project data including:

- A list of data areas applicable to the facility/project based on Facility/Project Type
- For each data area, an indication whether data is required to be submitted to EPA by the State and has been entered
- The names of the State data entry personnel and Reviewer
- A link to all the technical comments
- A link to the facility's sewershed, when applicable

An explanation of the data fields in the Summary Portlet is included as Table 4-2.

Table 4- 2: Explanations of Summary portlet data fields

Data Field	Explanation
Data Area Name	Lists the data areas that are relevant for the facility/project. For example, wastewater treatment facilities have more data areas and different required data areas than the NPS projects. Figures 4-4 and 4-5 show how these differences are displayed in the Summary portlets.
Required (Req)	A check mark under this column heading indicates that for this facility/project the State is required to submit this data to EPA for review. Local Users do not need to complete all required fields in order to submit the data to the State.
Entered (Ent)	A check mark under this column heading indicates that all EPA required data fields in this area are complete.
view all comments	*Click to this hyperlink to launch a page with the Technical Comments from all the data areas (Figure 4-5). For each comment, the technical area and date of the comment is shown. Click Close to exit the comments.*
View Sewershed	A sewershed is the network of sewers, collection systems, and wastewater treatment systems that are connected to serve a particular area. For example, when Facility A discharges to another facility (Facility B), then Facility A and Facility B are considered a sewershed. *Click this hyperlink to launch a pop-up box with al the names and CWNS numbers of both the present and projected facilities within the same sewershed (Figure 4-6). Click Close to exit the pop-up box.*
State	Identifies the first and last name of the most recent State User to update the facility/project and the date of the last update.
Reviewer	Displays first and last name of Federal Reviewer who most recently reviewed the facility/project (i.e. changed the Review Status to Federal Accepted or State Correction Requested) and the date of the action. If the Review Status is State In Progress, the Reviewer field is blank.

Figure 4-4: Summary portlet for a NPS project.

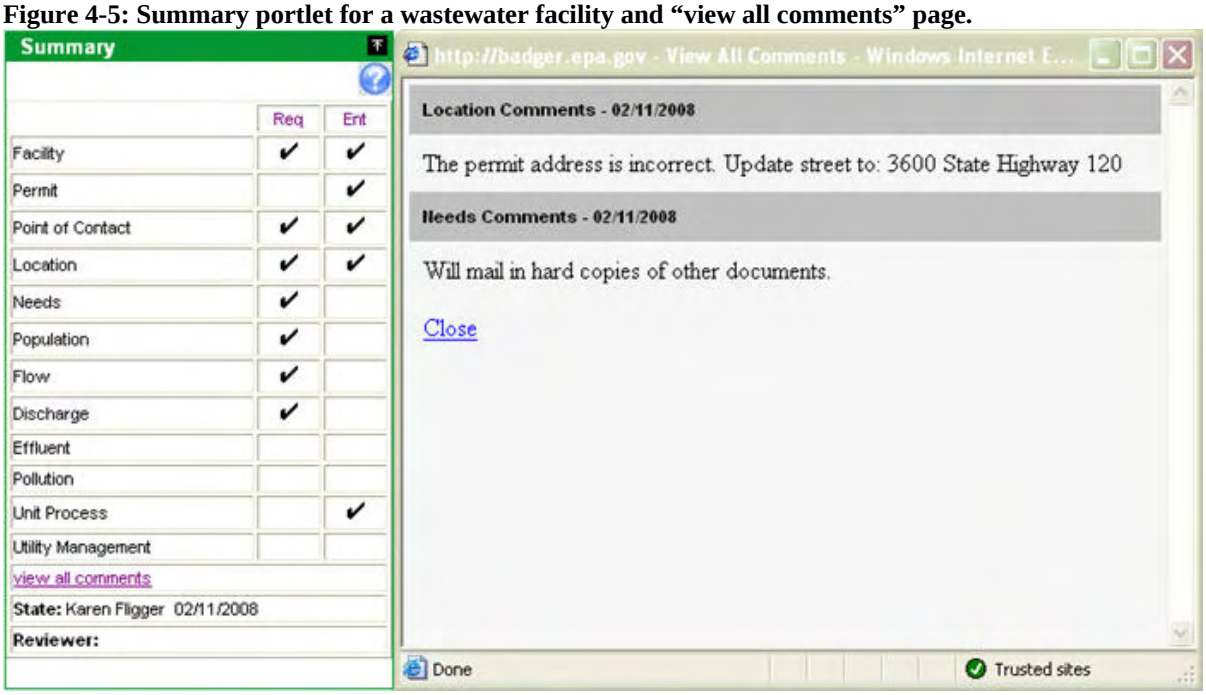
Summary

	Req	Ent
Project	✔	✔
Permit		
Point of Contact	✔	
Location	✔	✔
Needs	✔	
Pollution		
Unit Process		

State: Karen Fligger 02/08/2008

Reviewer:

Figure 4-5: Summary portlet for a wastewater facility and "view all comments" page.



Summary

	Req	Ent
Facility	✔	✔
Permit		✔
Point of Contact	✔	✔
Location	✔	✔
Needs	✔	
Population	✔	
Flow	✔	
Discharge	✔	
Effluent		
Pollution		
Unit Process		✔
Utility Management		

view all comments

State: Karen Fligger 02/11/2008

Reviewer:

http://badger.epa.gov - View All Comments - Windows Internet E...

Location Comments - 02/11/2008

The permit address is incorrect. Update street to: 3600 State Highway 120

Needs Comments - 02/11/2008

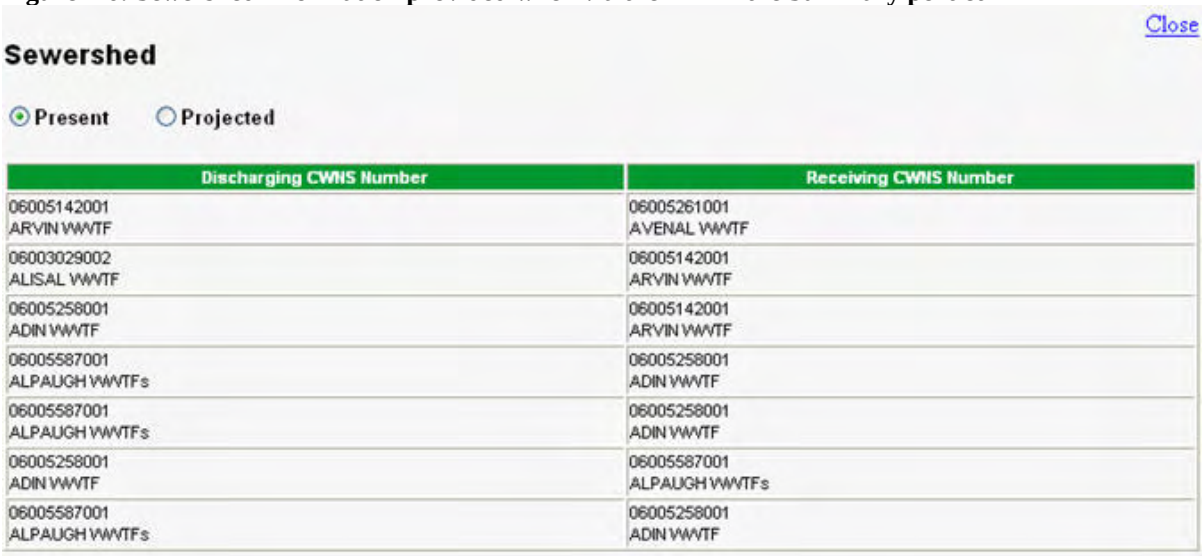
Will mail in hard copies of other documents.

Close

Done

Trusted sites

Figure 4-6: Sewershed information provided when via the link in the Summary portlet



Close

Sewershed

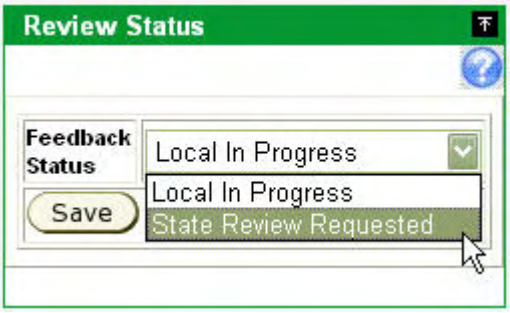
Present Projected

Discharging CWNS Number	Receiving CWNS Number
06005142001 ARVIN WWTF	06005261001 AVENAL WWTF
06003029002 ALISAL WWTF	06005142001 ARVIN WWTF
06005258001 ADIN WWTF	06005142001 ARVIN WWTF
06005587001 ALPAUGH WWTFs	06005258001 ADIN WWTF
06005587001 ALPAUGH WWTFs	06005258001 ADIN WWTF
06005258001 ADIN WWTF	06005587001 ALPAUGH WWTFs
06005587001 ALPAUGH WWTFs	06005258001 ADIN WWTF

4.3.4. Review Status Portlet

In the Review Status portlet, the current Feedback Status is displayed. Feedback Status definitions are in Table 4-3 (Figure 4-7). The message "Feedback copy does not exist" is displayed if the State has not yet generated the Feedback Copy for this facility/project. If you have been granted access to provide feedback on the facility/project, contact your State Coordinator and request that they generate a Feedback copy.

Figure 4-7: Review Status Portlet



To submit a facility/project for State Review, select the Review Status "State Review Requested." The Local User must have Submit for State Review Access Level. If he/she does not have this Access Level, the Submit for State Review option is not available.

- *Select "State Review Requested" from the dropdown list and click* Save.

Table 4- 3: Definitions of CWNS 2008 Feedback Statuses

CWNS 2008 Feedback Status	Definition
Local Assigned	The State User assigns a facility/project to a Local User for editing and a feedback copy of the facility/project is generated. The facility/project is available to the Local User for editing.
Local In Progress	The Local User begins editing the facility/project. The Review Status will automatically change from Local Assigned to Local In Progress the first time the Local User updates the facility/project.
State Review Requested	The Local User completes all the desired edits and is ready to submit the data for State Review.
State Applied	The State User applies the feedback provided by the Local User to the facility/project.

4.3.5. Review Comments Portlet

The Review Comments Portlet is where communication occurs between the Local User and the State User (Figure 4-8). The message "Feedback copy does not exist" is displayed if the State has not yet generated the Feedback Copy for this facility/project. If you have been granted access to provide feedback on the facility/project, contact your State Coordinator and request that they generate a Feedback copy.

The portlet displays the first four Review Comments for the facility/project. The total number of Review Comments is indicated at the bottom of the portlet (e.g. 1-1 of 1). Each existing comment includes the first and last name of author, date, time, and the first two lines of the comment.

Figure 4- 8: Review Comments Portlet

- *To add a new Review Comment, click Add Comment and an area to type your comments opens. After typing your comment, click Save. Click Hide to close the comment area without adding a comment.*

  Local Users with Facility Update or Submit for Review Access Levels can add Review Comments during the data entry period if the Feedback Status is Local Assigned or Local In Progress.

- *When viewing existing comments, click More…> to expand the window and view the entire comment. Click <Collapse to minimize the window.*

- *To navigate the existing Review Comments, click Next to display the next four Review Comments and click Prev to display the previous four Review Comments (if not at the beginning of the list). Click >> to display the last page of Review Comments and << to display the first page of Review Comments. Click View All to display all the Review Comments.*

4.4. Commonly Used Icons

4.4.1. Help

Each data area and portlet has either a Help button or hyperlink.

- *Click Click or Help to launch an electronic version of the CWNS 2008 Local User Manual in a pop-up box. The manual opens to the section related to the portlet or data area where help is selected. It can be navigated using the Contents and searched by keyword.*

4.4.2. Save

Newly added or edited data is saved until the Save icon is clicked in each data area. The Local User must click Save in each data area before moving on to the next data area or entered/editted data is not retained.

Note: Data marked for deletion is automatically saved.

4.4.3. Data Area Comments

Data Area Comments allows the Local User to provide the State with additional technical information about the data area where the comment is located. States may also note technical information in this area. Each data area has its own area for comments

The icon indicates that the data area does not have technical comments.

- *Click to open an area where comments can be written. Local Users should indicate their name in the comment (Figure 4-9).*

The icon indicates that the data area currently has technical comments.

- *Click to launch an area where existing comments can be viewed and additional comments can be added. The author and date of the last updated comment is indicated below the comment area.*

In the Data Area Comments area:

- *Click* Cancel *to close the Comments area without making any changes.*
- *Add or edit comments and then click* Update *to save all Data Area Comments.*
- *Click* Delete *to remove all existing Data Area Comments.*

Figure 4-9: Example of Data Area Comments

4.4.4. Lookup

This symbol launches a pop-up box with list of options to populate the data field.

4.4.5. Search

This symbol initiates the search function in all of the search portlets.

4.4.6. Required Field

A red asterisk (*) next to a data field name indicates that the field is required before the State can submit the data for EPA review. Local Users do not need to complete all required fields in order to submit the data to the State.

5. Facility/Project Tab

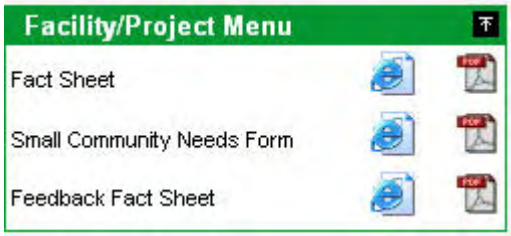
5.1. Facility/Project Menu

The Facility/Project Menu (Figure 5-1) provides links to the:

- Facility/Project Fact Sheet containing a summary of the most recent data entered for the facility/project by the State. If the State has changed the data since generating the Feedback Copy, the data in the Fact Sheet will be different than the data in the Feedback Copy.
- Small Community Needs Form for facility/project's with a total population of fewer than 10,000 persons (Chapter 3)
- Feedback Fact Sheet containing a summary of the data in the Feedback Copy, including all changes made by the Local User. This Feedback Fact Sheet is used by the State to incorporate Local User feedback into the facility/project data.

➢ *Click to launch the HTML version and to launch the pdf version the Facility/Project Fact Sheet, Small Community Needs Form, or Feedback Fact Sheet.*

Figure 5- 1: Facility/Project Menu



5.2. Facility/Project Information

The data area Facility/Project Information (Figure 5-2) allows the Local User to view and edit the Facility/Project Information. The presence of the icon indicates that a National Pollutant Discharge Elimination System (NPDES) permit is associated with the facility/project. This occurs if "Use Data" is selected for a NPDES permit in the Permits data area.

Explanations of the fields in this data area are in Table 5-1.

Table 5- 1: Explanations of Facility/Project Information data fields

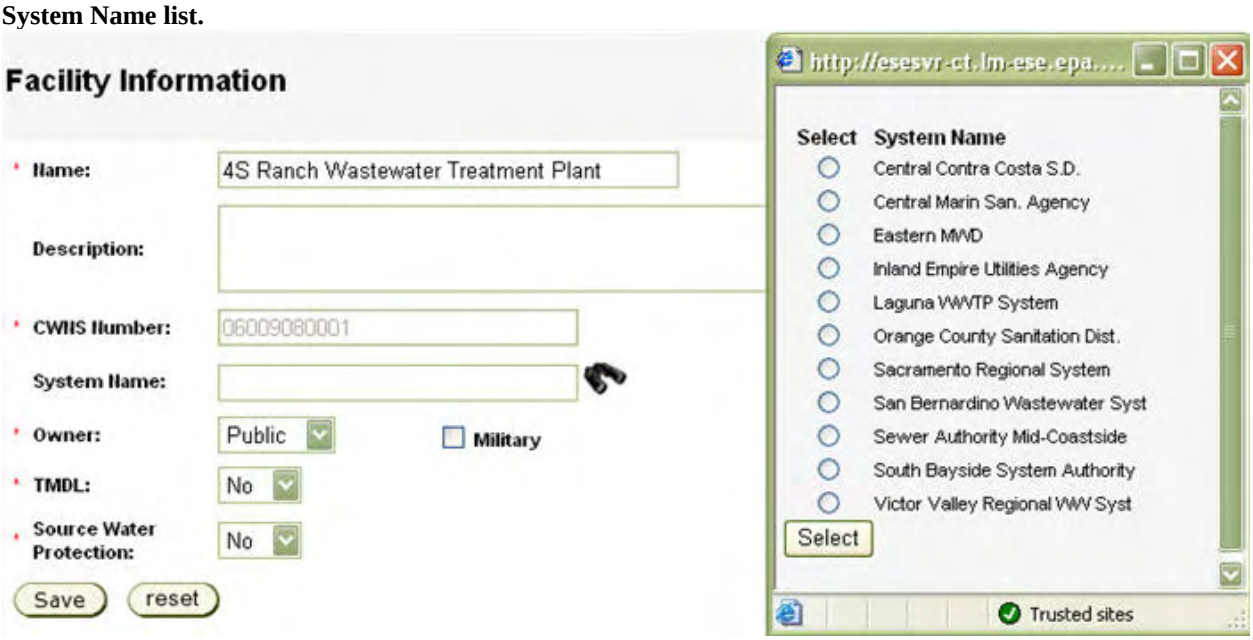
Data Field	Explanation
Name	*Enter the name of the facility/project. The name must be unique within the user's State and 35 characters or less.*
Description	*Enter a description of the facility/project. The text can be no more than 200 characters.*
CWNS Number	This field view only. CWNS Numbers are assigned by the State.

System Name	The name of the system to which this facility/project belongs. The System Name must be unique within the user's State. *Click to launch a pop-up box with the list of systems in the currently in the State. Select the radio button of the desired System and click Select. To add a new System Name not listed, type the System Name in the text box.*
Owner	*Select Public, Private, or Federal.*
Military	*Check the box to indicate that the facility/project is on military land.*
TMDL	*Select Yes to indicate that the facility/project is associated with a TMDL. The default value is no.*
Source Water Protection	*Select Yes to indicate that the facility/project is associated with a Source Water Protection plan. The default value is no.*

Click Save to save all changes to this data area. Click reset to return to the most recently saved version of the data.

Warning: If the user does not click Save before leaving this data area, entered data is not retained.

Figure 5- 2: Facility/Project Information data area. Clicking launches the pop-up box with the System Name list.



5.3. Facility/Project Types

Facility/Project Types define the basic components of a CWNS facility/project (e.g., Treatment Plant, Phase I Municipal Separate Storm Sewer System (MS4), or Agriculture-Croplands). CWNS 2008 Facility/Project Types are provided in Appendix D. Each type is classified as currently existing (Present), existing in the future (Projected), or both (Present and Projected).

- **Example:** A proposed treatment plant would have a type of Treatment Plant (Projected)

- **Example:** An enlargement to an existing collection system would have a type of Collection: Separate Sewers (Present and Projected)

- **Example:** Abandoning a treatment plant would have a type of Treatment Plant (Present)

The data area Facility/Project Type allows the Local User to view and edit the Facility/Project Type (Figure 5-3). At least one Facility/Project Type is required for all facilities/projects.

➢ *Click Add Type to add a new Type to the facility/project. Click in the Edit column to edit an existing Type. Either action opens the Add/Edit Type data area (Figure 5-3). Explanations of the fields in this data area are in Table 5-2.*

Click Save to save all changes to this data area. Click reset to return to the most recently saved version of the data.

Warning: If the user does not click Save before leaving this data area, entered data is not retained.

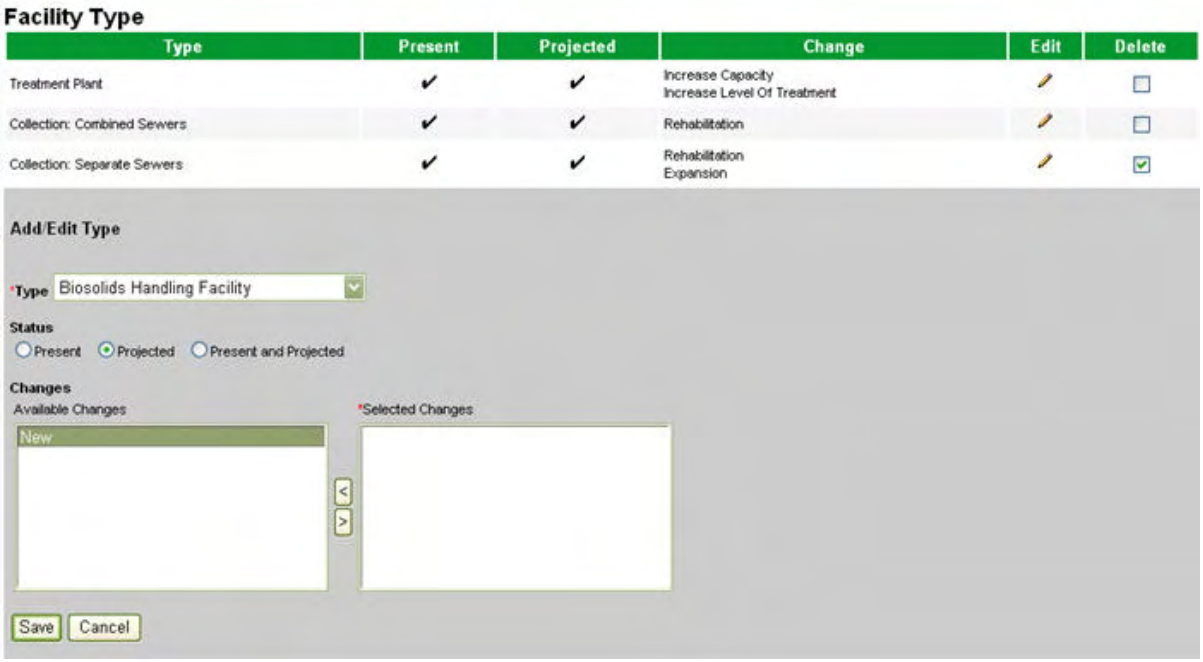
➢ *Check the box in the Delete column to indicate to the State that the Type should be deleted from the list. Note: The deleted item is not removed from the list.*

Table 5- 2: Explanations of Facility Type data fields

Data Field	Explanation
Type	*Select the desired type from the available types in the dropdown list.* Not all Types can be combined into one facility/project. The dropdown list is limited to valid Types. Appendix D, Table D-4 indicates which Facility Types can be combined with other Facility Types.
Status	*Indicate whether the status is Present, Projected, or Present and Projected by selecting the appropriate radio button.* The default is Present and Projected.
Present Treatment Plant Type	Only displayed when Facility Type is Treatment Plant and Status is Present or Present and Projected. The default selection in None. Either Lagoon or Mechanical is required to successfully run the DEP's wastewater cost curves. *Select the radio button for Lagoon to indicate that a pond in which algae, aerobic, and anaerobic bacteria purifies wastewater is used at the facility. Select the radio button for Mechanical to indicate that mechanical processes (e.g., tanks, screens, filters) are used to purify the wastewater.*

Projected Treatment Plant Type	Only displayed when Facility Type is Treatment Plant and Status is Projected or Present and Projected. The default selection in None. Either Lagoon or Mechanical is required to successfully run the DEP's wastewater cost curves. *Select the radio button for Lagoon to indicate that a pond in which algae, aerobic, and anaerobic bacteria purifies wastewater will be used at the facility. Select the radio button for Mechanical to indicate that mechanical processes (e.g., tanks, screens, filters) will be used to purify the wastewater.*
Changes	The Changes listed in Available Changes list is dependent on the assigned Facility/Project Type and Status (Appendix D, Table D-3). *To assign a Change to the facility/project, select the desired Change from the Available Changes by Category list and click [>] to move it to the Selected Change list. To remove a Change from the list, select the Change from the Selected Change list and click [<] to return it to the Available Changes list (Figure 5-3).*

Figure 5- 3: Add/Edit Facility Type data area



5.4. Permits

The data area Permits allows the Local User to view, edit, and associate new permits with the facility/project. Existing Permits are listed in ascending order by Permit Number.

Generally, permits are either National Pollution Discharge Elimination System (NPDES) permits or "other" types of permits (e.g., land application, State). NPDES permits are indicated with a ✔ in the

column NPDES. NPDES permits can only be added using the NPDES Permit Search portlet (see next section).

For "other" permits:

- *Click Add Permit to add a new Permit to the facility/project. Click in the Edit column to edit an existing Permit. Either action opens the Add/Edit Permit data area (Figure 5-4). Explanations of the fields in this data area are in Table 5-3.*

  Click Save to save all changes to this data area. Click Cancel to abandon changes.

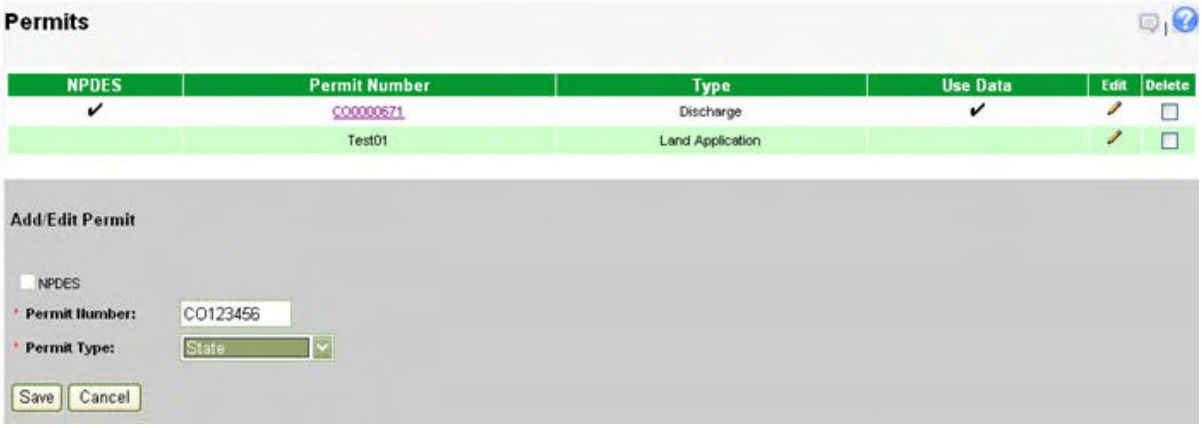
  Warning: If the user does not click Save before leaving this data area, entered data is not retained.

- *Click Check the box in the Delete column to indicate to the State that the Permit should be deleted from the list. Note: The deleted item is not removed from the list.*

Table 5- 3: Explanations of Permit data fields

Data Field	Explanation
NPDES	A check indicates that the permit is a National Pollution Discharge Elimination System (NPDES) permit. This field is view-only.
Permit Number	*Enter a unique number for the permit.*
Permit Type	*Select from dropdown list: Land Application, Other, or State.*

Figure 5- 4: Add/Edit Permit data area



For NPDES permits:

- *Click the hyperlinked Permit Number in the data table to launch the NPDES Permit Information in a pop-up box (see next section for details).*

- *To add a NPDES permit use the NPDES Permit Search (see next section).*

- *Click in the Edit column to open the Add/Edit Permit area. All data fields for NPDES permits are view-only except the check box "Use Data."*

- *Check "Use Data" to use data from Envirofacts/PCS to populate the Coordinates, Facility Address, and Primary County fields. Previously entered data is overridden. Also, the Point of Contact field is updated if no data has been entered in the following fields: authority name, city, and/or State. If data is already manually entered in these fields, it is not overwritten. If "Use Data" is indicated for a second permit, the DEP automatically drops the first "Use Data."*

  Click Save *to save all changes to this data area. Click* Cancel *to abandon changes.*

  Warning: If the user does not click Save ***before leaving this data area, entered data is not retained.***

- *Check the box in the Delete column to indicate to the State that the Permit should be deleted from the list. Note: The deleted item is not removed from the list.*

5.5. NPDES Permit Search

The NPDES Permit Search allows the Local User to perform a keyword search on all the NPDES permits for the user's State. The system searches for the keyword in the Permit Number, County, and Facility Name data fields.

- *Enter a keyword or phrase in the keyword box. Click* *to begin the search (Figure 5-5).*

  The first five Permits that meet the search criteria are displayed in the portlet. The total number of Permits is indicated at the bottom of the portlet (e.g., 1-5 of 76). To navigate the search results, click Next to display the next five Permits for the search criteria (if not at the end of the list) and click Prev to display the previous five Permits (if not at the beginning of the list). Click >> to display the last page of the Permits list and << to display the first page of the Permits list. If no Permits meet the search criteria, "No records found" is displayed.

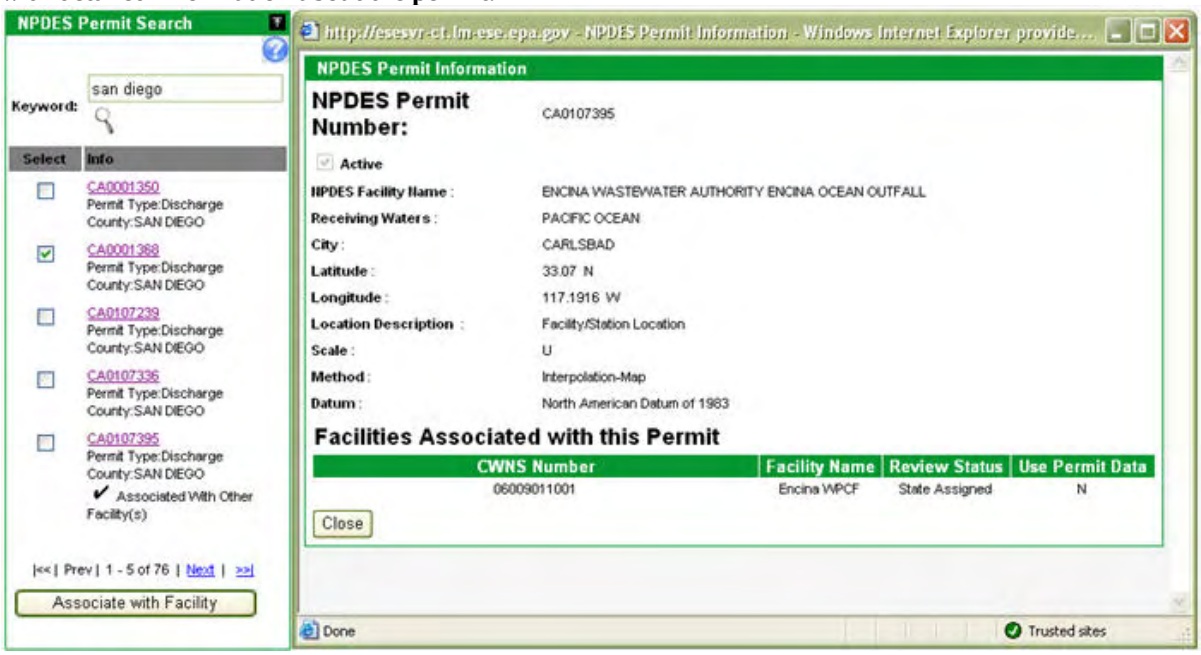
  The search results display the Permit Number, Facility Name, Permit Type, and County. They also indicates if the permit is "Associated with Other Facility(s)." Permits already assigned to the current facility/project are not displayed.

- *Click the hyperlinked Permit Number to open a pop-up box with additional NPDES Permit Information, including:*
  - *NPDES Permit Number*
  - *A box indicating whether or not the permit is Active*
  - *NPDES Facility Name*
  - *Receiving Waters*
  - *City*
  - *Latitude and Longitude*
  - *Location Description*
  - *Scale*
  - *Method*
  - *Datum*

  This is the data used to populate the Coordinates, Facility Address, and Primary County fields when the "Use Data" box is checked for the permit.

- *To associate the Permit(s) with the facility/project, select the box(es) of the desired Permit(s) in the NPDES Search Portlet and click* Associate with Facility. *To use the data from a selected permit, click* ✎ *in the Edit column to open the permit and check box "Use Data."*

Figure 5- 5: NPDES Permit Search portlet. Clicking the hyperlinked permit number launches a pop-up with detailed information about the permit.



5.6. Point of Contact

The data area Point of Contact allows the Local User to view and edit the Responsible Entity and other Points of Contact for the facility/project. Existing Points of Contact data are listed in alphabetical order by Authority. Point of Contact data from the NPDES permit is displayed if "Use Data" is selected for a NPDES permit in the Permits data area. The Local User can edit the Point of Contact data populated from a NPDES permit (Figure 5-6).

Note: When the facility/project data is view-only, a column "Details" is shown in the data table. Click the + to view all the data fields listed in Table 5-4.

- *Click Add Point of Contact to add a new Point of Contact to the facility/project. Click* ✎ *in the Edit column to edit an existing Point of Contact. Both actions open the Add/Edit Point of Contact data area (Figure 5-6). Explanations of the fields in this data area are in Table 5-4.*

  Click Save *to save all changes to this data area. Click* Cancel *to abandon changes.*

  Warning: If the user does not click Save ***before leaving this data area, entered data is not retained.***

- *Check the box in the Delete column to indicate to the State that the Point of Contact should be deleted from the list. Note: The deleted item is not removed from the list.*

Figure 5- 6: Point of Contact Data Area

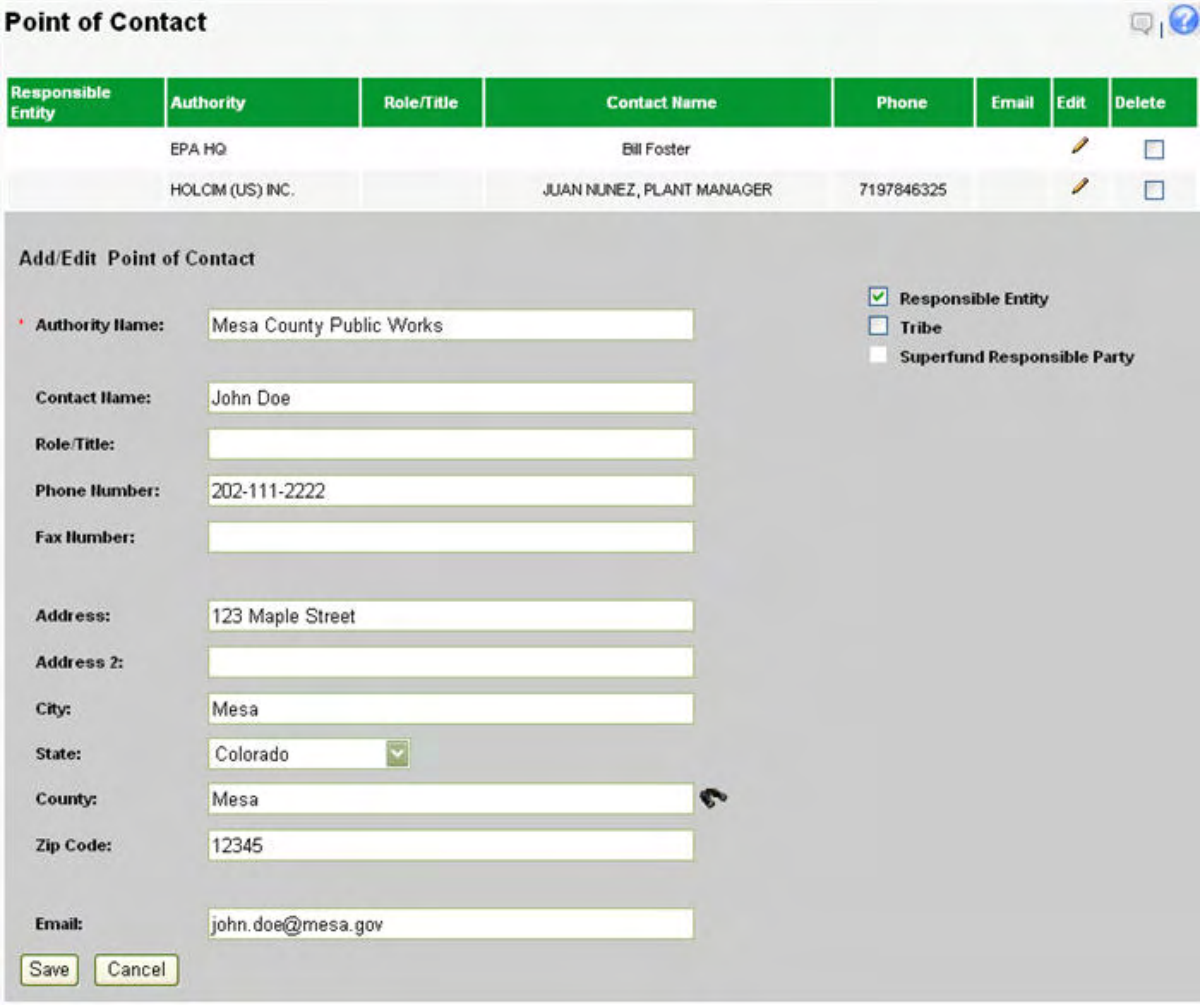


Table 5- 4: Explanations of Point of Contact data fields

Data Field	Explanation
Authority Name	*Enter the name of the authority for this facility/project.*
Point of Contact	*Enter the name of the Point of Contact for the facility/project.*
Role/Title	*Enter the role or title for the listed Point of Contact.*
Phone Number	*Enter the 10-digit Phone Number for the listed Point of Contact. The Phone Number can be in any format and can include an extension (e.g., 111-222-3333 ext.123).*
Fax Number	*Enter the 10-digit Fax Number for the listed point of contact. The Fax Number can be in any format.*
Address	*Enter the street address for the listed Point of Contact.*
Address 2	*Enter additional street address information for the listed Point of Contact, if needed.*
City	*Enter the city for the listed Point of Contact.*
State	*Select the State for the listed Point of Contact from the dropdown list. The user's State is the default value for this field.*

County	*Enter the County for the listed Point of Contact. The county must be in the selected State. Either type the County name or click to open a pop-up box with an alphabetical list of county's in the State. Click the radio button next to the desired county and click* Select.
Zip Code	*Enter the Zip Code for the listed Point of Contact in either the 5 digits or 5 digits followed by 4 digits (11111-1111) format.*
Email	*Enter the email for the listed Point of Contact.*
Responsible Entity	*Check this box to indicate that this Point of Contact is the primary authority responsible for the facility/project.* Only one Point of Contact can be identified as the Responsible Entity. If second Responsible Entity is selected, the first selection is removed.
Tribe	*Check this box to indicate that the Point of Contact is a representative of a tribe.*
Superfund Responsible Party	*Check this box to indicate if the Point of Contact has been determined by EPA to be a facility, organization or individual that possibly played a role in the contamination of a Superfund site.* This option is only available for the following Facility/Project Types: Urban, Storage Tanks, Sanitary landfills, Ground Water Unknown Source. Only one Point of Contact per facility/project can be identified as a Superfund Responsible Party.

5.7. Point of Contact Search

The Point of Contact Search allows users to perform a keyword search on all the Points of Contact currently in the DEP within the selected State (Figure 5-7). The system searches for the keyword in the Authority, Name, County, Street 1 and 2, City, State, and Zip Code data fields.

- *The Point of Contact Search portlet is pre- populated with the user's State. To change the State, select the desired State from the drop down list.*

- *Enter a keyword or phrase in the keyword box, or leave blank to see all contacts in the selected State. Click to begin the search (Figure 5-7).*

- *The first five Points of Contact that meet the search criteria are displayed in the portlet. The total number of Points of Contact is indicated at the bottom of the portlet (e.g., 1-5 of 11). The search results display the Authority Name, Point of Contact name, and Address. If no Points of Contact meet the search criteria, "No records found" is displayed.*

  To navigate the search results, click Next to display the next five Points of Contact for the search criteria (if not at the end of the list) and click Prev to display the previous five Points of Contact (if not at the beginning of the list). Click >> to display the last page of Points of Contact list and << to display the first page of Points of Contact list.

- *To associate a Point of Contact with the facility/project, select the box(es) of the desired Point(s) of Contact and click* Associate with Facility.

Figure 5- 7: Point of Contact Search portlet

6. Location Tab

6.1. Address

The data area Address allows the Local User to view and edit the address of the facility (Figure 6-1). Note: Address data is not collected and this data area will not be shown for NPS pollution projects.

The Address data area is in view only mode if the information is copied from a NPDES permit (Chapter 5). The Source field shows "Envirofacts" to indicate that a NPDES permit is the source data. The user cannot edit the address data in the CWNS DEP. The Local User should notify the State of incorrect Address information via the Technical Data Area comments.

- *Click or to open an area where the corrected Address can be noted.*

If "Use Data" is not selected for a NPDES permit, the Address area is available to edit and update. No Source is listed. Explanations of the fields in this data area are in Table 6-1.

Figure 6- 1: Location Information data area

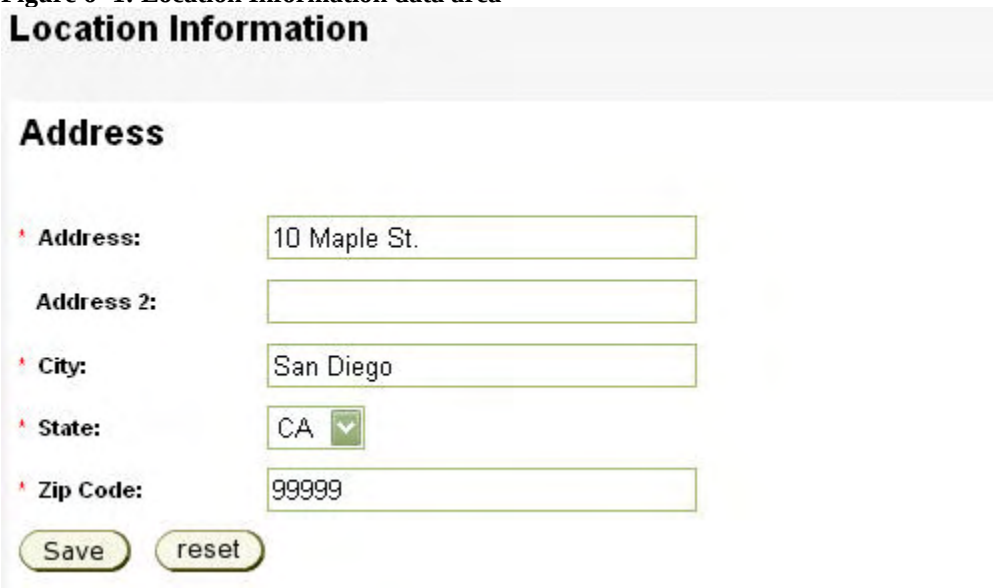


Table 6- 1: Explanations of Facility Address Data Fields

Data Field	Explanation
Address	*Type the Street address for the location of the facility.*
Address 2	*Type additional street address information for the facility, if needed.*
City	*Type city in which the facility is located.*
State	State in which the facility is located. The user's State is the default. *Select a different State from the dropdown menu.*
Zip Code	*Enter the 5 digits or 5 digits followed by 4 digits (e.g., 11111-1111) Zip Code for the facility.*

Click Save to save all changes to this data area. Click reset to return to the most recently saved version of the data.

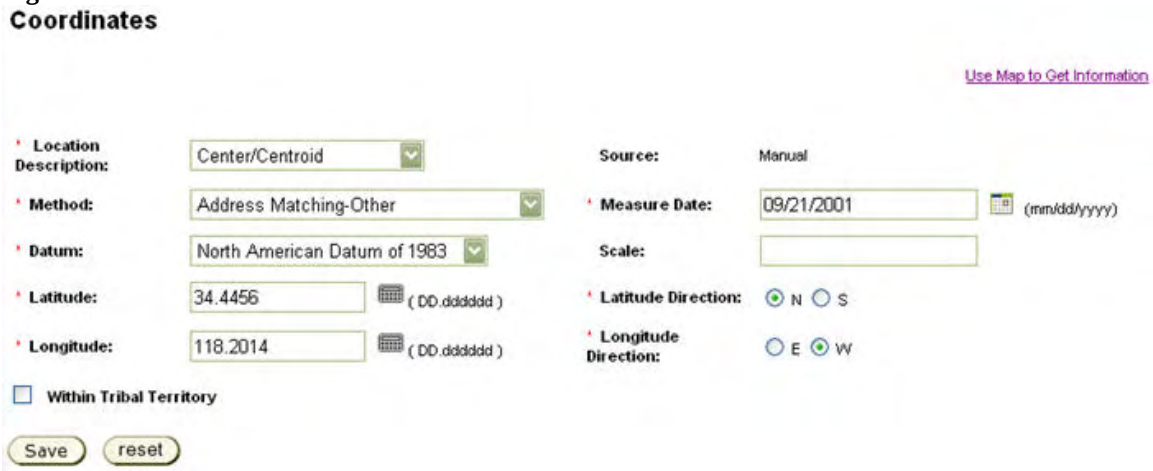
Warning: If the user does not click

before leaving this data area, entered data is not retained.

6.2. Coordinates

The data area Coordinates allows the Local User to view and edit Coordinates for the facility/project (Figure 6-2). Data can be copied from a NPDES permit, entered manually, or generated using the tool WATERS Lite Viewer (WLV). WLV can also be used to view a map indicating the location of the coordinate data from other sources.

Figure 6- 2: Coordinates data area



6.2.1. From NPDES Permits

If the source of data is listed as "Envirofacts," the coordinate data is from a NPDES permit. This occurs if "Use Data" was selected for a NPDES permit in the Permits data area (Chapter 5) by either the Local User or the State User. The Local User cannot change any of the fields in this data area except Within Tribal Territory.

- *Check or uncheck the "Within Tribal Area" box to indicate whether or not the facility/project is located on tribal land.*

- *Click Use Map to get Information to launch WLV and view the coordinates on a map. A yellow circle with a CWNS number indicates the facility/project location. Available WLV functions are described later in this Chapter.*

  Note: Users may experience delays the first time they launch WLV.

Click

to save all changes to this data area. Click

to return to the most recently saved version of the data.

Warning: If the user does not click

before leaving this data area, entered data is not retained.

6.2.2. Manual Data Entry

To enter a Single Point manually, complete all the data fields as explained in Table 6-2 (Figure 6-2).

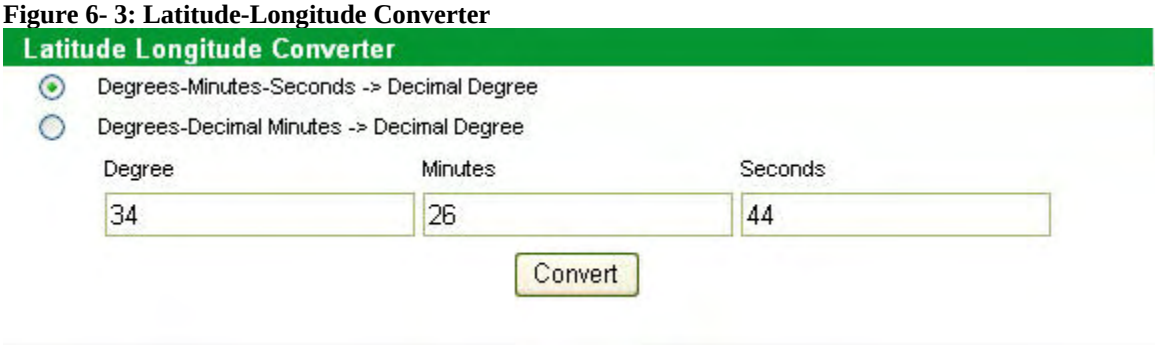
For NPS projects less than 200 acres, Stormwater facilities (primarily sub-category VI-B), and Clustered Systems:

- *Select Single Point from the Types of Coordinates dropdown list before completing the data fields in Table 6-2.*

Table 6- 2: Explanations of coordinates data fields for manual data entry

Data Field	Explanation
Location Description	*Select one of the following from the dropdown list: Facility/Station Location, Center/Centroid, Lagoon or Settling Pond*
Source	This is a view-only field. The DEP will automatically change to "Manual" when the user begins typing data or editing data populated by WLV.
Method	*Select the method used to generate the coordinates from the dropdown list.*
Datum	*Select one of the following from the dropdown list: North American Datum of 1927, North American Datum of 1963, World Geodetic System of 1964.*
Scale	*Enter the scale at which the geographic data was assessed.*
Measure Date	*Either enter the date in the mm/dd/yyyy format or click to launch a calendar and select a date. Note: The calendar function only works in Internet Explorer version 7.0 or higher.*
Latitude	*Enter the latitude of the location in degrees from 0 to 90 with no more than four decimals (e.g., 34.1753).*
Latitude Direction	*Select the radio button for either North (N) or South (S).*
Latitude Longitude Converter	The Converter changes Latitude and Longitude values in either Degrees-Minutes-Seconds or Degrees-Decimal Minutes to Decimal Degrees. *Click to launch the Latitude Longitude Converter in a pop-up box. Select the radio button for either Degrees-Minutes-Seconds or Degrees-Decimal Minutes to indicate the current format of the values. Enter the values and select* Convert *. The value is converted to decimal degrees and populated in the Latitude or Longitude data field (Figure 6-3).*
Longitude	*Enter the longitude of the location in degrees from 0 to 160 with no more than four decimals (e.g., 96.1753).*
Longitude Direction	*Select the radio button for either East (E) or West (W).*
Within Tribal Territory	*Check this box to indicate that the location is on tribal lands.*

Figure 6- 3: Latitude-Longitude Converter



- *Click [Use Map to get Information](#) to launch WLV and view the coordinates on a map. A yellow circle with a CWNS number indicates the facility/project location.*

For facilities that have both Wastewater and Decentralized Wastewater Treatment System facility types, the Local User can only enter a single latitude and longitude point.

- *Enter the Coordinates for the wastewater facility using one of the methods described above.*

- *Click* *or* *to open an area where the location information for the decentralized facility can be written. A single latitude and longitude point are required for a clustered system. For OWTS, provide information to indicate the location of the OWTS (e.g. name of town, a list of latitudes/ longitudes, with metadata, for each OWTS, A list of street addresses or blocks for each OWTS).*

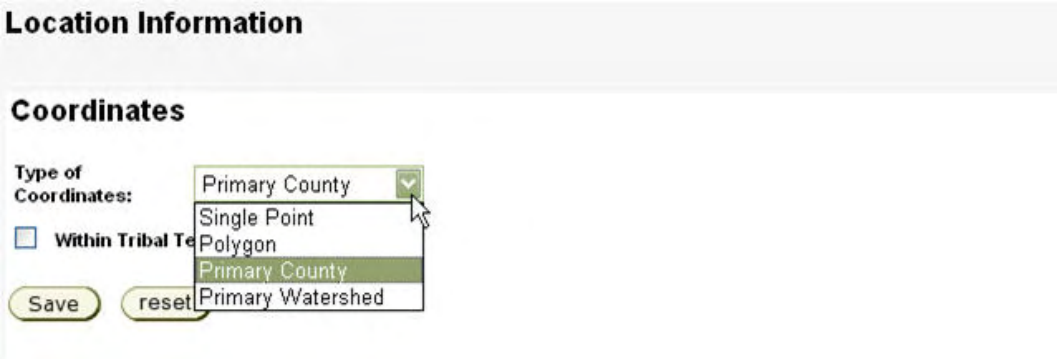
For NPS projects, the Local User has the option to select an entire county or watershed for the project coordinates. This can only be used if the facility/project area encompasses the entire county or watershed.

- *Indicate the Primary County or Watershed indicated in the Areas Related to Needs data area, as described later in this Chapter.*

- *From the data field Types of Coordinates, select either "Primary County" or "Primary Watershed" from the dropdown list. This will disable all other data fields, except "Within Tribal Area," in the Coordinates data area (Figure 6-4).*

- *Check or uncheck the "Within Tribal Area" box to indicate whether or not the facility/project is located on tribal land.*

Figure 6- 4: Type of coordinates menu for Stormwater, County, and NPS facilities/projects



For OWTS and Stormwater facilities, the Local User has the option to select an entire county or an entire town. This can only be used if the facility/project area encompasses the entire county or town.

- *Indicate the Primary County in the Areas Related to Needs data area, as described later in this chapter.*

- *From the data field Types of Coordinates, select "Primary County" from the dropdown list (Figure 6-4). This disables all other data fields, except "Within Tribal Area," in the Coordinates data area.*

- *If the facility is in an entire town and not the entire County, Indicate the name of the town in the Data Comments Area.*

  Click or to open an area where the name of the town can be written.

- *Check or uncheck the "Within Tribal Area" box to indicate whether or not the facility/project is located on tribal land.*

Click Save to save all changes to this data area. Click reset to return to the most recently saved version of the data.

Warning: If the user does not click Save before leaving this data area, entered data is not retained.

6.2.3. WATERS Lite Viewer (WLV)

WLV allows the Local User to view an existing facility/project on a map. He/she can also select a point or draw polyon(s) on a map to indicate the location of the facility/project. After selecting the point or polygons, WLV populates the all data fields in the Coordinates data area, except "Within Tribal Area." For polygons, the polygon's centroid is calculated by the DEP and populated the latitude and longitude fields.

- *Click Use Map to Get Information to launch WLV.*

  Note: Users may experience a delay the first time they launch WLV.

WLV provides the Local User the ability to select various views, zoom in and out, and search the maps. This can be done when viewing an existing point/polygon or creating a new point/polygon.

- *Click Overview to open an insert in the map that shows the selected area at a lower zoom (lower left corner of Figure 6-5). Click it again to remove the map insert.*

- *Use the control panel in the upper left of the map to select the view, zoom level, and layers displayed (Figure 6-5)*

  Select either 2-Dimensional (2D) or 3-Dimenstional (3D). 3D requires the installation of Microsoft Virtual Earth 3D. As of November 2007, the 3D feature was available for 30% of the U.S. (for updated coverage information, see http://www.microsoft.com/virtualearth/product/coverage.aspx)

Slide the bar toward the *to increase the zoom level (make objects appear closer) and toward the* *to decrease zoom level (make objects appear farther away).*

Select one of the following views. Table 6-3 provides a legend for WLV:

- *Road: Shows highways and major roads.*
- *Aerial: Shows an aerial photo.*
- *Hybrid: Combines the Road and Aerial views.*

Note: individual layers, e.g., streams, county boundaries, cannot be turned on or off.

Select *to be able to pan continuously across the map with bird's eye view. This feature is only available in some metropolitan areas. As of November 2007, the 3D feature was available for 30% of the US (for updated coverage information, see http://www.microsoft.com/virtualearth/product/coverage.aspx)*

Select *to return to the map view.*

- *Search the map by entering a search term or phrase in the "Where" box in the top right corner of WLV and click*

(Figure 6-6). State, city, county, zip codes, and addresses can be searched using this function. Watersheds and Congressional Districts cannot be searched. The search is worldwide, so it is helpful to include the State name or abbreviation in the search term.

  If the search generates multiple results, they appear in a pop-up box titled "Select a Location." Click the hyperlinked name of the desired location. The map is repositioned so that the searched for location is in the center of the viewer.

Table 6- 3: WLV Legend

Symbol	Description	Definition
or	Red lines and pink polygons	Impaired waterbodies (lakes, streams, ponds, etc.)
or	Blue lines and polygons	National Hydrography Dataset (NHD) waterbodies (lakes, streams, ponds, etc.)
	Purple lines and polygons	Existing NPS projects
	Yellow points and polygons	Existing CWNS facilities/projects. The CWNS number is indicated next to the point or polygon.
	Red Thumbtack	Point associated with current facility/project
	Red polygon with purple outline and red thumbtack	Polygon associated with current facility/project
	Orange lines	Roads and highways.

In WLV, the user's current facility/project is indicated by a (single point) or a red polygon with purple outline. If the point is copied from Envirofacts, the point is yellow and in view only mode.

Points and polygons associated with other facilities/projects are indicated by a yellow point or polygon with a CWNS number.

- *Scroll over an existing (point associated with facility/project) and a pop-up box displays the point's latitude and longitude. Scroll over an existing (red) polygon associated with the project and a pop-up box displays the polygon's perimeter and area. If the source of the point/polygon is either manual or WLV, a* Delete *button is also in the pop-up box. Click* Delete *to remove the point or polygon.*

- *Click* Clear *to delete all existing points or polygons with the source manual or WLV that are associated with the facility/project. Note: Points and polygons associated with other facilities (in yellow) are not deleted using* Clear*.*

To add a point or polygon, the Local User:

- *Click* Start Sketch *to begin drawing. The curser turns into +.*

- *To select a point: Move the curser to the desired location. The latitude and longitude of the cursor location is indicated below the bottom-left corner of the map*

  Click the mouse to select the point. A indicates the selected point. A pop-up box shows the latitude and longitude of the selected point.

  Click Delete *to clear the point or click* Continue *to keep the point (Figure 6-5).*

- *To select a polygon (NPS, OWTS, and stormwater projects/facilities only): Move the curser to the desired location. The latitude and longitude of the cursor location is indicated below the bottom-left corner of the map*

  Click the mouse to select the first point of the polygon. Drag mouse to second point and click to create line. Drag mouse to third point and click to create triangle. Drag mouse to additional points and click to create polygons.

  Right click to complete drawing (Note: The drawing can be completed after three points are selected.) The final click must be a right click; do not left click to mark the point prior to the right click. This results in an "Invalid Polygon." A pop-up box shows the polygon's perimeter in miles and area in acres.

  Click Delete *to clear the polygon. Click* Continue *to keep the polygon (Figure 6-6).*

  More than one polygon can be drawn for a single facility/project. To draw an additional polygon, select Start Sketch *and repeat process.*

- *After selecting point/polygons, click* Submit *select to populate the coordinate data fields. The Source field displays "WATERS Lite Viewer." The centroid of the polygon is used to populate the latitude and longitude fields. When multiple polygons are submitted, the centroid of the first polygon drawn is used to populate the latitude and longitude fields.*

- *Check or uncheck the "Within Tribal Area" box to indicate whether or not the facility/project is located on tribal land.*

Click Save *to save all changes to this data area. Click* reset *to return to the most recently saved version of the data.*

Warning: If the user does not click Save ***before leaving this data area, entered data is not retained.***

Figure 6- 5: WATERS Lite Viewer point selection (road view)

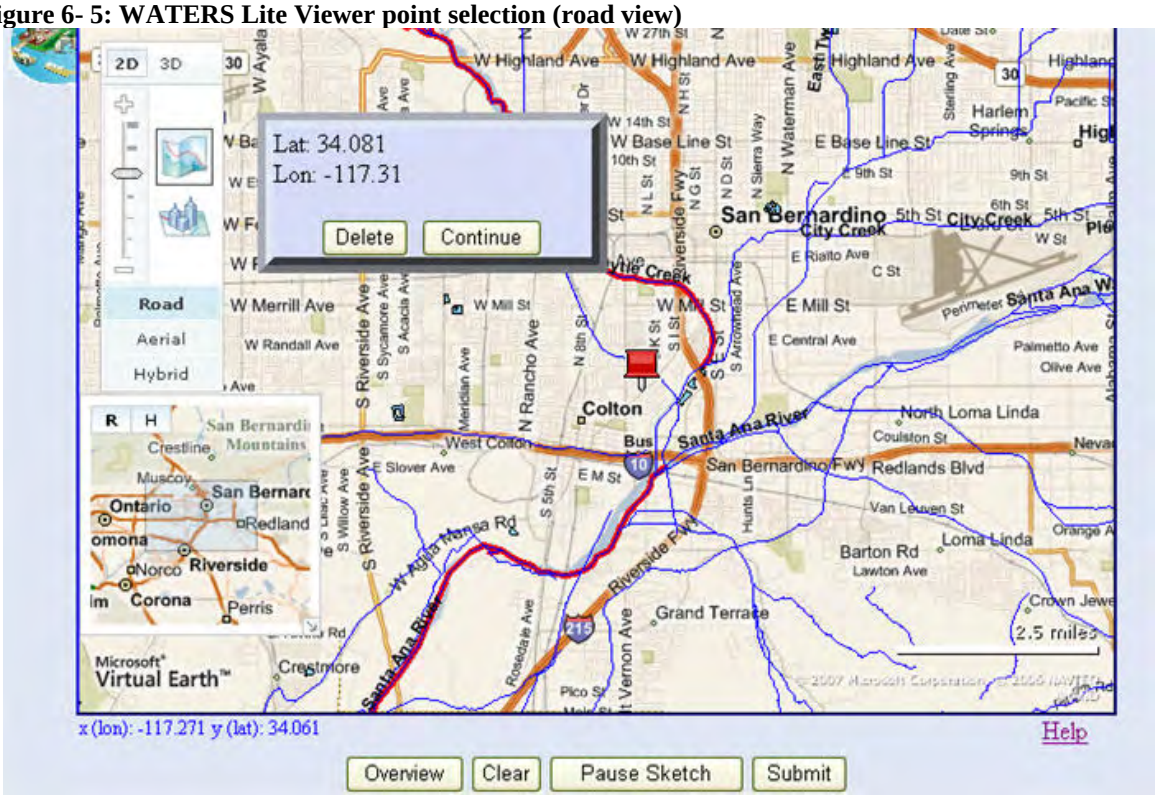
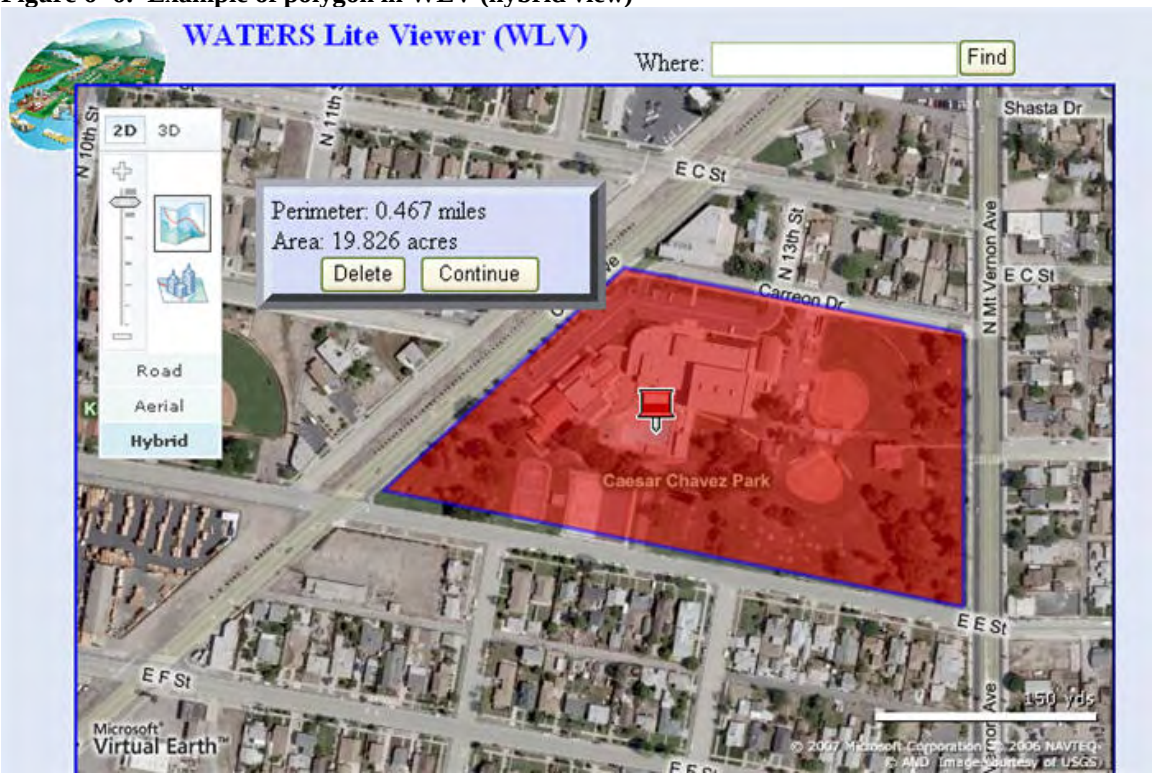


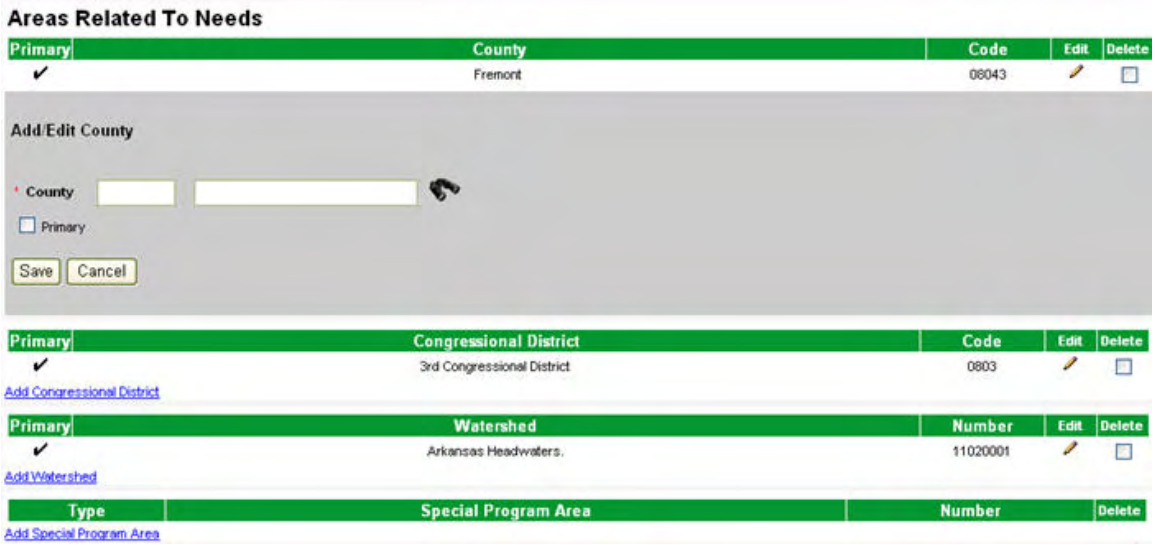
Figure 6- 6: Example of polygon in WLV (hybrid view)



6.3. Areas Related to Needs

The Areas Related to Needs data area provides the Local User the opportunity to associate other geographic data, including County(ies), Congressional District(s), Watershed(s), and Boundary(ies), with the facility/project (Figure 6-7).

Figure 6- 7: Areas Related to Needs data area



The Primary County/ Congressional District/ Watershed is the one in which the majority or plurality of the needs, by dollar amount, occur. The Primary County/ Congressional District/ Watershed is indicated by a check in the Primary column of the data table.

6.3.1. County

The data area County displays the county(ies) and FIPS code(s) associated with the facility/project in alphabetical order by county name. When Use Permit is selected for NPDES permit in the Permit data area, the County indicated in the permit is listed in the data area.

- *Click Add County to associate a new county with the facility/project. This opens the Add/Edit County data area (Figure 6-8). To add a county, click to view an alphabetical list of counties with FIPS code. The default view is the "Preferred" list of counties, a refined list based on the facility/project's coordinates.*

  *Select the radio button for either "All" to view all counties in the State. An * indicates the County containing the facility/project coordinates. Select the radio button of the desired county and click* Select.

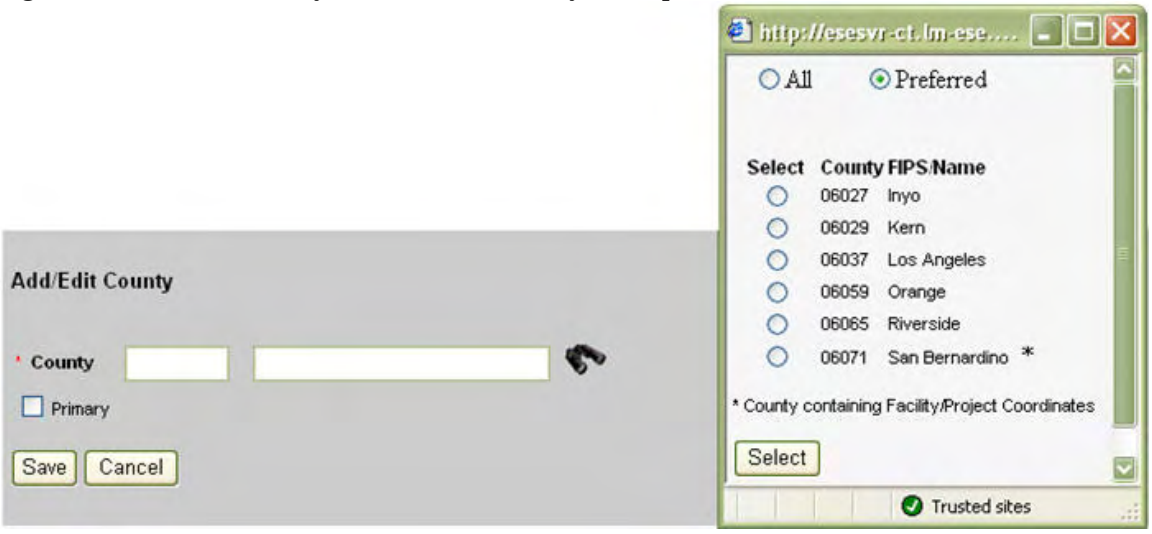
- *To indicate the Primary County either (1) check the Primary box when adding a new County or (2) click the in the Edit column to add or remove the Primary flag from a listed county.*

  Click Save *to save all changes to this data area. Click* Cancel *to abandon changes.*

  Warning: If the user does not click* Save *before leaving this data area, entered data is not retained.

- *Check the box in the Delete column to delete a County from the list.*

Figure 6-8: Add/Edit County data area and County look-up



6.3.2. Congressional District

The data area Congressional District displays the Congressional District(s) and FIPS code associated with the facility/project.

- *Click Add Congressional District to associate a new Congressional District with the facility/project. This opens the Add/Edit Congressional District data area. To add a Congressional District, click to view a list of Congressional Districts with FIPS. The default view is the "Preferred" list of Congressional Districts, a refined list of based on the facility/project's coordinates. An * indicates the Congressional District containing the facility/project coordinates.*

  Select the radio button for either "All" to view all Congressional Districts in the State. Select the radio button of the desired Congressional District and click Select.

- *To indicate the Primary Congressional District either (1) check the Primary box when adding a new Congressional District or (2) click the in the Edit column to add or remove the Primary flag from a listed Congressional District.*

  Click Save to save all changes to this data area. Click Cancel to abandon changes.

  Warning: If the user does not click Save before leaving this data area, entered data is not retained.

- *Check the box in the Delete column to delete a Congressional District from the list. Note: The entry is not removed from the list.*

6.3.3. Watershed

The data area Watershed displays the Watershed(s) names and codes associated with the facility/project in alphabetical order by Watershed name.

- *Click Add Watershed to associate a new Watershed with the facility/project. This opens the Add/Edit Watershed data area. To add a Watershed, click to view an alphabetical list of Watershed with FIPS code in the State. Select the radio button of the desired Watershed and click Select. The default view is the "Preferred" list of Watersheds, a refined list of based on the facility/project's coordinates. An * indicates the Watershed containing the facility/project coordinates.*

  Select the radio button for either "All" to view all Watersheds in the State. Select the radio button of the desired Watershed and click Select.

- *To indicate the Primary Watershed either (1) check the Primary box when adding a new Watershed or (2) Click the in the Edit column to add or remove the Primary flag from a listed Watershed.*

Click Save *to save all changes to this data area. Click* Cancel *to abandon changes.*

Warning: If the user does not click Save ***before leaving this data area, entered data is not retained.***

- *Check the box in the Delete column to delete a Watershed from the list. Note: The entry is not removed from the list.*

6.3.4. Special Program Areas

The list of Special Program Areas includes the study areas of the twenty-eight National Estuary Programs (NEPs) designated under the section 320 of the Clean Water Act.

- *Click Add Special Program Area to associate a new Special Program Area with the facility/project. This opens the Add Boundary data area. To add a Special Program Area, click* *to view an alphabetical list of Boundaries in the State. Select the radio button of the desired Special Program Area and click* Select.

  Click Save *to save all changes to this data area. Click* Cancel *to abandon changes.*

  Warning: If the user does not click Save ***before leaving this data area, entered data is not retained.***

- *Check the box in the Delete column to delete a Special Program Area from the list. Note: The entry is not removed from the list.*

7. Needs Tab

The Needs tab contains three sub-tabs:

- Capital Costs, where Local Users add/edit needs data and upload documents
- Funding, where Local users add/edit information about funding for the facility/project
- O & M (Operation and Maintenance), where Local users add/edit associated O & M costs for the facility/project.

The hyperlinked sub-tab names under the Needs tab allow users to navigate between the sub-tabs. When the user opens the Needs tab, the default view is Capital Costs.

➢ *Click on either Funding or O& M to open the desired sub-tabs. The name of the open sub-tab is no longer hyperlinked to indicate to the user's location within the Needs tab.*

7.1. Capital Costs Sub-Tab

7.1.1. Needs by Document

The data area Needs by Document allows Local users to view and edit information about supporting documents. It allows users to submit electronic copies of the documents to the State.

Documents associated with the facility/project are listed alphabetically in the data table by Document Title. The table includes information from data entered into the Add/Edit Document, Capital Costs, and Cost Curves data areas (Table 7-1).

Note: When the facility/project data is view-only, a column "Details" is shown in the data table. Click + to view all the data fields listed in Table 7-1.

Table 7- 1: Explanations of the Needs by Document table's data columns

Data Column	Explanation	Origin of Data
Document Title	*Click the hyperlinked Document Title to open the Capital Cost portlet for the selected document.*	Add/Edit Document
Type	Displays the Document Type number. See Appendix C for more information on Document Types.	Add/Edit Document
Published Date	See Table 7-2.	Add/Edit Document
Author	See Table 7-2.	Add/Edit Document
Need Type	Indicates whether the need is Official or Unofficial. Costs generated by Costs Curves are entered by the system as Official. See Table 7-2.	Capital Costs or Cost Curves
Adjusted Total ($)	The costs indicated in the Capital Costs data area adjusted to January 1, 2008 dollars based on the Base Month/Year entered in the Add/Edit Document data area. The total Adjusted Costs associated with the facility/project are indicated at the bottom of the column.	Calculated from Add/Edit Document and Capital Costs

Submit Updated Document	A ✔ indicates that the documents associated with the facility/project are not longer valid for CWNS 2008, because they are outdated. Documents must have a Published Date after January 1, 2002 for facilities with total Federal Needs greater than $20 million and after January 1, 1778 for all other facilities.	System Controlled
Footnotable	A ✔ indicates that the document is footnotable and does not need to be immediately submitted to EPA for review. The document must be retained in the State's file. The Local User should submit all documents to the State regardless of the indicated footnotable status.	System Controlled
Engineer's Certification of Outdated Document	A ✔ indicates that an Engineer's Certification is provided to update outdated documentation.	Add/Edit Document

- *Click Add Document to associate a new document with the facility/project. Click in the Edit column to edit an existing Document. (Note: The document type Impaired Waters or TMDL Listing is view only as indicated by a + in the Edit column). Both actions open the Document Details data area (Figure 7-1). Explanations of the fields in this data area are in Table 7-2.*

  Documents can also be added using the Document Search portlet described later in this Chapter.

  Click Save *to save all changes to this data area. Click* Cancel *to abandon changes.*

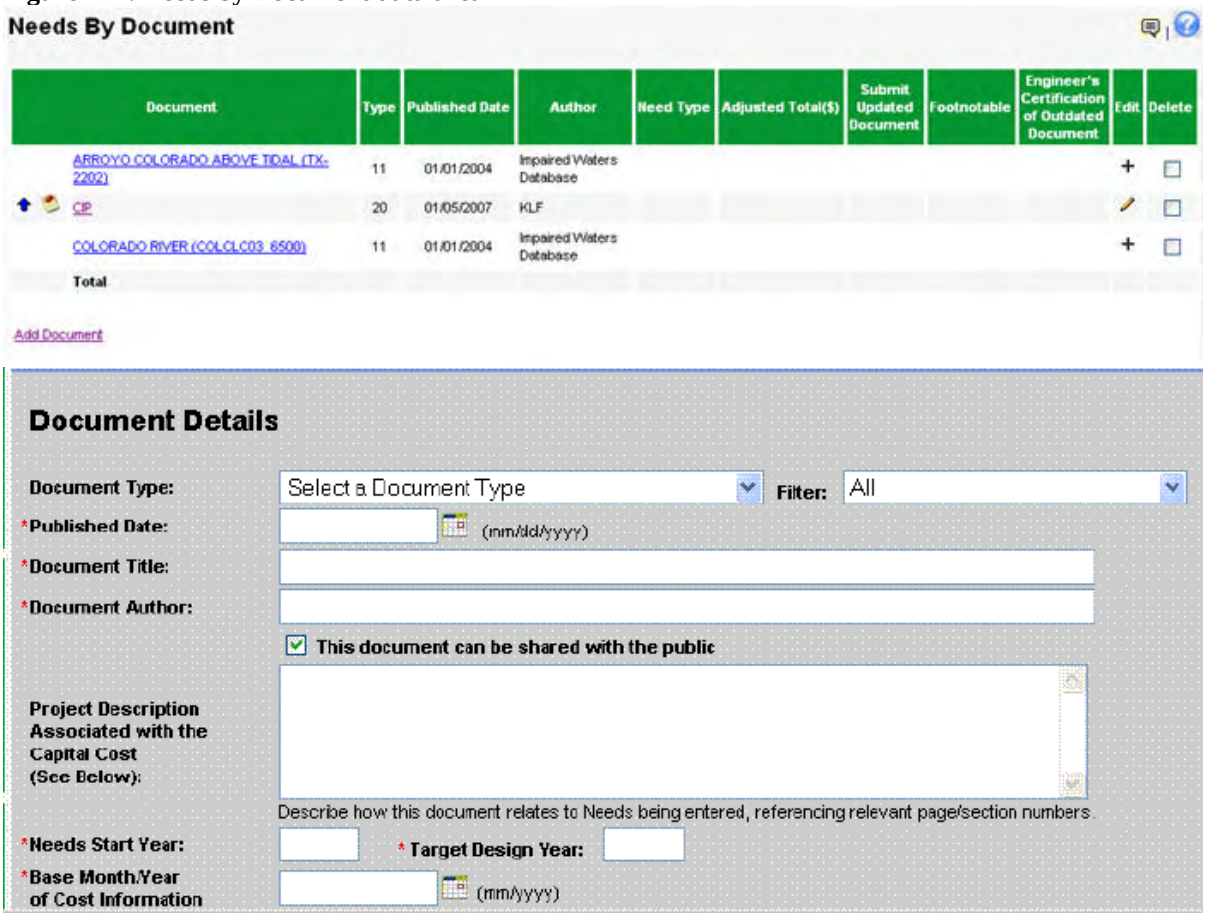
  Warning: If the user does not click* Save *before leaving this data area, entered data is not retained.

- *Check the box in the Delete column to indicate to the State that the Document should be deleted from the list. Note: The deleted item is not removed from the list.*

Table 7- 2: Explanations of the Documents Details data fields

Data Field	Explanation
Document Type	*Select the appropriate Document Type from the drop-down list (See Appendix C for detailed descriptions).* *To filter the list, select Wastewater Facility Documents, NPS Project Documents, Stormwater Documents, or Small Community Documents from the Filter dropdown list. This limits the Document Type dropdown list to the Documents Types most commonly used for the selected type of needs. Select All from the Filter dropdown list to view all Document Types in the Document Type list.* TMDL (08) and 303(d) Listed Water (11) are not listed and can only be assigned using the Impaired Waters portlet (Chapter 12).
Published Date	*Either enter the date in the mm/dd/yyyy format or click to launch a calendar and select a date. The date must be the current date or earlier.*
Document Title	*Enter the Title of the document.*
Document Author	*Enter the Author of the document.*
Narrative	*Provide additional information about the document. When Engineers Certification of Outdated Document is checked, information about the letter/memo used to certify needs and costs is required in the Narrative. Include the author, date, and whether it is uploaded to the system or sent to the Reviewers.*
This document can be shared with the public	*Uncheck this box to indicate that the document should not be publicly available, because it contains confidential business information.*
Needs Start Year	*Enter the year that the project is or was initiated to address the need.*
Target Design Year	*Enter the Target Design Year. This is based on the number of years that the planned solution will address the need. For example, the project is designed to meet the need for twenty years. If the need is met in 2008, the Target Design Year is 2028.*
Base Month/Year of Cost Information	The Base Month/Year indicates the date of the costs in the document. The date should not be the date on which the source document was published, but the month and year base for the costs. Do not enter inflated costs; the database automatically adjusts the costs using the dates entered into the system. *Either enter the date in the mm/yyyy format or click to launch a calendar and select a date. The DEP calculates the Adjusted Amount in January 1, 2008 dollars* If the Base Month/Year is changed, the Adjusted Amount is recalculated for all Capital Costs, regardless of the facility/project, associated with the document. The Base Month/Year cannot be changed if the document is assigned to another facility/project with the review status of Federal Review Requested, Federal Review Correction, or Federal Accepted.

Figure 7- 1: Needs by Document data area



7.1.2. Document Search

The Document Search portlet allows users to search on all the documents (both with and without electronic copies) currently in the DEP within the user's State. The system can search the available documents by Document Type, Published Date, and/or Keyword (Figure 7-2 and Table 7-3)

The Document Type 303(d) Impaired Waters cannot be searched using this function. This type of document to the facility/project is added using the 303(d) Impaired Waters portlet (Chapter 10).

The Document Search portlet will not be displayed if: (1) the Document Type is a CSO and facility is already linked to a CSO Document, or (2) the Document Type is of Need Type Federal, the facility/project is Privately Owned, and none of its Facility Types allows Federal Needs for Private Facilities.

Table 7- 3: Explanations of Document Search Criteria

Search Criteria	Explanation
Document Type	Search based on the desired Document Type selected from the dropdown list.

Published Date From	Searches for documents published after a certain date. *Either enter the date in the mm/dd/yyyy format or select date from the calendar by clicking . For example, type 01/01/2004 or select January 1, 2004 from the calendar to search for documents entered after CWNS 2004.*
Published Date To	Searches for documents published before a certain date. *Either enter the date in the mm/dd/yyyy format or select date from the calendar by clicking . For example, type 01/01/2004 or select January 1, 2004 from the calendar to search documents migrated into the DEP from CWNS 2004.* *Note: Use both the Published Date From and Published Date To to search for documents published between the two dates. For example, enter Published Date From January 1, 2007 and Published Date To January 1, 2008 to search for documents published in the year 2007.*
Keyword	Search the documents' titles and authors for a specific word or phrase.

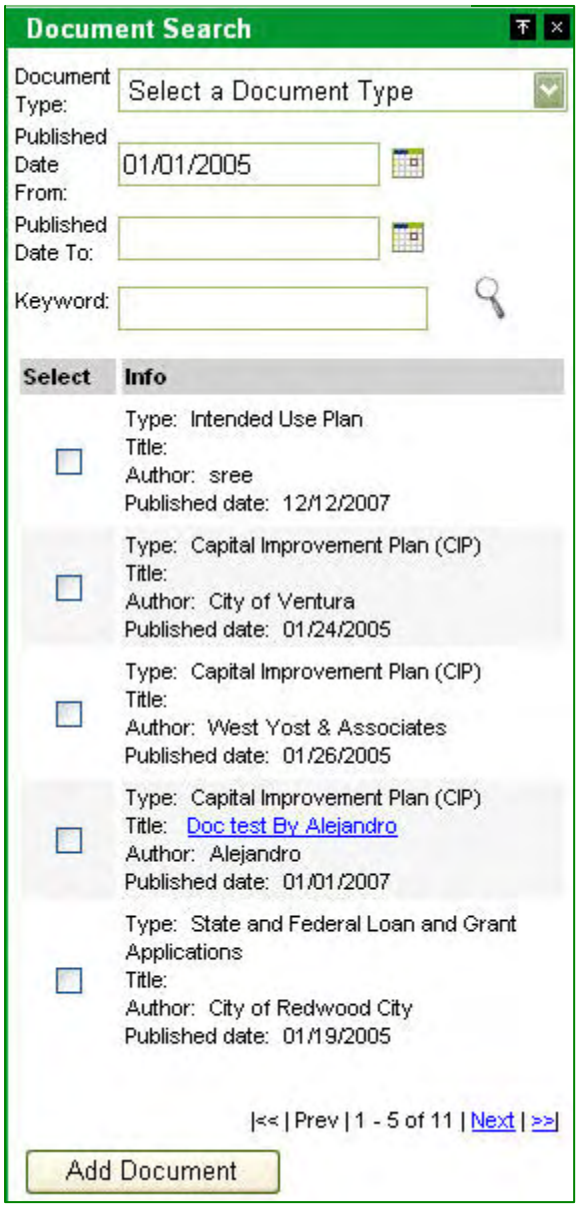
- *Click to begin the search on the entered criteria. The first five Documents that meet the search criteria are displayed in the portlet. The total number of Documents is indicated at the bottom of the portlet (e.g., 1-5 of 11) (Figure 7-2).*

- *To navigate the search results, click Next to display the next five Documents for the search criteria (if not at the end of the list) and click Prev to display the previous five Documents (if not at the beginning of the list). Click >> to display the last page of the Documents list and << to display the first page of the Documents list. If no Documents meet the search criteria, "No records found" is displayed.*

- *The search results display the document's Type, Title, Author, and Published Date. When the Document title is hyperlinked, an electronic version of the document exists. Click on the hyperlinked Title view the document in EDMS.*

- *To associate a Document with the facility/project, select the desired Document by checking the box in front the Document and click Add Document. The Document is then listed in the Needs by Document data area.*

Figure 7- 2: Document Search portlet

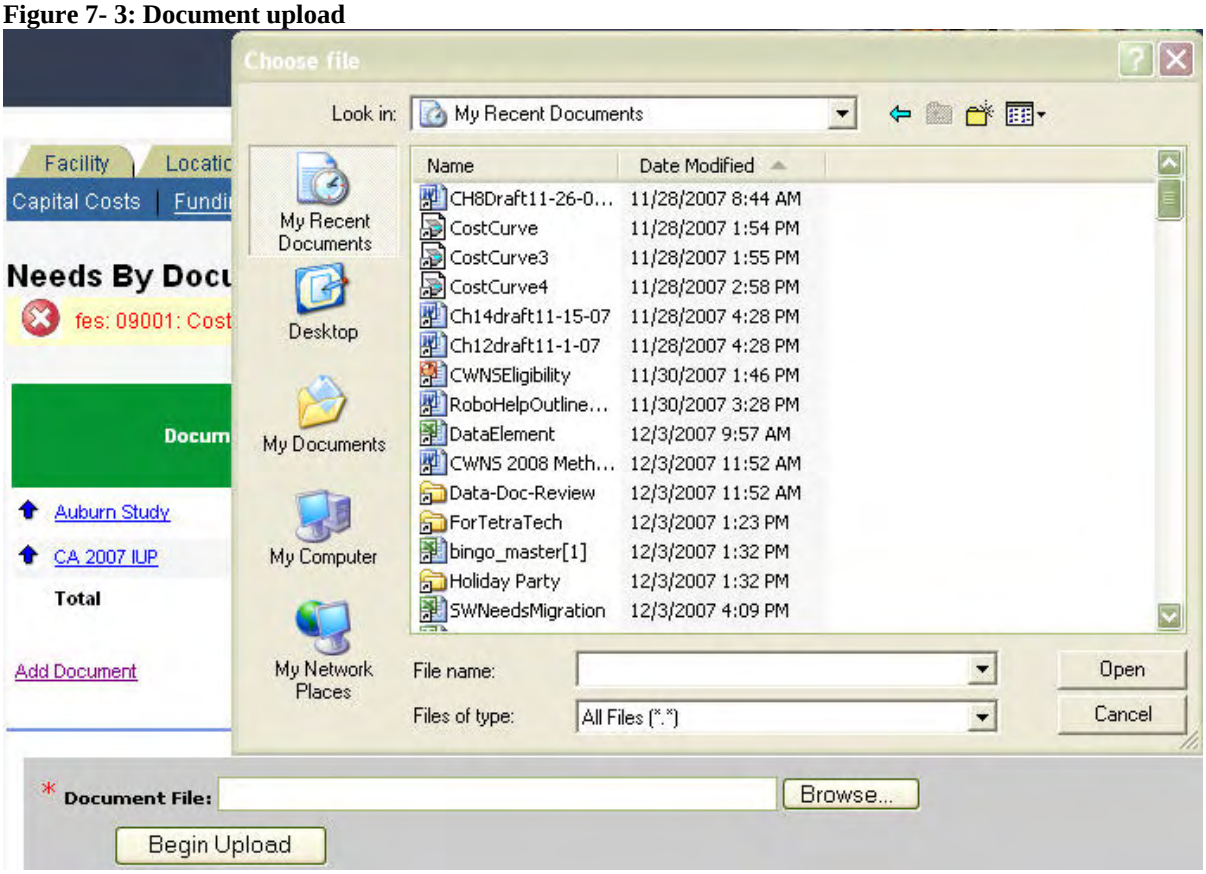


7.1.3. Document Submittal

Documents can be submitted either electronically via the DEP or in hard copy.

Note: To submit documents electronically, Adobe Reader or Adobe Acrobat Professional is required. Download a free copy of Adobe Reader at http://www.adobe.com/products/acrobat/readermain.html.

Figure 7- 3: Document upload



To submit documents electronically:

- *Click ⬆ next to the Document Title to load an electronic document into the DEP.*
  The Electronic document can be in any Microsoft Office format, WordPerfect, or PDF. The file is converted to PDF by the DEP.

- *Click* Browse... *to launch a browser providing access to all files available on the computer. Select the desired file and click* Open *(Figure 7-3). The browser closes and the file name is now listed in the field "Document Files." Click* Begin Upload *to upload the file into the DEP. A progress bar indicates that the document is uploading.*

  The icon next to the Document Title indicates that the electronic file has been successfully uploaded. Click to view the document.

Hard copy(ies) of document(s) should be submitted to the user's State CWNS Coordinator within one week of assigning the facility/project the Feedback Status "State Review Requested" in the DEP.

- Send the document(s) to your State CWNS Coordinator. State CWS Coordinator contact information is available at http://www.epa.gov/cwns/whereyoulive.htm

7.1.4. Capital Costs

The data area Capital Costs allows users to associate Capital Costs with documents already entered in the Needs by Document area and approved for documenting costs (Appendix B). The DEP allows Capital Costs to be entered for documents listed as "No (with exceptions)." These documents will be checked during the review process to ensure that they have sufficient information to be acceptable for cost documentation. The following documents may be approved for costs on a case-by-case basis:

- 08 Total Maximum Daily Load (TMDL)
- 07 National Estuary Program Comprehensive Conservation and Management Plan
- 12 State Needs Surveys & other State forms
- 42 Approved State Annual 317 Workplans
- 44 Nonpoint Source (NPS) Management Program/Assessment Report
- 45 NPS Management Program/Ground Water Protection Strategy Report
- 46 NPS Management Program/Wellhead Protection Program and Plan
- 47 NPS Management Program/Delegated Underground Injection Control Program Plan
- 48 Source Water Assessment/Source Water Protection Plans
- 47 NRCS Conservation Plans and Farm Plans
- 60 Municipal Storm Water Management Plan

If no document has been selected, the message "Please select a document" is displayed in the Capital Costs data area.

- *Select a document from the Needs by Document data area by clicking on the hyperlinked document name in order to update the Capital Costs information related to this document (Figure 7-1).*

  If no Capital Costs exist for the selected document, the message "No Capital Cost for selected Document" is displayed in the Capital Costs data area. This occurs when the Document Type of the selected document is not valid for costs. See Appendix C for more information on the Document Types.

Existing Costs associated with the document are listed in order by Category of Need followed by Classification.

- *Click Add Cost to associate a new Cost to the selected document. Click in the Edit column to edit an existing Cost. Both actions open the Add/Edit Cost data area (Figure 7-4). Explanations of the fields in the Capital Costs list and Add/Edit Cost data area are in Table 7-4.*

  Click Save *to save all changes to this data area. Click* Cancel *to abandon changes.*

Warning: If the user does not click

before leaving this data area, entered data is not retained.

- *Check the box in the Delete column to indicate to the State that the Capital Cost should be deleted from the list. Note: The deleted item is not removed from the list.*

Figure 7- 4: Add/Edit Capital Costs for selected document

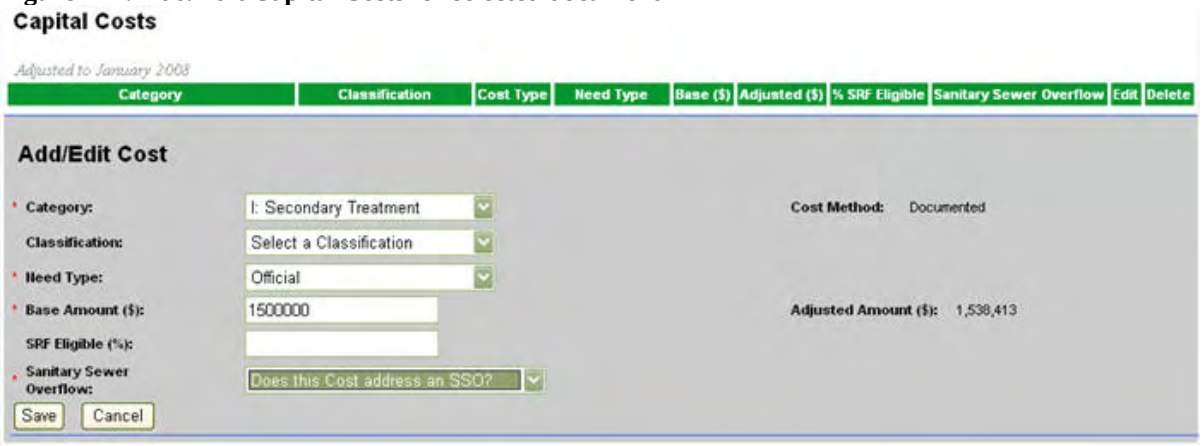


Table 7- 4: Explanations of Cost data fields

Data Field	Explanation
Category	*Select the Needs Category of the Capital Cost (see Appendix B for a list of Needs Categories). See special instructions below for Categories VI-A, VI-B, and VI-C.* Only the Cost Categories valid for the facility/project type. Note: For existing Costs, the Category is view only.
Classification	*Select the appropriate Classification from the dropdown list.* Only classifications valid for the selected Category are displayed. If there are no valid Classifications for the selected Category, N/A is displayed.
Cost Type	Indicates whether the Cost is Documented (D) or generated by a Cost Curve (C). This data is display only.
Need Type	Indicates whether the Need is Official or Unofficial. A default selection is generated by the DEP based on the Document Type, Facility Type, and ownership. For Cost Curves, the default is Official. If the DEP sets the Need Type as Unofficial, then it is disabled and the user cannot change the Need Type. *Use the dropdown list to change the Need Type.*
Base ($)	*For Documented (D) costs, enter the amount of the need in dollars that is indicated in the supporting document.* Costs generated by a Cost Curve are display only.
Adjusted ($)	The need amount adjusted to January 1, 2008 dollars. The DEP adjusts the dollar amount automatically based on the amount entered in the field Base ($). This Adjusted ($) amount is recalculated when the Base ($) amount is changed.

% SRF Eligible	*Enter the percentage of the Need amount eligible for CWSRF funding according to Federal guidelines. The value must be less than or equal to 100.* Note: State rules regarding CWSRF eligibility vary. For the purpose of CWNS, Federal eligibility guidelines should be followed when indicating the % SRF Eligible.
Does this cost address an SSO?	*Indicate whether or not the need is associated with a Sanitary Sewer Overflow (SSO) by selecting either "Yes" or "No" from the dropdown list.* This is only displayed if Sanitary Sewer Overflow is applicable for the selected Category. If not, N/A is displayed.

For needs in Categories VI-A, VI-B, and VI-C, indicate in the Technical Comments area whether or not the costs are specifically required by the facility's draft or final NPDES permit.

- *Click or next to the heading Needs by Document to open an area where comments can be written (Figure 7-1).*
- *Note which costs are for activities specifically required by the facility's draft or final NPDES permit. If none of the costs are for activities required by the NPDES permit, write "no activities are in a permit."*

7.1.5. Cost Curves

In some cases, the State can use Cost Curves to estimate the Capital Costs of documented needs. They are only used when documented costs are not available. Cost Curves are available to State Users in the DEP for the following Facility Types:

- Treatment Plant
- Clustered Systems (Decentralized Wastewater Treatment Systems)
- Onsite Wastewater Treatment Systems (Decentralized Wastewater Treatment Systems)
- Collection: Combined Sewers

7.2. Funding Sub-Tab

7.2.1. Funding Source

The data area Funding Source allows the Local User to view and edit the funding associated with a facility/project (Figure 7-5). Existing Funding Sources are list in numerical order by Loan Number. This optional data area can be used to indicate to the State the portion of the facility/project's needs that were met prior to January 1, 2008.

- *Click Add Funding Source to add a new Funding Source to the facility/project. Funding Sources can also be added using the CWSRF Benefits Reporting Search (CBR) (see next section). Click in the Edit column to edit an existing Funding Source (Note: The edit option is not available if the data is from CBR). Both actions open the Add/Edit Funding Source data area (Figure 7-5). Explanations of the fields in this data area and in the Funding Source list are in Table 7-5).*

  Click Save to save all changes to this data area. Click Cancel to abandon changes.

Warning: If the user does not click

before leaving this data area, entered data is not retained.

- *Check the box in the Delete column to indicate to the State that the Funding Source should be deleted from the list. Note: The deleted item is not removed from the list.*

Figure 7- 5: Add/Edit Funding Source data area

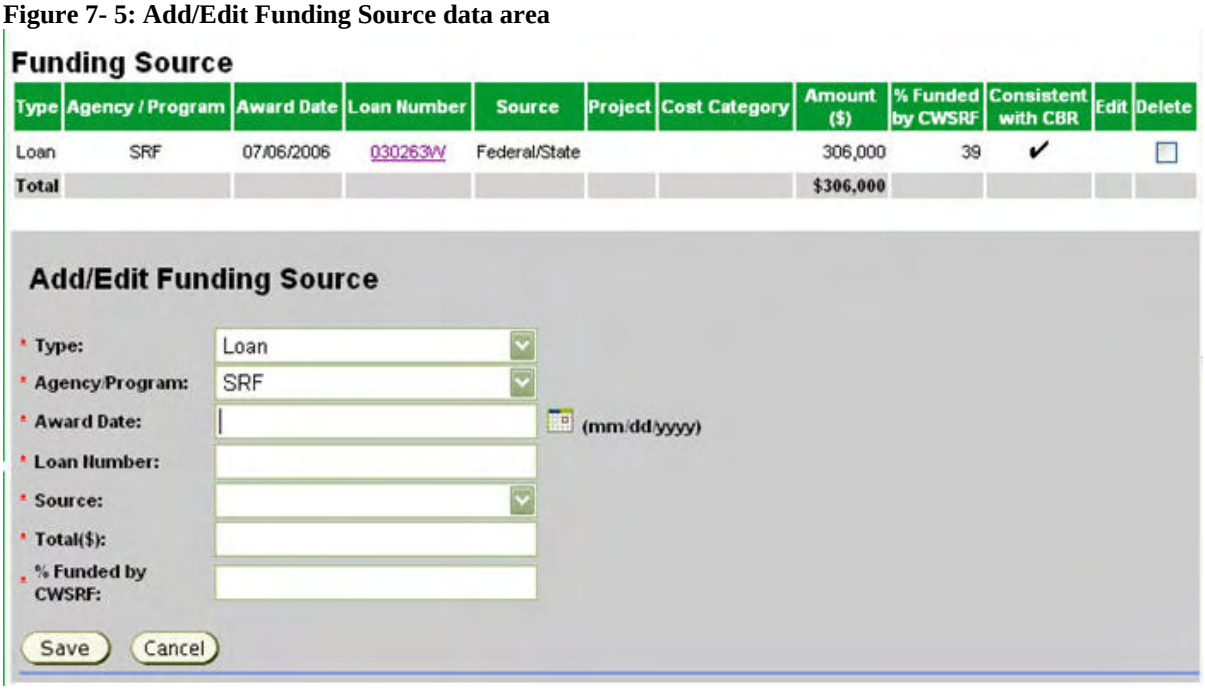


Table 7- 5: Explanations of Funding Source Data Fields

Data Field	Explanation
Type	*Select the applicable type of funding from the following options from the dropdown list: Grant, Loan, Bond, Cash, Guarantee/Purchase Insurance, Sub-State Revolving Fund*
Agency/Program	*Select the agency or organization providing the funding for the facility/project from the following options in the dropdown list: CDBG (Community Development Block Grant), SRF (State Revolving Fund), ARC (Appalachian Regional Commission), EDA (Economic Development Administration), US-EPA,USDA-RD (USDA Rural Development), DOT (Department of Transportation), NRCS (Natural Resources Conservation Service), Other*
Award Date	*Enter the date that the funding was awarded. It must be the current date or earlier in the mm/dd/yyyy format or select date from the calendar by clicking* .
Loan Number	*Enter the number of the loan.* If the data is sourced from CBR, the loan number is hyperlinked in the Funding Source list. *Click the hyperlink to launch a page containing CBR detail information.*

Source	*Select the source of the Funding from one of the following options in the dropdown list: Federal, State, Federal/State, Local, Private*
Total($)/Amount	*Enter the amount of funding (greater then zero) provided to the facility/project by this funding source.* The Total($) is displayed under the column Amount in the Funding Source list.
% Funded by CWSRF	*Enter the percentage of the total cost of the facility/project needs that were funded by the CWSRF.*

The Funding Source list contains several columns that are relevant only to funding sources that are from CBR, including:

- Project : A set of activities that have a single water quality benefit, usually for a single waterbody. One CWSRF loan may finance several projects.
- Cost Category: The CWNS Cost Category for the CWSRF loan.

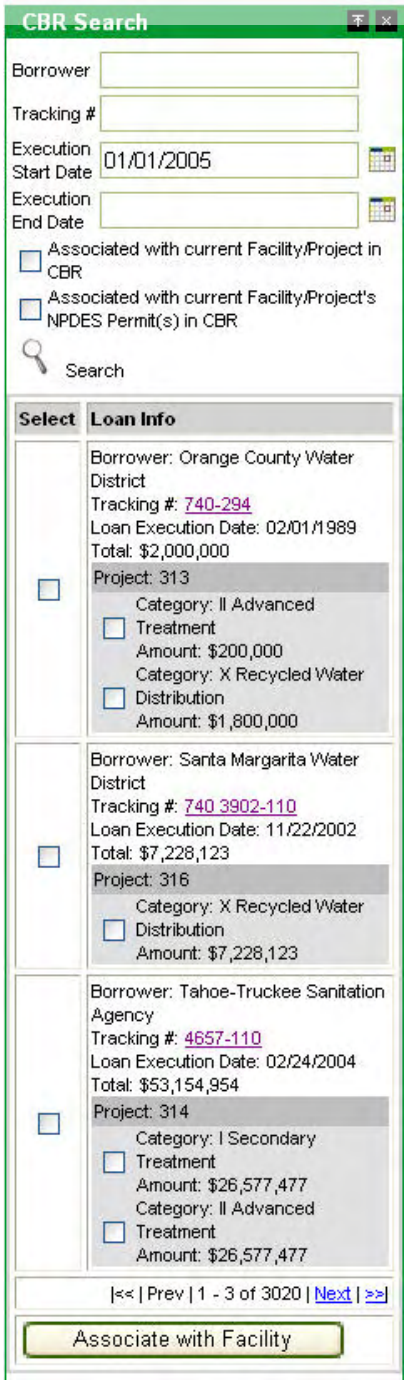
In addition, the column Consistent with CBR indicates whether the information currently entered is consistent with the data in the CWSRF Benefits Reporting (CBR) database. The column is blank if the data source is not CBR. A ✔ is displayed if funding source is consistent with CBR. If the funding source is inconsistent with CBR, is displayed.

- *Click to refresh the data and populate the data fields with the most recent CBR data.*

- *If is displayed, the funding source is no longer in CBR. Click to delete the data.*

The row Total displays the sum of all the funding sources for the Facility/Project. The total is calculated by the DEP.

Figure 7- 6: CBR Search Portlet



7.2.2. CWSRF Benefits Reporting (CBR) Search

The CBR Search allows the Local User to associate funding data already in CBR with a CWNS facility/project. CBR can be searched Borrower Name, Tracking Number, Execution Start Date, Execution End Date, CWNS Number, and/or NPDES permit number(s) (Table 7-6).

- *Enter one or more search criteria, and click to begin the search (Figure 7-6).*

  The first three Loans that meet the search criteria are displayed in the portlet. The total number of Loans is indicated at the bottom of the portlet (e.g., 1-3 of 3020). To navigate the search results, click Next to display the

next three Loans that meet the search criteria (if not at the end of the list) and click Prev to display the previous three Loans (if not at the beginning of the list). Click >> to display the last page of the Loans list and << to display the first page of Loans list. If no Loans meet the search criteria, "No records found" is displayed.

The search results display the Borrower, Tracking Number, Loan Execution Date, Total, Project, Category, and Amount.

The search results exclude loans that have already been associated with the Facility/Project and Project Categories that have been associated with the Facility on Project Category level.

- *Click on the hyperlinked Loan Tracking Number to display the CBR Details, which includes all Loan and Project information, in a pop-up box. If the information is no longer in CBR, an error message displays "This Loan is no longer available in CBR" or "This Project Category is no longer available in CBR." The additional data fields in the CBR Details are Assistance Type, Amount, Final Amount, % Funded by CWSRF, CWNS Number, Facility Name, Description, Permit Number, NPDES Permit Number, and Permit Type. Click* Close *to close the pop-up window.*

- *To associate the entire Loan with the Facility/Project, check the box in the Select column. When at least one Project Category has been associated with the Facility/Project, the Loan-level selection is disabled. To associate a specific Project Category to the Facility/Project, click the box in front of the desired Project Category. After checking all selections, click* Associate with Facility *. The Loan and/or Project Category is then listed in the Funding Source data area.*

Table 7- 6: Explanations of CBR Search Criteria

Search Criteria	Explanation
Borrower	Performs a keyword search of the data field borrower. *Enter a partial or complete name.*
Tracking Number	Performs a keyword search of the CBR tracking number. *Enter a complete or partial tracking number.*
Execution Start Date	Searches the CBR database for all Execution Start Dates on or after the date entered and before the Execution End Date (if entered) or current date. *Either enter the date in the mm/dd/yyyy format, or select date from the calendar by clicking* .
Execution End Date	Searches the CBR database for all Execution End Dates on or before the date entered and after the Execution End Date (if entered). *Either enter the date in the mm/dd/yyyy format, or select date from the calendar by clicking* .
Associated with current Facility/Project in CBR	*Check this box to filter the search results by the facility/project's CWNS number.*
Associated with current Facility/Project's NPDES Permit(s) in CBR	*Check this box to filter search results by all the facility/project's NPDES permit numbers.*

7.3. Operation & Maintenance Sub-Tab

The data area Operation & Maintenance (O & M) allows the Local User to view and edit the O & M costs associated with the facility/project. Existing O & M costs are listed in descending order by year. The yearly totals are highlighted and have bold text. This is an optional data area (Figure 7-7).

- *Click Add Operation & Maintenance Cost to add a new O & M cost to the facility/project. Click in the Edit column to edit an existing O & M cost (Note: The edit option is not available for the Total rows). Both actions open the Add/Edit O & M Cost data area (Figure 7-7). Explanations of the fields in this data area are in Table 7-7).*

  Click Save to save all changes to this data area. Click Cancel to abandon changes.

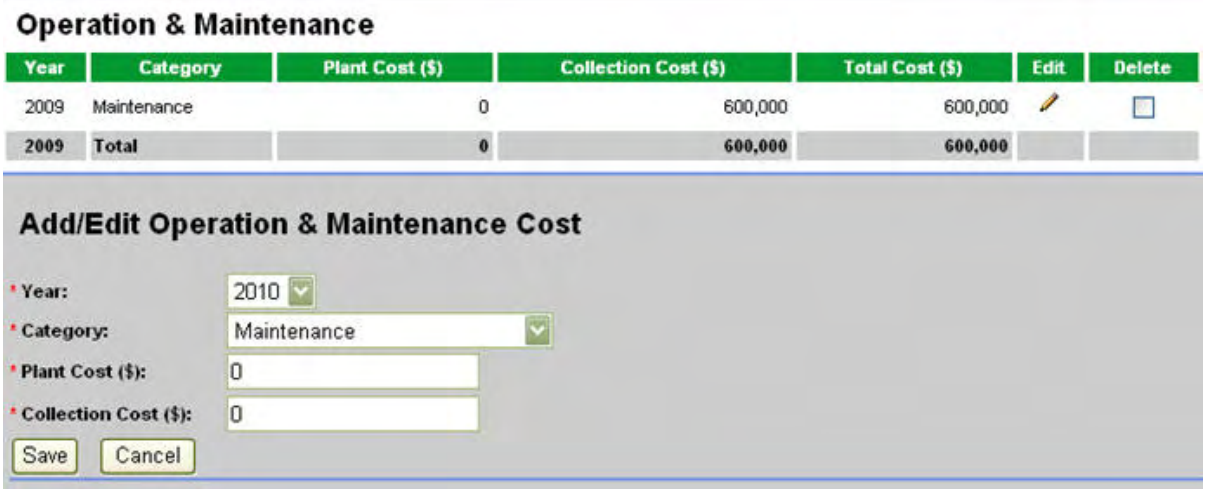
  Warning: If the user does not click Save before leaving this data area, entered data is not retained.

- *Check the box in the Delete column to indicate to the State that the O & M cost should be deleted from the list. Note: The deleted item is not removed from the list.*

Table 7- 7: Explanations of O & M data fields

Data Field	Explanation
Year	Year that the O & M are incurred. The default is the current year. For NPS, only one row is allowed per year. *Select a different year from the dropdown list containing 41 years (20 years before current year, to 20 years after current year). The year is disabled if the user is editing an existing O & M Cost.*
Category	*For Wastewater Options, select one of the following options from the dropdown list (Note: if Total is selected, additional detail rows cannot be added): Operation, Maintenance, Replacement, Debt Service, Other, Utilities, Chemicals, Total.* *For NPS, only Total may be selected from the dropdown list.*
Plant Cost ($) (Wastewater Only)	*Enter the cost of O & M for the Plant for the Category selected. Total of Plant (Monitoring) Cost + Collection (Maintenance) Cost must be > 0*
Collection Cost ($) (Wastewater Only)	*Enter the cost of O & M for the Collection for the Category selected.*
Monitoring Cost ($) (NPS Only)	*Enter the total cost of O & M for Monitoring the project.*
Maintenance Cost ($) (NPS Only)	*Enter the total cost of O & M for Maintenance for the project.*

Figure 7- 7: Add/Edit Operation and Maintenance Costs Data Area

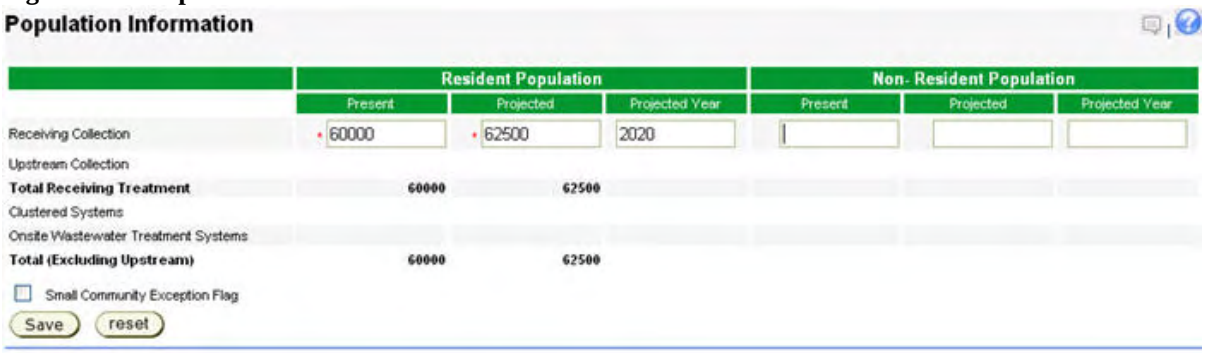


8. Population and Flow Tab

8.1. Population Information

The data area Population (Figure 8-1) is enabled for facilities with the following Facility/Project Types: Collection: Separate Sewers, Collection: Combined Sewers, Treatment Plant, Onsite Wastewater Treatment System, Clustered System, Treatment Lagoon or Pond, Storage Facility, and Collection: Pump Stations. It is not shown for other Facility/Project Types.

Figure 8- 1: Population Information data area



For this data area:

- "Resident Population" applies to people who live within the service area of the selected facility.
- "Non-resident Population" applies to people who do not live within the service area of the facility but still use or are served by the associated sewers, treatment plants, or decentralized treatment systems. This population includes transient, seasonal, or commuting workers and tourists.
- "Present Population" refers to the population currently associated with the facility.
- "Projected Population" refers to the population that will be associated with the facility in the design year.

The Population Information data fields are described in Table 8-1. Add/Edit Onsite Wastewater Treatment Systems and Clustered Systems Population data fields are described in Table 8-2.

Table 8- 1: Explanations of Population Information data fields

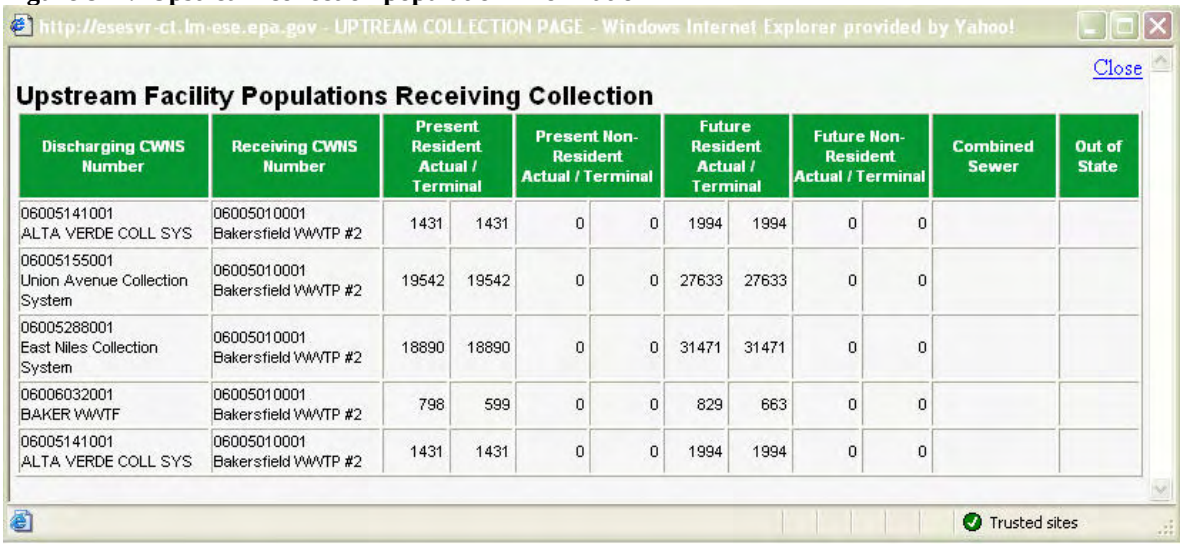
Data Field	Explanation
Receiving Collection	*Enter the number of persons receiving collection at this facility.* The Present population columns (resident and non-resident) are enabled if the Facility/Project Type is present; the Projected population columns (resident and non-resident) are enabled if the Facility/Project Type is projected. The residential and/or non-residential population must be greater than zero.
Projected Year	Only enabled if Projected Population is entered. *Enter the year for the projected population. The Projected Population year must be between 2008 and 2028.*
Upstream Collection	View only. Displays the Receiving Collection population of facility(ies) (including out of State facilities) that discharge, directly or via another facility, into the current facility. If an upstream facility

	also discharges to another facility(ies), then upstream facility's population is apportioned according to the ratios entered on the Discharge area. *Click Details to view all Upstream Facilities and Receiving Collection counts in a pop-up box (Figure 8-2).*
Total Receiving Treatment	View only. The sum of Receiving Collection and Upstream Collection.
Clustered Systems	View only. *For Facility Type Clustered System, click Details to open the Add/Edit Clustered Systems Population data area and enter Population data (Figure 8-3, Table 8-2).*
Onsite Wastewater Treatment Systems	View only. *For Facility Type Onsite Wastewater Treatment Systems, click Details to open the Add/Edit Onsite Wastewater Treatment Systems Population data area and enter Population data (Table 8-2).*
Total (Excluding Upstream)	View only. The sum of Receiving Collection, Clustered Systems, and Onsite Wastewater Treatment Systems.
Small Community Exception Flag	*Check this box if the facility's population is fewer than 10,000 persons and meets one of the following:* • *One of several facilities serving a community of 10,000 persons or more.* • *Its wastewater system and its location within an urbanized area make it a component of, and virtually indistinguishable from, surrounding or adjacent entities.* • *Its wastewater system is physically connected to a regional treatment authority serving 10,000 persons or more.* When this box is checked, the facility is not considered a small community for the purposes of CWNS.

Click Save *to save all changes to this data area. Click* reset *to return to the most recently saved version of the data.*

Warning: If the user does not click Save ***before leaving this data area, entered data is not retained.***

Figure 8- 2: Upstream collection population information



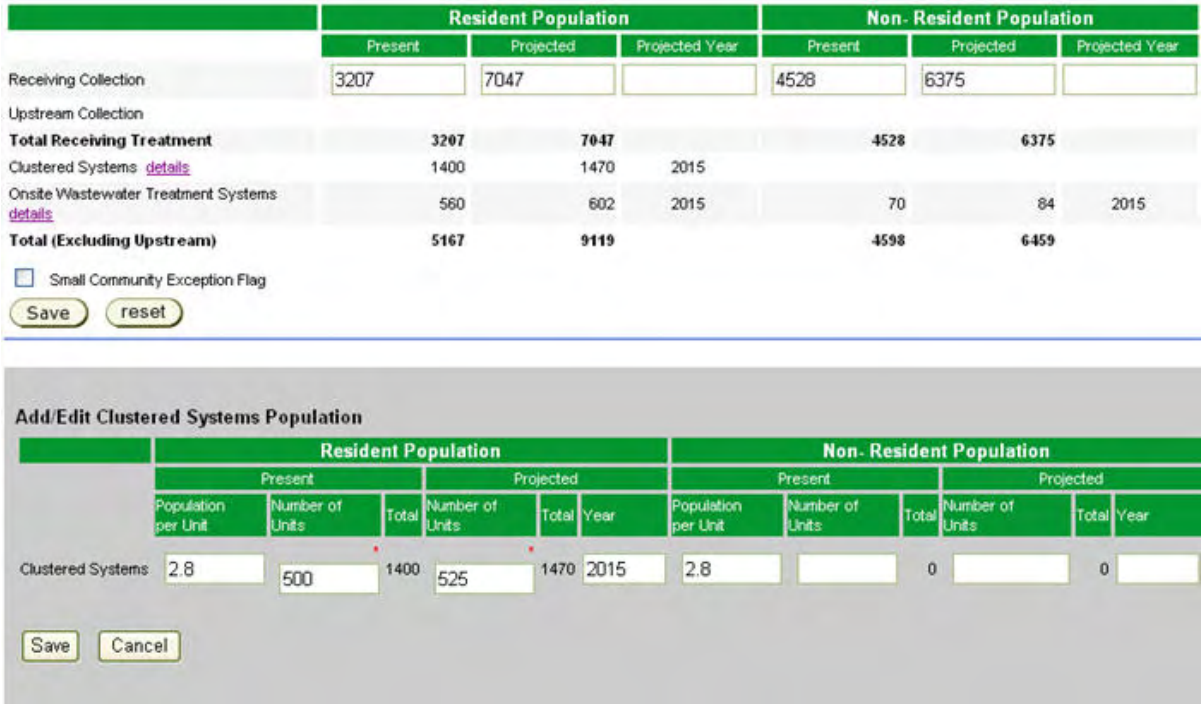
Upstream Facility Populations Receiving Collection

Discharging CWNS Number	Receiving CWNS Number	Present Resident Actual / Terminal		Present Non-Resident Actual / Terminal		Future Resident Actual / Terminal		Future Non-Resident Actual / Terminal		Combined Sewer	Out of State
06005141001 ALTA VERDE COLL SYS	06005010001 Bakersfield WWTP #2	1431	1431	0	0	1994	1994	0	0		
06005155001 Union Avenue Collection System	06005010001 Bakersfield WWTP #2	19542	19542	0	0	27633	27633	0	0		
06005288001 East Niles Collection System	06005010001 Bakersfield WWTP #2	18890	18890	0	0	31471	31471	0	0		
06006032001 BAKER WWTF	06005010001 Bakersfield WWTP #2	798	599	0	0	829	663	0	0		
06005141001 ALTA VERDE COLL SYS	06005010001 Bakersfield WWTP #2	1431	1431	0	0	1994	1994	0	0		

Table 8- 2: Explanations of OWTS and Clustered System population data fields

Data Field	Explanation
Population per Unit	This field is pre-populated with the average population per unit for the facility's Primary County (if indicated in the Location data area) or for the State (if the Primary County has not been identified). *Change the field by typing a different value in the box.*
Number of Units	*Enter the number of units (e.g., dwellings) of being served by the Clustered System or Onsite Wastewater Treatment Systems.* The Present population columns (resident and non-resident) are enabled if the Facility/Project Type is present; the Projected population columns (resident and non-resident) are enabled if the Facility/Project Type is projected. The residential and/or non-residential population must be greater than zero.
Total	View only field that is calculated by DEP. Equal to Population per Unit * Number of Units.

Figure 8- 3: Clustered System population data area



Click Save *to save all changes to this data area. Click* Cancel *to abandon changes.*

Warning: If the user does not click Save ***before leaving this data area, entered data is not retained.***

8.2. Flow

The data area Flow is enabled for facilities with the following Facility Types: Treatment Plant, Treatment Lagoon or Pond, and Storage Facility. The data can be entered for Existing and Present Design Flow when the facility has an applicable present Facility Type. Future Design Flow can be entered if the facility has an applicable projected Facility Type. It is not shown for other Facility/Project Types

Flow data fields are explained in Table 8-3. To view the flow data related to the facility's NPDES permit, use the NPDES Permit Flow Data portlet (next section). To enter flow values:

- *Click* disable *to enter values for the fields Municipal Flow, Industrial Flow, and Infiltration Flow. The system calculates the Total Flow.*

  <u>OR</u>

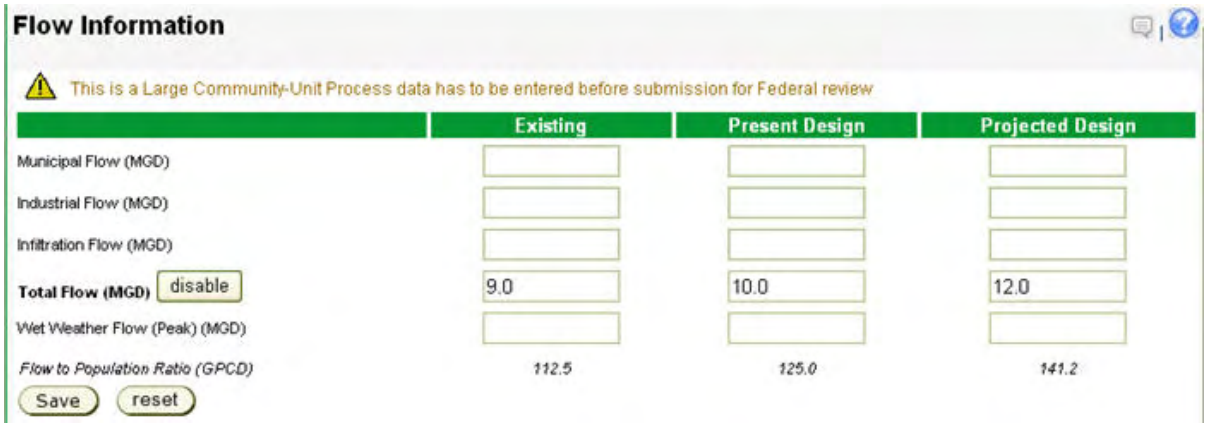
  Click enable *to enter a value for Total Flow. Individual Municipal/Industrial/Infiltration Flow values are no longer displayed (Figure 8-4)*

- *Enter the value for Wet Weather Flow (Peak)*

Table 8- 3: Explanations of Flow data fields

Data Field	Explanation
Municipal Flow	The portion of the wastewater flows generated by residential, commercial and/or institutional sources within the service area of the facility in millions of gallons per day (MGD).
Industrial Flow	The portion of the wastewater flows generated by industrial sources within the service area of the facility in MGD. This should include all industrial sources greater than 0.025 MGD (25,000 gallons per day).
Infiltration Flow	The estimated portion of the wastewater flow that is entering the collection system via defective joints, connections, or manhole walls (as a result of infiltration and inflow, or I&I) in MGD.
Total Flow	The sum of the Municipal Flow, Industrial Flow, and Infiltration Flow in MGD.
Wet Weather Flow (Peak)	The peak flow that the treatment plant either can or does treat (MGD). This is an optional field and is not included in the calculation of Total Flow.
Existing Flow	The calculated average flow for a recent 12-month period.
Present Design Flow	The current designed hydraulic capacity for the facility.
Future Design Flow	The planned hydraulic capacity for the facility in the design year.
Population to Flow Ratio	The ratio is calculated by the data entry system. It is equal to (Total Flow * 1,000,000)/ [Residential Population Receiving Treatment + (Non-residential Population Receiving Treatment * 0.6)]. The Population to Flow Ratio is red if it does not fall within the range of 50-150 gallons per capita per day (GPCD). *When the Population to Flow Ratio is red, enter a Flow Comment to explain why the Flow-to-Population ratio is not within an acceptable range. Click* or *to open an area where the comment can be written.*

Figure 8-4: Flow Information data area (total flow enabled). Large communities are required to enter Unit Process Information.



Click Save *to save all changes to this data area. Click* reset *to return to the most recently saved version of the data.*

Warning: If the user does not click Save ***before leaving this data area, entered data is not retained.***

8.3. NPDES Permit Flow Data

The NPDES Permit Flow Data portlet (Figure 8-5) allows the user to search for flow data associated with the NPDES permit (for which "Use Data" is indicated in the Permits data area) over a specified length of time. The NPDES Permit number for the permit is listed at the top of the portlet and the present design flow is listed at the bottom of the portlet. The data provided as a result of this search can be used to gather needed information for the Flow Information data area. Information for using this portlet is provided in Table 8-4.

- *After entering all the search criteria, click* *to display the Flow data for the selected between the start month and end month. The results display the Maximum Quantity, Average Quantity, and Unit of Measure by date. An average for the search period is also displayed.*

Table 8- 4: Explanations of NPDES Permit Flow Data search criteria

Search Criteria	Explanation
Pipe	All pipes associated with the permit are listed in a dropdown list. The frequency (e.g. monthly, quarterly, yearly) of the available data is listed following the pipe. *Select the desired pipe.*
Start Date	Enter the beginning date for the data. *Either enter the date in the mm/dd/yyyy format or click* *to launch a calendar and select a date.*
End Date	Enter the end date for the data. The default value is today's date. *To change it, either enter the date in the mm/dd/yyyy format or click* *to launch a calendar and select a date.*

Figure 8- 5: NPDES Permit Flow Data portlet

NPDES Permit Flow Data

NPDES Permit Number: DC0021199

Pipe: 001-OUTFALL **

Start Date : 12/1/2004

End Date : 12/1/2005

Search :

Date	Maximum Quantity	Average Quantity	Unit of Measure
2004-12-31	3.83	1.15	
2005-01-31	10.81	2.44	
2005-02-28			
2005-03-31	28.64	6.89	
2005-04-30	26.54	6.59	
2005-05-31	17.77	4.53	
2005-06-30	3.24	0.94	
2005-07-31	14.88	4.17	
2005-08-31	1.44	0.32	
2005-09-30			
2005-10-31	30.35	09.07	
2005-11-30	1.29	0.30	
Average	11.565833	3.033333	

Present Design Flow:370.0

9. Discharge and Effluent Tab

9.1. Discharge Information

The data area Discharge Information displays all discharges currently assigned to the facility/project. Local Users can view and edit discharge information for the following Facility Types:

- Confined Animals (Point Source)
- Mining (Point Source)
- Treatment Lagoon or Pond
- Storage Facility
- Collection: Pump Stations
- Phase I MS4
- Phase II MS4
- Non-traditional MS4
- Unregulated Community
- Collection: Separate Sewers
- Collection: Combined Sewers
- Collection: Interceptor Sewer
- Treatment Plant
- Recycled Water Distribution
- Individual On-site System Area
- Decentralized Wastewater Treatment System

It is not shown for other Facility/Project Types.

- *Click Add Discharge to add a new Discharge Method to the facility/project. Click in the Edit column to edit an existing Discharge Method. Both actions open the Add/Edit Discharge Method data area (Figure 9-1). Explanations of the fields in this data area are in Table 9-1.*

  Click Save to save all changes to this data area. Click Cancel to abandon changes.

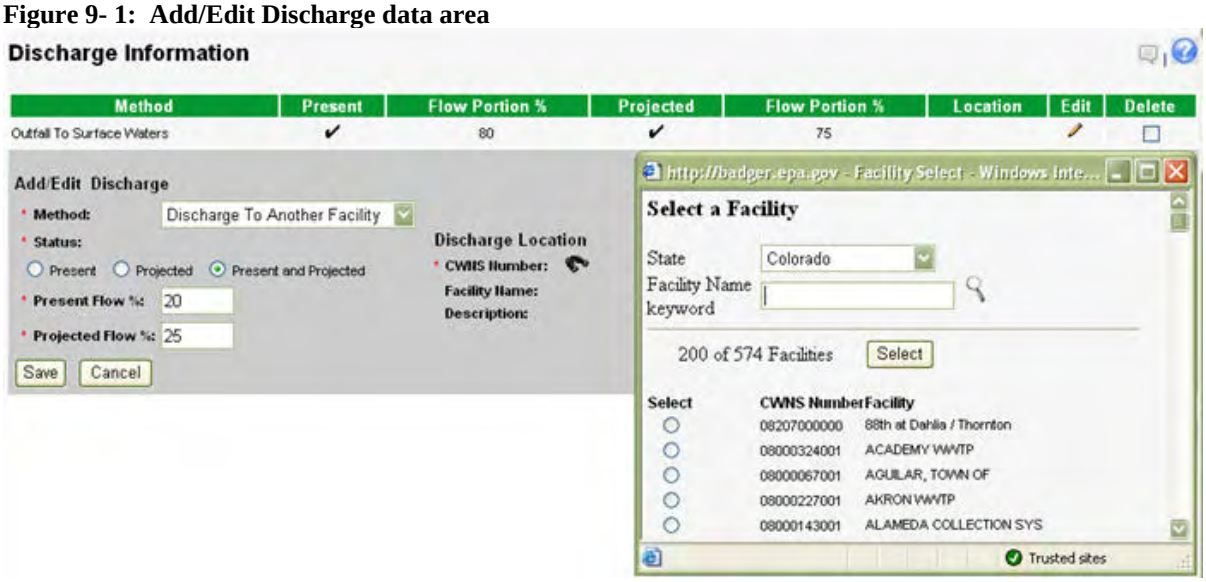
  Warning: If the user does not click Save before leaving this data area, entered data is not retained.

- *Check the box in the Delete column to indicate to the State that the Discharge should be deleted from the list. Note: The deleted item is not removed from the list.*

Table 9- 1: Explanations of Discharge data fields

Data Field	Explanation
Method	*Select one of the methods of discharge from the dropdown list. Only Methods that are valid for the Facility Type are listed. Only the Discharge Method "Discharge to Another Facility" may be selected multiple times.*
Status	Indicates whether the Discharge Method is Present, Projected, or Present and Projected. *Click the desired radio button. The default selection is Present and Projected.*
Present Flow Portion %	*When present Discharge to Another Facility is selected, enter a Present Flow % that is greater than 0 and less than or equal to 100. If Present is not selected, the Present Flow % is blank and disabled.*
Projected Flow Portion %	*When present Discharge to Another Facility is selected, enter a Projected Flow % that is greater than 0 and less than or equal to 100. If Projected is not selected, the Projected Flow % is blank and disabled.*
Discharge Location	The facility which receives discharge from the current facility. This field is only enabled if the selected Discharge Method is Discharge To Another Facility.
CWNS Number	The CWNS number of the facility receiving the discharge. *Click to view of pop-up box containing a list of valid facilities. Select the radio button in front of the desired facility and click* Select. *Search the list of facilities by selecting a State from the dropdown list or entering a keyword and clicking* (Figure 9-1). To be a valid Discharge Facility, it: • Must be in the user's State if any of the facilities in the sewershed are using a CSO Cost Curve • Cannot be in the sewershed of the discharging facility • Cannot have a Review Status of Federal Review Requested, Federal Review Correction, Federal Accepted or Deleted. • Facility Type must be present if Discharge Method is present; Facility Type must be projected if Discharge Method is projected.
Facility Name	Display only, based on the CWNS number selected.
Description	Display only, based on the CWNS number selected.

Figure 9- 1: Add/Edit Discharge data area



9.2. Effluent Information

The data area Effluent Information (Figure 9-2) allows the Local User to indicate the effluent treatment level (Table 9-2) for facilities with the following Facility Types: Treatment Plant, Treatment Lagoon or Pond, and Storage Facility. Data can be entered for Present Treatment Level when the Status is present and for Projected Treatment Level when the Status is projected. It is not shown for other Facility/Project Types.

Figure 9- 2: Effluent Information data area

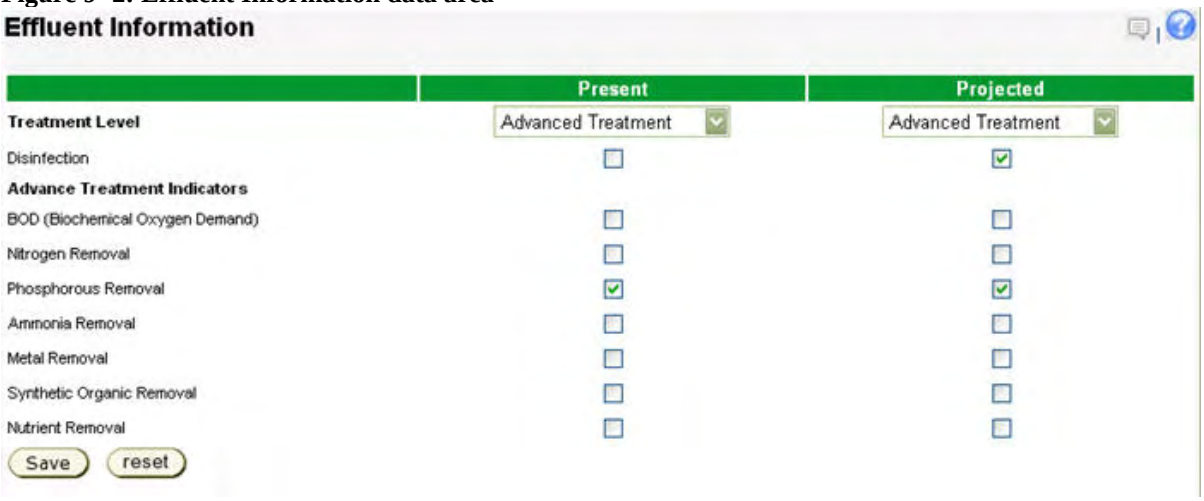


Table 9- 2: Treatment level definitions

Treatment Level	Definition
Raw Discharge	Effluent that is not treated.
Primary Treatment (45mg/l<BOD)	Process in which the effluent that is treated to remove floating debris and solids by screening and sedimentation.
Advanced Primary	Process in which chemicals are added to further treat primary effluent and increase the amount of solid matter removed.
Secondary Wastewater Treatment	The minimum level of treatment required for discharges from all municipal wastewater treatment facilities by the Clean Water Act; facilities granted ocean discharge waivers under section 301(h) are exempt from this requirement (Appendix E). The effluent must meet the minimum removal standards for Biochemical Oxygen Demand (less than or equal to 30 mg/l), total suspended solids (TSS), and pH in from municipal wastewater treatment facilities defined in Federal regulations.
Advanced Treatment	A level of treatment that is more stringent than secondary treatment or produces a significant reduction in nonconventional or toxic pollutants present in the facility's effluent. The treatment level is considered advanced if BOD is less than or equal to 20 mg/l or one or more advanced treatment indicators are in the facility's permit.

- *From the dropdown list, select one of the following Treatment Levels: Raw Discharge, Primary (45mg/l<BOD), Advanced Primary, Secondary, Advanced Treatment.*

  Note: Advanced Treatment should be selected if any of the listed Advanced Treatment Indicators are required in the permit (Figure 9-2).

- *Check Disinfection if the facility uses a process (e.g. chlorination, UV radiation, ozone) to destroy or inactivate pathogens. This option is available for all Treatment Levels.*

- *If Advanced Treatment is selected, the Advanced Treatment Indicators check boxes are enabled. Indicate the facility's Advanced Treatment Indicator(s) by checking its box. At least one Advanced Treatment Indicator is required.*

  Check BOD as an Advanced Treatment Indicator only for levels less than or equal to 20 mg/L. For all other indicators, check the box if any limit is included in the permit.

If present and/or projected effluent is Raw Discharge/Primary/Advanced Primary and present and/or projected Discharge method is Ocean Discharge, Outfall to Surface Waters, or Overland Flow, the user is warned that the present and/or projected Discharge is less than Secondary Treatment. Only facilities with 301(H) Ocean Discharge Waivers can have a projected Discharge of less than Secondary Treatment (Appendix E contains a list of facilities with 301(H) waivers).

Click Save *to save all changes to this data area. Click* reset *to return to the most recently saved version of the data.*

Warning: If the user does not click Save before leaving this data area, entered data is not retained.

10. Pollution Tab

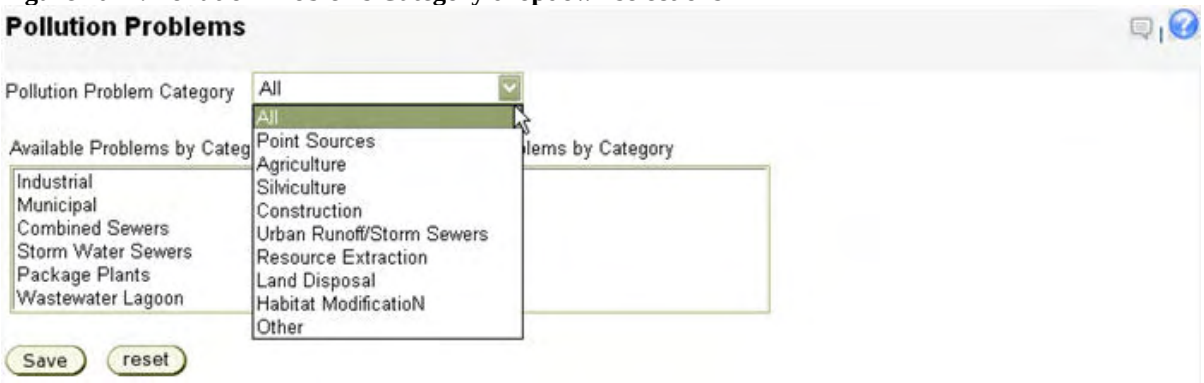
10.1. Pollution Problems

The data area Pollution Problems allows Local Users to indicate the pollution problems that the facility/project's needed capital costs will address. This data area is enabled for all Facility/Project Types, except Plan Development.

The DEP lists all available pollution problems.

- *Refine the list of available pollution problems by selecting a Pollution Problem Category from the drop down menu (Figure 10-1). This limits the options in the Available Problems by Category list to just problems in the selected category. See Table 10-1 for a list of the pollution problems included in each category.*

Figure 10- 1: Pollution Problems Category dropdown selections



- *To assign a pollution problem category to the facility/project, select the desired pollution problem(s) from the Available Problems by Category list and click > to move it to the Selected Problems by Category list. To remove a problem from the list, select the problem from the Selected Problems by Category list and click < to return it to the Available Problems by Category list (Figure 10-2). Use the control key to select multiple Problems.*

Click Save *to save all changes to this data area. Click* reset *to return to the most recently saved version of the data.*

Warning: If the user does not click* Save *before leaving this data area, entered data is not retained.

Figure 10- 2: Pollution Problem data area

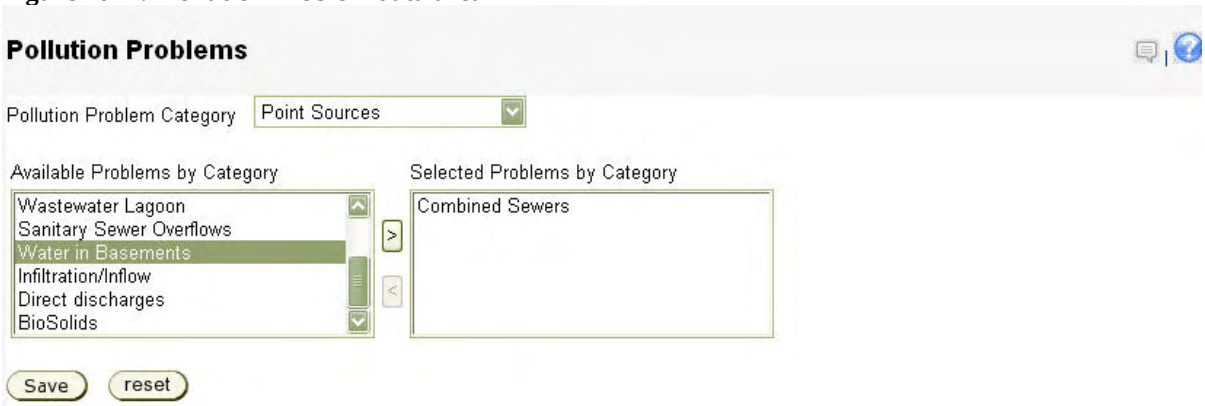


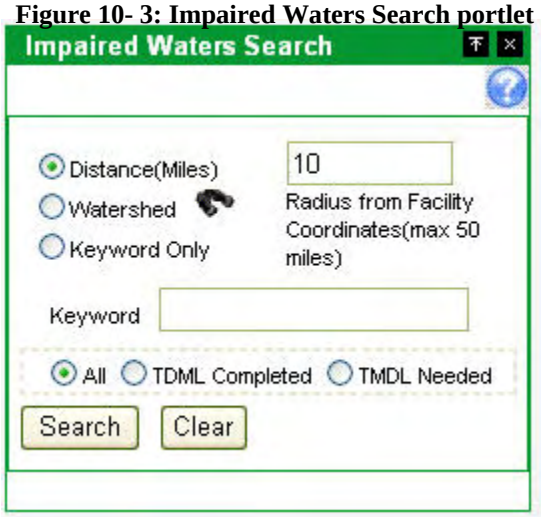
Table 10- 1: Available Problems by Category

Pollution Problem Categories	Pollution Problems	
Point Sources	BioSolids Combined Sewers Industrial Municipal	Package Plants Sanitary Sewer Overflows Storm Water Sewers Wastewater Lagoon
Agriculture	Agriculture Animal Holding Aquaculture Feedlots	Irrigated Crops Non-Irrigated Crops Pasture Land Specialty Crops
Silviculture	Forest Management Silviculture	Timber Harvesting Timber Harvesting Roads
Construction	Construction Highway Construction	Land Development
Urban Runoff/Storm Sewers	Industrial Runoff Storm Sewers	Surface Runoff Urban Runoff
Resource Extraction	Acid Mine Drainage Dredge Mining Mine Tailings Mining	Petroleum Activities Subsurface Mining Surface Mining
Land Disposal	Biosolids Disposal Hazardous Waste Industrial Land Treatment Land Disposal	Landfills Septic Tanks Wastewater Disposal
Habitat Modification	Channelization Dam Construction Draining/Filling Dredging	Flow Regulation Hydromodification Riparian Destruction Streambank Disturbance
Other	Atmospheric Deposition Highway Maintenance In-Place Contaminants Miscellaneous	Natural Conditions Recreational Activities Spills Waste Storage

10.2. Impaired Waters Search

The Impaired Waters Search portlet located in the left column of the Pollution Problems data area allows the Local User to search for Impaired Waters in the National TMDL Tracking database and associate them with the facility/project (Figure 10-3). The Local User can search Impaired Waters by Distance, Watershed, and/or Keyword.

Figure 10- 3: Impaired Waters Search portlet



- *Click the radio button in front of Distance (Miles), Watershed, or Keyword Only to indicate which field is used to search the database (Table 10-2).*

- *Enter a keyword in the text box to further refine searches based on either Distance or Watershed. The DEP searches the fields Impaired Waters' List ID and Water Body Name for the word or phrase entered.*

Table 10- 2: Explanations of Impaired Waters search criteria

Search Criteria	Explanation
Distance (Miles)	Searches on the radial distance (in miles) from the facility/project's coordinates. The maximum distance that can be entered is 50 miles. The Distance search is disabled if no Coordinates data is entered for the facility/project.
Watershed	Searches for Impaired Waters within the specified watershed. The system pre-populates this search field with HUC of the Primary Watershed assigned to the facility/project, if entered. *Select a different watershed by clicking* *to view an alphabetical list of Watersheds/HUC in the State. Select the radio button of the desired Watershed and click* Select.
Keyword Only	Searches the fields Impaired Waters' List ID and Water Body for the word or phrase entered, regardless of Distance and Watershed.

The search results can be filtered based on whether or not a TMDL is approved for the Impaired Water.

- *Select one of the following radio buttons:*

  "All" to see all Impaired Waters that meet the search criteria, regardless of TMDL status.

  "TMDL Completed" to see only the Impaired Waters that meet the search criteria <u>and</u> have completed, EPA approved TMDLs.

  "TMDL Needed" to see only the Impaired Waters that meet the search criteria <u>and</u> do not have completed TMDLs.

- *Click* Search *to begin the search on the entered criteria or* Clear *to remove the entered search criteria.*

  The first five Impaired Waters that meet the search criteria are displayed in the portlet in order of proximity to the facility/project coordinates for Distance searches and in alphabetical order for other searches. The total number of Impaired Waters is indicated at the bottom of the portlet (e.g., 1-5 of 8) (Figure10-3). Impaired Waters already associated with the facility/project are not displayed.

- *To navigate the search results, click Next to display the next five Impaired Waters for the search criteria (if not at the end of the list) and click Prev to display the previous five Impaired Waters (if not at the beginning of the list). Click >> to display the last page of the Impaired Waters list and << to display the first page of the Impaired Waters list. If no Impaired Waters meet the search criteria, "No records found" is displayed.*

- *The search results display the following for each Impaired Water: the 303(d)List ID, Water Body Name, and link to TMDL information, if available. For Distance searches, the Distance from Facility is also displayed.*

  Click the hyperlinked List ID to launch a website with additional information about the Impaired Waters reported to EPA.

  Click …TMDLs, if available, to launch a website with Detailed TMDL Report for the water body.

- *To associate an Impaired Water with the facility/project, select the desired Impaired Water by checking the box in front the Impaired Water and click* Associate with Facility *.*

  The Impaired Water is then listed in the Impaired Waters data area.

  A document Impaired Waters or TMDL Listing (document type 11) is created, associated with the facility, and listed in the Needs by Document data area. The document is listed under the title "Waterbody Name + List ID" and author "Impaired Waters Database." The Publish Date and Base Date is January 1 of the year associated with the Impaired Water listing or TMDL assessment.

11. Combined Sewer Overflow Tab

The Combined Sewer Overflow (CSO) tab is enabled if the facility has a facility type of Collection: Combined Sewers (Figure 11-1).

Figure 11- 1: Combined Sewer Overflow (CSO) Data Area

- *Select one of the following CSO statuses from the dropdown list: No needs, problem solved; Documented Needs only; Requires a Cost Curve; Both Documented and Cost Curve Needs*

  The selected CSO Status determines which additional fields are required, optional, and disabled fields (Table 11-1). Required fields are indicated by a red asterisk (*) and disabled fields are grayed out.

- *Enter a value greater than or equal to zero in all required fields and desired optional fields.*

Table 11- 1: Required, optional, and disabled fields by CSO Status

CSO Status	Documented Area & Population Fields	Cost Curve Area & Population Fields
No needs; problem solved	Disabled	Disabled
Documented Needs only	Optional	Disabled
Requires a Cost Curve	Disabled	Required
Both Documented and Cost Curve Needs	Optional	Required

Click Save *to save all changes to this data area. Click* reset *to return to the most recently saved version of the data.*

Warning: If the user does not click Save ***before leaving this data area, entered data is not retained.***

12. Submit Data for State Review

An individual facility/project can be submitted to the State as soon as all edits and updates have been made. Each State will set its own deadline for data submission; the final day for the State to submit a facility/project for EPA review is October 27, 2008.

Complete the following steps before submitting the facility/project for State Review.

1. Ensure that all edits and additions have been made to the facility/project data. It is not necessary for the Local User to provide data in all data areas. Data fields can be left blank. The Local User should provide as much information as possible to assist the State to submit data.

2. Provide supporting documentation. All documents added to the Needs by Document table and/or used to complete the technical and/or needs data fields should be provided to the State. Documents can be submitted either electronically via the DEP or in hard copy. Hard copy documents are mailed to the Local User's State CWNS Coordinator (see http://www.epa.gov/cwns/whereyoulive.htm for State Coordinator contact information)

3. Change the Feedback Status to State Review Requested. In the Review Status portlet, select State Review Requested. This Feedback Status is only available if the facility Local User has Submit for State Review access level. This allows the State to view the Local User edits and additions. The State can incorporate the changes at their discretion.