Clean Watersheds Needs Survey 2008

"Sustaining Clean Water by Informing Decisions"

Local User Manual

United States Environmental Protection Agency
Municipal Support Division (3204)
Washington, DC 20460

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Acronyms and Abbreviations

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

1. Introduction

1.1. Overview

The U.S. Environmental Protection Agency (EPA), in partnership with the States, conducts the Clean Watersheds Needs Survey (CWNS) to identify and document the cost of the capital needs required to meet the water quality and water-related public health goals of the Clean Water Act. The CWNS is required under section 205(a) of the Clean Water Act and section 516(b) of the Water Quality Act of 1987, which amended the Clean Water Act.

Every four years, the States and EPA collect information about publicly owned wastewater collection and treatment facilities; combined sewer overflow (CSO) control facilities; stormwater management activities; nonpoint source (NPS) pollution control projects; and decentralized wastewater treatment facilities. The information collected about these facilities and projects includes estimated needs, costs and technical information; location and contact information; facility population served, flow, effluent, and unit process information; and NPS best management practices (BMPs).

One goal for the CWNS in 2008 is to make it easier for States and local communities to submit information. For the first time, the CWNS data entry system is available via the Internet. This enables easier system access by State users. Local Users (e.g., facility personnel, municipal employees, nonprofit organizations) can now be granted access to the CWNS system for data entry. This manual provides Local Users information about CWNS eligibility, documentation rules, and data entry via the CWNS Data Entry Portal (DEP).

1.2. 2008 Schedule and Milestones

February 5, 2008	Data entry begins
April 15, 2008	Data review begins
June 15, 2008	Target date for 25 percent of facilities submitted by State to EPA
August 15, 2008	Target date for 50 percent of facilities submitted by State to EPA
October 27, 2008	Last day for State data entry. States may set earlier deadlines for the completion of Local data entry.

1.3. Data Collection Procedures

CWNS is a national effort, and therefore, data comparability is extremely important to the overall consistency and quality of the CWNS database. To ensure data comparability, State data collection procedures must follow a set of guidelines and criteria for gathering, documenting, and entering data.

CWNS data is organized by facility/project. Each facility/project represents a location of an activity that addresses a current or projected water quality or water related public health problem. 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.

1.3.1. Need Definition

For 2008, EPA defines a *need* as a project, with associated costs, that addresses a water quality or public health problem existing as of January 1, 2008 or expected to occur within the next 20 years (by December 31, 2027). This definition of needs is expanded from the 2004 definition and now includes 20-year needs estimates.

In order to be included in CWNS 2008, the facility/project must:

1. Have a capital need in one of the official CWNS needs categories (Table 1-1, Appendix A)
2. Meet the seven CWNS documentation requirements

Note: Clean Water State Revolving Fund (CWSRF) eligibility is not a requirement for CWNS eligibility.

Needs are considered to be Official needs (formerly Federal needs) when they meet these two criteria (except for Categories VIII, IX, XIII). Additionally, section 212-related (treatment works) needs must be publicly owned facilities to be considered Official needs. Official needs are reported in the main body of the Report to Congress.

Needs that do not meet the eligibility criteria and/or are in Categories VIII, IX, XIII are considered Unofficial (formerly State Separate Estimates). Unofficial needs are reported in the appendices of the Report to Congress.

1.3.2. CWNS 2008 Categories

Needs are collected in twelve categories (Note: There is no category XI). For some Needs Categories, official needs only include publicly-owned facilities/projects, while others include both publicly- and privately-owned facilities (Table 1-1). Detailed descriptions of the Needs Categories are included as Appendix A.

Table 1-1: Needs Categories

Category Number	Category Name	Unofficial Needs Only	Official Needs	
			Public	Private
I	Secondary Wastewater Treatment		X	
II	Advanced Wastewater Treatment		X	
III-A	Infiltration/Inflow (I/I) Correction		X	
III-B	Sewer Replacement/Rehabilitation		X	
IV-A	New Collector Sewers and Appurtenances		X	
IV-B	New Interceptor Sewers and Appurtenances		X	
V	Combined Sewer Overflow (CSO) Correction		X	
VI	Storm Water Management Program (pre-2008 needs only)		X	
VI-A	Stormwater Conveyance Infrastructure		X	
VI-B	Stormwater Treatment Systems		X	
VI-C	Green Infrastructure		X	X
VI-D	General Stormwater Management		X	
VII-A	NPS Control: Agriculture (Cropland)		X	X
VII-B	NPS Control: Agriculture (Animals)		X	X
VII-C	NPS Control: Silviculture		X	X
VII-E	NPS Control: Ground Water Protection (Unknown Source)		X	X
VII-F	NPS Control: Marinas		X	X
VII-G	NPS Control: Resource Extraction		X	X
VII-H	NPS Control: Brownfields		X	X
VII-I	NPS Control: Storage Tanks		X	X
VII-J	NPS Control: Sanitary Landfills		X	X
VII-K	NPS Control: Hydromodification		X	X
VII-M	NPS Control: Other Estuary Management Activities		X	X
VIII	Confined Animals (Point Source)	X		
IX	Mining (Point Source)	X		
X	Recycled Water Distribution		X	
XII	Decentralized Wastewater Treatment Systems		X	X
XIII	Planning	X		

1.3.3. Documentation Requirements

To be eligible for CWNS 2008, States must submit for each facility and project one or more documents that provide the following seven elements of information. Note: A simplified methodology for reporting needs in small communities (population fewer than 10,000 persons) is outlined in Chapter 3.

1. A description of the current or potential water quality impairment and information on its potential source. The problem description should include specific pollutant source information and/or specific threats to the waterbody. A general statement about water quality impairment or threat does not meet this criterion.

2. The location of the problem must be identified as either a single latitude/longitude point or a polygon. (See Chapter 6 for detailed location requirements.)

3. The solution to the problem. One or more specific pollution control measure(s) or best management practices (BMPs) to address the identified problem.

4. The cost for each solution. The cost to implement each pollution control measure or specified BMP must be provided. General estimates for the problem area are not permitted; only site-specific data is acceptable to generate costs.

5. The source of the cost. (e.g., engineer's estimates, costs from comparable practices, estimates from equipment suppliers) for each solution must be identified.

6. The total cost. The total cost of all pollution control measures and BMPs documented for the facility or project must be provided.

7. Current documentation. For needs greater than $20 million (January 2008 dollar base), the documentation date has to be January 1, 2002, or more current. For all other needs, the documentation date has to be January 1, 1998, or more current.

A list of document types pre-approved to use in CWNS 2008 is provided as Appendix B.

1.4. Resources Available

1.4.1. Key Contact Information

To report problems or receive assistance with the EPA Portal contact:

- EPA Customer Support Center: 1-866-411-4EPA or EPACallCenter@epa.gov

To report problems or receive assistance with the CWNS DEP or to ask questions about the CWNS business rules:

- Local Help Line: Bill Foster, 202-564-0676 or cwns@epa.gov
- CWNS State and Regional Coordinators (contact information is listed at http://www.epa.gov/cwns/whereyoulive.htm)

Role	Headquarters Staff	Phone	Email
Lead Local Assistance	William (Bill) Foster	(202) 564-0676	foster.william@epa.gov
Lead State Assistance	Karen Fligger	(202) 564-2992	fligger.karen@epa.gov
Team Leader	Michael Plastino	(202) 564-0682	plastino.michael@epa.gov
System Administrator	Ted Czado		czado.ted@epa.gov

1.4.2. EPA CWNS Website

The EPA CWNS website (www.epa.gov/cwns) provides resources for Local Users including:

- Local User Manual
- Small Community Needs Form and resources for completing it
- State and EPA CWNS contacts
- Other relevant contacts and links
- Materials from Web seminar training series (e.g., recorded sessions, presentations, and question and answer documents).

EPA will continue to update this site with information and resources for CWNS throughout the data collection period.

1.4.3. DEP Help Function

Within the DEP, each data area and portlet has either a Help button ( ) or hyperlink (*Help*). This feature launches an electronic version of this 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.

2. Local-State Interaction via the CWNS DEP

2.1. Local User Roles and Responsibilities

As with past surveys, States are the official submitters of needs data and documentation to EPA. Previously, the Local User provided data and information to the State via phone calls, email, and state surveys. For CWNS 2008, the Local User can provide information to the State in the following additional ways:

- Completing the Small Community Survey (Chapter 3)
- Providing feedback on Needs and technical data areas (e.g. Facility/Project Information, Location, Discharge, Effluent, Flow, Population, Combined Sewer Overflow) via the DEP (Chapters 4-11)
- Directly updating Unit Process and Utility Management data via the DEP (Chapters 4, 12)

To provide information via the DEP, the Local User must first apply to the State for a CWNS user account.

Local Users participation is important to accurately documenting needs and technical information in CWNS 2008. They have access to facility- and project-specific information that the State may not have. Local User should provide the State with as much information as possible in order for the State to have the data elements required to submit the facility/project to EPA for review. Data areas that are particularly important are:

- Needs, Supporting Documentation, and Capital Costs (Chapter 7)
- Facility/Project Information (Chapter 5)
- Population (Chapter 10)
- Address (Chapter 6)
- Unit Process for facilities with design flow greater than 10 MGD (Chapter 12)

2.1.1. Applying for a CWNS User Account

Potential Local Users apply for a CWNS user account at http://www.epa.gov/cwns/cwns2008.htm. It is the State User Manager's responsibility to confirm the identity and credentials of the Local User and approve access to the DEP.

- *Click "Click here to apply" to begin the application process and be redirected to the Preliminary User Information screen (Figure 2-1). Complete the data fields as described in Table 2-1; all data fields are required.*

- *Select* Next *to continue the New User creation process or* Cancel *to end the New User creation process.*

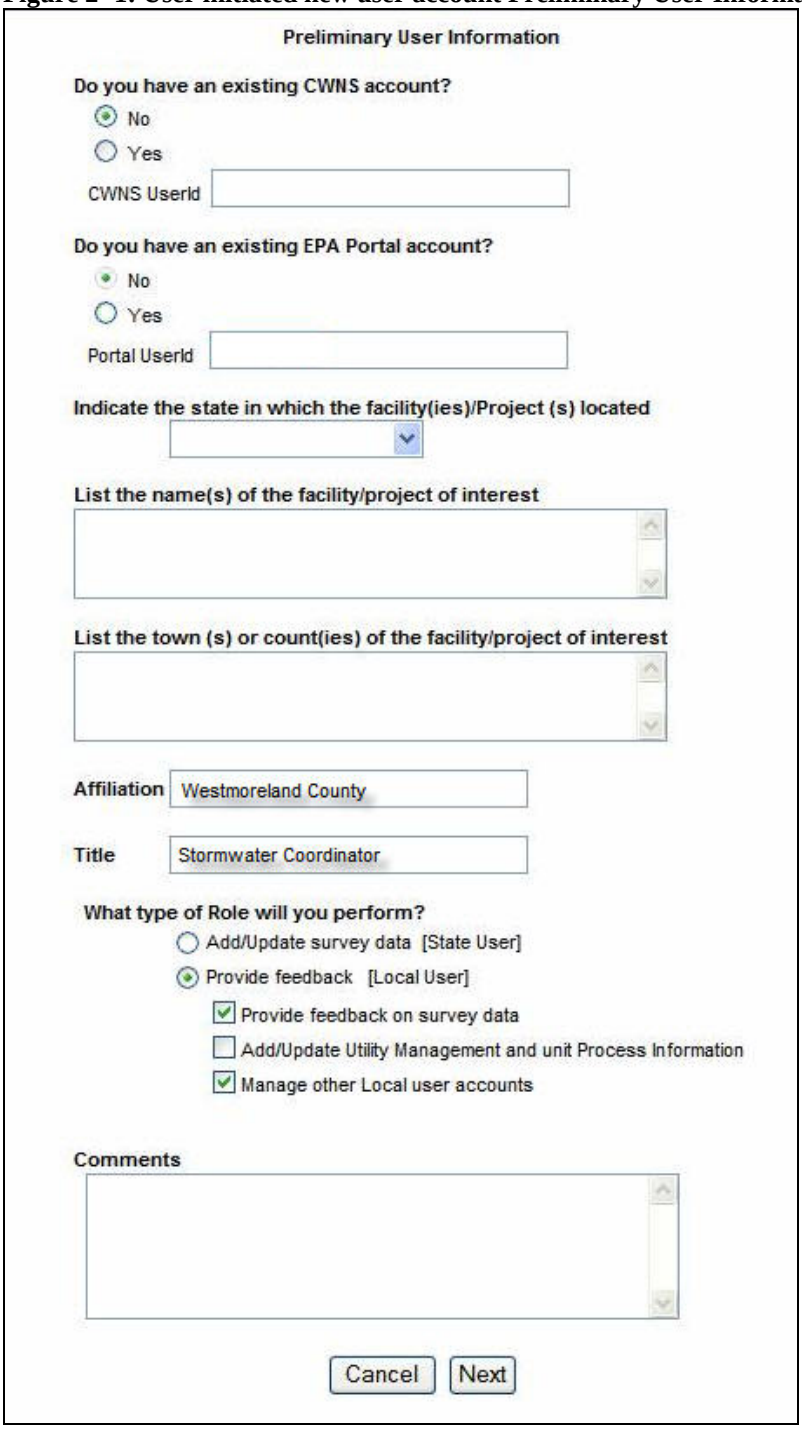
Table 2- 1: Explanations of Preliminary User Information data fields

Data Field	Explanation	Required
Do you have an existing CWNS account?	*Click the radio button for either yes or no to indicate whether or not you have an existing CWNS account.*	Yes
Do you have an existing EPA Portal Account?	*Click the radio button for either yes or no to indicate whether or not you have an existing portal account. If yes, enter Portal UserId (e.g. john_doe).*	Yes
Indicate the State in which the Facility(ies)/ Project(s) are located.	*Select the appropriate state from the dropdown list.*	Yes
List the names of the Facility/Project of interest.	*Use the text box to enter the name(s) of the facility(ies)/project(s).*	Yes
List the names of the town(s) or county(ies) of the Facility/Project of interest.	*Use the text box to provide more specific location information (town or county) for the requested facility(ies)/project(s).*	Yes
Affiliation	*Indicate your employer's name or the organization that you are representing.*	Yes
Title	*Enter your title.*	Yes
What type of Role will you perform?	*Select the radio button that best describes the type of role you will have for CWNS 2008 (see Table 2-2 for definitions of roles and access levels).* Only State or Local (not both) can be selected in the Preliminary User Information area. Additional Roles can be added by the State User Manager after the applicant is accepted as a CWNS user. *If you select Local User, indicate how you are interested in participating by checking one or more of the following: Provide feedback on survey data (Facility Update-Feedback), Add/Update Utility Management and Unit Process Information (Facility Update-Partial); Manage other Local User Accounts (CWNS Local User Management).*	Yes

Table 2- 2: Definitions of Access Levels for State and Local Users

State Users		
State CWNS User Management	A State employee approved by the CWNS System Manager to manage State Users and facility administrator accounts.	Provisions, manages, and de-provisions State Users associated within his/her State. Provisions, manages, and de-provisions Local User Manager accounts for facilities/projects located in his/her State.
State Reference Admin	Allows the State User add and update static data (e.g., pollution problem) via the Administration portlet. It does not allow the user to manage user accounts and update and submit facility/project data.	
Submit for Federal Review	Allows State Users to submit the data to EPA for review. It does not allow the user to update facility/project data.	
Facility Update	Allows State Users to directly update facility/project data in the DEP. It does not allow the user to submit the data to EPA for review.	
View	Allows the State Users to view facility/project data. The user cannot update the data. All State Users are granted this access level.	
Local Users		
CWNS Local User Management	A Local or Secondary User from the same State as the user manager and identified by the State User manager to manage user accounts associated with the assigned facilities/projects.	Provisions, manages, and de-provisions facility users associated with assigned facilities/projects.
Submit for State Review	Allows State User to submit the feedback data to the State for review. It does not allow the user to provide feedback or directly update the Utility Management and Unit Process data.	
Facility Update - Feedback	Allows State User to provide feedback for all data areas except Utility Management and Unit Process for assigned facilities/projects in the DEP. It does not allow the user to submit the feedback to the State for review or update the Utility Management and Unit Process data areas.	
Facility Update – Partial	Allows State Users to directly update the facility/project's data in the Utility Management (when applicable) and Unit Process tabs in the DEP. Saved changes made the Utility Management and Unit Process are available to the State immediately. It does not allow the user to provide feedback to other data areas or submit the feedback to the State for review.	
View	Allows the State Users to view facility/project data, except Needs data. The user cannot provide feedback on the data or change the Utility Management and Unit Process data. All Local Users are granted this access level.	

Figure 2- 1: User initiated new user account Preliminary User Information screen



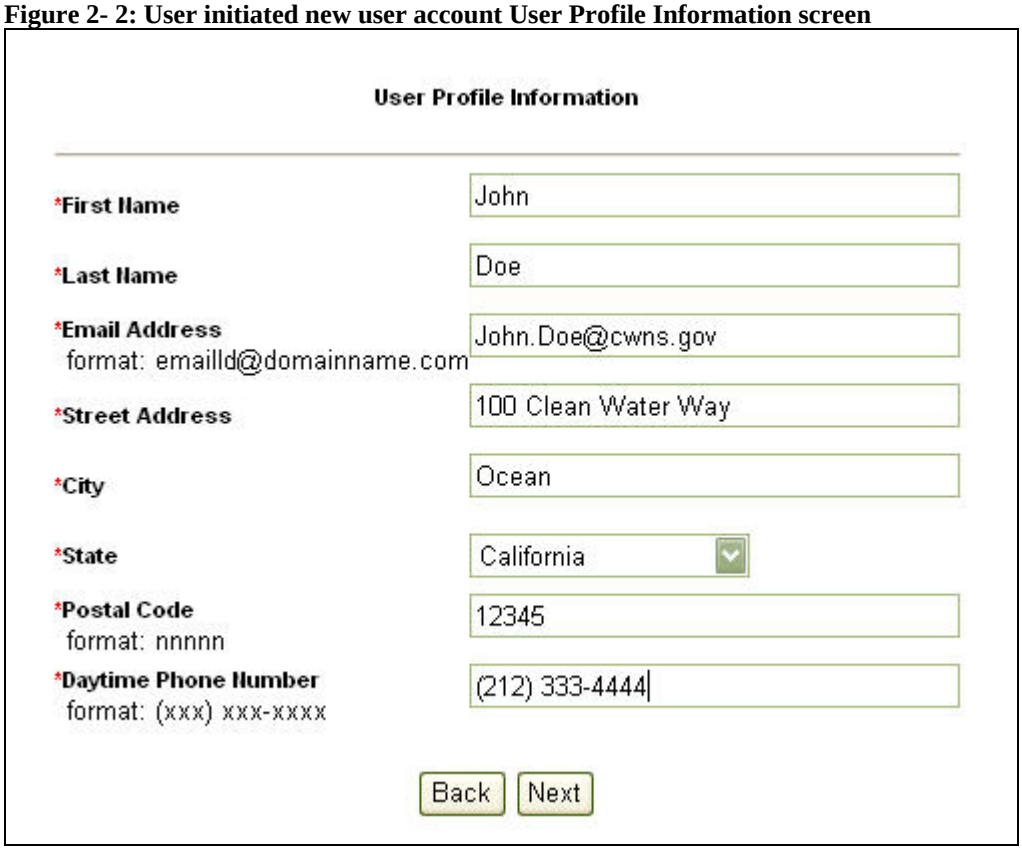
- *On the User Profile Information screen (Figure 2-2), provide the information needed to request a portal account. Data fields are explained in Table 2-3; all data fields are required.*

Table 2- 3: Explanations of User Profile Information data fields

Data Field	Explanation	Required
First Name	*Enter first name.*	Yes
Last Name	*Enter last name.*	Yes
Email Address	*Enter email address in the format EMAILID@DOMAINNAME.COM.*	Yes
Street Address	*Enter street address. .*	Yes
City	*Enter city.*	Yes
State	*Select State from the dropdown list.*	Yes
Postal Code	*Enter five-digit postal code.*	Yes
Daytime Phone Number	*Enter ten-digit telephone in the format (xxx) xxx-xxxx.*	Yes

- *Selects* Next *to continue the New User creation process or* Back *to return to the Preliminary User Information.*

Figure 2- 2: User initiated new user account User Profile Information screen



After successfully completing the request for access, the applicant is directed to a Thank You screen and sent a confirmation e-mail from cwns@epa.gov indicating: "Your request for access to the Clean Watersheds Needs Survey system has been received. You will be contacted by your State CWNS personnel within five business days."

The State Manager must approve the new user to complete the process and create the Local User Account. If the State User Manager rejects the application, no account is created. When the account

is approved or rejected, the applicant receives another e-mail. If accepted, this e-mail contains the Local User login and password. See Chapter 4 for information on logging into and navigating the DEP.

2.1.2. Providing Local Feedback

Local Users (with Facility Update- Feedback access level) edit and add data to a Feedback copy, rather than making changes directly in the data (except for the data tabs Unit Process and Utility Management). This allows the State to review all the information provided by the Local User for a facility/project before updating the data in the DEP and submitting it for review by EPA. The Feedback Copy of the data is not available for the State to review until the Local User completes the changes and submits the facility/project for State Review.

When a local Feedback copy is available for the State to review, the Local User (with Submit for State Review access level) changes the Feedback Status to State Review Requested. The State can then view a Feedback Fact Sheet which contains all the edits and additions that were made by the Local User. For example: In the State User View, a is displayed in each data area where the Local User has changed the data (Figure 2-3). The State can click on the to view a pop-up box containing the Feedback Fact Sheet and compare the data in the Feedback Fact Sheet with the data currently in the DEP. The State incorporates the changes as appropriate.

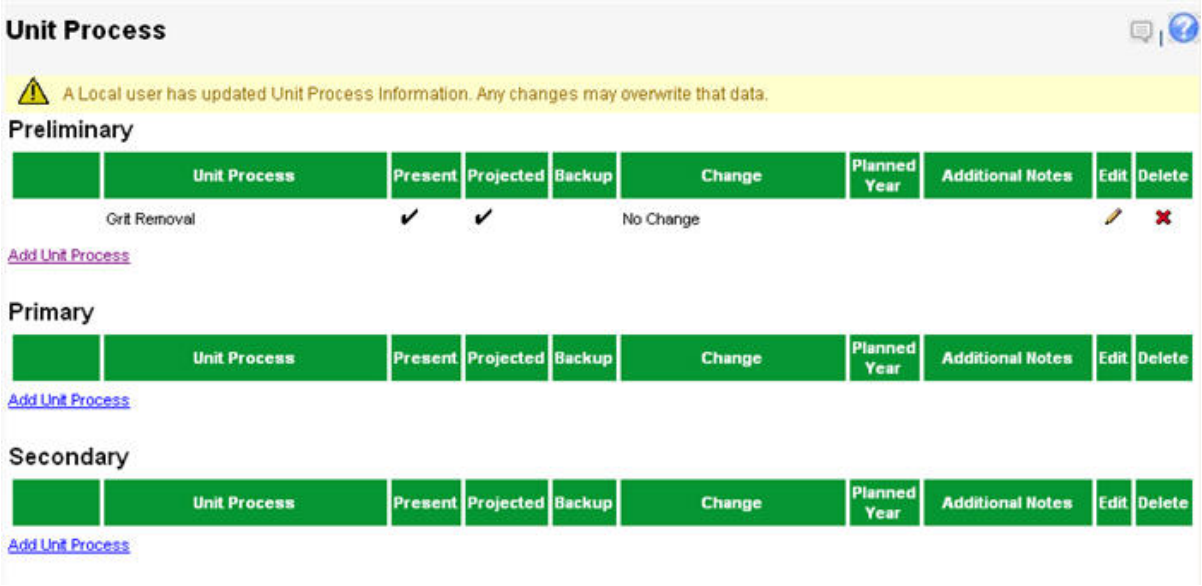
After the State User reviews the Feedback Fact Sheet and integrates changes as appropriate, he/she changes the Review Status to State Applied. This indicates to both the State and Local User that the feedback has been reviewed.

Figure 2- 3: Example of Feedback Fact Sheet. Note the in the right-hand corner indicates a change in this data area. The Feedback Fact Sheet shows the Local User added a Point of Contact (highlighted in yellow).

2.1.3. Updating Unit Process and Utility Management Information

Local Users (with Facility Update- Partial access levels) can directly update the facility/project's Unit Process and Utility Management data. Saved changes in these two areas are immediately available to the State, regardless of the Feedback Status. The State sees a message in the Unit Process and Utility Management areas when as Local User has updated the information (Figure 2-4).

Figure 2- 4: State-view of Unit Process data area that has been updated by a Local User.



2.2. EPA and State Roles and Responsibilities

EPA Headquarters

- Overall CWNS implementation (e.g., ensure national consistency by establishing sound policies and procedures; ensure data quality; prepare final Report to Congress)
- Management of the CWNS DEP and database
- Provide CWNS administrative and technical support

EPA Regions

Assist EPA headquarters in Regional management of the CWNS 2008

- Ensure States are documenting needs, through whatever means necessary (e.g., phone calls, e-mails, visits to State offices)
- Emphasize to States all the various uses of CWNS data
- Communicate with States on data submission status and milestones

States

Update, review, and submit CWNS data

- Collect and enter State data for all needs categories
- Analyze current data; update cost, technical information, and documentation
- Collect and enter data on new facilities
- Submit facility/project documentation to contractor
- Adhere to schedule for updating facilities data
- Address questions regarding data anomalies
- Comply with local level security requirements

- Address CWNS 2008 priorities
- Provide other State staff, facilities, municipalities, and others access to the DEP to submit their data electronically to the State

3. Small Community Needs

3.1. Small Community Definition

For CWNS, the definition of Small Community is a community with a population of fewer than 10,000 people. This population is the sum of the present resident population receiving centralized wastewater treatment, present resident population serviced by onsite wastewater treatment systems, and the present resident population not receiving collection.

The present resident population receiving centralized treatment includes any upstream population serviced by other facilities that deliver wastewater for treatment at a facility in the community. For example, Community A (population 7,000) discharges to a facility in Community B (population 5,000). Community B is not a Small Community for CWNS, because its total population receiving treatment is 12,000.

3.2. Documenting Small Community Needs

There are two ways to document needs for small communities:

1. Standard needs and costs documentation. Small communities are encouraged, but not required, to provide states with documentation to support their needs or costs. The documents should illustrate that there is an existing need to prevent or abate the water quality or public health problem and explain the solution to the problem, the cost for each solution, and the basis of the cost (explained in detail in Chapters 1 and Appendix B).

2. Simplified methodology for small communities.

3.2.1. Simplified Methodology for Small Communities

Small communities may not be able to provide sufficient documentation to justify needs and/or costs. If there is no or inadequate documentation available, then small communities must certify their data through the following actions:

1. Water quality needs are certified by the signature of a local official representing the community. Note: A local official can be an elected official (e.g., mayor) or other qualified official (e.g., public works manager).

2. Costs are certified by one of the following:
   a. A professional engineer (PE) signs a cost certification
   b. A local government official signs a cost certification and a State Professional Engineer (PE) certifies the cost as reasonable after reviewing the estimate.
   c. No cost certification signature is provided; the state uses cost curves, if possible, to generate estimated costs.

The most common way for a Local User in a small community to provide information to the State is by completing a survey.

3.2.2. EPA-Approved Small Community Needs Form

State coordinators can use the DEP to generate a customized Small Community Needs Form for small communities that submitted data for CWNS 2004. In addition, a blank version of the EPA-approved Small Community Needs Form and resources to complete it are included as Appendix C and available at http://www.epa.gov/cwns/cwns2008.htm. States may also develop their own survey to collect needs.

A Local User from a small community can contact his/her State CWNS Coordinator to learn how the State is collecting small community needs.