

PWS Distribution System Service Line Material Inventory Reporting Guide

Overview

This guide provides an annotated walk-through for the responsible party designated of a water system to submit annual distribution system material inventory reports. The decided mechanism for this reporting requirement is for operators responsible for distribution systems to submit the data by entry on the website provided by the Illinois EPA as detailed in this document. The website will provide secure access to submit this data only to operators designated with distribution specific role at the system.

Instructions

Step 1: Notification

Responsible distribution operators will be sent a letter providing basic information regarding the data submission website and what they are tasked to do as well as a **unique PIN** to be used to link personal data already known to the IEPA for each operator. This user guide will also be available on the Illinois EPA website Operator Certification (<http://www.epa.illinois.gov/Assets/iepa/drinking-water/operator-certification/pws-distribution-system.pdf>) to help walk through the process.

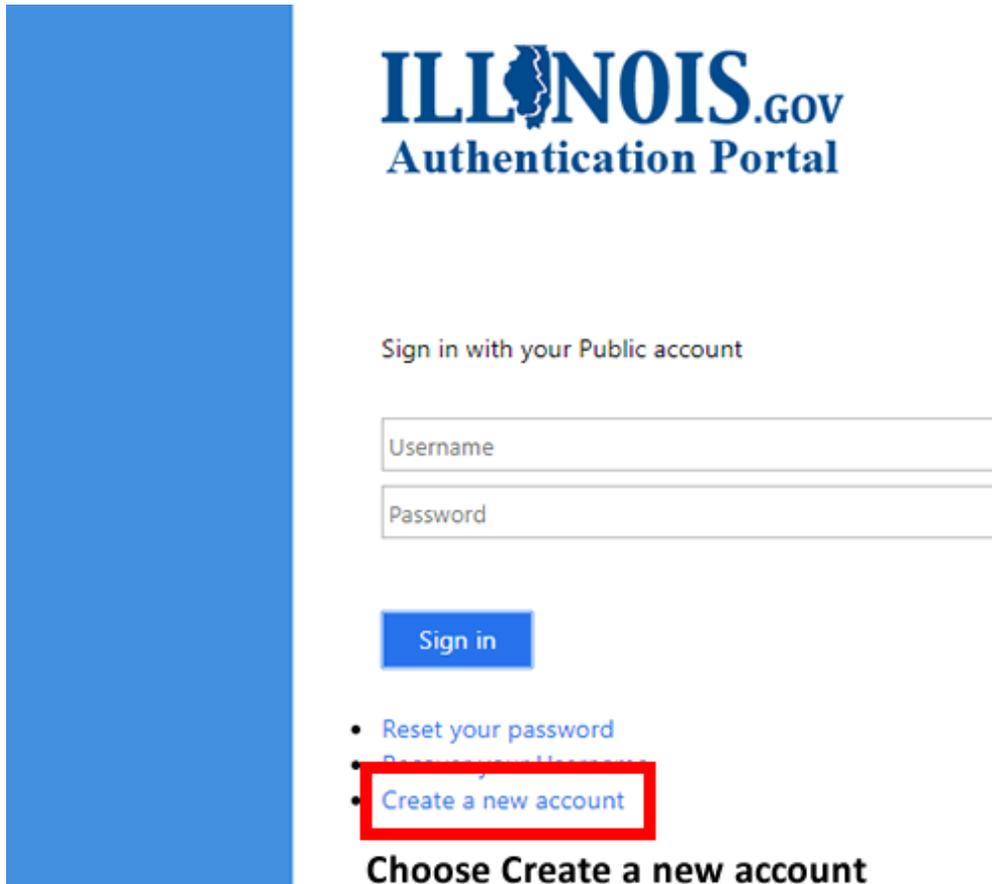
Step 2: Account Creation

The first step is for the responsible distribution operator (ROIC) to create a State of Illinois Active Directory Account. Using an internet browser, navigate to the website (<https://webapps.illinois.gov/EPA/OperatorCertification/>). The landing page should look like this:



Select "Public Account" from the options. This will redirect the user to the State of Illinois Test Authentication Portal for Public Accounts.

This webpage will allow you to login with your credentials (if you already have an account), reset your password, or create a new account. Select "Create a new account" for this first time the operator is using the system.



ILLINOIS.gov
Authentication Portal

Sign in with your Public account

Username

Password

Sign in

- [Reset your password](#)
- [Create a new account](#)

Choose Create a new account

After selecting to create a new account, the next webpage (visible on the following page) allows the operator to enter identifying information to associate to the new account. Please fill out all required fields on the form

Notes:

If you have multiple email addresses and this notice was sent to an email that is not your preferred email, please register with the preferred email instead. This will allow us to correct our email data associated your operator id.

Please observe the password complexity rules before you create your password.

Once you have entered all required information, select "Register" to create your account. The account will be created and will see a notice that an email has been sent to the email provided. To confirm account creation, please close your browser and check your email for a message from

Create a new Account

Registration

Your Username can include letters, numbers, and periods (may not start or end with a period); and must be between 6 and 20 characters long.

Examples: John.Smith JSm1th

First Name:

Last Name:

Email Address:

Confirm Email Address:

Cell Phone:
(Optional)

Cell Carrier:

Choose your Username:

Password:

[Password Rules](#)

Confirm Password:

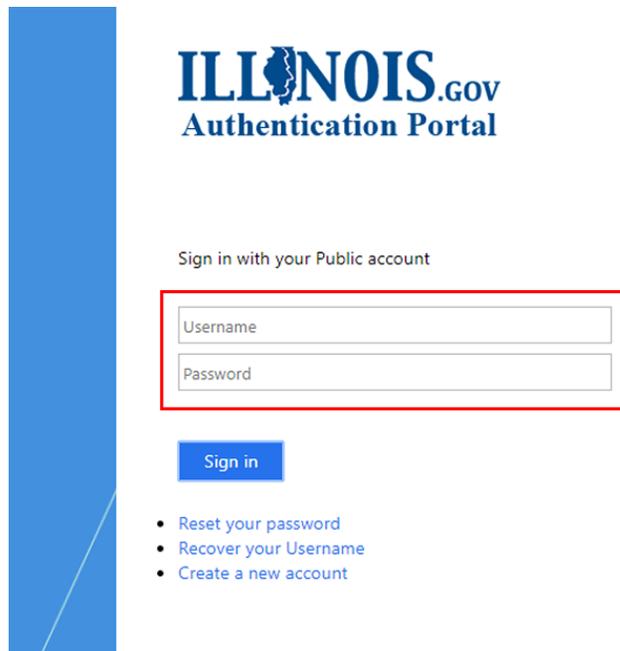
IdentityManagement@illinois.gov. Once you receive the email, open it and look for a link to confirm your account. Click the link and it will return you to the Login screen of the Material Inventory Reporting webpage.

Step 3: Account Login

After registering and confirming the email, the user will be directed back to the Authentication Portal as shown below. Select Public Account as you did before to be directed to the login page.



Enter the username and password that was entered during account creation and select "Sign In" to authenticate to the system.



Step 4: Link New Account to Existing Operator Data

Once you have successfully logged back in with your new account, you will be presented with a user setup screen such as this:

The screenshot shows a 'User Setup' page with an orange header. The main content is titled 'Initialize User' and includes two input fields: 'Operator ID' and 'PIN', each with a 'SEARCH' button below it. A blue callout box contains the text: 'You've been redirected to this page because this is your first login. The purpose of this step is to tie your data from the old Operator Certification system to your identifying records in this new system.' Below the form is an 'Instructions' section with the following text: 'Enter your operator ID and the Pin that you recieved in the mail, then Search. Review the returned records to determine if they appear to be yours. Dont worry if a detail or two is incorrect, such as a facility that you no longer work at showing up in the list, we can fix that at a later time. If the records shown below match facilities where you work, or have worked, and the responsibilities listed for them are representative of your current or past work history, press confirm. This will associate your new login credentials with your imported data. If you get an error message, verify that you have correctly entered your Pin and Operator ID. If you continue to receive an error contact the Operator Certification Program Staff.'

At this point you will enter both your Operator ID and the PIN that was included in the letter you received or in an email notification. Once Operator ID and the PIN are entered, select “Search” and the system will check the database for your Operator ID and PIN combination. After the database is queried you will be presented with results below that match the Operator ID / PIN combination you entered (See image below). If no results are returned, check the Operator ID and PIN for accuracy and search again. If there is still no match, send an email to EPA.OperatorCertification@illinois.gov with details of the problem and we will resolve the data issue for you and send back specific instructions.

This screenshot shows the 'User Setup' page after a search. The 'Operator ID' field contains 'x12345678' and the 'PIN' field contains '10000462'. The 'SEARCH' button is highlighted. Below the form is the 'Operator Details' section, which contains a table with the following data:

Facility Name	Facility Id	Agent Id	Employment Responsibility	First Name	Middle Initial	Last Name	Employment Status
Nokomis (PWS)	23013	462	ROINC - Distribution and Treatment	Stuart		Batty	Full Time
Witt (PWS)	23015	462	Operator	Stuart		Batty	Part Time

Below the table is a purple 'CONFIRM' button.

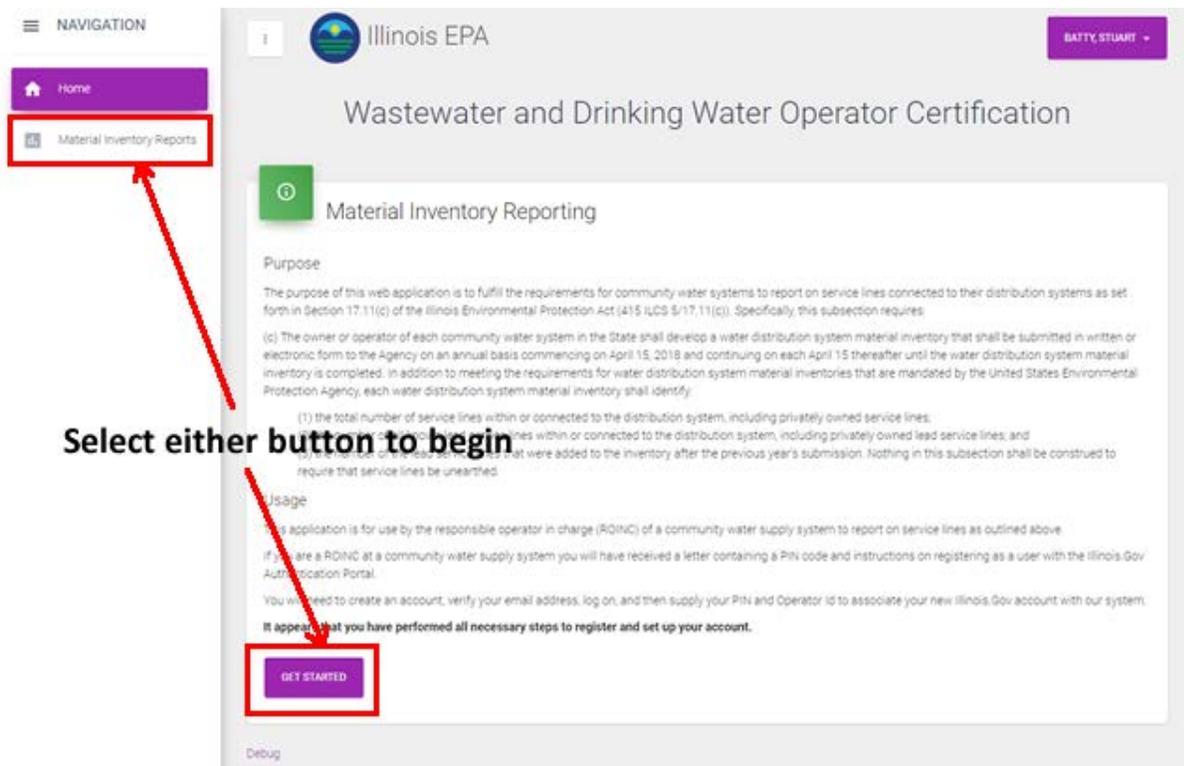
If Operator Details on the bottom of the screen are returned, you may see multiple facilities listed if you have responsibilities at more than one water system. If this data is not completely accurate, don't worry. The main emphasis at this point to confirm that this is indeed you and that this operator and facility association data does indeed relate to the account you are creating. If the returned Operator

Details pertain to you, the operator holding the account, then select “Confirm”. You will see an alert message stating Operator Data Tied successfully on the homepage.



Step 5: Enter PWS Material Inventory Report

After tying your Operator ID to the new account (you will only have to do this on initial account creation), you will be directed back to the home page (see below).



If you are logging back in after successfully completing this data step, this is where you will be directed after login.

If you look at the screen above, you can see there are two options to access material inventory report functions.

1. Under the navigation menu on the left, select “Material Inventory Reports”
2. At the bottom of the reporting requirements information page in the main webpage pane, you can select “Get Started”

Either option will direct you to the next data reporting page below.

The screenshot shows the Illinois EPA website interface. On the left is a navigation menu with 'Home' and 'Material Inventory Reports'. The main header includes the Illinois EPA logo and the user name 'BATTY, STUART'. The page title is 'Wastewater and Drinking Water Operator Certification'. Below this is a 'Material Inventory' section with a 'CREATE NEW' button. A table below the button shows columns for 'Facility Name', 'Total Connections', 'Report Date', and 'Reporting Year'. The table is currently empty, displaying 'No reports for this operator'. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries' and has 'PREVIOUS' and 'NEXT' navigation links.

This page shows previous reports that have been submitted on the bottom part of the page. If an operator is ROINC at multiple facilities all previous submissions will be visible here for all facilities.

If a facility report has not been submitted, select “Create New”. When you click this button, the webform below opens and allows a new submission to be entered. The facilities listed in the Select Facility list include only facilities that have not yet been submitted. In this way, as a ROINC with multiple facilities begins entering results, this list will shrink with each facility report completed until zero upon entering the last facility.

The screenshot shows the 'Create New Report' webform. It has an orange 'Material Inventory' header. The form is titled 'Create New Report' and contains several input fields: 'Select Facility', 'Number of Connections by Customer Type' (with sub-fields for 'Retail' and 'Wholesale'), 'Number of Connections by Service Material Type' (with sub-fields for 'Lead', 'Galvanized', 'Copper - Lead Solder', 'Plastic', 'Copper - No Lead Solder', and 'Unknown'), and 'Total Service Connections' (with a 'Total' sub-field). At the bottom of the form are three buttons: 'SUBMIT', 'CLEAR FORM', and 'BACK TO LIST'.

The user enters all fields on the form, beginning first with the facility selection. The number of retail connections and wholesale connections combine to calculate the Total Service Connections tally at the bottom. When entering the individual service connection type counts, error checking will catch if these 6 fields do not **also** add up to the total service connections.

Under the “Number of Connections by Service Material Type” heading there is a message box stating that mixed service line material types should be reported at the highest potential lead risk. For instance, if a service line contains both Lead and Galvanized, report it in the Lead count. Use the following ranking to report mixed service line materials:

HIGHEST POTENTIAL RISK FOR MIXED SERVICE LINES	
Highest Risk #1	Service Line Material Type
1	Lead
2	Copper-Lead Solder
3	Galvanized
4	Unknown Material
5	Copper – No Lead Solder
6	Plastic

When all data is entered and with no calculation errors, select submit to complete the data reporting.

Step 6: Review PWS Material Inventory Report

At any time, the operator can come back to this screen to review previously submitted report data for any facility he has responsibility as ROINC. Select a row in the table (which represents an annual submission record) to expand the row to see details of the submitted data.

NAVIGATION

- Home
- Material Inventory Reports

Illinois EPA

BATTY, STUART

Wastewater and Drinking Water Operator Certification

Material Inventory

All Reports Submitted by Stuart Batty

CREATE NEW

Search: _____

Facility Name	Total Connections	Report Date	Reporting Year
Nokomis (PWS)	6000	3/14/2018	2017

Wholesale Connections	Retail Connections	Lead	Copper/Lead Solder	Copper/Non-Lead Solder	Galvanized	Unknown Material	Plastic
1500	4500	1000	1000	1000	1000	0	2000

Showing 1 to 1 of 1 entries

PREVIOUS 1 NEXT