

## INSTRUCTIONS FOR SUBMITTING A SERVICE LINE INVENTORY TO PA

### Word Document

- ✓ Only used for systems that have ≤ 5 service connections
- ✓ Complete both the Cover form (3930-FM-BSDW0042b) and the Detail form (3930-FM-BSDW0042c).
- ✓ Submit to the appropriate district or regional office having jurisdiction over your water system.
  - Detailed submission instructions can be found on the bottom of page 1 of the Word version instructions located on eLibrary ([3930-FM-BSDW0042](#)).
  - District and regional office addresses & email resource accounts (by county) can be found on eLibrary in document number [3930-FM-BSDW0560](#).

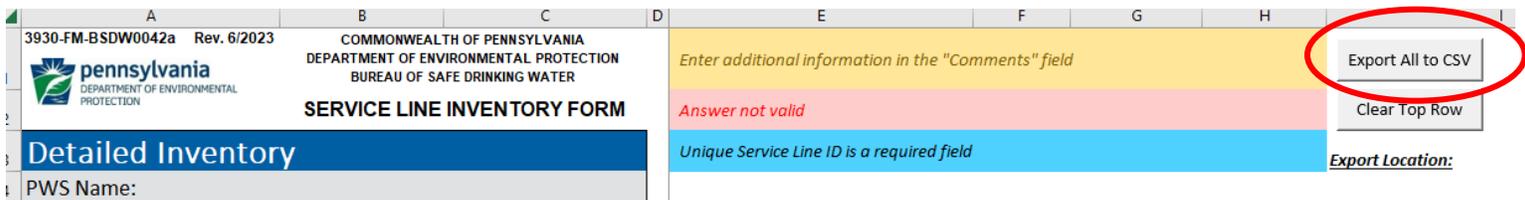
### PA SLI spreadsheet

Service line inventories created by entry – OR – import into the PA SLI spreadsheet are submitted using the Drinking Water Electronic Laboratory Reporting application.

- ✓ The submitter must have a DWELR user account
- ✓ Service line inventories may be submitted using either an L or P DWELR account (does not have to be a laboratory)
- ✓ If a new DWELR account needs to be requested submit form 3930-FM-BSDW0021
- ✓ Allow at least one week for processing

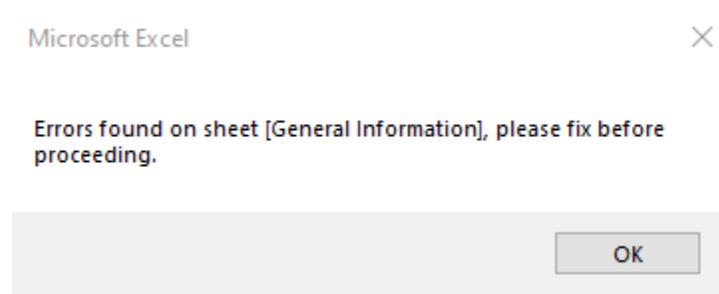
### Prepare for submission

1. Generate export files by clicking on the “Export to CSV” button on the Detailed Inventory tab:



The screenshot shows a spreadsheet interface with columns A through H. Column A contains the form ID '3930-FM-BSDW0042a' and revision 'Rev. 6/2023'. Column B contains the Pennsylvania Department of Environmental Protection logo and name. Column C contains the form title 'SERVICE LINE INVENTORY FORM'. Column D is the active cell. Column E contains a yellow warning: 'Enter additional information in the "Comments" field'. Column F contains a red error: 'Answer not valid'. Column G contains a blue error: 'Unique Service Line ID is a required field'. Column H contains an 'Export Location:' label. In the top right corner, there are two buttons: 'Export All to CSV' (circled in red) and 'Clear Top Row'.

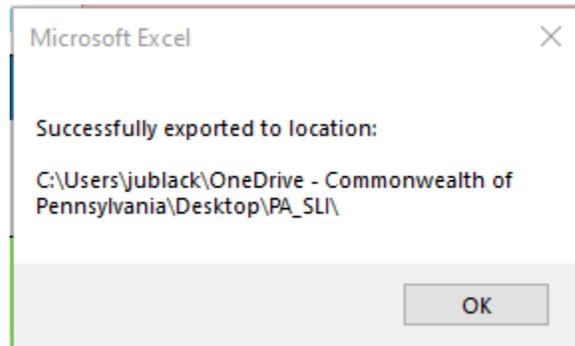
2. If your system has a large number of service line connections (> 10,000) **WAIT PATIENTLY**. Large files may take a long time to create (up to several hours is possible). Do not interrupt the process or force stop Excel.
3. There are additional errors checks during the export process.
  - a. If any errors are found, an error report will be generated that provides information regarding the errors.
    - i. The first screen indicates the tab where the error occurred. This screen must be acknowledged by clicking the OK button before proceeding.



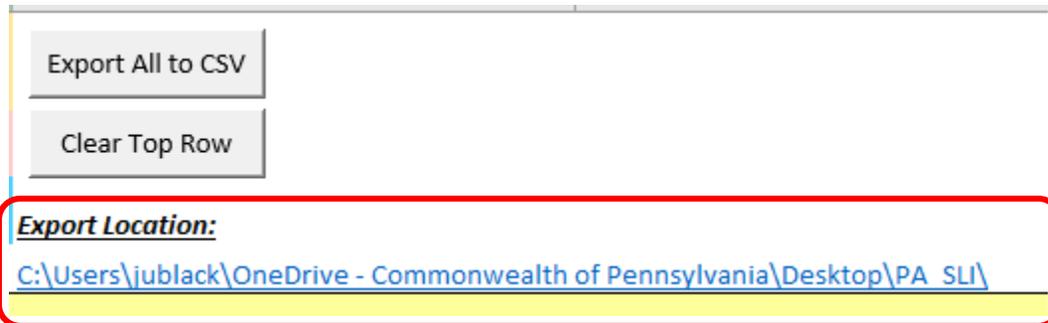
- ii. The second screen gives information about the specific error(s). In this example, no PWSID number was entered:



- b. Errors must be corrected before the export files will be created.
  - c. Contact [ra-padwis@pa.gov](mailto:ra-padwis@pa.gov) if there are questions regarding how to resolve any errors.
4. Once the export is complete, click OK in the message box that appears:
    - a. NOTE: The message box may be hidden behind other screens. Do not proceed until the message box has been located and acknowledged.



5. Three CSV files will be created and placed in a folder on the user's desktop. The Export Location will be shown on the Detailed Inventory tab below the Export All to CSV button:



6. The user may access the CSV files by clicking on the link within the PA SLI spreadsheet, or by locating the folder on their desktop and clicking on it.
7. Three CSV files are created, using the following naming format:

- YY-MM-DD\_PWSID\_Detail.csv
- YY-MM-DD\_PWSID\_GenInfo.csv
- YY-MM-DD\_PWSID\_InvMeth.csv

Where:

YY-MM-DD is the date the export file was created  
 PWSID is the system's 7-digit PWSID as recorded on the spreadsheet General Information tab  
 Detail is the csv export of the Detailed Inventory tab  
 GenInfo is the csv export of the General Information tab  
 InvMeth is the csv export of the Inventory Methods tab

8. Once the csv files are created DO NOT OPEN THEM. The process of opening the csv file can corrupt it and it will not upload properly to DWELR. Indications that the csv file is corrupted will be discussed later in these instructions.

### Submit Inventory Using DWELR

Submit export files using DWELR

- All three csv files must be submitted via DWELR for the service line inventory to be considered complete.
- It is best to submit all three csv files in the same session.
- It is best to submit the csv files in the following order: GenInfo, InvMeth, Detail.

Important notes

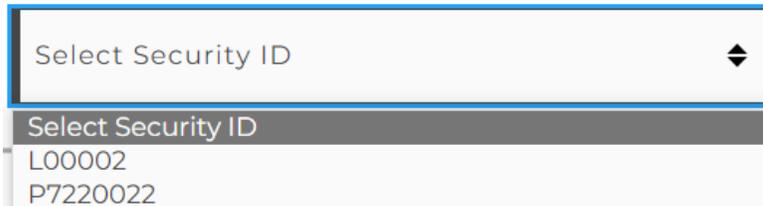
- DWELR performs only minimal error checking on service line inventories
  - Check that the PWSID number is for an existing, active system. Data submitted under an invalid PWSID number will not be accepted.
  - Check that the number of service lines reported is greater than or equal to 99% of the number of service lines currently listed in PADWIS. Data will be accepted, but a warning message alerts the user to the discrepancy and advises them to call their Sanitarian:

This is an error notification.

Warning: Your inventory has been submitted, but the number of service lines reported does not match the number of service lines for this system. Please contact your Sanitarian to discuss the discrepancy.

- Service line inventory data cannot be edited or entered using DWELR. If changes or additions are required, they must be made in the PA SLI spreadsheet and a new set of csv files must be exported and uploaded.
- Partial service line inventories must not be submitted. Each submission must contain the entire inventory.
- Service line inventory submissions will not move out of DWELR until midnight on October 16<sup>th</sup>, 2024.
  - This means the service line inventories will not be reviewed or available for review until October 17<sup>th</sup>, 2024.
  - It also means that a system may submit their inventory more than once before the deadline.
  - Only the most recent submission will be moved out of DWELR.

Log in using a valid DWELR account and an L or P security ID:



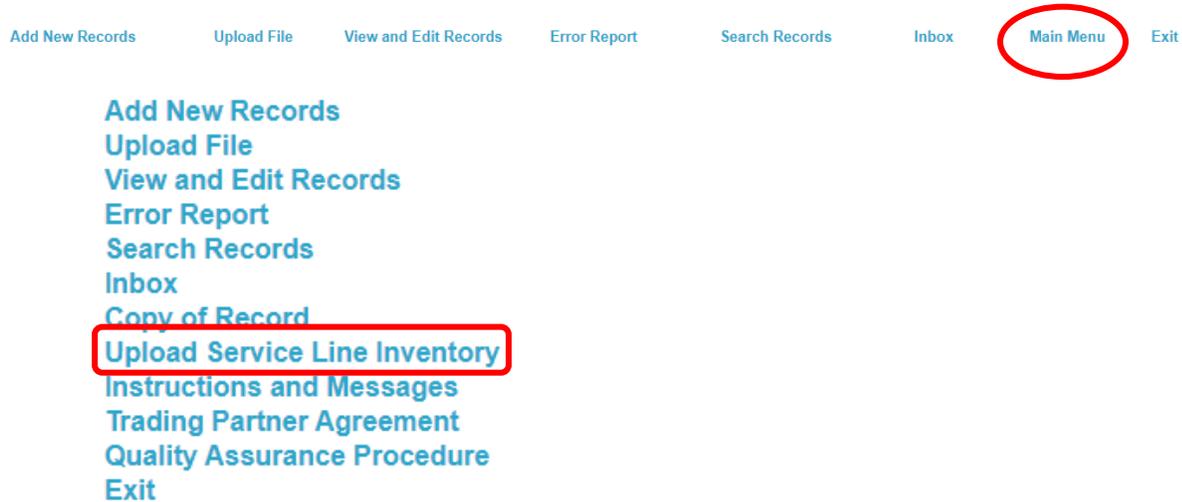
Select Security ID

- Select Security ID
- L00002
- P722002

NOTE: If there is only one security ID associated with the DWELR user account, the above screen will not appear upon login.

The first screen is slightly different depending upon whether the user logs in with an L or P security ID, but the process is the same.

1. Navigate to the Upload Service Line Inventory screen.
  - a. If using an L account, at the bottom of the main screen click on Main Menu, then select Upload Service Line Inventory:



- b. If using a P security account, at the bottom of the main screen click on Upload Service Line Inventory:



2. On the next screen, use the dropdown menu to select the file type to upload. It is recommended to upload the three csv files in the order GenInfo, then InvMeth, then Detail:

## SELECT FORM TYPE TO UPLOAD

Select Form Type:

- GENINFO
- INVMETH
- DETAIL

3. Next use the Choose File button to navigate to the folder containing the three csv files. Note that the form type selected in the previous screen will be displayed on this screen:

## UPLOAD DATA FILE

You have selected Form Type **GENINFO**

File to be uploaded:

No file chosen

**Upload**

4. Once the file has been selected, it will be displayed in the File to be uploaded bar. Click on the Upload button:

## UPLOAD DATA FILE

You have selected Form Type: **GENINFO** .

File to be uploaded:

Choose File 22-12-12\_1234567\_GenInfo.csv



5. The user will be presented with the following message. It must be acknowledged by clicking on OK before proceeding:

On the following screen you will be shown a preview of your data. The preview screen is for you to verify that the data look correct prior to submission. You will not be able to make edits to the data. If errors are noted, you must cancel the submission, correct the spreadsheet, and re-upload. Data are not an official record in the DEP system until you click on the Submit button.

**OK**

6. The user will be presented with a preview screen:

### PREVIEW RECORDS

Users Please Note! This Preview screen is for you to simply verify that the data looks correct prior to submission. Your data IS NOT an official record in the DEP system yet. You must complete the instructions at the bottom of this screen in order to submit your data or cancel your submission.

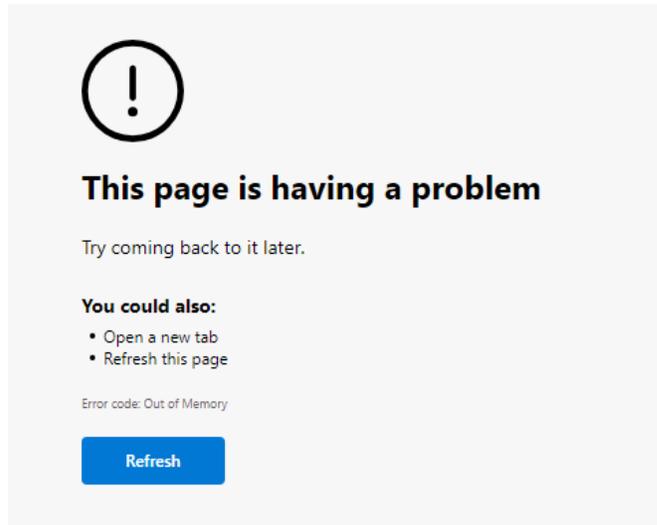
**GENINFO**

Inventory Type	Initial inventory date	Updated inventory date	System name	PWSID	Population	Number of SL Connections	System type	Percent multi-family residences > 20?	No. of connections matches water usage report?	Disadvantaged community?	Percent disadvantaged	Documentation of SL ownership	Description of ownership documentation	Physical street address	Physical address - city
Initial	10/11/2024		HAPPY CLEAN WATER COMPANY	1234567	4,567	1	CWS	No	Yes	Yes	23%	No		123 MAIN STREET	ANYTOWN

The contents of your file will be displayed in the upper frame of this window. With this screen, you can preview your data and decide whether to submit the file to DEP or cancel your submission. After previewing your data, click one of the two buttons below.

**Submit** The Submit button will submit your file and you will be presented with an Error Report. **Cancel** The Cancel button will cancel your submission and your data will not be transferred to DEP.

- a. Use the sliders at the right and middle of the screen to preview the uploaded data.
  - b. If the data are not correct: Click on the Cancel button, then click on Cancel again to confirm. Make corrections to the PA SLI spreadsheet, export a new set of csv files, then re-upload the corrected data.
  - c. If the data are correct: Click on the Submit button.
7. **IMPORTANT**: If the file size is large, it may take several minutes for the preview screen to appear. **WAIT** until the progress wheel (upper left corner) stops spinning. You may be presented with this message:



- It is okay to click on the Refresh button when presented with this screen.
  - You can also try submitting the inventory during a time when the server is not experiencing heavy usage (i.e., early morning, evening or weekend).
  - If you click the Refresh button several times and still do not receive the acknowledgement in the next step, then your file size is too large to submit via DWELR.
  - The maximum number of service lines that can be successfully submitted via DWELR is between 15,000 and 20,000.
  - Contact [ra-padwis@pa.gov](mailto:ra-padwis@pa.gov) for an alternative submission procedure.
8. If the upload is successful, the following message will be displayed. Continue until all three csv files have been uploaded.

## SLI Upload Acknowledgment

**Data successfully uploaded. Be certain to upload all 3 required files (GenInfo, InvMeth, Detail) or your submission will not be considered complete.**

9. You should also receive an email confirmation from [ra-padwis@pa.gov](mailto:ra-padwis@pa.gov).

Troubleshooting

- ✓ The csv files are easy to corrupt.
- ✓ The csv files should be exported from the PA SLI spreadsheet and then not opened prior to uploading them to DWELR.
- ✓ If the csv file is corrupt the user may receive an error notification on screen
- ✓ Alternatively, if the csv file is corrupt the preview screen may be blank except for the column headings:

**DETAIL**

PWSID	Service Line Classification	Sufficient Evidence for Non-Lead?	LCRR sampling tier	Status Code	Unique service line ID	Record type	Date replacement completed	Ownership type	SL Street address 1	SL Street address 2	SL city/township	SL zip	School?	Childcare facility?
-------	-----------------------------	-----------------------------------	--------------------	-------------	------------------------	-------------	----------------------------	----------------	---------------------	---------------------	------------------	--------	---------	---------------------

- ✓ If it is suspected that the csv files are corrupt, delete the files and re-create them using the Export All to CSV button in the Detailed Inventory tab of the PA SLI spreadsheet.