To Inventory and Beyond!

How to build, manage, and submit your inventory to ODW

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DRWA 2024
Agenda

1. Check In
2. Meet the Software
3. Demo & Training
4. Questions & Next Steps
Inventory Pulse Check
Lead Service Line Inventory Virtual Training Registration

Delaware Water Systems, we are excited to partner with you!

Scan the QR code below to receive training information and gain access to your PWS Portal account!

or visit:
120water.com/de-state-training-registration-qr
Why are we here?
New Rules Require New Tools

Lead and Copper Rule Revision & Improvements

All water systems (CWS & NTNCWS) must create a location-based preliminary inventory of the water system owned and customer owned side of every service line in your system by October 16, 2024.
What’s in it for me?

1. Centralized Data
2. Jumpstart Next Steps
3. Compliance
4. Prepare for beyond Inventory
### Meet the Team

Each of these organizations is here to help!

<table>
<thead>
<tr>
<th>Party</th>
<th>Abbreviated Name</th>
<th>Role</th>
<th>Email / Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Drinking Water</td>
<td>ODW</td>
<td>Regulatory Questions/ comments related to Delaware-specific interpretations of the LCRR; these include but are not limited to: acceptable inventory methods, basis of material classification, field verification methods, etc.</td>
<td>dhss.delaware.gov/dhss/dph/hsp/odw.htm</td>
</tr>
<tr>
<td>Delaware Drinking Water State Revolving Fund</td>
<td>DE DWSRF</td>
<td>Financial Questions/ comments related to financial support (e.g., grants) to support the development of a system's service line inventory.</td>
<td><a href="https://dhss.delaware.gov/dhss/dph/hsp/dwsrf.html">https://dhss.delaware.gov/dhss/dph/hsp/dwsrf.html</a></td>
</tr>
<tr>
<td>Delaware Rural Water Association</td>
<td>DRWA</td>
<td>Technical Assistance Delaware Rural Water has been trained to support systems with building their inventories and are available for ongoing in person and remote assistance</td>
<td><a href="mailto:delawareruralwater@drwa.org">delawareruralwater@drwa.org</a></td>
</tr>
<tr>
<td></td>
<td>120Water</td>
<td>Product &amp; Technical Support Questions and comments related to PWS Portal, technical questions about how to log in and use the software, and how to build and manage your inventory within the platform.</td>
<td>120water.com</td>
</tr>
</tbody>
</table>
Meet the Platform
- Web based, mobile responsive application
- Intuitive and user friendly for systems of all sizes
- Individual system tenant environments
- Manages service line & other data related to LCRR
- Provides customized Excel template from States
- Performs address & field validations as well as geocoding capabilities BEFORE it reaches the State
- Real-time metrics on service line requirements
- Reports directly to State Dashboard or integrates with existing State database
- Allows PWS to manage service line data 365 days/year

pws.120wateraudit.com
How does PWS Portal work?

Data standardization to streamline service line inventory management and reporting.
Step One: Register

A Note for Delaware Water Systems:

Please fill out the form on this page to receive more information. After you click submit, you will be directed to our PWS Portal Training video and you will also receive an email with additional resources and instructions for how to access your account. The training will focus on how to utilize 120Water’s PWS Portal to import, manage, and report your service line inventory data in accordance with the State’s reporting requirements to ensure your water system compliance.

New rules require new tools — and we are here to help! All Delaware water systems (CWS or NTNCWS) must submit their initial service line inventories to the Office of Drinking Water (ODW) by October 16, 2024.

If you have questions or need help registering for a training, please reach out to support@120water.com for further assistance.

Hello,

Thank you for registering to receive training materials and access to your PWS Portal account, powered by 120Water.

This training information is intended for all Delaware water systems (CWS & NTNCWS) who are required to submit their Service Line Inventory to ODW by October 16th, 2024 for compliance. All inventories must be submitted to ODW through your PWS Portal account. Review the information below to get started!

- Training video linked here
- Presentation deck linked here
- Reference Guide linked here
- 120Water’s Help Center linked here
Step Two: Accept Invitation

Hello,

You’ve been granted access to IDEM-Portal Sandbox’s 120Water account.

Simply click the button below to accept your invitation and finish creating your account.

Accept Invitation

For security reasons, this link will expire in 48 hours.

If you believe you received this invitation in error, simply ignore this email.
Step Three: Get Started!

Log In to PWS Portal

1. Receive email from Support@120water.com to set up account.
2. Within 48 hours, Accept & Verify User Account & update password
3. Login to PWS Portal: https://pws.120wateraudit.com
4. Questions: Email support@120water.com - Include your Name, PWS ID, and your question
Add Service Line Inventory Data

Recommended for systems with less than 100 service connections.

High-level Steps:

- Click on Locations Tab
  - Select ‘Add Single Site’ button
  - Input required address fields
- Click on newly-created Location record→Assets Tab
  - Select ‘Add Service Line’ button
  - Input any and all relevant data
Import Service Line Inventory Data

Recommended for systems with more than 100 service connections.

High-level Steps:

- Download DHSS Service Line Inventory Template:
  - Input any and all relevant data into the sheet
    - Note: Address information is all that is needed to make your initial import
  - Import Data into PWS Portal
Manage Service Line Inventory Data

Key components of PWS Portal:
- **Locations (Premise)**
  - Details
  - Assets
  - Attachments
- **Inventory (Assets)**
  - Map View
  - List View
- **State Reporting**
  - Current Inventory
  - Submit
Submit Service Line Inventory

High-level Steps:
- Login to PWS Portal
- Navigate State Reporting tab
- Review aggregate service line inventory data
- Submit initial service line inventory to ODW
After training, systems will receive a link to the Help Center and will have access to our support team.

120Water Help Center:
- https://pws-hc.120water.com/pws-helpcenter

Contact Support:
- https://120water.com/support
- 1-800-674-7961
- support@120water.com
What’s Next?
3 Phases to Inventory Development

**Building your Inventory**

**When:** NOW - October 2024  
**What:** Collection & documentation of the data necessary to submit an inventory  
- Service addresses  
- Documenting the service lines to those addresses  
- Classifying materials and details about those service lines  
- Verifying Materials known materials  
- Working to reduce unknowns

**Submitting your Inventory**

**When:** By Oct. 16, 2024  
**What:** Finalizing any missing required data, attaching necessary documentation, clicking SUBMIT  
- Verifying all data is complete and accurate  
- Adding attachments  
- Clicking SUBMIT to snapshot current state and submit to ODW  
- Answer methodology questions

**Managing your Inventory**

**When:** Today and beyond  
**What:** Maintaining your inventory with the most current & accurate information about the service lines managed by your water system  
- Reducing Unknowns  
- Documenting Replacements  
- Communicating with Residents
Lead Service Line Inventory
Virtual Training Registration

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Questions
Thank you!