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.

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
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:

![User Setup Screen]

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.

![User Setup Screen with Results]

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).

Select either button to begin

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.

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 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:

<table>
<thead>
<tr>
<th>Highest Risk #1</th>
<th>Service Line Material Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lead</td>
</tr>
<tr>
<td>2</td>
<td>Copper-Lead Solder</td>
</tr>
<tr>
<td>3</td>
<td>Galvanized</td>
</tr>
<tr>
<td>4</td>
<td>Unknown Material</td>
</tr>
<tr>
<td>5</td>
<td>Copper – No Lead Solder</td>
</tr>
<tr>
<td>6</td>
<td>Plastic</td>
</tr>
</tbody>
</table>

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.