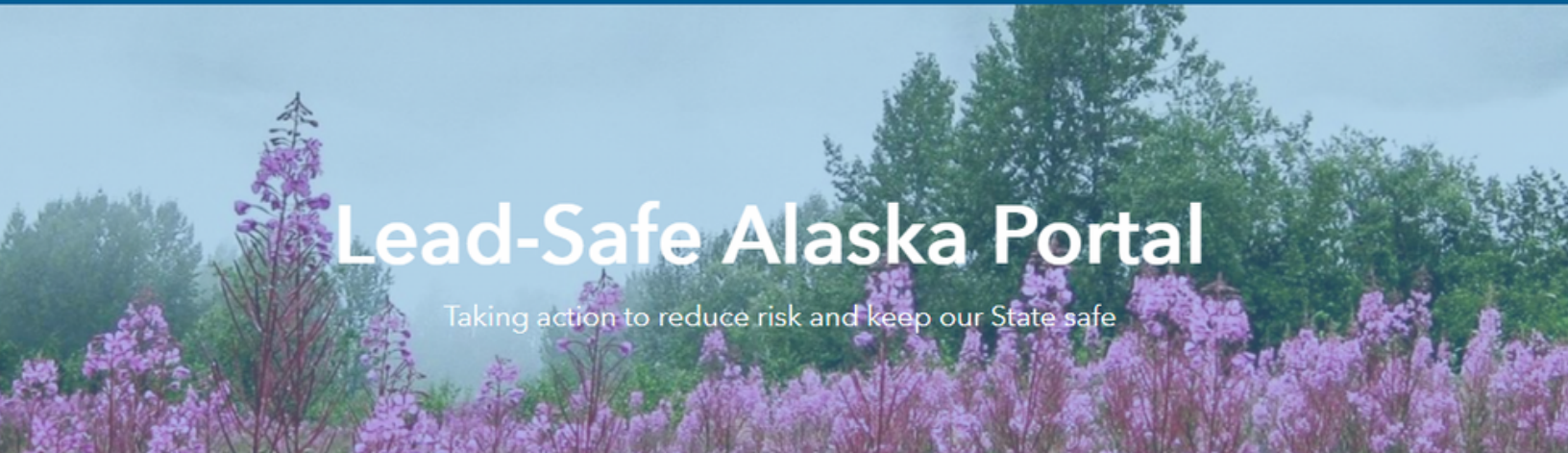


Lead-Safe Alaska Portal Instructions

Sign In

Lead-Safe Alaska



Lead-Safe Alaska Portal

Taking action to reduce risk and keep our State safe

1. Go to <https://ak-lsli-adece.hub.arcgis.com/>
2. Select Sign In in the upper right corner of your browser (red). A pop-up will appear.
3. Sign in using the username and password in the email you received after registering (yellow).

Sign In - Google Chrome

adec.maps.arcgis.com/sharing/oauth2/authorize?response_type=to...

Lead Safe Community Hub wants to access your ArcGIS Online account information

Sign in to Alaska Department of Environmental Conservation

ArcGIS login

AK2340214.adec.lsl

Keep me signed in

Sign In Cancel

[Forgot username?](#) or [Forgot password?](#)

Not a member of this organization?
[Sign in to your account on ArcGIS Online](#)

[Privacy](#)

Change your password - Google Chrome

adec.maps.arcgis.com/sharing/oauth2/resetPassword?oauth_state=...

Change your password

Old password

New password

Confirm new password

Change Password

Security Question and Answer - Google Chrome

adec.maps.arcgis.com/sharing/oauth2/updateUserProfile?oauth_sta...

Security Question and Answer

A security question has not been set for your account. Setting a security question and answer allows you to reset your password if needed. Choose a question from the drop down menu below and enter your answer in the input box provided.

Security Question:

Select one

Answer:

OK

4. Change your password (green).
5. Select a security question and answer (blue).
6. Allow DEC permission to view data entered into the Lead-Safe Alaska Portal (purple).

NOTE: You *MUST* be signed in to a registered public water system in order to enter, edit, or view your system's service line information.

Request for Permission - Google Chrome

adec.maps.arcgis.com/sharing/oauth2/approve?oauth_state=a9fG7HOP...

Request for Permission

AK2360248.adec.lsl

[Sign in with another account](#)

Lead Safe Community Hub (Developed by Alaska Department of Environmental Conservation) wants to access your ArcGIS Online account information


Cancel Allow

Lead Service Line Editors

This page is a one-stop shop for public water system operators and contractors who have registered for the Lead-Safe Alaska Portal. You must sign in with the username provided by the ADEC Drinking Water Program.

Here is the link to the [Service Line and Interior Plumbing Self Survey](#). Provide this link to your customers along with your PWSID and ask them to complete the survey. The survey consists of two parts (Service Line Self Survey) and (Interior Plumbing Self Survey) and can be done all at once or one at a time.


Update: 8/7/2023 editing permissions have been restored.



Lead Service Line Editor Web Application

This application allows water systems and contractors to add and edit service line information on their water system. It is intended to be used with desktops and/or laptop..

[Open](#)



AK LSLI Inventory Summary Submittal

Each water system participating in Lead Safe Alaska Portal needs to complete the summary before their inventory submittal is considered complete.

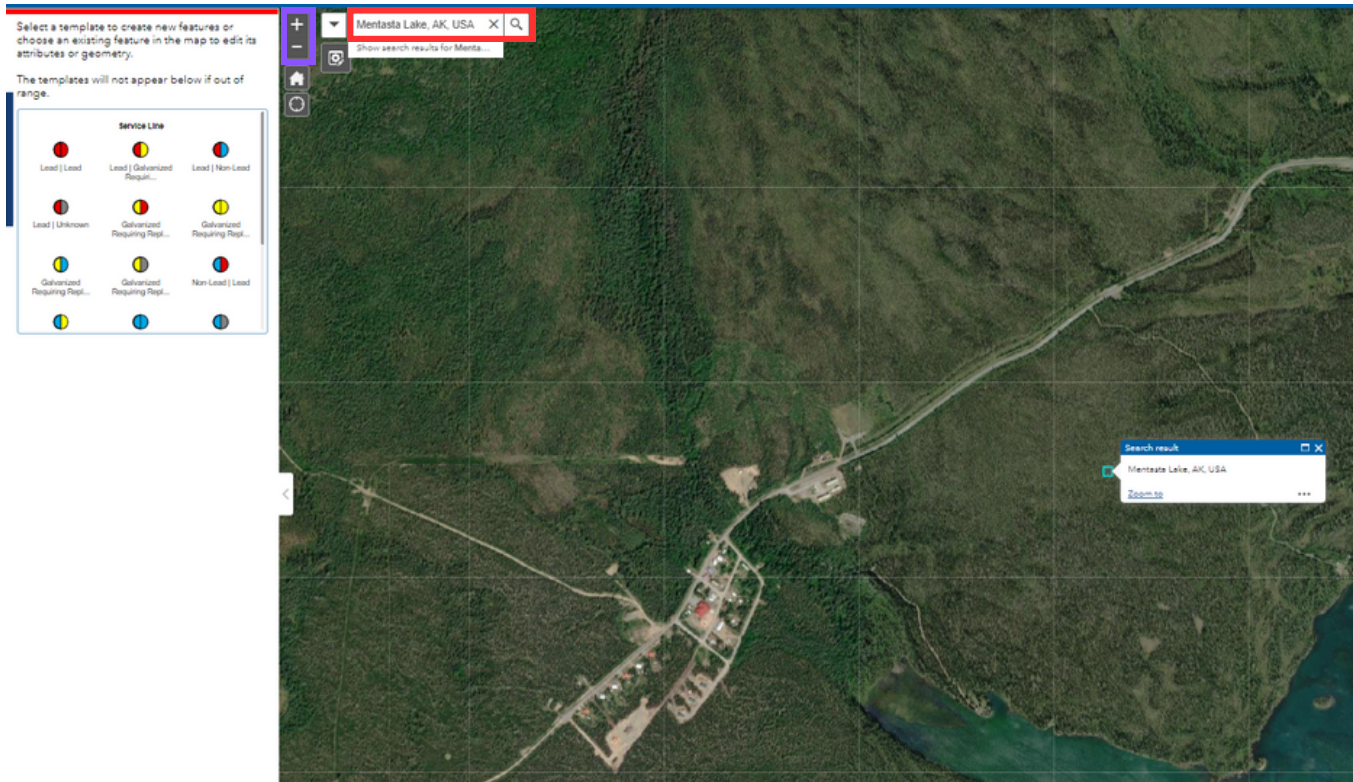
[Submit Inventory Summary](#)

Now that you're signed in, the Lead Service Line Editors tab should appear (red). Selecting it will bring you to the Editor's Dashboard. On the Editor's Dashboard, you will see three selections:

Lead Service Line Editor Web Application (green▲): This application allows you to *enter data* on your service lines to the portal. See Pages 3-6.

AK LSLI Inventory Summary Submittal (yellow■): This form is how you alert the Drinking Water Program that your Inventory Draft, Initial Inventory, or Inventory Update is complete. *Your inventory is not complete and will not be accepted by the State if this form is not submitted.* See Page 7.

Lead Service Line Editor Web Application



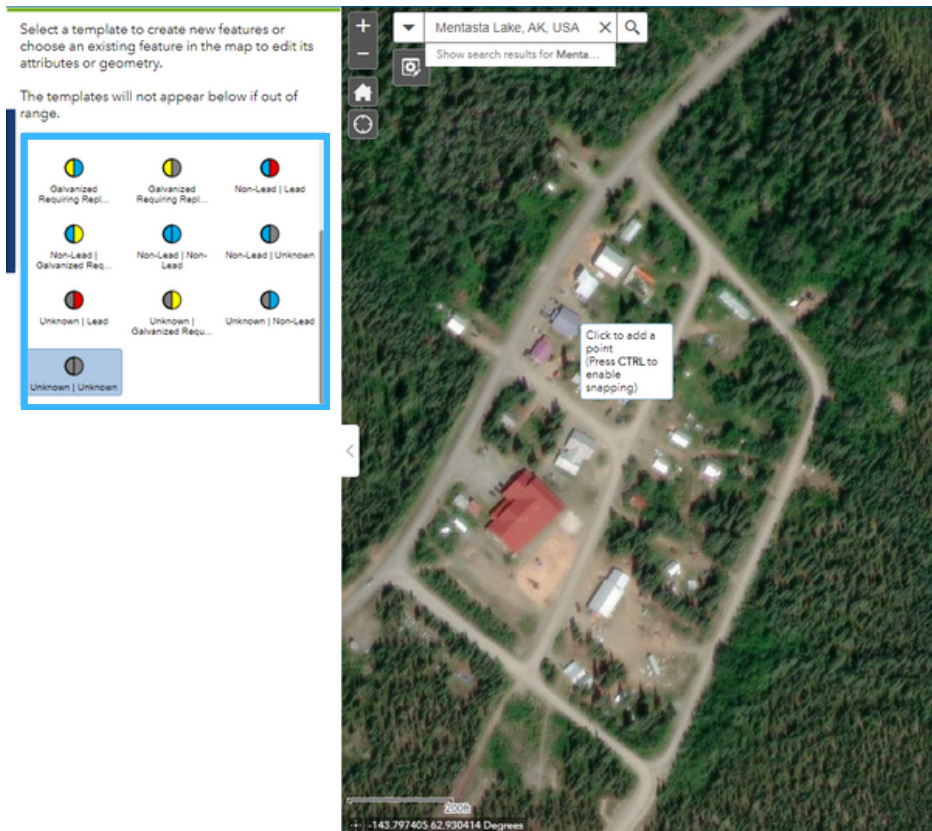
1. Use the search bar (red) to search for the closest community (city, village, town, etc.) to your public water system. Make sure to include both city and state. Use the scroll wheel on your mouse or the plus and minus signs (purple) to zoom in or out as needed. Click, hold, and drag the screen to navigate the map.

2. Select the template which shows the service line classification you are reporting from the templates on the left side of the screen (blue).

**The left half of the template represents the material of the utility owned portion of the service line. The right half represents the material of the customer owned portion of the service line. If the service line is owned by one entity, the two halves should always be the same.*

3. Click the location of the service line on the map to place the template.

**If you make an error in the placement of the data point, you must delete it and place a new point.*



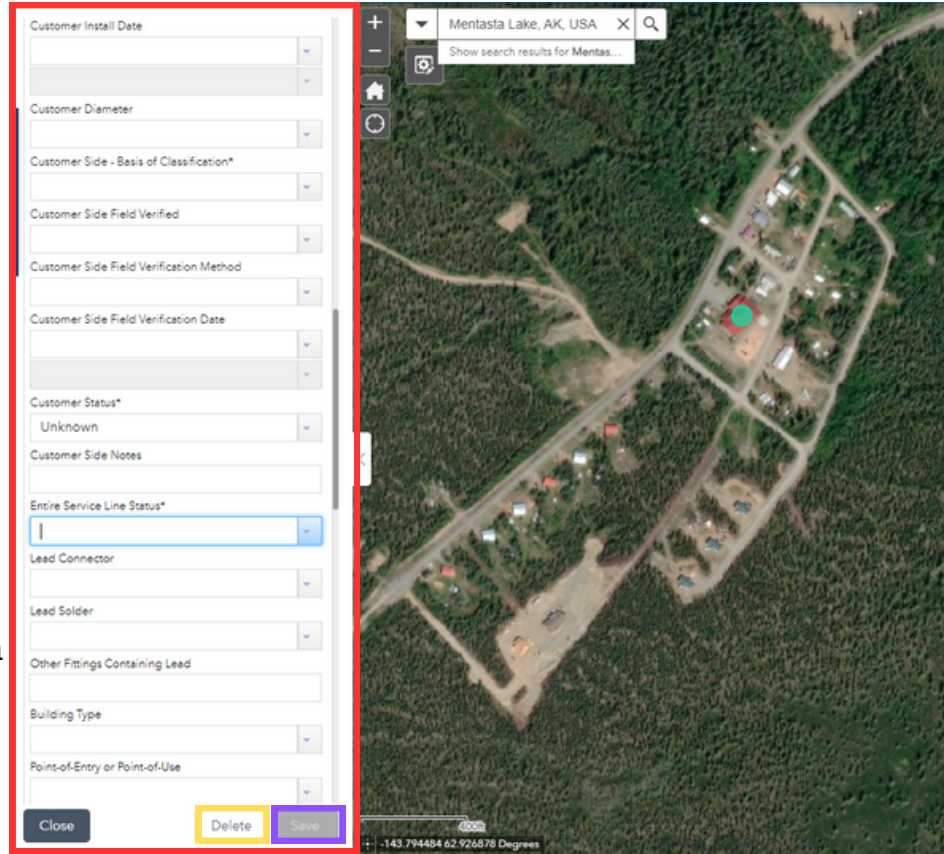


Lead Service Line Editor Web Application

4. Use the SmartEditor table (red) to enter known information on the service line. All fields marked with an asterisk (*) are required. If multiple service lines have the same information, it is recommended to use the **Batch Edit** feature (see instructions on Page 5).

**The color of the halves of the data point will change automatically to reflect any updates to the type of material entered into the SmartEditor.*

5. Select Save (purple) to save your data point. If required fields are entered, the data will automatically be visible to the State, as well as on the public facing Lead-Safe Alaska portal.



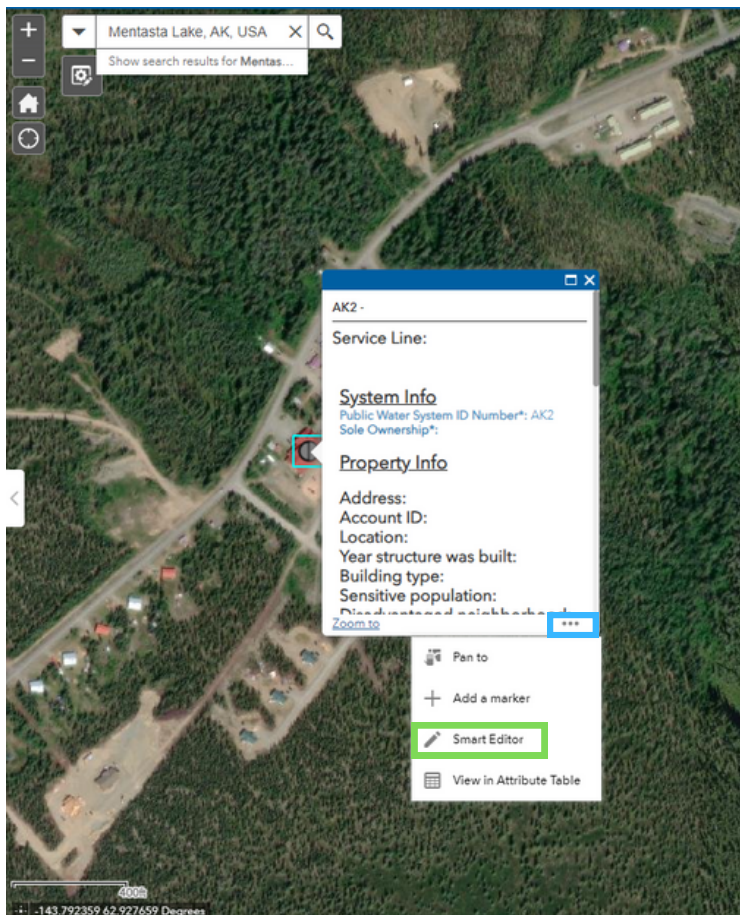
Deleting Data Points:

To delete, select Delete (yellow) in the SmartEditor. **Always verify that the SmartEditor is showing the data point you wish to remove before deleting.*

If the SmartEditor is not open for the data point you wish to remove, follow these instructions:

1. Select the data point you wish to remove.
2. Click on the three dots (blue).
3. Select SmartEditor (green).

Now the SmartEditor should show the point you wish to remove, and you can simply select Delete.

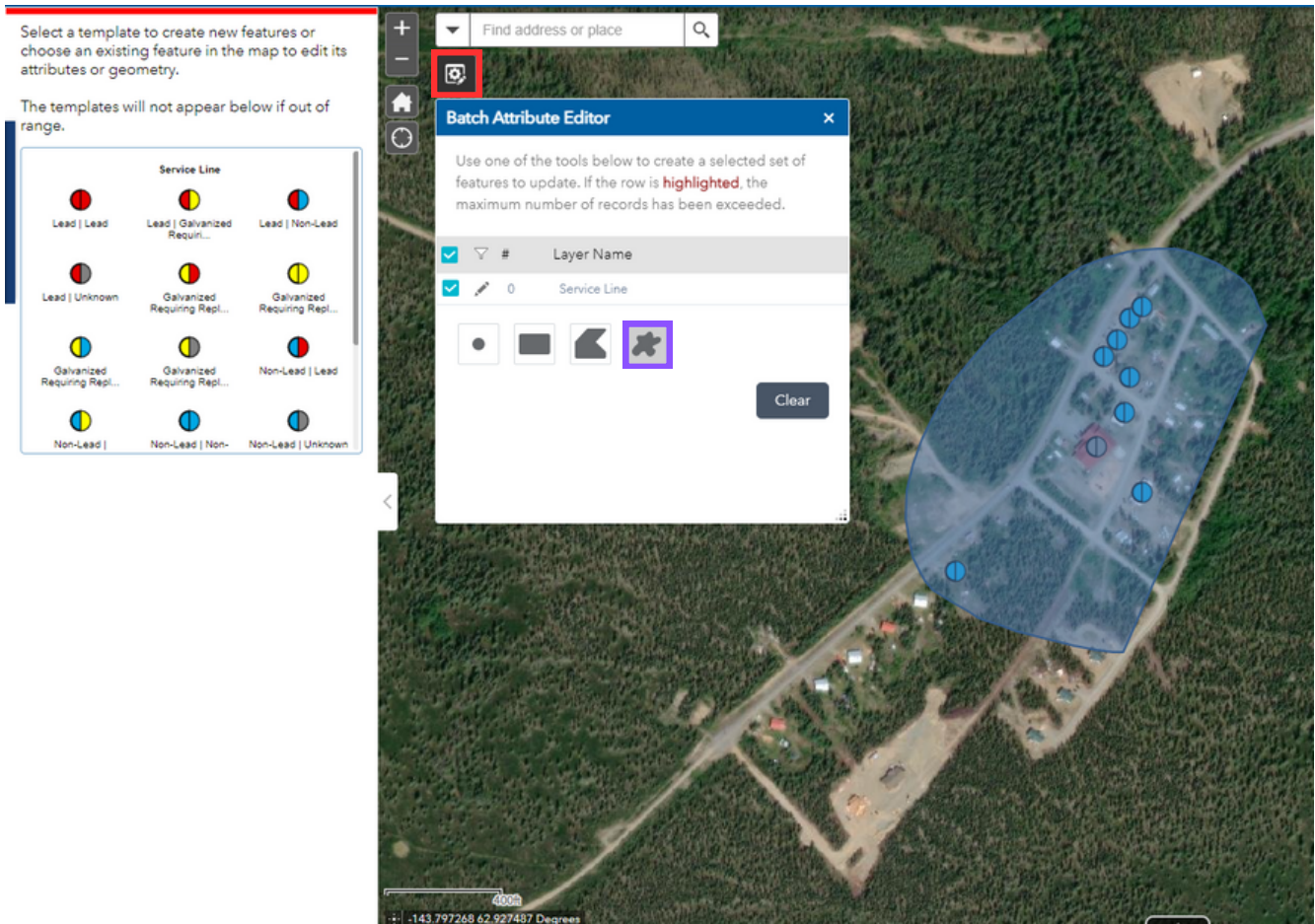




Lead Service Line Editor Web Application

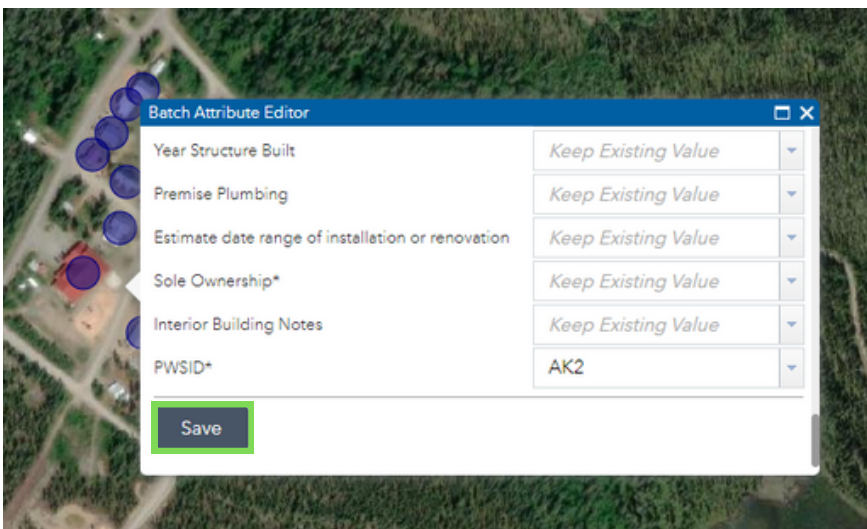
Batch Edit Feature:

If you have multiple data points that all need to have the same information entered, follow these steps to edit them all at once:



1. Select the Gear Icon (red).
2. Select the blob icon (purple).
3. Click, hold and drag the your mouse to draw around the data points you want to Batch Edit. A shaded blue shape will highlight the selected points.
4. Use the **Batch Attribute Editor** to enter information you want all selected data points to have.

**Any information entered will affect all selected data points. Any fields left as "Keep Existing Value" will keep any unique information entered for the individual data points.*



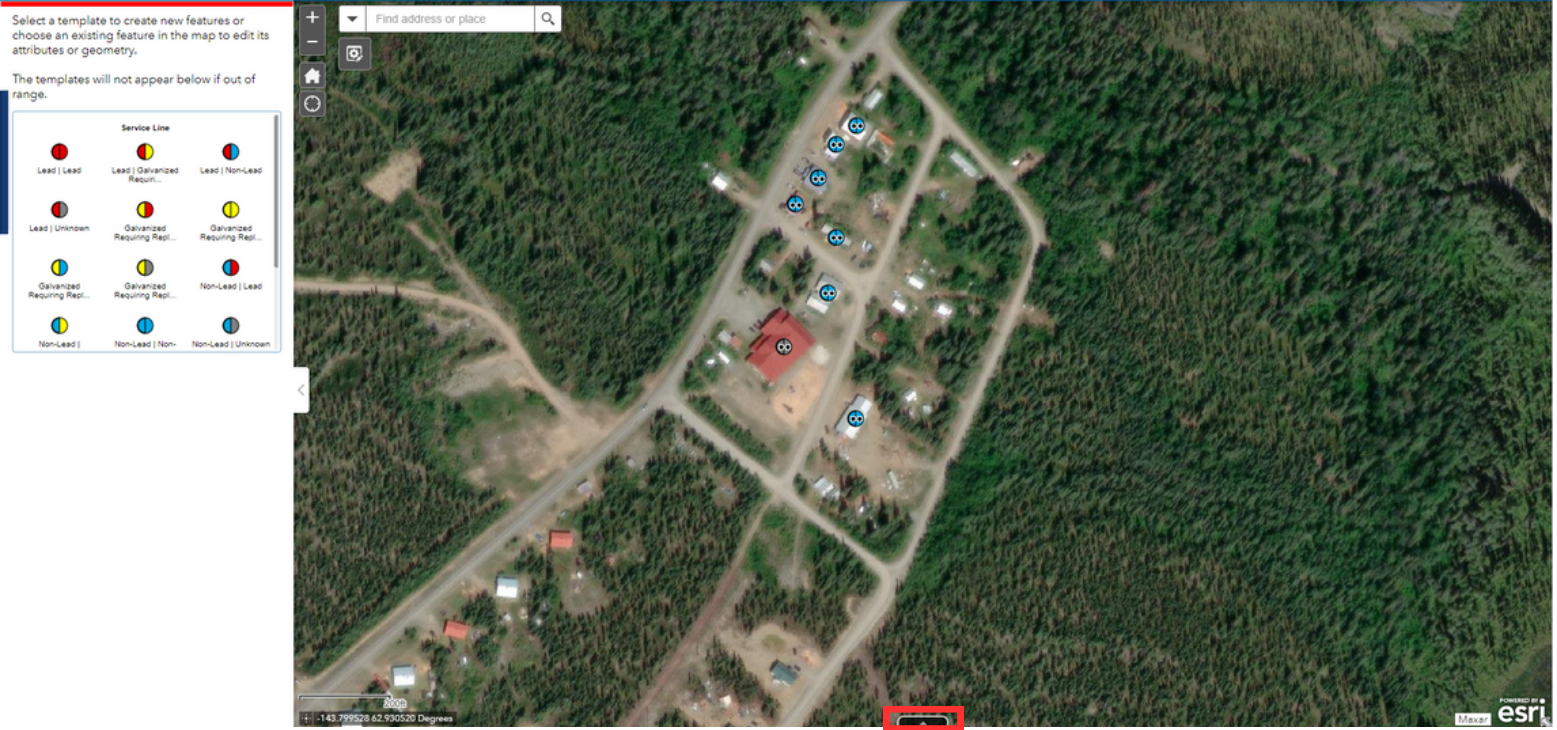
5. Select Save to save your batch edits (green). Now, all data points that were selected will reflect any information entered into the Batch Attribute Editor.



Lead Service Line Editor Web Application

Attribute Table:

To see all the data points you have entered in table form, select the up arrow (red) at the bottom of the screen to pull up the Attribute Table.



PWSID*	Sole Ownership*	Account ID	Address	Other Location Identifier	Sensitive Population	Disadvantaged Neighborhood	Utility Asset ID	Utility Material	Ever Lead?	Utility Install Date	Utility Diameter	Utility Source	Utility Side Verified	Utility Verification Method
AK2340214	Yes		136 Bush St.		Yes - School			HDPE	No			Installation record	Yes	Visual inspection at Building inlet
AK2340214	Yes		126 Bush St.					HDPE				Installation record		
AK2340214	Yes		123 Copper St.					HDPE			2"	Installation record		
AK2340214	Yes		124 Copper St.		No			HDPE	No	1/1/2009, 12:00 AM	3/4"	Installation record		
AK2340214	Yes		123 Steel St.		No			HDPE	No		1 1/2"	Installation record		
AK2340214	Yes		123 Bush St.					Copper	No	1/1/2008, 12:00 AM		Installation record		
AK2340214	Yes		128 Bush St.		Yes - Day Care			HDPE	No	1/1/2007, 12:00 AM		Installation record		
AK2340214	Yes		130 Bush St.					HDPE				Repair / replacement record		

AK Service Line Inventory Summary Submittal

In order for your Draft Inventory, Initial Inventory, or Inventory Update to be considered complete, you **MUST** submit the AK Service Line Inventory Summary Submittal. Answer each question to the best of your knowledge. When you are done, select **Submit** at the bottom of the form page.

Drinking Water Staff will review each submittal for completeness. Remember, **the utility/public water system is responsible for the accuracy of its inventory.** False information may result in formal enforcement action.

State of Alaska Service Line Inventory Summary

For Public Water Systems to document basic system information, how they met the public accessibility requirements, document the methods and resources to develop and update inventories, and provide summary of the service line inventory including ownership, inventory format, and the number of service lines.

PWS Information

Water System Name:*

PWSID:*

Population Served (# of people):

Number of Service Connections:*

PWS Type:

Community Water System (CWS)

Non-Transient, Non-Community (NTNC)



Customer Self-Assessment Survey

The Customer Self-Assessment Survey is a tool for you to use to **collect** information from your customers on their service connections and interior/premise plumbing. **Use of this tool is optional.**

The survey can be sent to your customers as a link (<https://arcg.is/OWfOjb>) or QR Code (see below).

When sending your customer survey, be sure to **include your PWSID, so that customers can connect their survey answers to your account.*



The Drinking Water Program has prepared Step-By-Step Instructions for you to provide to your customers. These instructions detail how to identify service line and interior/premise plumbing material and how to submit the information via the Customer Self-Assessment Survey. It is located on our website: <https://dec.alaska.gov/media/vendrw4m/lcrr-step-by-step-instructions-consumer-portal.pdf>.

Customer Self-Assessment Survey

Please complete the form to submit the material of your water service line and interior plumbing.

Public Water System Identification Number (PWSID)*
The PWSID should be provided by your water system operator and must begin with AK2
Example: AK2234234

PWSID and operator contact information can be located here: [Drinking Water Watch \(alaska.gov\)](#)

Is your PWSID listed above?*

Yes

No

Customer Self-Assessment Survey-Dashboard

On the Lead Service Line Editors tab main page, directly beneath the link to the AK LSLI Inventory Summary Submittal is the **Service Line Self-Assessment Dashboard**.

The dashboard features a top navigation bar with filters for Submission Date, Source, Status, Material, and PWSID. Below this, a summary row shows counts for Submitted (6), Received (1), In Progress (1), Completed (2), and Total (10). The main content area includes a search bar for Current Submissions, a map of Alaska, a table of Completed Submissions, and a section for Current Submission Details. A pink box highlights the PWSID filter dropdown, and a purple box highlights the 'Update Submission Review Status' button.

The dashboard is where you review survey information submitted by customers. **Information submitted via customer survey does NOT automatically create a data point.** You must follow the steps on Pages 3-6 to create a data point for each submittal. The main features of the dashboard are:

1. Filterable categories (red): Select a category to sort submitted surveys by that field.
2. Summary of submitted customer surveys (orange): Summary of submitted surveys and their status.
3. Current Submissions (yellow): List of all customer surveys submitted.
4. Current Submission Details (green): Shows customer answers to a single survey selected from the Current Submissions list.
5. Map (gray): Shows location/address of the service line that the survey was submitted for.
6. Completed Submissions table (blue): List of customer surveys marked as complete.
7. Submission Review Status editor (purple): Allows reviewer to update the status of a customer survey as they review it for accuracy and completeness.

**Unless a specific PWSID is selected from the categories list, all customer surveys submitted across the state will appear. To see surveys submitted for only your system, simply click on the PWSID category and select your PWSID from the drop down list (pink).*

This screenshot shows the dashboard with the PWSID filter dropdown menu open, displaying a list of PWSID values. The 'Submitted' count is 2, and the 'Completed' count is 0. The 'Current Submissions' panel shows two entries with status 'Submitted' and material 'Plastic'. The 'Current Submission Details' panel shows details for a submission on 8/14/2023. The 'Service Line Assessment' status is set to 'Submitted'. A pink box highlights the PWSID dropdown menu, and a purple box highlights the 'Update Submission Review Status' button.

Customer Self-Assessment Survey-Dashboard

Follow these steps to view submitted customer survey answers on the dashboard:

The screenshot shows the 'Service Line Self-Assessment Dashboard' with a top navigation bar containing filters for Submission Date, Source, Status, Material, and PWSID. Below the navigation bar are five summary cards: Submitted (1), Received (0), In Progress (0), Completed (1), and Total (2). The 'Current Submissions' section is highlighted with a red border and contains a search bar and a list of submissions. The first submission is selected, and its details are shown in the 'Current Submission Details' section, which is highlighted with an orange border. The 'Completed Submissions' section is also visible on the right side of the dashboard.

1. Select the submission you want to view from the Current Submissions list (red). A blue bar will appear to the left of the submission you have selected.
2. Once selected, the answers to the customer survey you selected will appear in the Current Submission Details section (orange).

*You may scroll with your mouse or select the Expand button (green) in the top right corner of the Current Submission Details section to enlarge the field, if necessary.

This image shows a detailed view of the 'Current Submission Details' section, which is highlighted with an orange border. It includes the following information:

- Material:** Plastic
- Submitted on:** 8/3/2023
- Location:** 610 University Ave, Fairbanks, AK, 99709, USA
- Name:** Test Test
- Phone:** (907) 451-2164

A green expand button is visible in the top right corner of the details section.

Customer Self-Assessment Survey-Dashboard

Follow these steps to view completed customer survey answers on the dashboard:

The screenshot shows the 'Service Line Self-Assessment Dashboard' with a top navigation bar containing filters for Submission Date, Source, Status, Material, and PWSID. Below the navigation bar are five summary cards: Submitted (1), Received (0), In Progress (0), Completed (1), and Total (2). The main area is divided into three sections: 'Current Submissions' with a search bar and submission details, a map of Alaska, and 'Current Submission Details' with a selection prompt. A red box highlights the 'Completed Submissions' table, which shows a submission with Status: Completed, Material: Plastic, and Completed On: [date].

1. Select the submission you want to view from the Completed Submissions table (red). A blue bar will appear to the left of the submission you have selected.
2. Once selected, the answers to the customer survey you selected will appear in the Completed Submission Details section (orange).

*You may scroll with your mouse or select the Expand button (green) in the top right corner of the Current Submission Details section to enlarge the field, if necessary.

This screenshot shows the expanded 'Completed Submission Details' section. It features a green expand button in the top right corner. The details are displayed in a blue bar on the left and a larger white area on the right. The details include: Status: Completed, Material: Plastic, Completed On: [date], and Time to complete: NaN days. Below this, the 'Completed Submission Details' section is highlighted in orange and contains: Material: Plastic, Submitted on: 8/14/2023, 11:48 AM, Location: Test, Name: Customer Smith, and Phone: (111) 111-1111. At the bottom are buttons for 'Completed Submissions' and 'Update Submission Review Status'.

Customer Self-Assessment Survey-Dashboard

Follow these steps to update submission review status:

The screenshot displays the 'Service Line Self-Assessment Dashboard' with a navigation bar at the top. The dashboard shows submission counts: Submitted (1), Received (0), In Progress (0), Completed (1), and Total (2). A map of a city area is visible in the center. On the left, the 'Current Submissions' list is highlighted with a red box, showing details for a submission with PWSID: AK2340214, Material: Plastic, and Submitted On: 8/3/2023, 12:08 PM. Below this is the 'Current Submission Details' section. On the right, the 'Service Line Assessment Updater' is highlighted with a purple box, showing a status selection menu with 'Submitted' selected. At the bottom right, the 'Update Submission Review Status' button is highlighted with an orange box.

1. Select the submission you want to view from the Current Submissions list (red). A blue bar will appear to the left of the submission you have selected.
2. Select the Update Submission Review Status tab on the right hand side of the screen (orange).
3. Choose the desired status of the submission from the Service Line Assessment Updater (purple).
4. Scroll down using your mouse and select Submit (green) to save your changes.

*You can select the Expand button (blue) in the top right corner of the Service Line Assessment Updater, if necessary.

The screenshot shows the 'Service Line Assessment Updater' form. It has a status selection menu with 'Submitted' selected. Below this is the 'Completed On' section with two dropdown menus for date (MM/DD/YYYY) and time (hh:mm). A green 'Submit' button is at the bottom. A blue expand button is in the top right corner. The PWSID 340214 is visible in the top right. At the bottom, the 'Update Submission Review Status' button is highlighted with a blue box.

NOTE: The Update Submission Review Status section may not automatically sign-in using your credentials. If this happens, select the profile button within the editor (pink) and sign in again.