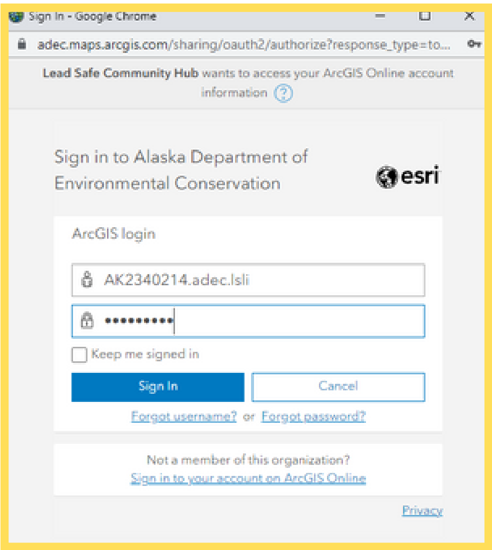
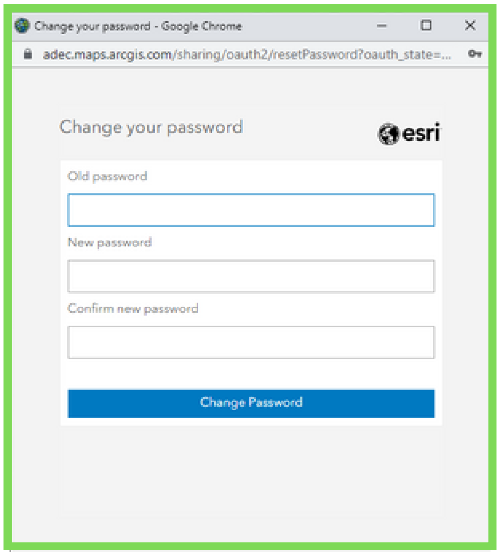
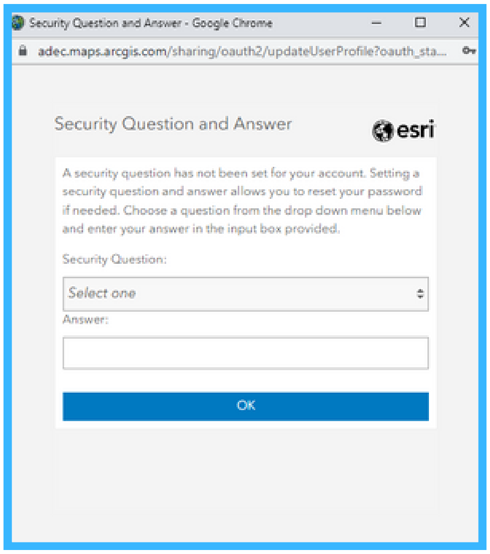
# Lead-Safe Alaska Portal Instructions


1. Go to https://ak-lsli-adec.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).

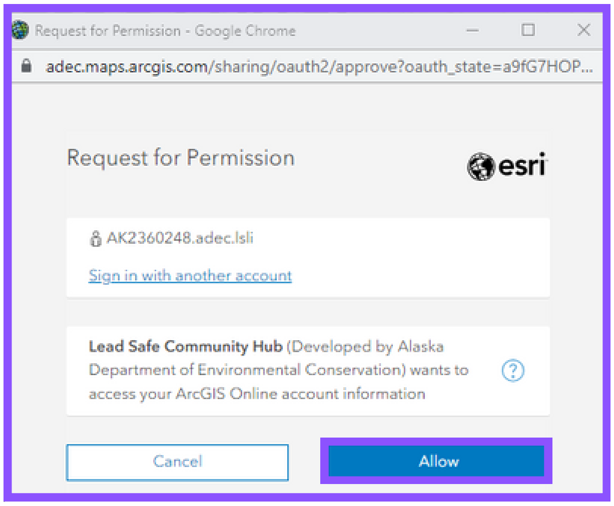


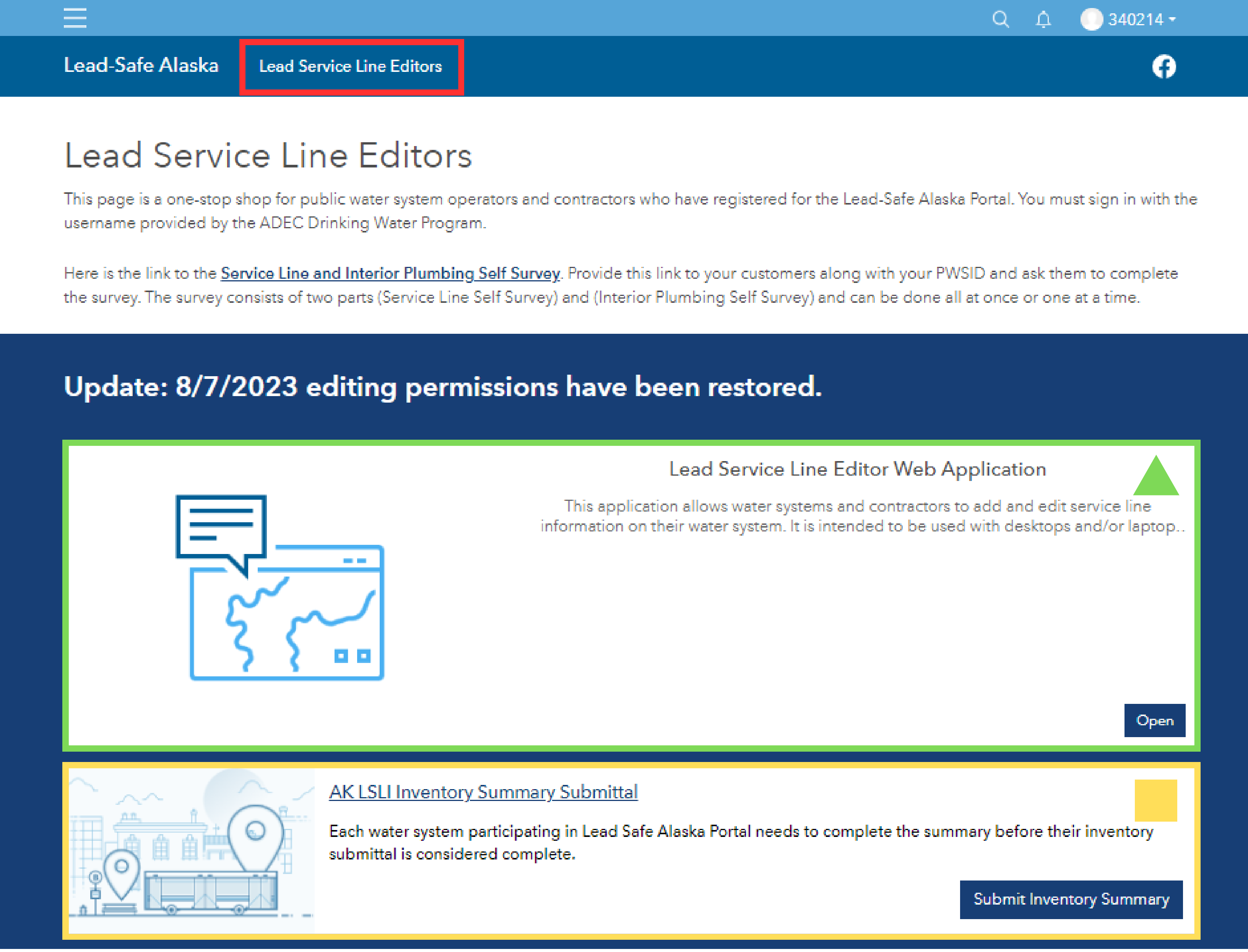




4. Change your password (green).
5. Select a security question and answer (blue).
6. Allow DEC permission to view data entered into the Lead-Safe Alaska Portal (purple).

*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.*



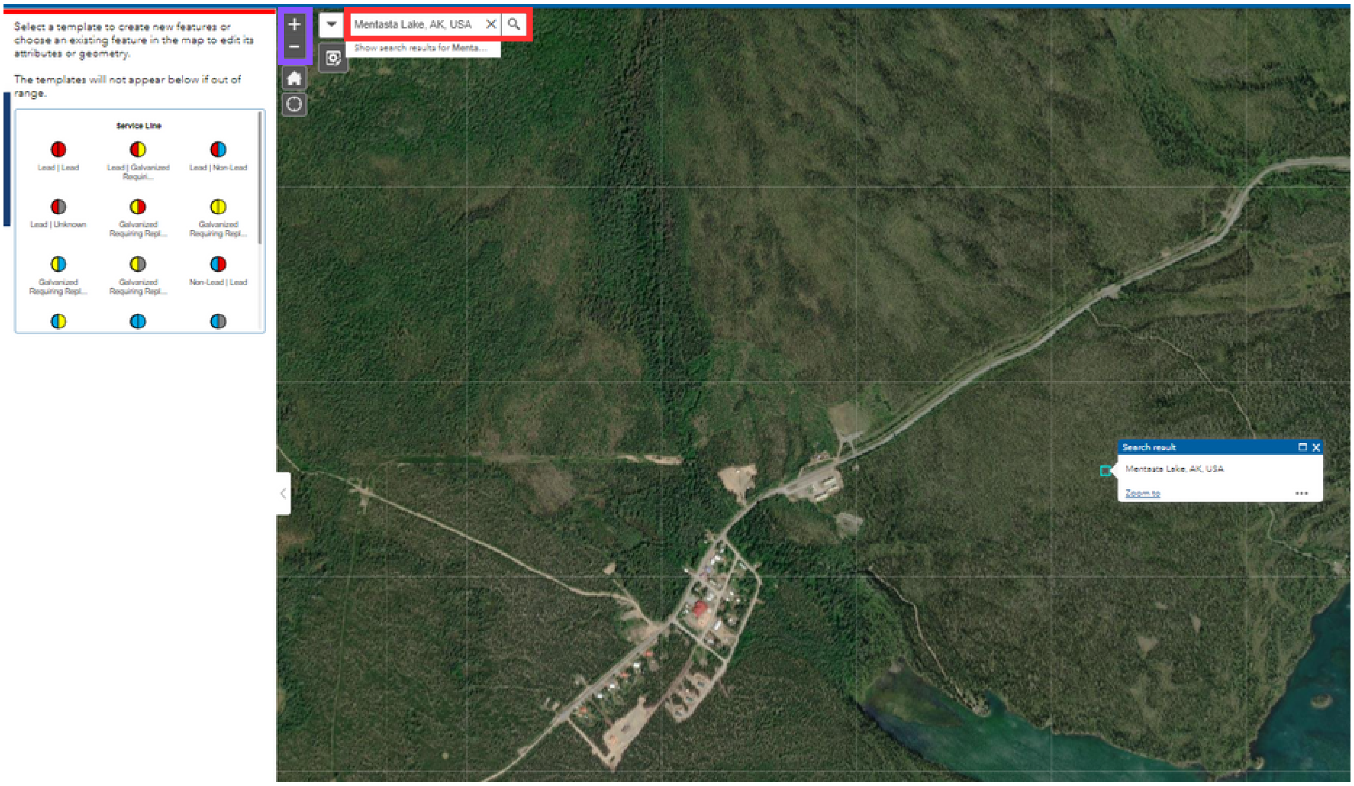



Now that you're signed in, the Lead Service Line Editors tab should appear (red). Selecting it will bring you to the Editor's Dashboard. On the Editor's Dashboard, you will see three selections:

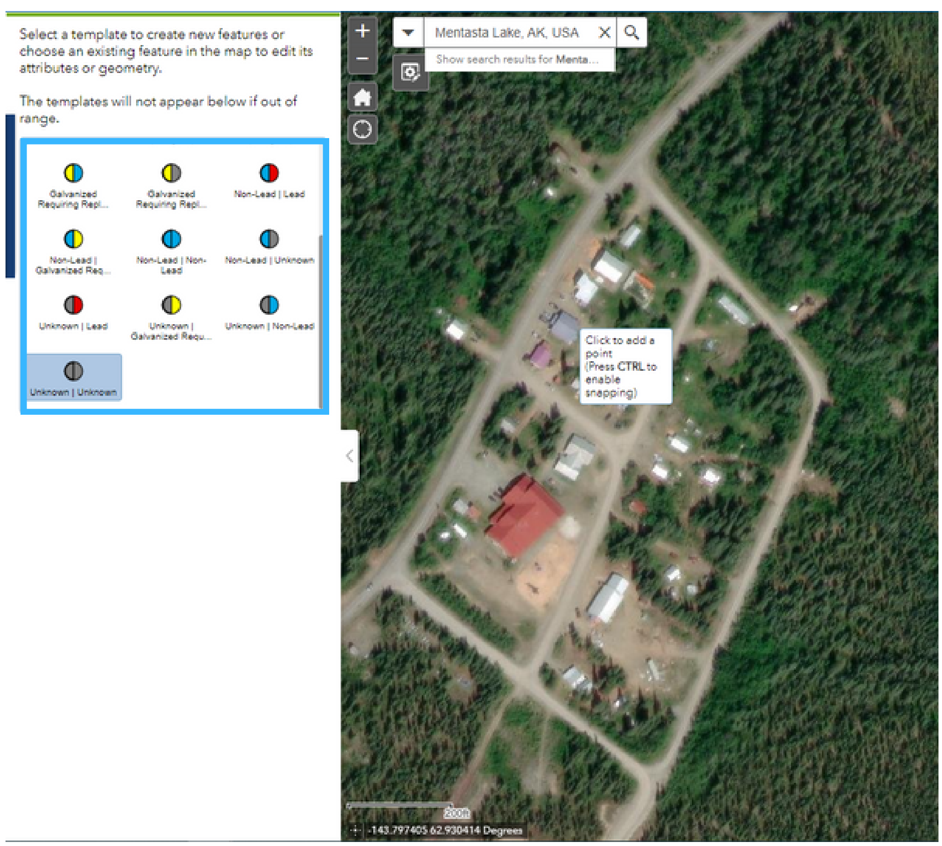
**Lead Service Line Editor Web Application** (green): This application allows you to *enter data* on your service lines to the portal. See Pages 3-6.

**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.

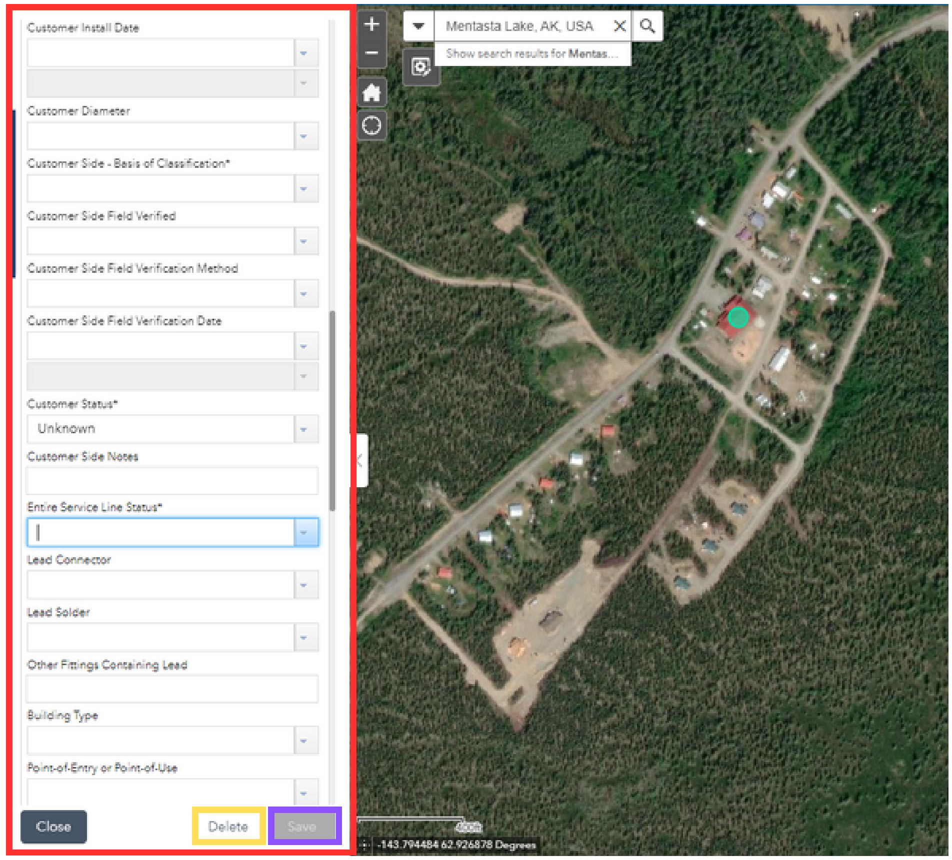


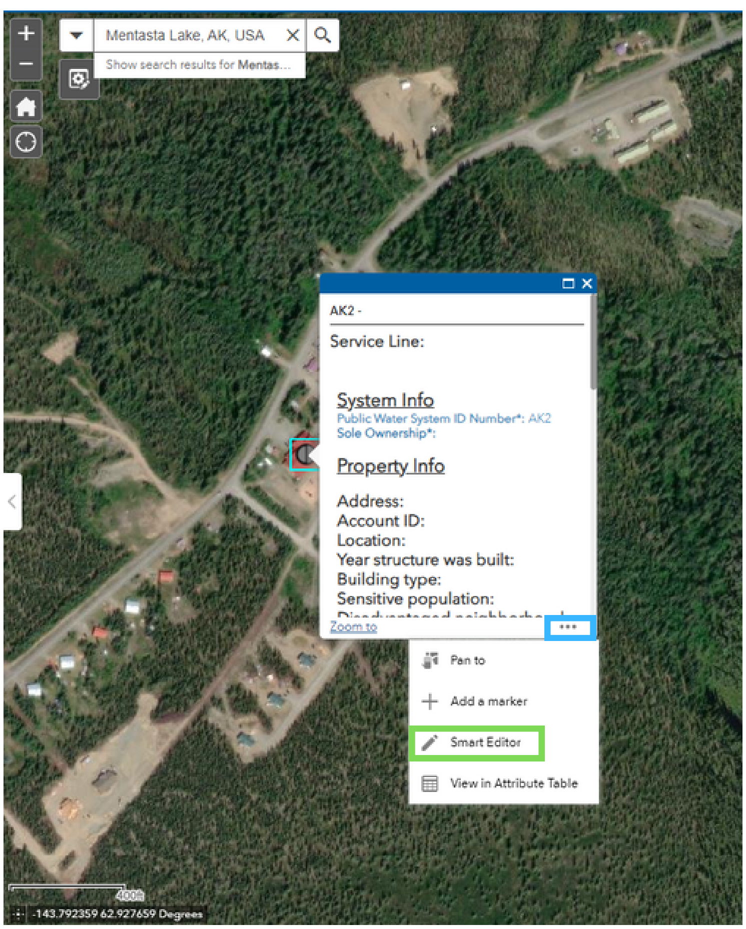

2. Select the template which shows the service line classification you are reporting from the templates on the left side of the screen (blue).
**The left half of the template represents the material of the utility owned portion of the service line. The right half represents the material of the customer 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:

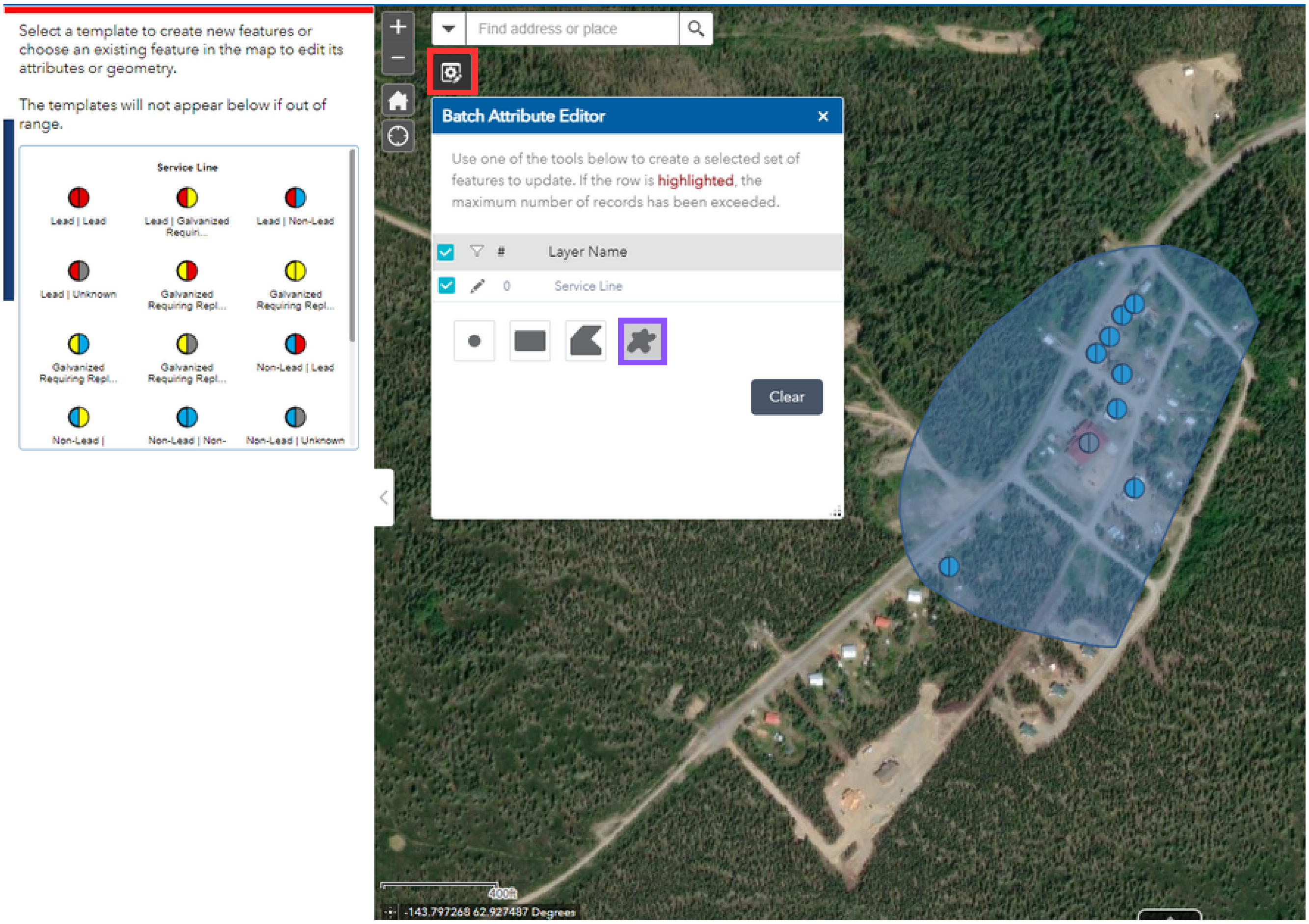
1. Select the data point you wish to remove.
2. Click on the three dots (blue).
3. Select SmartEditor (green).

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

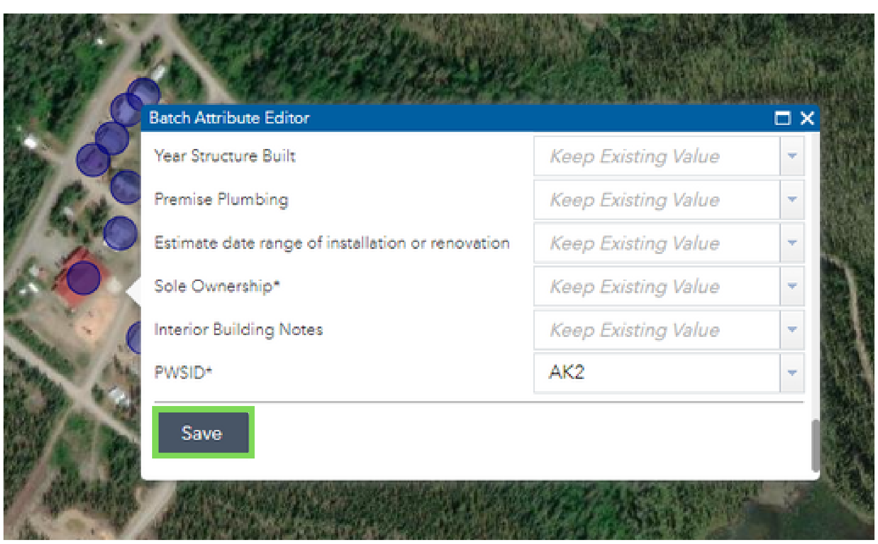
# Lead Service Line Editor Web Application

**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.



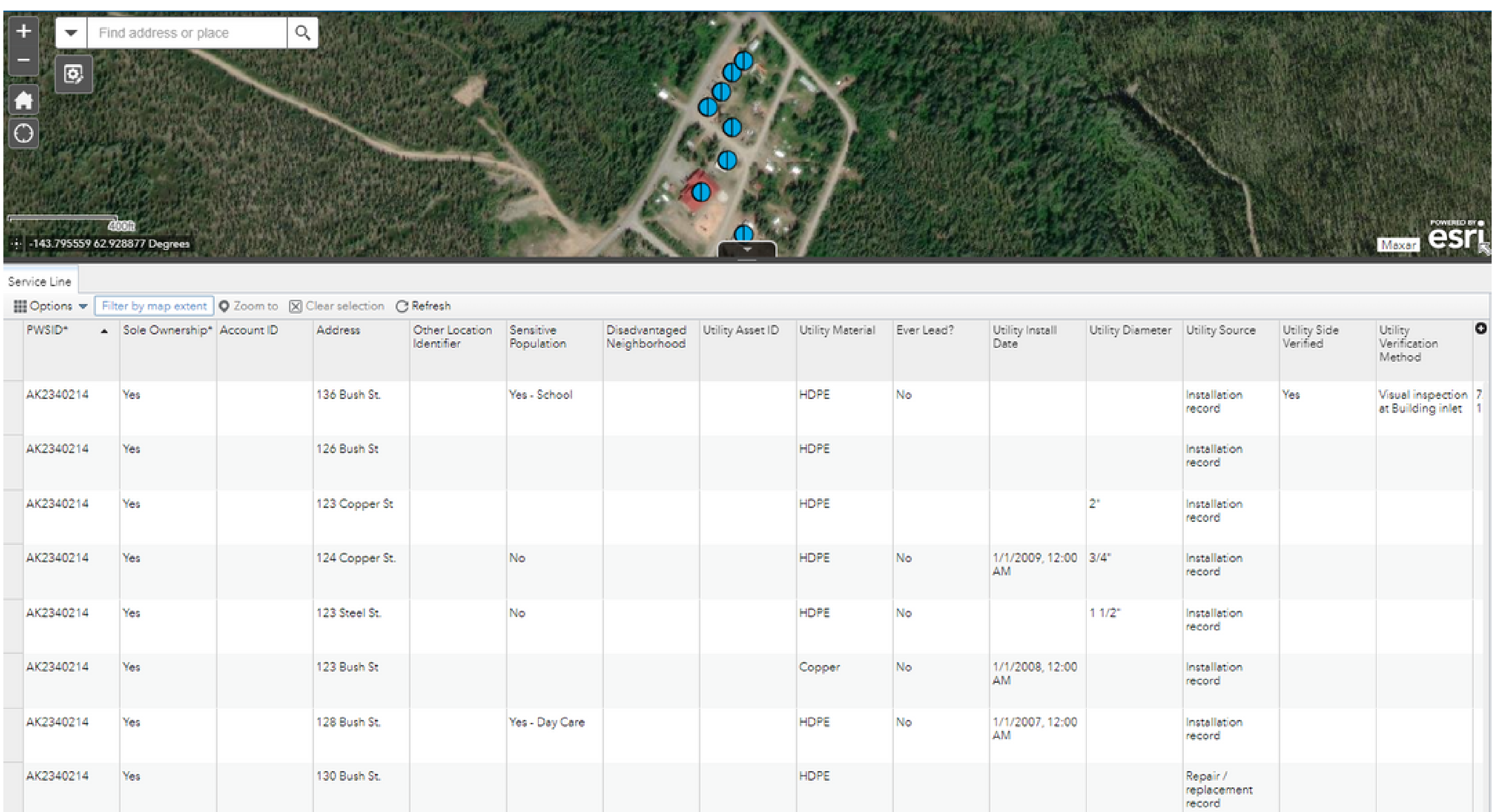

**Any information entered will affect all selected data points. Any fields left as "Keep Existing Value" will keep any unique information entered for the individual data points.*

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:***

AK2

**Population Served (# of people):**

**Number of Service Connections:***

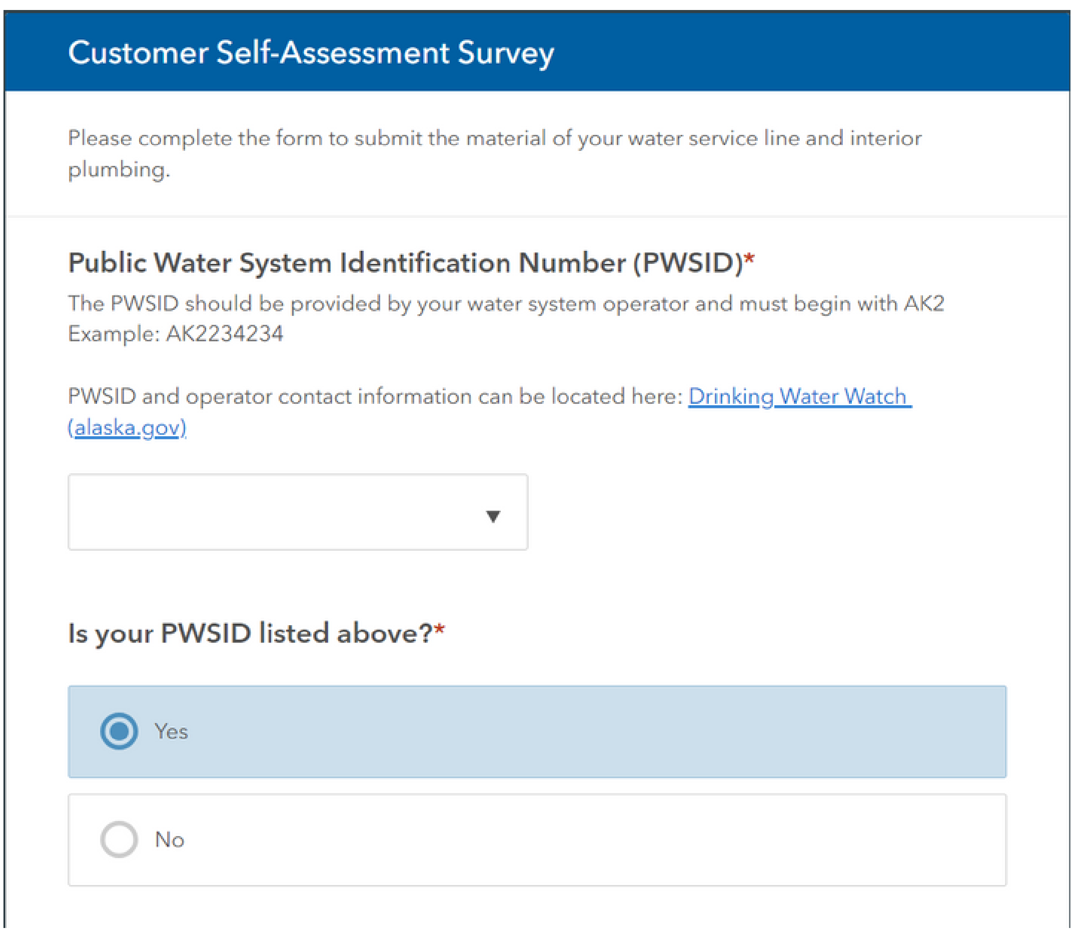
**PWS Type:**

- Community Water System (CWS)
- Non-Transient, Non-Community (NTNC)

# Customer Self-Assessment Survey

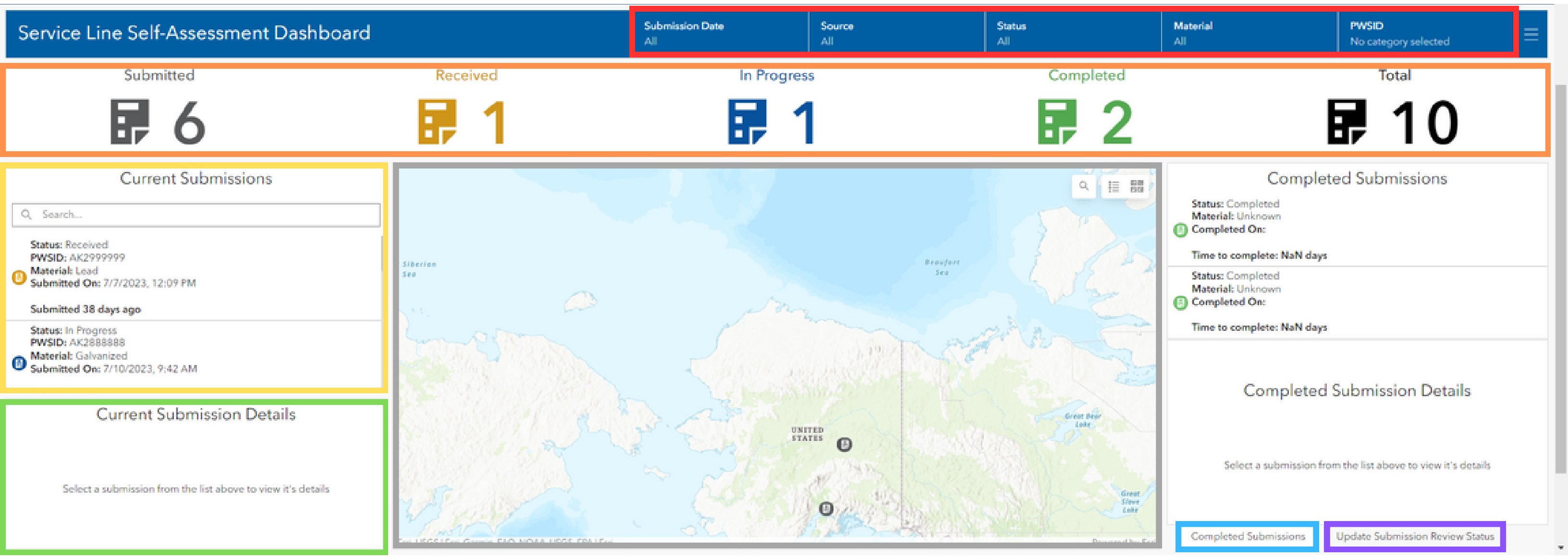
The Customer Self-Assessment Survey is a tool for you to use to **collect** information from your customers on their service connections and interior/premise plumbing. **Use of this tool is optional.** The survey can be sent to your customers as a link (https://arcg.is/0WfOjb) or QR Code (see below). *_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-Dashboard

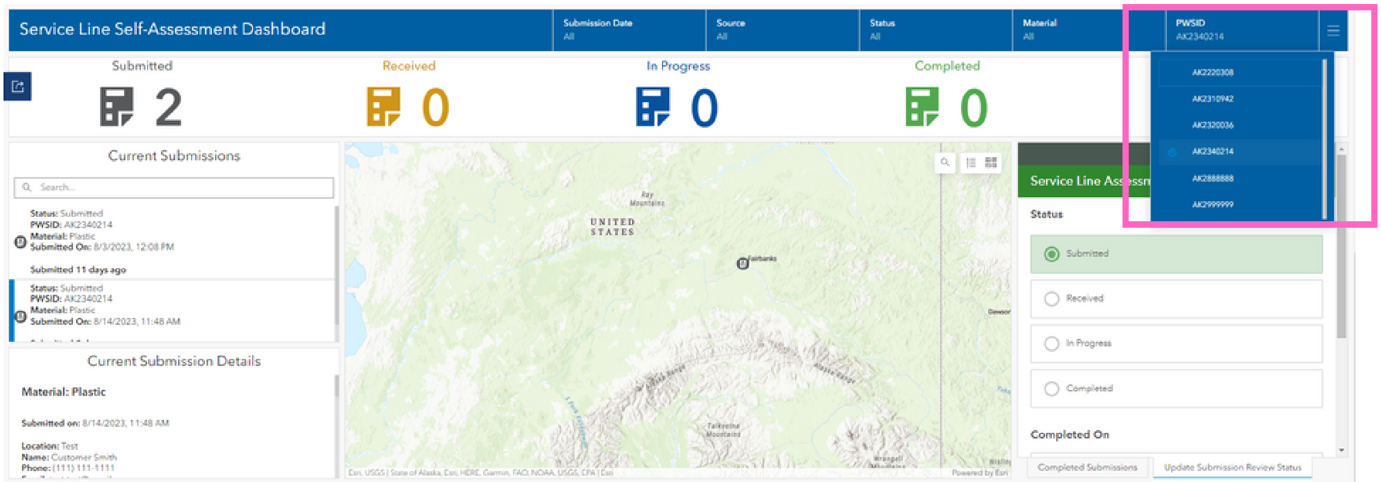
On the Lead Service Line Editors tab main page, directly beneath the link to the AK LSLI Inventory Summary Submittal is the **Service Line Self-Assessment Dashboard**.




The dashboard 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:

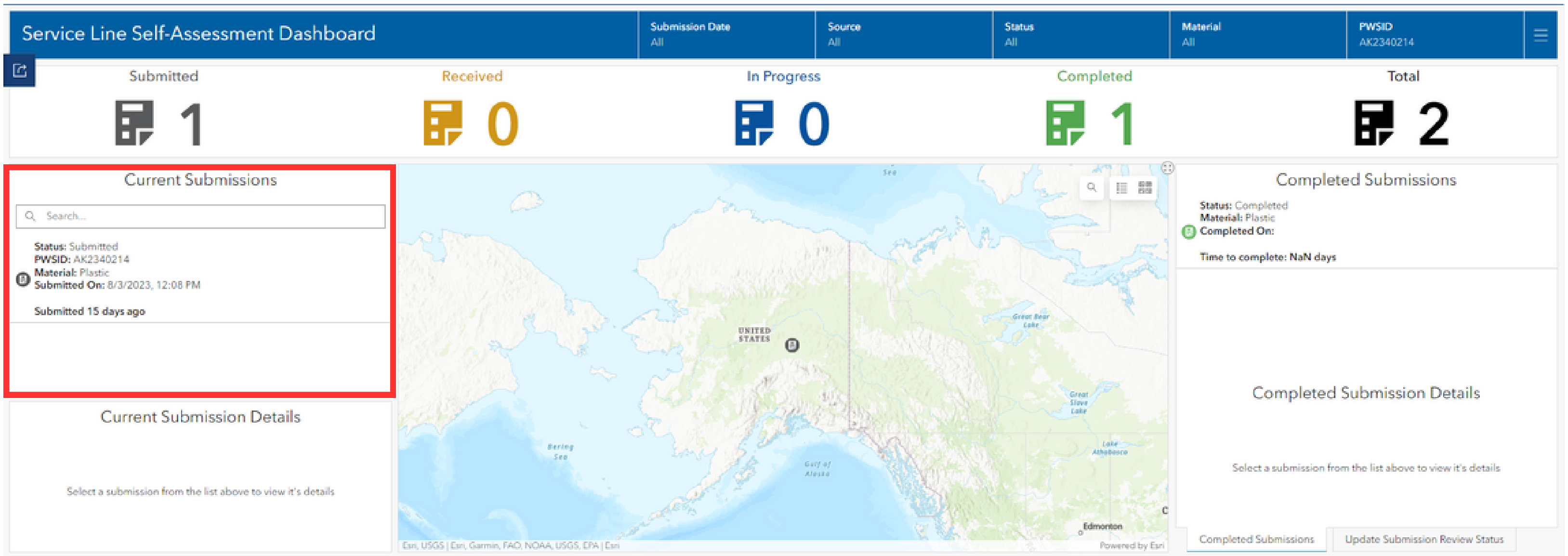
1. Filterable categories (red): Select a category to sort submitted surveys by that field.
2. Summary of submitted customer surveys (orange): Summary of submitted surveys and their status.
3. Current Submissions (yellow): List of all customer surveys submitted.
4. Current Submission Details (green): 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).*



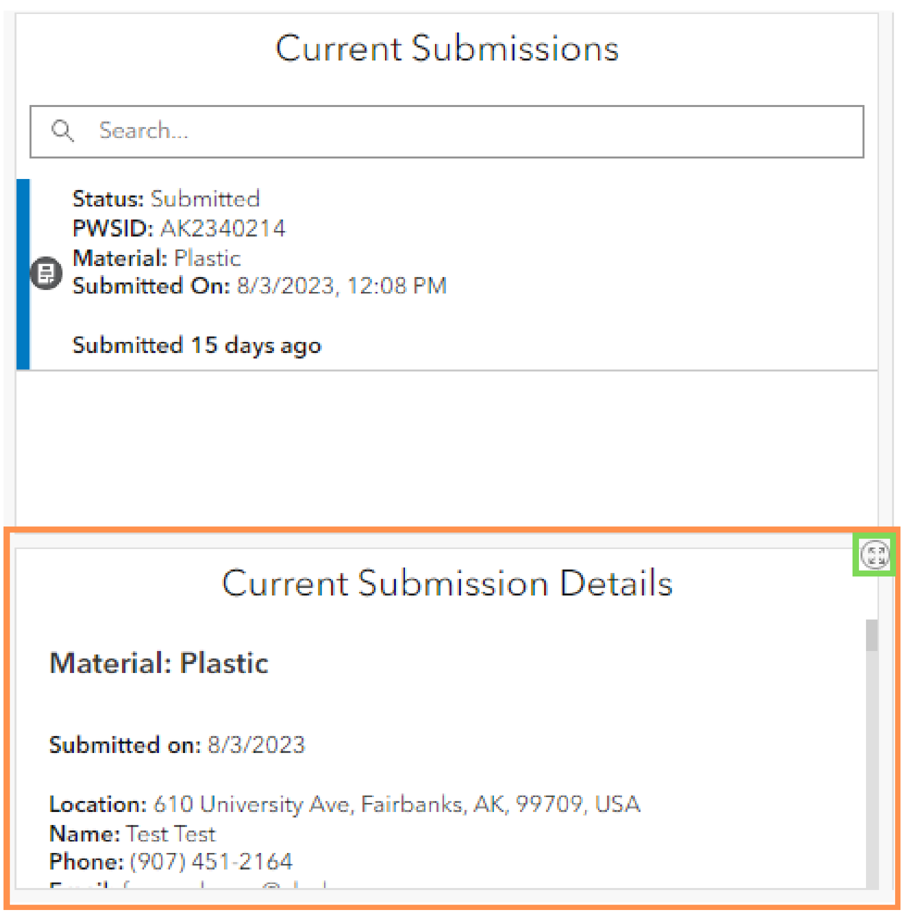
# Customer Self-Assessment Survey-Dashboard

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



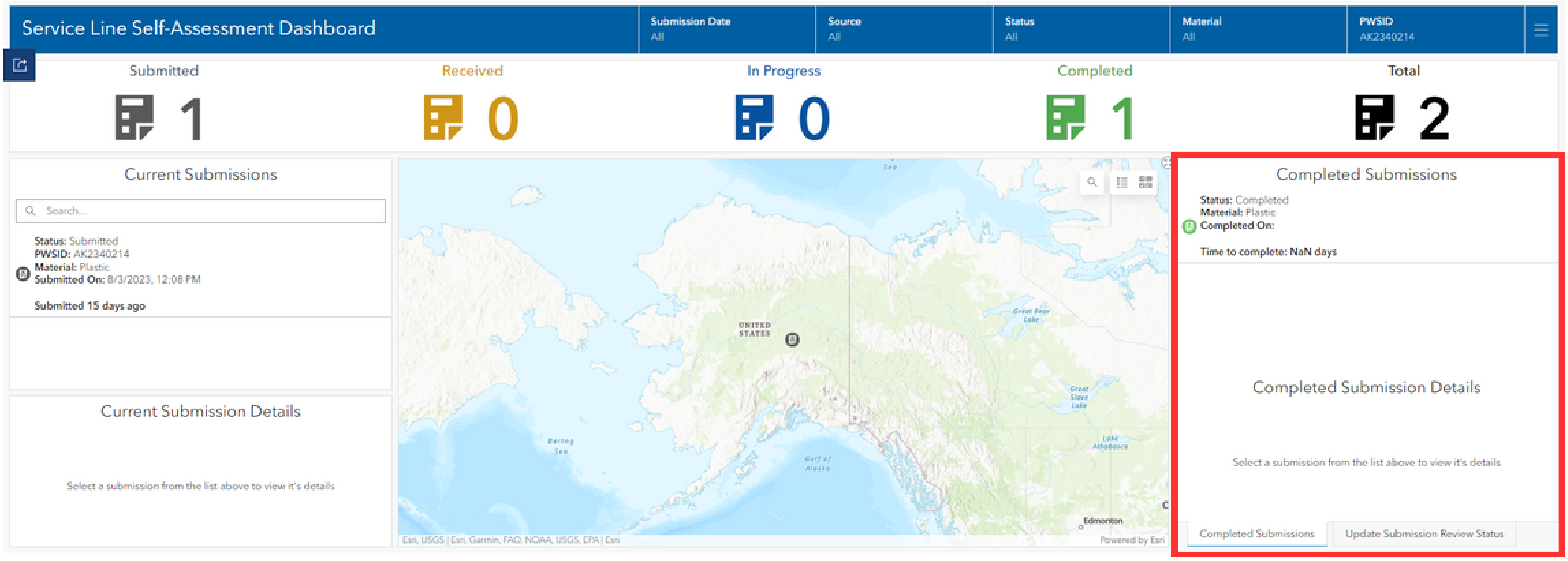

1. Select the submission you want to view from the Current Submissions list (red). A blue bar will appear to the left of the submission you have selected.
2. Once selected, the answers to the customer survey you selected will appear in the Current Submission Details section (orange).

*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.



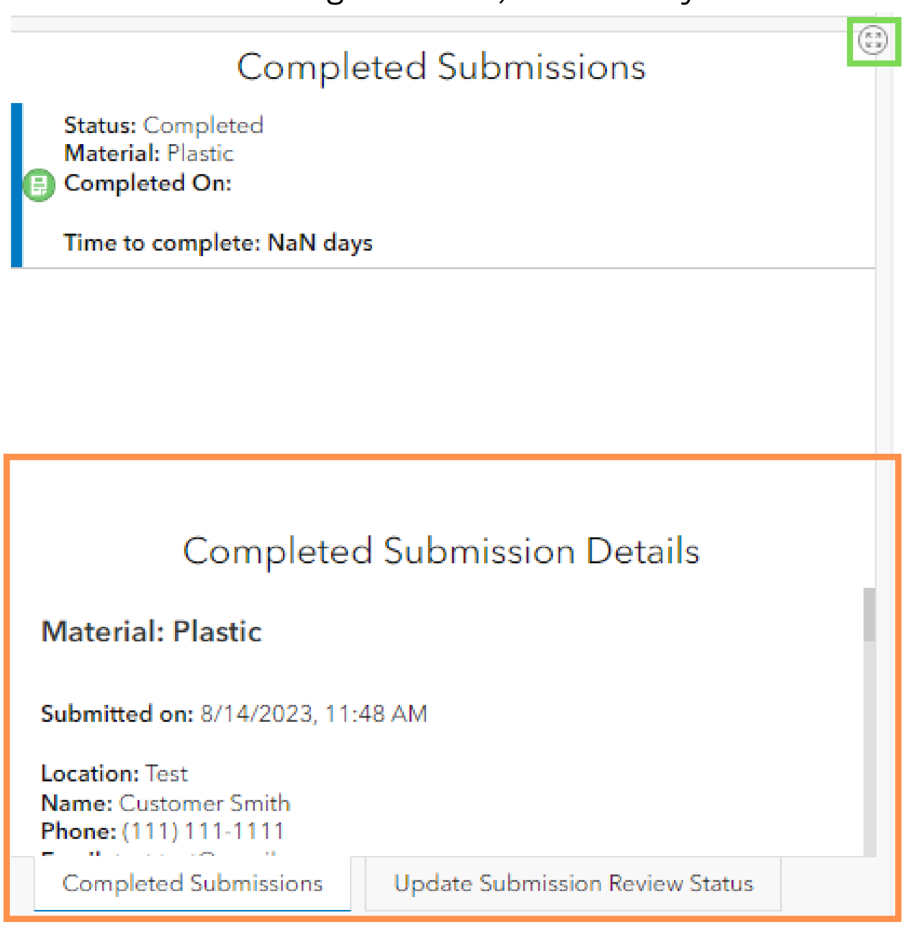
# Customer Self-Assessment Survey-Dashboard

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



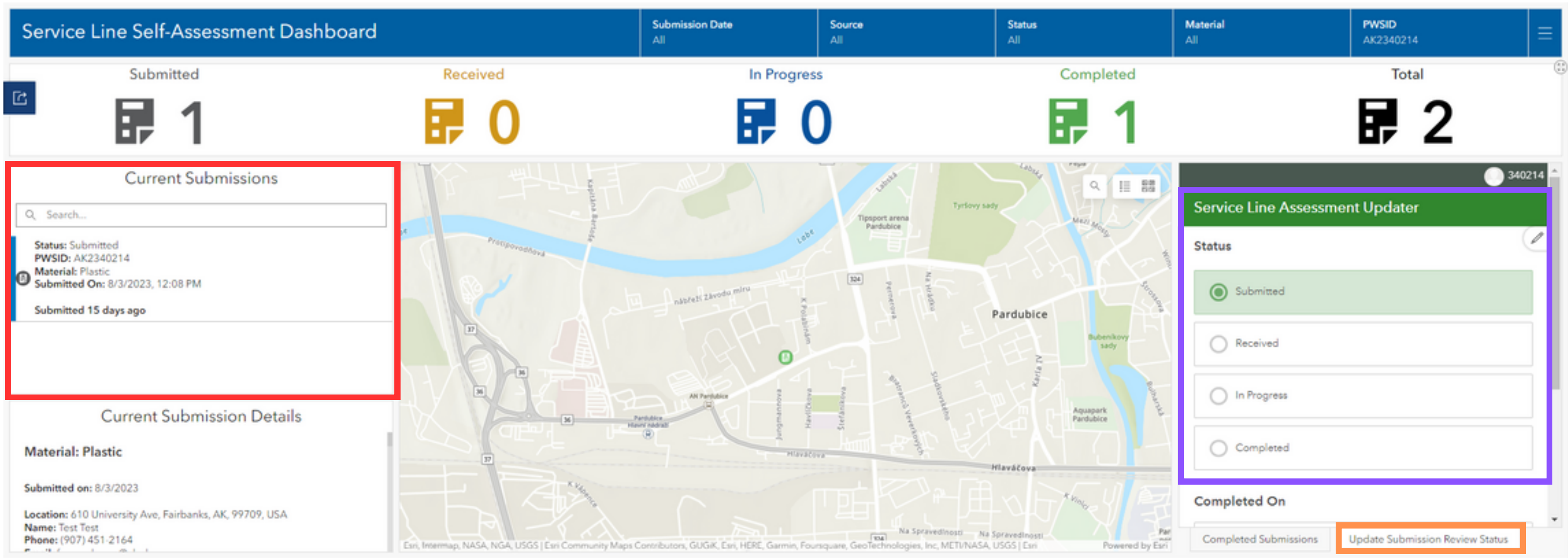

1. Select the submission you want to view from the Completed Submissions table (red). A blue bar will appear to the left of the submission you have selected.
2. Once selected, the answers to the customer survey you selected will appear in the Completed Submission Details section (orange).

*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.



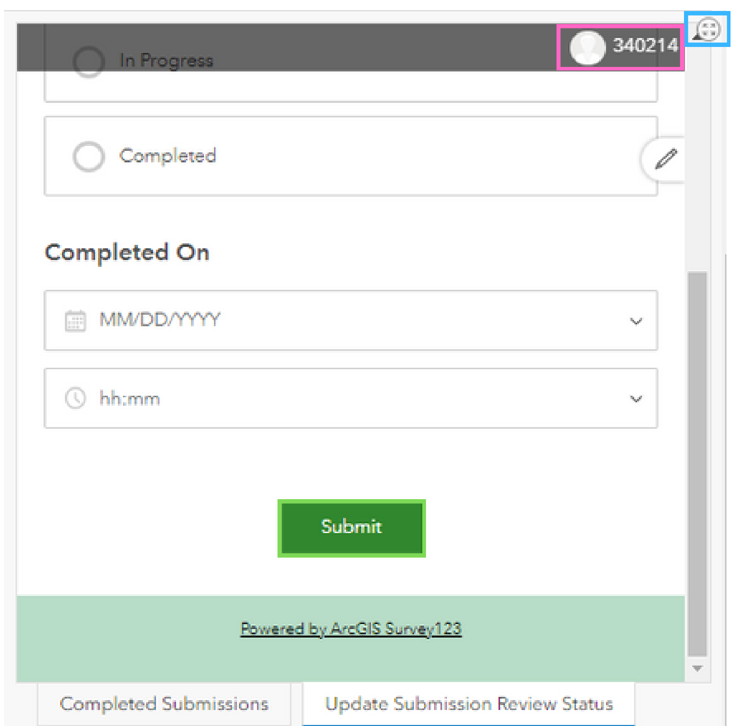
# Customer Self-Assessment Survey-Dashboard

Follow these steps to **<u>update submission review status</u>**:




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.




*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.*