

Dam Safety Inventory System

Participant Submission Guide

6/3/2021



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Introduction

DSIS or the Dam Safety Inventory System is an enterprise web application that allows users with an internet connection and user account to access information related to dams in Virginia as well as submit regulatory applications such as certificates and permits. This guide focuses on guiding participant users through all DSIS submittal processes. While many submittal processes are similar, some submittal processes have significantly different validation and/or workflow steps. When users are submitting an application in DSIS they should review the corresponding section of this document to ensure they do not miss any requirements of their submission.

Contacts

The “Contacts” tab (Figure 1) is used to maintain contact information related to all persons that professionally interact with a dam. The contact list under the “Contacts” tab can be used to identify different contact types such as dam owners, representatives, and consultants as well as their emails, phone numbers, and addresses. Participants may edit contact information as needed as long as the records are directly related to their organization. Users who will be filing applications through DSIS for a particular dam should add themselves as a contact before working on any applications.

Contact Types and Automated Emails

Contact types are used to indicate a contact’s role for a particular dam. The contact type “Owner” is used to determine who receives a variety of automated emails. Users should be sure to indicate the correct contact type as well as ensure all contact information is up to date. This will allow for the appropriate messages to reach the appropriate contacts for a dam. Note that all automated messages are sent via email, for this to work the contact’s primary email address must be populated and up to date. The most common contact types are listed below:

- **Owner** – Indicates the contacts that are responsible for the maintenance and upkeep of a dam. A dam can have one to many owners. Contact information for this contact type will be generated on forms containing Owner’s information. Contacts indicated as owners will receive the following automated emails (if a valid email is present):
 - **Application Workflow Status Changes** – Owner contacts will be CCed on all email notifications regarding status changes for DSIS applications submitted under their dams.
 - **Expiration Notifications** – When emergency plans, inspections, and certificates are set to expire, owner contacts will receive notification emails for the following scenarios:
 - Current inspection is due to expire in 150 or 90 days.
 - Current certificate is set to expire in 150 or 89 days.
 - Current Emergency plan is set to expire in 1 year.
 - New emergency drill will be due in 90 days.
 - New table top exercise will be due in 1 year.
- **Owner Professional Engineer** – Used to indicate that the contact is a Professional Engineer acting on the behalf of a dam owner. Contact information for this contact type will be generated on forms containing Owner’s Engineer information.
- **Owner Representative** – Used to indicate that the contact is a representative of a dam owner that does not have PE certification.
- **Consultant** – A professional individual acting on behalf of the dam owner.
- **Professional Engineer** – A professional engineer acting on behalf of the dam owner in some fashion.

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- **Design Engineer** – Professional engineer that has stamped a set of design plans used for the construction or modification of a dam. Contact information for this contact type will be generated on forms containing Design Engineer information.
- **Construction Engineer** – Professional Engineer that is in charge of a dam construction project. Contact information for this contact type will be generated on forms containing Construction Engineer information.

The screenshot displays the 'Virginia Dam Safety Inventory System' interface. At the top, the DCR logo and 'Virginia Dam Safety Inventory System' are visible. The user is logged in as 'james.martin'. The breadcrumb trail shows 'Dams > 029004 > Contacts'. Key dam information is listed: Willis River Dam #4, Inventory Number: 029004, Legacy Number: 02904, Dam Region: 5, Hazard Classification: High, County: Buckingham, Owner Name: Peter Francisco Soil and Water Conservation District, Regional Engineer: Robert VanLier, Inundation Study Date: 03/08/2011, Certificate Type: Conditional Certificate, Certificate Expiration Date: 03/31/2020, and EP Expiration Date: 08/16/2023. A sidebar on the left contains navigation options: Dams, Administration, My Account, Events, General, Regulated, Watershed, Technical Basics, Technical Hydrology / Hydraulics, Technical Structure, Technical Spillway, Map, **Contacts** (highlighted with a red box), Inspections, Permit Applications, and Certificate Applications. The main content area shows a table of contacts with columns for Contact Type, Contact Name, Email, Phone Number, Organization, and Primary. There are four contact entries listed. A pagination bar at the bottom of the table shows '1' of 10 items.

Contact Type	Contact Name	Email	Phone Number	Organization	Primary
Owner Representative	Kelly Snoddy	kelly.snoddy@vaswcd.org	(434) 983-7923(Office)	Peter Francisco Soil and Water Conservation District	yes
Owner Professional Engineer	Charles Wilson	charles.wilson@dcr.virgin	(804) 371-6233(Office)	Virginia DCR, Division of Soil and Water Conservation	no
Owner	M. Todd Smith	peterfranciscoswcd@gm	(434) 983-7923(Office)	Peter Francisco Soil and Water Conservation District	no
Owner Representative	Sherry Ragland	sherry.ragland@vaswcd.o	(434) 983-7923(Office)	Peter Francisco Soil and Water Conservation District	no

Figure 1: Contacts Tab

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Updating an Existing Contact to a Dam

To update an existing contact, select a contact record and click the “Edit” button on the upper or lower right side of the screen (Figure 2). Once in an editing session users can modify contact information as well as add additional phone numbers, addresses, and email addresses. Users should be sure to update contact information as often as possible, this makes it easier to fill out applications and communicate with regional engineers.

The screenshot displays the Virginia Dam Safety Inventory System interface. At the top, the DCR logo and 'Virginia Dam Safety Inventory System' are visible. The navigation menu includes 'Dams', 'Administration', and 'My Account'. A user greeting 'Welcome, "James.martin"' and a 'Logout' button are present. The breadcrumb trail shows 'Dams > 029004 > Contacts > Charles Wilson'. The main content area displays contact details for Charles Wilson, including dam name, region, owner name, certificate type, and expiration dates. A sidebar on the left lists various categories like 'Events', 'General', 'Regulated', etc., with 'Contacts' selected. The contact details are organized into sections: Title, General (First Name, Last Name), Regulated (Organization), Watershed (Archived), Technical Basics (Primary Contact), Technical Hydrology / Hydraulics (Contact Type), Technical Structure (VA PE license Number), Technical Spillway (Emails), Map (Addresses), and Inspections (Phone). Two 'Edit' buttons are highlighted with red boxes, one at the top right and one at the bottom right of the contact details section.

Category	Field	Value	Primary
General	Title	District Dam Engineer	
General	First Name	Charles	
General	Last Name	Wilson	
Regulated	Organization	Virginia DCR, Division of Soil and Water Conservation	
Watershed	Archived	No	
Technical Basics	Primary Contact	No	
Technical Hydrology / Hydraulics	Contact Type	Owner Professional Engineer	
Technical Structure	VA PE license Number	043514	
Technical Spillway	Emails	charles.wilson@dcr.virginia.gov	Yes
Map	Addresses	600 East Main Street, 24th Floor Richmond, VA 23219	Yes
Inspections	Phone	(804) 334-0085 (Mobile)	No
Inspections	Phone	(804) 371-6233 (Office)	Yes
Inspections	Phone	(804) 837-9975 (Mobile)	No

Figure 2: Editing Contacts

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Add an Existing Contact to a Dam

DSIS maintains a list of all contacts used in the DSIS system. A single contact in this list can be added to multiple dams. If a contact is already present in DSIS, that contact information does not need to be reentered for a new dam. Users can search the global contacts list and add an existing contact to any dam. The following section provides step by step instructions for adding an existing contact to a dam:

1. Click “Add Contact” in the top right corner of the contacts tab (Figure 3).

The screenshot shows the VDSIS interface for the Willis River Dam #4. The top navigation bar includes 'Dams', 'Administration', and 'My Account'. The user is logged in as 'James Martin'. The breadcrumb trail is 'Dams > 029004 > Contacts'. The dam details are as follows:

Dam Name: Willis River Dam #4	Dam Region: 5	Owner Name: Peter Francisco Soil and Water Conservation District	Certificate Type: Conditional Certificate
Dam Inventory Number: 029004	Hazard Classification: High	Regional Engineer: Robert VanLier	Certificate Expiration Date: 03/31/2020
Legacy Number: 02904	County: Buckingham	Inundation Study Date: 03/08/2011	EP Expiration Date: 08/16/2023

The 'Events' section has an 'Add Contact To Dam' button highlighted in red. The 'General' section contains a table of contacts:

Contact Type	Contact Name	Email	Phone Number	Organization	Primary
Owner Representative	Kelly Snoddy	kelly.snoddy@vaswcd.org	(434) 983-7923(Office)	Peter Francisco Soil and Water Conservation District	yes
Owner Professional Engineer	Charles Wilson	charles.wilson@dcr.virgin	(804) 371-6233(Office)	Virginia DCR, Division of Soil and Water Conservation	no
Owner	M. Todd Smith	peterfranciscoswcd@gm	(434) 983-7923(Office)	Peter Francisco Soil and Water Conservation District	no
Owner Representative	Sherry Ragland	sherry.ragland@vaswcd.o	(434) 983-7923(Office)	Peter Francisco Soil and Water Conservation District	no

The interface also includes a sidebar with navigation options: Regulated, Watershed, Technical Basics, Technical Hydrology / Hydraulics, Technical Structure, Technical Spillway, and Map. The 'Contacts' button is highlighted in blue at the bottom left.

Figure 3: Add Contact to Dam

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2. Search for an existing contact using the four fields available (all fields search on a “contains” statement).
3. Once the existing contact is found, the user can select the contact by clicking on the contact records empty dot and then clicking “Add Contact” (Figure 4).

The screenshot shows the Virginia Dam Safety Inventory System interface. At the top, there is a header with the DCR logo and the text 'Virginia Dam Safety Inventory System'. Below the header, there are navigation tabs for 'Dams', 'Administration', and 'My Account'. A user greeting 'Welcome, james.martin!' and a 'Logout' button are visible on the right.

The main content area displays dam information for 'Willis River Dam #4'. The information is organized into four columns:

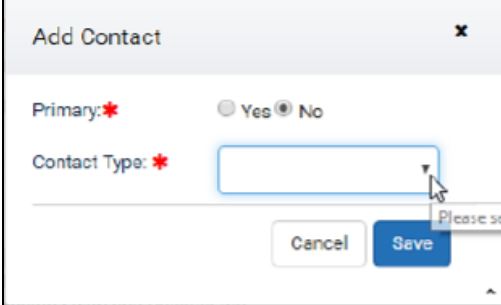
- Dam Name:** Willis River Dam #4
- Dam Inventory Number:** 029004
- Legacy Number:** 02904
- Dam Region:** 5
- Hazard Classification:** High
- County:** Buckingham
- Owner Name:** Peter Francisco Soil and Water Conservation District
- Regional Engineer:** Robert VanLier
- Inundation Study Date:** 03/08/2011
- Certificate Type:** Conditional Certificate
- Certificate Expiration Date:** 03/31/2020
- EP Expiration Date:** 08/16/2023

Below the dam information, there are two buttons: 'Add Contact' (highlighted with a red box) and 'Add New Contact'. A table of contacts is displayed below these buttons. The table has four columns: 'Full Name', 'Organization', 'Primary Email', and 'Phone Number'. The contact 'David Voncenti' from 'Mary B. Sheridan Trust' is selected, indicated by a radio button and a red box around the row. The phone number for this contact is '(434) 823-1860 (Office)'. Other contacts listed include Ms. Grissinger, c/o Alumni Association, John Birdsall, Charles R. or Kimberly S. Cory, Samuel Stanhope II or Janice M Walker, Jennie Sue Minor Trustee, c/o Alumni Association, Van Cliff, Barry R; Daniel G. Van Cliff Jr. & Bank of America Co.-TRS etal, Edgar N. Jr. or Patricia Carter G. Garnett, Ron Cottrell, Michael Spatz, W. Cary Brent, Florence Wilson, and Jeffrey Carlton.

Figure 4: Add Existing Contact to Dam

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4. Users will be prompted to “Add Contact” and must indicate (Figure 5):
 - Primary – Is this contact the primary contact for this dam?
 - i. **Note**, there can only be one primary contact per dam, if a new primary contact is indicated the old primary contact will be set to no.
 - Contact Type – Indicates contact’s relation to the dam.
5. After both selections have been made click "Save" to add the contact to the dam (Figure 5).



The image shows a software dialog box titled "Add Contact". It contains two main sections. The first section is labeled "Primary: *" and has two radio buttons: "Yes" and "No". The "No" radio button is selected. The second section is labeled "Contact Type: *" and has a dropdown menu. A mouse cursor is pointing at the dropdown arrow, and a tooltip with the text "Please se" is visible. At the bottom of the dialog are two buttons: "Cancel" and "Save".

Figure 5: Add Existing Contact - Contact Type

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Add a New Contact to a Dam

For contacts that are new to the system, users can add a new contact record. The following section provides step by step instructions for adding a new contact to a dam:

1. From the “Contacts” tab, click “Add New Contact” in the top right corner of the contacts tab (Figure 6).

The screenshot shows the 'Virginia Dam Safety Inventory System' interface. At the top, there is a navigation bar with 'Dams', 'Administration', and 'My Account' tabs. A user is logged in as 'James.martin'. The main content area shows details for 'Willis River Dam #4'. Below this, there are two buttons: 'Add Contact' and 'Add New Contact', with the latter being highlighted with a red border. A table of contacts is displayed below, with columns for 'Full Name', 'Organization', 'Primary Email', and 'Phone Number'. The contact 'David Voncenti' is selected, and his details are highlighted in blue.

	Full Name	Organization	Primary Email	Phone Number
General	Search	Search	Search	Search
Regulated	<input type="radio"/> Ms. Grissinger	Ms. Grissinger		
	<input checked="" type="radio"/> David Voncenti	Mary B. Sheridan Trust		(434) 823-1860 (Office)
Watershed	<input type="radio"/> c/o Alumni Association	Virginia Polo Inc.		
Technical Basics	<input type="radio"/> John Birdsall	Birdsall, John		
	<input type="radio"/> Charles R. or Kimberly S. Cory	Cory, Charles R. or Kimberly S.		
Technical Hydrology / Hydraulics	<input type="radio"/> Samuel Stanhope II or Janice M Walker	Walker, Samuel Stanhope II or Janice M.		
Technical Structure	<input type="radio"/> Jennie Sue Minor Trustee	Minor, Jennie Sue Trust		
	<input type="radio"/> Jennie Sue Minor, Trustee	Minor, Jennie Sue		
Technical Spillway	<input type="radio"/> c/o Alumni Association	UVA Polo Club		
Map	<input type="radio"/> Van Cliff, Barry R; Daniel G. Van Cliff Jr. & Bank of America Co.-TRS etal	Van Cliff, Barry R.; Daniel G. Van Cliff Jr. & Bank of America Co.-TRS etal		
Contacts	<input type="radio"/> Edgar N. Jr. or Patricia Carter G. Garnett	Garnett, Edgar N. Jr., or Patricia Carter G.		
Inspections	<input type="radio"/> Ron Cottrell	Martha Jefferson Hospital		(434) 982-7303 (Office)
	<input type="radio"/> Michael Spatz	Martha Jefferson Hospital		(434) 982-7038 (Office)
Permit Applications	<input type="radio"/> W. Cary Brent	Keswick Corporation		(434) 923-4320 (Office)
Certificate Applications	<input type="radio"/> Florence Wilson	Wilson, Florence		(540) 832-2812 (Office)
	<input type="radio"/> Jeffrey Carlton	Carlton, Jeffrey		

Figure 6: Add New Contact to Dam

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2. Fill out all required and relevant information (red asterisks indicates required fields) and click “Add” (Figure 7).

The screenshot displays the 'Virginia Dam Safety Inventory System' interface. At the top, the DCR logo and 'Virginia Dam Safety Inventory System' are visible. The user is logged in as 'James.martin'. The breadcrumb trail shows 'Dams > 029004 > Contacts > Search'. The dam details for 'Willis River Dam #4' are shown, including its region, hazard classification, owner, and certificate information.

The main section is titled '*Required Fields New Contact'. It features a sidebar with navigation options: Events, General, Regulated, Watershed, Technical Basics, Technical Hydrology / Hydraulics, Technical Structure, Technical Spillway, Map, **Contacts**, Inspections, Permit Applications, and Certificate Applications. The 'Contacts' option is highlighted.

The 'New Contact' form includes the following fields and options:

- Title: [Text Input]
- First Name: * [Text Input]
- Last Name: * [Text Input]
- Organization: [Text Input]
- Primary Contact: * Yes No
- Contact Type: * [Dropdown Menu]
- VA PE license Number: [Text Input]
- Email: * [Text Input] with a 'Primary' checkbox (Yes/No) and a '+ Add Another Email' link. A note states: 'There can only be one primary email address'.
- Addresses: * [Text Input] with a 'Street Address' link.

The 'Add' button is highlighted with a red box, and a 'Cancel' button is also present.

Figure 7: Editing New Contact Information

Inundation/PMP Studies

Participants can view and add Inundation and PMP studies for a dam through the “Inundation/PMP Studies” tab (Figure 8). Inundation and PMP studies are used to analyze the potential for dam overtopping, failure and the resulting inundation zones. These studies can be uploaded and approved by DCR from the DSIS application. Only regulated dams can submit inundation studies to DCR.

The screenshot displays the DSIS interface for a dam with inventory number 003005. The header includes the DCR logo and system information. The main content area shows dam details and a table of study records. The 'Inundation / PMP Studies' tab is highlighted with a red box.

DCR Virginia Department of Conservation & Recreation
Virginia Dam Safety Inventory System
2.0.0-beta-5 - 43ae1e - 2018-12-05 02:33 PM

Welcome, "SimpleOrc" [Logout](#)

Dam Search Application Search Global Contacts Administration My Account

➤ Dams ➤ 003005

Dam Name: Mont Air South Dam Dam Region: 5 Owner Name: Keller Forty Two LLC Certificate Type:
Dam Inventory Number: 003005 Hazard Classification: High Regional Engineer: Cole Dwyre Certificate Expiration Date:
Legacy Number: 00005 County: Albemarle Inundation Study Date: EP Expiration Date:

Events [Add Inundation Study](#) [Add PMP](#) [Add Simplified Inundation Study](#)

General Note: Right click to view actions

Status	Study Type	Date of Last Status Change
Approved	Simple Inundation Study	12/6/2018
Submitted	Inundation Study	12/6/2018

Technical Basics

Technical Hydrology

Contacts

Map

Inundation / PMP Studies

Emergency Plans

Figure 8: Inundation/PMP Studies Tab

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Submitting an Inundation Study

The following section provides step by step instructions for creating and submitting an inundation study:

1. Click the "Add Inundation Study" button in the top right-hand corner of the "Inundation/PMP Studies" tab (Figure 9).

The screenshot shows the Virginia Dam Safety Inventory System interface. At the top, there is a navigation bar with the DCR logo and the text "Virginia Dam Safety Inventory System 2.0.4 - fd919f - 2019-01-21 0443 PM". Below this is a menu with options: Dam Search, Application Search, Global Contacts, Administration, My Account, and Support. A user greeting "Welcome, 'SimpleOrc'" and a "Logout" button are also present.

The main content area displays dam information for "Mike Johnson Dam" (Inventory Number: 003003, Legacy Number: 00003). It lists details such as Dam Region (5), Hazard Classification (Low), County (Albemarle, Fluvanna), Owner Name (COSNER, DILLARD W and LESLIE E), Certificate Type (AgExempt), Certificate Expiration Date (12/13/2018), Regional Engineer (Cole Dwyre), and EP Expiration Date (03/07/2019).

Below the dam information, there are three buttons: "Add Inundation Study" (highlighted with a red box), "Add PMP", and "Add Simplified Inundation Study".

A table titled "Events" is shown, with columns for Status, Study Type, and Date of Last Status Change. The table contains several rows of data, including "Approved", "Submitted", and "Awaiting Payment" for various study types.

Status	Study Type	Date of Last Status Change
Approved	Simple Inundation Study	1/23/2019
Submitted	Simple Inundation Study	1/23/2019
Approved	PMP Study	1/23/2019
Approved	Inundation Study	1/23/2019
Development	Inundation Study	1/23/2019
Development	Inundation Study	1/23/2019
Awaiting Payment	Simple Inundation Study	1/23/2019

Figure 9: Add Inundation Study

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2. Enter all information required to start an Inundation Study record (all required fields are indicated by a red asterisk) and click “Save” (Figure 10).
 - Inundation Study Engineer (**Note!** Contact must be entered under the contacts tab before it will be available in the Inundation Study Engineer field drop down!)

The screenshot shows a web application interface for creating a new inundation study record. The sidebar on the left lists various categories, with 'Inundation / PMP Studies' selected. The main content area is titled 'New Inundation Study' and contains several required fields, marked with a red asterisk. The 'Inundation Study Engineer' field is highlighted with a red box. Other fields include 'Inventory Report', 'Hydrological Calculations', 'Hydraulic Calculations', 'Inundation Mapping Sealed', 'Digital Hydro/Hydraulic Calculations (Program Files)', 'Drainage Area Map', 'Reference Data (As-Built, Survey, etc.)', 'Inundation Zones Shapefile', 'Drainage Area Shapefile', and 'PE and Owner Signature'. Each of these fields has a 'Choose...' button next to it. The 'PE and Owner Signature' field has a text input box. There are 'Save' and 'Cancel' buttons at the top right and bottom right of the form.

Figure 10: Starting an Inundation Study Record

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3. Click on the new Inundation Study record in the “Inundation/PMP Studies” grid to view the record or continue editing (Figure 11). **Note**, the record now has a status field at the top of the form set to “Development”. In a status of development users can populate and edit fields as needed and save as needed.

The screenshot displays the Virginia Dam Safety Inventory System interface. At the top, the DCR logo and system name are visible. The user is logged in as "James.martin". The main content area shows details for Willis River Dam #6, including its inventory number, region, hazard classification, and owner information. Below this, there are buttons to "Add Inundation Study", "Add PMP", and "Add Simplified Inundation Study". A table titled "Inundation / PMP Studies" is shown, with a single row highlighted in red. The row contains the status "Development", the study type "Inundation Study", and the date "3/13/2019".

Status	Study Type	Date of Last Status Change
Development	Inundation Study	3/13/2019

Figure 11: Inundation Study in Development

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4. From the “Inundation Study Details” tab click “Edit” to edit the Inundation Study record (Figure 12).

The screenshot displays the Virginia Dam Safety Inventory System interface. At the top, the DCR logo and system name are visible. The navigation menu includes 'Dam Search', 'Application Search', 'Global Contacts', 'Administration', and 'My Account'. The user is logged in as 'SimpleOrc'.

The breadcrumb trail shows: Dams > 003005 > Studies > 1016. The main content area is titled 'Inundation Study' and contains the following information:

Dam Name: Mont Air South Dam	Dam Region: 5	Owner Name: Keller Forty Two LLC	Certificate Type:
Dam Inventory Number: 003005	Hazard Classification: High	Regional Engineer: Cole Dwyre	Certificate Expiration Date:
Legacy Number: 00005	County: Albemarle	Inundation Study Date:	EP Expiration Date:

Below the metadata, the 'Inundation Study' details are shown:

	Status
Inundation Study Engineer	Development
William G Keller - Keller Forty Two LLC	
Inventory Report	test.docx Download
Hydrological Calculations	test.docx Download
Hydraulic Calculations	test.docx Download
Inundation Mapping Sealed	test.docx Download
Digital Hydro/Hydraulic Calculations (Program Files)	test.docx Download
Drainage Area Map	test.docx Download

The 'Details' tab is highlighted in blue, and the 'Edit' button is highlighted in red.

Figure 12: Editing an Inundation Study

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5. Once in an editing session attach all required documents:
 - a. Click on the buttons next to the fields to upload a file (Figure 13).
 - b. Using the browser prompt select the file for upload.
 - c. Wait for a green check mark to indicate the file has been successfully uploaded. **DO NOT** do anything else in the system until the file has been uploaded successfully, this could result in a loss of data during the upload process! (Figure 14).
 - d. Once your documents are attached click save to save your edits (Figure 14).

The screenshot displays the Virginia Dam Safety Inventory System interface. At the top, the DCR logo and system name are visible. The navigation menu includes options like 'Dam Search', 'Application Search', and 'My Account'. The main content area shows details for 'Willis River Dam #6' and a 'Required Fields' section for 'Inundation Study'. The 'Status' is set to 'Development' and the 'Inundation Study Engineer' is 'Kelly Snoddy'. Five file upload buttons are listed: 'Choose Inventory Report File', 'Choose Hydrological Calculations File', 'Choose Hydraulic Calculations File', 'Choose Inundation Mapping Sealed File', and 'Choose Digital Hydro/Hydraulic Calculations File'. A red box highlights these five buttons. A 'Save' button is also highlighted in red at the top right of the form area.

Figure 13: Attaching Documents to an Inundation Study

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The screenshot shows a web form titled "New Inundation Study" with a sidebar on the left containing navigation links: Events, General, Regulated, Technical Basics, Technical Hydrology, Contacts, Map, Inundation / PMP Studies (highlighted), Emergency Plans, Emergency Map, Inspections, Certificates, Permits, Grants, Attachments, and All Attachments. The main form area includes a "Required Fields" indicator and a "Save" button. The "Inundation Study Engineer" field is set to "William G Keller - Keller Forty Two LLC". Below this, a list of attachments is shown, each with a "test.docx" or "test.zip" file name, a "Clear" link, and a green checkmark indicating successful upload:

Attachment Name	File Type	Status
Inventory Report	test.docx	Clear ✓
Hydrological Calculations	test.docx	Clear ✓
Hydraulic Calculations	test.docx	Clear ✓
Inundation Mapping Sealed	test.docx	Clear ✓
Digital Hydro/Hydraulic Calculations (Program Files)	test.docx	Clear ✓
Drainage Area Map	test.docx	Clear ✓
Reference Data (As-Built, Survey, etc.)	test.docx	Clear ✓
Inundation Zones Shapefile	test.zip	Clear ✓
Drainage Area Shapefile	test.zip	Clear ✓
PE and Owner Signature	test.docx	Clear ✓

Figure 14: Attachment Upload Completion for Inundation Studies

6. Once all required attachment files have been successfully attached, change the status of the Inundation Study to “Submitted” and click “Save” (Figure 15).

The screenshot shows the "Inundation Study" form with a "Details" tab selected. The "Status" dropdown menu is highlighted with a red box and set to "Submitted". The "Inundation Study Engineer" field remains "William G Keller - Keller Forty Two LLC". The list of attachments is shown with red asterisks next to their names, indicating they are required fields, and each has a "Clear" link:

Attachment Name	File Type	Action
Inventory Report	test.docx	Clear
Hydrological Calculations	test.docx	Clear
Hydraulic Calculations	test.docx	Clear
Inundation Mapping Sealed	test.docx	Clear
Digital Hydro/Hydraulic Calculations (Program Files)	test.docx	Clear
Drainage Area Map	test.docx	Clear
Reference Data (As-Built, Survey, etc.)	test.docx	Clear
Inundation Zones Shapefile	test.zip	Clear
Drainage Area Shapefile	test.zip	Clear
PE and Owner Signature	test.docx	Clear

Figure 15: Submitting an Inundation Study

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Inundation Study Approval Process

After you have submitted your Inundation Study the following steps will be conducted to process the application for DCR approval:

1. Upon submission the participant's regional engineer will be notified of the submitted Inundation Study and will review the application.
2. The regional engineer will either:
 - **Approve** – Applicant and dam owners will be notified via email of the approved Inundation Study and the status will be changed to “Approved”. At this point the Inundation Study has been accepted by DCR and there is no more action required by the participant.
 - **Revisions Needed** – To request revisions to the Inundation Study, regional engineers have the option of changing the status of the Inundation Study to “Revisions Needed”. When this happens the applicant will be notified via email of the requested revisions. Participants can then go back to their Inundation Study to make the necessary edits and change the status back to “Submitted”.

Inundation Study – Inundation Zones and Drainage Area Shapefile Schema

As part of the Inundation Study submittal process, participants are required to submit GIS shape files of the resulting inundation zones and drainage area. When uploaded properly these GIS files will be automatically uploaded into the DSIS system for immediate viewing on the “Map” and “Emergency Map” tabs. When submitting Shape File data to DSIS be sure to:

1. Use the correct Inundation Zone Schema:
 - a. InvNum – Text - 6
 - b. LegacyNumber – Text - 5
 - c. Type – Text - 50
2. Use the correct Drainage Area Schema:
 - a. InvNum – Text - 6
 - b. LegacyNumber – Text – 5
3. Zip the shape file folder before upload into DSIS. Inundation Studies will only accept .zip files.

DSIS Participant Submission Guide

Submitting a PMP Study

The following section provides step by step instructions for creating and submitting a PMP Study record in DSIS:

1. Click the "Add PMP" button in the top right-hand corner of the "Inundation/PMP Studies" tab (Figure 16).

The screenshot shows the Virginia Dam Safety Inventory System interface. At the top, there is a navigation bar with the DCR logo and the text "Virginia Department of Conservation & Recreation". On the right, it says "Virginia Dam Safety Inventory System" and "2.0.4 - fd919f - 2019-01-21 0443 PM". Below the navigation bar, there are tabs for "Dam Search", "Application Search", "Global Contacts", "Administration", "My Account", and "Support". The user is logged in as "SimpleOrc".

The main content area displays information for Dam 003003, Mike Johnson Dam. The dam details include: Dam Name: Mike Johnson Dam, Dam Inventory Number: 003003, Legacy Number: 00003, Dam Region: 5, Hazard Classification: Low, County: Albemarle, Fluvanna, Owner Name: COSNER, DILLARD W and LESLIE E, Certificate Type: AgExempt, Certificate Expiration Date: 12/13/2018, Regional Engineer: Cole Dwyre, EP Expiration Date: 03/07/2019, and Inundation Study Date.

Below the dam details, there are three buttons: "Add Inundation Study", "Add PMP" (highlighted in red), and "Add Simplified Inundation Study".

The "Events" section shows a table of study records. The table has columns for Status, Study Type, and Date of Last Status Change. The records are:

Status	Study Type	Date of Last Status Change
Approved	Simple Inundation Study	1/23/2019
Submitted	Simple Inundation Study	1/23/2019
Approved	PMP Study	1/23/2019
Approved	Inundation Study	1/23/2019
Development	Inundation Study	1/23/2019
Development	Inundation Study	1/23/2019
Awaiting Payment	Simple Inundation Study	1/23/2019

At the bottom of the table, there are navigation controls: a left arrow, a double left arrow, a page number "1", a double right arrow, and a right arrow.

Figure 16: Add PMP

DSIS Participant Submission Guide

2. Enter all information required to start a PMP Study record (all required fields are indicated by a red asterisk) and click “Save” (Figure 17).
 - PMP Study Engineer (**Note!** Contact must be entered under the contacts tab before it will be available in the PMP Study Engineer field drop down!)
 - PMP Result

The screenshot displays the 'Virginia Dam Safety Inventory System' interface. At the top, the DCR logo and system version '2.0.1 - 3075e7 - 2018-12-28 1038 AM' are visible. The main content area shows a breadcrumb trail 'Dams > 003005 > Studies' and a summary table for the 'Mont Air South Dam'. Below this, the 'New PMP Study' form is presented. The form has a sidebar menu on the left with categories like 'Events', 'General', 'Regulated', 'Technical Basics', 'Technical Hydrology', 'Contacts', and 'Map'. The main form area includes a 'PMP Study Contact' dropdown menu and a 'PMP Result' dropdown menu, both marked with a red asterisk to indicate they are required fields. A red rectangular box highlights these two dropdown menus. Below them are buttons for 'PMP Watershed Calculation Worksheet' and 'PE and Owner Signature'. At the top right of the form area, there are 'Save' and 'Cancel' buttons. At the bottom right, there are also 'Save' and 'Cancel' buttons. The 'Save' button at the top right is highlighted with a red box.

Figure 17: Starting a PMP Study Record

DSIS Participant Submission Guide

- Click on the new PMP Study record in the Inundation/PMP Studies grid to view or continue editing the record (Figure 18). **Note**, the record now has a status field at the top of the form set to “Development”. In a status of development users can populate and edit fields as needed and save as needed (Figure 18).

The screenshot displays the Virginia Dam Safety Inventory System interface. At the top, the DCR logo and system name are visible. The main content area shows details for a dam record, including its name, region, hazard classification, and owner information. Below this, there are three buttons: "Add Inundation Study", "Add PMP", and "Add Simplified Inundation Study". A table titled "Regulated" shows a single record with the status "Development", study type "PMP Study", and date of last status change "3/13/2019". The table is highlighted with a red border. The interface also includes a sidebar with navigation options like "Events", "General", "Regulated", "Technical Basics", "Technical Hydrology", "Contacts", "Map", "Inundation / PMP Studies", and "Emergency Plans".

Status	Study Type	Date of Last Status Change
Development	PMP Study	3/13/2019

Figure 18: PMP Study in Development

DSIS Participant Submission Guide

4. From the “PMP Study Details” tab click “Edit” to edit the PMP Study record (Figure 19).

The screenshot displays the Virginia Dam Safety Inventory System interface. At the top, the DCR logo and system name are visible. The navigation menu includes options like 'Dam Search', 'Application Search', and 'My Account'. The breadcrumb trail shows the path: Dams > 003005 > Studies > 1028. The main content area shows details for the 'Mont Air South Dam', including its name, region, owner, and various study-related fields. A table lists the study details, and two 'Edit' buttons are highlighted with red boxes.

Field	Value
Dam Name	Mont Air South Dam
Dam Region	5
Owner Name	Keller Forty Two LLC
Certificate Type	
Dam Inventory Number	003005
Hazard Classification	High
Regional Engineer	Cole Dwyre
Certificate Expiration Date	
Legacy Number	00005
County	Albemarle
Inundation Study Date	
EP Expiration Date	

Field	Value
Status	Development
Inundation Study Engineer	William G Keller - Keller Forty Two LLC
PMP Result	Option A
PMP Watershed Calculation Worksheet	test.docx Download
PE and Owner Signature	test.docx Download

Figure 19: Editing a PMP Study

DSIS Participant Submission Guide

5. Once in an editing session attach all required documents:
 - a. Click on the buttons next to the fields to upload a file (Figure 20).
 - b. Using the browser prompt select the file for upload.
 - c. Wait for a green check mark to indicate the file has been successfully uploaded. **DO NOT** do anything else in the system until the file has been uploaded successfully, this could result in the loss of data during the upload process! (Figure 21).
 - d. Once your documents are attached click save to save your edits (Figure 21).

The screenshot displays the Virginia Dam Safety Inventory System interface. At the top, the DCR logo and system name are visible. The navigation menu includes Dam Search, Application Search, Global Contacts, Administration, My Account, and Support. The user is logged in as "james.martin". The main content area shows details for "Indian Springs Dam" and a "PMP Study" form. The form includes several required fields: Status (Development), Inundation Study Engineer (Craig Seaver - Virginia DCR - State Parks), PMP Result (Option C), PMP Watershed Calculation Worksheet (Choose PMP Watershed Calculation Worksheet), and PE and Owner Signature (PE and Owner Signature). A red box highlights the PMP Watershed Calculation Worksheet and PE and Owner Signature fields. Save and Cancel buttons are present at the bottom right of the form.

Figure 20: Attaching Documents to a PMP Study

DSIS Participant Submission Guide

DCR Virginia Department of Conservation & Recreation

Virginia Dam Safety Inventory System
2.0.1 - 3075e7 - 2018-12-28 1038 AM

Dam Search Application Search Global Contacts Administration My Account

Welcome, "SimpleOrc" Logout

Dams > 003005 > Studies

Dam Name: Mont Air South Dam Dam Region: 5 Owner Name: Keller Forty Two LLC Certificate Type:
Dam Inventory Number: 003005 Hazard Classification: High Regional Engineer: Cole Dwyre Certificate Expiration Date:
Legacy Number: 00005 County: Albemarle Inundation Study Date: EP Expiration Date:

*Required Fields

Events **New PMP Study** Save Cancel

General PMP Study Contact * William G Keller - Keller Forty Two LLC

Regulated

Technical Basics PMP Result * Option A

Technical Hydrology PMP Watershed Calculation Worksheet test.docx Clear ✓

Contacts PE and Owner Signature test.docx Clear ✓

Map

Inundation / PMP Studies Save Cancel

Figure 21: Attachment Upload Completion for PMP Studies

6. Once all required attachment files have been successfully attached, change the status of the PMP Study to “Submitted” and click “Save” (Figure 22).

DCR Virginia Department of Conservation & Recreation

Virginia Dam Safety Inventory System
2.0.1 - 3075e7 - 2018-12-28 1038 AM

Dam Search Application Search Global Contacts Administration My Account

Welcome, "SimpleOrc" Logout

Dams > 003005 > Studies > 1028

Dam Name: Mont Air South Dam Dam Region: 5 Owner Name: Keller Forty Two LLC Certificate Type:
Dam Inventory Number: 003005 Hazard Classification: High Regional Engineer: Cole Dwyre Certificate Expiration Date:
Legacy Number: 00005 County: Albemarle Inundation Study Date: EP Expiration Date:

Details **PMP Study** Save Cancel

Status * Submitted

Inundation Study Engineer * William G Keller - Keller Forty Two LLC

PMP Result * Option A

PMP Watershed Calculation Worksheet * test.docx Clear

PE and Owner Signature * test.docx Clear

Save Cancel

Figure 22: Submitting a PMP Study

DSIS Participant Submission Guide

PMP Study Approval Process

After a participant has submitted a PMP Study the following steps will be conducted to process the application for DCR approval:

1. Upon submission the participant's regional engineer will be notified of the submitted PMP Study via email and will review the application.
2. The regional engineer will either:
 - **Approve** – Applicant and dam owners will be notified via email of the approved PMP Study and the status will be changed to “Approved”. At this point the PMP Study has been accepted by DCR and there is no more action required by the participant.
 - **Revisions Needed** – To request revisions to the PMP Study, regional engineers have the option of changing the status of the Inundation Study to “Revisions Needed”. When this happens the applicant will be notified via email of the requested revisions. Participants can then go back to their PMP Study to make the necessary edits and change the status back to “Submitted”.

DSIS Participant Submission Guide

Requesting a Simplified Inundation Study

Simplified Inundation Studies are a service provided by DCR for dams that have the potential to be classified as a low hazard dam. The following section provides step by step instructions for requesting a Simplified Inundation Study:

1. Click the "Add Simplified Inundation Study" button in the top right-hand corner of the "Inundation/PMP Studies" tab (Figure 23).

The screenshot shows the Virginia Dam Safety Inventory System interface. At the top, there is a header with the DCR logo and the text "Virginia Dam Safety Inventory System" and "2.0.4 - fd919f - 2019-01-21 04:43 PM". Below the header is a navigation bar with links for "Dam Search", "Application Search", "Global Contacts", "Administration", "My Account", and "Support". A "Logout" button is also present. The main content area displays information for "Dam: 003003", including "Dam Name: Mike Johnson Dam", "Dam Inventory Number: 003003", "Legacy Number: 00003", "Dam Region: 5", "Hazard Classification: Low", "County: Albemarle, Fluvanna", "Owner Name: COSNER, DILLARD W and LESLIE E", "Regional Engineer: Cole Dwyre", "Certificate Type: AgExempt", "Certificate Expiration Date: 12/13/2018", and "EP Expiration Date: 03/07/2019". There are three buttons: "Add Inundation Study", "Add PMP", and "Add Simplified Inundation Study", with the latter being highlighted in red. Below the buttons is a table with columns for "Status", "Study Type", and "Date of Last Status Change". The table contains several rows of data, including "Approved", "Submitted", "Approved", "Approved", "Development", "Development", and "Awaiting Payment". A "Map" button is visible at the bottom left, and a "10" dropdown menu is at the bottom right.

Figure 23: Add Simplified Inundation Study

DSIS Participant Submission Guide

2. Attach a copy of a document signed by the dam owner(s) indicating their request for the “Simplified Inundation Study” and click “Save” (Figure 24).

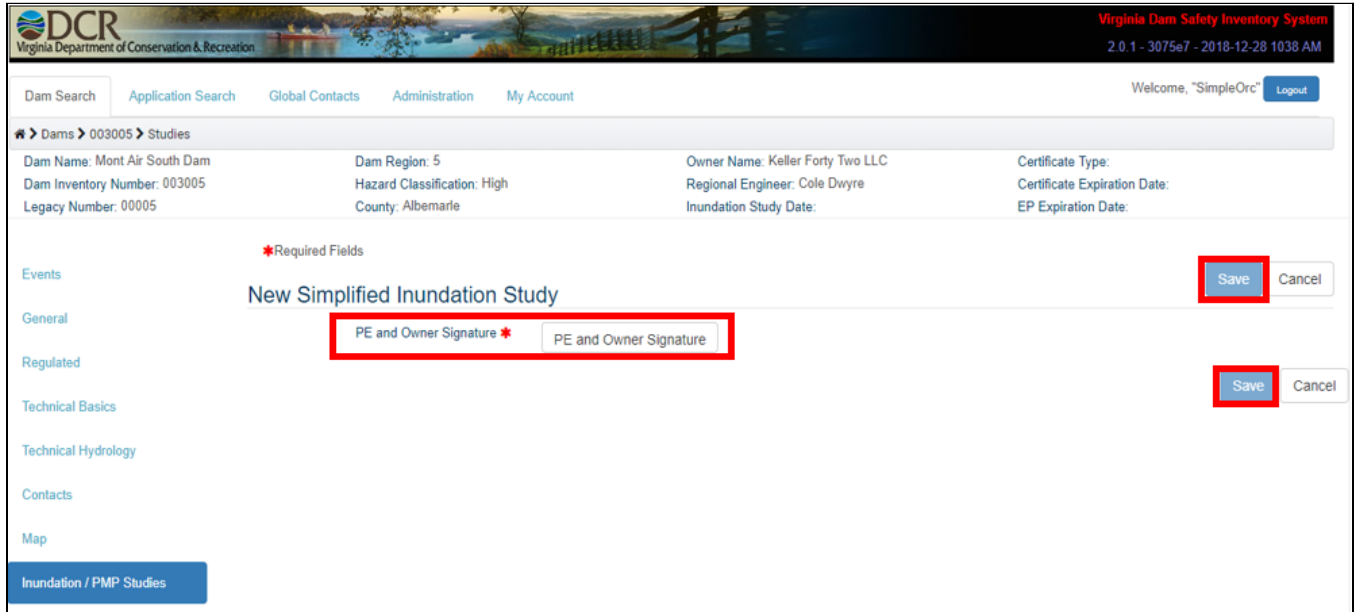


Figure 24: Requesting a Simplified Inundation Study

DSIS Participant Submission Guide

- Once the Simplified Inundation Study has been “Submitted” the participant will receive an “Awaiting Payment” notification via email and the Simplified Inundation Study will be set to a status of “Awaiting Payment” (Figure 25). The email will include an attached payment form, the form must be filled out and mailed to DCR with a check to DCR before the study will be conducted. See mailing instructions on the payment form.

The screenshot displays the Virginia Dam Safety Inventory System interface. At the top, the DCR logo and system name are visible. The user is logged in as 'james.martin'. The main content area shows details for 'Dams > 029035'. The dam name is 'Slate River Dam #8', located in Buckingham County, Virginia. The status is 'Awaiting Payment'. The study type is 'Simple Inundation Study', and the date of the last status change is '3/13/2019'. A table below the details shows this information, with the 'Awaiting Payment' status highlighted by a red border. Navigation buttons for 'Add Inundation Study', 'Add PMP', and 'Add Simplified Inundation Study' are present. A sidebar on the left contains various menu items, with 'Inundation / PMP Studies' highlighted.

Status	Study Type	Date of Last Status Change
Awaiting Payment	Simple Inundation Study	3/13/2019

Figure 25: Simplified Inundation Study in Awaiting Payment Status

DSIS Participant Submission Guide

Simplified Inundation Study Approval Process

After your payment has been received the following steps will be conducted to process the Simplified Inundation Study:

1. Upon payment of the simplified inundation study, DCRs Simplified Mapping Engineer will be notified of the Submitted Inundation Study and conduct the study.
2. The Simplified Mapping engineer will either:
 - **Approve** – Applicant and dam owners will be notified via email of the approved Simplified Inundation Study and the status will be changed to “Approved”. The documents produced from the study will be posted with the request record (Figure 26). At this point the Simplified Inundation Study has been accepted by DCR and there is no more action required by the participant.
 - **Denied** – If the Simplified Mapping Engineer determines the hazard potential of the dam to not be Low hazard, the engineer will deny the study.

The screenshot displays the 'Virginia Dam Safety Inventory System' interface. At the top, the DCR logo and navigation menu are visible. The main content area shows details for 'Slate River Dam #8' with a 'Simplified Inundation Study' status of 'Approved'. A table lists the following documents for download:

Document Name	Status
Hazard Classification:	Low
Request Simplified Inundation Study Form	Test file.docx Download
Finished Simplified Inundation Study	Presentation1.zip Download
Inundation Zones Shapefile	Presentation1.zip Download
Drainage Area Shapefile	Presentation1.zip Download
PE and Owner Signature	test.txt Download

Figure 26: Completed Simplified Inundation Study

Emergency Plans

Users can add, view, and edit emergency plans for a dam through the “Emergency Plans” tab (Figure 27). On the emergency plans tab users will see a grid displaying all emergency plans on record. Users can view the details of an emergency plan by clicking on a record in the grid.

Navigation: Dams Administration My Account

Welcome, "james.martin" Logout

Breadcrumbs: Dams > 029004

Metadata:

- Dam Name: Willis River Dam #4
- Dam Inventory Number: 029004
- Legacy Number: 02904
- Dam Region: 5
- Hazard Classification: High
- County: Buckingham
- Owner Name: Peter Francisco Soil and Water
- Conservation District
- Regional Engineer: Robert VanLier
- Inundation Study Date: 03/08/2011
- Certificate Type: Conditional Certificate
- Certificate Expiration Date: 03/31/2020
- EP Expiration Date: 08/16/2023

Events Add EP

General Note: Right click to view actions

Status	EP Type	Approval Date	Expiration Date
Archive	EAP	7/2/2008	7/2/2014
Development	EAP	8/16/2017	8/16/2023

Watershed

Technical Basics

- Technical Hydrology / Hydraulics
- Technical Structure
- Technical Spillway
- Map
- Contacts
- Inspections
- Permit Applications
- Certificate Applications
- Emergency Plans**

Figure 27: Emergency Plans Tab

DSIS Participant Submission Guide

Submitting an Emergency Plan

The following section provides step by step instructions on how to create and submit an emergency plan:

1. Click the "Add EP" button in the top right-hand corner of the emergency plans tab (Figure 28).

The screenshot shows the user interface for dam 029004. At the top, there are navigation tabs for 'Dams', 'Administration', and 'My Account'. The user is logged in as 'james.martin'. The main content area displays dam details: Willis River Dam #4, Dam Region: 5, Owner Name: Peter Francisco Soil and Water, Certificate Type: Conditional Certificate, Dam Inventory Number: 029004, Hazard Classification: High, Conservation District, Certificate Expiration Date: 03/31/2020, Legacy Number: 02904, County: Buckingham, Regional Engineer: Robert VanLier, EP Expiration Date: 08/16/2023, and Inundation Study Date: 03/08/2011. Below this is a table of Emergency Plans (EPs) with columns for Status, EP Type, Approval Date, and Expiration Date. The table contains two rows: 'Archive' (EAP, 7/2/2008, 7/2/2014) and 'Development' (EAP, 8/16/2017, 8/16/2023). A red box highlights the 'Add EP' button in the top right corner of the table area. A sidebar on the left contains various navigation options, with 'Emergency Plans' selected and highlighted in blue.

Status	EP Type	Approval Date	Expiration Date
Archive	EAP	7/2/2008	7/2/2014
Development	EAP	8/16/2017	8/16/2023

Figure 28: Add an Emergency Plan

DSIS Participant Submission Guide

2. From the “Emergency Plan Details” tab click “Edit” to edit the Emergency Plan application and proceed to fully populate the form (Figure 29).
 - a. **Best Practice:** Always save as often as possible.
 - b. Note data types next to some of the data fields. These types indicate if the field is numeric or text. If the wrong data type is entered in a field the system will not allow the user to save.
 - c. If there is no data for a text field enter “NA”.
 - d. If there is no data for a numeric field enter “0”.

The screenshot displays the 'Emergency Plan Details' form for Willis River Dam #4. The form is organized into a header section with metadata and a main 'EP Details' section with various input fields. The 'Edit' button is highlighted in a red box.

Dams		Administration		My Account		Welcome, "james.martin" Logout	
Dams > 029004 > EPs > 766							
Dam Name: Willis River Dam #4	Dam Region: 5	Owner Name: Peter Francisco Soil and Water Conservation District	Certificate Type: Conditional Certificate	Dam Inventory Number: 029004	Hazard Classification: High	Regional Engineer: Robert VanLier	Certificate Expiration Date: 03/31/2020
Legacy Number: 02904	County: Buckingham	Inundation Study Date: 03/08/2011	EP Expiration Date: 08/16/2023				

EP Details		Edit	
Status:	Development		
E911 Address:	123 Fake St Fakeville, VA 12345		
E911 Address Description:	Directions to location of the dam.		
Plan Type:	EAP		
Dam Deficiencies:			
Methods of Notification and Warning:			
Methods of Notification and Warning Description:			
Downstream Dam in Inundation Zones (6-Digit Id):			
EP Required By Submitting Agency:			
Submitted To VDEM:			
Submitted To EOC:			
Plan Approval Date:			
Plan Expiration Date:			
Total Depth in Emergency Spillway Before Overtopping (Decimal-Feet):	1		

Figure 29: Edit an Emergency Plan

DSIS Participant Submission Guide

- Optional Adding Supply and Resource Contacts - To start the process of adding optional Supply and Resource contacts, users can go to the “Contacts” tab of the Emergency Plan and click “Add Contact to EP” (Figure 30).

Dams Administration My Account
Welcome, "James.martin" [Logout](#)

🏠 Dams > 029004 > EPs

Dam Name: Willis River Dam #4
Dam Inventory Number: 029004
Legacy Number: 02904

Dam Region: 5
Hazard Classification: High
County: Buckingham

Owner Name: Peter Francisco Soil and Water Conservation District
Regional Engineer: Robert VanLier
Inundation Study Date: 03/08/2011

Certificate Type: Conditional Certificate
Certificate Expiration Date: 03/31/2020
EP Expiration Date: 08/16/2023

Add Contact To EP

Details
Contacts
Attachments

EP Contacts

Note: Right click to view actions

Contact Type	Name	Email	Organization	Phone Number	Primary
No records found					

⏪ ⏩ 1 ⏪ ⏩ 10

Supply & Resource Contacts

Note: Right click to view actions

Contact Type	Name	Email	Organization	Phone Number	Primary
No records found					

⏪ ⏩ 1 ⏪ ⏩ 10

Dams Contacts

Contact Type	Name	Email	Organization	Phone Number	Primary
Owner Representative	Kelly Snoddy	kelly.snoddy@vaswcd.org	Peter Francisco Soil and Water Conservation District	(434) 983-7923(Office)	yes
Owner Professional Engineer	Charles Wilson	charles.wilson@dcr.virginia.gov	Virginia DCR, Division of Soil and Water Conservation	(804) 371-6233(Office)	no
Owner	M. Todd Smith	peterfranciscoswcd@gmail.com	Peter Francisco Soil and Water Conservation District	(434) 983-7923(Office)	no
Owner Representative	Sherry Ragland	sherry.ragland@vaswcd.org	Peter Francisco Soil and Water Conservation District	(434) 983-7923(Office)	no

Figure 30: Emergency Plans Contacts Tab

DSIS Participant Submission Guide

- Optional Adding Supply and Resource Contacts Continued - To add Supply and Resource contacts, the user can select “Add Contact” (Existing) or “Add New Contact” (New) (Figure 31). Adding contacts to an EP functions the same way as adding a contact to a dam. For details on adding contacts see the first section of this document “[Contacts](#)”.

The screenshot shows the 'Contacts' page for a dam. The breadcrumb trail is: Home > Dams > 029004 > EAPs > Contacts. The dam details are: Dam Name: Willis River Dam #4, Dam Region: 5, Owner Name: Peter Francisco Soll and Water Conservation District, Certificate Type: Conditional Certificate, Dam Inventory Number: 029004, Hazard Classification: High, Water Conservation District, Certificate Expiration Date: 03/31/2020, Legacy Number: 02904, County: Buckingham, Regional Engineer: Robert VanLier, EP Expiration Date: 08/16/2023, and Inundation Study Date: 03/08/2011. The page has a sidebar with 'Details', 'Contacts', and 'Attachments'. The main content area has a table of contacts with search filters for Full Name, Organization, Primary Email, and Phone Number. Two buttons, 'Add Contact' and 'Add New Contact', are highlighted in red.

	Full Name	Organization	Primary Email	Phone Number
<input type="radio"/>	Ms. Grissinger	Ms. Grissinger		
<input type="radio"/>	David Voncenti	Mary B. Sheridan Trust		(434) 823-1860 (Office)
<input type="radio"/>	c/o Alumni Association	Virginia Polo Inc.		
<input type="radio"/>	John Birdsall	Birdsall, John		
<input type="radio"/>	Charles R. or Kimberly S. Cory	Cory, Charles R. or Kimberly S.		
<input type="radio"/>	Samuel Stanhope II or Janice M Walker	Walker, Samuel Stanhope II or Janice M.		
<input type="radio"/>	Jennie Sue Minor Trustee	Minor, Jennie Sue Trust		
<input type="radio"/>	Jennie Sue Minor, Trustee	Minor, Jennie Sue		
<input type="radio"/>	c/o Alumni Association	UVA Polo Club		
<input type="radio"/>	Van Cliff, Barry R, Daniel G. Van Cliff Jr. & Bank of America Co.-TRS etal	Van Cliff, Barry R., Daniel G. Van Cliff Jr. & Bank of America Co.-TRS etal		
<input type="radio"/>	Edgar N. Jr. or Patricia Carter G. Garnett	Garnett, Edgar N. Jr., or Patricia Carter G.		
<input type="radio"/>	Ron Cottrell	Martha Jefferson Hospital		(434) 982-7303 (Office)
<input type="radio"/>	Michael Spatz	Martha Jeffeson Hospital		(434) 982-7038 (Office)
<input type="radio"/>	W. Cary Brent	Keswick Corporation		(434) 923-4320 (Office)
<input type="radio"/>	Florence Wilson	Wilson, Florence		(540) 832-2812 (Office)

Figure 31: Adding Optional Supply and Resource Contacts to an Emergency Plan

DSIS Participant Submission Guide

5. Optional Supporting Attachments – Users can upload EP maps and other supporting documents under the “Emergency Plan Attachments” tab (Figure 32).
 - a. Click “Add Files”.
 - b. Select file for upload.
 - c. Name the attachment under “File Name”.
 - d. Select “Attachment Type”.
 - e. Click “Upload”

Virginia Dam Safety Inventory System

Welcome, "james.martin" Logout

Dams Administration My Account

Dams > 029004 > EAPs > 766

Dam Name: Willis River Dam #4 Dam Region: 5 Owner Name: Peter Francisco Soil and Water Certificate Type: Conditional Certificate
Dam Inventory Number: 029004 Hazard Classification: High Conservation District Certificate Expiration Date: 03/31/2020
Legacy Number: 02904 County: Buckingham Regional Engineer: Robert VanLier EP Expiration Date: 08/16/2023
Inundation Study Date: 03/08/2011

Details Add files... Start all Cancel all

File Name	Attachment Name	File Size	Attachment Type	Document Date	Uploaded Date
029004_EAP_20180412.pdf	029004_EAP_20180412	0.02 MB	EAP - Final		Upload Cancel
029004_SIGN_20180412.pdf	029004_SIGN_20180412	0.02 MB	PE and Owner Signature		Upload Cancel

Notes

To sort click on the column headings
The maximum file size is 30 MB unless otherwise noted
An attachment type of Inundation Study, EP, Inspection Pictures, or As-Built has a maximum file size of 250 MB
Only file types jpg, jpeg, png, gif, pdf, doc, docx, xls, xlsx, pps, ppsx, ppt, pptx, txt, and zip are allowed

Figure 32: Emergency Plans Attachment Tab

6. Once the edits in the “Emergency Plan Details” tab have been completed, go to the top of the form and change the “Status” field to "Submitted" and click “Save” (Figure 33).

Virginia Dam Safety Inventory System

Welcome, "james.martin" Logout

Dams Administration My Account

Dams > 029004 > EPs > 766

Dam Name: Willis River Dam #4 Dam Region: 5 Owner Name: Peter Francisco Soil and Water Certificate Type: Conditional Certificate
Dam Inventory Number: 029004 Hazard Classification: High Water Conservation District Certificate Expiration Date: 03/31/2020
Legacy Number: 02904 County: Buckingham Regional Engineer: Robert VanLier EP Expiration Date: 08/16/2023
Inundation Study Date: 03/08/2011

*Required Fields EP Details Save Cancel

Status: Submitted

E911 Address:

Street: 123 Fake St

Street 2:

City: Fakeville State: VA Zip: 12345

Figure 33: Submitting an Emergency Plan

DSIS Participant Submission Guide

Emergency Plan Approval Process

After you have submitted your Emergency Plan the following steps will be conducted to process the application for DCR approval:

1. Upon submission the participant's regional engineer will be notified of the submitted Emergency Plan and will review the submission.
2. After their review the regional engineer will set the status to one of two options:
 - **Approved** – Applicant and dam owners will be notified via email of the approved Emergency Plan and the status will be changed to “Approved”. At this point the Emergency Plan has been accepted by DCR and there is no further action required by the participant for the submission.
 - **Revisions Needed** – To request revisions to the Emergency Plan, regional engineers have the option of changing the status of the Emergency Plan to “Revisions Needed”. When this happens the applicant will be notified via email of the requested revisions. Participants can then go back to their Emergency Plan to make the necessary edits and change the status back to “Submitted” to Re-Submit.

Generating a PDF Emergency Preparation Plan Application (Low Hazard Only)

At any step in the workflow process users can generate a pdf copy of their Emergency Preparation Plan by clicking the “Generate Application” button, located in the top right-hand corner of the Emergency Preparation Plan details page. The PDF will be downloaded by your internet browser (download processes may differ by browser).

Adding Emergency Drills and Table Top Exercises

Emergency Drills and Table Top exercises are conducted throughout the life cycle of an Emergency Plan, the DSIS system requires that a drill is exercised annually and table top exercises are conducted every 6 years:

- **(4VAC50-20-175)** – A drill shall be conducted annually for each high or significant hazard impounding structure. To the extent practicable, the drill should include a face-to-face meeting with the local emergency management agencies responsible for any necessary evacuations to review the EAP and ensure the local emergency management agencies understand the actions required during an emergency. Except as set out in [4VAC50-20-53](#), a table-top exercise shall be conducted once every six years, although more frequent table-top exercises are encouraged. Drills and table-top exercises for multiple impounding structures may be performed in combination if the involved parties are the same. Owners shall certify to the department annually that a drill, a table-top exercise, or both has been completed and provide any revisions or updates to the EAP or a statement that no revisions or updates are needed.

The following section provides step by step instructions on how to create emergency drill and table top exercise records:

1. From the corresponding emergency plan record, click the “Emergency Plan Drills” tab to the left side of the screen (Figure 38).
2. To add a Drill or Table Top record click “Add Emergency Plan Drill” (Figure 34).

DSIS Participant Submission Guide



Figure 34: Emergency Plan Drills Tab

3. Enter all fields and click “Add” (Figure 35):

- Drill Type
- Drill Date
- Comments
- Event Participants
- Number of People Involved

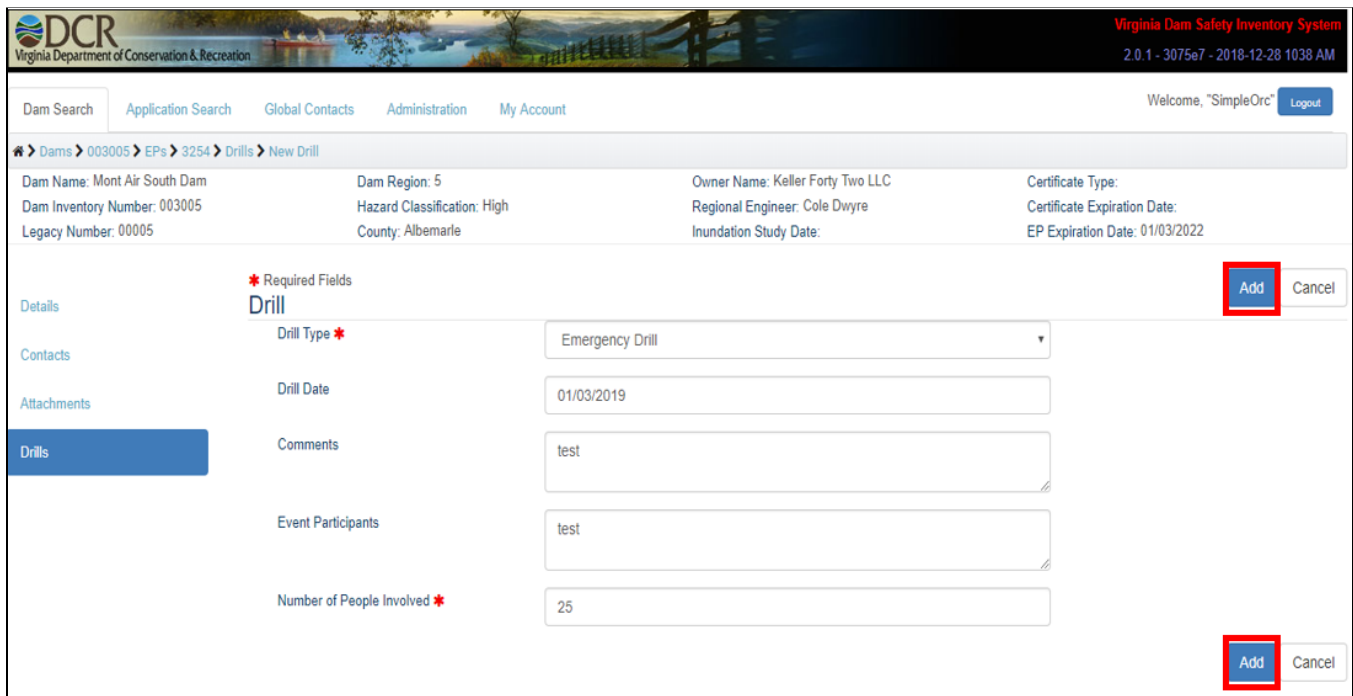


Figure 35: Adding an Emergency Plan Drill or Table Top Exercise

Certificate Applications

Participants can add, view, and edit certificate applications for a dam through the “Certificate Applications” tab (Figure 36). On the “Certificates Applications” tab a list of all recorded certificate applications for the dam will be displayed. Participants can access the details of a record by clicking on a record in the grid.

The screenshot displays the 'Certificate Applications' tab within the Virginia Dam Safety Inventory System. The interface includes a navigation menu on the left with 'Certificate Applications' highlighted in red. The main content area shows details for 'Willis River Dam #4' and a table of certificate applications.

System Header: DCR Virginia Department of Conservation & Recreation | Virginia Dam Safety Inventory System

User: Welcome, "james.martin" [Logout]

Navigation: Dams | Administration | My Account

Breadcrumb: Home > Dams > 029004

Dam Information:

- Dam Name: Willis River Dam #4
- Dam Inventory Number: 029004
- Legacy Number: 02904
- Dam Region: 5
- Hazard Classification: High
- County: Buckingham
- Owner Name: Peter Francisco Soil and Water Conservation District
- Regional Engineer: Robert VanLier
- Inundation Study Date: 03/08/2011
- Certificate Type: Conditional Certificate
- Certificate Expiration Date: 03/31/2020
- EP Expiration Date: 08/16/2023

Events: [Add Certificate]

General: Note: Right click to view actions

Status	Certificate Type	Approval Date	Effective Date	Expiration Date
Submitted	Conditional Certificate	3/31/2018	3/31/2018	3/31/2020
Archive	Conditional Certificate	3/31/2016		3/31/2018

Left Sidebar: Events, General, Regulated, Watershed, Technical Basics, Technical Hydrology / Hydraulics, Technical Structure, Technical Spillway, Map, Contacts, Inspections, Permit Applications, **Certificate Applications**

Figure 36: Certificate Applications Tab

DSIS Participant Submission Guide

Submitting a Regular or Conditional Certificate

The following section provides step by step instructions on how to create and submit a Conditional or Regular Certificate for DCR review and acceptance.

1. Click the "Add Certificate" button in the top right-hand corner of the certificates tab (Figure 37).

The screenshot shows the Virginia Dam Safety Inventory System interface. At the top, there is a header with the DCR logo and the text "Virginia Dam Safety Inventory System". Below the header, there are navigation tabs: "Dams", "Administration", and "My Account". A user greeting "Welcome, 'james.martin'" and a "Logout" button are visible in the top right.

The main content area displays details for a specific dam: "Dams > 029004". The details are organized into four columns:

- Dam Name:** Willis River Dam #4
- Dam Inventory Number:** 029004
- Legacy Number:** 02904
- Dam Region:** 5
- Hazard Classification:** High
- County:** Buckingham
- Owner Name:** Peter Francisco Soil and Water Conservation District
- Regional Engineer:** Robert VanLier
- Inundation Study Date:** 03/08/2011
- Certificate Type:** Conditional Certificate
- Certificate Expiration Date:** 03/31/2020
- EP Expiration Date:** 08/16/2023

Below the details, there is a section for "Events". On the right side of this section, there is a blue button labeled "Add Certificate" with a red border. Below the "Add Certificate" button, there is a table with the following columns: "Status", "Certificate Type", "Approval Date", "Effective Date", and "Expiration Date".

Status	Certificate Type	Approval Date	Effective Date	Expiration Date
Submitted	Conditional Certificate	3/31/2018	3/31/2018	3/31/2020
Archive	Conditional Certificate	3/31/2016		3/31/2018

At the bottom of the page, there is a sidebar with various navigation options. The "Certificate Applications" option is highlighted with a red border.

Figure 37: Add a Certificate Application

DSIS Participant Submission Guide

2. From the “Certificate Details” tab click “Edit” to edit the certificate application (Figure 38).

Once in an edit session fill out all data fields and save often.

- **Best Practice:** Always save as often as possible.
- **Note:** data types next to some of the data fields. These types indicate if the field is numeric or text. If the wrong data type is entered in a field the system will not allow the user to save.
- If there is no data for a text field enter “NA”.
- If there is no data for a numeric field enter “0”.

The screenshot displays the Virginia Dam Safety Inventory System interface. At the top, the DCR logo and 'Virginia Dam Safety Inventory System' are visible. The user is logged in as 'james.martin'. The breadcrumb trail shows the path: Dams > 029004 > Certificate Applications > 4136. The main content area is titled 'Certificate Details' and contains the following information:

Dam Name: Willis River Dam #4	Dam Region: 5	Owner Name: Peter Francisco Soil and Water Conservation District	Certificate Type: Conditional Certificate
Dam Inventory Number: 029004	Hazard Classification: High	Regional Engineer: Robert VanLier	Certificate Expiration Date: 03/31/2020
Legacy Number: 02904	County: Buckingham	Inundation Study Date: 03/08/2011	EP Expiration Date: 08/16/2023

Below the table, the 'Certificate Details' section shows:

- Status: Development
- Certificate Type: Regular Operation and Maintenance Certificate
- Certificate Approval Date:
- Certificate Expiration Date:
- Certificate Effective Date:
- Federal Involvement Operation:

The 'Operating Plan & Schedule' section shows:

- Operation of Control Gates & Spillways: Example
- Operation of Impoundment Drain: Example

An 'Edit' button is located in the top right corner of the 'Certificate Details' section, highlighted with a red box.

Figure 38: Edit a Certificate Application

DSIS Participant Submission Guide

3. Optional Supporting Documents – Users can upload other supporting documents under the “Certificate Applications Attachments” tab (Figure 39).
 - a. Click “Add Files”.
 - b. Select file for upload.
 - c. Name the attachment under “File Name”.
 - d. Select “Attachment Type”.
 - e. Click “Upload”

DCR Virginia Department of Conservation & Recreation

Virginia Dam Safety Inventory System

Welcome, "james.martin" Logout

Dams Administration My Account

Dams > 029004 > Certificate > 4150

Dam Name: Willis River Dam #4 Dam Region: 5 Owner Name: Peter Francisco Soil and Water Certificate Type: Conditional Certificate
Dam Inventory Number: 029004 Hazard Classification: High Conservation District Certificate Expiration Date: 03/31/2020
Legacy Number: 02904 County: Buckingham Regional Engineer: Robert VanLier EP Expiration Date: 08/16/2023
Inundation Study Date: 03/08/2011

Details

Attachments

Add files... Start all Cancel all

File Name	Attachment Name	File Size	Attachment Type	Document Date	Uploaded Date
029004_SIGN_20180412.pdf	029004_SIGN_20180412	0.02 MB	PE and Owner Signature		Upload Cancel

Notes

To **sort** click on the column headings
The maximum file size is **30 MB** unless otherwise noted
An attachment type of **Inundation Study, EP, Inspection Pictures, or As-Built** has a maximum file size of **250 MB**
Only file types **jpg, jpeg, png, gif, pdf, doc, docx, xls,xlsx, pps, ppsx, ppt, pptx, txt, and zip** are allowed

Figure 39: Certificate Applications Supporting Documentation Attachments

DSIS Participant Submission Guide

- Once all “Certificate Application Details” have been populated go to the “Certificate Applications Details” tab and change the “Status” field to "Submitted" and click “Save” (Figure 40).

The screenshot shows the 'Certificate Details' form in the DSIS. The 'Status' field is highlighted with a red box and set to 'Submitted'. Other fields include Certificate Type (Conditional Certificate), Certificate Approval Date (05/01/2019), Certificate Effective Date (05/15/2019), Certificate Expiration Date (05/01/2021), and Federal Involvement Operation (Unknown). The 'Save' button is highlighted with a red box.

Figure 40: Submitting a Regular or Conditional Certificate

- Once the certificate application is saved to a status of “Submitted”, the user will be prompted to select a payment method:
 - Mail - If “Mail” is selected an email will be sent to the user with a payment form that can be filed out and mailed with payment to DCR. The form also contains instructions on how to pay online if the user decides not to mail the payment.
 - Online - If “Online” is selected a new tab will be opened up in the users web browser that will take them to DCR’s payment portal. Once in the payment portal follow the instructions to complete the online payment.

After a payment method has been selected the application status will change to “Awaiting Payment”. Once the payment is received the status will change to “Submitted”. Online payments will take 24 hours to be reflected in DSIS.

DSIS Participant Submission Guide

Conditional and Regular Certificate Approval Process

After you have submitted your certificate application the following steps will be conducted to process the application for DCR approval:

1. Upon submission the participant's regional engineer will be notified of the submitted certificate and will review the application.
2. The regional engineer will change the status to one of two options:
 - **Admin Review** – Once the regional engineer has accepted the Certificate application and deemed it accurate the regional engineer will recommend it for approval and will change the status to “Admin Review”.
 - **Revisions Needed** - To request revisions to the Certificate application, regional engineers have the option of changing the status of the Certificate application to “Revisions Needed”. When this happens the applicant will be notified via email of the requested revisions. Participants can then go back to their Certificate application to make the necessary edits and change the status back to “Submitted”.
3. Once in “Admin Review” the Deputy Director of Dam Safety and Floodplain Management will change the status to one of two options:
 - **Approved** – Applicant and dam owners will be notified via email of the approved Certificate and the status will be changed to “Approved”. At this point the Certificate has been accepted by DCR and there is no more action required by the participant. A copy of the final certificate will be emailed to the applicant and dam owners. The Certificate can also be downloaded from the Certificate application in DSIS at any time.
 - **Denied** – If the director does not approve of the Certificate the status will be set to “Denied”. Once denied the applicant and dam owners will be notified via email with a description of why their application was denied. At this point the applicant will need to submit a new certificate application to continue the process of obtaining an O&M certificate.

Generating a PDF Certificate Application

At any step in the workflow process users can generate a pdf copy of their Certificate by clicking the “Generate Application” button, located in the top right-hand corner of the Certificate Applications Details” tab. The PDF will be downloaded by your internet browser (download processes may differ by browser).

DSIS Participant Submission Guide

Requesting a General Permit Certificate

A General Permit certificate is an O&M Operation and Maintenance Certificate for Low Hazard dams. Note, to apply for a General Permit Certificate the dam hazard class in DSIS must be “Low”.

The following section provides step by step instructions for creating and submitting a General Permit:

1. Click the "Add General Permit" button in the top right-hand corner of the “Certificates” tab (Figure 41).

The screenshot shows the 'Certificates' tab for the Mike Johnson Dam. The interface includes a navigation menu at the top with options like 'Dam Search', 'Application Search', 'Global Contacts', 'Administration', 'My Account', and 'Support'. The main content area displays dam details such as 'Dam Name: Mike Johnson Dam', 'Dam Inventory Number: 003003', 'Legacy Number: 00003', 'Dam Region: 5', 'Hazard Classification: Low', 'County: Albemarle, Fluvanna', 'Owner Name: COSNER, DILLARD W and LESLIE E', 'Regional Engineer: Cole Dwyre', 'Certificate Type: AgExempt', 'Certificate Expiration Date: 12/13/2018', and 'EP Expiration Date: 03/07/2019'. Below this, there are three buttons: 'Add Certificate', 'Add Ag-Exempt Certificate', and 'Add General Permit Certificate', with the latter being highlighted in red. A table below the buttons lists various certificates with columns for Status, Certificate Type, Approval Date, Effective Date, and Expiration Date. The table contains several rows of data, including 'Submitted' and 'Approved' certificates of various types. A pagination control at the bottom of the table shows '1' of 10 items.

Status	Certificate Type	Approval Date	Effective Date	Expiration Date
Submitted	Conditional Certificate	12/6/2018	12/6/2018	3/28/2019
Approved	Conditional Certificate	8/8/2018	10/4/2018	12/28/2018
Approved	General Permit	11/2/2000	12/1/2000	12/1/2006
Awaiting Payment	General Permit			
Awaiting Payment	General Permit			
Archive	AgExempt	10/3/2018	12/13/2018	12/13/2018
Approved	AgExempt	10/5/2017	12/13/2018	12/13/2020
Submitted	AgExempt			
Submitted	AgExempt			

Figure 41: Add General Permit Certificate

DSIS Participant Submission Guide

2. Attach a copy of a document signed by the dam owner(s) indicating their request for the “General Permit Certificate” and click “Save” (Figure 42).

The screenshot displays the Virginia Dam Safety Inventory System interface. At the top, the DCR logo and system name are visible. Below the navigation menu, the breadcrumb trail shows 'Dams > 003004 > Certificate Applications'. A table provides details for the 'Montfair West Dam', including its region, hazard classification, owner name, and certificate type. The main form area is titled 'New General Permit' and features a sidebar with various sections. The 'General' section contains a form with a 'PE and Owner Signature' field, which is highlighted with a red box. A 'Save' button is also highlighted with a red box.

Dam Name: Montfair West Dam	Dam Region: 5	Owner Name: Mary B. Sheridan Trust	Certificate Type: Conditional Certificate
Dam Inventory Number: 003004	Hazard Classification: Low	Regional Engineer: Cole Dwyre	Certificate Expiration Date: 03/07/2019
Legacy Number: 00004	County: Albemarle	Inundation Study Date:	EP Expiration Date: 06/28/2019

Figure 42: Requesting a General Permit Certificate

DSIS Participant Submission Guide

- Once the General Permit Certificate has been requested the participant will receive an “Awaiting Payment” notification via email and the record will be set to a status of “Awaiting Payment” (Figure 43). The email will include an attached payment form, the form must be filled out and mailed with a check to DCR. See mailing instruction on the payment form.

The screenshot displays the DSIS interface for the Mike Johnson Dam. The top navigation bar includes 'Dam Search', 'Application Search', 'Global Contacts', 'Administration', 'My Account', and 'Support'. The user is logged in as 'james.martin'. The main content area shows the certificate details for the Mike Johnson Dam, including its inventory number (003003), region (5), hazard classification (Low), and owner information (COSNER, DILLARD W and LESLIE E W, Minor, Jennie Sue Trust). The certificate type is 'General Permit' and its expiration date is 12/31/2020. Below the details, there are three buttons: 'Add Certificate', 'Add Ag-Exempt Certificate', and 'Add General Permit Certificate'. A table below these buttons shows the certificate's status as 'Awaiting Payment' and its type as 'General Permit'. The table has columns for Status, Certificate Type, Approval Date, Effective Date, and Expiration Date. The 'Awaiting Payment' status is highlighted with a red box. The interface also includes a sidebar with various menu items like 'Events', 'General', 'Regulated', 'Technical Basics', 'Technical Hydrology', 'Contacts', 'Map', 'Inundation / PMP Studies', 'Emergency Plans', 'Emergency Map', 'Inspections', and 'Certificates'.

Status	Certificate Type	Approval Date	Effective Date	Expiration Date
Awaiting Payment	General Permit			

Figure 43: General Permit Certificate in Awaiting Payment Status

General Permit Certificate Approval Process

After you have submitted and paid for your General Permit Certificate application the following steps will be conducted to process the application for DCR approval:

1. Upon submission the participant's regional engineer will be notified of the submitted General Permit Certificate and will review the application.
2. The regional engineer will either:
 - **Admin Review** – Once the regional engineer has accepted the General Permit certificate application and deemed it accurate the regional engineer will recommend it for approval by changing the status to “Admin Review”.
 - **Revisions Needed** – To request revisions to the General Permit Certificate application, regional engineers have the option of changing the status of the General Permit Certificate application to “Revisions Needed”. When this happens the applicant will be notified via email of the requested revisions. Participants can then go back to their General Permit Certificate to make the necessary edits and change the status back to “Submitted”.
3. Once in “Admin Review” DCR administrators and the Deputy Director of Dam Safety and Floodplain Management will either:
 - **Approve** – Applicant and dam owners will be notified via email of the approved General Permit Certificate and the status will be changed to “Approved”. At this point the General Permit Certificate has been accepted by DCR and there is no more action required by the participant. A copy of the final certificate will be emailed to the applicant and dam owners. The certificate can also be downloaded from the General Permit Certificate application in DSIS at any time.
 - **Denied** – If the director does not approve of the General Permit Certificate the status will be set to “Denied”. Once denied the applicant and dam owners will be notified via email with a description of why their application was denied.

Generating a PDF General Permit Certificate Application

At any step in the workflow process users can generate a pdf copy of their General Permit by clicking the “Generate Application” button, located in the top right-hand corner of the “General Permit Details” tab. The PDF will be downloaded by your internet browser (download processes may differ by browser).

DSIS Participant Submission Guide

Submitting an Agricultural Exemption Certificate

An Agricultural Exemption Certificate is a certificate that allows dams used in agricultural practices to be exempt from some Virginia Dam Safety Regulations. Note, to be approved for an Agricultural Exemption the applicant must be able to prove agricultural activities as well as other technical data of the impoundment structure.

The following section provides step by step instructions for creating and submitting an Agricultural Exemption:

1. Click the "Add Ag-Exempt Certificate" button in the top right-hand corner of the "Certificates" tab (Figure 44).

The screenshot shows the Virginia Dam Safety Inventory System interface. At the top, there is a navigation bar with the DCR logo and the text "Virginia Dam Safety Inventory System". Below this, there are several tabs: "Dam Search", "Application Search", "Global Contacts", "Administration", "My Account", and "Support". The "Certificates" tab is selected, and the "Add Ag-Exempt Certificate" button is highlighted with a red box. The main content area displays details for dam 003003, including the dam name, region, hazard classification, owner name, certificate type, and expiration date. A table below shows a list of certificates with columns for Status, Certificate Type, Approval Date, Effective Date, and Expiration Date. The table is currently showing 10 records, and the "Add Ag-Exempt Certificate" button is visible in the top right corner of the table area.

Status	Certificate Type	Approval Date	Effective Date	Expiration Date
Submitted	Conditional Certificate	12/6/2018	12/6/2018	3/28/2019
Approved	Conditional Certificate	8/8/2018	10/4/2018	12/28/2018
Approved	General Permit	11/2/2000	12/1/2000	12/1/2006
Awaiting Payment	General Permit			
Awaiting Payment	General Permit			
Archive	AgExempt	10/3/2018	12/13/2018	12/13/2018
Approved	AgExempt	10/5/2017	12/13/2018	12/13/2020
Submitted	AgExempt			
Submitted	AgExempt			

Figure 44: Add Ag-Exempt Certificate

DSIS Participant Submission Guide

2. Enter all information required to start an Agricultural Exemption record (all required fields are indicated by a red asterisk) and click “Submit” (Figure 45).
 - PE and Owner Signature
 - Description of all Agricultural activities related to the dam
 - Is Existing Dam

The screenshot shows the 'New Ag-Exempt Certificate Information' form in the Virginia Dam Safety Inventory System. The form is titled 'New Ag-Exempt Certificate Information' and has a red asterisk indicating required fields. The fields are: 'PE and Owner Signature' (text input), 'Description of all Agricultural activities related to the dam' (text area), and 'Is Existing Dam' (dropdown menu). There are two 'Submit' buttons, one at the top right and one at the bottom right, both highlighted with red boxes. The top 'Submit' button is also next to a 'Cancel' button. The form is part of a larger application with a sidebar on the left and a top navigation bar.

Figure 45: Creating an Agricultural Exemption Application

3. After submitting the Agricultural Exemption application a new record will be present in the Agricultural Exemptions grid in a status of submitted (Figure 46).

The screenshot shows the 'Certificates' grid in the Virginia Dam Safety Inventory System. The grid has columns for Status, Certificate Type, Approval Date, Effective Date, and Expiration Date. A row with Status 'Submitted' and Certificate Type 'AgExempt' is highlighted with a red box. The grid also has buttons for 'Add Certificate', 'Add Ag-Exempt Certificate', and 'Add General Permit Certificate'. The top of the grid shows the dam name 'Mike Johnson Dam' and other details. The bottom of the grid has a pagination bar with '1' and '10'.

Status	Certificate Type	Approval Date	Effective Date	Expiration Date
Submitted	AgExempt			

Figure 46: Agricultural Exemption Application in a Status of Submitted

Agricultural Exemption Certificate Approval Process

After you have requested your Agricultural Exemption certificate the following steps will be conducted to process the application for DCR approval:

1. Upon submission the participant's regional engineer will be notified of the submitted Agricultural Exemption Certificate and will review the application.
2. The regional engineer will either:
 - **Admin Review** – Once the regional engineer has accepted the Agricultural Exemption certificate application and deemed it accurate the regional engineer will recommend it for approval and will change the status to “Admin Review”.
 - **Revisions Needed** - To request revisions to the Agricultural Exemption Certificate application, regional engineers have the option of changing the status of the Agricultural Exemption certificate application to “Revisions Needed”. When this happens the applicant will be notified via email of the requested revisions. Participants can then go back to their Agricultural Exemption certificate application to make the necessary edits and change the status back to “Submitted”.
3. Once in “Admin Review” the Deputy Director of Dam Safety and Floodplain Management will either:
 - **Approve** – Applicant and dam owners will be notified via email of the approved Agricultural Exemption certificate and the status will be changed to “Approved”. At this point the Agricultural Exemption certificate has been accepted by DCR and there is no more action required by the participant.
 - **Denied** – If the director does not approve of the Agricultural Exemption certificate the status will be set to “Denied”. Once denied the applicant and dam owners will be notified via email with a description of why their application was denied.

Generating a PDF Agricultural Exemption Certificate Application

At any step in the workflow process users can generate a pdf copy of their Agricultural Exemption by clicking the “Generate Application” button, located in the top right-hand corner of the Agricultural Exemption page. The PDF will be downloaded by your internet browser (download processes may differ by browser).

DSIS Participant Submission Guide

Inspections

Participants can view and add inspections for a dam through the “Inspections” tab (Figure 47). From the “Inspections” tab the user can view a list of all recorded Inspection records for a dam. To view the details of an inspection record the user can click on an Inspection record from the “Inspections” grid.

The screenshot shows the 'Inspections' tab for Dam 003005. The top navigation bar includes 'Dam Search', 'Application Search', 'Global Contacts', 'Administration', and 'My Account'. The user is logged in as 'SimpleOrc'. The dam details are as follows:

Dam Name: Mont Air South Dam	Dam Region: 5	Owner Name: Keller Forty Two LLC	Certificate Type:
Dam Inventory Number: 003005	Hazard Classification: High	Regional Engineer: Cole Dwyre	Certificate Expiration Date:
Legacy Number: 00005	County: Albemarle	Inundation Study Date:	EP Expiration Date: 01/03/2022

Below the details is a table of inspection events:

Status	Inspection Date	Condition	Inspection Type	Organization	Inspector Name
Approved	3/3/2017	Not Rated	DCR Staff Engineer (PE)	Keller Forty Two LLC	William G Keller
Development	3/3/2017	Not Rated	DCR Staff Engineer (PE)	Keller Forty Two LLC	William G Keller

The interface includes an 'Add Inspection' button and a sidebar with navigation options: General, Regulated, Technical Basics, Technical Hydrology, Contacts, Map, Inundation / PMP Studies, Emergency Plans, Emergency Map, Inspections (highlighted), and Certificates.

Figure 47: Inspections Tab

DSIS Participant Submission Guide

Submitting an Inspection

The following section provides step by step instructions for creating and submitting an Inspection report:

1. Click the "Add Inspection" button in the top right-hand corner of the "Inspections" tab (Figure 48).

The screenshot shows the Virginia Dam Safety Inventory System interface. At the top, there is a header with the DCR logo and the text "Virginia Dam Safety Inventory System". Below the header, there are navigation tabs: "Dams", "Administration", and "My Account". A welcome message "Welcome, 'james.martin'" and a "Logout" button are visible. The main content area displays details for a dam: "Willis River Dam #4", "Dam Region: 5", "Owner Name: Peter Francisco Soil and Water Conservation District", "Certificate Type: Conditional Certificate", "Dam Inventory Number: 029004", "Hazard Classification: High", "Water Conservation District", "Certificate Expiration Date: 03/31/2020", "Legacy Number: 02904", "County: Buckingham", "Regional Engineer: Robert VanLier", "EP Expiration Date: 08/16/2023", and "Inundation Study Date: 03/08/2011". On the left side, there is a sidebar with various menu items: "Events", "General", "Regulated", "Watershed", "Technical Basics", "Technical Hydrology / Hydraulics", "Technical Structure", "Technical Spillway", "Map", "Contacts", "Inspections", "Permit Applications", and "Certificate Applications". The "Inspections" menu item is highlighted in blue. In the top right corner of the main content area, there is a red-bordered button labeled "Add Inspection". Below this button, there is a table with the following columns: "Inspection Date", "Condition", "Inspection Type", "Organization", and "Inspector Name". The table contains several rows of inspection records. A note "Note: Right click to view actions" is present above the table. At the bottom of the table, there are navigation controls including a page number "1" and a dropdown menu showing "10".

Inspection Date	Condition	Inspection Type	Organization	Inspector Name
10/12/2017	Fair	Engineer	Virginia DCR, Division of Soil and Water Conservation	Charles Wilson
12/3/2015		Engineer		
10/10/2013		Owner		
11/29/2012		Owner		
11/15/2011		Owner		
10/29/2010		Owner		
9/24/2009		Owner		
6/13/2008		Engineer		
10/27/2004		Owner		
4/30/2002		Engineer		

Figure 48: Add Inspection

2. From the "Inspection Details" tab click "Edit" to edit the Inspection record (Figure 49).

DSIS Participant Submission Guide

- **Best Practice:** Always save as often as possible.
- **Note:** data types next to some of the data fields. These types indicate if the field is numeric or text. If the wrong data type is entered in a field the system will not allow the user to save.
- If there is no data for a text field enter “NA”.
- If there is no data for a numeric field enter “0”.

The screenshot displays the Virginia Dam Safety Inventory System (DSIS) interface. At the top, the DCR logo and 'Virginia Department of Conservation & Recreation' are visible on the left, and 'Virginia Dam Safety Inventory System' is on the right. Below the header, there are navigation tabs for 'Dams', 'Administration', and 'My Account'. A user greeting 'Welcome, "James.martin"' and a 'Logout' button are present. The breadcrumb trail shows the path: 'Dams > 029004 > Inspections > 2018-04-12'. The main content area displays inspection details for 'Willis River Dam #4'. The details are organized into sections: 'Inspection Details' (with an 'Edit' button highlighted in a red box), 'Embankment', and 'Upstream Slope'. Each section contains key-value pairs for various attributes.

Field	Value
Dam Name	Willis River Dam #4
Dam Region	5
Owner Name	Peter Francisco Soil and Water Conservation District
Certificate Type	Conditional Certificate
Dam Inventory Number	029004
Hazard Classification	High
Water Conservation District	Water Conservation District
Certificate Expiration Date	03/31/2020
Legacy Number	02904
County	Buckingham
Regional Engineer	Robert VanLier
EP Expiration Date	08/16/2023
Inundation Study Date	03/08/2011

Inspection Details (Edit button highlighted)

Status	Development
Inspection Date	4/12/2018
Inspection Type	Emergency

Embankment

Has Embankment?	No
-----------------	----

Upstream Slope

Woody vegetation discovered?	No
Rodent burrows discovered?	No
Remedial work performed?	No

Figure 49: Editing an Inspection Record

DSIS Participant Submission Guide

3. Optional Supporting Documents – Users can upload Inspection Pictures and other supporting documents under the “Inspections Attachments” tab (Figure 50).
 - a. Click “Add Files”.
 - b. Select file for upload.
 - c. Name the attachment under “File Name”.
 - d. Select “Attachment Type”.
 - e. Click “Upload”

DCR Virginia Department of Conservation & Recreation

Virginia Dam Safety Inventory System

Welcome, "James.martin" Logout

Dams Administration My Account

Dams > 029004 > Inspections > 3671

Dam Name: Willis River Dam #4 Dam Region: 5 Owner Name: Peter Francisco Soil and Water Certificate Type: Conditional Certificate
Dam Inventory Number: 029004 Hazard Classification: High Conservation District Certificate Expiration Date: 03/31/2020
Legacy Number: 02904 County: Buckingham Regional Engineer: Robert VanLier EP Expiration Date: 08/16/2023
Inundation Study Date: 03/08/2011

Details

Attachments

Add files... Start all Cancel all

File Name	Attachment Name	File Size	Attachment Type	Document Date	Uploaded Date
029004_SIGN_20180412.pdf	029004_SIGN_20180412	0.02 MB	PE and Owner Signature		

Upload Cancel

Notes

To **sort** click on the column headings
The maximum file size is **30 MB** unless otherwise noted
An attachment type of **Inundation Study, EP, Inspection Pictures, or As-Built** has a maximum file size of **250 MB**
Only file types **jpg, jpeg, png, gif, pdf, doc, docx, xls, xlsx, pps, ppsx, ppt, pptx, txt, and zip** are allowed

Figure 50: Inspection Attachments

DSIS Participant Submission Guide

- Once “Inspection Details” have been completed go to the “Inspections Details” tab and change the status field to "Submitted" and click “Save” (Figure 51).

The screenshot displays the VDSIS interface. At the top, the DCR logo and system name 'Virginia Dam Safety Inventory System' are visible. The user is logged in as 'james.martin'. The breadcrumb trail shows 'Dams > 015014 > Inspections > 2018-05-30'. The main form area is titled 'Inspection Details' and contains several required fields marked with a red asterisk. The 'Status' dropdown menu is set to 'Submitted' and is highlighted with a red box. Other fields include 'Inspection Date' (05/30/2018) and 'Inspection Type' (Engineer). Below these are sections for 'Embankment' with radio buttons for 'Has Embankment?' (Yes/No) and 'Erosion on embankment?' (Yes/No). A text area for 'None Reported' is present under the embankment section. At the bottom, there is a text area for 'Erosion on embankment?' with the text 'Yes; Several Bare spots and path observed, most like caused by livestock (Noted in previous Inspection)'. A 'Save' button is highlighted with a red box, along with 'Cancel' and 'Generate Application' buttons.

Figure 51: Submitting an Inspection

- Once the inspection application status is set to “Submitted”, the user will be locked out of the application and the application will be sent to a regional engineer for review.

DSIS Participant Submission Guide

Inspection Approval Process

After you have submitted your Inspection the following steps will be conducted to process the application for DCR approval:

1. Upon submission the participant's regional engineer will be notified of the submitted Inspection and will review the submittal.
2. After their review the regional engineer will set the status to one of two options:
 - **Approved** – Applicant and dam owners will be notified via email of the approved Inspection and the status will be changed to “Approved”. At this point the Inspection has been accepted by DCR and there is no further action required by the participant for the submission.
 - **Revisions Needed** – To request revisions to the Inspection, regional engineers have the option of changing the status of the Inspection to “Revisions Needed”. When this happens the applicant will be notified via email of the requested revisions. Participants can then go back to their Inspection to make the necessary edits and change the status back to “Submitted”.

Generating a PDF Inspection Application

At any step in the workflow process users can generate a pdf copy of their Inspection by clicking the “Generate Application” button, located in the top right-hand corner of the “Inspections Details” tab. The PDF will be downloaded by your internet browser (download processes may differ by browser).

DSIS Participant Submission Guide

Permit Applications

Users can view and add permit applications for a dam through the “Permits” tab (Figure 52). From the “Permits” tab users can view a list of all recorded Permit applications for a dam. To view a permit application’s details the user can click on a record from the “Permits” grid.

The screenshot displays the 'Permits' tab in the DSIS application. The top navigation bar includes 'Dam Search', 'Application Search', 'Global Contacts', 'Administration', 'My Account', and 'Support'. The user is logged in as 'SimpleOrc'. The main content area shows details for 'Montfair West Dam' (Inventory Number: 003004, Legacy Number: 00004) in Region 5, Albemarle County. A table lists three permit records:

Status	Permit Type	Approval Date	Expiration Date	Plans And Specifications Date	Issued By
Approved	Alteration Permit	7/31/2016	7/31/2017		
Approved	Alteration Permit	1/3/2019	1/17/2019	1/10/2019	Super Fool
Approved	Construction Permit	1/3/2019	4/5/2019	1/31/2019	Super Fool

The sidebar menu on the left includes: Events, General, Regulated, Technical Basics, Technical Hydrology, Contacts, Map, Inundation / PMP Studies, Emergency Plans, Emergency Map, Inspections, Certificates, **Permits**, Grants, Attachments, All Attachments, and History.

Figure 52: Permit Applications Tab

DSIS Participant Submission Guide

Submitting a Permit

The following section details step by step instructions for creating and submitting Alteration and Construction Permits:

1. Click the "Add Permit" button in the top right-hand corner of the "Permits" tab (Figure 53).

The screenshot shows the Virginia Dam Safety Inventory System interface. At the top, there is a header with the DCR logo and the text "Virginia Dam Safety Inventory System". Below the header, there are navigation tabs for "Dams", "Administration", and "My Account". A user greeting "Welcome, 'james.martin'" and a "Logout" button are visible. The main content area displays details for a dam: "Kingston Lake Dam" (Inventory Number: 810002, Legacy Number: 81002). It lists the Dam Region (3), Hazard Classification (Low, Special), County (City of Virginia Beach), Owner Name (City of Virginia Beach, Department of Public Works), Regional Engineer (Scott Thomas), Inundation Study Date (10/15/2013), Certificate Type (Conditional Certificate), Certificate Expiration Date (03/31/2020), and EP Expiration Date (10/01/2019). On the left, there is a sidebar menu with categories like "Events", "General", "Regulated", "Watershed", "Technical Basics", "Technical Hydrology / Hydraulics", "Technical Structure", "Technical Spillway", "Map", "Contacts", "Inspections", "Permit Applications", and "Certificate Applications". The "Permit Applications" category is currently selected. In the main area, there is a table with columns: Status, Permit Type, Approval Date, Expiration Date, Plans And Specifications Date, and Issued By. The table contains two rows: one with Status "Archive", Permit Type "Alteration Permit", Approval Date "11/30/2013", Expiration Date "11/30/2015", and another with Status "Approved", Permit Type "Alteration Permit", Approval Date "12/15/2017", Expiration Date "12/15/2018", Plans And Specifications Date "11/10/2017", and Issued By "Darryl Glover". A red box highlights the "Add Permit" button in the top right corner of the table area. A note says "Note: Right click to view actions".

Figure 53: Add Permit

DSIS Participant Submission Guide

- From the “Permits Details” tab click “Edit” to edit the Permit application (Figure 54).
 - Best Practice:** Always save as often as possible.
 - Note:** data types next to some of the data fields. These types indicate if the field is numeric or text. If the wrong data type is entered in a field the system will not allow the user to save.
 - If there is no data for a text field enter “NA”.
 - If there is no data for a numeric field enter “0”.

The screenshot displays the Virginia Dam Safety Inventory System interface. At the top, the DCR logo and 'Virginia Dam Safety Inventory System' are visible. The user is logged in as 'james.martin'. The breadcrumb trail shows 'Dams > 810002 > Permit Applications > 287'. The main content area is titled 'Permit Details' and contains the following information:

Dam Name: Kingston Lake Dam	Dam Region: 3	Owner Name: City of Virginia Beach,	Certificate Type: Conditional Certificate
Dam Inventory Number: 810002	Hazard Classification: Low, Special	Department of Public Works	Certificate Expiration Date: 03/31/2020
Legacy Number: 81002	County: City of Virginia Beach	Regional Engineer: Scott Thomas	EP Expiration Date: 10/01/2019
		Inundation Study Date: 10/15/2013	

Below this, the 'Permit Details' section includes:

- Status: Development
- Permit Type: Alteration Permit
- Permit Approval Date:
- Permit Expiration Date:
- Plans and Specifications Date:
- Date entered: 4/13/2018
- Issued By:
- Designed By:
- Constructed By:
- Proposed Construction/Alteration: Repair intake.
- Federal Involvement Design:
- Federal Involvement Construction:
- Datum used for elevations:

The 'Edit' button in the top right corner of the 'Permit Details' section is highlighted with a red box.

Figure 54: Editing a Permit Application

DSIS Participant Submission Guide

3. Optional Supporting Documents – Users can upload design plans and other supporting documents under the “Permits Attachments” tab (Figure 55).
 - a. Click “Add Files”.
 - b. Select file for upload.
 - c. Name the attachment under “File Name”.
 - d. Select “Attachment Type”.
 - e. Click “Upload”

Virginia Dam Safety Inventory System

Welcome, "james.martin" Logout

Dams Administration My Account

Dams > 810002 > Permits > 287

Dam Name: Kingston Lake Dam Dam Region: 3 Owner Name: City of Virginia Beach, Department of Public Works Certificate Type: Conditional Certificate
Dam Inventory Number: 810002 Hazard Classification: Low, Special Certificate Expiration Date: 03/31/2020
Legacy Number: 81002 County: City of Virginia Beach Regional Engineer: Scott Thomas EP Expiration Date: 10/01/2019
Inundation Study Date: 10/15/2013

Details

Attachments

Add files... Start all Cancel all

File Name	Attachment Name	File Size	Attachment Type	Document Date	Uploaded Date
810002_SIGN_20180412.pdf	810002_SIGN_20180412	0.02 MB	PE and Owner Signature		Upload Cancel

Notes

To **sort** click on the column headings
The maximum file size is **30 MB** unless otherwise noted
An attachment type of **Inundation Study, EP, Inspection Pictures, or As-Built** has a maximum file size of **250 MB**
Only file types **jpg, jpeg, png, gif, pdf, doc, docx, xls,xlsx, pps, ppsx, ppt, pptx, txt, and zip** are allowed

Figure 55: Permit Application Attachments

DSIS Participant Submission Guide

- Once all Permit “Details” have been populated go to the “Details” tab and change the status field to "Submitted" and click “Save” (Figure 56).

The screenshot shows the 'Permit Details' form in the DSIS. The 'Status' dropdown menu is highlighted with a red box and is set to 'Submitted'. Other fields include 'Permit Type' (Construction Permit), 'Permit Approval Date' (05/01/2019), 'Permit Expiration Date' (05/01/2021), 'Plans and Specifications Date' (05/13/2019), 'Date entered' (5/13/2019), 'Issued By', 'Designed By' (Ron Cottrell - Martha Jefferson Hospital), 'Constructed By' (Michaelangelo Spatzzzz - Virginia Polo Inc.), and 'Proposed Construction/Alteration' (test). Buttons for 'Save', 'Cancel', 'Generate Application', and 'Create Record Report' are visible at the top right of the form.

Figure 56: Submitting a Permit

- For Alteration Permits once the permit application status is set to “Submitted”, the user will be locked out of the application and the application will be sent to a regional engineer for review.
- For Construction Permits the user will be prompted to select a payment method:
 - Mail - If “Mail” is selected an email will be sent to the user with a payment form that can be filed out and mailed with payment to DCR. The form also contains instructions on how to pay online if the user decides not to mail the payment.
 - Online - If “Online” is selected a new tab will be opened up in the users web browser that will take them to DCR’s payment portal. Once in the payment portal follow the instructions to complete the online payment.

After a payment method has been selected the application status will change to “Awaiting Payment”. Once the payment is received the status will change to “Submitted”. Online payments will take 24 hours to be reflected in DSIS.

Alteration and Construction Permit Approval Process

After you have submitted your Permit application the following steps will be conducted to process the application for DCR approval:

1. Upon submission the participant's regional engineer will be notified of the submitted Permit and will review the application.
2. The regional engineer will change the status to one of two options:
 - **Admin Review** – Once the regional engineer has accepted the Permit application and deemed it accurate the regional engineer will recommend it for approval and will change the status to “Admin Review”.
 - **Revisions Needed** - To request revisions to the Permit application, regional engineers have the option of changing the status of the Permit application to “Revisions Needed”. When this happens the applicant will be notified via email of the requested revisions. Participants can then go back to their Permit application to make the necessary edits and change the status back to “Submitted”.
3. Once in “Admin Review” the Deputy Director of Dam Safety and Floodplain Management will review the application and change the status to one of two options:
 - **Approved** – Applicant and dam owners will be notified via email of the approved Permit and the status will be changed to “Approved”. At this point the Permit has been accepted by DCR and there is no more action required by the participant. A copy of the final Permit will be emailed to the applicant and dam owner. The Permit can also be downloaded from the Permit application in DSIS at any time.
 - **Denied** – If the director does not approve of the Permit the status will be set to “Denied”. Once denied the applicant and dam owners will be notified via email with a description of why their application was denied. At this point the applicant will need to submit a new Permit application to continue the process of obtaining a Permit.

Generating a PDF Permit Application

At any step in the workflow process users can generate a pdf copy of their Permit application by clicking the “Generate Application” button, located in the top right-hand corner of the “Permits Details” tab. The PDF will be downloaded by your internet browser (download processes may differ by browser).

Record Reports

Users can add a Record Report to an Approved or Archived permit application from the corresponding permit application. The record report can only be created after the alteration or construction permit project has been completed.

Submitting a Record Report

The following section details step by step instructions for creating and submitting a Record Report.

1. Access the alteration or construction permit the Record Report corresponds to.
2. Start a Record Report by clicking the “Create Record Report” button located in the top right-hand corner of the “Permit Details” page (Figure 57). A new record report in the status of “Development” will be created.

The screenshot displays the Virginia Dam Safety Inventory System interface. At the top, the DCR logo and system version (2.0.4) are visible. The navigation menu includes options like 'Dam Search', 'Application Search', and 'My Account'. The main content area shows details for a permit application for 'Montfair West Dam'. A 'Details' sidebar is on the left. In the top right of the main content area, three buttons are present: 'Edit', 'Generate Application', and 'Create Record Report', with the latter being highlighted by a red box.

Dam Information		Owner Information		Certificate Information	
Dam Name: Montfair West Dam	Dam Region: 5	Owner Name: Mary B. Sheridan Trust	Certificate Type: Conditional Certificate	Certificate Expiration Date: 03/07/2019	EP Expiration Date: 06/28/2019
Dam Inventory Number: 003004	Hazard Classification: Low	Regional Engineer: Cole Dwyre			
Legacy Number: 00004	County: Albemarle	Inundation Study Date:			

Buttons: Edit, Generate Application, **Create Record Report**

Attachments:

- Draft Permit: 003004_DPERMIT_20190114.docx [Download](#)
- Final Permit: FinalPermit.docx [Download](#)

Permit Details:

- Status: Approved
- Permit Type: Alteration Permit
- Permit Approval Date: 1/3/2019
- Permit Expiration Date: 1/24/2019
- Plans and Specifications Date: 1/24/2019
- Date entered: 1/14/2019
- Issued By: Super Fool
- Designed By: David Voncenti - Mary B. Sheridan Trust
- Constructed By: David Voncenti - Mary B. Sheridan Trust

Figure 57: Create Record Report

DSIS Participant Submission Guide

- From the “Permits Record Report” tab click “Edit” to edit the Record Report application (Figure 58). Populate all fields in the record report and save before submitting the Record Report.
 - Best Practice:** Always save as often as possible.
 - Note:** data types next to some of the data fields. These types indicate if the field is numeric or text. If the wrong data type is entered in a field the system will not allow the user to save (see record report data dictionary for detailed information link).
 - If there is no relevant data for a text field enter “NA”.
 - If there is no relevant data for a numeric field enter “0”.

The screenshot displays the 'Record Report' page for the Montfair West Dam. The interface includes a navigation menu at the top with options like 'Dam Search', 'Application Search', and 'Global Contacts'. The main content area shows the following details:

Dam Name: Montfair West Dam	Dam Region: 5	Owner Name: Mary B. Sheridan Trust	Certificate Type: Conditional Certificate
Dam Inventory Number: 003004	Hazard Classification: Low	Regional Engineer: Cole Dwyre	Certificate Expiration Date: 03/07/2019
Legacy Number: 00004	County: Albemarle	Inundation Study Date:	EP Expiration Date: 06/28/2019

Below the details, there are buttons for 'Edit' (highlighted in red) and 'Generate Application'. The 'Record Report' section shows the status as 'Development' and a 'PE and Owner Signature' field with a 'test.docx' file and a 'Download' link. The 'Impounding Structure Data' section includes fields for 'Type of material', 'Description of other', and 'Design', all currently set to '0'.

Figure 58: Editing a Record Report

DSIS Participant Submission Guide

- Once all information in the “Permits Record Report” tab is populated, change the status to “Submitted” and click “Save” (Figure 59).

The screenshot shows the Virginia Dam Safety Inventory System interface. At the top, the DCR logo and system name are visible. The navigation menu includes Dam Search, Application Search, Global Contacts, Administration, My Account, and Support. The user is logged in as "james.martin". The breadcrumb trail is "Dams > 003036 > Permit Applications > 1497".

The main content area displays the "Record Report" form for Dam Name: Brocks Mill Dam. The form includes a metadata table with the following information:

Dam Name: Brocks Mill Dam	Dam Region: 5	Owner Name: Sheridan, Mary B. Trust, UVA	Certificate Type:
Dam Inventory Number: 003036	Hazard Classification: High	Polo Club, Virginia Polo Inc.	Certificate Expiration Date:
Legacy Number: 00036	County: Albemarle	Regional Engineer: Cole Dwyre	EP Expiration Date: 11/30/2019
		Inundation Study Date:	

Below the metadata, there are buttons for "Save", "Cancel", and "Generate Application". The "Save" button is highlighted with a red box. The "Record Report" section includes a "Status" dropdown menu, which is also highlighted with a red box and set to "Submitted". There is a "PE and Owner Signature" field with a "test.txt" file and a "Clear" button. The "Impounding Structure Data" section contains several required fields:

- Type of material: Concrete
- Description of other: test
- Design
- Top of Dam Elevation (Decimal): 1
- Streambed Elevation at Toe (Lowest Decimal): 1
- Height of Impounding Structure (Decimal-Feet): 1
- Crest Length (Decimal-Feet): 1
- Crest Width (Decimal-Feet): 1

Figure 59: Submitting a Record Report

DSIS Participant Submission Guide

Record Report Approval Process

After you have submitted your Record Report the following steps will be conducted to get DCR approval:

1. Upon submission the participant's regional engineer will be notified of the submitted Record Report and will review the application.
2. The regional engineer will either:
 - **Approve** – Applicant and dam owners will be notified via email of the approved Record Report and the status will be changed to “Approved”. At this point the Record Report has been accepted by DCR and there is no further action needed by the participant.
 - **Revisions Needed** – To request revisions to the record report Regional Engineers have the option of changing the status of the record report to “Revisions Needed”. When this happens the applicant will be notified via email of the requested revisions. Participants can then go back to their Record Report to make the necessary edits and change the status back to “Submitted”.

Generating a PDF Record Report

At any step in the workflow process users can generate a pdf copy of their Record Report by clicking the “Generate Application” button, located in the top right-hand corner of the “Permits Record Report” tab. The PDF will be downloaded by your internet browser (download processes may differ by browser).