

Community Water System Accountability Rule

Act 98 of 2021 Legislative Session (R.S. 40:5.9 and 5.9.1)

Final rule published April 20, 2022 Louisiana Register
(LAC 51:XII Chapter 4)

7/30/2024

LDH Grade Rule Portal

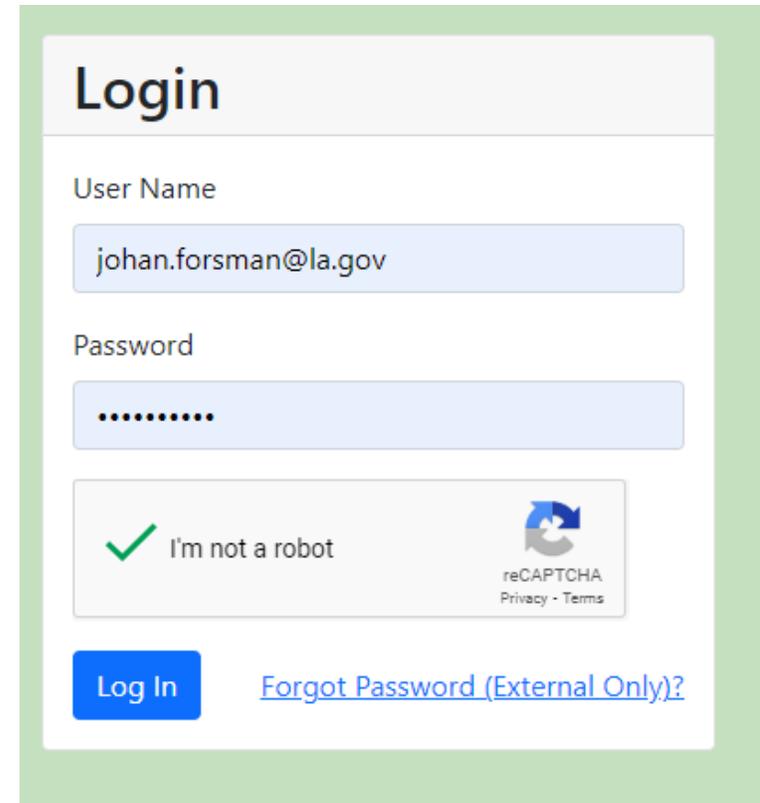
<https://pwsgrades.ldh.la.gov/Portal>

Grade Rule Portal

- The Username for the community water system is the email address associated with the Administrative Contact provided by the system to LDH.
 - Review system contact information at <https://sdw.ldh.la.gov/>.
 - Contact your local regional office to update information related to your system.
- The Password is the same created for this year. You can reset the password by selecting “Forgot Password (External Only)?” and following the prompts to reset.

Sign In

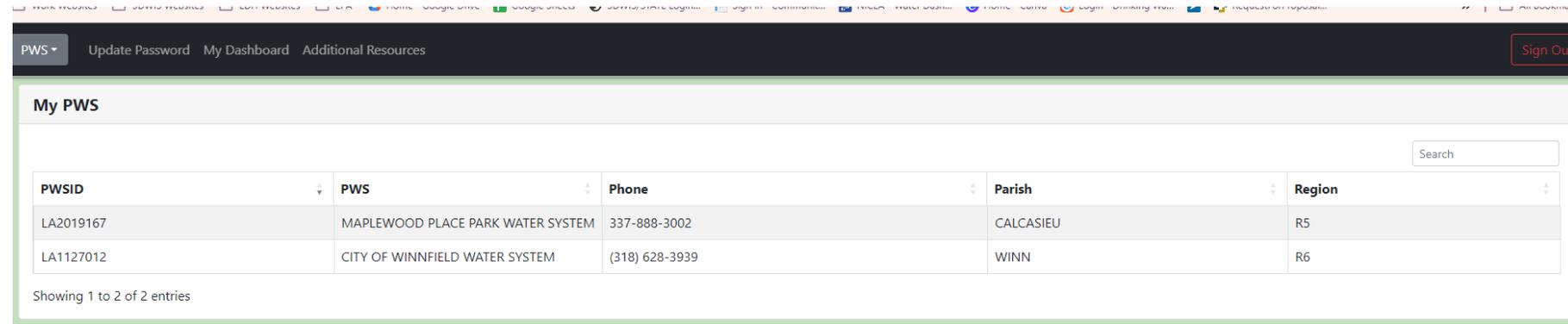
- Enter Username, Password, and Check the “I’m not a robot” box.
- Select “Log In”



The screenshot shows a login form titled "Login". It contains the following elements:

- User Name:** A text input field containing the email address "johan.forsman@la.gov".
- Password:** A text input field with masked characters represented by dots.
- reCAPTCHA:** A checkbox labeled "I'm not a robot" with a green checkmark, indicating it is checked. To the right is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms".
- Log In:** A blue button with the text "Log In".
- Forgot Password:** A blue link labeled "Forgot Password (External Only)?".

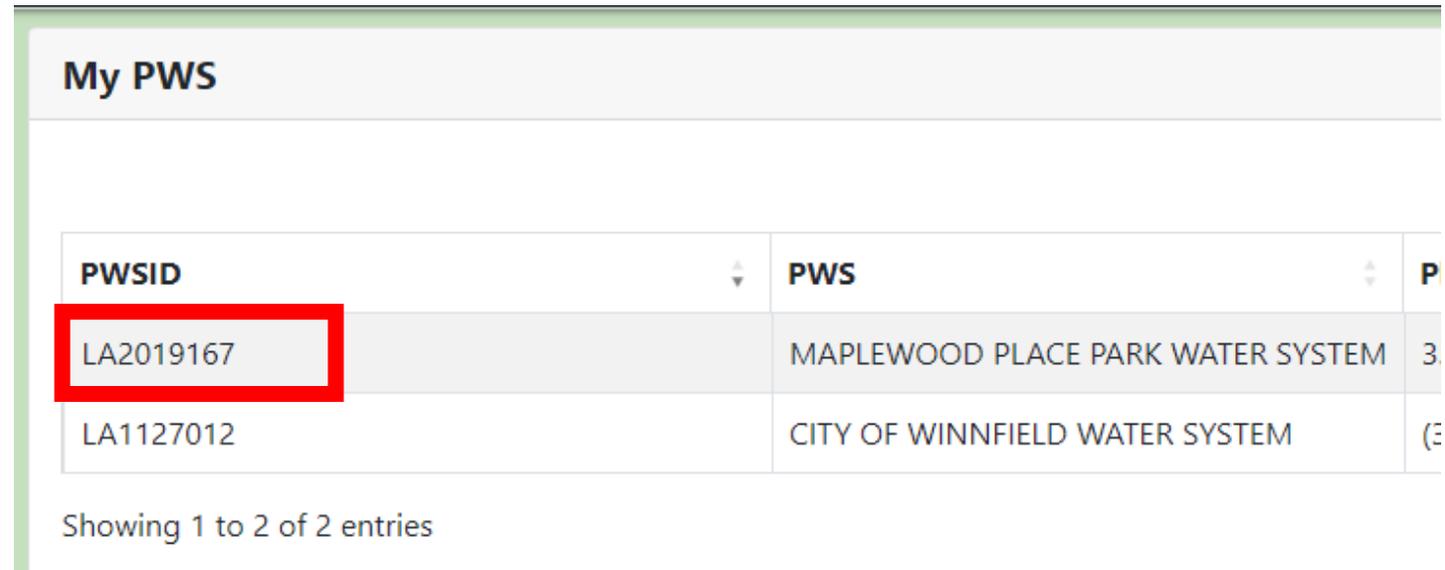
- My PWS page will show a list of water systems associated with your Username.



PWSID	PWS	Phone	Parish	Region
LA2019167	MAPLEWOOD PLACE PARK WATER SYSTEM	337-888-3002	CALCASIEU	R5
LA1127012	CITY OF WINNFIELD WATER SYSTEM	(318) 628-3939	WINN	R6

Showing 1 to 2 of 2 entries

- Select the water system to add documents – Click the PWS ID.



PWSID	PWS	P
LA2019167	MAPLEWOOD PLACE PARK WATER SYSTEM	3
LA1127012	CITY OF WINNFIELD WATER SYSTEM	(E

Showing 1 to 2 of 2 entries

↶ PWS - External

When the Portal is open for the 2024 Grade Period, select 2024 from the Dropdown Menu

Grade Open 2023 ▾

Alert: Record has been locked for grading.

Public Water System: MAPLEWOOD PLACE PARK WATER SYSTEM

PWSID: LA2019167

Admin Contact Name: PAMELA ABIDE

Admin Contact Phone: 337-888-3002

Admin Contact Email: info@maplewoodplacepark.com

If you need to update your water system's contact info, please contact your [regional office](#).

Submission Status

Required	Status	Date Modified
Rate Study	Pending	10/20/2023
Annual/Financial Report	Pending	10/20/2023
Complaint Log	Pending	02/15/2024
Extra Credit (Not Required)	Status	Date Modified
Asset Management	Pending	10/20/2023
Storage Assessment and Maintenance Program	Pending	10/20/2023
Well Assessment and Maintenance Program	Pending	10/20/2023
Capacity Development Program	Pending	10/20/2023
Management Training Program	Pending	10/20/2023

- Select a category to start uploading documents by clicking on the category name, such as “Rate Study”.
- The Status of the category will change from “Incomplete” to “Pending” when at least 1 file is successfully uploaded.

Submission Status

Required
Rate Study
Annual/Financial Report
Complaint Log
Extra Credit (Not Required)
Asset Management
Storage Assessment and Maintenance Program
Well Assessment and Maintenance Program
Capacity Development Program
Management Training Program

- To upload a file in any category, click the blue buttons.

↻ ➤ **Rate Study (Incomplete)**

Public Water System: MAPLEWOOD PLACE PARK WATER SYSTEM **PWSID:** LA2019147

Description
 Community water systems shall have a rate assessment or study performed every 5 years by a qualified entity approved by the state. Qualified entities include, but are not limited to, a Louisiana licensed professional engineer, a certified public accountant (CPA), or a Water Association (LRYWA).

Date of most recent rate study Date of last rate study implementation

Rate Study

Manage Rate Study Document(s) (0)

Rate Study Note

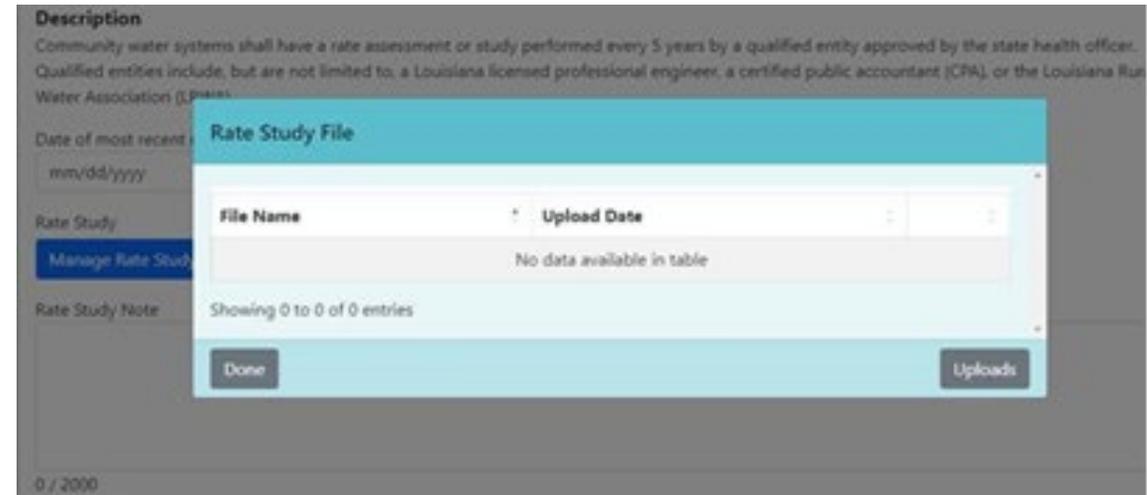
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Proof of Implementation

Manage Proof of Implementation Document(s) (0)

Proof of Implementation Note

- The Upload box will appear.
- Select Upload, then locate the file on your computer and select.
- Confirm files are uploaded: the File Name and Upload Date will appear in the Upload box.
- Select Done when finished adding files.
- From the Category main page, remember to Select Save.
- If you do not Save, the files and information entered will not update.



Financial Report/Audit	
File Name	Upload Date
2022 Audit Report-Bookmarked_Secured.pdf	01/25/2024 11:58 AM

Continue with Remaining Categories and Always Remember to SAVE

- You can change categories by selecting the drop down menu at the top right of the page, or the Previous and Next options at the bottom right of the page.
- Complete each category and answer the questions for each one.
 - Rate Study:
 - Add the Date of the most recent study and the Date of rate study implementation
 - Upload the complete rate study
 - Upload Proof of Implementation
 - Save
 - Annual/Financial Report:
 - Add the System fiscal year end date
 - Upload the Financial or Audit reports
 - Save

- Complaint Log:
 - Upload the complaint log
 - Save
- If you do not have extra credit to add, you can return to the main page, confirm the files were uploaded, check that the status changed to Pending, and Sign Out.
- If you are submitting extra credit – continue to the next category
- Asset Management:
 - Upload the Asset Management Plan and Supporting Documentation
 - Save
- Storage Assessment and Maintenance:
 - Upload the Storage Assessment and Maintenance Plan and Supporting Documentation
 - Save
- Well Assessment and Maintenance:
 - Upload the Well Assessment and Maintenance Plan and Supporting Documentation
 - Save
- Capacity Development:
 - Upload Proof of Completion of Capacity Development
 - Save
- Management Training:
 - Upload Decision Maker Org Chart (Mayor/President, Council/Board/Alderman, etc)
 - Upload Management Training Certificates
 - Save

Helpful Information

- Do not exit the program by closing the browser. If you do not save before closing the browser or Signing Out, the information added will be lost.
- Check your log in credentials before the end of the year. Confirm you are able to successfully log in before January.
- Each category has a comment box if you need it.
- You can upload more than 1 file for each section.
- Save files, including those in Word and Excel, as pdfs, if possible, before uploading.
- Check files to confirm the correct file is uploaded for the category.