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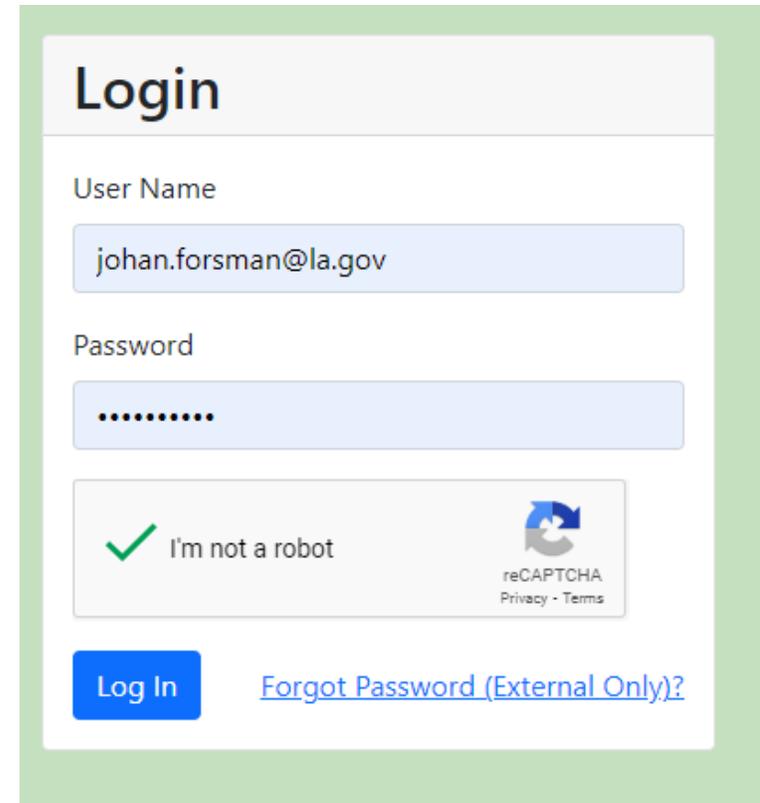https://pwsgrades.ldh.la.gov/Portal

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.
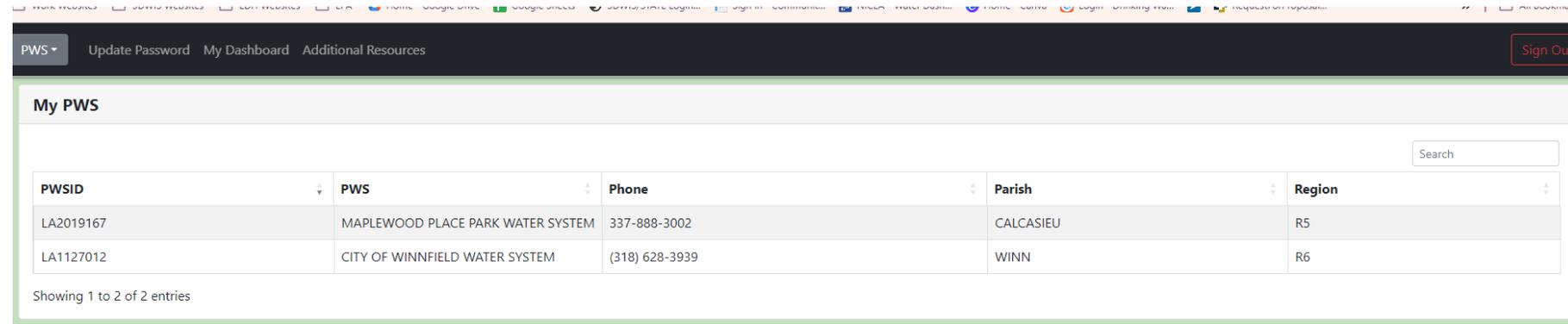
Sign In

- Enter Username, Password, and Check the "I'm not a robot" box.
- Select "Log In"

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

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

- 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:** LA2019167

Description

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

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

mm/dd/yyyy   mm/dd/yyyy

Rate Study

Manage Rate Study Document(s) (0)

Rate Study Note

0 / 2000

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.
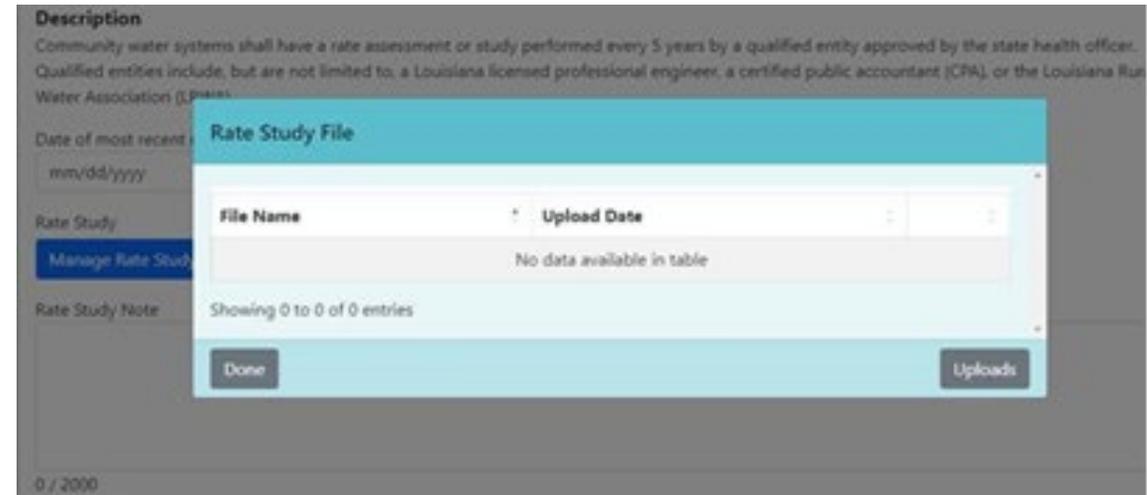
Continue with Remaining Categories and Always Remember to SAVE

- 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.