

8/1/2018

Dam Safety Inventory System

Workflow Quick Reference Guide



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Introduction

This document gives a quick overview of standardized methods used to develop, submit, and approve DCR Dam Safety documentation via the DSIS application. Please see the descriptions of the workflows and corresponding statuses below.

Archive and Development Statuses

The document statuses of Archive and Development work the same for all document types, descriptions of Archive and Development are listed below. The other document types of Submitted and Approved vary by document type, descriptions of individual workflows begin with the Inspections Workflow section below.

Archive Status – Only used for the storage of data collected before the release of the current DSIS application on **9/1/2017**. When in the Archive status, data requirements of the current DSIS workflows do not apply. Documents with a status of Archive are for reference purposes only and may only contain a limited amount of information.

Development Status - During the Development status users will be able to edit documents as they see fit and save as needed as long as the minimum required fields are populated (required fields are indicated by a *). All data contained in a Development status document must be treated as draft data that has not been officially submitted.

Inspections Workflow:

1. **Submitted** - To signal that an inspection document is ready for review, Regional Engineers or Participants may change the status of the application to Submitted once the following criteria are met:

- All required fields have been populated.
- A “PE and Owner Signature” attachment type has been attached to the inspection.
- All supporting documents have been attached to the inspection.

Data in the Submitted status must be treated as data that is accurate according to the Owner and/or PE and has not been accepted by DCR staff.

Participant Stop

2. **Approved** - To signal that a document has been accepted by DCR, Regional Engineers must change the status of the inspection form to Approved, once the following criteria are met:
 - Regional Engineer has reviewed and accepted the inspection form.
 - A “DCR Approval Signature” attachment type is attached by the Regional Engineer using the “DCR Regional Engineer Signature” form.

Data in the Approved status has been accepted by DCR staff and can be used for official reporting purposes.

Logi Support - To see inspection reports ready to review in your region see the following logi report:

- Link - <https://bi.virginia.gov/dcr/>
- Report Path – “Shared\Dam Safety\Regional Engineers\Region #\Inspections\Inspections - Pending Regional Engineer Approval”

Site Visits:

Site visits are conducted by DCR staff outside of annually scheduled inspections. DCR staff can log their site visit information from the DSIS inspection tab:

1. Create a new inspection record from the “Inspections” tab by clicking “Add Inspection”.
2. Enter all required fields:
 - a. Set the “Inspection Type” to “Site Visit”.
3. Create the new record by clicking “Add”.
4. Edit the site visit record as needed and change the “Status” to “Archived”. This status will allow the user to enter only what is needed for that particular site visit.
5. Enter all other information needed to describe the site visit and save.

Permit Workflow:

1. **Submitted** – To signal that a permit document is ready for regional engineer review, Participants or Regional Engineers may change the status of a Permit Application to “Submitted” once the following criteria are met:
 - All required fields are populated.
 - A “PE and Owner Signature” attachment type has been attached to the permit application.
 - All supporting documents have been attached.

Data in the Submitted status must be treated as data that is accurate according to the Owner and/or PE and has not been accepted by DCR staff.

Participant Stop

2. **Regional Engineer Review and Approval** – To signal to central office administrative staff that the submitted permit application is ready for processing and deputy directory approval, regional engineers must:
 - Be sure to check that all date fields are correct before attaching your DCR approval document:
 - Permit Approval Date
 - Permit Expiration Date
 - Attach a “DCR Regional Engineer Signature” form as a “DCR Approval Signature” attachment type to the permit application in DSIS.

Logi Support – To see permit applications ready to review in your region see the following logi report:

- Link - <https://bi.virginia.gov/dcr/>
- Report Path – “Shared\Dam Safety\Regional Engineers\Region #\Permits\Permits - Pending Regional Engineer Approval”

Processing Due Date - All permit applications submitted with a DCR signature will be processed at COB on the 15th of each month. If the application is not ready and approved by the regional engineer by COB of the 15th the permit will not be processed that month.

Regional Engineer Stop

3. **Approved** – To signal final acceptance of the permit application, the Deputy Director (or administrative staff) may change the status of the application to Approved once the following criteria are met:
 - The Deputy Director has signed the resulting permit.
 - The resulting permit with signature (“Construction Permit” or “Alteration Permit”) is attached to the permit application.

Permit Application data in the Approved status of the application is finalized and can be used for official reporting purposes.

Certificate Workflow:

1. **Submitted** - To signal that a certificate document is ready for administrator review, Regional Engineers must change the status of a certificate application to Submitted once the following criteria are met:
 - All required fields are populated.
 - A “PE and Owner Signature” attachment type has been attached to the certificate application.
 - All supporting documents have been attached to the certificate application.Data in the Submitted status must be treated as data that is accurate according to the Owner and/or PE and has not been accepted by DCR staff.

Participant Stop

2. **Regional Engineer Review and Approval** – To signal to central office administrative staff that the submitted certificate application is ready for processing and deputy directory approval, regional engineers must:
 - Be sure to check that all date fields are correct before attaching your DCR approval document:
 - Certificate Approval Date
 - Certificate Expiration Date
 - Certificate Effective Date
 - Attach a “DCR Regional Engineer Signature” form as a “DCR Approval Signature” attachment type to the certificate application in DSIS.

Logi Support – To see certificate applications ready to review in your region see the following logi report:

- Link - <https://bi.virginia.gov/dcr/>
- Report Path – “Shared\Dam Safety\Regional Engineers\Region #\Certificates\Certificates - Pending Regional Engineer Approval”

Processing Due Date - All certificate applications submitted with a DCR signature will be processed at COB on the 15th of each month. If the application is not ready and approved by the regional engineer by COB of the 15th the certificate will not be processed that month.

Regional Engineer Stop

3. **Approved** – To signal that a document is ready for final DCR acceptance, the Deputy Director (or administrative staff) may change the status of the application to Approved once the following criteria are met:
 - For conditional certificates all conditions must be added. Note, conditions can only be added in the Submitted status.
 - The Deputy Director has signed the resulting certificate.
 - A “Regular Certificate” or “Conditional Certificate” attachment type is attached as a copy of the final Certificate to the certificate application.

Certificate Application data in the Approved status of the application is finalized and can be used for official reporting purposes.

Emergency Plan Workflow:

1. **Submitted** - To signal that a document is ready for review, Regional Engineers or Participants may change the status of the Emergency Plan to Submitted once the following criteria are met:
 - All required fields have been populated.
 - All Emergency Plan Contacts types have been populated.
 - Dam Operator
 - Alternative Dam Operator
 - Rain Gauge Observer
 - Alternate Observer
 - 24-Hour Dispatch Center
 - Local Government Emergency Services Coordinator
 - Transportation Administrator
 - National Weather Service Contact
 - Consulting Engineer
 - A “PE and Owner Signature” attachment has been attached to the emergency plan.
 - All supporting documents have been attached to the emergency plan.

Data in the Submitted status must be treated as data that is accurate according to the Owner and/or PE and has not been accepted by DCR staff.

Participant Stop

2. **Approved** - To signal that an emergency plan has been accepted by DCR, Regional Engineers must change the status of the Emergency Plan to Approved, once the following criteria are met:
 - Regional Engineer has reviewed and accepted the Emergency Plan.
 - Regional Engineer has set the final dates for:
 - Plan Approval Date
 - Plan Expiration Date
 - A “DCR Approval Signature” attachment type is attached by the Regional Engineer using the “DCR Regional Engineer Signature” form to the emergency plan.

Data in the Approved status has been accepted by DCR staff and can be used for official reporting purposes.

Logi Support – To see emergency plans ready to review in your region see the following logi report:

- Link - <https://bi.virginia.gov/dcr/>
- Report Path – “Shared\Dam Safety\Regional Engineers\Region #\ Emergency Plans \Emergency Plans - Pending Regional Engineer Approval”

Inundation Study Attachment Workflow:

1. **Archive** - Attach a digital copy of the inundation study document to the corresponding dam as attachment type “Inundation Study”. As an Archive status attachment the document will be referred to as draft data with no confirmation of DCR approval.
2. **Approved** - To confirm the inundation study has been reviewed and approved by a DCR regional engineer:
 - o File out a “DCR Regional Engineer Signature” file.
 - o Attach the “DCR Regional Engineer Signature” file as an “Inundation Study Approved” attachment type.

As an approved status attachment the document will be treated as complete and officially approved by DCR.

PMP Study Attachment Workflow:

1. **Archive** - Attach a digital copy of the PMP study document to the corresponding dam as attachment type “Virginia PMP Comparison Worksheet”. As an Archive status attachment the document will be referred to as draft data with no confirmation of DCR approval.
2. **Approved** - To confirm the PMP study has been reviewed and approved by a DCR regional engineer:
 - a. File out a “DCR Regional Engineer Signature” file.
 - b. Attach the “DCR Regional Engineer Signature” file as a “Virginia PMP Approved” attachment type.

As an approved status attachment the document will be treated as complete and officially approved by DCR.

Attachment Naming Guidance:

Attachment Name – User defined name that will be used for reference in the DSIS database.

Attachments must be named using the following method (it is preferred to name the file being uploaded with the same method):

- “InventoryNumber_Code_SealDate (Example of Date Format = YYYYMMDD)”
- “003003_CORSP_20170925”

If there are multiple attachment types for the same dam, type, and date, add a “.1”, “.2” etc. to the end of the date. This will be used to indicate the order of the date received or created.

- “003003_CORSP_20170925.2”

DSIS Quick Reference

The “Attachment Type Naming Code” table below can be used to reference the appropriate “Code” for the attachment name.

Table 1: Attachment Type Naming Codes

Attachment Type	Attachment Code	STATUS
ACER-11 Analysis	DAMACER11	
Ag Exception	EXMPTAG	
Alteration Permit	PRMTALT	
Alteration Permit Submittal Documentation	PRMTALTSUB	
Alteration Permit Design Plans	PRMTALTDGPLN	
Alternatives Analysis	DAMALTA	
As-Built	DAMASBLT	
As-Built Supporting Documentation / Calculations	DAMASBLTSUP	NEW
Certificate OM Application	CERTFRM	
Certificate OM Conditional	CERTCOND	
Certificate OM Regular	CERTREG	
Certification Fee	CERTFEE	
Construction Documentation	CONSTDOC	
Construction Inspections	CONSTINSP	
Construction Monitoring	CONSTMON	
Construction Permit	PRMTCONST	
Construction Permit Submittal Documentation	PRMTCONSTSUB	
Construction Reports	CONSTRPT	
Correspondence	CORSP	
Dam Bathometric Survey	DAMBSURV	
Dam Calculations HMR	DAMCALCHMR	
Dam Calculations Hydraulic Hydrology	DAMCALCHYHR	
Dam Design Assumption Seepage	DAMDSGSEEP	
Dam Design Assumption Stability	DAMDSGSTBL	
Dam Design Bid Documents PE – Final	DAMDSGBIDF	
Dam Design Bid Documents PE – Preliminary	DAMDSGBIDP	
Dam Design Data Miscellaneous	DAMPSGMISC	
Dam Design Report	DAMDSGRPT	Rename Type
Dam Design Plans PE - Final	DAMDSGPLNF	
Dam Design Plans PE - Preliminary	DAMDSGPLNP	
Dam Design Specifications PE - Final	DAMSPECP	
Dam Design Specifications PE - Preliminary	DAMSPECF	
Dam Divert Stream Flow	DAMDSGDIV	
Dam Drainage Area Map (Approved)	DAMAP	
Dam Erosion Sediment Control Plan	DAMESCTRL	
Dam Field Survey	DAMFSURV	
Dam Geotechnical Investigation	DAMGEOTCH	
Dam Concrete Investigation	DAMCONCINV	

DSIS Quick Reference

Dam Incremental Damage Assessment	DAMIDA	
Dam Low Flow Valve Plans	DAMLFVF	
Dam Mapping - Miscellaneous	DAMMAPMISC	
Dam Miscellaneous Documents (All)	DAMMISC	
Dam Monitoring Well Plans	DAMMWF	
Dam Phase 1 Report	DAMPH1	
Dam Report - Miscellaneous	DAMRPTMISC	
Dam Riser Gate Design Plans	DAMRISGTF	
Dam Staff Gauge Detail	DAMGAUGE	
Dam Toe Drain Plans	DAMTOEDRF	
Dam Vicinity Map	DAMVICMAP	
DCR Approval Signature	SIGDCR	
DCR Inundation Study Approval Signature	SIGDCRDBIZ	
DMME Permitted Mining Exemption	EXMPTDMME	
EAP - Draft	EAPDRAFT	
EAP - Final	EAP	
Enforcement Notice	ENFNOC	
Enforcement Referral	ENREF	
Enforcement Recommendation	ENFREC	
Engineering Site Plan Downstream	SITEPLNDS	
EP Annual Drill	EPDRL	
EP Evidence Local Government Notified	EPGOVNT	
EP Maps	EAPMAP	
EP Tabletop Exercise	EPTTE	
EPP - Draft	EPPDRAFT	
EPP - Final	EPP	
Federal License or Deferral Ownership	FRMFLDO	
FEMA / County Floodplain Study	FLDPLN	
General Permit	CERTGP	
Grant Application Submittal	DAMGRANT	
Grant Reimbursement Submittal	GRESUB	
Grant Supporting documents	GSUPDOC	
Inspection Form	DAMINSP	
Inspection Pictures	DAMINSPIC	
Inundation Study DRAFT	DBIZDRAFT	
Inundation Study Final	DBIZ	
Inundation Study DRAFT Supporting Models / Docs	DBIZDRAFTSUP	
Inundation Study Final Supporting Models / Docs	DBIZSUP	
Inundation Study DRAFT Mapping	DBIZDRAFTMAP	
Inundation Study Final Mapping	DBIZMAP	
Inundation Study Approval Letter	DBIZAPPRLTR	
Inundation Study – Digital Hydro/Hydraulic Calculations (Program Files)	DBIZDIGHHCALC	

DSIS Quick Reference

Owner Change Form	FRMOWNCHG	
Ownership Support Documentation	FRMOWNDOC	
PE and Owner Signature	SIGN	
Plans and Specifications PE	PS	
PMP - 12 Hour	PMP12	
PMP - 24 Hour	PMP24	
PMP - 6 Hour	PMP6	
PMP Certification	PMPCERT	
PMP Evaluation	PMPEVAL	
Record Report	DAMRR	
Simplified Mapping Fee Form	FRMSMPFEE	
Simplified Mapping Request Form	FRMSMP	
Simplified Mapping Analysis Report (DCR ONLY)	DCRSMPDBIZ	NEW
Simplified Mapping Analysis Inundation Maps (DCR ONLY)	DCRSMPDBIZMAP	NEW
Simplified Mapping Analysis Supporting Models / Docs (DCR ONLY)	DCRSMPDBIZSUP	NEW
Simplified Mapping Analysis Correspondence (DCR ONLY)	DCRSMPCORSP	NEW
Size Exception	EXMPTSIZE	
Temporal Distribution Data	DAMCALCTPL	
Traffic Study	DAMTRAF	
Virginia PMP Approved	PMPAPPR	
Virginia PMP Comparison Worksheet	DAMCALCPMP	