

3/27/2018

# Dam Safety Inventory System

## User Guide

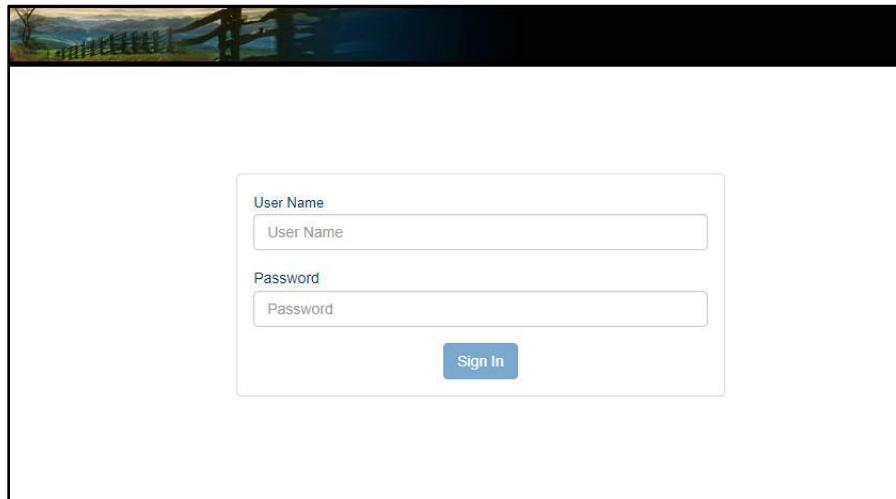


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## User Accounts

To begin using the application, users will need to log into the system using a user name and password.



If the username and password combination are authenticated, then the user is taken to the application landing page.

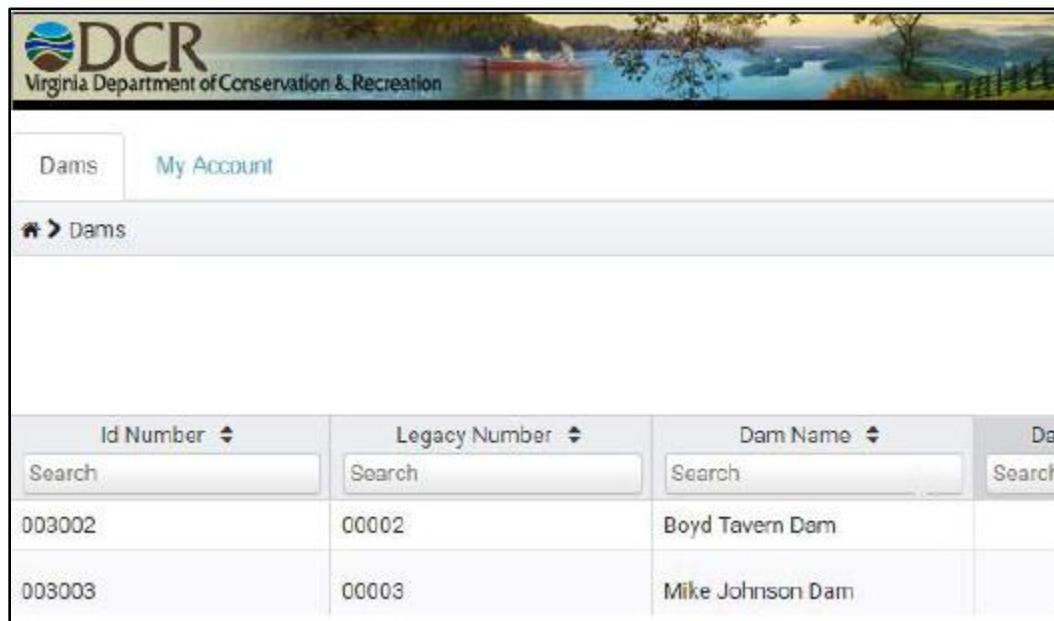
If the user and password combination are not authenticated, then the user is prompted that the login attempt failed and they will remain on the login page.

After 10 failed login attempts the user's account will be locked and the user will be prompted to contact the site administrator.

After a successful login, users will be taken to the main dam grid page. Users will be able to view or edit dams on this grid based on their user roles and permissions.

Virginia Blue Safety Inventory System									
Dams		My Account		Welcome, "vwstat"					
<b>Dams</b>									
Id Number	Legacy Number	Dam Name	Dam Other Name	Owner Name	Dam Region	City/County	Regional Engineer	Hazard Class	Dam Type
000002	00002	Boyd Tavern Dam		Mrs. Grossinger	5	Albemarle County	Mark Kilgore	Unknown	Earth
000003	00003	Mike Johnson Dam		Johnson, Mike	5	Albemarle County, Fluvanna County		Unknown	Earth
000004	00004	Montfair West Dam	Old Pond Road	Mary B. Sheridan Trust	5	Albemarle County		Low	Earth
000005	00005	Mont Air South Dam	Montfair Farm estate		5	Albemarle County		Uninformed	Earth
000006	00006	Montfair North Dam	campground	Virginia Polo Inc.	5	Albemarle County		Uninformed	Earth
000007	00007	Rivendale Farm Dam		Virginia Polo Inc.	5	Albemarle County		Uninformed	Earth
000008	00008	Sheford Farm Dam		Birdsell, John	5	Albemarle County		Uninformed	Earth
000010	00010	Samuel Walker		Walker, Samuel Stanhope II or Janice M.	5	Albemarle County		Uninformed	Earth
000011	00011	UVA Polo Club - West		Virginia Polo Inc.	5	Albemarle County		Uninformed	Earth
000012	00012	UVA Polo Club - East		Minor, Jennie Sue	5	Albemarle County		Uninformed	Earth
000013	00013	Pounding Brook Dam		Pounding Brook LLC	5	Albemarle County		Uninformed	
000014	00014	Van Clef Dam	new other name	Van Goff, Barry R.; Daniel G. Van Goff, Jr.; Kamp; Bank of America Co.-TRB et al.	5	Albemarle County	Michael Wang	Unknown	Earth
000015	00015	Kinloch Farm Pond		Robert Aron	5	Albemarle County		Unknown	Stone
000016	00016	Starfield Drive Dam		Virginia Polo Inc.	5	Albemarle County		Unknown	Earth
000017	00017	Campbell Road Dam			5	Albemarle County		Unknown	Earth
000018	00018	Frieland Dam		Virginia Polo Inc.	5	Albemarle County		Unknown	Earth
000019	00019	Saddlepond Dam		Virginia Polo Inc.	5	Albemarle County		Unknown	Earth
000020	00020	Old Free Union Dam		Virginia Polo Inc.	5	Albemarle County		Unknown	Earth
000021	00021	Belair at Wellington Dam		Virginia Polo Inc.	5	Albemarle County		Unknown	Earth
000022	00022	Edram Drive Dam		Virginia Polo Inc.	5	Albemarle County		Unknown	Earth
000023	00023	Wellington Drive		Virginia Polo Inc.	5	Albemarle County		Unknown	Earth
000025	00025	Pagebrook Farm Dam		Gammie, Edgar N., Jr.; Patricia Carter G.	5	Albemarle County		Unknown	Earth
000026	00026	Martha Jefferson Retention Basin Dam		Martha Jefferson hospital	5	Albemarle County		Significant	Earth
000027	00027	Brookfield Lake Dam		Kennebunk Corporation	5	Albemarle County		Unknown	Earth

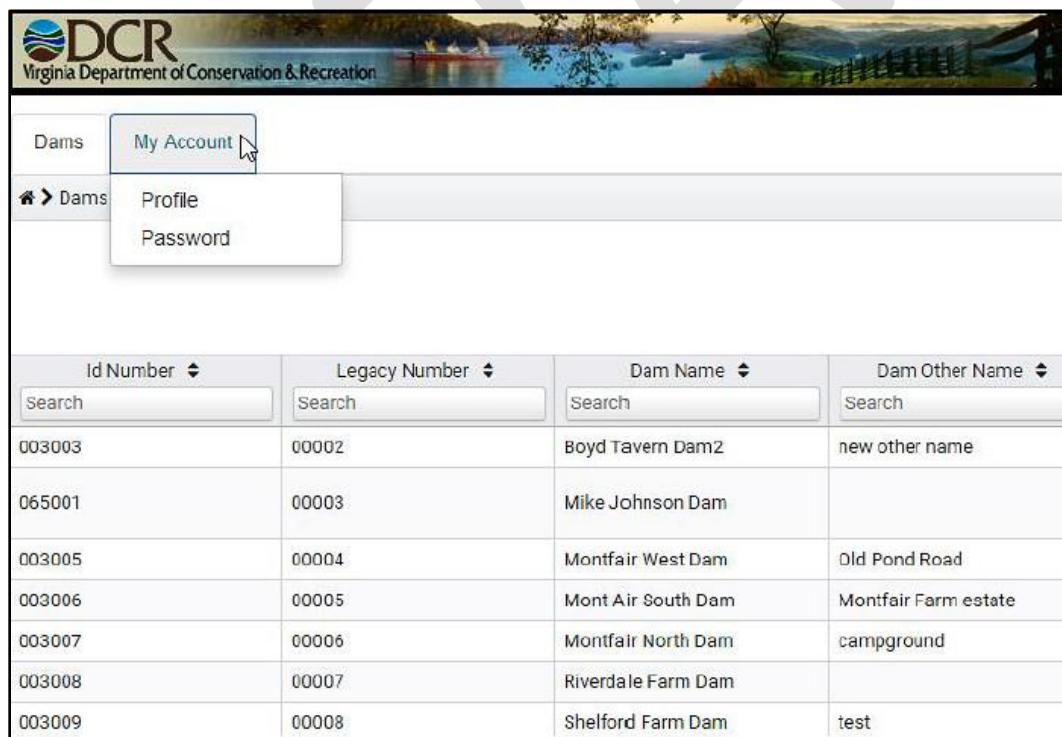
Using the tabs at the top of the page, users can either navigate back to the dam grid, or go to their account settings.



The screenshot shows the Virginia Department of Conservation & Recreation (DCR) website. At the top, there is a banner with a landscape image of a lake and mountains. Below the banner, there are two tabs: "Dams" and "My Account". The "Dams" tab is highlighted with a blue border. Underneath the tabs, there is a breadcrumb navigation: "Home > Dams". Below the breadcrumb, there is a search interface with three input fields: "Id Number", "Legacy Number", and "Dam Name", each with a "Search" button. A table below the search fields displays two rows of data:

Id Number	Legacy Number	Dam Name
003002	00002	Boyd Tavern Dam
003003	00003	Mike Johnson Dam

By selecting "My Account," users have a choice of selecting between editing their profile or their password.



The screenshot shows the same DCR website as above, but with the "My Account" tab selected, indicated by a blue border. A dropdown menu has appeared next to the "My Account" tab, containing two options: "Profile" and "Password". The rest of the page is identical to the first screenshot, showing the dam search interface and the table of dam data.

By selecting “profile,” users can update the following information in their user profile by clicking the “edit” button, changing information, and then selecting “save”:

- First and last name
- Email Address
- 24-hr Access Phone Number for Dam Safety Staff Users
- VA PE license Number

Dans My Account Welcome, AmyZech Logout  
Profile  
dcr staff Profile  
First Name \* dcr  
Last Name \* staff  
Email \* amy.zech@worldviewsolutions.com  
24 Hour Phone Number \* (999) 999-9999  
VA PE license Number  
Save Cancel

**NOTE:** In this section and all parts of the application going forward – any field that has a red asterisk next to it is required to be filled out before saving. If there are specific guidelines for how the entry should be formatted in that field, the application will alert the user with a message in red.

First Name: \* dcr  
Last Name: \* staff  
Email: \* amy.zech@worldviewsolutions.com  
24 Hour Phone Number: \* (999) 999-9999  
VA PE license Number:

If the user selects “Password” in the “My Account” drop down, they will be taken to this screen where they can update their password. Before updating the password, users must review and acknowledge VITA security policies by clicking the check box, and enter in their current password, as well as desired password in the appropriate fields.

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The screenshot shows the 'Change Password' page of the VITA system. At the top, there's a navigation bar with the DCR logo, a scenic background image of a dam, and links for 'Dams', 'My Account', 'Logout', and 'Welcome, "vvstaff"'.

The main content area has a heading 'Change Password'. Below it, a note says: 'Please review and acknowledge by checking each of the below VITA security policies:'. A list of 17 security policies follows, such as 'Access only those files and systems that you are authorized to access.' and 'Report all suspicious activity (such as an unescorted stranger or unexpected pop-up boxes) to an appropriate authority as determined by your organization.' There is also a checked checkbox for 'Acknowledge all of the above'.

Below the policies, a section titled 'Passwords must meet the following criteria:' lists four requirements: 'At least 8 characters in length', 'Can not repeat previous password', 'Must have the following:', and 'Combination of upper and lower case letters'. Under 'Must have the following:', there are four options: 'Special characters', 'Alphabetical characters', 'Numerical characters', and 'Combination of upper and lower case letters'.

At the bottom, there are three input fields: 'Current Password' (marked with a red asterisk), 'Password' (marked with a red asterisk), and 'Confirm Password' (marked with a red asterisk). A 'Save' button is located at the bottom right.

Passwords must meet the following criteria:

- Minimum 8 characters long
- Cannot repeat previous passwords
- Must have the following
  - Special character
  - Alphabetical characters
  - Numeric characters
  - Combination of upper and lower-case letters

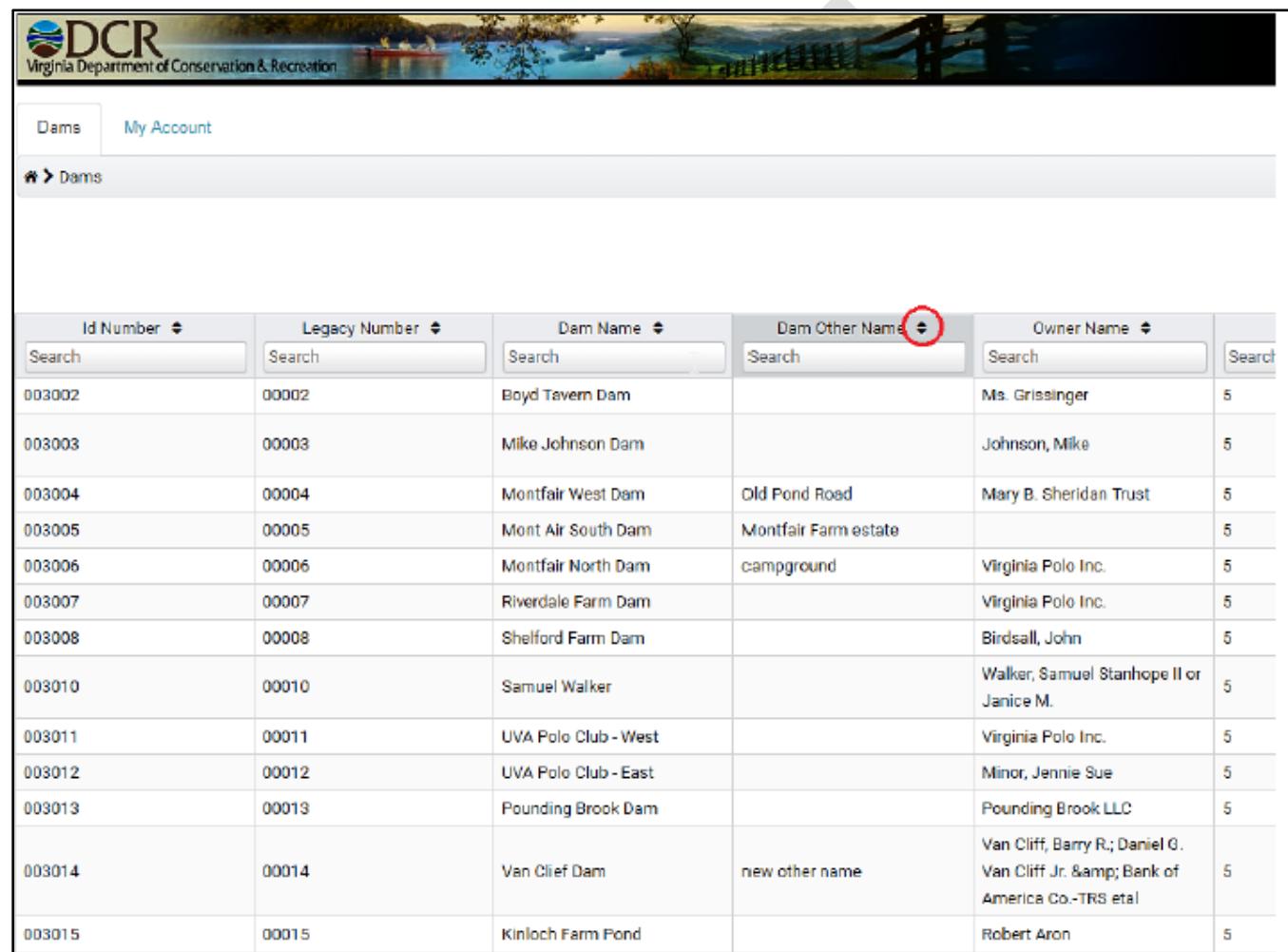
Passwords have a 90-day life span. After 90 days, users will be prompted to change their password when they attempt to log in.

## Searching for Dams

When a user logs in to the application, they will see the list of dams that they have permissions to view. Users can search for dams through filtering or through sorting.

### Sorting

All columns on the dam grid can be sorted by clicking on the arrows at the top of the column. Text columns will be sorted based on alphabetical order, while number columns will be sorted numerically. Clicking the arrows again will reverse the sort.



<a href="#">Id Number</a>	<a href="#">Legacy Number</a>	<a href="#">Dam Name</a>	<a href="#">Dam Other Name</a>	<a href="#">Owner Name</a>	
003002	00002	Boyd Tavern Dam		Ms. Grissinger	5
003003	00003	Mike Johnson Dam		Johnson, Mike	5
003004	00004	Montfair West Dam	Old Pond Road	Mary B. Sheridan Trust	5
003005	00005	Mont Air South Dam	Montfair Farm estate		5
003006	00006	Montfair North Dam	campground	Virginia Polo Inc.	5
003007	00007	Riverdale Farm Dam		Virginia Polo Inc.	5
003008	00008	Shelford Farm Dam		Birdsall, John	5
003010	00010	Samuel Walker		Walker, Samuel Stanhope II or Janice M.	5
003011	00011	UVA Polo Club - West		Virginia Polo Inc.	5
003012	00012	UVA Polo Club - East		Minor, Jennie Sue	5
003013	00013	Pounding Brook Dam		Pounding Brook LLC	5
003014	00014	Van Cleef Dam	new other name	Van Cliff, Barry R.; Daniel G. Van Cliff Jr. & Bank of America Co.-TRS et al	5
003015	00015	Kinloch Farm Pond		Robert Aron	5

### Filtering

All columns on the dam grid can be filtered by typing into the search boxes at the top of the columns. Users can enter text that will filter the grid, and the application allows for more than one column to be filtered. In the example below, the grid was first filtered by Dam Region = 5, and then by Dam Name contains “Sugar.” Users do not have to do anything other than enter text into the search boxes to initiate a filter. There is a 5 second delay on filtering to allow users to complete entries.

The screenshot shows a search interface for the DSIS system. At the top, there are search bars for 'Dam Name' (containing 'Sugar'), 'Dam Other Name' (containing 'Search'), 'Owner Name' (containing 'Search'), 'Dam Region' (set to '5'), and 'City/County' (containing 'Search'). Below the search bar is a table grid displaying dam information. The columns are 'Dam Name', 'Dam Other Name', 'Owner Name', 'Dam Region', and 'City/County'. The data in the grid is as follows:

Dam Name	Dam Other Name	Owner Name	Dam Region	City/County
Sugar Hollow Dam	Moormans River Storage	Rivanna Water and Sewer Authority	5	Albemarle County
Sugarloaf Farm Dam		Gray Ferguson	5	Augusta County

At the bottom of the grid, there are navigation buttons for page numbers (1, 2, 3, etc.) and a dropdown for selecting the number of items per page (e.g., 50).

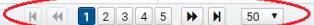
To clear a filter, either remove the text that was entered into the search bars, or click the “Reset Filters” button.

The screenshot shows the homepage of the Virginia Dam Safety Inventory System. The title 'Virginia Dam Safety Inventory System' is at the top. Below it, a welcome message 'Welcome, "wvsstaff"' and a 'Logout' button. In the center, there are two blue buttons: 'Add New Dam' and 'Reset Filters', with 'Reset Filters' being circled in red. Below these buttons, a note says 'Export a Summary Report of a dam, right click on a record and select Report.' At the bottom, there is a table with columns 'Owner', 'Hazard Class', and 'Dam Type', showing two rows of data: 'Unknown' under all three categories.

Dams are automatically listed on the grid page in pages of 50 dams. Users can change the number of dams appearing on the page by using the drop-down list at the bottom of the screen. Also, users can view other pages by using the pagination arrows at the bottom of the grid.

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Pounding Dick Woods Dam		Virginia Polo Inc.	5	Albemarle County		Unknown	East
Windsor Farm East Dam		Virginia Polo Inc.	5	Albemarle County		Unknown	East
Chestnut Grove Dam		Virginia Polo Inc.	5	Albemarle County		Unknown	East
Cool Stream East Dam		Virginia Polo Inc.	5	Albemarle County		Unknown	East
Cool Stream Farm West Dam		Virginia Polo Inc.	5	Albemarle County		Unknown	East
Murcielago Exempt Dams (11)		Murcielogo LLC	5	Albemarle County		Unknown	East
Murcielago Boomerang Dam		Murcielogo LLC	5	Albemarle County, Fluvanna County		Unknown	East
Murcielago Southwest Dam		Murcielogo LLC	5	Albemarle County, Fluvanna County		Unknown	East
Cedar Fork Dam			2	Caroline County		Low	East
Trahos Dam	DeJarn		2	Caroline County		Low	East
Upper Tanyard Run Dam		Virginia Polo Inc.	2	Caroline County		Unknown	East
Burnette Lower Pond Dam		George V Burnette	4	Pittsylvania County		Unknown	East
Fresh Water Pond(Quarry Area)		Martin Marietta Aggregates	2	Chesterfield County		Unknown	East



## Summary Report

Users can download a PDF summary report for all dams they have access to by right-clicking on the dam row on the grid, and selecting “Report.”

Garmacy Number	Dam Name	Dam Other Name	Owner Name	Dam Region	City/County
	Boyd Tavern Dam2	new other name	Craig Kaderavek test 2	5	Albemarle County
	Mike Johnson Dam		Johnson, Mike	5	Albemarle County, Fluvanna County
	Montfair West Dam	Old Pond Road	Mary B. Sheridan Trust	5	Albemarle County
	Mont Air South Dam	Montfair Farm estate		5	Albemarle County
	Montfair North Dam	campground	Virginia Polo Inc.	5	Albemarle County
	Riverdale Farm Dam		Virginia Polo Inc.	5	Albemarle County
	Shelford Farm Dam	test	Birdsell, John	5	Albemarle County
	Samuel Walker		Walker, Samuel Stanhope II or Janice M.		Albemarle County
	UVA Polo Club - West		Virginia Polo Inc.	5	Albemarle County
	UVA Polo Club - East		Minor, Jennie Sue	5	Albemarle County
	Pounding Brook Dam	new other name	Deangelis, Robert N.,Pounding Brook	5	Albemarle County
	Van Clief Dam		Van Cliff, Barry R.; Daniel G. Van Cliff Jr. & Bank of America Co.-TRS etal	5	Albemarle County
	Kinloch Farm Pond		Robert Aron	5	Albemarle County
	Starfield Drive Dam		Virginia Polo Inc.	5	Albemarle County
	Friesland Dam		Virginia Polo Inc.	5	Albemarle County

The user will then be prompted, depending on the browser they are using, to save the report.

## Events

By clicking on the row of a dam, the user will be taken into the details of that dam. Throughout the subsequent tabs within the dam, users will be able to view pertinent dam information through the header at the top of the screen.

The screenshot shows a dam record for '003010'. The 'Events' tab is active. Below it, there's a table titled 'Upcoming Expirations' with columns for 'Expiration Date', 'Type', and 'Sub Type'. One row is visible, showing '08-2018', 'Certificate', and 'No Certificate'.

Upcoming Expirations			
	Expiration Date	Type	Sub Type
General	08-2018	Certificate	No Certificate

Additionally, users can use the breadcrumbs at the top of the header to navigate between pages within the dam record, or to get back to the main dam grid.

The screenshot shows the same dam record for '003010'. The breadcrumb path 'Home > Dams > 003010' is highlighted with a red circle. The 'Events' tab is active. Below it, there's a table titled 'Upcoming Expirations' with columns for 'Expiration Date' and 'Type'. One row is visible, showing '08-2018' and 'Certificate'.

Upcoming Expirations	
Expiration Date	Type
08-2018	Certificate

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The first page the user will be taken to when clicking on a dam from the dam grid will be the Events tab.

The screenshot shows the DSIS interface for Dam 003010. At the top, there's a banner with the DCR logo and a scenic background. The main content area has a header "Events". On the left, a sidebar lists various tabs: Dams, My Account, General, Regulated, Watershed, Technical Basics, Technical Hydrology / Hydraulics, Technical Structure, Technical Spillway, Map, Contacts, Inspections, Permit Applications, Certificate Applications, Emergency Plans, Attachments, and History. The "Events" tab is selected. Below it, two tables are displayed: "Upcoming Expirations" and "Upcoming Inspections".

**Upcoming Expirations**

Expiration Date	Type	Sub-Type
08-2018	Certificate	No Certificate
08-2018	Emergency Plan	EAP
08-2018	Permit	Construction Permit

**Upcoming Inspections**

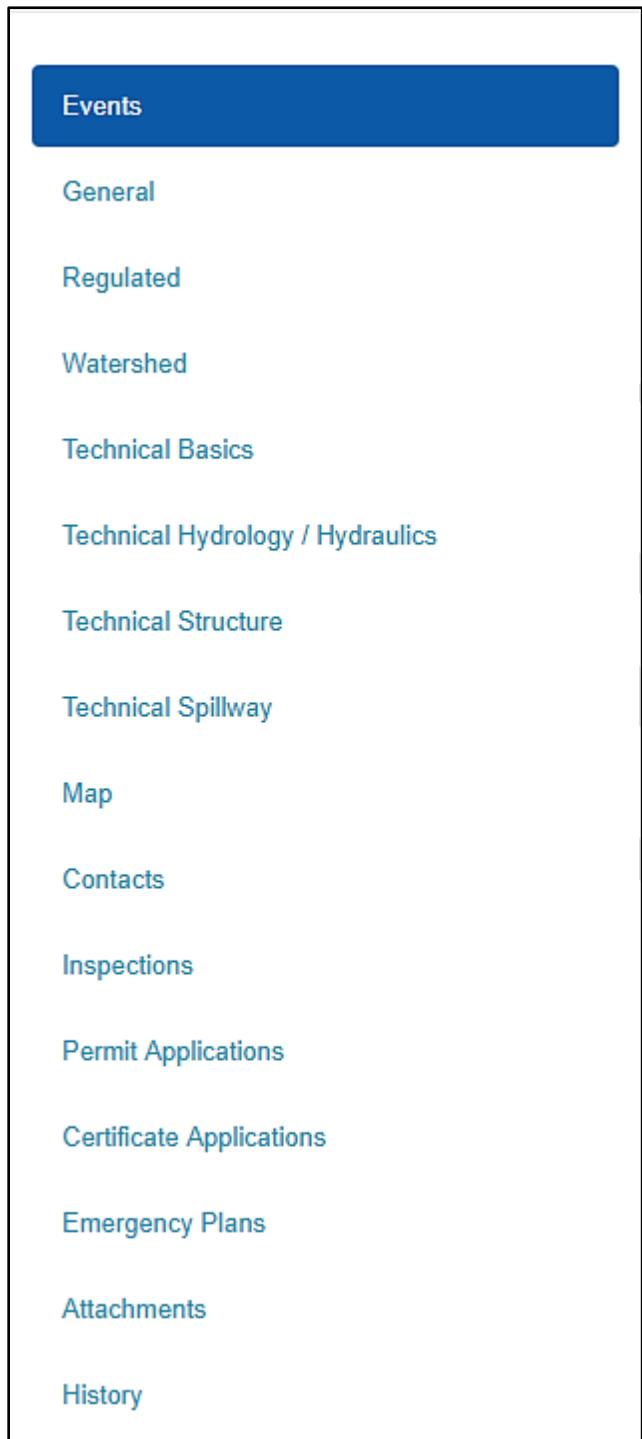
Inspection Type	Last Inspection Date	Next Inspection Date	Overall Condition
Engineer	08-2017	08-2019	Poor

This tab shows user's upcoming expiration dates for Certificates, Emergency Plans and Permits. It also shows users the previous Engineer or Owner inspection dates, as well as the date for when the next inspection should occur. Those dates are based on the dam's hazard class:

- High Special - PE inspection once a year
- High - PE inspection every 2 years
- Significant - PE inspection every 3 years
- Low - PE inspection every 6 years
- Owner inspection every year a PE inspection is not required
- Low Special - no future inspection required

## General Dam Information

The left-hand side of the page once the user has clicked on a dam contains sub-tabs, with “Events” at the top. The following sections of the user guide reference these tabs. This section covers tabs “General” through “Technical Spillway.”



## General

Under the “General” tab, users can view and edit general dam information, depending on their permissions associated with the dam.

General	
Events	Inventory Number: 003010
<b>General</b>	Legacy Number: 00010
Regulated	Dam Name: Samuel Walker
Watershed	Other Dam Name: rwar
Technical Basics	Hazard Classification: High
Technical Hydrology / Hydraulics	Dam Size: Medium (1,000-50,000 ac. ft., 40-100')
Technical Structure	Date Constructed: 8/1/2017
Technical Spillway	Construction Date Estimated: No
Map	Reservoir Purpose: <u>Purpose</u> Recreation
Contacts	Dam Types: <u>Type</u> Earth
Inspections	Regional Engineer: Michael Wang Region 1
Permit Applications	Design By: Test Time - test
Certificate Applications	Constructed By: Yule Hale - Yule Hale
	Comments: rwrRWF

To edit any of the details, select the “Edit” button in the top or bottom right, change information as necessary, then select “Save” in the top or bottom right to save edits, or select “Cancel” to not save edits and return to viewing the dam details.

General	
*Required Fields	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
Inventory Number:	003010
Legacy Number:	00010
Dam Name:*	<input type="text" value="Samuel Walker"/>
Other Dam Name:	<input type="text" value="rwar"/>
Hazard Classification:*	<input type="text" value="High"/>
Dam Size:*	<input type="text" value="Medium (1,000-50,000 ac. ft., 40-100')"/>
Date Constructed:*	<input type="text" value="08/01/2017"/>
Construction Date Estimated:*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Reservoir Purpose:*	<u>Purpose</u> *
	<input type="text" value="Recreation"/> <input type="text" value="Primary"/>
	<input type="button" value="Level of Importance *"/> <input type="button" value="Add Reservoir Purpose"/>
Dam Types:*	<u>Type</u> *
	<input type="text" value="Earth"/> <input type="text" value="Primary"/>
	<input type="button" value="Level of Importance *"/> <input type="button" value="Add Dam Type"/>
Regional Engineer:*	<input type="text" value="Michael Wang Region 1"/>
Design By:	<input type="text" value="Test Time - test"/>
Constructed By:	<input type="text" value="Yule Hale - Yule Hale"/>
Comments:	<input type="text" value="rwrRWF"/>
*Required Fields	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
Spatial Data Summary	

## Multi-Add

This page also gives users the ability to add, edit or delete multiple entries for one piece of information. In this example, users would add a new entry by selecting "Add Reservoir Purpose" and filling out the purpose and level of importance. Users can delete entries by selecting the trash can that lines up with the entry.

Reservoir Purpose *	Purpose *	Level of Importance *
<input type="text" value="Recreation"/>	<input type="text" value="Primary"/>	
<input type="text" value="Fish &amp; wildlife or small farm pond)"/>	<input type="text" value="Secondary"/>	
<input type="text"/>	<input type="text"/>	
<a href="#">+ Add Reservoir Purpose</a>		
Dam Types *	Type *	Level of Importance *
<input type="text" value="Earth"/>	<input type="text" value="Primary"/>	
<a href="#">+ Add Dam Type</a>		
Regional Engineer *	Michael Wang Region 1	

Additionally, the Spatial Data Summary is located at the bottom of the general tab. This information is read-only, and is populated by a spatial query that occurs on the dam location. If the dam location is changed, this information is updated automatically.

<u>Spatial Data Summary</u>	
Dam Safety Region:	5
City/County:	Albemarle County
Hydrologic Unit Code 12:	020802040402
HUC 12 Watershed Name:	Moores Creek
VAHU 6 Watershed Code:	JR15
Soil & Water Conservation Districts:	THOMAS JEFFERSON
VA House District:	59
VA Senate District:	25
US Congressional District:	5105
USGS Topo Quads:	ALBERENE
FEMA Flood Plain:	A,X

## Regulated

The next tab is where users can view and edit regulated information, based on their permissions associated with that dam.

Dam Region: 5 Hazard Classification: High County: Albemarle	Owner Name: Walker, Samuel Stanhope II or Janice M. Regional Engineer: Michael Wang Inundation Study Date: 08-17-2017	Certificate Type: No Certificate Certificate Expiration Date: 08-17-2018 EAP Expiration Date: 08-10-2018
<b>Regulated</b>  Dam Regulated: Regulated Regulatory Agencies: Department of Conservation and Recreation Private Dam on Federal Property: Phase 1 Report: Federal Involvement Funding: Federal Involvement Other:		
<a href="#">Edit</a>		

## Watershed

The next tab is the watershed tab, where users can view and edit this information based on their permissions associated with that dam.

<b>Watershed</b>  Nearest City:  Nearest City Distance (Miles):  River Or Stream: trib. Biscuit Run  Reservoir Name:
--

## Technical Basics

The next tab is "Technical Basics," where users can view or edit information based on their permissions associated with that dam.

Technical Basics	
Dam Length (Feet):	490
Normal Pool Area (Acres):	5
Normal Pool Capacity (Acre-feet):	40
Normal Pool Elevation (Feet):	0
Normal Pool Height (Feet):	22
Top Capacity (Acre-Feet):	56
Top Elevation (Feet):	0
Top Height (Feet):	25
Top Surface Area (Acres):	6
Maximum Discharge (CFS):	
Hydraulic Height (Feet):	
Structural Height (Feet):	
Crest Width (Decimal-Feet):	
Upstream Slope (Horizontal to Vertical):	
Downstream Slope (Horizontal to Vertical):	

[Technical Hydrology / Hydraulics](#)

Next, users can view or edit "Technical Hydrology / Hydraulics" information based on their permissions associated with that dam.

Technical Hydrology / Hydraulics		
6 hour PMP (Inches):	0	
12 hour PMP (Inches):	0	
24 hour PMP (Inches):	0	
Controlling PMP:	Unknown	
Drainage Area (Sq Miles):	0	
Time of Concentration (Minutes):		
Weighted Curve number:		
Available Spillway Design Flow or Capacity:	<a href="#">Measure</a>	<a href="#">Units</a>
Required Spillway Design Flow or Capacity:	<a href="#">Measure</a>	<a href="#">Units</a>
IDA Spillway Reduction:	<a href="#">Measure</a>	<a href="#">Units</a>

## Technical Structure

Technical Structure	
Core Position:	Core
Core Type:	Concrete
Core Certainty:	Estimated
Foundation:	Rock
Foundation Certainty:	Estimated

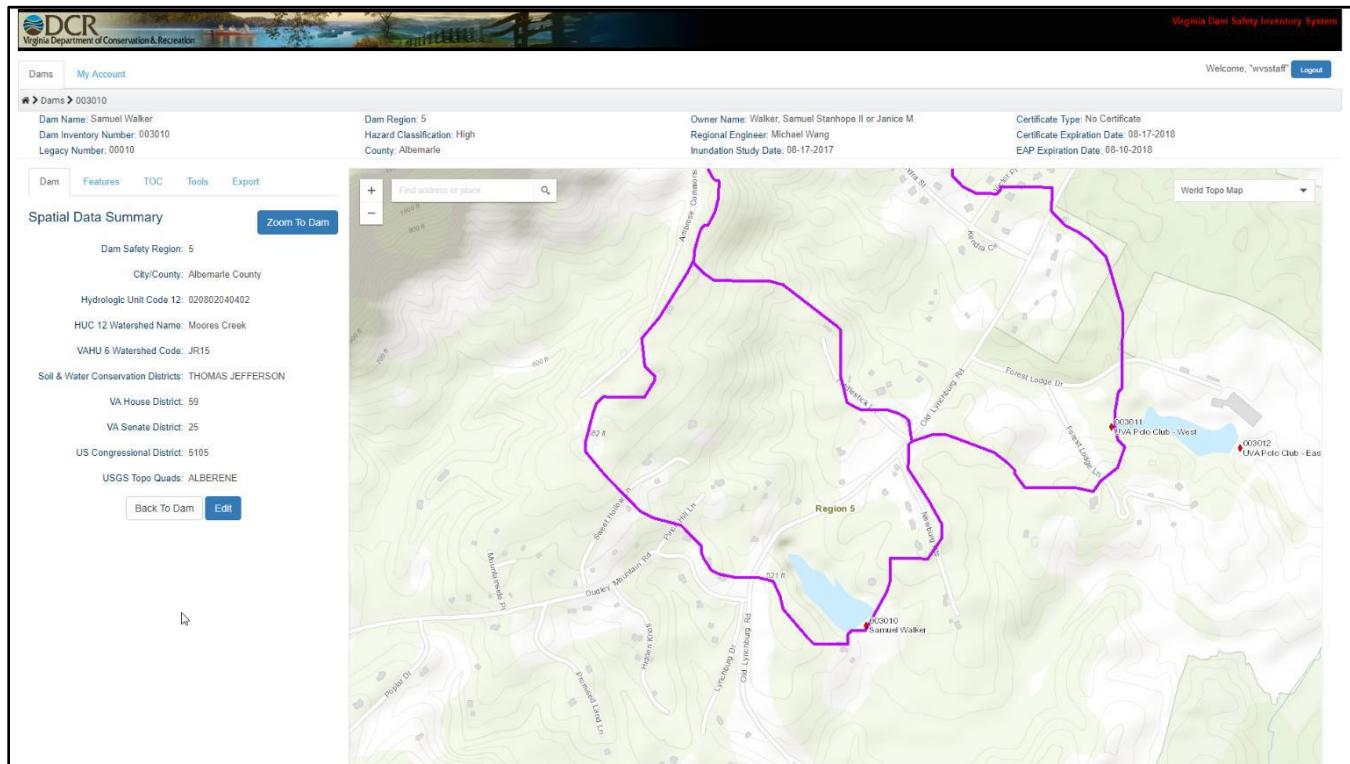
## Technical Spillway

Finally, users can view or edit technical spillway data based on their permissions associated with that dam.

Technical Spillway			
<input type="checkbox"/> Required Fields			
Save <input type="button" value="Cancel"/>			
Technical Spillway			
Volume (cubic yards)* <input type="text" value="22.2"/>			
Number of Locks* <input type="text" value="65"/>			
Length of Locks (feet)* <input type="text" value="5.5"/>			
Locks Width (feet)* <input type="text" value="156.2"/>			
Spillway: <b>Types*</b> <input type="text" value="None"/> <b>Width (feet)*</b> <input type="text" value="156"/> <b>Outlet Gates*</b> <input type="text" value="Needle"/>			
+ Add Another Spillway <input type="button" value="Delete"/>			
Auxiliary Spillway: <b>Types *</b> <input type="text" value="Uncontrolled"/> <b>Width (feet)*</b> <input type="text" value="156"/> <b>Outlet Gates *</b> <input type="text" value="Needle"/>			
+ Add Auxiliary Spillway <input type="button" value="Delete"/>			
<input type="checkbox"/> Required Fields			
Save <input type="button" value="Cancel"/>			

## Spatial Data

By clicking the “Map” tab, users will be taken to the mapping portion of the application where they can view, edit and delete spatial data depending on their permissions.

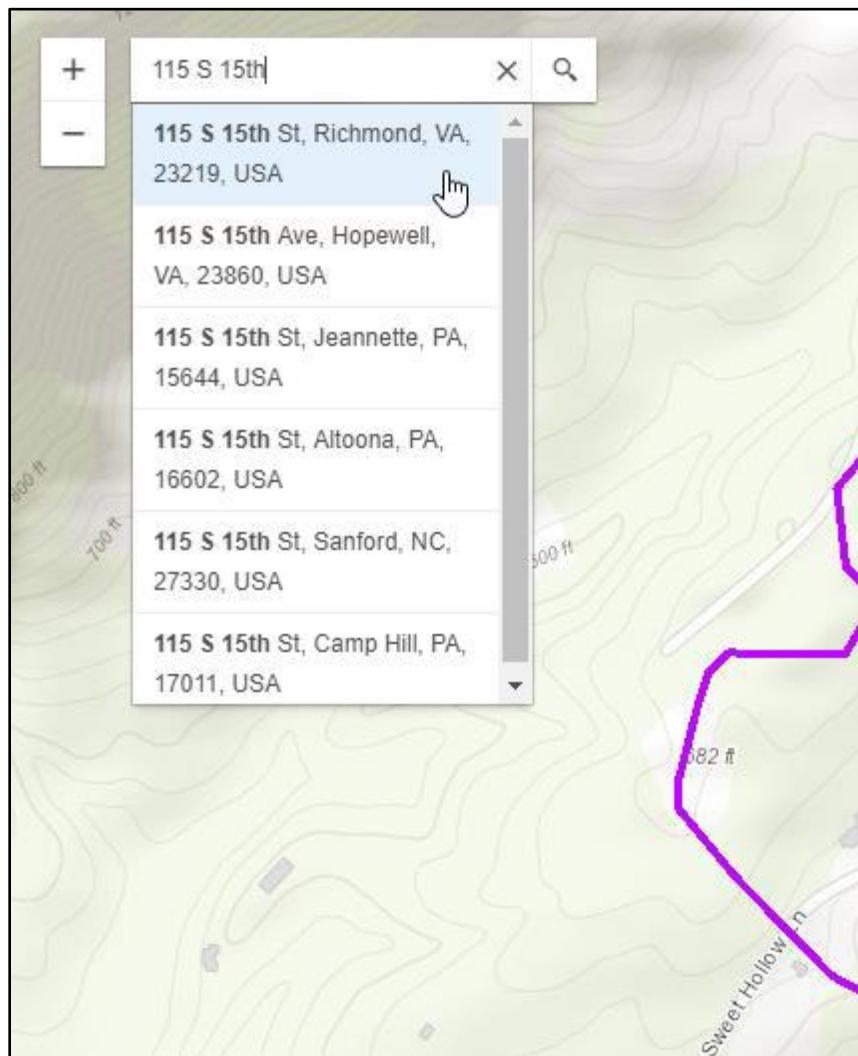


The first sub-tab users are taken to is the “Dam” tab that shows users the spatial data summary for the dam, and shows them a map of the dam point and watershed by default.

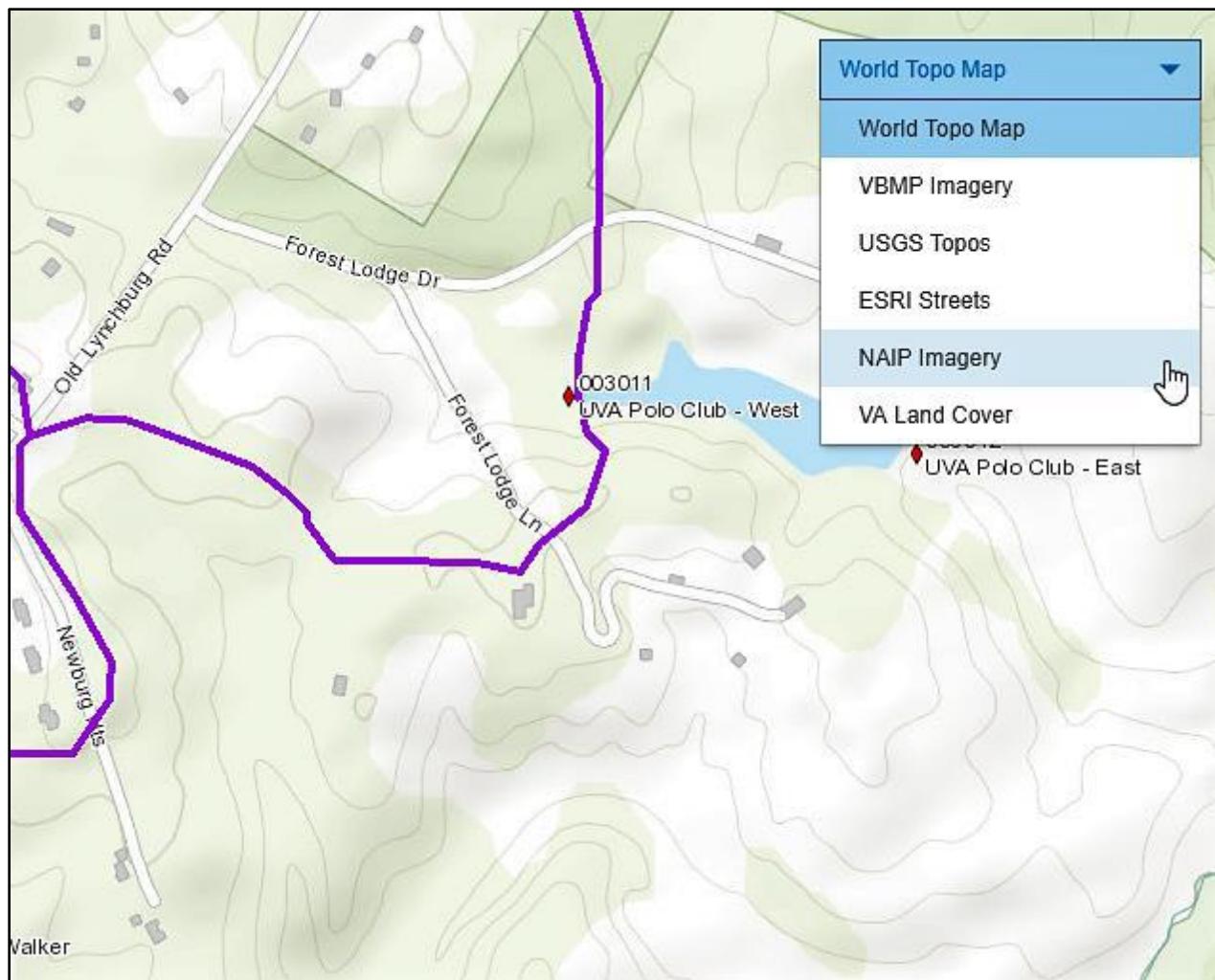
### Basic Map Functionality

Users can click the plus or minus buttons in the top left corner to zoom in and out of the map, or use the scroll wheel on a mouse. To pan from side to side, users can left click on the map and drag in the direction they choose.

Also, users can search for an address by typing into the search box in the top left corner. Address options will automatically populate below the search box based on what the user entered, and selecting a choice or hitting enter will zoom the map to that location. Users can clear that location search by clicking the x in the search box.

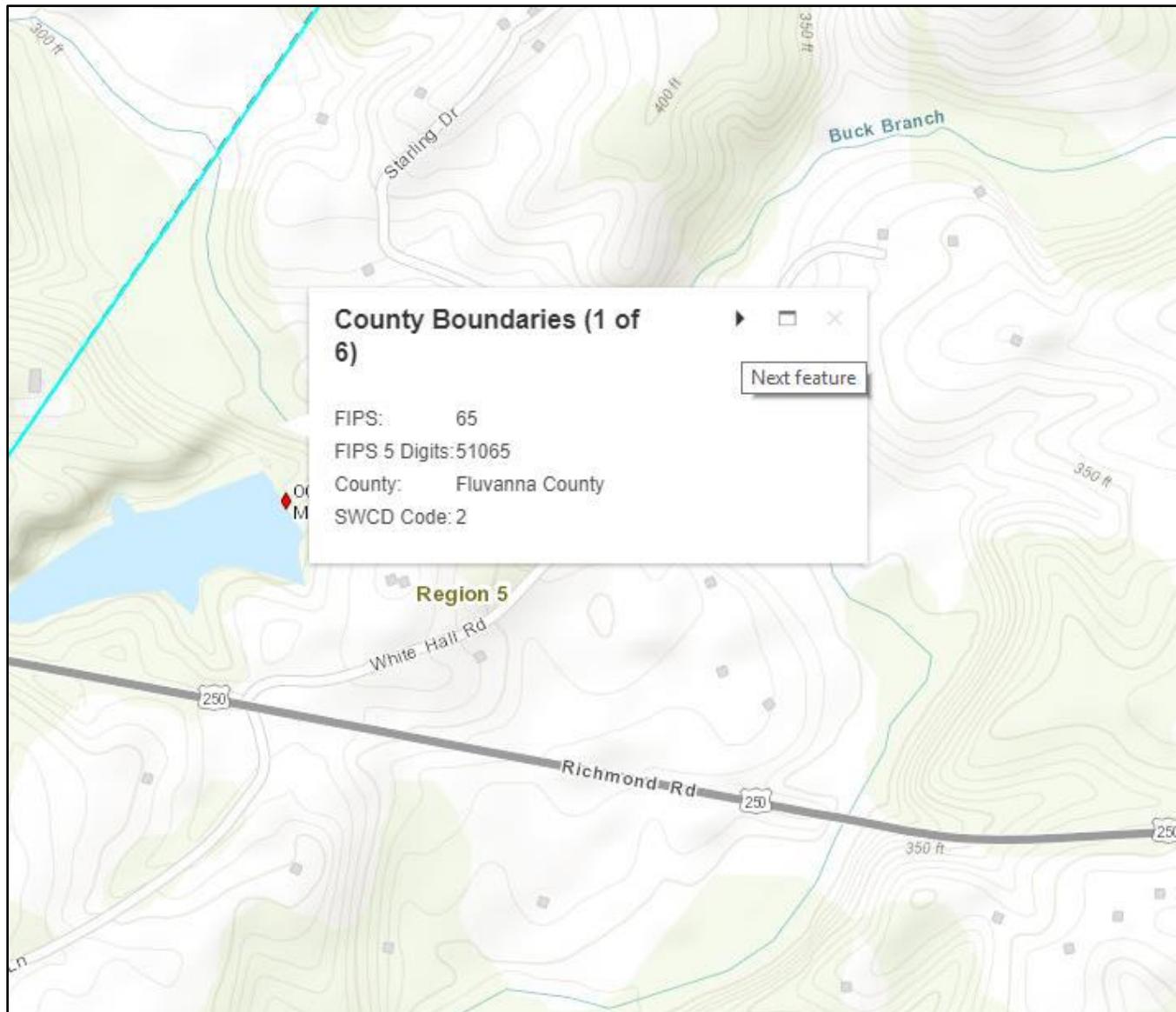


Users can change the base map by selecting the drop down on the top right of the map and choosing another base map.



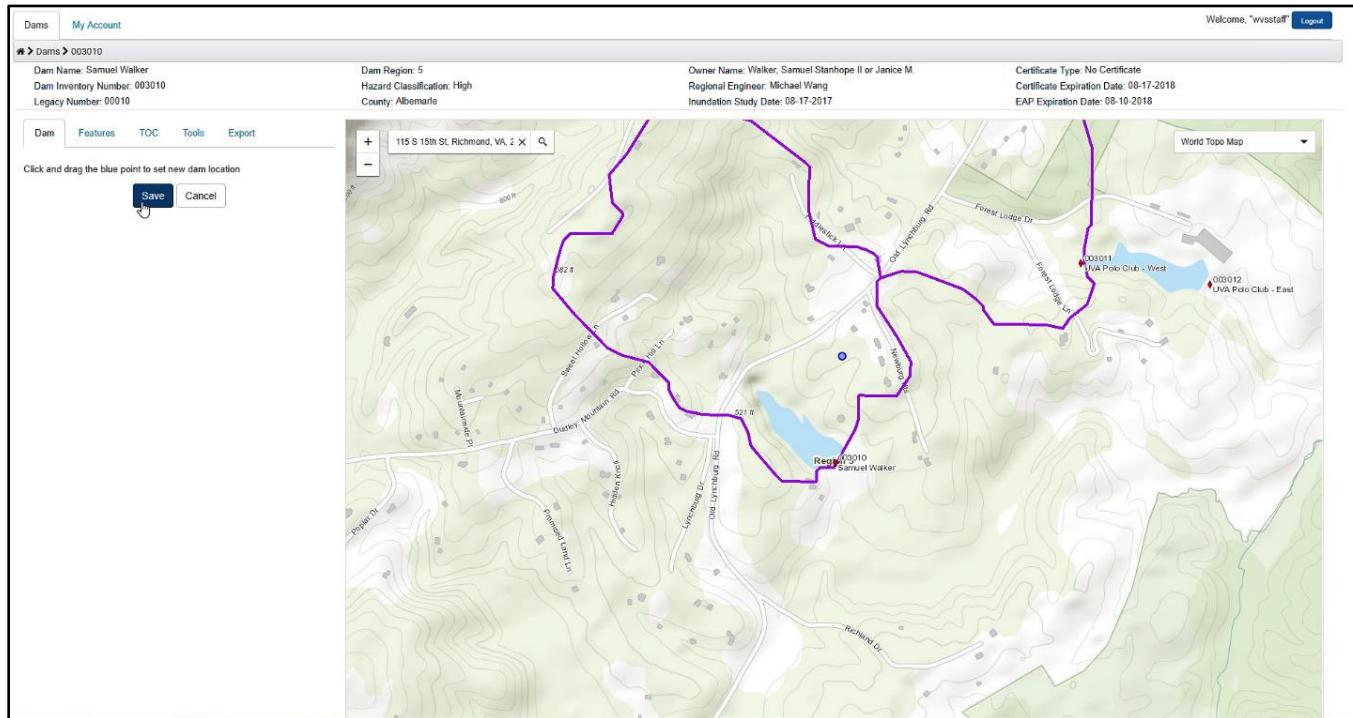
## Identify

Users can identify layers on the map by simply clicking on the map within features they wish to identify. A small window will pop up in the map, which contains information about all layers that were turned on, and are identifiable underneath where the user clicked. Users can scroll through the layers by using the right and left arrows in the top right of the window, and close out of it by clicking the x in the top right.



## Editing Dam Location

Depending on permissions, users can edit the location of the dam by selecting “Edit” underneath the “Spatial Summary” on the “Dam” tab. The dam location will then have a blue circle appear over top the existing location point. Users can drag and drop the blue circle to the desired location, and select “Save” to move the dam. The spatial summary will update accordingly.



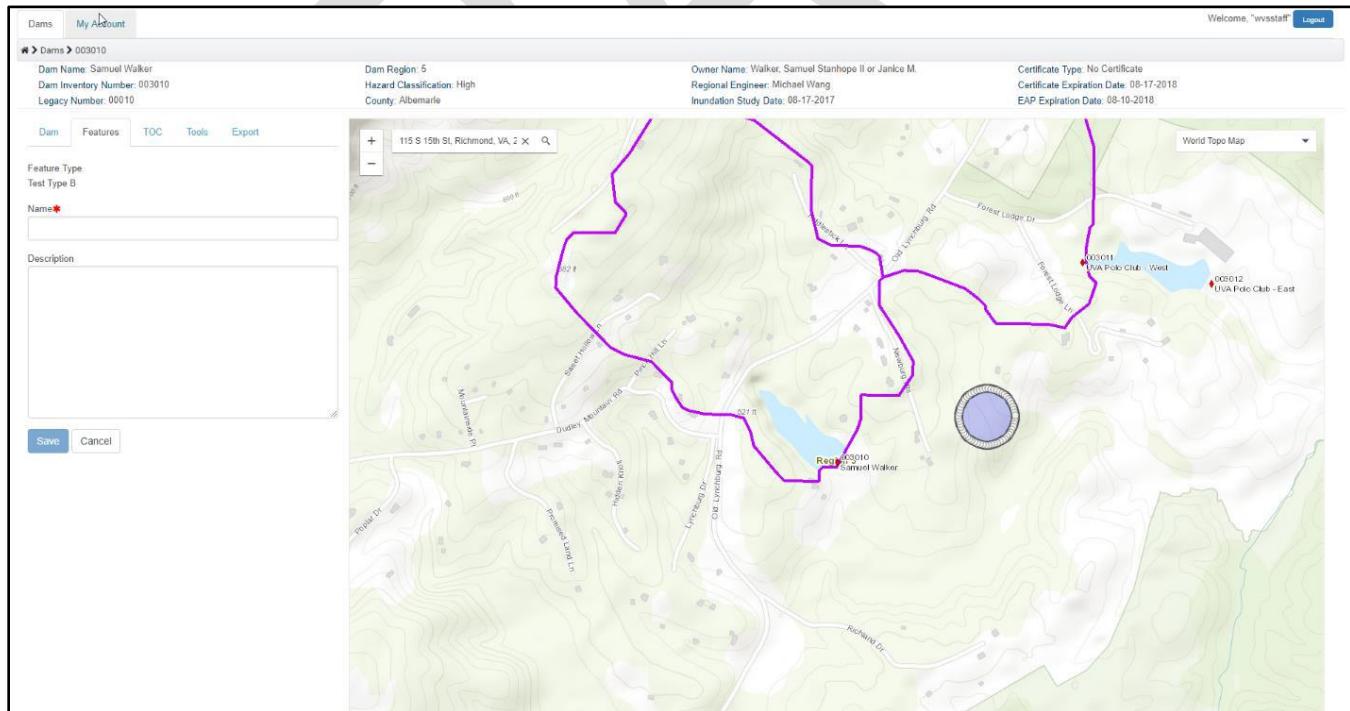
## Dam Features

On the dam map, users can create dam features that are associated with the current dam by going to the ‘Features’ sub-tab on the mapping page. Here, they can select a dam feature from the drop-down list.

When adding a new feature, the user will be able to choose from one or more shape types available for the dam feature type, and then should select “draw” in order to start drawing in their feature. The drawing instructions for each feature type are as follows:

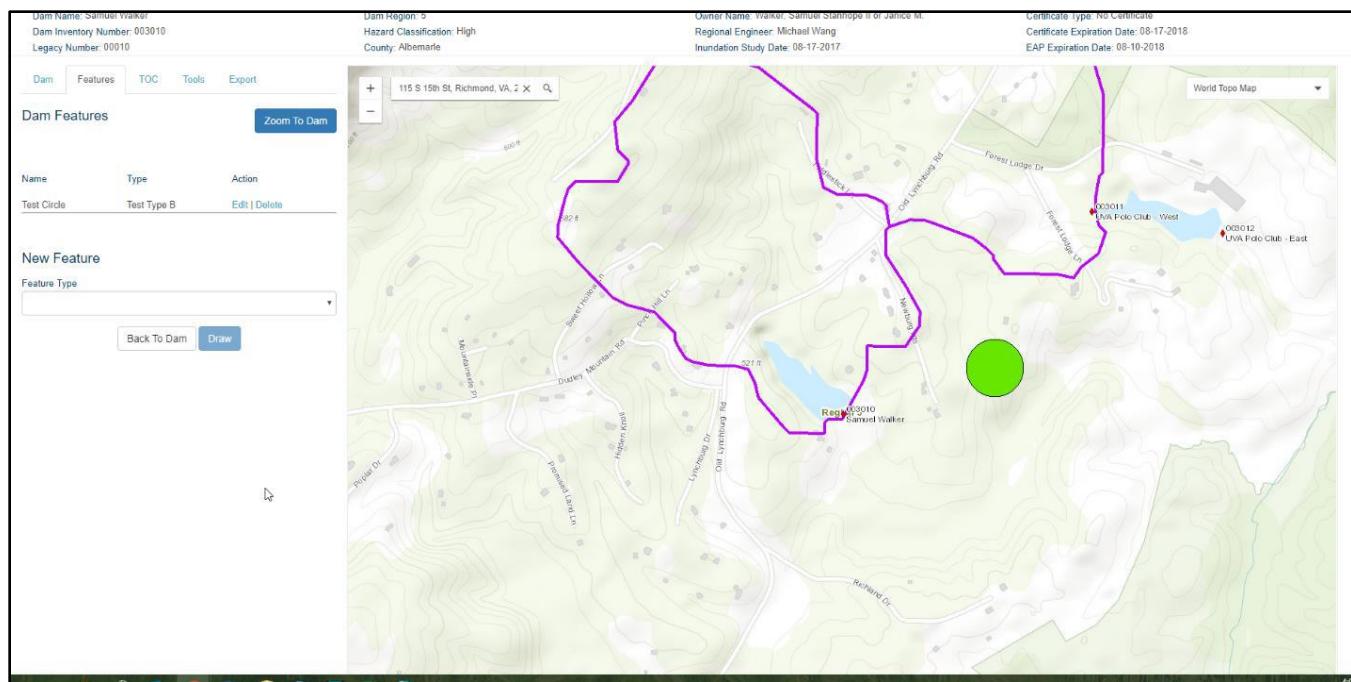
- Point – Click once on the map to drop the point.
- Line – Click once on the map to start the line, click for each desired vertex, and double click to finish the line.
- Polygon – Click once on the map to start the polygon, click for each desired vertex, and double click to finish the polygon.
- Circle – Click once on the map where the desired center of the circle would be, hold the click and drag to desired diameter. Release the click to finish the circle.
- Buffer – After selecting buffer from the drop-down list, enter in the desired buffer distance in the “Distance” field and then select “Draw.” The buffer distance will apply to each side of the line that the user draws. For example, if the user enters a distance of 10 feet, the resulting shape will be 20 feet in width. Users can draw the same as they would with a line, and double click to finish the draw.
- Vertices can be dragged after the initial shape drawing, to create the desired shape.

After drawing the shape, users must enter in a name, may enter a description, and then select “Save” to complete the creation process.



After saving, users can edit or delete the features through the grid on the top of the features sub-tab.

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## TOC

Users can turn on or off layers on the map through the "TOC," or Table of Contents, sub-tab on the mapping page. Checking the box turns the layers on, un-checking turns them off.

The screenshot shows the TOC (Table of Contents) interface of the DSIS application. At the top, there are tabs: Dam, Features, TOC (which is selected), Tools, and Export. Below the tabs, the title "Map Layers" is displayed. A large blue button labeled "Zoom To Dam" is positioned on the right side. The main area contains a hierarchical list of map layers:

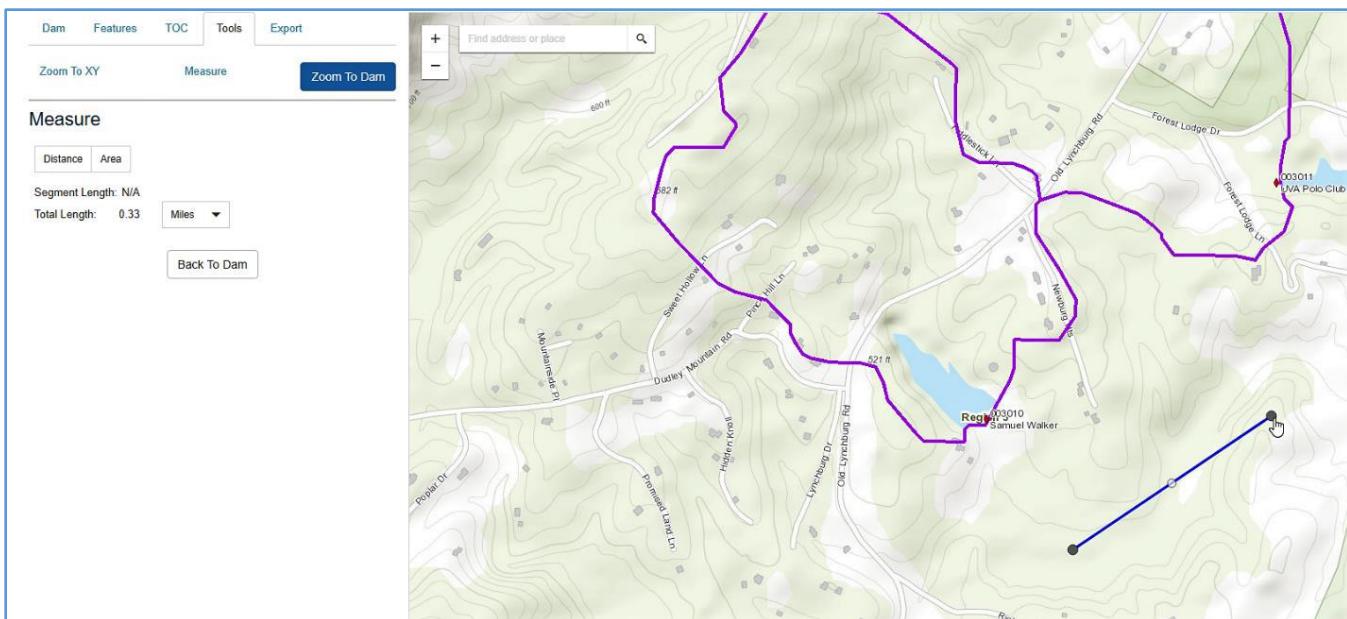
- Dam Layers
  - All Dams
    - Dam Labels
    - Dam Locations
  - All Dam Features
    - Dam Features (Point)
    - Dam Features (Polygon)
    - Dam Features (Line)
  - DamWatersheds
- InundationZones
- Virginia Parcels
- Virginia Address Point
- Virginia Building
- Reference Layers
  - Roads
  - Contours
  - Hydrology/TMDL
  - Boundaries
    - Topo Quad Grid
    - County Boundaries
    - VADamGIS\_Test.GISADMIN.NationalWeatherService
    - VA Senate Districts
    - VA House Districts
    - US Congressional Districts
    - Dam Safety Regions
    - Soil and Water Conservation Districts

## Tools

There are two mapping tools under the "Tools" sub-tab on the mapping page- "Zoom to 'X:('" and "Measure." "Zoom to XV" allows user to select a unit of measurement and enter in X andY coordinates. Selecting "Go" will take the user to the entered coordinates.

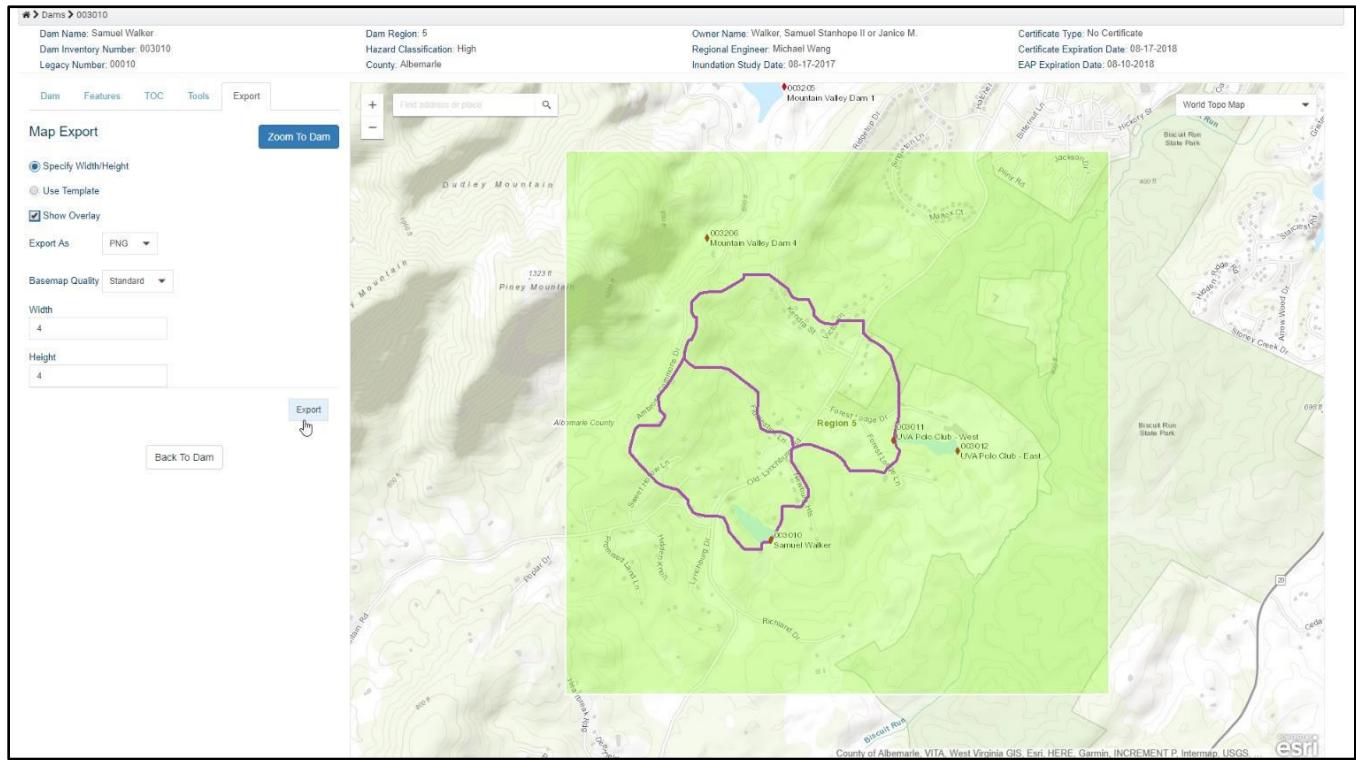
The screenshot shows the DSIS mapping application interface. At the top, there are tabs for Dam, Features, TOC, Tools (which is the active tab), and Export. Below the tabs, there are buttons for Zoom To XY, Measure, and Zoom To Dam. The Measure button is highlighted in blue. The left panel is titled "Zoom To XY" and contains fields for "Select Units" (set to "Decimal Degrees"), "Latitude", and "Longitude", followed by a "Go" button. The right panel is a topographic map with contour lines and roads labeled Dudley Mountain Rd, Sweet Hollow Ln, Pine Hill Ln, Hidden Knoll, Promised Land Ln, Poplar Dr, and Mountainside Pk. A purple polygon is drawn on the map, representing the area selected for measurement. The map also shows elevation values like 582 ft and 600 ft.

"Measure" allows users to draw a line or a polygon and get the distance of the line in a variety of units, or the area of the polygon in a variety of units. Users should follow the same drawing guidelines for each shape as in the dam "Features" section.



## Map Export

Users can export images of the map through the “Export” sub-tab on the mapping page. Users can export the map as is through the “Specify Height and Width” option, or choose the “Use Template” option to export the map within a choice of two pre-designed templates. Once the user’s desired options are set, select “Export” and choose where to save the export.





To get back to the dam details pages, select “Back to Dam” on any of the mapping screen sub-tabs, or select the inventory number in the breadcrumbs at the top of the page.

## Contacts

Users may enter contacts in for a dam by going to the “Contacts” tab. By adding, editing or deleting contacts on this tab, users affect what names will be populated for drop down lists elsewhere throughout the application.

The screenshot shows the VDSIS interface. At the top, there's a banner with the DCR logo and the text "Virginia Dam Safety Inventory System". Below the banner, the URL "http://vdsis.virginia.gov" is visible. The main content area has a header "Dams > 003010 > Contacts". On the left, there's a sidebar with links like "Dams", "My Account", "Events", "General", "Regulated", "Watershed", "Technical Basics", "Technical Hydrology / Hydraulics", "Technical Structure", "Technical Spillway", "Map", "Contacts" (which is highlighted in blue), "Inspections", "Permit Applications", "Certificate Applications", "Emergency Plans", "Attachments", and "History". The right side of the screen displays a grid of contacts for the dam. The grid columns are "Contact Type", "Contact Name", "Email", "Phone Number", "Organization", and "Primary". The data in the grid is as follows:

Contact Type	Contact Name	Email	Phone Number	Organization	Primary
Owner	Samuel Stanhope II or Janice M Walker			Walker, Samuel Stanhope II or Janice M.	yes
Design Engineer	Yule Hale			Yule Hale	no
IP - Fee Simple	Test Time	test@email.com	(888) 888-8888(Home)	test	no

At the bottom of the grid, there are navigation buttons for page numbers (1, 2, 3, etc.) and a dropdown for selecting items per page (10, 20, 50).

The grid the users first see lists the current contacts associated with the dam. If they have permissions, users can right click on one of the rows and disassociate a contact from the dam.

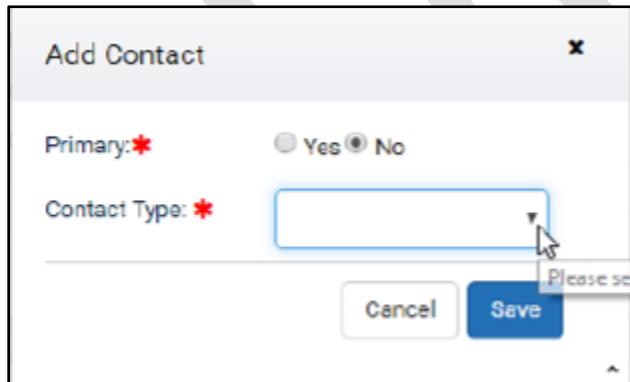
Note – this does not delete the contact’s record, but merely removes them from being associated with that particular dam. Also, by left clicking on a row, users can view or edit details for that contact.

## Add an Existing Contact to a Dam

To add a contact to a dam, users should select “Add Contact to Dam” in the top right corner of the contacts tab. From here, they can search for an existing contact using the same search tools they can use on the dam grid. Once they find the contact they are looking for, the user can select the contact and choose “Add Contact.”

The screenshot shows the DSIS interface with the 'Dams' tab selected. On the left, a sidebar lists various categories like General, Regulated, Watershed, etc., with 'Contacts' being the active tab. The main content area displays a grid of contacts. A specific contact, 'Mr. Joe Young', is selected and highlighted with a blue border. At the top right of the grid, there are buttons for 'Add Contact' and 'Add New Contact'. The 'Add Contact' button is currently active, indicated by a mouse cursor icon.

A window will then show up asking the user if this contact should be set as a primary contact and what type of contact they should be for this dam. There can only be one primary contact per dam, so if the user selects "Yes" for this contact, it will be set as primary and any contact that was set as primary before will be set as not primary. Selecting "Save" will add the contact to the dam.



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### Add a New Contact to a Dam

If the user wants to add a contact that is not already in the system to a dam, they can select "Add New Contact" and enter in the required information for that contact. Selecting "Save" will save that contact into the database and add it to the dam.

Dam Inventory Number: 003010      Hazard Classification: High  
Legacy Number: 00010      County: Albemarle      Regional Engineer: Michael Wang  
Inundation Study Date: 08-17-2017      Certificate Expiration Date: 08-17-2018  
EAP Expiration Date: 08-10-2018

**\*Required Fields**

**New Contact**

Events      General      Regulated      Watershed      Technical Basics      Technical Hydrology / Hydraulics      Technical Structure      Technical Spillway      Map

**Contacts**      Inspections      Permit Applications      Certificate Applications      Emergency Plans      Attachments      History

Title:

First Name **\***:

Last Name **\***:

Organization:

Primary Contact **\***:  Yes  No

Contact Type **\***:

VA PE license Number:

Email **\***:  Primary  Yes  
+ Add Another Email  
There can only be one primary email address

Addresses **\***:  
Street Address:   
Street Address 2:   
City:  State:  VA Zip:   
Primary  Yes  
+ Add Another Address  
There can only be one primary address

Phone **\***:  Ext:   
Phone Number:   
Phone Type:  Primary  Yes

**Add**      **Cancel**

## Inspections

Users can add, view, edit and delete inspections to a dam through the “Inspections” tab. The first grid the user will encounter is a list of all of the recorded inspections for the dam. If they have permissions, users can right click on one of the rows and delete an inspection record from the dam. Also, by left clicking on a row, users can view or edit details for that inspection.

The screenshot shows the Virginia Dam Safety Inventory System (DSIS) interface. At the top, there's a header with the DCR logo and the system name. Below the header, the main content area is divided into several sections:

- Dam Details:** Shows the dam name (Samuel Walker), inventory number (003010), and legacy number (00010). It also lists the dam region (5), hazard classification (High), county (Albemarle), owner name (Walker, Samuel Stanhope II or Janice M.), regional engineer (Michael Wang), inundation study date (08-17-2017), certificate type (No Certificate), certificate expiration date (08-17-2018), and EAP expiration date (08-10-2018).
- Events:** A section titled "Events" contains links to "General", "Regulated", and "Watershed".
- Technical Sections:** Includes links to "Technical Basics", "Technical Hydrology / Hydraulics", "Technical Structure", and "Technical Spillway".
- Map:** A link to a map of the dam's location.
- Contacts:** A link to contact information.
- Inspections:** This is the active tab, indicated by a blue background. It shows a table of inspection records with columns for Inspection Date, Condition, Inspection Type, Organization, and Inspector Name. One row is visible: "8/8/2017 Poor Engineer test".
- Permit Applications:** A link to permit applications.
- Certificate Applications:** A link to certificate applications.
- Emergency Plans:** A link to emergency plans.
- Attachments:** A link to attachments.
- History:** A link to the history of the dam.

On the right side of the inspection table, there's a note: "Note: Right click to view actions". In the top right corner of the main content area, there are "Add Inspection", "Logout", and "Welcome, 'vwsstaff'" buttons.

If users would like to add a new inspection, they can select "Add Inspection" in the top right-hand corner of the page, enter in the required information for the inspection, and select "Save." This will set the inspection to a status of "Development" by default.

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This screenshot shows the 'Inspection Details' section of the DSIS application. It includes fields for Status (Development), Inspection Date (08/08/2018), and Inspection Type (Engineer). The 'Attachments' tab is selected. Other tabs include 'Details', 'Upstream Slope', 'Intake Structure', 'Abutment Contacts', and 'Earthen Emergency Spillway'. A note at the bottom says 'Comments: Enter comments here'.

To change the status to "Submitted," all data fields must be populated, and a PE I Owner signature. To change the status to "Approved," all requirements for "Submitted" must be there and a OCR Approval Signature must be uploaded through the attachments tab under inspections.

This screenshot shows the same 'Inspection Details' form as above, but with the 'Status' dropdown set to 'Submitted'. The 'Attachments' tab is selected. The status dropdown also lists 'Approved', 'Archive', 'Development', and 'Submitted'. Other tabs and sections are identical to the first screenshot.

## Attachments

To add an attachment, select the “Attachments” sub-tab, and then select “Add Files.” Users can then navigate to the attachment they are attempting to upload, select it, enter in an attachment name and select an Attachment Type, and then select “Upload” to upload the document or “Cancel” to cancel the upload of that document.

Dam Name: Crosspointe Lake Dam  
Dam Inventory Number: 059002  
Legacy Number: 00267

Dam Region: 1  
Hazard Classification: Significant  
County: Fairfax

Owner Name: Crossp  
Regional Engineer:  
Inundation Study Date

Add files... Start all Cancel all

File Name	Attachment Name	File Size	Attachment Type
breadcrumbs.png	Test	0.10 MB	Inspection Pictures

**Notes**

To sort click on the column headings  
The maximum file size is 20 MB unless otherwise noted  
An attachment type of Inundation Study, EAP, Inspection Pictures, or As-Built has a maximum file size of 100 MB  
Only file types jpg, jpeg, png, gif, pdf, doc, docx, xls, xlsx, pps, ppsx, ppt, pptx, txt, and zip are allowed

To satisfy the requirement of adding a PE I Owner Signature to set the inspection status as "Approved," users must select the attachment type "PE I Owner Signature."

Dam Name: Crosspointe Lake Dam  
Dam Inventory Number: 059002  
Legacy Number: 00267

Dam Region: 1  
Hazard Classification: Significant  
County: Fairfax

Owner Name: Crosspointe Swim and Racquet Inc  
Regional Engineer:  
Inundation Study Date:

Certificate Type: No Certificate  
Certificate Expiration Date:  
EAP Expiration Date:

Add files... Start all Cancel all

File Name	Attachment Name	File Size	Attachment Type	Document Date	Uploaded Date
breadcrumbs.png	Test	0.10 MB	Inspection Pictures		

**Notes**

To sort click on the column headings  
The maximum file size is 20 MB unless otherwise noted  
An attachment type of Inundation Study, EAP, Inspection Pictures, or As-Built has a maximum file size of 100 MB  
Only file types jpg, jpeg, png, gif, pdf, doc, docx, xls, xlsx, pps, ppsx, ppt, pptx, txt, and zip are allowed

File Name	Attachment Name	File Size	Attachment Type	Document Date	Uploaded Date
breadcrumbs.png	Test	0.10 MB	Inspection Pictures		8/11/2017

The attachment file requirements for the application are:

- Only the following files types can be uploaded
  - jpg, jpeg, png, gif, pdf, doc, docx, xls, xlsx, pps, ppsx, ppt, pptx, txt, and zip
- Only files under a size of 20MB can be uploaded unless otherwise noted:
  - Attachment Type - 100 MB
    - Inundation Study
    - EAP
    - Inspection Pictures
    - As-Built

Users can download a previously uploaded attachment by clicking on the file name on the grid, and choosing where to save it.

## Permit Applications

Users can add, view, edit and delete permit applications to a dam through the “Permit Applications” tab. The first grid the user will encounter is a list of all of the recorded permit applications for the dam. If they have permissions, users can right click on one of the rows and delete a permit application record from the dam. Also, by left clicking on a row, users can view or edit details for that permit application.

The screenshot shows the VDSIS interface for a dam named "Crosspointe Lake Dam" with ID 059002. The top navigation bar includes the DCR logo, a dam image, and the text "Virginia Dam Safety Inventory System". The top right corner shows a welcome message for "vvsstaff" and a "Logout" button. The main content area has tabs for "Dams" (selected), "My Account", and "Events". Below these are sections for "General", "Regulated", and "Watershed" information. On the left, there's a sidebar with links for "Technical Basics", "Technical Hydrology / Hydraulics", "Technical Structure", "Technical Spillway", "Map", "Contacts", "Inspections", and "Permit Applications" (which is highlighted with a blue background). The "Permit Applications" section contains a table with columns: Status (Development), Permit Type (Construction Permit), Approval Date (11/28/2016), Expiration Date (8/30/2018), and Issued By. A note at the top of this table says "Note: Right click to view actions". At the bottom of the page, there are links for "Certificate Applications", "Emergency Plans", "Attachments", and "History".

If users would like to add a new permit application, they can select “Add Permit” in the top right-hand corner of the page, enter in the required information for the permit application, and select “save.” This will set the permit application to a status of “Development” by default.

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Dams > 059002 > Permit Applications > 21

Dam Name: Crosspointe Lake Dam	Dam Region: 1	Owner Name: Crosspointe Swim and Racquet Inc	Certificate Type: No Certificate
Dam Inventory Number: 059002	Hazard Classification: Significant	Regional Engineer:	Certificate Expiration Date:
Legacy Number: 00267	County: Fairfax	Inundation Study Date:	EAP Expiration Date:

**Details**      **Permit Details**      **Edit**

Attachments

Status: Development  
 Permit Type: Construction Permit  
 Permit Approval Date: 11/29/2016  
 Permit Expiration Date: 8/30/2018  
 Date entered: 8/11/2017  
 Issued By: 

Designed By: Bob Schultz, Manager - Crosspointe Swim and Racquet Inc  
 Constructed By: Bob Schultz, Manager - Crosspointe Swim and Racquet Inc  
 Proposed Construction/Alteration: Installation of aquatic bench, minor grading on upstream slope to create bench for aquatic plants.  
 Federal Involvement Design:  
 Federal Involvement Construction:  
 Datum used for elevations:

**Impounding Structure Data**

Type of material: Reinforced Concrete  
 Description of other: Design  
 Top of Dam Elevation (Decimal): 0  
 Streambed Elevation at Toe (Lowest Decimal): 0  
 Height of Impounding Structure (Decimal-Feet): 0  
 Crest Length (Decimal-Feet): 0  
 Crest Width (Decimal-Feet): 0  
 Upstream Slope (Horizontal to Vertical):  
 DownStream Slope (Horizontal to Vertical):

To change the status to “Submitted,” all data fields must be populated, and a PE / Owner signature must be uploaded through the attachments tab under permit applications. To change the status to “Approved,” all the requirements for “Submitted” must be there, as well as a DCR Approval Signature attachment.

## Certificate Applications

Users can add, view, edit and delete certificate applications to a dam through the “Certificate Applications” tab. The first grid the user will encounter is a list of all of the recorded certificate applications for the dam. If they have permissions, users can right click on one of the rows and delete a certificate application record from the dam. Also, by left clicking on a row, users can view or edit details for that certificate application.

Status	Certificate Type	Approval Date	Effective Date	Expiration Date
Development	No Certificate			

If users would like to add a new certificate application, they can select “Add Certificate” in the top right-hand corner of the page, enter in the required information for the certificate application, and select “save.” This will set the certificate to a status of “Development” by default.

To change the status to “Submitted,” all data fields must be populated, and a PE / Owner signature must be uploaded through the attachments tab under certificates. To change the status to “Approved,” all the requirements for “Submitted” must be there, as well as a DCR Approval Signature attachment.

Details		Certificate Details		Edit
Attachments		Status:	Development	
		Certificate Type:	No Certificate	
		Certificate Approval Date:		
		Certificate Expiration Date:		
		Certificate Effective Date:		
		Federal Involvement Operation:		
Operating Plan & Schedule				
Operation of Control Gates & Spillways:				
Operation of Impoundment Drain:				
Maintenance Plan & Schedule				
Earthen Embankment Impounding Structures				
Embankment				
Principal Spillway:				
Emergency Spillway:				
Low Level Outlet:				
Impoundment Area:				
Downstream Channel:				
Staff Gages:				
Other Maintenance Actions:				
Concrete Impounding Structures				
Upstream Face:				
Downstream Face:				

## Emergency Plans

Users can add, view, edit and delete emergency plans to a dam through the “Emergency Plans” tab. The first grid the user will encounter is a list of all of the recorded emergency plans for the dam. If they have permissions, users can right click on one of the rows and delete an emergency plan record from the dam. Also, by left clicking on a row, users can view or edit details for that emergency plan.

Virginia Dams Safety Inventory System				
Dams	My Account	Welcome, "vwsatff"	Logout	
Dam Name: Crosspointe Lake Dam				
Dam Region: 1				
Dam Inventory Number: 059002				
Hazard Classification: Significant				
Legacy Number: 00267				
County: Fairfax				
Owner Name: Crosspointe Swim and Racquet Inc				
Regional Engineer:				
Inundation Study Date:				
Certificate Type: No Certificate				
Certificate Expiration Date:				
EAP Expiration Date: 05-01-2018				
Events				
General				
Regulated				
Watershed				
Technical Basics				
Technical Hydrology / Hydraulics				
Technical Structure				
Technical Spillway				
Map				
Contacts				
Inspections				
Permit Applications				
Certificate Applications				
Emergency Plans				
Attachments				
History				

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Emergency Plans function much the way that Permit Applications, Certificates and Inspections do, however, they also have an additional sub-tab called "Contacts," in which users can assign Emergency Plan-specific contacts.

The screenshot shows the DSIS software interface for managing Emergency Action Plans (EAPs). The top navigation bar indicates the path: Dams > 059002 > EAPs > 5. The main page displays basic dam information: Dam Name (Crosspointe Lake Dam), Dam Region (1), Hazard Classification (Significant), County (Fairfax), Owner Name (Crosspointe Swim and Racquet Inc), Regional Engineer, Inundation Study Date, Certificate Type (No Certificate), Certificate Expiration Date, and EAP Expiration Date (08-01-2018). Below this, the 'EAP Details' tab is selected, showing the following details:

- Contacts:** Status: Development
- Attachments:** E911 Address: 115 S Main Street, Richmond, VA 23129
- EAP Required By Submitting Agency:**
  - Submitted To VDEM: [Redacted]
  - Submitted To EOC:
  - Plan Approval Date: 8/1/2017
  - Plan Expiration Date: 8/1/2018
- Total Depth in Emergency Spillway Before Overtopping (Decimal-Feet):** 155
- Notes:** Discuss the procedures for timely and reliable detection, evaluation, and classification of emergency situations considered to be relevant to the project setting and impounding features. Each relevant emergency situation is to be documented to provide an appropriate course of action based on the urgency of the situation.
- Actions:** Once the local government has been notified of a condition requiring evacuation, the dam owner/operator and local government are mutually responsible for effecting evacuation.
- Will:** The Dam Owner/Operator Will: Local Emergency Services Will:
- The Amount of Flow In The Emergency Spillway That Will Initiate (Decimal-Feet):**
  - Stage I Conditions:
  - Stage II Conditions:
  - Stage III Conditions:

Under the Emergency Plans "Contacts" sub-tab, users can add existing or new contacts to the Emergency Plan, just as they would use the regular "Contacts" tab. However, the Emergency Plans' "Contacts" sub-tab has different grids separating out EP Contacts, Supply and Resource Contacts, and general Dam Contacts.

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**EAP Contacts**

Contact Type	Name	Email	Organization	Phone Number	Primary
24-Hour Dispatch Center	Todd Johnson		Fairfax County Park Authority	(703) 324-8591(Office)	no
Alternate Dam Operator	Robert N. Deangelis		Deangelis, Robert N.		no
Consulting Engineer	Springfield Golf and Country Club Inc.		Springfield Golf and Country Club Inc.	(703) 451-0069(Office)	no
Dam Operator	Paul, Dibasio, Selma A Dibasio	az@here.com	Dibasio, Paul, Dibasio, Selma A	(876) 123-9876/Home)	no

**Supply & Resource Contacts**

Contact Type	Name	Email	Organization	Phone Number	Primary
Laborers	Springfield Golf and Country Club Inc.		Springfield Golf and Country Club Inc.	(703) 451-0069(Office)	no

**Dams Contacts**

Contact Type	Name	Email	Organization	Phone Number	Primary
Owner	Bob Schultz, Manager	cp.manager@verizon.net	Crosspointe Swim and Racquet Inc	(703) 690-3926(Office)	yes

Additionally, for EP Contacts and Supply and Resource Contacts, only one type of contact can be associated per emergency plan. If users attempt to add more than one 24-Hour Dispatch Center, as in the example below, they will get the error that that contact type is already associated with that Emergency Plan.

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Dam Name: Crosspointe Lake Dam  
Dam Region: 1  
Hazard Classification: Significant  
County: Fairfax

Owner Name: Crosspointe Swim and Racquet Inc  
Regional Engineer:  
Inundation Study Date:

Certificate Type: No Certificate  
Certificate Expiration Date:  
EAP Expiration Date: 08-01-2016

**Add Contact** | **Add New Contact**

Full Name	Organization	Primary Email	Phone Number
iluka Resources			
Craig Kaderavek	Crosspointe Swim and Racquet Inc.	ckaderavek@verizon.net	(703) 324-8591 (Office)
Todd Johnson		az@here.com	(703) 693-3926 (Office)
Bob Schultz, Manager			(876) 123-9876 (Home)
<b>Paul DiBlaio, Selma A DiBlaio</b>	<b>DiBlaio, Paul; DiBlaio, Selma A</b>	<b>az@here.com</b>	
Janice TR McCoy	McCoy, Janice TR		
Richard G.; Renzi, Roberta S Renzi	Renzi, Richard G.; Renzi, Roberta S		
Robert N. Deangelis	Deangelis, Robert N.		
Timber Lake Estates Homeowners Association	Timber Lake Estates Homeowners Association		
Edward J. Kondracki RA	Marmota Farm Homeowners Association		
Rhoda Desplinter	Kingstowne Residential Owners Corporation (legal property owners)	Desplinter@kingstowne.org	(703) 922-9477 (Office)
Chad Crawford	Fairfax County Board of Supervisors	Chad.Crawford@fairfaxcounty.gov	(703) 324-5500 (Office)
Springfield Golf and Country Club Inc.	Springfield Golf and Country Club Inc.		(703) 451-0069 (Office)
Attention: Property Management	Mule Pen Quarry Corporation		(703) 354-7100 (Office)
Vicky and David Velky	Velky, Vicky and David		
Mrs. Grissinger	Mrs. Grissinger		
Mike Johnson	Johnson, Mike		

When adding an Emergency Plan, the status will default to "Development." To change the status to "Submitted," all data fields must be populated, aPE and Owner Signature must be uploaded, and all EP contact types must be added. To change the status to "Approved," all the requirements for "Submitted" must be there, as well as a OCR Approval Signature attachment.

## Attachments

The “Attachments” tab functions the same way as the “Attachments” sub-tabs that were covered under the “Inspections” section of this manual. Users can upload, download and delete attachments to the dam through this tab. In addition, if a user chooses the attachment type “Inundation Study” they must enter the document date for the study. Uploaded dates are automatically added for each attachment.

Dam Name: Crosspointe Lake Dam  
Dam Region: 1  
Hazard Classification: Significant  
County: Fairfax

Owner Name: Crosspointe Swim and Racquet Inc.  
Regional Engineer:  
Inundation Study Date:  
Certificate Type: No Certificate  
Certificate Expiration Date:  
EAP Expiration Date: 08-01-2018

File Name	Attachment Name	File Size	Attachment Type	Document Date	Uploaded Date
Book1.xlsx	Book 1	0.01 MB	Inundation Study	<input type="text"/>	<input type="button" value="Upload"/> <input type="button" value="Cancel"/>

Notes:

To sort click on the column headings  
The maximum file size is 20 MB unless otherwise noted  
An attachment type of Inundation Study, EAP, Inspection Pictures, or As-Built has a maximum file size of 100 MB  
Only file types jpg, jpeg, png, gif, pdf, doc, docx, xls, xlsx, pps, ppsx, ppt, pptx, txt, and zip are allowed

Events  
General  
Regulated  
Watershed  
Technical Basics  
Technical Hydrology / Hydraulics  
Technical Structure  
Technical Spillway  
Map  
Contacts  
Inspections  
Permit Applications  
Certificate Applications  
Emergency Plans  
**Attachments**  
History

Calendar (August 2017):  
Su Mo Tu We Th Fr Sa  
30 31 1 2 3 4 5  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 29 30 31 2017-8-25

## History

The application will track any changes made to the “General,” “Regulated,” “Watershed,” “Technical Basics,” “Technical Hydrology / Hydraulics,” “Technical Structure” and “Technical Spillway” tabs. The logs of these changes are read only, and can be viewed under the “History” tab.

Dam Name: Crosspointe Lake Dam  
Dam Inventory Number: 059002  
Legacy Number: 00267

Dam Region: 1  
Hazard Classification: Significant  
County: Fairfax

Owner Name: Crosspointe Swim and Racquet Inc.  
Regional Engineer: Michael Wang  
Inundation Study Date: 08-17-2017

Certificate Type: No Certificate  
Certificate Expiration Date:  
EAP Expiration Date: 08-01-2018

Item	User	Update Date	Previous Value	New Value	Action
Private On Federal Land Name	dcr staff	8/11/2017		Unknown	Change
Is Phase I Report Name	dcr staff	8/11/2017		Unknown	Change
Regional Engineer Name	dcr staff	8/11/2017		Michael Wang	Change
Date Constructed	dcr staff	8/11/2017		08/02/2017	Change
Is Construction Date Estimated	dcr staff	8/11/2017		True	Change
Federal Involved Funding	dcr staff	8/11/2017		Fish and Wildlife Services	Add
Federal Involved Other	dcr staff	8/11/2017		National Park Service	Add
Federal Involved Funding	dcr staff	8/11/2017		Federal Energy Regulatory Commission	Add
Federal Involved Funding	dcr staff	8/11/2017	Fish and Wildlife Services		Remove

The user can sort on any column on this grid to view the change that they are looking for.

## Add a New Dam

Users can add a new dam by going to the dam grid page and selecting “Add New Dam.”

A window will open up and allow users to search for the location of their new dam. They can search through XY coordinates, address, or by simply visually finding the location on the map.

The screenshot shows the VDSIS interface with the following components:

- Header:** DCR Virginia Department of Conservation & Recreation, Welcome, "wsadmin", Logout
- Left Panel:** Dams, Administration, My Account, a search bar, and a link to 'Dams'.
- Top Right:** Add New Dam, Reset Filters.
- Center:**
  - New Dam:** A search input field showing "115 S 15th at Richmond" with a dropdown menu listing addresses like "115 S 15th St, Richmond, IN, 47374, USA".
  - Zoom To XY:** Latitude and Longitude input fields with a "Go" button.
  - Add Dam Location:** A button to "Set Location".
- Map:** A 3D map of a region divided into five regions labeled Region 1, Region 2, Region 3, Region 4, and Region 5.
- Table:** A list of existing dams with columns for Id Number, Legacy Number, Dam Name, Engineer, Hazard Class, and Dam Type.

Once they are at the desired the location, users can select "Set Location." Then, users should click on the map where the new dam point should go.

Note: To export a Summary Report, click the 'Summary Report' link.

Dam Name	Search
Boyd Tavern Dam	
Mike Johnson Dam	
Montfair West Dam	
Mont Air South Dam	
Montfair North Dam	
Riverdale Farm Dam	
Shelford Farm Dam	
Samuel Walker	
UVA Polo Club - West	
UVA Polo Club - East	
Pounding Brook Dam	
Van Cleave Dam	
Kinloch Farm Pond	
Starfield Drive Dam	
Friesland Dam	
Saddlepond Dam	
Old Free Union Dam	
Belair at Wellington Dam	
Ednam Drive Dam	
Wellington Drive	

Zoom To XY

Latitude: \_\_\_\_\_

Longitude: \_\_\_\_\_

Go

Add Dam Location

Cancel Set Location

When the user clicks, a blue circle will appear and the Latitude and Longitude will automatically fill out based on where the point was dropped. Users can then move the point around if necessary, and once it is in the desired location, select "Next."

Note: To export a Summary Report, click the "Report" button.

Dam Name					
Search					
Boyd Tavern Dam					
Mike Johnson Dam					
Montfair West Dam					
Mont Air South Dam					
Montfair North Dam					
Riverdale Farm Dam					
Shelford Farm Dam					
Samuel Walker					
UVA Polo Club - West					
UVA Polo Club - East					
Pounding Brook Dam					
Van Cleef Dam					
Kinloch Farm Pond					
Starfield Drive Dam					
Friesland Dam					
Saddlepond Dam					
Old Free Union Dam					
Belair at Wellington Dam		Virginia Polo Inc.	5	Albemarle County	Unknown
Ednam Drive Dam		Virginia Polo Inc.	5	Albemarle County	Unknown
Wellington Drive		Virginia Polo Inc.	5	Albemarle County	Unknown
Pagebrook Farm Dam		Garnett, Edgar N. Jr., or Patricia Carter G.	5	Albemarle County	Unknown

New Dam

+

-



**Location Details**

Latitude: 37.67513

Longitude: -77.40509

**Next**

Users will then be taken to a data entry screen to fill out required dam details. Once the required data is filled in, they can select "Next."

Dam Name	Dam Other Name	Owner Name	Dam Region	City/County	Regional Engineer
John Dam					
Son Dam					
West Dam					
outh Dam					
orth Dam					
Farm Dam					
arm Dam					
alker					
Club - West					
Club - East					
Brook Dam					
Dam					
rm Pond					
rive Dam					
Dam					
nd Dam					
Union Dam		Virginia Polo Inc.	5	Albemarle County	
Wellington Dam		Virginia Polo Inc.	5	Albemarle County	
ve Dam		Virginia Polo Inc.	5	Albemarle County	

Note: To  
Search

New Dam - Dam Details

Dam Name:**\***

Dam Size:**\***

Date Constructed:**\***

Is Date Constructed Estimated:**\***  Yes  No

Regional Engineer:**\***

Reservoir Purpose:**\*** Purpose\* Level of Importance\*  
   
[+ Add Another Reservoir Purpose](#)

Dam Type**\*** Type\* Level of Importance\*  
   
[+ Add Another Dam Type](#)

**Back** **Cancel** **Next**

The next screen users must complete is contact information. Users can filter the drop-down list of available contacts by typing text into the search box. In the example below, the name “Brian” was entered, and the subsequent drop down list contained only contacts that contained the name “Brian.”

Dam Name	Dam Other Name	Owner Name	Dam Region	City/County	Regional Engineer	Hazard Class
Boyd Tavern Dam	Search	Ms. Grissinger	5	Albemarle County	Search	Unknown
Mike Johnson Dam	Search					Unknown
Montfair West Dam	Search					Low
Mont Air South Dam	Search					Unknown
Montfair North Dam	Search					Unknown
Riverdale Farm Dam	Search					Unknown
Shelford Farm Dam	Search					Unknown
Samuel Walker	Search					Unknown
UVA Polo Club - West	Search					Unknown
UVA Polo Club - East	Search					Unknown
Pounding Brook Dam	Search					Unknown
Van Cleif Dam	Search					Unknown
Kinloch Farm Pond	Search					Unknown
Starfield Drive Dam	Search					Unknown
Friesland Dam	Search	Virginia Polo Inc.	5	Albemarle County	Search	Unknown
Saddlepond Dam	Search	Virginia Polo Inc.	5	Albemarle County	Search	Unknown
Old Free Union Dam	Search	Virginia Polo Inc.	5	Albemarle County	Search	Unknown
Belair at Wellington Dam	Search	Virginia Polo Inc.	5	Albemarle County	Search	Unknown
Edham Drive Dam	Search	Virginia Polo Inc.	5	Albemarle County	Search	Unknown
Wellington Drive	Search	Virginia Polo Inc.	5	Albemarle County	Search	Unknown

Note: To export a Summary Report of a dam, right click on the dam name and select "Export".

New Dam - Primary Dam Owner Contact

New Owner Contact:  Yes  No

Existing Contact: \*  Type in the contact you're looking for and the drop down list will be filtered

Owner Type: \*

Federal Involvement Owner: \*

Additionally, if the contact the user is attempting to add to the dam is not available, users can enter new contact information by selecting “Yes” under “New Owner Contact,” and enter in all pertinent contact information.

After all required fields are entered, users can select “Save” to successfully add the dam, and will be directed to the Events Page of their new dam.

## Logging Off

To log out of the application, users can either close their browser, or select the “Log Out” button at the top right of the screen. Users will be locked out after 1 hour of inactivity, but can enter in their username and password to get back to the screen they were on. All users will be logged off nightly at 3 AM.