

Drinking Water Information and Data Submittal User Instructions (Form 169)

Version: 1.4, 4/6/2020

Important Notes: Please read carefully prior to submission

The *Drinking Water Information and Data Submittal eForm* (Form 169) is for the submission of any and all Drinking Water data. This eForm was created to provide Public Water Systems (PWS) and their Laboratories with an online solution to reporting compliance data that is usually submitted as a paper document through the mail.

The following instructions are for completing the *Drinking Water Information and Data Submittal eForm*. The Information and Data submittal eForm is available on the EEC eForms application, which requires a Kentucky Online Gateway (KOG) account. The next page will offer some assistance in setting up a KOG account.

The EEC eForms application is not the same application as the DEP ePortal. **If your PWS or your Laboratory has been submitting compliance data through the DEP ePortal site, please continue to do so. This eForm is not a replacement for that service.**

It is important to note that any uploaded documentation that would normally receive a signature is submitted with its signature. Electronic signatures in Adobe Acrobat or Microsoft Office programs are acceptable. If you cannot sign electronically, the document should be printed, signed, and scanned for upload. The eForm does not act as a signature. **Assistance on how to provide an electronic signature can be found [here](#).**

The following naming convention should be used for your File Uploads below to expedite the Drinking Water Branch's review process:

- **PWSID_DOCTYPE_MMY_PLANTID(If applicable)**
- **Example: KY0000001_MOR_0320_A**

Some examples of a DOCTYPE include: MOR, CCR, PN, DBP, RAD, TOC, BACT, etc.

Please continue to the next page for Step-by-Step Instructions.

Drinking Water Information and Data Submittal User Instructions (Form 169)

Version: 1.4, 4/6/2020

For more information about the Kentucky Online Gateway (KOG), please visit:

<https://kog.chfs.ky.gov/public/learnmore>.

For information concerning KOG account creation, please visit: <https://kog.chfs.ky.gov/public/FAQ>

For information about EEC eForms, please visit:

<https://dep.gateway.ky.gov/eForms/Account/HelpCenter.aspx>

EEC eForms – Account Creation/Sign on

- EEC eForms home page is located at <https://dep.gateway.ky.gov/eForms/Account/Home.aspx>
- You may navigate to the eForms Home, Contact Us, and Help Center pages without an account. To submit information to our agency, you must first register a KOG account.
- If you already have an account, continue to the next section “EEC eForm – Finding and Creating a new Form”, this step will require you to sign into your KOG account if you are not already signed on.
- You may create a KOG account by clicking the request account from the home page, or by using this link: <https://kog.chfs.ky.gov/public/requestaccount/>
- After you have registered your KOG account, you will need to sign into the account before proceeding to EEC eForms.
- Once you are logged into KOG, return to EEC eForms using the following link: <https://dep.gateway.ky.gov/eForms/Account/Home.aspx>

EEC eForm – Finding and Creating a new Form

- From the EEC eForms page, select “Forms” menu from the blue ribbon at the top of the page
- The *Drinking Water Information and Data Submittal Form* can be found within the “List of available eForms”
- You may choose to Search for the eForm in the “Form Name” field within the list or you may choose to search for the eForm by the Form Id, 169
- To search for the eForm by the Form Id, 169, type 169 into the “Form Id” field and click on the Filter icon next to the field
- Select “EqualTo” in the dropdown menu
- When the *Drinking Water Information and Data Submittal Form* has been located, click the + to the left of the title, under the “Add Form” column

eForm Screen – Facility Information

- Once you have opened the *Drinking Water Information and Data Submittal Form*, you may begin by entering in the PWSID in the top-left field
- The form will begin to auto-populate the **Facility Information** based on the PWSID once you press Tab or clicking out of the field.
- Most of the Facility Information should be filled out for you; however, you should review this information before proceeding to the **Submittal of Report By Section**

Drinking Water Information and Data Submittal User Instructions (Form 169)

Version: 1.4, 4/6/2020

eForm Screen – Submittal of Report by Section

- The **Submittal of Report By** section is a required section that should contain the contact information of the data provider and eForm user.

eForm – File Uploads

- The **File Uploads** section of the eForm is the section where you will be able to upload the facility's documents
- Click on the "Upload file" button and navigate to the location of the desired document to submitted
 - **Please ensure that the submitted documents are only in .PDF, .XLS, or .XLSX format.** You will be unable to submit documents that are not one of these three formats

Submitting the eForm

- If you are finished completing the eForm, select the "Click to Submit to EEC" button
- If you would like to return to this eForm and complete it at another time, select the "Click to Save Values for Future Retrieval" button
 - Please note, by choosing this option, any file uploads made on the eForm will be lost and will need to be uploaded again before selecting the "Click to Submit to EEC" button

Forms Screen – Form Details

- After submitting the eForm to EEC, you will return to the Forms screen. The first box displayed is the Form Details box, which contains information pertaining to the eForm that was submitted. This information will also be available through your dashboard, but it is recommended to keep a copy for your records.
- Once you have submitted this eForm previously, you may select your submission from your User Dashboard under "Completed Forms".
- After you select your submission from the list, you may select the option "Create a new eForm with values from this previously saved/submitted eForm" to create a new eForm that is auto-populated with your previous submission's information.