

Using Onestop Data and Information To Report Water Use Data

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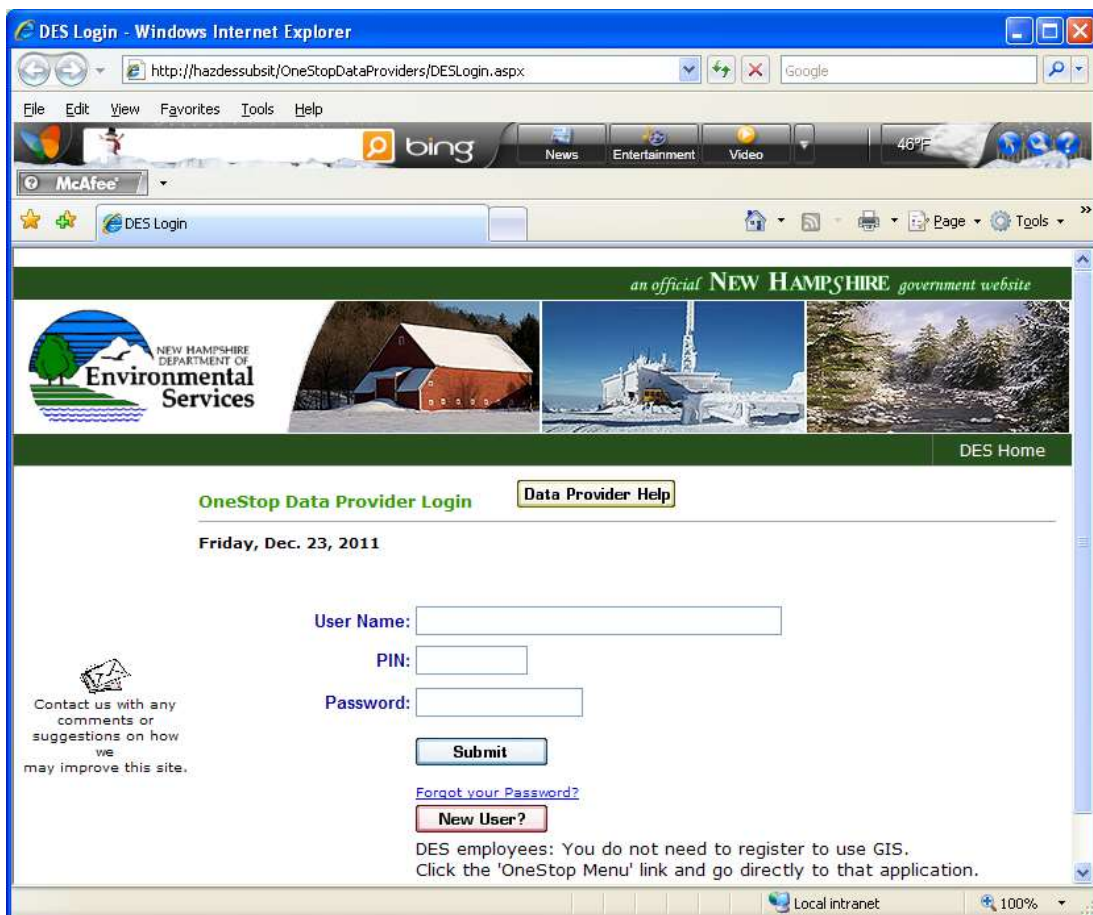
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Water Use Reporting – Onestop Data and Information

I. Logging In

- 1) Log into the [NHDES Home page](#).
- 2) Click on the green **OneStop** logo located on the left side of the page. 
- 3) At the OneStop Data and Information screen, click on the link [OneStop Data Provider](#).
- 4) Click on **OK** at the Security Alert popup box. The NHDES Login page will appear.
- 5) If you do not have a pin and password, reference the document “Registering as a Data Provider to Report Water Use” before continuing.



DES Login - Windows Internet Explorer

http://hazdessubsit/OneStopDataProviders/DESLogin.aspx

File Edit View Favorites Tools Help

bing News Entertainment Video 46°F

McAfee

DES Login

an official **NEW HAMPSHIRE** government website

NEW HAMPSHIRE DEPARTMENT OF Environmental Services

DES Home

OneStop Data Provider Login [Data Provider Help](#)

Friday, Dec. 23, 2011

User Name:

PIN:

Password:

[Forgot your Password?](#)

DES employees: You do not need to register to use GIS. Click the 'OneStop Menu' link and go directly to that application.

Local intranet 100%

- 6) Type in your **User Name** (email address).
- 7) Type in your **Pin** Number.
- 8) Type in your **Password**.
- 9) Click on .

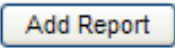
Water Use Reporting – Onestop Data and Information

- 10) Click on the activity called **Water Use Reporting**. The “Welcome Screen” will be displayed.

There may be multiple activities displayed depending on your data provider registration.

II. Adding & Submitting a Water Use Report

The screenshot shows a web browser window titled "DWGB Water Use Report - Windows Internet Explorer". The address bar shows the URL "http://hazdssubsit/dwgb_wateruse/water_use.aspx". The browser interface includes a search bar with "bing" and "Google" options, and a navigation bar with "News", "Entertainment", and "Video" links. The main content area is titled "Water - Drinking Water and Groundwater Bureau - Water Use Reporting" and includes a "Welcome CONTACT NAME" message. Below the welcome message, there is a dropdown menu for "Select a Facility from the list below." with "NHDES-IT" selected. There is an "Update Contact" button. Below that, there are two dropdown menus for "Pick Reporting Period" and "Pick Reporting Year", followed by an "Add Report" button. There is also a "Show History" button and a link to "Add a Source/Destination".

- 1) **Select the facility** from the dropdown menu that you would like to update.
 - a) This step may not be necessary for many of you as you are only associated with one facility and it will already be selected by default.
- 2) **Select the reporting period** from the dropdown menu labeled “-Pick Reporting Period-” that you would like to provide data for. This will represent the calendar quarter that water use occurred.
- 3) **Select the year** that corresponds with the previously selected reporting period using the dropdown menu labeled “-Pick Reporting Year-”.
- 4) Click . The water use reporting screen will be displayed.

Water Use Reporting – Onestop Data and Information

- a) If you click on the add button before selecting the options above, the application will alert you that you must select the information to continue.

Source Name	Source/ Destination ID	Meas. Method	Calibration Date (format: MM/DD/YYYY)
DESTINATION 1	99999-D01	METER	12/01/2010
SOURCE 2	99999-S02	METER	12/01/2010

Source Name	Source/ Destination ID	Month	Year	Total Monthly Use (in gallons)	Daily Max. Use For Month (in gallons)	Date Daily Max. Use For Month (format: MM/DD/YYYY)
DESTINATION 1	99999-D01	JANUARY	2012			
DESTINATION 1	99999-D01	FEBRUARY	2012			
DESTINATION 1	99999-D01	MARCH	2012			
SOURCE 2	99999-S02	JANUARY	2012			
SOURCE 2	99999-S02	FEBRUARY	2012			
SOURCE 2	99999-S02	MARCH	2012			

- 5) **Review the measurement method and calibration date** for each source and destination that is registered with DES. The table should contain the values most recently reported to DES. If they are correct you can proceed to step 6. If the information is not accurate, update using the dropdown menu and calendar icon.

a) You may “Close Meth/Cal” table when through but it is not necessary.

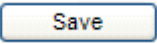
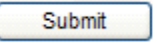
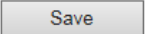
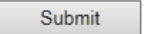
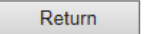
- 6) Enter the **Total Monthly Water Use** (in gallons) for each month for the source or destination specified. If a source or destination was not used during the reporting period, type in “0”. The application will not allow you to submit data if a field in the total monthly water use column is left blank.

a) If your facility is a hydroelectric generating station, report the amount of electricity produced in **KWH**. If you prefer to report in gallons, contact staff at 603-271-6685.

- 7) Enter the **Daily Max. Use** (in gallons) for each month only if daily meter readings are taken, otherwise leave this column blank.

a) You may leave these fields blank if you do not collect daily water use data and a permit does not require you to report the data.

Water Use Reporting – Onestop Data and Information

- b) If your facility is a hydroelectric generating station, report the amount of electricity produced in KWH. If you prefer to report in gallons, contact staff at 603-271-6685.
- 8) If Daily Max was submitted, also enter a **Date of Daily Max. Use** by entering the date in MM/DD/YYYY format or clicking the calendar icon. The calendar will open to the default month and you need only to select the correct day.
- a) A date must be selected if a daily maximum is provided or the application will not allow you to submit data. If you do not provide a daily maximum volume, the date field may be left blank.
- 9) When you are through updating the water use record select one of the following:
- a) : Saves any water use data that you have input so that you may revisit a later time to update. If you select this option the data will simply be saved and you will remain at the same screen. You can continue to make changes or return to the welcome screen by selecting Return.
- b) : Sends the information to DES for review. You will receive a warning message to ensure you are ready to submit. If you select OK, the application will run a general validation check to ensure the record is complete and free of errors. If the report does not pass, you will be alerted to correct specific information.
-   
- Errors must be corrected prior to submission.**
- If it passes, you will be directed to a screen that verifies the submission has been successful.
- 10) Once the data has been successfully submitted, DES will complete a compliance check of the incoming data and will either accept or reject the data. You will receive a notification email indicating if the data has been accepted or rejected. If accepted, the email will include a link to a copy of the report submitted. If rejected, the email will include an explanation of why the data was rejected and a request for you to correct the data or contact DES for clarification. The rejected data will either need to be corrected and resubmitted, or if based on further correspondence with DES it is agreed the data is correct, the data will again need to be submitted. See Section III. Editing a Pending Report for instructions on correcting and resubmitting data.

III. Editing a Rejected/Pending Report

(Reference the welcome screen in section I)

If you have saved a water use/contact record without submitting the record or if DES has rejected a record, the Welcome screen will alert you with a message at the top of the screen **“You have water use pending”**. A table will be on the welcome screen containing any pending records.

Water Use Reporting – Onestop Data and Information

Facility	Type	Status	Status Date	Reporting Period		
99999 NHDES	Water Use	PENDING		Quarter 2 - Apr-Jun 2012	<input type="button" value="View/Edit"/>	<input type="button" value="Delete"/>
99999 NHDES	Contact	PENDING	01/27/2012 13:28:21		<input type="button" value="View/Edit"/>	<input type="button" value="Delete"/>

1) Click on one the appropriate link for the record that you would like to modify.

- a) : Will open the record to allow you to make changes. If the data was rejected by DES, reference the rejection email for clarification of needed changes. Make the necessary change and either select “Save” or if you are ready to submit the data select “Submit”. If you are not ready to make changes click “Return”.



- b) : Will permanently remove the record. If you select this option you will receive a warning message that will allow you to cancel the operation or continue deleting the record.

IV. Viewing History

(Reference the welcome screen in Section I)

If you have submitted records in the past, the option will be available to you at the welcome screen. These records may not be edited but may be viewed by selecting the “View” button. There are three categories of records in the history table.

- Submitted: Records that have been submitted to DES but have not been reviewed.
- Accepted: Records that have been submitted to DES, reviewed by DES for common errors, and accepted.
- Rejected: Records that have been submitted to DES, reviewed for common errors, and returned to you for additional information or clarification.

V. Updating Contact and Ownership Information

(Reference the welcome screen in section I) (Note that the data provider information may not be updated this way. Contact the Water Use Program at (603) 271-6685 if you need to change the data provider email or need your password reset.)

- 1) From the welcome screen, **select the facility** from the dropdown menu that you would like to update. This step may not be necessary for many of you as you are only associated with one facility and it will already be selected by default.
- 2) From the welcome screen, click . The contact information screen will be displayed.

Water Use Reporting – Onestop Data and Information

The screenshot shows a web browser window with the URL http://hszdesoubit/dwgb_wateruse/water_use.asp. The page is titled "Update Contact Information" and is part of the "NEW HAMPSHIRE government website". The main heading is "Water - Drinking Water and Groundwater Bureau - Water Use Reporting". The form contains the following fields and values:

- Identification Number: 99999
- Type of Use: INSTITUTIONAL
- Water User Name: STATE OF NH
- Facility: NHDES
- Contact Information:
 - Person Name: CONTACT NAME
 - Title: CONTACT TITLE
 - Mailing Address: CONTACT STREET
 - City: -Pick New England City/State- (CONCORD)
 - State: NH
 - Zip: 03302
 - Telephone Number: 603-271-3503
 - E-Mail Address: EMAIL@DES.NH.GOV
- Owner Information:
 - Name: STATE OF NH
 - Street: 29 HAZEN DRIVE
 - City: -Pick New England City/State- (CONCORD)
 - State: NH
 - Zip: 03302-0095
 - Telephone Number: 603-271-3503

Buttons at the top left: Save, Submit, Return.

3) Update the fields as necessary.

4) Select one of the options at the top of the web page and described below:

- a) : Save the contact information that you have updated so that you may revisit a later time. If you select this option the data will simply be saved and you will remain at the Contact Screen. You will still be able to change the data if you select this option.
- b) : Sends the information to DES for review. You will receive a warning message to ensure you are ready to submit. The contact information cannot be recalled after it is submitted. If you select OK, the application will run a validation check to ensure the information is complete and in the correct format. If the report does not pass, you will be alerted to correct specific information. If it passes, you will return to the welcome screen and a message will be displayed that the information has been submitted. You will also receive an email confirmation and receipt.
- c) : Return to the Welcome screen. You will receive a warning message after selecting this tab as data will be lost without first saving or submitting the information. Selecting OK will allow you to return to the Welcome screen.

VI. Adding a New Water Source or Destination

(Reference the welcome screen in section I)

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A form is available to notify DES of a new or previously unregistered water source or destination.

- 1) From the welcome screen, click the link at the bottom of the page called [Add a Source/Destination](#).
- 2) Print the form and complete the required information.
- 3) Return the form to DES using one of the following:
 - a) Regular Mail
DES Water Use Registration and Reporting Program
29 Hazen Drive
PO Box 95
Concord NH 03302-0095
 - b) Email the completed document to stacey.herbold@des.nh.gov.
 - c) Fax the completed document to 603-271-0656.