

INSTRUCTIONS FOR THE 2020 ONLINE MCES SEWER SURVEY

GENERAL INFORMATION

I. BACKGROUND INFORMATION

- A. The information provided on the survey will be filed as part of your Comprehensive Sewer Plan and should be submitted **no later than March 31, 2021**. You may begin completing your survey on **Friday, January 1, 2021**.
- B. If you have any questions, please contact Walter Atkins in the Engineering Programs department at walter.atkins@metc.state.mn.us.
- C. The survey log-in page may be found at <https://es.metc.state.mn.us/wus>.

II. LOGGING INTO YOUR ACCOUNT

- A. If logging in for the first time: The “Create User Account Instructions” document provides instructions on how to initiate access to the survey. A link to the document may be found on the survey log-in page.
- B. If you forgot your username/password: See the “I forgot my password” link on the log-in page.
- C. Automatic Log-Out Time: **For security reasons, the system will log out any user that has been idle for 10 minutes.** Please save your progress frequently.

III. CREATING AND ACCESSING YOUR COMMUNITY’S SURVEYS

- A. To Create a Survey: Select the type of survey you would like to generate by clicking one of the links listed in the grey bar at the top of the screen. Click the “New” button on the right-hand side of the screen.
- B. To Access a Past Survey: Surveys entered online may be viewed at any time. After logging in, choose a survey by clicking one of the links in the grey bar at the top of the screen. If you saved or submitted past surveys online, the survey year will be listed. Click the year you are interested in to view the data you entered.

IV. SAVING, SUBMITTING, AND PRINTING

- A. Saving Data: Data may be saved by clicking “Save” on the right-hand side of the screen. Data must be saved to submit the survey. Please save your data frequently.
- B. Submitting Data: Data may be submitted by clicking “Submit” on the right-hand side of the screen. **Data should only be submitted once a survey is complete.**

- i. To make a change after the survey is submitted: Contact Walter Atkins, MCES, to have the change made.
- ii. Who can submit the survey?: Surveys may only be submitted by users in the “Agent” role. Users in the “Clerk” role may only enter and save data.
- iii. Printing Data: Saved survey data may be printed by clicking “Print” on the right-hand side of the screen. A pop-up pdf file should appear. (If no file appears, please ensure pop-ups are not blocked on your computer.)
- iv. Saving Surveys to Your Computer: Click “Print” on the right-hand side of the screen. Once the survey tabulates in pdf form, the file may be saved.

SURVEY OF SEWER USE DATA

I. GENERAL INFORMATION TAB

- A. Click on the “Sewer Use Data” link in the grey bar at the top of the page.
- B. Click the “New” button and choose “2020” from the drop-down menu.
- C. Enter the 2020 estimated population as of 12/31/20. (Census data plus growth.)
- D. Enter the 2020 estimated sewer population as of 12/31/20.
- E. Enter the total length of sewer system in miles.
- F. If the municipality has its sanitary system mapped into a computerized mapping or drawing system (e.g. ArcGIS), click “Y” and select the date of last update.

If the municipality does not have a computerized map, click “N,” indicate whether there are plans to develop a map, and if so, provide a date of availability.

- G. If the municipality has a computerized sanitary sewer system map, click “Attach Maps” on the right-hand side of the screen. Only AutoCAD and pdf files of 4 megabytes or less may be uploaded. To submit a different file type, email the file to Steve Hack, MCES, at steven.hack@metc.state.mn.us.

II. SEWER USE TAB

- A. This section provides data on the total number of physical service pipe connections (if known) and residential equivalents of non-residential users within the community as of the end of 2020.
 - i. Residential connections example: An 8-unit apartment building would be counted as “1” connection and “8” RECs.

- ii. Institutional connections are public buildings such as schools, hospitals, churches, city halls, libraries and other governmental buildings.
- iii. Commercial connections include all non-industrial and non-residential connections such as stores, laundromats, service stations, etc.
- iv. Industrial connections involve a discharge from a manufacturing process in addition to normal sanitary sewage.

III. SEWER FLOW TAB

- A. Provide an estimate of total flow for 2020 (by category). Because data may not be complete for the year, please provide your best engineering estimate based on current and past flows. Values should be listed in Million Gallons per Year.

IV. SEWER CONNECTIONS TAB

- A. Provide an estimate of 2021 sewer connections expected in each category.
- B. Estimate the number of dwelling units reflected by the Residential Connections (e.g., 1 residential connection may serve multiple dwelling units, such as apartments or duplexes).

V. H2O CONNECTIONS TAB

- A. Indicate the number of actual or estimated connections that will exist on 12/31/20.
- B. Estimate the number of dwelling units reflected by the Residential Connections.

VI. H2O SOLD TAB

- A. Report the amount of water your municipality sold to water users in your community in 2020. The fourth quarter may be estimated if data is not available.
- B. Indicate the unit of water measurement.
- C. Indicate the residential population served by the municipal water supply system.

VIII. PRIVATE TAB

- A. This section asks for the number of water connections and volume from private water supplies, i.e., private water systems or wells. Indicate the connections and an estimate of the volume (million gallons) from this source of water use.

IX. SANITARY SEWER TAB

- A. The first question provides information on the community's current programs involving the disconnection of existing sump pump and foundation drain connections to the sanitary sewer system. Indicate whether your community has

programs or ordinances aimed at removing these sources of inflow. This data, along with data provided in the second question, will be used to evaluate future metropolitan I/I programs and community I/I reduction goals.

- B. The second question provides information on the community's current programs regarding the disconnection of existing rain leader connections to the sanitary sewer system. Indicate whether your community has programs or ordinances aimed at removing these sources of inflow from the regional disposal system.
- C. If you answered "Y" to either of the first two questions, list the programs currently used to identify and remove these connections from the sanitary sewer system. To begin typing, click on the box to the right of the question.
- D. The final question provides information on whether on-site sewage disposal systems are permitted in your community. If such systems are permitted, we would like you to complete the attached "On-Site Disposal System Survey." **If your community relies on County Government to administer your on-site septic system, please indicate this on the "On-Site Disposal" survey.**

UNMETERED CONNECTIONS

I. UNMETERED CONNECTIONS SURVEY

- A. Click on the "Unmetered Connections" link in the grey bar at the top of the page.
- B. Click the "New" button and choose "2020" from the drop-down menu.
- C. Click "New" and choose the county and community receiving unmetered flow.
- D. Enter the number and type of sewer connections which sanitary flows are unmetered **TO** another community.
- E. Indicate whether there is a joint powers agreement specifying treatment cost reimbursement to the receiving community.
 - i. If you answered "Y," specify the terms of the agreement.
- F. Click "validate" when information is entered.
- G. Report any additional sewer connections which flow unmetered to other communities. To add a new community, click "New."
 - i. Communities may contact MCES staff to assist in the accurate reporting of this information. **MCES needs this information before March 31, 2021.**
 - ii. Data provided on this form will be used to determine regional treatment costs allocations. **Failure to submit the data or submission of incorrect data could result in future cost adjustments to the municipality.**

ON-SITE DISPOSAL

I. GENERAL INFO TAB

- A. Click on the “On Site Disposal” link in the grey bar at the top of the page.
- B. Click the “New” button and choose “2020” from the drop-down menu.
- C. Estimate your municipality’s total population and the number of households using on-site disposal systems.

II. INVENTORY TAB

- A. Enter the total number of on-site disposal systems as of December 31, 2020.
- B. Enter the total number of communal systems within the community. A communal system serves more than one building.

III. PROBLEMS TAB

- A. Enter the number of systems with known problems.
 - i. List the most common problem by typing in the box to the right of the question.
 - ii. List additional problems by typing in the box to the right of the question.
- B. Enter the number of systems that were abandoned and resulted in a service switch to public sewer in 2020.
- C. Submit a map of systems with known problems by clicking on the “Attach Map” button on the right-hand side of the screen. Only AutoCAD and pdf files of up to 4 megabytes may be uploaded. To submit a different file type (e.g. shapefile), you may email the file to Steven Hack (MCES) at steven.hack@metc.state.mn.us.

IV. DISPOSAL TAB

- A. Submit a map of any septage disposal sites utilized by clicking on the “Attach Map” button on the right-hand side of the screen.

V. INSPECTION AND MAINTENANCE TAB

- A. Indicate whether your municipality has a database to track SSTS inspection/maintenance and system conditions.
- B. List any actions your community takes when a failing or noncompliant system is uncovered by typing in the box to the right of the question.

COMMUNITY CONTACTS

- I. Please provide the requested information to the best of your knowledge for each job responsibility listed in the drop-down menu. Once you have finished entering data for a position, click the “Validate” button on the right-hand side of the screen.

FREQUENTLY ASKED QUESTIONS

- I. Why am I having trouble logging in?

Log-in information is case sensitive. Please ensure you are typing all characters correctly.

- II. Where can I find my key code to create a new account?

Your key code is included on the first page of this document. You may also contact Walter Atkins at walter.atkins@metc.state.mn.us.

- III. Why am I having trouble viewing the surveys?

If you are having trouble viewing the survey, go to the “Tools” menu at the top of your screen and click “Compatibility View.” You will also want to ensure that the survey screen is maximized.

- IV. Why did the online survey automatically log me out?

For security reasons, the system will log out users who have been idle for 10 minutes. We suggest that you save your progress frequently.

- V. What if I want to make comments regarding survey items?

The bottom of each page of the survey contains an area for entering comments. Please feel free to include any remarks that help clarify your response to survey items.

- VI. What happens if I want to make a change after I have submitted my survey?

To make changes, please contact Walter Atkins at walter.atkins@metc.state.mn.us.