



Collecting Water System Data Electronically

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The Office of Drinking Water (ODW) wants to improve the data we present in our Source Water Assessment Program (SWAP) geographic information system (GIS) mapping application. We are asking you to submit certain information electronically in addition to the paper version.

What information is ODW looking for electronically?

We would like to receive the following items electronically:

- ◆ Service area boundaries.
- ◆ Drinking water source locations.
- ◆ Source water protection areas.
- ◆ Treatment plant locations.

What will ODW do with the information?

We will include the data in our SWAP GIS mapping application. This information serves a variety of uses, including source water protection, planning, and emergency response and communication. It helps us, local governments, and other water systems make better-informed decisions.

What level of detail and accuracy is ODW looking for?

We want the best data available, but understand that the level of detail varies from one utility to another. We would like service areas developed for a water system planning document, latitude and longitude for source locations and protection areas identified in your system planning documents.

Spatial (GIS) data must:

- ◆ Be delivered by email or download link.
- ◆ Be a REST Service Endpoint, Shape file, or Geodatabase Feature Class.
- ◆ Contain basic metadata.
 - Projection.
 - Data dictionary.
 - Summary of the purpose of the data set.
 - Date of the most recent data review or edit.
 - Update frequency.
 - Name of authoritative agency and office.
 - Email address of individual with knowledge of data lineage.
 - Data accuracy.
 - For example, such as but not limited to:
 - Ground based survey or GPS.
 - Digitized from rectified imagery.

- Geocoded, with confidence description (parcel centroid, address street block, Census block centroid, etc.).

For more information on service areas, please see [Service Areas in Planning Documents 331-432 \(PDF\)](#).

How often should I update my information?

We would like you to send updated electronic files to us when the information changes significantly, or you develop a new water system plan.

What information will be available online?

We will publish service area boundaries and source water protection areas on our [SWAP website](#). We will not make actual drinking water source locations available online.

Is this information subject to public disclosure?

Yes. All information submitted to us is subject to public disclosure requests unless explicitly identified in law or rule. We do not believe any of the information we request poses a security risk and therefore will disclose any information collected electronically upon request.

Will ODW notify me if someone requests information about my water system?

Because of the numerous requests we receive for public information, we will not notify a water system when we receive a request for information.

What format would ODW prefer the information be submitted?

Preferred Format for Data

File type: ArcGIS Shapefile, Coverage, or GeoDatabase
Projection: "NAD 1983 HARN StatePlane Washington South FIPS 4602"

Are there other data formats ODW will accept?

Alternate Format for Data

File type: AutoCAD dwg or dxf
Projection: Any with a projection definition

How do I submit data?

Submit data to SourceWaterProtection@doh.wa.gov. Contact us if your files are over twenty megabytes and we will provide further instructions.

Who do I contact if I have technical questions?

If you have technical questions or your data is in a different format, please contact our technical support team at dohdhtsgis@doh.wa.gov.



To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.