Instructions for W/WISARD Database – Wastewater Public Search

Select Wastewater/CWSRF Public Search link to access information for the wastewater projects.

Search Criteria: Upon entering the database, the Project Search Page will open. One or more of the shown search parameters can be selected and the Search button will execute the search. The 'Clear All' button can be used to quickly clear all search selections to start over.

The Facility ID (Wastewater Facility Name & NPDES Permit #) dropdown list works the same as in the previous database. The down arrow on the right opens the list, and as letters are entered into the field, the list will scroll to match the typed criteria.

With any of the dropdown lists on the page, the entry can be cleared by scrolling back to the top of the list and choosing 'Select'.

As part of the new functions available on this database, the Search Criteria section shows two Project Types: Project Records, indicated by an S at the beginning of the record number; and Work Records, indicated by a W at the beginning of the record number. Only one type can be selected in a search. If this selection is left blank, the search returns both types of records.

New project status categories have been added with this update. Only one status can be selected while performing a search. If this selection is left blank, the search returns both Work Records and Project Records.

Project Description, Project Location and Applicant Name fields can be partial or full entries in a search. As a partial entry is typed, a list containing that text opens up. Selection can be made from this list by moving the cursor to the chosen line and left clicking the mouse.

The next five fields have dropdown lists to select the Consultant Firm, Consultant (generally this is the engineer of record for the project), DNR Project Manager, Funding Type (either CWSRF or non-funded) or Field Office. Selecting any of the down arrows in these fields opens lists and, as letters are entered into the fields, will scroll to match the typed criteria or, if typing in the entry boxes, can be selected by line.

The Work Record #, Permit #, Technical Assistance #, Project #, CWSRF #, and NPDES # fields can be partial or full entries in a search. Any numerical entry in these fields will open a list containing the typed text, where it can be easily selected.

The last option in the Search Criteria section allows the choice of application types with a default setting of 'All'. To limit the search to a specific application type or types, unselect 'All' and choose the appropriate box or boxes. One or more application type can be selected for a search. (Please note that 'Application Type' cannot be used as a stand-alone search option).

Search Results: The results of a search will be displayed in a table above the Search Criteria section. To navigate between all the pages of search results, select from the page numbers at the bottom of the

table. If the search results in zero items returned, a message of 'No Data Available' will appear in the table.

Selecting 'View' in the left column of the Search Results table will open any listed record.

Components: One new feature of this database is the ability to add components to new projects and previously entered projects for additional phases. The initial record in each set will have an 'a' at the end of the record number. Subsequent phases of the of the project will be added as additional components with each ending in a 'b','c', 'd', and so on as needed.

Project Status Gauge: A new visual feature of a gauge has been added to the database on the Wastewater Project Details page. It shows what step a project is on at a glance; the correlating project status is indicated next to the gauge. If a funded project has a construction permit issued, but the final inspection hasn't been completed yet, the status will stop at the 'Construction Permit' step. If a non-funded project has a construction permit issued, the status will automatically change to 'Completed' because that is the last step in the permitting process.

Project specific information is shown in the first three sections on the Wastewater Project Details page. The Status indicated on the gauge is also shown in the Project Management Details section.

Below the project information sections are various sections covering specific activity and submittals on the project. If a section doesn't apply to any specific project, 'N/A' at the beginning of that section will be checked.

Print Function: The Antidegradation Alternatives Analysis, Facility Plan, and Construction Permit sections each have a location for attaching approval letters. Select the 'Print' link in the right column of each section to view or print a copy of any attached documents.

Additional Project Files: The Additional Project Files section at the bottom of the page is used to store project documents that are not attached in any of the previous sections. Select the 'Print Document' link to view or print a copy of any attached document.

Select 'Project Search' at the top of the page to navigate back to the Wastewater Project Construction Search page.

For questions concerning this new database, please contact the DNR Wastewater Engineering Section at (515) 725-8430.