

Manage Drinking Water Safety Plans

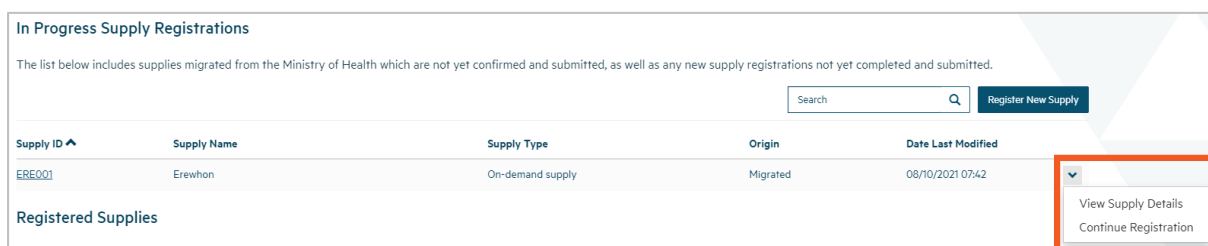
This quick reference guide takes you through the steps to provide and then view your drinking water safety plan for your supply on the Hinekōrako Supplier Portal.

Before you read this guide and start the process to provide us with your drinking water safety plan, you must have either confirmed your migrated supply or registered your new supply with Taumata Arowai. Your supply details must be up to date so check this before starting the process.

When providing your drinking water safety plan, you will enter the details as needed, before uploading your drinking water safety plan documents and submitting your drinking water safety plan.

Starting the process

Step	What to do
1	Once you are logged in to the portal, find the supply you want to provide your drinking water safety plan for from the list of supplies on the <i>My Supplies</i> home page. Choose <i>View Supply Details</i> from the drop down menu at the end of the supply's row in the list.



Step	What to do
2	You will be taken to the view Supply Screen. Select to Create / Edit Drinking Water Safety Plans from the menu on the left.

Home > My Supplies > View a Supply

Actions for this supply

- Edit Supply
- View/Add Notifications
- View/Add Drinking Water Safety Plans

Details of your supply are di
may mean you are not set u
Administrator for assistance

Summary

Supply Details

Supply ID

ACH001

Step	What to do
3	<p>You will be taken to the Drinking Water Safety Plan Page. On this page there are two lists :</p> <ul style="list-style-type: none"> • Draft drinking water safety plans • Submitted drinking water safety plans <p>Any items listed in the 'Draft' section can be viewed, edited or deleted by clicking on the small down arrow at the end of the row and making the appropriate selection.</p> <p>Any items listed in the Submitted section can be viewed by clicking on the small down arrow at the end of the row. This will take you to the View Drinking Water Safety Plan page.</p> <p>On this page you can also choose to 'Add a New Drinking Water Safety Plan' for your supply.</p>

Drinking Water Safety Plans

Supply Details

Supply ID: JOS001 Supply Name *: JOS TEST

Draft Drinking Water Safety Plans

[Add New Drinking Water Safety Plan](#)

ID	Date Last Modified	User Name
DWSP-00001006	17/06/2022 13:18	Malcolm Coleman
DWSP-00001002	16/06/2022 11:10	

Submitted Drinking Water Safety Plans

ID	Date Last Modified	Number of Attached Documents	User Name
There are no records to display.			

Creating a Drinking Water Safety Plan

Step	What to do
4	<p>On this page you will provide some initial details before clicking on Next to navigate to the Drinking Water Safety Plan page where you will include detail on your supply components and you will also upload the documents related to the drinking water safety plan.</p>

Create Drinking Water Safety Plan

Key Changes

Key Changes Since Last Lodgement *

Confirm Supply Registration Details are correct

I confirm that my drinking water supply registration details are accurate and up to date. I acknowledge that I am required to update content if there are material changes.

[Next](#)

The Create Drinking Water Safety Plan page allows entry of the following data:

Field	Explanation
Entry fields	The following fields require entry of information for your drinking water safety plan
Key changes since previous lodgement <i>Mandatory field</i>	This is where you record a summary of the key changes since you last provided a drinking water safety plan. If this is the first time you have provided a drinking water safety plan, make a note to that effect.
Confirm Supply Registration Details are correct <i>Mandatory field</i>	Check this box to confirm that your drinking water supply registration details are accurate and up to date. If you are unsure that this is the case, exit this screen by selecting My Supplies to view and edit the supply.

Details Page

DWSP Details

Sources

[Add Source](#)

Source ID <small>▲</small>	Source Name	Source Water Type
There are no records to display.		

Distribution Zones

[Add Distribution Zone](#)

Distribution Zone ID <small>▲</small>	Distribution Zone Name
There are no records to display.	

Documents

[Upload Document](#)

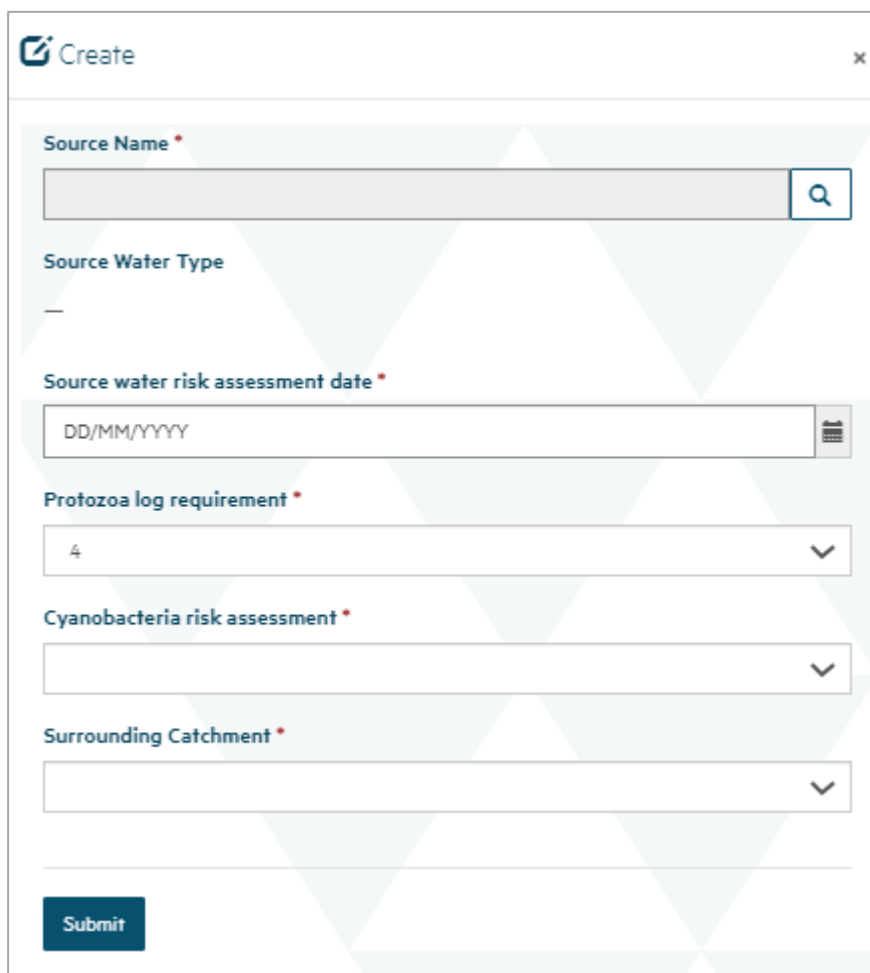
Title	Document Type	Document Attached	Document Modified On <small>▼</small>
There are no records to display.			

I confirm that my Drinking Water Safety Plan Details are accurate and complete. *

Field	Explanation
Entry fields	The following fields require entry of information for your drinking water safety plan
Sources list <i>Conditional field</i>	If you are creating your drinking water safety plan for a supply that has a supply type of On Demand, Trickle-feed, Self-supplied building, Water Carrier Supply or Community Drinking Water Station you will need to create a Source record for every Source on the supply. Click on the Create button at the top of the Sources List. See the Section below for the information required for each Source. If you are creating your drinking water safety plan for a supply that has a supply type of Water Carrier Service or Linked Supply, the Sources List will not be displayed.

Field	Explanation
Distribution Zones List <i>Mandatory field</i>	If you are creating your drinking water safety plan for a supply that has a supply type of On Demand or Trickle-feed, you will need to create a Distribution Zone record for every Distribution Zone on the supply. Click on the Create button at the top of the Distribution Zones List. See the Section below for the information required for each Distribution Zone. If you are creating your drinking water safety plan for a supply that has a supply type of Self-supplied building, Water Carrier Supply, Community Drinking Water Station Water Carrier Service or Linked Supply, the Distribution Zones List will not be displayed.
Documents List <i>Mandatory to upload at least one document</i>	Detail on uploading documents is described in the Document upload section below.

Sources



The screenshot shows a 'Create' form with the following fields:

- Source Name ***: A text input field with a search icon on the right.
- Source Water Type**: A dropdown menu currently showing a dash.
- Source water risk assessment date ***: A date input field with a calendar icon, showing the format DD/MM/YYYY.
- Protozoa log requirement ***: A dropdown menu with the value '4' selected.
- Cyanobacteria risk assessment ***: A dropdown menu.
- Surrounding Catchment ***: A dropdown menu.
- Submit**: A blue button at the bottom left.

For each active Source on your supply, you are able to record the following data before Submitting to create the Source record for the drinking water safety plan :

Field	Explanation
Source Name <i>Mandatory field</i>	<p>Use this field to lookup the source for the supply.</p> <p>Click on the magnifying glass and then, in the popup window, either select the source you are looking for from the list displayed or type the first few letters of the source in the Search box and click on the magnifying glass icon.</p> <p>Once you have selected a source, this popup will close and you will be returned to the Create Source popup where the source name and source water type will be displayed. If the source water type is Bore, the bore depth will also be displayed.</p>
Source Water Type <i>Read only field</i>	<p>Once you have selected the Source from the Source Name lookup the Source Water Type will be displayed. One of the following values will be displayed :</p> <ul style="list-style-type: none"> • Bore • Spring • River, stream, creek • Lake • Roof
Bore depth (meters) <i>Read only field</i>	<p>This field will only be displayed if the Source Water Type for the selected Source is Bore.</p>
Surrounding Catchment <i>Mandatory field</i>	<p>Select the most appropriate description for the catchment surrounding this source.</p> <p>If the catchment descriptions displayed for selection do not adequately describe the catchment, please select Other and provide a clear description.</p>
Source Water Risk Assessment Date <i>Mandatory field</i>	<p>Select the date that you completed the risk assessment for the source water from this source.</p>
Protozoa log requirement <i>Mandatory field</i>	<p>Select the log level that the treatment process for the source achieves.</p>
Cyanobacteria risk assessment <i>Mandatory field</i>	<p>Select the cyanobacteria risk to the water supply with regard to this source.</p>
Sanitary bore head <i>Conditional field</i>	<p>If the source water type for this supply is Bore, select Yes if the bore has a sanitary bore head.</p>

Distribution zones

 Create

Distribution Zone Details

Distribution Zone Name *



Distribution Zone ID

Distribution Zone Barriers

Backflow Programme Implemented *

No Yes

New and Repaired Watermains Hygiene Procedures Implemented *

No Yes

Water Storage Rules Implemented *

No Yes

Residual Disinfection Implemented *

No Yes

Microbiological and Metal Monitoring Implemented *

No Yes

Supplies of the type Self-Supplied Building do not have Distribution Zones recorded and therefore the Distribution Zones grid will not be displayed.

For all other supply types, when you add or update a Distribution Zone, you are able to record the following data before Submitting to create the Distribution Zone record for the drinking water safety plan :

Field	Explanation
Zone Name	Use this field to lookup the distribution zone for the supply.
<i>Lookup</i>	<p>Click on the magnifying glass and then, in the popup window, either select the distribution zone you are looking for from the list displayed or type the first few letters of the distribution zone in the Search box and click on the magnifying glass icon.</p> <p>Once you have selected a distribution zone, this popup will close and you will be returned to the Create Distribution Zone popup where the distribution zone name will be displayed.</p>

Field	Explanation
Backflow programme implemented <i>Mandatory field</i>	Select Yes if there is a programme in place to ensure back flow is sufficiently managed.
New and repaired watermains hygiene procedures implemented <i>Mandatory field</i>	Select Yes if there are processes or procedures in place to ensure watermains are maintained safely.
Water storage rules implemented <i>Mandatory field</i>	Select Yes if water storage rules have been implemented.
Residual disinfection implemented <i>Mandatory field</i>	Select Yes if residual disinfection has been implemented.
Microbiological and metal monitoring implemented <i>Mandatory field</i>	Select Yes if microbiological and metal monitoring is implemented.

Document Upload

What to do

To upload a document:

1. Click on the *Upload Document* button. This will open a pop screen where you can provide the details of the document.
2. Choose the type of document. Choose *Drinking Water Safety Plan Supporting Document* if no other type fits. You just upload at least one document with type = Drinking Water Safety Plan.
3. Optionally provide a description of the document if you think it will help us understand its contents better.
4. Click Choose File and then browse your files to find and upload the one you want to add. There are certain file types we will not allow you to load for our security and you cannot load files larger than 30Mb.
5. Click *Submit*.

Documents

[Upload Document](#) 1

Title	Document Type	Document Attached	Document Modified On
Owner_operator_structure_for_Erewhon_supply.pdf	Complex Owner - Operator	Yes	06/10/2021 15:14

Create

Document Type *
Complex Owner - Operator

Document Description

Attach a file *
Choose File | No file chosen

Submit

2

3

4

5

What to do

Once you've uploaded the first file you can repeat the process to add other documents, if need be, building up a list of documents.

Once you've uploaded a document you can:

1. view its details by clicking the link in the Title column,
2. remove the document record by choosing *Remove Document* from the drop down at the end of the row or update the document details by choosing *Edit Document Details* from the drop down at the end of the row.

If you upload the incorrect document, you will need to first choose *Remove Document* and then click on the *Upload Document* button to fix the problem.

Documents

[Upload Document](#)

Title	Document Type	Document Attached	Document Modified On
Requirements Supplementary Info - Registration.docx	Complex Owner - Operator Document	Yes	17/11/2021 12:55

1
2

[Edit Document Details](#)
[Remove Document](#)

Edit/View


Title
Owner operator structure for Erewhon supply.pdf

Document Type
Complex Owner - Operator

Document Description
An explanation of which parties own and operate which parts of the Erewhon supply.

Note Text

[a.day.agg](#)
 John Doe

 [Owner operator structure for Erewhon supply.pdf \(182.90 KB\)](#)

Step	What to do
16	<p>Once you have completed all the information on this screen and uploaded any documents, click <i>Submit</i>. You'll be taken to a screen confirming your submission.</p> <p>You can return to the <i>My Supplies</i> screen by clicking the menu option at the top of the page where you can select another of your supplies to create a drinking water safety plan.</p>

Create Drinking Water Safety Plan

Submission completed successfully.