



## Questions & Answers

# Collecting Water System Data Electronically

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 will serve a variety of uses, including source water protection, planning, emergency response and communication. It will help 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. For more information on service areas, please see [Service areas in planning documents](#) factsheet, DOH 331-432.

### 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?

Service area boundaries and source water protection areas will be on our SWAP website at <https://fortress.wa.gov/doh/eh/dw/swap/maps/>. Actual drinking water source locations will not be available online.



HELPING TO ENSURE SAFE AND RELIABLE DRINKING WATER

## **Is this information subject to public disclosure?**

Yes. All information submitted to ODW is subject to public disclosure requests unless explicitly identified in law or rule. We do not believe any of the information we are requesting 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 public information requests we receive, we will not notify a water system when we receive a request for information.

## **In what format would ODW prefer that I submit the information?**

### **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](mailto:SourceWaterProtection@doh.wa.gov). Contact us if your files are over 20 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](mailto:dohdhtsgis@doh.wa.gov).

