

## DRINKING WATER REPORTING SYSTEM (DWRS) INSTRUCTIONS

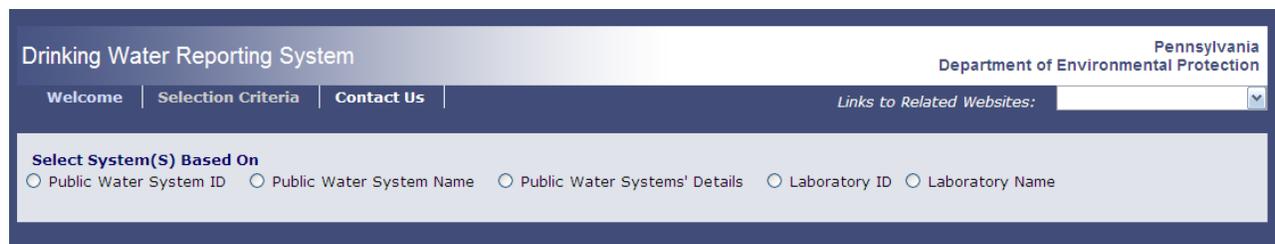
The Bureau of Safe Drinking Water maintains a complete and searchable database that is refreshed daily with information on all public water systems (PWSs) permitted by DEP. The Drinking Water Reporting System (DWRS) can be used to search by system types, sizes or sources. It can also be used to find system-specific information such as inventory information, monitoring requirements, and sample and violation histories.

### Instructions on accessing and using the Drinking Water Reporting System

1. When using DWRS, DEP recommends the use of Internet Explorer.
2. Do not use the “Back” or “Forward” buttons/options from your web browser to move between screens. Use the gray “Back” buttons in the DWRS application to return to a previous screen. Use the gray “Clear” button to clear any selection criteria you have chosen.
3. Go to [www.drinkingwater.state.pa.us](http://www.drinkingwater.state.pa.us)
4. Click on “Drinking Water Reporting System”



5. Once you open the page, click on either **Selection Criteria** (on the top of the page) or **Continue to DWRS** (on the bottom of the page).



### To search for information on a specific public water system:

There are two ways to search for information on a specific public water system. The first way is by using the water system’s unique ID#.

- Select • **Public Water System ID** >> Enter the 7-digit Public Water System ID# >> Use the dropdown menu labeled “**Information Request**” to select the type of information you need about that system. >> Click on “Submit.”
- Click on/highlight the name of the specific water system to select the system and use the dropdown menu labeled “**Select Inventory Data Report**” to select the specific information you need about that system. >> Click on “Submit.”

The other way to search for information on a specific public water system is by using a Key Word in the system's name.

- Select • **Public Water System Name** >> Enter the key word in the water system's name (ex: "Harrisburg") >> Use the dropdown menu labeled "**Information Request**" to select the type of information you need about that system. >> Click on "Submit."
- Click on/highlight the name of the specific water system to select the system and use the dropdown menu labeled "**Select Inventory Data Report**" to select the specific information you need about that system. >> Click on "Submit."

To search for information on a group of public water systems:

- Select • **Public Water Systems' Details** >> Use the menus to select system details including activity, type, source, population and county >> Use the dropdown menu labeled "**Information Request**" to select the type of information you need about the system(s). >> Click on "Submit."
- Click on/highlight the name of the specific water system(s) to select the system(s) and use the dropdown menu labeled "**Select Inventory Data Report**" to select the specific information you need about the system(s). >> Click on "Submit."

**Select Data Based On**  
all or some of the system details below. Also select the type of information you are requesting

**System Activity**  
Use the "Ctrl" key to select both  
Active  
Inactive

**System Type**  
Use the "Ctrl" key to select more than one  
Community  
NonTransient NonCommunity  
Transient NonCommunity  
Bottled Water  
Vended Water  
Retail  
Bulk Water Hauler

**Primary Source**  
Use the "Ctrl" key to select more than one  
Groundwater  
Surface Water  
Groundwater Under SWI  
Purchased Groundwater  
Purchased Surface Water  
Purchased GUDI

**Population Served**  
Select population size or skip selection  
Very small (500 or less)  
Small (between 501 and 3,300)  
Medium (between 3,301 and 10,000)  
Large (more than 10,000)

**County/Countries**  
Select from the list box and/or the map below. When using the list box, use the "Ctrl" key to select more than one

Use the scroll bar at the bottom on the search results report page to see all of the columns generated by your search.

**NOTE:** A limitation of the system does not allow the generation of statewide lists. Users seeking lists of statewide information would have to search for portions of the information in DWRS either alphabetically or by county and then download and combine the searches into statewide information.

The information generated by a search of the DWRS can be downloaded using the gray buttons on the bottom of the search results report. The "**Use the Download CSV – Current Page Only**" button will export the information to an Excel spreadsheet. The "**Get PDF - Current Page Only**" button will generate a pdf file.