Dam Safety Inventory System

Workflow Quick Reference Guide

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Introduction

This document gives a quick overview of standardized methods used to develop, submit, and approve DCR Dam Safety documentation via the DSIS application. Please see the descriptions of the workflows and corresponding statuses below.

Inspections Workflow:

Participant Start

1. **<u>Starting an Inspection</u>** – From the "Inspections" tab users can start an inspection application by:
    a. Clicking the "Add Inspection" button.
    b. Populating all required fields indicated by a red asterisk (*).
    c. Clicking the "Add" button.

    Once an inspection application has been added it will be set to a status of "Development" and users can access the application by selecting the application from the grid on the "Inspections" tab.

2. **<u>Development</u>** - During the Development status users will be able to edit documents as they see fit and save as needed as long as the minimum required fields are populated (required fields are indicated by a *). All data contained in a Development status document must be treated as draft data that has not been officially submitted.

3. **<u>Submitted</u>** - To indicate that an inspection application is ready for DCR review, users must change the status of the application to "Submitted" once the following criteria are met:
    o All required fields have been populated.
    o A "PE and Owner Signature" attachment type has been attached to the inspection. Users can attach this document under the "Attachments" tab of the application.
    o All supporting documents have been attached to the inspection.

    Data in the Submitted status must be treated as data that is accurate according to the Owner and/or PE and has not been accepted by DCR staff.

    Note: After an application has been submitted it may be returned for revisions. If this happens the following will occur:
    • Application status will change to "Revisions Needed".
    • A notification email will be sent to the applicant indicating what revisions are being request with possible attachments.

    If revisions are requested the applicant must:
    • Edit the application as indicated by the regional engineer.
    • Change the status back to "Submitted" once application edits are complete.

Participant Stop

Regional Engineer Start

4. **<u>Revisions Needed</u>** (optional) – If a regional engineer finds an application is not acceptable or missing important information they can change the status to "Revisions Needed". When saved in this state the regional engineer will be promoted to:
    o Provide a description of the revisions needed in a free text field.
    o Upload optional attachments if needed.

5. **Approved** - To indicate that an inspection has been accepted by DCR, Regional Engineers must change the status of the inspection application to "Approved", once the following criteria are met:
    o Regional Engineer has reviewed and accepted the inspection form.
    o A "DCR Approval Signature" attachment type is attached by the Regional Engineer using the "DCR Regional Engineer Signature" form.

    Data in the Approved status has been accepted by DCR staff and can be used for official reporting purposes.

Site Visits (DCR Staff Only):

Site visits are conducted by DCR staff outside of annually scheduled inspections. DCR staff can log their site visit information from the DSIS inspection tab:

1. Create a new inspection record from the "Inspections" tab by clicking "Add Inspection".
2. Enter all required fields:
    a. Set the "Inspection Type" to "Site Visit".
3. Create the new record by clicking "Add".
4. Edit the site visit record as needed and change the "Status" to "Archived". This status will allow the user to enter only what is needed for that particular site visit.
5. Enter all other information needed to describe the site visit and save.

Permit Workflow:

Participant Start

1. **Starting a Permit** – From the "Permits" tab users can start a permit application by:
    a. Clicking the "Add Permit" button.
    b. Populating all required fields indicated by a red asterisk (*).
    c. Clicking the "Add" button.

    Once a permit application has been added it will be set to a status of "Development" and users can access the application by selecting the application from the grid on the "Permits" tab.

2. **Development Status** - During the "Development" status users will be able to edit documents as they see fit and save as needed as long as the minimum required fields are populated (required fields are indicated by a *). All data contained in a "Development" status document must be treated as draft data that has not been officially submitted.

3. **Submitted** – To signal that a permit application is ready for regional engineer review, users must change the status of a Permit Application to "Submitted" once the following criteria are met:
    o All required fields are populated.
    o A "PE and Owner Signature" attachment type has been attached to the permit application. Users can attach this document under the "Attachments" tab of the application.
    o All supporting documents have been attached.

    Data in the Submitted status must be treated as data that is accurate according to the Owner and/or PE and has not been accepted by DCR staff.

4. **Awaiting Payment** (Construction Permits Only) – For construction permits a payment is required. When a construction permit is submitted the status will change to "Awaiting Payment". Once in "Awaiting Payment":
    o User who submitted the application will receive an email requesting payment with a payment form attached.

- o User must fill out the attached form and mail with check to the address indicated on the form.
- o Once DCR staff receive and process the payment, the fee payment will be logged in the DSIS application.
- o Once the payment is logged in DSIS the application status will change to "Submitted" and the regional engineer will review the application.

Note: After an application has been submitted it may be returned for revisions. If this happens the following will occur:
- Application status will change to "Revisions Needed".
- A notification email will be sent to the applicant indicating what revisions are being request with possible attachments.

If revisions are requested the applicant must:
- Edit the application as indicated by the regional engineer.
- Change the status back to "Submitted" once application edits are complete.

Participant Stop

Regional Engineer Start

5. **Revisions Needed** (optional) – If a regional engineer finds an application is not acceptable or missing important information they can change the status to "Revisions Needed". When saved in this state the regional engineer will be promoted to:
    - o Provide a description of the revisions needed in a free text field.
    - o Upload optional attachments if needed.

6. **Admin Review** – To indicate to central office administrative staff that the submitted permit application is ready for processing and deputy directory approval, regional engineers must:
    - o Be sure to check that all date fields are correct before attaching your DCR approval document:
        - ▪ Permit Approval Date
        - ▪ Permit Expiration Date
    - o Attach a "DCR Regional Engineer Signature" form as a "DCR Approval Signature" attachment type to the permit application in DSIS.

    Processing Due Date - All permit applications set to a status of "Admin Review" by COB on the 15th of each month will be reviewed for final approval. If the 15th falls on a holiday or weekend, the due date will be moved to the COB of the next business day.

Regional Engineer Stop

Admin Approval Start

7. **RE Revisions Needed** (optional) – If an administrator finds an application is not acceptable or missing important information they can change the status to "RE Revisions Needed". When saved in this state the administrator will be promoted to:
    - o Provide a description of the revisions needed in a free text field.
    - o Upload optional attachments if needed.

8. **Approved/Denied** – To indicate final acceptance of the permit application, the Deputy Director (or administrative staff) must change the status of the application to "Approved". After the status is set to "Approved" a final permit will be generated with the permit application and a copy will

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be emailed to the application submitter and dam owners. Permit application data in the "Approved" status is officially accepted by DCR and can be used for official reporting purposes.

If the Deputy Director chooses to deny the application, they can change the status to "Denied". When saving to "Denied":
- Director must indicate a description of why the application was denied.
- Director can add supporting attachments (optional).

After the Director has set the status to "Denied" and provided an explanation, the applicant and dam owners will receive an email notifying them of the denied application with the explanation and corresponding attachments (if applicable).

Record Report Workflow:

Record reports can be added to a permit once a construction or alteration permit has been completed. From an approved or archived permit users will have the option to add a record report.

Participant Start

1. **<u>Starting a Record Report</u>** – From an "Approved" or "Archived" permit application users can start a Record Report application by:
   a. Clicking the "Record Report" tab.
   b. Populating all required fields indicated by a red asterisk (*).
   c. Clicking the "Add" button.

   Once a Record Report application has been added it will be set to a status of "Development" and users can access the application by selecting the "Record Report" tab from the corresponding permit application.

2. **<u>Development</u>** - During the "Development" status users will be able to edit documents as they see fit and save as needed as long as the minimum required fields are populated (required fields are indicated by a *). All data contained in a "Development" status must be treated as draft data that has not been officially submitted.

3. **<u>Submitted</u>** - To signal that a Record Report application is ready for regional engineer review, users must change the status of a Record Report application to "Submitted" once the following criteria are met:
   o All required fields are populated.

   Data in the Submitted status must be treated as data that is accurate according to the Owner and/or PE and has not been accepted by DCR staff.

   Note: After an application has been submitted it may be returned for revisions. If this happens the following will occur:
   - Application status will change to "Revisions Needed".
   - A notification email will be sent to the applicant indicating what revisions are being request with possible attachments.

   If revisions are requested the applicant must:
   - Edit the application as indicated by the regional engineer.
   - Change the status back to "Submitted" once application edits are complete.

Participant Stop

Regional Engineer Start

4. **RE Revisions Needed** (optional) – If an administrator finds an application is not acceptable or missing important information they can change the status to "RE Revisions Needed". When saved in this state the administrator will be promoted to:
    o Provide a description of the revisions needed in a free text field.
    o Upload optional attachments if needed.

5. **Approved** - To indicate that a record report has been accepted by DCR, Regional Engineers must change the status of the record report application to "Approved", once the following criteria are met:
    o Regional Engineer has reviewed and accepted the record report.
    o A "DCR Approval Signature" attachment type is attached by the Regional Engineer using the "DCR Regional Engineer Signature" form.
Data in the Approved status has been accepted by DCR staff and can be used for official reporting purposes.

Certificate Workflow (Conditional, Regular and General Permits):
Participant Start
1. **Starting a Certificate** – From the "Certificates" tab users can start a certificate application by:
    a. Clicking the "Add Certificate" button ("Add General Permit" if applicable).
    b. Populating all required fields indicated by a red asterisk (*).
    c. Clicking the "Add" button.
Once a Certificate application has been added it will be set to a status of "Development" and users can access the application by selecting the application from the grid on the "Certificates" tab.

    Note: For general permit certificate applications there is no development stage the application is taken directly to "Awaiting Payment".

2. **Development Status** - During the "Development" status users will be able to edit documents as they see fit and save as needed as long as the minimum required fields are populated (required fields are indicated by a *). All data contained in a Development status document must be treated as draft data that has not been officially submitted.

3. **Submitted** - To signal that a certificate application is ready for administrator review, users must change the status of a certificate application to "Submitted" once the following criteria are met:
    o All required fields are populated.
    o A "PE and Owner Signature" attachment type has been attached to the certificate application.
    o All supporting documents have been attached to the certificate application.
Data in the Submitted status must be treated as data that is accurate according to the Owner and/or PE and has not been accepted by DCR staff.

4. **Awaiting Payment** – All certificates applications except for Ag Exemptions require payments. When a certificate is submitted the status will change to "Awaiting Payment". Once in "Awaiting Payment":
    o User who submitted the application will receive an email requesting payment with a payment form attached.

- o User must fill out the attached form and mail with check to the address indicated on the form.
- o Once DCR staff receive and process the payment, the fee payment will be logged in the DSIS application.
- o Once the payment is logged in DSIS the application status will change to "Submitted" and the regional engineer will review the application.

Note: After an application has been submitted it may be returned for revisions. If this happens the following will occur:
- Application status will change to "Revisions Needed".
- A notification email will be sent to the applicant indicating what revisions are being request with possible attachments.

If revisions are requested the applicant must:
- Edit the application as indicated by the regional engineer.
- Change the status back to "Submitted" once application edits are complete.

Participant Stop

Regional Engineer Start

5. **Revisions Needed** (optional) – If a regional engineer finds an application is not acceptable or missing important information they can change the status to "Revisions Needed". When saved in this state the regional engineer will be prompted to:
   - o Provide a description of the revisions needed in a free text field.
   - o Upload optional attachments if needed.

6. **Admin Review** – To indicate to central office administrative staff that the submitted certificate application is ready for processing and deputy directory approval, regional engineers must:
   - o Be sure to check that all date fields are correct before attaching your DCR approval document:
     - ▪ Certificate Approval Date
     - ▪ Certificate Expiration Date
     - ▪ Certificate Effective Date
   - o Attach a "DCR Regional Engineer Signature" form as a "DCR Approval Signature" attachment type to the certificate application in DSIS.
   - o For conditional certificates all conditions must be added. Note, conditions can only be added in the Submitted status.

   Processing Due Date - All certificate applications set to a status of "Admin Review" by COB on the 15th of each month will be reviewed for final approval. If the 15th falls on a holiday or weekend, the due date will be moved to the COB of the next business day.

Regional Engineer Stop

Admin Start

7. **RE Revisions Needed** (optional) – If an administrator finds an application is not acceptable or missing important information they can change the status to "RE Revisions Needed". When saved in this state the administrator will be promoted to:
   - o Provide a description of the revisions needed in a free text field.
   - o Upload optional attachments if needed.

8. **Approved/Denied** – To signal final acceptance of the Certificate application, the Deputy Director (or administrative staff) may change the status of the application to "Approved". After the status is set to "Approved" a final permit will be generated with the permit application and a copy will be emailed to the application submitter and dam owners. Certificate application data in the "Approved" status is official accepted by DCR and can be used for official reporting purposes.

   If the Deputy Director chooses to deny the application, they can change the status to "Denied". When saving to "Denied":
   - Director must indicate a description of why the application was denied.
   - Director can add supporting attachments (optional).

   After the Director has set the status to "Denied" and provided an explanation, the applicant and dam owners will receive an email notifying them of the denied application with the explanation and corresponding attachments (if applicable).

Certificates - Ag Exemption Workflow

Participant Start

1. **Starting an Agricultural Exemption Certificate** – From the "Certificates" tab users can start an Agricultural Exemption application by:
   - Clicking "Add Ag-Exemption Certificate".
   - Attach an Owner and/or PE signature form and click "Submit".

   Note: After an application has been submitted it may be returned for revisions. If this happens the following will occur:
   - Application status will change to "Revisions Needed".
   - A notification email will be sent to the applicant indicating what revisions are being request with possible attachments.

   If revisions are requested the applicant must:
   - Edit the application as indicated by the regional engineer.
   - Change the status back to "Submitted" once application edits are complete.

Participant Stop

Regional Engineer Start

2. **Site Visits (Optional)** – If the regional engineer chooses to conduct a site visit, they can log the site visit from the Ag Exemption's "Site Visits" tab. Once in the "Site Visits" tab:
   - Click "Add Site Visit"
   - Populate the "Description" field
   - Populate the "Visit Date" field
   - Click "Save"

3. **Revisions Needed** (optional) – If a regional engineer finds an application is not acceptable or missing important information they can change the status to "Revisions Needed". When saved in this state the regional engineer will be promoted to:
   - Provide a description of the revisions needed in a free text field.
   - Upload optional attachments if needed.

4. **Admin Review** – To signal to central office administrative staff that the submitted certificate application is ready for processing and deputy directory approval, regional engineers must:

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- o Be sure to check that all date fields are correct before attaching your DCR approval document:
  - Certificate Approval Date
  - Certificate Expiration Date
  - Certificate Effective Date

  Processing Due Date - All permit applications set to a status of "Admin Review" by COB on the 15th of each month will be reviewed for final approval. If the 15th falls on a holiday or weekend, the due date will be moved to the COB of the next business day.

Regional Engineer Stop

Admin Start

5. **Approved/Denied** – To signal final acceptance of the certificate application, the Deputy Director (or administrative staff) may change the status of the application to Approved. After the status is set to "Approved" a final certificate will be generated with the certificate application and a copy will be emailed to the application submitter and dam owners. Certificate application data in the Approved status is finalized and can be used for official reporting purposes.

   If the Deputy Director chooses to deny the application, they can change the status to "Denied". When saving to "Denied":
   - Director must indicate a description of why the application was denied.
   - Director can add supporting attachments (optional).

   After the Director has set the status to "Denied" and provided an explanation, the applicant and dam owners will receive an email notifying them of the denied application with the explanation and corresponding attachments (if applicable).

Emergency Plan Workflow:

1. **Starting an Emergency Plan** – From the "Emergency Plans" tab users can start an emergency plan application by:
   a. Clicking the "Add EP" button.
   b. Populating all required fields indicated by a red asterisk (*).
   c. Clicking the "Add" button.

   Once an emergency plan application has been added it will be set to a status of "Development" and users can access the application by selecting the application from the grid on the "Emergency Plans" tab.

2. **Development Status** - During the Development status users will be able to edit documents as they see fit and save as needed as long as the minimum required fields are populated (required fields are indicated by a *). All data contained in a development status document must be treated as draft data that has not been officially submitted.

3. **Submitted** - To signal that a document is ready for review, users may change the status of the Emergency Plan to Submitted once the following criteria are met:
   - o All required fields have been populated.
   - o All Emergency Plan Contacts types have been populated.
     - Dam Operator
     - Alternative Dam Operator
     - Rain Gauge Observer

- Alternate Observer
- 24-Hour Dispatch Center
- Local Government Emergency Services Coordinator
- Transportation Administrator
- National Weather Service Contact
- Consulting Engineer
- VDEM EOC
  - o A "PE and Owner Signature" attachment has been attached to the emergency plan.
  - o All supporting documents have been attached to the emergency plan.

Data in the Submitted status must be treated as data that is accurate according to the Owner and/or PE and has not been accepted by DCR staff.

Note: After an application has been submitted it may be returned for revisions. If this happens the following will occur:

- Application status will change to "Revisions Needed".
- A notification email will be sent to the applicant indicating what revisions are being request with possible attachments.

If revisions are requested the applicant must:

- Edit the application as indicated by the regional engineer.
- Change the status back to "Submitted" once application edits are complete.

Participant Stop

Regional Engineer Start

4. **Revisions Needed** (optional) – If a regional engineer finds an application is not acceptable or missing important information they can change the status to "Revisions Needed". When saved in the state the regional engineer will be promoted to:
   - o Provide a description of the revisions needed in a free text field.
   - o Upload optional attachments if needed.

5. **Approved** - To signal that an emergency plan has been accepted by DCR, Regional Engineers must change the status of the Emergency Plan to Approved, once the following criteria are met:
   - o Regional Engineer has reviewed and accepted the Emergency Plan.
   - o Regional Engineer has set the final dates for:
     - Plan Approval Date
     - Plan Expiration Date
   - o A "DCR Approval Signature" attachment type is attached by the Regional Engineer using the "DCR Regional Engineer Signature" form to the emergency plan.

Data in the Approved status has been accepted by DCR staff and can be used for official reporting purposes.

Inundation/PMP Study Workflow:

1. **Starting an Inundation or PMP Study** – From the "Inundation/PMP Studies" tab users can start an inundation or PMP study application by:
   a. Clicking the "Add Inundation Study" or "PMP Study" button.
   b. Populating all required fields indicated by a red asterisk (*).
   c. Clicking the "Save" button.

Once an inundation or PMP study application has been added it will be set to a status of "Development" and users can access the application by selecting the application from the grid on the "Inundation/PMP Studies" tab.

2. **Development Status** - During the Development status users will be able to edit documents as they see fit and save as needed as long as the minimum required fields are populated (required fields are indicated by a *). All data contained in a Development status document must be treated as draft data that has not been officially submitted.

3. **Submitted** - To signal that an Inundation or PMP study document is ready for Regional Engineer review, users must change the status of an Inundation or PMP study application to Submitted once the following criteria are met:
   o All required fields are populated.

Data in the Submitted status must be treated as data that is accurate according to the Owner and/or PE and has not been accepted by DCR staff.

Note: After an application has been submitted it may be returned for revisions. If this happens the following will occur:
   • Application status will change to "Revisions Needed".
   • A notification email will be sent to the applicant indicating what revisions are being request with possible attachments.

If revisions are requested the applicant must:
   • Edit the application as indicated by the regional engineer.
   • Change the status back to "Submitted" once application edits are complete.

Participant Stop

Regional Engineer Start

4. **Revisions Needed** (optional) – If a regional engineer finds an application is not acceptable or missing important information they can change the status to "Revisions Needed". When saved in this state the regional engineer will be prompted to:
   o Provide a description of the revisions needed in a free text field.
   o Upload optional attachments if needed.

5. **Approved** - To signal that an inundation or PMP study has been accepted by DCR, Regional Engineers must change the status of the study to Approved, once the following criteria are met:
   o Regional Engineer has reviewed and accepted the study.

Data in the Approved status has been accepted by DCR staff and can be used for official reporting purposes.

Simplified Inundation Study Workflow:

1. **Applying** - To signal that you wish to apply for a Simplified Inundation Study, go to the "Inundation/PMP Studies" tab:
   a. Click "Add a Simplified Inundation Study".
   b. Attach an Owner and/or PE signature form.
   c. Click "Save".

2. **Awaiting Payment** - When a Simplified Inundation Study is submitted the status will change to "Awaiting Payment". Once in "Awaiting Payment":

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- o User who submitted the application will receive an email requesting payment with a payment form attached.
- o User must fill out the attached form and mail with check to the address indicated on the form.
- o Once DCR staff receive and process the payment, the fee payment will be logged in the DSIS application.
- o Once the payment is logged in DSIS the application status will change to "Submitted" and the Simplified Inundation Study Engineer will review the application.

Participant Stop

Simplified Inundation Study Engineer Start

3. **Revisions Needed** (optional) – If the simplified inundation study engineer finds an application is not acceptable or missing important information they can change the status to "Revisions Needed". When saved in this state the regional engineer will be prompted to:
   - o Provide a description of the revisions needed in a free text field.
   - o Upload optional attachments if needed.

4. **Approved/Denied** - To signal that a Simplified Inundation Study has been accepted by DCR, the Simplified Inundation Study engineer must change the status of the study to Approved, once the following criteria are met:
   - o Simplified Inundation Study Engineer has conducted and completed the study.
   - o Indicated the resulting "Hazard Class".
   - o Attached the resulting "Inundation Zone Shapefile".
   - o Attached the resulting "Watershed Shapefile".

   Data in the Approved status has been accepted by DCR staff and can be used for official reporting purposes. The official hazard classification will be updated in the DSIS system.

   If the Simplified Inundation Study Engineer chooses to deny the application, they can change the status to "Denied". When saving to "Denied":
   - Engineer must indicate a description of why the application was denied.
   - Engineer can add supporting attachments (optional).

   After the Engineer has set the status to "Denied" and provided an explanation, the applicant and dam owners will receive an email notifying them of the denied study with the explanation and corresponding attachments (if applicable).

Current Simplified Inundation Study Engineer Contact Information
David Wilmoth
David.wilmoth@dcr.virginia.gov
804-625-3977

Attachment Naming Guidance:

Attachment Name – User defined name that will be used for reference in the DSIS database.
Attachments must be named using the following method (it is preferred to name the file being uploaded with the same method):

- "**InventoryNumber_Code_SealDate (Example of Date Format = YYYYMMDD)**"
- "**003003_CORSP_20170925**"

If there are multiple attachment types for the same dam, type, and date, add a ".1", ".2" etc. to the end of the date. This will be used to indicate the order of the date received or created.

- "**003003_CORSP_20170925.2**"

The "Attachment Type Naming Code" table below can be used to reference the appropriate "Code" for the attachment name.

Table 1: Attachment Type Naming Codes

Attachment Type	Attachment Code	STATUS
ACER-11 Analysis	DAMACER11	
Ag Exception	EXMPTAG	
Alteration Permit	PRMTALT	
Alteration Permit Submittal Documentation	PRMTALTSUB	
Alteration Permit Design Plans	PRMTALTDSGPLN	
Alternatives Analysis	DAMALTA	
As-Built	DAMASBLT	
As-Built Supporting Documentation / Calculations	DAMASBLTSUP	
Certificate OM Application	CERTFRM	
Certificate OM Conditional	CERTCOND	
Certificate OM Regular	CERTREG	
Certification Fee	CERTFEE	
Construction Documentation	CONSTDOC	
Construction Inspections	CONSTINSP	
Construction Monitoring	CONSTMON	
Construction Permit	PRMTCONST	
Construction Permit Submittal Documentation	PRMTCONSTSUB	
Construction Reports	CONSTRPT	
Correspondence	CORSP	
Dam Bathometric Survey	DAMBSURV	
Dam Calculations HMR	DAMCALCHMR	
Dam Calculations Hydraulic Hydrology	DAMCALCHYHR	
Dam Concrete Investigation	DAMCONCINV	
Dam Design Assumption Seepage	DAMDSGSEEP	
Dam Design Assumption Stability	DAMDSGSTBL	
Dam Design Bid Documents PE – Final	DAMDSGBIDF	
Dam Design Bid Documents PE – Preliminary	DAMDSGBIDP	
Dam Design Data Miscellaneous	DAMPSGMISC	
Dam Design Report	DAMDSGRPT	
Dam Design Plans PE - Final	DAMDSGPLNF	
Dam Design Plans PE - Preliminary	DAMDSGPLNP	
Dam Design Specifications PE - Final	DAMSPECP	
Dam Design Specifications PE - Preliminary	DAMSPECF	

Dam Divert Stream Flow	DAMDSGDIV	
Dam Drainage Area Map (Approved)	DAMAP	
Dam Erosion Sediment Control Plan	DAMESCTRL	
Dam Field Survey	DAMFSURV	
Dam Geotechnical Investigation	DAMGEOTCH	
Dam Hazard Classification Report	DAMHAZRPT	NEW (12/13/19)
Dam Incremental Damage Assessment	DAMIDA	
Dam Low Flow Valve Plans	DAMLFVF	
Dam Mapping - Miscellaneous	DAMMAPMISC	
Dam Miscellaneous Documents (All)	DAMMISC	
Dam Monitoring Well Plans	DAMMWF	
Dam Phase 1 Report	DAMPH1	
Dam Report - Miscellaneous	DAMRPTMISC	
Dam Riser Gate Design Plans	DAMRISGTF	
Dam Staff Gauge Detail	DAMGAUGE	
Dam Toe Drain Plans	DAMTOEDRF	
Dam Vicinity Map	DAMVICMAP	
DCR Approval Signature	SIGDCR	
DCR Inundation Study Approval Signature	SIGDCRDBIZ	
DMME Permitted Mining Exemption	EXMPTDMME	
EAP - Draft	EAPDRAFT	
EAP - Final	EAP	
Enforcement Notice	ENFNOTC	
Enforcement Referral	ENFREF	
Enforcement Recommendation	ENFREC	
Engineering Site Plan Downstream	SITEPLNDS	
EP Annual Drill	EPDRL	
EP Evidence Local Government Notified	EPGOVNT	
EP Maps	EAPMAP	
EP Tabletop Exercise	EPTTE	
EPP - Draft	EPPDRAFT	
EPP - Final	EPP	
Federal License or Deferral Ownership	FRMFLDO	
FEMA / County Floodplain Study	FLDPLN	
General Permit	CERTGP	
Grant Application Submittal	DAMGRANT	
Grant Reimbursement Submittal	GRESUB	
Grant Supporting documents	GSUPDOC	
Inspection Form	DAMINSP	
Inspection Pictures	DAMINSPPIC	
Inundation Study DRAFT	DBIZDRAFT	
Inundation Study Final	DBIZ	
Inundation Study DRAFT Supporting Models / Docs	DBIZDRAFTSUP	

Inundation Study Final Supporting Models / Docs	DBIZSUP	
Inundation Study DRAFT Mapping	DBIZDRAFTMAP	
Inundation Study Final Mapping	DBIZMAP	
Inundation Study Approval Letter	DBIZAPPRLTR	
Inundation Study – Digital Hydro/Hydraulic Calculations (Program Files)	DBIZDIGHHCALC	
Inundation Study – Digital Inundation Zone Limits (zip file)	DBIZDIGINDZONE	
Inundation Study – Digital Drainage Area Limits (zip file)	DBIZDIGDALMT	
Owner Change Form	FRMOWNCHG	
Ownership Support Documentation	FRMOWNDOC	
PE and Owner Signature	SIGN	
Plans and Specifications PE	PS	
PMP - 12 Hour	PMP12	
PMP - 24 Hour	PMP24	
PMP - 6 Hour	PMP6	
PMP Certification	PMPCERT	
PMP Evaluation	PMPEVAL	
Record Report	DAMRR	
DCR Dam Safety Regional Engineer Notes	DAMREGNOTE	
Simplified Mapping Fee Form	FRMSMPFEE	
Simplified Mapping Request Form	FRMSMP	
Simplified Mapping Analysis Report (DCR ONLY)	DCRSMPDBIZ	
Simplified Mapping Analysis Inundation Maps (DCR ONLY)	DCRSMPDBIZMAP	
Simplified Mapping Analysis Supporting Models / Docs (DCR ONLY)	DCRSMPDBIZSUP	
Simplified Mapping Analysis Correspondence (DCR ONLY)	DCRSMPCORSP	
Size Exception	EXMPTSIZE	
Temporal Distribution Data	DAMCALCTPL	
Traffic Study	DAMTRAF	
Virginia PMP Approved	PMPAPPR	
Virginia PMP Comparison Worksheet	DAMCALCPMP	