

SWIFT Submittals - Quick Tips

GEC's Submittals application provides water systems with the tools to maintain service line information, submit Lead Service Line Inventories (LSLIs) and other required information to the state, and stay in compliance with Lead and Copper regulatory requirements.

Quick tips to help the submittal processes run smoothly have been compiled below.

How to Avoid Upload Errors

To avoid upload errors, prepare your Lead Service Line Inventory (LSLI) file using the following tips:

Template

Make sure you are using the proper LSLI Template for the state. Columns and drop-down values must be an exact match. The EPA template may not be an exact match for your state. If you receive an "Invalid File" error, it means that an incorrect template was used.

1. Use the "[Download Excel Template](#)" button on the top left of the Uploads page to get the current template.
2. Make sure all required fields have been filled in. Required fields have bolded text and an asterisk (*) and are typically a different color (e.g., light blue).
 - The **Service Line ID** field is required for all service lines.
 - Some fields are **Conditionally Required**, meaning depending on the value selected, linked non-required fields can become required. For example, if "Other" is selected for a field, the "Notes" field for that section may become required to explain further. **This will be agency specific, so be sure to consult with your agency lead on Submittals to discuss field requirements.*
3. For fields with drop-down values, make sure you are populating those cells with exact values from the drop-down list. Even minor differences (like a hyphen (-) vs. dash (-)) can cause errors.

Service Line IDs

1. Unique Service Line IDs are required for each service line. IDs cannot be repeated within a water system. If customer numbers are used and apply to more than one service line, add -1, -2, etc. to the end of the customer number so each service line is unique.
2. Avoid special characters – only letters, numbers, apostrophes, hyphens, and periods are allowed.
3. Make sure service line IDs are not too long – 50 characters is the max.

Addresses (Locational Data)

When latitude and longitude are not present for a service line, an address mapping/geocoding tool will run to place a pin on the map, which contains the corresponding latitude and longitude data. The address geocoding tool will flag an "Address Uncertain" warning for the user to review and confirm if it finds more than one possible address match. To help the tool narrow down options to just one match, try the following tips:

1. Spell out words whenever possible:
 - Replace "E" with "East", "N." with "North", etc.
 - Replace "Blvd" and "Blvd." with "Boulevard", "Rd" and "Rd." with "Road", etc.
 - To find and replace abbreviated words in a file with many Service Line entries:

- “Ctrl +F”, then select the “Replace” tab, or select the “Find and Replace” button towards the top of the page in the Excel “Home” tab.
 - Enter in the update (Replace Ct with Court) and “Replace All.” This will allow the user to replace abbreviations in an efficient manner which can drastically reduce location errors.
2. Include City, State, and Zip as much as possible.
 3. Avoid including Apt #'s, Suites, and other information typically listed on a second address line. If the full address is listed first including city/state/zip before listing the Apartment # or similar, the address mapping tool may be able to process it better.
 4. Include latitude and longitude (in decimal degrees). The address geocoding/mapping tool only runs to generate latitude and longitude data points for the service line. If latitude and longitude are already provided, it will not run and you will not receive any errors or warnings related to the geocoding tool. If your state does not have those columns as part of the LSLI upload template, you can add two columns (“Latitude” and “Longitude”) to the end and include that data in your upload.
 5. *If you *do* have address errors to review, you can change the address and/or location map pin independently, or keep the address and pin as shown. When you move the map pin, a pop-up may suggest a possible new address; you can use the suggested replacement or keep your address as is. When you are satisfied with the address and pin location, clear the error and click “Save.”


! LOCATION INFORMATION

Unique Service Line ID * (i)

Street Address *

Address not found on map

Clear/Reset
Error



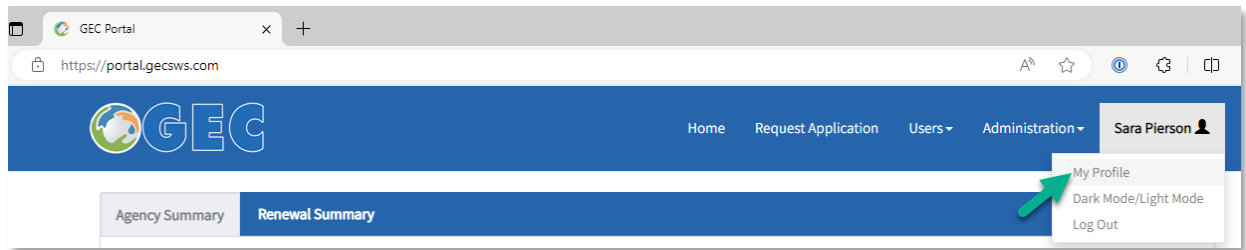
Submitting the LSLI to the State

SUBMIT – Lead Service Lines

Service lines can be added and updated throughout the year using the “Update Service Line(s)” menu option. When the Lead Service Line Inventory (LSLI) is ready to be submitted to the state, use the “Submit to State” menu option.


Certify (PIN)

To officially submit the LSLI to the state, users will need to certify the submission using their PIN. To obtain your PIN, log into the GEC Portal and select your name (upper right) > My Profile. Expand the Profile section and click on the eyeball icon near the PIN to reveal it.



Sara Pierson

Profile ^

<p>First Name <input type="text" value="Sara"/></p> <p>Last Name <input type="text" value="Pierson"/></p> <p>PIN <input type="text" value="*****"/> </p>	<p>Email Address <input type="text" value="sara.pierson@1gec.com"/></p> <p>Phone Number <input type="text" value="(480) 390-0823"/></p> <p>Organization <input type="text" value="GEC"/></p> <p>Title <input type="text"/></p>
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Resources

Knowledge Center

The GEC Knowledge Center has helpful articles related to SWIFT Submittals.

1. Sign up with your email for access to the GEC Knowledge Center: <https://gecsws.zendesk.com/hc/en-us>
2. Submittals Articles: <https://gecsws.zendesk.com/hc/en-us/categories/18157458860563-SWIFT-Submittals>
 - a. LSLI Spreadsheet Upload Tips: <https://gecsws.zendesk.com/hc/en-us/articles/18165973493907-Instructions-for-Update-Service-Lines-Page>
 - b. Submitting LSLI to the State: <https://gecsws.zendesk.com/hc/en-us/articles/18167215925523-Instructions-for-Submit-to-State-Page>
 - c. Homepage/Metrics: <https://gecsws.zendesk.com/hc/en-us/articles/29984997456019-Instructions-for-Metrics>

Support

1. Contact your state staff with questions related to the Portal, users, logins, water system access, and filling out the LSLI data.
2. For questions or issues related to the Submittals application, please contact GEC at support@1gec.com.