

Instructions for use of Division of Water Infrastructure's

DWI Document Submittals Microsoft Teams Page

April 6, 2020

The Division of Water Infrastructure is hosting a Microsoft Teams page to provide customers an additional option for document delivery to the Division. The DWI Document Submittals Microsoft Teams Page is available upon request for submittal of documents to the Division. The following provides basic instructions and guidelines for using the Teams page.

Requesting Access

Request for access can be made to any of the following DWI Staff.

Name	Position	Email	Phone
Jon Risgaard	SRF Section Chief,	jon.risgaard@ncdenr.gov	919-707-9175
Anita Robertson	<i>SRF Wastewater Unit Supervisor</i>	anita.robertson@ncdenr.gov	919-707-9174
Vincent Tomaino	<i>SRF Drinking Water Unit Supervisor</i>	vincent.tomaino@ncdenr.gov	919-707-9058
Haynie, Jennifer	<i>Environment and Special Projects Unit Supervisor</i>	jennifer.haynie@ncdenr.gov	919-707-9173
Robin Peele	<i>Engineer</i>	robin.peele@ncdenr.gov	919-707-9056
Amy Simes	<i>Senior Program Manager</i>	amy.simes@ncdenr.gov	919-707-9192

Include the following with the request:

- Contact email address and phone number
- Name of the applicant
- Project Name with Utility Type specified (e.g. Sewer PS #2 Upgrades, or Main St Water Line Replacement)

The site will be available to our customers upon request for a specified period of time, or until the customer receives verification that the document has been received.

Receiving Access

When DWI staff receive a request, a link to the DWI Document Submittals Microsoft Teams Page will be sent to the contact email address and a folder will be created in the Team's page with the town and project name incorporated into the file name (e.g. **Raleigh Sewer PS #2 Upgrades**)

Uploading Documents

April 6, 2020

Upload the document into the specified project folder. All documents should be in PDF format. All document file names should start with the file folder name provided to better ensure electronic documents are not misplaced (**Raleigh Sewer PS #2 Upgrades application, Raleigh Sewer PS #2 Upgrades narrative, Raleigh Sewer PS #2 Upgrades supporting documents, etc.**). It is recommended that multiple documents for the same project either be combined into a single PDF or uploaded as multiple PDF files in a .ZIP file to assure that all of the document files stay together. Example file name: **RaleighSewerPS#2Upgradesapplication.pdf**

Immediately after uploading the files, request verification that the documents have been received.

DWI File Security and Verification

Upon receiving documents, DWI staff will move the submitted electronic document out of the Microsoft Teams public site into a secured DWI file. Staff will then send an email confirming that the document was received.

Be aware that files on the DWI Document Submittals Microsoft Teams public site are publicly available to all users.

Process Expectations

Applicants are encouraged to use the Teams chat, video conference, and phone capabilities to verify each step of the processes. DWI recommends the following best practices:

- Request access to the Teams page whether or not you plan to submit documents. (This provides you that option should you decide to use it).
- Upload a practice document at least once prior to any deadlines to assure you will be able to submit documents before the deadline.