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**Q: "What are you looking for" in simple terms?**

**A:** Simply put, we are seeking information on the property parcels (physical addresses) that are served by your DEP-permitted facility, including their associated wastewater treatment method and the drinking water source for each property parcel (or Physical Address). That is all.

**Q: What is the purpose of the Statewide Inventory?**

**A:** The purpose of the State of Florida Drinking Water and Wastewater Inventory, also referred to simply as the Statewide Inventory, is to document both the drinking water source and the wastewater treatment method for each improved parcel in the state. A similar project was completed by legislative mandate in 2008-09, focusing exclusively on wastewater treatment methods. The current project effort includes the addition of drinking water sources. Additionally, some of the information provided in 2009 is now out of date and some information was not provided, which required estimation of "likely" onsite or central treatment methods. In the 2009 Inventory, responses were received from 52% of utilities, representing 85% of the state's total permitted sewage capacity. Much more

source data is present today than several years ago and this current project seeks to update the existing information, while also gathering and analyzing information that was not provided in the previous inventory effort.

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**Q: Is the information I provide secure?**

**A:** Yes. The Statewide Inventory Database and the information gathered to conduct the inventory will be secured in accordance with the Department of Health (DOH) Enterprise Information Technology Security Policy. Only that information which necessary to achieve the desired benefits to the state (please refer to the [Benefits](#) section) will be posted on the publically accessible DOH website. Furthermore, names associated with parcel data are not required to conduct the inventory, will not be stored in the database, nor posted on the website.

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**Q: What are the benefits of the Statewide Inventory?**

**A:** There are many benefits to completing and maintaining a comprehensive inventory of drinking water sources and wastewater treatment methods:

- It will provide a vital tool in disaster preparedness and response activities.
- It will provide the ability to more accurately estimate the impact to public health during a disaster.
- All information in the inventory will be shared with interested parties via the Department of Health (DOH) website.
- It will provide the ability for utilities that do not have Geographic Information System (GIS) capabilities to utilize DOH resources to enhance their information, processes, planning, etc.
- It will be a potential time saver for utilities providing the ability to direct persons to the DOH website for answers to similar questions that are frequently asked by the public.
- It will improve the speed of permitting processes for multiple agencies and interested parties.
- It will provide the ability for utilities to identify areas for potential expansion of services.
- It will assist with identifying environmentally sensitive areas where conversion of onsite sewage treatment and disposal systems (OSTDS) (septic systems) and private drinking water wells to public water and sewer.
- It will provide the ability for builders, developers, and businesses to access information from the website to enhance their planning and permitting activities.
- It will assist development review staff with determining "how close" sewer service is when assessing new subdivisions.
- It will provide additional tools for land use and infrastructure planning.
- It will provide homeowners, potential buyers, and realtors online access to drinking water and wastewater information on properties.
- It will assist in public education and outreach.
- It will make Florida a national leader in identifying and maintaining drinking water sources and wastewater treatment methods.

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**Q: Who is conducting the Statewide Inventory?**

**A:** The Department of Health (DOH) is conducting the inventory in cooperation with each of the 67 County Health Departments (CHDs), the Department of Environmental Protection (DEP), the Department of Business and Professional Regulation (DBPR), the Department of Agriculture and Consumer Services (DOACS), the State Emergency Response Team (SERT), and the US Centers for Disease Control and Prevention (CDC).

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**Q: What types of information are you looking for?**

**A:** The Department of Health (DOH) has parcel information provided by each county Property Appraiser for all properties in the state. The inventory effort seeks to identify drinking water sources and wastewater treatment methods for each improved parcel through the collection and analysis of:

- Geographic Information System (GIS) GeoDatabases
- Geographic Information System (GIS) Shapefiles
- Geographic Information System (GIS) Service Area or Franchise boundaries
- Geographic Information System (GIS) point, line, or polygon data
- Database tables or extracts with relevant drinking water or wastewater information (please see the MS Excel Data Sheet template developed by the Project Team)
- Customer lists (excluding names) with Parcel and/or Tax IDs and Physical Addresses indicating provision of central water or sewer services (please see the [MS Excel Data Sheet template](#) developed by the Project Team)

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**Q: What if I do not have a Geographic Information System (GIS) from which to provide the requested information? What file formats will you accept?**

**A:** We will accept database tables from MS SQL Server or MS Access, spreadsheets from MS Excel, or Comma Delimited (CSV) documents. In the interest of accuracy and efficiency, paper files are not desired.

Regardless of the type of file submitted, each should contain the information and fields indicated in the "[What fields are you interested in receiving?](#)" section of this FAQ and as indicated in the [MS Excel Data Sheet template](#) developed by the Project Team (please download and view the template to get a better idea of the information being requested).

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**Q: What fields are you interested in receiving?**

**A:** We are looking for the following fields:

1. Date of Submission
2. Property Parcel ID / Tax ID (**if available**)
3. Property Physical Address
4. County
5. Facility ID & Name (as permitted by FDEP) for the WWTF or PWS which serves the property
6. Wastewater Method (Sewer, Septic, or Unknown)
7. Drinking Water Source (Public Water, Private Well, Limited Use Well, or Unknown)
8. Comments (relevant to the particular property parcel or facility to which the data refers)

Access the [MS Excel Data Sheet template](#) developed by the Project Team.

Each of the fields above should be included in the data sets submitted to the Project Team, whether they are GIS files, database table extracts, or the [MS Excel Data Sheet template](#) developed by the Project Team.

The Parcel ID (or Tax ID) for each property is the most vital information for the Project Team (this may be obtained from your tax bill or from your local Property Appraiser's office). The Project Team obtains Parcel IDs from tax roll data submitted to the Florida Department of Revenue (FDOR) and matches this information to the data sets submitted by the utility providers. If you are unable to obtain the Parcel ID (or Tax ID) for the property being reported, the Physical Address of the property may be used instead. However, matching Physical Addresses for import into our Geodatabase is more difficult if the address provided is not an exact match with the FDOR tax roll information. For that reason, the Parcel ID with the accompanying Physical Address is the preferred and most reliable information.

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**Q: I am a little confused. What exactly are you looking for?**

**A:** We are seeking information on property parcels and/or customer addresses served by each Wastewater Treatment Facility (WWTF) and Public Water System (PWS) in the state that are permitted by the Florida Department of Environmental Protection (FDEP). We have already obtained information regarding the specific WWTF and PWS facilities from FDEP.

What we do not have and what we are requesting is *which property parcels and/or customer addresses are served by each permitted facility* and whether the property parcel and/or customer address has *Central Sewer or Onsite Septic* for wastewater treatment and a *Public Water System, Private Well, or Limited Use Well* as the source of drinking water.

It is important to note that, for the purpose of the Statewide Inventory, any facility that is permitted by FDEP is considered to be "public" (i.e. Central Sewer and/or Public Water), regardless of capacity or how many parcels are served by the facility.

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**Q: I just own a small business such as a Mobile Home Park, RV Park, Convenience Store, Small Commercial or Industrial building, etc. How do I report this information to you?**

**A:** If the permitted WWTF or PWS facility for which you are reporting serves only one single parcel, then this would be a single record (or just a single row in [MS Excel Data Sheet template](#) developed by the Project Team; please [download](#) and view the template to get a better idea of the information being requested).

If the facility(s) for which you are reporting serve multiple parcels, then there would be multiple corresponding records (or rows).

For the specific fields and formats we are requesting, please see the other areas in this FAQ or the Data Gathering portion of the website.

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**Q: What will be done with the information I provide?**

**A:** The Department of Health (DOH) will collect, analyze, and store all information in the Statewide Inventory Database. Information on drinking water sources and wastewater treatment methods will be made available on the DOH website. Please also refer to the [Purpose](#) and the [Benefits](#) sections for more details on activities.

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**Q: How do I send my information to you?**

**A:** All data sets are requested as digital files transmitted electronically. There are multiple options available for you to submit your data sets:

- You may simply attach and [email](#) your files (less than 8MB\*\*)
- You may [email the Project Team](#) the location of files available on your public Internet website
- You may place the files on your File Transfer Protocol (FTP) site and [email the Project Team](#) with the link and any required credentials for accessing the files

\*\*Note: for files exceeding the 8MB email threshold, you may utilize the Florida Department of Health (FDOH) MOVEit DMZ secure messaging system. Please [email us](#) letting us know you wish to submit large files using MOVEit DMZ secure messaging. We will generate a secure email "Package" and send it to you. Upon receipt of the email Package, you may follow the instructions in the MOVEit DMZ Handbook found on the [project website](#) to quickly and easily complete the transmission. The handbook provides step-by-step instructions for transmitting large files utilizing the secure messaging of MOVEit DMZ.

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**Q: What is MOVEit DMZ?**

**A:** The Department of Health (DOH) MOVEit DMZ application is utilized for secure transmission of large files (>8MB). DOH staff will create a "Package" within the MOVEit DMZ application and email the "Package" to the organization's contact person that will be transmitting files. This creates a temporary account for the recipient in the DOH MOVEit DMZ application. A hyperlink to the DOH MOVEit DMZ application, along with the recipient's temporary account username and password, is included in the email. Clicking on the hyperlink takes you to the secure website where you are able to log into the website and will be prompted to change your temporary password. You now have access to the secure website and an "Inbox" containing the "Package" that was emailed to you from the DOH staff. To transmit files, open the "Package" from your "Inbox", attach the files you wish to transmit, and press "Send" to transmit the files to DOH. **The temporary account established for file transmission is active for 30 days and the files must be transmitted during that timeframe.** For additional questions and step-by-step instructions on using the DOH MOVEit DMZ application, please refer to the handbook found on the [project website](#). Additionally, any support questions may be emailed to: [DCEHInventory@flhealth.gov](mailto:DCEHInventory@flhealth.gov)

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**Q: What if I have questions that are not answered here?**

**A:** Please visit the [Florida Water Management Inventory webpage](#). Please carefully review the Data Gathering section. If you still have questions and are unsure of how to proceed, please [email your questions to the Project Team](#).

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