

## DCR Dam Safety & Floodplain Mgmt. DSIS Professional Engineer & Owner Signature Form (February 2019 Version)

The DSIS Professional Engineer & Owner Signature Form has been produced by the Virginia Department of Conservation and Recreation, Division of Dam Safety and Floodplain Management (VA DCR Dam Safety) to better aid Dam Owners & VA Professional Engineers in documenting dam related information being uploaded into DSIS. This document shall provide users with a step-by-step guide on how to fill out the DSIS Professional Engineer & Owner Signature Form, a blank copy of the form itself on Page 4, and DCR Dam Safety disclaimer information.

## **INSTRUCTIONS**

- 1. The DCR Dam Safety & Floodplain Mgmt. DSIS Professional Engineer & Owner Signature Form (DCR Signature Form) may be filled out by the Dam Owner, the Dam Owner's representative, or the Dam Owner's designated Virginia Professional Engineer. Depending on the type of submittal (see note two below), DCR Dam Safety may only require the Dam Owner's signature or require the signatures of both the Dam Owner and designated Virginia Professional Engineer (sign same DCR Signature Form as detailed below).
- 2. Please note for the purposes of the instructional information below, the term "user" shall represent an individual who is a licensed Virginia Professional Engineer (VA PE) unless otherwise noted.
- 3. The DCR Signature Form has been separated into four separate sections some with multiple parts. The "DCR Dam Safety Submittal" section requires the user to define which DCR Dam Safety submittal type the DCR Signature Form covers. The user shall review the pre-populated submittal types in this section and check the appropriate box. If the type of submittal is not already pre-populated on the DCR Signature Form, the user shall check the "Other" box option and write in the type of DCR Dam Safety submittal. The user (VA PE or Dam Owner) must check a box from this section in order for the DCR Signature Form to be accepted by DCR Dam Safety. An image of the "DCR Dam Safety Submittal" section from the DCR Signature Form has been provided below in Figure 1.

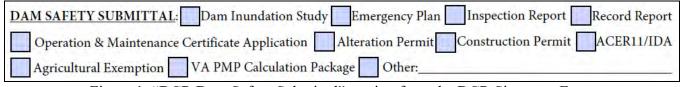


Figure 1: "DCR Dam Safety Submittal" section from the DCR Signature Form

4. The "General Dam & Attachment Information" section of the DCR Signature Form has been split into two parts. In the first part of the section, the user must provide general Dam Safety related information associated with the dam in question. The following information must be provided: assigned dam name for the submittal in question, dam's assigned six-digit DCR Dam Safety Inventory Number (please call DCR Dam Safety if you do not have a six-digit Inventory Number), name of the user submitting the form along with any credentials (PhD, PE, CFM, PH, etc.), and date the DCR Signature Form was created (or submitted). An image of the "General Dam & Attachment Information" section from the DCR Signature Form has been provided below in Figure 2.

GENERAL DAM & ATTACHMENT INFORMATION	
Dam Name:	Inventory Number:
Submitted by:	Date Submitted:

Figure 2: General Dam & Attachment Information" section from the DCR Signature Form

5. The second part of the "General Dam & Attachment Information" section is the most important portion of the DCR Signature Form besides the actual VA PE Seal or signature sections themselves. In this portion of the "General Dam & Attachment Information" section the user (VA PE or Dam Owner) is required to list all information (attachments, photographs, output data, maps, associated documents, etc.) included in the overall submittal of the document checked in the "DCR Dam Safety Submittal" section. For each item listed, the number of pages and date of the information should also be provided.

The second part of the "General Dam & Attachment Information" section was developed with the Virginia Professional Engineer in mind as the VA PE has the ability to list everything their VA PE Seal incorporates. By listing the "VA PE sealed" information, there is no doubt from a historical data standpoint what submittal information the VA PE's seal encompasses regardless of where it is uploaded in the applicable submittal portion (permit, certificate, inundation mapping, etc.) of DSIS. For example, in most cases in the past the user submitted a dam related document in a 3-ring notebook with the inside cover sheet signed / sealed. This VA PE Seal covered all of the information located in the 3-ring notebook. As DCR Dam Safety is now going digital with separate DSIS upload locations for different types of calculations (hydrology, hydraulics, mapping, etc.), the DCR Signature Form provides a location where the VA PE can list all information included under their seal in the "Certification by Owner's Engineer" section or on the documents themselves (all information included in old 3-ring paper submittal).

In order to simplify the second part of the "General Dam & Attachment Information" section for users (VA PE or Dam Owner), the large blue box is a free text box with no required formatting. Please note that DCR Dam Safety takes no responsibility for the information uploaded to DSIS and it is up to the VA PE to ensure all relevant information for the submittal in question is provided. An image of the "General Dam & Attachment Information" section from the DCR Signature Form has been provided below in Figure 3.

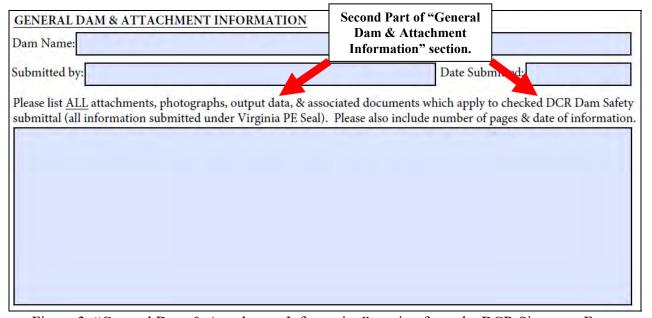


Figure 3: "General Dam & Attachment Information" section from the DCR Signature Form

6. Depending on the type of submittal, the user will be required to either fill out both the "Certification by Owner(s)" section and the "Certification by Owner's Engineer" section or just one of the sections. The "Certification by Owner(s)" section requires that the Owner of the dam (or Owner's Engineer) fill out the required information (print name & date). The Owner of the dam or Owner's representative must provide a signature (wet or digital). By providing this signature, the Owner (or Owner's representative) certifies they have read the provided statement in this section and have adhered to all of the requirements set forth. The Owner signature (with other information in the "Certification by Owner(s)" section) is required on <u>ALL</u> DCR Dam Safety submittals (see "DCR Dam Safety Submittal" section). An image of the "Certification by Owner(s)" section from the DCR Signature Form has been provided below in Figure 4.

CERTIFICATION BY O	WNER(S)	
or has been completed un Dam's Owner that I have	nformation provided in the DCR Dam Safety submit der direct authority of my hired Virginia Professionall legal authority necessary to operate and maintain nt regulations and will provide any requested suppos	onal Engineer. In addition, I certify as the in this dam in accordance with the Dam
Signed:	Print Name:	Date:
Please note: All Owners a	re required to sign this page. If multiple Owners ex	xist, please include additional signature pages.

Figure 4: "Certification by Owner(s)" section from the DCR Signature Form

7. The "Certification by Owner's Engineer" section of the DCR Signature Form requires the user to sign and seal the form with a VA PE Seal if required by the type of submittal (see "DCR Dam Safety Submittal" section). If the user is not a VA PE, the user will need to hire one to fill out this portion of the DCR Signature Form if a VA PE Seal is required for submittal as discussed previously. The following information must be provided: A submittal signature by a VA PE, the VA PE's assigned DPOR Professional Engineer license number, the VA PE's name in printed format, the date of the signature, and a signed / dated VA PE seal (wet or digital). An image of the "Certification by Owner's Engineer" section from the DCR Signature Form has been provided below in Figure 5.

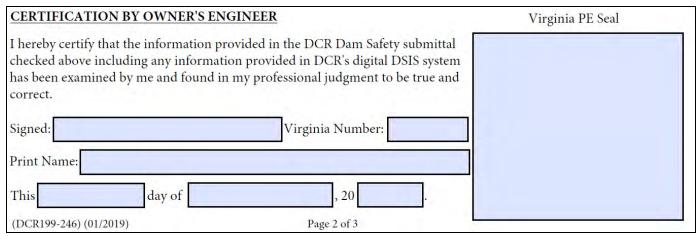


Figure 5: "Certification by Owner's Engineer" section from the DCR Signature Form

8. Please note the following: DCR Dam Safety requires per its current Regulations that some dam related submittals be sealed by a VA PE (in good standing with DPOR). DCR Dam Safety does not dictate how a Professional Engineer Seals dam related documents or if that particular person has the required experience to work on dams in the State of Virginia. It is up the Virginia Professional Engineer to decide how he or she should use their assigned Professional Engineer Seal and what documents submitted to DCR Dam Safety should encompasses their Seal.

- 9. Once the DCR Signature Form has been filled out in its entirety as required by the type of submittal, the user will be required to upload the completed form into DSIS as the "PE and Owner Signature" page for the submittal in question.
- 10. Please note that the intention of this form and the required VA PE Seal in the "Certification by Owner's Engineer" section of the DCR Signature Form is not to replace the need to seal certain documents / maps which typically require their own VA PE seals. Such documents include inundation maps, design plans, asbuilt plans, etc. If you as a VA PE are uncertain as to what documents / maps should still be sealed (PE Seal) separately from form DCR199-246, please feel free to call your regional engineer to discuss.
- 11. This concludes the instructional portion of this document. A blank copy of the DCR Dam Safety DSIS Professional Engineer and Owner Signature Form can be found on the next page. If you have any questions or concerns, please contact:

Division of Dam Safety & Floodplain Management Virginia Department of Conservation & Recreation 600 East Main Street Richmond, VA 23219 Office: (804) 625-3977

Fax: (804) 371-2630



(DCR199-246) (02/2019)

## Department of Conservation & Recreation - Division of Dam Safety & Floodplain Mgmt. DSIS Professional Engineer and Owner Signature Form (February 2019 Version)

DAM SAFETY SUBMITTAL:	Dam Inundation Study	Emergency Plan	Inspection Report	Record Report	
Operation & Maintenance	Certificate Application	Alteration Permit	Construction Permit	ACER11/IDA	
Agricultural Exemption	VA PMP Calculation Pack	cage Other:			
GENERAL DAM & ATTACH	MENT INFORMATION				
Dam Name:	Inventory Number:				
Submitted by:	Date Submitted:				
Please list <u>ALL</u> attachments, pho submittal (all information subm				•	
CERTIFICATION BY OWNE.  I hereby certify that the informator or has been completed under did Dam's Owner that I have all legal Safety Act and its attendant regularity.	ation provided in the DCR I rect authority of my hired V al authority necessary to ope	<sup>7</sup> irginia Professional erate and maintain th	Engineer. In addition, I	certify as the	
Signed:	Print Name:		Date:		
Please note: All Owners are requ	uired to sign this page. If m	ultiple Owners exist,	please include additiona	al signature pages.	
CERTIFICATION BY OWNE	R'S ENGINEER		Virginia PE	E Seal	
I hereby certify that the information checked above including any introduced has been examined by me and forcorrect.	formation provided in DCR	's digital DSIS systen	ı		
Signed:	Virginia N	Jumber:			
Print Name:					
This day of		20			

Page 5 of 5