

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.

DAM SAFETY SUBMITTAL:	<input type="checkbox"/> Dam Inundation Study	<input type="checkbox"/> Emergency Plan	<input type="checkbox"/> Inspection Report	<input type="checkbox"/> Record Report
	<input type="checkbox"/> Operation & Maintenance Certificate Application	<input type="checkbox"/> Alteration Permit	<input type="checkbox"/> Construction Permit	<input type="checkbox"/> ACER11/IDA
	<input type="checkbox"/> Agricultural Exemption	<input type="checkbox"/> VA PMP Calculation Package	<input type="checkbox"/> Other: _____	

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:	<input type="text"/>	Inventory Number:	<input type="text"/>
Submitted by:	<input type="text"/>	Date Submitted:	<input type="text"/>

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

- 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.

GENERAL DAM & ATTACHMENT INFORMATION		Second Part of “General Dam & Attachment Information” section.
Dam Name:	<input type="text"/>	<input type="text"/>
Submitted by:	<input type="text"/>	Date Submitted: <input type="text"/>
Please list <u>ALL</u> attachments, photographs, output data, & associated documents which apply to checked DCR Dam Safety submittal (all information submitted under Virginia PE Seal). Please also include number of pages & date of information.		
<div style="background-color: #e0e0ff; height: 150px; border: 1px solid black;"></div>		

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 **ALL** 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 OWNER(S)

I hereby certify that the information provided in the DCR Dam Safety submittal checked above has been examined by me or has been completed under direct authority of my hired Virginia Professional Engineer. In addition, I certify as the Dam's Owner that I have all legal authority necessary to operate and maintain this dam in accordance with the Dam Safety Act and its attendant regulations and will provide any requested supporting documentation.

Signed: Print Name: Date:

Please note: All Owners are required to sign this page. If multiple Owners exist, 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.

CERTIFICATION BY OWNER'S ENGINEER

I hereby certify that the information provided in the DCR Dam Safety submittal checked above including any information provided in DCR's digital DSIS system has been examined by me and found in my professional judgment to be true and correct.

Signed: Virginia Number:

Print Name:

This day of , 20 .

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Virginia PE Seal




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 encompass 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, as-built 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



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 Package Other: _____

GENERAL DAM & ATTACHMENT INFORMATION

Dam Name: Inventory Number:
Submitted by: Date Submitted:

Please list ALL attachments, photographs, output data, & associated documents which apply to checked DCR Dam Safety submittal (all information submitted under Virginia PE Seal). Please also include number of pages & date of information.

CERTIFICATION BY OWNER(S)

I hereby certify that the information provided in the DCR Dam Safety submittal checked above has been examined by me or has been completed under direct authority of my hired Virginia Professional Engineer. In addition, I certify as the Dam's Owner that I have all legal authority necessary to operate and maintain this dam in accordance with the Dam Safety Act and its attendant regulations and will provide any requested supporting documentation.

Signed: Print Name: Date:

Please note: All Owners are required to sign this page. If multiple Owners exist, please include additional signature pages.

CERTIFICATION BY OWNER'S ENGINEER

Virginia PE Seal

I hereby certify that the information provided in the DCR Dam Safety submittal checked above including any information provided in DCR's digital DSIS system has been examined by me and found in my professional judgment to be true and correct.

Signed: Virginia Number:

Print Name:

This day of , 20 .