

Policies - *CleanWater Central*

I. Definitions

- A. *Baseline data* – Includes required data fields for agency level and facility level data, including agency profile information and facility process descriptions. For public agencies that have multiple facilities, baseline data includes required data fields from those facilities that in aggregate treat greater than 90 percent of the agency's total water or wastewater flow.
- B. *Blind access* – Includes access to *CleanWater Central* data, analysis functions, and reports without the ability to view individual agency identifiers (agency name, agency code, etc.).
- C. *Data owner account* – Account that allows user to add, edit, or modify data on his/her public agency.
- D. *Data verification* - Verification step to determine whether data is being submitted by a public agency, and whether data submittal meets minimum requirements for free and full access.
- E. *Full access* – Includes access to *CleanWater Central* data, analysis functions, and reports with ability to view data attributed to individual agencies. Also includes access to expanded report functions to create downloadable files (excel, text, pdf, etc.).
- F. *General user account* – Account allows user to view data, perform analyses, and create reports using *CleanWater Central* data. User does not have ability to add, modify, or delete data.
- G. *Public agency* – For purposes of these policies, a public agency is defined as a publicly-owned utility providing any of the following services: wastewater collection, wastewater treatment, stormwater management, drinking water distribution, or drinking water treatment.

II. Access to *CleanWater Central*

- A. Public agencies
 - i. All AMSA members and public affiliates, and WERF public subscribers as of July 15, 2003 will receive free and full access to *CleanWater Central* until September 30, 2004. Public agencies joining either AMSA or WERF after July 15, 2003 will receive free and full access to *CleanWater Central* until September 30, 2004.
 - ii. If a public agency that is not a member, public affiliate, or public subscriber of AMSA or WERF, submits baseline data to the *CleanWater Central* database, the agency will be granted full and free access to

CleanWater Central until the end of the billing cycle (September 30 of each year).

- iii. A public agency that is not a member, public affiliate, or public subscriber of AMSA or WERF, and does not submit baseline data to the *CleanWater Central* database may purchase full access to *CleanWater Central* for an annual subscription fee. Full access will be subject to data verification.
- iv. All public agencies granted access to *CleanWater Central* will be provided two user accounts: one data owner account, and one general user account with passwords and full access to the database. Passwords may be modified by the users.

B. Other entities

- i. AMSA private affiliates and WERF corporate subscribers can purchase blind access to *CleanWater Central* for an annual subscription fee.
- ii. Organizations or entities with no affiliation or subscription to either AMSA or WERF, can purchase blind access to *CleanWater Central* for an annual subscription fee.
- iii. Subscriptions to *CleanWater Central* can be purchased via credit card or electronic payment.
- iv. AMSA private affiliates, WERF corporate subscribers, and other organizations purchasing access to *CleanWater Central* will be provided with one general user account with a password and blind access to the database. Passwords may be modified by the users.

III. Renewal and Termination of Access

A. Public agencies

- i. To continue to receive free and full access to *CleanWater Central*, public agencies must annually submit or update baseline data between July 1 and September 30 of each year. Failure to submit baseline data will result in a revocation of free and full access to *CleanWater Central* until such data has been received and verified. Notices of impending free and full access renewal will be sent to all AMSA and WERF agencies in June of each year. A final notice will be sent two weeks prior to revocation.
- ii. If a public agency cancels their membership/subscription to AMSA or WERF, and no longer retains a membership/subscription in either organization, and has not submitted its baseline data to the *CleanWater Central* database, access to *CleanWater Central* will be revoked on the last day of active membership or subscription.

B. Other entities

- i. Subscriptions to *CleanWater Central* will be subject to annual renewal fees.

IV. Public access information

- A. Access to pre-prepared *CleanWater Central* summary data located on the *CleanWater Central* homepage or public pages is free to all interested parties. No public guest access beyond these areas will be provided.
- B. To support the goals and activities of either AMSA or WERF, special custom reports based on data in *CleanWater Central* may be provided to government officials, institutions, researchers, press, or other individuals or entities on a case-by-case basis. AMSA and WERF staff will have discretion over what information is provide in these custom reports.

V. Database Population and Use

- A. Prior to a data modification or upload by a public agency, the *CleanWater Central* database administrator will perform a quality assurance check of the data to ensure consistency and completeness.
- B. Only approved data sources will be used to populate the *CleanWater Central* database. Data directly originating from the public agency, an AMSA or WERF survey request, or from the public agency website are considered approved data sources.
- C. A “privacy policy and copyright” that stipulates a prohibition on the redistribution of data will be included on the website.

“CleanWater Central is protected by copyright jointly owned by the Association of Metropolitan Sewerage Agencies and the Water Environment Research Foundation. It is a violation of copyright law to copy, duplicate, reproduce, or recreate CleanWater Central in any form or by any means without prior written permission of the copyright holders.”

- D. A disclaimer on data accuracy will be included to the website.

“Data and information available on CleanWater Central are provided on an “as is” basis by participating public sewerage utilities. Neither the submitting agencies, nor the Association of Metropolitan Sewerage Agencies, the Water Environment Research Foundation, and their partners assume any liability resulting from the use of or reliance upon any information, conclusions, or data contained in CleanWater Central.

VI. Fees

- A. Fees will be assessed on an annually renewable basis in accordance with the following fee schedule

- i. A public agency that is a member, public affiliate, or public subscriber of AMSA or WERF will receive full access to *CleanWater Central* until September 30, 2004 at \$0 cost. Thereafter, AMSA and WERF public agencies that submit baseline data to the *CleanWater Central* database on an annual basis will continue to receive full access to *CleanWater Central* at \$0 cost.
- ii. A public agency that is not a member, public affiliate, nor public subscriber of AMSA or WERF, but which submits baseline data to the *CleanWater Central* database on an annual basis, will receive full access to *CleanWater Central* at \$0 cost.
- iii. A public agency that is a member, public affiliate, or public subscriber of AMSA or WERF, and does not submit baseline data to the *CleanWater Central* database may purchase full access to *CleanWater Central* for a cost of \$500 per year.
- iv. A public agency that is not a member, public affiliate, nor public subscriber of AMSA or WERF, and does not submit baseline data to the *CleanWater Central* database may purchase full access to *CleanWater Central* for a cost of \$1,000 per year.
- v. AMSA private affiliates and WERF corporate subscribers can purchase blind access to *CleanWater Central* according to the following schedule:

a.	1-25 employees	\$750/year
b.	26-100 employees	\$1,000/year
c.	101-500 employees	\$1,500/year
d.	501+ employees	\$2,000/year

Number of employees includes total staff (including administration) across the entire company, not just a single location.

- vi. Organizations or entities with no affiliation or subscription to either AMSA or WERF, can purchase blind access to *CleanWater Central* according to the following schedule:

a.	1-25 employees	\$1,500/year
b.	26-100 employees	\$2,000/year
c.	101-500 employees	\$3,000/year
d.	501+ employees	\$4,000/year

Number of employees includes total staff (including administration) across the entire company, not just a single location.

- B. Entities that choose to purchase access to *CleanWater Central* will be billed during the annual dues renewal cycle of AMSA (September of each year). AMSA will take the lead responsibility for billing *CleanWater Central* subscribers.

Entities that purchase access to CleanWater Central outside of the normal renewal cycle will pay fees prorated quarterly.

VII. Database Administration Roles/Responsibilities

- A. AMSA and WERF, working with a *CleanWater Central* project team of representatives from both organizations, will be responsible for providing ongoing management and technical support for the *CleanWater Central* website application and database. At the discretion of the project team, these responsibilities may be delegated to a *CleanWater Central* database administrator.
- B. Management and technical support of the *CleanWater Central* website will include the following activities:
 - i. Ensuring continuity and availability of the service, within industry accepted standards
 - ii. Maintaining user accounts, billing and payment status, generating notices of renewal, and verification of user applications
 - iii. Providing timely technical support to *CleanWater Central* users
 - iv. Ensuring timely updates to announcements, notices, news, or statistics that are presented on *the CleanWater Central* website
 - v. Providing technical support to AMSA or WERF staff or principal investigators working with these organizations that wish to perform on-line surveys through *CleanWater Central*
 - vi. Performing timely quality assurance checks of submitted data to ensure consistency and completeness.
 - vii. Importing and data quality assurance of new data sets approved for use by the project team.
 - viii. Generating specialized custom reports at the request of the AMSA/WERF management team
 - ix. Developing and/or implementing recommendations for improvements in the service.