



**2024 MWPP Survey - Frequently Asked Questions.** For clarity, the 2024 MWPP Survey is conducted in early 2024, but it covers 2023 data.

### **What is happening with the 2024 MWPP Survey?**

The Division of Water Quality (DWQ) is changing the administration of the MWPP Survey from the use of Qualtrics Software to Google Forms. You will note, when taking the survey, that there is less meta data collected using Google Forms. Qualtrics had more options (not all of which DWQ needed in the MWPP).

### **What should I expect?**

There are no changes in the questions presented in the survey this year. DWQ is trying to keep the questions the same to be able to compare results from year to year.

A link to the 2024 MWPP Survey (for calendar year 2023) will be sent to the contact person associated with each facility (treatment, collections, and small lagoons) on our contacts list. If the person that receives the email is no longer the primary facility contact person, they should notify DWQ at [wqinfodata@utah.gov](mailto:wqinfodata@utah.gov) that they are no longer the contact person for that facility. DWQ will then track down who the new contact person is.

Facilities that have knowingly changed contacts should notify and update DWQ so that they are not missed in the survey.

### **Where can I find the MWPP Survey?**

If you are expecting a survey request but have not received it, please notify DWQ at [wqinfodata@utah.gov](mailto:wqinfodata@utah.gov). The link for taking the survey is:  
[https://docs.google.com/forms/d/e/1FAIpQLSew6y3bnfWlhsoa7SiCawnGhE4FLOrzw2FXcp0DTsaAb7Ehg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSew6y3bnfWlhsoa7SiCawnGhE4FLOrzw2FXcp0DTsaAb7Ehg/viewform?usp=sf_link)

**Survey Due Date:** The due date for the survey this year is April 15, 2024 (the normal deadline for the MWPP Survey).

If DWQ receives a bounced email, we will contact your facility to update the primary contact information.

**How do I take the Survey?** There are seven sections in the survey: 1) the Introduction, 2) the Financial Evaluation Section, 3) the Collection System Section, 4) the Mechanical Section, 5) the Discharging Lagoon Section, 6) the Non-Discharging Lagoon Section, and 7) the Adopt & Sign Section. Obviously, no facility will have a need to fill out all seven sections. Almost all survey takers will need to fill out sections 1, 2, and 7 (the Introduction, the Financial, and the Adopt & Sign sections). Federal Facilities are not required to fill out the 2<sup>nd</sup> section (Financial section). All facilities will need to determine from the Collection and Treatment sections which apply to them. Complete the sections that pertain to your facility.

**More than one facility per Contact.** Google Forms does not allow a mailing list to have duplicate addresses in one merge mail list. Therefore, a District or City that wishes to keep their facilities separate, such as Snyderville Basin, would receive one emailed survey invitation for three facilities (East Canyon Treatment Plan, Silver Creek Treatment Plant, and Snyderville Basin Water Reclamation District, the collection system). To enter the survey separately for each facility they would indicate at the beginning of

the survey which facility they are entering (the beginning of the survey has a query to identify the name of specific facility for which you are entering data – enter names that distinguish the different facilities). After entering the data in full for the first facility, then submit that survey. The next step is open the survey again and repeat for each other facility. You cannot change any of the data entered for a facility once you submit the data for that survey. Each facility entry in the survey is independent of all others. It is a separate entry.

If you wish to separate treatment and collections facilities, but together they are represented by submitting one financial section data report, you should enter the financial section (representing all facilities) in the data submission for collections. When you submit the data for the treatment plant, near the beginning of the survey you will see the question, “Are you a federal facility?” Indicate that your treatment plant is a federal facility. The purpose for this is to skip the financial section. The question asking if you are a federal facility does not check a box or retain a label that your facility is a federal facility. The purpose of that question is simply to skip the financial section because the financial data for federal facilities is not of interest to DWQ. If you already submitted financial data for the current facility in the report for another facility there is no point in submitting it again.

**Can you Stop and Start again later?** Google forms will allow you to stop, close down, and then restart at where you left off; if you restart from the link in the original email survey invite. You have the ability to re-enter the survey as many times as you like before you submit the survey. This gives you the ability to make changes anywhere in the survey as long as you have not submitted it. After submitting the survey, you will not be able to return and change anything in the survey, however if you persist and re-enter the link you will produce a duplicate survey.

**Do I absolutely have to answer every question?** There are only a few questions in the survey that require a response. The purpose for this is to enable the survey taker to continue and complete the survey if he/she happens to come upon a question that confounds them so that they can close down (without submitting) and return later with the proper data. The purpose of the survey is to gather information. The information helps DWQ prepare for and confront challenges in the wastewater industry. DWQ encourages all survey takers to make an effort to provide a response to all questions before the survey is submitted.

**Multiple parties responding.** Google Forms does not come with an option to send the MWPP Survey to multiple people through their emails as Qualtrics did. If there is more than one person needed to complete the survey, because of their particular familiarity, experience, or knowledge of specific operations; the options to do this are listed below:

1. **Gather the Necessary People to Complete the Survey.** Gather the necessary people around the computer of the individual who has received the email with the link, and have each person respond in turn to the questions as the questions come of their expertise. Complete the entire survey trading off the person responding to questions until the survey is complete.
2. **Preview the Questions and Mark the Response Before Entering the Link for the Survey.** The email with the survey link will have a form attached to it that has all the questions as they are presented in the survey. Download the form and mark a response to each of the questions of the sections that apply to your facility (crossing out irrelevant sections). After filling out the form at your convenience, one person can then complete the survey by entering the survey and transferring the responses on the form into the survey.
3. **Generate a Generic Email for the Survey.** You will have to contact DWQ to send you another survey invite to the generic email address if you have not developed and informed DWQ of your generic email address. Have each person with specialized knowledge of each of the Sections enter the Survey in the generic email through the link, one at a time, to answer the questions until the Survey is completed. Recall that the survey can be closed down and re-entered again, without loss of input as long as the link is entered in the originally sent email.

Be informed that in the attached form listing the survey questions, the label associated with the questions are the same as the column headers in a spreadsheet that the data populates. If you discover that you made an incorrect entry, or if you need to revise one or a few of your entries after submitting the form and presenting to your authorizing council, please send an email to [wqinfodata@utah.gov](mailto:wqinfodata@utah.gov) and list which facility you represent, list the question label, and the correct response that should be associated with that question. If there are numerous corrections that are required, it may be easier to redo the survey. If you submit a duplicate survey DWQ will keep the last one and delete any duplicates for that specific facility that you may have sent before the last.

**Send a Report of the Survey.** At the completion of the Survey, on the same page where you have the choice to submit the survey, there is an option to download a copy of the completed survey for your use. That is the only place where you can choose to print a copy showing the results of your survey. You must make that choice before you submit the form.