

eDWR Service Request

To begin reporting with eDWR reports, the responsible official of the water system or laboratory must request the eDWR service.

Note: Ohio EPA will only be approving responsible officials (RO) for this service. Any other users associated to your facility will be approved by the RO in the delegations service. (This will be explained in section 3.5)

From the eBusiness home page:

Select the link “eDrinking Water Reports” under Services Or “view/edit” under the Facilities column.

State of Ohio | Ohio EPA | Logout

Ohio EPA eBusiness Center

eBusiness Home My Account Current Account: gmiller

Welcome to Ohio EPA eBusiness Center **Need Help?** Click this box for assistance.

Service	Action	Status	Facilities	Delegations
e-DMR	Request	Inactive	view/edit	
DSIWM Disposal Fees	Request	Inactive	view/edit	
E2 Administration	Request	Inactive	view/edit	
DSW Credible Data	Request	Inactive	view/edit	
Hazardous Waste Annual Report	Request	Inactive	view/edit	
e-Drinking Water Reports	Request	Inactive	view/edit	
Air Services	Request	Inactive	view/edit	

My Tasks (1)

Name	Status	Created	Action
Request New P...	New	06/02/2009 10:57:21	hide

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Ohio EPA | 50 West Town Street, Suite 700 Columbus Ohio 43215 | (614) 644-3020 | v2.0
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Service	Action	Status
e-DMR	Request	Inactive
DSIWM Disposal Fees	Request	Inactive
E2 Administration	Request	Inactive
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Hazardous Waste Annual Report	Request	Inactive
e-Drinking Water Reports	Request	Inactive
Air Services	Request	Inactive

This will load the Facility Selection and Service Management page.

Facility Selection and Service Management

Select and Manage Facilities Associated with Your Service

Please select a facility from the list below. If you do not see the facility you want in the list, you may need to add a facility to your service profile by clicking "Add Facility" below. Repeat for each additional facilities you wish to add. Once you have added one or more facilities, click 'Request Service' to submit your request. **Note:** If you have been delegated access to a facility, but do not see an active link to the facility below, this is an indication that access to the facility for this service requires a PIN. You will be granted access to the listed facility once you have completed the PIN activation process.

Note to e-Drinking Water Report users: The first step in activating the e-Drinking Water Reports (eDWR) service is to associate it with one or more Public Water Systems (PWS) and/or Laboratories. To add a PWS and/or Laboratory for use with eDWR, please CLICK the "Add Facility" button below. This will allow you to search for the PWS and/or Laboratory you wish to be associated to for this service.

If you already have a PWS and/or Laboratory associated to this service, you will see it in the listing below. If you wish to add another PWS or Laboratory to this service, CLICK the "Add Facility" button.

Authorization to use e-Drinking Water Reports (eDWR) is only granted to Responsible Officials (RO) of a Public Water System (PWS) or Laboratory. The RO can delegate rights (submit or prepare) to additional eBusiness Center accounts/users as they deem necessary. This can be done using the Delegation Window once you have been approved for the eDWR service.

PLEASE NOTE: Ohio EPA will not grant the service to anyone other than an RO. The ROs will be responsible for managing all other service authorizations using the Delegation Window. Additionally, your eBusiness Center Personal Identification Number (PIN) will be required to delegate this service to additional users.

Service: e-Drinking Water Reports

Facility Association Information

Facility Name	Regulatory Program ID	Agency Core ID	Request Status	Action
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Select the "Add Facility" button to search for you specific Laboratory or Public Water System. In the Search Screen, search for your water system or laboratory by name, ID, address, etc....

Service Activation - Facility Search

Facility Search Criteria

Use this search to locate a PWS and/or Laboratory for association. The search uses "contains" logic. For example, if the PWS is "Redbrick PWS" you can enter "brick" in the "Name" field below. This will search for all PWSs or Laboratories with "brick" in the name.

Searching by the Regulatory Program ID, which is your PWS or Laboratory ID (e.g. OH1234567, BACTI-6789 or CHEM-1234), is the quickest and most accurate way to find a match. A search by street name and county is also an efficient way to find potential matches. Try less specific criteria if an initial search is not successful.

NOTE: Not all fields are required.

Regulatory Program ID:

Agency Core ID:

Name:

Alias:

Address Line 1:

Address Line 2:

City:

County:

Zip:

Please Note: For best results, enter only 1 or 2 criteria. See above text for best criteria to use for this service. Click [HERE](#) for additional help.

Service Activation - Facility Search Results				
Your search criteria returned 4 facilities.				
To select a facility click on the Agency Core ID. If more than one record for the same facility is found, select the one with the appropriate Agency Core ID and/or Regulatory Program ID for the service you are applying for.				
Agency Core ID ▼	Name ▼	Address	Zip	Regulatory Program ID
77231	Bowling Green City	304 N Church St BOWLING GREEN OH	43402	- OH8700311 (PWS)
127868	Bowling Green WTP Laboratory	17549 West River Road Bowling Green OH	43402	- BACTI-80 (LABCE) - CHEM-812 (LABCE)
77516	Jehovahs Witnesses - Bowling Green PWS	10444 Bowling Green Rd E BOWLING GREEN OH	43402	- OH8747912 (PWS)
77297	Northwestern W & S-Bowling Green Road West PWS	1 Courthouse Sq BOWLING GREEN OH	43402	- OH8704003 (PWS)

From the search results, select Agency Core ID Link for the correct PWS or Laboratory. Follow the prompts to add additional facilities or to complete the association.

Service: e-Drinking Water Reports Add Facility

Facility Association Information

Facility Name	Regulatory Program ID	Agency Core ID	Request Status	Action
Bowling Green City (77231)		77231	NEW	remove

Next Cancel

e-DWR Service Request

e-DWR Service Request

Facility Associations		
Facility ID	Facility	
77231	Bowling Green City	Certify/Submit <input checked="" type="checkbox"/>

Submit e-DWR Service Request Cancel

Once the service request is complete a pdf file is generated for the hard copy request for service. Note – Click on the PDF icon or “Division of Drinking and Ground Water” link to open the form. This form must be signed and mailed back to the agency. In addition to the request form, the user must send a letter providing proof of relationship to the facility and that you are in a position responsible for reporting drinking water data.

Ohio EPA
e-DWR Service Authorization
To Submit Drinking Water Reports

I, _____, (name, title) by my signature below, certify that at this time I am a Responsible Official and/or the Operator In Charge for the following facilities and affirm that I am authorized to submit Drinking Water Reports for:

Your PWS or Laboratory Name
Address
City

I understand that Information submitted to Ohio EPA via e-DWR must be submitted by the Operator In Charge as defined in OAC rule 3745-83-01 for a public water system and/or OAC rule 3745-89-08 for a certified laboratory.

User ID:XXX	Company:	XXX
Name: XXX	Address:	XXX
e-mail: XXX@XXXXXX		

I certify under penalty of law that I have personally examined and am familiar with the information submitted herein, and I am aware that there are significant civil and criminal penalties for submitting false information, including the possibility of fine and imprisonment. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a state or federal environmental program and must be true to the best of my knowledge.

Signature

Title

Date

Ohio EPA

e-DWR Service Authorization

To Submit Drinking Water Reports

Instructions for Facility Association

Verify that the information Pre-Printed on the form is correct, including your account information and Request ID#. Sign and date the document. Print, complete and mail in the attached form, acknowledging your acceptance of responsibility.

Provide Proof of your relationship to the Facility

Provide proof of your relationship for the facilities by including a letter from the water system or lab indicating that you are in a position responsible for reporting drinking water data. The letter should be on company/water system letterhead.

For Example:

Dear Sir,

I am the designated Operator-in-Charge for the City of XXXXX water system.

Sincerely,

John Doe

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Ohio EPA will not grant the service to anyone other than a Responsible Official(RO).

Send the Signed Form and Letter to the Ohio EPA Division of Drinking and Ground Waters at one of the following addresses:

Mailing Address:

Ohio EPA,
Division of Drinking and Ground Water
ATTN: eDWR Delegation
PO Box 1049
Columbus, OH 43216-1049

Overnight Delivery Address:

Ohio EPA
Division of Drinking and Ground Water
ATTN: eDWR Delegation
50 West Town Street, Suite 700
Columbus, OH 43215

When these documents are received and reviewed, the Ohio EPA Division of Drinking and Ground Waters will grant authority to submit eDrinking Water Reports (eDWR) for the specified facilities. An e-mail will be sent to the applicant when the association has been granted. If for some reason, Ohio EPA is unable to approve this association the applicant will be contacted via e-mail with further information.