

Instructions for Reporting Drinking Water Chemical Results to Ohio EPA On Paper Submission Report Forms

Certified laboratories are required to report the analytical results of drinking water tests to the Ohio EPA, DDAGW, P.O Box 1049 on the appropriate report forms as listed below:

Ohio EPA Sample Submission Report (SSR)	Revision Date	Analytical Parameters
EPA 5019	10/99	Volatile Organic Chemicals (VOCs)
EPA 5020	10/99	Inorganic Chemicals
EPA 5022-RAD	10/99	Radiological
EPA 5022-DBP	01/02	Disinfection By-Products
EPA 5029	10/99	Pesticides and Other Chemicals

The following information is to be completed for each sample submission report form:

LABORATORY INFORMATION:

- Reporting Lab and ID:** Enter the name and certification number of the lab issuing the sample submission report.
- Analytical Lab and ID:** Enter the name and certification number of the lab which analyzed the sample.
- Reporting Lab Sample # :** Enter the sample number issued by the reporting lab. Sample numbers should include only numbers (no letters or dashes) and no more than 10 digits. Sample numbers must start with a non-zero number.
- Sample Received Date:** Enter the date the reporting lab received the sample.
- QC Completed Date:** Enter the date the analytical lab completed the quality control for the sample.
- QC Completed By:** Enter the name of the quality control officer who reviewed the analytical results.

PUBLIC WATER SYSTEM INFORMATION: PWS and STU names/numbers can be obtained from the monitoring schedules located at <http://www.epa.state.oh.us/ddagw/index.htm>

- PWS Name:** Enter the name of the public water system, ie. a city, restaurant, etc.
- STU Name:** Enter the name of the source treatment unit (STU) for a public water system, ie. water treatment plant, wellhouse, handpump, etc.

PWSID#: Enter the six or seven digit public water system identification (PWSID) number assigned by the Ohio EPA.

STU #: Enter the six or seven digit source treatment unit (STU) number assigned by the Ohio EPA.

Address: Enter the address where the STU (source treatment unit) is located.

County: Enter the county in which the STU (source treatment unit) is located.

Contact Person: Enter the name of a person who can provide sampling information about the STU (source treatment unit).

Contact Phone: Enter the phone number where the contact person can be reached.

SAMPLE INFORMATION:

Sample Monitoring Point: Enter the location where the sample was collected. See the sample monitoring point table at the end of this document for typical smp codes used for compliance purposes

Sample Collected Date: Enter the date (Month/Day/Year) which the sample was taken.

Time: Enter the time of sample collection in military time, ie. 1300 for 1 p.m.

Sample Purpose: Mark the box that indicates the reason for analyzing the sample. A Compliance sample is typically collected according to an Ohio EPA schedule and represents the drinking water being used. A Resample is collected to confirm the results of a previous compliance sample. A New Well sample is collected to review a well for approval as a drinking water source. If Other is marked, explain the reason why the sample was collected.

Repeat for Sample # : If applicable, enter the sample number for the previous sample which the resample was collected to confirm or check. Leave blank if a resample is not involved.

Sample Collected by: Enter the name of the person who collected the sample.

ANALYTICAL INFORMATION:

Preservation Location: Mark the box that indicates where the sample was preserved.

Preservation Type: Mark the box(es) indicating the preservative(s) used for the sample analysis(es).

Sample Location Description/Lab Remarks: Enter information about where the sample was taken, ie. street address, sink tap, or well number, well driller information, etc. and/or lab remarks about the sample analysis, such as data qualifiers, matrix interferences, etc.

ANALYTICAL RESULTS:

Sign: Enter a less than value (<) for non-detections or a positive value (+) for detections.

Result: Enter a numerical value for the analytical result according to the unit specified in the unit column.

Analysis Date: Enter the date that the analysis was completed for the parameter.

Method: Enter the ID (from the Method ID List provided by Ohio EPA) for the method used to perform the analysis for the parameter. If a method ID does not exist, enter the Generic Method number 208, and list the method name in the Sample Location Description/Lab Remarks.

Analyst Number: Enter the number assigned by the Ohio EPA for the approved analyst.

NOTE:

SAMPLE SUBMISSION REPORTS ARE REQUIRED TO BE SUBMITTED TO THE OHIO EPA BY NO LATER THAN THE TENTH DAY AFTER THE END OF THE MONTH IN WHICH QUALITY CONTROL IS COMPLETED FOR THE INCLUDED PARAMETERS. IF AN MCL EXCEEDANCE OCCURS, USE THE MCL FAX NOTIFICATION SHEET (<http://www.epa.state.oh.us/ddagw/Documents/MCLfaxform.pdf>) BY NO LATER THAN THE END OF THE NEXT BUSINESS DAY AFTER QUALITY CONTROL IS COMPLETED TO NOTIFY OHIO EPA AND THE PUBLIC WATER SYSTEM OF THE RESULTS. COMPLETE AND ACCURATE INFORMATION IS NECESSARY FOR A REPORT FORM TO BE USED FOR DRINKING WATER COMPLIANCE. IF THERE ARE QUESTIONS ABOUT THE INFORMATION NEEDED, CONTACT A REPRESENTATIVE OF THE DIVISION OF DRINKING AND GROUND WATERS AT (614) 644-2752.

INFORMATION NEEDED FROM THE PUBLIC WATER SYSTEM

In order to properly complete the required Ohio EPA reporting forms, the following information should be provided to the laboratory by the public water system:

1. The name of the **PWS** (public water system) that was sampled.
2. The name of the **STU** (source treatment unit) that was sampled.
3. The six or seven number **PWSID #** assigned to public water system by the Ohio EPA.
4. The six or seven number **STU #** assigned to public water system by the Ohio EPA.
5. The mailing **Address** of the STU that was sampled.
6. The **County** in which the STU is located.
7. The name of the **Contact Person** responsible for the STU.
8. The number of the **Contact Phone** for the contact person.
9. The **Sample Monitoring Point ID**.
10. The **Sample Collection Date**.
11. The **Time** that the sample was collected.
12. The **Sample Purpose**.
13. The full name (not initials) of the person who collected the sample, **Sample Collected By**.
14. If the sample purpose is resample, the sample number of the previous sample which had results initiating the collection of the resample, **Repeat for Sample #**.
15. The location where the sample was collected for example, plant tap or sink tap, 28 Main St.

DEFINITIONS:

Source Treatment Unit (STU): A structure where the treatment and/or distribution of drinking water for a public water system occurs. For larger public water systems, the STU is typically a water plant. For smaller public water systems, the STU can be a wellhouse, pressure tank, or even a handpump. A public water system may have more than one STU. The STU is identified by name and number, ex. Rice Water Plant 693422, Southmore Water Plant 693423.

Sample Monitoring Point (SMP): The specific location where a sample for a STU is taken. It is possible to have many sample monitoring points. A sample monitoring point is identified by two letters followed by three numbers. The two letters indicate the type of sample that was collected. For example, EP indicates an entry point sample (1st available tap after treatment), and RS indicates a raw sample. The numbers correspond to how many locations have been identified for sampling. Most systems have less than ten locations identified so the first two numbers are usually 00, ie. EP001. A general guide to sample monitoring points is provided on the next page.

Sample Monitoring Point Guide

<u>Parameter</u>	<u>*Typical Sample Monitoring Point</u>
Nitrate	EP00#
Nitrite	EP00#
Inorganics	EP00#
Synthetic Organic Chemicals	EP00#
Volatile Organic Chemicals	EP00#
Radiological	EP00#
Bromate	EP00#
Chlorine Dioxide	EP00#
Chlorite	EP00#
Haloacetic Acids	MR00# if taken at the tap representative of the oldest water in the system; RD00# if taken at a tap in the distribution system other than the MR location.
Total Trihalomethanes	MR00# if taken at the tap representative of the oldest water in the system; RD00# if taken at a tap in the distribution system other than the MR location.
Asbestos	DS000
Lead / Copper	DS000
Microbiological	DS000
New Wells	RS00#

*The specific sample monitoring point (SMP) information should be requested from the water system when sample collection occurs. If the specific SMP information is not provided by the water system, call the water system to obtain the SMP, or call the Ohio EPA at 614-644-2752 and ask to speak with a member of the Chemical Monitoring and Compliance Unit. The **SMP definitions** are the following:

EP = entry point to the distribution (1st tap after treatment); MR = maximum residence time; RD = representative of the distribution; DS = distribution sample; RS = raw sample.