

Ohio EPA eDWR



electronic Drinking Water Reports User Training
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Using the **Internet** to report to Ohio EPA

eDWR - electronic Drinking Water Reports

- Online system to electronically report drinking water data
- Accessible from any internet connection through the agency's eBusiness Center
- Replaced DRINKware
- Secure electronic signatures (PIN)
- Supports multiple accounts for each Laboratory or PWS
- Required for all Certified Labs since July 2010
- Proposed to be required for all Public Water Systems

eDWR Services

– **Laboratory Reports**

- Chemical SSR Analysis Results
- Coliform SSR Analysis Results

– **Water System Reports**

- Water Plant / Distribution System MOR
- Surface Water Treatment Rule MOR

eDWR Getting Started

Step 1: Create an Account
 Existing e-Business accounts are Valid

Create New Account

Enter:

User id: Unique to you and it is case sensitive
 Password: Must have 1- Uppercase and 1- special Character
 Name, address, phone, email address

eDWR Getting Started

Step 2: Request a PIN (Only if you Submit Data)

Existing e-Business PINs are Valid
 Responsible Officials must have PIN
 PIN applications Must be Notarized
 Users delegated only to Prepare Reports do not need to have a PIN

Request New PIN

Enter:

Re-Enter your email address
 Verify Name, address, phone
 Five Security Questions and answers
 Submit request
 Print, Notarize and Send to EPA

eDWR Getting Started

Step 3: Request Association to Laboratory or PWS
(Only Operator-in-Charge or Responsible Officials)

EPA is only processing and granting Association to the Responsible Official or Designated Operator.
 All other users at a Facility are delegated by the Responsible Official

Add Facility (PWS and/or Laboratory):

Search for PWS ID and/or Laboratory name
 Print, Sign and Send to EPA

eDWR Getting Started

Step 4: Delegation of Authority

Responsible Official or Designated Operator may grant access to one or more user accounts.

Delegator determines the Access Rights (User Roles) for delegated users.

Person to be Delegated to, must have an ebusiness account

User Roles:

(A) Preparer: Can View and Prepare reports, but not submit any reports

(B) Certifier: Allowed to prepare, PIN and submit Reports

Delegate:

- View/Edit delegations
- Add User – Add Account
- Select Role
- PIN

eDWR Reporting Menus

View Lab Submissions

View any SSR Submitted for your PWS

Create New Reports

- Choose to enter data online, or
- Download the Excel (xls) spreadsheet

Upload XML Reports

Upload XML file generated from your Excel Spreadsheet

Retrieve Saved Reports

Open reports that have been saved or started but not yet submitted

View Submission

View and check status of all reports submitted

eDWR Laboratory SSRs

- Certified labs are required to report all drinking water data.
- Microbiological MOR no longer exists. Water systems no longer report microbiological data to EPA
- Facility information on the SSR must be correct, in order to be counted for your compliance. Samples must have a facility and a sample point (Check your Schedule)
 - Entry point samples need the STU ID and sample point (EP001, EP002...)
 - Distribution samples need a location sample point (DS000, MR000, RD000)
 - Well and Intake Samples need a Well ID and sample point (RS001, RS002...)

eDWR Data Quality

Water Facility State Code: STU ID, Well or Intake ID or distribution ID (DS1)

The Sample Monitoring Point (Sample Location) is tied to the Facility (no longer always the STU ID)

Examples:

Location	Facility	Sample Point
Entry Point/Plant Tap	STU ID	EP00x
Raw Sample	Well or Intake ID	RS00x
Distribution	DS1	DS000
Max Residence	DS1	MR000
Representative Distribution	DS1	RD000

eDWR - Reporting Errors and Updates

- Sample locations
- Check submission status of your reports
- Reporting on Time
- Complete Data
- Check Monitoring Schedules
- Check Monitoring Requirements

eDWR Contact

eDWR Information Website:

<http://www.epa.ohio.gov/ddagw/reporting.aspx>

Contact info:

Brian Tarver e-DWR Administrator

email: brian.tarver@epa.state.oh.us

Phone: 614-728-1740(direct)

DDAGW: (614) 644-2752

Fax: 614-644-2909

eDWR – electronic Drinking Water Reports



eDWR is the division's web based application for reporting all drinking water data to the agency. This reporting system is web-based and accessible via any internet connection. It is accessible via the Ohio EPA eBusiness Center which is EPA's secure portal for online business services. This portal is the entry point for the regulated community and consultants to electronically complete and file reports and permit applications and to pay fees. This system is used for water systems to submit Monthly Operating Reports (MORs), and for labs to report all drinking water samples (SSRs).

To Get Started:

Step 1: Create an Account

Existing e-Business accounts are Valid
Create New Account link on eBusiness login screen
The userid and password are yours **Do Not Lose** them!

Step 2: Request a Personal Identification Number (PIN) (**Only if you Submit Data**)

Existing e-Business PINs are Valid
Responsible Officials must have PIN
PIN applications **Must be Printed and Notarized**
Users delegated only to Prepare Reports do not need to have a PIN

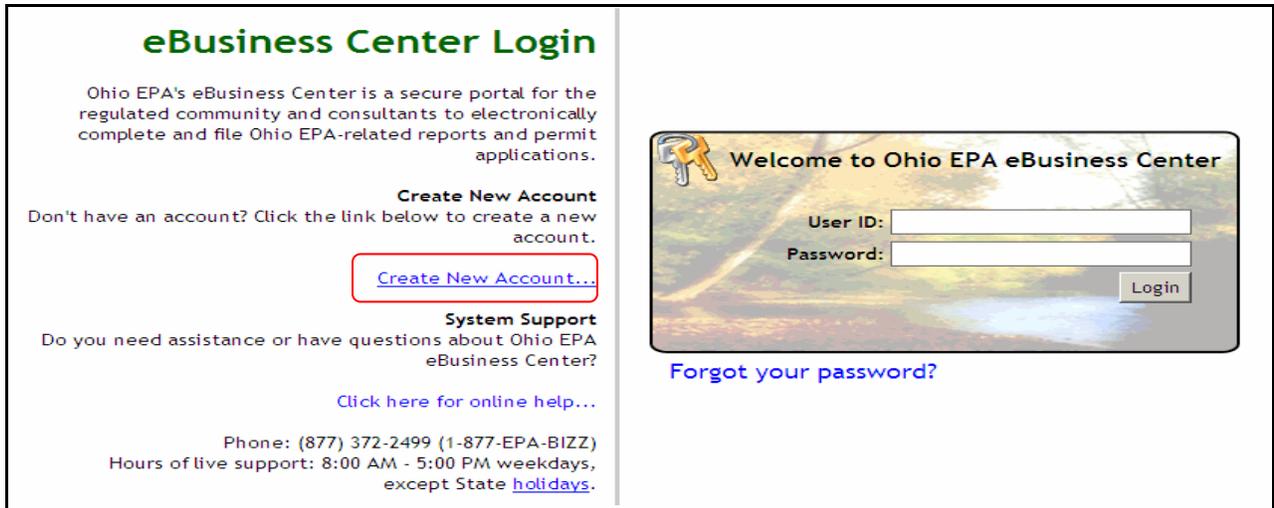
Step 3: Service Authorization Requesting Association to Laboratory or PWS

Only Operator-of-Record or Responsible Officials will be authorized by EPA

Service Authorization form must be printed, signed and sent to EPA
Proof of Association Letter on original letterhead stating you are the Responsible Official
EPA is only processing and granting Association to the Responsible Official or Designated Operator.
All other users at a Facility are delegated association by the Responsible Official

Creating a User Account

In order to gain access to the eDWR Reporting System, a User Account must first be created. If the user does not already have an account, one can be created by accessing the Ohio EPA Business Gateway and clicking the 'Create New Account' button.



eBusiness Center Login

Ohio EPA's eBusiness Center is a secure portal for the regulated community and consultants to electronically complete and file Ohio EPA-related reports and permit applications.

Create New Account
Don't have an account? Click the link below to create a new account.

[Create New Account...](#)

System Support
Do you need assistance or have questions about Ohio EPA eBusiness Center?

[Click here for online help...](#)

Phone: (877) 372-2499 (1-877-EPA-BIZZ)
Hours of live support: 8:00 AM - 5:00 PM weekdays, except State [holidays](#).

Welcome to Ohio EPA eBusiness Center

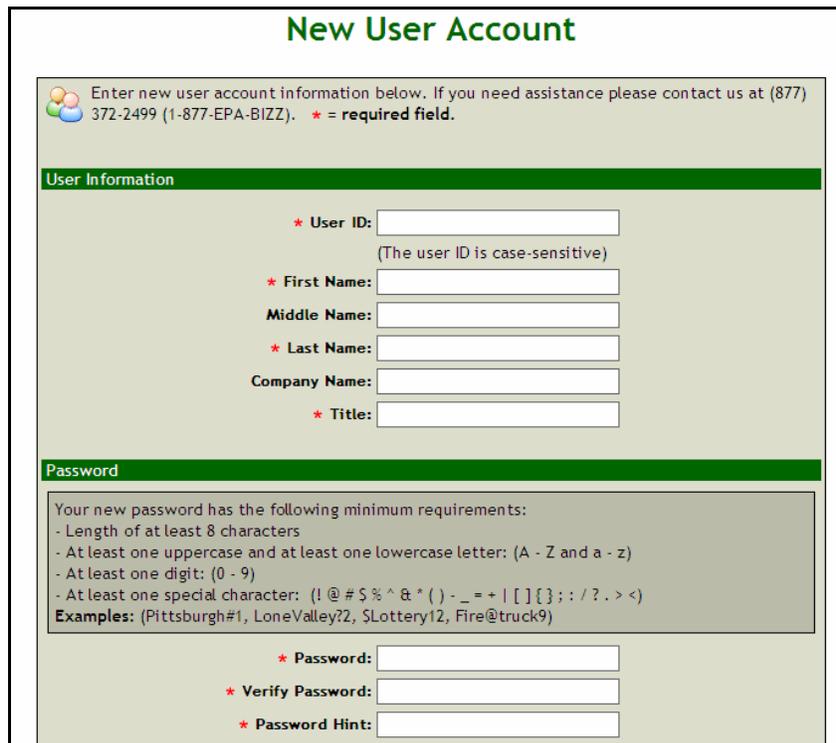
User ID:

Password:

Login

[Forgot your password?](#)

This will display the user registration page shown below.



New User Account

Enter new user account information below. If you need assistance please contact us at (877) 372-2499 (1-877-EPA-BIZZ). * = required field.

User Information

* User ID:
(The user ID is case-sensitive)

* First Name:

Middle Name:

* Last Name:

Company Name:

* Title:

Password

Your new password has the following minimum requirements:

- Length of at least 8 characters
- At least one uppercase and at least one lowercase letter: (A - Z and a - z)
- At least one digit: (0 - 9)
- At least one special character: (! @ # \$ % ^ & * () - _ = + | [] { } ; : / ? . > <)

Examples: (Pittsburgh#1, LoneValley2Z, \$Lottery12, Fire@truck9)

* Password:

* Verify Password:

* Password Hint:

All fields are required. Once all the fields are filled out with valid data the user can click the submit button to create an account. The account will be created in the system and an email confirmation will be sent to the address given on the registration page. With this User Account, a user can now login to the eDWR Reporting System.

eBusiness Center Login

After entering a valid username and password at the Ohio EPA Business Gateway login page, the user is brought to the eBusiness Gateway Main Page. Before proceeding, we will take a closer look at the layout as a whole, starting at the top.

The screenshot shows the Ohio EPA eBusiness Center main page. It features a header with navigation links, a main title, a welcome message, and two main content areas: 'Available Services' and 'My Tasks'. A 'Need Help?' button is also present. The page footer contains contact information and navigation links.

1 State of Ohio | Ohio EPA | Logout

2 Ohio EPA eBusiness Center

3 eBusiness Home My Account Current Account: btarver

Welcome to the 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	Deactivate	Active	view/edit	view/edit
DSW Credible Data	Request	Inactive	view/edit	
e-Drinking Water Reports	Deactivate	Active	view/edit	view/edit
Air Services	Request	Inactive	view/edit	

Name	Status	Created	Action
SWTR Report: Report ID=28	Active	07/15/2009 12:14:51	hide
SWTR Report: Report ID=29	Active	07/15/2009 12:44:48	hide
Water Plant/Distribution Report: Report ID=30	Active	07/15/2009 02:35:13	hide

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Ohio EPA | 50 West Town Street, Suite 700 Columbus Ohio 43215 | (614) 644-3020 | v2.3
[eBusiness Center Home](#) - [About Us](#) - [Email Us](#) - [Contact Us](#) - [Feedback](#) - [Logout](#)

ebusiness home page:

1. Links: These will be on all pages and will take you to the state home page, agency home page and your link to log out of the ebusiness Center
2. eBusiness Home: This link will be on all pages and will return you to this main page
3. Account: This will always indicate your userid for the account logged into the eBusiness Center
4. Available Services: These are currently all of the available services or programs that can be accessed. The e-Drinking Water Reports link will take you into eDWR.
5. Facilities: This link is for managing, adding, deleting and requesting water system and laboratory associations to your account.
6. Delegations: This link allows Responsible Officials to delegate access to additional user accounts to prepare or certify reports.
7. My Tasks: A listing of all of the reports that are currently in process or submitted.

eDWR PIN Application

State of Ohio | Ohio EPA | Logout



eBusiness Center

[eBusiness Home](#)

[My Account](#)

revrat



Welcome to the Ohio EPA eBusiness Center



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

My Tasks (1)			
Name ▼	Status ▼	Created ▼	Action
Request New PIN	New	02/12/2009 10:01:27	hide

[show hidden tasks \(3\)](#)

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1

My Tasks (1)	
Name ▼	Status ▼
Request New PIN	New

ebusiness home page:

1. In the My Tasks section, select Request New PIN
2. Re-Enter your email address
3. Verify Name, address, phone
4. Create Five Security Questions and Answers
5. Select Request PIN
6. Open the subscriber agreement form
7. Print, Notarize and Send to EPA

PIN Request

PIN Holder Information

Below is the contact information required to request your PIN. By default, it has been populated with the information you entered when you created this account. Your PIN will serve as your legally binding electronic signature and must not be shared. Your PIN will be mailed to the address below. If necessary revise the contact information to ensure PIN confidentiality.

* First Name:

Middle Name:

* Last Name:

* Address Line 1:

Address Line 2:

* City:

* State:

* Zip Code:

* Phone Number: Ext:

* Email Address:

* Verify Email Address:

2

3

Security Questions

The security question is a question to which only you know the answer. For example, you might enter, "Pet's name?", "Mother's maiden name?", "Favorite color?", etc.

The security question answer is the correct answer to the security question you entered above.

Each security question and answer must be unique. For example, you can't enter the security question "What is my favorite car?" more than once and you can't use the answer "Corvette" more than once.

Please keep these questions secure and remember to create nonobvious or easily guessable questions. For example: "What high school did I attend?", may be guessable by someone who knows you or where you live. A better question might be: "Who was my favorite high school teacher?"

- Don't write this information down anywhere.
- Never send this information by email.

The answers to your security questions are not case sensitive.

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* Security Question 1:

* Security Answer 1:

* Security Question 2:

* Security Answer 2:

* Security Question 3:

* Security Answer 3:

* Security Question 4:

* Security Answer 4:

* Security Question 5:

* Security Answer 5:

5

Request PIN

Cancel

PIN Request Complete

PIN Request



Your PIN request was successfully submitted. You will also receive an email notification with additional instructions on how to activate your PIN once your PIN has been approved.

To begin, please download the Subscriber Agreement form listed below by clicking the link.

The next step is to sign the Subscriber Agreement in the presence of a notary. After attesting to the statement on the Subscriber Agreement, have it notarized and then mail the Subscriber Agreement as instructed to Ohio EPA. Once approved, Ohio EPA will send your PIN via regular U.S. mail to the address you provided online. If you need assistance or have questions regarding the Ohio EPA eBusiness Center please call our technical support at (877) 372-2499 (1-877-EPA-BIZZ) or send an e-mail to ebizhelpdesk@epa.state.oh.us. Technical support hours of operation are 8:00 AM - 5:00 PM weekdays, except state holidays.

Send your notarized Subscriber Agreement to Ohio EPA at one of the following addresses:

Mailing Address

Ohio EPA
ATTN: ITS PIN Management
PO Box 1049
Columbus, OH 43216-1049

Overnight Delivery Address

Ohio EPA
ATTN: ITS PIN Management
50 West Town Street, Suite 700
Columbus, OH 43215

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Subscriber Agreement Form

To download the document listed above you will need the free Adobe Acrobat Reader. If you do not have the reader you can download it by clicking on the image below.



[Continue...](#)

Subscriber Agreement

In accordance with the provisions of 40 Code of Federal Regulations Part III (Cross Media Electronic Reporting) part 3.2000 and Ohio Administrative Code Rule 123:3-1-01 (Use of Electronic Signatures and Records, Office of Information Technology), all individuals wishing to submit electronic data to the Ohio EPA shall obtain a personal identification number (PIN) and agree to the certification below prior to submitting information online.

Please read the certification below and sign in the presence of a notary. Please return the notarized Subscriber Agreement to the Ohio EPA per the "Subscriber Agreement Instructions".

Once approved, your PIN will be sent to you by regular U.S. Mail.

I understand and agree that the electronic signature device (PIN) I obtain from Ohio EPA shall serve as a legally enforceable signature to the same extent as an original handwritten signature on a paper document. I also agree to protect the security of my password and PIN from compromise and shall take all necessary steps to prevent its loss, disclosure, or use by any other person. In the event that I have any reason to believe that the PIN has or may have been compromised, I agree to promptly report the problem to the Ohio EPA.

I agree to select challenge questions that call for items of information that are not easily guessed or researched and which call for information that I have committed to long-term memory. I agree to keep any record of my challenge question answers secret and secure. I agree to promptly report any evidence of compromise to Ohio EPA.

Terri Tarver

PIN Applicant Signature

Sworn before me and subscribed in my presence this _____ day of _____(month),
_____(year).

Notary Public Signature

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 e-Drinking Water Reports	New	06/02/2009 10:57:21	Hide

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Service	Action	Status
e-DMR	Request	Inactive
DSIWM Disposal Fees	Request	Inactive
E2 Administration	Request	Inactive
DSW Credible Data	Request	Inactive
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

PLEASE NOTE: 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.

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:

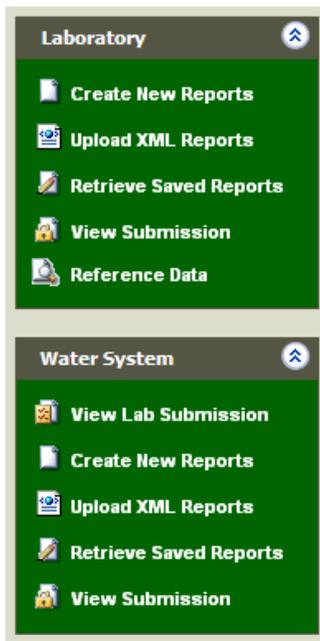
Ohio EPA,
Division of Drinking and Ground Water
ATTN: eDWR Delegation
PO Box 1049
Columbus, OH 43216-1049

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.

eDWR Menu Options



-  **View Lab Submission** **(Water System Users only)** This link allows user who are associated with a water system to view the data that has been submitted by laboratories on their behalf.
-  **Create New Reports** The Create New Reports icon leads to the heart of the eDWR System. Web forms can be used to enter and submit data. In addition, blank Excel and XML templates can be downloaded.
-  **Upload XML Reports** By clicking on the Upload XML Reports icon, a user can select and upload an e-DWR file in XML format that has been generated in compliance with the e-DWR schema. Before submission, the files can be tested for completeness and compliance with the e-DWR schema.
-  **Retrieve Saved Reports** By clicking on the Retrieve Saved Reports icon, a user can make changes to, or delete a saved report. A “saved” report is any report that a user has begun to fill out but has not yet submitted to OEPA.
-  **View Submission** SSR and MOR reports that have been submitted can be viewed, printed and downloaded by clicking on View Submission. Submissions can be viewed and searched by laboratory or PWS and submission date.
-  **Reference Data** **(Laboratory users only)** Laboratories can lookup and download reference data on water systems, water system facilities, sampling locations, analytical methods and parameter codes. This is valuable to assist laboratories in finding the exact code values that are supported for data reporting.

Public Water System (MOR Reporting):

Step 1: PWS User logs into the Ohio EPA eBusiness Center via the Internet with user ID and password.

Step 2: Select e-Drinking Water Reports Service option.

Step 3: Select Create New Reports from the Water system Menu, and select a PWS from the “Water System Reports” drop-down. 4A for Online Entry or 4B for Excel File

Step 4A: Online Entry – Select “Entry” for the MOR to be created

- Select STU from dropdown list
- Reporting Period – Select month
- Reporting Lab ID – Lab Cert number of lab conducting analysis on this report, or lab ID of the PWS, or 8000.
- SAVE – **Note:** Select the reporting period BEFORE Saving
- Select “Entry” for each section of the report to completed
- Submit



PWS ID - Name	OH2599912 - INFORMATION MANAGEMENT SECTION PWS	
STU ID - Name	<input type="text"/>	
Reporting Period	Year: <input type="text" value="2010"/>	Month: <input type="text" value="September"/>
Reporting Lab ID	<input type="text"/>	

Entered	Form Type	Online Entry
	Plant Production	 Entry
	Fluoride	 Entry
	Distribution	 Entry
	Plant Tap	 Entry

Step 4B: Excel File with XML Upload - Select “Excel” for the MOR to be created

- Download and Save the Excel File (.xls)
- Open Excel File and when prompted select “enable Macros”
- Complete the MOR and save the Excel file.
- Select Generate XML, save the XML file.
- Select Upload XML Reports

Step 5: Supply PIN and certify the data entered.

Step 6: The Server receives the file, and issues a receipt of confirmation to the user on the screen. The Server verifies that the e-DWR file conforms to very specific data validation rules and business requirements. If it does, the submission is noted as such on the Server and ‘Accepted’. If not, the submission will be noted as ‘rejected’. The user must fix the problems and submit revisions.

Step 7: Select “View Submissions” and verify that the report has been Accepted. Rejected reports must be corrected and re-submitted.

Corrections to MORs: If submitted using the excel file, make the correction in your file, re-generate the xml and upload the corrected results.

If submitted through the online Entry method, go to “**View Submissions**” and select edit. This saves a copy of your report in your saved reports. Go to “**Retrieve Saved Reports**”, select edit, correct the report and re-submit.

Laboratory (SSR Reporting):

- Step 1:** Laboratory User logs into the Ohio EPA eBusiness Center via the Internet with user ID and password.
- Step 2:** Selects e-Drinking Water Reports Service option.
- Step 3:** Select Create New Reports on the Laboratory Menu, the user selects a laboratory from the “Drinking Water Reports” drop-down. Select the “Lab-B” for microbiological Submissions or “Lab-C” for Chemistry results.
- Step 4:** The user previews and prepares e-DWR file in accordance with reporting requirements using one of four methods.
- Step 4A: Downloading an XML template file and generating their own XML submission file
 - Step 4B: Completing the online entry web form and generating a submission file.
 - Step 4C: Copying and pasting data into the online web form.
 - Step 4D: Using the Microsoft Excel Template to generate an XML file for upload.
- Step 5:** Supply PIN and certify the data entered.
- Step 6:** The Server receives the file, and issues a receipt of confirmation to the user on the screen. The Server verifies that the e-DWR file conforms to very specific data validation rules and business requirements. If it does, the submission is noted as such on the Server and ‘Accepted’. If not, the submission will be noted as ‘rejected’. The user must fix the problems and submit revisions to the EDWR Server.
- Step 7:** Select “View Submissions” and verify that the report has been Accepted. Rejected reports must be corrected and re-submitted.
- Step 8:** Valid e-DWR submissions can be viewed and printed at any time, from “View Submissions” menu.

Data Corrections:

- Rejected Submissions (Red “X”) must be corrected and resubmitted. Note: The Red “X” is a link to display the errors in the file that must be corrected.
- Mistakes and data errors on samples that have been submitted and accepted (a green checkmark “✓” will be displayed) may be corrected by contacting Brian Tarver or Tab Brewster in the Division of Drinking and Ground Waters or DDAGW.

Required information for correcting a sample:

- Sample Number and
- PWS ID
- The Error and the Correction to be made to the sample.

Re-submitting a corrected sample will not be accepted into the database. It will be rejected as a duplicate sample.

Delegation of Authority

Responsible Official or Designated Operator grants access to one or more user accounts.

Delegator determines the Access Rights (User Roles) for delegated users:

User Roles:

(A) Preparer: Can View and Prepare reports, but not PIN and submit any reports

(B) Certifier: Allowed to prepare, PIN and submit Reports

1. Person to be Delegated to, must have an ebusiness account
2. Select view/edit under Delegations (Same row as e-Drinking Water Reports)
3. Add User
4. Add Account
5. Search name or User ID
6. Select User
7. Select Role
8. PIN

State of Ohio | Ohio EPA | Logout

eBusiness Home My Account Current Account: btarver

Welcome to the 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	Deactivate	Active	view/edit	view/edit
DSW Credible Data	Request	Inactive	view/edit	
e-Drinking Water Reports	Deactivate	Active	view/edit	view/edit
Air Services	Request	Inactive	view/edit	

Facility	Regulatory Program ID	Role	Delegated By	Accounts				
				Account	Role	Delegated By	Status	Action
Information Management Section PWS (290011) 122 S Front St Columbus, OH 43215	OH2599912	Responsible Official (ACTIVE)		BJTarver	eDWR Preparer	btarver	Active	delete
				briantarver	Delegated Responsible Official	btarver	Active	delete
				rmagni	Responsible Official		Active	delete
				tbrewste	Responsible Official		Active	delete
				twaller	Responsible Official		Active	delete
				Add User				

Service Activation - Selected Account List

Selected Account List

i To search for the eBusiness Center user account(s) you want to delegate the e-Drinking Water Reports privileges, click 'Add Account' below and enter your account search criteria. You can delegate to multiple accounts from the search results page or by searching for each user one at a time. Once the user account(s) are displayed in the Selected Account List, click Delegate to go to the next step.

Only a Responsible Official as defined by OAC rule 3745-50-42 can delegate access privileges to other users. The Responsible Official is liable for any actions taken by users to whom privileges have been delegated.

ID	Name/Address	Contact	Created	Action
Add Account				

[Delegate](#) [Cancel](#)

Account Search Criteria

i To search for the user account(s) you want to delegate the e-Drinking Water Reports privileges, enter your search criteria below. You can delegate to multiple accounts from the search results page or by searching for each user one at a time.

Last Name:

First Name:

User ID:

Email Address:

Company Name:

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.

Account Search Results

Your search results returned 4 accounts.

Results				
Select	ID	Name/Address	Contact	Created
<input type="checkbox"/>	bjTarver	Brian Tarver 50 W Town Columbus, OH 43206	brian.tarver@epa.state.oh.us (614) 728-1740	01/26/2010 01:33:29
<input type="checkbox"/>	bjtarver	brian Tarver 50 w town columbus, OH 43205	Brian.tarver@epa.state.oh.us (514) 555-1212	10/28/2009 01:12:24
<input type="checkbox"/>	Briant	Brian Tarver 50 town Columbus, OH 12345	brian.tarver@epa.state.oh.us (555) 121-2323	03/11/2009 09:19:59
<input type="checkbox"/>	revrat	b tarver 50 w main st clos, OH 12345	brian@epa (111) 111-1212	09/24/2009 01:47:43

Service Activation - Selected Account List

Selected Account List

i To search for the eBusiness Center user account(s) you want to delegate the e-Drinking Water Reports privileges, click 'Add Account' below and enter your account search criteria. You can delegate to multiple accounts from the search results page or by searching for each user one at a time. Once the user account(s) are displayed in the Selected Account List, click Delegate to go to the next step.

Only a Responsible Official as defined by OAC rule 3745-50-42 can delegate access privileges to other users. The Responsible Official is liable for any actions taken by users to whom privileges have been delegated.

ID	Name/Address	Contact	Created	Action
bjtarver	brian Tarver 50 w town columbus, OH 43205	Brian.tarver@epa.state.oh.us (514) 555-1212	10/28/2009 01:12:24	remove

[Add Account](#)

Privilege Delegation

Privilege Delegation

As the true and sole authorized user of this Personal Identification Number (PIN), by transmitting this information electronically using this PIN, I certify under penalty of law that: (1) I have not violated any term in my Subscriber Agreement; and (2) I am otherwise without any reason to believe that the confidentiality of my PIN and/or password have been compromised now or at any time prior to this submission; and I further certify that: (1) I am familiar with the information submitted herein and I have had the opportunity to review it in electronic form and the information is true, accurate and complete based on information and belief formed after reasonable inquiry; (2) I understand that this information pertains to the implementation, oversight, and enforcement of a state or federal environmental program; and (3) I understand that there are significant civil and criminal penalties for submitting false information, including the possibility of fine and imprisonment.

Select one of the roles to delegate: 1) Read Only - can view a report but can't make any changes. 2) Prepare/Review - can add or update a report but cannot certify/submit. 3) Certify/Submit - has both of the other privileges and is a Responsible Official or their duly authorized representative. The Responsible Official is liable for any actions taken by users to whom privileges have been delegated.

User	Service to Delegate	Facility	Privilege to Delegate	
bjtarver brian Tarver 50 w town columbus, OH 43205	e-Drinking Water Reports	Information Management Section PWS (290011) 122 S Front St Columbus, OH 43215	Prepare/Review <input type="checkbox"/>	Certify/Submit <input type="checkbox"/>

PIN Validation

PIN Validation for Privilege Delegation

To complete your privilege delegation please answer the questions below:

By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by Ohio EPA to use this PIN; (2) I am aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with the terms of that agreement in all respects and am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the electronic version of the information, and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidentiality of my PIN or security questions has or may have been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to civil and criminal liability for falsely certifying.

PIN:

Please answer this security question:
What color is red?

Printing Reports:

Go to "**View Submissions**".

Click the "**View**" Icon for the report you want to print (This opens the report in a new window).

Right click anywhere on the report, except on the EPA Logo.

On the menu that opens Click "**Print Preview**"

For Printing MORs in the Print Preview window Click the "**Landscape**" button at the top (3rd icon from the top left)

Click **Print** icon

Electronic Drinking Water Reports

<http://www.epa.ohio.gov/ddagw/reporting.aspx>

<https://ebiz.epa.ohio.gov/login.jsp>

UserID: _____

Password: _____

Monitoring Requirements Reported on Form 5002 (9/10)

Minimum Required operational analysis of Water for Community, Non-Transient (with treatment) and Transient (serving 1,000 people) Public Water Systems as required by Ohio Administrative Code 3745-83-01(G)

Ref.	Water Analysis	Reporting Criteria	Prior to Fluoridation	Entry Point	Distribution
(w) or (x)	Chlorine Residual Free or Chlorine Residual Combined	If fed for establishing a residual in the distribution ¹		Daily ²	Daily ³
(c)	Fluoride	If fed	monthly	Daily	
(p)	Phosphate Total	If fed for sequestration or corrosion control		Monthly	
(q)	Orthophosphate	If fed for corrosion control		Bi-weekly	
(k)	pH	If adjusted for corrosion control		Bi-Weekly	
		If adjusted for stability		Daily	
		If lime softening treatment is provided		Daily	
(m)	Alkalinity Total	If adjusted for corrosion control		Bi-weekly	
(n)	Alkalinity Stability	If lime softening treatment is provided		Weekly	
(o)	Hardness (Community Systems Only) ⁴	If treatment consists of Ion Exchange Softening		Monthly	
		If treatment consists of Membrane softening		Weekly	
		If treatment consists of precipitative lime softening		Daily	
(r1)	Iron (Community Systems Only) ⁴	If treatment consists of Iron Removal; Pop. <250		Weekly test kit with once monthly lab Check Sample, or Weekly at Certified Lab	
(r2)		If treatment consists of Iron Removal; Pop. =>250		Daily test kit with once monthly Certified lab Check Sample, or Weekly at Certified Lab	
(s1)	Manganese (Community Systems Only) ⁴	If treatment consists of Manganese Removal; Pop. <250		Weekly test kit with once monthly Certified lab Check Sample, or Weekly at Certified Lab	
(s2)		If treatment consists of Manganese Removal; Pop. =>250		Daily test kit with once monthly Certified lab Check Sample, or Weekly at Certified Lab	
(t)	Copper	If a copper compound is applied to the surface water supply		Weekly (monitoring is to continue for at least one month after the compound has been applied)	

1. Surface Water Systems shall conduct monitoring in accordance with (OAC 3745-81-74) and report on Form 5109
2. Satellite Systems without supplemental chlorine treatment measure chlorine residual levels daily in the distribution system only
3. Ground Water Systems using chlorine for oxidation purposes only, must measure chlorine residual levels at the entry point only
4. Non-Community systems treating for an MCL or required as a formal action of the director

Inorganic Disinfection Byproducts and Disinfectant Residuals Monitoring

Required by Ohio Administrative Code 3745-81-23 (effective 8/1/2005) and 3745-81-70 (effective 1/1/2004)

Ref	Water Analysis	Reporting Criteria	Sample Location		Rule Reference
			Entry Point	Distribution	
(SSR)	Bromate	If Ozone is fed	Monthly		OAC 3745-81-23(L)
(v)	Chlorite	If chlorine dioxide is fed	Daily	Monthly (three sample set)	OAC 3745-81-23(M)
(cc)- (kk)				Additional three sample set(s) required if the entry point sample is >MCL)	
(u)	Chlorine Dioxide	If chlorine dioxide is fed	Daily	As required by the director through detail plan approval	OAC 3745-81-70(F)
(cc)- (kk)				Additional three sample set(s) required if the entry point sample is >MRDL)	
(aa)- (bb)	Chlorine Residual Total	if a community or non-transient PWS and chlorine or chloramines are fed for the purpose of establishing a residual in the distribution system		to be monitored concurrently with the collection of total coliform compliance (Routine and Repeat) bacterial samples	OAC 3745-81-70(E)(1)

Ohio EPA Monthly Operating Report entitled "Water Plant / Distribution System" (form #5002) is to be used for reporting the parameters identified above with the exception of bromate. Bromate is to be reported on the Chemical SSR by the Certified Laboratory

