

eDWR Basics

Contents:

Getting Started - Short list of Basic Tasks	3
Setting up an eBusiness Account for eDWR	9
PIN – Subscriber Agreement/Electronic Signature	13
Service Authorization	19
Delegation of Authority	25
Navigation	29
Plant Distribution Monthly Operating Report (MOR)	31
Online Entry (Creating, Submitting, Corrections and Re-submitting)	
Excel/XML Upload	35
Printing	39
Surface Water Treatment Plant Monthly Operating Report (MOR)	41
Online Entry (Creating, Submitting, Corrections and Re-submitting)	
Excel/XML Upload	47
MOR Troubleshooting	52
Laboratory Reporting	53
Coliform SSR Report	55
Online Entry (Creating, Submitting, Corrections and Re-submitting)	57
Excel/XML Upload	65
Chemical SSR Report	73
Online Entry (Creating, Submitting, Corrections and Re-submitting)	75
Excel/XML Upload	81
SSR Troubleshooting	89

eDWR Basics

In order to start using the eDWR system, the operator of record and/or responsible official for the PWS will need to complete the following steps:

1. Create an account on the eBusiness center:
 - a. Go to <https://ebiz.epa.ohio.gov/> and select the link "Create New Account".
 - b. Enter a User ID. The user id identifies you, the user, not your water system or company. The user id stays with you if you were to change jobs
 - c. Enter your first name, last name
 - d. Enter your job title....Operator, Superintendent....
 - e. Enter a password for your account. The password has to meet the following requirements:
 - i. 8 characters long
 - ii. At least one uppercase letter
 - iii. At least one number
 - iv. At least one special character (-, #, *...)
 - v. Example: BT4326-bt
 - f. Enter a hint that will help you remember what your password if you were ever to forget it.
 - g. Enter your home address,
 - h. Enter your email address. This should be an address that we can contact you if there is a problem with your report.
 - i. Enter your phone number. This should be a number that we can reach you at if there is a problem with one of your reports. So this should be your work or cell number.
 - j. Optional - Enter another email address. This will only be used if the primary address is no longer a valid address.
 - k. Enter a security question and answer. This will be used by the help desk to verify they are speaking to you if they get a call regarding your account.
 - l. At the bottom will be a "Submit" button.
 - m. If everything is complete, the account will be created and you will be able to Log into the eBusiness center with the password and user id that you just created.

2. Request a PIN (electronic signature):
 - a. Log into the eBusiness center with your password and user id.
 - b. Scroll about half way down the page to the section labeled "My Tasks".
 - c. Select the link to create or apply for a new PIN.
 - d. Verify your account information:
 - i. The account information for your PIN should be your home address and phone number. This is where we will mail your PIN.
 - ii. Re-enter or confirm your email address.
 - iii. Ask and answer five security questions. (You make up the questions and give the answers.)
 - iv. At the bottom select the "Request PIN" button.
 - v. If all of the information is complete, the page will indicate the request is complete. The subscriber agreement must be printed, completed and mailed to the agency.
 - e. Select the link labeled "Subscriber Agreement":
 - i. Open the document;
 - ii. Print the document; and,
 - iii. Follow the printed instructions.
 - iv. Sign the subscriber agreement in front of a Notary and mail to the Ohio EPA.
 - f. This PIN is your signature, so do not share it. If someone else needs to be allowed to submit, they will need their own account and PIN.
 - g. The PIN will be mailed to your address. It should take somewhere from 5-7 days to get the PIN returned. When you receive the PIN, you will need to "Activate" the PIN. There will be a link in the "My Tasks" section of the ebusiness home page for you to activate the PIN.

3. Associate yourself to the PWS (Service Authorization):
 - a. Log into the eBusiness center with your password and user id.
 - b. On the home page, there is a list of "Available Services" .
 - c. In the same row as eDrinking Water Reports, **select the view/edit link** under the facilities column. (Fourth column)
 - d. Select "add facility" button.
 - e. Enter the PWS ID in the first search box, labeled "Regulatory Program ID" (Do not fill out any additional fields for your search).
 - f. Click "Search".
 - g. The PWS should be returned in the search
 - h. Select the "Agency Core ID" link for your PWS:
 - i. This will return to where you started in step "d", but with the PWS in the list at the bottom.
 - ii. If you have additional water systems to report for, you may select add facility and search again (Step d)
 - i. Click the "Next" button in the bottom right corner
 - j. Check the Check Box for "Certify/Submit" and then click the "Submit eDWR Service Request" button.
 - k. The service request is complete, however the hard copy Service Authorization Form must be printed signed and sent to Ohio EPA for approval.
 - l. Select the link labeled "Division of Drinking and Ground Waters":
 - i. Open the document;
 - ii. Print the document; and,
 - iii. Follow the printed instructions.
 - m. In addition to the Service Authorization Form, you will need to provide a letter indicating your "Proof of relationship to the facility". This letter needs to state your relationship to the PWS. For Example, "I am the designated operator at the village of XXXX". This letter should be written on company or water system letterhead.
 - n. Sign and fax the documents to (614) 644-2909, Attention: Brian Tarver, or mail to:
Ohio EPA, Division of Drinking and Ground Waters
P.O. Box 1049
Columbus, OH 43216-1049
Attn: Brian Tarver
 - o. Once approved you will receive an email from the ebusiness center.

To re-print the Service Authorization Form –

1. Log into the eBusiness Center
2. Scroll to the My Tasks section of the home page and select the link labeled “View eDrinking Water Reports Service Authorization For.....”
3. Select the link labeled "Division of Drinking and Ground Waters":
 - a. Open the document;
 - b. Print the document; and,
 - c. Follow the printed instructions.
4. Print, sign and fax the document to (614) 644-2909, Attention: Brian Tarver, or mail it to:

Ohio EPA, Division of Drinking and Ground Waters
P.O. Box 1049
Columbus, OH 43216-1049
Attn: Brian Tarver

Delegation:

1. To Delegate, log into the ebusiness center.
2. From the home page select the “View/Edit” link under the delegations column in the same row as eDrinking Water Reports
3. Select the “Add User” Link under the PWS.
4. Select the “Add Account” link
5. Enter the user’s name OR user id and click search
6. Select his/her name and click next
7. Click Delegate
8. Select either the Prepare/Review or the Certify/Submit privilege. (this is where you decide what rights he or she has) Click Submit.
9. Enter your PIN and security answer and click submit.

Update Account Information:

Account information must be kept up-to-date and accurate. Account information includes your address, email address, phone number and company. Users need to keep this information current.

1. Log into the eBusiness Center.
2. Select My Account (upper left)
3. Select Update account
4. Edit any out of date information and save.

Update PIN Information:

PIN information includes your security questions and answers as well as your mailing address.

1. Log into the eBusiness Center.
2. Select My Account (upper left)
3. Select PIN Management – Update PIN holder information
4. Enter your PIN and Security answer
5. Edit any out-of-date information and save.

Re-Issue PIN:

If you have lost your PIN, you may request that it be re-issued. Note, your mailing address MUST be correct for you to receive your re-issued PIN.

1. Log into the eBusiness Center.
2. Select My Account (upper left)
3. Select PIN Management – Re-Issue PIN
4. Your original PIN will be re-printed and mailed to your address.

Create an account on the eBusiness center:

1. Go to <https://ebiz.epa.ohio.gov/> and select the link "Create New Account".



eBusiness Center

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.

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.

eBusiness Center Login

User ID:

Password:

[Forgot your password?](#)

2. Enter a User ID

Create New Account

Account Information

Create a New User ID
Please enter your desired user ID. The user ID must be between 1 and 30 characters and cannot contain spaces. **The user ID is case sensitive.**

User ID

3. Enter a password. Enter your name, address, email and phone number. At the bottom will be a "Submit" button.

Create New Account

Account Information

Create a New User ID
Please enter your desired user ID. The user ID must be between 1 and 30 characters and cannot contain spaces. **The user ID is case sensitive.**

User ID

First Name

Middle Name

Last Name

Company Name

Job Title

Security Information
Show/Hide Help

Password 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
Buckeyes#1, LoneValley?2, Pass@word1, Fire@truck9

Password

Verify Password

Password Hint

Security Question

Security Answer

Contact Information

Address Line 1

Address Line 2 (optional)

City

State [select] **Zip**

Primary Email Address

Verify Primary Email Address

Secondary Email Address (optional)

Verify Secondary Email Address (optional)

Phone Number (xxx) xxx-xxxx

Log into the eBusiness center with the password and user id that you just created.

eBusiness Center Login

The screenshot shows the Ohio EPA eBusiness Center interface. At the top left, there are navigation links: "State of Ohio | Ohio EPA | Logout" (1). Below this is the Ohio EPA logo (2) and the "eBusiness Center" title. A navigation bar contains "eBusiness Home" and "My Account" (3). On the right, it shows the current account name "btarver" (3) and a "Need Help?" button. The main content area features a "Welcome to the Ohio EPA eBusiness Center" message and a "Available Services" table (4). The table lists services like e-DMR, DSIWM Disposal Fees, E2 Administration, DSW Credible Data, e-Drinking Water Reports, and Air Services, with columns for Action, Status, Facilities (5), and Delegations (6). Below the services table is a "My Tasks (3)" table (7) listing reports such as "SWTR Report: Report ID=28" and "Water Plant/Distribution Report: Report ID=30". At the bottom, there is a footer with contact information and navigation links.

eBusiness home page:

1. Links: These will be on all pages and will take you to the State of Ohio home page, Ohio EPA home page or 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 eDrinking 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: Lists all reports that are currently in process or submitted and any pending requests for service or PIN applications.

Request a PIN (electronic signature)

1. In the My Tasks section, select Request New PIN

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 \(3\)](#)

For the latest Ohio EPA news check out our [home page](#).

Ohio EPA | 50 West Town Street, Suite 700 Columbus Ohio 43215 | (614) 644-3020 | v3.24
[eBusiness Center Home](#) - [About Us](#) - [Privacy Statement](#) - [Email Us](#) - [Contact Us](#) - [Feedback](#) - [Logout](#)

1

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

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:	Brian
Middle Name:	
* Last Name:	Tarver
* Address Line 1:	50 W Town St
Address Line 2:	
* City:	Columbus
* State:	OH
* Zip Code:	43215
* Phone Number:	614 . 728 . 1740 Ext:
* Email Address:	brian.tarver@epa.state.oh.us
* Verify Email Address:	

2 (points to the name and address fields)

3 (points to the email address field)

- 2. Verify Name, address, phone
- 3. Re-Enter your email address

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.

4

* 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

- 4. Create Five Security Questions and Answers
- 5. Select Request PIN

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

6



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...](#)

- 6. Open the subscriber agreement form
- 7. Print, Notarize and Send to EPA

7

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 the next section)

From the eBusiness home page:

Select the link the “[view/edit](#)” link under the Facilities column.

Available Services <small>(What is this?)</small>				
Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
e-DMR	Request	Inactive	view/edit	
DMWM Disposal Fees (Pay Existing Invoice)		Inactive		
DMWM Facility Registration	Request	Inactive	view/edit	
DMWM Transporter Registration	Request	Inactive		
DSW Credible Data	Request	Inactive	view/edit	
e-Drinking Water Reports	Deactivate	Active	view/edit	view/edit
DMWM Disposal Fees (Submit Reports)	Request	Inactive	view/edit	

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 Add Facility

Facility Association Information

Facility Name	Regulatory Program ID	Agency Core ID	Request Status	Action

Cancel

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.

Search Reset Cancel

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	Certify/Submit
77231	Bowling Green City	<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

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.

Delegation of Authority

Responsible Official or Operator of Record 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. Select Role
4. PIN

State of Ohio | Ohio EPA | Logout

OhioEPA eBusiness Center

eBusiness Home My Account Current Account: btarver

Welcome to the Ohio EPA eBusiness Center

Available Services (What is this?)

Service	Action	Status	Facilities	Delegations
e-DMR	Request	Inac tive	view/edit	
DSIWM Disposal Fees	Request	Inac tive	view/edit	
E2 Administration	Deactivate	Active	view/edit	view/edit
DSW Credible Data	Request	Inac tive	view/edit	
e-Drinking Water Reports	Deactivate	Active	view/edit	view/edit
Air Services	Request	Inac tive	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

5. 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
<div style="border: 1px solid red; display: inline-block; padding: 2px 10px; color: blue; text-decoration: underline;">Add Account</div>				

Delegate
Cancel

6. Add Account

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.

Search
Cancel

7. Search name or User ID

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

Next
Cancel

8. Select 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
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"/>

9. Select Role

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?

10. PIN

eDrinking Water Reports Navigation

State of Ohio | Ohio EPA | Logout



eBusiness Center

eBusiness Home My Account b tar

Home Help

Credible Data

Laboratory

- B** Create New Reports
- C** Upload XML Reports
- D** Retrieve Saved Reports
- E** View Submission
- F** Reference Data

Water System

- A** View Lab Submission
- B** Create New Reports
- C** Upload XML Reports
- D** Retrieve Saved Reports
- E** View Submission

Welcome to the Environmental Electronic (E2) Reporting System!

The E2 system allows facilities regulated by the Ohio EPA *Division of Surface Water (DSW)* and *Division of Drinking and Ground Waters (DDAGW)* to submit reports electronically.

The Electronic Environmental Reporting System is comprised of three modules:
[eDMR](#) - Discharge Monitoring Reports - for Surface Water (NPDES) permits - individual, general, and indirect discharge
[eDWR](#) - Drinking Water Reports - for Drinking Water Analysis (SSRs) and Monthly Operating Reports (MORs)
[Credible Data](#) - Credible Data (Volunteer Monitoring) Reports - for approved surface water Credible Data Projects.

e-DWR

The e-DWR system allows Public Water Systems (PWSs) and Laboratories to create and submit Monthly Operating Reports (MORs) and Sample Submission Reports (SSRs) electronically to Ohio EPA-Division of Drinking and Ground Waters.

eDWR Contact: Brian Tarver (614) 728-1740 or via e-mail at brian.tarver@epa.state.oh.us

***** e-DWR News *****

eDWR Update: March 31, 2011

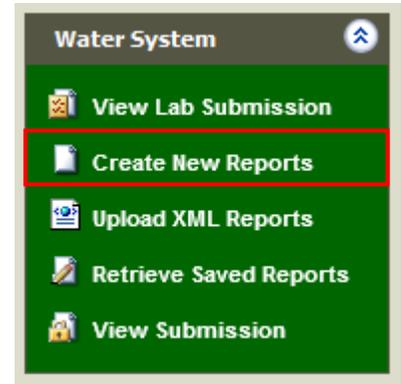
NOTICE to Laboratories reporting Chemical SSR data: The Lab_GC Excel Spreadsheet has been updated. Please download the latest version. The March 4, 2011 version must be used or your files will not be accepted.

This current upgrade only has changes to the general Chemical SSR and the Plant Distribution

- A. **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.
- B. **Create New Reports** The Create New Reports link leads to the heart of the eDWR System. Web forms can be used to enter and submit data. In addition, blank Excel templates can be downloaded.
- C. **Upload XML Reports** By clicking on the Upload XML Reports link, a user can select and upload an eDWR XML file. Before submission, the files can be tested for completeness and compliance with the eDWR schema.
- D. **Retrieve Saved Reports** By clicking on the Retrieve Saved Reports link, a user can make changes or delete a saved report. A “saved” report is any report that a user has created but has not yet submitted.
- E. **View Submission** SSR and MOR reports that have been submitted can be viewed, printed and downloaded by clicking on View Submission link. Submissions can be viewed and searched by laboratory or PWS and submission date.
- F. **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.

Create a new Plant Distribution MOR (Online Entry)

1. Log into eDWR
2. Select **eDrinking Water Reports**.
3. Select **Create New Reports** from the Water System Menu.
4. Select a PWS from the “Water System Reports” drop-down list.



Water System Reports for:

Form Type	Description	View Form	Download		Online Entry
Water Plant / Distribution MOR	Water Plant / Distribution MOR	View	XML	Excel	Entry
Surface Water Treatment Rule MOR	Surface Water Treatment Rule MOR	View	XML	Excel	Entry

5. **Online Entry** – Select “**Entry**” for the Plant Distribution MOR to be created (last link to the far right)
 - Select STU from drop-down list (STU is your Plant ID)
 - Reporting Period – Select month (Reporting period is generally the previous month)
 - Reporting Lab ID – Lab Cert number of lab conducting analysis on this report; or **8000**.
 - SAVE – Note that once the report is saved it will be in the “**Retrieve Saved Reports**” until it is submitted.
 - Select “**Entry**” for each section of the report to be completed. (The bottom of each section has “Cancel”, “Save” and “Next” Buttons. Selecting “Next” saves the page and returns to the main entry page)
 - **Production**: enter the daily volume of water in **MGD** and any comments
 - **Fluoride**: Complete this section if you add fluoride
 - **Distribution**: Enter daily distribution chlorine values and your monthly **Chlorine Quarterly Report** data (Number of routine samples and average total chlorine).
 - **Plant Tap**: Enter daily chlorine from the Plant Tap or Entry Point.

PWS ID - Name	OH2599912 - IMS TESTING PWS	
STU - ID	<input type="text" value="2562342"/>	
Reporting Period	Year: <input type="text" value="2013"/>	Month: <input type="text" value="July"/>
Reporting Lab ID	<input type="text" value="8000"/>	

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

- Complete entire report (all sections that you need to complete) before submitting.
- Select Preview to review the entire report before submitting
- Select Submit Report

6. Check the Certify checkbox, enter PIN, Security Answer and select Submit.
7. The confirmation screen and email only indicates that you have successfully uploaded your report and does **NOT** mean it has been accepted and processed by Ohio EPA

 **Submission Successful! Please go to 'Submittals/Revision' or 'View Submission' page to check the submission status later.**

Submission ID: 350020
Certifier's Name: Brian Tarver
Certifier's TCP/IP address: 10.181.8.77
Date and time file was sent: 08/22/2013 09:56:01 (Based on local server time)
Date and time file was received: 08/22/2013 09:56:01 (Based on local server time)
Date and time acknowledgement was sent: 08/22/2013 09:56:02 (Based on local server time)

8. Select “**View Submissions**” and verify the report status:
 - **Received:** Report has been uploaded but not yet processed.
 - **Processed:** Report has been received and accepted into our system.
 - **Rejected:** Report must be retrieved, corrected and re-submitted.

Common mistakes or reasons that staff may not have your report:

- The wrong reporting period was entered
- The wrong STU ID was entered

View your report in the View Submissions menu to verify everything is correct

Status:  Processed  Rejected  Received  Resubmitted

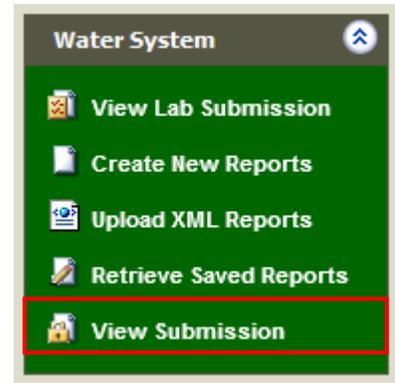
Edit	View	Download	Chain of Custody	Sub. ID	Previous Sub. ID	Received Date	Status	Status Date	Submit User
		 XML		338945		07/09/2013 09:33:35		07/09/2013 09:33:38	Brian Tarver
		 XML		338940		07/09/2013 09:29:41		07/09/2013 09:29:45	Brian Tarver

Re-Submitting or correcting an MOR

Reports are occasionally rejected and or mistakes are found and must be corrected. This requires retrieving the submitted report, editing and then re-submitting. Re-submitting an MOR updates the entire report, so make certain the report is complete.

Online Entry:

1. Log into eDWR
2. Select eDrinking water reports
3. On the left side Menu, select "View Submission"
4. If necessary, change the "Submitted Between" dates so that you can find the reports you need to update and click the "Go" button.



Water System Name:
 Submission Status:
 Submitted between: and

5. Click the "Edit" icon next to the file you need to correct (this creates a saved Copy of the report).

Status: Processed Rejected Received Resubmitted

Edit	View	Download	Chain of Custody	Sub. ID	Previous Sub. ID	Received Date	Status	Status Date	Submit User
				332903		06/10/2013 09:06:35		06/10/2013 09:06:36	Rick Magni
				331273		06/05/2013 10:42:31		06/05/2013 10:42:32	Brian Tarver

6. On the left side Menu, select "Retrieve Saved Reports"
7. Select a PWS from the "Water System" drop-down list
8. Click the "Edit" icon next to the file you need to correct. This will open the report.

Water System:

Delete	Edit	Last updated Date	Last updated By	Report Type	Report ID	Prev. Sub ID	STU/State Facility Number	Report Period
<input type="checkbox"/>		08/12/2013 15:28:31	Brian Tarver	Water Plant / Distribution MOR	66774		2562342	July, 2013
<input type="checkbox"/>		07/08/2013 10:45:20	Tab Brewster	Water Plant / Distribution MOR	64809	337120	2562342	June, 2013

9. Make your Corrections
10. Select **Preview** to review the entire report before submitting

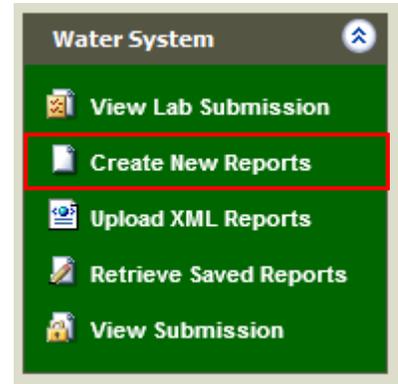
11. Select **Submit Report**



12. Check the Certify checkbox, enter PIN and Security Answer and Submit.
13. The confirmation screen and email only indicates that you have successfully uploaded your report.
14. Select "View Submissions" and verify the report status

Create a new Plant Distribution MOR (Excel and xml upload)

1. Log into eDWR
2. Select **eDrinking Water Reports**.
3. Select **Create New Reports** from the Water System Menu.
4. Select a Download **Excel**. When downloading the Spreadsheet save it to a location on your PC where you can retrieve it. Once the file is downloaded, you can log out of the eBusiness Center.



Water System Reports for:

Form Type	Description	View Form	Download		Online Entry
Water Plant / Distribution MOR	Water Plant / Distribution MOR	View	XML	Excel	Entry
Surface Water Treatment Rule MOR	Surface Water Treatment Rule MOR	View	XML	Excel	Entry

5. **Open Excel** and the Plant_MOR.xls spreadsheet.
 - A security window may pop up regarding “Macros”. A Macro is a program embedded into this spreadsheet that must run to complete the submission. Select **Enable** Macros when prompted.

6. Enter Water System information.

Note: After entering the reporting period, the dates will fill in down the first column. If they do not, the Macros are not enabled.

- Enter the PWSID
- Enter STUID (Plant ID)
- Enter Reporting Lab Certification of the lab conducting analysis on this report; or 8000.
- Enter Reporting Period – Month and Year (m/yyyy). Reporting period is generally the previous month.

PWS ID*:	OH2599912
STU ID*:	2562342
Reporting Lab Cert. #:	8000
Rpt. Month / Year*:	6/2013

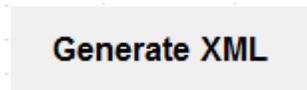
7. Enter all of your required operational data for the Plant Distribution MOR

- **Production:** enter the daily volume of water in **MGD** and any comments
- **Fluoride:** Complete this section if you add fluoride
- **Distribution:** Enter daily distribution chlorine values and your monthly **Chlorine Quarterly Report** data (Number of routine Micro samples and average total chlorine).
- **Plant Tap:** Enter daily chlorine from the Plant Tap or Entry Point.

Chlorine QOR Data	
Chlorine Residual (Total)	
No. of RT & RP Samples	Avg. Value (mg/L)
15	1.20

8. **Save** the Excel spreadsheet. You may “Save As” and save with an identifiable name such as “July2013Plant MOR” or “ColumbusPlant2_July2013”

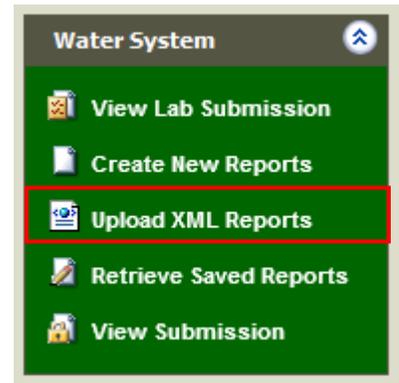
9. Select “Generate XML”



10. A Save Output Window will open asking to save an XML file. Browse to a location on your PC where you can retrieve it and select save. Note: You may save this file with an identifiable name such as “July2013Plant

MOR” or “ColumbusPlant2_July2013” . This can make it easier to find the correct file when you are uploading to eDWR.

11. Save and Close (or minimize) your Excel Spreadsheet.
12. Log into eDWR
13. Select **eDrinking Water Reports**.
14. Select **Upload XML Reports** from the Water System Menu.
15. Select “Browse” and browse for the XML file that you created in step 10.
16. Select Test File.
 - a. If your file is formatted correctly:



The structure of your XML file(s) is acceptable.

- b. If not formatted correctly or there is a validation error a message such as this will be displayed:

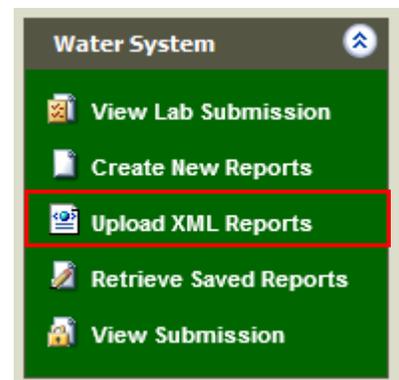
 **PLANT_MOR_2013-08-22.xml: STU ID (255555) does not exist for PWS (OH2599912).**

17. If not, correct the Excel Spreadsheet and go to step 9
18. If file is Acceptable then browse for the file again
19. Check the Certify checkbox, enter PIN, Security Answer and select Submit.
20. The confirmation screen and email only indicates that you have successfully uploaded your report.
21. Select “**View Submissions**” and verify the report status and to view the report submitted to ensure it is accurate.

Re-Submitting or correcting an MOR (Excel and xml upload)

Reports are occasionally rejected and or mistakes are found and must be corrected. This requires editing and then re-submitting. Re-submitting an MOR updates the entire report, so make certain the report is complete.

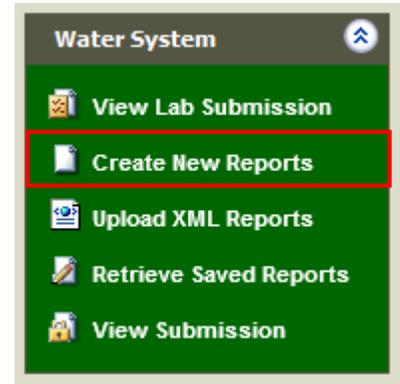
1. Open Excel and the saved spreadsheet for the reporting period.
2. Edit and make corrections
3. Select “Generate XML”
4. A Save Output Window will open asking to save an XML file. Browse to a location on your PC where you can retrieve it and select save.
5. Save and Close your Excel Spreadsheet.
6. Log into eDWR
7. Select **eDrinking Water Reports**.
8. Select **Upload XML Reports** from the Water System Menu.
9. Select “Browse” and browse for the XML file that you created in step 4.



10. Check the Certify checkbox, enter PIN, Security Answer and select Submit.
11. The confirmation screen and email only indicates that you have successfully uploaded your report.
12. Select “**View Submission**” and verify the report status

Create a new Surface Water Treatment Plant MOR (Online Entry)

1. Log into eDWR
2. Select **eDrinking Water Reports**.
3. Select **Create New Reports** from the Water System Menu.
4. Select a PWS from the “Water System Reports” drop-down list.



Water System Reports for:

Form Type	Description	View Form	Download		Online Entry
Water Plant / Distribution MOR	Water Plant / Distribution MOR	View	XML	Excel	Entry
Surface Water Treatment Rule MOR	Surface Water Treatment Rule MOR	View	XML	Excel	Entry

5. **Online Entry** – Select “Entry” for the Surface Water Treatment Plant MOR to be created (last link to the far right)
 - a. **Page one: Basic Water System and Treatment Information**
 - Select STU from drop-down list (STU is your Plant ID)
 - Reporting Period – Select month (Reporting period is generally the previous month)
 - Reporting Lab ID – Lab Cert number of lab conducting analysis on this report;

Basic Information	
PWS ID - Name:	OH2599912 - IMS TESTING PWS
STU ID:	2562342 <input type="text"/>
Reporting Period(YYYY/MM):	2013 / 9 <input type="text"/>
Reporting Lab Certification Number:	9255 <input type="text"/>

- Enter the Distribution Disinfectant Reporting information

Distribution Disinfectant Reporting	
# of Samples Analyzed:	<input type="text"/>
# Below Required Residual:	<input type="text"/>
% Meeting Disinfectant Requirement:	<input type="text"/>
Previous Month % Meeting Minumum:	<input type="text"/>

- Enter Calculation and Clearwell Information

Clearwell Information	
Calculation Type:	Simple ▾
Disinfectant Monitored Continuously?	N ▾
Filtration Type:	Slow Sand ▾
Required Log Inactivation:	1.0

Clearwell ID	Surface Area (Sq. ft.)	Approved Eff. Volume Factor
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

- **SAVE** – Note that once the report is saved it will be in the “Retrieve Saved Reports” until it is submitted.
- Select “Next”



b. Page Two: Disinfectant Information

- Enter Disinfectant, Alkalinity and TOC Information



Day (2013)	Lowest Residual Disinfection at Entrance to Distribution		Duration Residual Disinfection Fell Below Requirement (0.1 hr)	Peak Hourly Treatment Flow(gpm)	Highest pH	Lowest Temp (C)	Lowest Clearwell Operating Depth/Level (ft)	Lowest Disinfectant Conc. (mg/L)
	Free	Combined						
9/1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Effective Disinfectant Contact Time (min)	Minimum Actual CT (min x mg/L)	Required CT (min x mg/L)	Interpolation?	Raw Alkalinity (mg/L)	Raw TOC (mg/L)	Finished TOC (mg/L)	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	No ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

c. Page Three: Turbidity, Grab Sample, and Continuous Monitoring

- Enter TOC Data

Previous
Save
Next

TOC Value Information	
Calc. TOC Value	ATC (1.0)
<input style="width: 80%;" type="text"/>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Select One ▼ </div>

- Enter Turbidity data

Turbidity Reporting Information	
Turbidity Location	Percent Within Standard
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Select One ▼ </div>	<input style="width: 80%;" type="text"/>

- Enter Daily Turbidity information

Turbidity				
Day (2013)	Total Hours Filtering	Maximum Turbidity (NTU)	Minimum Turbidity (NTU)	Average Turbidity (NTU)
9/1	<input style="width: 80%;" type="text"/>			

- Enter Exceedances

Grab Sample Report		Continuous Monitoring Report	
Total Number of Results	# of Results Exceedance Standard	Total Hours Results were Recorded	Total Hours Results Exceed Standard
<input style="width: 80%;" type="text"/>			

- Select "Next"

d. Page Four: Results Exceeding Standard

Previous
Add a Record
Save
Next

Results Exceeding Standard			
Date (Year 2013)	Time	Turbidity (NTU)	Duration (0.1 hr)
9/ <input style="width: 40%;" type="text"/>	<input style="width: 40%;" type="text"/> : <input style="width: 40%;" type="text"/> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 5px;">Select One ▼</div>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
9/ <input style="width: 40%;" type="text"/>	<input style="width: 40%;" type="text"/> : <input style="width: 40%;" type="text"/> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 5px;">Select One ▼</div>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

e. Page Five: Addendum Questions

- Select "Yes" or "No" for each question. Note-Question set is different depending on the PWS population

Answer	Question
Select One ▾	Do you monitor each individual filter effluent (or combined filter effluent for systems with two filters)?
Select One ▾	Was the continuous filter monitoring or recording (every 15 minutes) equipment offline during the month? If yes, complete the table indicating the filter number, IFE 'OTHER', date and time of the occurrence and the duration/grab sample frequency.
Select One ▾	Did any individual filter exceed 1.0 NTU in two consecutive measurements taken 15 minutes apart? If yes complete the table and indicate required follow-up action status (report cause if known). [IFE 'A']
Select One ▾	Did any individual filter exceed 1.0 NTU in two consecutive measurements taken 15 minutes apart at any time in each of three consecutive months? If yes complete the table and indicate required follow-up action status (i.e. Individual Filter Self-Assessment - IFSA). [IFE 'B']
Select One ▾	Did any individual filter exceed 2.0 NTU in two consecutive measurements taken 15 minutes apart at any time in each of two consecutive months? If yes complete the table and indicate required follow-up action status (i.e. Comprehensive Performance Evaluation - CPE). [IFE 'C']

Previous
Save
Next

- If there was not a Filter Event, then the report is complete and selecting “next” will return to Page One of the report . If there was a Filter Event go to Step “f” below
- Select Preview to review the entire report before submitting
- Select Submit Report

f. Page Six: Individual Filter Events

Filter Number	Individual Filter Event	Date	Time	Turbidity or Duration/Frequency
<input type="text"/>	<input type="text" value="▾"/>	<input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text" value="Select One ▾"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="▾"/>	<input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text" value="Select One ▾"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="▾"/>	<input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text" value="Select One ▾"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="▾"/>	<input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text" value="Select One ▾"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="▾"/>	<input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text" value="Select One ▾"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="▾"/>	<input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text" value="Select One ▾"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="▾"/>	<input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text" value="Select One ▾"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="▾"/>	<input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text" value="Select One ▾"/>	<input type="text"/>

Required Follow-Up Actions	
Answer	Question
Select One ▾	Was an individual filter event reported for any of these filters on the EPA 5109-B form which was submitted last month?
<input type="text"/>	If filter event was reported last month, please list filter(s) and event(s)
Select One ▾	If an Individual Filter Self-Assessment is required, was the assessment completed within 14 days of the individual filter event?
<input type="text"/>	Completion date for individual filter assessment report

Required Fields for CPE	
Answer	Question
<input type="text"/>	Filter Number
<input type="text"/>	CPE event date
<input type="text"/>	CPE arranged with Director (third party) date
<input type="text"/>	CPE report submission to district date
Select One ▾	CPE arranged within 60 days of individual filter event?
Select One ▾	CPE report submitted within 120 days of individual filter event?

- Select **Next** and return to Page One of the report.
 - Select **Preview** to review the entire report before submitting
 - Select **Submit Report**
6. Check the Certify checkbox, enter PIN, Security Answer and select Submit.
7. The confirmation screen and email only indicates that you have successfully uploaded your report.

Submission Successful! Please go to 'Submittals/Revision' or 'View Submission' page to check the submission status later.

Submission ID: 350020
Certifier's Name: Brian Tarver
Certifier's TCP/IP address: 10.181.8.77
Date and time file was sent: 08/22/2013 09:56:01 (Based on local server time)
Date and time file was received: 08/22/2013 09:56:01 (Based on local server time)
Date and time acknowledgement was sent: 08/22/2013 09:56:02 (Based on local server time)

8. Select “**View Submissions**” and verify the report status:
- **Received:** Report has been uploaded but not yet processed.
 - **Processed:** Report has been received and accepted into our system.

- **Rejected:** Report must be retrieved, corrected and re-submitted.

Common mistakes or reasons that staff may not have your report:

- The wrong reporting period was entered
- The wrong STU ID was entered

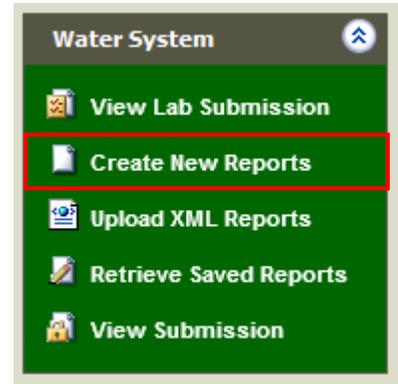
View your report in the View Submissions menu to verify everything is correct

Status:  Processed  Rejected  Received  Resubmitted

Edit	View	Download	Chain of Custody	Sub. ID	Previous Sub. ID	Received Date	Status	Status Date	Submit User
		 XML		338945		07/09/2013 09:33:35		07/09/2013 09:33:38	Brian Tarver
		 XML		338940		07/09/2013 09:29:41		07/09/2013 09:29:45	Brian Tarver

Create a new Surface Water Treatment Plant MOR (Excel and xml upload)

1. Log into eDWR
2. Select **eDrinking Water Reports**.
3. Select **Create New Reports** from the Water System Menu.
4. Select a Download **Excel**. When downloading the Spreadsheet save it to a location on your PC where you can retrieve it. Once the file is downloaded, you can log out of the eBusiness Center.



Water System Reports for:

Form Type	Description	View Form	Download		Online Entry
Water Plant / Distribution MOR	Water Plant / Distribution MOR	View	XML	Excel	Entry
Surface Water Treatment Rule MOR	Surface Water Treatment Rule MOR	View	XML	Excel	Entry

5. **Open Excel** and the SWTR_MOR.xls spreadsheet.
 - A security window may pop up regarding “Macros”. A Macro is a program embedded into this spreadsheet that must run to complete the submission. Select **Enable** Macros when prompted.

6. Enter Water System information.

Note: After entering the reporting period, the dates will fill in down the first column. If they do not, the Macros are not enabled.

- Enter the PWSID
- Enter STUID (Plant ID)
- Enter Reporting Lab Certification of the lab conducting analysis on this report.
- Enter Reporting Period – Month and Year (m/yyyy). Reporting period is generally the previous month.

PWS ID*:	OH2599912
STU ID*:	2562342
Reporting Lab Cert. #:	8000
Rpt. Month / Year*:	6/2013

7. Enter all of your required operational data for the Surface Water Treatment Plant MOR

- **Distribution Disinfectant Reporting**

Distribution Disinfectant Reporting	
Number of Samples Analyzed:	
Number Below Required Residual:	
% Meeting Disinfectant Requirement:	
Prev. Month % Meeting Min. Disinfectant Requirement:	

- **Calculation and Clearwell Information**

Clearwell Information	
Calculation Type:	
Disinfectant Monitored Continuously?:	
Filtration Type:	
Required Log Inactivation:	

• Disinfectant Information

Date *	Lowest Residual Disinfection at Entrance to Distribution System		Duration Residual Disinfectant Fell Below Requirement (0.1 hr)	Peak Hourly Treatment Flow (gpm)	Highest pH	Lowest Temp (°C)	Lowest Clearwell Operating Depth/Level (ft)
	Free	Combined					
9/1/2013							
9/2/2013							
9/3/2013							

Lowest Disinfectant Conc. (mg/L)	Effective Disinfectant Contact Time (min)	Minimum Actual CT (min x mg/L)	Required CT (min x mg/L)	Interpolation? (Y/N)	Raw Alkalinity (mg/L)	Raw TOC (mg/L)	Finished TOC (mg/L)	Comments
				N				
				N				
				N				

• TOC Value Information

TOC Value Information	
Calc. TOC Value	ATC (1.0)

• Turbidity, Grab Sample, and Continuous Monitoring

Turbidity Reporting Information							
Turbidity Location:				Percent Within Standard:			
Total Hours Filtering	Maximum Turbidity (NTU)	Minimum Turbidity (NTU)	Average Turbidity (NTU)	Grab Sample Report		Continuous Monitoring Report	
				Total Number of Results	# of Results Exceedance Standard	Total Hours Results were Recorded	Total Hours Results Exceed Standard

• Results Exceeding Standard

Results Exceeding Standard			
Date	Time	Turbidity (NTU)	Duration (0.1 hr)

• Clearwell Details

Clearwell Detail		
Clearwell ID	Surface Area	Approved Effective Vol. Factor

• Individual Filter Event Addendum

9/29/2013			
9/30/2013			

SWTR MOR Addendum

Generate XML

System Population:	Less than 10000	
	No	Do you monitor each individual filter effluent (or combined filter effluent for systems with two filters)?
	No	Was the continuous filter monitoring or recording (every 15 minutes) equipment offline during the month? If yes, complete the table indicating the filter number, IFE 'OTHER', date and time of the occurrence and the duration/grab sample frequency.
	No	Did any individual filter exceed 1.0 NTU in two consecutive measurements taken 15 minutes apart? If yes complete the table and indicate required follow-up action status (report cause if known). [IFE 'A']
	No	Did any individual filter exceed 1.0 NTU in two consecutive measurements taken 15 minutes apart at any time in each of three consecutive months? If yes complete the table and indicate required followup action status (i.e. Individual Filter Self-Assessment - IFSA). [IFE 'B']
	No	Did any individual filter exceed 2.0 NTU in two consecutive measurements taken 15 minutes apart at any time in each of two consecutive months? If yes complete the table and indicate required followup action status (i.e. Comprehensive Performance Evaluation - CPE). [IFE 'C']

Generate XML

System Population:	10000 or Greater	
	No	Was the continuous filter monitoring or recording (every 15 minutes) equipment offline during the month? If yes, complete the table indicating the filter number, IFE 'OTHER', date and time of the occurrence and the duration/grab sample frequency.
	No	Did any individual filter exceed 1.0 NTU in two consecutive measurements taken 15 minutes apart? If yes, complete the table and indicate required follow-up action status (i.e. filter profile). [IFE 'A']
	No	Did any individual filter exceed 0.5 NTU in two consecutive measurements taken 15 minutes apart at the end of the first four hours of continuous operation after the filter has been backwashed, or otherwise taken offline? If yes, complete the table and indicate required follow-up action status (i.e. filter profile). [IFE 'B']
	No	Did any individual filter exceed 1.0 NTU in two consecutive measurements taken 15 minutes apart at any time in each of three consecutive months? If yes, complete the table and indicate required follow-up action status (i.e. Individual Filter Self-Assessment - IFSA).[IFE 'C']
	No	Did any individual filter exceed 2.0 NTU in two consecutive measurements taken 15 minutes apart at any time in each of two consecutive months? If yes, complete the table and indicate required follow-up action status (i.e. Comprehensive Performance Evaluation - CPE). [IFE 'D']

- a. If your file is formatted correctly:

 **The structure of your XML file(s) is acceptable.**

- b. If not formatted correctly or there is a validation error a message such as this will be displayed:

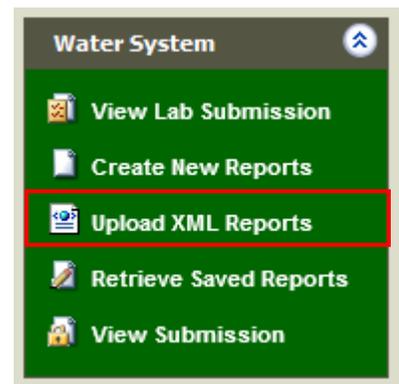
 **SWTR_MOR_2013-09-26.xml: STU ID (2555555) does not exist for PWS (OH2599912).**

17. If not, correct the Excel Spreadsheet and go to step 9
18. If file is Acceptable then browse for the file again
19. Check the Certify checkbox, enter PIN, Security Answer and select Submit.
20. The confirmation screen and email only indicates that you have successfully uploaded your report.
21. Select “**View Submissions**” and verify the report status

Re-Submitting or correcting an MOR (Excel and xml upload)

Reports are occasionally rejected and or mistakes are found and must be corrected. This requires editing and then re-submitting. Re-submitting an MOR updates the entire report, so make certain the report is complete.

1. Open Excel and the saved spreadsheet for the reporting period.
2. Edit and make corrections
3. Select “Generate XML”
4. A Save Output Window will open asking to save an XML file. Browse to a location on your PC where you can retrieve it and select save.
5. Save and Close your Excel Spreadsheet.
6. Log into eDWR
7. Select **eDrinking Water Reports**.
8. Select **Upload XML Reports** from the Water System Menu.
9. Select “Browse” and browse for the XML file that you created in step 4.
10. Check the Certify checkbox, enter PIN, Security Answer and select Submit.
11. The confirmation screen and email only indicates that you have successfully uploaded your report.
12. Select “**View Submission**” and verify the report status



Where do I call for Help?

Call Brian Tarver, Division of Drinking and Ground Water, Central Office at (614) 728-1740 direct, (614) 752-2752 main, or email at brian.tarver@epa.ohio.gov

I submitted my report but my EPA staff doesn't have it

Most of the time this is related to the reporting period on your report or the STUID selected. Make sure you have the right Month, Year and STUID that the staff is looking for.

To view my report to make sure I have the correct report submitted:

1. Log into eDWR
2. Go into eDrinking water reports
3. On the left side Menu, select "View Submission" (should be the last item under the Water System Menu)
4. Select the View icon next to the report you need to view
5. Report opens in a new window. Drag the corner of the window wider in order to display the entire report.

I have an email receipt for my report but my EPA staff doesn't have it

Did you check the submission Status of your report? The email receipt does NOT mean that your report was Accepted. Users MUST verify the acceptance of their own reports.

To verify that your report was accepted:

1. Go to "View Submissions"
2. The Status column will have either a Green Checkmark indicating the report is accepted or a Red "X" indicating the report was rejected.

I don't know what to enter on my MOR

1. Go to our Reporting web page (<http://www.epa.ohio.gov/ddagw/reporting.aspx>) and download or view the Operational Monitoring Requirements (<http://www.epa.ohio.gov/portals/28/documents/reporting/MonitoringRequirements.pdf>) or contact your district office staff member.
2. Go to our Reporting web page (<http://www.epa.ohio.gov/ddagw/reporting.aspx>) and download the instructions for each of the MORs. These instructions provide a description of exactly what data should be entered into each field on the report.

eDrinking Water Reports Navigation

State of Ohio | Ohio EPA | Logout



eBusiness Center

eBusiness Home My Account b tar

Home Help

Credible Data

Laboratory

- B** Create New Reports
- C** Upload XML Reports
- D** Retrieve Saved Reports
- E** View Submission
- F** Reference Data

Water System

- A** View Lab Submission
- B** Create New Reports
- C** Upload XML Reports
- D** Retrieve Saved Reports
- E** View Submission

Welcome to the Environmental Electronic (E2) Reporting System!

The E2 system allows facilities regulated by the Ohio EPA *Division of Surface Water (DSW)* and *Division of Drinking and Ground Waters (DDAGW)* to submit reports electronically.

The Electronic Environmental Reporting System is comprised of three modules:
[eDMR](#) - Discharge Monitoring Reports - for Surface Water (NPDES) permits - individual, general, and indirect discharge
[eDWR](#) - Drinking Water Reports - for Drinking Water Analysis (SSRs) and Monthly Operating Reports (MORs)
[Credible Data](#) - Credible Data (Volunteer Monitoring) Reports - for approved surface water Credible Data Projects.

e-DWR

The e-DWR system allows Public Water Systems (PWSs) and Laboratories to create and submit Monthly Operating Reports (MORs) and Sample Submission Reports (SSRs) electronically to Ohio EPA-Division of Drinking and Ground Waters.

eDWR Contact: Brian Tarver (614) 728-1740 or via e-mail at brian.tarver@epa.state.oh.us

***** e-DWR News *****

eDWR Update: March 31, 2011

NOTICE to Laboratories reporting Chemical SSR data: The Lab_GC Excel Spreadsheet has been updated. Please download the latest version. The March 4, 2011 version must be used or your files will not be accepted.

This current upgrade only has changes to the general Chemical SSR and the Plant Distribution

- A. **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.
- B. **Create New Reports** The Create New Reports link leads to the heart of the eDWR System. Web forms can be used to enter and submit data. In addition, blank Excel templates can be downloaded.
- C. **Upload XML Reports** By clicking on the Upload XML Reports link, a user can select and upload an eDWR XML file. Before submission, the files can be tested for completeness and compliance with the eDWR schema.
- D. **Retrieve Saved Reports** By clicking on the Retrieve Saved Reports link, a user can make changes or delete a saved report. A “saved” report is any report that a user has created but has not yet submitted.
- E. **View Submission** SSR and MOR reports that have been submitted can be viewed, printed and downloaded by clicking on View Submission link. Submissions can be viewed and searched by laboratory or PWS and submission date.
- F. **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.

Certified Laboratories are required to submit all their Public Drinking Water samples to Ohio EPA using **electronic Drinking Water Reports (eDWR)**. This includes Microbiological and Chemical sample submission reports. Compliance samples, must be reported by the 10th day of the month following sample collection with the exception of Positive Coliform, Repeat Coliform and MCL exceedances, these samples must be reported within 24 hours of the completion of the analysis.

In order for the files to be processed and the Water system to receive credit for sampling, water system and sample location information must be correct and accurate. eDWR has a laboratory reference menu that contains all PWS ID, Facility ID, Sample point and analytical method information. Additionally Ohio EPA's website has every Public Water System's Sample Monitoring schedule posted for reference.

Data requirements for reporting Coliform SSR samples

Lab Sample Number*	Enter the sample number issued by the reporting lab. Sample numbers are limited to 10 digits. The exact same sample number cannot appear from the same lab on more than one report in one calendar year. It is recommended that sample numbers not be re-used from year to year. If possible add a year to the sample number. i.e.. 12xxxxx for 2012	
Analytical Lab Certification Number*	Enter the certification number of the lab which analyzed the sample.	
PWS ID Number*	Enter the Public Water System Identification (PWS ID) Number assigned by Ohio EPA beginning with "OH".	
Water Facility State Code*	Enter the STU ID or the specific Facility code assigned to the location the sample was collected (STU, Well, Intake, Distribution, etc...). Routine Distribution samples will use the Code DS1. These codes can be looked up in the reference data menu of eDWR and are indicated on the Sample schedule issued to each water system.	
Sample Monitoring Point*	Enter the Sample Monitoring Point assigned to this sample location, i.e., EP001, RS002, MR000, GWR001 etc. (These codes can be found in the reference data menu of eDWR)	
Sample Collection Date*	Enter the date (Month/Day/Year) which the sample was taken.	
Sample Collection Time	Enter the time the sample was taken - HHMM	
Sample Collector*	Enter the name of the person who collected the sample.	
Sample Collector Phone Number* (Numbers Only)	Enter the phone number of the person who collected the sample. 10 digits with no spaces, dashes or parenthesis	
Lab Receipt Date	Enter the date (Month/Day/Year) which the sample was received at the lab.	
Sample Rejection Reason	Select from the dropdown list the reason the entire sample was rejected for analysis. Leave Blank if sample was analyzed	
Sample Type*	Select from the dropdown list the Sample Type being submitted. Note: Compliance samples are scheduled and required. All other samples are Special-Noncompliance.	
	Routine	Scheduled Compliance Samples and follow-up Temporary Routines
	Repeat	Sample required as a follow-up to a positive routine sample. Requires the original positive routine sample number.
	Special	Special purpose samples are for: new mains, new well samples, and special investigations, etc.
	Confirmation	Requires original positive routine sample number
Triggered	Raw sample required under the groundwater rule. This sample will generally be reported using Sample Point GWR00X and The STUID for the Water Facility State Code. Triggered sample require the original positive sample number, the same as if it were a repeat sample.	
Repeat Location Code	Select from the dropdown list the location relative to the original positive sample location	
Original Lab Sample Number	If the Sample Type is Repeat, Confirmation or Triggered then the Original Routine Positive Sample number is required to be reported on this line.	
Collection Address	Enter the street address where the sample was taken, example: 1847 Main Street. Or enter a description of the tap where the sample was taken, example: Women's Restroom, or Kitchen Hand Sink.	

Laboratory Coliform SSR Reporting (Excel with XML Upload)

Analyte Code*	Select the Appropriate SDWIS Code and analyte name from the list. All samples must have a Total Coliform (3100) result. If the sample is TC positive, then the E. Coli or Fecal Coliform result is required on the next line of the spreadsheet.	
Analysis Start Date	Enter the date that incubation was started	
Analysis Start Time	Enter the time that incubation was started	
Analysis Completion Date*	Enter the date the analysis was completed	
Analysis Completion Time	Enter the time the analysis was completed	
Data Quality Accept/Reject	Select accepted or rejected depending on the validity of the sample result. If no result is obtained for a coliform analysis, select the appropriate reason from the list	
Data Quality Reason	Required if Data Quality is rejected, select the reason from the list.	
Analysis Method Code*	Indicate the method used to perform the analysis. (9223B-PA, COLISURE-PA ...etc.) (These codes can be looked up in the reference data menu of eDWR)	
Microbe Presence Indicator	Select Presence or Absence as appropriate	
Quantitray Reporting Fields	Count	Number of microbial units (Values >0 indicate a positive result)
	Count Type	Type of microbial unit being counted. MPN - Most Probable Number
	Count Units	Units of measure for the microbial result count. 100 Milliliters
	Interference	Select from the dropdown list if these factors influenced the result. Interference will require the Data Quality field to be Rejected
Free Chlorine Residual	Enter the free chlorine residual present when the coliform sample is collected if chlorine is added to maintain a residual in the distribution system. (mg/L)	
Total Chlorine Residual	Enter the total chlorine residual present when the coliform sample is collected if chlorine is added to maintain a residual in the distribution system. (mg/L)	
Comments	Include any additional information to further describe Data Quality Results or any other pertinent information about sample results.	
Analyst #*	Enter the number assigned by the Ohio EPA for the approved analyst.	

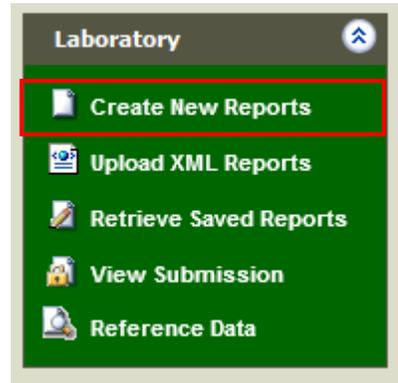
Examples of Water Facility State Code and Sample Point ID Pairs:

Sample Location	Sample Point ID	Water Facility State Code
Distribution Sample	DS000	DS1 (Distribution)
Entry Point STU #1	EP001	2562342 (STU ID)
Entry Point STU #2	EP002	2561212 (STU ID)
Well #1 Raw Sample	RS001	WL001 (Well ID)
Well #1 Raw Sample	GWR001	2562342 (STU ID)

NOTE: Most Coliform samples are distribution samples and will be reported as DS1 and DS000

Create a new Coliform SSR (Online Entry)

1. Log into eDWR
2. Select **eDrinking Water Reports**.
3. Select **Create New Reports** from the Laboratory Menu.



4. Select the correct Laboratory from the drop-down list.

Safe Drinking Water Reports for:

Form Type	Description	View Form	Download		Online Entry	
Generic Chemical Analysis	Generic Chemical Analysis	View	XML	Excel	Entry	Copy/Paste
Generic Coliform Analysis	Generic Coliform Analysis	View	XML	Excel	Entry	Copy/Paste

5. **Online Entry** – Select **“Entry”** for Generic Coliform Analysis.
6. **Select Add Record**

Coliform Sample Submission Report (SSR)

Laboratory Name: SDWIS TEST LAB

Laboratory Certification Number: 0000

Report Form ID: 78956

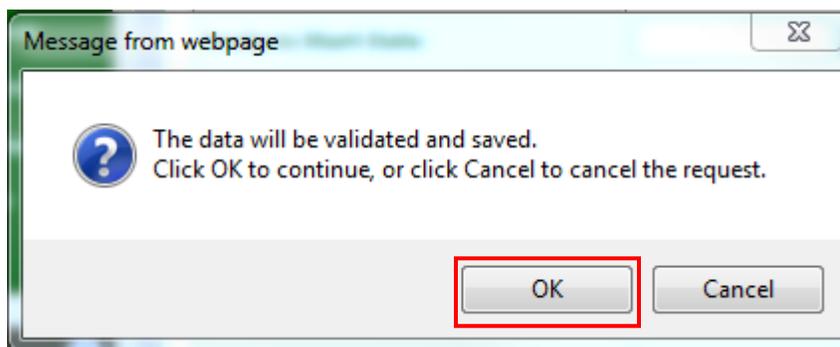
Sample Information								
Delete Record	Edit Record	Record ID	Lab Sample Number	Analytical Lab Certification Number	PWS ID Number	Sample Collection Date	Sample Collection Time	Sample Collector

7. Enter sample data and results:

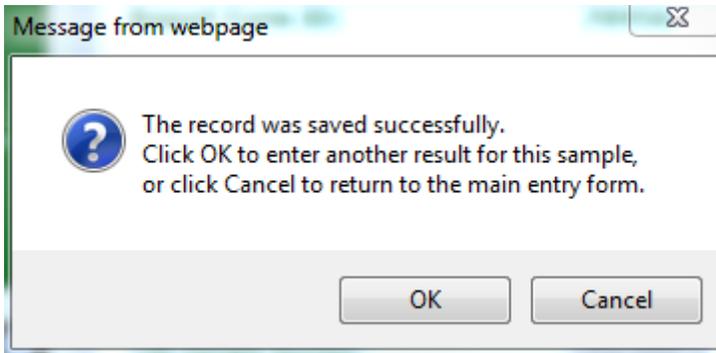
Record ID	<NEW>
Lab Sample Number*	<input type="text"/>
Analytical Lab Certification Number*	<input type="text"/>
PWS ID Number*	<input type="text"/>
Water Facility State Code	<input type="text"/>
Sample Monitoring Point*	<input type="text"/>
Sample Collection Date*	<input type="text"/> 
Sample Collection Time (HHMM)	<input type="text"/>
Sample Collector*	<input type="text"/>
Sample Collector Phone #* (ex: 6145551212)	<input type="text"/>
Lab Receipt Date	<input type="text"/> 
Sample Rejection Reason	Select 
Sample Type*	Select 
Repeat Location Code	Select 
Original Lab Sample Number	<input type="text"/>
Collection Address/Street Address or Tap Location*	<input type="text"/>
Analyte Code*	Select 
Analysis Start Date	<input type="text"/> 
Analysis Start Time (HHMM)	<input type="text"/>
Analysis Completion Date	<input type="text"/> 
Analysis Completion Time (HHMM)	<input type="text"/>
Data Quality Accept/Reject	Select 

Data Quality Reason	Select ▼
Analysis Method Code*	<input type="text"/>
Microbe Presence Indicator	Select ▼
Count	<input type="text"/>
Count Type	Select ▼
Count Units	Select ▼
Interference	Select ▼
Free Chlorine Residual	<input type="text"/>
Total Chlorine Residual	<input type="text"/>
Comments	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
Analyst #*	<input type="text"/>

8. Select **Validate and Save** and then **OK** to confirm



9. A second message box will appear asking if you need to add another result (an E.Coli result) to this sample. If you are adding E.Coli select **OK**, and enter the E.Coli Results. If not, and you want to add your next sample select **Cancel**



OK – To add E.Coli Result

Cancel – To save and add a new sample

ADD E.Coli Results: This step is optional for Total Coliform Negative Samples, but required for Total Coliform Positive results. By selecting **OK** you will return to the data entry screen that is already populated with the sample information. You will need to update the analyte code and Results field for E.Coli in the form and select validate and save.

10. Selecting Cancel, saves the results and returns to where you can add the next sample (Step 6).
11. Continue adding samples until complete.
12. When completed, double check the results and Select **Submit to EPA**

Coliform Sample Submission Report (SSR)

Laboratory Name: SDWIS TEST LAB

Laboratory Certification Number: 0000

Report Form ID: 78956

Exit Submit to EPA

Add Record Delete Selected Record(s)

Sample Information													
Delete Record	Edit Record	Record ID	Lab Sample Number	Analytical Lab Certification Number	PWS ID Number	Sample Collection Date	Sample Collection Time	Sample Collector	Sample Collector Phone#	Sample Type	Original Lab Sample Number	Street Address Location	Analyte Code
<input type="checkbox"/>		143743	OH2599912	8000	OH2599912	03/01/2014	09:30 AM	Brian Tarver	6145551212	Routine-Compliance		123 Main St	3100
<input type="checkbox"/>		143749	OH2599912	8000	OH2599912	03/01/2014	09:30 AM	Brian Tarver	6145551212	Routine-Compliance		123 Main St	3014

13. Check the Certify checkbox, enter PIN, Security Answer and select Submit.
14. The confirmation screen and email only indicates that you have successfully uploaded your report and does **NOT** mean it has been accepted and processed by Ohio EPA

Submission Successful! Please go to 'Submittals/Revision' or 'View Submission' page to check the submission status later.

Submission ID: 350020
Certifier's Name: Brian Tarver
Certifier's TCP/IP address: 10.181.8.77
Date and time file was sent: 08/22/2013 09:56:01 (Based on local server time)
Date and time file was received: 08/22/2013 09:56:01 (Based on local server time)
Date and time acknowledgement was sent: 08/22/2013 09:56:02 (Based on local server time)

15. Select “**View Submissions**” and verify the report status:

Select the **Lab Name** and the **Date Range** for the for the submission you are searching to view

[View Lab Submissions](#) [View Lab Reports](#) [View Lab Samples](#)

View Laboratory Submissions

Search Panel

Lab Name:

Submission Status:

Program:

Submitted between: and

Status: Processed Rejected Received Resubmitted

Edit	Download	Chain of Custody	Sub. ID	Previous Sub. ID	Received Date	Status	Status Date	Submit User
	XML TXT		373433		12/09/2013 14:14:38		12/09/2013 14:14:39	Brian Tarver
	XML		373429		12/09/2013 14:13:16		12/09/2013 14:13:10	Brian Tarver
	XML TXT		358278		10/04/2013 08:06:04		10/04/2013 08:06:05	Brian Tarver

Status: Processed Rejected Received Resubmitted

- **Processed:** Report has been received and accepted into our system.
- **Rejected:** Report must be retrieved, corrected and re-submitted.
- **Received:** Report has been uploaded but not yet processed.
- **Resubmitted:** Report has been retrieved, corrected and re-submitted.

Note that there are three Tabs at the top of the View submission screen. Each tab gives a little different information.

- **View Lab Submissions:** Displays When and Who submitted the report and an edit icon to be used when correcting a rejected report. On this tab, **the Red Rejected “X”** symbol is a link that will display the reason the file was rejected.

View Lab Submissions View Lab Reports View Lab Samples

Edit	Download	Chain of Custody	Sub. ID	Previous Sub. ID	Received Date	Status	Status Date	Submit User
			373433		12/09/2013 14:14:38		12/09/2013 14:14:39	Brian Tarver
			373429		12/09/2013 14:13:16		12/09/2013 14:13:10	Brian Tarver

- **View Lab Reports:** This tab displays the “View” icon link for opening the submission to view and print your samples

View Lab Submissions View Lab Reports View Lab Samples

View	Sub. ID	Report ID	Received Date	Status	Status Date	Report Type	Submit User
	373433	96315	12/09/2013 14:14:39		12/09/2013 14:14:39		Brian Tarver
	373429	96313	12/09/2013 14:13:17		12/09/2013 14:13:10		Brian Tarver

- **View Lab Samples:** This tab displays specific detail of the sample, by analyte. The status on this tab is the status given by EPA’s internal database (SDWIS Status). This tab is useful for searching for a sample or samples, Submission ID, PWSID or sample number.

[View Lab Submissions](#)
[View Lab Reports](#)
[View Lab Samples](#)

View Samples

Lab Name: PWS ID:

SDWIS/State Status: Lab Sample ID:

Submission ID:

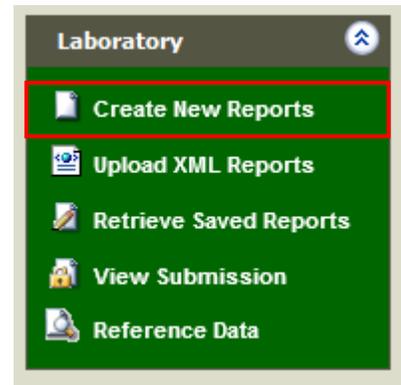
Submitted between: and GO

SDWIS/State Status: Unavailable Pending Accepted Flagged Rejected

View Data	Sample ID	PWS ID	Analyte	Sub. ID	Report ID	Received Date	SDWIS Status	Status Date	Sample Reason
	123	OH2599912	3100	373433	96315	12/09/2013 14:14:39		12/09/2013 14:14:39	
	123	OH2599912	3100	373429	96313	12/09/2013 14:13:17		12/09/2013 14:13:17	
	656	OH2599912	3100	358278	91579	10/04/2013 08:06:05		10/04/2013 08:06:05	
	657	OH2599912	3014	358278	91579	10/04/2013 08:06:05		10/04/2013 08:06:05	
	657	OH2599912	3100	358278	91579	10/04/2013 08:06:05		10/04/2013 08:06:05	
	165464	OH2599912	3100	358265	91575	10/04/2013 07:38:25		10/04/2013 07:38:25	
	123654	OH2599912	3100	349866	88241	08/21/2013 07:17:18		08/21/2013 07:17:18	
	1	OH2599912	3100	348860	88147	08/19/2013 15:08:59		08/19/2013 15:08:59	REJECT: Sample failed duplicate by data check. Sample with the same laboratory sample ID, laboratory and collection year already present in database. (SAMPLE)
	2131231	OH2599912	1040	345265	87237	08/07/2013 07:11:15		08/07/2013 07:11:15	

Create a new Coliform SSR (Excel with xml upload or Copy and Paste)

1. Log into eDWR
2. Select **eDrinking Water Reports**.
3. Select **Create New Reports** from the Laboratory Menu.



4. Select a Download **Excel**. When downloading the Spreadsheet save it to a location on your PC where you can retrieve it. Once the file is downloaded, you can log out of the eBusiness Center.

Safe Drinking Water Reports for: ▼

Form Type	Description	View Form	Download		Online Entry	
Generic Chemical Analysis	Generic Chemical Analysis	View	XML	Excel	Entry	Copy/Paste
Generic Coliform Analysis	Generic Coliform Analysis	View	XML	Excel	Entry	Copy/Paste

5. **Open Excel** and the Lab_Coliform.xls spreadsheet.
 - A security window may pop up regarding “Macros”. A Macro is a program embedded into this spreadsheet that must run to complete the submission. Select **Enable** Macros when prompted.



OhioEPA
Division of Drinking and Ground Waters

Central Office
50 W Town Street
Columbus, Ohio 43215
(614) 728-3778 FAX (614) 728-0160

Version 2.0.0
Last Updated December 12, 2011

Reporting Lab Certification Number*

NOTE: Begin entering samples in row 13
* - Indicates Required Field

Microbiological Sample Submission Report (SSR)

Generate XML

Sample Information										
Lab Sample Number*	Analytical Lab Certification Number*	PWS ID Number*	Sample Collection Date*	Sample Collection Time	Sample Collector*	Sample Collector Phone Number* (Numbers Only)	Sample Type*	Original Lab Sample Number	Street Address or Tap Location*	Analyte

6. Enter your lab Certification number at the top (C7)
7. Enter the results:

Laboratory Coliform SSR Reporting (Excel with XML Upload)

- Each sample must have a Total Coliform result. However if the Total Coliform result is Positive, then an E.Coli result must also be entered. The example below shows how three samples could be entered. The first two are TC negative and are entered on one row each. The third sample is TC positive. Note that there are two rows of result data for it. One row for the Total coliform result and one row for the E.Coli result.

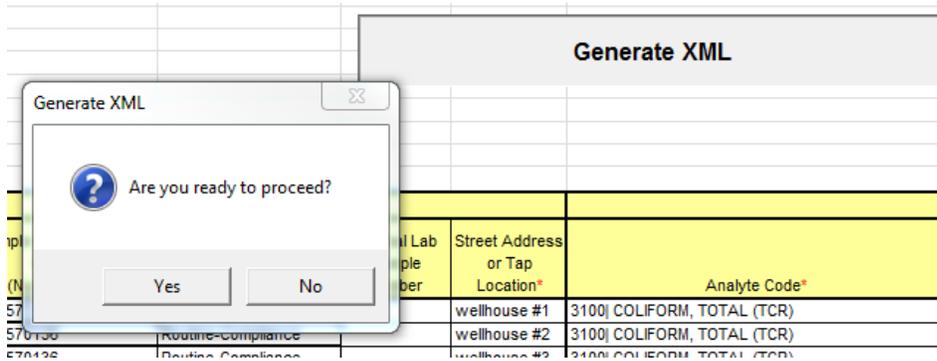
Sample Information										
Lab Sample Number*	Analytical Lab Certification Number*	PWS ID Number*	Sample Collection Date*	Sample Collection Time	Sample Collector*	Sample Collector Phone Number* (Numbers Only)	Sample Type*	Original Lab Sample Number	Street Address or Tap Location*	
1	226	OH5744112	03/31/2015	10 00 AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #1	
2	226	OH5744112	03/31/2015	10 05 AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #2	
3	226	OH5744112	03/31/2015	10 10 AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #3	
3	226	OH5744112	03/31/2015	10 10 AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #3	

Analysis Results												
Analyte Code*	Analysis Start Date	Analysis Start Time	Analysis Completion Date*	Analysis Completion Time	Data Quality Results	Analysis Method Code*	Microbe Presence Indicator	Free Chlorine Residual	Total Chlorine Residual	Comments	Analyst #*	
3100 COLIFORM, TOTAL (TCR)	03/31/2015	12 30 PM	03/31/2015	12 40 PM		9223B-PA	Absence	1.1	1.2		3418	
3100 COLIFORM, TOTAL (TCR)	03/31/2015	12 30 PM	03/31/2015	12 40 PM		9223B-PA	Absence	1.1	1.2		3418	
3100 COLIFORM, TOTAL (TCR)	03/31/2015	12 30 PM	03/31/2015	12 40 PM		9223B-PA	Presence	1.2	1.3		3418	
3014 COLIFORM, E. COLI	03/31/2015	12 30 PM	03/31/2015	12 40 PM		9223B-PA	Absence	1.2	1.3		3418	

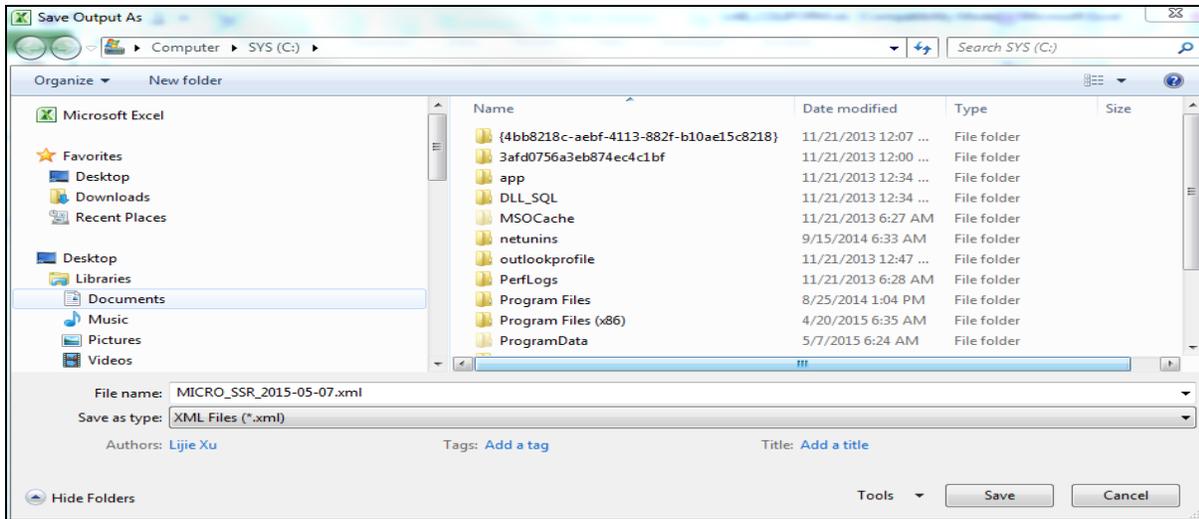
- Save this Excel file. Save it in a location on the PC that you will be able to find again. Save it with a name that will help identify the samples. For Example save as **Lab_Coliform-March.xls** or **Lab_Coliform-25-45.xls** (indicating the sample numbers in the file).
- Create and save the XML file that will be uploaded in eDWR. Note that the XML file is NOT the same and the excel spreadsheet that the data/results were entered into. Click the gray button at the top of the spreadsheet "Generate XML"

  <p>OhioEPA Division of Drinking and Ground Waters</p> <p>Central Office 50 W Town Street Columbus, Ohio 43215 (614) 728-3778 FAX (614) 728-0160</p> <p>Version 2.0.0 Last Updated December 12, 2011</p>	<h3>Microbiological Sample Submission Report (SSR)</h3>									
	<input type="button" value="Generate XML"/>									
Reporting Lab Certification Number*	226									
<small>NOTE: Begin entering samples in row 13 * - Indicates Required Field</small>										
Sample Information										
Lab Sample Number*	Analytical Lab Certification Number*	PWS ID Number*	Sample Collection Date*	Sample Collection Time	Sample Collector*	Sample Collector Phone Number* (Numbers Only)	Sample Type*	Original Lab Sample Number	Street Address or Tap Location*	Analyte Code*
1	226	OH5744112	03/31/2015	10 00 AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #1	3100 COLIFORM, TOTAL (TCR)
2	226	OH5744112	03/31/2015	10 05 AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #2	3100 COLIFORM, TOTAL (TCR)
3	226	OH5744112	03/31/2015	10 10 AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #3	3100 COLIFORM, TOTAL (TCR)
3	226	OH5744112	03/31/2015	10 10 AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #3	3014 COLIFORM, E. COLI

11. Confirm that you are ready to proceed

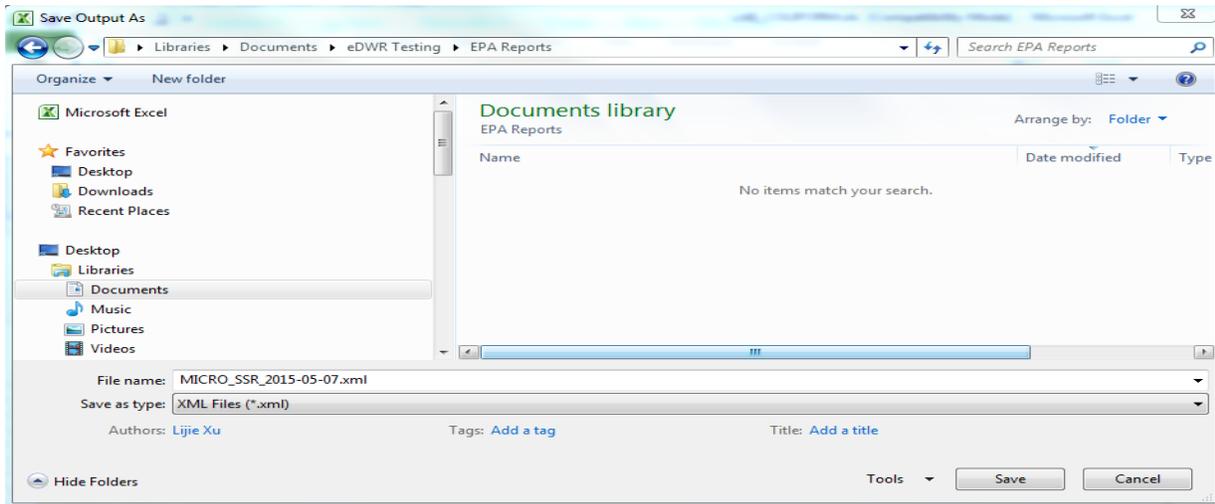


12. File Save Window opens by default to the computer's Root Directory (C-Drive)

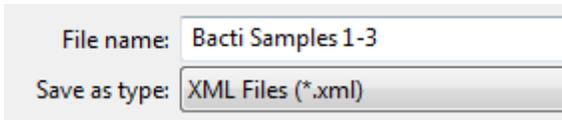


13. Browse to a folder or directory on your computer where you will be able to find this file when you go to submit it. You may want to create a folder to save these to.

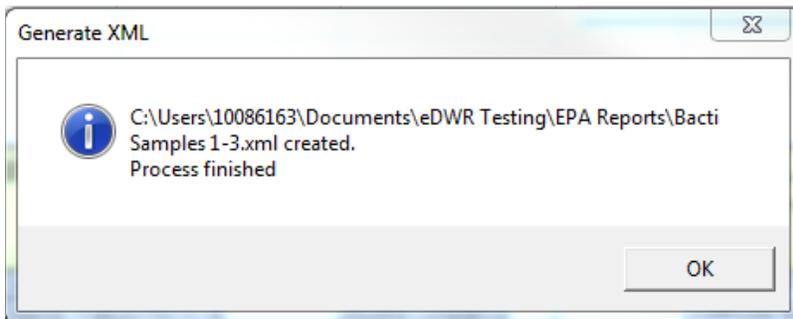
Laboratory Coliform SSR Reporting (Excel with XML Upload)



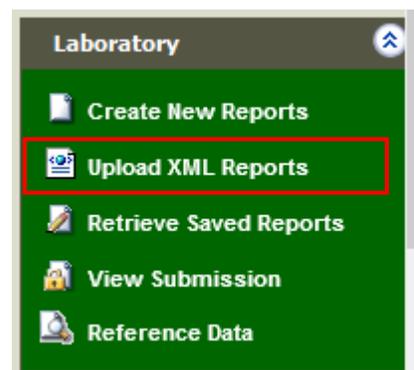
14. Name the XML file something that will help you identify it or the samples that are in it. By default the system will name it Micro_SSR_YYYY-mm-dd.xml. You may name it something to indicate what samples are contained in it. Click Save.



15. When the file is complete select OK



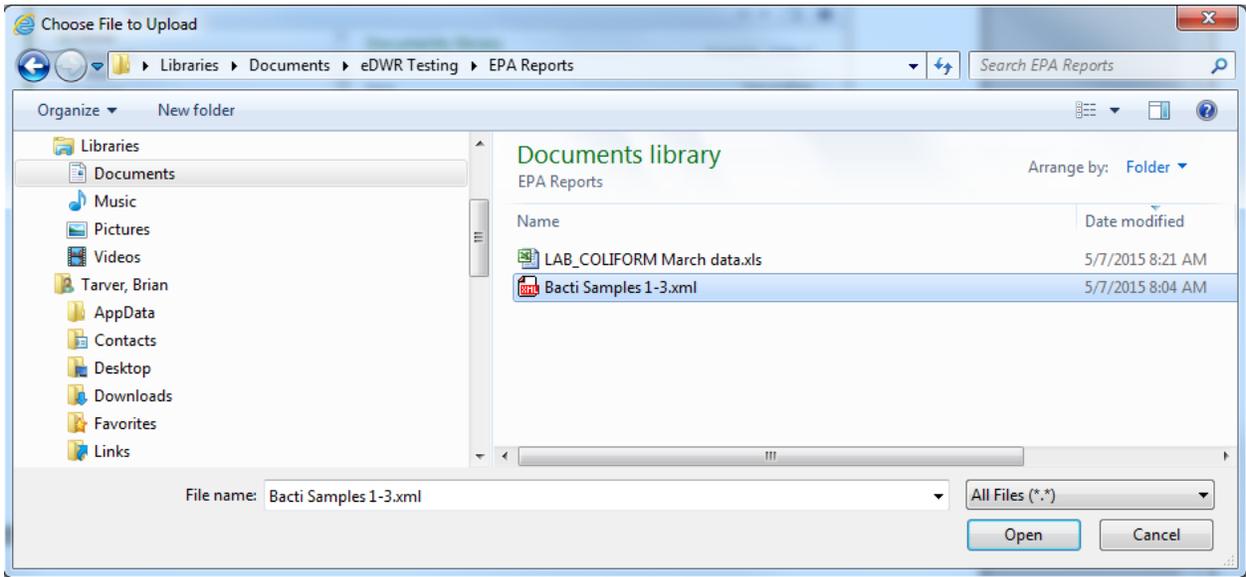
16. The XML files has been created and it is ready to be uploaded to Ohio EPA.
17. Save and close the Excel Spreadsheet.
18. Open Internet Explorer and log into the eBusiness Center. Select eDrinking Water Reports.
19. Select Upload XML Reports from the Laboratory Menu.



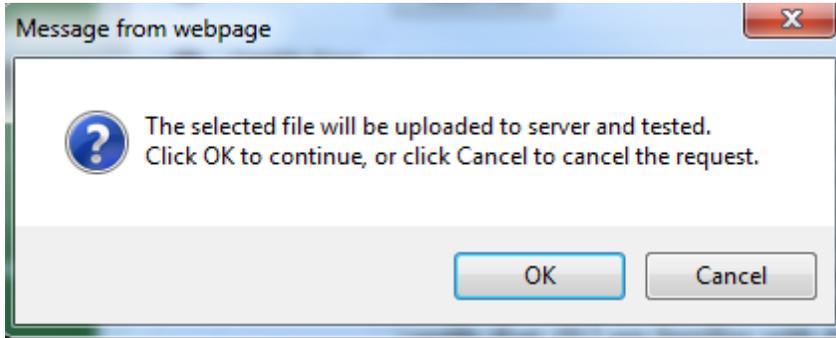
Browse to XML File - Test File
 Browse to XML File - PIN and Upload File

1	Select File	<input type="text"/> <input type="button" value="Browse..."/>
2	Test File	<input type="button" value="Test File"/>
3	Certify Your Submission	<p>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,</p> <p><input type="checkbox"/> I have read and agree with the above statement</p>
4	Enter PIN	<input type="text"/>
5	Security Question	What color is red?
	Answer	<input type="text"/>
6	Submit File	<input type="button" value="Submit"/>

20. Select "Browse" and browse for the XML file that you created in step 10.



21. Select Test File and confirm.



22. If your file is formatted correctly:

- eDWR > Laboratory > Upload XML Reports

Browse to XML File - Test File
Browse to XML File - PIN and Upload File

The structure of your XML file(s) is acceptable.

1	Select File	<input type="text"/>	Browse...
2	Test File	<input type="text" value="Test File"/>	

23. If not formatted correctly or there is a validation error a message will be displayed

24. If not, correct the Excel Spreadsheet and go to step 9

25. If file is Acceptable then browse for the file again

26. Check the Certify checkbox, enter PIN, Security Answer and select Submit.

1	Select File	C:\Users\10086163\Documents\leDWR Testing\EPA Reports\Bacti Samples Browse...
2	Test File	Test File
3	Certify Your Submission	<p>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,</p> <p><input checked="" type="checkbox"/> I have read and agree with the above statement</p>
4	Enter PIN
5	Security Question	What color is red?
	Answer	...
6	Submit File	Submit

27. The confirmation screen and email only indicate that you have successfully uploaded your report.

Submission Successful! Please go to 'Submittals/Revision' or 'View Submission' page to check the submission status later.

Submission ID: 350020
Certifier's Name: Brian Tarver
Certifier's TCP/IP address: 10.181.8.77
Date and time file was sent: 08/22/2013 09:56:01 (Based on local server time)
Date and time file was received: 08/22/2013 09:56:01 (Based on local server time)
Date and time acknowledgement was sent: 08/22/2013 09:56:02 (Based on local server time)

28. Select "View Submissions" and verify the report status

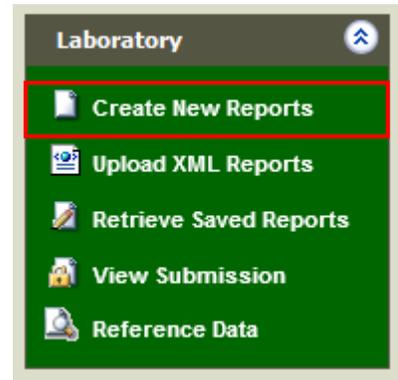
Lab Sample Number*	Enter the sample number issued by the reporting lab. Sample numbers are limited to 10 digits. The exact same sample number cannot appear from the same lab on more than one report in one calendar year.
PWS ID Number*	Enter the seven digit Public Water System Identification (PWS ID) Number assigned by Ohio EPA.
Water Facility State Code*	Enter the STU ID or the specific Facility code assigned to the location the sample was collected (STU, Well, Intake, Distribution, etc...). (These codes can be looked up in the reference data menu of eDWR)
Sample Point ID*	Enter the Sample Monitoring Point assigned to this sample location and/or from the monitoring schedule for the PWS, i.e., EP001, RS002, MR000, etc. (These codes can be found in the reference data menu of eDWR)
Sample Collection Date*	Enter the date (Month/Day/Year) which the sample was taken.
Sample Collection Time	Enter the time the sample was taken - HHMM
Lab Receipt Date	Enter the date (Month/Day/Year) which the sample was received at the lab.
Sample Rejection Reason	Select from the dropdown list the reason the entire sample was rejected for analysis. Leave Blank if sample was analyzed
Sample Type*	Select from the dropdown list the Sample Type being submitted. Note: Compliance samples are scheduled. All other samples are Special-Noncompliance. Special purpose samples are for: new mains, new well samples, and special investigations. Note the specific purpose in the comment section.
Pb/Cu Location Type	This field is only used when submitting lead and copper data and must be one of the following locations: At Source, Flushed, First Draw and Lead Service Line.
Collection Address	Enter the street address where the sample was taken, example: 1847 Main. This field is required if analyte is Lead or Copper
Comments	Include any additional information to further describe the sample location, data quality results or any other pertinent information about the sample.
Analyte Code*	Select the Appropriate SDWIS Code and analyte name from the list.
Analysis Completion Date	Enter the date the analysis was completed
Analysis Completion Time	Enter the time the analysis was completed
Data Quality*	Select accepted or rejected depending on the validity of the sample result.
Data Quality Reason	Required if data Quality is rejected, select the reason from the list.
Analysis Method Code	Indicate the method used to perform the analysis. (These codes can be found in the reference data menu of eDWR)
Less Than Indicator	Select "<" or leave blank as appropriate.
Result	Enter the results value or the detection limit for the analysis.
Result Unit Code	Select the appropriate units for the analytical result.
Analytical Lab	Enter the certification number of the lab which analyzed the sample.
Analyst	Enter the number assigned by the Ohio EPA for the approved analyst.
QC Date	Enter the date the analytical lab completed the Quality Control for the sample

Examples of Water Facility State Code and Sample Point ID Pairs:

Sample Location	Sample Point ID	Water Facility State Code
Distribution Sample	DS000	DS1
Distribution Sample	MR000	DS1
Entry Point STU #1	EP001	2562342
Entry Point STU #2	EP002	2561212
Well #1 Raw Sample	RS001	WL00321
Distribution DBP Sample	DS201	DS1
Distribution DBP Sample	DS202	DS1

Create a new Chemical SSR (Online Entry)

1. Log into eDWR
2. Select **eDrinking Water Reports**.
3. Select **Create New Reports** from the Laboratory Menu.



4. Select the correct Laboratory from the drop-down list.

Safe Drinking Water Reports for:

Form Type	Description	View Form	Download		Online Entry	
Generic Chemical Analysis	Generic Chemical Analysis	View	XML	Excel	Entry	Copy/Paste
Generic Coliform Analysis	Generic Coliform Analysis	View	XML	Excel	Entry	Copy/Paste

5. **Online Entry** – Select “Entry” for Generic Chemical Analysis.
6. **Select Add Record**

Chemical Sample Submission Report (SSR)

Laboratory Name: ACCRA LABORATORIES-C

Laboratory Certification Number: 8039

Report Form ID: 123244

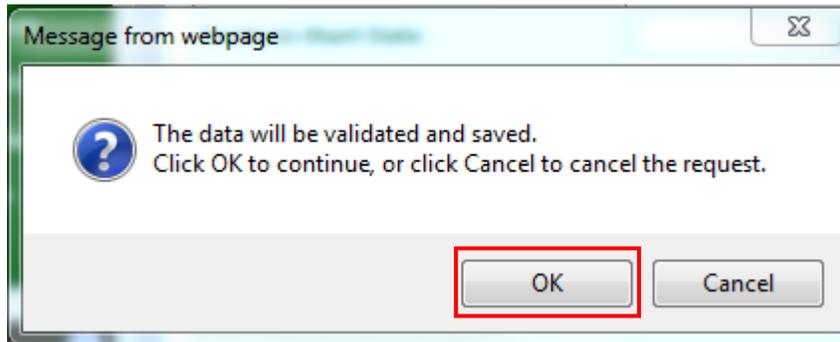
Sample Information											
Delete Record	Edit Record	Record ID	Lab Sample Number	PWS ID Number	Water Facility State Code	Sample Point ID	Sample Collection Date	Sample Collection Time	Lab Receipt Date	Sample Rejection Reason	Sample Type

7. **Enter sample data and results:**

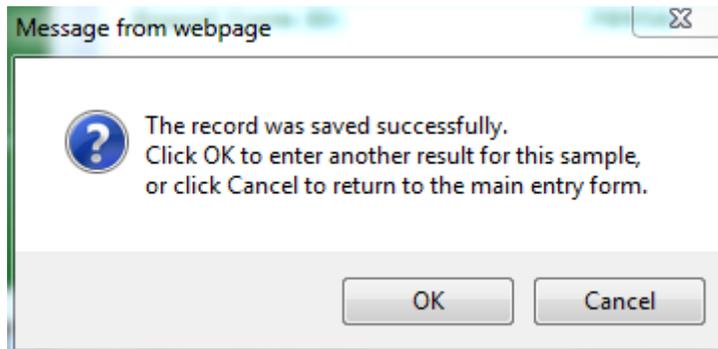
Record ID	<NEW>
Lab Sample Number*	<input type="text"/>
PWS ID Number*	<input type="text"/>
Water Facility State Code*	<input type="text"/>
Sample Point ID*	<input type="text"/>

Sample Collection Date*	<input type="text"/> 
Sample Collection Time (HHMM)	<input type="text"/>
Lab Receipt Date	<input type="text"/> 
Sample Rejection Reason	Select 
Sample Type*	Select 
Pb/Cu Location Type	Select 
Collection Address	<input type="text"/>
Comments	<div style="border: 1px solid gray; height: 60px; width: 100%;"></div>
Analyte Code*	Select 
Analysis Completion Date	<input type="text"/> 
Analysis Completion Time (HHMM)	<input type="text"/>
Data Quality	Select 
Data Quality Reason	Select 
Analysis Method Code	<input type="text"/>
Less Than Indicator	Select 
Result	<input type="text"/>
Result Unit Code	Select 
Analytical Lab	<input type="text"/>
Analyst #	<input type="text"/>
QC Date	<input type="text"/> 

8. Select **Validate and Save** and then **OK** to confirm



9. A second message box will appear asking if you need to add another result to this sample. If you are adding additional analytes, select **OK**, and enter the next analyte results. If not, and you want to add your next sample select **Cancel**



- OK** – To add additional analyte result
Cancel – To save and add a new sample

10. Selecting **Cancel**, saves the results and returns to where you can add the next sample (Step 6).
11. Continue adding samples until complete.

12. When completed, double check the results and Select **Submit to EPA**

Coliform Sample Submission Report (SSR)

Laboratory Name: SDWIS TEST LAB
Laboratory Certification Number: 0000
Report Form ID: 78956

Sample Information													
Delete Record	Edit Record	Record ID	Lab Sample Number	Analytical Lab Certification Number	PWS ID Number	Sample Collection Date	Sample Collection Time	Sample Collector	Sample Collector Phone#	Sample Type	Original Lab Sample Number	Street Address Location	Analyte Code
<input type="checkbox"/>		143743	OH2599912	8000	OH2599912	03/01/2014	09:30 AM	Brian Tarver	6145551212	Routine-Compliance		123 Main St	3100
<input type="checkbox"/>		143749	OH2599912	8000	OH2599912	03/01/2014	09:30 AM	Brian Tarver	6145551212	Routine-Compliance		123 Main St	3014

13. Check the Certify checkbox, enter PIN, Security Answer and select Submit.

14. The confirmation screen and email only indicates that you have successfully uploaded your report and does **NOT** mean it has been accepted and processed by Ohio EPA

Submission Successful! Please go to 'Submittals/Revision' or 'View Submission' page to check the submission status later.

Submission ID: 350020
Certifier's Name: Brian Tarver
Certifier's TCP/IP address: 10.181.8.77
Date and time file was sent: 08/22/2013 09:56:01 (Based on local server time)
Date and time file was received: 08/22/2013 09:56:01 (Based on local server time)
Date and time acknowledgement was sent: 08/22/2013 09:56:02 (Based on local server time)

15. Select “View Submissions” and verify the report status:

Select the **Lab Name** and the **Date Range** for the for the submission you are searching to view

View Lab Submissions
View Lab Reports
View Lab Samples

View Laboratory Submissions

Search Panel

Lab Name:

Submission Status:

Program:

Submitted between: and GO

Status: Processed Rejected Received Resubmitted

Edit	Download	Chain of Custody	Sub. ID	Previous Sub. ID	Received Date	Status	Status Date	Submit User
			373433		12/09/2013 14:14:38		12/09/2013 14:14:39	Brian Tarver
			373429		12/09/2013 14:13:16		12/09/2013 14:13:10	Brian Tarver
			358278		10/04/2013 08:06:04		10/04/2013 08:06:05	Brian Tarver

Status: Processed Rejected Received Resubmitted

- **Processed:** Report has been received and accepted into our system.
- **Rejected:** Report must be retrieved, corrected and re-submitted.
- **Received:** Report has been uploaded but not yet processed.
- **Resubmitted:** Report has been retrieved, corrected and re-submitted.

Note that there are three Tabs at the top of the View submission screen. Each tab gives a little different information.

- **View Lab Submissions:** Displays When and Who submitted the report and an edit icon to be used when correcting a rejected report. On this tab, **the Red Rejected “X”** symbol is a link that will display the reason the file was rejected.

View Lab Submissions
View Lab Reports
View Lab Samples

Edit	Download	Chain of Custody	Sub. ID	Previous Sub. ID	Received Date	Status	Status Date	Submit User
			373433		12/09/2013 14:14:38		12/09/2013 14:14:39	Brian Tarver
			373429		12/09/2013 14:13:16		12/09/2013 14:13:10	Brian Tarver

- **View Lab Reports:** This tab displays the “View” icon link for opening the submission to view and print your samples

[View Lab Submissions](#) | [View Lab Reports](#) | [View Lab Samples](#)

View	Sub. ID	Report ID	Received Date	Status	Status Date	Report Type	Submit User
	373433	96315	12/09/2013 14:14:39		12/09/2013 14:14:39		Brian Tarver
	373429	96313	12/09/2013 14:13:17		12/09/2013 14:13:10		Brian Tarver

- **View Lab Samples:** This tab displays specific detail of the sample, by analyte. The status on this tab is the status given by EPA’s internal database (SDWIS Status). This tab is useful for searching for a sample or samples, Submission ID, PWSID or sample number.

[View Lab Submissions](#) | [View Lab Reports](#) | [View Lab Samples](#)

View Samples

Search Panel

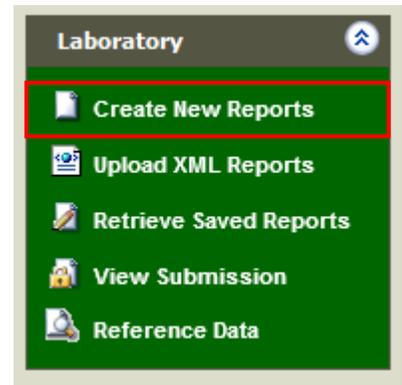
Lab Name: PWS ID:
 SDWIS/State Status: Lab Sample ID:
 Submission ID:
 Submitted between: and

SDWIS/State Status: Unavailable Pending Accepted Flagged Rejected

View Data	Sample ID	PWS ID	Analyte	Sub. ID	Report ID	Received Date	SDWIS Status	Status Date	Sample Reason
	123	OH2599912	3100	373433	96315	12/09/2013 14:14:39		12/09/2013 14:14:39	
	123	OH2599912	3100	373429	96313	12/09/2013 14:13:17		12/09/2013 14:13:17	
	656	OH2599912	3100	358278	91579	10/04/2013 08:06:05		10/04/2013 08:06:05	
	657	OH2599912	3014	358278	91579	10/04/2013 08:06:05		10/04/2013 08:06:05	
	657	OH2599912	3100	358278	91579	10/04/2013 08:06:05		10/04/2013 08:06:05	
	165464	OH2599912	3100	358265	91575	10/04/2013 07:38:25		10/04/2013 07:38:25	
	123654	OH2599912	3100	349866	88241	08/21/2013 07:17:18		08/21/2013 07:17:18	
	1	OH2599912	3100	348860	88147	08/19/2013 15:08:59		08/19/2013 15:08:59	REJECT: Sample failed duplicate by data check. Sample with the same laboratory sample ID, laboratory and collection year already present in database. (SAMPLE)
	2131231	OH2599912	1040	345265	87237	08/07/2013 07:11:15		08/07/2013 07:11:15	

Create a new Chemical SSR (Excel with xml upload or Copy and Paste)

1. Log into eDWR
2. Select **eDrinking Water Reports**.
3. Select **Create New Reports** from the Laboratory Menu.



4. Select a Download **Excel**. When downloading the Spreadsheet save it to a location on your PC where you can retrieve it. Once the file is downloaded, you can log out of the eBusiness Center.

Safe Drinking Water Reports for: ▼

Form Type	Description	View Form	Download	Online Entry
Generic Chemical Analysis	Generic Chemical Analysis	View	XML Excel	Entry Copy/Paste
Generic Coliform Analysis	Generic Coliform Analysis	View	XML Excel	Entry Copy/Paste

5. **Open Excel** and the Lab_GC.xls spreadsheet.
 - A security window may pop up regarding “Macros”. A Macro is a program embedded into this spreadsheet that must run to complete the submission. Select **Enable** Macros when prompted.



OhioEPA
Division of Drinking and Ground Waters

Central Office
50 W Town Street
Columbus, Ohio 43215
(614) 728-3778 FAX (614) 728-0160

Version 2.0.0
Last Updated December 12, 2011

Reporting Lab Certification Number*:

Microbiological Sample Submission Report (SSR)

Generate XML

NOTE: Begin entering samples in row 13
* - Indicates Required Field

Sample Information										
Lab Sample Number*	Analytical Lab Certification Number*	PWS ID Number*	Sample Collection Date*	Sample Collection Time	Sample Collector*	Sample Collector Phone Number* (Numbers Only)	Sample Type*	Original Lab Sample Number	Street Address or Tap Location*	Analyte

6. Enter your lab Certification number at the top (C7)

7. Enter the results:

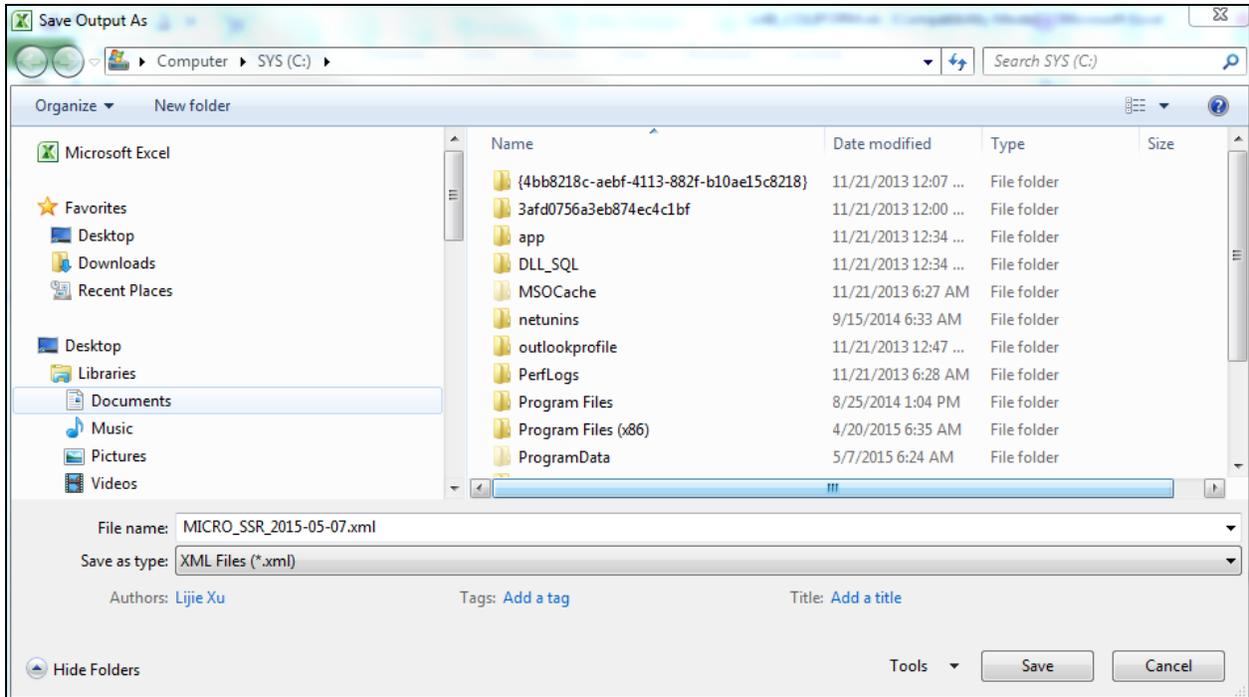
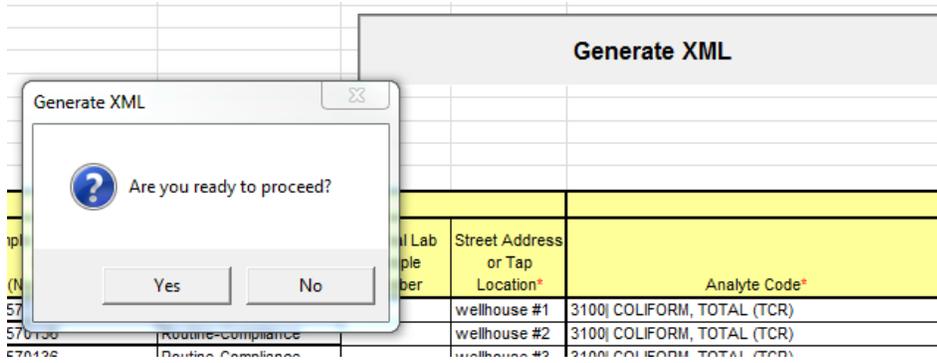
Sample Information											
Lab Sample Number*	Analytical Lab Certification Number*	PWS ID Number*	Sample Collection Date*	Sample Collection Time			Sample Collector*	Sample Collector Phone Number* (Numbers Only)	Sample Type*	Original Lab Sample Number	Street Address or Tap Location*
1	226	OH5744112	03/31/2015	10	00	AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #1
2	226	OH5744112	03/31/2015	10	05	AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #2
3	226	OH5744112	03/31/2015	10	10	AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #3
3	226	OH5744112	03/31/2015	10	10	AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #3

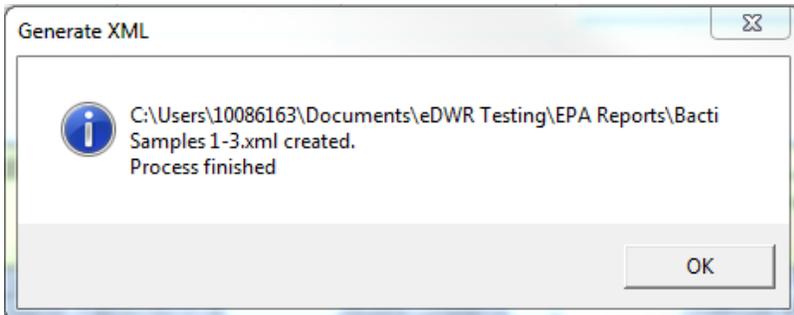
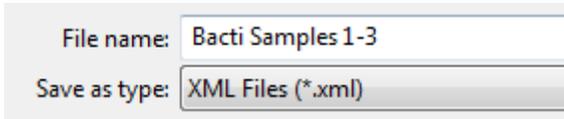
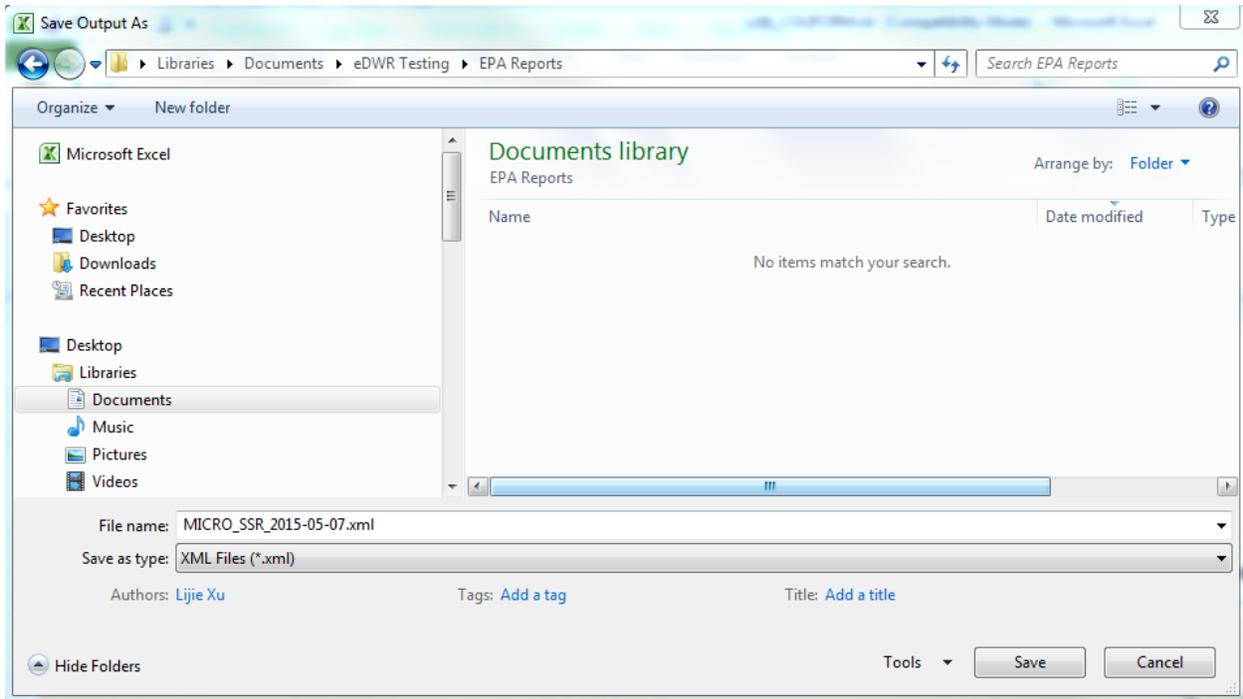
Analysis Results											
Analyte Code*	Analysis Start Date	Analysis Start Time	Analysis Completion Date*	Analysis Completion Time	Data Quality Results	Analysis Method Code*	Microbe Presence Indicator	Free Chlorine Residual	Total Chlorine Residual	Comments	Analyst #*
3100 COLIFORM, TOTAL (TCR)	03/31/2015	12 30 PM	03/31/2015	12 40 PM		9223B-PA	Absence	1.1	1.2		3418
3100 COLIFORM, TOTAL (TCR)	03/31/2015	12 30 PM	03/31/2015	12 40 PM		9223B-PA	Absence	1.1	1.2		3418
3100 COLIFORM, TOTAL (TCR)	03/31/2015	12 30 PM	03/31/2015	12 40 PM		9223B-PA	Presence	1.2	1.3		3418
3014 COLIFORM, E. COLI	03/31/2015	12 30 PM	03/31/2015	12 40 PM		9223B-PA	Absence	1.2	1.3		3418

- Save this Excel file. Save it in a location on the PC that you will be able to find again. Save it with a name that will help identify the samples. For Example save as **Lab_Chem-March.xls** or **Lab_ChemSamples-25-45.xls** (indicating the sample numbers in the file).
- Create and save the XML file that will be uploaded in eDWR. Note that the XML file is NOT the same and the excel spreadsheet that the data/results were entered into. Click the gray button at the top of the spreadsheet "Generate XML"

  <p>OhioEPA Division of Drinking and Ground Waters</p> <p>Central Office 50 W Town Street Columbus, Ohio 43215 (614) 728-3778 FAX (614) 728-0160</p> <p>Version 2.0.0 Last Updated December 12, 2011</p> <p>Reporting Lab Certification Number* 226</p> <p>NOTE: Begin entering samples in row 13 * - Indicates Required Field</p>	<h3>Microbiological Sample Submission Report (SSR)</h3>										
	<div style="border: 1px solid gray; padding: 5px; display: inline-block; background-color: #e0e0e0;">Generate XML</div>										
Sample Information											
Lab Sample Number*	Analytical Lab Certification Number*	PWS ID Number*	Sample Collection Date*	Sample Collection Time	Sample Collector*	Sample Collector Phone Number* (Numbers Only)	Sample Type*	Original Lab Sample Number	Street Address or Tap Location*	Analyte Code*	
1	226	OH5744112	03/31/2015	10 00 AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #1	3100 COLIFORM, TOTAL (TCR)	
2	226	OH5744112	03/31/2015	10 05 AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #2	3100 COLIFORM, TOTAL (TCR)	
3	226	OH5744112	03/31/2015	10 10 AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #3	3100 COLIFORM, TOTAL (TCR)	
3	226	OH5744112	03/31/2015	10 10 AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #3	3014 COLIFORM, E. COLI	

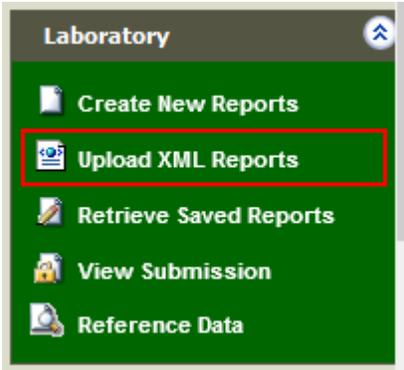
Laboratory Chemical SSR Reporting(Excel with XML Upload)





10. The XML files has been created and it is ready to be uploaded to Ohio EPA.
11. Save and close the Excel Spreadsheet.
12. Open Internet Explorer and log into the eBusiness Center. Select eDrinking Water Reports.

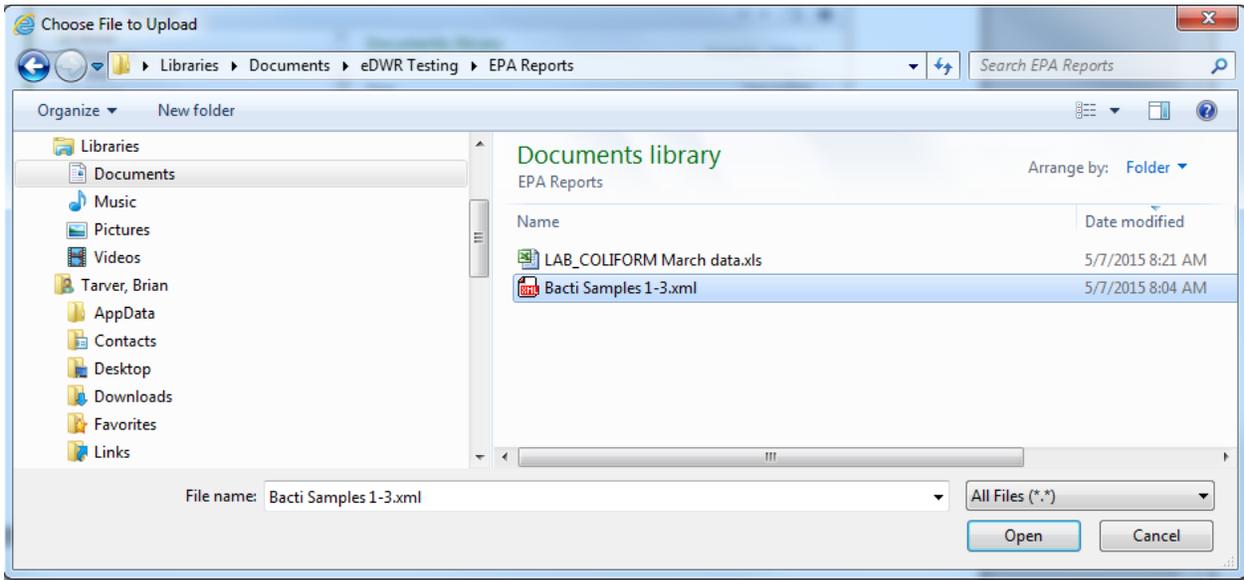
13. Select Upload XML Reports from the Laboratory Menu.



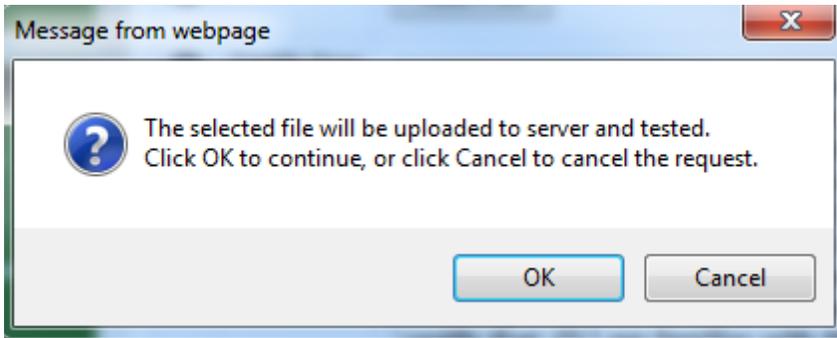
Browse to XML File - Test File
Browse to XML File - PIN and Upload File

1	Select File	<input type="text"/> <input type="button" value="Browse..."/>
2	Test File	<input type="text" value="Test File"/>
3	Certify Your Submission	<p>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,</p> <p><input type="checkbox"/> I have read and agree with the above statement</p>
4	Enter PIN	<input type="text"/>
5	Security Question	What color is red?
	Answer	<input type="text"/>
6	Submit File	<input type="button" value="Submit"/>

14. Select “Browse” and browse for the XML file that you created in step 10.



15. Select Test File.



16. If your file is formatted correctly:

- eDWR > Laboratory > Upload XML Reports



The structure of your XML file(s) is acceptable.

1	Select File	<input type="text"/>	Browse...
2	Test File	<input type="button" value="Test File"/>	

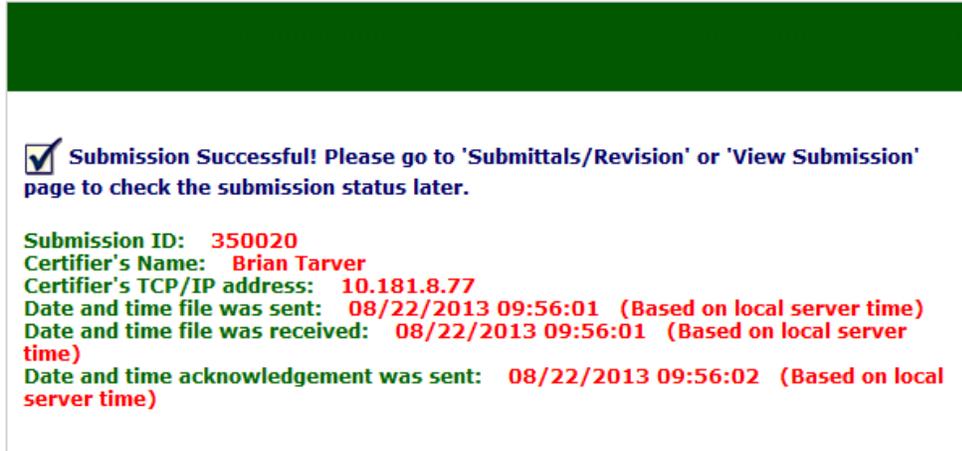
17. If not formatted correctly or there is a validation error a message will be displayed

18. If not, correct the Excel Spreadsheet and go to step 9

19. If file is Acceptable then browse for the file again
20. Check the Certify checkbox, enter PIN, Security Answer and select Submit.

1	Select File	C:\Users\10086163\Documents\EDWR Testing\EPA Reports\Bacti Samples <input type="button" value="Browse..."/>
2	Test File	<input type="button" value="Test File"/>
3	Certify Your Submission	<div style="border: 1px solid gray; padding: 5px;"> <p>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,</p> </div> <p><input checked="" type="checkbox"/> I have read and agree with the above statement</p>
4	Enter PIN	<input type="text" value="••••••"/>
5	Security Question	What color is red?
	Answer	<input type="text" value="•••"/>
6	Submit File	<input type="button" value="Submit"/>

21. The confirmation screen and email only indicate that you have successfully uploaded your report.



22. Select "View Submissions" and verify the report status

My Lab Submission is Rejected. What do I do?

Depending on the method you used to report, Online entry or xml upload, follow the steps below to resubmit.

First you will need to determine the reason the file was rejected. In the view submission menu, the default tab (View Lab Submissions) the Red "X" is a link to display the reason your report was rejected. It will indicate the row number and reason for rejection.

XML upload:

1. Open your Excel Spreadsheet
2. Make your corrections
3. Generate a new XML file.
4. Log into eDWR
5. Go into eDrinking Water Reports
6. On the left side Menu, select "View Submission"
7. Select Edit icon next to the rejected file (this will take you to the upload XML screen).
8. Browse for and upload your corrected xml file.

Online Entry:

1. Log into eDWR
2. Go into eDrinking water reports
3. On the left side Menu, select "View Submission"
4. Click the "Edit" icon next to the rejected file you need to correct (this creates a Copy of the report).
5. On the left side Menu, select "Retrieve Saved Reports"
6. Click the "Edit" icon next to the file you need to correct. This will take you into the report.
7. Make your corrections
8. Click Next and Click Submit

I submitted a sample with an error, what do I do?

If your submission status is Accepted, then you must contact Ohio EPA to correct the mistake on the sample. Samples cannot be resubmitted once they are accepted into the system. You must call Brian Tarver and Tab Brewster at (614) 644-2752 or email the correction to them at brian.tarver@epa.ohio.gov and thomas.brewster@epa.ohio.gov

I entered my total coliform results. How do enter the e Coli result?

When you have Positive Total Coliform Results, you must report the e.Coli or Fecal Coliform results. If the Total coliform result is negative, the e.Coli result is optional.

Excel Spreadsheet and XML upload method of reporting:

1. Enter the Total coliform result as you do already.

2. On the next line of the Excel Spreadsheet enter the information for the e.Coli result. That means you will repeat the sample number, PWSID, sample type, collection date, etc. The Analyte code for the second row will be 3014 | e.Coli and then enter the result (Present or Absent) for the e.Coli.

Online entry method of reporting:

1. Enter the Total coliform result as you do already.
2. Click validate and save, then OK for the first pop-up box.
3. The second box that pops up will ask "If you want to enter another result for this sample?" Select OK
4. Enter the data for the e.Coli result.
5. Validate and save.