

Laboratory (SSR Reporting):

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

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

Step 3: Select Create New Reports on the Laboratory Menu, the user selects a laboratory from the “Drinking Water Reports” drop-down. Select the “Lab-B” for microbiological Submissions or “Lab-C” for Chemistry results.

Step 4: The user previews and prepares e-DWR file in accordance with reporting requirements using one of four methods.

- Step 4A: Downloading an XML template file and generating their own XML submission file
- Step 4B: Completing the online entry web form and generating a submission file.
- Step 4C: Copying and pasting data into the online web form.
- Step 4D: Using the Microsoft Excel Template to generate an XML file for upload.

Step 5: Supply PIN and certify the data entered.

Step 6: Submit

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

Step 8: Valid e-DWR submissions can be viewed and printed at any time, from “View Submissions” menu.

Data Corrections:

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

Required information for correcting a sample:

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

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