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• 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.	

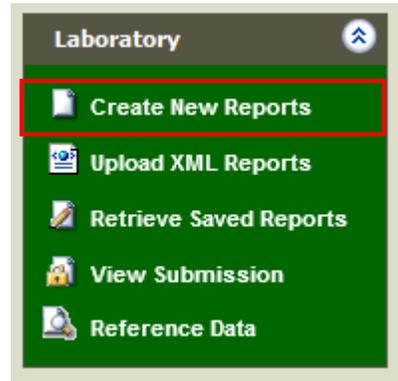
Examples of Water Facility State Code and Sample Point ID Pairs:

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

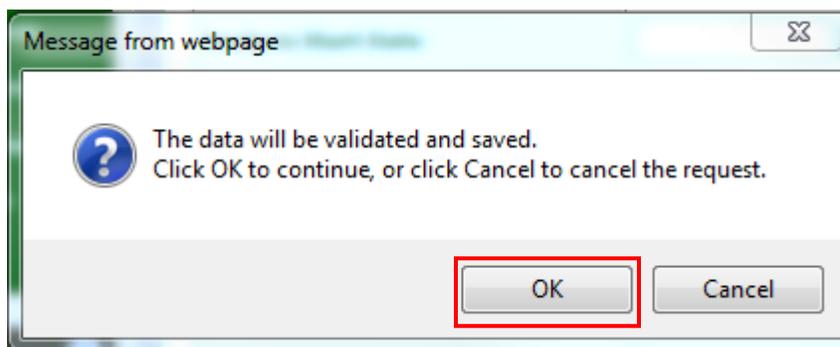
Sample Information								
Delete Record	Edit Record	Record ID	Lab Sample Number	Analytical Lab Certification Number	PWS ID Number	Sample Collection Date	Sample Collection Time	Sample Collector

7. Enter sample data and results:

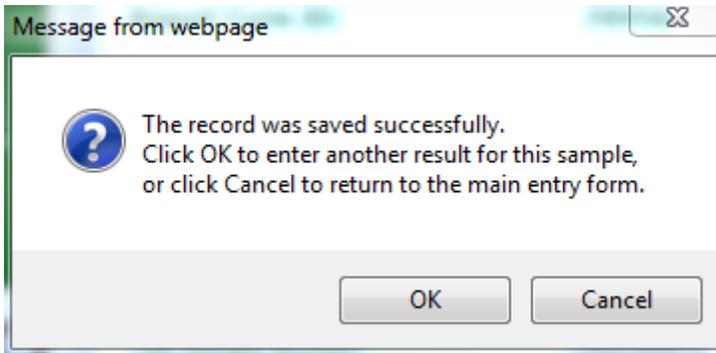
Record ID	<NEW>
Lab Sample Number*	<input type="text"/>
Analytical Lab Certification Number*	<input type="text"/>
PWS ID Number*	<input type="text"/>
Water Facility State Code	<input type="text"/>
Sample Monitoring Point*	<input type="text"/>
Sample Collection Date*	<input type="text"/> 
Sample Collection 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: DDAGW REPORTING LABORATORY-C

Submission Status: All

Program: EDWR

Submitted between: 8/1/2013 and 12/17/2013 GO

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

Search Panel

Lab Name: DDAGW REPORTING LABORATORY-C
PWS ID:

SDWIS/State Status: All
Lab Sample ID:

Submission ID:

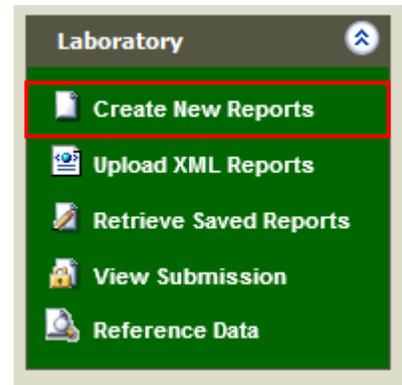
Submitted between: 8/1/2013 and 10/3/2013

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.

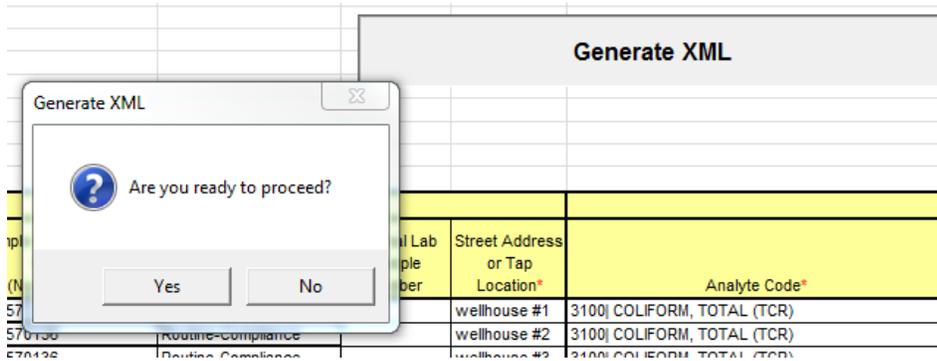
Sample Information										
Lab Sample Number*	Analytical Lab Certification Number*	PWS ID Number*	Sample Collection Date*	Sample Collection Time	Sample Collector*	Sample Collector Phone Number* (Numbers Only)	Sample Type*	Original Lab Sample Number	Street Address or Tap Location*	
1	226	OH5744112	03/31/2015	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

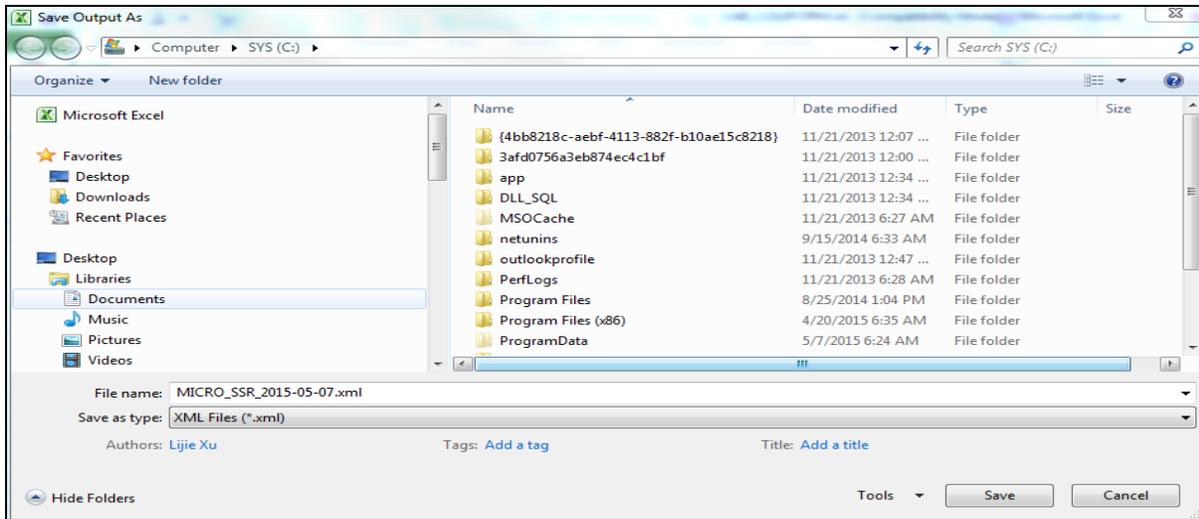
- Save this Excel file. Save it in a location on the PC that you will be able to find again. Save it with a name that will help identify the samples. For Example save as **Lab_Coliform-March.xls** or **Lab_Coliform-25-45.xls** (indicating the sample numbers in the file).
- Create and save the XML file 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

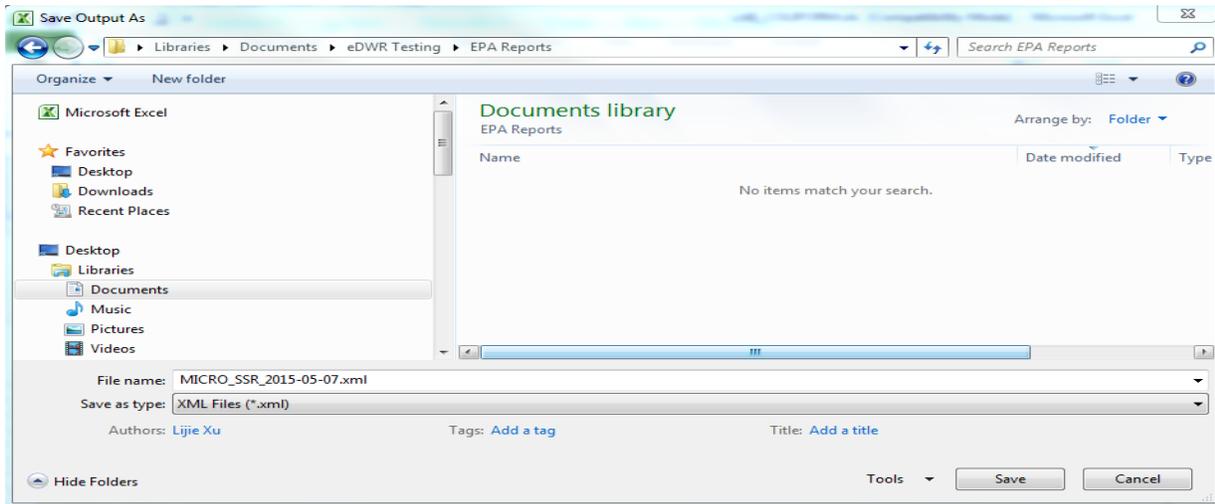


12. File Save Window opens by default to the computer's Root Directory (C-Drive)

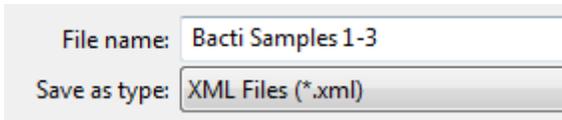


13. Browse to a folder or directory on your computer where you will be able to find this file when you go to submit it. You may want to create a folder to save these to.

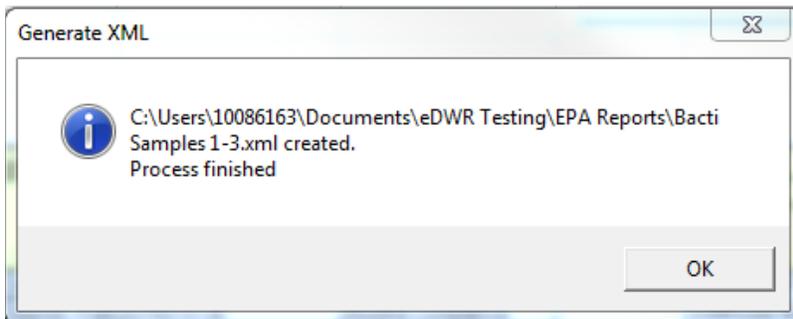
Laboratory Coliform SSR Reporting (Excel with XML Upload)



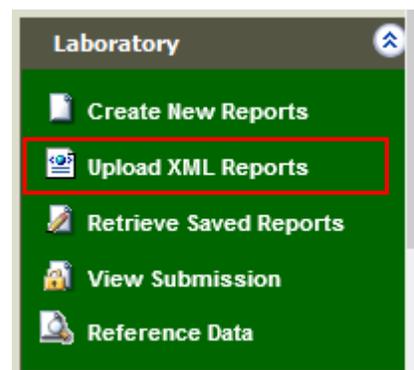
14. Name the XML file something that will help you identify it or the samples that are in it. By default the system will name it Micro_SSR_YYYY-mm-dd.xml. You may name it something to indicate what samples are contained in it. Click Save.



15. When the file is complete select OK



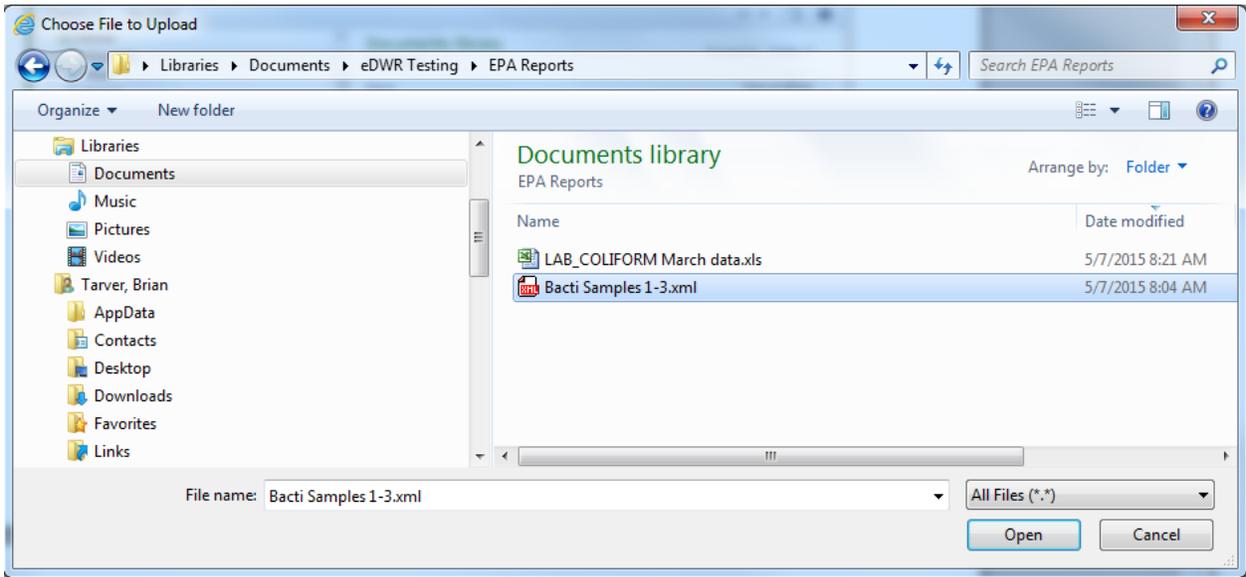
16. The XML files has been created and it is ready to be uploaded to Ohio EPA.
17. Save and close the Excel Spreadsheet.
18. Open Internet Explorer and log into the eBusiness Center. Select eDrinking Water Reports.
19. Select Upload XML Reports from the Laboratory Menu.



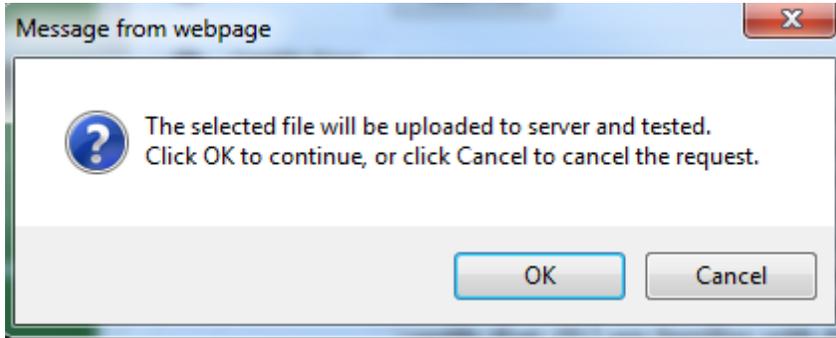
Browse to XML File - Test File
 Browse to XML File - PIN and Upload File

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

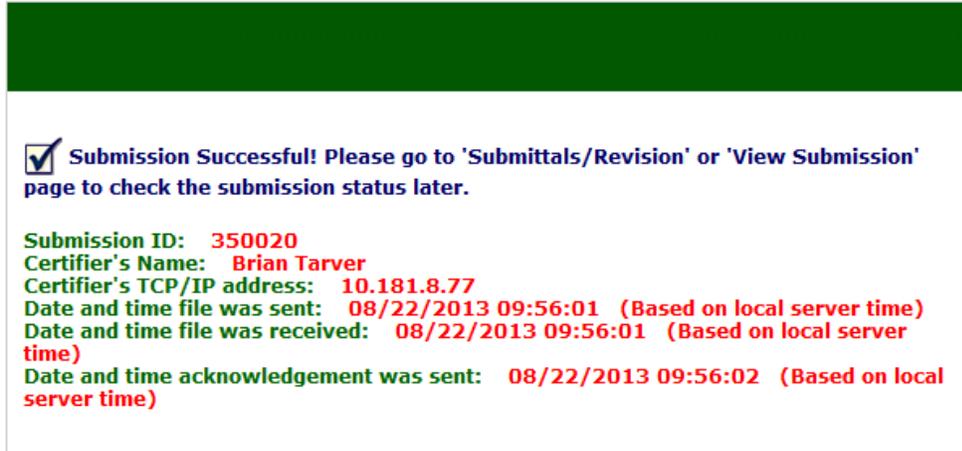
24. If not, correct the Excel Spreadsheet and go to step 9

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.



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