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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

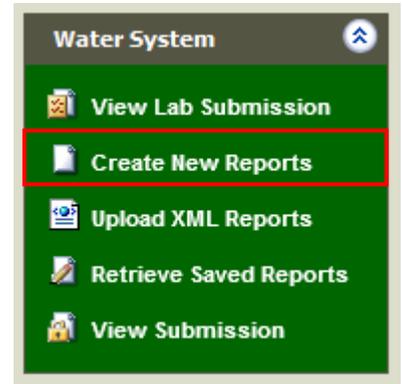
NOTICE to Laboratories reporting Chemical SSR data: The Lab_GC Excel Spreadsheet has been updated. Please download the latest version. The March 4, 2011 version must be used or your files will not be accepted.

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.

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

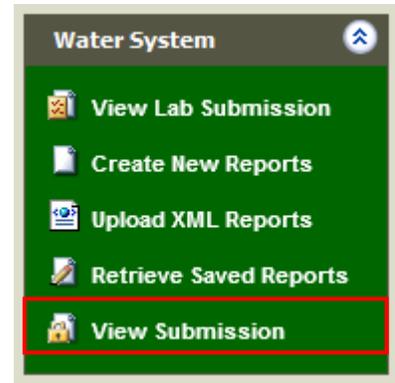
Edit	View	Download	Chain of Custody	Sub. ID	Previous Sub. ID	Received Date	Status	Status Date	Submit User
		 XML		338945		07/09/2013 09:33:35		07/09/2013 09:33:38	Brian Tarver
		 XML		338940		07/09/2013 09:29:41		07/09/2013 09:29:45	Brian Tarver

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