

**eDrinking Water Reports Navigation**

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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.

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**\*\*\* 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.**

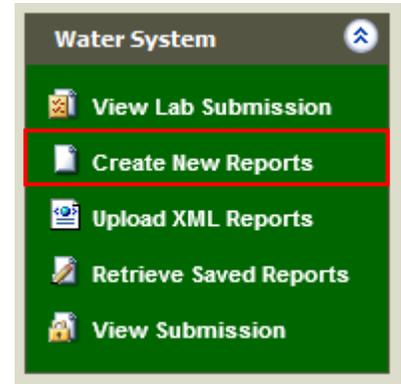
**This current upgrade only has changes to the general Chemical SSR and the Plant Distribution**

- 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.

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

Entered	Form Type	Online Entry
	<b>Plant Production</b>	Entry
	<b>Fluoride</b>	Entry
✓	<b>Distribution</b>	Entry
	<b>Plant Tap</b>	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

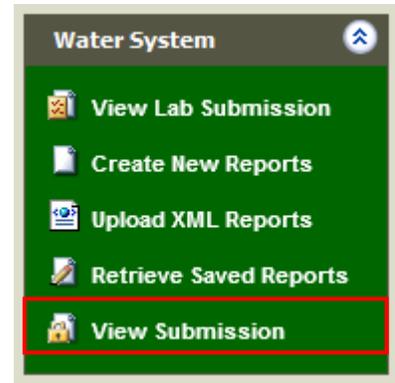
Edit	View	Download	Chain of Custody	Sub. ID	Previous Sub. ID	Received Date	Status	Status Date	Submit User
		 XML		338945		07/09/2013 09:33:35		07/09/2013 09:33:38	Brian Tarver
		 XML		338940		07/09/2013 09:29:41		07/09/2013 09:29:45	Brian Tarver

**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**

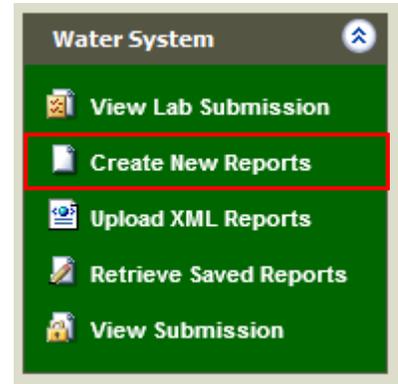


12. Check the Certify checkbox, enter PIN and Security Answer and Submit.
13. The confirmation screen and email only indicates that you have successfully uploaded your report.
14. Select "View Submissions" and verify the report status



**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

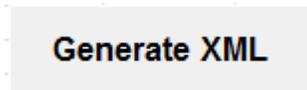
7. Enter all of your required operational data for the Plant Distribution MOR

- **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”

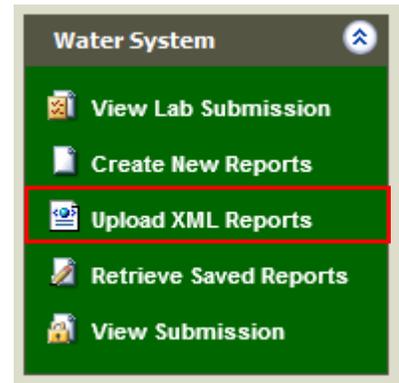
9. Select “Generate XML”



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:

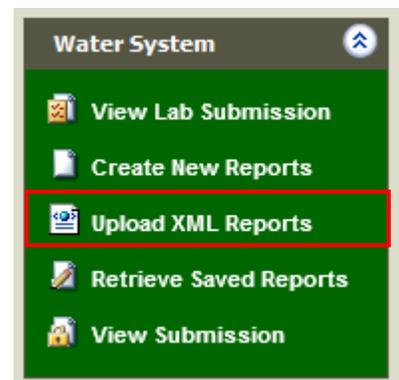
 **PLANT\_MOR\_2013-08-22.xml: STU ID (255555) does not exist for PWS (OH2599912).**

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



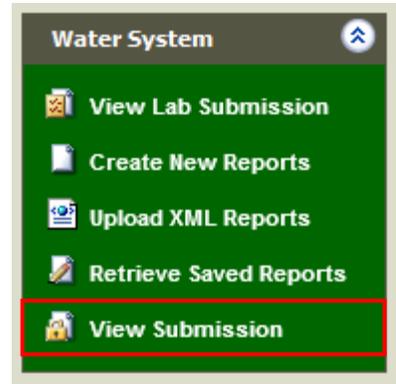
**View and Print an MOR report**

1. Log into eDWR
2. Go into eDrinking water reports
3. On the left side Menus, select "**View Submission**"

Water System Name:

Submission Status:

Submitted between:  and



4. Select the water system and date range, if necessary, and click "Go"
5. Select the View icon next to the report you need to view

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. Report opens in a new window. Drag the corner of the window wider and taller in order to display the entire report.
7. Print this report by either:
  - Right Click over the MOR and select Print Preview or
  - Select the File Menu and Print Preview.
8. Change the paper format from Portrait (vertical) to Landscape (horizontal) view
9. Print

