## eDWR Basics

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**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/](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 halfway 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".

2. Enter a User ID

3. Enter a password. Enter your name, address, email and phone number. At the bottom will be a "Submit" button.
Log into the eBusiness center with the password and user id that you just created.
**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
2. Verify Name, address, phone
3. Re-Enter your email address
4. Create Five Security Questions and Answers
5. Select Request PIN
6. Open the subscriber agreement form
7. Print, Notarize and Send to EPA
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.

<table>
<thead>
<tr>
<th>Available Services</th>
<th>Action</th>
<th>Status</th>
<th>Facilities</th>
<th>Delegations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e-DWR</td>
<td>Request</td>
<td>Inactive</td>
<td>view/edit</td>
<td></td>
</tr>
<tr>
<td>DMWM Disposal Fees (Pay Existing Invoice)</td>
<td>Request</td>
<td>Inactive</td>
<td>view/edit</td>
<td></td>
</tr>
<tr>
<td>DMWM Facility Registration</td>
<td>Request</td>
<td>Inactive</td>
<td>view/edit</td>
<td></td>
</tr>
<tr>
<td>DMWM Transporter Registration</td>
<td>Request</td>
<td>Inactive</td>
<td>view/edit</td>
<td></td>
</tr>
<tr>
<td>DSF Credible Data</td>
<td>Request</td>
<td>Inactive</td>
<td>view/edit</td>
<td></td>
</tr>
<tr>
<td>e-Drinking Water Reports</td>
<td>Deactivate</td>
<td>Active</td>
<td>view/edit</td>
<td>view/edit</td>
</tr>
<tr>
<td>DMWM Disposal Fees (Submit Reports)</td>
<td>Request</td>
<td>Inactive</td>
<td>view/edit</td>
<td></td>
</tr>
</tbody>
</table>

This will load the Facility Selection and Service Management page.

**Facility Selection and Service Management**

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 select 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 deemed 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

Facility Association Information

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Regulatory Program ID</th>
<th>Agency Core ID</th>
<th>Request Status</th>
<th>Action</th>
</tr>
</thead>
</table>

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Select the “Add Facility” button to search for your specific Laboratory or Public Water System. In the Search Screen, search for your water system or laboratory by name, ID, address, etc. .

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.
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

I, ________________________________, (name, title) by my signature below, certify that at this time
I am a Responsible Official and/or the Operator In Charge for the following facilities and affirm that I am
authorized to submit Drinking Water Reports for:

Your PWS or Laboratory Name
Address
City

I understand that Information submitted to Ohio EPA via e-DWR must be submitted by the Operator In Charge as
defined in OAC rule 3745-83-01 for a public water system and/or OAC rule 3745-89-08 for a certified laboratory.

User ID: XXX    Company: XXX
Name: XXX    Address: XXX
e-mail: XXX@XXXXXX

I certify under penalty of law that I have personally examined and am familiar with the information submitted
herein, and I am aware that there are significant civil and criminal penalties for submitting false information,
including the possibility of fine and imprisonment. I understand that this attestation of fact pertains to the
implementation, oversight, and enforcement of a state or federal environmental program and must be true to the
best of my knowledge.

_______________________________________________
Signature

_______________________________________________
Title

____________
Date
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  
5. Add User
6. **Add Account**

7. **Search name or User ID**

8. **Select User**
Delegation of Authority

Privilege Delegation

At 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 disclosed 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: (3) 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 inquiries; (4) I understand that this information pertains to the implementation, oversight, and enforcement of a state or federal environmental program; and (5) 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 cannot 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.

9. Select Role

PIN Validation

By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by the 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 I am using this PIN in accordance with that Agreement; (3) I renewed, or had the opportunity to renew, 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?
eDrinking Water Reports Navigation

A. **(Water System Users only)** This link allows users 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.

4. Select a PWS from the “Water System Reports” drop-down list.

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.

   - 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

<table>
<thead>
<tr>
<th>Status:</th>
<th>Processed</th>
<th>Rejected</th>
<th>Received</th>
<th>Resubmitted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Edit</strong></td>
<td><strong>View</strong></td>
<td><strong>Download</strong></td>
<td><strong>Chain of Custody</strong></td>
<td><strong>Sub. ID</strong></td>
</tr>
</tbody>
</table>
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 Menus, 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.

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

6. On the left side Menus, 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.

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.
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.

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.

   - 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.

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.

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

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

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

1. Log into eDWR
2. Select eDrinking Water Reports.

4. Select a PWS from the “Water System Reports” drop-down list.

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
   
   Reporting Period(YYYY/MM): 2013 / 9
   
   Reporting Lab Certification Number: 9255

   • Enter the Distribution Disinfectant Reporting information

   Distribution Disinfectant Reporting
   
   # of Samples Analyzed:
   
   # Below Required Residual:
   
   % Meeting Disinfectant Requirement:
   
   Previous Month % Meeting Minimum:

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

### Page Two: Disinfectant Information
- Enter Disinfectant, Alkalinity and TOC Information

<table>
<thead>
<tr>
<th>Day (2013)</th>
<th>Lowest Residual Disinfection at Entrance to Distribution</th>
<th>Duration Residual Disinfection Fell Below Requirement (0.1 hr)</th>
<th>Peak Hourly Treatment Flow (gpm)</th>
<th>Highest pH</th>
<th>Lowest Temp (°C)</th>
<th>Lowest Clearwell Operating Depth/Level (ft)</th>
<th>Lowest Disinfectant Conc. (mg/L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Effective Disinfectant Contact Time (min)</th>
<th>Minimum Actual CT (min x mg/L)</th>
<th>Required CT (min x mg/L)</th>
<th>Interpolation?</th>
<th>Raw Alkalinity (mg/L)</th>
<th>Raw TOC (mg/L)</th>
<th>Finished TOC (mg/L)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Page Three: Turbidity, Grab Sample, and Continuous Monitoring
- Enter TOC Data
TOC Value Information

<table>
<thead>
<tr>
<th>Calc. TOC Value</th>
<th>ATC (1.0)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select One</td>
</tr>
</tbody>
</table>

- Enter Turbidity data

Turbidity Reporting Information

<table>
<thead>
<tr>
<th>Turbidity Location</th>
<th>Percent Within Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select One</td>
<td></td>
</tr>
</tbody>
</table>

- Enter Daily Turbidity information

<table>
<thead>
<tr>
<th>Day (2013)</th>
<th>Total Hours Filtering</th>
<th>Maximum Turbidity (NTU)</th>
<th>Minimum Turbidity (NTU)</th>
<th>Average Turbidity (NTU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Enter Exceedances

<table>
<thead>
<tr>
<th>Grab Sample Report</th>
<th>Continuous Monitoring Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Results</td>
<td># of Results Exceedance Standard</td>
</tr>
<tr>
<td>Total Hours Results were Recorded</td>
<td>Total Hours Results Exceed Standard</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Select “Next”

d. Page Four: Results Exceeding Standard

<table>
<thead>
<tr>
<th>Date (Year 2013)</th>
<th>Time</th>
<th>Turbidity (NTU)</th>
<th>Duration (0.1 hr)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1</td>
<td></td>
<td>Select One</td>
<td></td>
</tr>
<tr>
<td>9/1</td>
<td></td>
<td>Select One</td>
<td></td>
</tr>
</tbody>
</table>

e. Page Five: Addendum Questions

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

<table>
<thead>
<tr>
<th>Filter Number</th>
<th>Individual Filter Event</th>
<th>Date</th>
<th>Time</th>
<th>Turbidity or Duration/Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>√</td>
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<td>√</td>
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<tr>
<td></td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• 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.

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

1. Log into eDWR
2. Select eDrinking Water Reports.
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.

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.
   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.
7. Enter all of your required operational data for the Surface Water Treatment Plant MOR
   - Distribution Disinfectant Reporting
   - Calculation and Clearwell Information
- **Disinfectant Information**

<table>
<thead>
<tr>
<th>Date</th>
<th>Lowest Residual Disinfection at Entrance to Distribution System</th>
<th>Duration Residual Disinfectant Fell Below Requirement (0.1 hr)</th>
<th>Peak Hourly Treatment Flow (gpm)</th>
<th>Highest pH</th>
<th>Lowest Temp (°C)</th>
<th>Lowest Clearwell Operating Depth/Level (ft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1/2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/2/2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/3/2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Effective Disinfectant Concentration (mg/L)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Lowest Disinfectant Conc.</th>
<th>Effective Contact Time (min)</th>
<th>Minimum Actual CT (min x mg/L)</th>
<th>Required CT (min x mg/L)</th>
<th>Interpolation? (Y/N)</th>
<th>Raw Alkalinity (mg/L)</th>
<th>Raw TOC (mg/L)</th>
<th>Finished TOC (mg/L)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1/2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>9/2/2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>9/3/2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N</td>
</tr>
</tbody>
</table>

- **TOC Value Information**

**Calc. TOC Value**: ATC (1.0)

- **Turbidity, Grab Sample, and Continuous Monitoring**

- **Results Exceeding Standard**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Turbidity (NTU)</th>
<th>Duration (0.1 hr)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Clearwell Details**

<table>
<thead>
<tr>
<th>Clearwell Detail</th>
<th>Surface Area</th>
<th>Approved Effective Vol. Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

48
### Individual Filter Event Addendum

<table>
<thead>
<tr>
<th>Date</th>
<th>System Population</th>
<th>Question</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/29/2013</td>
<td>Less than 10000</td>
<td>Do you monitor each individual filter effluent (or combined filter effluent for systems with two filters)?</td>
<td>Yes, complete the table indicating the filter number, IFE 'OTHER', date and time of the occurrence and the duration/grab sample frequency.</td>
</tr>
<tr>
<td>9/30/2013</td>
<td>Less than 10000</td>
<td>Yes, complete the table indicating the filter number, IFE 'OTHER', date and time of the occurrence and the duration/grab sample frequency.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Was the continuous filter monitoring or recording (every 15 minutes) equipment offline during the month?</td>
<td>Yes, complete the table indicating the filter number, IFE 'OTHER', date and time of the occurrence and the duration/grab sample frequency.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Did any individual filter exceed 1.0 NTU in two consecutive measurements taken 15 minutes apart?</td>
<td>Yes, complete the table indicating the filter number, IFE 'OTHER', date and time of the occurrence and the duration/grab sample frequency.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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?</td>
<td>Yes, complete the table indicating the filter number, IFE 'OTHER', date and time of the occurrence and the duration/grab sample frequency.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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?</td>
<td>Yes, complete the table indicating the filter number, IFE 'OTHER', date and time of the occurrence and the duration/grab sample frequency.</td>
</tr>
</tbody>
</table>

**System Population:** 10000 or Greater

<table>
<thead>
<tr>
<th>Date</th>
<th>System Population</th>
<th>Question</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10000 or Greater</td>
<td>Was the continuous filter monitoring or recording (every 15 minutes) equipment offline during the month?</td>
<td>Yes, complete the table indicating the filter number, IFE 'OTHER', date and time of the occurrence and the duration/grab sample frequency.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Did any individual filter exceed 1.0 NTU in two consecutive measurements taken 15 minutes apart?</td>
<td>Yes, complete the table indicating the filter number, IFE 'OTHER', date and time of the occurrence and the duration/grab sample frequency.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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?</td>
<td>Yes, complete the table indicating the filter number, IFE 'OTHER', date and time of the occurrence and the duration/grab sample frequency.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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?</td>
<td>Yes, complete the table indicating the filter number, IFE 'OTHER', date and time of the occurrence and the duration/grab sample frequency.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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?</td>
<td>Yes, complete the table indicating the filter number, IFE 'OTHER', date and time of the occurrence and the duration/grab sample frequency.</td>
</tr>
</tbody>
</table>
8. Save the Excel spreadsheet. You may “Save As” and save with an identifiable name such as “July2013SurfaceWater 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 “July2013SurfaceWaterPlant 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.
15. Select “Browse” and browse for the XML file that you created in step 10.
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 Menus, select "View Submission" (should be the last item under the Water System Menus)
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

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

<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lab Sample Number</strong></td>
<td>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., 12xxxx for 2012.</td>
</tr>
<tr>
<td><strong>Analytical Lab Certification Number</strong></td>
<td>Enter the certification number of the lab which analyzed the sample.</td>
</tr>
<tr>
<td><strong>PWS ID Number</strong></td>
<td>Enter the Public Water System Identification (PWS ID) Number assigned by Ohio EPA beginning with &quot;OH&quot;.</td>
</tr>
<tr>
<td><strong>Water Facility State Code</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Sample Monitoring Point</strong></td>
<td>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).</td>
</tr>
<tr>
<td><strong>Sample Collection Date</strong></td>
<td>Enter the date (Month/Day/Year) which the sample was taken.</td>
</tr>
<tr>
<td><strong>Sample Collection Time</strong></td>
<td>Enter the time the sample was taken - HHMM</td>
</tr>
<tr>
<td><strong>Sample Collector</strong></td>
<td>Enter the name of the person who collected the sample.</td>
</tr>
<tr>
<td><strong>Sample Collector Phone Number</strong> (Numbers Only)</td>
<td>Enter the phone number of the person who collected the sample. 10 digits with no spaces, dashes or parenthesis</td>
</tr>
<tr>
<td><strong>Lab Receipt Date</strong></td>
<td>Enter the date (Month/Day/Year) which the sample was received at the lab.</td>
</tr>
<tr>
<td><strong>Sample Rejection Reason</strong></td>
<td>Select from the dropdown list the reason the entire sample was rejected for analysis. Leave Blank if sample was analyzed.</td>
</tr>
<tr>
<td><strong>Sample Type</strong></td>
<td>Select from the dropdown list the Sample Type being submitted. Note: Compliance samples are scheduled and required. All other samples are Special-Noncompliance.</td>
</tr>
<tr>
<td><strong>Routine</strong></td>
<td>Scheduled Compliance Samples and follow-up Temporary Routines</td>
</tr>
<tr>
<td><strong>Repeat</strong></td>
<td>Sample required as a follow-up to a positive routine sample. Requires the original positive routine sample number.</td>
</tr>
<tr>
<td><strong>Special</strong></td>
<td>Special purpose samples are for: new mains, new well samples, and special investigations, etc.</td>
</tr>
<tr>
<td><strong>Confirmation</strong></td>
<td>Requires original positive routine sample number</td>
</tr>
<tr>
<td><strong>Triggered</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Repeat Location Code</strong></td>
<td>Select from the dropdown list the location relative to the original positive sample location</td>
</tr>
<tr>
<td><strong>Original Lab Sample Number</strong></td>
<td>If the Sample Type is Repeat, Confirmation or Triggered then the Original Routine Positive Sample number is required to be reported on this line.</td>
</tr>
<tr>
<td><strong>Collection Address</strong></td>
<td>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.</td>
</tr>
<tr>
<td>Analyte Code*</td>
<td>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.</td>
</tr>
<tr>
<td>Analysis Start Date</td>
<td>Enter the date that incubation was started</td>
</tr>
<tr>
<td>Analysis Start Time</td>
<td>Enter the time that incubation was started</td>
</tr>
<tr>
<td>Analysis Completion Date*</td>
<td>Enter the date the analysis was completed</td>
</tr>
<tr>
<td>Analysis Completion Time</td>
<td>Enter the time the analysis was completed</td>
</tr>
<tr>
<td>Data Quality Accept/Reject</td>
<td>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</td>
</tr>
<tr>
<td>Data Quality Reason</td>
<td>Required if Data Quality is rejected, select the reason from the list.</td>
</tr>
<tr>
<td>Analysis Method Code*</td>
<td>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)</td>
</tr>
<tr>
<td>Microbe Presence Indicator</td>
<td>Select Presence or Absence as appropriate</td>
</tr>
<tr>
<td><strong>Quantitative Reporting Fields</strong></td>
<td></td>
</tr>
<tr>
<td>Count</td>
<td>Number of microbial units (Values &gt;0 indicate a positive result)</td>
</tr>
<tr>
<td>Count Type</td>
<td>Type of microbial unit being counted. MPN - Most Probable Number</td>
</tr>
<tr>
<td>Count Units</td>
<td>Units of measure for the microbial result count. 100 Milliliters</td>
</tr>
<tr>
<td>Interference</td>
<td>Select from the dropdown list if these factors influenced the result. Interference will require the Data Quality field to be Rejected</td>
</tr>
<tr>
<td>Free Chlorine Residual</td>
<td>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)</td>
</tr>
<tr>
<td>Total Chlorine Residual</td>
<td>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)</td>
</tr>
<tr>
<td>Comments</td>
<td>Include any additional information to further describe Data Quality Results or any other pertinent information about sample results.</td>
</tr>
<tr>
<td>Analyst #*</td>
<td>Enter the number assigned by the Ohio EPA for the approved analyst.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sample Location</th>
<th>Sample Point ID</th>
<th>Water Facility State Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution Sample</td>
<td>DS000</td>
<td>DS1 (Distribution)</td>
</tr>
<tr>
<td>Entry Point STU #1</td>
<td>EP001</td>
<td>2562342 (STU ID)</td>
</tr>
<tr>
<td>Entry Point STU #2</td>
<td>EP002</td>
<td>2561212 (STU ID)</td>
</tr>
<tr>
<td>Well #1 Raw Sample</td>
<td>RS001</td>
<td>WL001 (Well ID)</td>
</tr>
<tr>
<td>Well #1 Raw Sample</td>
<td>GWR001</td>
<td>2562342 (STU ID)</td>
</tr>
</tbody>
</table>

**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.

5. Online Entry – Select “Entry” for Generic Coliform Analysis.
6. Select Add Record
7. Enter sample data and results:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record ID</td>
<td>&lt;NEW&gt;</td>
</tr>
<tr>
<td>Lab Sample Number*</td>
<td></td>
</tr>
<tr>
<td>Analytical Lab Certification Number*</td>
<td></td>
</tr>
<tr>
<td>PWS ID Number*</td>
<td></td>
</tr>
<tr>
<td>Water Facility State Code</td>
<td></td>
</tr>
<tr>
<td>Sample Monitoring Point*</td>
<td></td>
</tr>
<tr>
<td>Sample Collection Date*</td>
<td></td>
</tr>
<tr>
<td>Sample Collection Time (HHMM)</td>
<td></td>
</tr>
<tr>
<td>Sample Collector*</td>
<td></td>
</tr>
<tr>
<td>Sample Collector Phone #* (ex: 6145551212)</td>
<td></td>
</tr>
<tr>
<td>Lab Receipt Date</td>
<td></td>
</tr>
<tr>
<td>Sample Rejection Reason</td>
<td>Select</td>
</tr>
<tr>
<td>Sample Type*</td>
<td>Select</td>
</tr>
<tr>
<td>Repeat Location Code</td>
<td>Select</td>
</tr>
<tr>
<td>Original Lab Sample Number</td>
<td></td>
</tr>
<tr>
<td>Collection Address/Street Address or Tap Location*</td>
<td></td>
</tr>
<tr>
<td>Analyte Code*</td>
<td>Select</td>
</tr>
<tr>
<td>Analysis Start Date</td>
<td></td>
</tr>
<tr>
<td>Analysis Start Time (HHMM)</td>
<td></td>
</tr>
<tr>
<td>Analysis Completion Date</td>
<td></td>
</tr>
<tr>
<td>Analysis Completion Time (HHMM)</td>
<td></td>
</tr>
<tr>
<td>Data Quality Accept/Reject</td>
<td>Select</td>
</tr>
</tbody>
</table>
Laboratory Coliform SSR Reporting (Excel with XML Upload)

<table>
<thead>
<tr>
<th>Data Quality Reason</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analysis Method Code*</td>
<td></td>
</tr>
<tr>
<td>Microbe Presence Indicator</td>
<td>Select</td>
</tr>
<tr>
<td>Count</td>
<td></td>
</tr>
<tr>
<td>Count Type</td>
<td>Select</td>
</tr>
<tr>
<td>Count Units</td>
<td>Select</td>
</tr>
<tr>
<td>Interference</td>
<td>Select</td>
</tr>
<tr>
<td>Free Chlorine Residual</td>
<td></td>
</tr>
<tr>
<td>Total Chlorine Residual</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>Analyst #*</td>
<td></td>
</tr>
</tbody>
</table>

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**

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

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

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processed</td>
<td>Report has been received and accepted into our system.</td>
<td>12/09/2013 14:14:39</td>
</tr>
<tr>
<td>Rejected</td>
<td>Report must be retrieved, corrected and re-submitted.</td>
<td>12/09/2013 14:13:10</td>
</tr>
<tr>
<td>Received</td>
<td>Report has been uploaded but not yet processed.</td>
<td>10/04/2013 08:06:04</td>
</tr>
<tr>
<td>Resubmitted</td>
<td>Report has been retrieved, corrected and re-submitted.</td>
<td>10/04/2013 08:06:05</td>
</tr>
</tbody>
</table>
Note that there are three Tabs at the top if 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.

```
<table>
<thead>
<tr>
<th>View Lab Submissions</th>
<th>View Lab Reports</th>
<th>View Lab Samples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Download</td>
<td>Chain of Custody</td>
</tr>
<tr>
<td><img src="image1.png" alt="XML" /> <img src="image2.png" alt="TXT" /></td>
<td><img src="image1.png" alt="XML" /> <img src="image2.png" alt="TXT" /></td>
<td><img src="image1.png" alt="XML" /> <img src="image2.png" alt="TXT" /></td>
</tr>
</tbody>
</table>
```

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

```
<table>
<thead>
<tr>
<th>View Lab Submissions</th>
<th>View Lab Reports</th>
<th>View Lab Samples</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Sub. ID</td>
<td>Report ID</td>
</tr>
<tr>
<td><img src="image4.png" alt="View" /></td>
<td>372423</td>
<td>96215</td>
</tr>
<tr>
<td><img src="image4.png" alt="View" /></td>
<td>373429</td>
<td>90315</td>
</tr>
</tbody>
</table>
```
- **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.

```
<table>
<thead>
<tr>
<th>View Data</th>
<th>Sample ID</th>
<th>PWS ID</th>
<th>Analyte</th>
<th>Sub. ID</th>
<th>Report ID</th>
<th>Received Date</th>
<th>SDWIS Status</th>
<th>Status Date</th>
<th>Sample Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>656</td>
<td>012599912</td>
<td>3100</td>
<td>388278</td>
<td>91579</td>
<td>10/04/2013 08:06:05</td>
<td></td>
<td></td>
<td>10/04/2013 08:06:05</td>
<td></td>
</tr>
<tr>
<td>657</td>
<td>012599912</td>
<td>3014</td>
<td>392278</td>
<td>91579</td>
<td>10/04/2013 08:06:05</td>
<td></td>
<td></td>
<td>10/04/2013 08:06:05</td>
<td></td>
</tr>
<tr>
<td>657</td>
<td>012599912</td>
<td>3100</td>
<td>388278</td>
<td>91579</td>
<td>10/04/2013 08:06:05</td>
<td></td>
<td></td>
<td>10/04/2013 08:06:05</td>
<td></td>
</tr>
<tr>
<td>1859364</td>
<td>012599912</td>
<td>3100</td>
<td>385265</td>
<td>91575</td>
<td>10/04/2013 07:38:25</td>
<td></td>
<td></td>
<td>10/04/2013 07:38:25</td>
<td></td>
</tr>
<tr>
<td>123531</td>
<td>012599912</td>
<td>3100</td>
<td>349666</td>
<td>88241</td>
<td>08/21/2013 07:17:18</td>
<td></td>
<td></td>
<td>08/21/2013 07:17:18</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>012599912</td>
<td>3100</td>
<td>348860</td>
<td>88417</td>
<td>08/16/2013 15:08:59</td>
<td></td>
<td></td>
<td>08/16/2013 15:08:59</td>
<td></td>
</tr>
<tr>
<td>2131231</td>
<td>012599912</td>
<td>1040</td>
<td>345265</td>
<td>87237</td>
<td>08/07/2013 07:11:15</td>
<td></td>
<td></td>
<td>08/07/2013 07:11:15</td>
<td></td>
</tr>
</tbody>
</table>
```
Laboratory Coliform SSR Reporting (Excel with XML Upload)
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.

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.

6. Enter your lab Certification number at the top (C7)
7. Enter the results:
8. 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.

<table>
<thead>
<tr>
<th>Lab Sample Number</th>
<th>Analytical Lab Certification Number</th>
<th>PWS ID Number</th>
<th>Sample Collection Date</th>
<th>Sample Collection Time</th>
<th>Sample Collector</th>
<th>Sample Collector Phone Number</th>
<th>Sample Type</th>
<th>Original Lab Sample Number</th>
<th>Street Address or Tap Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>226</td>
<td>OH744112</td>
<td>03/31/2015</td>
<td>10 00 AM</td>
<td>Stephen Pritt</td>
<td>8075570136</td>
<td>Routine-Compliance</td>
<td></td>
<td>Warehouse #1</td>
</tr>
<tr>
<td>2</td>
<td>226</td>
<td>OH744112</td>
<td>03/31/2015</td>
<td>10 05 AM</td>
<td>Stephen Pritt</td>
<td>8075570136</td>
<td>Routine-Compliance</td>
<td></td>
<td>Warehouse #2</td>
</tr>
<tr>
<td>3</td>
<td>226</td>
<td>OH744112</td>
<td>03/31/2015</td>
<td>10 10 AM</td>
<td>Stephen Pritt</td>
<td>8075570136</td>
<td>Routine-Compliance</td>
<td></td>
<td>Warehouse #3</td>
</tr>
</tbody>
</table>

9. 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).

10. 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”
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.
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.
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:

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.

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

28. Select “View Submissions” and verify the report status
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Sample Number*</td>
<td>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.</td>
</tr>
<tr>
<td>PWS ID Number*</td>
<td>Enter the seven digit Public Water System Identification (PWS ID) Number assigned by Ohio EPA.</td>
</tr>
<tr>
<td>Water Facility State Code*</td>
<td>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)</td>
</tr>
<tr>
<td>Sample Point ID*</td>
<td>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)</td>
</tr>
<tr>
<td>Sample Collection Date*</td>
<td>Enter the date (Month/Day/Year) which the sample was taken.</td>
</tr>
<tr>
<td>Sample Collection Time</td>
<td>Enter the time the sample was taken - HHMM</td>
</tr>
<tr>
<td>Lab Receipt Date</td>
<td>Enter the date (Month/Day/Year) which the sample was received at the lab.</td>
</tr>
<tr>
<td>Sample Rejection Reason</td>
<td>Select from the dropdown list the reason the entire sample was rejected for analysis. Leave Blank if sample was analyzed</td>
</tr>
<tr>
<td>Sample Type*</td>
<td>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.</td>
</tr>
<tr>
<td>Pb/Cu Location Type</td>
<td>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.</td>
</tr>
<tr>
<td>Collection Address</td>
<td>Enter the street address where the sample was taken, example: 1847 Main. This field is required if analyte is Lead or Copper</td>
</tr>
<tr>
<td>Comments</td>
<td>Include any additional information to further describe the sample location, data quality results or any other pertinent information about the sample.</td>
</tr>
<tr>
<td>Analyte Code*</td>
<td>Select the Appropriate SDWIS Code and analyte name from the list.</td>
</tr>
<tr>
<td>Analysis Completion Date</td>
<td>Enter the date the analysis was completed</td>
</tr>
<tr>
<td>Analysis Completion Time</td>
<td>Enter the time the analysis was completed</td>
</tr>
<tr>
<td>Data Quality*</td>
<td>Select accepted or rejected depending on the validity of the sample result.</td>
</tr>
<tr>
<td>Data Quality Reason</td>
<td>Required if data Quality is rejected, select the reason from the list.</td>
</tr>
<tr>
<td>Analysis Method Code</td>
<td>Indicate the method used to perform the analysis. (These codes can be found in the reference data menu of eDWR)</td>
</tr>
<tr>
<td>Less Than Indicator</td>
<td>Select “&lt;” or leave blank as appropriate.</td>
</tr>
<tr>
<td>Result</td>
<td>Enter the results value or the detection limit for the analysis.</td>
</tr>
<tr>
<td>Result Unit Code</td>
<td>Select the appropriate units for the analytical result.</td>
</tr>
<tr>
<td>Analytical Lab</td>
<td>Enter the certification number of the lab which analyzed the sample.</td>
</tr>
<tr>
<td>Analyst</td>
<td>Enter the number assigned by the Ohio EPA for the approved analyst.</td>
</tr>
<tr>
<td>QC Date</td>
<td>Enter the date the analytical lab completed the Quality Control for the sample</td>
</tr>
</tbody>
</table>
### Examples of Water Facility State Code and Sample Point ID Pairs:

<table>
<thead>
<tr>
<th>Sample Location</th>
<th>Sample Point ID</th>
<th>Water Facility State Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution Sample</td>
<td>DS000</td>
<td>DS1</td>
</tr>
<tr>
<td>Distribution Sample</td>
<td>MR000</td>
<td>DS1</td>
</tr>
<tr>
<td>Entry Point STU #1</td>
<td>EP001</td>
<td>DS1</td>
</tr>
<tr>
<td>Entry Point STU #2</td>
<td>EP002</td>
<td>2562342</td>
</tr>
<tr>
<td>Well #1 Raw Sample</td>
<td>RS001</td>
<td>WL00321</td>
</tr>
<tr>
<td>Distribution DBP</td>
<td>DS201</td>
<td>DS1</td>
</tr>
<tr>
<td>Sample DBP Sample</td>
<td>DS202</td>
<td>DS1</td>
</tr>
</tbody>
</table>
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.

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

7. Enter sample data and results:
<table>
<thead>
<tr>
<th>Field</th>
<th>Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Collection Date*</td>
<td></td>
</tr>
<tr>
<td>Sample Collection Time (HHMM)</td>
<td></td>
</tr>
<tr>
<td>Lab Receipt Date</td>
<td></td>
</tr>
<tr>
<td>Sample Rejection Reason</td>
<td>Select</td>
</tr>
<tr>
<td>Sample Type*</td>
<td>Select</td>
</tr>
<tr>
<td>Pb/Cu Location Type</td>
<td>Select</td>
</tr>
<tr>
<td>Collection Address</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>Analyte Code*</td>
<td>Select</td>
</tr>
<tr>
<td>Analysis Completion Date</td>
<td></td>
</tr>
<tr>
<td>Analysis Completion Time (HHMM)</td>
<td></td>
</tr>
<tr>
<td>Data Quality</td>
<td>Select</td>
</tr>
<tr>
<td>Data Quality Reason</td>
<td>Select</td>
</tr>
<tr>
<td>Analysis Method Code</td>
<td></td>
</tr>
<tr>
<td>Less Than Indicator</td>
<td>Select</td>
</tr>
<tr>
<td>Result</td>
<td></td>
</tr>
<tr>
<td>Result Unit Code</td>
<td>Select</td>
</tr>
<tr>
<td>Analytical Lab</td>
<td></td>
</tr>
<tr>
<td>Analyst #</td>
<td></td>
</tr>
<tr>
<td>QC Date</td>
<td></td>
</tr>
</tbody>
</table>

[Cancel] [Validate] [Validate and Save]
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**

   ![Message from webpage](image)

   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**

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 submission you are searching to view.

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

- **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.
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.

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.

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

<table>
<thead>
<tr>
<th>Sample Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Sample Number</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Analysis Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyte Code</td>
</tr>
<tr>
<td>COLIFORM, TOTAL (TCR)</td>
</tr>
<tr>
<td>COLIFORM, TOTAL (TCR)</td>
</tr>
<tr>
<td>COLIFORM, E. COLI</td>
</tr>
</tbody>
</table>

8. 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).

9. 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”
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.
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**
  - Browse to XML File - Test File
  - Browse to XML File - PIII and Upload File

[Check box] The structure of your XML file(s) is acceptable.

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.

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
4. Log into eDWR
5. Go into eDrinking Water Reports
6. On the left side Menus, select "View Submission"
7. Select Edit icon next to the rejected file (this will take you to the upload XML screen).

Online Entry:

1. Log into eDWR
2. Go into eDrinking water reports
3. On the left side Menus, 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 Menus, 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.