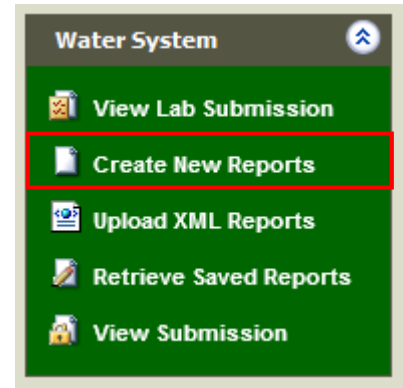


**Create a new Surface Water Treatment Plant MOR (Online Entry)**

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 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	
<b>PWS ID - Name:</b>	OH2599912 - IMS TESTING PWS
<b>STU ID:</b>	2562342 <input type="text"/>
<b>Reporting Period(YYYY/MM):</b>	2013 / 9 <input type="text"/>
<b>Reporting Lab Certification Number:</b>	9255 <input type="text"/>

- Enter the Distribution Disinfectant Reporting information

Distribution Disinfectant Reporting	
<b># of Samples Analyzed:</b>	<input type="text"/>
<b># Below Required Residual:</b>	<input type="text"/>
<b>% Meeting Disinfectant Requirement:</b>	<input type="text"/>
<b>Previous Month % Meeting Minumum:</b>	<input type="text"/>

- Enter Calculation and Clearwell Information

Clearwell Information	
Calculation Type:	Simple ▾
Disinfectant Monitored Continuously?	N ▾
Filtration Type:	Slow Sand ▾
Required Log Inactivation:	1.0

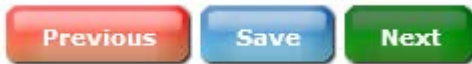
Clearwell ID	Surface Area (Sq. ft.)	Approved Eff. Volume Factor
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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



**b. Page Two: Disinfectant Information**

- Enter Disinfectant, Alkalinity and TOC Information



Day (2013)	Lowest Residual Disinfection at Entrance to Distribution		Duration Residual Disinfection Fell Below Requirement (0.1 hr)	Peak Hourly Treatment Flow(gpm)	Highest pH	Lowest Temp (C)	Lowest Clearwell Operating Depth/Level (ft)	Lowest Disinfectant Conc. (mg/L)
	Free	Combined						
9/1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Effective Disinfectant Contact Time (min)	Minimum Actual CT (min x mg/L)	Required CT (min x mg/L)	Interpolation?	Raw Alkalinity (mg/L)	Raw TOC (mg/L)	Finished TOC (mg/L)	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	No ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**c. Page Three: Turbidity, Grab Sample, and Continuous Monitoring**

- Enter TOC Data

TOC Value Information	
Calc. TOC Value	ATC (1.0)
<input type="text"/>	Select One ▾

- Enter Turbidity data

Turbidity Reporting Information	
Turbidity Location	Percent Within Standard
Select One ▾	<input type="text"/>

- Enter Daily Turbidity information

Day (2013)	Turbidity			
	Total Hours Filtering	Maximum Turbidity (NTU)	Minimum Turbidity (NTU)	Average Turbidity (NTU)
9/1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Enter Exceedances

Grab Sample Report		Continuous Monitoring Report	
Total Number of Results	# of Results Exceedance Standard	Total Hours Results were Recorded	Total Hours Results Exceed Standard
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Select "Next"

**d. Page Four: Results Exceeding Standard**

Results Exceeding Standard			
Date (Year 2013)	Time	Turbidity (NTU)	Duration (0.1 hr)
9/ <input type="text"/>	<input type="text"/> : <input type="text"/> Select One ▾	<input type="text"/>	<input type="text"/>
9/ <input type="text"/>	<input type="text"/> : <input type="text"/> Select One ▾	<input type="text"/>	<input type="text"/>

**e. Page Five: Addendum Questions**

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

Answer	Question
Select One ▾	Do you monitor each individual filter effluent (or combined filter effluent for systems with two filters)?
Select One ▾	Was the continuous filter monitoring or recording (every 15 minutes) equipment offline during the month? If yes, complete the table indicating the filter number, IFE 'OTHER', date and time of the occurrence and the duration/grab sample frequency.
Select One ▾	Did any individual filter exceed 1.0 NTU in two consecutive measurements taken 15 minutes apart? If yes complete the table and indicate required follow-up action status (report cause if known). [IFE 'A']
Select One ▾	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? If yes complete the table and indicate required follow-up action status (i.e. Individual Filter Self-Assessment - IFSA). [IFE 'B']
Select One ▾	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? If yes complete the table and indicate required follow-up action status (i.e. Comprehensive Performance Evaluation - CPE). [IFE 'C']

Previous
Save
Next

- 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**

Filter Number	Individual Filter Event	Date	Time	Turbidity or Duration/Frequency
<input type="text"/>	<input type="text" value="▾"/>	<input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text" value="Select One ▾"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="▾"/>	<input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text" value="Select One ▾"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="▾"/>	<input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text" value="Select One ▾"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="▾"/>	<input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text" value="Select One ▾"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="▾"/>	<input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text" value="Select One ▾"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="▾"/>	<input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text" value="Select One ▾"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="▾"/>	<input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text" value="Select One ▾"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="▾"/>	<input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text" value="Select One ▾"/>	<input type="text"/>

Required Follow-Up Actions	
Answer	Question
Select One ▾	Was an individual filter event reported for any of these filters on the EPA 5109-B form which was submitted last month?
<input type="text"/>	If filter event was reported last month, please list filter(s) and event(s)
Select One ▾	If an Individual Filter Self-Assessment is required, was the assessment completed within 14 days of the individual filter event?
<input type="text"/>	Completion date for individual filter assessment report

Required Fields for CPE	
Answer	Question
<input type="text"/>	Filter Number
<input type="text"/>	CPE event date
<input type="text"/>	CPE arranged with Director (third party) date
<input type="text"/>	CPE report submission to district date
Select One ▾	CPE arranged within 60 days of individual filter event?
Select One ▾	CPE report submitted within 120 days of individual filter event?

- 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.

**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

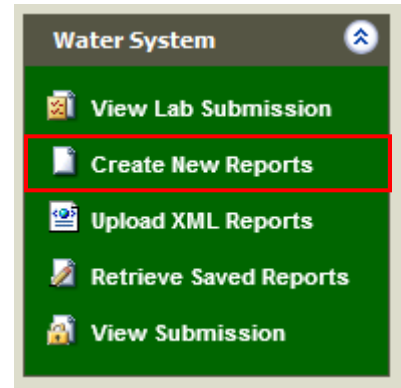
View your report in the View Submissions menu to verify everything is correct

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

**Create a new Surface Water Treatment Plant 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 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.

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.

PWS ID*:	OH2599912
STU ID*:	2562342
Reporting Lab Cert. #:	8000
Rpt. Month / Year*:	6/2013

- 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**

Distribution Disinfectant Reporting	
Number of Samples Analyzed:	
Number Below Required Residual:	
% Meeting Disinfectant Requirement:	
Prev. Month % Meeting Min. Disinfectant Requirement:	

- **Calculation and Clearwell Information**

Clearwell Information	
Calculation Type:	
Disinfectant Monitored Continuously?:	
Filtration Type:	
Required Log Inactivation:	

• Disinfectant Information

Date *	Lowest Residual Disinfection at Entrance to Distribution System		Duration Residual Disinfectant Fell Below Requirement (0.1 hr)	Peak Hourly Treatment Flow (gpm)	Highest pH	Lowest Temp (°C)	Lowest Clearwell Operating Depth/Level (ft)
	Free	Combined					
9/1/2013							
9/2/2013							
9/3/2013							

Lowest Disinfectant Conc. (mg/L)	Effective Disinfectant Contact Time (min)	Minimum Actual CT (min x mg/L)	Required CT (min x mg/L)	Interpolation? (Y/N)	Raw Alkalinity (mg/L)	Raw TOC (mg/L)	Finished TOC (mg/L)	Comments
				N				
				N				
				N				

• TOC Value Information

TOC Value Information	
Calc. TOC Value	ATC (1.0)

• Turbidity, Grab Sample, and Continuous Monitoring

Turbidity Reporting Information							
Turbidity Location:				Percent Within Standard:			
Total Hours Filtering	Maximum Turbidity (NTU)	Minimum Turbidity (NTU)	Average Turbidity (NTU)	Grab Sample Report		Continuous Monitoring Report	
				Total Number of Results	# of Results Exceedance Standard	Total Hours Results were Recorded	Total Hours Results Exceed Standard

• Results Exceeding Standard

Results Exceeding Standard			
Date	Time	Turbidity (NTU)	Duration (0.1 hr)

• Clearwell Details

Clearwell Detail		
Clearwell ID	Surface Area	Approved Effective Vol. Factor



• Individual Filter Event Addendum

9/29/2013			
9/30/2013			

SWTR MOR Addendum

**Generate XML**

<b>System Population:</b>	Less than 10000	
	No	Do you monitor each individual filter effluent (or combined filter effluent for systems with two filters)?
	No	Was the continuous filter monitoring or recording (every 15 minutes) equipment offline during the month? If yes, complete the table indicating the filter number, IFE 'OTHER', date and time of the occurrence and the duration/grab sample frequency.
	No	Did any individual filter exceed 1.0 NTU in two consecutive measurements taken 15 minutes apart? If yes complete the table and indicate required follow-up action status (report cause if known). [IFE 'A']
	No	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? If yes complete the table and indicate required followup action status (i.e. Individual Filter Self-Assessment - IFSA). [IFE 'B']
	No	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? If yes complete the table and indicate required followup action status (i.e. Comprehensive Performance Evaluation - CPE). [IFE 'C']

**Generate XML**

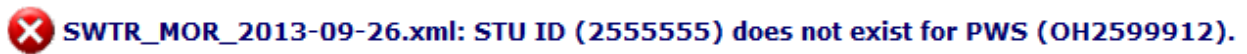
<b>System Population:</b>	10000 or Greater	
	No	Was the continuous filter monitoring or recording (every 15 minutes) equipment offline during the month? If yes, complete the table indicating the filter number, IFE 'OTHER', date and time of the occurrence and the duration/grab sample frequency.
	No	Did any individual filter exceed 1.0 NTU in two consecutive measurements taken 15 minutes apart? If yes, complete the table and indicate required follow-up action status (i.e. filter profile). [IFE 'A']
	No	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? If yes, complete the table and indicate required follow-up action status (i.e. filter profile). [IFE 'B']
	No	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? If yes, complete the table and indicate required follow-up action status (i.e. Individual Filter Self-Assessment - IFSA).[IFE 'C']
	No	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? If yes, complete the table and indicate required follow-up action status (i.e. Comprehensive Performance Evaluation - CPE). [IFE 'D']



- a. If your file is formatted correctly:



- b. If not formatted correctly or there is a validation error a message such as this will be displayed:

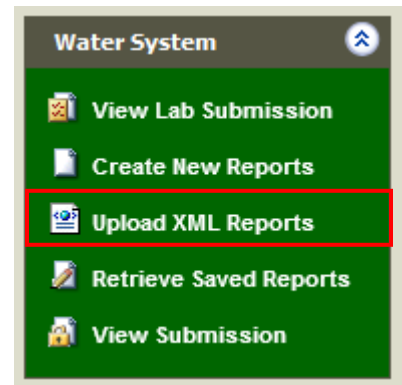


17. If not, correct the Excel Spreadsheet and go to step 9
18. If file is Acceptable then browse for the file again
19. Check the Certify checkbox, enter PIN, Security Answer and select Submit.
20. The confirmation screen and email only indicates that you have successfully uploaded your report.
21. Select "**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](mailto: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 Menu, select "View Submission" (should be the last item under the Water System Menu)
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.