Guidance for reporting minimum staffing times on the electronic drinking water report (eDWR)

Reporting Minimum Staffing Times on an eDWR Plant Distribution MOR

1. Minimum staffing times are to be reported on your Plant Distribution Monthly Operating Report in the comments section of the report. This is part of your MOR, not a separate report to be submitted.

2. Start by creating your new MOR for the month.
   a. If you are using the Excel spreadsheet, enter the information into the comment field (column AH) as described in step 6 below.
   b. If you are using the online entry method follow the steps below

3. Log into eDWR
4. Select “Create New Reports”
5. Select “Entry” for Plant Production.

6. Under “Comments,” next to the appropriate date, enter the professional operator of record’s full name (initials are unacceptable) and a comma, professional operator certification number and a comma. Add the time in (in military time) and a comma. Add the time out (in military time) and a comma. Finally enter the total hours the professional operator spent onsite at the facility. Enter as many professional operators as needed to accurately reflect staffing levels on a given date. For distribution system visits add a comma after the last total hours entry and add the professional certified operators certificate number who performed the visit. You may save and resume your work at any time, but only one report may be submitted by the professional operator of record for each reporting period. Submitting a report multiple times will overwrite previously submitted reports and potentially misreport staffing information to the database.
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**Note:** Time Reported need only reflect the Minimum Required staffing requirements for the class of the system.

### Minimum staffing requirements for a professional operator of record

<table>
<thead>
<tr>
<th>System classification</th>
<th>Staffing requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A without treatment or only treating with a cartridge filter</td>
<td>At least 30 minutes per week.</td>
</tr>
<tr>
<td>Class A with treatment</td>
<td>2 days per week for a minimum of 1 hour per week.</td>
</tr>
<tr>
<td>Class I</td>
<td>3 days per week for a minimum of 1.5 hours per week.</td>
</tr>
<tr>
<td>Class II</td>
<td>5 days per week for a minimum of 20 hours per week.</td>
</tr>
<tr>
<td>Class II and IV</td>
<td>5 days per week for a minimum of 40 hours per week.</td>
</tr>
</tbody>
</table>

**Examples:**
- Ty Law, WS3-12345678-18, 0800, 1100, 3, Mo Hall, WS3-11111111-67, 1300, 1800, 5
- Ty Law, WS3-12345678-18, 0800, 1600, 8

**Systems not currently submitting MORs**

Classified systems that are not currently submitting MORs, will need to begin submitting an MOR with the operator staffing noted as described above. In order to start using eDWR follow the instructions provided on our reporting webpage (https://www.epa.ohio.gov/ddagw/reporting) or contact the division at 614-644-2752 and ask for assistance with electronic Drinking Water Reports (eDWR)