2020 SUPPLEMENTARY ANNUAL REPORT
FOR GROUND WATER MONITORING

The 2020 Supplementary Annual Report Form, instructions, examples & the Master Parameter List are available on DERR's [Annual Report web site](#). Electronic submissions via the eBusiness Center ("eBiz") are recommended using the same method as for 2019's reports.

Note that as of 11/6/2020, users must first go to the OH|ID portal to reach eBiz. See the help materials at the old eBiz URL https://ebiz.epa.ohio.gov or the access instructions at https://epa.ohio.gov/Portals/47/facts/OHIDStepbyStepInst.pdf. For future reference, bookmark the OH|ID portal login page at https://ohid.ohio.gov

Data File Format

- Please review the submittal instructions throughout the report form as a few datafile formats have been revised (less useful columns were removed).

- The five data files being utilized ("FACILITY", "WELL", "SAMPLING", "PARAMETER", and "GWData") must be submitted in an Excel Workbook format, with the ability for Ohio EPA to manipulate the files to add them to the statewide database.

- Only the present year's data needs to be submitted, unless previously unsubmitted background data is needed for statistical purposes. If so, that previous data must be submitted in the "GWData" tab.

- The data format of each file, along with a completed example, has been provided as part of the instructions. The report form includes required information necessary for Ohio EPA to perform data validation on the submitted data and to include it in our statewide database. To request previous years' electronic files or ask report questions, please contact Jeff Martin of DERR's Central Office via phone (614-644-2294) or e-mail (jeffrey.martin@epa.ohio.gov).

Electronic Submittal through Ohio EPA's eBusiness Center:

Ohio EPA is requesting that Ground Water Monitoring Report submissions be made electronically using the eBusiness Center's Generic File Upload service. An Excel spreadsheet of the monitoring data and a PDF of the narrative report should be compressed into a single ZIP file for upload to Ohio EPA using this eBiz service. The appropriate Ohio EPA staff will be notified via email when a file is uploaded. From there the documents will be loaded into the agency's eDocument system for access by Ohio EPA staff and the public. It is not necessary to also mail a paper copy if the report was submitted electronically. Central & District Office staff will retrieve the reports through Ohio EPA's eDocument system so separate copies no longer need to be sent to the district offices.

- The submission should consist of two documents within one compressed ZIP file:

    1) An Excel Workbook that contains five Excel Worksheets whose content matches

the format that Ohio EPA has specified, and

2) An Adobe Acrobat PDF containing text, tables, and maps.

The file should be uniquely named and include the facility's EPA ID number, the reporting year, and the type of report, e.g. "OHD123456789 2018 Annual GW Report".

- Upload to eBiz

  The ZIP file should be uploaded to eBiz using the Generic File Upload Service. Any person who has an account in eBiz can use this service, but they must have a PIN and meet the signatory requirements of OAC rule 3745-50-42. An account may be obtained at no cost. For a detailed step-by-step guide read GW Report Electronic Submission Instructions.

Direct site-specific technical questions to DERR Ground Water staff through your DERR District Office contact.