



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.

Water Plant / Distribution MOR	
PWS ID - Name	OH2599912 - IMS TESTING PWS
Facility ID	2562342
Reporting Period	Year: 2018 Month: August
Reporting Lab ID	8000

Entered	Report Section	Online Entry
✓	Plant Production	Entry
	Fluoride	Entry
	Distribution	Entry
	Plant Tap	Entry

Buttons: Cancel, Preview, Save, Submit Report

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

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

Examples:

operator of record’s full name, operator certification number, time in, time out, total hours

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

Date	Plant Production (MGD)	Comments
7/1/2018	<input type="text"/>	Ty Law,WS3-12345678-18,0800,1100,3,Mo Hall,WS3-11111111-67,1300,1800,5,WS1
7/2/2018	<input type="text"/>	Ty Law,WS3-12345678-18,0800,1600,8,WS1-11111111-67
7/3/2018	<input type="text"/>	Mo Hall,WS3-11111111-67,0900,1500,6,WS1-11111111-67

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)