

# ELECTRONIC DRINKING WATER REPORTS (EDWR) SYSTEM

## **DRAFT USER'S GUIDE**

Ohio Environmental Protection Agency  
Division of Drinking and Ground Waters

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DRAFT

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DRAFT

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# 1 Introduction

## 1.1 Electronic Drinking Water Reporting

The Ohio Electronic Drinking Water reporting system (eDWR) is a web-based information system that allows the regulated community to electronically submit reports to the Ohio Environmental Protection Agency (OEPA).

The eDWR system provides an alternative to submitting hand-written or paper-based reports that is faster, more efficient, and requires less processing for labs and the OEPA. As a fully operational electronic reporting system, all of the necessary legal, security, and electronic signature functionalities have been included to serve as a completely paperless reporting system.

Currently, the eDWR system supports the following drinking water reports:

- Chemical Sample Submission Report (SSR)
- Coliform Sample Submission Report (SSR)
- Water Plant / Distribution Monthly Operating Report (MOR)
- Surface Water Treatment Rule MOR

## 1.2 eDWR System Overview

The eDWR system provides data reporters with the following capabilities:

- **Ability to submit original or revised SSR/MOR reports.** eDWR allows laboratories to either fill out the reports online, upload report submissions, or copy-and-paste reports from a laboratory's local spreadsheet program.
- **Ability to view validation messages online.** All submissions can be validated to verify that they meet minimum validation criteria. Meaningful validation messages help pinpoint reporting errors so they can be corrected and resubmitted.
- **Ability to save partially completed reports.** If a user does not finish filling out a report in one session, he or she can save the report and resume filling it out at a later time. The OEPA will not review partially completed reports. The user must submit the report in order for the data to be processed by the OEPA.
- **Ability to view and print previously submitted reports.** All submissions made through the eDWR reporting system are saved for later retrieval.
- **Ability to monitor the status of all submissions.** Users can log in to see the current processing status of all submissions (Pending, Processed, and Rejected). Users also receive an email notification of the submission status. In addition, program specific processing statuses can be tracked.
- **Ability for water system representatives to view laboratory analytical reports.** eDWR allows water systems to view laboratory analytical reports that have been submitted on their behalf. In addition, the processing status of each sample / result can be viewed.

In essence, the eDWR system serves as an electronic filing cabinet, allowing data reporters to manage their own reporting to OEPA and monitor the status of past report submissions.

In order to provide sufficient security for all submitted information, access to the system is restricted in the following ways:

- Any person that wants to have access to the eDWR system must have an authorized Ohio EPA eBusiness Center account.

- Each person must be associated with either a laboratory or water system
- The users account will need to be linked to a particular laboratory or water system; the user will be granted either Preparer or Certifier privileges to the laboratory or water system.
- Ohio EPA Division of Drinking and Ground Waters will ONLY associate responsible officials to their systems.
- Responsible officials will delegate any additional users the association to their systems.

### 1.3 Reasons for and Benefits of Electronic Reporting with eDWR

Electronic reporting provides the following benefits:

- Gives the user greater control over the quality of data flow.
- Reduces reporting costs by offering a streamlined reporting method using readily available computer tools.
- Offers on-line availability of reports and their processing status.
- Improves reported data integrity and security.
- Saves the OEPA costs by reducing, and better utilizing resources required for managing reports.
- Adds to the overall effectiveness of the OEPA program areas with faster response for data analyses, compliance assessment, and decision-making.
- Allows for behind-the-scenes evaluations (informal data audits) of laboratory data submissions with respect to laboratories approved for certification, effective certification dates to analyze for specified parameters, using specified methods and techniques.

### 1.4 Contact Information

The Ohio EPA eDWR Coordinator can be reached at:

<b>eDWR</b>
eDWR Coordinator Ohio EPA - DDAGW <b>brian.tarver@epa.state.oh.us</b> <b>Phone: (614) 728-1740</b>

### 1.5 Minimum System Requirements

Laboratories and Water Systems must be able to access OEPA's eDWR website through the Internet and have an active e-mail account to receive system messages. Typically, such access is available either through a dedicated connection (i.e.: local area network) or a modem connection to an Internet Service Provider.

To ensure that all of the features of the Division's eDWR system are available, a Laboratory must use Microsoft Internet Explorer web browser (version 6.0 or higher). The performance of the eDWR system will vary based on the computer's internet connection speed, CPU, Operating System, and available memory.

In summary, to use the e-DWR system, a participant will need:

- A Computer/Laptop with Internet Access
- An email account
- Microsoft Internet Explorer, version 6.0 or greater

## 2 Abbreviated e-DWR Submission Process

This section provides a brief overview of the report submission process for both SSR and MOR report types.

### Laboratory (SSR Reporting):

**Step 1:** Laboratory User logs into the Ohio EPA eBusiness Center via the Internet with user ID and password.

**Step 2:** Selects e-Drinking Water Reports Service option.

**Step 3:** Using the Laboratory > Create New Reports screen, the user selects a laboratory from the “Drinking Water Reports” drop-down.

**Step 4:** The user previews and prepares e-DWR file in accordance with reporting requirements using one of four methods.

- Step 4A: Downloading an XML template file and generating their own XML submission file
- Step 4B: Completing the online entry web form and generating a submission file.
- Step 4C: Copying and pasting data into the online web form and generating a submission file (not available for MOR reports)
- Step 4D: Using the Microsoft Excel Template to generate an XML file for upload.

**Step 5:** Supply PIN and certify the data entered.

**Step 6:** The Server receives the file, and issues a receipt of confirmation to the user on the screen. A separate receipt confirmation email will be automatically sent to the user. The Server verifies that the e-DWR file conforms to very specific data validation rules and business requirements stored in the Server. If it does, the submission is noted as such on the Server for reference. If not, the submission will be noted as ‘rejected’ and the user will be notified via email. The user must fix the problems and submit revisions to the EDWR Server. In any case, an email is sent to the certifier stating the status of the submitted e-DWR.

**Step 6:** Valid e-DWR submissions can be viewed and printed at any time.

## Water System (MOR reporting):

**Step 1:** Water System User logs into the Ohio EPA Business Gateway via the Internet with user ID and password.

**Step 2:** Select e-Drinking Water Reports Service option.

**Step 3:** Using the Water System > Create New Reports screen, the user selects a water system from the “Water System Reports for:” drop-down.

**Step 4:** The user previews and prepares an e-DWR file in accordance with reporting requirements using one of three methods.

- Step 4A: Downloading an XML template file and generating their own submission file
- Step 4B: Completing the online entry web form and generating a submission file.
- Step 4C: Using the Microsoft Excel Template to generate an XML file for upload. The file may be saved locally for later submission.

**Step 5:** Supply PIN and certify the data entered.

**Step 6:** The Server receives the file, and issues a receipt of confirmation to the user on the screen. A separate receipt confirmation email will be automatically sent to the user. The Server verifies that the e-DWR file conforms to very specific data validation rules and business requirements stored in the Server. If it does, the submission is noted as such on the Server for reference. If not, the submission will be noted as ‘rejected’ and the user will be notified via email. The user must fix the problems and submit revisions to the eDWR Server. In any case, an email is sent to the certifier stating the status of the submitted DWR.

**Step 7:** Valid e-DWR submissions can be viewed and printed at any time.

## 3 Getting Started

### 3.1 Creating a User Account

In order to gain access to the eDWR Reporting System, a User Account must first be created. If the user does not already have an account, one can be created by accessing the Ohio EPA Business Gateway and clicking the 'Create New Account' button.

**eBusiness Center Login**

Ohio EPA's eBusiness Center is a secure portal for the regulated community and consultants to electronically complete and file Ohio EPA-related reports and permit applications.

**Create New Account**  
Don't have an account? Click the link below to create a new account.

[Create New Account...](#)

**System Support**  
Do you need assistance or have questions about Ohio EPA eBusiness Center?

[Click here for online help...](#)

Phone: (877) 372-2499 (1-877-EPA-BIZZ)  
Hours of live support: 8:00 AM - 5:00 PM weekdays, except State [holidays](#).

**Welcome to Ohio EPA eBusiness Center**

User ID:

Password:

Login

[Forgot your password?](#)

This will display the user registration page shown below.

**New User Account**

Enter new user account information below. If you need assistance please contact us at (877) 372-2499 (1-877-EPA-BIZZ). \* = required field.

**User Information**

\* User ID:   
(The user ID is case-sensitive)

\* First Name:

Middle Name:

\* Last Name:

Company Name:

\* Title:

**Password**

Your new password has the following minimum requirements:

- Length of at least 8 characters
- At least one uppercase and at least one lowercase letter: (A - Z and a - z)
- At least one digit: (0 - 9)
- At least one special character: (! @ # \$ % ^ & \* ( ) - \_ = + | [ ] { } ; : / ? . > <)

Examples: (Pittsburgh#1, LoneValley?2, SLottery12, Fire@truck9)

\* Password:

\* Verify Password:

\* Password Hint:

All fields are required. Once all the fields are filled out with valid data the user can click the submit button to create an account. The account will be created in the system and an email confirmation will be sent to the address given on the registration page. With this User Account, a user can now login to the eDWR Reporting System.

### 3.2 eBusiness Center Login

After entering a valid username and password at the Ohio EPA Business Gateway login page, the user is brought to the eBusiness Gateway Main Page. Before proceeding, we will take a closer look at the layout as a whole, starting at the top.

The screenshot shows the Ohio EPA eBusiness Center home page. The layout includes a top navigation bar with links for 'State of Ohio | Ohio EPA | Logout' (1), 'eBusiness Home' (2), and 'My Account' (3). A 'Current Account: btarver' indicator is also present. A 'Need Help?' button is located on the right. The main content area features a 'Welcome to the Ohio EPA eBusiness Center' message and a 'Available Services' table (4). The table lists services such as e-DMR, DSWM Disposal Fees, E2 Administration, DSW Credible Data, e-Drinking Water Reports, and Air Services, with columns for Action, Status, Facilities (5), and Delegations (6). Below the services table is a 'My Tasks (3)' table (7) listing reports like 'SWTR Report: Report ID=28' and 'Water Plant/Distribution Report: Report ID=30'. A footer section contains contact information and navigation links.

Service	Action	Status	Facilities	Delegations
e-DMR	Request	Inactive	view/edit	
DSWM Disposal Fees	Request	Inactive	view/edit	
E2 Administration	Deactivate	Active	view/edit	view/edit
DSW Credible Data	Request	Inactive	view/edit	
e-Drinking Water Reports	Deactivate	Active	view/edit	view/edit
Air Services	Request	Inactive	view/edit	

Name	Status	Created	Action
SWTR Report: Report ID=28	Active	07/15/2009 12:14:51	hide
SWTR Report: Report ID=29	Active	07/15/2009 12:44:48	hide
Water Plant/Distribution Report: Report ID=30	Active	07/15/2009 02:35:13	hide

#### ebusiness home page:

1. Links: These will be on all pages and will take you to the state home page, agency home page and your link 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 e-Drinking 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: A listing of all of the reports that are currently in process or submitted.

### 3.3 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 section 3.5)

From the eBusiness home page:

Select the link “eDrinking Water Reports” under Services Or “view/edit” under the Facilities column.

Available Services (What is this?)

Service	Action	Status	Facilities	Delegations
e-DMR	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DSIWM Disposal Fees	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
E2 Administration	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DSW Credible Data	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Hazardous Waste Annual Report	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
e-Drinking Water Reports	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Air Services	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	

My Tasks (1)

Name	Status	Created	Action
Report New 00	New	06/02/2009 10:57:21	<a href="#">hide</a>

For the latest Ohio EPA news check out our [home page](#).

Ohio EPA | 80 West Town Street, Suite 100 Columbus Ohio 43210 | 614.644.3000 | 430  
[eBusiness Center home](#) | [about us](#) | [email us](#) | [contact us](#) | [feedback](#) | [login](#)

Service	Action	Status
e-DMR	<a href="#">Request</a>	Inactive
DSIWM Disposal Fees	<a href="#">Request</a>	Inactive
E2 Administration	<a href="#">Request</a>	Inactive
DSW Credible Data	<a href="#">Request</a>	Inactive
Hazardous Waste Annual Report	<a href="#">Request</a>	Inactive
e-Drinking Water Reports	<a href="#">Request</a>	Inactive
Air Services	<a href="#">Request</a>	Inactive

This will load the Facility Selection and Service Management page.

## Facility Selection and Service Management

### Select and Manage Facilities Associated with Your Service

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 search for 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 they deem 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

Facility Name	Regulatory Program ID	Agency Core ID	Request Status	Action

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

## Service Activation - Facility Search

### Facility Search Criteria

Use this search to locate a PWS and/or Laboratory for association. The search uses "contains" logic. For example, if the PWS is "Redbrick PWS" you can enter "brick" in the "Name" field below. This will search for all PWSs or Laboratories with "brick" in the name.

Searching by the Regulatory Program ID, which is your PWS or Laboratory ID (e.g. OH1234567, BACTI-6789 or CHEM-1234), is the quickest and most accurate way to find a match. A search by street name and county is also an efficient way to find potential matches. Try less specific criteria if an initial search is not successful.

**NOTE:** Not all fields are required.

Regulatory Program ID:

Agency Core ID:

Name:

Alias:

Address Line 1:

Address Line 2:

City:

County:

Zip:

**Please Note:** For best results, enter only 1 or 2 criteria. See above text for best criteria to use for this service. Click [HERE](#) for additional help.

**Service Activation - Facility Search Results**  
Your search criteria returned 4 facilities.  
To select a facility click on the Agency Core ID. If more than one record for the same facility is found, select the one with the appropriate Agency Core ID and/or Regulatory Program ID for the service you are applying for.

Agency Core ID ▼	Name ▼	Address	Zip	Regulatory Program ID
77231	Bowling Green City	304 N Church St BOWLING GREEN OH	43402	- OH8700311 (PWS)
127868	Bowling Green WTP Laboratory	17549 West River Road Bowling Green OH	43402	- BACTI-80 (LABCE) - CHEM-812 (LABCE)
77516	Jehovahs Witnesses - Bowling Green PWS	10444 Bowling Green Rd E BOWLING GREEN OH	43402	- OH8747912 (PWS)
77297	Northwestern W & S-Bowling Green Road West PWS	1 Courthouse Sq BOWLING GREEN OH	43402	- OH8704003 (PWS)

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.

Service: e-Drinking Water Reports

Facility Association Information

Facility Name	Regulatory Program ID	Agency Core ID	Request Status	Action
Bowling Green City (77231)		77231	NEW	<a href="#">remove</a>

**e-DWR Service Request**

**e-DWR Service Request**

Facility Associations

Facility ID	Facility	Certify/Submit
77231	Bowling Green City	<input checked="" type="checkbox"/>

Once the service request is finished a pdf file is generated for the hard copy request for service. 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.

Request ID # 12345

## 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@XXXXX		

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 XXXXXX 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.

### 3.4 e-Drinking Water Reports Login

Once approval has been granted for the PWS or laboratory association, login to the eBusiness center with a valid userid and password. The user is brought to the eBusiness Center main page. Select the e-Drinking Water Reports Link.

This will load the eDWR Home page, which provides a brief description of the system, and highlights any announcements.

State of Ohio | Ohio EPA | Logout

OhioEPA eBusiness Center

eBusiness Home My Account Current Account: btarver

Home Help

Credible Data

Laboratory

Water System

- View Lab Submission
- Create New Reports
- Upload XML Reports
- Retrieve Saved Reports
- View Submission

Admin Tools

My Account

• **Welcome to the Environmental Electronic (E2) Reporting System!**

The E2 system allows facilities regulated by the Ohio EPA *Division of Surface Water (DSW)* and *Division of Drinking and Ground Waters (DDAGW)* to submit reports electronically.

The Electronic Environmental Reporting System is comprised of three modules:

- [eDMR](#) - Discharge Monitoring Reports - for Surface Water (NPDES) permits - individual, general, and indirect discharge
- [eDWR](#) - Drinking Water Reports - for Drinking Water Analysis (SSRs) and Monthly Operating Reports (MORs)
- [Credible Data](#) - Credible Data (Volunteer Monitoring) Reports - for approved surface water Credible Data Projects.

• **e-DWR**

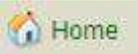
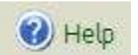
The e-DWR system allows Public Water Systems (PWSs) and Laboratories to create and submit Monthly Operating Reports (MORs) and Sample Submission Reports (SSRs) electronically to Ohio EPA-Division of Drinking and Ground Waters.

\*\*\* e-DWR News \*\*\*7/13/2009

**ANNOUNCEMENT - e-DWR Went Live July 10, 2009!**  
You will be receiving more information and training opportunities in the near future. Don't forget to request your PIN through the eBusiness Center .

**Note:** If your account has not yet been associated with any laboratories or water systems, you will not be able to submit SSR or MOR reports and the left-menu will be empty.

Before proceeding, we will be taking a closer look at the layout of the application as a whole, starting with the status bar. The status bar is intended to provide quick access to the current module, user information, and general system functions.

-  Home Towards the left part of the status bar, the Home icon allows the user to return to the eDWR default page.
-  Help The user can access online help by clicking on this icon. The contents of the help will vary depending on the page you are currently at.

To continue on with the layout of the application, the function bar is located in the column to the left of the main area of the screen. Each functional area is highlighted below.

-  **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.
-  **Create New Reports** The Create New Reports icon leads to the heart of the eDWR System. Web forms can be used to enter and submit data. In addition, blank Excel and XML templates can be downloaded. Much of this User's Guide will focus on this functional area.
-  **Upload XML Reports** By clicking on the Upload XML Reports icon, a user can select and upload an e-DWR file in XML format that has been generated in compliance with the e-DWR schema. Before submission, the files can be tested for completeness and compliance with the e-DWR schema.
-  **Retrieve Saved Reports** By clicking on the Retrieve Saved Reports icon, a user can make changes to, or delete a saved report. A "saved" report is any report that a user has begun to fill out but has not yet submitted to OEPA.
-  **View Submission** SSR and MOR reports that have been submitted can be viewed and downloaded by clicking on View Submission. Submissions can be viewed and searched by laboratory and submission date.
-  **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.

### 3.5 Account Delegation and Types

#### Account types:

Users can have different roles in the system. A user can be associated with multiple laboratories and water systems, and have a different role for each. The different roles that a user can have are listed here:

- **Lab Certifier (Responsible Official):**
  - Allowed to download, prepare, upload, review, and certify the accuracy of electronic SSR reports.
  - Allowed to submit electronic SSR reports to the state agency.
  - Allowed to delegate privileges to prepare and/or submit to additional users
- **Lab Preparer:**
  - Allowed to download and prepare electronic SSR reports.
  - Allowed to view electronic reports and past submissions, but not certify or upload any submissions.
- **Water System Certifier (Responsible Official):**
  - Allowed to download, prepare, upload, review, and certify the accuracy of electronic MOR reports.
  - Allowed to submit electronic SSR reports to the state agency.
  - Allowed to delegate privileges to prepare and/or submit to additional users
- **Water System Preparer:**
  - Allowed to download and prepare electronic MOR reports.
  - Allowed to view electronic reports and past submissions, but not certify or upload any submissions.

#### Delegation:

e-Drinking Water Reports provides the functionality for the responsible official of an approved system to control who has access to their data.

As previously noted Ohio EPA will only be approving responsible officials (RO) for the e-Drinking Water Reports service. Any additional users needed to be associated to your facility will be approved by the RO in the delegations service. In order to delegate responsibilities, the **Delegator** must first be associated to the facility as the Responsible Official. The person being delegated authority to must, at a minimum, have an eBusiness center account. If that person will be granted Certifier/Submitter rights, they will also need their own PIN.

From the eBusiness Center home page, select the “view/edit” link under the delegations column.


Welcome to the Ohio EPA eBusiness Center


**Need Help?**  
 Click this box  
 for assistance.

Available Services <small>(What is this?)</small>				
Service	Action	Status	Facilities	Delegations
e-DMR	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DSIWM Disposal Fees	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
E2 Administration	<a href="#">Deactivate</a>	Active	<a href="#">view/edit</a>	<a href="#">view/edit</a>
DSW Credible Data	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
e-Drinking Water Reports	<a href="#">Deactivate</a>	Active	<a href="#">view/edit</a>	<a href="#">view/edit</a>
Air Services	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	

This will display the current delegations for each or your water systems and or laboratories. You may remove a user by selecting the delete link next to their account.  
 To delegate, select the "Add User" link.

## Privilege Delegation Management

**Delegations for Service e-Drinking Water Reports**

I understand and affirm that the individual(s) associated with the "Certify/submit privileges as marked on this page are authorized to be associated with the identified Water Systems and/or Laboratories. I also hereby affirm that any individual marked as a Certify/submit or preparer access roles in e-DWR is authorized access to the facility via e-DWR Services.

I understand that, as the Responsible Official, I still hold responsibility to assure that the monthly operating reports (MORs) and the sample submission reports (SSRs) submitted to Ohio EPA are true and accurate and I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.

As the true and sole authorized user of this Personal Identification Number (PIN), 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

I also certify that I have not violated any term in my Subscriber Agreement and that 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.

Facility	Regulatory Program ID	Role	Delegated By	Accounts				
				Account	Role	Delegated By	Status	Action
Information Management Section PWS (290011) 122 S Front St Columbus, OH 43215	- OH2599912	Responsible Official (ACTIVE)						
				rmagni	Responsible Official		Active	<a href="#">delete</a>
				tbrewste	Responsible Official		Active	<a href="#">delete</a>
<a href="#">Add User</a>								

Find their eBusiness account by searching by name, userid, etc...

## Service Activation - Selected Account List

**Selected Account List**

Search for the user account(s) you want to delegate e-Drinking Water Reports privileges to the associated facility e-Drinking Water Reports. You can delegate to multiple accounts but need to search for each user one at a time. Once the user account(s) are displayed in the Selected Account List, click Delegate to go to the next step.

ID	Name/Address	Contact	Created	Action
				<input type="button" value="Delegate"/> <input type="button" value="Cancel"/>

**Account Search Criteria**

Last Name:

First Name:

User ID:

Email Address:

Company Name:

**Please Note:** For best results, enter only 1 or 2 criteria. See above text for best criteria to use for this service. Click [HERE](#) for additional help.

From the search results, select/check the person for whom you are searching and click the “Next” button.

## Account Search Results

Your search results returned 3 accounts.

Results				
Select	ID	Name/Address	Contact	Created
<input type="checkbox"/>	btarver	Brian Tarver 50 W Town St Columbus, OH 43215	brian.tarver@epa.state.oh.us (614) 728-1740	12/08/2008 07:31:28
<input type="checkbox"/>	ddagw-9	Brian Tarver Columbus Columbus, OH 43216	brian.tarver@epa.state.oh.us (555) 555-1212	04/14/2009 02:16:11
<input type="checkbox"/>	revrat	Brian Tarver 50 W Town St Columbus, OH 43215	brian.tarver@epa.state.oh.us (614) 728-1740	02/12/2009 10:01:27

If the information is correct and this is the person you are delegating to, click the “Delegate” button.

## Service Activation - Selected Account List

**Selected Account List**

Search for the user account(s) you want to delegate e-Drinking Water Reports privileges to the associated facility e-Drinking Water Reports. You can delegate to multiple accounts but need to search for each user one at a time. Once the user account(s) are displayed in the Selected Account List, click Delegate to go to the next step.

ID	Name/Address	Contact	Created	Action
btarver	Brian Tarver 50 W Town St Columbus, OH 43215	brian.tarver@epa.state.oh.us (614) 728-1740	12/08/2008 07:31:28	<a href="#">remove</a>

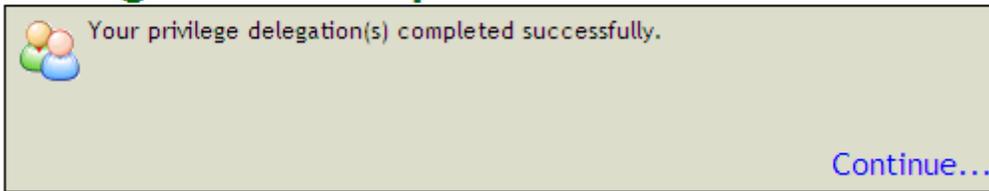
Select the privilege you want to grant them. Either Prepare/Review or Certify/Submit role and click “submit”.

## Privilege Delegation

Privilege Delegation				
User	Service to Delegate	Facility	Privilege to Delegate	
btarver Brian Tarver 50 W Town St Columbus, OH 43215	e-Drinking Water Reports	Bucyrus WTP (7251) 407 Water St Bucyrus, OH 44820	Prepare/Review <input checked="" type="checkbox"/>	Certify/Submit <input type="checkbox"/>

For security purposes the PIN verification screen will display, where you will enter your PIN to complete the process.

## Delegation Complete



This completes the delegation process. Additional users may be added or removed through this same process.

**Note:** If you are the responsible official and you have delegated Submit privileges to a user, please remember you are still ultimately responsible for the data at your facility. Be careful who and how you grant rights to your system.

## 4 Laboratory Reporting of SSR Reports

Once a user is associated with a laboratory, the user can begin to submit laboratory reports. To perform any reporting task, first click on the “Create New Reports” link in the functional area to the left. An example screen is shown here:

Form Type	Description	View Form	Download	Online Entry
Generic Chemical Analysis	Generic Chemical Analysis	View	XML  Excel	Entry  Copy/Pa
Generic Coliform Analysis	Generic Coliform Analysis	View	XML  Excel	Entry  Copy/Pa

In an effort to streamline laboratory data reporting, OEPA has consolidated the various SSR reports into 2 different online forms for Drinking Water reporting. There are:

- **Generic Chemical Analysis:** can be used to report any chemical substance
- **Generic Coliform Analysis:** can be used to submit individual coliform samples and microbiological results

The eDWR Reporting System offers a laboratory with four options for submitting SSR reports electronically:

Submission Method	Description	More Information
Online Web Form Entry	A user can prepare and submit an electronic report by entering sample / result data into an online entry form on the eDWR Reporting System	Section 4.1
XML File Upload	A user can prepare data offline in a predefined XML Schema format and upload the XML file to the eDWR Reporting System	Section 4.2
Excel XML File Generation	A user can use the Microsoft Excel Template file provided by the eDWR Reporting System to prepare data offline. The Microsoft Excel Template file contains a macro which will generate an XML File for the user, which can be uploaded into the eDWR Reporting System	Section 4.3
Copy & Paste from Excel	A user can prepare data offline in a predefined Excel spreadsheet, copy the data, and paste it into an entry form on the eDWR Reporting System	Section 4.4

Please refer to the sections identified above for instructions on how to make a submission using that submission method. Each method has its advantages and disadvantages, and it will be up to the laboratory user to determine the submission method that best suits their needs.

Before a DWR report is made, a user may wish to preview or print a blank SSR form. To preview or print a blank report, click on the View icon  for the corresponding form type. This will bring up the following read-only screen:

				<b>Chemical Sample Submission Report</b>											
Division of Drinking and Ground Waters															
Reporting Lab Certification Number: <input type="text"/>															
Sample Information								Analysis Results							
Lab Sample Number	PWS ID Number	Water Facility State Code	Sample Point ID	Sample Collection Date/Time	Sample Type	Pb/Cu Location Type	Street Address Location	Sample Comments	Analyte Code	Analysis Completion Date/Time	Data Quality	Data Quality Reason	Analysis Method Code	Result	Ant
				/						/				0	
				/						/				0	
				/						/				0	
				/						/				0	
				/						/				0	

To print a copy of this blank report, right click on the form and select 'Print'.

#### 4.1 Using the Online Web Form to Generate the DWR Submission File

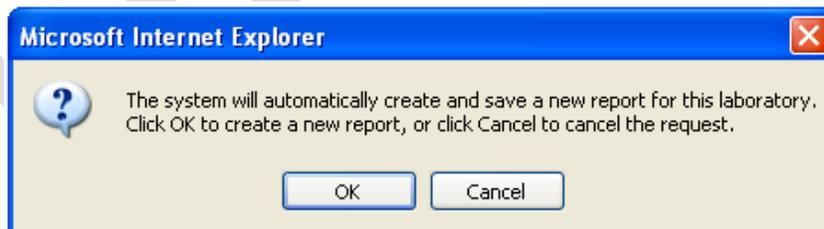
Labs may wish to fill out a form very similar to the paper DWR. Using the eDWR System, the lab can fill out a web form online to meet this reporting need. Once the web form is filled out, it can be used to generate the submission DWR file populated with the reported data.

To begin, return to the Create New Reports screen, by clicking on the Create New Reports icon



in the functional area to the left. The user has two options for online entry, to fill out a form online or to copy and paste information into an online template form.

To fill out an online form manually click on the Entry icon,  under the Online Entry header. This will bring up the following pop up window.



This window notifies you that a copy of the report will be saved under "Retrieve Saved Reports", which will allow you to leave and come back later to finish filling out your report online. To proceed, click OK. This opens the report form for the user to begin adding information.

Chemical Sample Submission Report (SSR)											
<b>Laboratory Name:</b>		<b>ACCRA LABORATORIES-C</b>									
<b>Laboratory Certification Number:</b>		8039									
<b>Report Form ID:</b>		99									
<input type="button" value="Exit"/>		<input type="button" value="Submit to EPA"/>									
<input type="button" value="Add Record"/>		<input type="button" value="Delete Selected Record(s)"/>									
Sample Information											
Delete Record	Edit Record	Record ID	Lab Sample Number	PWS ID Number	Water Facility State Code	Sample Point ID	Sample Collection Date	Sample Collection Time	Sample Type	Pb/Cu Location Type	Sample

To add a record click the Add Record button, . This opens another page in which all of the record information can be filled in.

Laboratory Report: Chemical Sample Submission	
<b>Laboratory Name:</b> ACCRA LABORATORIES-C	
<b>Laboratory Certification Number:</b> 8039	
<b>Report Form ID:</b> 99	
<input type="button" value="Cancel"/> <input type="button" value="Validate"/> <input type="button" value="Validate and Save"/>	
<b>Record ID</b>	<NEW>
<b>Lab Sample Number*</b>	<input type="text"/>
<b>PWS ID Number*</b>	<input type="text"/>
<b>Water Facility State Code*</b>	<input type="text"/>
<b>Sample Point ID*</b>	<input type="text"/>
<b>Sample Collection Date*</b>	<input type="text"/>
<b>Sample Collection Time</b>	<input type="text"/> : <input type="text"/> <input type="button" value="Select One"/>
<b>Sample Type*</b>	<input type="button" value="Select"/>

Fields that are required are marked with as asterisk. At any point during the data entry the user can click the Validate button to check that the information added to the form abides by the XML schema. Once the user has completed adding the data, they must click the Validate and Save button. This checks that the data is valid, and saves the record to the report. It should be noted that at any time the user may save the values that have been entered for this DWR and return at a later time, by clicking the Validate and Save button, .

Continue this process for each row of data that you wish to enter.

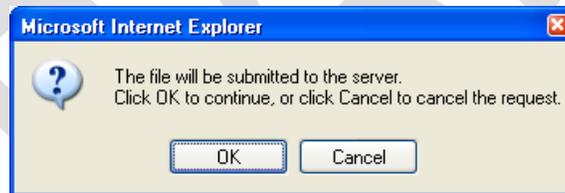
Once the user has completed filling out the form, click the Submit to EPA button,

**Submit to EPA**

This brings up the submission screen.

<b>1</b>	<b>Enter PIN</b>	.....
<b>2</b>	<b>Certify Your Submission</b>	<p>Certifier: admin enfoTech Phone Number: 609-123-4567</p> <p>For Laboratory Certifiers and for Water System Certifiers: I certify under penalty of law that I have personally examined and am familiar with the information in this submission and all attachments hereto, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. 1.) For Laboratory Certifiers: I am aware that there are significant civil and criminal penalties, including the possibility of a fine or imprisonment or both, for submitting false, inaccurate,</p> <p><input type="checkbox"/> I CERTIFY</p>
<b>3</b>	<b>Submit File</b>	<b>Submit</b>

The user must enter a PIN and check the "I certify" box before clicking the Submit button.



After hitting Submit, the following screen will appear which provides a confirmation that the submission was made:

• Discharge Monitoring > Submittals/Revisions > View Submissions > View Detail > View Receipt

**Confirmation of submission receipt**

**Submission Successful! Please go to 'Submittals/Revision' or 'View Submission' page to check the submission status later.**

Submission ID: **77**  
 Certifier's Name: **admin enfoTech**  
 Certifier's TCP/IP address: **192.168.88.89**  
 Date and time file was sent: **07/06/2007 14:21:06 (Based on local server time)**  
 Date and time file was received: **07/06/2007 14:21:06 (Based on local server time)**  
 Date and time acknowledgement was sent: **07/06/2007 14:21:06 (Based on local server time)**

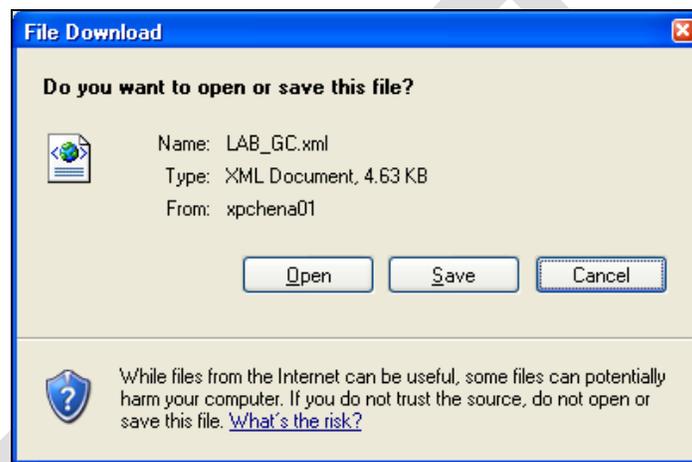
The user can click the View Submission tab to check the status of the report to see if it gets processed or rejected (see Section 4.6).

## 4.2 Submitting e-DWR XML Files

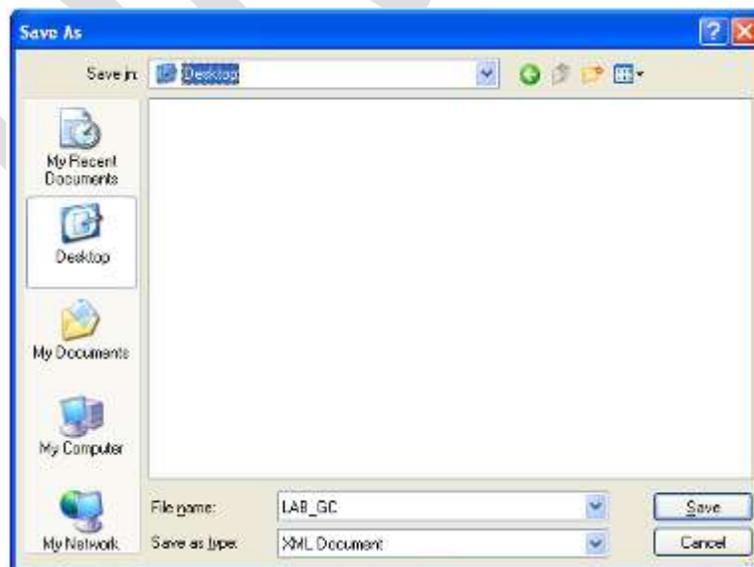
### 4.2.1 Step 1: Downloading the Template XML

If the laboratory user wishes to submit data in XML format (perhaps by configuring the LIMS system to export in XML), the user can first download the blank XML template, which provides the required structure for reporting data in XML format

To download an XML template of the DWR file, click on the Download XML icon,  for the corresponding report. The user will be prompted to download the XML file.



To open the file in a new window without saving, click Open. Alternatively, if you wish to download and save the template DWR XML file, click Save, at which point the user will be prompted to provide the location to save the file.



All data that is submitted to the system must conform to the e-DWR XML schema. This schema defines the allowed reporting format, and defines the following:

- Structure of reporting format
- Data element naming convention
- Data type restrictions

The e-DWR Schema is a definitive list of data elements created by a cross-section of stakeholders, including State Environmental Agencies, Laboratory Representatives, and the US EPA. This schema serves as a national standard for Laboratory-to-State submission of analytical results.

#### 4.2.2 Step 2: Submitting e-DWR XML Files

In addition to submitting an e-DWR in the online entry section of the Create New Reports menu, the user can also upload an XML report. This is accomplished by clicking on the Upload XML Reports

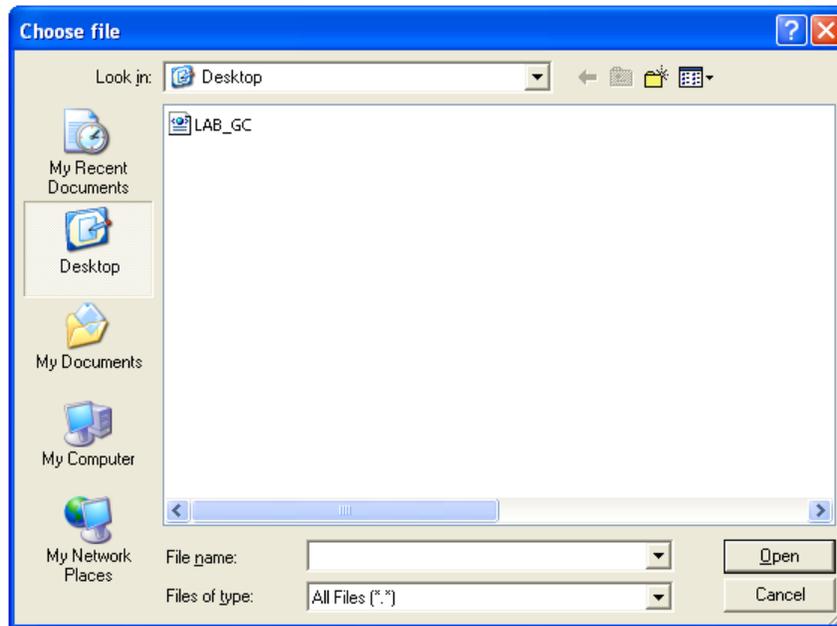
icon.

1	Select File	<input type="text"/> <input type="button" value="Browse..."/>
2	Test File	<input type="button" value="Test File"/>
3	Enter PIII	<input type="text"/>
4	Certify Your Submission	<p>For Laboratory Certifiers and for Water System Certifiers: I certify under penalty of law that I have personally examined and am familiar with the information in this submission and all attachments hereto, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. 1.) For Laboratory Certifiers: I am aware that there are significant civil and criminal penalties, including the possibility of a fine or imprisonment or both, for submitting false, inaccurate,</p> <p><input type="checkbox"/> I CERTIFY</p>
5	Submit File	<input type="button" value="Submit"/>

To select a file, click on the Browse... button.

1	Select File	<input type="text"/> <input type="button" value="Browse..."/>
---	-------------	---

This will bring up the Choose File message box. Browse through the local file directory, and select the file to be uploaded.



Note that the file selected must be a valid XML file. If the file does not have an .xml extension, an error will occur. Also, the file must generate as an e-DWR schema instance document, and must comply with the naming of the data elements, order of the data elements, and data element type definitions. If the e-DWR schema specifies a date value, it must be in a data element value. If a string is present, an error will occur.

Before submitting the e-DWR XML file, you may test if the file is well formed and validate it against the e-DWR schema. This can be accomplished by clicking the Test File button.



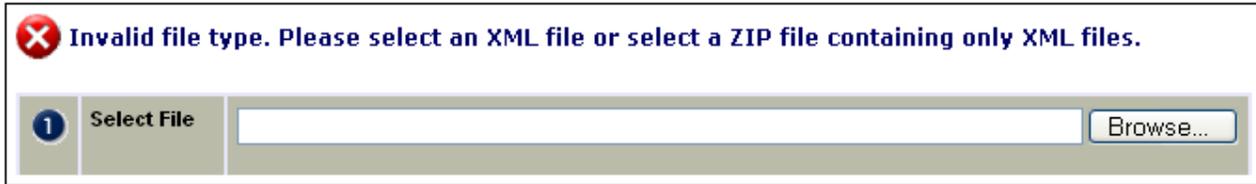
A message box will appear to confirm that the file will be tested at the eDWR Server.



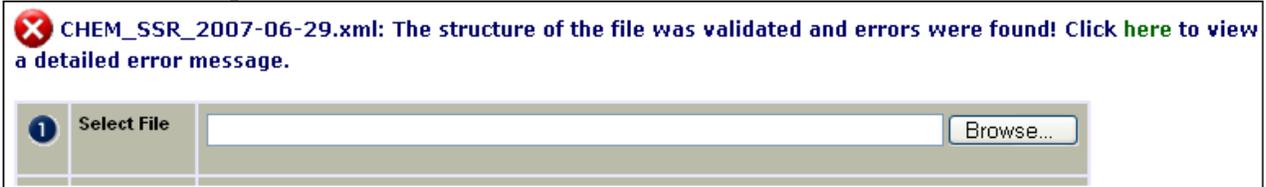
Click OK to continue.

If the file is invalid, the specific validation errors will appear above the Select File row. The most common errors are listed below.

(1) The file is not in XML format, for example, the submission file is in word format:



(2) The file did not pass validation:



Click the “here” button to view the error message

**Line: 62; Column: 66; Message: cvc-datatype-valid.1.2.1: " is not a valid value for 'dateTime'.**  
**Line: 62; Column: 66; Message: cvc-type.3.1.3: The value " of element 'EN:AnalysisEndDate' is not valid.**

Once a valid XML file has been selected, the user must enter their PIN and certify their submission. To submit the file, click the Submit button.

### 4.3 Using Excel to Generate XML Files

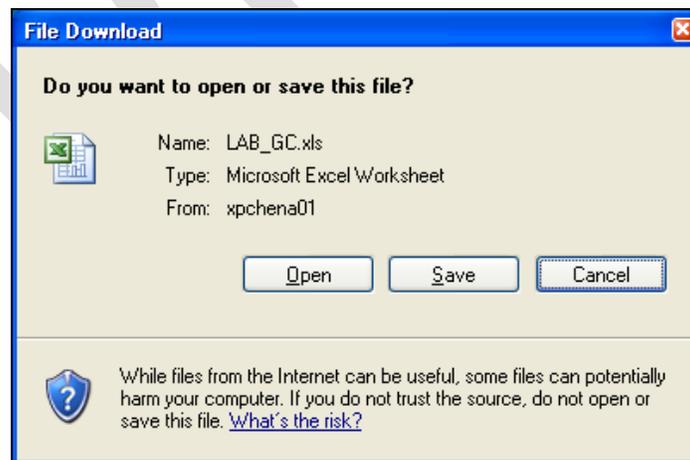
#### 4.3.1 Downloading the Excel Template

If the user instead wishes to download the template file as an Excel file, return to the Create New Reports screen by clicking on the Create New Reports icon in the functional area to the left,

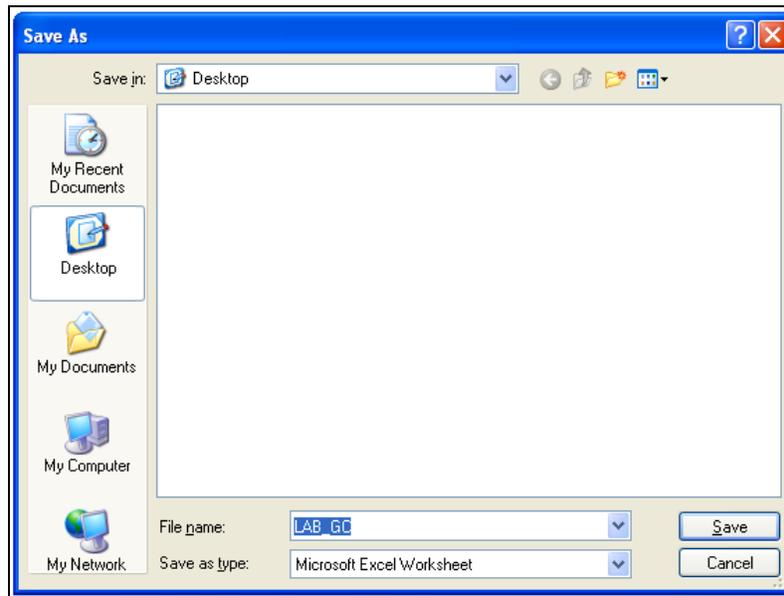
 **Create New Reports**

, then click on the Download Excel icon,  for the corresponding report.

This will begin a series of message boxes.



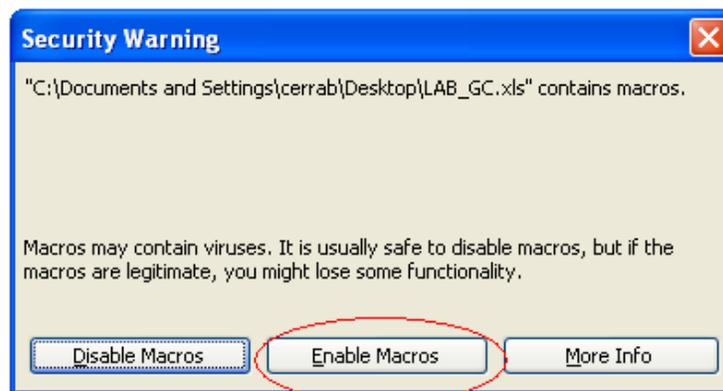
To open the file in a new window without saving, click Open. Alternately, click Cancel if you do not wish to save or open the file. However, if you wish to download the template DWR Excel file, click Save, at which point the user will be prompted to respond with the location they wish to save the file.



Navigate to the directory where you wish to save the file. Once you have selected a file location and name, click Save.

#### 4.3.2 MS Excel File Generation

After downloading the template Excel file the user can populate the file with data and use the built in macro to generate an XML file to be used for submission. When opening the Excel file you will be notified that the file contains macros. Click the “Enable Macros” button to continue.



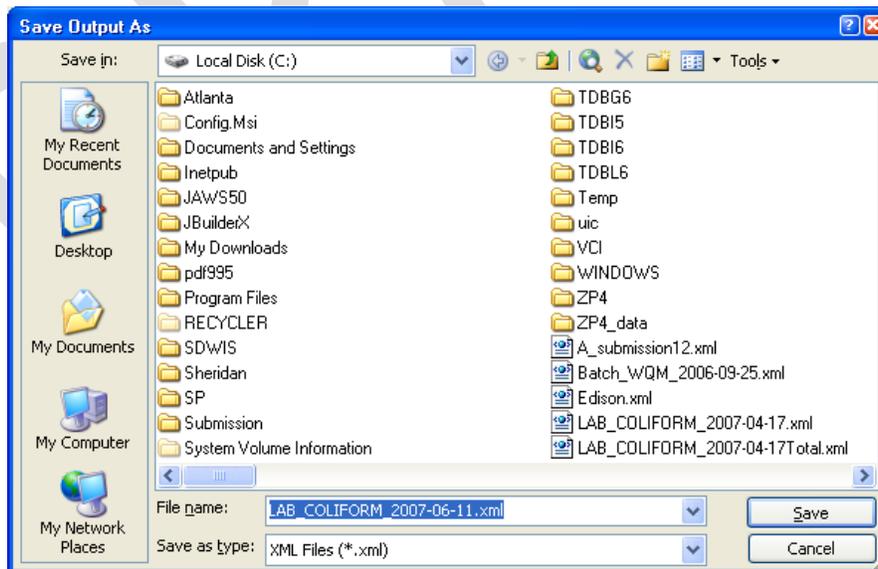
The file will now be opened and you can begin entering data. When you have completed the data entry, click the “Generate XML” button located near cell K4.

A	B	C	D	E	F	G	H	I	J	K	L
 			<h2 style="text-align: right;">Chemical Sample Submission Report</h2>								
<b>Division of Drinking and Ground Waters</b>											
Central Office 50 W Town Street Columbus, Ohio 43215 (614) 728-3778 FAX (614) 728-0160											
Version		1.0.1									
Last Updated		April 17, 2007									
<div style="border: 1px solid red; padding: 5px; display: inline-block;"> <b>Generate XML</b> </div>											
Reporting Lab Certification Number*											
<b>NOTE:</b> Begin entering samples in row 13 * - Indicates Required Field											
Sample Information											
Lab Sample Number*	PWS ID Number*	Water Facility State Code*	Sample Point ID*	Sample Collection Date*	Sample Collection Time	Sample Type*	Pb/Cu Location Type	Street Address Location	Sample Comments		

The Excel file will first be checked to verify that all required fields were entered. If they were not entered, a message window will be displayed notifying you of the fields that have not been filled out. Once all required fields have been entered, click the “Generate XML” button again. You will be asked if you are ready to proceed.



Click the “Yes” button. Next, you will be asked where you want to save the generated file.

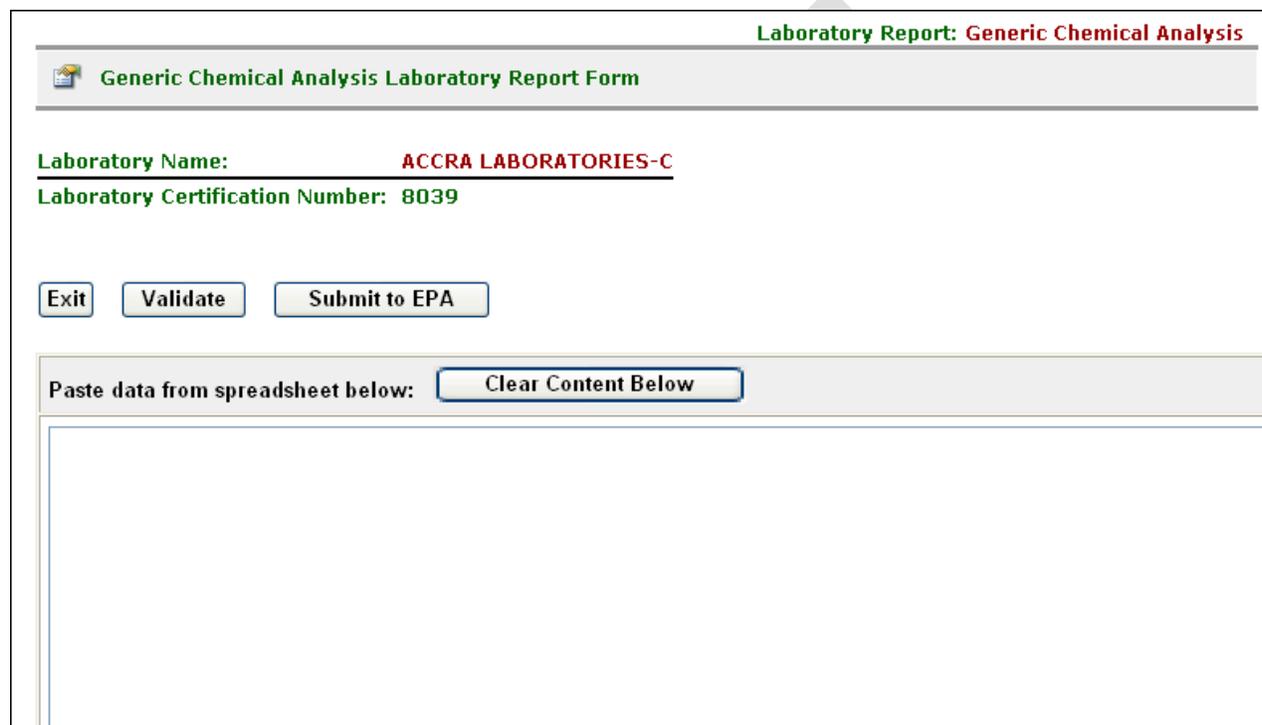


Navigate to the directory where you wish to save the file. Once you have selected a file location and name, click the “Save” button. After the file has been generated, a message window will be displayed to notify you that the process finished. Click the “OK” button. Now, this file can be uploaded by following the instructions in the XML File Upload section (Section 4.2.2).

#### 4.4 Using Excel to Copy and Paste data into eDWR

In many cases, a facility may store its daily DWR data electronically in a common spreadsheet software application, such as *Microsoft Excel*. To blend the simplicity of the web form with the commonly used spreadsheet format, there is a copy and paste feature available on the Safe Drinking Water report web forms. To use this feature, return to the Create New Reports screen by clicking on the Create New

Reports icon  in the functional area to the left. Then, click the Copy/Paste icon, . This will open the following page



**Laboratory Report: Generic Chemical Analysis**

**Generic Chemical Analysis Laboratory Report Form**

**Laboratory Name:** ACCRA LABORATORIES-C

**Laboratory Certification Number:** 8039

Paste data from spreadsheet below:

Copying and pasting data allows for standardization of data, reducing the degree of error that may occur by retyping the data. The parameters at the top of the locally saved spreadsheet must be in the same order as those on the DWR web form. Once the data is copied into the window, the user can enter comments, if any.

At any point during the data entry the user can click the Validate button to check that the information added to the form abides by the XML schema. Once the user has completed filling out the form, click the

Submit to e-DWR button, . This will bring the user to the submission page where the user will enter their PIN and certify the report.

#### 4.5 Editing or Deleting an Open Report

As stated above in the sections on creating new reports, the user has the option of saving their work at any time during the creation process. To continue work on an open report, click on the Retrieve Saved

Reports icon,  located in the functional area to the left.

**Note: This page may open a popup window. If you have a popup blocker please disable it.**

Laboratory:  

Records: 1 - 10 of 17

← 1 2 →

Delete	Edit	Last Updated Date	Last Updated By	Report Type	Report Form ID	Previous Submission ID
<input type="checkbox"/>		07/06/2007 12:36:50	admin enfoTech	Generic Coliform Analysis	98	
<input type="checkbox"/>		07/06/2007 13:12:58	admin enfoTech	Generic Chemical Analysis	97	

#### 4.5.1 Editing an Open Report

To edit a report select a laboratory from the drop down menu, then find the desired report. To edit the report click on the Edit icon . This will open the report. To make changes follow the steps for creating a report in section 5.1.

#### 4.5.2 Deleting an Open Report

A report can be deleted by checking the delete check box next to the appropriate report, . Then click the Update button, . This will prompt the following message box



To delete the report, click OK.

## 4.6 Viewing Past Submissions

After a file has been submitted to the eDWR Server, it is accessible for viewing at any time. To view a DWR submission, click on the View Submission icon,  in the left functional area. This will open the following screen.

View Lab Submissions
View Lab Reports
View Lab Samples

**View Laboratory Submissions**

Search Panel

Lab Name:

Submission Status:

Program:

Submitted between:  and  GO

Status:  Processed  Rejected  Received  Resubmitted

Edit	Download	Chain of Custody	Sub. ID	Previous Sub. ID	Received Date	Status	Status Date	Submit User
			77		07/06/2007 14:21:06		07/06/2007 14:21:06	admin enfoTech
			66		06/29/2007 18:44:19		06/29/2007 18:44:20	admin enfoTech
			65		06/29/2007 13:50:26		06/29/2007 13:50:27	admin enfoTech

To find a particular submission select the Lab from the drop down menu. The user can also search based on the submission status, program, and submission date. One of the returned fields is the Submission Status. These statuses are described below:

- **Received:** A submission with “Received” status has been received by the eDWR Reporting System, but has not yet been validated.
- **Rejected:** A submission with “Rejected” status has been received by the eDWR Reporting System, and was validated. However, errors were detected when validating the submission.
- **Processed:** A submission with “Processed” status has been received by the eDWR Reporting System, and was validated with no errors detected. Only sample / results contained within “Processed” submissions will be moved into SDWIS/State.
- **Resubmitted:** A submission with “Resubmitted” status was originally rejected by the eDWR Reporting System, but a new submission was made to correct the errors.

### 4.6.1 Edit Rejected Submissions

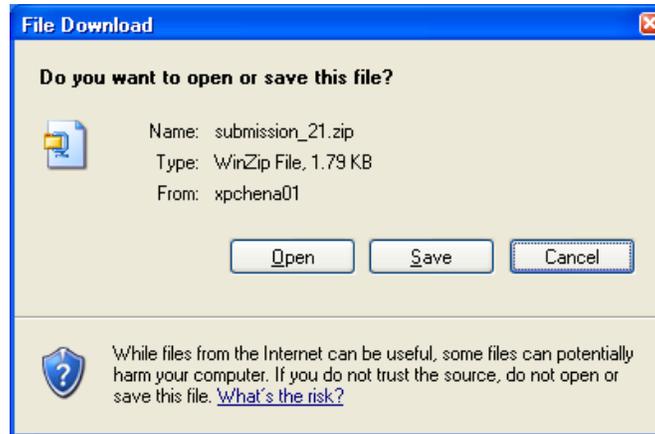
From this page, any submissions that were given the Rejected status  can be edited by clicking on the Edit icon .

### 4.6.2 Download XML file

This page also allows the user to download the XML submission file by clicking on the XML icon



. This will bring up the following message box.



To open the file in a new window without saving, click Open. Alternately, click Cancel if you do not wish to save or open the file.

However, if you wish to download the XML submission file, click Save, at which point the user will be prompted to respond with the location they wish to save the file in.

### 4.6.3 Chain of Custody

The Chain of Custody can be obtained for the submission by clicking on the Chain of Custody icon



. This will bring up a screen displaying the Date/Time of the submission and the Submission ID.

View Lab Submissions		View Lab Reports	View Lab Samples
<b>View Lab Submission - Chain of Custody</b>			
Certifier's name:	admin enfoTech		
Certifier's TCP/IP address:	192.168.88.89		
Date and time the file was selected:	Not available (Based on local server time)		
Date and time the file was sent:	07/06/2007 14:21:06 (Based on local server time)		
Date and time the file was received:	07/06/2007 14:21:06 (Based on local server time)		
Date and time acknowledgement was sent:	07/06/2007 14:21:06 (Based on local server time)		
Submission ID:	77		
CRC Check:	A checksum validation performed now verified that the current file on record with the E2 system is identical to the original submission.		

### 4.6.4 Viewing Reports within a Submission

To view the reports within a submission, click the "View Lab Reports" tab at the top right of the page.

[View Lab Submissions](#)
[View Lab Reports](#)
[View Lab Samples](#)

**View Submitted Laboratory Reports**

Search Panel

Lab Name:

Submission Status:  Report Type:

Submitted between:  and

Status: Processed Rejected Received Resubmitted

View	Sub. ID	Report ID	Received Date	Status	Status Date	Report Type	Submit User
	77	36	07/06/2007 14:21:06		07/06/2007 14:21:06	Generic Chemical Analysis	admin enfoTech
	66	30	06/29/2007 18:44:20		06/29/2007 18:44:20	Generic Chemical Analysis	admin enfoTech

To find a particular report select the Lab from the drop down menu. The user can also search based on the submission status, report type, and submission date. To view the report, click the View icon . This launches a new window which displays the report.

#### 4.6.5 Viewing Samples within a Report

To view the samples within a submission, click the “View Lab Samples” tab at the top right of the page.

[View Lab Submissions](#)
[View Lab Reports](#)
[View Lab Samples](#)

**View Samples**

Search Panel

Lab Name:  PWS ID:

SDWIS/State Status:  Lab Sample ID:

Submitted between:  and

To find a particular sample select the Lab from the drop down menu. The user can also search based on the SDWIS/State status, PWIS ID, Lab Sample ID, and submission date. To view the data, click the View icon . This will open a window displaying the sample data.

## 5 Water System MOR Reports

Once a user has been associated with a water system, the user can then begin to submit water system reports. To perform any reporting task, first click on the “Create New Reports” link in the functional area to the left, this will display the following screen:

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

There are two possible reports that the user can submit for each water system. These reports are:

- Water Plant/ Distribution MOR
- Surface Water Treatment Rule MOR

The eDWR Reporting System offers a water system with three options for submitting MOR reports electronically:

Submission Method	Description	More Information
Online Web Form Entry	A user can prepare and submit an electronic report by entering sample / result data into an online entry form on the eDWR Reporting System	Section 5.1
XML File Upload	A user can prepare data offline in a predefined XML Schema format and upload the XML file to the eDWR Reporting System	Section 5.2
Excel XML File Generation	A user can use the Microsoft Excel Template file provided by the eDWR Reporting System to prepare data offline. The Microsoft Excel Template file contains a macro which will generate an XML File for the user, which can be uploaded into the eDWR Reporting System	Section 5.3

Please refer to the sections identified above for instructions on how to make a submission using that submission method. Each method has its advantages and disadvantages, and it will be up to the water system user to determine the submission method that best suits their needs.

Before a DWR report is made, a user may wish to preview or print a blank MOR form. To preview or print an MOR, click on the View icon  for the corresponding report type. This will bring up the following read-only screen:

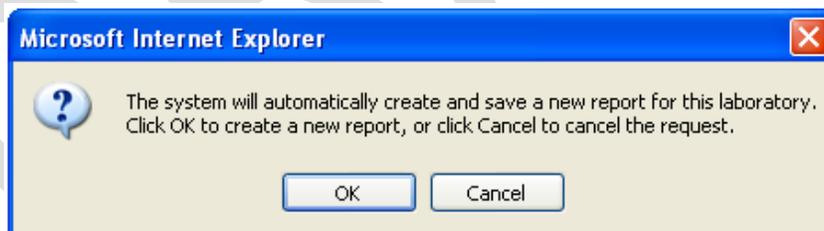
				<b>Water Plant/Distribution System Monitoring Operating Report (MOR)</b>										
<b>Division of Drinking and Ground Waters</b>														
PWS ID:				FL Plant Tap Highest Value:										
STU ID:				Date of Highest Value:										
Reporting Lab Certification Number:														
Reporting Month / Year:														
		Fluoride Compound Applied:				<b>Iron/Manganese OC Laboratory Check Data</b>								
		FL QC Check Sample Date:				Iron Date:								
		FL QC Check Sample (P/F):				Mn Date:								
						Iron (mg/L):								
						Mn (mg/L):								
Date	Production (MGD)	<b>Fluoride Reporting</b>			<b>Tap / Entry Point</b>									
		Calc. Fluoride Dosage (mg/L)	Plant Lab Analysis			pH	Alkalinity			Hardness (mg/L)	Phosphate as Total P (mg/L)	Ortho-phosphate as PO <sub>4</sub> (mg/L)	Iron (mg/L)	Manganese (mg/L)
			Raw (mg/L)	Plant Tap (mg/L)	Distribution (mg/L)		Phenol (mg/L)	Total (mg/L)	Stability (mg/L)					
/1/														
/2/														
/3/														
/4/														

The window displays the MOR in a format that is very similar to the electronic form. To print this blank form, right click on the form and select 'Print', change the print option to **print in landscape**.

### 5.1 Using the Online Web Form to Generate the MOR Report

The user can fill out a web form online to meet this reporting need. Once the web form is filled out, it can be used to generate the submission DWR file populated with the reported data. To begin, return to the

Create New Reports screen, by clicking on the Create New Reports icon  in the functional area to the left. To fill out an online form manually click on the Entry icon,  under the Online Entry header. This will bring up the following pop up window.



This window notifies you that a copy of the report will be saved under "Retrieve Saved Reports", which will allow you to leave and come back later to finish filling out your report online. To proceed, click OK. This opens the report form for the user to begin adding information.

**Water Plant / Distribution MOR**

<b>PWS ID - Name</b>	OH0100012 - ADAMS COUNTY REGIONAL WD PWS
<b>STU ID - Name</b>	<input type="text" value=""/>
<b>Reporting Period</b>	Year: <input type="text" value="2007"/> Month: <input type="text" value="July"/>
<b>Analytical Lab ID</b>	<input type="text" value=""/>

Entered	Form Type	Online Entry
	Plant Production	Entry
	Fluoride	Entry
	Distribution	Entry
	Plant Tap	Entry

First, select an STU ID by using the drop-down box. Fill out the Analytical Lab ID (which should be in the format of CHEM-0000 or BACT-0000) and select the reporting period. Once these required fields are correctly populated the user can choose from the four different form types available by clicking Entry.

The Plant Production form is shown below.

**Water Plant / Distribution MOR: Plant Production**

<b>PWS ID - Name</b>	OH0100012 - ADAMS COUNTY REGIONAL WD PWS
----------------------	--

Date	Plant Production (MGD)	Comments
7/1/2007	<input type="text"/>	<input type="text"/>
7/2/2007	<input type="text"/>	<input type="text"/>
7/3/2007	<input type="text"/>	<input type="text"/>
7/4/2007	<input type="text"/>	<input type="text"/>
7/5/2007	<input type="text"/>	<input type="text"/>
...		
7/30/2007	<input type="text"/>	<input type="text"/>
7/31/2007	<input type="text"/>	<input type="text"/>

At any point during the data entry the user can click the Save button to save the current information and return to it at a later time. Clicking the next button saves the information and returns the user to the following screen. The user can then select another form type.

**Water Plant / Distribution MOR**

PWS ID - Name	OH0100012 - ADAMS COUNTY REGIONAL WD PWS	
STU ID - Name	DS1	
Reporting Period	Year: 2007	Month: July
Analytical Lab ID	CHEM-8026	

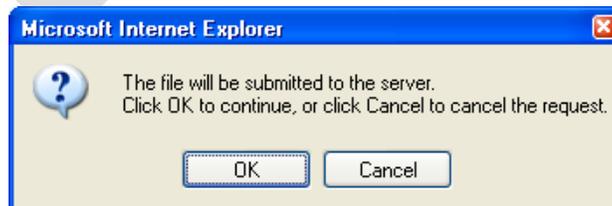
Entered	Form Type	Online Entry
✓	Plant Production	Entry
	Fluoride	Entry
	Distribution	Entry
	Plant Tap	Entry

Cancel Save Submit Report

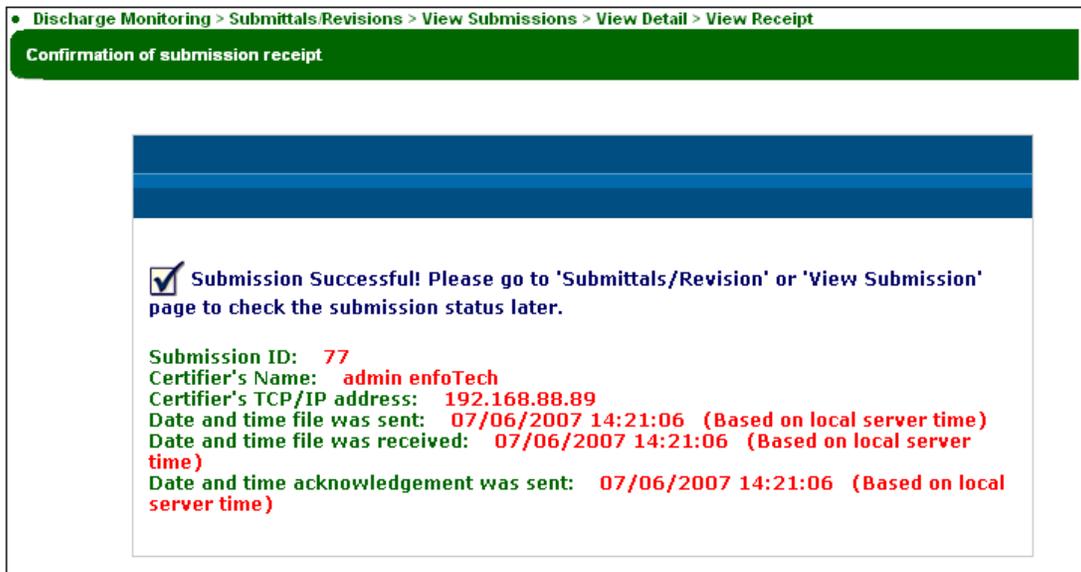
After the applicable forms have been filled out the user can click Submit Report to submit the information. This brings up the submission screen.

1	Enter PIN	<input type="text"/>
2	Certify Your Submission	<p>For Laboratory Certifiers and for Water System Certifiers: I certify under penalty of law that I have personally examined and am familiar with the information in this submission and all attachments hereto, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. 1.) For Laboratory Certifiers: I am aware that there are significant civil and criminal penalties, including the possibility of a fine or imprisonment or both, for submitting false, inaccurate,</p> <p><input type="checkbox"/> I CERTIFY</p>
3	Submit File	Submit

The user must enter a PIN and check the “I certify” box before clicking the Submit button.



After hitting Submit, the following screen will appear which provides a confirmation that the submission was made:



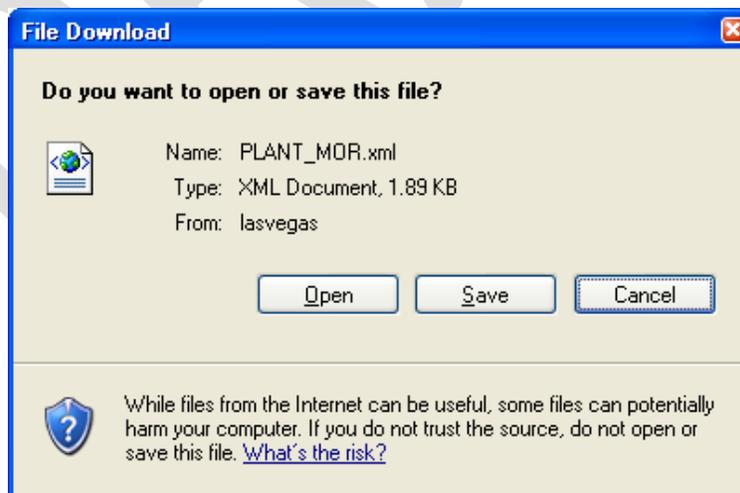
The user can click the View Submission tab to check the status of the report to see if it gets processed or rejected.

## 5.2 Submitting XML MOR Files

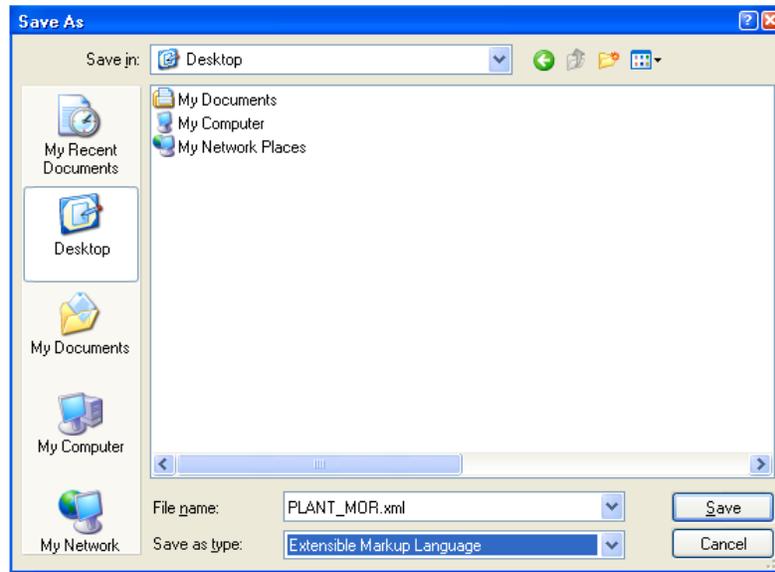
### 5.2.1 Step 1: Downloading the Template XML

If the water system user wishes to submit data in XML format (perhaps by configuring the LIMS system to export in XML), the user can first download the blank XML template, which provides the required structure for reporting data in XML format. To download an XML template of the DWR file, click on the

Download XML icon,  for the corresponding report. The user will be prompted to download the XML file.



To open the file in a new window without saving, click Open. Alternatively, if you wish to download and save the template DWR XML file, click Save, at which point the user will be prompted to provide the location to save the file.



All MOR submissions to the system must conform to the eDWR XML Schema. The e-DWR XML Schema is a definitive list of data elements created by a cross-section of stakeholders, including State Environmental Agencies, Laboratory Representatives, and the US EPA. This schema serves as a national standard for Laboratory-to-State submission of analytical results.

### 5.2.2 Step 2: Submitting e-DWR XML Files

In addition to submitting an e-DWR in the online entry section of the Create New Reports menu, the user can also upload an XML report. This is accomplished by clicking on the Upload XML Reports icon

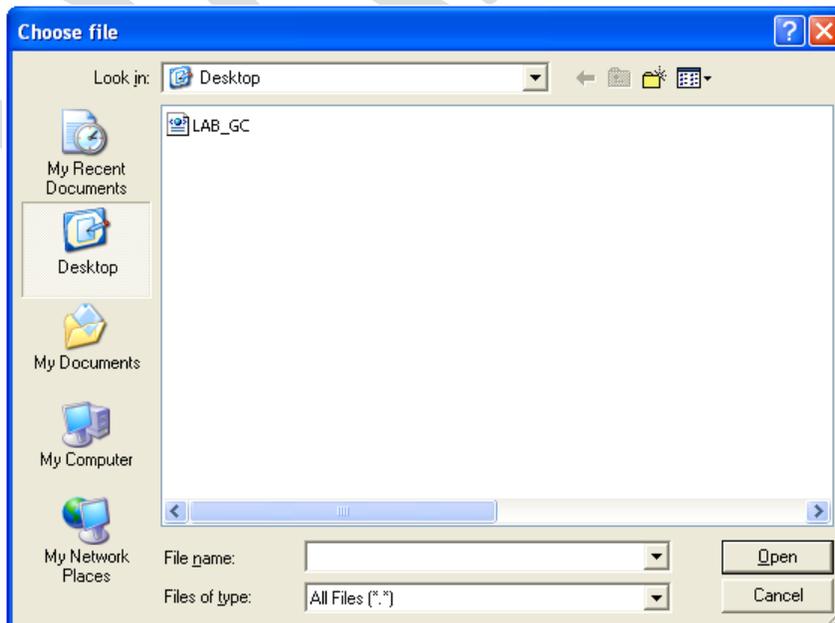


1	Select File	<input type="text"/> <input type="button" value="Browse..."/>
2	Test File	<input type="button" value="Test File"/>
3	Enter PIN	<input type="text"/>
4	Certify Your Submission	<p>For Laboratory Certifiers and for Water System Certifiers: I certify under penalty of law that I have personally examined and am familiar with the information in this submission and all attachments hereto, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. 1.) For Laboratory Certifiers: I am aware that there are significant civil and criminal penalties, including the possibility of a fine or imprisonment or both, for submitting false, inaccurate,</p> <p><input type="checkbox"/> I CERTIFY</p>
5	Submit File	<input type="button" value="Submit"/>

To select a file, click on the Browse... button.

1	Select File	<input type="text"/> <input type="button" value="Browse..."/>
---	-------------	---

This will bring up the Choose File message box. Browse through the local file directory, and select the file to be uploaded.



Note that the file selected must be a valid XML file. If the file does not have an .xml extension, an error will occur. Also, the file must generate as an e-DWR schema instance document, and must comply with the naming of the data elements, order of the data elements, and data element type definitions. If the e-DWR schema specifies a date value, it must be in a data element value. If a string is present, an error will occur.

Before submitting the e-DWR XML file, you may test if the file is well formed and validate it against the e-DWR schema. This can be accomplished by clicking the Test File button.



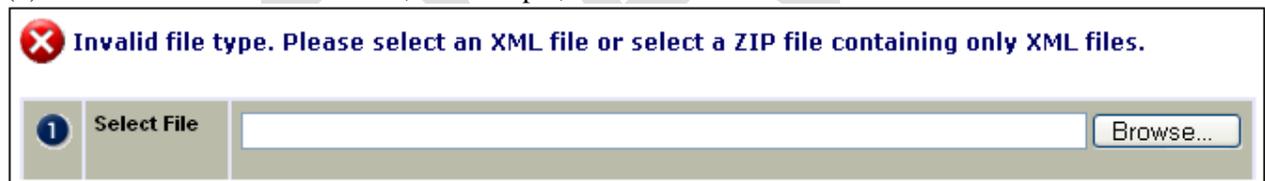
A message box will appear to confirm that the file will be tested at the eDWR Server.



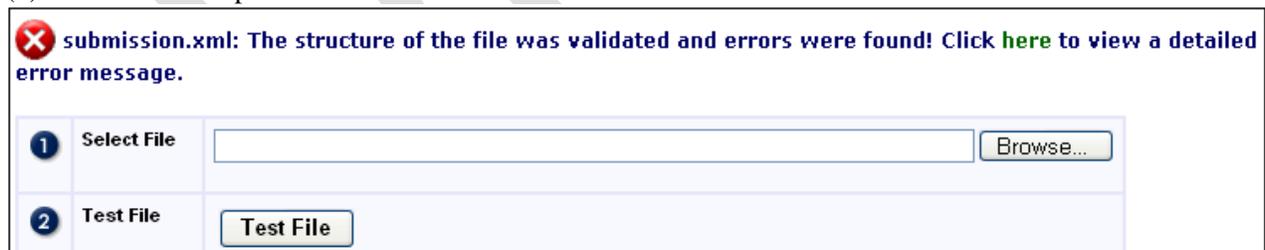
Click OK to continue.

If the file is invalid, the specific validation errors will appear above the Select File row. Common error messages are shown here:

(1) The file is not in XML format, for example, the submission file is in word format:



(2) The file did not pass validation:



Click the "here" button to view the error message

**Line: 62; Column: 66; Message: cvc-datatype-valid.1.2.1: " is not a valid value for 'dateTime'.**  
**Line: 62; Column: 66; Message: cvc-type.3.1.3: The value " of element 'EN:AnalysisEndDate' is not valid.**

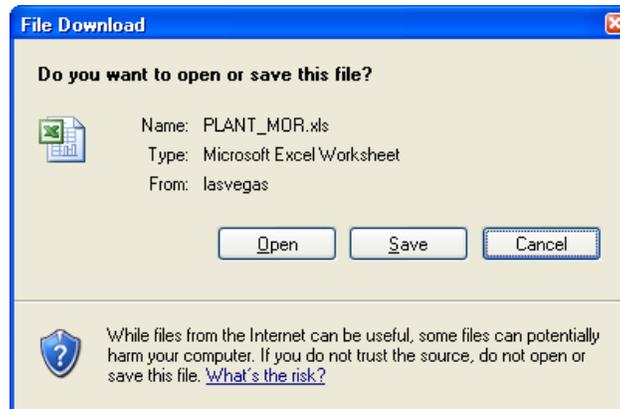
Once a valid XML file has been selected, the user must enter their PIN and certify their submission. To submit the file, click the Submit button.

## 5.3 Submitting Data Using Excel

### 5.3.1 Step 1: Downloading the Excel Template

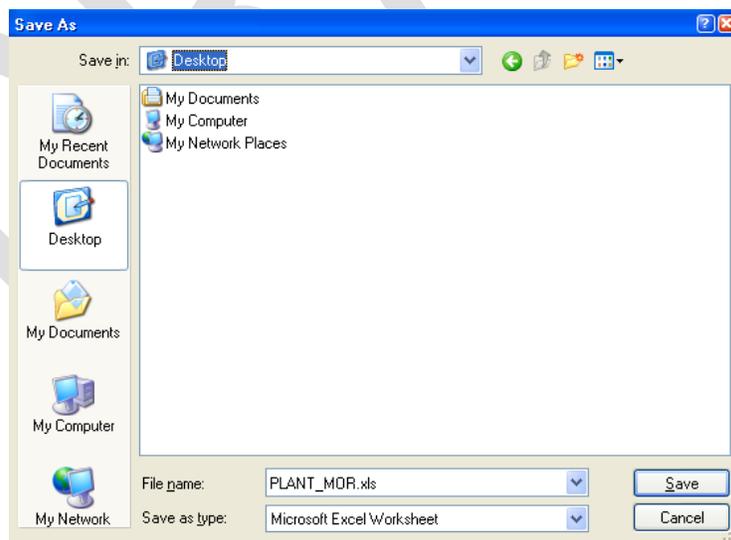
If the user instead wishes to download the template file as an Excel file, return to the Create New Reports screen by clicking on the Create New Reports icon in the functional area to the

left, . To download an Excel template of the DWR file, click on the Download Excel icon,  for the corresponding report. This will begin a series of message boxes.



To open the file in a new window without saving, click Open. Alternately, click Cancel if you do not wish to save or open the file.

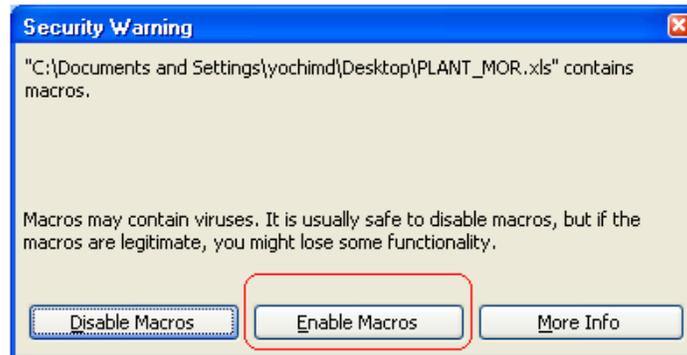
However, if you wish to download the template DWR Excel file, click Save, at which point the user will be prompted to respond with the location they wish to save the file in.



Navigate to the directory where you wish to save the file. Once you have selected a file location and name, click Save

### 5.3.2 Step 2: XML File Generation from Excel Macro

After downloading the template Excel file the user can populate the file with data and use a built in macro to generate an XML file to be used for submission. When opening the Excel file you will be notified that the file contains macros. Click the “Enable Macros” button to continue.



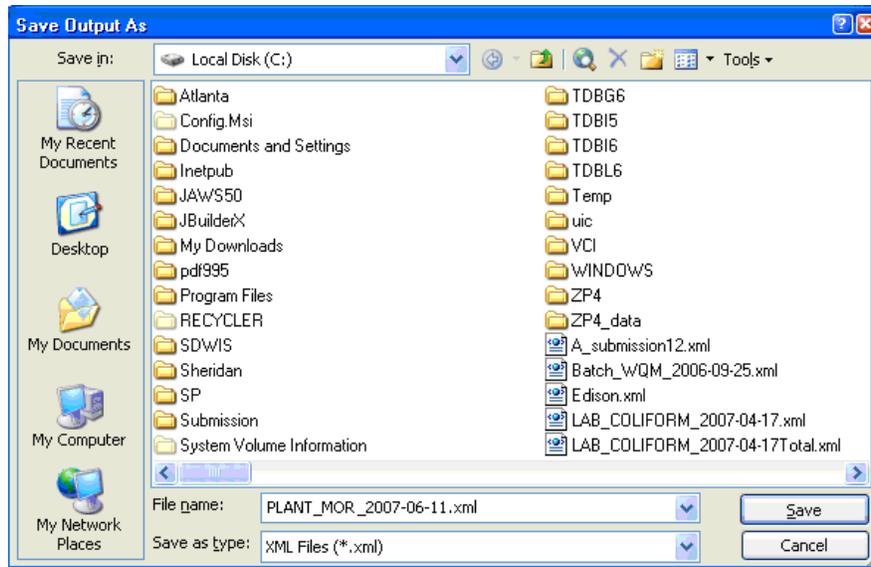
The file will now be opened and you can begin entering data. When you have completed the data entry, click the “Generate XML” button located near cell M3.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N				
	OhioEPA						Water Plant/Distribution System Monthly Operating Report (MOR)											
1	Division of Drinking and Ground Waters																	
2																		
3			PWS ID: *				Version: 1.0.7											
4			STU ID: *				Last Updated: April 13, 2007		Generate XML									
5			Reporting Lab Cert. #:				NOTE: Begin entering samples in row 15											
6			Rpt. Month / Year *				* - Indicates Required Field											
7																		
8			Fluoride Compound Applied:				FL Plant Tap Highest Value:		Iron/Manganese QC Laboratory Check									
9			FL QC Check Sample Date:				Date of Highest Value:		Iron Date: Mn Date:									
10			FL QC Check Sample (P/F):						Iron (mg/L): Mn (mg/L):									
11			Fluoride Reporting				Plant Tap / Entry P											
12			Calculated Fluoride Dosage		Plant Lab Analysis			Alkalinity			Ortho-phosphate as			Iron				
13	Plant Production (MGD)		(mg/L)		Raw (mg/L) Plant Tap (mg/L) Distribution (mg/L)		pH		Phenol (mg/L) Total (mg/L) Stability (mg/L)		Hardness (mg/L)		Phosphate as Total P (mg/L)		PO <sub>4</sub> (mg/L)		Iron (mg/L)	
14	Date *																	
15																		
16																		

The excel file will first be checked to verify that all required fields were entered. If they were not entered, a message window will be displayed notifying you of the fields that have not been filled out. Once all required fields have been entered, click the “Generate XML” button again. You will be asked if you are ready to proceed.



Click the “Yes” button. Next, you will be asked where you want to save the generated file.



Navigate to the directory where you wish to save the file. Once you have selected a file location and name, click the “Save” button. After the file has been generated, a message window will be displayed to notify you that the process finished. Click the “OK” button. Now, this file can be uploaded by following the instructions in the XML File Upload section (Section 6.2).

#### 5.4 Editing or Deleting an Open Report

As stated above in the sections on creating new reports, the user has the option of saving their work at any time during the creation process. To continue work on an open report, click on the Retrieve Saved

Reports icon,  **Retrieve Saved Reports** located in the functional area to the left.

Water System:

**Update**

Delete	Edit	Last updated Date	Last updated By	Report Type	Report ID	Prev. Sub ID	STU/State Facility Number	Report Period
<input type="checkbox"/>		07/16/2009 11:50:59	Tab Brewster	Surface Water Treatment Rule MOR	37	58137	2562342	May, 2009
<input type="checkbox"/>		07/16/2009 11:49:53	Tab Brewster	Water Plant / Distribution MOR	36	58184	2562342	March, 2009

##### 5.4.1 Editing an Open Report

To edit a report select a water system from the drop down menu, then find the desired report. To edit the report click on the Edit icon . This will open the report. To make changes follow the steps for creating a report in section 6.1.

### 5.4.2 Deleting an Open Report



A report can be deleted by checking the delete check box next to the appropriate report, . Then click the Update button, . This will prompt the following message box



To delete the report, click OK.

### 5.5 Viewing Submissions

After a file has been submitted to the eDWR Server, it is accessible for viewing at any time. To view a DWR submission, click on the View Submission icon,  in the left functional area. This will open the following screen.

[View Water System Submissions](#)
[View Water System Reports](#)

**View Water System Submissions**

Search Panel

Water System Name:

Submission Status:

Submitted between:  and

Status: Processed Rejected Received Resubmitted

Edit	View	Download	Chain of Custody	Sub. ID	Previous Sub. ID	Received Date	Status	Status Date	Submit User
		XML		58184		07/15/2009 14:36:05		07/15/2009 14:36:06	Brian Tarver
		XML		58180		07/15/2009 14:25:35		07/15/2009 14:25:35	Brian Tarver
		XML		58174		07/15/2009 14:17:22		07/15/2009 14:17:22	Brian Tarver
		XML		58173		07/15/2009 14:16:42		07/15/2009 14:16:42	Brian Tarver
		XML		58137		07/15/2009 12:48:09		07/15/2009 12:48:09	Brian Tarver

To find a particular submission select the water system from the drop down menu. The user can also search based on the submission status, program, and submission date. One of the returned fields is the Submission Status. These statuses are described below:

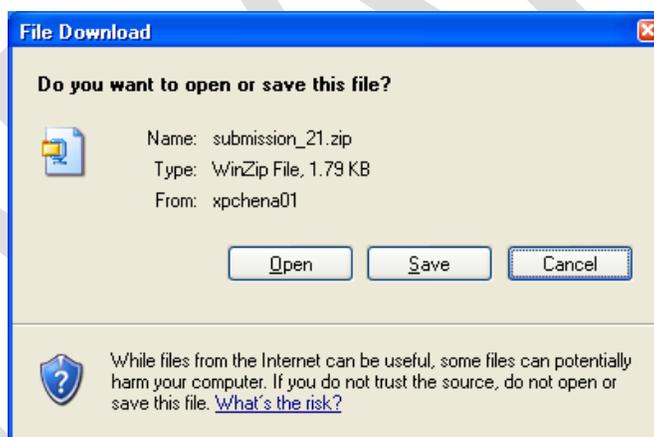
- **Received:** A submission with “Received” status has been received by the eDWR Reporting System, but has not yet been validated.
- **Rejected:** A submission with “Rejected” status has been received by the eDWR Reporting System, and was validated. However, errors were detected when validating the submission.
- **Processed:** A submission with “Processed” status has been received by the eDWR Reporting System, and was validated with no errors detected. Only sample / results contained within “Processed” submissions will be moved into SDWIS/State.
- **Resubmitted:** A submission with “Resubmitted” status was originally rejected by the eDWR Reporting System, but a new submission was made to correct the errors.

### 5.5.1 Edit Rejected Submissions

From this page, any submissions that were given the Rejected status  can be edited by clicking on the Edit icon .

### 5.5.2 Download XML file

This page also allows the user to download the XML submission file by clicking on the XML icon . This will bring up the following message box.



To open the file in a new window without saving, click Open. Alternately, click Cancel if you do not wish to save or open the file.

However, if you wish to download the zipped XML submission file, click Save, at which point the user will be prompted to respond with the location they wish to save the file in.

### 5.5.3 Chain of Custody

The Chain of Custody can be obtained for the submission by clicking on the Chain of Custody icon . This will bring up a screen displaying the Date/Time of the submission and the Submission ID.

View Water System Submissions **View Water System Reports**

### View Water System Submission - Chain of Custody

Certifier's name:	Brian Tarver
Certifier's TCP/IP address:	172.16.8.102
Date and time the file was selected:	Not available (Base on local server time)
Date and time the file was sent:	07/15/2009 14:17:22 (Base on local server time)
Date and time the file was received:	07/15/2009 14:17:22 (Base on local server time)
Date and time acknowledgement was sent:	07/15/2009 14:17:22 (Base on local server time)
Submission Id:	58174
CRC Check:	A checksum validation performed now which demonstrates that the current file on record with the server is identical to the original submission.

#### 5.5.4 Viewing Reports within a Submission

To view the reports within a submission, click the “View Water System Reports” tab at the top right of the page.

View Water System Submissions **View Water System Reports**

### View Submitted Water System Reports

Search Panel

Water System Name: INFORMATION MANAGEMENT SECTION PWS

Submission Status: All Report Type: All

Submitted between: 06/16/2009 and 07/16/2009 **GO**

Status: Processed Rejected Received Resubmitted

View	Sub. ID	Report ID	Received Date	Status	Status Date	Report Type	Submit User
	58184	9	07/15/2009 14:36:06		07/15/2009 14:36:06	PLANT_MOR	Brian Tarver
	58180	8	07/15/2009 14:25:35		07/15/2009 14:25:35	PLANT_MOR	Brian Tarver
	58174	7	07/15/2009 14:17:22		07/15/2009 14:17:22	SWTR_MOR	Brian Tarver
	58173	6	07/15/2009 14:16:42		07/15/2009 14:16:42	SWTR_MOR	Brian Tarver

To find a particular report select the water system from the drop down menu. The user can also search based on the submission status, report type, and submission date. To view the report, click the View icon



. This launches a new window which displays the report.

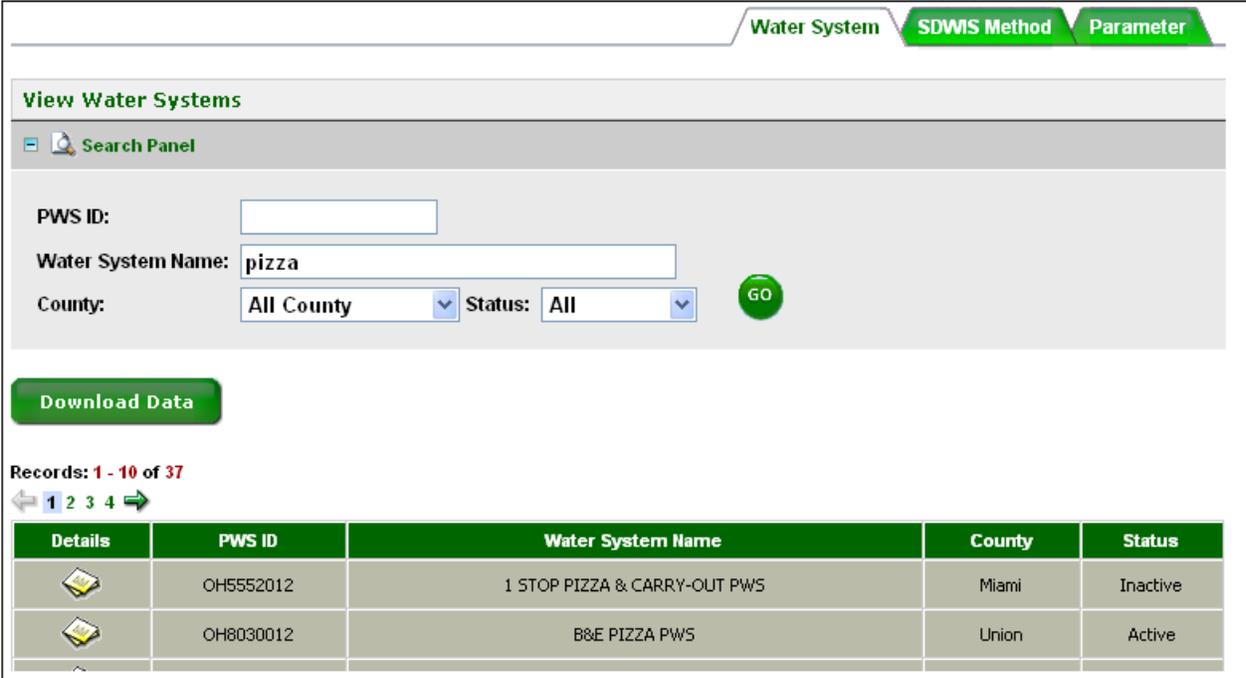
## 6 Reference Data

Laboratory users can browse and download a listing of the valid Public Water System (PWS), water system facility (WSF), sampling location, parameter, and method codes that can be reported to Ohio EPA.

This can be done by clicking the Reference Data icon, , in the left menu panel.

### 6.1.1 Water System Information

To find information regarding a water system first enter the appropriate search criteria, either a PWS ID, or a water system name; partial string matches are acceptable.



**View Water Systems**

Search Panel

PWS ID:

Water System Name:

County:  Status:

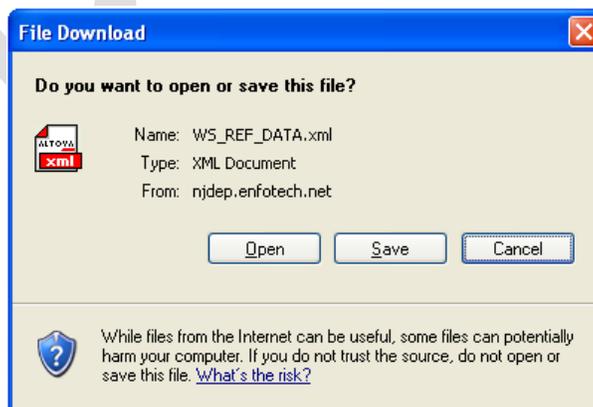
Records: 1 - 10 of 37

← 1 2 3 4 →

Details	PWS ID	Water System Name	County	Status
	OH5552012	1 STOP PIZZA & CARRY-OUT PWS	Miami	Inactive
	OH8030012	B&E PIZZA PWS	Union	Active

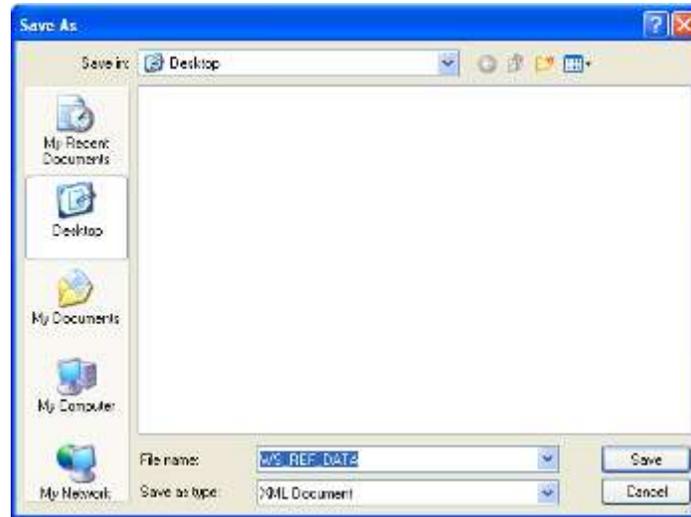
To download a copy of the data that has been returned from your search, click the Download Data button

. This will begin a series of message boxes.



To open the file in a new window without saving, click Open. Alternately, click Cancel if you do not wish to save or open the file.

However, if you wish to download the water systems' XML data file, click Save, at which point the user will be prompted to respond with the location they wish to save the file in.



Navigate to the directory where you wish to save the file. Once you have selected a file location and name, click Save.

To view the water facilities associated with a water system click the Details icon, , for the water system of interest.

Water System			
SDWIS Method			
Parameter			
Water System - Facility Detail			
Details	Water Facility State Code	Water System Facility Name	Status
	D51	B&E PIZZA DISTRIBUTION	A
	PT001	PRESSURE TANK	A
	8061668	B&E PIZZA	A
	WL241088	B&E PIZZA WELL 0001	A

This screen displays a listing of the water facilities associated with the particular water system and their status. To view a listing of sampling points that exist at each water system facility, click the Details icon,



for the water facility of interest.

Water System	
SDWIS Method	
Parameter	
Water System - Facility Detail - Sampling Point	
Sample Point ID	Status
D5000	A

### 6.1.2 SDWIS Method

To find a listing of the SDWIS analytical methods that are allowed for eDWR reporting, click on the SDWIS Method tab from the Reference Data screen, then enter the appropriate search criteria (you can also leave the search criteria blank to view all methods).

Alternatively, you can search for a particular parameter from the Parameter tab and then click the “View Methods” icon to see the listing of analytical methods that are allowed for that parameter (See section 6.1.3).

Related Parameters	SDWIS Method Code	SDWIS Method Name
	200.9	200.9

To download the data for each method returned by the search click the Download Data button . This will let you download a listing of the analytical methods in XML format. This list can then be opened in Excel, Internet Explorer, or any other software program that can open and read XML files (including text editors).

To view a listing of the parameters that employ the selected analytical method, click the Details icon, , for the method of interest. This will action will transfer you to the Parameter tab located at the top of the screen.

Related Methods	SDWIS Code	Parameter Name
	82582	Duration of pH Excursion in Minutes
	1925	PH

### 6.1.3 Parameter Search

To find information regarding a Parameter click on the Parameter tab from the Reference Data screen, then enter the appropriate search criteria. (Note: details for a parameter can be found by searching a method from the SDWIS Method tab (See section 6.1.2), and then selecting to view the parameters related to the particular method, this action will bring the user to the Parameter tab, as if they had performed a parameter search.)

To download the data for each parameter returned by the search click the Download Data button.

. This will let you download a listing of the analytical methods in XML format. This list can then be opened in Excel, Internet Explorer, or any other software program that can open and read XML files (including text editors).

To view the methods related to a particular parameter click the Details icon, , for the parameter of interest. This will action will transfer you to the SDWIS Method tab located at the top of the screen.

Water System
SDWIS Method
Parameter

View SDWIS Methods

 Search Panel

SDWIS Method Code:   
 SDWIS Method Name: 
GO

Download Data

Related Parameters	SDWIS Method Code	SDWIS Method Name
	150.1	150.1
	150.2	150.2
	4500H-B	4500H-B
	D1293-84B	D1293-84B
	D1293-95	D1293-95

## 7 Glossary

Term	Definition
Certifier	<p>User Account Level which has the following privileges:</p> <ul style="list-style-type: none"> <li>• Allowed to download, prepare, upload, review, and certify the accuracy of electronic reports.</li> <li>• Allowed to submit electronic reports to the state agency.</li> </ul> <p>If the user's account is associated with a water system the user will have the following additional privilege:</p> <ul style="list-style-type: none"> <li>• Allowed to view laboratory reports submitted on behalf of the water system.</li> </ul>
DWR	Drinking Water Reports
eDWR	Ohio Environmental Protection Agency Electronic Environmental Reporting System. A web-based information system that allows laboratories and the regulated community to electronically submit reports to the Ohio EPA.
Electronic Signature Agreement	Serves as a formal agreement between each PIN holder (Certifier) and the Department regarding the responsibilities and use of their PIN
OEPA	Ohio Environmental Protection Agency.
Personal Identification Number (PIN)	A sequence of alpha-numeric characters assigned to a Certifier by OEPA which provides an "electronic signature" for the certifier.
Preparer	<p>User Account Level which has the following privileges:</p> <ul style="list-style-type: none"> <li>• Allowed to download and prepare electronic reports.</li> <li>• Allowed to view electronic reports and past submissions, but not certify or upload any submissions.</li> </ul> <p>If the user's account is associated with a water system the user will have the following additional privilege:</p> <ul style="list-style-type: none"> <li>• Allowed to view laboratory reports submitted on behalf of the water system.</li> </ul>
SDWIS/State	Safe Drinking Water Information System State version: OEPA's database used to manage the Safe Drinking Water Act
Submission ID	A unique number generated by eDWR and assigned to each submission.
Viewer	<p>User Account Level which has the following privileges:</p> <ul style="list-style-type: none"> <li>• Allowed to view electronic PWTA reports, but not download or upload any submissions.</li> </ul>
XML	Extensible Markup Language (XML) is a recommended standard by World Wide Web Consortium (W3C) for generic data communication ( <a href="http://www.w3.org/TR/2000/REC-xml-20001006">http://www.w3.org/TR/2000/REC-xml-20001006</a> ).
XML Schema	Defines the data element names, definitions, order, required fields, and data types for all elements in an XML file.