



Environmental Protection Agency

Reporting of Analytical Results

Results of drinking water samples are reported to Ohio EPA by public water systems and certified laboratories to demonstrate that drinking water meets health based standards. Rule 3745-89-08 of the OAC requires analytical results to be reported to Ohio EPA electronically via a method acceptable to the Director. Ohio EPA created electronic Drinking Water Reports (eDWR) for laboratories to use for submitting drinking water data. Microbiological Sample Submission Reports (SSRs), Chemical SSRs and Monthly Operating Reports (MORs) are required to be submitted to Ohio EPA through eDWR. For additional information about eDWR, please go to Ohio EPA's website at: <https://epa.ohio.gov/divisions-and-offices/drinking-and-ground-waters/guides-manuals/data-reporting-faqs>.

Data Management

1. Document Management

Public water supply laboratories are required to record standardizations and calibrations on a standardized record form or bench sheet. Record forms for each method are located on the last few pages following each method in this manual. Record forms are to be completed entirely and entries on the forms must be legible. One record space must contain only one entry or one data result.

Entries or data results must be recorded in ink or an electronic version approved by the Laboratory Certification Section. Incorrect entries are common in laboratory work and the incorrect entry should be crossed out using one line through the entire row or column; leave the crossed-out entry still legible. The correction should be entered in the following dated row or column with a statement describing the cause and solution to the previous incorrect entry.

2. Record Retention

All laboratory records including, but not limited to, sample identification records, sample analytical result records, calibration and standardization records, and original bench sheets, are to be retained for the following minimum periods in accordance with rule 3745-89-04 of the OAC:

- 5 Years - Microbiological Laboratory Data Records
- 10 Years - Chemical Laboratory Data Records
- 12 Years - Lead & Copper Laboratory Data Records

Records must be kept readily available in the laboratory for a minimum of three years. For the remainder of the retention period the records may be kept off-site.