



Reporting Tips for Laboratories

Receiving Samples

Accurate and timely reporting of drinking water results starts with obtaining concise and accurate information up front when samples are received from a client. It is the responsibility of the certified laboratory to require samples submitted for drinking water analyses to have complete information for reporting to Ohio EPA. Water systems should provide the Public Water System ID (PWS ID), Facility ID, Sample Monitoring Point ID (SMP ID), indicate if the sample is for compliance or special (for purposes other than compliance), and specify the sample location by address or description.

The PWS ID is a seven-digit number preceded by OH (e.g., OH1234567) that identifies the water system. The Facility ID is generally one of three types: plant code as a six- or seven-digit number assigned to the water system, distribution code as DS1, or raw well code as WL followed by a three- to six-digit number (for example, WL001). There are several Sample Monitoring Points. Refer to the chart at the end of this document for examples of the codes, an explanation of their usages, and the corresponding facility IDs.

Any drinking water sample collected for a public water system (PWS), identified by a PWS ID, must be reported to Ohio EPA. All sample reports should be submitted to Ohio EPA with the information as it was given to the lab from the PWS or sample collector. Understanding the different SMP IDs will help identify errors before submission. Labs may help clients obtain the correct information for their PWS by referencing online monitoring schedules at epa.ohio.gov/divisions-and-offices/drinking-and-ground-waters/public-water-systems/monitoring-and-reporting, or SMP ID lists. Sample results attributed to the wrong PWS ID or SMP ID will not be counted for compliance and may cause the issuance of violations for a PWS client.

Sample Types

Correct sample identification is key to receiving compliance credit and allowing laboratories to upload results to Ohio EPA's electronic Drinking Water Reports (eDWR) system.

Routine (RT) – Select routine compliance if the sample is fulfilling a requirement on the water system's sample monitoring schedule.

Special (SP) – Select special noncompliance if the sample is not a routine scheduled sample, for example if it is used for purposes such as sampling after maintenance or repairs. For lead and copper monitoring, special purpose designation should only be used if (1) lead or copper samples were taken outside the required monitoring period; (2) samples were taken from a tier site lower than the required tier; (3) repeat samples were taken from the same site during the same monitoring period, unless the water system has fewer than five taps; (4) samples were not collected in accordance with the approved sampling methodology of the lead and copper rule (Ohio Administrative Code (OAC) Rule 3745- 81-86 (B)); (5) samples were taken after lead service line replacement. For DBP monitoring, the SP designation should be used for master meter samples taken according to OAC 3745-81-24, as well as investigative sampling throughout the distribution system.

Repeat (RP) – Select repeat if the samples are required to be collected in response to a routine positive total coliform sample.

Triggered (TG) – Select triggered for source water sample from well(s) that were in use when the originating routine positive total coliform sample was collected.

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Confirmation (CO) – Select confirmation if the sample is required due to *Escherichia coli* (*E. coli*) positive result on a well source.

Analysis Completion Date

OAC Rule 3745-89-08 requires specific time frames for completion of analyses and electronic reporting of Ohio PWS drinking water samples. Certified laboratories must complete analysis, including quality control, no later than 30 business days after receipt of samples (60 business days for radiological samples, within five days of collection for microcystins, and seven days of collection for cyanobacteria). This requirement is meant to provide a deadline for analyses with extended hold times. Any shorter hold time limitations in rule or method must be followed.

The analysis completion date on the report should include the time involved for verification of the data through quality control; it is **not** the date that the results were generated unless quality control was done the same day. Entering an analysis completion date that does not represent the entire process can cause sample results to be noted as late for submission and subject labs to violations.

Reporting on Time

- **Chemical** - All chemical results at or exceeding maximum contaminant levels (MCLs), all resample results to confirm MCLs, and all lead and copper results must be reported to Ohio EPA and to the water system by the end of the next business day from completion of analysis. All other results of chemical analyses must be reported by the 10th day following the completion of analysis. A list of the MCL standards for drinking water can be accessed at epa.ohio.gov/static/Portals/28/documents/pws/DWStandardsList.pdf.
- **Microbiological** - All positive sample results, all repeat sample results, all ground water rule samples (triggered source, assessment source water monitoring and confirmation), and all seasonal startup sample results for microbiological analyses must be reported to Ohio EPA and to the water system by the end of the next business day after the result was obtained. All other results for microbiological analyses must be reported within 10 days following the completion of analysis.
- **Harmful Algal Blooms** - All detections of microcystins, all results of microcystins collected in response to an exceedance of the microcystins action level, and all results of cyanobacteria screening that indicate the potential for cyanotoxins must be reported to Ohio EPA by the end of the next business day after the result was obtained. All other results for microcystins analyses must be reported within 10 days following the completion of analysis. It is important to note that in accordance with OAC Rule 3745-90-04 certified laboratories must complete analysis, including quality control, for microcystins within five days of collection. Analysis, including quality control, for cyanobacteria screening must be completed within seven days of collection.

Reporting Acute MCL Violations

Nitrate/nitrite MCL exceedances (nitrate results over 10 mg/L and nitrite results over 1 mg/L) and **positive results for microbiological analyses** must be reported to DDAGW no later than the end of the next business day from completion of the analysis. These results are acute MCL violations that indicate serious health concerns and require immediate action by the water systems. Delays in reporting could unnecessarily put the public at risk.

Tap Location Description

When possible, provide as much information in the comment field as possible; this can help Ohio EPA staff in correcting sample submissions when needed. For PWSs that are located at a single address (e.g., nursing homes, schools, restaurants), a tap description, such as “kitchen sink” or “left sink in men’s room” is more useful than the address of the facility and that description should be listed first so that it is not cut off when the result is submitted to eDWR. By listing the description first, Ohio EPA staff are better able to assess compliance and ensure that the PWS collected the sample at an appropriate location.

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Reporting Disinfection Byproduct (DBP) Results

For disinfection byproduct (DBP) MCL exceedances, compliance is based on the sum of the results for the chemicals in the total trihalomethanes (TTHM) and five haloacetic acid (HAA5) groups listed below. For this reason, laboratories are required to report total results for TTHM and HAA5 with the individual chemical results. If results for TTHM and HAA5 are not determined, MCL exceedances may be missed, and reporting will not be completed by the required deadline.

NOTE: As of 2021, some systems will trigger into the requirement to conduct special purpose DBP sampling at their designated master meter (MM) locations pursuant to OAC Rule 3745-81-24. These results must be submitted to Ohio EPA (along with the routine compliance sample results) in order for compliance to be determined properly for these systems. While MM samples should be labeled as special purpose, if these results are not submitted, it may result in a monitoring violation for the PWS.

Disinfection Byproducts (DBPs)	MCL (µg/L)
Five Haloacetic Acids (HAA5 – 2456): the sum of the concentrations of Monochloroacetic acid (2450), Dichloroacetic acid (2451), Trichloroacetic acid (2452), Monobromoacetic acid (2453) and Dibromoacetic acid (2454)	60
Total Trihalomethanes (TTHM - 2950): the sum of the concentrations of Bromodichloromethane (2943), Dibromochloromethane (2944), Bromoform (2942) and Chloroform (2941)	80

Reporting Nitrate and Nitrite Analytical Results

Depending on the methods used, a nitrite value can be reported from a nitrate-nitrite combined value. To ensure that your laboratory is reporting nitrate and nitrite results correctly, please review the following instructions:

<https://epa.ohio.gov/static/Portals/28/documents/reporting/nitrate-reporting-procedure.pdf>.

While there are several approved methods for nitrate and nitrite analysis, Ohio EPA recommends that laboratories use methods with a shorter hold time and therefore a faster laboratory turnaround time for systems that typically have elevated nitrate results above 8 mg/L and for systems that have treatment to remove nitrate. In Ohio, this would typically be the PWSs that are required to monitor quarterly or monthly.

New Well Chemical Analysis (Complete Well Analysis)

PWSs are required to have new wells analyzed for a variety of contaminants as part of the new well approval process. The sample results should be reported as facility (WL00X), sample point (RS00X), and special purpose (SP). The list of contaminants varies depending on the PWS type (community, non-transient non-community, or transient non-community). Laboratories should review the following information to ensure that the correct parameters are analyzed for new wells and that results are submitted promptly to Ohio EPA and the PWSs to ensure the well approval process can proceed in a timely manner:

epa.ohio.gov/static/Portals/28/documents/pws/CompleteWellAnalysis.pdf.

Apparent Violation Lists

Apparent monitoring violation lists are issued quarterly by DDAGW regarding samples that have not been received for water systems as scheduled, due to late reporting, failure to monitor, incorrect results, or incorrect reporting of results. Labs should promptly contact DDAGW if they have results for PWSs on the list. The apparent violation list is a warning that water systems will receive a violation soon if sample(s) are not reported immediately. For compliance updates and notification when new apparent violation lists are available from the division, go to

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<https://ohioepa.custhelp.com/> and click “Subscribe to Updates” at the top of the page to subscribe to the DDAGW mailing list for *Monitoring and Compliance Information*.

Complete and Accurate Reporting

OAC Rule 3745-89-08 requires that reports be complete and correct. The forms and instructions laboratories provide to their clients should request all pertinent information for sample report submission by the laboratory. If this information is incomplete, the laboratory should contact the water system to obtain the information. If contact with the water system is unsuccessful, the lab may contact Ohio EPA or utilize the reference data in eDWR to obtain missing information.

Otherwise, reject the sample for analysis. In addition to the critical sample information, laboratories should be aware of the following issues with submitting complete and accurate results.

Reporting Limits

Laboratories are required to meet the reporting limits established in OAC Rule 3745-89-03 Appendix B. Values reported as non-detections at levels higher than these reporting limits are not acceptable for compliance and will need to be corrected by the laboratory or the PWS may need to resample. In many situations, the method detection limit may be lower than established reporting limits. The result value reported to Ohio EPA may be lower than the reporting limit, but it is critical that laboratories report the same result value for analyses to Ohio EPA and their client. The list of reporting limits can be accessed at epa.ohio.gov/static/Portals/28/documents/rules/final/3745_89_03_Appendix_effective_10_26_2020.pdf.

Unit Conversion Errors

Exercise caution when converting units from micrograms ($\mu\text{g/L}$) to milligrams (mg/L) and vice versa. Mistakes with conversions could be costly for your clients. To avoid this type of problem, contaminants should be reported in appropriate units.

Nitrate, nitrite, and fluoride results should be reported in mg/L . Metals (including lead and copper), synthetic organic chemical (SOC), volatile organic chemical (VOC), and disinfection byproduct (DBP) results should be reported in $\mu\text{g/L}$. Dioxin results should be reported in ng/L . Radiological results should be reported as pCi/L . The list of reporting limits above, and in the Appendix of OAC 3745-89-03, also indicates the correct units for reporting.

Significant Figures

Regarding significant figures, please note that arsenic results should be reported to the nearest 0.001 mg/L . Analytical data should be rounded, if necessary, to meet this requirement. For example, a result of 0.0085 mg/L should be reported as 9 $\mu\text{g/L}$ and a result of 0.0084 mg/L should be reported as 8 $\mu\text{g/L}$.

Incorrect Contaminant Codes

Contaminants have assigned codes that are recognized for compliance purposes. If results are submitted under the wrong contaminant codes, the data is not assessed for compliance and systems may receive violations. The following table provides a summary of contaminants that have had incorrect code submissions and lists the proper codes. Please note that contaminant codes are specified on the monitoring schedules for systems.

Contaminant	Code for Compliance	Do Not Use
Alachlor	2051 – Lasso (alachlor trade name)	2004 – Alachlor ESA (alachlor metabolite)
Gross Alpha	4002 – Gross Alpha, incl Radon and Uranium	4000 – Gross Alpha, excl Radon and Uranium

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Reporting Polychlorinated Biphenyls (PCBs) with the Correct Contaminant Code

When analyzing for PCBs, a screener is typically performed for the seven arochlors using method 505 or method 508. If one of the seven arochlors is detected at or above 0.1 µg/L then method 508A should be performed to quantify PCBs as decachlorobiphenyl. This total should be reported using analyte code 2383 Total PCBs along with the results for the seven arochlors. **If all of the seven arochlors are below detection levels, the seven arochlors should be reported individually and analyte code 2383 Total PCBs should be reported as <0.1 µg/L.**

Use Water System Monitoring Schedule as a Reference

Monitoring schedules for every water system in the state are posted at epa.ohio.gov/divisions-and-offices/drinking-and-ground-waters/public-water-systems/monitoring-and-reporting. The schedules are organized by county and include key information for water systems such as PWSID, Facility ID numbers, and list the water system's monitoring requirements as determined by DDAGW. Schedules can be revised throughout the year; Ohio EPA will notify the PWSs that are impacted and place the list of revisions online at the above link. However, if your lab would like to be notified when revised schedules are posted, go to <https://ohioepa.custhelp.com/> and click "Subscribe to Updates" at the top of the page to subscribe to the DDAGW mailing list for *Monitoring and Compliance Information*.

Resample Guidance

If there is an issue with a compliance sample (e.g., outside of proper hold time or temperature, laboratory analysis error, spilled/broken sample container, etc.), certified laboratories should **notify Ohio EPA staff before requesting a resample from the PWS**. Ohio EPA staff will provide guidance on the next steps that the PWS should take. The time available for a resample varies based on the analyte, which makes contacting Ohio EPA an integral part of the resampling process. If a resample is taken outside of a required monitoring period, it will not count toward compliance and the system could receive a monitoring violation. Additionally, the PWS could incur expenses for analytical costs and use of staff time for collection of samples that will not count toward compliance.

Lead and Copper Sample Reporting

[Lead and Copper SMP IDs](#)

Certified laboratories should use the LC20x ("x" is a number that corresponds to the sample location) SMP IDs for reporting lead and copper results for all PWS lead and copper compliance samples. If LC20x SMP IDs are used, it is no longer required to provide sample location address for a sample report. The address field will still be considered a required field in eDWR, but labs are permitted to repeat the SMP ID in this field as a place holder. Address and contact information for all LC20x SMP IDs for PWSs are now referenced by the unique ID in the Ohio EPA database. If a new monitoring location is used for lead and copper sampling at a PWS or if a monitoring location doesn't have a LC20x SMP ID, the sample can be submitted with the DS000 SMP ID. Address information must be included in the report submission for all DS000 SMP ID sites.

[Lead Service Line Sample Reporting](#)

PWSs collecting lead samples following lead service line replacement must identify the samples as such when submitting to a laboratory for analysis. Laboratories should determine the type of lead sample from the PWS prior to reporting. Lead service line sample results should be reported to Ohio EPA as special purpose (SP) and with "Lead Service Line" selected for the "Pb/Cu Type" field. This will properly identify the sample results as to distinguish them from routine lead and copper compliance samples.

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Incomplete VOC Sample Reports

Water systems are required to monitor for 21 VOC contaminants. If one or more of these contaminants are missing, the system will not be in compliance. A list of the required 21 VOCs and their analyte codes are below for your reference.

Code	VOC	Code	VOC
2990	Benzene	2996	Styrene
2982	Carbon Tetrachloride (tetrachloromethane)	2987	Tetrachloroethene (perchloroethene)
2380	cis-1,2-Dichloroethene	2991	Toluene
2964	Dichloromethane (methylene chloride)	2979	trans-1,2-Dichloroethene
2977	1,1-Dichloroethene (1,1-DCE)	2984	Trichloroethene
2980	1,2-Dichloroethane	2981	1,1,1-Trichloroethane (methyl chloroform)
2983	1,2-Dichloropropane	2378	1,2,4-Trichlorobenzene
2992	Ethylbenzene	2985	1,1,2-Trichloroethane
2989	Monochlorobenzene (chlorobenzene)	2976	Vinyl Chloride
2968	o-Dichlorobenzene (1,2-Dichlorobenzene)	2955	Xylenes (total)
2969	para-Dichlorobenzene (1,4-Dichlorobenzene)		

Incomplete Inorganic Chemicals (IOC) Sample Reports

Water systems are required to monitor for 12 IOC contaminants. If one or more of these contaminants are missing, the system will not be in compliance. A list of the required 12 IOCs and their analyte codes are below for your reference.

Code	IOC	Code	IOC
1074	Antimony	1024	Cyanide
1005	Arsenic	1025	Fluoride
1010	Barium	1035	Mercury
1075	Beryllium	1036	Nickel
1015	Cadmium	1045	Selenium
1020	Chromium	1085	Thallium

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LT2 Sample Reporting

Long-term 2 enhanced surface water treatment (LT2) sample reporting includes sample results for the analysis of *Cryptosporidium*, *E. coli*, and Turbidity, but the results for the three types of analyses must be submitted on reports with unique sample numbers. For Example: 1234A – for *Cryptosporidium*, 1234B – for *E. coli* count results, and 1234C – for Turbidity. The procedures below should be followed:

- Reporting for *Cryptosporidium*: The water system is required to report results on the “LT2 ESWTR *Cryptosporidium* Sample Collection Form” which is available under the LT2 dropdown menu under Data Reporting and Instructions at [edWR Data Reporting | Ohio Environmental Protection Agency](http://edwr.datareporting.org/ohio-environmental-protection-agency) or can be directly download as a word document with the following link: epa.ohio.gov/static/Portals/28/documents/reporting/lt_2/LT2_Sample_Data_Entry_Form.doc. The form should be submitted by email as a pdf (preferred).
- Reporting for Turbidity: report the sample result (0100 - TURBIDITY) through eDWR as Routine, use the sample monitoring point LT200x (“x” is a number that corresponds to the sample location) and the Facility Code for the Plant/STU.
- Reporting for *E. coli* Enumeration: the sample type should be marked as “Routine” and the Sample Monitoring Point as LT200x (see above). The report must include results for total coliform and *E. coli* counts. New Reporting fields added on April 1, 2016, allow the reporting of enumerated counts. A couple of examples are listed below.

#	PWS	Facility	SMP	Type	Analyte	Method	Result	Count	Type	Unit
14B	OH2599912	2562342	LT2001	Routine-Compliance	3100 COLIFORM, TOTAL (TCR)	9223B-QT	Presence	155.0	Most Probable Number	100 Milliliters
14B	OH2599912	2562342	LT2001	Routine-Compliance	3014 COLIFORM, <i>E. coli</i>	9223B-QT	Presence	105.0	Most Probable Number	100 Milliliters
15B	OH2599912	2562345	LT2002	Routine-Compliance	3100 COLIFORM, TOTAL (TCR)	9223B-QT	Presence	155.0	Most Probable Number	100 Milliliters
15B	OH2599912	2562345	LT2002	Routine-Compliance	3014 COLIFORM, <i>E. coli</i>	9223B-QT	Absence			

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Questions

If you have any questions regarding this information or chemical monitoring and reporting requirements, please contact a DDAGW staff member at 614.644.2752 or by email, as listed below.

eDWR Data Submission	Brian Tarver Kelsey Ridenour Megan Shortridge	brian.tarver@epa.ohio.gov kelsey.ridenour@epa.ohio.gov megan.shortridge@epa.ohio.gov
Inorganics	Kathleen Pinto	kathleen.pinto@epa.ohio.gov
Radiologicals	Isabel Leitholf	isabel.leitholf@epa.ohio.gov
VOCs and Disinfection Byproducts	Hayley Zimmerman	hayley.zimmerman@epa.ohio.gov
Nitrate/Nitrite/SOCs/Asbestos	Nikki Stiteler	nikki.stiteler@epa.ohio.gov
Microcystins/Cyanobacteria Screening	Callie Nauman	callie.nauman@epa.ohio.gov
Unregulated Contaminant Monitoring (UCMR)	Miranda McGrothers	miranda.mcgrothers@epa.ohio.gov
Lead and Copper	Central Office	DDAGWLeadCopper@epa.ohio.gov
Microbiological	District Office	epa.ohio.gov/help-center/contact-list scroll down to “Contacts by County” and select the principal county served

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Chemical Sample Submission Reports

Monitoring Purpose	Sample Type	Water Facility State Code (Facility ID)	Sample Monitoring Point (SMP)	Description
NITRATE/ NITRITE	Routine or Special	6- or 7-digit Treatment Plant ID	EP00x	Monitoring for NITRATE and NITRITE is required at the entry point (EP) to the distribution system. The 'x' is a number that corresponds to a specific entry point corresponding to the plant facility ID for the water system. Samples should be marked as Routine for Compliance if the sample is fulfilling a requirement on the water system's sample monitoring schedule. Any results above the MCL (10 mg/L for nitrate and 1 mg/L for nitrite) must be reported by the end of the next business day.
INORGANICS	Routine or Special	6- or 7-digit Treatment Plant ID	EP00x	Monitoring for INORGANICS is required at the entry point (EP) to the distribution system. The 'x' is a number that corresponds to a specific entry point corresponding to the plant facility ID for the water system. Samples should be marked as Routine for Compliance if the sample is fulfilling a requirement on the water system's sample monitoring schedule. Any results above the MCL must be reported by the end of the next business day.
VOCs	Routine or Special	6- or 7-digit Treatment Plant ID	EP00x	Monitoring for VOCs is required at the entry point (EP) to the distribution system. The 'x' is a number that corresponds to a specific entry point corresponding to the plant facility ID for the water system. Samples should be marked as Routine for Compliance if the sample is fulfilling a requirement on the water system's sample monitoring schedule. Any results above the MCL must be reported by the end of the next business day.
SOCs	Routine or Special	6- or 7-digit Treatment Plant ID	EP00x	Monitoring for SOCs is required at the entry point (EP) to the distribution system. The 'x' is a number that corresponds to a specific entry point corresponding to the plant facility ID for the water system. Samples should be marked as Routine for Compliance if the sample is fulfilling a requirement on the water system's sample monitoring schedule. Any results above the MCL must be reported by the end of the next business day.
Radiologicals	Routine or Special	6- or 7-digit Treatment Plant ID	EP00x	Monitoring for Radiologicals is required at the entry point (EP) to the distribution system. The 'x' is a number that corresponds to a specific entry point corresponding to the plant facility ID for the water system. Samples should be marked as Routine for Compliance if the sample is fulfilling a requirement on the water system's sample monitoring schedule. Any results above the MCL must be reported by the end of the next business day.

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Monitoring Purpose	Sample Type	Water Facility State Code (Facility ID)	Sample Monitoring Point (SMP)	Description
Arsenic	Routine or Special	6- or 7-digit Treatment Plant ID	AS00x	These codes are used by a few systems that are required to monitor for arsenic at a point-of-use device. The 'x' is a number that corresponds to a specific point-of-use device. Samples should be marked as Routine for Compliance if the sample is fulfilling a requirement on the water system's sample monitoring schedule. Any results above the MCL (0.010 mg/L) must be reported by the end of the next business day.
Disinfection Byproducts	Routine or Special	DS1	DS2xx or MM00x	Monitoring for disinfection byproducts, TOTAL TRIHALOMETHANES (TTHM) and HALOACETIC ACIDS (HAA5) is required at one or more distribution locations depending on the source water and population size of a water system. The first location will always be DS201, then DS202, etc. Rule revisions, effective January 1, 2021, require some water systems to monitor at the master meter; these results should be reported at the MM00X location (these will be marked as SP samples). Each sample monitoring point code is unique for a water system and should correspond to a location in the distribution system. All TTHM/HAA5 sample results should have the address where the sample was collected included in the Collection Address/ Tap Location field. Samples should be marked as Routine for Compliance if the sample is fulfilling a requirement on the water system's sample monitoring schedule. Any results above the MCL must be reported by the end of the next business day. The MCL for TTHM is 80 µg/L and the MCL for HAA5 is 60 µg/L both based on the total of the individual analytes.
Lead and Copper	Routine or Special	DS1	LC2xx or DS000	These codes are also used for routine lead and copper samples collected in the distribution system. LC2xx SMP IDs represent specific distribution monitoring locations. For special purpose samples or new monitoring locations use DS000. DS000 represents a "generic" monitoring location. When reporting with DS000, specifics on where each individual sample was collected must be identified in the Collection Address field. Lead and Copper samples require the Pb/Cu type to be selected. Lead samples collected after lead service replacement must be identified in the Pb/Cu type field and labeled special purpose.
LT2 Turbidity (0100)	Routine	6- or 7-digit Treatment Plant ID	LT200x	LT2 Monitoring for turbidity is required to be reported at the LT200x sample point paired with the Treatment Plant Facility Code. Each Plant will have a unique sample point (LT2001, LT2002...). The Sample should be reported as Routine. The Analyte code for Turbidity is "0100". Units for turbidity should be NTU.

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Monitoring Purpose	Sample Type	Water Facility State Code (Facility ID)	Sample Monitoring Point (SMP)	Description
HABs	Routine or Special	6- or 7-digit Treatment Plant ID	LT200x or EP00x	These codes are used to report HAB results. Each Plant will have a unique sample point (LT2001, LT2002....) that corresponds to a specific treatment plant ID for the water system. Raw water samples will use the LT200x monitoring point. Finished water will use the EP00x monitoring point. Analysis, including quality control, for microcystins must be completed within five days of collection; for cyanobacteria screening it must be completed within seven days of collection. All detections of microcystins in raw and finished water samples, all results of microcystins repeat or resamples collected in response to an exceedance of the microcystins action level, and all results of cyanobacteria screening that indicate the potential for cyanotoxins must be reported by the end of the next business day. Note that the Ohio EPA Method 701.0 for Total Microcystins was updated to version 2.4 (11/2021) with a reporting limit of 0.24 µg/L.
Raw Water Sampling	Routine or Special	WLxxx or INxxx	RS00x or IN00x	Raw water monitoring (typically from a well or Intake) should be identified with an RS or IN sample point, with the 'x' as a number that corresponds to a specific well for a water system. (WL001, WL12345, IN001, etc...). The specific Facility Code and Sample Point can be found in eDWR under the reference data menu. Use Routine if raw sampling is required for 12 months due to special condition of plan approval. Use Special if raw sampling is due to well maintenance.

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Coliform Sample Submission Reports

Monitoring Purpose	Sample Type	Water Facility State Code (Facility ID)	Sample Monitoring Point (SMP)	Description
Routine Scheduled Coliform Samples	Routine	DS1	DS000	These codes are used for all Total Coliform and <i>E. coli</i> samples collected in the distribution system. It represents a “generic” sampling point location. The “Collection Address/Tap Location” field is used to specifically identify where the sample was collected. For PWSs located at a single address, reporting a tap description (e.g., “men’s restroom sink) is more useful than the facility address. Coliform positive samples must be reported the following business day from when the analysis was completed.
Repeat Coliform Samples	Repeat	DS1	DS000	Samples required to be collected in response to a Routine Positive Coliform sample. Must also identify originating Routine Positive sample number on lab sheet. Note the Repeat sample type is only used when collecting follow up samples to a ROUTINE Positive sample. If the original positive was not a routine, then the sample cannot be labeled a repeat. Repeat samples must be reported the following business day from when the analysis was completed.
Special (distribution)	Special	DSI	DS000	Sample required due to a depressurization on a water main or any other Non-Compliance sampling collected out in the Distribution facility of the water system.
Special (Facility)	Special	Facility Code	Sample Point	Sample required due to maintenance on a storage tower; maintenance of treatment process, etc. The specific Facility Code and Sample Point can be looked up in eDWR under the reference data menu.
Special (wellhead)	Special	WL00x	RS00X	Sample required due to maintenance on wellhead
Coliform <u>Start Up Sampling</u>	Special	DS1	SUP01	Seasonal Systems Start Up sample required before opening and serving water to the public. Enter “Start Up” in Comments. All Start up Sample results must be reported by the end of the next business day.

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Monitoring Purpose	Sample Type	Water Facility State Code (Facility ID)	Sample Monitoring Point (SMP)	Description
Triggered Ground Water Rule (GWR)	Triggered	6- or 7-digit Treatment Plant ID	GWR00x	Source Water Sample from well(s) that were in use when the originating Routine positive was collected. Sample must identify originating Routine positive sample number on lab sheet. Note the 'x' is a number that corresponds to a specific plant Facility ID for the water system. If known, the specific source or well should be identified in the street address/Tap Location field. Typically, if a PWS only has one TP then the value of the X in GWR00x should default to 1. All triggered GWR samples must be reported by the end of the next business day.
ASWM per GWR	Routine	6- or 7-digit Treatment Plant ID	GWR00x	12 months of Assessment Source Water Monitoring (ASWM) due to GWR Corrective Action. Samples need to be analyzed via Quanti-Tray method. Note the 'x' is a number that corresponds to a specific treatment plant Facility ID for the water system. The well ID should be noted in the street address/Tap Location field. All ASWM samples must be reported by the end of the next business day.
Confirmation per GWR	Confirmation	6 or 7-digit Treatment Plant ID	GWR00x	Samples required due to E. coli positive result on a well source. Samples must identify originating TG positive sample number on lab sheet. Note the 'x' is a number that corresponds to a specific treatment plant Facility ID for the water system. The well id should be noted in the street address/Tap Location field. All Confirmation GWR samples must be reported by the end of the next business day.
LT2 Coliform Sampling	Routine	6 or 7-digit Treatment Plant ID	LT200x	LT2 Monitoring for E. coli is requires to be reported at the LT200x sample point paired with the Treatment Plant Facility Code. Each Plant will have a unique sample point (LT2001, LT2002...). The Sample should be reported as Routine. LT2 Requires E. coli to be reported. All Coliform samples must have a Total Coliform result also. LT2 samples will be reported with both Total Coliform and E. coli. LT2 samples require E. coli enumeration. These samples, if positive, require Counts, Count Type (Most Probable Number) and Count Units (100 ml). If result is absent, leave these three fields blank.