



# eDrinking Water Reports — How to Report Water Quality Parameters (WQPs)

## Background and Set-up

### Background

Water Quality Parameters (WQPs) are required to be reported by a select set of water systems that have been identified by the Division of Drinking and Ground Waters (DDAGW) staff. WQPs are a limited set of analytes that may be analyzed by methods that are not certified by the Division of Environmental Services (DES) and therefore are not required to be submitted by a certified laboratory.

To be able to submit WQPs, DDAGW developed a new report, Water Quality Parameters, through eDrinking Water Reports (eDWR) on eBusiness Center.

### Requesting Access

DDAGW has created a lab reporting facility to be used for WQP reporting. PWSs required to report WQPs will need to send an email to [ddagw.ims@epa.ohio.gov](mailto:ddagw.ims@epa.ohio.gov) and copy their district staff to gain access to the reporting lab. Please use "WQP Reporting" in the email subject line.

## Reporting

### Reporting fields and available analytes

#### **Please take special note of the following:**

- 1) If an address is required to identify sample location, please be sure to put it into the comments.
- 2) Special characters such as "&" and "é" can cause issues. If you are having difficulty with uploading your XML file, check for special characters that may be causing issues.

Reporting fields	
<b>Lab Sample Number*</b>	Enter the lab sample number associated with the sample. Sample numbers are limited to 10 digits. <b>The same sample number cannot appear from the same lab on more than one report in one calendar year.</b> Ohio EPA recommends water systems come up with a consistent naming scheme for sample number, for example: 51323_1, 51323_2, 51323_3 for the first, second, and third samples taken 5/13/2023. Another example of a naming scheme could be 1, 2, 3, 4, starting with sample 1 at the beginning of each calendar year.  <i>Please note, special characters such as "&amp;" and "é" can cause issues. If you are having difficulty with uploading your XML file, check for special characters that may be causing issues.</i>
<b>PWS ID Number*</b>	Enter the seven-digit Public Water System Identification (PWS ID) Number assigned by Ohio EPA.
<b>Water Facility State Code*</b>	Enter the STU ID or the specific Facility code assigned to the location the sample was collected (STU, Well, Intake, Distribution, etc.).

<b>Sample Point ID*</b>	Enter the Sample Monitoring Point (SMP) assigned to the sample location and/or from the monitoring schedule for the PWS, <i>i.e.</i> , EP001, RS002, MR000, etc.
<b>Sample Collection Date*</b>	Enter the date (Month/Day/Year) which the sample was taken.
<b>Comments</b>	Include any additional information to further describe the sample location, data quality results, or any other pertinent information about the sample. <b><u>Please note, if an address is required to identify the sample location address, list it in the comments.</u></b>
<b>Analyte Code*</b>	Select the appropriate SDWIS Code and analyte name from the list.
<b>Less Than Indicator</b>	Select “<” or leave blank as appropriate.
<b>Result</b>	Enter the results value or the detection limit for the analysis.
<b>Result Unit Code</b>	Select the appropriate units for the analytical result.

<b>WQP Analyte List</b>	
1928  ALKALINITY, BICARBONATE	1013  FREE RESIDUAL CHLORINE
1067  ALKALINITY, CACO3 STABILITY	1918  HARDNESS, CALCIUM MAGNESIUM
1929  ALKALINITY, CARBONATE	1916  HARDNESS, CARBONATE
1931  ALKALINITY, PHENOLPHTHALEIN	1917  HARDNESS, NONCARBONATE
1927  ALKALINITY, TOTAL	1915  HARDNESS, TOTAL (AS CAC03)
1002  ALUMINUM	1028  IRON
BUFI  BUFFER INTENSITY	1997  LANGELIER INDEX (PH(S))
1019  CALCIUM	1032  MANGANESE
2920  CARBON, TOTAL	1044  ORTHOPHOSPHATE
1006  CHLORAMINE	OREP  OXIDATION REDUCTION POTENTIAL
1017  CHLORIDE	1925  PH
0999  CHLORINE	1066  PH, CACO3 STABILITY S.U.
1008  CHLORINE DIOXIDE	1043  PHOSPHATE, TOTAL
1009  CHLORITE	1093  PHOSPHORUS, TOTAL
1001  COMBINED CHLORINE	1049  SILICA
1064  CONDUCTIVITY @ 25 C UMHOS/CM	1055  SULFATE
DSIC  DISSOLVED INORGANIC CARBON	1930  TDS
2919  DISSOLVED ORGANIC CARBON	1996  TEMPERATURE (CENTIGRADE)
DSOT  DISSOLVED OXYGEN, TOTAL	1000  TOTAL CHLORINE
	TORC  TOTAL ORGANIC CARBON

<b>Result unit codes</b>	
MG/L	FTU
UG/L	GC/uL
NG/L	LANG
%LUM	LBS/CFT
%PUR	LBS/GAL
ADMIU	MFL
AGGR	mV
C	NTU

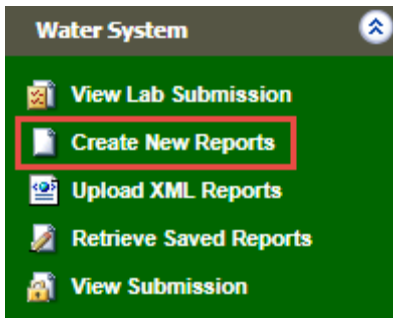
CM-1	OBSVNS
CT	PH
CU	SU
F	TON

Reporting negative numbers for ORP

Currently, reporting negative numbers for oxidation-reduction potential (ORP) through eDWR is not available, although negative numbers for ORP can be valid results. To report negative numbers for ORP, please report the result as normal but leave the result in the comments section indicating the sign (e.g., “-300 mV”). For example:

Lab Sample Number*	PWS ID Number*	Water Facility State Code*	Sample Point ID*	Sample Collection Date*	Comment	Analyte Code*	Less Than Indicator	Result*	Result Unit Code*	Update
1-OH2599912	OH2599912	DS1	DS000	08/14/2023	-300 mV	OXIDATION-REDUCTION POTENTIAL	N/A	300	mV	Edit Delete
2-OH2599912	OH2599912	DS1	DS000	08/14/2023		OXIDATION-REDUCTION POTENTIAL	N/A	300	mV	Edit Delete

Create a new WQP SSR (Online Entry)



- 1) Log into eDWR
- 2) Select **eDrinking Water Reports**.
- 3) Select **Create New Reports** from the **Water System Menu**.
- 4) Select the correct Water System from the drop-down list.
- 5) **Online Entry** – Select “**Entry**” under Water Quality Parameter Reporting.

eDWR > Water System > Create New MOR Report

Create New MORs

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

Water System Reports for: IMS TESTING PWS

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
Water Quality Parameters	Water Quality Parameter Reporting	View	XML Excel	Entry

6) Select **Create New WQP Report** and then **Add New Record**.

**Water Quality Parameter Service Report**

PWS ID - Name: OH2599912 - IMS TESTING PWS  
 Laboratory Name: REPORTING LAB FOR WQP  
 Laboratory Certification Number: OH800  
 Report Form ID:

Note: All Lab Sample Number will be concatenated by PWS ID Number automatically.

+ Add new record Retrieve Saved Report Submit to EPA

Lab Sample Number*	PWS ID Number*	Water Facility State Code*	Sample Point ID*	Sample Collection Date*	Comment	Analyte C...	Less T... Indicator	Result*	Result Unit Code*	Update

7) Enter sample data and results.

For Lab Sample Number, the data may not be associated with a certified lab, however the data still needs a Sample Number associated with it. Sample numbers are limited to 10 digits, not including the 9 digit PWS ID number that will be appended to the sample number upon entry. The exact same sample number cannot appear from the same lab on more than one report in one calendar year.

Ohio EPA recommends water systems come up with a consistent naming scheme for sample number, for example: 51323\_1, 51323\_2, 51323\_3 for the first, second, and third samples taken 5/13/2023. Another example of a naming scheme could be 1, 2, 3, 4, starting with sample 1 at the beginning of each year.

Please note, special characters such as “&” and “é” can cause issues. If you are having difficulty with uploading your XML file, check for special characters that may be causing issues.

**8) Click Update.**

**Water Quality Parameter Service Report**

**PWS ID - Name:** OH2599912 - IMS TESTING PWS  
**Laboratory Name:** REPORTING LAB FOR WQP  
**Laboratory Certification Number:** OH800  
**Report Form ID:**

**Note:** All Lab Sample Number will be concatenated by PWS ID Number automatically.

+ Add new record   Retrieve Saved Report   Submit to EPA

Lab Sample Number*	PWS ID Number*	Water Facility State Code*	Sample Point ID*	Sample Collection Date*	Comment	Analyte C...	Less T... Indicator	Result*	Result Unit Code*	Update
123	OH2599912	2562342	EP001	03/01/...	Online Entry Testing	1028   IR...	N/A	2.123	MG/L	Update Cancel

**9) Select Add new Record to continue adding results.**

**Water Quality Parameter Service Report**

**PWS ID - Name:** OH2599912 - IMS TESTING PWS  
**Laboratory Name:** REPORTING LAB FOR WQP  
**Laboratory Certification Number:** OH800  
**Report Form ID:** 276732

**Note:** All Lab Sample Number will be concatenated by PWS ID Number automatically.

+ Add new record   Retrieve Saved Report   Submit to EPA

Lab Sample Number*	PWS ID Number*	Water Facility State Code*	Sample Point ID*	Sample Collection Date*	Comment	Analyte Co...	Less T... Indicator	Result*	Result Unit Code*	Update
2-OH2599912	OH2599912	2562342	EP001	04/06/2023	this is a test.	1925   PH		8.1	SU	Edit Delete
1-OH2599912	OH2599912	2562342	EP001	04/05/2023	this is a test.	ORTHOPHOSP...	N/A	2.2	MG/L	Edit Delete

**10) Select Submit to EPA to PIN and submit.**

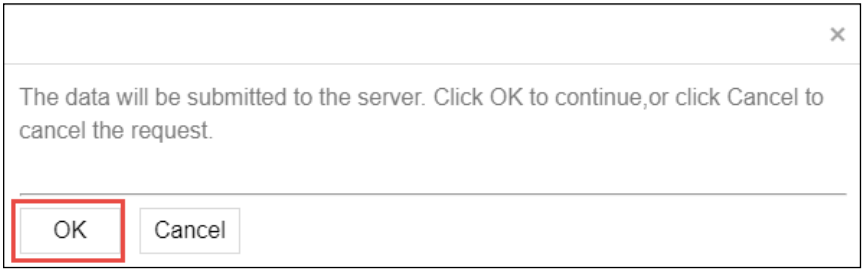
**Water Quality Parameter Service Report**

**PWS ID - Name:** OH2599912 - IMS TESTING PWS  
**Laboratory Name:** REPORTING LAB FOR WQP  
**Laboratory Certification Number:** OH800  
**Report Form ID:** 276732

**Note:** All Lab Sample Number will be concatenated by PWS ID Number automatically.

+ Add new record   Retrieve Saved Report   Submit to EPA

Lab Sample Number*	PWS ID Number*	Water Facility State Code*	Sample Point ID*	Sample Collection Date*	Comment	Analyte Co...	Less T... Indicator	Result*	Result Unit Code*	Update
2-OH2599912	OH2599912	2562342	EP001	04/06/2023	this is a test.	1925   PH		8.1	SU	Edit Delete
1-OH2599912	OH2599912	2562342	EP001	04/05/2023	this is a test.	ORTHOPHOSP...	N/A	2.2	MG/L	Edit Delete



11) Check the Certify checkbox, enter PIN, Security Answer and select Submit.

The confirmation screen and email only indicates that you have successfully uploaded your report and does not mean it has been accepted and processed by Ohio EPA.



**Submission Successful! Please go to 'View Reports' page to check the submission status later.**

**Submission ID: 1228892**  
**Certifier's Name: Megan Shortridge**  
**Certifier's TCP/IP address: 10.181.8.49**  
**Date and time file was sent: 04/06/2023 11:54:00 (Based on local server time)**  
**Date and time file was received: 04/06/2023 11:54:00 (Based on local server time)**  
**Date and time acknowledgement was sent: 04/06/2023 11:54:01 (Based on local server time)**

## Use View Submission to check status

Select “**View Lab Submissions**” and verify the report status:

View	Sub. ID	Report ID	Laboratory Name	Received Date	Status
	1227052	408051	REPORTING LAB FOR WQP	03/29/2023 09:22:54	
	1220876	405727	DDAGW REPORTING LABORATORY-C	03/06/2023 09:12:01	
	1220871	405723	DDAGW REPORTING LABORATORY-C	03/06/2023 09:03:57	

Status: Processed Rejected Received Resubmitted

**Processed:** Report has been received, and accepted into our system.

**Rejected:** Report must be retrieved, corrected, and re-submitted.

**Received:** Report has been uploaded but not yet processed.

**Resubmitted:** Report has been retrieved, corrected, and re-submitted.

Please note, there are three tabs at the top of the View submission screen. Each tab gives a little bit different information:

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

**View Lab Submissions:** Displays when and who submitted the report. On this tab, **the Red Rejected “X”** symbol is a link that will display the reason the file was rejected.

**View Lab Reports:** This tab displays the “View” icon link for opening the submission to view and print your samples.

**View Lab Samples:** This tab displays specific detail of the sample, by analyte. The status on this tab is the status given by EPA’s internal database (SDWIS Status). This tab is useful for searching for a sample or samples, Submission ID, PWS ID or sample number.

### [Create a new WQP SSR \(Excel with XML upload\)](#)

1) Log into **eDWR**.

Water System

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

2) Select **eDrinking Water Reports**.

3) Select **Create New Reports** from the Water System Menu.

4) Select **Excel** under Download. When downloading the spreadsheet, save it to a location on your PC where you can retrieve it. Once the file is downloaded, you can log out of the eBusiness Center.

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
Water Quality Parameters	Water Quality Parameter Reporting	View	XML	Excel	Entry

**5) Open Excel** and the WQP.xlsm spreadsheet.

A security window may pop up regarding “Macros.” A macro is a program embedded into this spreadsheet that must run to complete the submission. Select **Enable** Macros when prompted.

Central Office  
50 W Town Street  
Columbus, Ohio 43215  
(614) 644-2752 FAX (614) 644-2909

Version 3.0.0-WQP  
Last Updated-10/20/2021- February 24, 2022

Reporting Lab Certification Number\* OH800

NOTE: Begin entering samples in row 13  
\* - Indicates Required Field. All Lab Sample Number will be concatenated by PWS ID Number automatically.

Sample Information					Analysis Results				
Lab Sample Number*	PWS ID Number*	Water Facility State Code*	Sample Point ID*	Sample Collection Date*	Comments	Analyte Code*	Less Than Indicator	Result*	Result Unit Code*

**6) Enter your results:**

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Columbus, Ohio 43215  
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Version 3.0.0-WQP  
Last Updated-10/20/2021- February 24, 2022

Reporting Lab Certification Number\* OH800

NOTE: Begin entering samples in row 13  
\* - Indicates Required Field. All Lab Sample Number will be concatenated by PWS ID Number automatically.

Sample Information					Analysis Results				
Lab Sample Number*	PWS ID Number*	Water Facility State Code*	Sample Point ID*	Sample Collection Date*	Comments	Analyte Code*	Less Than Indicator	Result*	Result Unit Code*
123	OH2599912	2562342	EP001	03/01/2023	excel file testing upload	1002  ALUMINUM	<	1.21	MG/L
123	OH2599912	2562342	EP001	03/01/2023		1017  CHLORIDE		2.123	MG/L
5555	OH2599912	2562342	EP001	03/15/2023	Second Sample	1925  PH		6.5	SU

**7) Save this Excel file** in a location on your PC that you will be able to find again. Save it with a name that will help identify the samples. For example, save it as **WQP-March.xlsm** or **WQP\_Samples-123 and 5555.xlsm** (indicating the sample numbers in the filename).

- 8) Create and save the XML file that will be uploaded in eDWR. Note that the XML file is NOT the same as the Excel spreadsheet that the data / results were entered into.

Click the **gray button** at the top of the spreadsheet “Generate XML.”

**Ohio Environmental Protection Agency**

Central Office  
50 W Town Street  
Columbus, Ohio 43215  
(614) 644-2752 FAX (614) 644-2909

Version 3.0.0-WQP  
Last Updated-10/20/2021-2 February 24, 2022

Reporting Lab Certification Number\* OH800

**NOTE:** Begin entering samples in row 13  
\* - Indicates Required Field. All Lab Sample Number will be concatenated by PWS ID Number automatically.

Sample Information						Analysis Results			
Lab Sample Number*	PWS ID Number*	Water Facility State Code*	Sample Point ID*	Sample Collection Date*	Comments	Analyte Code*	Less Than Indicator	Result*	Result Unit Code*
040623_1	OH2599912	2562342	EP001	04/06/2023	this is a test	DOTJ DISSOLVED OXYGEN, TOTAL		8.3	MGL
040623_2	OH2599912	2562342	EP001	04/06/2023	this is a test	DOTJ DISSOLVED OXYGEN, TOTAL		8.3	MGL
040623_3	OH2599912	2562342	EP001	04/06/2023	this is a test	DOTJ DISSOLVED OXYGEN, TOTAL		8.3	MGL
040623_4	OH2599912	2562342	DS001	04/06/2023	this is a test	DOTJ DISSOLVED OXYGEN, TOTAL		8.3	MGL
040623_5	OH2599912	2562342	EP001	04/06/2023	this is a test	DOTJ DISSOLVED OXYGEN, TOTAL		8.3	MGL
040623_6	OH2599912	2562342	EP001	04/06/2023	this is a test	DOTJ DISSOLVED OXYGEN, TOTAL		8.3	MGL
040623_7	OH2599912	2562342	EP001	04/06/2023	this is a test	DOTJ DISSOLVED OXYGEN, TOTAL		8.3	MGL
040623_8	OH2599912	2562342	EP001	04/06/2023	this is a test	DOTJ DISSOLVED OXYGEN, TOTAL		8.3	MGL

It will pop up with a window that asks if you are ready to proceed. Select “Yes.”

- 9) Once the XML file has been created, you are okay to save and close the Excel Spreadsheet.
- 10) Log into the eBusiness Center. Select **eDrinking Water Reports**.
- 11) Select **Upload XML Reports** from the **Water System Menu**.
- 12) Select “Browse” and browse for the XML file that you created in step 8.
- 13) Check the Certify checkbox, enter PIN, Security Answer and select **Submit**.

- 1 Select File C:\Users\10086163\Documents\EDWR Testing\EPA Reports\Bacti Samples Browse...
- 2 Test File Test File
- 3 Certify Your Submission
 

As the true and sole authorized user of this Personal Identification Number (PIN), by transmitting this information electronically using this PIN, I certify under penalty of law that: (1) I have not violated any term in my Subscriber Agreement; and (2) 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; and I further certify that: (1) I am familiar with the information submitted herein and I have had the opportunity to review it in electronic form and the information is true,

I have read and agree with the above statement
- 4 Enter PIN ●●●●●●
- 5 Security Question What color is red?  
Answer ●●●
- 6 Submit File Submit

14) The confirmation screen and email only indicate that you have successfully uploaded your report.



**Submission Successful! Please go to 'View Reports' page to check the submission status later.**

**Submission ID:** 1228918  
**Certifier's Name:** Megan Shortridge  
**Certifier's TCP/IP address:** 10.181.8.49  
**Date and time file was sent:** 04/06/2023 12:27:00 (Based on local server time)  
**Date and time file was received:** 04/06/2023 12:27:00 (Based on local server time)  
**Date and time acknowledgement was sent:** 04/06/2023 12:27:01 (Based on local server time)

15) Select “View Lab Submissions” and verify the report status.

Status: Processed Rejected Received Resubmitted

**Processed:** Report has been received and accepted into our system.

**Rejected:** Report must be retrieved, corrected, and re-submitted.

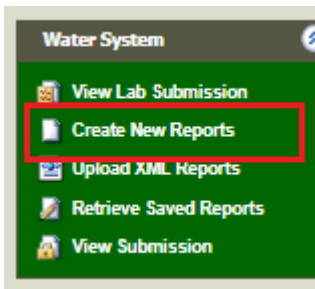
**Received:** Report has been uploaded but not yet processed.

**Resubmitted:** Report has been retrieved, corrected, and re-submitted.

[Retrieve or delete draft versions of Water Quality Parameters Reports](#)

To retrieve Water Quality Parameter Reports that you started working on, but did not submit:

- 1) Log into eDWR.
- 2) Select **eDrinking Water Reports**.
- 3) Select **Create New Reports** from the Water System Menu.



4) Under **Water Quality Parameters**, select Online Entry.

eDWR > Water System > Create New MOR Report

Create New MORs

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

Water System Reports for: IMS TESTING PWS

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
Water Quality Parameters	Water Quality Parameter Reporting	View	XML  Excel	Entry

5) Select **Edit** to continue working on your report, or **Delete** to delete the draft submission.

• eDWR > Water System > Retrieve Saved WQP Reports

Retrieve Saved WQP Reports

PWS ID - Name: **OH2599912 - IMS TESTING PWS**

Laboratory: REPORTING LAB FOR WQP

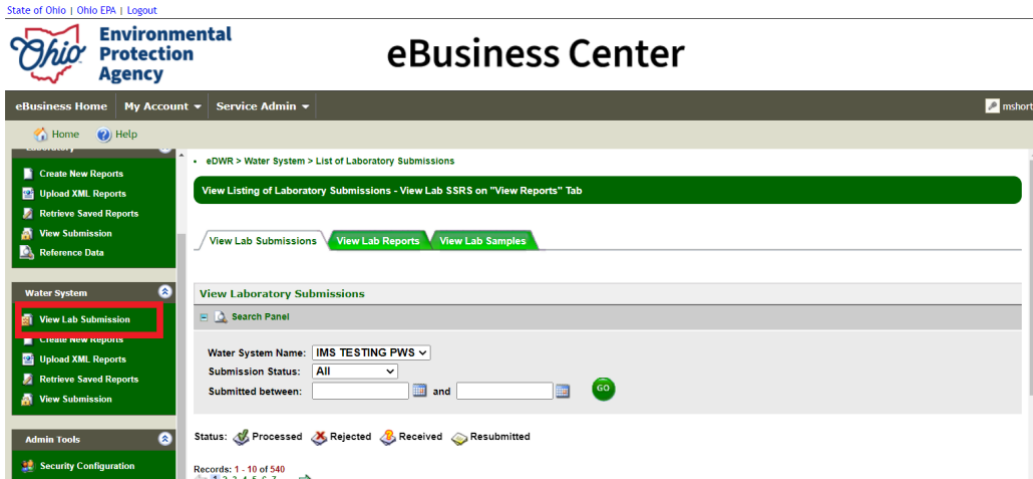
Create New WQP Report | Create New WS Reports

Last Updated Date	Last Updated By	Report Form ID	Previous Submission ID	Edit	Delete
04/06/2023	mshortr	277012			

[View Previous Submissions of Water Quality Parameters](#)

If you would like to see what has been previously submitted for your system using WQP Reporting:

- 1) Navigate to “View Lab Submission” under “Water System.”



- 2) Click on the “View Lab Reports” tab. Under the submitted between dates, you can put in a relevant range of dates.
- 3) Click on the yellow sticky note to view a human readable version of what has been submitted.

• eDWR > Water System > View Lab Reports

View Laboratory SSRs submitted for your Water System

View Lab Submissions | View Lab Reports | View Lab Samples

View Submitted Laboratory Reports

Water System Name: IMS TESTING PWS

Submission Status: All | Report Type: All

Submitted between: [ ] and [ ]

Status: Processed Rejected Received Resubmitted

Records: 1 - 10 of 540

View	Sub. ID	Report ID	Laboratory Name	Received Date	Status	Report Type
	1275321	429669	REPORTING LAB FOR WQP	10/04/2023 13:23:53		
	1273875	428551	REPORTING LAB FOR WQP	09/26/2023 10:25:11		
	1273869	428543	REPORTING LAB FOR WQP	09/26/2023 10:14:44		
	1272169	427635	REPORTING LAB FOR WQP	09/19/2023 13:23:52		

4) Click on the “View Lab Samples” tab to see individual sample results in a table.

[What to do if you submitted results, but need to make corrections](#)

If you submitted results and afterwards determine that data was incorrect, please contact the Information Management Section (IMS) at [ddagw.ims@epa.ohio.gov](mailto:ddagw.ims@epa.ohio.gov) for assistance. Samples may need to be deleted before they can be resubmitted with the corrected data.

**Contact**

For more information, contact Megan Weiss at [Megan.Weiss@epa.ohio.gov](mailto:Megan.Weiss@epa.ohio.gov) or 614-705-1146.