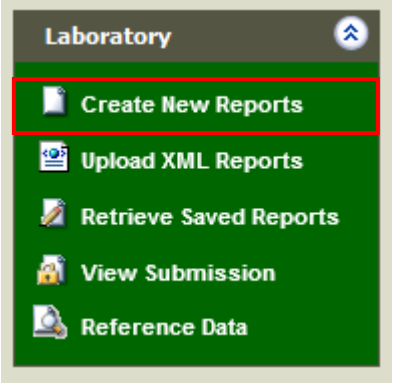
Lab Sample Number*	Enter the sample number issued by the reporting lab. Sample numbers are limited to 10 digits. The exact same sample number cannot appear from the same lab on more than one report in one calendar year.
PWS ID Number*	Enter the seven digit Public Water System Identification (PWS ID) Number assigned by Ohio EPA.
Water Facility State Code*	Enter the STU ID or the specific Facility code assigned to the location the sample was collected (STU, Well, Intake, Distribution, etc…). (These codes can be looked up in the reference data menu of eDWR)
Sample Point ID*	Enter the Sample Monitoring Point assigned to this sample location and/or from the monitoring schedule for the PWS, i.e., EP001, RS002, MR000, etc. (These codes can be found in the reference data menu of eDWR)
Sample Collection Date*	Enter the date (Month/Day/Year) which the sample was taken.
Sample Collection Time	Enter the time the sample was taken - HHMM
Lab Receipt Date	Enter the date (Month/Day/Year) which the sample was received at the lab.
Sample Rejection Reason	Select from the dropdown list the reason the entire sample was rejected for analysis. Leave Blank if sample was analyzed
Sample Type*	Select from the dropdown list the Sample Type being submitted. Note: Compliance samples are scheduled. All other samples are Special-Noncompliance. Special purpose samples are for: new mains, new well samples, and special investigations. Note the specific purpose in the comment section.
Pb/Cu Location Type	This field is only used when submitting lead and copper data and must be one of the following locations: At Source, Flushed, First Draw and Lead Service Line.
Collection Address	Enter the street address where the sample was taken, example: 1847 Main. This field is required if analyte is Lead or Copper
Comments	Include any additional information to further describe the sample location, data quality results or any other pertinent information about the sample.
Analyte Code*	Select the Appropriate SDWIS Code and analyte name from the list.
Analysis Completion Date	Enter the date the analysis was completed
Analysis Completion Time	Enter the time the analysis was completed
Data Quality*	Select accepted or rejected depending on the validity of the sample result.
Data Quality Reason	Required if data Quality is rejected, select the reason from the list.
Analysis Method Code	Indicate the method used to perform the analysis. (These codes can be found in the reference data menu of eDWR)
Less Than Indicator	Select “<” or leave blank as appropriate.
Result	Enter the results value or the detection limit for the analysis.
Result Unit Code	Select the appropriate units for the analytical result.
Analytical Lab	Enter the certification number of the lab which analyzed the sample.
Analyst	Enter the number assigned by the Ohio EPA for the approved analyst.
QC Date	Enter the date the analytical lab completed the Quality Control for the sample

Examples of Water Facility State Code and Sample Point ID Pairs:

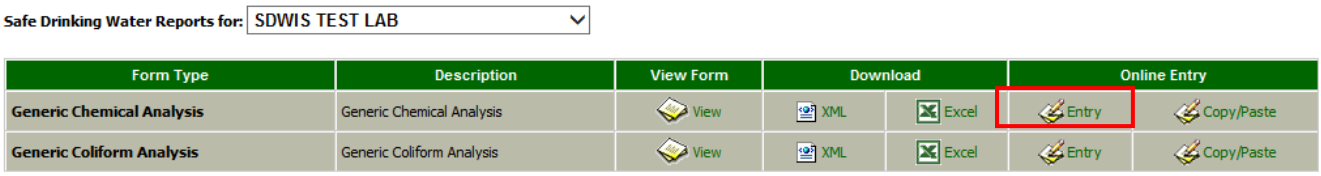
Sample Location	Sample Point ID	Water Facility State Code
Distribution Sample	DS000	DS1
Distribution Sample	MR000	DS1
Entry Point STU #1	EP001	2562342
Entry Point STU #2	EP002	2561212
Well #1 Raw Sample	RS001	WL00321
Distribution DBP Sample	DS201	DS1
Distribution DBP Sample	DS202	DS1

Create a new Chemical SSR (Online Entry)

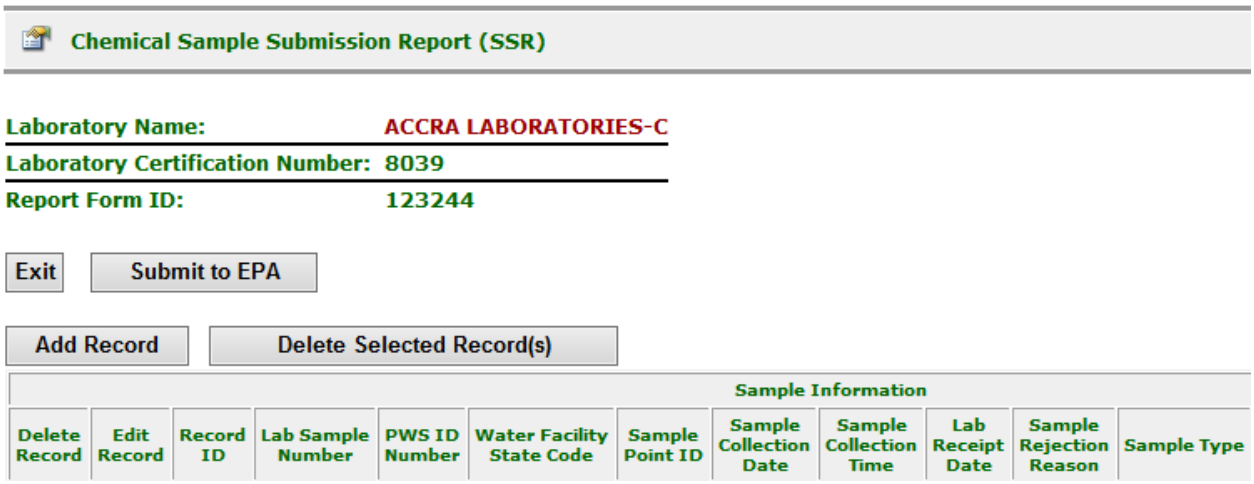


1. Log into eDWR
2. Select **eDrinking Water Reports**.
3. Select **Create New Reports** from the Laboratory Menu.

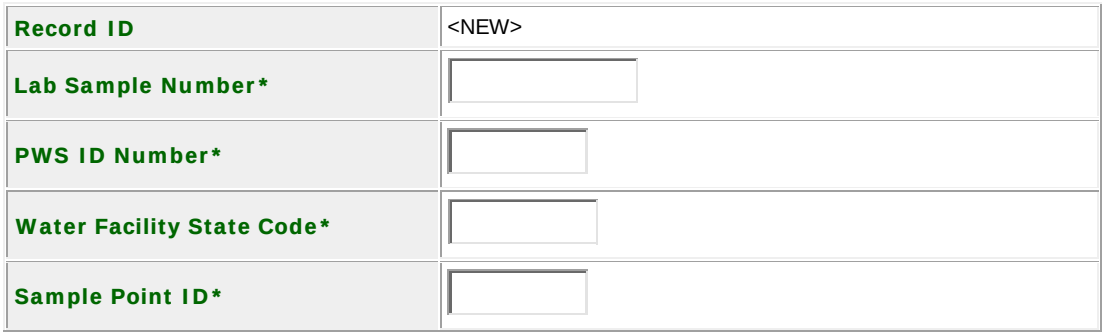
4. Select the correct Laboratory from the drop-down list.



5. **Online Entry** – Select **"Entry"** for Generic Chemical Analysis.
6. **Select Add Record**



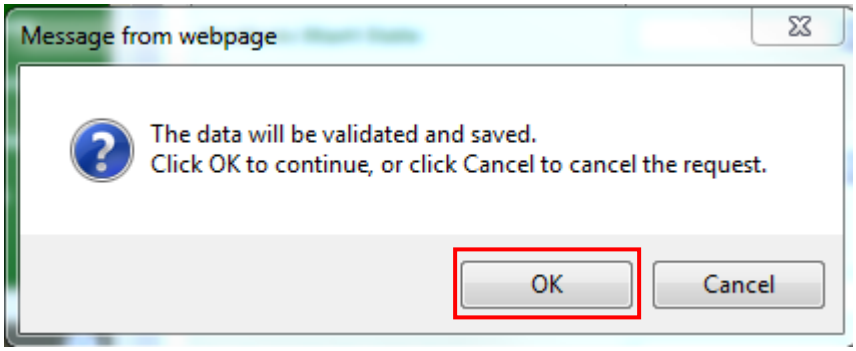
7. **Enter sample data and results:**



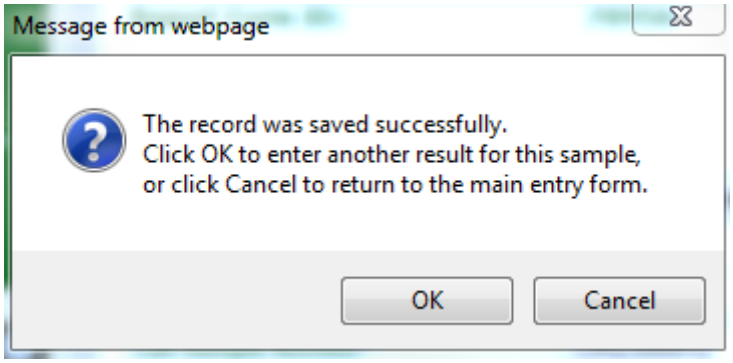
Sample Collection Date*	
Sample Collection Time (HHMM)	
Lab Receipt Date	
Sample Rejection Reason	Select
Sample Type*	Select
Pb/Cu Location Type	Select
Collection Address	
Comments	
Analyte Code*	Select
Analysis Completion Date	
Analysis Completion Time (HHMM)	
Data Quality	Select
Data Quality Reason	Select
Analysis Method Code	
Less Than Indicator	Select
Result	
Result Unit Code	Select
Analytical Lab	
Analyst #	
QC Date	

Cancel Validate Validate and Save

8. Select **Validate and Save** and then **OK** to confirm



9. A second message box will appear asking if you need to add another result to this sample. If you are adding additional analytes, select **OK**, and enter the next analyte results. If not, and you want to add your next sample select **Cancel**

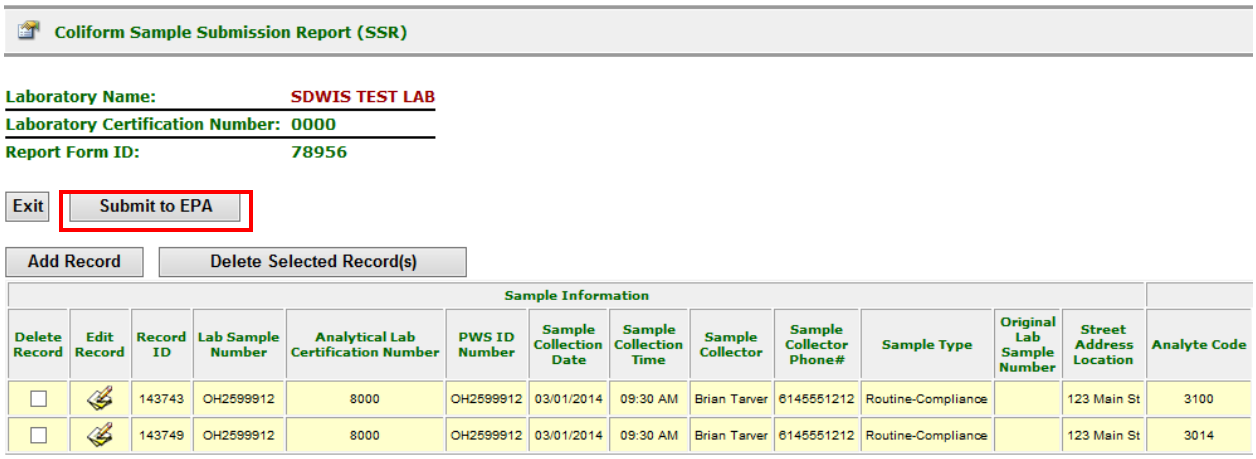


OK – To add additional analyte result
Cancel – To save and add a new sample

10. Selecting Cancel, saves the results and returns to where you can add the next sample (Step 6).

11. Continue adding samples until complete.

12. When completed, double check the results and Select **Submit to EPA**



Coliform Sample Submission Report (SSR)

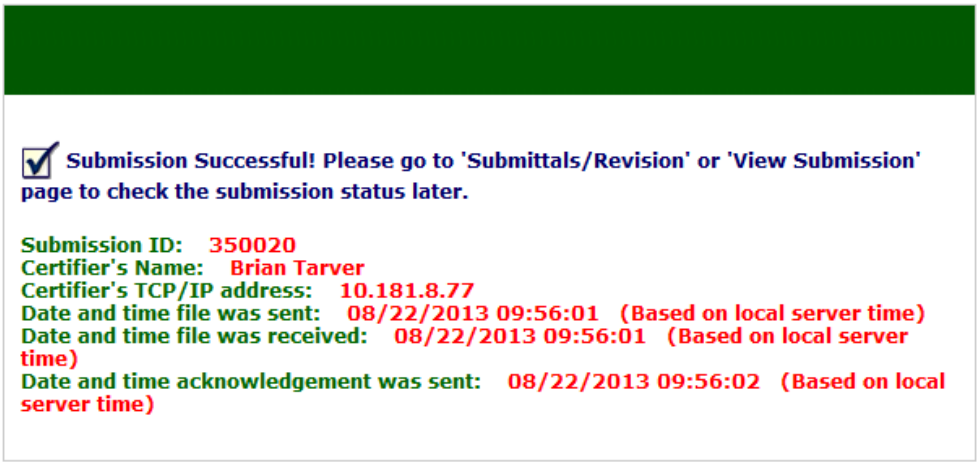
Laboratory Name: SDWIS TEST LAB
Laboratory Certification Number: 0000
Report Form ID: 78956

Exit | Submit to EPA

Add Record | Delete Selected Record(s)

Sample Information													
Delete Record	Edit Record	Record ID	Lab Sample Number	Analytical Lab Certification Number	PWS ID Number	Sample Collection Date	Sample Collection Time	Sample Collector	Sample Collector Phone#	Sample Type	Original Lab Sample Number	Street Address Location	Analyte Code
☐		143743	OH2599912	8000	OH2599912	03/01/2014	09:30 AM	Brian Tarver	6145551212	Routine-Compliance		123 Main St	3100
☐		143749	OH2599912	8000	OH2599912	03/01/2014	09:30 AM	Brian Tarver	6145551212	Routine-Compliance		123 Main St	3014

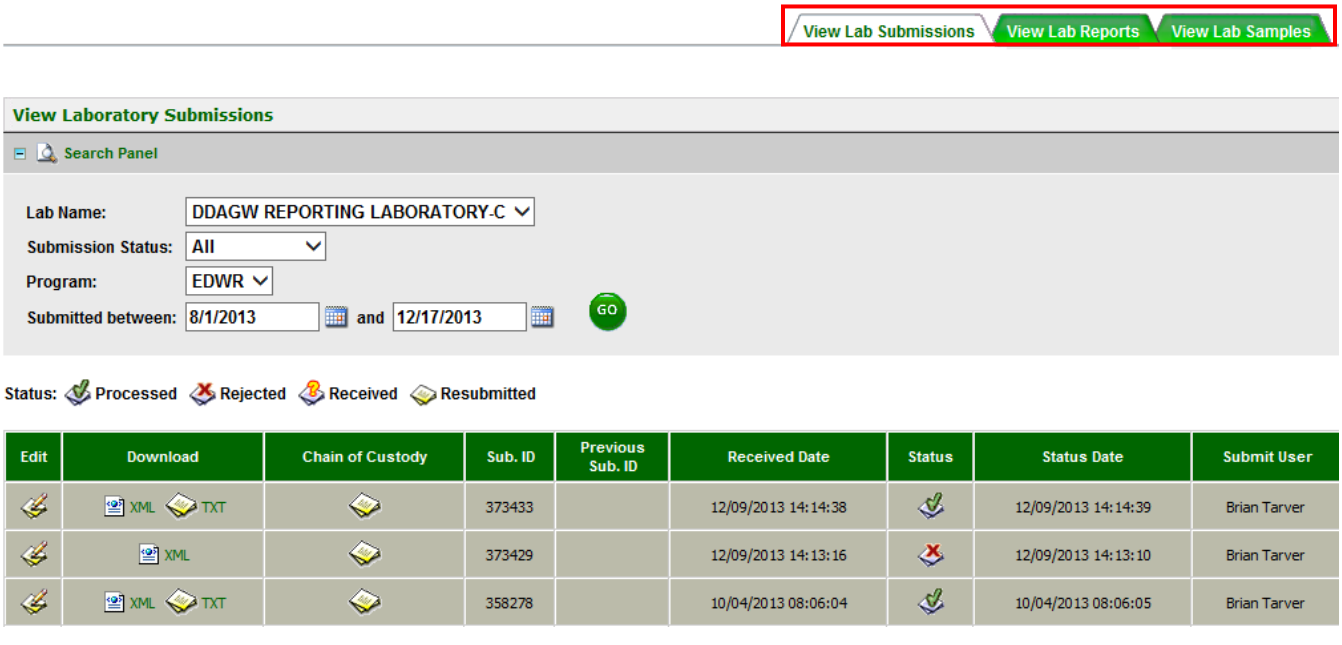
13. Check the Certify checkbox, enter PIN, Security Answer and select Submit.
14. The confirmation screen and email only indicates that you have successfully uploaded your report and does **NOT** mean it has been accepted and processed by Ohio EPA



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

Submission ID: 350020
Certifier's Name: Brian Tarver
Certifier's TCP/IP address: 10.181.8.77
Date and time file was sent: 08/22/2013 09:56:01 (Based on local server time)
Date and time file was received: 08/22/2013 09:56:01 (Based on local server time)
Date and time acknowledgement was sent: 08/22/2013 09:56:02 (Based on local server time)

15. Select "**View Submissions**" and verify the report status:
    Select the **Lab Name** and the **Date Range** for the for the submission you are searching to view

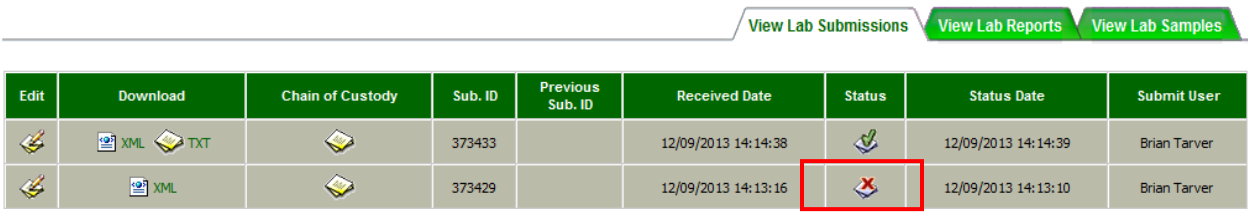


Status: Processed Rejected Received Resubmitted

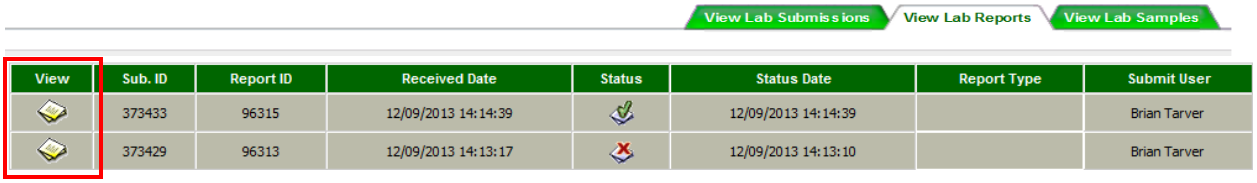
- **Processed**: Report has been received and accepted into our system.
- **Rejected**: Report must be retrieved, corrected and re-submitted.
- **Received**: Report has been uploaded but not yet processed.
- **Resubmitted**: Report has been retrieved, corrected and re-submitted.

Note that there are three Tabs at the top lf the View submission screen. Each tab gives a little different information.

- **View Lab Submissions**: Displays When and Who submitted the report and an edit icon to be used when correcting a rejected report. On this tab, **the Red Rejected "X"** symbol is a link that will display the reason the file was rejected.

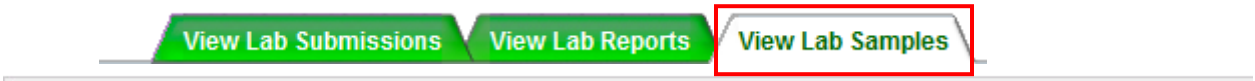


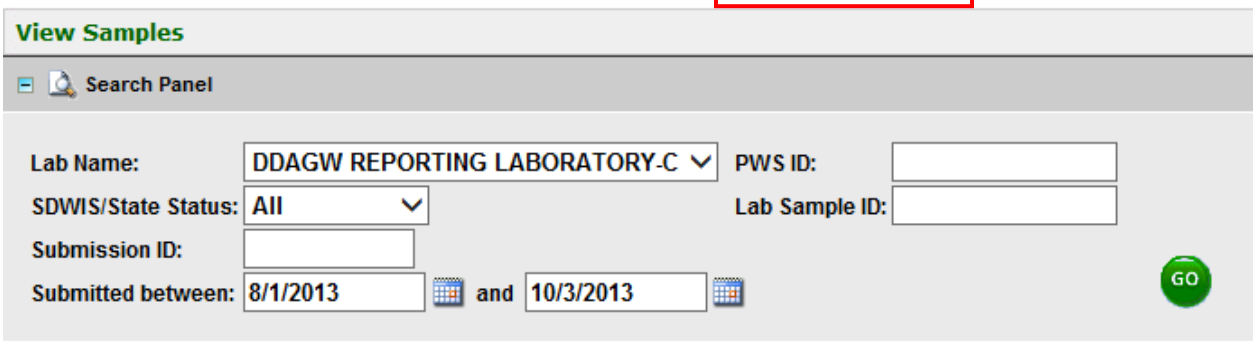
- **View Lab Reports**: This tab displays the "View" icon link for opening the submission to view and print your samples



View	Sub. ID	Report ID	Received Date	Status	Status Date	Report Type	Submit User
	373433	96315	12/09/2013 14:14:39		12/09/2013 14:14:39		Brian Tarver
	373429	96313	12/09/2013 14:13:17		12/09/2013 14:13:10		Brian Tarver

- **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, PWSID or sample number.



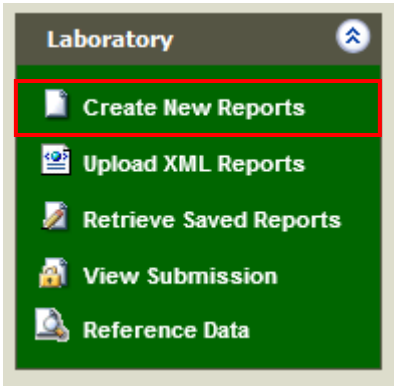


SDWIS/State Status: Unavailable Pending Accepted Flagged Rejected

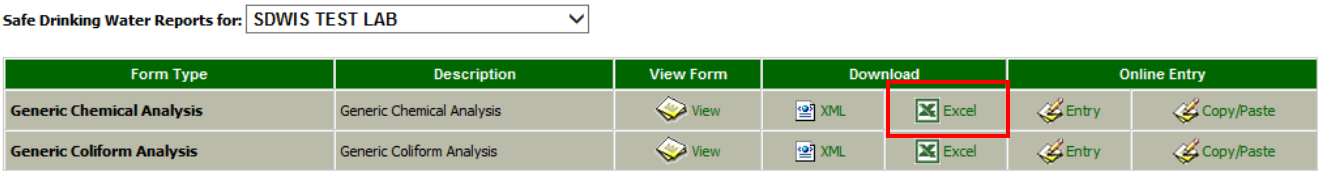
View Data	Sample ID	PWS ID	Analyte	Sub. ID	Report ID	Received Date	SDWIS Status	Status Date	Sample Reason
	123	OH2599912	3100	373433	96315	12/09/2013 14:14:39		12/09/2013 14:14:39	
	123	OH2599912	3100	373429	96313	12/09/2013 14:13:17		12/09/2013 14:13:17	
	656	OH2599912	3100	358278	91579	10/04/2013 08:06:05		10/04/2013 08:06:05	
	657	OH2599912	3014	358278	91579	10/04/2013 08:06:05		10/04/2013 08:06:05	
	657	OH2599912	3100	358278	91579	10/04/2013 08:06:05		10/04/2013 08:06:05	
	165464`	OH2599912	3100	358265	91575	10/04/2013 07:38:25		10/04/2013 07:38:25	
	123654	OH2599912	3100	349866	88241	08/21/2013 07:17:18		08/21/2013 07:17:18	
	1	OH2599912	3100	348860	88147	08/19/2013 15:08:59		08/19/2013 15:08:59	REJECT: Sample failed duplicate by data check. Sample with the same laboratory sample ID, laboratory and collection year already present in database. (SAMPLE)
	2131231	OH2599912	1040	345265	87237	08/07/2013 07:11:15		08/07/2013 07:11:15	

Create a new Chemical SSR (Excel with xml upload or Copy and Paste)

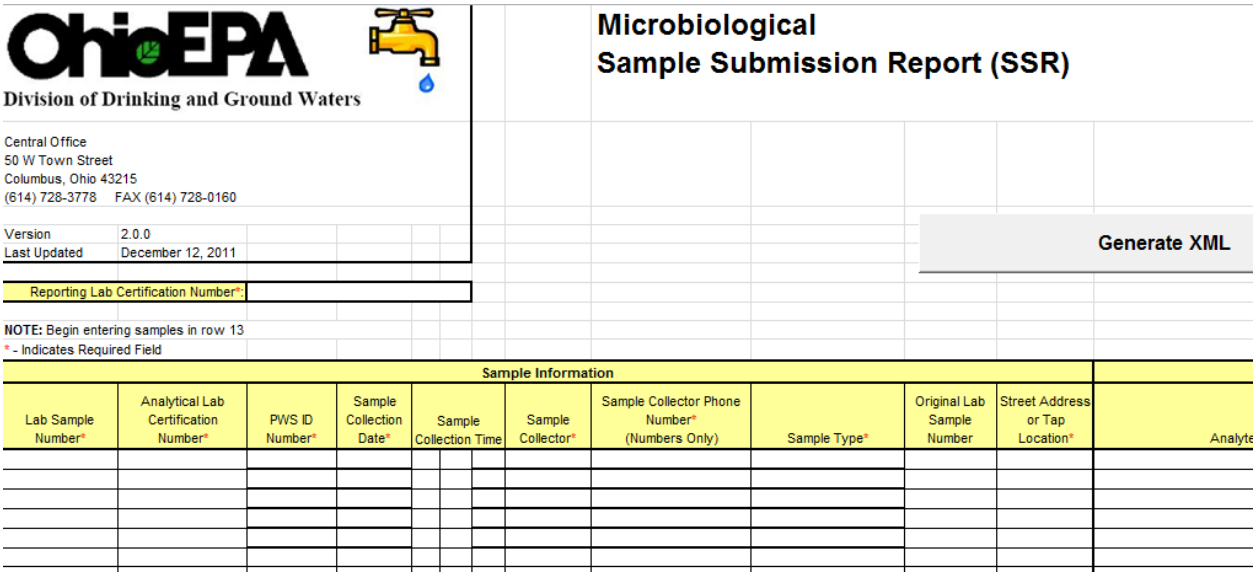
1. Log into eDWR
2. Select **eDrinking Water Reports**.
3. Select **Create New Reports** from the Laboratory Menu.



4. Select a Download **Excel**. 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.



5. **Open Excel** and the Lab_GC.xls 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.



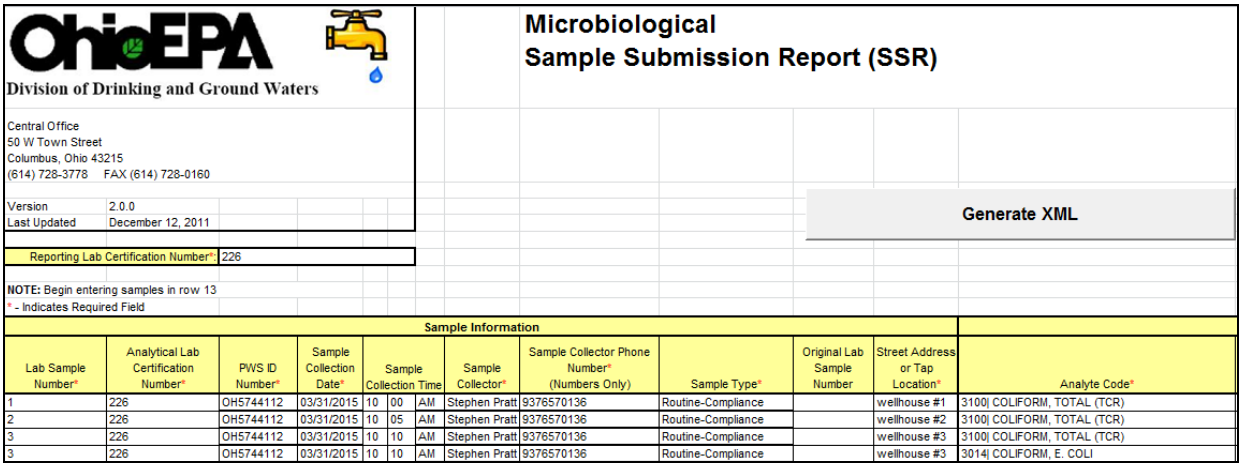
6. Enter your lab Certification number at the top (C7)

7. Enter the results:

Sample Information											
Lab Sample Number*	Analytical Lab Certification Number*	PWS ID Number*	Sample Collection Date*	Sample Collection Time			Sample Collector*	Sample Collector Phone Number* (Numbers Only)	Sample Type*	Original Lab Sample Number	Street Address or Tap Location*
1	226	OH5744112	03/31/2015	10	00	AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #1
2	226	OH5744112	03/31/2015	10	05	AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #2
3	226	OH5744112	03/31/2015	10	10	AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #3
3	226	OH5744112	03/31/2015	10	10	AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #3

Analysis Results															
Analyte Code*	Analysis Start Date	Analysis Start Time			Analysis Completion Date*	Analysis Completion Time			Data Quality Results	Analysis Method Code*	Microbe Presence Indicator	Free Chlorine Residual	Total Chlorine Residual	Comments	Analyst #*
3100| COLIFORM, TOTAL (TCR)	03/31/2015	12	30	PM	03/31/2015	12	40	PM		9223B-PA	Absence	1.1	1.2		3418
3100| COLIFORM, TOTAL (TCR)	03/31/2015	12	30	PM	03/31/2015	12	40	PM		9223B-PA	Absence	1.1	1.2		3418
3100| COLIFORM, TOTAL (TCR)	03/31/2015	12	30	PM	03/31/2015	12	40	PM		9223B-PA	Presence	1.2	1.3		3418
3014| COLIFORM, E. COLI	03/31/2015	12	30	PM	03/31/2015	12	40	PM		9223B-PA	Absence	1.2	1.3		3418

8. Save this Excel file. Save it in a location on the PC that you will be able to find again. Save it with a name that will help identify the samples. For Example save as **Lab_Chem-March.xls** or **Lab_ChemSamples-25-45.xls** (indicating the sample numbers in the file).
9. Create and save the XML file that will be uploaded in eDWR. Note that the XML file is NOT the same and the excel spreadsheet that the data/results were entered into.
   Click the gray button at the top of the spreadsheet "Generate XML"



OhioEPA

Division of Drinking and Ground Waters

Central Office
50 W Town Street
Columbus, Ohio 43215
(614) 728-3778 FAX (614) 728-0160

Version 2.0.0
Last Updated December 12, 2011

Microbiological Sample Submission Report (SSR)

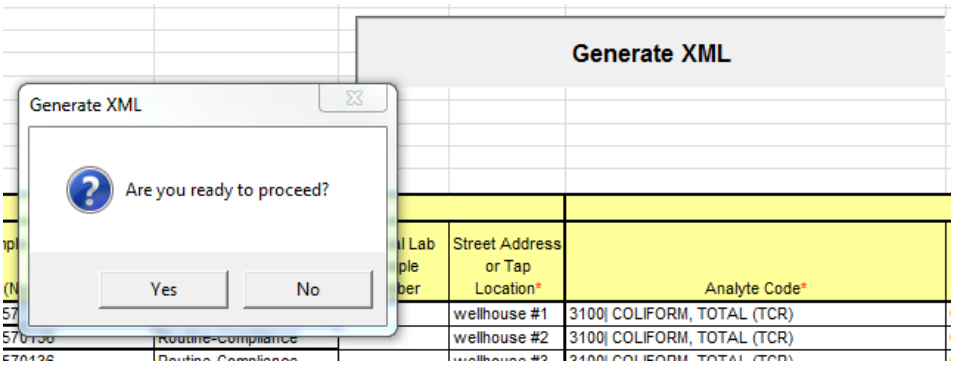
Generate XML

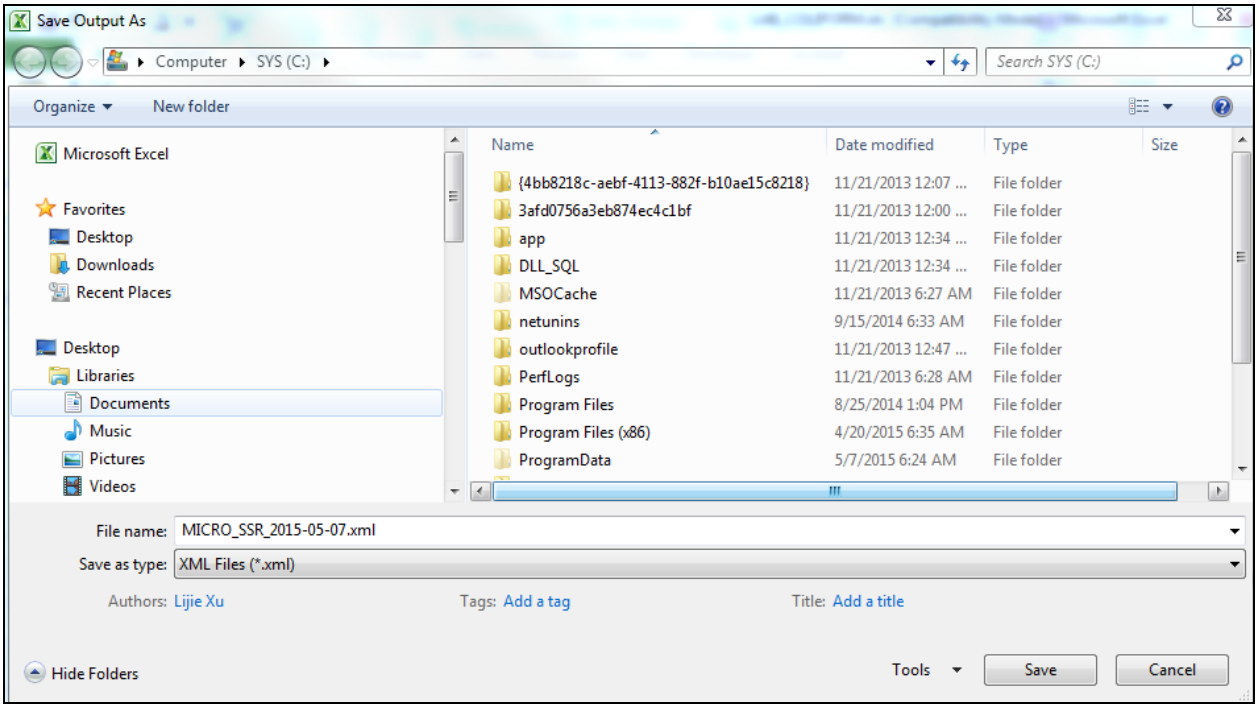
Reporting Lab Certification Number*: 226

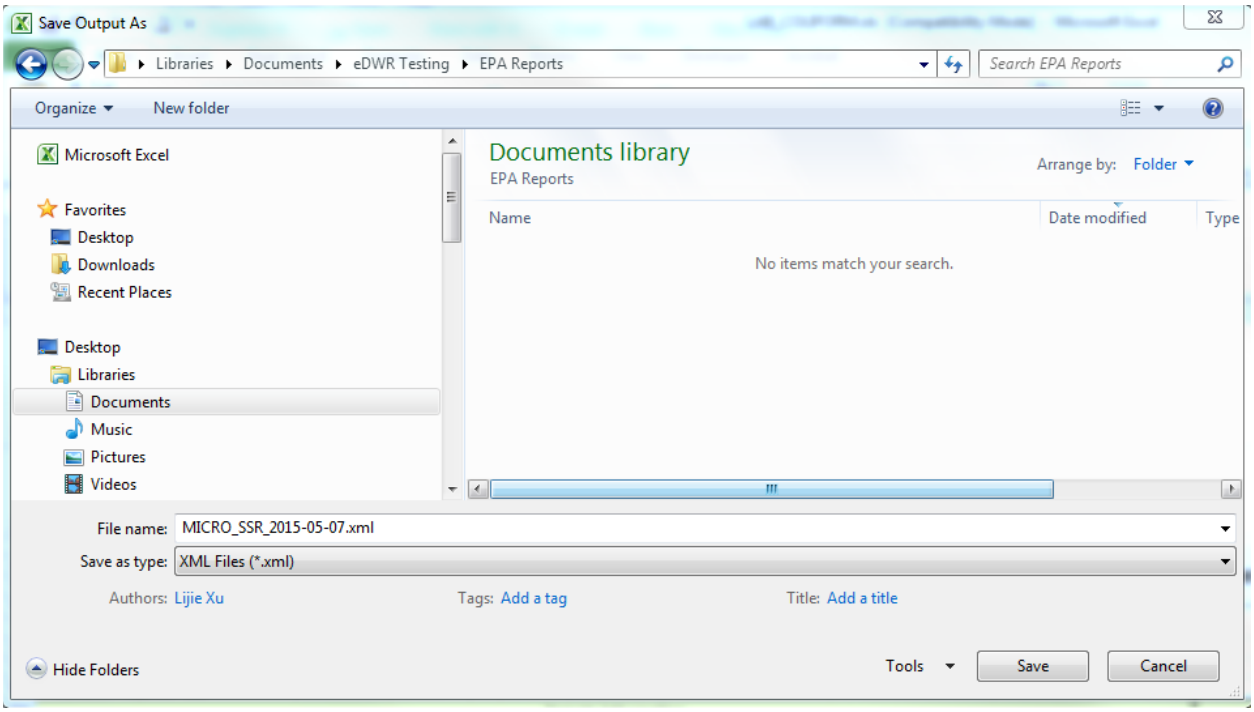
NOTE: Begin entering samples in row 13
* - Indicates Required Field

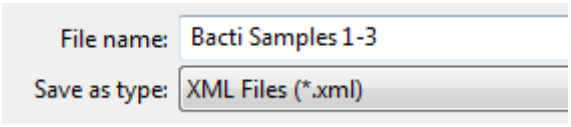
Sample Information											
Lab Sample Number*	Analytical Lab Certification Number*	PWS ID Number*	Sample Collection Date*	Sample Collection Time			Sample Collector*	Sample Collector Phone Number* (Numbers Only)	Sample Type*	Original Lab Sample Number	Street Address or Tap Location*
1	226	OH5744112	03/31/2015	10	00	AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #1
2	226	OH5744112	03/31/2015	10	05	AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #2
3	226	OH5744112	03/31/2015	10	10	AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #3
3	226	OH5744112	03/31/2015	10	10	AM	Stephen Pratt	9376570136	Routine-Compliance		wellhouse #3

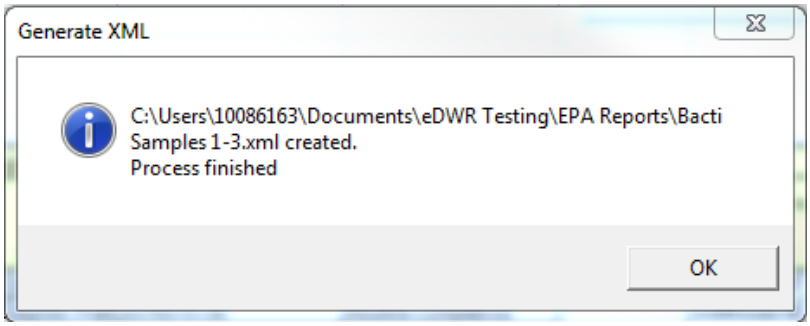
Analyte Code*
3100| COLIFORM, TOTAL (TCR)
3100| COLIFORM, TOTAL (TCR)
3100| COLIFORM, TOTAL (TCR)
3014| COLIFORM, E. COLI


Generate XML
Generate XML
Are you ready to proceed?
Yes
No
Street Address or Tap Location*
Analyte Code*
wellhouse #1
3100| COLIFORM, TOTAL (TCR)
wellhouse #2
3100| COLIFORM, TOTAL (TCR)


Save Output As
Computer ▸ SYS (C:) ▸
Search SYS (C:)
Organize
New folder
Microsoft Excel
Favorites
Desktop
Downloads
Recent Places
Desktop
Libraries
Documents
Music
Pictures
Videos
Name
Date modified
Type
Size
{4bb8218c-aebf-4113-882f-b10ae15c8218} 11/21/2013 12:07 ... File folder
3afd0756a3eb874ec4c1bf 11/21/2013 12:00 ... File folder
app 11/21/2013 12:34 ... File folder
DLL_SQL 11/21/2013 12:34 ... File folder
MSOCache 11/21/2013 6:27 AM File folder
netunins 9/15/2014 6:33 AM File folder
outlookprofile 11/21/2013 12:47 ... File folder
PerfLogs 11/21/2013 6:28 AM File folder
Program Files 8/25/2014 1:04 PM File folder
Program Files (x86) 4/20/2015 6:35 AM File folder
ProgramData 5/7/2015 6:24 AM File folder
File name: MICRO_SSR_2015-05-07.xml
Save as type: XML Files (*.xml)
Authors: Lijie Xu
Tags: Add a tag
Title: Add a title
Hide Folders
Tools
Save
Cancel

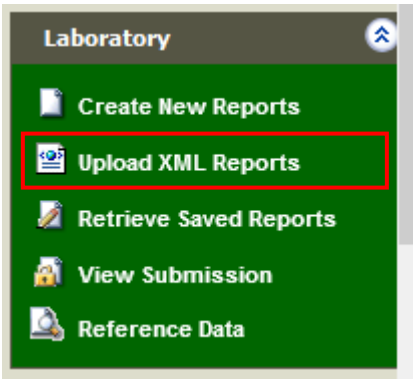


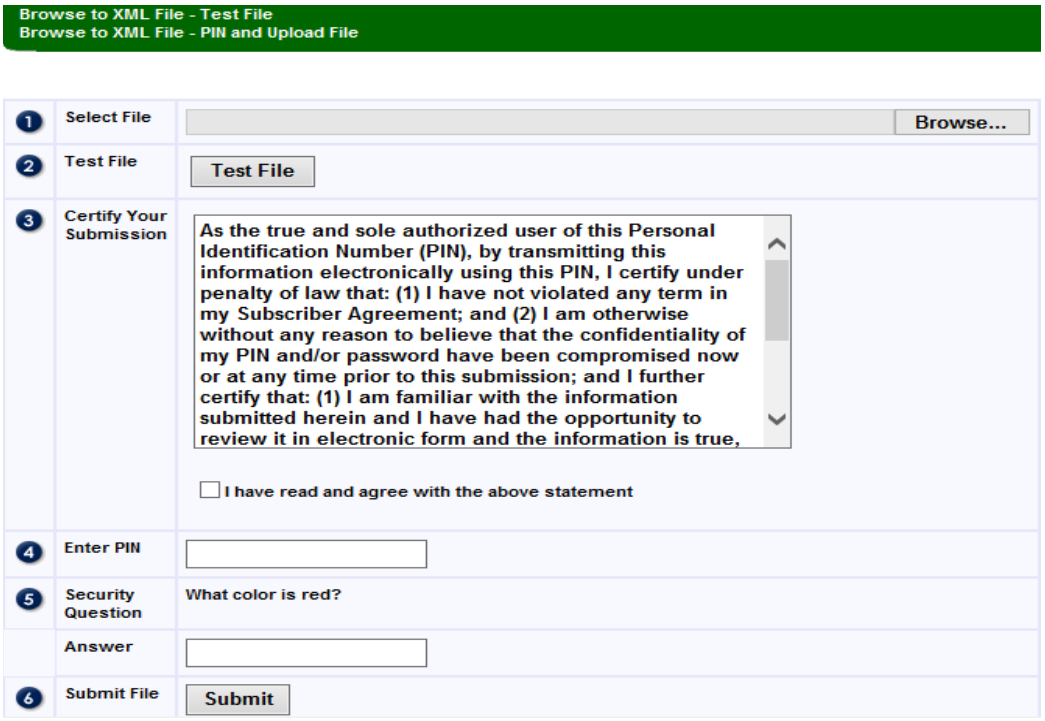




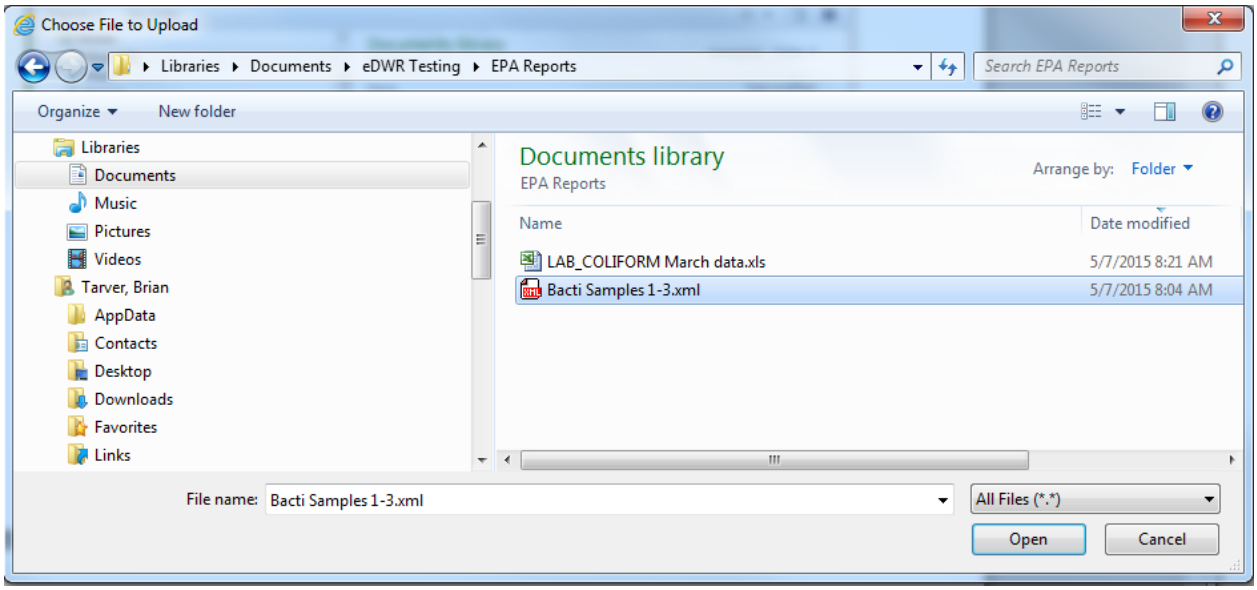
10. The XML files has been created and it is ready to be uploaded to Ohio EPA.
11. Save and close the Excel Spreadsheet.
12. Open Internet Explorer and log into the eBusiness Center. Select eDrinking Water Reports.

13. Select Upload XML Reports from the Laboratory Menu.

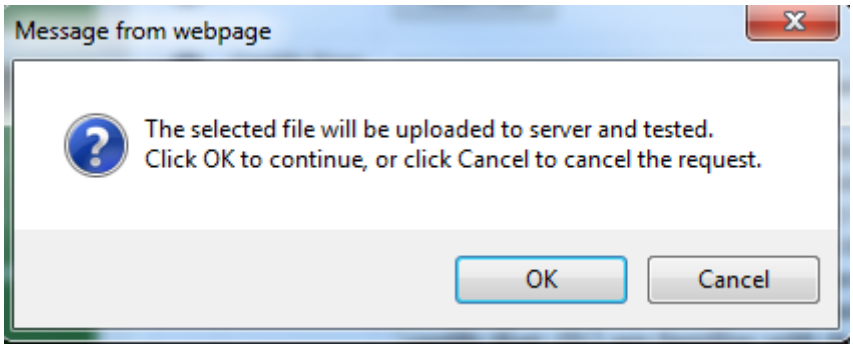




14. Select “Browse” and browse for the XML file that you created in step 10.



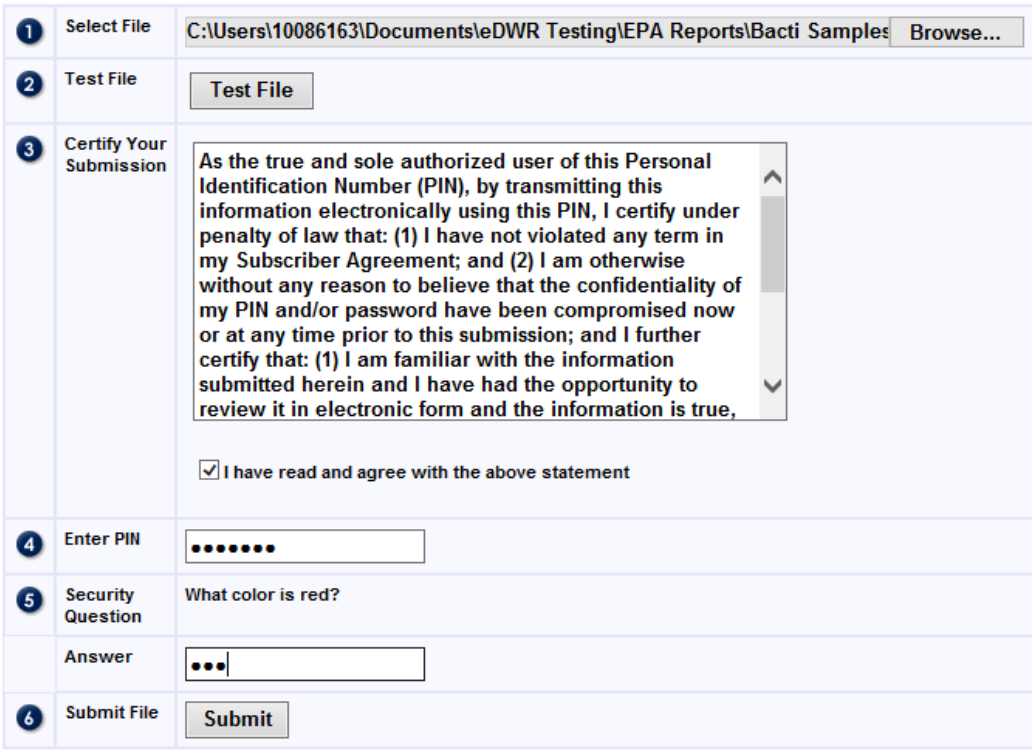
15. Select Test File.



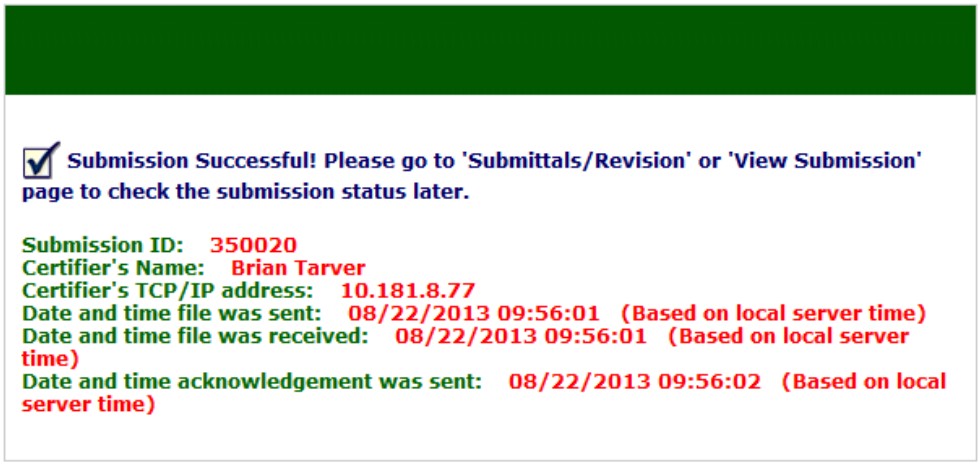
16. If your file is formatted correctly:

17. If not formatted correctly or there is a validation error a message will be displayed
18. If not, correct the Excel Spreadsheet and go to step 9

19. If file is Acceptable then browse for the file again
20. Check the Certify checkbox, enter PIN, Security Answer and select Submit.



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



22. Select “View Submissions” and verify the report status

My Lab Submission is Rejected. What do I do?

Depending on the method you used to report, Online entry or xml upload, follow the steps below to resubmit.

First you will need to determine the reason the file was rejected. In the view submission menu, the default tab (View Lab Submissions) the Red "X" is a link to display the reason your report was rejected. It will indicate the row number and reason for rejection.

XML upload:

1. Open your Excel Spreadsheet
2. Make your corrections
3. Generate a new XML file.
4. Log into eDWR
5. Go into eDrinking Water Reports
6. On the left side Menus, select "View Submission"
7. Select Edit icon next to the rejected file (this will take you to the upload XML screen).
8. Browse for and upload your corrected xml file.

Online Entry:

1. Log into eDWR
2. Go into eDrinking water reports
3. On the left side Menus, select "View Submission"
4. Click the "Edit" icon next to the rejected file you need to correct (this creates a Copy of the report).
5. On the left side Menus, select "Retrieve Saved Reports"
6. Click the "Edit" icon next to the file you need to correct. This will take you into the report.
7. Make your corrections
8. Click Next and Click Submit

I submitted a sample with an error, what do I do?

If your submission status is Accepted, then you must contact Ohio EPA to correct the mistake on the sample. Samples cannot be resubmitted once they are accepted into the system. You must call Brian Tarver and Tab Brewster at (614) 644-2752 or email the correction to them at brian.tarver@epa.ohio.gov and thomas.brewster@epa.ohio.gov

I entered my total coliform results. How do enter the e Coli result?

When you have Positive Total Coliform Results, you must report the e.Coli or Fecal Coliform results. If the Total coliform result is negative, the e.Coli result is optional.

Excel Spreadsheet and XML upload method of reporting:

1. Enter the Total coliform result as you do already.

2. On the next line of the Excel Spreadsheet enter the information for the e.Coli result. That means you will repeat the sample number, PWSID, sample type, collection date, etc. The Analyte code for the second row will be 3014 | e.Coli and then enter the result (Present or Absent) for the e.Coli.

Online entry method of reporting:

1. Enter the Total coliform result as you do already.
2. Click validate and save, then OK for the first pop-up box.
3. The second box that pops up will ask “If you want to enter another result for this sample?” Select OK
4. Enter the data for the e.Coli result.
5. Validate and save.