



Electronic Drinking Water Reporting System (eDWRS) User's Guide

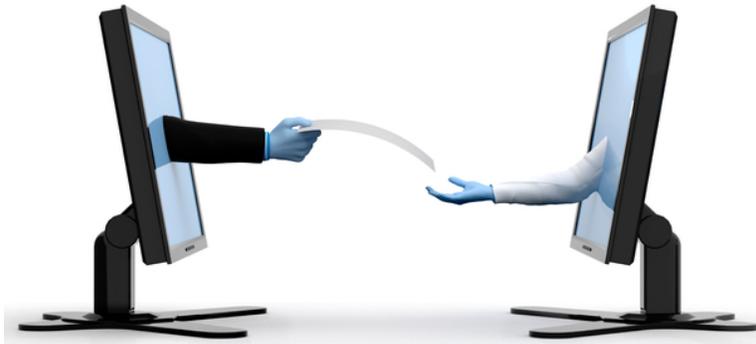


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1 Introduction

1.1 Electronic Drinking Water Reporting System (eDWRS)

The Electronic Drinking Water Reporting System (eDWRS) is a web-based information system that allows the regulated community to electronically submit reports to the Alabama Department of Environmental Management (ADEM).

The eDWRS provides the recommended alternative to submitting hand-written or paper-based reports that is faster, more efficient, and requires less processing for labs and ADEM. 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.

The eDWRS currently offers the ability to upload and certify the following electronic documents:

- Chemical/Bacteriological/Radiological (CBR) Drinking Water Reports (*NOTE: The eDWRS will stop accepting CBR data via electronic document on October 1, 2016. From that date forward, it must be submitted via XML file or direct data entry screen.*)
- Annual Consumer Confidence Report (CCR)
- General Correspondence (CORR)
- Monitoring Plan (MONP)
- Monthly Operation Report (MOR)
- Permit Application (PER)
- Preliminary Engineering Report (PRER)
- Plans & Specifications (PLSP)
- Public Notification Certification (PNOT)
- Quarterly Report (QREP)

In addition, the eDWRS offers the ability to upload Chemical, Bacteriological, and Radiological Drinking Water Report data via XML file, which can then be electronically certified and submitted to ADEM.

1.2 eDWRS Overview

Water systems and certified labs will be able to access eDWRS at no cost using existing internet connections or Internet Service Providers (ISPs). The system provides water systems and certified labs with the ability to submit original or revised drinking water reports, submit documents, and review on-line or print their previous submissions. In essence, the system will serve as an electronic file cabinet, which will also help water systems and certified labs manage their own reporting requirements and view previous submissions.

1.3 eDWRS Goals and Benefits

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 online availability of reports and their processing status.
- Improves data integrity and security.

- Reduces administration and compliance costs for ADEM by minimizing resources required for managing DWR/electronic documents/MOR reports.
- Improves the effectiveness of drinking water programs with faster responses for data analyses, compliance assessment, enforcement support, and decision-making.

1.4 Minimum System Requirements

Water systems and certified labs will need to have the ability to access ADEM's eDWRS website through the Internet and have an active email account to receive system messages. Such access is typically available either through a local area network or a connection to an Internet Service Provider.

In addition to the Internet connection, the water systems and certified labs will need an Internet browser program. The eDWRS application is verified to work with Microsoft Internet Explorer Version 7.0 or greater, which can be downloaded for free from <http://www.microsoft.com/downloads>. Other Internet browsers may work, but ADEM cannot ensure that all of the features for the eDWRS will be available.

In summary, to use the eDWRS, a participant will need:

- A computer/laptop with Internet access
- An email account
- Microsoft Internet Explorer, version 7.0 or greater

1.5 eDWRS Coordinator Contact Information

The ADEM eDWRS Coordinator can be reached by email at edwr@adem.state.al.us or by phone at (334) 271-7726. You may contact the eDWRS Coordinator with problems or questions regarding eDWRS or your user account.

2 Getting Started

2.1 Secure User Accounts

The eDWRS can only be accessed through a secure user account created by ADEM in response to the receipt of a completed [eDWRS Participation Package](#). There are two user account types, Permittee user account and Lab user account. The user accounts are restricted by the role and permissions assigned to each user account. The Lab user account is further restricted by a lab permission assigned by the Permittee's Responsible Official. The [eDWRS Participation Package](#) includes detailed instructions and all forms necessary to create or update a secure user account and Lab role (Permittee/Lab association). There are three forms included in the eDWRS Participation Package:

- ADEM-eDWRS-1: Permittee Registration Form
- ADEM-eDWRS-1A: Lab Registration Form
- ADEM-eDWRS-2: Terms and Conditions Agreement (TCA).

The use of the forms is as follows:

Permittee Personnel:

A Permittee's Responsible Official (RO) must use Form ADEM-eDWRS-1 to request eDWRS accounts for the Permittee's personnel and assign each a user role of "Preparer" or "Certifier". The effective permission of a user working for the Permittee is the same as the assigned user role.

Lab Personnel:

A Permittee's Lab Official (RO) must use Form ADEM-eDWRS-1A to assign a lab role of "Certifier" or "Preparer" for any Certified Lab that will participate on their behalf to create a Permittee/Lab association. The Lab's RO must use the Form ADEM-eDWRS-1A to request eDWRS user accounts for the Lab's personnel and assign each a user role of "Preparer" or "Certifier". The effective permission for a user working for a Lab will be determined by the assigned user role requested by the Lab on ADEM-eDWRS-1A and the lab role assigned to the Lab by the Permittee on Form ADEM-eDWRS-1.

All Personnel Assigned a "Certifier" Role:

An original signed Form ADEM-eDWRS-2 is required for every user with a role of "Certifier" on a Form ADEM-eDWRS-1 or Form ADEM-eDWRS-1A and must be returned in conjunction with those forms to ADEM before permission to participate as an authorized representative is allowed.

User effective permissions and the rights and privileges assigned based on those permissions are described in the Tables 1 and 2:

Table 1

Account Privileges for Associated Permittee Personnel		
User Role	User's Effective Permission	Privileges Where Permissions Allow
Preparer	Preparer	<ul style="list-style-type: none"> View and download submitted documents and data View and download State Water Sample Schedule Reports View and download all reference data View list of associated water systems Upload data in XML file format Create data through the online data entry screens View and Prepare data to be submitted Manage User Account
Certifier	Certifier	<ul style="list-style-type: none"> All Preparer privileges, plus.... Upload, Certify and Submit documents Select, Certify, and Submit data Manage signature credentials

Table 2

Account Privileges for Associated Lab Personnel			
Lab Role	User Role	User's Effective Permission	Privileges Where Permissions Allow
Preparer	Preparer	Preparer	<ul style="list-style-type: none"> All Permittee Preparer Privileges, plus.... View list of associated Certified Labs
	Certifier		
Certifier	Preparer	Preparer	<ul style="list-style-type: none"> All Permittee Preparer Privileges, plus.... View list of associated Certified Labs
	Certifier	Certifier	<ul style="list-style-type: none"> All Lab Preparer privileges, plus.... Upload, Certify and Submit documents Select, Certify, and Submit data Manage signature credentials

2.2 eDWRs Initial Login

The email address provided on the ADEM-eDWR-1 or ADEM-eDWR-1A form found in the eDWRs Participation Package will be the user's login ID. The initial user account notification and all future eDWRs notifications will be sent to this email address. *NOTE: If an email address changes the appropriate reporting official must provide the required forms from the eDWRs Participation Package requesting a new account and notify the ADEM eDWRs Administrator that the old account should be disabled.*

The user must access the eDWRs by opening the "eDWRs Welcome and Login" page (Figure 1), <http://adem.alabama.gov/edwrs>, in their web browser.

ADEM eDWRs - Electronic Drinking Water Reporting System

Log In

Email:

Password:

[Forgot your password?](#)

Welcome to eDWRs

The Alabama Department of Environmental Management (ADEM) is providing a web-enabled electronic drinking water reporting system (eDWRs) for drinking water facilities to streamline the management of monthly operational reports (MORs), consumer confidence reports (CCRs), and drinking water reports (DWRs) required under the Alabama drinking water regulation program.

The eDWRs provides drinking water facilities with a way to submit MOR, CCR, and DWR data and allow the ADEM to electronically validate the data, acknowledge receipt, and upload data to state's central drinking water database.

Implementing this new system will reach the goal of improving the management of data associated with the Department's drinking water monitoring program. The eDWRs will:

- Save drinking water facilities compliance costs with a streamlined reporting method and readily available computer tools.
- Save programmatic costs by reducing resources required for managing paper-based MOR, CCR, and DWR reports.
- Improve the accuracy of compliance data by eliminating potential errors that will be otherwise introduced through manual data entry.
- Improve the state drinking water programs' overall effectiveness while offering less process to the regulated community.

A participation package must be submitted by each water system in order to use eDWRs. This reporting system will be required by all public drinking water systems in the future. You may download a participation package from the following links:

[Complete Package](#)
[eDWR Form 1 for the Water System](#)
[eDWR Form 1A for the Lab](#)
[eDWR Form 2 for each Water System or Laboratory Certifier](#)

Additional system resources are also available for download below:

[eDWRs User Guide](#)
[eDWRs XML Guide](#)

Figure 1

The account creation notification email and future password reset emails will contain the email address and a temporary password. The temporary password contains random numbers, letters, and special characters. For accuracy and ease of use, it is recommended that users copy and paste the temporary password from the notification email instead of manually typing them in. Enter the email address and temporary password into the appropriate entry blanks as shown in Figure 1 and click the "Log In" button.

After a successful login with the email address and temporary password, the user will be directed to the "Change Your Password" page (Figure 2). The password must be reset before any further access is granted to eDWRs. The temporary password must be entered as the Current Password and a user designated password must be entered identically in both the New and Confirm New Password entry blanks. The New/Confirm New password is case sensitive and must be a minimum of seven characters.

Change Your Password

*You are currently using a temporary password.
You must change this password below to continue using the site.*

Current Password: *

New Password: *

Confirm New Password: *

Figure 2

It is recommended that the new password contain at least one upper case, lower case, numeric, and special character. Enter the temporary password and the New/Confirm New password in the appropriate entry blanks and click the "Change Password" button. After successfully resetting the temporary password, all users with only "Preparer" roles will be directed to the eDWRs "Home Page" (Figure 8).

After successfully resetting the temporary password, all users with “Certifier” roles will be required to reset a temporary PIN and choose five security questions before any further access is granted to eDWRs. First the user with a “Certifier” role will be directed to the “Change Your Certifier PIN” page (Figure 3). The temporary PIN contains random numbers, letters, and special characters. For accuracy and ease of use, it is recommended that users copy and paste the temporary PIN from the notification email instead of manually typing them in. The New/Confirm New PIN is case sensitive and must be a minimum of eight characters. It is recommended that the new PIN contain at least one upper case, lower case, numeric, and special character. Enter the temporary PIN and the New/Confirm New PIN in the appropriate entry blanks and click the “Change PIN” button.

Figure 3

After successfully resetting the temporary PIN, the user with a “Certifier” role will be directed to the “Manage Your Security Questions” page (Figure 4).

Figure 4

The user is required to select and answer five security questions. All answers are case sensitive. After all questions are selected and answered the user must click the “Update” button. The user with a “Certifier” role will be directed to the eDWRs “Home Page” (Figure 8) after successfully resetting the temporary password and temporary PIN as well as selecting and answering five security questions.

3 Navigating eDWRs

3.1 eDWRs Welcome and Login Page

The eDWRs “Welcome Page” (Figure 5) can be accessed at <http://adem.alabama.gov/edwrs>.

ADEM eDWRs - Electronic Drinking Water Reporting System

Log In

Email:

Password:

Log In

[Forgot your password?](#)

Welcome to eDWRs

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Implementing this new system will reach the goal of improving the management of data associated with the Department's drinking water monitoring program. The eDWRs will:

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- Save programmatic costs by reducing resources required for managing paper-based MOR, CCR, and DWR reports.
- Improve the accuracy of compliance data by eliminating potential errors that will be otherwise introduced through manual data entry.
- Improve the state drinking water programs' overall effectiveness while offering less process to the regulated community.

A participation package must be submitted by each water system in order to use eDWRs. This reporting system will be required by all public drinking water systems in the future. You may download a participation package from the following links:

[Complete Package](#)
[eDWR Form 1 for the Water System](#)
[eDWR Form 1A for the Lab](#)
[eDWR Form 2 for each Water System or Laboratory Certifier](#)

Additional system resources are also available for download below:

[eDWRs User Guide](#)
[eDWRs XML Guide](#)

Figure 5

The “Welcome Page” includes a brief description of the eDWRs and links to the complete **eDWRs Participation Package**, **eDWRs User’s Guide**, and **eDWRs XML Guide**.

The “Welcome Page” is also the login page for eDWRs.¹ The email address provided on the ADEM-eDWR-1 or ADEM-eDWR-1A form found in the eDWRs Participation Package will be the user’s login ID. The initial user account notification and all future eDWRs notifications will be sent to this email address. *NOTE: If an email address changes the appropriate reporting official must provide the required forms from the eDWRs Participation Package requesting a new account and notify the ADEM eDWRs Administrator that the old account should be disabled.*

The user may access the eDWRs by entering the email address and password then clicking the “Log In” button. The user will be directed to the eDWRs “Home Page” if the log in is successful. The “Forgot Your Password” link is available to users who have forgotten the password. Clicking this link will open the “Reset Password” window (Figure 6).

Reset Password X

If you already have an account and have forgotten your password, please enter the email address for your account in the box provided below. A new password will be emailed to this address.

Submit

Figure 6

¹ See Section 2.2 of this document for instructions if this is the user’s first login since the user account was created.

When the “Reset Password” window (Figure 6) is open, the user must enter the email and click the “Submit” button. When the email entered is an authorized eDWRS User ID, the message in Figure 7 will be displayed:

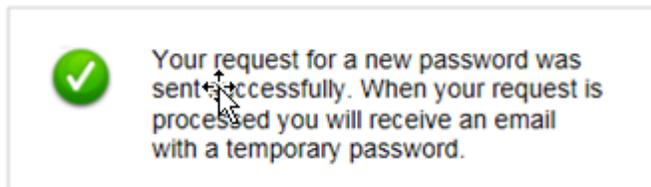


Figure 7

This indicates that the eDWRS Coordinator has been notified of your request. When the request is processed, a reset notification email with a temporary password will be sent to the email address entered. After receiving the temporary password, follow the steps in [Section 2.2](#) regarding logging in with a temporary password.

3.2 eDWRS Home Page

After a successful login, the user is directed to the eDWRS “Home Page” (Figure 8), which provides a brief description of eDWRS and announcements entered by the eDWRS Administrator.

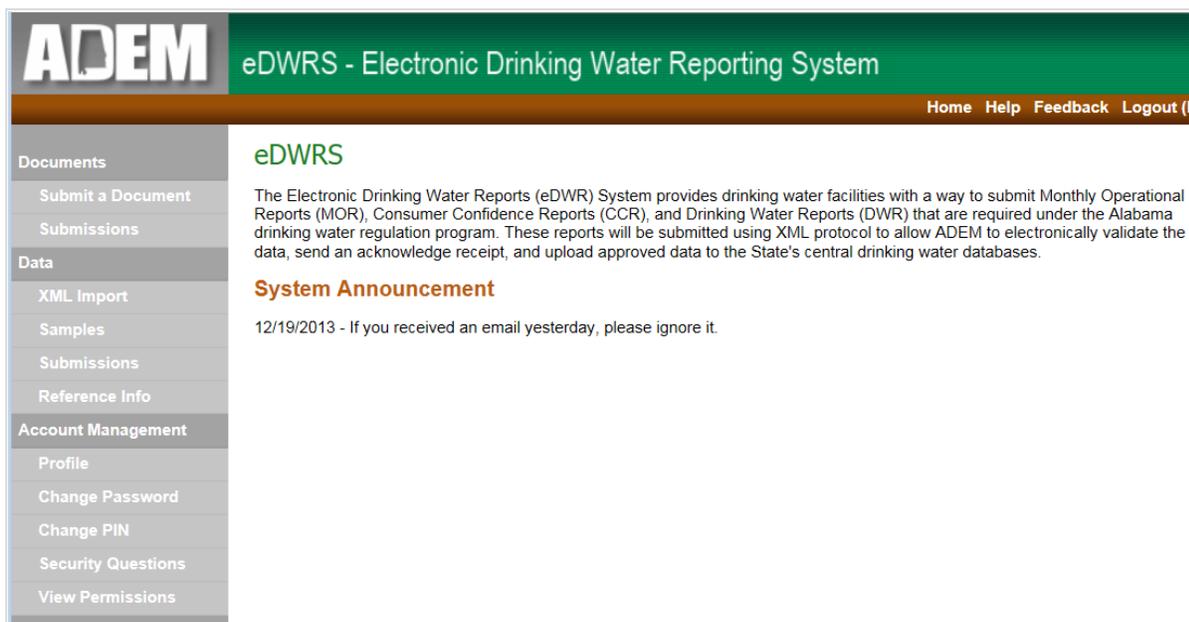


Figure 8

3.3 eDWRS Status Bar

The status bar provides quick access to “Home”, “Help”, and “Logout” functions. The “Home” button on the far right takes you back to the eDWRS “Home Page”, the “Help” button displays the *eDWRS User Guide*, and the “Logout” button ends the session. The status bar is displayed on all eDWRS web pages.



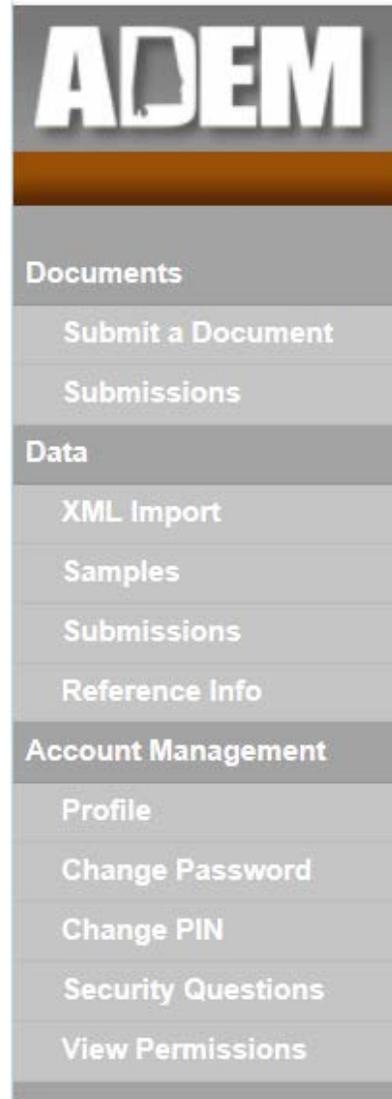
3.4 eDWRS Menu

The menu is located in the frame to the left of the content area of the screen and contains links to eDWRS' functions based on the user's role as illustrated below:

The menu for a user with only a "Preparer" role is shown below:



The menu for a user with a "Certifier" role is shown below:



4 Menu Options

4.1 Menu Options Available to All Users

The menu options documented in this section are available to all eDWRs users regardless of their role (i.e. “Certifier” or “Preparer”).

4.1.1 Submissions (Documents Area)

The “Submissions” menu option in the Documents area directs the user to the “Document Submissions” page (Figure 9) where the user may select from a list of submitted certified documents for all water systems for which the user has assigned permissions.

	DOC ID	PWS ID	DOC TYPE	CATEGORY	MOR PERIOD	SAMPLE DATE	SUBMITTED DATE	SUBMITTED BY
Verify	180	ALxxxxxxxx	CCR				4/20/2015 3:16:15 PM	Bair, Rayne
Verify	175	ALxxxxxxxx	CBR	BacT		03/05/2014	3/19/2014 10:44:49 AM	Certifier, Lab
Verify	174	ALxxxxxxxx	CBR	BacT		03/05/2014	3/19/2014 10:41:25 AM	Certifier, Lab
Verify	172	ALxxxxxxxx	MOR		Feb 2014		3/7/2014 9:56:16 AM	Certifier, Lab
Verify	170	ALxxxxxxxx	CBR	Water Quality		01/30/2014	2/13/2014 4:38:38 PM	Certifier, Lab
Verify	169	ALxxxxxxxx	CBR	SOCs		01/07/2014	2/13/2014 4:35:40 PM	Certifier, Lab
Verify	168	ALxxxxxxxx	CBR	SOCs		01/06/2014	2/13/2014 4:34:06 PM	Certifier, Lab
Verify	167	ALxxxxxxxx	CBR	SOCs		01/08/2014	2/13/2014 4:32:12 PM	Certifier, Lab
Verify	166	ALxxxxxxxx	CBR	SOCs		01/27/2014	2/13/2014 4:30:58 PM	Certifier, Lab

Figure 9

The user may:

- Select the download () icon to open, view, or download a copy of a submitted document.
- Select the **Verify** link to verify that a document has not been altered since it was uploaded.

The page default sorting order for the document list is all associated documents by SUBMITTED DATE from most recent upload to oldest upload. All documents can be filtered or sorted by DOC ID, PWS ID, DOC TYPE, SUBMITTED DATE, and SUBMITTED BY. Monthly Operating Reports (MOR) can also be filtered and sorted by MOR PERIOD. Chemical/Bacteriological/Radiological (CBR) Drinking Water Reports can also be filtered and sorted by CATEGORY. The documents can be filtered and sorted by a combination of multiple column restrictions. The order in which the column restrictions are applied matters because a new restriction is only applied to the documents being displayed as a result of the previous restrictions that are in effect.

4.1.1.1 Sorting by Column

All columns can be sorted in ascending, descending and not sorted order. To sort by a column, hover the cursor over the column title and left click until the document sorts as desired. The examples below show how the column title will appear for the different sort options for column “DOC ID”:

DOC ID
Not sorted

DOC ID ↑
Sorted Ascending

DOC ID ↓
Sorted Descending

4.1.1.2 Filtering by PSW ID, DOC TYPE, CATEGORY, AND SUBMITTED BY Columns

The user may filter by the columns to add restrictions that affect which documents are displayed for selection. To add column filtering for these columns, the user may either (1) enter a character string in the provided blank and hit the “Enter” key to filter by the default option or (2) enter a character string in the provided blank and click the  icon to display the list of filter options (Figure 10) and then click on the option desired. The color of the text of the default filter option is black.

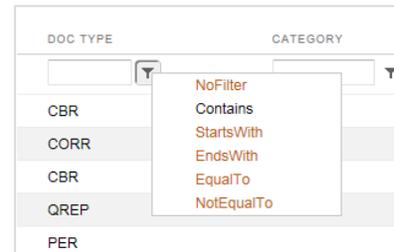


Figure 10

The filtering effect of each option is defined below:

- **NoFilter** - Removes all filtering for the column causing all documents to be included in the document list regardless of the column value.
- **Contains** - Restricts the document list to the documents with a column value that contains the entered string. *This is the default for the “DOC TYPE”, “CATEGORY”, and “SUBMITTED BY” columns.*
- **StartsWith** - Restricts the document list to the documents with a column value that starts with the entered string.
- **EndsWith** - Restricts the document list to the documents with a column value that ends with the entered string. *This is the default for the “PWD ID” column.*
- **EqualTo** - Restricts the document list to the documents with a column value is exactly the same as the entered string.
- **NotEqualTo** - Restricts the document list to the documents with a column value that does not match the entered string.

4.1.1.3 Filtering by MOR PERIOD, SAMPLE DATE, AND SUBMITTED DATE Columns

The user may filter by the MOR PERIOD, SAMPLE DATE, AND SUBMITTED DATE columns to add restrictions that affect which documents are displayed for selection. To add column filtering for the SAMPLE DATE and SUBMITTED DATE columns, the user may:

Step 1: Click the  icon to select a date (Figure 11) or type a date in the field in the mm/dd/yyyy format; and then

Step 2: Click the enter key to select the default filter option (**EqualTo**) or click the  icon to display the list of filter options (Figure 12) and then click on the option desired.

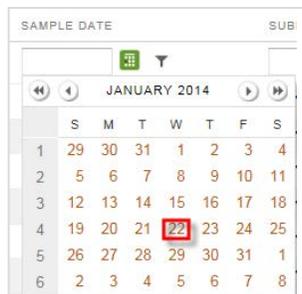


Figure 11

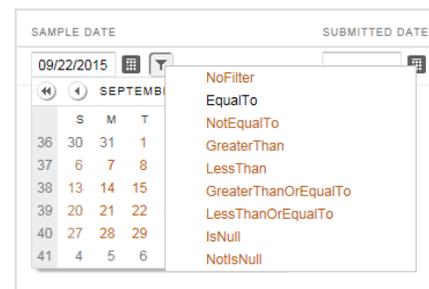


Figure 12

The filtering effect of each option is defined below:

- **NoFilter** - Removes all filtering for the column causing all documents to be included in the document list regardless of the column value.
- **EqualTo** - Restricts the document list to the documents with a date exactly the same as the entered date. *This is the default for the "SAMPLE DATE" and "SUBMITTED DATE" columns. Note: Even though the system records a date and time for each submission, only a date is needed to filter by "SUBMITTED DATE".*
- **NotEqualTo** - Restricts the document list to the documents with a date different from the entered date.
- **GreaterThan** - Restricts the document list to the documents with a date after the entered date.
- **LessThan** - Restricts the document list to the documents with a date before the entered date.
- **GreaterThanOrEqualTo** - Restricts the document list to the documents with the entered date and all dates after the entered date.
- **LessThanOrEqualTo** - Restricts the document list to the documents with the entered date and all dates before the entered date.
- **IsNull** - Restricts the document list to the documents with a null value for the date. Does not require a value in the entry blank.
- **NotIsNull** - Restricts the document list to the documents with a date entered. Does not require a value in the entry blank.

To add column filtering for the MOR PERIOD column, the user may do one of the following:

- Type a month and year in the "Date" field in the "mmmm yyyy" format (e.g. April 2015) and hit the "Enter" key
- Click the  icon and select a month and year (Figure 13) then click the "OK" button
- Click the  icon and select the Today button (Figure 13) then click the "OK" button.

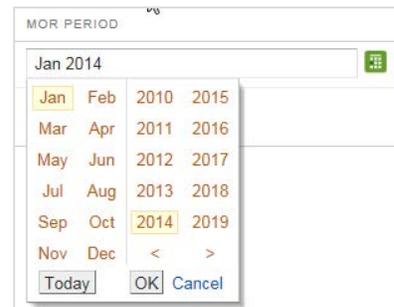


Figure 13

4.1.2 XML Import (Data Area)

The “XML Import” menu option in the Data area directs the user to the “Import Data via XML” page (Figure 14). *Reminder: Menu Options on the far left differ with user roles.*

Figure 14

From the “Import Data via XML” page, the user may upload an XML file using the following steps:

- Step 1:** Select the appropriate Analyte Group from the drop-down box.
- Step 2:** Browse to find the XML file to be uploaded from the user’s system.
- Step 3:** Click the “Upload XML Data” button to upload the file. This step runs the “Validate XML Data” function prior to the upload process. If the file is rejected, errors must be corrected in order for eDWRs to accept the file. Only data for water systems for which the users has permissions may be uploaded.

To test the XML structure and ensure the data meets the prescribed business rules prior to an actual upload, a user can follow Steps 1 and 2, then click the “Validate XML Data” button. The table below indicates which XML Schema/Business Rules from the *eDWRs XML Guide* should be used for each analyte group.

Table 3

Analyte Group	XML Schema/Business Rules	Analyte Group	XML Schema/Business Rules
BACT	Coliform – TCR	SOCS 504.1	Chemical
	E. Coli – TCR (if Coliform is present)	SOCS 508.1	Chemical
Chlorite	Chemical	SOCS 515.1	Chemical
Crypto	Coliform – TCR	SOCS 525.2	Chemical
DBP GROUP STAGE 2	Chemical	SOCS INPUT	Chemical
INORGANICS INPUT	Chemical	TOTAL ORGANIC CARBON	Chemical
LEAD AND COPPER	Lead & Copper	VOC INPUT	Chemical
LT2 GROUP	Coliform – TCR	WATER QUALITY INPUT	Chemical
RADIOLOGICALS	Radiologicals		

The “Import Data via XML” page also provides links available to the *eDWRs XML Guide* and the *Analyte Methods Reference Sheet*.

4.1.3 Samples (Data Area)

The “Samples” menu option in the Data area directs the user to the “Manage Sample Data” page (Figure 15). This page lists sample data received via XML upload that the user has permissions to view/delete/submit.

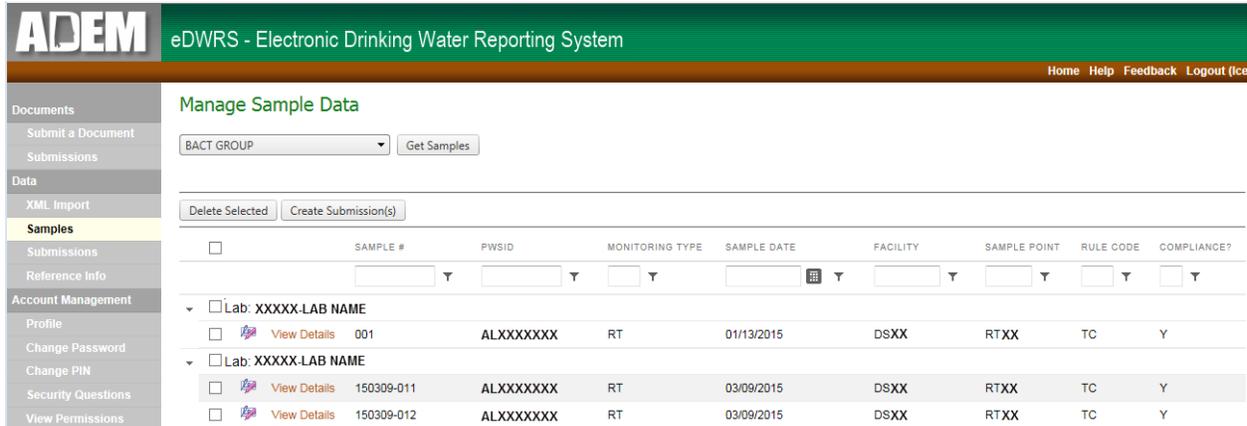


Figure 15

On the “Manage Sample Data” page, the user may view a list of samples uploaded for the water system(s) or lab(s) for which the user has permissions. The user must select an Analyte Group from the drop-down box and then click the “Get Samples” button. Only samples which have not been submitted to ADEM appear on this page. For each Analyte Group, samples may be filtered or sorted by SAMPLE ID, PWS ID, MONITORING TYPE, SAMPLE DATE, FACILITY, SAMPLE POINT, RULE CODE, or the COMPLIANCE² indicator. See Sections 4.1.1.1 or 4.1.1.2 for examples on how to sort by column(s) or filter by column(s), respectively. See Section 4.2.2 for instructions on how to submit samples.

For each sample displayed on the “Manage Sample Data” page (Figure 15), the user may click the “View Details” link to the left of each “Sample ID” to view the data submitted for that sample (Figure 16).



Figure 16

² This is not an indicator as to whether the sample results were in compliance with applicable standards but rather whether the sample was submitted for the purposes of demonstrating compliance.

The user may delete samples for any Analyte Group prior to submission to ADEM for any water system or lab for which the user has permissions by selecting the Analyte Group from the drop-down box, selecting the sample(s) to be deleted, and then clicking the “Delete Selected” button.

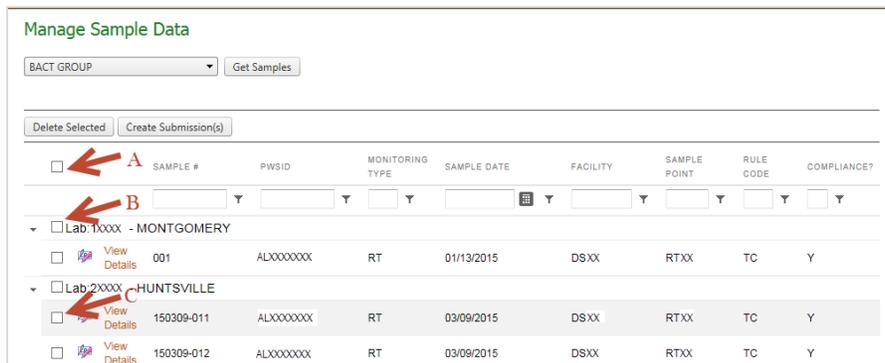


Figure 17

The user may select samples by (1) clicking the selection box (Figure 17, Arrow A) below the “Delete Selected” button to select all samples that are displayed on the page; (2) clicking the selection box (Figure 17, Arrow B) next to a Lab name to select all samples displayed on the page for that Lab; or (3) clicking the selection box (Figure 17, Arrow C) next to the desired samples displayed on the page. If the user moves to another page before clicking the “Delete Selected” button, the user’s selections will be cleared.

If the user wants more samples displayed at one time, there is an option to adjust the Page Size (i.e. change the number of samples displayed per page) at the bottom of each page (Figure 18).



Figure 18

4.1.4 Submissions (Data Area)

The “Submissions” menu option in the Data area directs the user to the “Submissions” page (Figure 19) where the user can view the submissions for any water system or lab for which the user has permissions.



Figure 19

For each submission, the “Submissions” page (Figure 19) lists the Submission ID, the lab that conducted the analysis, the Public Water Supply ID, the Analyte Group, the date/time submitted, the name of the person that certified the submissions, the submission status, and a summary of the statuses for the samples included in the submission. See Sections [4.1.1.1](#) or [4.1.1.2](#) for examples of how to sort by column(s) or filter by column(s), respectively.

The “Submissions” page (Figure 19) also contains a “Receipt” link to the right of each Submission ID, which opens a “Submission Receipt” (Figure 20). The “Submission Receipt” identifies the Lab, PWS ID, Analyte Group, Submission ID, Submission Status History, and Submission Samples Statuses.

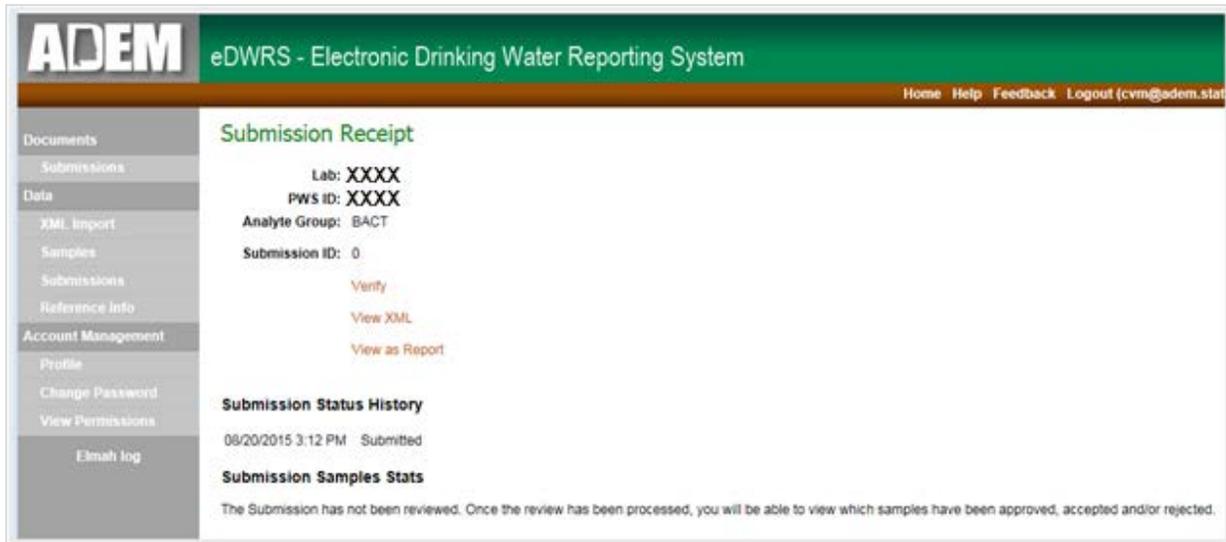


Figure 20

The “Submission Receipt” page (Figure 20) also provides the user with three links: “Verify”, “View XML”, and “View as Report”. When the user clicks the “Verify” link, verification appears indicating whether the submission has been altered. When the user clicks the “View XML” link, the XML file for the submission to ADEM opens. (Note: The XML file will be the XML file created when a user with “Certifier” permissions selects samples to submit and then clicks the “Create Submission” button.) When the user clicks the “View as Report” link, the data in the submission appears on screen in report form (Figure 21).

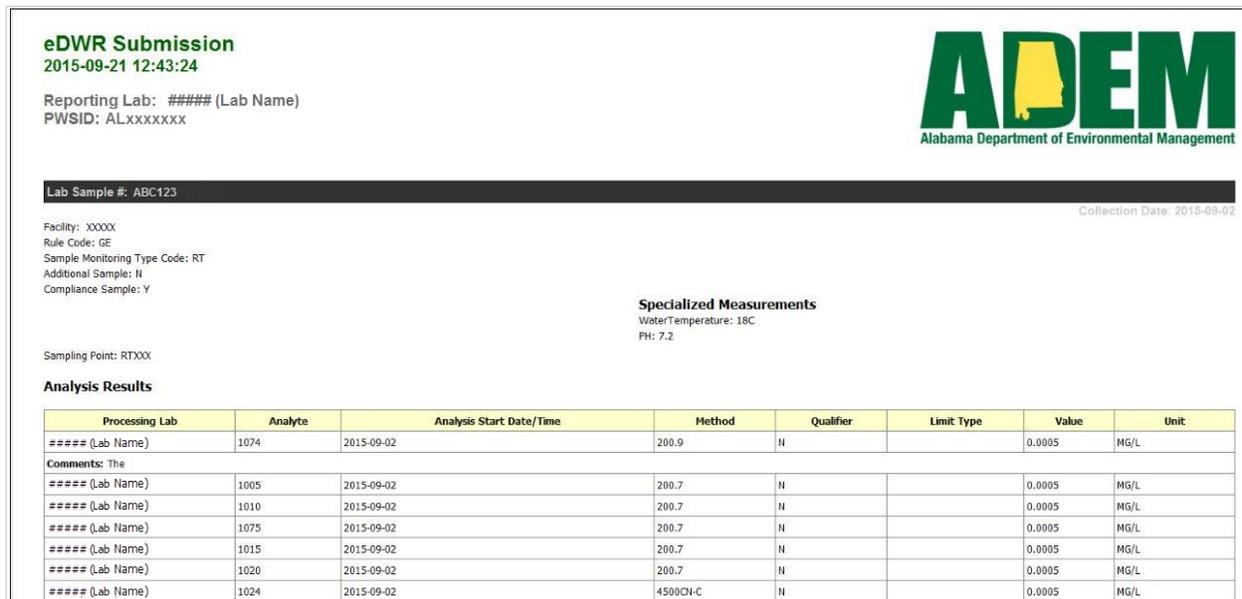


Figure 21

4.1.5 Reference Info (Data Area)

The “Reference Info” menu option in the Data area directs the user to the “Reference Data and Documents” page (Figure 22) where the user may obtain the *eDWRs XML Guide*, the *Analyte Methods Reference Sheet*, a list of facilities and sampling points for which they have permissions, the sample schedule for each water system, and a list of analyte names/codes with their respective method names/codes within an analyte group.

ANALYTE CODE	ANALYTE NAME	METHOD CODE	METHOD NAME
Analyte: 0999			
0999	CHLORINE	4500CL-H	SYRINGALDAZINE (FACTS)
0999	CHLORINE	4500CL-F	DPD TITRIMETRIC
0999	CHLORINE	4500CL-D	AMPEROMETRIC TITRATION
0999	CHLORINE	4500CL-G	DPD COLORIMETRIC METHOD

Figure 22

The *eDWRs XML Guide* and *Analyte Methods Reference Sheet* are available from the “Reference Data and Documents” page by clicking the respective links in Figure 23.

Figure 23

To view an Excel file containing a list of all of the facilities and their sampling points for which the user has assigned permissions, the user may click “All Systems” from the drop-down box and then click the “Facilities and Sampling Point” button (Figure 24). If a user only wants a list for a specific water system, the user must select the specific water system from the drop-down box prior to clicking the “Facilities and Sampling Point” button.

Figure 24

From the “Reference Data and Documents” page (Figure 25), the user may view a sample schedule for a specific water system. The user should first select a water system from the drop-down box and then click the “View Sample Schedule” button to get a “SDWIS/State Water Sample Schedule Report” for that water system. *NOTE: The “All Systems” option is not allowed for View Sample Schedule.*

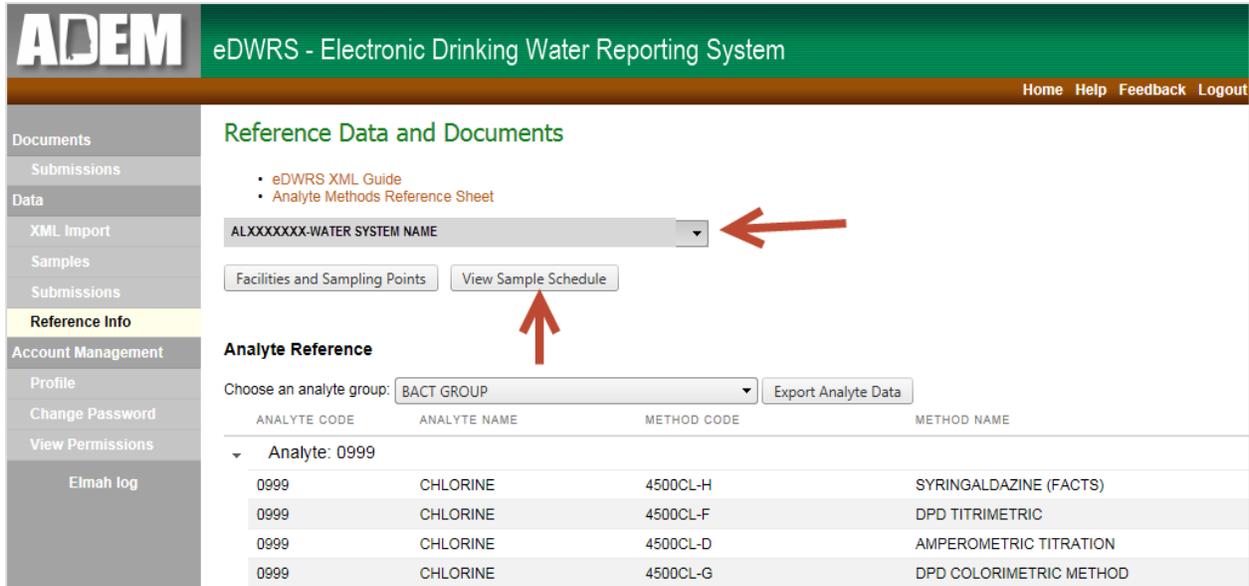


Figure 25

The “Reference Data and Documents” page (Figure 26) also offers the user the options of viewing or exporting a list(s) of analytes within each analyte group and provides the analyte code, analyte name, valid method codes, and valid method names.

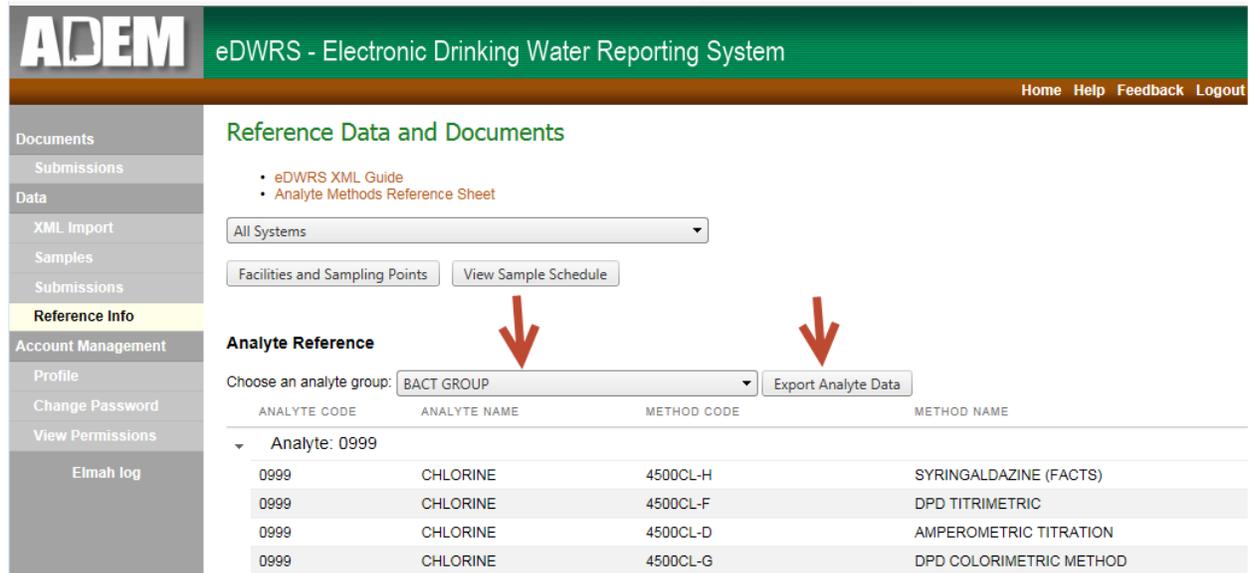


Figure 26

4.1.6 Profile (Account Management Area)

The “Profile” menu option in the Account Management Area directs the user to the “Contact Information” page (Figure 27). From the “Contact Information” page, the user may update their profile details and select the Update button. If the user determines the updates are not necessary before selecting the Update button, the Reset button will clear the changes and display the current profile details.

ADEM eDWRS - Electronic Drinking Water Reporting System

Contact Information

NOTE: All fields are required.

Name: FirstName LastName

Employer Name: ADEM

Job Title: Lab Tech

Address: 100 Happy Lane
 Line 2
 Montgomery
 Alabama 36110

Phone Number: (334)999-9999 ext.

Update Reset

Figure 27

4.1.7 Change Password (Account Management Area)

The “Change Password” menu option in the Account Management Area directs the user to the “Change Your Password” page (Figure 28). From the “Change Your Password” page, the user may change their password by entering the Current Password and a New/Confirm New Password then click the Change Password button.

ADEM eDWRS - Electronic Drinking Water Reporting System

Change Your Password

Current Password: *

New Password: *

Confirm New Password: *

Change Password

Figure 28

4.1.8 View Permissions (Account Management Area)

The “View Permissions” menu option in the Account Management Area directs the user to the “Permissions” page (Figure 29).

Permissions for	
Water Systems	
WATER SYSTEM	PERMISSION
ALXXXXXXXX-WATER SYSTEM NAME 1	Preparer
ALXXXXXXXX-WATER SYSTEM NAME 2	Preparer
ALXXXXXXXX-WATER SYSTEM NAME 3	Preparer
ALXXXXXXXX-WATER SYSTEM NAME 4	Preparer
Labs	
LAB	PERMISSION
No records to display.	

Figure 29

From the “Permissions” page, the user may view a list of water systems and the effective permissions that are associated with the user account. If applicable, the user may also view a list of Labs associated with the user account and the permissions assigned by the lab. The lab can be extended by clicking the ► icon to the left of the lab name to view the assigned effective permissions that are associated with the user account for each water system associated with the lab. Effective permissions are explained in [Section 2.1](#) of this document.

4.2 Menu Options Available Only to Users with “Certifier” Permissions

The menu options documented in this section are available to only eDWRs users with a “Certifier” role. All other options are documented in [Section 4.1](#).

4.2.1 Submit a Document (Documents Area)

The “Submit a Document” menu option directs the user to the “Submit an Electronic Document” page (Figure 30).

The screenshot shows the 'Submit an Electronic Document' page. The header includes the ADEM logo and 'eDWRs - Electronic Drinking Water Reporting System'. The navigation menu on the left lists options like Documents, Submissions, Data, XML Import, Samples, Submissions, Reference Info, Account Management, Profile, Change Password, Change PIN, Security Questions, View Permissions, and Elmah log. The main content area is titled 'Submit an Electronic Document' and contains the following sections:

- PWS ID:** A dropdown menu with 'ALXXXXXXXX-WATER SYSTEM NAME' selected.
- Document Type:** Two dropdown menus, one with 'CBR' and another with 'BacT', followed by a 'Sample Date' field and a calendar icon.
- PDF File:** A text input field and a 'Browse...' button.
- Acknowledgement:** A checkbox labeled 'I acknowledge that I have read the certification statement' and a paragraph of legal text.
- Signature:** A 'PIN:' field and a text input field for 'What is the first and middle name of your oldest sibling?'.
- Confirmation:** A message 'You are submitting a document for the following Water System: ALXXXXXXXX-WATER SYSTEM NAME' and a 'Submit Document' button.

Figure 30

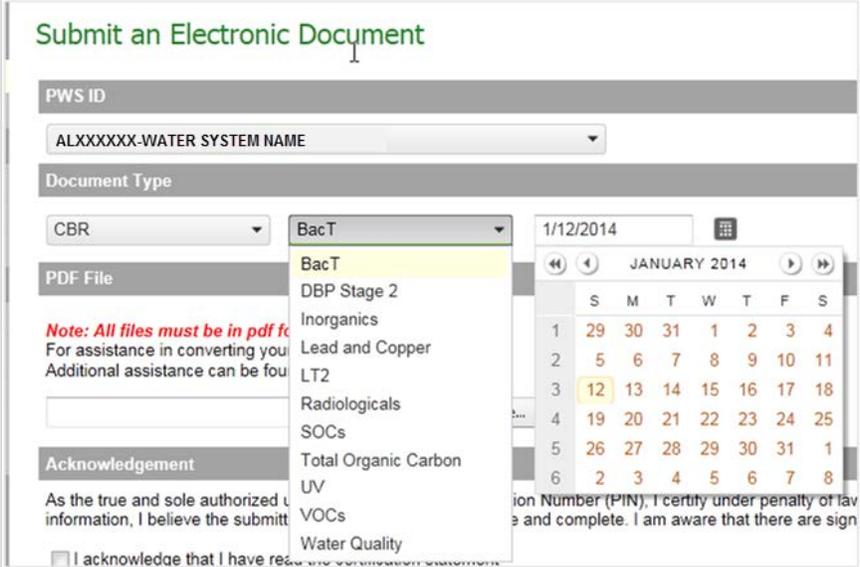
From the “Submit an Electronic Document” page (Figure 31), the user may upload an electronic document for any water system for which it has effective “Certifier” permissions using the following steps:

- Step 1:** Select the water system’s PWS ID from the drop-down list of water systems for which the user has effective “Certifier” permissions
- Step 2:** Select a Document that Type and, if required, a Date or Category
- Step 3:** Click the “Browse” button to select a PDF to upload
- Step 4:** Check the checkbox that states “I acknowledgement that I have read the certification statement”
- Step 5:** Enter the correct PIN and answer one security question correctly
- Step 6:** Click the “Submit Document” button

The Chemical/Bacteriological/Radiological Drinking Water Report (CBR) and the Monthly Operating Report (MOR) document types require additional information as indicated in Step 2 above. The requirements to submit each type are documented in the following sections.

4.2.1.1 Chemical/Bacteriological/Radiological (CBR) Drinking Water Reports

When submitting a Chemical/Bacteriological/Radiological (CBR) Drinking Water Report, the user must select “CBR” from the “Document Type” drop-down, the appropriate Category from the “Category” drop-down, and select a sample date by clicking the  icon and selecting the month and day or by entering a date in the “mm/dd/yyyy” format. (See Figure 31)



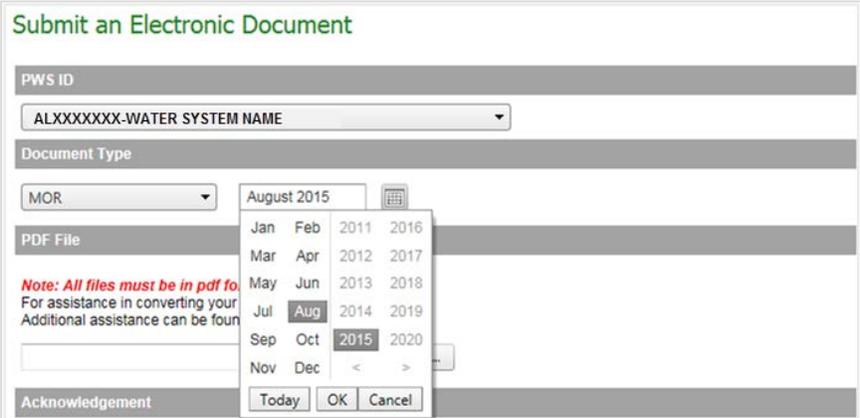
The screenshot shows the 'Submit an Electronic Document' form. The 'Document Type' dropdown is set to 'CBR'. The 'Category' dropdown is open, showing options: BacT, DBP Stage 2, Inorganics, Lead and Copper, LT2, Radiologicals, SOCs, Total Organic Carbon, UV, VOCs, and Water Quality. The 'BacT' option is highlighted. A date picker is open, showing '1/12/2014' and a calendar for 'JANUARY 2014' with the 12th highlighted.

Figure 31

4.2.1.2 Monthly Operating Report (MOR)

When submitting a Monthly Operating Report (MOR), the user must select “MOR” from the “Document Type” drop-down and set the month and year using one of the following methods (See Figure 32):

- Type a month and year in the “Date” field in the “mmmm yyyy” format (e.g. April 2015) and hit the “Enter” key
- Click the  icon and select a month and year then click the “OK” button
- Click the  icon and select the Today button then click the “OK” button.



The screenshot shows the 'Submit an Electronic Document' form. The 'Document Type' dropdown is set to 'MOR'. The 'Date' field is set to 'August 2015'. A date picker is open, showing a grid of months and years from 2011 to 2020. The 'Today' button is highlighted.

Figure 32

4.2.2 Samples (Data Area)

The “Samples” menu option directs the user to the “Manage Sample Data” page (Figure 33). In addition to the functions available to a user with effective “Preparer” permissions for a water system or lab (see [Section 4.1.3](#)), this page allows a user with effective “Certifier” permissions for a water system or lab to create submissions.

The screenshot shows the 'Manage Sample Data' interface. At the top, there's a header with 'ADEM' and 'eDWRS - Electronic Drinking Water Reporting System'. Below that, a navigation menu on the left includes 'Documents', 'Submissions', 'Data', 'XML Import', 'Samples', 'Reference Info', 'Account Management', 'Profile', 'Change Password', 'Change PIN', 'Security Questions', and 'View Permissions'. The main content area has a 'BACT GROUP' dropdown and a 'Get Samples' button. Below that are 'Delete Selected' and 'Create Submission(s)' buttons. A table of samples is displayed with columns: SAMPLE #, PWSID, MONITORING TYPE, SAMPLE DATE, FACILITY, SAMPLE POINT, RULE CODE, and COMPLIANCE?. Three samples are listed, each with a 'View Details' link. Red arrows point to the selection checkboxes: one to the master checkbox at the top left, one to the checkbox next to the first lab name, and one to the checkbox next to the first sample row.

	SAMPLE #	PWSID	MONITORING TYPE	SAMPLE DATE	FACILITY	SAMPLE POINT	RULE CODE	COMPLIANCE?
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>	001	ALXXXXXXXX	RT	01/13/2015	DSXX	RTXX	TC	Y
<input type="checkbox"/>								
<input type="checkbox"/>	150309-011	ALXXXXXXXX	RT	03/09/2015	DSxx	RTxx	TC	Y
<input type="checkbox"/>	150309-012	ALXXXXXXXX	RT	03/09/2015	DSxx	RTxx	TC	Y

Figure 33

From the “Manage Sample Data” page (Figure 33), the user may create a submission from the samples displayed for any water system or lab for which it has effective “Certifier” permissions using the following steps:

Step 1: Select the samples to be included in the submission. A submission may only contain samples from one lab, but may contain samples from more than one water system. If a user does select samples for more than one water system, a separate submission file will be created for each water system. The “Create Submission(s)” button will not be active if the user does not have effective “Certifier” permissions for the water system or lab related to the samples selected or if the user has selected samples from more than one lab.

The user may select samples by:

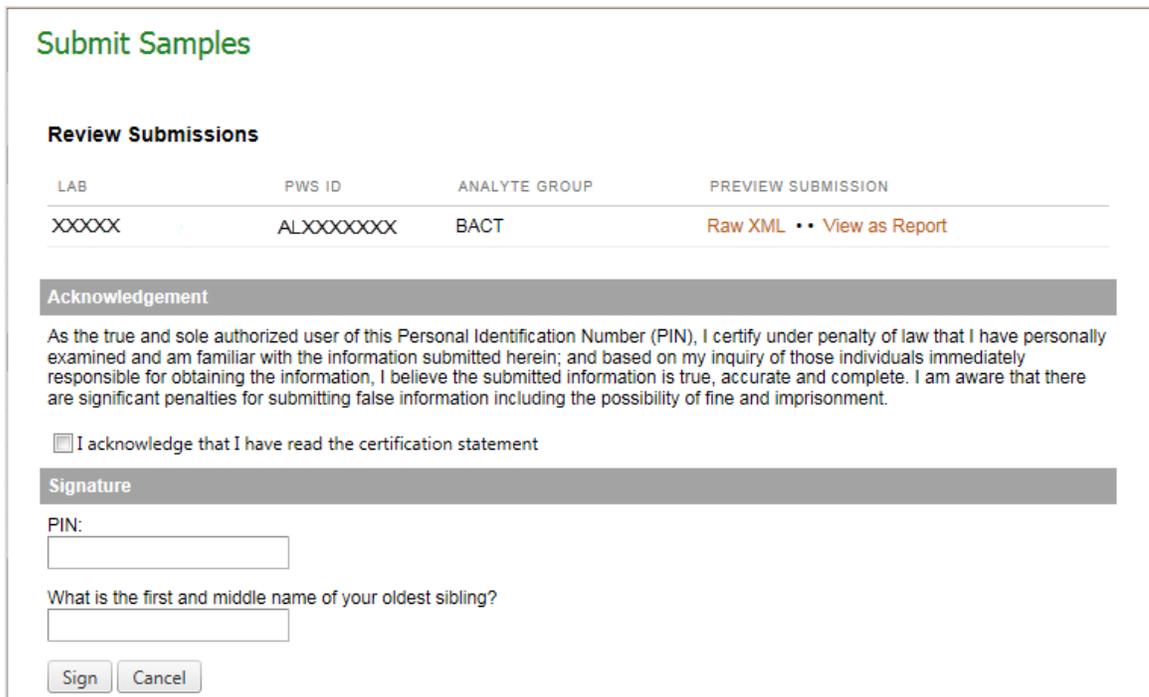
- (1) Clicking the selection box below the “Delete Selected” button (Figure 33, Arrow A) to select all samples that are displayed on the page;
- (2) Clicking the selection box next to a Lab name (Figure 33, Arrow B) to select all samples displayed on the page for that Lab; or
- (3) Clicking the selection box next to the desired samples displayed on the page (Figure 33, Arrow C).

If the user moves to another page before clicking the “Create Submission(s)” button, the user’s selections will be cleared. If the user wants more samples displayed at one time, there is an option to adjust the Page Size (i.e. change the number of samples displayed per page) at the bottom of each page (Figure 34).



Figure 34

Step 2: Click the “Create Submission(s)” button. This will open the “Submit Samples” page (Figure 35). From this page the user may click the “Raw XML” link to view the data that will be submitted in XML format or click the “View as Report” link to view the data that will be submitted in a report format.



Submit Samples

Review Submissions

LAB	PWS ID	ANALYTE GROUP	PREVIEW SUBMISSION
XXXXX	ALXXXXXXXX	BACT	Raw XML •• View as Report

Acknowledgement

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 based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment.

I acknowledge that I have read the certification statement

Signature

PIN:

What is the first and middle name of your oldest sibling?

Figure 35

Step 3: Click the checkbox that states “I acknowledge that I have read the certification statement”

Step 5: Enter the correct PIN and answer the security question correctly

Step 6: Click the “Sign” button

Once a submission has been created, it will appear on the “Submissions” page where the user view the status of the submission as well as the statuses for the samples contained in the submission (See [Section 4.1.3](#)).

4.2.3 Change PIN (Account Management Area)

The “Change PIN” menu option directs the user to the “Change Your Certifier PIN” page (Figure 36).

The screenshot shows the 'Change Your Certifier PIN' page. On the left is a navigation menu with categories: Documents, Data, Account Management, and Security Questions. The 'Change PIN' option is highlighted. The main content area has the title 'Change Your Certifier PIN' and three input fields: 'Current PIN: *', 'New PIN: *', and 'Confirm New PIN: *'. Below these is a 'Change PIN' button. There is also a 'Forgot Your PIN?' section with a 'Request a new PIN' button.

Figure 36

A user may reset their PIN here if the current one is known. If not, the user may request a temporary PIN by clicking the “Request a new PIN” button. A PIN will be emailed to the user with instructions on how to change the temporary PIN.

4.2.4 Security Questions (Account Management Area)

The “Security Questions” menu option directs the user to the “Manage Your Security Questions” page (Figure 37).

The screenshot shows the 'Manage Your Security Questions' page. It lists five current security questions:

- What is the first and middle name of your oldest sibling?
- Where did you first meet your spouse?
- What is the name of your home town newspaper?
- What is your favorite song?
- Where did you graduate from high school?

 Below this is a section titled 'Change Your Questions and Answers' with five questions, each with a drop-down menu and an input field. An 'Update' button is at the bottom.

Figure 37

The “Manage Your Security Questions” page lists the current security questions. If the user wishes to reset the answers to a security question, it is required that all five questions be reset. For each question, select a question from the drop-down box and enter the case sensitive answer. Click the “Update” button when all five questions have been selected and answered.

5 Acronyms and Definitions

Term	Definition
ADEM	Alabama Department of Environmental Management
CBR	Chemical/Bacteriological/Radiological Drinking Water Report(s)
CCR	Consumer Confidence Report(s)
DWR	Drinking Water Report(s)
eDWRS	ADEM's Electronic Drinking Water Reporting System. It is a web-based information system that allows Certified Labs and the regulated community to electronically submit reports to ADEM.
Electronic document	A PDF file uploaded through the "Submit a Document" function.
MOR	Monthly Operating Report(s)
Permittee	A public water system that has been issued a water supply permit by ADEM.
PIN	Personal Identification Number - a sequence of alpha-numeric characters assigned to a user with "Certifier" permissions by ADEM which provides an "electronic signature" for the certifier.
PLSP	Plans and Specifications
SDWIS/State	State version of the Safe Drinking Water Information System. ADEM uses this database to manage data collected under the Safe Drinking Water Act.
XML	Extensible Markup Language (XML) is a recommended standard by World Wide Web Consortium (W3C) for generic data communication (http://www.w3.org/TR/2000/REC-xml-20001006).