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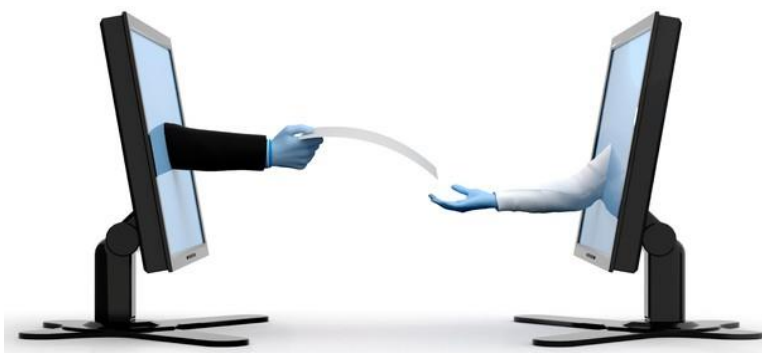
User's Guide

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Contents

1 Introduction

1.1   Overview of the Electronic Drinking Water Reporting System (EDWRS)

The Electronic Drinking Water Reporting System (EDWRS) is a web-based information system that allows the public water systems and certified labs to electronically submit required drinking water reports to the Alabama Department of Environmental Management (ADEM). The web address is https://prd.adem.alabama.gov/edwrs

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 the necessary legal, security, and electronic signature functionalities have been included to serve as a completely paperless reporting system.

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.

The EDWRS currently offers the ability to upload and certify the electronic documents in Table 1:

Table 1 - Document Types

Document Type	Description	Applicable ADEM Forms	Comment
CCR	Consumer Confidence Report	Form 347	Due July 1st
CORR	General Correspondence	Form 491	Use this document type for any documents that are not specified by another document type
LCCER	Lead and Copper Rule Certification	Form 405	This Certification will include a compilation of the sampling results using Form 405 sorted in ascending order with the 90th percentile results highlighted. This certification also includes a copy of the method used to inform customers of results, the date those results were provided, and how they were provided.
LACINV	Lead and Copper Inventory		Use this document type for anything related to Lead Service Line Inventories submitted under the Lead and Coper Rule Revisions, except for the actual inventory, which should be submitted a described in Section 5
MONP	Monitoring Plan		
MOR	Monthly Operation Report	Groundwater: Form 008 Surface Water: Form 242	Due no later than the 10th of the following month
PER	Permit Application	Form 488 (Construction) Form 489 (Modification) Form 490 (Renewal)	

PLSP	Plans & Specifications		Must bear the seal and signature of an Alabama licensed engineer
PRER	Preliminary Engineering Report		Required prior to submitting construction and/or modification permit application packages
PNOT	Public Notice Proof Package	Community: Form 345 Non-Community: Form 420	Package includes the certification forms listed and proof documents (e.g., copy of notice and proof of providing to local media)
QREP	Quarterly Report	Form 547	

As of July 1, 2018, the Chemical, Bacteriological, and Radiological Drinking Water Report (CBR) data is no longer allowed to be submitted as an electronic document. Past submissions of electronic documents may still be viewed on the EDWRS site. However, all CBR data submitted after July 1, 2018, must be submitted via XML file or direct data entry.

1.2   Goals and Benefits of EDWRS
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.

1.3   Minimum System Requirements for EDWRS
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. EDWRS will work in all modern browsers.

In summary, to use EDWRS, a participant will need:

- A computer/laptop with Internet access
- An email account

1.4   Registering for a Secure User Account
The updated EDWRS application is accessed via a secure user account in the ADEM Web Portal. Navigating to the EDWRS URL (https://prd.adem.alabama.gov/edwrs) will redirect users to the ADEM Web Portal for sign-in or account creating. Once logged into the portal, users will be required to link an existing EDWRS account or create a new one.

When creating a new account, the user will be prompted to select the type of system they represent, choose their organization, and select a desired role. This will create the first permission for the user; however, additional permissions can be created following by following the instructions in 1.6.2

An individual user can have one or more primary roles for both PWSs and Labs. These primary roles determine the user's permissions within that organization itself. Additionally, a user with a Lab permission can have an effective role, which may differ their primary role, when performing water system functions on behalf of the lab. This effective role is determined by a role specified by the water system when creating an association to the lab.

Users' effective permissions and the rights and privileges assigned based on those permissions are described in the Tables 2 and 3, p. 4.

Table 2 – User Roles*

User Role	Effective Role	Permissions
Preparer	Preparer	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	All Preparer privileges, plus…. Upload, Certify and Submit documents Select, Certify, and Submit data
Administrator	Administrator	All Certifier privileges, plus… Manager user accounts Authorize Labs (Water System Only)

*These roles are established via administrative approval after individual user role requests. (See Section 1.6.2)

Table 3 – Lab Authorization Privileges*

Lab Role	Authorization Role	Effective Role	Permissions
Preparer	Preparer	Preparer	All User Account Privileges, plus…. View list of associated Certified Labs
	Certifier		
Certifier	Preparer	Preparer	All User Account Privileges, plus…. View list of associated Certified Labs
	Certifier	Certifier	All Preparer privileges, plus…. Upload, Certify and Submit documents Select, Certify, and Submit data
Administrator	Preparer	Preparer	All User Account Privileges, plus…. View list of associated Certified Labs Manage lab user accounts
Administrator	Certifier	Certifier	All Preparer privileges, plus…. Upload, Certify and Submit documents Select, Certify, and Submit data Manage lab user accounts

*A water system administrator or ADEM staff must authorize a lab to act on behalf of the water system. In doing so, the water system specifies the highest role that the lab can perform, either Certifier or Preparer.

NOTE: A user can be associated with 1 or more labs and 1 or more water systems simultaneously. The user's effective permissions for each organization will always be determined by the context of the action they are performing and their highest role within that context.

## 1.5   Accessing EDWRS via ADEM Web Portal

Users must access the EDWRS by visiting the following URL: https://prd.adem.alabama.gov/edwrs, in their web browser, which will redirect to the "ADEM Web Portal Login" page (Figure 1). For users with an existing Web Portal account, enter your email and password and you will be redirected to the EDWRS Landing Page (Figure 3); all other users should select "Start here" to create a new Web Portal account[*]. Follow the on-screen instructions to create a new account, including email verification and completing the User profile and security questions.

Figure 1 - ADEM Web Portal Login Page

* An ADEM Web Portal account must be created to access the EDWRS application within the portal. For existing EDWRS users, it is not necessary to use the same email for the Web Portal account that is associated with an existing EDWRS account. Users will be able to associate their EDWRS profile after creating a Web Portal account.

Once an account has been created, log into the portal using your email and password, to go to the Web Portal Home (Figure 2).

Figure 2 - Web Portal Home Page
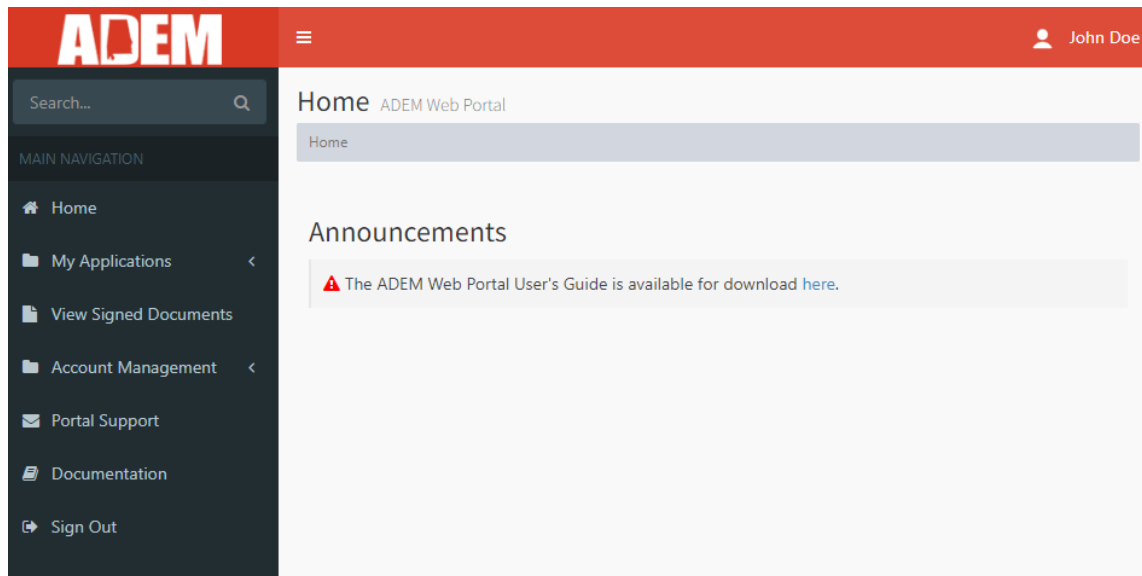
To access the EDWRS application, expand the Main Navigation menu item "My Applications" and select EDWRS, which will take you to the EDWRS Landing Page (Figure 3).
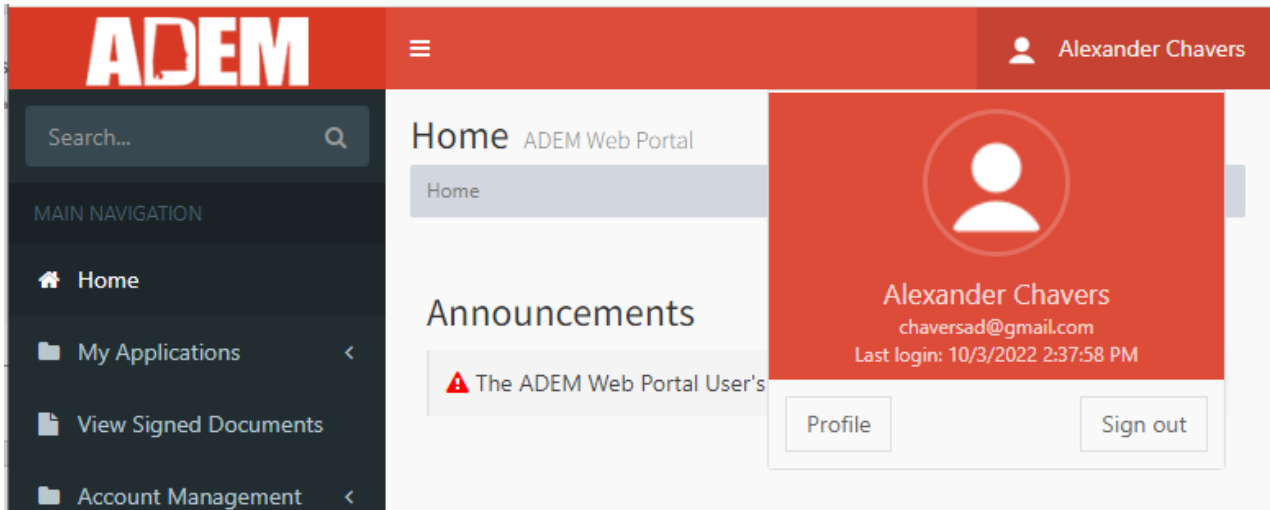
Figure 3 - EDWRS Landing Page
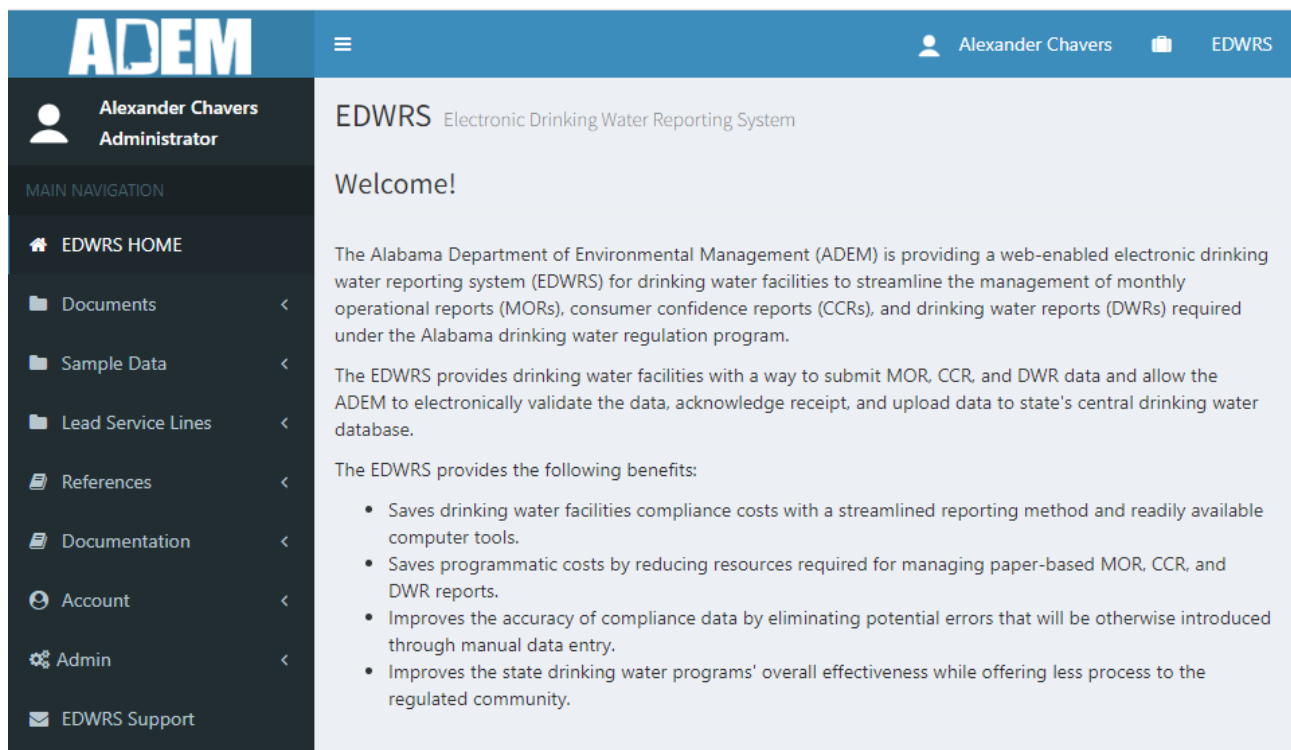
1.6   Managing Your User Profile

1.6.1   Updating Profile Information
The user profile is managed by the ADEM Web Portal. To modify the user Profile, select your Name from the top-right of the screen and click "Profile" (Figure 4).

Figure 4 - Modifying Profile

For specific information regarding updating the user profile, please see the [ADEM Web Portal User's Guide](#).

1.6.2   Managing Your User Permissions

The "Permissions" menu option in the Account menu category directs the user to the Permissions page (Figure 5). On this screen, users can see their currently active PWS and Lab permissions and perform the following actions:

- • *New Request -* Users can request additional PWS or Lab permissions. Selecting this will

take users to the Request Access page (Figure 6). All new requests will need to be approved by an existing administrator or ADEM.

Figure 6 - Request Access Page

EDWRS Electronic Drinking Water Reporting System

Request Access for Lab/Water System

Are you requesting access for a Lab or Water System?

○ Lab
● Water System

Choose the organization you would like access for:

Choose an organization...

Choose the level of Permission:

○ Administrator
○ Certifier
○ Preparer

Submit

- *Change* – Users can modify their permissions. Promotional requests will need to be approved by an existing administrator or ADEM.

Figure 7 - Change Permission Pop-up

Change Permission   ×

Change Role for:

0 - STATE BACTERIOLOGICAL LAB FOR SAMPLES AL

New Role:

Preparer

Submit Request

- *Remove* - Users can remove their connection to a lab or PWS. The connection can be re-established through the New Request action and will require administrator approval.

- *Remove All* – Users can remove all PWS or lab permissions. Connections can be re-established through the New Request action and will require administrator approval.

Additionally, users can expand any row in the Lab Permissions (see Figure 5) table to see the water system defined permissions for the Lab. The Permissions here are the effective permissions for the user of a lab when performing actions on behalf of the lab for a particular water system (e.g., sample submission, etc.).

1.6.3   View Pending Requests for Access

Users can view their pending Requests for Access (Figure 8) by selecting "Pending Requests" option under the Account menu category. Any request listed here will need to be approved by an Administrator of the PWS or Lab or by ADEM staff.

The "Change?" column indicates whether this is a new request or a change to an existing permission.

Figure 8 - Pending Requests for Access

1.6.4   Administrator – Approving Requests for Permission

All new or promotional requests for access must be approved by an administrator of the organization or ADEM staff. Users with administrator permissions can manage these requests by selecting the "Requests for Permission" option under the Admin menu category.

This will open the Request for Permissions page (Figure 9, p.11). On this page, the Administrator can Approve or Deny requests. Like the "Change?" column in Figure 8, administrators can quickly see if this is a new request or a request for changes to existing permissions.

Figure 9 - Requests for Permission

1.6.5   Administrator – Manager Users and Lab Authorizations

Users with Administrator permissions can manage users (Figure 10) for those organizations by selecting the "Users" option under the Admin menu category.   On the Users page, the organization must be selected from the drop-down menu to show the users for that organization.

Figure 10 - Manage User Accounts

If the organization selected is a water system, a Lab Authorizations (Figure 11, p. 12) will be presented, which allows the Administrator to manage the authorized Labs, including adding a new authorization, modifying the permissions for an existing authorization, and removing authorizations.

Figure 11 - Lab Authorizations

NOTE: The authorizations created here determine the effective permissions of a user performing water system actions on behalf of a lab, as discussed in Section 1.6.2.

1.7   Contacting the EDWRS Coordinator

The ADEM EDWRS Coordinator can be reached by email at EDWRS@adem.alabama.gov or by phone at (334) 271-7726. You may contact the EDWRS Coordinator with problems or questions regarding EDWRS or your user account.
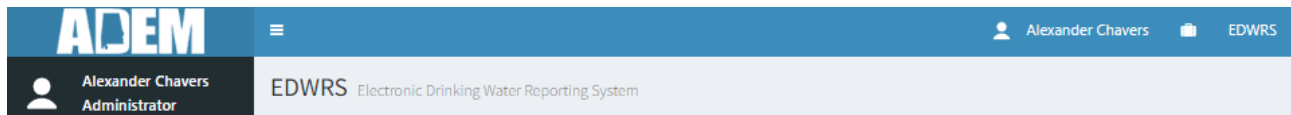
2 Navigating EDWRS

2.1 Application Breakdown

Once a user has accessed the EDWRS Welcome Page (Figure 3, p.6) through the ADEM Web Portal[1] as described in Section 1.5, users will be able to navigate to different parts of the application.

2.1.1 Status Bar

The status bar provides quick access to the User's Profile, the Web Portal Home Page and the EDWRS Home Page accessed by the User's Name, the briefcase icon, and "EDWRS", respectively.

Figure 12 - Status Bar

2.1.2 Navigation Menu

The menu is 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 outlined below.

- ➢ *EDWRS HOME*
- ➢ *Documents*
  - ○ Submit a Document[1]
  - ○ Documents List
  - ○ Archived Documents
- ➢ *Sample Data*
  - ○ Sample
  - ○ Upload XML
  - ○ Submissions
  - ○ Archived Submissions
- ➢ *Lead Service Lines*
  - ○ Submit[1]
  - ○ File List
- ➢ *References*
  - ○ Sampling Points
  - ○ Analytes

- ➢ *Documentation*
  - ○ User Guide
  - ○ XML Guide
  - ○ Analytes Reference Chart
- ➢ *Account*
  - ○ Permissions
  - ○ Pending Requests
  - ○ Request Access
- ➢ *Admin[2]*
  - ○ Users
  - ○ Requests for Permission
- ➢ *EDWRS Support*

1) These navigation items are only present if a user has a Certifier or higher permission
2) These navigation items are only present if a user has an Administrator permission

3 Submission of Documents

IMPORTANT ID Proofing through the ADEM Web Portal is required before a submission can be created. This process only needs to be done once across all applications in the ADEM Web Portal. See the ADEM Web Portal User's Guide for more information on the Identity Proofing Process.

3.1   Submitting a Document

The "Submit a Document" option in the Documents menu category directs the user to the "Submit a Document" page (Figure 13). **This menu item is only available to a person with certifier permissions.**

Figure 13 - Submit a Document

From the "Submit an Electronic Document" page (Figure 17), 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 or Higher permissions.

Step 2: Select a Document Type and, if required, a reporting period

Step 3: Click the "Choose File" button to select a PDF to upload

Step 4: Answer your Security Question and enter your Password*

Step 5: Click the "Sign/Submit" button*

*If you receive a blue message regarding ID Proofing and the "Sign/Submit" button is disabled, you must follow the ADEM Web Portal User Guide to Identity Proof before creating any submission.

The Monthly Operating Report (MOR) document type requires additional information as indicated

in Step 2 above. The requirement to submit the MOR is documented in the following section.

3.1.1 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 of the reporting period using one of the following methods ().

Figure 14 - MOR Reporting Period Selection

3.2   Viewing Document Submissions

The "Documents List" menu option in the Documents menu category directs the user to the "Document Submissions" page (Figure 15) where the user may select from a list of submitted certified documents for all water systems for which the user has assigned permissions. **This menu item is available to all users.**

Figure 15 - Documents List

3.2.1 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 in Figure 16 show how the column title will appear for the different sort options for column "PWSID":

*Figure 16 - Sort Icons*
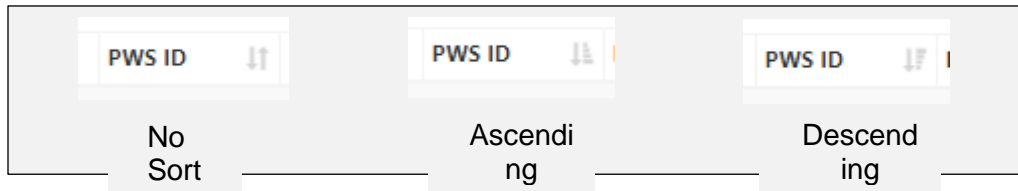
3.2.2 Filtering

The user may filter the document list by searching Keywords separated by a space in the search box to the left above the document list. The keyword is a smart search that searches for individual and combined keyword across text-based columns.

For example, entering MOR in the search box will return all documents of MOR type. As a further example, entering "MOR AL0000089" would return all MORs for that PWSID.

3.2.3 Show/Hide Columns

Columns in the data grid can be shown or hidden using the [icon] icon found immediately under the Document Title.

3.2.4 Exporting Document List

A list of the currently filtered document list can be exported to Excel using the [icon] icon found immediately under the Document Title.

3.2.5 View Archived Documents

Users can view documents submitted prior to this update to the EDWRS system by selecting the "Archived Documents" option under the Documents menu category. Similar to the Document page, these documents can be sorted, filtered, downloaded individually, exported to an Excel list and columns in the grid can be shown or hidden.

4 Submitting Lab Sample Data

4.1   Adding Lab Sample Data to EDWRS

4.1.1 Import an XML File with Lab Sample Data

The "Upload XML" option in the Sample Data menu category directs the user to the "Import Data via XML" page (Figure 17). **This menu item is available to all users.** The "Import Data via XML" page also provides links available to the ***EDWRS XML Guide*** and the ***Analyte Methods Reference Sheet***.

Figure 17 - Import Data Via XML

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 menu.

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 for EDWRS to accept the file. Only data for water systems for which the users have 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. Table 4 below indicates which XML Schema/Business Rules from the ***EDWRS XML Guide*** should be used for each analyte group.

Table 4 - Analyte + Rule XML Schema Assocations

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		

4.1.2 Direct Data Entry of Lab Sample Data

The "Samples" menu option in the Sample Data menu category directs the user to the Manage Sample Data page (Figure 18). **The "Samples" menu item and the "+Add Sample" feature are available to all users.**

Figure 18 - Manual Sample Data

The following steps will outline how to add a sample manually:

(Refer to Figure 18 for Steps 1-6)

Step 1: Select the appropriate Analyte Group (e.g., BACT GROUP, CRYPTO, LEAD COPPER, etc.) for the sample by using the drop-down menu.

Step 2: Enter or select the PWS by typing in the name or ID number or by selecting it from the drop-down menu.

Step 3: Enter or select the reporting Lab by typing in the name or ID number or by selecting it from the drop-down menu. If different from the reporting lab, the analyzing lab will be specified later.

Step 4: Indicate the collection date of the sample by typing in directly or selected after clicking the calendar icon.

Step 5: Indicate whether the sample is a microbial sample. For certain Analyte Groups in Step 1, this checkbox may be automatically selected.

Step 6: Click the "+ Add Sample" button, which will take you to the "Add New Sample" page (Figure 19, p. 19). This page may differ slightly depending on the Analyte Group Selected.

Figure 19 - Add New Sample

Step 7: Enter the following information on the "Add New Sample" page. <u>Please note that the sample cannot be saved (Step 12) until all the required sample information (Steps 7-8)</u> **AND** <u>the results for at least one analyte is added (Steps 9-11).</u>

    i.   Select RULE CODE from the drop-down menu.

    ii.   Type in the LAB SAMPLE NUMBER for the sample taken. The LAB SAMPLE NUMBER (aka Sample ID) must be unique for each lab and sample and cannot be repeated.

    iii.   Verify the SAMPLE COLLECTION DATE was properly entered on the prior page.

    iv.   Select the MONITORING TYPE from the drop-down menu. The monitoring type can be one of the following: RT – Routine, RP – Repeat*, TG – Triggered*, CO – Confirmation*, RP – Repeat, SP – Special, MR – Maximum Residence Time, SB – Shipping Blanks, FB – Field Blanks

*For these monitoring types, an original sample must be provided. Upon selecting one of these types, an "Original Sample Info" section will appear (Figure 20, p. 20). Users should use the magnifying glass icon to view a list of existing samples and select the correct original sample from the list. Click "Select" once the original sample is selected to return to the Add New Sample page and populate the Original Sample Information.

v.   For "Lead and Copper" analyte group samples, the COLLECTION TYPE should be selected from the drop-down menu. This data field does not appear for any other analyte groups.

vi.   Verify the LAB was properly entered on the prior page.

vii.   Verify the WATER SYSTEM was properly entered on the prior page.

viii. Select the FACILITY from which the sample was collected from the drop-down menu.

ix.   Select the SAMPLING POINT from the drop-down menu.

x.   Check the FOR COMPLIANCE checkbox, if the sample is being submitted to demonstrate compliance. Uncheck the box if the sample is submitted for any other reason. Users will receive a validation error when saving the sample if this box is checked and the MONITORING TYPE is SP – Special Sample.

xi.   Check the ADDITIONAL SAMPLE box if this sample replaces a sample that has already been submitted. For instance, a sample was submitted and found to be unsatisfactory or rejected by the lab and this sample replaces unsatisfactory or rejected sample. If this box is checked, an "Original Sample Info" section will appear (Figure 20). You can click the Search icon to display a window listing sample number. You must select the correct "Sample Number" for the original sample.

xii.   Narrative comments may be provided in the SAMPLE COMMENTS field.

Step 8: On the "Add New Sample" page (Figure 19, p. 19), in the "Specialized Measurements (Field Data)" section, select Add Field Data to expand the section (Figure 21).

Figure 21 - Specialized Measurements (Field Data)

*A specialized measurement can be removed by clicking " – Remove Field Data" at the end of the row for that measurement.

Step 9: Provide the following information to enter a specialized measurement:

i.   Select the FIELD DATA TYPE (e.g., Free Chlorine Residual, Total Chlorine Residual, pH, turbidity, Flow rate, and Water Temperature).

ii.   Enter in the VALUE.

iii.   Enter in the UNIT if the "Field Data Type" is "Water Temperature". The allowed values are "C" for Celsius and "F" for Fahrenheit. Any other values will be ignored.

iv.   [Optional] Enter the number of SIGNIFICANT DIGITS for the VALUE entered.

v.   Repeat Step 8 to enter additional specialized measurements for this sample.

Step 10:   On the "Add New Sample" page (Figure 19, p. 19), in the Analysis Results section, select Add Result to expand the section (Figure 22). The content of this section varies depending on the ANALYTE GROUP specified in Step 1.

Figure 22 - Analysis Results (Lead and Copper)

Step 11:   Provide the following information to enter an analysis result:

i.   Select the ANALYTE code from the drop-down menu. (Note: The ANALYTE codes can be found on the "Reference Data and Documents" page described in Section 5)

ii.   Select the METHOD code from the drop-down menu. (Note: The METHOD codes can be found on the "Reference Data and Documents" page described in Section 5)

iii.   Verify that the LAB listed is the analyzing lab. If not, select the analyzing lab. You must also click the "Search" icon   to verify that the selected lab is certified.

iv.   The data fields for "Result Details" section will vary based on the analyte group; therefore, you should provide the following data, as requested:

a) For the BACT Analyte Group:

1.   Select whether the analyte was "Absent" or "Present" in the sample for the DETECTION field.

2.   Enter the VALUE. For distribution samples, these values are typically not provided, only whether the analyte was absent or present. For raw samples, these values are required when the analyte is present. These

values must be integers; no decimals places are allowed. Also, if the results are > a certain number, <u>only the digits</u> should be entered in the VALUE field. The actual values can be included in the "Comments" field. (For example: > 2240 – Value: "2420", Comment: ">2240" or MPN: 307.6 – Value: "308", Comment: "MPN: 307.6")

3. Enter the UNIT code (usually 100ML). (Note: The UNIT codes can be found on the "Reference Data and Documents" page described in Section <u>5</u>)
4. [Optional] Enter the number of SIGNIFICANT DIGITS for the VALUE entered.
5. Enter the MICROBIAL COUNT TYPE (usually "COLONIES"). (Note: The MICROBIAL COUNT TYPE codes can be found on the "Reference Data and Documents" page described in Section <u>5</u>)
6. Enter ANALYSIS START DATE by typing the date or clicking the calendar icon and selecting the date.
7. [Optional] Enter the ANALYSIS START TIME by typing the time [Format: h:mm am/pm] or clicking the clock icon and selecting the time.
8. [Optional] Enter NARRATIVE COMMENTS about the results or include actual results values from method.
9. Select the DATA QUALITY of the sample from the drop-down menu. Acceptable values are:
   - A – Acceptable (Default value and should be used for most samples)
   - R – Rejected (A comment must be added as to why the sample result was rejected)
   - P – Provisional
   - V – Verified
10. Click the "Add" button to save the analysis results. Once added, the results for the analyte will appear in a list in the "Analysis Results" section. You can then click the "Add Result" button to add more results for the sample.

b) For the DBP, Lead & Copper, SOC's, VOC's, and IOC's Analyte Groups:

1. If the sample result was below the detection limit, check the box for BELOW DETECTION LIMIT. Otherwise, leave the box unchecked.
2. If the BELOW DETECTION LIMIT box is checked, you must indicate whether the "Limit Type" is an "MDL" (minimum detection level) or "MRL" (minimum reporting level) in the drop-down menu.
3. Enter the VALUE. If the BELOW DETECTION LIMIT box is checked, enter the value for the MDL or MRL.
4. Enter the UNIT code. (Note: The UNIT codes can be found on the "Reference Data and Documents" page described in Section <u>5</u>.
5. [Optional] Enter the number of SIGNIFICANT DIGITS for the VALUE entered.
6. Enter ANALYSIS START DATE by typing the date or clicking the calendar icon and selecting the date.
7. [Optional] Enter the ANALYSIS START TIME by typing the time [Format: h:mm am/pm] or clicking the clock icon and selecting a time.
8. [Optional] Enter NARRATIVE COMMENTS about the results.
9. Select the DATA QUALITY of the sample from the drop-down menu. Acceptable values are:
   - A – Acceptable (Default value and should be used for most samples)
   - R – Rejected (A comment must be added as to why the sample result was rejected)
   - P – Provisional

- V – Verified

10. Click the "Add" button to save the analysis results. Once added, the results for the analyte will appear in a list in the "Analysis Results" section. You can then click the "Add Result" button to add more results for the sample.

c) Radiologicals

1. If the sample result was below the detection limit, check the box for BELOW DETECTION LIMIT. Otherwise, leave the box unchecked.
2. If the BELOW DETECTION LIMIT box is checked, you must indicate whether the "Limit Type" is an "MDL" (minimum detection level) or "MRL" (minimum reporting level) if the drop-down menu.
3. Enter the VALUE. If the BELOW DETECTION LIMIT box is checked, enter the value for the MDL or MRL.
4. Enter the UNIT code. (Note: The UNIT codes can be found on the "Reference Data and Documents" page described in Section 5).
5. [Optional] Enter the number of SIGNIFICANT DIGITS for the VALUE entered.
6. Enter the RAD COUNT ERROR.
7. Enter ANALYSIS START DATE by typing the date or clicking the calendar icon and selecting the date.
8. [Optional] Enter the ANALYSIS START TIME by typing the time [Format: h:mm am/pm] or clicking the clock icon and selecting the time.
9. [Optional] Enter NARRATIVE COMMENTS about the results.
10. Select the DATA QUALITY of the sample from the drop-down menu. Acceptable values are:
    - A – Acceptable (Default value and should be used for most samples)
    - R – Rejected (A comment must be added as to why the sample result was rejected)
    - P – Provisional
    - V – Verified
11. Click the "Add" button to save the analysis results. Once added, the results for the analyte will appear in a list in the "Analysis Results" section. You can then click the "Add Result" button to add more results for the sample.

Step 12:   Click the "Save New Sample" button at the bottom of the "Add New Sample" page.

4.1.3 Editing Lab Sample Data

On the same Manage Sample Data page (Figure 18, p. 18) where users enter new samples, users can review previously submitted samples. To view samples, users must first select an Analyte from the dropdown at the top of the page. **The "Samples" menu item and the editing "Details" and editing "Results" features are available to all users.**

Figure 23 - Sample Record Selection

To edit the details, users should select the Details link circled in red in Figure 23. This will bring the users to the Edit Sample Details screen (Figure 24). Certain information, shown in a yellow header, will be locked for editing. If this information is incorrect, the sample will need to be deleted and re-entered or re-submitted correctly.

Figure 24 - Editing Sample Details

To edit the results for an analyte, click the pencil icon at the beginning of the analyte record (Figure 23). The Analysis Results can be edited in the same manner as described in Step 11 of Section 4.1.2 and then hitting "Save" (Figure 26). To delete the results for an analyte, click the trash bin icon at the far right of analyte record.

Figure 25 – Select Sample Result for Editing

Sample Number:	1234-TESTEER	Lab:	41270 (STATE) - AMERICAN WATER
Collection Date:	10/05/2022	PWS:	AL0000004 - ALABAMA DOT/I-10 AL/FL WELCOME CENTER
Analyte Group:	BACT GROUP	Facilty:	DS200 - DISTRIBUTION SYSTEM
Rule Code:	TC - Total Coliform	Sample Point:	RP01 - SOUTH EAST SIDE
Monitoring Type:	RT - Routine	Additional Sample:	N
Compliance:	Y	Comments:	--none--

Sample Results   ⊞ Add Result   ☑ Edit Sample Details

Show 10 ⌄ entries   Search: [   ]

	Analyte Code ↕	Method ↕	Lab ↕	Analysis Start Date/Time ↕	Absent/Present ↕	Value ↕	Unit ↕	Microbial Count Type ↕	QA ↕	
✏	3100 - COLIFORM (TCR)	9223B-PA	41270 (STATE)	10/05/2022	A				A	🗑

Showing 1 to 1 of 1 entries   Previous **1** Next

Figure 26 - Edit Result

Edit Result   Back to Results

Analyte	3100 - COLIFORM (TCR)	Analysis Start Date	10/05/2022 📅
Method	9223B-PA - COLILERT - PRESE... ▾	Analysis Start Time	[ ] ⊙
Lab	41270 🔍	Comments	[ ]
	STATE AMERICAN WATER		

Result Details   Data Quality Code [A ⌄]

Detection   ⦿ Absent ○ Present

Value [   ]

Unit [   ]

Significant Digit [   ]

Microbial Count Type [   ]

Save   Cancel

4.1.4 Copying Lab Sample Data

Instead of creating a new sample, a user may use the "Copy" feature to start a new lab sample from an existing lab sample in EDWRS. The "Samples" menu option in the Sample Data menu category directs the user to the Manage Sample Data page page (Figure 18). Note the circled area that will be used for copying a lab sample (Figure 27). **The "Samples" menu item and the "Copy" feature is available to all users.**

Figure 27 - Copy Sample

		# of Analytes	Sample #	PWS ID	Monitoring Type	Sample Date	Facility	Sample Point	Rule Code	Compliance	
▼ ☐ 10060 - MOBILE BRANCH LABORATORY											
☐	Details · Results	1	E2208001401-01	AL0000004	RP	08/08/2022	DS200	RT05	TC	Y	
☐	Details · Results	1	E2208001401-02	AL0000004	RP	08/08/2022	DS200	RT04	TC	Y	
☐	Details · Results	1	E2208001401-03	AL0000004	RP	08/08/2022	DS200	RT03	TC	Y	
☐	Details ·	2	E2208001401-	AL0000004	TG	08/08/2022	WL001	PT01	GE	Y	

The "Copy" feature creates a sample but does not create any results. Certain fields for the sample will still need to be provided, as well as the "Specialized Measurements" data and the "Analysis Results" data. Clicking the "Copy" link on the far right of the sample record opens up the "Add New Sample" page (Figure 19, p. 19). See Section 4.1.2 for details on adding new samples.

4.2 Managing Lab Sample Data in EDWRS

The "Samples" option in the Sample Data menu category directs the user to the Manage Sample Data page (Figure 28). **This page is available to all users, but only users with certifier or higher permissions will have the ability to "Create Submission(s)"**

Figure 28 - Manage Sample Data

The user may perform the following actions on the Manage Sample Data page (Figure 28):

1. Add New Samples – See Section [4.1.2](#) for instructions on entering new samples by direct-entry.

2. View Submitted Sample List – Users must first select an analyte from the drop-down menu. Only results for which the user has permissions will be shown.
   - Results can be sorted, filtered, modified, and exported, similar to the Document List described in Section [3.2.1](#), [3.2.2](#), [3.2.3](#), and [3.2.4](#).
   - More results can be shown per page by selecting a higher number from the drop-down menu below the list.

3. Edit Submitted Samples – Users can select Details or Results to modify the respective

information for a sample.

4. Delete Samples – Users can select one or more samples by checking the box or using the "Select All" option and then clicking "Delete Selected".

5. Create a Submission – Users with effective Certifier or higher permission for a water system or lab can create submissions to ADEM.

4.3   Submitting Lab Sample Data

The "Samples" option under the Sample Data menu category directs the user to the "Manage Sample Data" page (Figure 28). This page allows a user with effective "Certifier" permissions for a water system or lab to create submissions.

To create a submission, a user must take the following steps:

Step 1:   **Select the samples to be included in the submission**.

A submission may only contain samples from one <u>lab</u> 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. <u>The "Create Submission(s)" button will **NOT** be active if the user does not have an effective permission of Certifier or higher for the water system or lab related to the samples select **OR** if the user has selected samples from more than one lab.</u>

Users can select samples using the "Select All" button, clicking the box next to a lab name to select all samples for that lab or clicking the individual checkboxes next to the samples.

More entries per page can be shown using the drop-down box at the bottom of the list. Navigating to another page before creating a submission will clear all selections.

Step 2:   Click the "Create Submission(s)" button

This will open the "Create Submission(s)" page (Figure 29). From this page, the user may click "Raw XML" or "View as Report" to preview the data that will be submitted in the respective format. Figure 29 - Create Submission(s)

Figure 29 - Create Submission(s)

Step 3:   **Confirm Identity** by answer the security question and entering your password
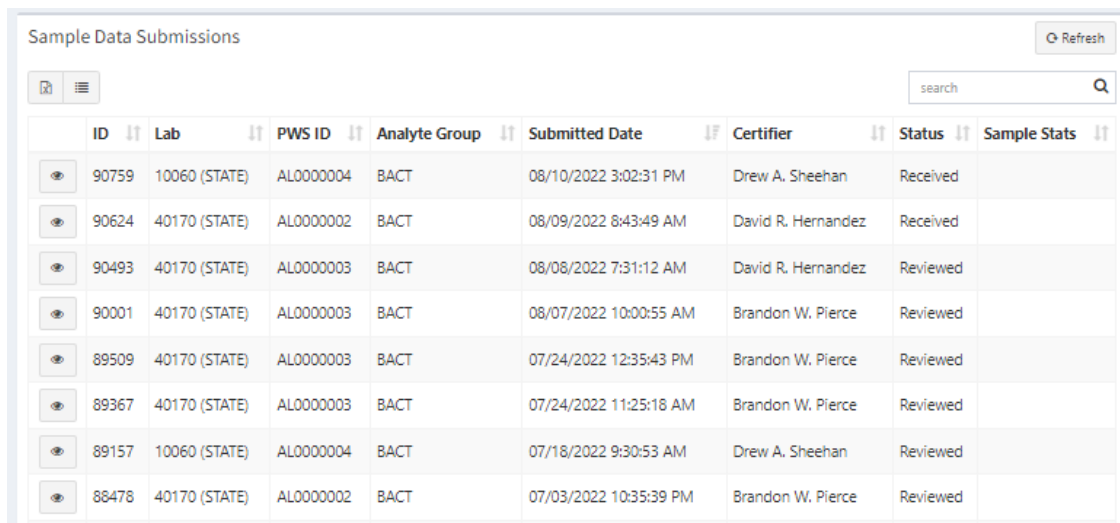
Step 4:   Click Submit

Once a submission has been created, it will appear on the "Submissions" page where the user may view the status of the submission as well as the statuses for the samples contained in the submission (See Section 4.4).

4.4   Viewing Lab Sample Data Submissions

The "Submissions" option in the Sample Data menu category directs the user to the "Sample Data Submissions" page (Figure 30) where the user can view the submissions for any water system or lab for which the user has permissions. The "Archived Submissions" option in the Sample Data menu category allows the users to see sample submission prior to EDWRS' transition into the ADEM Web Portal (Figure 31).
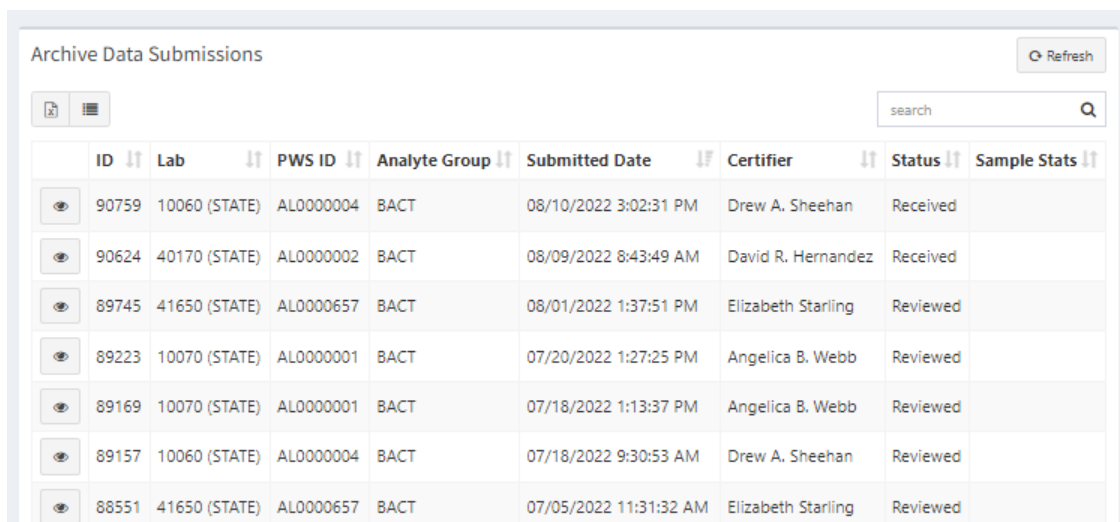
Figure 30 - Sample Data Submissions

Figure 31 - Archived Data Submissions

For each submission, the "Submissions" page (Figure 30) 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 Section 3.2.1, 3.2.2 and 3.2.3 for information on sorting, filtering, showing/hiding columns, and exporting the list.

The "Submissions" page (Figure 30) also contains a "Receipt" link to the left of each Submission ID, which opens a "Submission Receipt" (Figure 32). The "Submission Receipt" identifies the Lab, PWS ID, Analyte Group, Submission ID, Submission Status History, and Submission Samples Statuses.

Figure 32 - Submission Receipt

The "Submission Receipt" page (Figure 32) also provides the user with three links:

- Verify – Indicates whether the submission has been altered
- View XML – Open the XML file for the submission to ADEM. (Note: The XML file will be the XML file created when a user with "Certifier" permissions selects samples to submit and then click "Create Submission" button.
- View as Report – The data appears on screen in Report Form (Figure 33)

Figure 33 - View as Report

5   Submitting Lead Service Line Inventories

The "Submit" option under the Lead Service Lines menu category will direct users to the Lead Service Line Inventory Submission page (Figure 1). Only Lead Service Line Inventories should be submitted using this page, all other documents related to the Inventories should be submitted via the "Submit a Document" option discussed in Section 3.1 using the Document Type LACINV.

Figure 34 - Lead Service Line Inventory Submission

To submit a Lead Service Line Inventory, perform the following actions:

Step 1: Select PWSID from the dropdown menu

Step 2: Click "Choose File" and select the Lead Service Line Inventory file.

Step 3: *Note: Only approved files will be accepted as Lead Service Line Inventories. Approved files include the Department's Lead Service Line Inventory Excel Template, which can be found here or an XML file, which adheres to the XML Schema Guidance document currently under development.*

Step 4: Answer your security question and enter your password

Step 5: Click Sign/Submit to upload the document.

A list of submitted Lead Service Line Inventory Files can be viewed by going to the "File List" option under the Lead Service Lines menu category. See Section 3.2.1, 3.2.2 and 3.2.3 for information on additional filtering, sorting, showing/hiding columns, and exporting the list.

## 6   Reference Information Available in EDWRS

6.1   References

The References menu category include two menu options, "Sampling Points" and "Analytes".

6.1.1 Sampling Points

Selecting "Sampling Points" option from the References menu category will direct the user to the Sampling Points page (Figure 35).

Figure 35 - Sampling Points

The Sampling Points page provides a list of all the approved sampling points for those water systems the user has permissions for. The list can be filtered specifically by water system by selecting a water system from the drop-down menu, and clicking the Filter icon (   ).   See Section 3.2.1, 3.2.2 and 3.2.3 for information on additional filtering, sorting, showing/hiding columns, and exporting the list.

Additionally, users may view a "SDWIS/State Water Sample Schedule Report" for a water system by first selecting the water system from the drop-down menu and then clicking "Sample Schedule", circled in red on Figure 35. *Note: The All Systems option is not available for viewing Sample Schedules.*

6.1.2 Analytes

Selecting the "Analytes" option from the References menu category will direct the users to the Analyte Reference List page (, which provides a tabular view of each Analyte Group and their method associations. See Section 3.2.1, 3.2.2 and 3.2.3 for information on additional filtering, sorting, showing/hiding columns, and exporting the list.

6.2   Documentation

The "Documentation" menu category contains the following reference material:

- [EDWRS User Guide](#)
- [EDWRS XML Guide](#)
- [Analytes Reference Chart](#) – PDF Representation the Analyte Reference List page discussed in Section 6.1.2.

7 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.
LACINV	Lead and Copper Inventories
MOR	Monthly Operating Report(s)
Permittee	A public water system that has been issued a water supply permit by ADEM.
PLSP	Plans and Specifications
PWS	Public Water Supply
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).