



**Electronic Drinking Water Reporting System  
(eDWRS)  
Participation Package**

**Drinking Water Branch  
Alabama Department of Environmental Management  
P.O. Box 301463  
Montgomery, Alabama 36130-1463  
Tel: (334) 271-7726  
Fax: (334) 279-3051  
Email: [eDWR@adem.state.al.us](mailto:eDWR@adem.state.al.us)**

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## **1 Introduction**

### **1.1 Overview of the Electronic Drinking Water Reporting System (eDWRS)**

The ADEM eDWRS is a web-enabled information system that allows regulated facilities or their representative to upload or enter electronic data and supporting documentation to the Alabama Department of Environmental Management (ADEM). This system is designed to provide an alternative to submitting handwritten or paper-based drinking water reports that is faster, more efficient, and requires less processing for both regulated facilities and ADEM. As a fully operational electronic reporting system, all of the necessary legal, security, and electronic signature functionality have been included for this system to serve as a completely paperless reporting system.

### **1.2 Reasons for Using and Benefits from Participation of eDWRS**

- Reduces the Permittee's compliance costs by offering a streamlined reporting method using readily available computer tools.
- Obtains “real-time” reporting requirements
- On-line availability of drinking water reporting requirements and processing status.
- Online Submission Options (rather than traditional “paper”):
  - Web data entry form
  - XML file submission
  - Document Upload
- Up-front validation of drinking water reports before submissions
- Ability to submit and certify reports
- Ability to submit drinking water report revisions
- Upload support documents directly to eDWRS and avoid certified mail costs.
- Ability to review submissions and verify that reports were submitted.
- Obtains Email notifications for:
  - Submission,
  - Validation,
  - Processing,
  - Password/PIN (Personal Identification Number) changes,
  - etc.
- Reports may be saved in progress and completed later

- User authentication and security controls
- Multiple Access Levels: Certifier, Preparer
- Saves ADEM implementation costs by reducing, and eventually better utilizing, resources required for managing paper-based drinking water reports.
- Improves the overall effectiveness of the State's drinking water program with faster response for data analyses, compliance assessment, and decision-making.

### **1.3 Contact Information**

The eDWRS Coordinator: Donna Barton

E-mail: [eDWR@adem.state.al.us](mailto:eDWR@adem.state.al.us)

Telephone: (334) 271-7726

Address: Drinking Water eDWRS Coordinator c/o Donna Barton  
Alabama Department of Environment Management  
P.O. Box 301463  
Montgomery, Alabama 36130-1463

## **2 Who Can Participate**

Because the eDWRS is a web-enabled system, Permittees and certified Labs will be able to access it at no cost using existing internet connections or Internet Service Providers (ISPs). The system provides Permittees and certified laboratories with the ability to retrieve up-to-date reporting requirements from ADEM's centralized data system, 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 Permittees and certified Labs manage their own reporting requirements and view previous submissions.

The ability to participate as an authorized representative for a specific Permittee on eDWRS will be restricted by effective permissions that are based on an assigned user role and lab role, if applicable.

### **2.1 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 user role.

### **2.2 Lab Personnel**

A Permittee's Responsible Official (RO) must use Form ADEM-eDWRS-1 to assign a lab role of "Certifier" or "Preparer" for any certified Lab that will participate on their behalf. The Lab's RO must use the Form ADEM-eDWRS-1A to request eDWRS 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 and the lab role assigned to the Lab by the Permittee on Form ADEM-eDWRS-1.

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 charts below:

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

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

### **3 System Requirements**

Permittees and certified laboratories will need the following to access ADEM's eDWRS web site:

- Internet Connection
- Web Browser Software

The eDWRS web site has been tested with Internet Explorer 8+ and Google Chrome. Permittees may find that other internet browsers may work but ADEM cannot ensure that all of the features of the eDWR web system will be available.

## 4 Application Process

### 4.1 Permittee Application Requirements

In addition to satisfying the minimum system requirements (section 3), a Permittee must fill out and submit two documents to ADEM to apply for eDWRS Participation:

1. **Form ADEM-eDWRS-1: Permittee Registration Form** with “New Application” checked in Part A indicates the Permittee’s desire to participate in the eDWR Program and should be completed by the Permittee’s RO. This form is used to request eDWRS user accounts for Permittee personnel and to assign certified Labs to act on the Permittee’s behalf.
2. **Form ADEM-eDWRS-2: Terms and Conditions Agreement** is a formal agreement between each PIN holder (“Certifier”) and ADEM regarding their responsibilities and use of their PIN. The person requesting electronic signature authorization must sign Form ADEM-eDWRS-2 in accordance with ADEM Administrative Code. The original signed form must be returned in conjunction with the Form ADEM-eDWRS-1.

### 4.2 Lab Application Requirement

In addition to satisfying the minimum system requirements (section 3), a Lab must fill out and submit two documents to ADEM to apply for eDWRS Participation:

1. **Form ADEM-eDWRS-1A: Lab Registration Form** with “New Application” checked in Part A indicates the Lab’s desire to participate in the eDWRS Program and should be completed by the Lab’s RO. This form is used to request eDWRS user accounts for Lab personnel. The effective permission of a user for a specific Permittee will be determined by the role assigned to the user by the lab on Form ADEM-eDWRS-1A and by the role assigned to the Lab by the Permittee on Form ADEM-eDWRS-1.
2. **Form ADEM-eDWRS-2: Terms and Conditions Agreement** is a formal agreement between each PIN holder (“Certifier”) and ADEM regarding the

responsibilities and use of their PIN. The person requesting electronic signature authorization must sign Form ADEM-eDWRS-2 in accordance with ADEM Administrative Code. The original signed form must be returned in conjunction with the Form ADEM-eDWRS-1A.

#### **4.3 Acceptance as an eDWRS Participant**

After receiving and processing Form ADEM-eDWRS-1 or Form ADEM-eDWRS-1A and any required Form ADEM-eDWRS-2s, ADEM will notify all requested users via email and include a temporary password and, if applicable, a temporary PIN. **NOTE:** The email address provided for a user on the Form ADEM-eDWRS-1 or Form ADEM-eDWRS-1A is the username.

#### **4.4 Initial Login for a Preparer**

When the account is initially created in response to a Form ADEM-eDWRS-1 or Form ADEM-eDWRS-1A, a temporary Password will be delivered to the user via the email address that is also the username for the account. The user must reset the Password before any other access is allowed on the eDWRS.

#### **4.5 Initial Login for a Certifier**

When the account is initially created in response to a Form ADEM-eDWRS-1 or Form ADEM-eDWRS-1A and a signed Form ADEM-eDWRS-2, a temporary Password and PIN will be delivered to the user via the email address that is also the username for the account. The user must reset the temporary Password, reset the temporary PIN, and answer five security questions before any other access is allowed on the eDWRS.

#### **4.6 Acceptance and Use of a PIN**

To obtain a PIN, a user must have a user role of “Certifier”. Only users registered with an account with a “Certifier” role are issued a temporary PIN and will be allowed to submit eDWRS data and documents once a working PIN is established. Establishing a working PIN is a two-step process. When the account is initially

created in response to a Form ADEM-eDWRS-1 or Form ADEM-eDWRS-1A and a signed Form ADEM-eDWRS-2, a temporary PIN and temporary Password will be delivered to the applicant via the email address that is also the username for the account. The user must reset the temporary Password, reset the temporary PIN, and answer five security questions before any other access is allowed on the eDWRS. To reset the temporary PIN to a working PIN, the user must enter the temporary PIN and a new working PIN. The temporary PIN will no longer be useable once a working PIN has been generated. This extra step is intended to enhance the confidentiality of the PIN in the event that someone other than the intended recipient views the temporary PIN during emailing. The User must NEVER share the PIN with others. By resetting the temporary PIN, the user agrees to be legally bound and responsible for all uses of the electronic signature as if it were a hand-written signature. It must be kept confidential. Failure to maintain confidentiality of the PIN may result in suspension or deactivation of eDWRS privileges (see Section 6).

## 5 Account Management

### 5.1 Permittee Account Management

The Permittee's Responsible Official must manage the user accounts and Lab associations in a manner that safe guards access to eDWRS. This includes adding and updating user roles; removing users that are no longer employed; and adding, updating, or deleting labs that participate on their behalf. The Permittee will be responsible for any reporting issues caused by unauthorized access due the Permittee not following account management policies.

The following items require that ADEM be notified and the Permittee eDWRS registration or PIN authorization be changed:

- The Permittee's authorized representative(s) has changed
- The Permittee has a reason to believe that PIN/Password security has been compromised

"Manage User Accounts" must be selected by the Permittee's RO in Part A of Form ADEM-eDWRS-1 to indicate that the form is being used to manage user accounts and Lab associations.

#### 5.1.1 Manage User Accounts

Part B of Form ADEM-eDWRS-1 must be completed to add a user role of "Certifier" or "Preparer" to a user account for the Permittee; to update an account with a new user role of "Certifier" or "Preparer" for the Permittee; or to remove an assigned user role from an account so the user account does not have any permission for the Permittee.

This form is NOT used to update user profile information such as name, address, and phone number. That should be done on eDWRS from the **Profile** management page.

1. The Permittee adds permissions to a user account by selecting "Add" in the Account Actions and selecting a user role of "Certifier" or "Preparer" on Form ADEM-eDWRS-1.

- If the user account already exists, ADEM will add the Permittee and the designated user role to the user account.
  - If the user account does not exist, ADEM will create an account and add the Permittee and assigned user role to the new user account. The new user will receive an email that will include a temporary password and, if applicable, a temporary PIN. **NOTE:** The email address provided for a user on the Form ADEM-eDWRS-1 is the username (see section 4.4 or 4.5 for initial logon instructions). All users assigned a user role of “Certifier” must provide an original signed Form ADEM-eDWRS-2 in conjunction with this form.
2. The Permittee can update a previously assigned user role for an account by selecting “Update” as the Account Action. Update can only be selected if the user account exists and has an assigned user role for the Permittee. The account will be updated with the user role selected on the form. If the user role is updated from “Preparer” to “Certifier”, an original signed Form ADEM-eDWRS-2 is required. **NOTE:** Forms will NOT be altered by ADEM personnel at the Permittee’s request. If “Update” is requested for an account that does not exist or does not have an assigned user role for the Permittee, no action will be taken by ADEM until a new form with the account action of “Add” is received from the Permittee.
  3. The Permittee can remove a user role from an account by selecting “Remove” as the Account Action. Remove can only be selected if the user account exists and has an assigned user role for the Permittee. The Permittee will be removed from the associations on the user account which terminates the permissions the user had to participate on the Permittees behalf. If this is the only association on the user account, the account will be disabled until a new association is added. It is best to list all “Add” requests before “Remove” requests to avoid inadvertently disabling a user account.

### 5.1.2 Manage Lab Associations

Part C of the Form ADEM-eDWRS-1 must be completed by the Permittee RO to add, update, or delete a Lab as a participant on the Permittee’s

behalf. The lab will act as a “Preparer” or “Certifier” for the Permittee based on the lab role selected. **NOTE:** The Permittee only needs a Lab association if a Lab will upload or submit data or documents on the Permittee’s behalf. The Permittee has the right to upload and submit all data or documents from any certified Lab on their own behalf.

1. The Permittee adds an authorized Lab by selecting “Add” in the Account Actions and selecting a lab role of “Certifier” or “Preparer”. The Lab’s role will be used to determine a user’s effective permissions on eDWRS as explained in Section 2.
2. The Permittee can update a Lab’s role by selecting “Update” in the Account Actions and selecting a lab role of “Certifier” or “Preparer”. Update can only be selected for a Lab if it is already associated with a Permittee.
3. The Permittee can delete a Lab’s association by selecting “Delete” in the Account Actions. The Lab will be deleted from the Permittee’s list of associated labs terminating the Lab’s ability to prepare or certify for the Permittee on eDWRS. Delete can only be selected for a Lab if it is already associated with a Permittee.

## **5.2 Lab Account Management**

The Lab’s Responsible Official must manage the user accounts in a manner that safe guards access to eDWRS. This includes updating user roles for Lab personnel, removing users that are no longer employed, and coordination with Permittees to insure their Lab role is assigned correctly. The Lab will be responsible for any reporting issues caused by unauthorized access due the Lab not following account management policies.

The following items require that ADEM be notified and the Lab eDWRS registration or PIN authorization be changed:

- The Lab’s authorized representative(s) have changed
- The Lab has a reason to believe that PIN or Password security has been compromised

“Manage User Accounts” must be selected by the Lab’s RO in Part A of Form ADEM-eDWRS-1A to indicate that the form is being used to manage user accounts.

**Part B of Form ADEM-eDWRS-1A** must be completed by the Lab RO to add a user role of “Certifier” or “Preparer” to a user account for the Lab; to update an account with a new user role of “Certifier” or “Preparer” for the Lab; or to remove an assigned user role from an account so the user account does not have permission for the Lab.

1. The Lab adds permissions to a user account by selecting “Add” in the Account Actions and selecting a user role of “Certifier” or “Preparer”.
  - If the user account already exists, ADEM will add the Lab and the designated user role to the user account.
  - If the user account does not exist, ADEM will create an account and add the Lab and user role to the new user account. The new user will receive an email that will include a temporary password and, if applicable, a temporary PIN. **NOTE:** The email address provided for a user on the Form ADEM-eDWRS-1A is the username (see section 4.4 or 4.5 for initial logon instructions). All users assigned a user role of “Certifier” must provide an original signed Form ADEM-eDWRS-2 in conjunction with this form.
2. The Lab can update a previously assigned user role for an account by selecting “Update” as the Account Action. Update can only be selected if the user account exists and has an assigned user role for the Lab. The account will be updated with the user role selected on the form. If the user role is updated from “Preparer” to “Certifier”, an original signed Form ADEM-eDWRS-2 is required. **NOTE:** Forms will NOT be altered by ADEM personnel at the Lab’s request. If “Update” is requested for an account that does not exist or does not have an assigned user role for the Lab, no action will be taken by ADEM until a new form with the account action of “Add” is received from the Lab.
3. The Lab can remove a user role from an account by selecting “Remove” as the Account Action. Remove can only be selected if the user account exists and has an assigned user role for the Lab. The Lab will be removed from the associations on the user account which terminates the permissions the user had

to participate on the Lab's behalf. If this is the only association on the user account, the account will be disabled until a new association is added. It is best to list all "Add" requests before "Remove" requests to avoid inadvertently disabling a user account.

## **6 eDWRS Participant's Rights**

### **6.1 ADEM's Rights**

The ADEM reserves the right to suspend or terminate a Permittee's or Lab's status as an eDWRS participant as needed, in order to manage and preserve the integrity of the reporting system.

The ADEM reserves the right to suspend or revoke an individual's privilege in using eDWRS. Reasons for suspending an individual's privileges include, but are not limited to:

- Repeated failure to submit data in the correct format
- Failure to meet record keeping requirements
- Submitting data files infected with a computer virus or otherwise threatening the integrity of the reporting system

Electronic signatures may be required, suspended, deleted, or changed in accordance with Form ADEM-eDWRS-2 if required.

The Permittee and/or Lab will be notified that the privileges have been suspended, the reason for the suspension, and what actions are required for the Permittee and/or Lab user to be reinstated. During the period of suspension, the Permittee must meet all reporting requirements.

### **6.2 Permittee's Rights**

A Permittee has the following rights:

- The right to add, update, remove, or disable user accounts
- The rights to add, update, or delete an associated Lab's role.

### **6.3 Lab's Rights**

A Lab has the following rights:

- The rights to add, update, remove, or disable user accounts.
- The right to be removed as an associated Lab for a Permittee.

## **7 Other Available Resources**

In addition to contacting ADEM as indicated in Section 1.3 of this document, Permittees and Labs can access the following documents from eDWRS on the References page:

eDWRS Participation Package  
eDWRS User's Guide  
eDWRS XML Guide

### A. Form ADEM-eDWRS-1: Permittee Registration Form

**INSTRUCTIONS:** A Permittee Responsible Official (WSRO) must complete this form to register a Permittee for electronic reporting and to request access to the eDWRS for authorized Permittee personnel to assign them a user role of preparer or certifier. This form should also be used by the Permittee to authorize Labs and assign them a lab role of preparer or certifier. **NOTE:** A completed Form ADEM-eDWRS-2 is required for every user with a role of certifier. A completed Form ADEM-eDWRS-1A is required from every authorized Lab to request user accounts for Lab personnel. **Do Not** email the documents to ADEM. Access for a certifier will not be provided until the documents with original signatures are received.

**Part A: Permittee Information**

<b>PWS ID:</b>	AL000		
<b>Permittee Name:</b>			
<b>Mailing Address:</b>	Street:	State:	Zip:
	City:		
<input type="checkbox"/> New Application <input type="checkbox"/> Manage User Accounts or Lab Associations <input type="checkbox"/> Request for Reactivation			

**Part B: Permittee User Account Information** (All fields are required.)

<b>Permittee User</b>	<b>Account Action:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Remove		<b>User Role:</b> <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier	
	<b>General Information</b>			
	Last Name:			
	First Name:		Middle Name/Initial:	
	Job Title:			
	Employer's Name:			
	<b>Contact Information</b>			
	E-mail:			
	Mailing Address:		Street:	
			City, State, Zip:	
Phone Number(s):				

<b>Permittee User</b>	<b>Account Action:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Remove		<b>User Role:</b> <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier	
	<b>General Information</b>			
	Last Name:			
	First Name:		Middle Name/Initial:	
	Job Title:			
	Employer's Name:			
	<b>Contact Information</b>			
	E-mail:			
	Mailing Address:		Street:	
			City, State, Zip:	
Phone Number(s):				

<b>Permittee User</b>	<b>Account Action:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Remove		<b>User Role:</b> <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier	
	<b>General Information</b>			
	Last Name:			
	First Name:		Middle Name/Initial:	
	Job Title:			
	Employer's Name:			
	<b>Contact Information</b>			
	E-mail:			
	Mailing Address:		Street:	
			City, State, Zip:	
Phone Number(s):				

<b>Permittee User</b>	<b>Account Action:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Remove		<b>User Role:</b> <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier	
	<b>General Information</b>			
	Last Name:			
	First Name:		Middle Name/Initial:	
	Job Title:			
	Employer's Name:			
	<b>Contact Information</b>			
	E-mail:			
	Mailing Address:		Street:	
			City, State, Zip:	
Phone Number(s):				

<b>Permittee User</b>	<b>Account Action:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Remove		<b>User Role:</b> <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier	
	<b>General Information</b>			
	Last Name:			
	First Name:		Middle Name/Initial:	
	Job Title:			
	Employer's Name:			
	<b>Contact Information</b>			
	E-mail:			
	Mailing Address:		Street:	
			City, State, Zip:	
Phone Number(s):				

**Part C: Lab Associations** (All fields are required.)

<b>Lab</b>	<b>Account Action:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete <b>Lab Role:</b> <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier
	Lab ID:
	Lab Name:

<b>Lab</b>	<b>Account Action:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete <b>Lab Role:</b> <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier
	Lab ID:
	Lab Name:

<b>Lab</b>	<b>Account Action:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete <b>Lab Role:</b> <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier
	Lab ID:
	Lab Name:

<b>Lab</b>	<b>Account Action:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete <b>Lab Role:</b> <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier
	Lab ID:
	Lab Name:

<b>Lab</b>	<b>Account Action:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete <b>Lab Role:</b> <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier
	Lab ID:
	Lab Name:

<b>Lab</b>	<b>Account Action:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete <b>Lab Role:</b> <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier
	Lab ID:
	Lab Name:

<b>Lab</b>	<b>Account Action:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete <b>Lab Role:</b> <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier
	Lab ID:
	Lab Name:

<b>Lab</b>	<b>Account Action:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete <b>Lab Role:</b> <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier
	Lab ID:
	Lab Name:

<b>Lab</b>	<b>Account Action:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete <b>Lab Role:</b> <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier
	Lab ID:
	Lab Name:

**Part D: Permittee Registration**

I request that the above identified Permittee be registered for electronic reporting to allow the use of the ADEM eDWRS. As the Permittee, I agree that all authorized representatives for this Permittee will follow permit requirements and the procedures for the electronic submission of eDWRS data and documents, as described in the ADEM eDWRS Participation Package.

Please establish or revise the above user accounts in accordance with the information provided for each identified Permittee User. The users who are designated to be a Certifier are Authorized Representatives for this Permittee for all reporting purposes. I understand that all Authorized Representatives must submit an original completed Form ADEM-eDWRS-2: Terms and Conditions Agreement.

Please establish or revise the above Permittee's Lab Authorizations. The Labs that are designated to be a Certifier are Authorized Lab Representatives for this Permittee for all reporting purposes. I understand that all Authorized Lab Representatives must submit a Form ADEM-eDWRS-1A: Lab Registration Form to request Lab User Accounts.

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all attachments and that, based on my inquiry of those persons immediately responsible for obtaining the information contained in the application, I believe that the 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.

\_\_\_\_\_  
Permittee Name (type or print)

\_\_\_\_\_  
Permittee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Official Title (type or print)

**For Office Use Only:**

	Name	Date
Received by:		
Approved by:		

## B. Form ADEM-eDWRS-1A: Lab Registration Form

**INSTRUCTIONS:** Lab Responsible Officials (LRO) must complete this form to register a Lab for electronic reporting and request access to the eDWRS for authorized Lab personnel to assign them a role of preparer or certifier. **NOTE:** A completed Form ADEM-eDWRS-2 is required for every user with a role of certifier. **Do Not** email the documents to ADEM. Access for a certifier will not be provided until the documents with original signatures are received.

### Part A: Lab Information

<b>Lab Number:</b>			
<b>Lab Name:</b>			
<b>Mailing Address:</b>	Street:	State:	Zip:
	City:		
<input type="checkbox"/> New Application <input type="checkbox"/> Manage Account Information <input type="checkbox"/> Request for Reactivation			

### Part B: Lab User Account Information (All fields are required.)

<b>Lab User</b>	<b>Account Action:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Remove		<b>User Role:</b> <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier		
	<b>General Information</b>				
	Last Name:				
	First Name:		Middle Name/Initial:		
	Job Title:				
	Employer's Name:				
	<b>Contact Information</b>				
	E-mail:				
	Mailing Address:		Street:		
			City, State, Zip:		
Phone Number(s):					

<b>Lab User</b>	<b>Account Action:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Remove		<b>User Role:</b> <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier		
	<b>General Information</b>				
	Last Name:				
	First Name:		Middle Name/Initial:		
	Job Title:				
	Employer's Name:				
	<b>Contact Information</b>				
	E-mail:				
	Mailing Address:		Street:		
			City, State, Zip:		
Phone Number(s):					

<b>Lab User</b>	<b>Account Action:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Remove		<b>User Role:</b> <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier	
	<b>General Information</b>			
	Last Name:			
	First Name:		Middle Name/Initial:	
	Job Title:			
	Employer's Name:			
	<b>Contact Information</b>			
	E-mail:			
	Mailing Address:		Street:	
			City, State, Zip:	
Phone Number(s):				

<b>Lab User</b>	<b>Account Action:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Remove		<b>User Role:</b> <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier	
	<b>General Information</b>			
	Last Name:			
	First Name:		Middle Name/Initial:	
	Job Title:			
	Employer's Name:			
	<b>Contact Information</b>			
	E-mail:			
	Mailing Address:		Street:	
			City, State, Zip:	
Phone Number(s):				

<b>Lab User</b>	<b>Account Action:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Remove		<b>User Role:</b> <input type="checkbox"/> Preparer <input type="checkbox"/> Certifier	
	<b>General Information</b>			
	Last Name:			
	First Name:		Middle Name/Initial:	
	Job Title:			
	Employer's Name:			
	<b>Contact Information</b>			
	E-mail:			
	Mailing Address:		Street:	
			City, State, Zip:	
Phone Number(s):				

**Part C: Permittee Registration**

I request that the above identified Lab be registered for electronic reporting to allow the use of the ADEM eDWRS.

Please establish or revise the above user accounts in accordance with the information provided for each identified Lab User. The users who are designated to be a Certifier are Authorized Lab Representatives for this Lab for all reporting purposes. I understand that all Authorized Lab Representatives must submit an original completed Form ADEM-eDWRS-2: Terms and Conditions Agreement.

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all attachments and that, based on my inquiry of those persons immediately responsible for obtaining the information contained in the application, I believe that the 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.

\_\_\_\_\_  
LRO Name (type or print)

\_\_\_\_\_  
LRO Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
LRO Title (type or print)

For Office Use Only:

	Name	Date
Received by:		
Approved by:		

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## C. Form ADEM-eDWRS-2: Terms and Conditions Agreement (TCA)

TERMS AND CONDITIONS AGREEMENT FOR REPORTING REGULATORY DATA USING ELECTRONIC DATA INTERCHANGE TO ADEM USING eDWRS (the "Agreement"), by and between ADEM, Montgomery, Alabama, a State governmental agency, and reporting party ("Certifier") who has signed and returned the Terms and Conditions Agreement (TCA) Memorandum, included in today's notice referenced below, is effective on the date the initial PIN(s) is created, after the receipt and acceptance of Certifier's signed TCA Memorandum.

### 1. RECITALS

The intent of this agreement is to create legally binding obligations upon the parties using electronic data interchange (EDI) and eDWRS, to ensure that (a) use of any electronic functional equivalent of documents referenced or exchanged under this agreement shall be deemed an acceptable practice in the ordinary course of Certifier-to-ADEM environmental reporting and (b) such electronic records shall be admissible as evidence on the same basis as paper documents. The parties intend to be legally bound by them.

### 2. VALIDITY AND ENFORCEABILITY

- 2.1 This Agreement has been executed by the parties to evidence their mutual intent to create binding regulatory reporting documents using electronic transmission and receipt of such records.
- 2.2 Any records properly communicated pursuant to this Agreement shall be considered to be a "writing" or "in writing"; and any such records which contain or to which there is affixed, a Signature, as defined by paragraph 8 of this Agreement, ("Signed Documents") shall be deemed for all purposes (a) to have been "signed" and (b) to constitute an "original" when printed from electronic files or records established and maintained in the normal course of business.
- 2.3 The conduct of the parties pursuant to this Agreement, including the use of Signed Records properly communicated pursuant to the Agreement, shall, for all legal purposes, evidence a course of dealing and a course of performance accepted by the parties in furtherance of this Agreement.
- 2.4 The Certifier agrees not to contest the validity or enforceability of Signed Documents under the provisions of any applicable law relating to whether certain agreements are to be in writing or signed by the party to be bound thereby. Signed Documents, if introduced as evidence on paper in any judicial, arbitration, mediation or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form. Neither party shall contest the admissibility of copies of the Signed Documents under the Alabama Rules of Evidence as inadmissible nor in violation of either the business records exception of the rule on hearsay, or the best evidence rule, or on the

basis that the Signed Documents were not originated or maintained in documentary (paper) form.

3. DATE OF RECEIPT

A Document shall be deemed to have been properly received by ADEM when it is accessible by ADEM and adheres to the XML protocol as modified by ADEM, if applicable. No Document shall satisfy any reporting requirement or be of any legal effect until it is received.

4. VERIFICATION

Upon receipt of a Document, the eDWRS shall process the Document to make it accessible to ADEM. The status of each submission is available for review by the Certifier on the eDWRS website. If the submission has been rejected by ADEM, the Certifier is responsible for resending the Document.

5. SUBMISSION

If the Document is rejected by ADEM, then the Certifier must replace the document. If the eDWRS website does not indicate that the Document has been submitted, the Certifier should submit the Document.

6. INABILITY TO SUBMIT

Circumstances, both foreseeable and unforeseeable, may prevent a reporting party from conducting EDI. Nevertheless, no Certifier will be excused from the requirement to file reports with the Agency by the appropriate regulatory deadline. If a party is unable to electronically file a required report by such deadline, it must notify ADEM of the situation.

7. SIGNATURE

The Certifier shall adopt as its signature an electronic identification consisting of symbols (i.e., the Personal Identification Number [PIN]) that is affixed to or contained in each Document submitted by the Certifier ("Signature"). The Certifier agrees that any such Signature affixed to or contained in any submitted Document shall be sufficient to verify such party originated and possessed the requisite authority both to originate the transaction and to verify the accuracy of the content of the document at the time of submittal. Unless otherwise specified in the TCA, affixing the Personal Identification Number (PIN) associated with the Certifier's user account in the eDWRS to any transmitted Document constitutes a valid Signature. The Certifier expressly agrees to sign each and every report submitted by using their PIN, and that the use of their PIN constitutes certification of the truth and accuracy, upon penalty of perjury, of the information contained in each such report. The Certifier also expressly agrees that each report submitted by using their PIN constitutes their agreement with the certification statement.

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## 8. DEFINITIONS

Whenever used in this Agreement or any documents incorporated into this Agreement by reference, the following terms shall be defined as follows:

- 8.1 **Compromise:** When the PIN is intentionally or unintentionally disclosed to individuals and organizations that are not authorized to know or use the PIN.
- 8.2 **Data:** Factual information stored in or used by a computer, especially information organized for analysis or used to reason or make decisions.
- 8.3 **Document/Record:** Information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form. The Documents is intended to satisfy the reporting requirements of the Permittee.
- 8.4 **Electronic Agent:** A computer program designed, selected or programmed by a party to initiate or respond to electronic messages or performances without review by an individual. An electronic agent acts within the scope of its agency if its performance is consistent with the functions intended by the party who utilizes the electronic agent.
- 8.5 **Electronic Transaction:** A record generated or communicated by electronic, optical or other analogous means for transmission from one information system to another. The term includes electronic data interchange and electronic mail.
- 8.6 **Message:** Data structured in accordance with the protocol specified in the Guidelines and transmitted electronically between the parties and relating to a Transaction.
- 8.7 **Personal Identification Number (PIN):** Each PIN will consist of a sequence of alphanumeric characters.
- 8.8 **Report:** The Document required by the ADEM Drinking Water Permit Program including but not limited to chemical monitoring reports, monthly operating reports (MORs), consumer confidence reports (CCRs) and bacteriological reports.
- 8.9 **Signed:** For the purposes of EDI, a transaction is “signed” if it includes a symbol and/or action that is adopted or performed by a party or its electronic agent with the present intent to authenticate or manifest assent to a record, a performance, or a message. Actions or symbols adopted or performed by an electronic agent serve to authenticate with present intent a record or message on behalf of a party if the party designed, programmed or selected the electronic agent with an intent that the agent produce the result and the electronic agent performs in a manner consistent with its intended programming. That a record or message is signed is conclusively presumed as a matter of law if the parties agreed to an authentication procedure and the symbol or action taken complies with that procedure. Otherwise, that a document is signed may be proved in any manner including by a showing that a procedure existed by which a

party must of necessity have taken an action or executed a symbol in order to have proceeded further in the use or processing of the information.

8.10 Submission Log: Must be retained for all parties using eDWRS for reporting purposes. The Submission Log includes the date, time, and the file submitted; it also documents the person who certified the submission. The Certifier can verify that an official log of all submissions is maintained without any modifications, as described in the ADEM eDWRS User's Guide.

8.11 User Guide: The ADEM eDWRS User's Guide

## 9. EDI TRANSACTION PARAMETERS

Each party may electronically transmit to or receive from the other party in the format set by ADEM. All Documents/Reports shall be transmitted in accordance with the standards set forth herein and in the ADEM eDWRS User's Guide. Any submission of data that is not a Document/Report (i.e., that is not one of the specified transaction sets) shall have no force or effect between the parties.

9.1 Implementation Guidelines: All Documents transmitted between the parties shall adhere to the Protocol established in the ADEM eDWRS User's Guide, the ADEM eDWR Transmission Protocol, and all modifications of these documents.

9.2 Modifications of Standards: Whenever ADEM intends to upgrade to a new version of the data exchange standard or modify the Guidelines, ADEM shall give notice of its intent and shall establish a conversion date. The Certifier shall have a minimum of sixty (60) days from the conversion date to upgrade to the new standard. ADEM may discontinue support of the previous standard no sooner than ninety (90) days after the conversion date.

## 10. SYSTEM AND OPERATION EXPENSES

Each party, at its own expense, shall provide and maintain the equipment, software, services and testing necessary to effectively and reliably transmit and receive Documents.

## 11. SECURITY

The parties shall take reasonable actions to implement and maintain security procedures necessary to ensure the protection of submission against the risk of unauthorized access, alteration, loss or destruction including, but not limited to: protecting the secrecy of password and PIN.

11.1 Creation of PIN: Where ADEM requires certification to ensure the authenticity of electronically submitted documents, ADEM will require the Certifier to use a PIN. ADEM will issue a new PIN at request of the PIN holder. If a PIN has been

compromised, it will be suspended upon notification (by telephone or otherwise) from the PIN holder.

- 11.2 Protection of PIN: Each party must protect the security of their PIN from compromise and shall take all necessary steps to prevent its loss, disclosure, modification, or unauthorized use. The Certifier shall notify ADEM immediately if there is reason to believe the security of any PIN has been compromised. If ADEM has reason to believe that PIN security has been compromised, the account will be disabled. Also, the Certifier is responsible for immediately notifying ADEM of termination of employment or reassignment.

## 12. MISDIRECTED AND CORRUPTED TRANSMISSIONS

If ADEM has reason to believe that a Document is not intended for ADEM or is corrupted, ADEM shall notify the Certifier and overwrite the document with the reason for removal (where allowed by applicable law). The original record of the Document's receipt will be retained and verification will indicate that the document has been altered.

## 13. COMMUNICATIONS CONNECTIONS

Unless otherwise stipulated in program-specific notice, Documents shall be transmitted electronically to each party through a Internet service provider (ISP). The Certifier assumes all risks associated with their interaction with the ISP.

- 13.1 ISP Liability Apportionment: Each party shall be responsible for ensuring the correctness of its transmission except as otherwise provided in this Agreement.

- 13.2 Records Transmitted Through Provider: The parties agree that either of them may have access to Providers' copies of the records, at the expense of the requesting party.

## 14. RECORD RETENTION AND STORAGE.

Nothing herein is intended to release the Certifier from or waive any requirement of law applicable to the Certifier pertaining to record or document retention, or to create new or additional requirements for retention of records or documents except as specifically noted herein or in the supporting documents. The sender shall retain all records, regardless of the medium on which they are recorded, used in the derivation of the Documents/Reports or information therein transmitted pursuant to this Agreement for the period, which would be required for functionally equivalent paper records.

## 15. CONFLICTING TERMS AND CONDITIONS

This Agreement and the registration forms required in the ADEM eDWRS Participation Package constitute the entire agreement between the parties. As the parties develop additional capabilities respecting EDI, additional addenda may be added to this Agreement. Upon the effective date, each Addendum shall be appended to this Agreement. If the Certifier

does not agree to specified changes in the terms and conditions of this Agreement, as provided in the newly published Addenda, the Certifier must notify ADEM in accordance with paragraph 16 below.

16. TERMINATION

This Agreement shall remain in effect until terminated by either party with not less than 30 days prior written notice, which notice shall specify the effective date of termination; provided, however, that any termination shall not affect the respective obligations or rights of the parties arising under any Documents or otherwise under this Agreement prior to the effective date of termination. The process for Termination of the Agreement is detailed in the ADEM eDWRS Participation Package.

17. SURVIVABILITY

Notwithstanding termination for any reason, Clauses #2 (Validity and Enforceability), #11 (Security), #14 (Record Retention and Storage), #22 (Governing Law), #23 (Choice of Language), and #24 (Dispute Resolution) shall survive termination of this Agreement.

18. ASSIGNABILITY

This Agreement is for the benefit of, and shall be binding upon, the Certifier

19. SEVERABILITY

Any provision of this Agreement, which is determined to be invalid or unenforceable, will be ineffective to the extent of such determination without invalidating the remaining provisions of this Agreement or affecting the validity or enforceability of such remaining provisions.

20. NOTICE

All notices or other forms of notification, request or instruction required to be given by a party to any other party under paragraphs 15 and 16 of this Agreement shall be delivered by hand, or sent by first class post or other recognized carrier to the address of the addressee as set out in this Agreement or to such other address as the addressee may from time to time have notified for the purpose of this clause.

21. INABILITY TO FILE REPORTS VIA EDI

No party shall be liable for any failure to perform its obligations in connection with any EDI Document, where such failure results from any act or cause beyond such party's control which prevents such party from transmitting or receiving any Documents via EDI, except that the Certifier is nonetheless required to submit records or information required by law via other means, as provided by applicable law and within the time period provided by such law.

22. GOVERNING LAW

This Agreement shall be governed by and interpreted in accordance with the State laws of Alabama and the Federal laws of the United States.

23. CHOICE OF LANGUAGE

The parties have requested that this Agreement and all Documents and other communications submitted via the eDWRS or otherwise delivered with respect to this Agreement be expressed in the English language.

24. DISPUTE RESOLUTION

All disputes, differences, disagreements, and/or claims between the parties arising under or relating to this agreement that are not resolved by negotiation and that the parties cannot agree to submit for mediation or other procedure for the resolution of disputes, shall be subject to the jurisdiction of Alabama Courts.

25. ENTIRE AGREEMENT

This Agreement and the ADEM eDWRS Participation Package constitute the complete agreement of the parties relating to the matters specified in this Agreement and supersede all prior representations or agreements, whether oral or written, with respect to such matters. No oral modification or waiver of any of the provisions of this Agreement shall be binding on either party. As the parties develop additional capabilities respecting EDI, additional Addenda may be added to this Agreement. ADEM does not intend to change guidelines without just cause. As a practical matter, it is too cumbersome to obtain formal agreements from each Certifier when technical or procedural changes are required. Therefore, ADEM will publish notice of new Addenda appending this Agreement and their effective date. Upon the effective date, each Addendum shall be appended to this Agreement.

