

## Instructions for Entering Chemical Analytical Results into eDWR Spreadsheet

February 3, 2015

### LABORATORY INFORMATION:

**Reporting Lab Certification #:** Enter the certification number of the lab or facility reporting, example: Number: 1234.

### SAMPLE INFORMATION:

**Lab Sample Number:** Enter the sample number issued by the reporting lab. Sample numbers may include numbers, digits, letters or dashes and are limited to 10 digits. **The exact same sample number cannot appear from the same lab on more than one report in one calendar year.**

**PWS ID Number:** Enter the Public Water System Identification (PWS ID) Number assigned by the Ohio EPA, example: OH1234567

**Water Facility State Code:** Enter the Facility Identification (Facility ID) Number assigned by the Ohio EPA.

**Sample Point ID:** Enter the Sample Monitoring Point (SMP) ID assigned to this sample from the monitoring schedule issued by Ohio EPA for the PWS and facility. The SMP ID should be two letters followed by three numbers only, i.e., EP001, RS002, DS201, etc.

**Sample Collection Date:** Enter the date as Month/Day/Year (mmddyy) which the sample was taken.

**Sample Collection Time:** Enter the time the sample was taken as hour/minutes (hhmm) and AM or PM.

**Sample Type:** Select the appropriate choice that indicates the reason for analyzing the sample.

**Routine-Compliance** Samples are collected for compliance and are representative of the drinking water being used.

**Special-Non Compliance** Samples are not used for compliance. Special purpose samples are for: new mains, new well samples, raw samples, and special investigations. **Note** the specific purpose in the comment section.

**Pb/Cu Location Type:** This field is **only used when submitting lead and copper** data and must be one of the following locations: At Source, Flushed, First Draw and Lead Service Line.

**Street Address Location:** This field is **only used when submitting lead and copper, but is short on space (see below)**. Enter the street address where the sample was taken, example: 1847 Main

**Sample Comments:** **Enter the sample location by street address or description for all sample types.** Include any additional information to further describe Data Quality results, sample purpose or lead and copper street address location if additional space is needed.

### ANALYSIS RESULTS:

**Analyte Code:** Select the Appropriate SDWIS Code and analyte name from the list.

**Analysis Completion Date:** Enter the Date the analysis was completed (including Quality Control); mmddyy

**Analysis Completion Time:** Enter the time the analysis was completed; hhmm and AM or PM.

**Data Quality:** Select "Accepted" or "Rejected" as appropriate for whether the lab data is valid. If "Rejected" is checked, then the appropriate Data Quality Reason must be selected.

**Data Quality Reason:** Select the reason the analysis results are being rejected.

**Analysis Method Code:** Enter the Appropriate SDWIS Method used to perform the analysis

**Less than Indicator:** Select "<" or leave blank as appropriate.

**Result:** Enter the result value or the detection limit for the analysis.

**Result Unit Code:** Select the appropriate units for the analytical result.

**Analytical Lab:** Enter the certification number of the lab which analyzed the sample.

**Analyst:** Enter the number assigned by the Ohio EPA for the approved analyst.

**QC Date:** Enter the Date the analytical lab completed Quality Control for the sample; mmddyyyy.