

## Instructions for Entering Chemical Analytical Results into eDWR Spreadsheet

July 31, 2009

### LABORATORY INFORMATION:

**Reporting Lab Certification:** Enter the certification number of the lab reporting the SSR, i.e., 1234, etc.

### SAMPLE INFORMATION:

**Lab Sample Number:** Enter the sample number issued by the reporting lab. Sample numbers should include only numbers or digits (no 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:** Enter the Public Water System Identification (PWS ID) Number assigned by the Ohio EPA. OH1234567

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

**Sample Point ID:** Enter the Sample Monitoring Point assigned to this sample from the monitoring schedule issued by Ohio EPA for the PWS and STU. The SMP should be two letters followed by three numbers only, i.e., EP001, RS002, MR000, etc.

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

**Sample Collection Time:** Enter the time the sample was taken as hh mm 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**. Enter the street address where the sample was taken, example: 1847 Main.

**Comments:** Include any additional information to further describe Data Quality Results or Sample location information.

### 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; mm dd yy

**Analysis Completion Time:** Enter the time the analysis was completed; hh mm 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.

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

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

**Results:** Enter the results value or the detection limit for the analysis.

**Results Units Code:** Select the appropriate units for the analytical result.

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

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

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