



U.S. Environmental Protection Agency

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Central Data Exchange  
Unregulated Contaminant  
Monitoring Regulation (UCMR)

Tutorial for the Safe Drinking  
Water Accession and Review  
System (SDWARS)

October 1, 2001

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# Chapter 1

## Introduction

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This tutorial will assist facilities with submitting data electronically for the Unregulated Contaminant Monitoring Rule (UCMR) to the U.S. Environmental Protection Agency's (EPA's) Central Data Exchange (CDX).

This tutorial helps participants in the UCMR program understand the requirements and procedures for transmitting UCMR Web forms through EPA's CDX to the Safe Drinking Water Accession and Review System (SDWARS).

### INTENDED USERS OF GUIDE

This tutorial is intended to guide laboratories that report monitoring data for public water systems (PWSs) *directly* to EPA's SDWARS through the CDX. The tutorial also is intended to inform PWS participants about accessing and reviewing laboratory results data.

### RESPONSIBLE ENTITY

These guidelines are published under the authority of



Office of Environmental Information  
Information Collection Division  
Central Receiving Branch  
1200 Pennsylvania Ave NW, Mail Stop 2823  
Washington, DC 20460

The Office of Environmental Information (OEI) helps ensure that EPA collects high-quality environmental information and makes it available to the American public. OEI provides guidance to assist the agency about the way EPA collects, manages, analyzes and provides/allows access to environmental information.

Within OEI is the office of information collection (OIC). OIC is the agency lead for information collection programs, including how EPA obtains and manages information. OIC works closely with many partners, stakeholders, facilities, other federal agencies and states. Central Data Exchange within OIC is the EPA's new infrastructure for supporting the

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exchange of environmental data between EPA and its external partners. Over the next several years Central Data Exchange will expand to become the point of entry for nearly all environmental data submissions to the Agency. It will also improve collection, management and sharing of environmental information among states, tribes and EPA so that they can achieve their respective and shared environmental goals

The CDX technical support center will answer questions about the Web form for data monitoring or compliance reporting. The center logs each call to ensure customer support is completed. Several options are available for receiving customer support for electronic reporting:

- ◆ *By telephone.* Person-to-person telephone support is available between 8:00 a.m. and 6:00 p.m. (EST/EDT). Call our toll-free line at 1-888-890-1995.
- ◆ *By fax.* You may request assistance 24 hours a day; support personnel will return calls between 8:00 a.m. and 6:00 p.m. (EST/EDT). Our fax number is 703-917-7105.
- ◆ *By e-mail.* Send e-mail to [EPACDX@lmi.org](mailto:EPACDX@lmi.org) with “UCMR” in the subject line. Responses will be sent between 8:00 a.m. and 6:00 p.m. (EST/EDT).

## HOW TO USE THIS TUTORIAL

This tutorial explains in detail how to submit your UCMR data via EPA’s electronic Web form. This chapter gives you contact information and summarizes the process. You can find general information about the CDX and electronic reporting in Volume I. The remainder of the volume is structured as follows:

- ◆ *Chapter 2—SDWARS Requirements.* This chapter discusses system requirements and how to connect to SDWARS through your CDX account.
- ◆ *Chapter 3—Desktop Functions.* This chapter describes the functions and capabilities of the SDWARS home page.
- ◆ *Chapter 4—UCMR Submission Process—Laboratory: Establishing and Maintaining Data.* This chapter describes step-by-step instructions for laboratories entering data into SDWARS using Web forms.

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- ◆ *Chapter 5—UCMR Submission Process—Laboratory: Processing of Sample Data.* This chapter describes step-by-step instructions for laboratories entering data into SDWARS using Web forms.
  - ◆ *Chapter 6—UCMR Submission Process—PWS and State Activities.* This chapter describes step-by-step instructions for PWSs and states entering data into SDWARS using Web forms.

## HOW TO GET MORE INFORMATION

EPA has Web sites that you may find useful in submitting a UCMR electronically:

- ◆ The CDX Web site is at <http://EPACDX.lmi.org>; only registered users can access this site.
- ◆ General public information about the EPA CDX is at <http://www.epa.gov/cdx>.
- ◆ The Office of Ground Water and Drinking Water (OGWDW) maintains a Web page about UCMR issues at <http://www.epa.gov/safewater/standard/ucmr/updateindex.html>.

## OVERVIEW OF STEPS

### Getting Started

Once you complete the CDX registration, you will have access to SDWARS through an active link on your “MyCDX” account Web page.

### Web Submission Flow

By selecting the link to SDWARS, the CDX will transfer you to the SDWARS home page. The SDWARS menu selections presented are based on the user’s CDX log-on. Many of the forms are pre-populated with information based upon the log-on. The laboratory records information about batch data quality, sample information, and analytical results. The laboratory can edit the analytical result. Once approved, the data are passed on to the PWS for review.

The PWS may only review results that the laboratory approved in SDWARS. The PWS indicates the data status as either: approve, reject, hold, or return to lab for corrections. The PWS cannot edit the data. Only by returning the data to the laboratory’s control can the data then be edited by the lab.

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Data approved by the PWS are made available to state drinking water agencies and EPA. Sixty days later, the data are flagged for progression to EPA's National Contaminant Occurrence Database (NCOD) for analysis.

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## Chapter 2

# SDWARS Requirements

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## INTRODUCTION

The following section defines the requirements for connecting to SDWARS.

## SYSTEM REQUIREMENTS

SDWARS was designed to be compatible with all CDX system requirements. However, SDWARS does not require the use of a CDX digital certificate. Please ensure you have the following before you get started:

- ◆ Internet access
- ◆ Supported Web browsers: Internet Explorer 5.0 or Internet Explorer 5.5 with 128-bit encryption strength
- ◆ 486 MHz processor minimum; Pentium recommended
- ◆ Microsoft Windows 95B with Y2K Service pack installed (Original Equipment Manufacturer Service Release 2), Windows 98, Windows NT4.0 (Service Pack 5), or Windows 2000.

To determine if you have the Y2K upgrade installed in a Windows 95 or 98 environment, check for the presence of the Y2KW95.txt file in the Windows folder.

- ◆ Go to Windows Explorer, select View, then click on Details.
- ◆ Look in C:\Windows to find the Y2KW95.txt file.

## CONNECTING TO SDWARS

Those permitted to access SDWARS will see a link to UCMR on their "MyCDX" Web page. The link will take you to the SDWARS home page. CDX will keep SDWARS informed of your user permissions that were approved by the organizations you registered in CDX.



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## Chapter 3

# Desktop Functions

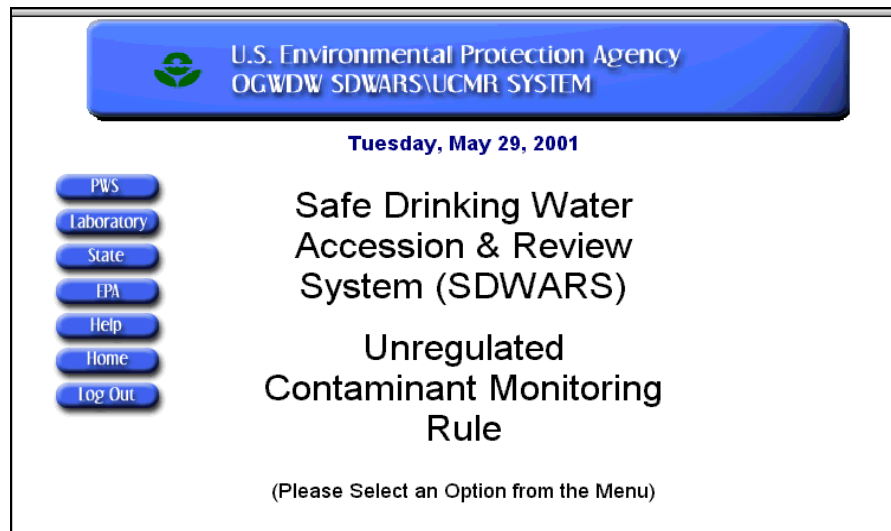
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This chapter explains the SDWARS home page functions. Some functions are available to users because of their login information provided by CDX.

## NAVIGATION MENU

When you connect to the SDWARS home page you will see the site's navigation menu on the left side of the page. Figure 3-1 shows an example of the SDWARS home page. All users will have menu buttons for Help, Home, and Log Out. Additional menu buttons will be visible depending upon your approved roles, which were defined during CDX registration. The role-specific menu buttons are PWS, Laboratory, State, and EPA.

*Figure 3-1. Example of SDWARS Home Page and Menu*



The menu is always available as you navigate through the site. Clicking on one of the role-specific buttons will take you to the part of SDWARS' site dedicated to that role, and a submenu will appear under the role's menu button. The following are descriptions of the main menu buttons.

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## PWS

Selecting the PWS menu button links to public water system functions for reviewing inventory and laboratory analysis data. In addition, the PWS section is where the PWS can record its contact information for SDWARS issues.

## Laboratory

Within this menu, laboratories may enter and review their data for UCMR sample analysis. In addition, laboratories may maintain their facility contact information and search for PWS inventory data.

## State

By selecting the State menu button, users from state drinking-water agencies can access PWS inventory data and contaminant results approved by their state's PWSs.

## Help

The Help menu opens a new window with additional information. Included in Help is a list of frequently asked questions (FAQs), a glossary, and a tutorial that can be opened in browsers with Adobe Acrobat Reader. If you do not have Acrobat, a link to a free version of the Acrobat Reader is available in the FAQ section of CDX.

## Home

Returns to the SDWARS home page.

## Log Out

Selecting the Log Out menu button, logs the user out of SDWARS and returns the user to CDX.

## TOOL BAR

On many Web pages, a tool bar will appear at the top of the page, just below the SDWARS/UCMR banner (see Figure 3-2).

The tool bar provides functions to either act on data presented on the Web page or to navigate to a related Web page. The contents of the tool bar change to reflect the current Web page. The tool bar functions are explained in more detail in the UCMR Submission Process- Laboratory: Establishing and Maintaining Data chapter.

Figure 3-2. Sample of Web Page Layout

U.S. Environmental Protection Agency  
OGWDW SDWARS\UCMR SYSTEM

View Facility View Sampling Point Search For PWS

Select PWS  
Lab ID AK00001  
Lab NAME ARCO ALASKA, CENTRAL LAB

	PWS ID	PWS Name
<input type="radio"/>	MA1005000	AGAWAM WATER DEPARTMENT
<input type="radio"/>	MA1008000	AMHERST DPW WATER DIVISION
<input type="radio"/>	MA1022027	KUSHI INSTITUTE
<input type="radio"/>	MA1061000	CHICOPEE WATER DEPARTMENT (MWRA)
<input type="radio"/>	MA1085000	EAST LONGMEADOW DPW WATER DEPT
<input type="radio"/>	MA1087000	EASTHAMPTON WATER DEPARTMENT
<input type="radio"/>	MA1114000	GREENFIELD WATER DEPARTMENT
<input type="radio"/>	MA1117002	HADLEY HIGHWAY & WATER DEPARTMENT
<input type="radio"/>	MA1137000	HOLYOKE WATER WORKS
<input type="radio"/>	MA1152000	LENOX DPW WATER DIVISION

Next Page

Laboratory  
 · Search  
 · Batch Report  
 · PWS  
 · Samples  
 · Client List  
 · Inventory  
 · Contacts Report  
 Help  
 Home  
 Log Out

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# Chapter 4

## UCMR Submission Process—

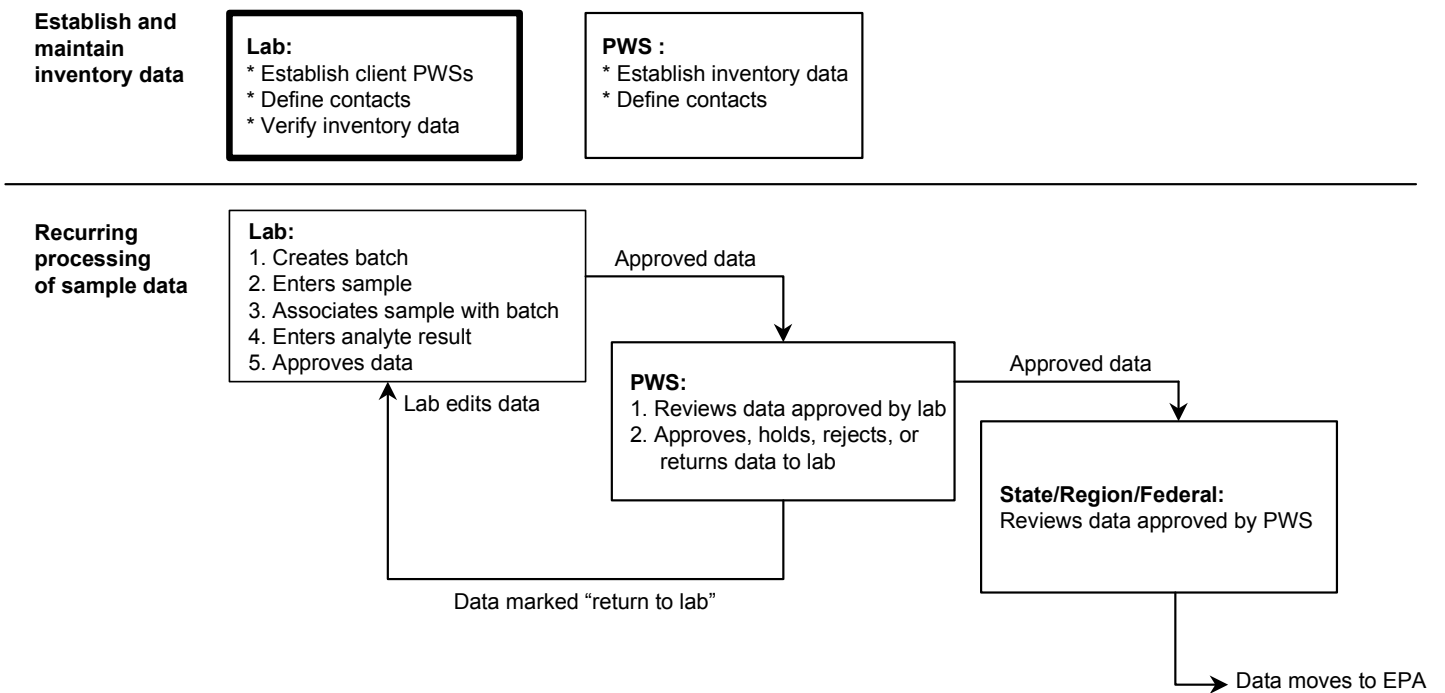
### Laboratory: Establishing and Maintaining Data

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This chapter provides instructions about the role-specific functions for a laboratory user to establish a relationship between the lab and a specific client PWS and the PWS’s facilities and sampling points.

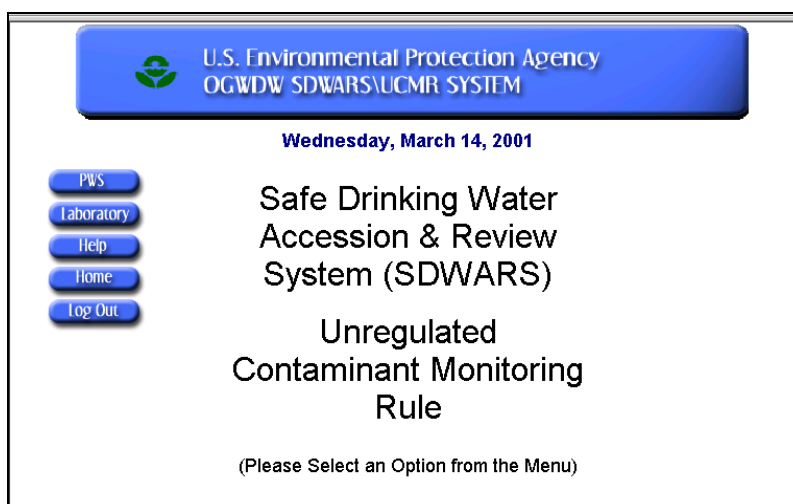
The basic workflow for a laboratory using the SDWARS/UCMR system is shown in Figure 4-1.

*Figure 4-1. Laboratory Workflow*



All of the laboratory functions described in this Chapter are initiated through the SDWARS/UCMR home page; click on the Laboratory menu button to access the laboratory functions (see Figure 4-2).

Figure 4-2. SDWARS/UCMR Home Page Main Menu



If you registered for more than one laboratory, you must select the laboratory you want to access and click the Select Lab link. You can activate a new role by clicking on the Laboratory button to return to the Laboratory Selection page.

## ESTABLISH AND MAINTAIN A PWS CLIENT

Before entering batch and sample data, the laboratory must specify its relationship to each PWS client. This is done through three sets of screens:

- ◆ Establish PWS Clients
- ◆ Assign laboratory contacts to each PWS
- ◆ Review the PWS inventory of facilities

These steps must be completed before entering any batch and sample data associated with a PWS. Note that the laboratory updates its list of clients and points of contact, but it can only review the PWS facility data. It is important that what is listed in the inventory screens for a PWS inventory concurs with the laboratory's understanding of the actual facilities and sampling points. If there is an error, the laboratory must call the PWS and have the PWS correct the inventory data.

Occasionally it will be necessary to revisit these screens to add or delete PWS clients, review updated inventory lists, and revise the points of contact.

# LABORATORY CLIENT LIST

The laboratory can identify its list of client PWSs using the client list feature. SDWARS uses this list to identify the PWSs that the laboratory will be dealing with when entering samples and searching for analytical data.

To view the current client list, go to the Laboratory menu. Then click on the submenu buttons for PWS and Client List (see Figure 4-3).

Figure 4-3. Laboratory Client List—Main Menu

Select PWS		
Lab ID AK00001		
Lab NAME ARCO ALASKA, CENTRAL LAB		
	PWS ID	PWS Name
<input type="radio"/>	AK2310918	FT WAINWRIGHT / WTR TRTMT PLT
<input type="radio"/>	CA0110008	CITY OF PLEASANTON
<input type="radio"/>	CT0170011	BRISTOL WATER DEPT
<input type="radio"/>	IL0110300	DE PUE
<input type="radio"/>	IL0894070	AURORA
<input type="radio"/>	MI0000390	BANGOR TOWNSHIP

If more than ten PWSs are registered on the laboratory’s client list, a Next Page link will appear at the bottom of the list. You can navigate preceding or following PWS lists by clicking on the links to the previous page or next page.

The client list is initially sorted by PWS ID. However, you can change the way information is sorted by clicking on any underlined column header.

## Add a Client PWS

To add a client to the client list, click on the Register PWS function from the tool bar (see Figure 4-4).

Figure 4-4. Laboratory Client List—Main Menu

Select PWS		
Lab ID AK00001		
Lab NAME ARCO ALASKA, CENTRAL LAB		
	PWS ID	PWS Name
<input type="radio"/>	AK2310918	FT WAINWRIGHT / WTR TRTMT PLT
<input type="radio"/>	CA0110008	CITY OF PLEASANTON
<input type="radio"/>	CT0170011	BRISTOL WATER DEPT
<input type="radio"/>	IL0110300	DE PUE
<input type="radio"/>	IL0894070	AURORA
<input type="radio"/>	MI0000390	BANGOR TOWNSHIP

If you want to narrow the list of PWSs to select from, SDWARS can perform a search. The two search criteria are PWS ID and state (which will list all of a state’s participating PWSs). Enter the PWS ID or choose a state from the State drop-down menu, then click on the Find PWS button to begin the search (see Figure 4-5).

Figure 4-5. Laboratory Client List—Search

When searching by PWS ID, you do not have to know the entire ID. You may use a “%” for a wildcard. To perform a wildcard search, use the state abbreviation and a combination of sequential numbers, with the “%” symbol wrapped around to specify the location of the wildcard identifier (e.g., PA2% or PA%090%).

SDWARS will return a list of as many as ten participating PWSs that match the search criteria. If more than ten PWSs match the search criteria, the Next Page link will appear at the bottom of the list. You can navigate preceding or following PWS lists by clicking on the links to the previous page or next page (see Figure 4-6).

Figure 4-6. Laboratory Client List—Search Results

Select PWS	
Lab ID AK00001	
Lab NAME ARCO ALASKA, CENTRAL LAB	
PWS ID	PWS Name
<input type="checkbox"/> 090400686	FT. MCDOWELL CASINO
<input type="checkbox"/> 090403000	FT.DEF/W ROCK/ST.MICHAELS-NTUA
<input type="checkbox"/> 093500248	SHIPROCK-NTUA

The search results are initially sorted by PWS ID. However, you can change the way information is sorted by clicking on any underlined column header.

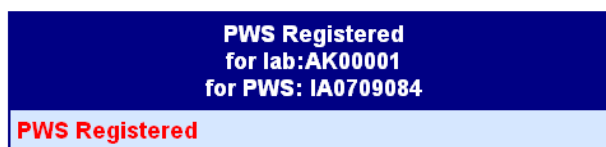
In the list of the PWS data returned, click on the radio button to the left of a PWS to select it, then click on the Register Selected PWS function from the tool bar to add the PWS to the laboratory's client list (see Figure 4-7).

Figure 4-7. Laboratory Client List—Register Client



A PWS Registered confirmation will appear for a few seconds (see Figure 4-8). Then the Client List Web page will automatically reappear with the new PWS sorted according to PWS ID.

Figure 4-8. Laboratory Client List—PWS Registered Confirmation



## Remove a Client PWS

Removing a PWS from the client list does not delete data related to the PWS in SDWARS. Removing the PWS from the list will only affect the PWS selection lists used by the laboratory in SDWARS.

To remove a client from the client list, go to the Laboratory menu. Then click on the submenu button for PWS and then Client List. The current client list for the laboratory will load (see Figure 4-9).



Figure 4-9. Laboratory Client List—Main Menu

Select PWS Lab ID AK00001 Lab NAME ARCO ALASKA, CENTRAL LAB	
PWS ID	PWS Name
<input type="radio"/> 090403000	FT.DEF/W ROCK/ST.MICHAELS-NTUA
<input type="radio"/> 990000001	EPA TEST 1
<input type="radio"/> 990000015	EPA TEST 15
<input type="radio"/> AK2110342	CITY OF JUNEAU
<input type="radio"/> DE0000663	WILMINGTON WATER DEPARTMENT
<input type="radio"/> GA0670005	MARIETTA
<input checked="" type="radio"/> JA0709084	CEDAR FALLS MUNICIPAL WATER UTILITIES
<input type="radio"/> MA1008000	AMHERST DPW WATER DIVISION
<input type="radio"/> MA1022027	KUSHI INSTITUTE
<input type="radio"/> TN0000073	BRISTOL DEPT. UTILITIES

Locate the PWS you want to remove. If more than ten PWSs are registered in the laboratory's client list, you may have to use the navigation Next Page link to progress through the list.

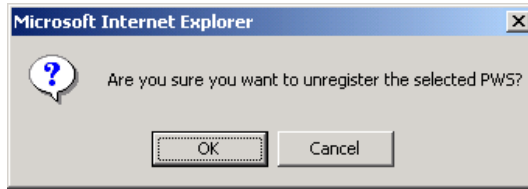
Select the PWS by clicking on the radio button to the left of the PWS you want to remove. Then click the Unregister Selected PWS function from the tool bar (see Figure 4-10).

Figure 4-10. Laboratory Client List—Select Client to Unregister

Select PWS Lab ID AK00001 Lab NAME ARCO ALASKA, CENTRAL LAB	
PWS ID	PWS Name
<input type="radio"/> 090403000	FT.DEF/W ROCK/ST.MICHAELS-NTUA
<input type="radio"/> 990000001	EPA TEST 1
<input type="radio"/> 990000015	EPA TEST 15
<input type="radio"/> AK2110342	CITY OF JUNEAU
<input type="radio"/> DE0000663	WILMINGTON WATER DEPARTMENT
<input type="radio"/> GA0670005	MARIETTA
<input checked="" type="radio"/> JA0709084	CEDAR FALLS MUNICIPAL WATER UTILITIES
<input type="radio"/> MA1008000	AMHERST DPW WATER DIVISION
<input type="radio"/> MA1022027	KUSHI INSTITUTE
<input type="radio"/> TN0000073	BRISTOL DEPT. UTILITIES

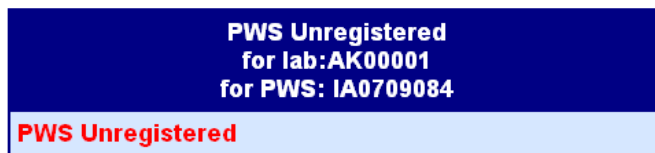
SDWARS will ask you to confirm that you want to remove the selected PWS from the client list. Click OK to remove the selected PWS (see Figure 4-11).

Figure 4-11. Laboratory Client List—Unregister Confirmation



A PWS Unregistered confirmation will appear for a few seconds (see Figure 4-12). Then the updated Client List Web page will automatically appear.

Figure 4-12. Laboratory Client List—PWS Unregistered Confirmation



## LABORATORY VIEW OF PWS INVENTORY DATA

To view PWS inventory data, select the submenu button for PWS and then the Inventory link. To narrow the list of PWSs inventories, SDWARS will request a search criterion. The search criterion can be either a PWS ID or the state (which will list all of a state's participating PWSs). After selecting the search criterion, click on the Find PWS button to begin the search (see Figure 4-13). When searching by PWS ID, you do not have to know the entire ID. You may use a "%" for a wildcard. To perform a wildcard search, use the state abbreviation and a combination of sequential numbers, with the "%" symbol wrapped around to specify the location of the wildcard identifier (e.g., PA2% or PA%090%).

Figure 4-13. Laboratory View of PWS Inventory Data—Main Menu

A screenshot of the PWS Inventory Data search interface. At the top is a blue header bar with the U.S. Environmental Protection Agency logo and the text "U.S. Environmental Protection Agency OGWDW SDWARS\UCMR SYSTEM". Below this is a white box titled "Enter PWS Search Criteria". It contains two input fields: "PWS ID" and "State". Below the fields is a note: "Note: To perform a wildcard search, use the \"%\" symbol to specify the location of the wildcard identifier. For example, to perform a search for elements starting with \"PA6\", use the search string \"PA6%\". A minimum of 3 characters is required for a wildcard search." At the bottom of the box are two buttons: "Find PWS" and "Reset Form".

SDWARS will return a list of as many as ten participating PWSs that match the search criteria (see Figure 4-14). If more than ten PWSs match the search criteria, a Next Page link will appear at the bottom of the list. You can navigate preceding or following PWS lists by clicking on the links to the previous page or next page.

The search results are initially sorted by PWS ID. To sort by PWS, click on the underlined column header PWS Name. To sort by PWS ID, click on the underlined PWS ID column header.

Figure 4-14. Laboratory View of PWS Inventory Data—Select PWS

U.S. Environmental Protection Agency  
OGWDW SDWARS\UCMR SYSTEM

View Selected Facility View Selected Sampling Point Search For PWS

Laboratory

- Search
- Batch Report
- PWS
  - Samples
  - Client List
  - Inventory
- Contacts Report
- Help
- Home
- Log Out

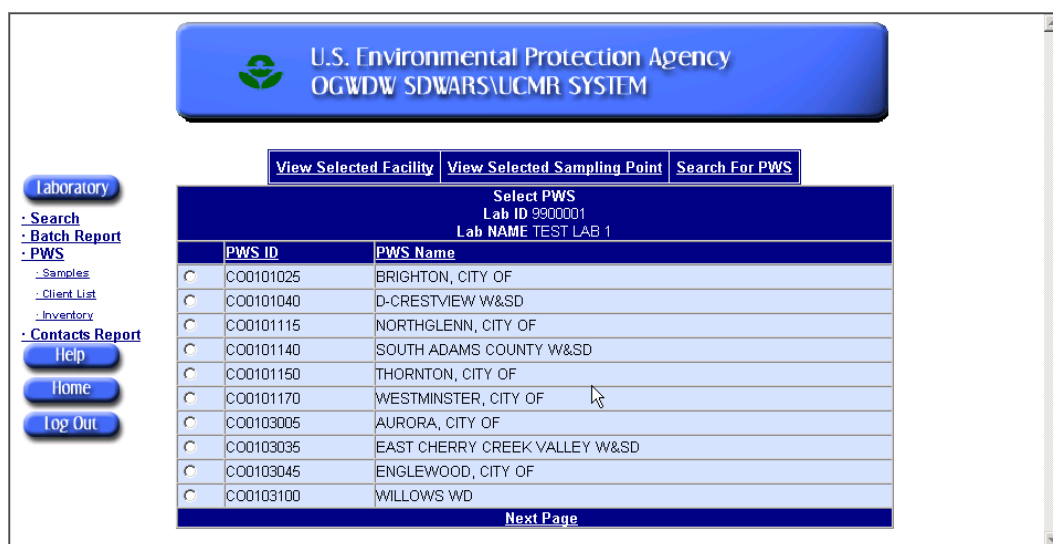
Select PWS		
Lab ID AK00001		
Lab NAME ARCO ALASKA, CENTRAL LAB		
	<u>PWS ID</u>	<u>PWS Name</u>
<input type="radio"/>	GA0090000	BALDWIN COUNTY
<input type="radio"/>	GA0090001	MILLEDGEVILLE
<input type="radio"/>	GA0130002	WINDER
<input type="radio"/>	GA0150001	BARTOW COUNTY
<input type="radio"/>	GA0150002	CARTERSVILLE
<input type="radio"/>	GA0150003	KINGSTON
<input type="radio"/>	GA0170000	FITZGERALD
<input type="radio"/>	GA0210001	MACON WATER AUTHORITY
<input type="radio"/>	GA0310004	STATESBORO
<input type="radio"/>	GA0370002	LEARY

Next Page

### View Facility Report

On the page that shows the results of the inventory search, you may select a PWS by clicking on radio button to the left of a PWS name. Then click on the View Selected Facility function from the tool bar to view the facilities of the selected PWS (see Figure 4-15).

Figure 4-15. Laboratory View—View Facility Report



The facility report presents the current information available in SDWARS/UCMR. The initial data were extracted from data provided by state agencies to the EPA Safe Drinking Water Information System/Federal (SDWIS/Fed) database. The PWS may then edit the baseline data in SDWARS/UCMR.

The Web page for the facility report displays as many as ten facilities of a single PWS. If more than ten facilities are associated with a PWS, a Next Page link will appear at the bottom of the list. You can navigate preceding or following facilities by clicking on the links to the previous page or next page.

The report can be sorted in ascending order by facility ID, facility name, or sampling point count. Click on the underlined column header for the desired sort category.

You can switch to the sampling point report for the PWS by clicking on the View Sampling Point function from the tool bar. Table 4-1 describes the facility report columns.

Table 4-1. Description of the Facility Report Columns

Name	Description/definition
Facility ID	Number that uniquely identifies the facility in the PWS
Facility name	Name for the water system facility

*Table 4-1. Description of the Facility Report Columns*

Name	Description/definition
Facility type	Category of the facility according to EPA-coded facility types: CC = consecutive connection CH = common headers CS = cistern CW = clear well DS = distribution system/zone IG = infiltration gallery IN = intake NP = non-piped OT = other PC = pressure control PF = pump facility RC = roof catchment RS = reservoir SI = surface impoundment SP = spring SS = sampling station ST = storage TM = transmission main (manifold) TP = treatment plant WH = well head WL = well

*Table 4-1. Description of the Facility Report Columns (Continued)*

Name	Description/definition
Water type	Category of the source of water associated with the facility according to EPA-coded water types: AL = ground, surface, and ground under direct influence of surface GG = ground and ground under direct influence of surface GS = ground and surface GU = ground water under direct influence of surface water GW = ground water NA = not applicable SU = surface and ground under direct influence of surface SW = surface water UK = unknown

*Table 4-1. Description of the Facility Report Columns (Continued)*

Name	Description/definition
Availability	Category of the circumstances under which a source of water is used: E = emergency utilization I = interim (e.g., peak) utilization O = other utilization P = permanent utilization S = seasonal utilization
Activity status	Category of the most recent activity for the water system facility: A = active D = deleted I = inactive M = merged into other PWS P = proposed
Sample point count	Number of sampling points for the facility, as recorded in SDWARS/UCMR.

## View Sampling Point Report

On the Inventory Search Results page, click on the radio button to the left of a PWS name to select that PWS. Then click on the View Selected Sampling Points function from the tool bar to view the facilities and sampling points of the selected PWS (see Figure 4-16).

The sample point report presents the current information available in SDWARS/UCMR. The initial data were extracted from data provided by state agencies to the EPA SDWIS/Fed database. The PWS then may edit the baseline data in SDWARS/UCMR.

The Web page for the sample point report displays as many as ten sampling points for a single PWS. If more than ten sampling points are associated with a PWS, a Next Page link will appear at the bottom of the list. You can navigate preceding or following sampling points by clicking on the links to the previous page or next page.

The report can be sorted in ascending order by facility ID, facility name, or sampling point ID. Click on the underlined column header for the desired sort category.

Figure 4-16. Laboratory View—View Sampling Point Report

<div style="text-align: center;"> <a href="#">View Facility</a> <a href="#">Select PWS</a> </div>									
<div style="text-align: center;"> <b>Sampling Point Report</b>                      PWS ID GA0150001                      PWS NAME BARTOW COUNTY                      Fed Primary Source Type SWP                      Retail Population Served Count 36400                 </div>									
Facility ID	Facility Name	Facility Type	Water Type	Sampling Point ID	Sampling Point Name	Sampling Point Type	Raw-Treated Type	Availability	Activity Status
00046	BOLIVAR SPRING PLANT	TP	UK	301	BOLIVAR SPRING PLAN 301	EP	TR	P	A

You can switch to the facility report for this PWS by clicking on the View Facility function from the tool bar. Table 4-2 describes the sampling point report columns.

Table 4-2. Description of Sampling Point Report Columns

Name	Description/definition
Facility ID	Number that uniquely identifies the facility in the PWS
Facility name	Name for the water system facility
Facility type	Category of the facility according to EPA-coded facility types: CC = consecutive connection CH = common headers CS = cistern CW = clear well DS = distribution system/zone IG = infiltration gallery IN = intake NP = non-piped OT = other PC = pressure control PF = pump facility RC = roof catchment RS = reservoir SI = surface impoundment SP = spring SS = sampling station ST = storage

Table 4-2. Description of Sampling Point Report Columns (Continued)

Name	Description/definition
------	------------------------

	<p>TM = transmission main (manifold)</p> <p>TP = treatment plant</p> <p>WH = well head</p> <p>WL = well</p>
Water type	<p>Category of the source of water associated with the facility according to EPA-coded water types:</p> <p>AL = ground, surface, and ground under direct influence of surface</p> <p>GG = ground and ground under direct influence of surface</p> <p>GS = ground and surface</p> <p>GU = ground water under direct influence of surface water</p> <p>GW = ground water</p> <p>NA = not applicable</p> <p>SU = surface and ground under direct influence of surface</p> <p>SW = surface water</p> <p>UK = unknown</p>
Sampling point ID	Number that uniquely identifies the sample point in the PWS
Sampling point name	Name for the water system sample point
Sampling point type	<p>Category of the sample point according to EPA-coded sample point types:</p> <p>EP = entry point to the distribution system</p> <p>LD = distribution system, lowest retention</p> <p>MD = distribution system, midpoint retention</p> <p>MR = distribution system, maximum retention</p> <p>SR = source</p> <p>UK = not definitively known</p>
Raw treated type	<p>Category of the water used at the sample point:</p> <p>RW = raw water</p> <p>TR = treated water</p> <p>UK = not definitively known</p>
Availability	<p>Category of the circumstances under which a source of water is used:</p> <p>E = emergency utilization</p> <p>I = interim (e.g., peak) utilization</p> <p>O = other utilization</p> <p>P = permanent utilization</p> <p>S = seasonal utilization</p>
Activity status	<p>Category of the most recent activity for the water system facility:</p> <p>A = active</p> <p>D = deleted</p> <p>I = inactive</p> <p>M = merged into other PWS</p> <p>P = proposed</p>

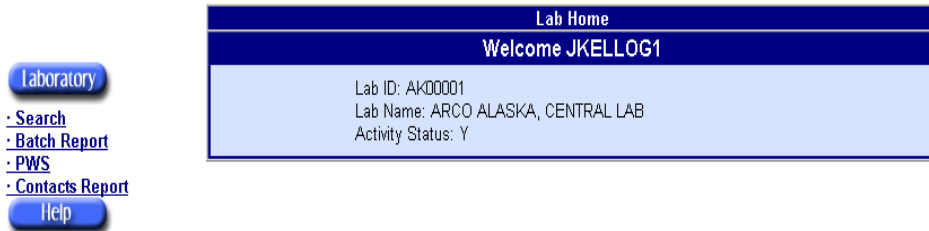


# LABORATORY CONTACTS

## Add New Contacts

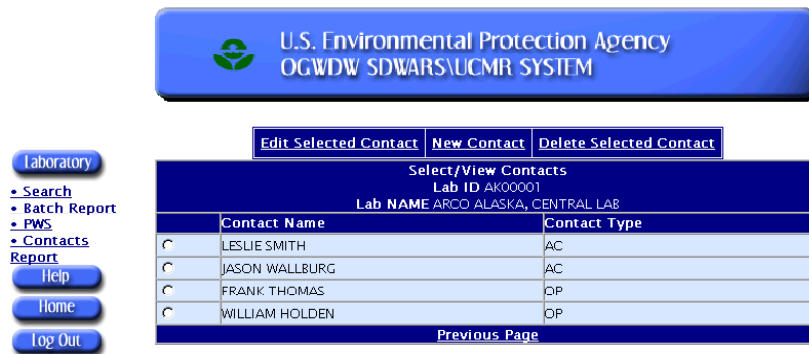
To add a new laboratory contact and contact information, click on the Contacts Report submenu link under the Laboratory menu button (see Figure 4-17).

Figure 4-17. Laboratory Home Page



The list of current contacts will appear. Click on the New Contact function from the tool bar (see Figure 4-18).

Figure 4-18. Laboratory Contacts—Main Menu



Enter the contact information. Be sure to complete all required fields denoted by an asterisk. To clear the fields, click the Reset Form button. To submit the contact data, click on the Create Contact button (see Figure 4-19).

Figure 4-19. Laboratory Contacts—Create New Contact

If the submitted contact data are accepted, the Contact Created notification page will appear (see Figure 4-20).

Figure 4-20. Laboratory Contacts—Create Contact Confirmed



A few seconds later, the Contacts Report page will automatically reappear with the new contact sorted into the list (see Figure 4-21).

Figure 4-21. Laboratory Contacts—Updated Contacts Report

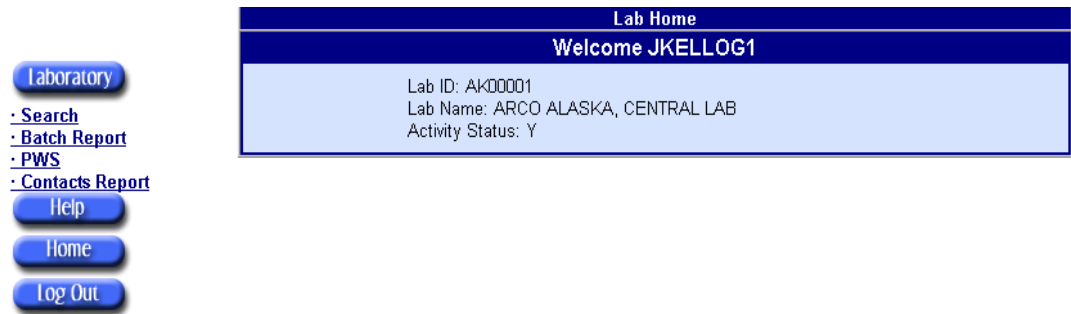
<a href="#">Edit Selected Contact</a> <a href="#">New Contact</a> <a href="#">Delete Selected Contact</a>		
Select/View Contacts Lab ID AK00001 Lab NAME ARCO ALASKA, CENTRAL LAB		
	Contact Name	Contact Type
<input type="radio"/>	LESLIE SMITH	AC
<input type="radio"/>	JASON WALLBURG	AC
<input type="radio"/>	DUNCAN STREETER	AC
<input type="radio"/>	FRANK THOMAS	OP
<input type="radio"/>	WILLIAM HOLDEN	OP

[Previous Page](#)

## Edit Existing Contacts

To edit information for an existing contact, click on the Contacts Report submenu link under the Laboratory menu button (see Figure 4-22).

Figure 4-22. Laboratory Home Page



Click on the radio button next to the contact to be edited. Next click on the Edit Selected Contact tool bar link (see Figure 4-23).

Figure 4-23. Laboratory Contacts—Main Menu

The screenshot shows a toolbar with three buttons: 'Edit Selected Contact', 'New Contact', and 'Delete Selected Contact'. Below the toolbar is a table titled 'Select/View Contacts' for 'Lab ID AK00001' and 'Lab NAME ARCO ALASKA, CENTRAL LAB'. The table has three columns: 'Contact Name', 'Contact Type', and a radio button column. The table contains three rows of contact information.

	Contact Name	Contact Type
<input type="radio"/>	Joe Pa	AC
<input type="radio"/>	Bill Griffith	AC
<input checked="" type="radio"/>	Leslie Smith	AC

Edit the contact information. The contact type is not editable. To remove the edits, click the Reset Form button. To submit the contact data, click on the Update Contact button. To return to the Contacts Report Web page without saving any edits, click on the Contacts Report link on the menu (see Figure 4-24).

Figure 4-24. Laboratory Contacts—Edit Contact

**Edit Contact**  
Lab ID AK00001  
Lab NAME ARCO ALASKA, CENTRAL LAB

\* Name   
\* Contact Type AC  
\* Mailing Address 1   
Mailing Address 2   
\* City   
\* State   
\* ZIP   
Phone   
Fax   
Email

\* Required Fields

If the submitted contact data are accepted, (see Figure 4-25) a Contact Updated confirmation will appear for a few seconds, then return you to the Contacts Report Web page.

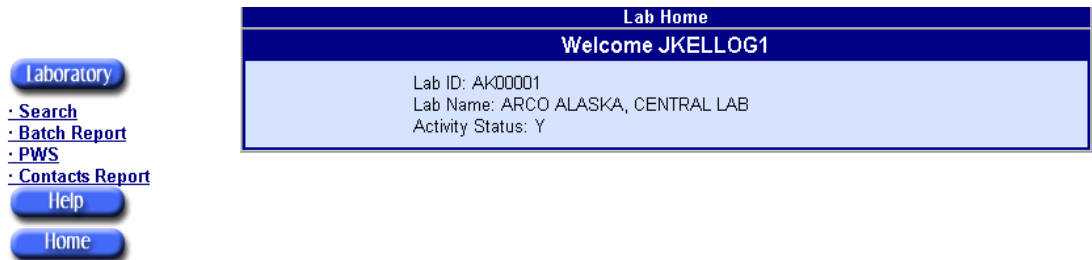
Figure 4-25. Laboratory Contacts—Contact Update Confirmed



## Delete Existing Contacts

To delete an existing laboratory contact, click on Contacts Report submenu link under the Laboratory menu button (see Figure 4-26).

Figure 4-26. Laboratory Home Page



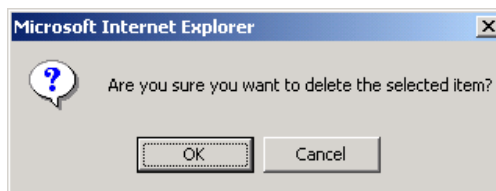
Click on the radio button next to the contact to be deleted (see Figure 4-27). Next, click on the Delete Selected Contact tool bar link.

*Figure 4-27. Laboratory Contacts—Main Menu*

<b>Edit Selected Contact</b> <b>New Contact</b> <b>Delete Selected Contact</b>		
<b>Select/View Contacts</b> Lab ID AK00001 Lab NAME ARCO ALASKA, CENTRAL LAB		
	Contact Name	Contact Type
<input type="radio"/>	Joe Pa	AC
<input type="radio"/>	Bill Griffith	AC
<input checked="" type="radio"/>	Leslie Smith	AC

You must confirm the deletion of the contact. Click OK on the Deletion Confirmation warning to continue (see Figure 4-28).

*Figure 4-28. Laboratory Contacts—Deletion Confirmation Warning*



A Contact Deleted confirmation will appear for a few seconds (see Figure 4-29), and then the Contacts Report Web page will automatically return without the deleted contact.

*Figure 4-29. Laboratory Contacts—Delete Contact Confirmed*



# Chapter 5

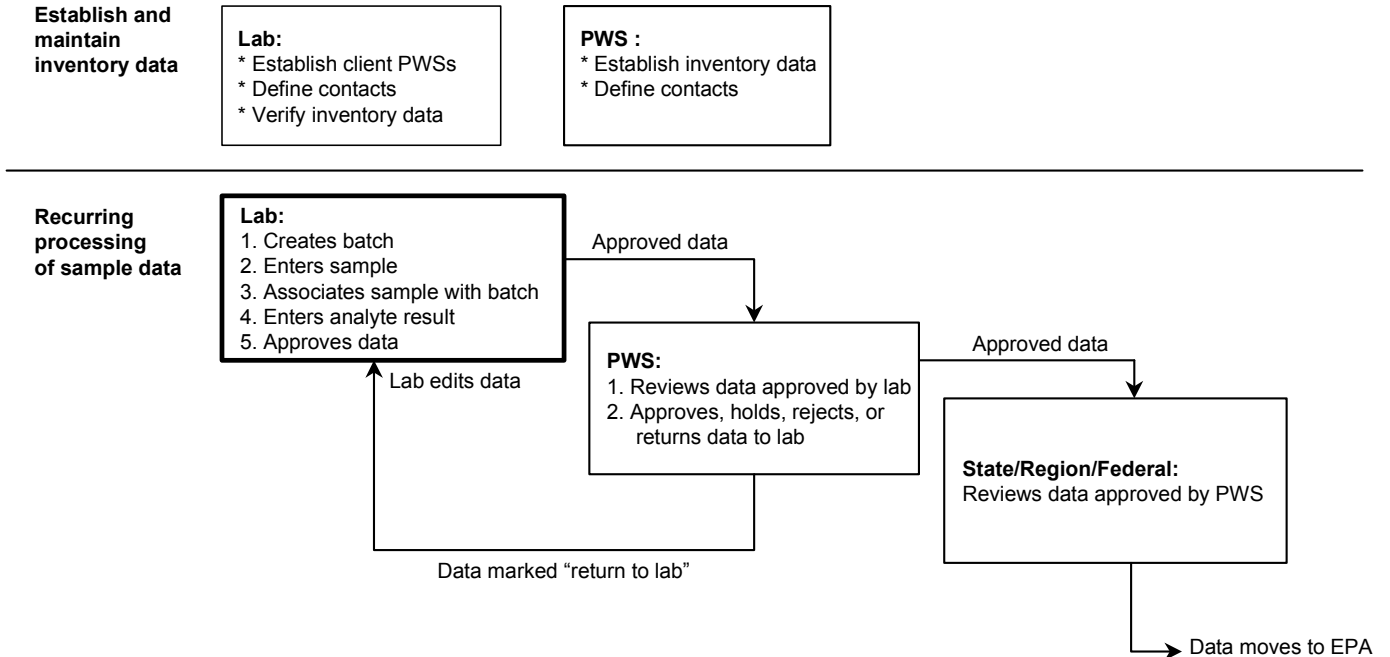
## UCMR Submission Process— Laboratory: Processing of Sample Data

This chapter provides instructions about the role-specific functions for a laboratory user. There are two primary functions:

- ◆ Screens that will routinely be used to enter batch, sample, and analyte data.
- ◆ Search screens that assist in finding specific data previously entered.

The basic workflow for a laboratory using the SDWARS/UCMR system is shown in Figure 5-1.

*Figure 5-1. Laboratory Workflow*



## ENTERING BATCH AND SAMPLE DATA

Once the above screens have been used to establish a PWS client, the laboratory can begin to enter in batches, samples, and results data

through the series of screens described in the following sections. SDWARS provides screens to

- ◆ enter batch data,
- ◆ enter sample data,
- ◆ assign a sample to a batch,
- ◆ enter analyte/sample results, and
- ◆ approve completed batches/results for PWS review.

These sections represent the key and most commonly used functions of SDWARS. In most cases laboratories will be entering new results; however, the system provides means to edit or delete previously entered data.

## LABORATORY BATCH REPORT

The batch report records parameters for controlling data quality of a particular method. A batch must exist before entering the sample data. If a batch does not exist for a method, then the batch screens must be used first. To get to a list of batch quality control (QC) data entered by the laboratory, select the Batch Report submenu under the Laboratory menu button (see Figure 5-2).

Figure 5-2. Laboratory Batch Report—Main Menu

**U.S. Environmental Protection Agency  
OGWDW SDWARS\UCMR SYSTEM**

[Edit Selected Batch](#) | [Add Batch](#) | [Delete Selected Batch](#) | [Edit QC Analytes](#)

**Laboratory**

- Search
- Batch Report
- PWS
- Contacts Report
- Help
- Home
- Log Out

Select Batches			
Lab ID AK10001			
Lab NAME ARCO ALASKA, CENTRAL LAB			
	Batch ID	Method ID	E/A Date
<input type="radio"/>	AOA2052799	AOAC 991.07	1/24/01
<input type="radio"/>	AST2052238	ASTM D5475	1/24/01
<input type="radio"/>	AST20524	ASTM D5475	1/24/01
<input type="radio"/>	AST2108659	ASTM D5317	1/24/01
<input type="radio"/>	EPA2009249	EPA 525.2	1/24/01
<input type="radio"/>	EPA2009627	EPA 525.2	1/24/01
<input type="radio"/>	EPA2009755	EPA 525.2	1/24/01
<input type="radio"/>	EPA2009822	EPA 525.2	1/24/01
<input type="radio"/>	EPA2009895	EPA 525.2	1/24/01
<input type="radio"/>	EPA2009975	EPA 525.2	1/24/01

[Previous Page](#) | [Next Page](#)

If more than ten batches are entered in SDWARS, a Next Page link will appear at the bottom of the list. You can navigate to preceding or following batches by clicking on the previous page or next page links. The batch report is initially sorted in ascending order by the Batch ID. To sort by

method, click on the underlined column header Method ID. To sort by batch, click on the underlined Batch ID column header.

SDWARS distinguishes unique batches for each laboratory by batch ID and method ID numbers.

## Add a Batch

To add a batch to the batch report, select the Batch Report submenu link under the Laboratory menu and then click on the Add Batch function from the tool bar (see Figure 5-3).

Figure 5-3. Laboratory Batch Report—Main Menu

<a>Edit Selected Batch</a>   <a>Add Batch</a>   <a>Delete Selected Batch</a>   <a>Edit QC Analytes</a>			
<b>Select Batches</b> Lab ID AK00001 Lab NAME ARCO ALASKA, CENTRAL LAB			
	Batch ID	Method ID	E/A Date
<input type="radio"/>	AOA2052799	AOAC 991.07	1/24/01
<input type="radio"/>	AST2052238	ASTM D5475	1/24/01
<input type="radio"/>	AST20524	ASTM D5475	1/24/01
<input type="radio"/>	AST2108659	ASTM D5317	1/24/01
<input type="radio"/>	EPA2009249	EPA 525.2	1/24/01
<input type="radio"/>	EPA2009627	EPA 525.2	1/24/01
<input type="radio"/>	EPA2009755	EPA 525.2	1/24/01
<input type="radio"/>	EPA2009822	EPA 525.2	1/24/01
<input type="radio"/>	EPA2009895	EPA 525.2	1/24/01
<input type="radio"/>	EPA2009975	EPA 525.2	1/24/01

Previous Page | Next Page

Enter the batch ID, method, and extraction/analysis (E/A) date. For UCMR purposes, enter the extraction date if extraction is part of the method, otherwise enter the analysis date. To clear the fields, click on the Reset Form button. (The Method field will return to the first entry on the drop down menu.) To change the QC parameters, click on the Edit QC Analytes button on the form (see Figure 5-4).

Figure 5-4. Laboratory Batch Report—Add Batch Data

**Add Batch**

Lab ID: AK00001      Lab Name: ARCO ALASKA, CENTRAL LAB

---

\* Batch ID:

\* Method:

\* E/A Date:  (mm/dd/yyyy)

If you do not continue by clicking Edit QC Analytes, the batch identification information will not be saved.



Enter QC parameters for each UCMR analyte measured. If a method includes more analytes than were measured, enter not analyzed (“N/A”) in the analyte’s fields for precision, accuracy, and spiking concentration. If the precision was not measured, then enter “MISSING” in the precision field. To clear all entered data, click on the Reset Form button. To record the results, click on the Add Batch button (see Figure 5-5).

Figure 5-5. Laboratory Batch Report—Batch Precision and Accuracy

[Select Another Batch](#)

**Batch Precision and Accuracy**

Lab ID: AK00001      Lab Name: ARCO ALASKA, CENTRAL LAB  
 Batch ID: EPA515.3-00T      Method: EPA 515.3

Analyte	Precision (%)	Accuracy (%)	Spiking Conc.	Units
2108 - DCPA MONO-ACID/DI-ACID DEGRADATE	163	89.7	10	UG/L

NOTE:  
 (1) For missing precision, enter 'MISSING'  
 (2) To indicate an analyte was not analyzed, enter 'N/A' in for Precision, Accuracy, and Spiking Conc.

If you do not click on the Add Batch button, none of the batch information will be saved.

SDWARS will check the range of the data values. If the data entered do not meet the “should be” criteria (see Table 5-1), SDWARS will flag results as having potential errors for the laboratory to confirm (see Figure 5-6). Data with range checks cannot be approved without changing the relevant data to fall within the range check limits or choosing to override the check.

Table 5-1. Range Checks Performed by SDWARS

Element	Criteria	
	Must be	Should be
Accuracy	$\geq 0$ or N/A < 32000	Should be $\leq 200\%$ Should be $\geq 10\%$
Collection date	Not later than the current date Not earlier than 1/1/85	
Extraction/analysis date	Not later than the current date Not earlier than the collection date Not earlier than 1/1/85	Shouldn't be more than 60 days from collection date
Precision	$\geq 0$ , MISSING <sup>b</sup> , or N/A < 32000	Should be $\leq 99\%$
Sample result (value) <sup>a</sup>	$\geq$ MRL or N/A < 32000	If contaminant, shouldn't be > 10 x MRL

Element	Criteria	
	Must be	Should be
Spiking concentration	> 0 or N/A < 32000	Should be ≤ 200 (relaxed old requirement of < 100 x MRL)

<sup>a</sup> Either the less than (<) MRL (minimum reporting level) box must be checked or a sample result value entered—not both. The sample result value for Method EPA 515.3 will not have a value; it is always less than MRL.

<sup>b</sup> “MISSING” is allowed when a duplicate result was not available.

Note: N/A indicates “not analyzed.” If an analyte is not analyzed for a batch, then precision, accuracy, and spiking concentration must be N/A. If an analyte is not analyzed for the sample then the result value is N/A.

To edit a range check, click on the Range Check link (see Figure 5-6).

*Figure 5-6. Laboratory Batch Report—Range Check*

Select Another Batch

**Batch Precision and Accuracy**

Lab ID:	AK00001	Lab Name:	ARCO ALASKA, CENTRAL LAB
Batch ID:	EPA515.3-00T	Method:	EPA 515.3

Analyte	Precision (%)	Accuracy (%)	Spiking Conc.	Units
2108 - DCPA MONO-ACID/DI-ACID DEGRADATE	163	89.7	10	UG/L

Update QC Analytes
Reset Form

NOTE:  
(1) For missing precision, enter 'MISSING'  
(2) To indicate an analyte was not analyzed, enter 'N/A' in for Precision, Accuracy, and Spiking Conc.

The Edit Range Check page will appear (see Figure 5-7). A description of the range violation will appear with the “Would you like to override this check?” box. To override the violation, check the box and click the Update button. To return to the Sample Result page without overriding the range check, you may click the Return to Previous Page function from the tool bar.

Figure 5-7. Laboratory Batch Report—Edit Range Check

[Return to Previous Screen](#)

**Edit Range Check**

Lab ID: AK00001      Lab Name: ARCO ALASKA, CENTRAL LAB  
 Batch ID: EPA515.3-00T      Method: EPA 515.3

Analyte: 2108 - DCPA MONO-ACID/DI-ACID DEGRADATE  
 Description:  
 PRECISION IS GREATER THAN 99.

Would you like to override this check?  YES

If no, click 'Return to Previous Screen' at the top of this page to change the data.

An Analyte Updated confirmation will appear for a few seconds, and the Batch Precision and Accuracy page will automatically display without the Range Check link (see Figure 5-8).

Figure 5-8. Laboratory Batch Report—Range Check Override

[Select Another Batch](#)

**Batch Precision and Accuracy**

Lab ID: AK00001      Lab Name: ARCO ALASKA, CENTRAL LAB  
 Batch ID: EPA515.3-00T      Method: EPA 515.3

Analyte	Precision (%)	Accuracy (%)	Spiking Conc.	Units
2108 - DCPA MONO-ACID/DI-ACID DEGRADATE	<input type="text" value="163"/>	<input type="text" value="89.7"/>	<input type="text" value="10"/>	UG/L

NOTE:  
 (1) For missing precision, enter 'MISSING'  
 (2) To indicate an analyte was not analyzed, enter 'N/A' in for Precision, Accuracy, and Spiking Conc.

Click on the Update QC Analyte button to save the batch information.

If you save the batch information, a Batch Added confirmation will appear briefly (see Figure 5-9).

Figure 5-9. Laboratory Batch Report—Add Batch Confirmation

**Add Batch**  
 for lab: AK00001  
 for Batch ID: EPA515.3-00T

**Batch Added**

A few seconds later, the page will refresh. To return to the Batch Report page click on the updated Select Another Batch function from the tool bar.

If there are more than ten batches in the report, you may have to click Next Page to locate the added batch (see Figure 5-10).

Figure 5-10. Laboratory Batch Report—Updated Batch Added

<a href="#">Edit Selected Batch</a> <a href="#">Add Batch</a> <a href="#">Delete Selected Batch</a> <a href="#">Edit QC Analytes</a>			
<b>Select Batches</b> Lab ID AK00001 Lab NAME ARCO ALASKA, CENTRAL LAB			
	Batch ID	Method ID	E/A Date
<input type="radio"/>	EPA20523	EPA 507	1/24/01
<input type="radio"/>	EPA2052701	EPA 507	1/24/01
<input type="radio"/>	EPA2052937	EPA 507	1/24/01
<input type="radio"/>	EPA2108473	EPA 515.2	1/24/01
<input type="radio"/>	EPA2108494	EPA 515.1	1/24/01
<input type="radio"/>	EPA2251350	EPA 502.2	1/24/01
<input type="radio"/>	EPA2251736	EPA 524.2	1/24/01
<input type="radio"/>	EPA225199	EPA 524.2	1/24/01
<input type="radio"/>	EPA515.3-00T	EPA 515.3	7/3/01
<input type="radio"/>	SM 2251725	SM 6210 D	1/24/01
<a href="#">Previous Page</a> <a href="#">Next Page</a>			

## Editing Batch Data

Batch data can be edited two ways. One way is to edit the batch E/A date and QC data. The other way is to edit just the QC data.

### EDIT BATCH E/A DATE AND QC DATA

To edit a batch, click on the Batch Report submenu link under the Laboratory menu. Locate the batch you want to edit. If more than ten batches are recorded for the laboratory, you may have to navigate to the next page using the link at the bottom of the report. Select the batch by clicking on the radio button to the left of the batch, then click the Edit Selected Batch function from the tool bar (see Figure 5-11).

Figure 5-11. Laboratory Batch Report—Edit Batch

<a href="#">Edit Selected Batch</a> <a href="#">Add Batch</a> <a href="#">Delete Selected Batch</a> <a href="#">Edit QC Analytes</a>			
<b>Select Batches</b> Lab ID AK00001 Lab NAME ARCO ALASKA, CENTRAL LAB			
	Batch ID	Method ID	E/A Date
<input type="radio"/>	EPA20523	EPA 507	1/24/01
<input type="radio"/>	EPA2052701	EPA 507	1/24/01
<input type="radio"/>	EPA2052937	EPA 507	1/24/01
<input type="radio"/>	EPA2108473	EPA 515.2	1/24/01
<input type="radio"/>	EPA2108494	EPA 515.1	1/24/01
<input type="radio"/>	EPA2251350	EPA 502.2	1/24/01
<input type="radio"/>	EPA2251736	EPA 524.2	1/24/01
<input type="radio"/>	EPA225199	EPA 524.2	1/24/01
<input checked="" type="radio"/>	EPA515.3-00T	EPA 515.3	7/3/01
<input type="radio"/>	SM 2251725	SM 6210 D	1/24/01
<a href="#">Previous Page</a> <a href="#">Next Page</a>			

On the Edit Batch Web page, you can only edit the E/A date. You can undo changes you make to the form by selecting the Reset Form button. To change the QC parameters, click on the Edit QC Analytes button (see Figure 5-12).

Figure 5-12. Laboratory Batch Report—Editing Batch Data

If you do not click on Edit QC Analytes button, changes to the batch E/A date will not be saved.

You may edit the QC parameters for each UCMR analyte measured. If a method includes more analytes than were measured, enter “N/A” in all three fields for the analytes that were not measured. If precision was not measured, enter “MISSING” in the precision field. To reset the form to the original values, click on the Reset Form button. To record the changes, click on the Update QC Analytes button (see Figure 5-13).

Figure 5-13. Laboratory Batch Report—Edit Batch Precision and Accuracy

Analyte	Precision (%)	Accuracy (%)	Spiking Conc.	Units
2108 - DCPA MONO-ACID/DI-ACID DEGRADATE	16.3	89.7	210	UG/L

NOTE:  
 (1) For missing precision, enter 'MISSING'  
 (2) To indicate an analyte was not analyzed, enter 'N/A' in for Precision, Accuracy, and Spiking Conc.

If you do not click on Edit QC Analytes, none of the changes made to the batch information will be saved.

SDWARS will check the range of the data values. If the data entered do not meet the “should be” criteria (see Table 5-1 **Error! Reference source not found.**), SDWARS will flag results as having potential errors for the laboratory to confirm (see Figure 5-14). Data with range checks cannot be approved without choosing to override the check. To edit a range check, click on the Range Check link.

Figure 5-14. Laboratory Batch Report—Range Check

[Select Another Batch](#)

**Batch Precision and Accuracy**

Lab ID: AK00001      Lab Name: ARCO ALASKA, CENTRAL LAB  
 Batch ID: EPA515.3-00T      Method: EPA 515.3

Analyte	Precision (%)	Accuracy (%)	Spiking Conc.	Units
2108 - DCPA MONO-ACID/DI-ACID DEGRADATE	16.3	89.7	210	UG/L <a href="#">(Range Check)</a>

NOTE:  
 (1) For missing precision, enter 'MISSING'  
 (2) To indicate an analyte was not analyzed, enter 'N/A' in for Precision, Accuracy, and Spiking Conc.

The Edit Range Check page will appear (see Figure 5-15). A description of the range violation will appear with the “Would you like to override this check?” box. To override the violation, check the box and click the Update button. To return to the Sample Result page without overriding the range check, you may click the Return to Previous Page function from the tool bar.

Figure 5-15. Laboratory Batch Report—Edit Range Check

[Return to Previous Screen](#)

**Edit Range Check**

Lab ID: AK00001      Lab Name: ARCO ALASKA, CENTRAL LAB  
 Batch ID: EPA515.3-00T      Method: EPA 515.3

Analyte: 2108 - DCPA MONO-ACID/DI-ACID DEGRADATE  
 Description:  
 SPIKING CONCENTRATION IS GREATER THAN 200.

Would you like to override this check?  YES

If no, click 'Return to Previous Screen' at the top of this page to change the data.

A confirmation will appear for a few seconds, and the Batch Precision and Accuracy page will display without the Range Check link (see Figure 5-16).

Figure 5-16. Laboratory Batch Report—Range Check Override

[Select Another Batch](#)

**Batch Precision and Accuracy**

Lab ID:	AK00001	Lab Name:	ARCO ALASKA, CENTRAL LAB
Batch ID:	EPA515.3-00T	Method:	EPA 515.3

Analyte	Precision (%)	Accuracy (%)	Spiking Conc.	Units
2108 - DCPA MONO-ACID/DI-ACID DEGRADATE	<input type="text" value="16.3"/>	<input type="text" value="89.7"/>	<input type="text" value="210"/>	UG/L

NOTE:  
(1) For missing precision, enter 'MISSING'  
(2) To indicate an analyte was not analyzed, enter 'N/A' in for Precision, Accuracy, and Spiking Conc.

Click on the Update QC Analyte button to save the batch information.

A Batch QC Updated confirmation will appear (see Figure 5-17). A few seconds later, the page will refresh. To return to the Batch Report page click the updated Select Another Batch function.

Figure 5-17. Laboratory Batch Report—Batch Update Confirmation

**Add Batch  
for lab: AK00001  
for Batch ID: EPA515.3-00T**

Batch QC Updated

## EDIT BATCH QC

To edit only the QC data, go to the Batch Report under the Laboratory menu. Locate the batch you want to edit. If more than ten batches are recorded for the laboratory, you may have to navigate using the Next Page link at the bottom of the report. Select the batch by clicking on the radio button to the left of the batch, and then click the Edit QC Analytes tool bar link (see Figure 5-18).

Figure 5-18. Laboratory Batch Report—Edit Batch QC

<a href="#">Edit Selected Batch</a> <a href="#">Add Batch</a> <a href="#">Delete Selected Batch</a> <a href="#">Edit QC Analytes</a>			
Select Batches Lab ID AK00001 Lab NAME ARCO ALASKA, CENTRAL LAB			
	Batch ID	Method ID	E/A Date
<input type="radio"/>	EPA20523	EPA 507	1/24/01
<input type="radio"/>	EPA2052701	EPA 507	1/24/01
<input type="radio"/>	EPA2052937	EPA 507	1/24/01
<input type="radio"/>	EPA2108473	EPA 515.2	1/24/01
<input type="radio"/>	EPA2108494	EPA 515.1	1/24/01
<input type="radio"/>	EPA2251350	EPA 502.2	1/24/01
<input type="radio"/>	EPA2251736	EPA 524.2	1/24/01
<input type="radio"/>	EPA225199	EPA 524.2	1/24/01
<input checked="" type="radio"/>	EPA515.3-00T	EPA 515.3	7/13/01
<input type="radio"/>	SM 2251725	SM 6210 D	1/24/01
<a href="#">Previous Page</a> <a href="#">Next Page</a>			

You may edit the QC parameters for each UCMR analyte measured. If a method includes more analytes than were measured, enter “N/A” in all three fields for the analytes that were not measured. If precision was not measured, enter “MISSING” in the precision field. To reset the form to the original values, click on the Reset Form button. To record the changes, click on the Update QC Analytes button (see Figure 5-19).

Figure 5-19. Laboratory Batch Report—QC Parameters Edit

<a href="#">Select Another Batch</a> Batch Precision and Accuracy				
Lab ID:	AK00001	Lab Name:	ARCO ALASKA, CENTRAL LAB	
Batch ID:	EPA515.3-00T	Method:	EPA 515.3	
Analyte	Precision (%)	Accuracy (%)	Spiking Conc.	Units
2108 - DCPA MONO-ACID/DI-ACID DEGRADATE	<input type="text" value="16.3"/>	<input type="text" value="289.7"/>	<input type="text" value="10"/>	UG/L
		<input type="button" value="Update QC Analytes"/> <input type="button" value="Reset Form"/>		
NOTE: (1) For missing precision, enter 'MISSING' (2) To indicate an analyte was not analyzed, enter 'N/A' in for Precision, Accuracy, and Spiking Conc.				

If you do not click on the Update QC Analytes button, none of the changes made to the batch QC data will be saved.



SDWARS will check the range of the data values. If the data entered do not meet the “should be” criteria (see Table 5-1), SDWARS will flag results as having potential errors for the laboratory to confirm (see Figure 5-20). To edit a range check, click on the Range Check link.

Figure 5-20. Laboratory Batch Report—Range Check

[Select Another Batch](#)

**Batch Precision and Accuracy**

Lab ID:	AK00001	Lab Name:	ARCO ALASKA, CENTRAL LAB
Batch ID:	EPA515.3-00T	Method:	EPA 515.3

Analyte	Precision (%)	Accuracy (%)	Spiking Conc.	Units
2108 - DCPA MONO-ACID/DI-ACID DEGRADATE	16.3	289.7	10	U/L <a href="#">(Range Check)</a>

NOTE:  
 (1) For missing precision, enter 'MISSING'  
 (2) To indicate an analyte was not analyzed, enter 'N/A' in for Precision, Accuracy, and Spiking Conc.

The Edit Range Check page will display (Figure 5-21). A description of the range violation will appear with the “Would you like to override this check?” box. To override the violation, check the box and click on Update. To return to the Sample Result page without overriding the range check, you may click the Return to Previous Page function from the tool bar.

Figure 5-21. Laboratory Batch Report—Edit Range Check

[Return to Previous Screen](#)

**Edit Range Check**

Lab ID:	AK00001	Lab Name:	ARCO ALASKA, CENTRAL LAB
Batch ID:	EPA515.3-00T	Method:	EPA 515.3

Analyte: 2108 - DCPA MONO-ACID/DI-ACID DEGRADATE  
 Description:  
 ACCURACY IS GREATER THAN 200.

Would you like to override this check?  YES

If no, click 'Return to Previous Screen' at the top of this page to change the data.

You will receive a message that the analyte has been updated, and the Batch Precision and Accuracy page will display without the Range Check link (see Figure 5-22).

Figure 5-22. Laboratory Batch Report—Range Check Override

[Select Another Batch](#)

**Batch Precision and Accuracy**

Lab ID:	AK00001	Lab Name:	ARCO ALASKA, CENTRAL LAB
Batch ID:	EPA515.3-00T	Method:	EPA 515.3

Analyte	Precision (%)	Accuracy (%)	Spiking Conc.	Units
2108 - DCPA MONO-ACID/DI-ACID DEGRADATE	<input type="text" value="16.3"/>	<input type="text" value="289.7"/>	<input type="text" value="10"/>	UG/L

NOTE:  
(1) For missing precision, enter 'MISSING'  
(2) To indicate an analyte was not analyzed, enter 'N/A' in for Precision, Accuracy, and Spiking Conc.

Click on the Update QC Analyte to save the batch information.

A Batch QC Updated confirmation will appear (see Figure 5-23). A few seconds later, the updated Batch Precision and Accuracy page will display. To return to the batch report, click on the Select Another Batch function from the tool bar.

Figure 5-23. Laboratory Batch Report—Update Confirmation

**Add Batch**  
for Lab: AK00001  
for Batch ID: A36722

Batch QC Updated

## Delete a Batch

To delete a batch from the batch report, select the Batch Report button under the Laboratory menu. Locate the batch you want to delete. If more than ten batches are recorded for the laboratory, you may have to navigate using the Next Page link at the bottom of the report. Select the batch by clicking on the radio button to the left of the batch, and then click on the Delete Selected Batch function from the tool bar (see Figure 5-24). You cannot delete a batch that has approved samples associated with it.

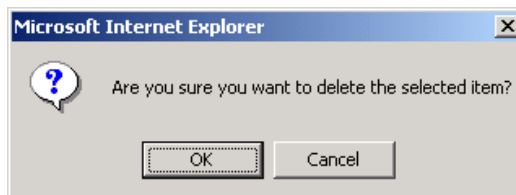
Figure 5-24. Laboratory Batch Report—Delete Batch

<a href="#">Edit Selected Batch</a> <a href="#">Add Batch</a> <a href="#">Delete Selected Batch</a> <a href="#">Edit QC Analytes</a>			
Select Batches Lab ID AK00001 Lab NAME ARCO ALASKA, CENTRAL LAB			
	Batch ID	Method ID	E/A Date
<input type="radio"/>	EPA20523	EPA 507	1/24/01
<input type="radio"/>	EPA2052701	EPA 507	1/24/01
<input type="radio"/>	EPA2052937	EPA 507	1/24/01
<input type="radio"/>	EPA2108473	EPA 515.2	1/24/01
<input type="radio"/>	EPA2108494	EPA 515.1	1/24/01
<input type="radio"/>	EPA2251350	EPA 502.2	1/24/01
<input type="radio"/>	EPA2251736	EPA 524.2	1/24/01
<input type="radio"/>	EPA225199	EPA 524.2	1/24/01
<input checked="" type="radio"/>	EPA515.3-00T	EPA 515.3	7/13/01
<input type="radio"/>	SM 2251725	SM 6210 D	1/24/01
<a href="#">Previous Page</a> <a href="#">Next Page</a>			

SDWARS will ask you to confirm that you want to delete the batch (see Figure 5-25).

**WARNING! If you delete the batch, all analytical results in SDWARS related to that batch will be deleted as well!**

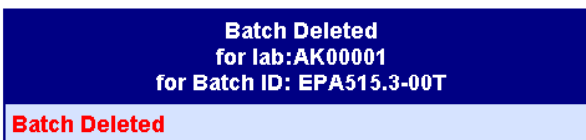
Figure 5-25. Laboratory Batch Report—Delete Message



To delete the batch, click OK.

A Batch Deleted confirmation will appear (see Figure 5-26).

Figure 5-26. Laboratory Batch Report—Deletion Confirmation



A few seconds later, the updated batch report will load.

# LABORATORY SAMPLE RESULTS

Once a batch is created, the laboratory can enter sample data and associate the sample(s) to a specific batch.

The laboratory can view and record sample results for its client PWSs. Sample results are displayed by PWS of origin. To get to a list of the data for samples the laboratory entered, select the PWS submenu under the Laboratory menu button and then click on Samples. You will see a list of PWSs registered in the laboratory's client list. The laboratory can view samples or enter data for the listed PWSs (see Figure 5-27).

Figure 5-27. Laboratory Sample Results—Main Menu

The screenshot displays the 'Laboratory Sample Results—Main Menu' interface. On the left is a vertical navigation menu with buttons for 'Laboratory', 'Search', 'Batch Report', 'PWS', 'Contacts Report', 'Help', 'Home', and 'Log Out'. The 'PWS' menu item is expanded, showing a submenu with 'Samples' selected. At the top right of the main content area are two buttons: 'Add Sample' and 'View Samples'. Below these is a table titled 'Select PWS' with the following data:

Select PWS	
Lab ID: AK00001	
Lab NAME: ARCO ALASKA, CENTRAL LAB	
PWS ID	PWS Name
<input type="radio"/> AK2310918	FT WAINWRIGHT / WTR TRTMT PLT
<input type="radio"/> CA0110008	CITY OF PLEASANTON
<input type="radio"/> CA0710001	CITY OF ANTIOCH
<input type="radio"/> CT0170011	BRISTOL WATER DEPT
<input type="radio"/> GA0510000	GARDEN CITY
<input type="radio"/> IL0110300	DE PUE
<input type="radio"/> IL0894070	AURORA

If more than ten PWSs are registered in the laboratory's client list, a Next Page link will appear at the bottom of the list. You can navigate preceding or following samples by clicking on the links to the previous page or next page.

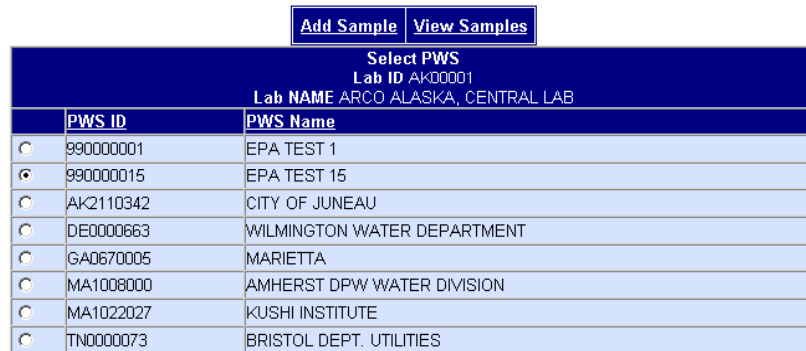
SDWARS distinguishes unique samples for each laboratory by PWS ID, facility ID, sample point ID, and sample ID.

---

## Add Samples

To add a sample, locate the PWS for which you wish to add the sample and click on the radio button to the left of the PWS. Then click on the Add Sample function from the tool bar (see Figure 5-28).

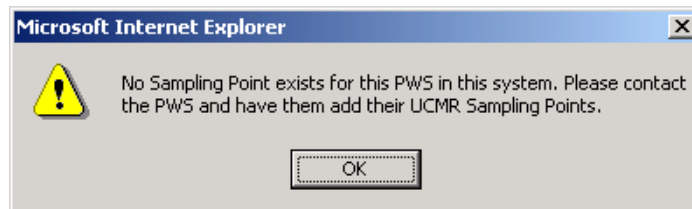
Figure 5-28. Laboratory Sample Results—Add Samples



Select PWS	
Lab ID AK00001	
Lab NAME ARCO ALASKA, CENTRAL LAB	
PWS ID	PWS Name
<input type="radio"/> 990000001	EPA TEST 1
<input checked="" type="radio"/> 990000015	EPA TEST 15
<input type="radio"/> AK2110342	CITY OF JUNEAU
<input type="radio"/> DE0000663	WILMINGTON WATER DEPARTMENT
<input type="radio"/> GA0670005	MARIETTA
<input type="radio"/> MA1008000	AMHERST DPW WATER DIVISION
<input type="radio"/> MA1022027	KUSHI INSTITUTE
<input type="radio"/> TN0000073	BRISTOL DEPT. UTILITIES

SDWARS may not have complete inventory data for all PWSs. If SDWARS does not have any sampling points for a PWS, a notice will indicate the PWS must edit its inventory data before the laboratory can enter sample results (see Figure 5-29).

Figure 5-29. Laboratory Sample Results—Sampling Point Error



If at least one sampling point is listed in SDWARS, a sample result can be entered for the sampling points in the database. If the sampling point you seek is not in SDWARS, contact the PWS to have them update their inventory data.

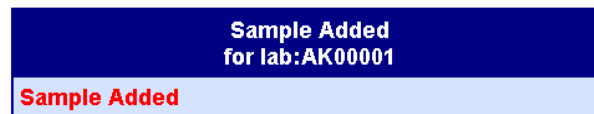
If the inventory is correct, enter the data to identify the sample result in SDWARS. You may record comments noted when collecting samples or comments noted by the laboratory that may be useful in reviewing the sample data later (see Figure 5-30).

Figure 5-30. Laboratory Sample Results—Add Sample

To clear the fields, click on the Reset Form button. To record the sample in SDWARS, click on the Add Sample button. If you do not click the Add Sample button, the sample will not be recorded in SDWARS.

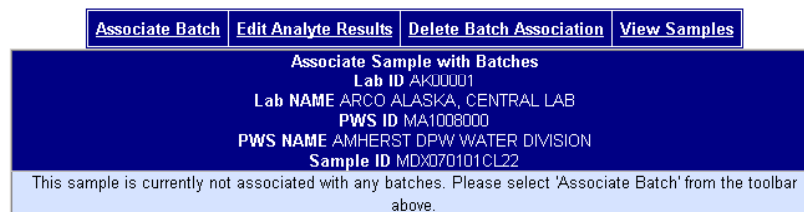
SDWARS will confirm that the sample was recorded (see Figure 5-31).

Figure 5-31. Laboratory Samples—Sample Added Confirmation



A few seconds later, the Associate Sample with Batches Web page will load, indicating that the sample must be associated with a batch before you can enter analytical results (see Figure 5-32).

Figure 5-32. Laboratory Samples—Associate Sample with Batch



For instructions about recording batches and their QC data, see the previous section, Laboratory Batch Report.

To associate batches with a sample, see the section Associate Batches.

## View Samples

To view existing samples, locate the PWS whose samples you wish to view and click on the radio button to the left of the PWS. Then click on the View Samples tool bar link (see Figure 5-33).

Figure 5-33. Laboratory Sample Results—View Samples

Add Sample		View Samples
Select PWS		
Lab ID AK00001		
Lab NAME ARCO ALASKA, CENTRAL LAB		
PWS ID	PWS Name	
<input type="radio"/> 990000001	EPA TEST 1	
<input type="radio"/> 990000015	EPA TEST 15	
<input type="radio"/> AK2110342	CITY OF JUNEAU	
<input type="radio"/> DE0000663	WILMINGTON WATER DEPARTMENT	
<input type="radio"/> GA0670005	MARIETTA	
<input checked="" type="radio"/> MA1008000	AMHERST DPW WATER DIVISION	
<input type="radio"/> MA1022027	KUSHI INSTITUTE	
<input type="radio"/> TN0000073	BRISTOL DEPT. UTILITIES	

If the laboratory entered more than ten samples for a PWS, a Next Page link will appear at the bottom of the list. You can navigate preceding or following samples by clicking on the links to the previous page or next page.

Select the desired sample by clicking on the radio button to the left of the sample and then edit the sample information by clicking on the Edit Sample function from the tool bar (see Figure 5-34).

Figure 5-34. Laboratory Sample Results—View of Desired Sample

View Selected Sample's Batches & Results		Edit Selected Sample	Add Sample
Select Sample			
Lab ID AK00001			
Lab NAME ARCO ALASKA, CENTRAL LAB			
PWS ID MA1008000			
PWS NAME AMHERST DPW WATER DIVISION			
Sample ID	Collection Date		
<input checked="" type="radio"/> MDX070101CL22	7/1/01		

You may edit the sample type, collection date, and comments. To reset the form to the original values, click on the Reset Form button. To record the changes, click on the Update Sample button (see Figure 5-35).

Figure 5-35. Laboratory Sample Results—Edit Sample

If you do not click the Update Sample button, none of your changes will be recorded.

SDWARS will confirm the sample data have been updated. A few seconds later the updated Select Sample Web page will load automatically.

## Associate Batches

After adding a sample, you will automatically be directed to the Associate Batches with Samples page. If you have just added a sample, skip to the procedures for the Associate Batches with Samples page for Figure 5-38 below. For viewing an existing sample, you must first go to the Select Sample Web page by selecting a PWS from the Select PWS Web page and clicking on the View Samples function from the tool bar (see Figure 5-36).

Figure 5-36. Laboratory Sample Results—Select PWS

Add Sample		View Samples	
Select PWS			
Lab ID AK00001			
Lab NAME ARCO ALASKA, CENTRAL LAB			
	PWS ID	PWS Name	
<input type="radio"/>	990000001	EPA TEST 1	
<input type="radio"/>	990000015	EPA TEST 15	
<input type="radio"/>	AK2110342	CITY OF JUNEAU	
<input type="radio"/>	DE0000663	WILMINGTON WATER DEPARTMENT	
<input type="radio"/>	GA0670005	MARIETTA	
<input checked="" type="radio"/>	MA1008000	AMHERST DPW WATER DIVISION	
<input type="radio"/>	MA1022027	KUSHI INSTITUTE	
<input type="radio"/>	TN0000073	BRISTOL DEPT. UTILITIES	



Then select the sample and click on the View Sample's Batches & Results function from the tool bar (see Figure 5-37).

*Figure 5-37. Laboratory Sample Results—View Sample's Batches and Results*

View Selected Sample's Batches & Results		Edit Selected Sample	Add Sample
<b>Select Sample</b> Lab ID AK00001 Lab NAME ARCO ALASKA, CENTRAL LAB PWS ID MA1008000 PWS NAME AMHERST DPW WATER DIVISION			
Sample ID	Collection Date		
MDX070101CL22	7/1/01		

At the Associate Sample with Batches Web page, you can associate one or more batches with the sample by clicking on the Associate Batch function from the tool bar (see Figure 5-38).

*Figure 5-38. Laboratory Sample Results—Associate Batch Message*

Associate Batch	Edit Analyte Results	Delete Batch Association	View Samples
<b>Associate Sample with Batches</b> Lab ID AK00001 Lab NAME ARCO ALASKA, CENTRAL LAB PWS ID MA1008000 PWS NAME AMHERST DPW WATER DIVISION Sample ID MDX070101CL22			
This sample is currently not associated with any batches. Please select 'Associate Batch' from the toolbar above.			

To locate the batch, you must enter either the batch ID or the method ID. Enter the batch or method ID and click on the Find Batch button (see Figure 5-39).

*Figure 5-39. Laboratory Sample Results—Batch Search*

View Associated Batches	View Samples
<b>Enter Batch Search Criteria</b> Lab ID AK00001 Lab NAME ARCO ALASKA, CENTRAL LAB PWS ID MA1008000 PWS NAME AMHERST DPW WATER DIVISION Sample MDX070101CL22	
Batch ID	<input type="text" value="EP507A072501"/>
Method	<input type="text"/>
<input type="button" value="Find Batch"/>	<input type="button" value="Reset Form"/>

SDWARS will return batches entered by the laboratory that match the search criteria (see Figure 5-40). If more than ten batches match the search criteria, a Next Page link will appear at the bottom of the list. You can navigate preceding or following batches by clicking on the links to the previous page or next page.

Figure 5-40. Laboratory Sample Results—Batch Search Results

Associate Batch			Search for Batch			View Sample's Batches		
<b>Select Batches</b> Lab ID AK00001 Lab NAME ARCO ALASKA, CENTRAL LAB PWS ID MA1008000 PWS NAME AMHERST DPW WATER DIVISION Sample MDX070101CL22 Collection Date 7/1/01								
Batch ID			Method ID			E/A Date		
EP507A072501			EPA 507			7/1/01		

Select the batch to be associated with the sample, and then click on the Associate Batch function from the tool bar. SDWARS will confirm that the sample has been associated with the batch (see Figure 5-41).

Figure 5-41. Laboratory Sample Results—Batch Associated Confirmation

<b>Associate Batch</b> for lab: AK00001 for Batch ID: EP507A072501 <b>Batch Associated</b>
---

A few seconds later the Enter Batch Search Criteria Web page will automatically load to allow you to search for another batch to be associated with the sample. If you wish to proceed with entering analytical results click on the View Associated Batches link to take you back to the Associate Samples with Batches page. All the batches you associated with the sample should appear on the page (see Figure 5-42).

Figure 5-42. Laboratory Sample Results—View Associated Batches

Associate Batch			Edit Analyte Results			Delete Batch Association			View Samples		
<b>Associate Sample with Batches</b> Lab ID AK00001 Lab NAME ARCO ALASKA, CENTRAL LAB PWS ID MA1008000 PWS NAME AMHERST DPW WATER DIVISION Sample ID MDX070101CL22											
Batch ID			Method ID								
EP507A072501			EPA 507								

If you are ready to enter the sample's analytical results, continue on to the section Enter/Edit Analytical Results.

## Enter/Edit Analytical Results

Once a sample has been recorded and associated with batch QC data, the analytical results can be entered into SDWARS. If you have just completed the proceeding process of associating samples with batches,

you may skip to the procedures for Figure 5-43, Enter/Edit Analyte Results below.

To get to the Sample Results page from other parts of the Laboratory functions go to the Select PWS page for Samples (see Figure 5-43). Select the PWS that sample was taken from and then click on View Samples. You may have to navigate through the list by using the Next Page link at the bottom of the list.

Figure 5-43. Laboratory Sample Results—Select PWS

Select PWS	
Lab ID AK00001	
Lab NAME ARCO ALASKA, CENTRAL LAB	
PWS ID	PWS Name
<input type="radio"/> 090403000	FT.DEFW ROCK/ST.MICHAELS-NTUA
<input type="radio"/> 990000001	EPA TEST 1
<input type="radio"/> 990000015	EPA TEST 15
<input type="radio"/> AK2110342	CITY OF JUNEAU
<input type="radio"/> DE0000663	WILMINGTON WATER DEPARTMENT
<input type="radio"/> GA0670005	MARIETTA
<input checked="" type="radio"/> MA1008000	AMHERST DPW WATER DIVISION
<input type="radio"/> MA1022027	KUSHI INSTITUTE
<input type="radio"/> TN0000073	BRISTOL DEPT. UTILITIES

Locate the sample you want. Again, you may have to use the Next Page link to navigate through the list of samples if there are more than ten. Select the sample by clicking on the radio button and choose the View Selected Sample's Batches & Results function from the tool bar (see Figure 5-44).

Figure 5-44. Laboratory Sample Results—Select Sample

Select Sample	
Lab ID AK00001	
Lab NAME ARCO ALASKA, CENTRAL LAB	
PWS ID MA1008000	
PWS NAME AMHERST DPW WATER DIVISION	
Sample ID	Collection Date
<input checked="" type="radio"/> MDX070101CL22	7/1/01

Select the associated batch that you wish to enter/edit results for and click on the Edit Analyte Results function from the tool bar (see Figure 5-45).

Figure 5-45. Laboratory Sample Results—Enter/Edit Analyte Results

Associate Sample with Batches		
Lab ID AK00001		
Lab NAME ARCO ALASKA, CENTRAL LAB		
PWS ID MA1008000		
PWS NAME AMHERST DPW WATER DIVISION		
Sample ID MDX070101CL22		
Batch ID	Method ID	
EP507A072501	EPA 507	

Enter a value or click the Less Than MRL (minimum reporting level) box for each analyte measured. Or, if an analyte was not measured as part of the batch, enter a not analyzed (N/A) for the value. (see Figure 5-46). If your laboratory has granted you authority to approve data, you may select a status for each analyte, or you may click the Approve All button if you approve all. Similarly, you may click the All Less Than MRL button if all analyte values are less than their MRLs. To clear the form of changes you've just made, click the Reset Form button. To record the analytical data, click on the Update button. If you do not click on the Update button, your entries will not be recorded in SDWARS

Figure 5-46. Laboratory Sample Results—Sample Results

Sample Results				
PWS ID:	MA1008000	PWS Name:	AMHERST DPW WATER DIVISION	
Facility ID:	00022	Facility Name:	ATKINS WTP	
Sampling Point ID:	494	Sampling Point Name:	ATKINS WTP 494	
Sample ID:	MDX070101CL22			
Method:	EPA 507	Batch ID:	EP507A072501	
Analyte	Value	Units	Less Than MRL	Status
2062 - EPTC	<input type="text"/>	UG/L	<input checked="" type="checkbox"/> (1)	20 - LAB APPROVE
2272 - TERBACIL	<input type="text"/>	UG/L	<input checked="" type="checkbox"/> (2)	20 - LAB APPROVE
2626 - MOLINATE	11	UG/L	<input type="checkbox"/> (0.9)	10 - LAB HOLD
Approve All		All Less Than MRL		Update    Reset Form
NOTE: To indicate an analyte was not analyzed, enter N/A for Value				

After clicking the Update button SDWARS will confirm if the data were successfully updated to the database (see Figure 5-47 and then check the range of the data values (see Table 5-1).

Figure 5-47. Laboratory Sample Results—Sample Analyte Results Updated

<b>Edit Sample Results</b> <b>for lab: AK00001</b> <b>for Batch ID: EP507A072501</b>
<b>Sample Analyte Results Updated</b>

The screen will refresh and may display some Range Check links next to the status. If the data entered do not meet the “should be” criteria, SDWARS will store the data but will flag results as having potential errors for the laboratory to confirm (see Figure 5-48). Data that are not within the range check limits cannot be approved until confirmed by the laboratory. SDWARS will switch the laboratory status to “Hold” if it encounters data that are not within the “should be” limits.

Figure 5-48. Laboratory Sample Results—Sample Analyte Result

View Sample's Batches
View Samples

**Sample Results**

PWS ID:	MA1008000	PWS Name:	AMHERST DPW WATER DIVISION
Facility ID:	00022	Facility Name:	ATKINS WTP
Sampling Point ID:	494	Sampling Point Name:	ATKINS WTP 494
Sample ID:	MDX070101CL22		
Method:	EPA 507	Batch ID:	EP507A072501

Analyte	Value	Units	Less Than MRL	Status
2052 - EPTC		UG/L	True	Approved
2272 - TERBACIL		UG/L	True	Approved
2626 - MOLINATE	<input style="width: 50px;" type="text" value="11"/>	UG/L	<input type="checkbox"/> (0.9)	10 - LAB HOLD <span style="font-size: small;">(Range Check)</span>

Approve All
All Less Than MRL
Update
Reset Form

NOTE: To indicate an analyte was not analyzed, enter N/A for Value

If the data entered do not meet the “should be” criteria, SDWARS will flag results as having potential errors for the laboratory to confirm. Data with range checks cannot be approved without choosing to override the check or changing the data to fall within the range check limits.

To remove the range check by editing the value you must change the data causing the range check to fall within the range check limits and then click on the Update button. SDWARS will confirm that the update was successful and then refresh the screen without the range check (see Figure 5-49).

Figure 5-49. Laboratory Sample Results—Value Change Removed Range Check

[View Sample's Batches](#)   [View Samples](#)

**Sample Results**

PWS ID:	MA1008000	PWS Name:	AMHERST DPW WATER DIVISION
Facility ID:	00022	Facility Name:	ATKINS WTP
Sampling Point ID:	494	Sampling Point Name:	ATKINS WTP 494
Sample ID:	MDX070101CL22		
Method:	EPA 507	Batch ID:	EP507A072501

Analyte	Value	Units	Less Than MRL	Status
2052 - EPTC		UG/L	True	Approved
2272 - TERBACIL		UG/L	True	Approved
2626 - MOLINATE	<input type="text" value="1.1"/>	UG/L	<input type="checkbox"/> (0.9)	<input type="text" value="10 - LAB HOLD"/>

NOTE: To indicate an analyte was not analyzed, enter N/A for Value

If the value is correct and you wish to view/override a range check, click on the Range Check link. The Edit Range Check page will appear (see Figure 5-50). A description of the range violation will appear with the “Would you like to override this check?” To override the violation, check the box and click the Update button. To return to the Sample Result page without overriding the range check, you may click the Return to Previous Page function from the tool bar.

Figure 5-50. Laboratory Sample Results—Range Check Ignored

[Return to Previous Screen](#)

**Edit Range Check**

Lab ID:	AK00001	Lab Name:	ARCO ALASKA, CENTRAL LAB
PWS ID:	MA1008000	Sample ID:	MDX070101CL22
Batch ID:	EP507A072501	Method:	EPA 507

Analyte: 2626 - MOLINATE  
Description:

ANALYTICAL RESULT VALUE IS GREATER THAN TEN TIMES THE MRL.

Would you like to override this check?  YES

If no, click 'Return to Previous Screen' at the top of this page to change the data.

You will receive a message that the analyte has been updated, and the Sample Results page will refresh without the Range Check link (see Figure 5-51).

Figure 5-51. Laboratory Sample Results—Range Check Override

View Sample's Batches
View Samples

**Sample Results**

PWS ID:	MA1008000	PWS Name:	AMHERST DPW WATER DIVISION
Facility ID:	00022	Facility Name:	ATKINS WTP
Sampling Point ID:	494	Sampling Point Name:	ATKINS WTP 494
Sample ID:	MDX070101CL22		
Method:	EPA 507	Batch ID:	EP507A072501

Analyte	Value	Units	Less Than MRL	Status
2052 - EPTC		UG/L	True	Approved
2272 - TERBACIL		UG/L	True	Approved
2626 - MOLINATE	<input style="width: 50px;" type="text" value="11"/>	UG/L	<input type="checkbox"/> (0.9)	<input style="width: 80px;" type="text" value="10 - LAB HOLD"/>

Approve All
All Less Than MRL
Update
Reset Form

NOTE: To indicate an analyte was not analyzed, enter N/A for Value

After the range check has been addressed the laboratory may approve the result and click on Update again to record the status change.

This completes the basic entry process. You can change the status of results as approved to be reviewed by PWS (or put on hold) either in the Enter Results section above or by using the search functions described below to review previously submitted data.

## Approve Data

There are two means of approving data. A laboratory can approve data at the time analytical results are entered in the Web form or after several results are entered (via Web form or file upload) using the search function.

To approve data as the analytical results are entered, use the drop-down box to change status or use the Approve All button (see Figure 5-46). To save the data to SDWARS, you must click on the Update button.

To approve data that are already in the system, you can use the search function to locate the samples. If you choose to use the search function, the search will take a few minutes to retrieve the data. The broader the scope of the search the longer it takes to display the search results.

At the bottom of a Sample Results search page are the Approve All and Submit Status buttons (see Figure 5-52). The lab can choose to change individual sample status using the drop-down menus or you can use the Approve All button. The approved data will not be saved to SDWARS until you click on the Submit Status button.

Figure 5-52. Results for Samples Search

Results for Samples Search					
PWS ID: 990000001 FACILITY ID: 00002 SAMPLING POINT ID: 4354 SAMPLE ID: AOA2009987220			PWS NAME: EPA TEST 1 FACILITY NAME: TEST WELL NUMBER 2 SAMPLING POINT NAME: WELL TO DO SAMPLE DATE: 1/12/01		
Analyte	Batch	Method ID	Value	Less MRL	Status
2052 - EPTC *	101ABC	EPA 507			Lab Hold
2272 - TERBACIL *	101ABC	EPA 507			Lab Hold
2626 - MOLINATE *	101ABC	EPA 507			Lab Hold
PWS ID: 990000001 FACILITY ID: 00002 SAMPLING POINT ID: 4354 SAMPLE ID: EPA20523211			PWS NAME: EPA TEST 1 FACILITY NAME: TEST WELL NUMBER 2 SAMPLING POINT NAME: WELL TO DO SAMPLE DATE: 1/12/01		
Analyte	Batch	Method ID	Value	Less MRL	Status
2626 - MOLINATE *	EPA20523	EPA 507		6	Lab Hold
PWS ID: 990000001 FACILITY ID: 00002 SAMPLING POINT ID: 4354 SAMPLE ID: EPA20523328			PWS NAME: EPA TEST 1 FACILITY NAME: TEST WELL NUMBER 2 SAMPLING POINT NAME: WELL TO DO SAMPLE DATE: 1/12/01		
Analyte	Batch	Method ID	Value	Less MRL	Status
2626 - MOLINATE *	EPA20523	EPA 507		6	Lab Hold
PWS ID: 990000001 FACILITY ID: 00002 SAMPLING POINT ID: 4354 SAMPLE ID: EPA20523536			PWS NAME: EPA TEST 1 FACILITY NAME: TEST WELL NUMBER 2 SAMPLING POINT NAME: WELL TO DO SAMPLE DATE: 1/12/01		
Analyte	Batch	Method ID	Value	Less MRL	Status
2626 - MOLINATE *	EPA20523	EPA 507		7	Lab Hold
PWS ID: 990000001 FACILITY ID: 00002 SAMPLING POINT ID: 4354 SAMPLE ID: EPA2052393			PWS NAME: EPA TEST 1 FACILITY NAME: TEST WELL NUMBER 2 SAMPLING POINT NAME: WELL TO DO SAMPLE DATE: 1/12/01		
Analyte	Batch	Method ID	Value	Less MRL	Status
2626 - MOLINATE *	EPA20523	EPA 507		3	Lab Hold
Results sorted by Sample Date, Lab ID, Sample ID, & PWS ID					
NOTE: An "*" next to an Analyte name indicates that a Range Check Violation exists with this analyte."					
<input type="button" value="approve all"/>			<input type="button" value="submit status"/>		

If the data were input into the system using the file upload option and the data were flagged for a range check, the lab must follow the previous section, Enter/Edit Analytical Results, to override the range check. A sample with a range check will have an asterisk in the Analyte column. Once the Add Batch range check has been overridden, then the laboratory can approve the data.

## LABORATORY SEARCH

The search function is used to locate and review/modify the status of any previously entered batch/sample. Because the results of the Search Page display a lot of information, several factors affect the performance of the Search Page.

- ◆ *Size of the search*—The more information you request or the broader the scope of the search the longer the time that SDWARS will take to display your results. Limit your search as much as possible.



- 
- ◆ *Communication lines*—The speed of your Internet connection will affect how quickly data are retrieved. If the search is too large and you have a slow connection, you may be timed out of the search.
  - ◆ *Your PC's memory*—The amount of memory your PC has may affect how the data are displayed.
  - ◆ *Number of applications running*—If you have several applications running, then your machine may not be able to accommodate the amount of information you have requested.

The search function permits a simple or advanced search using the sample or batch ID. The search function will only display samples and batches that have been associated. If you are looking for a sample or a batch that has not been associated, you will need to use their respective report pages.

## Simple Search

For a simple sample search, click the Samples radio button. Then choose Sample ID or Batch ID and enter the appropriate ID number. At the bottom of the form, click the Search button (see Figure 5-53).

Figure 5-53. Simple Laboratory Search—Samples

I am searching for:

Samples -OR-  Batches

I am searching by:

Sample ID

-OR-

Batch ID

-OR-

Advanced Search

PWS Inventory Data

PWS

Facility

Sample Point

Analysis

Method

Analyte

Status

Date (mm/dd/yyyy) Start:  End:

The date range has different meaning depending on the type of search. If searching for Samples, the date range will search against the sample collection date. If searching for Batches, the date range will search against the batch extraction/analysis date.

The Sample Results screen displays the oldest collection date first, then the results are displayed by lab ID, sample ID, and PWS ID. You may change the status of a sample by using the drop-down menu. Clicking on the Approve All button approves all the results shown. Choosing the Submit Status button will record the selected status for each visible result (see Figure 5-54).

Figure 5-54. Laboratory Search for Samples Results

Results for Samples Search						
PWS ID: 990000001 FACILITY ID: 00002 SAMPLING POINT ID: 4354 SAMPLE ID: AQA2009987220			PWS NAME: EPA TEST 1 FACILITY NAME: TEST WELL NUMBER 2 SAMPLING POINT NAME: WELL TO DO SAMPLE DATE: 1/12/01			
Analyte	Batch	Method ID	Value	Less MRL	Status	
2052 - EPTC *	101ABC	EPA 507			Lab Hold	
2272 - TERBACIL *	101ABC	EPA 507			Lab Hold	
2626 - MOLINATE *	101ABC	EPA 507			Lab Hold	
2009 - 4,4-DDE *	AQA2009987	ADAC 990.06		X	Lab Hold	
Results sorted by Sample Date, Lab ID, Sample ID, & PWS ID						
NOTE: An "*" next to an Analyte name indicates that a Range Check Violation exists with this analyte."						
<input type="button" value="approve all"/>			<input type="button" value="submit status"/>			
<a href="#">Return to search form</a>						

Descriptions of the search function results are listed in Table 5-2.

Table 5-2. Sample Search Results

Name	Description/definition
PWS ID	Number that uniquely identifies the PWS
PWS name	Name that identifies the PWS
Facility ID	Number that uniquely identifies the facility in the PWS
Facility name	Name that identifies the facility
Sampling point ID	Number for the water system sample point
Sampling point name	Name of the water system sample point
Sample ID	Number that uniquely identifies the sample in the laboratory
Sample date	Date the sample was collected
Analyte	Number that identifies an analyte for the Sample ID
Batch	Number that uniquely identifies the batch
Method ID	Method associated with the batch
Value	Numerical result value for the sample analyte
Less MRL	If the value is less than MRL, this box will be checked
Status	Category of the most recent approval status for the sample— Lab Hold or Lab Approved

To search for a batch, click the Batches radio button. Then choose Sample ID or Batch ID and enter the appropriate ID number. At the bottom of the form, click on the Search button (see Figure 5-55).

Figure 5-55. Simple Laboratory Search—Batches

**Search**

I am searching for:

Samples -OR-  Batches

I am searching by:

Sample ID

-OR-

Batch ID

-OR-

Advanced Search

PWS Inventory Data

PWS

Facility

Sample Point

Analysis

Method

Analyte

Status

Date (mm/dd/yyyy) Start:  End:

The date range has different meaning depending on the type of search. If searching for Samples, the date range will search against the sample collection date. If searching for Batches, the date range will search against the batch extraction/analysis date.

A Search Results page will display the batches that satisfy the entered search criteria (see Figure 5-56). The page is in the same format as the Batch Report page.

Figure 5-56. Search for Batch Results

<a href="#">Edit Batch</a>	<a href="#">Add Batch</a>	<a href="#">Delete Selected Batch</a>	<a href="#">Edit QC Analytes</a>
<b>Select Batches</b>			
Lab ID AK00001			
Lab Name ARCO ALASKA, CENTRAL LAB			
	Batch ID	Method ID	E/A Date
<input checked="" type="radio"/>	11JLN	ASTM D5790	12/23/96

## Advanced Search

The advanced search enables you to search using the following optional functions:

- ◆ PWS inventory data using PWS, facility, and sample point data
- ◆ Analysis using method or analyte
- ◆ Status

◆ Date.

To use the advanced search options, click either the Samples or Batches and Advanced Search radio buttons. If you search after selecting the aforementioned criteria, you will get all results in either the Batch Report or the Sample Results page. Depending on your modem, communication connection, and the amount of data in the system, the search may take several minutes. To decrease the search time, try to be specific and limit the search as much as possible. This section discusses how to limit your search (Figure 5-57).

When using PWS inventory data, *first* click the PWS Inventory Check box and make a choice from the drop-down menu. The screen will refresh to retrieve data for the other drop-down menus. This search can only be activated from top to bottom. You may not search for a facility without specifying the PWS first.

Figure 5-57. Laboratory Advanced Search

The screenshot shows a web-based search interface titled "Search". It includes several sections for user input:

- I am searching for:** Radio buttons for "Samples" and "Batches".
- I am searching by:** Radio buttons for "Sample ID" and "Batch ID".
- Advanced Search:** A checked section containing:
  - PWS Inventory Data:** A checked box with dropdown menus for "PWS", "Facility", and "Sample Point".
  - Analysis:** A checked box with dropdown menus for "Method" and "Analyte".
  - Status:** A checked box with a dropdown menu.
  - Date (mm/dd/yyyy):** A checked box with "Start:" and "End:" input fields.

At the bottom of the form, there are "Search" and "Reset Form" buttons. A small text note at the bottom states: "The date range has different meaning depending on the type of search. If searching for Samples, the date range will search against the sample collection date. If searching for Batches, the date range will search against the batch extraction/analysis date."

To search using Analysis, *first* choose the Analysis check box. Then select a method from the drop-down menu. The form will refresh to retrieve data for the Analyte drop-down menu. Select the analyte number from the drop-down menu (see Figure 5-58).

Figure 5-58. Laboratory Advanced Search Using Analyte

The screenshot shows a web-based search interface titled "Search". It contains several sections for defining search criteria:

- I am searching for:** Radio buttons for "Samples" (selected) and "Batches".
- I am searching by:** Radio buttons for "Sample ID" and "Batch ID".
- Advanced Search:** A sub-section with several fields:
  - PWS Inventory Data
    - PWS: dropdown menu
    - Facility: dropdown menu
    - Sample Point: dropdown menu
  - Analysis
    - Method: dropdown menu (EPA 507)
    - Analyte: dropdown menu
  - Status: dropdown menu (open, showing options: 2052 - EPTC, 2272 - TERBACIL, 2626 - MOLINATE)
  - Date (mm/dd/yyyy): text input field

Below the form, a note states: "The date range has different meaning depending on the type of search. If searching for Samples, the date range will search against the sample collection date. If searching for Batches, the date range will search against the batch extraction/analysis date." At the bottom are "Search" and "Reset Form" buttons.

The Status options in the drop-down menu are Lab Hold, Lab Approved, or PWS Return (see Figure 5-59). If you choose PWS Return, the Results page will display the returned samples but display "Lab Hold" as the status.

Figure 5-59. Laboratory Advanced Search Using Status

The screenshot shows a web-based search interface titled "Search". It is divided into several sections:

- I am searching for:** Radio buttons for "Samples" (selected) and "Batches".
- I am searching by:** Radio buttons for "Sample ID" and "Batch ID", each followed by an empty text input field.
- Advanced Search:** A section with a checked radio button, containing:
  - PWS Inventory Data:** Checked checkbox. Fields include "PWS" (dropdown: 990000001 - EPA TEST 1), "Facility" (dropdown: 00001 - FIRST WELL), and "Sample Point" (dropdown).
  - Analysis:** Checked checkbox. Fields include "Method" (dropdown: EPA 507) and "Analyte" (dropdown).
  - Status:** Unchecked checkbox. A dropdown menu is open, showing options: "Lab Hold" (highlighted), "Lab Approved", and "PWS Return".
  - Date (mm/dd/yyyy):** Unchecked checkbox. Includes "Start:" and "End:" text labels followed by empty input fields.

Below the form, a note states: "The date range has different meaning depending on the type of search. If searching for Samples, the date range will search against the sample collection date. If searching for Batches, the date range will search against the batch extraction/analysis date." At the bottom are "Search" and "Reset Form" buttons.

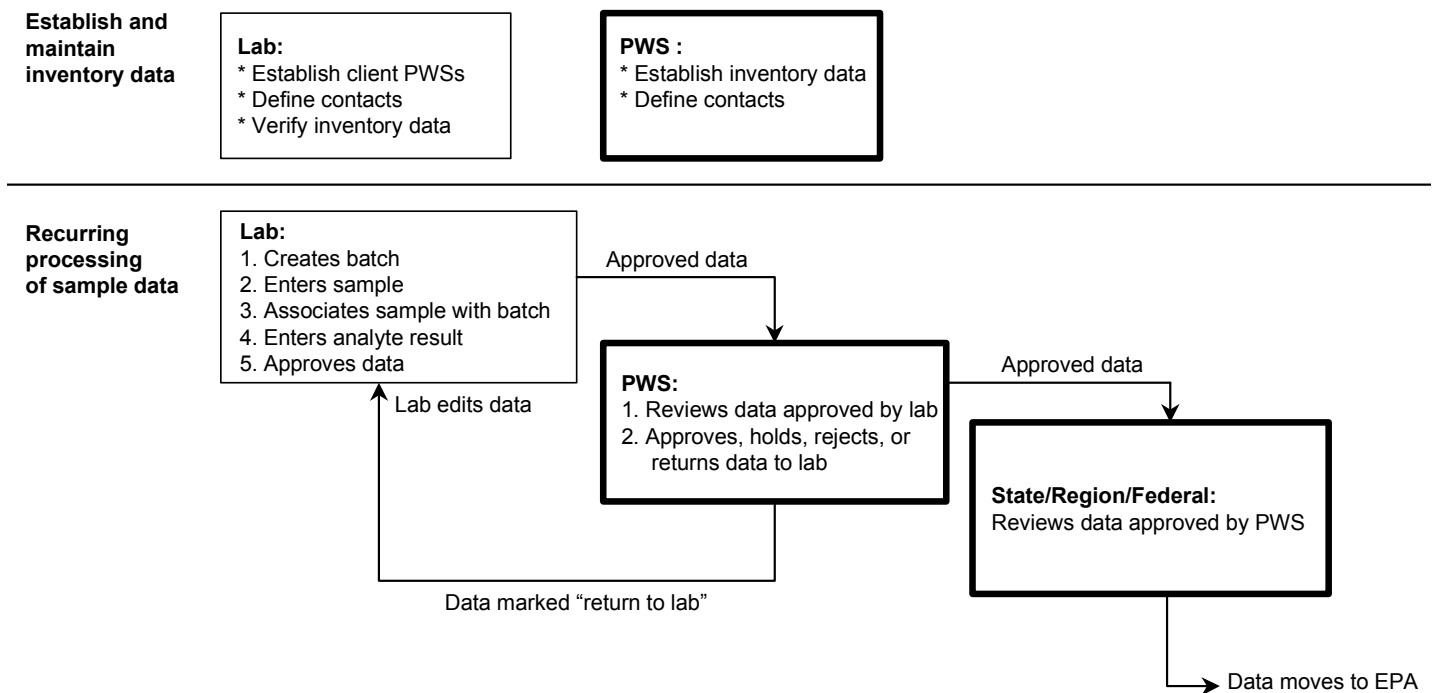
To use dates for a search criterion, enter the date range. You must enter a range that covers at least one day. After selecting the search options click on the Search button, or click on the Reset Form button to clear the form and start over.

# Chapter 6

## UCMR Submission Process— PWS and State Activities

This chapter provides instructions about the role-specific functions for a PWS and state user. Specifically, it describes the functions for PWS to establish and maintain their inventory data, review and approve, reject, or return sample data to the lab; and describes the state, regional, and federal functions to review data approved by the PWS. The PWS and state workflows are shown in Figure 6-1.

Figure 6-1. PWS Workflow



## PWS ACTIVITIES

PWSs are responsible for establishing and maintaining a correct and complete inventory of their facilities, sampling points, and contacts. This must be done before laboratories enter the sample results. After the initial entry, the data must be revised only as changes occur.

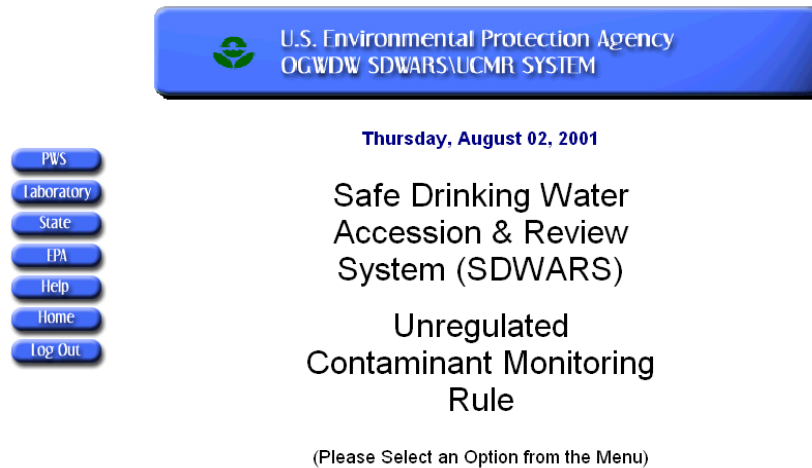


---

PWSs must also review and approve the results submitted by their laboratories. Only results approved by the PWS are forwarded to EPA systems for the state, regional, and federal review.

At the SDWARS/UCMR home page, click on the PWS button on the menu to access the PWS functions in SDWARS/UCMR (see Figure 6-2).

*Figure 6-2. SDWARS Home Page*



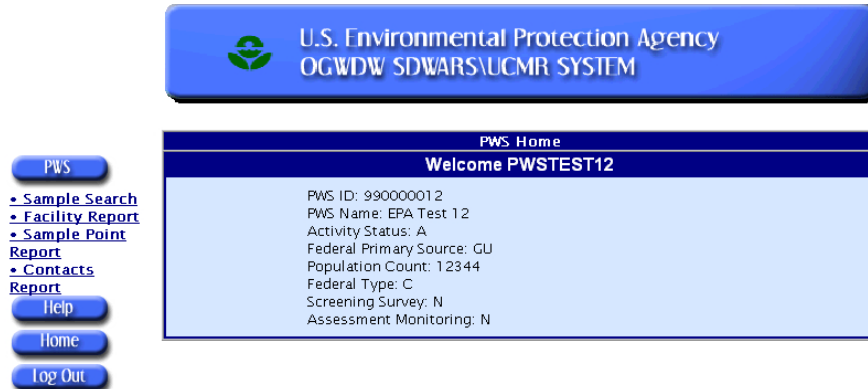
If you registered for more than one PWS, you must select the radio button next to the appropriate PWS and click the Select PWS tool bar button. You can change the active PWS by clicking on the PWS menu button to return to the PWS Selection page.

# PWS Contacts

## ADD NEW CONTACTS

To add a new PWS contact and contact information, first click on the Contacts Report submenu link under the PWS menu button (see Figure 6-3).

Figure 6-3. PWS Home Page



The list of current contacts appears. Click on the New Contact function from the tool bar (see Figure 6-4).

Figure 6-4. PWS Contacts Report



Enter the contact information. Be sure to complete all required fields denoted by an asterisk (see Figure 6-5). To clear the fields, click on the Reset Form button. To submit the contact data, click on the Create Contact button.

Figure 6-5. PWS Contacts—Create New Contact

If the submitted contact data are accepted, the Contact Created confirmation (see Figure 6-6) will appear. After a few seconds, the Contacts Report Web page will return.

Figure 6-6. PWS Contact Created Confirmation



When the Contacts Report loads, the new contact will appear sorted into the list (see Figure 6-7).

Figure 6-7. Updated PWS Contacts Report

Contact Name	Contact Type
TV ZOOM	AC
JANE DOE	AC
DEBBIE WINGER	OP

## EDIT EXISTING CONTACTS

To edit information for an existing contact, click on the Contacts Report submenu link under the PWS menu button (see Figure 6-8).

Figure 6-8. PWS Home Page

**PWS Home**  
Welcome PWSTEST12

PWS ID: 990000012  
PWS Name: EPA Test 12  
Activity Status: A  
Federal Primary Source: GU  
Population Count: 12344  
Federal Type: C  
Screening Survey: N  
Assessment Monitoring: N

Click on the radio button next to the contact to be edited (see Figure 6-9). Next, click on the Edit Selected Contact tool bar button.

Figure 6-9. PWS Contacts Report

U.S. Environmental Protection Agency  
OGWDW SDWARS\UCMR SYSTEM

**Edit Selected Contact** **New Contact** **Delete Selected Contact**

Select/View Contacts  
PWS ID TN0000073  
PWS NAME BRISTOL DEPT. UTILITIES  
Fed Primary Source Type SW  
Retail Population Served Count 27402

	Contact Name	Contact Type
<input type="radio"/>	TV ZOOM	AC
<input type="radio"/>	JANE DOE	AC
<input type="radio"/>	DEBBIE WINGER	OP

Previous Page

Edit the contact information (see Figure 6-10). The Contact Type is not editable. To remove the edits, click the Reset Form button. To submit the contact data, click on the Update Contact button. To return to the Contacts Report Web page without saving any edits, click on the Contacts Report link on the menu.

Figure 6-10. PWS Contacts—Editing Existing Contacts

**Edit Contact**  
PWS ID: PR0002672  
PWS NAME: ISABELA

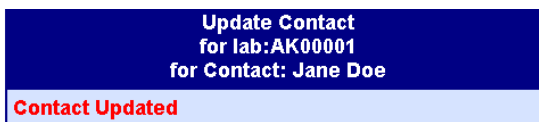
\* Name: J. Doe  
\* Contact Type: AC  
\* Mailing Address 1: CARR. 112 KM. 3.0  
Mailing Address 2:  
\* City: ISABELA5  
\* State: PR - Puerto Rico  
\* ZIP: 00777  
Phone: 787-620-2277  
Fax:  
Email: jdoe5@isabela.org

\* Required Fields

Update Contact    Reset Form

If the submitted contact data are accepted, a Contact Updated confirmation will appear for a few seconds (see Figure 6-11) and then return you to the Contacts Report Web page.

Figure 6-11. PWS Contact Updated Confirmation



## DELETE EXISTING CONTACTS

To delete an existing contact, click on the link for Contacts Report under the PWS menu button (see Figure 6-12).

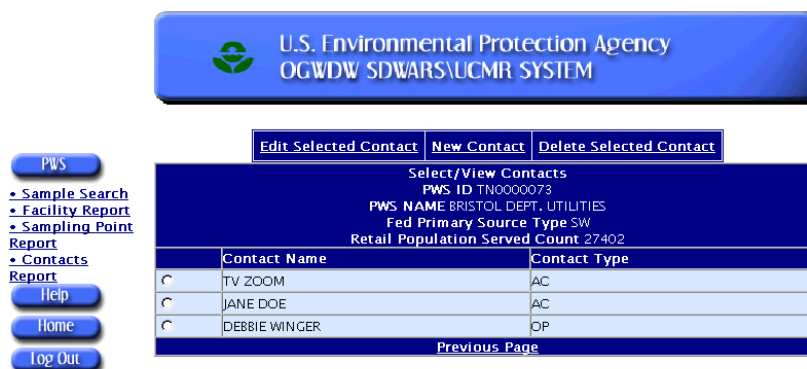
Figure 6-12. PWS Home Page

**PWS Home**  
**Welcome PWSTEST12**

PWS ID: 990000012  
PWS Name: EPA Test 12  
Activity Status: A  
Federal Primary Source: GU  
Population Count: 12344  
Federal Type: C  
Screening Survey: N  
Assessment Monitoring: N

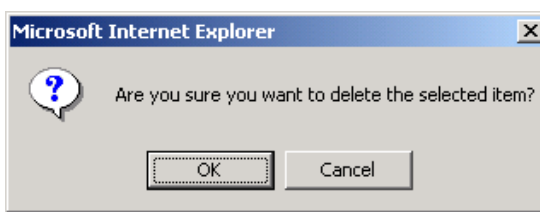
Click on the radio button next to the contact to be deleted (see Figure 6-13). Next, click on the Delete Selected Contact tool bar button.

Figure 6-13. PWS Contacts Report



You must confirm the deletion of the contact. Click OK on the Deletion Confirmation warning to continue (see Figure 6-14).

Figure 6-14. Deletion Warning Message



The Contract Deleted notification (see Figure 6-15) will appear for a few seconds and then return you to the Contacts Report Web page.

Figure 6-15. Deletion Confirmed



## PWS Facilities Inventory

This section describes how PWS can revise their facilities and sampling points data or inventory data.

### VIEW FACILITY REPORT

To view a facility report, click on Facility Report submenu link under the PWS menu button (see Figure 6-16).

Figure 6-16. PWS Home Page

The facility report represents the current information in SDWARS/UCMR. The initial data were extracted from data provided by state agencies to the EPA SDWIS/Fed database. Once provided, the PWS may edit the baseline data in SDWARS/UCMR.

The Web page for the facility report displays as many as ten facilities for a single PWS. If more than ten facilities are associated with a PWS a Next Page link will appear at the bottom of the list. You can navigate preceding or following facility list by clicking on the links to the previous page or next page.

The report can be sorted in ascending order by facility ID, facility name, or sampling point count. Click on the underlined column header for the desired sort category (see Figure 6-17). The descriptions of the report columns are listed in Table 4-1.

Figure 6-17. PWS Facility Report

<a href="#">Edit Selected Facility</a> <a href="#">New Facility</a> <b>Facility Report</b> PWS ID CA0110003 PWS NAME CALIFORNIA WATER SERVICE - LIVERMORE Fed Primary Source Type SWP Retail Population Served Count 53540							
	<u>Facility ID</u>	<u>Facility Name</u>	<u>Facility Type</u>	<u>Water Type</u>	<u>Availability</u>	<u>Activity Status</u>	<u>Samp. Point Count</u>
<input type="radio"/>	00001	DEL VALLE CONNECTION TO ZONE 7 - TREATED	CC	SW	P	A	0
<input type="radio"/>	00002	PATTERSON PASS CONNECT TO ZONE 7 - TREATED	CC	SW	P	A	1
<input type="radio"/>	00003	WELL 03-01	WL	GW	P	A	0
<input type="radio"/>	00004	WELL 04-01 INACTIVE	WL	GW	O	A	1
<input type="radio"/>	00005	WELL 05-01	WL	GW	P	A	0
<input type="radio"/>	00006	WELL 08-01	WL	GW	P	A	1
<input type="radio"/>	00007	WELL 09-01	WL	GW	P	A	0
<input type="radio"/>	00008	WELL 10-01	WL	GW	P	A	1
<input type="radio"/>	00008T	WELL 10-01	TP	GW	P	A	0
<input type="radio"/>	00009	WELL 12-01	WL	GW	P	A	0

[Next Page](#)

[Edit Selected Facility](#)   [New Facility](#)

## EDIT FACILITY

From the Facility Report Web page click on the radio button for the facility to be edited (see Figure 6-18). Then click on the Edit Selected Facility function from the tool bar.

Figure 6-18. PWS Facility Report

Facility Report PWS ID CA0110003 PWS NAME CALIFORNIA WATER SERVICE - LIVERMORE Fed Primary Source Type SWP Retail Population Served Count 53540							
	Facility ID	Facility Name	Facility Type	Water Type	Availability	Activity Status	Samp. Point Count
<input checked="" type="radio"/>	00001	DEL VALLE CONNECTION TO ZONE 7 - TREATED	CC	SW	P	A	0
<input type="radio"/>	00002	PATTERSON PASS CONNECT TO ZONE 7 - TREATED	CC	SW	P	A	1
<input type="radio"/>	00003	WELL 03-01	WL	GW	P	A	0
<input type="radio"/>	00004	WELL 04-01 - INACTIVE	WL	GW	O	A	1
<input type="radio"/>	00005	WELL 05-01	WL	GW	P	A	0
<input type="radio"/>	00006	WELL 08-01	WL	GW	P	A	1
<input type="radio"/>	00007	WELL 09-01	WL	GW	P	A	0
<input type="radio"/>	00008	WELL 10-01	WL	GW	P	A	1
<input type="radio"/>	00008T	WELL 10-01	TP	GW	P	A	0
<input type="radio"/>	00009	WELL 12-01	WL	GW	P	A	0

The fields with an asterisk—Facility Name, Activity Status, and Activity Date—are the only elements that a PWS may edit (see Figure 6-19). To reset to the starting data values, click on the Reset Form button. To return to the facility report without saving edits, click on the Facility Report submenu link under the PWS menu button. To save the edits, click on the Update Facility button.



Figure 6-19. PWS Edit Facility

**Edit Facility**

PWS ID: 990000002  
PWS Name: EPA Test 2  
Facility ID: 1

\* Facility Name:

\* Facility Type:

\* Water Type:

\* Activity Status:

\* Activity Date:  (mm/dd/yyyy)

Availability:

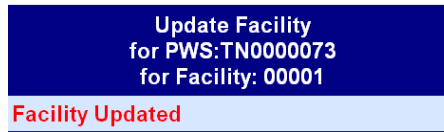
\* Required Fields

Facilities may not be deleted, however they may be inactivated if they are incorrect or in fact are no longer active.

Changes to Facility ID cannot be made, however, if this information is incorrect you may inactivate this Facility and add a new Facility with the correct information.

When the edits are saved to the database, the Facility Updated confirmation message will appear briefly (see Figure 6-20), and then the Facility Report Web page will automatically reappear.

Figure 6-20. PWS Facility Update Confirmation



## CREATE NEW FACILITY

To identify a new facility, click on the New Facility function from the tool bar on the Facility Report Web page (see Figure 6-21).

Figure 6-21. PWS Facility Report

Facility Report PWS ID: CA0110003 PWS NAME: CALIFORNIA WATER SERVICE - LIVERMORE Fed Primary Source Type: SWP Retail Population Served Count: 53540							
Facility ID	Facility Name	Facility Type	Water Type	Availability	Activity Status	Samp. Point Count	
<input checked="" type="radio"/> 00001	DEL VALLE CONNECTION TO ZONE 7 - TREATED	CC	SW	P	A	0	
<input type="radio"/> 00002	PATTERSON PASS CONNECT TO ZONE 7 - TREATED	CC	SW	P	A	1	
<input type="radio"/> 00003	WELL 03-01	WL	GW	P	A	0	
<input type="radio"/> 00004	WELL 04-01 - INACTIVE	WL	GW	O	A	1	
<input type="radio"/> 00005	WELL 05-01	WL	GW	P	A	0	
<input type="radio"/> 00006	WELL 08-01	WL	GW	P	A	1	
<input type="radio"/> 00007	WELL 09-01	WL	GW	P	A	0	
<input type="radio"/> 00008	WELL 10-01	WL	GW	P	A	1	
<input type="radio"/> 00008T	WELL 10-01	TP	GW	P	A	0	
<input type="radio"/> 00009	WELL 12-01	WL	GW	P	A	0	

Next Page

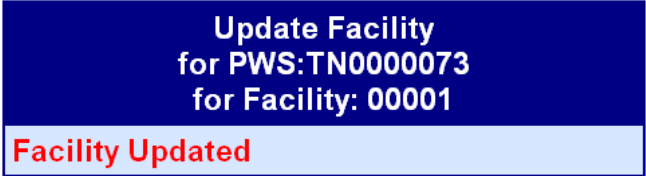
Complete the required fields on the form—those denoted by an asterisk (see Figure 6-22). To reset the data values, click on the Reset Form button. To return to the Facility Report without saving edits, click on the Facility Report link in the submenu. To save the new facility information, click the Create Facility button.

Figure 6-22. PWS Create New Facility

Create New Facility	
PWS ID:	TN0000073
PWS Name:	BRISTOL DEPT. UTILITIES
* Facility ID:	<input type="text"/>
* Facility Name:	<input type="text"/>
* Facility Type:	TP - TREATMENT PLANT
* Water Type:	NA - NOT APPLICABLE
* Activity Status:	A - ACTIVE
* Activity Date:	08/01/2001 (mm/dd/yyyy)
* Availability:	P - PERMANENT UTILIZATION
* Required Fields	
<input type="button" value="Create Facility"/>	<input type="button" value="Reset Form"/>

When the facility data are saved to the database, a Facility Updated confirmation message will appear briefly (see Figure 6-23), and then the Facility Report Web page will automatically reappear.

Figure 6-23. Facility Update Confirmation

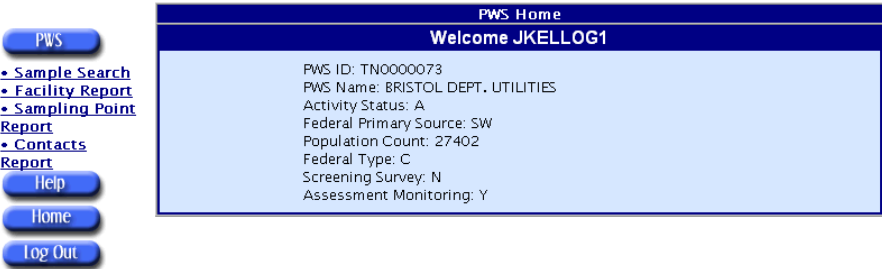


## PWS Sampling Points Inventory

### VIEW SAMPLING POINT REPORT

To review a sampling point report, click on the link for the Sampling Point Report submenu link under the PWS menu button (see Figure 6-24).

Figure 6-24. PWS Home Page



The sampling point report presents the information currently available in SDWARS/UCMR. The initial data were extracted from data provided by state agencies to the EPA SDWIS/Fed database. Once provided, the baseline data may be edited by the PWS in SDWARS/UCMR.

The Web page for the sampling point report displays as many as ten sampling points associated with a single PWS. If more than ten sampling points are associated with a PWS, a Next Page link will appear at the bottom of the list. You can navigate preceding or following sampling points by clicking on the links to the previous page or next page.

The report can be sorted in ascending order by facility ID, facility name, or sampling point ID. Click on the underlined column header for the desired sort category (see Figure 6-25). Descriptions of the report columns are listed in Table 4-2.

Figure 6-25. PWS Sampling Points Report

Edit Selected Sampling Point		New Sampling Point								
Sampling Point Report PWS ID TN0000073 PWS NAME BRISTOL DEPT. UTILITIES Fed Primary Source Type SW Retail Population Served Count 27402										
Facility ID	Facility Name	Facility Type	Water Type	Sampling Point ID	Sampling Point Name	Sampling Point Type	Raw-Treated Type	Availability	Activity Status	
<input type="radio"/>	00001	SO FK HOLSTON R	IN	SW	444	werefgd	EP	RW	P	A
<input type="radio"/>	00001	SO FK HOLSTON R	IN	SW	900	TestingXML	EP	TR	P	A
<input type="radio"/>	00001	SO FK HOLSTON R	IN	SW	901	TestXML2	SR	TR	P	A
<input type="radio"/>	00001	SO FK HOLSTON R	IN	SW	902	TestingXML3	EP	TR	P	A
<input type="radio"/>	00001	SO FK HOLSTON R	IN	SW	903	XMLTest3	EP	TR	P	A
<input type="radio"/>	00001	SO FK HOLSTON R	IN	SW	904	XMLTest4	EP	TR	P	A
<input type="radio"/>	00001	SO FK HOLSTON R	IN	SW	905	XMLTest5	EP	TR	P	A
<input type="radio"/>	00001	SO FK HOLSTON R	IN	SW	906	XMLTest6	EP	TR	P	A
<input type="radio"/>	00001	SO FK HOLSTON R	IN	SW	907	XMLTest7	EP	TR	P	A
<input type="radio"/>	00001T	SO FK HOLSTON R	TP	SW	000036A	SO FK HOLSTON R 000036A	EP	TR	P	A
Next Page										
Edit Selected Sampling Point		New Sampling Point								

EDIT SAMPLING POINTS

From the Sampling Point Report Web page, click on the radio button for the sampling point to be edited (see Figure 6-26). Then click on the Edit Selected Sampling Point function from the tool bar.

Figure 6-26. PWS Sampling Points Report

Edit Selected Sampling Point		New Sampling Point								
Sampling Point Report										
PWS ID TN0000073										
PWS NAME BRISTOL DEPT. UTILITIES										
Fed Primary Source Type SW										
Retail Population Served Count 27402										
Facility ID	Facility Name	Facility Type	Water Type	Sampling Point ID	Sampling Point Name	Sampling Point Type	Raw-Treated Type	Availability	Activity Status	
<input type="radio"/>	00001	SO FK HOLSTON R	IN	SW	444	werefgd	EP	RW	P	A
<input type="radio"/>	00001	SO FK HOLSTON R	IN	SW	900	TestingXML	EP	TR	P	A
<input type="radio"/>	00001	SO FK HOLSTON R	IN	SW	901	TestXML2	SR	TR	P	A
<input type="radio"/>	00001	SO FK HOLSTON R	IN	SW	902	TestingXML3	EP	TR	P	A
<input type="radio"/>	00001	SO FK HOLSTON R	IN	SW	903	XMLTest3	EP	TR	P	A
<input type="radio"/>	00001	SO FK HOLSTON R	IN	SW	904	XMLTest4	EP	TR	P	A
<input type="radio"/>	00001	SO FK HOLSTON R	IN	SW	905	XMLTest5	EP	TR	P	A
<input type="radio"/>	00001	SO FK HOLSTON R	IN	SW	906	XMLTest6	EP	TR	P	A
<input type="radio"/>	00001	SO FK HOLSTON R	IN	SW	907	XMLTest7	EP	TR	P	A
<input type="radio"/>	00001T	SO FK HOLSTON R	ITP	SW	000036A	SO FK HOLSTON R 000036A	EP	TR	P	A
Next Page										
Edit Selected Sampling Point		New Sampling Point								

Sampling point name, activity status, activity date, sampling point type, and raw treated type are the only elements that a PWS may edit (see Figure 6-27). To reset the data values, click on the Reset Form button. To return to the sampling point report without saving edits, click on the Sampling Point Report submenu link. To save the edits, click on the Update Sampling Point button.

*Figure 6-27. PWS Edit Sampling Point*

**Edit Sample Point**

PWS ID: TN0000073  
PWS Name: BRISTOL DEPT. UTILITIES  
Facility ID: 00001  
Facility Name: SO FK HOLSTON R  
Sampling Point ID: 77454

\* Sampling Point Name: TEST

\* Activity Status: A - ACTIVE

\* Activity Date: 07/31/2001 (mm/dd/yyyy)

\* Sampling Point Type: EP - ENTRY POINT TO THE DISTRIBUTION SYSTEM

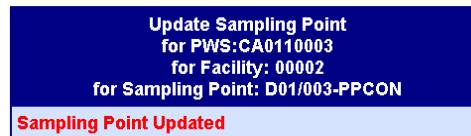
\* Raw Treated: RW - RAW WATER

\* Required Fields

Update Sample Point    Reset Form

When the edits are saved to the database, the Sampling Point Updated confirmation message will appear briefly (see Figure 6-28), and then the Sampling Point Report Web page will automatically reappear.

*Figure 6-28. Sampling Point Update Confirmation*



## CREATE NEW SAMPLING POINT

From the Sampling Point Report Web page, click on the New Sampling Point function from the tool bar (see Figure 6-29).

Figure 6-29. PWS Sampling Point Report

Edit Selected Sampling Point		New Sampling Point							
Sampling Point Report PWS ID TN000073 PWS NAME BRISTOL DEPT. UTILITIES Fed Primary Source Type SW Retail Population Served Count 27402									
Facility ID	Facility Name	Facility Type	Water Type	Sampling Point ID	Sampling Point Name	Sampling Point Type	Raw Treated Type	Availability	Activity Status
C 00001	SO FK HOLSTON R	IN	SW	444	werefgd	EP	RW	P	A
C 00001	SO FK HOLSTON R	IN	SW	900	TestingXML	EP	TR	P	A
C 00001	SO FK HOLSTON R	IN	SW	901	TestXML2	SR	TR	P	A
C 00001	SO FK HOLSTON R	IN	SW	902	TestingXML3	EP	TR	P	A
C 00001	SO FK HOLSTON R	IN	SW	903	XMLTest3	EP	TR	P	A
C 00001	SO FK HOLSTON R	IN	SW	904	XMLTest4	EP	TR	P	A
C 00001	SO FK HOLSTON R	IN	SW	905	XMLTest5	EP	TR	P	A
C 00001	SO FK HOLSTON R	IN	SW	906	XMLTest6	EP	TR	P	A
C 00001	SO FK HOLSTON R	IN	SW	907	XMLTest7	EP	TR	P	A
C 00001T	SO FK HOLSTON R	TP	SW	000036A	SO FK HOLSTON R 000036A	EP	TR	P	A
Next Page									
Edit Selected Sampling Point		New Sampling Point							

Complete the required fields denoted by an asterisk (see Figure 6-30). To reset the data values, click on the Reset Form button. To return to the sampling point report without saving edits, click on the Sampling Point Report link in the submenu. To save the new sampling point, click the Create Sampling Point button.

Figure 6-30. Create New Sampling Point

**Create New Sampling Point**

PWS ID: TN000073  
 PWS Name: BRISTOL DEPT. UTILITIES

\* Facility ID - Name:

\* Sampling Point ID:

\* Sampling Point Name:

\* Activity Status:

\* Activity Date:  (mm/dd/yyyy)

\* Sampling Point Type:

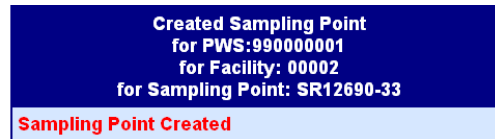
\* Raw Treated:

\* Required Fields

---

When the sampling point data are saved to the database, the Sampling Point Created confirmation message will appear briefly (see Figure 6-31). Then the Sampling Point Report Web page will automatically reappear with the new sampling point.

*Figure 6-31. PWS—Add Sampling Point Confirmation*



## PWS Search

The search function is used to locate and review/modify the status of any previously entered batch/sample. Because the results of the Search page display a lot of information, several factors affect the performance of the Search page:

- ◆ *Size of the search*—The more information you request or the broader the scope of the search the longer the time that SDWARS will take to display your results. Limit your search as much as possible.
- ◆ *Communication lines*—The speed of your Internet connection will affect how quickly data are retrieved. If the search is too large and you have a slow connection, you may be timed out of the search.
- ◆ *Your PC's memory*—The amount of memory your PC has may affect how the data are displayed.
- ◆ *Number of applications running*—If you have several applications running, then your machine may not be able to accommodate the amount of information you have requested.

The search function permits a simple or advanced search using the sample ID. The search function will only display samples that are approved by the laboratories (see Figure 6-32).

To search for a specific sample, click on Sample ID and enter the sample ID number. Then click the Search button to find the data, or the Reset Form button to clear the form and start again.



Figure 6-32. PWS Search

The Sample Results screen displays the oldest collection date first, then the results are displayed by lab ID, sample ID, and PWS ID. You may change the status of a sample by using the drop-down menu. Clicking on the Approve All button approves all the results shown on the screen. Choosing the Submit Status button will record the selected status for each visible result (see Figure 6-33).

Figure 6-33. PWS Search for Samples Results

Analyte	Method ID	Value	Less MRL	Status
2052 - EPTC	EPA 507	1.5		PWS Hold
2626 - MOLINATE	EPA 507	10		PWS Hold
2272 - TERBACIL	EPA 507		X	PWS Hold
2052 - EPTC	EPA 507		X	PWS Hold

Results sorted by Sample Date, Lab ID, Sample ID, & PWS ID

NOTE: An "X" next to an Analyte name indicates that a Range Check Violation exists with this analyte.

approve all      submit status

[Return to search form](#)

Descriptions of the search function are shown in Table 6-1.

*Table 6-1. Sample Search Results*

Name	Description/definition
PWS ID	Number that uniquely identifies the PWS
PWS name	Name that identifies the PWS
Lab ID	Number that uniquely identifies the Lab that performed the analysis
Lab name	Name that identifies the Lab
Facility ID	Number that uniquely identifies the facility in the PWS
Facility name	Name that identifies the facility
Sampling point ID	Number for the water system sample point
Sampling point name	Name of the water system sample point
Sample ID	Number that uniquely identifies the sample in the laboratory
Sample date	Date the sample was collected
Analyte	Number that identifies an analyte for the Sample ID
Method ID	Method associated with the batch
Value	Numerical result value for the sample analyte
Less MRL	If the value is less than MRL, this box will be checked
Status	Category of the most recent approval status for the sample— PWS Hold, PWS Approve, PWS Return, or PWS Reject

The advanced search enables you to search using the following optional functions:

- ◆ Analysis using method or analyte
- ◆ Status
- ◆ Date.

To use the advanced search options, click on the Advanced Search radio button. If you hit Search after selecting the aforementioned criteria, you will get all results for your PWS. Depending on your modem, communication connection, and the amount of data in the system, the search may take several minutes. To decrease the search time, try to be specific and limit the search as much as possible. This section discusses how to limit your search.

To search using Analysis, *first* choose the Analysis check box. Then select a method from the drop-down menu. The form will refresh to retrieve data for the analyte drop-down menu. Select the analyte number from the drop-down menu (see Figure 6-34).

Figure 6-34. PWS Advanced Search Using Analyte

The screenshot shows the 'U.S. Environmental Protection Agency OGWDW SDWARS\UCMR SYSTEM' header. Below it is a 'Search' form. The form has a section 'I am searching by:' with a radio button for 'Sample ID' and an empty text box. Below that is a '-OR-' separator. The 'Advanced Search' section is active, indicated by a radio button. It contains a table with search criteria:

<input checked="" type="checkbox"/>	Analysis	
	Method	EPA 507
	Analyte	
<input type="checkbox"/>	Status	2052 - EPTC
<input type="checkbox"/>	Date (mm/dd/yyyy)	2272 - TERBACIL
		2826 - MOLINATE

At the bottom of the form are 'Search' and 'Reset Form' buttons.

The Status options in the drop-down menu are PWS Hold or PWS Approved (see Figure 6-35).

Figure 6-35. PWS Advanced Search Using Status

The screenshot shows the same 'U.S. Environmental Protection Agency OGWDW SDWARS\UCMR SYSTEM' header. Below it is a 'Search' form. The form has a section 'I am searching by:' with a radio button for 'Sample ID' and an empty text box. Below that is a '-OR-' separator. The 'Advanced Search' section is active, indicated by a radio button. It contains a table with search criteria:

<input type="checkbox"/>	Analysis	
	Method	
	Analyte	
<input checked="" type="checkbox"/>	Status	
<input type="checkbox"/>	Date (mm/dd/yyyy)	PWS Hold
		PWS Approve

At the bottom of the form are 'Search' and 'Reset Form' buttons.


To search using a date, enter the date range. You must enter a range that covers at least one day. After selecting the search options, click the Search button, or click on the Reset Form button to clear the fields and start over.

## PWS Approve Data

A PWS can change the status of a sample using the Sample Results Search page (see Figure 6-36). To change individual sample status, use the drop-down menus or you may use the Approve All button. The change

of status will not be saved to SDWARS until the PWS clicks on the Submit Status button.

Figure 6-36. PWS Search for Samples Results


U.S. Environmental Protection Agency  
OGWDW SDWARS\UCMR SYSTEM

Results for Samples Search

PWS ID: TN0000073  
 PWS Name: BRISTOL DEPT. UTILITIES

LAB ID: AK00001 FACILITY ID: 00065 SAMPLING POINT ID: 00488 SAMPLE ID: 20010727A	LAB NAME: ARCO ALASKA, CENTRAL LAB FACILITY NAME: WATER SHED SAMPLING POINT NAME: INNER SIDE OF SHED SAMPLE DATE: 7/1/01
---	---

Analyte	Method ID	Value	Less MRL	Status
2052 - EPTC	EPA 507	1.5		PWS Hold <input type="button" value="v"/>
2626 - MOLINATE	EPA 507	10		PWS Hold <input type="button" value="v"/>

LAB ID: AK00001 FACILITY ID: 00065 SAMPLING POINT ID: 00488 SAMPLE ID: 20010727F	LAB NAME: ARCO ALASKA, CENTRAL LAB FACILITY NAME: WATER SHED SAMPLING POINT NAME: INNER SIDE OF SHED SAMPLE DATE: 7/1/01
---	---

Analyte	Method ID	Value	Less MRL	Status
2272 - TERBACIL	EPA 507		X	PWS Hold <input type="button" value="v"/>

LAB ID: AK00001 FACILITY ID: 00001 SAMPLING POINT ID: 907 SAMPLE ID: 730A	LAB NAME: ARCO ALASKA, CENTRAL LAB FACILITY NAME: SQ FK HOLSTON R SAMPLING POINT NAME: XMLTEST17 SAMPLE DATE: 7/30/01
--	--

Analyte	Method ID	Value	Less MRL	Status
2052 - EPTC	EPA 507		X	PWS Hold <input type="button" value="v"/>

Results sorted by Sample Date, Lab ID, Sample ID, & PWS ID

NOTE: An "\*" next to an Analyte name indicates that a Range Check Violation exists with this analyte."

[Return to search form](#)

## STATE/EPA ACTIVITIES

State and EPA functions are similar; they view similar screens and both perform data reviews. The main difference is, the state must conduct their review prior to the EPA's review. If the state chooses not to do a manual review, the data are automatically reviewed in 90 days and forwarded to EPA. As it is forwarded to EPA, it is loaded into SDWIS/Fed. Both states and EPA can review PWS inventory information.

To view inventory data, select the menu button for either State or EPA (whichever your role) and then click on the PWS Inventory submenu link. To narrow the list of PWSs inventories, SDWARS will request search criteria. The search criterion can be either a PWS ID or the state (which will list all of a state's participating PWSs). After selecting the search criterion, click on the Find PWS button (see Figure 6-37).

When searching by PSW ID, you do not have to know the entire ID. You may use a “%” for a wildcard. To perform a wildcard search, use the state abbreviation and a combination of sequential numbers, with the “%” symbol wrapped around to specify the location of the wildcard identifier (e.g., PA2% or PA%090%).

Figure 6-37. State/EPA Search for Inventory

SDWARS will return a list of as many as ten participating PWSs that match the search criteria (see Figure 6-38). If more than ten PWSs match the search criteria, a Next Page link will appear at the bottom of the list. You can navigate preceding or following listings by clicking on the links to the previous page or next page.

The search results are initially sorted by PWS ID. To sort by PWS name, click on the underlined column header PWS Name. To sort by PWS ID, click on the underlined PWS ID column header.

Figure 6-38. State/EPA View of PWS Inventory

View Selected Facility		View Selected Sampling Point	
Select PWS			
State ID MA			
State NAME Massachusetts			
<u>PWS ID</u>	<u>PWS Name</u>		
<input type="radio"/> AZ0402010	BELLA VISTA WATER CO		
<input type="radio"/> AZ0402014	DOUGLAS WATER DEPT		
<input type="radio"/> AZ0402078	US ARMY-FORT HUACHUCA		
<input type="radio"/> AZ0403003	AZ WATER CO-SEDONA		
<input type="radio"/> AZ0403008	FLAGSTAFF MUNICIPAL WATER		
<input type="radio"/> AZ0403083	NORTHERN ARIZONA UNIVERSI		
<input type="radio"/> AZ0403702	GRAND CANYON NP-ROARING S		
<input type="radio"/> AZ0404008	GLOBE, CITY OF		
<input type="radio"/> AZ0404032	TOWN OF PAYSON		
<input type="radio"/> AZ0404043	PINE WATER CO-PINE		
Next Page			

## View Facility Report

On the inventory search results page, you may select a PWS by clicking on the radio button to the left of a PWS. Then click on the View Selected

Facility function from the tool bar. The facilities associated with the selected PWS are displayed (see Figure 6-39).

Figure 6-39. State/EPA—Facility Report

Facility Report						
PWS ID A20402014						
PWS NAME DOUGLAS WATER DEPT						
Fed Primary Source Type GW						
Retail Population Served Count 13300						
Facility ID	Facility Name	Facility Type	Water Type	Availability	Activity Status	Samp. Point Count
00285	WELL NO. 2	WL	GW	O	A	0
00286	WELL NO. 8	WL	GW	O	A	0
00287	WELL NO. 6	WL	GW	P	A	0
00288	WELL NO. 7	WL	GW	P	A	0
00289	WELL NO. 9	WL	GW	P	A	0
00290	WELL NO. 10	WL	GW	P	A	0
00291	WELL NO. 11	WL	GW	P	A	0
00292	WELL NO. 1	WL	GW	P	A	0
00293	WELL NO. 12	WL	GW	P	A	0
00294	WELL NO. 13	WL	GW	P	A	0

The facility report presents the current information available in SDWARS/UCMR. The initial data were extracted from data provided by state agencies to the EPA SDWIS/Fed database. Once provided, the baseline data then may be edited by the PWS in SDWARS/UCMR.

The Web page for the facility report displays as many as ten facilities associated with a single PWS. If more than ten facilities are associated with a PWS, a Next Page link will appear at the bottom of the list. You can navigate preceding or following facility lists by clicking on the links to the previous page or next page.

The report can be sorted in ascending order by facility ID, facility name, or sampling point count. Click on the underlined column header for the desired sort category.

You can switch to the Sampling point report for this PWS by clicking on the View Sampling Point function on the tool bar (see Figure 6-40).

Figure 6-40. State/EPA—Sampling Point Report

Sampling Point Report									
PWS ID 990000002									
PWS NAME EPA Test 2									
Fed Primary Source Type GU									
Retail Population Served Count 12344									
Facility ID	Facility Name	Facility Type	Water Type	Sampling Point ID	Sampling Point Name	Sampling Point Type	Raw-Treated Type	Availability	Activity Status
1	One	TP	NA	1	One	EP	TR	P	A
2	Two	TP	NA	1	One	EP	TR	P	A
2	Two	TP	NA	2	Two	EP	TR	P	A
3	Three	TP	NA	1	One	EP	TR	P	A
3	Three	TP	NA	2	Two	EP	TR	P	A
3	Three	TP	NA	3	Three's	EP	TR	P	A

---

Table 4-1 describes the abbreviations used in the facility report columns and Table 4-2 describes the abbreviations used in the sampling point report columns.

## State/EPA Search

The search function is used to locate and review samples. Because the results of the Search page could display a lot of information, several factors affect the performance of the Search page.

- ◆ *Size of the search*—The more information you request or the broader the scope of the search the longer the time that SDWARS will take to display your results. Limit your search as much as possible.
- ◆ *Communication lines*—The speed of your Internet connection will affect how quickly data are retrieved. If the search is too large and you have a slow connection, you may be timed out of the search.
- ◆ *Your PC's memory*—The amount of memory your PC has may affect how the data are displayed.
- ◆ *Number of applications running*—If you have several applications running, then your machine may not be able to accommodate the amount of information you have requested.

The search function permits a simple or advanced search using the sample ID. The search function will only display samples that are approved by the PWS (see Figure 6-41). To search for a specific sample, click on the Sample ID radio and enter the sample ID number. Then click on the Search button to find the data or the Refresh Form button to clear the fields and start again.

Figure 6-41. State/EPA Search

The Sample Results screen displays the oldest collection date first, then the results are displayed by lab ID, sample ID, and PWS ID. (Figure 6-42 shows the state's results and Figure 6-43 shows the EPA's results.) The EPA will have a status of either EPA Review or State Hold.

Figure 6-42. State Search for Samples Results

Analyte	Batch	Method ID	Value	Less MRL	Status
2270 - 2,4-dinitrotoluene	20010607-01	EPA 525.2		X	State Reviewed
2266 - 2,6-dinitrotoluene	20010607-01	EPA 525.2		X	State Reviewed
2009 - 4,4-DDE	20010607-01	EPA 525.2		X	State Reviewed
2027 - Acetochlor	20010607-01	EPA 525.2		X	State Reviewed
2052 - EPTC	20010607-01	EPA 525.2			
2626 - Molinate	20010607-01	EPA 525.2			
2272 - Terbacol	20010607-01	EPA 525.2		X	
2108 - DCPA mono-acid/di-acid degradate	01METHOD5153	EPA 515.3		X	



Figure 6-43. EPA Search for Samples Results

Description of the search function results are listed in Table 6-2.

Table 6-2. State/EPA—Sample Search Results

Name	Description/definition
PWS ID	Number that uniquely identifies the PWS
PWS name	Name that identifies the PWS
Facility	Number that uniquely identifies the facility in the PWS
Facility name	Name that identifies the facility
Sampling point	Number for the water system sample point
Sampling point name	Name of the water system sample point
Sample ID	Number that uniquely identifies the sample in the laboratory
Sample date	Date the sample was collected
Analyte	Number that identifies an analyte for the Sample ID
Batch	Number that uniquely identifies the batch
Method ID	Method associated with the batch
Value	Numerical result value for the sample analyte
Less MRL	If the value is less than MRL, this box will be checked
Status	Category of the most recent approval status for the sample— State Hold or State Reviewed or EPA Reviewed.

The advanced search enables you to search using the following optional functions:

- ◆ PWS inventory data using PWS, facility, and sample point data
- ◆ Analysis using method or analyte

◆ Date.

To use the advanced search options, click Advanced Search. If you search after selecting the aforementioned criteria, you will get all results for your state. Depending on your modem, communication connection, and the amount of data in the system, the search may take several minutes. To decrease the search time, try to be specific and limit the search as much as possible. This section discusses how to limit your search.

When using PWS inventory data, *first* click the PWS Inventory check box and make a choice from the drop-down menu. The screen will refresh to retrieve data for the other drop-down menus. This search can only be activated from top to bottom. You may not search for a facility without specifying the PWS first (see Figure 6-44).

Figure 6-44. State/EPA Search by PWS Inventory

The screenshot displays the search interface for the U.S. Environmental Protection Agency's OGWDW SDWARS\UCMR SYSTEM. At the top, there is a blue header with the EPA logo and the system name. Below this is a search form titled "Search". The form has a section "I am searching by:" with a radio button selected for "Sample ID" and an empty text input field. Below this is a section "-OR-" with a radio button selected for "Advanced Search". The "Advanced Search" section contains a sub-section "PWS Inventory Data" with a checked checkbox. This sub-section has three dropdown menus: "PWS" (MA117002-HADLEY HIGHWAY & WATER DEPARTMENT), "Facility" (00002-WELL # 2 MT. WARNER), and "Sample Point" (902-1117002-02G). Below this are two sections: "Analysis" with a unchecked checkbox, containing "Method" and "Analyte" dropdown menus, and "Date (mm/dd/yyyy)" with "Start:" and "End:" text input fields. At the bottom of the form are "Search" and "Reset Form" buttons.

To search using Analysis, *first* choose the Analysis check box. Then select a method from the drop-down menu. The form will refresh to retrieve data for the Analyte drop-down menu. Select the analyte number from the drop-down menu (see Figure 6-45).

Figure 6-45. State/EPA Advanced Search Using Analyte

U.S. Environmental Protection Agency  
OGWDW SDWARS\LCMR SYSTEM

**Search**

I am searching by:

Sample ID

-OR-

Advanced Search

PWS Inventory Data

PWS

Facility

Sample Point

Analysis

Method

Analyte

Date (mm/dd/yyyy)

- 2029 - PROMETON
- 2055 - DIAZINON
- 2102 - DISULFOTON
- 2104 - FONOFOS
- 2254 - NITROBENZENE
- 2268 - 1,2-DIPHENYLHYDRAZINE
- 2545 - TERBUFOS

To search using a date, enter the date range. You must enter a range that covers at least one day. After selecting the search options, click Search, or click Reset Form to clear the fields and start over.