

Drinking Water Electronic Lab Reporting (DWELR) User Guide



Pennsylvania Department of Environmental Protection
Bureau of Water Standards and Facility Regulation
Division of Data Systems & Analysis
(717-787-6744)

First Released: November 2003
Last Revised: August 2008

Table of Contents

Overview.....	1
Registering To Use DWELR	2
Getting Started	2
Using DEPGreenPort	3
Accessing DWELR.....	5
Trading Partner Agreement and Quality Assurance Procedure Screens	6
Instructions Screen.....	7
Main Menu.....	8
General Screen Navigation	9
Add New Records Menu (Lab/Submit Access).....	11
Data Entry Screens.....	12
Upload File (Lab/Submit Access).....	14
Data Entry / File Upload Notes.....	19
Error Reports (Water System/View Only Access)	20
Error Report Screen (Lab/Submit Access)	21
Edit Records Screen (Lab/Submit Access).....	23
Search Records.....	25

Overview

The DWELR application is a means for laboratories that are accredited by or registered with DEP's Bureau of Laboratories to submit their drinking water sample data to DEP's public drinking water program. DWELR also provides the means for water systems to view the sample results that laboratories using DWELR are submitting for their water systems.

DWELR is a reporting system and it only stores the data temporarily. After midnight on the 10th of each month, the data is moved from DWELR to the Pennsylvania Drinking Water Information System (PADWIS). PADWIS is the permanent repository of drinking water data. Data stored in PADWIS includes drinking water system information, drinking water laboratory certification information and drinking water sample data including the sample data entered into DWELR. For the time that the data remains in DWELR, it can be reviewed by the submitting lab and the water system. The data is not available to be viewed by other labs or water systems.

When a laboratory submits data, a validation routine is run on the data. This routine includes checks for valid water system and lab identification numbers, analyte and method codes, along with laboratory certification. The results of the validation routine are displayed on the *Error Report* screen. Users can make necessary corrections to their data on this screen and resubmit these records. The validation routine will be run every time a user submits or re-submits data. Email notifications will be sent to users if they have any uncorrected errors in their data on the 1st, 5th and 9th of every month. The submitting lab is responsible for making any corrections that are necessary.

As mentioned earlier, on the 11th of the month, all data is cleared from DWELR and passed to PADWIS for monthly compliance processing. Sample results without errors entered on or before the 10th of the month will be included in the current reporting period. Sample results entered on or after the 11th will be included in the next reporting period and may result in late or missing reporting violations. After sample results have been sent to PADWIS from DWELR, they are viewable online through the Drinking Water Reporting System (DWRS). The address for DWRS is www.drinkingwater.state.pa.us/dwrs/HTM/DEP_frm.html. Please note: There may be a two day lag between when the data are moved from DWELR and when they are available in the Drinking Water Reporting System.

The rest of this document will explore the use of DWELR in further detail. For any questions and comments, please contact the Division of Data Systems & Analysis or your DEP contact person.

IMPORTANT NOTE: Data examples used in the DWELR User's Guide are fictitious and are not guides for data entry. Continue to use the DEP laboratory reporting publications for data entry guidelines.

Registering To Use DWELR

If you are not already registered to use DWELR, you may go to www.depweb.state.pa.us/watersupply/dwelr to obtain a registration form.

Labs may wish to have more than one person registered to use DWELR to act as backups for each other.

Getting Started

Before you begin using DWELR, please be aware of the following:

- ✓ This application works best with Internet Explorer version 6.0. It has been tested with IE 5.5 and Netscape 6.2.2.
- ✓ Irrespective of your browser, make sure that your refresh settings is set to “Every visit to page.” For more information on how to do this, please refer to the Browser Settings document provided on DWELR’s *Instructions* screen.
- ✓ Make your monitor’s resolution 1280 x 800 pixels. This will ensure that you do not get horizontal scroll bars on most screens.
- ✓ Always use the **Exit** link and **Logout** button to exit the application. Do not use the browser window’s back or close buttons.
- ✓ Once you begin submitting sample results electronically **DO NOT** submit the same sample results using any other means. Submitting the same data in multiple formats will result in duplicate reporting and may result in report violations.

Using DEPGreenPort

1. In order to access DWELR, you must first login to DEPGreenPort.
DEPGreenPort is found at www.depgreenport.state.pa.us.

Here you will enter your User Name and Password then click on the **Login** button.

DEPGreenPort
Login

User Name:

Password:

Can't remember your password? [Click here](#)
Having problems? [DEP Greenport FAQ](#)

For most DEP electronic applications users have completed a Request for Security Access form and DEP has provided a username and password to access the DEPGreenPort. However, DEP has some electronic applications that allow users to self-register.

[See the current list of self-register applications](#)

After completing the self-registration form, users will be provided with a username and password. Please note that this username and password will only grant access to those electronic applications that are associated with self-registration.

Need help?
Call our Application Support Help Desk at (717)705-3768
or e-mail us at depgreenporthelpdesk@state.pa.us

If you forget your password, you can access the link to retrieve it or contact the DEPGreenPort HelpDesk at (717) 772-5840 or e-mail the Helpdesk at depgreenporthelpdesk@state.pa.us.

DEPGreenPort is an access portal for multiple electronic data submission applications used by DEP. Several DEP program areas, such as Air Quality, Mine Subsidence Insurance, Water Resources and the Drinking Water program, have on-line applications that users may access via DEPGreenPort. In order to access one of these applications, you must have a DEPGreenPort user profile. Through your user profile, you will be able to access multiple applications, Act 220 and DWELR for example. While some applications allow you to self-register, you must submit a DWELR and WebOAS Registration Form to be given access to DWELR.

Important The combination of your user name and password is your personal secure access to DWELR. **Do not** share your user name and password with anyone. If someone else gains access to your user name and password, immediately notify the Division of Data Systems & Analysis. If you use another person's name and password to submit data, you are submitting false information. Any false statement is subject to substantial civil and criminal penalties, including P.S. § 4904 (unsworn falsification to authorities).

2. After logging on to DEPGreenPort, the *DEPGreenPort Applications* screen will be displayed. On the left are three large buttons: Applications, Account Administration, and Logout. On the right are buttons representing the applications that you are authorized to access, in this example WebOAS, Act 220 and DWELR.

The **Applications** button displays the list of applications to which you have access. The **Account Administration** button gives you access to update your user information and change your password. Use the **Logout** button when you are finished using DWELR to log out of DEPGreenPort.

Important If your user information changes, please use the **Account Administration** button to update your information. It is important to immediately contact the Division of Data Systems & Analysis any time there is a change to the list of systems and/or labs that you represent.

Password Rules: To enhance the security of your access, please change your password the first time you access DEPGreenPort and periodically after that. Follow the password rules given on the *Change Password* screen. Remember passwords are case sensitive. In other words, capital “E” is not the same as the small letter “e.”

Accessing DWELR

As mentioned earlier, on the right side of the *DEPGreenPort Applications* screen are buttons representing the applications that you are authorized to access. You will need to click on the **DWELR** button.

- If you represent only one lab or one water system you will be taken directly to the *Trading Partner Agreement* screen.
- If you represent a lab and a water system or multiple water systems, you will be taken to the *Multiple DWELR IDs* screen. Here you will select the DWELR ID of interest; then click on the **Submit** button. You will then be taken to the *Trading Partner Agreement* screen.

Multiple DWELR IDs

The account you used to log in has multiple associated DWELR IDs. Before proceeding you must first choose the Lab DWELR ID to enter information or choose the PWS DWELR ID for which you wish to view information.

Please choose a DWELR ID from the following list of possible IDs

L00003 - LAB
 P1090001 - PWS

[Submit](#)

[Return to Applications](#)


 Need help?
 Call our Application Support Help Desk at (717)705-3768
 or e-mail us at dep.greenport@help.desk@state.pa.us

[Home Page](#)

page generated at 06/05/2008 12:28:57

Note

If you are accessing DWELR to submit sample results, you must have a Lab ID and would select it at this time. If you are accessing DWELR as a representative of a water system to view sample results submitted for your system, you would select the PWSID here.

If you have multiple ID's DWELR often defaults to your PWSID. Be careful to select the appropriate ID at this time.

Trading Partner Agreement and Quality Assurance Procedure Screens

This is the first screen of the DWELR application. When accessing DWELR, please read the Department's *Trading Partner Agreement* and *Quality Assurance Procedure* screens carefully.

Important

Whenever you click a button labeled "I Agree" or "Submit," it has the same legal effect as a written signature under the Uniform Electronic Transactions Act, 73 P.S. § 2260.101 et seq.

Department of Environmental Protection

Bureau of Water Supply and Wastewater Management

E-Government Application for Drinking Water Program

The Division of Drinking Water Management

DEPARTMENT OF ENVIRONMENTAL PROTECTION TRADING PARTNER AGREEMENT

Identification: Your name and password are identifying you. If you are using another person's name and password, you are submitting false information. If someone else has access to your name and password, notify us immediately.

Security Procedure: When you send us information, we will display it as it will appear in the Department of Environmental Protection's official record. If you have corrections to make to the displayed information, resubmit the information or click on the "Cancel" button. **Do not click the "Submit" button if the information is incorrect.** If the information is correct, click the "Submit" button to make it part of DEP's official record.

False Reporting: You are submitting official information. Any false statement is subject to substantial civil and criminal penalties, including 18 P.S. § 4904 (unsworn falsification to authorities). If you discover that the information you submitted is incorrect, notify us immediately.

Electronic Signature: When you click a button labeled "I Agree" or "Submit," it has the same legal effect as a written signature under the Electronic Transactions Act, 73 P.S. § 2260.101 et seq.

Confidential Information: You must identify any confidential information. Any information that is not identified as confidential will be treated as public information. The Department will notify you if it does not agree that the identified information is confidential.

Paper Submission: If you do not want to submit information electronically, click the "I Don't Agree" button. You can download the current paper form from our website: www.dep.state.pa.us.

Agreement: By clicking the "I Agree" button, you agree to be bound by the terms of this Trading Partner Agreement, which shall be governed by the laws of Pennsylvania and enforced in Pennsylvania courts.

Carefully review the Trading Partner Agreement. All users must agree to proceed further. If you agree, click on the **I Agree** button. The *Quality Assurance Procedure* screen will then be displayed. If you do not agree, click on the **I Don't Agree** button. The *DEPGreenPort Applications* screen will then be displayed and you will not be granted access to DWELR.

After carefully reviewing the information on the *Quality Assurance Procedure* screen, click on the **Continue >>>** button. The *Instructions* screen will then be displayed. Clicking on the **Exit** button will cause the *DEPGreenPort Applications* screen to be displayed.

Department of Environmental Protection

Bureau of Water Standards and Facility Regulation

E-Government Application for Drinking Water Program

The Division of Drinking Water Management

DEPARTMENT OF ENVIRONMENTAL PROTECTION QUALITY ASSURANCE PROCEDURE

Chapter 109 of the regulations, particularly 25 Pa. Code §§ 109.701 and 109.810, specify that results of test measurements or analyses required by Chapter 109 are to be reported to the Department of Environmental Protection (DEP) within the first 10 days following the month in which the result is determined or the first 10 days following the end of the required monitoring period, whichever is shorter.

When you send the DEP data using this application, the data will be processed through routine data validation and edit routines. If there are errors, omissions, or inconsistencies in the data which fail the validation and edit checks, error or warning messages will be displayed for your review. You, the submitter, can access and correct any data you submit to us until midnight of the 10th of the month. Shortly after midnight on the 11th of each month, the data submitted via this application, including data with error or warning messages, will be moved from this application and loaded into the Pennsylvania Drinking Water Information System (PADWIS). You may obtain a copy of record of the data that you submitted by contacting the Division of Data Systems and Analysis.

For data that are submitted by certified drinking water laboratories, the appropriate public water systems can view, but not change, the data submitted for them by the laboratories. The data will be available for view by the public water systems until the 10th of the month on this website. **If, after viewing, a public water system considers that the submitting laboratory has submitted incorrect information, the public water system should immediately contact the laboratory since only the data submitter can make corrections to the submitted data.**

Do not submit corrected results through the web application after the 10th of the month for previously submitted data. To correct previously submitted data after the 10th, contact your local DEP district office.

Instructions Screen

When accessing DWELR, please take a few moments to carefully review the *Instructions* screen.

Department of Environmental Protection
Bureau of Water Standards and Facility Regulation
E-Government Application for Drinking Water Program
The Division of Drinking Water Management

Instructions

Important Changes:

A revised SDWA5 form is in effect beginning **January 1, 2005**. The revised form now includes a new entry item question concerning exceedance of trigger levels (for conventional and direct plants only). Filter Type is no longer needed. **As of the reporting period beginning January 11, 2005, DWELR will display a column for the new item Measurement Exceeds Trigger Levels question in the place of Filter Type on the DWELR SDWA5 screen entry form.** DWELR users who upload SDWA5 records will need to change their SDWA5 formats (.xls, .csv, .txt, or .mdb) to replace filter type field with a one character field in the same position called "mexct". This is the field name for the new form entry question "Did any individual filter measurements exceed trigger level #1 or trigger level #2"? The possible values for this field are a blank, Y or N. The formats for SDWA5 uploading into DWELR can be requested on this [Instruction Page](#) below.

This is a reminder that DEP support for PADWARE ended on December 31, 2004.

Browser Information:

To use this application as it has been designed, it is **STRONGLY** recommended that users do not use the browser navigation buttons like "Back", "Forward", "Refresh" or even "Exit". It is recommended that to exit the application, users click on the **Exit** link on the bottom right of every page.

This application has been tested with Internet Explorer 6 and 5.5 and Netscape 6.2.2. To optimize your experience, we strongly recommend that you use **Internet Explorer 6** to access this website.

Internet Explorer 6 can be downloaded [here](#).

For **ALL USERS**, refer to [this document](#) for **important browser settings before you access the system**.

Technical Guidance and Reporting History:

To access the DWELR User's guide, click [here](#).

To access the Online Documents Warehouse for technical help and guidance documents including lab reporting guidelines, click [here](#).

To access a history of reporting results and system inventory information, click [here](#).

Contact Information:

Helpdesk:
Phone: (717) 772-5840 [Email](#)
The DEP Helpdesk is available 8:00 a.m. to 4:30 p.m. on Monday through Friday except State holidays.

Formats:

To ensure that you comply with the requirements of this application, please make sure that you have the latest copy of the files that you use for uploading.

The formats will be emailed to you in a zip file. If you do not have a tool to unzip files, an evaluation version of Winzip can be downloaded [here](#).

MDB Users	Download MDB Format (Last updated on 10/10/2004)
Excel Users (.xls)	Email Excel Formats to your account (all 6 formats are included) (Last Updated on 10/10/2004)

URGENT NOTE TO ALL CSV AND TEXT USERS!

- Do not make ANY changes to the structure of this file except as mentioned here.
- Each field must be enclosed by double quotes and separated by commas. There should be no spaces between the fields and the commas.
- If you do not have values for some of the columns then put a blank space enclosed by double quotes.
- Do NOT delete any columns. Please remove the sample data line too before uploading your file.
- Uploading data in an outdated format will result in unnecessary data errors.
- After you open the templates, save them on your hard disk (File-Save As) and close the new browser window. When you are ready to enter data, open Notepad and open the template file from the location you saved it to. DO NOT open the CSV templates in Excel. To do so would create errors in your data. Enter data as displayed in the example record. Once you are finished entering remember to delete the example record.

CSV Users	Email CSV Formats to your account (all 6 formats are included) (Last Updated on 10/10/2004)
Text Users	Email TXT Formats to your account (all 6 formats are included) (Last Updated on 10/10/2004)

Main Menu

Add New Records Upload File View Records Edit Records Error Report Search Records Main Menu Exit

Here you will find:

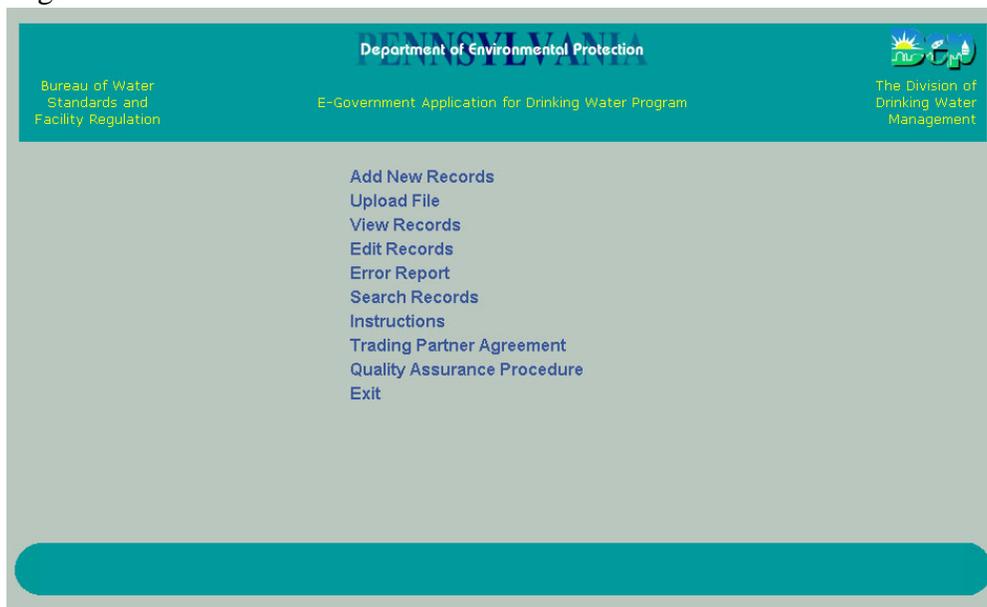
- basic instructions on how to use this application
- a document with browser settings information
- links to
 - DEP's Online Document Warehouse where lab-reporting instructions can be located.
 - the DWELR User's guide and
 - the Drinking Water Reporting System.
- You may also email to yourself a zip file containing templates for all 6 types of SDWA forms. You can use these templates to upload files to DWELR. Users will need WinZip or some other program to unzip the files. A link to WinZip's website is provided on the *Instructions* screen.

Across the bottom of the *Instructions* screen is a footer menu displaying links to DWELR's Main Menu, View Records, Exit, etc. Your level of access will determine the links displayed in the footer menu. Click on the Main

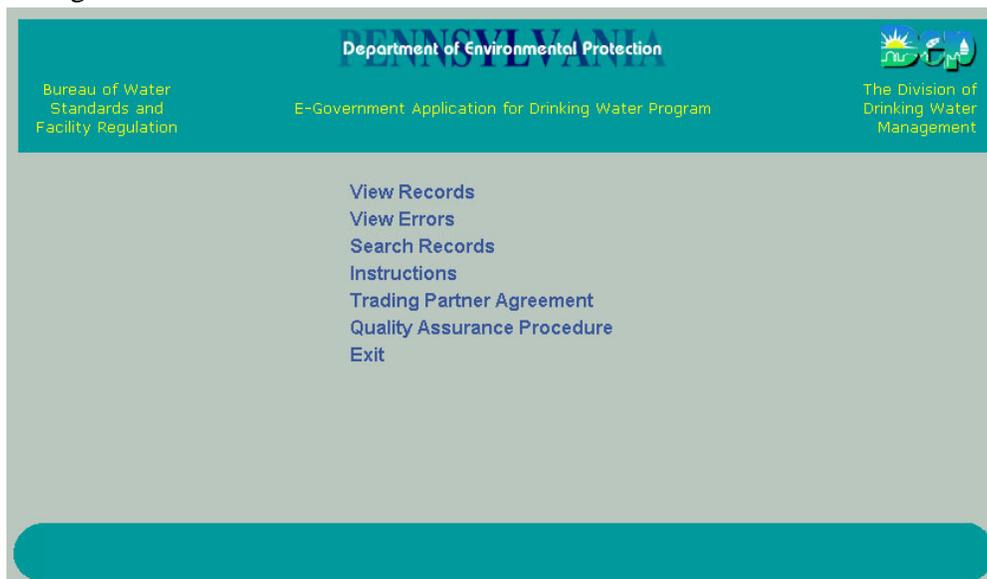
Menu link for a list of options that are available to you. Or, you can click on a link in the footer menu to navigate to your choice directly. Users with laboratory/submission access will see links to Upload Data and Add New Records; users with water supply/view only access will not see those links. If you are trying to enter data and do not see the Add New Records link, go back and check to make sure that you entered DWELR under your Lab ID, not your PWSID number.

Main Menu

As with the footer menu, the items available on the *Main Menu* screen are dependant on your level of DWELR access. If you selected your lab id when entering DWELR and are planning to submit or edit sample results for an accredited or registered lab, you will have options similar to the following.



If you selected a PWSID when entering DWELR and are planning to view samples for a water system that have been submitted by an accredited or registered lab, you will have options similar to the following.



If you click on the Main Menu link at any time, the screen above will be displayed. Along with the footer menu, which is displayed on most screens, the *Main Menu* is your primary means of navigating this website.

Each menu option will be discussed in detail throughout the rest of this document.

General Screen Navigation

We will use the *View Records* Screen to discuss attributes that are common to most DWELR screens

Department of Environmental Protection
 Bureau of Water Standards and Facility Regulation
 E-Government Application for Drinking Water Program
 The Division of Drinking Water Management

SAFE DRINKING WATER ACT
VIEW RECORDS
 Click here for a Printer Friendly Version

SDWA-1

List Contaminant Codes		List Analysis Methods									
Contaminants not Requiring Certification											
PWSID	Contam ID	Analysis Method	Result	Analysis Date	Location ID 1	Location ID 2	Sample Date	Sample Type	Sample Time	Lab ID	Sample ID
Sort							Sort				Sort
1234567	3100	311	1.0	051607	002		051507	D	0800	12345	00100
1234567	3100	311	0.0	051807	002		051707	C	0900	12345	00102
1234567	3100	311	0.0	051807	002		051707	C	0910	12345	00104
1234567	3100	311	0.0	051807	002		051707	C	0915	12345	00106
1234567	3113	311	1.0	051607	002		051507	D	0800	12345	00108
1234567	0999	301	0.0	051507	002		051507	D	0800	12345	00110
1234567	3001	315	420.0	051607	002		051507	D	0810	12345	00112

SDWA 1 (7) SDWA 4 (0) SDWA 4U (0) SDWA 5 (0) SDWA PbCu (1) SDWA S (2)

Add New Records Upload File View Records Edit Records Error Report Search Records Main Menu Exit

When opening the *View Records*, *Edit Records* or *Error Report* screens, any records submitted using an SDWA-1 form will be displayed. If no records were submitted using an SDWA-1, the screens will still open to the SDWA-1 form.

① Below the table of SDWA-1 results is a row of links corresponding to the 6 SDWA forms. The number in parenthesis following the form name is the number of sample result records that were submitted using that form. In the example above, there were seven (7) records submitted on an SDWA-1 form and two (2) records submitted on an SDWA-S form. To access the sample result records submitted using an SDWA form other than an SDWA-1, simply click on the link corresponding to the form of interest. For example, to see the two results submitted on an SDWA-S form, click on the “SDWA S (2)” link.

② If there are many records to view, sometimes it is helpful to sort the records. By clicking on the **Sort** button in the PWSID column, you can arrange the records in order by their PWSIDs. Similarly, you may sort the records by the Sample Date or Lab ID.

③ The *View Records* screen has a printer friendly version, which is actually a PDF document. To view the printer-friendly version, click on the link at the top of the page under the screen title.

SAFE DRINKING WATER ACT CRITERIA

This is the Criteria Screen to generate a PDF Report of all the data submitted by your lab. You can run this report for a selected Public Water System by entering the PWSID below or for all Public Water Systems by leaving the PWSID blank.

You will need Adobe Reader Version 6 or higher to view this report. If you do not have this software, you can download it here for free. **Please note that clicking on this link will take you to an external website.**



PWSID:

[Close](#)

When you click on the Printer Friendly Version link, you will see the window to the left. If you are representing a laboratory with results for many water systems and you wish to view only one system's results, enter that system's PWSID and click on the **Fetch Data** button. If you represent one water system or you wish to see all water systems included in the report, leave the PWSID box blank and click on the **Fetch Data** button.

Below is an example of a printer friendly report. Notice the View Records report includes all of the results with separate tables for each SDWA form used.

DEPARTMENT of Environmental Protection

E-Government Application for Drinking Water Program
SAFE DRINKING WATER ACT
VIEW/EDIT RECORDS

1234567:

SDWA1

PWSID	Contam ID	Contam	Analysis Method	Result	Analysis Date	Location ID 1	Location ID 2	Sample Date	Sample Type	Sample Time	Lab ID	Sample ID
1234567	0999	CHLORINE	301	0.0	051507	002		051507	D	0800	12345	00110
1234567	3001	HETEROTROPHIC BACTERIA	315	420.0	051607	002		051507	D	0810	12345	00112
1234567	3100	TOTAL COLIFORM	311	1.0	051607	002		051507	D	0800	12345	00100
1234567	3100	TOTAL COLIFORM	311	0.0	051807	002		051707	C	0900	12345	00102
1234567	3100	TOTAL COLIFORM	311	0.0	051807	002		051707	C	0910	12345	00104
1234567	3100	TOTAL COLIFORM	311	0.0	051807	002		051707	C	0915	12345	00106
1234567	3113	FECAL COLIFORM	311	1.0	051607	002		051507	D	0800	12345	00108

1234567:

SDWAS

PWSID	Contam ID	Contam	Analysis Meth	No. of Routine Samples Req'd	No. of Routine Samples Taken	No. of Routine Samples out of Compliance	No. of Check Samples out of Compliance	Sample Type	Last Sample Date	Lab ID	No. of Check Samples Taken	Loc/EP ID	Sample Period Begin Date	Sample Period End Date	Sample ID	Average Result
1234567	3100	TOTAL COLIFORM	311	2	2	1	0	D	051507	12345	3		050107	053107		

Page: 1 Date: Jul 10, 2007

Add New Records Menu (Lab/Submit Access)

The Add New Records menu option brings up the screen below. Each item is a link to a data entry screen corresponding to the 6 SDWA form types.

WARNING! Closing the screen, moving between forms, or clicking the Browser BACK button without first Submitting data you've entered could result in lost data. Please click at the bottom of the screen to save your data to the DEP Official Record.

SDWA-1 Bacteriological / Turbidity / Trihalomethane Data
SDWA-4 Chemical / Radiological Data
SDWA-4U Unregulated Inorganic / Organic Data
SDWA-5 Monthly Filter Plant Performance Data
SDWA-PbCu Lead & Copper Summary Data
SDWA-S Summarized Analysis Data

[Add New Records](#) [Upload File](#) [View Records](#) [Edit Records](#) [Error Report](#) [Search Records](#) [Main Menu](#) [Exit](#)

In the next few pages we will discuss data entry using the SDWA forms provided.

Note The following discusses the functionality of DWELR. For questions regarding how to report sample results always review the appropriate Lab Reporting manuals. A link to DEP's Online Document Warehouse where lab-reporting instructions can be obtained is included on DWELR's Instructions page.

Data Entry Screens

As with the paper SDWA forms, there are summary type forms and individual result type forms. The SDWA-S, SDWA-PbCu, and SDWA-5 forms are used to submit a summary of sample results. The SDWA-1 and SDWA-4 forms are used to submit individual sample results. The screenshot below is of the SDWA-1 form. We will use it to discuss the functionality common to most of the data entry screens.

Department of Environmental Protection
Bureau of Water Standards and Facility Regulation
E-Government Application for Drinking Water Program
The Division of Drinking Water Management

WARNING! Closing the screen, moving between forms, or clicking the Browser BACK button without first Submitting data you've entered could result in lost data. Please click at the bottom of the screen to save your data to the DEP Official Record.

SAFE DRINKING WATER ACT
SDWA 1 - BACTERIOLOGICAL / RESIDUAL DISINFECTANT / TURBIDITY / DBP ANALYSIS

SDWA-1

List Contaminant Codes		List Analysis Methods										
Contaminants not Requiring Certification												
	PWSID	Contam ID	Analysis Method	Result	Analysis Date	Location ID 1	Location ID 2	Sample Date	Sample Type	Sample Time	Lab ID	Sample ID
Copy Previous												
Copy Previous												
Copy Previous												
Copy Previous												
Copy Previous												
Copy Previous												
Copy Previous												
Copy Previous												
Copy Previous												

Submit Cancel

SDWA-1 SDWA-4 SDWA-40 SDWA-5 SDWA-PbCu SDWA-S Main Menu Exit

- ① The title of the form is located at the top of the page and at the top of the data table.
- ② You can click on the List Contaminant Codes, List Analysis Methods or Contaminants not Requiring Certification buttons to view lists of code values for these fields.
- ③ The column titles are links to short descriptions of the data to be entered into that column. Please note: The description of a column on one form, may differ from the description of a similarly named column in another form.
- ④ You may use the **Copy Previous** button to assist you in entering multiple sample results. You must enter the first row of data. If you have additional records to enter, click on the **Copy Previous** button. Some of the columns will be copied into the next row, the columns that are copied is dependent on the SDWA form. You may overwrite any of the information that is copied into the new row. The **Copy Previous** button will change to **Undo Copy** button. If you want to undo the copy, you can click the button and it will remove all data from that line. Depending on the SDWA form, different columns will be copied. The **Copy Previous** button on

the DWELR SDWA-1 form will copy the PWSID, Contam ID, Analysis Method, Location ID 1, Sample Type, and Lab ID. While the **Copy Previous** button on the DWELR SDWA-4 form will copy the PWSID, Loc/EP ID, Sample Date, Sample Type, and Lab ID.

⑤ Once you have entered your sample results, click on the **Submit** button. Until you click on the **Submit** button, the records have not been saved.

Note When you click on the **Submit** button, DWELR will perform a validity check. The validity checks performed on the data are not intended to be a complete check for all errors that may occur. They merely check that the record includes all of the information it needs to be processed and possibly a few other checks.

For example, the validity check will not tell you:

if you entered the wrong PWSID. It will tell you if a PWSID does not exist, but it will not tell you that you entered System A's PWSID instead of System B's PWSID.

if you entered the wrong location ID. It will tell you if a location ID does not exist, but it will not tell you that you entered entry point id 102 instead of entry point 103.

if you entered an erroneous result. It will tell you if the result exceeds an MCL, but it will not tell you that you entered 0.01 instead of 0.1.

⑥ You may use the footer menu to navigate directly from one form to another, to move to the *Main Menu*, or to *Exit*.

Note If you have entered records on one form and move to another form before submitting those records, your data entry will be lost.

Upload File (Lab/Submit Access)

This section will introduce to you the File Upload feature of DWELR. To access this feature, click on the Upload File link in the Main or Footer Menu.

There are two drop-down boxes on this page:

Select File Type – Allows the user to select the file type to be uploaded.

Select Form Type – Allows the user to select the SDWA form used to report the data.

There are four file types to choose from. If the user selects CSV, TXT or XLS, the form type must also be

selected. If the user selects MDB as a file type the form type defaults to All, because the MDB format can contain data for all 6 SDWA form-types in one file.

DWELR defaults **Select File Type** to CSV and **Select Form Type** to SDWA-1. Use the drop-down menus to make your selections then click the **Next>>** button.

The next screen displayed is the *Upload Data File* screen. Note that the screen reflects which Form Type and which File Type you selected on the previous page. Here you can either type in the file location and file name or can click on the **Browse** button which opens a dialog box allowing you to select a file.

After you select a file and click the **Upload** button, you will see a preview page.

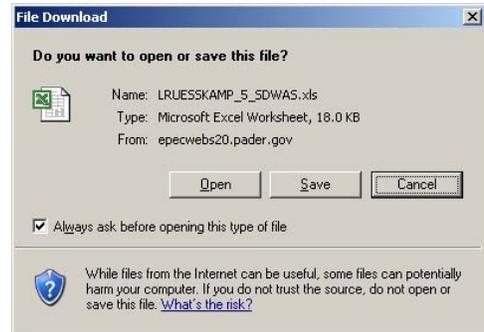
Note Be careful when selecting a file to upload.

The file's extension must match the File Type that you selected on the previous screen. In other words if you selected XLS as the type of file you want to upload, when you "Browse" to the file you are uploading, the file that you select must also be an XLS file. If the file types do not match you will receive a file mismatch error, which means your file won't be uploaded.

The SDWA form used to report the sample results must match the Form Type that you selected on the previous screen. A form mismatch will mean that one form's data could get submitted

under another form type. This will be detected only if your file type is XLS or MDB, but not if it is CSV or TXT. In the latter case, you could end up with a very long error report! When you receive a mismatch error, use the bottom footer of the error message screen to navigate back to the *Upload* screen.

After clicking the **Upload** button, you may or may not see the message to the right. If you do, click on the **Open** button.



Below is an example of the *Preview Records* screen for a CSV file upload. After every upload, a preview screen is presented. This gives you a chance to preview your data before you submit it to DEP.

If the preview looks as it should, you can go ahead and click the **Submit** button.

Pennsylvania

Department of Environmental Protection

Bureau of Water Standards and Facility Regulation

E-Government Application for Drinking Water Program

The Division of Drinking Water Management

WARNING! Closing the screen, moving between forms, or clicking the Browser BACK button without first Submitting data you've entered could result in lost data. Please click at the bottom of the screen to save your data to the DEP Official Record.

PREVIEW RECORDS

Users Please Note! This Preview screen is for you to simply verify that the data looks correct prior to submission. Your data IS NOT an official record in the DEP system yet. You must complete the instructions at the bottom of this screen in order to submit your data or cancel your submission.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	1212128	3	2990	217	0			82505	113	81605	E	1200	22222
2	1212128	3	2982	217	0			82505	113	81605	E	1200	22222
3	1212128	3	2989	217	0			82505	113	81605	E	1200	22222
4	1212128	3	2968	217	0			82505	113	81605	E	1200	22222
5	1212128	3	2969	217	0			82505	113	81605	E	1200	22222
6	1212128	3	2980	217	0			82505	113	81605	E	1200	22222
7	1212128	3	2977	217	0			82505	113	81605	E	1200	22222
8	1212128	3	2380	217	0			82505	113	81605	E	1200	22222
9	1212128	3	2979	217	0			82505	113	81605	E	1200	22222
10	1212128	3	2983	217	0			82505	113	81605	E	1200	22222
11	1212128	3	2992	217	0			82505	113	81605	E	1200	22222
12	1212128	3	2964	217	0			82505	113	81605	E	1200	22222
13	1212128	3	2996	217	0			82505	113	81605	E	1200	22222
14	1212128	3	2987	217	0			82505	113	81605	E	1200	22222
15	1212128	3	2991	217	0			82505	113	81605	E	1200	22222
16	1212128	3	2955	217	0			82505	113	81605	E	1200	22222
17	1212128	3	2378	217	0			82505	113	81605	E	1200	22222
18	1212128	3	2981	217	0			82505	113	81605	E	1200	22222
19	1212128	3	2985	217	0			82505	113	81605	E	1200	22222

The contents of your file will be displayed in the upper frame of this window.

With this screen, you can preview your data and decide whether to submit the file to DEP or cancel your submission. After previewing your data, click one of the two buttons below.

Submit

The Submit button will submit your file and you will be presented with an Error Report.

Cancel

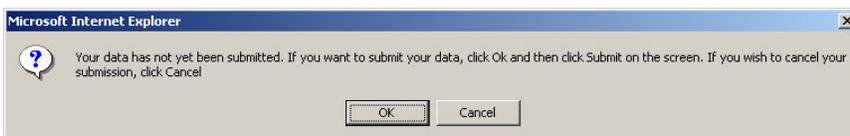
The Cancel button will cancel your submission and your data will not be transferred to DEP.

Note If you click on the **Submit** button then, for whatever reason, close the browser, the submission will be processed. Always review your records in the *View Records* screen to verify the data you have entered and uploaded.

If for any reason, you wish to cancel the submission, you must click the **Cancel** button. You will see the following window.

Please note, to cancel your submission, click on the **Cancel** button, **not** the **OK**

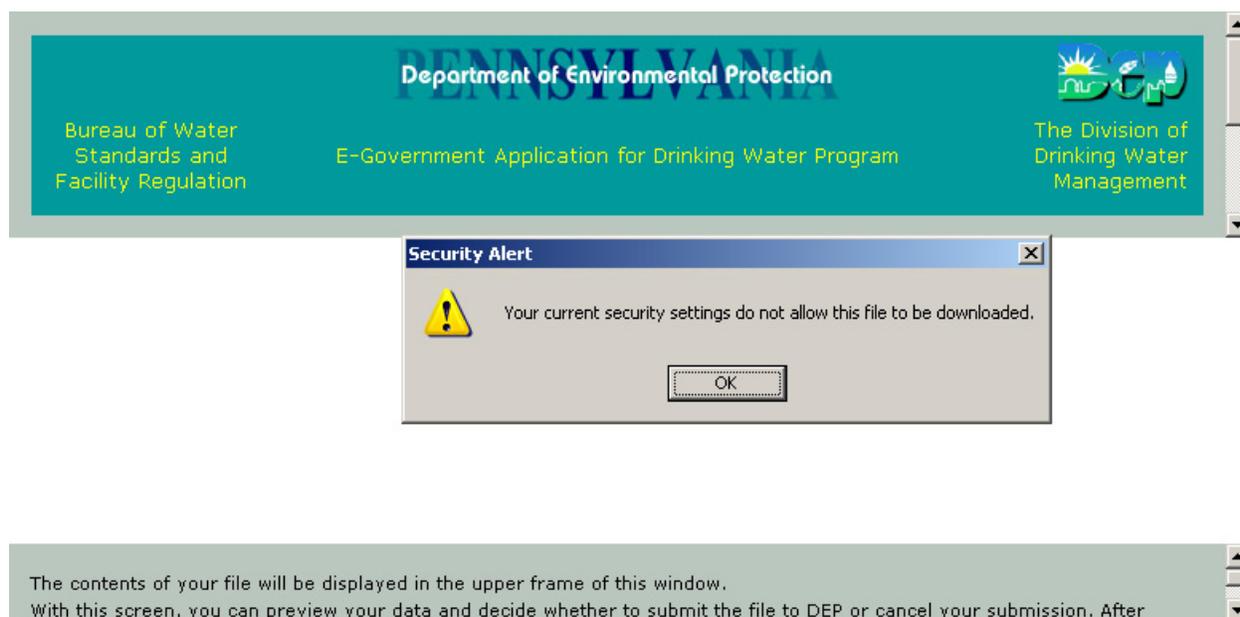
button. The **OK** button returns you to the *Preview Records* screen. The **Cancel** button returns you to the main menu.



Note Your browser and PC setting will have an impact on how the Preview Records screen displays or doesn't display the file you've selected for upload. The center portion of your screen, the preview pane, may be blank after selecting a file and clicking on the **Upload** button. It may just be that it is taking a while to load the data into the preview pane. Or it may be that your PC security settings are preventing the file from being displayed.

Three types of responses are covered below:

1. If you see the following dialog box, your browser is set to not allow downloads.



Once you click on the **OK** button, the preview pane may remain blank or a message may appear in the preview pane saying “Action canceled” etc. If you click on the **Submit** button, even though the preview screen does not display your data, the submission will be processed. If you choose to submit your data without previewing it, review your records in the *View Records* screen to verify the data you have entered and uploaded. You should speak with someone who understands browser security and is able to assist you in setting your browser security levels.

- Look above the green bar of the DWELR screen for a pale yellow bar. Click on that yellow bar.



Clicking on the yellow bar will open the menu shown to the right.



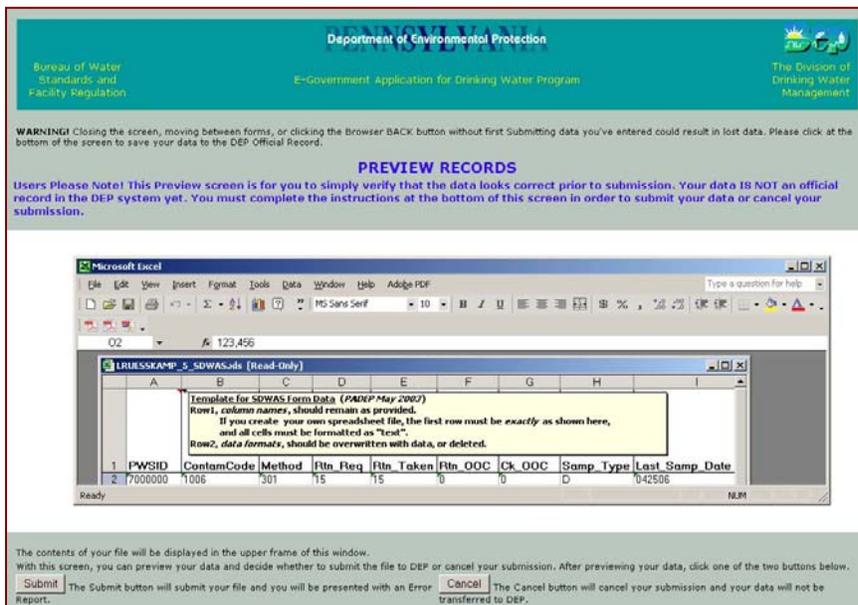
Click on the Download File... option and continue following the file upload instructions on the previous page.

- If there isn't a yellow bar in the browser window, the spreadsheet or data may have opened in a separate window.

Look at the Task Bar across the bottom of your screen. There should be a button, most likely an Excel button.



Click on it to make it active, you should then see the data you selected for upload.

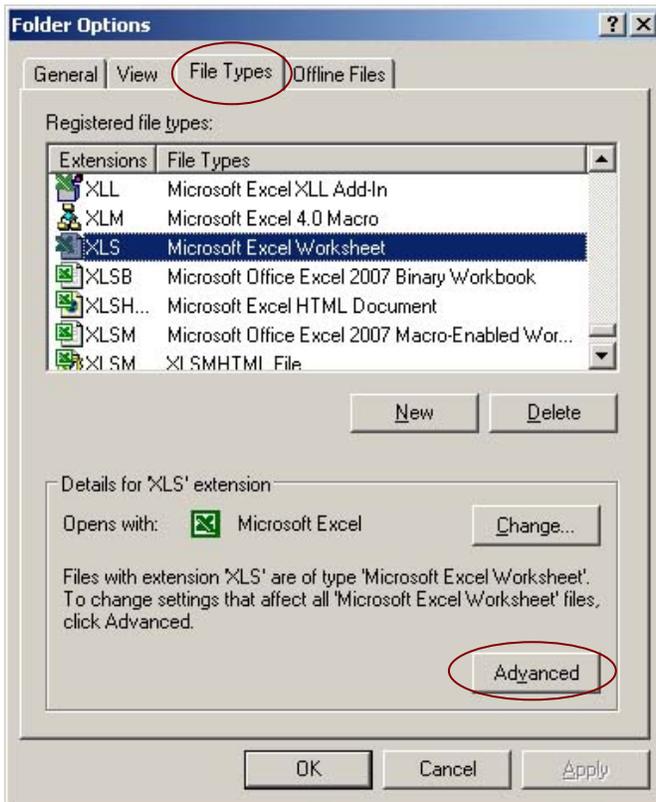


Review the data, if it is the data you wish to upload, click on the **Submit** button, if not, click on the **Cancel** button. Either way the Excel window will remain open. You may close it at any point after you have reviewed the data. Leaving it open or closing it has no effect on the upload/submit process.

You may change settings on your PC so that the data will open within the DWELR screen rather than a separate file.

To do so:

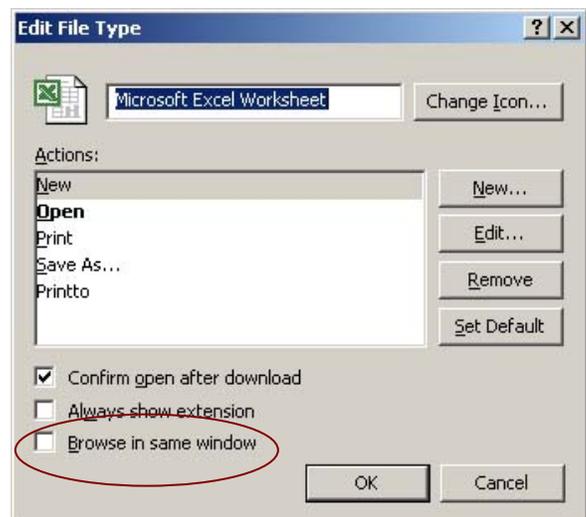
1. Open Windows Explorer
2. From the top Menu click on Tools then Folder Options



3. Click on the File Types tab, scroll to XLS Microsoft Excel and click on that entry.

4. Click on the **Advanced** button

5. Click on the box beside “Browse in same window” so there is a check in the box.
6. Save the changes by clicking on the **OK** buttons.



Data Entry / File Upload Notes

If you are trying to enter data and do not see the links for adding or editing records, go back and check to make sure that you entered DWELR using your LabID and not your PWSID.

Dates are entered as four or six-digit numbers without separators. For example July 5, 2008 would be entered as 070508.

Information you have entered is not stored until you click on the **Submit** button.

If you have entered a screen full of data and there is an interruption in Internet service before you click the **Submit** button, you will have to re-enter that data. There are options available to you to avoid this potential problem:

- ✓ If for instance, you have daily chlorine results to enter for the entire month. This may be as many as 31 records. Don't enter all the records then click the **Submit** button. Enter a portion of the records, maybe records for 5 or 10 days at a time and click the **Submit** button. You will need to be careful that you don't enter duplicate records or omit records.
- ✓ Enter your records throughout the month, maybe weekly, so that you have fewer records to enter at one time. Remember that the records in DWELR are moved out after 12:00 AM on the 11th of the month. If you enter your chlorine results for the 1st through the 7th on the 8th of the month, when the 10th of the month gets here that data will be moved out of DWELR and into PADWIS. The results will be submitted and will be available when your system's compliance is checked. However, if you print a report from DWELR at the end of the month, any results entered in DWELR before the 11th, are now in PADWIS and not DWELR. They won't be included on the DWELR Printer Friendly report.
- ✓ Enter your records into one of the file templates and upload the file. You can take your time entering the data into your spreadsheet and you will have an electronic copy available of the data you submitted.

If you upload a file and find errors in one or more records, as you will see later, you can correct those records in DWELR. Remember that while you corrected the records in DWELR, the file on your PC still contains those errors. You may also want to correct that file as well.

If you have not entered data into a field that is required, when you click on the **Submit** button and the validity check is performed, the system will prompt you to do so, by highlighting the field and moving the cursor to that field.

After submitting your records always:

1. Check the *Error Report* to make sure there are no detectable errors in your submissions.
2. Go to the *View Records* screen and review your submissions for errors the validation routines may not have found.

After you have submitted your sample records, you may wish to print a copy of the records you have submitted. This gives you a paper copy for your records. Please note: The Printer Friendly report is cumulative (records are added with each submission) so you may wish to submit all of your data before printing the report.

Error Reports (Water System/View Only Access)

When users with Water System/View Only Access, click on the Error Report link on the Main Menu, the error report opens in a separate window as a printer friendly PDF report. The Error Report includes all of the sample results in DWELR for your water system (PWSID) that have either errors or warnings of which you should be aware. This includes all sample results, regardless if they were uploaded or entered through any of DWELR's data entry screens.

The Error Report displays separate tables for each of the SDWA forms used. If a particular SDWA form was not used to submit data or if there were no detectable errors in the data submitted on a particular SDWA form, there will be no table for that particular SDWA form. If there are errors in the data submitted, those errors will be listed with the sample result. If there are potential compliance issues, a warning will be listed with the sample result.

Note If a lab enters a PWSID incorrectly, that error will not show up on your system's Error Report. Only errors tied to the PWSID that you used when accessing DWELR will appear on the Error Report. For example: If the lab enters your PWSID as 1234566, but you accessed DWELR using your system's PWSID of P1234567, that error will not appear in your Error Report. Additionally, the result will not appear in the *View Records* screen.

That error may appear in the lab's error report if the PWSID is not valid. If for example, the lab entered 1234566 as the PWSID and no system exists with that PWSID, that record would appear on the lab's Error Report. If however there is a system with that PWSID, no error would be generated.

Error Report Screen (Lab/Submit Access)

Department of Environmental Protection

Bureau of Water Standards and Facility Regulation

E-Government Application for Drinking Water Program

The Division of Drinking Water Management

WARNING! Closing the screen, moving between forms, or clicking the Browser BACK button without first Submitting data you've entered could result in lost data. Please click at the bottom of the screen to save your data to the DEP Official Record.

SAFE DRINKING WATER ACT

ERROR REPORT

[Click here for a Printer Friendly Version](#)

SDWA-4

List Contaminant Codes List Analysis Methods

Contaminants not Requiring Certification

PWSID	Contam ID	Analysis Method	Result	Lower Limit of Detection	Counting Error	Analysis Date	Loc/EP ID	Sample Date	Sample Type	Sample Time	Lab ID	Sample ID
1234567	1040	122	10.7			051707	101	051507	E	0815	12345	00122

Invalid PWSID
**** Warning: 1040 results exceed MCL ****
Invalid or missing location ID
Invalid LABID

Submit Cancel

SDWA 1 (0) SDWA 4 (1) SDWA 4U (0) SDWA 5 (0) SDWA PbCu (1) SDWA S (0)

Add New Records Upload File View Records Edit Records Error Report Search Records Main Menu Exit

After clicking the **Submit** button in any screen, the *Error Report* screen will open. The *Error Report* screen opens to the SDWA-1 form. Any records submitted using the SDWA-1 form, which have either errors or warnings of which you should be aware, will be displayed. If no data was submitted on the SDWA-1 form or if there were no errors in the data submitted, there will be a “No errors detected” message.

In the example above, we are looking at the SDWA-4 form validation errors. The PWSID doesn't exist, neither does the location ID nor the Lab ID. Also, there is a warning that the MCL for contaminant 1040 (Nitrate) exceeds the MCL.

You can correct the errors directly on the *Error Report* screen or you can move to the *Edit Records* screen and edit them there. Twenty records are shown per page. If needed, “Prev” and “Next” links become available. You must click submit after correcting each page of data. If you click “Next” or “Previous” without submitting the changes, those changes will be lost.

Although the *Error Report* screen has much the same functionality as the data entry screens, we will briefly touch on what is available on the *Error Report* screen.

- ① The form title is displayed above the data table.
- ② Lists of code values for Contaminant Codes, Analysis Methods and Contaminants not Requiring Certification are available.

- 3 The column titles are links to short descriptions about the data to be entered into that column. Please note: The description of a column on one form, may differ from the description of a similarly named column in another form.
- 4 If there are many records to view, sometimes it is helpful to sort the records. By clicking on the **Sort** button in the PWSID column, you can arrange the records in order by their PWSIDs. Similarly, you may sort the records by the Lab ID.
- 5 If you choose to correct the errors on this screen, be sure to click on the **Submit** button when you are done. Until you click on the **Submit** button, the edits have not been saved.
- 6 Below the data table is a row of links corresponding to the 6 SDWA forms. The number in parenthesis following the form name is the number of sample result records that were submitted on that form that have errors or warnings of which you should be aware. In the example above, there was one (1) record submitted on an SDWA-4 form and one (1) record submitted on an SDWA-PbCu form that has errors or warning messages. To see the errors or warning messages for the sample result records submitted using an SDWA form other than an SDWA-1, simply click on the link corresponding to the form of interest. For example, to see results submitted on an SDWA-PbCu form, click on the “SDWA PbCu (1)” link.

The *Error Report* screen has a printer friendly version. If you want the printer-friendly version of the records shown on the *Error Report* screen, click on the link at the top of the page under the screen title. Below is an example of a printer friendly report. Notice the error report includes all of the results with separate tables for each SDWA form used.

Department of Environmental Protection
E-Government Application for Drinking Water Program
SAFE DRINKING WATER ACT
ERROR REPORT

1234567:
SDWA1

PWSID	Contam ID	Contam	Analysis Method	Result	Analysis Date	Location ID 1	Location ID 2	Sample Date	Sample Type	Sample Time	Lab ID	Sample ID
Invalid PWSID												
1234567	0999	CHLORINE	301	0.0	051507	002		051507	D	0800	12345	00110
Invalid PWSID Invalid LABID												
1234567	3001	HETEROTROPHIC BACTERIA	315	420.0	051607	002		051507	D	0810	12345	00112
Invalid PWSID Invalid LABID												
1234567	3100	TOTAL COLIFORM	311	1.0	051607	002		051507	D	0800	12345	miror1
Invalid LABID Invalid PWSID												
1234567	3100	TOTAL COLIFORM	311	0.0	051807	002		051707	C	0900	12345	00102
Invalid PWSID Invalid LABID												
1234567	3100	TOTAL COLIFORM	311	0.0	051807	002		051707	C	0910	12345	00104
Invalid PWSID Invalid LABID												
1234567	3100	TOTAL COLIFORM	311	0.0	051807	002		051707	C	0915	12345	00106
Invalid PWSID Invalid LABID												
1234567	3113	FECAL COLIFORM	311	1.0	051607	002		051507	D	0800	12345	00108

1234567:
SDWAS

PWSID	Contam ID	Contam	Analysis Meth	No. of Routine Samples Req'd	No. of Routine Samples Taken	No. of Routine Samples out of Compliance	No. of Check Samples out of Compliance	Sample Type	Last Sample Date	Lab ID	No. of Check Samples Taken	Loc/EP ID	Sample Period Begin Date	Sample Period End Date	Sample ID	Average Result
Invalid PWSID **** Warning: Routine out of compliance **** Invalid LABID																
1234567	3100	TOTAL COLIFORM	311	2	2	1	0	D	051507	12345	3		050107	053107		

Page: 2 Date: Jul 11, 2007

Edit Records Screen (Lab/Submit Access)

Department of Environmental Protection
 Bureau of Water Standards and Facility Regulation
 E-Government Application for Drinking Water Program
 The Division of Drinking Water Management

WARNING! Closing the screen, moving between forms, or clicking the Browser BACK button without first Submitting data you've entered could result in lost data. Please click at the bottom of the screen to save your data to the DEP Official Record.

SAFE DRINKING WATER ACT
EDIT RECORDS
[Click here for a Printer Friendly Version](#)

SDWA-1

List Contaminant Codes		List Analysis Methods		Contaminants not Requiring Certification									
PWSID	Contam ID	Analysis Method	Result	Analysis Date	Location ID 1	Location ID 2	Sample Date	Sample Type	Sample Time	Lab ID	Sample ID	Delete	
2345678	2950	211	0.012	081307	003		080207	M	1225	12345	00170	<input type="checkbox"/>	
2345678	2456	206	0.0	081407	003		080207	M	1220	12345	00172	<input type="checkbox"/>	
2345678	3100	311	1.0	072907	001		072807	D	0900	12345	00130	<input type="checkbox"/>	
2345678	3100	311	0.0	073107	001		073007	C	1025	12345	00132	<input type="checkbox"/>	
2345678	3100	311	0.0	080107	001		073107	C	1100	12345	00134	<input type="checkbox"/>	
2345678	3100	311	0.0	080207	001		080107	C	0930	12345	00136	<input type="checkbox"/>	
2345678	3100	311	0.0	080307	001		080207	C	1215	12345	00138	<input type="checkbox"/>	
2345678	3114	311	0.0	070307	001		072807	D	0900	12345	00131	<input type="checkbox"/>	

SDWA 1 (8) SDWA 4 (2) SDWA 4U (0) SDWA 5 (0) SDWA PbCu (0) SDWA S (5)

Add New Records Upload File View Records Edit Records Error Report Search Records Main Menu Exit

The *Edit Records* screen has much the same functionality as the previous screens we have reviewed. You can access a printer friendly version of the report; open lists of values for Contaminant Codes, Analysis Methods and Contaminants not Requiring Certification; sort by PWSID, Sample Date or Lab ID; and move between sample records submitted on the different SDWA forms

You may make changes to any of the fields presented on this screen. As always, you must click on the **Submit** button to save those changes. If you make changes then move to another screen, without clicking on the **Submit** button the changes will not be saved.

① There is a Delete column on this screen. If there are record(s) you would like to delete, select the record(s) by clicking in the box in the row of the record you wish to delete. You may select several records to delete at once.

② After selecting the record(s) you would like to delete, click on the **Delete Selected Record(s)** button. The records will be deleted; you do not need to click on the Submit button.

③ If you would like to delete an entire file that you uploaded, click on the **More Delete Options** button.

When you click on the **More Delete Options** button, the *Delete Options* screen opens. The *Delete Options* screen shows each submission you have made. The first column shows the date and time the submission was made. While the second column shows how the data was submitted to DWELR as either data entry or an upload.

Department of Environmental Protection
 Bureau of Water Standards and Facility Regulation
 E-Government Application for Drinking Water Program
 The Division of Drinking Water Management

WARNING! Closing the screen, moving between forms, or clicking the Browser BACK button without first Submitting data you've entered could result in lost data. Please click at the bottom of the screen to save your data to the DEP Official Record.

SAFE DRINKING WATER ACT
DELETE OPTIONS

Uploaded Date/Time (MM/DD/YY-Time)	Load Type	Delete
04/25/08-1108	Data Entry	<input type="checkbox"/>
04/25/08-1124	Upload	<input type="checkbox"/>

Delete Selected Record Sets

Add New Records | Upload File | View Records | Edit Records Error Report | Search Records | Main Menu | Exit

The first column is actually a link to preview a submission. An example appears below.

Department of Environmental Protection
 Bureau of Water Standards and Facility Regulation
 E-Government Application for Drinking Water Program
 The Division of Drinking Water Management

WARNING! Closing the screen, moving between forms, or clicking the Browser BACK button without first Submitting data you've entered could result in lost data. Please click at the bottom of the screen to save your data to the DEP Official Record.

SAFE DRINKING WATER ACT
DELETE OPTIONS PREVIEW

Form Type	Lab ID	PWSID	Contam ID
SDWA4	22222	1212121	2010
SDWA4	22222	1212121	2015

If for example you wanted to delete the April 25 upload,

1. You could preview the data first to verify that is the upload you want to delete.
2. Select the record(s) by clicking in the box under the Delete column in the row of the submission you wish to delete.
3. Click on the Delete Selected Record Sets.

You may delete several record sets at once by selecting several record sets then clicking on the **Delete Selected Record Sets** button.

Search Records

SEARCH CRITERIA

Form Types:
Form:

Criteria:
PWSID:

Field	=	Value
<input type="text" value="Select"/>	<input "="" type="text" value="="/>	<input type="text"/>
Logical Condition: <input type="text" value="Select"/>		
<input type="text" value="Select"/>	<input "="" type="text" value="="/>	<input type="text"/>
Logical Condition: <input type="text" value="Select"/>		
<input type="text" value="Select"/>	<input "="" type="text" value="="/>	<input type="text"/>
Logical Condition: <input type="text" value="Select"/>		
<input type="text" value="Select"/>	<input "="" type="text" value="="/>	<input type="text"/>
Logical Condition: <input type="text" value="Select"/>		

Sort By:

Results:

PENNSYLVANIA

Department of Environmental Protection

Bureau of Water Standards and Facility Regulation
E-Government Application for Drinking Water Program
The Division of Drinking Water Management

Welcome to the Search Screen

This screen is divided in 2 parts. The left pane is the Criteria Screen, where you can select and enter various criteria to filter and sort records. The filtered records can then either be viewed in the right pane or in a printer-friendly PDF. Alternately, the records can also be opened in an Editable format. This is useful if you have a lot of data in the system but wish to change only certain specific records. If you select the "Edit" option, the results will be displayed on the whole page and the left pane will no longer be displayed.

How to?

- Restrict results to a specific form:** Select the specific form type in the "Form" dropdown. If you wish to search across all forms then select "All".
- Restrict results to a specific PWSID:** PWSID is not available in the field dropdowns but is available directly as the very first field. It is an optional field. Select the "=" sign and enter the PWSID in the "Value" textbox.
- Search for records within a specific PWSID range:** In the PWSID field select the ">=" sign and enter the lowest PWSID in the "Value" textbox.
- Search for records with multiple discontinuous PWSIDs:** In the PWSID field select the "=" sign and enter the PWSIDs, separated by comma (,) in the "Value" textbox. E.g. 1111111, 1111112
- Search for records with a specific PWSID and a specific ContID:** In the PWSID field select the "=" sign and enter the PWSID in the "Value" textbox. Then select ContID in the first "Field" dropdown, select the "=" sign and enter the ContID in the first "Value" textbox.
- Sort records by PWSID:** Select PWSID from the "Sort By" dropdown, select either "Asc" or "Desc" and click on "Add to Sort".
- Sort records by PWSID and ContID:** Select PWSID from the "Sort By" dropdown, select either "Asc" or "Desc" and click on "Add to Sort". Then select ContID from the "Sort By" dropdown, select either "Asc" or "Desc" and click on "Add to Sort". This can be repeated for all the fields that need to be added to the Sort list.

Important Note:
If a PWSID is entered then any other criteria provided will be used to search only within that PWSID.

The *Search Record* screen allows you to search for records based on the PWSID, contaminant id or the lab id. Instructions are provided on the screen.