

Drinking Water Electronic Lab Reporting (DWELR) Quick Start Guide



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Bureau of Water Standards and Facility Regulation
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Overview

The DWELR application enables laboratories accredited by or registered with DEP's Bureau of Laboratories to submit drinking water sample data to DEP's public drinking water program. DWELR also enables water systems to view the sample results that laboratories using DWELR have submitted for their water systems.

This Guide provides an overview of how to enter and view data utilizing DWELR. To make full use of the system or to answer questions which may come up during use, refer to the DWELR User Guide.

- 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).
- All data submitted between the 11th and the 10th of the next month can be reviewed by the water system and corrected by the submitting lab. Reports and screens will show all the data you have access to including records submitted by other submitters from your lab.
- The data cannot be viewed by other labs or water systems.
- When data is submitted, a validation routine is run against the data. The results of the validation routine are displayed on the *Error Report* screen.
- Submitters can make corrections to data they have submitted on either the *Error Report* screen or the *Edit Records* screen. The submitting lab is responsible for making any corrections that are necessary. Corrections can be made to DWELR data until midnight on the 10th.
- After sample results have been moved from DWELR, they are viewable online through the Drinking Water Reporting System (DWRS). The address for DWRS is <http://www.drinkingwater.state.pa.us/dwrs/HTM/Welcome.html>
- For any questions and comments, please contact the Division of Data Systems & Analysis or your DEP contact person.

IMPORTANT NOTE: Continue to use the DEP laboratory reporting publications for reporting requirements and details. They are available from DEP's drinking water site http://www.dep.state.pa.us/dep/deputate/watermgmt/Documents/Sorting_Technical_Documents.htm.

Registering To Use DWELR

DWELR access requires a paper registration form which is available through the DEP website. Click on [DWELR](#) to go to the registration page. The form includes instructions for obtaining the required GreenPort user name. You will receive notice via email when your registration has been processed. The DWELR access button will also appear on your GreenPort screen.

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

Getting Started

Before you begin using DWELR, 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. It has not been fully tested but appears to work with IE 7.0.
- Make sure that your Internet options, refresh settings, are set to get new versions of stored pages with “Every visit to page.” In Internet Explorer this is under Tools: Internet Options then the settings button on ‘Browser History’ or ‘Temporary Internet Files’ depending on the version. Other browsers have similar settings.
- Always use the **Exit** link and **Logout** button to exit the application.
- Do not use the browser window’s back or close buttons.
- When you submit 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 reporting violations. You will be able to get a printout for your records of the data you submitted for.

Using DWELR

Multiple DWELR IDs Screen:

- The *Multiple DWELR IDs* screen will appear if you represent a lab and a water system or multiple water systems.
- Labs submit and edit their own data. Select Lxxxxx to enter / edit data.
- Water Systems view all the data submitted for them. Select Pxxxxxxx to view water system data.

Trading Partner Agreement and Quality Assurance Procedure Screens

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.

Instructions Screen

Here you will find:

- Notes on important changes
- a document with browser setting information

- links to
 - DEP’s Online Document Warehouse where lab-reporting instructions can be located.
 - DWELR User’s guide and
 - Drinking Water Reporting System (DWRS) which has monitoring requirements and historical records.
- Information on how to get the templates for uploadable forms.

The footer menu displays links to the other screens. Your level of access will determine the links displayed. Click on the Main Menu link for a list of options that are available to you.



Getting Records into DWELR

Records can be entered directly onto the screen or uploaded in files. If you have only a few records, typing them directly is probably easier. If you have many records, uploading them may be easier. You can choose either method or use a combination of methods such as typing in the SDWA-S and SDWA-5 forms and uploading the daily chlorine.

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.

Basic Rules for entering data:

- Data is not passed to DWELR until you press “Submit.”
- Data is not submitted if you move between screens before pressing “Submit.”
- Refer to the Laboratory Reporting Instructions for reporting requirements and details.
- Enter all dates with 2 digit month, 2 digit day and 2 digit year (MMDDYY). For example August 15, 2009 would be 081509.
- Do not enter the PWS Name. It will appear after you enter the PWS ID. An invalid PWS ID shows as ‘Not Found’.
- Click on the blue column headings for more information about a field.

Adding New Records

- Go to “Add new Records.”
- Select the form you want by clicking on the form name.
- Type the data on the screen. (See the Data Entry Screens below.)
- Click “Submit” to enter the data in DWELR.

SDWA-1, SDWA-4 and SDWA-4U forms.

- Enter the first record.
- Use the “Copy Previous” button to copy most of the information to the next record.

- Complete the new record. You can change copied data.

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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			Contam ID	Analysis Method	Result	Analysis Date	Location ID 1	Location ID 2	Sample Date	Sample Type	Sample Time	Lab ID	Sample ID
1234567	Not Found.		0999	301	1.7	080109	101		080109	E	0815	00003	0809-01
1234567	Not Found.		0999	301			101			E		00003	

Undo Copy Copy Previous Copy Previous

Submit Cancel

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

This is the top and bottom of the SDWA-1 screen where the first record has been filled in and the 'Copy Previous' button has been pressed. The second record is ready to be completed.

SDWA-S and SDWA-PbCu.

- Entering data into these forms is similar to the detail record screens except there is only one record on a screen. Make sure all the required data is entered.

SDWA-5.

- Enter the first day of the reporting month. For example for August 2009 enter 080109.
- Use the drop down boxes, where available, to enter you selection.

Uploading Records from a file

- Retrieve the format you want from the Instructions screen. Column descriptions are also available. Available formats are MDB, XLS, XML, CSV and TXT.
- Enter the data into the form, save with a name you will recognize and exit the form.
- In DWELR, go to "Upload File."
- Use the drop-down boxes to select the File Type and Form Type and press "Next>>".

- Use the Browse button to select the file and press “Upload.” The file will open in a preview window.
- If the file looks right, click “Submit.” If you see an error or have the wrong file, press cancel, make the corrections and then upload. Remember, data is not transferred to DWELR until you press “Submit.”
- Check the error listing of the form types you uploaded. MDB and XLS files can have multiple form types in them.

Confirmation Screen and e-mails:

Whenever you upload or edit records you will be taken to a confirmation screen showing the number of records submitted by form and the number of records with errors or warnings. Click on the form name to review the records with messages. These records and their messages are also available via the Error Report.

You will also receive an email confirmation whenever records are submitted, deleted or changed by anyone assigned to your lab.

View and Edit Records and Error Report

- The screens open on the SDWA-1 form. **Be sure to check all form types across the bottom of the screen.** Next to the form name is the number of records selected for the report.
- Check the *Error Report* to make sure that no detectable errors were identified in your submissions. **Error Reports include Warnings.** Warnings will not cause a record to be rejected but are intended to call your attention to possible errors and situations which may need special attention.
- Go to the *View Records* screen and review your submissions for errors and omissions the validation routines may not have found. The sort buttons at the top of the different columns are good tools for spotting errors.
- Laboratories can correct any errors to their records on either the *Error Report* or the *Edit Records* screens.
 - Select the records you need to correct then press “Edit Selected Records.”
 - After making the corrections, press “Submit.”
 - **Moving between screens, or going to the next screen or form without pressing submit will cause changes you made to be lost.**

Inbox

Whether registered or accredited, each lab authorized to submit data into DWELR has an Inbox which is shared by all DWELR users for that lab. Each month, confirmation emails sent by DWELR accumulate in the inbox until the night of the 10th. To view an email, click on the link under Email Recipient.