



Electronic Drinking Water Reporting System (EDWRS)

User's Guide

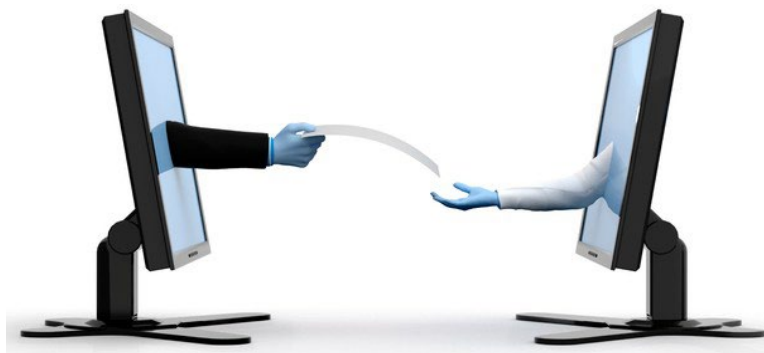


Image from istockphoto.com

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1 Introduction

1.1 Overview of the Electronic Drinking Water Reporting System (EDWRS)

The Electronic Drinking Water Reporting System (EDWRS) is a web-based information system that allows the public water systems and certified labs to electronically submit required drinking water reports to the Alabama Department of Environmental Management (ADEM). The web address is <https://prd.adem.alabama.gov/edwrs>.

The EDWRS provides the recommended alternative to submitting hand-written or paper-based reports that is faster, more efficient, and requires less processing for labs and ADEM. As a fully operational electronic reporting system, all the necessary legal, security, and electronic signature functionalities have been included to serve as a completely paperless reporting system.

Water systems and certified labs will be able to access EDWRS at no cost using existing internet connections or Internet Service Providers (ISPs). The system provides water systems and certified labs with the ability to submit original or revised drinking water reports, submit documents, and review on-line or print their previous submissions. In essence, the system will serve as an electronic file cabinet, which will also help water systems and certified labs manage their own reporting requirements and view previous submissions.

The EDWRS currently offers the ability to upload and certify the electronic documents in Table 1:

Table 1 - Document Types

Document Type	Description	Applicable ADEM Forms	Comment
CCR	Consumer Confidence Report	Form 347	Due July 1 st
CORR	General Correspondence	Form 491	Use this document type for any documents that are not specified by another document type
LCCER	Lead and Copper Rule Certification	Form 405	This Certification will include a compilation of the sampling results using Form 405 sorted in ascending order with the 90 th percentile results highlighted. This certification also includes a copy of the method used to inform customers of results, the date those results were provided, and how they were provided.
LACINV	Lead and Copper Inventory		Use this document type for anything related to Lead Service Line Inventories submitted under the Lead and Copper Rule Revisions, except for the actual inventory, which should be submitted as described in Section 6
MONP	Monitoring Plan		
MOR	Monthly Operation Report	Groundwater: Form 008 Surface Water: Form 242	Due no later than the 10 th of the following month
PER	Permit Application	Form 488 (Construction) Form 489 (Modification) Form 490 (Renewal)	

PLSP	Plans & Specifications		Must bear the seal and signature of an Alabama licensed engineer
PRER	Preliminary Engineering Report		Required prior to submitting construction and/or modification permit application packages
PNOT	Public Notice Proof Package	Community: Form 345 Non-Community: Form 420	Package includes the certification forms listed and proof documents (e.g., copy of notice and proof of providing to local media)
QREP	Quarterly Report	Form 547	

As of July 1, 2018, the Chemical, Bacteriological, and Radiological Drinking Water Report (CBR) data is no longer allowed to be submitted as an electronic document. Past submissions of electronic documents may still be viewed on the EDWRS site. However, all CBR data submitted after July 1, 2018, must be submitted via XML file or direct data entry.

1.2 Goals and Benefits of EDWRS

Electronic reporting provides the following benefits:

- Gives the user greater control over the quality of data flow.
- Reduces reporting costs by offering a streamlined reporting method using readily available computer tools.
- Offers online availability of reports and their processing status.
- Improves data integrity and security.
- Reduces administration and compliance costs for ADEM by minimizing resources required for managing DWR/electronic documents/MOR reports.
- Improves the effectiveness of drinking water programs with faster responses for data analyses, compliance assessment, enforcement support, and decision-making.

1.3 Minimum System Requirements for EDWRS

Water systems and certified labs will need to have the ability to access ADEM's EDWRS website through the Internet and have an active email account to receive system messages. Such access is typically available either through a local area network or a connection to an Internet Service Provider. EDWRS will work in all modern browsers.

In summary, to use EDWRS, a participant will need:

- A computer/laptop with Internet access
- An email account

1.4 Registering for a Secure User Account

The updated EDWRS application is accessed via a secure user account in the ADEM Web Portal. Navigating to the EDWRS (<https://prd.adem.alabama.gov/edwrs>) will direct users to the ADEM Web Portal for sign-in or account creating. Once logged into the portal, users will be required to link to an existing EDWRS account or create a new one.

When creating a new account, the user will be prompted to select the type of system they represent, choose their organization, and select a desired role. This will create the first permission for the

user; however, additional permissions can be created following by following the instructions in 1.7.1

An individual user can have one or more primary roles for both PWSs and Labs. These primary roles determine the user's permissions within that organization itself. Additionally, a user with a Lab permission can have an effective role, which may differ from their primary role, when performing water system functions on behalf of the lab. This effective role is determined by a role specified by the water system when creating an association to the lab.

Users' effective permissions and the rights and privileges assigned based on those permissions are described in the Tables 2 and 3:

Table 2 - Water System Account Privileges

Account Privileges for Associated Water System Personnel		
User Role	User's Effective Permission	Privileges Where Permissions Allow
Preparer	Preparer	• View and download submitted documents and data • View and download State Water Sample Schedule Reports • View and download all reference data • View list of associated water systems • Upload data in XML file format • Create data through the online data entry screens • View and Prepare data to be submitted • Manage User Account
Certifier	Certifier	• All Preparer privileges, plus.... • Upload, Certify and Submit documents • Select, Certify, and Submit data • Manage signature credentials
Administrator	Administrator	• All Certifier privileges, plus... • Manager user accounts for the water system

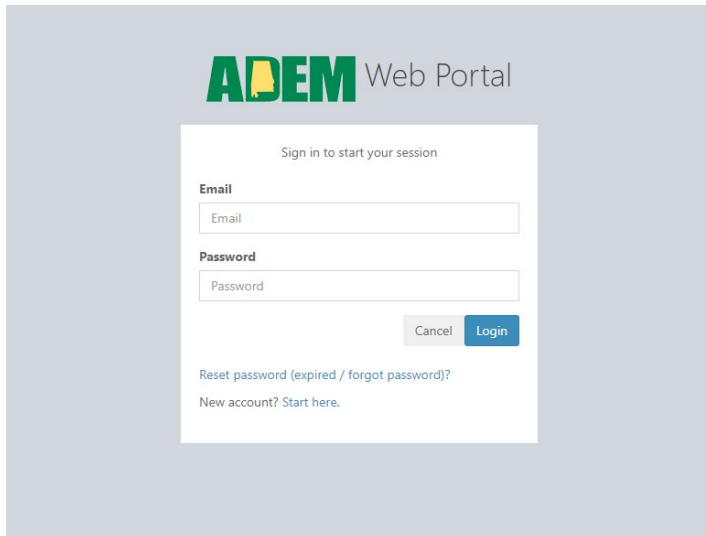
Table 3 - Lab Account Privileges

Account Privileges for Associated Lab Personnel			
Lab Role	User Role	User's Effective Permission	Privileges Where Permissions Allow
Preparer	Preparer	Preparer	• All Permittee Preparer Privileges, plus.... • View list of associated Certified Labs
	Certifier		
Certifier	Preparer	Preparer	• All Permittee Preparer Privileges, plus.... • View list of associated Certified Labs
	Certifier	Certifier	• All Lab Preparer privileges, plus.... • Upload, Certify and Submit documents • Select, Certify, and Submit data • Manage signature credentials
	Administrator	Administrator	• All lab Certifier privileges, plus... • Manage user accounts

1.5 Accessing EDWRS via ADEM Web Portal

Users must access the EDWRS by visiting the following URL: <https://prd.adem.alabama.gov/edwrs>, in their web browser. Selecting the Sign In button at the bottom of the page will redirect to the “ADEM Web Portal Login” page (Figure 1). For users with an existing Web Portal account, enter your email and password and you will be redirected to an EDWRS Home Page (Figure 4, pg. 8 or Figure 5, pg. 9). All other users should select “Start here” to create a new Web Portal account*. Follow the on-screen instructions to create a new account, including email verification and completing the User profile and security questions.

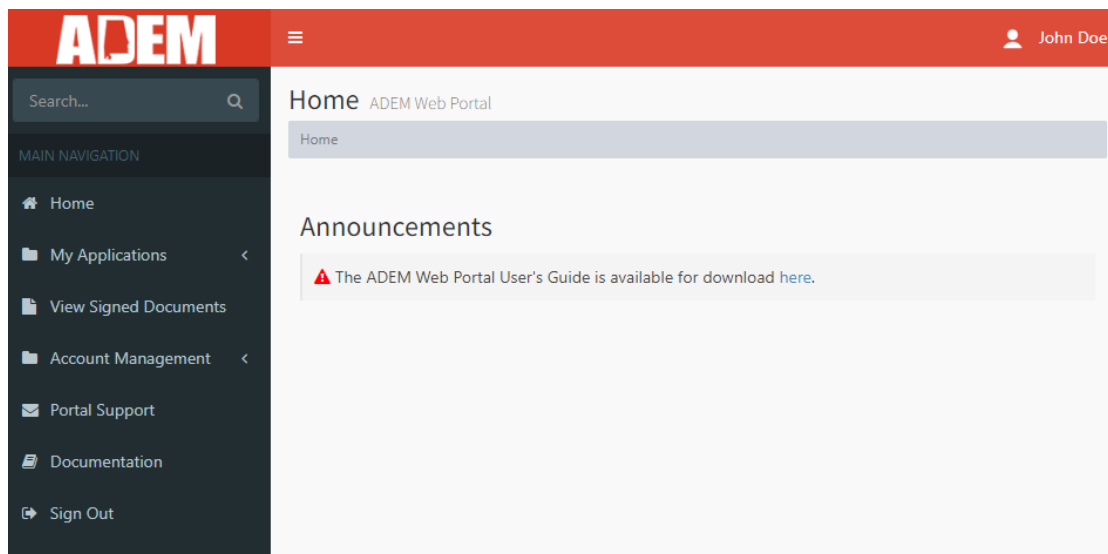
Figure 1 - ADEM Web Portal Login Page

The image shows the ADEM Web Portal login page. At the top, there is a logo for ADEM (Alabama Department of Environmental Management) with the text "ADEM Web Portal" next to it. Below the logo, there is a white box containing the login form. The form has a title "Sign in to start your session". It includes two input fields: "Email" and "Password". Below the password field, there are two buttons: "Cancel" and "Login". At the bottom of the form, there are two links: "Reset password (expired / forgot password)?" and "New account? Start here."

* An ADEM Web Portal account must be created to access the EDWRS application within the portal. For existing EDWRS users, it is not necessary to use the same email for the Web Portal account that is associated with an existing EDWRS account. Users will be able to associate their EDWRS profile after creating a Web Portal account.

Once an account has been created, log into the portal using your email and password, to go to the Web Portal Home (Figure 2).

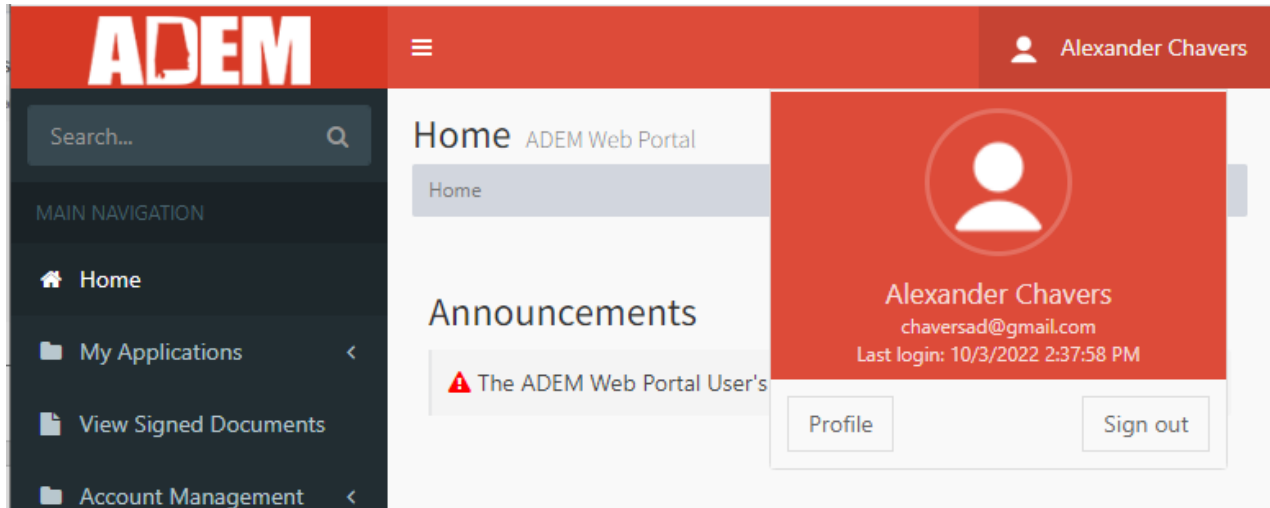
Figure 2 - Web Portal Home Page



1.5.1 Updating Profile Information

The user profile is managed by the ADEM Web Portal. To modify the user Profile, select your Name from the top-right of the screen and click “Profile” (Figure 3).

Figure 3 - Modifying Profile



For specific information regarding updating the user profile, please see the [ADEM Web Portal User's Guide](#).

1.5.2 Accessing the EDWRS Application

To access the EDWRS application, expand the Main Navigation menu item “My Applications” and select EDWRS, which will take you to the EDWRS Landing Page (Figure 4).

Figure 4 - EDWRS Landing Page (New Users)

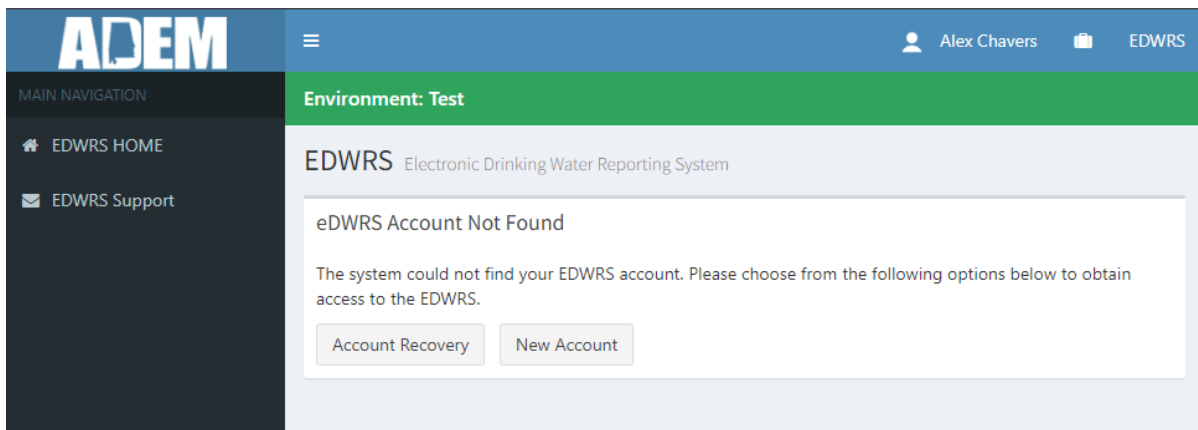
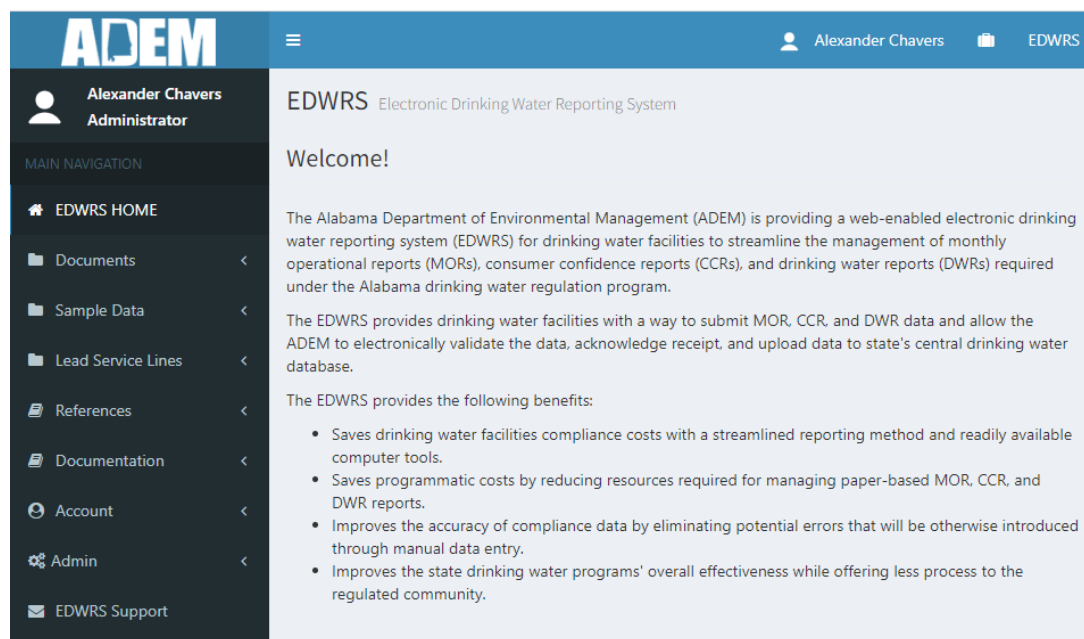


Figure 5 – EDWRS Landing Page (Existing Users)

1.6 New User Account

1.6.1 Account Recovery

Users accessing EDWRS in the ADEM Web Portal for the first time who previously held an account in our legacy eDWRS system can try to recover their account by choosing the “Account Recovery” option in Figure 4 on pg. 8. The application will attempt to match a legacy email with the current account email to create a connection.

***It is not recommended to use this option to link a previous account unless the user is using an email exclusive to them. “Shared” logins are not allowed in the ADEM Web Portal and user accounts may be disabled permanently.**

1.6.2 New Account

All users accessing EDWRS in the ADEM Web Portal for the first time can select the “New Account” option in Figure 4. Once selected, users can request permissions with a lab or water system, as described in Section 1.7.1 - Figure 7.

1.7 Managing User Permissions

1.7.1 Managing Your User Permissions

The “Permissions” menu option in the Account menu category directs the user to the Permissions page (Figure 6). On this screen, users can see their currently active PWS and Lab permissions and perform the following actions:

Figure 6 - Permission Page

EDWRS Electronic Drinking Water Reporting System

PWS Permissions

New Request
Remove All PWS

search

PWS	Permission	
AL0000001 - AUTAUGA CO WATER AUTHORITY	Administrator	Change Remove
AL0000003 - BILLINGSLEY WATER SYSTEM	Preparer	Change Remove

Show 10 entries

1

Showing 1 to 2 of 2 entries

Lab Permissions

New Request
Remove All Labs

search

Lab	Permission	
0 - STATE BACTERIOLOGICAL LAB FOR SAMPLES AL	Administrator	Change Remove

Effective Permissions

Water System	Permission
AL0000657 - ABBEVILLE WATER WORKS & SEWER BOARD	Preparer

Show 10 entries

1

Showing 1 to 1 of 1 entries

Page 10 of 53

- *New Request* - Users can request additional PWS or Lab permissions. Selecting this will take users to the Request Access page (Figure 7). All new requests will need to be approved by an existing administrator or ADEM.

Figure 7 - Request Access Page

The screenshot shows the 'Request Access for Lab/Water System' page within the EDWRS (Electronic Drinking Water Reporting System) interface. The page has a light blue header with the EDWRS logo and title. Below the header, the main content area is white and contains the following elements:

- Request Access for Lab/Water System**: The main heading of the form.
- Are you requesting access for a Lab or Water System?**: A question with two radio button options: 'Lab' and 'Water System'. The 'Water System' option is selected.
- Choose the organization you would like access for:**: A dropdown menu with the placeholder text 'Choose an organization...'.
- Choose the level of Permission:**: Three radio button options: 'Administrator', 'Certifier', and 'Preparer'.
- Submit**: A button at the bottom of the form.

- *Change* – Users can modify their permissions. Promotional requests will need to be approved by an existing administrator or ADEM.

Figure 8 - Change Permission Pop-up

The screenshot shows a 'Change Permission' pop-up window. The window has a title bar with a close button (X). The main content area is white and contains the following elements:

- Change Permission**: The title of the pop-up window.
- Change Role for:**: A label above the text '0 - STATE BACTERIOLOGICAL LAB FOR SAMPLES AL'.
- New Role:**: A dropdown menu with the placeholder text 'Preparer'.
- Submit Request**: A button at the bottom right of the pop-up.

- *Remove* - Users can remove their connection to a lab or PWS. The connection can be re-established through the New Request action and will require administrator approval.
- *Remove All* – Users can remove all PWS or lab permissions. Connections can be re-established through the New Request action and will require administrator approval.

Additionally, users can expand any row in the Lab Permissions (see Figure 6) table to see the water

system defined permissions for the Lab. The Permissions here are the effective permissions for the user of a lab when performing actions on behalf of the lab for a particular water system (e.g., sample submission, etc.).

1.7.2 View Pending Requests for Access

Users can view their pending Requests for Access (Figure 9) by selecting “Pending Requests” option under the Account menu category. Any request listed here will need to be approved by an Administrator of the PWS or Lab or by ADEM staff.

The “Change?” column indicates whether this is a new request or a change to an existing permission.

Figure 9 - Pending Requests for Access

Date of Request	PWS/Lab	Permission	Change?	
10/05/2022	(PWS) AL0000004 ALABAMA DOT/I-10 AL/FL WELCOME CENTER	Administrator	N	Cancel
10/05/2022	(LAB) 10030 DECATUR BRANCH LABORATORY	Certifier	N	Cancel
10/05/2022	(PWS) AL0000003 BILLINGSLEY WATER SYSTEM	Administrator	Y	Cancel

Showing 1 to 3 of 3 entries

1.7.3 Administrator – Approving Requests for Permission

All new or promotional requests for access must be approved by an administrator of the organization or ADEM staff. Users with administrator permissions can manage these requests by selecting the “Requests for Permission” option under the Admin menu category.

This will open the Request for Permissions page (Figure 10, p.13). On this page, the Administrator can Approve or Deny requests. Like the “Change?” column in Figure 9, administrators can quickly see if this is a new request or a request for changes to existing permissions.

Figure 10 - Requests for Permission

EDWRS Electronic Drinking Water Reporting System

Requests for Permissions Refresh

AL0000002 - AUTAUGAVILLE WATER WORKS

search

Name	Date of Request	Phone/Email	PWS/Lab	Permission	Change?	Action
John Doe	10/05/2022	(123) 456-7890 watersystemtestuser@mailinator.com	(PWS) AL0000002 AUTAUGAVILLE WATER WORKS	Certifier	N	Approve Deny

Show 20 entries

Showing 1 to 1 of 1 entries

1.7.4 Administrator – Manager Users and Lab Authorizations

Users with Administrator permissions can manage users (Figure 11) for those organizations by selecting the “Users” option under the Admin menu category. On the Users page, the organization must be selected from the drop-down menu to show the users for that organization.

Figure 11 - Manage User Accounts

Manage User Accounts Refresh

AL0000004 - ALABAMA DOT/I-10 AL/FL WELCOME CENTER

search

Name	Email	Enabled	Role	Last Updated	
Alexander Chavers	chaversad@gmail.com	☒	Administrator		
John Doe	watersystemtestuser@mailinator.com	☒	Administrator		

Show 20 entries

Showing 1 to 2 of 2 entries

If the organization selected is a water system, Lab Permissions (Figure 12, p. 14) will be presented, which allows the Administrator to manage the authorized Labs, including adding a new authorization, modifying the permissions for an existing authorization, and removing authorizations.

Figure 12 - Lab Permissions

The screenshot shows the 'Lab Permissions' interface. At the top, there is a dropdown menu for '1-800-9-ANALYSIS, INC. - 40960', a dropdown for 'Preparer', and a '+ Add' button. Below this is a table with two columns: 'Lab' and 'Permission'. The table contains two entries: '10060 - MOBILE BRANCH LABORATORY' and '41760 - MISSISSIPPI PUBLIC HEALTH LABORATORY', both with the permission 'Preparer'. To the right of each entry are edit and delete icons. At the bottom left, there is a 'Show' dropdown set to '10' and the text 'entries'. At the bottom right, there is a pagination control showing '1' and the text 'Showing 1 to 2 of 2 entries'.

Lab	Permission
10060 - MOBILE BRANCH LABORATORY	Preparer
41760 - MISSISSIPPI PUBLIC HEALTH LABORATORY	Preparer

NOTE: The permissions created here determine the effective permissions of a user performing water system actions on behalf of a lab, as discussed in Section 1.7.1.

1.8 Contacting the EDWRS Coordinator

The ADEM EDWRS Coordinator can be reached by email at EDWR@adem.alabama.gov or by phone at (334) 271-7726. You may contact the EDWRS Coordinator with problems or questions regarding EDWRS or your user account.

2 Navigating EDWRS

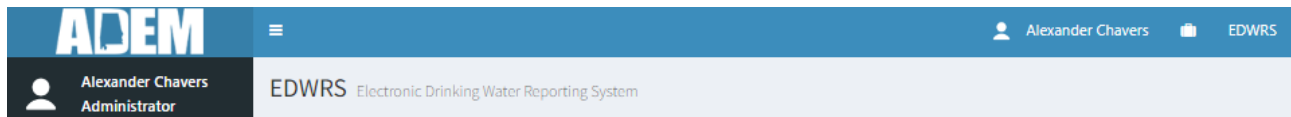
2.1 Application Breakdown

Once a user has accessed the EDWRS Welcome Page (Figure 5, p.9) through the ADEM Web Portal¹ as described in Section 1.5, users will be able to navigate to different parts of the application.

2.1.1 Status Bar

The status bar provides quick access to the User's Profile, the Web Portal Home Page and the EDWRS Home Page accessed by the User's Name, the briefcase icon, and "EDWRS", respectively.

Figure 13 - Status Bar



2.1.2 Navigation Menu

The menu is in the frame to the left of the content area of the screen and contains links to EDWRS' functions based on the user's role as outlined below.

- *EDWRS HOME*
- *Documents*
 - Submit a Document¹
 - Documents List
 - Archived Documents
- *Sample Data*
 - Samples
 - Upload XML
 - Positive BACT Notification
 - Submissions
 - Archived Submissions
- *Lead Service Lines*
 - Submit¹
 - File List
- *MORS*
 - Enter Monthly Data
 - Submit Monthly Report
 - View Submissions
- *References*
 - Sampling Points
 - Analytes
- *Documentation*
 - User Guide
 - XML Guide
 - Analytes Reference Chart
- *Account*
 - Profile
 - Permissions
 - Pending Requests
 - Request Access
- *Admin²*
 - Users
 - Requests for Permission
- *EDWRS Support*

1) These navigation items are only present if a user has a Certifier or higher permission

2) These navigation items are only present if a user has an Administrator permission

3 Submission of Documents

IMPORTANT ID Proofing through the ADEM Web Portal is required before a submission can be created. This process only needs to be done once across all applications in the ADEM Web Portal. See the ADEM Web Portal User's Guide for more information on the Identity Proofing Process.

3.1 Submitting a Document

The “Submit a Document” option in the Documents menu category directs the user to the “Submit a Document” page (Figure 14). **This menu item is only available to a person with certifier permissions.**

Figure 14 - Submit a Document

The screenshot displays the 'Submit a Document' interface within the EDWRS (Electronic Drinking Water Reporting System) portal. The user is identified as Alexander Chavers, Administrator. The left sidebar lists various navigation options, with 'Submit a Document' highlighted. The main form area includes a 'PWS ID' field, a 'Document Type' dropdown menu currently showing 'Consumer Confidence Re', and a 'PDF' section with a 'Choose File' button and the text 'No file chosen'. A red note states: 'NOTE: All files must be in pdf format prior to uploading. For assistance in converting your file, please see [Adobe Help](#). Additional assistance can be found at [Microsoft](#)'. Below this, there is a 'Security Question/Answer' field with the question 'What is your favorite vacation destination?' and a 'Password' field. A 'Sign/Submit' button is located at the bottom of the form.

From the “Submit an Electronic Document” page (Figure 14), the user may upload an electronic document for any water system for which it has effective “Certifier” permissions using the following steps:

- Step 1:** Select the water system’s PWS ID from the drop-down list of water systems for which the user has **effective** Certifier or Higher permissions.
- Step 2:** Select a Document Type and, if required, a reporting period.
- Step 3:** Click the “Choose File” button to select a PDF to upload.
- Step 4:** Answer your Security Question and enter your Password*
- Step 5:** Click the “Sign/Submit” button*

**If you receive a blue message regarding ID Proofing and the “Sign/Submit” button is disabled, you must follow the ADEM Web Portal User Guide to Identity Proof before creating any submission.*

The Monthly Operating Report (MOR) document type requires additional information as indicated in Step 2 above. The requirement to submit the MOR is documented in the following section.

3.1.1 Monthly Operating Report (MOR)

As of the October 2025 MOR Reporting Period , all systems are required to submit through EMORs. See Section 7.2 for instructions on accessing EMOR.

When submitting a Monthly Operating Report (MOR), the user must select “MOR” from the “Document Type” drop-down and set the month and year of the reporting period using one of the following methods (Figure 15).

Figure 15 - MOR Reporting Period Selection

The screenshot displays the user interface for selecting the reporting period for a Monthly Operating Report (MOR). At the top, there is a dropdown menu currently set to 'MOR'. To its right is a date selector showing 'November 2022' with a calendar icon. Below these, a 'Choose File' button is visible next to the text 'Fiscal Year Inspection'. A calendar pop-up is open, showing the year '2022' and the months from January to December. The month 'Nov' is highlighted in blue. Below the calendar, there is a red note: 'NOTE: All files must be in pdf format'. Further down, there is a blue banner with white text that reads: 'You are required to ID Proof through the' and 'needs to be done on'.

3.2 Viewing Document Submissions

The “Documents List” menu option in the Documents menu category directs the user to the “Document Submissions” page (Figure 16) where the user may select from a list of submitted certified documents for all water systems for which the user has assigned permissions. **This menu item is available to all users.**

Figure 16 - Documents List

The screenshot displays the EDWRS (Electronic Drinking Water Reporting System) interface. The top navigation bar includes the ADEM logo, a user profile for Alexander Chavers, and the EDWRS title. The left sidebar shows the main navigation menu with options like EDWRS HOME, Documents, Submit a Document, Documents List, Archived Documents, and Sample Data. The main content area is titled 'Documents' and features a search bar, a table of documents, and pagination controls. The table has columns for PWS ID, Document Type, MOR Period, Submission Date, and Submitted By. The first entry shows a document with PWS ID AL0000004, Document Type CCR, and Submission Date 10/06/2022, submitted by Alexander Chavers. The pagination shows 'Showing 1 to 1 of 1 entries'.

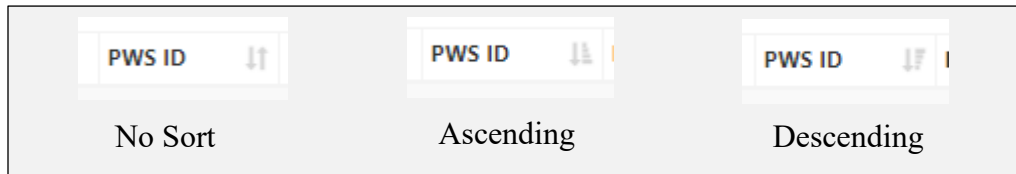
	PWS ID	Document Type	MOR Period	Submission Date	Submitted By
	 AL0000004	CCR		10/06/2022	Alexander Chavers

Showing 1 to 1 of 1 entries

3.2.1 Sorting by Column

All columns can be sorted in ascending, descending, and not sorted order. To sort by a column, hover the cursor over the column title and left click until the document sorts as desired. The examples in Figure 17 show how the column title will appear for the different sort options for column “PWSID”:

Figure 17 - Sort Icons



3.2.2 Filtering

The user may filter the document list by searching Keywords separated by a space in the search box to the left above the document list. The keyword is a smart search that searches for individual and combined keyword across text-based columns.

For example, entering MOR in the search box will return all documents of MOR type. As a further example, entering “MOR AL0000089” would return all MORs for that PWSID.

3.2.3 Show/Hide Columns

Columns in the data grid can be shown or hidden using the  icon found immediately under the Document Title.

3.2.4 Exporting Document List

A list of the currently filtered document list can be exported to Excel using the  icon found immediately under the Documents header.

3.2.5 View Archived Documents

Users can view documents submitted prior to this update to the EDWRS system by selecting the “Archived Documents” option under the Documents menu category. Similar to the Document page, these documents can be sorted, filtered, downloaded individually, exported to an Excel list and columns in the grid can be shown or hidden.

4 Notifications via EDWRS

EDWRS currently provides a mechanism for users associated with a laboratory to make notification* to the Department and water systems of positive bacteriological events, as required by ADEM Admin. Code 335-7-13-.12(1). This tool helps to ensure the appropriate parties are contacted in a timely manner and provides a record of the notification to the laboratory and relevant information to the parties notified.

***Providing notification of an adverse sampling event does not constitute a submission for compliance. All results must be uploaded via XML Upload or Direct Entry and submitted prior to the required due date.**

4.1 Positive Bacteriological Sampling Event

The “Positive BACT Notification” option in the Sample Data menu category directs the user to the “Positive BACT Sample Notification page (Figure 18). *Note: Only users with laboratory permissions can access the Positive Notification Form.*

Figure 18 - Positive BACT Sample Notification

EDWRS Electronic Drinking Water Reporting System

Positive BACT Sample Notification

Reporting Lab:

Select a Water System:

Water System:

Water System Contact Name:

Contact Phone #:

Fill out all required information pertaining to the sample(s):

Sample Type:

RT - Routine

Sample Date:

Sample Number	Collection Point	Coliform Present	E. coli Present	
		☐	☐	Add Sample Remove

Review the above data for correctness and view the recipients below:

Lab Recipients:

Water System Recipients:

ADEM Recipients:

Wholesale System Recipients*:

* This list may not constitute all wholesalers providing groundwater who must be notified by the water system under ADEM Admin Code 335-7-5-.22(5)(a)4(i).

** Notification of a positive event using this form does not constitute a submission for monitoring compliance. Sample(s) must also be submitted via XML Upload or Direct Entry using the appropriate menu option.

Send Notification

4.1.1 Completing the Positive Sample Notification Form

To submit a notification of a positive sampling event, the laboratory user should complete the following steps:

Step 1: Select the Reporting Lab from the dropdown menu.

Step 2: Select the Water System the lab is reporting on behalf of. *Note: Only water systems who have authorized the Reporting Lab will be visible in the dropdown menu.*

Step 3: Select the Sample Type, Routine (RT) or Repeat (RP) from the dropdown menu.

Step 4: Enter a Sample Date. If the sample is a Repeat sample, an Original Sample Date will also be required.

Step 5: Enter the following sample information for one or more samples. To add additional samples or remove a sample, use the applicable buttons.

- a. Sample Number – The number assigned to the sample by the laboratory.
- b. Collection Point – The address of the sample location form.
- c. Coliform Present – Indicate whether the sample was positive for Total Coliform
- d. E. coli Present – Indicate whether the sample was positive for E.coli

Step 6: Review the List of Recipients.

The recipients listed here are determined based on a subset of active EDWRS users and may not include those users at the water system who would act following a positive result. Additional communication may be necessary to ensure required follow-up actions by the water system are performed.

Step 7: Click ‘Send Notification’

Sending the notification will send a customized email per recipient category to ensure the proper notifications have been made.

4.1.2 Additional Actions Following Submission of a Positive Bacteriological Sample

No additional actions are required by laboratory or water system personnel regarding the notification of a positive bacteriological event; however, the sample result must be uploaded via XML Upload or Direct Entry and a Submission Created, as described in Section 5, on or before the required due date.

5 Submitting Lab Sample Data

5.1 Adding Lab Sample Data to EDWRS

5.1.1 Import an XML File with Lab Sample Data

The “Upload XML” option in the Sample Data menu category directs the user to the “Import Data via XML” page (Figure 19, p.22). **This menu item is available to all users.** The “Import Data via XML” page also provides links available to the *XML Guide* and the *Analytes Reference Chart*.

Figure 19 - Import Data Via XML

From the “Import Data via XML” page, the user may upload an XML file using the following steps:

Step 1: Select the appropriate Analyte Group from the drop-down menu.

Step 2: Browse to find the XML file to be uploaded from the user’s system.

Step 3: Click the “Upload Data” button to upload the file. This step runs the “Validate XML” function prior to the upload process. If the file is rejected, errors must be corrected for EDWRS to accept the file. Only data for water systems for which the users have permissions may be uploaded.

To test the XML structure and ensure the data meets the prescribed business rules prior to an actual upload, a user can follow Steps 1 and 2, then click the “Validate XML” button. Table 4 below indicates which XML Schema/Business Rules from the *XML Guide* should be used for each analyte group.

Table 4 - Analyte + Rule XML Schema Associations

Analyte Group	XML Schema/ Business Rules	Analyte Group	XML Schema/ Business Rules
BACT	Coliform – TCR	SOCS 504.1	Chemical
	E. Coli – TCR (if Coliform is present)	SOCS 508.1	Chemical
Chlorite	Chemical	SOCS 515.1	Chemical
Crypto	Coliform – TCR	SOCS 525.2	Chemical
DBP GROUP STAGE 2	Chemical	SOCS INPUT	Chemical
INORGANICS INPUT	Chemical	TOTAL ORGANIC CARBON	Chemical
LEAD AND COPPER	Lead & Copper	VOC INPUT	Chemical
LT2 GROUP	Coliform – TCR	WATER QUALITY INPUT	Chemical
RADIOLOGICALS	Radiologicals		

5.1.2 Direct Data Entry of Lab Sample Data

The “Samples” menu option in the Sample Data menu category directs the user to the Manage Sample Data page (Figure 20). The “Samples” menu item and the “+Add Sample” feature are available to all users.

Figure 20 - Manage Sample Data

The screenshot shows the 'Manage Sample Data' interface. At the top, there is a 'DBP GROUP STAGE' dropdown menu labeled 'Step 1'. Below this, the 'New Sample' section contains five input fields: 'Select a PWS...' (labeled 'Step 2'), 'Select a Lab...' (labeled 'Step 3'), 'Collection Date' (labeled 'Step 4'), 'Microbial?' (labeled 'Step 5'), and '+Add Sample' (labeled 'Step 6'). Below the 'New Sample' section, there is a table with columns: '# of Analytes', 'Sample #', 'PWS ID', 'Monitoring Type', 'Sample Date', 'Facility', 'Sample Point', 'Rule Code', and 'Compliance'. The table currently shows 'No records found.' and a 'Showing 0 to 0 of 0 entries' message. There are also buttons for 'Delete Selected' and 'Create Submission(s)'.

The following steps will outline how to add a sample manually:

(Refer to Figure 20 for Steps 1-6)

Step 1: Select the appropriate Analyte Group (e.g., BACT GROUP, CRYPTO, LEAD COPPER, etc.) for the sample by using the drop-down menu.

Step 2: Enter or select the PWS by typing in the name or ID number or by selecting it from the drop-down menu.

Step 3: Enter or select the reporting Lab by typing in the name or ID number or by selecting it from the drop-down menu. If different from the reporting lab, the analyzing lab will be specified later.

Step 4: Indicate the collection date of the sample by typing in directly or selecting after clicking the calendar icon.

Step 5: Indicate whether the sample is a microbial sample. For certain Analyte Groups in Step 1, this checkbox may be automatically selected.

Step 6: Click the “+ Add Sample” button. This will take you to the “Add New Sample” page (Figure 21, p. 24). This page may differ slightly depending on the Analyte Group Selected.

Figure 21 - Add New Sample

Add New Sample

Analyte Group
BACT

Lab
41270 - AMERICAN WATER

Rule Code
TC - Total Coliform

Water System
AL0000004 - ALABAMA DOT/I-10 AL/FL WELCOME CENTER

Sample Number

Facility

Collection Date
10/05/2022

Sampling Point

Monitoring Type

☒ For Compliance ⓘ

☐ Additional Sample

Sample Comments

Specialized Measurements (Field Data)
Add Field Data

Analysis Results
Add Result

Save New Sample

Step 7: Enter the following information on the “Add New Sample” page. Please note that the sample cannot be saved (Step 12) until all the required sample information (Steps 7-8) AND the results for at least one analyte are added (Steps 9-11).

- Select RULE CODE from the drop-down menu.
- Type in the LAB SAMPLE NUMBER for the sample taken. The LAB SAMPLE NUMBER (aka Sample ID) must be unique for each lab and sample and cannot be repeated.
- Verify the SAMPLE COLLECTION DATE was properly entered on the prior page.
- Select the MONITORING TYPE from the drop-down menu. The monitoring type can be one of the following: RT – Routine, RP – Repeat*, TG – Triggered*, CO – Confirmation*, SP – Special, MR – Maximum Residence Time, SB – Shipping Blanks, FB – Field Blanks 

*For these monitoring types, an original sample must be provided. Upon selecting one of these types, an “Original Sample Info” section will appear (Figure 22, p. 25). Users should use the magnifying glass icon to view a list of existing samples and select the correct original sample from the list. Click “Select” once the original sample is selected to return to the Add New Sample page and populate the Original Sample Information.

Figure 22 - Original Sample Info

Monitoring Type: RP - Repeat

☒ For Compliance ⓘ

☐ Additional Sample

Original Sample Info [Search] [Close]

Sample Number: E2110002119-01

- v. Verify the LAB was properly entered on the prior page.
- vi. Verify the WATER SYSTEM was properly entered on the prior page.
- vii. Select the FACILITY from which the sample was collected from the drop-down menu.
- viii. Select the SAMPLING POINT from the drop-down menu.
- ix. Check the FOR COMPLIANCE checkbox, if the sample is being submitted to demonstrate compliance. Uncheck the box if the sample is submitted for any other reason. Users will receive a validation error when saving the sample if this box is checked and the MONITORING TYPE is SP – Special Sample.
- x. Check the ADDITIONAL SAMPLE box if this sample replaces a sample that has already been submitted. For instance, a sample was submitted and found to be unsatisfactory or rejected by the lab and this sample replaces unsatisfactory or rejected sample. If this box is checked, an “Original Sample Info” section will appear (Figure 22). You can click the Search icon to display a window listing sample number. You must select the correct “Sample Number” for the original sample.
- xi. Narrative comments may be provided in the SAMPLE COMMENTS field.

Step 8: On the “Add New Sample” page (Figure 21, p. 24), in the “Specialized Measurements (Field Data)” section, select Add Field Data to expand the section (Figure 23).

Figure 23 - Specialized Measurements (Field Data)

Specialized Measurements (Field Data)				Add Field Data
FreeChlorineResidual	0.02	mg/L	Significant Digit	Remove Field Data
	Value	Unit	Significant Digit	Remove Field Data

*A specialized measurement can be removed by clicking “ – Remove Field Data” at the end of the row for that measurement.

Step 9: Provide the following information to enter a specialized measurement:

- i. Select the FIELD DATA TYPE (e.g., Free Chlorine Residual, Total Chlorine Residual, pH, turbidity, Flow rate, and Water Temperature).
- ii. Enter in the VALUE.
- iii. Enter in the UNIT if the “Field Data Type” is “Water Temperature”. The allowed values are “C” for Celsius and “F” for Fahrenheit. Any other values will be ignored.

- iv. [Optional] Enter the number of SIGNIFICANT DIGITS for the VALUE entered.
- v. Repeat Step 8 to enter additional specialized measurements for this sample.

Step 10: On the “Add New Sample” page (Figure 21, p. 24), in the Analysis Results section, select Add Result to expand the section (Figure 24). The content of this section varies depending on the ANALYTE GROUP specified in Step 1.

Figure 24 - Analysis Results (Lead and Copper)

Analysis Results

Add Result

Analyte

Method

Lab 41270

Analysis Start Date

Analysis Start Time

Comments

Data Quality Code A

Result Details

☐ Below Limit Detection

Value

Unit

Significant Digit

Add Cancel

Analyte Code	Method	Lab	Analysis Start Date/Time	Below Limit	Limit Type	Value	Unit	QA
--------------	--------	-----	--------------------------	-------------	------------	-------	------	----

Step 11: Provide the following information to enter an analysis result:

- i. Select the ANALYTE code from the drop-down menu. (Note: The ANALYTE codes can be found on the “Analytes Reference Chart” under the Documentation section on the EDWRS homepage.
- ii. Select the METHOD code from the drop-down menu. (Note: The METHOD codes can be found on the “Analytes Reference Chart” in the Documentation section on the EDWRS homepage.
- iii. Verify that the LAB listed is the analyzing lab. If not, select the analyzing lab. You must also click the “Search” icon to verify that the selected lab is certified.
- iv. The data fields for “Result Details” section will vary based on the analyte group; therefore, you should provide the following data, as requested:

a) For the BACT Analyte Group:

- 1. Select whether the analyte was “Absent” or “Present” in the sample for

the DETECTION field.

2. Enter the VALUE. For distribution samples, these values are typically not provided, only whether the analyte was absent or present. For raw samples, these values are required when the analyte is present. These values must be integers; no decimals places are allowed. Also, if the results are > a certain number, only the digits should be entered in the VALUE field. The actual values can be included in the “Comments” field. (For example: > 2240 – Value: “2420”, Comment: “>2240” or MPN: 307.6 – Value: “308”, Comment: “MPN: 307.6”)
3. Enter the UNIT code (usually 100ML).
4. [Optional] Enter the number of SIGNIFICANT DIGITS for the VALUE entered.
5. Enter the MICROBIAL COUNT TYPE (usually “COLONIES”). (Note: The MICROBIAL COUNT TYPE codes can be found on the “Reference Data and Documents” page described in [Section 5](#))
6. Enter ANALYSIS START DATE by typing the date or clicking the calendar icon and selecting the date.
7. [Optional] Enter the ANALYSIS START TIME by typing the time [Format: h:mm am/pm] or clicking the clock icon and selecting the time.
8. [Optional] Enter NARRATIVE COMMENTS about the results or include actual results values from method.
9. Select the DATA QUALITY of the sample from the drop-down menu. Acceptable values are:
 - A – Acceptable (Default value and should be used for most samples)
 - R – Rejected (A comment must be added as to why the sample result was rejected)
 - P – Provisional
 - V – Verified
10. Click the “Add” button to save the analysis results. Once added, the results for the analyte will appear in a list in the “Analysis Results” section. You can then click the “Add Result” button to add more results for the sample.

b) For the DBP, Lead & Copper, SOC’s, VOC’s, and IOC’s Analyte Groups:

1. If the sample result was below the detection limit, check the box for BELOW DETECTION LIMIT. Otherwise, leave the box unchecked.
2. If the BELOW DETECTION LIMIT box is checked, you must indicate whether the “Limit Type” is an “MDL” (minimum detection level) or “MRL” (minimum reporting level) in the drop-down menu.
3. Enter the VALUE. If the BELOW DETECTION LIMIT box is checked, enter the value for the MDL or MRL.
4. Enter the UNIT code (usually mg/L).
5. [Optional] Enter the number of SIGNIFICANT DIGITS for the VALUE entered.
6. Enter ANALYSIS START DATE by typing the date or clicking the calendar icon and selecting the date.
7. [Optional] Enter the ANALYSIS START TIME by typing the time [Format: h:mm am/pm] or clicking the clock icon and selecting a time.
8. [Optional] Enter NARRATIVE COMMENTS about the results.
9. Select the DATA QUALITY of the sample from the drop-down menu.

Acceptable values are:

- A – Acceptable (Default value and should be used for most samples)
 - R – Rejected (A comment must be added as to why the sample result was rejected)
 - P – Provisional
 - V – Verified
10. Click the “Add” button to save the analysis results. Once added, the results for the analyte will appear in a list in the “Analysis Results” section. You can then click the “Add Result” button to add more results for the sample.

c) Radiologicals

1. If the sample result was below the detection limit, check the box for BELOW DETECTION LIMIT. Otherwise, leave the box unchecked.
2. If the BELOW DETECTION LIMIT box is checked, you must indicate whether the “Limit Type” is an “MDL” (minimum detection level) or “MRL” (minimum reporting level) if the drop-down menu.
3. Enter the VALUE. If the BELOW DETECTION LIMIT box is checked, enter the value for the MDL or MRL.
4. Enter the UNIT code (usually 100ML).
5. [Optional] Enter the number of SIGNIFICANT DIGITS for the VALUE entered.
6. Enter the RAD COUNT ERROR.
7. Enter ANALYSIS START DATE by typing the date or clicking the calendar icon and selecting the date.
8. [Optional] Enter the ANALYSIS START TIME by typing the time [Format: h:mm am/pm] or clicking the clock icon and selecting the time.
9. [Optional] Enter NARRATIVE COMMENTS about the results.
10. Select the DATA QUALITY of the sample from the drop-down menu.

Acceptable values are:

 - A – Acceptable (Default value and should be used for most samples)
 - R – Rejected (A comment must be added as to why the sample result was rejected)
 - P – Provisional
 - V – Verified
11. Click the “Add” button to save the analysis results. Once added, the results for the analyte will appear in a list in the “Analysis Results” section. You can then click the “Add Result” button to add more results for the sample.

Step 12: Click the “Save New Sample” button at the bottom of the “Add New Sample” page.

5.1.3 Editing Lab Sample Data

On the same Manage Sample Data page (Figure 20, p. 23) where users enter new samples, users can review previously submitted samples. To view samples, users must first select an Analyte from the dropdown at the top of the page. **The “Samples” menu item and the editing “Details” and editing “Results” features are available to all users.**

Figure 25 - Sample Record Selection

		# of Analytes	Sample #	PWS ID	Monitoring Type	Sample Date	Facility	Sample Point	Rule Code	Compliance	
▼	☐	10060 - MOBILE BRANCH LABORATORY									
☐	 Details - Results	1	E2208001401-01	AL0000004	RP	08/08/2022	DS200	RT05	TC	Y	
☐	 Details - Results	1	E2208001401-02	AL0000004	RP	08/08/2022	DS200	RT04	TC	Y	
☐	 Details - Results	1	E2208001401-03	AL0000004	RP	08/08/2022	DS200	RT03	TC	Y	
☐	 Details - Results	1	E2208001401-04	AL0000004	RP	08/08/2022	DS200	RT01	TC	Y	

To edit the details, users should select the Details link circled in red in Figure 25. This will bring the users to the Edit Sample Details screen (Figure 26). Certain information, shown in a yellow header, will be locked for editing. If this information is incorrect, the sample will need to be deleted and re-entered or re-submitted correctly.

Figure 26 - Editing Sample Details

Analyte Group: BACT GROUP

Rule Code: TC - Total Coliform

Lab: 10060 (STATE) - MOBILE BRANCH LABORATORY

PWS: AL0000004 - ALABAMA DOT/I-10 AL/FL WELCOME CENTER

Sample Details

Edit Results

Sample Number: E2208001401-01

Facility: DS200 - DISTRIBUTION SYSTEM

Collection Date: 08/08/2022

Sampling Point: RT05 - WEST SIDE

Monitoring Type: RP - Repeat

Sample Comments:

☒ For Compliance
 ☐ Additional Sample

Original Sample Info

Sample Number: E2208000984-02

10060 (STATE) - MOBILE BRANCH LABORATORY

Save Changes

Cancel

Specialized Measurements (Field Data)

New Field Data Refresh

Type	Value	Unit	Sig Digit
FreeChlorineResidual	1.5	mg/L	

To edit the results for an analyte, click the pencil icon at the beginning of the analyte record (Figure 27). The Analysis Results can be edited in the same manner as described in Step 11 of Section 4.1.2 and then hitting “Save” (Figure 28). To delete the results for an analyte, click the trash bin icon at the far right of analyte record.

Figure 27 – Select Sample Result for Editing

Sample Number: 1234-
TESTEER

Collection Date: 10/05/2022

Analyte Group: BACT GROUP

Rule Code: TC - Total Coliform

Monitoring Type: RT - Routine

Compliance: Y

Lab: 41270 (STATE) - AMERICAN WATER

PWS: AL0000004 - ALABAMA DOT/I-10 AL/FL WELCOME CENTER

Facility: DS200 - DISTRIBUTION SYSTEM

Sample Point: RP01 - SOUTH EAST SIDE

Additional Sample: N

Comments: --none--

Sample Results Add Result Edit Sample Details

Show 10 entries Search:

	Analyte Code	Method	Lab	Analysis Start Date/Time	Absent/Present	Value	Unit	Microbial Count Type	QA	
	3100 - COLIFORM (TCR)	9223B-PA	41270 (STATE)	10/05/2022	A				A	

Showing 1 to 1 of 1 entries Previous **1** Next

Figure 28 - Edit Result

Edit Result Back to Results

Analyte 3100 - COLIFORM (TCR)

Method 9223B-PA - COLILERT - PRESE...

Lab 41270 Q

STATE AMERICAN WATER

Analysis Start Date 10/05/2022 📅

Analysis Start Time 🕒

Comments

Result Details

Detection ☒ Absent ☐ Present

Value

Unit

Significant Digit

Microbial Count Type

Data Quality Code A

Save
Cancel

5.1.4 Copying Lab Sample Data

Instead of creating a new sample, a user may use the “Copy” feature to start a new lab sample from an existing lab sample in EDWRS. The “Samples” menu option in the Sample Data menu category directs the user to the Manage Sample Data page (Figure 20, p. 23). Note the circled area that will be used for copying a lab sample (Figure 29). **The “Samples” menu item and the “Copy” feature is available to all users.**

Figure 29 - Copy Sample

			# of Analytes	Sample #	PWS ID	Monitoring Type	Sample Date	Facility	Sample Point	Rule Code	Compliance	
▼	☐	10060 - MOBILE BRANCH LABORATORY										
☐		Details · Results	1	E2208001401-01	AL0000004	RP	08/08/2022	DS200	RT05	TC	Y	
☐		Details · Results	1	E2208001401-02	AL0000004	RP	08/08/2022	DS200	RT04	TC	Y	
☐		Details · Results	1	E2208001401-03	AL0000004	RP	08/08/2022	DS200	RT03	TC	Y	
☐		Details · Results	2	E2208001401-	AL0000004	TC	08/08/2022	WS001	RT01	GE	Y	

The “Copy” feature creates a sample but does not create any results. Certain fields for the sample will still need to be provided, as well as the “Specialized Measurements” data and the “Analysis Results” data. Clicking the “Copy” link on the far right of the sample record opens up the “Add New Sample” page (Figure 21, p. 24). See Section [4.1.2](#) for details on adding new samples.

5.2 Managing Lab Sample Data in EDWRS

The “Samples” option in the Sample Data menu category directs the user to the Manage Sample Data page (Figure 30). **This page is available to all users, but only users with certifier or higher permissions will have the ability to “Create Submission(s)”**

Figure 30 - Manage Sample Data

The screenshot displays the 'Manage Sample Data' interface. At the top, a 'BACT GROUP' dropdown menu is highlighted with a red box and the number 2. Below it, the 'New Sample' section contains fields for 'Select a PWS...', 'Select a Lab...', 'Collection Date', and a checked 'Microbial?' checkbox, with a red box and the number 1 around the '+ Add Sample' button. The main section shows a table of sample data, with a red box and the number 3 highlighting the 'Details' and 'Results' links in the first row. To the right of the table, there are buttons for 'Delete Selected' (labeled 4) and 'Create Submission(s)' (labeled 5). A search bar is located above the table. At the bottom, there is a 'Show 10 entries' dropdown and pagination controls showing '1' of 5 entries.

# of Analytes	Sample #	PWS ID	Monitoring Type	Sample Date	Facility	Sample Point	Rule Code	Compliance
10060 - MOBILE BRANCH LABORATORY								
1	E2208001401-01	AL00000004	RP	08/08/2022	DS200	RT05	TC	Y
1	E2208001401-02	AL00000004	RP	08/08/2022	DS200	RT04	TC	Y
1	E2208001401-03	AL00000004	RP	08/08/2022	DS200	RT03	TC	Y
2	E2208001401-04	AL00000004	TG	08/08/2022	WL001	RT01	GE	Y
41270 - AMERICAN WATER								
1	1234-TESTEER	AL00000004	RT	10/05/2022	DS200	RP01	TC	Y

The user may perform the following actions on the Manage Sample Data page (Figure 30):

1. Add New Samples – See Section [5.1.2](#) for instructions on entering new samples by direct-entry.
2. View Submitted Sample List – Users must first select an analyte from the drop-down menu. Only results for which the user has permissions will be shown.
 - Results can be sorted, filtered, modified, and exported, similar to the Document List described in Section [3.2.1](#), [3.2.2](#), [3.2.3](#), and [3.2.4](#).
 - More results can be shown per page by selecting a higher number from the drop-down menu below the list.

3. Edit Submitted Samples – Users can select Details or Results to modify the respective information for a sample.
4. Delete Samples – Users can select one or more samples by checking the box or using the “Select All” option and then clicking “Delete Selected”.
5. Create a Submission – Users with effective Certifier or higher permission for a water system or lab can create submissions to ADEM.

5.3 Submitting Lab Sample Data

The “Samples” option under the Sample Data menu category directs the user to the “Manage Sample Data” page (Figure 30). This page allows a user with effective “Certifier” permissions for a water system or lab to create submissions.

To create a submission, a user must take the following steps:

Step 1: Select the Analyte Group from the dropdown menu.

A submission may only contain samples from a single analyte group at a time to ensure proper validation of the sample results. Upon making a selection, the samples will automatically be filtered to include only samples in that analyte group.

Step 2: Select the samples to be included in the submission.

A submission may only contain samples from one lab but may contain samples from more than one water system. If a user does select samples for more than one water system, a separate submission file will be created for each water system. The “Create Submission(s)” button will **NOT** be active if the user does not have an effective permission of Certifier or higher for the water system or lab related to the samples selected **OR** if the user has selected samples from more than one lab.

Users can select samples using the “Select All” button, clicking the box next to a lab name to select all samples for that lab or clicking the individual checkboxes next to the samples. Choosing “Select All” will only select samples on the current page. Additional samples per page can be shown using the drop-down box at the bottom of the list. *Note: Navigating to another page before creating a submission will clear all selections.*

Step 3: Click the “Create Submission(s)” button.

This will open the “Create Submission(s)” page (Figure 31). From this page, the user may click “Raw XML” or “View as Report” to preview the data that will be submitted in the respective format.

Figure 31 - Create Submission(s)

Lab	PWS ID	Analyte Group	Preview Submission
10060 (STATE)	AL0000004	BACT	Raw XML · View as Report

Security Question/Answer: * Where did you first meet your spouse?

Password: *

Step 4: Confirm Identity by answering the security question and entering your password

Step 5: Click Submit

Once a submission has been created, it will appear on the “Submissions” page where the user may view the status of the submission as well as the statuses for the samples contained in the submission (See Section [4.4](#)).

5.4 Viewing Lab Sample Data Submissions

The “Submissions” option in the Sample Data menu category directs the user to the “Sample Data Submissions” page (Figure 32) where the user can view the submissions for any water system or lab for which the user has permissions. The “Archived Submissions” option in the Sample Data menu category allows the users to see sample submission prior to EDWRS’ transition into the ADEM Web Portal (Figure 33).

Figure 32 - Sample Data Submissions

ID	Lab	PWS ID	Analyte Group	Submitted Date	Certifier	Status	Sample Stats
90759	10060 (STATE)	AL0000004	BACT	08/10/2022 3:02:31 PM	Drew A. Sheehan	Received	
90624	40170 (STATE)	AL0000002	BACT	08/09/2022 8:43:49 AM	David R. Hernandez	Received	
90493	40170 (STATE)	AL0000003	BACT	08/08/2022 7:31:12 AM	David R. Hernandez	Reviewed	
90001	40170 (STATE)	AL0000003	BACT	08/07/2022 10:00:55 AM	Brandon W. Pierce	Reviewed	
89509	40170 (STATE)	AL0000003	BACT	07/24/2022 12:35:43 PM	Brandon W. Pierce	Reviewed	
89367	40170 (STATE)	AL0000003	BACT	07/24/2022 11:25:18 AM	Brandon W. Pierce	Reviewed	
89157	10060 (STATE)	AL0000004	BACT	07/18/2022 9:30:53 AM	Drew A. Sheehan	Reviewed	
88478	40170 (STATE)	AL0000002	BACT	07/03/2022 10:35:39 PM	Brandon W. Pierce	Reviewed	

Figure 33 - Archived Data Submissions

Archive Data Submissions								
		Refresh						
		search						
	ID	Lab	PWS ID	Analyte Group	Submitted Date	Certifier	Status	Sample Stats
	90759	10060 (STATE)	AL0000004	BACT	08/10/2022 3:02:31 PM	Drew A. Sheehan	Received	
	90624	40170 (STATE)	AL0000002	BACT	08/09/2022 8:43:49 AM	David R. Hernandez	Received	
	89745	41650 (STATE)	AL0000657	BACT	08/01/2022 1:37:51 PM	Elizabeth Starling	Reviewed	
	89223	10070 (STATE)	AL0000001	BACT	07/20/2022 1:27:25 PM	Angelica B. Webb	Reviewed	
	89169	10070 (STATE)	AL0000001	BACT	07/18/2022 1:13:37 PM	Angelica B. Webb	Reviewed	
	89157	10060 (STATE)	AL0000004	BACT	07/18/2022 9:30:53 AM	Drew A. Sheehan	Reviewed	
	88551	41650 (STATE)	AL0000657	BACT	07/05/2022 11:31:32 AM	Elizabeth Starling	Reviewed	

For each submission, the “Submissions” page (Figure 32) lists the Submission ID, the lab that conducted the analysis, the Public Water Supply ID, the Analyte Group, the date/time submitted, the name of the person that certified the submissions, the submission status, and a summary of the statuses for the samples included in the submission. See Section [3.2.1](#), [3.2.2](#) and [3.2.3](#) for information on sorting, filtering, showing/hiding columns, and exporting the list.

The “Submissions” page (Figure 32) also contains a “Receipt” link to the left of each Submission ID, which opens a “Submission Receipt” (Figure 34). The “Submission Receipt” identifies the Lab, PWS ID, Analyte Group, Submission ID, Submission Status History, and Submission Samples Statuses.

Figure 34 - Submission Receipt

Lab: 10060 (STATE) PWS ID: AL0000004 Analyte Group: BACT Submission ID: 90759 Verify View XML View as Report		Status History <table border="1"> <thead> <tr> <th>Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>08/10/2022 3:04:38 PM</td> <td>Submitted</td> </tr> <tr> <td>08/10/2022 3:09:22 PM</td> <td>Processing</td> </tr> <tr> <td>08/10/2022 3:24:16 PM</td> <td>Received</td> </tr> </tbody> </table>	Date	Status	08/10/2022 3:04:38 PM	Submitted	08/10/2022 3:09:22 PM	Processing	08/10/2022 3:24:16 PM	Received				
Date	Status													
08/10/2022 3:04:38 PM	Submitted													
08/10/2022 3:09:22 PM	Processing													
08/10/2022 3:24:16 PM	Received													
Submission Samples <table border="1"> <thead> <tr> <th>Lab Sample Number</th> <th>Status</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>E2208000984-01</td> <td>Not Verified</td> <td></td> </tr> <tr> <td>E2208000984-02</td> <td>Not Verified</td> <td></td> </tr> <tr> <td>E2208000984-03</td> <td>Not Verified</td> <td></td> </tr> </tbody> </table>			Lab Sample Number	Status	Notes	E2208000984-01	Not Verified		E2208000984-02	Not Verified		E2208000984-03	Not Verified	
Lab Sample Number	Status	Notes												
E2208000984-01	Not Verified													
E2208000984-02	Not Verified													
E2208000984-03	Not Verified													

The “Submission Receipt” page (Figure 34) also provides the user with three links:

- **Verify** – Indicates whether the submission has been altered
- **View XML** – Open the XML file for the submission to ADEM. (Note: The XML file will be the XML file created when a user with “Certifier” permissions selects samples to submit and then click “Create Submission” button.
- **View as Report** – The data appears on screen in Report Form (Figure 35)

Figure 35 - View as Report

eDWR Submission
2015-09-21 12:43:24

ADEM
Alabama Department of Environmental Management

Reporting Lab: ##### (Lab Name)
PWSID: ALxxxxxxx

Lab Sample #: ABC123

Facility: XXXXX
Rule Code: GE
Sample Monitoring Type Code: RT
Additional Sample: N
Compliance Sample: Y

Collection Date: 2015-09-02

Specialized Measurements
Water Temperature: 18C
PH: 7.2

Sampling Point: RTXXX

Analysis Results

Processing Lab	Analyte	Analysis Start Date/Time	Method	Qualifier	Limit Type	Value	Unit
#### (Lab Name)	1074	2015-09-02	200.9	N		0.0005	MG/L
Comments: The							
#### (Lab Name)	1005	2015-09-02	200.7	N		0.0005	MG/L
#### (Lab Name)	1010	2015-09-02	200.7	N		0.0005	MG/L
#### (Lab Name)	1075	2015-09-02	200.7	N		0.0005	MG/L
#### (Lab Name)	1015	2015-09-02	200.7	N		0.0005	MG/L
#### (Lab Name)	1020	2015-09-02	200.7	N		0.0005	MG/L
#### (Lab Name)	1024	2015-09-02	4500CHC	N		0.0005	MG/L

6 Submitting Lead Service Line Inventories

The “Submit” option under the Lead Service Lines menu category will direct users to the Lead Service Line Inventory Submission page (Figure 36). Only Lead Service Line Inventories should be submitted using this page. All other documents related to the Inventories should be submitted via the “Submit a Document” option discussed in Section 3.1 using the Document Type LACINV.

Figure 36 - Lead Service Line Inventory Submission

The screenshot shows the 'Lead Service Lines - Submit Your File' page in the EDWRS system. The page has a light blue header with the EDWRS logo and title. The main content area is white and contains several form fields. At the top, there's a title 'Lead Service Lines - Submit Your File'. Below it is a 'PWS ID: *' field with a dropdown menu. Next is an 'XML/Excel File: *' field with a 'Choose File' button and the text 'No file chosen'. Below this is a red note: 'NOTE: All files must be in XML (.xml) or Excel (.xlsx) format prior to uploading.' Further down is a 'Security Question/Answer: *' section with the question 'What is your favorite vacation destination?' and a text input field. Below that is a 'Password: *' field with a text input field. At the bottom left is a 'Sign/Submit' button.

To submit a Lead Service Line Inventory, perform the following actions:

Step 1: Select PWSID from the dropdown menu

Step 2: Click “Choose File” and select the Lead Service Line Inventory file.

Note: Only approved files will be accepted as Lead Service Line Inventories. Approved files include the Department’s Lead Service Line Inventory Excel Template, which can be found [here](#) or an XML file, which adheres to the XML Schema Guidance document currently under development.

Step 3: Answer your security question and enter your password

Step 4: Click Sign/Submit to upload the document.

A list of submitted Lead Service Line Inventory Files can be viewed by going to the “File List” option under the Lead Service Lines menu category. See Section [3.2.1](#), [3.2.2](#) and [3.2.3](#) for information on additional filtering, sorting, showing/hiding columns, and exporting the list.

7 Electronic Monthly Operating Reports (MORs)

The Electronic Monthly Operating Report module within EDWRS allows water systems to electronically record and submit their required monthly operational data to ADEM. This monitoring is required by ADEM primarily based on the facility's source water and treatment provided, ensuring the water system complies with regulatory requirements and providing valuable information regarding the performance of the water system. Additionally, data collected may be used for technical assistance or to support the Area-Wide Optimization Program (AWOP).

7.1 Process Overview

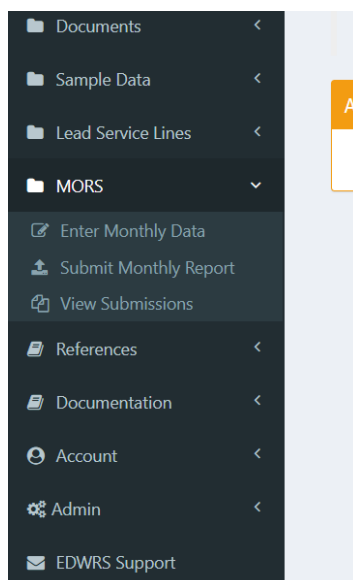
Users will follow a streamlined process for submitting MORs data electronically. A summary of the steps is outlined below:

- Step 1:** Enter Data using daily and/or monthly data entry views. Data may be recorded in the application throughout the month using either the daily forms or the monthly spreadsheet or copied to the monthly form(s) prior to preparing a report for submission.
- Step 2:** Prepare a report for submission. During this step, users will review and approve data that has been entered. Additionally, systems will complete any required forms.
- Step 3:** Submit a report for compliance. A PDF of the report will be generated and available for review prior to the user submitting. Users will be required to enter their password and answer a secret question to submit, similar to other EDWRS submissions.
- Step 4:** View Submissions. Once a submission has been made, users can view submitted reports using the "View Submissions" menu item.

7.2 Accessing MORs in EDWRS

Within EDWRS, options for MORs can be accessed from expanding the MORs menu option in the left-hand navigation menu.

Figure 37 - MORs Menu Options

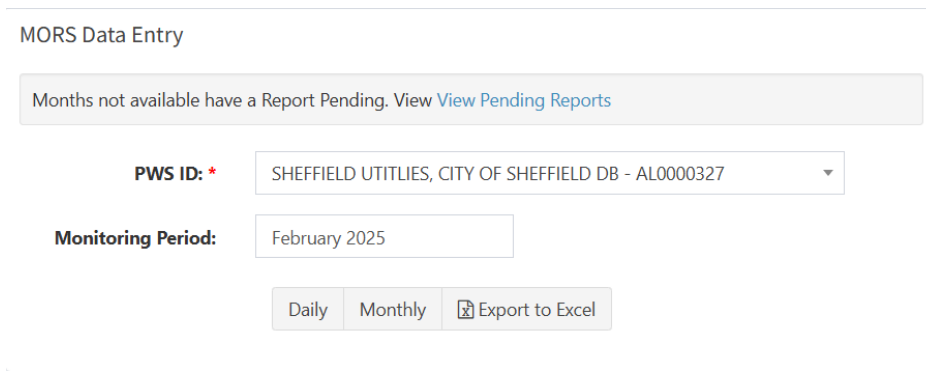


The available options include Enter Monthly Data, Submit Monthly Report, and View Submissions.

7.3 Enter Monthly Data

Systems will record all monthly data via the Enter Monthly Data option. Selecting this option will allow a user to select a water system, monitoring period and one of several options, including a Daily or Monthly data entry view and an exportable Excel template containing the system's requirements.

Figure 38 - MORS Data Entry Start Page



MORS Data Entry

Months not available have a Report Pending. View [View Pending Reports](#)

PWS ID: * SHEFFIELD UTILITIES, CITY OF SHEFFIELD DB - AL0000327

Monitoring Period: February 2025

7.3.1 Viewing System Requirements

Follow the steps below to download an Excel template of the system's monitoring requirements for a selected month.

Step 1: From the navigation menu, select MORS → Enter Monthly Data

Step 2: On the “MORS Data Entry” page, select a PWS ID and monitoring period from the drop-down menus.

Step 3: Click the “Export to Excel” button.

An Excel spreadsheet containing the requirements for the selected month will be downloaded. This spreadsheet can be used as a template for entering data and copying it to the monthly online data entry spreadsheet.

7.3.2 Monthly Data Entry View

To enter monthly operational report into the EDWRS system using the monthly data entry view, follow the steps below:

Step 1: From the navigation menu, select MORS → Enter Monthly Data

Step 2: On the “MORs Data Entry” page, select the PWS ID and Monitoring Period from the drop-down menus.

Step 3: Select “Monthly” to enter the monthly data entry view.

Step 4: The user is then taken to the monthly data entry view for the selected monitoring period.

Figure 39 - Monthly Entry View

Step 5: Select an option from the “Choose a Facility or Group” drop-down menu.

- Groups – Simple facilities with minimal monitoring requirements are grouped by type to make it more convenient to enter data for multiple facilities. Examples are raw water intakes, consecutive connections, and basic groundwater treatment plants.
- Facilities – Facilities with more complex monitoring requirements, such as advanced groundwater and surface water treatment plants, are listed independently.

After selecting an option a spreadsheet with requirements will be presented to the user.

Figure 40 - Grouped Selection Spreadsheet Example

	CC003 - OPELIKA		CC004 - LOACHAPOKA	
	Master Meter Basic		Master Meter Basic	
	Flow, Maximum (1000 Gallons) Daily	Residual, Chlorine (mg/l) Weekly	Flow, Maximum (1000 Gallons) Daily	Residual, Chlorine (mg/l) Weekly
1				
2				
3				
4				
5				

As shown in Figure 42, the spreadsheet view shows the requirements based on the selected option. In this example, the “Interconnections” group was selected; therefore, the requirements are grouped by Facility → Limit Set → Parameter as there are multiple facilities included in this view.

For more advanced facilities that are not grouped, the spreadsheet does not include a header for the facility since it represents only one facility’s requirements; therefore, the spreadsheet hierarchy is Limit Set → Parameter.

Figure 41 - Ungrouped Selection Spreadsheet Example

January 2025 AL0000804 - AUBURN WATER WORKS										
Choose a Facility or Group: TP101 - JAMES ESTES WTP ▾										
	Water Quality Control Tests									
	Alkalinity, Total Finished (mg/l) Daily	Alkalinity, Total Raw (mg/l) Daily	Chlorine Dioxide (mg/l) Daily	Chlorine, Residual (Minimum) (mg/l) Daily	Chlorite (mg/l) Daily	CO ₂ , Raw (mg/l) Daily	Color, Finished (CU) Daily	Color, Raw (CU) Daily	Fluoride, Test (mg/l) Daily	Iron, Fin (mg/l) Daily
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										

Additionally, many advanced treatment facilities have monitoring requirements at individual treatment units within the plant (e.g., filter #1, filter #2, etc.). These units are referred to as “child facilities” as they belong to the treatment plant, or “parent facility”. Monitoring requirements for these “child facilities” is shown as Parameter → Child Facility to make it more convenient for the user and be consistent with legacy reports.

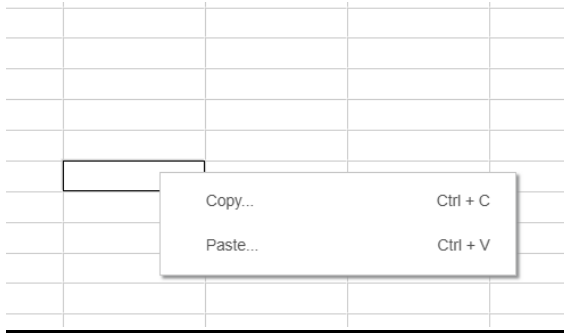
Figure 42 - "Child Facility" Spreadsheet Example

January 2025 AL0000804 - AUBURN WATER WORKS							
Choose a Facility or Group: TP101 - JAMES ESTES WTP ▾							
	Turbidity, Filter (NTU) Daily						
ESTES	FILTER #1 - ESTES WTP	FILTER #2 - ESTES WTP	FILTER #3 - ESTES WTP	FILTER #4 - ESTES WTP	FILTER #5 - ESTES WTP	FILTER #6 - ESTES WTP	FILTER #7 - ES WTP

Step 6: Users can enter data into the spreadsheet in one of two ways:

1. Directly type data into the spreadsheet.
2. Copy data from an external spreadsheet and paste it into the online spreadsheet using standard copy and paste functionality. Right clicking the online spreadsheet provides a context menu with copy/paste options.

Figure 43 - Right-Click Context Menu



Step 7: After data has been entered, click “Save Changes” to ensure the data is committed prior to leaving the page. **It is highly recommended to frequently “Save Changes” to prevent unexpected data loss.**

7.3.3 Daily Data Entry View

To enter monthly operational report into the EDWRS system using the daily data entry view, follow the steps below:

Step 1: From the navigation menu, select MORS → Enter Monthly Data

Step 2: On the “MORs Data Entry” page, select the PWS ID and Monitoring Period from the drop-down menus.

Step 3: Select “Daily” to enter the daily data entry view.

Step 4: The user is then taken to the daily entry view for the selected monitoring period.

Figure 44 – Daily Data Entry View

On the MOR Daily Entry page, users can select any facility and any date within the specific monitoring period. Once selected, the page will populate with the requirements for the facility and date chosen.

Figure 45 - Daily Monitoring for Specified Facility/Date

Tabs (e.g., “Pump Rates”) on the left-hand side of the form indicate different groups of parameters (or Limit Sets) that must be monitored. The currently selected limit set is indicated by a blue line on the left-hand side.

If requirements do not exist for the facility/date combo selected, the user will receive a blue notification to that effect.

Step 5: Enter any values you wish to be recorded.

Step 6: Click “Save” to ensure the data is committed prior to leaving the page.

7.4 Preparing a Report for Submission

Monthly operating reports must be submitted by the 10th of the month following the monitoring period. Once the required data has been entered using the instructions in 7.3 for each facility, systems must complete a few additional steps prior to submitting the data to the Department.

For each report, users will be required to approve any data that was entered into the system and submit a General Flow Balance form. Conditionally, systems may be required to complete additional forms related to surface water treatment requirements.

7.4.1 Create a Pending Report

To start a report for a monitoring period, users must do the following:

Step 1: From the navigation menu, select MORS → Submit Monthly Report (see Figure 46 on next page).

Figure 46 - Prepare Monthly Report Page

EDWRS Electronic Drinking Water Reporting System

Prepare Monthly Operational Report

PWS ID:

Pending Reports

ID	PWS ID	PWS Name	Month	Year	Status
No records returned.					

Show entries

Showing 0 to 0 of 0 entries

Step 2: On the “Prepare Monthly Operational Report” page, select a PWS ID from the drop-down menu and a monitoring period from the calendar selector.

Step 3: Click the “Prepare New Report” button.

NOTE: Only one report per system and monitoring period combination may be pending at a time and data entry is restricted while a report is pending for a monitoring period.

A pending report will be added to the “Pending Reports” data table.

Figure 47 - Pending Reports

Pending Reports

ID	PWS ID	PWS Name	Month	Year	Status
41	AL0000804	AUBURN WATER WORKS	January	2025	General Form not completed. 9 of 9 Facilities/Groups need data approval. 1 of 1 Facilities need form completion.

Show entries

Showing 1 to 1 of 1 entries

The “Pending Reports” data table includes some useful information about the report:

- **Status** – Users can quickly identify remaining actions that must be taken before the report can be submitted.
- **Actions** – From the table, users can View, Submit, or Delete the pending report. The submit option is not available until all actions in the status column have been completed.

7.4.2 Approve Data and Complete Forms

Step 1: To View a pending report, click “View” in the Pending Reports data table (Figure 47) for the desired report.

Figure 48- Prepare & Review Monthly Report

On the “Prepare & Review Monthly Report” page, users are presented with a list of items that must be completed/reviewed prior to submission. These are represented by tabs running down the left-hand side of the page (e.g., General Flow Balance Form, etc.).

A green checkmark will indicate to the user that a tab has been completed.

Figure 49 - Tab Completion Green Checkmark

Step 2: Select “General Flow Balance Form” from the menu.

Step 3: Complete all fields and click “Save”. This form is required for every monthly operational report submitted.

Step 4: If you wish to enter any comments on the report, you may enter them by selecting the Comments tab at the top of the General Flow Balance Form (see Figure 48). Click “Save”.

Step 5: Select any not yet completed menu item below General Flow Balance Form.

Step 6: Upon selection, a spreadsheet representing the entered data will be presented in a Data tab to the user. If forms are required to be submitted for the group/facility selected, a Forms tab will also be present, as seen in Figure 50.

Figure 50 - Group/Facility Selection for Data Approval

The screenshot displays the 'General Flow Balance Form' interface. On the left is a sidebar menu with the following items: 'General Flow Balance Form' (checked), 'Interconnections', 'Intakes', 'Treatment Plants', 'Wells', and 'TP101 - JAMES ESTES WTP' (highlighted in blue). The main area on the right is divided into two tabs: 'Data' and 'Forms'. The 'Data' tab is active, showing a table with 31 rows and 4 columns. The columns are: 'Alkalinity, Total Finished (mg/l) Daily', 'Alkalinity, Total Raw (mg/l) Daily', and 'Chlorine Dis (mg/l) Daily'. The first three rows of the table contain the value '1.2' in the first column, and the fourth row contains a dash '-'. The remaining rows are empty. At the bottom of the 'Data' tab, there are two buttons: 'Revise Data' and 'Approve Data'.

	Alkalinity, Total Finished (mg/l) Daily	Alkalinity, Total Raw (mg/l) Daily	Chlorine Dis (mg/l) Daily
1	1.2		
2	1.2		
3	1.2		
4	-		
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

Step 7: On the Data tab, review the data for accuracy.

- a. If no changes are needed, click “Approve Data”. Upon doing so, the “Revise Data” and “Approve Data” options are replaced with a “Remove Data Approval” Option.

Figure 51 - Remove Data Approval Button

The screenshot shows a table with two columns. The first column contains dates from 28 to 31, and the second column contains values 1260, 1261, 1262, and 1263. Below the table is a button labeled "Remove Data Approval" with a trash icon.

28	1260
29	1261
30	1262
31	1263

Remove Data Approval

- b. If revisions are needed, click “Revise Data”. See Section 7.4.5 for information on revising data in a pending report.

Step 8: If the Forms tab is present, select the Forms tab.

Step 9: Complete the form and click “Save”. The item should be updated with a green checkmark to indicate completion.

Step 10: Repeat Steps 5 through 9 for each item not yet completed.

7.4.3 Submit Report

Once all items have been completed, as indicated by a green checkbox, the “Submit Report” option will become available. Users can initiate this from the Prepare & Review Monthly Report Page (Figure 51) or the Pending Reports data table on the Prepare Monthly Reports summary page (Figure 52).

Figure 52 - All Items Complete, Ready to Submit

The screenshot shows a web interface for submitting a report. At the top, it says "January 2025 | AL0000804 - AUBURN WATER WORKS" and "Ready To Submit". Below this are two buttons: "Submit Report" and "Delete Report". On the left is a sidebar with a list of items, each with a green checkmark: "General Flow Balance Form", "Interconnections", "Intakes", "Treatment Plants", "Wells", and "TP101 - JAMES ESTES WTP". The main area has two tabs: "General Flow Balance" and "Comments". Under the "General Flow Balance" tab, there is a message "All questions below are required." and three input fields: "Total # of Service Connections" (1500), "(a) Surface Water Pumped (1000 gals)" (12500), and "(b) Groundwater Pumped (1000 gals)" (0).

January 2025 | AL0000804 - AUBURN WATER WORKS Ready To Submit

Submit Report Delete Report

General Flow Balance Form Interconnections Intakes Treatment Plants Wells TP101 - JAMES ESTES WTP

General Flow Balance Comments

All questions below are required.

Total # of Service Connections 1500

(a) Surface Water Pumped (1000 gals) 12500

(b) Groundwater Pumped (1000 gals) 0

Figure 53 - Pending Reports, Ready to Submit

Pending Reports

search

ID	PWS ID	PWS Name	Month	Year	Status	
41	AL0000804	AUBURN WATER WORKS	January	2025	✓ Report Complete. Ready to submit.	View Submit Delete

Show entries

Showing 1 to 1 of 1 entries

Step 1: Click “Submit” or “Submit Report” to begin the submission process.

Step 2: On the “Submit MOR” page users may preview the report using the “Review Report” link or enter their credentials and submit the report by clicking “Submit”.

Figure 54 – Submit MOR

EDWRS Electronic Drinking Water Reporting System

Submit MOR

PWS ID	Reporting Period	Preview Submission
AL0001313 - TUSCALOOSA WATER & SEWER	January 2025	Review Report

What is your favorite TV show?

Answer: *

Password: *

NOTE: It may take up to 30 seconds to complete loading when reviewing or submitting the report. Please do not refresh or leave the page until confirmation is received.

Step 3: Once the report has been submitted, users will be redirected to the MORS → View Submissions page.

7.4.4 Viewing Submissions

To view a list of MOR submissions, navigate to MORS → View Submissions. Results can be sorted, filtered, modified, and exported, similar to the Document List described in Section [3.2.1](#), [3.2.2](#), [3.2.3](#), and [3.2.4](#).

7.4.5 Revise Data for a Pending Report

When a report is pending for a particular monitoring period, data entry is restricted for that monitoring period. Users must use the “Revise Data” option from the Prepare and Review Monthly Report page (Figure 48).

Step 1: Click “Revise Data”. Users will be taken to a modified monthly data entry view (see Figure 54 on next page).

Figure 55 - Monthly Data Entry View - Revise for Pending Report

	CC003 - OPELIKA		CC004 - LOACHAPOKA	
	Master Meter Basic		Master Meter Basic	
	Flow, Maximum (1000 Gallons) Daily	Residual, Chlorine (mg/l) Weekly	Flow, Maximum (1000 Gallons) Daily	Residual, Chlorine (mg/l) Weekly
1	1250	0.58	1251	0.58
2	1251	0.57	1252	0.57
3	1252	0.56	1253	0.56

Save Changes – Save changes and stay on the current page.

Save and Return – Save changes and return to the data approval page

Cancel and Return – Return to the data approval page without saving any changes

Step 2: Make any necessary changes to the data for any facility or group that has not yet been approved. **WARNING: You MUST click “Save” on each facility or group before switching.**

If a facility or group has already been approved, users can remove the data approval by clicking “Remove Data Approval” on the data approval page (Figure 51).

Step 3: Once satisfied with all changes, click “Save and Return” to be returned to the data approval page.

7.4.6 Submitting a Report Revision

Users may submit a revised report for any monitoring period once an initial submission has been completed by following the steps in 7.4.1 to 7.4.3 again for that monitoring period.

8 Reference Information Available in EDWRS

8.1 References

The References menu category includes two menu options, “Sampling Points” and “Analytes”.

8.1.1 Sampling Points

Selecting “Sampling Points” option from the References menu category will direct the user to the Sampling Points page (Figure 44).

Figure 56 - Sampling Points

PWS ID	FACILITY CODE	FACILITY NAME	SAMPLING POINT CODE	SAMPLING POINT TYPE	SAMPLING POINT DESC	TIER LEVEL	TIER REASON
AL00000002	DS200	DISTRIBUTION SYSTEM	DB2-01	DS	148 PALMER ROAD		
AL00000002	DS200	DISTRIBUTION SYSTEM	DB2-02	DS	230 COUNTY ROAD 21 NORTH		
AL00000002	DS200	DISTRIBUTION SYSTEM	LC001	DS	203 N TAYLOR STREET		
AL00000002	DS200	DISTRIBUTION SYSTEM	LC002	DS	2717 HWY 14		
AL00000002	DS200	DISTRIBUTION SYSTEM	LC003	DS	2502 HYW 14		
AL00000002	DS200	DISTRIBUTION SYSTEM	LC004	DS	105 N TAYLOR STREET		
AL00000002	DS200	DISTRIBUTION SYSTEM	LC005	DS	2177 HWY 14	3	
AL00000002	DS200	DISTRIBUTION SYSTEM	LC006	DS	2815 HWY 14	3	
AL00000002	DS200	DISTRIBUTION SYSTEM	LC007	DS	442 N PICKETT STREET		
AL00000002	DS200	DISTRIBUTION SYSTEM	LC008	DS	2898 HWY 14	3	

The Sampling Points page provides a list of all the approved sampling points for those water systems the user has permissions for. The list can be filtered specifically by water system by selecting a water system from the drop-down menu, and clicking the filter icon (). See Section [3.2.1](#), [3.2.2](#) and [3.2.3](#) for information on additional filtering, sorting, showing/hiding columns, and exporting the list.

Additionally, users may view a “SDWIS/State Water Sample Schedule Report” for a water system by first selecting the water system from the drop-down menu and then clicking “Sample Schedule”, circled in red on Figure 44. *Note: The All Systems option is not available for viewing Sample Schedules.*

8.1.2 Analytes

Selecting the “Analytes” option from the References menu category will direct the users to the Analyte Reference List page (Figure 45), which provides a tabular view of each Analyte Group and their method associations. See Section [3.2.1](#), [3.2.2](#) and [3.2.3](#) for information on additional filtering, sorting, showing/hiding columns, and exporting the list.

Figure 57 - Analyte Reference List

Analyte Reference List Download Full Sheet Refresh

BACT GROUP Filter

Search

CODE	NAME	METHOD CODE	METHOD NAME	UNIT	MICROBIAL COUNT TYPE
0999 - CHLORINE					
0999	CHLORINE	4500CL-H	SYRINGALDIAZINE (FACTD)	MG/L	
0999	CHLORINE	4500CL-F	DPO TITRIMETRIC	MG/L	
0999	CHLORINE	4500CL-D	AMPEROMETRIC TITRATION	MG/L	
0999	CHLORINE	4500CL-G	DPO COLORIMETRIC METHOD	MG/L	
3008 - GIARDIA LAMBLIA					
3008	GIARDIA LAMBLIA	1623	FILTRATION/IMS/FA	LITER	CYSTSO
3008	GIARDIA LAMBLIA	1623	FILTRATION/IMS/FA	LITER	CYSTSC
3008	GIARDIA LAMBLIA	1623	FILTRATION/IMS/FA	LITER	OCYSTSO
3008	GIARDIA LAMBLIA	1623.1	FILTRATION/IMS/FA	LITER	OCYSTSC
3008	GIARDIA LAMBLIA	1623.1	FILTRATION/IMS/FA	LITER	CYSTSO

8.2 Documentation

The “Documentation” menu category contains the following reference material:

- [EDWRS User Guide](#)
- [eDWR XML Guide](#)
- [Analytes Reference Chart](#) – PDF Representation the Analyte Reference List page discussed in Section 8.1.2.

9 Acronyms and Definitions

Term	Definition
ADEM	Alabama Department of Environmental Management
CBR	Chemical/Bacteriological/Radiological Drinking Water Report(s)
CCR	Consumer Confidence Report(s)
DWR	Drinking Water Report(s)
EDWRS	ADEM's Electronic Drinking Water Reporting System. It is a web-based information system that allows Certified Labs and the regulated community to electronically submit reports to ADEM.
Electronic document	A PDF file uploaded through the "Submit a Document" function.
LACINV	Lead and Copper Inventories
MOR	Monthly Operating Report(s)
Permittee	A public water system that has been issued a water supply permit by ADEM.
PLSP	Plans and Specifications
PWS	Public Water Supply
SDWIS/State	State version of the Safe Drinking Water Information System. ADEM uses this database to manage data collected under the Safe Drinking Water Act.
XML	Extensible Markup Language (XML) is a recommended standard by World Wide Web Consortium (W3C) for generic data communication (http://www.w3.org/TR/2000/REC-xml-20001006).