

## Instructions for Reporting Drinking Water Chemical Results to Ohio EPA Using DRINKware

The following information is to be completed for each electronic sample submission report form:

### **LABORATORY INFORMATION:**

<b>Reporting Lab ID #:</b>	Enter the certification number of the lab issuing the sample submission report.
<b>Analytical Lab Certification #:</b>	Enter the certification number of the lab which analyzed the sample.
<b>Reporting Lab Sample # :</b>	Enter the sample number issued by the reporting lab. Sample numbers should include <u>only</u> numbers (no letters or dashes) and no more than 10 digits. Sample numbers must start with a non-zero number.
<b>Repeat for Sample #:</b>	If applicable, enter the sample number for the previous sample which the resample was collected to confirm or check. Leave blank if a resample is not involved.
<b>Date Sample Received:</b>	Enter the date the reporting lab received the sample.
<b>Date QC Completed:</b>	Enter the date the analytical lab completed the quality control for the sample.
<b>QC Completed By:</b>	Enter the name of the quality control officer who reviewed the analytical results.

### **WATER SYSTEM INFORMATION: PWS and STU numbers can be obtained from the monitoring schedules located at <http://www.epa.state.oh.us/ddagw/index.htm>**

<b>PWS:</b>	Enter the six or seven digit public water system identification (PWSID) number assigned by the Ohio EPA.
<b>STU:</b>	Enter the six or seven digit source treatment unit (STU) number assigned by the Ohio EPA.

### **SAMPLE INFORMATION:**

<b>Date/Time Sample Collected:</b>	Enter the date (Month/Day/Year) which the sample was taken and the time of sample collection in military time, i.e. 1300 for 1 p.m.
<b>Sample Collected by:</b>	Enter the name of the person who collected the sample.
<b>Sample Monitoring Point:</b>	Enter the location where the sample was collected. See the sample monitoring point table at the end of this document for typical SMP codes used for compliance purposes.

**Sample Purpose:** Select the reason for analyzing the sample. A Compliance sample is typically collected according to an Ohio EPA schedule and represents the drinking water being used. A Resample is collected to confirm the results of a previous compliance sample. A New Well sample is collected to review a well for approval as a drinking water source. If Other is marked, explain the reason why the sample was collected in the Remarks.

**ANALYTICAL INFORMATION:**

**Preservation Location:** Select the location where the sample was preserved.

**Preservation Type:** Select the preservative(s) used for the sample analysis(es).

**Remarks:** Enter information about where the sample was taken, ie. street address, sink tap, or well number, well driller information, etc. and/or lab remarks about the sample analysis, such as data qualifiers, matrix interferences, etc.

**ANALYTICAL RESULTS:**

**Sign:** Select a less than value (<) for non-detections or a positive value (+) for detections.

**Result:** Enter a numerical value for the analytical result according to the unit specified in the unit column.

**Units:** Select the appropriate units.

**Date:** Enter the date that the analysis was completed for the parameter.

**Method:** Select the method used to perform the analysis for the parameter. If the method is not listed, select "Generic Method", and then type the actual method name in Remarks.

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

**NOTE:**

SAMPLE SUBMISSION REPORTS ARE REQUIRED TO BE SUBMITTED TO THE OHIO EPA BY NO LATER THAN THE TENTH DAY AFTER THE END OF THE MONTH IN WHICH QUALITY CONTROL IS COMPLETED FOR THE INCLUDED PARAMETERS. IF AN MCL EXCEEDANCE IS INDICATED, THE REPORT MUST BE SUBMITTED BY NO LATER THAN THE END OF THE NEXT BUSINESS DAY AFTER QUALITY CONTROL IS COMPLETED (THE PUBLIC WATER SYSTEM MUST ALSO BE NOTIFIED NO LATER THAN THE END OF THE NEXT BUSINESS DAY). COMPLETE AND ACCURATE INFORMATION IS NECESSARY FOR A REPORT FORM TO BE USED FOR DRINKING WATER COMPLIANCE. IF THERE ARE QUESTIONS ABOUT THE INFORMATION NEEDED, CONTACT A REPRESENTATIVE OF THE DIVISION OF DRINKING AND GROUND WATERS AT (614) 644-2752.

## **INFORMATION NEEDED FROM THE PUBLIC WATER SYSTEM**

In order to properly complete the required Ohio EPA reporting forms, the following information should be provided to the laboratory by the public water system:

1. The name of the **PWS** (public water system) that was sampled.
2. The name of the **STU** (source treatment unit) that was sampled.
3. The six or seven number **PWSID #** assigned to public water system by the Ohio EPA.
4. The six or seven number **STU #** assigned to public water system by the Ohio EPA.
5. The mailing **Address** of the STU that was sampled.
7. The name of the **Contact Person** responsible for the STU.
8. The number of the **Contact Phone** for the contact person.
9. The **Sample Monitoring Point ID**.
10. The **Sample Collection Date**.
11. The **Time** that the sample was collected.
12. The **Sample Purpose**.
13. The full name (not initials) of the person who collected the sample, **Sample Collected By**.
14. If the sample purpose is resample, the sample number of the previous sample which had results initiating the collection of the resample, **Repeat for Sample #**.
15. The location where the sample was collected for example, plant tap or sink tap, 28 Main St.

### **DEFINITIONS:**

**Source Treatment Unit (STU):** A structure where the treatment and/or distribution of drinking water for a public water system occurs. For larger public water systems, the STU is typically a water plant. For smaller public water systems, the STU can be a wellhouse, pressure tank, or even a handpump. A public water system may have more than one STU. The STU is identified by name and number, ex. Rice Water Plant 693422; Southmore Water Plant 693423.

**Sample Monitoring Point (SMP):** The specific location where a sample for a STU is taken. It is possible to have many sample monitoring points. A sample monitoring point is identified by two letters followed by three numbers. The two letters indicate the type of sample that was collected. For example, EP indicates an entry point sample (1<sup>st</sup> available tap after treatment), and RS indicates a raw sample. The numbers correspond to how many locations have been identified for sampling. Most systems have less than ten locations identified so the first two numbers are usually 00, ie. EP001. A general guide to sample monitoring points is provided below.

## Sample Monitoring Point Guide

<u>Parameter</u>	<u>*Typical Sample Monitoring Point</u>
Nitrate	EP00#
Nitrite	EP00#
Inorganics	EP00#
Synthetic Organic Chemicals	EP00#
Volatile Organic Chemicals	EP00#
Radiological	EP00#
Bromate	EP00#
Chlorine Dioxide	EP00#
Chlorite	EP00#
Haloacetic Acids	MR00# if taken at the tap representative of the oldest water in the system; RD00# if taken at a tap in the distribution system other than the MR location.
Total Trihalomethanes	MR00# if taken at the tap representative of the oldest water in the system; RD00# if taken at a tap in the distribution system other than the MR location.
Asbestos	DS000
Lead / Copper	DS000
Microbiological	DS000
New Wells	RS00#

\*The specific sample monitoring point (SMP) information should be requested from the water system when sample collection occurs. If the specific SMP information is not provided by the water system, call the water system to obtain the SMP, or call the Ohio EPA at 614-644-2752 and ask to speak with a member of the Chemical Monitoring and Compliance Unit. The **SMP definitions** are the following:

EP = entry point to the distribution (1<sup>st</sup> tap after treatment); MR = maximum residence time; RD = representative of the distribution; DS = distribution sample; RS = raw sample.