Online Drinking Water Notifications

Website User Manual

Version 2.2.2
24th March 2014

Contents

Logging in

To access the Online Drinking Water Notifications website you will first need to login.
The login screen will be similar to the form shown below.

Select your *Region* and enter your *Username* and *Password*.
Then click the *Login* button.
Failing to login three consecutive times will result in your account being locked (see below).

Forgotten password

If you have forgotten your account password then the password can be emailed to you.
Click the *Forgot my password* link.
Select your *Region* and enter your *Username*.
Enter an *Email address* where the new password is to be sent.
Click the *Submit* button.
A new password will be created for your account and will be emailed to you shortly.
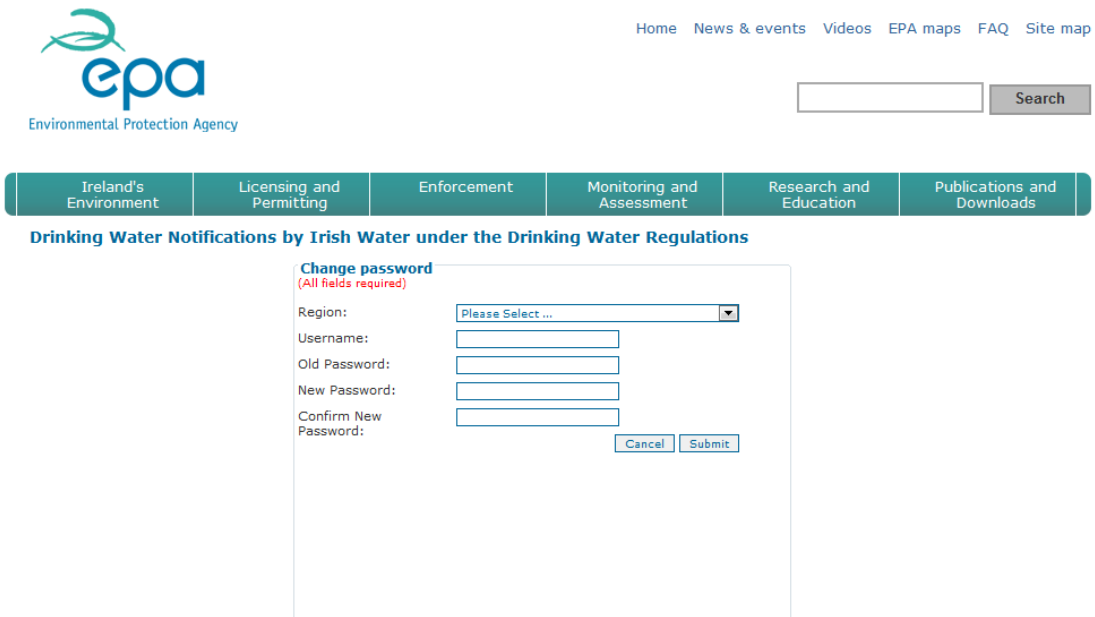
Changing your password

If you wish to change your password you can do so by clicking the *Change my password* link.

Select your *Region* and enter your *Username*.
Enter your *Old password*.
Enter your *New password* and *Confirm new password*.
Note: New passwords must conform to a minimum complexity standard.
The new password must be 8 characters in length and must contain at least 3 of the following 4 character groups:

- Uppercase characters (A-z)
- Lowercase characters (a-z)
- Numerals (0-9)
- Non-alphabetic characters such as !, $, # or %

When you have entered all necessary details click the *Submit* button.
You can now login with your new password.

Locked accounts

If you enter incorrect login details three consecutive times then your account will become locked.

If your account becomes locked you will need to request to have it unlocked by the EPA.

Enter an *Email address* where the unlocked account details are to be sent.
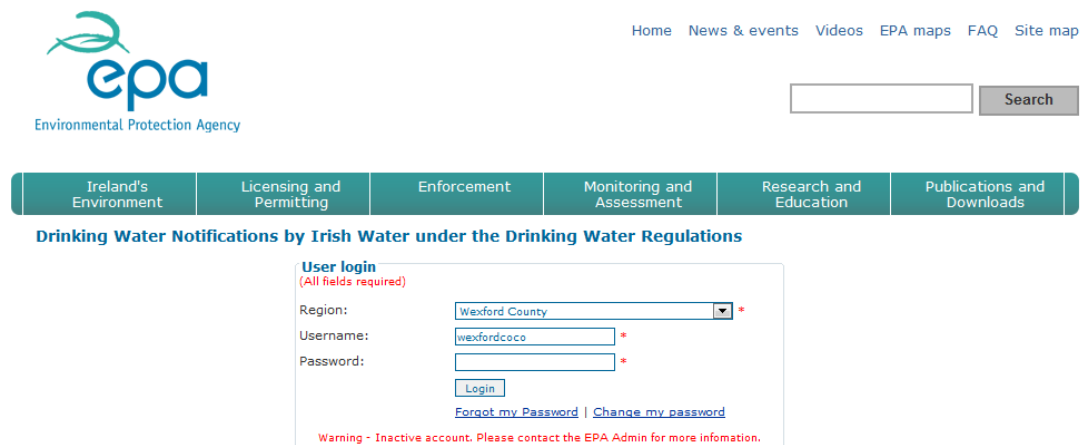
Click the *Request Account Unlock* button.

The EPA will be automatically notified of the request and will respond to you via an email when the account has been unlocked. You can then login as normal.

Inactive accounts

If your account becomes inactive you will need to contact the EPA administrator.

Drinking water notification history

After successfully logging in the *Drinking water notification history* page will be displayed.

From this page you can view details of previous notifications, edit particular details of an existing notification or create a new notification.
You can sort the grid by a particular column by clicking on the column title.

By default this page will list both open and closed files and all file types.
You can change this by changing the value of the *Filter by Status* dropdown list (Open & closed, open only or closed only).

You can also change the file types that are being displayed by changing the value of the *Filter by File Type* dropdown list (All, Regulation only, Complaint only, EPA Audit only or EPA Observation only)

A total number of open and closed files are also displayed to the right of this filter.

You can export the list of files being displayed in the grid by clicking on the *Export* button.
This will prompt you to save the downloaded list as a .csv file which can be opened in Excel.
It is recommended that you first save the csv to your computer before opening it.

Entering a new notification

To enter a new notification, click the *New* button on the notification history page.
The add notification page will be shown.
The notification is entered in a number of steps.
Clicking *Next* will move to the next step.
Clicking *Back* will return to the previous step.
The first step involves entering supply details and parameter details for the new notification.

Supply Details

Enter the supply details as follows:
Select the *Supply name* from the dropdown list.
The *Supply code* and *Population served* will be automatically shown.
Enter the *Population affected* (This cannot be greater than the population served).
You can also set the *Population affected* to be the same as the *Population served* by clicking the *Copy from population served* button.

Select the *Sample date*.
Select the *Sample Type* – This can be one of the following: Audit, Check, Operational or Investigative.
Enter the *Sample location* (Maximum of 250 characters).
Select the *Source water type* from the dropdown list.
Enter a *Source water name or names*.

Parameter Details

At least one parameter must be added to a notification before it can be submitted to the EPA.
To add a parameter, fill in the fields in the parameter section as follows:
Select the relevant parameter from the *Parameter* dropdown list. ("Inadequate disinfection", "Precautionary – no exceedance confirmed" and "Other" are included in the parameter dropdown list)
When a parameter is selected, the parameter *Limit* range will be displayed e.g. 0 – 100.
The Parameter *Units* will also be displayed.
Enter a numeric result into the *Result* field.
If applicable check the *Exceeded In last 12 months* checkbox.
Enter *Recent details of raw water*.
Click the *"Add this parameter…"* button to tabulate the parameter details you have just entered.
The parameter details should appear in a grid below the *"Add this parameter…"* button.
Proceed by clicking *Next*, or, alternatively, enter details of a second parameter if required.
The *"Add this parameter…"* button must be clicked after details are entered for each parameter in a multi-parameter notification (e.g. E.coli and Coliform Bacteria).

Multiple Parameters

In most instances only one parameter can be added to a notification.
There are some exceptions to this rule for particular groups of parameters whereby more than one parameter of the same group can be added to the notification.
Currently, these groups are Microbiological, Metal and Pesticide parameters.

Chlorine Levels

If a parameter is selected that requires information to be filled in regarding Chlorine Levels then the *Chlorine Levels* field will be enabled and will also be a required field.
If not enabled this field can be ignored.

Additional Details

If a parameter is selected that requires additional details to be filled in then the following fields will be enabled:

Chlorine monitor alarm (Yes/No)
Duty & standby chlorine dosing (Yes/No)
Flow proportional dosing (Yes/No)
Dosing linked to chlorine residual (Yes/No)
Contact time (mg.min/litre) – required field
Parameters such as "Other", "Inadequate Disinfection" and "N/A" will require completion of the above chlorination fields also.

Note: Clicking on *"More Info"* for explanatory text on disinfection contact time provides the following information:
The World Health Organisation guidelines recommendation of 30 minutes contact time at a minimum of 0.5 mg/l free residual chlorine (i.e Ct value of 15mg.min/litre) must be achieved in all supplies before water is supplied to consumers. This Ct value is arrived at by multiplying the chlorine concentration (C) at the end of contact time by the effective contact time (t) value (in the absence of site specific Ct calculation). See EPA Disinfection Manual for method of calculation.

Editing a Parameter
To edit a parameter that has already been added:
Select the parameter in the grid by clicking the checkbox beside the parameter.
Click the *Edit* button.
The parameter will be removed from the grid and all its details will be displayed again in the relevant fields above the grid.
Change the parameter details as necessary and click the "Add this parameter…" button again to add the parameter to the grid.

Deleting a parameter
To delete a parameter that has already been added:
Select the parameter in the grid by clicking the checkbox.
Click the *Delete* button.
The parameter will be removed from the grid.

Uploading Raw Water monitoring results
If you wish to upload an Excel file containing Raw Water monitoring results then this can be done either at the end of submitting your notification or at a later date by editing the notification.

Parameter Details

* - Fields Required

Parameter   Please Select ...   ▼

Limit

Units

Result (numeric)   [   ] *

Exceeded in last 12 months   ☐

Tick if this parameter has been exceeded in the last 12 months

Chlorine levels   [   ] *

250 Characters Remaining

Recent details of raw water [   ] *

250 Characters Remaining

Additional Details

Chlorine monitor alarm   ○ Yes   ◉ No

Duty & standby chlorine dosing   ○ Yes   ◉ No

Flow proportional dosing   ○ Yes   ◉ No

Dosing linked to Chlorine Residual ○ Yes   ◉ No

Effective Contact Time   [   ] * More Info
(mg.min/litre)

[Add this parameter to the notification]

Click the "Add parameter..." button above to tabulate the parameter details you have just entered.

Then proceed by clicking "Next" or enter details of a second parameter if required.

Parameter	Units	Limit	Result	Exc. In 12 Months	Chlorine Levels	Recent Details of Raw Water	
Precautionary - no exceedance confirmed	--	Not Found	0	False	test	test	☐

[Edit] [Delete]

Actions & Notices

Enter the details for this section as follows:

Select an option for the *Notification under regulation* from the dropdown list – this must be one of the following:
- Regulation 9(1)(c)
- Regulation 10(2)

Note: For more information on these regulations please click the *More Info* link beside this field

Check the checkbox for *Has the HSE been consulted?* if appropriate.
If this option is checked then a number of fields will appear below it.
These are *HSE contact*, *HSE contact number* and *Advice from HSE*.
All of these must be filled in if HSE were consulted.

You can also automatically retrieve your most recently entered HSE contact details from a previous notification by clicking the *Retrieve most recent contact details* button.

Check the checkbox for *Boil notice issued* if appropriate.
If this option is checked then a number of fields will appear below it.
These are *Notice (hyperlink)*, *Date issued, Date rescinded, Boil Notice Parameter and Precautionary*.
If available, paste a link to the relevant page of the Irish Water website or other location e.g. Local Authority website where the notice is available into the *Notice (hyperlink)* field.
Select the *Date issued* date – This field is required and the date cannot be greater than today's date.
Select a *Date rescinded* date if appropriate.
Select the relevant parameter from the *Parameter* dropdown list. This field is required
Check the checkbox for Precautionary if appropriate.

Check the checkbox for *Advisory notice issued* if appropriate.
If this option is checked then a number of fields will appear below it.
These are *Notice (hyperlink)*, *Date issued*, *Date rescinded, Advisory Notice Parameter and Precautionary*.
If available, paste a link to the relevant page of the Irish Water website or other location e.g. Local Authority website where the notice is available into the *Notice (hyperlink)* field.
Select the *Date issued* date – This field is required and the date cannot be greater than today's date.
Select a *Date rescinded* date if appropriate.
Select the relevant parameter from the *Parameter* dropdown list. This field is required.
Check the checkbox for Precautionary if appropriate.

Select a *Likely cause* from the dropdown list.
Fill in the *Additional info.* field.
Fill in the *Immediate action taken to inform/protect consumers* field.
Fill in the *Immediate corrective action taken* field.

Actions & Notices

* - Fields Required

Notification under regulation   Please Select ... ▼   *   More Info

Has the HSE been consulted?   ☐

Boil notice issued   ☐

Advisory Notice Issued   ☐

Likely causes   Please Select ... ▼   *

Additional info.

500 Characters Remaining

Immediate action taken to inform/protect consumers   *

500 Characters Remaining

Immediate corrective action taken   *

500 Characters Remaining

Notified By

Enter the details for this section as follows:
Select a *contact title* from the dropdown list.
Enter a *contact forename*.
Enter a *contact surname*.
Enter the *contact phone number*.
Enter the *contact email address*.

You can also automatically retrieve your most recently entered contact details from a previous notification by clicking the *Retrieve most recent contact details* button.

When this page has been completed click the *Next* button to move to the next step of the notification.

Summary page

The final page shows a summary of all the details you have entered on the notification. Please review all the details for the notification before submitting it.

If you need to change any details click the *Back* button to go back to previous steps and change any details as necessary.

If you wish to submit the notification, click the *Finish* button.

Confirmation page

When you have submitted the notification a confirmation page will be displayed.

From this page you can return to the notification history page of the website by clicking the link.

You can also optionally upload a Raw Water Excel file containing monitoring results – See section later for more information on this.

The new notification which you have submitted should now appear on the list of previous notifications.

The *EPA Reference* for the new notification will be pending and will be updated by the EPA.

```
┌─ Add Notification ──────────────────────────────────────────────────┐
│                                                                      │
│  Thank you.                                                          │
│                                                                      │
│  Your Drinking Water Notification has been successfully submitted to the EPA. │
│                                                                      │
│  If you have monitoring results for Raw Water then please upload an Excel file │
│  containing these results by clicking the button below.             │
│                                                                      │
│  Alternatively, you may return to upload these results at a later stage. │
│                                                                      │
│  ┌──────────────────────────────────────────────┐                   │
│  │      Upload Raw Water details file(s)         │                   │
│  └──────────────────────────────────────────────┘                   │
│                                                                      │
│  Return to the History page                                         │
│                                                                      │
└──────────────────────────────────────────────────────────────────────┘
```

Note: *If you try to create a new notification for a scheme that already has an open notification with the same parameters then you will be informed of this and the new notification will not be created.*

```
┌─ Add Notification ──────────────────────────────────────────────────┐
│                                                                      │
│  There is already a file open for the scheme: Boolavogue Housing with the parameter: │
│  Epichlorohydrin                                                     │
│                                                                      │
│  Please contact the relevant EPA inspector regarding this open file │
│                                                                      │
│  Alternatively email: odwn@epa.ie                                   │
│                                                                      │
│  Return to the Start page                                           │
│                                                                      │
└──────────────────────────────────────────────────────────────────────┘
```

Updating an existing notification

To update an existing Notification, select the notification from the grid then click the *Edit* button.

First, select the notification to be updated from the dropdown list at the top of the page.
The initial notification will be the one first submitted.
Additional notifications will be listed in the dropdown list also if they have been submitted – See section later on adding additional notifications.

Only certain fields can be edited on a notification as follows:

HSE advice

If HSE advice was not entered when submitting the original notification then it is possible to enter this by editing the notification.
Click *Update* beside HSE advice*.*
The following page will be shown:

Enter a *HSE contact name*, *contact number* and the *HSE advice* and click the *Save* button.

You can also automatically retrieve your most recently entered HSE contact details from a previous notification by clicking the *Retrieve most recent contact details* button.

The updated details will be shown.

Click the *Close* button to return to the Update notification page.

Once HSE advice has been entered it is not possible to change this again.
If you need to change HSE details or advice you will need to contact your EPA inspector directly.

To view the HSE details again click *View*.

Boil Notice

If no boil notice has been specified in the original notification already, then you can add a boil notice for the notification.
Click the Update button.
The following page will be shown:

Enter the website address for the boil notice.
Select the date that the boil notice was issued. This field is required and the date cannot be greater than today's date.
Select the date that the boil notice was rescinded. The rescinded date cannot be before the issued date.
Select the relevant parameter from the *Parameter* dropdown list. This field is required.
Select whether the notice is precautionary or not.
Once the date issued has been updated it cannot be changed again.
Click Save then click Close.

If the boil notice has been issued but not rescinded in the original notification, then you can edit the boil notice.
Click the Update button.
The following page will be shown:

Select the date that the boil notice was rescinded and click the *Save* button.
The rescinded date cannot be before the issued date.
Once the date rescinded has been updated it cannot be changed again.

If the boil notice has been both issued and rescinded in the original notification, then you can only view the notification by clicking View.

Click the View button.
The following page will be shown:

Advisory Notice

If no advisory notice has been specified in the original notification already, then you can add an advisory notice for the notification.
Click the Update button.
The following page will be shown:

Enter the website address for the advisory notice.
Select the date that the advisory notice was issued. This field is required and the date cannot be greater than today's date.

Select the date that the advisory notice was rescinded. The rescinded date cannot be before the issued date.
Select the relevant parameter from the *Parameter* dropdown list. This field is required.
Select whether the notice is precautionary or not.
Once the date issued has been updated it cannot be changed again.
Click Save then click Close.

If the advisory notice has been issued but not rescinded in the original notification, then you can edit the advisory notice.
Click the Update button.
The following page will be shown:

Select the date that the advisory notice was rescinded and click the *Save* button.
The rescinded date cannot be before the issued date.
Once the date rescinded has been updated it cannot be changed again.

If the advisory notice has been both issued and rescinded in the original notification, then you can only view the notification by clicking View.

Click the View button.
The following page will be shown:

Viewing an existing Notification

To view an existing notification, select the record by clicking the checkbox to the right of the grid. The record should become highlighted. Click the *View* button to display the details of the notification. This is for viewing purposes only and none of the fields can be edited on this page.

Click *Back* to return the Notification History page.

Viewing a PDF of the Notification

A PDF version of the notification is available which can be printed, saved or emailed as necessary.
To display the PDF first view the notification as detailed above.
Click the *View PDF* button.
The PDF should open in a new window.

Note: To view the PDF you will need Adobe Acrobat © or similar software installed on your PC.

Entering an Additional Notification

To enter an additional notification, select the notification from the grid then click the *Edit* button.

Click the *Add Additional Notification* button.
The new notification page will be displayed.

Supply & Parameter Details

Supply Details

All Fields Required

Region	**Wexford County**
Supply name	**Enniscorthy**
Supply code	**3300PUB1491**
Population served	**11000**
Population affected (numeric)	0 ⬍ [Copy from population served]
Sample date	28/01/2014 ⌄
Sample type	Please Select ▾
Sample location	[ ] 250 Characters Remaining
Source water type	Please Select ▾
Source water name(s)	[ ]

Parameter Details

* - Fields Required

Parameter	Please Select ... ▾
Limit	
Units	
Result (numeric)	[ ] *
Exceeded in last 12 months	☐ Tick if this parameter has been exceeded in the last 12 months
Chlorine levels	[ ] * 250 Characters Remaining
Recent details of raw water	[ ] * 250 Characters Remaining

The supply details cannot be changed as they will be the same as those selected for the initial notification.

The process for completing and submitting an additional notification is the same as for an initial notification.

Uploading Raw Water monitoring results

To upload Raw Water monitoring results, first select the parameter that the monitoring results file relates to from the dropdown list.

This list will only contain the parameter(s) that were selected when the notification was created previously.

Click the *Browse* button and select a file that contains the Raw Water monitoring results.

Only Excel files can be uploaded.
Click the *Upload* button to upload the file.
Repeat this for any other parameters that require the monitoring results file to be uploaded.
Click the "back" button to return to the previous page.

The uploaded Excel file is available when you view the notification and click the "link" option beside the "Recent Details of Raw Water" column in the parameter table.