

Online Drinking Water Notifications

Website User Manual

Version 2.1
6th December 2012

Contents

Logging in	2
Forgotten password.....	2
Changing your password	3
Locked accounts.....	4
Inactive accounts	4
Drinking water notification history.....	5
Entering a new notification	5
Supply Details	5
Parameter Details.....	6
Chlorine Levels	6
Additional Details	6
Editing a Parameter	7
Deleting a parameter	7
Uploading Raw Water monitoring results	7
Actions & Notices	9
Notified By	11
Summary page	12
Confirmation page.....	12
Updating an existing notification.....	13
HSE advice.....	13
Boil Notice	15
Advisory Notice	16
Viewing an existing Notification	18
Viewing a PDF of the Notification	18
Entering an Additional Notification.....	19
Uploading Raw Water monitoring results	21

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.



User login
(All fields required)

Sanitary Authority:

Username:

Password:

[Forgot my Password](#) | [Change my password](#)

Select your *Sanitary Authority* 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 *Sanitary Authority* 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.



Request new password
(All fields required)

Sanitary Authority:

Username:

Email address for the new password to be sent to:

Changing your password

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



Change password
(All fields required)

Sanitary Authority:

Username:

Old Password:

New Password:

Confirm New Password:

Select your *Sanitary Authority* 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.



The screenshot shows the EPA website header with the logo and navigation menu. Below the header, a search bar is visible. The main content area displays a warning message titled "Account Locked".

Account Locked

Warning - Your account has been locked due to 3 unsuccessful login attempts.

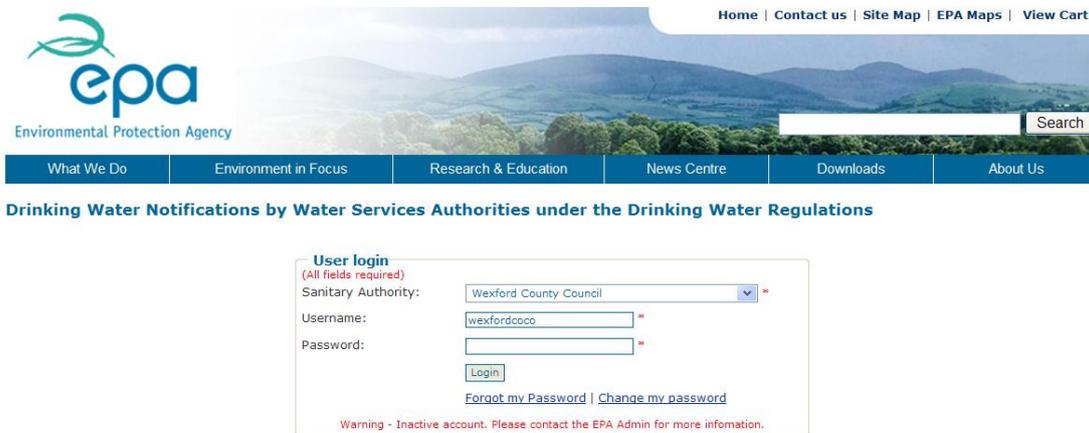
Please enter your email address and click the button below which will request an EPA Admin to unlock your account again

Please enter your email address

[Request Account Unlock](#) [Back to Login screen](#)

Inactive accounts

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



The screenshot shows the EPA website header with the logo and navigation menu. Below the header, a search bar is visible. The main content area displays a "User login" form.

User login
(All fields required)

Sanitary Authority:

Username:

Password:

[Login](#)

[Forgot my Password](#) | [Change my password](#)

Warning - Inactive account. Please contact the EPA Admin for more information.

Drinking water notification history

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

Home | Contact us | Site Map | EPA Maps | View Cart

Environmental Protection Agency

Search

What We Do | Environment in Focus | Research & Education | News Centre | Downloads | About Us

You are here: [Drinking Water Notification History](#) [Logout](#)

Drinking Water Notification History

Note: The Drinking Water Notification History page for your Water Service Authority now lists all open notification files (both those notifications entered via the On-line Drinking Water Notification System since its launch on 02/08/2011 and notifications from prior to this date that were notified by e-mail to drinkingwater@epa.ie). All new notifications should be entered via this system. Notifications for an exceedance on a supply that has a file open below for that parameter and that supply should be added to the file below. More information on how to use the system and notify exceedances is available at link. The list below should comprise all open notification files for your Water Service Authority. However, files opened by your inspector for an audit of a supply (which has not had an exceedance notified) will not appear in the list below. A complete list of open files for your Water Service Authority may be obtained on request from your inspector at any time.

Alternatively, email: drinkingwater@epa.ie

Supply Name	Supply Code	Sample Date	Notification Date	EPA Reference	Parameter	Notice	Status	
Enniscorthy	3300PUB1491	05/09/2012	06/09/2012	DW2012/46	E. coli	Advisory	Open	<input type="checkbox"/>
Wexford Town	3300PUB1669	04/09/2012	06/09/2012	DW2012/45	Antimony	Boil	Open	<input type="checkbox"/>

[View](#) [Edit](#) [New](#)

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.

Entering a new notification

If an open file already exists for the Scheme for the same parameter, please submit the notification by e-mail to drinkingwater@epa.ie.

If a closed file already exists for the Scheme for the same parameter, please contact your Inspector.

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 your 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*.

Supply Details

All Fields Required

Sanitary authority **Wexford County Council**

Supply name

Supply code

Population served

Population affected (numeric)

Sample date

Sample type

Sample location

250 Characters Remaining

Source water type

Source water name(s)

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).

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

Limit

Units

Result (numeric) *

Exceeded in last 12 months

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

Chlorine levels *

Recent details of raw water *

250 Characters Remaining

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

Contact time (mg.min/litre) * [More Info](#)

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 <input type="checkbox"/>

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 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 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 * [More Info](#)

Has the HSE been consulted?

Boil notice issued

Advisory Notice Issued

Likely causes *

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.

Notified By

All Fields Required

Notification date **07/09/2012**

Title ▼

Forename

Surname

Contact number

Email address

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: **Boalavogue 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.

Select Notification

Select notification to edit: Notification date : 07/09/2012 (Initial) ▼

Update Notification
(All fields required)

Sanitary authority: **Wexford County Council**

Supply name: **Ballindaggin**

Supply code: **3300PUB1390**

Sample date: **07/09/2012**

Sample location: test

HSE advice: [Update](#)

Boil notice issued: [Update](#)

Advisory notice issued: [Update](#)

Raw Water Details file: **Not uploaded**

Add Additional Notification
Upload Raw Water details file(s)
Back

To add an additional notification for the same parameter and same supply as this file, click on the "Add Additional Notification" button above.

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:

HSE Advice
(All fields required)

Retrieve most recent contact details

HSE contact:

HSE contact number:

Advice from HSE:

500 Characters Remaining

Save
Close

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.

HSE Advice

HSE contact	Joe Bloggs
HSE contact number	1234567
Advice from HSE	test

HSE Advice saved

Please contact the assigned inspector to update this information.

[Close](#)

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.

Select Notification

Select notification to edit

Update Notification
(All fields required)

Sanitary authority:	Wexford County Council
Supply name:	Ballindaggin
Supply code:	3300PUB1390
Sample date:	07/09/2012
Sample location:	<input type="text" value="test"/>
HSE advice:	<input checked="" type="checkbox"/> View
Boil notice issued:	<input type="checkbox"/> Update
Advisory notice issued:	<input type="checkbox"/> Update
Raw Water Details file:	Not uploaded

[Add Additional Notification](#) [Upload Raw Water details file\(s\)](#) [Back](#)

To add an additional notification for the same parameter and same supply as this file, click on the "Add Additional Notification" button above.

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:

Boil Notice

Notice (hyperlink)

Please insert a hyperlink to the boil notice on your website

Date issued *

Date rescinded

Parameter * Precautionary

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:

Boil Notice

Notice (hyperlink)

Please insert a hyperlink to the boil notice on your website

Date issued *

Date rescinded

Parameter * Precautionary

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.

Select Notification

Select notification to edit: Notification date : 07/09/2012 (Initial) ▼

Update Notification
(All fields required)

Sanitary authority: **Wexford County Council**

Supply name: **Ballindaggin**

Supply code: **3300PUB1390**

Sample date: **07/09/2012**

Sample location:

HSE advice: [View](#)

Boil notice issued: [View](#)

Advisory notice issued: [Update](#)

Raw Water Details file: **Not uploaded**

To add an additional notification for the same parameter and same supply as this file, click on the "Add Additional Notification" button above.

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

Boil Notice

Notice ([hyperlink](#)) **http://www.yourwebsite.com**

Notice Issued **06/09/2012**

Notice Rescinded **07/09/2012**

Boil Notice Parameter **Aluminium**

Precautionary

Please contact the assigned inspector to update this information.

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:

Advisory Notice

Notice ([hyperlink](#))

Please insert a hyperlink to the advisory notice on your website

Date issued * ▼

Date rescinded ▼

Parameter * Precautionary

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:

Advisory Notice

Notice (*hyperlink*)
Please insert a hyperlink to the advisory notice on your website

Date issued *

Date rescinded

Parameter * Precautionary

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:

Advisory Notice

Notice (*hyperlink*) **http://www.yourwebsite.com**

Notice Issued **01/09/2012**

Notice Rescinded **05/09/2012**

Advisory Notice Parameter **Arsenic**

Precautionary

Please contact the assigned inspector to update this information.

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.

Select Notification

Select notification to edit: Notification date : 07/09/2012 (Initial) ▼

Update Notification
(All fields required)

Sanitary authority: **Wexford County Council**

Supply name: **Ballindaggin**

Supply code: **3300PUB1390**

Sample date: **07/09/2012**

Sample location: test

HSE advice: [Update](#)

Boil notice issued: [Update](#)

Advisory notice issued: [Update](#)

Raw Water Details file: **Not uploaded**

Add Additional Notification
Upload Raw Water details file(s)
Back

To add an additional notification for the same parameter and same supply as this file, click on the "Add Additional Notification" button above.

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

If an open file already exists for the Scheme for the same parameter, please submit the additional notification by opening the existing file and using the "Add Additional Notification" button.
If a closed file already exists for the Scheme for the same parameter, please contact your Inspector.
In all other cases please submit the notification using the fields below.



Supply & Parameter Details

Supply Details

All Fields Required

Sanitary authority: **Wexford County Council**

Supply name: **Clonroche**

Supply code: **3300PUB1452**

Population served: **1150**

Population affected (numeric): 0 Copy from population served

Sample date: 06/12/2012 ▼

Sample type: Please Select ▼

Sample location:

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: *

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

Select Files to Upload

Parameter

Select the parameter that the Raw Water Details file relates to

Upload file

Select the Raw Water Details file (Excel files only)

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.