



**Drinking Water Quality (DWQ)
Web Form Reporting – A User Manual**

Jun 30, 2015

Drinking Water Quality Web Form Reporting - A User Manual

Section 1.1: Introduction

This User Guide is provided to Operators, for *Environmental Protection and Enhancement Act* regulated Drinking Water facilities, which are ready to submit their monitoring data electronically. Electronic submission provides the user the ability to store and retrieve data, and to generate reports that can be printed and / or saved for future reference.

This form is also used to enter emergency contact information for the waterworks system, as required by section 2.1 of the *Communication and Action Protocol for Failed Bacteriological Results in Drinking Water for Waterworks Systems Authorized Under the Environmental Protection and Enhancement Act, August 2009*.

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Section 1.3: Abbreviations and Definitions

- AEP – Alberta Environment and Parks
(was ESRD - Alberta Environment and Sustainable Resource Development);
- AHS – Alberta Health Services;
- ProvLab – Alberta Provincial Laboratory for Public Health (Microbiology), Edmonton or Calgary;

- Approval - Approval to Operate
- Authorization – A collective term that can refer to an Approval and / or Registration
- Registration –
 - Registered system operating according to the last Approval to Operate, or
 - Registration - Registered system following either the *Code of Practice for Waterworks Systems Using High Quality Groundwater* or *Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System*

- Designated User - same as Authorized User. The person authorized to report electronically on behalf of the regulated system.
- Electronic Reporting – submission of the monitoring data of the regulated waterworks system using the web form provided by AEP.
- Owner – this is the owner of the waterworks operation and the holder of the Authorization.
- Code of Practice - *Code of Practice for Waterworks Systems Using High Quality Groundwater*, or, *Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System*.
- the Bacti Protocol - *Communication and Action Protocol for Failed Bacteriological Results in Drinking Water for Waterworks Systems Authorized Under the Environmental Protection and Enhancement Act, August 2009*.

Section 1.4: Contacts

- Drinking Water Quality email contacts:
 - dwq.datacoord@gov.ab.ca – for operator and laboratory file format; bacteriological data; measurement revision acceptance

 - dwq.usercoord@gov.ab.ca – for web form data entry; monitoring requirement details

Section 1.5: This Website Does NOT Support

- Immediate reporting of contraventions, of the approval/registration.
- Notification, consultation and monitoring results, under emergency operations.
- Reporting of additional monitoring results beyond those required as part of the authorization.

Section 1.6: Scope of Electronic Reporting

There are two parts to the electronic reporting:

1. Emergency contact information, for each regulated waterworks system, must be entered using this web form. Each regulated system **owner** will have a unique username/password created for them by AEP. Accurate and current contact information is required as outlined in the Bacti Protocol.
2. Submission of the monitoring data of the regulated waterworks system, as defined by the authorization. The designated users of the regulated system will have a unique username/password created for them by AEP.

Section 1.7: Secure on-line Reporting

The information submitted to AEP, via the web form, is available only to those Designated Users that have a valid username and password. The data is submitted via secure connections and file transfer protocols.

Section 1.8: System Requirements

The web form is written in a Microsoft .NET Framework. This software framework will run using any of the web browsers: **Internet Explorer, Mozilla Firefox, Google Chrome** and **Safari** (Mac systems). There are no identified computer system constraints.

Section 1.9: Getting Started – USERNAME AND PASSWORD

The **Owner** of each regulated waterworks system will require a unique username and password, created by AEP when the authorization is issued. You can contact dwq.usercoord@gov.ab.ca for this information.

Each system that is required by the authorization, to report electronically will receive a unique username and password, created by AEP for each **Designated User**. You can contact dwq.usercoord@gov.ab.ca for this information.

Section 1.10: Permission Levels of Designated Users

Permission Level of Designated User	Contact Details tab	New/Unsubmitted Details tab	Unsubmitted Summary tab	Submitted Summary tab	Measurement Revision sub-form	File Sign-off form
OWNER	Edit and save/ information to AEP database	Edit and save	View only	View only	View only	View only
SAVE ONLY	View only	Edit and save	View only	View only	View only	View only
SAVE and SUBMIT	View only	Edit, save and submit	Submit details	View only	Submit measurement revision	Submit or delete file

“OWNER” Permission: For each AEP regulated waterworks system, a Designated User role of “OWNER” is required. This role carries the responsibility of maintaining accurate and current contact information. The person designated as “Owner” is according to the following:

- For waterworks systems that are **owned and operated by the same corporate entity** the Designated User role of “OWNER” can be the person acting as the Chief Administrative Officer, or an AEP approved designate.
- For waterworks systems that are **operated by a contracted operator or company** the Designated User role of “OWNER” will be the Chief Administrative Officer of the Authorization holder, **not** the contracted operator or company.

Section 1.11: Website URL

The form can be accessed through AEP home page: <http://aep.alberta.ca/>
the *AEP Related Info* Quick Links – left side bar, or
Water tab / Reports/Data / Electronic Submission of Drinking Water Quality Information Disclaimer

The screenshot displays the Alberta Environment and Parks website interface. At the top, there is a navigation bar with links for Home, News, About Us, Air, Fish & Wildlife, Focus, Forms, Maps, Services, Lands & Forests, Recreation & Public Use, Waste, Water, and Wildlife. The 'Water' tab is highlighted with a red box, and a red arrow points to it. Below the navigation bar, there is a search bar and a main content area. On the left side, there are sections for Minister Shannon Phillips and Minister Oneil Carlier, along with AEP Online Services and AEP Related Info. The AEP Related Info section includes a list of links, with 'Electronic Data Submission' and 'Drinking Water Quality Data' highlighted with a red box. In the main content area, there is a 'Reports / Data' section with a list of links, including 'Electronic Submission of Drinking Water Quality Information Disclaimer', which is also highlighted with a red box. A red arrow points from the 'Water' tab to this link. The bottom of the page features several informational boxes for 'Enhanced Approval Process', 'Environmental Monitoring', 'My Wild Alberta', 'Parks', 'Public Lands', and 'Water for Life'.

The **Electronic submission of drinking water quality information disclaimer** is explained in detail in Appendix A

Log In – Drinking Water Quality Web Data Entry

Enter your username and password and then choose the form that you want to access.

Alberta Environment and Sustainable Resource Development

Log In

User Name: XDWQUO

Password:

Drinking Water Quality Web Data Entry

Drinking Water Quality File Sign-off

CEMS Data Industrial Sign-off

OK

Alberta Home Search Contact Us Site Map

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Drinking Water Quality Web Data Entry is for the entry of the day to day monitoring data. This form allows for *contact information data, saving the monitoring data, submitting the data* and access to the *Drinking Water Quality File Sign-off* form.

Drinking Water Quality File Sign-off is for the file data, from operators or laboratories, to review and sign-off for submission to AEP.

CEM data Industrial sign-off is for Air's continuous emission monitoring file data, to review and sign-off for submission to AEP.

You will be allowed access, depending on the permissions assigned to your username. If you do not have a user account, or if you are not allowed access to one of the forms, the following messages will be displayed.

Log In

User Name: XDWQUOX

Password:

Drinking Water Quality Web Data Entry

Drinking Water Quality File Sign-off

CEM data Industrial sign-off

OK

invalid username/password; logon denied

Log In

User Name: XDWQUO

Password:

Drinking Water Quality Web Data Entry

Drinking Water Quality File Sign-off

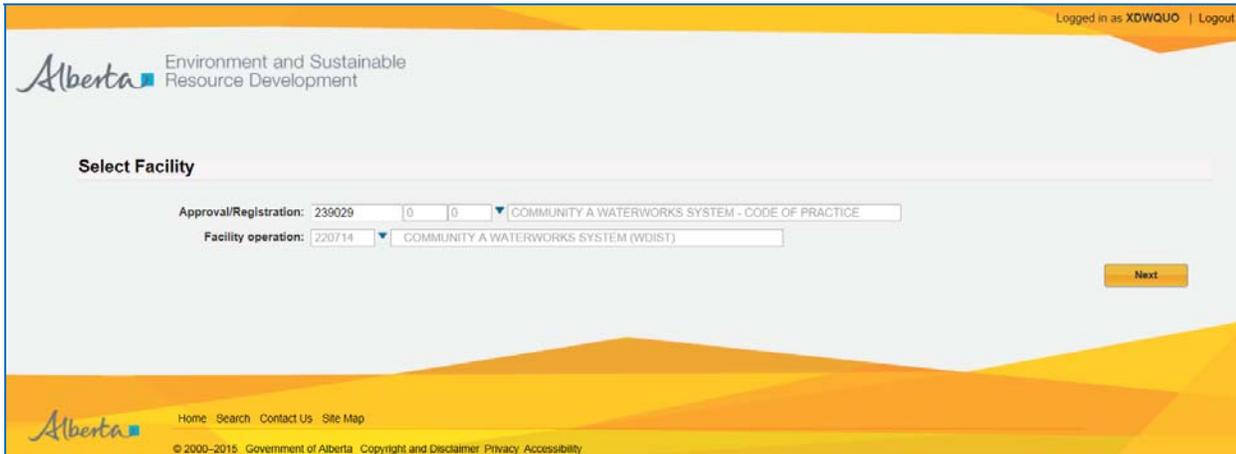
CEM data Industrial sign-off

OK

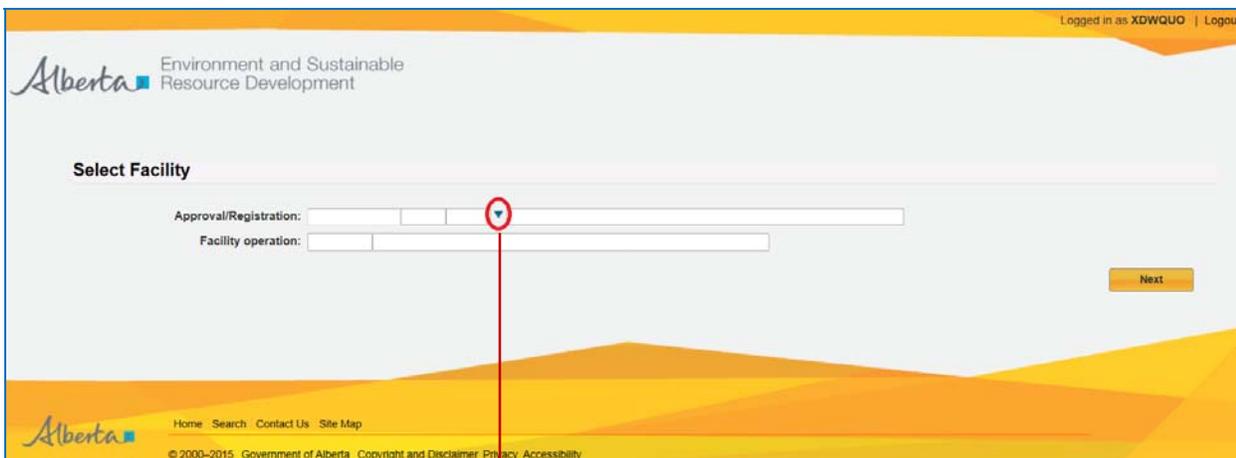
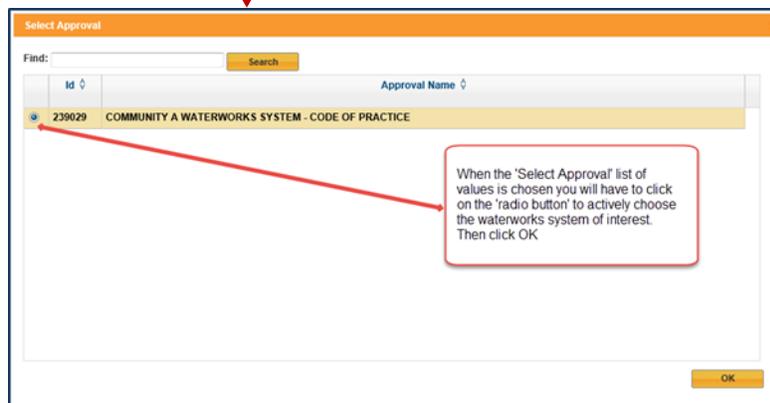
Invalid application selection based on your assigned role

Section 2.1: Select Facility

Select the facility that you will be entering the monitoring data for and then click

A screenshot of the "Select Facility" form on the Alberta Environment and Sustainable Resource Development website. The form includes a search bar, a dropdown menu for "Approval/Registration" with the value "239029" and a down arrow, and a dropdown menu for "Facility operation" with the value "COMMUNITY A WATERWORKS SYSTEM (WDIST)". A "Next" button is located on the right side of the form. The footer contains the Alberta logo and copyright information: "© 2000-2015 Government of Alberta Copyright and Disclaimer Privacy Accessibility".

If more than one approval/operation is assigned to the designated user then the form will open blank and the designated user will have to use the 'List of values' (down arrow) to choose the Authorization and then the Facility operation, if more than one operation is assigned to a single Authorization.

A screenshot of the "Select Facility" form, similar to the previous one, but with a red circle around the down arrow of the "Approval/Registration" dropdown menu. A red arrow points from this circle down to the "Select Approval" dialog box below.A screenshot of the "Select Approval" dialog box. It features a search bar with the text "Find:" and a "Search" button. Below the search bar is a table with two columns: "Id" and "Approval Name". The table contains one row with the value "239029" in the "Id" column and "COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE" in the "Approval Name" column. A red arrow points from the "239029" value to a text box. The text box contains the following text: "When the 'Select Approval' list of values is chosen you will have to click on the 'radio button' to actively choose the waterworks system of interest. Then click OK". An "OK" button is located at the bottom right of the dialog box.

Section 2.2: Contact Details tab

Logged in as XDWQUO | Logout

Alberta Environment and Sustainable Resource Development

Contact Details | New/Unsubmitted Details | Unsubmitted Summary | Submitted Summary | Submitted Details

Approval/Registration: 239029 | 0 | 0 | COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE

Facility operation: 220714 | COMMUNITY A WATERWORKS SYSTEM (WDIST)

[System More Info](#)

Designated Users

Last Name	First Name	Permission	User Name	Submit Last Update	Owner Last Update
XDWQU	XDWQU	Save Only	XDWQU		
XDWQUO	XDWQUO	Owner	XDWQUO		
XDWQUO	XDWQUO	Save Only	XDWQUO		
XDWQUS	XDWQUS	Save & Submit	XDWQUS	21-MAY-2015	

Please check this information. If additions, deletions or changes are required, please email DWQ.UserCoord@gov.ab.ca

Please note

List of Designated Users and the permissions assigned to each. This information cannot be edited.

System Owner

Owner Name: AAAA TEST SYSTEM

Last Name:

First Name:

Email: dwq.usercoord@gov.ab.ca

Preferred Address: 12 Floor, 9820 - 108 Street | Municipality: EDMONTON | Province: AB | Postal Code: T6K 2J6

Please check this information. If additions, deletions or changes are required, please email DWQ.UserCoord@gov.ab.ca

Please note

Regulated system OWNER information. This information cannot be edited.

System Operator

Operator Organization: example: Water Company Ltd.

Lead Operator/Position: example: John Doe, Supervisor

Email: example: JDoe@watercompany.ca

Mail results to Address: example: P.O. Box 123 | Municipality: example: YourTown | Province: - Select - | Postal Code: T1T1T1

Reg. Office Days Open: example: Mon, Wed, Fri | Hours Open: example: 8:00am to 4:30pm

Day Phone #: (123) 456-7890 | Ext:

After Hours Phone #: (123) 456-7890 | Ext:

Fax #: (123) 456-7890

ESRD CIC (Coordination Information Centre) Phone #: (780) 422-4505

Alberta Health Services: Zone Five, North (Aspen) | [AHS More Info](#)

If operation provides drinking water to a First Nation Community: Alexis Nakota Sioux Nation | [HC-FN More Info](#)

Health Canada - First Nation (HC-FN) More Info

Health Canada - First Nation: Enoch Cree Nation #440

Phone #: 780 470 4505 | Ext: | Fax: 780 470 3380

Comments:

Health Canada Phone: 780 495 2712 | Ext:

Alternate Phone #: 780 470 2677 | Ext:

[Select](#) [Cancel](#)

use the list of values, then click on Select

AHS More Info

Alberta Health Services: [Zone Five, North \(Aspen\)](#)

Phone #: 780 433 2660 | Ext:

Alternate Phone #: 780 453 1963 | Ext:

Fax: 780 462 5363

Comments: Pgr MCH

Alberta Health & Wellness, Provincial Health Officer on Call, Pager #: 1-780-419-9338

[Select](#) [Cancel](#)

use the list of values, then click on Select

Use the button to choose the AHS location and, if this waterworks system provides water to a First Nation community.

Regulated system OPERATOR or CONTRACT OPERATOR contact information. This information can only be edited by the designated "Owner" permission role. This information is used for the Bacteriological EMERGENCY RESPONSE by AEP and AHS professionals.

Before any updates can be saved to the contact information the Designated user with "Owner" permissions will be prompted to electronically sign a FOIP Consent.

Date of FOIP Consent: | Consent given by: | [Save](#)

FOIP (Freedom of Information and Protection of Privacy) CONSENT wording:

Alberta Environment and Parks (AEP) collects and stores the contact information of owners and operators of waterworks facilities within the Province of Alberta. This information is used to contact waterworks system owners, in the event that drinking water quality may be impaired and is having, or will have, an adverse impact on public health. The information may also be used to provide communication from AEP on issues affecting the regulation of waterworks systems.

By saving the information on this form, you are giving Alberta Environment and Parks permission to collect your name, job title, business phone number, business cell phone number, emergency after-hours phone number, fax number, business email address and work address. This information will be shared with Alberta Environment and Parks staff, and other stakeholders concerned with maintaining drinking water quality including: Alberta Health, Alberta Health Services environmental health staff, their medical officers and the Canadian Network for Public Health Intelligence (CNPHI) database. Your personal information will not be used or disclosed for any other purpose by Alberta Environment and Parks.

FOIP Consent

By submitting the information on this form, you are giving Environment and Sustainable Resource Development permission to collect your name, job title, business phone number, business cell phone number, emergency after-hours phone number, fax number, business email address and work address. This information will be shared with Environment and Sustainable Resource Development's staff, and other stakeholders concerned with maintaining drinking water quality including Alberta Health and Alberta Health Services environmental health staff and medical officers. Your personal information will not be used or disclosed for any other purpose by Environment and Sustainable Resource Development.

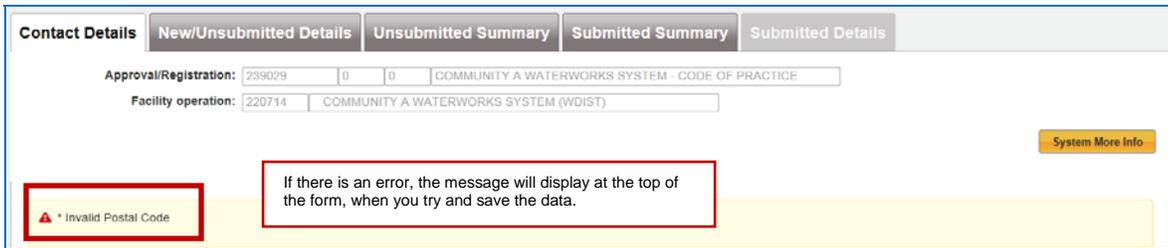
Consent to information being used as stated above

Save Cancel

Date of FOIP Consent: 29-Apr-2015 Consent given by: XDWQUO Save

Select Approval

Section 2.3: Data Error Messages



The screenshot shows a web form with several tabs: 'Contact Details', 'New/Unsubmitted Details', 'Unsubmitted Summary', 'Submitted Summary', and 'Submitted Details'. The 'Contact Details' tab is active. The form contains the following fields:

- Approval/Registration: 239029 | 0 | 0 | COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE
- Facility operation: 220714 | COMMUNITY A WATERWORKS SYSTEM (WDIST)

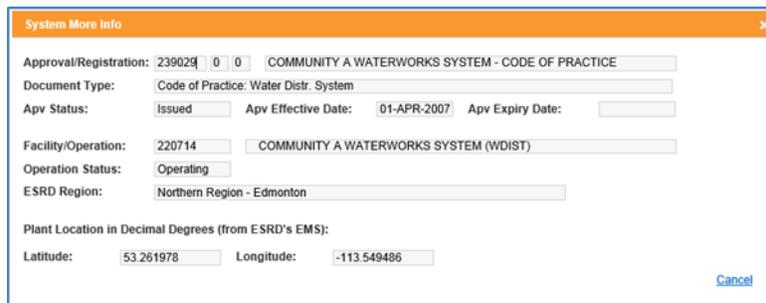
A yellow error message box is displayed at the top of the form, containing a red triangle icon and the text: "Invalid Postal Code". A red box highlights this message. A text box next to it states: "If there is an error, the message will display at the top of the form, when you try and save the data." A yellow button labeled "System More Info" is located in the top right corner of the form.

Section 2.4: More System Information

Also on the **Contact tab** is the button.

System More Info

This pop-up form displays some details from AEP's Environmental Management System, about the regulated waterworks system. **It cannot be edited.**



The screenshot shows a pop-up window titled "System More Info" with a close button (X) in the top right corner. The form contains the following fields:

- Approval/Registration: 239029 | 0 | 0 | COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE
- Document Type: Code of Practice: Water Distr. System
- Apv Status: Issued | Apv Effective Date: 01-APR-2007 | Apv Expiry Date:
- Facility/Operation: 220714 | COMMUNITY A WATERWORKS SYSTEM (WDIST)
- Operation Status: Operating
- ESRD Region: Northern Region - Edmonton
- Plant Location in Decimal Degrees (from ESRD's EMS):
 - Latitude: 53.261978
 - Longitude: -113.549486

A "Cancel" button is located in the bottom right corner of the pop-up window.

Section 2.5: New / Unsubmitted Details tab

Approval/Registration: 239029 | 0 | 0 | COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE
 Facility operation: 220714 | COMMUNITY A WATERWORKS SYSTEM (WDIST)
 From Date: 06-Apr-2015 | To Date: 07-Apr-2015 | Query | Contract Lab

Sample Location	Count	Freq.	Parameter	Reading Type	Unit (*)	< Or >	Value (*)	Sample Date
DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1	Weekly	CHLORINE, TOTAL	MIN	mg/L			06-APR-2015
DISTRIBUTION: RANDOM LOCATIONS	5	Weekly...	CHLORINE, TOTAL	n/a	mg/L			06-APR-2015
ENTERING DISTRIBUTION SYSTEM	5	Weekly	FLOW	TOT	m3/wk			06-APR-2015
DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1	Weekly	CHLORINE, TOTAL	MIN	mg/L			07-APR-2015
DISTRIBUTION: RANDOM LOCATIONS	5	Weekly...	CHLORINE, TOTAL	n/a	mg/L			07-APR-2015
ENTERING DISTRIBUTION SYSTEM	5	Weekly...	FLOW	TOT	m3/wk			07-APR-2015

Sample Type: SAMPLE BASED ON CALCULATED VALUE(S) (EG. AV) | Method(*): TITRIMETRIC ANALYSIS
 Water Type: TREATED WATER | Missing Measurement Code: [v]
 Measurement Comment:

Select Approval | Location Status | Submission Notes | Save | Report File | Submit

The **New/Unsubmitted Details tab** is where you enter the day-to-day monitoring results.

Date Range: The form will default to ‘today’s date’, with the option of choosing a From Date: To Date range up to 62 days. To change the date range, first click on the ‘from date’ and choose the start of the range. Next click on the ‘to date’ and choose the end of the range. Finally click the query button.

Sort order is allowed by clicking on: “Sample Location”; “Frequency”; “Parameter”; or “Sample Date”

Choose your **Unit (based on a method of analysis)**, by clicking on the unit measurement box, then the arrow.

Sample Location | Count | Freq. | Parameter | Reading Type | Unit (*) | < Or > | Value (*) | Sample Date

DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1	Weekly	CHLORINE, TOTAL	MIN	mg/L			06-APR-2015
DISTRIBUTION: RANDOM LOCATIONS	5	Weekly...	CHLORINE, TOTAL	n/a	mg/L			06-APR-2015
ENTERING DISTRIBUTION SYSTEM	5	Weekly...	FLOW	TOT				
DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1	Weekly	CHLORINE, TOTAL	MIN				
DISTRIBUTION: RANDOM LOCATIONS	5	Weekly...	CHLORINE, TOTAL	n/a				
ENTERING DISTRIBUTION SYSTEM	5	Weekly...	FLOW	TOT				

Sample Type: DISCRETE SAMPLE (GRAB) | Method(*): TITRIMETRIC ANALYSIS
 Water Type: TREATED WATER | Missing Measurement Code: [v]
 Measurement Comment:

Select Approval | Location Status | Submission Notes | Save | Report File | Submit

Missing Measurement Code: When a chlorine reading is taken at the same time as a bacteriological sample the measurement is entered on the DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS station row. That sample, as specified in the relevant Code of Practice, or the Approval to Operate, can count as one of the five (5) samples taken (one per day) per calendar Week on the DISTRIBUTION: RANDOM LOCATIONS station.

The Missing Measurement Code would be entered on the chlorine parameter on the DISTRIBUTION: RANDOM LOCATIONS station:

- no measurement value would be entered (remember that '0' is a value which would be less than the allowable limit).
- enter the 'EIO' Missing Measurement Code, along with a comment (example: the reading was taken at the same time/location as the bacteriological sample).
- save your changes.

Click in the **Value** field to enter the monitoring value. The row you select will be highlighted in yellow. After a value is entered and Saved, a message will be displayed showing you the details, including the Limit Checking results.

Remember, this application does not support immediate reporting of contraventions of the approval/registration; you must phone the AEP CIC phone number which is shown on the Contacts tab if a limit is exceeded/not met.

Limit Checking Results ✕

Summary of Limit Checking

Number of Measurements that were checked.	1
Number of Measurements that were within the limit(s) or guideline(s)	0
Number of Measurements that were OUTSIDE the limit(s) or guideline(s) (See Exceedance Details below).	1
Number of Measurements where compliance could not be clearly determined. (See notes below).	0

Exceedance Details

Note: AEP does not have access to this information until it is submitted / signed-off.
 If there is an exceedance please ensure that you have complied with the "Emergency Operation" requirements and "Contravention Reporting" as specified in your approval or Code of Practice

Sampling Location	Parameter	Value	Lower Limit	Upper Limit	Limit Type	Date
DISTRIBUTION: BACTERIOLOGICAL,...	CHLORINE, TOT...	.01	.1		Approval	29-MAY-2015

When a limit has been exceeded a **red letter** will be displayed beside that value.

Sample Location	Count	Freq.	Parameter	Reading Type	Unit (*)	< Or >	Value (*)	Sample Date
DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		0.01	29-MAY-2015 L
DISTRIBUTION: RANDOM LOCATIONS	5	Weekly...	CHLORINE, TOTAL	n/a	mg/L			29-MAY-2015
ENTERING DISTRIBUTION SYSTEM	5	Weekly...	FLOW	TOT	m3/wk			29-MAY-2015

Indicates a limit exceedance.

Location Status: When a station is off-line you must update the status, otherwise the system will expect a monitoring value on that sampling location for that day.

Approval/Registration: 239029 | 0 | 0 | COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE
 Facility operation: 220714 | COMMUNITY A WATERWORKS SYSTEM (WDIST)

From Date: 29-May-2015 | To Date: 29-May-2015 | |

Sample Location	Count	Freq.	Parameter	Reading Type	Unit (*)	< Or >	Value (*)	Sample Date
DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1	Weekly	CHLORINE, TOTAL	MIN	mg/L			29-MAY-2015
DISTRIBUTION: RANDOM LOCATIONS	5	Weekly...	CHLORINE, TOTAL	n/a	mg/L			29-MAY-2015
ENTERING DISTRIBUTION SYSTEM	5	Weekly...	FLOW	TOT	m3/wk			29-MAY-2015

Sample Type: SAMPLE BASED ON CALCULATED VALUE(S) (EG. AV) | Method(*): NO DESCRIPTION IS PROVIDED
 Water Type: TREATED WATER | Missing Measurement Code:
 Measurement Comment:

Unsubmitted Location Status

Sample Location: ENTERING DISTRIBUTION SYSTEM
 Last Submitted Status: 24-APR-2007 OPR Operating
 Initial default status.

Status Date	Status	Status Description	Status Comment
05-MAY-2015	NOP	Normal Operation	

Edit Unsubmitted Location Status

Status Date: 07-May-2015

Status:

Status Comment:

Submission Notes:

Submission Notes

Notes entered here will be sent to Alberta Environment and Parks with the Next Submission of Measurements

April 1, 2015 - Don't forget to enter a date when you add a 'notation'.

April 10, 2015 - You can add and save notes. They will only be submitted when you submit the monitoring data to AEP. At the time the submission will be system date stamped.

Save Cancel

Submit monitoring results to AEP. On the New/Unsubmitted Details tab a Designated User can Submit the results to AEP by clicking on the Submit button. If the button is 'disabled' it means that you do not have a 'submit' permission level.

Select Approval Location Status Submission Notes Save Report/File Submit

Select Approval will take you back to the **Select Facility** page.

Select Approval Location Status Submission Notes Save Report/File Submit

Section 2.6: Unsubmitted Summary tab

An Unsubmitted Report can be run, on data saved prior to submission to AEP. The data can be exported to .csv, which can be saved as a Microsoft Excel file, or it can be run as a 'printable' report.

Report

Unsubmitted Report

Approval Id: 239029 0 0 COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE

Facility operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

Sampling Location: ALL

Sample Frequency: ALL

Parameter: ALL

From Data: 01-Apr-2015 To Data: 25-May-2015

Printable Report
 Data File(CSV Format)

choose the appropriate DATE RANGE

Run Report

All measurements saved on the New/Unsubmitted Details tab are listed by Sample Date and then Sample Location.

To view the details:

- double click on a record, or
- run a report by clicking on the Report/File button

The measurement details can be submitted to AEP from this tab.

Contact Details New/Unsubmitted Details Unsubmitted Summary Submitted Summary Submitted Details

Approval/Registration: 239029 0 0 COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE

Facility operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

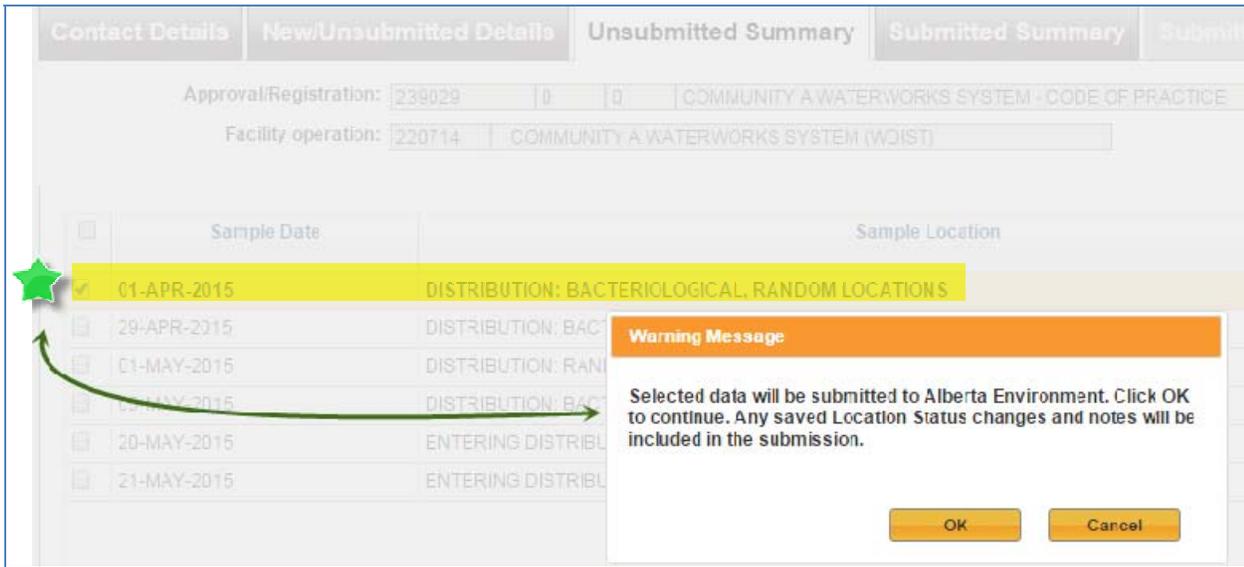
Click to flag ALL unsubmitted records, only select a month at a time.

Sample Date	Sample Location	# of Measurements
<input checked="" type="checkbox"/> 01-APR-2015	DISTRIBUTION: RANDOM LOCATIONS	1
<input type="checkbox"/> 29-APR-2015	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
<input type="checkbox"/> 01-MAY-2015	DISTRIBUTION: RANDOM LOCATIONS	1
<input type="checkbox"/> 05-MAY-2015	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
<input type="checkbox"/> 20-MAY-2015	ENTERING DISTRIBUTION SYSTEM	1
<input type="checkbox"/> 21-MAY-2015	ENTERING DISTRIBUTION SYSTEM	1

01-APR-2015 record(s) will be submitted if the Authorized User with 'save and submit' permission clicks on the Submit button.

Select Approval Report/File Submit

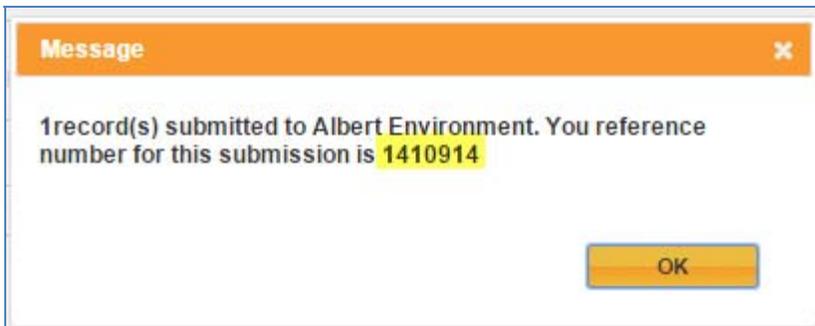
Submitting a measurement to AEP



The screenshot shows a web form with several tabs: "Contact Details", "New/Unsubmitted Details", "Unsubmitted Summary", "Submitted Summary", and "Submit". The "Unsubmitted Summary" tab is active. Below the tabs, there are input fields for "Approval/Registration:" (239029), "Facility operation:" (220714), and "COMMUNITY A WATERWORKS SYSTEM (WQIST)". A table with columns "Sample Date" and "Sample Location" is visible. The first row is highlighted in yellow and has a green star icon next to it. A green arrow points from the star to the "Warning Message" dialog box. The dialog box has an orange header and contains the text: "Selected data will be submitted to Alberta Environment. Click OK to continue. Any saved Location Status changes and notes will be included in the submission." There are "OK" and "Cancel" buttons at the bottom of the dialog.

Sample Date	Sample Location
01-APR-2015	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS
29-APR-2015	DISTRIBUTION: BAC
01-MAY-2015	DISTRIBUTION: RAN
02-MAY-2015	DISTRIBUTION: BAC
20-MAY-2015	ENTERING DISTRIBU
21-MAY-2015	ENTERING DISTRIBU

Click OK, and you will receive confirmation that the measurement(s) have been successfully submitted.



The screenshot shows a "Message" dialog box with an orange header and a close button (X). The message text reads: "1 record(s) submitted to Albert Environment. You reference number for this submission is 1410914". The reference number "1410914" is highlighted in yellow. There is an "OK" button at the bottom of the dialog.

Record the 'reference number' in your operation log book.

Section 2.7: Submitted Summary tab

All data submitted to AEP can be viewed on the Submitted Summary tab. On form entry the Date Range defaults to “today”; if there is no data for “today” then a message will show that “No Record Found”,

Choose the **Date Range**.

Choose the **type of data** to be reviewed: Operator entered; Bacteriological Data; or Annual/Contract Lab data

Click on the **Query** button, which will extract the details of your choice.

The screenshot shows the 'Submitted Summary' tab selected. The page header includes the Alberta Environment and Sustainable Resource Development logo and the user 'XDWQUS'. Below the navigation tabs, there are input fields for 'Approval/Registration' (239029) and 'Facility operation' (220714). A date range is set from '01-Apr-2015' to '25-May-2015'. Radio buttons allow selecting the data type: 'Operator Entered' (selected), 'Bacteriological Data', and 'Annual/Contract Lab'. A 'Query' button is highlighted with a red box. Below this, a table shows measurement data:

Sample Date	Sample Location	# of Measurements
<input checked="" type="checkbox"/> 01-APR-2015	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
<input type="checkbox"/> 08-APR-2015	DISTRIBUTION: RANDOM LOCATIONS	

When a record is checked (flagged) you can view the details on the **Submitted Details** tab

The screenshot shows the 'Submitted Details' tab with buttons for 'Select Approval', 'Location Status', 'Submitted Notes', and 'Report/File'. Two pop-up windows are shown:

Submitted Location Status

Sample Location	Status Date	Status	Description	Status Comment
DISTRIBUTION: RANDOM LOCATIONS	02-DEC-2008	OPR	Operating	test Dec 7th
ENTERING DISTRIBUTION SYSTEM	24-APR-2007	OPR	Operating	Initial default status.
DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	24-APR-2007	OPR	Operating	Initial default status.
DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	05-MAY-2015	OPR	Operating	test

Submitted Notes

Submitted Dates	Monthly Review Notes
21-MAY-2015	April 1, 2015 - don't forget to enter a date when you add a 'notation'. April 10, 2015 - You can add and save notes. They will only be s...
21-MAY-2015	test

Notice that all **Location Status**' and **Submitted Notes** are submitted on the date that you submitted the measurement data.

All submitted records can be exported into a paper Report, or as a .csv which can be saved in Microsoft Excel format.

Section 2.8: Submitted Details tab

If a measurement detail must be corrected after it has been submitted to AEP then a 'one-time correct' can be requested using the **Measurement Revision** form on the **Submitted Details tab**.

Click on the day and parameter that must be corrected. This will enable the **Measurement Revision** button.

The screenshot shows the 'Measurement Revision' form. At the top, there is a header bar with the title 'Measurement Revision' and a close button. Below the header, there are several input fields for metadata: Approval Id (239029 0 0), COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE, Sampling Location (DISTRIBUTION BACTERIOLOGICAL, RANDOM LOCATIONS), Reading Type (MIN), Frequency (Weekly), Sample Type (SAMPLE BASED ON CALCULATED VALUE(S) (EG. AVE, MAX, MIN)), Water Type (TREATED WATER), and Sample Date (01-APR-2015 00:00). A 'Proposed Measurement' table is visible, with columns for Parameter, Unit, >OR<, and Value. The table contains one row: CHLORINE, TOTAL, mg/L, >OR<, .01. Below the table, there are fields for Method (NO DESCRIPTION IS PROVIDED) and Comment (entered a wrong decimal point). At the bottom of the form, there are three buttons: 'Accept Revision', 'Request Revision' (highlighted with a red box), and 'Cancel'. A message box is overlaid on the right side of the form, containing the text: 'Measurement revision has been submitted. Contact the Alberta Environment Drinking Water User Coordinator at dwq.usercoord@gov.ab.ca to request that this revision be accepted. Measurement Revision Id: 8630'. A red arrow points from the 'Request Revision' button to the message box.

Enter the correct value, along with a reason for the correction. Request the revision. Contact the Drinking Water User Coordinator at dwq.usercoord@gov.ab.ca stating that a measurement revision has been entered, and enter the **Measurement Revision Id: #** into your log book.

Section 2.9: Logout



The **Logout** function is at the top right hand corner.

Log In – Drinking Water Quality File Sign-off

The screenshot shows the login interface for the Drinking Water Quality File Sign-off system. At the top left is the Alberta Environment and Sustainable Resource Development logo. The main heading is "Log In". Below this are two input fields: "User Name:" with the value "XDWQUO" and "Password:" with a masked password "*****". There are three radio button options: "Drinking Water Quality Web Data Entry", "Drinking Water Quality File Sign-off" (which is selected and circled in red), and "CEMS Data Industrial Sign-off". An "OK" button is located at the bottom right of the form.

Note that this form can also be accessed directly from the **Drinking Water Quality Web Data Entry** form, as seen below.

The screenshot shows the "Drinking Water Quality Web Data Entry" form. The user is logged in as "XDWQUO". The form has several tabs: "Contact Details", "New/Unsubmitted Details", "Unsubmitted Summary", "Submitted Summary", and "Submitted Details". The "New/Unsubmitted Details" tab is active. It displays fields for "Approval/Registration:" (239029), "Facility operation:" (220714), and "COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE". Below these are date fields for "From Date:" (25-May-2015) and "To Date:" (25-May-2015), along with "Query" and "Contract Lab" buttons. The "Contract Lab" button is circled in red.

Select the approval which has data that will be signed-off and submitted to AEP.

The screenshot shows the "Select an Approval" dialog box. It has a search bar and a table of approvals. The table has columns for "Id", "Approval Name", and "Operation Name". The first row is selected and highlighted in yellow.

Id	Approval Name	Operation Name
239029	COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE	COMMUNITY A WATERWORKS SYSTEM (WDIST)
239050	COMMUNITY E WATERWORKS SYSTEM (APPROVAL)	COMMUNITY E WATERWORKS SYSTEM (APPROVAL)

An "OK" button is located at the bottom right of the dialog box.

Section 3.1: New / Unsubmitted Files tab

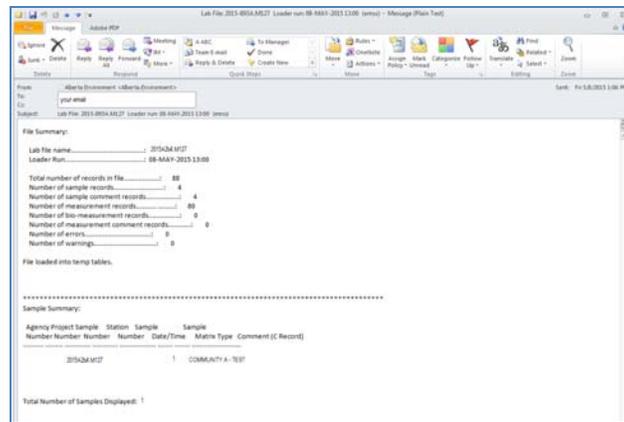
This form displays the unsubmitted analytical results of samples analyzed by:

- the contracted accredited laboratory that you use, or
- the fixed file format that you have created from your LIMS / SCADA system.

You will be able to review the results of the analysis and sign it off by submitting it to AEP;

- when a file has been sent, from an operator, through AEP's FTP, an email notification will be automatically sent to your inbox. (Based on information in the File Header Record), and / or
- if laboratory files have been sent, then the lab is notified as to the success of the loading of the file.

The lab should inform the facility that a file has been sent, on the facilities behalf. This should occur at the same time as sending the facility their results.



If the results presented on the form below, is not the same as the laboratory's PDF, then it is the responsibility of the users to delete the unsubmitted file and request that the lab send a corrected file.

Alberta Environment and Sustainable Resource Development

NewUnsubmitted Files View By Sample View By Stations Submitted Report

Approval
 Approval ID: 239029 (COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE) APV Status: Issued
 Approval Holder: AAAA TEST SYSTEM
 Operation: COMMUNITY A WATERWORKS SYSTEM (WDIST)

Year	Month	File Name	File Loaded Date	Source Lab	Notes	Report
2015	FEB	2015J24.M127	21 MAY 2015	ALPHA LABORATORY SERVICE		Report
2015	JAN	2015A263.M127	21-MAY-2015	ALPHA LABORATORY SERVICE		Report

2 records found

Station No	Station Name	Station Description	Sample Matrix	Status Indicator
AB05BP990	COMMUNITY A	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	10 - TREATED WATER	OPR

1 record found

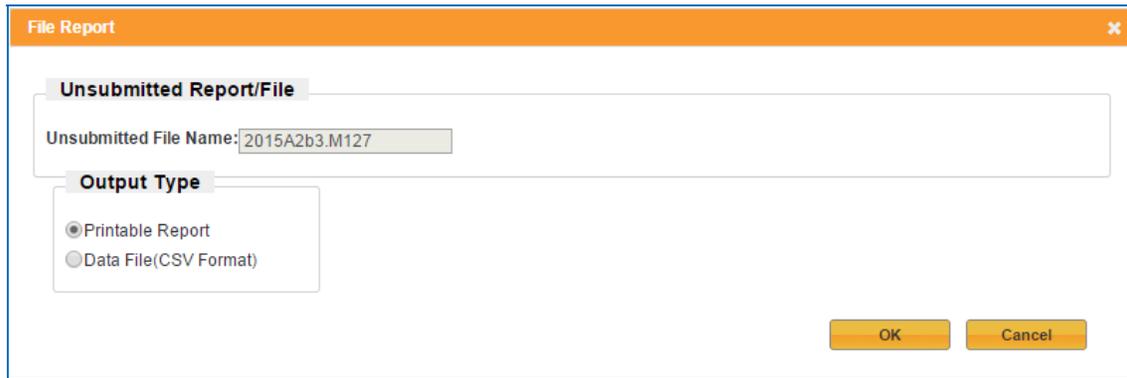
Submit Delete Cancel Logout

Report button

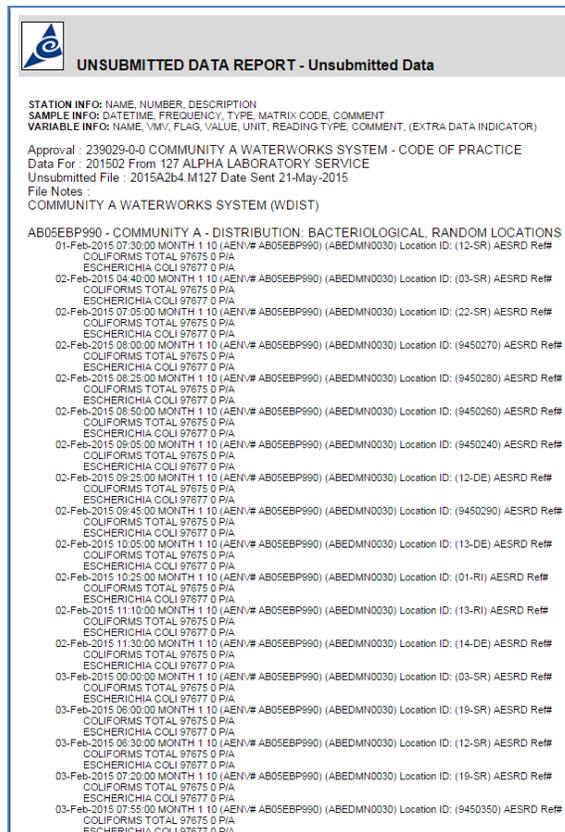
Station Status button

From the **New/Unsubmitted Files** tab you can:

- run a **report** of each file as a Printable Report, or export in .csv format



Example:



UNSUBMITTED DATA REPORT - Unsubmitted Data

STATION INFO: NAME, NUMBER, DESCRIPTION
SAMPLE INFO: DATETIME, FREQUENCY, TYPE, MATRIX CODE, COMMENT
VARIABLE INFO: NAME, UNIT, FLAG, VALUE, UNIT, READING TYPE, COMMENT, (EXTRA DATA INDICATOR)

Approval : 239029-0-0 COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE
Data For : 201502 From 127 ALPHA LABORATORY SERVICE
Unsubmitted File : 2015A2b4.M127 Date Sent 21-May-2015
File Notes
COMMUNITY A WATERWORKS SYSTEM (WDIST)

AB05EBP990 - COMMUNITY A - DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS

01-Feb-2015 07:30:00 MONTH 1 10 (AEN/# AB05EBP990) (ABEDMN0030) Location ID: (12-SR) AESRD Ref#
COLIFORMS TOTAL 97675 0 P/A
ESCHERICHIA COLI 97677 0 P/A

02-Feb-2015 04:40:00 MONTH 1 10 (AEN/# AB05EBP990) (ABEDMN0030) Location ID: (03-SR) AESRD Ref#
COLIFORMS TOTAL 97675 0 P/A
ESCHERICHIA COLI 97677 0 P/A

02-Feb-2015 07:05:00 MONTH 1 10 (AEN/# AB05EBP990) (ABEDMN0030) Location ID: (22-SR) AESRD Ref#
COLIFORMS TOTAL 97675 0 P/A
ESCHERICHIA COLI 97677 0 P/A

02-Feb-2015 08:00:00 MONTH 1 10 (AEN/# AB05EBP990) (ABEDMN0030) Location ID: (9450270) AESRD Ref#
COLIFORMS TOTAL 97675 0 P/A
ESCHERICHIA COLI 97677 0 P/A

02-Feb-2015 08:25:00 MONTH 1 10 (AEN/# AB05EBP990) (ABEDMN0030) Location ID: (9450280) AESRD Ref#
COLIFORMS TOTAL 97675 0 P/A
ESCHERICHIA COLI 97677 0 P/A

02-Feb-2015 08:50:00 MONTH 1 10 (AEN/# AB05EBP990) (ABEDMN0030) Location ID: (9450260) AESRD Ref#
COLIFORMS TOTAL 97675 0 P/A
ESCHERICHIA COLI 97677 0 P/A

02-Feb-2015 09:05:00 MONTH 1 10 (AEN/# AB05EBP990) (ABEDMN0030) Location ID: (9450240) AESRD Ref#
COLIFORMS TOTAL 97675 0 P/A
ESCHERICHIA COLI 97677 0 P/A

02-Feb-2015 09:25:00 MONTH 1 10 (AEN/# AB05EBP990) (ABEDMN0030) Location ID: (13-DE) AESRD Ref#
COLIFORMS TOTAL 97675 0 P/A
ESCHERICHIA COLI 97677 0 P/A

02-Feb-2015 09:45:00 MONTH 1 10 (AEN/# AB05EBP990) (ABEDMN0030) Location ID: (9450290) AESRD Ref#
COLIFORMS TOTAL 97675 0 P/A
ESCHERICHIA COLI 97677 0 P/A

02-Feb-2015 10:05:00 MONTH 1 10 (AEN/# AB05EBP990) (ABEDMN0030) Location ID: (13-DE) AESRD Ref#
COLIFORMS TOTAL 97675 0 P/A
ESCHERICHIA COLI 97677 0 P/A

02-Feb-2015 10:25:00 MONTH 1 10 (AEN/# AB05EBP990) (ABEDMN0030) Location ID: (01-RI) AESRD Ref#
COLIFORMS TOTAL 97675 0 P/A
ESCHERICHIA COLI 97677 0 P/A

02-Feb-2015 11:10:00 MONTH 1 10 (AEN/# AB05EBP990) (ABEDMN0030) Location ID: (13-RI) AESRD Ref#
COLIFORMS TOTAL 97675 0 P/A
ESCHERICHIA COLI 97677 0 P/A

02-Feb-2015 11:30:00 MONTH 1 10 (AEN/# AB05EBP990) (ABEDMN0030) Location ID: (14-DE) AESRD Ref#
COLIFORMS TOTAL 97675 0 P/A
ESCHERICHIA COLI 97677 0 P/A

03-Feb-2015 00:00:00 MONTH 1 10 (AEN/# AB05EBP990) (ABEDMN0030) Location ID: (03-SR) AESRD Ref#
COLIFORMS TOTAL 97675 0 P/A
ESCHERICHIA COLI 97677 0 P/A

03-Feb-2015 06:00:00 MONTH 1 10 (AEN/# AB05EBP990) (ABEDMN0030) Location ID: (19-SR) AESRD Ref#
COLIFORMS TOTAL 97675 0 P/A
ESCHERICHIA COLI 97677 0 P/A

03-Feb-2015 06:30:00 MONTH 1 10 (AEN/# AB05EBP990) (ABEDMN0030) Location ID: (12-SR) AESRD Ref#
COLIFORMS TOTAL 97675 0 P/A
ESCHERICHIA COLI 97677 0 P/A

03-Feb-2015 07:20:00 MONTH 1 10 (AEN/# AB05EBP990) (ABEDMN0030) Location ID: (19-SR) AESRD Ref#
COLIFORMS TOTAL 97675 0 P/A
ESCHERICHIA COLI 97677 0 P/A

03-Feb-2015 07:55:00 MONTH 1 10 (AEN/# AB05EBP990) (ABEDMN0030) Location ID: (9450350) AESRD Ref#
COLIFORMS TOTAL 97675 0 P/A
ESCHERICHIA COLI 97677 0 P/A

- view the **Station Status Detail**

Station Status Detail

Stations

Station No:

Current Submitted stations

Effective Date	Status Indicator	Description	Status Comment
05-MAY-2015	OPR	Operating	test

New Status Changes

Effective Date	Status Indicator	Description	Status Comment
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Section 3.2: View By Sample tab

By double clicking on the file name on the New/Unsubmitted Files tab, the loaded file can be viewed by sample. This is typically used for a few samples, but with several parameters each.

The screenshot shows the 'View By Sample' tab selected. The file information is as follows:

- File Name: 2015A2d4.M1
- Load Date: 21-MAY-2015
- Source Lab: ALPHA LABORATORY SER
- APV No: 239029
- APV Name: COMMUNITY A WATERWORKS SYSTEM - CODE OFF
- Op Name: COMMUNITY A WATERWORKS SYSTEM (WDIST)

The 'Station/Samples' table contains the following data:

Station No	Sample Date/Time	Matrix	Sample Type	Reading Type	Sample Freq	Lab Sample No	Sample No
AB05EBP990	01-FEB-2015 07:30:00	TREATED WATER	DISCRETE SAMPLE (GRAB)		Monthly	BA89983B	15D3411764
AB05EBP990	02-FEB-2015 04:40:00	TREATED WATER	DISCRETE SAMPLE (GRAB)		Monthly	BA90011B	15D3411852
AB05EBP990	02-FEB-2015 07:05:00	TREATED WATER	DISCRETE SAMPLE (GRAB)		Monthly	BA90010B	15D3411831
AB05EBP990	02-FEB-2015 08:00:00	TREATED WATER	DISCRETE SAMPLE (GRAB)		Monthly	BA90018B	15D3411832
AB05EBP990	02-FEB-2015 08:25:00	TREATED WATER	DISCRETE SAMPLE (GRAB)		Monthly	BA90019B	15D3411896

Below the table, the Station Name is 'COMMUNITY A' and the Station Desc is 'DISTRIBUTION: BACTERIOLOGICAL_RANDOM LOCATIONS'. The Sample Comment is '(AENV# AB05EBP990) (ABEDM0030) Location ID: (12-GR) AESRD Re#'. The 'Variable & Measurement' table shows:

Variable Name	Flag	Value	Unit	K	Q	E
COLIFORMS TOTAL		0	PIA			
ESCHERICHIA COLI		0	PIA			

View By Station tab

By double clicking on a station name from one of the listed stations on the New/Unsubmitted Files Tab, the loaded file can be viewed by station. This is typically used for many samples (like daily results) with only a few parameters.

The screenshot shows the 'View By Station' tab selected. The station information is as follows:

- Station No: AB05EBP990
- Station Name: COMMUNITY A
- Station Desc: DISTRIBUTION: BACTERIOLOGICAL_RANDOM LOCA
- APV No: 239029
- APV Name: COMMUNITY A WATERWORKS SYSTEM (WDIST)
- File Name: 2015A2d4.M127

The 'Variables' table contains the following data:

Variable	VMV Code	Method	Count	Lowest Value	Highest Value	Reading Type	Gap Flag
COLIFORMS TOTAL	97675	COLIFORMS BY DEFINED (ENZYME) SUBSTRATE TEST	147	0	0		
ESCHERICHIA COLI	97677	COLIFORMS BY DEFINED (ENZYME) SUBSTRATE TEST	147	0	0		

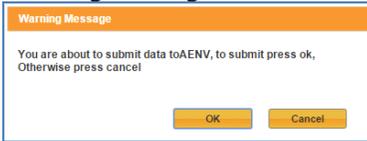
The 'Measurements' table shows a list of samples with columns for Sample Date, Measurement Date, Flag, Value, Unit, Sample Freq, Sample No, and Sample Comment. The first few rows are as follows:

Sample Date	Measurement Date	Flag	Value	Unit	Sample Freq	Sample No	Sample Comment	K	Q	E
01-FEB-2015 07:30	02-FEB-2015		0	PIA	Monthly	15D3411764 (AENV# AB05EBP990) (ABEDM0030) Location ID: (12-GR) AESRD Re#				
02-FEB-2015 04:40	03-FEB-2015		0	PIA	Monthly	15D3411852 (AENV# AB05EBP990) (ABEDM0030) Location ID: (03-SR) AESRD Re#				
02-FEB-2015 07:05	03-FEB-2015		0	PIA	Monthly	15D3411831 (AENV# AB05EBP990) (ABEDM0030) Location ID: (22-SR) AESRD Re#				
02-FEB-2015 08:00	03-FEB-2015		0	PIA	Monthly	15D3411832 (AENV# AB05EBP990) (ABEDM0030) Location ID: (9450270) AESRD Re#				
02-FEB-2015 08:25	03-FEB-2015		0	PIA	Monthly	15D3411896 (AENV# AB05EBP990) (ABEDM0030) Location ID: (9450280) AESRD Re#				
02-FEB-2015 08:50	03-FEB-2015		0	PIA	Monthly	15D3411876 (AENV# AB05EBP990) (ABEDM0030) Location ID: (9450260) AESRD Re#				
02-FEB-2015 09:05	03-FEB-2015		0	PIA	Monthly	15D3411898 (AENV# AB05EBP990) (ABEDM0030) Location ID: (9450240) AESRD Re#				
02-FEB-2015 09:25	03-FEB-2015		0	PIA	Monthly	15D3411766 (AENV# AB05EBP990) (ABEDM0030) Location ID: (12-DE) AESRD Re#				
02-FEB-2015 09:45	03-FEB-2015		0	PIA	Monthly	15D3411897 (AENV# AB05EBP990) (ABEDM0030) Location ID: (9450290) AESRD Re#				
02-FEB-2015 10:05	03-FEB-2015		0	PIA	Monthly	15D3411765 (AENV# AB05EBP990) (ABEDM0030) Location ID: (12-DE) AESRD Re#				

There is a count of how many of any parameter for that station are in the file. It also shows the lowest and highest value of the same.

Section 3.3: Submitting the reviewed file

The Authorized User with 'Save and Submit' permissions can submit the file to AEP. You will receive a Warning Message.



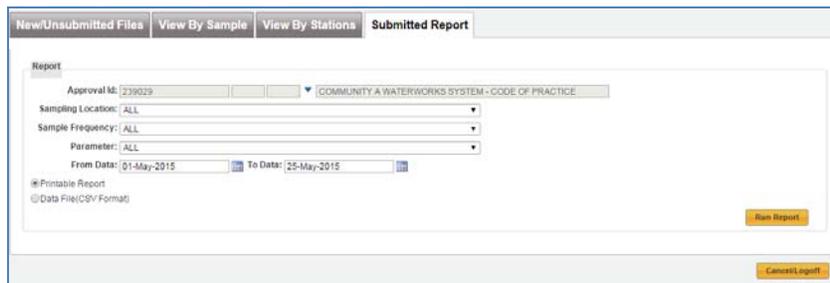
When you click OK the file will be submitted to AEP and you will receive a confirmation number. Record this number in your log book.



If you wish to change measurements, based on a file, after it is submitted to AEP. A request must be made to AEP dwq.usercoord@gov.ab.ca to have the whole file backed out prior to a corrected data file being re-sent.

Section 3.4: Submitted Report tab

The submitted records can be viewed on the **Submitted Report** tab

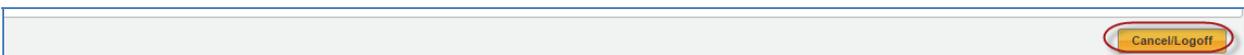


Section 3.5: Logout



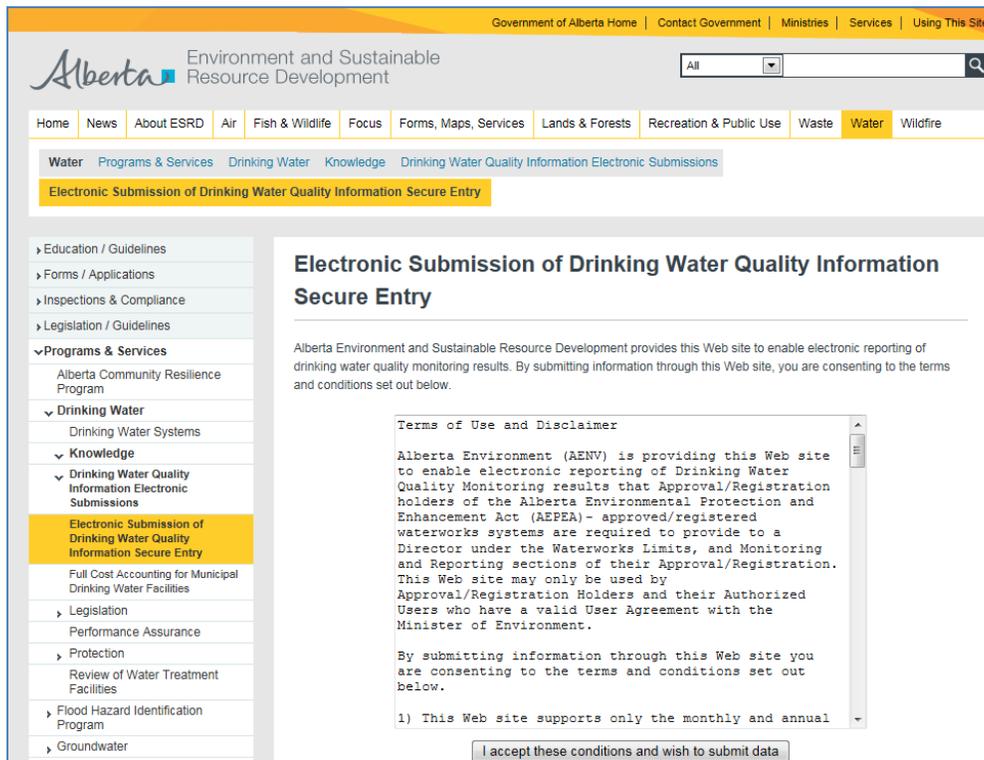
The **Logout** function is at the top right hand corner.

Or by clicking on the Cancel/Logoff button at the bottom right corner.



If entering File Sign Off from Web Data Entry, then the Cancel/Logoff will be Return.

Appendix A – Electronic submission of drinking water quality information disclaimer



Terms of Use and Disclaimer

Alberta Environment and Parks (AEP) is providing this Web site to enable electronic reporting of Drinking Water Quality Monitoring results that Approval or Registration holders of the Alberta Environmental Protection and Enhancement Act (AEPEA) authorized waterworks systems are required to provide to a Director under the Waterworks Limits, and Monitoring and Reporting sections of their Approval or Registration. This Web site may only be used by Approval / Registration Holders and their Authorized Users who have a valid User Agreement with the Minister of Environment and Parks.

By submitting information through this Web site you are consenting to the terms and conditions set out below.

1) This Web site supports only the monthly and annual reporting of drinking water quality monitoring results that are specified in your Approval or Registration to be submitted electronically to AEP.

THIS SITE DOES NOT SUPPORT:

- * **Immediate reporting of contraventions of the Approvals or Registrations.**
- * **Notification and consultation and monitoring results under emergency operations, or**
- * **Reporting of all other additional monitoring results beyond those required as part of the Approval or Registration.**

2) When you sign on with your User ID and password, you will be presented with a form for the entry and submission of your Drinking Water Quality Monitoring results. This form should reflect the Drinking Water Quality Monitoring results that the Approval or Registration requires to be electronically reported to the Director. It does remain, however, your responsibility to ensure that you comply with the requirements of your Approval or Registration at all times. If you find that this form is not adequate to report the Drinking Water Quality Monitoring results, please contact: dwq.usercoord@gov.ab.ca and identify the name of your operation, the Approval ID or Registration ID, the nature of the problem, and the date.

3) When you have finished entering Drinking Water Quality Monitoring results and save it, the results you save will be compared against the respective limits defined by your Approval or Registration. You will have an opportunity to verify the results you have entered prior to submitting it to the Director. To assist you, you will be presented with a pop-up window that identifies the number of saved results records; the number that meets the requirements of your Approval or Registration, and the number of saved results records that exceed the guidelines and limits defined by your Approval or Registration. You will also be provided with an "Exceedance Details" report that identifies the relevant records and whether it is the Guidelines for Canadian Drinking Water Quality or the limit defined by your approval or registration that has been exceeded. If you believe that these "saved records" or the "Exceedance Details" are in error, please contact: dwq.usercoord@gov.ab.ca and identify the name of your operation, the Approval ID or Registration ID, the nature of the problem, and the date.

4) Once you are satisfied that the results you have entered have been inputted correctly, and you have identified the records you intend to submit to the Director by clicking on the check box, then click on the "Submit Data" button, and you will be asked if you really intend to submit the information to the Director. When you click "Yes", the results you have entered, saved and identified for submission will be submitted. You can confirm that your results were successfully submitted by clicking on the "Submitted Data" tab.

5) Results that you submit will be assumed correct, and to be intended by you to be your reporting of the Drinking Water Quality Monitoring results under your Approval or Registration. The information that you submit, as well as the time at which it is submitted, will be used by AEP and the Director to assess compliance with your Approval or Registration requirements, the same as a report in writing would be used to assess compliance with your Approval or Registration. The results will also be made available to the public through the Home Page of Alberta Environment and Parks Web site.

6) You will comply with the Drinking Water Quality Web site User Agreement or the terms of the conditions attached to the written notice from the Director and the User Manual at all times.

7) In the event of a conflict or discrepancy between the terms and conditions of use for this Web site, the User Agreement and the terms and conditions of your Approval or Registration, the Approval or Registration shall prevail.

8) Alberta Environment and Parks will not be responsible for any damages you or any third party suffers as a result of the submission of results through this Web site.