

Electronic Reporting of Drinking Water Quality Monitoring Information

User Manual for Drinking Water Operators

Web Form Data Submission

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INTRODUCTION

This manual is provided to Operators of Drinking Water facilities that are ready to submit their data electronically. Electronic submission provides the user the ability to store and retrieve data, and generate reports that can be printed and /or saved for future reference.

In this manual the following abbreviations will apply:

- Alberta Environment will be referred to as **AENV**,
- Approval to Operate will be referred to as **Approval**,
- Registered system operating according to the last Approval to Operate will be referred to as **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* will be referred to as **Registration**.

Data is submitted to a Secure Website (DWQ Website), which only Authorized Users will be allowed to access. AENV will provide a unique Username and Password to each authorized user. The authorized user logged into the system is allowed access only to their own data. A user can enter, save, modify and/or submit data to AENV depending on their assigned “Authorized User” privileges.

There are two types of Authorized User privileges:

- DWQ ‘Save Only’ User can save and/or modify saved data.
- DWQ ‘Save and Submit’ User can save and/or modify data and has the authority to submit the data to AENV. This is the electronic equivalent of signing off the report (i.e. certifying that the data is correct).

It is recommended that a minimum of two Designated Users be assigned Save & Submit user privileges to provide opportunity for personnel backup for data submission.

This website is designed to support only the monthly and annual reporting of drinking water quality monitoring results specified in the Approval/Registration as having to be submitted electronically to AENV. It does not relieve you of the obligation to retain your raw data and other records for the period specified in your Approval/Registration.

THIS WEBSITE DOES NOT SUPPORT:

- **IMMEDIATE REPORTING OF CONTRAVENTIONS OF THE APPROVAL/REGISTRATION**
- **NOTIFICATION AND CONSULTATION AND MONITORING RESULTS UNDER EMERGENCY OPERATIONS, OR**
- **REPORTING OF SOME OTHER ADDITIONAL MONITORING RESULTS BEYOND THOSE REQUIRED AS PART OF THE APPROVAL/REGISTRATION**



BACKGROUND

of Alberta Environment's on-line reporting for Drinking Water Systems

Why Electronic Reporting?

The Electronic Reporting of Drinking Water Quality Monitoring Data was a project initiated in November 2001. The objectives are to benefit the Regulated waterworks systems and the Public of Alberta.

Regulated Waterworks Systems have been given access to:

- secure web forms which will enable them to:
 - report monitoring data in a timely and efficient manner, and
 - see immediately if the value of the parameter is within the Approval/Registration defined limit, including the limits of the *Guidelines for Canadian Drinking Water Quality*,
 - electronically submit day-to-day **operational** monitoring results,
 - electronically view the **bacteriological** sampling results, which have been submitted on the behalf of the Approval/Registration owner, by the *Provincial Laboratory or Public Health, Microbiology*, and
 - electronically view and submit the results of the **annual samples** analyzed by the accredited laboratory which has been contracted by the Approval/Registration holder.
- The *Public of Alberta* has been provided self-serve access to appropriate information about the quality of their drinking water. The intended result is to provide assurance to Albertans regarding the safety of their drinking water supply. The web address is:
<http://environment.alberta.ca/apps/RegulatedDWQ/default.aspx>

Address <http://environment.alberta.ca/apps/RegulatedDWQ/default.aspx>

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Frequently Asked Questions about Drinking Water

Glossary

Private Systems

Other Links of interest

Quick links

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Authorization / Approval

Viewer

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Water Advisories

Drinking Water Quality

Alberta River Basins

Frequently Asked Questions

Regulated Drinking Water in Alberta

Alberta Environment is committed to working with partners to assure safe, secure supplies of drinking water for Albertans. Alberta Environment regulates municipal systems that serve over 80 per cent of the province's population, about 2.75 million Albertans. The rest receive their water from systems that are addressed by Regional Health Authorities (RHA), Alberta Health and Wellness, Federal agencies or Indian and Northern Affairs Canada. [More...](#)

To review information on a particular water treatment facility, please enter your community below.

Community Finder: (by Municipality/Countries/MD's only, or you can find your facility using the [Alphabetical List](#))

Community

Please choose a community

If you have specific questions or concerns regarding your drinking water quality, please contact your local municipal officials.

[Regional Health Authorities](#) work with your facility owners to provide notification if there is a health concern related to your drinking water quality.



What data is Reported Electronically to AENV?

SCOPE OF ELECTRONIC REPORTING

The monitoring data for a regulated waterworks system is required to be sent electronically and is defined by:

- the **Code of Practice for Waterworks Systems Using High Quality Groundwater**, or
- the **Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System**, or
- the conditions attached to the **Approval**

Some of the parameters included are:

- those parameters considered to be of greatest value as indicators of public health concerns (example: bacteriological, turbidity, chlorine, fluoride);
- other parameters that are monitored as required by the Approval/Registration (example iron, manganese)
- annual water chemistry sample results as required by the Approval/Registration

Electronic submission of monitoring data **does not** replace compulsory notification requirements. All Approval/Registration incidents must be reported to AENV as specified in the Approval/Registration.



Who is responsible to Report Electronically to AENV?

WHO DOES THE ELECTRONIC REPORTING

Drinking Water Quality (DWQ) monitoring information is sent (submitted) electronically to AENV by:

- the **Operators** of the regulated waterworks system;
- the **Provincial Laboratory for Public Health**, on behalf of the regulated waterworks system; and
- the **accredited independent laboratory** contracted by the owner of the regulated waterworks system.



Is the web form secure?

SECURE ON-LINE REPORTING

The security and confidentiality of information exchange is a key consideration in this initiative.

All of the information submitted to AENV via the web is subject to username/password protection and is via secure connections and file transfers. The staff of the regulated waterworks system, and only their staff, **are** able to review this information prior to final submission.

Once the data is submitted to AENV it is considered 'public information', as it has been submitted as required by the Approval/Registration. The data will be available for public access on the external web site of AENV.



How does a Regulated waterworks system get on-line?

GETTING ON-LINE

What's involved?

Potable water facilities contact the Approvals staff in the AENV Regional office, or the dwq.usercoord@gov.ab.ca.

Determine How the Data is to be Submitted to AENV

- AENV has provided '**web forms**' for direct input of monitoring and reporting information.
- A '**bulk transfer**' (**ftp /flat file transfer**) process for larger volumes of operator data, and
- A '**bulk transfer**' (**ftp /flat file transfer**) process for the accredited contract laboratory.

The First Step

AENV has provided the option of using a 'test site' for new users. The waterworks system operator is encouraged to use the test site to familiarize him/her self with the look and feel of the form. To use these forms, AENV will issue a Username and password for each user designated by the system owner to have access to the secure site.

What happens after the testing?

Approved Waterworks Systems:

- a *Drinking Water Quality User Agreement* is entered into between the Approval holder and AENV.
- The Approval is amended to reflect the electronic monitoring and reporting requirements.

Registered Waterworks Systems:

The Director provides written notice to begin reporting electronically, as specified in 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*.

AENV issues a new secure password and sends it by registered mail to the Approval/Registration holder, along with the web address to the secure "Production" website.



Frequently Asked Questions

QUESTIONS AND ANSWERS

Throughout this manual frequently asked questions and answers will be included.

Question: When can I access the website?

Answer: AENV will endeavour to provide access to the website 24 hours x 7 day/week. If you have problems or if the website is not available, please try again later and/or contact the Drinking Water Quality (DWQ) User Coordinator during business hours at DWQ.UserCoord@gov.ab.ca or by phone at 780-415-9378.

Question: Will I be penalized for a late submission, if I am unable to access the web site?

Answer: No, as long as you:

- notify the DWQ User Coordinator immediately, that you are unable to submit monitoring information because the website is down.
- You also must e-mail the information, preferably in Excel format. The details are outlined in the *Drinking Water Quality User Agreement* (for Approval holders), or the conditions of the Appendix attached to the written notice provided by the Director (for Registration holders).
- In addition you must submit your monitoring information using the AENV web forms as soon as possible once the website is operational.

Question: What reporting requirements will I need to enter?

Answer: Your reporting requirements are Approval/Registration dependent and will be presented to you on the data submission web form. It is your responsibility to ensure that the requirements on the form reflect the drinking water quality monitoring information that your Approval/Registration requires to be submitted electronically.

Question: Where is the un-submitted data stored?

Answer: The un-submitted data is stored in a secure account. It is not viewable by AENV until you submit it.

Question: When is the information made public?

Answer: This is a secure website and only submitted data will be accessed and reviewed by AENV. It is this data that will be made available to the public through AENV's home web page. The submitted data is published to the AENV external website (world wide web) approximately 30-45 days later.

Question: Are there any helpful hints once I am logged on the system?

Answer: Yes, simply place the mouse cursor on an area on the form you would like more information on, and a yellow popup box shall appear. For example, by holding the cursor near the *Query Data button* the yellow drop down lets you know the buttons' purpose.

The screenshot shows a web form with the following fields and controls:

- Approval Id: 195448 [00] [00] [AAA SYSTEM]
- Sampling Location: ALL
- Sample Frequency: ALL
- Sample Date: < 02-MAY-2007 >

A red circle highlights a dropdown menu on the right side of the form. The dropdown menu has two options: "Query Data" (grey button) and "Query Unsubmitted Detail Records" (yellow button).

Section 1: LOGON



System Requirements

SYSTEM REQUIREMENTS

- Internet Access - Internet Explorer 7 is supported
 - Operating system - Windows 2000 and above are supported; VISTA is supported
 - Sun Java 6 installation is required
- In some instances you may have to allow pop-ups for the application, and
In some instances you may have to turn off your firewall to install



Loading Sun Java interface

GETTING STARTED - LOGON

The logon form can be found through the Government of Alberta Environment web page

Address: <http://www.environment.alberta.ca/>

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Quick links Reports / Data

Scroll down to the Water section and click on the [“Electronic submission of drinking water quality information disclaimer”](#) link

You will have to agree to the conditions of the disclaimer before you can proceed (see Appendix 1)

Water

- [Alberta river water quality index](#)
- [Alberta's river basins](#)
- [Benchmark retrieval system](#)
- **[Electronic submission of drinking water quality information disclaimer](#)**
- [Environmental Protection Commission - Reports](#)
- [Flood risk map information](#)
- [Groundwater information system](#)
- [Groundwater observation well network](#)
- [Maps and data summaries](#)
- [Meridian Dam preliminary feasibility study](#)
- [River ice observation reports](#)
- [South Saskatchewan River Basin Water Information Portal](#)
- [Cold Lake - Beaver River state of the basin reports](#)
- [Surface water quality data](#)
- [User Manual for Drinking Water Operators](#)
- [Water use reporting system](#)
- [Water well drilling report submissions](#)

The Web form is found at the following address internet browser address:

<https://envext02.env.gov.ab.ca/servlet/f60servlet?form=dwqf3500&config=Java>

(Note: the address is =dwqf3500, not =dwgf3500)

Set Up

SET UP

The first time you link to this form, you will have to go through a short “set-up” process to install the “Sun Java” software on your machine. Once this process is successfully completed, you will not have to repeat it, unless you are trying to access the DWQ web forms on another computer.

The “Sun Java” software is free of charge.

Section 1: LOGON

As soon as you try to load the login screen (shown above) you will be prompted to install Sun Java.

If you are unable to download the form, contact the DWQ User Coordinator during business hours at DWQ.UserCoord@gov.ab.ca or by phone at 780-415-9378.



The next screen will be this Security Warning, click **Install** to proceed.



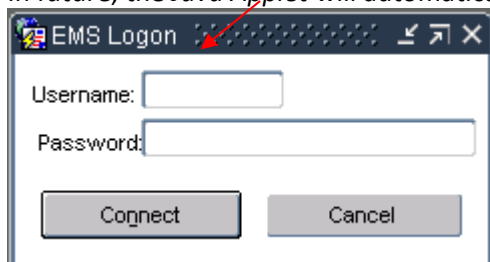
The computer will then install the program onto your machine. When the process is complete, the **Finish Installation** pop-up will display, click **Finish Installation** and the Set-Up process will complete.

Section 1: LOGON

Logon

LOGON

In future, the *Java Applet* will automatically load and the *Logon Screen* will appear.



Enter your unique username and password that AENV has provided.

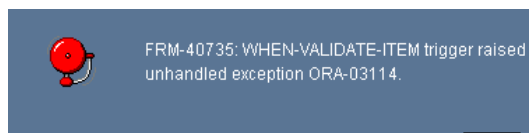
Do not share your password; if you find that another individual requires access to the web forms; contact the DWQ User Coordinator with their information and a username and password will be issued specifically for them.



QUESTIONS AND ANSWERS - LOGON

Logon Questions & Answers

Question: I received a “Failure has occurred on the Server” or a “Trigger raised unhandled exception” error, what do I do now?



Answer: In the event that the connection at AENV is terminated, such as could occur during system updates, one of the messages above could be displayed on your screen. This would occur if you had already logged on and the session was terminated during your time logged on. You may also receive the second message in the event that you have been timed out. **The system is set to time out after one hour.**

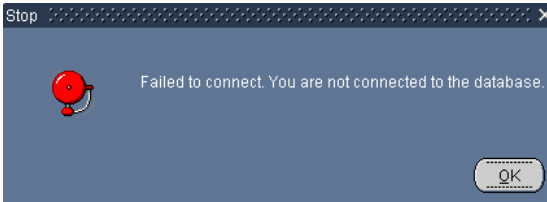
Solution: Shut down the screen by selecting the **X** in the top right hand corner of the screen. You will be able to log-on once AENV has re-established the connection. Or contact. : DWQ.UserCoord@gov.ab.ca

Section 1: LOGON

Question: *What is my username and password?*

Answer: Each *Authorized User* will receive a unique Username and *Password* from AENV to submit drinking water quality information electronically through this website. If you have not yet obtained a Username and Password please contact: DWQ.UserCoord@gov.ab.ca.

Question: I have entered my username and password, but the following message pops up. What is wrong?



Answer: You may have entered your username or password in incorrectly. Please try again. If the message occurs again, then contact the DWQ.UserCoord@gov.ab.ca.

REMEMBER: YOUR USERNAME AND PASSWORD ARE NOT TRANSFERABLE AND IT IS YOUR RESPONSIBILITY TO MAINTAIN THEIR SECURITY.

Section 2: DATA ENTRY FORM



FORM FOR DATA SUBMISSION

Introduction

The website application is composed of a **form with 4 tabs plus the entry page** “Please Select Your Facility” form.

The name of each tab is displayed along the top of the form. These tabs are:

- *New/Un-submitted – Details,*
- *Un-submitted - Summary,*
- *Submitted – Summary,*
- *Submitted – Details*

Section 2: DATA ENTRY FORM



Select your facility

ENTRY – Please Select Your Facility

A waterworks system that is defined as an activity according to the EPEA *Activities Designation Regulation* must hold either a **Registration** or an **Approval** for that system.

Many of the AENV Approvals now contain more than one unique operating system within the one approval. The 'Please Select Your Facility' form allows the authorized user (or operator) to choose the operation that will be reported on.

When this form opens several situations can exist:

1. If you operate only **ONE** system, the **Approval/Registration ID** field and the **Facility/Operation ID** field will automatically be populated (or completed).
2. If you have **ONE Approval** with **TWO or more unique operations** within the Approval, then the form will automatically populate the **Approval/Registration ID** field, but you will have to use the down arrow (List of Values [LOV's]) to choose which operation you will be entering the monitoring records for.
3. If you operate **more than ONE Approved/Registered System**, then you will have to choose the Approval/Registration using the down arrow (List of Values) and if the approval contains more than ONE operation you will have to use the down arrow (List of Values) to choose which operation you will be entering the monitoring records for.

Drinking Water Data Entry

Please Select Your Facility

Approval/Registration: 239029 00 00 COMMUNITY REGIONAL WATERWORKS SYSTEM

Facility/Operation: [LOV's]

Find: COMMUNITY %

Operation Name	Operation ID
COMMUNITY A WATERWORKS SYSTEM (W...)	220714
COMMUNITY B WATERWORKS SYSTEM (H...)	220716

Find End OK Cancel

Logoff minutes.

Choose the 'Facility' click **OK**, then click **Next**.

Drinking Water Data Entry

Please Select Your Facility

Approval/Registration: 239029 00 00 COMMUNITY REGIONAL WATERWORKS SYSTEM

Facility/Operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

Find

Alberta Environment

Next Cancel/Logoff

Inactive sessions will expire in 60 minutes.

Section 2: DATA ENTRY FORM



Entering
Monitoring
details

New/Un-submitted Details Tab

This is the form that is used to enter the monitoring results.

Drinking Water Quality Data You are connected to EMSU

New/Unsubmitted - Details Unsubmitted - Summary Submitted - Summary Submitted - Details

Approval/Registration: 239029 00 00 COMMUNITY REGIONAL WATERWORKS SYSTEM

Operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

From Date: 19-NOV-2008 To Date: 19-NOV-2008 Month/Year: Query Data Contract Lab Data

Sample Location	Count	Frequ...	Parameter	Reading Type	Unit (*)	< or > Value (*)	Date
DISTRIBUTION: BACTERIOLOGICAL, f	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		19-NOV-2008
DISTRIBUTION: RANDOM LOCATIONS	5	Weekly (e)	CHLORINE, TOTAL	n/a	mg/L		19-NOV-2008
ENTERING DISTRIBUTION SYSTEM	5	Weekly (e)	FLOW	TOT	L/yr		19-NOV-2008

Sample Type: SAMPLE BASED ON CALCULATED VALUE(S) (EG. Method (*): TITRIMETRIC ANALYSIS

Water Type: TREATED WATER Missing Measurement Code:

Measurement Comment:

<< < > >>

Select Approval Location Status Submission Notes Save Report/File Submit Cancel/Logoff



Un-submitted
Details Tab –
Questions
and Answers

QUESTIONS AND ANSWERS –

New/Un-submitted Details Tab

When you sign on with your Username and Password, you will be presented with a form for submission of your monitoring information. This form will identify the information that you are required to submit electronically as a condition of your Approval/Registration. AENV has done its best to ensure that the form reflects the drinking water quality monitoring information that your Approval/Registration requires to be submitted electronically. However, it is your responsibility to ensure that you comply with the Requirements of your Approval/Registration at all times.

Question: What if there are errors on the form?

Answer: If you believe there are errors, omissions or discrepancies in the form you are presented or in the information you are asked to provide, please contact (via Email):

DWQ.UserCoord@gov.ab.ca

Let the DWQ User Coordinator know the *name of your operation*, your **Approval/Registration number**, the **date** you logged on, and the nature of the **problem**. The Coordinator will investigate and advise you of the outcome.

Section 2: DATA ENTRY FORM



Un-submitted Details Tab – Feature Overview

New/Un-submitted Details Tab, FEATURES

Drinking Water Quality Data You are connected to EMSU

New/Unsubmitted - Details Unsubmitted - Summary Submitted - Summary Submitted - Details

Approval/Registration: 239029 00 00 COMMUNITY REGIONAL WATERWORKS SYSTEM

Operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

From Date: 19-NOV-2008 To Date: 19-NOV-2008 Month/Year: Query Data Contract Lab Data

Sample Location	Count	Frequ...	Parameter	Reading Type	Unit (*)	< or > Value (*)	Date
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		19-NOV-2008
DISTRIBUTION: RANDOM LOCATIONS	5	Weekly (e)	CHLORINE, TOTAL	n/a	mg/L		19-NOV-2008
ENTERING DISTRIBUTION SYSTEM	5	Weekly (e)	FLOW	TOT	L/yr		19-NOV-2008

Sample Type: SAMPLE BASED ON CALCULATED VALUE(S) (EQ. Method (*): TITRIMETRIC ANALYSIS

Water Type: TREATED WATER Missing Measurement Code:

Measurement Comment:

<< < > >>

Select Approval Location Status Submission Notes Save Report/File Submit Cancel/Logoff

On the New/Un-submitted Details Tab you can:

- Select a **different OPERATION** if the approval has multiple operations within the one approval.
- View un-submitted details of the samples that have been analyzed by your contract laboratory. These records will be available **ONLY** IF your contract laboratory is submitting the results electronically to AENV, see Appendix 2.
- Select a specific data range using the **From Date:** and **To Date:** fields. The range can be anywhere up to 61 days (approximately two months)
- Select one month at a time using the **Month/Year** field
- Sort the records within the date range by **Sample Location**, or **Frequency**, or **Parameter**
- Find the last record within the date range by using the navigation/VCR buttons << < > >>
- Return to the Entry form to select another approval by using **Select Approval**
- Change the status of a monitoring location using the **Location Status**
- Enter detailed notes on the operation using the **Submission Notes**
- Enter comments specific for an individual **measurement**
- **Save** the values entered for each parameter
- **Report** on the saved, but un-submitted values entered for the specified date range
- **Submit** the values entered for the specified date range
- **Cancel** or **Logoff** the secure website

Section 2: DATA ENTRY FORM



**Viewing
Contract
Laboratory
data**

New/Un-submitted Details Tab, CONTRACT LAB DATA

One of the features of this secure web form is the ability to view the results of your water analysis that has been performed by your contract laboratory. Of course this can only be done when your contract laboratory has arranged with AENV to have the analytical results sent electronically to AENV on the behalf of the Approval/Registration holder. For information on this process, including the submission of the data to AENV, refer to Appendix 2.

Drinking Water Quality Data You are connected to EMSU

New/Unsubmitted - Details Unsubmitted - Summary Submitted - Summary Submitted - Details

Approval/Registration: 239029 00 00 COMMUNITY REGIONAL WATERWORKS SYSTEM

Operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

From Date: To Date: Month/Year: OCT/2008

Query Data Contract Lab Data



**Un-submitted
Details Tab –
Entering
Monitoring
results**

New/Un-submitted Details Tab, EXPLANATION OF THE DETAILS for ENTERING DATA

Drinking Water Quality Data You are connected to EMSU

New/Unsubmitted - Details Unsubmitted - Summary Submitted - Summary Submitted - Details

Approval/Registration: 239029 00 00 COMMUNITY REGIONAL WATERWORKS SYSTEM

Operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

From Date: To Date: Month/Year: OCT/2008

Query Data Contract Lab Data

Sample Location	Count	Frequ...	Parameter	Reading Type	Unit (*)	< or > Value (*)	Date
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		01-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		02-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		03-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		04-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		05-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		06-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		07-OCT-2008

Sample Type: SAMPLE BASED ON CALCULATED VALUE(S) (EG. Method (*): TITRIMETRIC ANALYSIS

Water Type: TREATED WATER Missing Measurement Code:

Measurement Comment:

Select Approval Location Status Submission Notes Save Report/File Submit Cancel/Logout

**What is a
Date Range?**

DATE RANGE:

From Date: 01-OCT-2008 To Date: 11-OCT-2008 Month/Year:

In the first example above, the **Month/Year** date range was chosen and in the second example a period of 01-OCT-2008 through 11-OCT-2008 was chosen. Remember you can choose a **From Date: / To Date:** for any time period of up to 61 days (2 months).

The form defaults to today's date. If you are entering data on any date OTHER THAN today's date then you will have to choose the date using the drop down calendar.

The double arrows move you either forward or back an entire year, and the single arrows move

Section 2: DATA ENTRY FORM

you either forward or back one month at a time.
When you reach the desired date highlight it and click OK.

The screenshot shows the Data Entry Form with a 'Calendar Window' pop-up. The form includes fields for 'Approval/Registration' (239029), 'Operation' (220714), and 'System' (COMMUNITY REGIONAL WATERWORKS SYSTEM). The 'From Date' and 'To Date' are both set to 01-DEC-2008. The 'Calendar Window' is a small calendar for December 2008, with the 1st highlighted. The main form also has a table for 'Sample Location' with columns for 'Count' and 'Frequency'. The 'Sample Type' is 'SAMPLE BASED ON' and the 'Water Type' is 'TREATED WATER'. The 'Method' is 'TITRIMETRIC ANALYSIS'. At the bottom, there are buttons for 'Select Approval', 'Location Status', 'Submission Notes', 'Save', 'Report/File', 'Submit', and 'Cancel/Logout'.

You can scroll one day at a time, backward or forward by using the single arrow buttons on either side of the **From Date:** or **To Date:**

This screenshot shows the 'From Date:' and 'To Date:' fields, both set to 01-DEC-2008. Red circles highlight the single arrow buttons (< and >) on either side of each date field, which are used for navigating one day at a time.

The form will not allow you to enter data in the future.

The screenshot shows an error message dialog box with a red alarm icon. The text reads: 'Sample from date cannot be in the future.' There is an 'OK' button at the bottom right.

When you choose, or change a date range the screen must be refreshed to bring forward the records for the dates specified. This is done by clicking on the **Query Data** button.
If you forget the system will remind you by giving you an error message.

The screenshot shows a dialog box with a red alarm icon. The text reads: 'The query criteria has changed, Data must be requiered. Please click the Query Data button to requery.' There are 'Query Data' and 'Cancel' buttons at the bottom.

Can I Sort the parameter records?

SORTING RECORDS: Sample Location Count | Freque... Parameter

The records within the date range can be sorted by clicking on the **Sample Location** button, or the **Frequency** button, or the **Parameter** button. The above example was sorted by Sample Location, in *ascending* date order.

If you want to reset the original sort order, click on **Query Data**.

Section 2: DATA ENTRY FORM

*What do the
Column
Headings
mean?*

COLUMN HEADING DESCRIPTION

The records on the form are the specific monitoring requirements for your waterworks system. If this is not consistent with what you monitor then please contact DWQ.UserCoord@gov.ab.ca

Sample Location	Count	Frequ...	Parameter	Reading Type	Unit (*)	< or > Value (*)	Date
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		11-OCT-2008

An explanation of the column headings are:

1. **Sample Location:** the location where sampling takes place.
2. **Count:** the number of samples or measurements that are to be taken for the frequency period
3. **Frequency:** the period of time, example:
 - a. Weekly: means calendar week
 - b. WKGW: means calendar week, except statutory holidays
 - c. Month: means calendar month
 - d. Annual: means calendar year
4. **Parameter** means the chemical that you are analyzing for, or value you are measuring, for example: chlorine residual, turbidity, flow, volume,
5. **Reading Type** means the type of sample taken, example:
 - a. n/a: means 'discrete sample' or 'grab sample'
 - b. MIN: means 'minimum value' of a number of sample measurements, such as continuous monitoring
 - c. MAX: means 'maximum value' of a number of sample measurements
 - d. AVG: means 'average value' of a number of sample measurements
6. **UNIT (*)** and **SELECTING A UNIT:** The parameter unit is associated with the analytical method. If you change your method of analyzing a parameter then you must change the unit criteria by choosing from the List of Values (LOV's).

Sample Location	Count	Frequ...	Parameter	Reading Type	Unit (*)	LOV's	< or > Value (*)	Date
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L			01-O

Valid values for unit

Find%

Unit Code	Method	VMV Code
mg/L	CHLORINE, FREE & TOTAL: ANALYSIS DONE IN THE FIELD BY HACH ...	101193

Find OK Cancel

7. **< or >** means the 'less than' or 'greater than' symbols. These are used if your monitoring result is 'less than' a analytical detection limit, or shows 'greater than' the value. Ignore these if they are not applicable.
8. **Value (*)** means the measured, numeric value of the parameter.
9. **Date** means the date when the sample measurement was taken.

Section 2: DATA ENTRY FORM

What do the Fields under the parameters refer to?

SAMPLE DESCRIPTION

Near the bottom of the form are 5 highlighted fields (boxes). The information in this area pertains to the record, or parameter, that is highlighted above it.

Sample Location	Count	Frequ...	Parameter	Reading Type	Unit (*)	< or > Value (*)	Date
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		01-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		02-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		03-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		04-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		05-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		06-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		07-OCT-2008

Sample Type: **SAMPLE BASED ON CALCULATED VALUE(S) (EG.** Method (*): **TITRIMETRIC ANALYSIS**

Water Type: **TREATED WATER** Missing Measurement Code:

Measurement Comment:

An explanation of these 5 fields are:

- Sample Type:** refers to how the sample was collected. For example a 'discrete (grab) sample' means that a grab sample was taken and analyzed for the parameters as defined in the Approval to Operate, or applicable Code of Practice. In the example above the Reading Type (or Sample Type) is to be recorded as the MINIMUM value of the continuous monitoring data for that day.
- Method:** this refers to the type of analyzer/or methodology used to determine the values of the parameter analyzed (*see No. 6: Unit (*)*)
- Water Type:** refers to which water is being sampled; either from the RAW water or TREATED water
- Missing Measurement Code:** If there is no data for a required sample, you must choose a reason from the List of Values (LOV's) to ensure that the measurement is accounted for when you submit your data. (*Note: you can enter a comment into the Measurement Comment explaining the reason for the missing measure.*)

Valid values for Missing Measurement Code: 0000000000 X

Missing M...	Description
LBE	Laboratory Error
ANB	Analyzer Broken
TPE	Transposing Error (Entered on wrong day)
EIO	Either/Or Missing Measurement (re: Chlorine R...

Find %

End OK Cancel

Sample Location: DISTRIBUTION: BACTERIOLOGICAL, F

Count: 1

Frequ...: Weekly

Parameter: CHLORINE, TOTAL

Reading Type: MIN

Unit (*): mg/L

< or > Value (*):

Date: 01-OCT-2008

Sample Type: **SAMPLE BAS**

Water Type: **TREATED WATER**

Missing Measurement Code: **ANB** Analyzer Broken

Measurement Comment: **replacement analyzer has been obtained**

- Measurement Comment:** a field where you can add a comment specific to the parameter. For example: the address where the sample was taken in the distribution system could be entered into the **Measurement Comment** field.

Section 2: DATA ENTRY FORM



**Missing
Measurement
– Questions
and Answers**

QUESTIONS AND ANSWERS – MISSING MEASUREMENT CODE

Question: What if I am missing data for a particular date and wish to save the other data collected along with the record that a data measurement is missing?

Answer: For any missing values, highlight the value that is missing. Use the LOV's (down arrow) beside the *Missing Measurement Code* to select the reason for the missing data. Then use the comments area to further elaborate as to why the data is missing. The missing measure code will be saved along with the values entered for the other parameters/or dates.

Question: Do I have to enter a Missing Measurement Code?

Answer: Yes. The Approval/Registration requires monitoring at specific stations, for specific parameters, at specified frequencies. If a measurement is missed, it could become a compliance issue. In addition, if a missing measurement code is not entered, it would be considered an incomplete report, which would trigger another compliance incident.



**Additional
Monitoring –
Questions
and Answers**

QUESTIONS AND ANSWERS – ADDITIONAL MONITORING

Question: What if I collected data for a parameter more frequently than my approval requires?

Answer: The form allows for only one value per parameter per day.
If you continuously monitor a parameter, the form will show a reading type of MIN (minimum) for the frequency specified (i.e. daily); or MAX (maximum) for the frequency specified; or AVG (average) for the frequency specified.
If you monitor a parameter daily and the frequency specified is 1 grab sample/week, then you can enter one value/per day. This would mean that 6 of the 7 values would be considered additional data.
If you were sending in monitoring data by ftp (flat file transfer process), then the system would be able to accept additional data without problem.



**User has
more than
ONE approval
to report on**

New/Un-submitted Details Tab, TASK BUTTONS

SELECT AN APPROVAL

Select Approval

Location Status

Submission Notes

Save

Report/File

Submit

Cancel/Logoff

Select Approval

The **Select Approval** button is found on each of the four tabs.

When you are **authorized user/operator** for more than ONE approval you can enter details for the other approved/registered systems without terminating your on-line session. This is accomplished by clicking on the **Select Approval** button to return to the "Please Select Your Approval" form.

When you have returned to the "Please Select Your Approval" form use the LOV's (down arrow) to choose the next Approval/Registration.

Section 2: DATA ENTRY FORM

Drinking Water Data Entry

Please Select Your Facility

Approval/Registration: 239029 00 00 COMMUNITY REGIONAL WATERWORKS SYSTEM

Facility/Operation: Approvals

Find 2390%

Id	Name
239046	COMMUNITY C WATERWORKS SYSTEM (HQGW-FE/MN TREATMENT)
239029	COMMUNITY REGIONAL WATERWORKS SYSTEM

Find OK Cancel

Inactive sessions will expire in 60 minutes.

Click OK, when the name of the correct Approval/Registration is highlighted. Then proceed as before.

REMEMBER: If the Approval has only ONE operation then the Facility/Operation field will automatically populate, but if the Approval has MORE THAN ONE operation you will have to choose which operation you want to enter the monitoring details.

Then click **Next** to proceed.

What is the Location Status?

LOCATION STATUS

Select Approval Location Status Submission Notes Save Report/File Submit Cancel/Logout

Enter Changes in Location Status

Each of the sampling station locations are by default OPERATING. If it became necessary to SHUT DOWN a station, then monitoring at that location would not be performed. Unless you change the STATUS of the station the system will expect monitoring data to be completed and the data entered on the form. If you have not changed the location status your monthly report will be considered INCOMPLETE, and an INCIDENT will be triggered automatically.

When the station is again UP-and-RUNNING you should change the LOCATION STATUS back to NORMAL OPERATION.

Location Status

Sampling Location: ENTERING CLEARWELL RESERVOIR

Last Submitted Status: 17-DEC-2002 OPR Operating

Initial default status.

Status Date	Status	Status Description	Status Comment
19-NOV-2008			

Valid values for Station Status Indicators

Status Indi...	Description
NOP	Normal Operation
SHD	Shut Down
OPR	Operating
AOL	Analyzer off line
TRN	Turnaround Facility
UOL	Unit off line

Find %

Find OK Cancel

Save Cancel

Submit Cancel/Logout

Section 2: DATA ENTRY FORM

*How are
Submission
Notes Used?*

SUBMISSION NOTES

Select Approval Location Status **Submission Notes** Save Report/File Submit Cancel/Logoff

Notes to be included in next submission

Submission notes is a field that can be used to record day-to-day happenings at the plant. The notes are stored by approval/registration ID. This means that when you are entering data on an approval that has more than one operation within it, **you should enter the name of the operation and the date, then the note**; otherwise you will not be able to tell which operation the note belongs to.

When you submit records the submission notes are also submitted, BUT it is important to understand that the date recorded will be the date of submission, NOT the date you entered the note. THEREFORE, DATE and PROPERLY title your notes!

Sample Location Count (Frequency) Parameter Type Unit (*) < or > Value (*) Date

DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		01-
DISTRIBUTION: RANDOM LOCATIONS	5	Weekly (e)	CHLORINE, TOTAL	n/a	mg/L		01-

ENTERING DISTRIBUTION: Submission Notes

Submission notes

Notes entered here will be sent to Alberta Environment with the next submission of measurements.

COMMUNITY A - 03-OCT-2008

The chlorine analyzer used for sampling chlorine in the distribution system broke. A replacement was ordered, but analysis was not performed.

Sample Type: Water Type: Measurement Comment: << < > >>

Select Approval Save Cancel

*Saving
records*

SAVE DATA

Select Approval Location Status **Submission Notes** **Save** Report/File Submit Cancel/Logoff

Save data to your workspace, without submitting to Alberta Environment.

You must save the data that you have entered prior to submitting it to AENV. The data will be compared against the limits defined by your Approval/Registration. A pop-up message will show you the number of records saved, updated and/or deleted.

New/Unsubmitted - Details Unsubmitted - Summary Submitted - Summary Submitted - Details

Approval/Registration: 239029 00 00 COMMUNITY REGIONAL WATERWORKS SYSTEM

Operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

From Date: To Date: Month/Year: OCT/2008 Query Data Contract Lab Data

Sample Location Count Forms Reading Date

DISTRIBUTION: BACTERIOLOGICAL, F			0.030000	01-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F			0.800000	02-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F				03-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F			1.100000	04-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F			1.000000	05-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F			0.900000	06-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F			0.950000	07-OCT-2008

7 record(s) inserted, 0 record(s) updated, 1 record(s) deleted.

Sample Type: SAMPLE BASED ON CALCULATED VALUE(S) (EG. Method (*): TITRIMETRIC ANALYSIS

Water Type: TREATED WATER Missing Measurement Code: ANB Analyzer Broken

Measurement Comment: replacement ordered

Select Approval Location Status **Submission Notes** Save Report/File Submit Cancel/Logoff

Click OK and you will be provided with a **Summary of Limit Checking**. This identifies the number of measurements checked, and whether they were within the limits or guidelines of the Approval/Registration; also the **Exceedance Details** are shown if a parameter is outside of a limit or guideline.

Section 2: DATA ENTRY FORM

Limit Checking Results

Summary of Limit Checking

Number of measurements that were checked.	6
Number of measurements that were WITHIN the limit(s) or guideline(s).	5
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: Alberta Environment does not yet have access to this information. **Please ensure you have complied with all Emergency Operation actions and reporting required by your approval.**

Sampling Location	Parameter	Value	Lower Limit	Upper Limit	Limit Type	Date
DISTRIBUTION: BACTERIOLOGICAL, F	CHLORINE, TOTAL	0.030000	0.100000		Approval	01-OCT-2008

*Approval indicates the limit is defined in your Alberta Environment Approval.
*GCDWQ indicates the limit is defined in the Guideline for Canadian Drinking Water Quality.

Ok

Creating a report on saved records

REPORT/FILE

Select Approval Location Status Submission Notes Save **Report/File** Submit Cancel/Logout

Print a report, or save data to a file.

You can print a report or export the saved records into a data set that can be opened in Microsoft Excel format.

Two report 'output' types exist:

- A printable report, which is created on-line, and
- A Data File, which is exported in .csv format. This format can be opened in Microsoft Excel.

Click on the REPORT/FILE button. Choose the 'From Date:' and 'To Date:' and the type of output, in this example it will generate a printable report. Click OK

Unsubmitted Details

Report/File

Approval Id: 239029 00 00 COMMUNITY REGIONAL WATERWORKS SYSTEM

Facility/Operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

Sampling Location: ALL

Sample Frequency: ALL

Parameter: ALL

From Date: 01-OCT-2008 To Date: 30-NOV-2008

Output Type

☒ Printable Report

☐ Data File (CSV Format)

Ok Cancel

Select Approval Location Status Submission Not... Save **Report/File** Submit Cancel/Logout

Section 2: DATA ENTRY FORM

Address http://envext02.env.gov.ab.ca/pls/emsu_dwq/dwqp_dwqr3500_web.html_report Go Links Agent Dictionary

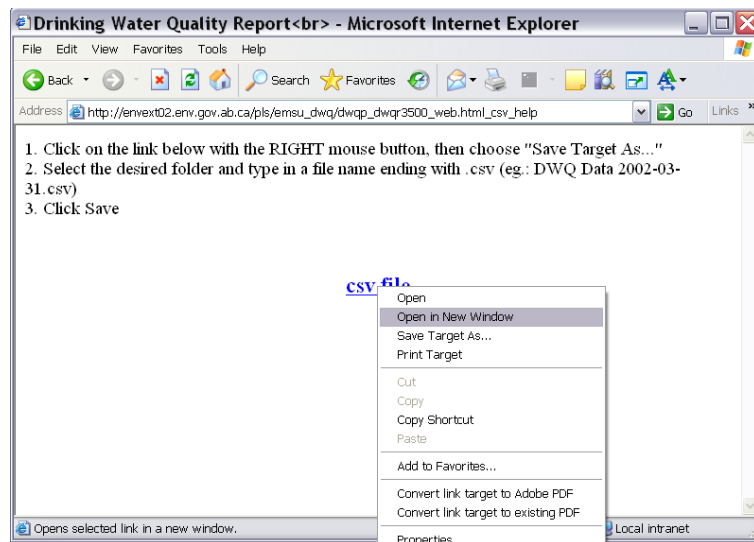
Alberta ENVIRONMENT DRINKING WATER REPORT - **UNSUBMITTED DATA**

From Date: 01-OCT-2008 To Date: 30-NOV-2008
Approval No: 239029-00-00

Location: COMMUNITY A / DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS

Water Type	Parameter	Date	Value	Unit	Frequency	Count	Sample Type	Reading Type	Measurement Comments
TREATED WATER	CHLORINE, TOTAL	01-OCT-2008	.03	mg/L	WEEK	1	SAMPLE BASED ON CALCULATED VALUE(S) (EO AVE, MAX, MIN)	MIN	
TREATED WATER	CHLORINE, TOTAL	02-OCT-2008	.8	mg/L	WEEK	1	SAMPLE BASED ON CALCULATED VALUE(S) (EO AVE, MAX, MIN)	MIN	
TREATED WATER	CHLORINE, TOTAL	04-OCT-2008	1.1	mg/L	WEEK	1	SAMPLE BASED ON CALCULATED VALUE(S) (EO AVE, MAX, MIN)	MIN	
TREATED WATER	CHLORINE, TOTAL	05-OCT-2008	1	mg/L	WEEK	1	SAMPLE BASED ON CALCULATED VALUE(S) (EO AVE, MAX, MIN)	MIN	
TREATED WATER	CHLORINE, TOTAL	06-OCT-2008	.8	mg/L	WEEK	1	SAMPLE BASED ON CALCULATED VALUE(S) (EO AVE, MAX, MIN)	MIN	
TREATED WATER	CHLORINE, TOTAL	07-OCT-2008	.95	mg/L	WEEK	1	SAMPLE BASED ON CALCULATED VALUE(S) (EO AVE, MAX, MIN)	MIN	

By selecting the 'Data File' output type you will be able to save the un-submitted records to your own computer. Right mouse click on the [csv.file](#) will give you a list of options.



Choose "Open in New Window", and the report will open in Excel format in a new window. You will be given the option of "opening the file" or "saving the file"



Choose **Open**

Section 2: DATA ENTRY FORM

Microsoft Excel - 239029_20081119174503[1].csv

From Date	To Date	Approval N	Approval Name												
1-Oct-08	30-Nov-08	002390294	COMMUNITY REGIONAL WATERWORKS SYSTEM												
Location	Parameter	Date	< or >	Value	Unit	Sample Ty	Frequency	Count	Water Typ	Reading Ty	Method	Measurement	Comments		
COMMUNI	CHLORINE	1-Oct-08		0.03	mg/L	SAMPLE	{WEEK}	1	TREATED	MIN	TITRIMET				
COMMUNI	CHLORINE	2-Oct-08		0.8	mg/L	SAMPLE	{WEEK}	1	TREATED	MIN	TITRIMET				
COMMUNI	CHLORINE	4-Oct-08		1.1	mg/L	SAMPLE	{WEEK}	1	TREATED	MIN	TITRIMET				
COMMUNI	CHLORINE	5-Oct-08		1	mg/L	SAMPLE	{WEEK}	1	TREATED	MIN	TITRIMET				
COMMUNI	CHLORINE	6-Oct-08		0.9	mg/L	SAMPLE	{WEEK}	1	TREATED	MIN	TITRIMET				
COMMUNI	CHLORINE	7-Oct-08		0.95	mg/L	SAMPLE	{WEEK}	1	TREATED	MIN	TITRIMET				
Number of Records: 6															

If you choose "Save Target As..." the data will be downloaded and you can then save it to your computer.

My Computer

File name: 239029_20081119174710.csv

Save as type: Microsoft Office Excel Comma Separated Value

Save Cancel



Saved date is limit checked – Questions and Answers

QUESTIONS AND ANSWERS –

New/Un-submitted Details Tab, LIMIT CHECKING

Question: What happens if the data is compared with the requirements of my Approval/Registration and a monitoring value exceeds the limit?

Answer: Verify the value you entered.
If the value is truly outside the Approval/Registration limit then you will need to follow the emergency response procedure as specified in your Approval/Registration. This includes calling the AENV 24 hour complaint / emergency response number (1-780-422-4505)

Question: There is a red L showing beside a saved record. What does it mean?

Answer: The red L indicates that a measurement is outside of the limit as defined by the Approval/Registration (Code of Practice). Double clicking on the red letter will result in a message pop-up explaining this.

Sample Location	Count	Freque...	Parameter	Reading Type	Unit (*)	< or > Value (*)	Date
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L	0.030000	01-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L	0.800000	02-OCT-2008

Forms

Measurement value is outside of approval Limit.

OK

Question: What if I've saved a record, but not submitted it. Can I change the value?

Answer: You can change and re-save the value of UN-SUBMITTED records as often as is necessary. Only once it's submitted to AENV does it become a problem to change a value. It's important to CHECK the ACCURACY of the saved records, including the CORRECT DATE BEFORE submitting them to AENV.

Section 3: FORMS – SUBMIT RECORDS



*Send the saved
monitoring
records to
AENV*

New/Un-submitted Details Tab, Un-submitted Summary Tab SUBMIT records to AENV

You can submit the records that you have entered and saved from the New/Un-submitted Details Tab, OR from the Un-submitted Summary Tab.

The records that are submitted, as well as the date on which it is submitted, will be used to assess compliance with the requirements of your Approval/Registration. This is the monitoring information that will also be made available to the public through the AENV website.

Drinking Water Quality Data You are connected to EMSU

New/Unsubmitted - Details Unsubmitted - Summary Submitted - Summary Submitted - Details

Approval/Registration: 239029 00 00 COMMUNITY REGIONAL WATERWORKS SYSTEM

Operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

From Date: To Date: Month/Year: OCT/2008

Query Data Contract Lab Data

Sample Location	Count	Frequ...	Parameter	Reading Type	Unit (*)	< or > Value (*)	Date
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L	0.030000	01-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L	0.800000	02-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L	0.900000	03-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L	1.100000	04-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L	1.000000	05-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L	0.900000	06-OCT-2008
DISTRIBUTION: BACTERIOLOGICAL, F	1	Weekly	CHLORINE, TOTAL	MIN	mg/L	0.950000	07-OCT-2008

Sample Type: SAMPLE BASED ON CALCULATED VALUE(S) (EG) Method (*): TITRIMETRIC ANALYSIS

Water Type: TREATED WATER Missing Measurement Code:

Measurement Comment:

Select Approval Location Status Submission Not... Save Report/File Submit Cancel/Logout

Drinking Water Quality Data You are connected to EMSU

New/Unsubmitted - Details Unsubmitted - Summary Submitted - Summary Submitted - Details

Approval Id: 239029 00 00 COMMUNITY REGIONAL WATERWORKS SYSTEM

Operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

Query Data

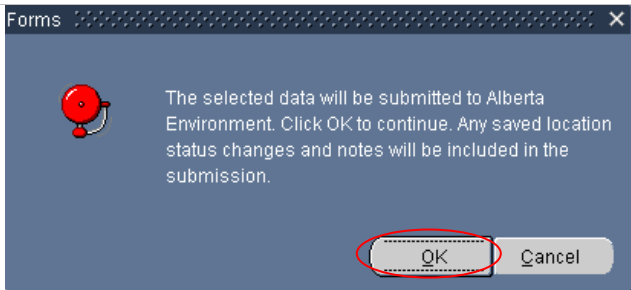
Sample Date	Sample Location	# of Records
01-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
02-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
03-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
04-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
05-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
06-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
07-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1

Check All Uncheck All

Select Approval Submit Report/File Cancel/Logout

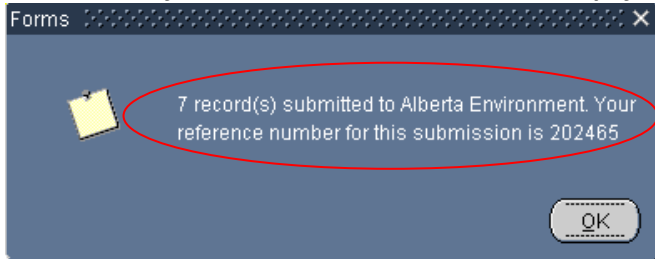
You can view ALL un-submitted details from the Un-submitted - Summary
When you click Submit you will be given a warning message as follows:

Section 3: FORMS – SUBMIT RECORDS



Click OK and a pop up message will appear telling you how many records were submitted to AENV and a **Reference number** is given.

Record the reference number; it serves as a receipt for submission of your data!



When you click the OK, the records are submitted to AENV, and the Un-submitted – Summary form will clear. You will no longer be able to view the records on the New/Un-submitted Details Tab.

Drinking Water Quality Data You are connected to EMSU

New/Unsubmitted - Details Unsubmitted - Summary Submitted - Summary Submitted - Details

Approval Id: 239029 00 00 COMMUNITY REGIONAL WATERWORKS SYSTEM

Operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

Query Data

Sample Date	Sample Location	# of Records	
			<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Check All Uncheck All

<< < > >>

Select Approval Submit Report/File Cancel/Logout

Section 4: SUBMIT DETAILS



Can I see the data that I submitted to AENV?

Submitted – Summary Tab – RADIO (or OPTION) BUTTONS

Once data has been submitted to AENV it is no longer accessible through the **New/Un-submitted – Details** and **Un-submitted – Summary** tabs.

The submitted data can be viewed on the **Submitted – Summary** tab. Choose the date range by using the popup Calendar when you click on the down arrow.

What do the Option buttons do?

Select the type of data by clicking on one the **radio buttons**, i.e. **Operator-Entered**; **Bacteriological Data**; or **Annual**. Then **Query Data**.

Viewing the Operator submitted details

The radio button: **Operator – Entered**

The system default is Operator – Entered monitoring data records. All the data that the authorized user entered, saved and then submitted to AENV will be displayed.

Sample Date	Sample Location	# of Records
01-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
02-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
03-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
04-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
05-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
06-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
07-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
08-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
09-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
10-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
01-NOV-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1

Section 4: SUBMIT DETAILS

Check the records you want to view, and Double click on the records, or click on Submitted Details

Drinking Water Quality Data You are connected to EMSU

Approval Id: 239029 00 00 COMMUNITY REGIONAL WATERWORKS SYSTEM

Operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

Sample Date	Sampling Location	Cnt	Frequency	Parameter	Reading Type	Unit	< or >	Value
01-OCT-2008 00:00:00	DISTRIBUTION: BACTERIOLOGIC/	1	WEEK	CHLORINE, TOTAL	MIN	mg/L		0.030000
02-OCT-2008 00:00:00	DISTRIBUTION: BACTERIOLOGIC/	1	WEEK	CHLORINE, TOTAL	MIN	mg/L		0.800000

Can I see the results of bacteriological samples taken on my system?

The radio button: **Bacteriological Data**

Drinking Water Quality Data You are connected to EMSU

Approval Id: 239029 00 00 COMMUNITY REGIONAL WATERWORKS SYSTEM

Operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

From Date: 01-OCT-2008 To Date: 11-OCT-2008 ☐ Operator - Entered ☒ Bacteriological Data ☐ Annual

Query Data

All bacteriological samples that are taken by the operator must be sent for analysis to the *Provincial Laboratory for Public Health*, Edmonton or Calgary labs. These labs send all of the results electronically to AENV. Therefore, by **Querying the Data** for a specified **Date range**, the results received from the Provincial Laboratory will be displayed.

Sample Date	Sampling Location	# of Records
08-APR-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
15-APR-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
22-APR-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1

Double click on the records, or click on Submitted Details

Sample Date Sampling Location Count Frequency Parameter Reading Type Unit < or > Value

08-APR-2008 12:00:00	DISTRIBUTION: BACTERIOLOGIC/	4	MONTH	COLIFORMS TOTAL	n/a	P/A		0.00000
08-APR-2008 12:00:00	DISTRIBUTION: BACTERIOLOGIC/	4	MONTH	ESCHERICHIA, COLI	n/a	P/A		0.00
15-APR-2008 12:00:00	DISTRIBUTION: BACTERIOLOGIC/	4	MONTH	COLIFORMS TOTAL	n/a	P/A		0.00
15-APR-2008 12:00:00	DISTRIBUTION: BACTERIOLOGIC/	4	MONTH	ESCHERICHIA, COLI	n/a	P/A		0.00

Sample Type: DISCRETE SAMPLE (GRAB) Measurement Comments:

Water Type: TREATED WATER Method: COLIFORMS BY DEFINED (ENZYME) SUBSTRATE TEST

Sample Comments: (A#8801400)(S#08R010216) M.D. OF ACADIA #34 Missing Measurement Code:

Location Status Submitted Notes Measurement Revision Cancel/Logout

Can I see the results of my annual samples on-line?

The radio button: **Annual**

Drinking Water Quality Data You are connected to EMSU

Approval Id: 239029 00 00 COMMUNITY REGIONAL WATERWORKS SYSTEM

Operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

From Date: 01-OCT-2008 To Date: 11-OCT-2008 ☐ Operator - Entered ☐ Bacteriological Data ☒ Annual

Query Data

The submitted accredited laboratory data will be viewed by clicking on the **Query Data** button. Please remember that the contract lab that you use must first contact AENV so that the 'bulk file' can be created and transferred electronically. See Appendix 2.

Section 4: SUBMIT DETAILS



Submitted Summary Tab, TASK BUTTONS

The four buttons: **Select Approval**, **Location Status**, **Submitted Notes** and the **Report/File**.

Select Approval	Location Status	Submitted Notes	Report/File	Cancel/Logoff
-----------------	-----------------	-----------------	-------------	---------------

SELECT APPROVAL: The **Select Approval** button is found on each of the four tabs. When you are **authorized user/operator** for more than ONE approval you can enter details for the other approved/registered systems without terminating your on-line session. This is accomplished by clicking on the **Select Approval** button to return to the “Please Select Your Approval” form. *(for more details see page 2.9)*

LOCATION STATUS displays the status of the stations at the start of the period and any changes that were made within the defined date range.

Location Status

Status From Date: 01-OCT-2008 To Date: 11-OCT-2008

Sampling Location	Status Date	Status	Status Comment	
* DISTRIBUTION: RANDOM LOCATIONS	24-APR-2007	OPR	Operating	Initial default status.
* ENTERING DISTRIBUTION SYSTEM	24-APR-2007	OPR	Operating	Initial default status.
* DISTRIBUTION: BACTERIOLOGICAL, R	24-APR-2007	OPR	Operating	Initial default status.

* status of the location at the start of the selected period

Cancel

SUBMITTED NOTES displays the notes that were entered and saved from the **New/Un-submitted – Details** tab. Note that the **Submitted** date is the computer stamped date of submission. If you do not date the **Note** when it was made you will not be able to tell what date it occurred, or operation (if it is a One approval to Many operations facility) it belongs to.

Notes

Submitted notes

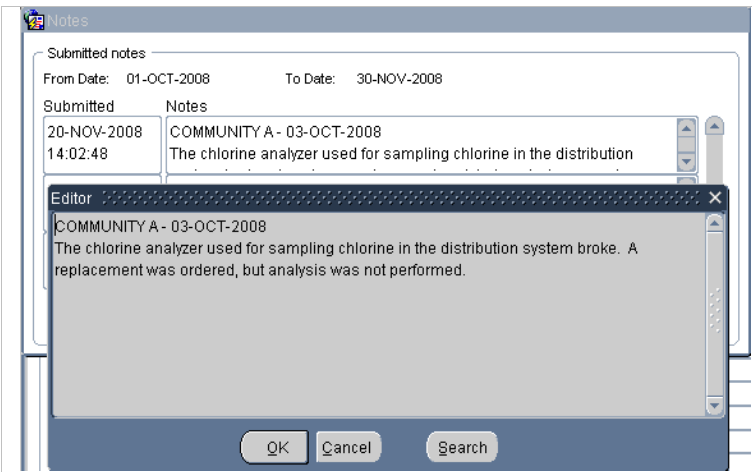
From Date: 01-NOV-2008 To Date: 21-NOV-2008

Submitted	Notes
20-NOV-2008 14:02:48	COMMUNITY A - 03-OCT-2008 The chlorine analyzer used for sampling chlorine in the distribution

Expand Cancel

When you highlight the notation of interest and click **Expand** a popup will display the complete text wording.

Section 4: SUBMIT DETAILS



REPORT/FILE: report on the submitted details, including measurement comments and submission note. It can be a **Printable Report** or a **Data File (.csv format)** which can be opened in Microsoft Excel. *(See the New/Un-submitted – Details reporting explanation on page 2.12)*



DRINKING WATER REPORT - Submitted Data

From Date: 01-OCT-2008 To Date: 24-NOV-2008
Approval No: 239029-00-00

Location: COMMUNITY A / DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS

Water Type	Parameter	Date	< >	Value	Unit	Frequency	Count	Sample Type	Reading Type	Measurement Comments
TREATED WATER	CHLORINE, TOTAL	01-OCT-2008		.03	mg/L	WEEK	1	SAMPLE BASED ON CALCULATED VALUE(S) (EG. AVE, MAX, MIN)	MIN	
TREATED WATER	CHLORINE, TOTAL	02-OCT-2008		.8	mg/L	WEEK	1	SAMPLE BASED ON CALCULATED VALUE(S) (EG. AVE, MAX, MIN)	MIN	
TREATED WATER	CHLORINE, TOTAL	04-OCT-2008		1.1	mg/L	WEEK	1	SAMPLE BASED ON CALCULATED VALUE(S) (EG. AVE, MAX, MIN)	MIN	

Submitted Notes

From Date: 01-OCT-2008 To Date: 22-NOV-2008

Submitted Date	Notes
20-NOV-08	COMMUNITY A - 03-OCT-2008 The chlorine analyzer used for sampling chlorine in the distribution system broke. A replacement was ordered, but analysis was not performed.

Section 5: SUBMITTED DETAILS TAB



*How to access
the Submitted
Details Tab*

QUESTIONS AND ANSWERS – Submitted - Details Tab

Question: I would like to see the submitted record detail using the Submitted – Details Tab, but it is greyed out (inactivated). How can I access it?

Answer: When on the **Submitted – Summary** tab you can view a measurement detail by double clicking on

- a row; or
- select a number of rows by checking the boxes; or
- click the **Check All** button

then click on the **Submitted – Details** tab

Drinking Water Quality Data You are connected to EMSU

New/Unsubmitted - Details Unsubmitted - Summary Submitted - Summary **Submitted - Details**

Approval Id: 239029 00 00 COMMUNITY REGIONAL WATERWORKS SYSTEM
Operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST) Query Data

From Date: 01-OCT-2008 To Date: 11-OCT-2008 Operator - Entered Bacteriological Data Annual

Sample Date	Sample Location	# of Records
01-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
02-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
03-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
04-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
05-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
06-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
07-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
08-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
09-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
10-OCT-2008	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1

Check All Uncheck All

Drinking Water Quality Data You are connected to EMSU

New/Unsubmitted - Details Unsubmitted - Summary Submitted - Summary **Submitted - Details**

Approval Id: 239029 00 00 COMMUNITY REGIONAL WATERWORKS SYSTEM
Operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

Sample Date	Sampling Location	Cnt	Frequency	Parameter	Reading Type	Unit	< or >	Value
02-OCT-2008 00:00:00	DISTRIBUTION: BACTERIOLOGICAL	1	WEEK	CHLORINE, TOTAL	MIN	mg/L		0.800000
03-OCT-2008 00:00:00	DISTRIBUTION: BACTERIOLOGICAL	1	WEEK	CHLORINE, TOTAL	MIN			
04-OCT-2008 00:00:00	DISTRIBUTION: BACTERIOLOGICAL	1	WEEK	CHLORINE, TOTAL	MIN	mg/L		1.100000

Sample Type: SAMPLE BASED ON CALCULATED VALUE(S) (EQ) Measurement Comments:
Water Type: TREATED WATER Method: TITRIMETRIC ANALYSIS
Sample Comments: Missing Measurement Code:
<< < > >>

Select Approval Location Status Submitted Notes Measurement Revision Cancel/Logout

The **Submitted – Details** tab lists the details of the data submitted, organized in sample date ascending order.

The **Location Status** and **Submitted Notes** are used the same as on the **Submitted – Summary** tab.

Section 5: SUBMITTED DETAILS TAB



*How to request
a submitted
measurement
revision*

Submitted - Details Tab – MEASUREMENT REVISION

The **Measurement Revision** button is used if a submitted value must be changed.

Drinking Water Quality Data You are connected to EMSU

Approval Id: 239029 00 00 COMMUNITY REGIONAL WATERWORKS SYSTEM
Operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

Sample Date	Sampling Location	Cnt	Frequency	Parameter	Reading Type	Unit	< or >	Value
02-OCT-2008 00:00:00	DISTRIBUTION: BACTERIOLOGIC	1	WEEK	CHLORINE, TOTAL	MIN	mg/L		0.800000
03-OCT-2008 00:00:00	DISTRIBUTION: BACTERIOLOGIC	1	WEEK	CHLORINE, TOTAL	MIN			

Sample Type: SAMPLE BASED ON CALCULATED VALUE(S) (EQ)
Water Type: TREATED WATER
Measurement Comments:
Method:
Sample Comments:
Missing Measurement Code: ANB Analyzer Broken

<< < > >>

Select Approval Location Status Submitted Notes **Measurement Revision** Cancel/Logoff

In the above example the record highlighted does not have a value associated with it, but it has a **Missing Measurement Code**. A record that **DOES NOT HAVE A VALUE** cannot be revised.

Drinking Water Quality Data You are connected to EMSU

Approval Id: 239029 00 00 COMMUNITY REGIONAL WATERWORKS SYSTEM
Operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

Sample Date	Sampling Location	Cnt	Frequency	Parameter	Reading Type	Unit	< or >	Value
02-OCT-2008 00:00:00	DISTRIBUTION: BACTERIOLOGIC	1	WEEK	CHLORINE, TOTAL	MIN	mg/L		0.800000
03-OCT-2008 00:00:00	DISTRIBUTION: BACTERIOLOGIC	1	WEEK	CHLORINE, TOTAL	MIN			

Sample Type: SAMPLE BASED ON CALCULATED VALUE(S) (EQ)
Water Type: TREATED WATER
Sample Date: 02-OCT-2008

Proposed Measurement
Parameter: CHLORINE, TOTAL Unit: mg/L < or > Value: 0.800000
Method: TITRIMETRIC ANALYSIS
Comment:

<< < > >>

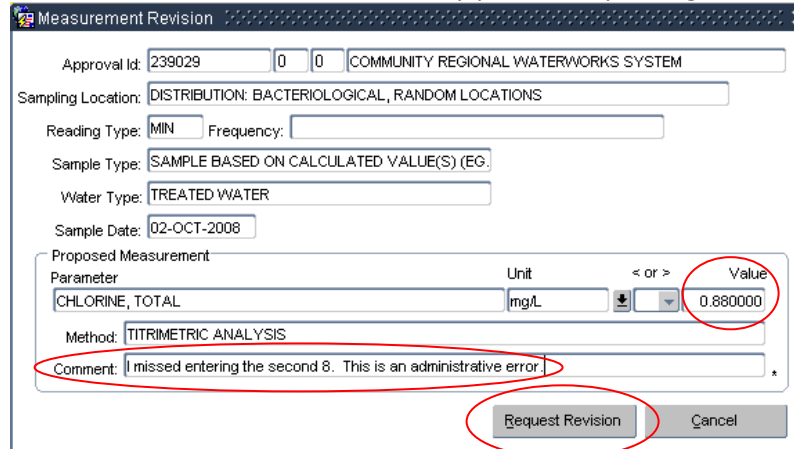
Request Revision Cancel Cancel/Logoff

The record with a value of 0.8 is highlighted. Click on the **Measurement Revision** button. The form that pops up will allow you to **Request a Revision**.

Section 5: SUBMITTED DETAILS TAB

Change the value to the correct value.

You must enter a comment as to 'Why you are requesting the revision'.

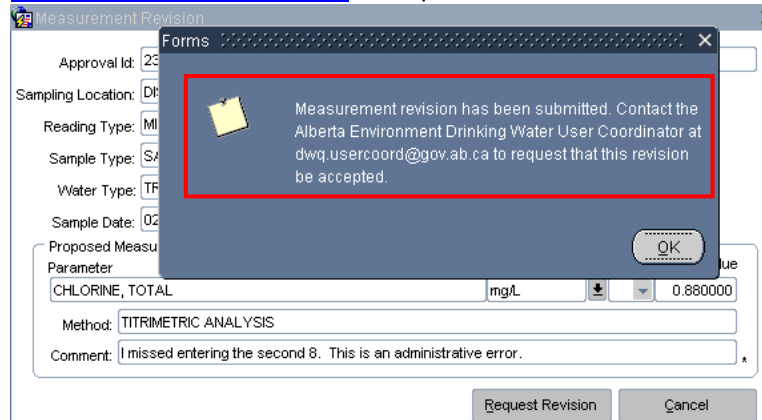


The 'Measurement Revision' dialog box contains the following fields and controls:

- Approval Id: 239029, 0, 0, COMMUNITY REGIONAL WATERWORKS SYSTEM
- Sampling Location: DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS
- Reading Type: MIN, Frequency: [empty]
- Sample Type: SAMPLE BASED ON CALCULATED VALUE(S) (EG. [empty])
- Water Type: TREATED WATER
- Sample Date: 02-OCT-2008
- Proposed Measurement:
 - Parameter: CHLORINE, TOTAL
 - Unit: mg/L
 - Value: 0.880000
- Method: TITRIMETRIC ANALYSIS
- Comment: I missed entering the second 8. This is an administrative error.
- Buttons: Request Revision, Cancel

Click **Request Revision**.

After you click OK you will be prompted to contact the DWQ User Coordinator DWQ.UserCoord@gov.ab.ca to request that the revision be accepted.



The 'Measurement Revision' dialog box is shown with a message overlay:

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.

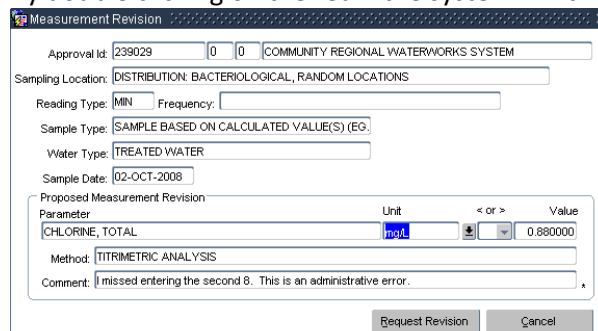
Buttons: Request Revision, Cancel

The request will be considered and you will be advised of the outcome.

A red **P** indicates that a revision is pending. The letter will change to a red **R** when the revision is accepted by AENV.

Sample Date	Sampling Location	Cnt	Frequency	Parameter	Reading Type	Unit	< or >	Value	
02-OCT-2008 00:00:00	DISTRIBUTION: BACTERIOLOGICAL	1	WEEK	CHLORINE, TOTAL	MIN	mg/L		0.880000	P
03-OCT-2008 00:00:00	DISTRIBUTION: BACTERIOLOGICAL	1	WEEK	CHLORINE, TOTAL	MIN				

By double clicking on the red **P** the system will show you the details of the request.



The 'Measurement Revision' dialog box is shown with the following details:

- Approval Id: 239029, 0, 0, COMMUNITY REGIONAL WATERWORKS SYSTEM
- Sampling Location: DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS
- Reading Type: MIN, Frequency: [empty]
- Sample Type: SAMPLE BASED ON CALCULATED VALUE(S) (EG. [empty])
- Water Type: TREATED WATER
- Sample Date: 02-OCT-2008
- Proposed Measurement Revision:
 - Parameter: CHLORINE, TOTAL
 - Unit: mg/L
 - Value: 0.880000
- Method: TITRIMETRIC ANALYSIS
- Comment: I missed entering the second 8. This is an administrative error.
- Buttons: Request Revision, Cancel

Section 5: SUBMITTED DETAILS TAB



How often can I make a measurement revision?

QUESTIONS AND ANSWERS – Measurement Revision

Question: When can I make a request for a measurement revision?

Answer: You can make ONE request for a revision on any individual parameter that has been submitted to AENV.

When you submit a request for revision the red **P** indicates that it is still pending. As long as the request is pending you have the ability to change the data and again click on the **Request Revision** button.

However, once AENV accepts the change it is complete. You no longer have the option to submit a SECOND revision request on that specific parameter. AENV will accept only one revision per record.

Question: I want to enter a value for a record that has been submitted with a Missing Measurement Code. The form *Measurement Revision* won't allow a value to be entered, why?

Answer: A record that does not have a value cannot be revised using the **Measurement Revision** form. You will have to contact the DWQ User Coordinator DWQ.UserCoord@gov.ab.ca to request the revision.

Question: I entered, saved and submitted records then realized they were entered on the wrong date. What do I do?

Answer: The **Measurement Revision** form will not allow DATE changes. You will have to contact the DWQ User Coordinator DWQ.UserCoord@gov.ab.ca to request the revision.

Please remember to be very aware of the date when entering data. You can change UNSUBMITTED data as often as is necessary, BUT once it is submitted you will require Alberta Environment intervention if the data was entered for the wrong date!

Section 6: CANCEL / LOGOFF



Logoff

CANCEL/LOGOFF the secure website

The Cancel/Logoff button can be found on each of the four Tabs. When you click on this button any unsaved changes will be lost and you will exit the secure site.

Select ApprovalLocation StatusSubmission NotesSaveReport/FileSubmitCancel/Logoff

Window

Drinking Water Quality Data

You are connected to EMSU

New/Unsubmitted - DetailsUnsubmitted - SummarySubmitted - SummarySubmitted - Details

Approval/Registration: 2390290000COMMUNITY REGIONAL WATERWORKS SYSTEM

Operation: 220714COMMUNITY A WATERWORKS SYSTEM (WDIST)

From Date:To Date:Month/Year: OCT/2008

Query DataContract Lab Data

Sample Location

Forms

Reading

Date

DISTRIBUTION: BACTERIOLOGICAL, F08-OCT-2008

DISTRIBUTION: BACTERIOLOGICAL, F09-OCT-2008

DISTRIBUTION: BACTERIOLOGICAL, F10-OCT-2008

DISTRIBUTION: BACTERIOLOGICAL, F11-OCT-2008

DISTRIBUTION: BACTERIOLOGICAL, F12-OCT-2008

DISTRIBUTION: BACTERIOLOGICAL, F13-OCT-2008

DISTRIBUTION: BACTERIOLOGICAL, F14-OCT-2008

Sample Type: SAMPLE BASED ON CALCULATED VALUE(S) (EG)Method (*): TITRIMETRIC ANALYSIS

Water Type: TREATED WATERMissing Measurement Code:

Measurement Comment:

<<<>>>

Select ApprovalLocation StatusSubmission NotesSaveReport/FileSubmitCancel/Logoff

You are about to exit the drinking water data entry screen.

OKCancel



**Terms of
Use and
Disclaimer**

APPENDIX 1 – Electronic submission of drinking water quality information disclaimer

Alberta Environment

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Questions and Comments

Telephone: (403) 297-2600

Electronic submission of drinking water quality information disclaimer

Alberta Environment provides this Web site to enable electronic reporting of drinking water quality monitoring results. By submitting information through this Web site, you are consenting to the terms and conditions set out below.

Terms of Use and Disclaimer

Alberta Environment (AENV) is providing this Web site to enable electronic reporting of Drinking Water Quality Monitoring results that Approval/Registration holders of the Alberta Environmental Protection and Enhancement Act (AEPEA) – approved/registered waterworks systems are required to provide to a Director under the Waterworks Limits, and Monitoring and Reporting sections of their Approval/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.

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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/Registration to be submitted electronically to AENV.

THIS SITE DOES NOT SUPPORT:

- * IMMEDIATE REPORTING OF CONTRAVENTIONS OF THE APPROVAL/REGISTRATION
- * 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/REGISTRATION

- 2) When you sign on with your User ID and password, you will be presented with a form

Appendix 1 – Disclaimer

for the entry and submission of your Drinking Water Quality Monitoring results. This form should reflect the Drinking Water Quality Monitoring results that your Approval/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/Registration at all times. If you find that this form is not adequate to report the Drinking Water Quality Monitoring results, please contact:

dwq.datacoord@gov.ab.ca

and identify the name of your operation, the Approval ID/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/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/Registration, and the number of saved results records that exceed the guidelines and limits defined by your Approval/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/registration that has been exceeded. If you believe that these "saved records" or the "Exceedance Details" are in error, please contact: dwq.datacoord@gov.ab.ca and identify the name of your operation, the Approval ID/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/Registration. The information that you submit, as well as the time at which it is submitted, will be used by AENV and the Director to assess compliance with your Approval/Registration requirements, the same as a report in writing would be used to assess compliance with your Approval/Registration. The results will also be made available to the public through the Home Page of Alberta Environment Web site.
- 6) You will comply with the Drinking Water Quality Web site User Agreement and 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/Registration, the Approval/Registration shall prevail.
- 8) Alberta Environment 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.



**Contract
Laboratory
data**

APPENDIX 2 – Electronic submission of Contract Laboratory Data

By clicking on the **Contract Lab Data** button you are **linking** to a form which displays the UNSUBMITTED analytical results of samples sent to an accredited laboratory. You will be able to review the results of the analysis and ‘sign it off’ thereby submitting it to AENV.

Before you can view contract lab data on this form, **your lab must be capable of sending data to AENV electronically in the AENV fixed format**. If they are not capable, you will have to instruct your contract laboratory to get in touch with the dwq.datacoord@gov.ab.ca for instruction.

Once your lab is capable of sending data to AENV electronically in the AENV fixed format, then your responsibility will be in correctly identifying your sample(s). The laboratory must be able to record the sample identification data and subsequently send it in the file to the AENV ftp site.

In the past when you began reporting electronically you were sent a letter about contract lab data. In that letter, there was sample identification criteria for you to forward with your sample(s) to the laboratory as well as a “sample label” like the following:

Potable Water Sampling (Annual / Quarterly / Semi-annual / Monthly)			
AENV Approval / Registration No:			
Facility Name:			
Sampled at Station No.		Station Description:	
Sample Matrix: (Circle one)	(10) Treated	(6) Raw	
Sample Type:	(1) Grab		
Sample Frequency:	(ANNUL) Annual		(MONTH) Monthly
Sample Date & Time: (24 hr clock)			
Comments:			
Send results to AENV electronically:	YES	NO	

As of December 2008, the sample label has been expanded to become a **sample request form** (on next page). This form, with the correct sample identification, must accompany the sample to the laboratory. If information is missing, the laboratory’s file may end up being rejected by the AENV file loading system. AENV will still provide the initial sample identification necessary so you can correctly fill out the form. You must be cognisant of the parameters required under your approval / registration.

Appendix 2 – Contract Lab

Municipal Drinking Water Facility Sample Request Form

(as per Alberta Environment Approval/Registration) (one sample per form)

LABORATORY INFORMATION:

Name: _____

Address: _____

Phone: _____ FAX: _____

FOR LAB USE:

Lab Sample Number: _____ Date Received: _____

Account: _____

BILLING / SAMPLE REQUESTER INFORMATION:

Name: _____

Address: _____

Phone: _____ FAX: _____

E-mail: _____

Other: _____

Facility Water Sampling (Annual / Quarterly / Semi-annual / Monthly)

Facility Sample

Identifier / Sample _____ Date Received: _____

No.:

AENV Approval /

Registration No: _____

Facility Name: _____

Sampled at Station No.		Station Description:	
Sample Matrix: (Circle one)	(10) Treated	(6) Raw	
Sample Type:	(1) Grab		
Sample Frequency:	(ANNUL) Annual	(MONTH) Monthly	
Sample Date:	____ / ____ / ____ YYYY / MMM / DD	Time: (24 hr clock): ____ : ____ HH mm	
Comments:			

Send results to AENV electronically: ☒ YES ☐ NO

Analysis Type: (circle what is appropriate for this sample)

Potable Water:

Inorganic, Organic, Trihalomethanes, Other _____

Raw Water: ☐ Ground Water ☐ Surface Water

Inorganic, Organic, Other _____

All Municipal Drinking Water Facilities, regulated by Alberta Environment, must have their annual, semi annual, and / or specific monthly samples analyzed at an ISO/IEC 17025 accredited laboratory. AENV will only accept data in their specific electronic format. Billing / payment is the responsibility of the facility. **The above information must be submitted by the facility and recorded by the laboratory to insure that it is forwarded with the sample data.**

Appendix 2 – Contract Lab

The laboratory should send you a paper or .pdf copy of your sample results and notify you that the file has been sent to Alberta Environment. After the laboratory sends the file through the secure ftp site, it loads into a temporary data storage area, just like in the previous form. Only your authorized users will have access to this data.

The electronic data should be compared to the paper/pdf sample results. If for some reason you think the data is erroneous, you must contact the laboratory. Whether you need to have the lab re-run the sample, or just verify a parameter's value, if there are any changes, then the WHOLE file must be deleted. **It is not possible to change a value on this form, only delete the file.** After the lab has made any adjustments, they must then resend the file under a new name. The original file must be deleted prior to a resend file.

Only the submit user will be able to signoff the data and thereby submit it to AENV. You will receive a message with a reference number. **Please record this number.**

The look and Tabs of this linked form are:

Tab New/Un-submitted Files.

The ability to **Report** on each file waiting to be submitted is provided – both for print and csv data file.

Review Drinking Water Data You are connected to EMSU

Approval
Approval Id: 00195448 | AAAA SYSTEM | APV Status: Issued
Approval Holder: AAAA TEST SYSTEM
Operation: AAAA TEST WATERWORKS SYSTEM

Files

Year	Month	File Name	Loaded Date	Source Lab	Notes
2008		00195448-20080316-K-1.999	16-MAR-2008	OPERATOR SUBMITTED DATA	SUBMITTED NOTES - WHERE DO WE... Report
2007	APR	00195448-20071104-K-2.999	04-NOV-2007	OPERATOR SUBMITTED DATA	Report
2007	APR	00195448-20071104-K-3.999	04-NOV-2007	OPERATOR SUBMITTED DATA	Report

Stations

Station No	Description	Matrix	Status	Reviewed
AB05EB9994	PRIOR TO CHLORINE ADDITION	6 - RAW WATER	OPR	Stn. Status <input type="checkbox"/>
				Stn. Status <input type="checkbox"/>
				Stn. Status <input type="checkbox"/>
				Stn. Status <input type="checkbox"/>
				Stn. Status <input type="checkbox"/>
				Stn. Status <input type="checkbox"/>
				Stn. Status <input type="checkbox"/>
				Stn. Status <input type="checkbox"/>
				Stn. Status <input type="checkbox"/>

UNSUBMITTED DATA REPORT - Unsubmitted Data

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

Approval : 195448-0-0 AAAA SYSTEM
Data For : 2008 From 999 OPERATOR SUBMITTED DATA
Unsubmitted File : 00195448-20080316-K-1.999 Date Sent 16-Mar-2008
File Notes : submitted notes - where do we see these ??????????????
AAAA TEST WATERWORKS SYSTEM

AB05EB9994 - AAAA - PRIOR TO CHLORINE ADDITION

16-Mar-2008 01:00:00 DAILY 1.6 opr file this is EXTRA AND for APVD written to sample units

FLOW 910502 555 L/s (Extra)
FLOW 910502 500 L/s AVG (Extra)
FLOW 910502 500 L/s AVG (Extra)
FLOW 910502 555 L/s (Extra)
TURBIDITY 99425 3 NTU AVG (Extra)
TURBIDITY 99425 5 NTU (Extra)
TURBIDITY 99425 3 NTU AVG (Extra)
TURBIDITY 99425 5 NTU (Extra)

16-Mar-2008 01:00:00 DAILY 1.6 opr file this is EXTRA AND for APVD written to sample units

FLOW 910502 555 L/s (Extra)
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TURBIDITY 99425 5 NTU (Extra)
TURBIDITY 99425 3 NTU AVG (Extra)
TURBIDITY 99425 5 NTU (Extra)

16-Mar-2008 01:00:00 DAILY 1.6 opr file this is EXTRA AND for APVD written to sample units

FLOW 910502 555 L/s (Extra)
FLOW 910502 500 L/s AVG (Extra)
FLOW 910502 500 L/s AVG (Extra)
FLOW 910502 555 L/s (Extra)
TURBIDITY 99425 3 NTU AVG (Extra)
TURBIDITY 99425 5 NTU (Extra)
TURBIDITY 99425 3 NTU AVG (Extra)
TURBIDITY 99425 5 NTU (Extra)

Appendix 2 – Contract Lab

When you have highlighted a file, you can view the data within that file in two ways:
By double clicking on a **File** in New/Un-submitted Files Tab you can view the un-submitted details by **Sample**. This is intended for viewing a sample which has many parameters, i.e. annual samples.

Review Drinking Water Data You are connected to EMSU

File Name: 00195448-20080316-K-1.999 Station Desc: PRIOR TO CHLO Sample Date/Time: 16-MAR-2008 00:00:01 Source Lab: OPERATOR SUBMITTED DATA
APV Id: 00195448 APV Name: AAAA SYSTEM Opr Name: AAAA TEST WATERWORKS SYSTEM

Station/Samples
Station No: AB05EB9994 Station Desc: PRIOR TO CHLORINE ADDITION Reading Type:
Sample Date/Time: 16-MAR-2008 01:00:00 Matrix: RAW WATER Sample Type: DISCRETE SAMPLE (GRA) Sample Freq: Daily
Sample Comment: opr file: this is EXTRA AND for APVID written to sample xrefs
Sample No: 08D0713265 Lab Sample No: 50549 Gaps

Variables & Measurements

Variable Name	Flag	Value	Unit
FLOW		555	L/s
FLOW		500	L/s
FLOW		500	L/s
FLOW		555	L/s
TURBIDITY		.3	NTU
TURBIDITY		.5	NTU
TURBIDITY		.3	NTU
TURBIDITY		.5	NTU

By double clicking on a **Station** in New/Un-submitted Files Tab you can view the un-submitted details by **Station**. This is intended for viewing a few parameters that have many measures for each, i.e. large volume of operator data by ftp.

Review Drinking Water Data You are connected to EMSU

Station No: AB05EB9994 PRIOR TO CHLORINE ADC APV Id: 00195448 APV Name: AAAA SYSTEM File Name: 00195448-20080316-K-1.999

Variables

Variable	VMV Code	Method	Count	Lowest Value	Highest Value	Reading Type
FLOW	910502	UNKNOWN METHOD - USED FOR TH	4	500	555	Average
FLOW	910502	UNKNOWN METHOD - USED FOR TH	4	500	555	
TURBIDITY	99425	TURBIDITY IN WATER	4	.3	.5	Average
TURBIDITY	99425	TURBIDITY IN WATER	4	.3	.5	

Measurements

Date	Time	Flag	Value	Unit	Sample Frequency
16-MAR-2008	1:00		500	L/s	Daily
16-MAR-2008	1:00		500	L/s	Daily
16-MAR-2008	1:00		500	L/s	Daily
16-MAR-2008	1:00		500	L/s	Daily

The last tab has SUBMITTED DATA reporting capabilities.