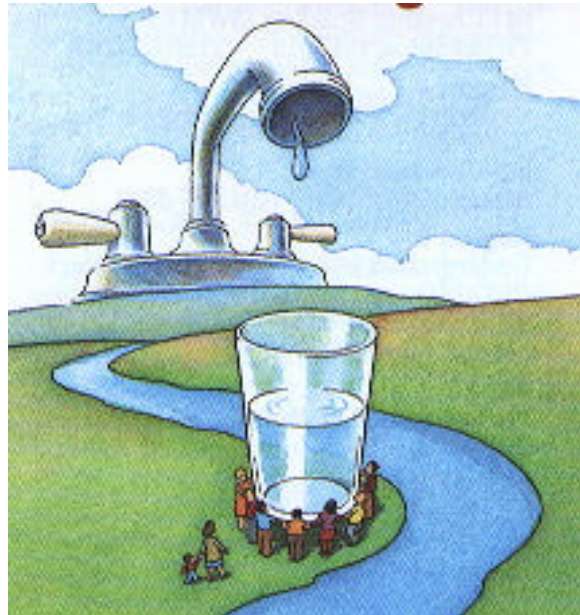


# **Electronic Reporting of Drinking Water Quality Monitoring Information**



## **User Manual for Drinking Water Operators Web Form Data Submission**

**Prepared by:  
Environmental Assessment  
Environmental Monitoring and  
Evaluation Branch**

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## **Introduction**

*Alberta Environment* (AENV) is moving to electronic submission of required monitoring data by Municipal Drinking Water Facilities, to provide assurance to Albertans as to the safety of their water; and to streamline regulatory reporting and compliance assessment.

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.

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 person logged into the system is allowed access only to their own data. This user can enter, save, modify and/or submit data to Alberta Environment depending on their assigned “*Authorized User*” privileges.

There are two types of *Authorized User* privileges:

- *DWQUser* can save and/or modify saved data.
- *DWQSubmit* 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).

*Two DWQSubmit Usernames and Passwords may be issued to each facility to provide opportunity for personnel backup for data submission.*

**The website is designed to support 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. It does not relieve you of the obligation to retain your raw data and other records for the period specified in your Approval/Registration.**

### **THE WEBSITE 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**

## Questions and Answers

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

**Question: When can I access the website?**

*Answer:* Alberta Environment will endeavour to provide access to the website 24hours x7 day/week. If you have problems or if the website is not available, please try again later and/or contact the Drinking Water Quality User Coordinator at: [DWQUserCoord@gov.ab.ca](mailto:DWQUserCoord@gov.ab.ca). or call 780-415-9378 (during business hours).

**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; and if you submit your information within 24 hours of being notified that the website is operational or that a written report is required. [DWQUserCoord@gov.ab.ca](mailto:DWQUserCoord@gov.ab.ca) Or 780-415-9378 (during business hours)

**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 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: When is the information made public?**

*Answer:* This is a secure website and only submitted data will be accessed and reviewed by Alberta Environment. It is this data that will be made available to the public through Alberta Environment's home web page.

**Question: Where is the un-submitted data stored?**

*Answer:* The un-submitted data is stored in a secure account that is not visible to AENV until you submit it.

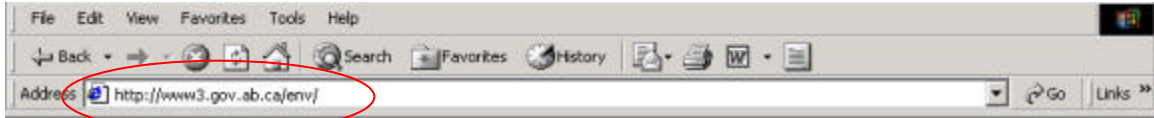
**Question: Are there any helpful hints once I am logged onto the system?**

*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 Location Status button the yellow drop down lets you know the buttons' purpose.

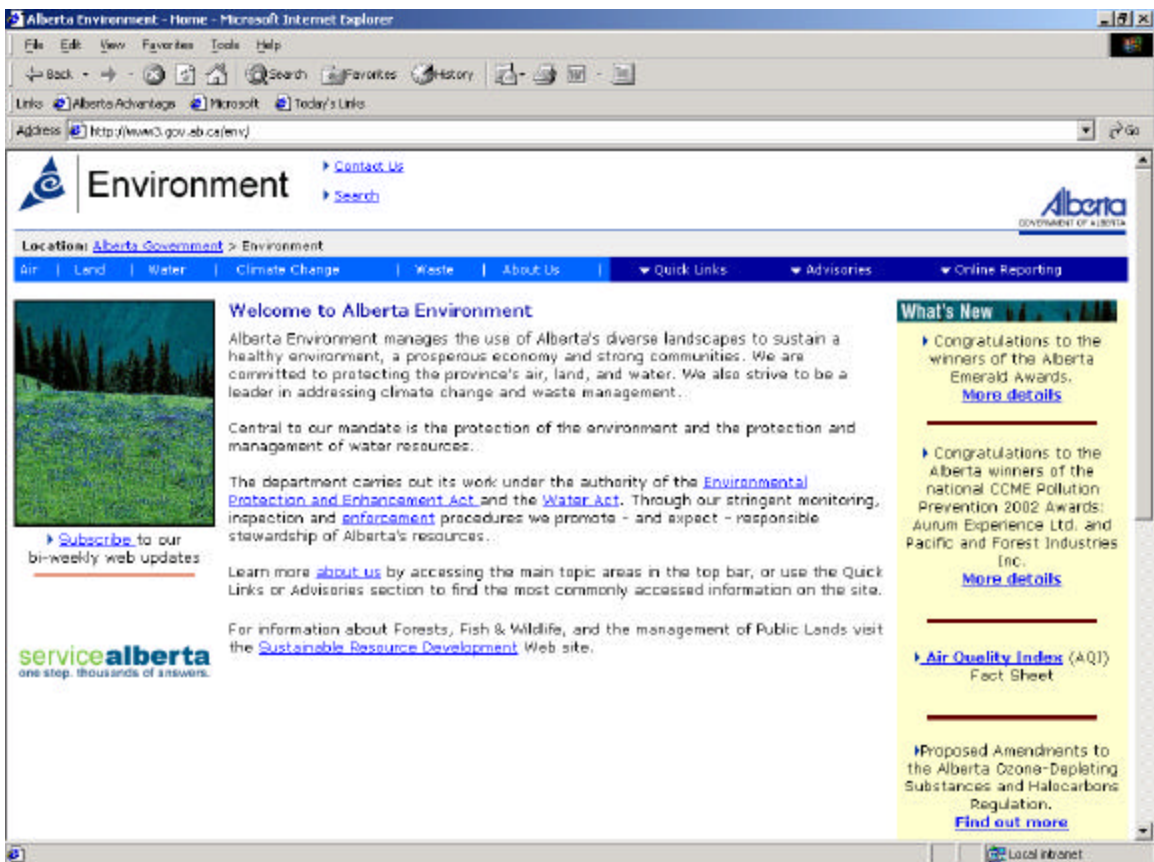


## Getting Started

Logon to the Internet and enter <http://www3.gov.ab.ca/env/> into the Address bar and press enter on the keyboard or click on **Go** on the toolbar.



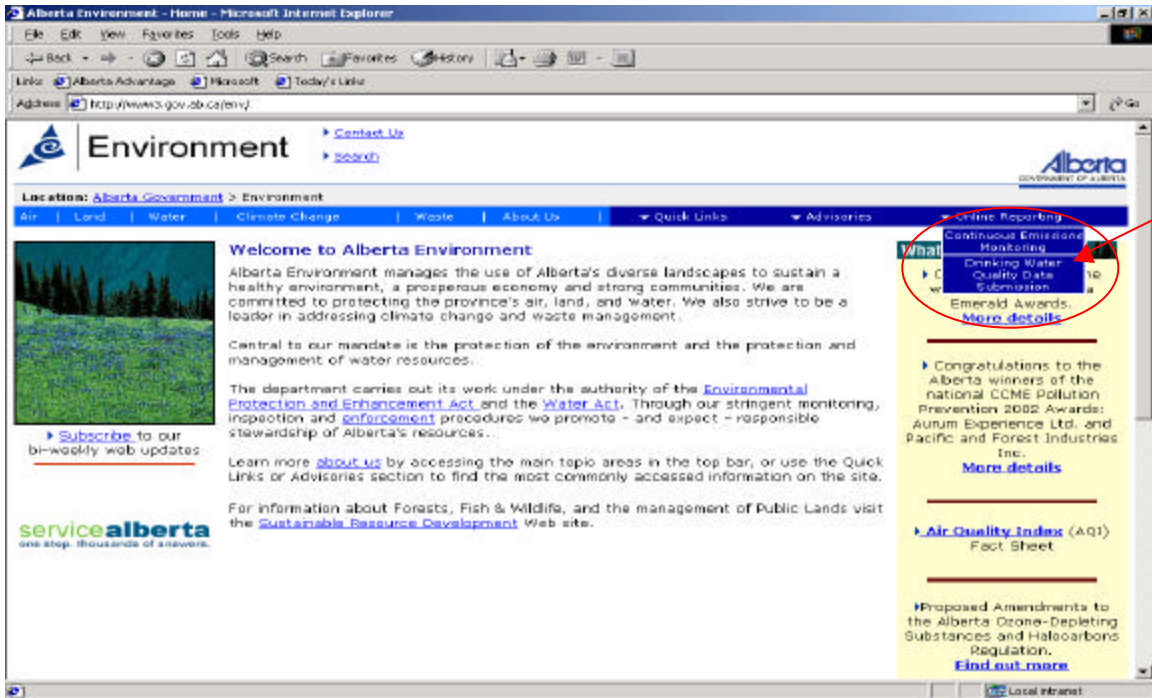
Once you press enter or click **Go**, the screen below will appear.



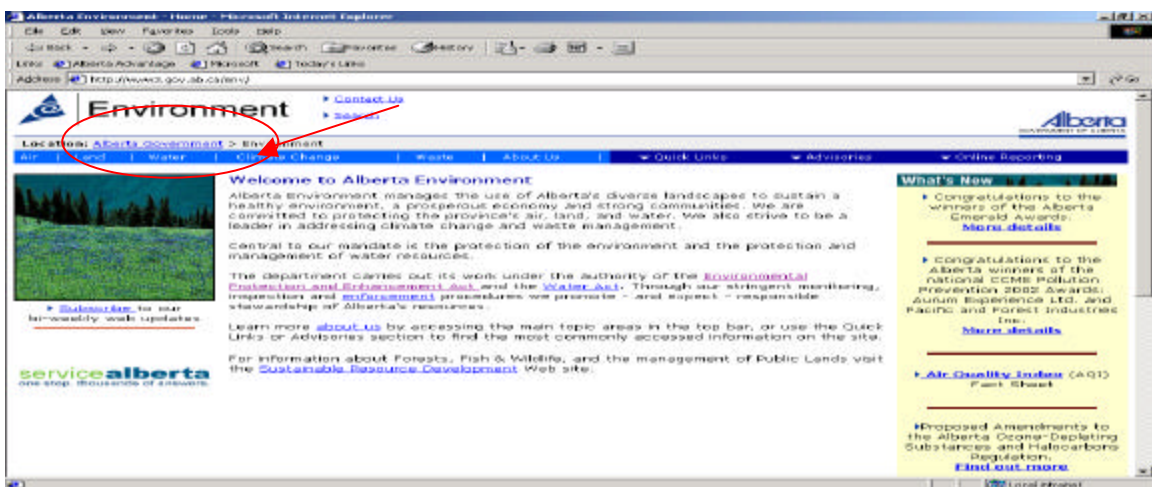
You are now at the Alberta Environment Public Website from which you can access the secure ***Electronic Submission of Drinking Water Quality Information*** web site.

There are two methods used to access the *Electronic Submission of Drinking Water Quality Information* web site:

**Method 1:** Access it directly by placing the mouse pointer over the Online Reporting tab and clicking on *Drinking Water Quality Data Submission*.

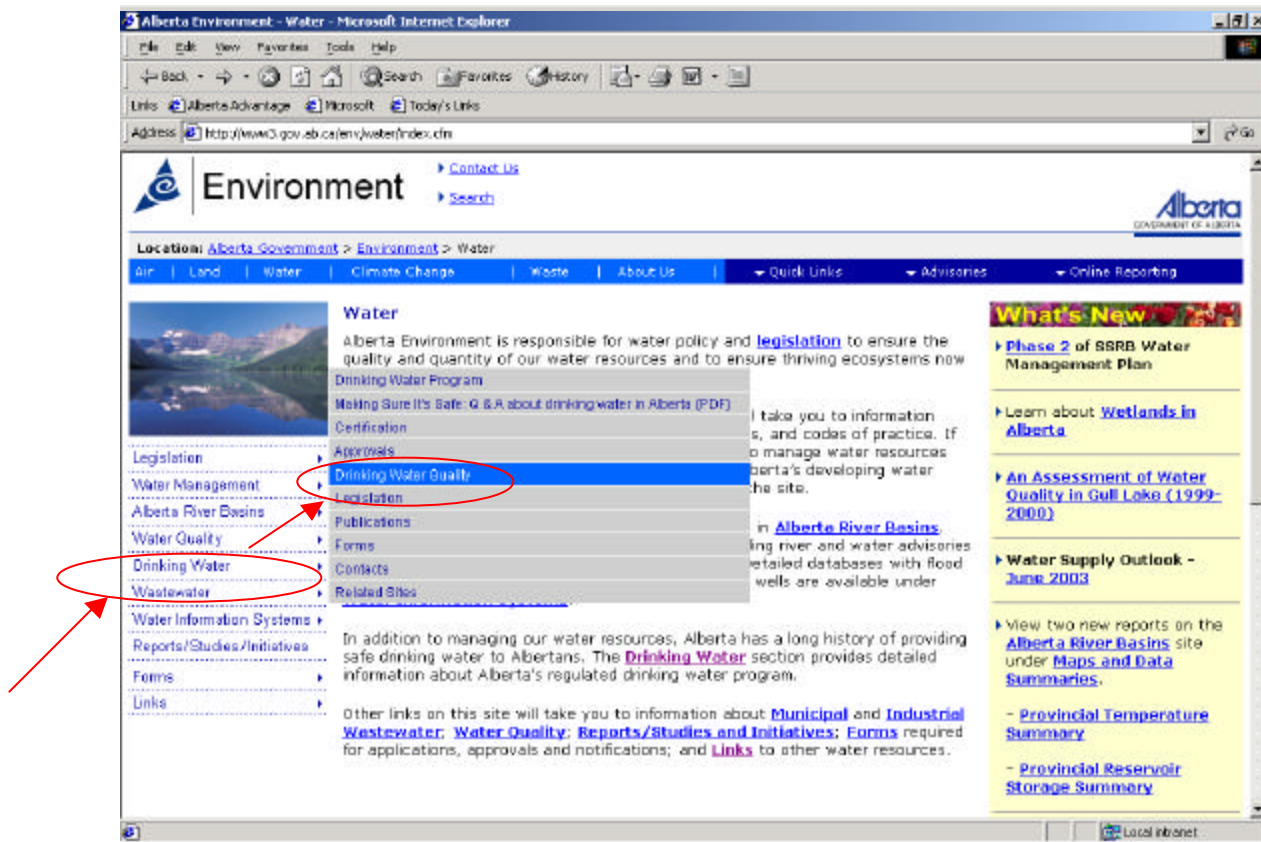


**Method 2:** Select *Water* from the menu bar at the top of the page.

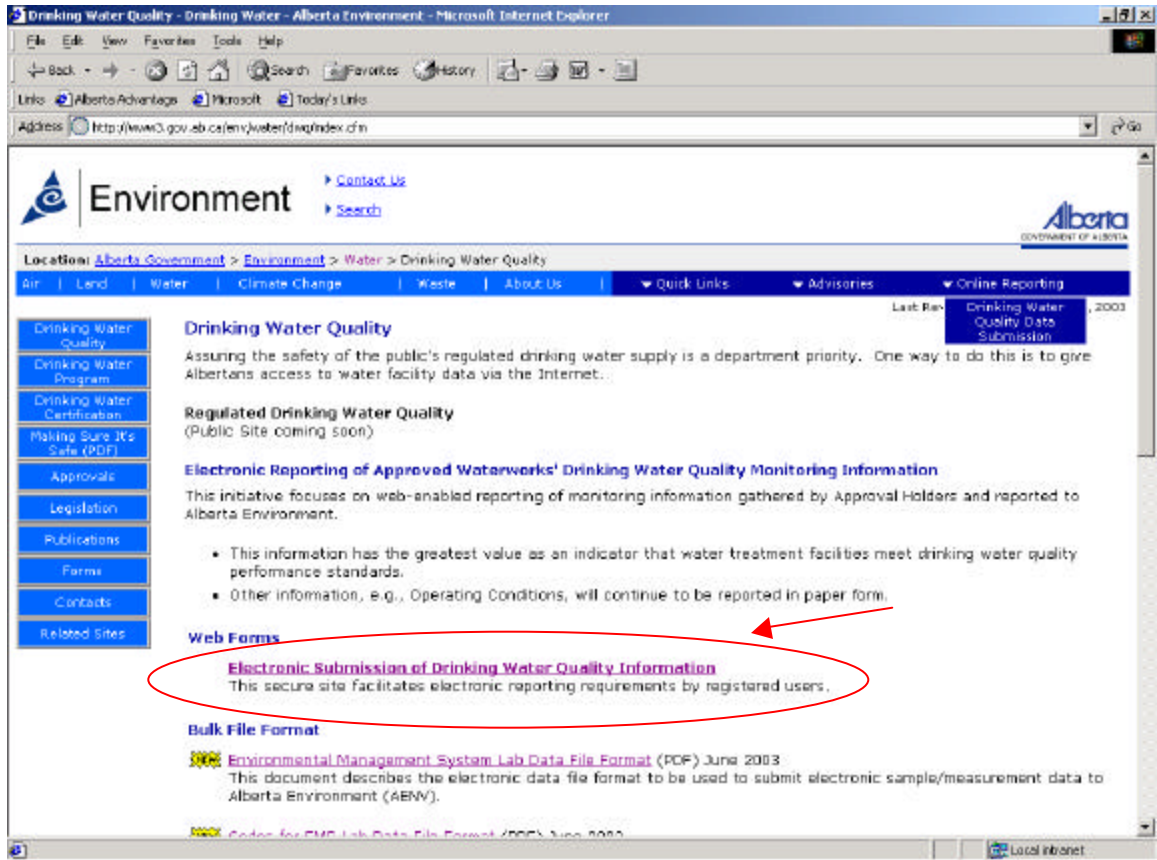




Next, select **Drinking Water**, from the side list and then **Drinking Water Quality** from the drop down menu.

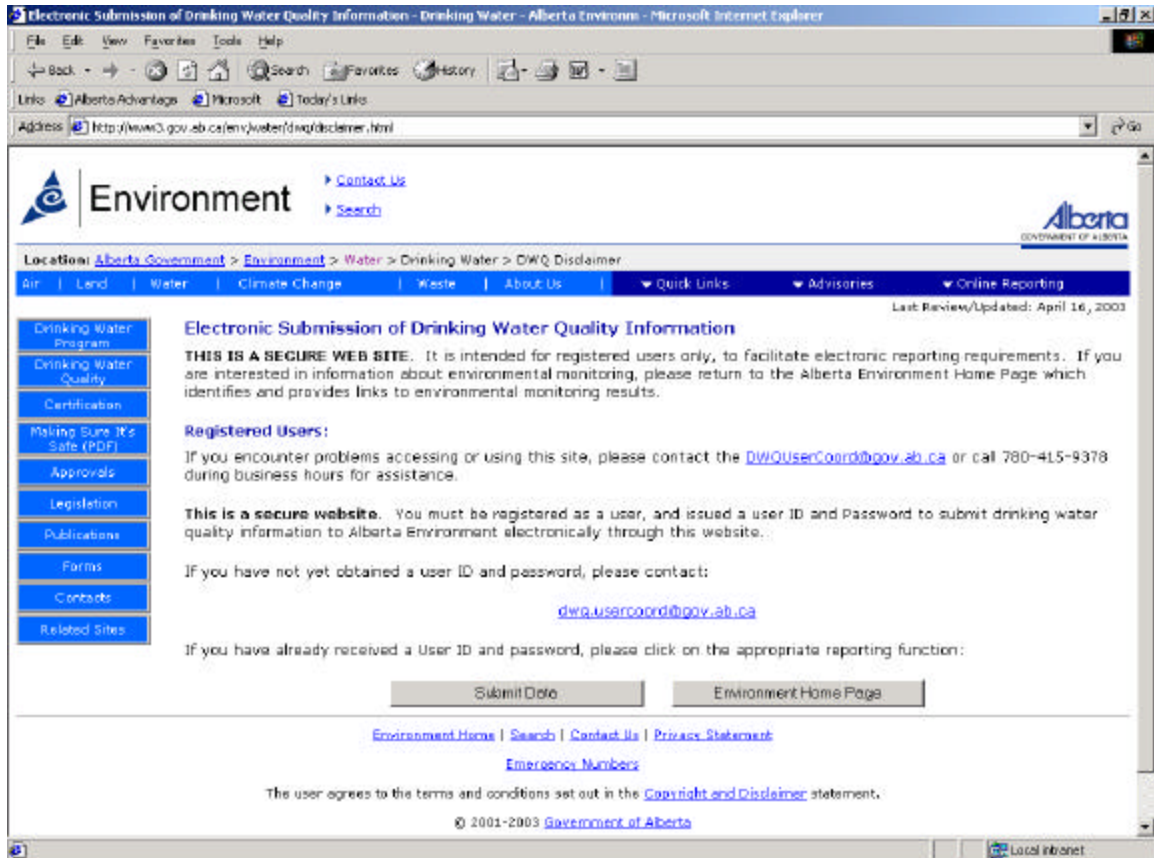


Finally, scroll down the page and select *Electronic Submission of Drinking Water Quality Information*.

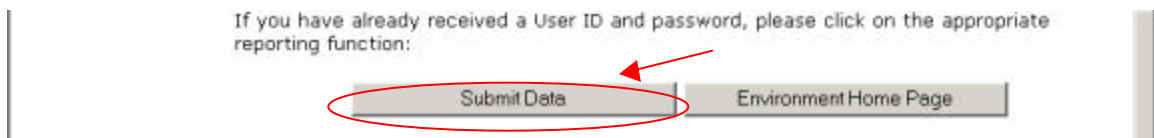




Whatever method you use will bring you to this secure *Electronic Submission of Drinking Water Quality Information* web site.



Select *Submit Data*, if this is the first time you have selected this option then proceed to the **Set-Up** section. If you have already done the **Set-Up** then proceed to the **Logon** Section.



**Note:** You must be registered as an *Authorized User* and have a *Username* and *Password* to submit drinking water quality to AENV electronically through this website. Contact the DWQ User Coordinator at [DWQUserCoord@gov.ab.ca](mailto:DWQUserCoord@gov.ab.ca) for more information.

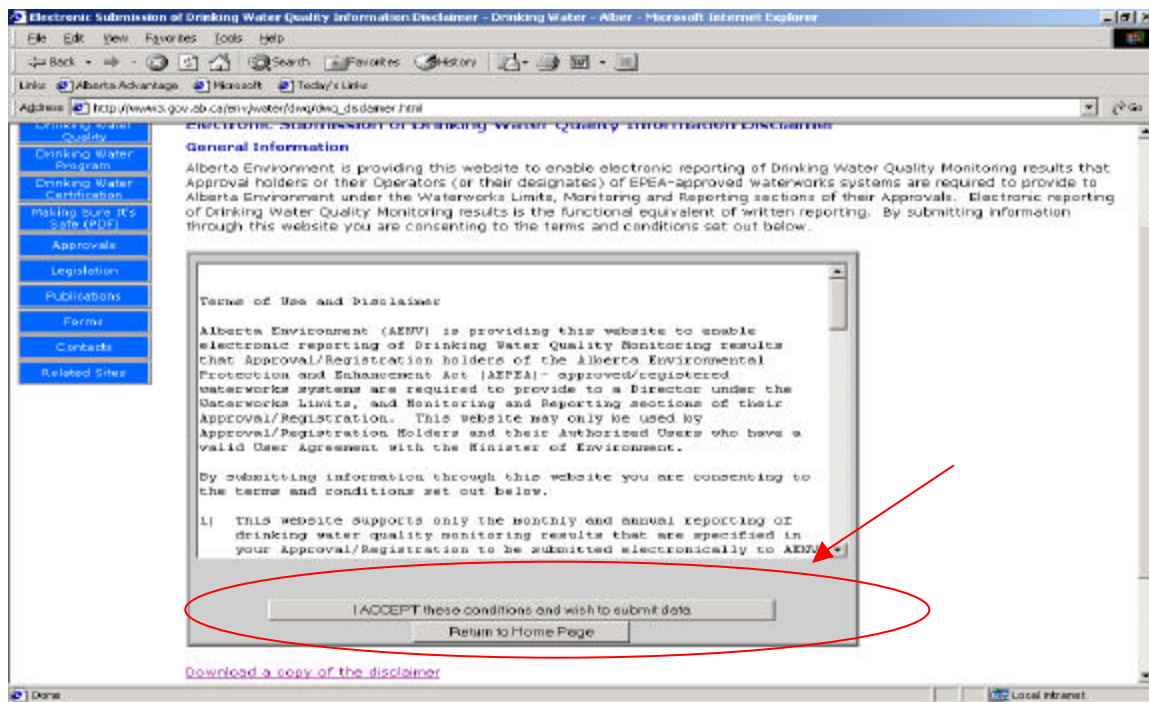
**Question: What should I do if the web site screens do not appear?**

**Answer:** Try using the refresh button from the toolbar, if the screens still do not appear email the DWQ User Coordinator at: [DWQUserCoord@gov.ab.ca](mailto:DWQUserCoord@gov.ab.ca) or call 780-415-9378 (during business hours).

## Set-Up

The first time you link to this form, you will have to go through a short “set-up” process to install the “Oracle Jinitiator” software on your machine. This will take a few minutes; unless you happen to be on a dial-up system, in which case the install will last approximately one hour. Once this process is completed successfully, you will not have to repeat it, unless you are installing once again to another computer.

Please read the disclaimer by scrolling down. If you are comfortable with the disclaimer then click onto the, ***I ACCEPT these conditions and wish to submit data***, otherwise select the ***Return to Home Page*** option.



The ***Return to Home Page*** option will bring you back to the main screen. If you have any concerns with the disclaimer kindly contact your Alberta Environment DWQ

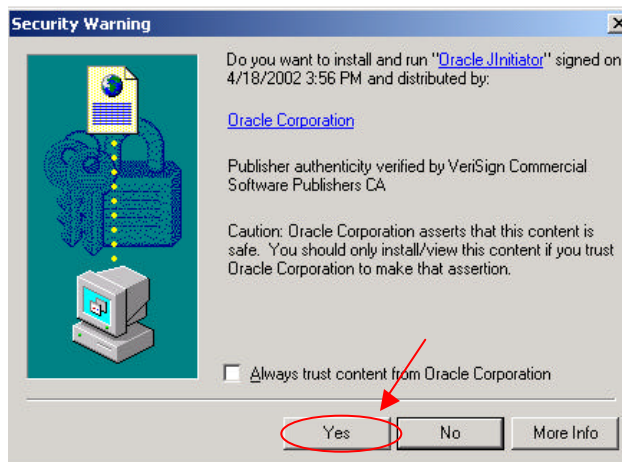
User Coordinator (via email) at: [DWQUserCoord@gov.ab.ca](mailto:DWQUserCoord@gov.ab.ca) or call 780-415-9378 (during business hours).

## The disclaimer must be accepted in order to complete the Set-Up process.

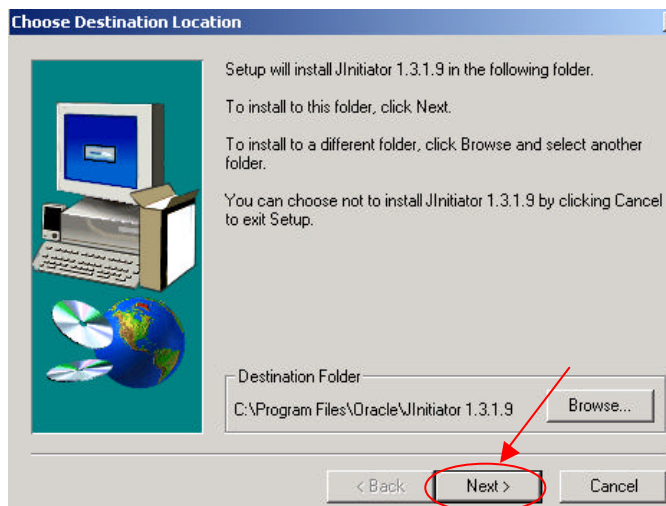
After you click on the, ***I ACCEPT these conditions and wish to submit data*** option, a blank screen will appear while the system is preparing to open the next process.



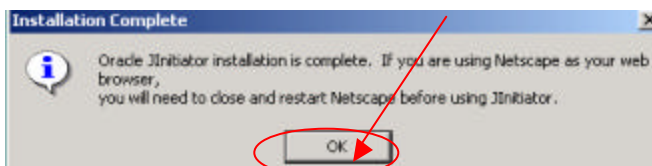
The next screen will be this Security Warning, click ***YES*** to proceed.



Click ***Next***, to accept the default install directory.

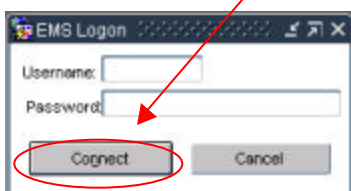


The computer will then install the program onto your machine. When the process is complete, this ***Installation Complete*** confirmation should appear, click ***OK*** and the Set-Up process is now complete.



## ***Logon***

In future, after you have read the disclaimer and agreed to it, the Java Applet will automatically load and the *Logon Screen* will appear.



Enter your secure ***Username*** and ***Password*** and select the ***Connect*** button (or hit enter on the keyboard).

### **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: [DWQUserCoord@gov.ab.ca](mailto:DWQUserCoord@gov.ab.ca).

### **Question: I have forgotten my password, now what?**

**Answer:** Contact: [DWQUserCoord@gov.ab.ca](mailto:DWQUserCoord@gov.ab.ca) to obtain a new password. Passwords are unique to the user and can only be reset. AENV does not have the ability to reference the old password.

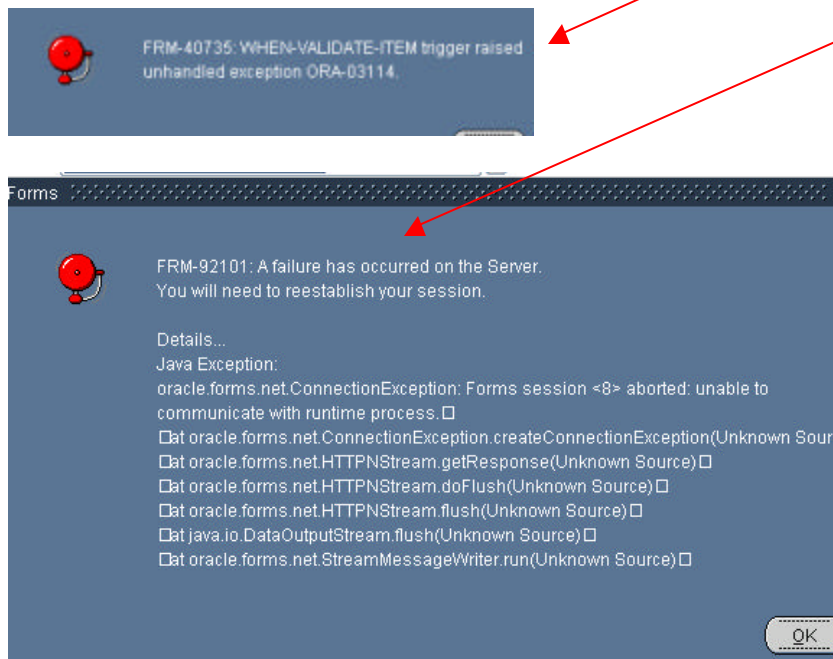
**REMEMBER: YOUR USERNAME AND PASSWORD ARE NOT TRANSFERABLE AND IT IS YOUR RESPONSIBILITY TO MAINTAIN THEIR SECURITY.**

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. Alberta Environment 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 misdescriptions in the form you are presented or in the information you are asked to provide, please contact (via Email): [DWQUserCoord@gov.ab.ca](mailto:DWQUserCoord@gov.ab.ca)  
Let the DWQ User Coordinator know the name of your operation, your Approval number, the date you logged on, and the nature of the problem. The Coordinator will investigate and advise you of the outcome.

**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 Alberta Environment 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 Alberta Environment has re-established the connection. Or contact. : [DWQUserCoord@gov.ab.ca](mailto:DWQUserCoord@gov.ab.ca)



## Forms for Data Submission

The website application is composed of four forms with their respective tabs running along the top of the page. The forms are:

- *New/Unsubmitted – Details*,
- *Unsubmitted - Summary*,
- *Submitted – Summary*,
- *Submitted – Details*.

### ***New/Unsubmitted – Details***

The **New/Unsubmitted** - Details tab is the first form seen after a successful logon. It is on this form that you enter the drinking water quality results that you are required to submit electronically:

#### **Select Approval**

The **Approval Id**, seen at the top of the form should reflect the municipality's main Approval/Registration number. If you are responsible for more than one operation, you may use the dropdown arrow to select the facility that you wish to enter data for. The Approval you are responsible for and/or have selected if you are responsible for more than one operation; and the associated monitoring locations and requirements will be visible on the form.

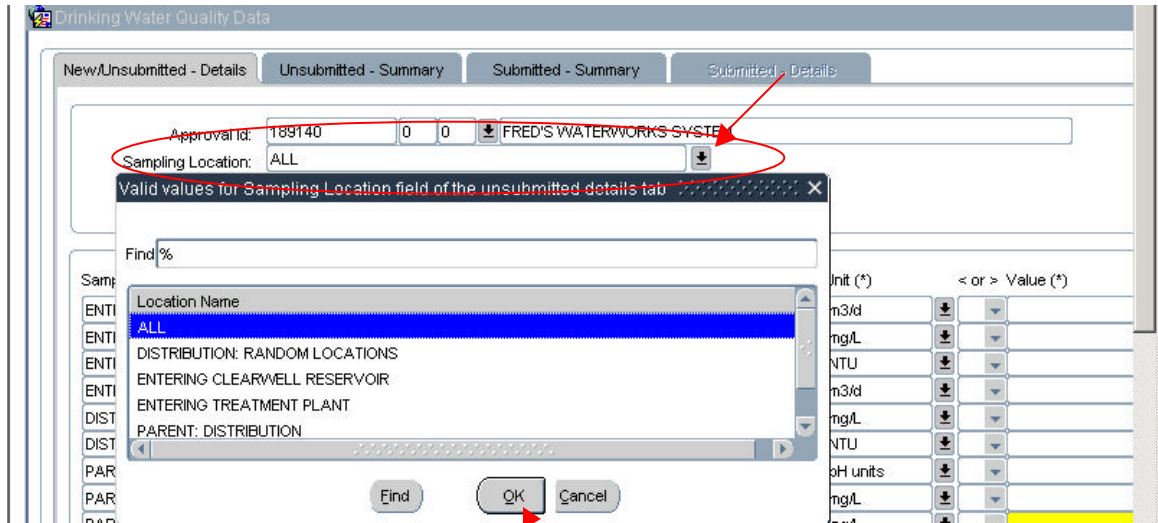
Sampling Location	Count	Frequency	Parameter	Reading Type	Unit (*)	< or >	Value (*)
ENTERING TREATMENT PLANT	1	DAILY	TURBIDITY	n/a	NTU		
ENTERING TREATMENT PLANT	1	DAILY	FLOW	TOT	m3/d		
ENTERING CLEARWELL RESERVOIR	1	DAILY	CHLORINE, FREE	n/a	mg/L		
ENTERING CLEARWELL RESERVOIR	1	DAILY	TURBIDITY	n/a	NTU		
ENTERING CLEARWELL RESERVOIR	1	DAILY	FLOW	TOT	m3/d		
DISTRIBUTION: RANDOM LOCATIONS	1	WEEK	CHLORINE, FREE	n/a	mg/L		
DISTRIBUTION: RANDOM LOCATIONS	1	WEEK	TURBIDITY	n/a	NTU		
PARENT: DISTRIBUTION	1	DAILY	PH	n/a	pH units		

The system will show only the Approval/Registration assigned to the **Username** and **Password** you have entered. No one else may access this data, as they will not have the user permissions to do so. Only **submitted** data is visible to *Alberta Environment*.



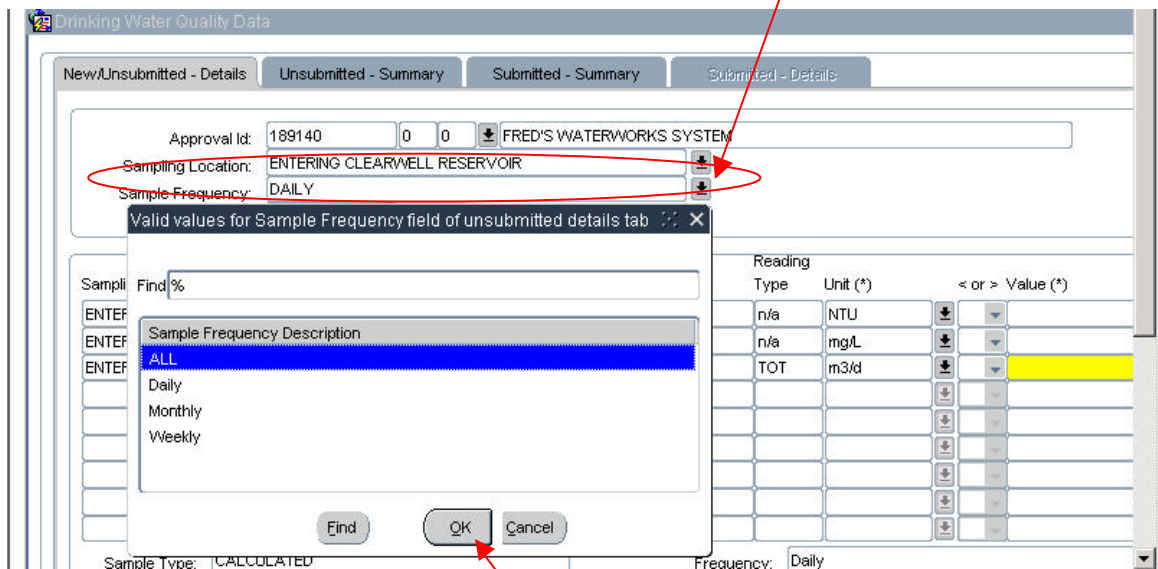
## Sampling Location

The form defaults to *All* sampling locations. These locations should reflect the locations specified in the Approval/Registration. If you wish to enter data by location, click the adjoining dropdown arrow to highlight your choice and click the **OK** button.



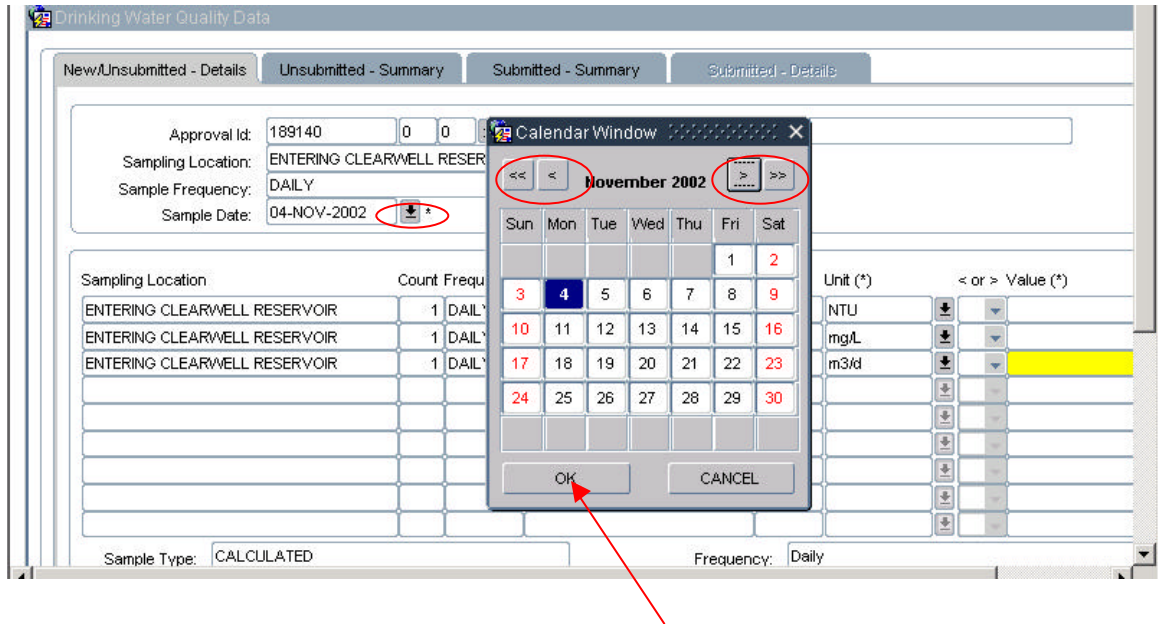
## Sampling Frequency

The form also defaults to *All* frequencies of sampling required. If you wish to enter data required by a particular frequency of sampling, click on the dropdown arrow to highlight your choice and click **OK**.



## Select Date

The form defaults to today's date, check that the date shown is the date that the data was collected. If it is not, use the drop down calendar to select the correct date. The double arrows move you either forward or back an entire year, or use the single arrows to move forward or back a month. Highlight the desired date and click on the **OK** button.



Now you are ready to enter the data.

## Select Parameter

The parameters to be monitored at each sampling location are displayed, and should reflect the requirements for reporting these parameters in your Approval/Registration. Select the appropriate parameter for which data is to be entered. The value field of the line you select will be highlighted in yellow.

Approval Id: 189140 0 0 FRED'S WATERWORKS SYSTEM  
 Sampling Location: ENTERING CLEARWELL RESERVOIR  
 Sample Frequency: DAILY  
 Sample Date: 04-NOV-2002

Sampling Location	Count	Frequency	Parameter	Reading Type	Unit (*)	< or >	Value (*)
ENTERING CLEARWELL RESERVOIR	1	DAILY	TURBIDITY	n/a	NTU	>	
ENTERING CLEARWELL RESERVOIR	1	DAILY	CHLORINE, FREE	n/a	mg/L	>	
ENTERING CLEARWELL RESERVOIR	1	DAILY	FLOW	TOT	m <sup>3</sup> /d	>	

Sample Type: DISCRETE SAMPLE (GRAB) Frequency: Daily  
 Water Type: TREATED WATER Method (\*): NEPHELOMETRIC METHOD USING A HACH TURBID  
 Comment Text: Missing Measurement Code:

Location Status Submission Notes Save Report/File Submit Cancel/Loaoff

## Select Unit

The next step is to check that there is a **Unit** displayed for the parameter. The drop down selections for the **Units** are specific to the Parameter listed. The unit of measure must be filled in for the record to save, otherwise a drop down message will appear indicating that a **Unit** must be entered. If the message appears click on the **OK** button and enter the missing **Unit**. You should see this message only the first time that data is entered for that requirement. You would only change this if you changed the method of analysis.

Sampling Location	Count	Frequency	Parameter	Reading Type	Unit (*)	< or >	Value (*)
ENTERING CLEARWELL RESERVOIR	1	DAILY	TURBIDITY	n/a	NTU	>	

Valid values for unit

Find: NTU%

Unit Code	Method	VMV Code
NTU	NEPHELOMETRIC METHOD USING A HACH TURBIDIMETER; UNITS NTU	45
NTU	HACH RATIO TURBIDIMETER MODEL 18900	208
NTU	UNKNOWN METHOD - USED FOR THIRD-PARTY REPORTED MEASUREMENTS	91009

Find OK Cancel

## >Or < Symbols

These symbols are used if the value is reported as < or > some number. Ignore these symbols if they are not applicable (i.e. the value = \_\_\_\_).

The screenshot shows a web-based data entry form for 'Drinking Water Quality Data'. At the top, there are tabs for 'New/Unsubmitted - Details', 'Unsubmitted - Summary', 'Submitted - Summary', and 'Details - Details'. The form includes fields for 'Approval Id' (180140), 'Sampling Location' (ENTERING CLEARWELL RESERVOIR), 'Sample Frequency' (DAILY), and 'Sample Date' (02-NOV-2002). Below these is a table with the following columns: 'Sampling Location', 'Count', 'Frequency', 'Parameter', 'Reading Type', and 'Unit (\*)'. The first row of the table is highlighted in yellow and contains the text '< or > Value (\*)'. A red arrow points to this text. Below the table are fields for 'Sample Type' (DISCRETE SAMPLE (GRAB)), 'Water Type' (TREATED WATER), 'Frequency' (Daily), 'Method (\*)' (NEPHELOMETRIC METHOD USING A HACH TURBID), and 'Missing Measurement Code'. At the bottom, there are buttons for 'Location Status', 'Submission Notes', 'Save', 'Report File', 'Submit', and 'Cancel/Logout'.

## Sample Descriptors

Near the bottom of the form there are 6 boxes, the contents of which are prescribed by the Approval/Registration, and pertain to the parameter line that is highlighted: The contents of each of the 4 boxes described below are based on Approval/Registration requirements and will be pre-entered for you. The only exception may be for the **Method**, which may require you to make a selection. Once you have made a selection, the system will default to it the next time you enter data on this parameter. The only time you may be required to change it is if the method changes.

1. **Sample Type**: refers to how the data is collected, i.e. discrete (grab) sample. Note that continuous monitoring is to be entered as a calculated value: total, average, maximum or minimum.
2. **Water Type**: refers to whether the data pertains to raw water or treated water.
3. **Frequency**: reflects how often the sample is required to be collected.
4. **Method**: this refers to the type of analyzer/method used to arrive at the data value.

The remaining 2 boxes are fields that you can enter specific to the highlighted parameter line;

5. **Comment Text**: allows you to make a comment about the sample.

- Missing Measurement Code** : If there is no data for a required sample, you must choose a reason from the drop-down to ensure that the measurement is accounted for when you submit your data. The system also requires you to put a comment in the comment text if there is a missing measurement.

Approval Id: 189140 0 0 FRED'S WATERWORKS SYSTEM

Sampling Location: ENTERING CLEARWELL RESERVOIR

Sample Frequency: DAILY

Sample Date: 04-NOV-2002 \*

Sampling Location	Count	Frequency	Parameter	Reading Type	Unit (*)	< or >	Value (*)
ENTERING CLEARWELL RESERVOIR	1	DAILY	TURBIDITY	n/a	NTU		
ENTERING CLEARWELL RESERVOIR	1	DAILY	CHLORINE, FREE	n/a	mg/L	>	
ENTERING CLEARWELL RESERVOIR	1	DAILY	FLOW	TOT	m3/d	<	

Sample Type: DISCRETE SAMPLE (GRAB) Frequency: Daily

Water Type: TREATED WATER Method (\*): NEPHELOMETRIC METHOD USING A HACH TURBID

Comment Text: Missing Measurement Code:

Location Status | Submission Notes | Save | Report/File | Submit | Cancel/Logoff

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

**Answer:** You may enter data collected for a parameter more frequently than required, up to a frequency of daily. The data must be for a parameter that your Approval requires you to submit electronically.

### Form Task Buttons

Each form has buttons running along the bottom of the page. Not all buttons are found on all forms. Each button has a tool tip describing its function made visible by pointing your mouse cursor over it.

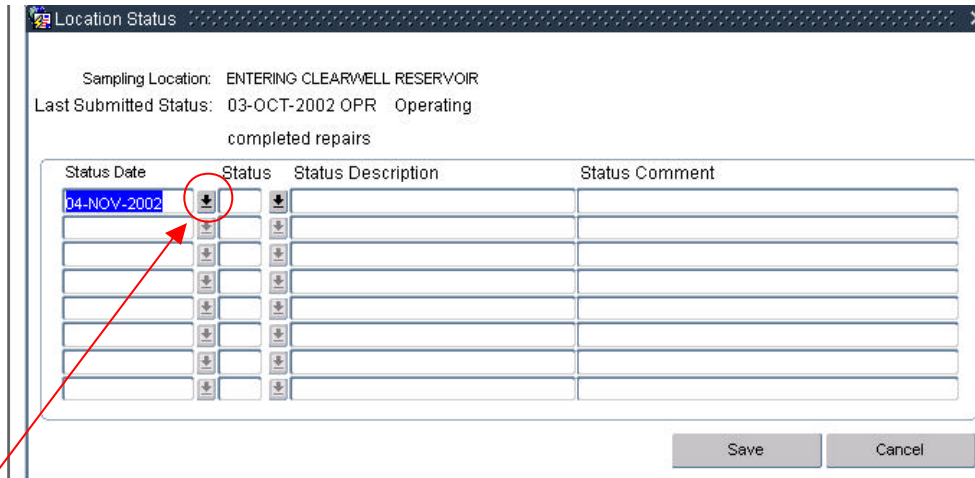
#### New/Unsubmitted Details Tab

This form has the *Location Status*, *Submission Notes*, *Save*, *Report/File*, *Submit* and *Cancel/Logoff* buttons.

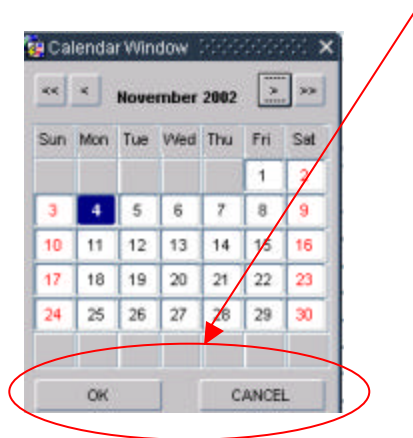
- Location Status** -Allows the user to enter changes in Location Status. The system assumes that the station status is OPR (operational). If for some reason the station is down and no sample is collected, you must indicate this by selecting the *Location Status* button.



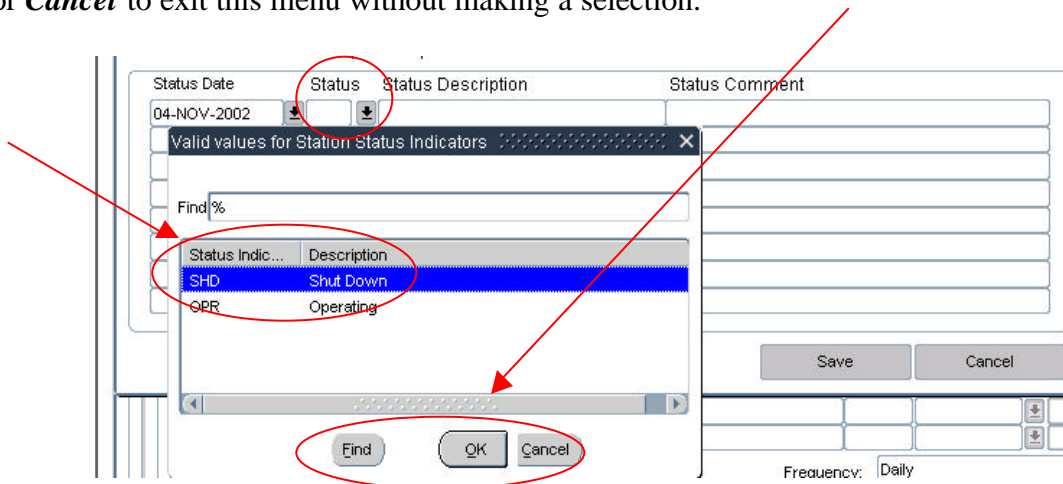




The *Status Date* drop down arrow produces a data calendar. Select the desired date and click the **OK** button, or to exit the calendar click the **Cancel** button.



Using the *Status* Drop Down Arrow select the status of the location and click the **OK** button or **Cancel** to exit this menu without making a selection.

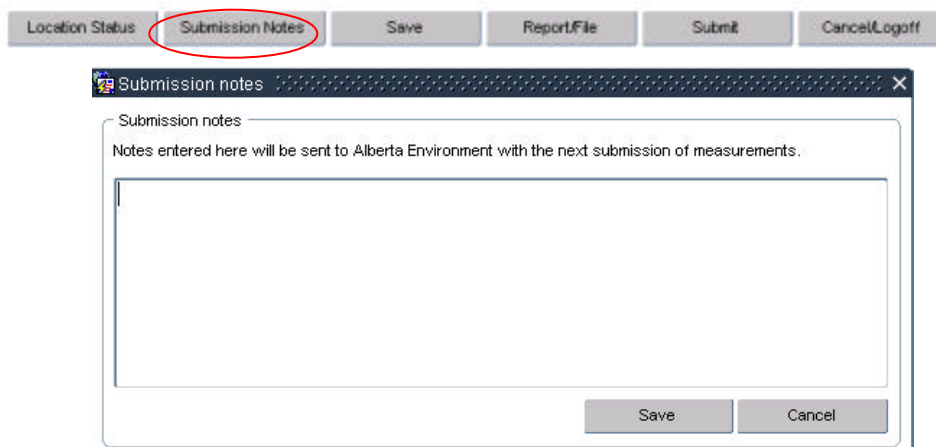


**Note:** The system only allows one operational status per day, that is, it must be either shutdown or operational on any given day, and cannot be shutdown for a partial day.

2. *Submission Notes* - Comments about an occurrence that has affected the operation or data can be entered here. The notes will be included in your next data



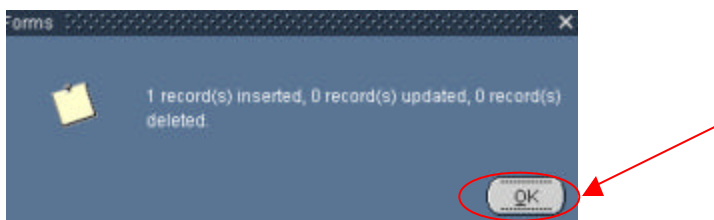
submission. to AENV. It is important that you note the date that you are referring to in the body of your notes, as the only date that is tracked is the date the notes were submitted.



3. **Save** - Save data to your workspace, without submitting to AENV.



When you have finished entering data and save it prior to submission, the data you have saved will be compared against the limits defined by your *Approval/Registration*. You will be presented with a pop-up window that identifies the number of records saved, updated and/or deleted.



After selecting the **OK** button, you will be provided with a **Summary of Limit Checking**, which identifies the number of measurements that were checked, and whether they were within the limits or guidelines of the *Approval/Registration*; and **Exceedance Details** that identify the relevant records and whether a guideline or limit has been exceeded.

**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

**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.**

Location	Parameter	Value	Lower Limit	Upper Limit	Limit Type
ENTERING CLEARWELL RESERVOIR	TURBIDITY	1.2		1	Approval

\*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.

**Question:** What happens if the data is compared with my Approval/Registration requirements and the values exceed the limits defined by my approval?

**Answer:** Verify the values that you have entered; if the value is outside of your Approval/Registration Limit it will need to be reported to AENV, through the Incident Reporting Line. The popup screen will indicate that the value is over the Approval/Registration Limit with a Red Letter.

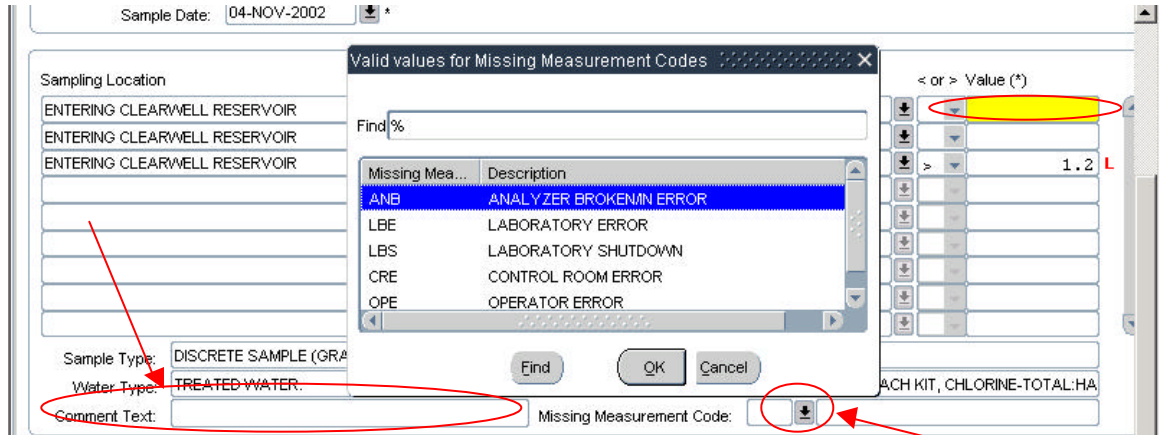
*Ex: If you look at the Limit Checking Results above, you will see that the value of 1.2 is over the Approval Limit of 1 for Turbidity. When you select **OK** on the Limit Checking Results screen, the system will display the saved data along with a Red Letter, indicating the type of violation i.e. a Red G indicates that the measurement saved is outside of the Guidelines, while a Red L indicates a Limit violation.*

**By double clicking on the Red Letter, in this case the L, a message will appear with further clarification, in this instance the value of 1.2 is “outside of the approval limit”.**

**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 and use the down arrow beside the *Missing Measurement Code* to select the reason for

the missing data, then use the comments area to further elaborate and let AENV know why the data is missing.



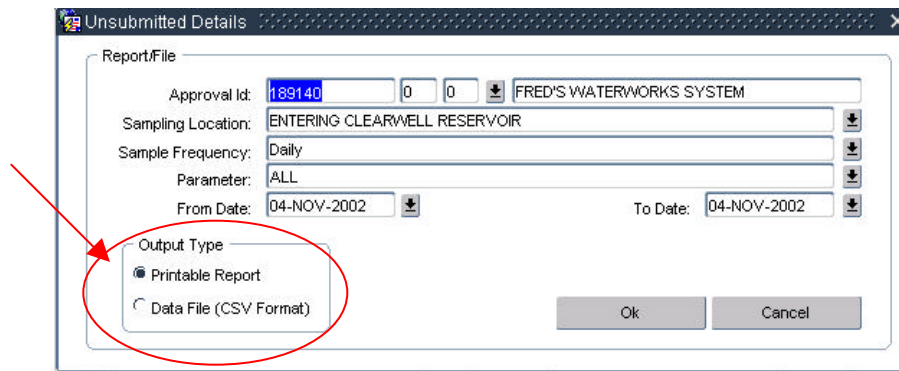
**Question:** What if I've saved a record, not submitted it yet, but would like to delete the data?

**Answer:** Delete the data from the field so that it is left blank and save, now nothing exists for that entry; the previous data has been erased.

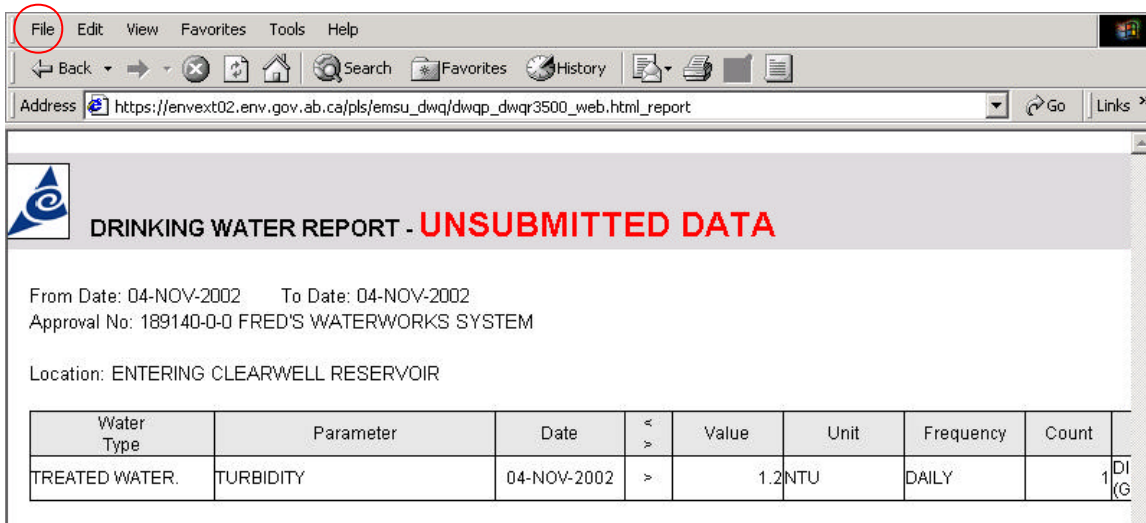
**4. Report/File** - Print a report, or Save data to a file. **Note: You must save the data before you can print it or save it to your system.**



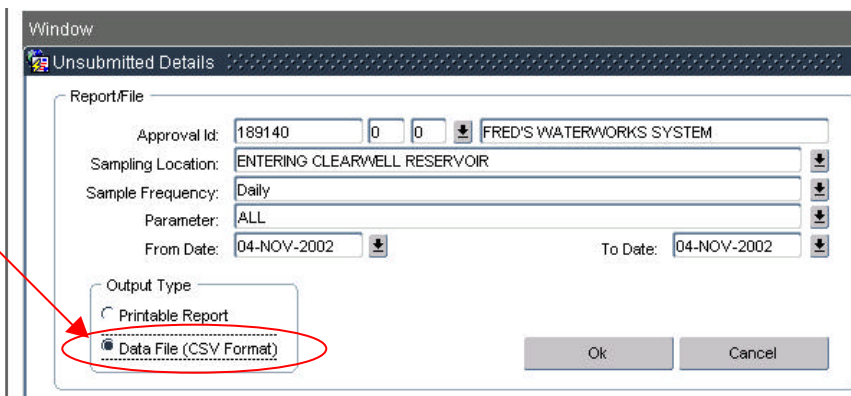
Two options exist for outputting data; the *Printable Report* and *Data File*.



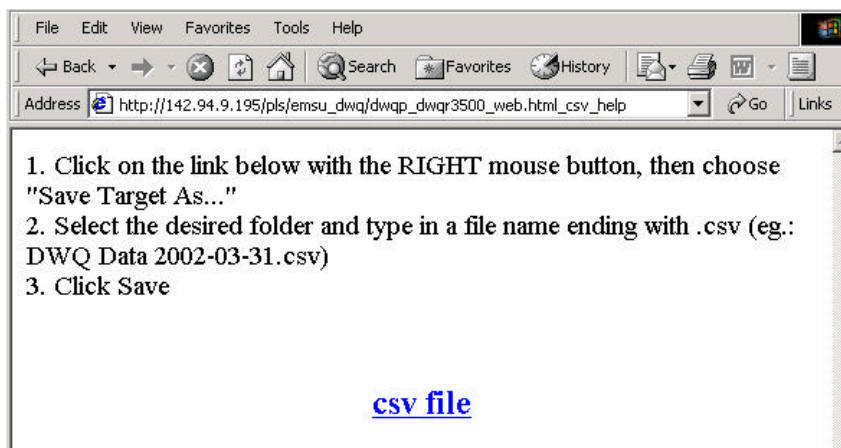
Selecting the **Printable Report** option and clicking the **OK** button will display a report of the Un-Submitted data. To print this report, select **File** then **Print** from the top tool bar. Click on the top **X** to close out of the report and return to the web forms.



By selecting the **Data File** option, you may save the unsubmitted data report to your own computer.



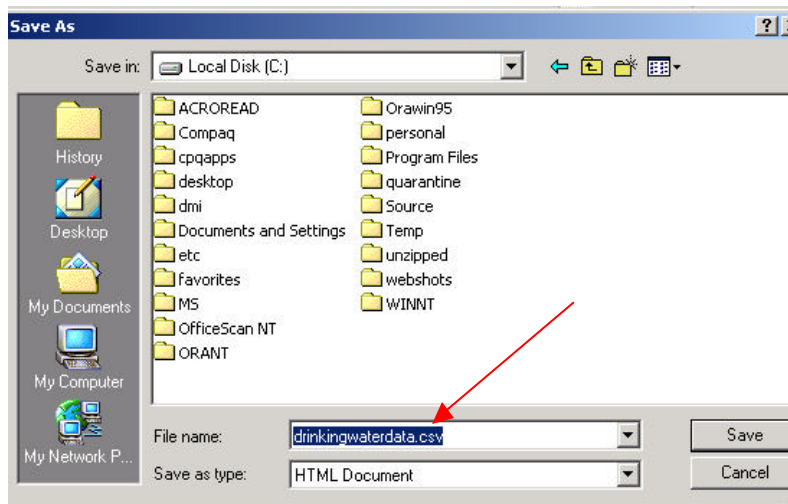
When this screen appears follow the three steps.



Step 1: Click on the underlined **csv file**, and right mouse click for this pop up menu. Select **“Save Target As...”**



Step 2: Select the desired folder on your computer for this report, making sure that the file name ends in **.csv**. Click save and it now resides on your own system. You can now access it in a spreadsheet program such as Excel.

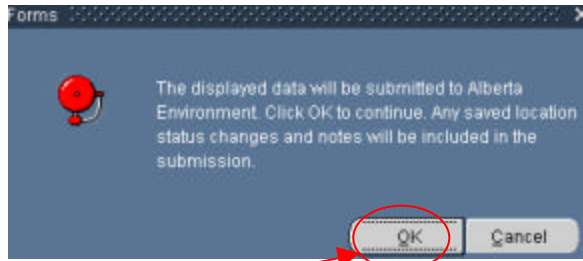


5. **Submit** - Submit displayed data to Alberta Environment.

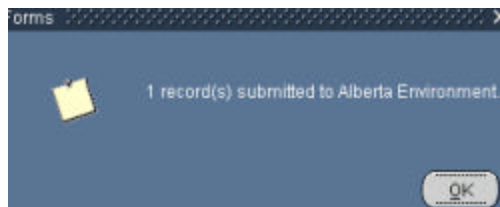


Once you are satisfied that the data you have entered has been inputted correctly, click on the **“Submit Data”** button. Information that you submit will be assumed to be correct, and to be intended by you to be your reporting of your monitoring requirements under your *Approval*. The information that you submit, as well as the date on which it is submitted, will be used by *Alberta Environment* to assess compliance with your *Approval Requirements* and will be used if enforcement actions are pursued.

Once you have submitted monitoring information to *Alberta Environment*, it will be made available to the public through *Alberta Environment's Home Page*.



Once you have clicked on the **OK** button to indicate that you would like to submit the data, a pop up message will appear indicating how many records were submitted to *Alberta Environment*.



6. **Cancel/Logoff** - This is a two part button the **Cancel** will not Save or Submit the latest changes / the **Logoff** part will Exit the System (For Information regarding Logoff, please refer to that section of this manual).





## Unsubmitted – Summary

This tab lists all the entries made under a particular *Approval Id* that are waiting to be submitted to *Alberta Environment*. This lists the data that was **saved** on the **Unsubmitted Details** form.

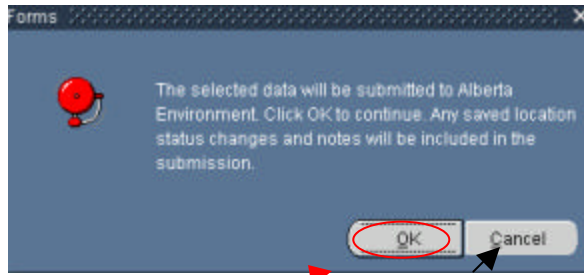
Sample Date	Sampling Location	# of Records
07-SEP-2002	ENTERING TREATMENT PLANT	2
09-SEP-2002	DISTRIBUTION: RANDOM LOCATIONS	2
19-SEP-2002	DISTRIBUTION: RANDOM LOCATIONS	2
19-SEP-2002	ENTERING CLEARWELL RESERVOIR	3
19-SEP-2002	ENTERING TREATMENT PLANT	2
01-OCT-2002	ENTERING CLEARWELL RESERVOIR	1
04-NOV-2002	ENTERING CLEARWELL RESERVOIR	1

If there is more than one item that you wish to submit, use the check boxes to indicate which data is to be sent to *Alberta Environment*. As long as the data submitted pertains to the *same month* the data will be sent.

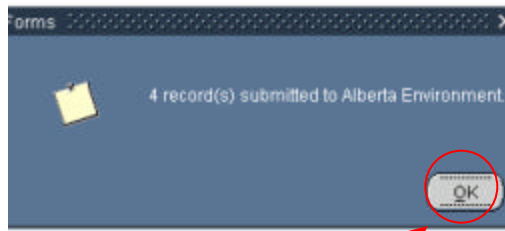
Sample Date	Sampling Location	# of Records
07-SEP-2002	ENTERING TREATMENT PLANT	2
09-SEP-2002	DISTRIBUTION: RANDOM LOCATIONS	2
19-SEP-2002	DISTRIBUTION: RANDOM LOCATIONS	2
19-SEP-2002	ENTERING CLEARWELL RESERVOIR	3
19-SEP-2002	ENTERING TREATMENT PLANT	2
01-OCT-2002	ENTERING CLEARWELL RESERVOIR	1
04-NOV-2002	ENTERING CLEARWELL RESERVOIR	1

The *Unsubmitted-Summary* has two buttons: **Submit** and **Report/File**. (See page 21 for information on the **Report/File** functionality and page 24 for information on the **Submit** button.)

Click **Submit** to send the data to AENV.



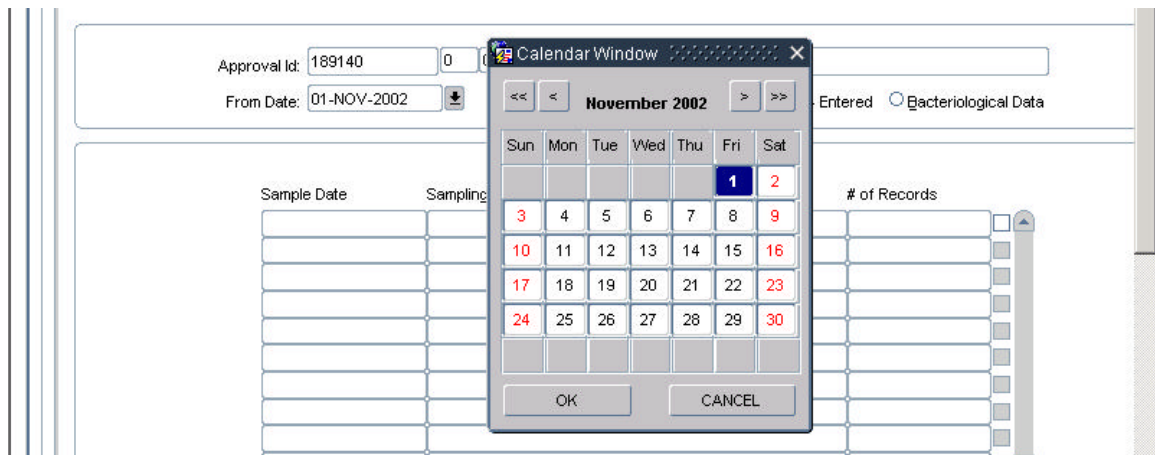
Once you click **OK**, the system will return a message to indicate how many records have been sent.



### **Submitted – Summary**

Once data has been submitted to *Alberta Environment*, it is no longer accessible through the first two tabs, *New/Unsubmitted – Details* and *Unsubmitted – Summary*.

The data can be viewed using this tab, the *Submitted – Summary*. Use the *From Date* and the *To Date* to select a viewing range. Once again selecting from the drop down calendars or by entering the date following the format of dd mmm yyyy.



This form has three buttons associated to it, the *Location Status*, *Submission Notes* and *Report/File*.

Approval Id: 189140 0 0 FRED'S WATERWORKS SYSTEM  
 From Date: 09-SEP-2002 To Date: 03-OCT-2002 Operator - Entered Bacteriological Data

Sample Date	Sampling Location	# of Records
09-SEP-2002	DISTRIBUTION: RANDOM LOCATIONS	2
18-SEP-2002	ENTERING TREATMENT PLANT	1
26-SEP-2002	DISTRIBUTION: RANDOM LOCATIONS	2
01-OCT-2002	ENTERING TREATMENT PLANT	2
02-OCT-2002	DISTRIBUTION: RANDOM LOCATIONS	2
03-OCT-2002	DISTRIBUTION: RANDOM LOCATIONS	2
03-OCT-2002	ENTERING CLEARWELL RESERVOIR	3
03-OCT-2002	ENTERING TREATMENT PLANT	2

Buttons: Location Status, Submitted Notes, Report/File

The *Location Status* displays the Sampling particulars associated with the Submitted Data and the Date Range specified.

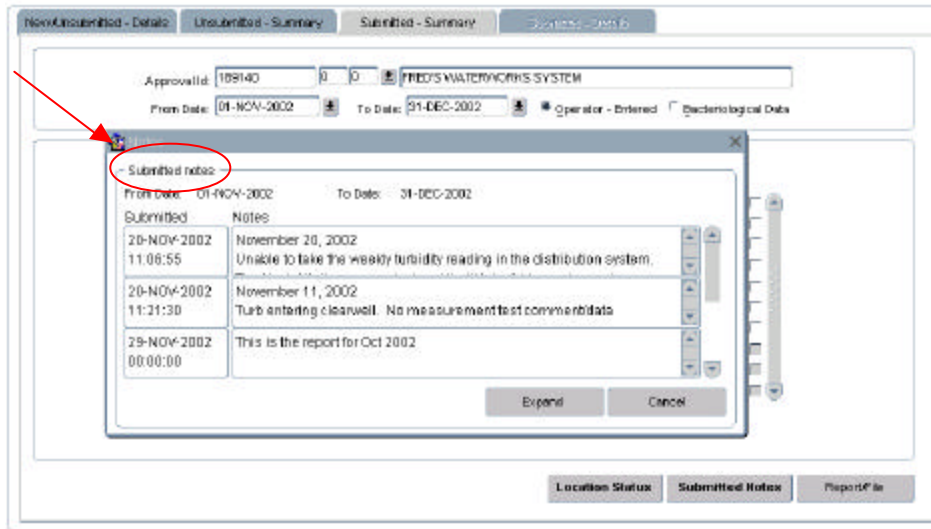
Status From Date: 09-SEP-2002 To Date: 03-OCT-2002

Sampling Location	Status Date	Status	Status Comment
* PARENT: DISTRIBUTION	18-JUN-1996	OPR Operating	Initial default status.
* PARENT: DISTRIBUTION	18-JUN-1996	OPR Operating	Initial default status.
* DISTRIBUTION: RANDOM LOCATIONS	15-AUG-2002	OPR Operating	Initial default status.
* ENTERING CLEARWELL RESERVOIR	15-AUG-2002	OPR Operating	Initial default status.
ENTERING CLEARWELL RESERVOIR	02-OCT-2002	SHD Shut Down	water main repairs at intake. No Wat
ENTERING CLEARWELL RESERVOIR	03-OCT-2002	OPR Operating	completed repairs
* ENTERING TREATMENT PLANT	07-SEP-2002	SHD Shut Down	
ENTERING TREATMENT PLANT	10-SEP-2002	SHD Shut Down	test 1

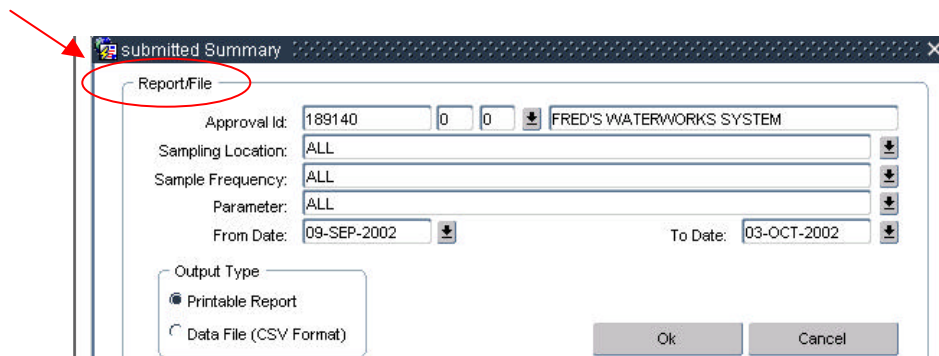
\* status of the location at the start of the selected period

Cancel


The **Submission Notes** is used to display any notes that accompanied the submitted data, according to the date range specified.



The **Report/File** menus work the same as in the first tab, but produce a **Submitted Data** report instead of the **UnSubmitted Data** report generated by using the first tab.



See page 21 for information on how to save this new report to your computer system.

 <b>DRINKING WATER REPORT - Submitted Data</b>							
From Date: 09-SEP-2002 To Date: 03-OCT-2002							
Approval No: 189140-0-0 FRED'S WATERWORKS SYSTEM							
Location: ENTERING TREATMENT PLANT							
Water Type	Parameter	Date	< >	Value	Unit	Frequency	Count
RAW WATER.	FLOW	01-OCT-2002		195	m3/d	DAILY	1
RAW WATER.	FLOW	03-OCT-2002		200	m3/d	DAILY	1
RAW WATER.	TURBIDITY	18-SEP-2002	>	.5	NTU	DAILY	1
RAW WATER.	TURBIDITY	03-OCT-2002		100	NTU	DAILY	1



7. **Measurement Revision** - If the data entered has been saved and submitted, this button allows Revisions to be made to the measurement data (For more information on this option, see the section regarding the **Submitted Details** tab).

By clicking onto the **Measurement Revision** button the following pop up window will appear.

The screenshot shows a 'Measurement Revision' dialog box. The title bar is circled in red with a red arrow pointing to it. The dialog contains the following fields:

- Approval Id: 189140 0 0 FRED'S WATERWORKS SYSTEM
- Sampling Location: DISTRIBUTION: RANDOM LOCATIONS
- Reading Type: n/a Frequency: Weekly
- Sample Type: DISCRETE SAMPLE (GRAB)
- Water Type: TREATED WATER.
- Sample Date: 09-SEP-2002
- Proposed Measurement Revision table:

Parameter	Unit	< or >	Value
TURBIDITY	NTU		0.5
- Method: (empty)
- Comment: (empty)
- Buttons: Request Revision, Cancel

For example, to change the value from 0.5 to 0.001. Type in the new value and select the **Request Revision** button.

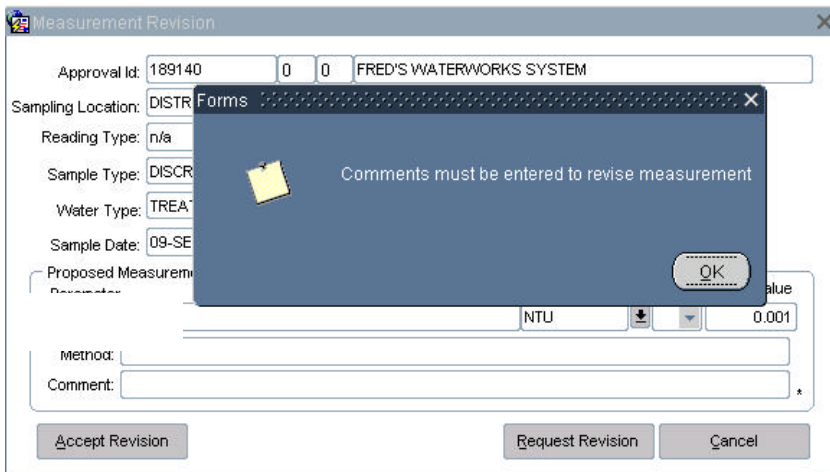
This screenshot shows the same 'Measurement Revision' dialog box, but with the value in the table changed to 0.001. The 'Request Revision' button is circled in red with a red arrow pointing to it. The 'Value' column header is also circled in red with a red arrow pointing to it.

- Approval Id: 189140 0 0 FRED'S WATERWORKS SYSTEM
- Sampling Location: DISTRIBUTION: RANDOM LOCATIONS
- Reading Type: n/a Frequency: Weekly
- Sample Type: DISCRETE SAMPLE (GRAB)
- Water Type: TREATED WATER.
- Sample Date: 09-SEP-2002
- Proposed Measurement Revision table:

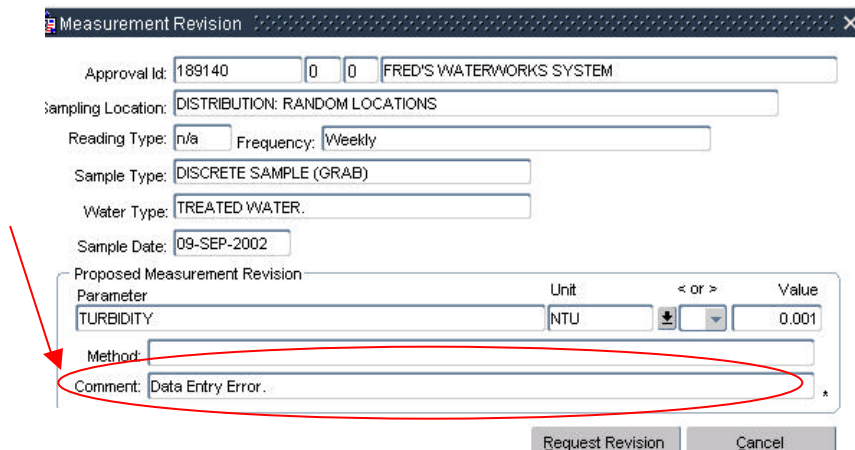
Parameter	Unit	< or >	Value
TURBIDITY	NTU		0.001
- Method: (empty)
- Comment: (empty)
- Buttons: Request Revision, Cancel



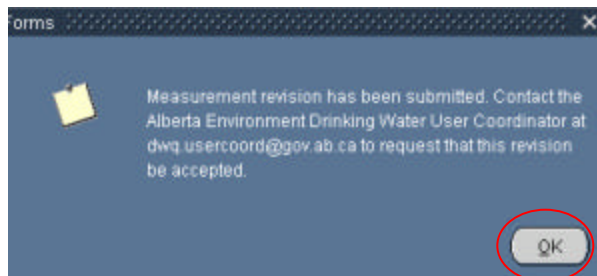
You must enter a reason for the measurement change in the comments box or the following message will appear. To exit out of the message click **OK** and enter in the comments.



Enter a **Comment** to indicate why the change was made and select the **Request Revision** button.



After the revision has been made, you will be prompted to contact the DWQ User Coordinator [DWQUserCoord@gov.ab.ca](mailto:DWQUserCoord@gov.ab.ca) to request that the revision be accepted.



The Coordinator will investigate and advise you of the outcome. A Red P indicates that a revision is pending, a Red R will appear once this revision has been approved or accepted by *Alberta Environment*.

Sample Date	Sampling Location	Count	Frequency	Parameter	Reading Type	Unit	< or >	Value
09-SEP-2002	DISTRIBUTION: RANDOM LOCATI	1	WEEK	TURBIDITY	n/a	NTU		0.5 P

By double clicking on the Red P, the system will show you what the *Value* is that is waiting for AENV to accept.

**Question: When can I make a Request Revision?**

**Answer:** When you submit a request for revision to a measurement the Red P indicates it as 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 *Alberta Environment* accepts the change it is complete. You are no longer allowed to submit a revision request on that specific parameter. *Alberta Environment* will accept only one revision per record.

## Log-Off

To exit the system, return to the *New/Unsubmitted-Details* Tab and select the *Cancel/Logoff* button located at the bottom of the form.

Sampling Location	Count	Frequency	Parameter	Reading Type	Unit (*)	< or > Value (*)
ENTERING TREATMENT PLANT	1	DAILY	TURBIDITY	n/a	NTU	
ENTERING TREATMENT PLANT	1	DAILY	FLOW	TOT	m3/d	
ENTERING CLEARWELL RESERVOIR	1	DAILY	FLOW	TOT	m3/d	
DISTRIBUTION: RANDOM LOCATIONS	1	WEEK	TURBIDITY	n/a	NTU	
ENTERING CLEARWELL RESERVOIR	1	DAILY	CHLORINE, FREE	n/a	mg/L	
DISTRIBUTION: RANDOM LOCATIONS	1	WEEK	CHLORINE, FREE	n/a	mg/L	
ENTERING CLEARWELL RESERVOIR	1	DAILY	TURBIDITY	n/a	NTU	1.2
PARENT: DISTRIBUTION	1	DAILY	PH	n/a	pH units	
PARENT: DISTRIBUTION	2	MONTH	OXYGEN, BIOCHEMICAL DEMAN	n/a	mg/L	



When you select **OK** the following screen will appear. Double click on the **X** in the top right hand corner of the page to close the form.

