

Section 4. PWS User

This section provides instructions for the public water system (PWS) User. The basic PWS capabilities are shown in Figure 4-1.

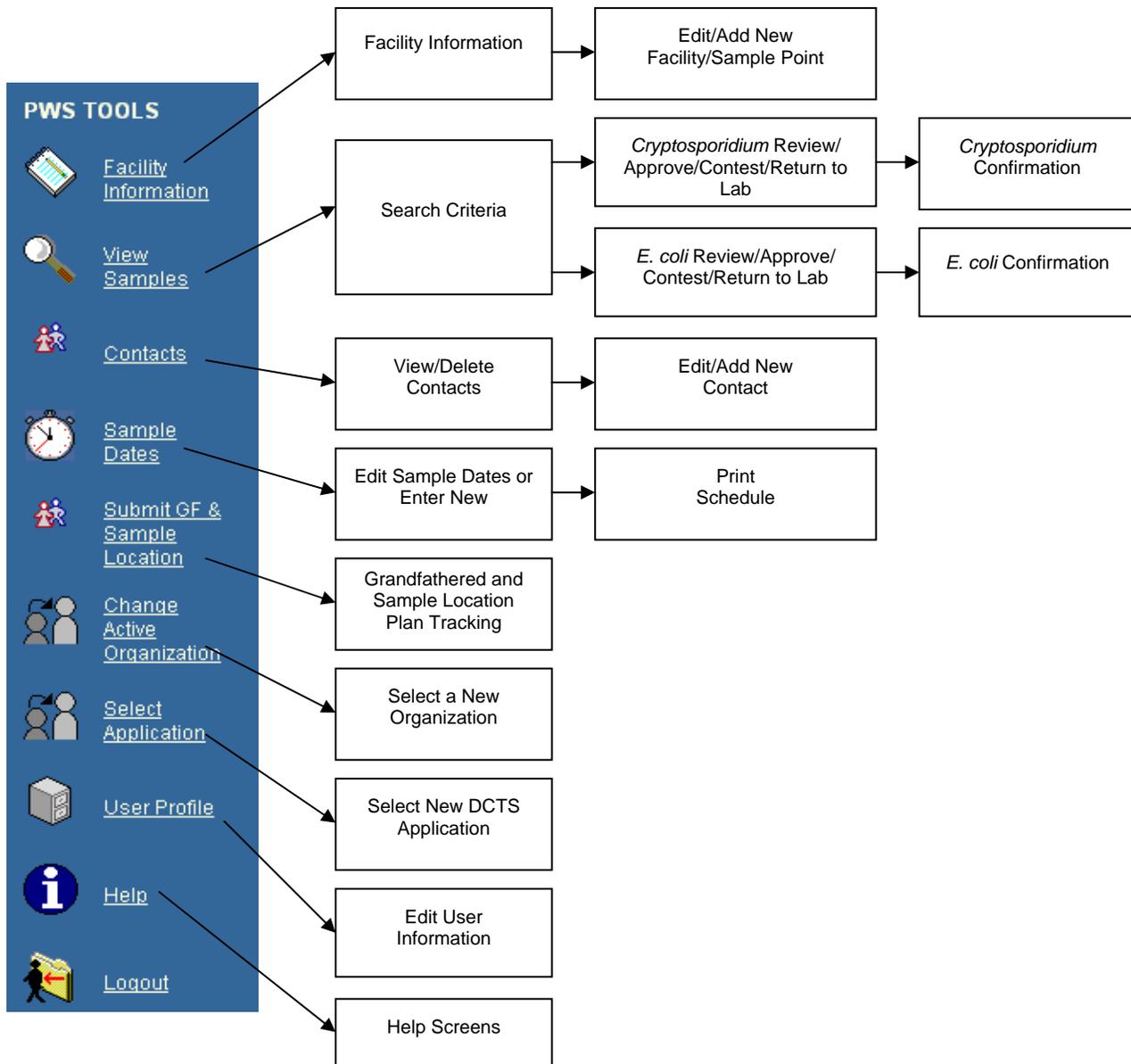


Figure 4-1. LT2 DCTS PWS User Basic Work Flow

An overview of the steps you must take to use the LT2 DCTS include the following:

- Request access by logging into the LT2 DCTS as discussed in Section 2.2.2
- Approve users requesting access as discussed in Section 2.3.3
- Update your user profile as discussed in Section 2.4
- Establish a sampling schedule for each facility, as discussed in Section 4.6
- Check that all facilities and sampling points are in the facility information and update as necessary as discussed in Section 4.7
- Update all PWS contacts as discussed in Section 4.7
- Select your contracting labs as discussed in Section 2.3.5
- Review all samples as they are submitted by your contracting labs as discussed in Section 4.2

All PWS functions described in this section are initiated by logging into the LT2 DCTS Home Page, available on the Web at <http://www.epa.gov/safewater/lt2/index.html>. When you, as a PWS User, log on to the LT2 DCTS, the LT2 DCTS will determine the list of organizations with which you are associated. In most cases, you will be associated with only one organization and will move directly to the search screen (Section 4.2). If you are registered for more than one organization, you must select the PWS you wish to access (Section 4.1).

4.1 Select Organization

The “Select Organization” screen is intended for those users who are associated with more than one organization. If you are only associated with one organization, you will not be directed to this screen after login. If you are registered for more than one organization, this screen will open automatically. You must select the organization you wish to access. Figure 4-2 displays the “Select Organization” screen.

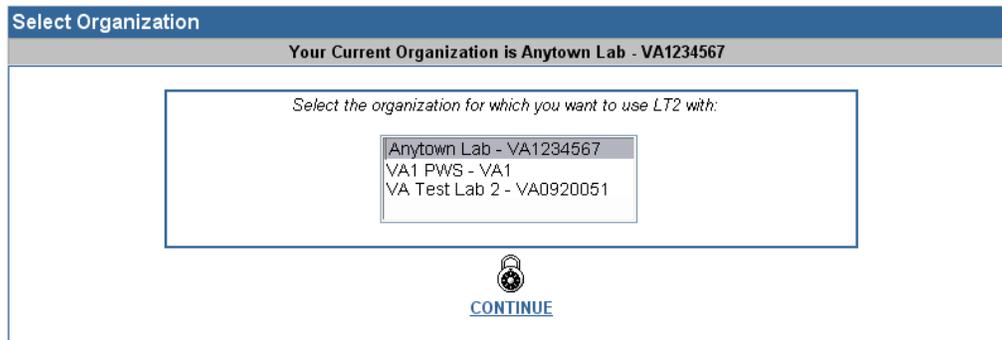


Figure 4-2. Select Organization Screen

After your initial log in, the LT2 DCTS will display a list of associated organizations and you will be required to select the organization for which you would like to edit/view/enter data. At any given point, you can only enter or review samples for one organization. To switch to another organization, click the “CHANGE ACTIVE ORGANIZATION” link that appears in the side navigation toolbar. The “Select Organization” screen will be displayed, and you may choose to work within a different organization. The organization that you are currently working under will be displayed at the top of each screen.

The LT2 DCTS will, by default, link you to the first organization that appears on your list. Clicking a new organization on your list can change this default. The page will refresh, and you will be associated with the new organization. For example, by default you may be entered as Anytown Lab. However, you may wish to review samples for VA1 PWS. Select VA1 PWS by clicking on its name in the list box. The page will refresh and VA1 PWS will appear as the active organization at the top of the screen.

Click the “CONTINUE” link to complete the procedure and continue to the first page associated with the selected user role. The navigation toolbar will appear on the left side with the links appropriate to the selected user role.

4.2 View Samples and Search

The LT2 DCTS allows PWSs to search for *Cryptosporidium* or *E. coli* samples already entered by laboratories associated with their utility. The search screen serves as an access point to view the existing sample data. After first selecting *Cryptosporidium* or *E. coli*, you can set search specifications for *Cryptosporidium* or *E. coli* data, PWS Inventory Data, Status, Lab Approval Date, and Sample Collection Date. Figure 4-3 displays an example of the search screen.

Figure 4-3. PWS Search Screen

From the search screen, you can gain access to any data that has been previously approved by a Lab Approver User. To search for a sample, first select either *Cryptosporidium* or *E. coli* at the top of the table by clicking the appropriate radio button. If *E. coli* is selected, choose the appropriate method type from the drop-down menu to the right of “*E. coli*,” or select to search for all methods by selecting “All Methods” from the drop-down menu. Next, select one or more of the search specifications displayed in the table which follows by entering the criterion in the text box, or picking the desired value from the drop-down menu to the right. The corresponding check box will automatically be selected. Click the check box to remove this item from your list of search criterion. After you have selected the analyte and search specifications, click the “SEARCH SAMPLES” link to display the search results. A listing of relevant samples will appear at the bottom of the screen with text indicating the number of samples that matched your search specifications. Up to 10 samples will be displayed at one time. If more than 10 samples match the search specifications, navigational buttons will be displayed to permit the user to click through the rest of the data. There are buttons to move to the next set of 10 samples (>), the last set of 10 samples (>|), the previous set of 10 samples (<), and the first set of 10 samples (<|). If you chose to search for all *E. coli* methods, the method that was used for the sample will be color-coded in the search results:

- Yellow: 15-tube MPN
- Purple: Membrane Filtration
- Grey: ONPG-MUG, 51-well
- Pink: ONPG-MUG, 97-well

If you would like to modify your search, return to the top of the screen, modify the search specifications and click the “SEARCH SAMPLES” link again.

Search results are organized by five “status” categories, as displayed in Table 4-1 below:

Table 4-1. Status Categories

STATUS	DESCRIPTION
Pending Approval	Samples that have been submitted by the laboratory, but that your PWS has not approved for release to USEPA.
Approved	Samples that have been approved by your PWS for submission to USEPA.
Returned to Lab	Samples that have been returned to the laboratory by the PWS for further action.
Contested	Samples that have been submitted by your PWS to USEPA not as approved samples, but as sample results that were generated, but that you contend are not valid for LT2 binning.
Not Reviewed	Samples that have not been reviewed by a PWS within the designated time period are automatically forwarded to USEPA/state. Flagged samples are excluded from this process and will remain at the PWS. The designated time period is defined as no later than 10 days after the end of the first month following the month in which the sample is collected (e.g. if the sample was collected April 16 th , June 10 th is the end of the designated time period).

Under each status, the data are initially sorted by “Lab Approval Date.” You may also sort the data by clicking on any of the remaining column headings, including: Sample ID, Lab, PWS Facility, Sample Collection Point, and Sample Collection Date.

You can view up to four samples of the same analyte and method at a time by clicking the check boxes to the left of the samples, then clicking on the “REVIEW SELECTED SAMPLES” link. You may choose to approve, contest, or send the sample data back to the associated laboratory for modification. Approved or contested samples are submitted to the USEPA.

You may also print the search results using the “PRINT SEARCH RESULTS” Link. *Note:* Once the “PRINT SEARCH RESULTS” link is clicked and your printer’s menu appears, set the print layout/orientation to “Landscape” in order to see the entirety of the search results.

To return to the top of the table of search results, click the “RETURN TO TOP OF RESULTS” link on the bottom of the page. Also, to perform a new search, click the “CHANGE SEARCH OPTIONS” link at the bottom of the screen to go back to the top of the page.

4.3 PWS *Cryptosporidium* Data Review

The LT2 DCTS allows you to review *Cryptosporidium* sample results submitted by the laboratory. You may approve the results for submission to USEPA, contest the results for submission to USEPA as invalid, or return the results back to the laboratory for issue resolution. You can access the *Cryptosporidium* review sample screen directly from the search screen. LT2 DCTS calculations are displayed at the top of the screen, with the raw data entered by the laboratory at the bottom. Figure 4-4 depicts the "PWS *Cryptosporidium* Data Review" screen.

You may only review samples that the laboratory has approved and submitted to the PWS. Up to four *Cryptosporidium* samples are displayed on this screen. Data for each sample are displayed in a different column. Sample results can only be viewed by the PWS; they cannot be edited in any way. However, if the sample is returned to the laboratory, the data can be edited by the laboratory if appropriate.

You can change the sample status by approving or contesting the sample, or you can choose to return the sample to the associated laboratory. The status of each sample is displayed at the top of each column, as displayed in Table 4-1.

The information displayed in the table at the top half of the data review page contains the final results for each sample, including sample identification information and the calculated concentration of *Cryptosporidium* in the sample. A description of each of these fields can be viewed by clicking on the field. For a written description refer to Section 3.3, *Cryptosporidium* Samples. The comments fields for the PWS User differ from those available to the Lab User. The "Lab Comments to PWS" field will not be displayed; instead a PWS User can view "Lab Comments" entered by a laboratory. A PWS User can add comments to the sample for laboratory or for USEPA/state viewing. This function works by clicking "ADD" for either "PWS Comments For Lab" or "PWS Comments for EPA/State" and entering the comments into the comments box that appears. After entering comments into the comments box, click "SAVE" to close the comment window and associate the comments with the sample. *Note:* the comments will not be saved until "SAVE CHANGES" is selected from the sample review screen. By clicking "CANCEL" in the comment box, the comment box will close, and any information entered will not be recorded to the sample.

Cryptosporidium - VA Post Beta PWS - VA011079b

To submit "Pending" samples as approved or contested, or return "Pending" samples to the lab for correction, change the status using the drop-down menu. Click the "Save Changes" link to complete the action. [More information](#) regarding each sample can be found by scrolling down. Click the field name for more information.

[Return to Search Screen](#) [Save Changes](#) 

Status	Pending Approval												
SYSTEM GENERATED CRYPTOSPORIDIUM CALCULATIONS													
Sample ID (optional)	UP1												
PWS facility ID	TP												
PWS facility Name	Treatment Plant												
Sample collection point ID	SP												
Sample collection point Name	Sample Point												
Sample collection date	08/22/2005												
Sample type (Field or MS)	Field												
Sample volume analyzed (L)	10												
Pellet volume analyzed (mL)													
Contaminant/parameter	Cryptosporidium												
Analytical method number	1622/1623												
Analytical result - value	0.1												
Analytical result - unit of measure	oocysts/L												
Analytical accuracy (%) (MS only)													
Flags	A,E												
Lab comments													
Resample	No												
Original sample collection date													
Lab resample explanation													
PWS comments for lab	Add												
PWS comments for EPA/State	Add												
PWS flag explanation for EPA/State	Add												
EPA flag explanation													
<table border="1"> <thead> <tr> <th colspan="2">Explanation of Flags</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Sample not collected within +/-2 days of scheduled date</td> </tr> <tr> <td>B</td> <td>Sample volume analysis requirements not met</td> </tr> <tr> <td>C</td> <td>Matrix spike sample was spiked with greater than 500 oocysts</td> </tr> <tr> <td>D</td> <td>The matrix spike volume analyzed is not within +/- 10% of the volume analyzed for the associated field sample</td> </tr> <tr> <td>E</td> <td>An associated E. coli sample has not been submitted</td> </tr> </tbody> </table>		Explanation of Flags		A	Sample not collected within +/-2 days of scheduled date	B	Sample volume analysis requirements not met	C	Matrix spike sample was spiked with greater than 500 oocysts	D	The matrix spike volume analyzed is not within +/- 10% of the volume analyzed for the associated field sample	E	An associated E. coli sample has not been submitted
Explanation of Flags													
A	Sample not collected within +/-2 days of scheduled date												
B	Sample volume analysis requirements not met												
C	Matrix spike sample was spiked with greater than 500 oocysts												
D	The matrix spike volume analyzed is not within +/- 10% of the volume analyzed for the associated field sample												
E	An associated E. coli sample has not been submitted												
SUPPLEMENTARY CRYPTOSPORIDIUM DATA ELEMENTS ENTERED BY THE LABORATORY													
FIELDS COMMON TO ALL SAMPLES													
Sample ID	UP1												
Sample volume filtered (L)	10												
Was 100% of filtered volume examined?	Y												
Number of oocysts													
DATA TO CALCULATE OOCYST CONCENTRATION (NEEDED ONLY FOR SAMPLES IN WHICH <100% OF FILTERED VOLUME WAS EXAMINED)													
Volume of resuspended concentrate (mL) generated													
Volume of resuspended concentrate transferred to IMS (mL)													
DATA TO VERIFY COMPLIANCE WITH SAMPLE VOLUME ANALYSIS REQUIREMENTS (NEEDED ONLY FOR SAMPLES IN WHICH VOLUME FILTERED IS <10 L OR LESS THAN 100% OF THE FILTERED VOLUME WAS ANALYZED)													
Number of filters used													
Packed pellet volume (mL) generated													
DATA FOR MATRIX SPIKE SAMPLES													
Sample volume spiked (L)													
Number of oocysts spiked													

[Return to Search Screen](#) [Save Changes](#) 

Figure 4-4. PWS Cryptosporidium Data Review Screen

The information displayed in the table at the bottom half of the data review page contains the raw data that were entered by the laboratory for the sample. These data are used by the LT2 DCTS to calculate final results, or to verify compliance with LT2 monitoring requirements. These data may be helpful to you in evaluating the final results that appear in the top table. A description of each of these fields can be viewed by clicking on the fields. For a written description, refer to Section 3.3, *Cryptosporidium* Samples.

After you have verified that data reported by the laboratory are complete, have met method QC requirements, and that there are no remaining issues on the data, you can electronically approve the data and release it to USEPA by changing the status to "Approved." If the data are not adequate, or cannot be used for LT2 binning, it may be "Returned to Lab" or sent to the USEPA as "Contested", respectively. If a sample is "Returned to Lab" or sent to the USEPA as "Contested", a comment for the laboratory or the USEPA must be added to the sample before being sent to the receiving entity. If a sample was not collected within the valid sample collection window (+/- 2 days from a date on the sample schedule), Flag A will display and comments must be entered in the "PWS flag explanation for EPA/State" field.

If flag B, C, or D are associated to the sample, it cannot be passed to USEPA or state for inclusion in the LT2 Bin. Instead, the sample must either remain at the PWS, or be marked as "Returned to Lab" for modification. Flags A and E do not automatically prohibit inclusion in the LT2 Bin and can be passed to USEPA and state for review. See Table 3-1 for a description of the flags. To change the status of a sample that is "Pending Approval", select the appropriate status in the drop-down menu in the "Status" row above the sample. After the appropriate status has been selected, click the "SAVE CHANGES" link.

If a sample has already been approved, returned to the lab, contested, or not reviewed in time, its status cannot be changed.

Once a sample is reviewed, you will be directed to a confirmation screen indicating that: "The following *Cryptosporidium* sample was successfully submitted on [date sent]." To navigate from this confirmation screen, use the main toolbar on the left.

4.4 PWS *E. coli* Data Review

The LT2 DCTS allows you to review *E. coli* sample results submitted by the laboratory. You may approve the results for submission to USEPA, contest the results for submission to USEPA as invalid, or return the results back to the laboratory for issue resolution. You can access the *E. coli* review sample screen directly from the search screen. LT2 DCTS calculations are displayed at the top of the screen, with the raw data entered by the laboratory at the bottom. Figures 4-5 through 4-8 depict the "PWS *E. coli* Data Review" screens.

You may only review samples that the laboratory has approved and submitted to the PWS. Up to four *E. coli* samples are displayed on this screen. Data for each sample are displayed in a different column. Sample results can only be viewed by the PWS; they cannot be edited in any way. However, if the sample is returned to the laboratory, the data can be edited by the laboratory. For a detailed description of each type of sample status, review Section 4.3.

E. coli - VA Post Beta PWS - VA011079b

To submit "Pending" samples as approved or contested, or return "Pending" samples to the lab for correction, change the status using the drop-down menu. Click the "Save Changes" link to complete the action. [More information](#) regarding each sample can be found by scrolling down. Click the field name for more information.

[Return to Search Screen](#) [Save Changes](#) 

Status	Pending Approval	Contested						
SYSTEM GENERATED E. coli CALCULATIONS								
Sample ID (optional)								
PWS facility ID	billietest2	billietest2						
PWS facility Name	billietest2	billietest2						
Sample collection point ID	12	12						
Sample collection point Name	32	32						
Sample collection date	09/15/2006	09/22/2008						
Source water type	gwudi-fs	gwudi-fs						
Contaminant/parameter	E. coli	E. coli						
Analytical method number	SM 9223 (Colilert)	SM 9221B/9221F (LTB/EC-MUG)						
Analytical result - value	8	6						
Analytical result - unit of measure	E. coli/100 mL	E. coli/100 mL						
Turbidity result (NTU)								
Flags	A,E	A,E						
Lab comments								
Resample	Yes	Yes						
Original sample collection date	09/15/2006	09/13/2006						
Lab resample explanation	View	View						
PWS comments for lab	Add							
PWS comments for EPA/State	Add	View						
PWS flag explanation for EPA/State	Add							
EPA flag explanation								
<table border="1"> <thead> <tr> <th colspan="2">Explanation of Flags</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Sample not collected within +/-2 days of scheduled date</td> </tr> <tr> <td>E</td> <td>An associated Cryptosporidium sample has not been submitted</td> </tr> </tbody> </table>			Explanation of Flags		A	Sample not collected within +/-2 days of scheduled date	E	An associated Cryptosporidium sample has not been submitted
Explanation of Flags								
A	Sample not collected within +/-2 days of scheduled date							
E	An associated Cryptosporidium sample has not been submitted							
SUPPLEMENTARY E. coli DATA ELEMENTS ENTERED BY THE LABORATORY								
User Calculated E.coli/100 mL								
E.coli/100 mL								
Sample Result Calculator								
Positive 10.0 mL tubes	1	1						
Positive 1.0 mL tubes	1	1						
Positive 0.1 mL tubes	1	1						
Positive 0.01 mL tubes	1							
Positive 0.001 mL tubes								

[Return to Search Screen](#) [Save Changes](#) 

Figure 4-5. PWS E. coli 15-tube MPN Method Data Review Screen

E. coli - VA Post Beta PWS - VA011079b

To submit "Pending" samples as approved or contested, or return "Pending" samples to the lab for correction, change the status using the drop-down menu. Click the "Save Changes" link to complete the action. [More information](#) regarding each sample can be found by scrolling down. Click the field name for more information.

[Return to Search Screen](#) [Save Changes](#) 

Status	Pending Approval 						
SYSTEM GENERATED E. coli CALCULATIONS							
Sample ID (optional)	1433billie						
PWS facility ID	billietest6						
PWS facility Name	billietest6						
Sample collection point ID	af						
Sample collection point Name	fafa						
Sample collection date	09/07/2006						
Source water type	river/stream						
Contaminant/parameter	E. coli						
Analytical method number	SM 9223 (Colilert)						
Analytical result - value	200						
Analytical result - unit of measure	E. coli/100 mL						
Turbidity result (NTU)							
Flags	A						
Lab comments							
Resample	No						
Original sample collection date							
Lab resample explanation							
PWS comments for lab	Add						
PWS comments for EPA/State	Add						
PWS flag explanation for EPA/State	Add						
EPA flag explanation							
<table border="1"> <thead> <tr> <th colspan="2">Explanation of Flags</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Sample not collected within +/-2 days of scheduled date</td> </tr> <tr> <td>E</td> <td>An associated Cryptosporidium sample has not been submitted</td> </tr> </tbody> </table>		Explanation of Flags		A	Sample not collected within +/-2 days of scheduled date	E	An associated Cryptosporidium sample has not been submitted
Explanation of Flags							
A	Sample not collected within +/-2 days of scheduled date						
E	An associated Cryptosporidium sample has not been submitted						
SUPPLEMENTARY E. coli DATA ELEMENTS ENTERED BY THE LABORATORY							
User Calculated E.coli/100 mL							
E.coli/100 mL							
Sample Result Calculator							
Volume analyzed (mL)	1						
Number of positive wells	2						

[Return to Search Screen](#) [Save Changes](#) 

Figure 4-6. PWS E. coli ONPG-MUG, 51-well Method Data Review Screen

E. coli - VA Post Beta PWS - VA011079b

To submit "Pending" samples as approved or contested, or return "Pending" samples to the lab for correction, change the status using the drop-down menu. Click the "Save Changes" link to complete the action. [More information](#) regarding each sample can be found by scrolling down. Click the field name for more information.

[Return to Search Screen](#) [Save Changes](#)

Status	Pending Approval ▾						
SYSTEM GENERATED E. coli CALCULATIONS							
Sample ID (optional)							
PWS facility ID	VA5555						
PWS facility Name	Little Creek						
Sample collection point ID	VA5555						
Sample collection point Name	Little Creek						
Sample collection date	09/13/2006						
Source water type	gwudi-fs						
Contaminant/parameter	E. coli						
Analytical method number	SM 9223 (ColiIert)						
Analytical result - value	200						
Analytical result - unit of measure	E. coli/100 mL						
Turbidity result (NTU)	1						
Flags	A,E						
Lab comments							
Resample	No						
Original sample collection date							
Lab resample explanation							
PWS comments for lab	Add						
PWS comments for EPA/State	Add						
PWS flag explanation for EPA/State	Add						
EPA flag explanation							
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Explanation of Flags</th> </tr> </thead> <tbody> <tr> <td style="width: 30px; text-align: center;">A</td> <td>Sample not collected within +/-2 days of scheduled date</td> </tr> <tr> <td style="text-align: center;">E</td> <td>An associated Cryptosporidium sample has not been submitted</td> </tr> </tbody> </table>		Explanation of Flags		A	Sample not collected within +/-2 days of scheduled date	E	An associated Cryptosporidium sample has not been submitted
Explanation of Flags							
A	Sample not collected within +/-2 days of scheduled date						
E	An associated Cryptosporidium sample has not been submitted						
SUPPLEMENTARY E. coli DATA ELEMENTS ENTERED BY THE LABORATORY							
User Calculated E.coli/100 mL							
E.coli/100 mL							
Sample Result Calculator							
Volume analyzed (mL)	1						
Large wells positive	1						
Small wells positive	1						

[Return to Search Screen](#) [Save Changes](#)

Figure 4-7. PWS E. coli ONPG-MUG, 97-well Method Data Review Screen

E. coli - VA Post Beta PWS - VA011079b

To submit "Pending" samples as approved or contested, or return "Pending" samples to the lab for correction, change the status using the drop-down menu. Click the "Save Changes" link to complete the action. [More information](#) regarding each sample can be found by scrolling down. Click the field name for more information.

[Return to Search Screen](#) [Save Changes](#) 

Status	Pending Approval						
SYSTEM GENERATED E. coli CALCULATIONS							
Sample ID (optional)							
PWS facility ID	billietest3						
PWS facility Name	billietest3						
Sample collection point ID	12321						
Sample collection point Name	321312						
Sample collection date	09/30/2006						
Source water type	gwudi-fs						
Contaminant/parameter	E. coli						
Analytical method number	EPA 1604 (MI Medium)						
Analytical result - value	100						
Analytical result - unit of measure	E. coli/100 mL						
Turbidity result (NTU)							
Flags	A,E						
Lab comments							
Resample	No						
Original sample collection date							
Lab resample explanation							
PWS comments for lab	Add						
PWS comments for EPA/State	Add						
PWS flag explanation for EPA/State	Add						
EPA flag explanation							
<table border="1"> <thead> <tr> <th colspan="2">Explanation of Flags</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Sample not collected within +/-2 days of scheduled date</td> </tr> <tr> <td>E</td> <td>An associated Cryptosporidium sample has not been submitted</td> </tr> </tbody> </table>		Explanation of Flags		A	Sample not collected within +/-2 days of scheduled date	E	An associated Cryptosporidium sample has not been submitted
Explanation of Flags							
A	Sample not collected within +/-2 days of scheduled date						
E	An associated Cryptosporidium sample has not been submitted						
SUPPLEMENTARY E. coli DATA ELEMENTS ENTERED BY THE LABORATORY							
User Calculated E.coli/100 mL							
E.coli/100 mL							
Sample Result Calculator							
Filter 1 volume (mL)	6						
CFU on Filter 1	6						
Filter 2 volume (mL)							
CFU on Filter 2							
Filter 3 volume (mL)							
CFU on Filter 3							
Filter 4 volume (mL)							
CFU on Filter 4							

[Return to Search Screen](#) [Save Changes](#) 

Figure 4-8. PWS E. coli Membrane Filtration Method Data Review Screen

Final Results Fields

The information displayed in the table at the top half of the page contains the final results for each sample, including sample identification information and the calculated concentration of *E. coli* in the sample. A description of each of these fields can be viewed by clicking on the field itself. Alternatively, you can refer to Sections 3.4 through 3.8 for a description of these fields. The comments fields for the PWS User differ from the Laboratory User. The "Lab Comments to PWS" field will not be displayed, instead a PWS User can view "Lab Comments" submitted by a laboratory. A PWS User can add comments to the sample for the laboratory or the USEPA/state to view. This function works by clicking "ADD" for either "PWS Comments for Lab" or "PWS Comments for EPA/State" and entering the comments into the comments box that appears. After entering comments into the comments box, click "SAVE" to save the comment to the sample. By clicking "CANCEL" in the comment box, the comment box will close, and any information entered will not be recorded to the sample.

Raw Data Fields

The information displayed in the table at the bottom half of the page contains the raw data that was entered by the laboratory for the sample if the laboratory elected to use the LT2 DCTS to calculate results based on the primary data. These data may be helpful to you in evaluating the final results that appear in the top table. A description of each of these fields can be viewed by clicking on the field itself. Alternatively, you can refer to Sections 3.4 through 3.8 for a description of these fields.

Data Review/Approval

After you have verified that data reported by the laboratory are complete, have met method QC requirements, and that there are no remaining issues for the data, you can electronically approve the data and release it to USEPA by changing the status to "Approved." If the data are not adequate, or cannot be used for LT2 binning, it may be "Returned to Lab" or sent to the USEPA as "Contested," respectively. If a sample is "Returned to Lab" or sent to the USEPA as "Contested", a comment for the laboratory or the USEPA must be added to the sample before being sent to the receiving entity. If a sample was not collected within the valid sample collection window (+/- 2 days from a date on the sample schedule; Flag A will display), comments must be entered in the "PWS flag explanation for EPA/State" field.

To change the status of a sample that is "Pending Approval," select the appropriate status in the drop-down menu in the "Status" row above the sample. After the appropriate status has been selected, click the "SAVE CHANGES" link.

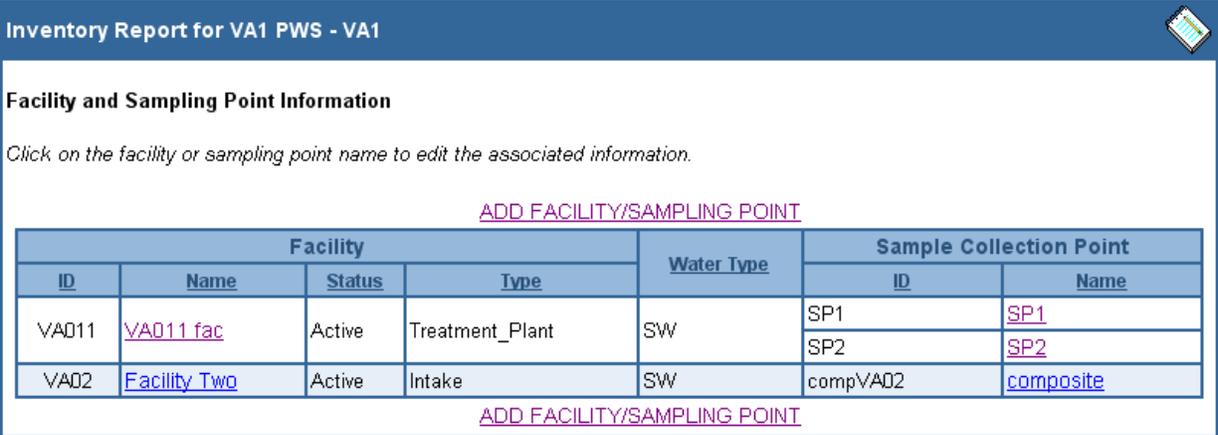
Note: If a sample has already been approved, returned to the lab, contested, or not reviewed in time, its status cannot be changed.

Once a sample is reviewed, you will be directed to a confirmation screen indicating that: "The following *E. coli* sample was successfully submitted on [date sent]." To navigate from this confirmation screen, use the main toolbar on the left.

4.5 PWS Facility Information

Information regarding the facility and sampling points for the PWS are detailed in a report generated by the LT2 DCTS. This function of the LT2 DCTS allows you to view, establish, or remove a relationship between your PWS, and its facilities and sampling points.

The “PWS Facility Information” screen is accessed through the navigation toolbar’s “Facility Information” button on the left side of the screen. Each facility’s sampling points will be displayed alongside the corresponding facility. All data are organized in tabular format and can be sorted by clicking on the desired column heading. Figure 4-9 displays an example of the “PWS Facility Information” screen.



The screenshot shows a web interface titled "Inventory Report for VA1 PWS - VA1". Below the title is a section "Facility and Sampling Point Information" with a note: "Click on the facility or sampling point name to edit the associated information." There are two "ADD FACILITY/SAMPLING POINT" links. The main data is presented in a table with columns for Facility (ID, Name, Status, Type), Water Type, and Sample Collection Point (ID, Name).

Facility				Water Type	Sample Collection Point	
ID	Name	Status	Type		ID	Name
VA011	VA011 fac	Active	Treatment_Plant	SW	SP1	SP1
					SP2	SP2
VA02	Facility Two	Active	Intake	SW	compVA02	composite

Figure 4-9. PWS Facility Information

Up to 10 facilities can be viewed at one time. If more than 10 facilities exist for this PWS, navigational buttons will be displayed to permit the user to click through the other data. There are buttons to move to the next set of 10 facilities (>), the last set of 10 facilities (>|), the previous set of 10 facilities (<), and the first set of 10 facilities (|<).

To edit information for a facility or sample collection point, click on the facility name or sample collection point name. To add a new facility or sample collection point for your PWS, click the “ADD FACILITY/SAMPLING POINT” link. To edit a previously entered facility, click the facility name. The “Add/Edit Facility/Sample Collection Point” screen of the LT2 DCTS is where the user can associate a facility and sample collection point to their particular PWS. You will either edit information for existing facilities and sample collection points, or enter information for new ones. Figure 4-10 displays an example of the “Add/Edit Facility/Sample Collection Point” screen.

Add/Edit Facility/Sample Collection Point for VA Delta 1c - VA1c

Please enter the following information for the *Facility*.

PWS Facility ID	<input type="text"/>
Facility Name	<input type="text"/>
Facility Status	<input type="text" value="▼"/>
Facility Inactive Status Date	<input type="text"/> 
Facility Type	<input type="text" value="▼"/>
Water Type	<input type="text" value="▼"/>

Our system has no separate facility IDs

Please enter/review the following information for the *Sample Collection Point*, which is related to the above Facility.

Sample Collection Point	
ID	Name
<input type="text"/>	<input type="text"/>

Our system has no separate sample point IDs

[INSERT NEW SAMPLING POINT](#) [SAVE](#)
[INSERT COMPOSITE SAMPLING POINT](#) [RESET](#)
(for samples comprised of water collected from multiple sources) [CANCEL](#)

Figure 4-10. PWS Add/Edit Facility/Sample Collection Point Screen

To create a new, discrete sampling point for an existing facility (which designates a single sampling location, rather than a composite of sample volume from multiple sampling locations), click the “INSERT NEW SAMPLING POINT” link at the bottom of the screen and enter values for all fields.

To create a new, composite sampling point (which represents the combined volume of samples collected at multiple sampling locations), click the “INSERT COMPOSITE SAMPLING POINT” link at the bottom of the screen. The sampling point name and ID will be automatically generated, with values of composite and “comp” + “facility ID,” respectively. Only one composite sampling point can be entered for each facility.

To save the new or changed facility or sampling point information, click the “SAVE” link. If you make data entry errors, and would like to delete all information from the form and start over, click the “RESET” link. To return to the inventory list without saving changes, click the “CANCEL” link.

If your PWS does not have separate facility IDs, mark the “Our system has no separate facility IDs” and click “SAVE”. A default facility will be saved with a facility code of TP, facility name of Treatment Plant, sampling point code of SP, and sampling point name of Sampling Point.

If your PWS has separate facility IDs, but does not have a separate sample point ID, enter the facility information and mark the “Our system has no separate sample point IDs” check box before clicking “SAVE”. The facility information you entered will be saved, along with default information for the sample collection point (SP, Sample Point).

WARNING: Once a facility and its sampling points are saved to the LT2 DCTS, the facility and sampling point IDs and names cannot be deleted. If you wish to change this information, you must either contact USEPA or set the facility to an inactive status and create a new active facility with the correct information. You can set a facility to inactive by selecting "Inactive" from the facility status drop-down menu, and entering the date that the facility became (or will become) inactive. *Note:* The Facility Inactive Status Date must be after the last sample collection date listed in the LT2 DCTS for this facility.

4.6 PWS Sampling Schedule

The LT2 DCTS allows you to assign the dates that samples will be collected throughout the monitoring program. The sample date module is accessed through the navigation toolbar through the "SAMPLE DATES" link. After you specify a particular facility, the page will refresh to display the list of sample dates you have currently defined, (if sample date data has already been entered). Figure 4.11 displays an example of the "PWS Sampling Date Maintenance" screen.

Sampling Schedule for VA Post Beta PWS - VA011079b

Select the facility you would like to view/enter sampling dates for in the drop-down menu below. Next, select one of the methods below to enter/edit dates for when the samples will be collected. Once the sample dates are saved, and appear in the sampling dates list box, they are available for EPA review.

Facility	<input type="text" value="billietest"/>
Method	<input checked="" type="radio"/> Individual Date Entry - one date at a time <input type="radio"/> Weekly Date Entry - recurrence pattern for a specific weekday <input type="radio"/> Monthly Date Entry - recurrence pattern for specific day of a month <input type="radio"/> Copy Dates - copy existing sampling schedule to another facility

LT2 sampling schedules must be established and saved in the system prior to the regulatory deadline for your system. After this date, this sampling schedule function will not be automatically submitted to EPA. Requests to change sampling schedules after this date must be submitted to EPA in writing.

<p>Individual Date Entry</p> <div style="margin-bottom: 5px;"> <input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="Year"/> <input type="button" value="Calendar"/> </div> <p style="font-size: x-small;">Click the Save Sampling Date button after making your selection to display the dates</p> <p style="font-size: x-small;">Please note that the system does not check for holidays or weekends. You must manually verify the sampling dates and make the appropriate changes.</p>	<p style="text-align: center;">Sampling Dates</p> <div style="border: 1px solid gray; padding: 2px;"> January 06, 2003 - Monday January 13, 2003 - Monday January 20, 2003 - Monday January 27, 2003 - Monday February 03, 2003 - Monday February 10, 2003 - Monday February 17, 2003 - Monday February 24, 2003 - Monday March 03, 2003 - Monday March 10, 2003 - Monday March 17, 2003 - Monday March 24, 2003 - Monday </div> <p style="font-size: x-small; margin-top: 5px;">To modify the above information, select the desired date and use the buttons to the left to remove or edit the date. To view or print the above schedule, click "View/Print Sampling Dates" to the left.</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Save Sampling Date	Edit Sampling Date
Remove Sampling Date	Remove All Dates

[View/Print Sampling Dates](#)

[Save and Exit](#)

Figure 4-11. PWS Sampling Date Maintenance Screen

You have the ability to add or remove dates from the current list. Dates can be added through four methods: selecting individual dates, directing the LT2 DCTS to pick dates based on a "weekly recurrence pattern," directing the LT2 DCTS to pick dates based on a "monthly recurrence pattern," or by copying the schedule from one facility to another.

To set a sampling schedule, begin at the top of the screen by selecting the facility for which you are establishing the schedule. Then, determine which method (individual date entry, weekly date entry, monthly date entry, or copying another facility schedule) you will use to establish the schedule. *Note:* the weekly and monthly date entry selection may produce sample collection dates on weekends or holidays, and will need to be edited before it is finalized. You must pick at least one sample date per calendar month for the 24 month period in which you will be monitoring.

If you use the Individual Date Entry method, select individual dates using the drop-down menus for month, day, and year, and click "SAVE SAMPLING DATE" after each one. After each save, the date will appear in the window at the right. Review the resulting sampling date schedule that appears in the window at the right. To change any dates that occur on weekends or holidays, select the date in the right window and click the "EDIT SAMPLING DATE" link to the left. You can also delete sampling dates by highlighting the desired dates (use CTRL or SHIFT to select multiple dates) and clicking the "REMOVE SAMPLING DATE" link. Or, click the "REMOVE ALL DATES" link to remove all dates.

If you use the Weekly or Monthly Date entry, enter the day, week, and/or month frequency of the schedule you would like to establish and the start and end dates of the monitoring period. Click "SAVE SAMPLING DATE" after you have made the desired selections. If you plan on collecting more than one sample per month, establish two sampling points - one for the first sampling date each month and another for the second sampling date each month. Review the resulting sampling date schedule that appears in the window at the right. To change any dates that occur on weekends or holidays, select the date in the window and click the "EDIT SAMPLING DATE" link to the left.

If you choose to apply a schedule from another facility, select the facility for which you have already established a schedule at the top of the screen. Then, select the "Copy Dates to" window at the bottom by selecting the radio button at the left of the table row. Select the facility and click the "SAVE" link to apply the same sampling dates. The new sampling dates will be added to the facility's existing schedule (they will not replace the existing schedule).

Note: Your sampling schedule is not final, and can be changed up to three months prior to the beginning of the LT2 monitoring period that pertains to your facility (see Table 4-2 below). At this point, the LT2 DCTS will submit the current version of the schedule you have established to USEPA. Make sure that your schedule is correct, has been reviewed by all required PWS staff, and has been confirmed with your *Cryptosporidium* and *E. coli* laboratory well before this time period. The sampling schedule must include at least one sample per month for 24 months. No changes can be made to the schedule without USEPA approval after it has been submitted. Beyond this date, all functionality will be removed and this component will only serve as reference information in a view only mode. If any changes are desired, you must contact USEPA.

After you have established your schedule, you may print the schedule by clicking the "PRINT SCHEDULE" link on the bottom right of the page. Figure 4-12 displays an example of the "Print Sampling Schedule" screen.

This screen allows you to view and print the sampling schedule established through the LT2 DCTS. After this screen generates, your printer window will pop-up to allow you to print.

Note: The recurrence pattern selection may produce sample collection dates on weekends or holidays, and will need to be edited before it is finalized.

Table 4-2. Sample Schedule Submission Deadline

SCHEDULE	SUBMISSION DEADLINE
1	7/1/2006
2	1/1/2007
3	1/1/2008
4 (<i>E. coli</i> monitoring)	7/1/2008
4 (<i>Cryptosporidium</i> monitoring)	1/1/2010

Sampling Date Schedule	
Return to Sample Schedule	
Little Creek - VA5555	
September 15, 2006	Friday
October 15, 2006	Sunday
November 15, 2006	Wednesday
December 15, 2006	Friday
January 15, 2007	Monday
February 15, 2007	Thursday
March 15, 2007	Thursday
April 15, 2007	Sunday
May 15, 2007	Tuesday
June 15, 2007	Friday
July 15, 2007	Sunday
August 15, 2007	Wednesday
September 15, 2007	Saturday
October 15, 2007	Monday
November 15, 2007	Thursday
December 15, 2007	Saturday
January 15, 2008	Tuesday
February 15, 2008	Friday
March 15, 2008	Saturday
April 15, 2008	Tuesday
May 15, 2008	Thursday
June 15, 2008	Sunday
July 15, 2008	Tuesday
August 15, 2008	Friday
September 15, 2008	Monday
Return to Sample Schedule	

Figure 4-12. PWS Print Sampling Schedule Screen

4.7 PWS Contact List

The LT2 DCTS allows you to view the list of contacts for your PWS and your contract laboratories currently entered into the LT2 DCTS, select the Official Contact for the PWS, and update the contact list, as necessary. You are able to enter a new contact, delete contacts, or edit the existing contact information for your organization. New contacts entered into the LT2 DCTS will automatically be associated with the current PWS and will be visible only to users with permission to access data from this PWS, including the USEPA and your contracting laboratories. PWS Users can also view contacts for their supporting laboratories. *Note:* PWS Users do not have the ability to modify the laboratory contacts. Figure 4-13 displays an example of the "LT2 DCTS PWS Contact List."

Contacts for VA Test 1b - VA1b

Contact changes were successful

LT2 Contacts

Update the official contact by selecting the radio button next to the appropriate contact and click "Update Official Contact." If the user is both a LT2 and Stage 2 contact, they are the official contact for both systems. Note: Every PWS must have one official contact designated as the main contact for all EPA correspondence.

Official Contact	Edit	Delete	Contact Name	Title	Phone Number	System
<input type="radio"/>			John Jacobs	Manager	(555) 555-5555	LT2
<input checked="" type="radio"/>			Jane Smith	Laboratory Director	(555) 555-5555	LT2

[Update Official Contact](#)
[Insert New Contact](#)
[Search Official Contacts](#)

Stage 2 Contacts

The following contacts are associated with Stage 2. They should not be the first point of contact for LT2 questions, but are listed as additional resources. Associate an existing Stage 2 contact with LT2 by selecting the desired "Link" checkboxes and clicking "Associate Contact."

Link	View	Contact Name	Title	Phone Number
<input type="checkbox"/>		Bob Johnson	Analyst	(555) 555-5555

[Associate Contact](#)
[Search Official Contacts](#)

Figure 4-13. PWS Contact List

When viewing PWS contacts, both the LT2 and Stage 2 contacts for the organization will be displayed. The Stage 2 contacts should not be your first point of contact for LT2. They are listed as an additional resource if the LT2 contact is not available. To associate a pre-existing Stage 2 contact with LT2, select the corresponding check box from the link column, and click the "ASSOCIATE CONTACT" link.

Every PWS must have an Official Contact identified in the LT2 DCTS. The Official Contact should be the person from your PWS that USEPA should contact regarding LT2 issues. The first contact entered into the LT2 DCTS will automatically be selected as the Official Contact. After an Official Contact is assigned, that user cannot be deleted until a new Official Contact has been designated. Select the Official Contact for your PWS by clicking the appropriate radio button under the "Official Contact" column in the contacts table and clicking the "UPDATE OFFICIAL CONTACT" link.

To delete a contact for your PWS, click the trash can icon next to the contact name in the "Delete" column of the contacts table. The contact will be removed from the LT2 list of contacts. If the contact was listed as both a Stage 2 and LT2 contact, the contact will remain on the Stage 2 list.

LT2 DCTS also allows you to update and add new contact information. To edit information for a contact, click the pencil icon next to the contact name in the "Edit" column of the contacts table. To add a new contact for your PWS, click the "INSERT NEW CONTACT" link. Figure 4-14 displays the screen for updating and adding new contact information.

Contacts

Please enter/edit information about the contact below. To designate the contact as a LT2 and/or Stage 2 contact, select the appropriate contact type from the associated drop-down. If "Not Applicable" is selected, you are stating that this individual is not a contact for the particular system.

*First Name	<input style="width: 90%;" type="text"/>
*Last Name	<input style="width: 90%;" type="text"/>
NickName	<input style="width: 90%;" type="text"/>
LT2 Contact Type	Not Applicable ▼
Stage 2 Contact Type	Not Applicable ▼
Department	<input style="width: 80%;" type="text"/>
*Title	<input style="width: 80%;" type="text"/>
*Mailing Address	<input style="width: 90%;" type="text"/>
Mailing Address 2	<input style="width: 90%;" type="text"/>
*City	<input style="width: 80%;" type="text"/>
*State	AK ▼
*Zip Code	<input style="width: 40%;" type="text"/>
Phone Number	<input style="width: 40%;" type="text"/> Ext. <input style="width: 20%;" type="text"/>
Fax Number	<input style="width: 40%;" type="text"/>
*Email Address	<input style="width: 90%;" type="text"/>
Comments	<input style="width: 90%;" type="text"/>

[RETURN TO LIST](#)
[SAVE](#)
[RESET ENTIRE FORM](#)

Figure 4-14. PWS Contact Form

If you are editing contact information, the contact form will be auto-populated with the current information stored in the database. You may simply update the field you would like to correct and click the "SAVE" link at the bottom of the screen.

If you are entering a new contact, you must enter values for all required fields marked with an asterisk. You must designate the contact as either a LT2 or Stage 2 contact (or both) by selecting from the appropriate drop-down menu. You may enter values for optional fields as appropriate. When completed click the "SAVE" link at the bottom of the screen.

You may exit the form using the following three methods:

- To return to the PWS contact list without saving, click the "RETURN TO LIST" link.
- To save the contact information, click the "SAVE" link.
- If you make data entry errors, and would like to delete all information from the form and start over, click the "RETURN TO LIST" link.

4.8 Grandfathering and Sampling Plan Tracking

The Grandfathering and Sampling Plan Tracking module provides PWS Users with the ability to track the status of their PWS facilities in the LT2 DCTS. Figure 4-15 displays the "GF Data and Sampling Plan" screen.

GF Data & Sampling Plan

Please select a Facility and click VIEW.

Facility
VA5555 - Little Creek
VIEW

Currently viewing : Little Creek - VA5555

1. **PWS intends to submit grandfathered data**
 - a. Notice of Intent to Grandfather submitted Yes
[View Intent to Grandfather Form](#)
 - b. Date EPA received Intent to Grandfather Form (mm/dd/yyyy) 07/16/2006 This field cannot be edited by a PWS.
 - c. Number of grandfathered samples to be submitted 10
 - d. Date range grandfathered samples to be submitted(mm/dd/yyyy) Start: 01/01/1999 End: 01/01/2001
 - e. PWS intends to submit additional samples
 - f. Number of additional samples to be submitted 24
 - g. Upload grandfathered data
 Please ensure the PWS ID and facility name are in the files you upload.
*Note: All grandfathered data must be submitted to EPA (via email or mail) either in MS Excel spreadsheet (.xls) or text file (.txt) format. Do not submit files in the .xml file format that is used in the lab sample upload module.
 Sending hardcopy grandfather data by mail
2. **EPA receipt of sample location plan** Not Received
 - a. Upload sample location plan
 Please ensure the PWS ID and facility name are in the files you upload.
 - b. Sending sample location plan/schematic by mail
3. **EPA review of sample schedule** Not Received
4. **PWS intends to waive monitoring and proceed to BIN 4 classification**
 - a. Date EPA received Intent to Waive Monitoring (mm/dd/yyyy) This field cannot be edited by a PWS
5. **PWS has uncovered finished reservoirs** Yes
 - a. Uncovered finished reservoirs

Uncovered Finished Reservoir Name	Plan of Action
Little Branch Reservoir	Cover -

Note: Stage 1 Data (i.e. TTHM and HAA5 data) will not be dynamically loaded into this system. This data will be uploaded in a format that is outlined in guidance and on the attachment page of the IDSE Tool. Stage 1 compliance monitoring data should continue to be transferred to the Agency through SDWS or another State database or through the normal mechanism that States employ.

If sending a hard copy by mail, please send it in the appropriate format (per note below) to IPMC at P.O. Box 98, Dayton, OH, 45401 or email the information to your state representative. The following items must be submitted as either a MS Word (.doc) or PDF file:

- Sample location plan/schematic
- A Notice of Intent to Provide Maximum Treatment (submit you intend to waive monitoring and proceed to BIN 4 classification)
- A plan of action for uncovered finished reservoirs (must be submitted to EPA within three years of rule promulgation)

[SAVE](#)

Figure 4-15. Grandfathering Data and Sampling Plan

Clicking the "Submit GF & Sampling Plan" link on the left toolbar will display the Grandfathering and Sample Location Tracking module. Choose the desired facility and click on the "VIEW" link to see the status of the facility.

The information is organized as follows:

- PWS intends to submit grandfathered data.
- USEPA receipt of sample location.
- USEPA review of sample schedule.
- PWS intends to waive monitoring and proceed to Bin Classification.

Note that as a PWS user, all sections are available for your review, but only the first two items are available for your modifications.

If your system intends to submit grandfathered data, provide answers to the "PWS intends to submit grandfathered data" section. You must submit the grandfathered samples prior to the compliance deadline listed in Table 4-3. You can upload the data, email the data to your state representative, or mail a hard copy to Information Processing and Management Center (IPMC) at P.O. Box 98, Dayton, OH, 45401. You will not be able to review the sample data using the LT2 DCTS.

Table 4-3. Grandfathered Data Compliance Deadline

SCHEDULE	COMPLIANCE DEADLINE
1	12/1/2006
2	6/1/2007
3	6/1/2008
4	12/1/2008

If your system is submitting samples in addition to the grandfathered samples, be sure to enter the sample schedule, either by using the "SAMPLE DATES" link on the toolbar, or the "EDIT/VIEW SAMPLE SCHEDULE" within the first section.

Your system is also required to submit a sample location plan. It must be submitted prior to the compliance deadlines listed in Table 4-4. Like the grandfathered data, you can upload the sample location plan, email it to your state representative, or mail a hard copy to IPMC at P.O. Box 98, Dayton, OH, 45401.

Table 4-4. Sample Location Plan Compliance Deadline

SCHEDULE	SUBMISSION DEADLINE
1	7/1/2006
2	1/1/2007
3	1/1/2008
4 (<i>E. coli</i> monitoring)	7/1/2008
4 (<i>Cryptosporidium</i> monitoring)	1/1/2010

If your system intends to waive monitoring and proceed to BIN 4 classification, you must submit a Notice of Intent to Provide Maximum Treatment. Your system will not be approved until the proper documentation is received by IPMC. Please mail the appropriate notice to IPMC, P.O. Box 98, Dayton, OH 45401.

4.9 Select Application

The "Select Application" screen is intended for those users who have access to more than one application within the LT2 DCTS. You must select the application you wish to access. Figure 4-16 provides an example of the "Select Application" screen.

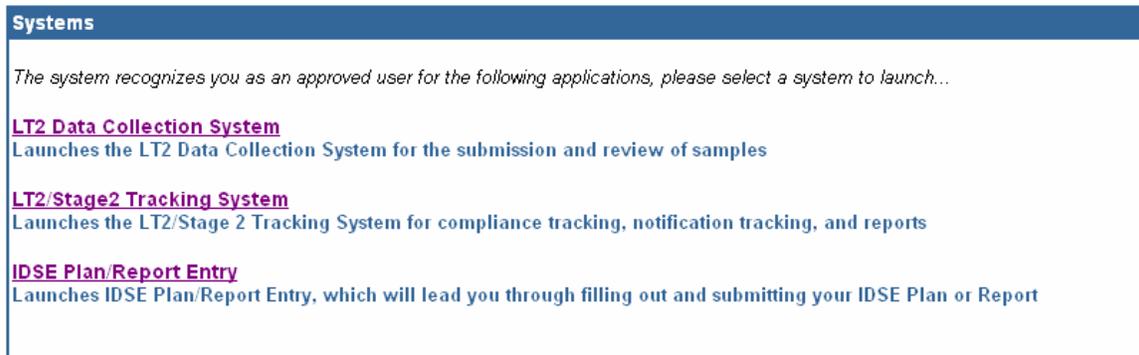


Figure 4-16. Select Application Screen

The LT2 DCTS will display a list of applications, and you will be required to select the application you wish to access. At any given point, you can only access one application. To switch to another application, click the "CHANGE APPLICATION" link that appears in the side navigation toolbar. The "Systems" screen will display, and you may choose to work within a different application.

After selecting an application, you will be directed to the default initial screen for your user role. The navigation toolbar will appear in the side toolbar with the links appropriate to your user role.