

## Section 5. EPA and State Users

This section provides screen-specific instructions for EPA and State Users. The basic EPA and State User capabilities are similar and displayed in Figures 5-1 and 5-2.

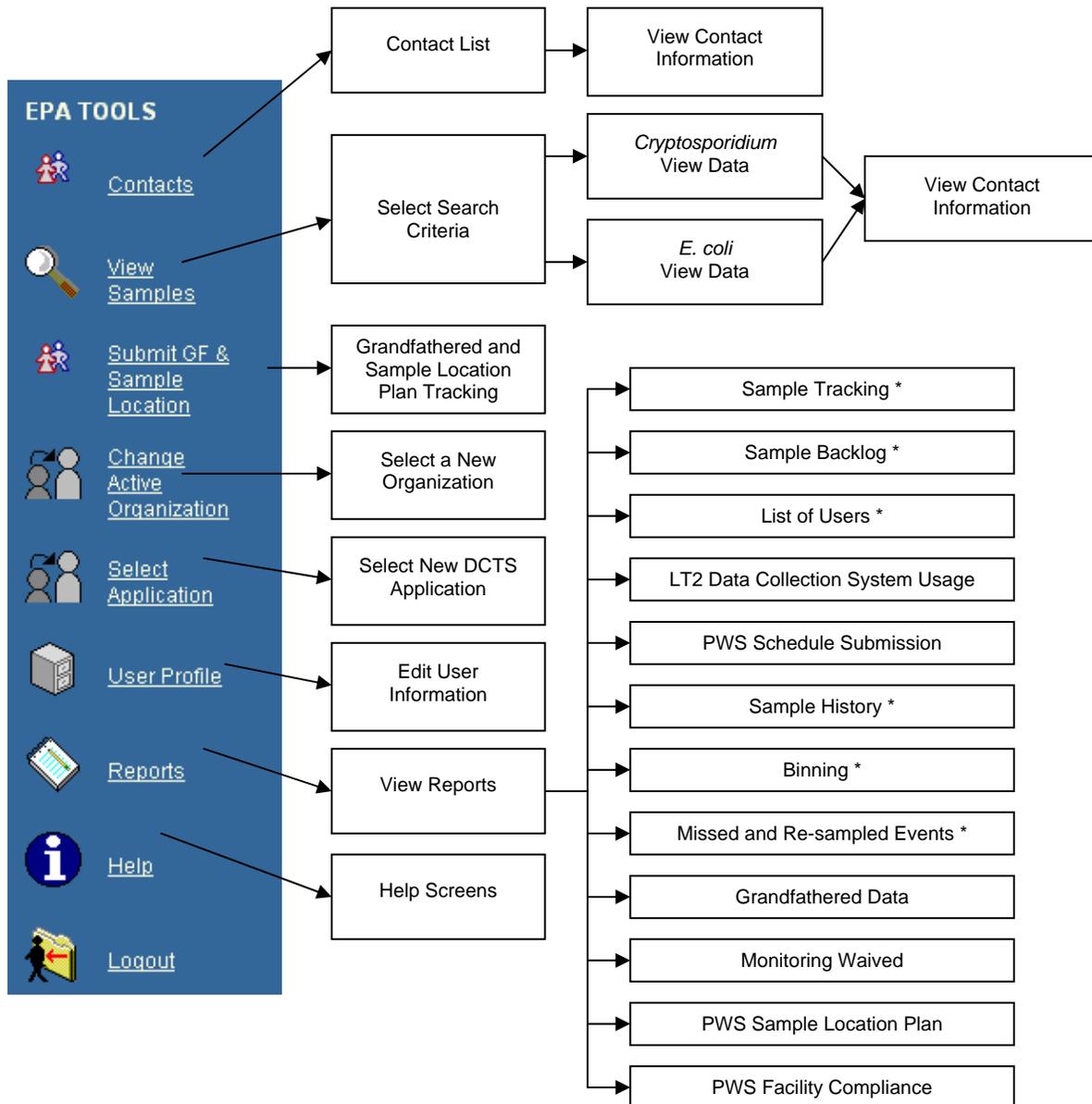
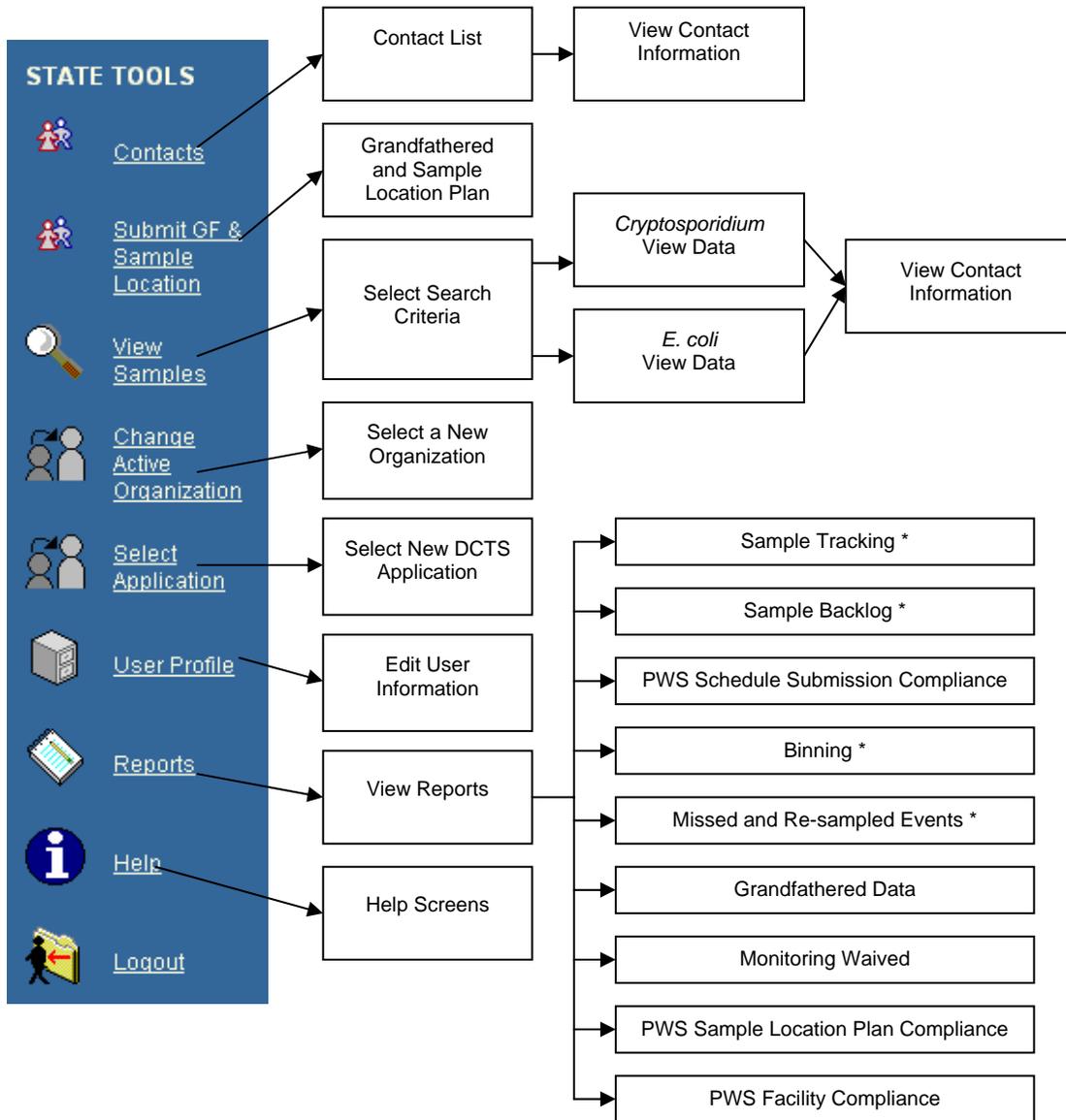


Figure 5-1. LT2 DCTS EPA User Basic Work Flow



**Figure 5-2. LT2 DCTS State User Basic Work Flow**

All EPA and State 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>. When you login to the LT2 DCTS as a State or EPA User, the LT2 DCTS will advance directly to the “View Samples and Search” screen.

## 5.1 View Samples and Search

The LT2 DCTS allows you to search for *Cryptosporidium* or *E. coli* samples submitted to USEPA by PWSs (State Users can only view sample results from PWSs in their state). The search screen serves as an access point to view the existing sample data. You can gain access to any data that has been approved or contested by the PWS. You can establish search specifications for *Cryptosporidium* or *E. coli* data, PWS Inventory Data, Lab, Status, PWS Review Date, and Sample Collection Date. Figure 5-3 displays an example of the search screen.

From the search screen, you can access any data that has been previously approved by the PWS User. To search for a sample, 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 "All Methods" to view all *E. coli* methods. 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 information and click the "SEARCH SAMPLES" link again.

Search results are organized in the table by five categories:

**Approved** - Samples that have been approved by a PWS for submission to USEPA.

**Contested** - Samples that have been submitted by a PWS to USEPA not as approved samples, but as sample results that were generated, but that the PWS contends are not valid for LT2 binning.

**EPA Approved** - Flagged samples that have been approved by a PWS and further approved by USEPA and state.

**EPA Invalidated** - Flagged samples that were approved by a PWS, but rejected by USEPA and state.

**Not Reviewed** - Samples that have not been reviewed by a PWS within the designated time period (no later than 10 days after the end of the first month following the month in which the sample is collected) are automatically forwarded to USEPA/state. Flagged samples are excluded from this process and will remain at the PWS.

Under each status, the data are sorted by default according to "PWS Review Date." You may also sort the data by clicking on the column headings including Sample ID, Lab, PWS ID, PWS Facility ID, Sample Collection Point, and Sample Collection Date.

**Search for a Sample for EPA**

Please enter as much data as possible to limit the search to a targeted set of results.  
Large data retrievals can produce problems with the display of the results.

*Cryptosporidium*
 *E. coli*
 Select Method

<input type="checkbox"/> PWS Inventory Data	State: <input type="text"/>	PWS: <input type="text"/>	Facility: <input type="text"/>
<input type="checkbox"/> Lab	<input type="text"/>		
<input type="checkbox"/> Status	<input type="text"/>		
<input checked="" type="checkbox"/> PWS Review Date	Start <input type="text" value="09/08/2005"/>	End <input type="text" value="10/08/2005"/>	
<input type="checkbox"/> Sample Collection Date	Start <input type="text"/>	End <input type="text"/>	

[SEARCH SAMPLES](#)

**Figure 5-3. State or EPA Search**

You can view up to four samples of the same analyte and method at a time by clicking the boxes to the left of the samples, then clicking on the “REVIEW SAMPLES” link. If multiple *E. coli* samples are selected, they must all be of the same method type. You may also print the search results using the “PRINT SEARCH RESULTS.” 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 first record in your search, click the “RETURN TO TOP OF RESULTS” link on the bottom of the screen. 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.

*Note:* State Users can access data only from PWSs in their state.

## 5.2 EPA and State *Cryptosporidium* Data Review

You can reach the *Cryptosporidium* review sample screen directly from the search screen. Figure 5-4 displays the "LT2 DCTS *Cryptosporidium* Sample Results" screen.

**Cryptosporidium - EPA OGWDW - EPA**

Click the Lab ID or PWS ID to view the corresponding contact information. Click the field name for more information.

[Return to Search Screen](#)

Status	Contested
<b>SYSTEM GENERATED CRYPTOSPORIDIUM CALCULATIONS</b>	
Sample ID (optional)	sample 11
Lab ID	<a href="#">VT00003</a>
PWS ID	<a href="#">VT0005005</a>
PWS Name	STARKSBORO VILLAGE WATER COOP
PWS facility ID	VTTest Fac 1
PWS facility Name	Test Facility 1
Sample collection point ID	12
Sample collection point Name	Name 1
Sample collection date	07/26/2006
Sample type (Field or MS)	Field
Sample volume analyzed (L)	115
Pellet volume analyzed (mL)	
Contaminant parameter	<i>Cryptosporidium</i>
Analytical method number	1622/1623
Analytical result - value	0.574
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 EPA/State	<a href="#">View</a>
PWS flag explanation for EPA/State	
EPA flag explanation	
Remove Date (Resamples Only)	

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	sample 11
Sample volume filtered (L)	115
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](#)

Figure 5-4. *Cryptosporidium* Sample Results

You may only review samples the PWS has approved, contested, or did not review within the required timeframe (no later than 10 days after the end of the first month following the month in which the sample is collected). You cannot edit the data or change the status of the result unless the sample is a flagged due to falling outside of the sample schedule (Flag A).

Up to four *Cryptosporidium* samples are displayed on this screen. Data for each sample are displayed in a separate column. The information displayed in the table in the top half of the 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 itself. Alternatively, you can refer to Section 3.3 for a description of these fields. The comments displayed to EPA and State Users are different from those seen by Laboratory Users. The "Lab Comments to PWS" field will be replaced by the "PWS Comments for EPA," field which will show any comments sent from the PWS concerning the sample.

The information displayed in the table in the bottom half of the page contains the fields that were entered by the laboratory for the sample to calculate final results, or to verify compliance with LT2 monitoring requirements. These elements may be helpful 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 Section 3.3 for a description of these fields.

If Flag A applies to the sample, you will be permitted to review the data and modify the sample status to either "EPA Approved" or "EPA Invalidated". You will be required to enter comments in the "EPA Flag Explanation", as well as select the date you wish to remove from the sample schedule using the "Remove Date" field. The date removed should match the date of the original sample that was collected. Click the "SAVE CHANGES" link to save the updated sample status.

## 5.3 EPA and State *E. coli* 15-tube MPN Data Review

You can access the *E. coli* 15-tube MPN review sample screen directly from the search screen. Figure 5-5 displays the "LT2 DCTS *E. coli* 15-tube MPN Sample Results" screen.

**E. coli - EPA OGWDW - EPA**

Click the Lab ID or PWS ID to view the corresponding contact information. Click the field name for more information.

[Return to Search Screen](#)

Status	Contested
<b>SYSTEM GENERATED <i>E. coli</i> CALCULATIONS</b>	
Sample ID (optional)	E coli 5
Lab ID	<a href="#">VT00003</a>
PWS ID	<a href="#">VT0005005</a>
PWS Name	STARKSBORO VILLAGE WATER COOP
PWS facility ID	VT Test FAc 2
PWS facility Name	Test Facility 2
Sample collection point ID	2343
Sample collection point Name	Name2
Sample collection date	09/02/2006
Source water type	gwudi-lr
Contaminant parameter	<i>E. coli</i>
Analytical method number	SM 9221B/9221F (LTB/EC-MUG)
Analytical result - value	50
Analytical result - unit of measure	<i>E. coli</i> /100 mL
Turbidity result (NTU)	2
Flags	A,E
Lab comments	<a href="#">View</a>
Resample	No
Original sample collection date	
Lab resample explanation	
PWS comments for EPA/State	<a href="#">View</a>
PWS flag explanation for EPA/State	
EPA flag explanation	
Remove Date (Resamples Only)	

Explanation of Flags

A	Sample not collected within +/-2 days of scheduled date
E	An associated Cryptosporidium sample has not been submitted

<b>SUPPLEMENTARY <i>E. coli</i> DATA ELEMENTS ENTERED BY THE LABORATORY</b>	
<b>User Calculated <i>E. coli</i>/100 mL</b>	
<i>E. coli</i> /100 mL	50
<b>Sample Result Calculator</b>	
Positive 10.0 mL tubes	
Positive 1.0 mL tubes	
Positive 0.1 mL tubes	
Positive 0.01 mL tubes	
Positive 0.001 mL tubes	

[Return to Search Screen](#)

Figure 5-5. *E. coli* 15-tube MPN Method Sample Results

You may only review samples the PWS approved, contested, or did not review within the required timeframe (no later than 10 days after the end of the first month following the month in which the sample is collected). You cannot change the status or edit the data unless the sample is a flagged due to falling outside of the sample schedule (Flag A).

Up to four *E. coli* samples are displayed on this screen. Data for each sample are displayed in a separate column. The information displayed in the table in 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 Section 3.4 for a description of these fields. The comments displayed to EPA and State Users are different from those seen by Laboratory Users. The "Lab Comments to PWS" field will be replaced by the "PWS Comments for EPA" field, which will show any comments sent from the PWS concerning the sample.

The information displayed in the table at the bottom half of the page contains the fields that were entered by the laboratory for the sample to calculate final results, or to verify compliance with LT2 monitoring requirements. These elements may be helpful 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 Section 3.4 for a description of these fields.

If Flag A applies to the sample, you will be permitted to review the data and modify the sample status to either "EPA Approved" or "EPA Invalidated". You will be required to enter comments in the "EPA Flag Explanation," as well as select the date you wish to remove from the sample schedule using the "Remove Date" field. The date removed should match the date of the original sample that was collected. Click the "SAVE CHANGES" link to save the updated sample status.

## 5.4 EPA and State *E. coli* ONPG-MUG, 51-well Data Review

You can access the *E. coli* ONPG-MUG, 51-well review sample screen directly from the search screen. Figure 5-6 displays the "LT2 DCTS *E. coli* ONPG-MUG, 51-well Sample Results" screen.

E. coli - EPA OGWDW - EPA
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Click the Lab ID or PWS ID to view the corresponding contact information. Click the field name for more information.

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

Status	Approved <input type="button" value="v"/>						
<b>SYSTEM GENERATED <i>E. coli</i> CALCULATIONS</b>							
Sample ID (optional)	ecoli 12						
Lab ID	<a href="#">VT00003</a>						
PWS ID	<a href="#">VT0005005</a>						
PWS Name	STARKSBORO VILLAGE WATER COOP						
PWS facility ID	VTTest Fac 1						
PWS facility Name	Test Facility 1						
Sample collection point ID	12						
Sample collection point Name	Name 1						
Sample collection date	08/24/2006						
Source water type	river/stream						
Contaminant/parameter	<i>E. coli</i>						
Analytical method number	SM 9223 (Colilert)						
Analytical result - value	26						
Analytical result - unit of measure	<i>E. coli</i> /100 mL						
Turbidity result (NTU)	0.44						
Flags	A,E						
Lab comments							
Resample	No						
Original sample collection date							
Lab resample explanation							
PWS comments for EPA/State							
PWS flag explanation for EPA/State	<a href="#">View</a>						
EPA flag explanation	<a href="#">Add</a>						
Remove Date (Resamples Only)	<input type="button" value="v"/>						
<table border="1" style="margin: auto; border-collapse: collapse; font-size: 0.7em;"> <thead> <tr> <th colspan="2">Explanation of Flags</th> </tr> </thead> <tbody> <tr> <td style="width: 20px; text-align: center;">A</td> <td>Sample not collected within +/-2 days of scheduled date</td> </tr> <tr> <td style="width: 20px; 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						
<b>SUPPLEMENTARY <i>E. coli</i> DATA ELEMENTS ENTERED BY THE LABORATORY</b>							
User Calculated <i>E.coli</i> /100 mL							
<i>E.coli</i> /100 mL	26						
Sample Result Calculator							
Volume analyzed (mL)							
Number of positive wells							

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

Figure 5-6. *E. coli* ONPG-MUG, 51-well Method Sample Results

You may only review samples the PWS approved, contested, or did not review within the required timeframe (no later than 10 days after the end of the first month following the month in which the sample is collected). You cannot change the status or edit the data unless the sample is a flagged due to falling outside of the sample schedule (Flag A).

Up to four *E. coli* samples are displayed on this screen. Data for each sample are displayed in a separate column. The information displayed in the table in 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 Section 3.5 for a description of these fields. The comments displayed to EPA and State Users are different from those seen by Lab Users. The "Lab Comments to PWS" field will be replaced by the "PWS Comments for EPA" field, which will show any comments sent from the PWS concerning the sample.

The information displayed in the table in the bottom half of the page contains the fields that were entered by the laboratory for the sample to calculate final results, or to verify compliance with LT2 monitoring requirements. These elements may be helpful 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 Section 3.5 for a description of these fields.

If Flag A applies to the sample, you will be permitted to review the data and modify the sample status to either "EPA Approved" or "EPA Invalidated". You will be required to enter comments in the "EPA Flag Explanation," as well as select the date you wish to remove from the sample schedule using the "Remove Date" field. The date removed should match the date of the original sample that was collected. Click the "SAVE CHANGES" link to save the updated sample status.

## 5.5 EPA and State *E. coli* ONPG-MUG, 97-well Data Review

You can access the *E. coli* ONPG-MUG, 97-well review sample screen directly from the search screen. Figure 5-7 displays the "LT2 DCTS *E. coli* ONPG-MUG, 97-well Sample Results" screen.

**E. coli - EPA OGWDW - EPA**

Click the Lab ID or PWS ID to view the corresponding contact information. Click the field name for more information.

[Return to Search Screen](#)

Status	Contested
<b>SYSTEM GENERATED <i>E. coli</i> CALCULATIONS</b>	
Sample ID (optional)	Ecoli 6
Lab ID	<a href="#">VT00003</a>
PWS ID	<a href="#">VT0005005</a>
PWS Name	STARKSBORO VILLAGE WATER COOP
PWS facility ID	VTTest Fac 1
PWS facility Name	Test Facility 1
Sample collection point ID	12
Sample collection point Name	Name 1
Sample collection date	09/16/2006
Source water type	river/stream
Contaminant/parameter	<i>E. coli</i>
Analytical method number	SM 9223 (Colilert-18)
Analytical result - value	20
Analytical result - unit of measure	<i>E. coli</i> /100 mL
Turbidity result (NTU)	0.03
Flags	A,E
Lab comments	
Resample	No
Original sample collection date	
Lab resample explanation	
PWS comments for EPA/State	<a href="#">View</a>
PWS flag explanation for EPA/State	
EPA flag explanation	
Remove Date (Resamples Only)	

**Explanation of Flags**

A	Sample not collected within +/-2 days of scheduled date
E	An associated Cryptosporidium sample has not been submitted

<b>SUPPLEMENTARY <i>E. coli</i> DATA ELEMENTS ENTERED BY THE LABORATORY</b>	
User Calculated <i>E.coli</i> /100 mL	
<i>E.coli</i> /100 mL	20
<b>Sample Result Calculator</b>	
Volume analyzed (mL)	
Large wells positive	
Small wells positive	

[Return to Search Screen](#)

Figure 5-7. *E. coli* ONPG-MUG, 97-well Method Sample Results

You may only review samples the PWS approved, contested, or did not review within the required timeframe (no later than 10 days after the end of the first month following the month in which the sample is collected). You cannot change the status or edit the data unless the sample is a flagged due to falling outside of the sample schedule (Flag A).

Up to four *E. coli* samples are displayed on this screen. Data for each sample are displayed in a separate column. The information displayed in the table in 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 Section 3.6 for a description of these fields. The comments displayed to EPA and State Users are different from those seen by Laboratory Users. The "Lab Comments to PWS" field will be replaced by the "PWS Comments for EPA" field, which will show any comments sent from the PWS concerning the sample.

The information displayed in the table in the bottom half of the page contains the fields that were entered by the laboratory for the sample to calculate final results, or to verify compliance with LT2 monitoring requirements. These elements may be helpful 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 Section 3.6 for a description of these fields.

If Flag A applies to the sample, you will be permitted to review the data and modify the sample status to either "EPA Approved" or "EPA Invalidated". You will be required to enter comments in the "EPA Flag Explanation," as well as select the date you wish to remove from the sample schedule using the "Remove Date" field. The date removed should match the date of the original sample that was collected. Click the "SAVE CHANGES" link to save the updated sample status.

## 5.6 EPA and State *E. coli* Membrane Filtration Data Review

You can access the *E. coli* membrane filtration procedure review sample screen directly from the search screen. Figure 5-8 displays the "LT2 DCTS *E. coli* Membrane Filtration Procedure Sample Results" screen.

**E. coli - EPA OGWDW - EPA**

Click the Lab ID or PWS ID to view the corresponding contact information. Click the field name for more information.

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

Status	Approved <input type="button" value="v"/>
<b>SYSTEM GENERATED <i>E. coli</i> CALCULATIONS</b>	
Sample ID (optional)	
Lab ID	<a href="#">VA011079</a>
PWS ID	<a href="#">VA011079b</a>
PWS Name	VA Post Beta PWS
PWS facility ID	TP
PWS facility Name	Treatment Plant
Sample collection point ID	SP2
Sample collection point Name	Broad St
Sample collection date	09/16/2006
Source water type	gwudi-fs
Contaminant parameter	<i>E. coli</i>
Analytical method number	SM 9213D (mTEC)
Analytical result - value	100
Analytical result - unit of measure	<i>E. coli</i> /100 mL
Turbidity result (NTU)	
Flags	A,E
Lab comments	<a href="#">View</a>
Resample	No
Original sample collection date	
Lab resample explanation	
PWS comments for EPA/State	
PWS flag explanation for EPA/State	<a href="#">View</a>
EPA flag explanation	<a href="#">Add</a>
Remove Date (Resamples Only)	<input type="text"/>

Explanation of Flags

A	Sample not collected within +/-2 days of scheduled date
E	An associated Cryptosporidium sample has not been submitted

<b>SUPPLEMENTARY <i>E. coli</i> DATA ELEMENTS ENTERED BY THE LABORATORY</b>	
User Calculated <i>E. coli</i> /100 mL	
<i>E. coli</i> /100 mL	
<b>Sample Result Calculator</b>	
Filter 1 volume (mL)	1
CFU on Filter 1	1
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 5-8. *E. coli* Membrane Filtration Method Sample Results**

You may only review samples the PWS approved, contested, or did not review within the required timeframe (no later than 10 days after the end of the first month following the month in which the sample is collected). You cannot change the status or edit the data unless the sample is a flagged due to falling outside of the sample schedule (Flag A).

Up to four *E. coli* samples are displayed on this screen. Data for each sample are displayed in a separate column. The information displayed in the table in 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 Section 3.7 for a description of these fields. The comments displayed to EPA and State Users are different from those seen by Lab Users. The "Lab Comments to PWS" field will be replaced by the "PWS Comments for EPA" field, which will show any comments sent from the PWS concerning the sample.

The information displayed in the table in the bottom half of the page contains the fields that were entered by the laboratory for the sample to calculate final results, or to verify compliance with LT2 monitoring requirements. These elements may be helpful 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 Section 3.7 for a description of these fields.

If Flag A applies to the sample, you will be permitted to review the data and modify the sample status to either "EPA Approved" or "EPA Invalidated". You will be required to enter comments in the "EPA Flag Explanation," as well as select the date you wish to remove from the sample schedule using the "Remove Date" field. The date removed should match the date of the original sample that was collected. Click the "SAVE CHANGES" link to save the updated sample status.

## 5.7 EPA and State Official Contact List

The LT2 DCTS allows you to search for laboratory or PWS contacts. Figure 5-9 displays the EPA and State "Contact List" screen.

Search for laboratory or PWS contacts by selecting the Region, State, and/or Organization Type from the appropriate drop-down menus at the top of the page, and click "VIEW" to display the list of contacts. To search the list by laboratory or PWS name, use the letters above the table to display laboratories or PWSs that begin with that letter.

**Contacts** 🔍

*To search for contacts, make a selection and click "View."*

*A complete listing of contacts for a particular organization can be found by clicking the desired organization name. To find more information on an individual contact, click the contact's name. Use the navigational buttons below to jump to a different section. Clicking a letter will bring you to the first listing associated with that letter.*

<b>Region</b>	All	<a href="#">View</a>
<b>State</b>	All	
<b>Organization Type</b>	All	

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
1 - 20 of 66386 >> >|

Organization Name - ID	Official Contact Name	Phone Number
<a href="#">"HARBOUR VIEW ELEM/ELEM SCH ""H"" - FL3424895</a>	<a href="#">John Smith</a>	352-671-7700
<a href="#">1 &amp; 1A EST. GOLDEN GROVE - VI0000052</a>	<a href="#">Enter Enter</a>	999-999-9999
<a href="#">1 2 3 GROW WITH ME - CT0769203</a>	<a href="#">Jane Doe</a>	203-469-9323
<a href="#">1 ORCHARD PARK INDUSTRIAL AREA - CT0769103</a>		203-245-9599
<a href="#">1 SALMON BROOK STREET - CT0565073</a>		860-653-7283
<a href="#">1-2-3 food stop - NY5930063</a>		914-737-4600
<a href="#">10 NEW KING STREET ASSOCIATES - NY5930066</a>		646-935-1200
<a href="#">10-4 WATER SYSTEM - MO5031436</a>		573-372-3916
<a href="#">100 MOUNTAIN VIEW ROAD PARK - VT0020800</a>		802-442-4594
<a href="#">101 PLAZA - NH0196020</a>		999-999-9999
<a href="#">1011 MIDDLETOWN AVENUE PROPERTIES LLC - CT0999053</a>		203-469-6300
<a href="#">103 RD STREET PLAZA - FL6424726</a>		904-465-4653
<a href="#">1087 FEDERAL ROAD - CT0189843</a>		203-775-8482

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
1 - 20 of 66386 >> >|

**Figure 5-9. EPA or State Contact List Screen**

To display a complete listing of contacts for a laboratory or PWS, click the organization name. Figure 5-10 displays an example of the PWS details contact screen.

**Contacts for VA1 PWS - VA1**

**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	View	Contact Name	Title	Phone Number	System
<input checked="" type="radio"/>		John Jacobs	Manager	(703) 818-0000	LT2

[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"/>		Kelly Stevens	Data Analyst	(703) 818-0001

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

**Figure 5-10. PWS Details Contact Screen for EPA and State Users**

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.

To display complete information for a contact, click on the contact name. Figure 5-11 displays an example of the contact details screen.

Contacts 

First Name	John
Last Name	Jacobs
NickName	
LT2 Contact Type	technical
Stage 2 Contact Type	NA
Department	
Title	Manager
Mailing Address	15 Main Street
Mailing Address 2	
City	Sterling
State	VA
Zip Code	20165
Phone Number	(703) 818-0000
Fax Number	
Email Address	john@jacobs.com
Comments	

[RETURN TO LIST](#) 

**Figure 5-11. Contact Details Screen for EPA and State User**

## 5.8 Grandfathering and Sampling Plan Tracking

EPA and State Users have the ability to track the status of a PWS facility in the LT2 DCTS. EPA and State Users can modify the data in the following categories:

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

Clicking the "SUBMIT GF & SAMPLE LOCATION" link on the left toolbar will display the "Grandfathering and Sampling Plan Tracking" selection screen. Choose the appropriate state from the drop-down menu, then choose the appropriate PWS and finally choose the Facility. Click on the "VIEW" link to review/edit the status of the facility. Figure 5-12 displays the "GF Data & Sampling Plan" screen.

GF Data & Sampling Plan		
<i>Please select a Facility and click VIEW.</i>		
State	<input type="text"/>	<a href="#">VIEW</a>
PWS	<input type="text"/>	
Facility	<input type="text"/>	

**Figure 5-12. Grandfathering and Sampling Plan Tracking – Selection Screen**

To upload grandfathered data or a sample location plan (as submitted by the PWS), use the appropriate browse button to search for the desired file. Click "SAVE" to upload the files. To view a status of previously submitted files, click the "VIEW SUBMISSION TRACKING" link to proceed to the Submission Tracking module in the Stage 2 application.

GF Data & Sampling Plan		
Please select a Facility and click VIEW.		
State	VA	VIEW
PWS	VA011079b - VA Post Beta PWS	
Facility	VA5555 - Little Creek	

**Currently editing : Little Creek - VA5555**

- PWS intends to submit grandfathered data**
  - Notice of Intent to Grandfather submitted  Yes  
[View Intent to Grandfather Form](#)
  - Date EPA received Intent to Grandfather Form (mm/dd/yyyy)
  - Number of grandfathered samples to be submitted
  - Date range grandfathered samples to be submitted(mm/dd/yyyy) Start:  End:
  - PWS intends to submit additional samples
  - Number of additional samples to be submitted
  - 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
- EPA receipt of sample location plan**    
Please ensure the PWS ID and facility name are in the files you upload.
  - Upload sample location plan
  - Sending sample location plan/schematic by mail
- EPA review of sample schedule**
- PWS intends to waive monitoring and proceed to BIN 4 classification** 
  - Date EPA received Intent to Waive Monitoring (mm/dd/yyyy)
- PWS has uncovered finished reservoirs** 
  - 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 SDWIS 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:

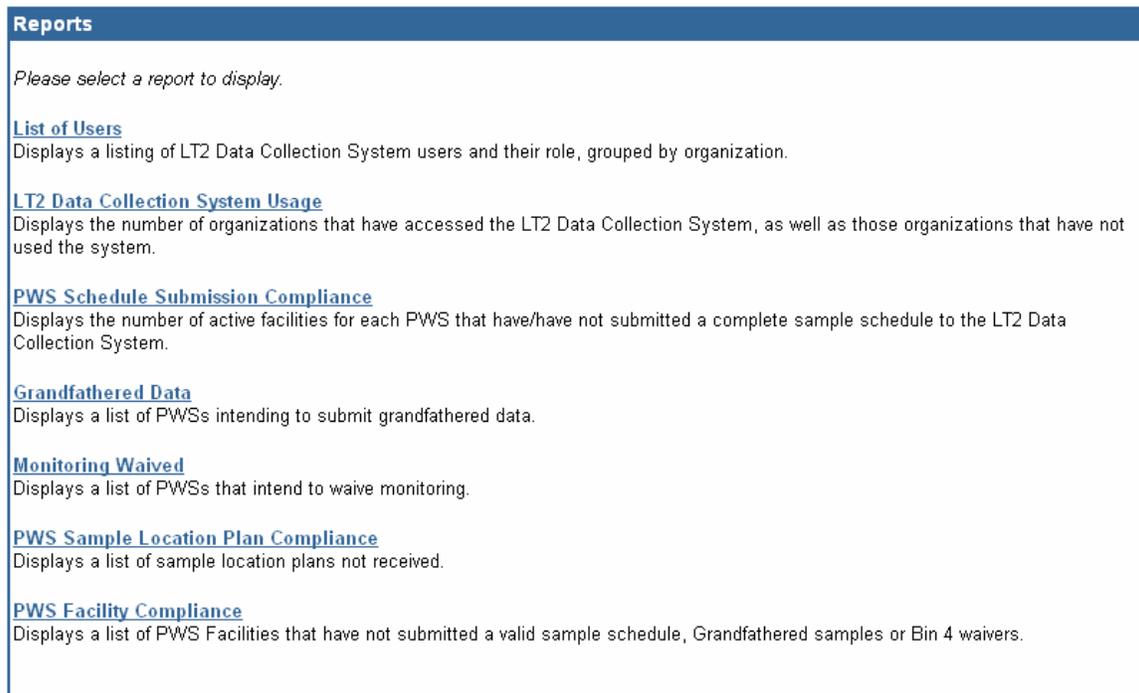
- Sample location plan/schematic
- A Notice of Intent to Provide Maximum Treatment (submit you intend to waive monitoring and proceed to BIN 4 classification)
- A plan of action for uncovered finished reservoirs (must be submitted to EPA within three years of rule promulgation)

[SAVE](#)  
[View Submission Tracking](#)

Figure 5-13. Grandfathering and Sampling Plan Tracking

## 5.9 Reports

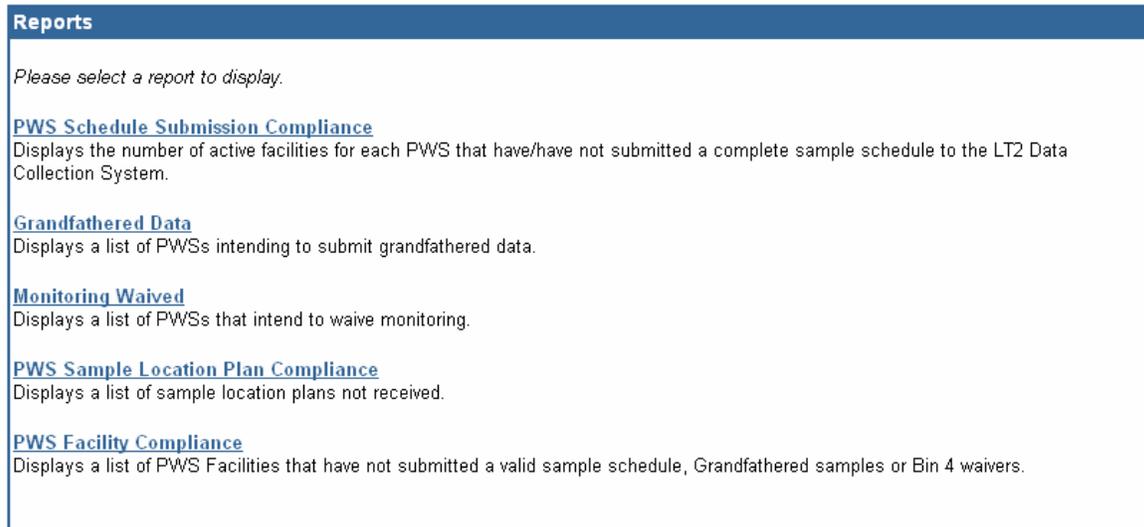
EPA and State Users have the ability to view reports generated by the LT2 DCTS database. The reports are accessed by clicking the "REPORTS" link on the left toolbar. Figure 5-14 displays the EPA User "Report" screen.



*Figure 5-14. Reports Screen for the EPA User*

The reports available for **EPA Users** are as follows:

- **List of Users** - Displays a listing of LT2 DCTS users and their role, grouped by organization.
- **LT2 Data Collection System Usage** - Displays the number of organizations that have accessed the LT2 Data Collection System, as well as those organizations that have not used the LT2 DCTS.
- **PWS Schedule Submission Compliance** - Displays the number of active facilities for each PWS that have/have not submitted a complete sample schedule to the LT2 DCTS.
- **Grandfathered Data** - Displays a list of PWSs intending to submit grandfathered data.
- **Monitoring Waived** - Displays a list of PWSs who have waived monitoring and who are intending to waive monitoring.
- **PWS Sample Location Plan Compliance** - Displays a list of sample location plans not received.
- **PWS Facility Compliance** - Displays a list of PWS Facilities that have not submitted a valid sample schedule, Grandfathered samples, or Bin 4 waivers.



**Figure 5-15. Reports Screen for the State User**

**State Users** have the ability to review a subset of these reports. All data displayed is applicable to PWS utilities within their state jurisdiction. The reports available to State Users are as follows:

- **PWS Schedule Submission Compliance** - Displays the number of active facilities for each PWS that have/have not submitted a complete sample schedule to the LT2 DCTS.
- **Grandfathered Data** - Displays a list of PWSs intending to submit grandfathered data.
- **Monitoring Waived** - Displays a list of PWSs who have waived monitoring and who are intending to waive monitoring.
- **PWS Sample Location Plan Compliance** - Displays a list of sample location plans not received.
- **PWS Facility Compliance** - Displays a list of PWS Facilities that have not submitted a valid sample schedule, Grandfathered samples, or Bin 4 waivers.

*Note:* No reports are provided for the PWS User or Lab User roles.

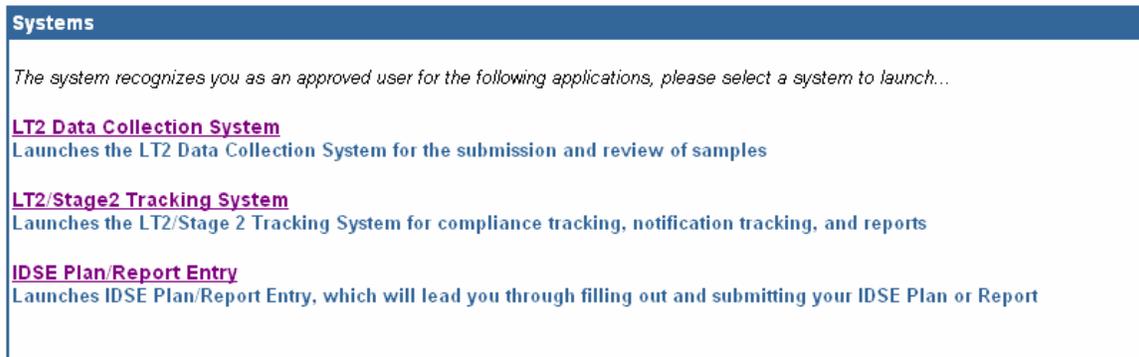
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The following reports are planned for EPA Users and State Users in the future:

- *Sample Tracking* - Displays the number of sample results submitted and reviewed.
  - *Sample Backlog* - Displays the number of sample results pending laboratory approval and PWS review.
  - *Sample History* - Displays sample results that have been returned to the laboratory from the PWS as part of the sample review process.
  - *Binning Reports* - Allows the EPA User to view the list of PWS facilities with current *Cryptosporidium* bin values of at least 0.075 oocysts/L, the list of current bin values for all PWS facilities, or the current bin value of a specific PWS.
  - *Missed and Re-Sampled Events* - Displays a list of PWSs that have missed a sampling date and/or submitted a resample.
-

## 5.10 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 5-16 provides an example of the "Select Application" screen.



**Figure 5-16. 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.