

Updates and Common Issues Associated With the E2-DWR Reporting System

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Two MAJOR Changes

- We have upgraded to a new version of the Safe Drinking Water Information System (SDWIS) in April 2016
- The Revised Total Coliform Rule became effective on April 1, 2016

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A Few Other Changes

- Fecal coliform bacteria (SDWIS Code: 3013) is no longer accepted under the RTCR
- A new coliform sample type known as "Triggered" (TG) is now available
- You can now submit free and/or total chlorine data with coliform samples

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The Revised Total Coliform Rule (RTCR)

Implemented April 1, 2016, the RTCR
replaces the TCR rule.

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The Revised Total Coliform Rule (RTCR)

RTCR has several provisions for "seasonal water systems"

A "seasonal water system" is a system that starts and shuts down in whole or in part during the year (ie campgrounds, farm stands, schools if they close for the summer, etc).

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The Revised Total Coliform Rule (RTCR)

Seasonal water systems will have monthly monitoring schedules for the period that they are in operation.

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The Revised Total Coliform Rule (RTCR)

In New Jersey, seasonal water systems are required to complete a state approved start-up procedure.

The start-up procedure requires the collection of a start-up sample prior to opening for the season.

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The Revised Total Coliform Rule (RTCR)

The seasonal start-up sample is to be analyzed for total coliform and submitted to the NJDEP on PAPER, along with the Seasonal System Certification form (BSDW 109)

The seasonal start-up sample is NOT to be uploaded electronically via the E2 system.

Unless...

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The Revised Total Coliform Rule (RTCR)

... the seasonal start-up sample is also going to be used to satisfy the system's compliance monitoring requirement.

The start-up sample must be collected in the SAME MONTH as the required compliance sample and the start-up sample must be collected *PRIOR TO OPENING*.

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The Revised Total Coliform Rule (RTCR)

If a sample is going to be used to satisfy both the seasonal start-up requirement and the compliance monitoring requirement, the sample must be submitted BOTH via E2 and on paper (and along with the Seasonal System Certification form.

When uploading to the E2 system, append a tag of "SSUP" to the sample number.

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The Revised Total Coliform Rule (RTCR)

Example: If a water system is scheduled to open on 04/15/2016, and an initial coliform sample is collected on 04/07/2016, then add the "SSUP" tag to the sample number and submit this sample electronically via the E2 system. This sample can be used for both the compliance sample and the seasonal start-up sample since it was collected in the same month as the compliance schedule and was collected prior to opening. Remember that this sample must ALSO be submitted on paper (along with the Seasonal System Certification form).

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Triggered (TG) Samples

Under the Ground Water Rule (GWR), when a routine distribution system coliform sample is positive, source water samples must be collected.

These source water samples are known as Triggered Samples.

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Triggered (TG) Samples

When submitting TG samples, the Sample ID of the original routine positive DS coliform sample must be placed in the "Original Lab Sample Number" field on the Excel Coliform template.

The Sample Collection Date of the original routine positive DS coliform sample must be placed in the new "Original Lab Sample Date" field on the Excel Coliform template.

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New Jersey Department of Environmental Protection
Bureau of Safe Drinking Water
Generic Coliform Analysis Spreadsheet
Version: 16
Last Updated: March 20, 2016

Lab Sample Number
PWSID Number
Residual Indicator
Water Facility State Code
Sample Point ID
Compliance Status
Sample Collection Date
Sample Collection Time
Sample Type
Street Address Location

NOTE: Begin entering samples on row 5.
*Include Residual Code

Sample Information

| Lab Sample Number | PWSID Number | Residual Indicator | Water Facility State Code | Sample Point ID | Compliance Status | Sample Collection Date | Sample Collection Time | Sample Type | Street Address Location |
|-------------------|--------------|--------------------|---------------------------|-----------------|-------------------|------------------------|------------------------|-------------|-------------------------|
| | | | | | | | | | |

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Submission of Chlorine Data

Although water systems can still submit results on the Disinfectant Residual paper form, free and total chlorine results can now be electronically uploaded to the E2 system from certified laboratories.

The chlorine result is directly associated to it's coliform sample.

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Submission of Chlorine Data

Two new fields have been added to the E2 Coliform spreadsheet template - "Free Chlorine (ppm)" and "Total Chlorine (ppm)".

| Street Address Location | Free Chlorine (ppm) | Total Chlorine (ppm) |
|-------------------------|---------------------|----------------------|
| | | |

These fields are optional.

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Submission of Chlorine Data

If you do submit chlorine data, enter only the result value in these fields (ie numeric characters and not "<" signs).

If the results of your chlorine sampling indicate a result below the detection level of your equipment, enter a zero in the Free Chlorine or Total Chlorine field and enter the specific detection level with a "<" in the Sample Comments field.

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Submission of Chlorine Data

For LIMS Labs ONLY: When entering a value in the Result Value field, make sure it has 3 decimal places (e.g. 2.000). This field needs to have 3 decimal places or the submission will fail.

Additionally, LIMS labs should enter the value "0.000" (a zero with three decimal places) in the Free or Total Chlorine field if the results of your chlorine sampling indicate a result below the detection level of your equipment.

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Submission of Chlorine Data

If a water system has an undetectable chlorine residual result, they may choose to analyze for Heterotrophic Plate Count (HPC).

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Submission of Chlorine Data

The results of the HPC analysis should be put in the free chlorine field, and a value of "HPC" should also be placed in the Sample Comments field of the Coliform spreadsheet template.

For HPC results <500, report a detectable level of 0.05 mg/L. For HPC results >500, report an undetectable level of 0 mg/L.

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Submission of Chlorine Data

When uploading chlorine data through the E2 system, there is a new chlorine residual certification check box. This certification states that some of the chlorine sample results included in the submission may NOT have been analyzed by the reporting laboratory. For all results being submitted by the laboratory on behalf of the water system please put a value of "CLWS" in the Sample Comments field.

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Some Other Things to Note...

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Coliform Samples Collected at Child Care Facilities

As of April 2016, results of coliform sampling data collected at childcare facilities that are not classified as transient or non-transient water systems may be incorrectly rejected by E2-DWR.

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Coliform Samples Collected at Child Care Facilities

A workaround has been implemented to address this issue - the rejected sample results will be reviewed by the Bureau of Safe Drinking Water and manually accepted into our SDWIS database system.

Once accepted, your sample results will be viewable in Drinking Water Watch.

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Water Quality Parameter Data (WQP)

In addition to being a compliance requirement for water systems that have exceeded a lead and/or copper action level, or have corrosion control treatment, WQP data can be required as a condition of a permit or a Temporary Treatment Approval.

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Water Quality Parameter Data (WQP)

THIS DATA SHOULD NOT BE SUBMITTED VIA E2

Unless.....

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Water Quality Parameter Data (WQP)

...it is also going to be used to satisfy a compliance requirement.

(same as for seasonal start-up samples that also serve as compliance samples)

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Water Quality Parameter Data (WQP)

Monitoring specifically required by a Permit or Temporary Treatment Approval must be submitted on form BWSE-PA-101 and sent via email to the Water Supply Mailbox at WaterSupply@dep.nj.gov

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The image shows a spreadsheet with a table of data. A red circle highlights a cell in the table. An arrow points from this cell to a form titled "New Jersey Department of Environmental Protection Bureau of Water System Engineering Generic Water Sampling Analysis Spreadsheet for Permit/Temporary Treatment Approval Conditions". The form includes the following fields:

- Form #: BWSE-PA-101
- Last Updated: August 31, 2016
- Permit or Temporary Approval Number:
- Certifier Name:
- Telephone Number:

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Water Quality Parameter Data (WQP)

ONLY COMPLIANCE SAMPLES SHOULD BE SUBMITTED USING E2-DWR!

(So if there is no monitoring schedule, do not submit the sample via E2)

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Water Quality Parameter Data (WQP)

Note – if a system is required to conduct WQP monitoring (or any monitoring) as a permit requirement *AND ALSO HAS A COMPLIANCE MONITORING REQUIREMENT*, then the sample will need to be submitted both on form BWSE-PA-101 and via E2.

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Lead Samples Resulting from Consumer Complaints

Water systems are required to collect lead samples from customers that request it. These samples are not considered compliance samples and should NOT be submitted to the State via E2.

UNLESS the sample event is conducted during the system's compliance monitoring period at an appropriate Tier Site.

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Lead Samples Resulting from Consumer Complaints

If the customer complaint sample is collected outside of the compliance monitoring period, the sample should be submitted on PAPER form BWSE-16, "Non-Compliance Lead and Copper Tap Monitoring Form"

Do not submit these sample via E2.

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Lead Samples Resulting from Consumer Complaints

If the customer complaint sample is collected within the compliance monitoring period, the sample should be appended with a tag and submitted via E2.

"PBCR" for lead samples
"CUCR" for copper samples

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Lead Samples Resulting from Consumer Complaints

How will you know if the sample is a compliance sample or a customer complaint sample?

You can check DWW and review the monitoring schedule, but basically, the water system will have to tell you.

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Common Problems/Issues

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E2 Registration Reminders

To successfully register a user account in E2, both the paper and the electronic parts of the process must be completed.

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1) the E2 Lab Registration form (all fields and signatures)

The form is titled "E2 LABORATORY REGISTRATION FORM (E2-LAB-001)". It contains sections for:

- Section A: Laboratory Information** - Fields for Laboratory Name, Laboratory Type, and Program (with checkboxes for In-house Drinking Water, New Jersey Quantitative Lead, and Private Well Testing Act).
- Section B: Laboratory Administrator Information and Certification** - Fields for Name, Title, Phone, Email, and Signature.
- Section C: Responsible Official Certification** - A section for the Responsible Official to sign and certify the information.

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2) the Electronic Signature Agreement form

*Remember: The ESA must be **notarized**.*

The form is titled "NOW THEREFORE NJDEP and Certifier have caused this Agreement to be properly executed on their behalf for the purposes stated herein." It includes fields for:

- Certifier:** Signature, Date, Name, Last four digits of Social Security Number, Title, User ID, Address.
- Notary Public:** My Commission Expires.
- NJDEP:** Signature, Date, Name, Title.
- Laboratories - Return to:** NJDEP - Office of Quality Assurance, P.O. Box 424, Trenton, NJ 08625-0424, Attn: Rachel E. Ely.
- Water Systems - Return to:** NJDEP - Water Supply Operations, P.O. Box 426, Trenton, NJ 08625-0426.
- For NJDEP Use Only:** Processed By, Date, E2 Issued: YES/NO.

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And Most Importantly -

3) Associate the User Account with the lab in the E2 system.

We cannot make an account active until this association is made in the E2 system!

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TTHM and VOC Data

The 4 Total Trihalomethane (TTHM) analytes (Chloroform, Bromoform, Bromodichloromethane, and Chlorodibromomethane) are also VOC compounds and can appear as part of a VOC analysis scan.

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TTHM and VOC Data

E2 will identify them as TTHM compounds, which require a value in the Street Address Location field; without a Street Address value E2 will reject the samples - even though they are submitted as VOCs.

If this happens, enter a value of "VOC" in the Street Address Location field and resubmit the samples.

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GWR Related Sample Reminders

We have seen a large increase in the number of E2 rejection requests regarding GWR samples....

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GWR Related Sample Reminders

Remember to append "GWR" (for triggered samples) and "2GWR" (for confirmation samples) to the Sample ID # for these types of samples.

Triggered samples should be collected at the well; double check all sample points in the E2 Reference Data section.

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GWR Related Sample Reminders

Remember that triggered samples are now type "TG" and not "RT" (routine).

When uploading a triggered sample, remember to put the Sample Collection Date of the original routine positive coliform sample in the new Original Lab Sample Date field in the Generic Coliform Excel template.

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Free Stuff!

A new chart listing all of the sample types (including the new Triggered sample type), sample points, and codes that are to be used regarding the submission of GWR samples is in the E2 Guide.

This chart illustrates all of the required data/fields associated with the GWR, beginning with the initial positive coliform sample through to the submission of assessment monitoring samples.

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The Ground Water Rule Chart

| Sample Type | Facility Code | Sampling Point | Analyte code | Sample No. | Sample Code | Excel Spreadsheet Template Used | Original Lab Sample # Field Populated? | Includes the E. coli (014) sample result with the total coliform (0100) result? |
|---------------------------------------|---------------|----------------|--------------|-------------|-------------------|---------------------------------|--|---|
| Routine Positive | DS | DS | 3100/3014 | 1234 | Routine | Coliform | No | Yes, if 3100 positive, no if negative |
| Repeat Samples | DS | DS | 3100/3014 | 1234RPT | Repeat | Coliform | Yes, with original routine positive sample | Yes, if 3100 positive, no if negative |
| Initial Triggered Source Water Sample | WL001001 | WL001001 | 3100/3014 | 1234GWR | Triggered (TG) | Coliform | Yes, with original routine positive sample | Yes, if 3100 positive, no if negative |
| Confirmation Samples | WL001001 | WL001001 | 3100/3014 | 1234.2GWR | Confirmation (CO) | Coliform | Yes, with the triggered Total coliform sample. | Yes, if 3100 positive, no if negative |
| Assessment Monitoring | WL001001 | WL001001 | 3100/3014 | 1234.3ANGWR | Routine | Coliform | No | Yes, if 3100 positive, no if negative |

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Duplicate Sample ID Numbers

THIS IS LARGEST CATEGORY OF E2 REJECTIONS!

- Do not use the same exact Sample ID number twice within the same calendar year.
- Do not use the same exact Sample ID number for different parameters within the same submission.

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Duplicate Sample ID Numbers

PLEASE double check your Sample ID numbers.

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The E2 Sample Rejection Form

NDDP/Bureau of Safe Drinking Water
E2 Sample Rejection Form (07/01/2013)

Please provide the following information to expedite your E2 sample rejection request:

PWSID Number/Name/Target Point ID:
Lab Name:
Certification Number:
Submission ID:
Analysis to be rejected:
Lab Sample ID(s):
Sample Collection Date:
Reasons For Rejection Request:
 incorrect PWSID
Original PWSID:
Correct PWSID:
 incorrect Sample Point
Original Sample Point:
Correct Sample Point:
 incorrect Sample Result
Original Result:
Correct Result:
 incorrect Sample Date
Original Date:
Correct Date:
 Sample Data Was Not For Compliance (please include supporting documentation)
 Sample Number Used Was Not Unique
Other (Please Specify):

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The E2 Sample Rejection Form

This form must be completed when sample results need to be rejected from E2 and removed from SDWIS. WE CANNOT REJECT/DELETE ANY SAMPLES WITHOUT THIS FORM!

Submit the E2 Rejection Form to the E2-DWR Help mailbox located at: E2-DWRHelp@dep.nj.gov

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The E2 Sample Rejection Form

Make sure you have the correct information (e.g. Sample ID #, PWSID #, Sample Points, etc.).

All of the fields on form must be completed. We cannot address your request without a Sample ID # and/or Submission ID #.

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The E2 Sample Rejection Form

Do not resubmit any revised data until you get an e-mail from us stating that the incorrect data has been both rejected in E2 AND deleted from SDWIS.

The E2 Rejection form can be found at the Water supply website at: <http://www.state.nj.us/dep/watersupply/dws-sampreg.html>

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Miscellaneous Items

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Copying and Pasting

Be very careful when copying and pasting in the E2 Excel templates. We are receiving a lot of errors related to the wrong sample data being copied and pasted into the Excel templates.

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Lab Sample ID in Capital Letters

For all repeat, triggered, and confirmation samples, please make sure that the Lab Sample ID assigned is in all capital letters. Lab Sample IDs with lower case letters are automatically converted to upper case letters by SDWIS when the results are loaded into the system.

Lowercase letters are causing errors when SDWIS is trying to link original Lab Sample IDs with confirmation sample or repeat sample Ids.

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Checking the Status of Uploaded Submissions

Make sure that you check the status of uploaded E2 submissions after the entire validation process has been completed. The submission must pass all E2 and all SDWIS validation checks before it is considered to have an "Accepted" status and can be viewed in Drinking Water Watch (DWW).

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E-mail Addresses

If your e-mail address changes, please inform us promptly. We need your correct e-mail address to inform you of any new updates, changes to the E2 system and associated E2 Quick Reference Guide changes/updates.

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DOUBLE CHECK YOUR WORK

This is the easiest way to reduce errors and rejections. Minor typing and transcribing errors are the number one cause of rejections by the E2-EDWR system.

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Some Good Stuff to Know.....

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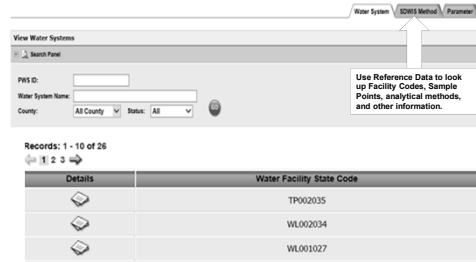
E2 Reference Data



On the Home Page of the E2 System, under the Laboratory module, there is a link called "Reference Data" This link contains information regarding Facility State Codes, Sampling Points, SDWIS Method codes for all analytes and the analyte (parameter) codes.

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E2 Reference Data, (cont.)



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E2 Tools and Resources

The E2 Quick Reference Guide: provides detailed information on how to submit specific parameters to the E2 system including some examples.

Drinking Water Watch (DWW): an application that provides a snapshot of all of the analytical data, monitoring schedules, violations, and other information that is in the SDWIS system.

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E2 Tools and Resources

The E2 NJDEP Reporting System website: contains information related to completing the E2 registration process, the E2 Laboratory Registration Form, the ESA form, XML transmission protocol documents, examples of the E2 Excel templates and more.

The website is located at:
<http://www.state.nj.us/dep/online/e2/>

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E2 Tools and Resources

The Water Supply Administration Website: provides access to the E2 Quick Reference Guide, the E2 Deletion Request Form, and other information.

The website is located at:
<http://www.state.nj.us/dep/watersupply/>

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Questions

If you have questions or issues regarding the E2-DWR system, please call the Bureau Of Safe Drinking Water at (609) 292-5550 or send an e-mail to the E2 help box at E2-DWRHelp@dep.nj.gov.

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