

Drinking Water Quality  
Web Forms Reporting  
User Manual

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Alberta Environment and Parks, Government of Alberta  
December 14, 2018  
Drinking Water Quality Web Forms Reporting User Manual

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# Section 1.0 Introduction

This User Guide is provided to Operators, for *Environmental Protection and Enhancement Act* regulated Drinking Water facilities, which are ready to submit their monitoring data electronically. Electronic submission provides the user the ability to store and retrieve data, and to generate reports that can be printed and / or saved for future reference.

This web form is also used to enter emergency contact information for the waterworks system, as required by section 2.1 of the *Communication and Action Protocol for Failed Bacteriological Results in Drinking Water for Waterworks Systems Authorized under the Environmental Protection and Enhancement Act, August 2009*.

**NEW: As of August 31<sup>st</sup> 2018, there is only one path/link for the Electronic Reporting of Drinking Water Quality data, to reach both the web data entry and file signoff, and the Contact Details tab has been improved upon.**

## Section 1.1: Abbreviations and Definitions

- AEP – Alberta Environment and Parks (was ESRD - Alberta Environment and Sustainable Resource Development);
- AHS – Alberta Health Services;
- Approval - Approval to Operate
- Authorization – A collective term that can refer to an Approval and / or Registration
- Bacti Protocol - *Communication and Action Protocol for Failed Bacteriological Results in Drinking Water for Waterworks Systems Authorized under the Environmental Protection and Enhancement Act, August 2009*.
- Code of Practice - *Code of Practice for Waterworks Systems Using High Quality Groundwater*, or, *Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System*.
- Designated User - same as Authorized User. The person authorized to report electronically on behalf of the regulated system.
- Electronic Reporting – submission of the monitoring data of the regulated waterworks system using the web form provided by AEP.
- Owner – this is the owner of the waterworks operation and the holder of the Authorization.
- ProvLab – Alberta Provincial Laboratory for Public Health (Microbiology), Edmonton or Calgary;
- Registration –
  - Registered system operating according to the last Approval to Operate, or
  - Registration - Registered system following either the *Code of Practice for Waterworks Systems Using High Quality Groundwater* or *Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System*
- User Agreement – with respect to Approvals means the *Drinking Water Quality User Agreement* between the approval holder and the Director; with respect to Registrations it is the terms and conditions attached to the notice from the Director. It defines the use and intent of the web form.

## Section 1.2: Contacts

- Drinking Water Quality email contacts:
  - [dwq.datacoord@gov.ab.ca](mailto:dwq.datacoord@gov.ab.ca) – for operator and laboratory file format; bacteriological data; measurement revision acceptance
  - [dwq.usercoord@gov.ab.ca](mailto:dwq.usercoord@gov.ab.ca) – for web form data entry; monitoring requirement details, new Designated user accounts or changes to existing Designated user accounts.

## Section 1.3: This Website Does NOT Support

- Immediate reporting of contraventions, of the approval/registration.
- Notification, consultation and monitoring results, under emergency operations.
- Reporting of additional monitoring results beyond those required as part of the authorization.

## Section 1.4: Scope of Electronic Reporting

There are two parts to the electronic reporting:

1. **Emergency contact information** for each regulated waterworks system must be entered using this web form. Each regulated system **owner** will have a unique username/password created for them by AEP. This user will have OWNER permissions (see 1.8) Accurate and current contact information is required as outlined in the Bacti Protocol.
2. Submission of the monitoring data of the regulated waterworks system, as defined by the authorization. The designated users of the regulated system will have a unique username/password created for them by AEP.

## Section 1.5: Secure On-line Reporting

The information submitted to AEP, via the web form, is available only to those Designated Users that have a valid username and password. The data is submitted via secure connections and file transfer protocols.

## Section 1.6: System Requirements

The web form is written in a Microsoft .NET Framework. This software framework will run using any of the web browsers: **Internet Explorer**, **Mozilla Firefox**, **Google Chrome** and **Safari** (Mac systems). There are no identified computer system constraints.

## Section 1.7: Getting Started – USERNAME and PASSWORD

The **Owner (or AEP approved designate)** of each regulated waterworks system will require a unique username and password, with OWNER permissions, created by AEP when the authorization is issued. You can contact [dwq.usercoord@gov.ab.ca](mailto:dwq.usercoord@gov.ab.ca) for this information.

In addition, each system, that is required by the authorization to report electronically, will receive a unique username and password **for each Designated User**. You can contact [dwq.usercoord@gov.ab.ca](mailto:dwq.usercoord@gov.ab.ca) for this information.

## Section 1.8: Permission Levels of Designated Users

Permission Level of Designated User	Contact Details tab	New/ Unsubmitted Details tab	Unsubmitted Summary tab	Submitted Summary tab	Measurement Revision sub-form	File Sign-off form
<b>OWNER</b>	Edit and save/ information to AEP database	Edit and save	View only	View only	View only	View only
<b>SAVE ONLY</b>	View only	Edit and save	View only	View only	View only	View only
<b>SAVE and SUBMIT</b>	View only	Edit, save and submit	Submit details	View only	Submit measurement revision	Submit or delete file

**“OWNER” Permission:** For each AEP regulated waterworks system, a Designated User role of “OWNER” is required. This role carries the responsibility of maintaining accurate and current system contact information.

The person designated as “Owner” is according to the following:

- For waterworks systems that are **owned and operated by the same corporate entity**, the Designated User role of “OWNER” can be the person acting as the Chief Administrative Officer, or an AEP approved designate.
- For waterworks systems that are **operated by a contracted operator or company** the Designated User role of “OWNER” will be the Chief Administrative Officer of the Authorization holder, **not** the contracted operator or company.

## Section 1.9: Website URL

As of December 14, 2018, Alberta Environment & Parks' (AEP) home page will be changed to <https://www.alberta.ca/ministry-environment-parks.aspx> . One of the changes, besides a different “look”, is that the **AEP Online Services (Quick Links)** have been removed. To get to the same Intermediate page, do the following, noting what the box colours indicate:

**Blue** boxes indicate action “Click on ..”

**Green** boxes indicate “was a linked page from Quick Links”

**Red** boxes indicate link to “Electronic Submission page/ Disclaimer page”

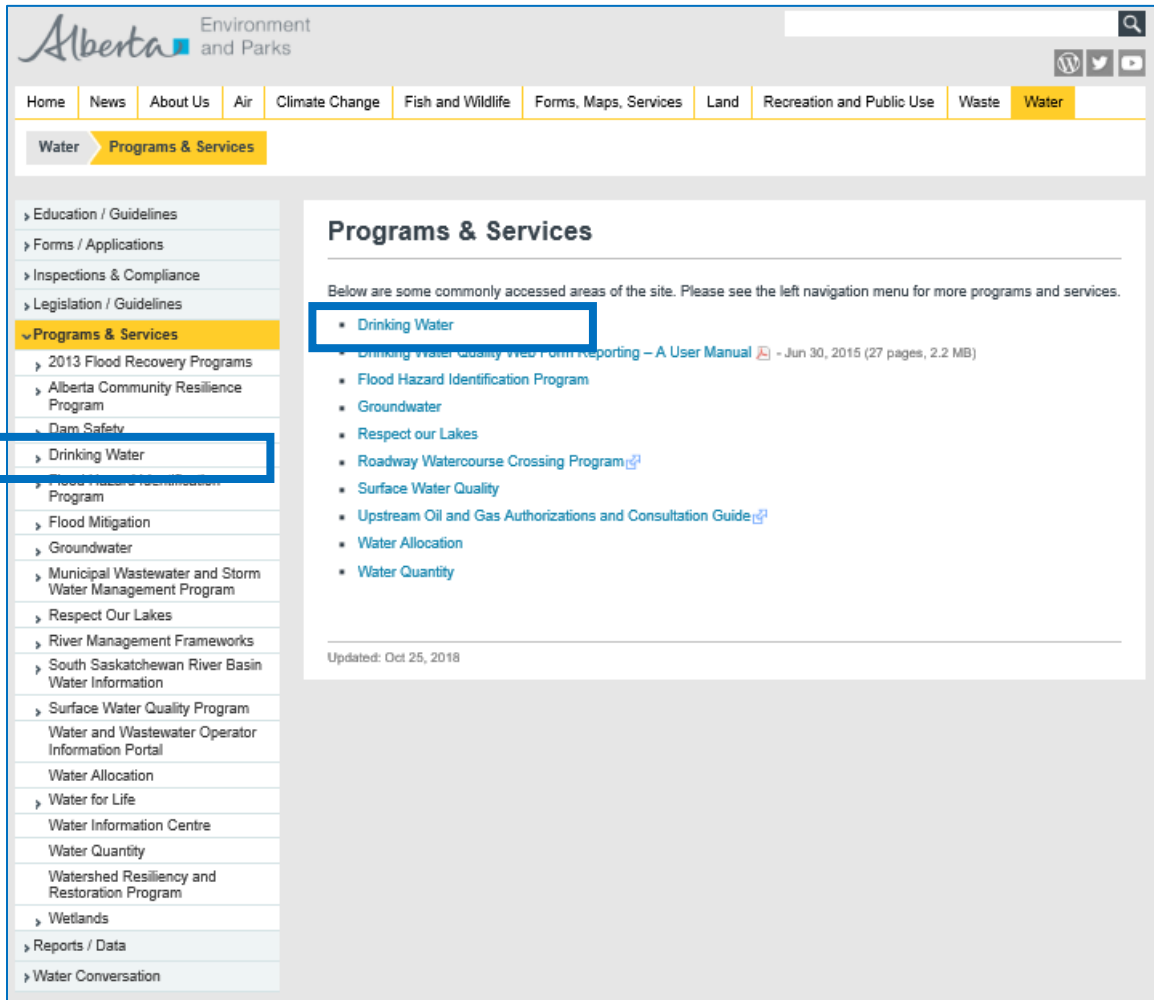
Environment and Parks home page

<https://www.alberta.ca/ministry-environment-parks.aspx>

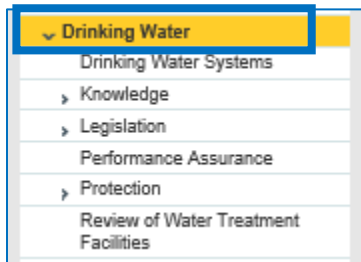
The screenshot shows the Alberta Environment and Parks website. At the top left is the Alberta logo. To the right is a search bar. Below the logo is a navigation menu with links: All services, Public engagements, Initiatives, News, About government, and Jobs. A breadcrumb trail reads: Home → Government → About government → Government organizational structure → Ministries. The main heading is 'Ministry of Environment and Parks' on a green background, followed by the tagline: 'Supports environmental conservation and protection, sustainable economic prosperity, quality of life and outdoor recreation opportunities.' Below this is a 'Key services' section with nine links, each with a brief description. The 'Water' link is highlighted with a blue border.

Service	Description
<a href="#">Air quality</a>	Air quality index, management, modeling, data and legislation.
<a href="#">Alberta Parks</a>	Provincial park locations, recreational opportunities and information for visitors.
<a href="#">Climate change</a>	Greenhouse gas emissions management and reduction, climate change legislation, and climate change action planning.
<a href="#">Fish and wildlife</a>	Information, regulations and legislation on fish and wildlife species and management in Alberta.
<a href="#">Forms, maps and online services</a>	AEP, AER and fish and wildlife forms, online services for industry, and directives.
<a href="#">Land</a>	Programs that deal with land management, development and consultations in Alberta.
<a href="#">Recreation and public use</a>	Advisories, BearSmart, camping, boating and recreation on public lands.
<a href="#">Waste management</a>	Environmental compliance, enforcement and monitoring.
<a href="#">Water</a>	Water management, drinking, groundwater and wastewater, flood, and water conservation and wetlands.

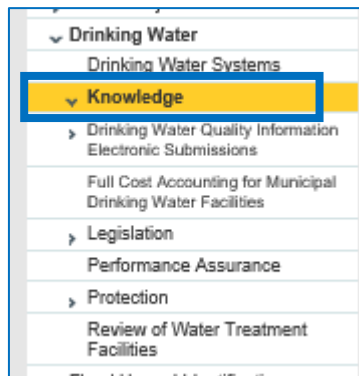
Click on **Water**; goes to: <http://aep.alberta.ca/water/programs-and-services/default.aspx>



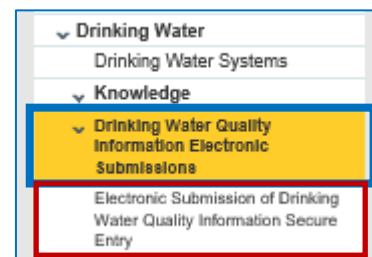
Click on **Drinking Water**; expands the items in the Left Menu Bar,



Click on **Knowledge**:



Click on **Drinking Water Quality Information Electronic Submissions**:



To get to the **Drinking Water Quality Information Electronic Submissions** page:



<http://aep.alberta.ca/water/programs-and-services/drinking-water/knowledge/drinking-water-quality-information-electronic-submissions/default.aspx> **BOOKMARK THIS PAGE**

This is where the AEP Online Services (Quick Links) used to go when clicked on



The page below has the DWQ User Manual, File Format document, DW Contacts, Mailing List AND a link to the Web Data Entry application's Disclaimer page (red boxes).

**Drinking Water Quality Information Electronic Submissions**

This is a secure site through which registered users can report electronically to Environment and Parks, the *Environmental Protection and Enhancement Act* regulated Drinking Water Quality (DWQ) data. The web forms have been written in Microsoft .NET technology. Users must have a user ID and password to log-on to the web forms.

Electronic Reporting of Drinking Water Quality is mandatory, if included in your Approval or you have received written notice from the Director.

**Web Form User Guide, Sample Identification and Lab Data File Format Info**

- [Correct, Complete and Legible Sample Identification](#) - Feb 18, 2016 (14 pages, 2.8 MB)
- [Drinking Water Quality Web Form Reporting – A User Manual](#) - Jun 30, 2015 (27 pages, 1.8 MB)
- [Drinking Water Quality Web Forms Reporting User Manual](#) - Aug 29, 2018 (42 pages, 2.7 MB)
- [Laboratory/Operator Data File Formats – Electronic data to EMS](#) - Aug 2018 (18 pages, 425 KB)

**Submit Drinking Water Quality Data**

The link below is to a secure site through which registered users can report electronically the Drinking Water Quality data to Alberta Environment and Parks. Users must have a user ID and password.

- [Submit Data – Electronic Submission of Drinking Water Quality Information Secure Entry](#)

**DWQ Contacts**

If you require more information about file formats and ftp, please contact:

- DWQ Data Coordinator  
Email: [DWQ.DataCoord@gov.ab.ca](mailto:DWQ.DataCoord@gov.ab.ca)

If you require further information concerning reporting for your facility, or are interested in receiving training on the Drinking Water Quality online reporting, please contact:

- DWQ User Coordinator  
Email: [DWQ.UserCoord@gov.ab.ca](mailto:DWQ.UserCoord@gov.ab.ca)

**Drinking Water Quality Electronic Reporting Mailing List**

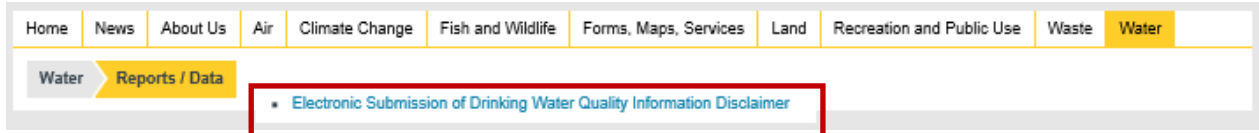
The department has an automatic emailing system that will distribute information on Drinking Water Quality Electronic Reporting to those who subscribe to the list.

Subscription to this list is open to all department staff, industry, NGOs and consultants, as well as members of the general public.

**Subscription Form**

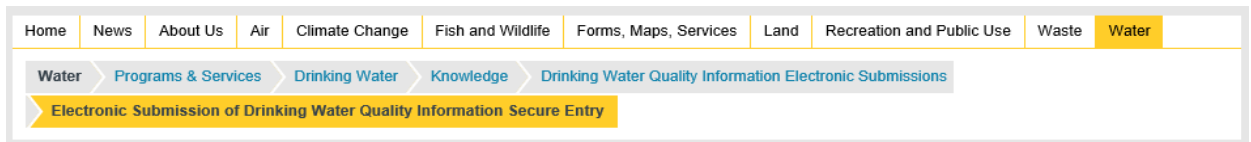
Your email address:

Or Web Data Entry can be accessed through Water tab / Reports/Data / Electronic Submission of Drinking Water Quality Information Disclaimer.



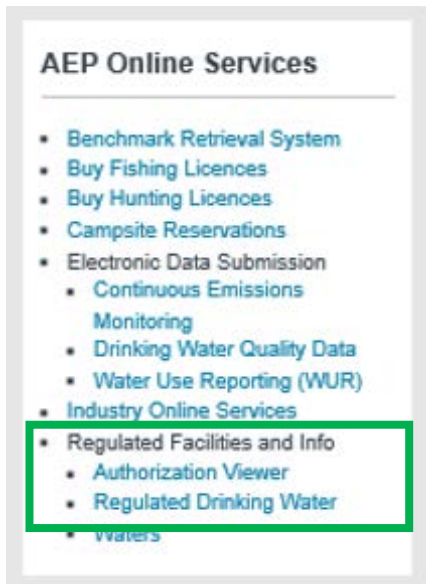
<http://aep.alberta.ca/water/programs-and-services/drinking-water/knowledge/drinking-water-quality-information-electronic-submissions/electronic-submission-of-drinking-water-quality-information-secure-entry.aspx>

Which comes back to the Web Page Data Entry application's Disclaimer Page :



The **Electronic submission of drinking water quality information disclaimer** is explained in detail in Appendix A.

Other links that can relate to Drinking Water, that were accessed through **AEP Online Services (Quick Links)** :



**Authorization Viewer:**

<https://avw.alberta.ca/ApprovalViewer.aspx>

**Regulated Drinking Water Website:**

<http://environment.alberta.ca/apps/regulateddwq/>

## Regulated Drinking Water Website:

The screenshot shows the Alberta Environment and Parks website. The top navigation bar includes links for Home, News, About Us, Air, Climate Change, Fish and Wildlife, Forms, Maps, Services, Land, Recreation and Public Use, Waste, and Water. The 'Water' menu is expanded to show 'Programs & Services', 'Drinking Water', and 'Knowledge'. The 'Knowledge' page is displayed, featuring a sidebar with a navigation menu and a main content area. The 'Regulated Drinking Water Website' section is highlighted with a green border.

**Knowledge**

Knowledge is an essential element in the Source to Tap / Multi-Barrier Approach. Increased knowledge will lead to increased consumer confidence in the safety and quality of their drinking water supplies. In addition, a well-informed public will understand their role in the conservation of drinking water and how their actions contribute to the protection of source water.

- [Full Cost Accounting for Municipal Drinking Water Facilities](#)

Knowledge of the costs associated with delivering safe, secure supplies of drinking water is required. The intent of Alberta Environment and Parks' (AEP) full cost accounting initiative is to assist municipalities by providing a full cost reporting template, in accordance with established accounting standards, specific to drinking water operation.

The objective is to ensure that governments have accurate information regarding the true cost of producing and supplying quality drinking water. Reporting of all costs related to infrastructure, operations and administration is required to ensure the sustainability of these systems.

**Regulated Drinking Water Website**

AEP is committed to working with partners to assure safe, secure supplies of drinking water for Albertans. The department regulates municipal systems that serve over 80 per cent of the province's population, about 2.75 million Albertans. To obtain drinking water quality information related to your community, please visit:

- [Regulated Drinking Water in Alberta](#)

Alberta Environment and Parks

Alberta.ca > Environment > Regulated Drinking Water

Home

Alphabetical list of municipal water system/plants

Drinking Water Safety Plan

Frequently Asked Questions about Drinking Water

Glossary

Private Systems

Other Links of interest

Quick Links

- [Blog](#)
- [Water Conversation](#)
- [Environmental Hotline](#)  
1-800-222-6514
- [Information Centre](#)
- [Environment Week](#)
- [Air Quality Health Index](#)
- [Climate Change](#)
- [Harvie Passage](#)
- [River Basins](#)
- [Water for Life](#)
- [Drinking Water Quality](#)
  - [Electronic Submission of Drinking Water Quality Information Secure Entry](#)
- [Access to information](#)
- [Authorization Viewer](#)

**Regulated Drinking Water in Alberta**

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

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

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

Community

Please choose a community

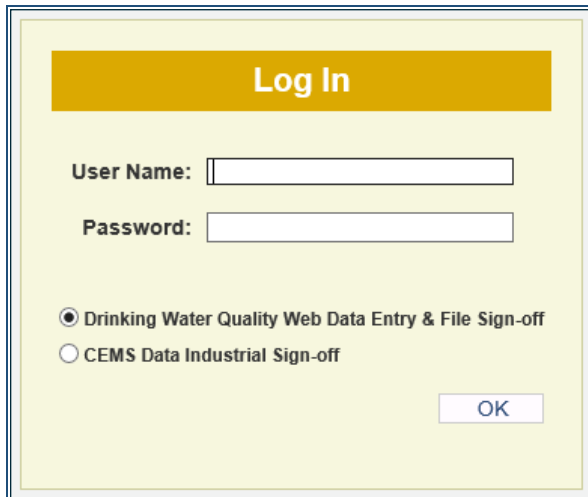
The water quality information on this website is collected by Alberta Environment and Parks under regulatory requirements to operate a waterworks system. This is public information, however, it is not the most current available in time due to reporting schedules. Most information here is 30 to 60 days previous, and older.

You are advised to contact either your water provider or Alberta Health Services to determine current water quality for your waterworks system, specifically if there are any advisories in place. If available, service provider contact information and websites are available under the Contact Information link (at the top) once you select a waterworks system.

- [Alberta Health Services - EPH Health Enforcement Orders](#)

# Section 2.0 Log in - Drinking Water Quality Web Data Entry

Enter your username and password and then choose “Drinking Water Quality Web Data Entry & File Signoff”. **Both forms are only accessible through this single login.**



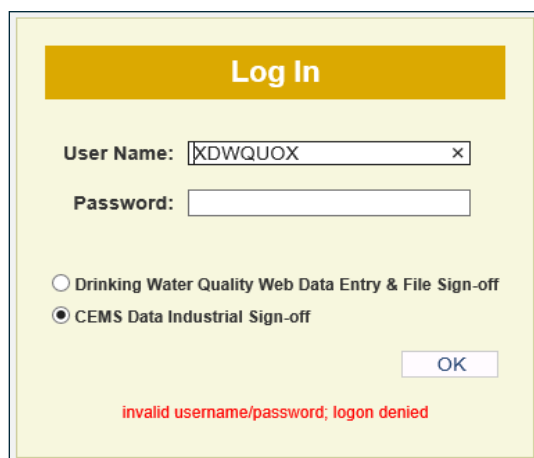
The screenshot shows a 'Log In' form with a yellow header. Below the header are two input fields: 'User Name:' and 'Password:'. Underneath these fields are two radio button options: 'Drinking Water Quality Web Data Entry & File Sign-off' (which is selected) and 'CEMS Data Industrial Sign-off'. An 'OK' button is located at the bottom right of the form.

**Drinking Water Quality Web Data Entry** is for the entry of the day to day monitoring data. This form allows for contact information data, saving the monitoring data, submitting the data, has reporting capabilities and access to the (Drinking Water Quality) File Sign-off form.

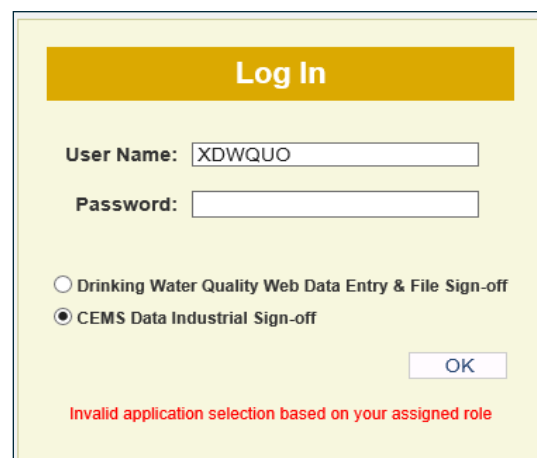
**(Drinking Water Quality) File Sign-off** is for the file data, from operators or laboratories, to review and sign-off for submission to AEP. ONLY accessible through the Unsubmitted/New tab.

**CEM data Industrial sign-off** is for Air's continuous emission monitoring file data, to review and sign-off for submission to AEP.

You will be allowed access, depending on the permissions assigned to your username. If you do not have a user account, or if you are not allowed access to one of the forms, the following messages will be displayed.



This screenshot shows the 'Log In' form with the 'User Name' field containing 'XDWQUOX' and a small 'x' icon to its right. The 'Password' field is empty. The 'CEMS Data Industrial Sign-off' radio button is selected. An 'OK' button is at the bottom right. A red error message at the bottom reads: 'invalid username/password, logon denied'.



This screenshot shows the 'Log In' form with the 'User Name' field containing 'XDWQUO'. The 'Password' field is empty. The 'CEMS Data Industrial Sign-off' radio button is selected. An 'OK' button is at the bottom right. A red error message at the bottom reads: 'Invalid application selection based on your assigned role'.

## Section 2.1: Select Facility

Select the facility that you will be entering the monitoring data for and then click

**Next**

Select Facility

Approval/Registration:

Facility operation:

Next

Alberta Home Search Contact Us Site Map  
© 2000-2015 Government of Alberta Copyright and Disclaimer Privacy Accessibility

Select Approval

Find:  Search

Id	Approval Name
239029	COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE

When the 'Select Approval' list of values is chosen you will have to click on the 'radio button' to actively choose the waterworks system of interest. Then click OK.

OK

If more than one approval/ facility is assigned to the designated user, then the form fields will open blank and the designated user will have to use the 'List of values'(down arrow) to choose the Authorization.

If there is only one Facility operation, it will auto populate; however, if there is more than one operation assigned to a single Authorization, then the field is blank and you will need to select a facility operation from another 'List of values'(down arrow) .

Select Facility

Approval/Registration: 239029  0 COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE

Facility operation:  220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

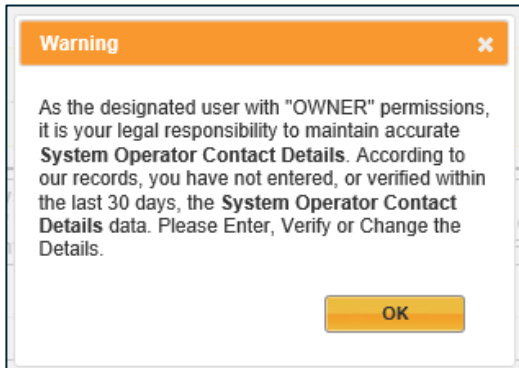
Next

Alberta Home Search Contact Us Site Map  
© 2000-2015 Government of Alberta Copyright and Disclaimer Privacy Accessibility

## Section 2.2: Contact Details Tab

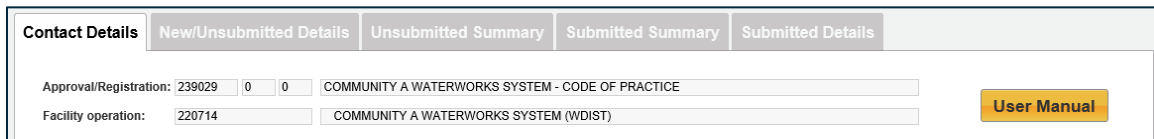
**Important:** The Contact Details tab has undergone several changes, arising from suggestions by designated users and by Provincial Programs: Drinking Water Branch.

**2.2.1** If you are a designated user with Owner permissions, and you have not updated the Contact Details within the last 30 days from last update and FOIP consent date (see 2.2.6.2), you will get the following popup after selecting the authorization and operation:



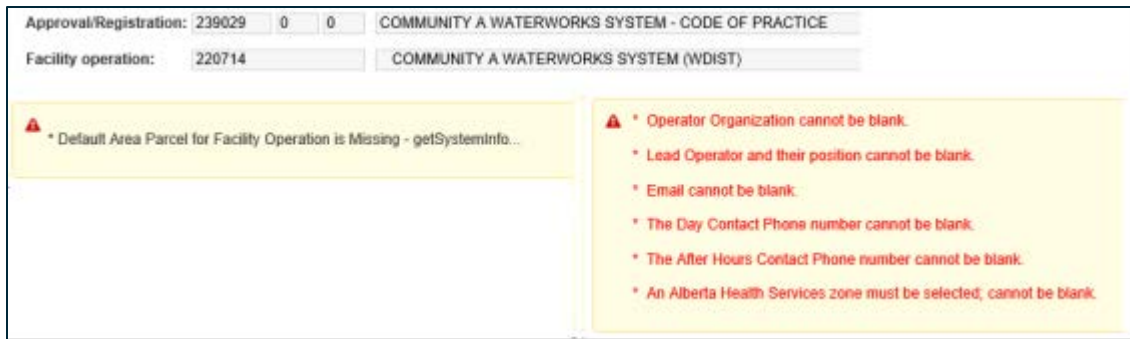
Click OK.

**2.2.2** Tabs are not activated until the Contact Details Accuracy question (see 2.2.6.3) has been answered at the bottom of the Contact Details page.



**2.2.3** User Manual button will bring up this manual (new 08/2018) in another window/tab on your browser. This button is on all the tabs for the users' convenience.

**2.2.4** Error Messages reside under the selected Approval/Operation. This area will be blank unless there is an error.



Errors can occur within the approval/facility data (e.g. missing location data, shown on left) or from incorrect or missing data in the "System Operator Contact Details" (shown on right). The Contact Details errors will be visible upon "Save".

**2.2.5 The AEP/EMS upper portion**, within the black box, shows data that is in AEP's EMS (Environmental Management System). This data cannot be edited by the designated users. The blocks were re-arranged, and explanations were added.

The name "System Corporate Identity" replaces "System Owner" (to eliminate confusion with the Contact Details "Owner" permissions).

To activate the tabs, you must answer the Contact Details Accuracy question at the bottom of this page.

This box consists of data from AEP's Environmental Management System (EMS) and cannot be EDITED by any Designated User. The data in the "System Corporate Identity" block and "System More Info" popup originate from the Authorization (Approval or Code of Practice) to operate. The information in the "Designated Users" was provided by the CAO or designate (in conjunction with the User Agreement) to report drinking water data electronically to AEP. See User Manual for more details.

**System Corporate Identity**

Designated users cannot edit this information. If there is an error, email the Drinking Water User Coordinator at [DWQ.UserCoord@gov.ab.ca](mailto:DWQ.UserCoord@gov.ab.ca)

Owner Name: AAAA TEST SYSTEM  
 Owner Email: [dwq.usercoord@gov.ab.ca](mailto:dwq.usercoord@gov.ab.ca)

Preferred Address: 12 Floor, 9820 - 106 Street  
 Municipality: EDMONTON  
 Province: AB  
 Postal Code: T5K 2J6 System More Info

Contact: Last Name: \_\_\_\_\_  
 First Name: \_\_\_\_\_

**Designated Users**

Check that these are the correct users, with the correct permissions. Designated users cannot edit this information. If additions, deletions or changes are required, email the [DWQ.UserCoord@gov.ab.ca](mailto:DWQ.UserCoord@gov.ab.ca)

Last Name	First Name	Permission	User Name	Submit Last Update	Owner Last Update
XDWQU	XDWQU	Save Only	XDWQU		
XDWQUO	XDWQUO	Owner	XDWQUO		
XDWQUO	XDWQUO	Save Only	XDWQUO		
XDWQUS	XDWQUS	Save & Submit	XDWQUS		

System More Info

System More Info button has been moved. This pop-up displays further details, from AEP's Environmental Management System, about the regulated waterworks system. It cannot be edited.

**System More Info**

Approval/Registration: 239025 | 0 | 0 | COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE

Document Type: \_\_\_\_\_

Apv Status: \_\_\_\_\_ Apv Effective Date: \_\_\_\_\_ Apv Expiry Date: \_\_\_\_\_

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

Operation Status: \_\_\_\_\_

AEP Region: \_\_\_\_\_

Plant Location in Decimal Degrees (from AEP's EMS):

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

[Cancel](#)



**2.2.6 The lower portion, within the red box, is for the Contact Details, FOIP consent, as well as a new block for the Contact Details Accuracy question.** Answering the question will activate the New/Unsubmitted Details, Unsubmitted Summary and Submitted Summary tabs.

**2.2.6.1 The System Operator Contact Details** (previously named System Operator) is used to inform ProvLab or AEP staff of who to contact in the event of an emergency, such as a failed Bacteriological sample results.

All mandatory fields are noted with a red asterisk \*. Should there be a data error, it will be presented as shown in 2.2.4.

The System Operator Contact Details is legally required information, as per the approval or registration issued in accordance with the *Environmental Protection and Enhancement Act (EPEA)* and the associated Regulations, and its accuracy is supported by the *Water and Wastewater Operator Certification Code of Conduct*.  
**This critical information must be accurate and current**, as it is used by the health professionals (Provincial Laboratory of Public Health[Microbiology] and AEP staff) in the event of an Emergency, such as a failed bacteriological sample result. **The information can only be EDITED by the designated user with the "Owner" permission.**

**System Operator Contact Details**

\* Operator Organization:

\* Lead Operator/Position:

\* Email:   
 Email1@mail.com;Email2@email.com;Email3@mail.com;Email4@mail.com

Mail results to Address:  Municipality:  Province:  Postal Code:

Reg. Office Days Open:  Hours Open:

\* Day Phone #:  Ext:  \* After Hours Phone #:  Ext:  Fax #:

\* Alberta Health Services:  **AHS More Info**

If Operation provides drinking water to a First Nation Community:  **HC-FN More Info**

**AEP CIC Phone # (Coordination Information Centre)**

**AHS More Info**

Alberta Health Services:

Phone #:  Ext:

Alternate Phone #:  Ext:

Fax:

Comments:  
 Pgr MOH

Alberta Health & Wellness, Provincial Health Officer on Call, Pager #: (780) 419-9339  
 (ONLY use in serious emergencies and when AHS cannot be contacted)

**Health Canada - First Nation (HC-FN) More Info**

Health Canada - First Nation:

Phone #:  Ext:  Fax:

Comments:

Health Canada Phone:  Ext:

Alternate Phone #:  Ext:

Use the button to choose the AHS location **and**, if this waterworks system provides water to a First Nation community, choose the First Nation. For either button, if you are a non-Owner, then you can still see the details in the popup or in the "List of Values" (dropdown), but the "Select" button will be disabled. Upper right "X" or "Cancel" to exit the popup.

**AHS More Info**

Alberta Health Services:

Phone #:  Ext:

Alternate Phone #:  Ext:

Fax:

Comments:  
 Pgr MOH

Alberta Health & Wellness, Provincial Health Officer on Call, Pager #: (780) 419-9339  
 (ONLY use in serious emergencies and when AHS cannot be contacted)

**2.2.6.2** The **FOIP Consent** block has more detailed explanations. This is where the “Save” button, to save the System Operator Contact Details information, is located. To maintain accurate and current Contact Details, the Owner must check the Contact Details and Save the information within 30 days of last update and FOIP consent date.

Before any updates can be saved to the Contact Details information, the designated user with “Owner” permissions will be prompted to electronically sign a FOIP Consent. The checkbox must be checked to activate the “Save” button.

**FOIP (Freedom of Information and Protection of Privacy) CONSENT wording:**

Alberta Environment and Parks (AEP) collects and stores the contact information of owners and operators of waterworks facilities within the Province of Alberta. This information is used to contact waterworks system owners, in the event that drinking water quality may be impaired and is having, or will have, an adverse impact on public health. The information may also be used to provide communication from AEP on issues affecting the regulation of waterworks systems.

By saving the information on this form, you are giving Alberta Environment and Parks permission to collect your name, job title, business phone number, business cell phone number, emergency after-hours phone number, fax number, business email address and work address. This information will be shared with Alberta Environment and Parks staff, and other stakeholders concerned with maintaining drinking water quality including: Alberta Health, Alberta Health Services environmental health staff, their medical officers and the Canadian Network for Public Health Intelligence (CNPHI) database. Your personal information will not be used or disclosed for any other purpose by Alberta Environment and Parks.

Once the information has been saved, a popup appears:

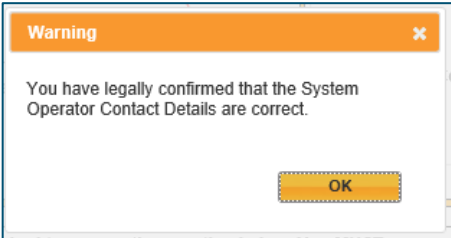
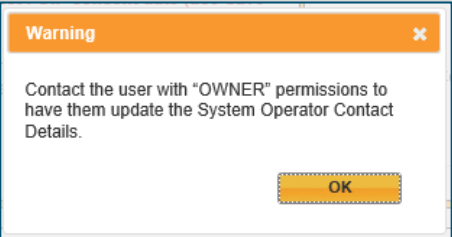
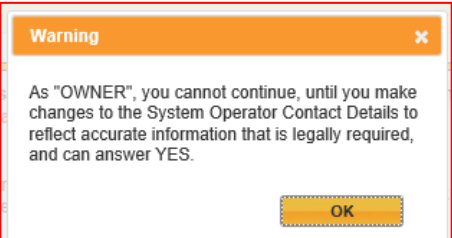
And the FOIP information box is updated with the latest date and “Owner” user information:

**2.2.6.3** The new **Contact Details Accuracy question** was established to insure that AEP and ProvLab has all relevant information required to contact a facility. This information is fed into a secure site with access to only AEP and ProvLab staff.

To activate the tabs, the question, **“Is the System Operator/ Emergency Contact information correct?”** needs to be answered and all answers are recorded in the database.

To facilitate mandatory Contact Details, all designated users are required to answer the question below. You MUST answer YES or NO before you can proceed to the other tabs, including the "New/Unsubmitted Details" tab for data entry and file sign off.

Is the System Operator / Emergency Contact information correct?

Designated User	Yes Popup	No Popup
All		
Non-Owner User		
Owner		

Answering “Yes” for all users and “No” for non-Owner users will show the popups indicated in the table above and activate the tabs for data entry.

If Owner answers “No”, the tabs will not be activated until the Owner can legally answer the question with a “Yes”. This means that the Owner must enter, change or update the information so that it is accurate and current and is within 30 days of the last update and FOIP consent date.

## Section 2.3: New / Unsubmitted Details Tab

The **New/Unsubmitted Details** tab has two primary uses:

1. Where you enter the day-to-day monitoring results.
2. Where you would access the files, sent in by you or a contract laboratory, by clicking on the “Contract Lab and File Signoff (3100)” button. (see Section 3.0)

Approval/Registration: 239029 0 0 COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE

Facility operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

From Date: 27-Aug-2018 To Date: 27-Aug-2018 Query

User Manual

Contract Lab and File Signoff (3100)

Sample Location ▼	Count	Freq. ▼	Parameter ▼	Reading Type	Unit (*)	Value (*)	Sample Date ▼
● DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		27-AUG-2018
○ DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1	Weekly...	FLUORIDE	n/a	ug/L		27-AUG-2018
○ DISTRIBUTION: RANDOM LOCATIONS	1	Weekly	FLUORIDE	n/a	mg/L		27-AUG-2018
○ DISTRIBUTION: RANDOM LOCATIONS	5	Weekly...	CHLORINE, TOTAL	n/a	mg/L		27-AUG-2018
○ ENTERING DISTRIBUTION SYSTEM	1	Daily	FLUORIDE	n/a	mg/L		27-AUG-2018
○ ENTERING DISTRIBUTION SYSTEM	1	Daily	MERCURY (HG)	n/a	mg/L		27-AUG-2018
○ ENTERING DISTRIBUTION SYSTEM	5	Weekly...	FLOW	TOT	m3/wk		27-AUG-2018

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

Water Type: TREATED WATER Missing Measurement Code: ▼

Measurement Comment:

Select Approval Location Status Submission Notes Save Report/File Submit

### Day-to-Day Monitoring:

This tab/form is separated into an upper and lower block. The upper block starts at the Date Range to the end of the data entry table. The lower block shows information about the highlighted table record and two data entry fields pertaining to the highlighted table record. Sample Location, Count, Frequency, Parameter and Reading Type reflect the monitoring requirements that have been entered into EMS as per the Authorization to operate. Each table record is a monitoring requirement.

**Date Range:** The form will default to ‘today’s date’, with the option of choosing a “From Date: To Date” range up to 62 days. To change the date range, first click on the ‘From date’ and choose the start of the range. Next click on the ‘To date’ and choose the end of the range. Then click the Query button to re-populate the table with the new date range..

**Sort order** is allowed by clicking on the fields with the arrows: “Sample Location”, “Frequency”; “Parameter”; or “Sample Date”.

**Unit:** Choose your **Unit (based on a method of analysis)**, by clicking on the unit measurement box, then the arrow. A list of potential Unit/Method combinations will appear; select the one that is indicative of the Unit/Method used to analyze the Parameter and to obtain the Value. The Method title will be shown in the lower block.

The screenshot shows a web form interface. At the top left, there is a table with two columns: 'Reading Type' and 'Unit (\*)'. The 'Reading Type' is set to 'MIN'. The 'Unit (\*)' dropdown menu is open, showing a list of options. The option 'mg/L - TITRIMETRIC ANALYSIS' is highlighted in blue. Below the dropdown, the form displays 'Method(\*): TITRIMETRIC ANALYSIS'. Other fields include 'Sample Type: SAMPLE BASED ON CALCULATED VALUE(S) (EG. A)', 'Water Type: TREATED WATER', and 'Missing Measurement Code:'. The form is titled 'ENTERING DISTRIBUTION SYSTEM' and shows '5 Weekly FLOW' and 'TOT m3/wk'.

The first time that this form is used, with the Unit/Method selected and data saved, the Unit selection will be saved. The next time into the form, the Unit will be displayed for that monitoring requirement. If the Unit or Method requires changing, then reselect as above, save the data and once again the new Unit/Method will be saved to display for subsequent data entry.

**Flag:** If the Value you are about to enter is below a “Method Detection Level” or MDL (see instrument / manufacturer manual), then you would use a flag to indicate that the Value is below what is considered to be analytically recordable / the MDL.

**Value:** Click in the **Value** field to enter the monitoring value. The row you select will be highlighted in yellow. Enter the numeric Value from the instrument/analyzer/calculation. Note that, ‘0’ is a value which could be less than the allowable limit. DO NOT use a ‘0’ unless it is an accurate reading.

**Missing Measurement Code:** If a measurement cannot / will not be taken, then a Missing Measurement must be entered. You cannot enter both a Value and a Missing Measurement.

**Example:** When a chlorine reading is taken at the same time as a bacteriological sample the measurement is entered on the DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS station row. That sample, as specified in the relevant Code of Practice, or the Approval to Operate, can count as one of the five (5) samples taken (one per day) per calendar Week on the DISTRIBUTION: RANDOM LOCATIONS station.

The Missing Measurement Code would be entered on the chlorine parameter on the DISTRIBUTION: RANDOM LOCATIONS station:

- When no measurement value would be entered (remember that ‘0’ is a value which would be less than the allowable limit.).

- Enter the 'EIO' Missing Measurement Code, along with a required Measurement Comment (example: the reading was taken at the same time/location as the bacteriological sample).

**Save:** After Values and, if required, Missing Measurement Codes, have been entered, click Save. The system will show a popup of how many table records have been saved (inserted or deleted) then a larger popup appears showing the Limit Checking results, both a summary and details of any exceedances. There are both approval Limit and Guideline exceedances.

**Summary of Limit Checking**

Number of Measurements that were checked.	1
Number of Measurements that were within the limit(s) or guideline(s)	0
Number of Measurements that were OUTSIDE the limit(s) or guideline(s) (See Exceedance Details below).	1
Number of Measurements where compliance could not be clearly determined. (See notes below).	0

**Exceedance Details**

Note: AEP does not have access to this information until it is submitted / signed-off.  
If there is an exceedance please ensure that you have complied with the "Emergency Operation" requirements and "Contravention Reporting" as specified in your approval or Code of Practice

Sampling Location	Parameter	Value	Lower Limit	Upper Limit	Limit Type	Date
DISTRIBUTION: BACTERIOLOGICAL,...	CHLORINE, TOT...	.01	.1		Approval	29-MAY-2015

Click upper right "X" to exit.

**Remember**, this application does not support immediate reporting of contraventions of the approval/registration; you must phone the AEP CIC phone number, which is shown on the Contact Details tab, if a limit is exceeded/not met.

Once you have left the Limit Checking, if a limit has been exceeded, a **red letter** will be displayed beside that Value on the data entry table. L is for an approval Limit exceedance and G is for a Guideline (Alberta and/or Canadian Drinking Water Guidelines) exceedance.

Sample Location	Count	Freq.	Parameter	Reading Type	Unit (*)	< Or >	Value (*)	Sample Date
DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		0.01	29-MAY-2015
DISTRIBUTION: RANDOM LOCATIONS	5	Weekly...	CHLORINE, TOTAL	n/a	mg/L			29-MAY-2015
ENTERING DISTRIBUTION SYSTEM	5	Weekly...	FLOW	TOT	m3/wk			29-MAY-2015

Indicates a limit exceedance.

**Location Status:** When a station is off-line, you must update the status, otherwise the system will expect a monitoring value on that sampling location for that day.

Approval/Registration: 239029 0 0 COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE  
 Facility operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

From Date: 29-May-2015 To Date: 29-May-2015

Sample Location	Count	Freq.	Parameter	Reading Type	Unit (*)	< Or >	Value (*)	Sample Date
DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1	Weekly	CHLORINE, TOTAL	MIN	mg/L			29-MAY-2015
DISTRIBUTION: RANDOM LOCATIONS	5	Weekly...	CHLORINE, TOTAL	n/a	mg/L			29-MAY-2015
ENTERING DISTRIBUTION SYSTEM	5	Weekly...	FLOW	TOT	m3/wk			29-MAY-2015

Sample Type: SAMPLE BASED ON CALCULATED VALUE(S) (EG. AV) Method(\*): NO DESCRIPTION IS PROVIDED  
 Water Type: TREATED WATER Missing Measurement Code:   
 Measurement Comment:

Unsubmitted Location Status

Sample Location: ENTERING DISTRIBUTION SYSTEM  
 Last Submitted Status: 24-APR-2007 OPR Operating  
 Initial default status.

Status Date	Status	Status Description	Status Comment
05-MAY-2015	NOP	Normal Operation	

Status Date: 07-May-2015  
 Status: 

- Normal Operation
- Shut Down
- Operating
- Analyzer off line
- Turnaround Facility
- Unit off line
- ByPass

**Submission Notes:** Use this feature if there are several items that you wish to note and send to AEP. Add a date when you add a “notation”.

**Submission Notes**

Notes entered here will be sent to Alberta Environment and Parks with the Next Submission of Measurements

April 1, 2015 - Don't forget to enter a date when you add a 'notation'.  
April 10, 2015 - You can add and save notes. They will only be submitted when you submit the monitoring data to AEP. At the time the submission will be system date stamped.

Save Cancel

**Report/File:** This button will open a reporting popup. An Unsubmitted Report can be run, on data saved prior to submission to AEP. The data can be exported to .csv, which can be saved as a Microsoft Excel file, or it can be run as a ‘printable’ report.

**Report**

Unsubmitted Report

Approval Id: 239029 0 0 COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE

Facility operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

Sampling Location: ALL

Sample Frequency: ALL

Parameter: ALL

From Data: 01-Apr-2015 To Data: 25-May-2015

Printable Report  
 Data File(CSV Format)

choose the appropriate DATE RANGE

Run Report

**Submit** monitoring results to AEP. On the New/Unsubmitted Details tab, a Designated User can submit the results to AEP by clicking on the Submit button. If the button is ‘disabled’, it means that you do not have a ‘submit’ permission level.

Select Approval Location Status Submission Notes Save Report/File Submit

**Select Approval** will take you back to the **Select Facility** page.

Select Approval Location Status Submission Notes Save Report/File Submit



## Section 2.4: Unsubmitted Summary Tab

The measurement details can be submitted to AEP from this tab. An Unsubmitted Details report can also be accessed through this tab.

All measurements saved on the New/Unsubmitted Details tab are listed by Sample Date and then Sample Location. This tab will show all unsubmitted records. Clicking on the top checkbox (shown in the red circle) will select ALL the records; however, you can only submit records belonging to a single month in each submit event.

Approval/Registration: 239029 0 0 COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE  
Facility operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)

Click to flag ALL unsubmitted records, BUT only select a month at a time.

		# of Measurements	
<input checked="" type="checkbox"/>	01-APR-2015	DISTRIBUTION: RANDOM LOCATIONS	1
<input type="checkbox"/>	29-APR-2015	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
<input type="checkbox"/>	01-MAY-2015	DISTRIBUTION: RANDOM LOCATIONS	1
<input type="checkbox"/>	05-MAY-2015	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
<input type="checkbox"/>	20-MAY-2015	ENTERING DISTRIBUTION SYSTEM	1
<input type="checkbox"/>	21-MAY-2015	ENTERING DISTRIBUTION SYSTEM	1

01-APR-2015 record(s) will be submitted if the Authorized User with 'save and submit' permission clicks on the Submit button.

Select Approval Report/File Submit

To view the details, double click on a record. This will take you back to the New/Unsubmitted Details tab to view the details of that date. Select the Unsubmitted Summary tab to see all the records again.

An Unsubmitted Report can be run, on data saved prior to submission to AEP. The data can be exported to .csv, which can be saved as a Microsoft Excel file, or it can be run as a 'printable' report.

Report

Unsubmitted Report

Approval Id: 239029 0 0 COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE  
Facility operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)  
Sampling Location: ALL  
Sample Frequency: ALL  
Parameter: ALL

From Data: 01-Apr-2015 To Data: 25-May-2015

Printable Report  
 Data File(CSV Format)

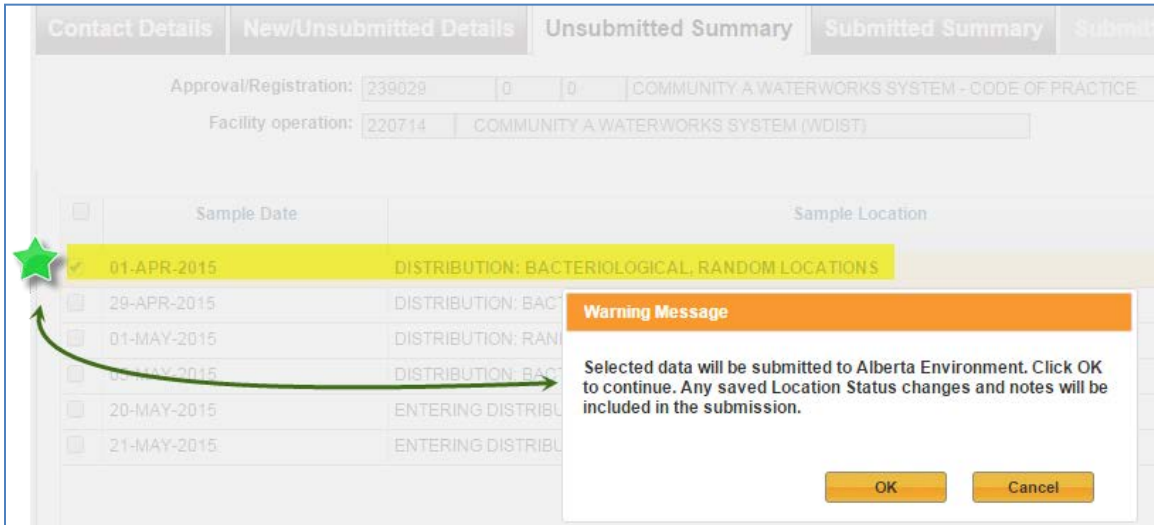
choose the appropriate DATE RANGE

Run Report

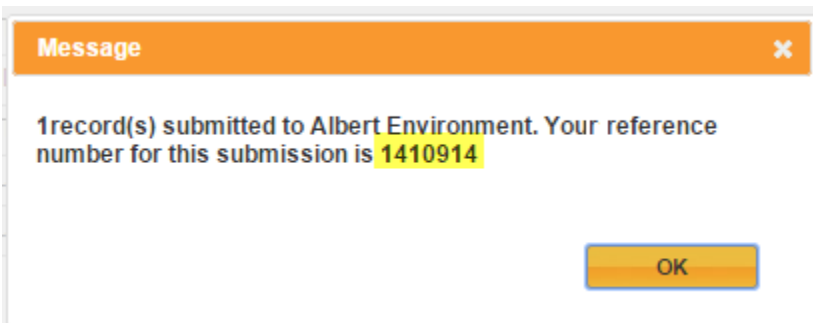
**Submitting a measurement to AEP:** After selecting the records that you want to submit, the Submit button will be activated. Click the **Submit** button. If the button is 'disabled', it means that you do not have a 'submit' permission level.



You will see this message:



Click OK, and you will receive confirmation that the measurement(s) have been successfully submitted.



Record the 'reference number' in your operation log book.

## Section 2.5: Submitted Summary Tab

All data submitted to AEP can be viewed on the Submitted Summary tab. On tab entry, the Date Range defaults to “today”; if there is no data for “today” then a message will show that “No Record Found”.

Choose the **Date Range**.

Choose the **type of data** to be reviewed: Operator entered; Bacteriological Data; or Annual/Contract Lab data

Click on the **Query** button, which will extract the details of your choice.

Sample Date	Sample Location	# of Measurements
<input checked="" type="checkbox"/> 01-APR-2015	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
<input type="checkbox"/> 06-APR-2015	DISTRIBUTION: RANDOM LOCATIONS	1

When a record (or multiple records) are checked (flagged) you can view the details on the **Submitted Details** tab (Section 2.6).

To view the **Location Status** or **Submission Notes**, click on the appropriate button. Please note that all **Location Status**' and **Submitted Notes** are submitted **on the date that you submitted the measurement data**, not the date referenced in either.

Sample Location	Status Date	Status	Description	Status Comment
* DISTRIBUTION: RANDOM LOCATIONS	02-DEC-2008	OPR	Operating	test Dec 7th
* ENTERING DISTRIBUTION SYSTEM	24-APR-2007	OPR	Operating	Initial default status.
* DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	24-APR-2007	OPR	Operating	Initial default status.
DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	05-MAY-2015	OPR	Operating	test

Submitted Dates	Monthly Review Notes
21-MAY-2015	April 1, 2015 - don't forget to enter a date when you add a 'notation'. April 10, 2015 - You can add and save notes. They will only be s...
21-MAY-2015	test

Click on **Report/File** to export submitted records into a PDF Report, or as a .csv which can be saved in Microsoft Excel format.

## Section 2.6: Submitted Details Tab

To see details of the checked data from the **Submitted Summary** tab:

The screenshot shows the 'Submitted Summary' tab with a table of measurement records. A red box highlights the first three rows:

Sample Date	Sample Location	# of Measurements
<input checked="" type="checkbox"/> 01-JAN-2015	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	1
<input checked="" type="checkbox"/> 01-JAN-2015	DISTRIBUTION: RANDOM LOCATIONS	1
<input checked="" type="checkbox"/> 01-JAN-2015	ENTERING DISTRIBUTION SYSTEM	1

Click on the **Submitted Details** tab. Click on a record to see more information, at the bottom of the form, about that record.

The screenshot shows the 'Submitted Details' tab with a detailed view of a measurement record. A red box highlights the selected record in the table:

Sample Date	Sample Location	Count	Frequency	Parameter	Reading Type	Unit	< or >	Value
<input checked="" type="radio"/> 01-JAN-2015 00:00:00	DISTRIBUTION: BACTERIOLOGICAL, RAN...	1	Weekly	CHLORINE, TOTAL	MIN	mg/L		1
<input type="radio"/> 01-JAN-2015 00:00:00	DISTRIBUTION: RANDOM LOCATIONS	5	Weekly (e...	CHLORINE, TOTAL	n/a	mg/L		2
<input type="radio"/> 01-JAN-2015 00:00:00	ENTERING DISTRIBUTION SYSTEM	5	Weekly (e...	FLOW	TOT	m3/awk		3

Below the table, there are fields for:

- Sample Type: SAMPLE BASED ON CALCULATED VALUE(S) (EG. AVE, M/
- Water Type: TREATED WATER
- Sample Comments:
- Measurement Comments:
- Method: TITRIMETRIC ANALYSIS
- Missing Measurement Code:

At the bottom, there are buttons for: Select Approval, Location Status, Submitted Notes, and Measurement Revision.

Measurement Revisions can only be requested from the Submitted details tab (see Section 2.7).

## Section 2.7: Measurement Revision

If a measurement detail must be corrected, after it has been submitted to AEP, then a 'one-time correction' can be requested using the **Measurement Revision** popup on the **Submitted Details** tab.

After following the instructions for selecting data records on the **Submitted Summary** tab (Section 2.6) and going to the **Submitted Details** tab, click on the day and parameter that must be corrected. If you have the "submit" permission, this will enable the **Measurement Revision** button:

The screenshot shows the 'Submitted Details' tab of the AEP system. The top navigation bar includes 'Contact Details', 'New/Unsubmitted Details', 'Unsubmitted Summary', 'Submitted Summary', and 'Submitted Details'. Below the navigation bar, there are fields for 'Approval/Registration' (239029) and 'Facility operation' (220714). A 'User Manual' button is visible. The main content area contains a table with columns: Sample Date, Sample Location, Count, Frequency, Parameter, Reading Type, Unit, < or >, and Value. The first row is selected, showing a sample date of 01-JAN-2015 00:00:00, a parameter of CHLORINE, TOTAL, and a value of 1. Below the table, there are fields for 'Sample Type', 'Water Type', 'Sample Comments', 'Measurement Comments', 'Method', and 'Missing Measurement Code'. At the bottom, there are buttons for 'Select Approval', 'Location Status', 'Submitted Notes', and 'Measurement Revision', with the latter being highlighted by a red box.

Measurement Revision Popup:

The screenshot shows the 'Measurement Revision' popup. The popup has a title bar 'Measurement Revision' and a close button. It contains fields for 'Approval Id', 'Sampling Location', 'Reading Type', 'Frequency', 'Sample Type', 'Water Type', and 'Sample Date'. Below these fields, there is a 'Proposed Measurement' section with a table for 'Parameter', 'Unit', '>OR<', and 'Value'. The 'Value' field is highlighted in yellow and contains the value '.01'. Below the table, there are fields for 'Method' and 'Comment'. The 'Comment' field contains the text 'entered a wrong decimal point'. At the bottom, there are buttons for 'Accept Revision', 'Request Revision', and 'Cancel', with the 'Request Revision' button being highlighted by a red box. A 'Message' popup is also visible, stating 'Measurement revision has been submitted. Contact the Alberta Environment Drinking Water User Coordinator at dwq.usercoord@gov.ab.ca to request that this revision be accepted. Measurement Revision Id: 8638'.

Enter the correct value, along with a reason for the correction into the comment field. You **must** enter a comment to request the revision.

Enter the **Measurement Revision Id: #** into your log book.

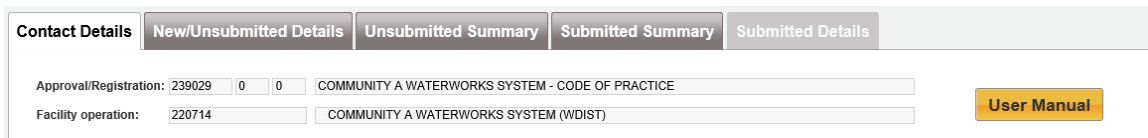
When you go back to the Submitted Details tab, you will see a red **P** (for Proposed) at the end of the record, indicating that there is a proposed measurement revision. Clicking on the **P** will bring up the proposed measurement in the popup.

Contact the Drinking Water User Coordinator at [dwq.usercoord@gov.ab.ca](mailto:dwq.usercoord@gov.ab.ca) stating that a measurement revision(s) has been entered, and supplying AEP with the approval number, facility name and date(s) of the requested revisions. If there are several revisions, it is a good idea to make and include a table or spreadsheet to identify the measurements to be revised and what they should be revised to.

The revision, or data correction, must be accepted by AEP ([dwq.usercoord@gov.ab.ca](mailto:dwq.usercoord@gov.ab.ca)) before the corrected value will show on the web site. The corrected record will show a red **R** (for Revised) and clicking on the **R** will bring up the measurement revision popup, displaying the original measurement and its details. The revised measurement cannot be corrected again.

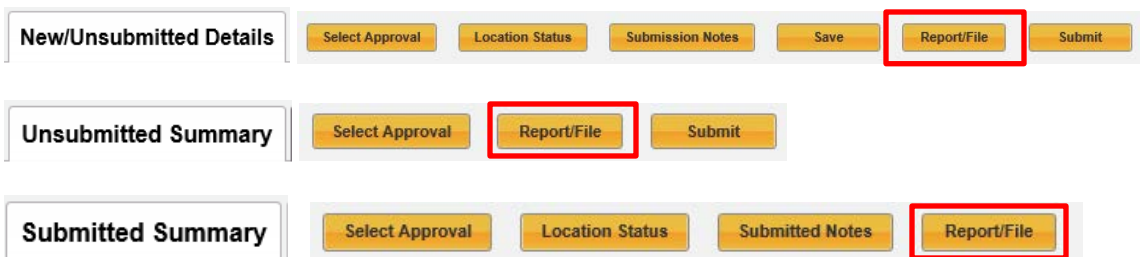
## Section 2.8 Common Tab Items

Upper block, containing the approval and facility/operation numbers and names, is the same on all tabs. This block also includes the new User Manual button.



The screenshot shows a navigation bar with five tabs: "Contact Details", "New/Unsubmitted Details", "Unsubmitted Summary", "Submitted Summary", and "Submitted Details". Below the tabs is a form with two rows of input fields. The first row contains "Approval/Registration:" followed by two small input boxes (values 239029, 0, 0) and a text box containing "COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE". The second row contains "Facility operation:" followed by two small input boxes (values 220714, ) and a text box containing "COMMUNITY A WATERWORKS SYSTEM (WDIST)". To the right of these fields is a yellow "User Manual" button.

**Report/File** button brings up the same popup but the report data and details are dependent on where the popup originated – Unsubmitted tabs or Submitted tabs. Available in pdf or .csv formats. The .csv can be opened in Excel.



The first screenshot shows the "New/Unsubmitted Details" tab with buttons for "Select Approval", "Location Status", "Submission Notes", "Save", "Report/File" (highlighted with a red box), and "Submit".

The second screenshot shows the "Unsubmitted Summary" tab with buttons for "Select Approval", "Report/File" (highlighted with a red box), and "Submit".

The third screenshot shows the "Submitted Summary" tab with buttons for "Select Approval", "Location Status", "Submitted Notes", and "Report/File" (highlighted with a red box).

Select **Approval** button, at the bottom of each tab:

Select **Approval** button brings up the Select Facility page (see Section 2.1 for more details)

## Section 2.9: Logout



The **Logout** function is at the top right hand corner.

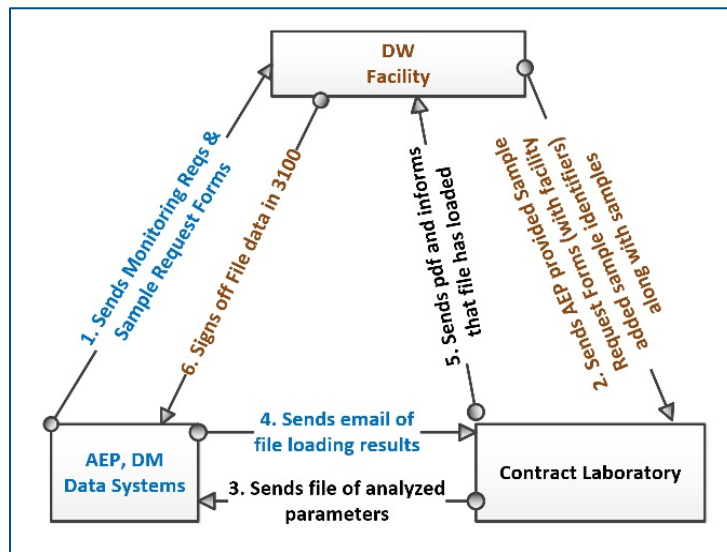
# Section 3.0: (Drinking Water Quality) File Sign-off

Prior to August 29, 2018, the Drinking Water Quality File sign-off (3100) was accessed through its own logon (or through the 3500's New/Unsubmitted Details tab). Now this form can **only** be accessed through the **New/Unsubmitted Details** tab of the **Drinking Water Quality Web Data Entry** form.

The File Signoff is intended for two types of users:

1. Those that are entering their day-to-day monitoring data in the web forms and are using an accredited contract laboratory (Contract Lab), for sample analysis. The Contract Lab sends files (.Mlab#) to AEP on your behalf, with the data stored in the temporary workspace. It is your responsibility to check the files and "Submit" them to AEP, thereby moving the data from temporary to Main. Appendix B shows a blank sample requisition sheet; however, if you do not have a current requisition sheet(s), we can provide it to you. Please contact [dwq.usercoord@gov.ab.ca](mailto:dwq.usercoord@gov.ab.ca).

Below is a triangle of responsibilities between AEP, your facility and the contract lab.



2. Those that are sending in files in a bulk flat file ... either in a fixed space positional text file (.999) or a pipe separated values file (.999.psv). A new file format document is now available on the DWQ landing page (see Section 1.9) or access through this link: <http://aep.alberta.ca/water/programs-and-services/drinking-water/knowledge/drinking-water-quality-information-electronic-submissions/documents/EMSLabDataFileFormats-2018.pdf> .

For more information about these files, please contact [dwq.datacoord@gov.ab.ca](mailto:dwq.datacoord@gov.ab.ca) .



## Using the **File signoff** form:

Click on the “**Contract Lab and File Signoff (3100)**” button.

The screenshot shows a web form with several tabs: 'Contact Details', 'New/Unsubmitted Details', 'Unsubmitted Summary', 'Submitted Summary', and 'Submitted Details'. The 'New/Unsubmitted Details' tab is active. It contains the following fields:

- Approval/Registration: 239029 0 0 COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE
- Facility operation: 220714 COMMUNITY A WATERWORKS SYSTEM (WDIST)
- From Date: 29-Aug-2018 To Date: 29-Aug-2018
- Buttons: 'User Manual', 'Query', and 'Contract Lab and File Signoff (3100)' (highlighted with a red box).

Currently, you will be presented with all the approvals that you have access to but only select, from the list, the approval which has data that will be signed-off and submitted to AEP.

The screenshot shows a table titled 'New/Unsubmitted Files' with a search bar and a table of data. The table has columns for 'File#', 'Approval Name', and 'Operation Name'. The first row is highlighted in yellow.

File#	Approval Name	Operation Name
239029	COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE	COMMUNITY A WATERWORKS SYSTEM (WDIST)
239050	COMMUNITY E WATERWORKS SYSTEM (APPROVAL)	COMMUNITY E WATERWORKS SYSTEM (APPROVAL)

## Section 3.1: New / Unsubmitted Files Tab

**New/Unsubmitted Files** View By Sample View By Stations Submitted Report

**Approval**  
Approval Id: 238029 ▼ COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE APV Status: Issued  
Approval Holder: AAAA TEST SYSTEM  
Operation: COMMUNITY A WATERWORKS SYSTEM (WDIST)

**Files**

Year	Month	File Name	File Loaded Date	Source Lab	Notes	Report
2018	JUN	00239029-20180823-K-2.999	28-AUG-18	OPERATOR SUBMITTED DATA (DRINKING W...		<a href="#">Report</a>
2017	MAR	239029-test3100.M100	28-AUG-18	INRS-OCEANOLOGIE, RIMOUSKI		<a href="#">Report</a>

2 records found

**Stations**

Station No	Station Name	Station Description	Sample Matrix	Status Indicator
AB05EB9902	COMMUNITY A	DISTRIBUTION: RANDOM LOCATIONS	10 - TREATED WATER	OPR <a href="#">Stn. Status</a>
AB05EB9904	COMMUNITY A	ENTERING DISTRIBUTION SYSTEM	10 - TREATED WATER	OPR <a href="#">Stn. Status</a>

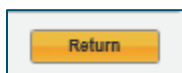
2 records found

Submit Delete Return

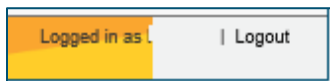
This form displays the unsubmitted analytical results of samples analyzed by:

1. the contracted accredited laboratory that you use (.Mlab# files), or
2. the fixed file or .psv format that you have created from your LIMS / SCADA system (.999 files).
- 3.

To exit this form, and return to the Web Data Entry, New/Unsubmitted tab, click on the **Return** button



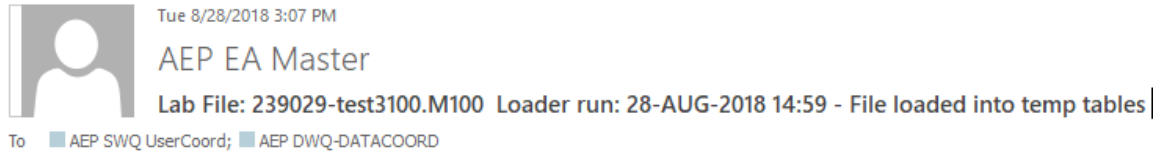
or click on **Logout** in the upper right of the overall form.



You will be able to review the results of the analysis and sign it off by submitting it to AEP:

1. This is the type of email that the Laboratory would receive after the file that they sent loaded successfully.

The lab should inform you that your results have loaded to the AEP site and should have sent your results to you via pdf. If the file didn't load, then they would receive an email stating that the file has been rejected and why it was rejected.



**File Summary:**

Lab file name.....: 239029-test3100.M100  
Loader Run.....: 28-AUG-2018 14:59

Total number of records in file.....: 22  
Number of sample records.....: 1  
Number of sample comment records.....: 1  
Number of measurement records.....: 20  
Number of bio-measurement records.....: 0  
Number of measurement comment records.....: 0  
Number of qualifier comment records.....: 0  
Number of errors.....: 0  
Number of warnings.....: 0

File loaded into temp tables.


\*\*\*\*\*

**Sample Summary:**

Agency Project Number	Sample Number	Station Number	Sample Number	Sample Date/Time	Sample Matrix Type	Sample Comment (C Record)
AB05EB9902	20170301093000	10	1	COMMUNITY A - load t o3100U for testing and manual		

Total Number of Samples Displayed: 1



2. When a file has been sent, from an operator, through AEP's FTP, an email notification will be automatically sent to your inbox. (Based on information in the File Header Record),




Tue 8/28/2018 4:08 PM

**AEP EA Master**

**00239029-20180823-K-2.999 SUMMARY-SUCCESS** |

To  Kathleen Pongar;  AEP DWQ-DATACoord

 We removed extra line breaks from this message.

---

File Name: 00239029-20180823-K-2.999  
Starting Run Date and Time: 28-AUG-2018 16:02  
Approval Id: 00239029  
Date Submitted: 201806  
Email Address: [KATHLEEN.PONGAR@GOV.AB.CA](mailto:KATHLEEN.PONGAR@GOV.AB.CA) Detail Records Processed: 24 Station Records Processed: 0

The operator file:00239029-20180823-K-2.999 has successfully been processed

If the results, presented on the tabs **View by Sample** or **View by Station**, are not the same as the laboratory's PDF, then it is the responsibility of the users to delete the unsubmitted file and request that the lab send a corrected file.

If you have multiple files loaded for the operation, you will have to handle each file separately by highlighting the file to be submitted, then click on the Submit button; or if you need to delete a file, highlight the file, then click on the Delete button.

## View by Sample tab

By double clicking on the **file name** on the New/Unsubmitted Files tab, the loaded file can be viewed by sample. This is typically used for a few samples, but with several parameters each, like the .Mlab# files.

The screenshot shows the 'View By Sample' tab selected. The file name is 230020-test01. The station sample table shows one record for station AB05EB9902 on 01-MAR-2017 09:30:00. The variable and measurement table lists 20 records for various parameters like 1,1-DICHLOROETHYLENE, 1,2-DICHLOROBENZENE, etc.

Station No	Sample Date/Time	Matrix	Sample Type	Reading Type	Sample Freq	Lab Sample No	Sample No
AB05EB9902	01-MAR-2017 09:30:00	TREATED WATER	DISCRETE SAMPLE (GRAB)		Annually	BA90868K	17D5574494

Variable Name	Flag	Value	Unit	K	Q	E
1,1-DICHLOROETHYLENE	L	3	ug/L			E
1,2-DICHLOROBENZENE	L	.5	ug/L			E
1,4-DICHLOROBENZENE	L	.5	ug/L			E
BENZENE	L	.5	ug/L			E
CARBON TETRACHLORIDE	L	1	ug/L			E
CHLORINE, TOTAL		2	mg/L			E
CHLOROBENZENE	L	.5	ug/L			E
COLIFORMS TOTAL		0	PIA			E
DICHLOROBROMOMETHANE	L	.5	ug/L			E
ESCHERICHIA COLI		0	PIA			E

## View by Station tab

By double clicking on a **station name** from one of the listed stations on the New/Unsubmitted Files Tab, the loaded file can be viewed by station. This is typically used for many samples (like daily results) with only a few parameters.

The screenshot shows the 'View By Stations' tab selected. The station name is COMMUNITY A. The variable table shows one record for CHLORINE RESIDUAL, FREE. The measurement table shows 15 records for chlorine residual measurements from 01-JUN-2018 to 14-JUN-2018.

Station No	Station Name	Station Desc
AB05EB9904	COMMUNITY A	ENTERING DISTRIBUTION SYSTEM

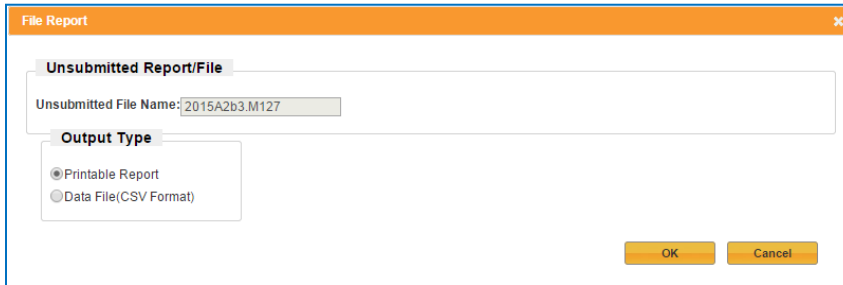
Variable	VMV Code	Method	Count	Lowest Value	Highest Value	Reading Type	Gap Flag
CHLORINE RESIDUAL, FREE	104724	CHLORINE-FREE:HACH KIT, CHLORINE-TOTAL:HACH KIT	15	2	1.11	Minimum	

Sample Date	Measurement Date	Flag	Value	Unit	Sample Freq	Sample No	Sample Comment	K	Q	E
01-JUN-2018 00:00	20-JUL-18		.5	mg/L	Daily	1805674514	ENTERING DISTRIBUTION SYSTEM 00239029 - 1			E
04-JUN-2018 00:00	06-JUN-18		.5	mg/L	Daily	1805674515	ENTERING DISTRIBUTION SYSTEM 00239029 - 2			E
06-JUN-2018 00:00	06-JUN-18		.2	mg/L	Daily	1805674517	ENTERING DISTRIBUTION SYSTEM 239029 - 1			E
07-JUN-2018 00:00	20-JUL-18		.5	mg/L	Daily	1805674518	ENTERING DISTRIBUTION SYSTEM 239029 - 2			E
08-JUN-2018 00:00	20-JUL-18		.5	mg/L	Daily	1805674519	ENTERING DISTRIBUTION SYSTEM 239029 - 3			E
08-JUN-2018 00:00	08-JUN-18		1.11	mg/L	Daily	1805674520	ENTERING DISTRIBUTION SYSTEM 239029 - 4			E
11-JUN-2018 00:00	20-JUL-18		.5	mg/L	Daily	1805674521	ENTERING DISTRIBUTION SYSTEM 239029 - 5			E
12-JUN-2018 00:00	20-JUL-18		.5	mg/L	Daily	1805674522	ENTERING DISTRIBUTION SYSTEM 239029 - 6			E
13-JUN-2018 00:00	20-JUL-18		.5	mg/L	Daily	1805674523	ENTERING DISTRIBUTION SYSTEM 239029 - 7			E
14-JUN-2018 00:00	20-JUL-18		.5	mg/L	Daily	1805674524	ENTERING DISTRIBUTION SYSTEM BLANK - 1			E

There is a count of how many of any parameter for that station are in the file. It also shows the lowest and highest value of the same.

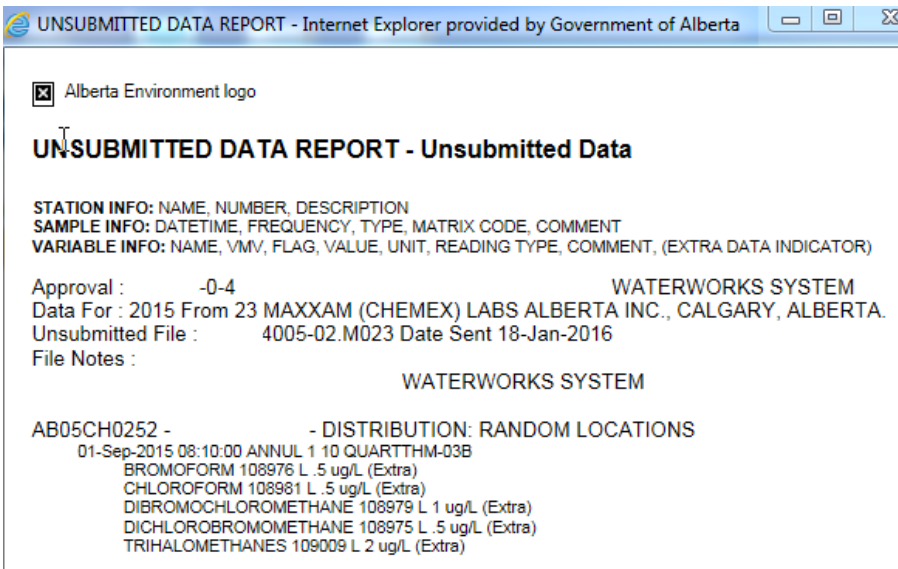
From the **New/Unsubmitted Files** tab you can:

- run a **report** of each file as a Printable Report (pdf), or export in .csv format



The 'File Report' dialog box contains a section for 'Unsubmitted Report/File' with a text field for 'Unsubmitted File Name' containing '2015A2b3.M127'. Below this is an 'Output Type' section with two radio buttons: 'Printable Report' (selected) and 'Data File(CSV Format)'. At the bottom right are 'OK' and 'Cancel' buttons.

Example:



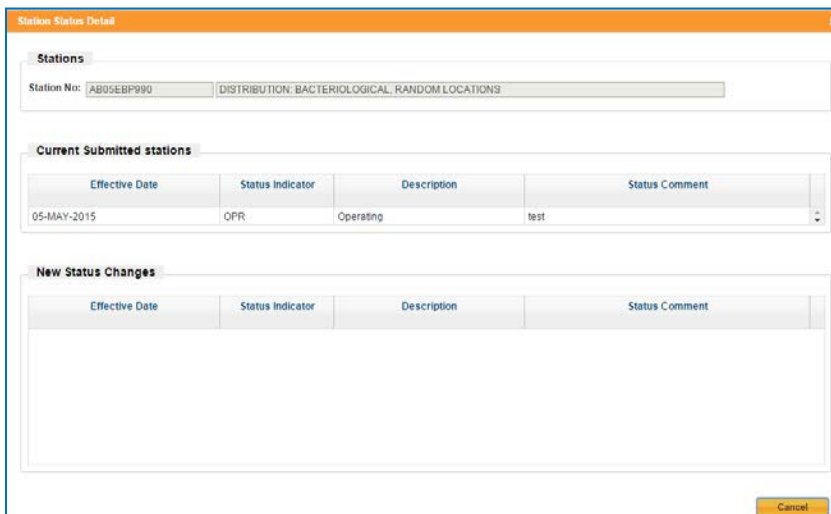
The screenshot shows a web browser window titled 'UNSUBMITTED DATA REPORT - Internet Explorer provided by Government of Alberta'. It features the Alberta Environment logo and the heading 'UNSUBMITTED DATA REPORT - Unsubmitted Data'. The report content includes:

**STATION INFO:** NAME, NUMBER, DESCRIPTION  
**SAMPLE INFO:** DATETIME, FREQUENCY, TYPE, MATRIX CODE, COMMENT  
**VARIABLE INFO:** NAME, VMV, FLAG, VALUE, UNIT, READING TYPE, COMMENT, (EXTRA DATA INDICATOR)

Approval : -0-4 WATERWORKS SYSTEM  
Data For : 2015 From 23 MAXXAM (CHEMEX) LABS ALBERTA INC., CALGARY, ALBERTA.  
Unsubmitted File : 4005-02.M023 Date Sent 18-Jan-2016  
File Notes : WATERWORKS SYSTEM

AB05CH0252 - DISTRIBUTION: RANDOM LOCATIONS  
01-Sep-2015 08:10:00 ANNUL 1 10 QUARTTHM-03B  
BROMOFORM 108976 L .5 ug/L (Extra)  
CHLOROFORM 108981 L .5 ug/L (Extra)  
DIBROMOCHLOROMETHANE 108979 L 1 ug/L (Extra)  
DICHLOROBROMOMETHANE 108975 L .5 ug/L (Extra)  
TRIHALOMETHANES 109009 L 2 ug/L (Extra)

- view the **Station Status Detail**



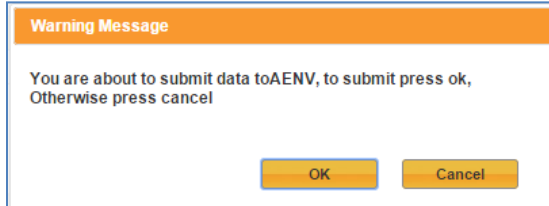
The 'Station Status Detail' dialog box shows a 'Stations' section with 'Station No: AB05EBP990' and 'DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS'. It has two table sections: 'Current Submitted stations' and 'New Status Changes'. The 'Current Submitted stations' table has one row:

Effective Date	Status Indicator	Description	Status Comment
05-MAY-2015	OPR	Operating	test

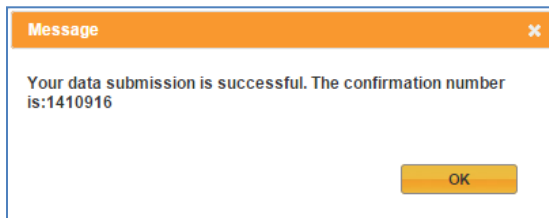
The 'New Status Changes' table is currently empty. A 'Cancel' button is at the bottom right.

## Section 3.2: Submitting the Reviewed File

The Designated User with 'Save and Submit' permissions can submit the file to AEP. You will receive a Warning Message.

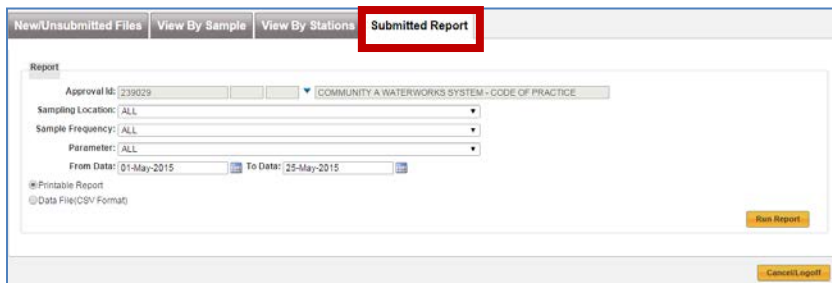


When you click OK, the file will be submitted to AEP and you will receive a confirmation number. **Record this number in your log book.**



## Section 3.3: Submitted Report Tab

The submitted records can be viewed on the **Submitted Report** tab



## Section 3.4 Backing out Files that have been submitted

If you wish to change measurements, based on a file, after it is submitted to AEP. A request must be made to AEP [dwq.usercoord@gov.ab.ca](mailto:dwq.usercoord@gov.ab.ca) to have the whole file backed out prior to a corrected data file being re-sent.

## Section 3.5: Logout



The **Logout** function is at the top right hand corner.

Or click on the Return button at the bottom right corner.

# Appendix A – Electronic submission of drinking water quality information disclaimer

The screenshot shows the Alberta Environment and Parks website. The top navigation bar includes links for Home, News, About Us, Air, Climate Change, Fish & Wildlife, Forms, Maps, Services, Land, Recreation & Public Use, Waste, and Water. The breadcrumb trail is: Water > Programs & Services > Drinking Water > Knowledge > Drinking Water Quality Information Electronic Submissions > Electronic Submission of Drinking Water Quality Information Secure Entry. The sidebar on the left contains a tree view with categories like Education / Guidelines, Forms / Applications, and Programs & Services. The main content area is titled 'Electronic Submission of Drinking Water Quality Information Secure Entry' and contains the following text:

Alberta Environment and Parks provides this website to enable electronic reporting of drinking water quality monitoring results. Electronic reporting of Drinking Water Quality results is the same as written reporting.

By submitting information through this website, you are consenting to the terms and conditions set out below.

**Terms of Use and Disclaimer**

Alberta Environment and Parks (AEP) is providing this website to enable electronic reporting of Drinking Water Quality Monitoring results that Approval or Registration holders of the Alberta Environmental Protection and Enhancement Act (AEPEA) authorized waterworks systems are required to provide to a Director under the Waterworks Limits, and Monitoring and Reporting sections of their Approval or Registration. This website may only be used by Approval / Registration Holders and their Authorized Users who have a valid User Agreement with the Minister of Environment and Parks.

By submitting information through this website you are consenting to the terms and conditions set out below.

1) This website supports only the monthly and annual reporting of drinking water quality monitoring results

## Terms of Use and Disclaimer

Alberta Environment and Parks (AEP) is providing this Web site to enable electronic reporting of Drinking Water Quality Monitoring results that Approval or Registration holders of the Alberta Environmental Protection and Enhancement Act (AEPEA) authorized waterworks systems are required to provide to a Director under the Waterworks Limits, and Monitoring and Reporting sections of their Approval or Registration. This Web site may only be used by Approval / Registration Holders and their Authorized Users who have a valid User Agreement with the Minister of Environment and Parks.



By submitting information through this Web site you are consenting to the terms and conditions set out below.

- 1) This website supports only the monthly and annual reporting of drinking water quality monitoring results that are specified in your Approval or Registration to be submitted electronically to AEP.

THIS SITE DOES NOT SUPPORT:

- \* **Immediate reporting of contraventions of the Approvals or Registrations.**
- \* **Notification and consultation and monitoring results under emergency operations, or**
- \* **Reporting of all other additional monitoring results beyond those required as part of the Approval or Registration.**

- 2) When you sign on with your User ID and password, you will be presented with a form for the entry and submission of your Drinking Water Quality Monitoring results. This form should reflect the Drinking Water Quality Monitoring results that the Approval or Registration requires to be electronically reported to the Director. It does remain, however, your responsibility to ensure that you comply with the requirements of your Approval or Registration at all times. If you find that this form is not adequate to report the Drinking Water Quality Monitoring results, please contact: [dwq.usercoord@gov.ab.ca](mailto:dwq.usercoord@gov.ab.ca) and identify the name of your operation, the Approval ID or Registration ID, the nature of the problem, and the date.
- 3) When you have finished entering Drinking Water Quality Monitoring results and save it, the results you save will be compared against the respective limits defined by your Approval or Registration. You will have an opportunity to verify the results you have entered prior to submitting it to the Director. To assist you, you will be presented with a pop-up window that identifies the number of saved results records; the number that meets the requirements of your Approval or Registration, and the number of saved results records that exceed the guidelines and limits defined by your Approval or Registration. You will also be provided with an "Exceedance Details" report that identifies the relevant records and whether it is the Guidelines for Canadian Drinking Water Quality or the limit defined by your approval or registration that has been exceeded. If you believe that these "saved records" or the "Exceedance Details" are in error, please contact: [dwq.usercoord@gov.ab.ca](mailto:dwq.usercoord@gov.ab.ca) and identify the name of your operation, the Approval ID or Registration ID, the nature of the problem, and the date.
- 4) Once you are satisfied that the results you have entered have been inputted correctly, and you have identified the records you intend to submit to the Director by clicking on the check box, then click on the "Submit Data" button, and you will be asked if you really intend to submit the information to the Director. When you click "Yes", the results you have entered, saved and identified for submission will be submitted. You can confirm that your results were successfully submitted by clicking on the "Submitted Data" tab.

- 5) Results that you submit will be assumed correct, and to be intended by you to be your reporting of the Drinking Water Quality Monitoring results under your Approval or Registration. The information that you submit, as well as the time at which it is submitted, will be used by AEP and the Director to assess compliance with your Approval or Registration requirements, the same as a report in writing would be used to assess compliance with your Approval or Registration. The results will also be made available to the public through the Home Page of Alberta Environment and Parks Web site.
- 6) You will comply with the Drinking Water Quality Web site User Agreement or the terms of the conditions attached to the written notice from the Director and the User Manual at all times.
- 7) In the event of a conflict or discrepancy between the terms and conditions of use for this Web site, the User Agreement and the terms and conditions of your Approval or Registration, the Approval or Registration shall prevail.
- 8) Alberta Environment and Parks will not be responsible for any damages you or any third party suffers as a result of the submission of results through this Web site.

# Appendix B – Contract Lab Sample Requisition form

Letter sent to the facility when they sign up for electronic reporting:

Example: Community A, Page 1:

<b>Government of Alberta</b> ■ <b>Environment</b>		
Environmental Assurance, Monitoring, Reporting and Innovation Branch	11th Floor, 9820-108 Street Edmonton, AB, Canada T5K 2J6	Telephone: 780-427-6225 Fax: 780-427-7958
<b>COMMUNITY A WATERWORKS SYSTEM</b>		File No.
Attn:		
<b>RE: COMMUNITY A WATERWORKS SYSTEM</b> <b>Drinking Water Samples analyzed by a Contract Lab</b>		
Background:		
As Alberta Environment (AENV) has progressed with the Electronic Transfer of Drinking Water Data initiative, we are now accepting electronic data from contract laboratories.		
Within the relevant Code of Practice or an Approval, you have a requirement for analyses done by a laboratory other than your own. We call these facilities third party or contract laboratories. These laboratories must be accredited and must have the capabilities to send data to AENV electronically in our specific file format. Accreditation must follow the directives specified by the International Laboratories Accreditation Co-operation (ILAC) using Guideline 17025 of the International Organization for Standardization (ISO). In Canada the primary provider of accreditation is CAEAL.		
General Important Information:		
Several of the accredited laboratories in Alberta are capable of sending data in the specific format. We encourage you to have your contract lab contact us if they currently are not aware or are not able to comply with this requirement.		
AND the contract lab is to email the AENV DWQ Data Coordinator at <a href="mailto:dwg.datacoord@gov.ab.ca">dwg.datacoord@gov.ab.ca</a> when they have received the sample(s), ideally with an electronic copy of the sample request form(s) and COC (lab's chain of custody) if relevant.		
Briefly, the electronic submission of contract laboratory monitoring results will work as follows:		
<ul style="list-style-type: none"><li>o the labs must send your data electronically, in an AENV approved specific formatted file, to AENV and then</li><li>o you will have the opportunity to check the data (on a secure web site called Municipal File Signoff or 3100) and either</li><li>o submit the data to AENV or request the lab to make changes (re-run samples) and resend the file; and</li><li>o the laboratory will forward a paper and/or electronic (like a pdf) copy of the results to you, as they have in the past.</li></ul>		
So when the lab has sent the results electronically, your designated user would check the data on the secure web site and when satisfied, sign it off and submit it to AENV. Once the data is submitted it will be subject to automatic limit and reporting compliance checks. Your Drinking Water Electronic Reporting designated user should be notified, by the laboratory, that the results have been electronically sent by the laboratory and that they must be checked and submitted to AENV. The exact procedures are in the DWQ User Manual, Appendix 2. There is now a direct link from the Secure DWQ data entry web form (see page 2-5 of the DWQ User Manual) to the Municipal File Signoff form. (If your facility is sending data via ftp bulk file transfer, then they are currently using the File Signoff form.)		

**Samples and Sample Identification to Contract Laboratory:**

When you send a sample to a contract lab, *ie* monthly fluoride or annual sample(s), you will need to supply the contract lab with specific information to accurately identify your samples. They will then relay the information to AENV within the stipulated file format.

The information that is needed on a sample request form, or label, is:

Approval Id & Name,  
Station Number & Description,  
Sample Date & Time (24 hr clock is best)  
Sample Matrix (10 = treated water, 6 = raw water),  
Sample Type: (1 = discrete sample, *ie* grab)  
Sampling Frequency: (usually annually, can be monthly or Every 2,3, or 5 years )  
**And permission for the lab to send your data to AENV electronically.**

All the above information has been sent to you in an Excel spreadsheet, but to help facilitate accurate information for the laboratories, sample request sheets (for Annual) are attached that are current as of this letter. You are responsible for relaying information of any changes required by the Codes and/or your Approval back to the laboratories.

Important items to note:

1. One sample can require many bottles depending on the analyses required by your Approval or Code of Practice. When you are ready to sample, you will ask your laboratory to send the correct bottles for what you require. Some laboratories will attach labels to the bottles, reserving one for you to put on a sample request form. This label is to keep all the bottles together that comprise a single sample. A single sample is one that is taken at a single location at the same time, regardless of how many bottles it requires to fulfill the analyses. If you are required to sample in more than one location, then you will ask the laboratory for as many sets of bottles as you have locations.
2. The monitoring requirements, as well as parameters, and sampling frequencies are different depending on the type of Code of Practice or Approval. Attached to the back of the sample request sheet(s) is a summary of basic parameters required. **It is the responsibility of the facility to understand their requirements.** Print the sample request sheet(s) double sided to send to the laboratory and make a copy for your records.
3. Some requirements require sampling several of times per year and / or by quarters (quarter of a year). These are all seen as Annual samples by AENV; just the number or count per year is different.
4. Some requirements require sampling once in a 2, 3 or 5 year period. It is the facility's responsibility to keep track of when they sample and when they have to sample next. In the case of a multi-well system, the facility must keep track of the rotation of the wells for sampling.

If you have any questions, please email me at [dwq.datacoord@gov.ab.ca](mailto:dwq.datacoord@gov.ab.ca) or telephone me at (780) 415-9358.

Yours truly,



Kathleen Pongar  
DWQ Data Coordinator

Cc: Central Region - Spruce Grove  
Approval Coordinator: DWOS:  
Regional Inspector: |

Example: Community A filled in sample request form: Items in **red** boxes are provided by AEP. All other details, especially the sample identifiers in **green** boxes, must be completed by the Operator. It is critical that none of the information filled in by AEP be changed, otherwise the Contract Lab will not have the information necessary to submit the file on your behalf.

**Municipal Drinking Water Facility Sample Request Form – Facility to Lab** (Ver2009-01)  
 (as per Alberta Environment Approval/Registration) **(one sample per form)**

**LABORATORY INFORMATION:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Lab: Please email receipt of this sample to: [dwq.datacoord@gov.ab.ca](mailto:dwq.datacoord@gov.ab.ca)  done, DATE: \_\_\_\_\_

**FOR LAB USE:**

Lab Sample Number: \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Account: \_\_\_\_\_

**BILLING / SAMPLE REQUESTER INFORMATION:**

Contact Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

Send Report to: same as above OR  
 Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Send Invoice to: same as above OR  
 Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

**FACILITY WATER SAMPLING (Annual/Quarterly/Semi-annual/Monthly): Project Code: ABMDWQ**

Facility Sample Identifier (Sample No.): \_\_\_\_\_ MUST match label on bottle(s) Date Sent: \_\_\_\_\_  
 Sample Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time: (24 hr clock) \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_  
 YYYY / MMM / DD HH : mm

AENV Approval/Registration # 239029

Facility Name: COMMUNITY A WATERWORKS SYSTEM (WDIST)

Sampled at Station No. AB05EB9902 Station Description: DISTRIBUTION: RANDOM LOCATIONS

Sample Matrix: TREATED WATER ( 10) Raw Water Source:  
 Ground Water  Surface Water  
 Ground Water under influence of Surface Water

Sample Type: DISCRETE SAMPLE (GRAB) (1)

Sample Frequency: (12 Samples per) Annually (ANNUL)

Sample Location / Comments: \_\_\_\_\_

Send results to AENV electronically:  YES  NO

**ANALYSIS TYPE:** (check which is appropriate for this sample) see reverse for details.

Physical  Inorganic  Organics & Pesticide  
 Trihalomethanes  Fluoride Only  Giardia / Cryptosporidium / Viruses  
 Other: \_\_\_\_\_  Other: \_\_\_\_\_

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

Back of form – static information on AEP provided, or blank, sample request sheets:

As per:

**STANDARDS AND GUIDELINES FOR MUNICIPAL WATERWORKS, WASTEWATER AND STORM DRAINAGE SYSTEMS** January 2006 Environmental Assurance Division

**1.1 Potable Water Quality Standards**

Potable water in the waterworks system shall meet the health related concentration limits (Maximum Acceptable Concentrations) in the Guidelines for Canadian Drinking Water Quality, published by Health Canada, as amended or replaced from time to time, for the parameters listed in Section 1.10.3 of this document, with the exception noted in Section 1.5.2 (2) (i.e. Removal of Fluoride that is naturally occurring in groundwater)

The Regional Director at his discretion may establish more stringent limits for the parameters listed, or establish additional parameters not listed in Section 1.10.3.

1.10.3.2 Physical Parameters, Organic & Inorganic Chemicals and Pesticides	Check off	Typical Sample Frequencies for different Water Sources				
		Surface Water or GWUI*		High Quality Ground Water		Treated Water
		Raw	Treat-ed	Raw	Treat-ed	Treated
<b>1. Parameters to be monitored</b>						
A complete analysis shall consist of the primary and secondary substances and should include all physical parameters, organic and inorganic chemicals and pesticides. The primary substances are those substances with MACs in the GCDWQ and which are known to cause adverse effects on health. The secondary substances are those substances with AOs in the GCDWQ with limits below those considered to constitute no health hazard and the parameters with Operational Guidance Value, and some of the parameters without guidelines identified in the GCDWQ:						
<b>a. Physical parameters (Primary and Secondary)</b>	Physical	AN	AN	AN OR E3YR	AN OR E3YR	
colour, pH, total dissolved solids, turbidity and UV absorbance (not in the GCDWQ);						
<b>b. Inorganic chemicals (Primary)</b>	Inorganic	AN	AN	AN OR E3YR	AN OR E3YR	AN
antimony, arsenic, barium, boron, bromate, cadmium, chloramines, chromium, cyanide, fluoride, lead, mercury, nitrate and nitrite, selenium, and uranium;		AN	AN			Lead only
<b>c. Inorganic and Organic Chemicals (Secondary)</b>	Inorganic	AN	AN	AN OR E3YR	AN OR E3YR	
aluminum, ammonia, calcium, chloride, copper, hardness, iron, magnesium, manganese, silver, sodium, sulphate, sulphide, total organic carbon, xylenes (total) and zinc		AN	AN			
<b>d. Organic Chemicals and Pesticides (Primary)</b>	Organic & Pesticides	AN	AN	AN OR E5YR	AN OR E5YR	
Atrazine +metabolites, benzene, benzo(a)pyrene, bromoxynil, carbon tetrachloride, chlorpyrifos, cyanazine, cyanobacterial toxins (as microcystin – LR – for surface water systems only), diazinon, dicamba, dichlorobenzene 1, 2-, dichlorobenzene 1, 4-, dichloroethane 1, 2-, dichloromethane, 2, 4- dichlorophenol, 2, 4-D, dieldrin, methyl, diuron, dimethoate, ethylbenzene, glyphosate, malathion, methoxychlor, metolachlor, metribuzin, monochlorobenzene, nitrotriacetic acid (NTA), pentachlorophenol, picloram, simazine, terbufos, tetrachloroethylene, tetrachlorophenol 2, 3, 4, 6-, toluene, triallate, trichloroethylene, trichlorophenol 2, 4, 6-, trifluralin, vinyl chloride.						
<b>1.10.3.4 Fluoride</b>	Fluoride only		MN			
<b>1.10.3.6 Trihalomethanes (total) and Bromodichloromethane</b>	Trihalomethanes	AN	AN		AN	AN
<b>1.10.3.7 Disinfection (Giardia, Cryptosporidium, Viruses)</b>	Giardia, Cryptosporidium, Viruses					

\* GWUI – Ground Water Under the Influence of surface water  
 # of Samples (usually 4 to 12) per year vary depending on code / approval and the type & amount of disinfection needed  
 Frequency Codes for above chart: Annual = AN, Monthly = MN, Every 2 years = E2YR, Every 3 years = E3YR, Every 5 years = E5YR

ALSO: The above list(s) was accurate as of the published date but does not include any new parameters or any specific parameters for any one specific facility. It is the facility's responsibility to be current to their approval or code of practice and to the Standards and Guidelines and to the GCDWQ (Guidelines for Canadian Drinking Water Quality) at [http://www.hc-sc.gc.ca/ewh-semt/pubs/water-eau/sum\\_guide-res\\_recom/index-eng.php](http://www.hc-sc.gc.ca/ewh-semt/pubs/water-eau/sum_guide-res_recom/index-eng.php)

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Municipal Drinking Water Facility Sample Request Form – Facility to Lab (Ver2009-01) blank  
 (as per Alberta Environment Approval/Registration) **(one sample per form)**

**LABORATORY INFORMATION:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_  
 Lab: Please email receipt of this sample to: [dwg.datacoord@gov.ab.ca](mailto:dwg.datacoord@gov.ab.ca)  done. DATE: \_\_\_\_\_

**FOR LAB USE:**

Lab Sample Number: \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Account: \_\_\_\_\_

**BILLING / SAMPLE REQUESTER INFORMATION:**

Contact Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Send Report to: same as above OR  
 Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Send Invoice to: same as above OR  
 Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

**FACILITY WATER SAMPLING (Annual/Quarterly/Semi-annual/Monthly); Project Code: ABMDWQ**

Facility Sample Identifier (Sample No.)  MUST match label on bottle(s) Date Sent: \_\_\_\_\_  
 Sample Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time: \_\_\_\_\_ : \_\_\_\_\_  
 YYYY / MMM / DD (24 hr clock) HH : mm  
 AENV Approval/Registration # \_\_\_\_\_  
 Facility Name: \_\_\_\_\_  
 Sampled at Station No. \_\_\_\_\_ Station Description: \_\_\_\_\_  
 Sample Matrix:  Raw (6)  Treated (10) Raw Water Source:  
 Ground Water  Surface Water  
 Ground Water under Influence of Surface Water  
 Sample Type:  Discrete Sample – Grab (1)  Other (describe): \_\_\_\_\_  
 Sample Frequency: (# Samples per)  Annual (ANNUL)  Monthly (MONTH)  
 Every 2 years (E2YR)  Every 3 years (E3YR)  Every 5 years (E5YR)  
 Sample Location / Comments: \_\_\_\_\_  
 Send results to AENV electronically:  YES  NO

**ANALYSIS TYPE: (check which is appropriate for this sample) see reverse for details.**

Physical  Inorganic  Organics & Pesticide  
 Trihalomethanes  Fluoride Only  Giardia / Cryptosporidium / Viruses  
 Other: \_\_\_\_\_  Other: \_\_\_\_\_

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