

Water Use Reporting (WUR) -External User Manual--Groundwater-- Chemical Analysis -

April 2007

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I. Chemical Analysis – Introduction

The Water Use Reporting System (WUR) is designed to gather, process and manage water use, water level and chemical analysis data. This manual concentrates on the later, Chemical Analysis.

Starting at the Water Use Reporting Home Page (*Figure 8.0*) select Licence List from the Menu Options (*located on the left of the screen*) or select the Licence List link (*underlined in blue*).

Figure 8.0 ALBERTA ENVIRONMENT WATER USE REPORTING

welcome nappernauty, Gertru					
Menu Options	Welcome to Water Use Reporting (WUR)				
WUR Home	Meleonie to Mater ose Reporting (Morty				
Add Licence	Alberta Environment (AENV) would like to improve its water conservation ;				
Licence List	(WUR) provides the ability to report actual water usage for surface and gr				
My Profile	quality indicators for ground water.				
Multi Licence File Upload	If you would like to:				
PIN Management	Add a licence to your profile, click on Add Licence menu link.				
	 View your list of existing licences, click on <u>Licence List</u> menu link. Update your Email Address, click on the <u>My Profile</u> menu link. Submit measurements using a file, click on the <u>Multi Licence File Uploa</u> Setup Licence groups and manage PINs, click on the <u>PIN Managemer</u> 				

Alberta Environment composed a list of Water Act Licences that you currently report on via a paper copy this is what is known as your Licence List (*Figure 8.1*). Click on the blue underlined Licence to view the Licence Details and the Locations associated with that Licence. Caveman Industries was selected as the example (*Figure 8.1*).

Figure 8.1

Licence List

An email reminder will be sent if your measurements have not been submitted by the expected date.

Licensee	Licence Number	File Number
CAVEMAN INDUSTRIES	226325	JY12345
HARRY AND CRONK CAVEMAN	237802	
HARRY CAVEMAN AND SONS	237805	

Update

The Licence Details, Licence Locations are displayed along with another menu. The Licence Menu Options is where the functionality to Add/Change Submissions and define Inactive Periods is to be found (*Figure 8.2*).

Figure 8.2

<< Previous</p>

Licence Details

Licensee:	CAVEMAN INDU	STRIES	Licence N	umber:	226325-00-00				
Licence Locations									
Click on the location in the list below to view all of the associated conditions.									
Location	Diversion/ Return	Priority	Number	Well ID	Date Drilled	Well Depth (m)	Producti Interval (m)		
10 2-22-12-4	G Diversion	2001-02-0)3-001				0 •		
<u>2-22-12-4</u>	G Diversion	2005-12-1	9-007						
2-22-12-4	G Diversion	2005-12-1	9-008						
2-22-12-4	G Diversion	2005-12-1	9-009						

Use this Introduction as Reference on how to access the Licence Menu Options as this manual focuses on using the Licence Menu Options and not how to display this menu.

Welcome to the Water Use Reporting (WUR) System.

II. Chemical Analysis – Data Entry Screens

There are four types of Specialized Chemical Analysis data captured by the WUR System. They are:

- 1. Chemistry Routine
- 2. Chemistry Detailed
- 3. Bacteriological
- 4. Bacti-Total Coliforms

With each type of Chemical Analysis, WUR has created a unique Submission page. Each page has its own characteristics on how it captures the data. Submissions may be Added and/or Changed. Changes to Submissions are historically kept for a period of two years.

Chemistry – Routine – Add Submission

To enter a routine Chemistry lab report, click on Add Submission from the Licence Menu Options. Next click on the Period date that you are entering data for (*Figure 8.3*).

<i>Figure 8.3</i> Menu Options	<< Previo	us						
WUR Home	Add St	 Ibmission						
Add Licence								
Licence List	Licensee	Licensee:		CAVEMAN INDUSTRIES		Licence Number:		325
My Profile								_
Multi Licence File Upload	To add a	To add a submission, click on a Period link.						
PIN Management								_
	Period	Condition Type	Condition Name	Location	Diversion/ Return	Meas. Period	Submit Freq.	D B
Licence Menu Options								21
Licence Details	2006	Level	Level	10 2-22-12-4	G Diversion	Monthly	Monthly	JI
Add Submission								21
Change Submission	FEB-	Specialized	Chemistry -	10.2-22-12-4	G Diversion	Monthly	Monthly	20
Inactive Periods	2006	<u>06</u> Analysis	Routine 10 2-22-12-4	G Diversion Monthly	wontiny	Monthly M		

With the Routine Chemistry data entry screen, all fields are required to be entered in order for the record to save (*Figure 8.4*).

Figure 8.4

Add Lab Analysis Submission Details 226325-00-00 Licensee: CAVEMAN INDUSTRIES Licence Number: Location: 10 2-22-12-4 Priority Number: 2001-02-03-001 Date Dril Description: Enter your measurement details and click on the Submit button. Period: MAR-2006 Condition Type: Specialized Analysis Conditior 6 Date Sample Taken: Time Sample Taken: am Ŧ Date Sample E9 Report Number: Lab Nam Analyzed: Parameter Value Qualifier Value Unit Value Comme Fluoride mg/L -

Starting with the top portion of the form, enter the date the Sample was taken. The Sample date must fall within the Period that you are reporting on for this example the Sample date must be within the month of March of 2006. Enter the date using the format of, dd-mmm-yyyy or use the calendar to select the date (*Figure 8.5*).

F	igure 8.5					
	Period:	MAR-2006		Condition Type:	Specialized Analysis	Conditior
	Date Sample Taken	:		Time Sample Taken:	am 💌	
	Date Sample Analyzed:	🖉 Calendar - Mic 💶 🗙		Report Number:		Lab Nam
	Parameter	March <u>▼</u> < 2006 > SM TW T F S		Value Qualifier	Value Unit	Comme
	Fluoride	26 27 28 1 2 3 4 5 6 7 8 9 10 11		•	mg/L	
	Iron	12 13 14 15 16 17 18 19 20 21 22 23 24 25		•	mg/L	
	Alkalinity Total	26 27 28 29 30 31 4		•	mg/L	
	Chloride	Today		•	mg/L	
			_			

Using the 12-hour clock, enter the time the Sample was taken. Use the drop down box to select am or pm (*Figure 8.6*).

Figure 8.6

Enter your measurement details and click on the Submit button.

Period:	MAR-2006	Condition Type:	Specialized Analys	is	Conditior
Date Sample Taken:	02-MAR-2006 🔛	Time Sample Taken:	9:00 am	- -	
Date Sample Analyzed:		Report Number:	am pm		Lab Nam
Parameter	Value	Value Qualifier	Value Unit		Comme

Enter the Date that the Sample was analyzed using the format of dd-mmm-yyyy or using the calendar to select the date. If part of the Sample was analyzed on a different date, then enter the date that the majority of the Sample was tested (*Figure 8.7*).

Figure 8.7

Enter your measurement details and click on the Submit button.

Parameter	Value	Value Qualifier	Value Unit	Comme
Date Sample Analyzed:	03-MAR-2006	Report Number:		Lab Nam
Date Sample Taken:	02-MAR-2006 🛛 🔛	Time Sample Taken:	9:00 am 💌	
Period:	MAR-2006	Condition Type:	Specialized Analysis	Conditior

Enter the Report Number and the Lab that analyzed the sample in the next two fields (Figure 8.8).

Figure 8.8				
	MAR-2006	Condition Type:	Specialized Analysis	Condition Name:
nple Taken:	02-MAR-2006	Time Sample Taken:	9:00 🛛 🗖 am 💌	
nple :	03-MAR-2006	Report Number:	Caveman002	Lab Name:
er	Value	Value Qualifier	Value Unit	Comment

Enter a value for each of the parameters; if no value exists then enter a zero. Enter a Value Qualifier if applicable, Value Qualifiers can be selected from the drop down menu and include <,>, and Trace as choices. Change the Value Unit by selecting from the drop down menu, in some cases there is only one choice (*Figure 8.9*).

Figure 8.9

Parameter	Value	Value Qualifier	Value Unit	Comn
Fluoride	1.50	<	mg/L	
Iron	0.20	>	mg/L	

Use of the Comment field is optional, however, if a particular parameter was analyzed on a different day than the date of the rest of the report *(the date already recorded in the Date Sample Analyzed field)*, then include that information here *(Figure 8.10)*.

Figure 8.10					
106		Condition Type:	Specialized Analysis	Condition Name:	Chemistry - Routii
R-2006	EP -	Time Sample Taken:	9:00 am 💌		
R-2006	B	Report Number:	Caveman002	Lab Name:	ABC Labs
Value		Value Qualifier	Value Unit	Comment	
1.50		<	mg/L		
0.20		>	mg/L		
350		<	mg/L	Sample was analyze	ed on 6 Mar 2006.

To save the newly entered routine Chemistry report, click on Submit and a successfully saved message will appear (*Figure 8.11*).

Figure 8.11

(*) The submission was successfully saved.

Chemistry – Routine – Change Submission

Any information that requires updating when the Submission has already been entered, may be accessed by first selecting Change Submission from the Licence Menu Options then selecting View located beside the record you wish to Change (*Figure 8.12*).

On the Change Submission page you will notice that there is a Start Date, End Date and a Refresh List button. If the Submission that you wish to change is not listed or you wish to narrow down the List, enter the Start Date, the first Period Date and enter the End Date, the last period date and hit the Refresh List button. The List will then be modified to only display the Reporting Period that falls between the Start and End Date you specified (*Figure 8.12*).

Figure 8.1	2								
Chang	e Submis	sion							
License	э:	CAVEMAN	INDUSTRIES	Licer	nce Numbe	r: 22	6325-00-00		
Select the period of measurements to be changed and press the Refresh List button. Start Date: 01-JAN-2006 📅 to End Date: 10-APR-2007 🔐 Refresh List To view the details of a submission, click on the View link for the associated Condition Type, Condition Name and Lo									
	Condition Type	Condition Name	Location	Diversion/ Return	Meas. Period	Submit Freq.	Priority Well Number ID	Date Drilled	Well Prod Depth Inter (m) (m)
<u>View</u>	Level	Level	10 2-22-12-4	G Diversion	Monthly	Monthly	2001-02- 03-001		0 -
<u>View</u>	Reports	Annual (Groundwater)	10 2-22-12-4	G Diversion	Annually	Annually	2001-02- 03-001		0 -
<u>View</u>	Specializeo Analysis	l Chemistry - Routine	10 2-22-12-4	G Diversion	Monthly	Monthly	2001-02- 03-001		0 -
Click on the reporting Period that the data is to be Changed (Figure 8.13).									

Figure 8.13

Condition Type:	Specialized Analysis	Condition Name:	Chemistry - Routine
Change Start Date:	01-JAN-2006	Change End Date:	10-APR-2007

To change a submission for a period, click on the associated period link.

Period	Date Sample Taken	Time Sample Taken	Date Sample Analyzed	Lab Name	Repor
JAN-2006	31-JAN-2006	9:00 am	31-JAN-2006	ABC Labs	0010
FEB-2006	08-FEB-2006	9:00 am	28-FEB-2006	ABC Labs	Caverr
MAR-2006	02-MAR-2006	9:00 am	03-MAR-2006	ABC Labs	Caverr

The Change Submission screen lists two lines for every data entry field. The first line reveals the original data entered and the second line is available for the corrected data.

In this example, Fluoride was entered incorrectly. The new values are entered along with a Comment indicating why the change was made. The Comment field is required to be filled in when changing a Submission (*Figure 8.14*).

Figure 8.14 Period: MAR-2006 Condition Type: Specialized Analysis Condition I Enter your measurement details and change reason, then click on the Submit button. To see previous submissions fi Date Sample Taken: 02-MAR-2006 Time Sample Taken: 9:00 am $\overline{\mathbf{v}}$ Date Sample 03-MAR-2006 Caveman002 Report Number: Lab Name Analyzed: B Time Sample Taken: am Date Sample Taken: Date Sample EŶ Report Number: Lab Name Analyzed: Parameter Value Qualifier **Value Unit Value** Commen Fluoride 1.50 < mg/L Fluoride 1.25 Trace mg/L • Clerical E Ŧ

Once the data has been entered, click on Submit (Figure 8.15).

Figure 8.15 (*) Changed submissions were successfully submitted.

Chemistry – Routine – Change Submission - History

The History link located on the Change Submission page can be used to view Changes made to a particular Submission in the past (*Figure 8.16*).

Figure 8.16				
WUR Home	Change Lab Analy	sis Submission Detai	ls	
Add Licence				
Licence List	Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325
My Profile				
Multi Licence File Upload	Location:	10 2-22-12-4	Priority Number:	2001-01
PIN Management	Description:			
Licence Menu Options	Period:	MAR-2006	Condition Type:	Special
Licence Details	Enter your measureme	ent details and change reas	on, then click on the Subr	nit buttc
Add Submission	Date Sample Taken:	02-MAR-2006	Time Sample Taken:	9:00
Change Submission	Date Sample Applyzody	03-MAR-2006	Report Number:	Cavem:
Inactive Periods	Ananyzeu:			
	Date Sample Taken:		Time Sample Taken:	

Document 8 – Alberta Environment Water Use Reporting (WUR) System Page 9 of 34 If no changes were made to the date and time of when the Sample was taken, Lab Name and Report Number then you will receive the following message "No lab analysis history exists for this submission" (*Figure 8.17*).

Figure 8.17				
(i) No lab analysis h	istory exists for this submi	ssion.		
<u><< Previous</u> Lab Analysis Subr	missions History			
Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00	
Location:	10 2-22-12-4	Priority Number:	2001-02-03-001	Date Dril
Description:				
Period:	MAR-2006	Condition Type:	Specialized Analysis	Conditior
Time Submitted	Date Sample Taken	Time Sample Taken	Date Sample Anal	yzed

To view changes made to the Parameter values click on the Details link (Figure 8.18).

Figure 8.18 Lab Analysis Submissions History Details

Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00	
Location:	10 2-22-12-4	Priority Number:	2001-02-03-001	Date Dril
Description:				
beschption				
Devied	MAD 2000	Condition Turner	Openialized Applyais	Condition
Period:	MAR-2006	Condition Type:	Specialized Analysis	Conditior
Period: Time Submitted	MAR-2006 Parameter	Condition Type: Value	Specialized Analysis Value Qualifier	Conditior Value Unit
Period: Time Submitted 10-Apr-2007 03:58PM	MAR-2006 Parameter Fluoride	Condition Type: Value 1.25	Specialized Analysis Value Qualifier Trace	Conditior Value Unit mg/L

Chemistry – Detailed – Add Submission

To enter a detailed Chemistry lab report, click on Add Submission from the Licence Menu Options. Next click on the Period date that you are entering data for (*Figure 8.19*).

Figure 8.19

JAN- Specialized Chemistry- 2006 Analysis Detailed 2-22-12-4 G Diversion Monthly Monthly FEB- 2006	2005-12- 19-008
--	--------------------

With the Detailed Chemistry data entry screen, all fields are required to be entered in order for the record to save (*Figure 8.20*).

Figure 8.20

Add Lab Analysis Submission Details					
Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00		
Location:	2-22-12-4	Priority Number:	2005-12-19-008	Date Dril	
Description:					
Enter your measureme	ent details and click on the S	Submit button.			
Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior	
Date Sample Taken:		Time Sample Taken:	am 💌		
Date Sample Analyzed:		Report Number:		Lab Nam	
Parameter	Value	Value Qualifier	Value Unit	Comme	
Coliforms Fecal			MPN/100 mL		
Coliforms Total			MPN/100 mL 💌		
Colour True			TCU		
Fluoride			mg/L		

Starting with the top portion of the form, enter the date the Sample was taken. The Sample date must fall within the Period that you are reporting on for this example the Sample date must be within the month of January of 2006. Enter the date using the format of, dd-mmm-yyyy or use the calendar to select the date (*Figure 8.21*).

Figure 8.21 Period: JAN-2006 Condition Type: Specialized Analysis Condition EŶ Date Sample Taken: Time Sample Taken: am • Date Sample 🏉 Calendar - Mic... 💶 🗵 🗶 Report Number: Lab Nam Analyzed: January - \leq 2006 > Parameter **Value Qualifier** Value Unit Comme S M T W T F S 2 3 4 5 6 7 MPN/100 mL Coliforms Fecal 1 • • 8 9 10 11 12 13 14 15 16 17 18 19 20 21 Coliforms Total • MPN/100 mL • 22 23 24 25 26 27 28 29 30 <mark>31</mark> 4 2 3 4 • Colour True • TCU 5 6 7 8 9 10 11 Today Fluoride -• mg/L

Using the 12-hour clock enter the Time the Sample was taken, use the drop down menu to select either am or pm (*Figure 8.22*).

Figure 8.22

Enter your measurement details and click on the Submit button.				
Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior
Date Sample Taken:	03-JAN-2006 🖬	Time Sample Taken:	10:00 🛛 🗖 💌	
Date Sample Analyzed:		Report Number:	am pm	Lab Nam

Enter the Date that the Sample was analyzed using the format of dd-mmm-yyyy or using the calendar to select the date. If part of the Sample was analyzed on a different date, then enter the date that the majority of the Sample was tested (*Figure 8.23*).

Figure 8.23			·	
Date Sample Analyzed:	B*	Report Number:		Lab Nam
Parameter	🖉 Calendar - Mic 💶 🗙	Value Qualifier	Value Unit	Comme
Coliforms Fecal	January _ < 2006 > SM TW TFS		MPN/100 mL	
Coliforms Total	1 2 3 4 5 6 7 8 9 10 11 12 13 14		MPN/100 mL	
Colour True	15 16 17 18 19 20 21 22 23 24 25 26 27 28		TCU	
Fluoride	29 30 31 1 2 3 4 5 6 7 8 9 10 11		mg/L	
Iron	Today		mg/L	

Enter the Report Number and the Lab that analyzed the sample in the next two fields (*Figure 8.24*).

Figure 8.24

Enter your measurement details and click on the Submit button.

Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior
Date Sample Taken:	03-JAN-2006 🖬 🔛	Time Sample Taken:	10:00 am 💌	
Date Sample Analyzed:	06-JAN-2006	Report Number:	Caveman003	Lab Nam

Enter a value for each of the parameters; if no value exists then enter a zero. Enter a Value Qualifier if applicable, Value Qualifiers can be selected from the drop down menu and include <,>, and Trace as choices. Change the Value Unit by selecting from the drop down menu, in some cases there is only one choice (*Figure 8.25*).

Figure 8.25

Parameter	Value	Value Qualifier	Value Unit	Comme
Coliforms Fecal	10	•	MPN/100 mL	
Coliforms Total		Trace	MPN/100 mL	
Colour True		> <	TCU	

Use of the Comment field is optional, however, if a particular parameter was analyzed on a different day than the date of the rest of the report *(the date already recorded in the Date Sample Analyzed field)*, then include that information here *(Figure 8.26)*.

Figure 8.26

Parameter	Value	Value Qualifier	Value Unit	Comme
Coliforms Fecal	10	>	MPN/100 mL	
Coliforms Total	10000	<	MPN/100 mL	
Colour True	500	Trace 💌	TCU	
Fluoride	3.6	Trace 💌	mg/L	
Iron	10.9	Trace 💌	mg/L	Sample

To save the newly entered routine Chemistry report, click on Submit and a successfully saved message will appear (*Figure 8.27*).

Figure 8.27

(*) The submission was successfully saved.

Chemistry – Detailed – Change Submission

Any information that requires updating when the Submission has already been entered, may be accessed by first selecting Change Submission from the Licence Menu Options then selecting View located beside the record you wish to Change *(Figure 8.28).*

On the Change Submission page you will notice that there is a Start Date, End Date and a Refresh List button. If the Submission that you wish to change is not listed or you wish to narrow down the List, enter the Start Date, the first Period Date and enter the End Date, the last period date and hit the Refresh List button. The List will then be modified to only display the Reporting Period that falls between the Start and End Date you specified (*Figure 8.28*).

Figure 8.28 Change Submission

Licensee	91	CAVEMAN	INDUSTRIES	Licer	nce Numbe	r: 228	325-00-00		
<i>Select th</i> Start Da	e <i>period of</i> te: 01-JAN	measurement -2006 🛛 😭	ts to be chan to End Date	ged and pre a: 10-APR-2	ss the Refr 007 🛛 🔛	resh List bu Refres	<i>tton.</i> :h List		
To view t	the details (Condition Type	of a submissic Condition Name	n, click on th Location	e View link ; Diversion/ Return	for the ass / Meas. Period	ociated Con Submit Freq.	dition Type, Cor Priority Well Number ID	ndition Na Date W Drilled (I	me and Lo /ell Produ epth Inter m) (m)
View	Level	Level	10 2-22-12-4	G Diversion	Monthly	Monthly	2001-02- 03-001		0 -
<u>View</u>	Reports	Annual (Groundwater)	10 2-22-12-4	G Diversion	Annually	Annually	2001-02- 03-001		0 -

2001-02-

03-001

0 -

Monthly

Click on the reporting Period that the data is to be Changed (Figure 8.29).

Specialized Chemistry - 10 2-22-12-4 G Diversion Monthly

Figure 8.29

<u>View</u>

Change Lab Analysis Submission

Analysis Routine

Licensee:		CAVEM	AN INDUSTRIES		Licence	Number:	226325-00	-00		
Location:		2-22-12	2-4		Priority	Number:	2005-12-19	3-008	Date	e Dril
Description:										
Condition Typ		Choosial	ited Apolycic		Conditio	n Namo:	Chamietry	Detailed		
Change Start	Date:	01-JAN	-2006		Change	End Date:	10-APR-20	07		
To change a si	To change a submission for a neriod, click on the associated neriod link									
· · · · · · · · · · · · · · · · · · ·	Date 9	ample	Time Sample	Date	Sample					
Period	Taken	ampre	Taken	Anal	lyzed	Lab Name			R	epor
JAN-2006	03-JAN	-2006	10:00 am	06-J/	AN-2006	ABC Labs			С	aven

The Change Submission screen lists two lines for every data entry field. The first line reveals the original data entered and the second line is available for the corrected data.

In this example, the Sample Date was entered incorrectly. The new values is entered (*Figure* 8.30).

Figure 8.30

Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior
Enter your measureme	ent details and change rea	son, then click on the Subr	nit button. To see previous s	ubmissions
Date Sample Taken:	03-JAN-2006	Time Sample Taken:	10:00 am 🗾	
Date Sample Analyzed:	06-JAN-2006	Report Number:	Caveman003	Lab Nam
Date Sample Taken:		Time Sample Taken:	am 💌	
Date Sample 🛛 🧧	Calendar - Mic 💶 🗙	Report Number:		Lab Nam
J	anuary 💌 < 2006 >			
Parameter	SM TW TFS 1234567	Value Oualifier	Value Unit	Comme
Coliforms Fecal	8 9 10 11 12 13 14 15 16 17 18 19 20 21	>	MPN/100 mL	
Coliforms Fecal	22 23 24 25 26 27 28 29 30 31 + + + + + +		MPN/100 mL	
	5 6 7 8 9 10 11			
Coliforms Total	Today	<	MPN/100 mL	

Once the change has been made, click on Submit and a Successful message shall appear (*Figure 8.31*).

(*) Changed submissions were successfully submitted.

Chemistry – Detailed – Change Submission - History

The History link located on the Change Submission page can be used to view Historical Changes to a particular Submission (*Figure 8.32*).

Figure 8.32

Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior
Enter your measureme	ent details and change reaso	n, then click on the Subr	nit button. To see previous :	submissions
Date Sample Taken:	04-JAN-2006	Time Sample Taken:	10:00 am 🗾	
Date Sample Analyzed:	06-JAN-2006	Report Number:	Caveman003	Lab Nam
Date Sample Taken:		Time Sample Taken:	am 💌	
Date Sample Analyzed:		Report Number:		Lab Nam

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Figure 8.31

The first History Change Submission screen shows any changes made to the top portion of the Submission (*Figure 8.33*).

Figure 8.33

Lab Analysis Submissions History

Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00	
Location: Description:	2-22-12-4	Priority Number:	2005-12-19-008	Date Dril
Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior
Time Submitted	Date Sample Taken	Time Sample Take	en Date Sample Ana	alyzed

By selecting the Details link from the Submission History screen (*Figure 8.33*), the details on the Changed parameters are displayed (*Figure 8.34*).

Figure 8.34

Lab Analysis Submissions History Details

Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00	
Location:	2-22-12-4	Priority Number:	2005-12-19-008	Date Dril
Description:				
Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior
Time Submitted	Parameter	Value	¥alue Qualifier	¥alue Unit
10-Apr-2007 04:11PM	Fluoride	3.60	Trace	mg/L

Chemistry – Bacteriological – Add Submission

To enter a Bacteriological lab report, click on Add Submission from the Licence Menu Options. Next click on the Period date that you are entering data for (*Figure 8.35*).

Figure 8.35								
WUR Home	Add Su	ubmission						
Add Licence								
Licence List	License	e:	CAVEMAN IN	NDUSTRIES	Licence N	umber:	2263	325
My Profile								_
Multi Licence File Upload	To add a	submission,	, click on a Per	riod link.				
PIN Management								
	Period	Condition Type	Condition Name	Location	Diversion/ Return	Meas. Period	Submit Freq.	D B
Licence Menu Options								21
Licence Details	<u>JUN-</u> 2006	Level	Level	10 2-22-12-4	G Diversion	Monthly	Monthly	JI
Add Submission								21
Change Submission	FEB-	Specialized	Chemistry -	10.2-22-12-4	G Diversion	Monthly	Monthly	20
Inactive Periods	<u>2006</u>	Analysis	Routine	10 2-22-12-4	O Diversion	monuny	wontiny	21

With the Bacteriological data entry screen, all fields are required to be entered in order for the record to save (*Figure 8.36*).

Figure 8.36

Add Lab Analysis Submission Details

Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00	
Location:	10 2-22-12-4	Priority Number:	2001-02-03-001	Date Dril
Description:				

Enter your measureme	ent details and click on the S	Submit button.		
Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior
Date Sample Taken:		Time Sample Taken:	am 💌	
Date Sample Analyzed:		Report Number:		Lab Nam
Parameter	Value	Value Qualifier	Value Unit	Comme
Coliforms Fecal			MPN/100 mL	
Coliforms Total			MPN/100 mL	
Submit				

Starting with the top portion of the form, enter the date the Sample was taken. The Sample date must fall within the Period that you are reporting on for this example the Sample date must be within the month of January of 2006. Enter the date using the format of, dd-mmm-yyyy or use the calendar to select the date (*Figure 8.37*).

Enter your measure	ement details and click on the	Submic bacton.		
Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior
Date Sample Taker	n: 🗾 🗳	Time Sample Taken:	am 💌	
Date Sample Analyzed:	Calendar - Mic 💶 🗙	Report Number:		Lab Nam
Parameter	January ▼ < 2006 > SMITWITES	Value Qualifier	Value Unit	Comme
Coliforms Fecal	1 2 3 4 5 6 7 8 9 10 11 12 13 14		MPN/100 mL	
Coliforms Total	15 16 17 18 19 20 21 22 23 24 25 26 27 28		MPN/100 mL	
Submit	29 30 <mark>31</mark> 4 2 3 4 <u>5 6 7 8 9 10 11</u> Today			

Figure 8.37 Enter your measurement details and click on the Submit button

Using the 12-hour clock, enter the time the Sample was taken. Use the drop down box to select am or pm (*Figure 8.38*).

Figure 8.38

Enter your measurement details and click on the Submit button.

Period: Date Sample Taken:	JAN-2006 11-JAN-2006	Condition Type: Time Sample Taken:	Specialized Analysis	Conditior
Date Sample Analyzed:		Report Number:	pm	Lab Nam
Parameter	Value	Value Qualifier	Value Unit	Comme
Coliforms Fecal			MPN/100 mL	
Coliforms Total			MPN/100 mL	
Submit				

Enter the Date that the Sample was analyzed using the format of dd-mmm-yyyy or using the calendar to select the date. Enter the Report Number and the Lab that analyzed the sample in the next two fields (*Figure 8.39*).

Figure 8.39

Enter your measurement details and click on the Submit button.

Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior
Date Sample Taken:	11-JAN-2006 🔤	Time Sample Taken:	10:00 am 💌	
Date Sample Analyzed:	12-JAN-2006	Report Number:	Caveman004	Lab Nam

Enter a value for each of the parameters; if no value exists then enter a zero. Enter a Value Qualifier if applicable, Value Qualifiers can be selected from the drop down menu and include <,>, and Trace as choices. Change the Value Unit by selecting from the drop down menu, in some cases there is only one choice (*Figure 8.40*).

Figure 8.40				
Parameter	Value	Value Qualifier	Value Unit	Comme
Coliforms Fecal	10	>	MPN/100 mL	
Coliforms Total	10000	>	MPN/100 mL	
Submit		Trace > <		

To save the newly entered report, click on Submit and a successfully saved message will appear (*Figure 8.11*).

```
Figure 8.41
(*) The submission was successfully saved.
```

Chemistry – Bacteriological – Change Submission

Any information that requires updating when the Submission has already been entered, may be accessed by first selecting Change Submission from the Licence Menu Options then selecting View located beside the record you wish to Change (*Figure 8.42*).

On the Change Submission page you will notice that there is a Start Date, End Date and a Refresh List button. If the Submission that you wish to change is not listed or you wish to narrow down the List, enter the Start Date, the first Period Date and enter the End Date, the last period date and hit the Refresh List button. The List will then be modified to only display the Reporting Period that falls between the Start and End Date you specified (*Figure 8.42*).

Figure 8.42								
Menu Options	<< Previo	<u>us</u>						
WUR Home	Chang	e Submis	sion					
Add Licence								
Licence List	License	e:	CAVEMAN	INDUSTRIES	Licer	ice Numbe	r: 22	8325-0
My Profile								
Multi Licence File Upload	Select th	he period of	measuremen	ts to be chan	ged and pre-	ss the Refn	esh List bu	itton.
PIN Management	Start Da	ate: 01-JAN	I-2006 🛛 🔛	to End Date	e: 10-APR-2	007 🖬 🔛	Refre	sh List
	Ta waw	the details	af a cubraicci	an allal an th	e Dieu lieb.	fau +ba -aa.		
Licence Menu Options	10 view	Condition	Condition	л, сиск оп а	Diversion/	Meas.	Submit	Prio
Licence Details		Туре	Name	Location	Return	Period	Freq.	Num
Add Submission	View	Level	Level	10 2-22-12-4	G Diversion	Monthly	Monthly	2001
Change Submission		Devente	Annual	10 0 00 10 1		A	A	2001
Inactive Periods	VIEW	Reports	(Groundwater)	10 2-22-12-4	G Diversion	Annually	Annually	03-0
	Mour	Specialized	I Chemistry -	10 2 22 42 4	O Diversion	Monthlu	Monthlu	2001

Analysis Routine

Usage

03-01 2001

03-01

2001

03-01

Monthly

Monthly

Monthly

Click on the reporting Period that the data is to be Changed (Figure 8.43).

Usage

Analysis

<u>View</u>

<u>View</u>

<u>View</u>

Fig	jure 8.43					
P	eriod	Taken	Taken	Analyzed	Lab Name	Repor
J	AN-2006	11-JAN-2006	10:00 am	12-JAN-2006	ABC Labs	Caverr

10 2-22-12-4 G Diversion Monthly

10 2-22-12-4 G Diversion Monthly

Specialized Bacteriological 10 2-22-12-4 G Diversion Monthly

The Change Submission screen lists two lines for every data entry field. The first line reveals the original data entered and the second line is available for the corrected data.

In this example, the Date the Sample was Analyzed was entered incorrectly (Figure 8.44).

Figure 8.44				
Date Sample Analyzed:	12-JAN-2006	Report Number:	Caveman004	Lab Nam
Date Sample Taken	:: 🗾 🗳	Time Sample Taken:	am 💌	
Date Sample Analyzed:		Report Number:		Lab Nam
	🚰 Calendar - Mic 💶 🗙			
Parameter	January <u>▼</u> < 2006 > SMTWTES	Value Qualifier	Value Unit	Comme
Coliforms Fecal	1 2 3 4 5 6 7	>	MPN/100 mL	
Coliforms Fecal	8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28		MPN/100 mL	
	29 30 31 1 2 3 4			
Coliforms Total	5 6 7 8 9 10 11 Today	>	MPN/100 mL	
Coliforms Total			MPN/100 mL 💌	

Document 8 - Alberta Environment Water Use Reporting (WUR) System Page 20 of 34 The correct Date is added and the Submit button is pressed to save the changes (Figure 8.45).

Figure 8.45
(*) Changed submissions were successfully submitted.

Chemistry – Bacteriological – Change Submission - History

The History link located on the Change Submission page can be used to view Changes made to a particular Submission in the past. The first screen reflects changes that were made to the Date Sample Taken, Time Sample Taken, Date Sample Analyzed, Lab Name and Report Number (*Figure 8.46*).

Figure 8.46

Lab Analysis Submissions History

Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00	
Location:	10 2-22-12-4	Priority Number:	2001-02-03-001	Date Dril
Description:				
Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior
Time Submitted	Date Sample Taken	Time Sample Take	en 💦 Date Sample Ana	lyzed
10-Apr-2007 04:15PM	11- Jan-2006	10:00 am	12- Jan-2006	

Any changes made to the Parameter values (*Figure 8.47*) can be accessed by selecting Details from the Lab Analysis Submissions History page (*Figure 8.46*).

Figure 8.47

Lab Analysis Submissions History Details

Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00	
Location:	10 2-22-12-4	Priority Number:	2001-02-03-001	Date Dril
Description:				
Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior
Time Submitted	Parameter	Value	Value Qualifier	Value Unit
odonnecod				

Chemistry – Bacti – Total Coliforms – Add Submission

To enter a Bacti-Total Coliforms lab report, click on Add Submission from the Licence Menu Options. Next click on the Period date that you are entering data for (*Figure 8.48*).

Figure 8.48 Menu Options	<< Previo	us						
WUR Home	Add Si	<u></u> Ibmission						
Add Licence	nuu ot							
Licence List	License	э:	CAVEMAN INI	DUSTRIES	Licence N	umber:	2263	25
My Profile								_
Multi Licence File Upload	To add a	submission	, click on a Perid	od link.				
PIN Management			•					
	Period	Condition Type	Condition Name	Location	Diversion/ Return	Meas. Period	Submit Freq.	D B
Licence Menu Options								21
Licence Details	<u>JUN-</u> 2006	Level	Level	10 2-22-12-4	G Diversion	Monthly	Monthly	JI
Add Submission								21
Change Submission	APR-	Specialized	Chemistry -	10 2 22 42 4	C Diversion	Monthly	Monthly	21
Inactive Periods	<u>2006</u>	Analysis	Routine	10 2-22-12-4	O Diversion	wonuny	wonuny	2)
	<u>JUL-</u> 2006	Usage	Usage	10 2-22-12-4	G Diversion	Monthly	Monthly	2) A) 2)
	<u>MAR-</u> 2007	Usage	Usage	10 2-22-12-4	G Diversion	Monthly	Monthly	2) A: 2)
	<u>FEB-</u> 2006	Specialized Analysis	Bacteriological	10 2-22-12-4	G Diversion	Monthly	Monthly	2) M. 2)
	<u>JAN-</u> 2006	Specialized Analysis	Bacti - Total Coliforms	2-22-12-4	G Diversion	Monthly	Monthly	2) Fl 2)

With the Bacti-Total Coliforms data entry screen, all fields are required to be entered in order for the record to save (*Figure 8.49*).

Figure 8.49

<< Previous				
Add Lab Analysis	Submission Details			
Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00	
Location:	2-22-12-4	Priority Number:	2005-12-19-007	Date Dril
Description:				
Enter your measureme	ent details and click on the S	ubmit button.		
Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior
Date Sample Taken:		Time Sample Taken:	am 💌	
Date Sample Analyzed:		Report Number:		Lab Nam
Parameter	Value	Value Qualifier	Value Unit	Comme
Coliforms Total			MPN/100 mL	
Submit				

Starting with the top portion of the form, enter the date the Sample was taken. The Sample date must fall within the Period that you are reporting on for this example the Sample date must be within the month of January of 2006. Enter the date using the format of, dd-mmm-yyyy or use the calendar to select the date (*Figure 8.50*).

Figure 8.50

Enter your measurement details and click on the Submit button.

Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior
Date Sample Taker	n: 🗾 🖬	Time Sample Taken:	am 💌	
Date Sample Analyzed:	🖉 Calendar - Mic 💶 🗙	Report Number:		Lab Nam
Parameter	January <u>▼</u> < 2006 > SM TW TES	Value Qualifier	Value Unit	Comme
Coliforms Total	1 2 3 4 5 6 7 8 9 10 11 12 13 14		MPN/100 mL	
Submit	15 16 17 18 19 20 21 22 23 24 25 26 27 28			
	29 30 31 4 2 3 4 <u>5 6 7 8 9 10 14</u> Today			

Using the 12-hour clock, enter the time the Sample was taken. Use the drop down box to select am or pm (*Figure 8.51*).

Figure 8.51

Date Sample Taken:	17-JAN-2006	Time Sample Taken:	3:00	am 💌	
Date Sample Analyzed:		Report Number:		am pm	Lab Nam

Enter the Date that the Sample was analyzed using the format of dd-mmm-yyyy or using the calendar to select the date (*Figure 8.52*).

Figure 8.52				
Date Sample Analyzed:		Report Number:		Lab Nam
Parameter	🖉 Calendar - Mic 💶 🗙	Value Qualifier	Value Unit	Comme
Coliforms Total	January < 2006 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 Today		MPN/100 mL	

Enter the Report Number and the Lab that analyzed the sample in the next two fields (*Figure* 8.53).

Figure 8.53

06	Condition Type:	Specialized Analysis	Condition Name:	Bacti - Total Coliforr
J-2006 🖬	Time Sample Taken:	3:00 pm 💌		
J-2006 🖬	Report Number:	Caveman005	Lab Name:	ABC Labs
Value	Value Qualifier	Value Unit	Comment	
	•	MPN/100 mL		

Enter a value for Total Coliforms, enter a Value Qualifier if applicable, Value Qualifiers can be selected from the drop down menu and include <,>, and Trace as choices. Change the Value Unit by selecting from the drop down menu, in some cases there is only one choice. Enter a Comment if required (*Figure 8.53*). Hit Submit to save the record and a successful message shall appear (*Figure 8.54*).

Figure 8.54

(*) The submission was successfully saved.

Chemistry – Bacti – Total Coliforms – Change Submission

Any information that requires updating when the Submission has already been entered, may be accessed by first selecting Change Submission from the Licence Menu Options then selecting View located beside the record you wish to Change *(Figure 8.55).*

On the Change Submission page you will notice that there is a Start Date, End Date and a Refresh List button. If the Submission that you wish to change is not listed or you wish to narrow down the List, enter the Start Date, the first Period Date and enter the End Date, the last period date and hit the Refresh List button. The List will then be modified to only display the Reporting Period that falls between the Start and End Date you specified (*Figure 8.55*).

Figure 8.55 WUR Home	Chang	e Submis	sion					
Add Licence	_							
Licence List	Licensee	e:	CAVEMAN	INDUSTRIES	Licen	ice Number	r: 228	3325
My Profile								
Multi Licence File Upload	Select th	e period of	measuremen	ts to be chan	ged and pre	ss the Refr	esh List bu	ittor
PIN Management	Start Da	te: 01-JAN	I-2006 🛛 🔛	to End Date	; 10-APR-20	007 🖬 🔛	Refres	sh Li
	To view a	the details	of a submissio	on, click on th	e View link :	for the asso	ociated Con	nditic
Licence Menu Options		Condition	Condition	Location	Diversion/	Meas.	Submit	Pri
Licence Details		Туре	Name		Return	Period	Freq.	Nu
Add Submission	<u>View</u>	Level	Level	10 2-22-12-4	G Diversion	Monthly	Monthly	20(03-
Change Submission	<u>View</u>	Reports	Annual (Croundwater)	10 2-22-12-4	G Diversion	Annually	Annually	200
Inactive Periods	<u>View</u>	Specialized Analysis	(Groundwater) I Chemistry - Routine	10 2-22-12-4	G Diversion	Monthly	Monthly	20(03-
	<u>View</u>	Usage	Usage	10 2-22-12-4	G Diversion	Monthly	Monthly	20(03-
	<u>View</u>	Specialized Analysis	l Bacteriologica	110 2-22-12-4	G Diversion	Monthly	Monthly	20(03-
	<u>View</u>	Specialized Analysis	l Bacti - Total Coliforms	2-22-12-4	G Diversion	Monthly	Monthly	20(19-

Click on the reporting Period that the data is to be Changed (Figure 8.56).

Figure 8.56					
Period	Date Sample Taken	Time Sample Taken	Date Sample Analyzed	Lab Name	Repor
JAN-2006	17-JAN-2006	3:00 pm	18-JAN-2006	ABC Labs	Caverr

The Change Submission screen lists two lines for every data entry field. The first line reveals the original data entered and the second line is available for the corrected data.

The new value is entered along with a Comment indicating why the change was made. The Comment field is required to be filled in when changing a Submission (*Figure 8.57*).

Figure 8.57

Barameter	Value	Value Oualifier	Value Unit	Comme
Falameter	Falue	Falue Quanner	Falue Onic	comme
Coliforms Total	10.00	<	MPN/100 mL	
Coliforms Total	5	< 🔻	MPN/100 mL	Clerical

Submit is clicked on to save the changes and a successful message is displayed (Figure 8.58).

Figure 8.58
(*) Changed submissions were successfully submitted.

Chemistry – Bacti – Total Coliforms – Change Submission - History

The History link located on the Change Submission page can be used to view Changes made to a particular Submission in the past (*Figure 8.16*).

<< Previous				
Change Lab Analy	sis Submission Detai	ls		
Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00	
Location:	2-22-12-4	Priority Number:	2005-12-19-007	Date Dril
Description:				
Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior
Enter your measureme	ent details and change reas	on, then click on the Subr	nit button. To see previous s	ubmissions
Date Sample Taken:	17-JAN-2006	Time Sample Taken:	3:00 pm 🔽	
Date Sample Analyzed:	18-JAN-2006	Report Number:	Caveman005	Lab Nam
Date Sample Taken:		Time Sample Taken:	am 💌	
Date Sample Analyzed:		Report Number:		Lab Nam
Analyzeu.				
Parameter	Value	Value Qualifier	Value Unit	Comme
Coliforms Total	5.00	<	MPN/100 mL	Clerical
Coliformo Total			MDN/400 ml	

Document 8 – Alberta Environment Water Use Reporting (WUR) System Page 26 of 34 If no changes were made to the date and time of when the Sample was taken, Lab Name and Report Number then you will receive the following message "No lab analysis history exists for this submission" (*Figure 8.60*).

Figure 8.60							
(i) No lab analysis	(i) No lab analysis history exists for this submission.						
<u><< Previous</u> Lab Analysis Su	bmissions History						
Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00				
Location:	2-22-12-4	Priority Number:	2005-12-19-007	Date Dril			
Description:							
Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior			
Time Submitted	Date Sample Taken	Time Sample Taken	Date Sample Anal	yzed			

To view changes made to the Parameter values click on the Details link (Figure 8.61).

Figure 8.61

<< Previous

Lab Analysis Submissions History Details

Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00	
Location:	2-22-12-4	Priority Number:	2005-12-19-007	Date Dril
Description:				
Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior
Time Submitted	Parameter	Value	¥alue Qualifier	Value Unit
10-Apr-2007 04:35PM	Coliforms Total	10.00	<	MPN/1

Chemistry – Bacti – Fecal Coliforms – Add Submission

To enter a Bacti-Fecal Coliforms lab report, click on Add Submission from the Licence Menu Options. Next click on the Period date that you are entering data for (*Figure 8.62*).

ŀ	igure 8.62								_
	Licence Menu Options	Period	Condition Type	Condition Name	Location	Diversion/ Return	Meas. Period	Submit Freq.	E
	Licence Details	SEP.							2
	Add Submission	2006	Level	Level	10 2-22-12-4	G Diversion	Monthly	Monthly	0
	Change Submission								ć
	Inactive Periods	<u>MAY-</u> 2006	Specialized Analysis	Chemistry - Routine	10 2-22-12-4	G Diversion	Monthly	Monthly	N C N
		<u>OCT-</u> 2006	Usage	Usage	10 2-22-12-4	G Diversion	Monthly	Monthly	2 1 2
		<u>APR-</u> 2006	Specialized Analysis	Bacteriological	10 2-22-12-4	G Diversion	Monthly	Monthly	2 1 2
		<u>APR-</u> 2006	Specialized Analysis	Bacti - Total Coliforms	2-22-12-4	G Diversion	Monthly	Monthly	2 1 2

With the Bacti-Total Coliforms data entry screen, all fields are required to be entered in order for the record to save (*Figure 8.63*).

Add Lab Analysis Submission Details							
Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00				
Location:	2-22-12-4	Priority Number:	2005-12-19-007	Date Dril			
Description:							
Enter your measurem	ent details and click on the S	Submit button.					
Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior			
Date Sample Taken:		Time Sample Taken:	am 💌				
Date Sample Analyzed:		Report Number:		Lab Nam			
Parameter	Value	Value Qualifier	Value Unit	Comme			
Coliforms Fecal			MPN/100 mL				
Submit							

Starting with the top portion of the form, enter the date the Sample was taken. The Sample date must fall within the Period that you are reporting on for this example the Sample date must be within the month of January 2006. Enter the date using the format of, dd-mmm-yyyy or use the calendar to select the date (Figure 8.64).

Enter your measurem	nent details and click on the	Submit button.		
Period:	JAN-2006	Condition Type:	Specialized Analysis	Condition
Date Sample Taken:		Time Sample Taken:	am 💌	
Date Sample Analyzed:	Calendar - Mic 🗆 🗙	Report Number:		Lab Nam
Parameter	January ▼ < 2006 > SMTWTES	Value Qualifier	Value Unit	Comme
Coliforms Fecal Submit	S M 1 W 1 F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 + 2 3 4 5 6 7 8 9 40 44 Today		MPN/100 mL	

Figure 8.64

Using the 12-hour clock, enter the time the Sample was taken. Use the drop down box to select am or pm (Figure 8.65).

Figure 8.65

Enter your measurement details and click on the Submit button.

Period:	JAN-2006	Condition Type:	Specialized An	alysis	Conditior
Date Sample Taken:	11-JAN-2006 🔤	Time Sample Taken:	10:00	am 💌	
Date Sample Analyzed:		Report Number:		am pm	Lab Nam

Enter the Date that the Sample was analyzed using the format of dd-mmm-yyyy or using the calendar to select the date (Figure 8.66).



Enter the Report Number and the Lab that analyzed the sample in the next two fields (*Figure* 8.67).

Figure 8.67

Enter your measurement details and click on the Submit button.

Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior
Date Sample Taken:	11-JAN-2006 🔛	Time Sample Taken:	10:00 🛛 🗖 💌	
Date Sample Analyzed:	12-JAN-2006	Report Number:	Caveman006	Lab Nam

Enter a value for Total Coliforms, enter a Value Qualifier if applicable, Value Qualifiers can be selected from the drop down menu and include <,>, and Trace as choices. Change the Value Unit by selecting from the drop down menu, in some cases there is only one choice. Enter a Comment if required (*Figure 8.68*).

Figure 8.68

Enter your measurement details and click on the Submit button.

Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior
Date Sample Taken:	11-JAN-2006 🖬	Time Sample Taken:	10:00 am 💌	
Date Sample Analyzed:	12-JAN-2006	Report Number:	Caveman006	Lab Nam
Parameter	Value	Value Qualifier	Value Unit	Comme
Coliforms Fecal	10000	<	MPN/100 mL	
Submit				

Hit Submit to save the record and a successful message shall appear (Figure 8.69).

Figure 8.69

11	*) The submission was successfully saved
11	j me submission was successionly saved.

Chemistry – Bacti – Fecal Coliforms – Change Submission

Any information that requires updating when the Submission has already been entered, may be accessed by first selecting Change Submission from the Licence Menu Options then selecting View located beside the record you wish to Change *(Figure 8.70).*

On the Change Submission page you will notice that there is a Start Date, End Date and a Refresh List button. If the Submission that you wish to change is not listed or you wish to narrow down the List, enter the Start Date, the first Period Date and enter the End Date, the last period date and hit the Refresh List button. The List will then be modified to only display the Reporting Period that falls between the Start and End Date you specified (*Figure 8.70*).

Figure 8.70								
Multi Licence File Upload	Select th	e period of	measuremen	ts to be chan	ged and pre:	ss the Refri	əsh List bu	tton.
PIN Management	Start Da	te: 01-JAN	1-2006 🖬 🔛	to End Date	: 18-APR-20	007 🖬 🖬	Refres	h List
	То view г	the details i	of a submissic	un click on th	e View link i	for the asso	nciated Con	dition
Licence Menu Options		Condition	Condition		Diversion/	Meas.	Submit	Prio
Licence Details		Туре	Name	LUCALIUN	Return	Period	Freq.	Num
Add Submission	View	Lovol	Lovel	10 2-22-12-4	G Diversion	Monthly	Monthly	2001
Change Submission	<u> </u>	Level	Level	10 2-22-12-4	O Diversion	Monuny	wontiny	03-01
Inactive Periods	<u>View</u>	Reports	Annual (Groundwater)	10 2-22-12-4	G Diversion	Annually	Annually	2001 03-01
	<u>View</u>	Specializec Analysis	l Chemistry - Routine	10 2-22-12-4	G Diversion	Monthly	Monthly	2001 03-01
	<u>View</u>	Usage	Usage	10 2-22-12-4	G Diversion	Monthly	Monthly	2001 03-01
	<u>View</u>	Usage	Usage	10 2-22-12-4	G Diversion	Monthly	Monthly	2001 03-01
	<u>View</u>	Specializeo Analysis	Bacteriological	10 2-22-12-4	G Diversion	Monthly	Monthly	2001 03-01
	View	Specialized Analysis	l Bacti - Total Coliforms	2-22-12-4	G Diversion	Monthly	Monthly	2005 19-0
	<u>View</u>	Specialized Analysis	l Bacti - Fecal Coliforms	2-22-12-4	G Diversion	Monthly	Monthly	2005 19-0

Click on the reporting Period that the data is to be changed (Figure 8.71).

Figure 8.71					
Period	Date Sample Taken	Time Sample Taken	Date Sample Analyzed	Lab Name	Repor
JAN-2006	11-JAN-2006	10:00 am	12-JAN-2006	ABC Labs	Caverr

Changes can be made to any of the data entry fields. The Change Submission screen lists two lines for every data entry field. The first line reveals the original data entered and the second line is available for the corrected data.

For Parameter Values, the new value is entered along with a Comment indicating why the change was made. The Comment field is required to be filled in when changing a Submission (*Figure 8.72*).

Figure 8.72 Change Lab Analysis Submission Details

Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00	
Location:	2-22-12-4	Priority Number:	2005-12-19-007	Date Drilled
Description:				
Period:	JAN-2006	Condition Type:	Specialized Analysis	Condition Na
Enter your measureme	ent details and change reaso	n, then click on the Subr	nit button. To see previous :	submissions for
Date Sample Taken:	11-JAN-2006	Time Sample Taken:	10:00 am 🗾	
Date Sample Analyzed:	12-JAN-2006	Report Number:	Caveman006	Lab Name:
Date Sample Taken:		Time Sample Taken:	am 💌	
Date Sample Analyzed:		Report Number:		Lab Name:
Parameter	Value	Value Qualifier	Value Unit	Comment
Coliforms Fecal	10,000.00	<	MPN/100 mL	
Coliforms Fecal	9000	<	MPN/100 mL	Clerical Eri

Submit

Submit is clicked on to save the changes and a successful message is displayed (Figure 8.58).

Figure 8.58
(*) Changed submissions were successfully submitted.

Chemistry – Bacti – Total Coliforms – Change Submission - History

The History link located on the Change Submission page can be used to view Changes made to a particular Submission in the past (*Figure 8.72*).

Figure 8.	.73			
ı Detail	s			
RIES	Licence Number:	226325-00-00		
	Priority Number:	2005-12-19-007	Date Drilled:	
	Condition Type:	Specialized Analysis	Condition Name:	Bacti - Fecal Coliforms
nge reaso	on, then click on the Subr	nit button. To see previous	submissions for a period,	click on the History link.
	Time Sample Taken:	10:00 am 💌		
	Report Number:	Caveman006	Lab Name:	ABC Labs
6	Time Sample Taken:	am 💌		
6	Report Number:		Lab Name:	
				History
	Value Qualifier	Value Unit	Comment	
	<	MPN/100 mL	Clerical Error.	
	•	MPN/100 mL		

If no changes were made to the date and time of when the Sample was taken, Lab Name and Report Number then you will receive the following message "No lab analysis history exists for this submission" (*Figure 8.74*).

Figure 8.74							
(i) No change to sample collection info. Click on details to view sample values.							
<< Previous							
Lab Analysis Subr	missions History						
		Constant Muselson	222225 22 22				
Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00				
Location:	2-22-12-4	Priority Number:	2005-12-19-007	Date Dril			
Description:							
Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior			
Time Submitted	Date Sample Taken	Time Sample Taken	Date Sample Analy	yzed			

To view changes made to the Parameter values click on the Details link (Figure 8.75).

Figure 8.75								
<u><< Previous</u> Lab Analysis Submissions History Details								
Licensee:	CAVEMAN INDUSTRIES	Licence Number:	226325-00-00					
Location:	2-22-12-4	Priority Number:	2005-12-19-007	Date Dril				
Description:								
Period:	JAN-2006	Condition Type:	Specialized Analysis	Conditior				
Time Submitted	Parameter	Value	Value Qualifier	¥alue Unit				
18-Apr-2007 04:28PM	Coliforms Fecal	10,000.00	<	MPN/1				