

816B08001



# **Step-by-Step Guide to the Data Collection and Tracking System (DCTS)**



This document is intended to provide step-by-step instructions to public water systems, laboratories, state drinking water programs, and EPA on the use of the Data Collection and Tracking System (DCTS). The DCTS is used to collect and track information on the Long Term 2 Enhanced Surface Water Treatment Rule (LT2ESWTR or LT2) and the Stage 2 Disinfection and Disinfectant Byproducts Rule (Stage 2 DBPR or Stage 2). This document is divided into four major section based on the type of DCTS user.

- *DCTS for Public Water Systems: LT2*  
Intended for PWSs that need to submit sampling schedules and sampling locations, approve sample results, and work with the laboratories conducting their *Cryptosporidium* and *E. coli* analysis.
- *DCTS for Public Water Systems: Stage 2*  
Intended for PWSs using the DCTS to submit their systems Initial Distribution System Evaluation (IDSE) Plan and/or Report.
- *DCTS for Laboratories*  
Intended for laboratories that are conducting LT2 compliance analysis for surface water systems.
- *DCTS for States and EPA*  
Intended for primacy agency personnel responsible for oversight.

It is important that the instructions in this guide are followed carefully. If you think a report is missing data or is not generating properly, please first make sure the data were entered correctly.

## **Contact Information**

### **Central Data Exchange**

Access to the DCTS is through EPA's Central Data Exchange (CDX). If you have questions regarding the CDX that this step-by-step guide does not answer, you should contact the CDX's Web Submission Support. The three support options available are:

- By Telephone: Person-to-person telephone support is available from 8:00 am to 6:00 pm (EST). Call our toll-free line at 888-890-1995.
- By E-mail: Send e-mail to Technical Support at [EPACDX@CSC.COM](mailto:EPACDX@CSC.COM) with "Technical Support" in the Subject line.
- By Fax: Assistance requests are accepted 24 hours a day at 301-429-3905. Support personnel will respond to faxed requests Monday through Friday from 8:00 am to 6:00 pm EST/EDT.

A list of Frequently Asked Questions about the CDX is available at:

<https://cdx.epa.gov/SSL/cdx/FAQ.asp>

### **DCTS Registration**

If you have registration questions regarding the DCTS you can e-mail EPA's LT2/Stage 2 Inbox at [stage2mdpb@epa.gov](mailto:stage2mdpb@epa.gov).

### **Stage 2 DBPR and LT2ESWTR**

A list of contacts by state that can answer specific state questions about the Stage 2 DBPR is available at:

[www.epa.gov/safewater/disinfection/stage2/pdfs/contacts\\_stage2\\_compliancehelp.pdf](http://www.epa.gov/safewater/disinfection/stage2/pdfs/contacts_stage2_compliancehelp.pdf)

A list of contacts by state for the LT2ESWTR is available at

[www.epa.gov/safewater/disinfection/lt2/compliance.html](http://www.epa.gov/safewater/disinfection/lt2/compliance.html)

Also the following EPA contacts can provide further support

|                                             |                                                                                                                                |                                            |                                                                                                                              |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Region 1 -<br>Adrienne Harris               | <a href="mailto:harris.adrienne@epa.gov">harris.adrienne@epa.gov</a>                                                           | Region 6 –<br>Nancy Ho &<br>Mark McCasland | <a href="mailto:ho.nancy@epa.gov">ho.nancy@epa.gov</a><br><a href="mailto:mccasland.mark@epa.gov">mccasland.mark@epa.gov</a> |
| Region 2 -<br>Michael Lowy                  | <a href="mailto:lowy.michael@epa.gov">lowy.michael@epa.gov</a>                                                                 | Region 7 –<br>Doug Brune &<br>Monica Wurtz | <a href="mailto:brune.doug@epa.gov">brune.doug@epa.gov</a><br><a href="mailto:wurtz.monica@epa.gov">wurtz.monica@epa.gov</a> |
| Region 3 –<br>Nick Tymchenko                | <a href="mailto:tymchenko.nick@epa.gov">tymchenko.nick@epa.gov</a>                                                             | Region 8 –<br>Robert Clement               | <a href="mailto:clement.robert@epa.gov">clement.robert@epa.gov</a>                                                           |
| Region 4 –<br>Robert Burns &<br>Amy Newbold | <a href="mailto:burns.robert@epa.gov">burns.robert@epa.gov</a><br><a href="mailto:newbold.amy@epa.gov">newbold.amy@epa.gov</a> | Region 9 –<br>Jason<br>Gambatese           | <a href="mailto:gambatese.jason@epa.gov">gambatese.jason@epa.gov</a>                                                         |
| Region 5 -<br>Miguel Del Toral              | <a href="mailto:deltoral.miguel@epa.gov">deltoral.miguel@epa.gov</a>                                                           | Region 10 -<br>Wendy Marshall              | <a href="mailto:marshall.wendy@epa.gov">marshall.wendy@epa.gov</a>                                                           |

# Contents

## DCTS for Public Water Systems: LT2

|                                                                            |    |
|----------------------------------------------------------------------------|----|
| A. Step-by-Step Registration for DCTS for New CDX Users .....              | 1  |
| B. Step-by-Step Registration for DCTS for Current CDX Users.....           | 5  |
| C. How to Add a Facility and Sampling Points to a Public Water System..... | 9  |
| D. How to Enter Sample Schedules.....                                      | 11 |
| E. How to Enter Other LT2ESWTR Data.....                                   | 13 |
| F. How to Identify Contracted Labs (Administrative Users Only).....        | 15 |
| G. How to Approve Standard Users (Administrative Users Only).....          | 17 |
| H. How to Search for LT2 Samples.....                                      | 19 |
| I. How to Approve, Contest, or Return a Sample to the Lab .....            | 21 |

## DCTS for Public Water Systems: Stage 2

|                                                                                                      |    |
|------------------------------------------------------------------------------------------------------|----|
| A. Step-by-Step Registration for DCTS for New CDX Users .....                                        | 1  |
| B. Step-by-Step Registration for DCTS for Current CDX Users.....                                     | 5  |
| C. How to Submit a 40/30 Certification Plan using the IDSE Tool.....                                 | 9  |
| D. How to Submit a Standard Monitoring Plan using the IDSE Tool.....                                 | 15 |
| E. How to Submit a System Specific Study (SSS) – Existing Monitoring Results using the IDSE Tool ... | 19 |
| F. How to Submit a System Specific Study (SSS) – Hydraulic Modeling using the IDSE Tool .....        | 25 |

## DCTS for Laboratories

|                                                                                       |    |
|---------------------------------------------------------------------------------------|----|
| A. Uploading Your <i>Cryptosporidium</i> or <i>E. Coli</i> Laboratory into DCTS ..... | 1  |
| B. Step-by-Step Registration for DCTS using CDX .....                                 | 3  |
| C. How to Create a New Sample.....                                                    | 5  |
| D. How to Search for LT2 Samples.....                                                 | 9  |
| E. How to View Sampling Schedules .....                                               | 11 |

## DCTS for States and EPA

### LT2/Stage 2 Tracking System

|    |                                                                     |    |
|----|---------------------------------------------------------------------|----|
| A. | How to Search for a Public Water System .....                       | 1  |
| B. | How to Create and Assign a New CDS ID.....                          | 5  |
| C. | How to View or Edit Public Water System Contact Information .....   | 7  |
| D. | How to Approve an Alternative Schedule.....                         | 9  |
| E. | How to Upload a Submission Received from a Public Water System..... | 11 |
| F. | How to View a Public Water System Submission .....                  | 13 |
| G. | How to Generate a List of Received Submissions .....                | 15 |
| H. | How to Approve Submissions .....                                    | 17 |
| I. | How to Approve a Batch of Submissions.....                          | 19 |
| J. | How to Add Notifications .....                                      | 21 |

### LT2 Data Collection System

|    |                                                                                         |    |
|----|-----------------------------------------------------------------------------------------|----|
| K. | How to Approve DCTS Users (Administrative Users Only) .....                             | 23 |
| L. | How to Search for a Public Water System's LT2 Samples .....                             | 25 |
| M. | How to View a Public Water System's LT2 Grandfathered Data and Sampling Locations ..... | 27 |
| N. | How to View a PWS's LT2 Sampling Dates .....                                            | 31 |

### LT2 Data Collection System Reports

|    |                                                                   |    |
|----|-------------------------------------------------------------------|----|
| O. | How to Generate a Report in the LT2 Data Collection System .....  | 33 |
| P. | How to Generate a Sample Tracking Report.....                     | 35 |
| Q. | How to Generate a Sample Backlog Report.....                      | 37 |
| R. | How to Generate a Sample History Report .....                     | 39 |
| S. | How to Generate a PWS Schedule Submission Compliance Report ..... | 41 |
| T. | How to Generate a Binning Report .....                            | 43 |
| U. | How to Generate a Missed and Re-Sampled Events Report .....       | 45 |
| V. | How to Generate a Grandfathered Data Report .....                 | 47 |
| W. | How to Generate a Monitoring Waived Report .....                  | 49 |

|     |                                                                    |    |
|-----|--------------------------------------------------------------------|----|
| X.  | How to Generate a PWS Sample Location Plan Compliance Report ..... | 51 |
| Y.  | How to Generate a Sample Pair Incomplete Report.....               | 53 |
| Z.  | How to Generate a PWS Facility Compliance Report .....             | 55 |
| AA. | How to Generate a List of PWSs without Facilities.....             | 57 |
| BB. | How to Generate a List of Users (EPA Only) .....                   | 59 |
| CC. | How to Generate a LT2 DCTS Usage Report (EPA Only).....            | 61 |



# DCTS for Public Water Systems: LT2





# DCTS for Public Water Systems: LT2

## Contents

|                                                                            |    |
|----------------------------------------------------------------------------|----|
| A. Step-by-Step Registration for DCTS for New CDX Users .....              | 1  |
| B. Step-by-Step Registration for DCTS for Current CDX Users .....          | 5  |
| C. How to Add a Facility and Sampling Points to a Public Water System..... | 9  |
| D. How to Enter Sample Schedules .....                                     | 11 |
| E. How to Enter Other LT2ESWTR Data .....                                  | 13 |
| F. How to Identify Contracted Labs (Administrative Users Only).....        | 15 |
| G. How to Approve Standard Users (Administrative Users Only) .....         | 17 |
| H. How to Search for LT2 Samples.....                                      | 19 |
| I. How to Approve, Contest, or Return a Sample to the Lab.....             | 21 |



## **A. Step-by-Step Registration for DCTS for New CDX Users**

(Steps A.1 - A.17 need to be completed for registration. Once the password is setup, go to A.19.)

A.1 Go to: <http://www.epa.gov/cdx>

A.2 Click on "Log-in to CDX" (on sidebar) – New screen will appear

A.3 Click on "Registration" (on sidebar) – New screen will appear

A.4 Read the Warning Notice and Privacy Statements

A.5 Click on "Click here to continue" – New screen will appear

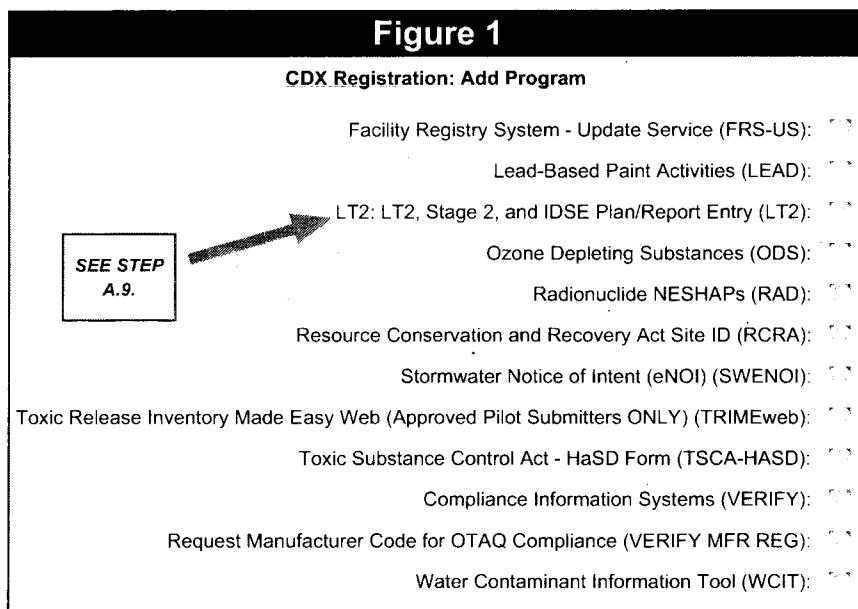
A.6 Read the Terms and Conditions and click on "I Accept" – New screen will appear

A.7 Input a user's first and last name, user name (following recommended format), password (following recommended format) and re-enter the password, a question that can be used in case you forget your password, and the answer to the question – New screen will appear

A.8 Input the water system's name in the Organization Name field and all other requested information. Click on "Next" – New screen will appear

### **CDX Registration: Add Program**

A.9 Select "LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2)" (see Figure 1).



A.10 Click on "Next" – New screen will appear

### **Complete Role Information –**

A.11 Role is "Asubmitter" only option

A.12 Select "Standard" (This is CDX. This is not where you request DCTS Admin access.)

A.13 Input your water system's federal PWSID (i.e., WA5312345) in the ID field. If you don't know your PWSID please send an e-mail to [stage2mdbp@epa.gov](mailto:stage2mdbp@epa.gov).

A.14 Submission method is "WEBFORM" (only option)

A.15 Click on "Next"

A.16 Read the message

A.17 Click on "Finished"

A.18 You should receive confirmation from "CDX Registration" [[EPACDX@csc.com](mailto:EPACDX@csc.com)] within 24 hours of submitting your request. Once you have received the e-mail confirming your CDX set-up, you can log into the DCTS.

### **Logging into the Data Collection and Tracking System (DCTS)**

A.19 Follow steps A.1. and A.2.

A.20 Input your user name and password – This is the user name you choose for yourself when setting up your CDX account (see Step A.7). Click "Login" - New screen will appear

A.21 Click "LT2: LT2 Data Collection, LT2/Stage 2 Tracking system, and IDSE Plan/Report Entry" program (see Figure 2) - New window will appear

**Figure 2**

| Central Data Exchange - MyCDX                                                                                                     |                           |                               |                          |
|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------|--------------------------|
| Welcome,<br>Mr. John Smith                                                                                                        |                           | Last Login:                   | July 21, 2006            |
|                                                                                                                                   |                           | Registered Since:             | July 21, 2006            |
|                                                                                                                                   |                           | Recertification Date:         | July 21, 2006            |
| CDX Registration Status: Active                                                                                                   |                           |                               |                          |
| You have 0 new messages in your Inbox                                                                                             |                           |                               |                          |
| Change System Password                                                                                                            | Edit Personal Information | Edit Current Account Profiles | Add New Employer Profile |
| <b>Available Account Profiles:</b>                                                                                                |                           |                               |                          |
| <ul style="list-style-type: none"><li>LT2: LT2 Data Collection, LT2/Stage 2 Tracking system, and IDSE Plan/Report Entry</li></ul> |                           |                               |                          |

SEE STEP A.21.

A.22 To submit your IDSE Plan electronically for compliance with the Stage 2 DBPR click on IDSE Plan/Report Entry (see Figure 3). This is the final registration step for DCTS users that need to comply with the Stage 2 DBPR requirements for only one water system.

If you need access to multiple systems to complete multiple IDSE plans/reports or if you need to comply with the LT2 requirements, you must request access to the LT2 Data Collection System. To obtain access to the LT2 Data Collection System you must contact your system's DCTS administrator. If you do not know your system's DCTS administrator, e-mail your system's PWSID, water system name, state, and CDX user name to stage2mdbp@epa.gov.

A.23 Once access is granted to the LT2 Data Collection System click on the LT2 Data Collection System link that will appear above the IDSE Plan/Report Entry link (see Figure 3)

**Figure 3**

Logout

NOTE: We recommend that users avoid using their browsers' Back button for navigational purposes as it may affect the flow of the application. Users should use the navigation menus built into the application for navigation from screen to screen.

| Systems                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------|
| The system recognizes you as an approved user for the following applications, please select a system to launch...                                 |
| <b>LT2 Data Collection System</b><br>Launches the LT2 Data Collection System for the submission and review of samples                             |
| <b>IDSE Plan/Report Entry</b><br>Launches IDSE Plan/Report Entry, which will lead you through filling out and submitting your IDSE Plan or Report |

SEE STEP A.23.

SEE STEP A.22.

A.24 Click on the "User Profile" icon

A.25 Update information for First Name, Last Name, State, Phone Number, or E-mail Address if any are incorrect (see Figure 4)

**Figure 4**

User Profile

\* = Required Field

The following information is provided by CDX. If you feel any of the information is incorrect, please access CDX to update/verify.

SEE STEP A.25.

|                |                         |
|----------------|-------------------------|
| UserName :     | SmithJohn               |
| *First Name    | John                    |
| *Last Name     | Smith                   |
| *State         | UN                      |
| *Phone Number  | (123) 456-7890          |
| *Email Address | johnsmith@somewhere.com |

Save and Continue

Exit Registration

A.26 Click on “Save and Continue”

A.27 Input your water system’s federal PWSID (i.e., WA5312345) in the Organization Code field (see Figure 5)

A.28 Click on “Lookup Organization” (see Figure 5)

**Figure 5**

Please enter your Organization ID and click "Lookup Organization." The "Lookup Organization" link will be replaced with a "Request Access" link and an "Undo" link. If your correct organization is displayed, click "Request Access." If you have incorrectly entered the organization ID, click "Undo" and repeat the process. If you are an *E. coli* laboratory and your lab is missing from the list of organizations, please click "*E. coli* Lab Registration."

If you are an existing user and would like access to the IDSE Plan/Report entry. Enter the code for the desired PWS and select LT2 from the system list. Otherwise, you should enter the PWSs organization code in the Program ID field when registering via CDX.

Organization Code

SEE STEP A.27.

Lookup Organization

SEE STEP A.28.

*E. coli* Lab Registration

Edit User Information

Save and Continue

Exit Registration

A.29 A new field “System Type” will appear; select “Both” (even if you only need access to one of the rules)

A.30 Click on “Request Access”

A.31 Click on “Save and Continue”

A.32 If you need to request access to additional systems, repeat steps A.27 through A.31. Once you are finished, click on “Exit Registration.”

Once your user name has been authenticated by the DCTS administrator for your system, you will be granted access to the data system for these additional system(s).



## **B. Step-by-Step Registration for DCTS for Current CDX Users**

(Steps B.1 - B.6 need to be completed for registration. Once the password is setup, go to B.7.)

B.1. Log-in to the system using your CDX user name and password.

B.2. On the "MyCDX Screen" select "Edit Current Account Profiles" link.

B.3. Select "Add New Program."

B.4. Select "LT2ESWTR: LT2ESWTR, Stage 2 DBPR, and IDSE Plan/Report Entry" from the list of CDX applications (see Figure 1).

**Figure 1**

**CDX Registration: Add Program**

Lead-Based Paint Activities (LEAD): ☐

LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2): ☒

Radionuclide NESHAPs (RAD): ☐

Resource Conservation and Recovery Act Site ID (RCRA): ☐

Stormwater Notice of Intent (eNOI) (SWENOI): ☐

Toxic Substance Control Act - HaSD Form (TSCA-HASD): ☐

Compliance Information Systems (VERIFY): ☐

Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG): ☐

Water Contaminant Information Tool (WCIT): ☐

Next>>

B.5. Choose your role from the drop down menu (see Figure 2).

**Figure 2**

**CDX Registration: Add Program ID**

Use the TAB key to move from field to field. \* = REQUIRED FIELD

Role: A SUBMITTER

Program ID Type: Standard ID: \*

Submission Method: WEBFORM

FINISHED

B.6. Approved users will receive an e-mail confirming access to DCTS. Rejected users will receive an e-mail stating the reason why access was denied. Only PWSs will be approved.

### **Logging into the Data Collection and Tracking System (DCTS)**

B.7 Follow steps B.1 and B.2.

B.8 Input your user name and password – Click "Login" - New screen will appear

B.9 Click "LT2: LT2 Data Collection, LT2/Stage 2 Tracking system, and IDSE Plan/Report Entry" program (see Figure 3) - New window will appear

**Figure 3**

| Central Data Exchange - MyCDX                                                                                                                                          |                           |                               |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------|--------------------------|
| Welcome,<br>Mr. John Smith                                                                                                                                             |                           | Last Login:                   | July 21, 2006            |
|                                                                                                                                                                        |                           | Registered Since:             | July 21, 2006            |
|                                                                                                                                                                        |                           | Recertification Date:         | July 21, 2006            |
| CDX Registration Status: Active                                                                                                                                        |                           |                               |                          |
| You have 0 new messages in your Inbox                                                                                                                                  |                           |                               |                          |
| Change System Password                                                                                                                                                 | Edit Personal Information | Edit Current Account Profiles | Add New Employer Profile |
| <b>Available Account Profiles:</b> <ul style="list-style-type: none"><li>• LT2: LT2 Data Collection, LT2/Stage 2 Tracking system, and IDSE Plan/Report Entry</li></ul> |                           |                               |                          |

SEE STEP B.9.

B.10 To submit your IDSE Plan electronically for compliance with the Stage 2 DBPR click on IDSE Plan/Report Entry (see Figure 4). This is the final registration step for DCTS users that need to comply with the Stage 2 DBPR requirements for only one water system.

If you need access to multiple systems to complete multiple IDSE plans/reports or if you need to comply with the LT2 requirements, you must request access to the LT2 Data Collection System. To obtain access to the LT2 Data Collection System you must contact your system's DCTS administrator. If you do not know your system's DCTS administrator, e-mail your system's PWSID, water system name, state, and CDX user name to stage2mdbp@epa.gov.

**Figure 4**

| Systems                                                                                                           |                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| The system recognizes you as an approved user for the following applications, please select a system to launch... |                                                                                                                                                   |
| SEE STEP B.11.                                                                                                    | <b>LT2 Data Collection System</b><br>Launches the LT2 Data Collection System for the submission and review of samples                             |
| SEE STEP B.10.                                                                                                    | <b>IDSE Plan/Report Entry</b><br>Launches IDSE Plan/Report Entry, which will lead you through filling out and submitting your IDSE Plan or Report |

B.11 Once access is granted to the LT2 Data Collection System click on the LT2 Data Collection System link that will appear above the IDSE Plan/Report Entry link (see Figure 4)

B.12 Click on the "User Profile" icon

B.13 Update information for First Name, Last Name, State, Phone Number, or E-mail Address if any are incorrect (see Figure 5)

### Figure 5

**User Profile**

\* = Required Field

The following information is provided by CDX. If you feel any of the information is incorrect, please access CDX to update/verify.

|               |                         |
|---------------|-------------------------|
| *UserName     | SmithJohn               |
| *First Name   | John                    |
| *Last Name    | Smith                   |
| *State        | UN                      |
| *Phone Number | (123) 456-7890          |
| Email Address | johnsmith@somewhere.com |

[Save and Continue](#)    [Exit Registration](#)

SEE  
STEP  
B.13.

B.14 Click on “Save and Continue”

B.15 Input your water system’s federal PWSID (i.e., WA5312345) in the Organization Code field (see Figure 6)

B.16 Click on “Lookup Organization” (see Figure 6)

B.17 A new field “System Type” will appear; select “Both” (even if you only need access to one of the rules)

### Figure 6

Please enter your Organization ID and click “Lookup Organization.” The “Lookup Organization” link will be replaced with a “Request Access” link and an “Undo” link. If your correct organization is displayed, click “Request Access.” If you have incorrectly entered the organization ID, click “Undo” and repeat the process. If you are an *E. coli* laboratory and your lab is missing from the list of organizations, please click “*E. coli* Lab Registration.”

If you are an existing user and would like access to the IDSE Plan/Report entry, Enter the code for the desired PWS and select LT2 from the system list. Otherwise, you should enter the PWSs organization code in the Program ID field when registering via CDX.

Organization Code

SEE STEP B.15

Lookup Organization

SEE STEP B.16

[E. coli Lab Registration](#)    [Edit User Information](#)    [Save and Continue](#)    [Exit Registration](#)

B.18 Click on “Request Access”

B.19 Click on “Save and Continue”

B.20 If you need to request access to additional systems, repeat steps B.15 through B.19. Once you are finished, click on “Exit Registration.”

Once your user name has been authenticated by the DCTS administrator for your system, you will be granted access to the data system for these additional system(s).



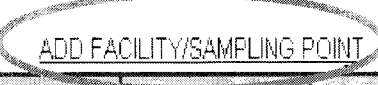
## C. How to Add a Facility and Sampling Points to a Public Water System

- C.1 To add a facility and sampling points to your water system, select the "Facility Information" icon  in the LT2 Data Collection system. This will direct you to a new page. Pre-populated facilities for your PWS will be listed on this page. If you need to change the name of your facility or sampling point email the Stage 2 Inbox ([Stage2mdbp@epa.gov](mailto:Stage2mdbp@epa.gov)) the following information: PWSID water system name, state, facility name, and required change.
- C.2 Select "Add Facility/Sampling Point" (see Figure 1). Once the facility or sampling point has been added you will not be able to delete it. To have the facility or sampling point deleted email the system's PWSID, water system name, state, facility name, and information to be deleted to the Stage 2 Inbox at [Stage2mdbp@epa.gov](mailto:Stage2mdbp@epa.gov).

**Figure 1**

**Facility and Sampling Point Information**

*Click on the facility or sampling point name to edit the associated information.*

| Facility |                                 |        |      | Water Type | Sample Collection Point |                              |
|----------|---------------------------------|--------|------|------------|-------------------------|------------------------------|
| ID       | Name                            | Status | Type |            | ID                      | Name                         |
| TP       | <a href="#">Treatment Plant</a> | Active |      |            | SP                      | <a href="#">Sample Point</a> |




- C.3 In order to add a facility, you must enter the following information (see Figure 2):
- PWS Facility ID: the federal ID for that facility (eg., NY1234567, VA1234567)
  - Facility Name: e.g., South Treatment Plant
  - Facility Status: Whether the facility is currently Active, Inactive, or only used Seasonally.
  - Facility Type: Refers to where you will take your LT2 samples: TP - treatment plant; IN - source intake
  - Water Type:
    - SW – for those PWSs that use surface water only or surface water and ground and/or ground under direct influence of surface water (ground UDI surface); or
    - GW – for those systems that use ground and/or ground under direct influence of surface water (ground UDI surface) ;
  - Filtered: Select Yes or No to answer - Does your system filter the water?

Figure 2

Please enter the following information for the Facility.

|                 |                          |
|-----------------|--------------------------|
| PWS Facility ID | <input type="text"/> ★   |
| Facility Name   | <input type="text"/> ★   |
| Facility Status | <input type="text"/> ▼ ★ |
| Facility Type   | <input type="text"/> ▼ ★ |
| Water Type      | <input type="text"/> ▼ ★ |
| Filtered        | Yes ▼ ★                  |

☐ Our system has no separate facility IDs

★ Required Field

- C.4 Once the facility is entered, select "Insert New Sampling Point" to add single samples or "Insert Composite Sampling Point" to enter samples comprised of water from multiple sources (see Figure 3).

Figure 3

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

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

☐ Our system has no separate sample point IDs

→ INSERT NEW SAMPLING POINT

→ INSERT COMPOSITE SAMPLING POINT  
(for samples comprised of water collected from multiple sources)

SAVE

RESET

CANCEL

After you have completed this information please remember to enter a sample schedule that reflects the activities of this facility.

- C.5 Select "Reset" to clear the information shown in Figure 2 and Figure 3, "Cancel" to stop entering a new facility and return to the screen shown in Figure 1, or "Save" to store your changes.
- C.6 Once the information has been saved, you will be able to see the facility listed in the table as shown in Figure 1. If you need to delete the sampling point, email the PWSID, water system name, state, facility name, and sampling point to be deleted to the Stage 2 Inbox at [Stage2mdbp@epa.gov](mailto:Stage2mdbp@epa.gov).

## **D. How to Enter Sample Schedules**

You will only be able to enter a sample schedule before your system's regulatory deadline. If you miss the regulatory deadline, EPA will have to enter the sample schedule for you. If you miss the regulatory deadline send an e-mail to [stage2mdbp@epa.gov](mailto:stage2mdbp@epa.gov) with your proposed sample schedule, PWSID, water system name, and state.

- D.1 To enter sample schedules for your water system, select the "Sample Dates" icon  in the LT2 Data Collection system, which is located on the left side of the screen.
- D.2 Select the frequency with which you want to enter sample dates (e.g., individual, weekly, monthly, etc.) for each facility (see Figure 1).

**Figure 1**

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

|                 |                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Facility</b> | billietest1                                                                                                                                                                                                                                                                                                                                                       |
| <b>Method</b>   | <p><input type="radio"/> Individual Date Entry - one date at a time</p> <p><input type="radio"/> Weekly Date Entry - recurrence pattern for a specific weekday</p> <p><input type="radio"/> Monthly Date Entry - recurrence pattern for specific day of a month</p> <p><input type="radio"/> Copy Dates - copy existing sampling schedule to another facility</p> |

- D.3 Select the "Save" button to store your changes.
- D.4 If you are unable to find a certain facility listed on this page, make sure the facility is listed under the facility/sampling module and that all required fields for the facility have been completed. To enter the facility into DCTS, see Section C – How to Add a Facility and Sampling Points to a Public Water System.
- D.5 To edit or remove individual dates, select the sample on the menu to the right of the screen and select "Edit Sampling Date" (see Figure 2). Remember to select "Save Sampling Date" if you make changes to the sampling schedule.
- D.6 Select "View/Print Sampling Dates" to view or print all of the sampling dates for your water system.

Figure 2

### Individual Date Entry

Month
Day
Year

Click the Save Sampling Date button after making your selection to display the dates

Please note that the system does not check for holidays or weekends.  
You must manually verify the sampling dates and make the appropriate changes.

Save Sampling Date

Remove Sampling Date

Edit Sampling Date

Remove All Dates

### Sampling Dates

July 14, 2006 - Friday  
August 18, 2006 - Friday  
September 15, 2006 - Friday  
October 13, 2006 - Friday  
November 17, 2006 - Friday  
December 15, 2006 - Friday  
January 19, 2007 - Friday  
February 16, 2007 - Friday  
March 16, 2007 - Friday  
April 13, 2007 - Friday  
May 18, 2007 - Friday  
June 15, 2007 - Friday

To modify the above information, select the desired date and use the buttons to the left to remove or edit the date. To view or print the above schedule, click "View/Print Sampling Dates" to the left.

View/Print Sampling Dates

Save and Exit

## **E.** How to Enter Other LT2ESWTR Data

E.1 To enter other LT2ESWTR data for your water system, select the "Submit GF and Sample Location" icon in the LT2 Data Collection system, which is located on the left side of the screen.



E.2 Select a facility (see Figure 1).

**Figure 1**

**GF Data & Sampling Plan**

Please select a Facility and click VIEW.

|          |                        |                      |
|----------|------------------------|----------------------|
| Facility | TP - Treatment Plant ▼ | <a href="#">VIEW</a> |
|----------|------------------------|----------------------|

E.3 Enter data (i.e., grandfathering information, source water monitoring information, intent to treat, uncovered finished water reservoirs) and select options as prompted by DCTS (see Figure 2). Note: if you have multiple facilities, you will have to enter data separately for each facility.

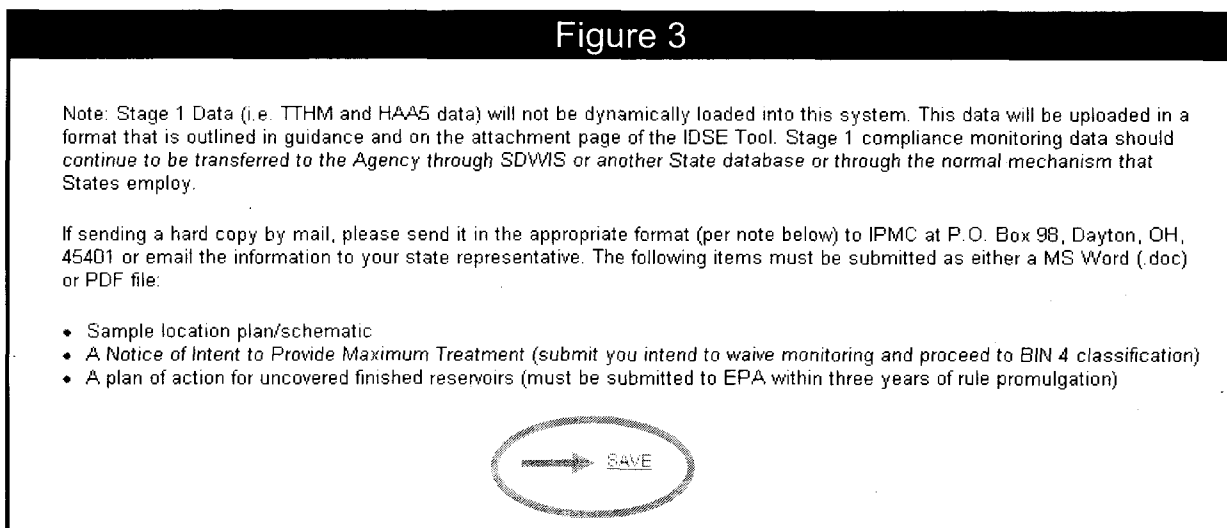
**Figure 2**

1. PWS intends to submit grandfathered data
  - a. Notice of Intent to Grandfather submitted ☐  
[View Intent to Grandfather Form](#)
  - b. Date EPA received Intent to Grandfather Form (mm/dd/yyyy)  This field cannot be edited by a PWS.
  - c. Number of grandfathered samples to be submitted
  - d. Date range grandfathered samples to be submitted (mm/dd/yyyy) Start:  End:
  - e. PWS intends to submit additional samples ☐
  - f. Number of additional samples to be submitted
  - g. Upload grandfathered data  [Browse...](#)  
 This function is locked until an "Intent to Grandfather" form is received. Once EPA receives the form, you may upload your data.

\*Note: All grandfathered data must be submitted to EPA (via email or mail) either in MS Excel spreadsheet (.xls) or text file (.txt) format. Do not submit files in the .xml file format that is used in the lab sample upload module.

Sending hardcopy grandfather data by mail ☐
2. EPA receipt of sample location plan Not Received
  - a. Upload sample location plan  [Browse...](#)  
 Please ensure the PWS ID and facility name are in the files you upload.
  - b. Sending sample location plan/schematic by mail ☐
3. EPA review of sample schedule Not Received
4. PWS intends to waive monitoring and proceed to BIN 4 classification ☐
  - a. Date EPA received Intent to Waive Monitoring (mm/dd/yyyy)  This field cannot be edited by a PWS
5. PWS has uncovered finished reservoirs No
  - a. Uncovered finished reservoirs [Add a Reservoir.](#)

E.4 Select the "Save" button at the bottom of each screen (see Figure 3) to store your changes.



## **F. How to Identify Contracted Labs (Administrative Users Only)**

- F.1 Each water system has an administrative user. The administrative user is responsible for granting access to other DCTS users for that PWS. These are called standard users. Administrative and standard users will have the same access to all tools in the DCTS except for the "Update Contract Lab" and the "Update User" tool. The administrative user of each water system must be registered before other users can access the DCTS. If you are not the administrator and need to be, email your system's PWSID, water system name, state, and CDX user name to [stage2mdbp@epa.gov](mailto:stage2mdbp@epa.gov).
- F.2 You must identify contracted labs through DCTS. If a lab has not been identified by the water system, the lab will not be able to enter your data in DCTS.
- F.3 To identify contracted labs for your water system, select the "Update Contract Labs" icon  in the LT2 Data Collection system, which is located on the left side of the screen.
- F.4 Select "*Cryptosporidium*" or "*E. coli*" and a state (see Figure 1).
- F.5 To select a lab or labs, check the box(es) to the left of the lab name(s) and select "Submit Selected Labs."

**Figure 1**

There are no labs associated with your organization.

Please select the contracting labs for your PWS. Select the type of lab you are looking for (either *Cryptosporidium* or *E. coli*) and then select the state where the lab is located. You can use the navigation buttons to jump to a different section, or click a letter to bring you the first listing associated with that letter.

\*In order for your lab to enter your data for LT2, they must be registered in the system. If the lab does not appear in this list, please ask them to contact the LT2 Help Desk to be enrolled in the system.

What type of lab are you searching for? ☒ *Cryptosporidium* ☐ *E. coli* ←

For what state? All ▼ ←

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

| Add                      | Lab Name - ID                 |
|--------------------------|-------------------------------|
| <input type="checkbox"/> | American Water - IL00028      |
| <input type="checkbox"/> | Analytical Services - VT00003 |

- F.6 Once you select a lab, it will be moved to the top of the page and it will no longer be on the list.



## **G.** How to Approve Standard Users (Administrative Users Only)

- G.1 Each water system has an administrative user. The administrative user is responsible for granting access to other DCTS users for that PWS. These are called standard users. Administrative and standard users will have the same access to all tools in the DCTS except for the "Update Contract Lab" and the "Update User" tool. The administrative user of each water system must be registered before other users can access the DCTS. If you are not the administrator and need to be, email your system's PWSID, water system name, state, and CDX user name to [stage2mdbp@epa.gov](mailto:stage2mdbp@epa.gov).
- G.2 To approve users for your water system, or to update the status of existing users for your water system, select the "Update Users" icon  in the LT2 Data Tracking System.
- G.3 Use the pull down menu in the "LT2 Status" column to accept the new user or to change the status of an existing user. The status of all new users is "Pending" until approved by the administrative user (see Figure 1). Select "Submit Changes" to save your changes.

**Figure 1**

**PWS - ZZTest 1c - DC1c**

You are listed Administrator for this organization, Your user role is PWS.

The following people have requested permission to access LT2 for your organization. Please select the appropriate role (where necessary) and designate a second administrative user. Click "Delete" if you wish to remove the user.

| First Name | Last Name | LT2 Status | Administrator                    |                        |
|------------|-----------|------------|----------------------------------|------------------------|
| Sarah      | Bahrman   | PWS ▼      | <input type="radio"/>            | <a href="#">Delete</a> |
| gonder02   | gonder    | PWS ▼      | <input checked="" type="radio"/> | <a href="#">Delete</a> |
| Harry      | Jong      | Pending ▼  | <input type="radio"/>            | <a href="#">Delete</a> |





## ***H.*** How to Search for LT2 Samples

H.1 For every sample submitted by the laboratory, you must either:

- a. Approve the sample
- b. Contest the sample, OR
- c. Return the sample to the lab

H.2 To search for samples in your water system, select the "View Samples" icon  in the LT2 Data Collection system, located on the left side of the screen.

H.3 Select "*Cryptosporidium*" or "*E. coli*" and set search parameters (see Figure 1). Select "Search Samples" to view a list of samples for your system. DCTS defaults to the checked "Lab Approval Date" selection, you need to uncheck this if you do not what to search on "Lab Approval Date."

**Figure 1**

| Please enter as much data as possible to limit the search to a targeted set of results.<br>Large data retrievals can produce problems with the display of the results. |                                               |                                             |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------|--|
| → <input checked="" type="radio"/> <i>Cryptosporidium</i> <input type="radio"/> <i>E. coli</i> <input type="text"/> <input type="button" value="Select Method"/>       |                                               |                                             |  |
| <input type="checkbox"/> PWS Inventory Data                                                                                                                            | Facility: <input type="text"/>                | Sampling Point: <input type="text"/>        |  |
| <input type="checkbox"/> Status                                                                                                                                        | <input type="text"/>                          |                                             |  |
| <input checked="" type="checkbox"/> Lab Approval Date                                                                                                                  | Start <input type="text" value="10/13/2006"/> | End <input type="text" value="11/13/2006"/> |  |
| <input type="checkbox"/> Sample Collection Date                                                                                                                        | Start <input type="text"/>                    | End <input type="text"/>                    |  |

SEARCH SAMPLES 

H.4 In order to see the samples, the lab needs to release the results to the PWS. If the lab has entered the data and you cannot see it, ask the lab if they have released it.



## **How to Approve, Contest, or Return a Sample to the Lab**

- I.1 To approve, contest, or return a sample, search for the sample in the LT2 Data Collection System (see Section H, "How to Search for LT2 Samples").
- I.2 Select the sample(s) you wish to review from the list of samples and select "Review Selected Samples" (see Figure 1).

**Figure 1**

| <a href="#">REVIEW SELECTED SAMPLES</a>                    |           | <a href="#">DOWNLOAD SELECTED SAMPLES</a> |              | <a href="#">PRINT SEARCH RESULTS</a> |                        |                   |
|------------------------------------------------------------|-----------|-------------------------------------------|--------------|--------------------------------------|------------------------|-------------------|
| <input type="checkbox"/>                                   | Sample ID | Lab                                       | PWS Facility | Sample Collection Point              | Sample Collection Date | Lab Approval Date |
| <b>Pending Approval</b>                                    |           |                                           |              |                                      |                        |                   |
| <input checked="" type="checkbox"/>                        | VA1234567 | 111                                       | 2            | 11/08/2006                           | 11/08/2006             |                   |
| <input type="checkbox"/>                                   | VA1234567 | Nada T2                                   | SP           | 11/02/2006                           | 11/02/2006             |                   |
| <input type="checkbox"/>                                   | VA1234567 | billietest2                               | 2432         | 11/02/2006                           | 11/02/2006             |                   |
| <b>Returned to Lab</b>                                     |           |                                           |              |                                      |                        |                   |
| There are no samples currently associated with this status |           |                                           |              |                                      |                        |                   |
| <b>Approved</b>                                            |           |                                           |              |                                      |                        |                   |
| <input type="checkbox"/>                                   | VA1234567 | billietest1                               | 1            | 10/19/2006                           | 10/19/2006             |                   |
| <b>Contested</b>                                           |           |                                           |              |                                      |                        |                   |
| There are no samples currently associated with this status |           |                                           |              |                                      |                        |                   |

- I.3 Use the pull down "Status" menu to change the status of a selected sample (see Figure 2).

**Figure 2**

**Cryptosporidium - ZZTest 1a - DC1a**

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

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

|                                                      |                    |
|------------------------------------------------------|--------------------|
| <b>Status</b>                                        | Pending Approval ▼ |
| <b>SYSTEM GENERATED CRYPTOSPORIDIUM CALCULATIONS</b> |                    |
| <u>Sample ID (optional)</u>                          | Pending Approval   |
| <u>PWS facility ID</u>                               | Approved           |
| <u>PWS facility Name</u>                             | Contested          |
| <u>Sample collection point ID</u>                    | Returned to Lab    |
| <u>Sample collection point Name</u>                  |                    |
| <u>Sample collection date</u>                        |                    |
| <u>Sample type (Field or MS)</u>                     |                    |
| <u>Sample volume analyzed (L)</u>                    |                    |

- I.4 Select "Approved" to submit the sample to EPA, "Return to Lab" if the lab needs to edit the entry, or "Contested" if not in agreement with the lab. If you need to enter a comment, scroll down the page and click on "Add" (see Figure 3).

**Figure 3**

The screenshot shows a web form with the following fields: Resample (No), Original sample collection date, Lab resample explanation, PWS comments for lab (Add), PWS comments for EPA/State (Add), PWS flag explanation for EPA/State (Add required), and EPA file. A modal dialog titled "PWS flag explanation for EPA/State -- We..." is open, showing a text editor with the URL "https://intranet.epa.gov/lt2/textEditor.jsp?comma". Below the dialog, there are buttons for "Save" and "Cancel". To the right of the dialog, there are additional fields: scheduled date, time, meter than 500, within +/- 10% of field sample, and on submitted. At the bottom, there is a section labeled "ENTERED BY THE" with a text input field. The browser address bar shows "https://intranet.epa.gov/" and "Internet".

- I.5 Select "Save" at the bottom of the sample screen to save sample status. The next screen will be a confirmation of the change in sample status (see Figure 4). Select "View Samples" to search for new samples.

**Figure 4**

The screenshot shows a confirmation screen titled "Cryptosporidium - ZZTest 1a - DC1a". Below the title, it says "The following Cryptosporidium samples were successfully submitted on 12/14/2007". A table with 7 columns is displayed: Submitted To, Sample ID, PWS, PWS Facility, Sample Collection Point, Sample Collection Date, and Status. The table contains one row of data: EPA and State, Sample ID, ZZTest 1a, Nada Test 2, Sample Point, 11/02/2006, and Approved. Below the table, there is a button labeled "VIEW SAMPLES". An arrow points to the "Approved" status in the table.

| Submitted To  | Sample ID | PWS       | PWS Facility | Sample Collection Point | Sample Collection Date | Status   |
|---------------|-----------|-----------|--------------|-------------------------|------------------------|----------|
| EPA and State |           | ZZTest 1a | Nada Test 2  | Sample Point            | 11/02/2006             | Approved |

VIEW SAMPLES

# DCTS for Public Water Systems: Stage 2





# DCTS for Public Water Systems: Stage 2

## Contents

|                                                                                                       |    |
|-------------------------------------------------------------------------------------------------------|----|
| A. Step-by-Step Registration for DCTS for New CDX Users .....                                         | 1  |
| B. Step-by-Step Registration for DCTS for Current CDX Users .....                                     | 5  |
| C. How to Submit a 40/30 Certification Plan using the IDSE Tool .....                                 | 9  |
| D. How to Submit a Standard Monitoring Plan using the IDSE Tool.....                                  | 15 |
| E. How to Submit a System Specific Study (SSS) – Existing Monitoring Results using the IDSE Tool..... | 19 |
| F. How to Submit a System Specific Study (SSS) – Hydraulic Modeling using the IDSE Tool .....         | 25 |



## **A. Step-by-Step Registration for DCTS for New CDX Users**

(Steps A.1 - A.17 need to be completed for registration. Once the password is setup, go to A.19.)

A.1 Go to: <http://www.epa.gov/cdx>

A.2 Click on "Log-in to CDX" (on sidebar) – New screen will appear

A.3 Click on "Registration" (on sidebar) – New screen will appear

A.4 Read the Warning Notice and Privacy Statements

A.5 Click on "Click here to continue" – New screen will appear

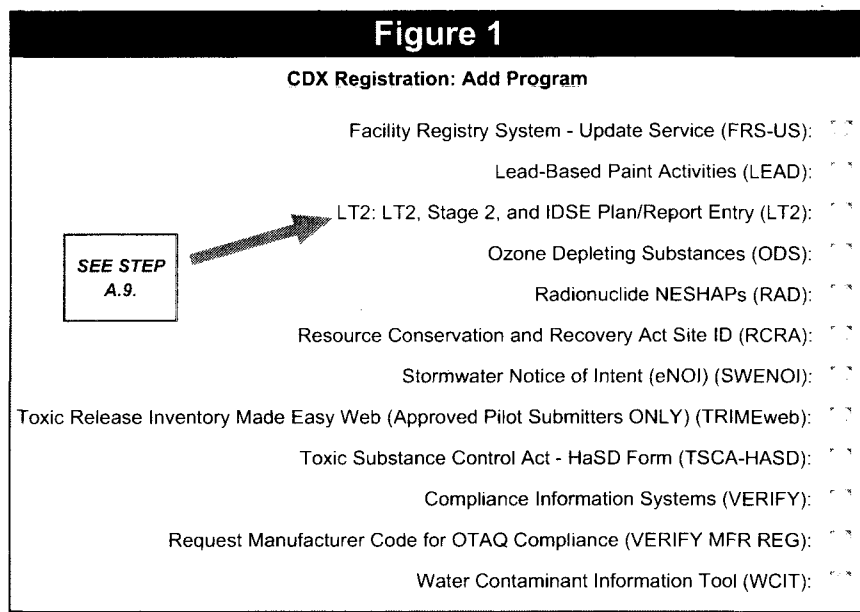
A.6 Read the Terms and Conditions and click on "I Accept" – New screen will appear

A.7 Input a user's first and last name, user name (following recommended format), password (following recommended format) and re-enter the password, a question that can be used in case you forget your password, and the answer to the question – New screen will appear

A.8 Input the water system's name in the Organization Name field and all other requested information. Click on "Next" – New screen will appear

### **CDX Registration: Add Program**

A.9 Select "LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2)" (see Figure 1).



A.10 Click on "Next" – New screen will appear

### **Complete Role Information –**

A.11 Role is "Asubmitter" only option

A.12 Select "Standard" (This is CDX. This is not where you request DCTS Admin access.)

A.13 Input your water system's federal PWSID (i.e., WA5312345) in the ID field. If you don't know your PWSID please send an e-mail to [stage2mdbp@epa.gov](mailto:stage2mdbp@epa.gov).

A.14 Submission method is "WEBFORM" (only option)

A.15 Click on "Next"

A.16 Read the message

A.17 Click on "Finished"

A.18 You should receive confirmation from "CDX Registration" [EPACDX@csc.com] within 24 hours of submitting your request. Once you have received the e-mail confirming your CDX set-up, you can log into the DCTS.

### **Logging into the Data Collection and Tracking System (DCTS)**

A.19 Follow steps A.1. and A.2.

A.20 Input your user name and password – This is the user name you choose for yourself when setting up your CDX account (see Step A.7). Click "Login" - New screen will appear

A.21 Click "LT2: LT2 Data Collection, LT2/Stage 2 Tracking system, and IDSE Plan/Report Entry" program (see Figure 2) - New window will appear

**Figure 2**

| Central Data Exchange - MyCDX                                                                                                                                          |                           |                               |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------|--------------------------|
| Welcome,<br>Mr. John Smith                                                                                                                                             |                           | Last Login:                   | July 21, 2006            |
|                                                                                                                                                                        |                           | Registered Since:             | July 21, 2006            |
|                                                                                                                                                                        |                           | Recertification Date:         | July 21, 2006            |
| CDX Registration Status: Active                                                                                                                                        |                           |                               |                          |
| You have 0 new messages in your Inbox                                                                                                                                  |                           |                               |                          |
| Change System Password                                                                                                                                                 | Edit Personal Information | Edit Current Account Profiles | Add New Employer Profile |
| <b>Available Account Profiles:</b> <ul style="list-style-type: none"> <li>LT2: LT2 Data Collection, LT2/Stage 2 Tracking system, and IDSE Plan/Report Entry</li> </ul> |                           |                               |                          |

SEE STEP A.21.

A.22 To submit your IDSE Plan electronically for compliance with the Stage 2 DBPR click on IDSE Plan/Report Entry (see Figure 3). This is the final registration step for DCTS users that need to comply with the Stage 2 DBPR requirements for only one water system.

If you need access to multiple systems to complete multiple IDSE plans/reports or if you need to comply with the LT2 requirements, you must request access to the LT2 Data Collection System. To obtain access to the LT2 Data Collection System you must contact your system's DCTS administrator. If you do not know your system's DCTS administrator, e-mail your system's PWSID, water system name, state, and CDX user name to stage2mdbp@epa.gov.

A.23 Once access is granted to the LT2 Data Collection System click on the LT2 Data Collection System link that will appear above the IDSE Plan/Report Entry link (see Figure 3)

**Figure 3**

| Figure 3                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         |                                                                                                                   |                                                                                                                       |                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Logout                                                                                                                                            | NOTE: We recommend that users avoid using their browsers' Back button for navigational purposes as it may affect the flow of the application. Users should use the navigation menus built into the application for navigation from screen to screen.                                                                                                                                                                                                                                                                                                                                        |         |                                                                                                                   |                                                                                                                       |                                                                                                                                                   |
| SEE STEP A.23.                                                                                                                                    | <table border="1"> <thead> <tr> <th>Systems</th> </tr> </thead> <tbody> <tr> <td>The system recognizes you as an approved user for the following applications, please select a system to launch...</td> </tr> <tr> <td> <b>LT2 Data Collection System</b><br/>           Launches the LT2 Data Collection System for the submission and review of samples         </td> </tr> <tr> <td> <b>IDSE Plan/Report Entry</b><br/>           Launches IDSE Plan/Report Entry, which will lead you through filling out and submitting your IDSE Plan or Report         </td> </tr> </tbody> </table> | Systems | The system recognizes you as an approved user for the following applications, please select a system to launch... | <b>LT2 Data Collection System</b><br>Launches the LT2 Data Collection System for the submission and review of samples | <b>IDSE Plan/Report Entry</b><br>Launches IDSE Plan/Report Entry, which will lead you through filling out and submitting your IDSE Plan or Report |
| Systems                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         |                                                                                                                   |                                                                                                                       |                                                                                                                                                   |
| The system recognizes you as an approved user for the following applications, please select a system to launch...                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         |                                                                                                                   |                                                                                                                       |                                                                                                                                                   |
| <b>LT2 Data Collection System</b><br>Launches the LT2 Data Collection System for the submission and review of samples                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         |                                                                                                                   |                                                                                                                       |                                                                                                                                                   |
| <b>IDSE Plan/Report Entry</b><br>Launches IDSE Plan/Report Entry, which will lead you through filling out and submitting your IDSE Plan or Report |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         |                                                                                                                   |                                                                                                                       |                                                                                                                                                   |
| SEE STEP A.22.                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         |                                                                                                                   |                                                                                                                       |                                                                                                                                                   |

A.24 Click on the "User Profile" icon

A.25 Update information for First Name, Last Name, State, Phone Number, or E-mail Address if any are incorrect (see Figure 4)

**Figure 4**

User Profile

\* = Required Field

The following information is provided by CDX. If you feel any of the information is incorrect, please access CDX to update/verify.

|                |                         |
|----------------|-------------------------|
| UserName :     | SmithJohn               |
| *First Name    | John                    |
| *Last Name     | Smith                   |
| *State         | UN                      |
| *Phone Number  | (123) 456-7890          |
| *Email Address | johnsmith@somewhere.com |

SEE STEP A.25.

Save and Continue    Exit Registration

A.26 Click on “Save and Continue”

A.27 Input your water system’s federal PWSID (i.e., WA5312345) in the Organization Code field (see Figure 5)

A.28 Click on “Lookup Organization” (see Figure 5)

**Figure 5**

Please enter your Organization ID and click “Lookup Organization.” The “Lookup Organization” link will be replaced with a “Request Access” link and an “Undo” link. If your correct organization is displayed, click “Request Access.” If you have incorrectly entered the organization ID, click “Undo” and repeat the process. If you are an *E. coli* laboratory and your lab is missing from the list of organizations, please click “*E. coli* Lab Registration.”

If you are an existing user and would like access to the IDSE Plan/Report entry. Enter the code for the desired PWS and select LT2 from the system list. Otherwise, you should enter the PWSs organization code in the Program ID field when registering via CDX.

Organization Code

SEE STEP A.27.

Lookup Organization

SEE STEP A.28.

*E. coli* Lab Registration    Edit User Information    Save and Continue    Exit Registration

A.29 A new field “System Type” will appear; select “Both” (even if you only need access to one of the rules)

A.30 Click on “Request Access”

A.31 Click on “Save and Continue”

A.32 If you need to request access to additional systems, repeat steps A.27 through A.31. Once you are finished, click on “Exit Registration.”

Once your user name has been authenticated by the DCTS administrator for your system, you will be granted access to the data system for these additional system(s).



## **B. Step-by-Step Registration for DCTS for Current CDX Users**

(Steps B.1 - B.6 need to be completed for registration. Once the password is setup, go to B.7.)

B.1. Log-in to the system using your CDX user name and password.

B.2. On the "MyCDX Screen" select "Edit Current Account Profiles" link.

B.3. Select "Add New Program."

B.4. Select "LT2ESWTR: LT2ESWTR, Stage 2 DBPR, and IDSE Plan/Report Entry" from the list of CDX applications (see Figure 1).

**Figure 1**

**CDX Registration: Add Program**

Lead-Based Paint Activities (LEAD) ☐

LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2) ☒

Radionuclide NESHAPs (RAD) ☐

Resource Conservation and Recovery Act Site ID (RCRA) ☐

Stormwater Notice of Intent (eNOI) (SWENOI) ☐

Toxic Substance Control Act - HaSD Form (TSCA-HASD) ☐

Compliance Information Systems (VERIFY) ☐

Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG) ☐

Water Contaminant Information Tool (WCIT) ☐

Next>>

B.5. Choose your role from the drop down menu (see Figure 2).

**Figure 2**

**CDX Registration: Add Program ID**

Use the TAB key to move from field to field. \* = REQUIRED FIELD

Role: A SUBMITTER ☐

Program ID Type: Standard ☐ ID: \*

Submission Method: WEBFORM ☐

FINISHED

B.6. Approved users will receive an e-mail confirming access to DCTS. Rejected users will receive an e-mail stating the reason why access was denied. Only PWSs will be approved.

## **Logging into the Data Collection and Tracking System (DCTS)**

B.7 Follow steps B.1 and B.2.

B.8 Input your user name and password – Click "Login" - New screen will appear

B.9 Click "LT2: LT2 Data Collection, LT2/Stage 2 Tracking system, and IDSE Plan/Report Entry" program (see Figure 3) - New window will appear

**Figure 3**

| Central Data Exchange - MyCDX                                                                                                     |                           |                               |                          |
|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------|--------------------------|
| Welcome,<br>Mr. John Smith                                                                                                        |                           | Last Login:                   | July 21, 2006            |
|                                                                                                                                   |                           | Registered Since:             | July 21, 2006            |
|                                                                                                                                   |                           | Recertification Date:         | July 21, 2006            |
| CDX Registration Status: Active                                                                                                   |                           |                               |                          |
| You have 0 new messages in your Inbox                                                                                             |                           |                               |                          |
| Change System Password                                                                                                            | Edit Personal Information | Edit Current Account Profiles | Add New Employer Profile |
| <b>Available Account Profiles:</b>                                                                                                |                           |                               |                          |
| <ul style="list-style-type: none"><li>LT2: LT2 Data Collection, LT2/Stage 2 Tracking system, and IDSE Plan/Report Entry</li></ul> |                           |                               |                          |

**SEE STEP B.9.**

B.10 To submit your IDSE Plan electronically for compliance with the Stage 2 DBPR click on IDSE Plan/Report Entry (see Figure 4). This is the final registration step for DCTS users that need to comply with the Stage 2 DBPR requirements for only one water system.

If you need access to multiple systems to complete multiple IDSE plans/reports or if you need to comply with the LT2 requirements, you must request access to the LT2 Data Collection System. To obtain access to the LT2 Data Collection System you must contact your system's DCTS administrator. If you do not know your system's DCTS administrator, e-mail your system's PWSID, water system name, state, and CDX user name to stage2mdbp@epa.gov.

**Figure 4**

 Logout

NOTE: We recommend that users avoid using their browsers' Back button for navigational purposes as it may affect the flow of the application. Users should use the navigation menus built into the application for navigation from screen to screen.

| Systems                                                                                                           |                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| The system recognizes you as an approved user for the following applications, please select a system to launch... |                                                                                                                                                   |
| <b>SEE STEP B.11.</b>                                                                                             | <b>LT2 Data Collection System</b><br>Launches the LT2 Data Collection System for the submission and review of samples                             |
| <b>SEE STEP B.10.</b>                                                                                             | <b>IDSE Plan/Report Entry</b><br>Launches IDSE Plan/Report Entry, which will lead you through filling out and submitting your IDSE Plan or Report |

B.11 Once access is granted to the LT2 Data Collection System click on the LT2 Data Collection System link that will appear above the IDSE Plan/Report Entry link (see Figure 4)

B.12 Click on the "User Profile" icon

B.13 Update information for First Name, Last Name, State, Phone Number, or E-mail Address if any are incorrect (see Figure 5)

**Figure 5**

**User Profile**

\* = Required Field

The following information is provided by CDX. If you feel any of the information is incorrect, please access CDX to update/verify.

|                |                         |
|----------------|-------------------------|
| *UserName :    | SmithJohn               |
| *First Name    | John                    |
| *Last Name     | Smith                   |
| *State         | UN                      |
| *Phone Number  | (123) 456-7890          |
| *Email Address | johnsmith@somewhere.com |

[Save and Continue](#)    [Exit Registration](#)

**SEE  
STEP  
B.13.**

B.14 Click on "Save and Continue"

B.15 Input your water system's federal PWSID (i.e., WA5312345) in the Organization Code field (see Figure 6)

B.16 Click on "Lookup Organization" (see Figure 6)

B.17 A new field "System Type" will appear; select "Both" (even if you only need access to one of the rules)

**Figure 6**

Please enter your Organization ID and click "Lookup Organization." The "Lookup Organization" link will be replaced with a "Request Access" link and an "Undo" link. If your correct organization is displayed, click "Request Access." If you have incorrectly entered the organization ID, click "Undo" and repeat the process. If you are an *E. coli* laboratory and your lab is missing from the list of organizations, please click "E. coli Lab Registration."

If you are an existing user and would like access to the IDSE Plan/Report entry. Enter the code for the desired PWS and select LT2 from the system list. Otherwise, you should enter the PWSs organization code in the Program ID field when registering via CDX.

Organization Code

**SEE STEP  
B.15**

Lookup Organization

**SEE STEP  
B.16**

[E. coli Lab Registration](#)    [Edit User Information](#)    [Save and Continue](#)    [Exit Registration](#)

B.18 Click on "Request Access"

B.19 Click on "Save and Continue"

B.20 If you need to request access to additional systems, repeat steps B.15 through B.19. Once you are finished, click on "Exit Registration."

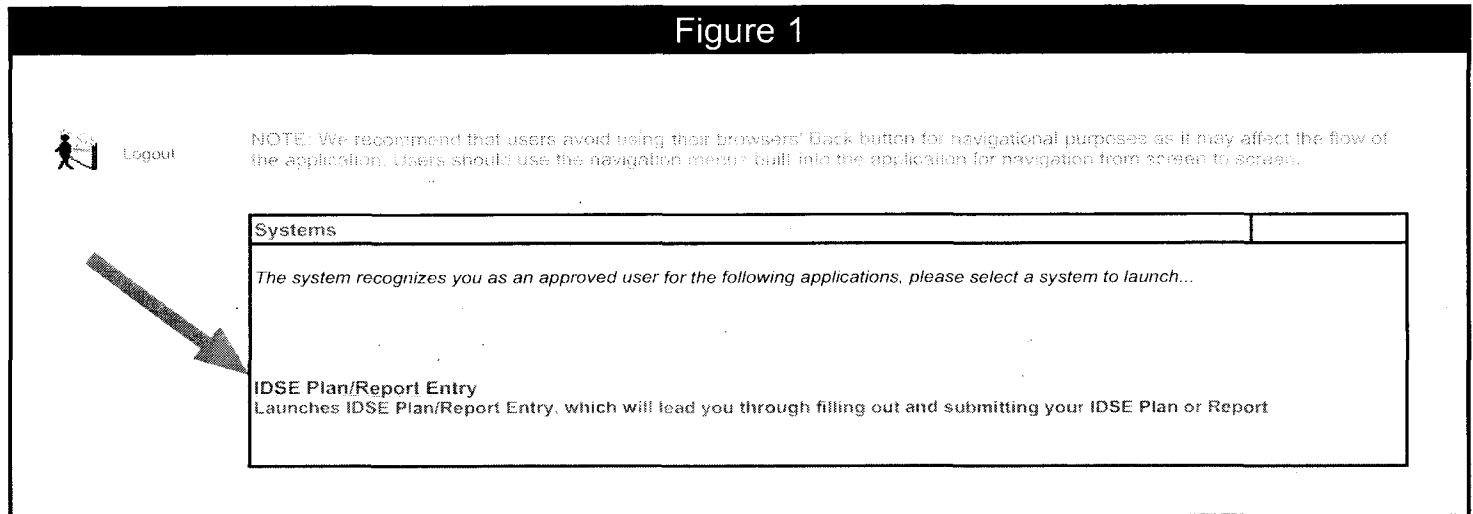
Once your user name has been authenticated by the DCTS administrator for your system, you will be granted access to the data system for these additional system(s).



## C. How to Submit a 40/30 Certification Plan using the IDSE Tool

C.1 Log-in to CDX and click "LT2: LT2 Data Collection, LT2/Stage 2 Tracking System, and IDSE Plan/Report Entry." Click on "IDSE Plan/Report Entry" (see Figure 1).

Figure 1



C.2 You will arrive at the "IDSE Plan/Report Entry" page (See Figure 2).

Figure 2

A screenshot of the 'IDSE Plan / Report Entry Home' page. The page has a dark header with the title 'Plan / Report Entry Home'. Below the header, there is a welcome message: 'Welcome to the Plan/Report Entry Home page!'. The main content area is divided into two columns. The left column contains a sidebar with 'IDSE TOOLS' including 'Plan/Report Entry', 'Help', and 'Logout'. The right column contains the main content. It starts with instructions: 'Select the Plan or Report type you would like to work on and click Go to Entry to begin.' followed by a paragraph about the IDSE Wizard. Then, it states: 'The on-line entry portion for the IDSE Reports will be available in the Fall of 2006. If you wish to work on your Existing Monitoring Results IDSE Report or your IDSE Report for Modeling SSS prior to when it is available, select the appropriate radio button and click "Go to Report Entry" (may take some time to load). The system will open a PDF form template in a new window. The PDF templates were designed for the IDSE Tool - CD Version and make several references to additional forms available via CD. If you require the additional forms referenced to meet your required number of monitoring sites, access the IDSE Home page to download the forms you need. Alternatively, you can contact EPA at stage2ndbp@epa.gov to request these forms.' Below this is a note: 'Note: You will need to install Adobe Reader 7.0 to access these forms. Also, you will not be able to save this form unless you have Adobe Professional 7.0.' The page then displays 'General Information' with fields for PWS ID, PWS Name, Schedule, Plan Due Date, Report Due Date, and Requirements Summary Sheets. Below this are two sections: 'Select Plan Type' and 'Select Report Type', each with radio buttons for different options. At the bottom, there are two buttons: 'Go to Plan Entry' and 'Go to Report Entry'.

- C.3 Select "40/30 Certification" from the IDSE Plan/Report Entry page and then click "Go to Plan Entry" (See Figure 3).

**Figure 3**

Select Plan Type

☒ 40/30 Certification

☐ Standard Monitoring Plan

☐ System Specific Study - Modeling

☐ System Specific Study - Existing Monitoring Results

[Go to Plan Entry](#)

- C.4 DCTS will pre-populate a new form with the available water system's information (see Figure 4). Review the information provided in the form. If any of the information displayed is incorrect and you are unable to change it, contact EPA at [stage2mdbp@epa.gov](mailto:stage2mdbp@epa.gov).
- C.5 By clicking on the "Certification Info," "Attachments," or "Preview/Submit" links on the top right you can move to different sections.
- C.6 Select the "Save" button at the bottom of the page when you are done entering your information. Then click "Next" to move to the next section.

**Figure 4**

**40/30 Certification Entry** [Home](#)

**A. Subcommittee Information\***

Please review the information provided below, if you feel any of the information displayed is incorrect and you are unable to change it please contact your State or EPA representative.

PWS ID DC1a

PWS Name ZZTest 1a

PWS Address address

City city

State DC ▼

[Certification Info](#)

[Attachments](#)

[Preview/Submit](#)

- C.7 EPA or your state may require you to submit additional information (e.g., Stage 1 DBPR compliance monitoring results, a distribution system schematic, or recommended Stage 2 DBPR compliance monitoring locations). Page 8 of this section shows the additional information required by each state.
- C.8 Select the "Next" button at the bottom of the page (see Figure 5).

Figure 5

**40/30 Certification Entry** [Home](#)

**Attachments**

EPA or your state may require you to submit additional information listed below:

- Stage 1 compliance monitoring results
- A distribution system schematic
- Recommended Stage 2 compliance monitoring locations

If the reviewer wants to request additional information or to have you conduct an IDSE, they will contact you. If you are contacted or would like to submit information for the areas listed above please use one of the following addresses:

**Mailing Address:** US EPA-IPMC  
PO Box 98  
Dayton, OH 45401-0098

**E-mail Address:** [stage2mdbp@epa.gov](mailto:stage2mdbp@epa.gov)

[Certification Info](#)  
[Attachments](#)  
[Preview Submit](#)

- C.9 In the "Preview/Submit" page you will have the chance to review the document before submitting. If you need to edit information use the links on the top right to move back to previous sections.
- C.10 Select the form of signature you want to use to submit your 40/30 Certification (see Figure 6). You may either electronically sign your form to complete your official submission, or you may print the certification and sign by hand and then fax or mail in the signed copy. If you choose the second option your submission will not be marked complete until the hard copy signature is received by EPA.
- C.11 Once the 40/30 Certification is completed, select "Generate PDF" and save the file for your records (see Figure 6). You must generate this file before the form is submitted.
- C.12 Select "Submit" to submit the completed 40/30 Certification to EPA. Please note that once you have submitted your 40/30 Certification to EPA you will not be able to make any changes. If you need to make a change to your 40/30 Certification after it has been submitted contact EPA at [stage2mdbp@epa.gov](mailto:stage2mdbp@epa.gov).

Figure 6

**Electronic Signature:**

By selecting one of the two options below you are officially submitting your 40/30 Certification. Your name and today's date will be recorded to the database but will not be displayed on the screen. If you select Do not Sign Form your form will be submitted as Received-Incomplete and you will need to fax or mail in a signed copy of your form.

☐ **Sign Form:** I hereby agree to electronically sign this form. I understand that by agreeing to electronically sign this form I will be officially submitting this letter with my signature included.

☐ **Do not Sign Form:** I do not wish to electronically sign my form. I understand that submitting this form here will not fulfill my requirements and that I will have to fax or mail in a signed copy of my certification letter.

C.13 Once you submit the plan, a new screen will appear with a confirmation number. Please print this page for your records (see Figure 7).

**Figure 7**

---

**IDSE Submission**

**Confirmation Page**

Your Plan / Report was submitted successfully! Please print this page for your reference.

Confirmation #

Date Submitted: 08/11/2006

If you have selected sending by hardcopy in the Attachments section or wish to submit a hard copy version of your plan, report, or attachments in addition to electronically submitted files please mail or e-mail the files to one of the following addresses:

**Mailing Address:**

US EPA-IPMC  
PO Box 98  
Dayton, OH 45401-0098

**E-mail Address:**

stage2mdbp@epa.gov

[Home](#)

The next page provides state preferences on the additional information they are requesting from systems that submit a 40/30 Certification.

## State Preference Table for Stage 2 DBPR 40/30 Certification Supplemental Information

(As of January 2007)

Under the Stage 2 DBPR, EPA or the State may request additional information to be submitted by systems to support a request for 40/30 Certification. Such additional information can be: Stage 1 Data, Recommended Stage 2 monitoring locations, and system schematics. The table below identifies which States are requesting additional material be sent with the request for 40/30 Certification. The checkmark indicates material that needs to be submitted.

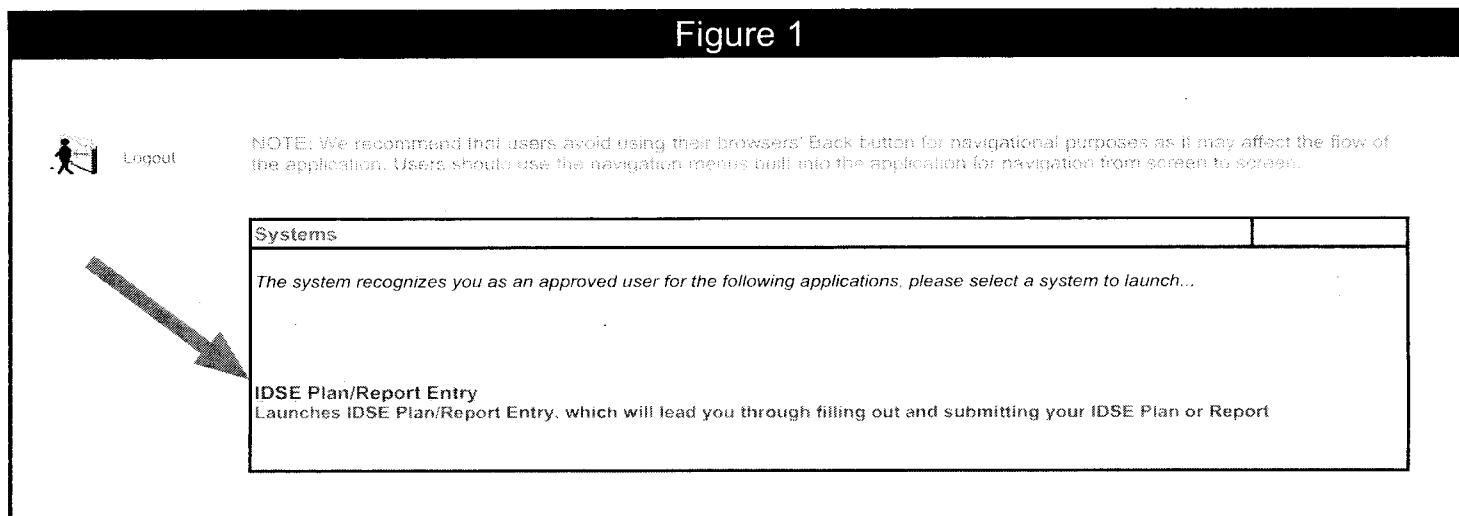
| Region | State     | Stage 1 Data | Recommended Stage 2 DBPR Monitoring Locations | System Schematic | Comments                                          |
|--------|-----------|--------------|-----------------------------------------------|------------------|---------------------------------------------------|
| 1      | CT        |              |                                               |                  |                                                   |
|        | ME        | √            | √                                             | √                |                                                   |
|        | NH        |              |                                               |                  |                                                   |
|        | MA        | √            | √                                             | √                |                                                   |
|        | RI        | √            | √                                             | √                |                                                   |
|        | VT        | √            | √                                             | √                |                                                   |
| 2      | NJ        | √            |                                               |                  |                                                   |
|        | NY        | √            |                                               |                  |                                                   |
|        | PR        | √            | √                                             | √                |                                                   |
| 3      | DC        | √            | √                                             | √                |                                                   |
|        | DE        |              |                                               |                  |                                                   |
|        | MD        |              |                                               |                  |                                                   |
|        | PA        | √            | √                                             | √                |                                                   |
|        | WV        |              |                                               |                  |                                                   |
|        | VA        |              |                                               |                  |                                                   |
| 4      | AL        | √            | √                                             | √                |                                                   |
|        | FL        | √            | √                                             | √                |                                                   |
|        | GA        | √            | √                                             | √                |                                                   |
|        | KY        | √            | √                                             | √                |                                                   |
|        | MS        | √            | √                                             | √                |                                                   |
|        | NC        | √            | √                                             | √                |                                                   |
|        | SC        | √            | √                                             | √                |                                                   |
| 5      | TN        | √            | √                                             | √                |                                                   |
|        | IL        | √            | √                                             | √                |                                                   |
|        | IN        | √            | √                                             | √                |                                                   |
|        | MI        | √            | √                                             | √                |                                                   |
|        | MN        |              |                                               |                  |                                                   |
|        | OH        | √            | √                                             | √                |                                                   |
| 6      | WI        | √            | √                                             | √                |                                                   |
|        | AR        |              |                                               |                  |                                                   |
|        | LA        |              |                                               |                  |                                                   |
|        | NM        |              |                                               |                  |                                                   |
|        | OK        | √            |                                               | √                |                                                   |
| 7      | TX        |              |                                               |                  |                                                   |
|        | IA        |              |                                               |                  |                                                   |
|        | KS        |              |                                               |                  |                                                   |
|        | MO        |              |                                               |                  |                                                   |
| 8      | NE        | √            |                                               |                  |                                                   |
|        | CO        |              |                                               |                  |                                                   |
|        | MT        |              |                                               |                  |                                                   |
|        | ND        |              |                                               |                  |                                                   |
|        | SD        |              |                                               |                  |                                                   |
|        | UT        |              |                                               |                  |                                                   |
| 9      | WY        |              |                                               |                  |                                                   |
|        | Tribal    |              |                                               |                  |                                                   |
|        | AZ        | √            | √                                             | √                | Stage 1 data not required if previously submitted |
|        | CA        |              |                                               |                  |                                                   |
|        | HI        |              |                                               |                  |                                                   |
|        | NV        |              |                                               |                  |                                                   |
|        | GU        |              |                                               |                  |                                                   |
| 10     | AS        |              |                                               |                  |                                                   |
|        | Trust Ter |              |                                               |                  |                                                   |
|        | CNMI      |              |                                               |                  |                                                   |
|        | AK        | √            |                                               | √                |                                                   |
|        | ID        | √            |                                               | √                |                                                   |
|        | OR        | √            |                                               | √                |                                                   |
|        | WA        | √            |                                               | √                |                                                   |



## D. How to Submit a Standard Monitoring Plan using the IDSE Tool

D.1 Log-in to CDX and click "LT2: LT2 Data Collection, LT2/Stage 2 Tracking System, and IDSE Plan/Report Entry." Click on "IDSE Plan/Report Entry" (see Figure 1).

Figure 1



D.2 You will arrive at the "IDSE Plan/Report Entry" page (See Figure 2).

Figure 2

A screenshot of the 'IDSE Plan / Report Entry Home' page. On the left is a sidebar with 'IDSE TOOLS' including 'Plan/Report Entry', 'Help', and 'Logout'. The main content area has a header 'Plan / Report Entry Home' and a welcome message. It provides instructions on how to use the tool, including a link to a wizard and a note about the on-line entry portion being available in the Fall of 2006. Below this is a 'General Information' section with fields for PWS ID, PWS Name, Schedule, Plan Due Date, and Report Due Date. There are also links for 'Requirements Summary Sheets' and 'Specific Instructions for Systems in Indiana, Michigan, Ohio, and Wisconsin'. At the bottom, there are two sections: 'Select Plan Type' with radio buttons for '4030 Certification', 'Standard Monitoring Plan', 'System Specific Study - Modeling', and 'System Specific Study - Existing Monitoring Results'; and 'Select Report Type' with radio buttons for 'Standard Monitoring Report', 'System Specific Study Report - Modeling', and 'System Specific Study Report - Existing Monitoring Results'. At the very bottom are two buttons: 'Go to Plan Entry' and 'Go to Report Entry'.

D.3 Select “Standard Monitoring Plan” from the IDSE Plan/Report Entry page and then click “Go to Plan Entry.”

**Figure 1**

**Select Plan Type**

☐ 40/30 Certification  
☒ **Standard Monitoring Plan**  
☐ System Specific Study - Modeling  
☐ System Specific Study - Existing Monitoring Results

[Go to Plan Entry](#)

- D.4 DCTS will pre-populate a new form with the available water system’s information (see Figure 2). Review the information provided in the form. If any of the information displayed is incorrect and you are unable to change it, contact EPA at [stage2mdbp@epa.gov](mailto:stage2mdbp@epa.gov).
- D.5 By clicking on the links such as “General Information,” “Peak Historical Mth & Schedule,” or “Preview/Submit” on the top right you can move to the different sections.
- D.6 Select the “Save” button at the bottom of the page when you are done entering your information. Then click “Next” to move to the next section. Repeat this step as you complete each section.

**Figure 2**

**Standard Monitoring Plan Entry**

**I. IDSE General Information**

Please review the information provided below, if you feel any of the information displayed is incorrect and you are unable to change it please contact your State or EPA representative.

|                    |                    |
|--------------------|--------------------|
| *PWS ID            | DC1a               |
| *PWS Name          | ZZTest 1a          |
| *PWS Address       | address            |
| *City              | city               |
| *State             | DC ▼               |
| *Zip               | 20460              |
| *Population Served | 110000             |
| *System Type       | NTNCWS             |
| *Source Water Type | GU                 |
| *Buying / Selling  | Wholesale System ▼ |

[Home](#)

[General Information](#)

[II. IDSE Requirements](#)

[III. Selecting Std. Mntng S](#)

[IV. Justification](#)

[V. Peak Historical Mth & Schedule](#)

[VI. Planned Stage 1 DBPF Schedule](#)

[VII & VIII Schematic & Attachments](#)

[Preview/Submit](#)

- D.7 To submit a schematic in Section VII & VIII, select the "Browse" icon to the right of the schematic field and select the schematic from your files (acceptable file formats: .xls, .doc, .jpeg, .gif, .jpg, .txt, .wpd, and .pdf) (see Figure 3). You must submit a distribution system schematic with the standard monitoring plan. You can also upload additional attachments from this page. Please note that once you upload an attachment, you will not be able to remove the file, so make sure it is the correct one. If you do not have electronic attachments to submit you can send hardcopies of your attachments to the address listed, however the plan will not be marked as complete until the attachments are received.
- D.8 Select the "Save" button at the bottom of the page when you are done entering your information. Then click "Next" to move to the next section.

**Figure 3**

- D.9 In the "Preview/Submit" page you will have the chance to review the document before submitting. If you need to edit information use the links on the top right to move back to previous sections.
- D.10 Once the plan is completed, select "Generate PDF" and save the file for your records (see Figure 3). You must generate this file before the form is submitted.
- D.11 Select "Submit" to submit the completed plan to EPA. Please note that once you have submitted your Standard Monitoring Plan to EPA you will not be able to make any changes. If you need to make a change to your Standard Monitoring Plan after it has been submitted contact EPA at [stage2mdbp@epa.gov](mailto:stage2mdbp@epa.gov).

**Figure 3**

D.12 Once you submit the plan, a new screen will appear with a confirmation number. Please print this page for your records (see Figure 4).

**Figure 4**

---

**IDSE Submission**

**Confirmation Page**

Your Plan / Report was submitted successfully! Please print this page for your reference.

Confirmation #

Date Submitted: 08/11/2006

If you have selected sending by hardcopy in the Attachments section or wish to submit a hard copy version of your plan, report, or attachments in addition to electronically submitted files please mail or e-mail the files to one of the following addresses:

**Mailing Address:**

US EPA-IPMC  
PO Box 98  
Dayton, OH 45401-0098

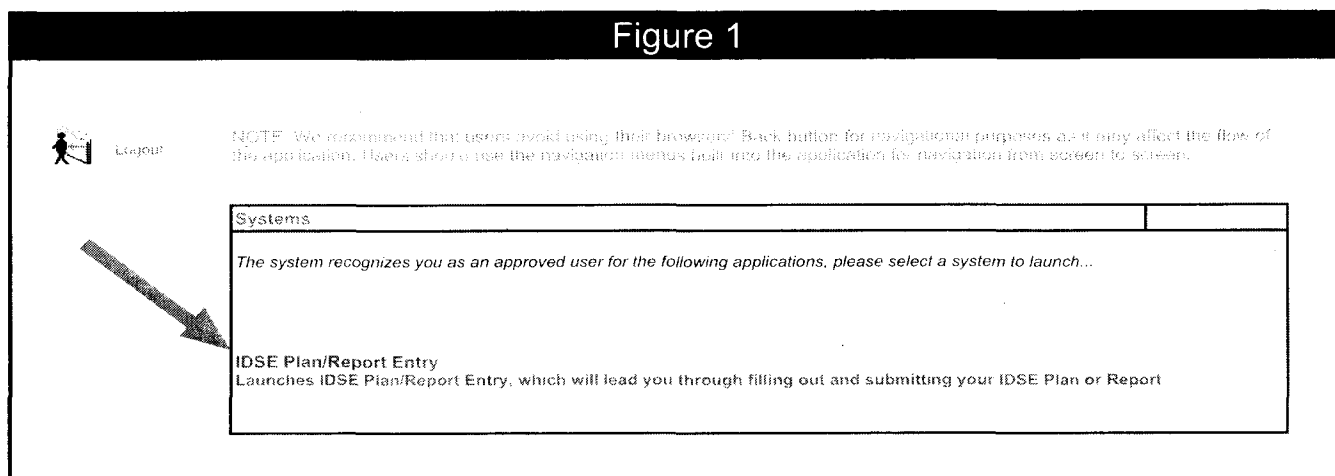
**E-mail Address:**

stage2mdbp@epa.gov

[Home](#)

## **E. How to Submit a System Specific Study (SSS) – Existing Monitoring Results using the IDSE Tool**

E.1 Log-in to CDX and click “LT2: LT2 Data Collection, LT2/Stage 2 Tracking System, and IDSE Plan/Report Entry.” Click on “IDSE Plan/Report Entry” (see Figure 1).



E.2 You will arrive at the “IDSE Plan/Report Entry” page (See Figure 2).

**Figure 2**

**IDSE TOOLS**

- Plan/Report Entry
- Help
- Logout

**Plan / Report Entry Home**

**Welcome to the Plan/Report Entry Home page!**

Select the Plan or Report type you would like to work on and click Go to Entry to begin.

If you are not sure which Plan/Report applies to you [access a wizard](#) that will assist you in determining your specific requirements. The IDSE Wizard is a web-based smart survey tool requiring the Macromedia Authorware plug-in to assist PWSs in determining their IDSE requirements. Download the free [Macromedia's Authorware](#) plug-in from [macromedia.com](#)

The on-line entry portion for the IDSE Reports will be available in the Fall of 2006. If you wish to work on your Existing Monitoring Results IDSE Report or your IDSE Report for Modeling SSS prior to when it is available, select the appropriate radio button and click "Go to Report Entry" (may take some time to load). The system will open a PDF form template in a new window. The PDF templates were designed for the IDSE Tool - CD Version and make several references to additional forms available via CD. If you require the additional forms referenced to meet your required number of monitoring sites, access the [IDSE Home page](#) to download the forms you need. Alternatively, you can contact EPA at [stage2mdbp@epa.gov](mailto:stage2mdbp@epa.gov) to request these forms

Note: You will need to install [Adobe Reader 7.0](#) to access these forms. Also, you will not be able to save this form unless you have Adobe Professional 7.0

**General Information:**

|                              |                                                                                                                    |
|------------------------------|--------------------------------------------------------------------------------------------------------------------|
| PWS ID:                      | DCTC                                                                                                               |
| PWS Name:                    | ZZ Test 1c                                                                                                         |
| Schedule:                    | Schedule 2                                                                                                         |
| Plan Due Date:               | 04/01/2007                                                                                                         |
| Report Due Date:             | 07/01/2009                                                                                                         |
| Requirements Summary Sheets: | Standard Monitoring Plan<br>System Specific Study (Existing Monitoring Results or Modeling)<br>40/30 Certification |

Specific instructions for systems in Indiana, Michigan, Ohio, and Wisconsin

**Select Plan Type**

- ☐ 40/30 Certification
- ☒ Standard Monitoring Plan
- ☐ System Specific Study - Modeling
- ☐ System Specific Study - Existing Monitoring Results

[Go to Plan Entry](#)

**Select Report Type**

- ☐ Standard Monitoring Report
- ☒ System Specific Study Report - Modeling
- ☐ System Specific Study Report - Existing Monitoring Results

[Go to Report Entry](#)

- E.3 Select "System Specific Study – Existing Monitoring Results" from the IDSE Plan/Report Entry page and then click "Go to Plan Entry" (See Figure 3).

**Figure 3**

**Select Plan Type**

☐ 40/30 Certification

☐ Standard Monitoring Plan

☐ System Specific Study - Modeling

☒ System Specific Study - Existing Monitoring Results

Go to Plan Entry

- E.4 DCTS will pre-populate a new form with the available water system's information (see Figure 4). Review the information provided in the form. If any of the information displayed is incorrect and you are unable to change it, contact EPA at [stage2mdbp@epa.gov](mailto:stage2mdbp@epa.gov).
- E.5 By clicking on the links such as "General Information," "Certification of Data," or "Preview/Submit" on the top right you can move to different sections.
- E.6 Select the "Save" button at the bottom of the page when you are done entering your information. Then click "Next" to move to the next section. Repeat this step as you complete each section.

Figure 4

Existing Monitoring Results System Specific Study (SSS) Entry

Home

**I. IDSE General Information**

Please review the information provided below, if you feel any of the information displayed is incorrect and you are unable to change it please contact your State or EPA representative.

\*PWS ID: DC1c

\*PWS Name: ZZTest 1c

\*PWS Address: address

\*City: city

\*State: DC

\*Zip: 20460

\*Population Served: 400

\*System Type: CWS

\*Source Water Type: SWP

\*Buying / Selling Relationships: Select

**C. PWS Operations**

Residual Disinfectant Type: ☒ Chlorine ☐ Chloramines ☐ Other

Number of Disinfected Sources: Surface GWUDI

Ground Purchased 1

**D. Contact Person**

\*Contact Name: John Doe

Title:

Phone Number: (555) 555-5555 ext.:

Fax:

E-mail Address: jdoe@watersystem.us

[SAVE](#) [NEXT](#) [BACK](#) [CANCEL](#)

I. General Information

II. SSS Requirements

III. Peak Historical Month

IV. Prev. Monitoring Results

Part A - Location

Part B - Method

Part C - TTHM

Part D - HAA5

V. Certification of Data

VI. Proposed SSS Monitorin Dates

VII & VIII Schematic & Attachments

Preview/Submit

E.7 To submit a schematic in Section VII & VIII, select the "Browse" icon to the right of the schematic field and select the schematic from your files (acceptable file formats: .xls, .doc, .jpeg, .gif, .jpg, .txt, .wpd, and .pdf) (see Figure 5). You must submit a distribution system schematic with the System Specific Study. You can also upload additional attachments from this page. Please note that once you upload an attachment, you will not be able to remove the file, so make sure it is the correct one. If you do not have electronic attachments to submit you can send hardcopies of your attachments to the address listed, however the plan will not be marked as complete until the attachments are received.

E.8 Select the "Save" button at the bottom of the page when you are done entering your information. Then click "Next" to move to the next section.

Figure 5

- E.9 In the "Preview/Submit" page you will have the chance to review the document before submitting. If you need to edit information use the links on the top right to move back to previous sections.
- E.10 Once the plan is completed, select "Generate PDF" and save the file for your records (see Figure 6). You must generate this file before the form is submitted.
- E.11 Select "Submit" to submit the completed plan to EPA. Please note that once you have submitted your System Specific Study to EPA you will not be able to make any changes. If you need to make a change to your System Specific Study after it has been submitted contact EPA at [stage2mdbp@epa.gov](mailto:stage2mdbp@epa.gov).

Figure 6

- E.12 Once you submit the plan, a new screen will appear with a confirmation number. Please print this page for your records (see Figure 7).

## Figure 7

### **IDSE Submission**

#### **Confirmation Page**

Your Plan / Report was submitted successfully! Please print this page for your reference.

Confirmation #

1

Date Submitted:

08/11/2006

If you have selected sending by hardcopy in the Attachments section or wish to submit a hard copy version of your plan, report, or attachments in addition to electronically submitted files please mail or e-mail the files to one of the following addresses:

#### **Mailing Address:**

US EPA-IPMC  
PO Box 98  
Dayton, OH 45401-0098

#### **E-mail Address:**

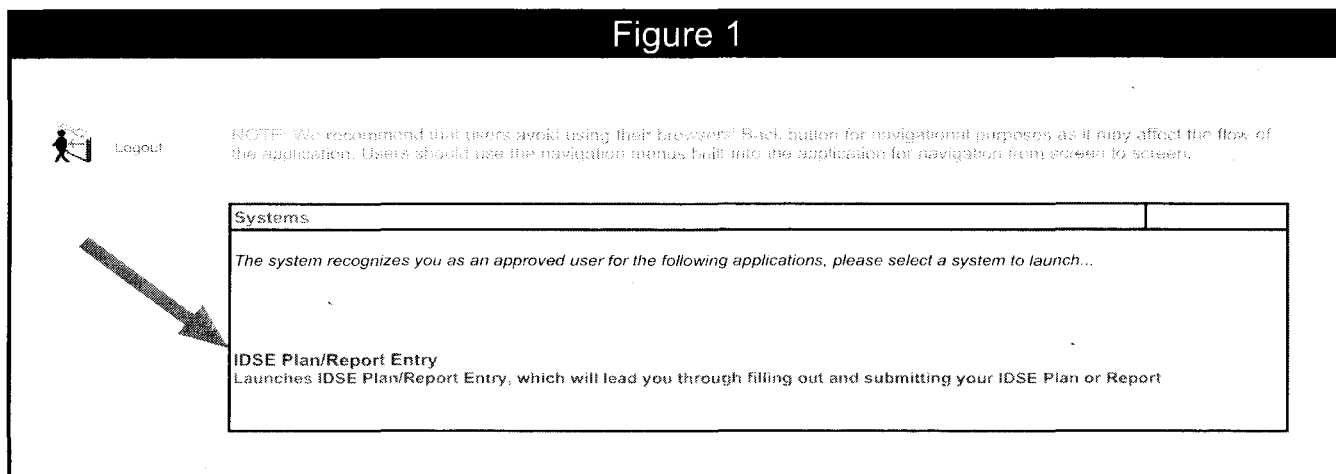
stage2mdbp@epa.gov

[Home](#)



## **F. How to Submit a System Specific Study (SSS) – Hydraulic Modeling using the IDSE Tool**

- F.1 Log-in to CDX and click "LT2: LT2 Data Collection, LT2/Stage 2 Tracking System, and IDSE Plan/Report Entry." Click on "IDSE Plan/Report Entry" (see Figure 1).



- F.2 You will arrive at the "IDSE Plan/Report Entry" page (See Figure 2).

**Figure 2**

- F.3 Select "System Specific Study – Modeling" from the IDSE Plan/Report Entry page and then click "Go to Plan Entry" (See Figure 3).

**Figure 3**

The screenshot shows a web form titled "Select Plan Type". It contains four radio button options: "40/30 Certification", "Standard Monitoring Plan", "System Specific Study - Modeling", and "System Specific Study - Existing Monitoring Results". The "System Specific Study - Modeling" option is selected, indicated by a dot in the radio button and a hand-drawn oval around the text. An arrow points from the left towards this selected option. At the bottom of the form, there is a button labeled "Go to Plan Entry".

Select Plan Type

☐ 40/30 Certification

☐ Standard Monitoring Plan

☒ System Specific Study - Modeling

☐ System Specific Study - Existing Monitoring Results

Go to Plan Entry

- F.4 DCTS will pre-populate a new form with the available water system's information (see Figure 4). Review the information provided in the form. If any of the information displayed is incorrect and you are unable to change it, contact EPA at [stage2mdbp@epa.gov](mailto:stage2mdbp@epa.gov).
- F.5 By clicking on the links such as "General Information," "Peak Mth for TTHM," or "Preview/Submit" on the top right you can move to different sections.
- F.6 Select the "Save" button at the bottom of the page when you are done entering your information. Then click "Next" to move to the next section. Repeat this step as you complete each section.

Figure 4

[Home](#)

### Modeling Study Plan Entry

#### I. IDSE General Information

Please review the information provided below, if you feel any of the information displayed is incorrect and you are unable to change it please contact your State or EPA representative.

\*PWS ID: DC1c

\*PWS Name: ZZTest 1c

\*PWS Address:

\*City:

\*State:

\*Zip:

\*Population Served: 400

\*System Type: CWS

\*Source Water Type: SWP

\*Buying / Selling Relationships:

#### C. PWS Operations

Residual Disinfectant Type: ☒ Chlorine ☐ Chloramines ☐ Other

Number of Disinfected Sources: Surface  GWUDI   
Ground  Purchased

#### D. Contact Person

\*Contact Name: John Doe

Title:

Phone Number: (555) 555-5555 ext.

Fax:

E-mail Address: jdoe@watersystem.us

[SAVE](#) [NEXT](#) [BACK](#) [CANCEL](#)

I. General Information

II. IDSE Requirements

III. Min. Model Requirement

Part A.

Part B.

Part C.

Part D.

IV. Peak Mth. for TTHM

V. Modeling Information

VI. Planned Stage 1 DBPR

VII & VIII Schematic & Attachments

Preview/Submit

- F.7 To submit a schematic in Section VII & VIII, select the "Browse" icon to the right of the schematic field and select the schematic from your files (acceptable file formats: .xls, .doc, .jpeg, .gif, .jpg, .txt, .wpd, and .pdf) (see Figure 5). You must submit a distribution system schematic with the System Specific Study. You can also upload additional attachments from this page. Please note that once you upload an attachment, you will not be able to remove the file, so make sure it is the correct one. If you do not have electronic attachments to submit you can send hardcopies of your attachments to the address listed, however the plan will not be marked as complete until the attachments are received.
- F.8 Select the "Save" button at the bottom of the page when you are done entering your information. Then click "Next" to move to the next section.

Figure 5

**Modeling Study Plan Entry** [Home](#)

**VII & VIII Schematic & Attachments**

Select Browse to locate the file you would like to attach to your plan. Click Save to upload your attachments. The following file types are acceptable formats for your attachments: .xls, .doc, .jpeg, .gif, .jpg, .txt, .wpd, and .pdf. All systems must submit a Distribution System Schematic with their plan unless they have selected the option to send by hardcopy. (\* = required field)

\*Distribution System Schematic

Attachment Name:

[I. General Information](#)

[II. IDSE Requirements](#)

[III. Min. Model Requirement](#)

[Part A.](#)

[Part B.](#)

[Part C.](#)

[Part D.](#)

[IV. Peak Mth. for TTHM](#)

[V. Modeling Information](#)

[VI. Planned Stage 1 DBPR](#)

[VII & VIII Schematic & Attachments](#)

- F.9 In the "Preview/Submit" page you will have the chance to review the document before submitting. If you need to edit information use the links on the top right to move back to previous sections.
- F.10 Once the plan is completed, select "Generate PDF" and save the file for your records (see Figure 6). You must generate this file before the form is submitted.
- F.11 Select "Submit" to submit the completed plan to EPA. Please note that once you have submitted your System Specific Study to EPA you will not be able to make any changes. If you need to make a change to your System Specific Study after it has been submitted contact EPA at [stage2mdbp@epa.gov](mailto:stage2mdbp@epa.gov).

Figure 6

**Sending Attachments by Mail**

Enter a description of the items that will be mailed.

- F.12 Once you submit the plan, a new screen will appear with a confirmation number. Please print this page for your records (see Figure 7).

## Figure 7

### **IDSE Submission**

#### **Confirmation Page**

Your Plan / Report was submitted successfully! Please print this page for your reference.

Confirmation #

1

Date Submitted:

08/11/2006

If you have selected sending by hardcopy in the Attachments section or wish to submit a hard copy version of your plan, report, or attachments in addition to electronically submitted files please mail or e-mail the files to one of the following addresses:

#### **Mailing Address:**

US EPA-IPMC  
PO Box 96  
Dayton, OH 45401-0096

#### **E-mail Address:**

stage2mdbp@epa.gov

[Home](#)



# DCTS for Laboratories





# DCTS for Laboratories

## Contents

|                                                                                       |    |
|---------------------------------------------------------------------------------------|----|
| A. Uploading Your <i>Cryptosporidium</i> or <i>E. Coli</i> Laboratory into DCTS ..... | 1  |
| B. Step-by-Step Registration for DCTS using CDX .....                                 | 3  |
| C. How to Create a New Sample .....                                                   | 5  |
| D. How to Search for LT2 Samples.....                                                 | 9  |
| E. How to View Sampling Schedules.....                                                | 11 |



## **A. Uploading Your Cryptosporidium or E. Coli Laboratory into DCTS**

A.1 *Cryptosporidium* laboratories will need to provide a copy of their EPA approval letter to the IPMC via:

- Fax: 937-586-6557 or 513-552-1935
- Mail: Stage 2 DBPR & LT2ESWTR IPMC, P.O. Box 98, Dayton, OH 45401; or
- E-mail: [stage2mdbp@epa.gov](mailto:stage2mdbp@epa.gov).

Once EPA receives your information, they will contact you to fill out a lab registration form. After submitting your information you should register with CDX (Refer to Part B).

A.2 *E. coli* laboratories certified by the states to conduct *E. coli* enumeration should submit a copy of their certification information to the IPMC via:

- Fax: 937-586-6557 or 513-552-1935
- Mail: Stage 2 DBPR & LT2ESWTR IPMC, P.O. Box 98, Dayton, OH 45401; or
- E-mail: [stage2mdbp@epa.gov](mailto:stage2mdbp@epa.gov).

It must be clear in the certification that your lab is certified to do enumeration, and not just presence/absence, as required by the LT2ESWTR. Once EPA receives your information, they will contact you to fill out a lab registration form. After submitting your information you should register with CDX (Refer to Part B).

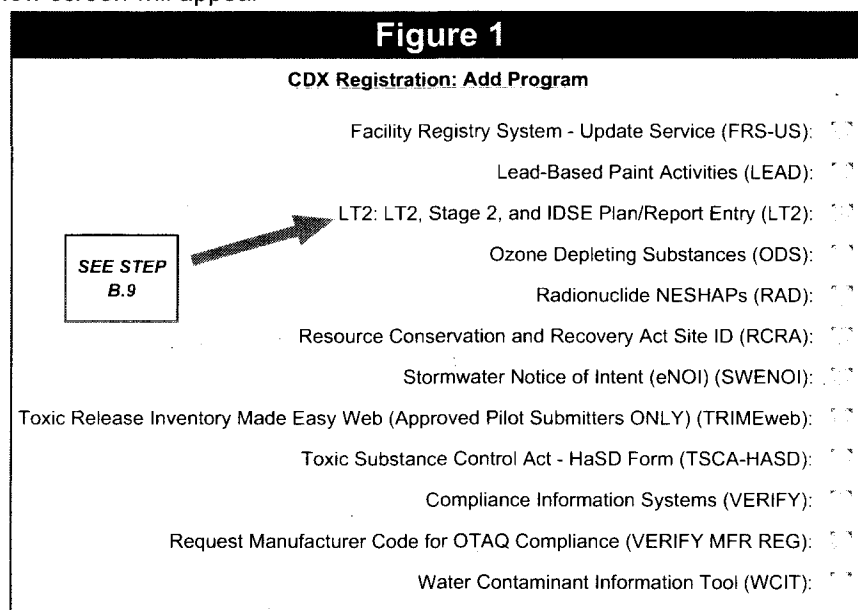


## **B. Step-by-Step Registration for DCTS using CDX (Steps B.1 - B.17 need to be completed for registration. Once the password is setup, go to B.19.)**

- B.1 Go to: <http://www.epa.gov/cdx>
- B.2 Click on "Log-in to CDX" (on sidebar) – New screen will appear
- B.3 Click on "Registration" (on sidebar) – New screen will appear
- B.4 Read the Warning Notice and Privacy Statements
- B.5 Click on "Click here to continue" – New screen will appear
- B.6 Read the Terms and Conditions and click on "I Accept" – New screen will appear
- B.7 Input a user's first and last name, user name (following recommended format), password (following recommended format) and re-enter the password, a question that can be used in case you forget your password, and the answer to the question – New screen will appear
- B.8 Input the water system's name in the Organization Name field and all other requested information. Click on "Next" - New screen will appear

### **CDX Registration: Add Program**

- B.9 Select "LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2)" (see Figure 1).
- B.10 Click on "Next" – New screen will appear



### **Complete Role Information –**

- B.11 Role is "Asubmitter" only option
- B.12 Select "Standard" (This is CDX. This is not where you request DCTS Admin access.)
- B.13 Input your ID Number in the ID field.
- B.14 Submission method is "WEBFORM" (only option)
- B.15 Click on "Next"
- B.16 Read the message
- B.17 Click on "Finished"
- B.18 You should receive confirmation from "CDX Registration" [EPACDX@csc.com] within 24 hours of submitting your request. Once you have received the e-mail confirming your CDX set-up, you can log into the DCTS.

### **Logging into the Data Collection and Tracking System (DCTS)**

- B.19 Follow steps B.1 and B.2.
  - B.20 Input your user name and password – This is the user name you choose for yourself when setting up your CDX account (see Step B.7). Click "Login" - New screen will appear
  - B.21 Click "LT2: LT2 Data Collection, LT2/Stage 2 Tracking system, and IDSE Plan/Report Entry" program (see Figure 2) - New window will appear
- If you need access to multiple systems, you must request access to the LT2 Data Collection System. To obtain access to the LT2 Data Collection System you must contact your system's DCTS administrator. If you do not know your system's DCTS administrator, e-mail your laboratory information and CDX user name to [stage2mdbp@epa.gov](mailto:stage2mdbp@epa.gov).
- B.22 Once access is granted to the LT2 Data Collection System please click on the LT2 Data Collection System link.

B.23 Click on the "User Profile" icon

B.24 Update information for First Name, Last Name, State, Phone Number, or E-mail Address if any are incorrect (see Figure 2)

**Figure 2**

User Profile

\* = Required Field

The following information is provided by CDX. If you feel any of the information is incorrect, please access CDX to update/verify.

SEE STEP B.24

|                |                         |
|----------------|-------------------------|
| UserName       | SmithJohn               |
| *First Name    | John                    |
| *Last Name     | Smith                   |
| *State         | UN                      |
| *Phone Number  | (123) 456-7890          |
| *Email Address | johnsmith@somewhere.com |

Save and Continue

Exit Registration

B.25 Click on "Save and Continue"

B.26 If you are a *Cryptosporidium* laboratory, input your ID number in the Organization Code field (see Figure 3).

B.27 Click on "Lookup Organization" (see Figure 3)

B.28 If you are an *E. coli* laboratory, click on "*E. coli* Lab Registration" (see Figure 3).

**Figure 3**

Please enter your Organization ID and click "Lookup Organization." The "Lookup Organization" link will be replaced with a "Request Access" link and an "Undo" link. If your correct organization is displayed, click "Request Access." If you have incorrectly entered the organization ID, click "Undo" and repeat the process. If you are an *E. coli* laboratory and your lab is missing from the list of organizations, please click "*E. coli* Lab Registration."

If you are an existing user and would like access to the IDSE Plan/Report entry. Enter the code for the desired PWS and select LT2 from the system list. Otherwise, you should enter the PWSs organization code in the Program ID field when registering via CDX.

Organization Code

SEE STEP B.26

Lookup Organization

SEE STEP B.27

*E. coli* Lab Registration

Edit User Information

Save and Continue

Exit Registration

B.29 A new field "System Type" will appear; select "Both" (even if you only need access to one of the rules)

B.30 Click on "Request Access"

B.31 Click on "Save and Continue"

B.32 If you need to request access to additional systems, repeat steps B.26 through B.30. Once you are finished, click on "Exit Registration."

Once your user name has been authenticated by the DCTS administrator for your system, you will be granted access to the data system for these additional system(s).

## C. How to Create a New Sample

If you experience problems entering samples, email the Stage 2 Inbox at [stage2mdbp@epa.gov](mailto:stage2mdbp@epa.gov). If you cannot see your client, check with your PWS to verify that they selected you as the laboratory.

C.1 To create a new sample, select the "Create New Sample" icon  in the LT2 Data Collection system.

C.2 For *Cryptosporidium* samples select "*Cryptosporidium*" on the "Create New Sample" home page (see Figure 1).

**Figure 1**

To import data from your laboratory's information system, click "Upload Sample(s)." To enter data for a new sample using web forms, select the analyte (and method type, for *E. coli*) and click "Enter Sample(s)."

↓

☒ *Cryptosporidium*

☐ *E. coli* Select Method Type ▼

 **ENTER SAMPLE(S)**      **UPLOAD SAMPLE(S)**

C.3 If you selected "Enter Sample(s)" then enter sample and system information. Select "Save" to retain information or "Clear Form" to start again (see Figure 2). If you selected "Upload Samples(s)" follow the instructions on the screen. A link is provided for help on creating an XML file.

**Figure 2**

Do not enter data for samples that did not meet QC requirements. You are acknowledging the following by entering *Cryptosporidium* sample data into the LT2 Data Collection System: all holding times for the sample were met; the sample was received by the laboratory in acceptable condition; and results for the associated method blank, OPR, and positive and negative staining controls were acceptable (EPA Method 1622/1623).

Enter data for up to four different samples. Click the field name for more information.

 **Save**      **Clear Form**

| FIELDS COMMON TO ALL SAMPLES |                      |                      |                      |                      |
|------------------------------|----------------------|----------------------|----------------------|----------------------|
| Sample Status                | New Sample           | New Sample           | New Sample           | New Sample           |
| Resample                     | No ▼                 | No ▼                 | No ▼                 | No ▼                 |
| Sample ID (optional)         | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| PWS ID                       | - Please Select - ▼  | - Please Select - ▼  | - Please Select - ▼  | - Please Select - ▼  |
| PWS Name                     | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| PWS Facility ID              | - Please Select - ▼  | - Please Select - ▼  | - Please Select - ▼  | - Please Select - ▼  |

- C.4 For *E. coli* samples select "*E. coli*" and the method type on the "Create New Sample" home page (see Figure 1).
- C.5 If you selected "Enter Sample(s)" then enter sample and system information. Select "Save" to retain information or "Clear Form" to start again (see Figure 3). If you selected "Upload Samples(s)" follow the instructions on the screen. A link is provided for help on creating an XML file.

**Figure 3**

*Do not enter data for samples that did not meet QC requirements. You are acknowledging the following by entering E. coli sample data into the LT2 Data Collection System: all holding and incubation times and temperatures for the sample were met; the sample was received by the laboratory in acceptable condition; all method-specified QC requirements were met; and all QA/QC criteria and procedures specified in the Manual for the Certification of Laboratories Analyzing Drinking Water (EPA 815-B-97-001) were followed.*

Enter data for the New Sample. → **Save**  **Delete**  **Clear Form** 

| FIELDS COMMON TO ALL SAMPLES |                     |
|------------------------------|---------------------|
| <u>Sample Status</u>         | Pending Release     |
| <u>Resample</u>              | NO ▼                |
| <u>Sample ID (optional)</u>  |                     |
| <u>PWS ID</u>                | - Please Select - ▼ |
| <u>PWS Name</u>              |                     |

- C.6 Review the sample information on the next screen (see Figure 4). The status of the sample is "Pending Release." At this point the sample has not been submitted to the PWS.

**Figure 4**

**Cryptosporidium - Anytown Lab - VA1234567**

Calculated Sample Results

Click the field name for more information

|                                     |                          |
|-------------------------------------|--------------------------|
| <u>Status</u>                       | Pending Release          |
| <u>Sample ID (optional)</u>         |                          |
| <u>PWS ID</u>                       | DC1j                     |
| <u>PWS Name</u>                     | Zz Test 1j               |
| <u>PWS Facility ID</u>              | TP1                      |
| <u>PWS Facility Name</u>            | Main St. Treatment Plant |
| <u>Sample Collection Point ID</u>   | newtestsample            |
| <u>Sample Collection Point Name</u> | snappy                   |
| <u>Sample Collection Date</u>       | 12/06/2007               |

- C.7 Samples that do not meet the LT2 requirements are flagged. There is an explanation of the flags at the bottom of the screen (see Figure 5).
- C.8 Select "Edit sample(s)" to edit sample information (see Figure 5).
- C.9 Select "Enter New Sample(s)" or "Logout" to save sample information without releasing it to the water system. When searching for samples (see Section D, "How to Search for LT2 Samples"), this sample will appear under the heading "Pending Release."

Figure 5

|                                              |                          |
|----------------------------------------------|--------------------------|
| PLEASE PRINT NAME, ADDRESS, CITY, STATE, ZIP |                          |
| Flags                                        | E                        |
| Resample                                     | No                       |
| Original Sample Collection Date              |                          |
| Resample Explanation                         |                          |
| CHECK THE BOX TO DELIVER SAMPLE(S) TO PWS    | <input type="checkbox"/> |

A flag is associated with your sample for non-compliance to LT2 rule requirements. Please contact your PWS regarding non-compliance of the sample.

| Explanation of Flags |                                                                                                               |
|----------------------|---------------------------------------------------------------------------------------------------------------|
| A                    | Sample not collected within +/-2 days of scheduled date                                                       |
| B                    | Sample volume analysis requirements not met                                                                   |
| C                    | Matrix spike sample was spiked with greater than 500 oocysts                                                  |
| D                    | The matrix spike volume analyzed is not within +/- 10% of the volume analyzed for the associated field sample |
| E                    | An associated E. coli sample has not been submitted                                                           |

[Edit Sample\(s\)](#)  
[Deliver Sample\(s\) to PWS](#)  
[Enter New Sample\(s\)](#)  
[Logout](#)

- C.10 To deliver sample(s) to the water system, select the box under the sample(s) and select "Deliver Sample(s) to PWS" (see Figure 6).

Figure 6

|                                              |                                     |
|----------------------------------------------|-------------------------------------|
| PLEASE PRINT NAME, ADDRESS, CITY, STATE, ZIP |                                     |
| Resample Explanation                         |                                     |
| CHECK THE BOX TO DELIVER SAMPLE(S) TO PWS    | <input checked="" type="checkbox"/> |

A flag is associated with your sample for non-compliance to LT2 rule requirements. Please contact your PWS regarding non-compliance of the sample.

| Explanation of Flags |                                                                                                               |
|----------------------|---------------------------------------------------------------------------------------------------------------|
| A                    | Sample not collected within +/-2 days of scheduled date                                                       |
| B                    | Sample volume analysis requirements not met                                                                   |
| C                    | Matrix spike sample was spiked with greater than 500 oocysts                                                  |
| D                    | The matrix spike volume analyzed is not within +/- 10% of the volume analyzed for the associated field sample |
| E                    | An associated E. coli sample has not been submitted                                                           |

[Edit Sample\(s\)](#)  
[Deliver Sample\(s\) to PWS](#)  
[Enter New Sample\(s\)](#)  
[Logout](#)

- C.11 If you submit incorrect information to a water system, ask the water system to return the samples. You can then edit the samples and submit the corrected samples to the water system.
- C.12 If you submit incorrect information to a water system, ask the water system to return the samples. Refer the system to 'DCTS for Public Water Systems: LT2. You can then edit the samples and submit the corrected samples to the water system.



## D. How to Search for LT2 Samples

- D.1 To search for samples for a water system, select the “View Samples” icon  in the LT2 Data Collection system.
- D.2 Select “*Cryptosporidium*” or “*E. coli*” and set search parameters (see Figure 1). Select “Search Samples” to view a list of samples for the system.

**Figure 1**

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

→

☒ *Cryptosporidium*
☐ *E. coli*
Select Method

|                                                       |                                                                                                                                                         |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> PWS Inventory Data           | Facility: <span style="border: 1px solid black; padding: 2px;"> </span> Sampling Point: <span style="border: 1px solid black; padding: 2px;"> </span>   |
| <input type="checkbox"/> Status                       | <span style="border: 1px solid black; padding: 2px;"> </span>                                                                                           |
| <input checked="" type="checkbox"/> Lab Approval Date | Start <span style="border: 1px solid black; padding: 2px;">10/13/2006</span> End <span style="border: 1px solid black; padding: 2px;">11/13/2006</span> |
| <input type="checkbox"/> Sample Collection Date       | Start <span style="border: 1px solid black; padding: 2px;"> </span> End <span style="border: 1px solid black; padding: 2px;"> </span>                   |

[SEARCH SAMPLES](#) 

- D.3 Select the sample(s) for review and select “Edit/View Selected Samples” (see Figure 2).

**Figure 2**

[EDIT/VIEW SELECTED SAMPLES](#)
[DOWNLOAD SELECTED SAMPLES](#)
[PRINT SEARCH RESULTS](#)

|                                                            | DELETE                                                                              | Sample ID                                                                           | PWS  | PWS Facility | Sample Collection Point | Last Edit Date | Sample Collection Date | Last Edit User |
|------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------|--------------|-------------------------|----------------|------------------------|----------------|
| <b>Pending Release</b>                                     |                                                                                     |                                                                                     |      |              |                         |                |                        |                |
| <input type="checkbox"/>                                   |  |  | DC1h | TP1          | SP1                     | 11/08/2006     | 11/08/2006             | GONDER02       |
| → <input type="checkbox"/>                                 |  |  | DC1h | TP1          | SP1                     | 10/16/2006     | 10/13/2006             | DARINDAL       |
| <b>Returned by PWS</b>                                     |                                                                                     |                                                                                     |      |              |                         |                |                        |                |
| There are no samples currently associated with this status |                                                                                     |                                                                                     |      |              |                         |                |                        |                |
| <b>Delivered to PWS</b>                                    |                                                                                     |                                                                                     |      |              |                         |                |                        |                |
| <input type="checkbox"/>                                   |                                                                                     |  | DC1v | TP           | SP                      | 11/06/2006     | 11/06/2006             | GONDER02       |

- D.4 Water systems will not be able to see samples under “Pending Release.” They will only be able to see samples under “Delivered to PWS” and “Returned to Lab.”



## **E.** **How to View Sample Schedules**

- E.1 To view sample schedules for a water system, select the "Sample Dates" icon  in the LT2 Data Collection system.
- E.2 Select a date range or select the water system and facility (see Figure 1).

**Figure 1**

**Sample Dates**  
*View the PWS established sampling schedule by searching within a particular Date Range or Organization and then click "Submit" to display the results.*

|                                  |              |       |                      |                                 |          |                      |                                 |               |
|----------------------------------|--------------|-------|----------------------|---------------------------------|----------|----------------------|---------------------------------|---------------|
| <input checked="" type="radio"/> | Date Range   | Start | <input type="text"/> | <input type="button" value=""/> | End      | <input type="text"/> | <input type="button" value=""/> | <u>Submit</u> |
| <input type="radio"/>            | Organization | PWS   | --Please select-- ▾  |                                 | Facility | --Please select-- ▾  |                                 |               |

- E.3 Scheduled sample dates will be displayed at the bottom of the screen (see Figure 2).

**Figure 2**

*View the PWS established sampling schedule by searching within a particular Date Range or Organization and then click "Submit" to display the results.*

|                                  |              |       |                      |                                 |          |                      |                                 |               |
|----------------------------------|--------------|-------|----------------------|---------------------------------|----------|----------------------|---------------------------------|---------------|
| <input type="radio"/>            | Date Range   | Start | <input type="text"/> | <input type="button" value=""/> | End      | <input type="text"/> | <input type="button" value=""/> | <u>Submit</u> |
| <input checked="" type="radio"/> | Organization | PWS   | ZZTest 1a ▾          |                                 | Facility | billietest1 ▾        |                                 |               |

*Sampling Schedule:*

ZZTest 1a, billietest1

07/14/2006 ←

08/18/2006

09/15/2006

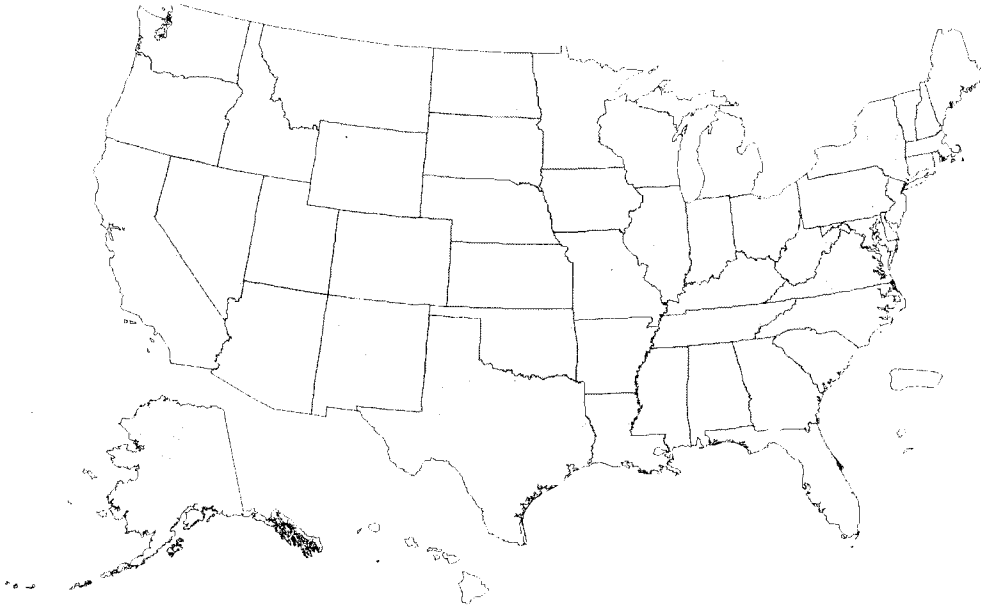
10/13/2006

11/17/2006

12/15/2006



# DCTS for States & EPA





# **DCTS for States and EPA**

## **Contents**

### **LT2/Stage 2 Tracking System**

|    |                                                                     |    |
|----|---------------------------------------------------------------------|----|
| A. | How to Search for a Public Water System .....                       | 1  |
| B. | How to Create and Assign a New CDS ID .....                         | 5  |
| C. | How to View or Edit Public Water System Contact Information .....   | 7  |
| D. | How to Approve an Alternative Schedule .....                        | 9  |
| E. | How to Upload a Submission Received from a Public Water System..... | 11 |
| F. | How to View a Public Water System Submission .....                  | 13 |
| G. | How to Generate a List of Received Submissions .....                | 15 |
| H. | How to Approve Submissions .....                                    | 17 |
| I. | How to Approve a Batch of Submissions .....                         | 19 |
| J. | How to Add Notifications .....                                      | 21 |

### **LT2 Data Collection System**

|    |                                                                                         |    |
|----|-----------------------------------------------------------------------------------------|----|
| K. | How to Approve DCTS Users (Administrative Users Only) .....                             | 23 |
| L. | How to Search for a Public Water System's LT2 Samples .....                             | 25 |
| M. | How to View a Public Water System's LT2 Grandfathered Data and Sampling Locations ..... | 27 |
| N. | How to View a PWS's LT2 Sampling Dates .....                                            | 31 |

### **LT2 Data Collection System Reports**

|    |                                                                  |    |
|----|------------------------------------------------------------------|----|
| O. | How to Generate a Report in the LT2 Data Collection System ..... | 33 |
| P. | How to Generate a Sample Tracking Report .....                   | 35 |
| Q. | How to Generate a Sample Backlog Report .....                    | 37 |
| R. | How to Generate a Sample History Report .....                    | 39 |
| S. | How to Generate a PWS Schedule Submission Compliance Report..... | 41 |
| T. | How to Generate a Binning Report .....                           | 43 |
| U. | How to Generate a Missed and Re-Sampled Events Report.....       | 45 |
| V. | How to Generate a Grandfathered Data Report.....                 | 47 |
| W. | How to Generate a Monitoring Waived Report.....                  | 49 |

|     |                                                                    |    |
|-----|--------------------------------------------------------------------|----|
| X.  | How to Generate a PWS Sample Location Plan Compliance Report ..... | 51 |
| Y.  | How to Generate a Sample Pair Incomplete Report .....              | 53 |
| Z.  | How to Generate a PWS Facility Compliance Report .....             | 55 |
| AA. | How to Generate a List of PWSs without Facilities .....            | 57 |
| BB. | How to Generate a List of Users (EPA Only) .....                   | 59 |
| CC. | How to Generate a LT2 DCTS Usage Report (EPA Only) .....           | 61 |

## A. How to Search for a Public Water System (PWS)

- A.1 To search for a PWS select "PWS Maintenance" icon  in the LT2/Stage 2 Tracking System, located on the left side of the screen.
- A.2 You can use a variety of criteria to search for a PWS. To search using a PWSID, for example, select the state and the PWSID of the water system you would like to find from the drop down menus and select "Search" (see Figure 1). When searching for a PWS name you can type the name of the PWS, or part of the name.

**Figure 1**

Find the desired PWS by selecting from the following search criteria options below:

|                                                 |                                  |                      |
|-------------------------------------------------|----------------------------------|----------------------|
| <input type="radio"/>                           | PWS Name                         |                      |
| <input type="radio"/>                           | CDS ID                           |                      |
| <input type="radio"/>                           | Letter Type                      | Select Letter Type ▾ |
| <input type="radio"/>                           | Notice Name                      | Select Notice Name ▾ |
| <input checked="" type="radio"/>                | Region/State Code                | All ▾ DE ▾ ←         |
| <input checked="" type="checkbox"/>             | PWS ID                           | DE0000102 ▾ ←        |
| <input type="checkbox"/>                        | Stage 2 Compliance Schedule      | All ▾                |
| <input type="checkbox"/>                        | PWS Plan Status -Submission Type | Monitoring Plan ▾    |
|                                                 | Plan/Report Type                 | All ▾                |
|                                                 | Submission Status                | Received ▾           |
|                                                 | Approval Status                  | All ▾                |
| <input type="checkbox"/>                        | Triage Decision                  | All ▾                |
| <input type="checkbox"/>                        | Stage2 Rule Requirements         | All ▾                |
| <input type="checkbox"/>                        | LT2 Rule Requirements            | All ▾                |
| <input type="checkbox"/> Include Closed Systems |                                  |                      |
| SEARCH RESET                                    |                                  |                      |

- A.3 If the system is in DCTS, the name, PWSID, and CDS ID will be displayed in a table (see Figure 2). Check the box next to the system name and select "View/Edit Profile" (or simply double-click the system name) to view the system's profile. Select "Modify Search" to return to the home page.

Figure 2

Searched for  
 State DE  
 PWS Id: DE0000102  
 Use Waiver Search false  
 Closed System false

Modify Search

[VIEW/EDIT PROFILE](#)      [VIEW NOTIFICATIONS](#)      [VIEW SUBMISSION STATUS](#)

(1 to 1) of 1

|                          | PWS Name                              | PWS Id    | CDS Id |
|--------------------------|---------------------------------------|-----------|--------|
| <input type="checkbox"/> | UPCOUNTRY MANUFACTURED HOME COMMUNITY | DE0000102 | 9999   |
| <input type="checkbox"/> |                                       |           |        |

- A.4 The PWS Search Tool can also be used to search for multiple water systems. For example, to search for all systems in Delaware with a Stage 2 Compliance Schedule 1 within a state, select DE from the state drop down menu (see Figure 3). Select "Compliance Schedule 1" from the Stage 2 Compliance Schedule drop down menu and select "Search."

Figure 3

Find the desired PWS by selecting from the following search criteria options below:

|                                     |                                   |                            |
|-------------------------------------|-----------------------------------|----------------------------|
| <input type="radio"/>               | PWS Name                          |                            |
| <input type="radio"/>               | CDS ID                            |                            |
| <input type="radio"/>               | Letter Type                       | Select Letter Type ▾       |
| <input type="radio"/>               | Notice Name                       | Select Notice Name ▾       |
| <input checked="" type="radio"/>    | Region/State Code                 | All ▾ DE ▾                 |
| <input type="checkbox"/>            | PWS ID                            | DE0000003 ▾                |
| <input checked="" type="checkbox"/> | Stage 2 Compliance Schedule       | Compliance Schedule 1 ▾    |
| <input type="checkbox"/>            | PWS Plan Status - Submission Type | Monitoring Plan ▾          |
|                                     | Plan/Report Type                  | All ▾                      |
|                                     | Submission Status                 | Received ▾                 |
|                                     | Approval Status                   | All ▾                      |
| <input type="checkbox"/>            | Triage Decision                   | All ▾                      |
| <input type="checkbox"/>            | Stage2 Rule Requirements          | All ▾                      |
| <input type="checkbox"/>            | LT2 Rule Requirements             | All ▾                      |
| <input type="checkbox"/>            | Include Closed Systems            |                            |
|                                     |                                   | <b>SEARCH</b> <b>RESET</b> |

- A.5 This search will display all systems in Delaware with a Stage 2 Compliance Schedule 1 (see Figure 4). Select "Modify Search" to return to the search page.

Figure 4

Searched for:  
State: DE  
Stage2 Compliance Group: Compliance Schedule 1  
Vss Waiver Search: false  
Closed System: false

[Modify Search](#)

[VIEW/EDIT PROFILE](#)

[VIEW NOTIFICATIONS](#)

[VIEW SUBMISSION STATUS](#)

1 to 3 of 3

|                          | PWS Name                    | PWS Id    | CDS Id |
|--------------------------|-----------------------------|-----------|--------|
| <input type="checkbox"/> | ARTESIAN WATER COMPANY      | DE0000552 | 9999   |
| <input type="checkbox"/> | UNITED WATER DELAWARE       | DE0000564 | 471    |
| <input type="checkbox"/> | WILMINGTON WATER DEPARTMENT | DE0000663 | 9999   |



## **B.** How to Create and Assign a New CDS ID

- B.1 Search for the PWS in the LT2/Stage 2 Tracking System.
- B.2 Check the box next to each water system you would like to assign a new CDS ID and select "View/Edit Profile" (See Figure 1). If you are unable to get all the PWSs you want, click on any three PWS IDs. The PWSs you are looking for might be on different pages in the system.

**Figure 1**

Searched for  
State DE  
Stage2 Compliance Group : Compliance Schedule 1  
Vss Waiver Search : false  
Closed System : false

[Modify Search](#)

[VIEW/EDIT PROFILE](#)      [VIEW NOTIFICATIONS](#)      [VIEW SUBMISSION STATUS](#)

1 to 3 of 3

|                                     | PWS Name                    | PWS ID    | CDS ID |
|-------------------------------------|-----------------------------|-----------|--------|
| <input checked="" type="checkbox"/> | ARTESIAN WATER COMPANY      | DE0000552 | 9999   |
| <input checked="" type="checkbox"/> | UNITED WATER DELAWARE       | DE0000564 | 471    |
| <input checked="" type="checkbox"/> | WILMINGTON WATER DEPARTMENT | DE0000663 | 9999   |

- B.3 Select "Obtain New CDS ID" (see Figure 2).

**Figure 2**

**PWS Batch Update**

Select Batch Update Type: Update PWS Profile VIEW

To return to your previous search results click the "RETURN TO SEARCH RESULTS" link. Please note that this will return you to the beginning of your search result list and your previous selections on the result page will be removed.

[Obtain New CDS ID](#)

| PWS Name                 | PWS ID    | Retail Population | CDS ID | PWS Type | Calculated Compliance Schedule |
|--------------------------|-----------|-------------------|--------|----------|--------------------------------|
| ARTESIAN WATER COMPANY   | DE0000552 | 200000            | 9999   | CWS      | Compliance Schedule 1          |
| UNITED WATER DELAWARE    | DE0000564 | 100000            | 471    | CWS      | Compliance Schedule 1          |
| WILMINGTON WATER DEPARTM | DE0000663 | 140000            | 9999   | CWS      | Compliance Schedule 1          |

- B.4 A new window will appear with a new CDS ID written in red (see Figure 3). You can now update the CDS ID for the water system(s) displayed in the table with this number (see Figure 3). It is recommended that you copy and paste the new number instead of entering it manually. Select the "Confirm Changes" link at the bottom of the table to review a list of all changes. It is important to use the number immediately. The number is not taken out of circulation until it is assigned to you in DCTS. If you were not able to select all the PWSs in a CDS you can change the CDS in the PWS profile.
- B.5 You are not required to use this number. You can create a new number as long as another group is not using it.

Figure 3

The screenshot shows a web browser window with the address bar displaying <https://intranet.epa.gov/lt2/nextCDSId.do>. The main content area displays the message: "Your new CDS ID number is: 1051600029". Below this, it says "Please enter this number in the CDS ID column for any PWS you wish to assign to this CDS ID" and includes a "close" link. At the bottom of the browser window, it shows "Internet" and "100%".

Below the browser window, there is a section with a dropdown menu labeled "Select Batch Update Type:" set to "Update PWS Profile" and a "VIEW" link. Below this, a message states: "To return to your previous search results click the 'RETURN TO SEARCH RESULTS' link. Please note that this will return you to the beginning of your search result list and your previous selections on the result page will be removed." To the right of this message is a link labeled "Obtain New CDS ID".

Below the message is a table with the following data:

| PWS Name                    | PWS ID    | Retail Population | CDS ID     | PWS Type | Calculated Compliance Schedule |
|-----------------------------|-----------|-------------------|------------|----------|--------------------------------|
| ARTESIAN WATER COMPANY      | DE0000552 | 200000            | 1051600029 | CWS      | Compliance Schedule 1          |
| WILMINGTON WATER DEPARTMENT | DE0000663 | 140000            | 1051600029 | CWS      | Compliance Schedule 1          |

At the bottom of the page, there are two links: "CONFIRM CHANGES" (with a right-pointing arrow) and "RETURN TO SEARCH RESULTS".

- B.6 Select the "Edit" link on the confirmation screen to edit your changes or select "Save" to save the changes in DCTS (see Figure 4).

Figure 4

The screenshot shows a confirmation screen titled "PWS Batch Update". It contains a table with the same data as Figure 3:

| PWS Name                    | PWS ID    | Retail Population | CDS ID     | Pws Type | Compliance Schedule   |
|-----------------------------|-----------|-------------------|------------|----------|-----------------------|
| ARTESIAN WATER COMPANY      | DE0000552 | 200000            | 1051600029 | CWS      | Compliance Schedule 1 |
| WILMINGTON WATER DEPARTMENT | DE0000663 | 140000            | 1051600029 | CWS      | Compliance Schedule 1 |

Below the table, there are two links: "SAVE" (circled) and "EDIT".

## C. How to View or Edit Public Water System Contact Information

C.1 Search for the PWS in the LT2/Stage 2 Tracking System, PWS Maintenance Module.

C.2 Select the PWS name or check the box to the left of the PWS and select "View/Edit Profile" (see Figure 1).

**Figure 1**

The screenshot shows a web interface with three tabs: **VIEW/EDIT PROFILE**, **VIEW NOTIFICATIONS**, and **VIEW SUBMISSION STATUS**. The **VIEW/EDIT PROFILE** tab is selected and circled with an arrow. Below the tabs is a table with the following data:

|                          | PWS Name        | PWS Id    | CDS Id |
|--------------------------|-----------------|-----------|--------|
| <input type="checkbox"/> | CAMDEN DISTRICT | DE0000124 | 9999   |

C.3 Update or review information displayed in the PWS Profile page (see Figure 2). If any of the information displayed is incorrect and you are unable to change it contact EPA at [stage2mdbp@epa.gov](mailto:stage2mdbp@epa.gov).

C.4 Select the "Save" button to store your changes.

**Figure 2**

The screenshot shows the PWS Profile page with the following tabs: **VIEW SEARCH RESULTS**, **VIEW CONTACTS**, **VIEW NOTIFICATIONS**, and **VIEW SUBMISSION STATUS**. The **VIEW SEARCH RESULTS** tab is selected. The page displays a form with the following fields:

|                         |                           |
|-------------------------|---------------------------|
| PWS ID                  | DE0000124                 |
| PWS Name                | CAMDEN DISTRICT           |
| Status                  | Active                    |
| PWS Type                | CWS                       |
| Source Water Type       | GW                        |
| Retail Population       | 4759                      |
| CDS ID                  | 9999                      |
| Location Address        | 1100 S. LITTLE CREEK ROAD |
| Location Zip Code       | 19901                     |
| Location State - Region | DE 13                     |
| Fax Number              |                           |
| E-mail Address          |                           |
| Comments/Notes          |                           |
| Entry Date              | 2006-04-11 11:27:17.0     |
| User Name               |                           |
| Modified Date           |                           |

**SAVE**



## D. How to Approve an Alternative Schedule

- D.1 Search for the PWS in the LT2/Stage 2 Tracking System, PWS Maintenance Module.
- D.2 Check the box next to the system and select "View/Edit Profile."
- D.3 From the PWS Profile page, scroll down to find the tables entitled "Stage 2 Information" and "LT2 Information" (see Figure 1). Select the box for "Alternative Stage 2 Schedule Approved" or "Alternative LT2 Schedule Approved," as appropriate.

**Figure 1**

| Stage 2 Information                         |                                      |                                                                |
|---------------------------------------------|--------------------------------------|----------------------------------------------------------------|
| Stage 2 Rule Requirements                   | IDSE + Stage 2 Compliance Monitoring | <input type="checkbox"/> Remove Rule Requirements              |
| Calculated Stage 2 Compliance Schedule      | Compliance Schedule 4                | <input type="checkbox"/> Alternative Stage 2 Schedule Approved |
| <a href="#">SAVE</a> <a href="#">CANCEL</a> |                                      |                                                                |

| LT2 Information                             |      |                                                            |
|---------------------------------------------|------|------------------------------------------------------------|
| LT2 Rule Requirements                       | None | <input type="checkbox"/> Remove Rule Requirements          |
| LT2 Compliance Schedule                     |      | <input type="checkbox"/> Alternative LT2 Schedule Approved |
| <a href="#">SAVE</a> <a href="#">CANCEL</a> |      |                                                            |

- D.4 Upon checking either "Alternative Stage 2 Schedule Approved" or "Alternative LT2 Schedule Approved", the table will expand (see Figure 2). Select an alternate schedule and complete the required fields. (**Note:** in order to save the schedule change in DCTS, you must provide an explanation for the alternative schedule.) To save the alternative schedule select "Save." Select "Cancel" to cancel your changes.

**Figure 2**

| Stage 2 Information                                                                |                                      |                                                                           |                     |
|------------------------------------------------------------------------------------|--------------------------------------|---------------------------------------------------------------------------|---------------------|
| Stage 2 Rule Requirements                                                          | IDSE + Stage 2 Compliance Monitoring | <input type="checkbox"/> Remove Rule Requirements                         |                     |
| Calculated Stage 2 Compliance Schedule                                             | Compliance Schedule 4                | <input checked="" type="checkbox"/> Alternative Stage 2 Schedule Approved |                     |
| Enter/Modify your selections for an Alternative Stage 2 Compliance Schedule below. |                                      |                                                                           |                     |
| Alternative Stage 2 Compliance Schedule                                            | Select Schedule                      | Modified By:                                                              |                     |
|                                                                                    | Compliance Schedule 3                | Modified On:                                                              |                     |
|                                                                                    |                                      | Comments:                                                                 | Insert comment here |
| <a href="#">SAVE</a> <a href="#">CANCEL</a>                                        |                                      |                                                                           |                     |



## **E.** How to Upload a Submission Received from a Public Water System

E.1 Search for the PWS in the LT2/Stage 2 Tracking System, PWS Maintenance Module.

E.2 Check the box next to the PWS and select "View Submission Status" (see Figure 1).

**Figure 1**

VIEW/EDIT PROFILE      VIEW NOTIFICATIONS      **VIEW SUBMISSION STATUS**

|                          | PWS Name          | PWS Id    | CDS Id |
|--------------------------|-------------------|-----------|--------|
| <input type="checkbox"/> | MARION ELEMENTARY | OR4193754 | 9999   |
|                          |                   |           |        |

E.3 Select the submission type from the drop down list (see Figure 2).

- a. Monitoring Plan – To upload IDSE Plan submissions (e.g. 40/30 Certification, Standard Monitoring Plan, System Specific Study Plan, etc.).
- b. IDSE Report – To upload IDSE Reports for a PWS that conducted Standard Monitoring or System Specific Study. The IDSE Report is due 3 months after sampling is required to be completed.
- c. LT2 Submission – To upload LT2ESWTR source water monitoring or grandfather data.

**Figure 2**

EPA TOOLS

PWS Maintenance

Reports

**Submission Status --**

Select Submission Type: **Select**

- Select
- Monitoring Plan**
- IDSE Report
- LT2 Submission

- E.4 Assign a plan type, submission status, date received, and approval status for the PWS submission (see Figure 3). Select "Confirm" and then select "Upload" on the next screen. (Skip this step if documents were previously uploaded for this system and this information has already been populated.)

**Figure 3**

Do not review LT2 Submissions until information for all facilities has been uploaded.

**RETURN TO PROFILE**

|                                                                                                                                                                                                                                                       |                      |                            |                   |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------|-------------------|-----------------|
| *Plan Type ★                                                                                                                                                                                                                                          | *Submission Status ★ | *Date Received ★           | Plan Copied       | Held By         |
| MP-VSS ▼                                                                                                                                                                                                                                              | Received ▼           | 10/05/2007 [calendar icon] | Select ▼          |                 |
| Triage Decision                                                                                                                                                                                                                                       | *Approval Status ★   | Date Assigned for Review   | Assigned Reviewer | Date Approved   |
| Select ▼                                                                                                                                                                                                                                              | Under Review ▼       | [calendar icon]            | Select ▼          | [calendar icon] |
| Last modified on by                                                                                                                                                                                                                                   |                      |                            |                   |                 |
| <div style="border: 1px solid black; border-radius: 50%; padding: 2px 10px; display: inline-block;">CONFIRM</div> <div style="border: 1px solid black; border-radius: 50%; padding: 2px 10px; display: inline-block; margin-left: 10px;">CANCEL</div> |                      |                            |                   |                 |

★ Required Field

- E.5 Assign a file type, enter a file name, and browse for the file (see Figure 4). You can select "Other" from the "File Type" drop down menu and create your own name for the file. Select "Upload Files" to attach files to the PWS profile document inventory. If you want to go back to the PWS profile without uploading, click "Return to Profile".

**Figure 4**

**Upload Files**

Select the File Type from the drop down or select Other and enter a custom name. When complete click the **UPLOAD FILES** link.

\* Please upload the corresponding attachments to a Plan/Report at the same time as the Plan/Report upload so that the attachments are associated with the appropriate Plan/Report.

The name selected from the File Name drop down will be the name entered for the file. If you would like to enter a specific name select Other from the drop down and enter the name in the "Enter Name" text box, otherwise this box will not be available for edit.

| Files                                                                                                                                                                                                                                                                  |                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| File Type                                                                                                                                                                                                                                                              | MP-VSS ▼ Enter File Name <input type="text" value="TR4693701 MP-VSS"/> ← |
| File Location                                                                                                                                                                                                                                                          | \\Otiswater\DWPD\WA [Browse...] ←                                        |
| File Type                                                                                                                                                                                                                                                              | MP-SM ▼ Enter File Name <input type="text"/>                             |
| File Location                                                                                                                                                                                                                                                          | [Browse...]                                                              |
| <div style="border: 1px solid black; border-radius: 50%; padding: 5px 20px; display: inline-block; margin-right: 20px;">UPLOAD FILES</div> <div style="border: 1px solid black; border-radius: 50%; padding: 5px 20px; display: inline-block;">RETURN TO PROFILE</div> |                                                                          |

## **F. How to View a Public Water System Submission**

- F.1 Search for the PWS in the LT2/Stage2 Tracking System, PWS Maintenance Module.
- F.2 Check the box next to the system and select "View/Edit Profile."
- F.3 All documents uploaded for the PWS will be displayed at the bottom of the page in the "Document Inventory" section (see Figure 1). Select the file name to view the file.
- The IDSE Report provides the system's recommendations for where and at what frequency Stage 2 DBPR compliance monitoring will be conducted and is submitted 3 months after Standard Monitoring or a System Specific Study is required to be completed.
  - The Monitoring Plan shows documents submitted by the system in compliance with the IDSE requirements of VSS Waiver, 40/30 Certification, Standard Monitoring, or System Specific Study.
  - The LT2 Submission shows information submitted by the PWS in compliance with the LT2ESWTR requirements.

Figure 1

| Document Inventory                                                                                                                |                                                     |               |           |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------|-----------|
| Below is an inventory of all documents submitted by this PWS. Click on the hyperlinked document name to view the actual document. |                                                     |               |           |
| Submission Type                                                                                                                   | Document Type                                       | Date Received | Version # |
| IDSE Report                                                                                                                       |                                                     |               |           |
| Monitoring Plan                                                                                                                   | <a href="#">MP-SSS-M</a>                            | 03/28/2007    |           |
|                                                                                                                                   | <a href="#">Distribution System Schematic</a>       | 03/28/2007    |           |
|                                                                                                                                   | <a href="#">Attachment 1_SSS-M</a>                  | 03/28/2007    |           |
|                                                                                                                                   | <a href="#">Attachment 2_SSS-M</a>                  | 03/28/2007    |           |
|                                                                                                                                   | <a href="#">Attachment 3_SSS-M</a>                  | 03/28/2007    |           |
|                                                                                                                                   | <a href="#">PA1150166.com</a>                       | 10/05/2007    |           |
| LT2 Submission                                                                                                                    | <a href="#">Intent To GF</a>                        | 01/10/2007    |           |
|                                                                                                                                   | <a href="#">LT2-Sample Location/Schematic</a>       | 01/10/2007    |           |
|                                                                                                                                   | <a href="#">GF DATA PACKAGE</a>                     | 05/23/2007    |           |
|                                                                                                                                   | <a href="#">CRYPTO DATA</a>                         | 05/23/2007    |           |
|                                                                                                                                   | <a href="#">REVISED SAMPLING LOCATION SCHEMATIC</a> | 05/23/2007    |           |
|                                                                                                                                   |                                                     |               |           |

- F.4 It is recommended that you print all files to ensure you have all the information for submission review. Reviewers may upload review checklists, approval letters, recommendation letters, phone logs, and any other document that would support review documents.



## **G.** How to Generate a List of Received Submissions

G.1 In the LT2/Stage2 Tracking System, select your state or EPA Region. Choose the type of submission you would like to search for under the "Submission Status" drop down menu (see Figure 1).

**Figure 1**

Find the desired PWS by selecting from the following search criteria options below.

|                                                                            |                                  |                                                                      |
|----------------------------------------------------------------------------|----------------------------------|----------------------------------------------------------------------|
| <input type="radio"/>                                                      | PWS Name                         | <input type="text"/>                                                 |
| <input type="radio"/>                                                      | CDS ID                           | <input type="text"/>                                                 |
| <input type="radio"/>                                                      | Letter Type                      | Select Letter Type ▾                                                 |
| <input type="radio"/>                                                      | Notice Name                      | Select Notice Name ▾                                                 |
| <input checked="" type="radio"/>                                           | Region/State Code                | All ▾ DE ▾                                                           |
| <input type="checkbox"/>                                                   | PWS ID                           | DE0000003 ▾                                                          |
| <input type="checkbox"/>                                                   | Stage 2 Compliance Schedule      | All ▾                                                                |
| <input checked="" type="checkbox"/>                                        | PWS Plan Status -Submission Type | Monitoring Plan ▾                                                    |
| <input type="checkbox"/>                                                   | Plan/Réport Type                 | All ▾                                                                |
| <input type="checkbox"/>                                                   | Submission Status                | Received - Complete ▾                                                |
| <input type="checkbox"/>                                                   | Approval Status                  | Received<br>Received - Complete<br>Received - Incomplete<br>Past Due |
| <input type="checkbox"/>                                                   | Triage Decision                  | Pending Receipt of Signed Copy ▾                                     |
| <input type="checkbox"/>                                                   | Stage2 Rule Requirements         |                                                                      |
| <input type="checkbox"/>                                                   | LT2 Rule Requirements            | All ▾                                                                |
| <input type="checkbox"/> Include Closed Systems                            |                                  |                                                                      |
| <input type="button" value="SEARCH"/> <input type="button" value="RESET"/> |                                  |                                                                      |

G.2 Select "Search." The next screen will display a list of results (see Figure 2). This search is based on data found in the submission status field. If the information for the PWS is not correct then the search will not contain the correct results.

**Figure 2**

| <u>VIEW/EDIT PROFILE</u> |                             | <u>VIEW NOTIFICATIONS</u> | <u>VIEW SUBMISSION STATUS</u> |
|--------------------------|-----------------------------|---------------------------|-------------------------------|
| 1 to 4 of 4              |                             |                           |                               |
|                          | PWS Name                    | PWS Id                    | CDS Id                        |
| <input type="checkbox"/> | ARTESIAN WATER COMPANY      | DE0000562                 | 9999                          |
| <input type="checkbox"/> | SOUTH BETHANY               | DE00A0323                 | 472                           |
| <input type="checkbox"/> | UNITED WATER DELAWARE       | DE0000564                 | 471                           |
| <input type="checkbox"/> | WILMINGTON WATER DEPARTMENT | DE0000663                 | 9999                          |



## H. How to Approve Submissions

- H.1 Search for the PWS in the LT2/Stage2 Tracking System.
- H.2 Check the box next to the PWS and select "View Submission Status."
- H.3 Select the submission type from the drop down menu (see Figure 1).

Figure 1

The screenshot shows the EPA Tools interface. On the left is a sidebar with the EPA logo and navigation links: PWS, Maintenance, and Reports. The main area is titled "Submission Status --". Below this title is a dropdown menu labeled "Select Submission Type". The dropdown is open, showing options: "Select", "Monitoring Plan", "IDSE Report", and "LT2 Submission". An arrow points to the "Monitoring Plan" option.

- H.4 Assign a plan type, submission status, approval status (select "Approved" to approve the plan), date received, and date approved (see Figure 2) and select "Confirm". If the plan was previously updated to DCTS, you will only have to change the approval status to "Approved" and enter the date approved.

Figure 2

The screenshot shows the "Monitoring Plan" form. At the top, it says "Do not review LT2 Submissions until information for all facilities has been uploaded". Below this is a link "RETURN TO PROFILE". The form contains two tables. The first table has columns: Plan Type, Submission Status, Date Received, Plan Copied, and Held By. The second table has columns: Triage Decision, Approval Status, Date Assigned for Review, Assigned Reviewer, and Date Approved. Below the tables is a text field "Last modified on 2007-06-19 14:12:21.0 by Stacy Jones". At the bottom are two buttons: "CONFIRM" and "CANCEL". A star icon is next to the "Required Field" label.

| Plan Type★ | Submission Status ★   | Date Received ★            | Plan Copied | Held By |
|------------|-----------------------|----------------------------|-------------|---------|
| MP-40/30 ▾ | Received - Complete ▾ | 12/13/2007 [calendar icon] | Select ▾    |         |

| Triage Decision | Approval Status ★ | Date Assigned for Review   | Assigned Reviewer | Date Approved              |
|-----------------|-------------------|----------------------------|-------------------|----------------------------|
| Select ▾        | Approved ▾        | 12/13/2007 [calendar icon] | Select ▾          | 12/14/2007 [calendar icon] |

Last modified on 2007-06-19 14:12:21.0 by Stacy Jones

**CONFIRM** **CANCEL**

★ Required Field

H.5 On the next screen, review all information entered in the previous step. Select "Edit" to correct any information. Select "Save" to approve the submission, as shown in Figure 3. Note that this screen is going to look slightly different if the system has not already submitted plan information. If the system has not entered any previous information for the Plan Type selected you will only see SAVE/UPLOAD and EDIT as the 2 options (not SAVE, UPLOAD, CANCEL, and EDIT as shown below). Note: Selecting "Confirm" (Step H.3) and "Upload" (Step H.4) does not save the information. Before uploading you will also need to click "Save" twice and then go to upload.

Figure 3

**Submission Status --**

\* = Required Fields

[RETURN TO PROFILE](#)

Monitoring Plan

|                                                                                         |                     |                          |                  |               |
|-----------------------------------------------------------------------------------------|---------------------|--------------------------|------------------|---------------|
| *Plan Type                                                                              | *Submission Status  | *Date Received           | Plan Copied      | Held By       |
| MP-40/30                                                                                | Received - Complete | 12/13/2007               |                  |               |
| Triage Decision                                                                         | Assigned Reviewer   | Date Assigned for Review | *Approval Status | Date Approved |
|                                                                                         |                     | 12/13/2007               | Approved         | 12/14/2007    |
| <small>Last modified on 2007-06-19 14:12:21.0 by Stacy Jones</small>                    |                     |                          |                  |               |
| <a href="#">SAVE</a> <a href="#">UPLOAD</a> <a href="#">CANCEL</a> <a href="#">EDIT</a> |                     |                          |                  |               |

Submission History

|               |                   |                 |           |               |
|---------------|-------------------|-----------------|-----------|---------------|
| Document Type | Submission Status | Approval Status | User Name | Modified Date |
|               |                   |                 |           |               |

[RETURN TO PROFILE](#)

## **How to Approve a Batch of Submissions**

- I.1 Search for the PWSs in the LT2/Stage2 Tracking System.
- I.2 Check the box next to each PWS for which you would like to approve a submission and select "View Submission Status" (see Figure 1).

**Figure 1**

[VIEW/EDIT PROFILE](#)
[VIEW NOTIFICATIONS](#)

VIEW SUBMISSION STATUS

1 to 4 of 4

|                                     | PWS Name                    | PWS Id    | CDS Id |
|-------------------------------------|-----------------------------|-----------|--------|
| <input type="checkbox"/>            | ARTESIAN WATER COMPANY      | DE0000552 | 9999   |
| <input checked="" type="checkbox"/> | SOUTH BETHANY               | DE00A0323 | 472    |
| <input checked="" type="checkbox"/> | UNITED WATER DELAWARE       | DE0000564 | 471    |
| <input type="checkbox"/>            | WILMINGTON WATER DEPARTMENT | DE0000663 | 9999   |

- I.3 Complete all of the following fields (see Figure 2) and select "Continue."

  - a. Plan Type
  - b. Submission Status
  - c. Date Received
  - d. Plan Copied
  - e. Triage Decision

**Figure 2**

Select Batch Update Type: Update PWS Submissions ▼

[VIEW](#)

Select Submission Type: Monitoring Plan ▼

To return to your previous search results click the "RETURN TO SEARCH RESULTS" link. Please note that this will return you to the beginning of your search result list and your previous selections on the result page will be removed.

The Batch Submission process does not support LT2 Submissions

| PWS Name - PWS ID               | * Plan Type | * Submission Status   | * Date Received                     | Plan Copied | Triage Decision |
|---------------------------------|-------------|-----------------------|-------------------------------------|-------------|-----------------|
| UNITED WATER DELAWARE-DE0000564 | MP-SM ▼     | Received - Complete ▼ | 09/26/2006 <input type="checkbox"/> | Select ▼    | Complex ▼       |
| SOUTH BETHANY-DE00A0323         | MP-SM ▼     | Received - Complete ▼ | 09/27/2007 <input type="checkbox"/> | Select ▼    | Select ▼        |

CONTINUE

[RETURN TO SEARCH RESULTS](#)

I.4 Complete all of the following fields (see Figure 3) and select "Confirm."

- a. Assigned Reviewer
- b. Date Assigned for Review
- c. Approval Status
- d. Date Approved

**Figure 3**

| PWS Name<br>PWS ID                        | Plan<br>Type | Triage<br>Decision | Assigned<br>Reviewer | Date Assigned for<br>Review     | Approval Status | Date Approved                   |
|-------------------------------------------|--------------|--------------------|----------------------|---------------------------------|-----------------|---------------------------------|
| UNITED<br>WATER<br>DELAWARE-<br>DE0000564 | MP-<br>SM    | Complex            | Region3 ▼            | 08/05/2007 <input type="text"/> | Approved ▼      | 10/05/2007 <input type="text"/> |
| SOUTH<br>BETHANY-<br>DE00A0323            | MP-<br>SM    |                    | Region3 ▼            | 08/05/2007 <input type="text"/> | Approved ▼      | 10/05/2007 <input type="text"/> |

 CONFIRM EDIT

I.5 On the next screen, review all information entered in the previous step. Select "Edit" to correct any information. Select "Save" to approve the batch of submissions.

## J. How to Add Notifications

J.1 Search for the PWS in the LT2/Stage2 Tracking System.

J.2 Check the box next to the PWS and select "View Notifications" (see Figure 1).

**Figure 1**

VIEW/EDIT PROFILE      VIEW NOTIFICATIONS ←      VIEW SUBMISSION STATUS

1 to 1 of 1

|                          | PWS Name          | PWS Id    | CDS Id |
|--------------------------|-------------------|-----------|--------|
| <input type="checkbox"/> | MARION ELEMENTARY | OR4193754 | 9999   |

1 to 1 of 1

J.3 Read the dialog box (see Figure 2) and select "OK" or "Cancel" as appropriate.

**Figure 2**

**Windows Internet Explorer**

It is recommended that you perform batch notifications per State and Compliance Schedule. Please ensure you have performed a search on state and compliance schedule before you continue. Do you want to include all PWSs from your search results (up to 500) in your batch update? If yes, click OK. If you prefer to enter notifications ONLY for the PWSs you selected, click Cancel to continue.

OK      Cancel

J.4 Select "Add New Notice" (see Figure 3). In the section, "Add New Notice" only letters that were sent will be listed. The actual files that contain the template of the letter should be uploaded in the Document Inventory.

**Figure 3**

**PWS Notification Records for - SAND HILL ACRES**

Click the hyperlinked Notice Name to edit information for a particular notice. To add a new notice for this PWS click the Add Notice link at the bottom of the page.

| Notice Name - ID            | Letter Type | Notice Sent Date | Description | File Name | File Date |
|-----------------------------|-------------|------------------|-------------|-----------|-----------|
| There are no notices listed |             |                  |             |           |           |

[Return to PWS Profile](#)    [Return to PWS Results](#)    **Add New Notice** ←

- J.5 In the "Notice Name Field" choose "Other" from the drop down list and enter a name in the box (see Figure 4). (If you plan to use the same notice in the future, add your two letter state abbreviation to the notice name so that you can find it again.) Complete the information in the form. Be sure to include a description of the notice.
- J.6 Select "Save and Continue" at the bottom of the screen.

**Figure 4**

\* = Required Field

Please enter the following information regarding this notice

|                      |                                                                                                                                                      |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| *Notice Name         | Please select available notices <br>if other <input type="text"/> |
| *Letter Type         | Official                                                            |
| *Notice Sent Date    | <input type="text"/>                                                                                                                                 |
| Received by PWS Date | <input type="text"/>                                                                                                                                 |
| Returned Date        | <input type="text"/>                                                                                                                                 |
| *Description         | <input type="text"/><br>*maximum 200 characters                                                                                                      |
| File Name            | <input type="text"/>                                                                                                                                 |
| File Date            | <input type="text"/>                                                                                                                                 |
| Entry Date           | Oct 5 2007                                                                                                                                           |
| User Name            | gonder02 gonder                                                                                                                                      |

[RETURN TO NOTIFICATION LIST](#)
[SAVE AND CONTINUE](#) 

- J.7 If you want to add a batch of notifications, check the box next to each PWS for which you would like to add a notification and select "View Notifications" (see Figure 5).

**Figure 5**

[VIEW/EDIT PROFILE](#)

VIEW NOTIFICATIONS

[VIEW SUBMISSION STATUS](#)

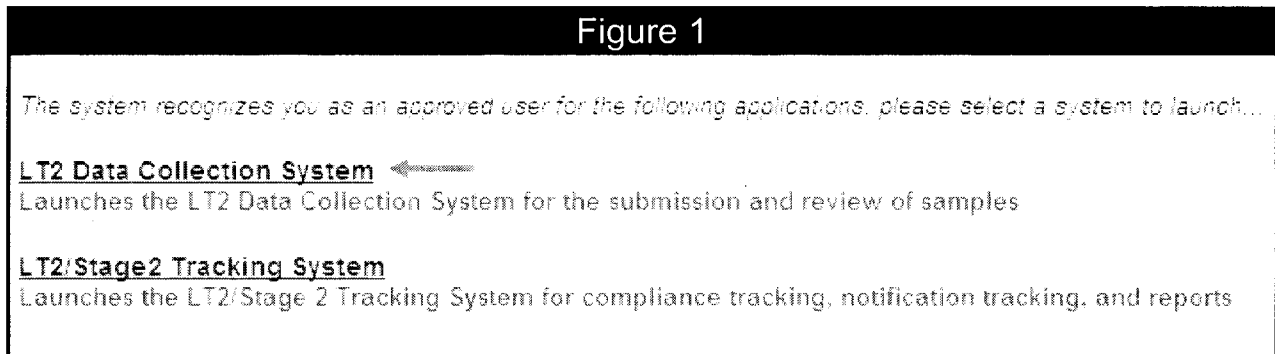
( 1 to 4 ) of 4

|                                     | PWS Name                    | PWS Id    | CDS Id |
|-------------------------------------|-----------------------------|-----------|--------|
| <input type="checkbox"/>            | ARTESIAN WATER COMPANY      | DE0000552 | 9999   |
| <input checked="" type="checkbox"/> | SOUTH BETHANY               | DE00A0323 | 472    |
| <input checked="" type="checkbox"/> | UNITED WATER DELAWARE       | DE0000564 | 471    |
| <input type="checkbox"/>            | WILMINGTON WATER DEPARTMENT | DE0000663 | 9999   |

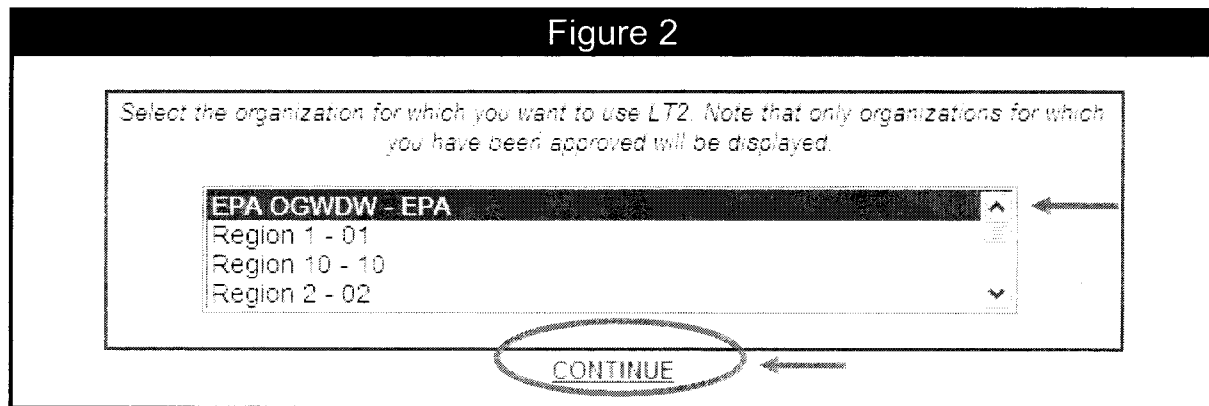
Note: The DCTS only tracks here the file name and date. The DCTS does not save here the actual notification file. To save the file upload it to the submission status page.

## **K.** How to Approve DCTS Users (Administrative Users Only)

- K.1 Each state or EPA Region has an administrative user. The administrative user is responsible for granting access to DCTS to other users (called standard users). The administrative user of each water system must be registered before other users can access the DCTS.
- K.2 Enter the "LT2 Data Collection System" (see Figure 1).



- K.3 Select your organization (state or EPA Region) (see Figure 2).
- K.4 Select "continue."



- K.5 From the tool bar to the left select the "Update Users" icon.



- K.6 A list of users will be displayed on the next page (see Figure 3). The status of all new users is "Pending" until approved by the administrative user. Change the status of a new user to accept the user. Remember to select "Submit Changes" to save all updates to the user page.

Figure 3

**PWS - ZZTest 1c - DC1c**

You are listed Administrator for this organization,

Your user role is PWS.

The following people have requested permission to access LT2 for your organization. Please select the appropriate role (where necessary) and designate a second administrative user. Click "Delete" if you wish to remove the user.

| First Name | Last Name | LT2 Status  | Administrator                    |                        |
|------------|-----------|-------------|----------------------------------|------------------------|
| Sarah      | Bahrman   | PWS ▼       | <input type="radio"/>            | <a href="#">Delete</a> |
| gonder02   | gonder    | PWS ▼       | <input checked="" type="radio"/> | <a href="#">Delete</a> |
| Harry      | Jong      | Pending ▼ ← | <input type="radio"/>            | <a href="#">Delete</a> |

**Submit Changes** 

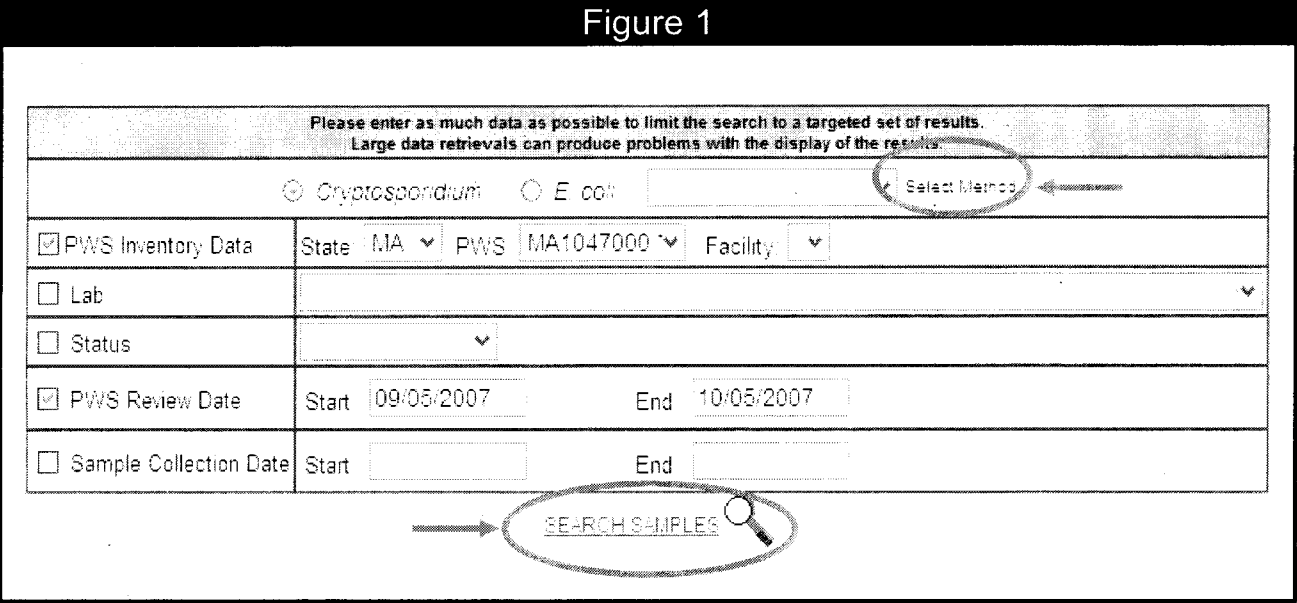
## **L. How to Search for a Public Water System's LT2 Samples**

- L.1 Enter the "LT2 Data Collection System."
- L.2 Select your organization (state or EPA Region).
- L.3 From the toolbar located on the left of the screen, select "View Sample" icon. 
- L.4 Select "*Cryptosporidium*" or "*E. coli*" (see Figure 1). Select the state, PWS, and facility (if PWS has multiple facilities) from the drop down menu. You can also select Lab, Sample Status, PWS Review Dates, or Sample Collection Date. Select "Search Samples" to view a list of the samples that match your criteria.

States and EPA will only be able to see the samples that have been released by the PWS, or that have elapsed past the reporting due date.

DCTS defaults to the checked "PWS Review Date" selection, you need to uncheck this if you do not want to search on "PWS Review Date."

Figure 1



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

☐ *Cryptosporidium* ☐ *E. coli*

☒ PWS Inventory Data State: MA PWS: MA1047000 Facility:

☐ Lab

☐ Status

☒ PWS Review Date Start: 09/05/2007 End: 10/05/2007

☐ Sample Collection Date Start:  End:

- L.5 Samples will be displayed in five categories (see Figure 2): Approved, Contested, EPA Agrees, EPA Disagrees, and Not Reviewed. To review a sample, check the box next to each sample(s) and select "Review Selected Samples."
- L.6 Select "Change Search Options" to revise search criteria.

Figure 2

Displaying samples 1 to 2 of 2 total samples matching the above search criteria. Please select samples that you would like to view or modify the search criteria above to narrow your choices. You can sort the data by clicking on the column headings. You may view up to four samples of the same analyte/method by clicking the appropriate check boxes and then clicking on the "Review Samples" link. If a comment is associated with the sample, a notepad icon will appear to the left of the Sample ID. If the sample is a re-sample, hash marks will appear as the background in the sample collection date cell. To print the search results displayed on this screen click the "Print Search Results" link. For best results, set your layout orientation to landscape.

| REVIEW SELECTED SAMPLES                                    |           |         |           | PRINT SEARCH RESULTS |                         |                        |                 |
|------------------------------------------------------------|-----------|---------|-----------|----------------------|-------------------------|------------------------|-----------------|
|                                                            | Sample ID | Lab     | PWS       | PWS Facility         | Sample Collection Point | Sample Collection Date | PWS Review Date |
| <b>Approved</b>                                            |           |         |           |                      |                         |                        |                 |
| <input type="checkbox"/>                                   | AF64995   | GA00001 | GA0550003 | 202A                 | 202A                    | 04/09/2007             | 12/07/2007      |
| <b>Contested</b>                                           |           |         |           |                      |                         |                        |                 |
| <input type="checkbox"/>                                   | AF65311   | GA00001 | GA0550003 | 201A                 | 201A                    | 04/12/2007             | 12/07/2007      |
| <b>EPA Agrees</b>                                          |           |         |           |                      |                         |                        |                 |
| There are no samples currently associated with this status |           |         |           |                      |                         |                        |                 |
| <b>EPA Disagrees</b>                                       |           |         |           |                      |                         |                        |                 |
| There are no samples currently associated with this status |           |         |           |                      |                         |                        |                 |
| <b>Not Reviewed</b>                                        |           |         |           |                      |                         |                        |                 |
| There are no samples currently associated with this status |           |         |           |                      |                         |                        |                 |

[REVIEW SELECTED SAMPLES](#) ←
 [RETURN TO TOP OF RESULTS](#)
[PRINT SEARCH RESULTS](#)
[CHANGE SEARCH OPTIONS](#) ←

## **M.** How to View a PWS's LT2 Grandfathered Data and Sampling Locations

M.1 Enter the "LT2 Data Collection System."

M.2 Select your organization (state or EPA Region).

M.3 From the toolbar located on the left of the screen, select "Submit GF Sample & Location" icon.



M.4 Select the state, PWS, and facility (see Figure 1).

M.5 Select "View."

**Figure 1**

Please select a Facility and click VIEW.

|   |                 |                                              |             |
|---|-----------------|----------------------------------------------|-------------|
| → | <b>State</b>    | OH ▼                                         | <b>VIEW</b> |
| → | <b>PWS</b>      | OH3102612 - CINCINNATI PUBLIC WATER SYSTEM ▼ |             |
| → | <b>Facility</b> | TP1 - CINCINNATI PWS MILLER PLANT ▼          |             |

M.6 The grandfathered data and sampling plan will appear below (see Figure 2). Select "View Submission Tracking" to view all submissions for the PWS to date. You can update the data if the information is incorrect. Remember to select "Save" if making any changes.

Figure 2

Please select a Facility and click VIEW.

|          |                                              |      |
|----------|----------------------------------------------|------|
| State    | OH ▾                                         | VIEW |
| PWS      | OH3102612 - CINCINNATI PUBLIC WATER SYSTEM ▾ |      |
| Facility | TP1 - CINCINNATI PWS MILLER PLANT ▾          |      |

Currently editing : CINCINNATI PWS MILLER PLANT - TP1

1. PWS intends to submit grandfathered data

- a. Notice of Intent to Grandfather submitted ☒ Yes

[View Intent to Grandfather Form](#)

- b. Date EPA received Intent to Grandfather Form (mm/dd/yyyy)  ☒

- c. Number of grandfathered samples to be submitted

- d. Date range grandfathered samples to be submitted (mm/dd/yyyy) Start  End

- e. PWS intends to submit additional samples ☐

- f. Number of additional samples to be submitted

- g. Upload grandfathered data

Please ensure the PWS ID and facility name are in the files you upload.

\*Note: All grandfathered data must be submitted to EPA (via email or mail) either in MS Excel spreadsheet (.xls) or text file (.txt) format. Do not submit files in the .xml file format that is used in the lab sample upload module.

Sending hardcopy grandfather data by mail ☐

2. EPA receipt of sample location plan

- a. Upload sample location plan

Please ensure the PWS ID and facility name are in the files you upload.

- b. Sending sample location plan/schematic by mail ☐

3. EPA review of sample schedule

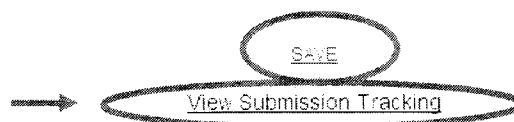
4. PWS intends to waive monitoring and proceed to BIN 4 classification ☐

- a. Date EPA received Intent to Waive Monitoring (mm/dd/yyyy)  ☒

5. PWS has uncovered finished reservoirs ☐

- a. Uncovered finished reservoirs

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



M.7 Select from the list either "LT2-Grandfathered Data" or "LT2-Sample Location/Schematic" to see the submission history.

M.8 Select "Return" to return to previous page.

Figure 3

**RETURN**

**LT2 Submission**

|                               |                   |                          |                   |               |
|-------------------------------|-------------------|--------------------------|-------------------|---------------|
| Document Type                 | Submission Status | Date Received            | Plan Copied       | Held By       |
| LT2-Sample Location/Schematic | Received          | 06/06/2006               | Y                 | IPMC          |
| Select                        |                   |                          |                   |               |
| LT2-Grandfathered Data        |                   | Date Assigned for Review | Assigned Reviewer | Date Approved |
| LT2-Sample Location/Schematic | Approved          | 06/06/2006               | EPA HQ            | 06/06/2006    |
| N/A                           |                   |                          |                   |               |

Last modified on 2006-06-06 20:31:37.0 by gonder02 gonder

**CONFIRM CANCEL**

**Submission History**

| Document Type                 | Submission Status | Approval Status | User Name       | Modified Date         |
|-------------------------------|-------------------|-----------------|-----------------|-----------------------|
| LT2-Sample Location/Schematic | Received          | Approved        | gonder02 gonder | 2006-06-06 20:27:15.0 |
| LT2-Sample Location/Schematic | Received          | Approved        | gonder02 gonder | 2006-06-06 20:28:48.0 |

**Follow-up Contact**

|         |        |           |             |
|---------|--------|-----------|-------------|
| Date    | Status | User Name | Assigned To |
|         | Select |           |             |
| Purpose | Notes  |           |             |
|         |        |           |             |

**SAVE**

| Date | Purpose | Notes | Status | User Name     | Assigned To |
|------|---------|-------|--------|---------------|-------------|
|      |         |       | N/A    | Jeff Butensky |             |
|      |         |       | N/A    | Jeff Butensky |             |

→ **RETURN**



# N. How to View a PWS's LT2 Sampling Dates

- N.1 Enter the "LT2 Data Collection System."
- N.2 Select your organization (state or EPA Region).
- N.3 From the toolbar located on the left of the screen, select "Sample Dates" icon. 
- N.4 Select the PWS and facility (see Figure 1).
- N.5 Select the frequency for which you want to enter sample dates (e.g., individual, weekly, monthly, etc.) for each facility (see Figure 1).

Figure 1

Select the facility you would like to view/enter sampling dates

|          |                                                                                                                                                                                                                                                                                                                                                           |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PWS      | ZZTest 1a - DC1a                                                                                                                                                                                                                                                                                                                                          |
| Facility | billietest1                                                                                                                                                                                                                                                                                                                                               |
| Method   | <input checked="" type="radio"/> Individual Date Entry - one date at a time<br><input type="radio"/> Weekly Date Entry - recurrence pattern for a specific weekday<br><input type="radio"/> Monthly Date Entry - recurrence pattern for specific day of a month<br><input type="radio"/> Copy Dates - copy existing sampling schedule to another facility |

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

**Individual Date Entry**

Month  Day  Year  

Click the Save Sampling Date button after making your selection to display the dates

Please note that the system does not check for holidays or weekends  
You must manually verify the sampling dates and make the appropriate changes.

**Sampling Dates**

July 14, 2006 - Friday  
 August 18, 2006 - Friday  
 September 15, 2006 - Friday  
 October 13, 2006 - Friday  
 November 17, 2006 - Friday  
 December 15, 2006 - Friday  
 January 19, 2007 - Friday  
 February 16, 2007 - Friday  
 March 16, 2007 - Friday  
 April 13, 2007 - Friday  
 May 18, 2007 - Friday  
 June 15, 2007 - Friday

To modify the above information, select the desired date use the buttons to the left to remove or edit the date. To view/print the above schedule, click "View/Print Sampling Dates" 

- N.6 Select "View/Print Sampling Dates" to view or print all of the sampling dates.



## **O. How to Generate a Report in the LT2 Data Collection System**

O.1 Enter the "LT2 Data Collection System."

O.2 Select your organization (state or EPA Region).

O.3 From the toolbar located on the left of the screen, select "Reports" icon.



O.4 The next screen displays a list of reports available (see Figure 1). These reports include:

- a. Sample Tracking
- b. Sample Backlog
- c. Sample History
- d. PWS Schedule Submission Compliance
- e. Binning Reports
- f. Missed and Re-Sampled Events
- g. Grandfathered Data
- h. Monitoring Waived
- i. PWS Sample Location Plan Compliance
- j. Sample Pair Incomplete
- k. PWS Facility Compliance
- l. PWS List without facilities
- m. List of Users (EPA only, not shown in Figure 1)
- n. LT2 Data Collection System Usage (EPA only, not shown in Figure 1)

**Figure 1**

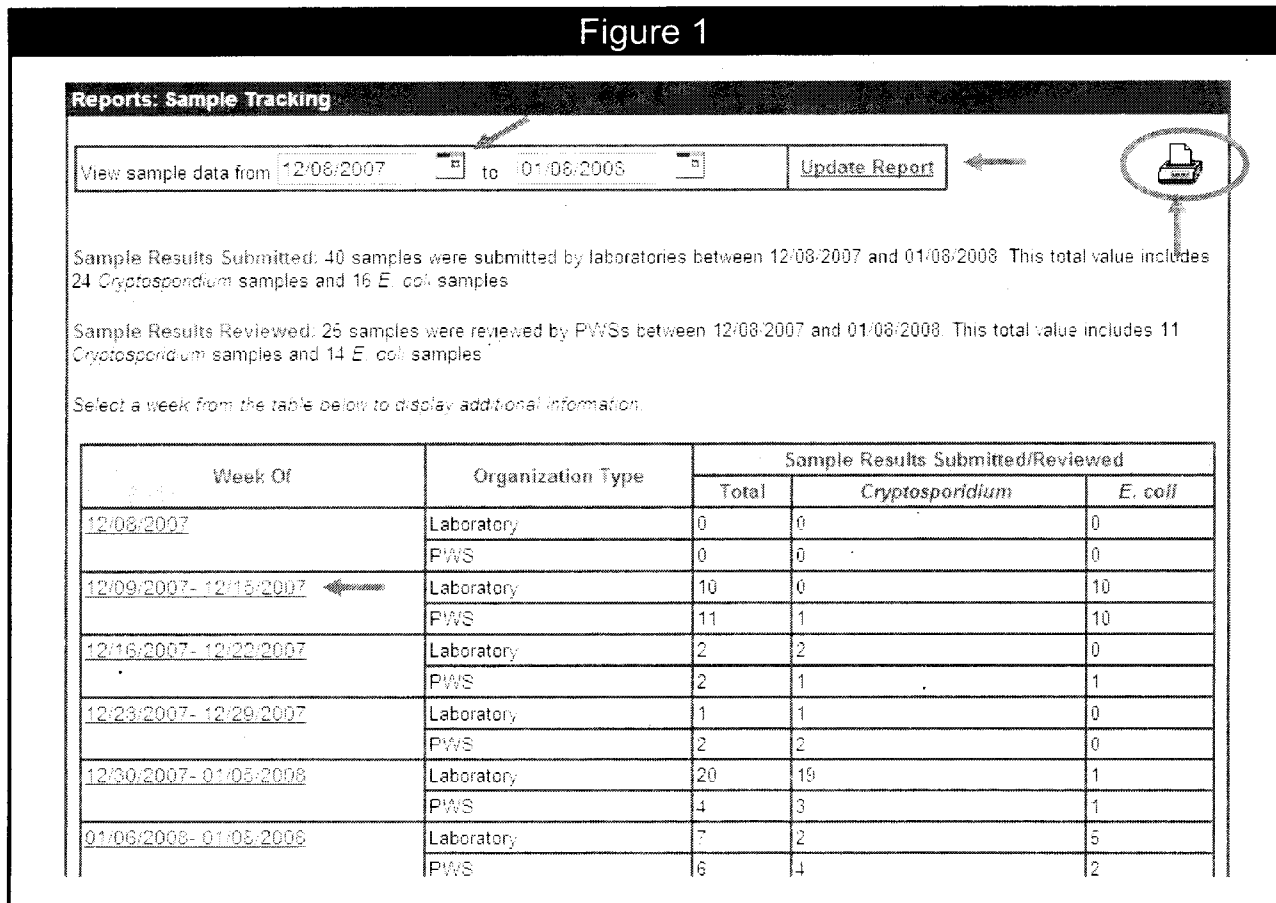
|                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Sample Tracking</u>                                                                                                                      |
| Displays the number of sample results submitted and reviewed                                                                                |
| <u>Sample Backlog</u>                                                                                                                       |
| Displays the number of sample results pending laboratory approval and PWS review                                                            |
| <u>Sample History</u>                                                                                                                       |
| Displays sample history                                                                                                                     |
| <u>PWS Schedule Submission Compliance</u>                                                                                                   |
| Displays the number of active facilities for each PWS that have not submitted a complete sample schedule to the LT2 Data Collection System. |
| <u>Binning Reports</u>                                                                                                                      |
| Displays a list of PWS facilities with <i>Cryptosporidium</i> bin values of greater than 0.075 oocysts/L                                    |
| <u>Missed and Re-Sampled Events</u>                                                                                                         |
| Displays a list of PWSs that have missed a sampling date and/or submitted a re-sample                                                       |
| <u>Grandfathered Data</u>                                                                                                                   |
| Displays a list of PWSs intending to submit grandfathered data                                                                              |
| <u>Monitoring Waived</u>                                                                                                                    |
| Displays a list of PWSs that intend to waive monitoring                                                                                     |
| <u>PWS Sample Location Plan Compliance</u>                                                                                                  |
| Displays a list of sample location plans by Status                                                                                          |
| <u>Sample Pair Incomplete</u>                                                                                                               |
| Displays all samples that do not have a complete pair (crypto and E coli for the same date and sampling point)                              |
| <u>PWS Facility Compliance</u>                                                                                                              |
| Displays a list of PWS Facilities that have not submitted a valid sample schedule. Grandfathered samples or Sample Location Plan            |
| <u>PWS List without facilities</u>                                                                                                          |
| The report displays non compliant facilities where the PWS has yet to enter facility information                                            |



## **P.** How to Generate a Sample Tracking Report

- P.1 To generate a sample tracking report, select the "Reports" icon in the "LT2 Data Collection System."
- P.2 Select "Sample Tracking" from the list of reports.
- P.3 This report displays the number of sample results submitted and reviewed in the state/Region. This summary table will show the total number of sample results submitted/reviewed for each week. The table will also indicate if the samples are from the laboratory or the PWS or if the samples are *Cryptosporidium* samples or *E.coli* samples. Only samples that have been submitted and reviewed by either the Laboratory or the PWS will be displayed. All samples that are under review will not be displayed, unless they are past the deadline.
- P.4 Select the printer icon at the top right corner of the screen to print the report.

Figure 1

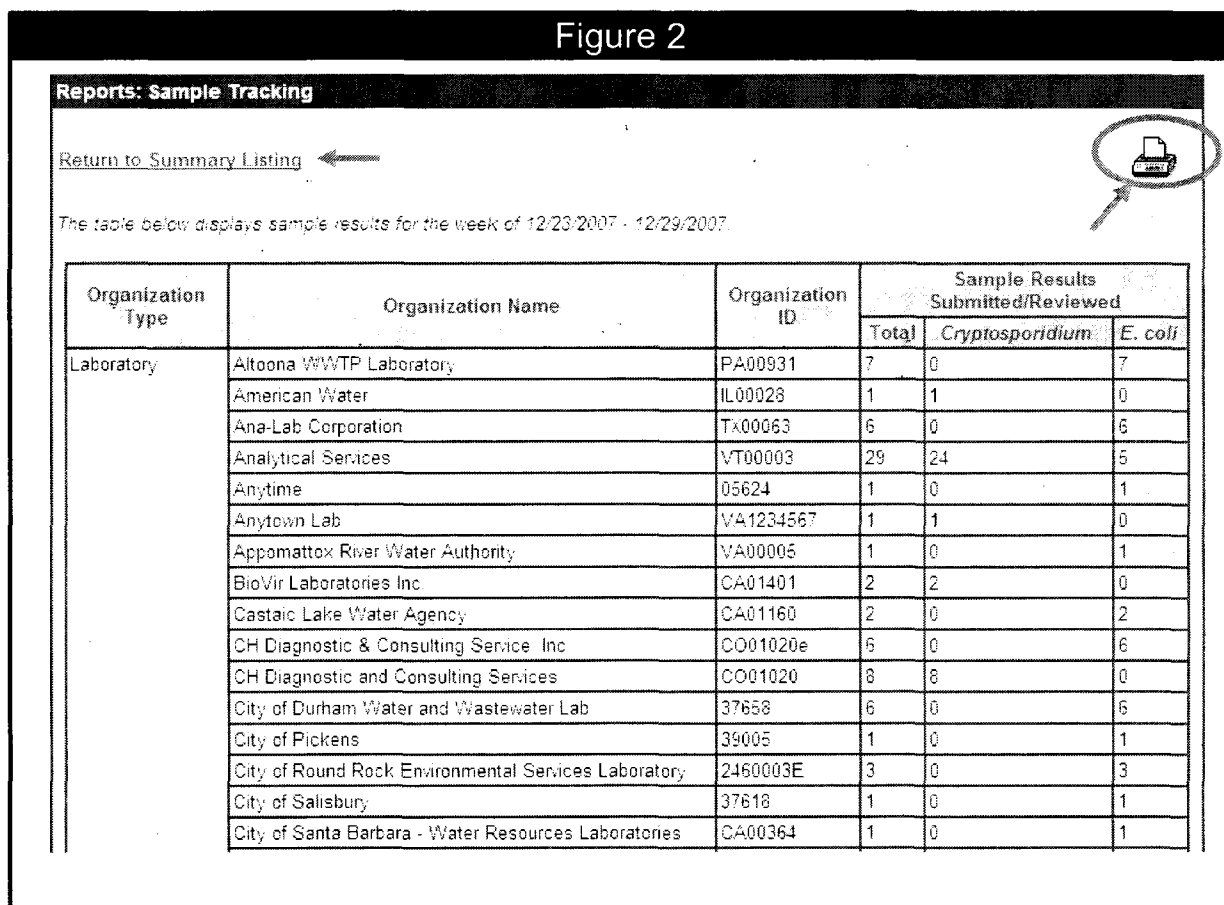


- P.5 Select the sample dates in blue to view the sample tracking report (see Figure 1).
- P.6 To change the date range of the sample tracking reports, select the calendar icon to the left of the current date range.
- P.7 Select the desired date range and then select "Update Report."

P.8 The sample tracking report will display all sample results from all states for the specified week (see Figure 2).

P.9 Select "Return to Summary Listing" to return to the summary table.

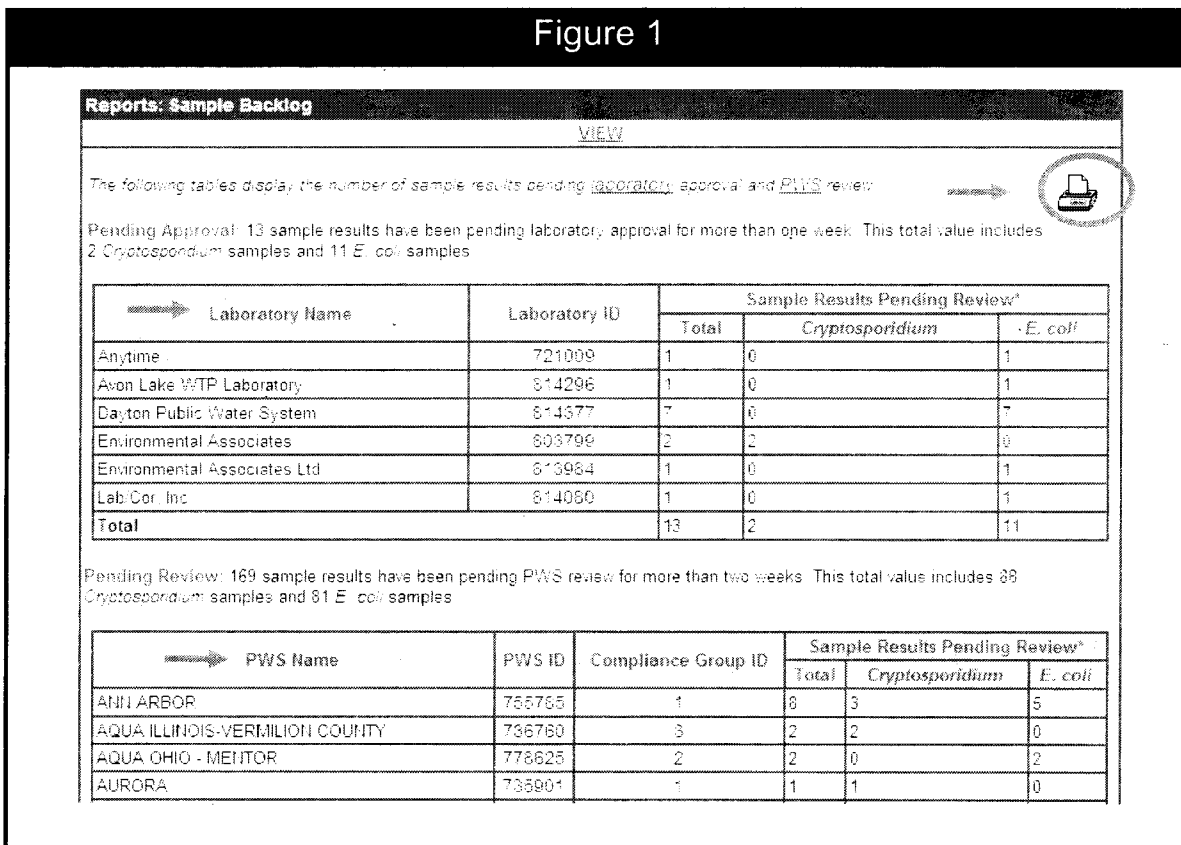
P.10 Select the printer icon in the top right corner of the screen to print the report.



## Q. How to Generate a Sample Backlog Report

- Q.1 To generate a sample backlog report, select the "Reports" icon in the "LT2 Data Collection System."
- Q.2 Select "Sample Backlog" from the list of reports.
- Q.3 The sample backlog report displays the number of sample results pending laboratory approval and PWS review in the state/Region (see Figure 1). One table displays all samples that have been pending laboratory approval for more than one week. Another table displays all samples that have been pending PWS review for more than two weeks. The laboratories and PWSs are identified by name, ID number, and compliance group (PWS only).
- Q.4 Select the printer icon in the top right corner of the screen to print the report.

Figure 1





## R. How to Generate a Sample History Report

- R.1 To generate a sample history report, select the "Reports" icon in the "LT2 Data Collection System."
- R.2 Select "Sample History" from the list of reports.
- R.3 Select the laboratory from the pull down menu, enter a range of sample collection dates, and select "Update Report" (See Figure 1). You can narrow your search by entering the sample ID, but this is not required to view the sample history report.

**Figure 1**

| Reports: Sample History |                          |
|-------------------------|--------------------------|
| Laboratory              | Energy Laboratories      |
| Sample ID               |                          |
| Sample Collection Date  | 12/09/2006 to 01/09/2007 |
| Update Report           |                          |

- R.4 The results are organized by PWSID. The report includes the Sample ID, analyte (*Cryptosporidium* or *E.coli*), collection date, and status of each set of samples collected by the laboratory (see Figure 2). In the status column, the current status is displayed first, followed by the sample review history.
- R.5 Select the printer icon in the top right corner of the screen to print the report.

**Figure 2**

| Organization                             | Sample ID | Analyte                   | Sample Collection Date | Status                                                                                                                                                                                                                                                                                                    |
|------------------------------------------|-----------|---------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Energy Laboratories - WY00001e</b>    |           |                           |                        |                                                                                                                                                                                                                                                                                                           |
| TX0680002<br>City of Odessa<br>Raw Water | C06121094 | E. coli: SM 9223 (Collet) | 12/26/2006             | <p>pws approved 02/23/2007</p> <p>epa approved 02/23/2007</p> <p>lab approved 01/22/2007</p> <p>pws approved 01/22/2007</p> <p>lab approved 01/22/2007</p> <p>returned 01/22/2007</p> <p>returned 01/22/2007</p> <p>returned 01/22/2007</p> <p>lab approved 01/22/2007</p> <p>lab approved 01/05/2007</p> |



## S. How to Generate a PWS Schedule Submission Compliance Report

- S.1 To generate a PWS schedule submission compliance report, select the "Reports" icon in the "LT2 Data Collection System."
- S.2 Select "PWS Schedule Submission Compliance Report" from the list of reports.
- S.3 This report displays the number of active facilities for each PWS in the state/Region that have not submitted a complete sample schedule to the LT2 Data Collection System. The report lists non-compliance facilities, organized by their PWSID (see Figure 1). You can narrow your search by selecting a compliance group ID.
- S.4 Select the printer icon in the top right corner of the screen to print the report.

Figure 1

**Reports: PWS Schedule Submission Compliance**

Compliance Group Id: ALL ▾

1  
 2  
 3  
 4

Compliant facilities are active facilities that have submitted a complete sampling schedule. For year-round PWSs, a sampling schedule is complete when at least 24 dates (one per month for two years) are submitted. For seasonal facilities, at least 6 sample dates per year must be submitted, or one sample date per month, whichever is greater.

The table below lists PWSs and their non-compliant facilities. Non-compliant facilities are active facilities that have not submitted a complete sampling schedule.

| PWS                  | Non-compliant Facilities | Compliance Group |
|----------------------|--------------------------|------------------|
| System 1 – XX0000000 | Citv of                  | 2                |
| System 1 – XX0000000 | PLANT_001                | 2                |
| System 1 – XX0000000 | Treatment Plant          | 2                |
| System 2 – XX0000001 | PLANT_001_002_003        | 3                |
| System 3 – XX0000002 | PLANT_001                | 3                |



## T. How to Generate a Binning Report

- T.1 To generate a binning report, select the "Reports" icon in the "LT2 Data Collection System."
- T.2 Select "Binning Reports" from the list of reports.
- T.3 The binning report displays a list of PWS facilities within the state/Region with current calculated *Cryptosporidium* bin values of greater than 0.075 oocysts/L (see Figure 1). The report table is organized by PWSID and includes the total samples and calculation method for each facility.
- T.4 To generate a binning report for a specific PWS, enter the PWSID in the field at the top of the screen and select "Search."
- T.5 Select the printer icon in the top right corner of the screen to print the report.

Figure 1

**Reports: PWS Binning Report**

PWS ID:

By default, the PWS facilities within your State with current calculated *Cryptosporidium* bin values of at least 0.075 oocysts/L are displayed below. The links below will allow you to download this information in a comma-separated value (CSV) file that can be imported to a spreadsheet or display or download the current calculated bin values for all PWS facilities in the LT2 Data Collection System. Using the search function above, you also may search for a facility for a specific PWS in your State.

- [Display the current, calculated bin concentrations of PWS facilities with bin concentrations of at least 0.075 oocysts/L.](#)
- [Display the current, calculated bin concentrations of all PWS facilities.](#)
- [Download the PWS facilities with current, calculated bin concentrations of at least 0.075 oocysts/L.](#)
- [Download the current, calculated bin concentrations of all PWS facilities.](#)

Please see the notes below the table regarding bin value calculations.

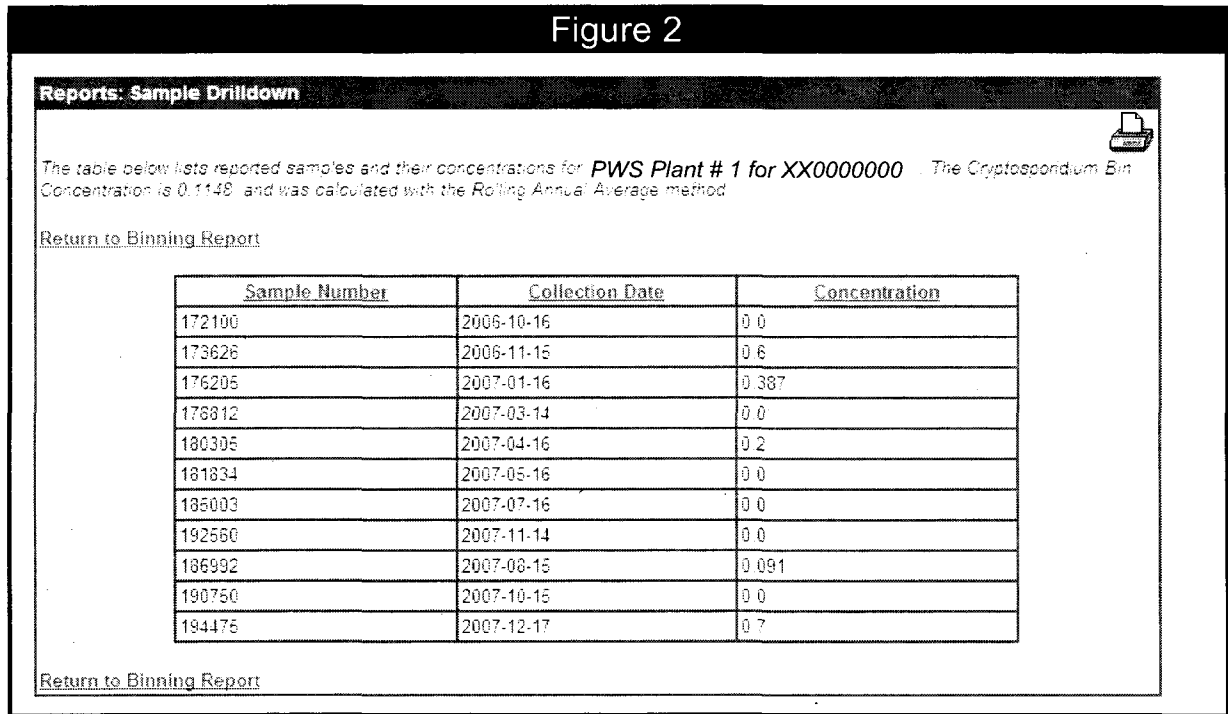
| PWS                  | Facility Name      | Total Samples | Current <i>Cryptosporidium</i> Bin Concentration | Calculation Method     |
|----------------------|--------------------|---------------|--------------------------------------------------|------------------------|
| System 1 – XX0000000 | TP # 5             | 11/25         | 0.1148                                           | Rolling Annual Average |
| System 1 – XX0000000 | TREATMENT PLANT #1 | 14/24         | 0.125                                            | Rolling Annual Average |
| System 2 – XX0000001 | TREATMENT PLANT #2 | 14/24         | 0.15                                             | Rolling Annual Average |

- T.6 To view the current, calculated *Cryptosporidium* bin values for all PWSs within the state/Region, select the link "Display the current, calculated bin concentrations of all PWS facilities" (see Figure 1).

**Note:** Until all sample results have been submitted, the binning values are calculated using "0 oocysts/L" for samples for which results have not been submitted. As a result, the bin values for some facilities may increase in the future, if oocysts are detected in subsequent samples.

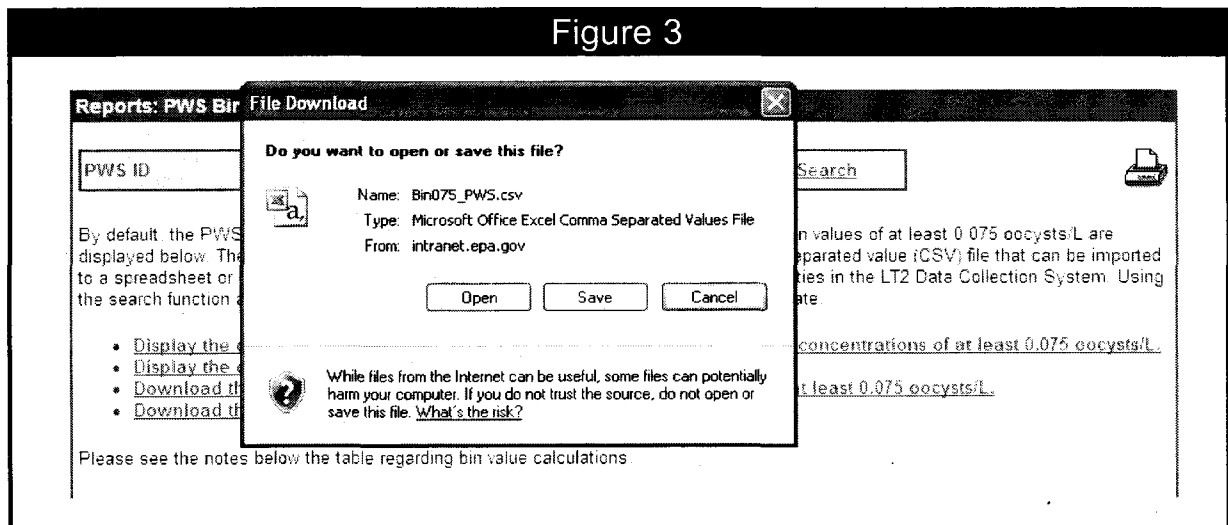
- T.7 To view all samples used to calculate the *Cryptosporidium* bin value, select the blue number in the Sample Dates column of the table (see Figure 1). The sample drilldown (see Figure 2) lists the collection date and concentration of all samples used in the value calculation (see Figure 2). The current bin concentration and the calculation method are reported at the top of the screen. Select the printer icon in the top right corner of the screen to print the report and "Return to Binning Report" to return to the previous screen.

Figure 2



- T.8 The "Download the PWS facilities with current, calculated bin concentrations of at least 0.075 oocysts/L" and "Download the current, calculated bin concentrations of all PWS facilities" links (see Figure 1) will allow you to download this information in a comma-separated value (CSV) file. This file can be imported to a spreadsheet or display (see Figure 3).

Figure 3



## **U. How to Generate a Missed and Re-Sampled Events Report**

- U.1 To generate a missed and re-sampled events report, select the "Reports" icon in the "LT2 Data Collection System."
- U.2 Select "Missed and Re-Sampled Events Report" from the list of reports.
- U.3 This report will show all PWSs in the state/Region that have missed one sampling event and/or re-sampled in the previous month (see Figure 1). A sampling event is considered to be missed if a sample was not collected for a date designated on the sample schedule the PWS submitted to the LT2 Data Collection System (to view a PWS's sampling plan see Section N, How to View a Public Water System's LT2 Grandfather Data and Sampling Plan).

**Figure 1**

**Reports: Missed and Re-sampled Events**

→

The PWSs listed below have missed and/or re-sampled at least one sampling event. A sampling event is considered to be missed if a sample was not collected for a date designated on the sample schedule the PWS submitted to the LT2 Data Collection System.

|                                                                                                                               |                                                   |  |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|--|
| PWS                                                                                                                           | All                                               |  |
| Missed Sampling Date Range                                                                                                    | From <input type="text"/> to <input type="text"/> |  |
| Sample Submittal Date Range                                                                                                   | From 12/09/2007 to 01/09/2008 ←                   |  |
| <div style="display: inline-block; border: 1px solid black; border-radius: 50%; padding: 2px 10px; margin: 5px;">VIEW</div> ← |                                                   |  |

| PWS                  | Facility  | Sample Type     | Missed Sampling Date | Sample Submittal Date | Date Re-sample Collected |
|----------------------|-----------|-----------------|----------------------|-----------------------|--------------------------|
| System 1 – XX0000000 | TP # 5    | Cryptosporidium |                      | 12/12/2007            | 12/13/2007               |
| System 2 – XX0000001 | Reservoir | E. coli         |                      | 12/11/2007            | 12/28/2007               |

- U.4 Use the drop down menu to select to view missed and re-sampled events for a particular PWS (see Figure 1). To view samples for a different time period, change the sample submittal date range and select "View." Select the printer icon to the right of the search box to print the report.



## V. How to Generate a Grandfathered Data Report

- V.1 To generate a grandfathered data report, select the "Reports" icon in the "LT2 Data Collection System."
- V.2 Select "Grandfathered Data" from the list of reports.
- V.3 The grandfathered data report is organized by PWSID (see Figure 1). The report displays the number of samples each PWS within the state/Region plans to grandfather. The report also includes the date the grandfathered data was uploaded to DCTS and the number of additional samples. Narrow your search by selecting a compliance group from the drop down menu.
- V.4 Select the printer icon in the top right corner of the screen to print the report.

Figure 1

| Reports: Grandfathered Data                                                                  |          |                         |                             |                              |                   |                                                                                     |
|----------------------------------------------------------------------------------------------|----------|-------------------------|-----------------------------|------------------------------|-------------------|-------------------------------------------------------------------------------------|
| The PWSs listed below intend to submit grandfathered data to the LT2 Data Collection System. |          |                         |                             |                              |                   |                                                                                     |
|                                                                                              |          |                         |                             | Compliance Group             | All               |  |
|                                                                                              |          |                         |                             |                              | All               |                                                                                     |
| PWS                                                                                          | Facility | Number of Samples to GF | Additional Sample Submittal | Number of Additional Samples | EPA Approval Date | Upload Date                                                                         |
| System 1 – XX0000000                                                                         | TP 1     | 4                       | Yes                         | 20                           |                   | 07/13/06                                                                            |
|                                                                                              | TP #5    | 4                       | Yes                         | 20                           |                   | 07/13/06                                                                            |
| System 2 – XX0000001                                                                         | TP 1     | 11                      | Yes                         | 13                           |                   | 07/13/06                                                                            |
|                                                                                              | TP #5    | 11                      | Yes                         |                              |                   | 07/12/06                                                                            |



## **W.** How to Generate a Monitoring Waived Report

- W.1 To generate a monitoring waived report, select the "Reports" icon in the "LT2 Data Collection System."
- W.2 Select "Monitoring Waived" from the list of reports.
- W.3 This report displays all PWSs in the state/Region that indicated they will provide full treatment by the treatment compliance date and are therefore exempt from monitoring.
- W.4 Select the printer icon in the top right corner of the screen to print the report.

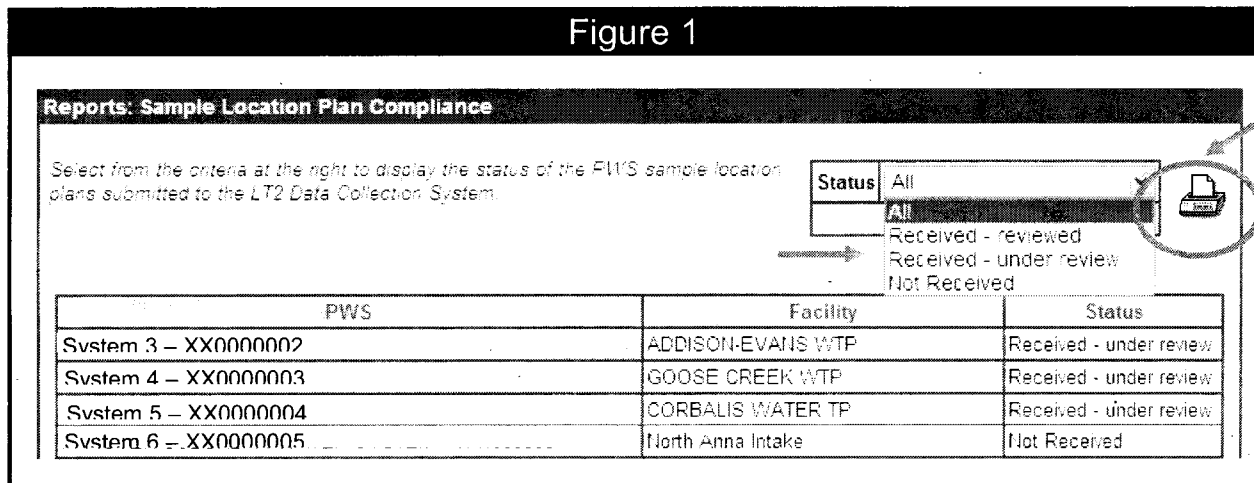
Figure 1

| PWS                  | Facility                    |
|----------------------|-----------------------------|
| System 1 – XX0000000 | TREATMENT PLANT             |
|                      | TREATMENT PLANT ST 1        |
| Svstem 2 – XX0000001 | Water Purification Facility |
| Svstem 3 – XX0000002 | TREATMENT PLANT             |



## **X.** How to Generate a PWS Sample Location Plan Compliance Report

- X.1 To generate a PWS sample location plan compliance report, select the "Reports" icon in the "LT2 Data Collection System."
- X.2 Select "PWS Sample Location Plan Compliance Report" from the list of reports.
- X.3 This report displays the status of the PWS sample location plans submitted to the LT2 Data Collection System for the state/Region (see Figure 1). The report also indicates the PWSs that have not submitted a sample location plan. Narrow your search by selecting a status from the drop down menu.
- X.4 Select the printer icon in the top right corner of the screen to print the report.





## **Y.** How to Generate a Sample Pair Incomplete Report

- Y.1 To generate a PWS sample pair incomplete report, select the "Reports" icon in the "LT2 Data Collection System."
- Y.2 Select "Sample Pair Incomplete" from the list of reports.
- Y.3 This report displays all samples in the state/Region that do not have a complete pair (i.e., they do not have both a *Cryptosporidium* and *E.coli* sample for the same date and sampling point; see Figure 1). The report is organized by PWS and indicates which sample type is missing.
- Y.4 Select the printer icon in the top right corner of the screen to print the report.

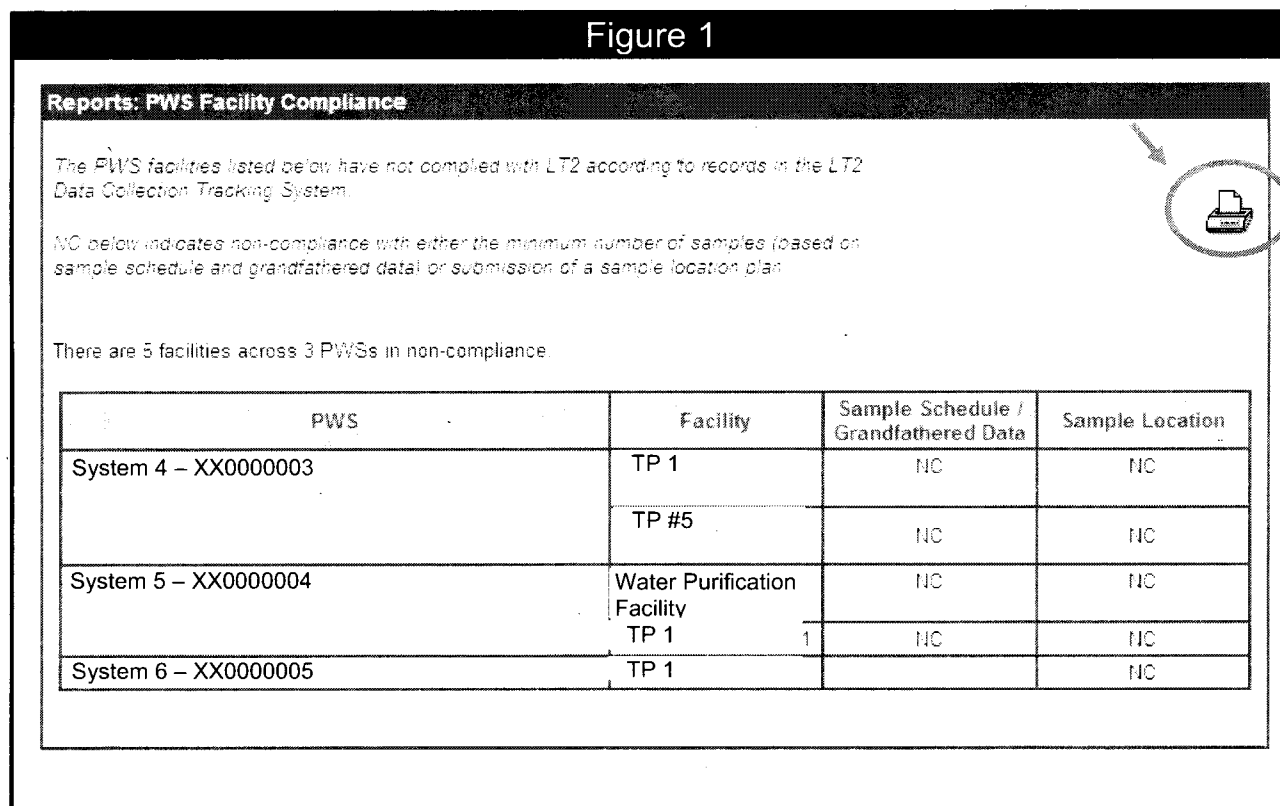
Figure 1

| Reports: Sample Pair Incomplete                                                                                                          |                                               |       |                 |           |                        |
|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-------|-----------------|-----------|------------------------|
| The PWSs listed below have entered an incomplete sample pair (there is not a matching <i>Cryptosporidium</i> and <i>E. coli</i> sample). |                                               |       |                 |           |                        |
| PWS                                                                                                                                      | PWS Contact                                   | Lab   | Analyte Missing | Sample ID | Sample Collection Date |
| System 4 –<br>XX0000003                                                                                                                  | KIM FORTNER noemail@epa.gov 999-999-9999      | Lab 1 | Cryptosporidium | 294       | 10/09/2006             |
|                                                                                                                                          |                                               |       | Cryptosporidium | 293       | 10/09/2006             |
| System 5 –<br>XX0000004                                                                                                                  | JOHN DOOLEY noemail@epa.gov 999-999-9999      | Lab 1 | Cryptosporidium | 671       | 11/20/2003             |
| System 6 –<br>XX0000005                                                                                                                  | JOEL D LEDBETTER noemail@epa.gov 999-999-9999 | Lab 2 | Cryptosporidium | 844       | 10/17/2005             |
|                                                                                                                                          |                                               |       | e coli          | 844       | 10/16/2006             |
|                                                                                                                                          |                                               |       | e coli          | 844       | 12/18/2006             |
|                                                                                                                                          |                                               |       | e coli          | 844       | 01/16/2007             |
|                                                                                                                                          |                                               |       | e coli          | 844       | 02/19/2007             |
|                                                                                                                                          |                                               |       | e coli          | 844       | 03/19/2007             |
|                                                                                                                                          |                                               |       | e coli          | 844       | 04/16/2007             |
|                                                                                                                                          |                                               |       | e coli          | 844       | 06/18/2007             |
|                                                                                                                                          |                                               |       | e coli          | 844       | 05/21/2007             |
|                                                                                                                                          |                                               |       | e coli          | 844       | 07/16/2007             |
|                                                                                                                                          |                                               |       | e coli          | 844       | 09/17/2007             |
|                                                                                                                                          |                                               |       | e coli          | 844       | 11/19/2007             |
|                                                                                                                                          |                                               |       | e coli          | 844       | 12/17/2007             |



## **Z.** How to Generate a PWS Facility Compliance Report

- Z.1 To generate a PWS facility compliance report, select the "Reports" icon in the "LT2 Data Collection System."
- Z.2 Select "PWS Facility Compliance Report" from the list of reports.
- Z.3 This report displays a list of PWS facilities within the state/Region that have not submitted a valid sample schedule, grandfathered samples, or a sample location plan (see Figure 1).
- Z.4 Select the printer icon in the top right corner of the screen to print the report.





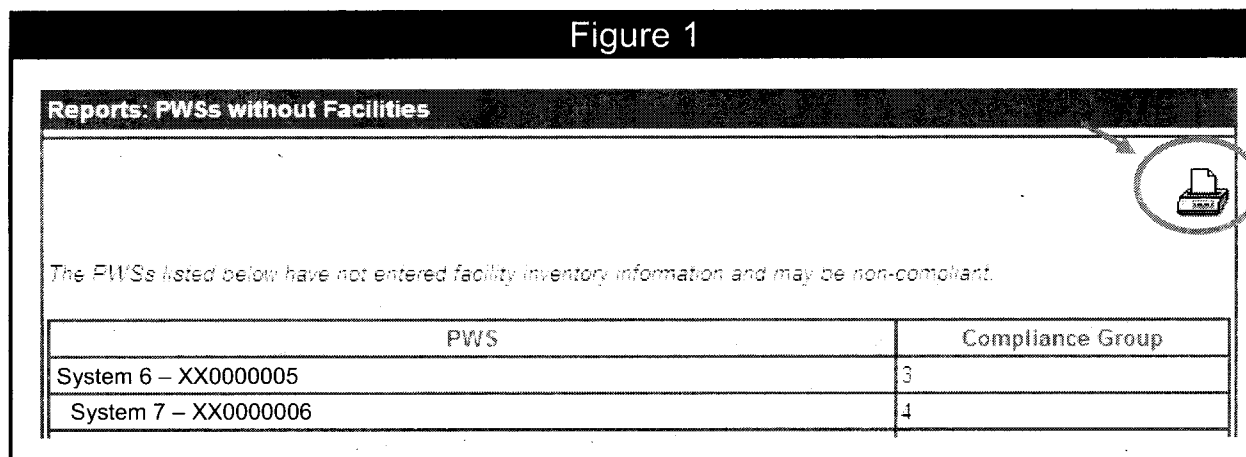
## AA. How to Generate a List of PWSs without Facilities

AA.1 To generate a list of PWSs without facilities, select the "Reports" icon in the "LT2 Data Collection System."

AA.2 Select "PWS List without Facilities" from the list of reports.

AA.3 This report displays a list of facilities in the state/Region that may be non-compliant and have yet to enter facility information (see Figure 1).

AA.4 Select the printer icon in the top right corner of the screen to print the report.





## BB. How to Generate a List of Users (EPA Only)

BB.1 To generate a list of users, select the "Reports" icon in the "LT2 Data Collection System."

BB.2 Select "List of Users" from the list of reports.

BB.3 The report displays a list of all approved DCTS users (see Figure 1). To narrow your search, use the drop down menu to select a user category.

BB.4 Select the printer icon in the top right corner of the screen to print the report.

Figure 1

**Reports: List of Users**

Select an organization type to view a list of users. If your organization type has a significant amount of organizations and users the report will span multiple pages. Use the navigation arrows at the top of the report to access the additional pages.

Display users for:

State 

EPA

**State** 

PWS

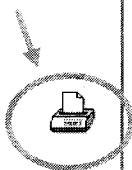
Laboratory - Cryptosporidium

Laboratory - E. coli

Laboratory - Cryptosporidium and E. coli

>> |> 1 to 100 of 471

| Organization          | Last Name, First Name | User Name        | Role       | Status         |
|-----------------------|-----------------------|------------------|------------|----------------|
| <b>Alabama</b>        |                       |                  |            |                |
|                       | gonder, gonder02      | GONDER02         | State User | ACTIVE         |
|                       | McClimans, William    | WILLIAMMCCLIMANS | State User | ACTIVE         |
|                       | Ramsey, James         | JIMRAMSEY        | State User | ACTIVE         |
| <b>Alaska</b>         |                       |                  |            |                |
|                       | Ciralsky, Philip      | CITYOFLATHROP    | PENDING    | STATUS_NOT_SET |
|                       | gonder, gonder02      | GONDER02         | State User | ACTIVE         |
|                       | Lane, Donald          | WATERLOG         | PENDING    | PENDING        |
| <b>American Samoa</b> |                       |                  |            |                |
|                       | gonder, gonder02      | GONDER02         | State User | ACTIVE         |
| <b>Arizona</b>        |                       |                  |            |                |
|                       | Abounader, Starr      | STARR889         | State User | ACTIVE         |
|                       | Abounader, Starr      | ABOUNADER        | State User | ACTIVE         |





## CC. How to Generate a LT2 DCTS Usage Report (EPA Only)

CC.1 To generate a LT2 DCTS usage report, select the "Reports" icon in the "LT2 Data Collection System."

CC.2 Select "LT2 Data Collection System Usage" from the list of reports.

CC.3 This report displays the number of organizations in the Region that have accessed the LT2 Data Collection System, as well as those organizations that have not used the system (see Figure 1). The report is organized into four categories: laboratories, PWSs, States, and EPA Users. To view a complete list of the users that did not access DCTS in the designated time from select the category name (in blue text). To narrow the search to a specific time from, change the start date and select "Update Report."

CC.4 Select the printer icon in the top right corner of the screen to print the report.

Figure 1

**Reports: LT2 Data Collection System Usage**

View access information from 07/01/2003 to 01/09/2008 **Update Report**

2230 organizations and 132 EPA users accessed the LT2 Data Collection System between 07/01/2003 and 01/09/2008. This list includes:

- 415 Laboratories
- 1756 PWSs
- 59 States
- 132 EPA Users

5301 organizations and 11 EPA users did not access the LT2 Data Collection System between 07/01/2003 and 01/09/2008. This list includes:

- 42 Laboratories
- 5259 PWSs
- 0 States
- 11 EPA Users

The organizations that did not access the LT2 Data Collection System are listed below:





