

**Instructions for Completing
Electronic Groundwater Forms
February 2012**

Helpful Hints

- The electronic Wastewater Reporting system (which includes Discharge Monitoring Reports, Groundwater monitoring forms and LAMP forms) only works with Internet Explorer. If you are using any other browser, such as Mozilla, Safari, or Firefox, it may not work properly.
- Any groundwater monitoring requirement in your permit will be listed on a Groundwater form.
- Each Groundwater form includes a unique six-character identification number called the DOC (document) number. It is very important to use the correct form for each reporting period.
- If there are changes needed to the facility information displayed (address, contact name, title), PALs (Preventive Action Limits) or ESs (Enforcement Standards) or monitoring requirements listed, contact your DNR representative or note your concerns in the General Remarks box. You are required to test and report in accordance with the conditions of your permit. If changes are necessary, a revised file can be provided. Your DNR representative can arrange for this to be done.
- The Submit button is only active when the Groundwater form status is “Validated” and the person logged on has submit authority.
- The Groundwater form will be locked once submitted. If there is a need to change data after submittal, but prior to the data being certified by DNR, contact Dave Argall (David.Argall@wisconsin.gov) and request the status of the file be changed back to “In Progress”. Upon certification (by using the certification code process) this data is transferred to the DNR database. Your DNR representative can change data in the DNR database but they cannot change the submitted form. If it is necessary to change the submitted form, the only option is for DNR to delete the submitted and certified form and recreate the form. It will then be necessary for the facility to reenter all data and resubmit.

Roles

- Wastewater Reporting Forms - Entry – Can enter data on the Groundwater form and perform validation of the form. Cannot submit.
- Wastewater Reporting Forms - Submit – Can view and submit the Groundwater form. Cannot enter data nor perform validation of the Groundwater form.
- Wastewater Reporting Forms - Recipient of confirmation email – The official recipient of an e-mail with a PDF copy of each submitted Groundwater form confirming successful submission. Cannot access or view the Groundwater form on line.

Navigating the Web Page

- To access the Groundwater monitoring forms for your facility, open your Internet Explorer web browser and go to <http://dnr.wi.gov/topic/switchboard> then click “Log In To The Switchboard” in the upper left area of your screen.
 - Your Switchboard ‘Home’ page is displayed. Scroll down to your facility name, then click on ‘Wastewater Reporting Forms’ in the “What You Can do” column.
 - The eForms page appears and displays your eforms.
 - Click on the ‘Groundwater’ link then click on the ‘Active’ link. Select the monitoring period for the data that you want to enter. (Note: You can also click on the ‘History’ link to see previously submitted forms.)
- When the monitoring period is selected at the eForms page, Action buttons displayed include Edit Form, Upload XML File, Download XML File, Submit, Print Report, Certify, Return, and Logout. (Note: most facilities will not be using the Download or Upload XML buttons.)
- Depending on the method of data entry you use, select **one** of the following:
 - Click the Edit Form button if you will be entering results on the template.
 - Click the Download XML File button if you move data stored electronically to the XML file. Usually software has been purchased or extensive programming has been done by your facility if your facility completes the monitoring form using this method.

Contact Us

If you need assistance, click the Contact Us link on the bottom of the web page to generate an e-mail to your DNR representative.

Groundwater Monitoring Form

When the Edit Form button is clicked at the eForms page, the Groundwater form appears. The Groundwater form is divided into 3 sections.

- The first section is facility information and displays the time period covered by the form and the name of the person logged in. Click the More button to display additional facility information. Click the Less button to return to the default view.
- The second section includes the Action buttons and is used for reporting well information and monitoring results. Remember to scroll to the right to see all fields in this section. The Action buttons (Save, Validate, Print, Return, Help and Logout) are blue when active and grey when not active. The Save and Validate buttons can be used as many times as necessary. If you make changes after validation, you must save and then validate again before you can submit. Anytime you click the save button you must revalidate the form before you can submit.
- The third section contains three information boxes: 'Sample Collected By', 'General Remarks' and 'Laboratory Quality Control Comments'. Complete the 'Sample Collected By' box. The 'General Remarks' box should be used to relay any information other than QA/QC comments. The QA/QC comments should be placed in the 'Laboratory Quality Control Comments' box.

Entering Well Information, Monitoring Results and QA/QC Information

- Scroll to the right to see the 'Date Sample Taken' field. Click on the 'Choose Date' grid displayed just after the 'Date Sample Taken' to choose the correct sample date.
- The "Casing Top Elevation" (pipe top) displays the information stored in DNR's database. If it is blank or incorrect, please enter the casing top elevation in the field labeled "Casing Top Elevation New". Report the casing top elevation to the nearest 0.01 foot Mean Sea Level (MSL).
- Use the checkboxes to indicate if 'Well Is' (Broken, Frozen, Dry) or if 'Sample Has' (Odor, Color, Turbidity). Scroll to the right to see the checkboxes for 'Sample Has'. If you check any of these checkboxes, enter an explanatory comment in the General Remarks box.
- If the well is abandoned, use the 'Choose Date' grid to enter the "Abandoned Date" and enter the name of the person for "Abandoned By".
- All monitoring values must be entered in the 'Sample Value' column.
- When no monitoring has been performed for a parameter, the entire row should be left blank. Do not enter a zero for the Sample Value, instead leave it blank.
- Report monitoring results in the 'Units' shown on the form. Data is considered to be in error if reported in any other unit. Contact your DNR representative if you believe a change to the Groundwater form is necessary.
- Note that when reporting Groundwater Elevation, the system calculates and verifies that:
Groundwater Elevation = Casing Top Elevation minus Depth to Groundwater.
- Report Depth to Groundwater measurements to the nearest 0.01 foot (divide measured inches by 12 to convert to decimal format and round to nearest 0.01 foot).
- When a sample result is no detect, or less than the limit of detection (LOD), report as : < value of LOD. For example: if the lab reports no detect and a LOD value of 0.02, report <0.02 as the Sample Value.
- Enter the LOD & LOQ (Level of Detection & Level of Quantitation) for all parameters on the list titled "Parameters requiring LOD/LOQ Values" that are shown with a 'Yes'. This list can be accessed at <http://dnr.wi.gov/topic/wastewater/documents/parameters.pdf>
- Provide the nine-digit laboratory certification number for all sample values other than Depth to Groundwater and Groundwater Elevation.
- Do not enter commas, dashes, or other extraneous markings intended to call attention to comments written elsewhere on the monitoring form.

Quality Assurance/Quality Control Information

The lab you contract with should provide LOD and LOQ information and their laboratory certification number. If testing is performed on-site and you have questions regarding determining LOD and LOQ, contact your Lab Certification Officer or DNR representative.

Validation Process

- As sample results are entered, some items not passing validation will cause the field to be outlined in red. For example, a cell will be outlined in red if a comma or NA is entered.
- When you save and click the 'Validate' button, a pop-up box displays Warnings and Errors.
 - A Warning alerts you to reporting issues but will not prevent submittal. Warnings remind you to enter a comment in the General Remarks area for applicable issues such as a frozen well or a sample has odor, or to remind you to submit a Well Abandonment Report if a well is abandoned.
 - An Error in the pop-up window will prevent submittal and must be resolved. Errors appear for such issues as reporting a zero for a sample value, failure to report the LOD/LOQ or laboratory certification number where required, or the Groundwater Elevation is not equal to the Well Casing Top minus Depth to Groundwater, or other missing information.
 - When errors are listed in the validation pop-up, close the window, fix the problems, save and click the Validate button again.
- The pop-up box has a 'Print' button to print the Warnings and Errors listed.
- If your PC has pop-up windows blocked, you can temporarily override by clicking and holding down the Control button, then clicking the Validate button. You can release the Control (Ctrl) button after the pop-up is displayed.
- Successfully validating the monitoring form changes the status to 'Validated'.

Submittal of the Groundwater Form and Certification of the Data

- The Submit button will only be active when the status of the Groundwater form is "Validated" and the person logged on has submit authority. (Note: If you are in the Edit Form section, you must click the 'Return' button to return to the eForm page to see the 'Submit' button.)
- When the Submit button is clicked, the "eReport Submit" page appears.
 - Note that the "eReport Submit" page states "Once this file has been submitted, it will no longer be editable. Click the 'Finalize Submit' button to continue." (Proceed by clicking the "Finalize Submit" button which will take you to the 'eReport Certify' page.)
 - Note that the "eReport Certify" page displays the 'Facility Name', 'Form Type' and 'Reporting Period', along with a box to enter your Certification Code and a line labeled "E-Mail was sent to". There is also language regarding the legal requirements of form submittal and a message that states "Without leaving THIS page, check E-Mail address for message containing Certification code. Enter code and click 'Certify' button to complete submittal."
 - To proceed, do not close the "eReport Certify" page when opening your email box to see the email message with the Certification Code. Find the certification code in the email message and then go to the 'eReport Certify' page and enter the code in the box labeled 'Enter Certification Code', then click the 'Certify' button.
 - NOTE: If you close the "eReport Certify" page before entering your certification code, you will need to click the 'Certify' button again which will activate another email message with a new certification code.
 - After the 'Certify' button is clicked the page displays 'Certification complete'.
- An e-mail confirming successful submission will be sent by DNR to each person with any Wastewater Reporting role (Wastewater Reporting Forms - entry, Wastewater Reporting Forms - submit, Wastewater Reporting Forms e-confirmation).