



## Instructions for Completing the DWELR & WebOAS Registration Form

### Background:

The Drinking Water Electronic Lab Reporting (DWELR) application allows secure submittal of drinking water sample data over the Internet. The data can be uploaded or entered using screen entry forms. On submission, DWELR validates the data and returns an error report. Errors can be corrected immediately or recalled for correction later. A laboratory is allowed to edit and view only the data that it submitted. Water systems can register for access to view data submitted for them by laboratories using DWELR. Immediately after midnight on the 10<sup>th</sup> of each month as required by Chapter 109 of Title 25 of the Pennsylvania Code, all data is cleared from DWELR and passed to the Pennsylvania Drinking Water Information System (PADWIS) for monthly compliance processing.

The Web Optimization Assessment Software (WebOAS) application allows staff in the Department of Environmental Protection (DEP) to acquire monthly turbidity data from raw water, sedimentation basin effluent, and combined filter effluent samples taken at surface water treatment plants. The data will allow DEP staff to review 12-month trend graphs and summaries on turbidity from treatment plants. It will also allow DEP to prioritize State assistance efforts. In return, systems can, at any time, download data that includes turbidity trend graphs and other information for each of their plants. The data can be uploaded or entered using screen entry forms. The data is available for review and update until March 31<sup>st</sup> of the following year. WebOAS is not a substitute for submitting compliance monitoring data as required by Safe Drinking Water Regulations. Compliance monitoring data must be submitted using DWELR or paper SDWA forms.

Based on the DWELR & WebOAS Registration Form you will be given access to DWELR and, if requested, WebOAS. You may register to use DWELR only or DWELR and WebOAS. DWELR has two access levels: 'submit' and 'view only'. With 'submit' access: Drinking water laboratories accredited by DEP's Bureau of Laboratories (BOL) and laboratories registered with BOL may use DWELR to submit drinking water sample data. With 'view only' access: Water systems can request access to view data submitted for them by labs using DWELR. View only users cannot alter any sample records and can only view sample records that have been submitted for them by labs. Anyone requesting access to only WebOAS will be given view only access to DWELR as well. Water systems that are accredited or registered labs can apply for both access levels.

**Important:** You must have a DEP laboratory identification number (Lab ID) to submit sample results using DWELR. (WebOAS users are not required to obtain a Lab ID.) If you or your water system do not have a Lab ID, but plan to submit sample results using DWELR, you or the water system must register with BOL. To register, submit a completed Environmental Laboratory Registration Application per the instructions included with the registration application. You may obtain a copy of the registration application from BOL's website: <http://www.depweb.state.pa.us/labs/>. For assistance in completing the laboratory registration application, contact BOL via email at [ra-eplabaccredit@pa.gov](mailto:ra-eplabaccredit@pa.gov) or by phone at (717) 346-7200. For questions regarding DWELR and WebOAS registration, contact the Operations & Monitoring Division at (717) 772-4018.

### Instructions:

#### 1. Complete the registration form.

Complete one registration form for each person and each lab and/or water system the person represents.

#### Person Requesting Access

Enter the name, phone number, and email address of the person who will be submitting data. If you use another person's name and password to submit data, you are submitting false information, which is subject to substantial civil and criminal penalties, including P.S. §4904 (unsworn falsification to authorities).

#### DEPGreenPort Username

In order to access DWELR and WebOAS, you must have a DEPGreenPort user profile. Your user profile will provide you access to DEPGreenPort from which you can access the DWELR and WebOAS applications. Please Note: You may already be using DEPGreenPort if, for example, you used the Internet to submit information under Act 220 or another DEP program. If so, you will continue to use the same Username and Password to access DEPGreenPort. Enter that username here.

If you do not have a DEPGreenPort user profile, go to <http://www.depgreenport.state.pa.us/>. On this page there is a button, "Click here to self-register", which allows you to create your GreenPort user profile. After you have created your user profile, enter your DEPGreenPort Username here.

**Name of Laboratory or Water System**

Enter the name and mailing address of the water system or laboratory you represent.

**Primary Contact for the Laboratory or Water System**

Enter the name, phone number and email address of the person who is the primary contact for the laboratory or water system that you represent.

**DWELR & WebOAS Identification Number(s)**

Identification numbers to report:

If you will be using DWELR to submit sample results, enter a five-digit Lab ID.

If you will be using DWELR to view sample results for a water system, enter a PWSID.

If you will be using DWELR to submit and view sample results for a water system, enter both the Lab ID and the PWSID.

If you will be using WebOAS, enter a PWSID.

**Determining the five-digit Lab ID:**

If you represent an accredited or registered laboratory that will be submitting samples using DWELR, you must provide a five-digit Lab ID.

Currently BOL issues seven-digit Lab IDs.

When a seven-digit number is issued (e.g., 12-34567), the last five digits are the Lab ID (e.g., 34567).

For older seven-digit Lab IDs:

If the first two digits after the dash are zeros (e.g., 12-00345), replace the zeros with the first two digits of the number for the five-digit Lab ID (e.g., 12345).

Older Lab IDs:

If a six digit number was issued (e.g., 12-3456), insert a zero in front of the last four digits (e.g., 03456) for the five-digit Lab ID.

If a five-digit number was issued (e.g., 12-345), use all five digits (e.g., 12345 – no dash).

Note: If you were subsequently issued a seven-digit Lab ID, continue to use your original five-digit number.

If you have questions about determining your five-digit Lab ID, please contact the Operations & Monitoring Division at (717) 772-4018.

**2. Mail the completed registration form to:**

PA Department of Environmental Protection  
Bureau of Safe Drinking Water  
Operations & Monitoring Division  
400 Market Street, 10<sup>th</sup> Floor, RCSOB  
Harrisburg, PA 17101-8466

**Or, fax the completed registration form to:**

Fax: (717) 772-5630

For questions regarding DWELR and WebOAS **registration**, contact the Operations & Monitoring Division at (717) 772-4018.

For questions regarding the **use** of DWELR, contact the Operations & Monitoring Division at (717) 772-4018.

For questions regarding the **use** of WebOAS, contact the Training, Technical & Financial Services Division at (717) 783-5121.



## DWELR & WebOAS Registration Form

**Mail the completed registration form to:**

PA Department of Environmental Protection  
Bureau of Safe Drinking Water  
Operations & Monitoring Division  
400 Market Street, 10<sup>th</sup> Floor, RCSOB  
Harrisburg, PA 17101-8466

**For questions regarding DWELR Contact:**

Operations & Monitoring Division  
Phone: (717) 772-4018

**For questions regarding WebOAS Contact:**

Training, Technical & Financial Services Division  
Phone: (717) 783-5121

**Or, fax the completed registration form to:**

Fax: (717) 772-5630

(Please print clearly)

Person Requesting Access

Date (Month/Day/Year)

Name: \_\_\_\_\_

Phone Number (include area code): \_\_\_\_\_

E-mail: \_\_\_\_\_

DEP GreenPort Username (required): \_\_\_\_\_

Name of Laboratory or Water System

\_\_\_\_\_

Mailing Address

City

State

Zip Code

\_\_\_\_\_

Primary Contact for the Laboratory or Water System

Name: \_\_\_\_\_

Phone Number (include area code): \_\_\_\_\_

E-mail: \_\_\_\_\_

**DWELR & WebOAS Identification Number(s)**

**Check all that apply:**

- I will be using DWELR to submit sample results and have entered a Lab ID below.
- I represent a water system and want access to view sample results. I have entered a PWSID below.
- I represent a surface water system and want access to WebOAS. I have entered a PWSID below.

**Lab ID:**

**PWSID:**

Enter your 5-digit Lab ID after the L.	L						
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Enter your 7-digit PWSID after the P.	P								
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Please complete a **separate registration** form for

- **each person** who will be using DWELR or WebOAS and
- **each lab and/or water system** the person represents.