



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 10th 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 31st 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 Laboratory Accreditation website: <https://www.dep.pa.gov/Business/OtherPrograms/Labs/Pages/Laboratory-Accreditation-Program.aspx>. For assistance in completing the laboratory registration application, contact BOL via email at 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).

Keystone Username

The GreenPort Reporting Portal now uses the KEYSTONE USERNAME and PASSWORD to access the reporting applications. **NOTE: For DWELR, your KEYSTONE USERNAME may not contain any symbols (-,@,.) or spaces and must be less than 12 characters.**

- If you are currently accessing the GreenPort Reporting Portal for other DEP reports (eDMR, Act 220, etc.), you may use that same username to report via DWELR. Enter that username on the form. If your current Keystone username contains symbols or spaces then you will need to create a new Keystone username to access DWELR. You may only have one Keystone username per email address.
- If you already have a KEYSTONE USERNAME from another business you have conducted or are conducting with the Commonwealth of Pennsylvania, you may enter it here. To check if you may already have a KEYSTONE USERNAME, visit <https://keystonelogin.pa.gov/>, select "Log In" and "Forgot Username." You will

receive an e-mail with your username if you already have a KEYSTONE USERNAME associated with your e-mail address.

- If you do not have a KEYSTONE USERNAME or username that you are already using in GreenPort, you may set up an account via either the GreenPort or KEYSTONE websites:
 - **In Greenport:** Go to <https://greenport.pa.gov/gpl> and click the "Register" button under "Register for a New GreenPort Account" to create a KEYSTONE USERNAME and password.
 - Whichever method you use, remember: **Your KEYSTONE USERNAME may not contain any symbols (-,@,.) or spaces and must be less than 12 characters.**

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, 10th Floor, RCSOB
Harrisburg, PA 17101-8466

Or, fax the completed registration form to:

Fax: (717) 772-5630

Or, email the completed registration form to:

ra-padwis@pa.gov

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.

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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

(Please print clearly)

Person Requesting Access

Date (Month/Day/Year)

Name: _____

Phone Number (include area code): _____

E-mail: _____

Keystone Username (required): _____

(Username may not contain symbols or spaces, must be < 12 characters)

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:

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|---|---|--|--|--|--|--|
| Enter your 5-digit Lab ID after the L. | L | | | | | |
|---|---|--|--|--|--|--|

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|--|---|--|--|--|--|--|--|--|--|
| Enter your 7-digit PWSID after the P. | P | | | | | | | | |
|--|---|--|--|--|--|--|--|--|--|

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.