

Drinking Water Sample Submittal User Guide

1. Purpose

The Drinking Water Sample Submittal web portals are used by certified laboratories to report sample results on behalf of water systems, well owners, and water contractors. Sample results reported are to comply with regulatory requirements under either NR 809 (Public water systems) or NR 812 (Private water systems).

2. Web Portal Access

- Web portals are accessed through [Switchboard | Wisconsin DNR](#)
- An active WAMS account with appropriate permissions is required to access the Drinking Water Sample Reporting applications.
- Access is provided to an individual user to submit sample data by Lab (facility id) and by user role and is granted via the Switchboard.
 - **Drinking Water Laboratory Entry** switchboard role provides access to the Public Drinking Water Sample Submittal web portal
 - **Private Water Laboratory Entry** role switchboard role provides access to the Private Drinking Water Sample Submittal web portal
 - The same user can be given both roles.
- Once access is granted the user will receive an email and the user will be able to login to the application via the Switchboard link.

2.1 Obtaining Support

- Individual Samples: For questions pertaining to any required actions based on an individual sample's results, please reach out to the appropriate Drinking Water staff member.
 - **Public Drinking Water:** [CountyContacts.pdf \(wisconsin.gov\)](#)
 - **Private Drinking Water:** [Private water supply specialists | | Wisconsin DNR](#)
- Technical Support: For assistance with
 - **General WAMS account:** Click "Need Assistance?" on [Switchboard | Wisconsin DNR](#)
 - **File Upload** (Initial set up, formatting, or general data): DNRLabPortal@Wisconsin.gov
 - **Public Drinking Water Application:** DNRPUBLICWATERAPPLICATIONSUPPORT@wisconsin.gov
 - **Private Drinking Water Application:** DNRDGPrivateWaterWebSupport@wisconsin.gov

3. Information Applicable to both Public and Private Web Portal

3.1 Navigation



- The **name of the user** logged in is shown on the Header Bar, along with the **laboratory name**.
- Users associated with multiple laboratories can switch between their laboratories by utilizing the dropdown in the upper right near **Menu option** the user's name
- Exit to **DNR Switchboard** via the Menu option
- Logout entirely via the Menu option or the **Arrow Icon** (circled) next to the lab name
- **Hamburger Icon** (circled) on LHS collapses the Menu Bar.
- The **Tiles** on the home page or **Menu option** take the user to the same page.
- Switch between the Public and Private web portals by clicking the link in the menu.

3.2 Data Entry

The ability to upload samples is provided via a link on the Tile and Menu Bar

- Select **New Sample** for Public Water and **Enter Sample Data** for Private Water.
- Required fields are denoted by red asterisk (*).
- Except for fields, such as 'Sample Id', sample data can be entered and **Saved** but not **Submitted** without triggering validation constraints. Submitting the sample triggers validation constraints and enforces the required fields.
- All information submitted on the laboratory slip should be reported with the sample results.
- Comments can be provided at either sample level or result level.
- Result analyses that have been completed by an outside lab, should be reported by completing the Sub contracted Lab field.

The current DNR policy is that labs should report invalid Bacti Samples only.

3.3 Sample Listing

Instructions to review samples entered via the data entry screen are as follows:

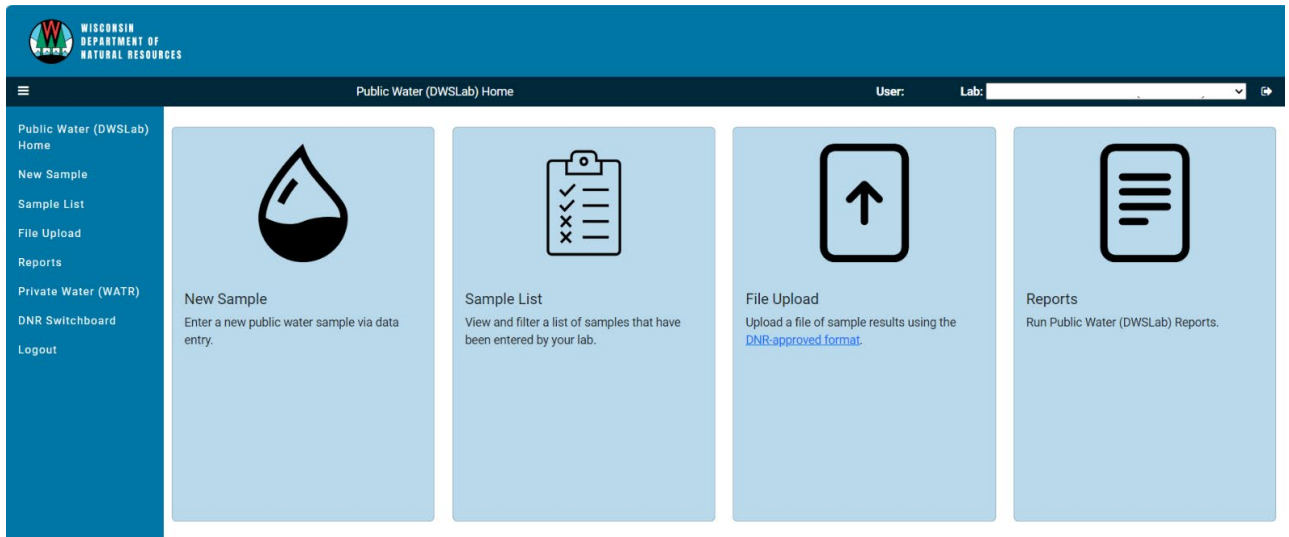
- Select **Sample List** from the Tile or menu bar displays samples from the Laboratory which the user is logged in as.
- Use the fields at the top of the page to search for samples
- Select the **Sample Id** in the list to obtain details about the sample

3.4 File Upload



Instructions to complete a file upload from the same laboratory are as follows:

- Select **File Upload** from the Tile or menu bar to upload a file of sample data
- Only files with DNR-approved formatting can be uploaded (currently Tab-delimited or XML)
- File formatting information is available: [Lab data transmittal | Laboratory Data Entry System \(LDES\) | Wisconsin DNR](#)
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4. Public Drinking Water Sample Submission



4.1 Data Entry Sample Process Flow

1. Sample data is entered via the **New Sample** tile/menu option. It can be saved at any time (**Save** button) without validation rules being enforced.
2. Saved samples are set to **New** status and can be further edited. The **Edit** mode is entered from  icon on the **Sample List** page
3. The **Save and Submit** button or  icon on the **Sample List** sends the sample data to DNR. This action enforces the validation rules. Validation Rule failures are displayed in a **RED BOX**. Samples must pass validation to be submitted and receive the **Submitted** status.
4. When Submitting samples the following legal warning is provided

ua.dnrx.wisconsin.gov says

Do you certify that you personally examined and are familiar with all the information submitted on this document, and that you believe that the information is true, accurate, and complete? And, furthermore, this sample will be submitted as specified and will not be available for further changes. Is this OK?

OK


Cancel

5. DNR processes confirm the sample is actioned by setting the status to **Received**.
6. A sample that is successfully processed, will be given the status of **Complete**.
7. Samples that are rejected will remain the **Received** Status.

4.1.1 Sample Results in Drinking Water System (DWS)

1. Processed sample updates the LDES system and DWS systems
2. Successfully processed samples can be seen via the external portal [Drinking Water System Portal: Home Page \(wi.gov\)](#) by searching for the PWS id entered.
3. Rejected samples are listed in [Review/Fix Sample Errors \(wi.gov\)](#) along with the errors. Your DNR representative will assist in resolving these errors with you.

4.1.2 Sample Deletion

1. Samples in **New** or **Submitted** Status may be deleted from the Web portal without backend systems being impacted.
2. Use **Del** field  icon on the **Sample List** to delete the sample.
3. Once the sample status = **Received** - the sample cannot be deleted and a correction to the sample will need to be made. The elapsed time between **Submitted** and **Received** status is up to 1 hr.

4.1.3 Sample Correction

1. Samples can be corrected by selecting **Corrected Sample = Yes** and searching for the sample Id to correct us. Auto-text completion is available.
2. The original sample id is then retrieved and can be edited.

Add New Sample - Lead and Copper water quality parameters

Is this a corrected sample? Yes No

Lookup Corrected Sample ID: Sample and test results filled from original sample successfully.

Section I: System Information

System Name	PWS ID	Region	PWS Type
WEST SALEM WATERWORKS	63203349	West Central Regic	MC
System Address	City	County	
175 S LEONARD ST	WEST SALEM	La Crosse	
Entry Point (or Distribution System)*	New Entry Point ID (not in list)	Sample Source*	Sample Type*
<input type="text"/>	<input type="text"/>	W - Well <input type="text"/>	<input type="text"/>

Section II: Sample Information

Collection Date*	Collection Time	Address where sample was collected	<input type="button" value="Include all section II and III information that is present on the lab slip."/>
03/28/2024 <input type="text"/>	08:50 AM <input type="text"/>	991 STH 13 <input type="text"/>	
Monitoring Site ID	Monitoring Site Description	Sampler	
2 <input type="text"/>	Sample tap at pressure tank <input type="text"/>	Benny Bartz <input type="text"/>	

Section III: Lab Information

Lab Sample ID*	Date Reported to System*	Sample Receipt Condition Comment (if any)
ABC123 <input type="text"/>	03/29/2024 <input type="text"/>	<input type="text"/>

4.2 Data Entry for New Samples

4.2.1 Enter PWS id and Sampling Form

The screenshot shows the 'Select System and Sampling Form' interface. At the top, there is a header with the Wisconsin Department of Natural Resources logo and a navigation menu. Below the header, there is a search bar for 'Select System and Sampling Form'. The main form area contains two input fields: 'Enter PWS ID' with the value '85809427' and 'Or Select From Recently Used' with a dropdown arrow. Below these is a 'Sampling Form' dropdown menu with 'Coliform Bacteria' selected. At the bottom of the form are 'Continue' and 'Cancel' buttons.

- First Select the **PWS id** and **Sampling Form** used by sampler.
- **Select From Recently Used** field allows autocompletion to find a PWS Id. Samples from the last (3 months) are retrieved
- **Sampling Form** corresponds the [Laboratory analysis slips | Wisconsin DNR](#).
- The most common 3 Samples (Coliform Bacteria, Bacteria (GWS) and Nitrate are listed FIRST, followed by the rest in alphabetical order.

4.2.2 System, Sample and Laboratory Data

- **Section 1 – III** are the same for all Sampling Forms.

The screenshot shows the 'Add New Sample - Coliform Bacteria' form. It is divided into three sections: Section I: System Information, Section II: Sample Information, and Section III: Lab Information. Section I includes fields for System Name (BIRCH POINT CONDO ASSOCIATION), PWS ID (85809427), Region (Northern Region), PWS Type (TN), System Address (15326 W BIRCH POINT RD), City (HAYWARD), County (Sawyer), Entry Point (or Distribution System), New Entry Point ID (not in list), Sample Source, and Sample Type. Section II includes Collection Date (mm/dd/yyyy), Collection Time (--:--), Address where sample was collected, Monitoring Site ID, Monitoring Site Description, and Sampler. Section III includes Lab Sample ID, Date Reported to System (mm/dd/yyyy), Sample Receipt Condition Comment (if any), and Reason for Invalid. A blue button at the top right of Section II says 'Include all section II and III information that is present on the lab slip.'

- System Information is autocompleted from the PWS Id selected and cannot be updated.
- Please include all section II and III information that is present on the lab slip, even though some fields are not marked as required.
- If the Sample Id entered has already been used for a sample within the last 90 days, a warning is given, but the sample Id can be reused to provide corrections to a sample.
- When making a correction to a **date** –double check the YEAR as that does not auto-update (e.g. from 2024 to 2023).
- When entering a **time** , military time is recognized – i.e. 18:00 defaults to 6:00 PM. But updates require the PM/AM to be changed manually (e.g. make a further update to 08:15 then you need to change PM to AM)

- **Reason for Invalid** field is provided for Bacti Samples (it is not available for Chem Samples).
- If the **Reason for Invalid** selected is “Chlorine Present” then a test result for Chlorine must be entered. For all other invalid reasons the test results are disabled.
- It is NOT necessary to enter a **Sample Receipt Comment** to confirm the sample is ‘good’ etc. Only if you need to let the DNR to know more about the sample. Note each individual test has a separate comment field that can be used provide more information about the results of that specific test.

4.2.3 Positive Sample

If the combination of **Entry Point / Sample source** and **Sample Type** selected indicates a positive sample, then a further box will be displayed to capture that information.

4.2.4 Test Results

Section IV content vary according to the sampling form used.

- If test results were not provided for a parameter, please leave the ENTIRE ROW empty.
- **Navigation** - Tab moves across the page, arrow down to move down the columns (unless the field has a drop down then you have to use the tab method).
- **Storet codes** are not editable. If required, additional parameters maybe added if needed via the **Add a Parameter** button and searching by Storet code or Parameter name.
- **SDWA Method** Field
 - A drop-down list is provided for Bacti and Nitrate Samples only.
 - For other samples, please enter free form text.
 - Please select the method (with version) that is being used for analysis.
- **Units:** The defaults set are the units the DNR requires for our reporting requirements. For example Arsenic is defaulted to MG/L and labs often test to UG/L.
- **Results Qualifier** field is calculated based on the LOD and LOQ. Move the cursor out of the fields to enable autocompletion.
 - **For Total Coliform, E. coli and Cryptosporidium Parameters Only**
 - 1 -Valid Numeric Result (formerly Normal (no problem with Sample)
 - 5 - Too much contaminant to qualify (aka above upper report limit)
 - V - Valid non-numeric result
 - (The following options are no longer available :0 = Non-Numeric, Not verified; 2 = non-detect : 3 = Between LOD and LOQ: 6 = Screen Detect: F = Field Result)*
 - **All other parameters**

1 -Valid Result – LOQ or above (formerly Normal (no problem with Sample)

2 -Less than LOD or less than LOQ

3 – Between LOD and LOQ

F- Field Result

(The following options are no longer available :0 = Non-Numeric, Not verified; 5 - Too much contaminant to qualify; 6 = Screen Detect)

Section IV: Test Results

If a parameter in the list below was not analyzed, please leave the entire row blank.

Storet Code	Parameter	SDWA Method	Result*	Units	Result Qualifier*	Subcontracted Lab ID	Comment
50060	CHLORINE TOTAL RESIDUAL FIELD			MG/L ▾	▾		
50064	CHLORINE FREE AVAIL FIELD			MG/L ▾	▾		
50066	COMBINED AVAILABLE CHLORINE			MG/L ▾	▾		
99060	Coliform Total - Colilert Presence/Absence	▾	▾	/100 MI ▾	▾		
99069	E Coli - Colilert Presence/Absence	▾	▾	/100 MI ▾	▾		
99190	Coliform Total - Colisure Presence/Absence	▾	▾	/100 MI ▾	▾		
98931	E Coli - Colisure Presence/Absence	▾	▾	/100 MI ▾	▾		
99192	Coliform Total - Colisure Quantitray	▾		/100 MI ▾	▾		
98929	E Coli - Colisure Quantitray	▾		/100 MI ▾	▾		

.....etc.

99740	Coliform Total - E*Colite			/100 MI ▾	▾		
99741	E Coli - E*Colite			/100 MI ▾	▾		

Add a Parameter

Save Save and Submit Cancel

4.2.5 Bacti Test Results

No special notes

4.2.6 Chem Test Results

- Please note the new LOQ column, LOQ is required for Chemistry Samples
- MDL required for Lead and Copper
- For Nitrate Sampling Form, 2 parameters are available – one of these should be completed

Section IV: Test Results

If a parameter in the list below was not analyzed, please leave the entire row blank.

Storet Code	Parameter	SDWA Method	LOD*	LOQ or RL	Result*	Units	MCL	Result Qualifier*	Subcontracted Lab ID	Comment
620	NITRATE AS N	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	MC <input type="text" value="v"/>	10 MG/L	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
630	NITRATE+NITRITE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	MC <input type="text" value="v"/>	10 MG/L	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>

[Add a Parameter](#)

[Save](#) [Save and Submit](#) [Cancel](#)

4.2.7 Data Validations

Except for Lab Sample Id which is required for all samples, data validation rules fire only when the Sample is Submitted.

- **Missing Required Fields** are indicated thus

Entry Point (or Distribution System)*

Entry Point (or Distribution System) must be selected.

Lab Sample ID*

Lab Sample ID must be entered.



- **Invalid field combinations** are indicated at the top of the page thus

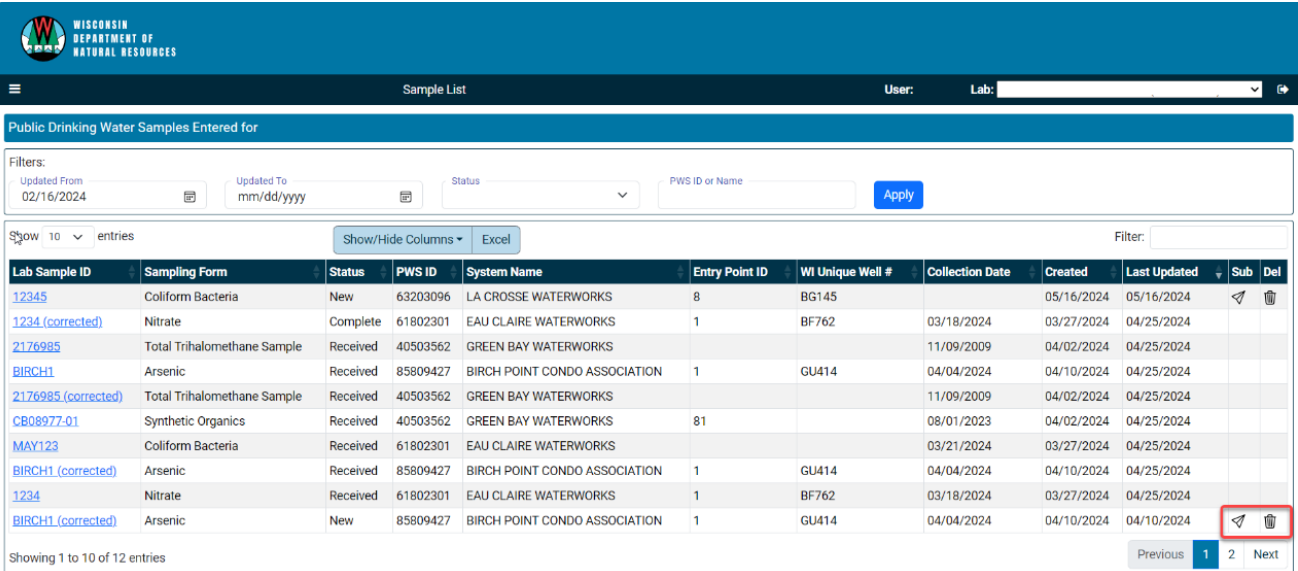
- All validation failures must be resolved to submit the sample data.

4.3 Sample List

The sample list provides the samples entered for the Lab using the Data Entry page.

NOTE: Samples uploaded by File Upload are NOT shown on this page.

- The display can be customized by
 - Filtering the data via the top section fields
 - Selecting the number of entries being displayed (not this change this does not persist once the user logs out)
 - Including or hiding columns
 - The filter on the lower section allows filtering by key words
- Ability to export the data to Excel is provided
- Corrected samples are annotated against the **Lab Sample Id**
- **The icons in the Sub and Del columns** ( ) allow Submission and Deletion of samples. If these not shown, then that functionality is unavailable due to the status of the sample.



Lab Sample ID	Sampling Form	Status	PWS ID	System Name	Entry Point ID	WI Unique Well #	Collection Date	Created	Last Updated	Sub	Del
12345	Coliform Bacteria	New	63203096	LA CROSSE WATERWORKS	8	BG145		05/16/2024	05/16/2024		
1234 (corrected)	Nitrate	Complete	61802301	EAU CLAIRE WATERWORKS	1	BF762	03/18/2024	03/27/2024	04/25/2024		
2176995	Total Trihalomethane Sample	Received	40503562	GREEN BAY WATERWORKS			11/09/2009	04/02/2024	04/25/2024		
BIRCH1	Arsenic	Received	85809427	BIRCH POINT CONDO ASSOCIATION	1	GU414	04/04/2024	04/10/2024	04/25/2024		
2176995 (corrected)	Total Trihalomethane Sample	Received	40503562	GREEN BAY WATERWORKS			11/09/2009	04/02/2024	04/25/2024		
CB08977-01	Synthetic Organics	Received	40503562	GREEN BAY WATERWORKS	81		08/01/2023	04/02/2024	04/25/2024		
MAY123	Coliform Bacteria	Received	61802301	EAU CLAIRE WATERWORKS			03/21/2024	03/27/2024	04/25/2024		
BIRCH1 (corrected)	Arsenic	Received	85809427	BIRCH POINT CONDO ASSOCIATION	1	GU414	04/04/2024	04/10/2024	04/25/2024		
1234	Nitrate	Received	61802301	EAU CLAIRE WATERWORKS	1	BF762	03/18/2024	03/27/2024	04/25/2024		
BIRCH1 (corrected)	Arsenic	New	85809427	BIRCH POINT CONDO ASSOCIATION	1	GU414	04/04/2024	04/10/2024	04/10/2024		

4.3.1 View and Edit Sample

- Sample Details are accessed by selecting the **Lab Sample ID**



Sample 12345, Collected, Sampling Form: Coliform Bacteria

Is this a corrected sample?

No

Section I: System Information

- Sample can be edited by selecting the **Edit Button (pink icon)** on the Righthand side

Sample 12345, Collected, Sampling Form: Coliform Bacteria

Is this a corrected sample?

Section I: System Information

System Name LA CROSSE WATERWORKS	PWS ID 63203096	Region West Central Region	PWS Type MC
System Address 400 LA CROSSE ST	City LA CROSSE	County La Crosse	
Entry Point (or Distribution System)* Distribution System Sample or Entry Point Not in List	New Entry Point ID (not in list)	Sample Source* D - Distribution System	Sample Type* D - Routine Distribution Compliance and Follow-ups

- A warning is displayed if changes made and unsaved

Leave site?
 Changes you made may not be saved.

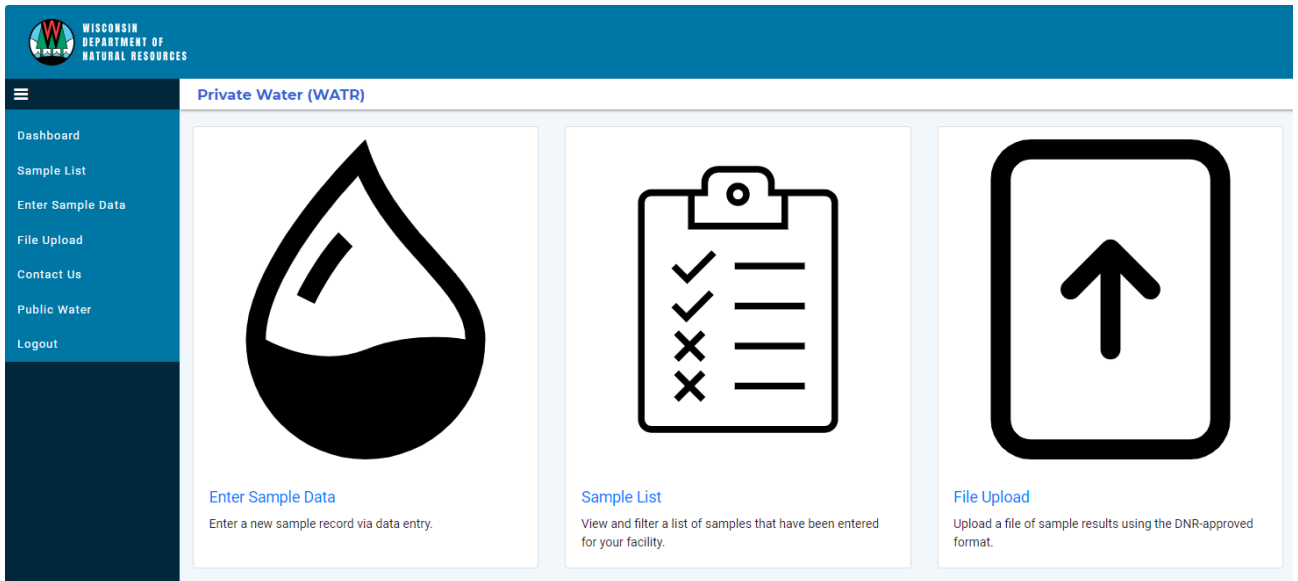
4.4 Additional Information

- **Reports Tile/Menu option:** This is currently a place holder.
- **Rejected bacteria samples:** (rejected due to chlorine presence) MUST be entered via the data entry screen and NOT via the File Upload. Please enter chlorine measurements for rejected samples.
- If the **Inorganics Sampling just has Nitrate tested**, use either Inorganics or Nitrates sampling form.
- For Chem Samples with a Result Qualifier = Field, LOD is NOT a required field. For example: Lead and Copper Water Parameters Sampling Form: Ph field .

Storet Code	Parameter	SDWA Method	LOD*	LOQ or RL	Result*	Units	MCL	Result Qualifier*	Subcontracted Lab ID	Comment
1055	MANGANESE					MG. ▾		▾		
671	PHOSPHATE ORTHO - UNFILTERED, NO DIGEST OR HYDROL					UG/ ▾		▾		
400	PH FIELD	test strip			6.5	SU ▾		F - Field Resi ▾		LOD not requ

5. Private Drinking Water Samples Submission

- Well Drilling and Pump Installing license numbers shall be 4 digits (use leading zeros for 2–3-digit licenses).
- Wisconsin Unique Well Numbers (WUWN) have the format AA###, AAA###, or 8AA###.
- Sample IDs should be unique
- Sample collection dates must occur **AFTER** well completion date.



The screenshot displays the 'Private Water (WATR)' section of the Wisconsin Department of Natural Resources website. On the left is a dark blue sidebar with a white menu icon and the following navigation links: Dashboard, Sample List, Enter Sample Data, File Upload, Contact Us, Public Water, and Logout. The main content area has a white background and is titled 'Private Water (WATR)'. It features three white cards with rounded corners and light blue borders. The first card, 'Enter Sample Data', shows a black water drop icon and the text 'Enter a new sample record via data entry.' The second card, 'Sample List', shows a clipboard icon with checkmarks and X's and the text 'View and filter a list of samples that have been entered for your facility.' The third card, 'File Upload', shows a black square with a white upward-pointing arrow and the text 'Upload a file of sample results using the DNR-approved format.'

5.1 Sample List

Selecting **Sample list** will display samples saved or submitted by the user’s laboratory.

- Users may search by any combination of available fields provided.
- Select “**Reset**” will clear out user’s search filters.
- Select **Sample #** to open a detailed view of the sample.
- Select “**Show Submission Information**” to display submission details including submission method, creation/submission dates, and submitter username.

Sample #	Sample Collector Name	Sample Date	Well Unique No	Reason for Test	Property Owner	Status
FIRSTQUAL123	SARA FRY	04/30/2024	AAU166	First Water Quality Test	TEST	SAVE AND SUBMITTED
PUMPNWT	OWNER	05/07/2024	ZA998	Pump Work - New Well	POINT-DRIVER HIMSELF	SAVE AND SUBMITTED
OTHER1	PUMP INSTALLER	05/09/2024	DV440	Other- Miscellaneous	GUNDERSON, LYNN	SAVE AND SUBMITTED
VARIANCE1	PUMP INSTALLER	05/07/2024	EM244	Variance - other	PAT CICKNEY	SAVE AND SUBMITTED
LPV1	JOE LANDFILL OWNER	04/20/2024	AAU192	Landfill variance	MILLER, BELINDA	SAVE AND SUBMITTED
TEST2	TERRY	05/01/2024	ER245	First Water Quality Test	MIKE EMMERICH	SAVED
MAYER1	DEB MAYER	03/01/2024		Pump Work - New Well	DEB MAYER	SAVED
TEST1	TERRY	05/02/2024	AAA449	First Water Quality Test	FIELD, SALLY	SAVE AND SUBMITTED

- Select “**Download Excel**” to export sample list to Excel.

5.2 Enter Sample Data

Select **Enter Sample Data** to report samples.

- From the **Sample Reason** dropdown, select the appropriate reason from the sample’s lab slip.
- Note that the fields displayed and required fields will change dependent upon Sample Reason selected.
- If a sample is invalid, select the appropriate reason code from the drop-down on the Bacteria result line.

5.3 Contact Us

Connect with DNR staff via email by completing the Contact Us form.

Complete the Contact Us form when:

- Corrections are needed for a sample older than 180 days.
- Technical issues are encountered.
- Sample deletion is needed.
- Contact Us form emails are directed to DNRDGPrivateWaterWebSupport@Wisconsin.gov.

The screenshot shows the 'Contact Us' form on the Wisconsin Department of Natural Resources website. The form is titled 'Contact Us' and is located on the right side of the page. The left side of the page features a navigation menu with options: Dashboard, Enter Sample Data, Sample List, File Upload, Public Water, Contact Us, and Logout. The form fields include: Lab Name (dropdown), First Name (text, 'SARA'), Last Name (text, 'FRY'), Address (text, '2984 SHAWANO AVE'), City (text, 'GREEN BAY'), State (dropdown, 'Wisconsin'), Zip (text, '54313-6727'), Phone (text, '(920) 360-2688'), Email (text, 'saram.fry@wisconsin.gov'), Subject (text), and Comments (text area). A 'Send Email' button is located at the bottom of the form. The footer of the page contains contact information for the Wisconsin Department of Natural Resources, including the address (101 S. Webster Street PO Box 7921, Madison, WI 53707-7921), phone number (1-888-936-7463), and email address (DNR@wisconsin.gov).

6. Data Dictionary Definitions

- **Subcontracted Lab:** an outside lab that has analyzed a portion of the parameters for a sample. Must be a valid Lab Id
- **New Entry Point ID:** Must be between 0 and 999 - Cannot select Entry Point ID and New Entry Point ID simultaneously and cannot already exist.
- **Date Reported to System:** <= today, >= Collection Date