

# Submitting Private Drinking Water Results Using the Web Data Entry Form



## Screen for New First Water Quality Test Form

- All mandatory fields must be completed (highlighted in yellow on data entry screen). Mandatory fields for the First Water Quality Test forms (includes Form 3300-77 and Form 3300-77A):
  1. Wisconsin Unique Well Number (WUWN)
  2. Property Owner
  3. County of Well Location
  4. License Number
  5. Date of Collection
  6. Time of Collection
  7. Collected By (Individual's Name, Not Company)
  8. Date Received
  9. Lab Sample Number
  10. Date Reported
- Wisconsin Unique Well Number (WUWN): Most numbers are keyed as two-letters three-numbers, for example AB123. New wells have three letters and three numbers, for example AAB001.
- Key only the last five digits of the County Well Permit Number if one is on the sample. County Permit Numbers are required in Chippewa, Dane, Dunn, Eau Claire, La Crosse, Trempealeau Counties.
- Key the 4-digit license number. Enter #9999 if a license number is not listed and the homeowner took the sample.
- Dates are to be entered in mm/dd/yyyy format; drop-down calendars may also be used to select dates.
- Times are to be entered in hh:mm format; select AM or PM.
- Date validation: "Date of Collection" date must come before the "Date Received" date, which must come before the "Date Reported" date. Also, "Well Completion" date must come before "Date of Collection" date.
- Lab Sample Numbers should be unique and may be alpha and numeric.

## Screen for New Pump Work – Water Test Request Form

- All mandatory fields must be completed (highlighted in yellow on data entry screen). Mandatory fields for the Pump Work – Water Test Request forms (Form 3300-265 and Form 3300-265A):
  1. Date of Collection
  2. Time of Collection
  3. Collected By (Individual's Name, Not Company)
  4. License Number
  5. Owner's Name
  6. Well Address
  7. County
  8. Reason for Test
  9. Date Received
  10. Lab Sample Number
  11. Date Reported
- Key in Wisconsin Unique Well Number (WUWN): Most numbers are keyed as two-letters three-numbers, for example AB123. New wells have three letters and three numbers, for example AAB001. If the Well Construction Report for the WUWN is already in the data system, fields will auto-populate. Compare owner information on water sample slip to be sure they are identical. If the data isn't identical key Owner's Name, Well Address, etc. and the new data keyed will override old data when sample is saved.
- Dates are to be entered in mm/dd/yyyy format; drop-down calendars may also be used to select dates.
- Times are to be entered in hh:mm format; select AM or PM.
- Key the 4-digit license number. Enter #9999 if a license number is not listed and the homeowner took the sample.
- Date validation: "Date of Collection" date must come before the "Date Received" date, which must come before the "Date Reported" date. Also, "Well Completion" date must come before "Date of Collection" date.
- Lab Sample Numbers should be unique and may be alpha and numeric.

### HOW TO TRANSFER FILES USING THE WEB DATA ENTRY FORM:

#### Options for saving:

- When a new sample is entered and "Save Without Submitting" is clicked, the sample data is saved, has a status of New, and may be further edited or deleted.
- When "Save and Submit" is clicked, the sample is submitted to the DNR, the status becomes Submitted, and the sample may no longer be edited or deleted.

If you identify an error and wish to edit or delete the sample after submitting, please send a request to [DNRWELLREPORT@wisconsin.gov](mailto:DNRWELLREPORT@wisconsin.gov).

To obtain a list of samples that were keyed: at Home Page, use drop-down calendar box to select "Include Samples That Were Last Updated Since" date from Recent Samples box and click GO. Print page(s) for record of samples Submitted to the DNR.

## General Data Entry Information

All mandatory fields must be completed (highlighted in yellow on data entry screen) for the samples to be submitted into the DNR's Drinking Water System (DWS). Warnings pop-up until all mandatory fields are entered completely and correctly.

An arrow box indicates a drop-down list is available (i.e. calendar).

When License Numbers are keyed on the First Water Quality Test Form screen, the Well Constructor Name will automatically populate. Compare the Well Constructor Name to be sure they are the same.

The Wisconsin Unique Well Number (WUWN) that is keyed on the First Water Quality Test Form and the Pump Work – Water Test Request Form screen will auto-populate the Owner Name and Well Address fields if the Well Construction Report is in the data system. Compare owner information to be sure they are the same.

If "Same" is written in the Well Address field on the Pump Work Form, do not type "Same". This indicates that the Owner's Street Address and the Well Address are the same. Type the Owner's Street Address as the Well Address, also.

If a bacti sample run is not listed as one of the Approved Methods in the Laboratory Results box select "Other" from the drop-down box.

If a sample is invalid (unable to be analyzed), select a reason code from the drop-down list in the Bacteriological Interpretation field.

If the **same** laboratory performs all of the NR 812 required tests for one well and water system, the bacti, nitrate and/or arsenic results may be keyed under one lab sample number and will carry the date reported of the first sample result reported to DNR. Key the first test results obtained with the Lab Sample Number, Date Reported, etc. and hit and "Save Without Submitting". Once the other tests are completed, simply add those results to the sample record you already created by selecting the appropriate parameter and indicating the test result. Hit "Save and Submit."

If bacti, nitrate, and/or arsenic tests for the same well are analyzed by separate laboratories, each laboratory must enter their own test results using their Lab Name and ID# and their date of analysis completion as the Date Reported.

Report all required\* private water sample results to the DNR – do not comply with any contractor requests to only submit "safe" test results to the DNR.

\*Required samples: Well drillers and pump installers are to submit required samples on Form 3300-77, Form 3300-77A, Form 3300-265, or Form 3300-265A, ONLY. These forms are not to be used for real estate, annual testing, etc.